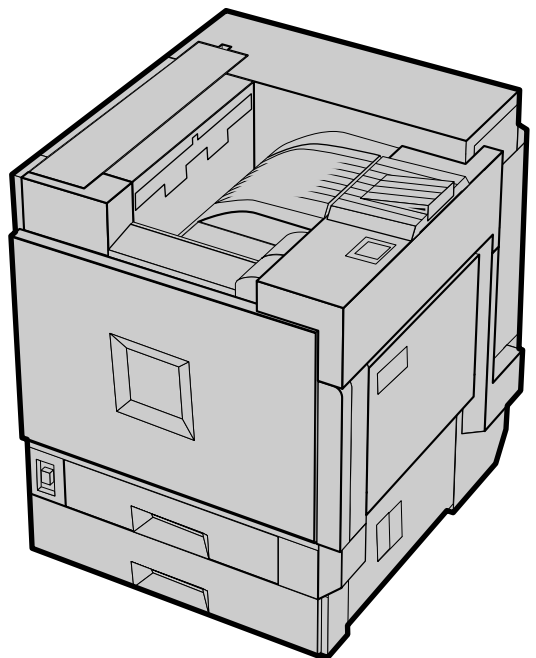


# Setup Guide



For safety, please read this manual carefully before you use this product and keep it handy for future reference.

## **Introduction**

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

## **Power Source**

120 V, 60 Hz, 10 A or more

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

## **Operator Safety:**

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

## **Laser Safety:**

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. 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 or the optical subsystem is required.

## **Important**

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

## **Caution:**

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

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

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

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

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

# Trademarks

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

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

Ethernet is a registered trademark of Xerox Corporation.

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

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## Notes:

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

---

## Note

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

- Microsoft® Windows® 95 operating system
- Microsoft® Windows® 98 operating system
- 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 NT® 4.0 are as follows:
  - Microsoft® Windows NT® Server 4.0
  - Microsoft® Windows NT® Workstation 4.0

# Safety Information

When using your equipment, the following safety precautions should always be followed.

---

## Safety During Operation

---

In this manual, the following important symbols are used:

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

---

**⚠ WARNING:**

---

- |  |
|--|
| <ul style="list-style-type: none"><li>• <b>Confirm that the wall outlet is near the machine and freely accessible, so that in event of an emergency, it can be unplugged easily.</b></li><li>• <b>Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or damaged.</b></li><li>• <b>To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.</b></li><li>• <b>Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following conditions exist:</b><ul style="list-style-type: none"><li>• <b>You spill something into the equipment.</b></li><li>• <b>You suspect that your equipment needs service or repair.</b></li><li>• <b>Your equipment's cover has been damaged.</b></li></ul></li><li>• <b>Do not incinerate spilled toner or used toner. Toner dust is flammable and might ignite when exposed to an open flame.</b></li><li>• <b>Disposal should take place at an authorized dealer or appropriate collection site.</b></li><li>• <b>If you dispose of the used toner cartridges yourself, dispose of them according to local regulations.</b></li></ul> |
|--|


---

**⚠ CAUTION:**

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- *Protect the equipment from dampness or wet weather, such as rain, snow, and so on.*
- *Unplug the power cable from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cable will not be damaged under the equipment.*
- *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 equipment.*
- *Do not eat or swallow toner.*
- *Keep toner (used or unused) and toner cartridge out of reach of children.*
- *For environmental reasons, do not dispose of the equipment or expended supplies at a household waste collection point. Disposal should take place at an authorized dealer or an appropriate collection site.*
- *Our products are engineered to meet the highest standards of quality and functionality. When purchasing expendable supplies, we recommend using only those specified by an authorized dealer.*
- *The inside of the machine becomes very hot. Do not touch the parts with a label indicating a “hot surface”. Touching a “hot surface” could result in a burn. (⚠: means “hot surface”).*

# ENERGY STAR Program

<p>ENERGY STAR®</p>  <hr/>	<p>As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.</p>
---	--

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

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

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

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

This printer automatically lowers its power consumption 60 minutes after the last operation has been completed. To exit Low-power (Energy Saver) mode, press any key on the control panel.

## ❖ Specifications

Energy Saver mode	Power Consumption	45 W or less
	Default Time	60 minutes
	Recovery Time	120 seconds or less

# How to Read This Manual

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## Symbols

---

In this manual, the following symbols are used:

 **WARNING:**

This symbol indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

 **CAUTION:**

This symbol indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

\* The statements above are notes for your safety.

 **Important**

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

 **Preparation**

This symbol indicates the prior knowledge or preparations required before operating.

 **Note**

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

 **Limitation**

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

 **Reference**

This symbol indicates a reference.

[    ]

Keys that appear on the machine's panel display.

[    ]

Keys built into the control panel of the machine.

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# 1. Getting Started

## Features of this Printer

### ❖ High Productivity of 28 ppm in Full Color

This printer comes with a four-tandem engine which enables the high performance output of 28 ppm (pages per minute) in full color. You can print conference records, sales promotion ads, etc. in full color, as you would do with a monochrome printer. The printer's monochrome speed of 38 ppm is equivalent to that of a high-speed monochrome laser printer, enabling you to use this printer as your high performance network printer for both color and monochrome printing.

### ❖ High Image Quality Output in True 1200 dpi

True 1200 dpi resolution makes it possible for this printer to output text documents, documents containing images that are read in with a digital camera or scanner, and graphics in fine detail. This high resolution can be output at the speed of 14 ppm.

### ❖ Versatile Options with the New Generation Controller

With the new high-speed, 64-bit controller architecture, optimized for Windows software, this printer can output at top speed. You can also use "Secure Print", where the printer does not output unless a password is entered. This printer answers the controller's needs that only a color printer can do.

### ❖ First-of-its-Class Finisher

The first-of-its-class Finisher <sup>\*1</sup> is not only compatible with Duplex Print <sup>\*2</sup> and electronic sort printing, but also corresponds to post process printing. High-speed Duplex Print, stapling, punching, etc. can be done. The work flow of color documents up until now can be vastly improved.

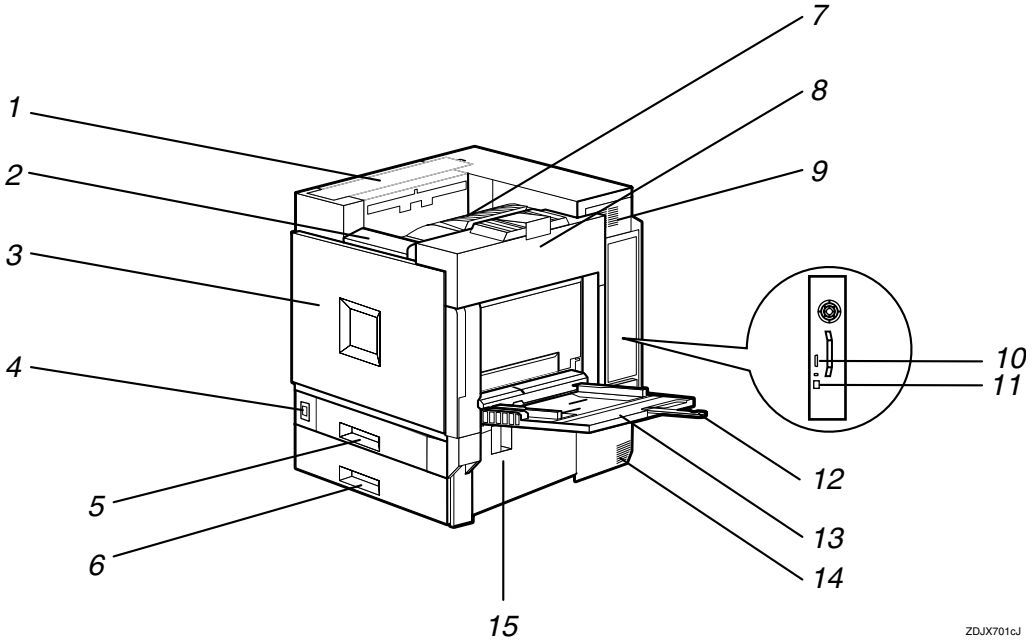
<sup>\*1</sup> Optional 2 Tray Finisher is required.

<sup>\*2</sup> Optional Duplex Unit is required.

# Guide to the Printer

## 1

### Exterior: Front View



ZDJX701cJ

#### 1. Upper Cover

Remove to install the optional 4-bin Mailbox.

#### 2. Control Panel

Contains keys for printer operation and a panel display that shows the printer status.

⇒ p.5 "Control Panel"


#### 3. Front Cover

Open this cover when replacing the Waste Toner Bottle, Development Unit or Photoconductor Unit. A screwdriver is attached to the front cover.

#### 4. Power Switch

Use this switch to turn the power on and off.

#### 5. Tray 1

Loads up to 500 sheets of plain paper in this tray for printing. Exclusive for A4  paper.

#### 6. Tray 2

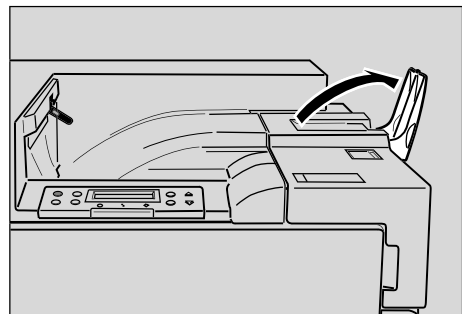
Loads up to 500 sheets of plain paper in this tray for printing.

#### 7. Standard Tray

Output is stacked here with the print side down.

#### Note

- If printed A3 short-edge feed or 11×17 short-edge feed papers fall off the standard tray, raise the fence to prevent them from falling.



ZGBH010N

**8. Upper Right Cover**

Open this cover to replace toner cartridge.

**9. Ventilator**

This hole helps to keep components inside the printer from overheating. Do not block or obstruct the ventilator. A malfunction may occur due to overheating.


**10. Parallel Port (IEEE 1284, ECP)**

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

**11. Ethernet Port**

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

**12. Bypass Tray Extension**

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

**13. Bypass Tray**

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

**14. Ventilator**

This hole helps to keep components inside the printer from overheating. Do not block or obstruct the opening. A malfunction may occur due to overheating.

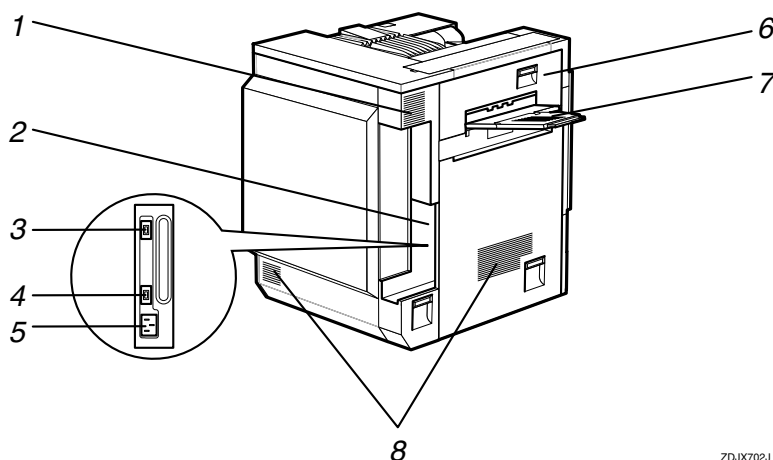
**15. Right Cover**

Open this cover to remove misfed paper.

---

**Exterior: Rear View**

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ZDJX702J

**1. Ventilator and Dustproof Filter**

This hole helps to keep components inside the printer from overheating. Do not block or obstruct the ventilator. A malfunction may occur due to overheating. Remove the ventilator to replace the internal dustproof filter.

**2. Connector**

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

**3. Duplex Unit Port**

Connect the cable for the Duplex Reversal Unit to this port.

**4. 4-bin Mailbox/2 Tray Finisher Port**

Connect the cable for the 4-bin Mailbox or the 2 Tray Finisher to this port.

**5. Power Port**

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

**6. Upper Left Cover**

Open this cover to remove misfed paper or when replacing the Fusing Unit.

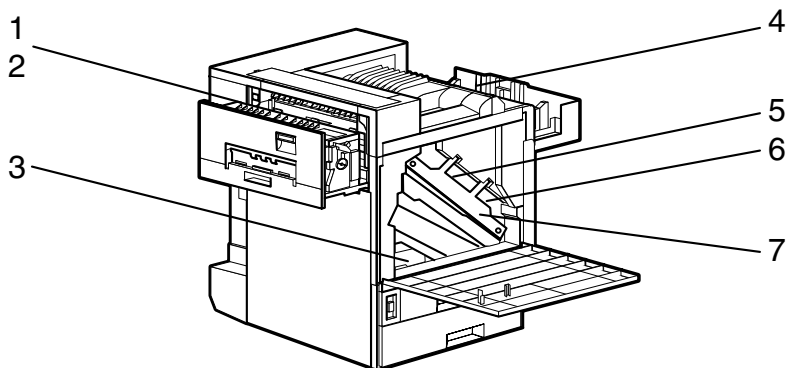
## 7. External Tray

Printed output is stacked here with the print side up.

## 8. Ventilators

These holes help to keep components inside the printer from overheating. Do not block or obstruct the ventilators. A malfunction may occur due to overheating.

## Inside



### 1. Fusing Unit

Fuses the image on paper.

When "Replace Fusing Unit (Type C)" appears on the panel display, replace this unit.

### 2. Fuser Oil Unit

Attach to the Fusing Unit.

When "Replace Fuser Oil Unit (TypeG)" appears on the panel display, replace this unit.

### 3. Waste Toner Bottle

Collects toner that is wasted during printing.

When "Replace Waste Toner (Type E)" appears on the panel display, replace with a new waste toner bottle.

### 4. Toner Cartridge

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

When "Add Toner: color" appears on the panel display, replace the appropriate toner cartridge.

### 5. Photoconductor Unit

The printer comes with one black Photoconductor Unit and three color (yellow, cyan, magenta) Photoconductor Units.

When "Replace Color PCU (Type A)" appears on the panel display, replace the three color Photoconductor Units.

When "Replace Black PCU (Type F)" appears on the panel display, replace the black Photoconductor Unit.

### 6. Development Unit

The printer comes with one black Development Unit and three color (yellow, cyan, magenta) Development Units.

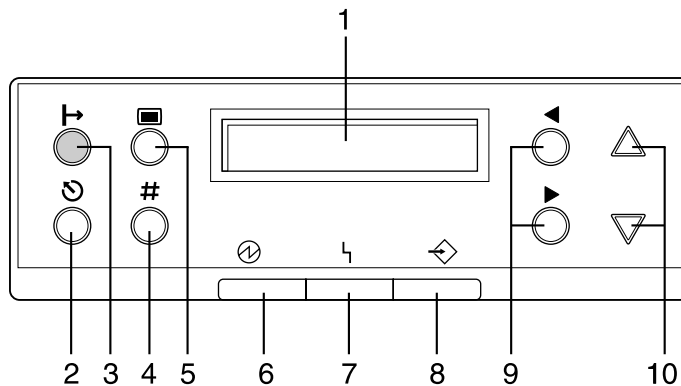
When "Replace Color Dev. Unit(TypeB)" appears on the panel display, replace the three color Development Units.

When "Replace Black Dev. Unit(TypeD)" appears on the panel display, replace the black Development Unit.

### 7. Inner Cover

Open this cover when replacing the Photoconductor Unit or Development Unit.

## Control Panel



### 1. Panel display

Shows the current status of the printer and error messages.

### 2. [Cancel] key

Press this key to return to the "Ready" condition on the panel display.

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

### 3. [On Line] key

Indicates whether the printer is online or offline.

Press this key to switch between online and offline.

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

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

Press this key to return to the ready condition.

### 4. [Enter] key

Press this key to execute menu items selected on the panel display.

Press this key to force the printer to print the data received in the online status when the paper size or type does not match with the actual set size or type.

### 5. [Menu] key

Press this key to make and check the current printer settings.

### 6. Power indicator

Power indicator is on while the power switch is on. Power indicator is off when the power is turned off or while the printer is in Energy Saver mode.

### 7. Error indicator

Blinks or lights up whenever any printer error occurs. However, turns off in the Energy Saver mode.

### 8. Data In indicator

Blinks while the printer is receiving data from a computer. Data In indicator is on if there is data to be printed.

### 9. [◀], [▶] keys

The [◀] key advances the cursor in text entry screens. The [▶] key backspaces or deletes.

### 10. [▲], [▼] Keys

Use these keys to scroll a list of options or, in text entry, scroll individual characters.



# 2. Setting Up

## Where to Put the Printer

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

**⚠ WARNING:**

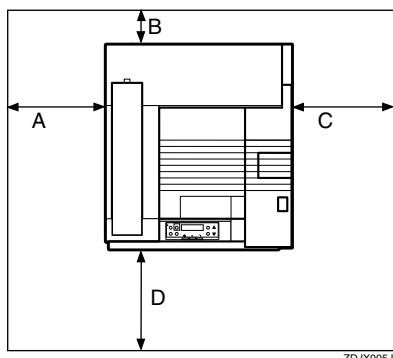
- ***Confirm that the wall outlet is near the machine and freely accessible, so that in the event of an emergency, it can be easily unplugged.***
- ***Only connect the machine to the power source described on this sheet.***
- ***Avoid multi-wiring.***
- ***Do not damage, break or make any modifications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

**⚠ CAUTION:**

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

❖ **Space Required for Installation**

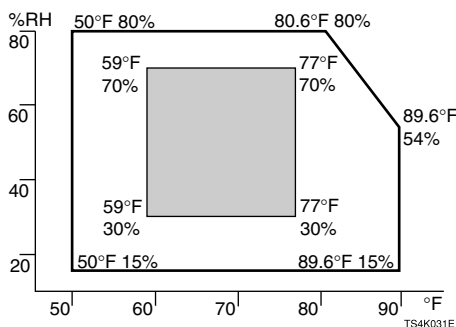
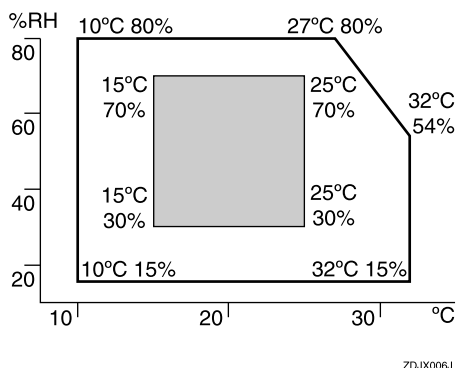
Leave enough space around the printer. This space is necessary to operate the printer. The recommended (or minimum) space requirements are as follows:



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

❖ **Optimum Environmental Conditions**

Possible and recommended temperature and humidity ranges are as follows:



- White area: Possible operation Range
- Gray area: Recommended Range



 **Note**

- The machine must be level within 5 mm, 0.2" both front to rear and left to right.
- To avoid possible build-up of ozone, locate this machine in a large well ventilated room that has an air turnover of more than 30 m<sup>3</sup>/hr/person.
- When you use this machine for a long time in a confined space without good ventilation, you may detect an odd smell. To keep the workplace comfortable, we recommend that you keep it well ventilated.

**❖ Environments to Avoid** **Important**

- Locations exposed to direct sunlight or strong light
- Dusty areas
- Areas with corrosive gases
- Areas excessively cold, hot, or humid
- Locations near an air conditioner or humidifier
- Locations near other electronic equipment
- Locations where the printer might be subjected to frequent strong vibration

**❖ Power Source**

Connect the power cable to a power source with the following specifications:

- 120 V, 60 Hz, 10 A or more

# Checking the Contents of the Box

## 1 Check the contents of the box for the following items.

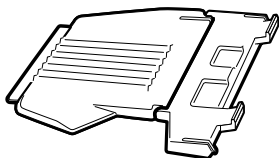
For missing items, contact your sales or service representative.

### ❖ Manuals and CD-ROMs

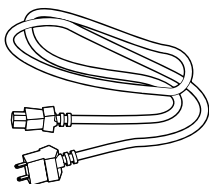
- Description form
- Manuals for this Printer
- Getting Started
- Configuration Guide
- Setup Guide (This manual)
- Maintenance Guide
- CD-ROM "Fiery 3850C User Software"
- CD-ROM "Fiery 3850C Operating Instructions"
- CD-ROM "Fiery 3850C Network Utilities"

### ❖ Parts

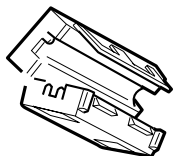
- External Tray



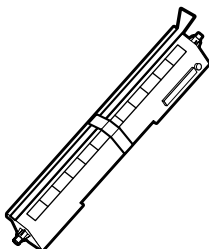
- Power Cable



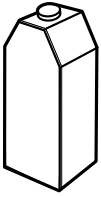
- Ferrite Core



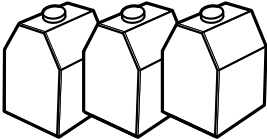
- Fuser Oil Unit



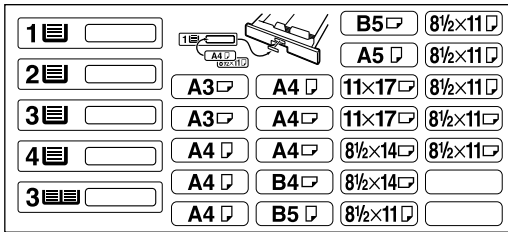
Black Toner Cartridge (K)



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



Paper Feed Unit Labels



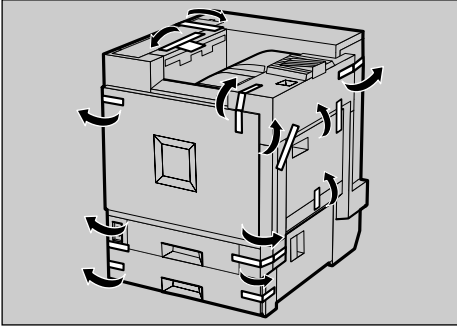
Additional Documentations

**Note**

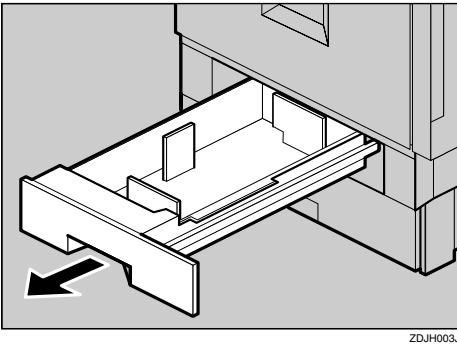
This package does not include an interface cable. Please purchase one for use with your host computer.

# Unpacking the Printer

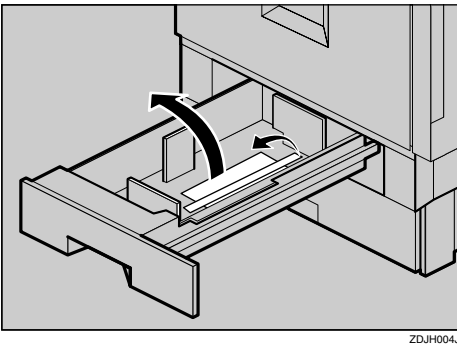
**1** Remove the adhesive tape on the printer body. Remove the cardboard that is taped to the Standard Tray.



**2** Open Tray 1.

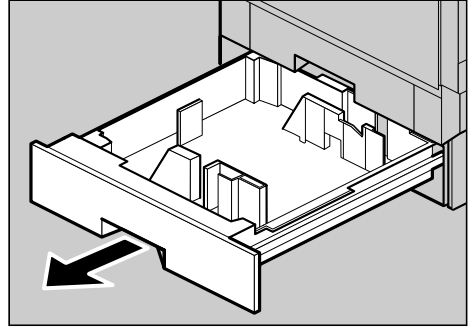


**3** Remove the adhesive tape and sheet of paper.

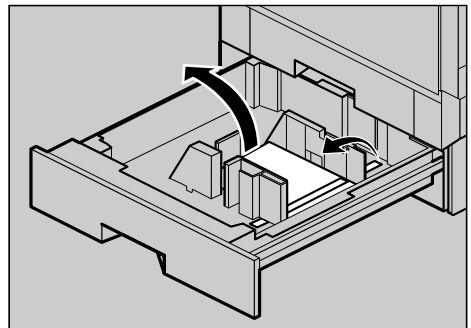


**4** Close Tray 1 slowly.

**5** Open Tray 2.

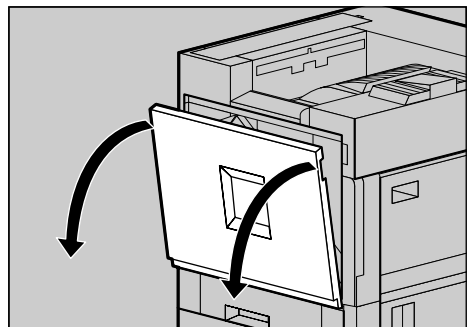


**6** Remove the adhesive tape and sheet of paper.



**7** Close Tray 2 slowly.

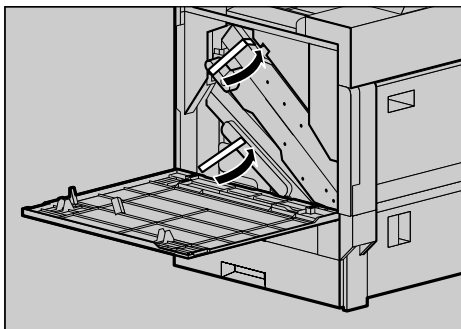
**8** Open the front cover slowly by pulling down from the two areas on the left and right.



## **!** Important

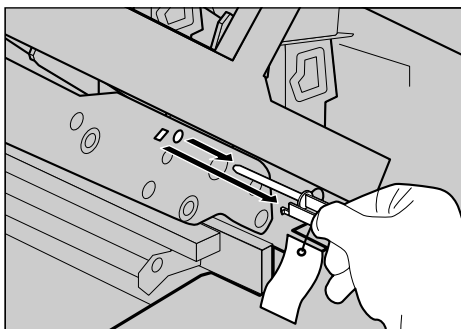
- ❑ Do not place objects on the opened front cover.

## 9 Remove the adhesive tape.



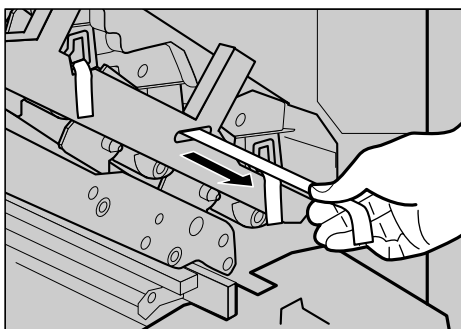
ZDJH008J

## 10 Remove the securing pin, as shown in the illustration, from the Transfer Unit. Pinch it, and then pull it out.



ZDJX450J

## 11 Pull out the four pieces of tapes coming out from the Development Unit slowly, in a level manner.

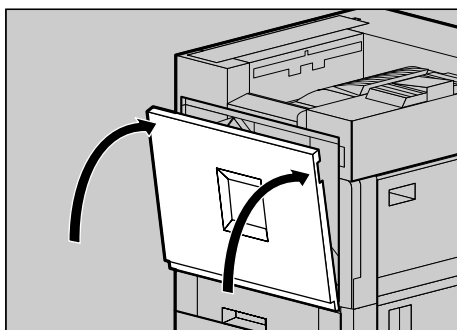


ZDJH702J

## Important

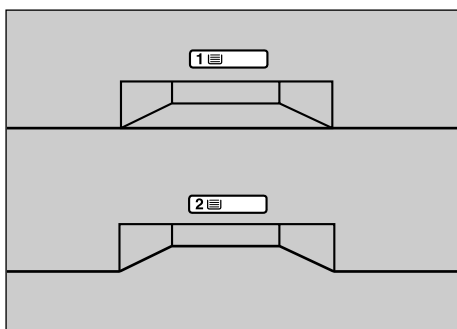
- Be sure to pull out all four pieces of tapes to avoid printer malfunction during operation.
- The removed tape is dirty. Be careful not to let it touch your hands or clothes.

## 12 Close the front cover slowly by pushing the two areas on the left and right.



ZDJH041J

## 13 Put labels "1" and "2" on the front of the paper trays.

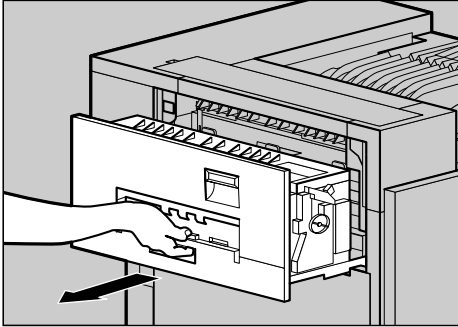


ZDJP128J

# Installing the Fuser Oil Unit

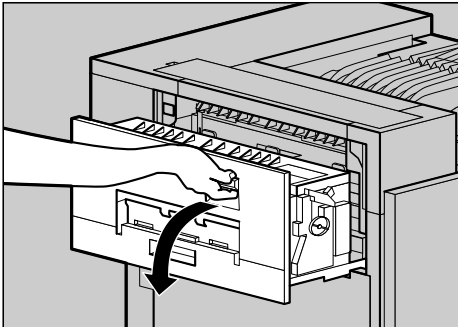
Install the Fuser Oil Unit to the Fusing Unit.

**1** Pull out the left cover slowly.



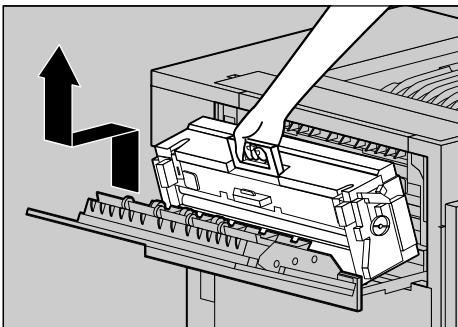
ZDJH047J

**2** Open the upper left cover.



ZDJH048J

**3** Holding the green handle, pull up the Fusing Unit slowly in the direction as shown in the illustration.



ZDJH049J

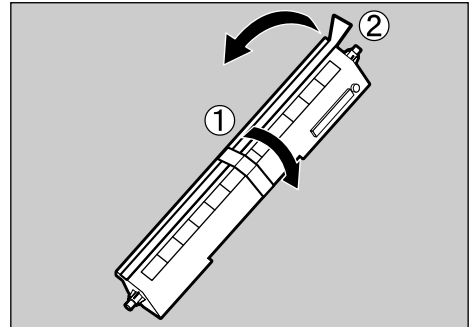
## Important

- Do not touch any areas other than the handle.

When replacing the fusing unit, do not turn the blue dial at the side of the new fusing unit until the power switch is turned on.

**4** Put the removed Fusing Unit in a stable and level place.

**5** Take out the Fuser Oil Unit from the bag, and remove seal (①), and then seal (②) as shown in the illustration.



ZDJH053J

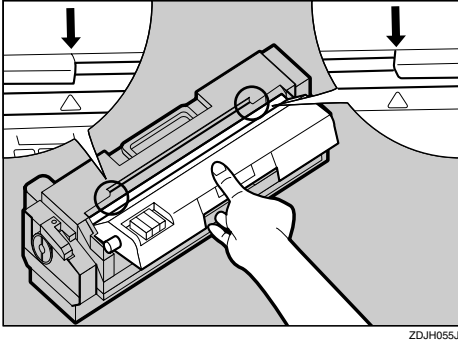
## Note

- Be sure to remove seal (①), and then pull it out in a level manner.

## Important

- Be sure to remove the seals to avoid printer malfunction.
- Be sure to remove seal (①) first, and then remove seal (②) to avoid an oil leak.
- There is oil on the removed seals. Be careful not to let them come in contact with your clothes.
- Be sure to put the Fusing Oil in a stable and level place.

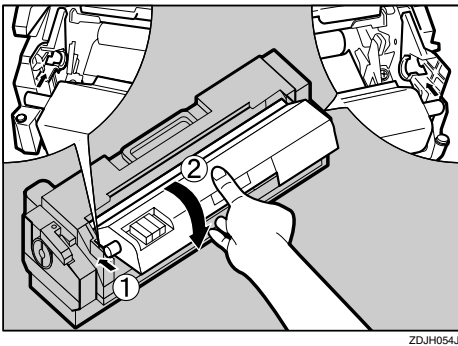
- 6** Match (▲) on the front of the Fuser Oil Unit and the arrow on the Fusing Unit as shown in the illustration.



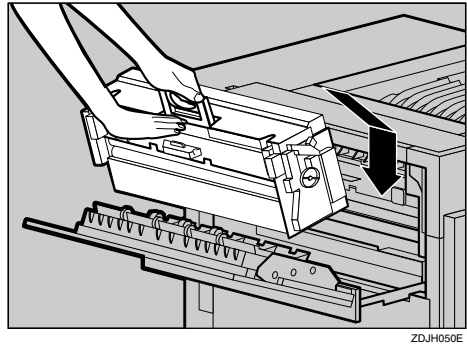
### Important

- Be careful not to get oil on the metal part of the left side of the Fuser Oil Unit.

- 7** Insert the left and right protrusions of the Fuser Oil Unit into the white holders of the Fusing Unit (①), and then move the Fuser Oil Unit in the direction shown by the arrow (②) to attach the Fuser Oil Unit to the Fusing Unit.



- 8** Holding the green handle with one hand, use your other hand to push the front area of the handle to a slight slant, and then push the Fusing Unit slowly to the back.



Confirm that the Fusing Unit is set to the printer vertically.

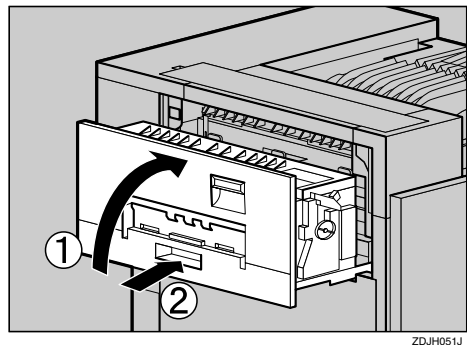
### Note

- Confirm that the Fuser Oil Unit is facing the inside of the printer.

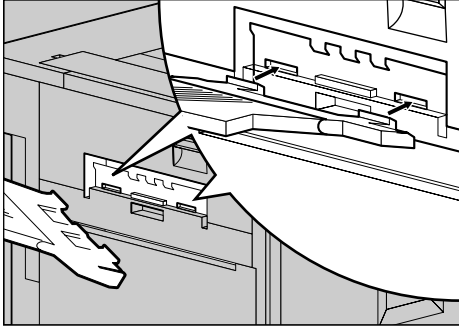
### Important

- Confirm that the Fusing Unit is in appropriate position.

- 9** Close the upper left cover (①) and push the handle (②) slowly to the back until it clicks.



- 10** Attach the External Tray to the printer. Insert the hooks of the External Tray into the printer slits, and then lower it toward you.



ZDJH010J

2



# Installing Options

## ⚠ CAUTION:

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

By installing options, you can improve the printer performance and have an expanded variety of features to use.

## ⚠ Important

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

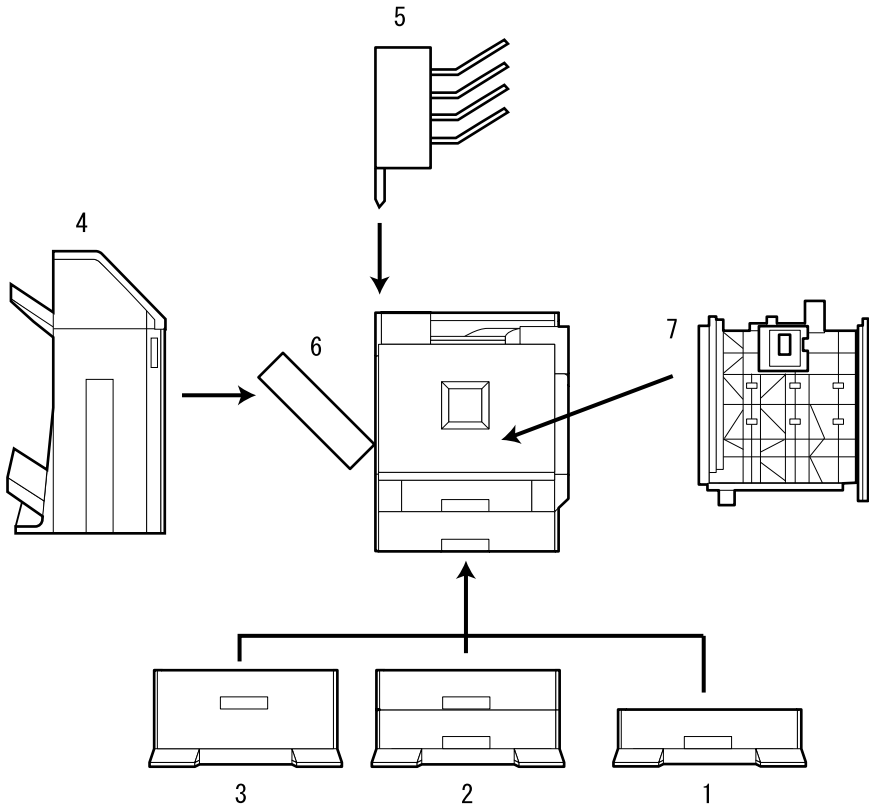
When installing multiple options on the printer, we recommend the following order of installation.

## ◆ Flow of Option Installation

<p><b>1</b></p> <p>Install the 500, 1000-sheet Paper Feed Unit, or 2000-sheet Large Capacity Tray. (PAPER FEED UNIT Type 3800C, Paper Bank PS 470)</p> <p style="text-align: center;">▼</p>	<p>Install the Paper Feed Unit to the bottom of the printer. You can choose to install the PAPER FEED UNIT Type 3800C (500 × 1), Type 3800C (500 × 2) or Paper Bank PS470. If you install the Paper Bank PS470, you can load up to 3,100 sheets of paper at once.</p>
<p><b>2</b></p> <p>Install the Duplex Unit. (Duplex Unit Type 3800C)</p> <p style="text-align: center;">▼</p>	<p>Attach the Duplex Reversal Unit to the left side of the printer, and the Duplex Feed Unit inside the printer.</p>
<p><b>3</b></p> <p>Install the 2 Tray Finisher. (SR770)</p> <p style="text-align: center;">▼</p>	<p>Attach the SR770 to the left side of the printer. You cannot install the SR770 unless both the Paper Feed Unit and Duplex Unit options are installed. If you choose to install the 4-bin Mailbox, you cannot install the SR770.</p>
<p><b>4</b></p> <p>Install the 4-bin Mailbox. (Mail Bin Type 3800C)</p>	<p>Remove the upper cover to install Mail Bin Type 3800C. If you choose to install the 2 Tray Finisher, you cannot install the 4-bin Mailbox.</p>

Install options in the positions as shown in the illustration.

◆ Exterior



ZDJP001J

**1. PAPER FEED UNIT Type 3800C (500 × 1)**

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

⇒ p.20 “Installing the PAPER FEED UNIT Type 3800C (500 × 1)”

**2. PAPER FEED UNIT Type 3800C (500 × 2)**

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

⇒ p.23 “Installing the PAPER FEED UNIT Type 3800C (500 × 2)”

**3. Paper Bank PS470 (2000-sheet Large Capacity Tray)**

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

⇒ p.25 “Installing the Paper Bank PS470 (2000-sheet Large Capacity Tray)”

**4. SR770 (2 Tray Finisher)**

Performs Job Separation, staples and punches holes. Install the Finisher on the left side of the printer.

⇒ p.34 “Installing the SR770 (2 Tray Finisher)”

**5. Mail Bin Type 3800C (4-bin Mailbox)**

Sorts printed documents from multiple users. Attach the Mailbox to the top of the printer.

⇒ p.40 “Installing the Mail Bin Type 3800C (4-bin Mailbox)”

**6. Duplex Reversal Unit**

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

⇒ p.30 “Installing the Duplex Reversal Unit”

## 7. Duplex Feed Unit

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

⇒ p.30 “Installing the Duplex Reversal Unit”

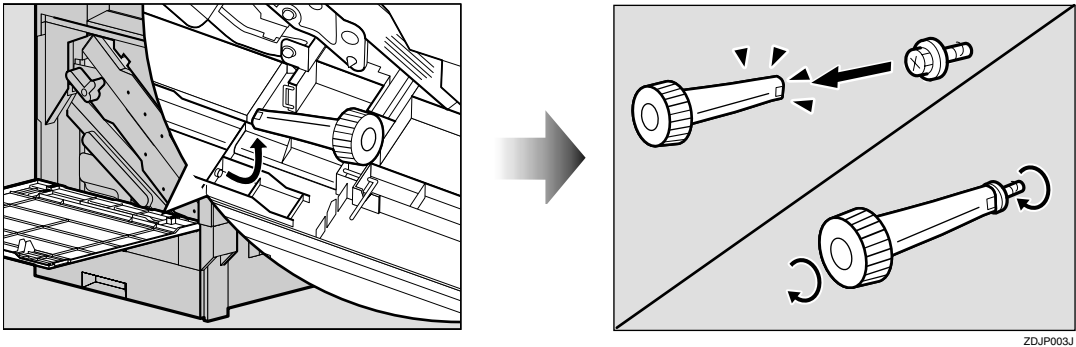
### Important

- You cannot install the 2 Tray Finisher unless both the Paper Feed Unit and Duplex Unit options are installed.
- You cannot install both the 2 Tray Finisher and 4-bin Mailbox at the same time.

2

## How to Use the Screwdriver

The exclusive screwdriver used for attaching options is attached to the inside of the front cover. By pushing the screw top into the screwdriver, you can work without having to worry about dropping the screw.



ZDJP003J

### Note

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

## Installing the Paper Feed Unit

### Preparation

If you want to use the optional Duplex Unit, 2 Tray Finisher or 4-bin Mailbox at the same time, install the optional Paper Feed Unit first, and then install these options.

If you have already installed the optional Duplex Unit, 2 Tray Finisher and 4-bin Mailbox, remove all these options before installing the optional Paper Feed Unit.

### Important

- ❑ Before installation, check the orientation of the Paper Feed Unit or 2000-sheet Large Capacity Tray you want to place.
- ❑ When installing multiple options, install the Paper Feed Unit first.
- ❑ Four persons are needed to install the Paper Feed Unit. Start the installation work after all four persons are ready.

### CAUTION:

- *When moving the machine, each person should hold the handle, where two are located on opposite sides, and lift slowly. Lifting it carelessly or dropping it may cause an injury.*

### Note

- ❑ The printer weights approximately 83 kg (183 lbs).

## Installing the PAPER FEED UNIT Type 3800C (500 x 1)

### Preparation

If you want to use the optional Duplex Unit, 2 Tray Finisher or 4-bin Mailbox at the same time, install the optional Paper Feed Unit first, and then install these options.

If you have already installed the optional Duplex Unit, 2 Tray Finisher and 4-bin Mailbox, remove all these options before installing the optional Paper Feed Unit.

### Important

- ❑ Before installation, check the orientation of the Paper Feed Unit you want to place.
- ❑ When installing multiple options, install the Paper Feed Unit first.

### CAUTION:

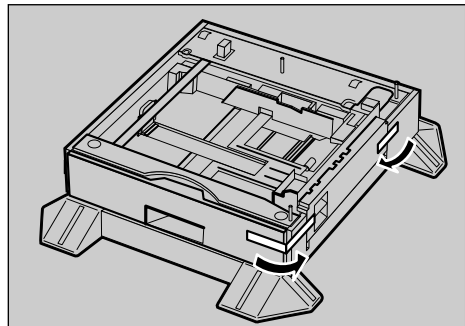
- *When moving the Paper Feed Unit, hold the bottom of both sides, and lift slowly. Lifting it carelessly or dropping it may cause an injury.*

### Note

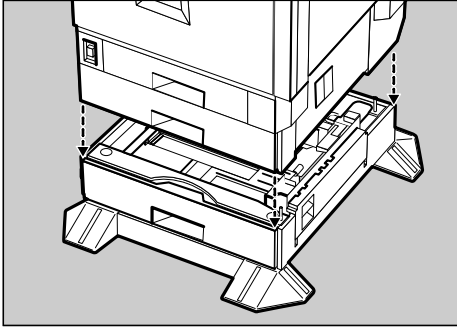
- ❑ The 500-sheet Paper Feed Unit weights approximately 18 kg (39.7 lbs).

**1** Turn off the power switch and unplug the power cable.

**2** Remove the adhesive tape.



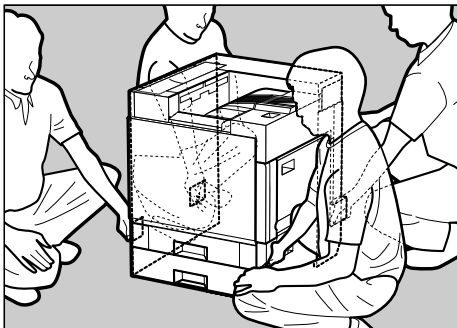
- 3** Adjust the four corners of the printer to those of the 500-sheet Paper Feed Unit, and then lower the printer slowly into place.



ZDJP006J

### Important

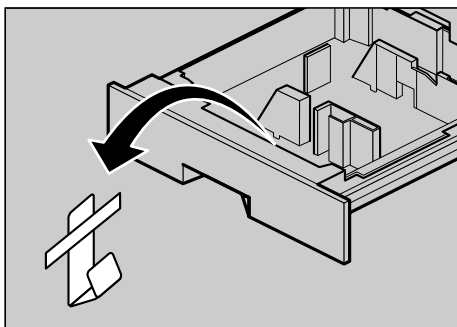
- Four persons should hold the handles, located on two sides of the printer, to move it.



ZDJP007J

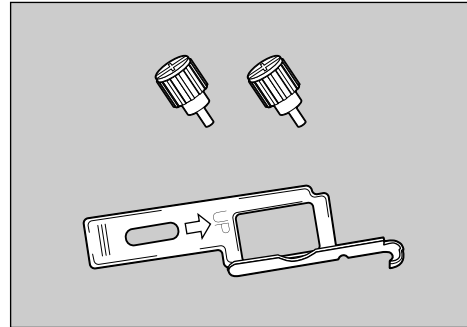
- 4** Open the tray of the 500-sheet Paper Feed Unit.

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



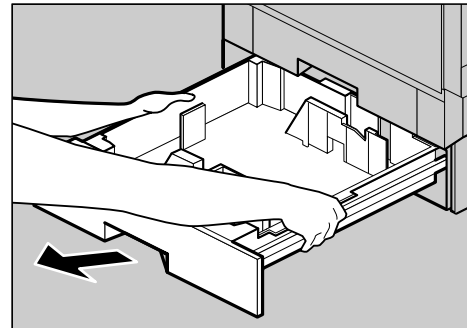
ZDJX801J

- 5** Take out the packaged items, making sure there are two thumb screws and one mounting bracket. Close the tray of the 500-sheet Paper Feed Unit tightly.



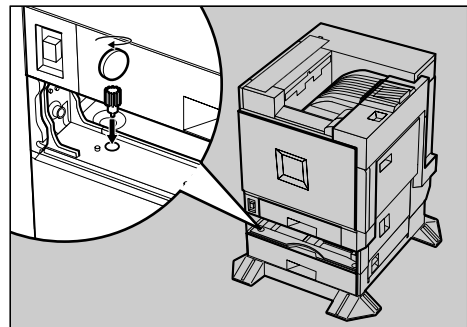
ZDJP005J

- 6** Pull out Tray 2 slowly while lifting it up a little.



ZDJP008J

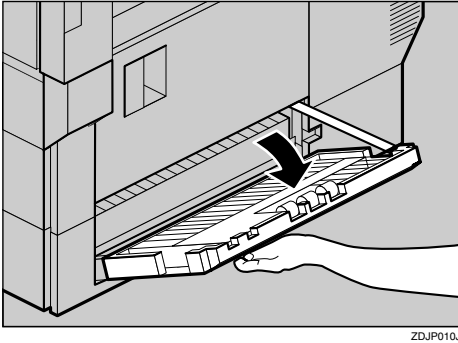
- 7** Fasten one thumb screw. Use a coin to fasten it tightly.



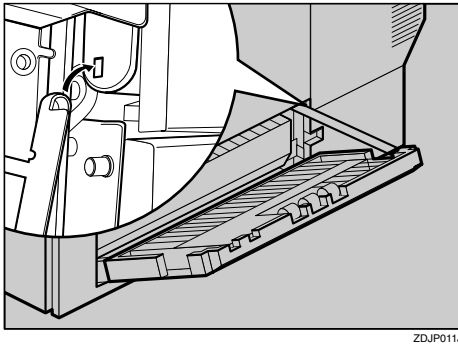
ZDJP009J

- 8** Slide Tray 2 back into the printer slowly until it stops.

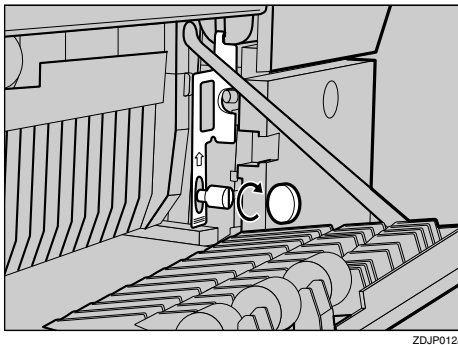
**9** Open the right cover of the 500-sheet Paper Feed Unit.



**10** Hook the mounting bracket to the hole as shown in the illustration.

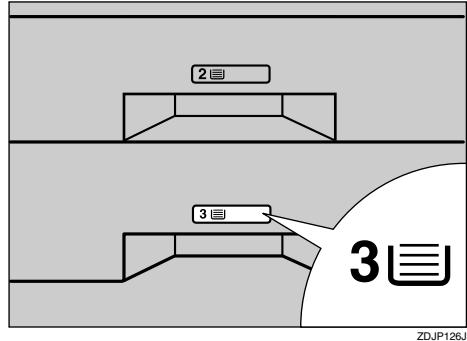


**11** Fasten the bracket with the other thumb screw. Use a coin to fasten it tightly.



**12** Close the right cover of the 500-sheet Paper Feed Unit.

**13** Stick label "3" above the handle on the front of the 500-sheet Paper Feed Unit.



**Note**

- After finishing all installation for printing, you can check whether the 500-sheet Paper Feed Unit is installed properly. Print the Configuration Page from the "Print Menu" menu. If it is installed properly, you will see "Tray 3" under the "Paper Tray Information" list.
- If the Paper Feed Unit is not installed properly, reinstall from step **1**. If you cannot install it properly even after reinstallation, contact your sales or service representative.

**Reference**

⇒ p.55 "Printing the Configuration Page".

## Installing the PAPER FEED UNIT Type 3800C (500 x 2)

### Preparation

If you want to use the optional Duplex Unit, 2 Tray Finisher or 4-bin Mailbox at the same time, install the optional Paper Feed Unit first, and then install these options.

If you have already installed the optional Duplex Unit, 2 Tray Finisher and 4-bin Mailbox, remove all these options before installing the optional Paper Feed Unit.

### Important

- Before installation, check the orientation of the Paper Feed Unit you want to place.
- When installing multiple options, install the Paper Feed Unit first.

### CAUTION:

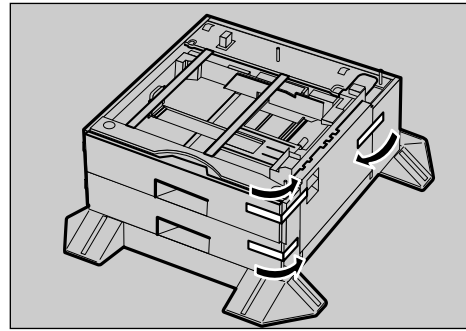
- *When moving the Paper Feed Unit, hold the bottom of both sides, and lift slowly. Lifting it carelessly or dropping it may cause an injury.*

### Note

- The 1000-sheet Paper Feed Unit weighs approximately 25 kg (55.2 lbs).

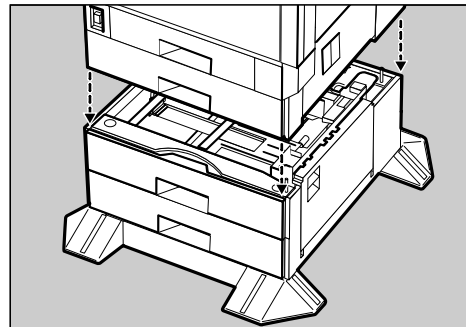
- 1** Turn off the power switch and unplug the power cable.

- 2** Remove the adhesive tape.



ZDJP013J

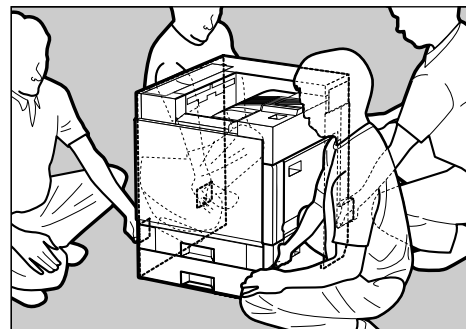
- 3** Adjust the four corners of the printer to those of the 1000-sheet Paper Feed Unit, and then lower the printer slowly into place.



ZDJP014J

### Important

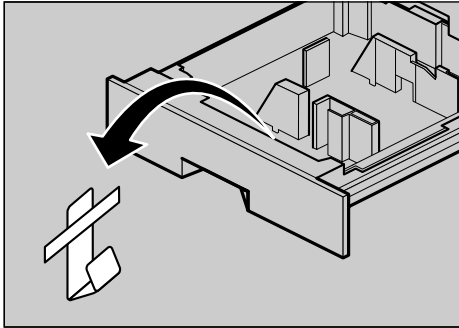
- Four persons should hold the handles, located on two sides of the printer, to move it.



ZDJP007J

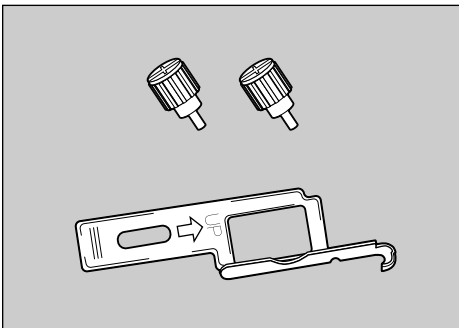
**4** Open the tray of the 1000-sheet Paper Feed Unit.

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



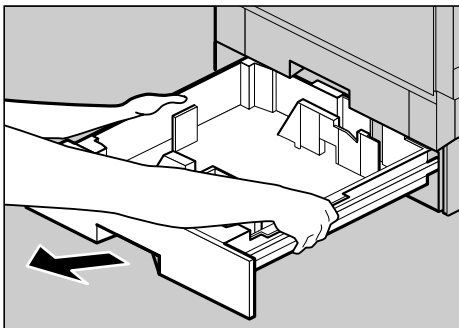
ZDJX801J

**5** Take out the packaged items, making sure there are two thumb screws and one mounting bracket. Close the tray of the 1000-sheet Paper Feed Unit tightly.



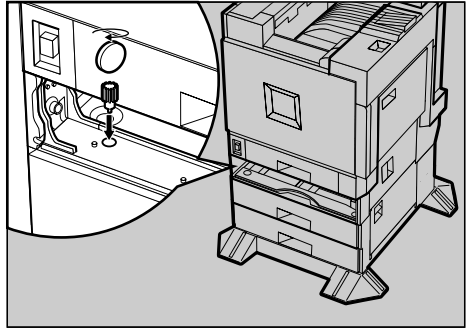
ZDJP005J

**6** Pull out Tray 2 slowly while lifting it up a little.



ZDJP006J

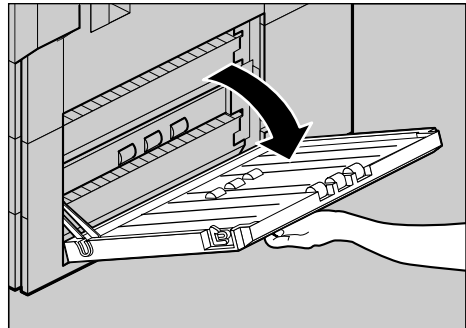
**7** Fasten one thumb screw. Use a coin to fasten it tightly.



ZDJP015J

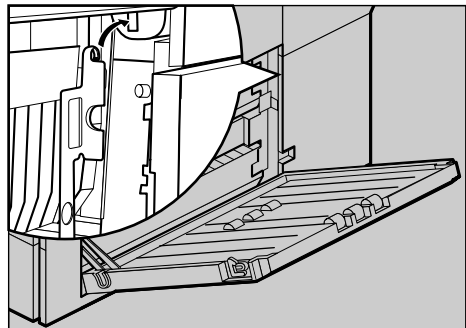
**8** Slide Tray 2 back into the printer slowly until it stops.

**9** Open the right cover of the 1000-sheet Paper Feed Unit.



ZDJP016J

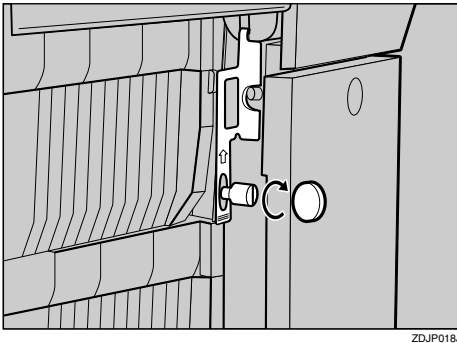
**10** Hook the mounting bracket to the hole as shown in the illustration.



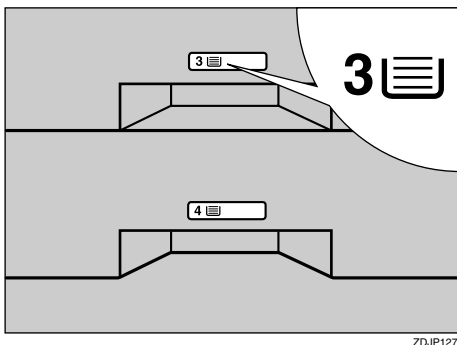
ZDJP017J



- 11** Fasten the bracket with the other thumb screw. Use a coin to fasten it tightly.



- 12** Close the right cover of the 1000-sheet Paper Feed Unit.
- 13** Stick labels "3" and "4" above the handles on the front of the 1000-sheet Paper Feed Unit.



**Note**

- After finishing all installation for printing, you can check whether the 1000-sheet Paper Feed Unit is installed properly. Print the Configuration Page from the "Print Menu" menu. If it is installed properly, you will see "Tray 3, Tray 4" under the "Paper Tray Information" list.
- If the Paper Feed Unit is not installed properly, reinstall from step **1**. If you cannot install it properly even after reinstallation, contact your sales or service representative.

**Reference**

⇒ p.55 "Printing the Configuration Page".

## Installing the Paper Bank PS470 (2000-sheet Large Capacity Tray)

**Preparation**

If you want to use the optional Duplex Unit, 2 Tray Finisher or 4-bin Mailbox at the same time, install the optional 2000-sheet Large Capacity Tray first, and then install these options.

If you have already installed the optional Duplex Unit, 2 Tray Finisher and 4-bin Mailbox, remove all these options before installing the optional 2000-sheet Large Capacity Tray.

**Important**

- Before installation, check the orientation of the 2000-sheet Large Capacity Tray you want to place.
- When installing multiple options, install the Paper Feed Unit first.

**CAUTION:**

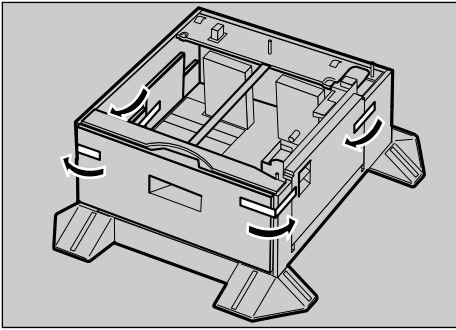
- *When moving the Paper Feed Unit, hold the bottom of both sides, and lift slowly. Lifting it carelessly or dropping it may cause an injury.*

**Note**

- The 2000-sheet Large Capacity Tray weights approximately 25 kg (55.2 lbs).

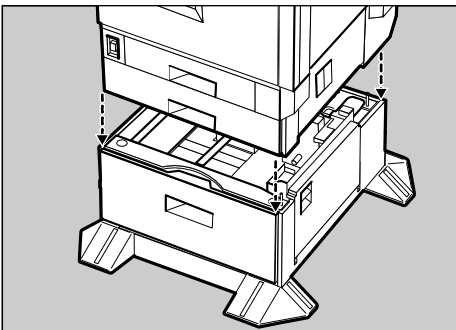
- 1** Turn off the power switch and unplug the power cable.

**2** Remove the adhesive tape.



ZDJP019J

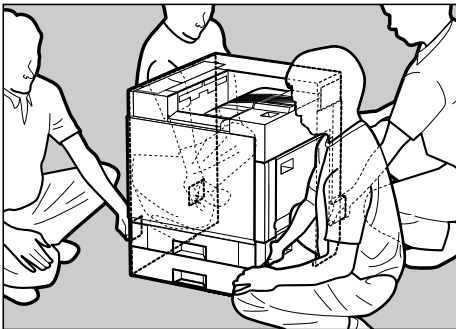
**3** Adjust the four corners of the printer to those of the 2000-sheet Large Capacity Tray, and then lower the printer slowly into place.



ZDJP020J

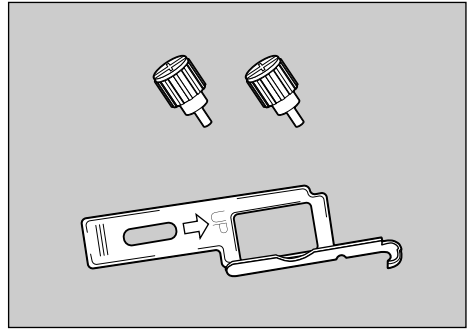
**Important**

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



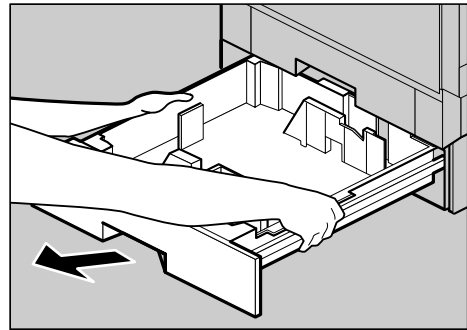
ZDJP007J

**4** Take out the packaged items, making sure there are two thumb screws and one mounting bracket. Close the tray of the 2000-sheet Large Capacity Tray tightly.



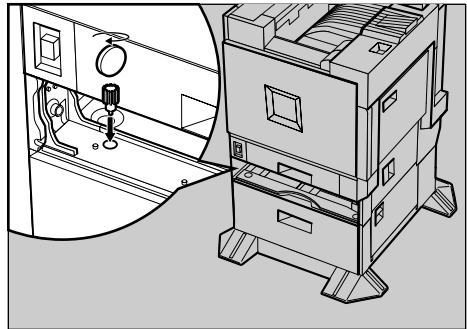
ZDJP005J

**5** Pull out Tray 2 slowly while lifting it up a little.



ZDJP008J

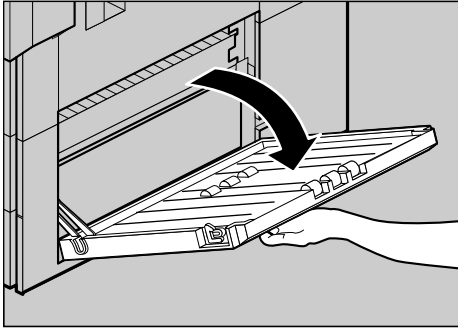
**6** Fasten one thumb screw. Use a coin to fasten it tightly.



ZDJP021J

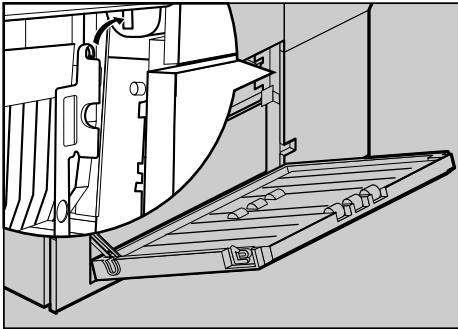
**7** Slide Tray 2 back into the printer slowly until it stops.

- 8** Open the right cover of the 2000-sheet Large Capacity Tray.



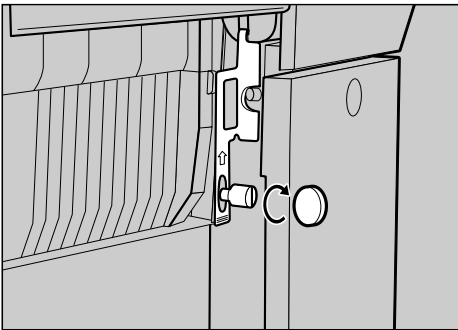
ZDJP022J

- 9** Hook the mounting bracket to the hole as shown in the illustration.



ZDJP023J

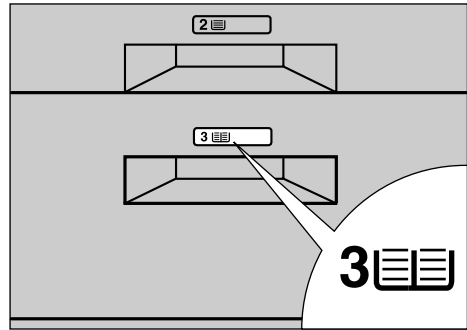
- 10** Fasten the bracket with the other thumb screw. Use a coin to fasten it tightly.



ZDJP024J

- 11** Close the right cover of the 2000-sheet Large Capacity Tray.

- 12** Stick label "3" above the handle on the front of the 2000-sheet Large Capacity Tray.



ZDJP128J

**Note**

- After finishing all installation for printing, you can check whether the 2000-sheet Large Capacity Tray is installed properly. Print the Configuration Page from the "Print Menu" menu. If it is installed properly, you will see "LCT" under the "Paper Tray Information" list.
- If the Paper Feed Unit is not installed properly, reinstall from step **1**. If you cannot install it properly even after reinstallation, contact your sales or service representative.

**Reference**

⇒ p.55 "Printing the Configuration Page".

## Installing the Duplex Unit Type 3800C

### Preparation

If you want to use the optional Paper Feed Unit at the same time, install the optional Paper Feed Unit first, and then install the Duplex Unit.

#### CAUTION:

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

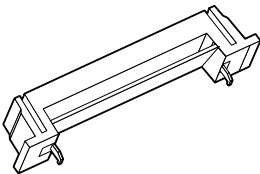
#### CAUTION:

- Do not let go of the Duplex Reversal Unit until it is fastened in place. It could drop and cause an injury.

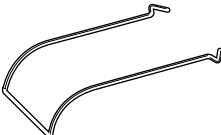
## Installing the Duplex Reversal Unit Stand

### 1 Check the contents of the box.

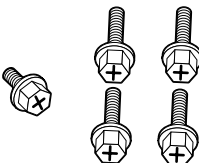
#### Stand



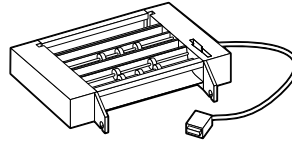
#### Paper Guide



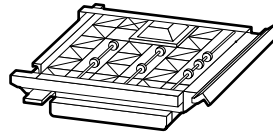
#### One Short Screw, Four Long Screws



#### Duplex Reversal Unit



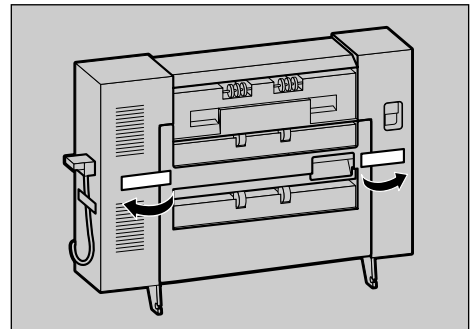
#### Duplex Feed Unit



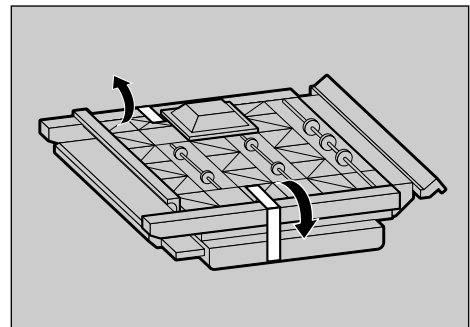
### 2 Remove the adhesive tape and packing materials.

#### Important

- Do not remove the adhesive tape which hold the auxiliary bar at this point. Remove it in step 3 on p.30 "Installing the Duplex Reversal Unit"
- Do not remove the adhesive tape which hold the cable of the Duplex Reversal Unit at this point. Remove it in step 7 on p.30 "Installing the Duplex Reversal Unit"



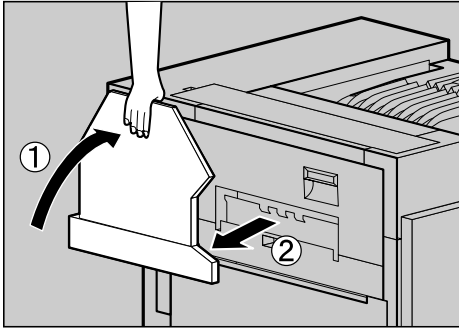
ZDJPT11J



ZDJPT12J

**3** Turn off the power switch and unplug the power cable from the wall outlet.

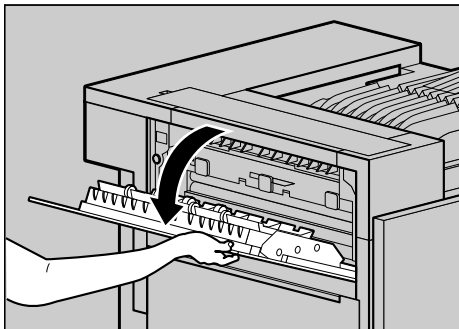
**4** Lift the External Tray in the direction of the arrow (①) and remove (②).



ZDJP038J

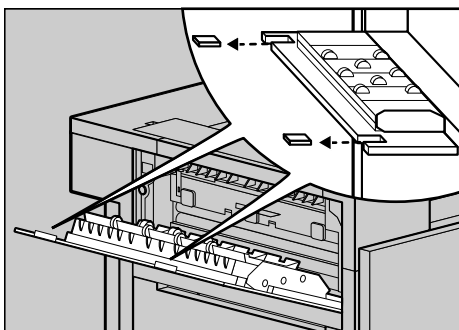
**5** Remove the two small covers on the upper left cover of the printer.

**①** Open the upper left cover.



ZDJP039J

**②** Pinch the two small covers and pull in the direction of the arrow to remove them.



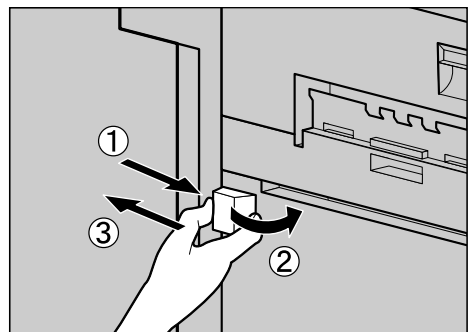
ZDJP040J

**③** Close the upper left cover.

**Note**

You will not use the removed two covers.

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

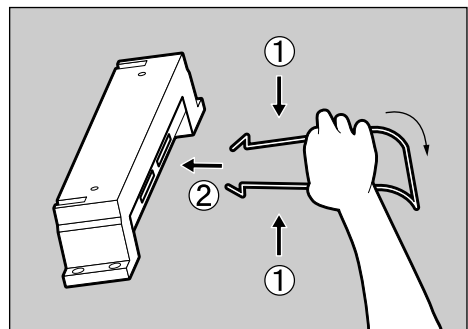


ZDJP041J

**Note**

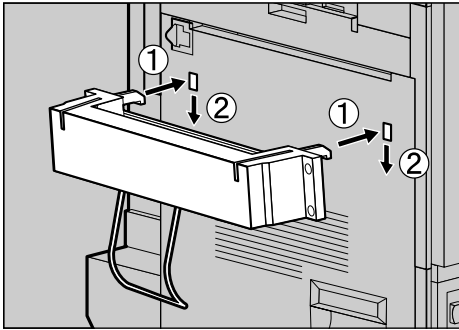
You will not use the removed protective cover.

**7** Attach the paper guide to the stand. Hold the paper guide so that its right side bends down as shown in the illustration, and while holding it lightly (①), insert it into the holes of the stand (②).

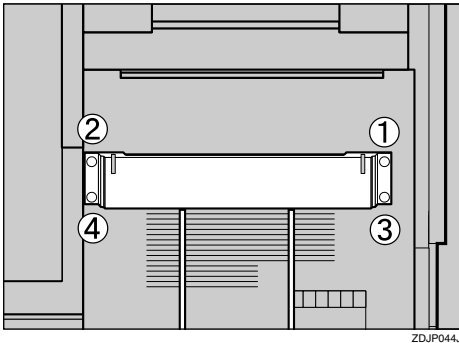


ZDJP042J

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



- 9** Tighten four long screws to fasten the Duplex Reversal Unit Stand using provided screwdriver. Fasten in the order of ①⇒②⇒③⇒④ as shown in the illustration.



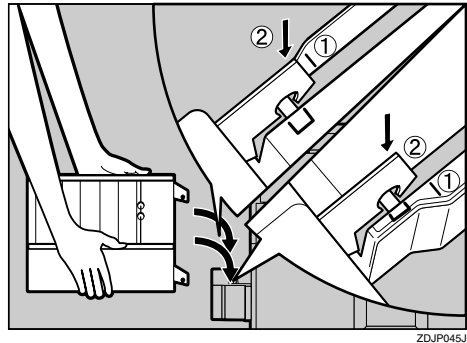
**Reference**

See p.19 “How to Use the Screwdriver”.

This completes the installation of the stand. Next, install the Duplex Reversal Unit.

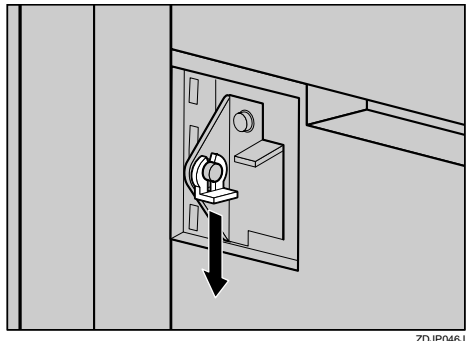
**Installing the Duplex Reversal Unit**

- 1** Holding the Duplex Reversal Unit in a level position with both hands, insert the hooks into the groove of the stand. At this point, adjust the tip of the hooks to the line on the stand (①) and insert slowly (②). Do not let go of the Duplex Reversal Unit even after insertion.



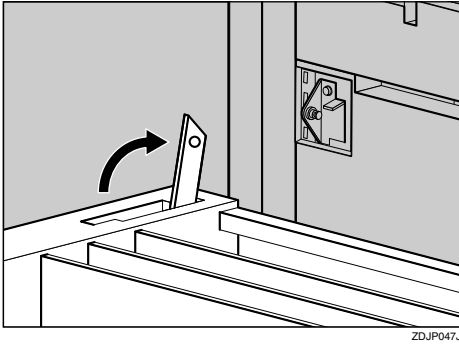
The hooks of the Duplex Reversal Unit grasp the bar inside the groove of the stand.

- 2** Supporting the Duplex Reversal Unit, remove the stopper of the mounting bracket on the printer.

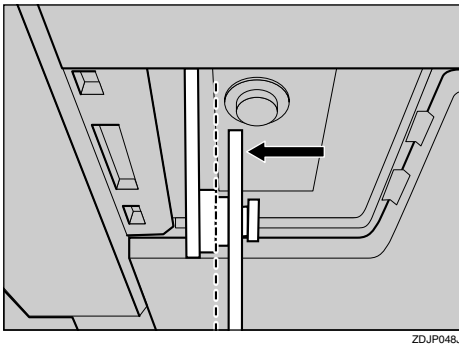


This stopper will be used in a later step **5**, so be careful not to lose it.

- 3** Supporting the Duplex Reversal Unit, remove the adhesive tape and hold the auxiliary bar in front of the hook on the left side, and then stand it up.

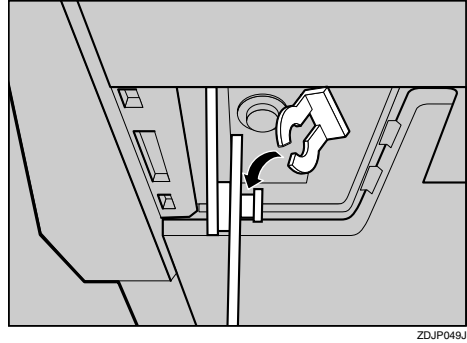


- 4** Hook the hole of the auxiliary bar on the mounting bracket of the printer.



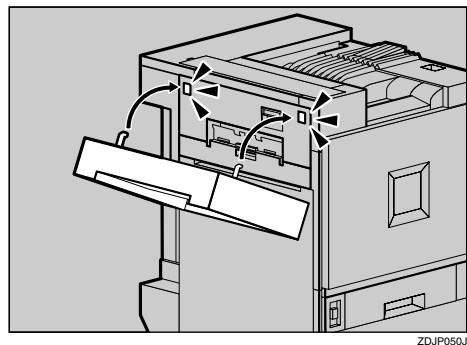
In step **5**, move the auxiliary bar to the position shown with a perforated line in the illustration.

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

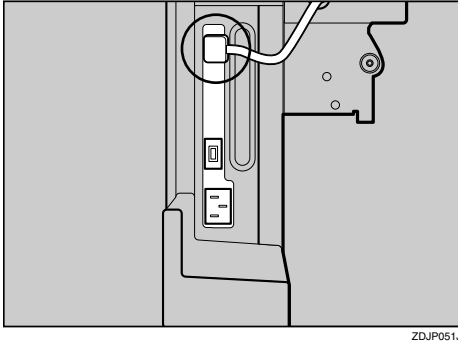


Make sure the auxiliary bar and stopper are installed in the positions shown in the illustration.

- 6** Raise the Duplex Reversal Unit slowly, and then adhere it to the printer.



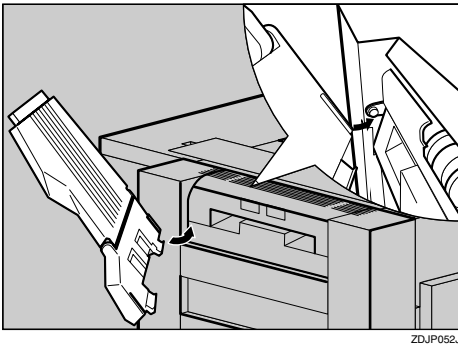
- 7** Remove the adhesive tape which hold the cable, and then connect the cable of the Duplex Reversal Unit to the upper connector on the back of the printer.



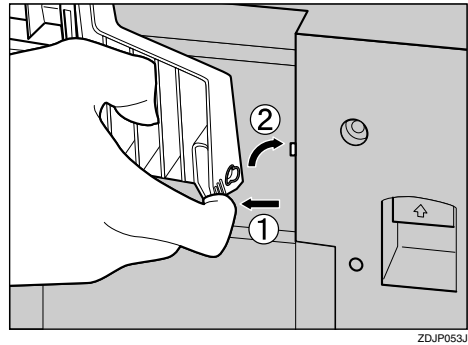
This completes the installation of the Duplex Reversal Unit. Install the Duplex Feed Unit after installing the External Tray.

- 8** Install the External Tray.

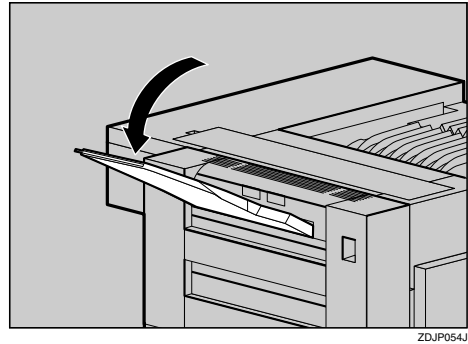
- 1** Stand the External Tray and insert it from the left side with both hands.



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

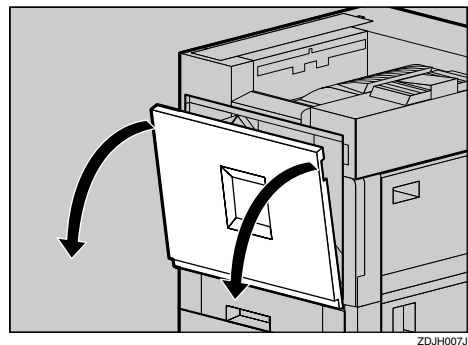


- 3** Lower the External Tray toward you.



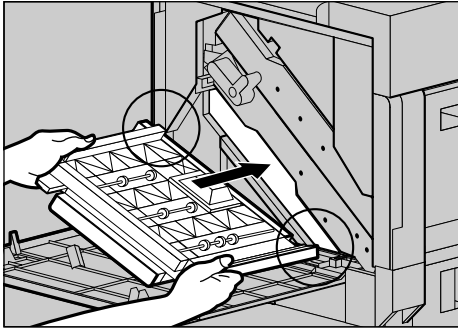
### Installing the Duplex Feed Unit

- 1** Open the front cover slowly by pulling the two points on the left and right.



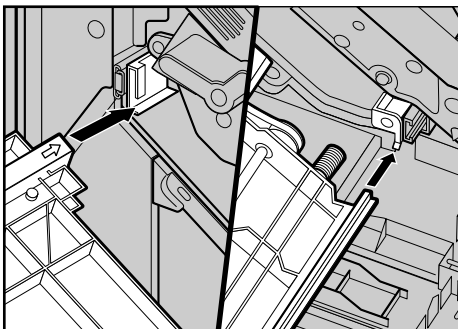


- 2** Holding the Duplex Feed Unit with both hands, place it on the vertical rail and insert slowly until it stops.



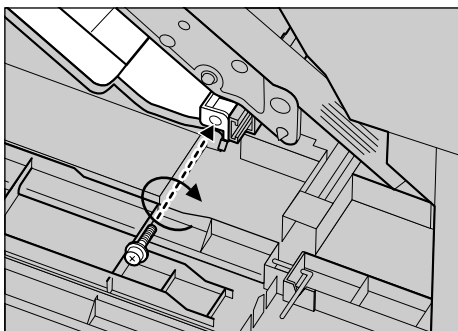
ZDJP056J

The vertical rail is in the position as shown in the illustration.



ZDJP133J

- 3** Fasten the Duplex Feed Unit with one short screw using provided screwdriver.



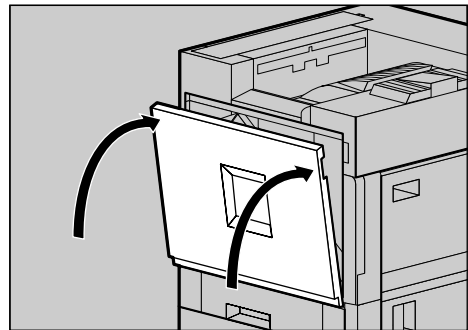
ZDJP057J

**Note**

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

This completes the installation of the Duplex Feed Unit.

- 4** Close the front cover slowly by pressing the two points on the left and right.



ZDJH041J

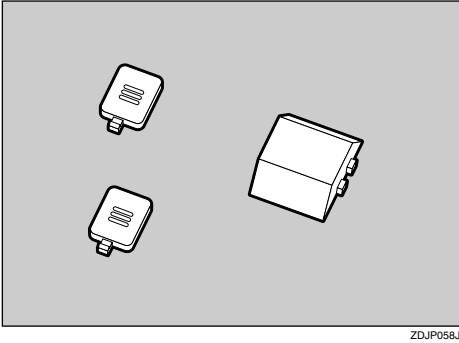
**Note**

- After finishing all installation for printing, you can check whether the Duplex Unit is installed properly. Print the Configuration Page from the "Print Menu" menu. If it is installed properly, you will see "Duplex Unit" under the "Installed Options" list.
- If the Duplex Unit is not installed properly, reinstall from step 1 ⇒ p.28. If you cannot install it properly even after reinstallation, contact your sales or service representative.

**Reference**

See p.55 "Printing the Configuration Page".

- 5** Check for spare parts. You will not use these spare parts.



## Installing the SR770 (2 Tray Finisher)

### Preparation

Install the optional Paper Feed Unit first, and then install the 2 Tray Finisher.

### **CAUTION:**

- When moving the 2 Tray Finisher, hold the center of both sides, and lift slowly. Lifting it carelessly or dropping it may cause an injury.

### Note

- The 2 Tray Finisher weighs approximately 53 kg (116.9 lbs).

### Important

- You cannot install the 2 Tray Finisher unless both the Paper Feed Unit and Duplex Unit options are installed.
- You cannot install the 4-bin Mailbox and 2 Tray Finisher at the same time.

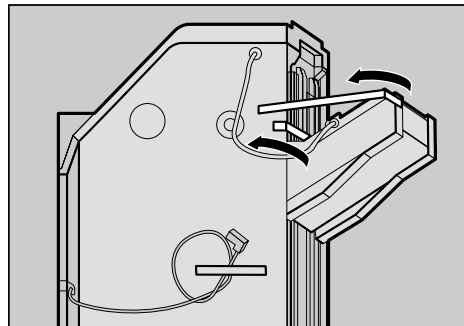
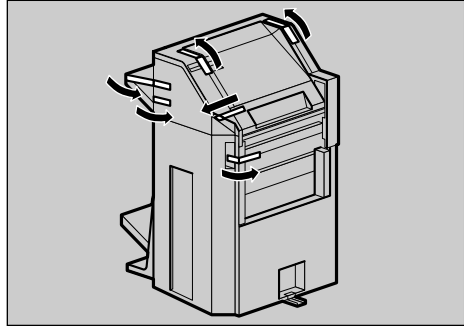
- 1** Turn off the power switch and unplug the power cable.

- 2** Remove the adhesive tape and packing materials.

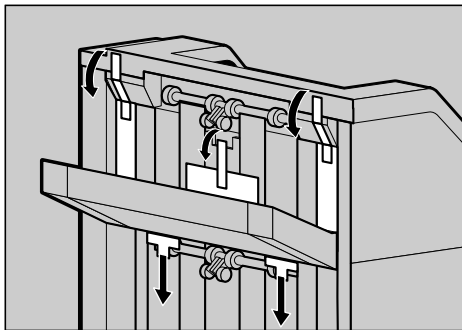
### Important

- Do not remove the adhesive tape which hold the cable at this point. Remove it in step 18.

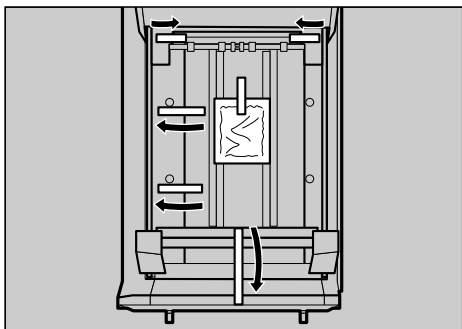
### ❖ Front and Side



❖ Back

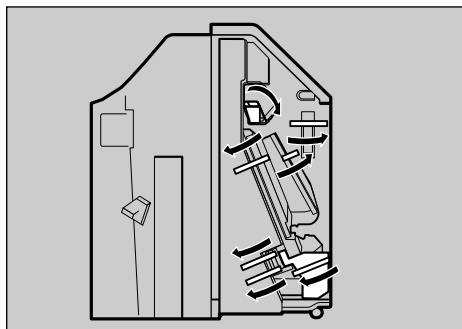


ZDJP950J



ZDJP060J

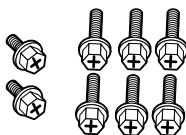
❖ Interior



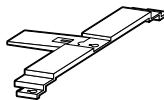
ZDJP061J

**3** Check the contents of the box.

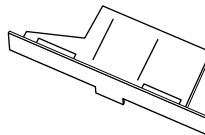
❖ Two short screws, six long screws



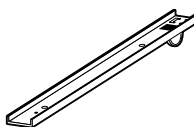
❖ Connecting Bracket



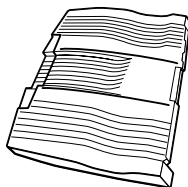
❖ Mounting Bracket



❖ Rail

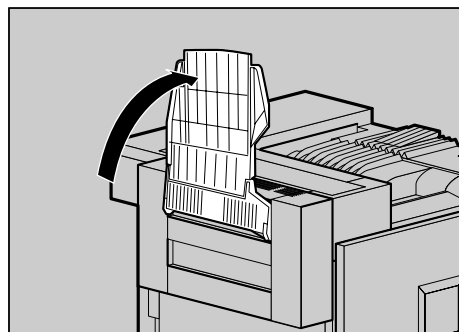


❖ Two 2 Tray Finisher Trays



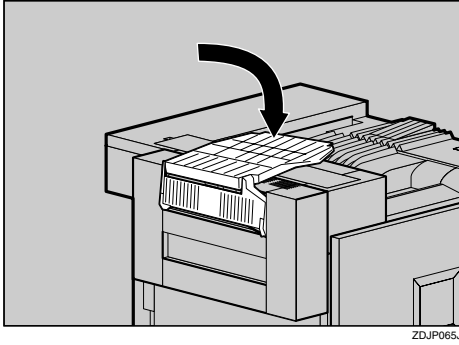
**4** Stand the External Tray of the printer.

**1** Stand it vertically.



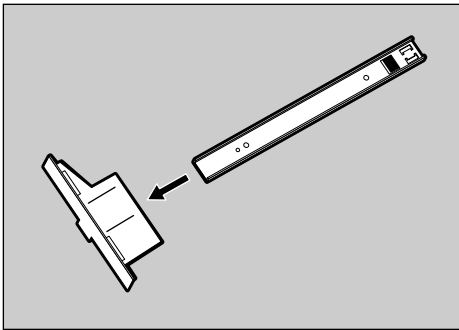
ZDJP064J

**2** Fold it into printer.



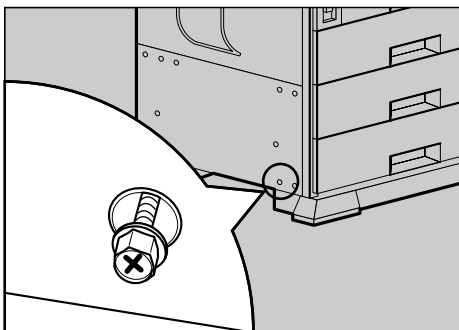
ZDJP065J

**5** Insert the rail with a wheel in the mounting bracket.



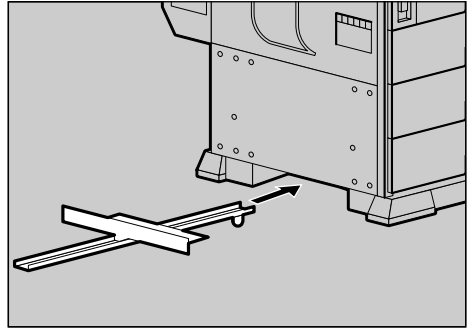
ZDJP066J

**6** Temporarily fasten one long screw in the position shown in the illustration. Turn the screw three to four times using your hand.



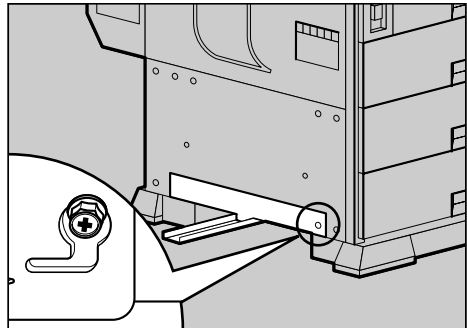
ZDJP067J

**7** Insert the rail, assembled in step **5**, into the bottom area of the printer.



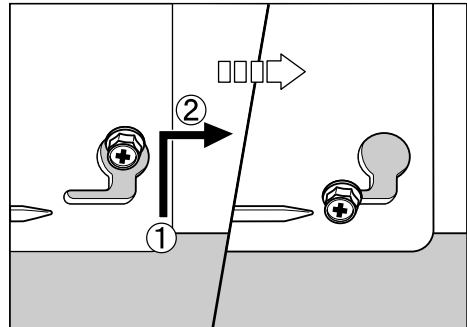
ZDJP068J

**8** Hook the hole of the mounting bracket on the screw that was temporarily fastened in step **6**.



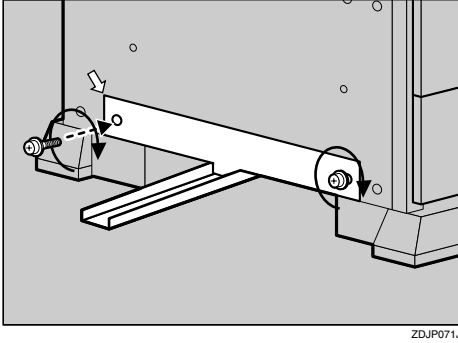
ZDJP069J

**9** Holding the mounting bracket with both hands, move it in the direction of up (1) ⇒ right (2).



ZDJP070J

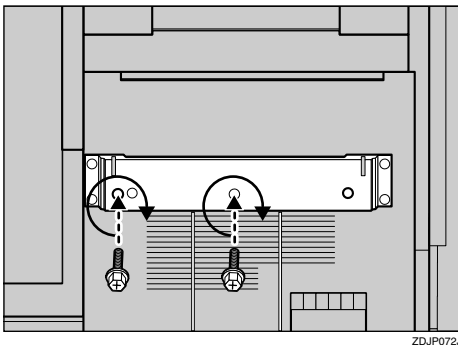
- 10** With the left corner of the mounting bracket adjusted to the position shown by the arrow in the illustration, fasten the left side of the mounting bracket with a long screw using provided screwdriver. Also tighten the screw on the right side that was temporarily fastened in step **6**.



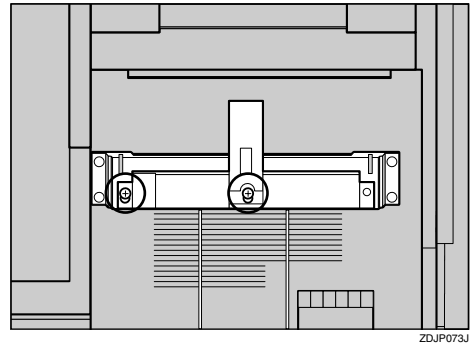
#### Reference

See p.19 “How to Use the Screwdriver”.

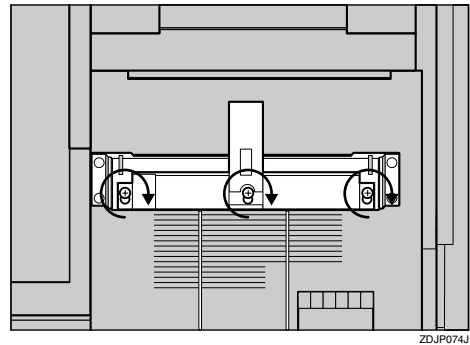
- 11** Temporarily fasten the two long screws in the positions shown in the illustration of the Duplex Reversal Unit. Turn the screws three to four times with your hand.



- 12** Hook the connecting bracket on the screws that were temporarily tightened in step **11**.



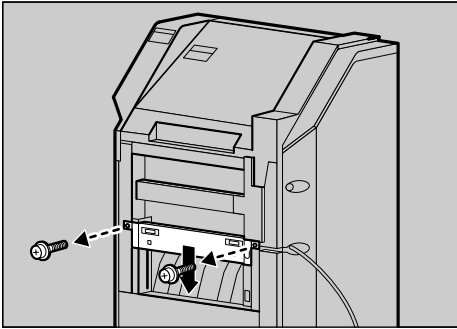
- 13** Fasten the right side of the connecting bracket with a long screw using provided screwdriver. Also tighten two screws that were temporarily tightened in step **11**.



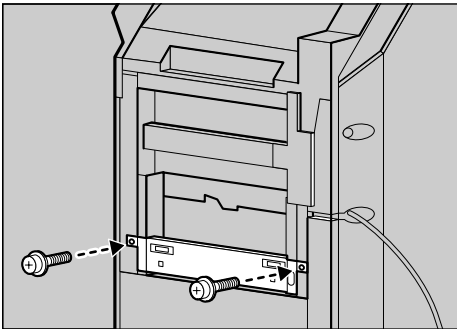
#### Note

- If you have the 1000-sheet Paper Feed Unit or 2000-sheet Large Capacity Tray installed, proceed to step **15**.

**14** If you have the 500-sheet Paper Feed Unit installed, change the position of the connecting bracket on the side of the 2 Tray Finisher to the lower level. Remove two screws using provided screwdriver, move the connecting bracket down, and then refasten the screws.

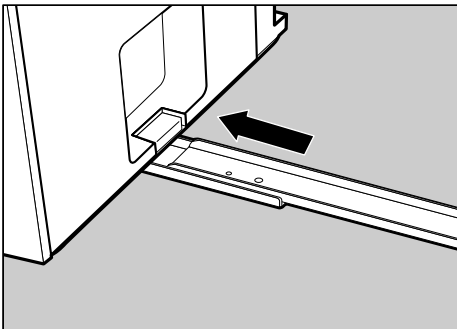


ZDJP075J



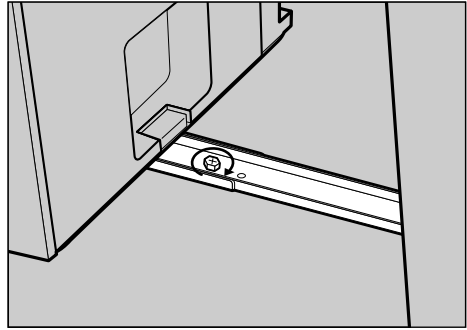
ZDJP076J

**15** Place the rail of the printer on the rail of the 2 Tray Finisher, and then slide until it stops.



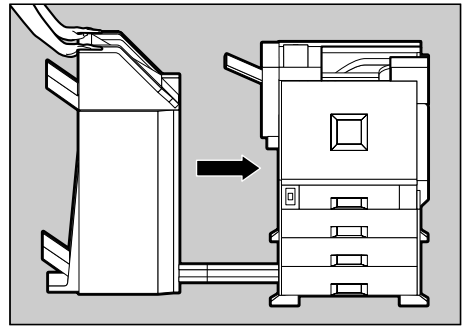
ZDJP077J

**16** Fasten the rails with a long screw using provided screwdriver.



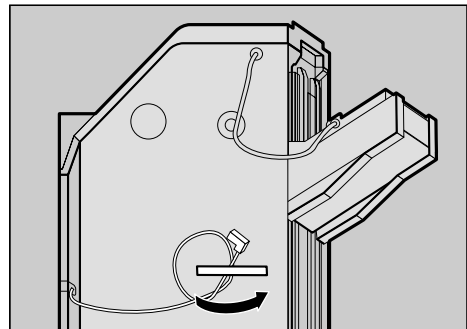
ZDJP078J

**17** Push the 2 Tray Finisher slowly toward the printer until it stops.



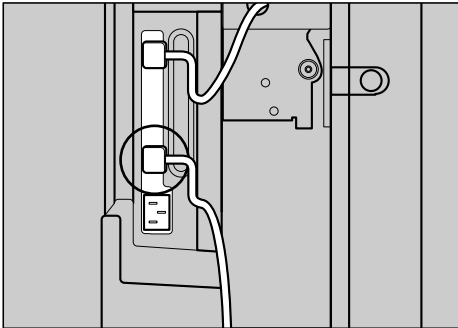
ZDJP202J

**18** Remove the tape that is fastening the cable to the 2 Tray Finisher.



ZDJP080J

- 19** Connect the cable of the 2 Tray Finisher to the lower connector on the back of the printer.

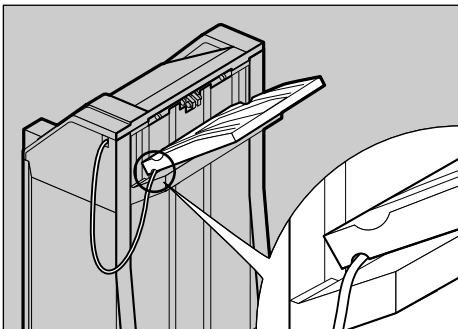


- 20** Install the two 2 Tray Finisher Trays to the 2 Tray Finisher.

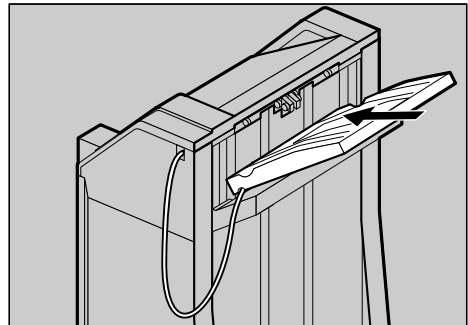
**Note**

- The two Finisher Trays are identical.

- 1** Adjust the notch on the left side of the 2 Tray Fisher Tray to the cable coming out from the 2 Tray Finisher.

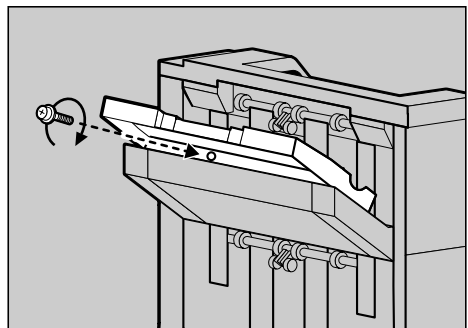


- 2** With the 2 Tray Fisher Tray laid horizontally, slide it in at a slant until it stops.



ZDJP083J

- 3** Fasten the Fisher Tray with a short screw using provided screwdriver.



ZDJP084J

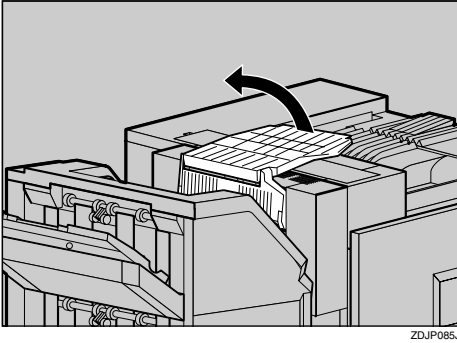
- 4** Use the same steps (steps **2** and **3**) to install the other 2 Tray Fisher Trays.

**Note**

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

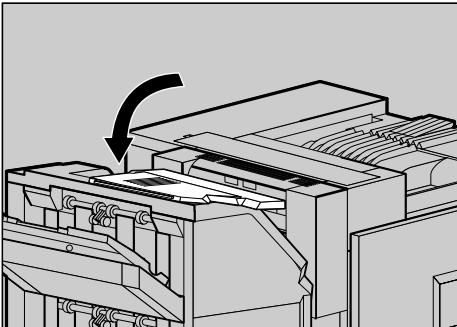
**2** Return the Fisher Tray that is installed on the Duplex Unit back into place.

**1** Lift the top.



ZDJP085J

**2** Lower slowly.



ZDJP086J

**Note**

- After finishing all installation for printing, you can check whether the Finisher is installed properly. Print the Configuration Page from the "Print Menu" menu. If it is installed properly, you will see "Finisher: Installed" under the "Installed Options" list.
- If the Finisher is not installed properly, reinstall from step **1**. If you cannot install it properly even after reinstallation, contact your sales or service representative.

**Reference**

See p.55 "Printing the Configuration Page".

## Installing the Mail Bin Type 3800C (4-bin Mailbox)

**Preparation**

If you want to use the optional Paper Feed Unit at the same time, install the optional Paper Feed Unit first, and then install the 4-bin Mailbox.

**CAUTION:**

- When moving the 4-bin Mailbox, hold the center of both sides, and lift slowly. Lifting it carelessly or dropping it may cause an injury.

**Note**

- The 4-bin Mailbox weighs approximately 7 kg (15.5 lbs).

**CAUTION:**

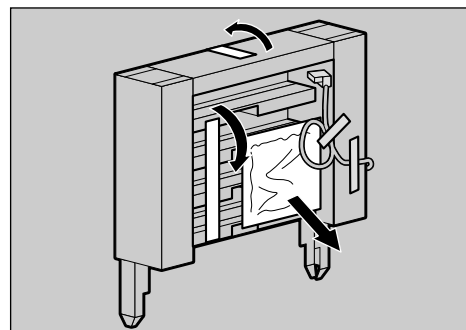
- When installing the 4-bin Mailbox, be sure to hold both sides. If you hold it by the bottom, you might get your hand caught and injured.

**Important**

- You cannot install the 4-bin Mailbox and 2 Tray Finisher at the same time.

**1** Turn off the power switch and unplug the power cable.

**2** Remove the attached package.



ZDJP087J

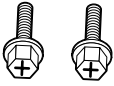


**Important**

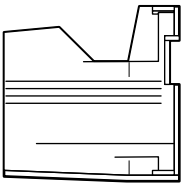
- Do not remove the adhesive tape that is fastening the cable at this point. Remove it in step 8.

**3** Check the contents of the box.

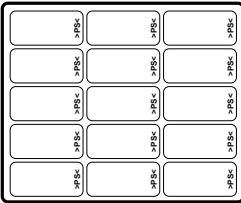
## ❖ Two Screws



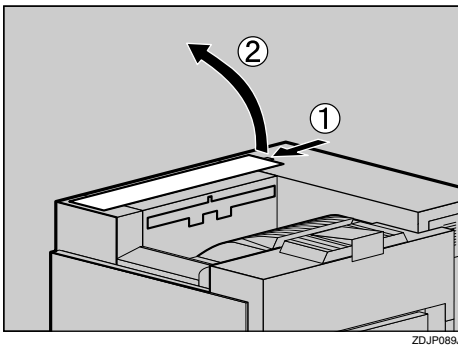
## ❖ Four Output Bins



## ❖ Labels

**4** Remove the top cover. Draw the lever (1) and lift (2) to remove.

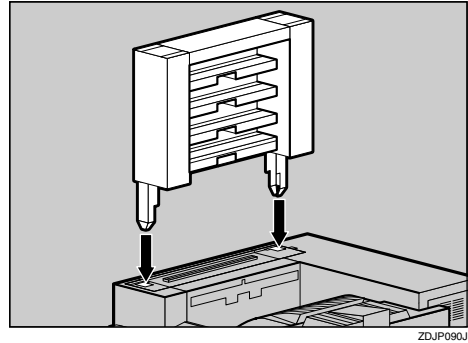
There is an opening for installing the 4-bin Mailbox.



ZDJP089J

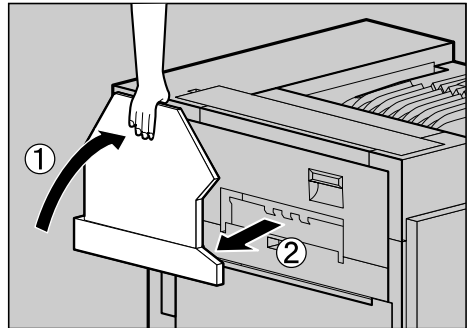
**Note**

- You will not use the removed cover.

**5** Holding both sides of the 4-bin Mailbox with both hands, stand on the left side of the printer. Lower it slowly to fit into the openings, and then insert until you hear a click.

ZDJP090J

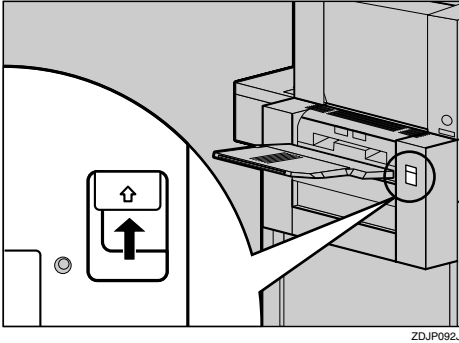
If the Duplex Unit is installed, proceed to step 7.

**6** Pull up the External Tray in the direction of the arrow (1), and then remove (2).

ZDJP038J

**7** If the Duplex Unit is installed, open the Duplex Reversal Unit.

**1** Push up the lock release button, and keep in that position.



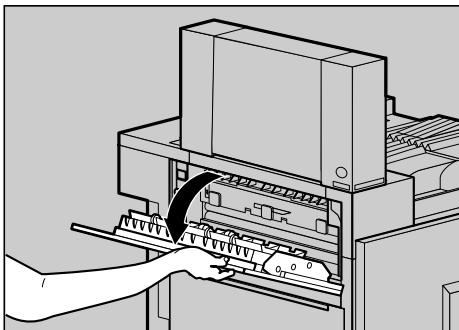
ZDJP092J

**2** Lower the Duplex Reversal Unit slowly until it stops.



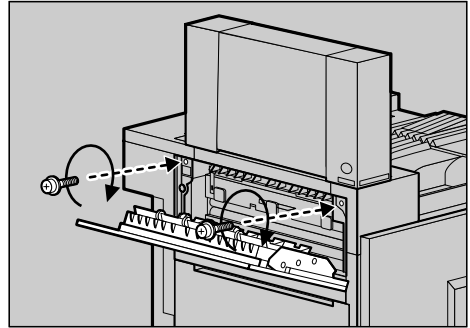
ZDJP093J

**8** Open the upper left cover.



ZDJP094J

**9** Fasten the 4-bin Mailbox with two screws using provided screwdriver.



ZDJP095J

**Reference**

See p.19 "How to Use the Screwdriver".

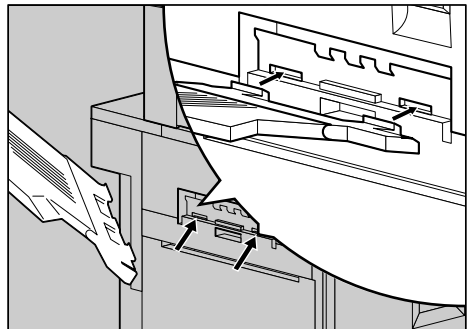
**Note**

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

**10** Close the upper left cover.

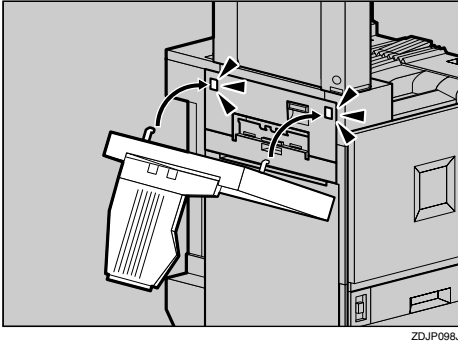
If the Duplex Unit is installed, proceed to step **12**.

**11** Install the External Tray to the printer. Hook the External Tray to the slits of the printer, and then lower the tray toward you.

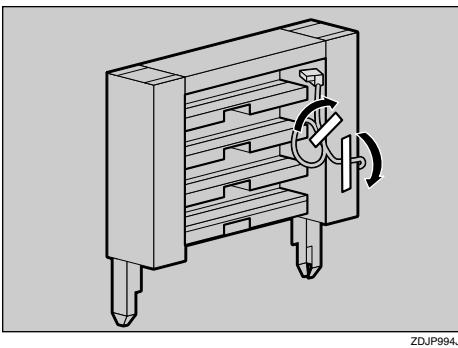


ZDJP096J

- 12** If the Duplex Unit is installed, return the Duplex Reversal Unit to its original position. Lift it slowly until you hear a click.

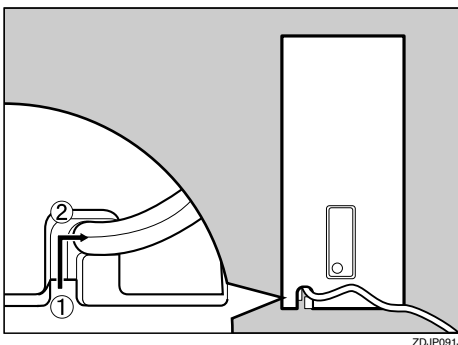


- 13** Remove the adhesive tape of the cable of the 4-bin Mailbox.

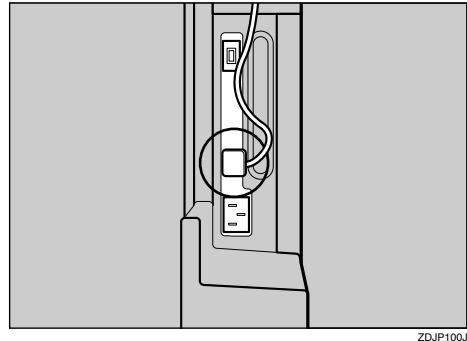


- 14** Check that the cable of the 4-bin Mailbox is in the position as shown in the illustration.

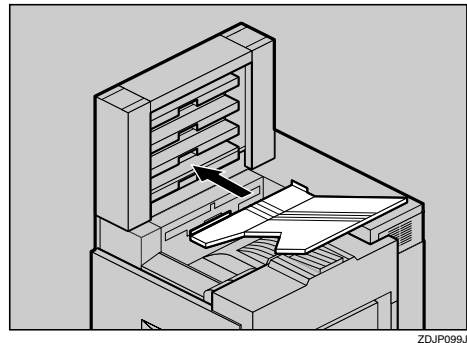
If it is not, change its position in the direction of (1) ⇒ (2).



- 15** Connect the cable of the 4-bin Mailbox to the lower connector on the back of the printer.



- 16** Insert four output bins in order, starting from the bottom.



**Note**

- If you have decided to assign Mail Box Bins to individuals and departments decided, write their names on the labels provided and stick them to the sides of the 4-bin Mailbox.

**Note**

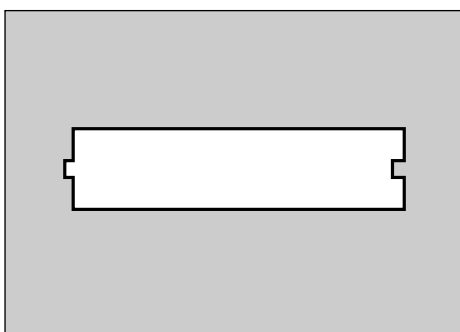
- After finishing all installation for printing, you can check whether the 4-bin Mailbox is installed properly. Print the Configuration Page from the "Print Menu" menu. If it is installed properly, you will see "Mailbox: Installed" under the "Installed Options" list.

- ❑ If the 4-bin Mailbox is not installed properly, reinstall from step 1. If you cannot install it properly even after reinstallation, contact your sales or service representative.

 **Reference**

See p.55 “Printing the Configuration Page”.

- 17** Check for spare part. You will not use this spare part.



ZDJP101J

# Installing the Toner Cartridge

## ⚠ **WARNING:**

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

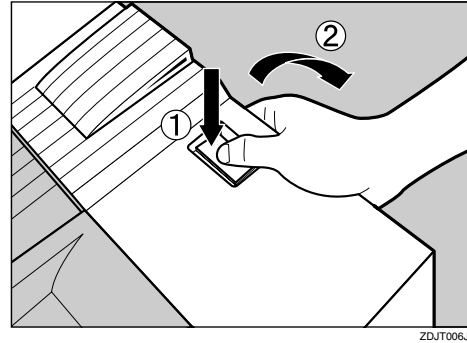
## ⚠ **CAUTION:**

- **The inside of the machine becomes very hot. Do not touch the parts with a label indicating a "hot surface". Touching a "hot surface" could result in a burn.**
- **Keep toner (used or unused) and the toner cartridge out of reach of children.**
- **Our products are engineered to meet the highest standards of quality and functionality. When purchasing expendable supplies, we recommend using only those provided by an authorized dealer.**

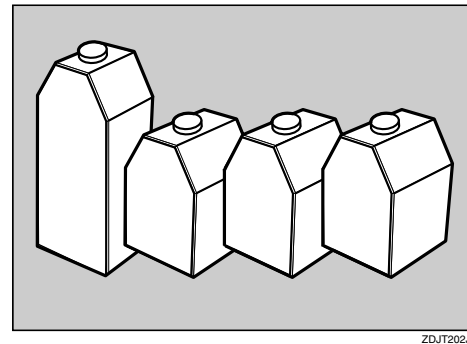
## 📌 **Note**

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

## 1 Open the upper right cover.



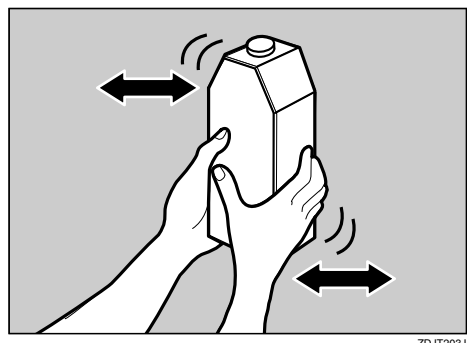
## 2 Take out the toner cartridges from the box.



## 📌 **Note**

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

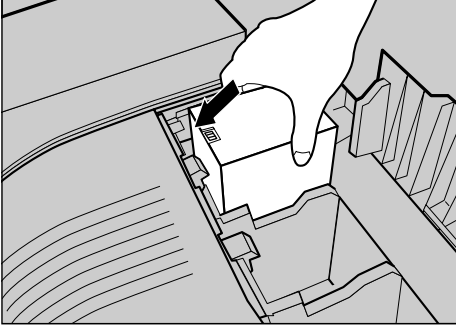
## 3 Shake the toner cartridge back and forth about 5 - 6 times.



2

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

Insert each toner cartridge to the same color slot.

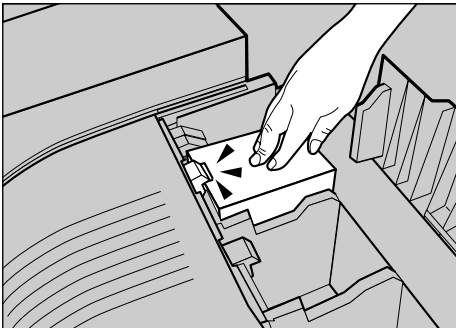


ZDJT004J

**Important**

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

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



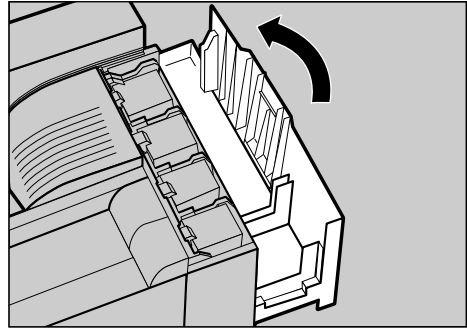
ZDJT005J

**Important**

- Do not insert and remove the toner cartridges over and over. This could result in a toner leak.

**6** Use the same steps to attach the remaining three toner cartridges.

**7** Close the upper right cover.



ZDJH042J

**Important**

- Do not turn off the power switch during "Loading Toner..." appears on the panel display to avoid a printer malfunction.

# Loading Paper



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

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

⇒ p.47 "Loading Paper in Tray 1"

⇒ p.49 "Changing the settings"

## ❖ Settings of the Paper Trays at Factory Default

- Tray 1 (Standard): 11" × 8<sup>1</sup>/<sub>2</sub>"  exclusive
- 2000-sheet Large Capacity Tray (Optional): 11" × 8<sup>1</sup>/<sub>2</sub>"  exclusive

## Reference

For more information on the size and feed direction of paper that can be loaded in the tray, see "*Paper and Other Media*" in Maintenance Guide.

For more information on loading paper in the Bypass Tray, see "*Load Paper in the Bypass Tray*" in Maintenance Guide.

---

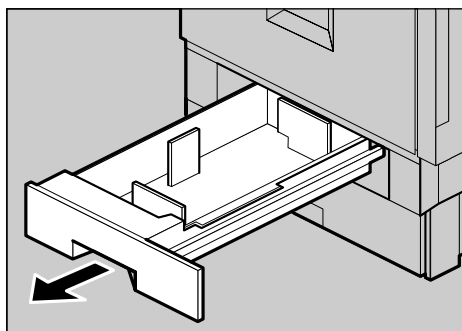
## Loading Paper in Tray 1

---

### Important

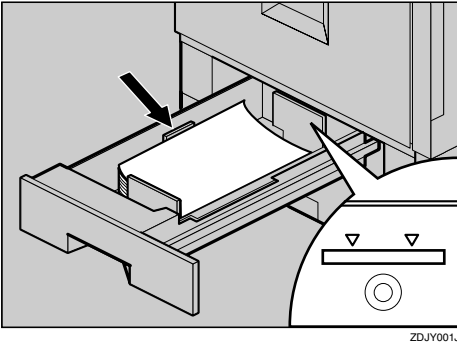
- ❑ Tray 1 is 11" × 8<sup>1</sup>/<sub>2</sub>"  paper exclusive. Load only the 11" × 8<sup>1</sup>/<sub>2</sub>" size paper.

- 1** Slide the paper tray out slowly until it stops.



ZDJH003J

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



**Important**

- Confirm that the top of the stack is not higher than the Limit mark inside the tray.
- Be sure to adjust the side guides to the paper size, or paper misfeed might occur.

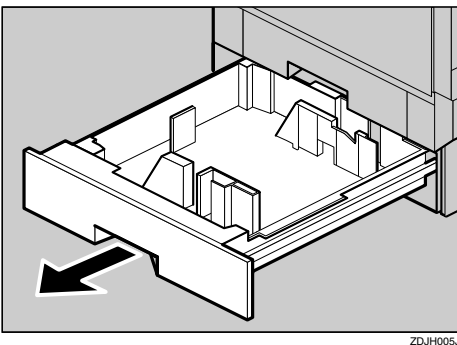
**3** Slide the paper tray back slowly until it stops.

---

## Tray 2 (Standard), 500-sheet Paper Feed Unit, 1000-sheet Paper Feed Unit

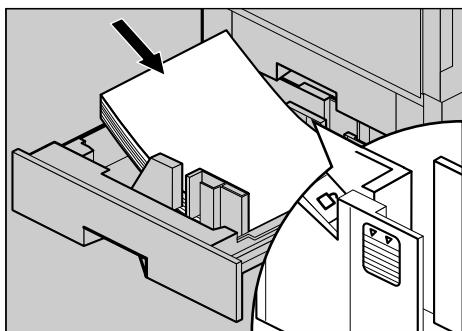
---

**1** Slide the paper tray out slowly until it stops.





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



ZDJY002J

**Important**

- Confirm that the top of the stack is not higher than the Limit mark inside the tray.

- 3** Slide the paper tray back slowly until it stops.

**Important**

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

---

## Changing the settings

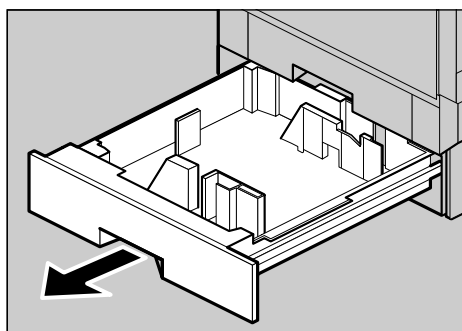
---

**Important**

- Tray 1 is 11" × 8<sup>1</sup>/<sub>2</sub>" paper exclusive. Load only the 11" × 8<sup>1</sup>/<sub>2</sub>" size paper.
- If you want to load A4 paper in 2000-sheet Large Capacity Tray (optional), contact your sales or service representative.

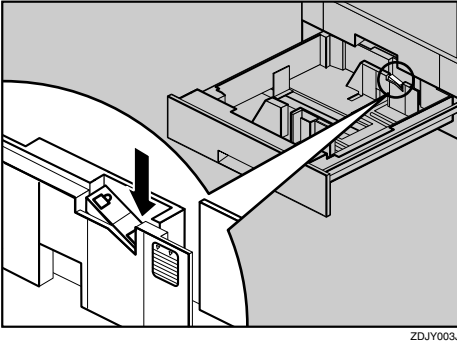
The following example describes changing the settings for Tray 2.

- 1** Slide the paper tray out slowly until it stops.

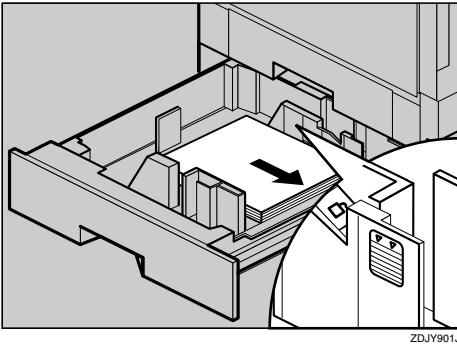


ZDJH005J

**2** Release the lock of the side guide.



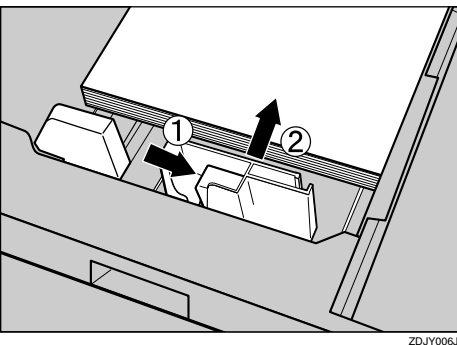
**3** Align all four sides of the paper stack, and then load it in the tray.



**Important**

- Confirm that the top of the stack is not higher than the Limit mark inside the tray.

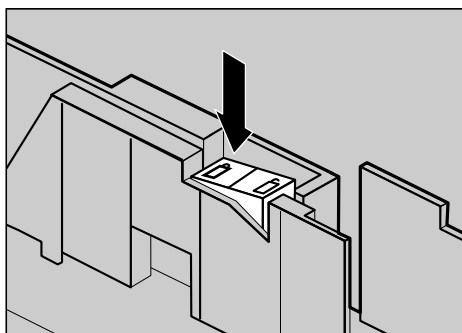
**4** Pressing the green lever of the side guide (①), adjust it to the loaded paper size (②).



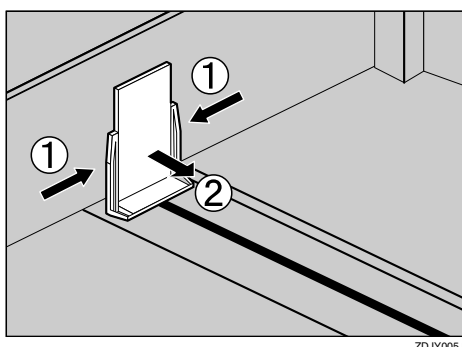
**Note**

- To avoid paper skew, confirm that there is no space between the side guides and the paper.

- 5** After checking that the paper is fixed in place, lock the side guide.



- 6** Gripping both edges of the end guide (①), move it to the position of the loaded paper (②).



- 7** Slide the paper tray back slowly until it stops.

**Important**

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

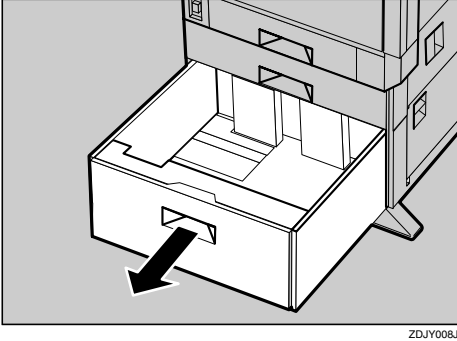
## 2000-sheet Large Capacity Tray

### **Important**

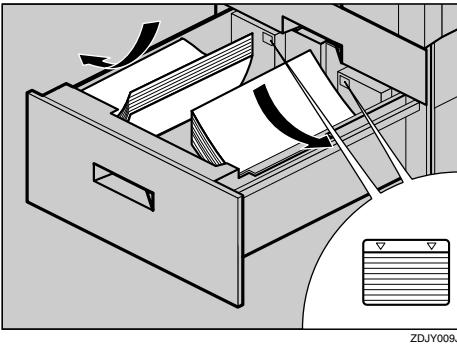
- The 2000-sheet Large Capacity Tray is set to 11" × 8<sup>1</sup>/<sub>2</sub>" at factory default.
- If you want to load A4 paper in the 2000-sheet Large Capacity Tray (optional), contact your sales or service representative.

2

**1** Slide the paper tray out slowly until it stops.



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



### **Important**

- Be sure to align the paper and load them against the left and right walls, or it could result in a paper misfeed.
- Confirm that the top of the stack is not higher than the Limit mark inside the tray.

**3** Slide the paper tray back slowly until it stops.

### **Important**

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

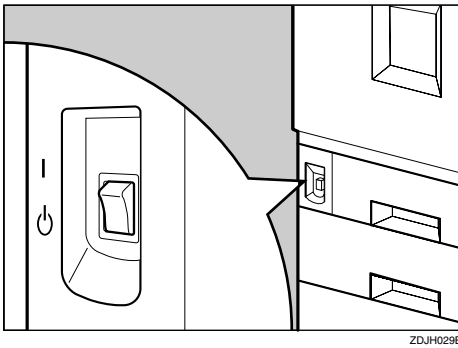
# Turning On/Off the Power

## Turning On the Power

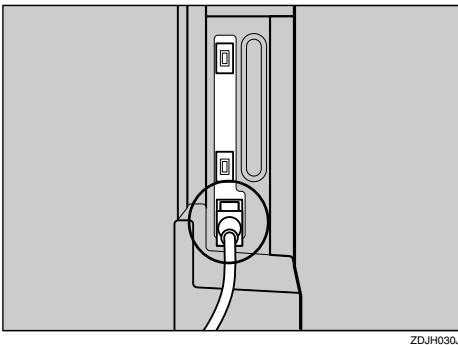
### ⚠ **WARNING:**

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

- 1 Confirm that the power switch is set to "⏻ Stand-by".



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

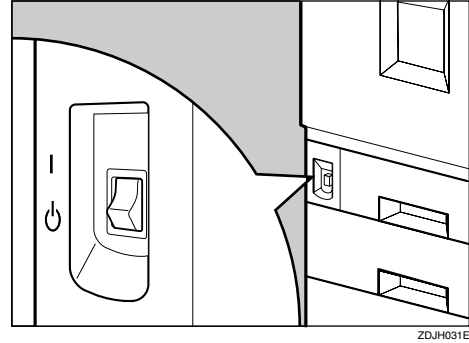


- 3 Plug in the power cable.

### ⚠ **Important**

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

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

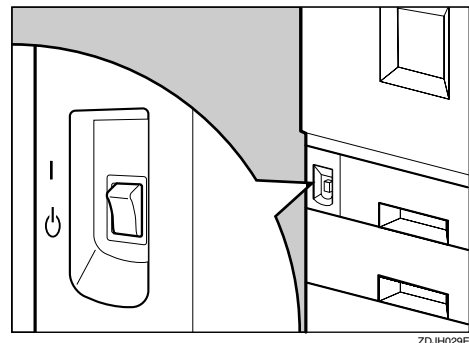


## Turning Off the Power

### ⚠ **Important**

- ❑ If the printer has just finished processing a job, wait five seconds for the printer to reach the idle state, and then turn the power to "⏻ Stand-by".

- 1 Turn the power to "⏻ Stand-by".



### 📌 **Note**

- ❑ If you turn the printer off in Energy Saver Mode, the message on the control panel is displayed for another 10 seconds before disappearing. Before you turn the printer back on, make sure the message is not being displayed. If you turn the printer back on while the message is still on the control panel, the printer remains in Energy Saver Mode.

# Selecting the Panel Display Language

Select a language following the procedures described.

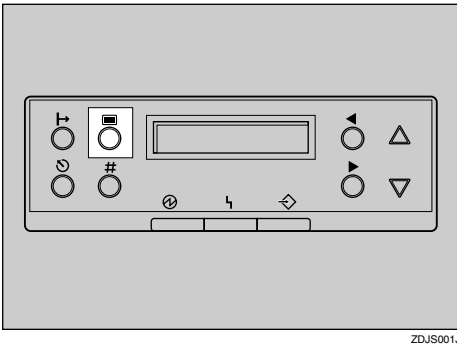
The message for the selected language will appear on the panel display.

2

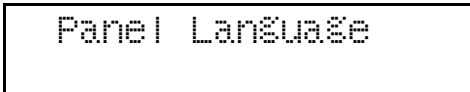
**Note**

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

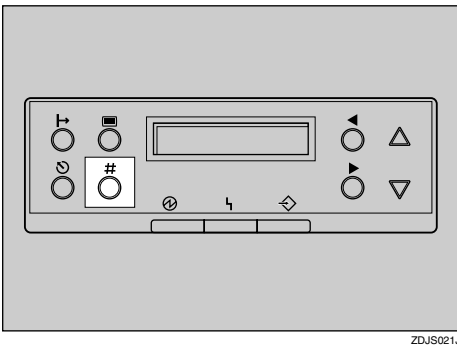
**1** Keep pressing **[Menu]** to display "Panel Language".



ZDJS001J



**2** Press **[Enter]**.



ZDJS021J

The following message appears on the panel display.



**3** Press **[▲]** or **[▼]** until the language you want to select appears on the panel display.

**4** Press **[Enter]**.

"Panel Language" appears on the panel display.

**5** Press **[Cancel]** or in a few minutes, "Ready" appears on the panel display.

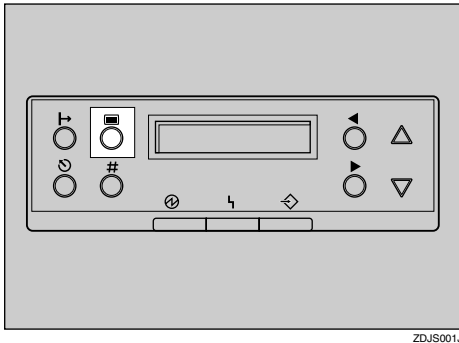


# Printing the Configuration Page

Printing the configuration page checks the printer actions, and does not test the connection to the host computer.

Here, you will print the Configuration Page to check the options.

- 1 Keep pressing **[Menu]** to display "Print Menu".



```
Print Menu
```

- 2 Press **[Enter #]**.

The menu for selecting the contents to be test printed is shown.

```
Print Config
Page
```

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

```
Print Config
Page
```

The following message appears and the Configuration Page is printed.

```
Processing Job
From Tray 1
```

### Note

- If printing is not normal, check to see if an error message is shown on the panel display. If there is an error message, see "Troubleshooting" in Maintenance Guide.

In a few minutes, "Ready" appears on the panel display.

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## Note to users in the United States of America

### Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

**Reorient or relocate the receiving antenna.**

**Increase the separation between the equipment and receiver.**

**Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.**

**Consult the dealer or an experienced radio/TV technician for help.**

### Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

### Caution (in case of 100BaseTX environment):

Properly shielded and grounded cables (STP) and connectors must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.

### Declaration of Conformity

Product Name: Laser Printer

Model Number: Aficio AP3850C/SLP38c DE/DSc38F/2138E

Responsible party: Ricoh Corporation

Address: 5 Dedrick Place, West Caldwell, NJ 07006

Telephone number: 973-882-2000

This device complies with part 15 of FCC Rules.

Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. this device must accept any interference received, including interference that may cause undesired operation.

**Properly shielded cables must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.**

**Network interface cable with ferrite core must be used for RF interference suppression.**

## Note to users in Canada

### Note:

This Class B digital apparatus complies with Canadian ICES-003.

### Remarque concernant les utilisateurs au Canada

### Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

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

**I** means **POWER ON.**

**⏻** means **STAND-BY**

