

bizhub 4750/4050

User's Guide: Introduction





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Introduction

1 Introduction

1.1 Welcome

Thank you for purchasing this machine.

To obtain maximum performance from this product and to learn how to use it effectively, please read this User's Guide as necessary.

1.2 User's Guides

Booklet manuals

Manual title	Overview
[Quick Start Guide]	This guide describes how to perform basic operations of this machine and configure initial settings.
[Safety Information Guide]	This guide describes notes and precautions that should be followed to use this machine. Please be sure to read this manual before using this machine.

User's guides included in User's Guide CD-ROM

Manual title	Overview
[User's Guide: Introduction]	This guide contains information that is useful to know before beginning to operate this machine, such as the name of each part and how to turn the power on and off, use the Control Panel , and load an original or paper.
[User's Guide: Print Functions]	This guide describes how to install the printer driver as well as basic usage and applications.
[User's Guide: Copy Functions]	This guide describes various methods to make copies.
[User's Guide: Scan Functions]	This guide describes scan transmission operations and necessary preparations. You can scan a paper document, convert it to digital data, and send the result to the computer or server.
[User's Guide: Fax Functions]	This guide describes fax operations and necessary preparations.
[User's Guide: Network Fax Functions]	This guide describes fax (Internet fax) operations using the network and necessary preparations.
[User's Guide: PC-FAX Functions]	This guide describes PC- Fax operations and necessary preparations. You can send the original data created on the computer by fax directly without printing it out to paper.
[User's Guide: Advanced Functions]	This guide describes how to install optional license kits and functions that can be used by installing the license kits.
[User's Guide: Maintenance/Troubleshooting]	This guide describes how to replace consumables, clean this machine, and perform troubleshooting.
[User's Guide: Description of Utility Keys]	This guide describes Utility settings such as [User Settings] and [Administrator Settings] for this machine.
[User's Guide: Applied Functions]	This guide describes the special usages of this machine such as how to use Web Connection , manually install the printer driver, configure print settings using Linux, and use the authentication unit.

1.3 Notations and symbols used in this manual

Procedural instruction

- ✓ This check mark symbol shows a precondition of a procedure.
- 1 This format number "1" represents the first step.
- 2 This format number represents the order of consecutive steps.
 - This symbol indicates a supplementary explanation of a procedural instruction.

Symbols used in this manual

WARNING

- Improper handling can cause serious injury or death.

CAUTION

- Improper handling can cause minor injury or damage to houses and property.

NOTICE

This symbol indicates a risk that may result in damage to this machine or documents. Follow the instructions to avoid property damage.



Tips

This symbol indicates supplemental information of a topic as well as options required to use a function.



Reference

This symbol indicates reference functions related to a topic.



Related setting

This shows the settings related to a particular topic for any user.



Related setting (for the administrator)

This shows the settings related to a topic only for administrators.

Product and key names

Notations used in this manual	Description
[]	An item enclosed in brackets [] indicates a key name on the Touch Panel or computer screen, or the name of a user's guide.
Bold text	This presents a key name, part name, product name, or option name on the Control Panel .

Notations of application names

This manual describes application names as shown below.

Application name	Notations used in this manual
PageScope Direct Print	Direct Print
PageScope Web Connection	Web Connection
PageScope Data Administrator	Data Administrator
PageScope Mobile (for iPhone/iPad/Android)	Mobile (for iPhone/iPad/Android)

1.4 Safety information

This section contains detailed instructions on the operation and maintenance of this machine. To achieve optimum utility of this device, all operators should carefully read and follow the instructions in this manual.

Please read the following section before connecting the machine to the supply. It contains important information related to user safety and preventing equipment problems.

Please keep this manual in a handy place near the machine.



Make sure you observe all of the precautions appear in each section of this manual.

Reference







- Some parts of the contents of this section may not correspond with the purchased product.

Warning and precaution symbols

The following indicators are used on the warning labels or in the manuals to categorize the level of safety warnings.



 WARNING	Ignoring this warning could cause serious injury or even death.
 CAUTION	Ignoring this caution could cause injury or damage to property.

Meaning of symbols

-  A triangle indicates a danger against which you should take precaution.
-  This symbol warns against cause burns.
-  A diagonal line indicates a prohibited course of action.
-  This symbol warns against dismantling the device.
-  A solid circle indicates an imperative course of action.
-  This symbol indicates you must unplug the device.



Disassemble and modification

WARNING

- Do not modify this product, as a fire, electrical shock, or breakdown could result. If the product employs a laser, the laser beam source could cause blindness. 
- Do not attempt to remove the covers and panels which have been fixed to the product. Some products have a high-voltage part or a laser beam source inside that could cause an electrical shock or blindness. 

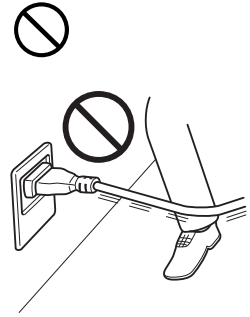
Power cord

WARNING

- Use only the power cord supplied in the package. If a power cord is not supplied, only use the power cord and plug that is specified in POWER CORD INSTRUCTION. Failure to use this cord could result in a fire or electrical shock. 
- Do not use the power cord other than being supplied in the package. If a power cord is not supplied, only use the power cord and plug that is specified in POWER CORD INSTRUCTION. Failure to use this cord could result in a fire or electrical shock. 

Power cord

- Do not scratch, abrade, place a heavy object on, heat, twist, bend, pull on, or damage the power cord. Use of a damaged power cord (exposed core wire, broken wire, etc.) could result in a fire or breakdown. Should any of these conditions be found, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.

**Power source****⚠ WARNING**

- Do not use the power source voltage other than being specified on the machine. Failure to do that could result in a fire or electrical shock.
- Do not use a multiple outlet adapter to connect any other appliances or machines. Use of a power outlet for more than the marked current value could result in a fire or electrical shock.
- Do not use an extension cord in principle. Use of an extension cord could cause a fire or electrical shock. Contact your authorized service representative if an extension cord is required.

**⚠ CAUTION**

- The outlet must be near the equipment and easily accessible. Otherwise you can not pull out the power plug when an emergency occurs.

**Power plug****⚠ WARNING**

- Do not unplug and plug in the power cord with a wet hand, as an electrical shock could result.
- Plug the power cord all the way into the power outlet. Failure to do this could result in a fire or electrical shock.

**⚠ CAUTION**

- Do not place any objects around the power plug, as the power plug may be difficult to pull out when an emergency occurs.
- Do not tug the power cord when unplugging. Pulling on the power cord could damage the cord, resulting in a fire or electrical shock.
- Remove the power plug from the outlet more than one time a year and clean the area between the plug terminals. Dust that accumulates between the plug terminals may cause a fire.



Grounding

WARNING

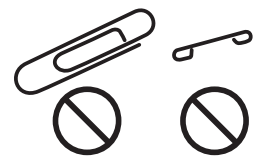
- Make sure to ground this product. (Connect the power cord to an electrical outlet that is equipped with a grounding terminal.) Failure to do so and an unlikely event of leakage could result in a fire or electrical shock.



Installation

WARNING

- Do not place a flower vase or other container that contains water, or metal clips or other small metallic objects on this product. Spilled water or metallic objects dropped inside the product could result in a fire, electrical shock, or breakdown.
Should a piece of metal, water, or any other similar foreign matter get inside the product, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.



- Do not use flammable sprays, liquids, or gases inside or near this machine. Do not clean the inside of this machine using a flammable gas duster. A fire or explosion could result.



CAUTION

- After installing this product, mount it on a secure base. If the unit moves or falls, it may cause personal injury.
- Do not place the product in a dusty place, or a site exposed to soot or steam, near a kitchen table, bath, or a humidifier. A fire, electrical shock, or breakdown could result.
- Do not place this product on an unstable or tilted bench, or in a location subject to a lot of vibration and shock. It could drop or fall, causing personal injury or mechanical breakdown.
- Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction.



Ventilation

CAUTION

- Using this product in a poorly ventilated room for a long time or producing a large volume of copies or prints may cause the odor of exhaust air from the machine. Ventilate the room well.



Actions in response to troubles**⚠ WARNING**

- Do not keep using this product, if this product becomes inordinately hot or emits smoke, or unusual odor or noise. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.
- Do not keep using this product, if this product has been dropped or its cover damaged. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.

**⚠ CAUTION**

- The inside of this product has areas subject to high temperature, which may cause burns. When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the locations (around the fusing unit, etc.) which are indicated by a "Caution HOT" caution label.

**Consumables****⚠ WARNING**

- Do not throw the toner cartridge or toner into an open flame. The hot toner may scatter and cause burns or other damage.

**⚠ CAUTION**

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



When moving the machine**⚠ CAUTION**

- Whenever moving this product, be sure to disconnect the power cord and other cables. Failure to do this could damage the cord or cable, resulting in a fire, electrical shock, or breakdown.
- When moving this product, always hold it at the locations specified in the User's Guide or other documents. If the unit is moved while held at locations other than those specified, it may fall, causing severe personal injury.

**When using the machine****⚠ WARNING**

- If you use an implantable medical equipment (cardiac pacemaker, etc.), do not bring the IC card reader close from the implant within 12 cm at all times. The radio waves may affect implantable medical equipment (cardiac pacemaker, etc.) operations.

**⚠ CAUTION**

- When using the machine, do not look at the light of the lamp for a prolonged time. Eyestrain could result.

**Papers****⚠ CAUTION**

- Do not use stapled paper, conductive paper (such as silver paper or carbon paper) or treated heat-sensitive/inkjet paper, otherwise a fire may result.



When the Fax is not installed:

Before successive holidays**⚠ CAUTION**

- Unplug the product when you will not use the product for long periods of time.



1.5 Legal restrictions on reproduction

Certain types of originals must never be reproduced with the purpose or intent to pass reproductions of such originals off as the originals.

The following is not a complete list, but is meant to be used as a guide to responsible reproduction.

<Financial Instruments>

- Personal checks
- Traveler's checks
- Money orders
- Certificates of deposit
- Bonds or other certificates of indebtedness
- Stock certificates

<Legal Originals>

- Food stamps
- Postage stamps (canceled or uncanceled)
- Checks or drafts drawn by government agencies
- Internal revenue stamps (canceled or uncanceled)
- Passports
- Immigration papers
- Motor vehicle licenses and titles
- House and property titles and deeds

<General>

- Identification cards, badges, or insignias
- Copyrighted works without permission of the copyright owner

In addition, it is prohibited under any circumstances to reproduce domestic or foreign currencies, or works of art without permission of the copyright owner.

When in doubt about the nature of an original, consult with legal counsel.

NOTICE

This machine provides the forgery prevention function in order to prevent financial instruments from being reproduced illegally.

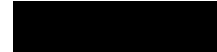
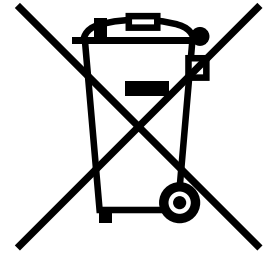
We appreciate your understanding that printed images may infrequently have some noise or image data may not be stored under certain circumstances due to this forgery prevention function.

1.6 Regulation notices

For EU member states only

This symbol means: Do not dispose of this product together with your household waste!

Please contact the Local Authority for appropriate disposal instructions. In the case of a new device being purchased, the used one can also be given to our dealer for appropriate disposal. Recycling of this product will help to conserve natural resources and prevent potential negative consequences for the environment and human health caused by inappropriate waste handling.



This product complies with RoHS (2011/65/EU) directive.

2 Before Using This Function

2 Before Using This Function

2.1 CD-ROM supplied with this machine

Driver & Utilities CD-ROM

Item	Overview
[Printer/FAX]	Allows you to install the printer driver and fax driver. For details, refer to [User's Guide: Print Functions] and [User's Guide: PC-FAX Functions].
[Scanner]	Allows you to install the scanner driver. For details, refer to [User's Guide: Scan Functions].
[PageScope Utilities]	Various utilities are provided to optimize functions of this machine. Clicking this displays the download page.

User's Guide CD-ROM

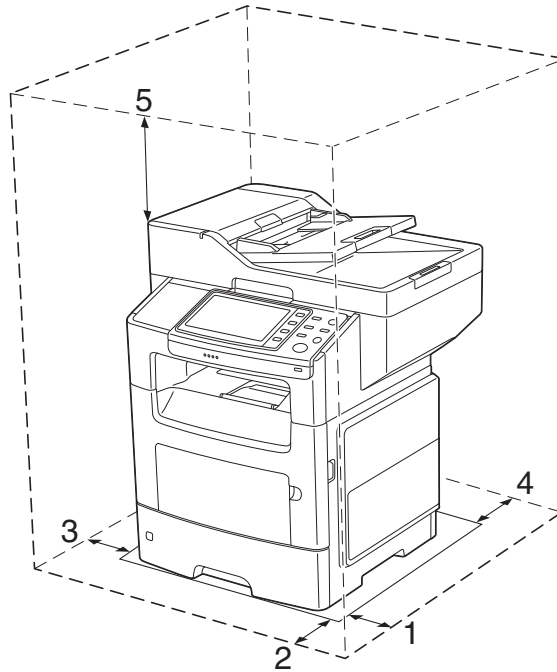
Contains various user's guides.

For details on the user's guide types, refer to page 1-3.

2.2 Installation location and environment

2.2.1 Installation location

To simplify tasks such as operations, consumable replacement, or inspection, create an installation environment as shown below.



No.	Orientation:	Space Requirement
1	Right	4-5/16 inches (110 mm)
2	Front	12 inches (304.8 mm)
3	Left	2-3/4 inches (70 mm)
4	Rear	3-15/16 inches (100 mm) When the optional Finisher is installed: 6-11/16 inches (170 mm)
5	Top	31-1/2 inches (800 mm)

2.2.2 Installation environment

Install this machine in a place enough to endure its weight.

Model Name	Weight
bizhub 4750	Approx. 52-15/16 lb (24 kg)
bizhub 4050	Approx. 52-15/16 lb (24 kg)

Install this machine in the place shown below.


- Stable and horizontal (inclination around this machine: 1 degree or less) location with a hard, even surface
- To check whether the installation location is level, use a normal round pencil. If the pencil rolls, the location is not horizontal. Ensure this machine is horizontal, and make sure that there are no objects such as cables caught under this machine.
- Location close to a dedicated power outlet that is grounded
- Location close to your computer
- Sufficiently spacious location that ensures ease of use and appropriate air ventilation
- Location in which ambient temperature is 60°F to 90°F (15.6 °C to 32.20 °C) and humidity is 8% to 80%

Do not install this machine in the locations described below.

- Location exposed to direct sunlight
- Location in which excessive differences in temperature and humidity are detected due to close proximity to a heater or cooling equipment
- Location exposed to direct flame or combustible materials
- Location close to equipment such as a copy machine or air-conditioner that generates noise, or equipment such as a refrigerator that generates a strong magnetic or electromagnetic force
- Location close to water, water pipes, or fluid (drink) containers, corrosive chemicals, or corrosive gases such as ammonia
- Location in which fine metallic pieces such as clips or staples are scattered
- Location subject to thumping vibrations

 **Tips**

- Do not connect to the same power outlet as that used for a high-current equipment.
- If this machine is installed in or moved to an environment subject to excessive changes in temperature, condensation will form in this machine, which may reduce printing quality. If condensation is detected, leave this machine for approximately 1 hour before using it to adjust to the environment.
- When using a humidifier or vaporizer in the room where this machine is installed, use purified or distilled water. If impurities in water are emitted into the air, they will collect in this machine and reduce printing quality.

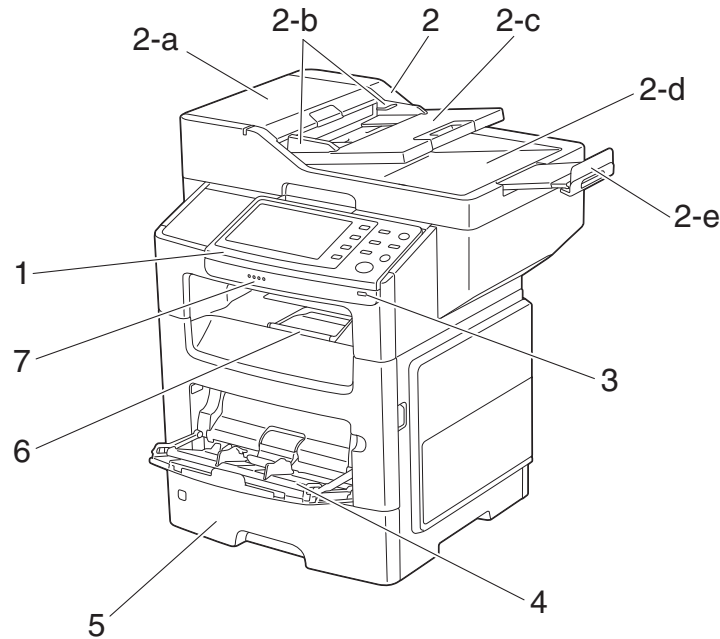


About This Machine

3 About This Machine

3.1 Checking the name of each part

Front side



No.	Name
1	Control Panel
2	Automatic Document Feeder (ADF)
2-a	ADF Feed Cover
2-b	Document Guide
2-c	Document Feed Tray
2-d	Document Output Tray
2-e	Document Stopper
3	USB Host Port*
4	Manual Feed Tray
5	Tray 1
6	Output Tray
7	Data Indicator

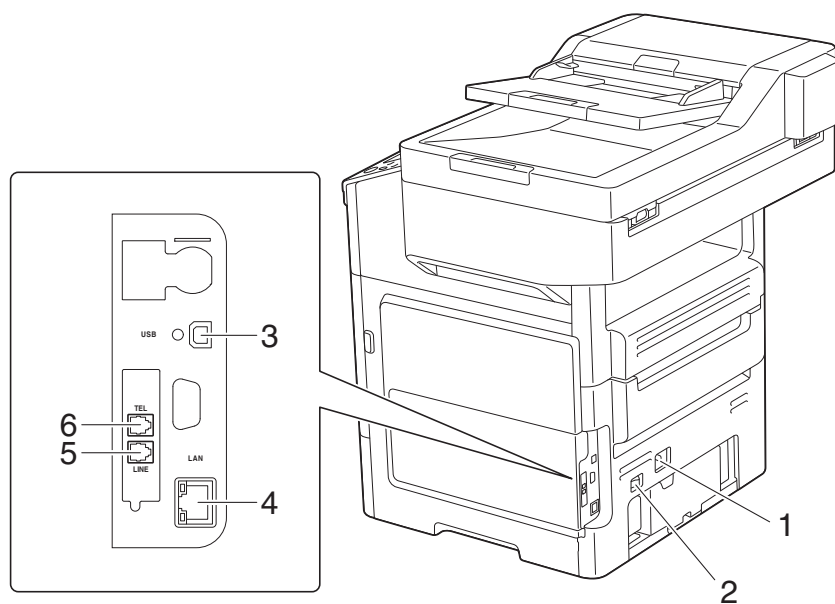
* A USB hub can be connected to the **USB Host Port**. A USB memory device and **Authentication Unit** (IC card type) can be simultaneously connected to a USB hub one by one.

NOTICE

When using a USB hub, use a self-powered hub. If you use a bus-powered hub, the hub could malfunction.

Rear side

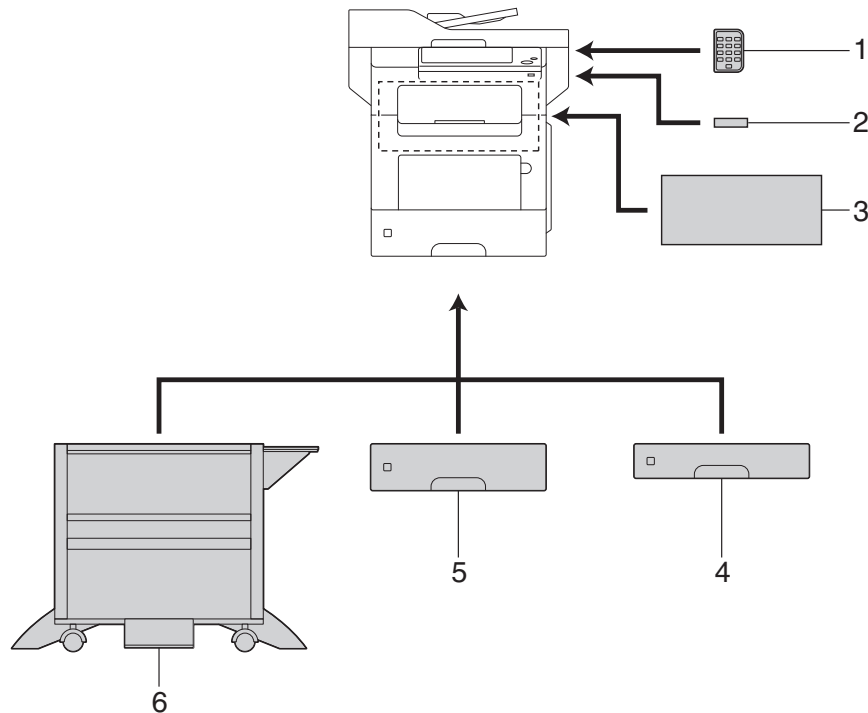
This view shows the machine with the optional **Fax Kit FK-512** and **Mount Kit MK-P03** installed.



No.	Name
1	Power Connection
2	Power Switch
3	USB Printer Port (Type B)
4	Ethernet (LAN) Port (1000Base-T/100Base-TX/10Base-T)
5	LINE (telephone line) Jack
6	TEL (telephone) Jack

3.2 Checking the option configuration

List of optional components



No.	Name	Description
1	Keypad KP-P01	Located on the side of the Control Panel . Allows you to enter numbers by using the Hardware Keypad .
2	Authentication Unit AU-201/AU-201S	Performs user authentication by scanning information recorded on the IC card or the NFC-compatible mobile terminal (Android terminal).
3	Finisher FS-P02	Staples the printed sheets. For staples, use Staple Kit SK-501 .
4	Paper Feed Unit PF-P11	Allows you to load up to 250 sheets of paper. There are three slots in which the Paper Feed Unit can be installed.
5	Paper Feed Unit PF-P12	Allows you to load up to 550 sheets of paper. There are three slots in which the Paper Feed Unit can be installed.
6	DESK DK-P02	Used to install this machine on the floor. This component may not be able to be used depending on the region the machine is used in.

The following optional components are built into this machine and are not shown in the figure above.

7	Fax Kit FK-512	Used to operate this machine as a fax machine.
8	Mount Kit MK-P03	This unit is required to install the Fax Kit .
9	Local Interface Kit EK-P04	Used to add an RS-232C port.
10	i-Option LK-101 v3	Supports the web browser function that is one of the advanced functions.
11	i-Option LK-106	Used to add a bar code font, which is one of special fonts.
12	i-Option LK-107	Used to add a unicode font, which is one of special fonts.
13	i-Option LK-108	Used to add an OCR font, which is one of special fonts.
14	i-Option LK-111	Supports the ThinPrint function, which is one of a number of advanced functions.

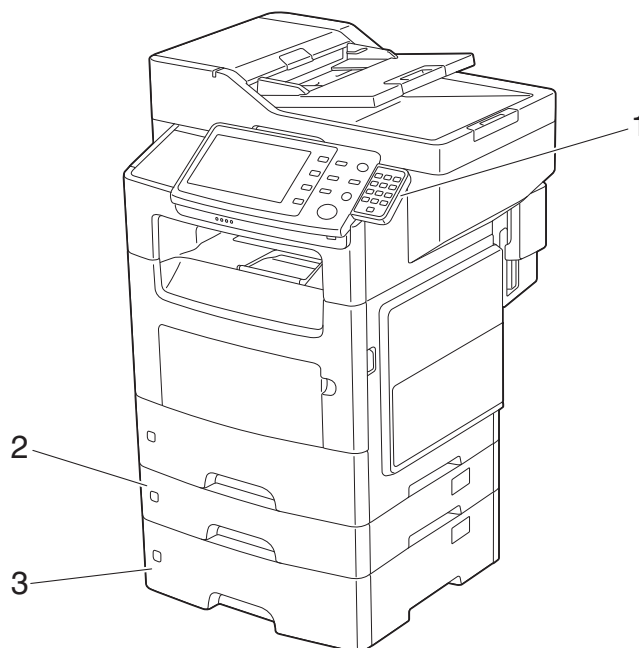
No.	Name	Description
15	Network Interface Card NC-P03	Used to make this machine available in a wireless network environment.

**Reference**

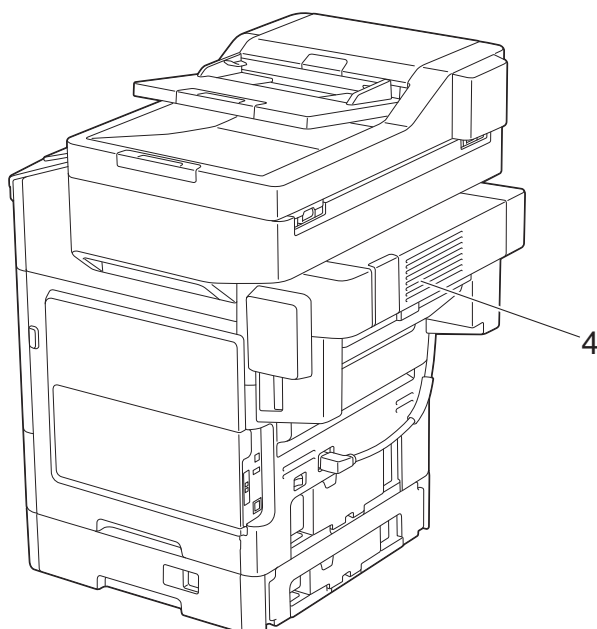
For details on how to register **i-Option** license kits, refer to Chapter 2 "Registering License Kits" in [User's Guide: Advanced Functions].

NOTICE

When removing and installing an optional device, turn this machine off, then disconnect the power plug from the outlet.

Front view (with optional devices installed)

No.	Name
1	Keypad KP-P01
2	Paper Feed Unit PF-P11
3	Paper Feed Unit PF-P12

Rear side view (with optional devices installed)

No.	Name
4	Finisher FS-P02

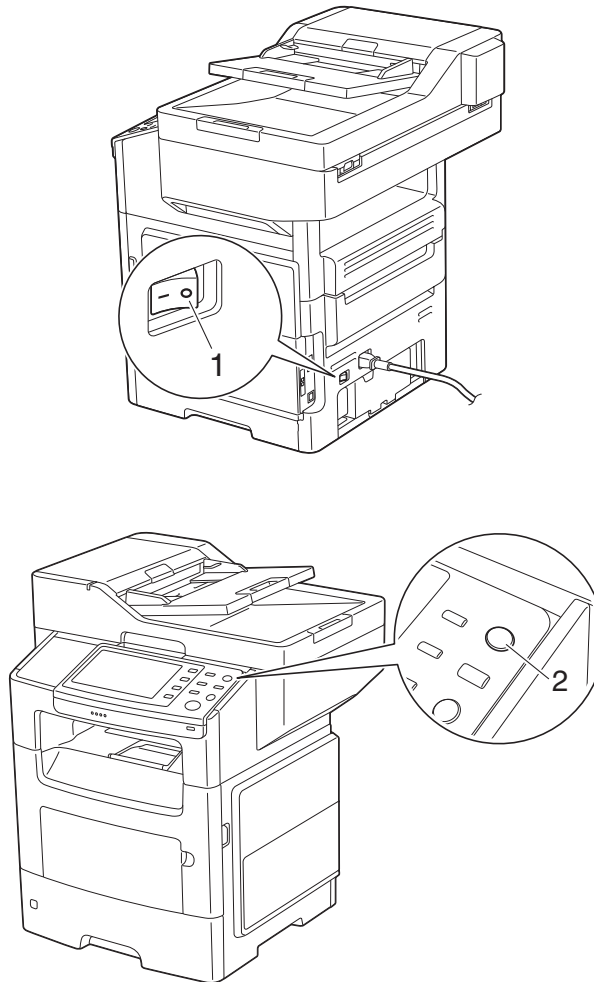
4

Turning the Power On or Off

4 Turning the Power On or Off

4.1 About power supply

This machine has two power switches: **Power Switch** outside the machine and **Power** key on the **Control Panel**.



No.	Name	Description
1	Power Switch	Press this switch when turning the main power of this machine on or off, or when restarting this machine.
2	Power key	Press this key to switch this machine to Power Save mode. This function reduces power consumption and has more significant power saving effect. For details, refer to page 4-4.

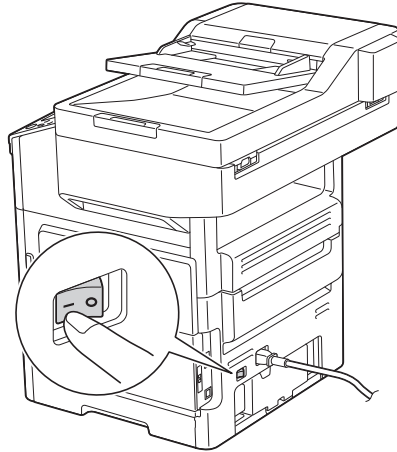
NOTICE

While printing, do not turn the **Power Switch** off or press the **Power** key. Otherwise, it may lead to a paper jam.

If the **Power Switch** is turned off or the **Power** key is pressed while this machine is running, the system deletes the currently loaded data or communicating data as well as queued jobs.

4.2 Turning the Power Switch ON or OFF

- 1 Connect the **Power Cord** to this machine.
- 2 Connect the **Power Cord** to the power outlet.
- 3 When turning the main power on, press | of the **Power Switch**.



A screen appears to show that this machine is in the process of start-up.
When the main menu icon is displayed, this machine is ready to use.

- 4 When turning the main power off, press ○ of the **Power Switch**.

NOTICE

*When restarting this machine, turn the **Power Switch** off and on again after 10 or more seconds have elapsed. Not doing so may result in an operation failure.*

4.3 Using the Power key

Press the **Power** key to switch this machine to Power Save mode.

You can select [Power Save] or [Sub Power OFF] as Power Save mode that is activated when the **Power** key is pressed.

To configure settings: [Utility] - [Administrator Settings] - [System Settings] - [Power Supply/Power Save Settings] - [Power Save Key] (The default varies depending on the region the machine is used in.)

When using the Power key as a Power Save key

When the **Power** key is pressed, the status of this machine changes as shown below. Depending on how long the **Power** key is pressed, the state of the power saving mode to be activated will differ.

Power key	Status of this machine	Status of LED	Description
Short press	Low Power mode (Default)	Flash: Blue	Turns off the display of the Touch Panel to reduce power use. This machine returns to Normal mode when it receives data or faxes or when the user operates the Touch Panel .
	Sleep mode	Flash: Blue	Provides a greater power saving effect than Low Power mode. The time required to return to Normal mode is longer than that from Low Power mode. This machine returns to Normal mode when it receives data or faxes or when the user operates the Touch Panel .
Hold down	Sub Power OFF	Light up: Orange	Provides a greater power saving effect than Sleep mode. While the sub power is turned off, this machine can receive data or faxes, however, it cannot scan or print an original. If data or faxes are received while the sub power is turned off, they are printed when the machine returns to Normal mode. To enable the machine to return to Normal mode from the Sub Power OFF status, press the Power key again.

Related setting (for the administrator)

- Press the **Power** key to select whether to switch to Low Power or Sleep mode.
To configure settings: [Utility] - [Administrator Settings] - [System Settings] - [Power Supply/Power Save Settings] - [Power Save Settings] (Default: [Low Power])
- You can select whether Deep Sleep mode is activated to further reduce power use when this machine is in Sleep mode. When the machine is in Deep Sleep mode, it will not return to Normal mode when the user operates the **Touch Panel**. To return to Normal mode, press the **Power** key.
To configure settings: [Utility] - [Administrator Settings] - [System Settings] - [Power Supply/Power Save Settings] - [Power Consumption in Sleep Mode] (Default: [Enabled])

When using the Power key as a Sub Power OFF key

When the **Power** key is pressed, the status of this machine changes as shown below. Depending on how long the **Power** key is pressed, the state of the power saving mode to be activated will differ.

Power key	Status of this machine	Status of LED	Description
Short press	Sub Power OFF	Light up: Orange	Provides a greater power saving effect than Sleep mode. While the sub power is turned off, this machine can receive data or faxes, however, it cannot scan or print an original. If data or faxes are received while the sub power is turned off, they are printed when the machine returns to Normal mode. To enable the machine to return to Normal mode from the Sub Power OFF status, press the Power key again.
Hold down	ErP Auto Power OFF	Flash: Orange	This function provides a more significant power saving effect than the Sub Power OFF mode, which is close to the state where the main power is turned off. In ErP Auto Power OFF mode, this machine cannot receive data or faxes, and also it cannot scan or print an original. To enable the machine to return to Normal mode from the ErP Auto Power OFF status, press the Power key again.



5 Loading the Original

5 Loading the Original

5.1 Loading the original into the ADF

Original available for ADF

Item	Specifications
Original types	Plain paper (14lb to 32 lb (52 g/m ² to 120 g/m ²))
Max. original size	A4 or Legal (Fax only: 8-1/2 inches × 39-3/8 inches (215.9 mm × 1000 mm))
Original loading capacity	Max. 50 sheets (20 lb (75 g/m ²))

Do not load the following originals into the **ADF**. Doing so may cause an original paper jam, or damage the originals.

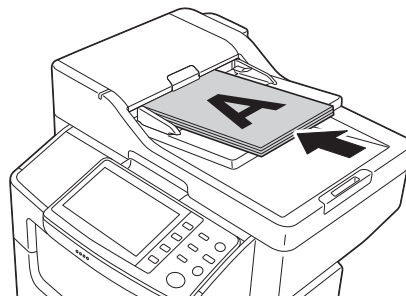
- Wrinkled, folded, curled, or torn originals
- Highly translucent or transparent originals, such as transparencies or diazo photosensitive paper
- Coated originals such as carbon-backed paper
- Original that is less than basic weight 14 lb (52 g/m²) or greater than 32 lb (120 g/m²)
- Originals that are bound, for example, with staples or paper clips
- Originals that are bound in booklet form
- Originals with pages bound together with glue
- Originals with pages that have had cutouts removed or that are cutouts
- Label sheets
- Offset printing masters
- Photographic Paper
- Glossy original such as gloss coated paper

Loading the original into the ADF

The **ADF** feeds original sheets one by one in order from the top, and automatically loads them. It also loads a 2-sided original automatically.

The **ADF** is helpful when loading a large number of original.

- 1 Put the first page of an original at the top, and load the original into the **Document Feed Tray** with the side to be photocopied facing upward.



- Load the original by positioning its top side to the left. When loading in a different orientation, be sure to specify the loading direction of originals.

NOTICE

*Do not load more than 50 sheets of paper at one time into **Document Feed Tray**, and do not load sheets of paper above the upper-limit indicator guide. Doing so may cause the originals to jam, damage the originals and/or **ADF** failure. However, if the original contains more than 50 pages, it can be scanned separately.*

*If the original is loaded at an angle into the **ADF**, it may slow down the scanning speed of the original. Before loading the original into the **ADF**, be sure to align its pages.*

- 2 Slide the **Document Guide** to fit the loaded original.

5.2 Loading the original onto the Original Glass

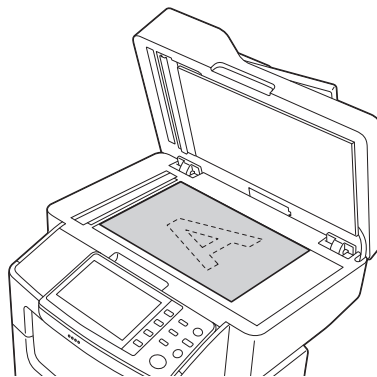
Original available on the Original Glass


Item	Specifications
Original types	Sheets, books (two-page spread), cards, three-dimensional objects
Max. original size	A4 or Legal
Original loading capacity	Max. 22-1/16 lb (10 kg)

Loading the original onto the Original Glass

Using the **Original Glass** allows you to scan an original such as a book or card, which is not available in the **ADF**.

- 1 Open the **ADF**.
- 2 Load the original into the **Original Glass** with the side to be photocopied facing downward.



- Place the original by positioning its top side to the left and by aligning it with the  mark on the far left of the **Original Scale**. When loading in a different orientation, be sure to specify the loading direction of originals.
- When copying a highly transparent original such as transparencies or tracing paper, place a blank sheet that is the same size as the original on the original to enable clear scanning.

NOTICE

Do not place an original heavier than 22-1/16 lb (10 kg) on the original glass. Furthermore, do not use excessive force to press down on a book or any other form of original that must be spread on the original glass. Otherwise, the machine may be damaged or a failure may occur.

- 3 Close the **ADF**.

NOTICE

*When placing a thick book or a three-dimensional object on the original glass, you do not need to close the **ADF** to scan it. A bright light may be emitted through the **Original Glass**. Be careful not to look directly at it. Note, however, that the light coming through the original glass is not a laser beam, and will not expose the user to related hazards.*



Loading Paper

6 Loading Paper

6.1 Paper

6.1.1 Checking the available paper types

Paper type	Paper weight	Paper capacity
Plain paper Recycled paper Single Side Only ^{*1} Special Paper ^{*2} Colored Paper ^{*4} User Paper 1 ^{*5} User Paper 2 ^{*5}	15-15/16 lb to 23-15/16 lb (60 g/m ² to 90 g/m ²)	Manual Feed Tray: 100 sheets Tray 1: 550 sheets ^{*6} Paper Feed Unit PF-P11: 250 sheets ^{*6} Paper Feed Unit PF-P12: 550 sheets ^{*6}
Letterhead ^{*3}	15-15/16 lb to 23-15/16 lb (60 g/m ² to 90 g/m ²)	Manual Feed Tray: 100 sheets Tray 1: 550 sheets
Thick 1 User Paper 3 ^{*5}	24-3/16 lb to 31-15/16 lb (91 g/m ² to 120 g/m ²)	Manual Feed Tray: 20 sheets Tray 1: 550 sheets ^{*6} Paper Feed Unit PF-P11: 250 sheets ^{*6} Paper Feed Unit PF-P12: 550 sheets ^{*6}
Thick 1+ User Paper 4 ^{*5}	32-3/16 lb to 41-3/4 lb (121 g/m ² to 157 g/m ²)	Manual Feed Tray: 20 sheets
Thick 2 User Paper 5 ^{*5}	42 lb to 43-3/8 lb (158 g/m ² to 163 g/m ²)	Manual Feed Tray: 20 sheets
Postcards ^{*7}	-	Manual Feed Tray: 20 sheets
Envelopes	-	Manual Feed Tray: 10 sheets
Label sheets	-	Manual Feed Tray: 30 sheets Tray 1: 550 sheets ^{*6} Paper Feed Unit PF-P11: 250 sheets ^{*6} Paper Feed Unit PF-P12: 550 sheets ^{*6}

^{*1} Paper on which you will not print on both sides (for example, when something is already printed on the front side).

^{*2} Fine and other special paper.

^{*3} Paper where company names, preset text, and other text are already printed.

^{*4} Colored paper.

^{*5} Paper that is registered as a frequently used paper type.

^{*6} Standard capacity when the paper weight is 20 lb (75 g/m²).

^{*7} General postcards.

NOTICE

Paper other than plain paper is referred to as special paper. When loading special paper into the paper tray, specify the correct paper type. Otherwise, it may result in a paper jam or image error.

Tips

You can select whether or not to allow printing on both sides of letterhead paper in [Letterhead duplex print permission settings] of this machine (default: [Restrict]). To allow printing on both sides of letterhead paper, use plain paper as the letterhead paper type.

6.1.2 Checking the available paper sizes

Paper feed port	Allowable sizes
Manual Feed Tray	A4, A5, A6, B5 (JIS), B6 Legal (8-1/2 × 14), Letter (8-1/2 × 11), SP Folio (8-1/2 × 12-11/16), Executive (7-1/4 × 10-1/2), Statement/Invoice (5-1/2 × 8-1/2) Foolscap (8 × 13), 8-1/8 × 13-1/4, F4:Folio (8-1/4 × 13), Government Legal (8-1/2 × 13), 8-1/2 × 13-1/2, 16K, Kai 16, Kai 32 Photo size 4 × 6/Photo size 10 × 15 (100 × 150 mm) Envelope C10, Western-style envelope #6, Envelope DL, Western-style envelope #2, End-opening envelope #3, End-opening envelope #4 B5 (ISO), UK Quarto (8 × 10), Government letter (8 × 10-1/2) Width: 3 inches to 8-1/2 inches (76.2 mm to 215.9 mm), Length: 5 inches to 14 inches (127 mm to 355.6 mm)
Tray 1	A4, A5, A6, B5 (JIS), B6 Legal (8-1/2 × 14), Letter (8-1/2 × 11), SP Folio (8-1/2 × 12-11/16), Executive (7-1/4 × 10-1/2), Statement/Invoice (5-1/2 × 8-1/2) Foolscap (8 × 13), 8-1/8 × 13-1/4, F4:Folio (8-1/4 × 13), Government Legal (8-1/2 × 13), 8-1/2 × 13-1/2 Government letter (8 × 10-1/2)
Paper Feed Unit	A4, A5, B5 (JIS) Legal (8-1/2 × 14), Letter (8-1/2 × 11), Executive (7-1/4 × 10-1/2), Government legal (8-1/2 × 13)
Auto Duplex Unit	A4 Legal (8-1/2 × 14), Letter (8-1/2 × 11), SP Folio (8-1/2 × 12-11/16) F4:Folio (8-1/4 × 13), Government Legal (8-1/2 × 13), 8-1/2 × 13-1/2, Foolscap (8 × 13) Width: 8-1/4 inches to 8-1/2 inches (209.6 mm to 215.9 mm), Length: 11 inches to 14 inches (279.4 mm to 355.6 mm)

Tips

- For all paper sizes, the printable area for printing is the area excluding 3/16 inch +/- 1/16 inch (4.2 mm +/- 2 mm) from the paper edge and the printable area for copying is the area excluding 3/16 inch +/- 1/16 inch (4 mm +/- 2 mm) from the paper edge. When configuring a user setting of the page size using the application, specify the paper size within the printable area so that the optimal result is obtained.
- On an envelope, it is only possible to print on the front (address) side. Also, the result of printing on the seal overlapping part on the front side cannot be assured. The area that cannot be assured varies depending on envelope types.
- The page margin setting is determined depending on your application. If the default paper size or margin is selected, there may be some part of the paper that is not able to be printed on. To obtain the optimal result, configure the custom setting so that an image is included in the printable area of this machine.

6.1.3 Precautions for correct operations

Unavailable paper

Do not load the following types of paper into the tray. Not observing these precautions may lead to reduced print quality, a paper jam, or machine damage.

- Paper that has been printed on using a heat-transfer printer or an inkjet printer
- Folded, curled, wrinkled, or torn paper
- Paper that has been left unwrapped for a long period of time
- Paper that is damp, perforated, or that has been hole punched
- Extremely smooth or extremely rough paper, or paper with an uneven surface
- Treated paper such as carbon-backed paper, thermal paper, pressure-sensitive paper, or iron-on transfer paper
- Paper that has been decorated with foil or embossing
- Paper of a non-standard shape (paper that is not rectangular)
- Paper that is bound with glue, staples or paper clips
- Paper with labels attached
- Paper with ribbons, hooks, buttons, etc., attached
- Paper with different paper quality (roughness) on the front and back sides
- Paper that is too thin or too thick
- Paper containing static electricity
- Acidic paper
- Other types of unavailable paper

Storing paper

To store paper, be sure to note the following points.

- Store paper on an even, horizontal surface, and do not take the paper out of its packaging until it is loaded into a tray. If paper is left for a long period of time outside its package, it may cause a paper jam.
- When not using paper that has been taken out of its package once, return it to the original package and store it in a horizontal, cool, dark place.
- Do not store paper in locations or in environments that are:
 - Too humid
 - Exposed to direct sunlight
 - Subject to high temperatures (95°F (35°C) or more)
 - Too dusty
- Do not set paper against the other or store it vertically.

Tips

When purchasing a large quantity of paper or special paper, carry out a trial print to check the printing quality in advance.

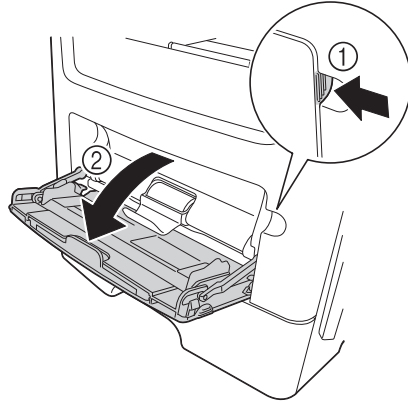
6.2 Loading paper into the Manual Feed Tray

How to load paper into the Manual Feed Tray

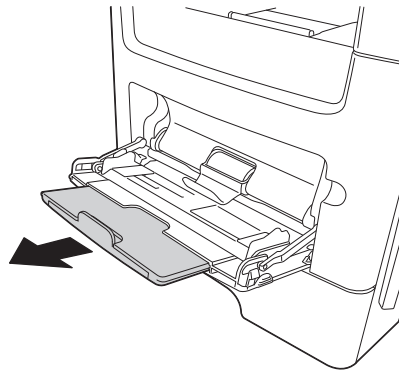
When selecting a paper size other than for paper trays, use the **Manual Feed Tray**.

To use the **Manual Feed Tray**, load paper and specify the paper size and paper type.

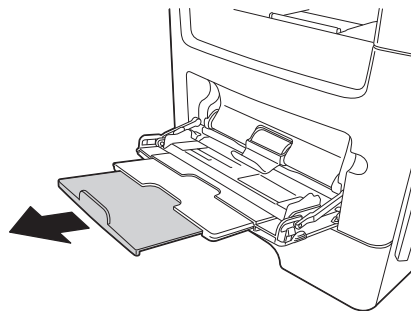
- 1 Open the **Manual Feed Tray**.



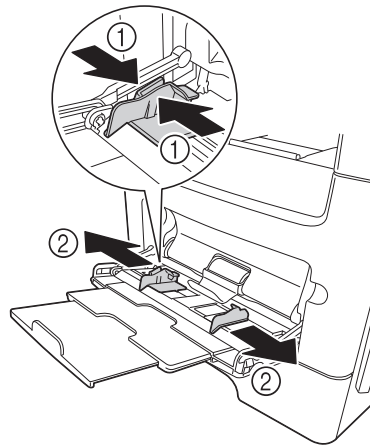
- 2 Pull out the extension guide of the **Manual Feed Tray**.



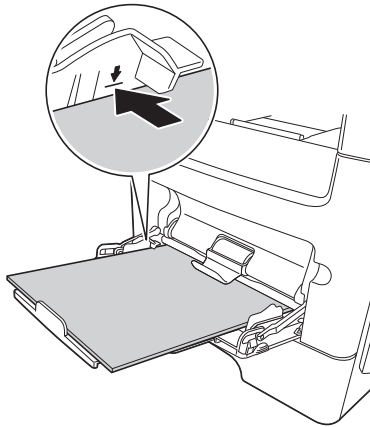
- 3 Fully pull out the extension guide of the **Manual Feed Tray**.



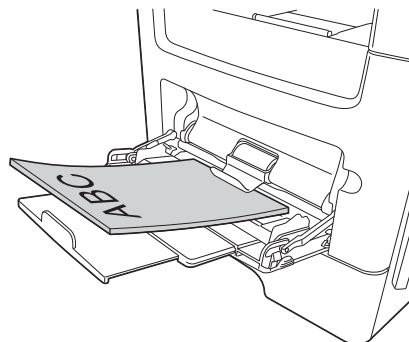
- 4 Hold the paper guide tab located at the left end, then move the paper guide to match the width of the paper to be loaded.



- 5 With the side to be printed on facing up, insert the paper as far as possible into the feed slot.
 → If paper is curled, flatten it before loading.



- When you load letterheads, set the side of the letterheads, on which the company name, preset text and other text are printed, face up.



- If you allow printing on both sides of letterhead paper in [Letterhead duplex print permission settings] on this machine, set the side of the letterheads, on which the company name, preset text and other text are printed, face down.

NOTICE

Load paper within the guide indicating the upper limit.

- 6 Align the paper guide to the paper size.

- 7 Change the paper type and paper size on the **Control Panel**. When loading custom sized paper, also specify the paper size.
 - To configure settings: [Utility] - [User Settings] - [Printer Settings] - [Paper Setting] - [Paper Tray] - [Manual Feed]

Loading envelopes

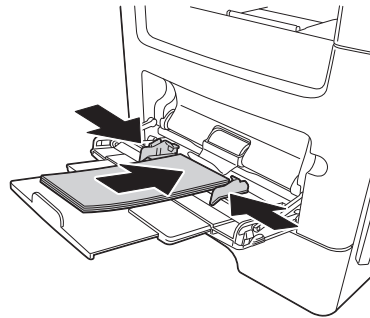
Up to 10 envelopes can be loaded into the tray at a time.

NOTICE

Before loading, remove air from the envelope(s), and securely press along the flap fold line. Otherwise, it will result in wrinkles or a paper jam.

Do not use an envelope with a stamp, staple, or metal, or a window envelope, glazed envelope, or adhesive envelope. Using such envelopes may cause serious damage to this product.

- 1 Load envelopes so that flap parts are set on the lower left.



- 2 Align the paper guide to the paper size.
- 3 Change the paper type and paper size on the **Control Panel**.
 - To configure settings: [Utility] - [User Settings] - [Printer Settings] - [Paper Setting] - [Paper Tray] - [Manual Feed]

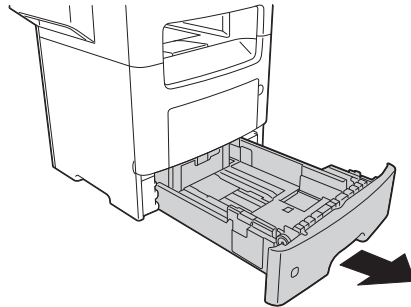
6.3 Loading paper into Tray 1/2/3/4

NOTICE

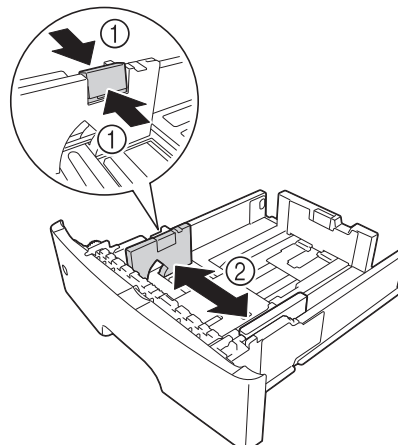
Individually feed paper into each tray to maintain balance of this machine. While loading paper into one tray, close all other trays.

- ✓ This section describes how to load paper into **Tray 1**. The method for loading paper into **Tray 2/3/4** is the same as for **Tray 1**.
- ✓ **Tray 2/3/4** is available when the optional **Paper Feed Unit** is installed.

- 1 Fully pull out **Tray**.

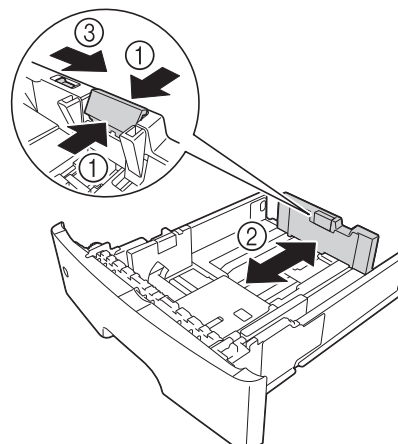


- 2 Hold the crosswise paper guide tab, then move the paper guide to match the size of the paper to be loaded.

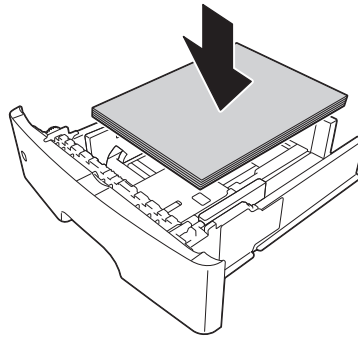


- 3 Hold the lengthwise paper guide tab, then move the paper guide to match the size of the paper to be loaded.

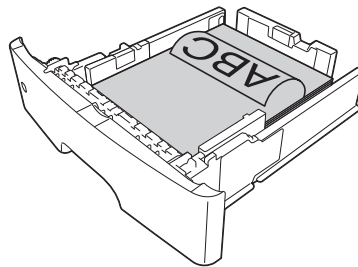
→ After moving the paper guide, slide the lock tab (3) to lock the paper guide. You can use the lock/unlock mark to check whether or not the paper guide is locked.



- 4 Load paper into the tray with the print side facing down.
- If paper is curled, flatten it before loading.
 - To load long paper such as A4, letter size, or legal size, hold the lengthwise paper guide tab, then slide the paper guide backward to match the paper length.
 - If legal-size paper is loaded, the lengthwise paper guide tab is beyond the length of the tray base, and it may cause paper to become dusty. To protect paper against dust, purchase and mount a dust cover. For details, contact your service representative.
 - To load A6 paper, hold the lengthwise paper guide tab and slide it up to the A6-size position in the center of the tray.
 - Check that the crosswise and lengthwise paper guides match the paper size indicators on the bottom of the tray.



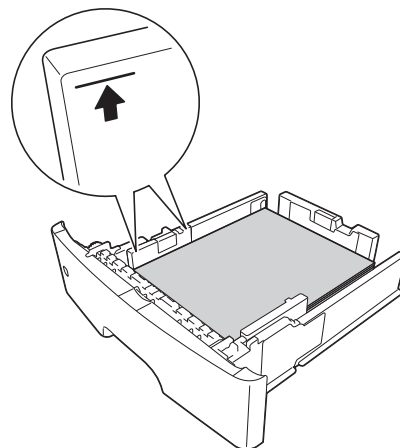
- When you load letterheads, set the side of the letterheads, on which the company name, preset text and other text are printed, face down.



- If you allow printing on both sides of letterhead paper in [Letterhead duplex print permission settings] on this machine, set the side of the letterheads, on which the company name, preset text and other text are printed, face up.

NOTICE

Do not load paper above the upper-limit indicator mark.



- 5 Align the paper guide to the paper size.
- 6 Close the **Tray**.

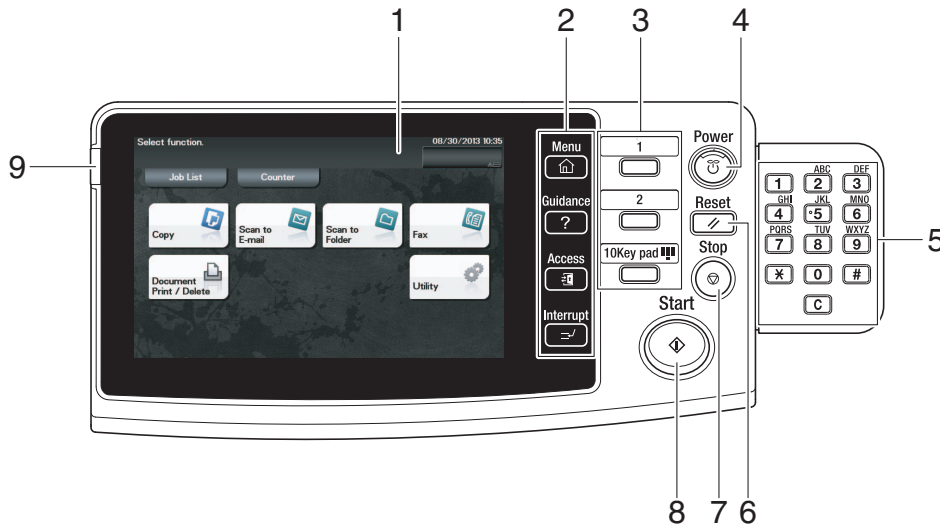
- 7 Change the paper type and paper size on the **Control Panel**.
 - To configure settings: [Utility] - [User Settings] - [Printer Settings] - [Paper Setting] - [Paper Tray] - [Tray 1], [Tray 2], [Tray 3], or [Tray 4]
 - The paper size of [Tray 2], [Tray 3], and [Tray 4] can be set automatically.



Control Panel

7 Control Panel


7.1 Names and functions of Control Panel keys



Tips

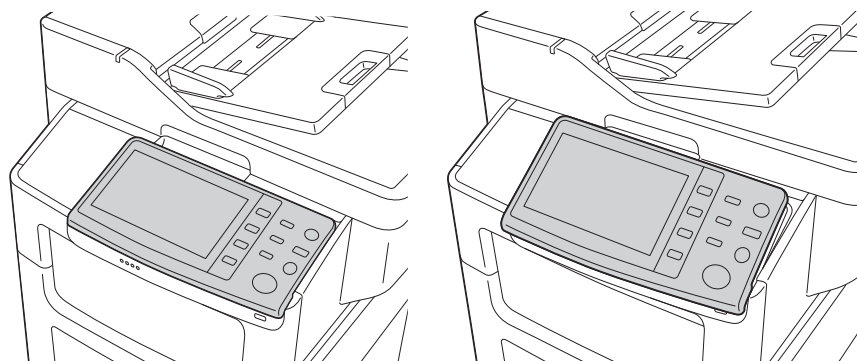
This figure shows the Control Panel with an optional **Keypad** installed.

No.	Name	Description
1	Touch Panel	Displays setting screens and messages. Directly press this panel to carry out operations.
2	[Menu]	Tap this key to display the Main Menu. The [Menu] lights up in blue when the Main Menu is displayed. For details on the Main Menu, refer to page 7-8.
	[Guidance]	Tap this key to display the help screen. The [Guidance] lights up in blue when the Help Menu is displayed. This function displays the explanation and operation procedure of a function on the Touch Panel , enabling you to view them.
	[Access]	Tap this key to perform authentication on the Login screen if user authentication or account track is employed on this machine. Tap [Access] under the login condition to log out. For details, refer to page 9-2.
	[Interrupt]	Tap this key to interrupt active jobs on this machine and deal with a quick copy job. [Interrupt] lights up in blue during interrupt processing. For details, refer to Chapter 1 "Copy Operations" in [User's Guide: Copy Functions].
3	Register Key 1 to Register Key 3	Press each key to switch the display of the Touch Panel to a function assigned to a Register key. <ul style="list-style-type: none"> The default function assigned to the Register key varies depending on the region the machine is used in. A function to be assigned to a Register key can be changed to suit your environment. For details, refer to page 7-11.
4	Power key	Press this key to switch this machine to Power Save mode. For details, refer to page 4-4.
5	Keypad	Use this keypad to enter numeric values such as the number of copies or zoom ratio. This keypad is also used to select a numbered setting key.
	C (Clear)	All the numeric values (number of copies, magnification, size, etc), which have been entered by keypad, are canceled.

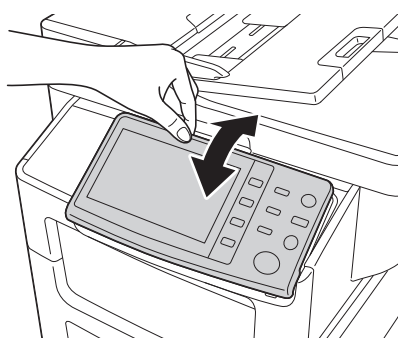
No.	Name	Description
6	Reset	Press this key to reset the settings you entered or changed on the Control Panel .
7	Stop	Press this key to temporarily stop an active copy, scan, or print job. To restart, press the Start key.
8	Start	Press this key to start an operation such as copying, scanning, faxing, or printing. <ul data-bbox="683 387 1393 454" style="list-style-type: none">• Lights up blue: This machine is ready to start operating.• Lights up orange: This machine is not ready to start operating. <p data-bbox="683 465 778 499"> Note</p> <p data-bbox="683 499 1422 544">If this indicator lamp lights up orange, check whether any warning or message is displayed on the Touch Panel.</p>
9	Warning Indicator	Indicates the status of this machine by the lamp color, flashing, or a lamp lighting up. <ul data-bbox="683 611 1201 669" style="list-style-type: none">• Flash in orange: Warning• Lights up orange: The machine has stopped.

7.2 Changing the angle of the Control Panel

The **Control Panel** can be adjusted to either of two angles.



To adjust the angle of the **Control Panel**, tilt the **Control Panel** up and down.



NOTICE

When a USB memory device is installed, do not change the angle of the **Control Panel**. Contact with the **Control Panel** or damage to a USB memory device may result depending on the size or shape of the USB memory device.

Tips

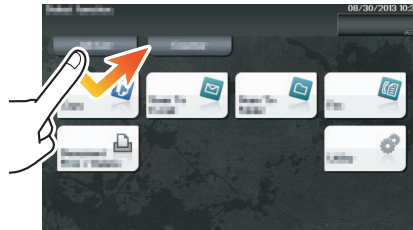
If the optional **Keypad** is installed, you cannot change the angle of the **Control Panel**.

7.3 Touch Panel

7.3.1 Operating the Touch Panel

Tap

Lightly touch the screen with your finger, then take your finger off the screen immediately. This action is available when selecting or determining a menu.



Flick

Make a slight fillip while sliding your finger on the screen.



7.3.2 Displaying the Keypad

Tap a number or input area on the screen to display the **Keypad**.

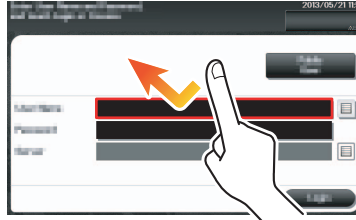
Used to enter numerals.



7.3.3 Switching the entry or selection screen

Tap a target input area or icon to switch to the entry or selection screen.

Used to switch to the Select screen to enter text or select a registered item.



Reference

For details about the icon types, refer to page 7-10.

7.3.4 Precautions on using the Touch Panel

This machine features a capacitance-base touch panel. Note the following points when operating the **Touch Panel**.

- Use your finger or the **Stylus Pen**. Note that the **Touch Panel** will not respond appropriately if you operate it using your nail or a pen tip instead of your finger or the **Stylus Pen**.
- Applying a strong force to the **Touch Panel** will damage the **Touch Panel**, and potentially cause a breakage.
- When operating the **Touch Panel**, do not press on it using excessive force or with a pointed object such as a mechanical pencil.
- Be careful not to operate **Touch Panel** with wet fingers. It may cause **Touch Panel** to operate in unexpected ways.
- If you operate the **Touch Panel** with a gloved finger, the **Touch Panel** will not respond normally. You should operate it with a bare finger or using the **Stylus Pen**.
- Note that the **Touch Panel** may not respond normally if the distance between the user and fluorescent light is 19-11/16 inches (500 mm) or less when you operate the **Touch Panel**.
- You must not use the Touch Panel beside equipment that generates electrical noises such as an electric generator or air conditioner. Otherwise a malfunction may be caused by an influence of electrical noises.

7.4 Entering characters

When entering characters to register an address or program, use the keyboard screen displayed on the Touch Panel.



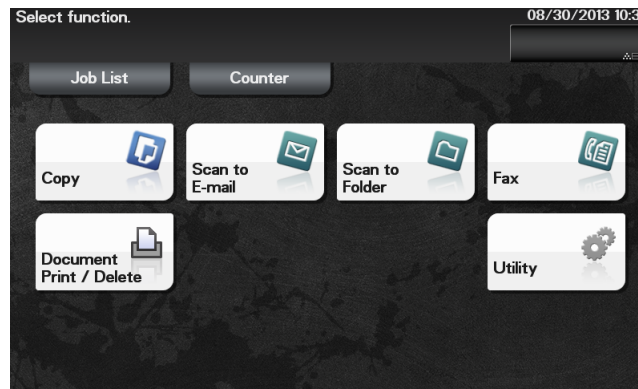
Item	Description
Keyboard	Tap the keys of characters you want to enter.
[C]	Tap this key to delete a character or value you entered.
[←]/[→]	Tap this key to move the cursor.
[×]	Tap this key to delete characters you entered one by one.
[Cancel]	Text entry is interrupted and the page returns to the previous screen. The character or value you entered is deleted.
[OK]	Define the entered character or numeric values.

7.5 Screen layout

7.5.1 Main Menu

Tap [Menu] on the **Control Panel** to display the Main Menu.

The Main Menu is a basic screen to perform operations of this machine. Switch from the Main Menu to each function mode.



Item	Description
[Job List]	Tap this button to check active jobs or job logs. If necessary, you can perform job operations such as deleting a standby job. Note A job refers to an individual operation unit such as printing, sending, receiving, or saving.
[Counter]	Tap this button to display the total number of pages printed on this machine on a function basis. This information will help you gain an understanding of the usage status of this machine.
[Copy]	Tap this button to display the main screen in copy mode.
[Scan to E-mail]	Tap this button to display the main screen in Scan to E-mail mode.
[Scan to Folder]	Tap this button to display the main screen in Scan to Folder mode.
[Fax]	Tap this button to display the main screen in Fax mode.
[Document Print/Delete]	Tap this button to operate files on this machine's HDD or on the USB memory device connected to this machine.
[Utility]	Tap this button to configure settings of this machine, register destinations, and check the status of consumables. For details on Utility, refer to [User's Guide: Description of Utility Keys].
[APP]	Displayed when an application that is supported by OpenAPI is registered on this machine.
[Web Browser]	Tap this button to display the main Web browser screen. This function is available when the optional i-Option LK-101 v3 is installed while the Web browser is enabled. For details on the Web browser function, refer to [User's Guide: Advanced Functions].
[Quick Security]	Tap this button to display [Quick Security Setting]. This function is available when a setting is configured to display the [Quick Security Setting] shortcut key on the main menu. For details on settings, refer to [Quick Security Setting] of Chapter 5 "Administrator Settings" in [User's Guide: Description of Utility Keys].
[QR Code Display]	Tap this button to display the QR code in which the network information of this machine is recorded. This function is available when a setting is configured to display the [QR Code Display] shortcut key on the main menu.

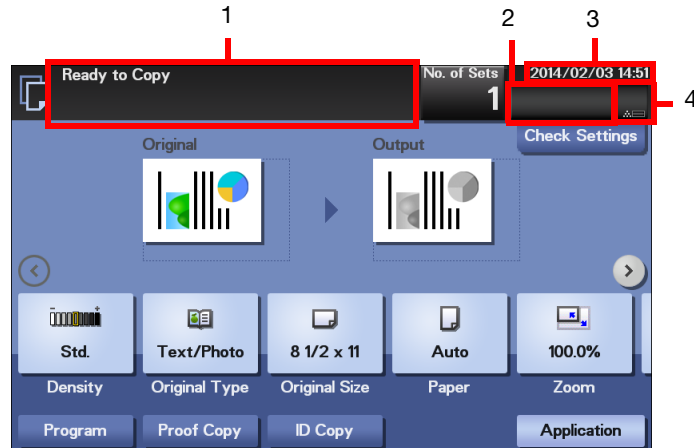
Related setting (for the administrator)

The copy program, fax program, scan program, [Quick Security Setting] and [QR Code Display] shortcut keys can be arranged on the main menu.

To configure settings: [Utility] - [Administrator Settings] - [System Settings] - [Main Menu Default Settings]

7.5.2 Main screen

This example shows the screen layout for the main screen of the copy mode.














No.	Name	Description
1	Message display area	Displays a message to show the status of this machine and operation procedures.
2	Icon display area	Displays an icon that indicates information such as the job status, warning, or USB memory connection status. Tapping the icon allows you to view the details. For details on the icons that indicate the status of this machine, refer to page 7-10.
3	Date and time display area	Displays the current date and time.
4	Toner level indicator area	Indicates the toner level.

7.5.3 Icon types


Icons indicating the status of this machine

Icons indicating the status of this machine may appear in the icon display area. The types of icons to be displayed are as follows.

Icon	Description
	Indicates that a warning has occurred on this machine. Tapping an icon displays a warning screen.
	Indicates that a copy job is active.
	Indicates that a scan/fax job is currently loaded.
	Indicates that there is a printing job such as a copy job, print job, Fax RX Print, or report printing.
	Indicates that the G3 fax line is busy.
	Indicates that there is a document with Timer Send specified.
	Indicates that there is a document to be received by fax such as Memory RX or PC-Fax RX.
	Indicates that data is being sent from the machine, regardless of the current mode.
	Indicates that the machine is receiving data, regardless of the current mode.
	Indicates that enhanced security mode is enabled.
	Indicates that a USB memory device is connected to this machine.

Icons to change to selection screen

When you select a registered item while operating this machine, the following icons may be displayed. Tap a target icon to change to the screen on which you want to select a registered item.

Icon	Description
	Displays a list of registered items. This icon is referred to as a "list icon" in the manual.

7.6 Changing the function assigned to a Register key (for administrators)

Select a function to be assigned to a **Register** key on the **Control Panel** to suit your requirements. It will be useful to assign frequently-used functions to Register keys.

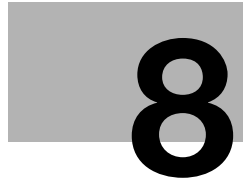
This example explains how to change a function to be assigned to **1**.

- 1 Tap [Utility] - [Administrator Settings] - [System Settings] - [Registered Key Settings] - [Register Key 1] - [Basic Functions].
- 2 Select a function to be assigned to **1**, then tap [OK].
 - You cannot select a function assigned to other **Register** key.

Settings	Description
[Copy]	Tap this button to display the main screen in copy mode.
[Fax]	Tap this button to display the main screen in Fax mode.
[Scan to E-mail]	Tap this button to display the main screen in Scan to E-mail mode.
[Scan to Folder]	Tap this button to display the main screen in Scan To Folder mode.
[Utility]	Tap this button to display the [Utility] screen.
[Keypad]	Tap this button to display the Touch Panel on the Keypad when entering numeric values such as the number of copies or zoom ratio.
[Menu]	Tap this button to display the Main Menu.
[Access]	When user authentication and account authentication have been installed, perform the authentication on the login screen. Tapping this button while logged in enables you to log off this machine.
[Web Browser]	Tap this button to display the main screen of the Web browser. This function is available when the optional i-Option LK-101 v3 is installed while the Web browser is enabled.

Tips

If an OpenAPI application is registered on this machine, the registered application list or individual registered application can be assigned to the **Register** key.



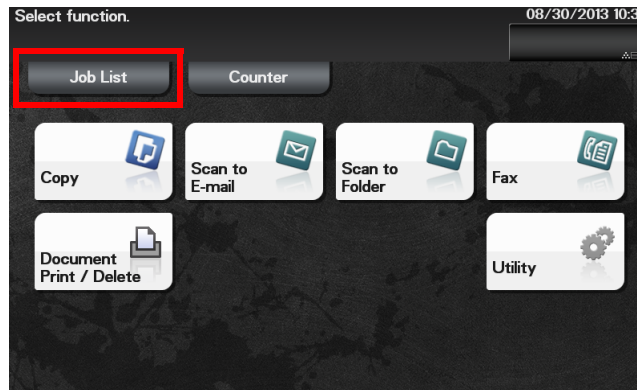
Viewing Active Job and Job Logs

8 Viewing Active Job and Job Logs

Displaying the Job List screen

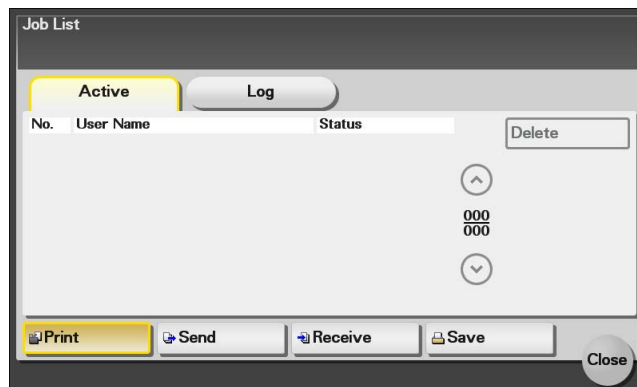
A job refers to an individual operation unit such as printing, sending, receiving, or saving.

If you tap [Job List] on the Main Menu, you can view the active job and job logs.



Viewing the active job

Tap [Active] to display current or standby jobs on this machine. If necessary, you can perform job operations such as deleting a standby job.



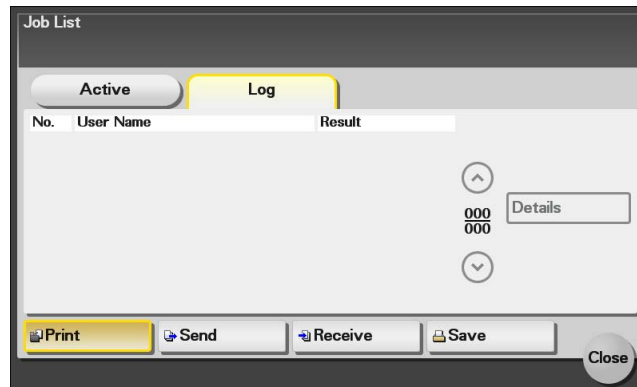
Item	Description
[Print]	Tap this button to display a list of active or standby print jobs.
[Send]	Tap this button to display a list of active or standby send jobs.
[Receive]	Tap this button to display a list of active or standby fax receive jobs.
[Save]	Tap this button to display a list of active or standby save jobs.
[Delete]	Tap this button to delete a job selected in the list.
[Forward]	Tap this button to forward a fax received by the in-memory proxy reception function to another destination. The forward destination can be specified using Address Book or Direct Input. For details on the in-memory proxy reception function, refer to Chapter 6 "Receiving Options" in [User's Guide: Fax Functions].

Related setting (for the administrator)

- On the [Job List] screen, you can select whether or not to hide personal information such as destinations or job names.
To configure settings: [Utility] - [Administrator Settings] - [Security Settings] - [Security Details] - [Hide Personal Data] (Default: [OFF])
- You can select whether or not to permit a deletion of other user's job.
To configure settings: [Utility] - [Administrator Settings] - [System Settings] - [Restrict User Access] - [Restrict Access to Job Settings] - [Delete Other User Jobs] (Default: [Restrict])

Viewing job logs

Tap [Log] to display a list of jobs processed on this machine up till then. You can check a job that could not be ended due to an error.

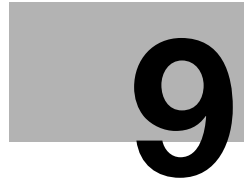


Item	Description
[Print]	Tap this button to display a list of completed or deleted print jobs.
[Send]	Tap this button to display a list of completed or deleted send jobs.
[Receive]	Tap this button to display a list of completed or deleted fax receive jobs.
[Save]	Tap this button to display a list of completed or deleted save jobs.
[Details]	Tap this button to view detailed information of a job selected in the list.

Related setting (for the administrator)

On the [Job List] screen, you can select whether or not to hide personal information such as destinations or job names.

To configure settings: [Utility] - [Administrator Settings] - [Security Settings] - [Security Details] - [Hide Personal Data] (Default: [OFF])



Login Screen

9 Login Screen

Logging in to this machine

If user authentication or account track is installed on this machine, the Login screen appears on the **Touch Panel**.

Enter the user or account track name and the password on the Login screen, then tap [Login] or [Access] to perform authentication. After the target operation was completed, tap [Access] to log out.

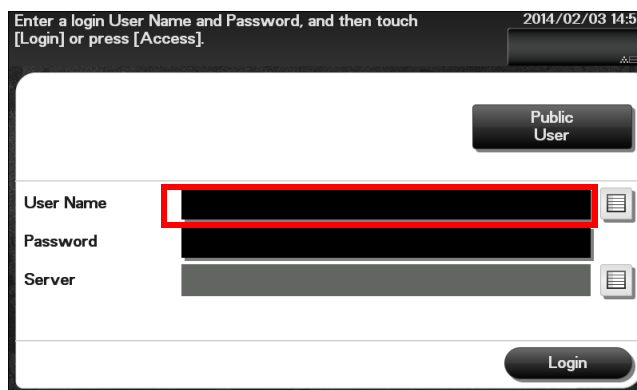


Performing user authentication (MFP authentication)

Enter the user name and the password, and perform user authentication.

- ✓ For details on how to configure user authentication settings, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

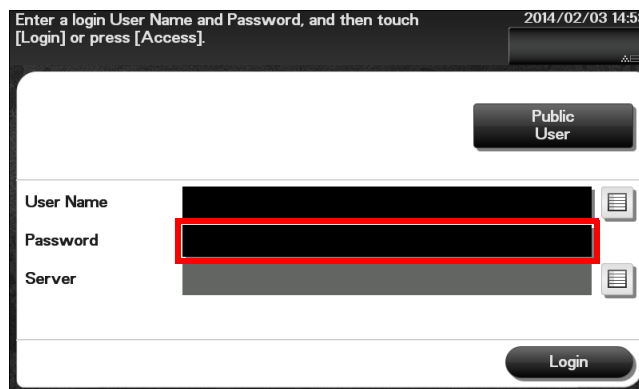
- 1 Tap the [User Name] entry field.
 - If Public User Access (unregistered users) is enabled, tap [Public User] to log in to this machine.



- If necessary, you can select whether or not to display the list icon that recalls the user name list on the login screen.
To configure settings: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [User Name List] (Default: [OFF])
- Tapping the list icon that recalls the user name list displays a list of user names and enables you to select a login user.

- 2 Enter the user name, then tap [OK].

- 3 Tap the [Password] entry area.



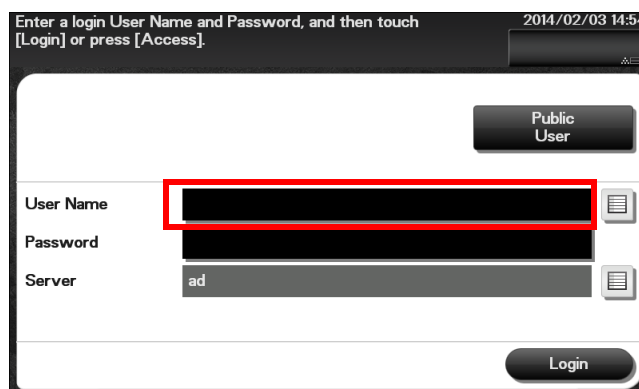
- 4 Enter the password, then tap [OK].
- 5 Tap [Login] or [Access] to log in to this machine.
- If user authentication and account track are installed without being synchronized, account track is required after this. For details, refer to page 9-5.
 - If user authentication and account track are synchronized, account track is not required.
- If authentication succeeds, you can log in to this machine.
- 6 After the target operation was completed, tap [Access] to log out.
- If you do not operate this machine for a certain period of time during login (default: one min.), you will be automatically logged out.
- 7 When a message has appeared to check whether you want to log out, tap [OK].
- If necessary, you can select whether or not to display the logout confirmation screen.
To configure settings: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [Logout Confirmation Screen Display Setting] (Default: [ON])

Performing user authentication (external server authentication)

Enter the user name and the password, and select a server to be authenticated.

- ✓ For details on how to configure user authentication settings, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].

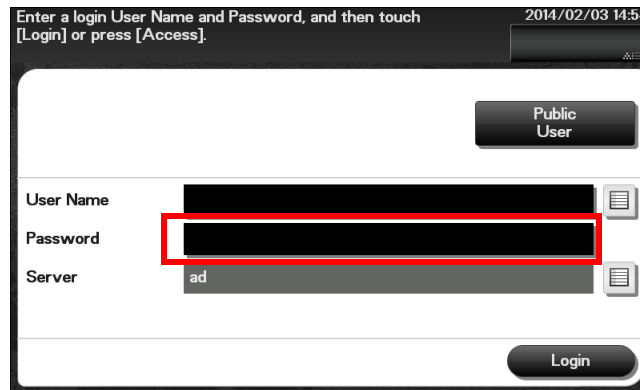
- 1 Tap the [User Name] entry field.
- If Public User Access (unregistered users) is enabled, tap [Public User] to log in to this machine.



- If necessary, you can select whether or not to display the list icon that recalls the user name list on the login screen.
To configure settings: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [User Name List] (Default: [OFF])
- Tapping the list icon that recalls the user name list displays a list of user names and enables you to select a login user.

2 Enter the user name, then tap [OK].

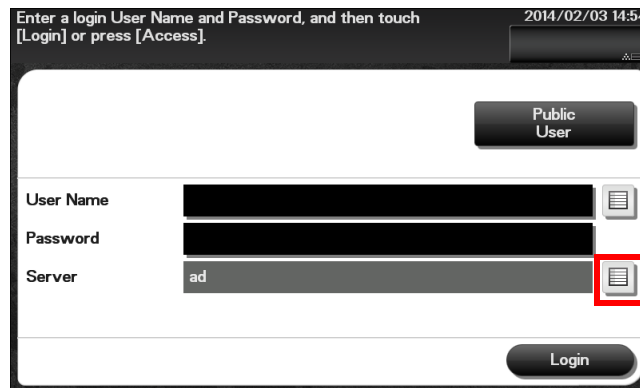
3 Tap the [Password] entry area.



4 Enter the password, then tap [OK].

5 When using multiple authentication servers, tap the list icon for [Server], then select a server to be authenticated.

- By default, the default authentication server is selected. When using the default authentication server, proceed to Step 6.



6 Tap [Login] or [Access] to log in to this machine.

- If user authentication and account track are installed without being synchronized, account track is required after this. For details, refer to page 9-5.
 - If user authentication and account track are synchronized, account track is not required.
- If authentication succeeds, you can log in to this machine.

7 After the target operation was completed, tap [Access] to log out.

- If you do not operate this machine for a certain period of time during login (default: one min.), you will be automatically logged out.

8 When a message has appeared to check whether you want to log out, tap [OK].

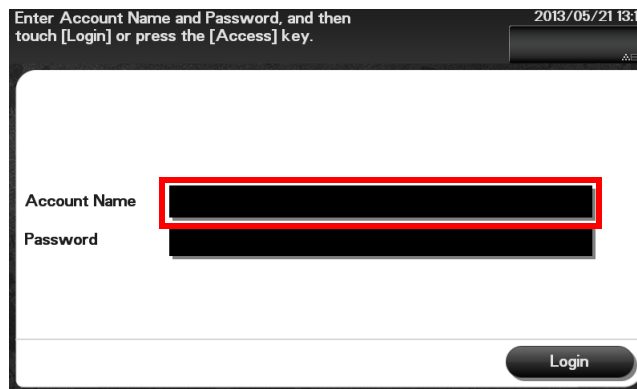
- If necessary, you can select whether or not to display the logout confirmation screen.
To configure settings: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [Logout Confirmation Screen Display Setting] (Default: [ON])

Performing account track

Enter the account name and the password to perform account track.

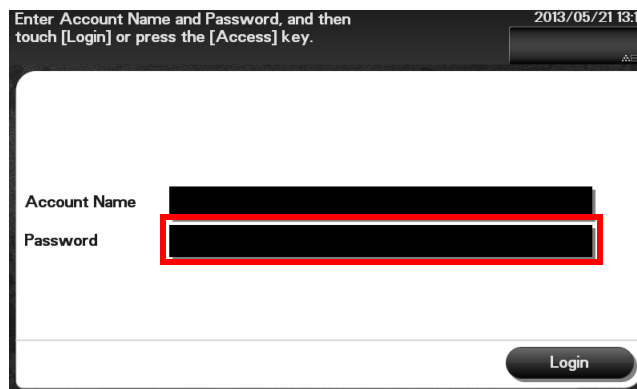
- ✓ For details on how to configure account track settings, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].
- ✓ If user authentication and account track are installed without being synchronized, perform user authentication first. To perform MFP authentication, refer to page 9-2. To perform external server authentication, refer to page 9-3.
- ✓ If user authentication and account track are synchronized, account track is not required.

- 1 Tap the [Account Name] entry field.



- 2 Enter the account name, then tap [OK].

- 3 Tap the [Password] entry area.



- 4 Enter the password, then tap [OK].

- 5 Tap [Login] or [Access] to log in to this machine.

If authentication succeeds, you can log in to this machine.

- 6 After the target operation was completed, tap [Access] to log out.

→ If you do not operate this machine for a certain period of time during login (default: one min.), you will be automatically logged out.

- 7 When a message has appeared to check whether you want to log out, tap [OK].

→ If necessary, you can select whether or not to display the logout confirmation screen.
To configure settings: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [Logout Confirmation Screen Display Setting] (Default: [ON])

10 Specifications

10 Specifications

10.1 Checking the specifications of this machine

Item	Description	
Name	bizhub 4750 bizhub 4050	
Type	Scanner, reverse automatic document feeder, desktop type printer	
Scanning resolution	600 dpi × 600 dpi	
Writing resolution	600 dpi × 600 dpi (Standard mode) 1200 dpi × 1200 dpi (High quality mode)	
Memory size	2 GB	
HDD	320 GB	
Originals	Sheets, books, objects (Max. weight limit: 22-1/16 lb (10 kg))	
Max. original size	A4 or Legal	
Output size	Paper size	Main unit: Width: 4-1/8 inches to 8-1/2 inches (105 mm to 215.9 mm), Length: 5-13/16 inches to 14 inches (148 mm to 355.6 mm) Manual Feed Tray: Width: 3 inches to 8-1/2 inches (76.2 mm to 215.9 mm), Length: 5 inches to 14 inches (127 mm to 355.6 mm)
	Image chipping width	Leading edge or trailing edge: 3/16 inch +/- 1/16 inch (4 mm +/- 2 mm), Left or right: 3/16 inch +/- 1/16 inch (4 mm +/- 2 mm)
Warm-up time (73.4°F (23°C), std. voltage)	Time period from when the Power Switch is turned on to when this machine is ready for printing bizhub 4750: 77 sec. or less bizhub 4050: 77 sec. or less	
First copy time	bizhub 4750: 8.5 sec. or less bizhub 4050: 8.5 sec. or less	
Copy speed	bizhub 4750: 47 sheets/min. (A4, plain paper), 50 sheets/min. (Letter (8-1/2 × 11), plain paper) bizhub 4050: 40 sheets/min. (A4, plain paper), 42 sheets/min. (Letter (8-1/2 × 11), plain paper)	
Paper handling/paper capacity	One paper tray 550 sheets Manual Feed Tray 100 sheets	
Paper weight	Main unit: 16 lb to 32 lb (60 g/m ² to 120 g/m ²) Manual Feed Tray: 16 lb to 43 lb (60 g/m ² to 163 g/m ²)	
Auto duplex	Paper size	Width: 8-1/4 inches to 8-1/2 inches (209.6 mm to 215.9 mm), Length: 11 inches to 14 inches (279.4 mm to 355.6 mm)
	Paper weight	15-15/16 lb to 23-15/16 lb (60 g/m ² to 90 g/m ²)
Stacking capacity	250 sheets (Plain paper)	
Power supply	bizhub 4750/4050: AC 110-127 V, 8.2 A, 50/60 Hz AC 220-240 V, 4.2 A, 50/60 Hz	
Maximum current during printing	bizhub 4750/4050: 120 V: 8.2 A 230 V: 4.2 A	

Item	Description
Dimensions [W] × [D] × [H]	19-1/4 inches (489 mm) × 19 inches (482 mm) × 22-1/6 inches (561 mm) (Main unit + ADF)
Space Requirements [W] × [D] × [H]	26-5/16 inches (669 mm) × 34-15/16 inches (886.8 mm) × 53-9/16 inches (1361 mm) (with ADF and Manual Feed Tray opened)
Weight	bizhub 4750 : Approx. 52 lb (24 kg (including consumables)) bizhub 4050 : Approx. 52 lb (24 kg (including consumables))

10.2 Checking the specifications of optional devices

Paper Feed Unit PF-P11

Item	Specifications
Model number	PF-P11
Paper type	Plain paper, recycled paper, 1-sided special paper, special paper, colored paper, Thick 1, label sheets (15-15/16 lb to 23-15/16 lb (60 g/m ² to 90 g/m ²))
Paper size	A4, A5, B5 (JIS) Legal (8-1/2 × 14), Letter (8-1/2 × 11), Executive (7-1/4 × 10-1/2), Government legal (8-1/2 × 13)
Paper capacity	250 sheets
Power supply	Supply from machine
Dimensions [W] × [D] × [H]	15-5/16 inches (389 mm) × 15 inches (382 mm) × 3-1/16 inches (77 mm)
Weight	Approx. 9-1/4 lb (4.2 kg)

Paper Feed Unit PF-P12

Item	Specifications
Model number	PF-P12
Paper type	Plain paper, recycled paper, 1-sided special paper, special paper, colored paper, Thick 1, label sheets (15-15/16 lb to 23-15/16 lb (60 g/m ² to 90 g/m ²))
Paper size	A4, A5, B5 (JIS) Legal (8-1/2 × 14), Letter (8-1/2 × 11), Executive (7-1/4 × 10-1/2), Government legal (8-1/2 × 13)
Paper capacity	550 sheets
Power supply	Supply from machine
Dimensions [W] × [D] × [H]	15-5/16 inches (389 mm) × 15 inches (382 mm) × 4-5/16 inches (109 mm)
Weight	Approx. 10-3/8 lb (4.7 kg)

Fax Kit FK-512

Item	Specifications
Model number	FK-512
Communication	Super G3
Compatible lines	Public switch telephone network (including fax communication line) PBX lines
Line density	Ultra Fine: 600 dpi × 600 dpi Super Fine: 16 dot/mm × 15.4 line/mm, 400 dpi × 400 dpi Fine: 8 dot/mm × 7.7 line/mm, 200 dpi × 200 dpi Normal: 8 dot/mm × 3.85 line/mm Faxes are transmitted at any of the above scanning line densities according to the capabilities of a recipient's machine.
Modem speed	2400/4800/7200/9600/12000/14400/16800/19200/ 21600/24000/26400/28800/31200/33600 bps
Compression	JBIG, MMR, MR, MH

Item	Specifications
Sending paper size	Max. A4 or legal Long original: 8-1/2 inches × 39-3/8 inches (215.9 mm × 1000 mm) (in use of ADF)
Recording paper size	Max. A4 or legal
Transmission speed	Approx. 3 sec. * Time when sending an our standard A4 original including 700 characters with the normal image quality (8 dot/mm × 3.85 line/mm) in super G3 mode (ITU-T V.34 base 33.6 kbps or more) with JBIG.
Number of abbr. dials	2000
Number of program dials	400
Number of group dials	100
Sequential multiple station transmission	Max. 500

Finisher FS-P02

Item	Specifications
Model number	FS-P02
Staple capacity	Max. 20 sheets (20 lb (75 g/m ²))
Types of staple modes	1 corner
Paper type	Plain paper, recycled paper, 1-sided special paper , special paper, colored paper, letterheads, user paper 1, user paper 2
Paper size	A4, Legal (8-1/2 × 14), Letter (8-1/2 × 11), Government legal (8-1/2 × 13), 8-1/2 × 13-1/2
Power supply	Input: AC 100 - 240 V, 50/60 Hz, 12.0 - 6.0 A (including the main unit) Output: AC 100 - 240 V, 50/60 Hz, 12.0 - 5.3 A (power for the main unit)
Consumables	Staple: Staple Kit SK-501
Dimensions [W] × [D] × [H]	15-5/16 inches (389 mm) × 5-7/16 inches (138 mm) × 7-11/16 inches (195 mm) (The depth includes the part inserted into the paper output section of the main unit.)
Weight	Approx. 11-11/16 lb (5.3 kg)

Authentication Unit AU-201

Item	Specifications	
Name	Card Authentication Unit AU-201	
Dimensions [W] × [D] × [H]	3-5/8 inches (92 mm) × 2-1/2 inches (64 mm) × 5/8 inches (16 mm)	
Weight	Approx. 1/4 lb (0.1 kg)	
Power supply	Power feeding from USB port	
System conditions (operating state)	Ambient temperature	32°F to 104°F (0°C to 40°C)
	Humidity	20% to 85% (No condensation)
System conditions (non-operating state)	Ambient temperature	-4°F to 122°F (-20°C to 50°C)
	Humidity	20% to 85% (No condensation)
Radio law division	Self-guided read-write communication facility	
Applicable card	FeliCa (IDm), SSFC, FCF, FCF (campus), MIFARE (UID)	
Acquired standard	VCCI class B	

Item	Specifications	
Compatible computer	Computer	PC-AT compatible machine
	CPU	Conforms to the recommended operating environment of your operating system.
	Memory (RAM)	Conforms to the recommended operating environment of your operating system.
	Free space on hard disk	600 MB or more
	Monitor	800 × 600 pixels or more
	Network	Must be configured with the correct TCP/IP or IPX/SPX protocol settings.
	Application	Microsoft Internet Explorer 6.0 (SP1) or later Windows Vista/8/8.1: Microsoft .NET Framework 3.5 (SP1 or later) Windows 7 is equipped with .NET Framework required to operate Data Administrator as the standard.
	Interface	Conforms to USB 1.1.
	Supported operating systems	For the supported operating systems, refer to Readme.

Authentication Unit AU-201S

Item	Specifications	
Name	Card Authentication Unit AU-201S	
Dimensions [W] × [D] × [H]	3-7/8 inches (98 mm) × 2-1/2 inches (64 mm) × 1/2 inches (13 mm)	
Weight	Approx. 1/4 lb (0.1 kg)	
Power supply	Power feeding from USB port	
System conditions (operating state)	Ambient temperature	32°F to 104°F (0°C to 40°C)
	Humidity	20% to 85% (No condensation)
System conditions (non-operating state)	Ambient temperature	-4°F to 122°F (-20°C to 50°C)
	Humidity	20% to 85% (No condensation)
Radio law division	Self-guided read-write communication facility	
Applicable card	FeliCa (IDm), SSFC, FCF, FCF (campus), MIFARE (UID)	
NFC reader	conforms to ISO 18092 (NFC)	
Acquired standard	VCCI class B	
Compatible computer	Computer	PC-AT compatible machine
	CPU	Conforms to the recommended operating environment of your operating system.
	Memory (RAM)	Conforms to the recommended operating environment of your operating system.
	Free space on hard disk	600 MB or more
	Monitor	800 × 600 pixels or more
	Network	Must be configured with the correct TCP/IP or IPX/SPX protocol settings.
	Application	Microsoft Internet Explorer 6.0 (SP1) or later Windows Vista/8/8.1: Microsoft .NET Framework 3.5 (SP1 or later) Windows 7 is equipped with .NET Framework required to operate Data Administrator as the standard.
	Interface	Conforms to USB 2.0.
	Supported operating systems	For the supported operating systems, refer to Readme.

10.3 Standard operating life of consumables and periodic replacement parts

Item	Standard average operating life
Toner Cartridge	Toner Cartridge supplied with the product: Approx. 7,500 pages Toner Cartridge for replacement: Approx. 20,000 pages
Imaging Unit	Approx. 60,000 pages



Tips

The above indicates a numeric value for 1-sided printing with A4- or letter-size paper. The actual operating life varies (decreases) depending on printing conditions (printing ratio, paper size, etc.), printing method such as the continuous printing (a print job of four pages on average is optimal for consumables) or the intermittent printing (when a print job of one page is executed multiple times), and the paper type such as thick paper printing. It is also affected by the ambient temperature and humidity.

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