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You can read the recommendations in the user guide, the technical guide or the installation guide for KYOCERA FS-C5400DN. You'll find the answers to all your questions on the KYOCERA FS-C5400DN in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

**User manual KYOCERA FS-C5400DN**  
**User guide KYOCERA FS-C5400DN**  
**Operating instructions KYOCERA FS-C5400DN**  
**Instructions for use KYOCERA FS-C5400DN**  
**Instruction manual KYOCERA FS-C5400DN**

OPERATION GUIDE

FS-C5400DN



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This device complies with Part 15 of FCC Rules and RSS-Gen of IC Rules. Operation is subject to the following two conditions; (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device. \* The above warning is valid only in the United States of America. Interface connectors IMPORTANT Be sure to power off the printer before connecting or disconnecting an interface cable. For protection against static electricity discharge to the printer's internal electronics through the interface connector(s), cover any interface connector that is not in use with the protective cap supplied. Note Use shielded interface cables. x Safety Information Laser Safety This printer is certified as a Class 1 laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to Radiation Control for Health and Safety Act of 1968. This means that the printer does not produce hazardous laser radiation.

Since radiation emitted inside the printer is completely confined within protective housings and external covers, the laser beam cannot escape from the printer during any phase of user operation. Laser Notice This printer is certified in the U.S. to conform to the requirements of DHHS 21 CFR Subchapter for Class I (1) laser products, and elsewhere is certified as a Class I laser product conforming to the requirements of IEC 825. DANGER CLASS 3B LASER RADIATION WHEN OPEN. AVOID DIRECT EXPOSURE TO BEAM. CAUTION Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure. Radio Frequency Transmitter This machine contains a transmitter module. We, the manufacturer (Kyocera Mita Corporation) hereby declare that this equipment (page printer), model name mentioned on the cover page are in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC. Radio Tag Technology In some countries, the radio tag technology used in this equipment to identify the toner container may be subject to authorization, and the use of this equipment may consequently be restricted.

xi Cautionary Labels The printer bears any of the following labels. High temperature inside. Do not touch parts in this area, because there is a danger of getting burned. Label inside the printer (Laser radiation warning) For Europe, Asia, and other countries For U.S.

A. and Canada xii CDRH Regulations The Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration implemented regulations for laser products on August 2, 1976. These regulations apply to laser products manufactured after August 1, 1976.

Compliance is mandatory for products marketed in the United States. A label indicating compliance with the CDRH regulations must be attached to laser products marketed in the United States. Ozone concentration The printers generate ozone gas (O3) which may concentrate in the place of installation and cause an unpleasant smell. To minimize the concentration of ozone gas to less than 0.1 ppm, we recommend you not to install the printer in a confined area where ventilation is blocked. Safety Instructions Regarding the Disconnection of Power Caution: The power plug is the main isolation device! Other switches on the equipment are only functional switches and are not suitable for isolating the equipment from the power source.



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**VORSICHT:** Der Netzstecker ist die Hauptisoliervorrichtung! Die anderen Schalter auf dem Gerät sind nur Funktionsschalter und können nicht verwendet werden, um den Stromfluß im Gerät zu unterbrechen. **DECLARATION OF CONFORMITY TO 2004/108/EC, 2006/95/EEC, 93/68/EEC and 1999/5/EC** We declare under our sole responsibility that the product to which this declaration relates is in conformity with the following specifications. EN55024 EN55022 Class B EN61000-3-2 EN61000-3-3 EN60950-1 EN60825-1 EN300 330-1 EN300 330-2 xiii Canadian Department of Communications Compliance Statement This Class B digital apparatus complies with Canadian ICES-003. Avis de conformité aux normes du ministère des Communications du Canada Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

EN ISO 7779 Maschinenlärminformations-Verordnung 3. GPSGV, 06.01.2004: Der höchste Schalldruckpegel beträgt 70 dB (A) oder weniger gemäß EN ISO 7779. Disclaimer Kyocera Mita will not be liable to customers or any other person or entity for any loss or damage caused or alleged to be caused directly or indirectly by equipment sold or furnished by us, including but not limited to, any interruption of service, loss of business or anticipatory profits, or consequential damages resulting from the use or operation of the equipment or software. xiv Energy Saving Control Function To reduce energy consumption while in a waiting state, the device comes equipped with an energy saving control function for switching to a Sleep Mode where power consumption is automatically reduced to a minimum after a certain amount of time elapses since the device was last used. Sleep The device automatically enters Sleep when 45 minutes have passed since the device was last used. The amount of time of no activity that must pass before Sleep is activated may be lengthened. Automatic 2-Sided Print Function This device includes 2-sided printing as a standard function. For example, by printing two 1-sided originals onto a single sheet of paper as a 2-sided print, it is possible to lower the amount of paper used.

Paper Recycling This device supports the recycled paper which reduces the load on the environment. Your sales or service representative can provide information about recommended paper types. Energy Star (ENERGY STAR®) Program We have determined as a participating company in the International Energy Star Program that this product is compliant with the standards laid out in the International Energy Star Program. xv Installation Precautions Environment CAUTION Avoid placing the printer on or in locations which are unstable or not level. Such locations may cause the printer to fall. This type of situation presents a danger of personal injury or damage to the printer. Avoid locations with humidity or dust and dirt. If dust or dirt becomes attached to the power plug, clean the plug to avoid the danger of fire or electrical shock. Avoid locations near radiators, heaters, or other heat sources, or locations near flammable items, to avoid the danger of fire. To keep the printer cool and facilitate changing of parts and maintenance, allow access space as shown below.

Leave adequate space, especially around the side cover, to allow air to be properly ventilated from the printer. Top: 400 mm (16 inches) Left: 400 mm (16 inches) Right: 250 mm (10 inches) Rear: 200 mm (7-7/8 inches) Front: 600 mm (23-5/8 inches) Other Precautions Adverse environmental conditions may affect the safe operation and performance of the printer. Install in an air-conditioned room (recommended room temperature: around 23 °C, humidity: around 60 % RH) and avoid the following locations when selecting a site for the printer. Avoid locations near a window or with exposure to direct sunlight. Avoid locations with vibrations. Avoid locations with drastic temperature fluctuations. Avoid locations with direct exposure to hot or cold air. Avoid poorly ventilated locations. If the flooring is of a soft material, it may be damaged by the casters when this product is moved after installation. During printing, some ozone is released, but the amount does not cause any ill effect to one's health.

If, however, the printer is used over a long period of time in a poorly ventilated room or when printing an extremely large number of copies, the smell may become unpleasant. To maintain the appropriate environment for print work, it is suggested that the room be properly ventilated. xvi Power Supply/Grounding the Printer WARNING Do not use a power supply with a voltage other than that specified. Avoid multiple connections in the same outlet. These types of situations present a danger of fire or electrical shock. Plug the power cord securely into the outlet. If metallic objects come in contact with the prongs on the plug, it may cause a fire or electric shock. Always connect the printer to an outlet with a ground connection to avoid the danger of fire or electrical shock in case of an electric short. If an earth connection is not possible, contact your service representative. Other Precautions Connect the power plug to the closest outlet possible to the printer.

Handling of Plastic Bags WARNING Keep the plastic bags that are used with the printer away from children. The plastic may cling to their nose and mouth causing suffocation. xvii Precautions for Use Cautions when Using the Printer · Do not place metallic objects or containers with water (flower vases, flower pots, cups, etc.) on or near the printer. This type of situation presents a danger of fire or electrical shock should they fall inside. · Do not remove any of the covers from the printer as there is a danger of electrical shock from high voltage parts inside the printer. · Do not damage, break or attempt to repair the power cord. Do not place heavy objects on the cord, pull it, bend it unnecessarily or cause any other type of damage. These types of situations present a danger of fire or electrical shock. · Never attempt to repair or disassemble the printer or its parts as there is a danger of fire, electrical shock or damage to the laser.

If the laser beam escapes, there is a danger of it causing blindness. · If the printer becomes excessively hot, smoke appears from the printer, there is an odd smell, or any other abnormal situation occurs, there is a danger of fire or electrical shock. Turn the power switch OFF ( ) immediately, remove the power plug from the outlet and contact your service representative. · If anything harmful (paper clips, water, other fluids, etc.) falls into the printer, turn the power switch OFF ( ) immediately. Next, remove the power plug from the outlet to avoid the danger of fire or electrical shock. Then contact your service representative. · Do not remove or connect the power plug with wet hands, as there is a danger of electrical shock.



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· Always contact your service representative for maintenance or repair of internal parts. · Do not pull the power cord when removing it from the outlet.

If the power cord is pulled, the wires may become broken and there is a danger of fire or electrical shock. (Always grasp the power plug when removing the power cord from the outlet.) · Always remove the power plug from the outlet when moving the printer. If the power cord is damaged, there is a danger of fire or electrical shock. · If the printer will not be used for a short period of time (overnight, etc.), turn the power switch OFF ( ). If it will not be used for an extended period of time (vacations, etc.), remove the power plug from the outlet for safety purposes during the time the printer is not in use. · For safety purposes, always remove the power plug from the outlet when performing cleaning operations. · If dust accumulates within the printer, there is a danger of fire or other trouble.

It is therefore recommended that you consult with your service representative in regard to cleaning of internal parts. This is particularly effective if accomplished prior to seasons of high humidity. Consult with your service representative in regard to the cost of cleaning the internal parts of the printer. xviii Other Precautions · Do not place heavy objects on the printer or cause other damage to the printer. · Do not open the top/left/rear cover, turn off the main switch, or pull out the power plug during printing.

· During printing, some ozone is released, but the amount does not cause any ill effect to one's health. If, however, the printer is used over a long period of time in a poorly ventilated room or when printing an extremely large number of copies, the smell may become unpleasant. To maintain the appropriate environment for print work, it is suggested that the room be properly ventilated. · Do not touch electrical parts, such as connectors or printed circuit boards. They could be damaged by static electricity.

· Do not attempt to perform any operations not explained in this handbook. · If the printer will not be used for an extended period of time, remove the paper from the cassette, return it to its original package and reseal it. CAUTION Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure. Cautions for Toner Handling · Do not incinerate toner and toner containers. Dangerous sparks may cause burn. · Never open the toner container. · Do not inhale the toner. · If you get toner on your hands, do not rub your eyes or touch your mouth. Wash the toner from your hands. · For the disposal of the old toner container, consult your service technician or dispose of the toner or toner containers in accordance with Federal, State and Local rules and regulations.

xix About the Operation Guide This Operation Guide has the following chapters: Chapter 1 - Machine Parts This chapter explains the names of parts. Chapter 2 - Printing Operation This chapter explains how to print from your workstation. Chapter 3 - Handling Paper This chapter explains how to replace the toner container and how to care for your printer. Chapter 4 - Using the Operation Panel This chapter explains how to handle printer problems that may occur, such as paper jams. Chapter 5 - Maintenance This chapter lists the printer's specifications. Chapter 6 - Troubleshooting This chapter explains how to handle error messages, paper jams and other problems. Appendix Lists the fonts installed on the printer and explains the available printer interfaces, the environmental setting commands, the optional products and the printer's specifications. Glossary A Glossary of terms used is provided here. Conventions This manual uses the following conventions. Convention Description Example *Italic Typeface* **Bold Bracket** **Note** Used to emphasize a key word, phrase To replace the toner container, refer to *Toner* or reference to additional information.

Container Replacement on page 3-2. Used to denote buttons on the software. Used to denote operation panel keys. Used to provide additional or useful information about a function or feature. To start printing, click **OK**.

Press **[OK]** Key to resume printing. Note Check with your network administrator for the network address settings. *curled*, or *damaged*. Important Caution Used to provide important information. **IMPORTANT** Ensure paper is not folded, Indicates what must be observed to prevent injury or machine breakdown and how to deal with it.

**CAUTION** The fuser unit inside the printer is hot. Do not touch it with your hands as it may result in burn injury. Remove jammed paper carefully. charger section. **Warning** Used to alert users to the possibility of **WARNING** High voltage is present in the personal injury. xx 1 Machine Parts This chapter provides explanations and illustrations for you to determine the parts and their functions. Try to be familiar with the names and functions of these parts for correct use and optimal performance. This chapter contains explanations on the following topics: Components at the Front of the Printer Components at the Left of the Printer Internal Components Components at the Rear of the Printer Operation Panel 1-2 1-2 1-3 1-3 1-4 Machine Parts 1-1 Components at the Front of the Printer 1 2 3 4 5 6 7 1 2 3 4 5 6 7 Operation Panel Front Cover Paper Stopper Top Cover (Top Tray) MP (Multi-Purpose) Tray Paper Cassette Power Switch Components at the Left of the Printer 10 11 12 13 8 9 8 9 Left Cover Waste Toner Box 10 Magenta Toner Container (M) 11 Cyan Toner Container (C) 12 Yellow Toner Container (Y) 13 Black Toner Container (K) 1-2 Machine Parts Internal Components 14 15 16 14 Paper Transfer Unit 15 Paper Ramp 16 Duplex Unit Components at the Rear of the Printer 17 23 18 19 20 21 22 17 USB Memory Slot 18 Power Cord Connector 19 Option Interface Slot 20 Network Indicators 21 Network Interface Connector 22 USB Interface Connector 23 Rear Cover Machine Parts 1-3 Operation Panel 24 25 26 28 29 30 31 27 32 33 34 24 Message Display 25 Ready Indicator 26 Data Indicator 27 Attention Indicator 28 Arrow Keys 29 [MENU] Key 30 [Left Select] Key 31 [Right Select] Key 32 [Back] Key 33 [OK] Key 34 [Cancel] Key 1-4 Machine Parts 2 Printing Operation This chapter contains explanations on the following topics: Changing Network Interface Parameters Printing a Status Page Installing the Printer Driver Printing from Application Software Status Monitor Uninstalling Software (Windows PC) 2-2 2-3 2-4 2-10 2-11 2-15 Printing Operation 2-1 Changing Network Interface Parameters This printer supports TCP/IP, TCP/IP (IPv6), NetWare, AppleTalk, IPP, SSL Server and the IPSec protocols and Security Level.



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The table below shows the items required for each of the settings. Configure the printer's network parameters as appropriate for your PC and your network environment.

For details of the procedure, refer to Using the Operation Panel on page 4-1. Menu Network Submenu TCP/IP Set. TCP/IP IPv4 Setting DHCP IP Address Subnet Mask Default Gateway Bonjour IPv6 Setting TCP/IP(IPv6) RA(Stateless) DHCPv6 Security Network Security Netware Setting On/Off On/Off IP address IP address IP address On/Off On/Off On/Off On/Off Off/On Frame type AppleTalk IPP SSL Setting SSL IPP over SSL HTTPS IPSec On/Off On/Off On/Off On/Off On/Off On/Off Note After all network related settings have been done, turn the machine OFF and ON again. This is mandatory to make the settings effective! 2-2 Printing Operation Printing a Status Page After completing the network settings, print a status page. The status page allows you to confirm a range of information, including network addresses and network protocols. To print a status page, select Status Page from the Report Print menu. Refer to Report Print on page 4-11 for detailed information the setup procedure. Printing Operation 2-3 Installing the Printer Driver Ensure the printer is plugged in and connected to the PC before installing the printer driver from the CD-ROM. Installing the Software in Windows If you are connecting this printer to a Windows PC, follow the next steps to install the printer driver. The example shows you how to connect your printer to a Windows Vista PC. Note In Windows Vista, Windows XP and Windows 2000, you must be logged on with administrator privileges. You can use either Express Mode or Custom Mode to install the software. Express Mode automatically detects connected printers and installs the required software. Use Custom Mode if you want to specify the printer port and select the software to be installed. 1 2 Turn on the computer and start up Windows. If the Welcome to the Found New Hardware Wizard dialog box displays, select Cancel. Insert the CD-ROM supplied with the printer into the optical drive of the PC. In Windows Vista, the user account management window appears. Click Allow. The installation program launches. Note If the software install wizard does not launch automatically, open the CD-ROM window in Windows Explorer and double-click Setup.exe. 3 Click View License Agreement and read the License Agreement. Click Accept. 4 Click Install software. The software install wizard starts up. Click Next. From this point, the procedure differs depending on your version of Windows and your connection method. Proceed to the correct procedure for your connection type. · Express Mode · Custom Mode 2-4 Printing Operation Express Mode In Express Mode, the installer automatically detects the printer when it is turned on.

Use Express Mode for standard connection methods. 1 In the installation method selection window, select Express Mode. The print system detection window appears and the installer detects the connected printers. If the installer does not detect a print system, check that the print system is connected via USB or a network and that it is turned on. Then return to the print system detection window. Note While the information shown in Windows Vista and Windows XP installation dialog boxes differs slightly, the installation procedure is the same. 2 Select the print system to be installed and click Next. Note If the Found New Hardware Wizard appears, click Cancel. If a hardware installation warning message appear, click Continue. 3 You can customize the print system name in the installation settings window.

This will be the name displayed in the Printer window and in the printer lists displayed in applications. Specify whether to share the print system name or set the print system as an existing printer and then click Next. IMPORTANT Step 3 only appears if the print system is connected via a network. It does not appear if the print system is connected via a USB. 4 A window appears in which you can check the settings.

Check the settings carefully and then click Install. Note If the Windows security window appears, click Install this driver software anyway. 5 A message appears saying that the printer has been installed successfully. Click Finish to exit the printer installation wizard and return the CD-ROM main menu. If the device setup dialog box appears after you click Finish, you can specify the settings for items such as optional features installed in the print system. You can also specify the device settings after you exit the installation. For details, refer to Device Settings in the printer driver operation manual on the CD-ROM. This completes the printer driver installation procedure. Follow the on-screen instructions to restart the system, if required. Printing Operation 2-5 Custom Mode Use Custom Mode if you want to specify the printer port and select the software to be installed. For example, if you do not want fonts installed on your computer to be replaced, select Custom Mode and deselect the Fonts checkbox in the installation window. 1 Select Custom Mode. 2 Following the instructions in the install wizard window, select the software packages to be installed and the specify the port, etc. For details, refer to Custom Installation in the printer driver operation manual on the CD-ROM. Installation on a Macintosh 1 2 3 4 Turn on the printer and the Macintosh.

Insert the included CD-ROM (Product Library) into the CD-ROM drive. Double-click the CD-ROM icon Double-click either OS X 10.2 and 10.3 Only or OS X 10.4 or higher depending on your Mac OS version. 5 Double-click Kyocera OS X x.x. 2-6 Printing Operation 6 The printer driver installation program starts up. 7 Choose Select Destination, Installation Type and then install the printer driver as directed by the instructions in the installation software. Note In addition to Easy Install, the Installation Type options include Custom Install, which allows you to specify the components to be installed.

IMPORTANT In the Authenticate screen, enter the name and password used to log in to the operating system. This completes the printer driver installation. Next, specify the print settings. If an IP or AppleTalk connection is used, the settings below are required. If a USB connection is used, the printer is automatically recognized and connected.

8 Open System Preferences and click Print & Fax. 9 Click the plus symbol (+) to add the installed printer driver. Printing Operation 2-7 10Click the IP icon for an IP connection or the AppleTalk icon for an AppleTalk connection and then enter the IP address and printer name. 11Select the installed printer driver and click Add. 12Select the options available for the printer and click Continue.

2-8 Printing Operation 13The selected printer is added. This completes the printer setup procedure. Printing Operation 2-9 Printing from Application Software The steps required to print a document created with an application are explained below.



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You can select the printing Paper Size and Output Destination. 1 2 3 4 Load the paper required into the paper cassette. From the application File menu, select Print. The Print dialog box displays. Click the drop down list of printer names. All the printers installed in Windows are listed. Click the name of the machine.

Use Number of copies to enter the number of prints required. Up to 999 copies can be entered. For Microsoft Word, we recommend that you click Options and specify Use printer settings for the Default tray. 3 4 5 To start printing, click OK. Note For information on how to use the printer driver software, refer to KX Printer Driver User Guide. 2-10 Printing Operation Status Monitor The Status Monitor monitors the printer status and provides an ongoing reporting function. It also allows you to specify and modify settings for printers not included in the KX driver. The Status Monitor is installed automatically during KX driver installation. Accessing the Status Monitor Use either of the methods listed below to launch the Status Monitor. · Launch when printing starts: When you specify a printer and start a print job, one Status Monitor is launched for each printer name.

If Status Monitor startup is requested from multiple printers, Status Monitors are launched for each printer that issues the request. · Launch from the KX driver properties: Click the Status Monitor button in the Advanced tab. Then click Open Status Monitor button in the Status Monitor dialog box to launch the Status Monitor. Exiting the Status Monitor Use either of the methods listed below to exit the Status Monitor. · Exit manually: Right-click the Status Monitor icon in the taskbar and select Exit in the menu to exit the Status Monitor.

· Exit automatically: The Status Monitor automatically shuts down after 5 minutes if it is not being used. Screen Overview The screen overview of the Status Monitor is as follows. Pop-up window 3D View Status Monitor icon Pop-up window If an information notification event occurs, a pop-up window appears. This window only appears when the 3D View is open on the desktop. Printing Operation 2-11 3D View This shows the status of the monitored printer as a 3D image.

You can choose whether to show or hide the 3D view from the menu displayed when you right-click the Status Monitor icon. If an information notification event occurs, the 3D view and an alert sound are used to notify you. For information on the sound notification settings, refer to Status Monitor Settings on page 2-13. Status Monitor icon While the Status Monitor is running, its icon is displayed in the taskbar notification area. When you position the cursor over the icon, the printer name appears. Right-clicking the Status Monitor icon allows you to set the options below. Show the status monitor Displays or hides the Status Monitor icon. Configure...

If the printer is connected to a TCP/IP network and has its own IP address, use a web browser to access the COMMAND CENTER to modify or confirm the network settings. For more information, refer to the COMMAND CENTER Operation Guide. Preferences... Specify the Sound Notification and Appearance settings for the Status Monitor. For details, refer to Status Monitor Settings on page 2-13. Kyocera Online Accesses the Kyocera Mita website. Exit Exits the Status Monitor. 2-12 Printing Operation Status Monitor Settings Use the Preference option to set up the Status Monitor.

The Status Monitor has two tabs to configure its settings. Sound Notification Tab The Sound Notification tab contains the following items. IMPORTANT To confirm the settings on Sound Notification tab, the computer requires the sound capabilities such as sound card and speaker. Enable Event Notification Select to enable or disable monitoring the events in Available events. Sound file A sound file can be selected if you require an audible notification.

Click Browse to search for the sound file. Use Text to speech Select this check box to enter text you would like to hear played for events. Although a sound file is unnecessary, this function is applicable for Windows XP or later. To use this function, follow these steps. 1 2 3 Select Enable Event Notification.

Select an event to use with the text to speech function in Available events. Click Browse to notify the event by sound file. Note The available file format is WAV. Select Use Text to speech to speech the text entered in Text to speech box when an event occurred. 4 Click Play to confirm the sound or text is played correctly. Printing Operation 2-13 Appearance Tab The Appearance tab is contains the following items. Enlarge window Doubles the size of the Status Monitor window. Always on top Positions the Status Monitor in front of other active windows. Transparency Displays the Status Monitor as a transparent window. 2-14 Printing Operation Uninstalling Software (Windows PC) The software can be uninstalled (removed) using the CD-ROM (Product Library) supplied with the printer.

IMPORTANT On Macintosh computers, because the printer settings are specified using a PPD (PostScript Printer Description) file, the software cannot be uninstalled using the CD-ROM (Product Library). 1 2 3 4 5 Exit all active software applications. Insert the enclosed CD-ROM (Product Library) into the CD-ROM drive. Following the procedure used to install the printer driver, click Remove Software. The Kyocera Uninstaller wizard appears. Select the software package to remove. Click Uninstall. Note In Windows Vista, the Remove Driver and Package screen appears. Select Remove driver and driver package, and click OK. When KM-NET VIEWER or KM-NET for Direct Printing is installed, separate uninstallers are launched for each application.

Proceed with the uninstallation steps for each application as directed by the on-screen instructions. The uninstaller starts. 6 7 When Uninstall complete screen appears, click Next. Select whether you restart your computer or not, click Finish. Printing Operation 2-15 2-16 Printing Operation 3 Handling Paper This chapter contains explanations on the following topics: General Guidelines Selecting the Right Paper Special Paper Paper Type Loading Paper 3-2 3-4 3-7 3-13 3-14 Handling Paper 3-1 General Guidelines The machine is designed to print on standard copier paper (the type used in ordinary dry copier machines), but it can also accept a variety of other types of paper within the limits specified below.

Note The manufacturer assumes no liability for problems that occur when paper not satisfying these requirements is used. Selection of the right paper is important. Using the wrong paper can result in paper jams, curling, poor print quality, and paper waste, and in extreme cases can damage the machine. The guidelines given below will increase the productivity of your office by ensuring efficient, trouble-free printing and reducing wear and tear on the machine.



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*Paper Availability* Most types of paper are compatible with a variety of machines.

*Paper intended for xerographic copiers can also be used with the machine. There are three general grades of paper: economy, standard, and premium. The most significant difference between grades is the ease with which they pass through the machine. This is affected by the smoothness, size, and moisture content of the paper, and the way in which the paper is cut. The higher the grade of paper you use, the less risk there will be of paper jams and other problems, and the higher the level of quality your printed output will reflect. Differences between paper from different suppliers can also affect the machine's performance. A high-quality printer cannot produce high-quality results when the wrong paper is used. Low-priced paper is not economical in the long run if it causes printing problems. Paper in each grade is available in a range of basis weights (defined later). The traditional standard weights are 60 to 120 g/m<sup>2</sup> (16 to 32 pounds).*

*Paper Specifications* The following table summarizes the basic paper specifications. Details are given on the following pages. *Item Weight Thickness Dimensions Dimensional accuracy Squareness of corners Moisture content Direction of grain Pulp content Specification Cassette: 60 to 120 g/m<sup>2</sup> (16 to 32 lb/ream) MP Tray: 60 to 220 g/m<sup>2</sup> (16 to 59 lb/ream) 0.086 to 0.110 mm (3.4 to 4.3 mils) Refer to Paper Sizes on page 3-4 ±0.7 mm (±0.0276 inches) 90° ±0.2° 4 % to 6 % Long grain 80 % or more 3-2 Handling Paper Minimum and Maximum Paper Sizes* The minimum and maximum paper sizes are as follows.

*For non standard paper such as transparency, labels, vellum, cardstock, envelope, coated and thick, the MP (Multi-Purpose) tray must be used. For information on how to set paper sizes, refer to Media Type Set. (Paper type settings) on page 4-40. Paper Cassette 148 mm 5-13/16 inches MP Tray 138 mm 5-7/16 inches 356 mm 14 inches Minimum Paper Size Minimum Paper Size 356 mm 14 inches 105 mm 4-1/8 inches 70 mm 2-3/4 inches Maximum Paper Size Maximum Paper Size 216 mm 8-1/2 inches 216 mm 8-1/2 inches Recommended Paper* The following products are recommended for use with the printer for optimum performance. *Size Letter, Legal A4 Product Hammermill LASER PRINT NEUSIEDLER COLOR COPY Weight 90 g/m<sup>2</sup> (24 lb) 90 g/m<sup>2</sup> Handling Paper 3-3 Selecting the Right Paper* This section describes the guidelines for selecting paper.

*Condition* Avoid using paper that is bent at the edges, curled, dirty, torn, embossed, or contaminated with lint, clay, or paper shreds. Use of paper in these conditions can lead to illegible printing and paper jams, and can shorten the life of the machine. In particular, avoid using paper with a surface coating or other surface treatment. Paper should have as smooth and even a surface as possible. *Composition* Do not use paper that has been coated or surface-treated and contains plastic or carbon.

*The heat of fusing can cause such paper to give off harmful fumes. Bond paper should contain at least 80 % pulp. Not more than 20 % of the total paper content should consist of cotton or other fibers. Paper Sizes* Cassettes and the MP tray are available for the paper sizes listed in the table below. For details, including the paper sizes for the paper feeder (Optional paper feeder PF-500, PF-510) refer to Cassette (1 to 5) Size (Setting the cassette paper size) on page 4-35. The dimensional tolerances are ±0.7 mm (±0.0276 inches) for the length and width. The angle at the corners must be 90° ±0.2°.

*MP Tray Only Env. Monarch Envelope #10 Envelope #9 Envelope #6 Envelope DL JIS B6 Hagaki OufukuHagaki Youkei 2 Youkei 4 Size Cassette or MP Tray* Size 8-1/2 × 14 inches 8-1/2 × 11 inches 210 × 297 mm 148 × 210 mm 105 × 148 mm 162 × 229 mm 176 × 250 mm 182 × 257 mm 5-1/2 × 8-1/2 inches 7-1/4 × 10-1/2 inches 8-1/2 × 13 inches 210 × 330 mm 197 × 273 mm 3-7/8 × 7-1/2 inches Legal 4-1/8 × 9-1/2 inches Letter 3-7/8 × 8-7/8 inches ISO A4 3-5/8 × 6-1/2 inches ISO A5 110 × 220 mm 128 × 182 mm 100 × 148 mm 148 × 200 mm 114 × 162 mm 105 × 235 mm ISO A6 Envelope C5 ISO B5 JIS B5 Statement Executive Oficio II Folio 16 kai Custom Cassette: 105 to 216 mm × 148 to 356 mm (4-1/8 to 8-1/2 inches × 5-13/16 to 14 inches) MP Tray: 70 to 216 mm × 138 to 356 mm (2-3/4 to 8-1/2 inches × 5-7/16 to 14 inches) 3-4 Handling Paper Smoothness The paper should have a smooth, uncoated surface.

*Paper with a rough or sandy surface can cause voids in the printed output. Paper that is too smooth can cause multiple feeding and fogging problems. (Fogging is a gray background effect.) Basis Weight* Basis weight is the weight of paper expressed in grams per square meter (g/m<sup>2</sup>). Paper that is too heavy or too light may cause feed errors or paper jams as well as premature wear of the product. Uneven weight of paper, namely uneven paper thickness may cause multiple-sheet feeding or print quality problems such as blurring because of poor toner fusing. The recommended basis weight is: Cassette: 60 to 120 g/m<sup>2</sup> MP tray: 60 to 220 g/m<sup>2</sup> PF 500: 60 to 120 g/m<sup>2</sup> PF 510: 60 to 220 g/m<sup>2</sup> Paper Weight Equivalence Table The paper weight is listed in pounds (lb) and metric grams per square meter (g/m<sup>2</sup>). The shaded part indicates the standard weight.

*U. S. Bond Weight (lb) 16 17 20 21 22 24 27 28 32 34 36 39 42 43 47 53 Europe Metric Weight (g/m<sup>2</sup>) 60 64 75 80 81 90 100 105 120 128 135 148 157 163 176 199 Thickness* The paper used with the machine should be neither extremely thick nor extremely thin. If you are having problems with paper jams, multiple feeds, and faint printing, the paper you are using may be too thin. If you are having problems with paper jams and blurred printing the paper may be too thick.

The correct thickness is 0.086 to 0.110 mm (3.4 to 4.3 mils).

*Handling Paper 3-5 Moisture Content* Moisture content is defined as the percent ratio of moisture to the dry mass of the paper. Moisture can affect the paper's appearance, feed ability, curl, electrostatic properties, and toner fusing characteristics. The moisture content of the paper varies with the relative humidity in the room. When the relative humidity is high and the paper absorbs moisture, the paper edges expand, becoming wavy in appearance. When the relative humidity is low and the paper loses moisture, the edges shrink and tighten, and print contrast may suffer. Wavy or tight edges can cause jams and alignment anomalies. The moisture content of the paper should be 4 to 6 %. To ensure correct moisture content, it is important to store the paper in a controlled environment. Some tips on moisture control are: · Store paper in a cool, dry location.



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· Keep the paper in its wrapping as long as possible.

Re-wrap paper that is not in use. · Store paper in its original carton. Place a pallet etc. under the carton to separate it from the floor. · After removing paper from storage, let it stand in the same room as the machine for 48 hours before use. · Avoid leaving paper where it is exposed to heat, sunlight, or damp. Note When using coated paper, be aware that the sheets will stick together in a very humid environment. Paper Grain When paper is manufactured, it is cut into sheets with the grain running parallel to the length (long grain) or parallel to the width (short grain). Short grain paper can cause feeding problems in the machine. All paper used in the machine should be long grain.

Other Paper Properties Porosity: Indicates the density of paper fiber. Stiffness: Limp paper may buckle in the machine, resulting in paper jams. Curl: Most paper naturally tends to curl one way if left unpacked. Electrostatic discharge: During the printing process the paper is electrostatically charged to attract the toner. The paper must be able to release this charge so that printed sheets do not cling together in the Output Tray.

Whiteness: The contrast of the printed page depends on the whiteness of the paper. Whiter paper provides a sharper, brighter appearance. Quality control: Uneven sheet size, corners that are not square, ragged edges, welded (uncut) sheets, and crushed edges and corners can cause the machine to malfunction in various ways. A quality paper supplier should take considerable care to ensure that these problems do not occur. 3-6 Handling Paper Packaging: Paper should be packed in a sturdy carton to protect it from damage during transport.

Quality paper obtained from a reputable supplier is usually correctly packaged. Note You might see the printer emitting steam in the area around the top tray if you use damp paper, but it is safe to continue printing. Special Paper The following types of special paper can be used: Paper Type to be Used Overhead projector transparencies Rough paper Thin paper (60 to 64 g/m<sup>2</sup>) Label Recycled paper Preprinted paper Bond paper Postcards Colored paper Prepunched paper Letterhead Envelopes Coated paper Thick paper (120 to 220 g/m<sup>2</sup>) High-quality paper Custom Paper Type to be Selected TRANSPARENCY ROUGH VELLUM LABELS RECYCLED PREPRINTED BOND CARDSTOCK COLOR PREPUNCHED LETTERHEAD ENVELOPE COATED THICK HIGH QUALITY CUSTOM 1~8 Use paper that is sold specifically for use with copiers or printers (heatfusing type). When using transparencies, labels, thin paper, envelopes, postcards, or thick paper, feed the paper from the MP tray. For details, refer to Paper Settings on page 4-33. Since the composition and quality of special paper vary considerably, special paper is more likely than white bond paper to give trouble during printing. No liability will be assumed if moisture and so forth given off during printing on special paper causes harm to the machine or operator. Note Before purchasing any type of special paper, test a sample on the machine and check that printing quality is satisfactory. Handling Paper 3-7 Transparency Transparencies must be able to withstand the heat of fusing during the printing process. The recommended transparency product is 3M CG3700 (Letter, A4).

The table below lists the specifications for transparency: Item Tolerance of heat Thickness Material Dimensional accuracy Squareness of corners Specification Must tolerate at least 190 °C (374 °F) 0.100 to 0.110 mm (3.9 to 4.3 mils) Polyester ±0.7 mm (±0.0276 inches) 90° ±0.2° To prevent printing problems, feed transparencies into the printer one sheet at a time from the MP tray. Always load the transparencies vertically (with the long edge towards the printer). If the transparencies have rough edges on the back, it may cause a paper jam.

Remove the rough edges, reverse the sides or feed the sheet from the opposite edge. When unloading transparencies (e.g., for clearing jams), hold them carefully by the edges to avoid leaving fingerprints on them. 3-8 Handling Paper Labels Labels must be fed from the MP tray or optional paper feeder PF-510.

The basic rule for printing on adhesive labels is that the adhesive must never come into contact with any part of the machine. Adhesive paper sticking to the drum or rollers will damage the machine. Label paper has a structure comprising of three layers, as shown in the diagram. The top Top sheet (white sheet is printed on. The bond paper) adhesive layer consists of Adhesive pressure-sensitive adhesives.

Carrier sheet The carrier sheet (also called the linear or backing sheet) holds the labels until used. Due to the complexity of its composition, adhesive-backed label paper is particularly likely to give printing problems. Adhesive label paper must be entirely covered by its top sheet, with no spaces between the individual labels. Labels with spaces in between are liable to peel off, causing serious paper jam problems. Some label paper is manufactured with an extra margin of top sheet around the edge. Do not remove the extra top sheet from the carrier sheet until after printing is finished. Acceptable Top sheet Unacceptable Carrier sheet The table below lists the specifications for adhesive label paper. Item Weight of top sheet Composite weight Thickness of top sheet Composite thickness Moisture content Specification 44 to 74 g/m<sup>2</sup> (12 to 20 lb/ream) 104 to 151 g/m<sup>2</sup> (28 to 40 lb/ream) 0.086 to 0.107 mm (3.

9 to 4.2 mils) 0.115 to 0.145 mm (4.5 to 5.7 mils) 4 to 6 % (composite) Handling Paper 3-9 Postcards Fan the stack of postcards and align the edges before loading them in the MP tray. Make sure the postcards you are going to set are not curled. Feeding curled postcards may cause paper jams. Some postcards have rough edges on the back (those are created when the paper is cut). In this case, put the postcards on a flat place and rub the edges with, for example, a ruler to smooth them.

Rough Edge Rough Edge Envelopes Envelopes should always be fed from the MP tray, with the print-side down. If you use envelopes quite often, we recommend to use optional paper feeder PF-510. Since the composition of an envelope is more complex than that of ordinary paper, it is not always possible to ensure consistent printing quality over the entire envelope surface. Normally, envelopes have a diagonal grain direction. Refer to Paper Grain on page 3-6.

This direction can easily cause wrinkles and creases when envelopes pass through the printer. Before purchasing envelopes, make a test print to check whether the printer accepts the envelope. · Do not use envelopes that have an encapsulated liquid adhesive. · Avoid a long printing session for envelopes only. Extended envelope printing can cause premature printer wear.

· If jams occur, try setting a lesser number of envelopes on the MP tray. · To avoid jams caused by curled envelopes, stack no more than 10 printed envelopes on the top tray.



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**3-10 Handling Paper Thick Paper** Fan the stack of paper and align the edges before loading them in the MP tray. Some types of paper have rough edges on the back (those are created when the paper is cut). In this case, put the paper on a flat place and rub the edges once or twice with, for example, a ruler to smooth them. Feeding rough edged paper may cause paper jams. Note If the paper jams even after you smooth it out, load the paper in the MP tray with the leading edge raised up a few millimeters as shown in the illustration. Note If you use thick paper quite often, we recommend to use optional paper feeder PF-510. Colored Paper Colored paper should satisfy the same conditions as white bond paper, refer to Paper Specifications on page 3-2. In addition, the pigments used in the paper must be able to withstand the heat of fusing during the printing process (up to 200 °C or 392 °F).

**Preprinted Paper** Preprinted paper should satisfy the same conditions as white bond paper, refer to Paper Specifications on page 3-2. The preprinted ink must be able to withstand the heat of fusing during the printing process, and must not be affected by silicone oil. Do not use paper with any kind of surface treatment, such as the type of paper commonly used for calendars. **Recycled Paper** Select recycled paper that meets the same specifications as the white bond paper except for whiteness, refer to Paper Specifications on page 3-2. Note Before purchasing recycled paper, test a sample on the machine and check that the printing quality is satisfactory. **Coated Paper** Coated paper is created by treating the surface of the base paper with a coating that provides higher printing quality than plain paper. Coated paper is used for particularly high quality printing. The surface of high-quality or medium-quality paper is coated with special agents that make the color of the print look more beautiful by making the paper surface smoother. These agents are used either to coat both sides of the paper or just one side. The coated side appears slightly glossy.

**Handling Paper 3-11 IMPORTANT** When printing on coated paper in very humid environments, ensure that the paper is kept dry as moisture may cause sheets to stick together when they are fed into the printer. **Paper Type Indicators (Optional paper feeder PF-510)** If you are going to load non standard paper in the optional paper feeder PF-510, cut out the blank section of the attached paper type indicator sheet, fold the remaining sheet in half and insert it into the cassette's display folder so that the paper type symbol is displayed. . . . **Envelopes Thick paper Labels Coated paper 3-12 Handling Paper Paper Type** The printer is capable of printing under the optimum setting for the type of paper being used. Setting the paper type for the paper source from the printer's operation panel will cause the printer to automatically select the paper source and print in the mode best suited to that type of paper. A different paper type setting can be made for each paper source including the MP tray.

Not only can preset paper types be selected, but it is also possible for you to define and select customized paper types. Refer to Media Type Set. (Paper type settings) on page 4-40. The following types of paper can be used. Paper Source Paper Type MP Tray Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes No: Cannot be stored Paper Cassette Optional Paper Paper Weight Feeder PF-500 Yes No Yes No No Yes Yes No Yes Yes Yes No No No Yes Yes Normal 2 Heavy 2 Normal 3 Light Heavy 1 Normal 2 Normal 2 Normal 3 Heavy 1 Normal 2 Normal 2 Normal 2 Heavy 3 Heavy 1 Heavy 2 Normal 3 Normal 2 Duplex Path Yes No Yes No No Yes Yes Yes No Yes Yes No Yes No Yes Yes Optional Paper Feeder PF-510 Yes No Yes No Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes PLAIN TRANSPARENCY ROUGH VELLUM LABELS RECYCLED PREPRINTED BOND CARDSTOCK COLOR PREPUNCHED LETTERHEAD ENVELOPE COATED THICK HIGH QUALITY CUSTOM 1 (to 8) Yes: Can be stored .

This is a paper type defined and registered by the user. Up to eight types of user settings may be defined. For details, refer to Media Type Set. (Paper type settings) on page 4-40. **Handling Paper 3-13 Loading Paper** The following explains the procedure for loading paper in the cassette and the MP tray. **Loading Paper into the Cassette 1** Fan the media (paper/transparencies), then tap it on a level surface to avoid media jams or skewed printing. **Paper Cassette 2** Pull the paper cassette all the way out of the printer. **3 A4** Turn the Paper Size Dial so that the size of the paper you are going to use appears in the Paper Size Window. Note When the Paper Size Dial is set to Other the paper size must be set into the printer on the operation panel. Refer to Cassette (1 to 5) Size (Setting the cassette paper size) on page 4-35.

**Paper Size Dial Paper Size Window 3-14 Handling Paper Paper Guides 4** Pull the release lever of both side guides and slide to the desired paper size. **Release Lever Release Lever Paper Stopper 5** Pull the release lever and slide the paper stopper to the desired paper size. When using non-standard size paper, move the paper guides and paper stopper all the way out, insert the paper, then adjust the paper guides and paper stopper to the size of the paper. Adjust them so that they are in light contact with the paper. Standard paper sizes are marked on the inside of the paper cassette. **6** Slide the paper into the paper cassette. **Load Limit Note** Do not load more paper than will fit under the load limits on the paper guides. The paper cassette will hold approximately 500 sheets of 80 g/m<sup>2</sup> (21 lb.) paper with a thickness of 0.11 mm.

**Handling Paper 3-15 7** Insert the paper cassette into the slot in the printer. Push it straight in as far as it will go. There is a paper gauge on the right side of the front of the paper cassette to indicate the remaining paper supply. When paper is exhausted, the pointer will go down to the level of (empty). **Paper Gauge Loading Paper into the MP (Multi-Purpose) Tray 1** Fan the media (paper/transparencies), then tap it on a level surface to avoid media jams or skewed printing.

**2 MP Tray** Press the center of the MP tray, and pull it towards you until it stops. **3** Pull the subtray toward you until it stops, making sure there are no gaps. **Subtray 3-16 Handling Paper 4** Adjust the position of the paper guides on the MP tray. Standard paper sizes are marked on the MP tray. For standard paper sizes, slide the guides to the position marked correspondingly.

**5** Align the paper with the paper guides and insert as far as it will go. **Load Limit Load Limit Note** Do not load more paper than will fit under the load limits on the inside of the MP tray. When printing on transparencies, feed the sheets into the printer one at a time.



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