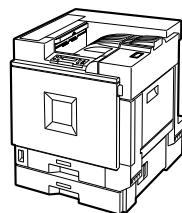


AficioTM

CL7100

Setup Guide



-
- 1** Guide to Printer Parts
 - 2** Setting Up
 - 3** Preparing to Print
 - 4** Installing Options

Introduction

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine, all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine.

Do not copy or print any item for which reproduction is prohibited by law.

Copying or printing the following items is generally prohibited by local law:

bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

Power Source

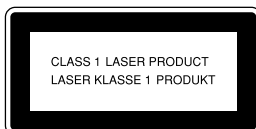
220 - 240 V, 50/60 Hz, 7A or more

Please be sure to connect the power cable to a power source as above.

Laser Safety:

This printer is considered a class 1 laser device, safe for office/EDP use. The printer contains 7 milliwatt, 645 - 660 nanometer wavelength, AlGaInp Laser Diode. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

The following label is attached on the back of the printer.



Caution:

Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Do not attempt any maintenance or troubleshooting other than that mentioned in this manual. This machine contains a laser beam generator and direct exposure to laser beams can cause permanent eye damage.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

For good copy quality, the supplier recommends that you use genuine toner from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

Trademarks

Microsoft, Windows, and Windows NT are registered trademarks of Microsoft Corporation in the United States and/or other countries.

IPS-PRINT Printer Language Emulation Copyright© 1999-2000 Oak Technology, Inc., All rights reserved.

Bluetooth is a Trademark of the Bluetooth SIG, Inc. (Special Interest Group) and licensed to RICOH Company Limited.

The Bluetooth Trademarks are owned by Bluetooth SIG, Inc. USA

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights to those marks.

The proper names of the Windows operating systems are as follows:

- The product name of Windows® 95 is Microsoft® Windows® 95.
- The product name of Windows® 98 is Microsoft® Windows® 98.
- The product name of Windows® Me is Microsoft® Windows® Millennium Edition (Windows Me).
- The product names of Windows® 2000 are as follows:
Microsoft® Windows® 2000 Advanced Server
Microsoft® Windows® 2000 Server
Microsoft® Windows® 2000 Professional
- The product names of Windows® XP are as follows:
Microsoft® Windows® XP Professional
Microsoft® Windows® XP Home Edition
- The product names of Windows Server™ 2003 are as follows:
Microsoft® Windows Server™ 2003 Standard Edition
Microsoft® Windows Server™ 2003 Enterprise Edition
Microsoft® Windows Server™ 2003 Web Edition
- The product names of Windows NT® 4.0 are as follows:
Microsoft® Windows NT® Server 4.0
Microsoft® Windows NT® Workstation 4.0

Notes:



Some illustrations in this manual might be slightly different from the machine. Certain options might not be available in some countries. For details, please contact your local dealer.

Safety Information

When using this machine, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

- | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p> WARNING:
<i>Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.</i></p> <p> CAUTION:
<i>Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.</i></p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

⚠ WARNING:

- ***Only connected the machine to the power source described on the inside front cover of this manual.***
- ***Avoid multi-wiring.***
- ***Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it, pull it hard or bend it more than necessary. These actions could cause an electric shock or fire.***
- ***Do not plug or unplug the power cord with your hands wet. Otherwise, an electric shock might occur.***
- ***Make sure the wall outlet is near the machine and freely accessible so that in event of an emergency it can be unplugged easily.***
- ***Do not remove any covers or screws other than those specified in this manual. Some parts of the machine are at a high voltage and could give you an electric shock. Also, if the machine has laser systems, direct (or indirect) reflected eye contact with the laser beam may cause serious eye damage. When the machine needs to be checked, adjusted, or repaired, contact your service representative.***
- ***Do not take apart or attempt any modifications to this machine. There is a risk of fire, electric shock, explosion or loss of sight. If the machine has laser system, there is a risk of serious eye damage.***
- ***If the machine looks damaged or breaks down, smoke is coming out, there is a strange smell or anything looks unusual, immediately turn off the operation and main power switches then unplug the power cord from the wall. Do not continue using the machine in this condition. Contact your service representative.***
- ***If metal, liquid or foreign matter falls into the machine, turn off the operation and main power switches, and unplug the main power cord. Contact your service representative. Do not keep using the machine with a fault or defect.***
- ***Do not put any metal objects or containers holding water (e.g. vases, flowerpots, glasses) on the machine. If the contents fall inside the machine, a fire or electric shock could occur.***
- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of the used toner containers according to local regulations for plastics.***
- ***Confirm that the wall outlet is near the machine and freely accessible, so that in event of an emergency, it can be unplugged easily.***
- ***To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.***

 **CAUTION:**

- *Keep the machine away from humidity and dust. A fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, it could cause injury.*
- *After you move the machine, fix it with the caster fixture. Otherwise, the machine might move or come down to cause a personal injury.*
- *When you move the machine, unplug the power cord from the wall outlet to avoid fire or electric shock.*
- *When machine will not be used for a long time, unplug the power cord.*
- *When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.*
- *If you use the machine in a confined space, make sure there is a continuous air turnover.*
- *Do not reuse stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. Otherwise, a fire might occur.*
- *When removing misfed paper, do not touch the fusing section because it could be very hot.*
- *This machine has been tested for safety using this suppliers parts and consumables. We recommend you only use these specified supplies.*
- *Touch only the handles, no other parts. The fuser oil unit gets very hot and will burn your hands if you touch it.*
- *Do not eat or swallow toner.*
- *Keep toner (used or unused) and toner containers out of reach of children.*
- *Deliver to collection point for waste products. Do not be disposed of via domestic refuse collection.*
- *The inside of the machine becomes very hot. Do not touch the parts with a label indicating a "hot surface". Touching a "hot surface" could result in a burn (△: means "hot surface").*
- *The User Account Enhance Unit installed on the controller has a IC19 lithium battery which can explode if replaced incorrectly. Replace the User Account Enhance Unit only with the indicated one.*
- *Do not place the user account enhance unit near or into fire, as the lithium battery inside this machine will explode and cause a burn.*
- *Keep the fuser oil unit away from flames. There is a risk of fire or burns.*
- *Keep the waste oil bottle away from flames. There is a risk of fire or burns.*

Note

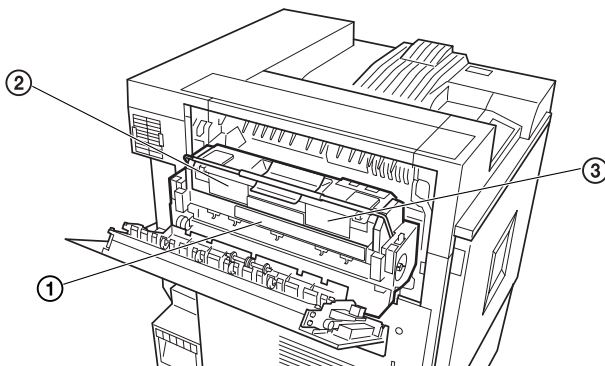
- ☐ Disposal should take place at an authorized dealer or an appropriate collection site.
- ☐ An lithium battery is contained inside the user account enhance unit. If you are disposing of the machine personally, do it according to local regulations.
- ☐ When you use this machine for a long time in a confined space without good ventilation, you may detect an odd smell. To keep the workplace comfortable, we recommend that you keep it well ventilated.

Important

- ☐ Rating voltage of the connector for options: Max. DC 24 V.

Positions of ⚠ WARNING and ⚠ CAUTION labels

This machine has labels for ⚠ WARNING and ⚠ CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.



①

 CAUTION ACHTUNG ATTENTION ATTENZIONE PRECAUCIÓN 注意				•High temperature. Turn off the main power and be careful of hot parts when replacing fusing unit/clearing paper jams. •Vorsicht hohe Temperatur! Schalten Sie den Hauptschalter aus und achten Sie auf heiße Geräteeile, wenn Sie die Schargeinheit ersetzen oder einen Papierstau beheben. •Temperature élevée. Arrêter l'alimentation principale et faire attention aux pièces chaudes en remplaçant le fusible/insupprimant un bouchage papier. •Temperatura elevata. Disattivare l'interruttore di alimentazione principale e fare attenzione alle parti calde quando si sostituisce l'unità di fusione/elimina l'inceppamento della carta. •Alta temperatura. Apague el interruptor de alimentación principal y tenga cuidado al reemplazar la unidad de fusión/eliminar atascamientos de papel. •高温です。主電源の交換・用紙の除去処理は、主電源を切ってからしばらくお待ちください。

②

 CAUTION ACHTUNG ATTENTION ATTENZIONE PRECAUCIÓN 注意		•High temperature. ● Alta temperatura. •Hohe Temperatur. ● Temperatura elevata. •Température élevée. ● 高温になっています。

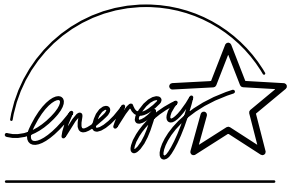
③

 CAUTION ACHTUNG ATTENTION ATTENZIONE PRECAUCIÓN 注意		Component:Silicone Fluid 第四種：第四石油類 (Dimethylpolysiloxane) 化学名：シリコーン Flash point:300℃ 危険等級：3

ABT06551

ENERGY STAR Program

ENERGY STAR®



As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.

The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

❖ **Low-power Mode (Energy Saver mode)**

This printer automatically lowers its power consumption 60 minutes after the last operation has been completed. To exit Low-power (Energy Saver) mode, press any key on the control panel. For details about how to configure Energy Saver mode, see “Making Printer Settings using the Control Panel”, *Administrator Reference* as a PDF file on the CD-ROM.

❖ **Specifications**

Energy Saver mode	Power Consumption	15 W or less
	Default Time	60 minutes
	Recovery Time	99 seconds or less

How to Read This Manual

Symbols

The following set of symbols is used in this manual.

WARNING:

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

CAUTION:

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates information or preparations required prior to operating.

Note

This symbol indicates precautions for operation, or actions to take after abnormal operation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

[]

Keys that appear on the machine's display panel.

[]

Keys and buttons that appear on the computer's display.

[]

Keys built into the machine's control panel.

[]

Keys on the computer's keyboard.

TABLE OF CONTENTS

Trademarks.....	i
Safety Information	ii
Safety During Operation.....	ii
Positions of ⚠WARNING and ⚠CAUTION labels	vi
ENERGY STAR Program	vii
How to Read This Manual	viii

1. Guide to Printer Parts

Exterior: Front View	1
Exterior: Rear View	3
Interior.....	4
Control Panel.....	5

2. Setting Up

Where to Put the Printer.....	7
Checking the Contents of the Box	10
Unpacking.....	12
Installing the Fuser Oil Unit	15
Installing the Toner Cartridge.....	17
Loading Paper	19
Loading Paper in Tray 1.....	19
Loading Paper in Tray 2 and the Optional Paper Feed Unit	19
2000-sheet Large Capacity Tray.....	21
Turning the Power On	22
Selecting the Display Language.....	23
Test Printing	24

3. Preparing to Print

Connecting the Printer	25
Connecting to a Network.....	25
Connecting the Cable to the USB 2.0 Interface Port.....	26
Configuring the Printer for the Network using the Control Panel	27
Installing the Printer Driver	30

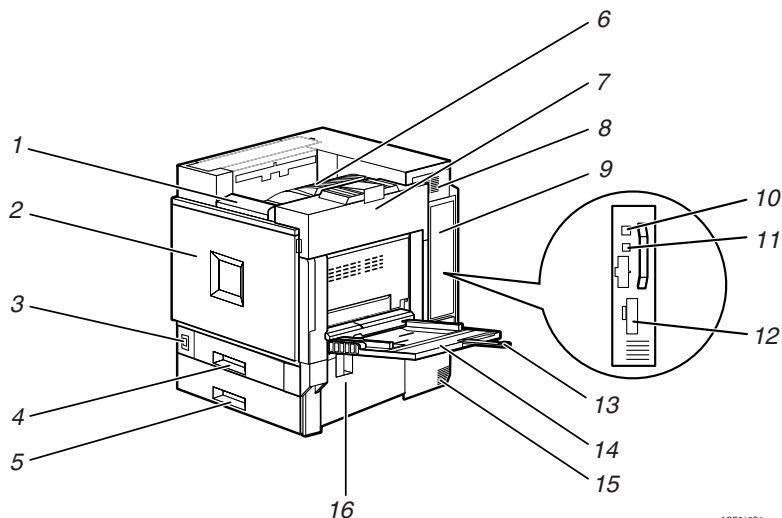
4. Installing Options

Installing Options.....	33
Using the Screwdriver.....	37
Paper Feed Unit.....	38
Installing the Paper Feed Unit Type 7100 (500 × 1)	38
Installing the Paper Feed Unit Type 7100 (500 × 2)	41
Installing the Paper Bank Type 7100 (2000-sheet Large Capacity Tray)	43
Memory Unit (SDRAM Module).....	46

IEEE 1394 Interface Board	48
Connecting the Cable to the IEEE 1394 Interface board	49
IEEE 1394 Configuration.....	50
IEEE 1284 Interface Board	53
Parallel Connection	54
IEEE 802.11b Interface Unit.....	55
IEEE 802.11b (wireless LAN) Configuration	57
Bluetooth Interface Unit	61
User Account Enhance Unit.....	63
Printer Hard Disk.....	66
Formatting the Printer Hard Disk Drive	68
Duplex Unit Type 7100.....	69
Installing the Duplex Reversal Unit Stand.....	69
Installing the Duplex Reversal Unit	72
Installing the Duplex Feed Unit	74
INDEX.....	76

1. Guide to Printer Parts

Exterior: Front View



1. Control panel

Contains keys for printer operation and a display to show printer status.

See p.5 "Control Panel".


2. Front cover

Open this when replacing the waste toner bottle, development unit or photoconductor unit. A screwdriver is attached to this cover.

3. Power switch

Use this to switch between power on and off.

4. Tray 1

Loads up to 500 sheets of plain paper tray for printing. Only for A4  paper.

5. Tray 2

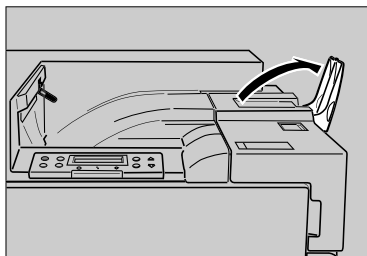
Loads up to 500 sheets of plain paper tray for printing.

6. Standard tray

Output is stacked here with the print side down.

Note

- ☐ If printed A3 short-edge feed or 11×17 short-edge feed sheets fall off the standard tray, raise the fence to secure them.



7. Upper right cover

Open this to replace the toner cartridge.

8. Vent

This helps keep internal components from overheating. Do not block or obstruct the vent. Malfunctions may occur due to overheating.

9. Controller board

Slide this out to install options such as the memory unit, IEEE 1284 interface board, IEEE 802.11b interface unit, user account enhance unit or printer hard disk.

Plug cables such as the parallel interface cable and Ethernet cable into their connectors.

10. Ethernet port

Use a network interface cable to connect the printer to a network.


11. USB port

Use a USB cable to connect the printer to the host computer.

12. Optional interface board slot

Insert an optional IEEE 1394 interface board, IEEE 802.11b interface unit, wireless interface board, or IEEE 1284 interface board in this slot. Only one board can be inserted at a time.

13. Bypass tray extension

Pull this out to load paper in the bypass tray when its length is longer than A4 .

14. Bypass tray

Use to print on thick paper, OHP transparencies, custom size paper, and plain paper. Up to 100 sheets of plain paper can be loaded.

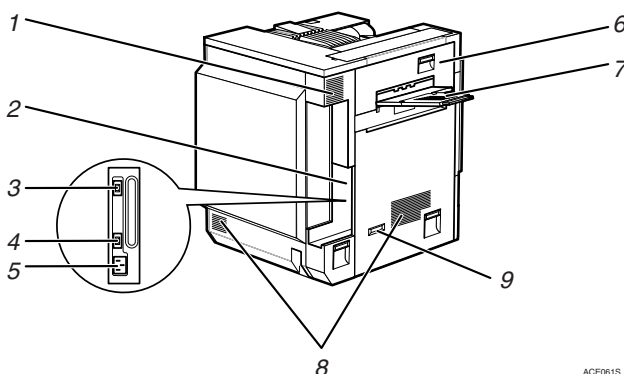
15. Vent

This helps keep internal components from overheating. Do not block or obstruct the vent. Malfunctions may occur due to overheating.

16. Right cover

Open this to remove misfed paper.

Exterior: Rear View



ACE061S

1. Vent and dustproof filter

This helps keep internal components from overheating. Do not block or obstruct the vent. Malfunctions may occur due to overheating. Remove the vent to replace the internal dustproof filter.

2. Connector board

Connect the main power cable, cables from options, etc. to the appropriate port.

3. Duplex unit port

Connect the cable for the duplex reversal unit to this port.

4. 2 tray finisher/Booklet finisher port

Connect the cable for the 2 tray finisher or the booklet finisher to this port.

5. Power port

Connect the power cable to this port and the other end to the wall outlet.

6. Upper left cover

Open this to remove misfed paper or when replacing the fusing unit.

7. External tray

Printed output is stacked here with the print side up.

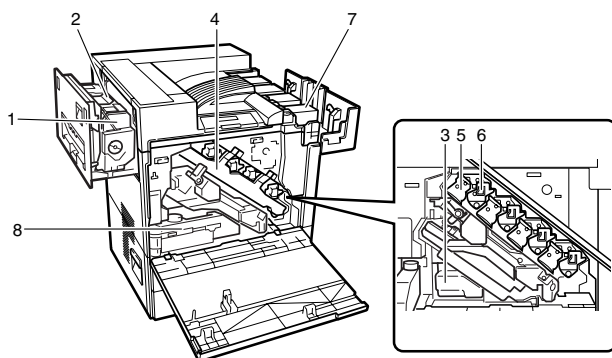
8. Vents

These help keep components inside the printer from overheating. Do not block or obstruct the vents. Malfunctions may occur due to overheating.

9. Earth leakage breaker

Prevents electric shock.

Interior



ZHXH840J

1. Fusing unit

Fuses the image onto the paper.

2. Fuser oil unit

Attaches to the fusing unit.

3. Waste toner bottle

Collects toner that is wasted during printing.

4. Inner cover

Open this when replacing the photoconductor unit or development unit.

5. Photoconductor unit

The printer comes with one black and three color (yellow, cyan, and magenta) photoconductor units.

6. Development unit

The printer comes with one black development unit and three color (yellow, cyan, magenta) development units.

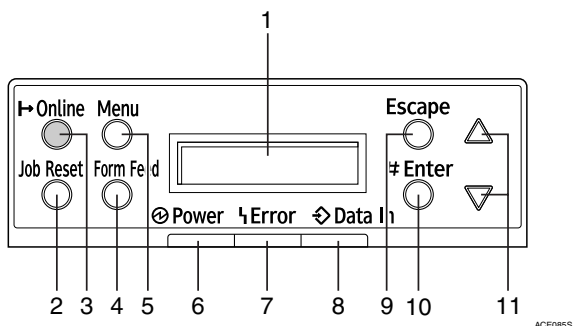
7. Toner cartridge

Loads from the printer rear, in the order of magenta (M), cyan (C), yellow (Y), and black (K).

8. Waste oil bottle

Collects oil discharged during printing.

Control Panel



ACE085S

1. Display

Displays current printer status and error messages.

2. **[Job Reset]** key

When the printer is online, press this key to cancel an ongoing print job.

3. **[On Line]** key

Indicates whether the printer is online or offline.

Press this to switch between online and offline.

When the lamp is lit, the printer is online, enabling data reception from the host computer.

When the lamp is unlit, the printer is offline, disabling data reception from the host computer.

Press to return to the ready condition.

4. **[Form Feed]** key

When the printer is offline, press this to print all data left in the printer's input buffer.

You can use this to force the printer to print data received in the online status when the paper size or type does not match the actually set size or type.

5. **[Menu]** key

Press this to make and check current printer settings.

6. Power indicator

This indicator remains lit while the power is on. It is unlit when the power is off or while the printer is in Energy Saver mode.

7. Error indicator

Lights up whenever a printer error occurs. However, it is unlit in Energy Saver mode.

8. Data In indicator

Blinks when the printer is receiving data from a computer. The Data In indicator is lit if there is data to be printed.

9. **[Escape]** key

Press this to return to the previous display screen.

10. **[# Enter]** key

Press this to execute menu items selected on the display.

11. **[▲], [▼]** Keys

Use these to increase or decrease values on the display when making settings. Keep the key pressed to quicken scrolling, and increase or decrease values on the display in units of 10.

2. Setting Up

Where to Put the Printer

The printer's location should be carefully chosen because environmental conditions greatly affect its performance.

 **WARNING:**

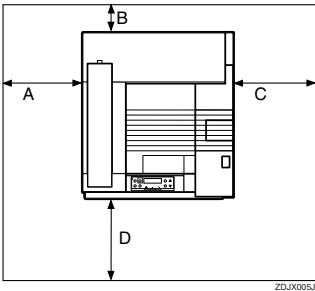
- ***Confirm the wall outlet is near the machine and freely accessible, so that in the event of emergency, it can be easily unplugged.***
- ***Only connect the machine to the power source described on this sheet.***
- ***Avoid multi-wiring.***
- ***Do not damage, break or make any modifications to the power cable. Do not place heavy objects on it, pull it hard or bend it more than necessary. These actions could damage the cable. A frayed or damaged cable might cause an electrical fire hazard.***

 **CAUTION:**

- *Do not handle the plug with wet hands. Doing so might cause an electrical shock.*
- *Keep the machine in an area that is within optimum environmental conditions. Operating the machine in an environment that is outside the recommended ranges of humidity and temperature can cause an electrical fire hazard. Keep the area around the socket free of dust. Accumulated dust can become an electrical fire hazard.*
- *Place the machine on a strong and level surface. Otherwise, it might fall and injure someone.*
- *If you use the machine in a confined space, ensure there is continuous air circulation.*

❖ **Space Required for Installation**

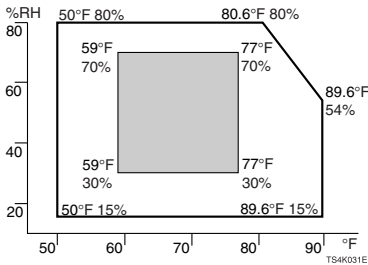
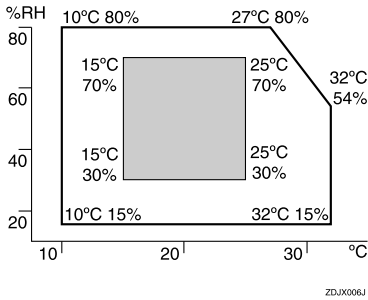
Leave enough space around the printer. This space is necessary to operate the printer. The recommended (or minimum) space requirements are as follows:



- A: 46 cm (19 inch) or more
- B: 10 cm (4 inch) or more
- C: 55 cm (22 inch) or more
- D: 70 cm (28 inch) or more

❖ **Optimum Environmental Conditions**

Permissible and recommended temperature and humidity ranges are as follows:



- White area: Permissible Range
- Gray area: Recommended Range

 **Note**

- ☐ The machine must be level within 5 mm, 0.2" from both front to rear and left to right.
- ☐ When you use this machine for a long time in a confined space without good ventilation, you may detect an odd smell. To keep the workplace comfortable, we recommend you keep it well ventilated.

◆ Environments to Avoid **Important**

- ☐ Areas exposed to direct sunlight or strong light
- ☐ Dusty areas
- ☐ Areas with corrosive gases
- ☐ Areas that are excessively cold, hot, or humid
- ☐ Locations near air conditioners or humidifiers
- ☐ Locations near other electronic equipment
- ☐ Locations subject to frequent strong vibration

◆ Power Source

Connect the power cable to a power source of the following specification:

- 220 - 240 V, 50/60 Hz, 7A or more

Checking the Contents of the Box

1 Check the box contains the following items.

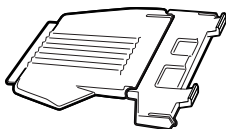
If there are missing items, contact your sales or service representative.

❖ **Manuals and CD-ROMs**

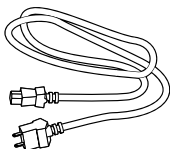
- ☐ Manuals for This Printer
- ☒ Setup Guide (This manual)
- ☐ Maintenance Guide
- ☐ CD-ROM "Printer Drivers and Utilities"
- ☐ CD-ROM "Operating Instructions"
- ☐ CD-ROM "Document Management Utility"

❖ **Parts**

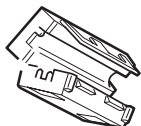
- ☐ External Tray



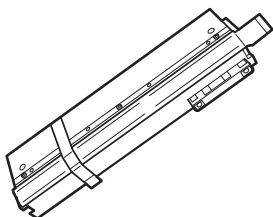
- ☐ Power Cable



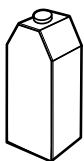
- ☐ Ferrite Core



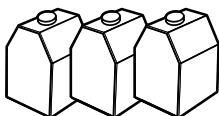
- ☐ Fuser Oil Unit



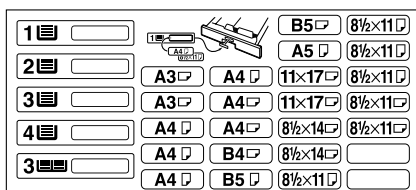
□ Black Toner Cartridge (K)



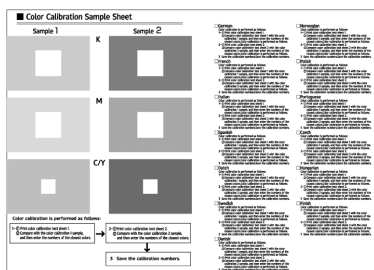
□Magenta (M), Cyan (C), Yellow (Y) Toner Cartridges



□ Paper Feed Unit Labels



□ Additional Documentation

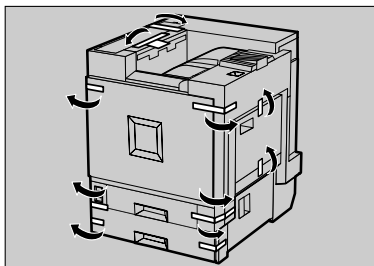
☐ Color Calibration Sample Sheet

 **Note**

- ❑ This package does not include an interface cable. Please purchase one to use with your host computer. See “Appendix”, *Administrator Reference*.

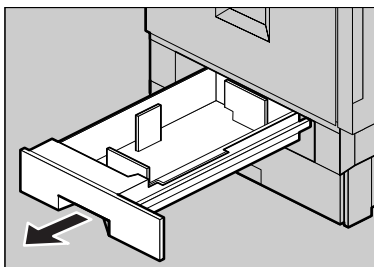
Unpacking

- 1** Remove the adhesive tape from the printer body. Remove the cardboard taped to the standard tray.



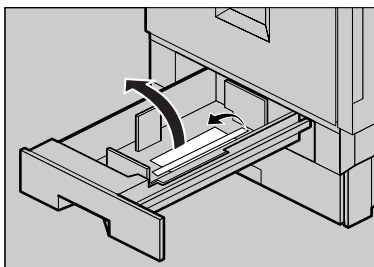
ACE062S

- 2** Open tray 1.



ZDJH003J

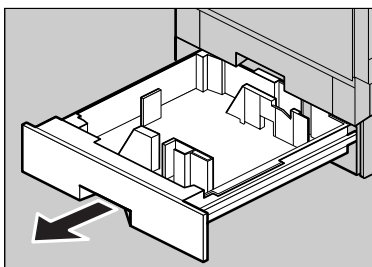
- 3** Remove the adhesive tape and sheet of paper.



ZDJH004J

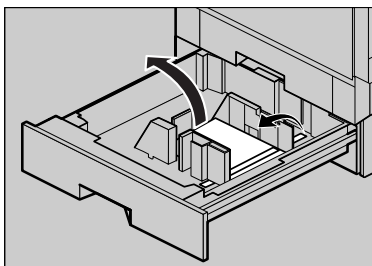
- 4** Close tray 1 slowly.

- 5** Open tray 2.



ZDJH005J

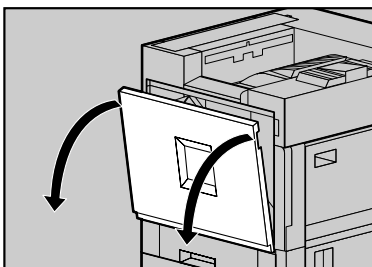
- 6** Remove the adhesive tape and sheet of paper.



ZDJH006J

- 7** Close tray 2 slowly.

- 8** Open the front cover slowly by pulling down using the upper left and right sides.

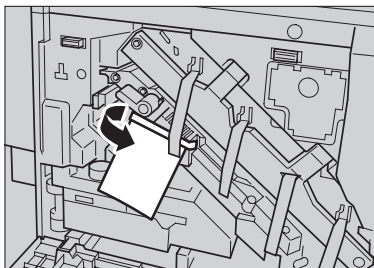


ZDJH007J

Important

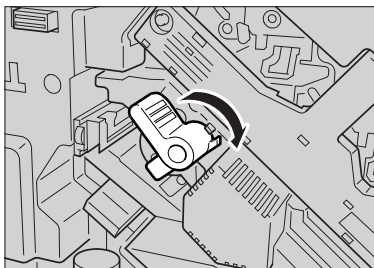
- ☐ Do not place objects on the opened front cover.

- 9** Remove the adhesive tape.



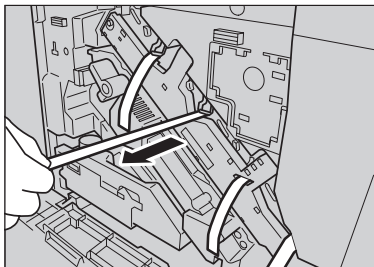
ABT016S1

- 10** Turn the green lever clockwise.



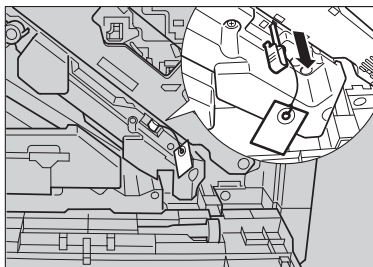
ZH1X1420J

- 11** Hold down the printer's inner cover, grasp the pieces of tape protruding from the development unit, and then slowly pull them out horizontally.



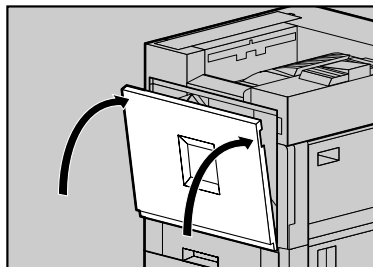
ZH1X1130J

- 12** Remove the securing pin, as shown, from the transfer unit. Pinch it, and then pull it out.



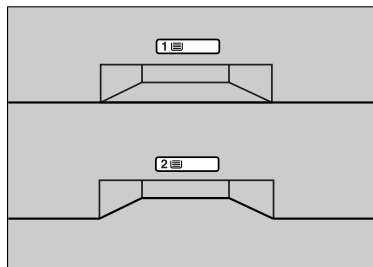
ZH0H131J

- 13** Close the front cover slowly by pushing the two areas on the left and right.



ZD1H041J

- 14** Put labels "1" and "2" on the front of the paper trays.



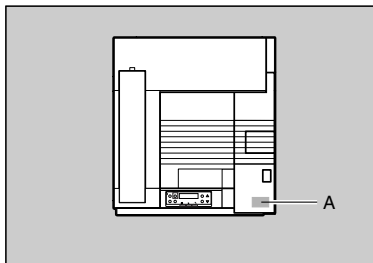
ZD1P129J

Important

- ☐ Be sure to pull out all four pieces of tape to avoid printer malfunction during operation.
- ☐ The removed tape is dirty. Be careful not to let it touch your hands or clothes.

- 15** A sticker, stating that paper for an ink-jet printer cannot be used with this printer, is supplied. Please attach this to the near right corner of the printer's top [A], so it is easy to see.

2



ZD-JX005E

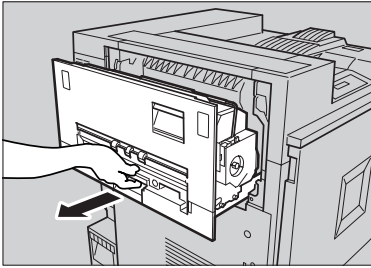
Installing the Fuser Oil Unit

⚠ CAUTION:

- Keep the fuser oil unit away from flames. There is a risk of fire or burns.

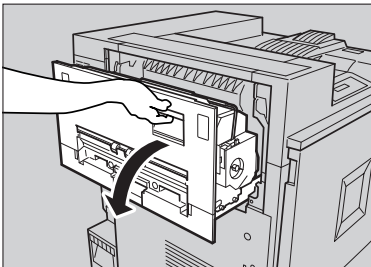
Install the fuser oil unit in the fusing unit.

1 Slowly pull out the left cover.



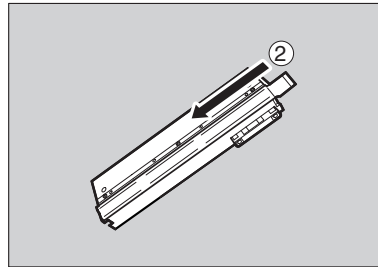
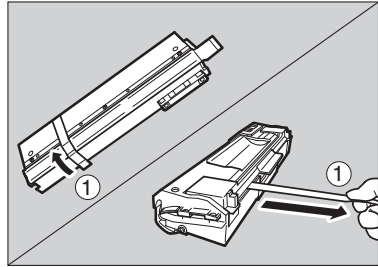
ZHXXH010J

2 Open the upper left cover.



ZHXXH020J

- ## 3
- Take the fuser oil unit out of the bag. Hold the green upper part of seal (①), and then slowly peel it off. Position the fuser oil unit as shown, and then slowly pull it (①) out. Finally, hold the upper part of seal (②), and then slowly peel it off.



ZHXXH041J

🔧 Note

- ❑ Be sure to remove seal (①), and then pull it out horizontally.

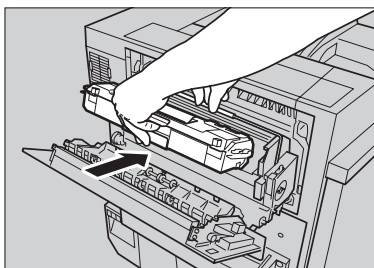
⚠ Important

- ❑ Be sure to remove the seals to avoid printer malfunction.
- ❑ Be sure to remove seal (①) first, and then remove seal (②) to avoid oil leakage.

2

- ❑ After removing the seals, be careful not to let oil from oil-supplying parts or the seals come into contact with your body or clothes.

- 4** As shown, hold the fuser oil unit using one hand, and the green handle with the other, and then slowly insert the unit horizontally, in the direction of the arrow.

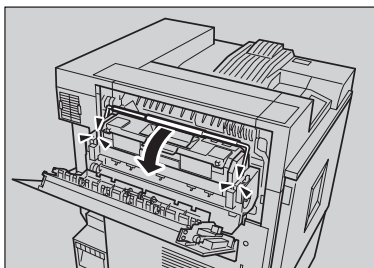


ZHXH080J

Important

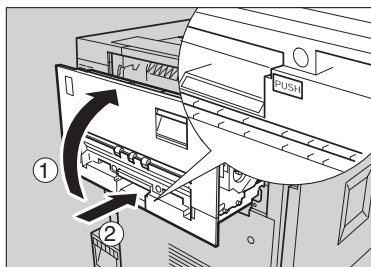
- ❑ Be careful not to get oil on the top metal part of the fuser oil unit.
- ❑ Insert the fuser oil unit firmly until it stops.

- 5** Slowly turn the fuser unit handle in the direction of the arrow, until it clicks.



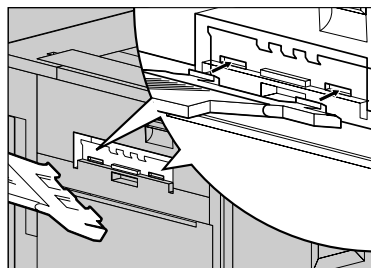
ZHXH070J

- 6** Close the upper left cover (①), and then push the part labeled PUSH next to the handle at the bottom rear, until it clicks (②).



ZHXH082J

- 7** Attach the external tray to the printer. Insert the hooks of the external tray into the printer slits, and then lower it toward you.



ZDJH010J

Installing the Toner Cartridge

⚠ WARNING:

- **Do not incinerate spilled toner or used toner. Toner dust is flammable and will ignite when exposed to an open flame.**
- **Disposal should take place at an authorized dealer or an appropriate collection site. If you dispose of the used toner cartridges yourself, dispose of them according to local regulations.**

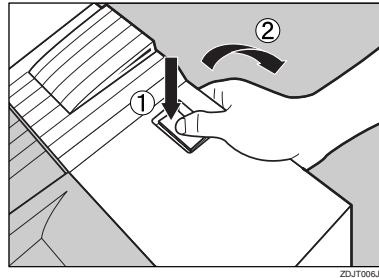
⚠ CAUTION:

- **Keep toner (used or unused) and the toner cartridge out of reach of children.**

📌 Note

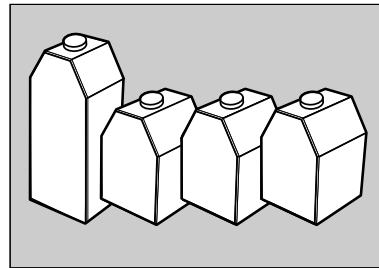
- ❑ The toner cartridge allows you to print up to about 20,000 pages in black, and about 10,000 pages in color. These numbers were obtained from printing A4 5% charts, but the actual number of pages will differ depending on the paper type, size, contents and settings.

1 Open the upper right cover.



ZD/JT006J

2 Take out the toner cartridges from the box.



ZD/JT202J

📌 Note

- ❑ The black (K) toner cartridge contains more toner than the others.

3 Shake the toner cartridge back and forth five or six times.

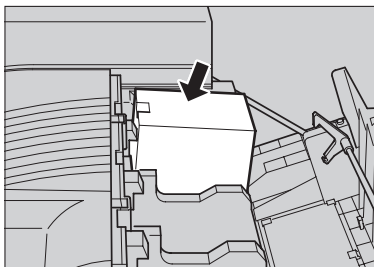


ZD/JT203J

2

- 4** Holding the toner cartridge with the metal contact area in front, insert in the direction of the arrow.

Insert each cartridge into the same color slot.

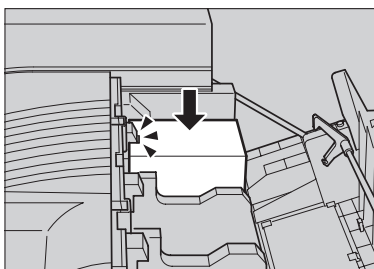


ABT017S1

Important

- ☐ Be careful not to touch the metal contact point with your fingers.

- 5** Insert the toner cartridge slowly, until the green hook snaps on the metal contact area.



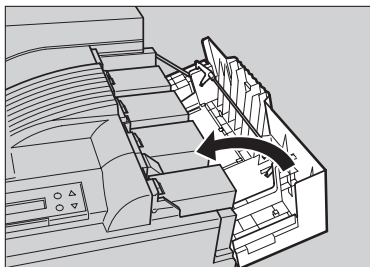
ABT018S1

Important

- ☐ Do not insert and remove toner cartridges repeatedly, as this could result in toner leakage.

- 6** Use the same procedure to insert the remaining three toner cartridges.

- 7** Close the upper right cover.



ABT019S1

Important

- ☐ Do not turn off the power switch while “Loading Toner...” appears on the display to avoid malfunction.



Loading Paper

This section describes how to load paper in the paper tray. If you do not load paper, the setup procedure will not be properly complete.

The side guide and end guide of each paper tray is set to the following values at factory default. The loading procedure is different if you choose to load paper that is a different size from that of factory default.

See p.19 “Loading Paper in Tray 1”.

❖ Default of the paper tray


- Tray 1 (standard): A4  only
- 2000-sheet large capacity tray (optional): A4  only

For details about size and feed orientation of paper that can be loaded in the tray, see “Paper and Other Media”, *Maintenance Guide*.

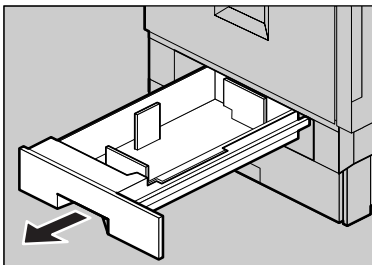
For details about loading paper in the bypass tray, see “Loading Paper in the Bypass Tray”, *Maintenance Guide*.

Loading Paper in Tray 1

⚠ Important

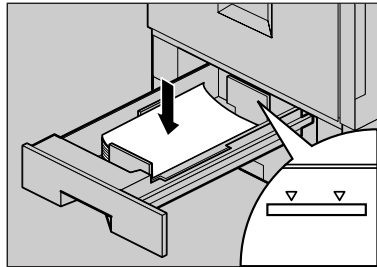
- ☐ Tray 1 is A4  paper only. Load only A4 size paper.

1 Slowly slide the paper tray out, until it stops.



ZD.JH003.J

2 Align all four sides of the paper stack, and then load it in the tray.



ZD.JY001.J

⚠ Important

- ☐ Make sure the top of the stack is not higher than the limit mark inside the tray.
- ☐ Be sure to adjust the side guides according to the paper size, or paper misfeeds might occur.




3 Slowly slide the paper tray back, until it stops.

Loading Paper in Tray 2 and the Optional Paper Feed Unit

Paper of different sizes can be loaded in tray 2 (standard) and the 500- and 1000-sheet paper feed units (optional) by adjusting the positions of the side and end guides.

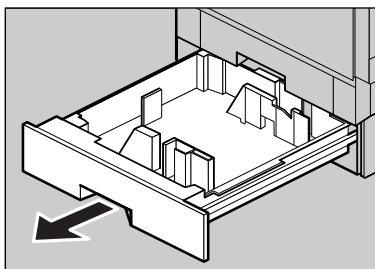
📌 Note

- ☐ If the side and end guides are in the right positions for the paper to be loaded, the guides do not have to be adjusted.

- Tray 2 (standard): B5 
- 500-sheet paper feed unit: A3 
- 1000-sheet paper feed unit: A3 

2

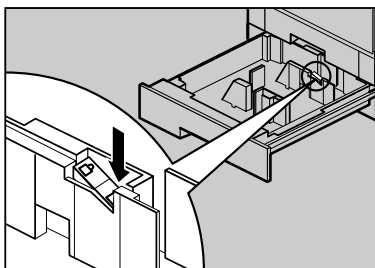
- 1** Slowly slide the paper tray out, until it stops.



ZDJH005J

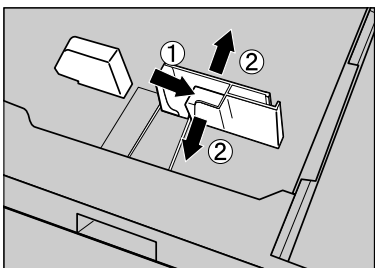
- 2** Adjust the side guide according to the size and orientation of the paper, as follows:

- 1** Release the side guide lock.



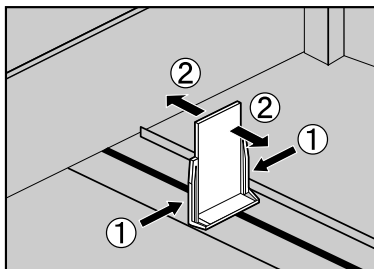
ZDJY950J

- 2** Press the green lever of the side guide (①), and then adjust the position of the guide by moving it in the direction of the arrow (②).



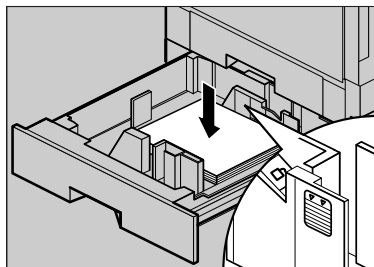
ZDJY802J

- 3** Adjust the end guide according to the size and orientation of the paper by gripping both edges of the guide (①), and then moving it in the direction of the arrow (②).



ZHXH760J

- 4** Align all four sides of the paper stack, and then load it in the tray.

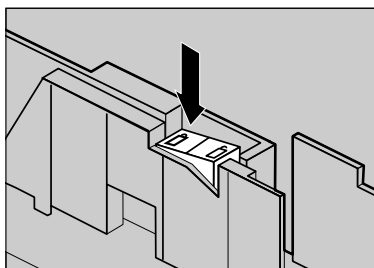


ZDJY901J

Important

- ☐ Make sure the top of the stack is not higher than the limit mark inside the tray.

- 5** Make sure the paper is fixed in place, and then lock the side guide.



ZDJY007J


- 6** Slowly slide the paper tray back, until it stops.

Important

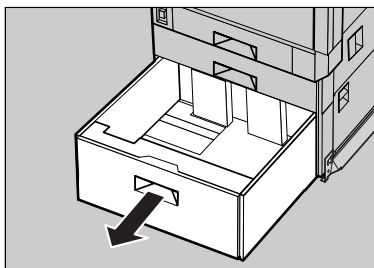
- ☐ Do not slide the paper tray in with force. If you do, the front and side guides might move.
- ☐ Be sure to adjust the side guides according to the paper size, or misfeeds might occur.

2000-sheet Large Capacity Tray

Important

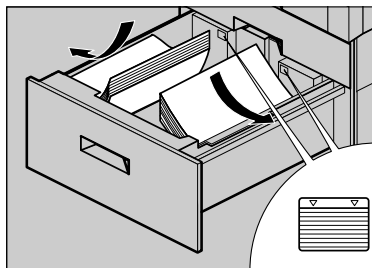
- ☐ The 2000-sheet large capacity tray is set to A4  as default.
- ☐ If you want to load letter-size (11 × 8 1/2) paper in the 2000-sheet large capacity tray (optional), contact your sales or service representative.

- 1** Slowly slide the paper tray out, until it stops.



ACE025S

- 2** Align all four sides of the paper stack, and then load two stacks next to each other.



ZD.JY009J

Important

- ☐ Be sure to align the paper and load them against the left and right walls, or a paper misfeed could occur.
- ☐ Make sure the top of the stack is not higher than the limit mark inside the tray.

- 3** Slowly slide the paper tray back, until it stops.

Important

- ☐ Do not slide in the paper tray forcefully. This may skew the paper stack and cause misfeeds.

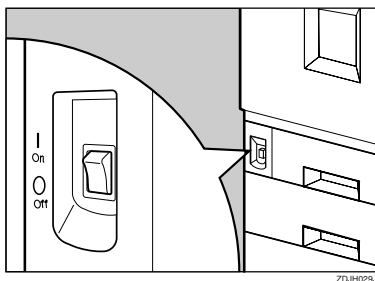
Turning the Power On

⚠ **WARNING:**

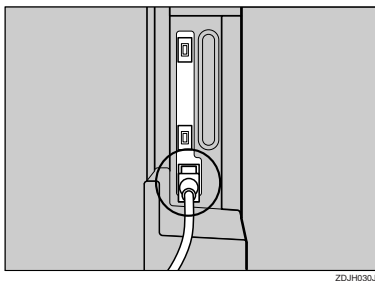
- *Plug and unplug the power cable with dry hands, or an electric shock could occur.*

2

- 1 Make sure the power switch is set to "O" Off.



- 2 Connect the power cable to the connector on the back of the printer.

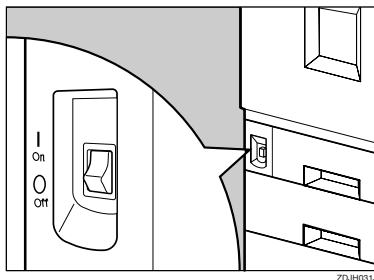


- 3 Plug in the power cable.

⚡ **Important**

- ☐ Make sure the power cable is plugged securely into the wall outlet.
- ☐ Turn the power switch off when plugging and unplugging the power plug.

- 4 Turn the power switch to "I" On.



Selecting the Display Language

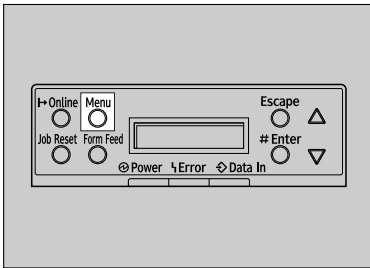
Select a language using the procedure described here.

The message for the selected language will appear on the display.

Note

- ☐ The default setting is English.
- ☐ If you want to use the display in English, the following procedures are unnecessary.

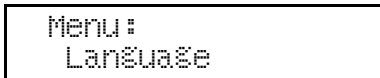
1 Press the [Menu] key.



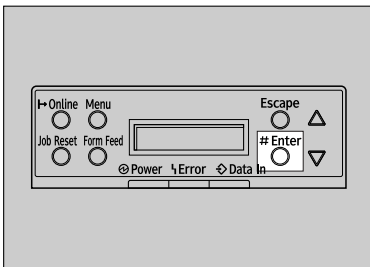
ACE082S

The menu appears on the display.

2 Press the [▲] or [▼] key to display "Language".

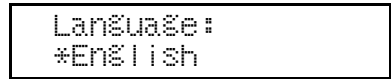


3 Press the [# Enter] key.



ACE083S

The following message appears on the display:

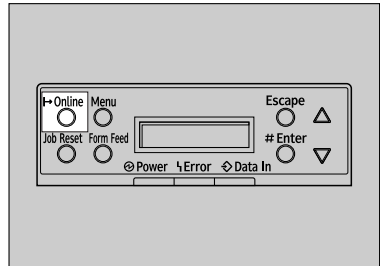


4 Press the [▲] or [▼] key until the language you want to select appears.

5 Press the [# Enter] key. Wait for two seconds.

The menu appears on the display.

6 Press the [On Line] key.



ACE084S

"Ready" message appears on the display.



Test Printing

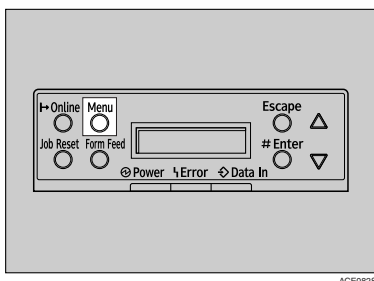
Test print in order to check that the printer is working normally. Test printing checks printer performance; it does not test the connection to the computer.

2

Here, you can print the configuration page to check the options.

The machine may make a rustling sound while printing. However, this does not indicate a malfunction and will disappear after about 1000 sheets have been printed.

1 Press the **[Menu]** key.



The menu appears on the display.

```
Menu
Paper Input
```

2 Press the **[▲]** or **[▼]** key to display "List/Test Print", and then press the **[# Enter]** key.

```
Menu
List/Test Print
```

The menu for selecting the contents to be test printed appears.

3 Press the **[▲]** or **[▼]** key to display the "Config. Page", and then press the **[# Enter]** key.

```
List/Test Print
Config. Page
```

The following message appears and the configuration page is printed.

```
Printing...
```

Note

- ☐ If printing is not normal, check to see if an error message appears on the display. If there is an error message, see "Troubleshooting", *Maintenance Guide*.

4 Check the options.

Note

- ☐ For details about the configuration page, see "Interpreting the Configuration Page", *Administrator Reference*.

5 Press the **[On Line]** key.

"Ready" appears on the display.

3. Preparing to Print

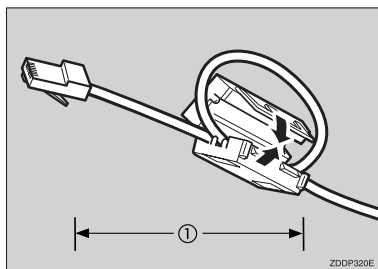
Connecting the Printer

Connecting to a Network

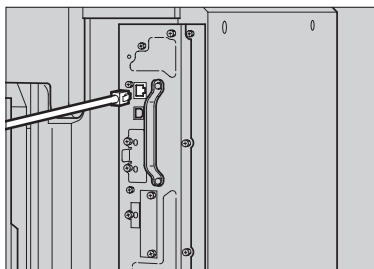
- 1** Turn off the power.
- 2** Loop the network interface cable and attach the ferrite core.

Note

- ☐ The network interface cable loop should be about 15 cm (6") (①) from the end of the cable (the end closest to the printer).



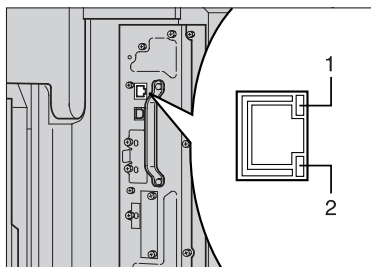
- 3** Connect the network interface cable to the port on the right side of the printer.



- 4** Connect the other end of the cable to the network, such as a hub connection.

For details about network environment settings, see *Administrator Reference*.

Reading the LED lamps

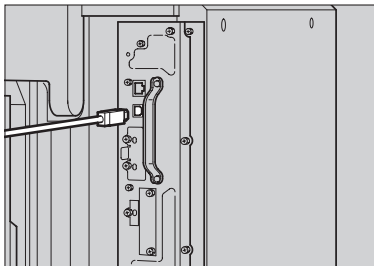


1. Yellow: lights up when 100BASE-TX is being used. Turns off when 10BASE-T is being used.

2. Green: lights up when the printer is connected properly to the network.

Connecting the Cable to the USB 2.0 Interface Port

- 1** Connect the square-shaped connector of the USB cable to the USB 2.0 interface port.



ABT046S1

- 2** Connect the opposite end's flat connector to devices such as the USB interface of the computer, or USB hub.

Configuring the Printer for the Network using the Control Panel

You must make printer settings using the control panel to use it in a network environment.

The following list shows the items you can set and their default values.

Reference

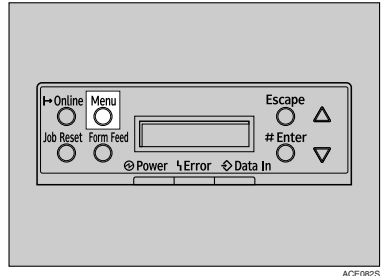
For information about the “Host Interface” menu, see “Host Interface Menu”, *Administrator Reference* (PDF file on the CD-ROM labeled “Operating Instructions”).

Setting Name	Default	
DHCP	On	
IP Address ^{*1}	011.022.033.044	
Subnet Mask ^{*1}	000.000.000.000	
Gateway Address ^{*1}	000.000.000.000	
Frame Type (NW) (frame type NetWare)	Auto	
Active Protocol	TCP/IP	<input type="radio"/> ^{*2}
	NetWare	<input type="radio"/> ^{*2}
	SMB	<input type="radio"/> ^{*2}
	AppleTalk	<input type="radio"/> ^{*2}
Ethernet Speed	Auto	

^{*1} If DHCP is in use, IP address, subnet mask, and gateway address are automatically set.

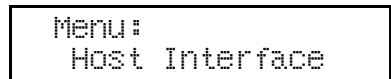
^{*2} ☐ means the protocol is active.

1 Press the [Menu] key.



The menu appears on the display.

2 Press the [▲] or [▼] key to display “Host Interface” and then press the [# Enter] key.



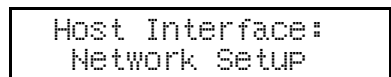
The interface setting menu appears.

3 The procedure below describes how to set TCP/IP. Make settings for other items by following the same procedure.

Note

- ☐ The default settings for all protocols are “Active”.
- ☐ You are recommended to set unused protocols “Not Active”.

1 Press the [▲] or [▼] key to display “Network Setup”, and then press the [# Enter] key.



- ② Press the **[▲]** or **[▼]** key to display “Active Protocol”, and then press the **[# Enter]** key.

```
Network Setup:
Active Protocol
```

- ③ Press the **[▲]** or **[▼]** key to display “TCP/IP”, and then press the **[# Enter]** key.

```
Active Protocol:
TCP/IP
```

- ④ Press the **[▲]** or **[▼]** key to display “Active”, and then press the **[# Enter]** key.

```
TCP/IP:
*Active
```

 **Note**

- ☐ * shows the current setting.

After about two seconds, the display returns to the “Active Protocol” setting screen.

- ⑤ Set the rest of the protocols for use.
⑥ When all settings for protocols are done, press the **[Escape]** key.

The “Network Setup” setting screen appears.

- ④ When you use this machine in DHCP environment, proceed to step ⑥. When you use this machine with a fixed IP address, you must make the setting for the required item after setting DHCP to Off. Proceed to step ①.

 **Important**

- ☐ When DHCP is On, you cannot make settings for the following items:
- IP Address
 - Subnet Mask
 - Gateway Address

 **Note**

- ☐ Consult your network administrator for information about making network settings.

- ① Set DHCP to Off.

- ② Press the **[▲]** or **[▼]** key to display “DHCP”, and then press the **[# Enter]** key.

```
Network Setup:
DHCP
```

- ③ Press the **[▲]** or **[▼]** key to display “Off”, and then press the **[# Enter]** key.

The current IP address appears on the display.

```
DHCP:
*Off
```

 **Note**

- ☐ * shows the current setting.

After about two seconds, the display returns to the “Network Setup” setting screen.

- ④ Set the printer IP address.

 **Note**

- ☐ Confirm the IP address with the network administrator.

- ⑤ Press the **[▲]** or **[▼]** key to display “IP Address”, and then press the **[# Enter]** key.

```
Network Setup:
IP Address
```

The currently selected IP address appears.

 **Note**

- ☐ When the **[# Enter]** key is pressed, the cursor moves to the next field.

- ☐ When the [▲] or [▼] key is kept pressed for a few seconds, the value changes in increments of 10.

6 Press the [▲] or [▼] key to set the value for the field.

IP Address:
199.022.033.044

7 Press the [# Enter] key.

The cursor moves to the next field.

8 Repeat **6** and **7** to set values for the rest of the fields.

5 Set “Subnet Mask” and “Gateway Address” using the same procedure for setting the IP address.

Important

- ☐ The subnet mask is the part of the IP address used as a network address. Confirm the value with the network administrator.
- ☐ The gateway address is the address of the host or router that acts as a gateway when interacting with work stations on another network. Confirm the value with the network administrator.

Note

- ☐ If you are not sure about address settings, leave them as default.

6 When all settings are made, press the [On Line] key.

“Ready” appears on the display.

Ready

7 Print the configuration page to confirm the settings made.

See p.24 “Test Printing” for details about printing the configuration page.

Installing the Printer Driver

You can install the printer drivers and other software easily using the CD-ROM labeled “Printer Drivers and Utilities”.

Click **[Quick Install]** in the window of the CD-ROM to install PCL 5c and RPCS™ printer drivers. To install the PostScript 3 printer driver, click the PostScript 3 printer driver button. For details about the PostScript 3 printer driver, see the *Administrator Reference* or the *Printer Client Reference* on the CD-ROM labeled “Operating Instructions” (depending on the environment you use).

When TCP/IP is used, Smart Device Monitor for Client will also be installed.

Supported operating systems are Windows 95/98/Me/2000/XP, Windows Server 2003, and Windows NT 4.0.

When using TCP/IP, confirm the following:

- The printer is connected to a network with Ethernet cable.
- TCP/IP is set.
- IP addresses are set for the printer and the computer.

1 Insert the CD-ROM labeled “Printer Drivers and Utilities” into the CD-ROM drive.

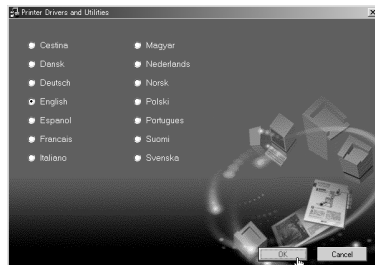
Auto Run will start the installer.

2 Select a language for the interface, and then click **[OK]**.

The following languages are available:

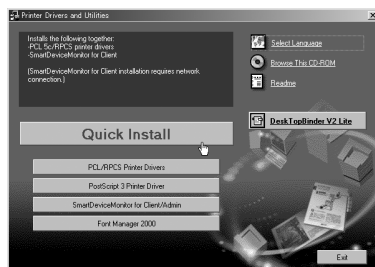
Cestina (Czech), Dansk (Danish), Deutsch (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Magyar (Hungarian), Nederlands (Dutch), Norsk (Norwegian), Polski (Polish), Portugues (Portuguese), Suomi (Finnish), Svenska (Swedish)

The default interface language is English.



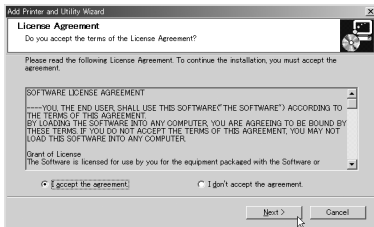
3 Click **[Quick Install]**.

The software license agreement appears in the **[License Agreement]** dialog box.

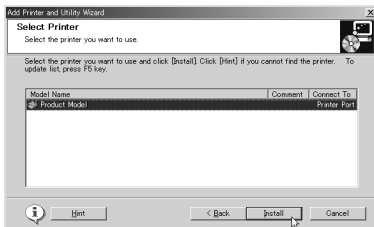


This is an example screen that appears when English is selected in step **2**.

- 4** After reading through the content, click **[I accept the agreement]** to agree with the License Agreement, and then click **[Next]**.



- 5** Select the printer model you want to install in the **[Select Printer]** dialog box.

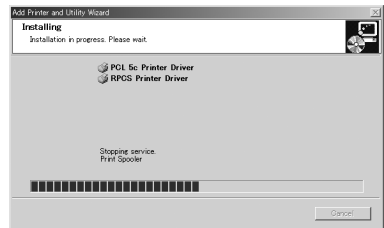


Note

- ❑ For a network connection with TCP/IP, select the printer whose IP address is displayed in **[Connect To]**.
- ❑ For parallel connection, select the printer whose printer port is displayed in **[Connect To]**.

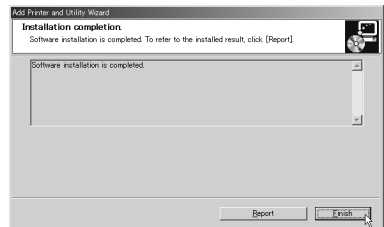
- 6** Click **[Install]**.

The following display appears when installing the printer driver.



When finished, the **[Installation completion.]** dialog box appears.

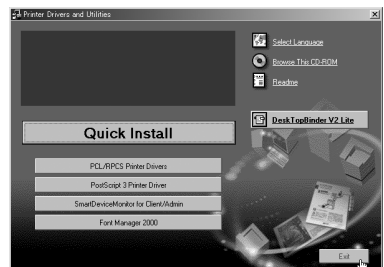
- 7** Click **[Finish]**.



Note

- ❑ A message directing you to restart the computer may appear. If this happens, restart your computer to complete the installation. If no such message appears, proceed to step **8**.

- 8** Click **[Exit]**.



Installation is now complete.

4. Installing Options

Installing Options

CAUTION:

- *Before installing options, the machine should be turned off, and then unplugged for at least an hour. Components inside the machine become very hot, and can cause a burn if touched.*
- *Before moving the machine, unplug the power cable from the outlet. If the cable is unplugged with sudden force, it could become damaged. Damaged plugs or cables can cause an electrical fire hazard.*
- *When lifting the machine, use the grips on both sides. The machine could break or cause injury if dropped.*

By installing options, you can improve printer performance and have a greater variety of features to use. For details about each option, see *Administrator Reference*.

When installing multiple options on the printer, we recommend installation in the following order.

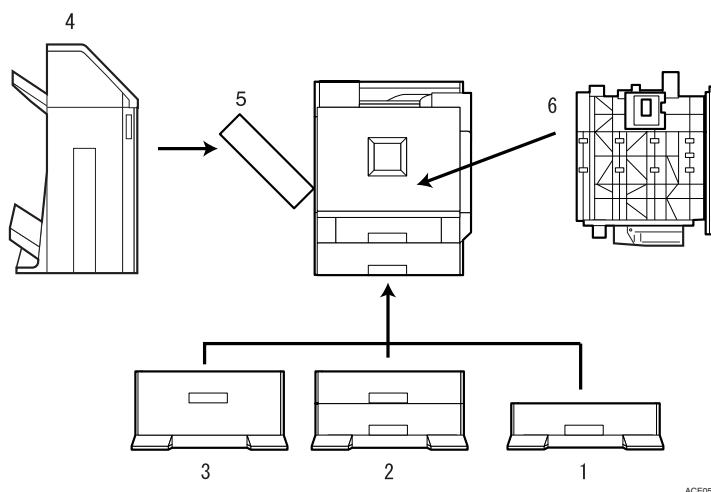
◆ Flow of Option Installation

1 Attach the 500, 1000-sheet paper feed unit, or 2000-sheet large capacity tray. (Paper Feed Unit Type 7100, Paper Bank Type 7100) ▼	Attach the paper feed unit to the bottom of the printer. You can install the Paper Feed Unit Type 7100 (500 × 1), Paper Feed Unit Type 7100 (500 × 2) or Paper Bank Type 7100. If you install the Paper Bank Type 7100, you can load up to 3,100 sheets of paper at once.*1
2 Install the memory unit (SDRAM Module). ▼	Install the module in the controller board's SDRAM module slot. There are three types of memory unit: 64 MB, 128 MB, and 256 MB.
3 Installing the IEEE 1394 interface board, IEEE 1284 interface board, IEEE 802.11b interface unit or Bluetooth interface unit. ▼	Install the IEEE 1394 interface board, IEEE 1284 interface board, IEEE 802.11b interface unit or Bluetooth interface unit on the controller board. The IEEE 1394 interface board and the standard Ethernet interface cannot be used at the same time. Only one of the following can be installed: <ul style="list-style-type: none"> • IEEE 1394 interface board • IEEE 1284 interface board • IEEE 802.11b interface unit • Bluetooth interface unit
4 Install the user account enhance unit ▼	Install the module to the user account enhance unit slot of the controller board.
5 Install the printer hard disk. ▼	Install the printer hard disk to the controller board.
6 Attach the duplex unit. (Duplex Unit Type 7100) ▼	Attach the duplex reversal unit to the left side of the printer, and the duplex feed unit inside the printer.
7 Attach the 2 tray finisher or the booklet finisher. (SR770) (SR910)	Attach the 2 tray finisher or the booklet finisher to the left side of the printer. You cannot install the 2 tray finisher or the booklet finisher unless both the paper feed unit and duplex unit options are installed. The 2 tray finisher or the booklet finisher requires the optional printer hard disk or the optional memory unit with at least 64 MB (total memory size 192 MB or more).

*1 The bypass tray is included.

Install options in the positions as shown.

◆ Exterior



1. Paper Feed Unit Type 7100 (500 × 1)

Loads up to 500 sheets (500 sheets × 1 column) of paper.

See p.38 “Installing the Paper Feed Unit Type 7100 (500 × 1)”.

2. Paper Feed Unit Type 7100 (500 × 2)

Loads up to 1,000 sheets (500 sheets × 2 columns) of paper.

See p.41 “Installing the Paper Feed Unit Type 7100 (500 × 2)”.

3. Paper Bank Type 7100 (2000-sheet Large Capacity Tray)

Loads up to 2,000 sheets (2,000 sheets × 1 column) of paper.

See p.43 “Installing the Paper Bank Type 7100 (2000-sheet Large Capacity Tray)”.

4. SR770(2 Tray Finisher)/SR910(Booklet Finisher)

To install a finisher, contact your service representative.

5. Duplex Reversal Unit

Flips over the paper during duplex printing. Install the unit on the left side of the printer.

See p.72 “Installing the Duplex Reversal Unit”.

6. Duplex Feed Unit

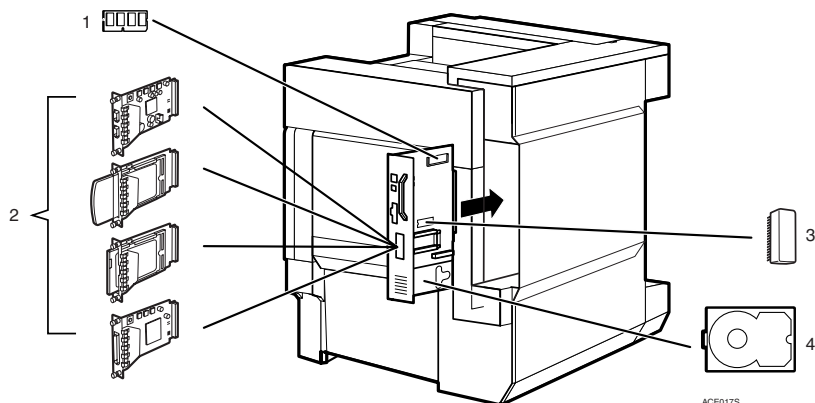
Transports paper during duplex printing. Install the unit inside the printer.

See p.72 “Installing the Duplex Reversal Unit”.

⚠ Important

- ❑ You cannot install the 2 tray finisher or the booklet finisher unless both the paper feed unit and duplex unit options are attached.
- ❑ The 2 tray finisher or the booklet finisher requires the optional printer hard disk or the optional memory unit with at least 64 MB (total memory size 192 MB or more).

◆ Interior



1. Memory Unit (SDRAM Module)

Install 64 MB, 128 MB, or 256 MB RAM into the controller board slot.

See p.46 "Memory Unit (SDRAM Module)".

2. IEEE 1394 interface board/IEEE 1284 interface board/IEEE 802.11b interface unit/Bluetooth interface unit.

See p.48 "IEEE 1394 Interface Board".

See p.55 "IEEE 802.11b Interface Unit".

See p.61 "Bluetooth Interface Unit".

See p.53 "IEEE 1284 Interface Board".

3. User Account Enhance Unit

See p.63 "User Account Enhance Unit".

4. Printer Hard Disk

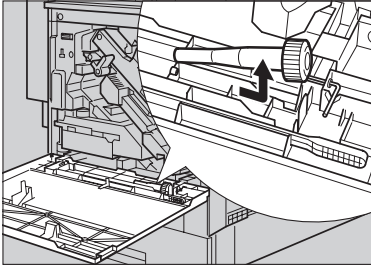
Install the printer hard disk to the controller board.

See p.66 "Printer Hard Disk".

Using the Screwdriver

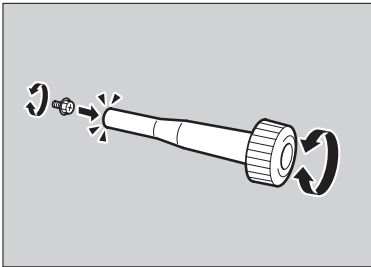
The special screwdriver used for attaching options is attached to the inside of the front cover.

- 1** Open the printer's front cover, and then remove the provided screwdriver.



ABT020S1

- 2** Insert the screw into the screwdriver.



ABT021S1

By pushing the screw into the screwdriver, you can work without having to worry about dropping the screw.

 **Note**

- ☐ After using the screwdriver, return it to its original position on the inside of the front cover.

Paper Feed Unit

Preparation

If you have already installed the optional duplex unit, 2 tray finisher, or booklet finisher, remove all these options before installing the optional paper feed unit.

Important

- ☐ Before installation, check the orientation of the paper feed unit or 2000-sheet large capacity tray you want to place.
- ☐ When installing multiple options, install the paper feed unit first.
- ☐ Four people are needed to install the paper feed unit. Start installation when all four people are ready.

CAUTION:

- When moving the machine, each person should hold a handle, located on two sides of the printer, and then lift slowly. Lifting carelessly or dropping it may cause injury.

Note

- ☐ The printer weighs approximately 85 kg (187 lbs).

Installing the Paper Feed Unit Type 7100 (500 × 1)

CAUTION:

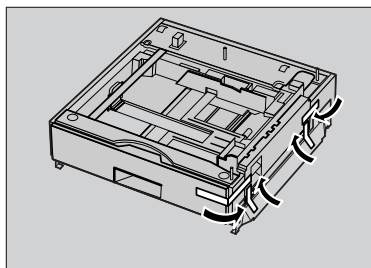
- When moving the paper feed unit, hold the bottom of both sides, and then lift slowly. Lifting carelessly or dropping it may cause injury.

Note

- ☐ The 500-sheet paper feed unit weighs approximately 18 kg (39.7 lbs).

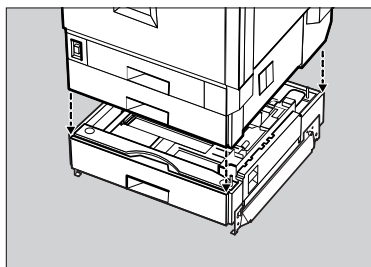
1 Turn off the power, and then unplug the power cable.

2 Remove the adhesive tape.



ACE086S

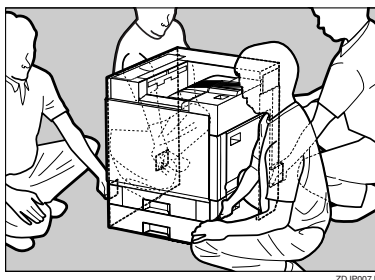
3 Adjust the four corners of the printer to those of the 500-sheet paper feed unit, and then lower the printer slowly into place.



AAA302S1

Important

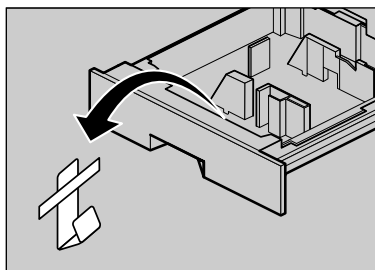
- ❑ Four people should hold the handles, located on two sides of the printer, to move it.



ZDJP007J

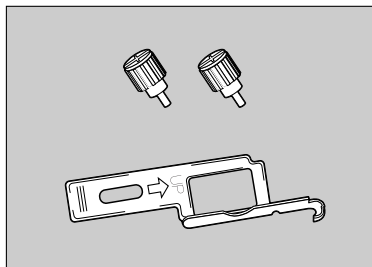
4 Open the tray of the 500-sheet paper feed unit.

- 1** Remove the adhesive tape and sheet of paper.
- 2** Remove the adhesive tape and the corrugated paper inside the tray, as shown.



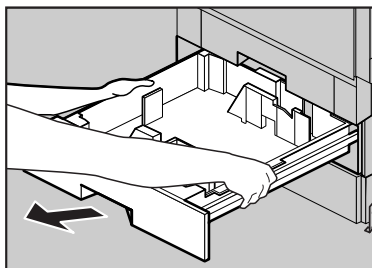
ZDJX801J

5 Take out the packaged items, making sure there are two thumb screws and one mounting bracket. Close the tray of the 500-sheet paper feed unit firmly.



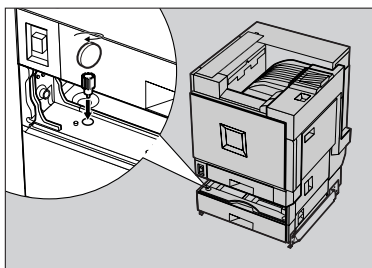
ZDJP005J

6 Slowly pull out tray 2 while lifting up a little.



ACE023S

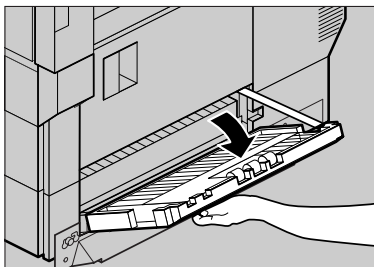
7 Fasten one thumb screw. A coin can be used to fasten the screws.



AAA303S1

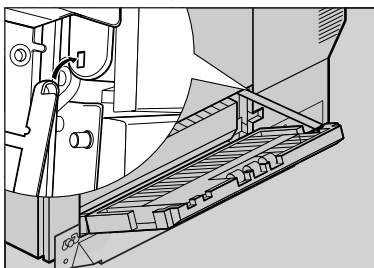
8 Slowly slide tray 2 back into the printer, until it stops.

- 9** Open the right cover of the 500-sheet paper feed unit.



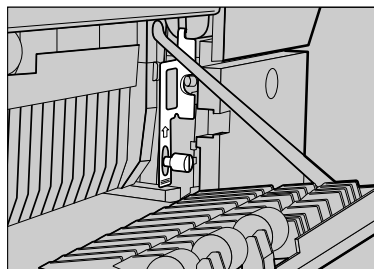
AAA305S1

- 4** **10** Hook the mounting bracket to the hole, as shown.



AAA305S1

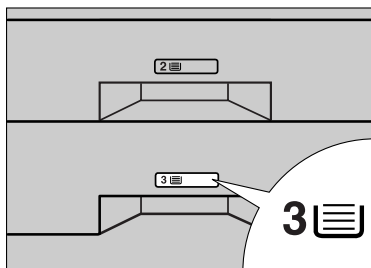
- 11** Fasten the bracket with the other thumb screw. A coin can be used to fasten the screws.



ZDJP012J

- 12** Close the right cover of the 500-sheet paper feed unit.

- 13** Stick label "3" above the handle on the front of the 500-sheet paper feed unit.



ZDJP126J

Note

- ☐ After finishing the installation, you can check the 500-sheet paper feed unit is installed properly: Print the configuration page from the "List/Test Print" menu. If it is installed properly, you will see "Paper Feed Unit (Tray 3)" appear under the "Options" list.
- ☐ If the paper feed unit is not installed properly, repeat the procedure from step **1**. If you cannot install it properly even after reinstallation, contact your sales or service representative.

Reference p.24 "Test Printing"

Installing the Paper Feed Unit Type 7100 (500 × 2)

⚠ CAUTION:

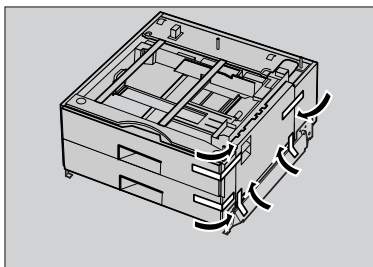
- When moving the paper feed unit, hold the bottom of both sides, and then lift slowly. Lifting carelessly or dropping it may cause injury.

🔧 Note

- The 1000-sheet paper feed unit weighs approximately 25 kg (55.2 lbs).

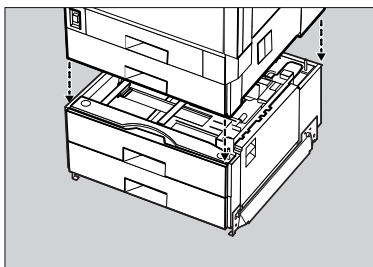
1 Turn off the power, and then unplug the power cable.

2 Remove the adhesive tape.



ACE087S

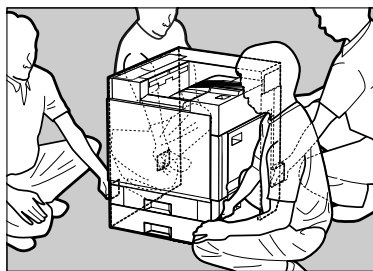
3 Adjust the four corners of the printer to those of the 1000-sheet paper feed unit, and then slowly lower the printer into place.



AAA402S1

⚠ Important

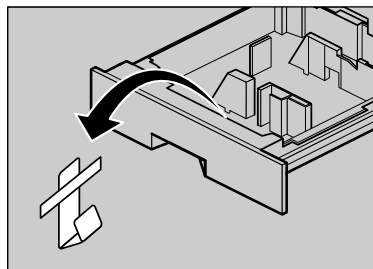
- Four people should hold the handles, located on two sides of the printer, to move it.



ZDJP007J

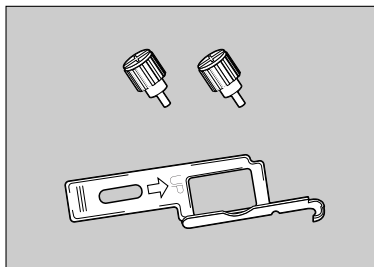
4 Open the tray of the 1000-sheet paper feed unit.

- Remove the adhesive tape and sheet of paper.
- Remove the adhesive tape and the corrugated paper inside the tray, as shown.



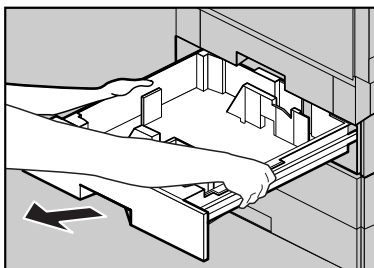
ZDJX801J

- 5** Take out the packaged items, making sure there are two thumb screws and one mounting bracket. Close the tray of the 1000-sheet paper feed unit firmly.



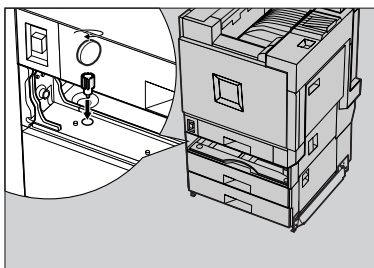
ZDJP005J

- 6** Slowly pull out tray 2 while lifting up a little.



ACE024S

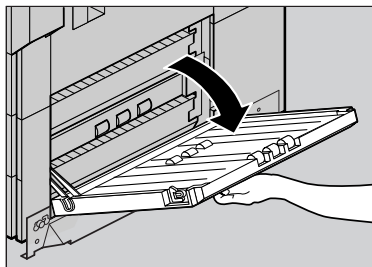
- 7** Fasten one thumb screw. A coin can be used to fasten the screws.



AAA403S1

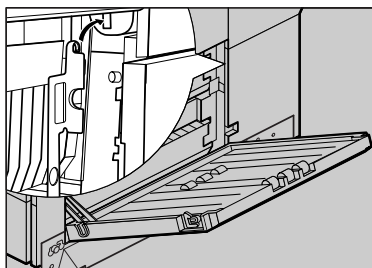
- 8** Slowly slide tray 2 back into the printer, until it stops.

- 9** Open the right cover of the 1000-sheet paper feed unit.



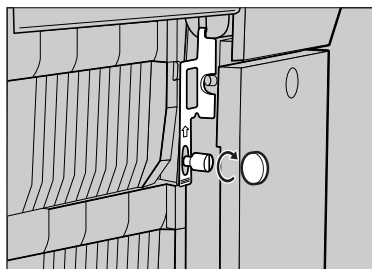
AAA404S1

- 10** Hook the mounting bracket to the hole, as shown.



AAA405S1

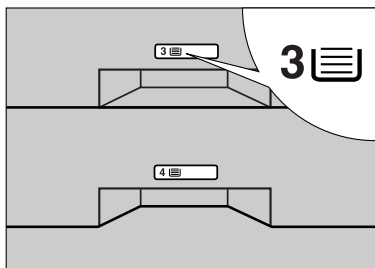
- 11** Fasten the bracket with the other thumb screw. A coin can be used to fasten the screws.



ZDJP016J

- 12** Close the right cover of the 1000-sheet paper feed unit.

- 13** Stick labels “3” and “4” above the handles on the front of the 1000-sheet paper feed unit.



ZDJP127J

Note

- ❑ After finishing the installation, you can check the 1000-sheet paper feed unit is installed properly: Print the configuration page from the “List/Test Print” menu. If it is installed properly, you will see “Paper Feed Unit (Tray 3 & Tray 4)” appear under the “Options” list.
- ❑ If the paper feed unit is not installed properly, repeat the procedure from step **1**. If you cannot install it properly even after reinstallation, contact your sales or service representative.

Reference

p.24 “Test Printing”

Installing the Paper Bank Type 7100 (2000-sheet Large Capacity Tray)

CAUTION:

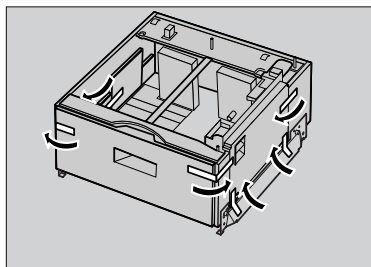
- When moving the paper feed unit, hold the bottom of both sides, and then lift slowly. Lifting carelessly or dropping it may cause injury.

Note

- ❑ The 2000-sheet large capacity tray weighs approximately 25 kg (55.2 lbs).

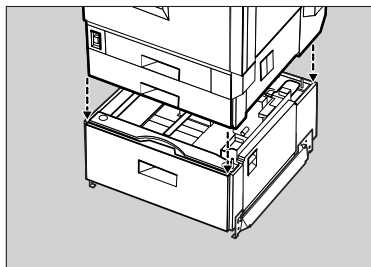
- 1** Turn off the power, and then unplug the power cable.

- 2** Remove the adhesive tape.



ACE0885

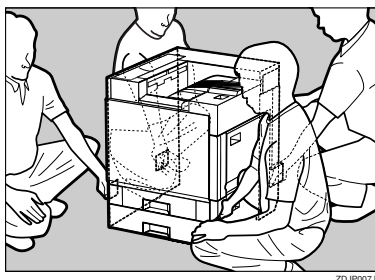
- 3** Adjust the four corners of the printer to those of the 2000-sheet large capacity tray, and then slowly lower the printer into place.



AAA502S1

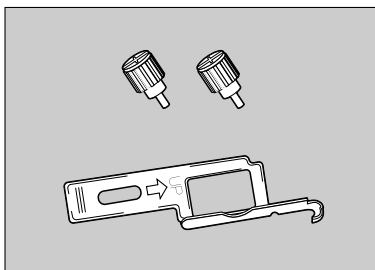
Important

- ❑ Four people should hold the handles, located on two sides of the printer, to move it.



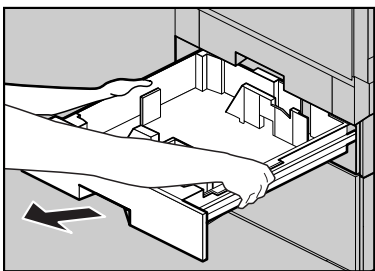
ZDJP007J

- 4 Take out the packaged items, making sure there are two thumb screws and one mounting bracket. Close the tray of the 2000-sheet large capacity tray firmly.



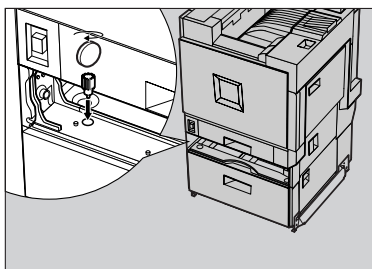
ZDJP005J

- 5 Slowly pull out tray 2 while lifting up a little.



ACE022S

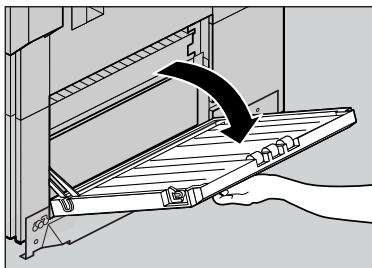
- 6 Fasten one thumb screw. A coin can be used to fasten the screws.



AAA503S1

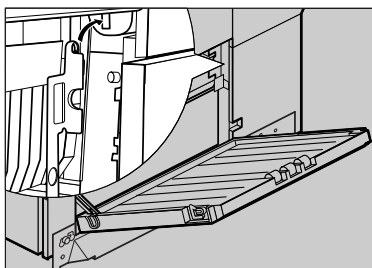
- 7 Slowly slide tray 2 back into the printer, until it stops.

- 8 Open the right cover of the 2000-sheet large capacity tray.



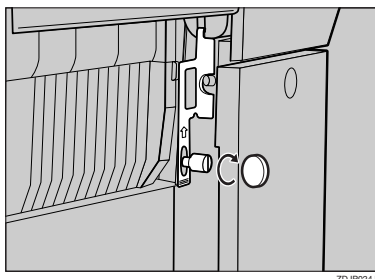
AAA504S1

- 9 Hook the mounting bracket to the hole, as shown.



AAA505S1

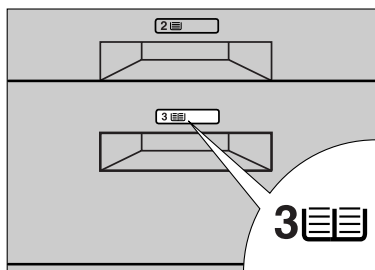
- 10** Fasten the bracket with the other thumb screw. A coin can be used to fasten the screws.



ZDJP024J

Reference
p.24 "Test Printing"

- 11** Close the right cover of the 2000-sheet large capacity tray.
- 12** Stick label "3" above the handle on the front of the 2000-sheet large capacity tray.



ZDJP128J

Note

- ❑ After finishing the installation, you can check the 2000-sheet large capacity tray is installed properly: Print the configuration page from the "List/Test Print" menu. If it is installed properly, you will see "LCT Tandem Bank" appear under the "Options" list.
- ❑ If the 2000-sheet large capacity tray is not installed properly, repeat the procedure from step **1**. If you cannot install it properly even after reinstallation, contact your sales or service representative.

Memory Unit (SDRAM Module)

Important

- ☐ Before handling the memory unit, ground yourself by touching something metal to discharge any static electricity. Static electricity can damage the memory unit.
- ☐ Do not subject the SDRAM Module to physical shocks.

1 Turn off the power, and then unplug the power cable.

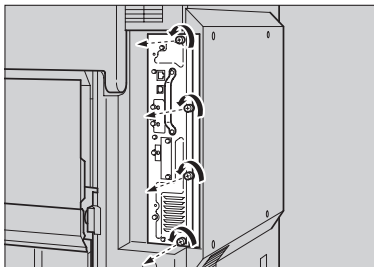
2 Slowly open the front cover of the printer, remove the green screwdriver, and then close the cover.



Reference

p.37 "Using the Screwdriver"

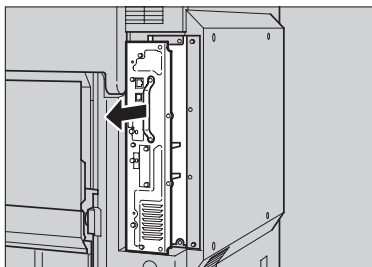
3 Remove the four screws fastening the controller board to the back of the printer using the provided screwdriver.



ABT022S1

The removed screws will be used later to fasten the controller board.

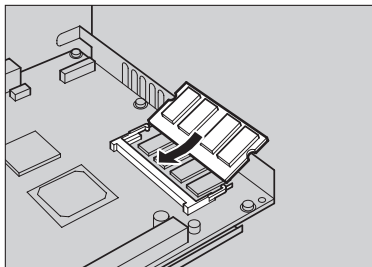
4 Holding the handle, slowly pull out the controller board.



ABT023S1

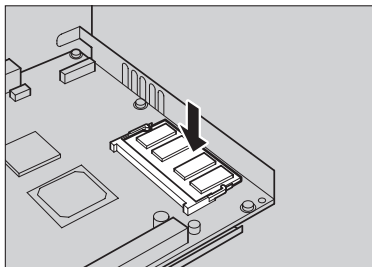
5 Put the controller board down on a flat surface.

6 Align the notches in the SDRAM module terminal board with the slots, and then insert the SDRAM module at an angle.



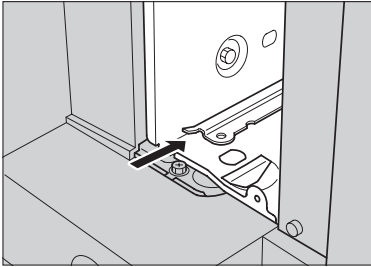
ABT024S1

7 Push the SDRAM module down until it snaps into place.



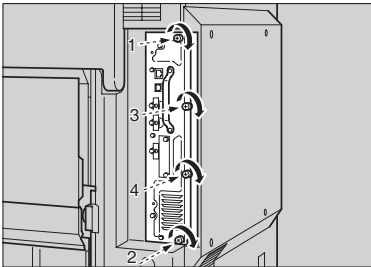
ABT025S1

- 8** Align the controller board with the top and bottom rails, and then push it in using the part marked “PUSH” until it stops.




ABT026S1

- 9** Tighten the four screws to fasten the controller board back into its original position using the provided screwdriver. Tighten the screws in the order of the numbers (1 to 4) next to the screw holes.



ABT027S1

- ❑ If the memory unit is not installed properly, repeat the procedure from step **1**. If you cannot install it properly even after reinstallation, contact your sales or service representative.

 **Reference**
p.24 “Test Printing”

 **Note**

- ❑ Be sure to return the provided screwdriver to its original position on the inside of the front cover.
- ❑ After finishing the installation, you can check the memory unit is installed properly: Print the configuration page from the “List/Test Print” menu. If it is installed properly, you will see the memory capacity for “Total Memory”.

IEEE 1394 Interface Board

Important

- ☐ The connection methods available with the IEEE 1394 interface board are IP over 1394 and SCSI print. The Windows versions that can be used and the connection methods that can be used with them are as follows. IEEE 1394 cannot be used with Windows 95/98 and Windows NT 4.0.

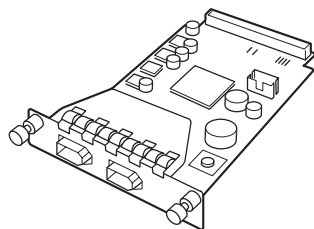
- Windows Me
IP over 1394 is available.
- Windows 2000
SCSI print is available.
- Windows XP or Windows Server 2003
Both IP over 1394 and SCSI print are available.

- ☐ Printing is not possible with Windows 95, 98. If the “plug and play” function starts, click **[Cancel]**.
- ☐ Under Windows 2000, the IEEE 1394 interface board can only be used with Service Pack 1 or later. If the Service Pack is not installed, only one SCSI print device in a 1394 bus is connectable. The client cannot install the printer driver without an account that has Administrators permission.
- ☐ Before handling the IEEE 1394 interface board, ground yourself by touching something metal to discharge any static electricity. Static electricity can damage the IEEE 1394 interface board.
- ☐ Unplug all interface cables from the printer before installation. If you take out the controller board with cables still plugged in, the IEEE 1394 interface board might be damaged.

- ☐ Do not plug or unplug the IEEE 1394 interface cable while installing the printer driver
- ☐ Use the IEEE 1394 Interface cable supplied with the IEEE 1394 interface board.
- ☐ Do not subject the IEEE 1394 interface board to physical shocks.

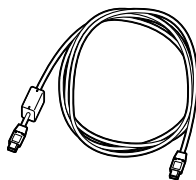
1 Check the contents of the box.

◆ IEEE 1394 Interface Board



ABT009S1

◆ Interface Cable (6 pin × 6 pin)



◆ Interface Cable (6 pin × 4 pin)



- ## **2** Turn off the power, and then unplug the power cable, and then interface cable.

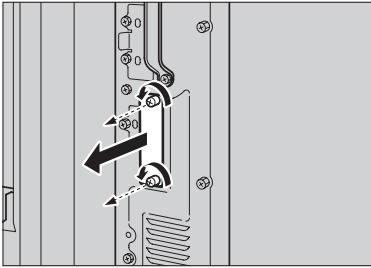
- 3** Slowly open the front cover of the printer, remove the green screwdriver, and then close the cover.



Reference

p.37 "Using the Screwdriver"

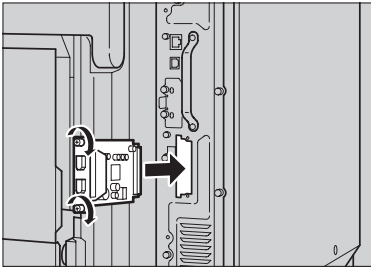
- 4** Remove the screws by turning them counterclockwise with the provided screwdriver, and then remove the cover of the IEEE 1394 interface board slot.



ABT034S1

The removed screws and cover will not be needed now but save them in case the cover needs to be reattached.

- 5** Insert the IEEE 1394 interface board until it stops, and then secure it by tightening its two screws.



ABT038S1

Check the IEEE 1394 interface board is connected firmly to the controller board.

Note

- ☐ Be sure to return the provided screwdriver to its original position on the inside of the front cover.
- ☐ After finishing the installation, you can check the IEEE 1394 interface board is installed properly: Print the configuration page from the "List/Test Print" menu, and then check the items in "System Reference". If it is installed properly, you will see "IEEE1394" appear under "Controller Option".
- ☐ If the IEEE 1394 interface board is not installed properly, repeat the procedure from step **1**. If you cannot install it properly even after reinstallation, contact your sales or service representative.

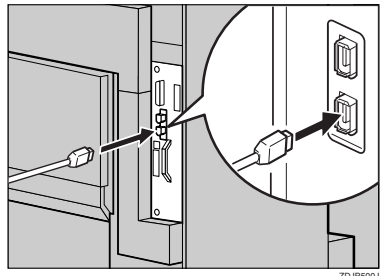


Reference

p.24 "Test Printing"

Connecting the Cable to the IEEE 1394 Interface board

- 1** Connect the interface cable to the IEEE 1394 interface port.



ZDJIP500J

 **Note**

- ❑ Either of the two connectors for the IEEE 1394 interface board can be used.
- ❑ If you have an interface cable with a ferrite core, connect the end nearest to the ferrite core to the printer.

2 Connect the other end to the host computer.

IEEE 1394 Configuration

Use this procedure to configure the printer for use in an IEEE 1394 environment. The following table shows the control panel settings and their default values. These items are included in the “Host Interface” menu.

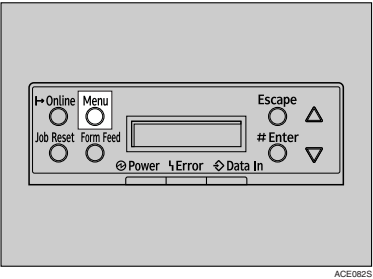
Setting Name	Value
DHCP	On
IP Address1394 *1	000.000.000.000
Subnet Mask1394 *1	000.000.000.000
IP over 1394	Active
SCSI print	Active
Bidi-SCSI print	Active

*1 If DHCP is in use, IP address and Subnet mask are automatically set.

Procedures vary depending on the protocol you use. See the following table.

IP over 1394	Steps 1-3 , and then proceed to steps 4 to 10
SCSI print	Steps 1-3 , and then proceed to steps 9 to 10

1 Press the **[Menu]** key.

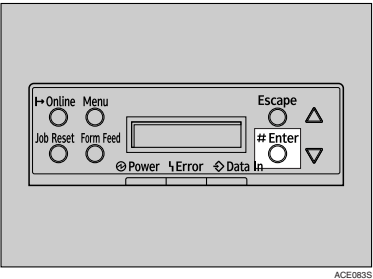


The menu appears on the display.

2 Press the **[▲]** or **[▼]** key to display the “Host Interface” menu.



3 Press the **[# Enter]** key.



The following message appears on the display:



4 Press the **[▲]** or **[▼]** key to display “IEEE 1394 Setup”.



5 Press the **[# Enter]** key.

The following message appears on the display:

```
IEEE 1394 Setup:
IP Address1394
```

6 Press the **[▲]** or **[▼]** key to display “IP over 1394”.

```
IEEE 1394 Setup:
IP over 1394
```

1 Press the **[# Enter]** key.**2** Press the **[▲]** or **[▼]** key to select either “Active” or “Not Active”.**3** Press the **[# Enter]** key .

After a few seconds, the display returns to the previous menu.

7 Assign the IP address to the printer.

Do not overlap the IP address in the same subnet or the same IP address in the network setting.

 **Note**

- ☐ To get the IP address for the printer, contact your network administrator.

1 Press the **[▲]** or **[▼]** key until the following message appears:

```
IEEE 1394 Setup:
IP Address1394
```

2 Press the **[# Enter]** key.

The current IP address appears on the display.

```
IP Address1394:
000.000.000.000
```

3 Press the **[▲]** or **[▼]** key to enter the leftmost entry field of the IP address.

```
IP Address1394:
192.000.000.000
```

4 Press the **[# Enter]** key.

The cursor (█) moves to the next entry field automatically.

```
IP Address1394:
192.02█.000.000
```

 **Note**

- ☐ The value changes in increments of 10 if the **[▲]** or **[▼]** key is kept pressed.
- ☐ You can return the cursor (█) to the previous (left) entry field by pressing the **[Escape]** key.
- ☐ If you press the **[Escape]** key when the cursor (█) is in the leftmost position, the selected IP address is reset.

5 Repeat steps **3** and **4** to enter the IP address.

```
IP Address1394:
192.168.000.011
```

Check the cursor (█) is in the rightmost position, and then press the **[# Enter]** key to register the IP address you selected.

```
IEEE 1394 Setup:
IP Address1394
```

8 Set “Subnet Mask1394” in the same way.

- 9** Set “SCSI print” and “Bidi-SCSI print” if necessary.

 **Note**

☐ Default is “Active”.

- 10** Press the **[▲]** or **[▼]** key to display “SCSI print”.

```
IEEE 1394 Setup:
  SCSI Print
```

- 11** Press the **[# Enter]** key.

The following message appears on the display:

```
SCSI Print:
*Active
```

- 12** Press the **[▲]** or **[▼]** key to select either “Active” or “Not Active”, and then press the **[# Enter]** key.

Set “Bidi-SCSI print” in the same way.

- 13** Press the **[On Line]** key.

“Ready” appears on the display.

```
Ready
```

- 14** Print a configuration page to confirm the settings made. See p.24 “Test Printing”.

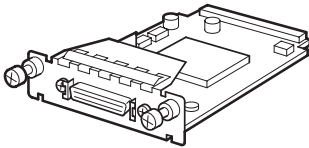
IEEE 1284 Interface Board

Important

- ☐ Before handling the IEEE 1284 interface board, ground yourself by touching something metal to discharge any static electricity. Static electricity can damage the IEEE 1284 interface board.
- ☐ Do not subject the IEEE 1284 interface board to physical shocks.

1 Check the contents of the box.

◆ IEEE 1284 Interface Board



ABT041S1

2 Turn off the power, and then unplug the power cable, and then interface cable.

3 Slowly open the front cover of the printer, remove the green screwdriver, and then close the cover.

Reference

p.37 "Using the Screwdriver"

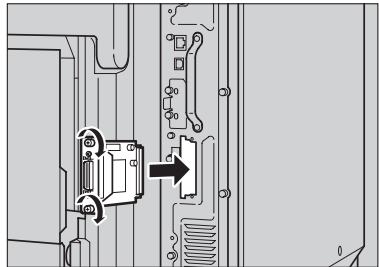
4 Remove the screws by turning them counterclockwise with the provided screwdriver, and then remove the cover of the IEEE 1284 interface board slot.



ABT034S1

The removed screws and cover will not be needed now but save them in case the cover needs to be reattached.

5 Insert the IEEE 1284 interface board until it stops, and then secure it by tightening its two screws.



ABT042S1

Note

- ☐ After finishing the installation, you can check the IEEE 1284 interface board is installed properly: Print the configuration page from the “List/Test Print” menu, and then check the items in “System Reference”. If it is installed properly, you will see “Parallel Interface” appear under “Controller Option”.
- ☐ If the IEEE 1284 interface board is not installed properly, repeat the procedure from step 1. If you cannot install it properly even after reinstallation, contact your sales or service representative.

Reference

p.24 “Test Printing”

Parallel Connection

Use an interface cable to connect the printer to the computer with a parallel connection. The parallel interface cable is not provided with the printer.

Note

- ☐ The printer's parallel connection is a standard bidirectional interface. It requires a standard 36-pin parallel cable compliant with IEEE 1284, and a parallel port on the host computer.
- ☐ Use shielded interface cables. Using unshielded cables could result in radio interference noise.

1 Turn off the printer and computer.

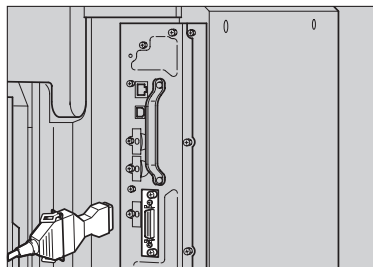
2 Attach the cable to the interface connector of the IEEE 1284 interface board.

Note

- ☐ If the cable is not a standard 36-pin parallel cable, connect the cable to the interface connector, and then attach it to the IEEE 1284 interface board.

Important

- ☐ Voltage rating of the parallel port for the computer: max. DC 5V.



ABT04BS1

3 Attach the other end of the parallel cable to the port of the computer. Secure the cable.

For details about settings for parallel connection printing, see *Printer Client Reference*.

IEEE 802.11b Interface Unit

Important

- ☐ Before handling the IEEE 802.11b interface unit, ground yourself by touching something metal to discharge any static electricity. Static electricity can damage the IEEE 802.11b interface unit.
- ☐ Do not subject the IEEE 802.11b interface unit to physical shocks.

Limitation

- ☐ The IEEE 802.11b interface unit and Ethernet interface cannot be used at the same time.
- ☐ If problems occur with printing due to of poor radio reception, connect an external antenna.

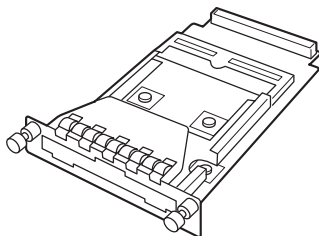
1 Check the contents of the box.

Note

- ☐ The external antenna (not shown) is supplied, but it cannot be used with the printer.

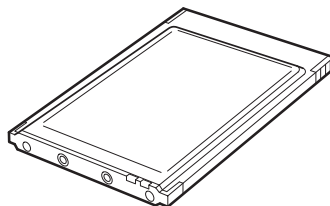
◆ IEEE 802.11b Interface Unit

- Interface Unit



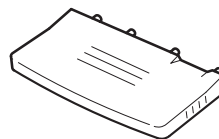
ABT005S1

- Card



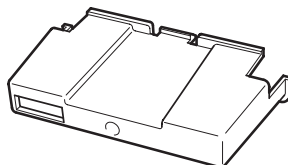
ABT006S1

- Antenna



ABT007S1

- Antenna Cap



ACE092S

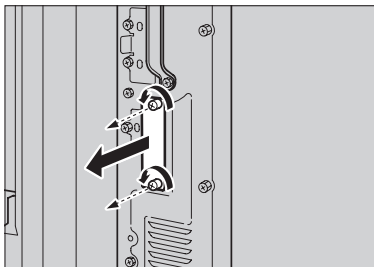
2 Turn off the power, and then unplug the power cable and interface cable.

3 Slowly open the front cover of the printer, remove the green screwdriver, and then close the cover.

Reference

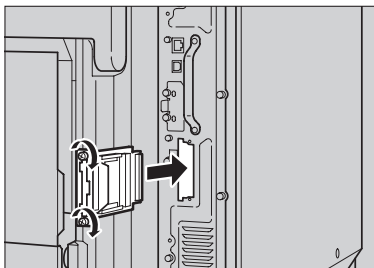
p.37 "Using the Screwdriver"

- 4** Remove the screws by turning them counterclockwise with the provided screwdriver, and then remove the cover of the IEEE 802.11b interface unit slot.



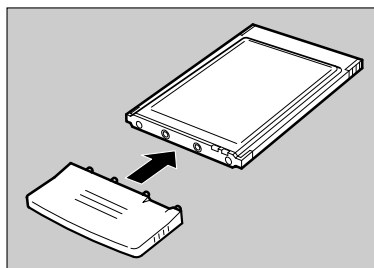
ABT034S1

- 5** Insert the interface unit until it stops, and then secure it by tightening its two screws.



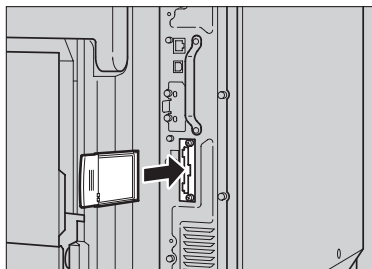
ABT035S1

- 6** With the labeled side of the card facing down and the ridged side of the antenna facing up, attach the antenna to the card.



ABT036S1

- 7** Hold the card so the ridged side of the antenna is on the right, and then slowly insert the card into the interface unit until it stops.



ABT037S1

- 8** Hold the antenna cap with the cuts on both corners towards you and attach it to the card.

Note

- ☐ Be sure to return the provided screwdriver to its original position on the inside of the front cover.
- ☐ If the wireless signal is weak and printing is affected by it, attach an external antenna.
- ☐ After finishing the installation, you can check the IEEE 802.11b interface unit is installed properly: Print the configuration page from the "List/Test Print" menu, and check the items in "System Reference". If it is installed properly, you will see "IEEE 802.11b" appear under "Controller Option".
- ☐ If the IEEE 802.11b interface unit is not installed properly, repeat the procedure from step **1**. If you cannot install it properly even after repeat the procedure, contact your sales or service representative.

Reference

p.24 "Test Printing"

IEEE 802.11b (wireless LAN) Configuration

Configure the printer to use the IEEE 802.11b (wireless LAN). The following table shows the control panel settings and their default values. These items are included in the “Host Interface” menu.

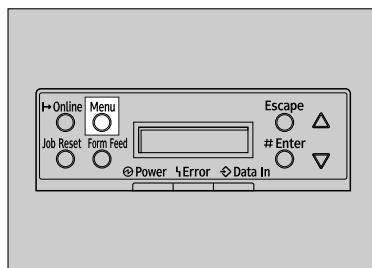
Setting Name	Default Value
Comm. Mode	802.11 Ad hoc
Channel	<ul style="list-style-type: none"> Inch version (1-11) 11 Metric version (1-13) 11
Trans. Speed	Auto
SSID	View
WEP Setting	Not Active

To use the IEEE 802.11b (wireless LAN), select “IEEE 802.11b” for “LAN Type” in “Network Setup” of the “Host Interface” menu, and then set “IP Address”, “Subnet Mask”, “Gateway Address”, “DHCP”, “Frame Type (NW)” and “Active Protocol” in the “Network Setup”. For details about setting the items in the “Network Setup”, see p.27 “Configuring the Printer for the Network using the Control Panel”.

⚠ Limitation

- ❑ The IEEE 802.11b interface unit cannot be used simultaneously with a standard Ethernet interface.

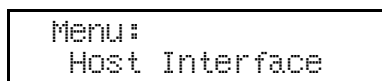
- 1 Press the **[Menu]** key.



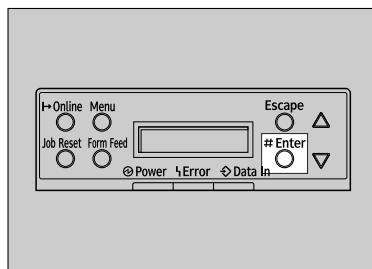
ACE082S

The menu appears on the display.

- 2 Press the **[▲]** or **[▼]** key to display “Host Interface” menu.

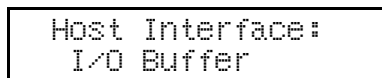


- 3 Press the **[# Enter]** key.

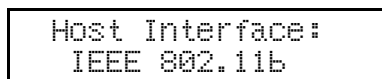


ACE083S

The following message appears on the display:



- 4 Press the **[▲]** or **[▼]** key to display “IEEE 802.11b”.



5 Press the **[# Enter]** key.

Check that “Comm. Mode” appears on the display.

```
IEEE 802.11b:
Comm. Mode
```

6 Press the **[# Enter]** key.

The following message appears on the display:

```
Comm. Mode:
*802.11 Ad hoc
```

7 Press the **[▲]** or **[▼]** key to select the transmission mode. **Note**

- ☐ Default is “802.11 Ad hoc”.
- ☐ To use an IEEE 802.11b card for which the SSID (Network Name) setting is not necessary, select “Ad hoc”.

8 Press the **[# Enter]** key.

After a few seconds, the display returns to the previous menu.

9 If “802.11 Ad hoc” or “Ad hoc” is selected for “Comm. Mode”, set the channel for transmission. **Note**

- ☐ Check with the network administrator about the channel to use.

1 Press the **[▲]** or **[▼]** key to display “Channel”.

```
IEEE 802.11b:
Channel
```

2 Press the **[# Enter]** key.

The channel currently in use appears on the display.

```
Channel:
<1-11> 11
```

3 Press the **[▲]** or **[▼]** key to enter the channel.**4** Press the **[# Enter]** key.**10** Set “Trans. Speed” in the same way. **Note**

- ☐ Default is “Auto”. If you need to change the transmitting speed depending on the environment you are using, select the appropriate speed.

11 If “Infrastructure” or “802.11 Ad hoc” is selected for “Comm. Mode”, set SSID to use for transmission. **Note**

- ☐ Confirm the network administrator for SSID to use.

12 Press the **[▲]** or **[▼]** key to display “SSID”, and then press the **[# Enter]** key.

```
IEEE 802.11b:
SSID
```

The following message appears on the display:

```
SSID:
Enter ID
```

 **Note**

- ☐ Default is “ASSID”.
- ☐ If an SSID has been set, you can check it. Press the **[▲]** or **[▼]** key to display “View”, and then press the **[# Enter]** key.

1 Press the [# Enter] key.

The following message appears on the display:

```
SSID:          [ 0 ]
█
```

Note

- The value in brackets at the upper right indicates the number of characters entered.

2 Press the [▲] or [▼] key to select characters, and then press the [# Enter] key.

```
SSID:          [ 1 ]
A █
```

The cursor (█) moves to the next character position.

```
SSID:          [ 1 ]
A █
```

3 Continue entering.**Note**

- Usable characters are ASCII 0x20-0x7e (32 bytes).
- If you press the [Escape] key, the cursor (█) moves to the previous character position.

4 After entering, press the [# Enter] key twice.

```
SSID:          [32]
AAAAAAAAAAAAAAAA
```

The screen returns to step 12.

13 In the case of using a WEP key on a network, activate the WEP setting to be used for communication along with WEP.**Note**

- Confirm the network administrator for the WEP Key to use.

14 Press the [▲] or [▼] key to display "WEP Setting".

```
IEEE 802.11b:
WEP Setting
```

1 Press the [# Enter] key.

```
WEP Setting:
*Not Active
```

2 Press the [▲] or [▼] key to display "Active", and then press the [# Enter] key.

```
WEP Setting:
Active
```

The following message appears on the display:

```
Change WEP Key:
Yes (HEX)
```

Note

- When setting WEP to "Active", you need to enter the WEP key. If you have not entered the key, be sure to enter it.
- If you have entered the WEP key, and then change the setting, press the [▲] or [▼] key to display "No", and then press the [# Enter] key.

3 Press the [# Enter] key.

- ④ Pressing the **[▲]** or **[▼]** key causes the **[Yes (HEX)]** to be displayed when performing hexadecimal input using the **WEB** key and **[Yes (ASCII)]** when performing input using a ASCII string. Next, press the **[# Enter]** key.

```
WEP Key:      [ 0]
█
```

 **Note**

- The value in brackets at the upper right indicates the number of characters entered.

- ⑤ Press the **[▲]** or **[▼]** key to select characters, and then press the **[# Enter]** key.

```
WEP Key:      [ 1]
*
```

The cursor (█) moves to the next character position.

```
WEP Key:      [ 1]
*█
```

- ⑥ Continue entering.

 **Note**

- When using 64 bit WEP, up to 10 characters can be used for hexadecimal input and up to five characters for ASCII strings. When using 128 bit WEP, up to 26 characters can be used for hexadecimal input and up to 13 characters for ASCII strings.

- The number of characters that can be entered is limited to 10 or 26 for hexadecimal input and 5 or 13 for ASCII strings. When trying to complete the entering procedure with a different number of characters, the following message will be displayed in the panel.

- In the case of hexadecimal input

```
Error: Enter 10
or 26 characters
```

- In the case of an ASCII character string

```
Error: Enter 5
or 13 characters
```

- If you press the **[Escape]** key, the cursor (█) moves to the previous character position.

- ⑦ After entering, press the **[# Enter]** key.

```
WEP Key:      [26]
*****
```

The screen returns to step ④.

- ⑧ Press the **[On Line]** key.

“Ready” appears on the display.

```
Ready
```

- ⑨ Print a configuration page to confirm the settings made. See p.24 “Test Printing”.

Bluetooth Interface Unit

Important

- ❑ Only Bluetooth-equipped computers support printing with the Bluetooth interface unit.
- ❑ Before handling the Bluetooth interface unit, ground yourself by touching something metal to discharge static electricity. Static electricity can damage the Bluetooth interface unit.
- ❑ Do not subject the Bluetooth interface unit to physical shocks.

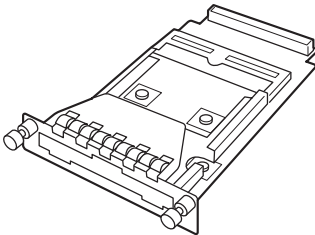
Reference

The manual provided with the Bluetooth interface unit.

1 Check the contents of the box.

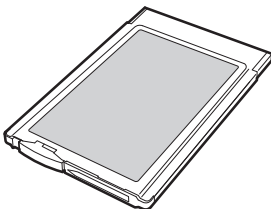
◆ Bluetooth

- Interface Unit



ABT00551

- Card



ZHBP510E

- Antenna Cap



ZHBPAB21E

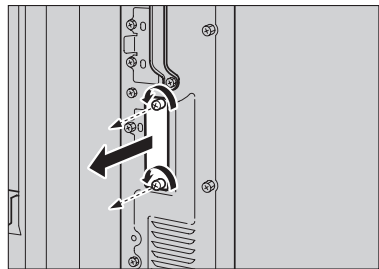
2 Turn off the power, and then unplug the power cable and interface cable.

3 Slowly open the front cover of the printer, remove the green screwdriver, and then close the cover.

Reference

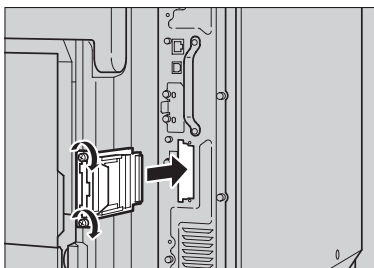
p.37 "Using the Screwdriver"

4 Remove the screws by turning them counterclockwise with the provided screwdriver, and then remove the cover of the Bluetooth interface unit slot.



ABT03451

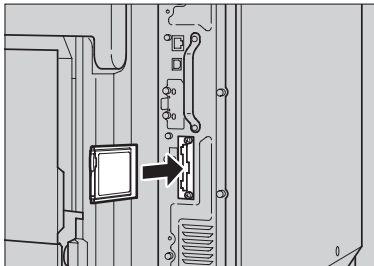
- 5** Insert the interface unit until it stops, and then secure it by tightening its two screws.



ABT035S1

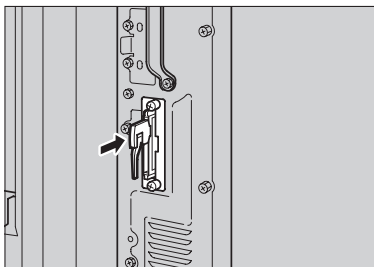
- 6** Check the Bluetooth interface unit is connected firmly to the controller board.

- 7** With the side labeled INSERT on the right, slowly insert the card into the Bluetooth interface unit, until it stops.



ABT039S1

- 8** Press the antenna to extend it.



ABT040S1

- 9** Attach the antenna cap to the card.

Note

- ☐ Be sure to return the provided screwdriver to its original position on the inside of the front cover.
- ☐ After finishing the installation, you can check the Bluetooth interface unit is installed properly: Print the configuration page from the "List/Test Print" menu. If it is installed properly, you will see "Bluetooth" appear under "Controller Option".
- ☐ If the Bluetooth interface unit is not installed properly, repeat the procedure from step **1**. If you cannot install it properly even after reinstallation, contact your sales or service representative.

Reference

p.24 "Test Printing"

User Account Enhance Unit

⚠ CAUTION:

- *Do not place the user account enhance unit near or into fire, as the lithium battery inside this machine will explode and cause a burn.*
- *The user account enhance unit installed on the controller has a IC19 lithium battery which can explode if replaced incorrectly. Replace the user account enhance unit only with the indicated one.*

🔧 Note

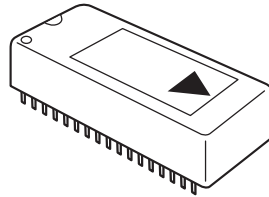
- ❑ Disposal should take place at an authorized dealer or an appropriate collection site. An IC19 lithium battery is contained inside the user account enhance unit.
- ❑ If you are disposing of the unit, separate the IC19 lithium battery from the board and dispose of them according to local regulations.

⚡ Important

- ❑ Before handling the user account enhance unit, ground yourself by touching something metal to discharge any static electricity. Static electricity can damage the user account enhance unit.
- ❑ Do not subject the user account enhance unit to physical shocks.

1 Check the contents of the box.

◆ User Account Enhance Unit



ABT012S1

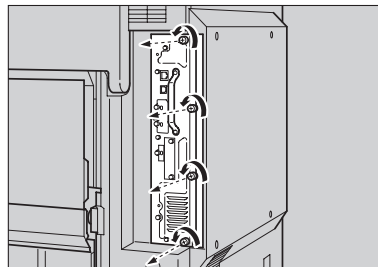
2 Turn off the power, and then unplug the power cable.

3 Slowly open the front cover of the printer, remove the green screwdriver, and then close the cover.

🔍 Reference

p.37 "Using the Screwdriver"

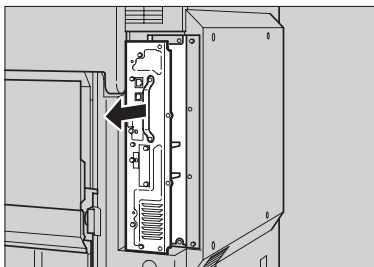
4 Remove the four screws fastening the controller board to the back of the printer, using the provided screwdriver.



ABT022S1

The removed screws will be used later to fasten the controller board.

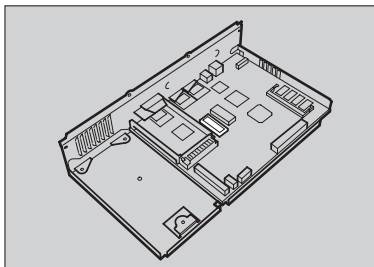
- 5** Holding the handle, slowly pull out the controller board.



ABT023S1

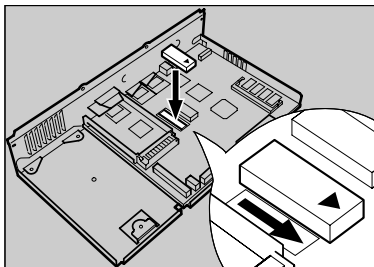
- 4** **6** Put the controller board down on a flat surface.

You must install the user account enhance unit in the position as shown.



ABT032S1

- 7** Make sure the ▲ on the user account enhance unit and the arrow on the controller board are parallel to each other, and then insert the user account enhance unit.

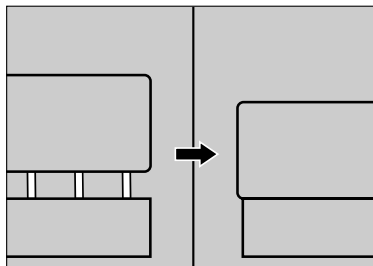


ABT078S

Important

- ☐ Do not insert the unit the other way as it may be damaged.

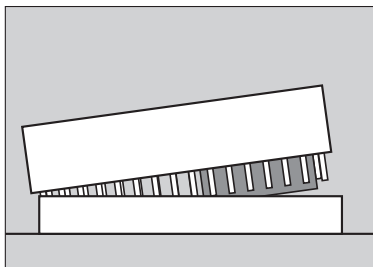
Check the user account enhance unit is connected firmly to the controller board.



ACE060S

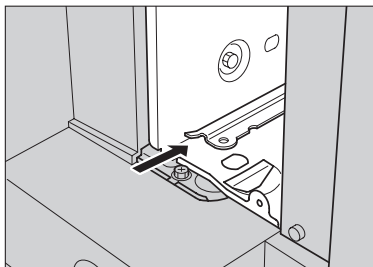
Note

- ☐ If you accidentally insert the user account enhance unit the wrong way around, contact your service representative.



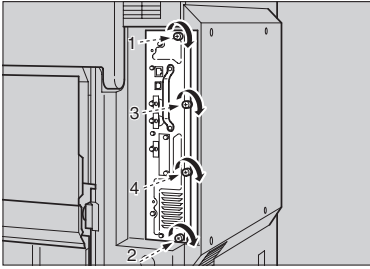
ABT077S

- 8** Align the controller board with the top and bottom rails, and then push it in using the part marked "PUSH" until it stops.



ABT026S1

- 9** Tighten the four screws fastening the controller board back into its original position, using the provided screwdriver.



Note

- ☐ Be sure to return the provided screwdriver to its original position on the inside of the front cover.
- ☐ After finishing the installation, you can check the user account enhance unit is installed properly: Print the configuration page from the “List/Test Print” menu. If it is installed properly, you will see “Accounting Module” appear under “Controller Option”.
- ☐ If the user account enhance unit is not installed properly, repeat the procedure from step **1**. If you cannot install it properly even after reinstallation, contact your sales or service representative.

Reference

p.24 “Test Printing”

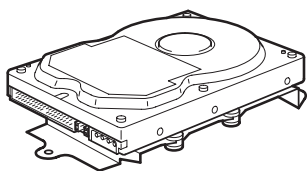
Printer Hard Disk

Important

- ❑ Before handling the printer hard disk, ground yourself by touching something metal to discharge any static electricity. Static electricity can damage the printer hard disk.
- ❑ Do not subject the printer hard disk to physical shocks.

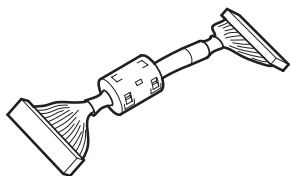
1 Check the contents of the box.

◆ Printer Hard Disk



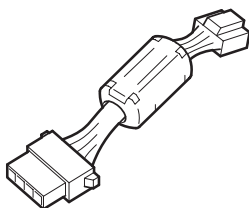
ACE093S

◆ Flat Cable



ACE094S

◆ Power Cable



ACE095S

◆ Three Screws



ABT051S1

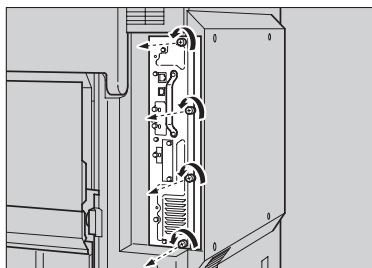
2 Turn off the power, and then unplug the power cable.

3 Slowly open the front cover of the printer, and remove the green screwdriver, and then close the cover.

Reference

p.37 "Using the Screwdriver"

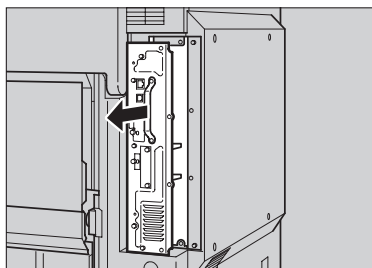
4 Remove the four screws fastening the controller board to the back of the printer, using the provided screwdriver.



ABT022S1

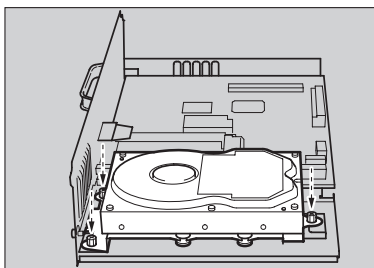
The removed screws will be used later to fasten the controller board.

5 Holding the handle, slowly pull out the controller board.



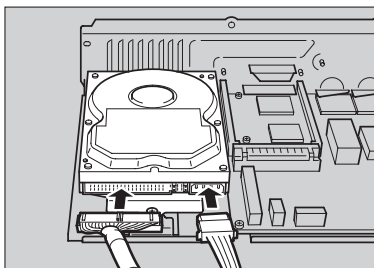
ABT023S1

- 6** Tighten the three screws fastening the printer hard disk to the controller board, using the provided screwdriver.



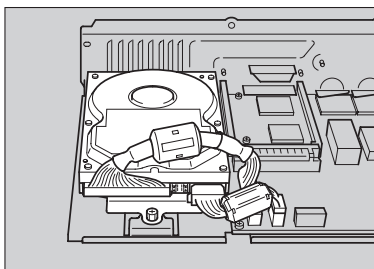
ABT029S1

- 7** Connect the power cable and flat cable to the printer hard disk.



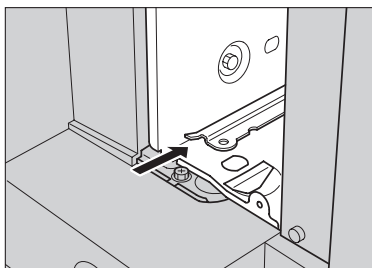
ABT030S1

- 8** Connect the power cable and flat cable to the controller board.



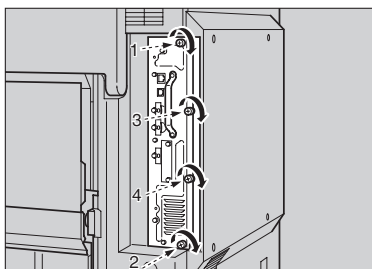
ABT031S1

- 9** Align the controller board with the top and bottom rails, and then push it in using the port marked "PUSH" until it stops.



ABT026S1

- 10** Tighten the four screws fastening the controller board back into its original position, using the provided screwdriver.



ABT027S1

The printer hard disk automatically begins formatting when the printer is switched on.

Note

- ☐ Be sure to return the provided screwdriver to its original position on the inside of the front cover.

- ❑ After finishing the installation, you can check the printer hard disk is installed properly: Print the configuration page from the “List/Test Print” menu and check the items in “System Reference”. If it is installed properly, you will see “Printer Hard Disk Drive” appear under “Controller Option”.
- ❑ If the printer hard disk is not installed properly, repeat the procedure from step 1. If you cannot install it properly even after reinstallation, contact your sales or service representative.

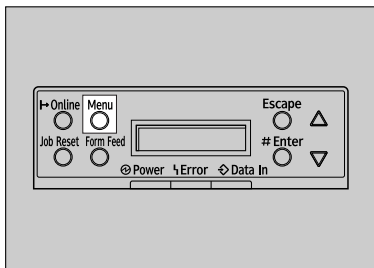
Formatting the Printer Hard Disk Drive

If it becomes necessary to format the printer hard disk after initial setup, execute “HD Format” in the “Maintenance” menu.

Important

- ❑ Formatting the printer hard disk will delete all data.

1 Press the [Menu] key.



ACE082S

The menu appears on the display.

2 Press the [▲] or [▼] key to display “Maintenance”, and then press the [# Enter] key.

Menu:
Maintenance

The menu for selecting “Maintenance” items appears.

3 Press the [▲] or [▼] key to display “HD Format”, and then press the [# Enter] key.

Maintenance:
HD Format

A check message appears.

Note

- ❑ If “HD Format” is not displayed on the display, the printer hard disk is not installed properly. Repeat the procedure from step 1. See p.66 “Printer Hard Disk”. If you still cannot install it properly, contact your sales or service representative.

Important

- ❑ To avoid malfunction do not turn off the power while formatting the printer hard disk.

4 Press the [# Enter] key.

The printer hard disk is formatted, and a restart message appears.

5 Turn off the power once, and then turn the power back on.

The printer hard disk format is completed, and now ready for use.

Duplex Unit Type 7100

Preparation

To use the optional paper feed unit at the same time, install the optional paper feed unit first, and then install the duplex unit.

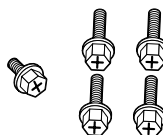
CAUTION:

- *The inside of the machine becomes very hot. Do not touch the parts labelled "hot surface". Touching a "hot surface" could result in a burn.*

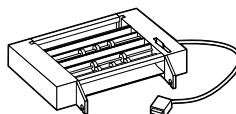
CAUTION:

- *Do not let go of the duplex reversal unit until it is fastened in place. It could fall and cause injury.*

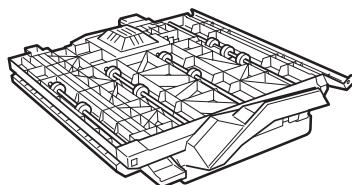
❖ One Short Screw, Four Long Screws



❖ Duplex Reversal Unit



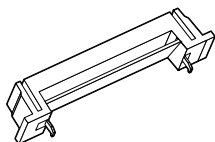
❖ Duplex Feed Unit



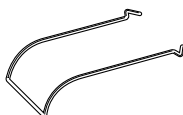
Installing the Duplex Reversal Unit Stand

1 Check the contents of the box.

❖ Stand



❖ Paper Guide



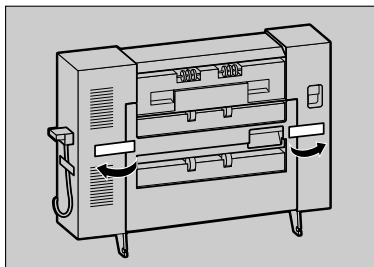
2 Remove the adhesive tape and packing materials.

Important

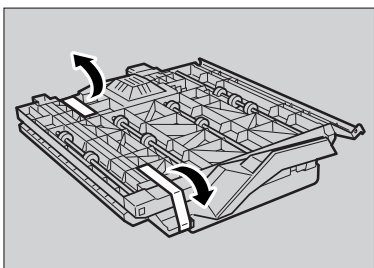
- ☐ Do not remove the adhesive tape holding the auxiliary bar yet. Remove it in step **3** on p.72 "Installing the Duplex Reversal Unit".

- ❑ Do not remove the adhesive tape holding the cable of the duplex reversal unit yet. Remove it in step 7 on p.72 "Installing the Duplex Reversal Unit".

4



ZDJP711J



ZHXH221J

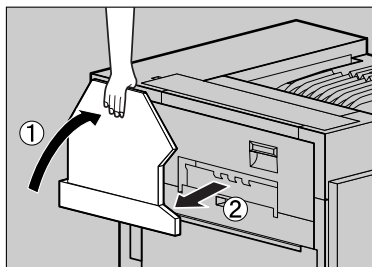
- 3 Turn off the power, and then unplug the power cable from the wall outlet.
- 4 Slowly open the front cover of the printer, remove the green screwdriver, and then close the cover.



Reference

p.37 "Using the Screwdriver"

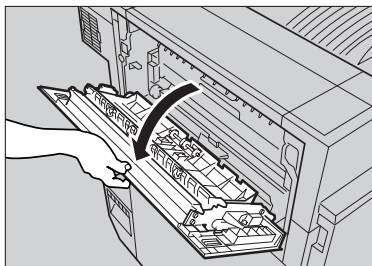
- 5 Lift the external tray in the direction of the arrow (1), and then remove (2).



ZDJP038J

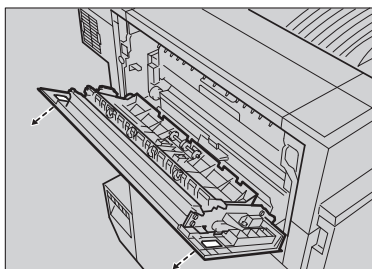
- 6 Remove the two small covers on the upper left cover of the printer.

- 1 Open the upper left cover.



ZHXH230J

- 2 Remove the two small covers by pinching and pulling them in the direction of the arrow.



ZHXH241J

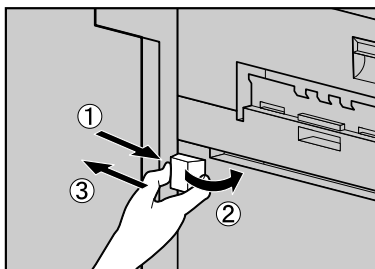
- 3 Close the upper left cover.



Note

- ❑ You cannot use the two removed covers.

- 7** Remove the protective cover on the left side of the printer. Hold the protective cover by both sides, and while pushing the left side of the cover (①), open it in the direction of the arrow (②), and then remove (③).

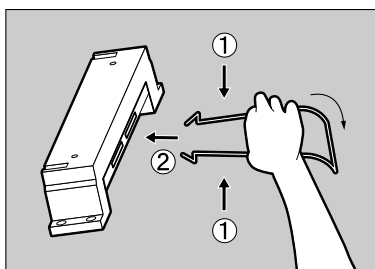


ZDJP041J

Note

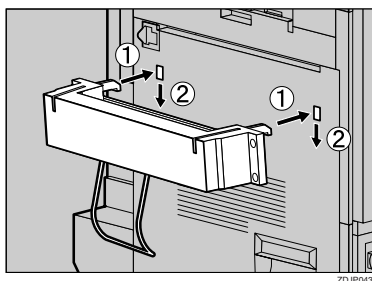
- ❑ You cannot use the removed protective cover.

- 8** Attach the paper guide to the stand. Hold it so that the right side bends down as shown, and then while gripping lightly (①), insert it into the holes of the stand (②).



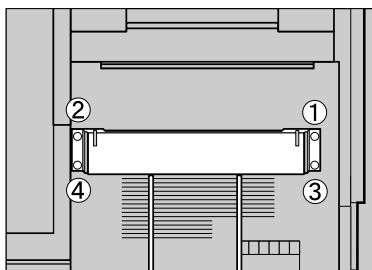
ZDJP042J

- 9** Insert the claws of the stand into the holes on the left side of the printer (①), and then push down (②).



ZDJP043J

- 10** Tighten the four long screws fastening the duplex reversal unit stand, using provided screwdriver. Fasten in the order of ①⇒②⇒③⇒④, as shown.

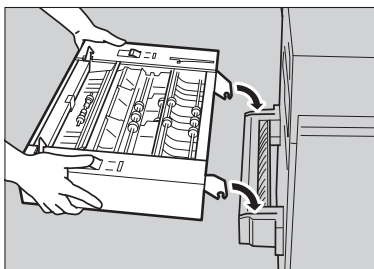


ZDJP044J

This completes installation of the stand. Next, install the duplex reversal unit.

Installing the Duplex Reversal Unit

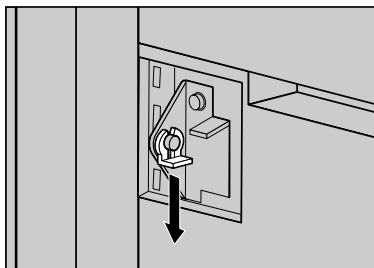
- 1** Using both hands, hold the duplex reversal unit level, and then insert the hooks into the groove of the stand. Align the hook tips with the line on the stand, as shown, and then insert slowly. Do not let go of the duplex reversal unit even after insertion.



ZH1XH250J

The hooks of the duplex reversal unit clip around the bar inside the groove of the stand.

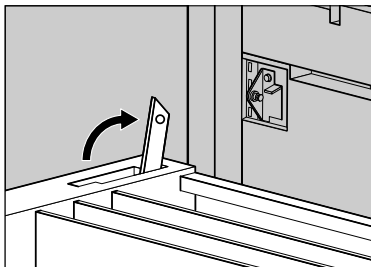
- 2** While supporting the duplex reversal unit, remove the stopper the printer's mounting bracket.



ZDJJP046J

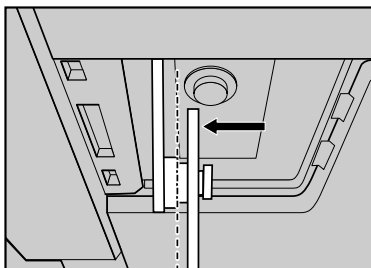
This stopper will be used in a later step **5**, so take care not to lose it.

- 3** While supporting the duplex reversal unit, remove the adhesive tape, and then hold the auxiliary bar in front of the hook on the left side, and then stand it up.



ZDJJP047J

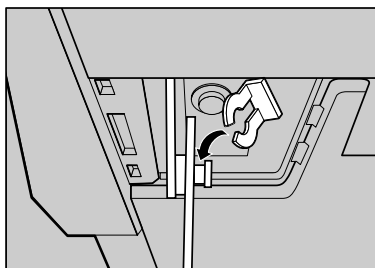
- 4** Hook the hole of the auxiliary bar onto the printer's mounting bracket.



ZDJJP048J

In step **5**, move the auxiliary bar to the position with the perforated line, as shown.

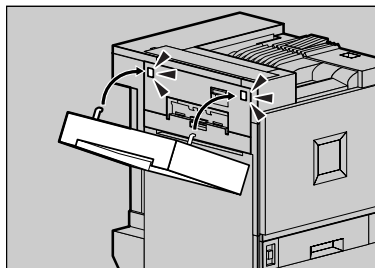
- 5** Hang the auxiliary bar on the far left end, as shown, and then install the stopper removed in step 2.



ZDJP048J

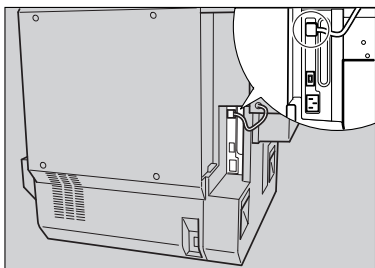
Make sure the auxiliary bar and stopper are installed in the positions, as shown.

- 6** Slowly raise the duplex reversal unit, and then fold it up to the printer.



ZDJP050J

- 7** Remove the adhesive tape hold-ings the cable, and then connect the cable from the duplex reversal unit to the upper connector on the back of the printer.



ZH1H280J

This completes installation of the duplex reversal unit. Install the duplex feed unit after the external tray.

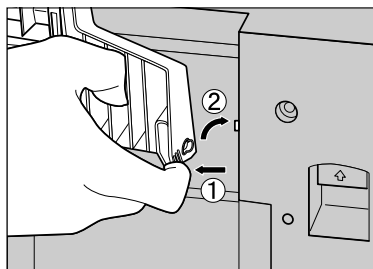
- 8** Install the external tray.

- 1** Stand the external tray, and then insert it from the left side using both hands.



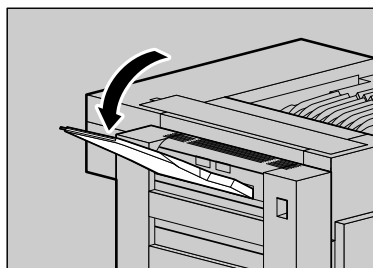
ZH1H270J

- 2** Pushing the right edge of the external tray lightly with your finger (1), insert it (2).



ZDJP053J

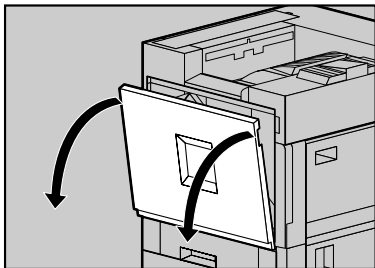
- 3** Lower the external tray toward you.



ZH1H280J

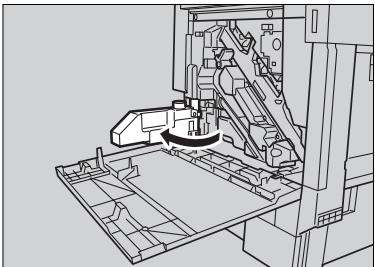
Installing the Duplex Feed Unit

- 1** Slowly open the front cover by pulling on the two areas on the left and right.



ZD.JH007.J

- 2** Carefully pivot the waste oil bottle outward, in the direction of the arrow.

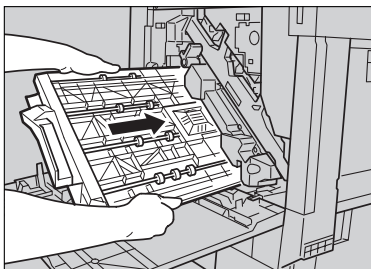


ZHXH150J

⚠ CAUTION:

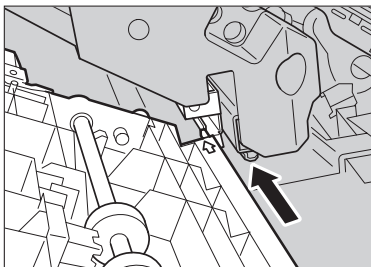
- Keep the waste oil bottle away from flames. There is a risk of fire or burns.

- 3** Holding the duplex feed unit using both hands, place it on the vertical rail, and then slide it slowly in until it stops.



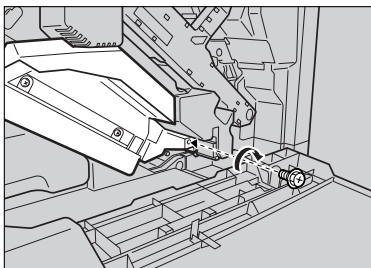
ZHXH290J

The vertical rail is in the position, as shown.



ZHXH300J

- 4** Fasten the duplex feed unit using a short screw and the provided screwdriver.



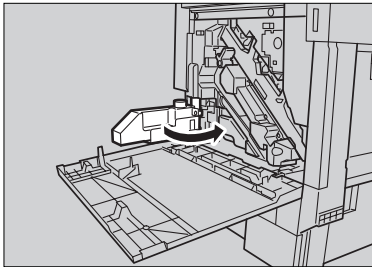
ZHXH310J

Note

- ❑ Be sure to return the provided screwdriver to its original position on the inside of the front cover.

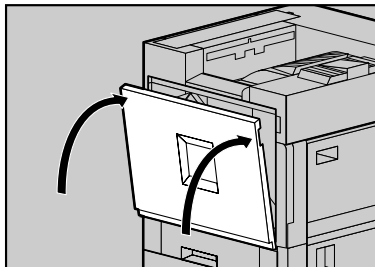
This completes installation of the duplex feed unit.

- 5** Carefully push back the waste oil bottle in the direction of the arrow.



ZH1XH160J

- 6** Slowly close the front cover slowly by pressing the two areas on the left and right.



ZD1H041J

Note

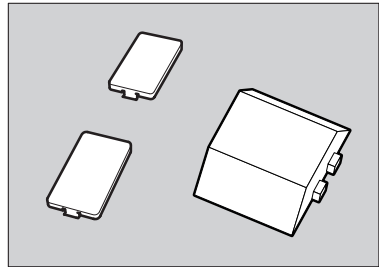
- ❑ After finishing the installation, you can check the duplex unit is installed properly: Print the configuration page from the "List/Test Print" menu. If it is installed properly, you will see "Duplex Unit" appear in the "Options" list.

- ❑ If the duplex unit is not installed properly, repeat the procedure from step **1**. If you cannot install it properly even after reinstallation, contact your sales or service representative.

Reference

p.24 "Test Printing"

- 7** Check for leftover parts. You will not need these.



ZH1XH011N

INDEX

1394 Interface Board, 48

A

Access Control Address, 27
Access Control Mask, 27

B

Bluetooth Interface Unit, 61
Booklet Finisher/2 Tray Finisher Port, 3
Bypass Tray, 1
Bypass Tray Extension, 1

C

Checking the Contents of the Box, 10
Configuration Page, 24
Connecting the Printer, 25
Connecting to a Network, 25
Connector, 3
Controller Board, 1
Control Panel, 1, 5

D

Development Unit, 4
Display Language, 23
Duplex Unit
 Duplex Feed Unit, 35
 Duplex Reversal Unit, 35
Duplex Unit Port, 3
Duplex Unit Type 7100, 69
Dustproof Filter, 3

E

Energy Star, vii
Ethernet, 27
Ethernet Port, 1
External Tray, 3

F

Frame type NetWare, 27
Front Cover, 1
Fuser Oil Unit, 4, 15
Fusing Unit, 4

G

Gateway Address, 27
Guide to the Printer
 Control Panel, 5
 Exterior -Front View, 1
 Exterior -Rear View, 3
 Interior, 4

I

IEEE 1284 Interface Board, 53
IEEE 802.11b Interface Unit, 55
Inner Cover, 4
Installing Options, 33
Installing the Duplex Unit
 Duplex Feed Unit, 74
 Duplex Reversal Unit, 72
 Stand, 69
Installing the Paper Feed Unit, 38
IP address, 27

L

Loading Paper, 19

M

Memory Unit (SDRAM Module), 36, 46

N

Network, 27

P

Paper Bank PS470 (2000-sheet Large Capacity Tray), 21
Paper Bank Type 7100 (2000-sheet Large Capacity Tray), 35, 43
Paper Feed Unit Type 3800C (500 × 1), 19
Paper Feed Unit Type 3800C (500 × 2), 19
Paper Feed Unit Type 7100 (500 × 1), 35, 38
Paper Feed Unit Type 7100 (500 × 2), 35, 41
Parallel Connection, 54
Photoconductor Unit, 4
Power Port, 3
Power Switch, 1
Printer Hard Disk, 36, 66

R

Reading the LED Lamps, 25
Right Cover, 1

S

Safety Information, ii
Screwdriver, 37
Setting Up, 7
SR770(2 Tray Finisher)/
SR910(Booklet Finisher), 35
Standard Tray, 1
Subnet Mask, 27

T

Test Printing, 24
Toner Cartridge, 4, 17
Tray 1, 1, 19
Tray 2, 1, 19
Turning the Power On, 22

U

Unpacking, 12
Upper Cover, 1
Upper Left Cover, 3
Upper Right Cover, 1
User Account Enhance Unit, 36, 63

V

Vent, 1
Vents, 3

W

Waste Oil Bottle, 4
Waste Toner Bottle, 4
Where to Put the Printer, 7



Declaration of Conformity

"The Product complies with the requirements of the EMC Directive 89/336/EEC and its amending directives and the Low Voltage Directive 73/23/EEC and its amending directives."



Notice to Users in EEA Countries

IEEE 802.11b Interface Unit Type C (R-WL11):

This product complies with the essential requirements and provisions of Directive 1999/5/EC of the European Parliament and of the Council of 9 March 1999 on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

The CE Declaration of Conformity is available on the Internet at URL:

http://www.ricoh.co.jp/fax/ce_doc/.

This product is only for use in EEA or other authorized countries. Outdoor use of this product in Belgium, France, Germany, Italy, or the Netherlands is prohibited.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

I means **POWER ON**.

O means **POWER OFF**.

⏻ means **STAND BY**.



RICOH COMPANY, LTD.

15-5, Minami Aoyama 1-chome,
Minato-ku, Tokyo 107-8544, Japan
Phone: +81-3-3479-3111



Overseas Affiliates

U.S.A.

RICOH CORPORATION
5 Dedrick Place
West Caldwell, New Jersey 07006
Phone: +1-973-882-2000

The Netherlands

RICOH EUROPE B.V.
Groenelaan 3, 1186 AA, Amstelveen
Phone: +31-(0)20-5474111

United Kingdom

RICOH UK LTD.
Ricoh House,
1 Plane Tree Crescent, Feltham,
Middlesex, TW13 7HG
Phone: +44-(0)20-8261-4000

Germany

RICOH DEUTSCHLAND GmbH
Wilhelm-Fay-Strasse 51,
D-65936 Frankfurt am Main
Phone: +49-(0)69-7104250

France

RICOH FRANCE S.A.
383, Avenue du Général de Gaulle
BP 307-92143 Clamart Cedex
Phone: +33-(0)-821-01-74-26

Spain

RICOH ESPAÑA S.A.
Avda. Litoral Mar, 12-14,
Blue Building, Marina Village,
08005 Barcelona
Phone: +34-(0)93-295-7600

Italy

RICOH ITALIA SpA
Via della Metallurgia 12,
37139 Verona
Phone: +39-045-8181500

China

RICOH CHINA CO.,LTD.
29/F., Lippo Plaza, No.222
Huai Hai Zhong Road,
Lu Wan District,
Shanghai P.C.:200021
Phone: +86-21-5396-6888

Singapore

RICOH ASIA PACIFIC PTE.LTD.
260 Orchard Road,
#15-01/02 The Heeren,
Singapore 238855
Phone: +65-6830-5888

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