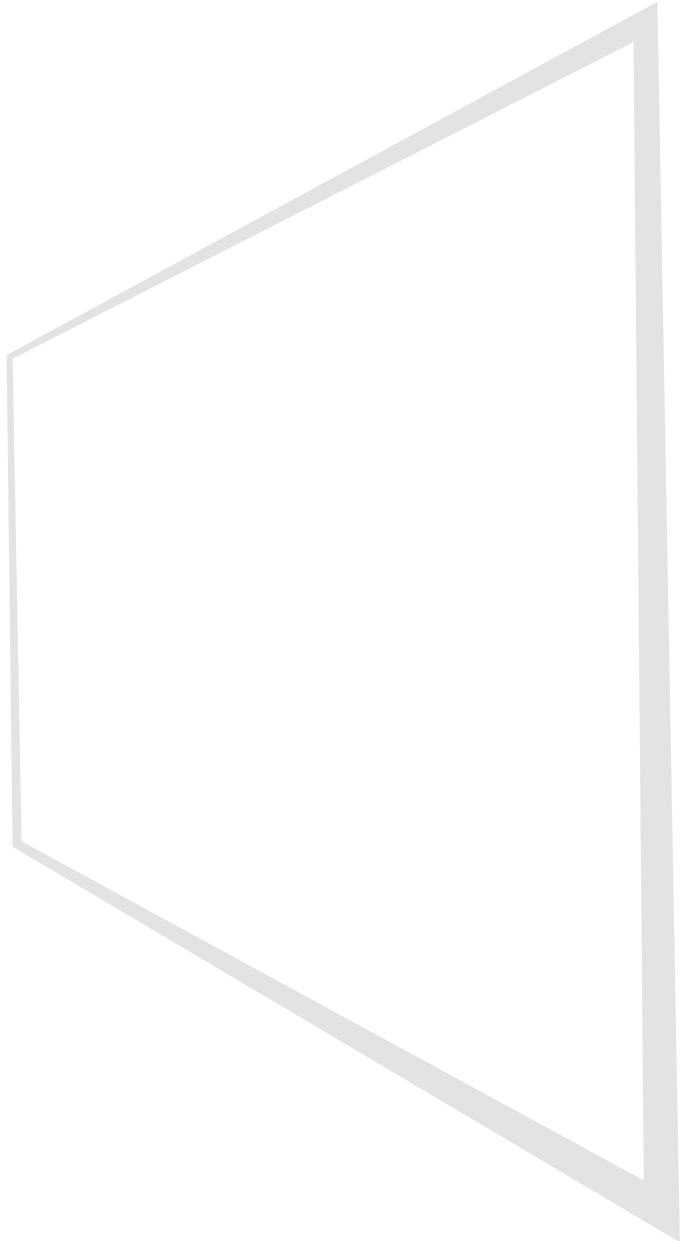


KONICA MINOLTA

**bizhub PRO 1100e**  
**QUICK GUIDE**





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# Contents

## 1 Introduction

<b>1.1</b>	<b>Intended use of this machine.....</b>	<b>1-3</b>
1.1.1	Intended use .....	1-3
1.1.2	Impermissible operating conditions .....	1-3
1.1.3	Exclusion of liability.....	1-3
<b>1.2</b>	<b>Target groups.....</b>	<b>1-4</b>
<b>1.3</b>	<b>Configuration and Usage of this Guide.....</b>	<b>1-5</b>
1.3.1	HTML User's Guide operating environment .....	1-5
	Supported Operating Systems/Browsers .....	1-5
	Display resolution.....	1-5
1.3.2	Conventions used in this guide.....	1-6
<b>1.4</b>	<b>Make a Note about This Machine Information.....</b>	<b>1-7</b>
1.4.1	Checking the mounted optional devices .....	1-7
1.4.2	Checking network information .....	1-8
	Printing out the Configuration Page Print .....	1-8

## 2 Before Getting Started

<b>2.1</b>	<b>Turning the Power ON/OFF.....</b>	<b>2-3</b>
	Power supply .....	2-3
	Turning the power on.....	2-3
	Turning the power off.....	2-4
	Power-saving function .....	2-5
<b>2.2</b>	<b>Available Operations in this Machine.....</b>	<b>2-7</b>
2.2.1	Major functions of this machine.....	2-7
	Print functions .....	2-7
	Copy functions.....	2-7
	Scan functions .....	2-8
	Hold function of print jobs using the HDD .....	2-8
	Device control function (PageScope Web Connection).....	2-8
2.2.2	Application functions .....	2-9
	Tone curve adjustment function (Color Centro).....	2-9
	Job management function (Job Centro) .....	2-9

## 3 Let's Make Prints

<b>3.1</b>	<b>Printing Flow.....</b>	<b>3-3</b>
3.1.1	Step 1: Prepare the printer driver and applications .....	3-3
3.1.2	Step 2: Load paper into a tray .....	3-3
3.1.3	Step 3: Configure information of the paper loaded into a tray in this machine .....	3-3
3.1.4	Step 4: Use the printer driver to print data .....	3-4
3.1.5	Step 5: Check the finishing .....	3-4

## 4 Installing Software

<b>4.1</b>	<b>Installing the Printer Driver</b> .....	<b>4-3</b>
4.1.1	Operating environment .....	4-3
	In a Windows environment.....	4-3
	In a Macintosh environment.....	4-3
4.1.2	Characteristics of printer driver .....	4-3
4.1.3	In a Windows environment.....	4-4
	Installation .....	4-4
	Default setting .....	4-5
4.1.4	In a Macintosh environment.....	4-5
	Installation .....	4-5
	Default setting .....	4-6
<b>4.2</b>	<b>Installing Applications</b> .....	<b>4-7</b>
4.2.1	Operating environment .....	4-7
	Color Centro.....	4-7
	Job Centro .....	4-7
4.2.2	Color Centro setup.....	4-8
	Function overview .....	4-8
	Installation .....	4-9
	Start .....	4-9
4.2.3	Job Centro setup .....	4-10
	Function overview .....	4-10
	Installation .....	4-11
	Start .....	4-11

## 5 Basic Operations

<b>5.1</b>	<b>Loading Paper</b> .....	<b>5-3</b>
5.1.1	Loading paper into the main body tray .....	5-3
5.1.2	Loading paper into the Paper Feeder Unit PF-709 .....	5-4
<b>5.2</b>	<b>Paper Setting</b> .....	<b>5-7</b>
5.2.1	Specifying paper information for a tray.....	5-7
<b>5.3</b>	<b>Printer Driver Setting</b> .....	<b>5-12</b>
5.3.1	Printer driver functions.....	5-12
	[Screening]: Select the fixed screen. ....	5-12
	[Screening]: Custom screen setting .....	5-13
	[Tone Curve]: Tone curve setting .....	5-14

## 6 Maintaining the Finishing Quality

<b>6.1</b>	<b>Both Sides Adjustment</b> .....	<b>6-3</b>
6.1.1	Both Sides Adjustment .....	6-3
6.1.2	Adjustment flow .....	6-3
6.1.3	Making the Both Sides Adjustment for each tray .....	6-4
	Scan Measurement Adjustment.....	6-4
	Gap Adjustment .....	6-12
	Chart Adjustment .....	6-16
	Zoom and Image Shift Adjustment .....	6-22
<b>6.2</b>	<b>Image Quality Adjustment</b> .....	<b>6-26</b>
6.2.1	Image Quality adjustment .....	6-26
6.2.2	Adjusting a tone curve using Color Centro .....	6-26
<b>6.3</b>	<b>Adjusting the Finisher</b> .....	<b>6-27</b>
6.3.1	Opening the screen to be adjusted.....	6-27
	Adjustable settings.....	6-28



## 7 Troubleshooting

<b>7.1</b>	<b>Replenish and Replace Consumables</b> .....	<b>7-3</b>
	Replacing a toner bottle.....	7-3
	Replenishing staple cartridge supply.....	7-5
	Replacing a waste toner box .....	7-6
<b>7.2</b>	<b>Clearing Paper Jams</b> .....	<b>7-8</b>
7.2.1	How to view the animation guide.....	7-8
	[JAM Position] screen .....	7-8
	Illustration screen for Jam handling .....	7-9
<b>7.3</b>	<b>If the Specified Paper is not Found</b> .....	<b>7-11</b>
	Replacing with the specified paper.....	7-11
	Forcibly printing using the loaded paper .....	7-13
<b>7.4</b>	<b>Cannot Send Data</b> .....	<b>7-14</b>
<b>7.5</b>	<b>When gray tones did not come out as expected</b> .....	<b>7-15</b>
7.5.1	Setting by the printer driver .....	7-15
7.5.2	Adjusting the tone curve by Color Centro .....	7-15
<b>7.6</b>	<b>Image Position Adjustment</b> .....	<b>7-16</b>
<b>7.7</b>	<b>If you forget the administrator password</b> .....	<b>7-17</b>

## 8 Appendix

<b>8.1</b>	<b>Good Use of the [HTML User's Guide]</b> .....	<b>8-3</b>
	(1) Let's master the search function!.....	8-3
	(2) Confirm the setting required for the target finishing in an operation example!.....	8-3
<b>8.2</b>	<b>Name of each Component</b> .....	<b>8-4</b>
8.2.1	External components .....	8-4
8.2.2	Internal components .....	8-6
8.2.3	Control Panel Layout .....	8-8
<b>8.3</b>	<b>Convenient Use of Scan Function (Scan to SMB)</b> .....	<b>8-10</b>
8.3.1	Step 1: Prepare the destination computer.....	8-10
	In a Windows environment.....	8-10
	In a Macintosh environment.....	8-11
8.3.2	Step 2: Connect this machine to the network .....	8-11
8.3.3	Step 3: Prepare the operating environment for SMB transmission .....	8-12
8.3.4	Step 4: Configure settings according to your environment .....	8-12
8.3.5	Step 5: Send scan data to a public folder .....	8-12
<b>8.4</b>	<b>Major Specifications</b> .....	<b>8-13</b>
8.4.1	Machine .....	8-13
8.4.2	ADF (Reverse automatic document feeder) .....	8-13
8.4.3	Feeding-related optional devices.....	8-14
	Paper Feeder Unit PF-709 .....	8-14
	Large Capacity Unit LU-411 .....	8-14
	Large Capacity Unit LU-412 .....	8-15
	Multi Bypass Tray Unit MB-507 .....	8-15
	Post Inserter PI-502 .....	8-16
8.4.4	Output-related optional devices .....	8-17
	Finisher FS-532.....	8-17
	Multi Puncher GP-501 .....	8-20
	Auto Ring Binder GP-502 .....	8-21
	Z Folding Unit ZU-608 .....	8-21
8.4.5	Electronic optional devices .....	8-22
	Removable Hard Disk Kit RH-101 .....	8-22
	HDD Inner Case Kit HD-523 .....	8-22
	Authentication Unit AU-201 .....	8-22
	Authentication Unit AU-201S.....	8-22
<b>8.5</b>	<b>Weight for each size</b> .....	<b>8-23</b>
	Weight for each size.....	8-23
<b>8.6</b>	<b>Maximum paper size and printing area</b> .....	<b>8-24</b>





# Introduction





# 1 Introduction

## 1.1 Intended use of this machine

### 1.1.1 Intended use

This machine is designed to be used as a digital printing system for the following purposes:

- Print, copy, and scan documents.
- Use available finishing functions such as duplexing, stapling, hole-punching, multi-folding and booklet creation if appropriate options are installed.
- Store documents to reprint on the HDD of this machine.

The intended use also requires that:

- The system is used within the limits of device specifications and specifications of optional components,
- All safety instructions in the related user's guides are observed,
- Legal restrictions on copying or printing are observed (refer to [Safety Information]),
- Inspection and maintenance instructions are adhered to,
- General, national and company safety provisions are observed.

### 1.1.2 Impermissible operating conditions

The system may not be operated if:

- Errors or damage have been discovered,
- Maintenance intervals have been exceeded,
- Mechanical or electrical functions do not work as they should.

### 1.1.3 Exclusion of liability

The manufacturer of the system assumes no liability for damages if the system was operated under impermissible conditions.

## 1.2 Target groups

The user's guides are intended for the following users of the system:

- Operator: Person who has been trained by Konica Minolta or authorized partner to operate the system for its intended use as well as manage consumables, and perform the maintenance and troubleshooting described in user's guides.
- Administrator: Person who has been trained by Konica Minolta or authorized partner to manage consumables, adjust system settings, and establish network connections and security systems.

Everyone who uses this system must have read and understood the related user's guides.

## 1.3 Configuration and Usage of this Guide

There are two types of User's Guides for this machine: guides as PDF files and [HTML User's Guide].

When you want to learn about detailed functions or operation procedures, refer to the [HTML User's Guide] included in the **DVD** supplied with this machine.

For information about how to use the [HTML User's Guide], refer to page 8-3 in this guide.

Title of manual in DVD	Overview
[Quick Guide] (This Guide)	This guide describes the basic operations of the machine, how to install the printer driver and applications, and how to replace consumables.
[Safety Information]	This guide provides precautions and requests that should be followed to ensure safe usage of this machine. Read this guide before using the machine.
[HTML User's Guide]	This manual describes the basic operations, functions that enable operations to be more convenient, maintenance procedures, simple troubleshooting operations, and various setting methods of this machine.

Note that basic technical knowledge about the machine is required to enable users to perform maintenance work or troubleshooting operations. Maintenance and troubleshooting operations should be carried out as instructed in this guide and the [HTML User's Guide] included in the **DVD** supplied with this machine.

Should you experience any problems, contact your service representative.

### 1.3.1 HTML User's Guide operating environment

#### Supported Operating Systems/Browsers

This guide describes the operation verification in the operating systems and browsers shown below.

Operating system	Web browser
Windows Vista (Service Pack 2)	Internet Explorer 9.x
Windows 7 (Service Pack 1)	Internet Explorer 11.x Firefox 44.x
Windows 8.1	Internet Explorer 11.x Firefox 44.x
Windows 10	Internet Explorer 11.x Microsoft Edge 25 Firefox 44.x
Mac OS X 10.7/10.8	Safari 6.x
Mac OS X 10.9	Safari 7.x
Mac OS X 10.10	Safari 8.x
Mac OS X 10.11	Safari 9.x

#### Tips

- Check that [JavaScript] of your Web browser is enabled. The [HTML User's Guide] uses [JavaScript] for the page display or search function.
- Note that some of the functions may not work normally depending on your system environment. Please be forewarned.
- Problems may be able to be solved by using the latest Web browser.

#### Display resolution

1,024 × 768 pixels or more

### 1.3.2 Conventions used in this guide

This guide describes product names and system configurations as follows.

Product name	Conventions used in this guide
<b>bizhub PRO 1100e</b>	This machine: Indicates the entire system including options and functions. The main body: Indicates the main unit that provides print functions in this machine. The machine: Indicates a mechanical part related to the structure or mechanism.
<b>Microsoft Windows</b>	Windows

Optional products are described with no model number added as follows unless otherwise specified.

Product name	Conventions used in this guide
<b>Finisher FS-532</b>	<b>Finisher</b>
<b>Saddle Stitcher SD-510</b>	<b>Saddle Stitcher</b>

The convention above is also applied to other optional devices.

## 1.4 Make a Note about This Machine Information

### 1.4.1 Checking the mounted optional devices

Get to know the optional devices mounted on this machine.

You can check a part of the mounted optional devices on the [MACHINE] screen of the **touch panel**.



Select the check boxes (  ) of the installed optional devices; this is convenient to manage optional devices.

#### Output-related optional devices

<input type="checkbox"/> Finisher FS-532	<input type="checkbox"/> Output Tray OT-507
<input type="checkbox"/> Z Folding Unit ZU-608	<input type="checkbox"/> Multi Puncher GP-501
<input type="checkbox"/> Saddle Stitcher SD-510	<input type="checkbox"/> Auto Ring Binder GP-502
<input type="checkbox"/> Punch Kit PK-522	

#### Feeding-related optional devices

<input type="checkbox"/> Paper Feeder Unit PF-709	<input type="checkbox"/> Multi Bypass Tray Unit MB-507
<input type="checkbox"/> Large Capacity Unit LU-411	<input type="checkbox"/> Post Inserter PI-502
<input type="checkbox"/> Large Capacity Unit LU-412	

#### Electronic optional devices

<input type="checkbox"/> HDD Inner-case Kit HD-523	<input type="checkbox"/> Authentication Unit AU-201
<input type="checkbox"/> Removable Hard Disk Kit RH-101	<input type="checkbox"/> Authentication Unit AU-201S
<input type="checkbox"/> Status Indicator Light MK-744	

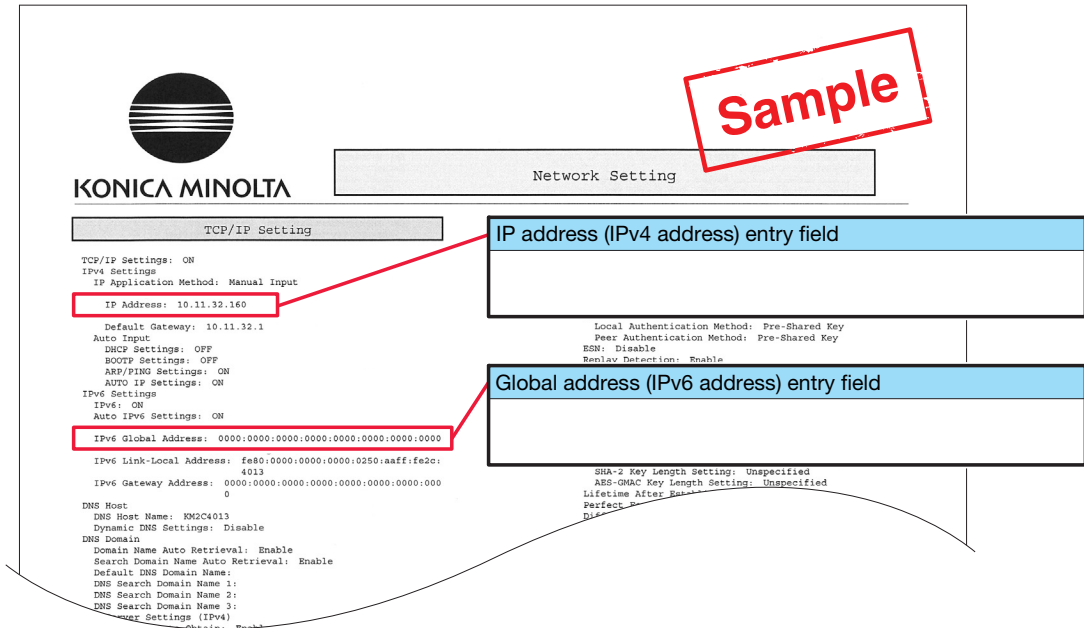
### 1.4.2 Checking network information

Make a note about network information required to use functions of this machine such as printer functions and various applications.

To check network information, print out the Configuration Page Print.

#### Printing out the Configuration Page Print

- ➔ From the [MACHINE] screen on the touch panel, select [Controller] - [Report Type] - [Network Setting], then press [Execute].
- ➔ Note down the IP address printed on the Configuration Page Print in the entry field according to your environment.



#### Tips

- If necessary, note down other network information in the following table.
- To check network information, the administrator privilege may be required. Contact your machine administrator.

#### NOTICE

Some notes may include confidential information. Handle this guide with great care.

In particular, do not enter information such as the password.

Item	Entry field
Example: JSP port number	Example: 30081

---

# **2** Before Getting Started





## 2 Before Getting Started

### 2.1 Turning the Power ON/OFF

#### Power supply

This machine has two power switches: **main power switch** and **sub power switch**.

#### NOTICE

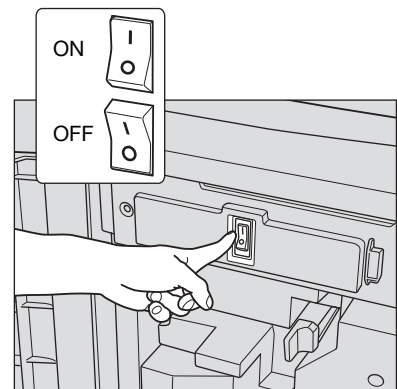
The **main power switch** is normally kept turned on.

The **main power switch** must be turned on or off only when you start this machine for the first time or when you restart this machine.

#### Turning the power on

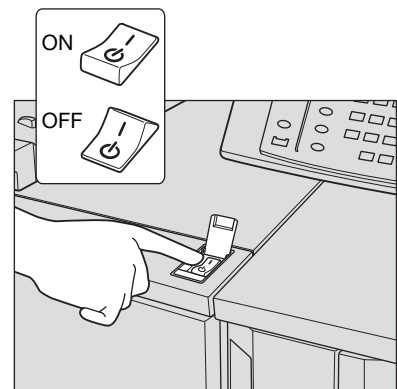
- 1 Open the **front door** of the main body, then open the **left door**. Then, turn the **main power switch** on.

When the **main power switch** is turned on, the **Power LED** on the **control panel** lights up in orange.



- 2 Turn on the **sub power switch** on the upper-right corner of the main body.

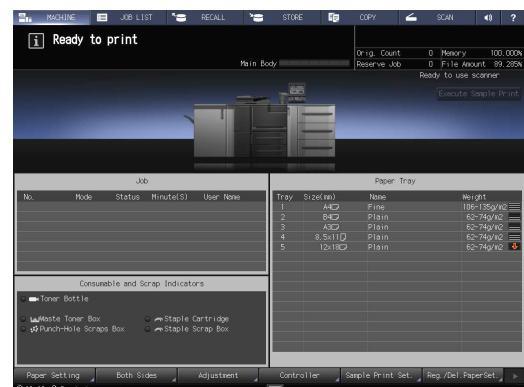
When the **sub power switch** is turned on, the **Power LED** on the **control panel** lights up in blue.



After the start screen has been displayed, the default screen is displayed.

The default screen can be selected from **Utility/Counter**. For details, refer to the [HTML User's Guide].

When [Ready to print] is displayed on the [MACHINE] screen, you can use this machine.



### Tips

If [Machine is warming up] is displayed on the [MACHINE] screen, it indicates that this machine is in the warm-up state. Warm-up processing takes approximately 6.5 minutes.

## Turning the power off

### 1 Turn off the **sub power switch**.

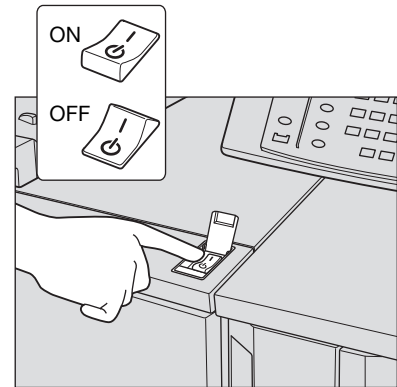
The **touch panel** display is cleared, and the **Power LED** on the **control panel** changes from blue to orange.

#### **NOTICE**

*While the following message is displayed, do not turn off the **main power switch**. Otherwise, a problem such as a toner fixation in the machine may occur.*

*[Cooling in progress / Power is turned off automatically]*

*[Power off in progress / Please do not turn the main power off]*



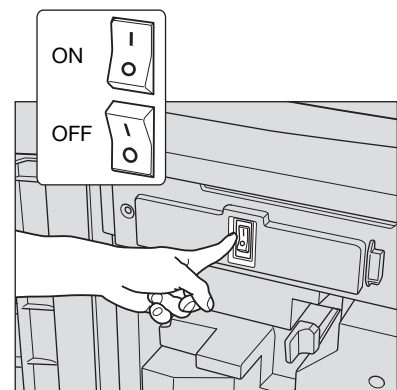
### 2 Turn off the **main power switch**.

→ The **main power switch** is located inside the machine.

→ Open the **front door** of the main body, then open the **left door**.

#### **NOTICE**

*When turning the **main power switch** off then on, be sure to wait for 10 seconds or longer before turning the main power switch on again. If the **main power switch** is turned on again within 10 seconds, the machine may not function normally.*



## Power-saving function

Using the following functions can reduce the power consumption of this machine and provide greater power-saving effects.

Function		Description
Power Save function	Auto Low Power	<p>Turns off the <b>touch panel</b> display to reduce the power consumption of this machine. This machine is placed into the Auto Low Power mode when:</p> <ul style="list-style-type: none"> <li>The specified period of time has elapsed with no print jobs executed in the printable state</li> <li><b>Power Save</b> on the <b>control panel</b> has been pressed for a second or more</li> </ul> <p>This mode is available when [Auto Low Power] is selected by selecting <b>Utility/Counter</b> - [Administrator Setting] - [System Setting] - [Power Save Setting] - [Power Save Function Setting].</p> <p>There are eight power-saving time periods available: 1 min., 3 min., 5 min., 10 min., 15 min., 30 min., 60 min., 90 min., 120 min., and 240 min., from which you can select the desired one.</p>
	Auto Shut OFF	<p>Turns off all LEDs except <b>Power Save LED</b> and <b>Power LED</b> on the <b>control panel</b>, to reduce the power consumption of this machine. This machine is placed into the Auto Shut OFF mode when:</p> <ul style="list-style-type: none"> <li>The specified period of time has elapsed with no print jobs executed in the printable state</li> <li><b>Power Save</b> on the <b>control panel</b> has been pressed for a second or more</li> </ul> <p>If the Auto Shut OFF mode is kept for a long time, it may take a while to warm up this machine upon restart.</p> <p>This mode is available when [Auto Shut OFF] is selected by selecting <b>Utility/Counter</b> - [Administrator Setting] - [System Setting] - [Power Save Setting] - [Power Save Function Setting].</p> <p>There are seven power-saving time periods available: 1 min., 3 min., 5 min., 10 min., 15 min., 30 min., 60 min., 90 min., 120 min., and 240 min., from which you can select the desired one.</p>
	Auto Wake-up Cond.	<p>Specify conditions to automatically release the Shut OFF mode and start printing when print jobs are received in the Auto Shut OFF mode.</p> <p>If you press [All Jobs] to highlight the button, the Shut Off mode is automatically released even during Auto Shut OFF, allowing all print jobs to be output.</p> <p>If you unhighlight the button, the Shut Off mode is automatically released during Auto Shut OFF only when the machine receives print jobs from [PS Plug-in driver] or [PageScope Direct Print], allowing them to be output. To process other jobs, use this machine after releasing the Shut OFF mode.</p>
ErP Setting	<p>Turns the main power off after the Auto Low Power mode, Auto Shut OFF mode, or the <b>sub power switch</b> is kept in the off state for the specified period of time.</p> <p>There are seven power-saving time periods available: Do Not Switch, 12 Hours, 24 Hours, 36 Hours, 48 Hours, 60 Hours, and 72 Hours, from which you can select the desired one.</p> <p>If the Weekly Timer is set to [Weekly Timer ON], [ErP Setting] appears dimmed and you cannot configure this setting.</p>	
Main Power Auto OFF Setting	<p>When the <b>sub power switch</b> is turned off, the main power can be turned off automatically if the main body has completely cooled down.</p>	
Weekly Timer	<p>Automatically turns the power of this machine on or off based on the specified time or day of the week.</p>	

 **Tips**

- **Utility/Counter** - [Administrator Setting] - [System Setting] - [Power Save Setting] - [Power Save Function Setting] is the same as **Utility/Counter** - [User Setting] - [System Setting] - [Power Save Setting] - [Power Save Function Setting], use either of the methods to configure a setting.
- If **Power Save** on the **control panel** is pressed for one second or more, either of Auto Low Power or Auto Shut OFF is enabled. To enable either function, select [Administrator Setting] - [System Setting] - [Power Save Setting] - [Power Save Function Setting].

 **Reference**

*For details about how to configure and use the above functions, refer to the [HTML User's Guide].*

*For information about the default administrator password, refer to page 7-17.*

**NOTICE**

*If this machine is turned off because the Weekly Timer has started, job data is not received even if it is sent. While this machine can be used normally, send job data again.*

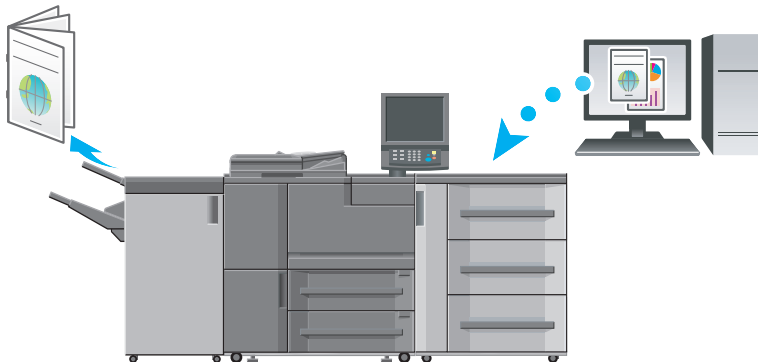
## 2.2 Available Operations in this Machine

### 2.2.1 Major functions of this machine

#### Print functions

You can print data on this machine via the printer driver using the application software installed on your computer.

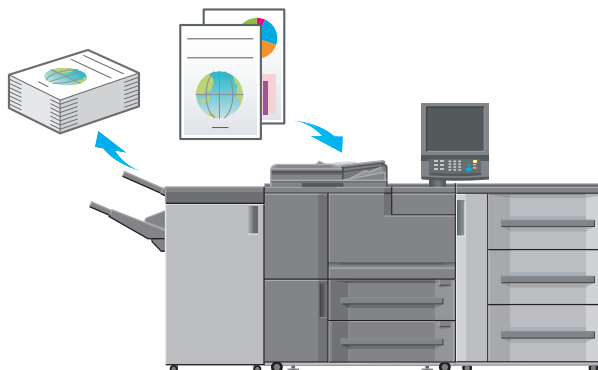
You can configure a layout or finish setting by implementing a simple action when printing data.



#### Copy functions

You can specify conditions such as the original scan setting, paper size, or the finish setting to copy data.

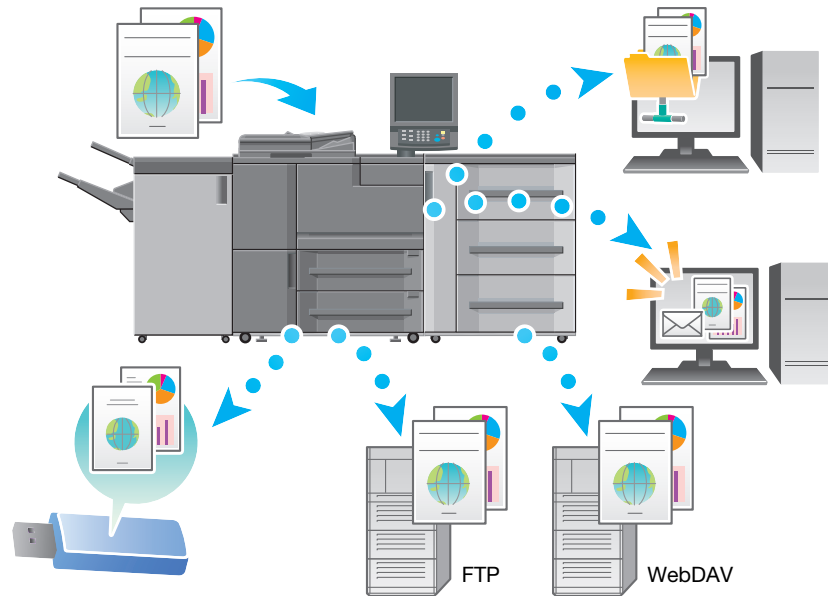
Using the **ADF** allows you to scan more original pages in a short time period.



## Scan functions

You can send the scan data as an E-mail attachment, send it to a shared computer (SMB server), FTP server, or WebDAV server, and save it to the USB flash drive installed on this machine.

In addition, you can give a scan instruction from a computer on the network to import the scan data to your computer.



## Hold function of print jobs using the HDD

You can temporarily save an executed print or copy job to reprint it from the job list or save it on the HDD of this machine.

## Device control function (PageScope Web Connection)

**PageScope Web Connection** is a device control utility program provided by the HTTP server built in the machine.

If you access this machine via the network using the computer's Web browser, you can check the machine status or configure various settings from a remote location using **PageScope Web Connection**.

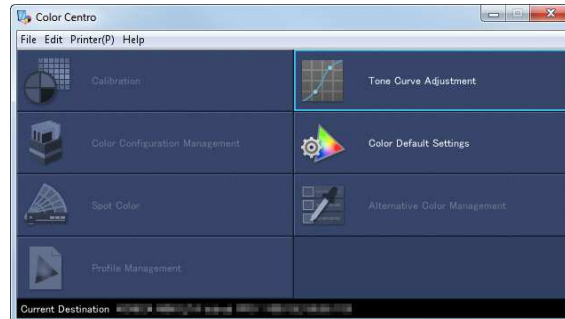


## 2.2.2 Application functions

### Tone curve adjustment function (Color Centro)

**Color Centro** is an application that enables efficient color management on your computer.

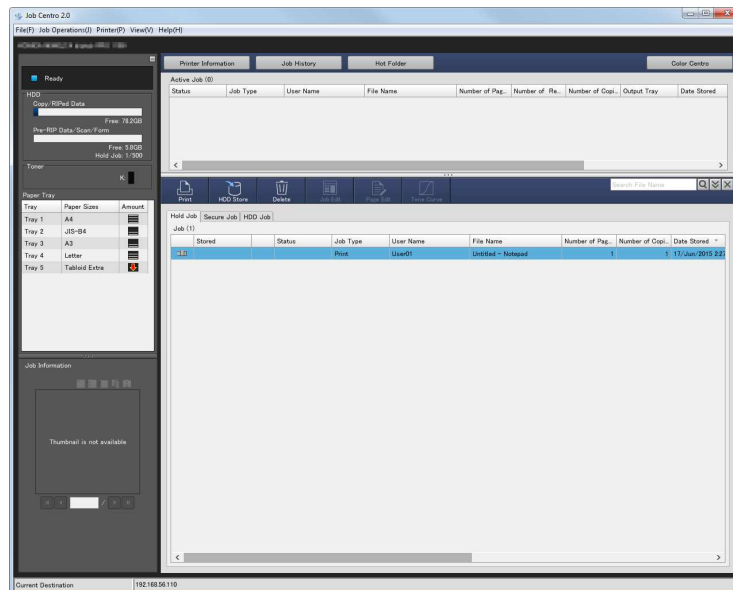
To realize optimal printing results, you can adjust and specify tone curves.



### Job management function (Job Centro)

**Job Centro** is an application that enables job management of this machine.

Using this function, you can monitor a print, copy, or scan job, operate and edit jobs temporarily saved on this machine, and edit pages. In addition, you can acquire device information such as printer status, consumable information, or tray information to check the status of this machine through your computer.







---

# 3

**Let's Make Prints**

---



## 3 Let's Make Prints

This chapter describes a basic print workflow using this machine.

First confirm the basic flow to print data, then add detailed settings and adjustment to meet your requirements.



### Reference

For information about application settings of this machine and adjustment procedures, refer to the [HTML User's Guide].

## 3.1 Printing Flow

First check that your original data is printed in the following flow.

The detailed operations or setting procedures are described in the reference page for each step.



### Tips

The **DVD** supplied with this machine includes a sample PDF file for printing. This file is helpful if you have no original data.

### 3.1.1 Step 1: Prepare the printer driver and applications

Install the printer driver and applications in your computer.

After installation is completed, configure information of the mounted devices using the printer driver to use optional functions.

For details, refer to the following pages:

- To install the printer driver: Refer to page 4-3.
- To install applications: Refer to page 4-7.

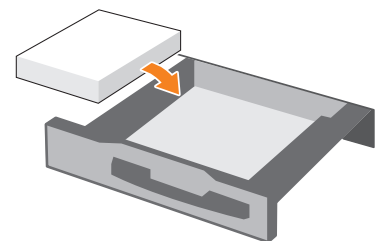


### 3.1.2 Step 2: Load paper into a tray

Load paper into the **Main Body Trays** or an optional paper tray.

For details, refer to the following pages:

- To load paper into the **Main Body Trays**: Refer to page 5-3.
- To load paper into **Paper Feeder Unit**: Refer to page 5-4.



### 3.1.3 Step 3: Configure information of the paper loaded into a tray in this machine

Specify the type, size, weight, and other values of paper.

For details, refer to page 5-7.



### 3.1.4 Step 4: Use the printer driver to print data

Print original data through your computer.

- ✓ Check the application environment for original data in advance. This guide describes a procedure example of how to print data using the PS Plug-in driver from **Adobe Reader XI** in a **Windows 7** environment.

- 1 Click [Print] in the file menu of the application software to display the Print window.
- 2 Select the installed printer driver from [Printer], then click [Properties].
- 3 Click the [General] tab on the setting screen of the printer driver, then select the paper size of the original data in [Original Size].

Check the setting, then click [OK].

→ In [Paper Tray], you can select a tray to load paper to be printed into.

→ For information about other functions of the printer driver, refer to the [HTML User's Guide].

- 4 Click [Print].

Original data is printed, and printed sheets are output to the **output tray** of this machine.

→ You can save print jobs on the HDD of this machine.

If print jobs are saved on the HDD, you can make prints without reconfiguring settings the next time you print; which makes simple reprinting jobs easier.

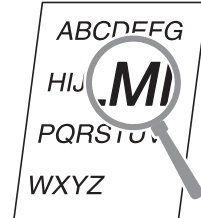
The items you can configure or adjust vary depending on where print jobs are saved on the HDD. For details, refer to the [HTML User's Guide].

→ For information about how to take an action when data is printed with an incorrect paper size, refer to page 7-11.

### 3.1.5 Step 5: Check the finishing

Check the image quality reproducibility, printing position misalignment, fold or staple position, and other items after printing data.

For information about finishing checkpoints and adjustment procedures, refer to the [HTML User's Guide].



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## Installing Software



## 4 Installing Software

### 4.1 Installing the Printer Driver

#### 4.1.1 Operating environment

##### In a Windows environment

Item	Specifications
Operating System	Windows Vista, Windows 7, Windows 8.1, Windows 10, Windows Server 2008, Windows Server 2008 R2, Windows Server 2012, Windows Server 2012 R2
CPU	Any processor of the same or higher specifications as recommended for your operating system
Memory	Memory capacity as recommended for your operating system The memory must have a sufficient free space to support the operating system and required applications.
Drive	DVD drive

##### In a Macintosh environment

Item	Specifications
Operating System	Mac OS X 10.6/10.7/10.8/10.9/10.10/10.11
CPU	Intel Processor
Memory	Memory capacity as recommended for your operating system
Drive	DVD drive

#### 4.1.2 Characteristics of printer driver

There are the following types of printer drivers that can be installed on this machine.

Printer driver	Page description language	Description
PS Plug-in driver	PostScript 3	This recommended printer driver provides high printing quality and has many functions. This printer driver is especially recommended when printing using applications from Adobe Systems and is compatible with the Mac OS.
PPD driver	PostScript 3	Use this printer driver when using applications that can create printing data using a PPD driver. However, this printer driver is compatible only with Windows, not the Mac OS.
PCL driver	PCL6	This printer driver has the same operability that the printer drivers for office-use MFPs have. Use this printer driver if you cannot print correctly using the PS Plug-in driver. However, this printer driver is compatible only with Windows, not the Mac OS.

### 4.1.3 In a Windows environment

#### Installation

Start the installer from the **DVD** supplied with this machine, then install the printer driver on your computer.

This guide describes an example procedure to install the PS Plug-in driver in a Windows 7 environment.

- ✓ For information about how to install another printer driver, refer to the [HTML User's Guide].
- ✓ A network setting must be configured on this machine before beginning the installation procedure. For details, refer to the [HTML User's Guide].
- ✓ To carry out this task, the computer's administrator privilege is required.


- 1** Insert the **DVD** into the DVD drive of the computer.
  - If the installer does not start, open the printer driver folder on the DVD, double-click [AutoRun.exe], then proceed to the procedure 2.
- 2** Select [Printer Install], then select [PS Plugin Driver].
- 3** Select [EN].
  - When the [User Account Control] window is displayed, click [Continue] or [Yes].
- 4** Click [Next].
- 5** Enter the printer name or IP address, then click [Next].
  - The printer is created using the lpr port.
  - To connect to a different printer (NetBIOS or port9100), select [Other Connection]. For details, refer to the [HTML User's Guide].
- 6** Select the name of the printer to be installed, then click [Next].
  - If the required printer name cannot be found, click [Have Disk], then directly specify the [Setup.inf] file.
- 7** Click [Finish].
  - If the [Windows Security] window is displayed, click [Install this driver software anyway]. Then, configure the default setting for the printer driver. For details, refer to page 4-5.



## Default setting


Check that optional information of this machine is configured correctly on the printer driver.


- ✓ If optional information of this machine is not configured correctly on the printer driver, you cannot use optional functions. If any optional function is mounted, be sure to configure a setting.

- 1 Display the printer window.
  - In Windows 7/Server 2008 R2, open the Start menu, then click [Devices and Printers].
  - In Windows Server 2012, right-click on the Start screen, click [All Apps], then select [Control Panel] - [Hardware and Sound] - [View devices and printers].
  - In Windows 8.1/Server 2012 R2, on the Start window, click , then click [Control Panel] - [Hardware and Sound] - [Devices and Printers].
  - In Windows 10, right-click the Start button, then click [Control Panel] - [Hardware and Sound] - [View devices and printers].
  - In Windows Vista/Server 2008, open the Start menu, select [Control Panel] - [Hardware and Sound], then click [Printers].

- 2 Open [Printing preferences].

→ Right-click the icon of the installed printer, then click [Printing preferences].

- 3 Click  on the upper-right corner of the window, then click [Configure] that is displayed.

→ Check that  is shown on the right-hand side of [Acquire Device Information]. If this mark is not shown, click [Acquire Device Information] to acquire device option information.

### NOTICE

*If you have failed to acquire device option information, check the network setting.*

- 4 Click [OK].

The device option information setting is then completed.

## 4.1.4 In a Macintosh environment

### Installation

Install the printer driver on your computer from the **DVD** supplied with this machine, then add the desired printer to the computer.

This guide describes how to install the PS Plug-in driver in a Mac OS X 10.8 environment and add a Bonjour-connected printer.

- ✓ For information about how to add a printer in another connection method (AppleTalk, LPR, or IPP), refer to the [HTML User's Guide].
- ✓ A network setting must be configured on this machine before beginning the installation procedure. For details, refer to the [HTML User's Guide].
- ✓ To carry out this task, the computer's administrator privilege is required.
- ✓ Exit all applications before starting this task.

- 1 Insert the **DVD** into the DVD drive of the computer.

### NOTICE

*In OS X 10.7 or later, even when the **DVD** is inserted into the drive, the DVD icon may not be displayed on the desktop. In this case, the setting for displaying the icon on the desktop may be disabled. Check whether or not the desktop display setting is disabled in "Preferences" of the Finder.*

- 2 Open the folder that contains the desired printer driver in the **DVD**.

→ Select a folder according to the printer driver, operating system, and language to be used.

- 3 Copy the [bizhub PRO 1100PSxx.pkg] file matching the model name to the desktop, then double-click it.

→ "xx" indicates the version of the operating system.

The installer starts.

- 4 Follow the on-screen instructions to click [Continue].
  - When the screen for entering [Name] and [Password] is displayed, enter the computer administrator's name and password into the respective fields.
- 5 If the installation window is displayed, click [Install].
- 6 When the installation has been completed, click [Close].

Then, add a Bonjour-connected printer to your computer.
- 7 In the Apple Menu, select [System Preferences], then click the [Printers & Scanners] icon.
  - In OS X 10.6, click the [Print & Fax].
  - In OS X 10.7/10.8, click the [Print & Scan].
- 8 Click [+].
  - If the menu appears, select [Add Printer or Scanner].
- 9 Click [Default].



Connected printers are detected. If no printer is detected, restart this machine.
- 10 Specify the Bonjour-connected printer to be added in the [Name] list.
  - Specifying a printer displays the appropriate printer driver in the [Use] field. If the printer driver is not displayed correctly, select [Select Printer Software], then directly specify [KONICA MINOLTA 1100PS].
  - To check the printer name of this machine, select [Administrator Setting] - [Network Setting] - [NIC Setting] - [Bonjour Setting].

For information about the default administrator password, refer to page 7-17.
- 11 Click [Add].
- 12 Configure optional information of this machine, then click [OK] or [Continue].

Then, configure the default setting for the printer driver. For details, refer to page 4-6.

### Default setting

Check that optional information of this machine is configured correctly on the printer driver.

- ✓ If optional information of this machine is not configured correctly on the printer driver, you cannot use optional functions. If any optional function is mounted, be sure to configure a setting.
- 1 Select a print command of the application, then select the required printer name from [Print].
  - 2 Select [bizhub PRO 1100PS] from the pull-down list in the window, then click [Settings].
  - 3 Click  on the upper right corner of the window, then click [Configure] that is displayed.
    - Check that  is shown on the right-hand side of [Acquire Device Information]. If this mark is not shown, click [Acquire Device Information] to acquire device option information.

#### **NOTICE**

*If you have failed to acquire device option information, check the network setting.*

- 4 Click [OK].

The device option information setting is then completed.

## 4.2 Installing Applications

### 4.2.1 Operating environment

#### Color Centro

Item	Specifications
Operating System	Windows Vista, Windows 7, Windows 8.1, Windows 10, Windows Server 2008, Windows Server 2008 R2, Windows Server 2012, Windows Server 2012 R2
CPU	Intel Core2 Duo 3 GHz or higher
HDD	3 GB or more
Memory	3 GB or more / Memory capacity as recommended for your operating system The memory must have a sufficient free space to support the operating system and required applications.
Display	1,024 × 768 pixels or more
Drive	DVD-ROM drive
Network environment	The TCP/IP protocol setting must be configured correctly.

#### Job Centro

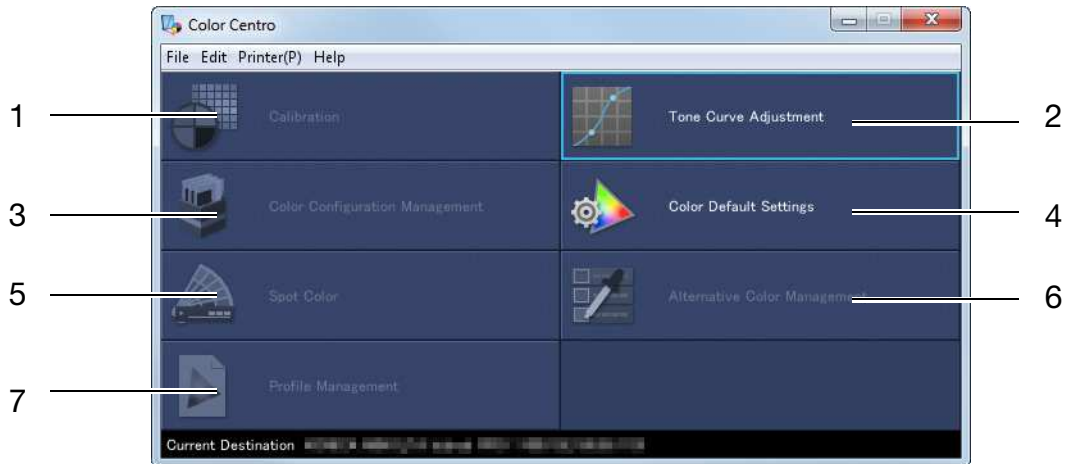
Item	Specifications
Operating System	Windows Vista, Windows 7, Windows 8.1, Windows 10, Windows Server 2008, Windows Server 2008 R2, Windows Server 2012, Windows Server 2012 R2
CPU	Intel Core2 Duo 3 GHz or higher
HDD	3 GB or more
Memory	3 GB or more / Memory capacity as recommended for your operating system The memory must have a sufficient free space to support the operating system and required applications.
Display	1,024 × 768 pixels or more
Drive	DVD-ROM drive
Network environment	The TCP/IP protocol setting must be configured correctly.

## 4.2.2 Color Centro setup

### Function overview

#### Color management

**Color Centro** is an application that enables efficient color management on your computer.



**Color Centro** supports the following seven types of functions.

No.	Function	Description
1	[Calibration]	This function is not available on this machine.
2	[Tone Curve Adjustment]	This function adjusts the color tone of an output image. You can adjust brightness and contrast by controlling print density for input density of each color of CMYK.
3	[Color Configuration Management]	This function is not available on this machine.
4	[Color Default Settings]	This function specifies default of color conversion. You can manually specify default of color settings for RGB, CMYK, and others. Settings for color images are not available on this machine.
5	[Spot Color]	This function is not available on this machine.
6	[Alternative Color Management]	This function is not available on this machine.
7	[Profile Management]	This function is not available on this machine.



#### Reference

For details, refer to the [HTML User's Guide].

## Installation

Start the installer from the **DVD-ROM** supplied with this machine, and then install **Color Centro** on your computer.

- ✓ To install, the computer's administrator privilege is required.
- 1** Insert the **DVD-ROM** into the DVD-ROM drive of the computer.
  - If the installer does not start, double-click [setup.exe] on the DVD-ROM, and then proceed to Step 3.
- 2** Click [Administration Tools] - [Color Centro] - [Install].
  - When the [User Account Control] window is displayed, click [Continue] or [Yes].
- 3** Select a language, and then click [OK].
  - If .NET Framework 3.5 is not installed on the computer, follow the on-screen instructions to install it.
- 4** Click [Next].
- 5** Check the license agreement, click [I accept the terms in the license agreement], and then click [Next].
- 6** Check the destination folder, and then click [Next].
  - To change the destination folder, click [Change], and then specify another folder.
- 7** Click [Install].
- 8** Click [Finish].

## Start

To start **Color Centro**, first connect it to this machine.

- ✓ **Color Centro** is a Java application. If Java applications are blocked by a firewall, permit network connections for the Java applications.
- ✓ To log on, you need the IP address and the port number of this machine. (Default port number: 30081, 30082)  
On the **control panel**, you can check the IP address in [TCP/IP Setting] and the port number in [JSP Setting].  
You can proceed to [TCP/IP Setting] and [JSP Setting] in the following order.  
[Administrator Setting] - [Network Setting] - [NIC Setting]  
The JSP setting is a setting that relates to a connection with a Java application server.  
For information about the default administrator password, refer to page 7-17.
- 1** Open the Start menu, and then click [All Programs] - [KONICA MINOLTA] - [Color Centro] - [KONICA MINOLTA Color Centro].
- 2** Select a destination.
  - If this machine is not displayed, click [Search] to search for this machine.
- 3** Click [Connect].  
**Color Centro** starts, and the [Color Centro] screen becomes available.

### 4.2.3 Job Centro setup

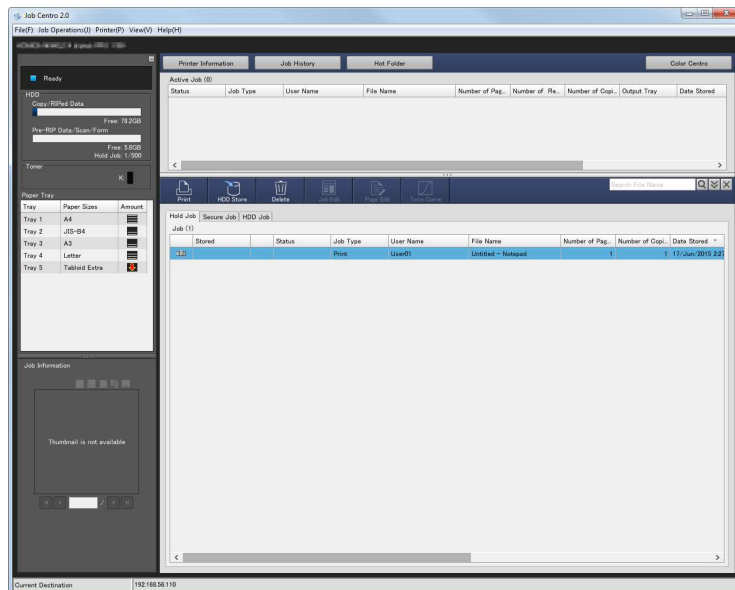
#### Function overview

##### *Job management*

Using **Job Centro**, you can remotely operate jobs saved on this machine.

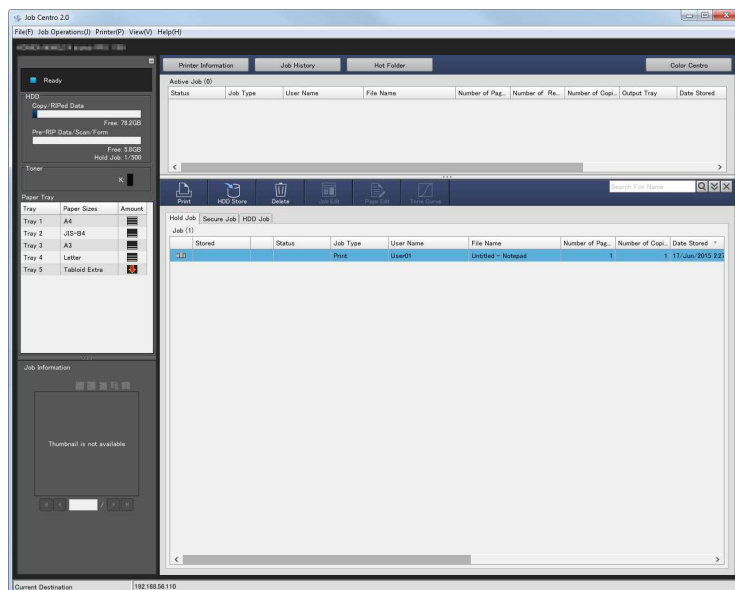
You can also edit jobs and pages with **Job Centro**. You can change the paper setting or finish setting for jobs saved on this machine, move or delete pages while viewing page thumbnails, or insert a chapter separator. If necessary, you can merge multiple jobs to create a new job.

In the right-hand pane of the page, you can display jobs that are being processed or temporarily saved on this machine. You can perform job operations such as output (reprint), change of the print priority or job deletion.



##### *Checking device information*

In the left-hand pane, the device information such as the status of the machine, the consumables, and the tray information are displayed. You can easily check the status of this machine from a remote location.



## Installation

Start the installer from the **DVD-ROM** supplied with this machine, and then install **Job Centro** on your computer.

- ✓ To install, the computer's administrator privilege is required.
- 1 Insert the **DVD-ROM** into the DVD-ROM drive of the computer.
  - If the installer does not start, double-click [setup.exe] on the DVD-ROM, and then proceed to Step 3.
- 2 Click [Administration Tools] - [Job Centro 2.0] - [Install].
  - When the [User Account Control] window is displayed, click [Continue] or [Allow].
- 3 Select a language, and then click [OK].
- 4 Click [Next].
- 5 Check the license agreement, click [I accept the terms in the license agreement], and then click [Next].
- 6 Check the destination folder, and then click [Next].
  - To change the destination folder, click [Change], and then specify another folder.
- 7 Click [Install].
- 8 Click [Finish].

## Start

To start **Job Centro**, first connect it to this machine.

- ✓ **Job Centro** is a Java application. If Java applications are blocked by a firewall, permit network connections for the Java applications.
- ✓ To log on, you need the IP address and the port number of this machine. (Default port number: 30081, 30082) On the **control panel**, you can check the IP address in [TCP/IP Setting] and the port number in [JSP Setting].

You can proceed to [TCP/IP Setting] and [JSP Setting] in the following order.  
[Administrator Setting] - [Network Setting] - [NIC Setting]  
The JSP setting is a setting that relates to a connection with a Java application server.  
For information about the default administrator password, refer to page 7-17.
- 1 Open the Start menu, and then click [All Programs] - [KONICA MINOLTA] - [Job Centro 2.0] - [KONICA MINOLTA Job Centro 2.0].
- 2 Select a destination.
  - If this machine is not displayed, click [Search] to search for this machine.
- 3 Click [Connect].

**Job Centro** then starts.





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**Basic Operations**

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## 5 Basic Operations

### 5.1 Loading Paper

#### 5.1.1 Loading paper into the main body tray

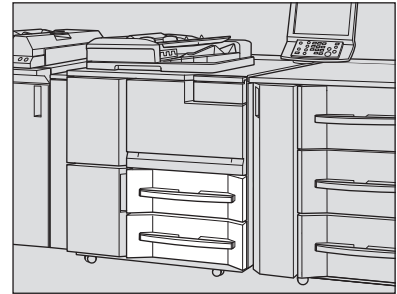
The same paper loading procedure is used for **Tray 1** and **Tray 2**. This section describes how to load paper into **Tray 1**.

- 1 Pull out the tray to load paper into.

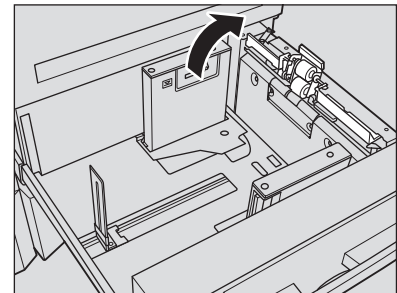
**NOTICE**

Trays cannot be withdrawn when the machine is powered off. Turn the **sub power switch** on.

This machine has been designed so that only one tray can be withdrawn at a time in order to prevent the machine from tipping over.



- 2 Open the **feed roller**.

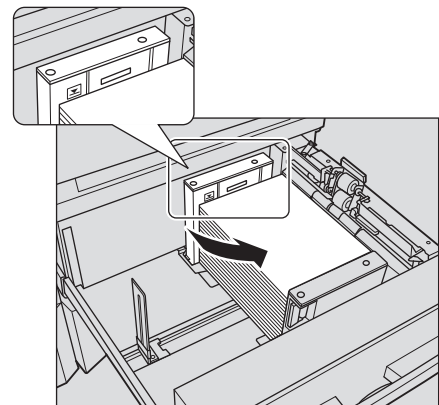


- 3 Slide the **rear guide plate** to any position.

- 4 Place paper with the print side facing down.

**NOTICE**

Do not load paper over the limit level indicated on the **side guide plate** of the tray.

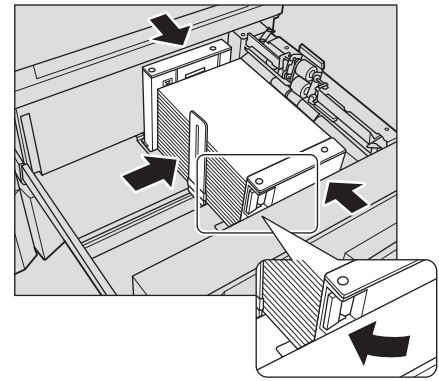


- 5 Align the **side guide plates** and **rear guide plate** to the paper.
- Align the stack of paper to the **feed roller** side of the tray. While pressing the **side guide lock release lever**, align both **side guide plates** to the paper.

**NOTICE**

Securely press the **side guide plates** and **rear guide plate** against the paper. Otherwise, the machine will not be able to detect the correct paper size, in which case, a failure in the paper feeder may occur.

Check that paper is not creased. If it is creased, a paper jam may occur.



- 6 Close the **feed roller**, then close the tray.

→ Push the tray in until it locks into place.

The amount indicator changes from  to  in the tray information display area of the [MACHINE] or [COPY] screen.

**NOTICE**

Carefully close the tray. Otherwise, the machine may be subjected to an unexpected impact due to the tray or paper weight, which may lead to a machine error.

## 5.1.2 Loading paper into the Paper Feeder Unit PF-709

The following describes how to load paper into an optional **Paper Feeder Unit PF-709**. The paper loading procedure is the same for **Tray 3** to **Tray 5**.



### Reference

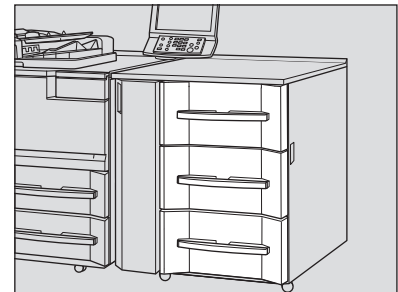
For information about how to load paper into other optional paper feeder unit, refer to the [HTML User's Guide].

- 1 Pull out the tray to load paper into.

**NOTICE**

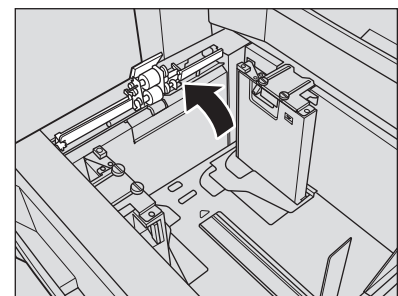
Trays cannot be withdrawn when the machine is powered off. Turn the **sub power switch** on.

In order to prevent the machine from falling down, only one tray can be pulled out at a time.



- 2 Open the **feed roller**.

- To load a different size of paper, proceed to step 3.
- To load paper that is the same size as the paper already loaded, proceed to step 6.

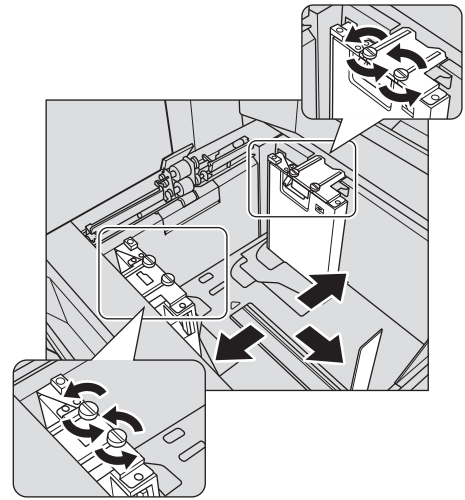


- 3** Fully open the **side guide plates** and **rear guide plate** apart.

- Turn the **side guide lock knobs** (4 locations) of the **side guide plates** counterclockwise to loosen them.
- While pressing the **side guide lock release lever** of the **side guide**, fully open the plates apart.
- Also, fully open the **rear guide plate** apart.

**NOTICE**

When moving the **side guide plates**, be sure to hold both the **side guide lock release lever** and the handle on the rear side. If you move only the **side guide plate** on the front side, it may cause a displacement of the **side guide plates**.

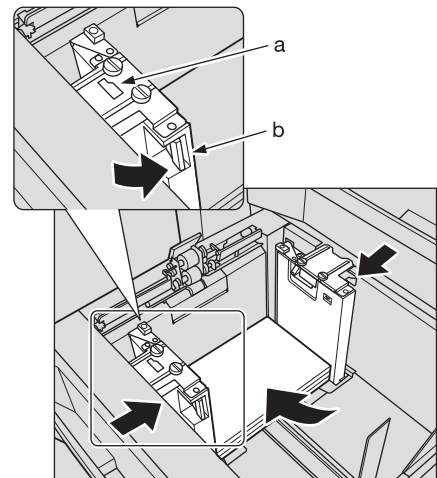


- 4** Fix the position of the **side guide plates**.

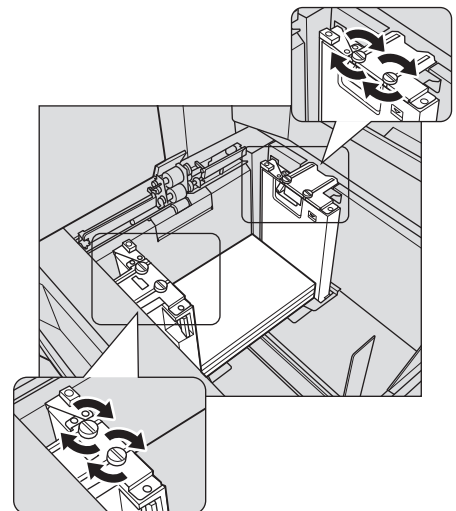
- Place about 100 sheets of paper with the print side up. While pressing the **side guide lock release lever**, align both **side guide plates** to the paper, then fix their position to fit the size indicator on the top of the **side guide plates**.
- a: **Paper size indicator**
- b: **Side guide lock release lever**

**NOTICE**

Load paper with the print side facing up.



- 5** Turn the **side guide lock knobs** (4 locations) of the **side guide plates** clockwise to fix them.



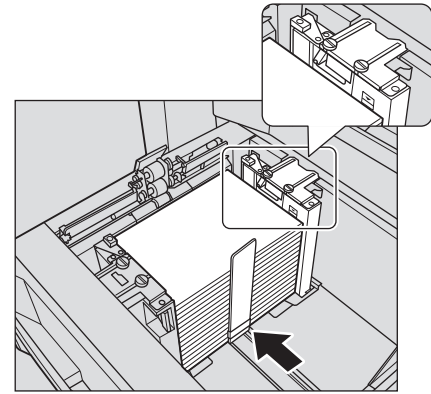
- 6 Load the remaining paper, then press the **rear guide plate** against the paper.
- Align the stack of paper to the **feed roller** side of the tray.
  - Press the **rear guide plate** against the paper.

**NOTICE**

Ensure that the height of the stacked paper does not go beyond the limit mark ▼ indicated on the **side guide plates**. If it does, a paper jam may be caused. Carefully load paper to be set under the paper control lever located at the **air nozzle**.

To load paper with the paper width less than 182 mm / 7.165", use the **small size guides** built in the **side guide plates**. For information about how to use the **small size guides**, refer to the [HTML User's Guide].

Be sure that the **rear guide plate** is securely pressed against the paper. If there is any gap between the **rear guide plate** and the paper, this machine will not be able to detect the correct paper size. It may cause a paper feeder machine trouble.



- 7 Close the **feed roller**, then close the tray.

- Push the tray in until it locks into place.

The amount indicator changes from  to  in the tray information display area of the [MACHINE] or [COPY] screen.

**NOTICE**

Carefully close the tray. Otherwise, the machine may be subjected to an unexpected impact due to the tray or paper weight, which may lead to a machine error.

## 5.2 Paper Setting

### 5.2.1 Specifying paper information for a tray

Specify the required information (size, type, weight, and other values) for the paper loaded into a paper tray.

When standard-size paper is loaded, the size is recognized automatically (Not applicable to the **Large Capacity Unit LU-411** or **Large Capacity Unit LU-412**). When loading custom-size paper, or loading standard-size paper into the **Large Capacity Unit LU-411** or **Large Capacity Unit LU-412**, specify the size.

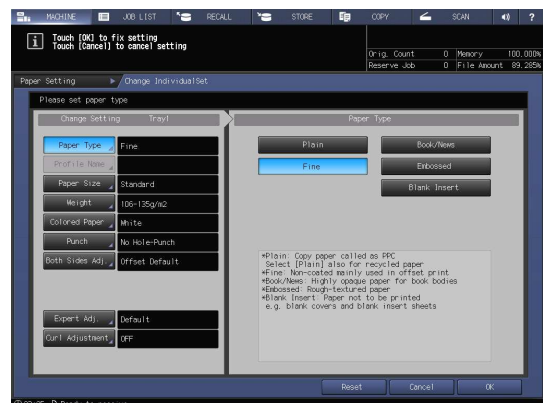
- 1 Press [Paper Setting] on the [MACHINE] screen.  
→ You can also press [Paper Setting] on the [COPY] screen to specify the required size.



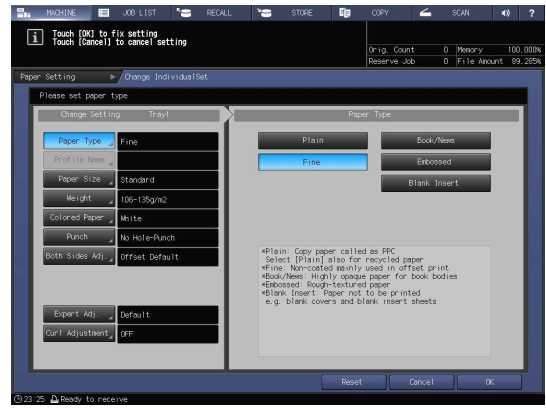
- 2 Select the tray with paper loaded, then press [Change Set].



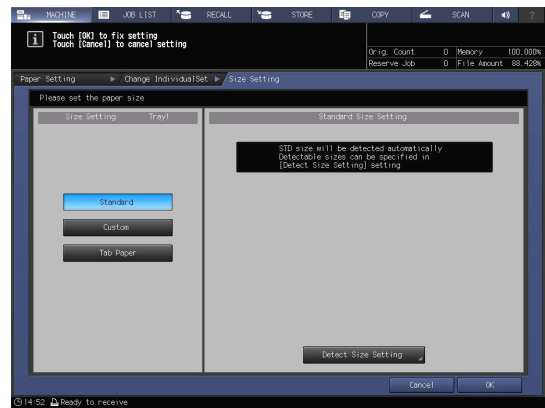
- 3 Press [Paper Type] to select the desired paper type.



#### 4 Press [Paper Size].



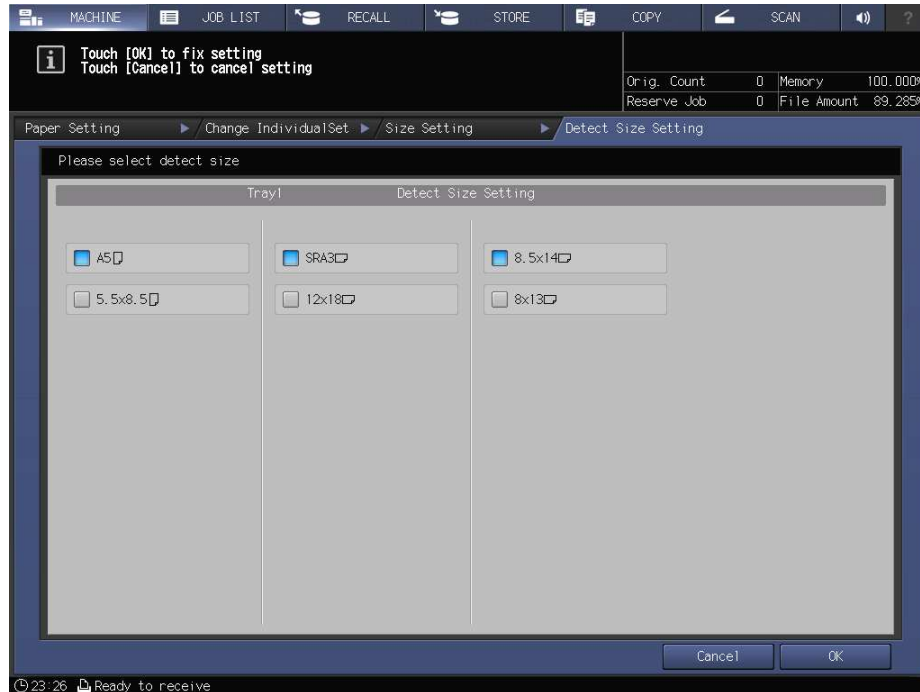
#### 5 Select one of the options under [Size Setting] to fit the paper loaded into the tray.



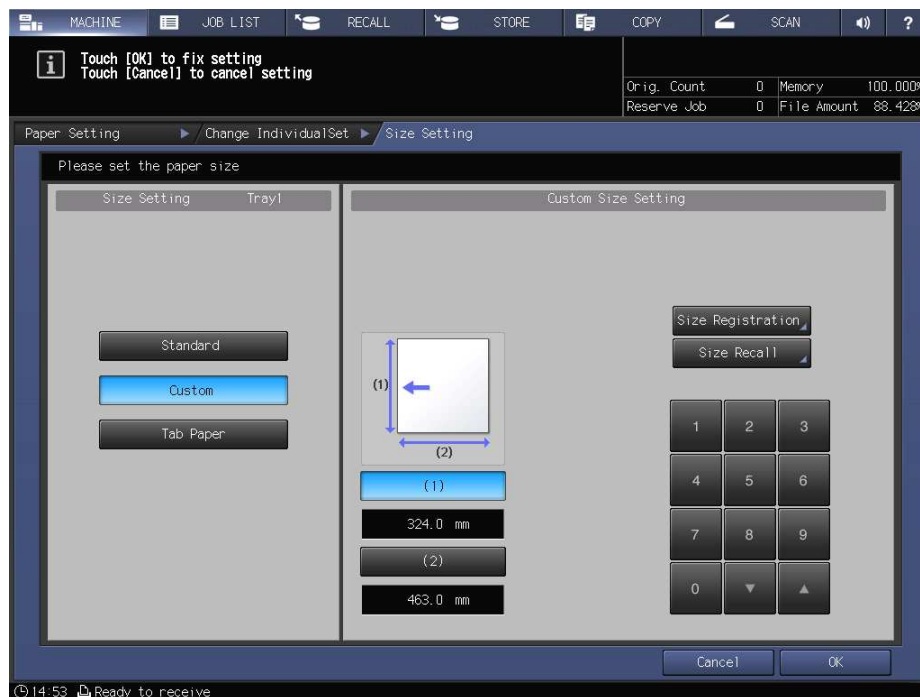


## 6 Specify the size.

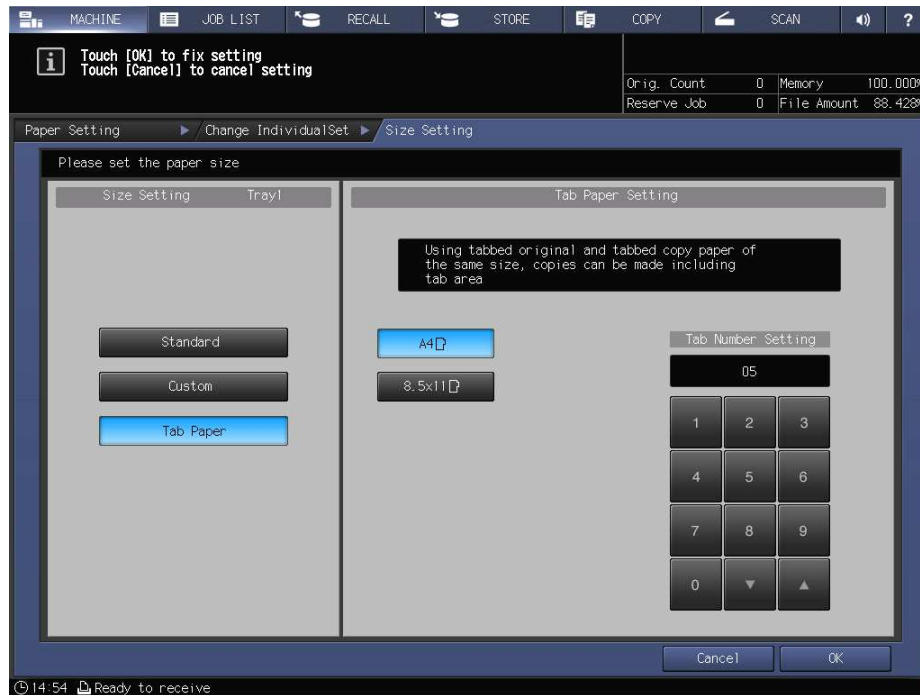
- [Standard]: Recognized automatically. (Not applicable to the **Large Capacity Unit LU-411** or **Large Capacity Unit LU-412**)
- In [Detect Size Setting], you can select the size to be detected.
- There is, however, a group of sizes having subtle distinctions, so that the machine cannot distinguish in the operation of size detection. To identify these sizes as one size so that they can be judged by the machine, you can select the size to be detected in [Detect Size Setting].



- [Custom]: Specify the numeric value for items (1) and (2).
- You can name and register the size specified in [Size Registration].
- The registered size can be recalled by selecting [Size Recall].



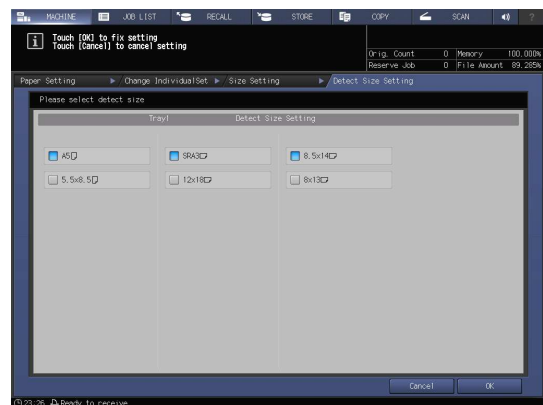
→ [Tab Paper]: Specify the paper size and the number of tabs.



7 If you select [Detect Size Setting] in [Standard], press [OK].

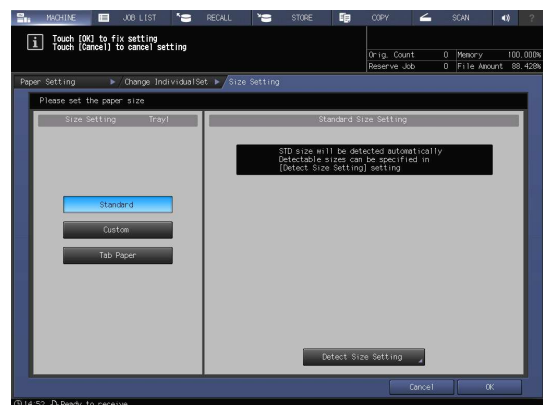
This returns to the [Size Setting] screen.

→ This step is not required if you select [Custom] or [Tab Paper].

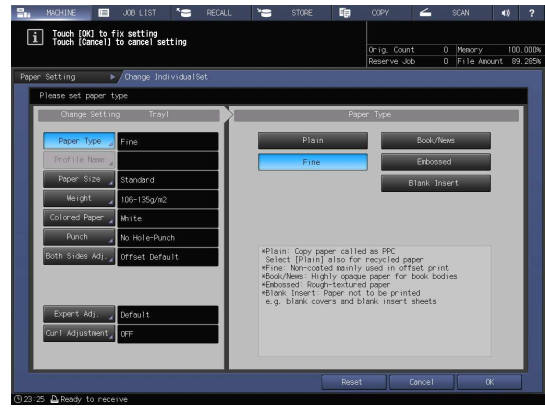


8 Press [OK].

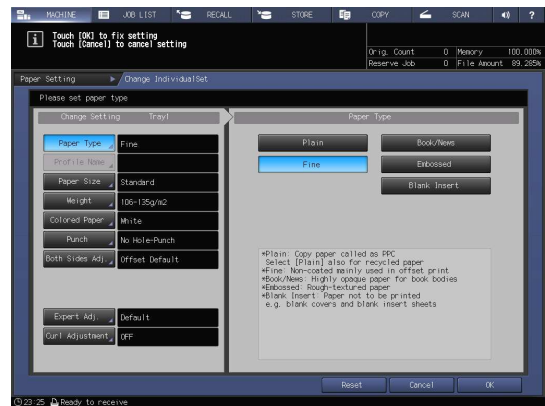
This returns to the [Change Individual Set] screen.



9 Specify other items, if necessary.



10 Press [OK].  
This returns to the [Paper Setting] screen.



11 Press [Close].  
This returns to the [MACHINE] screen.  
If you press [Paper Setting] on the [COPY] screen to specify the paper size, the screen returns to the [COPY] screen.  
Paper setting is then completed.



**Tips**

- For details about setting items, refer to the [HTML User's Guide].
- To register paper conditions in a paper profile, press [Register]. For details about how to register a paper profile, refer to the [HTML User's Guide].

## 5.3 Printer Driver Setting

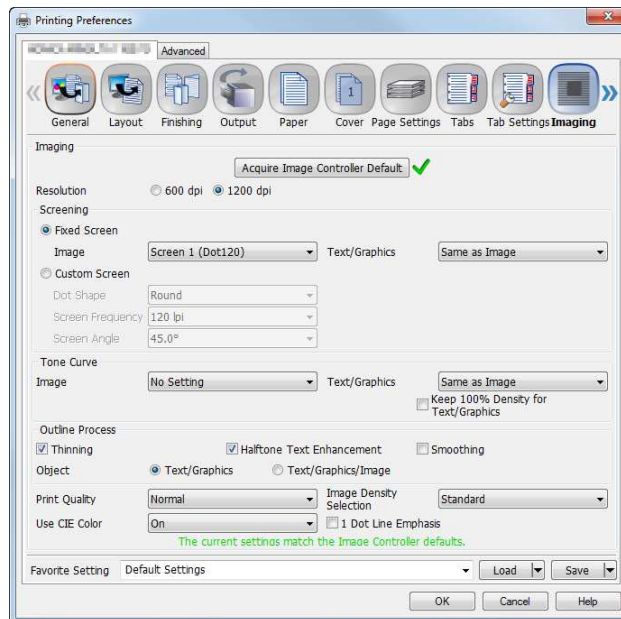
### 5.3.1 Printer driver functions

The below describes how to set imaging from the printer driver.

This guide describes a procedure example of how to print data using the PS Plug-in driver from **Adobe Reader XI** in **Windows 7**.

#### [Screening]: Select the fixed screen.

On the print setting screen of the printer driver, open [Imaging], then select the [Image] and [Text/Graphics] settings of the [Fixed Screen] from [Screen 1], [Screen 2], and [Stochastic].



#### Tips

If the specified name does not match the screen name specified on this machine, click [Acquire Image Controller Default] to update information.

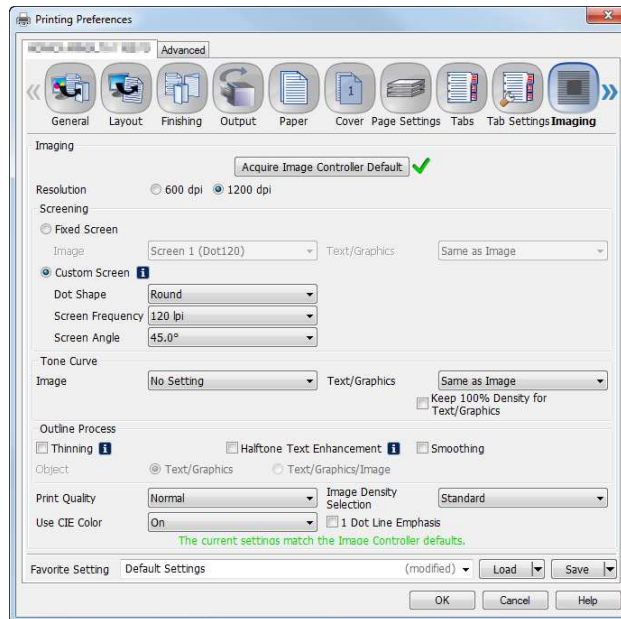
- If [Stochastic] is selected, the same setting is applied to [Image] and [Text/Graphics].

#### Reference

The assignment of [Fixed Screen] can be set using [Custom Screen]. For details, refer to the [HTML User's Guide].

## [Screening]: Custom screen setting

On the print setting screen of the printer driver, open [Imaging], then specify [Dot Shape], [Screen Frequency], and [Screen Angle] on the [Custom Screen].



[Dot Shape] allows you to set the shape of a print dot. For details about the dot shape, refer to the printer driver help.

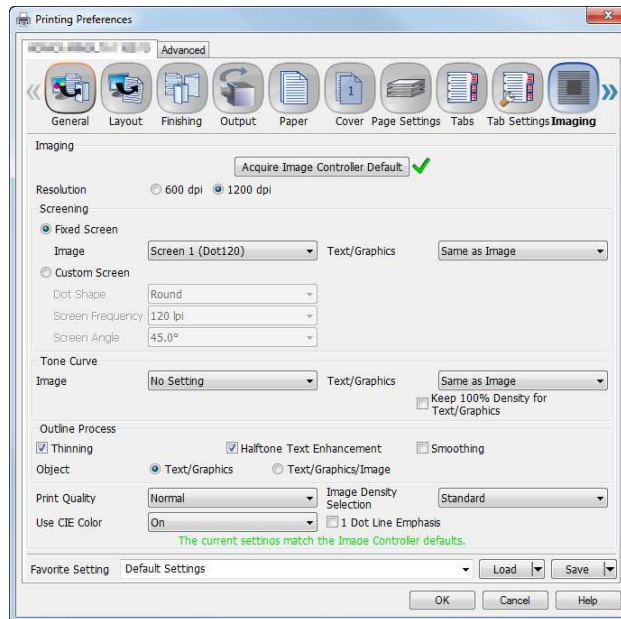
[Screen Frequency] allows you to set the number of halftone dots per inch. The unit is lpi (line per inch). Although the resolution increases as the number becomes larger, the quality of gradation becomes poorer.

[Screen Angle] allows you to set the vertical axis and screen angle. For black-and-white printing, set the angle to 45° for general use.

## [Tone Curve]: Tone curve setting

On the print setting screen of the printer driver, open [Imaging], then select the [Image] and [Text/Graphics] settings of the [Tone Curve] from the list.

To set the text and graphic density to the maximum level you can set on this machine, select the [Keep 100% Density for Text/Graphics] check box regardless of the tone curve setting.



### Reference

Tone curves can be managed using [Tone Curve Adjustment] of **Color Centro**. For details, refer to page 6-26.

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## **Maintaining the Finishing Quality**





## 6 Maintaining the Finishing Quality

### 6.1 Both Sides Adjustment

#### 6.1.1 Both Sides Adjustment

When performing the duplex printing, you can adjust a misalignment between the front and back sides to align the printing positions on the front and back sides. This task is referred to as Both Sides Adjustment.

A heat impact of the **fixing unit** may cause a slight enlargement or reduction of paper during printing. The impact level varies depending on the type or weight of paper, therefore, if you have changed paper to be loaded into a tray, be sure to carry out the Both Sides Adjustment.



#### Tips

Two methods are available to carry out the Both Sides Adjustment: entering from [Paper Setting] and from [Both Sides] on the [MACHINE] screen. This guide describes how to enter from [Paper Setting] for adjustment.



#### Reference

For information about how to enter from [Both Sides], refer to the [HTML User's Guide].

#### 6.1.2 Adjustment flow

Follow the procedure below to proceed the Both Sides Adjustment.

##### 1 Check the reference position of the print side

To judge whether a print position is misaligned, the required reference position adjustment must be completed on this machine.

Before starting the Both Sides Adjustment, check the adjustment value of the reference position. If necessary, adjust it.

There are the following adjustment items to be checked. To check them, on the [MACHINE] screen, select [Adjustment] - [Machine Adjustment] - [Printer Adjustment].

- [01 Restart Timing Adjustment]
- [02 Centering Adjustment]
- [03 FD-Mag. Adjustment]
- [04 CD-Mag. Adjustment]

First adjust the front side in the order of 03 -> 04 -> 01, then adjust the back side in the same order. When you finish adjusting 03, 04, and 01 for the front and back sides, adjust 02.

For information about how to check or readjust the adjustment value, refer to the [HTML User's Guide].

##### 2 Making the Both Sides Adjustment for each tray


The following adjustment methods are available.

- Scan Measurement Adjustment: the method used for adjusting the zoom ratio and printing position of the back side based on those of the front side to match the appearance of the front and back sides. Both Sides Adjustment is automatically carried out using the scanner function of this machine. (page 6-4)
- Gap Adjustment: the method used for aligning both sides with correction of the back side magnification and print position based on the front side ones (page 6-12).
- Chart Adjustment: the method used for aligning both sides with correction of the magnification and print position of both front and back side (page 6-16).
- Zoom and Image Shift Adjustment: the method used for fine adjustment after Scan Measurement Adjustment, Gap Adjustment or Chart Adjustment, or the method used when the amount of misalignment between both sides is figured out (page 6-22).



## Reference

If skewing or wrinkling occur during printing, adjust the registration loop amount before making the scan measurement adjustment, the gap adjustment, the chart adjustment or the zoom and image shift adjustment. For details, refer to the [HTML User's Guide].

When the reference position on the print side is adjusted or [Both Sides Adjust] is selected, mark  is printed out on the front sides of charts to be printed, and you can identify from which paper tray the charts are printed out depending on the number of marks. For details, refer to the [HTML User's Guide].

## NOTICE

A high technical skill is required to adjust the reference position on the print side. Before carrying out this adjustment, contact your service representative.

You can change the default screen of the [Both Sides Adjust] screen. For more information, contact your service representative.

### 6.1.3 Making the Both Sides Adjustment for each tray

Adjust a misalignment between the front and back sides, which is caused during the duplex printing, for each tray.

The following methods are available to carry out the Both Sides Adjustment.

- Scan Measurement Adjustment
- Gap Adjustment
- Chart Adjustment
- Zoom and Image Shift Adjustment

It is convenient to adjust the zoom ratio and printing position of the back side using scan measurement adjustment or gap adjustment after the zoom ratio and printing position of the front side have been adjusted using the chart adjustment or the zoom and image shift adjustment.

You do not need to perform both scan measurement adjustment and gap adjustment.



## Tips

You can register Both Sides Adjustment values in a paper profile with paper conditions specified. If paper conditions are registered, you can carry out printing under the previous conditions even when you have changed a tray to load paper into. For information about how to edit or register a paper profile, refer to the [HTML User's Guide].

## Scan Measurement Adjustment

Adjust the magnification ratio and printing position of the back side with reference to the printing position of the front side. The magnification ratio and printing position of the back side are automatically adjusted by using the scanner function of this machine to measure the gap amount in printing position of the back side to the front side. You do not need to measure the gap amount with a scale. The adjustment is available for paper of all sizes which can be used with this machine.

Print out 1 to 20 sheets of the adjustment chart having both front and back sides printed, and scan them 4 times per sheet. The average value of gap amounts in printing position of the back side to the front side, which can be obtained by scanning up to 20 sheets of the adjustment chart, will be calculated in order to adjust the magnification ratio and printing position of the back side.

## NOTICE

The [Scan Meas.] adjustment provides the coordination based on the average value of gap amounts, taking into account the gap in printing position between the first and last sheets which can be produced when multiple sheets are output.

Performing the [Scan Meas.] adjustment may require readjustment of the "Zoom and Image Shift Adjustment" registered in a paper profile.

The [Scan Meas.] adjustment is a simple method to adjust only the magnification ratio and image position of the back side. To adjust both front and back sides, perform the "Chart Adjustment" (page 6-16) or "Zoom and Image Shift Adjustment" (page 6-22).

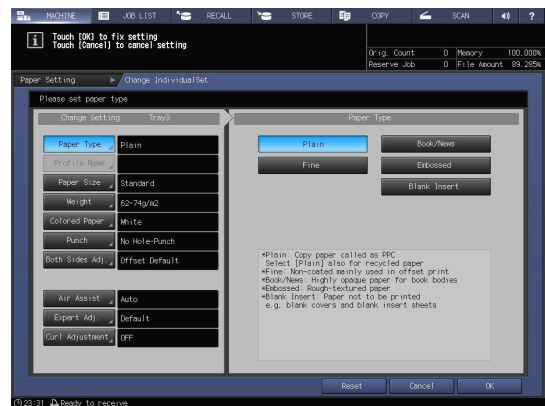
- 1 Press [Paper Setting] on the [MACHINE] screen.



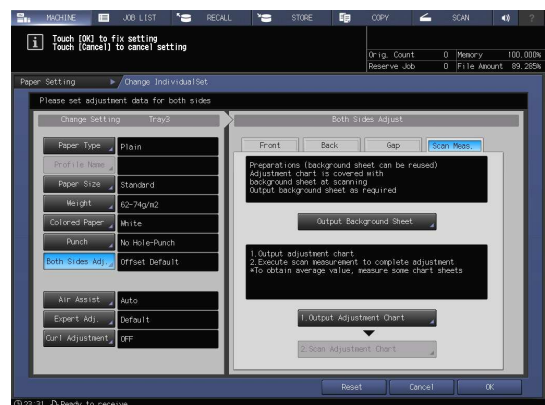
- 2 Select the tray with the target paper loaded, then press [Change Set].



- 3 Press [Both Sides Adj].



- 4 Check that [Scan Meas.] is displayed, then press [Output Background Sheet].



- 5 When the [PRINT MODE] screen is displayed, press **Start** on the **control panel**.

A background sheet is printed out.

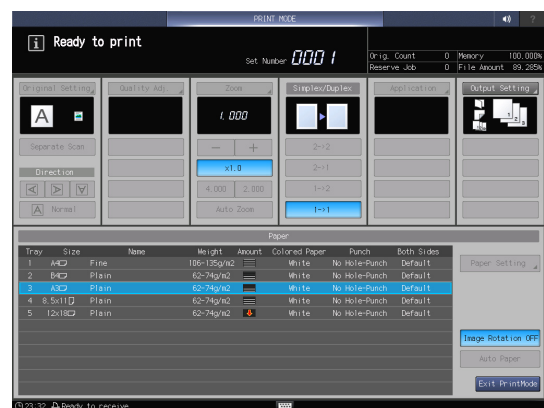
- If you already have the background sheet available for measurement, you do not need to print out a background sheet. Proceed to Step 7.

#### NOTICE

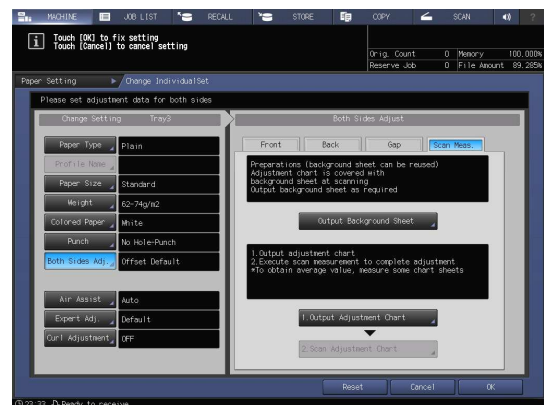
Use paper of A3 or larger, or 11 × 17 or larger to output the background sheet. When you press [Output Background Sheet] to display the PRINT MODE Screen for the background sheet, the tray selected in step 2 is automatically selected on the screen, but it can be changed as desired. Select a tray loaded with A3 or larger, or 11 × 17 or larger paper. You can also change the print count, but only one sheet is needed. If the background sheet size is smaller than A3 or 11 × 17, the scan measurement may not be performed.



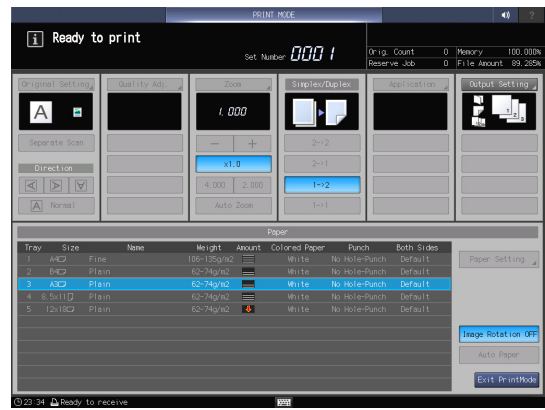
- 6 Press [Exit Print Mode].



- 7 Press [1. Output Adjustment Chart].



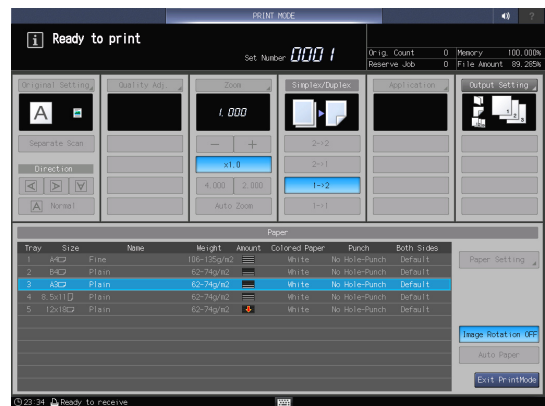
- 8 Enter the number of adjustment charts you want to print out.
- You can print out 20 or more adjustment charts; however, only up to 20 adjustment charts can be scan-measured continuously.



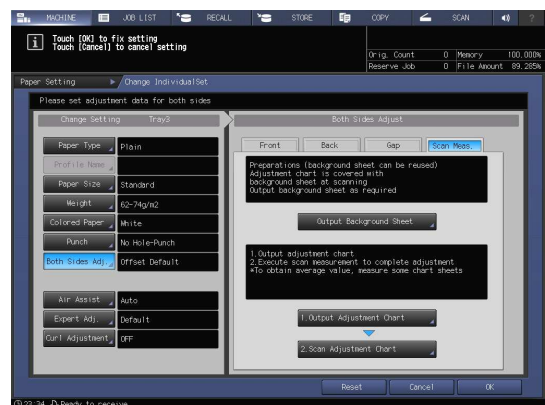
- 9 Press **Start** on the **control panel**.
- Adjustment charts are printed on both sides of the paper in the tray you selected in Step 2.



- 10 Press [Exit Print Mode].

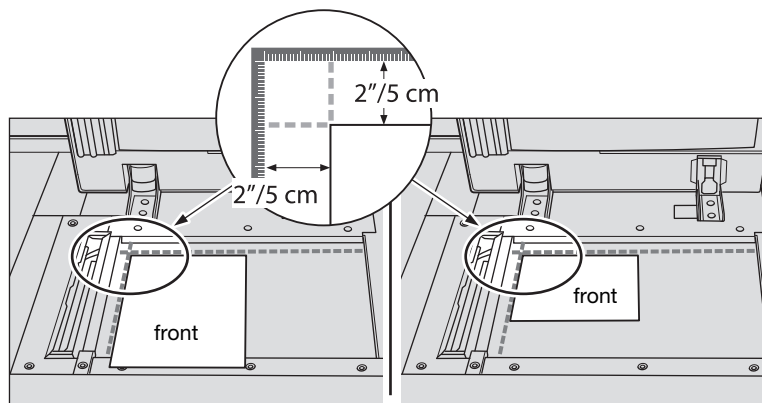


- 11 Press [2. Scan Adjustment Chart].
- The [Scan Adjustment Chart] screen is displayed.

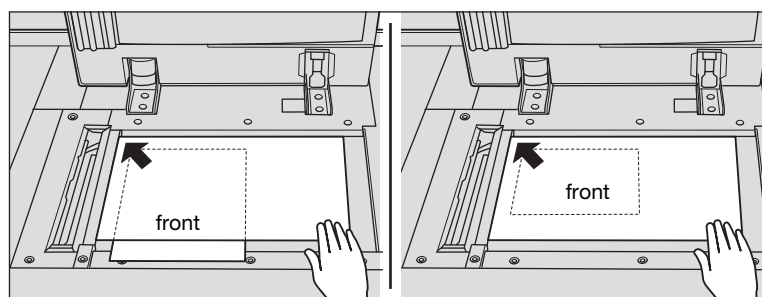


**12** Place an adjustment chart on the **original glass**.

- Open the **ADF**, then place an adjustment chart with the front side facing up (not facing the **original glass**), setting the top side flush with the far end of the glass. Place the upper-left corner of the adjustment chart approximately 2 inches (approximately 5 cm) away from the **vertical size guide** and **horizontal size guide** respectively on the **original glass** making sure that the left and top sides are parallel to the **vertical size guide** and **horizontal size guide** respectively.

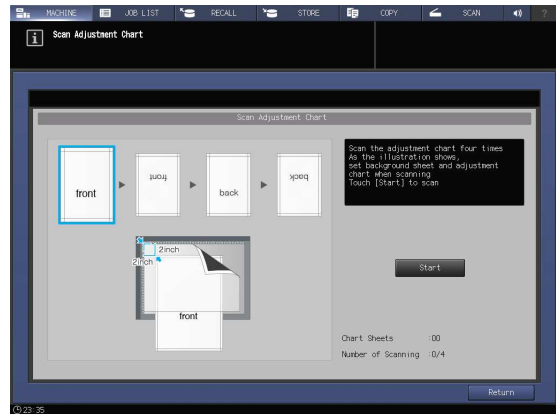
**13** Place the background sheet on the **original glass**, then close the **ADF**.

- Place the black side of the background sheet facing down (facing the **original glass**), then set it flush with the **vertical size guide** and **horizontal size guide** as shown below. Exercise care to ensure the previously set adjustment chart is not misaligned.



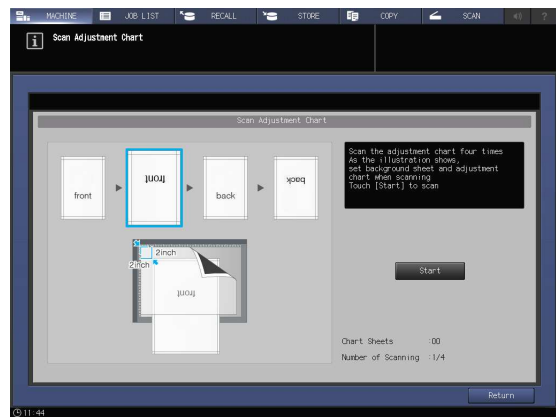
## 14 Press [Start] on the [Scan Adjustment Chart] screen.

The adjustment chart is scanned.



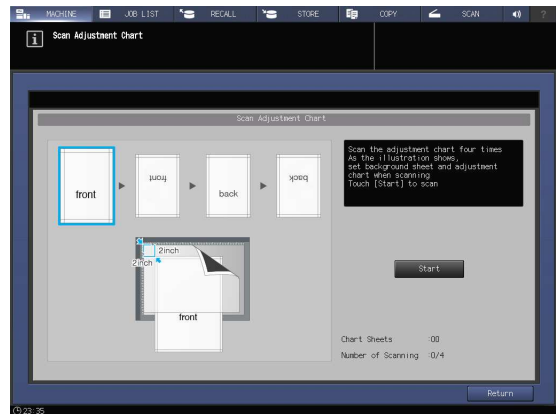
When scanning is properly completed, the counter of [Number of Scanning] on the Scan Adjustment Chart screen is added by one, and the blue frame displayed in the illustration on the screen shifts to the next one on the right side.

- If you move the adjustment chart before the blue frame shifts to the next, the measurement may not be performed properly.
- If the **ADF** is open, scanning fails, and a message is displayed. Close the **ADF**, then press [Close] in the message dialog box.
- If scanning fails, a message may be displayed. Follow the on-screen instructions to correctly place the adjustment chart and background sheet, then press [Close].
- If you press [Return] on the Scan Adjustment Chart screen during scan measurement, a message is displayed to confirm whether to interrupt the scan measurement. To discard the previous measurement result, press [Yes]. Retry the scanning process from the first scan measurement. When continuing scan measurement, press [No].

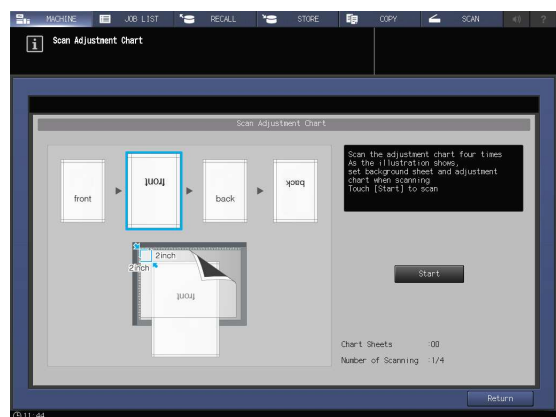


## 15 Repeat the scanning steps 12 to 14 four times for every adjustment chart.

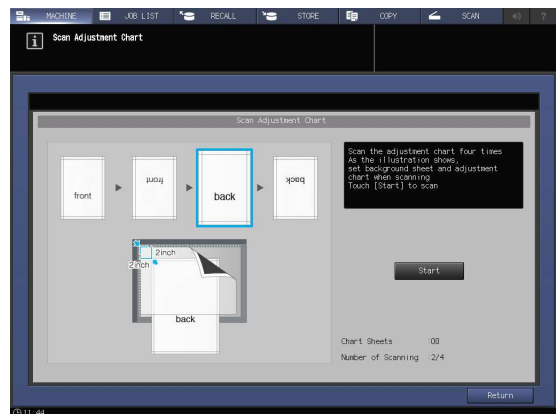
- First time: Set the front side of the adjustment chart face up (turned away from the **original glass**), with its top edge positioned to the back side.



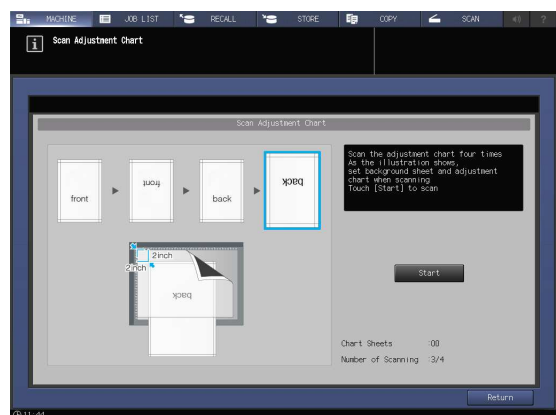
- Second time: Set the front side of the adjustment chart face up (turned away from the **original glass**), with its bottom edge positioned to the back side.



- Third time: Set the back side of the adjustment chart face up (turned away from the **original glass**), with its top edge positioned to the back side.



- Fourth time: Set the back side of the adjustment chart face up (turned away from the **original glass**), with its bottom edge positioned to the back side.

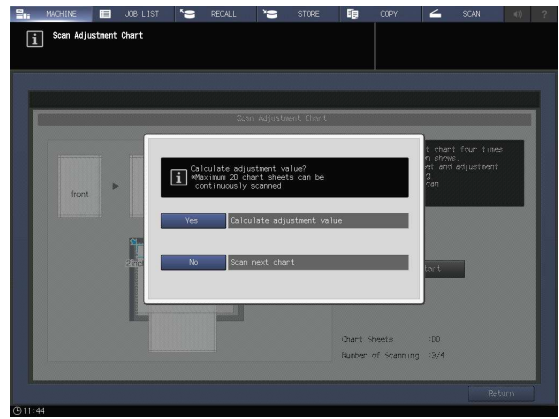


When four times of scanning are completed, a dialog is displayed to calculate the adjustment value.



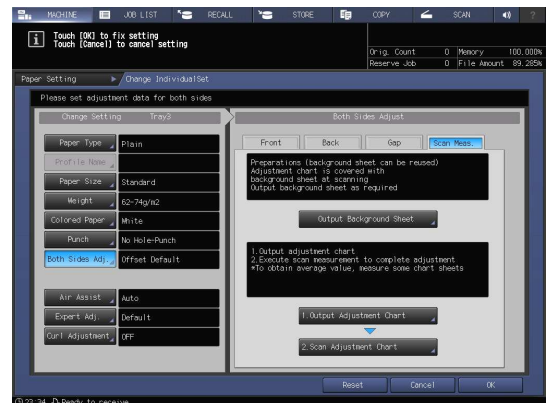
**16** Select whether to continue the scan measurement or to finish the scan measurement and calculate the adjustment value.

- To continue the scan measurement, press [No]. To finish the scan measurement and calculate the adjustment value, press [Yes].
- Pressing [No] returns to the [Scan Adjustment Chart] screen on which the counter of [Chart Sheets] is added by one. Repeat steps 12 to 15 for the number of adjustment charts. The measurement results will be added up. This operation can be repeated up to 20 times. When the 20th scan measurement is completed, [No] can no longer be pressed.
- Pressing [Yes] automatically calculates the adjustment value from the added measurement results and reflects it on Zoom and Image Shift to be specified for [Back]. After pressing [Yes], output a sheet of the adjustment chart to confirm the result. If readjustment is needed, repeat steps 8 to 16.
- If the adjustment value obtained by pressing [Yes] exceeds the available adjustment range, a message is displayed indicating that the available adjustment range has been exceeded. Press [Close] to discard the adjustment value, then retry scan measurement from the beginning.
- Possible causes to exceed the adjustment range may include that the chart used in the scan measurement is incorrect (a different chart has been used), the printing position of the front side has been poorly adjusted, or the adjustments of the reference positions are not completed. Confirm these points before restarting the scan measurement.



**17** After the adjustment is completed, press [OK].

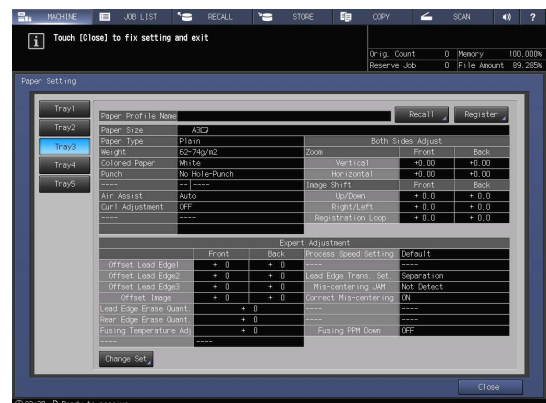
- To finely adjust the adjustment value, continuously proceed to step 4 in Zoom and Image Shift Adjustment (page 6-22).



**18** Press [Close] to exit the adjustment.

Scan Measurement Adjustment is then completed.

- To register adjustment values in a paper profile, press [Register].
- For details about how to register a paper profile, refer to the [HTML User's Guide].



## Gap Adjustment

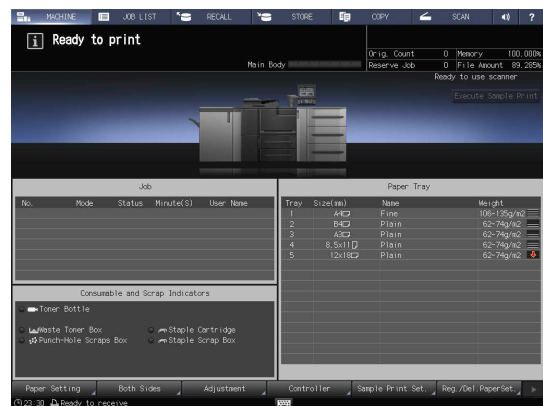
To adjust a gap, print out a chart, measure a gap between the front and back sides at the specified measurement point of the back side using a scale to determine the adjustment value, and enter it. (Adjust the zoom ratio and image position of the back side based on the image position of the front side.)

Using this function, you can only enter adjustment values to adjust a gap. This is convenient in order to adjust an unclear misalignment detected on the back side that occurs when performing duplex printing with a new type of paper or when paper in a tray has been changed.

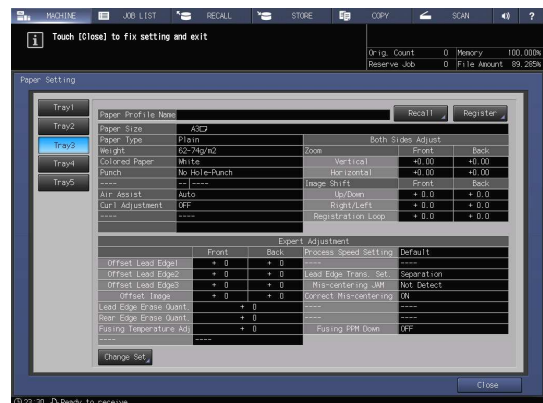
### NOTICE

The Gap Adjustment is a simple method to adjust only the zoom ratio and image position of the back side. To also adjust it on the front side, carry out "Chart Adjustment" (page 6-16) or "Zoom and Image Shift Adjustment" (page 6-22).

- 1 Press [Paper Setting] on the [MACHINE] screen.



- 2 Select the tray with the target paper loaded, then press [Change Set].



- 3 Press [Both Sides Adj].



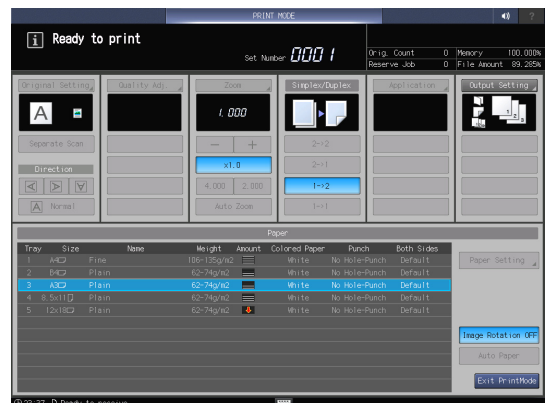
- 4 Select [Gap], then press [Print Mode].



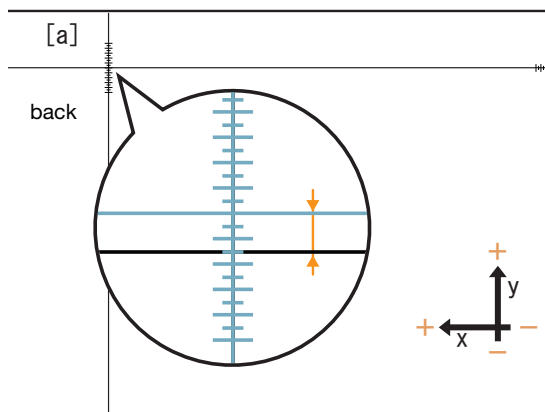
- 5 When the [PRINT MODE] screen is displayed, press **Start** on the **control panel**.  
A test chart is printed out.



- 6 Press [Exit Print Mode].



- 7 Measure the gap between the front and back sides at each point of [a] to [d] on the [back] side of the printed out chart.
- This figure shows an example to measure [a]. The scale resolution is 0.5 mm.
  - In this figure, the black line indicates the front side, and the blue line indicates the back side.
  - The measurement value can be entered in units of up to 0.1 mm.
  - For example, as shown in the figure, if the scale of [a] is misaligned 1.5 mm in the plus side compared with the front side, press [1] - [5] - [+/-] to enter "-1.5" as the adjustment value. Then, the blue line on the back side will be moved 1.5 mm toward the minus side.



→ Write down the measured values so that you do not forget them.

- 8 Press [a] to [d] of each point, and enter the adjustment value using the keypad, [▼], or [▲] on the screen.
- If the printing position is misaligned to the minus (-) side, enter a positive value (+). If the printing position is misaligned to the plus (+) side, enter a negative value (-).
  - To reset a numeric value, press [Clear].
  - To switch the positive sign (+) and negative sign (-), press [+/-].



- 9 When entry processing is completed, press [Adjustment Start].  
The entered adjustment values are applied.

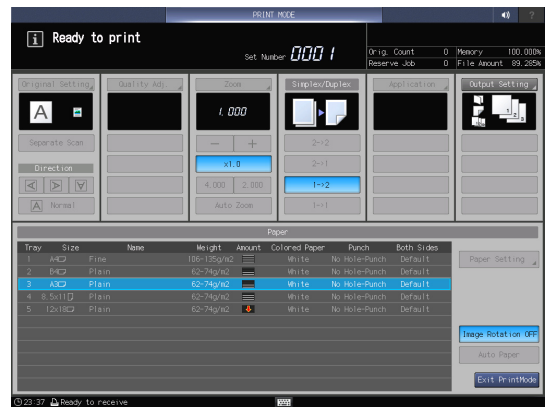


- 10 Press **Start** on the **control panel**.  
A test chart is printed out.



- 11 Check a gap of the printing position referring the printed out chart.  
→ Repeat steps 7 to 10 until all gaps between the front and back sides are cleared.

## 12 Press [Exit Print Mode].



## 13 After the adjustment is completed, press [OK].

To finely adjust the adjustment value, continuously proceed to step 4 in "Zoom and Image Shift Adjustment" (page 6-22).



## 14 Press [Close] to exit the adjustment.

Gap Adjustment is then completed.

- To register adjustment values in a paper profile, press [Register].
- For details about how to register a paper profile, refer to the [HTML User's Guide].



## Chart Adjustment

You can print out a Both Sides Adjustment chart, measure measurement points using a scale, and enter measurement values in order to carry out the adjustment.

Using this function, you can only enter measurement values to carry out the both-side adjustment. This is convenient when an unclear misalignment is detected between the front and back sides to perform the duplex printing with a new type of paper or to change paper in a tray.

- 1 Press [Paper Setting] on the [MACHINE] screen.



- 2 Select the tray with the target paper loaded, then press [Change Set].



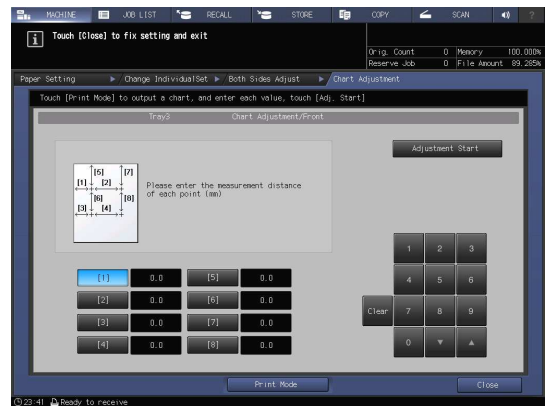
- 3 Press [Both Sides Adj].



4 Select [Front], then press [Chart Adjustment].



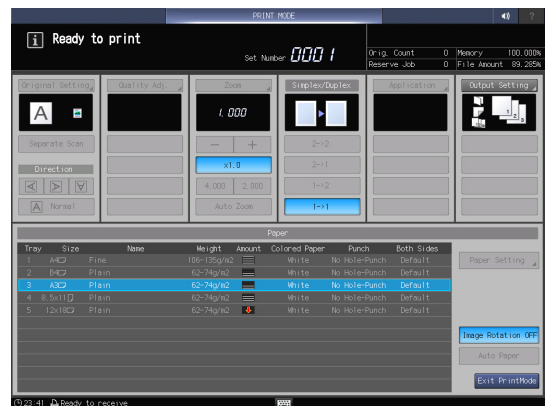
5 Press [Print Mode].



6 When the [PRINT MODE] screen is displayed, press **Start** on the **control panel**.  
A test chart is printed out.

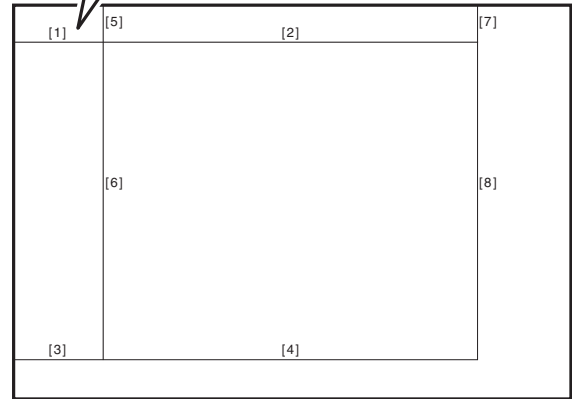
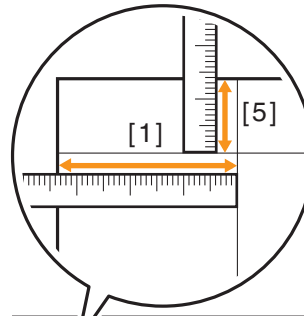


7 Press [Exit Print Mode].



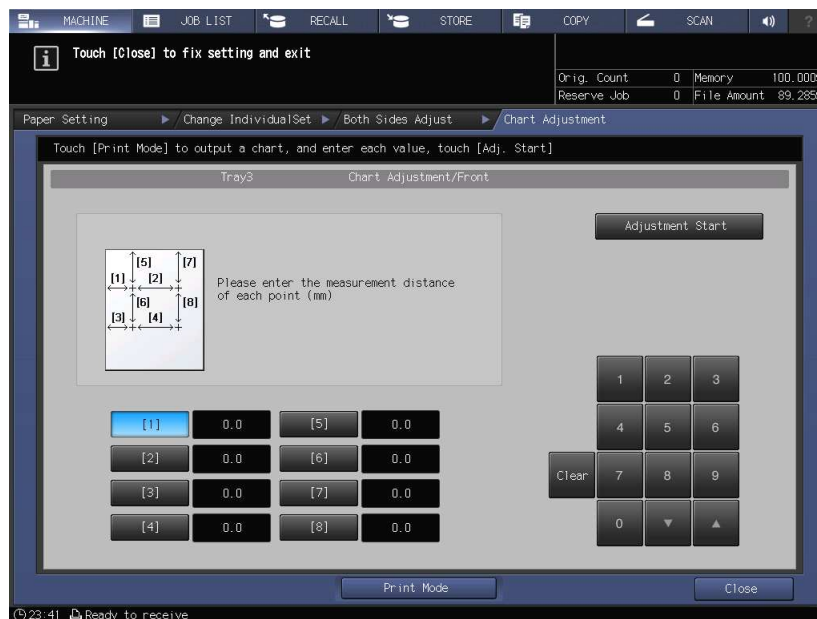
8 Measure the line length at each of points [1] to [8] on the printed-out chart using a scale.

- The figure on the right illustrates an example to measure points [1] and [5]. As illustrated in this example, measure the line length at each printed point.
- The measurement value can be entered in units of up to 0.1 mm.
- Write down the measured lengths so that you do not forget them.



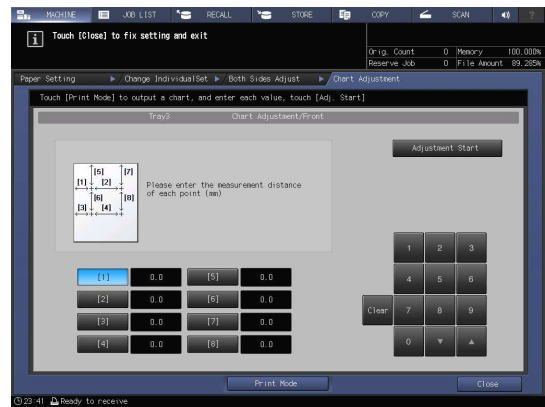
9 Press each point number, then enter the measured length using the keypad, [▼], or [▲] on the screen.

- To reset a value, press [Clear].





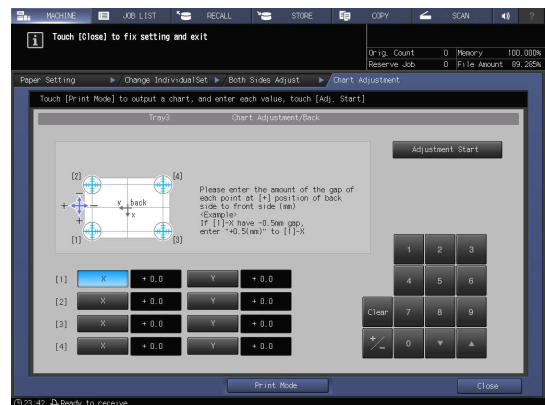
- 10 When entry processing is completed, press [Adjustment Start].  
 → In the next step, adjust the back side.



- 11 Select [Back], then press [Chart Adjustment].



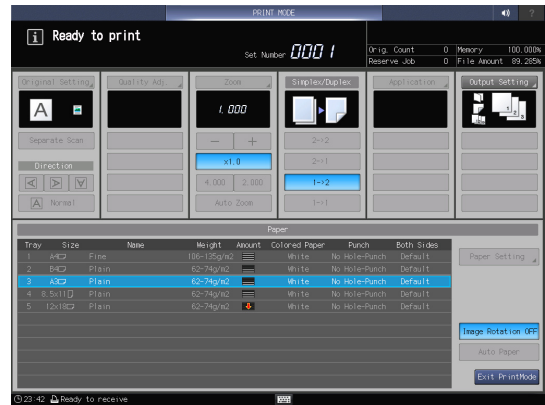
- 12 Press [Print Mode].



- 13 When the [PRINT MODE] screen is displayed, press **Start** on the **control panel**.  
 A test chart is printed out.

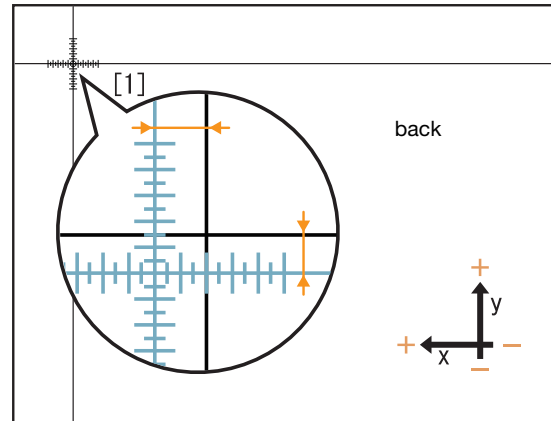


## 14 Press [Exit Print Mode].

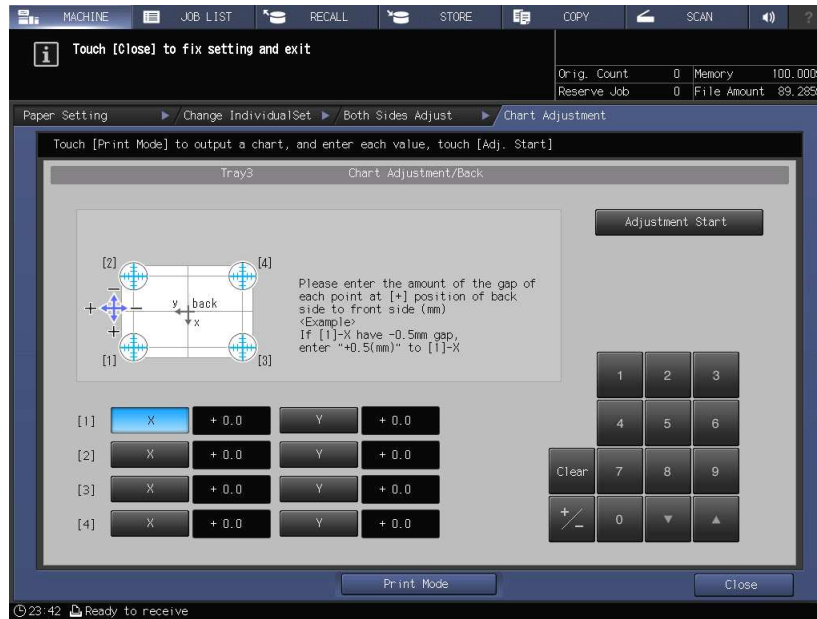


## 15 Measure a misalignment between the $\oplus$ marks of [1] to [4] printed on the [back] side of the output chart and the $\oplus$ marks on the [front] side.

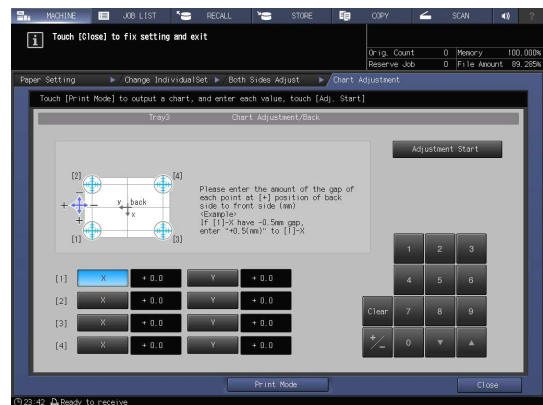
- The figure shows an example to measure [1]. The scale resolution is 0.5 mm.
- In this figure, the black mark  $\oplus$  indicates the front side and the blue mark  $\oplus$  indicates the back side.
- Measure a misalignment between printing positions in the horizontal direction (X axis) and vertical direction (Y axis).
- The measurement value can be entered in units of up to 0.1 mm.
- For example, as shown in the figure, if  $\oplus$  at point [1] is misaligned 2.0 mm in the plus side of the X direction and 1.5 mm in the minus side of the Y direction compared with the front side, press [2] - [0] - [+/-] in the X direction to enter "-2.0" as the adjustment value, and press [1] - [5] in the Y direction to enter "+1.5" as the adjustment value. Then, at point [1], the blue line on the back side will be moved 2.0 mm toward the minus side of the X direction and 1.5 mm toward the plus side of the Y direction.
- Write down the measured values so that you do not forget them.



- 16** Press [X] or [Y] at each point, and enter the measured value using the keypad, [▼], or [▲] on the screen.
- If the printing position is misaligned to the minus (-) side, enter a positive value (+). If the printing position is misaligned to the plus (+) side, enter a negative value (-).
  - To reset a value, press [Clear].
  - To switch the positive sign (+) and negative sign (-), press [+/-].



- 17** When entry processing is completed, press [Adjustment Start].



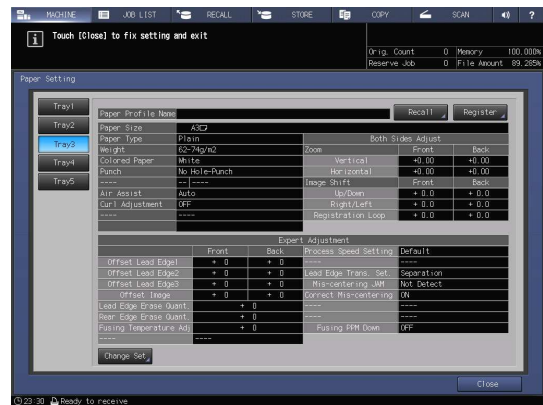
- 18** After the adjustment is completed, press [OK].
- To finely adjust the adjustment value, continuously proceed to step 4 in "Zoom and Image Shift Adjustment" (page 6-22).



19 Press [Close] to exit the adjustment.

Chart Adjustment is then completed.

- To register adjustment values in a paper profile, press [Register].
- For details about how to register a paper profile, refer to the [HTML User's Guide].



## Zoom and Image Shift Adjustment

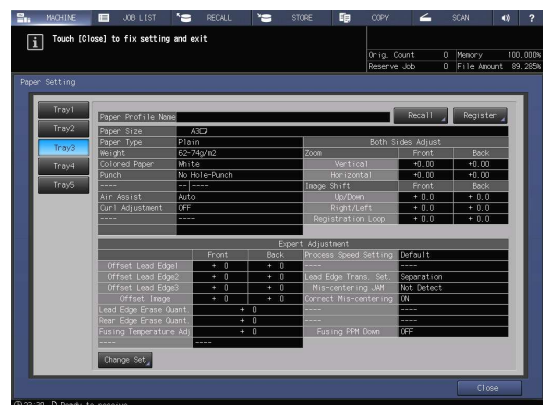
You can finely adjust the zoom ratio of the print side and the top, bottom, left, and right positions on the front and back sides.

Because the adjustment data can be entered directly as a percentage or numerical value indicating the shift amount, it is convenient for fine adjustment after Scan Meas. adjustment, Gap adjustment or Chart Adjustment, or when you have a result of the 2-sided printing at hand.

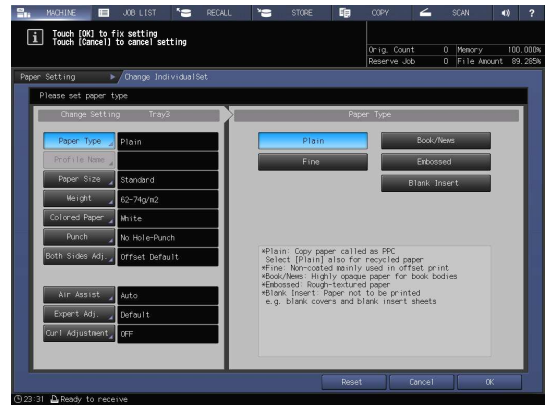
1 Press [Paper Setting] on the [MACHINE] screen.



2 Select the tray with the target paper loaded, then press [Change Set].



## 3 Press [Both Sides Adj].



## 4 Press [Front] or [Back] to select the print side to be adjusted.



## 5 Enter the zoom ratio or the image shift value using the keypad, [▼], or [▲] on the screen or the Keypad on the control panel.

- To specify the zoom ratio, press [Vertical] or [Horizontal], then enter a value.
  - [Vertical] is used to adjust the zoom ratio in the crosswise direction.
  - [Horizontal] is used to adjust the zoom ratio in the paper feed direction.
  - To enlarge the print side, enter the value with a positive mark (+). To reduce it, enter the value with a negative mark (-).
  - The adjustment value changes 0.01% on a 1-step basis.
  - Adjustment Range: [Vertical] -1.00 to +1.00, [Horizontal] -0.50 to +0.50
- To move the print side upward, downward, leftward, or rightward (image shift), press [Up/Down] or [Right/Left], then enter the value.
  - To move the print side upward or rightward, enter the value with a positive mark (+). To move the print side downward or leftward, enter the value with a negative mark (-).
  - The adjustment value changes 0.1 mm on a 1-step basis.
  - Adjustment range: [Up/Down] / [Right/Left] -10.0 to +10.0
- To switch the positive mark (+) and negative mark (-), press [+/-].
- To reset a value, press [Clear].

→ To adjust the zoom ratio and image shift, check the status in the center of a page.





Zoom ratio adjustment example:

The image on the front side is 10 mm in a length-wise direction while the image on the back side has been lengthened to 10.1 mm.

- Press [Vertical] of [Back], then press [1][0][0].
- Then, press [+/-] to change the mark to set the adjustment value to [-1.00].

The image on the back side is reduced by 1%.

In this figure, the black mark  indicates the front side and the blue mark  indicates the back side.

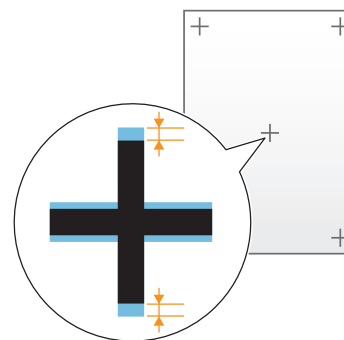
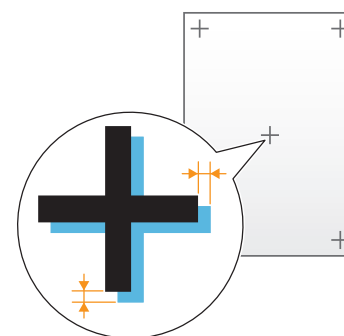


Image shift adjustment example:

The image on the back side is misaligned 0.5 mm downward and 0.3 mm rightward compared with that on the front side.

- Press [Up/Down] of [Back], then press [5] to set the adjustment value to [+0.5 mm].
- Next, press [Right/Left], then press [3] and [+/-] in sequence to set the adjustment value to [-0.3 mm].

The image on the back side shifts 0.5 mm upward and 0.3 mm leftward.



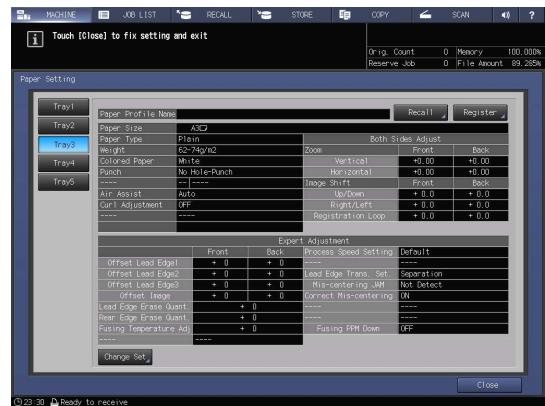
6 After the adjustment is completed, press [OK].



7 Press [Close] to exit the adjustment.

Zoom and Image Shift Adjustment is then completed.

- To register adjustment values in a paper profile, press [Register].
- For details about how to register a paper profile, refer to the [HTML User's Guide].



### Tips

If printing positions are misaligned between the front and back sides even after the Both Sides Adjustment has been carried out several times, readjust the reference position on the print side. For details about the adjustment procedure, refer to the [HTML User's Guide].

## 6.2 Image Quality Adjustment

### 6.2.1 Image Quality adjustment

Using [Tone Curve Adjustment] of **Color Centro** allows you to adjust the brightness and contrast of the entire image.

To make adjustment, drag the slider or the point of curve. You can operate while viewing the preview display of adjustment results.

The tone curve can be registered and saved in both the image controller of this machine and the computer. The tone curve registered in the image controller can be adopted to the output. You can also specify a tone curve that is to be used from the printer driver for each job.

### 6.2.2 Adjusting a tone curve using Color Centro

This guide describes how to adjust a tone curve using **Color Centro**.

- 1 Start **Color Centro**.
  - For information about how to start Color Centro, refer to page 4-9.
- 2 Click [Tone Curve Adjustment].
- 3 Click [Adjust Each Color].
  - To adjust the brightness or contrast, click [Brightness/Contrast].
  - To change an adjustment sample, click [Select Sample].
- 4 Click on the tone curve, then drag the displayed handle (operating point) to adjust the tone curve.
  - Adjust while checking the sample image of [Before Adjustment] or [After Adjustment].
  - To change the displayed part of the image, move the scroll bar.
  - You can use the buttons under the sample images to turn the images 90 degrees clockwise or counterclockwise, and to zoom in on or out of the images.
  - To make an image brighter (to make colors lighter), make the curve more concave.
  - To make an image darker (to make colors darker), make the curve more convex.
  - To raise the contrast (to make dark colors darker and light colors lighter for enhanced sharpness), make an S-shaped curve.
  - To lower the contrast (to make dark colors lighter and light colors darker for more flat impression), make a reverse S-shaped curve.
- 5 When adjustment is completed, click [Save].
- 6 Enter the name of the adjusted tone curve. In [Destination Folder], select [Controller], then click [Save].  
If [Controller] is selected, data is saved in the image controller of this machine.
- 7 When the Save Complete message is displayed, click [OK].
- 8 In the [File] menu, select [Close] to close the screen.



## 6.3 Adjusting the Finisher

### 6.3.1 Opening the screen to be adjusted

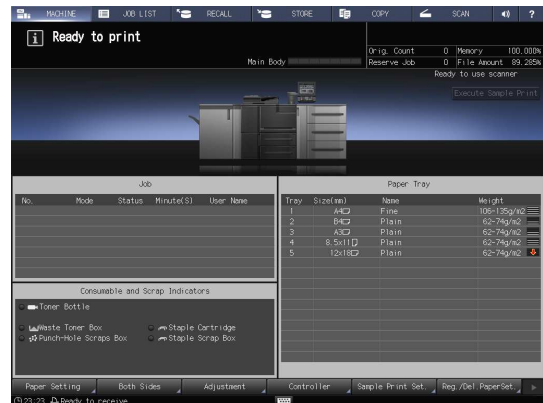
When the finisher or Z-folding unit is installed on this machine, you can finely adjust its functions such as a folding or stapling position.



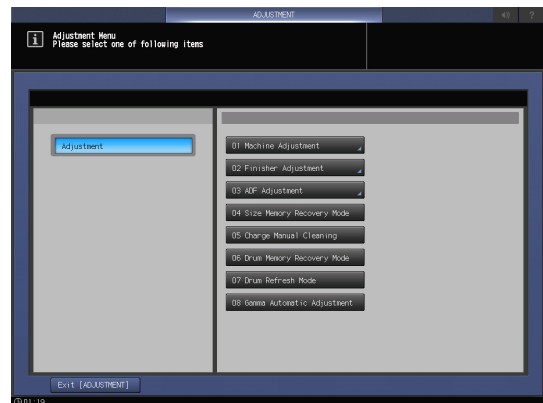
#### Reference

For details about how to adjust the finisher, refer to the [HTML User's Guide].

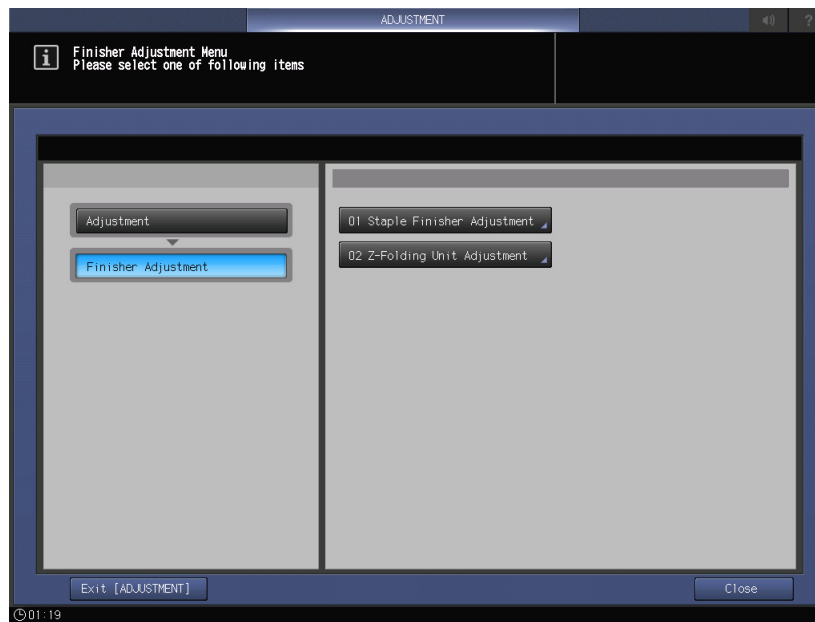
- 1 Press [Adjustment] on the [MACHINE] screen.



- 2 Press [Finisher Adjustment].



- 3 Press the items to be adjusted.
- The items displayed on this screen vary depending on the model of the mounted finisher.



### Adjustable settings

The following shows item examples that are displayed on the screen. The items displayed on this screen vary depending on the model of the mounted optional device. For details about the setting procedure, refer to the [HTML User's Guide].

Setting item	Description
[Staple Finisher Adjustment]	Adjusts stapler operations such as staple positioning.
[Z-Folding Unit Adjustment]	Adjusts Z-folding unit operations such as a punching or folding position.

---

# **7** Troubleshooting



## 7 Troubleshooting

### 7.1 Replenish and Replace Consumables

#### Replacing a toner bottle

##### ⚠ WARNING

- Do not throw toner or a container that contains toner (e.g., toner cartridge and developing unit) into an open flame. The hot toner may scatter and cause burns or other damage.

##### ⚠ CAUTION

- Do not leave toner-related parts (e.g., toner cartridge and developing unit) within easy reach of children. Licking any of these parts or ingesting toner could damage your health.
- Do not store toner-related parts (e.g., toner cartridge and developing unit) near devices susceptible to magnetism, such as precision equipment and data storage devices, otherwise they may malfunction. They could cause these products to malfunction.
- Do not force open the toner-related parts (e.g., toner cartridge and developing unit). If toner tumbles from the toner bottle, take utmost care to avoid inhaling it or even getting skin contact.
- If toner lands on your skin or clothing, wash thoroughly with soap and water.
- If you inhale toner, move to a place with fresh air and gargle with a lot of water repeatedly. Should you get symptoms such as coughing, seek medical advice.
- If you get toner into your eyes, immediately rinse them with running water for over 15 minutes. Seek medical advice if irritation persists.
- If you swallow toner, rinse out your mouth and drink a few glasses of water. Seek medical advice if necessary.

When the **Toner bottle** becomes empty, the message [Ready to print / Please add toner] is displayed on the [MACHINE] screen.

##### 📄 Tips

The toner storage contains extra toner to prevent printing from being stopped during job processing when the **toner bottle** becomes empty.



When the toner storage also becomes empty, the message [No toner / Please add toner] is displayed. Follow the below steps to replace the **toner bottle**.

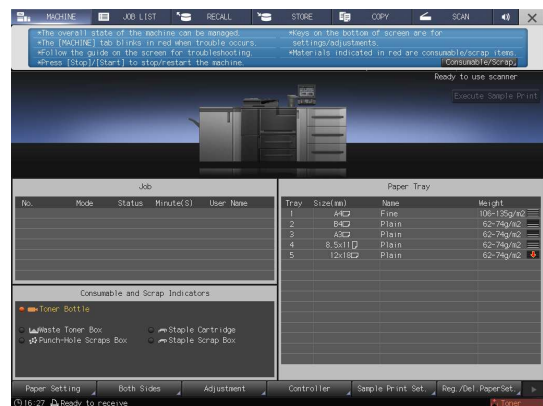
**NOTICE**

When replacing the **toner bottle**, check the toner type number indicated on the front side of the toner bottle inlet. Using incorrect toner bottles may cause the machine to malfunction.

- 1 Press **[?]** on the upper-right corner of the **touch panel** or **Help** on the **control panel** to display the help message.
  - Press the row that is highlighted in yellow in the [Consumable and Scrap Indicators] area on the **touch panel** to directly open the screen shown in step 3.

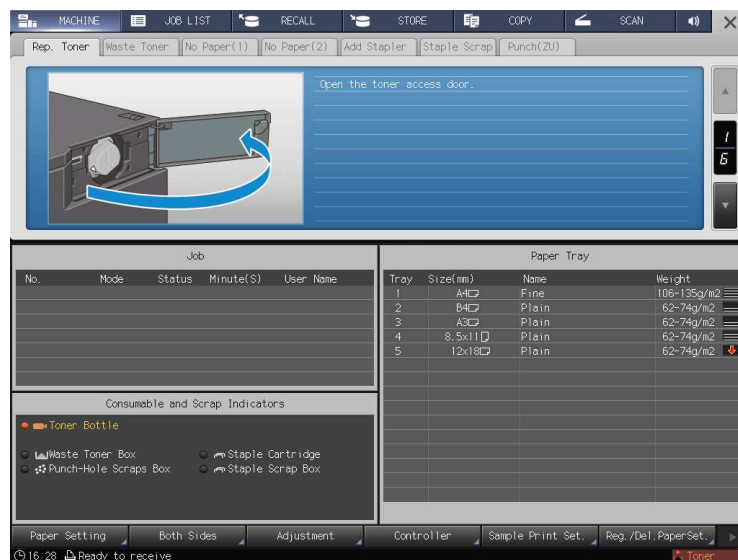


- 2 Press [Consumable/Scrap].



- 3 Follow the on-screen instructions to replace a **toner bottle**.

- The number on the right-hand side of the help message indicates a replacement procedure. To display the next step, press [**▼**].



- Attach the cap of a new **toner bottle** to the used **toner bottle**, then place it into the package. For the subsequent treatment, contact your service representative.

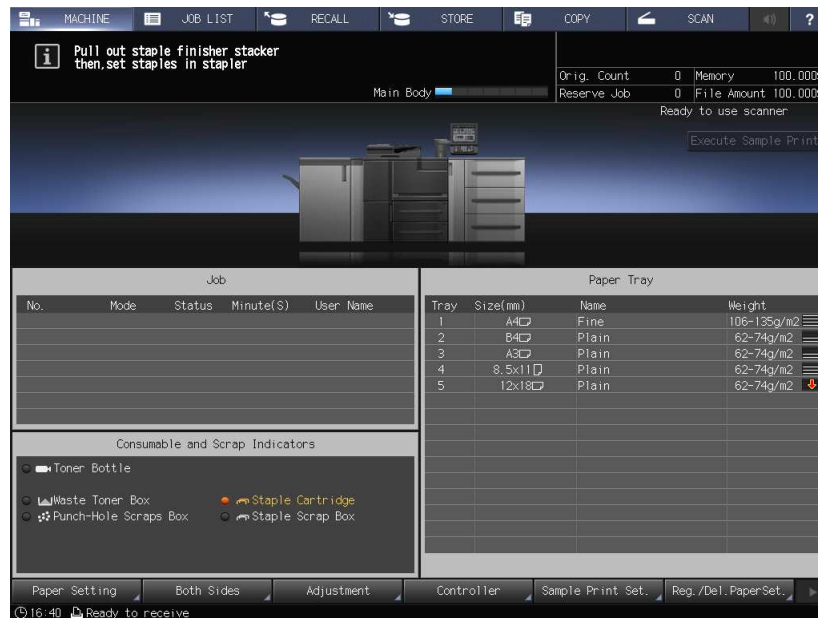
## Replenishing staple cartridge supply

If the staple cartridge becomes empty, the message [Pull out staple finisher stacker / then, set staples in stapler] is displayed on the [MACHINE] screen. Then, the [Staple Cartridge] indicator in the [Consumable and Scrap Indicators] area changes to yellow.



### Reference

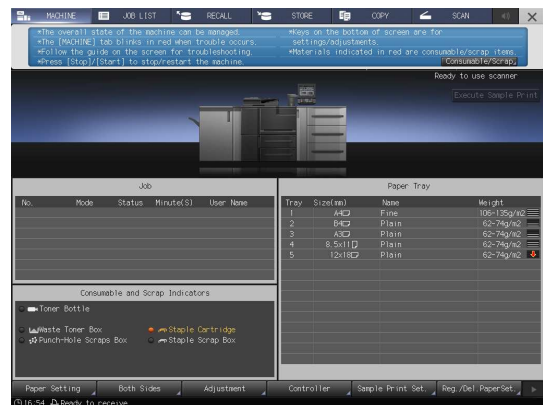
The following example describes how to replenish staple cartridge in the **stapler** of the **Finisher FS-532**. For details about other ways to replenish staple cartridge, refer to the [HTML User's Guide].



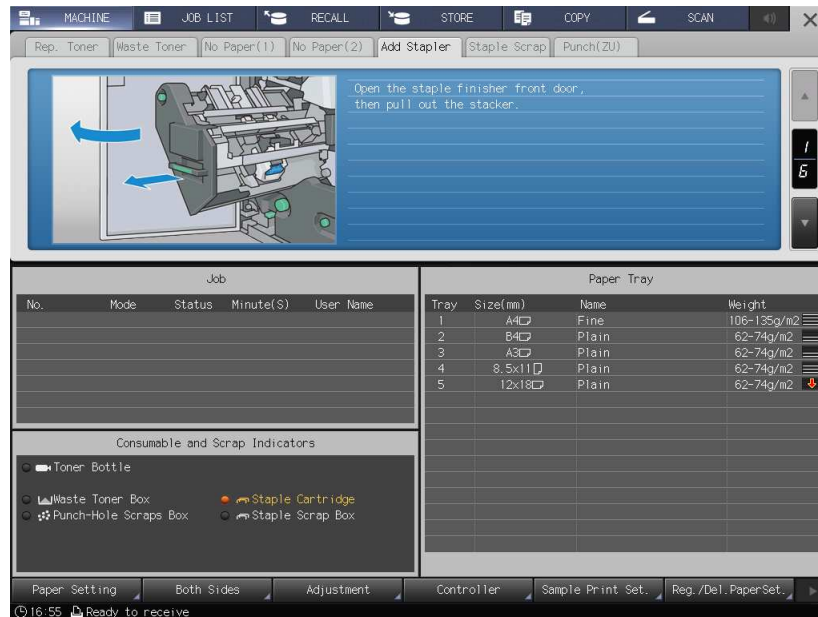
- Press **[?]** on the upper-right corner of the **touch panel** or **Help** on the **control panel** to display the help message.
  - Press the row that is highlighted in yellow in the [Consumable and Scrap Indicators] area on the **touch panel** to directly open the screen shown in step 3.



- Press [Consumable/Scrap].



- 3 Press the [Add Stapler] tab of the target stapler, then follow the on-screen instructions to replace the staple cartridge.
- The number on the right-hand side of the help message indicates a replacement procedure. To display the next step, press [▼].



## Replacing a waste toner box

### ⚠ WARNING

**NEVER** throw the waste toner box into a fire.

- Otherwise, the toner may ignite and cause a dangerous situation.

If the **waste toner box** becomes full of waste toner, the message [Waste toner box is full / Please replace the box] is displayed on the [MACHINE] screen. Then, the [Waste Toner Box] indicator in the [Consumable and Scrap Indicators] area changes to yellow.

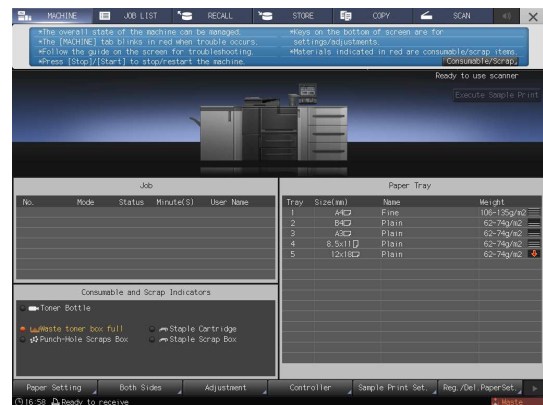




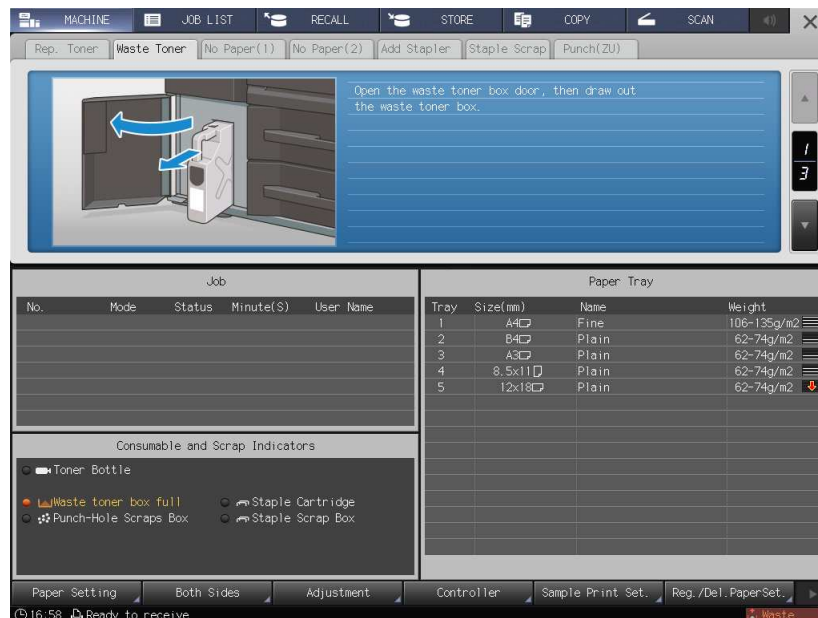
- 1 Press **[?]** on the upper-right corner of the **touch panel** or **Help** on the **control panel** to display the help message.
  - Press the row that is highlighted in yellow in the [Consumable and Scrap Indicators] area on the **touch panel** to directly open the screen shown in step 3.



- 2 Press [Consumable/Scrap].



- 3 Press the [Waste Toner] tab, then follow the on-screen instructions to replace the **waste toner box**.
  - The number on the right-hand side of the help message indicates a replacement procedure. To display the next step, press [**▼**].



## 7.2 Clearing Paper Jams

### 7.2.1 How to view the animation guide

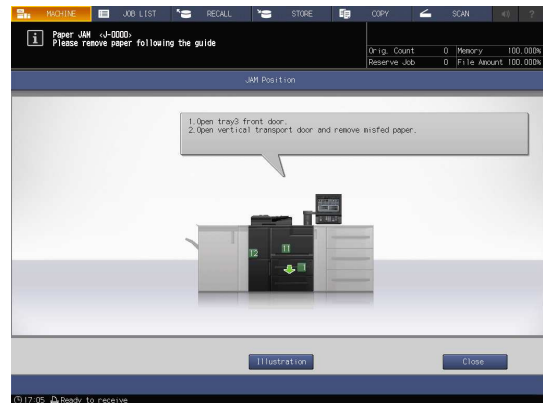
If a paper jam occurs on this machine, the message [Paper JAM / Please remove paper following the guide] is displayed, and the position of the paper jam is displayed on the screen.

Check the paper jam position, then follow the guidance to clear a paper jam.


Do not turn off the **main power switch** while clearing a paper jam. Otherwise, the trays or **conveyance fixing unit** cannot be pulled out.

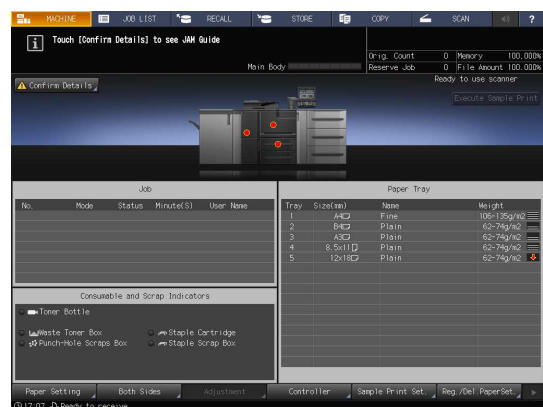
#### [JAM Position] screen

If a paper jam occurs, the [JAM Position] screen is displayed, and the position of the paper jam is indicated by a number.



#### Tips

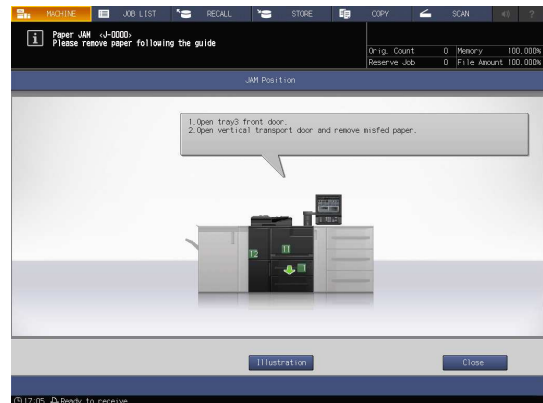
- Pressing [Close] changes to the [MACHINE] screen.
- Even while the [MACHINE] screen is being displayed, a paper jam position is indicated by  (red circle). Pressing [Confirm Details] changes to the [JAM Position] screen.



## Illustration screen for Jam handling

The overview of the method required to clear the jam is displayed on the [JAM Position] screen. Changing to the Illustration screen displays the procedure guidance, so you can clear a paper jam while checking each step.

- 1 Press [Illustration] on the [JAM Position] screen.

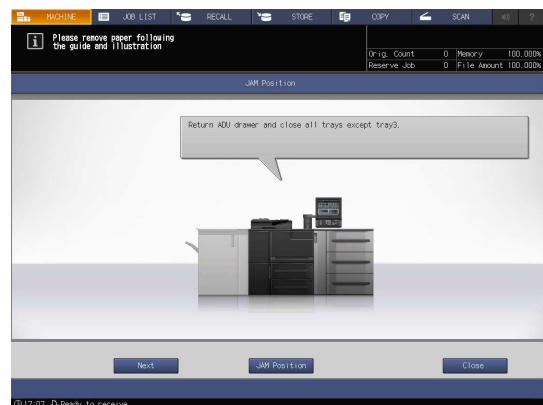


- 2 Check the displayed contents, then remove jammed paper.

If the description spans multiple pages, [Next] is displayed.

Pressing [Next] can check the next step.

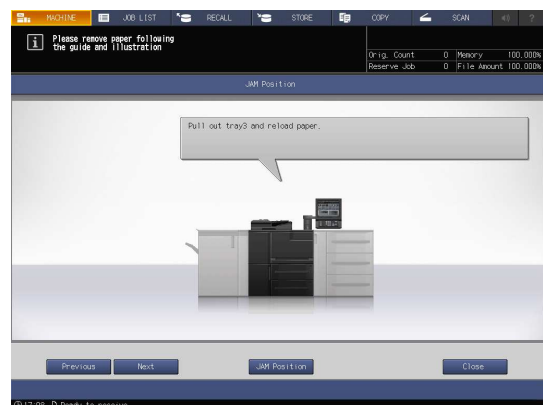
Pressing [JAM Position] returns to the [JAM Position] screen.



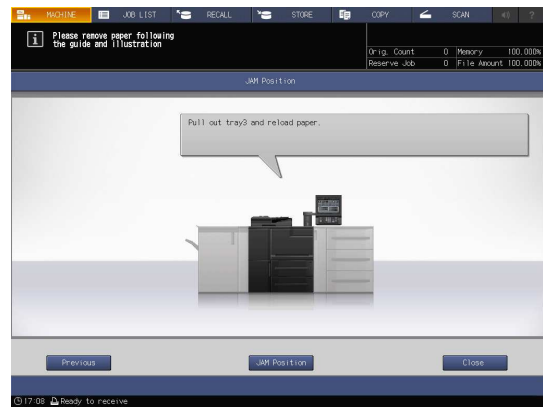
- 3 Follow the guidance to remove jammed paper.

Pressing [Next] can check the next step.

Pressing [Previous] can check the previous step.



- 4 Remove all jammed paper, then press [Close].  
This returns to the [MACHINE] screen.



### Tips

If the paper jam message has not been yet cleared even after all the jammed paper has been removed, the paper jam may have occurred in a place other than the one displayed. Check other places not displayed on the **touch panel** again. In particular, check the following points.

- Check whether a slip of paper is left on the back of the part indicated by the number on the **touch panel**. If you cannot smoothly remove jammed paper, do not remove it forcibly. Contact your service representative.
- Open and close the door of the part indicated by the number on the **touch panel** again. This operation may clear the message.  
If the paper jam message still has not been cleared after checking the above, contact your service representative.

## 7.3 If the Specified Paper is not Found

If the specified paper is not loaded into a tray at the time of printing, the message [Please load designated xxx paper / To check details, touch [Confirm Details]] is displayed on the screen.

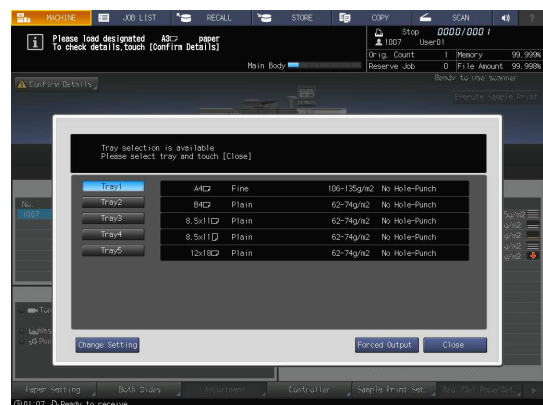
To address this problem, load the specified paper into a tray, or you can forcibly print on the currently loaded paper of a different size.

### Replacing with the specified paper

- 1 Press [Confirm Details] on the [MACHINE] screen.



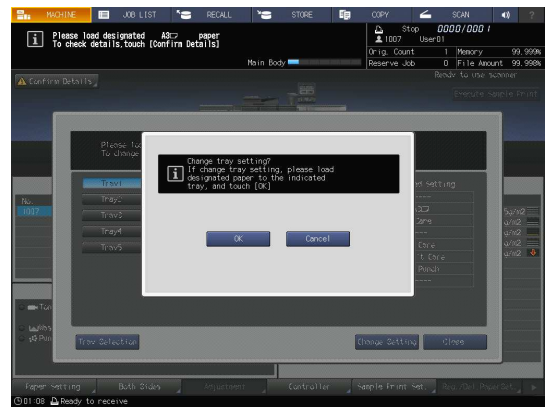
- 2 Select a tray to replace paper into, then press [Change Setting].



- 3 Press [Change Setting].



- 4 Replace paper into the tray, then press [OK].

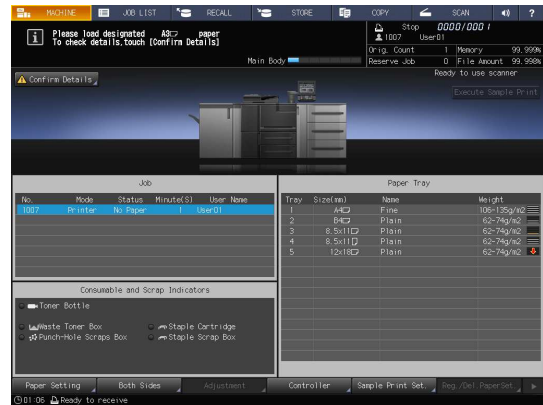


- 5 Press **Start** on the **control panel**.  
Printing starts using the selected tray.

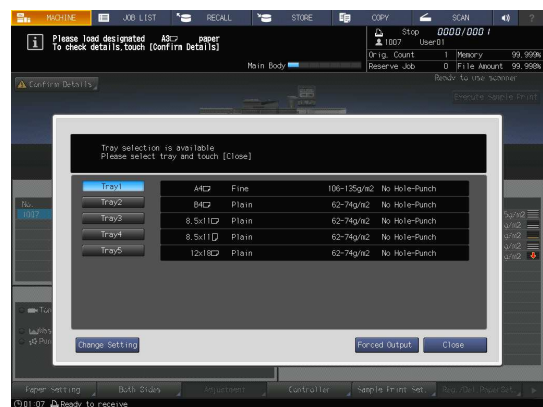


## Forcibly printing using the loaded paper

- 1 Press [Confirm Details] on the [MACHINE] screen.



- 2 Select a tray with print paper loaded, then press [Forced Output].

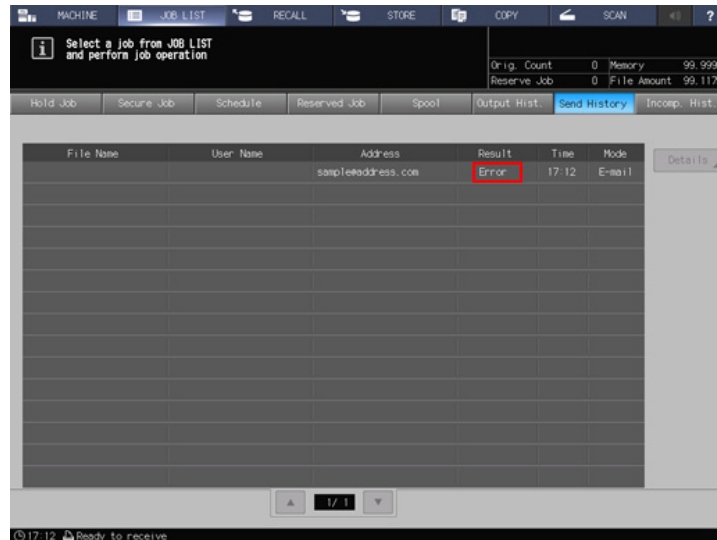


- 3 Press **Start** on the **control panel**.  
Printing starts using the selected tray.



## 7.4 Cannot Send Data

If you cannot send data, [Error] is displayed in [Send History] on the [JOB LIST] screen. Check the free space on the HDD (image controller area).



- 1 Start the Web browser.
- 2 Enter the IP address of the image controller in the address bar, and then press [Enter].  
The user mode screen of PageScope Web Connection is displayed.  
→ For details, refer to the [HTML User's Guide].
- 3 Click [Device Information], and then click [Option].
- 4 Check [Remain] in [HDD (Pre-RIP/Form/Scan Data)].
  - To delete unnecessary scan data, use an HDD TWAIN driver. For details, refer to the user's guide for the HDD TWAIN driver.
  - Automatically delete scan data that are stored in the HDD (image controller area) after the specified time period has elapsed. For details, refer to the [HTML User's Guide].  
For information about the default administrator password, refer to page 7-17.
  - Lower the data resolution.  
Note that the image quality may be degraded. For details, refer to the [HTML User's Guide].
  - Reduce the number of pages.  
Divide the originals, or remove pages unnecessary to scan.



## 7.5 When gray tones did not come out as expected

Due to a change in the ambient temperature and humidity, a change in conditions of this machine, a variation of shades of colors caused by use of different type of paper, or print mode setting, the brightness or contrast of gray tones may differ from the tones you were able to obtain before, and images may not be printed as expected.

In such cases, adjustment is required.

### 7.5.1 Setting by the printer driver

Specify [Screening Method] or [Tone Curve] to adjust the image quality.



#### **Reference**

*For details, refer to page 5-12.*

### 7.5.2 Adjusting the tone curve by Color Centro

Using [Tone Curve Adjustment] of **Color Centro** allows you to adjust the brightness and contrast of the entire image.



#### **Reference**

*For details, refer to page 6-26.*

## 7.6 Image Position Adjustment

The previously adjusted image position may be misaligned by a slight enlargement or reduction of paper that is caused due to a change in ambient temperature or humidity, a change of the machine conditions, usage of a different type of paper, or heat impact of the Fusing Unit.

In this case, adjust the image position (Both Sides Adjustment) again.



### **Reference**

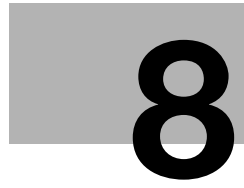
*For details, refer to page 6-3.*

## 7.7 If you forget the administrator password

The administrator password is set to "00000000" by factory default.

If the administrator password is changed, contact your service representative.





**Appendix**

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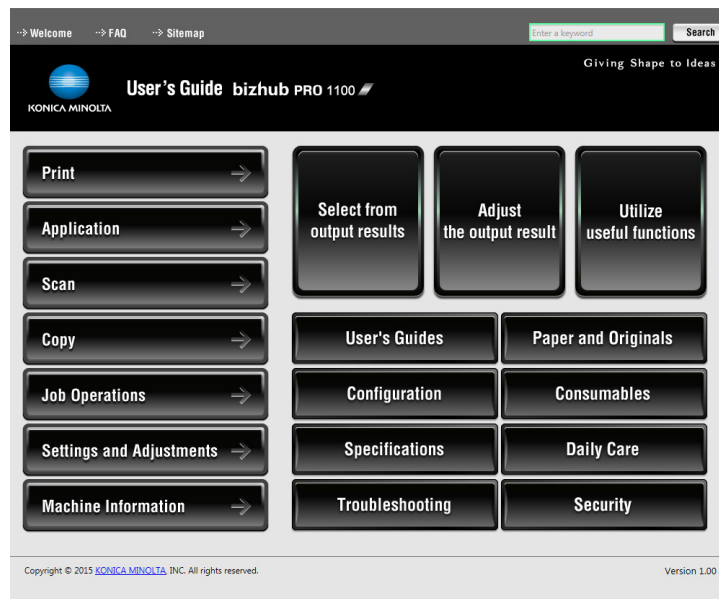
## 8 Appendix

### 8.1 Good Use of the [HTML User's Guide]

The [HTML User's Guide] is included in the **DVD** supplied with this machine.

Select the desired item on the top page (Home), then check the detailed contents.

To view the details about how to use the [HTML User's Guide], select [User's Guides] on the top page (Home).



#### (1) Let's master the search function!

You can search within the [HTML User's Guide] from the search field at the top of the screen. Enter a search keyword into the search field, then click [Search].

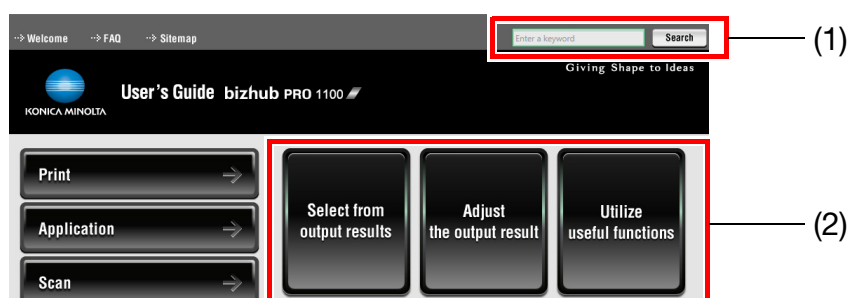
#### Tips

For functions on which you refer to the [HTML User's Guide] in this guide, enter the function name or setting item into the entry field, then click [Search]; you can search for the target explanation.

#### (2) Confirm the setting required for the target finishing in an operation example!

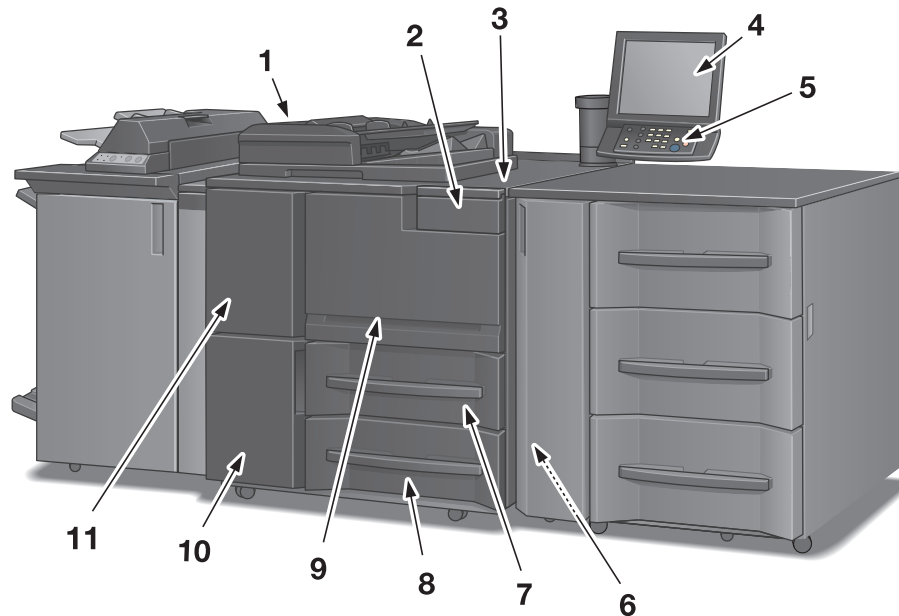
The [HTML User's Guide] contains various procedure examples for each purpose to enable you to master how to operate this machine while proceeding with the work in a similar way to the actual workflow.

These contents are included in each of the [Select from output results], [Adjust the output result], and [Utilize useful functions] on the top page (Home). They are always helpful for you.



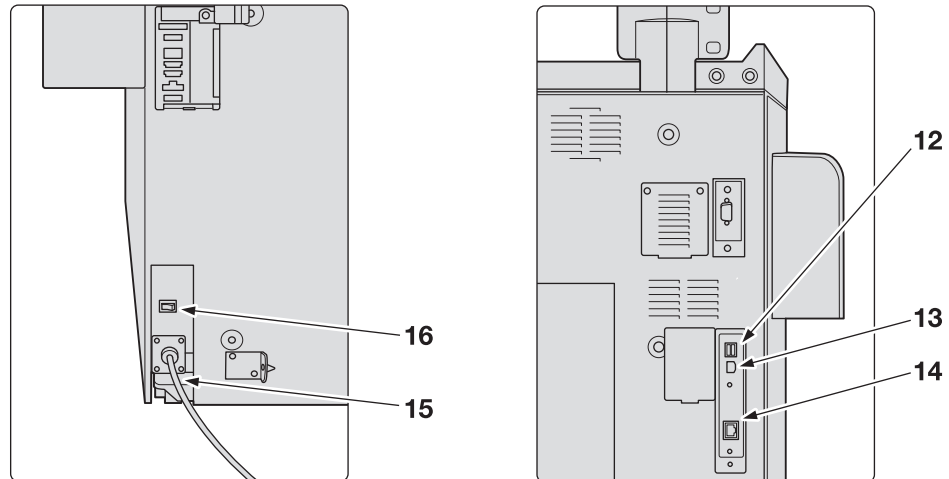
## 8.2 Name of each Component

### 8.2.1 External components



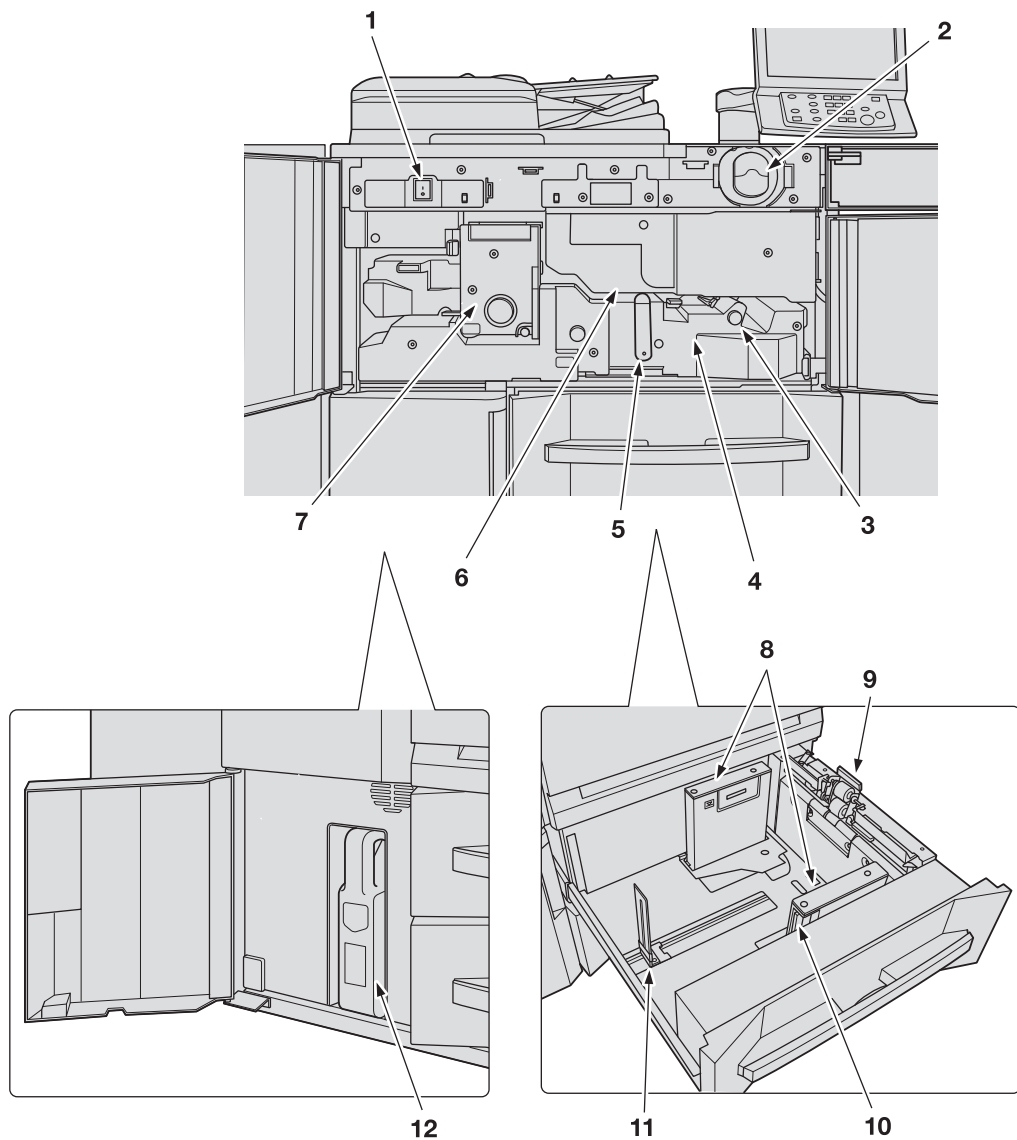
No.	Name	Description
1	<b>ADF</b> (Reverse automatic document feeder)	Automatically feeds multiple originals on a sheet basis to scan data. Even a 2-sided original can be scanned by one paper feed operation without reversing paper.
2	<b>Toner supply door</b>	Opens to allow toner supply.
3	<b>Sub power switch</b>	Turns machine power on/off when pressed.
4	<b>Touch panel</b>	Displays screens such as the [MACHINE] screen to allow various settings and machine operations. Also, operation or troubleshooting procedures can be provided.
5	<b>Control panel</b>	Used for various settings and machine operations.
6	<b>Right side door</b>	Opens rightward for removal of paper jam. When <b>Paper Feeder Unit PF-709</b> , <b>Large Capacity Unit LU-411</b> , or <b>Large Capacity Unit LU-412</b> is installed on this machine, open its tray left side door, then clear paper jams.
7	<b>Tray 1</b>	Holds 1,600 sheets (64 g/m <sup>2</sup> paper) or 1,500 sheets (80 g/m <sup>2</sup> paper).
8	<b>Tray 2</b>	Holds 1,600 sheets (64 g/m <sup>2</sup> paper) or 1,500 sheets (80 g/m <sup>2</sup> paper).
9	<b>Front door</b>	Opens to allow removal of paper jam.
10	<b>Waste toner box replacement door</b>	Opens to allow replacement of the <b>waste toner box</b> .
11	<b>Left side door</b>	Opens together with the <b>front door</b> to allow removal of mishandled paper or to turn off/on the <b>main power switch</b> .





No.	Name	Description
12	<b>Service port (USB 3.0 Type A x 2)</b>	Used to connect devices such as an external storage medium (USB flash drive, USB-HDD), keyboard and mouse. This port is available for low-power devices only. Please provide an external supply of power for devices that require a large amount of power.
13	<b>Service port (USB 2.0 Type B x 1)</b>	Connect this machine to the computer using a USB cable in order to use it as a local printer.
14	<b>Network port (10Base-T, 100Base-T, 1000Base-T)</b>	Connected with an Ethernet cable to operate the machine, or to use the machine as a network printer/scanner.
15	<b>Power cord</b>	Supplies the main body with electric power.
16	<b>Dehumidifier heater switch</b>	Turns on/off the dehumidifier heater of the main body.

## 8.2.2 Internal components



No.	Name	Description
1	<b>Main power switch</b>	Used only by service representative to turn the machine power on/off. Be sure not to turn it off in usual operation .
2	<b>Toner bottle</b>	Supplies the main body with toner.
3	<b>Knob[M2]</b>	Opens leftward to allow removal of mishandled paper.
4	<b>Conveyance fixing unit</b>	Pulled out for removal of paper jam. For handling levers and knobs of the <b>conveyance fixing unit</b> , follow the instruction on the screen to be displayed when paper jam occurs.
5	<b>Lever[M4]</b>	Opens rightward to allow withdrawal of the <b>conveyance fusing unit</b> for removal of mishandled paper.
6	<b>Drum unit</b>	Forms the image.
7	<b>Fixing unit</b>	Fuses toner onto paper.
8	<b>Side guide plate</b>	Aligned to the edges of loaded paper.
9	<b>Feed roller</b>	Feeds paper sheet by sheet to the printing unit.

No.	Name	Description
10	<b>Side guide lock release lever</b>	Pushed backward to release the lock in order to move <b>side guide plates</b> .
11	<b>Rear guide plate</b>	Aligned to the rear edge of loaded paper.
12	<b>Waste Toner Box</b>	Collects waste toner.

**⚠ WARNING**

**NEVER throw the waste toner box into a fire.**

- Otherwise, the toner may ignite and cause a dangerous situation.

**⚠ CAUTION**

**DO NOT put your hand into the fixing part of the conveyance fixing unit.**

- Otherwise, you may get burned. Be especially careful when pulling out the **conveyance fixing unit** or opening the fixing part.

**⚠ CAUTION**

**DO NOT put your hand or arm between the main body and conveyance fixing unit.**

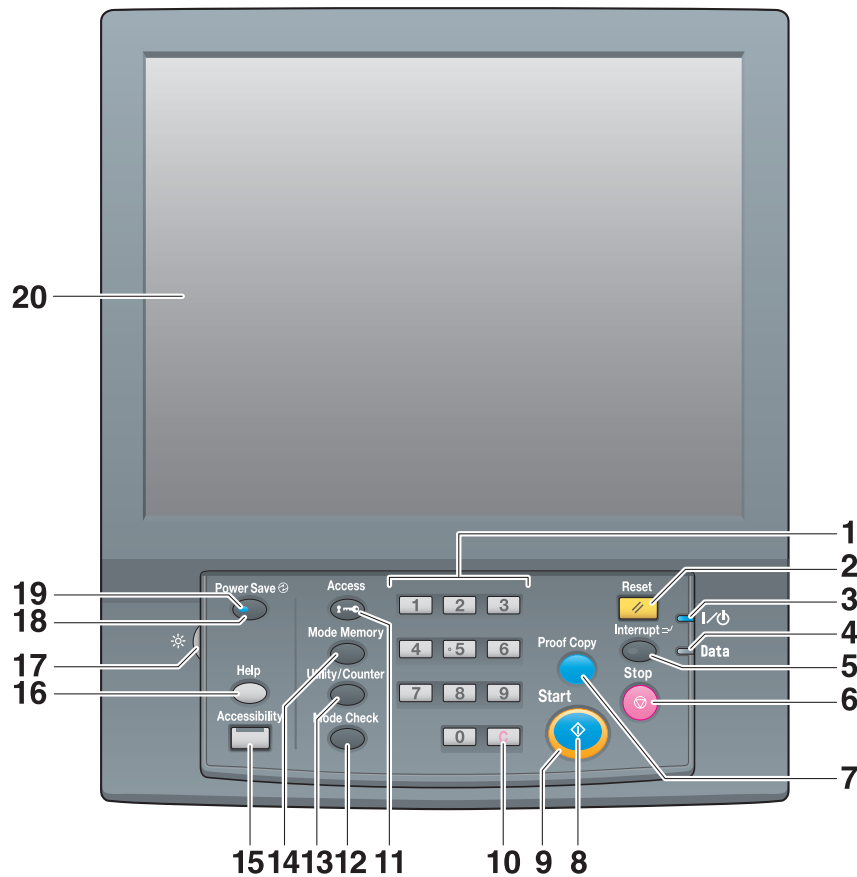
- Touching a connection terminal or other electric parts may damage the machine or cause unexpected trouble. Please do not try to work yourself, but contact your service representative.

**⚠ CAUTION**

**DO NOT pull out the toner bottle other than the time to exchange for running out of toner.**

- If you pull out the **toner bottle** in which the toner remains, an area nearby may become dirty with toner.

## 8.2.3 Control Panel Layout



No.	Name	Description
1	<b>Keypad</b>	Enters numeric values.
2	<b>Reset</b>	Returns the copy conditions to the default settings.
3	<b>Power LED</b>	Lights up in orange when the <b>main power switch</b> is turned on, then turns blue when the <b>sub power switch</b> is turned on.
4	<b>Data LED</b>	Flashes while the machine is receiving print data.
5	<b>Interrupt</b>	Suspends copying/printing/scanning in progress to allow an urgent copying job. The Interrupt LED flashes until the machine is ready for the Interrupt mode. When the machine is ready for the Interrupt mode, the Interrupt LED turns steady.
6	<b>Stop</b>	Suspends the current output job or stops the machine operation.
7	<b>Proof Copy</b>	Outputs a sample set to check the result of adjustment made on the [Quality Adjustment] screen, or used for Sample Output in the Job Ticket Edit function.
8	<b>Start</b>	Activates various machine operations.
9	<b>Start LED</b>	Lights up in blue when the machine is ready to operate. It turns orange if no operation can be started.
10	<b>C (Clear)</b>	Allows change in entered numeric value.
11	<b>Access</b>	Used to suspend the operation when user authentication or account track function is activated and an authenticated user has used the machine. The screen for user authentication/account track is displayed to allow the machine operation only when the next user is authenticated.

No.	Name	Description
12	<b>Mode Check</b>	Used to check settings of the print job in progress or those currently made.
13	<b>Utility/Counter</b>	Displays the [UTILITY] screen and various counters.
14	<b>Mode Memory</b>	Registers/Recalls the desired copy settings. Also recalls previous job settings.
15	<b>Accessibility</b>	Adjusts the response time in <b>touch panel</b> and <b>control panel</b> key operation.
16	<b>Help</b>	Displays the Help screen that provides information on how to operate the screen currently displayed on the <b>touch panel</b> . Also provides various information about supply and disposal when pressed with the [MACHINE] screen displayed.
17	<b>Brightness adjustment dial</b>	Turned to adjust the brightness of the <b>touch panel</b> .
18	<b>Power Save</b>	Deactivates the power-saving mode. Also, activates power-saving mode manually when pressed.
19	<b>Power Save LED</b>	Lights when any power-saving mode is activated, or machine power is off due to the Weekly Timer function.
20	<b>Touch panel</b>	Displays various screens to allow the function setting.

### **⚠ CAUTION**

**Do not press hard or pointed objects against the touch panel.**

- Otherwise, the glass may be scratched or break and you may be injured. Use fingers to operate the **touch panel**.

### **⚠ CAUTION**

**Stop the operation immediately when the [Service Call] screen is displayed and output cannot be continued any more.**

- Otherwise, an unexpected trouble may be caused. Write down the report code as stated on the second line of the message, turn off the **sub power switch** and **main power switch** in this order, then disconnect from the power socket. Contact your service representative and inform them of the report code.

## 8.3 Convenient Use of Scan Function (Scan to SMB)

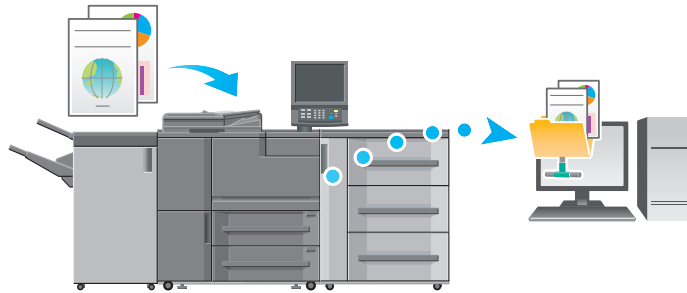
You can send the scan data as an E-mail attachment, send it to a shared computer (SMB server), the FTP server, or the WebDAV server, or save it to the USB flash drive installed on this machine.

This section describes the function (Scan to SMB) to send data to the SMB server.

Scan to SMB is a function that converts the original data scanned on this machine to a computer-compatible file and sends the converted data to a target computer or a shared folder on the server. You can store a hand-out original as digital data using this function.

Also, you can send data to your computer and the file server used for daily file transfer in order to share it.

To carry out Scan to SMB using the Mac OS X 10.7 or later, the appropriate setting is required. For details, refer to the [HTML User's Guide].



### 8.3.1 Step 1: Prepare the destination computer

In Step 1, execute the following tasks:

- To check the destination computer name and accessible user name.
- To create a folder on the destination computer and to configure a sharing setting.

#### In a Windows environment

##### Tips

To carry out this task, the computer's administrator privilege is required.

- 1 Check [Computer name] in [System Properties].
  - In Windows Vista/7/Server 2008/Server 2008 R2, right-click [Computer], then click [Properties] to display [System Properties].
  - In Windows 8.1/Server 2012/Server 2012 R2, right-click the Start window, click [All apps]. And right-click [Computer], then click [Properties] to display [System Properties]
  - The computer name is required to specify a destination. Write down the computer name so that you do not forget it.
- 2 Check the user name.
  - The user name is required.
  - In Windows Vista/7/Server 2008/Server 2008 R2, select [All Programs] - [Accessories] and open [Command Prompt]. Then, type in "set user" and press the [Enter] key.
  - In Windows 8.1/Server 2012, right-click the Start window, click [All apps], and open [Command Prompt]. Then, type in "set user", and press the [Enter] key.  
The domain name and user name are displayed. The login user name is shown following "USER-NAME=."
  - In Windows 10: From the [Start] menu, select [All Applications] - [System Tools] - [Command Prompt]. Then, type in "set user" and press the [Enter] key.  
The domain name and user name are displayed. The login user name is shown following "USER-NAME=."
  - The user name is required to specify a destination. Write down the user name so that you do not forget it.

- 3 Enable file sharing.
  - In Windows 7/8.1/10, select [Control Panel] - [Network and Internet] - [Network and Sharing Center] - [Change advanced sharing settings], then click [Turn on file and printer sharing] in the [Advanced sharing settings] window.
  - In Windows Vista, select [Control Panel] - [Network and Internet] - [Network and Sharing Center], then click [Sharing and Discovery] - [File Sharing] - [Turn on file sharing].
- 4 Set to a shared folder.
  - Right-click the folder to be shared, open [Properties], then click [Advanced Sharing] in the [Sharing] tab. On the opened window, select the [Share this folder] check box.
- 5 Set [Permissions].
  - Click [Permissions] on the [Advanced Sharing] window, select [Group or user names] - [Everyone], then set [Change] of Permissions to Allow.
- 6 Add a user to be permitted.
  - Click [Add] on the [Permissions] screen, open [Select Users or Groups], and enter "computer name (or domain name)\user name" into the [Enter the object names to select] field. Then, click [Check Names]. If the user name is underlined, click [OK].
- 7 Select the user name added in step 6, and select the [Change] check box under Allow in Permissions, then click [OK].

## In a Macintosh environment



### Tips

To carry out this task, the computer's administrator privilege is required.

- 1 Select [About This Mac] - [More Info] to check [IP Addresses] and [User name].
- 2 Enable file sharing.
  - In the Apple menu, click [System Preferences] - [Sharing] to open the [Sharing] window, then select the [File Sharing] check box.
- 3 Enable the SMB-base sharing.
  - Click [Options] on the [Sharing] window, select the [Share files and folders using SMB (Windows)] check box, then select the check box of the login user name (displayed name).
- 4 Set to a shared folder.
  - Click [+] on the [Sharing] window, select a folder to be shared, then click [Add]. Then, check that the user name and access rights of the folder are set to the [Read & Write] mode.

## 8.3.2 Step 2: Connect this machine to the network

To connect this machine to the network, check that:

- The LAN cable is connected.
- The IP address is assigned to this machine.



### Reference

To configure the network settings, select **Utility/Counter** - [Administrator Setting] - [Network Setting] - [NIC Setting]. For details, refer to the [HTML User's Guide].

For information about the default administrator password, refer to page 7-17.

### 8.3.3 Step 3: Prepare the operating environment for SMB transmission

Enable the SMB transmission function.

- Set [SMB Send Setting] of this machine to [Enable]. (In general use, you do not need to change the default setting.)
- In Mac OS X 10.7 or later, the following settings are required.
  - NTLM Setting  
The NTLM setting is only available for v2. Specify items including NTLM v2.
  - Date/Time Setting  
Specify the date and time of this machine and computer, including the time zone.



#### Reference

For details about various settings, refer to the [HTML User's Guide].

### 8.3.4 Step 4: Configure settings according to your environment

Register destinations that are frequently used.

- This can reduce the number of steps required to manually enter destinations.
- Select the [SCAN] screen of this machine to register the SMB server setting.
- You can also use the [Scan Address Register] on the [UTILITY] screen to register the setting.



#### Reference

For details about how to register destinations, refer to the [HTML User's Guide].

### 8.3.5 Step 5: Send scan data to a public folder

Send scan data to a public folder of the registered SMB server.

- In the [SCAN] screen of this machine, select an SMB destination, configure the scan conditions, then press **Start**.



#### Reference

You can specify conditions such as the image quality and scanning size. For details about scan conditions, refer to the [HTML User's Guide].



## 8.4 Major Specifications

### NOTICE

The specifications of the machine and optional device are subject to a change without notice.

Even if the specified paper size and weight are compatible with an optional device, if they are not supported by the entire system including the machine, the paper may not be able to be used.

Some optional devices are not supported in certain regions.

### 8.4.1 Machine

#### Specifications

Operating environment conditions	Temperature: 10 to 30°C Humidity: 10 to 80%RH
Main body tray	Paper size Standard: SRA3 ☐, A3 ☐, B4 ☐, SRA4 ☐, A4 ☐/☐, B5 ☐/☐, A5 ☐, 12 × 18 ☐, 11 × 17 ☐, 9 × 11 ☐, 8.5 × 14 ☐, 8.5 × 11 ☐/☐, 8 × 13 ☐, 5.5 × 8.5 ☐, 8K ☐, 16K ☐/☐ Custom: Widthwise 182 mm to 324 mm, Lengthwise 139 mm to 463 mm / Widthwise 7.17" to 12.76", Lengthwise 5.47" to 18.23" Tab paper: A4T ☐/☐, 8.5 × 11T ☐/☐ For details, refer to the [HTML User's Guide].
Paper weight	Fine, Plain, Book/News, Embossed, Blank Insert: 40 g/m <sup>2</sup> to 300 g/m <sup>2</sup> / 10 lb Bond to 81 lb Bond (2-sided: 50 g/m <sup>2</sup> to 300 g/m <sup>2</sup> / 14 lb Bond to 81 lb Bond) However, we recommend that the weight of Book/News or Embossed is 216g/m <sup>2</sup> / 57 lb Bond or less.
Paper tray capacity	Tray 1 (upper tray), Tray 2 (lower tray): 1,600 sheets each (64 g/m <sup>2</sup> / 18 lb Bond), 1,500 sheets each (80 g/m <sup>2</sup> / 21 lb Bond)

### 8.4.2 ADF (Reverse automatic document feeder)

#### Specifications

Original type	<ul style="list-style-type: none"> <li>Thin Paper 1-sided original: 35 g/m<sup>2</sup> to 49 g/m<sup>2</sup> / 9 lb Bond to 13 lb Bond</li> <li>Plain 1-sided original: 50 g/m<sup>2</sup> to 210 g/m<sup>2</sup> / 14 lb Bond to 57 lb Bond 2-sided original: 50 g/m<sup>2</sup> to 210 g/m<sup>2</sup> / 14 lb Bond to 57 lb Bond Mixed original: 50 g/m<sup>2</sup> to 128 g/m<sup>2</sup> / 14 lb Bond to 33 lb Bond</li> </ul>
Original Size	Metric area: A3 ☐, B4 ☐, A4 ☐/☐, B5 ☐/☐, A5 ☐/☐, B6 ☐, A6 ☐, 11 × 17 ☐, 8.5 × 11 ☐ /☐, 8 × 13 ☐ Inch area: A3 ☐, B4 ☐, A4 ☐/☐, B5 ☐/☐, 11 × 17 ☐, 8.5 × 14 ☐, 8.5 × 11 ☐ /☐, 5.5 × 8.5 ☐/☐
Capacity of document feeder	300 sheets (64 or 80g/m <sup>2</sup> paper)

### 8.4.3 Feeding-related optional devices

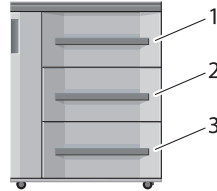


#### Reference

The paper size and weight vary depending on conditions such as setting or finishing. For details about the detailed conditions or specifications, refer to the [HTML User's Guide].

#### Paper Feeder Unit PF-709

##### Paper tray



- 1: Tray 3 (upper tray)
- 2: Tray 4 (middle tray)
- 3: Tray 5 (lower tray)

##### Specifications

Paper weight	40 g/m <sup>2</sup> to 350 g/m <sup>2</sup> / 10 lb Bond to 93 lb Bond 301 g/m <sup>2</sup> to 350 g/m <sup>2</sup> / 82 lb Bond to 93 lb Bond: Can be fed from Tray 4 (middle tray).
Paper size	Standard: SRA3 ☐, A3 ☐, B4 ☐, SRA4 ☐, A4 ☐/☐, B5 ☐/☐, A5 ☐, 12 × 18 ☐, 11 × 17 ☐, 9 × 11 ☐, 8.5 × 14 ☐, 8.5 × 11 ☐/☐, 5.5 × 8.5 ☐, 8 × 13 ☐, 8K ☐, 16K ☐/☐ Custom: Widthwise 182 mm to 324 mm, Lengthwise 139 mm to 463 mm / Widthwise 7.17" to 12.76", Lengthwise 5.47" to 18.23" Using small size guides: Min. Widthwise 95 mm, Lengthwise 139 mm / Widthwise 3.74", Lengthwise 5.47" Tab paper: A4T ☐/☐, 8.5 × 11T ☐/☐ For details, refer to the [HTML User's Guide].
Paper tray capacity	Tray 3 (upper tray), Tray 4 (middle tray) and Tray 5 (lower tray): 2,000 sheets each (80 g/m <sup>2</sup> / 21 lb Bond, height 217 mm / 8.54")

#### Large Capacity Unit LU-411

##### Paper tray

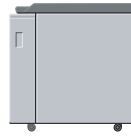


##### Specifications

Paper weight	40 g/m <sup>2</sup> to 300 g/m <sup>2</sup> / 10 lb Bond to 81 lb Bond
Paper size	Standard: A4 ☐, B5 ☐, 8.5 × 11 ☐, 9 × 11 ☐, 16K ☐ Custom: Widthwise 250 mm to 314 mm, Lengthwise 176 mm to 229 mm / Widthwise 9.84" to 12.36", Lengthwise 6.93" to 9.02" Tab paper: A4T ☐, 8.5 × 11T ☐ For details, refer to the [HTML User's Guide].
Paper tray capacity	4,500 sheets (80 g/m <sup>2</sup> / 21 lb Bond)

## Large Capacity Unit LU-412

### Paper tray



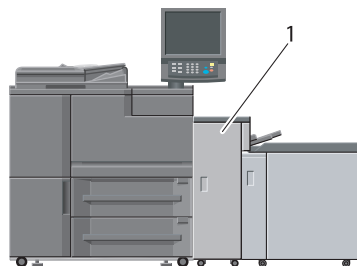
### Specifications

Paper weight	40 g/m <sup>2</sup> to 300 g/m <sup>2</sup> / 10 lb Bond to 81 lb Bond
Paper size	Standard: SRA3 ☐, A3 ☐, B4 ☐, A4 ☐/☐, SRA4 ☐, 12 × 18 ☐, 11 × 17 ☐, 8.5 × 14 ☐, 8.5 × 11 ☐/☐, 9 × 11 ☐, 8 × 13 ☐, 8K ☐ Custom: Widthwise 203 mm to 324 mm, Lengthwise 195 mm to 483 mm / Widthwise 7.99" to 12.76", Lengthwise 7.68" to 19.02" Tab paper: A4T ☐/☐, 8.5 × 11T ☐/☐ For details, refer to the [HTML User's Guide].
Paper tray capacity	4,000 sheets (80 g/m <sup>2</sup> / 21 lb Bond)

## Multi Bypass Tray Unit MB-507

For **Multi Bypass Tray Unit MB-507** to function, it should be attached to **Large Capacity Unit LU-411** or **Large Capacity Unit LU-412**. It cannot be used along with a paper feeder unit. For details, refer to the [HTML User's Guide].

### Paper tray



1: Multi Bypass Tray Unit

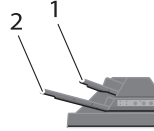
### Specifications

Paper weight	40 g/m <sup>2</sup> to 300 g/m <sup>2</sup> / 10 lb Bond to 81 lb Bond
Paper size	Standard: SRA3 ☐, A3 ☐, B4 ☐, SRA4 ☐, A4 ☐/☐, B5 ☐/☐, A5 ☐, 12 × 18 ☐, 11 × 17 ☐, 8.5 × 14 ☐, 9 × 11 ☐, 8.5 × 11 ☐/☐, 8 × 13 ☐, 5.5 × 8.5 ☐, 8K ☐, 16K ☐/☐ Custom: Widthwise 100 mm to 324 mm, Lengthwise 148 mm to 483 mm / Widthwise 3.94" to 12.76", Lengthwise 5.83" to 19.02" Tab paper: A4T ☐/☐, 8.5 × 11T ☐/☐ For details, refer to the [HTML User's Guide].
Paper tray capacity	Bypass tray: 250 sheets (80 g/m <sup>2</sup> / 21 lb Bond paper, height 27.5 mm / 1.08")

## Post Inserter PI-502


























To use **Post Inserter PI-502**, mount it on **Finisher FS-532**. You can load paper into the upper and lower trays of **Post Inserter PI-502** and feed paper to an output-related optional device. On the **control panel** of **Post Inserter PI-502**, you can configure the punch, staple, or fold function for paper to be fed from the lower tray (the configurable function varies depending on finisher models). For details, refer to the [HTML User's Guide].

### Paper tray



- 1: Upper tray
- 2: Lower tray

### Specifications

Paper weight		50 g/m <sup>2</sup> to 300 g/m <sup>2</sup> / 14 lb Bond to 81 lb Bond
Paper size	<b>Upper tray</b>	Standard: A4  , B5  , A5  , 8.5 × 11  , 7.25 × 10.5  , 5.5 × 8.5  , 16K  Custom: Widthwise 182 mm to 331 mm, Lengthwise 139 mm to 297 mm / Widthwise 7.17" to 12.99", Lengthwise 5.47" to 11.69"
	<b>Lower tray</b>	Standard: A3  , B4  , SRA4  , A4  , B5  , A5  , 12 × 18  , 11 × 17  , 8.5 × 14  , 8.5 × 11  , 7.25 × 10.5  , 5.5 × 8.5  , Foolscap*, 8K  , 16K  Custom: Widthwise 182 mm to 331 mm, Lengthwise 139 mm to 488 mm / Widthwise 7.17" to 12.99", Lengthwise 5.47" to 18.94" * Foolscap refers to 8.5 × 13  , 8.25 × 13  , 8.12 × 13.25  , and 8 × 13  .
Paper tray capacity		200 sheets (80 g/m <sup>2</sup> / 21 lb Bond) or within 30 mm / 1.18" thick for the <b>upper tray</b> and <b>lower tray</b> each

## 8.4.4 Output-related optional devices



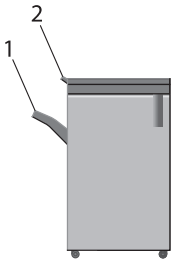
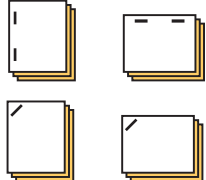
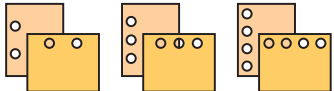



### Reference

The paper size and weight vary depending on conditions such as setting or finishing. For details about the detailed conditions or specifications, refer to the [HTML User's Guide].

### Finisher FS-532

To use the punch function, the **Punch Kit PK-522** is required.

**Saddle Stitcher SD-510** is required to use the Multi Half-Fold, Multi Tri-Fold, and Fold & Staple functions.

Output tray	Function			
 <p>1: Primary (main) tray 2: Secondary (sub) tray</p>	Staple 	Punch 		
	Multi Half-Fold 	Multi Tri-Fold 	Fold & Staple 	

### Specifications: Straight delivery

Paper weight	40 g/m <sup>2</sup> to 350 g/m <sup>2</sup> / 11 lb Bond to 93 lb Bond
Paper size	<b>Primary (main) tray/Secondary (sub) tray</b> Standard: SRA3 ☐, A3 ☐, B4 ☐, SRA4 ☐/☐, A4 ☐/☐, B5 ☐/☐, A5 ☐/☐, B6 ☐, A6 ☐, 13 × 19 ☐, 12 × 18 ☐, 11 × 17 ☐, 9 × 11 ☐, 8.5 × 14 ☐, 8.5 × 11 ☐/☐, 7.25 × 10.5 ☐/☐, 5.5 × 8.5 ☐/☐, Foolscap*, 8K ☐, 16K ☐/☐ Custom: Widthwise 95 mm to 331 mm, Lengthwise 133 mm to 488 mm / Widthwise 3.74" to 13.03", Lengthwise 5.24" to 19.21" Tab paper: A4T ☐/☐, 8.5 × 11T ☐/☐ Straight output only: 13 × 19 ☐, 5.5 × 8.5 ☐, B6 ☐ * Foolscap refers to 8.5 × 13 ☐, 8.25 × 13 ☐, 8.12 × 13.25 ☐, and 8 × 13 ☐.
Sheet volume	<b>Primary (main) tray</b> <ul style="list-style-type: none"> <li>2,000 sheets : Large sizes (A3 ☐, B4 ☐, 12 × 18 ☐, 11 × 17 ☐, 8.5 × 14 ☐, 8 × 13 ☐, SRA3 ☐, SRA4 ☐, 13 × 19 ☐, 8K ☐)</li> <li>4,200 sheets* : Small sizes (A4 ☐/☐, B5 ☐/☐, 8.5 × 11 ☐/☐, 9 × 11 ☐, 16K ☐/☐)</li> <li>750 sheets : Extra-small sizes (A5 ☐, 5.5 × 8.5 ☐/☐)</li> </ul> <b>Secondary (sub) tray</b> 300 sheets (80 g/m <sup>2</sup> / 21 lb Bond) * 3,000 sheets when the <b>Saddle Stitcher SD-510</b> is installed.

**Specifications: Staple**

Paper weight	50 g/m <sup>2</sup> to 300 g/m <sup>2</sup> / 13 lb Bond to 81 lb Bond						
Paper size	<p><b>Primary (main) tray</b>  Standard: SRA3 ☐, A3 ☐, B4 ☐, SRA4 ☐/☐, A4 ☐/☐, B5 ☐, A5 ☐, 13 × 19 ☐, 12 × 18 ☐, 11 × 17 ☐, 9 × 11 ☐, 8.5 × 14 ☐, 8.5 × 11 ☐/☐, 7.25 × 10.5 ☐, 5.5 × 8.5 ☐, Foolscap*<sup>1</sup>, 8K ☐, 16K ☐/☐  Custom: Widthwise 203 mm to 331 mm*<sup>2</sup>, Lengthwise 139 mm to 488 mm / Widthwise 7.99" to 13.03"*<sup>2</sup>, Lengthwise 5.47" to 19.21"  Tab paper: A4T ☐/☐, 8.5 × 11T ☐/☐</p> <p>*1 Foolscap refers to 8.5 × 13 ☐, 8.25 × 13 ☐, 8.12 × 13.25 ☐, and 8 × 13 ☐.  *2 Max. 320 mm / 12.6" in width for parallel staple at the rear corner</p>						
Maximum stapling capacity	Weight	Plain		Fine		Others	
		Length 399 mm / 15.71" or less	Length 400 mm / 15.72" or more	Length 320 mm / 12.6" or less	Length 321 mm to 399 mm / 12.64" to 15.71"	Length 400 mm / 15.72" or more	Length 139 mm / 5.47" or more
	50 g/m <sup>2</sup> to 74 g/m <sup>2</sup> / 14 lb Bond to 19 lb Bond	100	50	50	20	-	35
	75 g/m <sup>2</sup> to 80 g/m <sup>2</sup> / 20 lb Bond to 21 lb Bond	100	50	30	30	30	35
	81 g/m <sup>2</sup> to 91 g/m <sup>2</sup> / 22 lb Bond to 24 lb Bond	60	50	30	30	30	35
	92 g/m <sup>2</sup> to 135 g/m <sup>2</sup> / 25 lb Bond to 36 lb Bond	50	50	30	30	30	30
	136 g/m <sup>2</sup> to 162 g/m <sup>2</sup> / 37 lb Bond to 43 lb Bond	40	40	30	30	30	25
	163 g/m <sup>2</sup> to 216 g/m <sup>2</sup> / 44 lb Bond to 57 lb Bond	25	25	25	25	25	20
	217 g/m <sup>2</sup> to 256 g/m <sup>2</sup> / 58 lb Bond to 68 lb Bond	25	25	25	25	25	15

**Specifications: Staple**

	257 g/m <sup>2</sup> to 300 g/m <sup>2</sup> / 69 lb Bond to 81 lb Bond	10	10	10	10	10	10
Stack capacity	<ul style="list-style-type: none"> <li>• 2 sheets to 9 sheets stapled: 150 sets (for paper length 182 mm to 364 mm / 7.17" to 14.33")</li> <li>• 2 sheets to 9 sheets stapled: 75 sets (Other than the above)</li> <li>• 10 sheets to 20 sheets stapled: 50 sets</li> <li>• 21 sheets to 30 sheets stapled: 30 sets</li> <li>• 31 sheets to 40 sheets stapled: 25 sets</li> <li>• 41 sheets to 50 sheets stapled: 20 sets</li> <li>• 51 sheets to 60 sheets stapled: 15 sets</li> <li>• 61 sheets to 100 sheets stapled: 10 sets</li> </ul>						

**Specifications: Punch (Punch Kit PK-522)**

Number of punch holes	Metric area: 2 holes / 4 holes, Swedish 4 holes (Available only in Sweden) Inch area: 2 holes / 3 holes
Hole diameter	Metric area: 6.5 mm / 0.26" (2 holes / 4 holes / Swedish 4 holes) Inch area: 8.0 mm / 0.31" (2 holes / 3 holes)
Hole pitch	Metric area: 80 mm / 3.15" (2 holes / 4 holes), 21 mm, 70 mm, 21 mm / 0.83", 2.76", 0.83" (Swedish 4 holes) Inch area: 70 mm / 2.76" (2 holes), 108 mm / 4.25" (3 holes)
Paper weight	60 g/m <sup>2</sup> to 300 g/m <sup>2</sup> / 17 lb Bond to 81 lb Bond
Paper size	2 holes: A3 ☐, B4 ☐, SRA4 ☐, A4 ☐/☐, B5 ☐/☐, A5 ☐/☐, 11 × 17 ☐, 9 × 11 ☐, 8.5 × 14 ☐, 8.5 × 11 ☐/☐, 5.5 × 8.5 ☐/☐, Foolscap*, 8K ☐, 16K ☐/☐ 3 holes / 4 holes: A3 ☐, B4 ☐, A4 ☐, B5 ☐, 11 × 17 ☐, 9 × 11 ☐, 8.5 × 11 ☐, 8K ☐, 16K ☐ * Foolscap refers to 8.5 × 13 ☐, 8.25 × 13 ☐, 8.12 × 13.25 ☐, and 8 × 13 ☐.


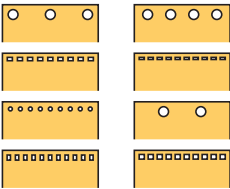
**Specifications: Fold & Staple (Saddle Stitcher SD-510)**

Paper weight	Body set: 50 g/m <sup>2</sup> to 216 g/m <sup>2</sup> / 14 lb Bond to 57 lb Bond Cover paper: 50 g/m <sup>2</sup> to 300 g/m <sup>2</sup> / 14 lb Bond to 81 lb Bond
Paper size	Standard: A3 ☐, B4 ☐, A4 ☐, 12 × 18 ☐, 11 × 17 ☐, 8.5 × 14 ☐, 8.5 × 11 ☐, 8K ☐ Custom: Widthwise 120 mm to 331 mm, Lengthwise 240 mm to 488 mm / Widthwise 4.72" to 13.03", Lengthwise 9.45" to 19.21"
Maximum folding and stapling capacity	25 sheets: 50 g/m <sup>2</sup> to 61 g/m <sup>2</sup> / 14 lb Bond to 16 lb Bond 20 sheets: 62 g/m <sup>2</sup> to 80 g/m <sup>2</sup> / 18 lb Bond to 21 lb Bond 16 sheets: 81 g/m <sup>2</sup> to 91 g/m <sup>2</sup> / 22 lb Bond to 24 lb Bond 5 sheets: 92 g/m <sup>2</sup> to 216 g/m <sup>2</sup> / 25 lb Bond to 57 lb Bond Paper weight of 217 g/m <sup>2</sup> / 58 lb Bond or more is only available for cover sheets, and a sheet is counted as 5 sheets.

**Specifications: Multi Half-Fold / Multi Tri-Fold (Saddle Stitcher SD-510)**

Paper weight	<ul style="list-style-type: none"> <li>Multi Half-Fold Body set: 50 g/m<sup>2</sup> to 216 g/m<sup>2</sup> / 14 lb Bond to 57 lb Bond, Cover paper: 50 g/m<sup>2</sup> to 300 g/m<sup>2</sup> / 14 lb Bond to 81 lb Bond</li> <li>Multi Tri-Fold Body set: 50 g/m<sup>2</sup> to 105 g/m<sup>2</sup> / 14 lb Bond to 28 lb Bond</li> </ul>
Paper size	<ul style="list-style-type: none"> <li>Multi Half-Fold Standard: A3 ☐, B4 ☐, A4 ☐, 12 × 18 ☐, 11 × 17 ☐, 8.5 × 14 ☐, 8.5 × 11 ☐, 8K ☐ Custom: Widthwise 120 mm to 331 mm, Lengthwise 240 mm to 488 mm / Widthwise 4.72" to 13.03", Lengthwise 9.45" to 19.21"</li> <li>Multi Tri-Fold A4 ☐, 8.5 × 11 ☐, 16K☐</li> </ul>
Maximum number of sheets per set	<ul style="list-style-type: none"> <li>Multi Half-Fold 1 to 5 sheets: 50 g/m<sup>2</sup> to 216 g/m<sup>2</sup> / 14 lb Bond to 57 lb Bond 1 sheet: 217 g/m<sup>2</sup> to 300 g/m<sup>2</sup> / 58 lb Bond to 81 lb Bond</li> <li>Multi Tri-Fold 1 to 3 sheets: 50 g/m<sup>2</sup> to 91 g/m<sup>2</sup> / 14 lb Bond to 24 lb Bond 1 sheet: 92 g/m<sup>2</sup> to 105 g/m<sup>2</sup> / 25 lb Bond to 28 lb Bond</li> </ul>

**Multi Puncher GP-501**

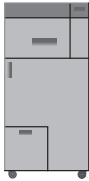
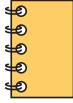
Conveyance Unit	Function
	Punch <div style="text-align: center;">  </div> <p>The punch-hole pattern varies according to the die set. For details, refer to the [HTML User's Guide].</p>

**Specifications**

Function	Bypass mode <ul style="list-style-type: none"> <li>Transports paper without punch processing.</li> </ul> Punch mode <ul style="list-style-type: none"> <li>Carries out punch processing through a punch path (return path)</li> <li>Die set model: Metric area: <b>Die Set DS-508/509/510/511/512/513/514/515/516/517/518</b> Inch area: <b>Die Set DS-501/502/503/504/505/506/507</b></li> </ul>
Paper weight	Bypass mode <ul style="list-style-type: none"> <li>64 g/m<sup>2</sup> to 350 g/m<sup>2</sup> / 18 lb Bond to 93 lb Bond</li> </ul> Punch mode <ul style="list-style-type: none"> <li>Plain paper: 75 g/m<sup>2</sup> to 216 g/m<sup>2</sup> / 20 lb Bond to 57 lb Bond</li> <li>Others: 120 g/m<sup>2</sup> to 216 g/m<sup>2</sup> / 32 lb Bond to 57 lb Bond</li> </ul> When you are using <b>Die Set DS-507</b> or <b>Die Set DS-514</b> , 200 g/m <sup>2</sup> / 53 lb Bond is the upper limit.
Paper size	Bypass mode <ul style="list-style-type: none"> <li>SRA3 ☐, A3 ☐, B4 ☐, SRA4 ☐/☐, A4 ☐/☐, B5 ☐/☐, A5 ☐, 13 × 19 ☐, 12 × 18 ☐, 11 × 17 ☐, 9 × 11 ☐, 8.5 × 14 ☐, 8.5 × 11 ☐/☐, 5.5 × 8.5 ☐, 8K ☐, 16K ☐/☐, Foolscap*</li> <li>Tab paper: A4T ☐/☐, 8.5 × 11T ☐/☐</li> <li>Custom: Widthwise 95 mm to 330 mm, Lengthwise 139 mm to 488 mm / Widthwise 3.74" to 12.99", Lengthwise 5.47" to 19.21"</li> </ul> Punch mode <ul style="list-style-type: none"> <li>A4 ☐, 8.5 × 11 ☐</li> </ul> <p>* Foolscap refers to 8.5 × 13 ☐, 8.25 × 13 ☐, 8.12 × 13.25 ☐, or 8 × 13 ☐.</p>





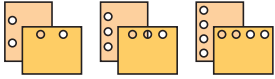
## Auto Ring Binder GP-502

Binder Unit	Function
	Bind 

### Specifications

Paper weight	Body: 75 g/m <sup>2</sup> to 120 g/m <sup>2</sup> / 20 lb Bond to 32 lb Bond Cover: 163 g/m <sup>2</sup> to 216 g/m <sup>2</sup> / 44 lb Bond to 57 lb Bond Tabbed paper: 163 g/m <sup>2</sup> max. / 44 lb Bond max.
Book size (sheets)	Smallest: 5 body sheets (75 g/m <sup>2</sup> / 20 lb Bond) + 2 covers (216 g/m <sup>2</sup> / 57 lb Bond) Largest: 100 body sheets (75 g/m <sup>2</sup> / 20 lb Bond) + 2 covers (216 g/m <sup>2</sup> / 57 lb Bond)
Bypass sheet size/weight	Same as main body

## Z Folding Unit ZU-608

Output tray	Function	
	Z-Fold 	Punch 

### Specifications: Straight output

Paper weight	40 g/m <sup>2</sup> to 350 g/m <sup>2</sup> / 10 lb Bond to 93 lb Bond
Paper size	Widthwise 95.0 mm to 331.0 mm, Lengthwise 139.0 mm to 483.0 mm / Widthwise 3.74" to 13.03", Lengthwise 5.47" to 19.02" The paper that can be used for the <b>Finisher FS-532</b> can be fed.

### Specifications: Z-Fold

Paper weight	60 g/m <sup>2</sup> to 91 g/m <sup>2</sup> / 17 lb Bond to 24 lb Bond
Paper size	A3 ☐, B4 ☐, 11 × 17 ☐, 8.5 × 14 ☐, 8K ☐
Z-fold prohibited paper	Paper inappropriate for folding, thin paper, thick paper, non-stiff paper (classic white paper, recyconomic paper, X-ST paper, etc.)

<b>Specifications: Punch</b>	
Number of punch holes	Metric area: 2 holes / 4 holes Inch area: 2 holes / 3 holes
Hole diameter	Metric area: 6.5 mm ± 0.5 mm / 0.256" ± 0.02" Inch area: 8.0 mm ± 0.5 mm / 0.315" ± 0.02"
Hole pitch	Metric area 2 holes / 4 holes: 80 mm ± 0.5 mm / 3.15" ± 0.02" Inch area 2 holes: 70 mm ± 0.5 mm / 2.75" ± 0.02" 3 holes: 108 mm ± 0.5 mm / 4.25" ± 0.02"
Paper weight	60 g/m <sup>2</sup> to 91 g/m <sup>2</sup> / 17 lb Bond to 24 lb Bond
Paper size	2 holes: A3 ☐, B4 ☐, A4 ☐/☐, B5 ☐/☐, A5 ☐/☐, Foolscap*, SRA4 ☐, 11 × 17 ☐, 8.5 × 14 ☐, 8.5 × 11 ☐/☐, 5.5 × 8.5 ☐/☐, 9 × 11 ☐, 7.25 × 10.5 ☐/☐, 8K ☐, 16K ☐/☐ 3 holes / 4 holes: A3 ☐, B4 ☐, A4 ☐, 11 × 17 ☐, 8.5 × 11 ☐, 9 × 11 ☐, 8K ☐, 16K ☐ * Foolscap refers to 8.5 × 13 ☐, 8.25 × 13 ☐, 8.12 × 13.25 ☐, and 8 × 13 ☐.

### 8.4.5 Electronic optional devices



#### Reference

For information about optional devices not described below, refer to the [HTML User's Guide].

### Removable Hard Disk Kit RH-101

#### Specifications

Function	Pull out the HDD for the main body, and install it in the inner case supplied with the machine; it can be used as a removable HDD. This allows you to separate the HDD from the main body for storage, enhancing the security. <b>Reference</b> <ul style="list-style-type: none"> <li>• Be sure to turn off the <b>main power switch</b> of the main body before inserting or removing the inner case.</li> <li>• The HDD can be used only on the same machine. It cannot be installed on another machine.</li> <li>• Using this option disables the Enhanced Security mode of the machine.</li> </ul>
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### HDD Inner Case Kit HD-523

#### Specifications

Applicable unit	Removable Hard Disk Kit RH-101
Function	Switches multiple HDD on this machine to use them.

### Authentication Unit AU-201

#### Specifications

Function	User Authentication Unit for Non-Contact IC Card Reading
Applied cards	FeliCa, TypeA, FCF, FCF campus, SSFC

### Authentication Unit AU-201S

#### Specifications

Function	User Authentication Unit for Non-Contact IC Card Reading
Applied cards	FeliCa, TypeA, FCF, FCF campus, SSFC

## 8.5 Weight for each size

### NOTICE

The product specifications are subject to a change without notice.

### Weight for each size

The paper weight ( $\text{g/m}^2$  / lb Bond) or ream weight (kg) unit is used to indicate the paper thickness, which varies depending on the manufacturer.

Types of units

- Paper weight ( $\text{g/m}^2$ ): Unit to indicate the weight of one sheet ( $1 \text{ m}^2$ ) in grams
- Paper weight (lb Bond): Unit to indicate the weight in pounds
- Ream weight (kg): Unit to indicate the weight of 1,000 sheets with specified size in kilograms

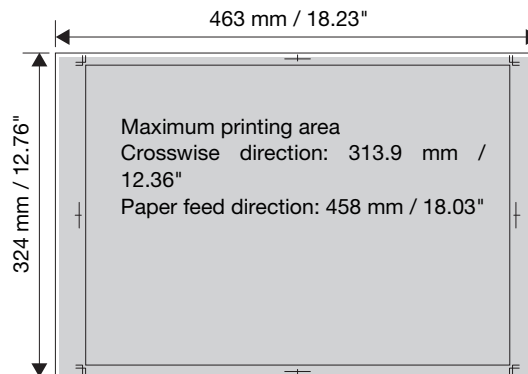
The paper weight is typically used in the machine setting. To convert the paper weight to the ream weight for each format, refer to the following list.

Paper weight ( $\text{g/m}^2$ / lb Bond)	Standard size of series A (kg)	Standard size of series B (kg)	Duodecimo (kg)	Octavo (kg)
40 to 49 / 11 to 13	22 to 27	33 to 40.5	34.5 to 42	24 to 29
50 to 61 / 14 to 16	27.5 to 33.5	41 to 50.5	42.5 to 52.5	29.5 to 36.5
62 to 74 / 16 to 19	34 to 40.5	51 to 61.5	53 to 63.5	37 to 44
75 to 91 / 20 to 24	41 to 50	62 to 75.5	64 to 78	44.5 to 54.5
92 to 135 / 25 to 36	50.5 to 74	76 to 112	78.5 to 116	55 to 80.5
136 to 162 / 37 to 43	74.5 to 89	112.5 to 134.5	116.5 to 139	81 to 96.5
163 to 216 / 44 to 57	89.5 to 119	135 to 179	139.5 to 185.5	97 to 129
217 to 244 / 58 to 65	119.5 to 134	179.5 to 202.5	186 to 209.5	129.5 to 145.5
245 to 300 / 66 to 81	134.5 to 165	203 to 249	210 to 258	146 to 179
301 to 350 / 82 to 93	165.5 to 192.5	249.5 to 290.5	258.5 to 301	179.5 to 209

## 8.6 Maximum paper size and printing area

The maximum paper size and printing area that are available are as follows. Refer them when you output data or perform an imposition printing.

Main Body Tray:



### Tips

For information about other paper trays, refer to the [HTML User's Guide].