



# Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for RICOH AFICIO 2060. You'll find the answers to all your questions on the RICOH AFICIO 2060 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

**User manual RICOH AFICIO 2060**  
**User guide RICOH AFICIO 2060**  
**Operating instructions RICOH AFICIO 2060**  
**Instructions for use RICOH AFICIO 2060**  
**Instruction manual RICOH AFICIO 2060**

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**DSm651/DSm660/DSm675**  
**LD151/LD160/LD175**  
**Aficio™ 2051/2060/2075**

**Operating Instructions**  
**General Settings Guide**



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- 1 Getting Started
  - 2 Combined Function Operations
  - 3 Document Server
  - 4 User Tools (System Settings)
  - 5 Troubleshooting
  - 6 Remarks
  - 7 Entering Text
  - 8 Specifications

Read this manual carefully before you use this product and keep it handy for future reference. For safe and correct use, please be sure to read the Safety Information in this manual before using the machine.



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### **Manual abstract:**

*For details, please contact your local dealer. Operator Safety: This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains four AlGalnp laser diodes, 10-milliwatt, 770-810 nanometer wavelength for each emitter. 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. Laser Safety: The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified customer engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement of the optical subsystem is required. Caution: Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.*

*Notes: The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see P.15 "Machine Types".) · · · Type 1: DSm651/LD151/Aficio 2051 Type 2: DSm660/LD160/Aficio 2060 Type 3: DSm675/LD175/Aficio 2075 Certain types might not be available in some countries.*

*For details, please contact your local dealer. 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.*

*Power Source 220V, 50/60Hz, 10A or more Please be sure to connect the power cord to a power source as above. For details about power source, see P.128 "Power Connection". Manuals for This Machine The following manuals describe the operational procedures of this machine. For particular functions, see the relevant parts of the manual. Note Manuals provided are specific to machine type. Adobe Acrobat Reader is necessary to view the manuals as a PDF file. Two*

*CD-ROMs are provided: · CD-ROM 1 "Operating Instructions for Printer/Scanner" · CD-ROM 2 "Scanner Driver & Document Management Utilities" General Settings Guide (this manual) Provides an overview of the machine and describes System Settings (such as Tray Paper Settings), Document Server functions, and troubleshooting. Security Reference This manual is for administrators of this machine. It describes security functions that the administrators can use to protect data from being tampered, or prevent the machine from unauthorized use.*

*Also refer to this manual for the procedures for registering administrators, as well as setting user and administrator authentication. Network Guide (PDF file - CD-ROM1) Provides information about configuring and operating the printer in a network environment or using software. This manual covers all models, and therefore contains functions and settings that may not be available for your model. Images, illustrations, functions, and supported operating systems may differ from those of your model. Copy Reference Describes operations, functions, and troubleshooting for the machine's copier function. Printer Reference Describes operations, functions, system settings and troubleshooting for the machine's printer function. Scanner Reference (PDF file - CD-ROM1) Describes operations, functions, and troubleshooting for the machine's scanner function. i Manuals for DeskTopBinder Lite DeskTopBinder Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities". · DeskTopBinder Lite Setup Guide (PDF file - CD-ROM2) Describes installation of, and the operating environment for DeskTopBinder Lite in detail. This guide can be displayed from the [Setup] display when DeskTopBinder Lite is installed.*

*· DeskTopBinder Introduction Guide (PDF file - CD-ROM2) Describes operations of DeskTopBinder Lite and provides an overview of its functions. This guide is added to the [Start] menu when DeskTopBinder Lite is installed. · Auto Document Link Guide (PDF file - CD-ROM2) Describes operations and functions of Auto Document Link installed with DeskTopBinder Lite. This guide is added to the [Start] menu when DeskTopBinder Lite is installed. ii What You Can Do with This Machine The following introduces the functions of this machine, and the relevant manuals containing detailed information about them. Products marked with \* are optional. For details about optional products, see p.141 "Options", or contact your local dealer. Copier, Printer, and Scanner Functions Utilizing Stored Documents ADH018S ADH017S This machine provides copier, printer\* and scanner\* functions. · You can make copies of originals.*

*With a finisher\*, you can sort and staple copies. See Copy Reference. · You can print documents created using applications. See Printer Reference. · You can scan originals and send the scan file to a computer. See Scanner Reference. · You can store files of originals scanned by this machine, or files sent from other computers, onto the hard disk of the machine. You can print the stored documents, as well as change print settings and print multiple documents (Document Server). See p.36 "Using the Document Server".*

*· With DeskTopBinder Professional\*/Lite, you can search, check, print, and delete stored documents using your computer. You can also retrieve stored documents scanned in scanner mode. With File Format Converter\*, you can even download documents stored in copy and printer functions to your computer. See Network Guide. iii Connecting Two Machines for Copying Using the Scanner in a Network Environment ADH023S ADH019S You can connect two machines together. When you set up a copy job on one machine (the main machine), data is transferred to the other (the sub-machine) so that copies can be made on both machines simultaneously (Connect Copy). · You can complete large volume copy runs in shorter time. See Copy Reference. · Even if one machine runs out of paper, or stops because of a paper jam, the other machine can still continue to finish the job. See Copy Reference.*

*· You can send scanned documents to other network computers using e-mail (Sending stored scan file by e-mail). See Scanner Reference. · With the ScanRouter delivery software, you can store scanned documents in specified destinations on network computers (File storage). See Scanner Reference. · You can send scanned documents to other network folders (Scan to Folder).*

*See Scanner Reference. iv Administrating the Machine/ Protecting Documents (Security Functions) Monitoring the Machine Via Computer ADH021S ADH020S · You can protect documents from unauthorized access and stop them from being copied without permission.*



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See Security Reference. · You can control the use of the machine, as well as prevent machine settings from being changed without authorization. See Security Reference.

· By setting passwords, you can prevent unauthorized access via the network. See Security Reference. · You can erase the data on the hard disk to prevent the information from leaking out. See the manual for the DataOverWriteSecurity unit\*. You can monitor machine status and change settings using a computer. ·

Using SmartDeviceMonitor for Admin, SmartDeviceMonitor for Client, or a Web browser, you can use a computer to view the machine's status, such as checking on paper quantities or misfeeds. See Network Guide. · You can use a Web browser to make network settings. See Network Guide. · You can also use a Web browser to register and manage items such as user codes, e-mail addresses, and folders in the Address Book.

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*· 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 are as follows: Microsoft® Windows NT® Server 4.0 Microsoft® Windows NT® Workstation 4.0 1 Information about Installed Software expat · The software including controller, etc. (hereinafter "software") installed on this product uses the expat Version 1.95.2 (hereinafter "expat") under the conditions mentioned below. · The product manufacturer provides warranty and support to the software of the product including the expat, and the product manufacturer makes the initial developer and copyright holder of the expat, free from these obligations.*

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6 How to Read This Manual Symbols This manual uses the following symbols: R WARNING: This symbol indicates a potentially hazardous situation that might result in death or serious injury if you misuse the machine by not following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section in the General Settings Guide. R CAUTION: This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage not involving bodily injury, if you misuse the machine by not following these instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section in the General Settings Guide. \* WARNINGS and CAUTIONS are notes for your safety. Important If these instructions are not followed, paper might be misfed, originals damaged, or data lost. Be sure to read these instructions. Preparation This symbol indicates the prior knowledge or preparation required before operation. Note This symbol indicates precautions for operation, or actions to be taken following user error. Limitation This symbol indicates numerical limits, functions that cannot be used together, or conditions under which a particular function cannot be used.

Reference This symbol indicates where further relevant information can be found. [ ] Keys that appear on the machine's display panel. { } Keys built into the machine's control panel. 7 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: R WARNING: Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property. R CAUTION: R WARNING: · Connect the power cord directly into a wall outlet and never use an extension cord. · Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged. · To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual. · Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs: · You spill something into the machine.

· You suspect that your machine needs service or repair. · The external housing of your machine has been damaged. · Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame. · Disposal can take place at our authorized dealer. · Dispose of the used toner bottle in accordance with the local regulations. · Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur. 8 R CAUTION: · Protect the machine from dampness or wet weather, such as rain and snow. · Keep the machine away from humidity and dust.

Otherwise a fire or an electric shock might occur. · Do not place the machine on an unstable or tilted surface.



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If it topples over, an injury might occur. · If you use the machine in a confined space, make sure there is a continuous air turnover. · Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine. · When you disconnect the power plug from the wall outlet, always pull the plug (not the cable). · Do not allow paper clips, staples, or other small metallic objects to fall inside the machine. · Keep toner (used or unused) and toner bottle out of the reach of children. · If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment.

Consult a doctor if necessary. · If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary. · If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.

· Avoid getting toner on your clothes or skin when removing a paper jam or replacing toner. If your skin comes into contact with toner, wash the affected area thoroughly with soap and water. · If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible. · If your skin comes into contact with toner or used toner, wash the affected area thoroughly with soap and water.

· For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer. · The inside of the machine could be very hot. Do not touch the parts with a label indicating "hot surface". Otherwise, an injury might occur. · The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper. · The fusing unit becomes very hot. When installing a new fuser oil unit, turn off the machine and wait about an hour. After that, install the new fuser oil unit.

Not waiting for the unit to cool could result in 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. 9 R CAUTION: · Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or machine failure. 10 Positions of Labels and Hallmarks for RWARNING and RCAUTION This machine has labels for RWARNING and RCAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated. ADH022D 11 12 ENERGY STAR Program 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 This product automatically lowers its power consumption 1 minute after the last copy or print job has finished. Printing is still possible in Low Power Mode, but if you wish to make copies first press the {Energy Saver} key. } Reference For details about how to change the default interval, see p. 58 "Energy Saver Timer". Off Mode (Copier only) To conserve energy, this product automatically turns off 1 minute after the last copying or printing job has been completed. Printing is still possible in Off Mode, but if you wish to make copies first press the operation switch. Reference For details about how to change the default interval, see p.58 "Auto Off Timer".

Sleep Mode (Printer, Scanner installed) If the printer and scanner are installed, this product automatically lowers further its power consumption 1 minute after it has shifted to Low Power Mode. Printing is still possible in Sleep Mode, but if you wish to make copies first press the operation switch. Reference For details about how to change the default interval, see p.58 "Auto Off Timer". 13 Duplex Priority The ENERGY STAR Program recommends the duplex function. By conserving paper resources this function reduces a burden to the environment. For applicable machines, duplex function (one-sided originalstwo-sided copies) can be selected preferentially when the operation switch or the main power switch is turned on, the {Energy Saver} key is pressed, or the machine resets } automatically. Reference To change the settings of the Duplex Priority mode, see "Duplex Mode Priority" in "General Features P.2/5", Copy Reference. Specifications Copier only Type 1 Low Power Mode \*1 Power consumption 275W or less Default interval Recovery Time Off Mode Power consumption 9W or less Default interval Recovery Time Sleep Mode Power consumption Default interval Recovery Time \*1 Type 2 275W or less 60 seconds 10 seconds or less 9W or less 60 seconds 30 seconds or less ---- Type 3 290W or less 9W or less When Auto Off Timer and Energy Saver Timer settings are at their defaults, the machine will shift to Off Mode instead.

1 Sided 1 Sided Duplex Priority Recycled Paper In accordance with the ENERGY STAR Program, we recommend use of recycled paper which is environmentally friendly. Please contact your sales representative for recommended paper. 14 Machine Types This machine comes in three models which vary in copy speed. To ascertain which model you have, see the inside front cover. Type 1 Copy speed 51 copies/minute (A4K, 81/2" × 11"K) Type 2 60 copies/minute (A4K, 81/2" × 11"K) Type 3 75 copies/minute (A4K, 81/2" × 11"K) 15 16 1. Getting Started Guide To Components ZGVH310N 1. Auto document feeder (ADF) Load a stack of originals here. They will be fed automatically one by one. The front and back side of 2-sided originals are scanned simultaneously. 4.

Copy tray guide When copying onto OHP transparencies and translucent paper, raise the guide to prevent copies from curling when delivered. 2. Exposure glass Place originals face down here. 5. Main power switch If the machine does not operate after turning on the operation switch, check if the main power switch is turned on.

3. Copy tray (optional) Copied or printed paper is delivered here. 6. Operation switch Press this switch to turn the power on (the On indicator lights up). To turn the power off, press this switch again (the On indicator goes off).

17 Getting Started 7. Control panel See p.21 "Control Panel". 9. Paper tray (tray 1-3) Load paper here.



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8. Front cover I Open to access the inside of the machine. ADH002S I. Ventilation holes Prevent overheating. Do not obstruct the ventilation holes by placing an object near it or leaning things against it.

If the machine overheats, a fault might occur. 2. Bypass tray Use to print on OHP transparencies, label paper (adhesive labels), translucent paper, postcards and custom size paper. 18 Guide To Components External Options 1 ADH003S 1. Mailbox Sorts printed papers. \*Mailbox trays 1-9 5. Finisher 3000B(100-Sheet Staples) Sorts, stacks, staples and punches copies. \*6: Finisher upper tray \*7: Finisher shift tray 2. Copy tray Copies are delivered here. 6. Interposer Inserts cover or slip sheets into the copies. 3. Booklet Finisher Sorts, stacks, staples and punches copies. The saddle stitch function can staple the copies in the centre and fold them into booklets. \*1: Finisher upper tray \*2: Finisher shift tray 1 \*3: Finisher shift tray 2 7.

Z-folding unit Makes two parallel folds on the copied paper, one of which faces in and the other facing out. 8. Large Capacity Tray (LCT) Holds 4000 sheets of paper. 4. Finisher 3000M(50Sheet Staples) Sorts, stacks, staples and punches copies.

\*4: Finisher upper tray \*5: Finisher shift tray 19 Getting Started Internal Options A 1 B C D E F G \*1 Printer/Scanner unit Allows you to use the printer and scanner functions. IEEE 1394 interface board \*1 Connects to an IEEE 1394 cable. Bluetooth \*1 Allows you to expand the interface. File Format Converter Allows you to download documents from the Document Server stored by copier and printer functions. See p.44 "Downloading Stored Documents". IEEE 802.1b Wireless LAN Board \*1 You can install a wireless LAN interface. USB 2.0 Interface Board \*1 Allows you to connect a variety of external devices.

DataOverwriteSecurity Unit Allows you to erase data on the hard disk. You cannot install two or more of the options below: IEEE 1394 interface board, IEEE 802.1b Wireless LAN Board, USB 2.0 Interface Board, Bluetooth 20 Control Panel Control Panel 1 ZGVS300N 1. Screen contrast knob Adjusts the brightness of the display panel. 5. Display panel Shows the operation status, error messages, and function menus. 2. Indicators Display the status of the machine and indicate errors. B:Data In indicator.

See p.32 "Multi-Access". L: Service Call indicator x: Misfeed indicator. See p.103 "x Clearing Misfeeds".

M: Open Cover indicator d: Add Staple indicator. See p.115 "d Adding Staples". D: Add Toner indicator. See p.

100 "D Adding Toner". 6. {Check Modes} key } Press this key to check settings. 7. {Program} key (Copier mode) } Press to register frequently used settings, or to recall registered settings. 8. {Clear Modes} key } Press to clear previously entered copy job settings. 9. {Energy Saver} key } Press to shift to and from Low Power mode. 3.

{User Tools/Counter} key } · User Tools Press to change the default settings and conditions to meet your requirements. See p.50 "Accessing User Tools (System Settings)". · Counter Press to check or print the total number of copies made. See p.131 "Counter". · Inquiry Press to check where to contact for machine repairs and ordering toner. See p.130 "Inquiry". 10.

{Interrupt} key (Copy mode) } Press to make interrupt copies during a copy run. 11. Main power indicator and On indicator The main power indicator lights up when the main power switch is turned on. The On indicator lights up when the power is turned on. Important Do not turn off the power while the On indicator is blinking.

Doing so may damage the hard disk. 4. {Job List} key } Shows the job list. 21 Getting Started 12. Operation switch Press this switch to turn the power on (the On indicator lights up).

To turn the power off, press this switch again (the On indicator goes off). 16. {#} key } Press to enter a numerical value. 17. Number keys Use to enter the desired number of copies, or data for a selected function. 1 13. {Sample Copy} key } Press to make a single set of copies or prints to check for print quality before making multiple sets. 18. Function keys Press to select the following functions: · Copy: · Document Server: · Printer: · Scanner: 14. {Start} key } Press to start copying, or to scan or print documents stored on the Document Server.

19. Function Status indicator These show the status of the above functions: · Yellow: the function is selected. · Green: the function is active. · Red: the function has been interrupted. 15. {Clear/Stop} key } · Clear Press to delete a number entered. · Stop Press to stop a job in progress. Display Panel The display panel shows machine status, error messages and function menus. The function items displayed serve as selector keys. You can select or specify an item by lightly pressing them.

When you select or specify an item on the display panel, it is highlighted like . Keys appearing as OK cannot be used. Important A force or impact of more than 30 N (about 3 kgf) will damage the display panel. By default the copying screen is displayed when you turn the power on. 22 Control Panel Common Key Operations The following keys are common to all screens.

Key list [OK] [Cancel] [UPrev.], [TNext] U T [OK] [Yes] [Clear] [Exit] Acknowledges a selected function or entered values, and then returns to the previous display Deletes a selected function or entered values, and then returns to the previous display Moves to the previous page or the next page when all functions cannot be displayed on one page. Closes displayed messages. Clears entered values and does not change the settings. Returns to the previous display.

1 When the Authentication Screen is displayed When Basic Authentication, Windows Authentication, or LDAP Authentication is set, the authentication screen is displayed. Unless a valid user name and password are entered, operations are not possible with the machine. Note Consult the User Administrator about your login user name and login password. For details of the various types of user authentication, consult the respective administrators. When User Code Authentication is set, the screen for entering a user code is displayed instead. A Press [Enter] for Login User Name. B Enter a login user name, and then press [OK]. C Press [Enter] for Login Password. D Enter a login password, and then press [OK]. E Press [Login].

When the user is authenticated, the screen for the function you are using appears. 23 Getting Started Log Off Important To prevent unauthorized users from using the machine, always log off when you have finished using the machine. 1 A Press {User Tools /Counter}. } ZGVS320N B Press [Logout]. C Press [Yes]. D Press {User Tools /Counter}. } 24 Turning On the Power Turning On the Power This machine has two power switches.



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**Important** Do not turn off the main power immediately after it has been turned on. Otherwise it may result in damage to the hard disk or memory, leading to the malfunctioning of the machine. Operation switch (right side of the control panel) Press to activate the machine.

When the machine has finished warming up, you can make copies. Main power switch (left side of the machine) Turning off this switch will completely turn off power to the machine. Note This machine automatically enters Energy Saver mode or turns itself off if you do not use it for a certain period. See p.58 "Auto Off Timer", p.

58 "Energy Saver Timer". 1 Turning On the Power A Press the operation switch. The On indicator lights up Turning On the Main Power A Make sure that the power cord is B Open the switch cover and turn on the main power switch. The main power indicator turns on. ZGVS310N firmly plugged into the wall outlet. Note If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If not, turn it on. ZGVH391N 25 Getting Started Turning Off the Power B Open the switch cover, and turn off the main power switch. The main power indicator goes off. 1 A Press the operation switch. The On indicator goes off. ZGVH471N ZGVS310N Note In the following cases, the indicator will not go off but will instead blink when you press the operation switch: Saving Energy -Energy Saver Mode If you do not operate the machine for a certain period of time, or when you press the [Energy Saver] key, the display disappears and the machine goes into Energy Saver mode. When you press the [Energy Saver] key again, the machine returns to the ready condition. The machine uses less electricity in Energy Saver mode. Note You can change the amount of time the machine waits before switching to Energy Saver mode after copying has finished or the last operation is performed.

See p.58 "Energy Saver Timer". · During communication with external equipment. · When the hard disk is active. Turning Off the Main Power Important Do not turn off the main power switch when the On indicator is on or blinking. Failure to observe this may result in damage to the hard disk or memory, leading to malfunction. Be sure to pull out the power cord only after you have turned off the main power switch. Not doing this may result in damage to the hard disk or memory. A Make sure the On indicator is off. 26 Turning On the Power - Auto Off The machine automatically turns itself off when the job is finished, after a certain period of time has elapsed.

This function is called "Auto Off". Note You can change the Auto Off time. See p.58 "Auto Off Timer". The Auto Off Timer function will not operate in the following cases: · When a warning message appears · When the service call message appears · When paper is jammed · When the cover is open · When the "Add Toner" message appears · When toner is being replenished · When the User Tools/Counter screen is displayed · When fixed warm-up is in progress · When the printer or other functions are active · When operation was suspended during printing · When the Data In indicator is on or blinking · When the sample print or locked print screen is displayed 1 27 Getting Started 1 28 2.

Combined Function Operations Changing Modes Note You cannot switch modes in any of the following situations: · When accessing User Tools · During interrupt copying The default setting is to display the screen for copying when you turn the power on. You can change the setting. For details about settings, see p.51 "Function Priority". ZGVH481N 29 Combined Function Operations - System Reset The machine returns automatically to its initial condition when a certain period of time has elapsed after the job is finished.

This function is called "System Reset". See p.51 "Function Priority". 2 Note You can change the System Reset time. See p.59 "System Auto Reset Timer". Job List You can check the contents of jobs in printing as well as those waiting in order, and also delete them. Note In the Job List, jobs reserved using Copy mode and Document Server mode are displayed. When [Print Priority] in the System Settings is set to [Job Order], jobs reserved using Copy mode, Printer mode, Document Server mode or Netfile mode are displayed. For details on printing in the Netfile mode, see the manuals for DeskTopBinder Professional/Lite.

Checking the Job List A Press the [Job List] key. } ZGVS340N B Select the job number of the list you want to check. The job list is displayed. 30 Changing Modes The icons below show the operation mode of stored documents. Job printed using Copier mode. Job printed using Printer mode. Job printed using Document Server mode. Job printed using Netfile mode. Note If more than six jobs are registered, press the [UPrev.] or [TNext] to scroll U T down the screen.

2 C Press [Detail]. D Check the contents of the list. E Press [OK]. The display returns to the job list menu. Deleting Jobs Note If you are unable to delete the job, contact the administrator.

A Press the [Job List] key. } ZGVS340N B Select the job number to be deleted. C Press [Delete Job]. D Press [Yes]. The display returns to the job list menu. 31 Combined Function Operations Multi-Access You can carry out another job using a different function while the current job is being performed.

Performing multiple functions simultaneously in this manner is called "Multi-Access". This allows you to handle your jobs efficiently, regardless of how the machine is being used. For example: · While making copies, you can scan documents to store in the Document Server. · While printing documents stored in the Document Server, the machine can receive print data. · While executing print jobs, you can make operations for copying. Note See p.52 "Print Priority" to set function priority. By default, the [Display Mode] is set to first priority. When the optional Booklet Finisher, or Finisher 3000B(100-Sheet Staples) is installed on the machine, you can specify the output tray to which documents are to be delivered.

For more information about how to specify the output tray for each function, see the following descriptions: · p.53 "Output: Copier" · p.53 "Output: Document Server" · p.54 "Output: Printer" 2 - Function Compatibility The chart below shows sample operations when "Print Priority" is set to "Interleave". See p.52 "Print Priority". 1: Simultaneous operations are possible. \$: Operation is enabled when the relevant function key is pressed and remote switching (of the scanner) is done.



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To change a file name A Press [Scan Original]. The Scan Original display appears. B Press [File Name].

3 To change to an unregistered user name, proceed to the next step. Reference See p.71 "Registering a New User Code". The Change File Name display appears. C Press [Delete All] to delete the old file name. Note You can also use [Backspace] to delete unwanted characters. When using an unregistered user name A Press [Non-programmed Name]. B Enter a new user name, and then press [OK]. Reference See p.133 "Entering Text".

D Enter a new file name, and then press [OK]. Note Up to 20 characters can be entered as a file name, but only 16 characters of each file name will be displayed in the document list. Reference See p.133 "Entering Text". When no names are registered in the Address Book A Enter a new user name, and then press [OK].

To set or change a password A Press [Scan Original]. The Scan Original display appears. Reference See p.133 "Entering Text". B Press [Password]. 38 Using the Document Server C Enter a password using the number keys ( four digits), and then press [OK] or the [#] key. } See p. 38 "To change a file name". See p.38 "To set or change a password". F Press [OK]. Selecting a Document Changing a Stored Document's File Name, User Name, or Password } A Press the {Document Server} key. B Select the document with the user A Press the {Document Server} key. } B Select the document to be printed. 3 name, file name, or password you want to change.

Note If a password has been set for the document, enter the password and press [OK]. C Press [File Management]. D Press [Change File Name], [Change User Name], or [Change Password]. E Enter the new file name, user name, or password, and then press [OK]. Reference See p.37 "To register or change a user name". Note If a password has been set for the document, enter the password and press [OK]. You can search for a document using [Search by User Name] or [Search by File Name]. See p.40 "Searching for Stored Documents".

You can sort document names in the list by user name, file name or date. To sort documents, press [User Name], [File Name] or [Date]. If you cannot determine the contents of a document by its file name, you can print only the first page of the document for checking purposes. See p.43 "Printing the First Page".

To cancel a selection, press the highlighted document again. C To print multiple documents, repeat step B in the order that you want to print. 39 Document Server Note You can select up to 30 documents. Press [OK]. The Select Files to Print display appears.

3 If sizes or resolutions of selected documents are not the same, the documents may not be printed. If you wish to change the order for printing, cancel the selection, and reselect in the desired order. If you press the {Clear Modes} } key, selection of all documents will be canceled. If you press [Printg Odr], the documents will be displayed in the order of printing. Searching for Stored Documents You can use either [Search by File Name] or [Search by User Name] to search for documents stored in the Document Server. You can also list stored documents in your order of preference. Note If you install DeskTopBinder Professional or DeskTopBinder Lite on your computer, you can search and rearrange the documents from your computer. Reference For more details refer to the manuals for DeskTopBinder Professional/Lite. To Check Details of Stored Documents A Select the document. To Search by File Name Note If a password has been set for the document, enter the password, and then press [OK].

A Press the {Document Server} key. } B Press [Search by File Name]. B Press [Detail]. C Enter the file name, and then press Detailed information about the document is displayed. Note If you have selected several documents, use [U] and [T] to view U T the details of each. [OK]. Files beginning with the name entered appear in the Select Files to Print display. Reference See p.133 "Entering Text". 40 Using the Document Server Note To display all files stored in the Document Server, press [File List].

Printing Stored Documents A Select the document to be printed. To Search by User Name A Press the {Document Server} key. } B Press [Search by User Name]. C To specify a registered user name, Note To specify an unregistered user name, go to the next step. Note If a password has been set for the document, enter the password and then press [OK].

You can print multiple documents. See p.39 "Selecting a Document". 3 select the user name from the displayed list, and then press [OK]. B If you need to change D To specify an unregistered user name, press [Non-programmed Name].

Enter the name, and then press [OK]. the print settings, press [Print Settings]. The Print Settings display appears, and user names, file names and printing order of the documents are shown. Reference See p.133 "Entering Text". E Press [OK]. Files beginning with the name entered appear in the Select Files to Print display. Note To display all files stored in the Document Server, press [File List]. Note The print settings made for printing in copier or printer mode remain effective after printing and are applied to the next job. When multiple documents are selected, print settings made for the first document will be effective for only that document, and not the subsequent ones.

Print setting items are listed below. For details about the print results, see Copy Reference. 41 Document Server Binding format · 2 Sided Copy Top to Top · 2 Sided Copy Top to Bottom · Booklet · Magazine Cover handling · Cover/Slip Sheet · Edit/Stamp Finish · Sort · Stack · Staple · Punch If you print more than one set using the Sort function, you can check the print result by printing out only the first set. See p.42 "Sample Copy". When multiple documents are printed at the same time, print settings made for the first document will apply to all the subsequent ones. If you select multiple files, you can confirm file names or print order you selected in step A by scrolling through the list with [T] and [U]. T U Press [Select File] to return to the Select Files to Print display. D Press the {Start} key. } The machine starts printing.

To stop printing A Press the {Clear/Stop} key. } B Press [Stop]. 3 To change the number of copies during printing Limitation The number of copies can only be changed when the Sort function is selected in print settings. A Press the {Clear/Stop} key. } B Press [Change Quantity]. C Use the number keys to enter a new number of copies. D Press the [#] key. } E Press [Continue]. Printing restarts. Sample Copy If you are printing multiple sets, you can check if the print settings or sorting order is correct by first printing out a sample set.



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