

## 2. Installation

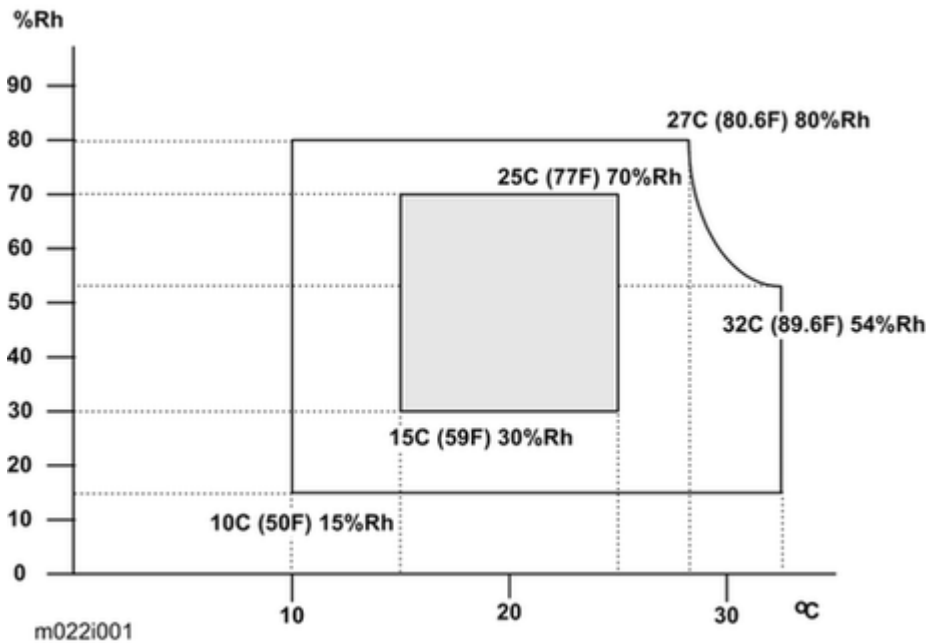
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### Installation Requirements

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#### Environment

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1. Temperature Range: 10 °C to 32 °C (50 °F to 89.6 °F)
2. Humidity Range: 15% to 80% RH
3. Ambient Illumination: Less than 1,500 lux (do not expose to direct sunlight.)
4. Ventilation: Room air should turn over at least 3 times/hr/person
5. Ambient Dust: Less than 0.10 mg/m<sup>3</sup>
6. Avoid an area which is exposed to sudden temperature changes. This includes:
  - Areas directly exposed to cool air from an air conditioner.
  - Areas directly exposed to heat from a heater.
7. Do not place the machine in an area where it will be exposed to corrosive gases.
8. Do not install the machine at any location over 2,000 m (6,500 ft.) above sea level. (In NA, it can be installed only up to 2,500m (8,202 ft.))
9. Place the copier on a strong and level base. (Inclination on any side should be no more than 5 mm.)
10. Do not place the machine where it may be subjected to strong vibrations.

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#### Minimum Space Requirements

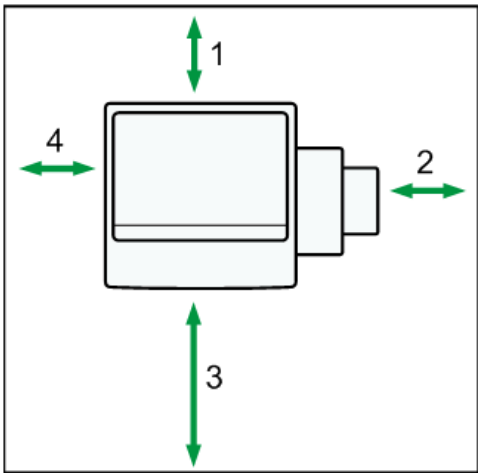
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##### Machine Level

Front to back: Within 5 mm (0.2") of level

Right to left: Within 5 mm (0.2") of level

Place the copier near the power source, and provide clearance as shown:



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1. Rear: Over 101 mm (4")
2. Right: Over 432 mm (17")
3. Front: Over 750 mm (15.8")
4. Left: Over 100 mm (4")

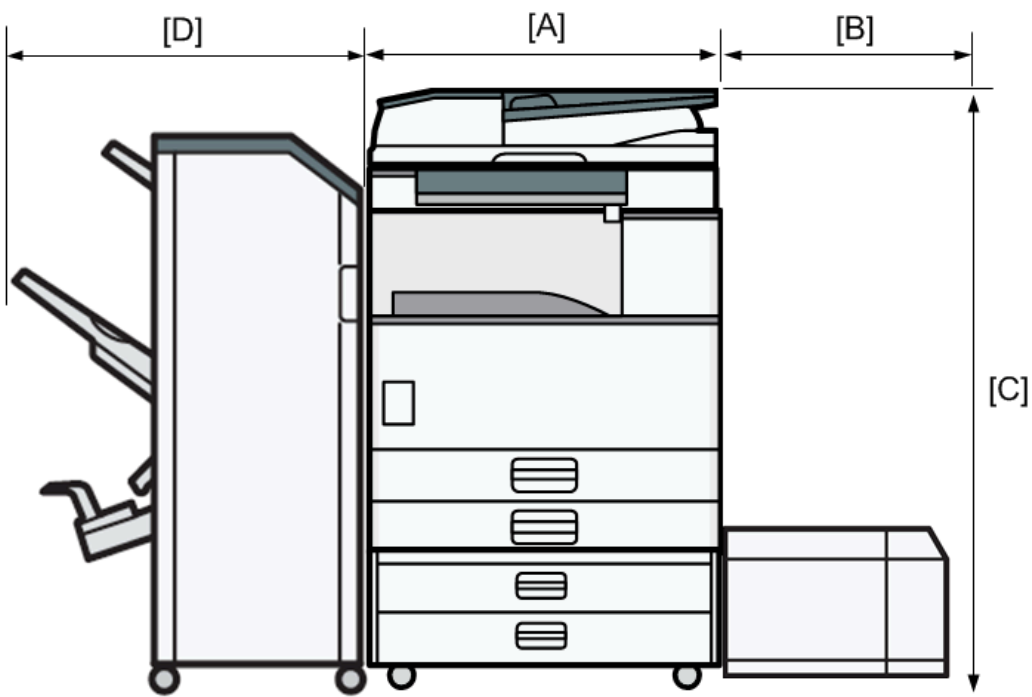
**Note**

- The 400 mm recommended for the space at the front is only for pulling out the paper tray. If an operator stands at the front of the copier, more space is required.

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Machine Dimensions

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[A]: 587 mm (23.1")



## Installation Requirements

[B]: 340mm (with D696)

[C]: 1210 mm (with D3B0), 1160 mm (with D779)

[D]: 657 mm (with D3BA or D3BB)

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## Power Requirements

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### CAUTION

- Make sure that the wall outlet is near the copier and easily accessible.
- Make sure the plug is firmly inserted in the outlet.
- Avoid multi-wiring.
- Be sure to ground the machine.

### Input voltage level

- 120 V to 127 V, 60 Hz: More than 12 A: NA
- 220 V to 240 V, 50 Hz/60 Hz: More than 8A: EU/AP
- 110V, 60 Hz: More than 13.6 A: Taiwan
- 220V,60Hz More than 8A:KO

### Voltage tolerance

- Voltage must not fluctuate by more than +8.66% or less than -10%.: NA
- Voltage must not fluctuate by more than 10%.: EU/AP

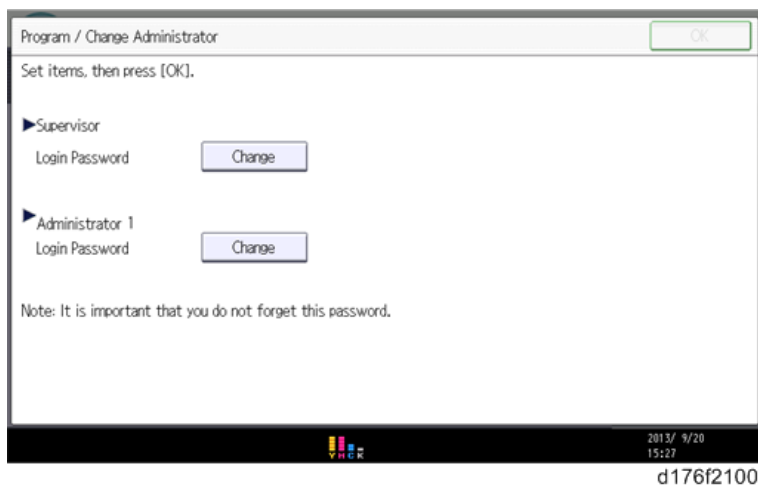
## Main Machine Installation

### Important Notice on Security Issues

In order to increase the security of the MFP, and to ensure that the customer sets the administrator password, an administrator set/change prompt display is shown up at the first power-up.

#### Overview

- The following Program/Change Administrator screen is displayed at the first power-up.



- When the customers set the administrator/supervisor login password, the display disappears and the home display will appear. The customers, however, can erase this screen with the following procedure in the case that they think there is no need to set the password.
  - On the Program/Change Administrator screen, press [Change] next to Supervisor and then touch [OK] without inputting any password.
  - Touch [OK] again when the Confirm password display shows up.
  - For Administrator 1, do the same procedure as steps 1 and 2.
  - Press the [OK] button, and then turn the power OFF/ON.
- SP5-755-002 (Display Setting: Hide Administrator Password Change Scrn) allows you to skip this screen temporarily and continue the installation procedure without setting an administrator password. However, the Program/Change Administrator screen appears every time you turn the power OFF/ON, if the password is not set.

#### Note

- For how to enter SP mode, see the note at the end of the Password Setting Procedure.

#### Password Setting Procedure

#### Note

- For more details about this security issue, see "Notes on Using Multi-Function Printers Safely" supplied with the MFP.

## Main Machine Installation

### **⚠ CAUTION**

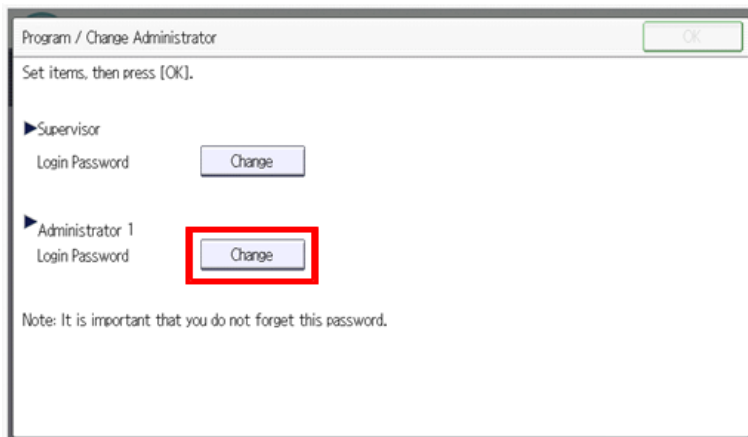
- When Supervisor / Administrator 1-4 passwords are configured via network, the "Change Supervisor login password" window will not display.
- The passwords for Supervisor or Administrator 1 to 4 can be set via "System Settings". But the Program/Change Administrator screen appears every time the power switch is turned ON if the passwords are input this way. So we recommend the customers to set the passwords via network or the Program/Change Administrator screen.

- 1.** Install the machine.
- 2.** Turn ON the main power.  
Password change display appears.
- 3.** Press [Change] and change the supervisor login password.



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- 4.** Input the password, and then press [OK].
- 5.** Confirm the password, and then press [OK].
- 6.** Change the administrator 1 login password.



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- 7.** Input the password, and then press [OK].
- 8.** Confirm the password, and then press [OK].
- 9.** Turn the main power OFF and back ON again.

Note

- To enter the SP mode, there are two ways to display the number keyboard on screen;
  1. Press the "Document Server" icon.
  2. Press and hold the button [A] located at the left side of the operation panel and "Check Status [B]" at the same time.



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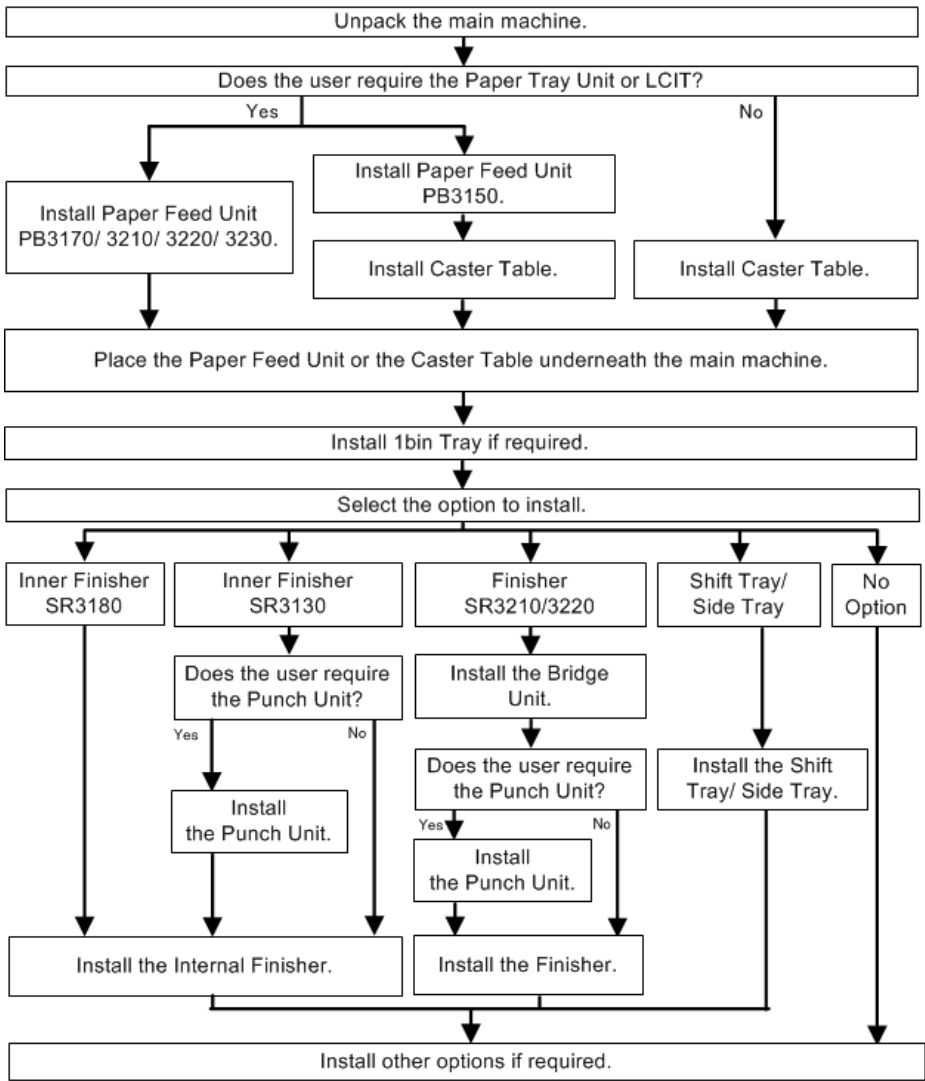


Installation

# Main Machine Installation

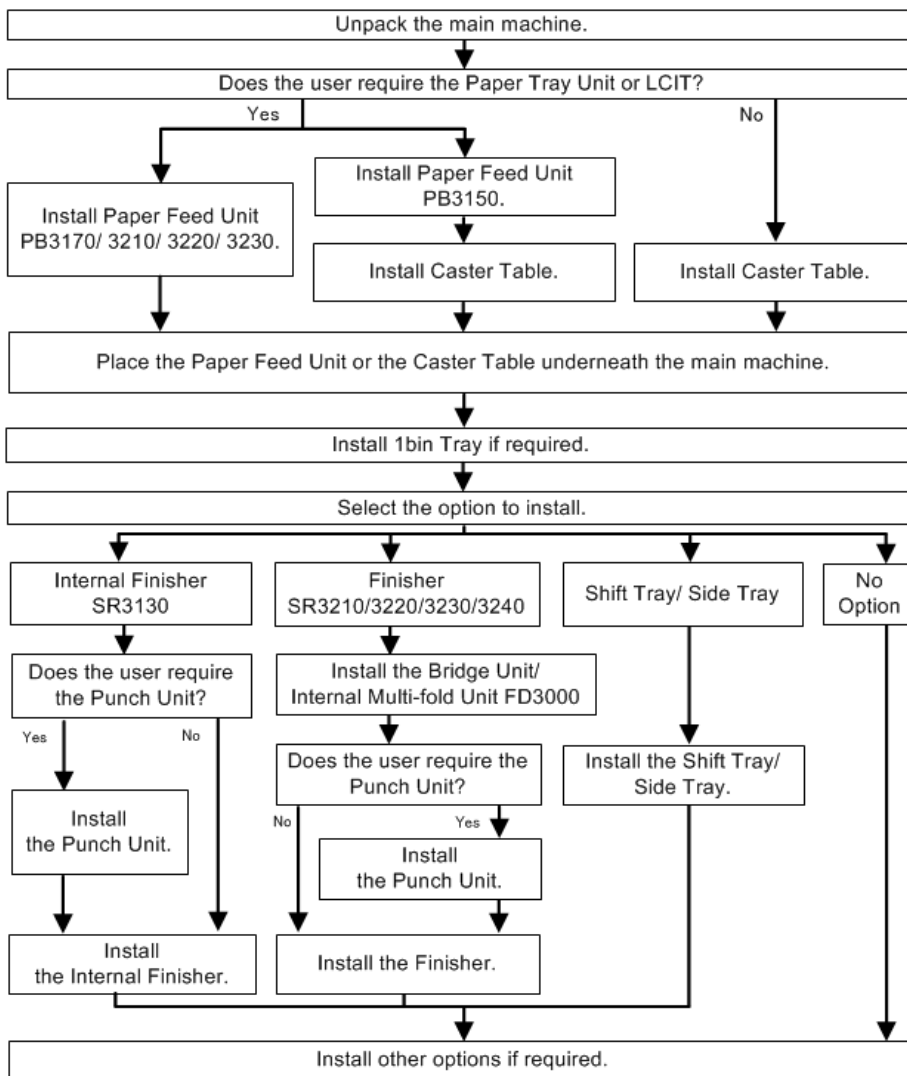
## Installation Flow Chart

MP 2555SP, MP 3055SP, MP 3555SP



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MP 4055SP, MP 5055SP, MP 6055SP



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Accessory Check

Check the quantity and condition of the accessories in the box against the following list:

No.	Description	Q'ty	Remarks
1	Plate: Logo: RIC	1	
2	Sheet: Logo	1	
3	Rear Lower Gap Cover	1	
4	Cap Cover	2	
5	Stopper: Paper Exit Tray	1	
6	NFC Tag	1	
7	Decal: Paper Tray	1	
8	Decal: Bluetooth	1	
9	Original Caution Decal: English	1	EU Only
10	Original Caution Decal: Multi-Language	1	EU Only



## Main Machine Installation

No.	Description	Q'ty	Remarks
11	Power Supply Cord	1	
12	Cleaning Cloth	1	
13	Cleaning Cloth Holder	1	
14	Sheet: EMC address	1	EU Only
15	Caution: CE	1	EU Only
16	Caution: Smart Operation Panel	1	NA/AA Only
17	Caution: FCC	1	NA Only
18	Caution: FCC (for Canada)	1	NA Only
19	Sheet: Safety Information	1	EU Only
20	Sheet: Notes for Users (AIRPRINT)	NA/AA: 1 EU: 2	
21	Sheet: EULA (21 Languages)	1	
22	Sheet: Notes for Users (Security)	1	
23	Sheet: Start Guide	1	NA/AA Only
24	Caution: NFC Tag	1	
25	Seal: Caution (21 Languages)	1	AA Only
26	CD-ROM (Drivers)	1	
27	CD-ROM (OI)	1	AA Only
28	Manual: Read This First	1	NA/AA Only

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## Installation Procedure

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### Removal of Packing Materials and Shipping Retainers

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1. Remove the machine from the box, and check the items in the package.

**★ Important**

- Remove the retainer [A] at the lower front right before lifting up the machine, because the handle for lifting the machine is hidden by the retainer [A].



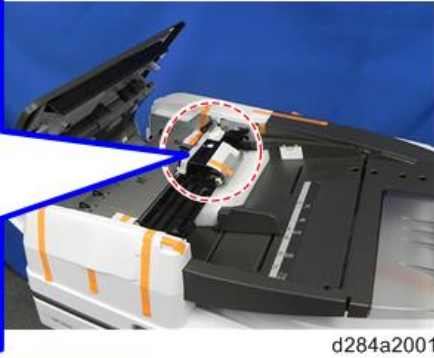
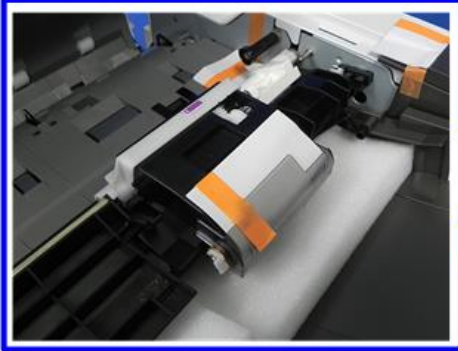
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- When you lift the machine, hold the correct parts, as shown in the photo below. Do not lift by holding the scanner unit, etc., because this might deform the machine or break the exterior covers.



Installation

**2.** Remove the tapes and retainers on the DF.



## Main Machine Installation

3. Remove the tapes on the exterior of the copier.



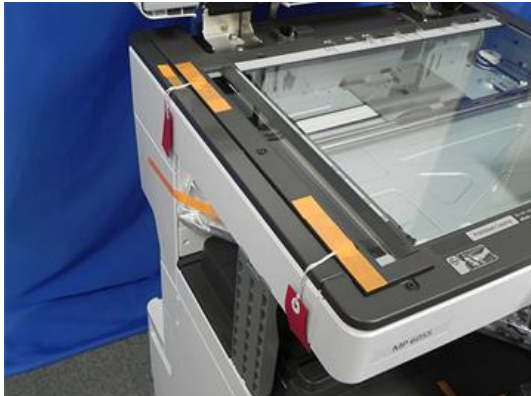
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4. Remove the cushioning material [A] on the exposure glass.



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5. Remove the orange tape on the scanner shipping locks.



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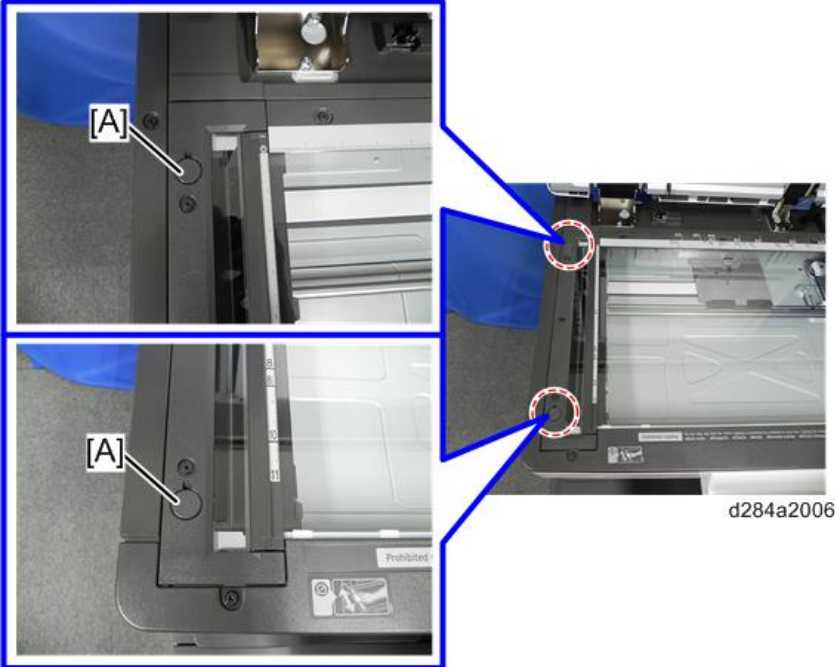
6. Remove the two scanner shipping locks [A] by rotating them 90 degrees counterclockwise. SC120 is displayed when the machine is turned ON with the shipping lock attached.



Note

- Keep the scanner shipping locks after installing the machine. The scanner shipping locks must be installed before moving the machine to a new location.
- Before moving the machine, make sure to move the scanner carriage to the correct position with SP4-806-001 (Super SP mode) and reattach the shipping locks (page 101 "Moving the Machine").

7. Attach the two caps [A] provided with the machine.



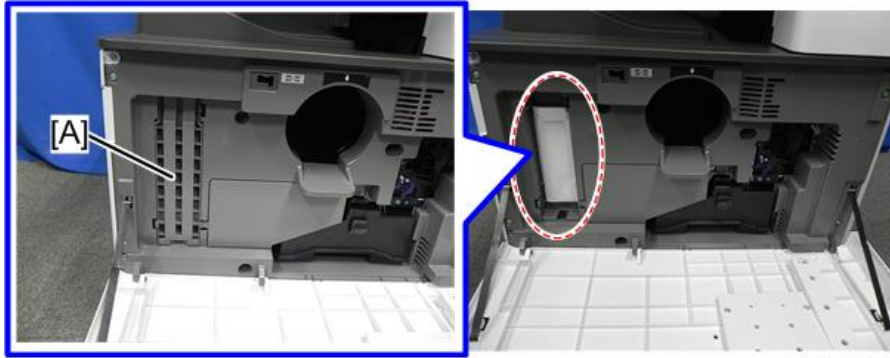
8. Pull out the 1st and 2nd paper feed trays and remove the tapes and accessories.

9. Remove the scanner support [A].



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10. Open the front cover and store the scanner support [A] in the storage location.



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### Note

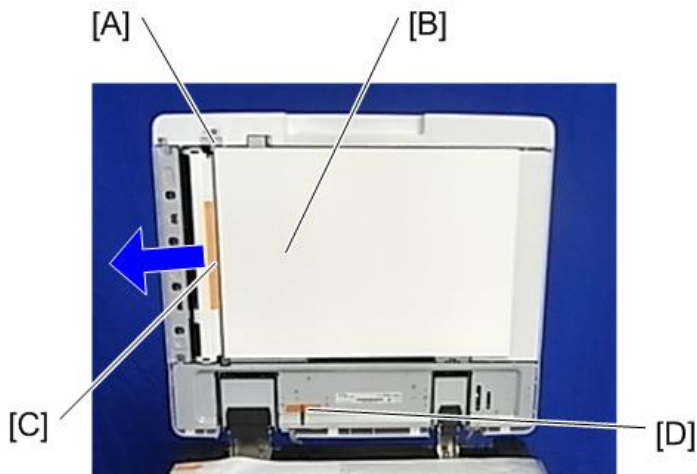
- The factory setting sheet is kept in the storage location.

11. Close the front cover.

## For Machines with Preinstalled SPDF: Removal of Protective Sheet

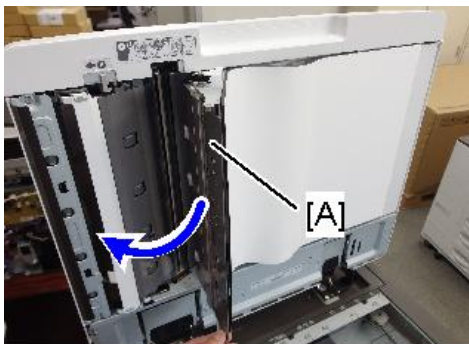
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1. Open the DF.
2. Release the lever [A], open the pressure plate sheet [B], and pull out the protective sheet [C] slowly.
3. Remove the filament tape [D].



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4. Close the pressure plate sheet [A].



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**5.** Close the DF.

**Note**

- If the protective sheet remains in the DF, a paper jam will be detected.

### Attaching the Paper Exit Tray Parts

**1.** Attach the stopper [A] to the paper exit tray.

**Important**

- Before installing the stopper, move the bar inside the stopper in order to avoid damaging the bar.



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Installation

### Pulling out the Feeler for the Paper Exit Full Sensor

**Note**

This procedure is unnecessary when attaching the Bridge Unit or the Inner Finisher.

**1.** Pull the sensor feeler [A] out.



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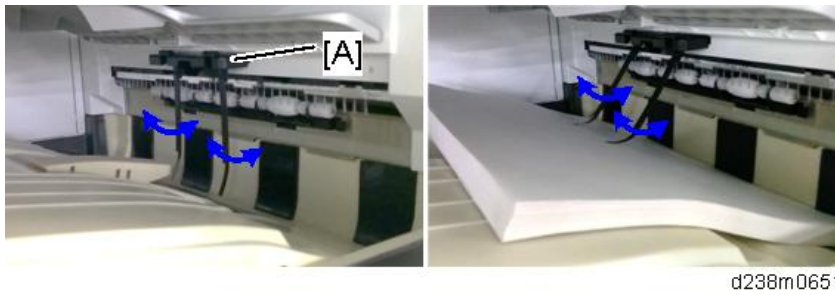
### Checking the Position of the Paper Exit Feeler

Check the following points for the paper exit feeler [A] installed at the paper exit.

- It can move in line with the ejection of paper.

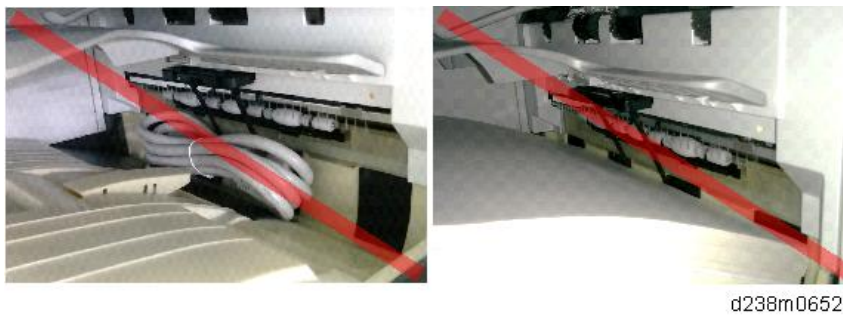
## Main Machine Installation

- It holds contact with the surface of the ejected paper and is still movable.



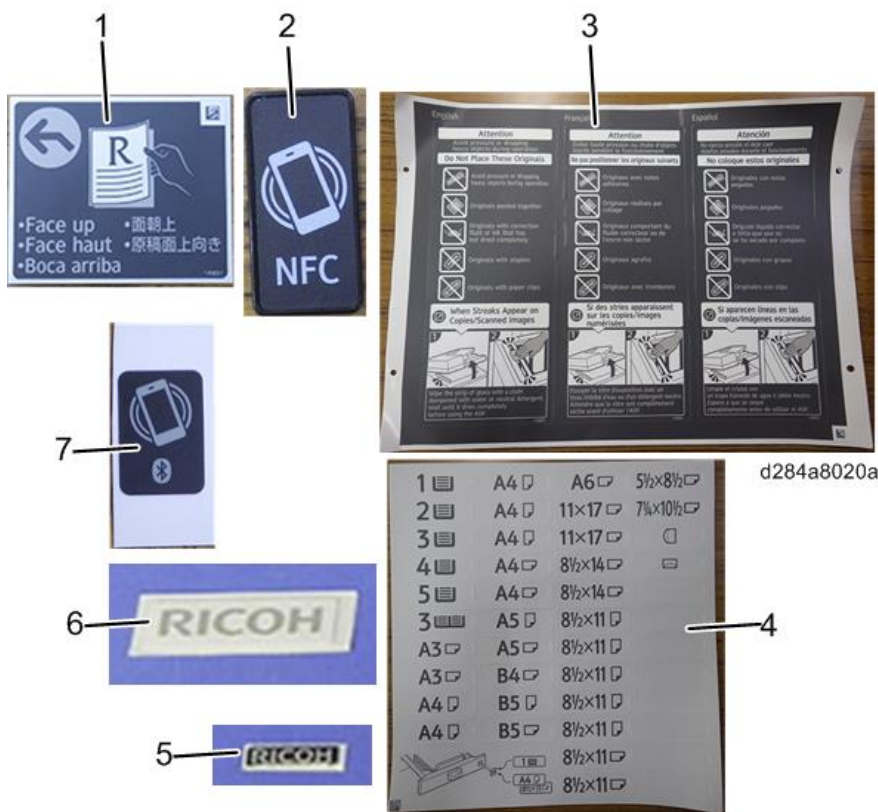
Paper will get jammed in the following cases.

- The paper exit feeler does not function due to obstacles (such as cables).
- The paper exit feeler does not function when the paper is pulled out and pushed back again.



## Attaching the Decals

Attach the following decals provided with the machine accessories.



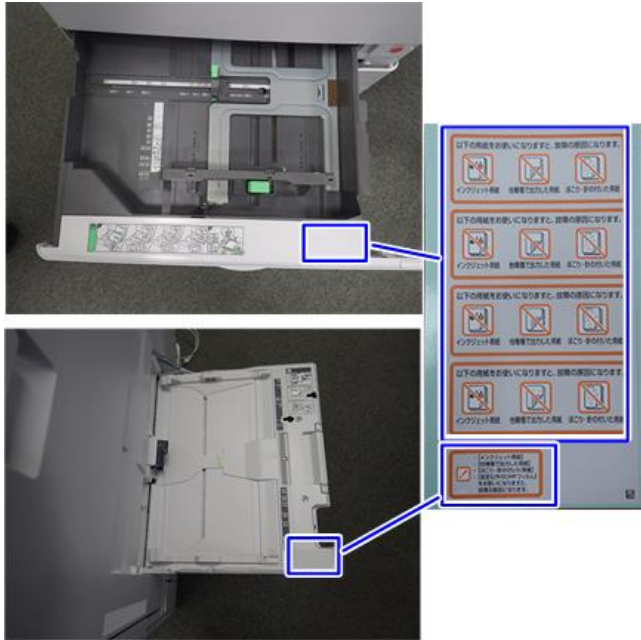
1: Original Set Decal

- 2: NFC Tag
- 3: ADF Caution Decal
- 4: Paper Size Tray Number Decal
- 5: Brand Logo for Smart Operation Panel
- 6: Brand Logo for Front cover
- 7: Bluetooth Decal

Location for each decal



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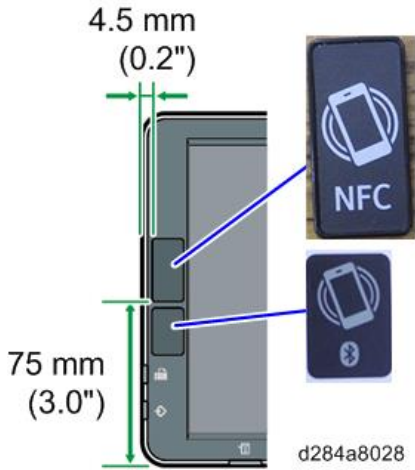


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Installation



## Main Machine Installation

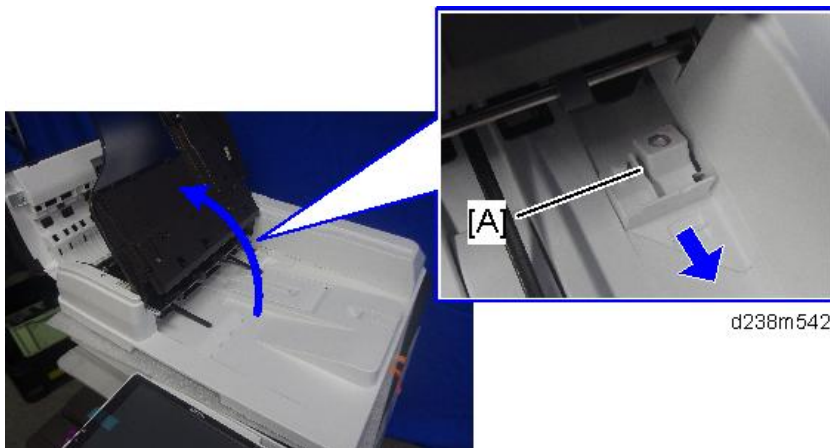


### For Machines with Preinstalled ARDF: Fax Stamp Installation (Option)

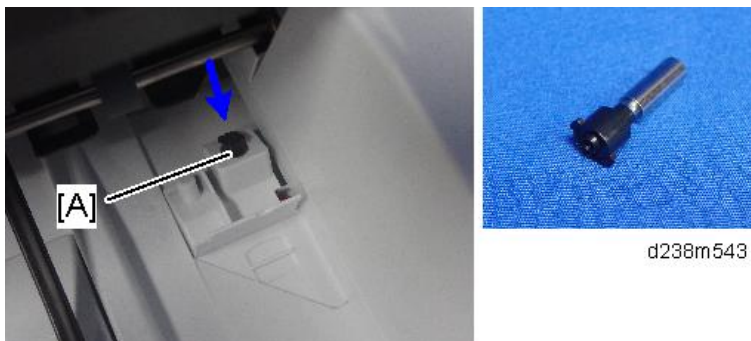
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This procedure is required for the machine which has the fax function installed as standard.

- 1.** Open the ARDF original cover and stamp holder [A].

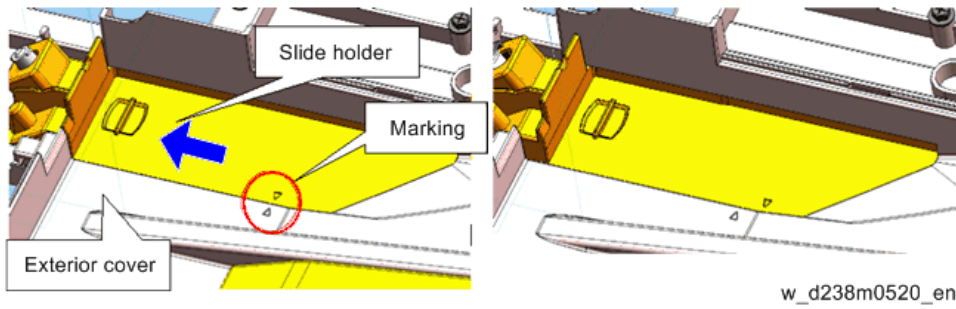


- 2.** Install the fax stamp [A] provided with the machine.



- 3.** Close the holder.

Make sure that it is pushed in to the position where the marks on the holder and the exterior cover face each other. If not, jam detection (001) will occur.



## Toner Bottle Installation and Toner Initialization

### Note

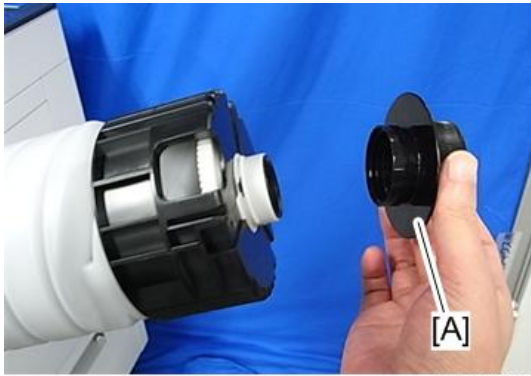
- This machine has toner bottle set detection and does not operate without the toner bottle.
- Print Cartridge MP 3554 is compatible with MP 4055SP, MP 5055SP, MP 6055SP. However, Print Cartridge MP 6054 is incompatible with MP 2555SP, MP 3055SP, MP 3555SP.

1. Open the front cover.
2. Make sure that the black cap of the toner bottle is firmly tightened, then shake the toner bottle up and down seven or eight times while the cap faces upward.

### Note

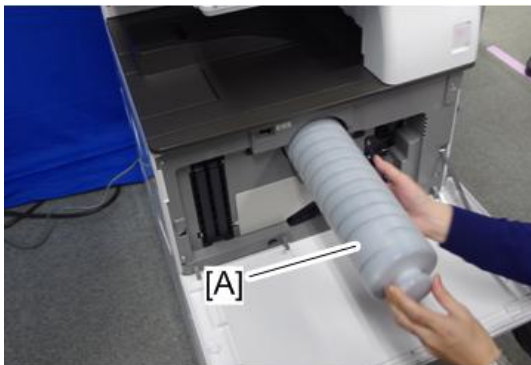
- Shaking the bottle while the cap faces downward may cause a toner blockage.

3. Remove the toner bottle protection cap [A].



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4. Push the toner bottle [A] into the machine slowly.



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## Main Machine Installation

5. Connect the power cord to the machine.



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### **⚠ CAUTION**

Use the power cord that is provided with the machine. Do not use any other power cord. Also, do not use an extension cord.

6. While the front cover is open, turn on the main power switch.

#### **Note**

- If the front cover is closed when turning on the main power switch, the machine starts a normal toner supply.

7. Enter the SP mode, and then press [System Sp].
8. Set SP3-510-031 (ImgQltyAdj :ExeFlag: Init Toner Replenish: K) to “1”, and then press “#” on the operation panel.
9. Press [EXIT] to end the SP mode.
10. Close the front cover.
11. The machine automatically starts the initial toner supply. The initialization message appears.

### **⚠ CAUTION**

- It takes about one to two minutes to finish the initial toner supply. If the toner has not been shaken well, it may take up to about 10 minutes.
- If a toner bottle has not been set, the machine does not work because there is a toner bottle set detection mechanism.
- If you turn on the machine without closing the front cover, the initial toner supply is not performed at installation, and the machine goes to the toner end condition even if the machine has plenty of toner in the toner bottle.

12. Enter SP mode again, and then press [System Sp].
13. Enter SP3-011-001 (Manual ProCon :Exe), and then press [Execute].

#### **Note**

- Be sure to do this procedure in the main machine installation. Otherwise, abnormal images may be developed until the next process control.

14. Press [Exit] when completed.
15. Press [EXIT] to end the SP mode.

**Note if the initial toner supply has not been performed**

If you start printing without executing the initial toner supply at installation, the machine goes to the toner end condition even if the machine has plenty of toner in the toner bottle. Do the following procedure to perform the toner end recovery if the machine has entered the toner end condition.

- 1.** Open the front cover for five seconds or more.
- 2.** Make sure that the toner bottle is set properly.
- 3.** Close the front cover.
- 4.** The toner end recovery automatically starts

 **Note**

- MP 2555/3055/3555/4055/5055/6055 series models do not require resetting the counter, because the replacement year/date is updated automatically. (This is different from the MP 2554/3054/3554/4054/5054/6054 series.)

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## Check Image Quality / Settings

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### Loading Paper

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When there are other options to be installed, install according to the procedure for each.

- 1.** Connect the power cord to the machine.
- 2.** Turn the main power ON.
- 3.** Pull out the tray slowly until it stops, and then adjust the side fences and end fence to match the paper size.

 **Note**

To move the side fences, first pull out the tray fully, then push down the green lock at the rear of the tray.

- 4.** Check that the operation panel shows the following display.  
"Please supply the tray with paper."
- 5.** Square the paper and load it print side up.
- 6.** The paper size is basically detected automatically.

### Checking the Copy Image with the Test Chart

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Check the copy image with the test chart.

### Paper Settings

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If necessary, adjust the registration for the paper feed tray. ([Registration - Leading Edge/Side-to-Side](#))

- SP1-002-002 (Side-to-Side Registration Paper Tray 1)
- SP1-002-003 (Side-to-Side Registration Paper Tray 2)

### Security Function Settings

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Perform the encryption and overwrite settings to protect the user information in the HDD as necessary.

Follow the instructions in [Security Setting](#).

## Main Machine Installation

### Settings Relevant to the Service Contract

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Change the necessary settings for the following SP modes if the customer has made a service contract.

SP No.	Function	Default
SP5-045-001 Counter method	Specifies the counting method used in meter charge mode.	"0": 1 count
SP5-104-001 (SSP) A3/DLT double count	Specifies whether the counter is doubled for A3/DLT paper.	"1": Double counting
SP5-812-001 and -002 Service Tel: Telephone / Facsimile	-001: shows or sets the telephone number of the service representative. -002: shows or sets the fax number of the service station. The number is printed on the counter list when the "Meter Click Charge" is enabled. User can send a fax message with the counter list.	

**Installation is now completed.**

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### Auto Remote Firmware Update (ARFU) Settings

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Specify ARFU settings as required.

#### ★ Important

#### Operating Conditions:

- ARFU requires connection to the Internet. Be sure to get permission from the customer before setting ARFU up. Otherwise, it may cause an incident.
- ARFU is available only for machines that contain a HDD. If the machine does not have a HDD, an option HDD must be installed.

#### ↓ Note

- The connection is one-way, so the user's data cannot be accessed from the firmware server.

#### Procedure:

1. ARFU enable setting
2. Server connection check
3. Prohibited date and time setting

#### (1) Enable ARFU

- 1.** Set SP5-886-111 (Auto Update Setting) to "1 (ON)".

1: ON / 0: OFF (Default)

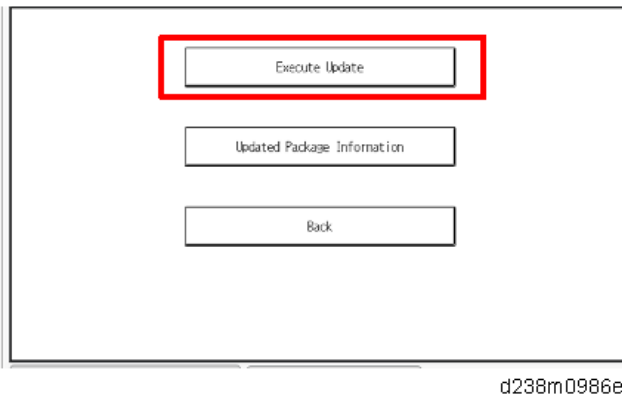
#### ↓ Note

To download the firmware only using SFU (Smart Firmware Update), and not by ARFU, specify the settings as follows:

- SP5-886-111(Auto Update Setting) to "0 (OFF)"
- SP5-886-115 (SFU Auto Download Setting) to "1 (ON)"

**(2) Server connection check**

1. Enter the SP mode.
2. Press [Firmware update] > [Update] > [Execute update].



3. Check if one of the following messages appears: "Will you download the latest package Ver \*\*\* and update?" or "The installed package is the latest version.".

If the message appears, it is possible to execute ARFU. Press "No" and close SP mode to complete the configuration.

**★ Important**

The update will run immediately if you press "Yes" at the message "Will you download the latest package Ver \*\*\* and update?" The update cannot be canceled if it is run by SFU. (The update can be canceled if ARFU is used.)

**↓ Note**

SP5-886-116 (Auto Update Prohibit Term Setting) displays the scheduled date and time of the next ARFU. If error code 71: [Network connection error] appears when you click "Execute update", see troubleshooting below.

**(3) Prohibited date and time setting**

Ask the customer for the prohibited times and days of the week for ARFU execution and set the following as needed. The default prohibited time is from 9 a.m. to 5 p.m. and there is no prohibited day.

- SP5-886-112 (Auto Update Prohibit Term Setting) Default: 1 (ON)
- SP5-886-113 (Auto Update Prohibit Start hour) Default: 9
- SP5-886-114 (Auto Update Prohibit End hour) Default: 17
- SP5-886-120 (Auto Update Prohibit Day Of Week Setting) Default: 00000000 [00H]

Set the bits for the days of the week to prohibit updating.

Prohibited (Monday - Sunday): bit 7, Monday: bit 6, Tuesday: bit 5

Wednesday: bit 4, Thursday: bit 3, Friday: bit 2, Saturday: bit 1, Sunday: bit 0

e.g.) Prohibited on Mon., Fri., Sat., and Sun.: 01000111 [47H]

**↓ Note**

They can be specified also via Web Image Monitor if logged in as the machine administrator from the device if SP5-886-111(Auto Update Setting) is set to "1 (ON)". For details, see [Specifying the Time and Day of the Week](#)

## Main Machine Installation

to Prohibit Updating via Web Image Monitor.

### Troubleshooting: If error code 71: [Network connection error] appears

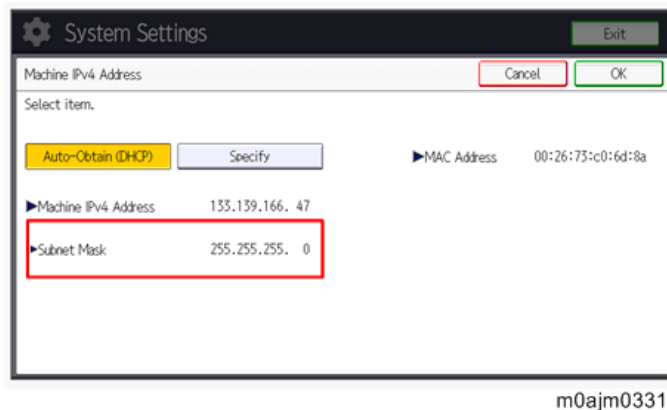
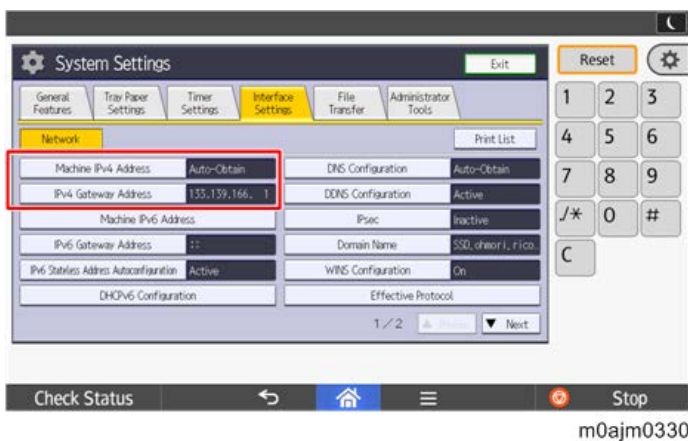
If error code 71: [Network connection error] appears when you click [Firmware update] > [Update] > [Execute update] in SP mode, check the following.

- 4-1. IPv4 address, Subnet mask of the machine and Gateway IPv4 address
- 4-2. IPv4 address of the DNS server
- 4-3. Proxy server settings
- 4-4. Encryption level setting SP

#### 4-1. IPv4 address, Subnet mask of the machine and Gateway IPv4 address

Check the machine's IPv4 address, subnet mask, and gateway IPv4 address.

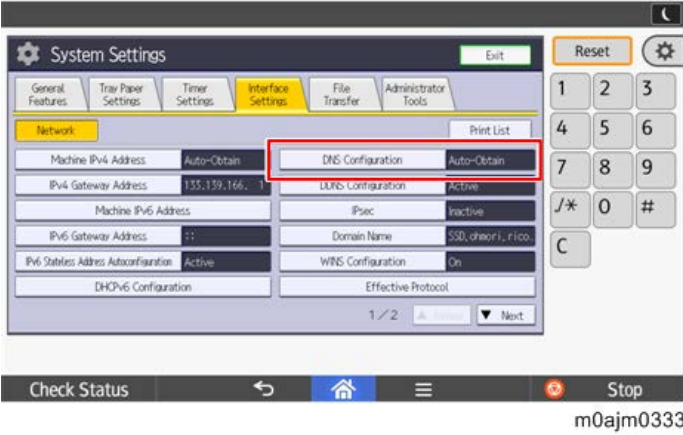
(In User Tools > Machine Features > System Settings > Interface Settings)



#### 4-2. IPv4 address of the DNS server

Check the DNS IPv4 address and check the connection.

(In User Tools > Machine Features > System Settings > Interface Settings > DNS configuration)

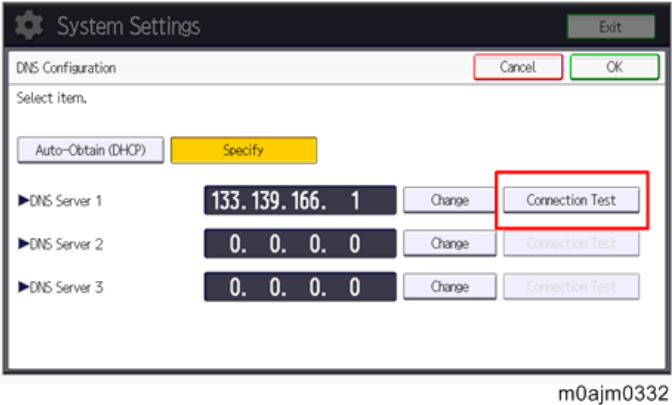


Note

How to find the IP address:

Ask the customer to tell you the IP address of the DNS server. If the customer does not know it, ask the customer to check the IP address by one of the following ways:

1. Run "ipconfig / all" at the command prompt on the computer, then check the IP address of the DNS server.
2. Open the IPv4 properties dialog box on the computer, then check whether the IP address setting of the DNS server is manual or automatic.
  - If the setting of the DNS IP address is automatic, select [Auto-Obtain (DHCP)] at the MFP machine's DNS settings.
  - If the setting of the DNS IP address is manual, select [Specify] and specify the DNS server 1 to 3.
  - Press [Connection Test] to check the connection with the input address. Make sure that it is connected successfully.



4-3. Proxy server settings

Check the user’s network environment and, as required, specify the proxy server settings in the following SPs:

- SP5-816-062 (Use Proxy)
  - 1: Used / 0: Not used
- SP5-816-063 (Proxy Host)
- SP5-816-064 (Proxy PortNumber)
- SP5-816-065 (Proxy User Name)



## Main Machine Installation

- SP5-816-066 (Proxy Password)

### ★ Important

If access to the external server is restricted, request the network administrator (customer) to permit the following FQDN name for communication.- FQDN: p-rfu-ds2.support.ricoh.com

### ↓ Note

They can be specified also via Web Image Monitor if logged in as the machine administrator from the device if SP5-886-111(Auto Update Setting) is set to "1(ON)". For details, see [Specifying the Time and Day of the Week to Prohibit Updating via Web Image Monitor](#).

## 4-4. Encryption level setting SP

Check SP5-816-087 (Remote Service: CERT:Macro Ver) and make sure the encryption level is [2]: 2048 bit.

### ★ Important

If SP5-816-087 is [1]: 512 bit, specify the settings as follows:

1. Initialize the encryption level by executing SP5-870-003 (Common Key Info Writing: Initialize)
2. Rewrite as 2048 bit in SP5-870-004 (Common Key Info Writing: Writing 2048 bit).
3. Turn the main switch off and on.

### ↓ Note

Make sure to check the conditions before changing the encryption level and do the corresponding workaround. ARFU uses the same certificate as @Remote to communicate with the Global Server. This may cause failure in connecting with the Center Server, if the device is to be installed in the following conditions.

### Conditions

#### 1) Customer uses RC Gate Type BN1.

RC Gate Type BN1 does not support 2048 bit encryption level communication with Ricoh devices (HTTPS Managed device). Therefore, the device cannot be registered under RC Gate Type BN 1.

#### 2) Ricoh device (HTTPS Managed) that supports only 512 bit encryption level is registered as an external appliance.

Only one encryption level can be set for an external appliance for its communication with imaging devices. If a 512 bit encryption level Ricoh device (HTTPS Managed) is registered, the external appliance as well as other devices must also use 512 bit encryption even if 2048 bit encryption is supported on those devices.

### Workaround

#### For Condition 1:

Advise your customer to change to the latest appliance that supports 2048 bit encryption level communication.

#### For Condition 2:

1. Manage the device with embedded RC Gate (2048 bit)
2. Exclude non-supported devices (i.e., those devices that cannot be changed from 512-bit to 2048-bit) from the external appliances, then change the encryption level of external appliances and all managed devices (from 512 bit to 2048 bit).

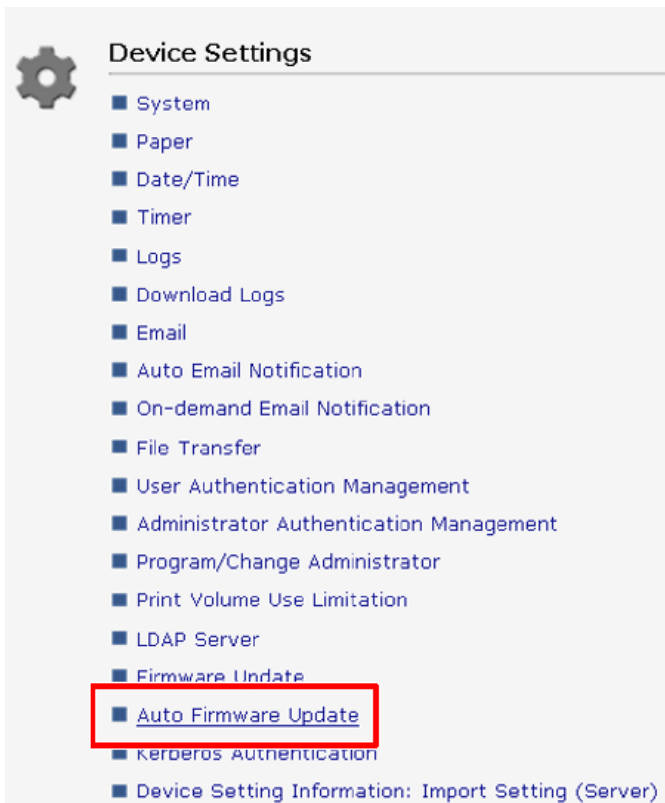
## Specifying the Time and Day of the Week to Prohibit Updating via Web Image Monitor

1. Start Web Image Monitor.
2. Log in as the machine administrator.
3. Point to [Device Management], and then click [Configuration].



Installation

4. Click "Auto Firmware Update".

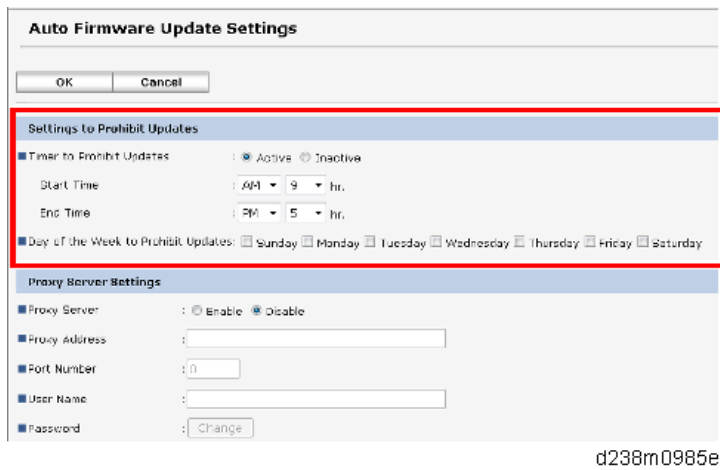


**Note**

Turn the main power OFF and back ON again after setting SP5-886-111 (AutoUpdateSetting) to "1 (ON)". "Auto Firmware Update" will appear in the menu list of Web Image Monitor.

5. Specify the times and days of the week to prohibit updating.  
Select the check boxes of the applicable days of the week to prohibit updating on that day

## Main Machine Installation



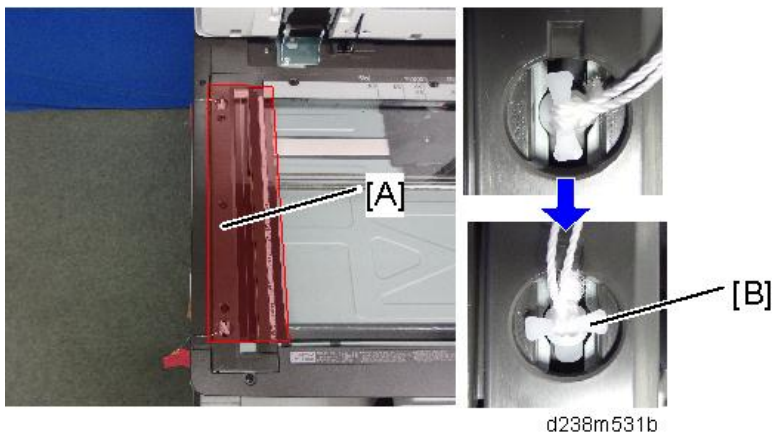
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## Moving the Machine

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This section shows you how to manually move the machine from one floor to another floor. Before turning off the main power, make sure 100% is shown as available memory on the screen if the fax option is installed.

- Move the scanner carriage to the correct position [A] with SP4-806-001 (Super SP mode), and reattach the scanner shipping locks at the lock position [B].



- Turn off the main power.
- Disconnect the power plug from the outlet.
- Close all covers and paper trays, including the front cover and bypass tray.
- Remove the optional feed tray when lifting the main machine for moving it to another floor.
- Keep the machine level and carry it carefully, taking care not to shake or tilt it, and protect the machine from strong shocks.

- When moving the machine, do not press against the ADF.

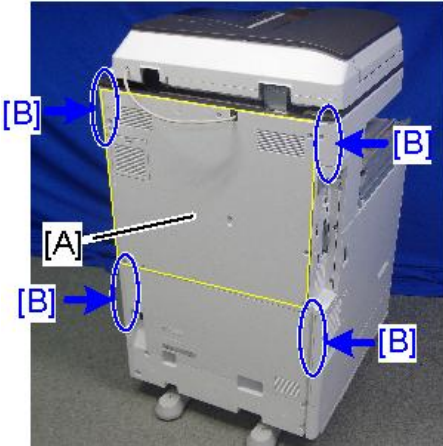
**★ Important**

- Do not push the center part of the rear cover. Do not hold the covers of the stabilizers.



d238m0511

- Do not put hard pressure on the rear cover [A] when moving or picking up the machine as it is fragile. This also applies to the operation panel [C]. Hold the areas [B] when moving the machine.

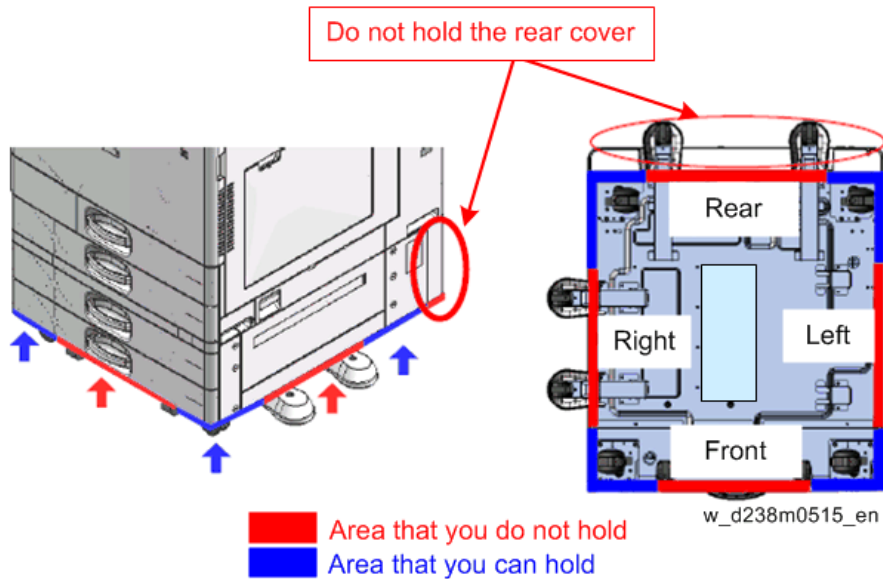


d238m0512

Installation

## Main Machine Installation

- Hold 4 corners on the bottom base when holding the machine with the optional paper feeding tray joined to the main machine. Do not hold any other parts.



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## Transporting the Machine

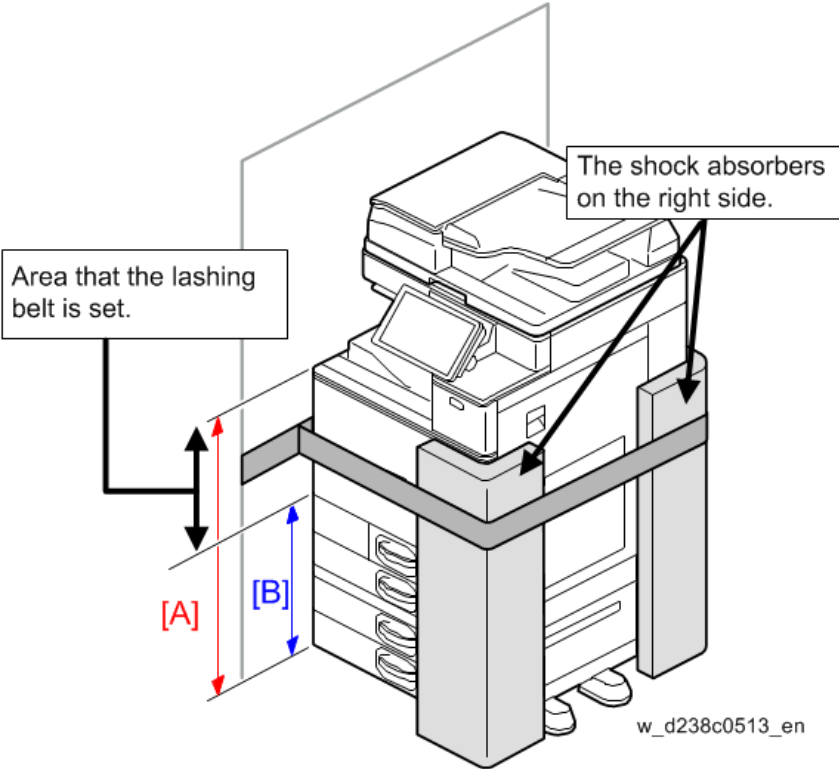
---

- 1.** Do SP4-806-001 (Super SP mode) to move the scanner carriage from the home position. This prevents dust from falling into the machine during transportation.
- 2.** Remove the toner cartridges. This prevents toner leaks, which are caused by vibration during transport.
- 3.** Make sure there is no paper left in the paper trays. Then fix down the bottom plates with a sheet of paper and tape.
- 4.** Take out the scanner stay from inside the front cover and install the scanner stay.
- 5.** Do one of the following steps:
  - Attach shipping tape to the covers and doors.
  - Shrink-wrap the machine tightly.

### Cautions upon Lashing

- 1.** Position the machine so that its left side faces the wall. Make sure to put cushioning in between.
- 2.** Fasten the belt at the ridge line with cushioning.

3. Make sure that the belt is over the front cover (at 45 - 75cm height from the ground).



w\_d238c0513\_en

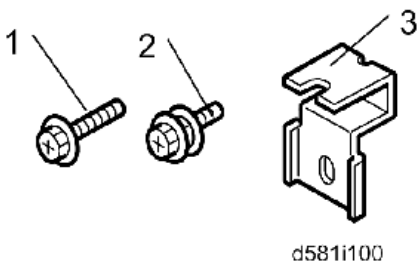
[A]: 75 cm/29.5" [B]: 45 cm/17.5"



## Paper Feed Unit PB3210/ PB3220

### Accessory Check

No.	Description	Q'ty
1	Screws (M4 × 10)	2
2	Screw with Spring Washer (M4 × 10)	1
3	Securing Bracket	2



### Installation Procedure

#### **⚠ CAUTION**

- The machine should be held at the correct locations and lifted gently.
- If it is lifted without care, handled carelessly or dropped, it may result in an injury.
- When installing this option, turn the machine power OFF, and unplug the power supply cord from the wall socket.
- If this option is installed with the power on, it may result in an electric shock or a malfunction.
- Be sure to join the machine to the paper feed unit so as to prevent equipment from falling over.
- If they are not connected, they may move and fall over, resulting in injury.

**1.** Remove the orange tape and retainers.



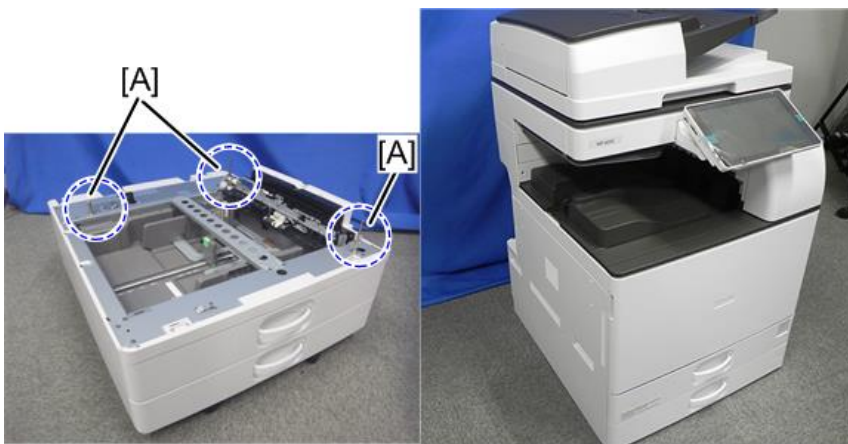
d284a2013

2. Remove the items provided (fixing screws, etc.) from the package.



d284a2014

3. Holding the grips on the machine, align it with the locating pins [A], and place the machine on the paper feed unit.



d284a2015

**Note**

- When you lift the machine, hold the correct locations.



d284a2143

- Do not hold any other parts of the machine when lifting it, because this may cause the machine to deform.
- Do not put the machine down on the paper feed unit as a temporary resting place. This may cause the paper feed unit to deform. Always connect the machine and paper feed unit properly.

4. Pull out the 2nd paper feed tray.

5. Using a securing bracket as a screwdriver, fix the machine to the feed unit (spring washer: screw: M4×10):



## Paper Feed Unit PB3210/ PB3220

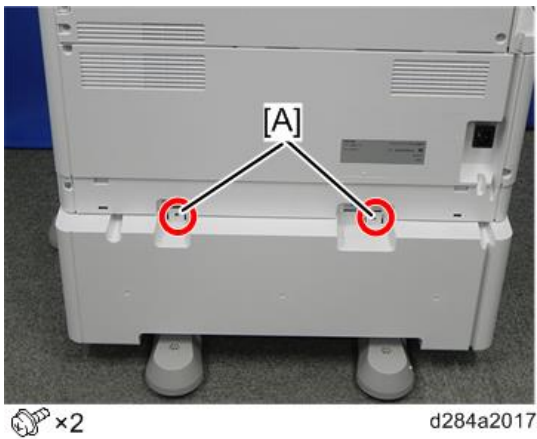
1).



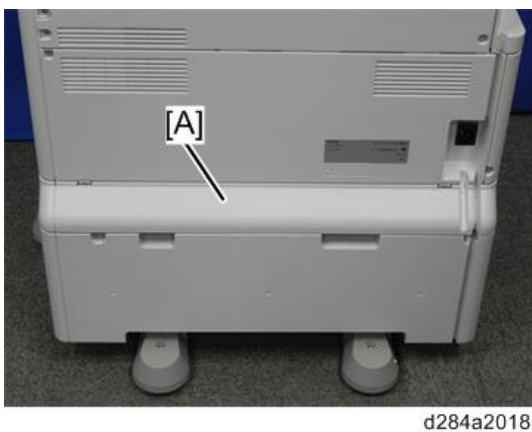
**6.** Attach the securing brackets [A] to two positions on the left and right at the rear of the machine (screws: 1 each).

### Note

- If the anti-condensation heater for this optional tray is to be installed, connect its heater harness prior to this step (step 6) ([Tray Heater for Paper Feed Unit PB3210 / PB3220](#)).
- If "LCIT RT3030" is to be installed, connect its harness prior to this step (step 6) ([LCIT RT3030 \(D696\)](#)).

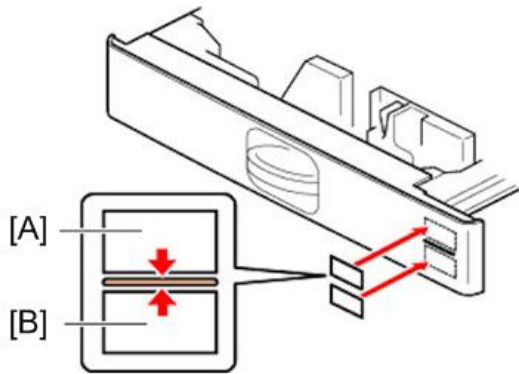


**7.** Attach the rear lower gap cover [A] (▼ x 2)



**8.** Return the paper feed tray to the machine

**9.** Attach the decals as shown below.



d1462230

[A]: Tray number decal

[B]: Paper size decal

**Note**

- The tray number decal and paper size decal are packaged together with the machine.

**10.** Lock the casters of the paper feed unit.



d1462439

**11.** Connect the power cord to the machine.

**Note**

- Stabilizers are attached to the machine when it is shipped. Do not remove them.



d197f2003

**12.** Turn the main power ON.

**13.** Set the paper, and check that the paper size set in the paper feed tray is displayed on the operation panel.

Paper Feed Unit PB3210/ PB3220

- Paper size for the paper feed unit can be changed with following SPs.  
 SP5-181-009 (0: A4 LEF or 1: LT LEF) for Tray 3  
 SP5-181-010 (0: A3 or 1: DLT) for Tray 3  
 SP5-181-011 (0: B4 or 1: LG) for Tray 3  
 SP5-181-012 (0: B5 LEF or 1: Exe LEF) for Tray 3  
 SP5-181-014 (0: A4 LEF or 1: LT LEF) for Tray 4  
 SP5-181-015 (0: A3 or 1: DLT) for Tray 4  
 SP5-181-016 (0: B4 or 1: LG) for Tray 4  
 SP5-181-017 (0: B5 LEF or 1: Exe LEF) for Tray 4

**14.** Adjust the registration for the paper feed unit.

- For Tray 3  
 SP1-001-0xx (Leading Edge Registration Tray 3)

-055	Tray3: Thin	-062	Tray3: Thin:1200
-056	Tray3: Plain	-063	Tray3: Plain:1200
-057	Tray3: Mid-thick	-064	Tray3: Mid-thick:1200
-058	Tray3: Thick 1	-065	Tray3: Thick 1:1200
-059	Tray3: Thick 2	-066	Tray3: Thick 2:1200
-060	Tray3: Thick 3	-067	Tray3: Thick 3:1200
-061	Tray3: Thick 4	-068	Tray3: Thick 4:1200

SP1-002-004 (Side-to-Side Registration Paper Tray 3)

- For Tray 4  
 SP1-001-0xx (Leading Edge Registration Tray 4)

-069	Tray4: Thin	-076	Tray4: Thin:1200
-070	Tray4: Plain	-077	Tray4: Plain:1200
-071	Tray4: Mid-thick	-078	Tray4: Mid-thick:1200
-072	Tray4: Thick 1	-079	Tray4: Thick 1:1200
-073	Tray4: Thick 2	-080	Tray4: Thick 2:1200
-074	Tray4: Thick 3	-081	Tray4: Thick 3:1200
-075	Tray4: Thick 4	-082	Tray4: Thick 4:1200

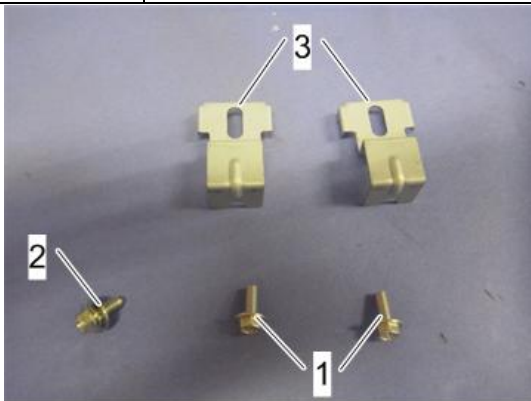
SP1-002-005 (Side-to-Side Registration Paper Tray 4)

## Paper Feed Unit PB3150

### Accessory Check

No.	Description	Q'ty
1	Screws - M4 × 10	2
2	Screw with Spring Washer - M4 × 10	1
3	Securing Bracket	2

Installation



d1462445

### Installation Procedure

#### ⚠ CAUTION

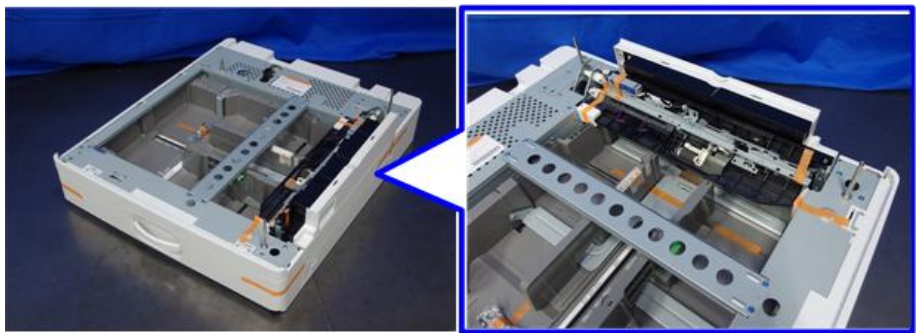
- The machine should be held at the correct locations and lifted gently by two people.
- If it is lifted without care, handled carelessly or dropped, it may result in injury.
- When installing this option, turn the machine power OFF, and unplug the power supply cord from the wall socket.
- If this option is installed with the power on, it may result in an electric shock or a malfunction.
- Be sure to join the machine to the paper feed unit so as to prevent equipment from falling over.
- If they are not connected, they may move and fall over, resulting in injury.

#### ↓ Note

- The Paper Feed Unit PB3150 does not have casters. Attach the “Caster Table Type M3” under the Paper Feed Unit PB3150, if necessary. ([Caster Table Type M3 \(D178\)](#))

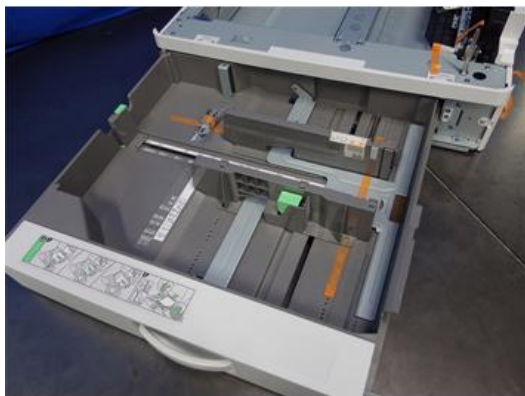
## Paper Feed Unit PB3150

1. Remove the orange tape and retainers.



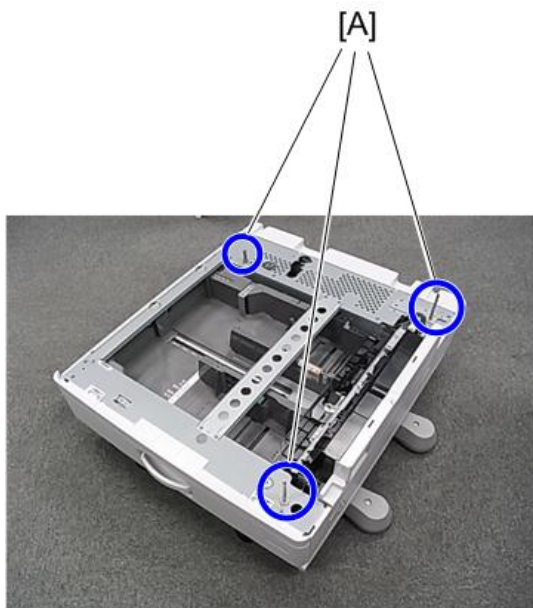
d197z1013

2. Remove the items provided (fixing screws, etc.) from the package.



d197z1014

3. Install this option on the Caster Table ([Caster Table Type M3 \(D178\)](#)).
4. Holding the grips on the machine, align it with the locating pins [A], and place the machine on the paper feed unit.



d197f0114

**Note**

- When you lift the machine, hold the correct locations.



Installation

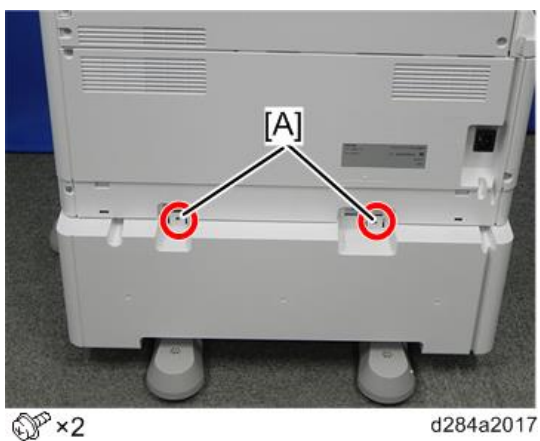
- Do not hold any other parts of the machine when lifting it, because this may cause the machine to deform.
- Do not put the machine down on the paper feed unit as a temporary resting place. This may cause the paper feed unit to deform. Always connect the machine and paper feed unit properly.

**5.** Pull out the 2nd paper feed tray of the main machine.

**6.** Using a securing bracket as a screwdriver, fix the machine to the feed unit (spring washer: screw: M4×10: 1).

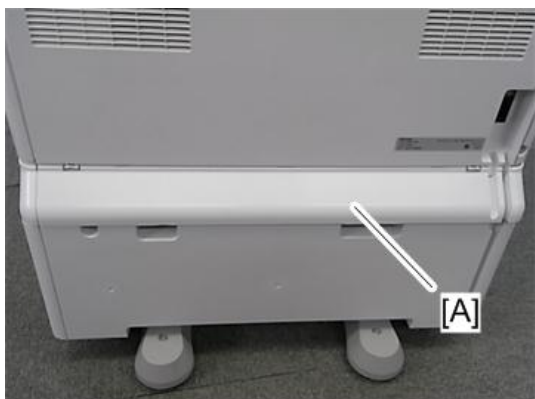


**7.** Attach the securing brackets [A] to two positions on the left and right at the rear of the machine.



## Paper Feed Unit PB3150

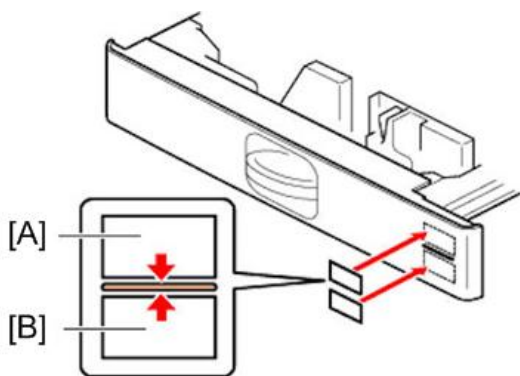
- 8.** Attach the rear lower gap cover [A] (▼ x 2)



d197f2002

- 9.** Return the paper feed tray to the machine.

- 10.** Attach the decals as shown below.



d1462230

[A]: Tray number decal

[B]: Paper size decal

**Note**

- The tray number decal and paper size decal are packaged together with the machine.

- 11.** Lock the casters.



d1462439

- 12.** Connect the power cord to the machine.

**Note**

- Stabilizers are attached to the paper feed unit when it is shipped. Do not remove them.



d197f2003

- 13.** Turn the main power switch ON.
- 14.** Set the paper, and check that the paper size set in the paper feed tray is displayed on the operation panel.
- Paper size for the paper feed unit can be changed with following SP.
    - SP5-181-009 (0: A4 LEF or 1: LT LEF)
    - SP5-181-010 (0: A3 or 1: DLT)
    - SP5-181-011 (0: B4 or 1: LG)
    - SP5-181-012 (0: B5 LEF or 1: Exe LEF)

- 15.** Adjust the registration for the paper feed unit.

SP1-001-0xx (Leading Edge Registration Tray 3)

-055	Tray3: Thin	-062	Tray3: Thin:1200
-056	Tray3: Plain	-063	Tray3: Plain:1200
-057	Tray3: Mid-thick	-064	Tray3: Mid-thick:1200
-058	Tray3: Thick 1	-065	Tray3: Thick 1:1200
-059	Tray3: Thick 2	-066	Tray3: Thick 2:1200
-060	Tray3: Thick 3	-067	Tray3: Thick 3:1200
-061	Tray3: Thick 4	-068	Tray3: Thick 4:1200

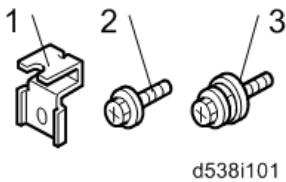
SP1-002-004 (Side-to-Side Registration Paper Tray 3)



## LCIT PB3170/ PB3230

### Accessory Check

No.	Description	Q'ty
1	Securing Bracket	2
2	Screw(M4×10)	2
3	Hexagonal Bolt	1

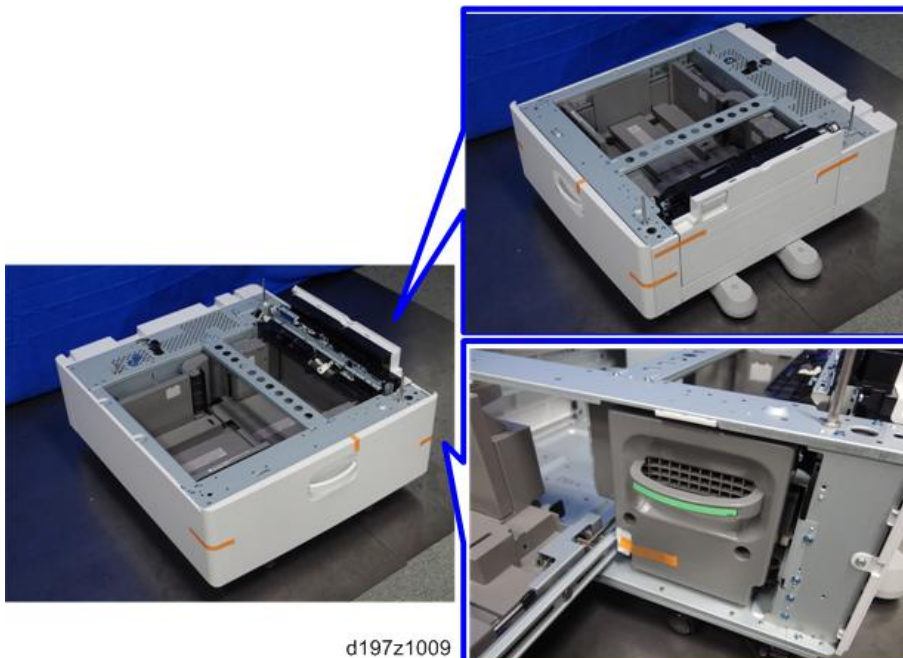


### Installation Procedure

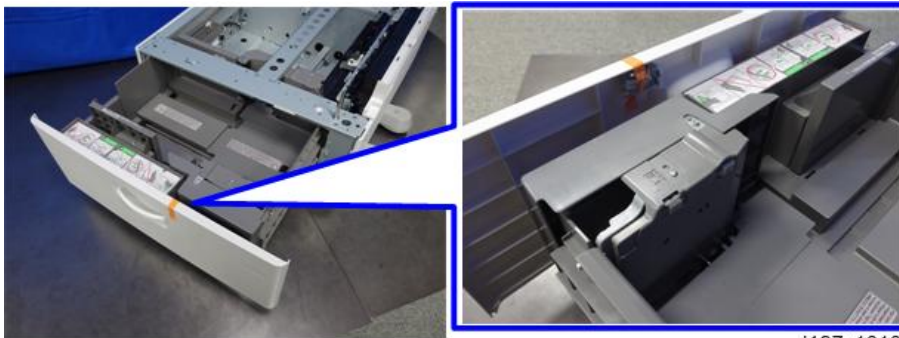
#### **⚠ CAUTION**

- The machine should be held at the correct locations and lifted gently.
- If it is lifted without care, handled carelessly or dropped, it may result in an injury.
- When installing this option, turn the machine power OFF, and unplug the power supply cord from the wall socket.
- If this option is installed with the power on, it may result in an electric shock or a malfunction.
- Be sure to join the machine to the paper feed unit so as to prevent equipment from falling over.
- If they are not connected, they may move and fall over, resulting in injury.

**1.** Remove the orange tape and retainers.

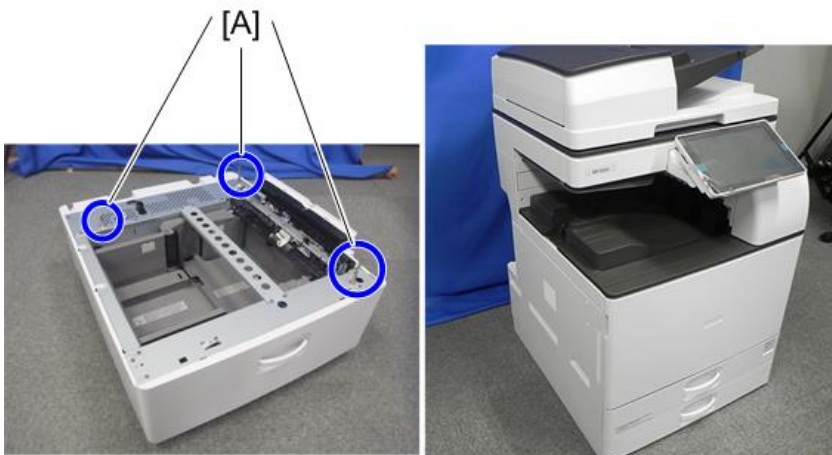


- 2.** Remove the items provided (fixing screws, etc.) from the package.



d197z1010

- 3.** Holding the grips on the machine, align it with the locating pins [A], and place the machine on the paper feed unit.



d284a2019

**Note**

- When you lift the machine, be sure to hold the grips on the machine.
- In particular, do not lift the machine by holding the scanner unit, etc., because this may cause the machine to deform.
- Do not put the machine down on the paper feed unit as a temporary resting place. This may cause the paper feed unit to deform. Always connect the machine and paper feed unit properly.

- 4.** Pull out the 2nd paper feed tray of the machine.

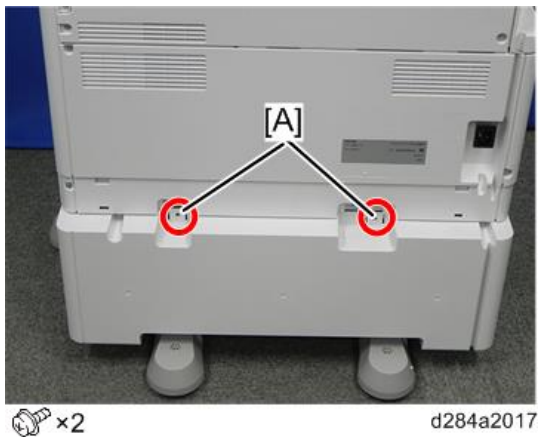
5. Using a securing bracket as a screwdriver, secure the machine to the LCT unit (hexagonal bolt: M4×8: 1).



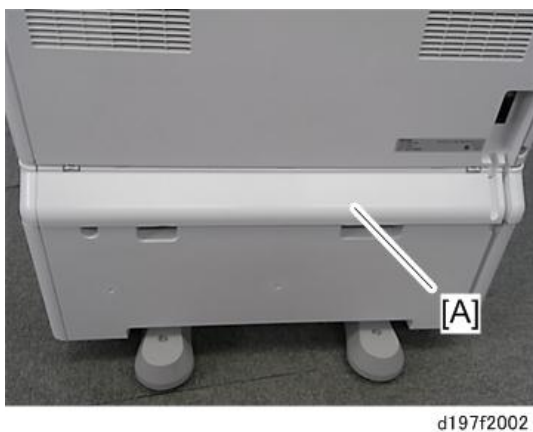
6. Attach the securing brackets [A] to two positions on the left and right at the rear of the machine.

Note

- If the anti-condensation heater for this optional tray is to be installed, connect its heater harness prior to this step (step 6) ([Tray Heater for LCIT PB3170/ PB3230](#)).
- If “LCIT RT3030” is to be installed, connect its harness prior to this step (step 6) ([LCIT RT3030 \(D696\)](#)).

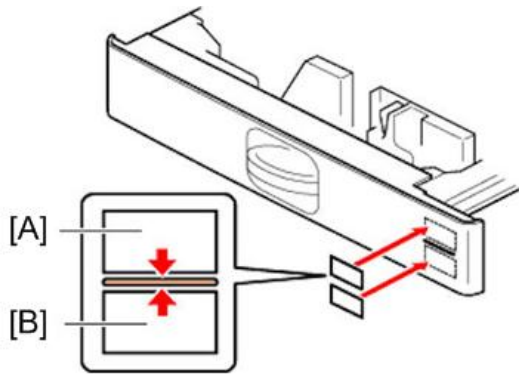


7. Attach the rear lower gap cover [A] (▼ x2)



8. Return the paper feed tray to the machine.

**9.** Attach the decals as shown below.



d1462230

[A]: Tray number decal

[B]: Paper size decal

**Note**

- The tray number decal and paper size decal are packaged together with the machine.

**10.** Lock the casters of the paper feed unit.



d1462439

**11.** Connect the power cord to the machine.

**Note**

- Stabilizers are attached to the LCIT when it is shipped. Do not remove any of them.



d197f2003

**12.** Turn the power switch ON.

**13.** Set the paper, and check that the paper size set in the paper feed tray is displayed on the operation panel.

**14.** Adjust the registration for the paper feed unit.

SP1-001-0xx (Leading Edge Registration Tray 3)

-055	Tray3: Thin	-062	Tray3: Thin:1200
-056	Tray3: Plain	-063	Tray3: Plain:1200
-057	Tray3: Mid-thick	-064	Tray3: Mid-thick:1200
-058	Tray3: Thick 1	-065	Tray3: Thick 1:1200
-059	Tray3: Thick 2	-066	Tray3: Thick 2:1200
-060	Tray3: Thick 3	-067	Tray3: Thick 3:1200
-061	Tray3: Thick 4	-068	Tray3: Thick 4:1200

SP1-002-004 (Side-to-Side Registration Paper Tray 3)

**Changing the Paper Size**

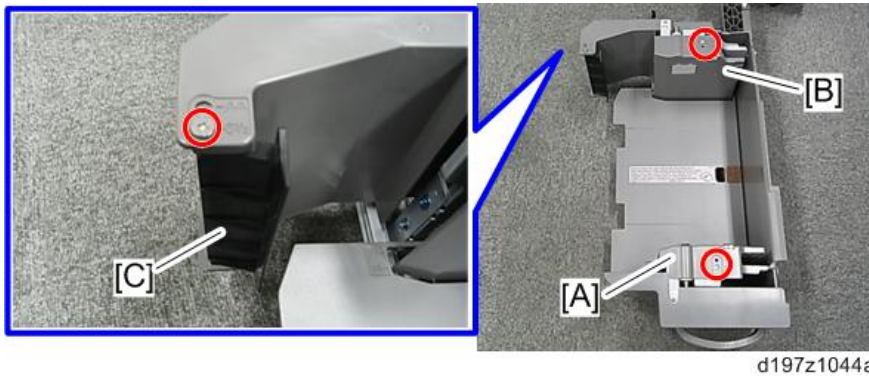
Paper size is set as shown below when the machine is shipped from the factory.

NA: LT LEF

EU.AA.CHN: A4 LEF

The paper size can be changed to A4 LEF or LT LEF.

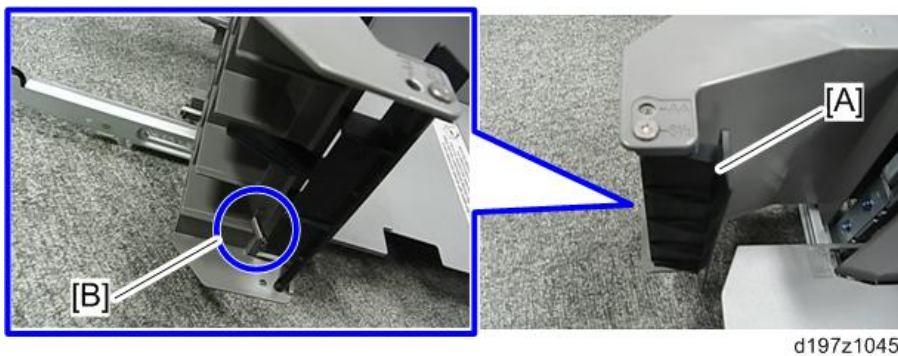
- 1.** Pull out the left tray and right tray.
- 2.** Remove the right tray side fence (front) [A], right tray side fence (rear) [B], and right tray end fence [C] (⊗×3).



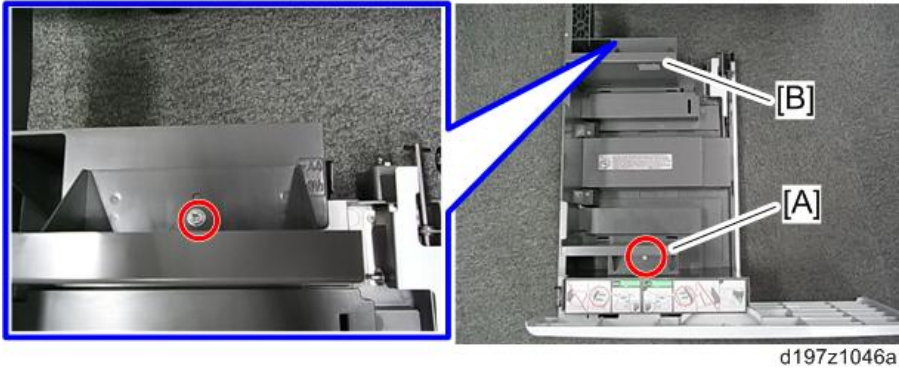
- 3.** Attach the fences to the required position (A4 or LT) (⊗×3).

**Note**

- Make sure that the spring [B] of the end fence [A] is attached



- 4.** Remove the left tray side fence (front) [A] and the left tray side fence (rear) [B] (⊙×2).



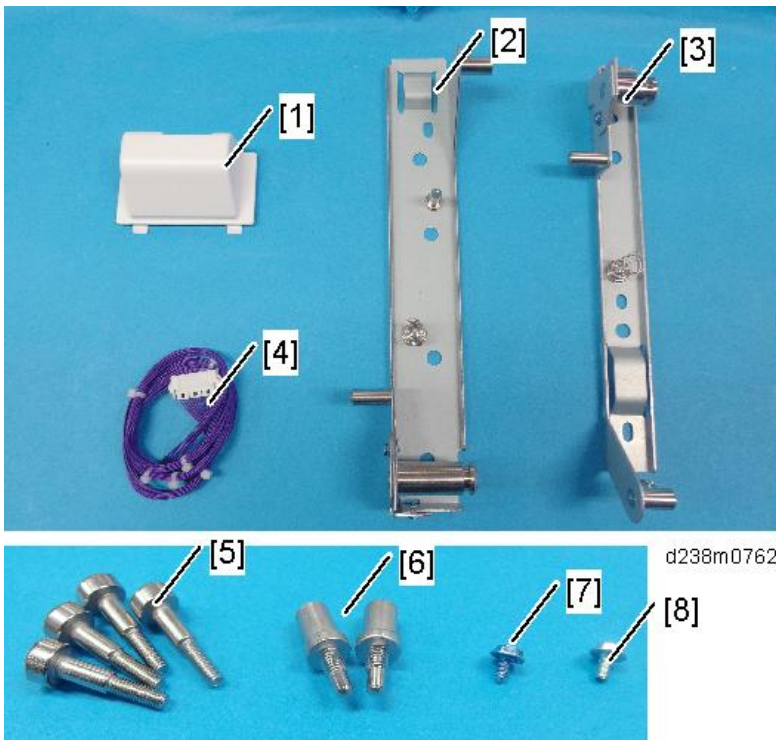
- 5.** Attach the fences to the required position (A4 or LT) (⊙×2).
- 6.** Set the paper size setting.
- SP5-181-009 (0: A4 LEF or 1: LT LEF)

Installation

## LCIT RT3030 (D696)

### Accessory Check

No.	Description	Q'ty	Remarks
1	Connector Cover	1	
2	Front Bracket	1	
3	Rear Bracket	1	
4	Harness	1	
5	Stud screw	4	
6	Joint Pins	2	
7	Tapping Screw – M3 × 6	1	
8	Screw – M3 × 6	1	



### Installation Procedure

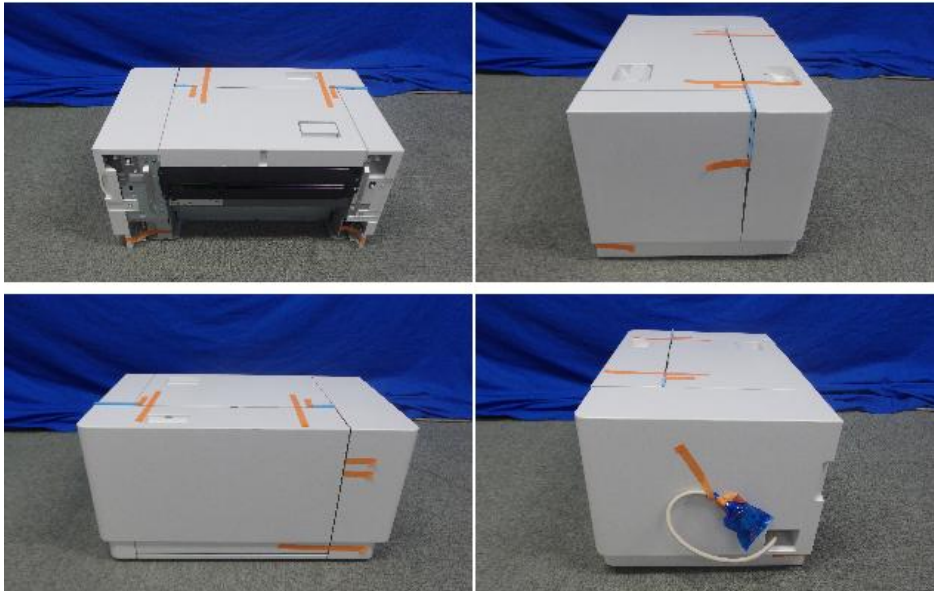
#### **⚠ CAUTION**

- When installing this option, turn the power of the machine off, and unplug the power plug from the wall socket.
- If this option is installed when the power is on, it will result in an electric shock or a malfunction.

#### **↓ Note**

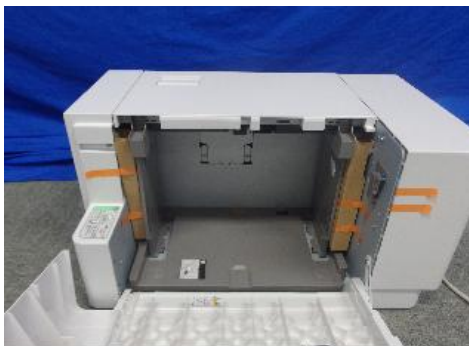
- Before installing this option, first attach the “Paper Feed Unit PB3210/ PB3220” or “LCIT PB3170/ PB3230”.

1. Remove the orange tape and retainers.



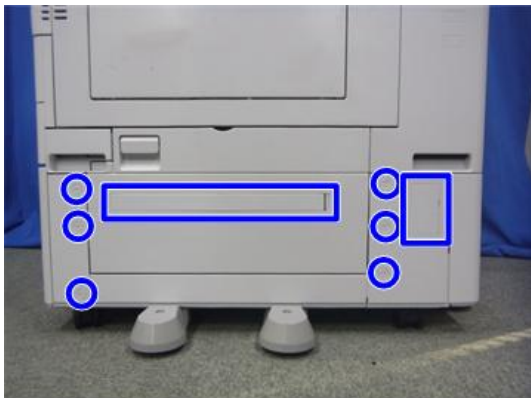
d238m0763

2. Remove the enclosed items (stud screws, etc.).



d238m0764

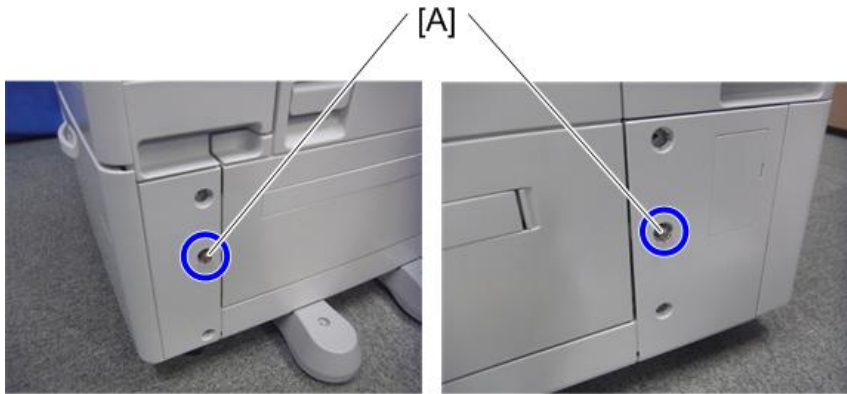
3. Remove the eight covers on the right of the paper feed unit.



d1462457



4. Attach the joint pins [A] to the front and rear on the right of the paper feed unit.



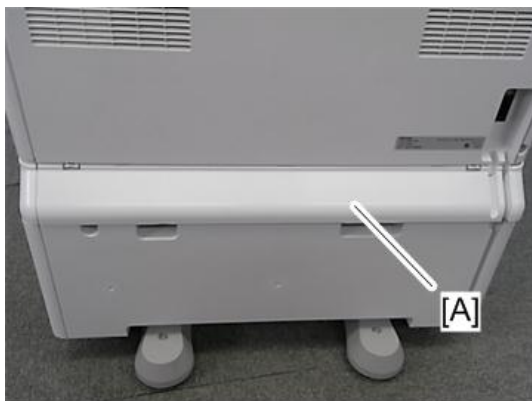
d1462458

5. Attach the brackets [A] and [B] at the positions of the joint pins (Ⓜ ×4).



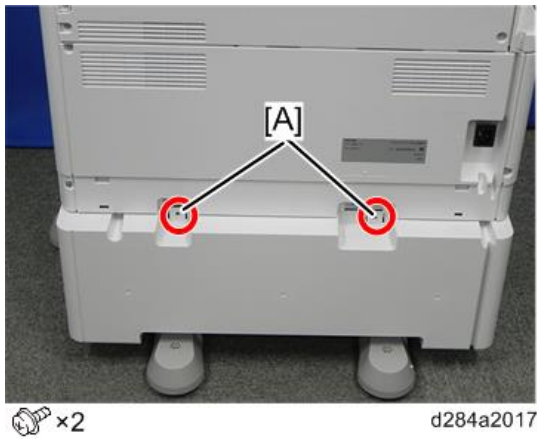
d146z2459

6. Remove the rear lower gap cover [A] (▼ x2)

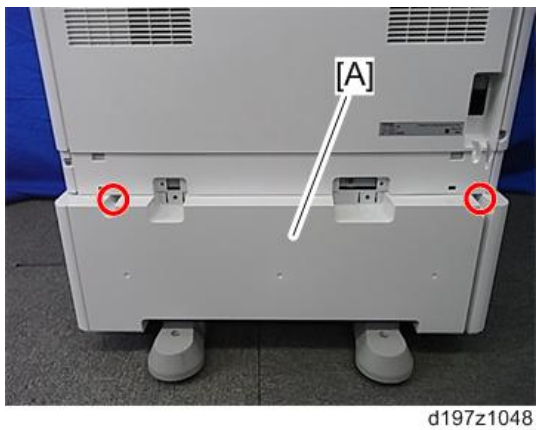


d197f2002

7. Take off the securing brackets [A] from the two positions on the left and right at the rear of the machine.

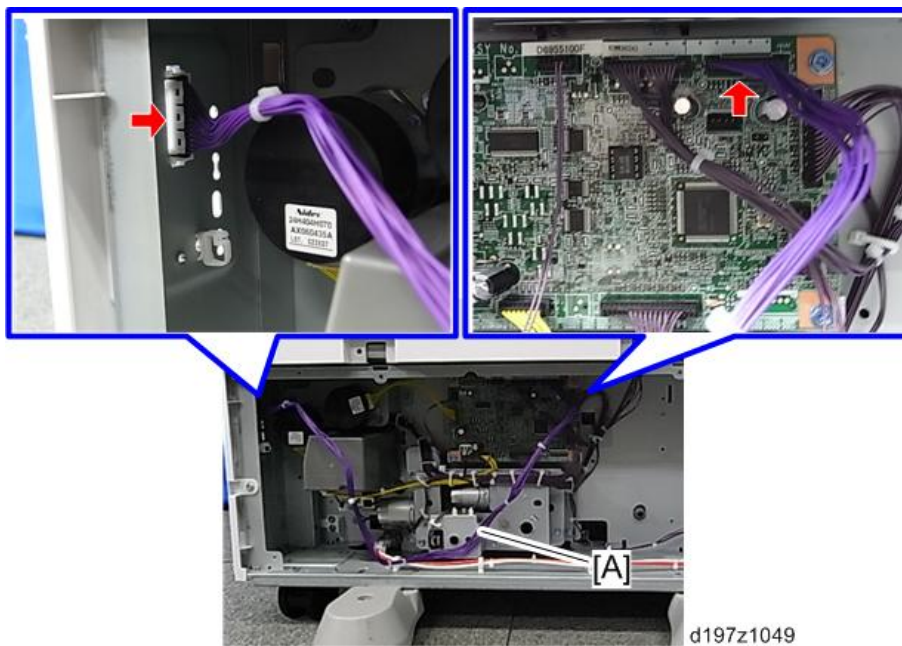


8. Remove the paper feed unit rear cover [A] (⊙x2).

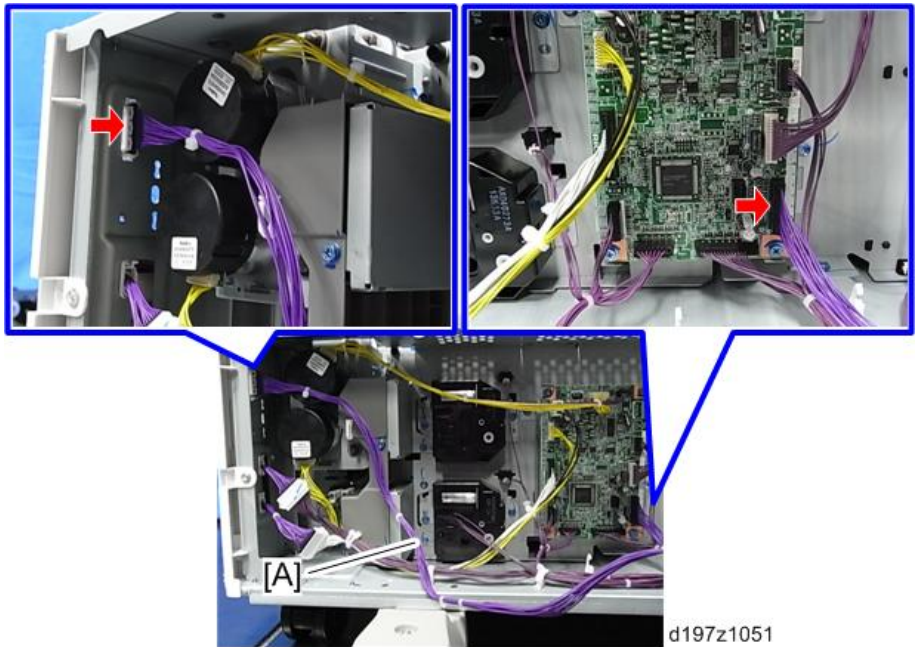




9. Connect the harness [A] (⊞x2).

**For the machine with Paper Feed Unit PB3170/ PB3230**

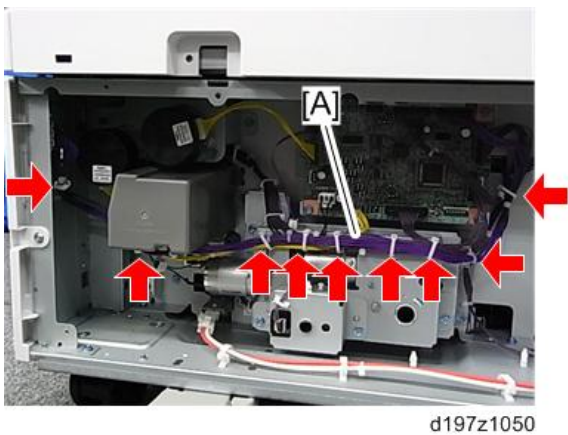


**For the machine with Paper Feed Unit PB3210/ PB3220**

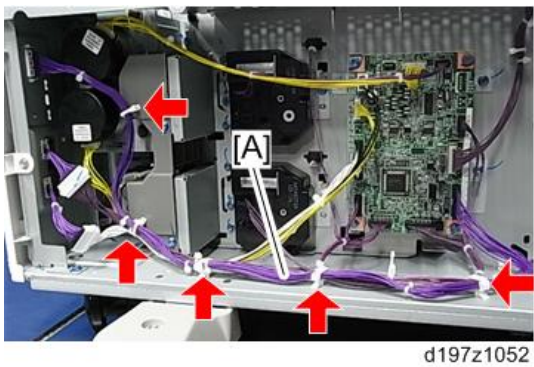


**10.** Clamp the harness (PB3170/ PB3230: x9, PB3210/ PB3220: x5).

**For the machine with Paper Feed Unit PB3170/ PB3230**

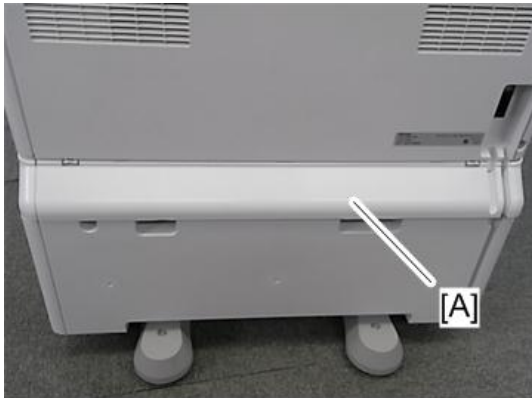


**For the machine with Paper Feed Unit PB3210/ PB3220**



**11.** Attach the paper feed unit rear cover.

- 12.** Attach the rear lower gap cover [A] (▼ x2).



d197f2002

- 13.** Attach the hook of the side LCT to the bracket.



d1462462

- 14.** Connect the cable [A] of the side LCT to the machine (🔌 x1).



d1462463

- 15.** Attach the cable cover [A] (🔑×1).



d1462464

- 16.** Push the side LCT towards the machine.



d1462465

- 17.** Turn the power switch ON.  
**18.** Set the paper, and check that the paper size set in the paper feed tray is displayed on the operation panel.  
**19.** Do the registration adjustment for the large capacity tray.

SP1-001-0xx (Leading Edge Registration Tray 5(LCT))

-083	Tray5(LCT): Thin	-090	Tray5(LCT): Thin:1200
-084	Tray5(LCT): Plain	-091	Tray5(LCT): Plain:1200
-085	Tray5(LCT): Mid-thick	-092	Tray5(LCT): Mid-thick:1200
-086	Tray5(LCT): Thick 1	-093	Tray5(LCT): Thick 1:1200
-087	Tray5(LCT): Thick 2	-094	Tray5(LCT): Thick 2:1200
-088	Tray5(LCT): Thick 3	-095	Tray5(LCT): Thick 3:1200
-089	Tray5(LCT): Thick 4	-096	Tray5(LCT): Thick 4:1200

SP1-002-007 (Side-to-Side Registration Large Capacity Tray)

### Changing the Paper Size

Paper size is set as shown below when the machine is shipped from the factory.

NA: LT LEF

EU.AA.CHN: A4 LEF

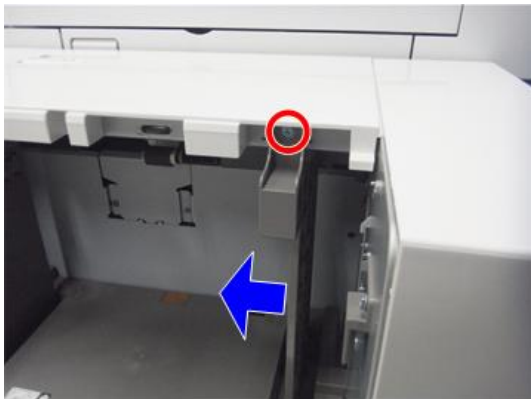
The paper size can be changed to A4 LEF, LT LEF, or B5 LEF.

- 1.** Open the tray cover.
- 2.** Remove the upper screw at the front side fence, and after setting the side fence to the position of the paper (outer: A4 LEF, center: LT LEF, inner: B5 LEF), tighten the screw that was removed(🔩×1).



d1462466

- 3.** Also change the rear side fence to the same size position(🔩×1).



d1462467

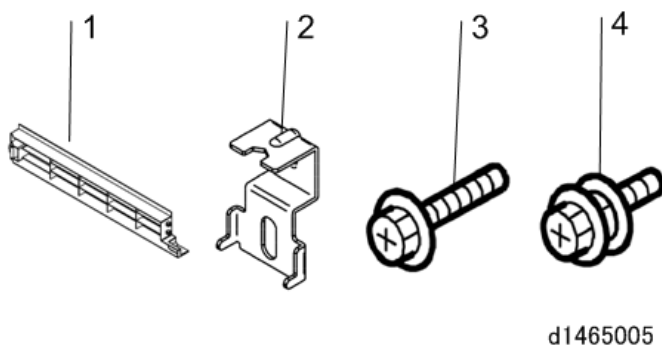
- 4.** Change the paper size according to the new side fence position.  
 SP5-181-024 (Size Adjust LCT)  
 0: A4 LEF, 1: LT LEF, 2: B5 LEF



## Caster Table Type M3 (D178)

### Accessory Check

No.	Description	Q'ty	Remarks
1	Right Lower Cover	1	Used when not installing the Paper Feed Unit PB3150.
2	Securing Bracket	2	
3	Screws (M4 × 10)	2	
4	Screw with Spring Washer (M4 × 10)	1	



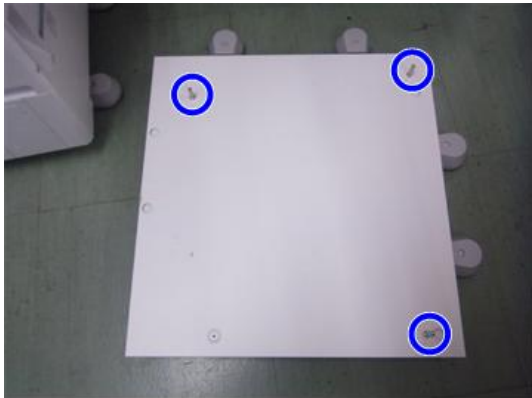
### Installation Procedure

#### **⚠ CAUTION**

- The machine must be held at the correct locations, and must be lifted slowly.
- If it is lifted with force, handled carelessly or dropped, it will result in an injury.
- If installing this option, turn the power to the machine off, and unplug the power plug from the wall socket.
- If this option is installed when the power is on, it will result in an electric shock or malfunction.
- Be sure to join the machine and caster table to prevent equipment from falling over.
- If it is not joined, the machine will move or fall over, which will result in an injury.

## For Installing Directly under the Main Machine

1. Attach the 3 locating pins.



d1463030

Installation

2. Holding the grips on the machine, align it with the locating pins, and place the machine on the caster table.

**Note**

- When you lift the machine, hold the lifting handles.
- In particular, do not lift it by holding the scanner unit, etc., (as it may deform).
- Do not put the machine down on the caster table as a temporary resting place. This may cause the machine to deform. Always connect the machine and caster unit properly.

3. Attach the right lower cover between the right side of the main machine and the caster table.

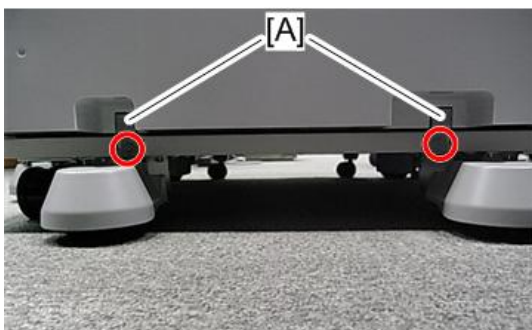
4. Pull out the 2nd paper feed tray of the machine.

5. Using a securing bracket as a screwdriver, fix the machine or paper feed unit to the caster table (spring washer: screw: M4×10: 1).



d197z1027

6. Attach the securing brackets [A] at 2 positions to left and right at the rear of the machine or paper feed unit (screws: 1 each).



d197z1026



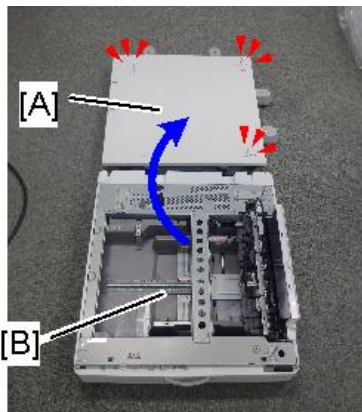
## Caster Table Type M3 (D178)

7. Attach the right lower cover provided with this option to the right lower side of the main machine.
8. Return the paper feed tray to the machine or the paper feed unit on the caster table.

### For Installing under PB3150

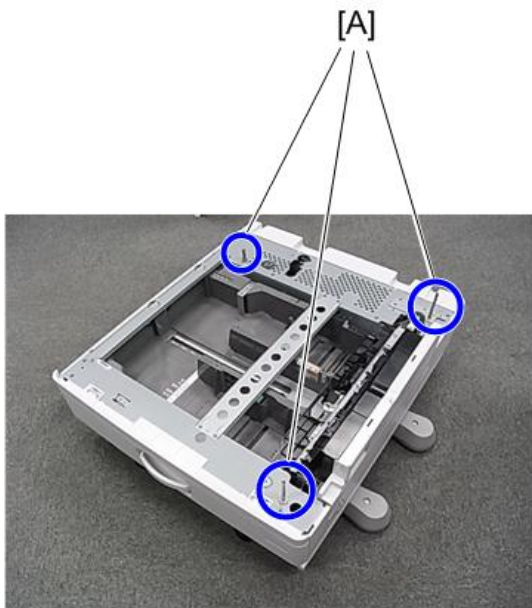
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1. Place the paper feed unit [B] on the caster table [A].



d238m552

2. Pull out the paper feed tray of the PB3150.
3. Using a securing bracket, fix the caster table to the paper tray unit (spring washer: screw: M4×10: 1).
4. Attach the securing brackets at 2 positions to left and right at the rear of the machine (screws: 1 each).
5. Put back the tray of the PB3150 in place.
6. By holding the grips on the main machine, mount the main machine on the PB3150 while fitting it to the locating pins [A].



d197f0114


**Note**

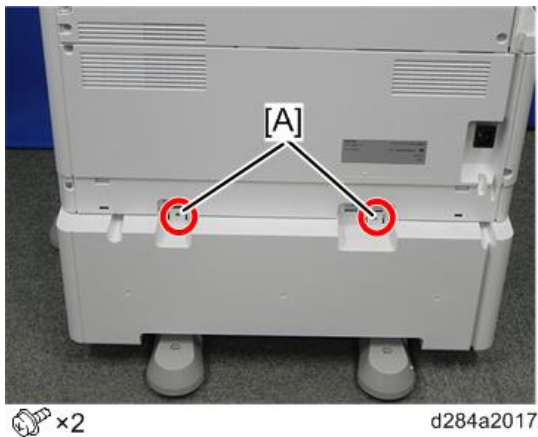
- Be sure to use the specified grips on the main machine. Using any other positions may damage the machine.




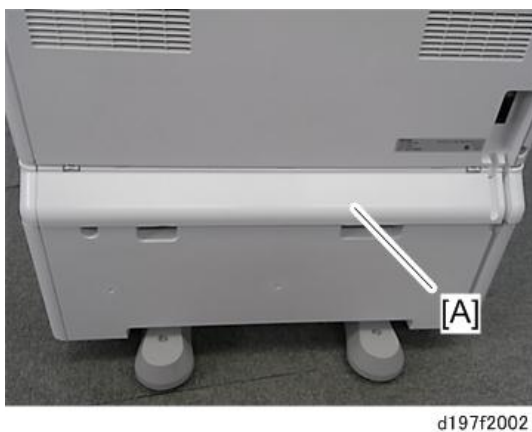
Installation

- Do not put the machine down on the PB3150 as a temporary resting place. This may cause the PB3150 to deform.

- 7.** Pull out the 2nd paper feed tray of the main machine.
- 8.** Using a securing bracket as a screwdriver, secure the main machine and the PB3150 (M4×10:  ×1).
- 9.** Attach the securing bracket [A] to the rear of the main machine.



- 10.** Attach the rear lower gap cover [A] ( ×2).



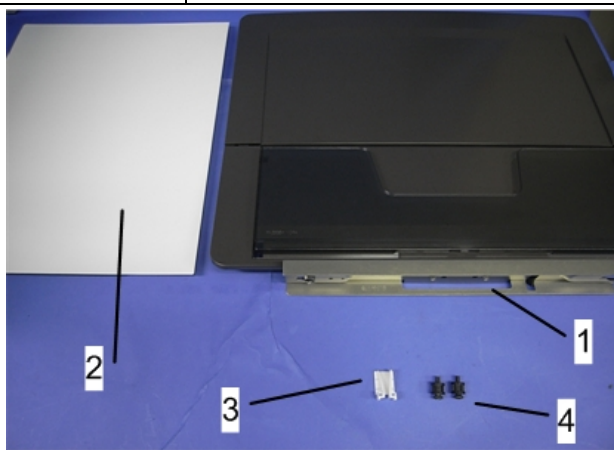
- 11.** Return the 2nd paper feed tray to the main machine.

## Platen Cover PN2000 (D700)

### Accessory Check

Check that you have the accessories indicated below.

No.	Descriptions	Q'ty	Remarks
1	Platen Cover	1	
2	Platen Sheet	1	
3	Feeler Guide	1	
4	Stepped Screw	2	



d1582018

### Installation Procedure

#### **⚠ CAUTION**

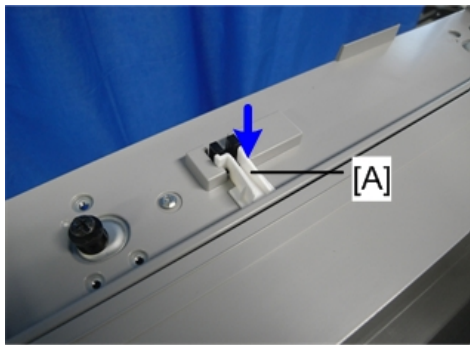
- Unplug the machine power cord before starting the following procedure.

1. Install the stepped screws (Ⓜ × 2).

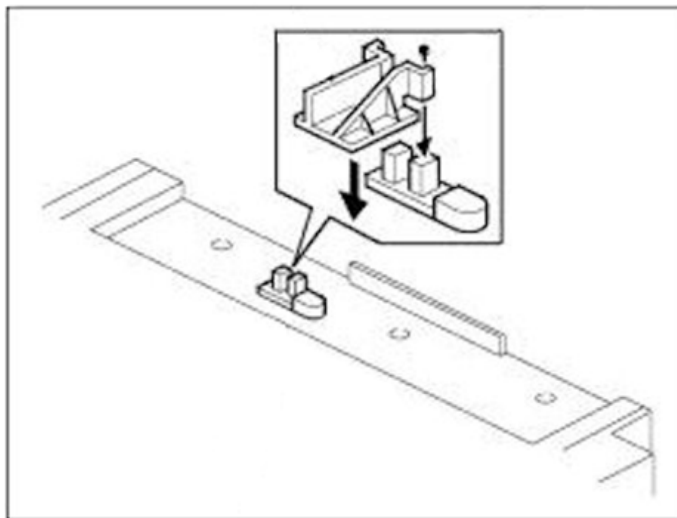


d238m0566

2. Install the feeler guide [A].

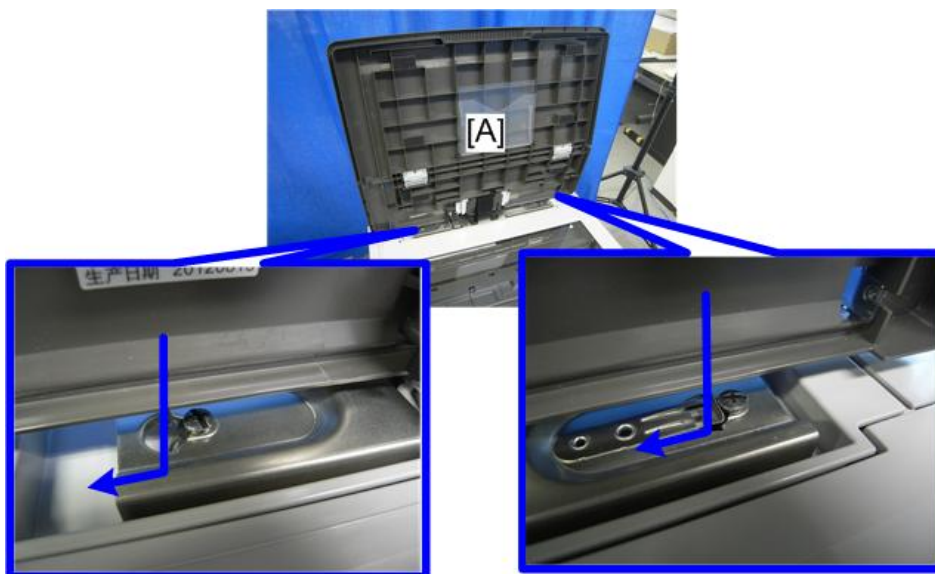


d1582020



d197f2001

3. Install the platen cover [A].

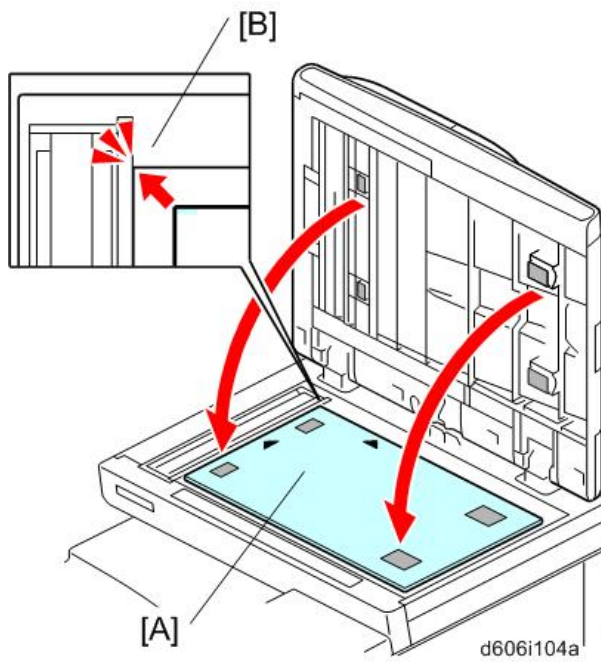


d158z2021

4. Place the platen sheet [A] on the exposure glass.

Platen Cover PN2000 (D700)

5. Line up the rear left corner of the platen sheet flush against corner [B] on the exposure glass.



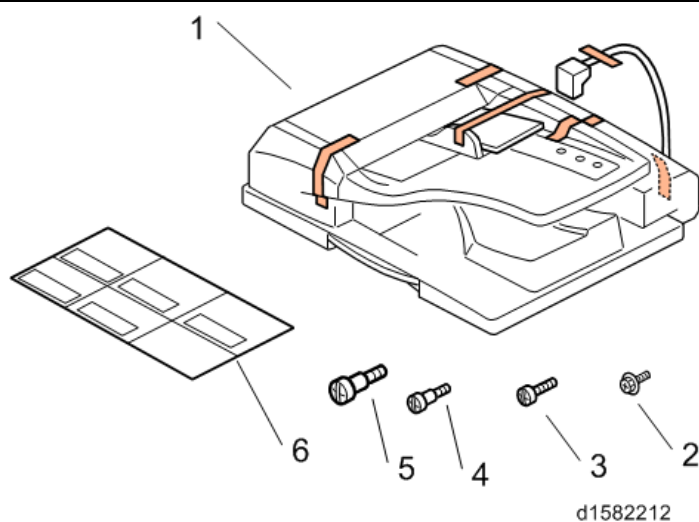
6. Close the platen cover.
7. Open the platen cover.
8. Press the surface of the platen sheet gently to fix it on the platen cover securely.
9. Connect the power cord and turn on the main power.
10. Place an original on the platen and make a copy to check the installation.

## ARDF DF3090

### Accessory Check

No.	Description	Q'ty
1	ARDF	1
2	Screw	2
3	Knob Screw	2
4	Stud Screw (Small)	1
5	Stud Screw (Large)	1
6	Attention Decal - Top Cover	1
-	Decal - Exposure Glass	1

Installation



### Installation Procedure

#### ⚠ CAUTION

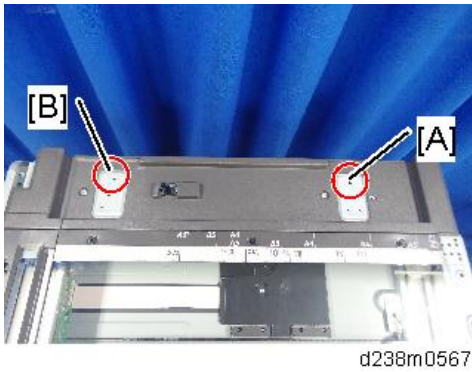
- Turn OFF the main power and unplug the power cord from the wall socket. If installing without turning OFF the main power, an electric shock or a malfunction may occur.

#### ★ Important

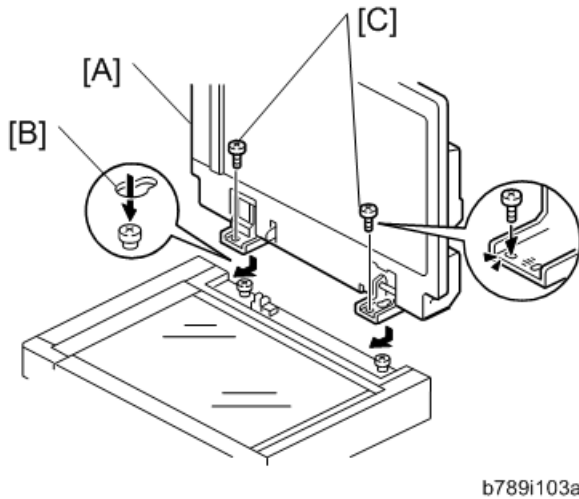
- Do not turn the power on until you perform "adjustment after installation," or it may not start normally.

- 1.** Remove all tapes and shipping retainers.

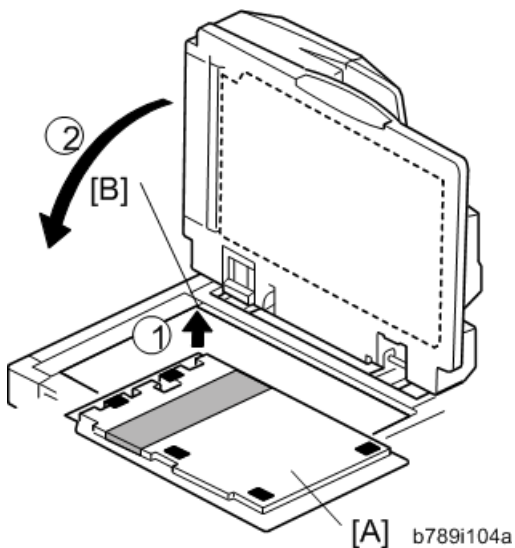
- 2.** Insert the two stud screws ([A] is the larger stud, [B] is the smaller stud).



- 3.** Mount the ARDF [A] by aligning the screw keyholes [B] of the ARDF support plate over the stud screws.  
**4.** Slide the ARDF toward the front of the machine.  
**5.** Secure the ARDF with the two knob screws [C].

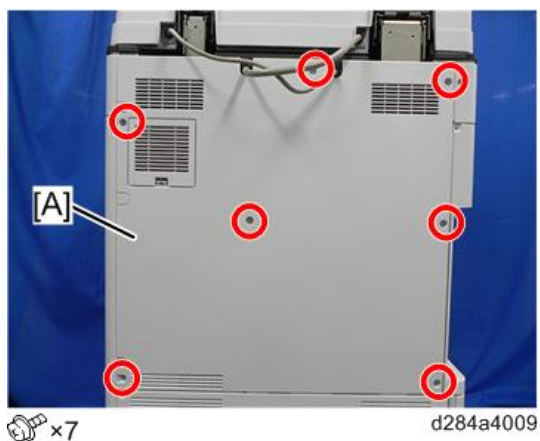


- 6.** Align the rear left corner of the platen sheet [A] with the corner [B] on the exposure glass.  
**7.** Close the ARDF.

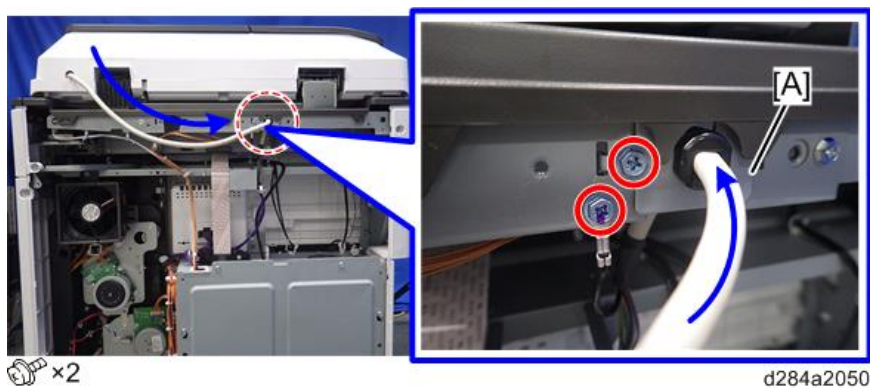


- 8.** Open the ARDF and check that the platen sheet is correctly attached.

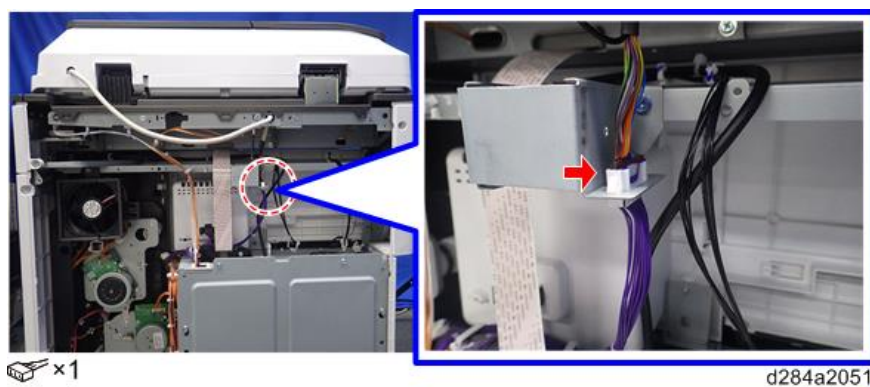
- 9.** Remove the rear cover [A].



- 10.** Connect the ARDF cable as shown and mount the bracket [A] on the machine's rear frame. Make sure to connect the grounding wire.



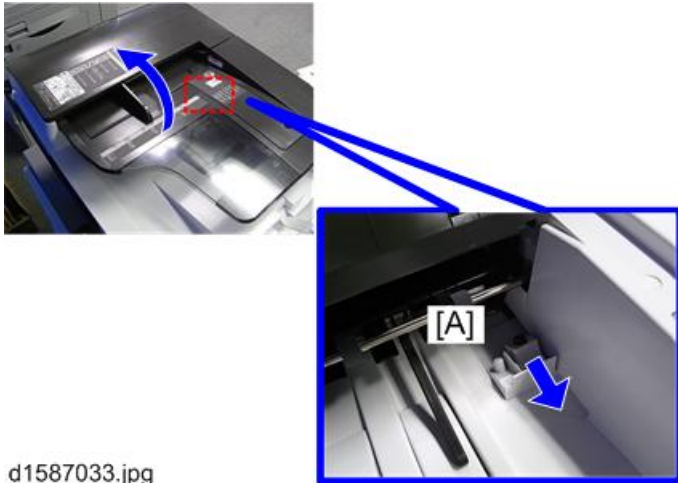
- 11.** Connect the scanner cable to the connector at the machine's rear.



- 12.** Reattach the rear cover.  
**13.** Lift the ARDF original tray.



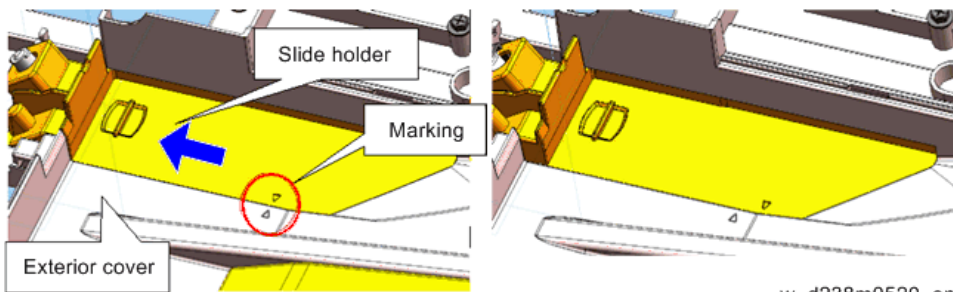
- 14.** Slide the stamp holder [A] out and install the stamp cartridge in it, if necessary.



d1587033.jpg

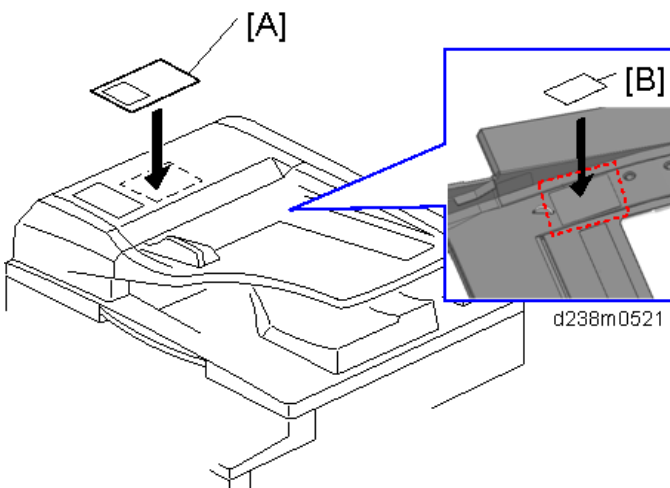
- 15.** Close the holder.

After the stamp installation, be sure to slide the holder in correctly. Make sure to slide it in thoroughly until the reference marks on the holder and exterior cover are aligned. If it is not mounted correctly, the machine detects a J001 paper jam.



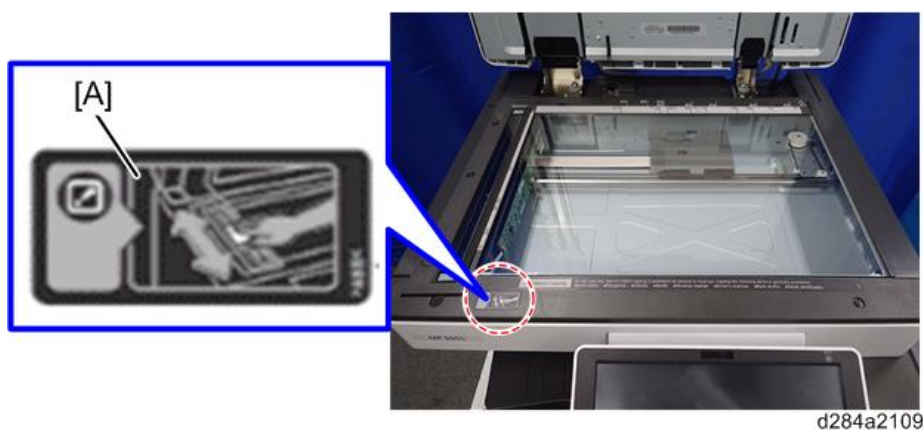
w\_d238m0520\_en

- 16.** Attach the decals [A] and [B] to the top cover as shown. Choose the language that you want.



d238m0521

- 17.** Attach the decal [A] to the scanner front cover.



Installation

- 18.** Plug in and turn ON the main power.
- 19.** Set SP4-688-001 (DF Density Adjustment ARDF) to "106".
- 20.** Check the ARDF operation, and make a full size copy. Check that the registrations (side-to-side and leading edge) and image skew are correct. If they are not, adjust the registrations and image skew. ([ADF Image Adjustment](#))

#### When feeding thin paper

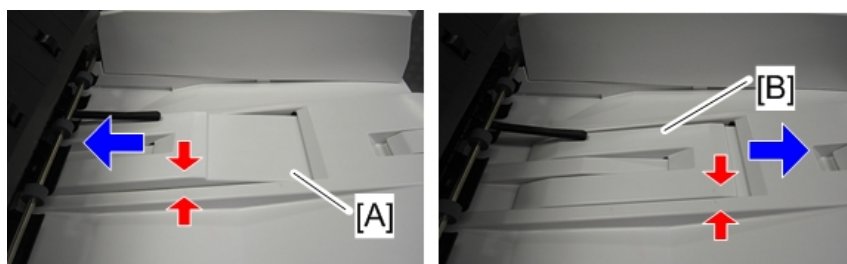
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When feeding thin paper, adjust the sliding tray to the point shown below [A].

When feeding normal paper, adjust the sliding tray to the point shown below [B].

If not, it may cause problems as follows:

- Original jam
- Original curl
- Originals cannot be stacked neatly

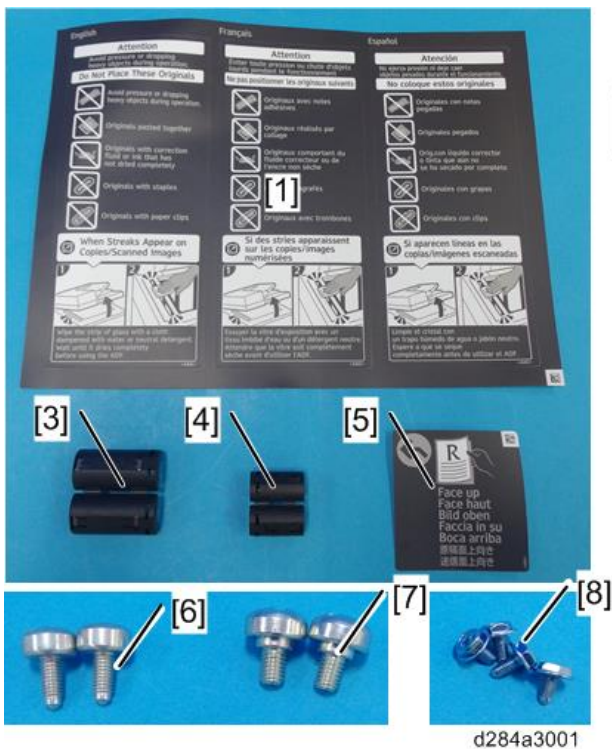


d1585055

# SPDF DF3100

## Accessory Check

No.	Description	Q'ty	Remarks
1	Attention Decal – Top Cover	1	
2	Decal – Exposure Glass	1	
3	Ferrite Core (L)	1	
4	Ferrite Core (S)	1	
5	Face-Up Document Decal	1	
6	Knob Screw	2	
7	Stud Screw	2	
8	Screw (3x6)	4	



d284a3001

## Installation Procedure

### ⚠ CAUTION

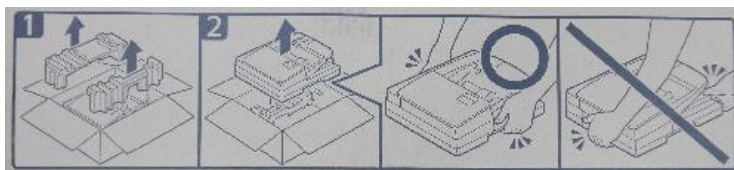
- Turn OFF the main power and unplug the power cord from the wall socket. If installing without turning OFF the main power, an electric shock or a malfunction may occur.

### ★ Important

- Do not turn the power on until you perform "adjustment after installation," or it may not start normally.

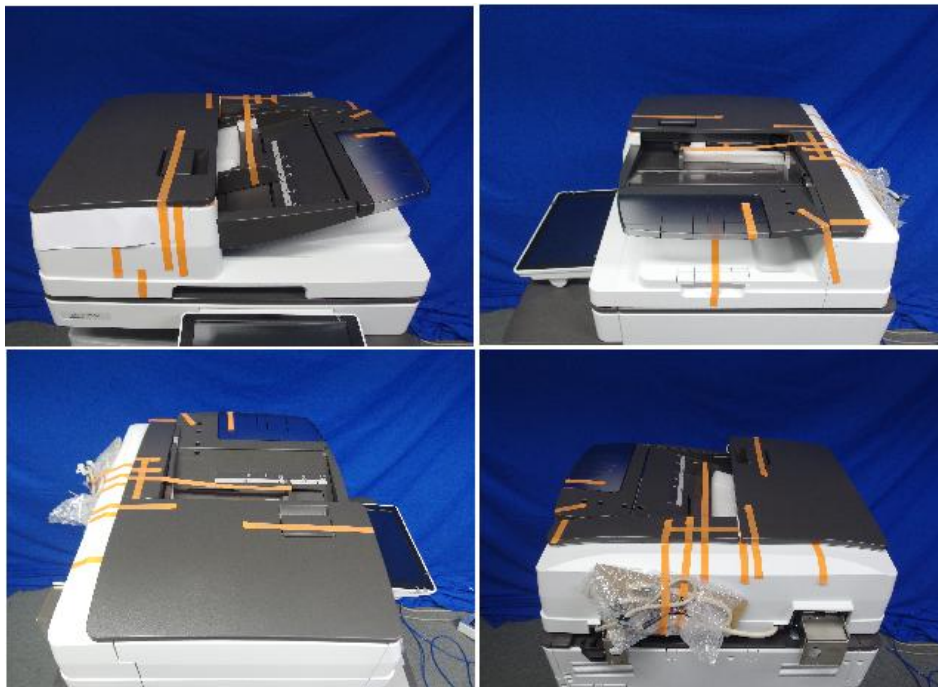
## Attaching the SPDF

1. When unpacking, hold both sides of the SPDF and take it out of the box.



d238m0606

2. Place the unit on the machine temporarily, and remove the orange tapes and shipping retainers.



d238m0608

3. Remove the accessories in the package (boards, fixing screws, etc.).
4. Attach the 2 stepped screws to the machine.

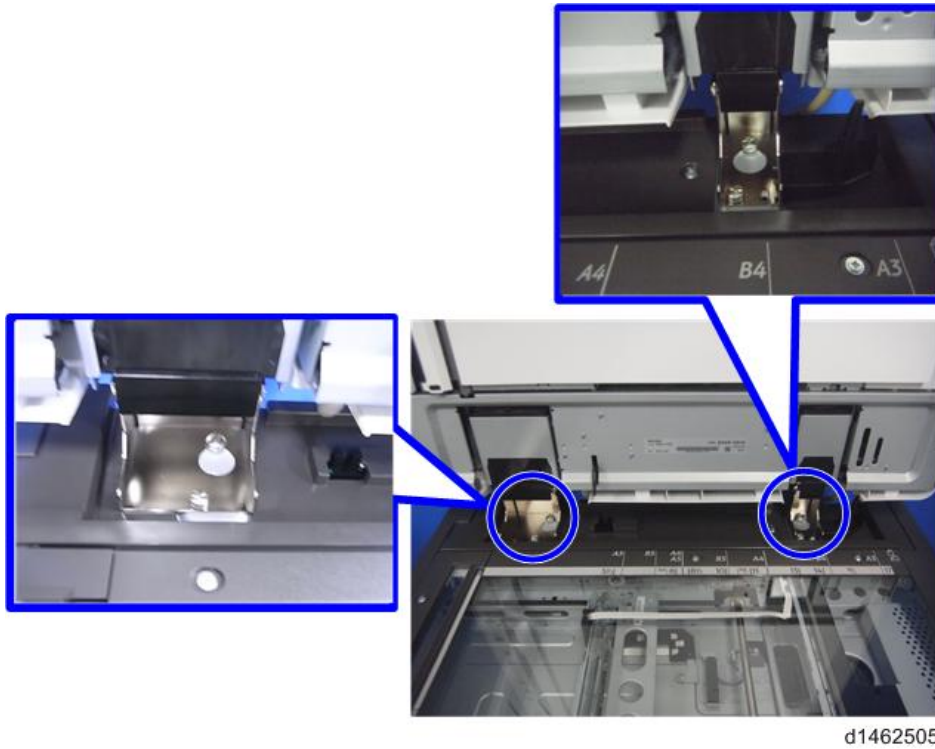


x2

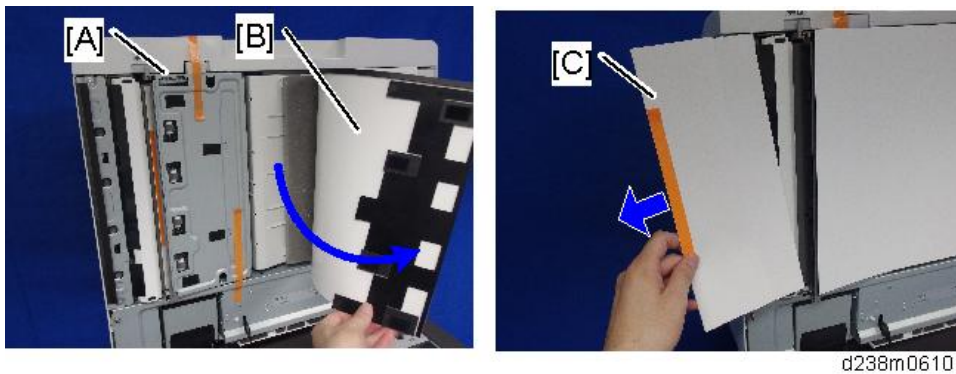
d238m 0609

5. Align the hinges of the SPDF with the stepped screws, and attach them by sliding them in.

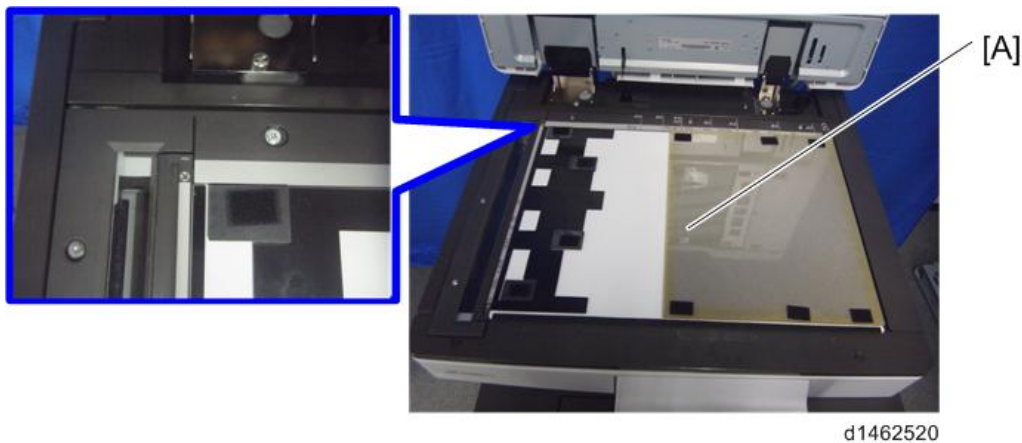
- 6.** Fix the SPDF to the machine (coin screws×2)



- 7.** Release the lever [A], then open the pressure plate sheet [B], and gently remove the protective sheet [C].  
**8.** Remove the filament tape, and shut the pressure plate sheet.



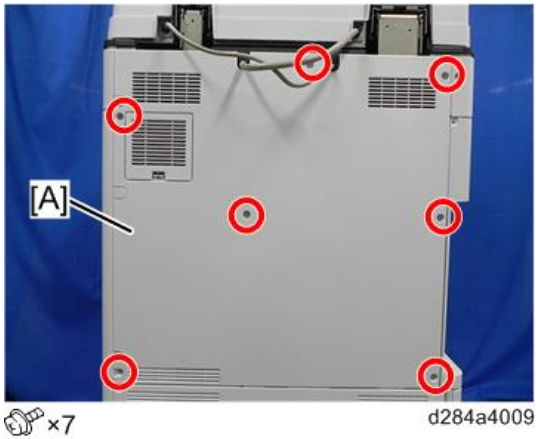
- 9.** Remove the platen sheet [A], and set it on the exposure glass.  
Align it with the left scale and rear scale of the printer.



- 10.** Close the SPDF slowly, and attach the platen sheet and SPDF.

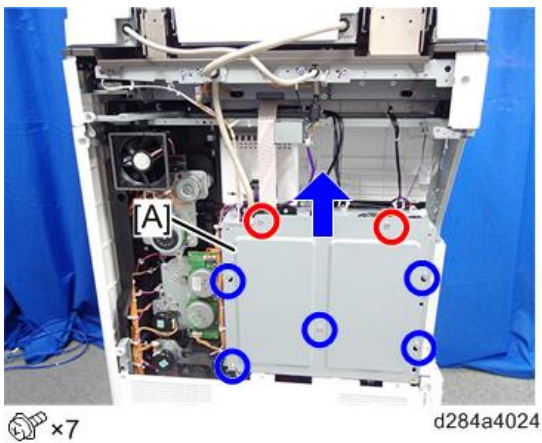


- 11.** Remove the rear cover [A].

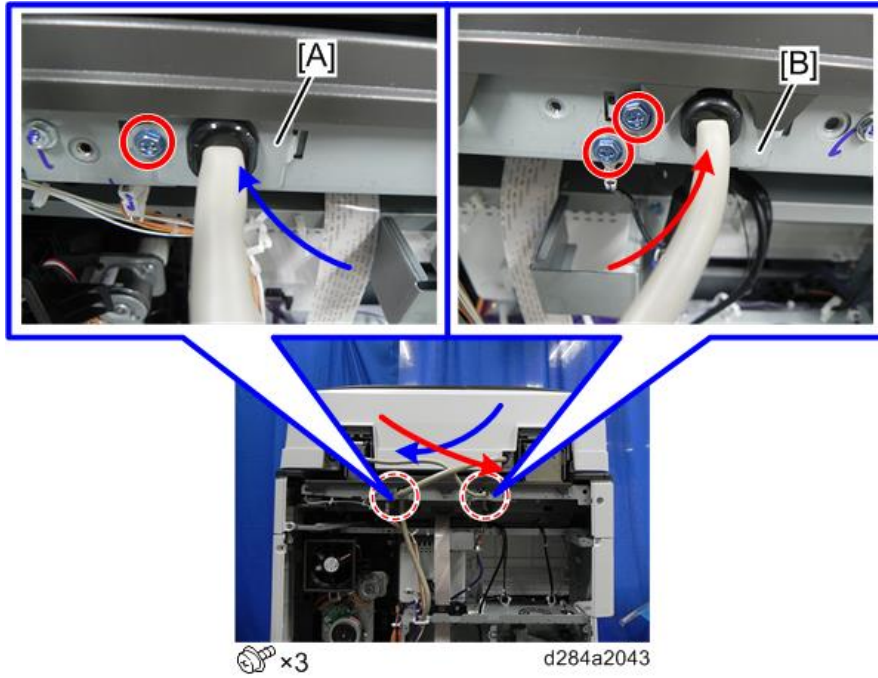


- 12.** Remove the controller box cover [A].

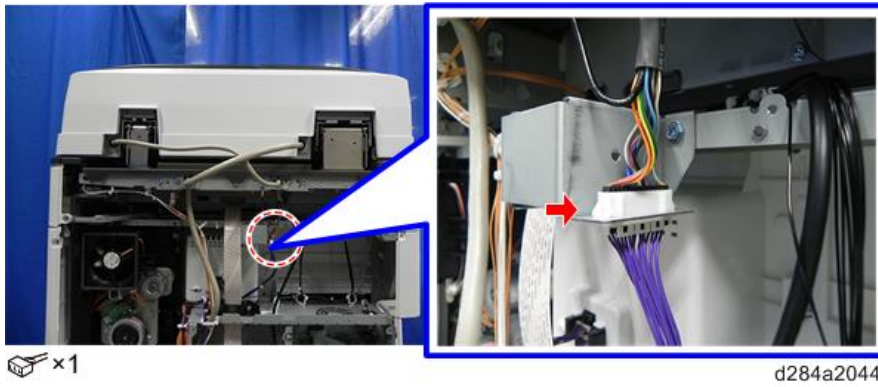
**Red Circle: Remove, Blue Circle: Loosen**



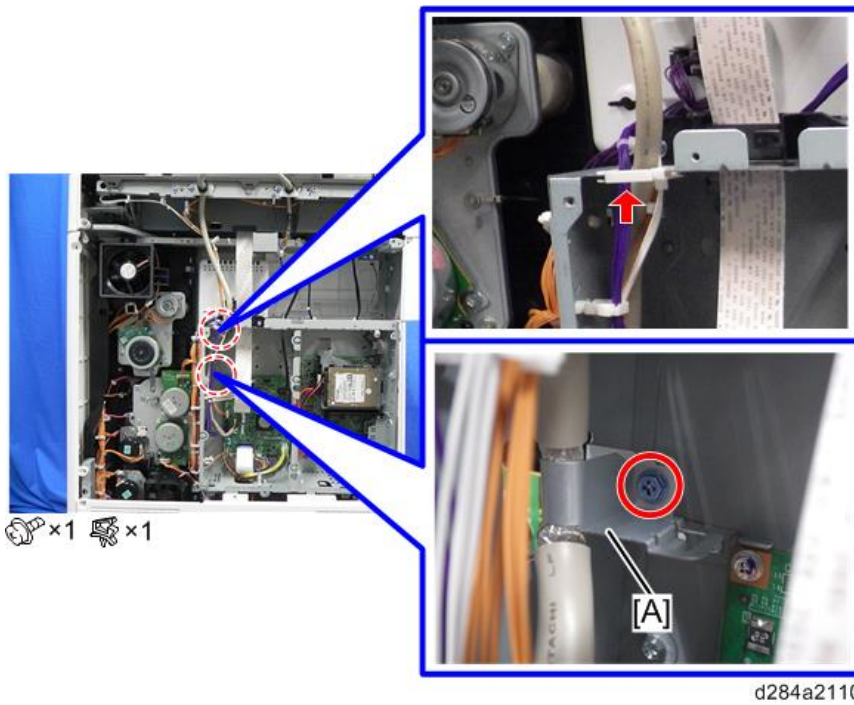
- 13.** Connect the SPDF cable as shown and mount the brackets [A] and [B] on the machine's rear frame. Make sure to connect the grounding wire.



**14.** Connect the scanner cable to the connector at the machine's rear.



- 15.** Attach the scanner cable with the bracket [A] to the inside of the controller box.



- 16.** Connect the cable to the IPU (CN531).

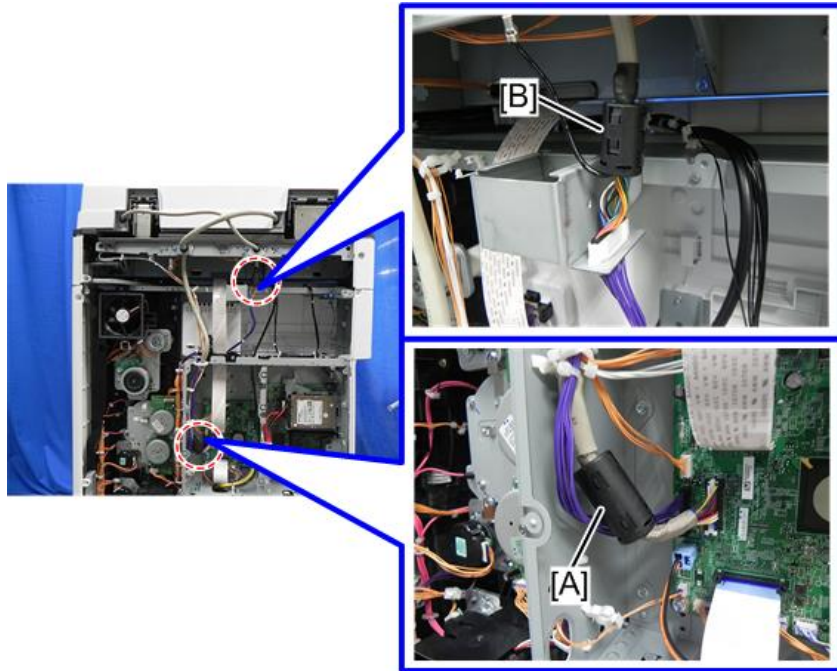


- 17.** Attach the supplied ferrite core (L) [A] and ferrite core (S) [B].

Attach [A] close to the connector.

Attach [B] near the end of the tube.

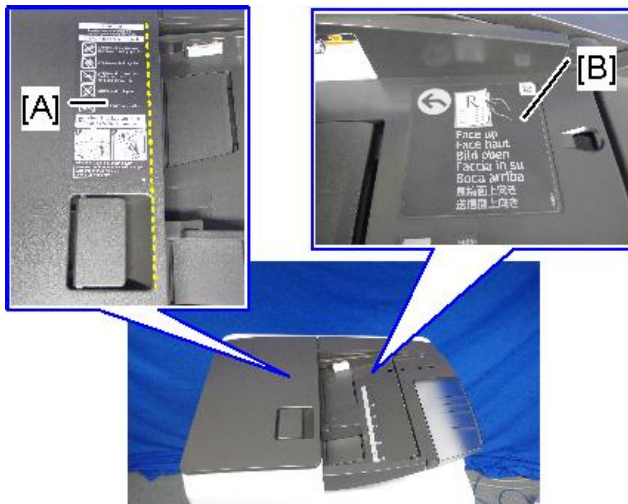




d284a2046

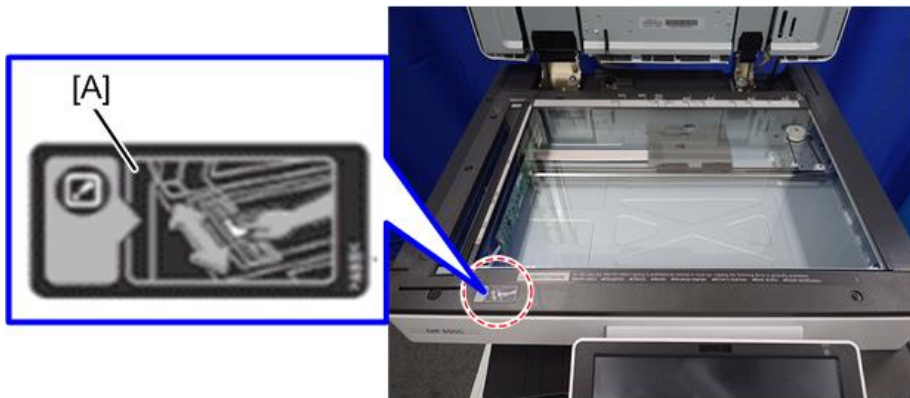
**18.** Reattach the controller box cover and the rear cover.

**19.** Attach the decals [A] and [B] to the SPDF.



d238m0621

**20.** Attach the decal [A] to the scanner front cover.



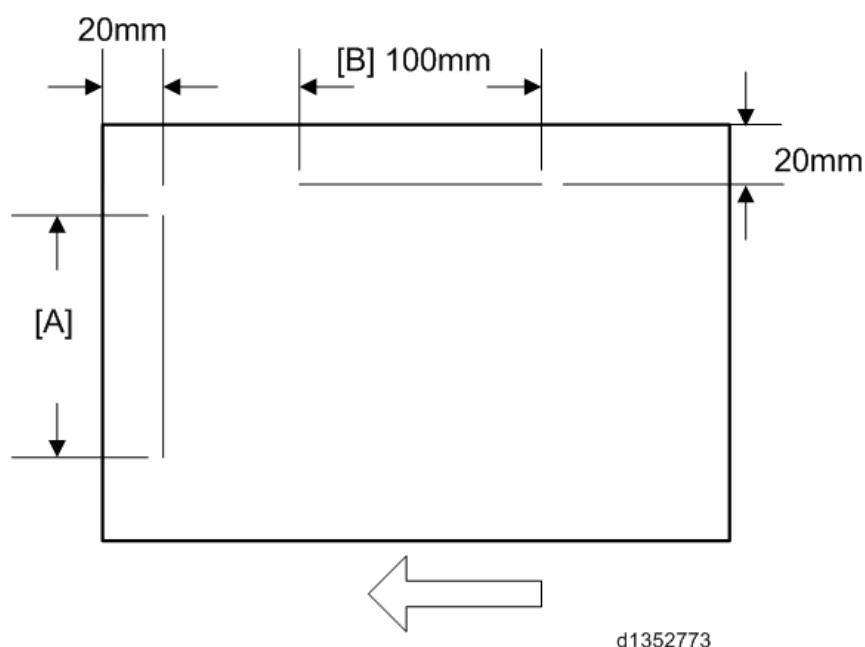
d284a2109

## Adjust SP Settings

- 1.** Turn ON the main power.
- 2.** Set SP4-688-002 (Scan Image Density Adjustment 1-pass DF) to "101".
- 3.** Execute SP4-730-002 (FROM Main Factory Setting Execution ON/OFF).
- 4.** Check the vertical registration for the SPDF.

1. Create an original as shown in the following picture.

The large white arrow indicates the direction of feed.



2. Copy the original and make sure that the position of the line [A] is within  $0\pm 1$ mm
3. If not within the standard, adjust with the SP modes.

SP6-006-001 (ADF Adjustment Side-to-Side Regist: Front)

SP6-006-002 (ADF Adjustment Side-to-Side Regist: Rear)

**Note**

- The above SPs must be executed with the ADF cover closed, because the SPs will not succeed if the ADF cover is opened or lifted up.

- 5.** Check the horizontal registration for the SPDF.

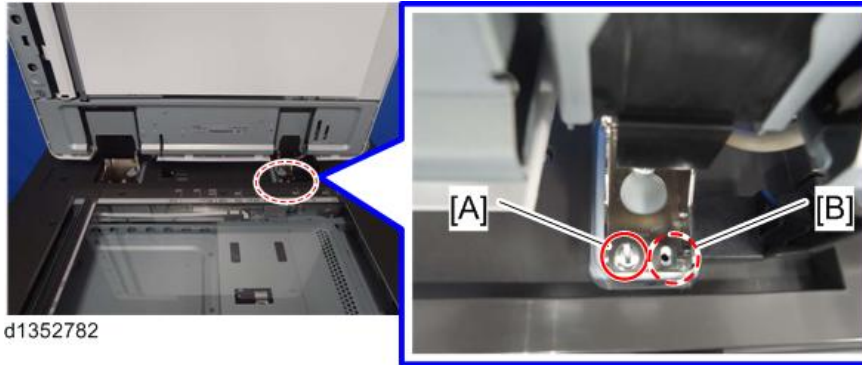
1. Copy the original and make sure that the position of the line [B] that you wrote on the original (see above) is within  $0\pm 2$ mm.
2. If not within the standard, adjust with the SP modes.

SP6-006-010 (ADF Adjustment L-Edge Regist (1-Pass): Front)

SP6-006-011 (ADF Adjustment L-Edge Regist (1-Pass): Rear)

- 6.** Check the skew.

1. Make sure that the difference between both end positions of the line [A] that you wrote on the original (see above) is within  $0\pm 2$ mm.
2. If not within the standard, change the position of the fixing screw [A] to the long hole [B] at the right hinge.



**SP descriptions**

- **SP4-688-002 (Scan Image Density Adjustment: 1-pass DF)**  
Adjusts density difference between Book and ADF. This SP is only for the SPDF models.
- **SP4-730-002 (FROM Main Factory Setting Execution ON/OFF)**  
Copies the parameters written in FROM in the SPDF to the engine board in the MFP. This SP is only for the SPDF models.

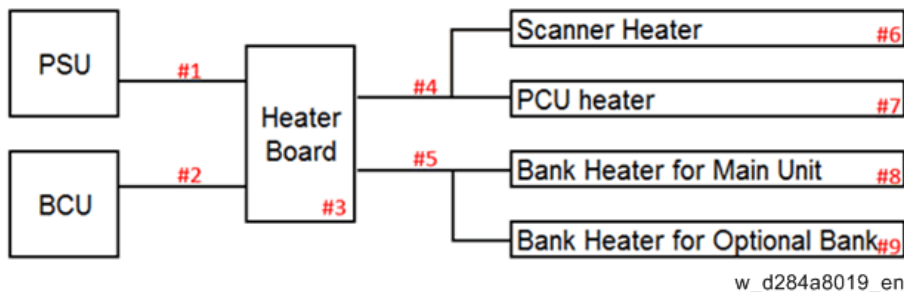
## Anti-Condensation Heaters for Scanner, PCU and Trays

### ⚠ CAUTION

- Turn off the main power and disconnect the power supply cord when installing this option.

### Overview

The following diagram shows the heater configuration. When installing the heater, the heater board is required.



Installation

### Heater Board

### ⚠ CAUTION

- Turn off the main power and disconnect the power supply cord when installing this option.

### Accessory Check

Description	Q'ty	Shown in the Overview as
Tapping Screw: M3x6	3	-
Clamp: LWSM-0306A	7	-
Clamp: LWS-1211A	1	-
Heater Board	1	#3
BCU Harness	1	#2
PSU Harness	1	#1
PFU Harness	1	#5

### Installation Procedure

1. Open the front cover [A].

## Anti-Condensation Heaters for Scanner, PCU and Trays

- 2.** Remove the paper exit tray [A].

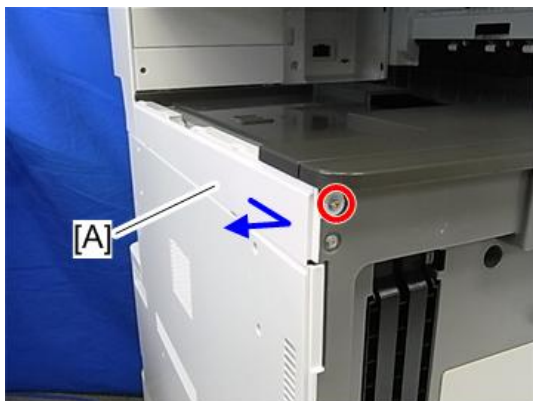


d284a4016

- 3.** Remove the left upper cover [A] (⚙️×1).

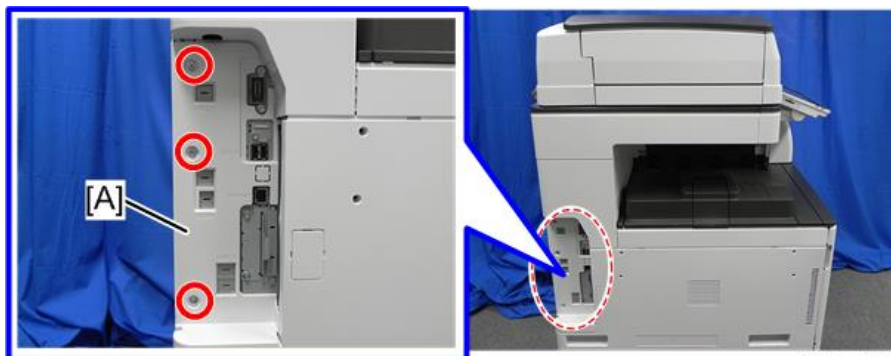
**Note**

- Slide the cover in the direction of the blue arrow.



d197z0001

- 4.** Remove the controller cover [A].



⚙️×3

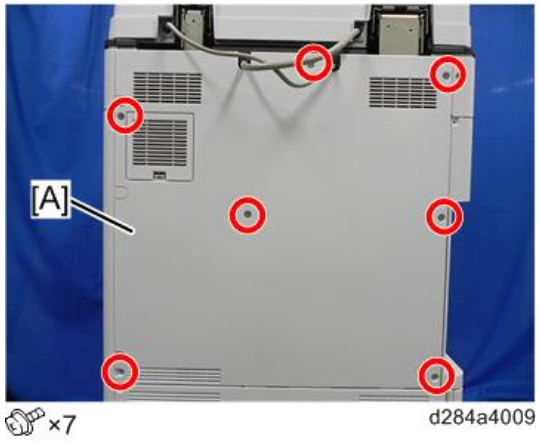
d284a4006

- 5.** Open the 1st and 2nd paper feed trays slightly.
- 6.** Remove the left cover [A].  
Remove it while pressing down.

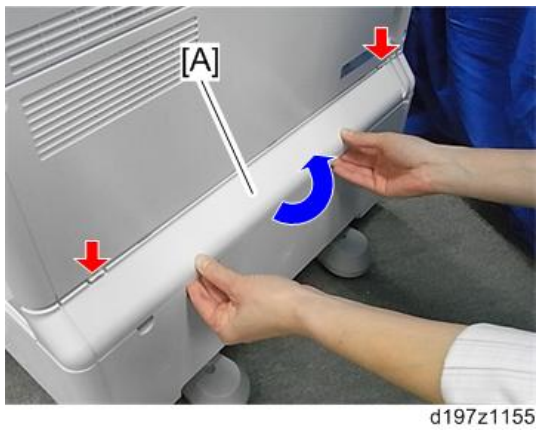


Installation

**7.** Remove the rear cover [A].

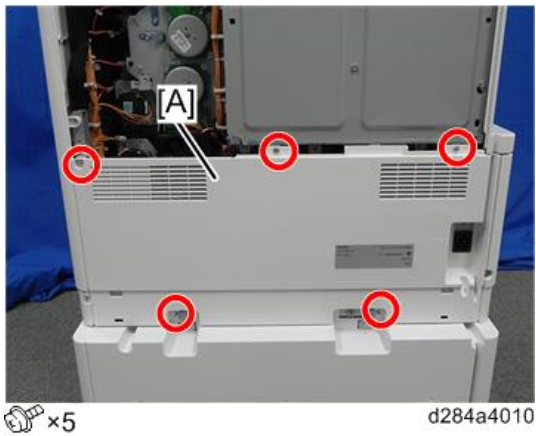


**8.** Remove the rear lower gap cover [A] (hook×2).

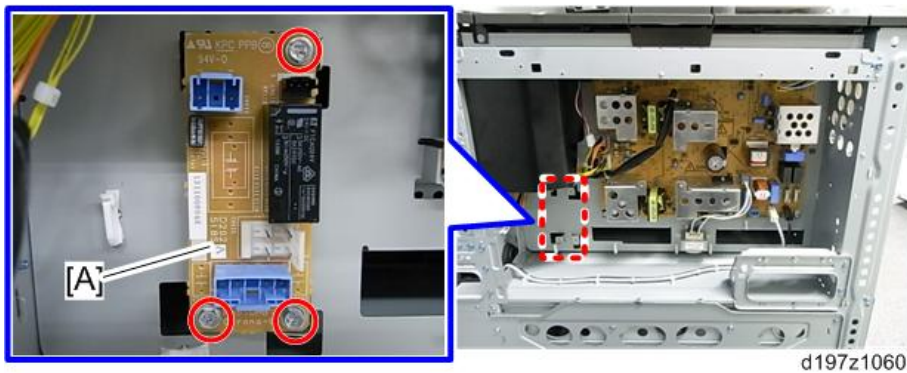


## Anti-Condensation Heaters for Scanner, PCU and Trays

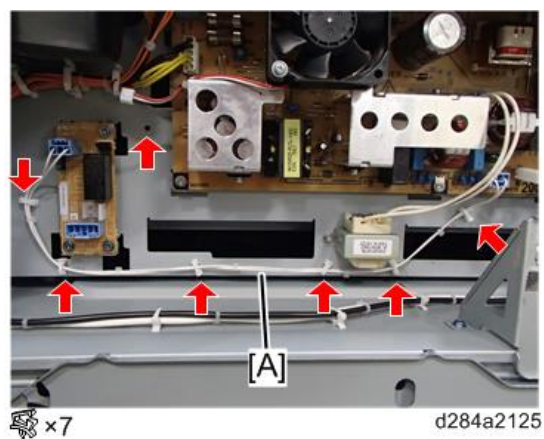
- 9.** Remove the rear lower cover [A].



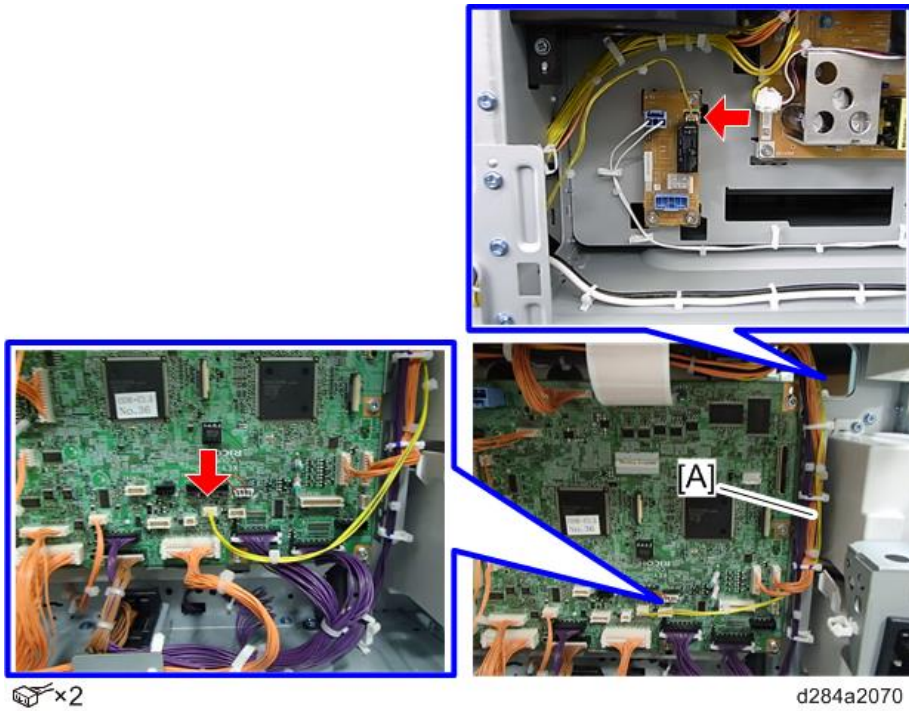
- 10.** Attach the heater board [A] (⊗ x3).



- 11.** Attach the clamps (LWSM-0306A). Connect the PSU harness [A] to CN904 of the PSU and CN920 of the heater board, and clamp the harness [A].

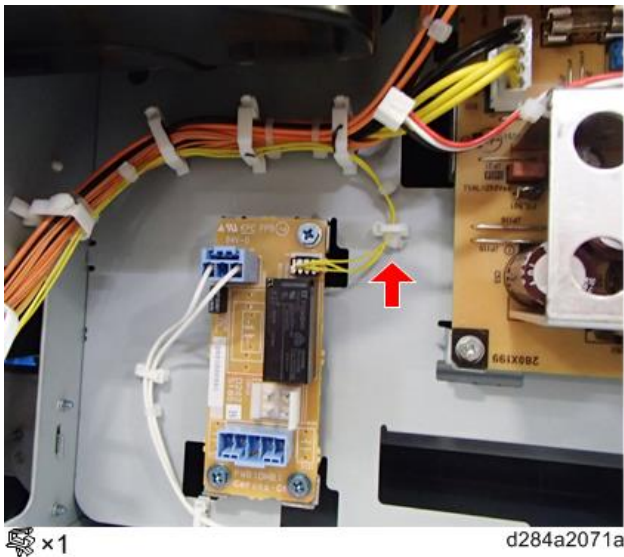


- 12.** Connect the BCU harness [A] to CN121 of the BCU and CN930 of the heater board.

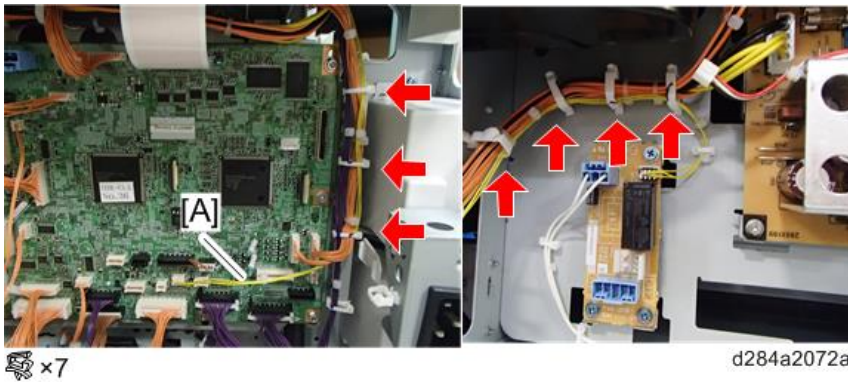


Installation

- 13.** Clamp the harness.



- 14.** Clamp the harness [A] which was connected in step 12.



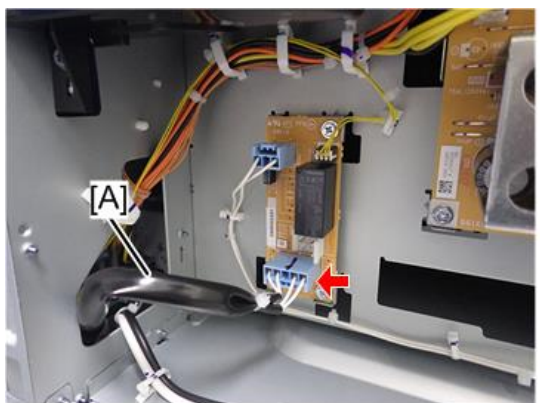


Anti-Condensation Heaters for Scanner, PCU and Trays

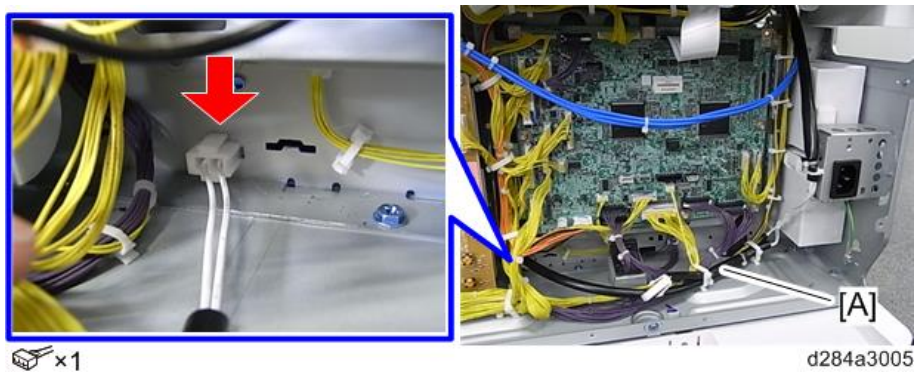
**15.** Attach the clamp (LWS-1211A).



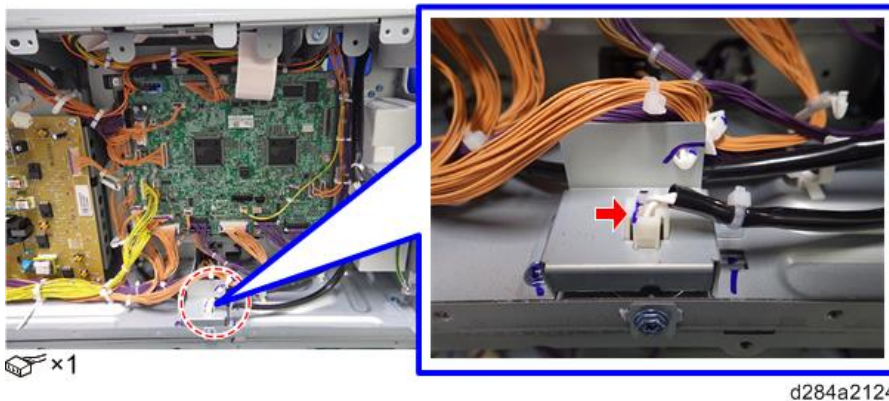
**16.** Connect the PFU harness [A] to CN921 of the heater board.



**17.** Attach the socket on the PFU harness [A] to the rear frame of the main unit.

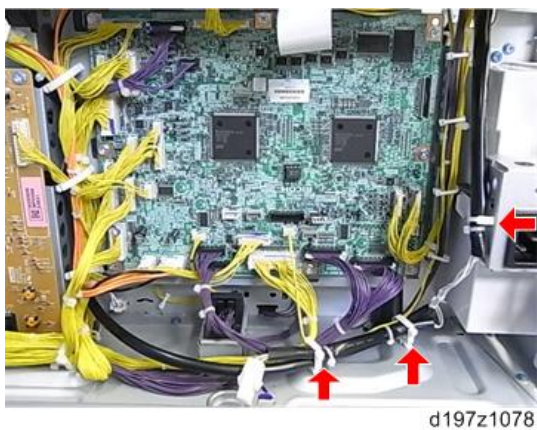


**18.** Connect the connector.



Installation

**19.** Clamp the PFU harness (🔗x3).




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### Anti-Condensation Heater (Scanner)

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**⚠ CAUTION**

- Unplug the machine power cord before starting the following procedure.
- Do the following procedure not to damage any harnesses.
- Check that harnesses are not damaged or pinched after installation.

Accessory Check

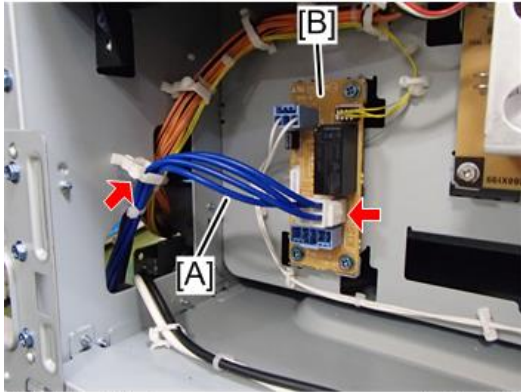
Description	Q'ty	Shown in the Overview as	Remarks
Scanner/PCU Harness	1	#4	This part is not needed if the PCU heater has been installed.
Clamp: LWSM-0511A	6	-	These parts are not needed if the PCU heater has been installed.
Scanner Heater	1	#6	
Bracket	1	-	
Heater Cover	1	-	
Tapping Screw: M3x6	2	-	



# Anti-Condensation Heaters for Scanner, PCU and Trays

## Installation Procedure

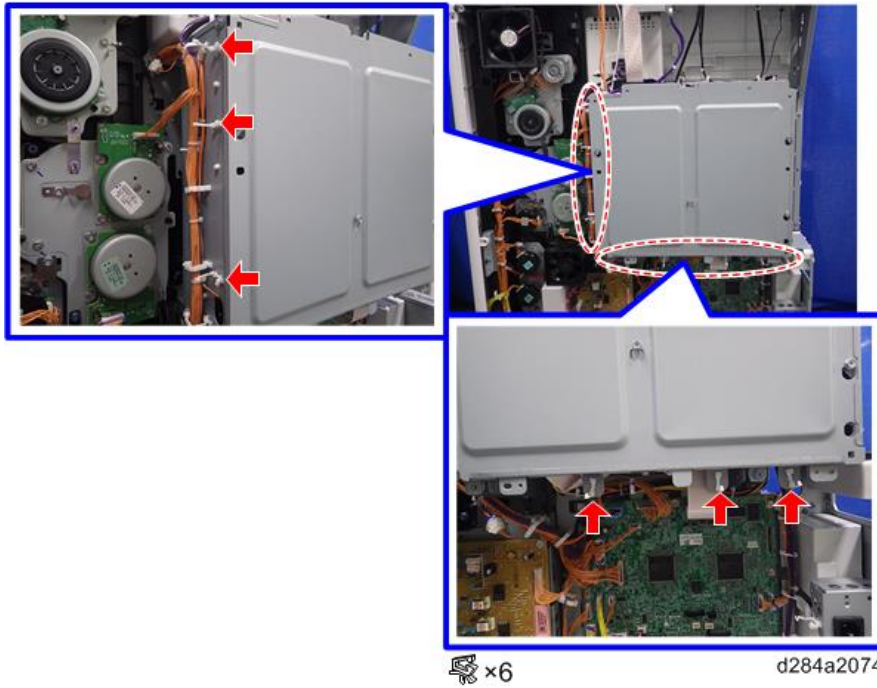
---

1. Install the heater board. ([Installation Procedure](#))
2. Connect the Scanner/PCU Harness [A] to CN922 of the heater board [B] and clamp the harness.



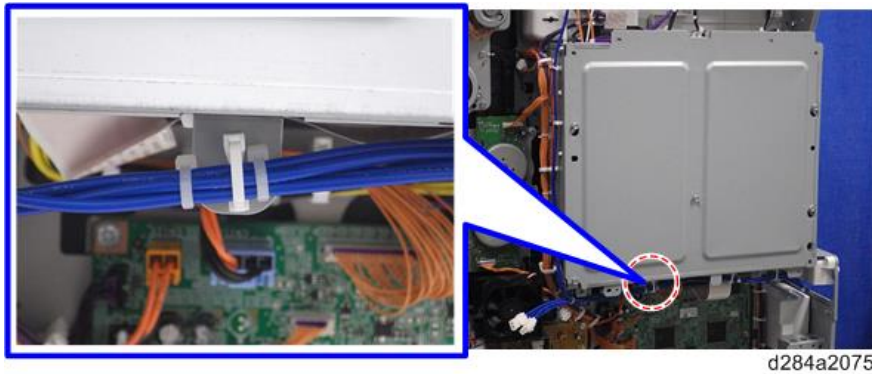
 x1  x1 d284a2073

3. Attach the clamps around the controller board in the rear main unit.



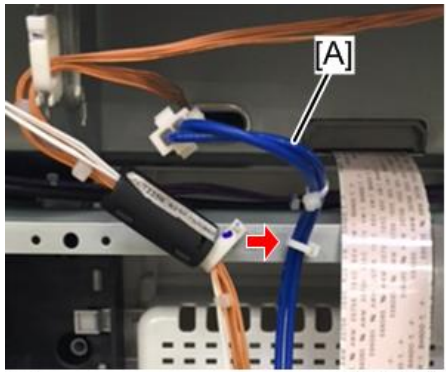
 x6 d284a2074

4. Route the heater cable to the rear of the main unit.



d284a2075

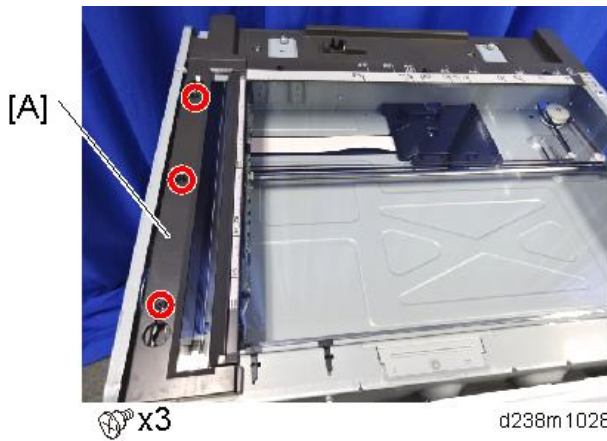
5. Clamp the harness [A].



 x1 d284a2127

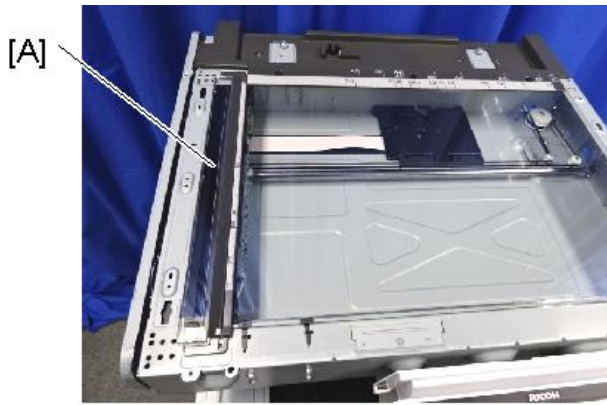
6. Open the DF or platen cover.

7. Remove the guide scale [A].



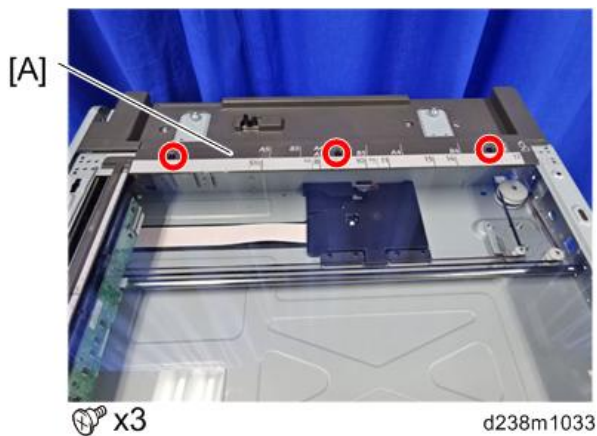
 x3 d238m1028

8. Remove the sheet-through exposure glass [A].



d238m1029

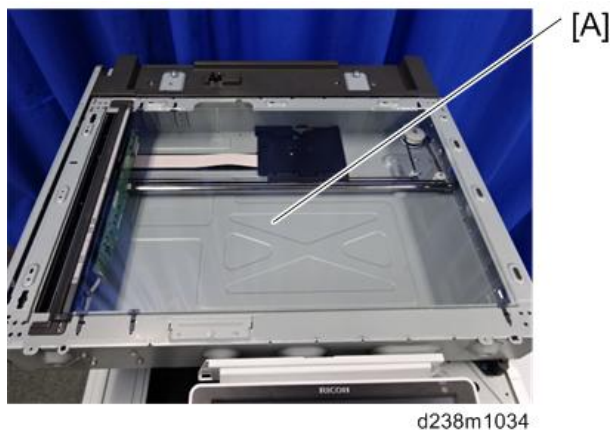
**9.** Remove the rear scale [A].



**10.** Remove the left scale and the exposure glass [A].

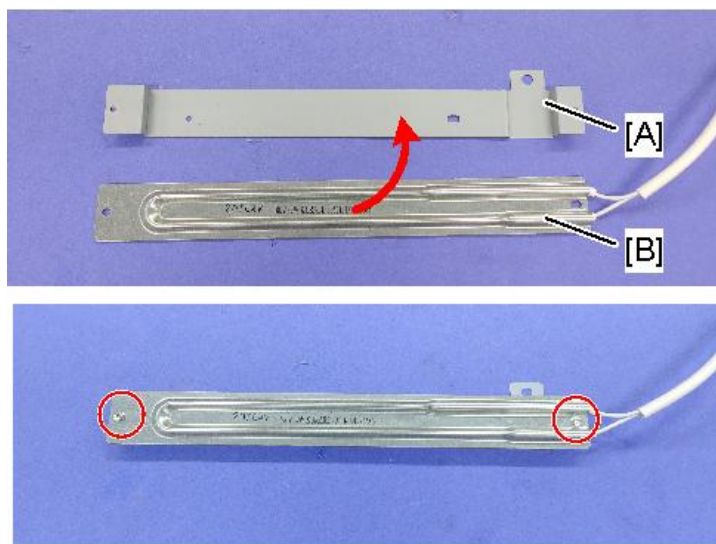
**Note**

- The exposure glass and the left scale are attached with double-sided tape.

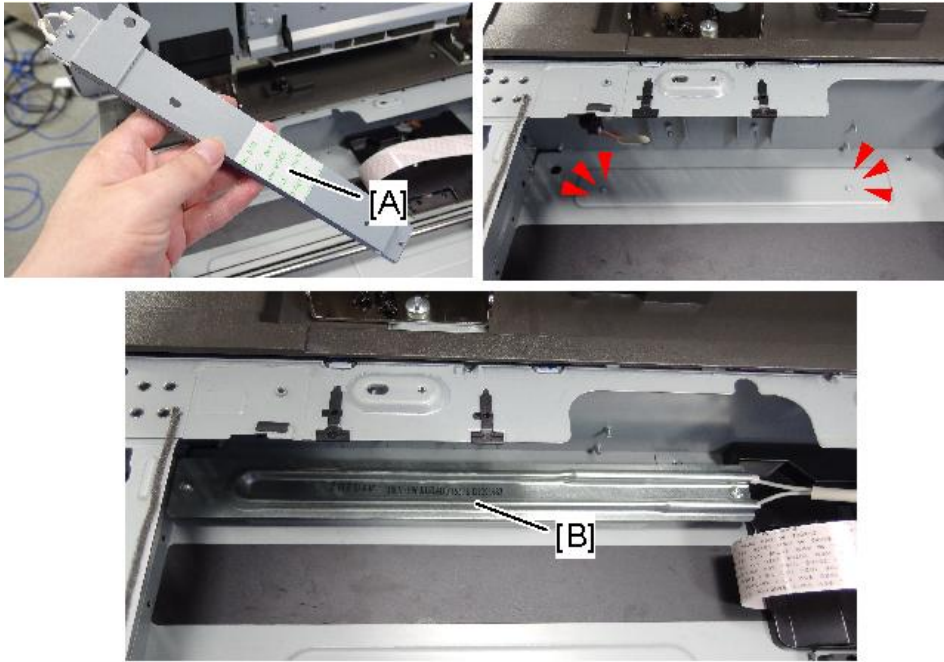


**11.** Move the carriage to the right.

**12.** Attach the heater [B] to the bracket [A] provided with the accessories (Ⓜ×2).

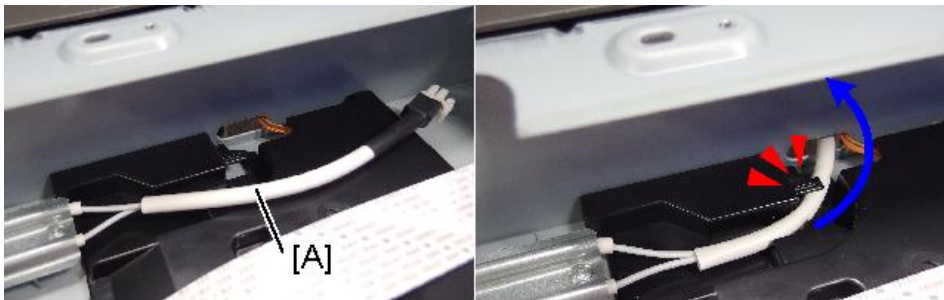


- 13.** Remove the release paper [A] on the back side of the bracket, and secure the heater [B] with the seal, aligning it with the boss on the frame.



d238m0922a

- 14.** Pull the harness [A] out of the frame hole. Route the harness into the harness guide.

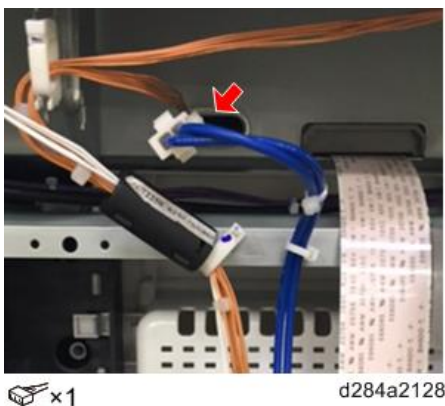


d238m0923a

**15.** Set the tabs into the cutout [A], and attach the heater cover [B].



**16.** Connect the connector, which is shown in step 14, to the Scanner/PCU Harness.



**17.** Attach the scanner scales and exposure glass, and all covers which have been removed.

Anti-Condensation Heater (PCU)

**⚠ CAUTION**

- Unplug the machine power cord before starting the following procedure.
- Do the following procedure not to damage any harnesses.
- Check that harnesses are not damaged or pinched after installation.

Accessory Check

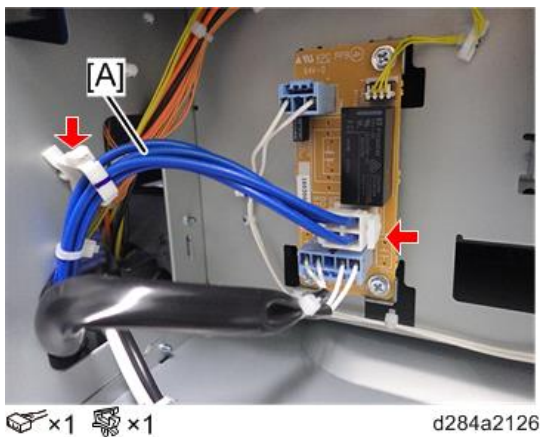
Description	Q'ty	Shown in the Overview as	Remarks
Scanner/PCU Harness	1	#4	This part is not needed if the scanner heater has been installed.
Clamp: LWSM-0511A	6	-	These parts are not needed if the scanner

Description	Q'ty	Shown in the Overview as	Remarks
			heater has been installed.
PCU Heater	1	#7	
THERMOSTAT:ASS'Y	1	-	
SCREW:SMALL ROUND/SPRING:M3X6	1	-	
DECAL:WARNING (HIGH TEMPERATURE)	1	-	

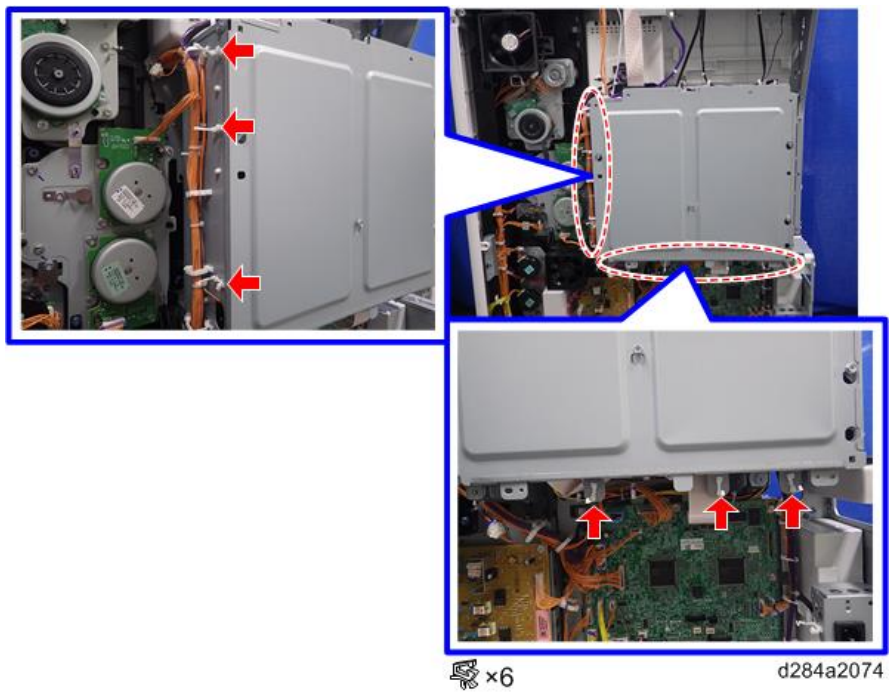
Installation

Installation Procedure

1. Install the heater board. ([Installation Procedure](#))
2. Connect the Scanner/PCU Harness cable [A] to CN922 of the heater board [B] and clamp the harness.



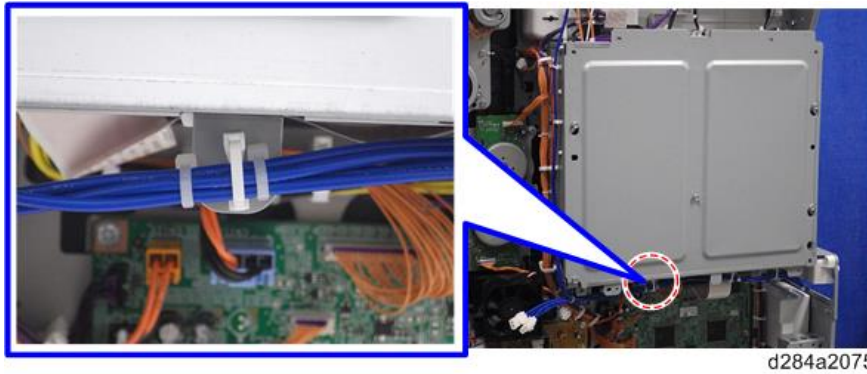
3. Attach the clamps around the controller board in the rear main unit.





## Anti-Condensation Heaters for Scanner, PCU and Trays

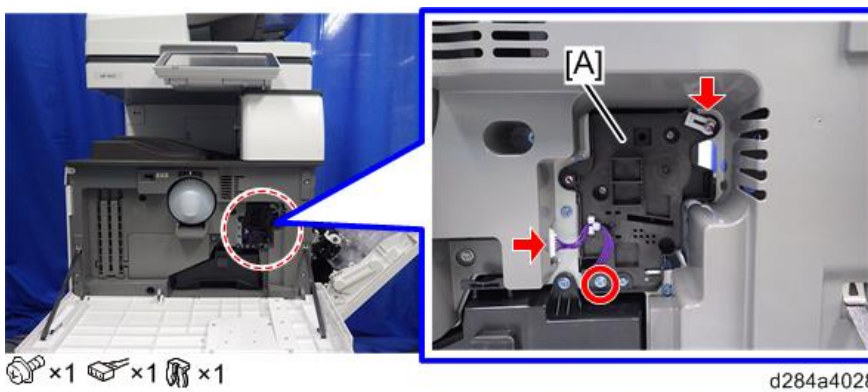
4. Route the heater cable to the rear of the main unit.



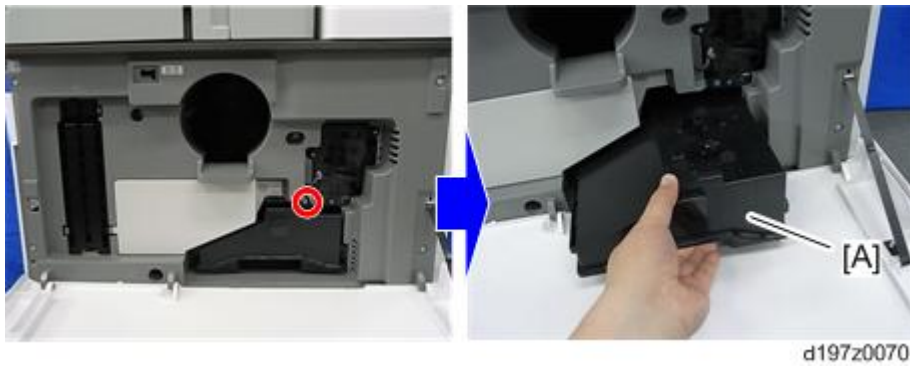
5. Open the front cover.
6. Open the right cover.
7. Open the transfer unit [A].



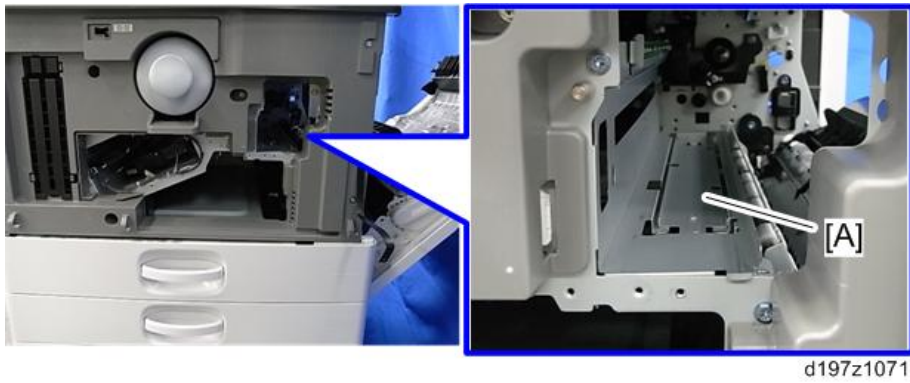
8. Remove the PCDU [A].



**9.** Pull out the waste toner bottle [A] (⊙ x1).



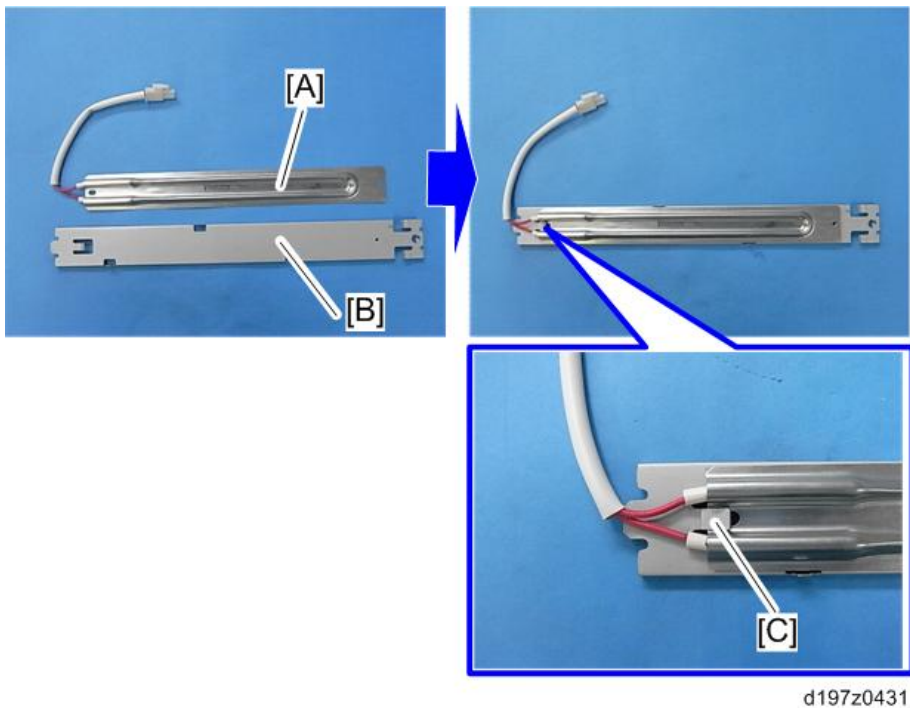
**10.** Take off the heater bracket [A].



**11.** Attach the anti-condensation heater (PCU) [A] to the heater bracket [B].

**Note**

- Fit the anti-condensation heater (PCU) [A] into the tab [C] on the heater bracket [B].

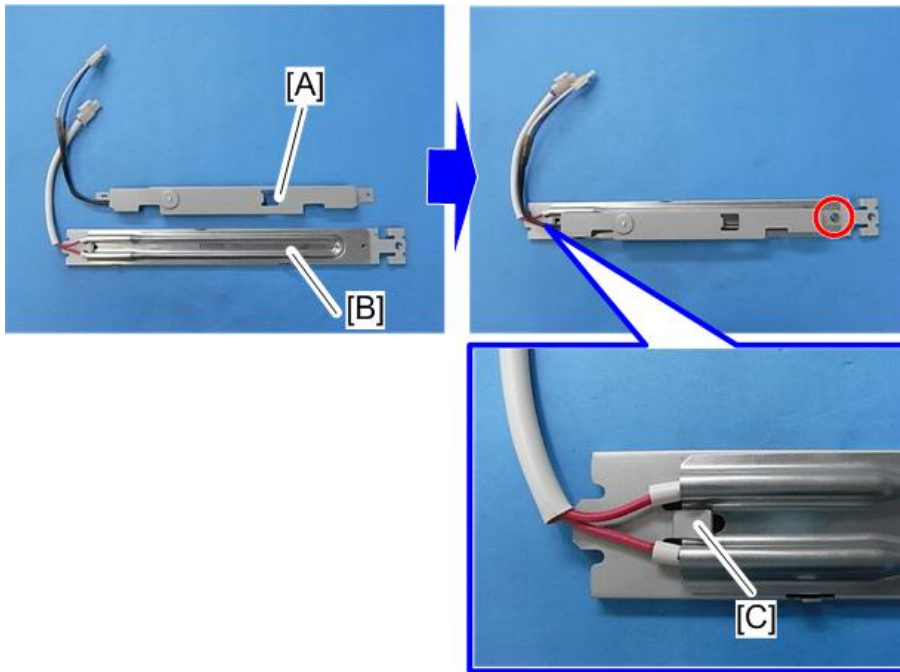


**12.** Attach the thermostat [A] to the anti-condensation heater (PCU) [B] (⊙ x1).

**Note**

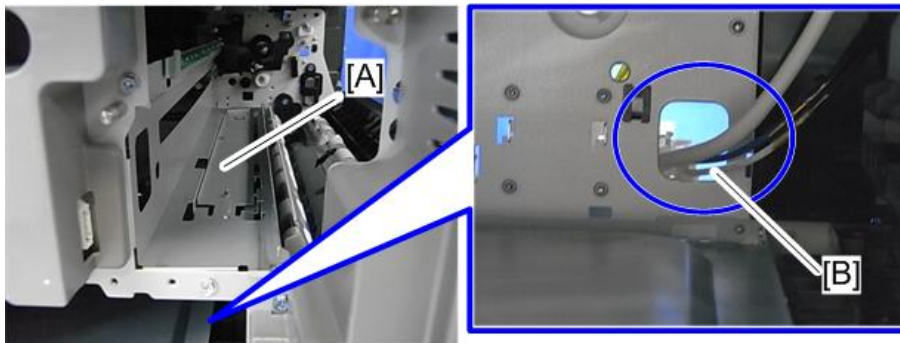
- Fit the thermostat [A] into the tab [C] on the heater bracket [B].

## Anti-Condensation Heaters for Scanner, PCU and Trays



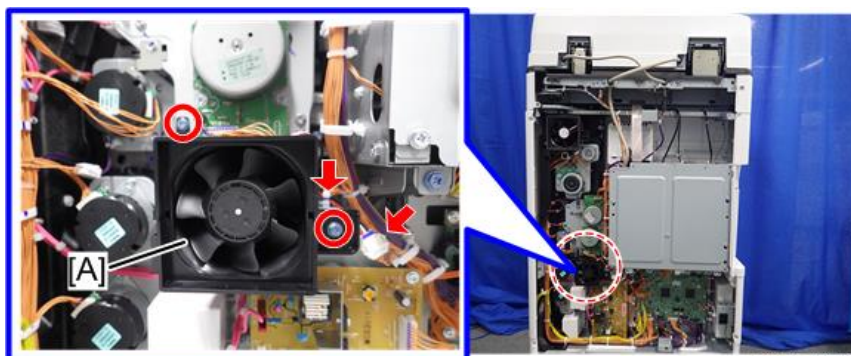
d197z0432

- 13.** Put back the anti-condensation heater (PCU) [A], and then pass the heater harnesses out through the opening [B] at the inner rear side of the main unit.



d197z0433

- 14.** For MP 4055 SP, MP 5055 SP, and MP 6055 SP only: Remove the development bearing cooling fan [A].

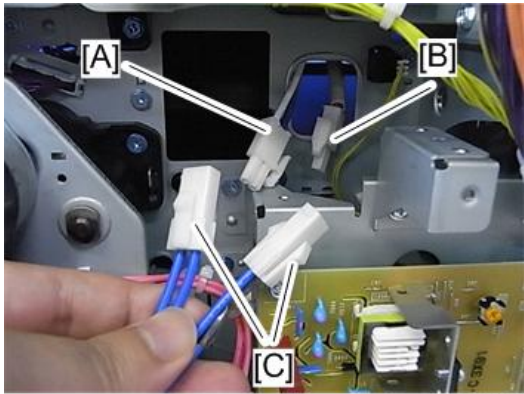


d284a4072

- 15.** Connect the harnesses of the thermostat [A] and of the anti-condensation heater (PCU) [B] to the harnesses [C] which are routed in step 4.

### Note

- You can connect the harnesses [C] up to either harness [A] or [B].



d197z0434

**16.** Attach the warning decal on the bracket.



d197z9004

**17.** Reattach the development bearing cooling fan, PCDU, waste toner bottle and covers which have been removed.

---

### Tray Heater for Main Unit

---

**⚠ CAUTION**

- Turn off the main power switch and disconnect the power supply cord when installing this option.

Accessory Check

Description	Q'ty	Shown in the Overview as
Tray Heater for Main Unit	1	#8
TAPPING SCREW - M3X8	1	-

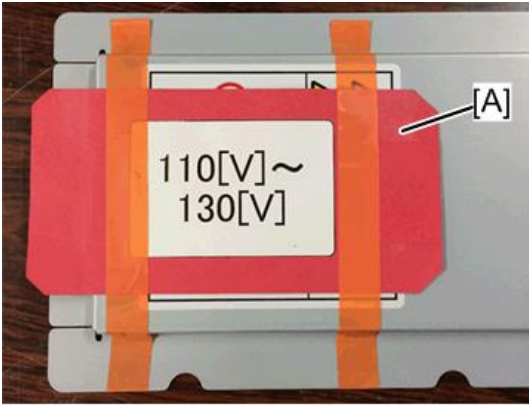
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### Installation Procedure

**Note**

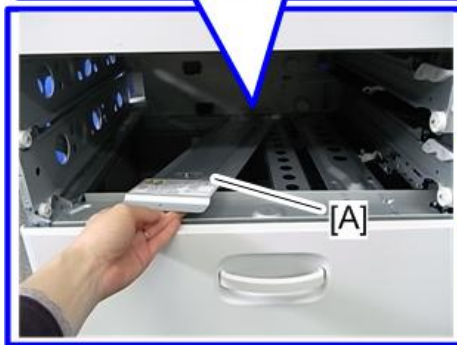
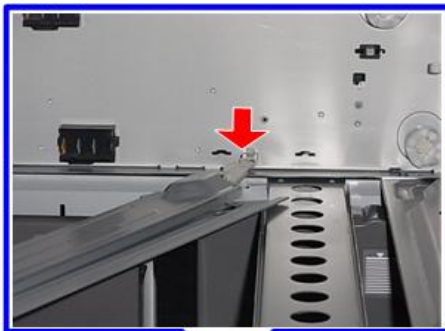
In North America, this option has a decal [A] attached that says 110V-130V. Peel off this decal.

## Anti-Condensation Heaters for Scanner, PCU and Trays



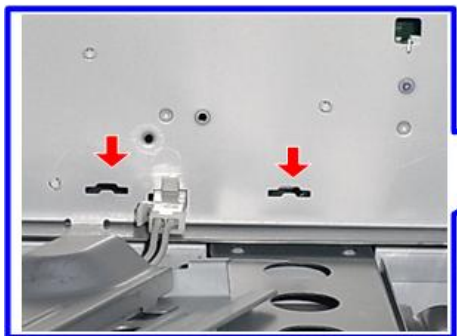
d284a8089

1. Install the heater board. ([Installation Procedure](#))
2. Pull out the first and second paper feed trays.
3. Connect the harness of the tray heater [A] for the main unit to the socket in the inner rear frame of the main unit (🔌 x1).



d197z1079

4. Insert the tabs of the tray heater for the main unit in the cutouts in the inner rear frame of the main unit, and then attach the heater (🔩 x1).



d197z1080

5. Reattach all the paper feed trays, covers, etc. which have been taken off.

**Do the following two steps to set the Anti-Condensation Heater to be constantly ON.**

- 1.** Set the setting of SP5-805-001 (Anti-Condensation Heater ON/OFF setting) to [1].
- 2.** Manually disconnect the PCU and scanner heaters.

**★ Important**

- The PCU and scanner heaters must be disabled because the temperature in the machine could become too high, causing problems with toner clogging, or damage to the scanner lamp stabilizer.

Tray Heater for Paper Feed Unit PB3210 / PB3220

**⚠ CAUTION**

Turn off the main power switch and disconnect the power supply cord when installing this option.

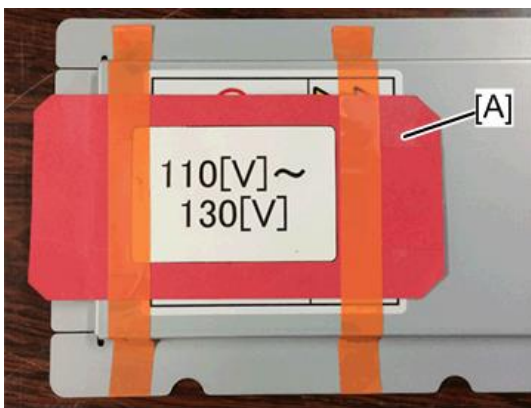
Accessory Check

Description	Q'ty	Shown in the Overview as
Tray Heater	1	#9
SCREW:SPRING WASHER:ROUND POINT:M4X10	1	-

Installation Procedure

**↓ Note**

In North America, this option has a decal [A] attached that says 110V-130V. Peel off this decal.

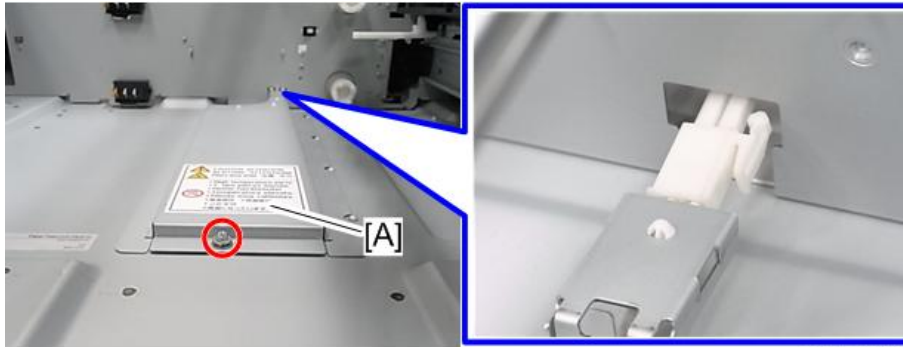


d284a8089

- 1.** Install the heater board. ([Installation Procedure](#))
- 2.** Pull out the 1st and 2nd paper feed trays of the paper feed unit.

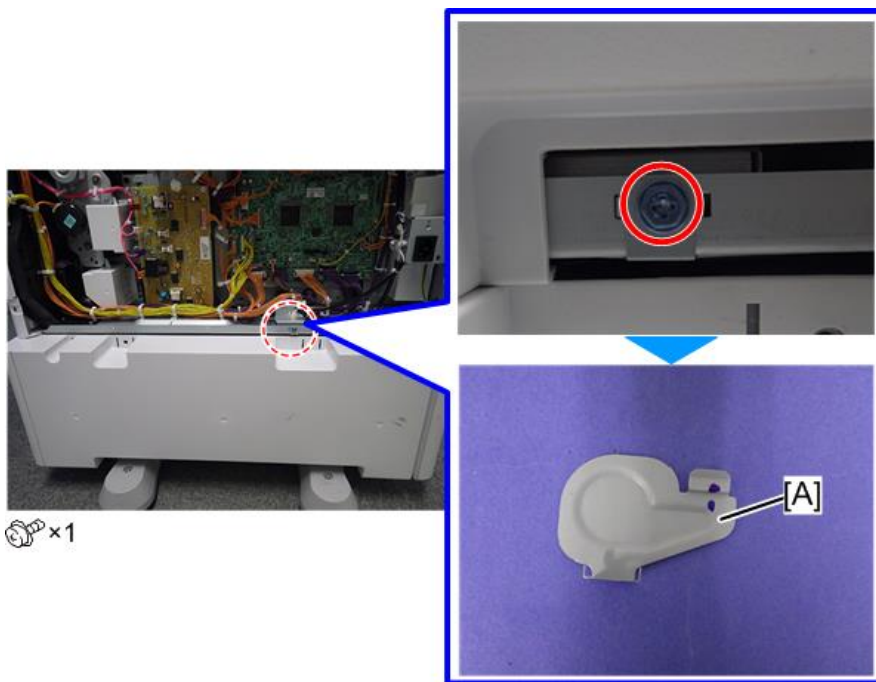
## Anti-Condensation Heaters for Scanner, PCU and Trays

3. Pass the harness of the heater [A] for the optional paper feed unit through the hole in the inner rear frame of the optional paper feed unit, and then attach it (🔩 x1).



d197z1082

4. Remove the bracket [A].



🔩 x1

d284a2122

5. Remove the rear cover [A] of the optional paper feed unit.



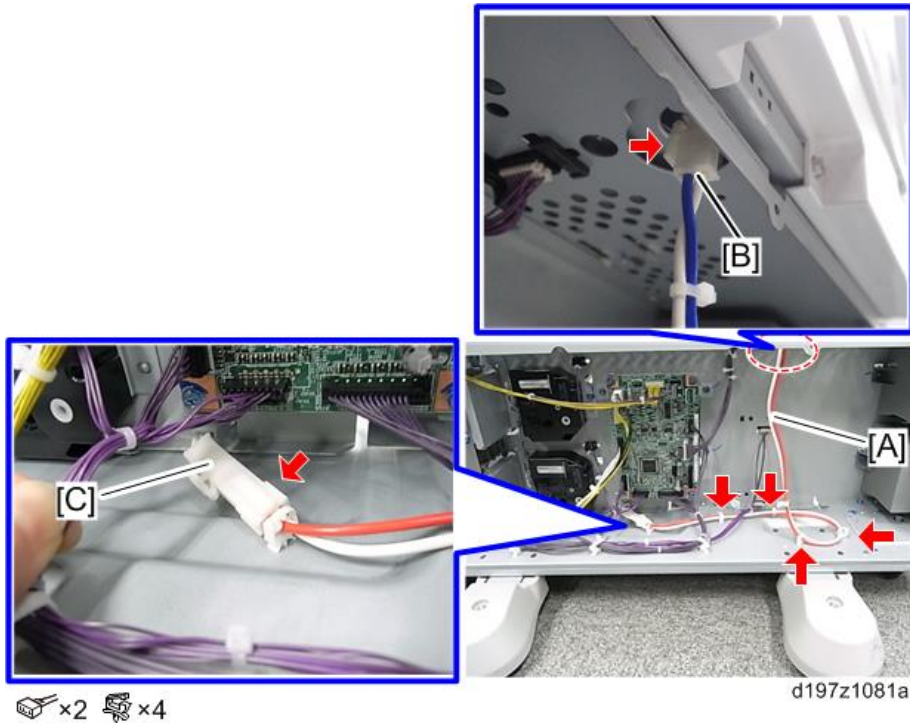
🔩 x2

d284a4134

6. Connect the PFU harness [A] of the optional paper feed unit to the relay harness [B] of the main unit and the heater harness [C].

**Note**

- Put the PFU harness through the hole which is revealed when the bracket is removed in step 6.



Installation

7. Reattach the rear cover of the optional paper feed unit, securing brackets, and rear lower cover of the main unit.

8. Connect the power supply cord and turn ON the main power.

**Do the following two steps to set the anti-condensation heater to be constantly ON.**

1. Set the setting of SP5-805-001 (Anti-Condensation Heater ON/OFF setting) to [1].
2. Manually disconnect the PCU and scanner heaters.

**Important**

- The PCU and scanner heaters must be disabled because the temperature in the machine could become too high, causing problems with toner clogging, or damage to the scanner lamp stabilizer.

---

### Tray Heater for Paper Feed Unit PB3150

---

**CAUTION**

Turn off the main power switch and disconnect the power supply cord when installing this option.

Accessory Check

Description	Q'ty	Shown in the Overview as
Tray Heater	1	#9



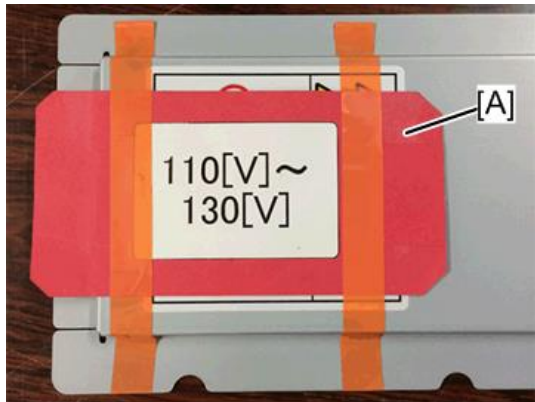
## Anti-Condensation Heaters for Scanner, PCU and Trays

Description	Q'ty	Shown in the Overview as
SCREW:SPRING WASHER:ROUND POINT:M4X10	1	-

### Installation Procedure

#### Note

In North America, this option has a decal [A] attached that says 110V-130V. Peel off this decal.



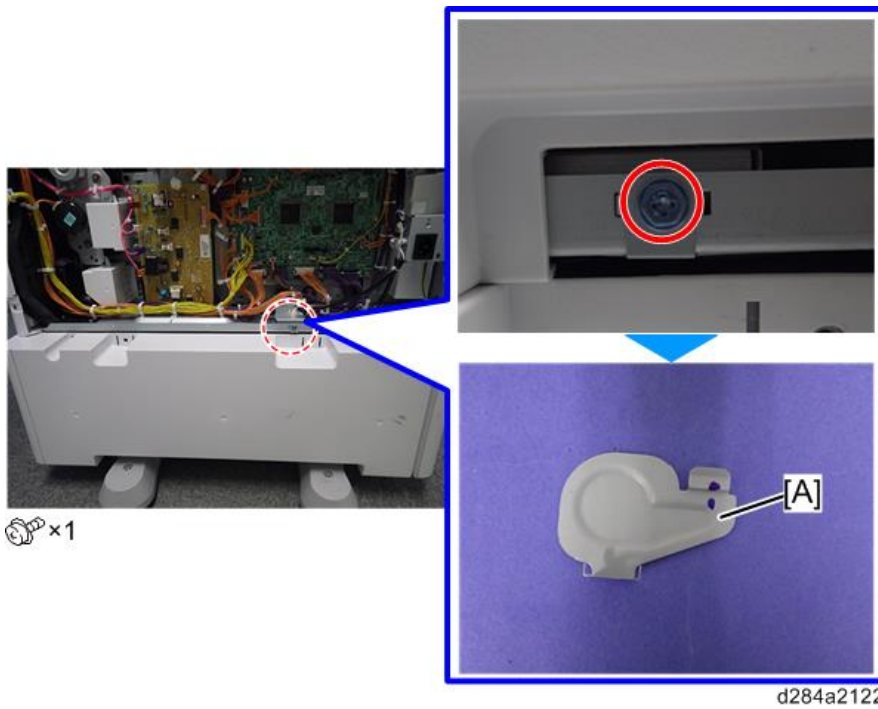
d284a8089

1. Install the heater board. ([Installation Procedure](#))
2. Pull out the paper feed tray of PB3150.
3. Put the harness of the heater [A] for the optional paper feed unit through the hole at the inner rear frame, and then attach it (Ⓜ x1).



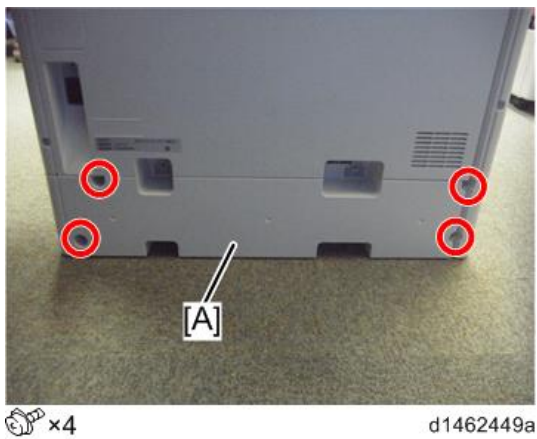
d197z1084

4. Remove the bracket [A].



Installation

5. Remove the rear cover [A] of Paper Feed Unit PB3150.

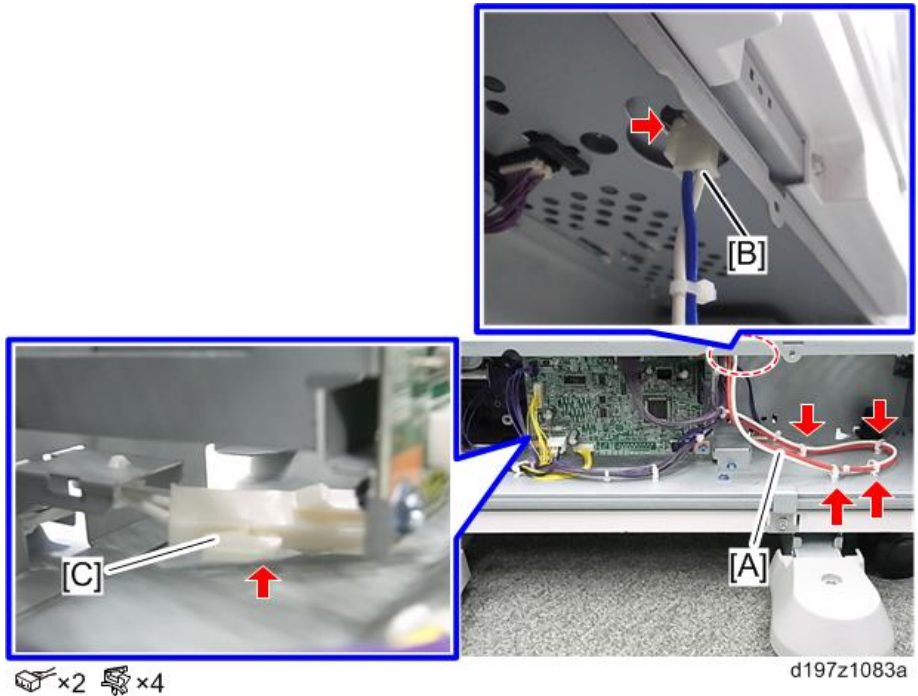


6. Connect the PFU harness [A] of the optional paper feed unit to the relay harness [B] of the main unit and the heater harness [C].

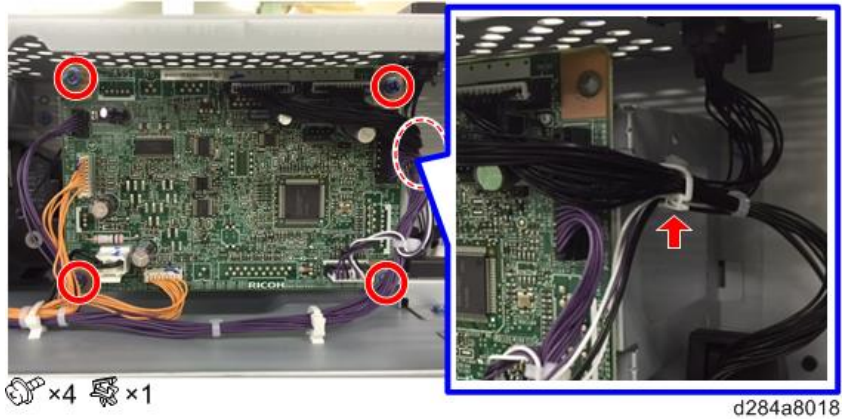
**Note**

- Put the PFU harness through the hole which is revealed when the bracket is removed in step 4.

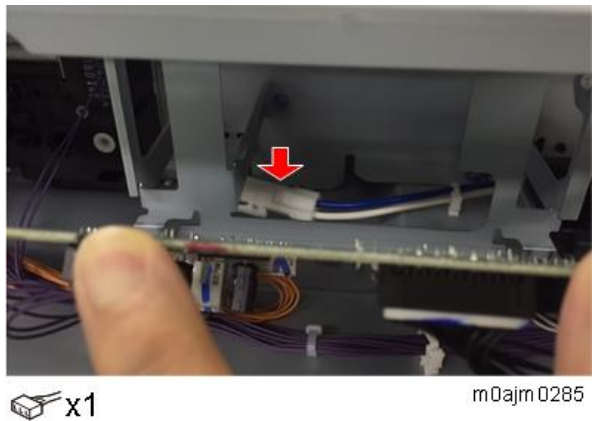
Anti-Condensation Heaters for Scanner, PCU and Trays



7. To gain access to the connector at the back of the board, remove the controller board's screws and clamp.



8. Tilt the controller board to the front to expose the connector, and then connect the heater harness.



9. Reattach the rear cover of the paper feed unit PB3150, securing brackets, and rear lower cover of the main unit.

10. Connect the power supply cord and turn ON the main power.

**Do the following two steps to set the anti-condensation heater to be constantly ON.**

1. Set the setting of SP5-805-001 (Anti-Condensation Heater ON/OFF setting) to [1].
2. Manually disconnect the PCU and scanner heaters.

**★ Important**

- The PCU and scanner heaters must be disabled because the temperature in the machine could become too high, causing problems with toner clogging, or damage to the scanner lamp stabilizer.

Tray Heater for LCIT PB3170/ PB3230

**⚠ CAUTION**

Turn off the main power switch and disconnect the power supply cord when installing this option.

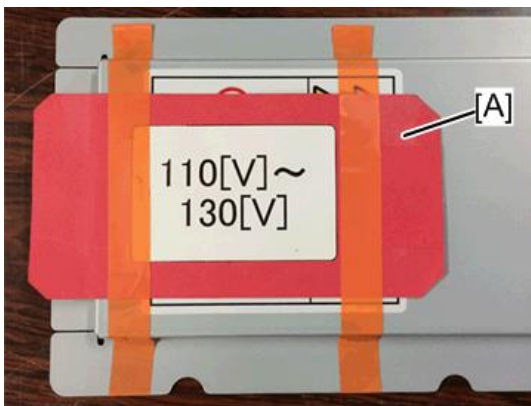
Accessory Check

Description	Q'ty	Shown in the Overview as
Tray Heater	1	#9
SCREW:SPRING WASHER:ROUND POINT:M4X10	1	-

Installation Procedure

**↓ Note**

In North America, this option has a decal [A] attached that says 110V-130V. Peel off this decal.

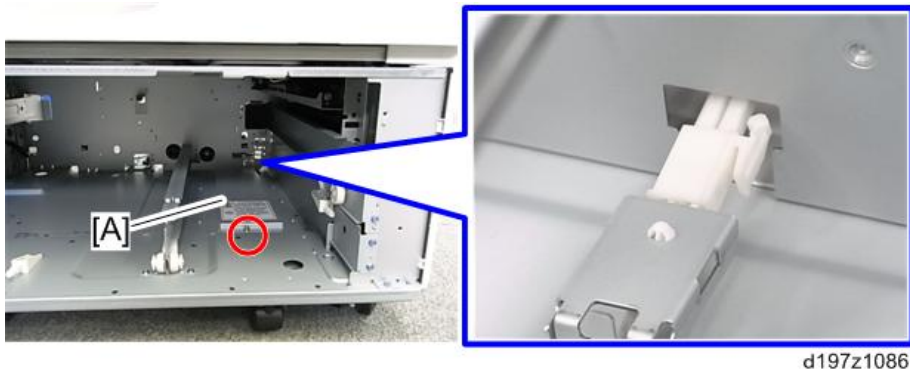


d284a8089

1. Install the heater board. ([Installation Procedure](#))
2. Pull out the paper feed tray of the optional LCT unit.

Anti-Condensation Heaters for Scanner, PCU and Trays

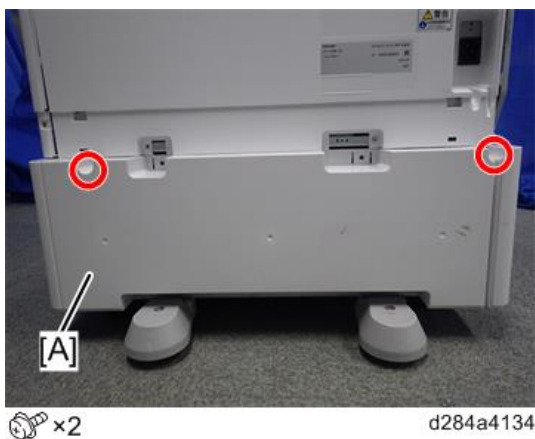
- 3. Pass the harness of the heater [A] for the optional tray out through the hole in the inner rear frame of the optional LCT unit, and then attach it (🔩 x1).



- 4. Remove the bracket [A].



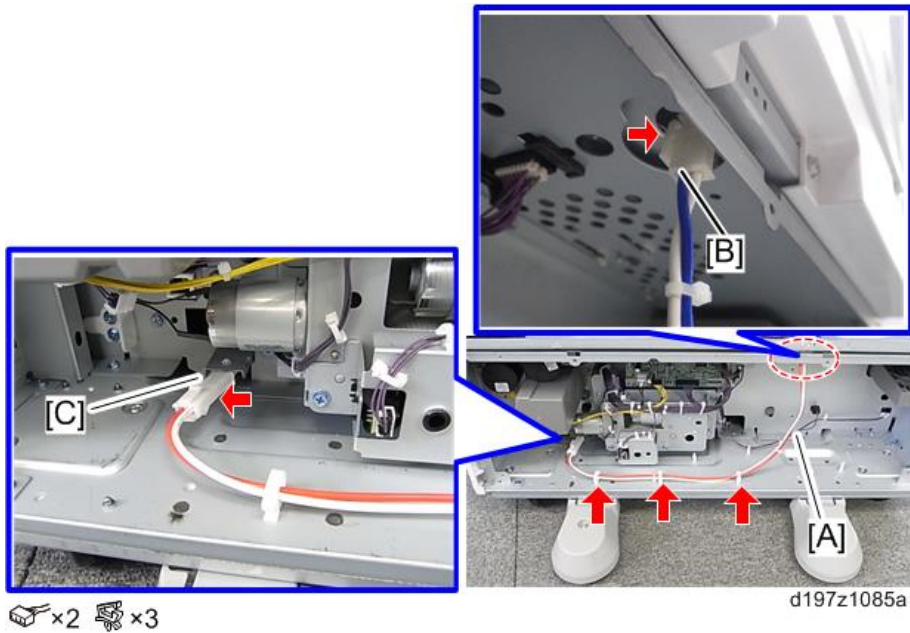
- 5. Remove the rear cover [A] of the optional LCT unit.



6. Connect the PFU harness [A] of the optional LCT unit to the relay harness [B] of the main unit and the heater harness [C].

**Note**

- Put the PFU harness through the hole which is revealed when the bracket is removed in step 4.



Installation

7. Reattach the rear cover of the optional LCT unit, securing brackets, and rear lower cover of the main unit.
  8. Connect the power supply cord and turn ON the main power.
- Do the following two steps to set the anti-condensation heater to be constantly ON.**
1. Set the setting of SP5-805-001 (Anti-Condensation Heater ON/OFF setting) to [1].
  2. Manually disconnect the PCU and scanner heaters.

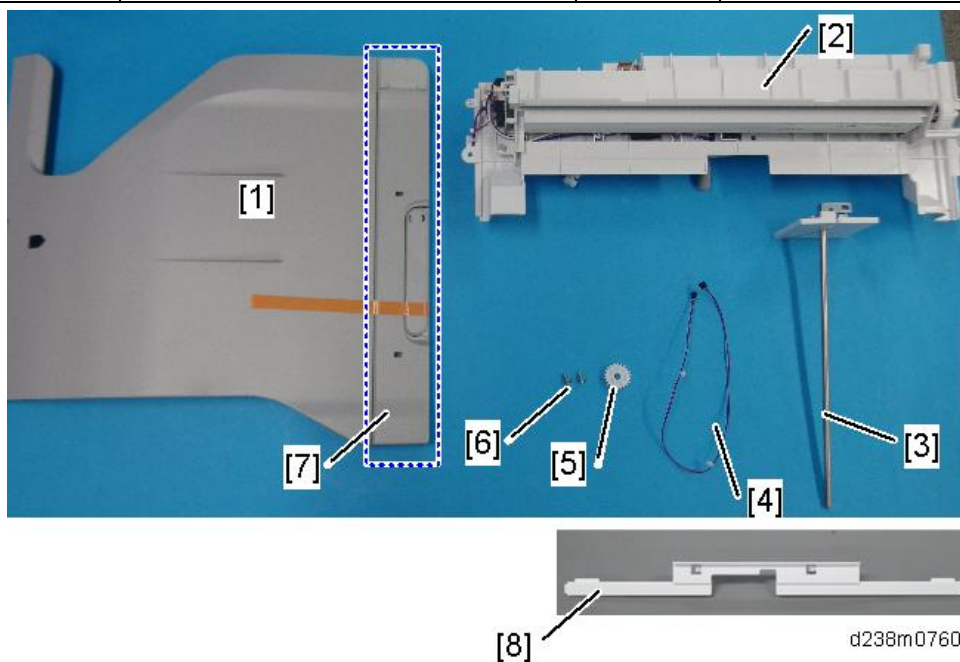
**Important**

- The PCU and scanner heaters must be disabled because the temperature in the machine could become too high, causing problems with toner clogging, or damage to the scanner lamp stabilizer.

## 1 Bin Tray BN3110 (D3CQ)

### Accessory Check

No.	Description	Q'ty	Remarks
1	Tray	1	
2	1-bin tray unit	1	
3	Tray support bar	1	
4	Harness	1	
5	Gear	1	
6	Screw: M3 x 8	2	
7	Harness cover	1	
8	Paper support guide	1	Not used for this machine



### Installation Procedure

#### **⚠ CAUTION**

- When installing this option, turn OFF the main power and unplug the power cord from the wall socket. If installing without turning OFF the main power, an electric shock or a malfunction may occur.

#### **★ Important**

- When attaching this 1-bin tray unit at the same time as the following peripherals, attach the one-bin tray first. Otherwise, the 1-bin tray's exit tray cannot be attached.
  - Internal Shift Tray SH3070 (D691)
  - Side Tray Type M3 (D725)
  - Bridge Unit BU3070 (D685)

- To use together with the “Internal Finisher SR3130” or “Internal Finisher SR3180”, first attach the bottom plate of Internal Finisher SR3130 and Internal Finisher SR3180, and then install the 1-bin tray.

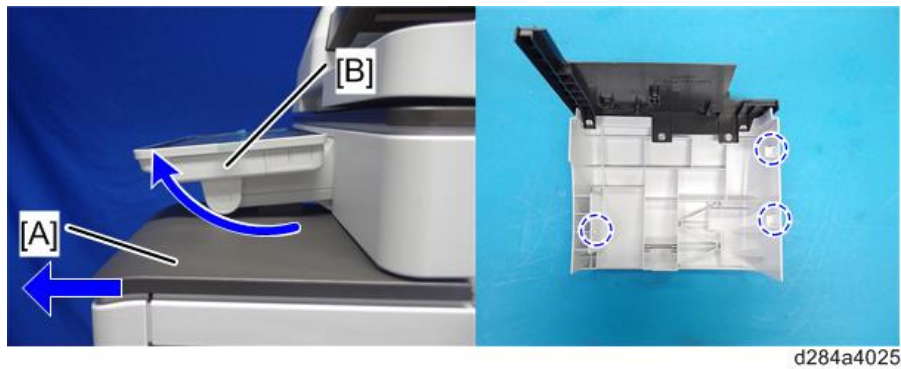
1. Remove the orange tape and shipping retainers.
2. Remove the accessories (fixing screws, etc.) provided with the machine.
3. Open the right cover, and remove the upper front cover.



Installation

**Note**

- When removing the upper front cover, release the hooks at the back of the cover.
- Tilt the operation panel [B] upward to a horizontal position, and then remove the upper front cover [A].



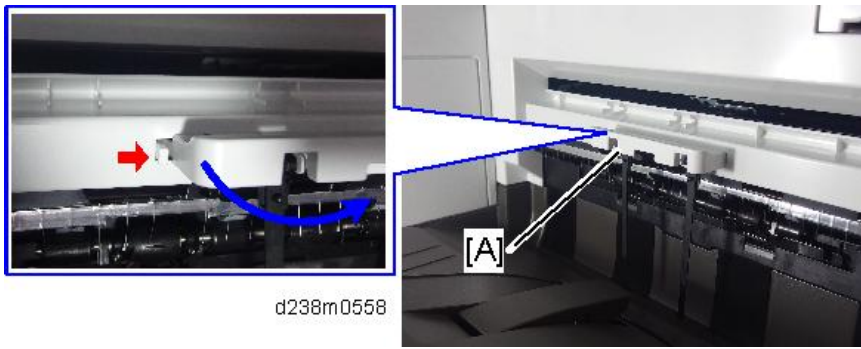
4. Remove the paper exit tray [A].



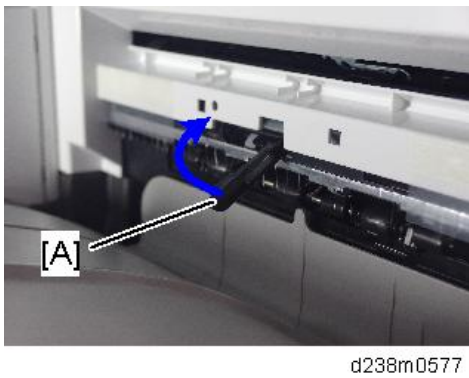


1 Bin Tray BN3110 (D3CQ)

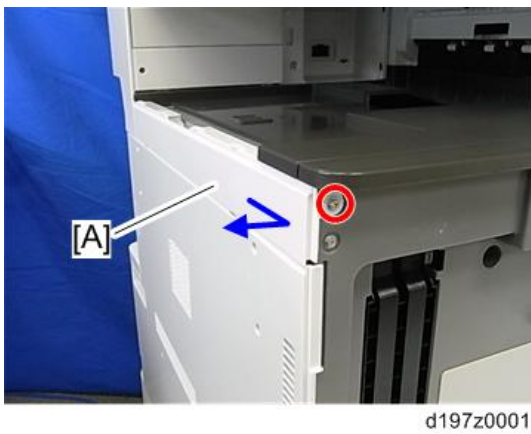
5. Remove the paper exit feeler [A].



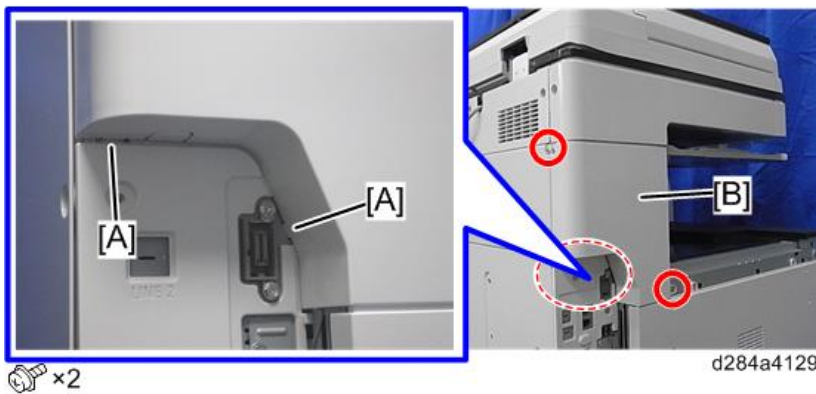
6. Tuck in the lever [A] for detecting when the tray is full.



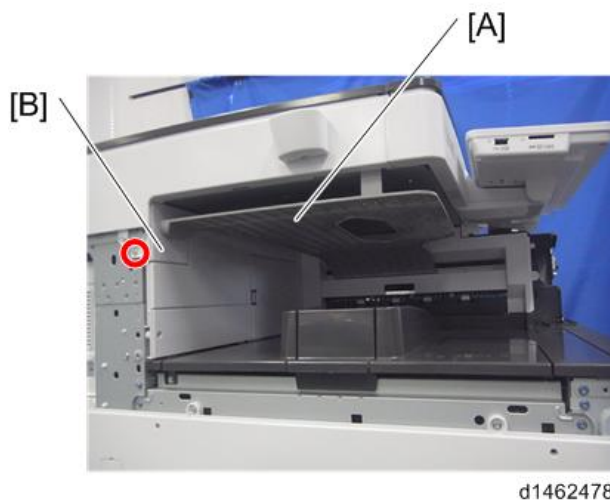
7. Open the front cover, and then remove the upper left cover [A] by pulling it towards the front (🔩×1).



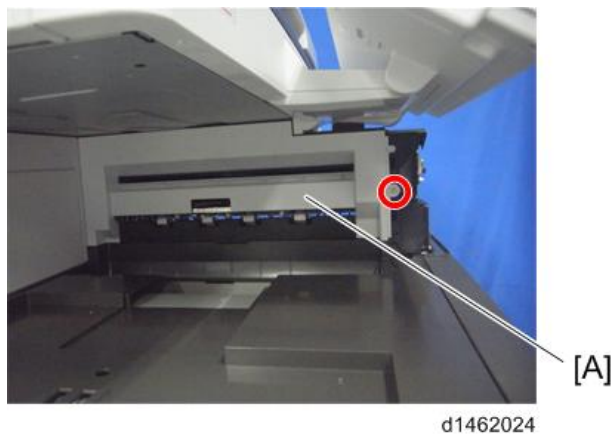
8. Release the hooks [A], and remove the left rear cover [B].



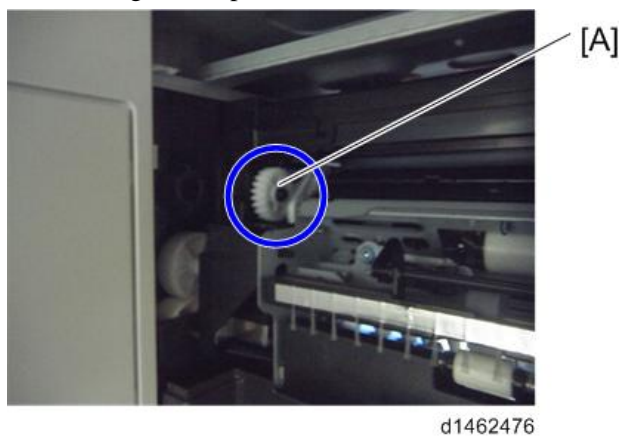
- 9.** Remove the inverter tray [A], and tray support rod cover [B] (⊗×1).



- 10.** Remove the paper exit cover [A] (⊗×1).



- 11.** Attach the gear [A] provided with the accessories.

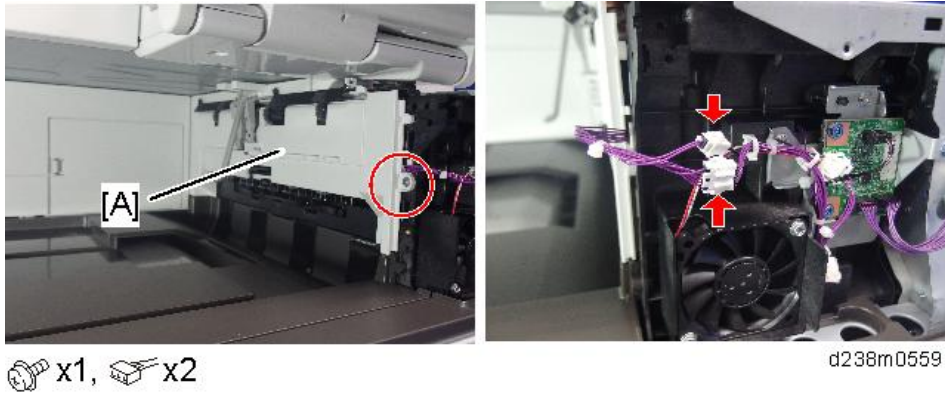


- 12.** Attach the 1-bin tray unit [A].

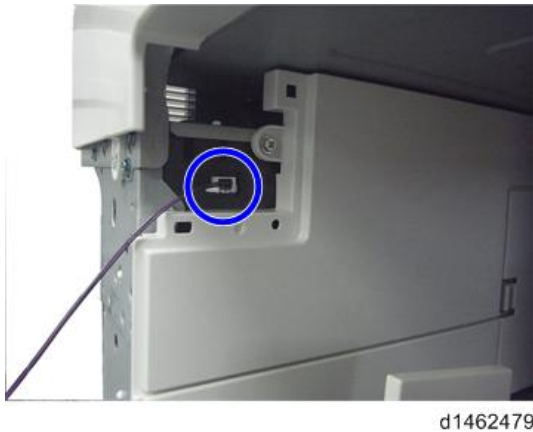
Make sure to engage it with the gear attached in the previous step.

Take care that the harness is not trapped between the 1-bin tray unit and the machine frame.

## 1 Bin Tray BN3110 (D3CQ)

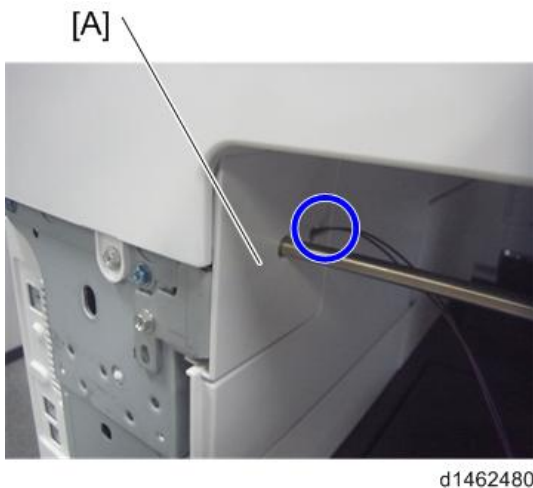


- 13.** Attach the harness provided with the accessories.

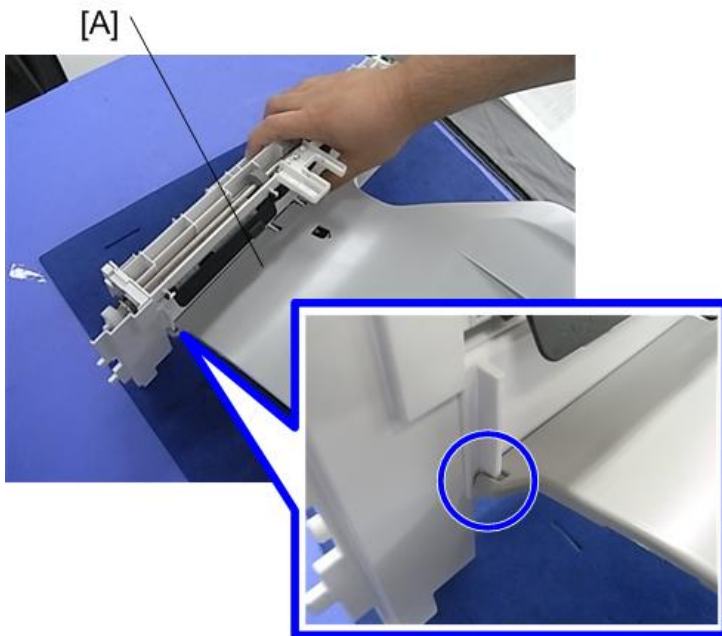


- 14.** Attach the tray support bar [A] (x1).

When attaching the tray support bar [A], make sure that the harness attached in the previous step goes through the slit in the tray support bar circled in blue [A] and comes outside of it as shown below.

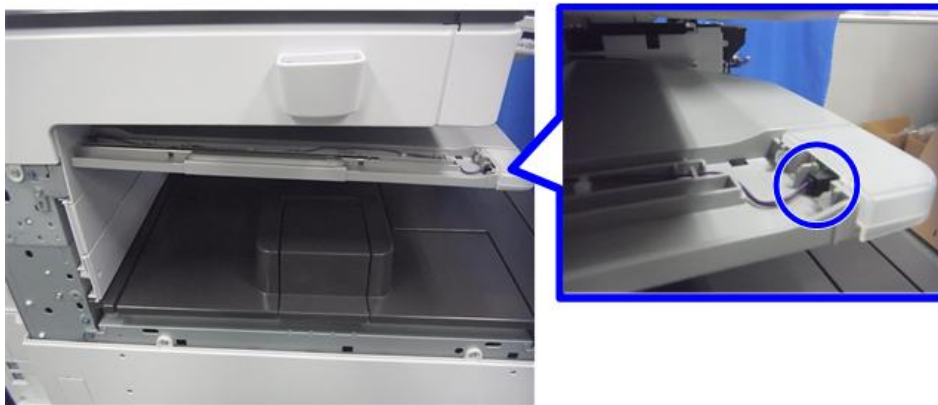


- 15.** Hook the 1-bin tray [A] onto the 1-bin tray unit, aligning the positions in the blue circle.



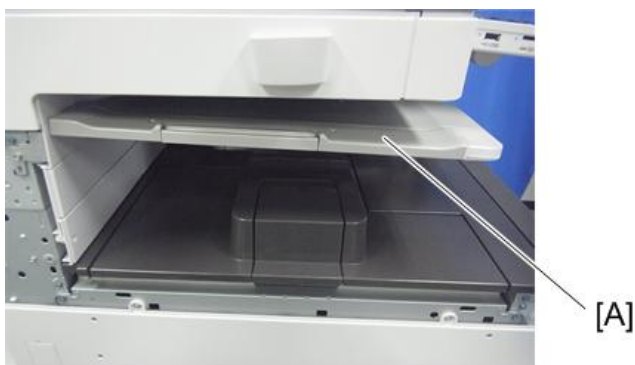
d1465027

- 16.** Connect the harness to the 1-bin tray, and bring it around.



d1462482

- 17.** Insert the tray support bar firmly in the 1-bin tray, and attach the harness cover [A].



d1462483

- 18.** Reattach the covers, and close the right door.  
**19.** Reattach the paper exit tray and paper exit feeler.

## 1 Bin Tray BN3110 (D3CQ)

**20.** Turn ON the main power.

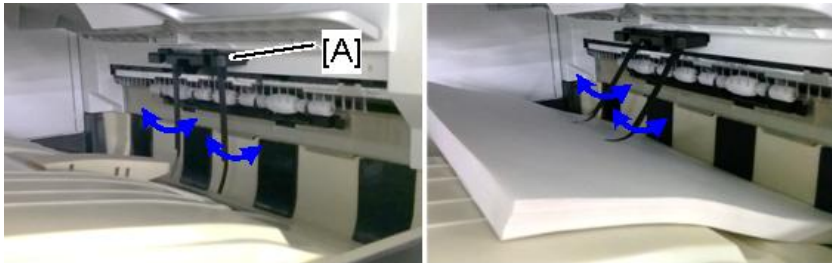
**21.** Check that output to this tray can be selected on the operation panel, and check the operation.

### Checking the Position of the Paper Exit Feeler

---

Check the following points for the paper exit feeler [A] at the paper exit.

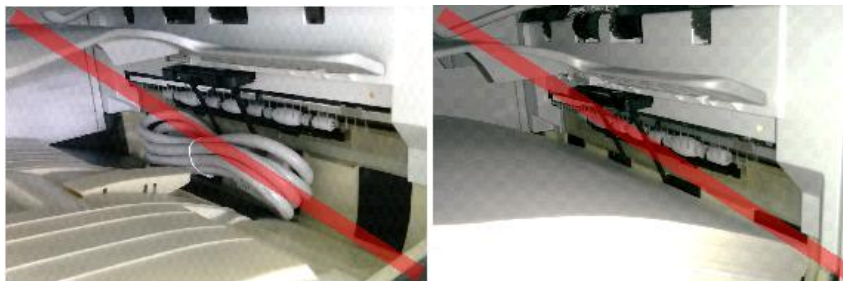
- It can move in line with the ejection of paper
- It holds contact with the surface of the ejected paper and is still movable



d238m0651

Paper will get jammed in the following cases.

- The paper exit feeler does not function due to obstacles (such as cables).
- The paper exit feeler does not function when the paper is pulled out and pushed back again.



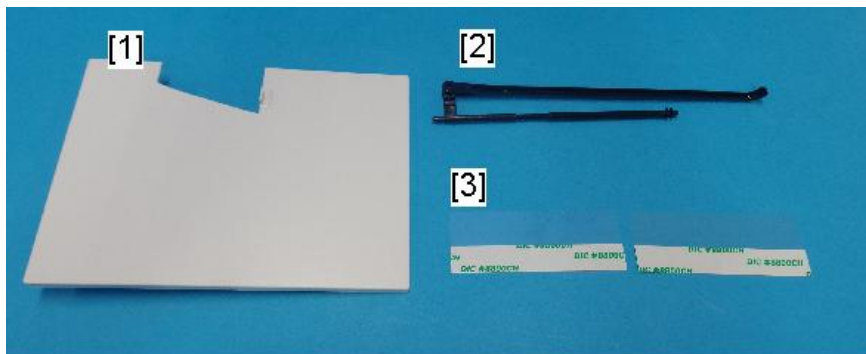
d238m0652

## Internal Shift Tray SH3070 (D691)

### Accessory Check

No.	Description	Q'ty	
1	Tray Cover	1	
2	Lever	1	Not used for this machine
3	Sheet	2	

Installation



d238m0574

### Installation Procedure

#### ⚠ CAUTION

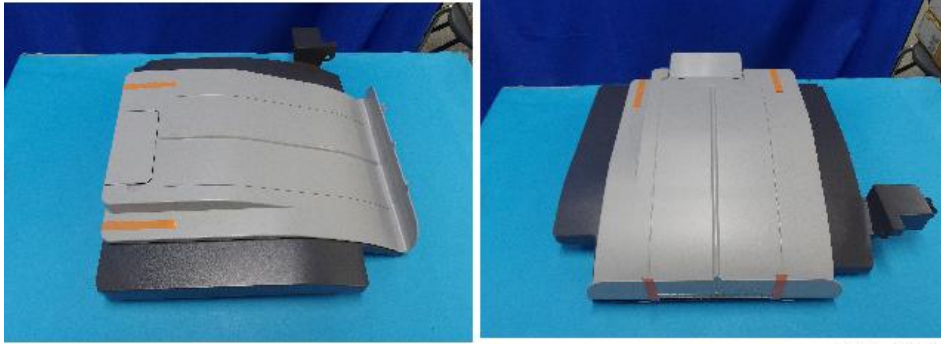
- When installing this option, turn OFF the main power and unplug the power cord from the wall socket. If installing without turning OFF the main power, an electric shock or a malfunction may occur.

#### ↓ Note

- The internal shift tray cannot be used together with the following peripherals:
  - Side Tray Type M3 (D725)
  - Internal Finisher SR 3180 (D766)
  - Internal Finisher SR 3130 (D690)
  - Bridge Unit BU3070 (D685)
  - Internal Multi-fold Unit FD3000 (M482-17, -21)
- To use together with the "1 Bin Tray BN3110 (D3CQ)", attach the "1 Bin Tray BN3110 (D3CQ)" first before installing the internal shift tray.

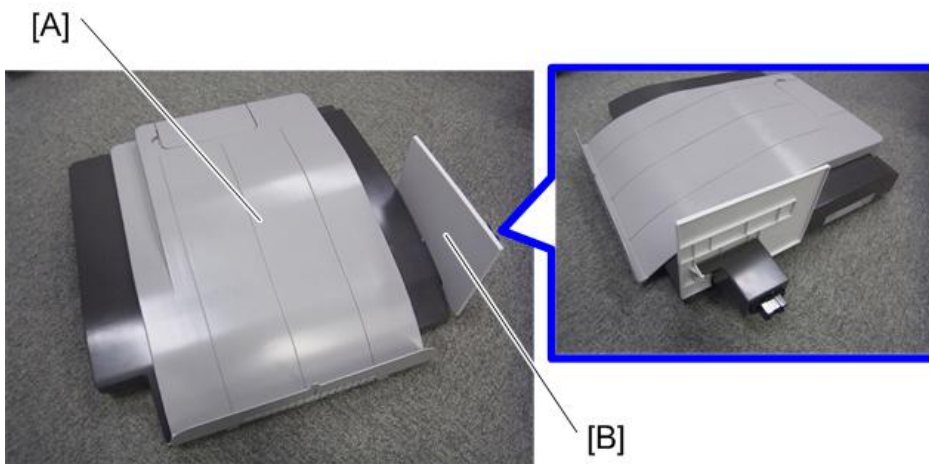
## Internal Shift Tray SH3070 (D691)

1. Remove the orange tapes, shipping retainers, and provided accessories (fixing screws, etc.).



d238m0575

2. Attach the tray cover [B] to the shift tray [A].



d1462486

3. Remove the paper exit tray [A].



d1462023

4. Remove the connector cover [A].



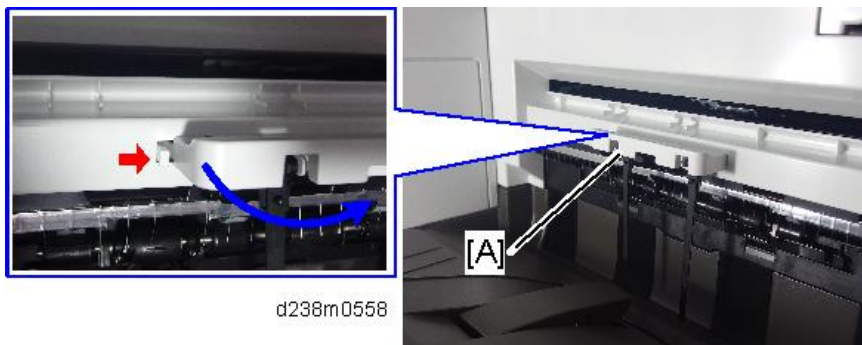
d1462470

5. Attach the shift tray [A].



d1462487a

6. Remove the paper exit feeler [A].



d238m0558

7. Attach the Mylar sheets [A] at the sides of the paper exit cover.

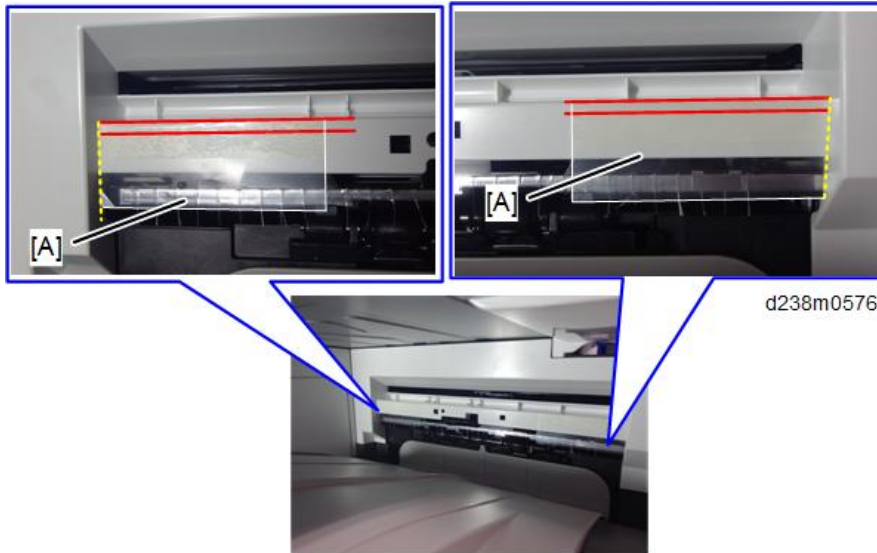
★ Important

- Make sure to attach the Mylar as shown in the photo below. This is to prevent curling when the paper lands in the tray.
- The Mylar's top edge should be **0-2.5mm** from the top edge of the paper exit cover, i.e. between the two red lines.

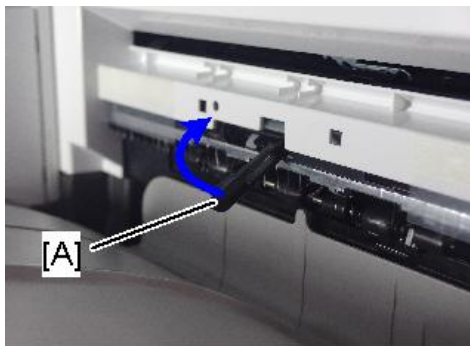


## Internal Shift Tray SH3070 (D691)

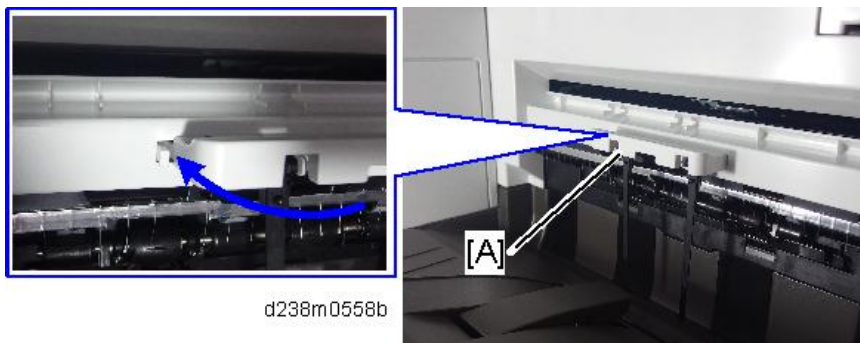
- The Mylar's side edge should be **flush against** the side of the cover, i.e. along the yellow dotted line.



- 8.** Reattach the paper exit tray and close the right door.
- 9.** Tuck in the lever [A] for detecting when the tray is full.



- 10.** Reattach the removed paper exit feeler [A].



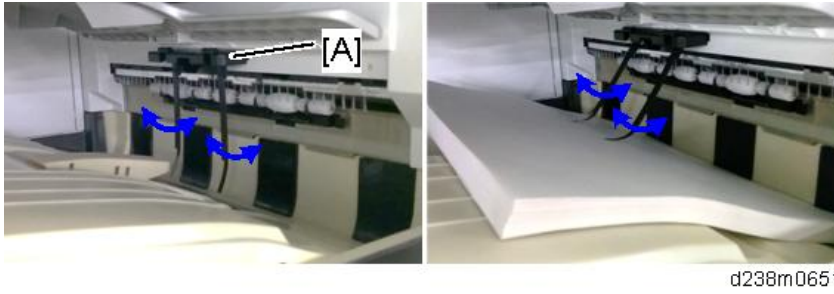
- 11.** Do not use the lever supplied with the optional unit. Doing so may affect the stacking function.
- 12.** Turn ON the main power.
- 13.** Check that paper output to the shift tray can be selected at the operation panel, and check the operation.

### Checking the Position of the Paper Exit Feeler

---

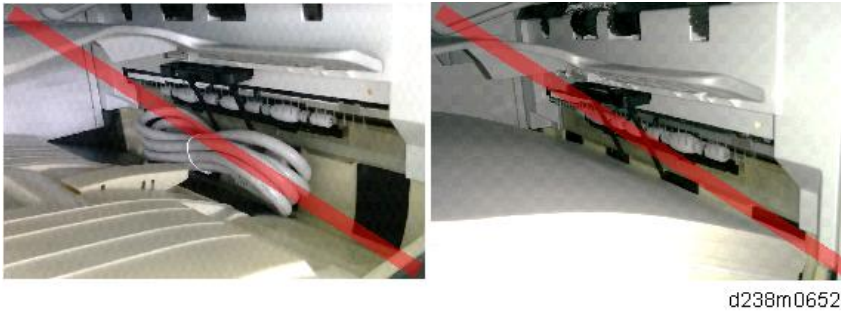
Check the following points for the paper exit feeler [A] at the paper exit.

- It can move in line with the ejection of paper
- It holds contact with the surface of the ejected paper and is still movable



Paper will get jammed in the following cases.

- The paper exit feeler does not function due to obstacles (such as cables).
- The paper exit feeler does not function when the paper is pulled out and pushed back again.

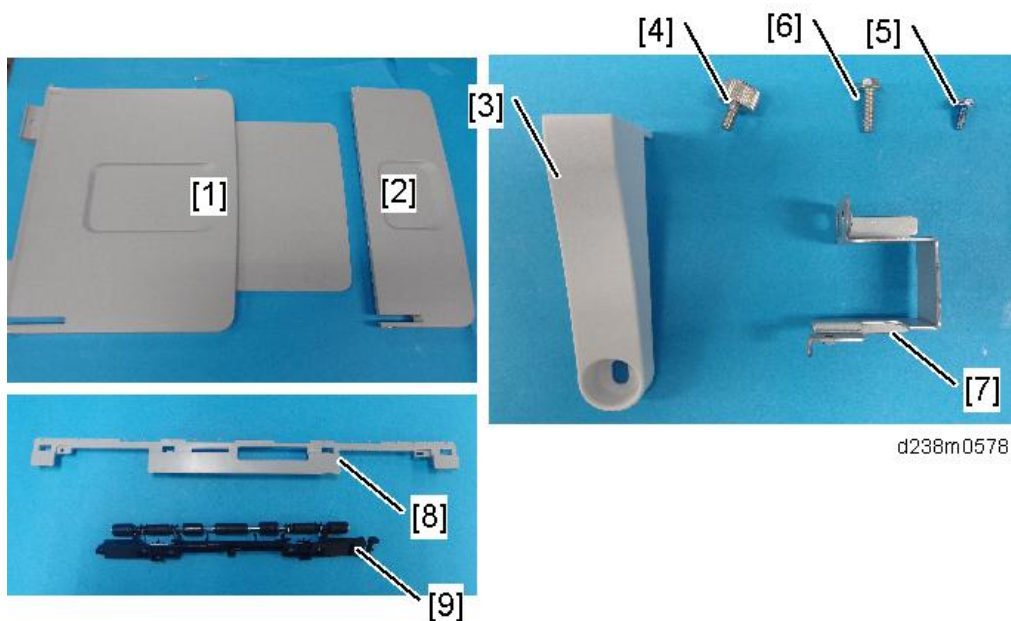


Installation

## Side Tray Type M3 (D725)

### Accessory Check

No.	Description	Q'ty	
1	Left Extension Tray	1	
2	Upper Extension Tray	1	
3	Fixing Plate	1	
4	Knob Screw	1	
5	Tapping screw - M3 x 8	1	
6	Tapping screw - M4 x 14	1	
7	Bracket	1	
8	Paper Support Guide	1	
9	Driven Roller (Flat)	1	
-	SHEET:NOTE_OPTIONAL_UNIT:EXP	1	



### Installation Procedure

#### **⚠ CAUTION**

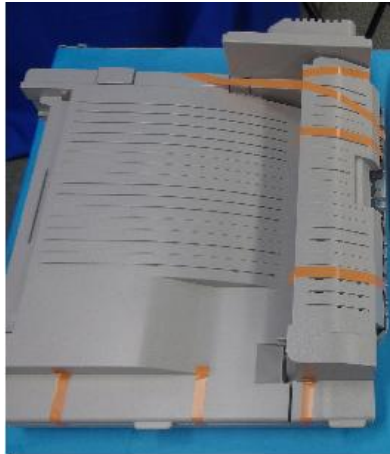
- When installing this option, turn OFF the main power and unplug the power cord from the wall socket. If installing without turning OFF the main power, an electric shock or a malfunction may occur.

#### **↓ Note**

- The side tray cannot be used together with the following peripherals:
  - Internal Shift Tray SH3070 (D691)
  - Bridge Unit BU3070 (D685)

- Internal Finisher SR 3180 (D766)
- Internal Finisher SR 3130 (D690)
- Internal Multi-fold Unit FD3000 (M482-17, -21)
- To use together with the "1 Bin Tray BN3110 (D3CQ)", attach the "1 Bin Tray BN3110 (D3CQ)" first before installing the side tray.

**1.** Remove the orange tapes, shipping retainers, and accessories (fixing screws, etc.).



d238m0579

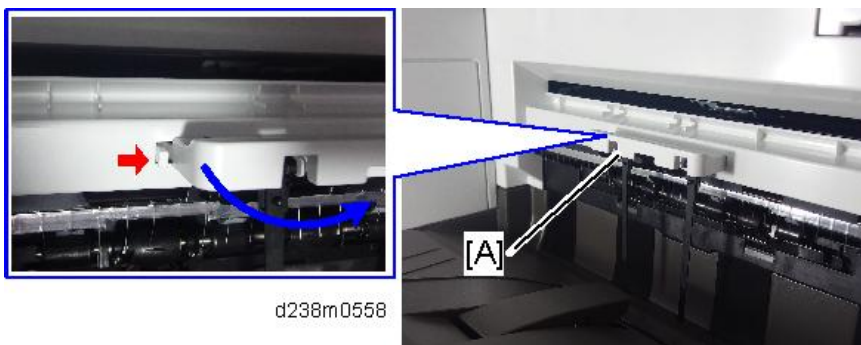
Installation

**2.** Remove the paper exit tray [A].



d1462023

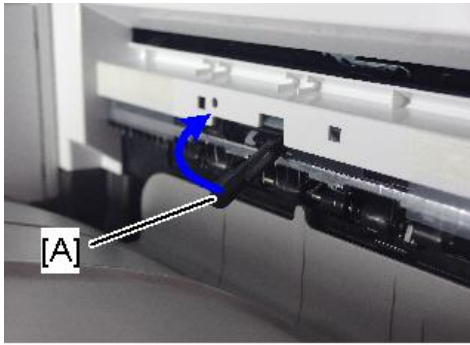
**3.** Remove the paper exit feeler [A].



d238m0558

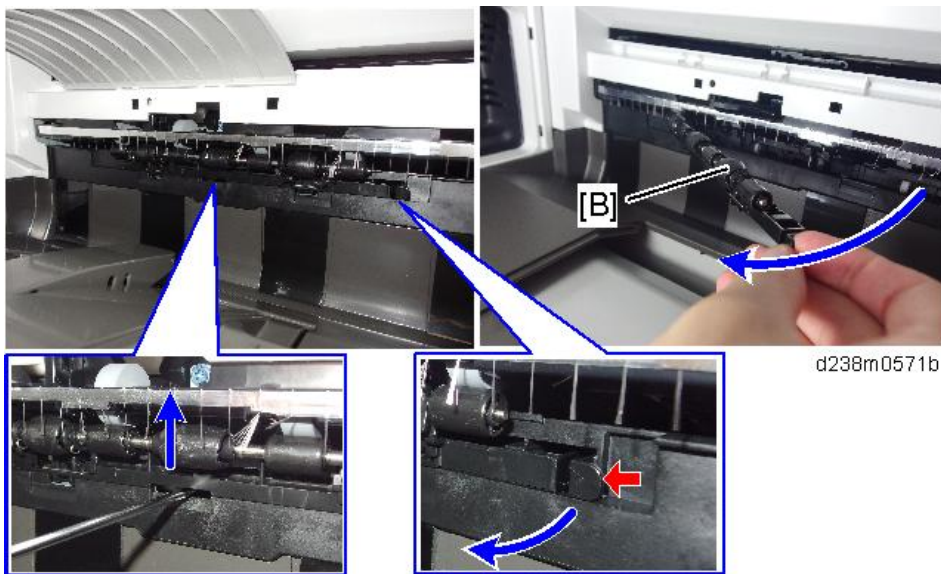
## Side Tray Type M3 (D725)

4. Tuck in the lever [A] for detecting when the tray is full.

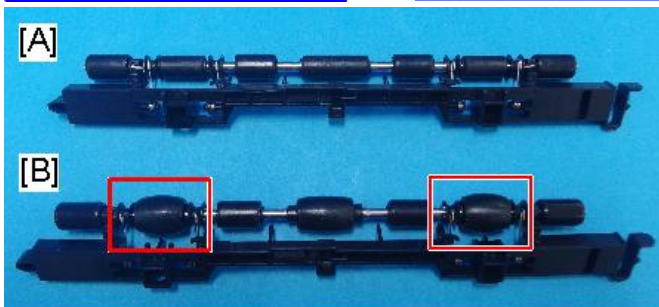


d238m0577

5. Remove the driven roller [B] at the machine's exit tray and attach the supplied driven roller [A].
- Insert a flathead screwdriver into the depression in the center, and then, lifting the driven roller, unlock the part indicated by the red arrow.
  - When attaching the driven roller, push its center all the way in until it clicks.



d238m0571b

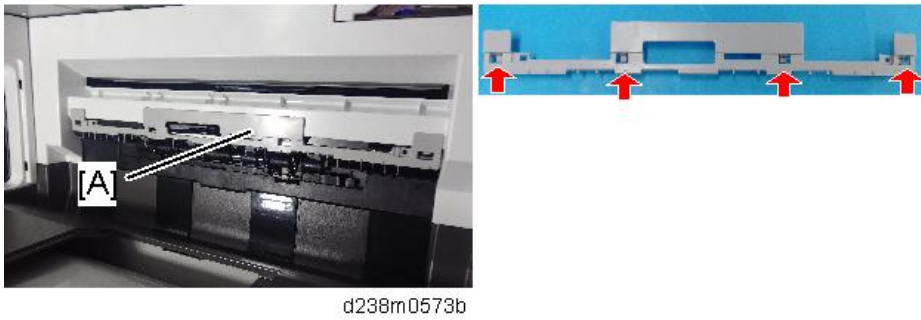


d238m0572

[A]: The supplied driven roller has flat rollers.

[B]: The machine's standard driven roller has drum-type rollers (as indicated by the red frames).

6. Attach the paper support guide [A] (Tab x4).

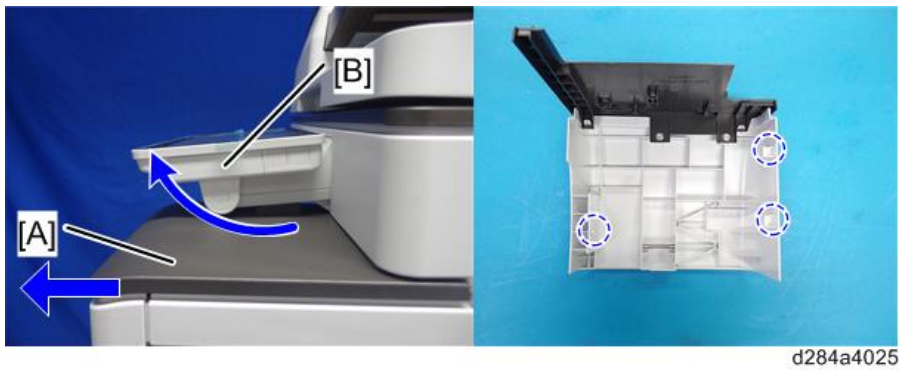


7. Open the right cover, and then remove the upper front cover [A].



Note

- When removing the upper front cover, release the hooks at the back of the cover.
- Tilt the operation panel [B] upward to a horizontal position, and then remove the upper front cover [A].



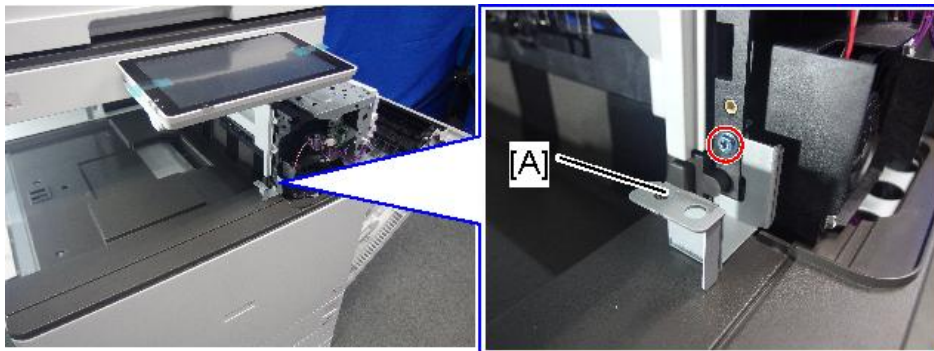
## Side Tray Type M3 (D725)

- 8.** Remove the connector cover [A].



d1462470

- 9.** Attach the bracket [A].

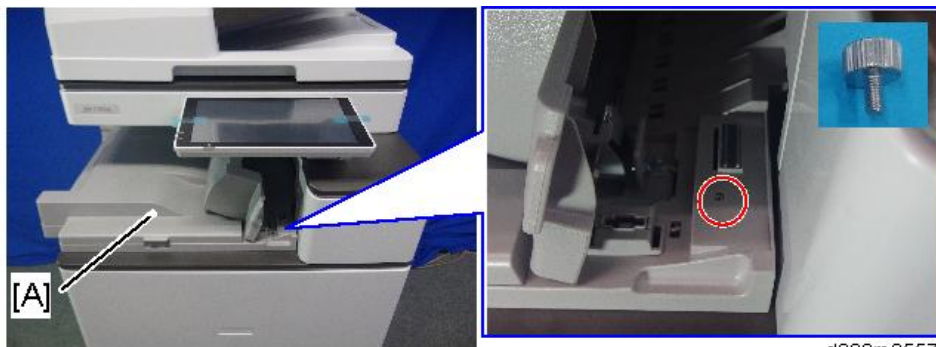


 x1

d238m0556

- 10.** Reattach the covers, and close the right door.

- 11.** Attach the side tray unit [A] to the machine, and fix it with a knob screw.



 x1

d238m0557

- 12.** Attach the fixing plate [A] (⌀×1).



- 13.** Attach the upper extension tray [A] and the left extension tray [B].



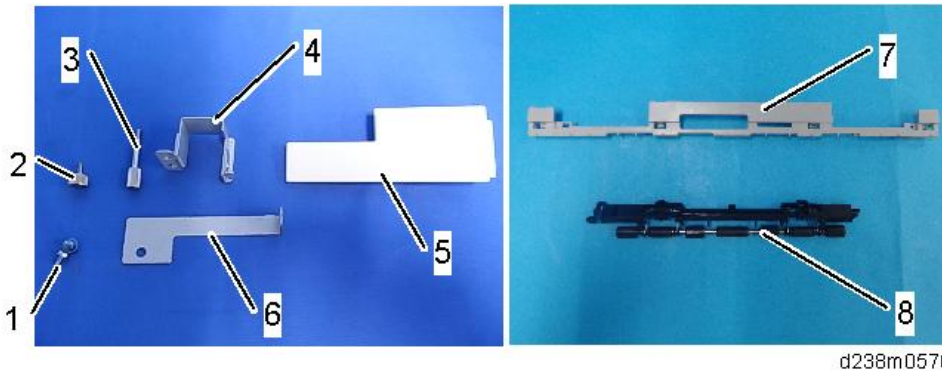
- 14.** Turn ON the main power.
- 15.** Check that paper output to the side tray can be selected at the operation panel, and check the operation.



## Bridge Unit BU3070 (D685)

### Accessory Check

No.	Description	Q'ty
1	Tapping Screw- M3 × 8	1
2	Screw - M4	1
3	Knob Screw - M4	1
4	Right Front Bracket	1
5	Upper Left Cover	1
6	Left Front Bracket	1
7	Paper Support Guide	1
8	Driven Roller (Flat)	1
-	SHEET:NOTE_OPTIONAL_UNIT:EXP	1



### Installation Procedure

#### **⚠ CAUTION**

- When installing this option, turn OFF the main power and unplug the power cord from the wall socket. If installing without turning OFF the main power, an electric shock or a malfunction may occur.

#### **↓ Note**

- The bridge unit cannot be used together with the following peripherals:
  - Internal Shift Tray SH3070 (D691)
  - Side Tray Type M3 (D725)
  - Internal Finisher SR 3180 (D766)
  - Internal Finisher SR 3130 (D690)
  - Internal Multi-fold Unit FD3000 (M482-17, -21)
- To use together with the "1 Bin Tray BN3110 (D3CQ)", attach the "1 Bin Tray BN3110 (D3CQ)" first before installing the bridge unit.

- 1. Remove the orange tapes, shipping retainers, and provided accessories (fixing screws, etc.).



d238m0569

- 2. Remove the paper exit tray [A].



[A]

d1462023

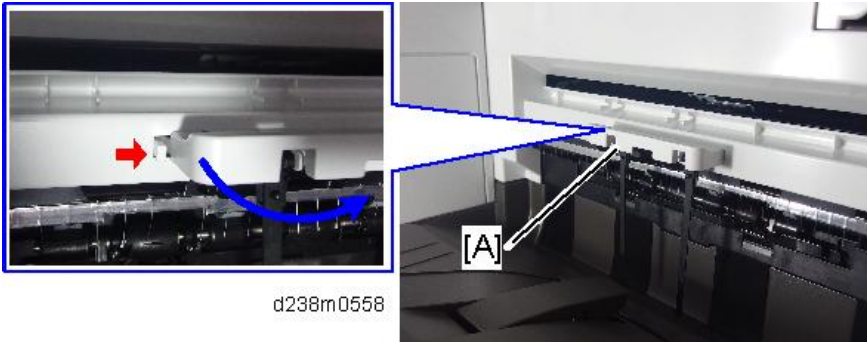
- 3. Remove the connector cover [A].



[A]

d1462470

- 4. Remove the paper exit feeler [A].



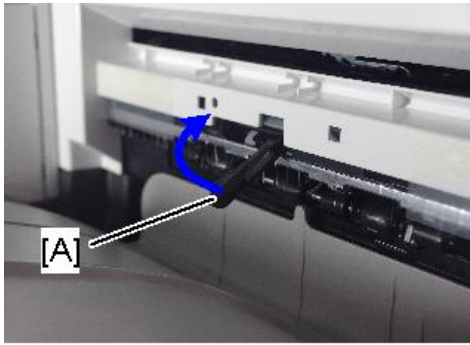
d238m0558

[A]

Installation

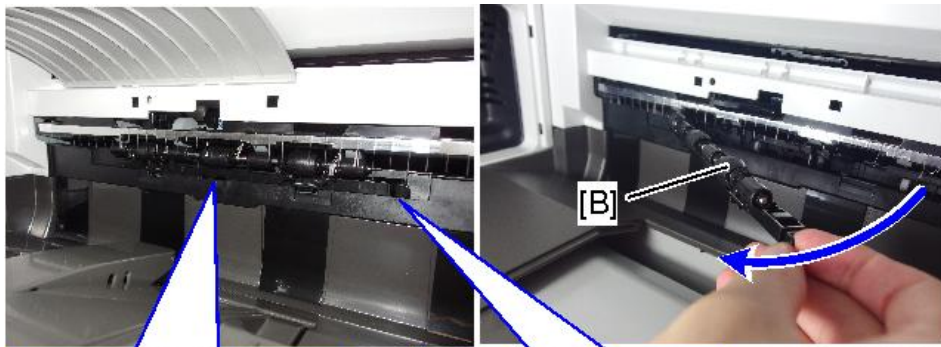
Bridge Unit BU3070 (D685)

5. Tuck in the lever [A] for detecting when the tray is full.

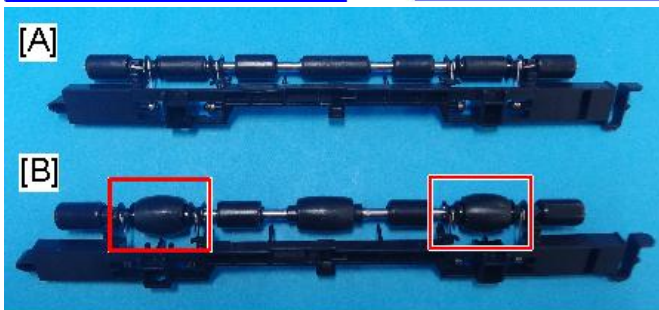
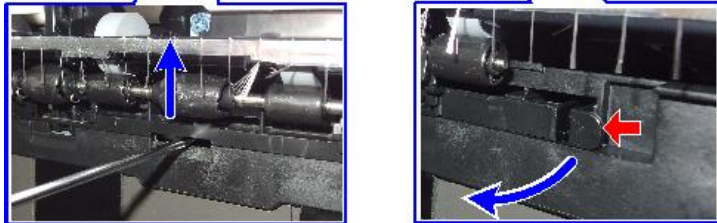


d238m0577

6. Remove the driven roller [B] at the machine's exit tray and attach the supplied driven roller [A].
- Insert a flathead screwdriver into the depression in the center, and then, lifting the driven roller, unlock the part indicated by the red arrow.
  - When attaching the driven roller, push its center all the way in until it clicks.



d238m0571b

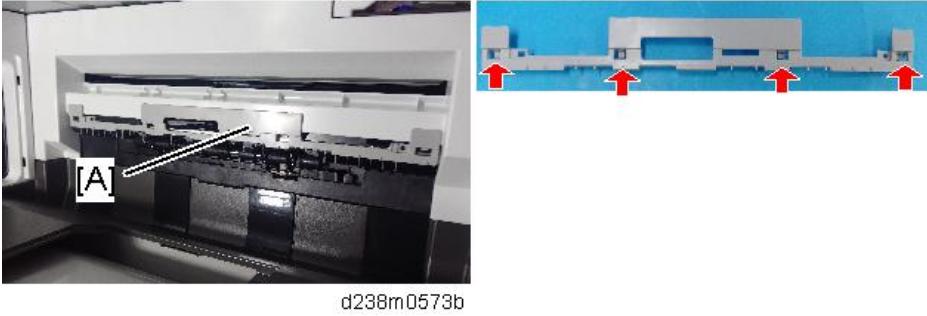


d238m0572

[A]: The supplied driven roller has flat rollers.

[B]: The machine's standard driven roller has drum-type rollers (as indicated by the red frames).

7. Attach the paper support guide [A] (Tab x4).

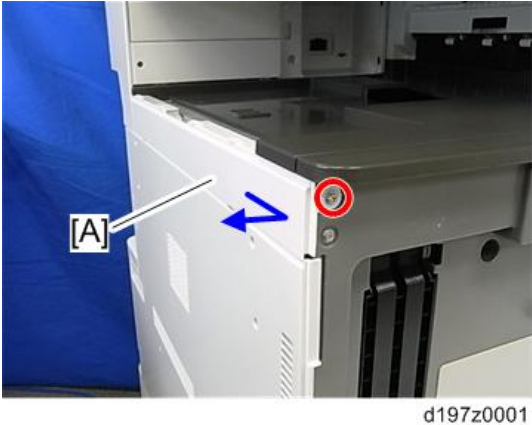


8. Open the front cover.

9. Remove the upper left cover [A] (⊙ ×1).

Note

- The screw removed is used again in step 14.



10. Open the right cover, and then remove the upper front cover [A].



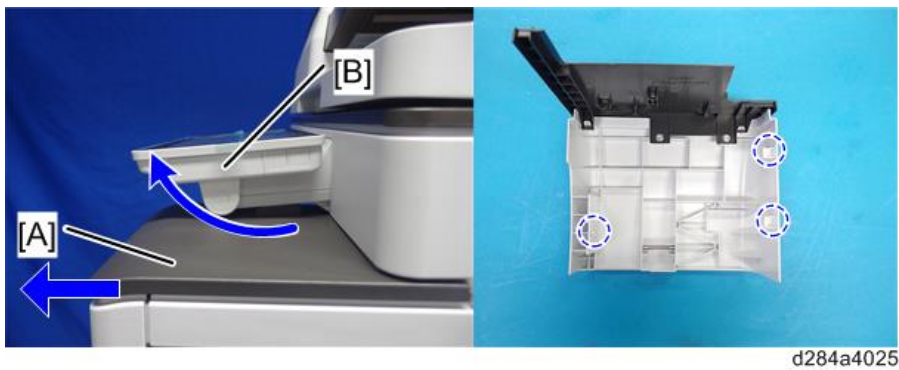
Note

- When removing the upper front cover, release the hooks at the back of the cover.

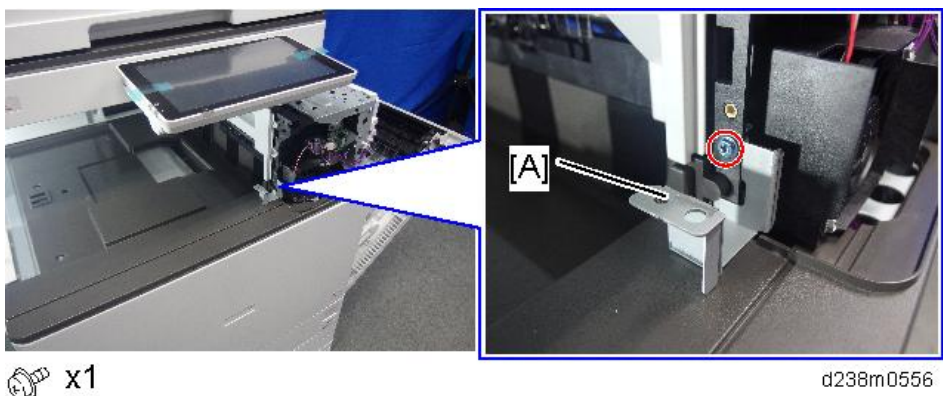
Installation


Bridge Unit BU3070 (D685)

- Tilt the operation panel [B] upward to a horizontal position, and then remove the upper front cover [A].

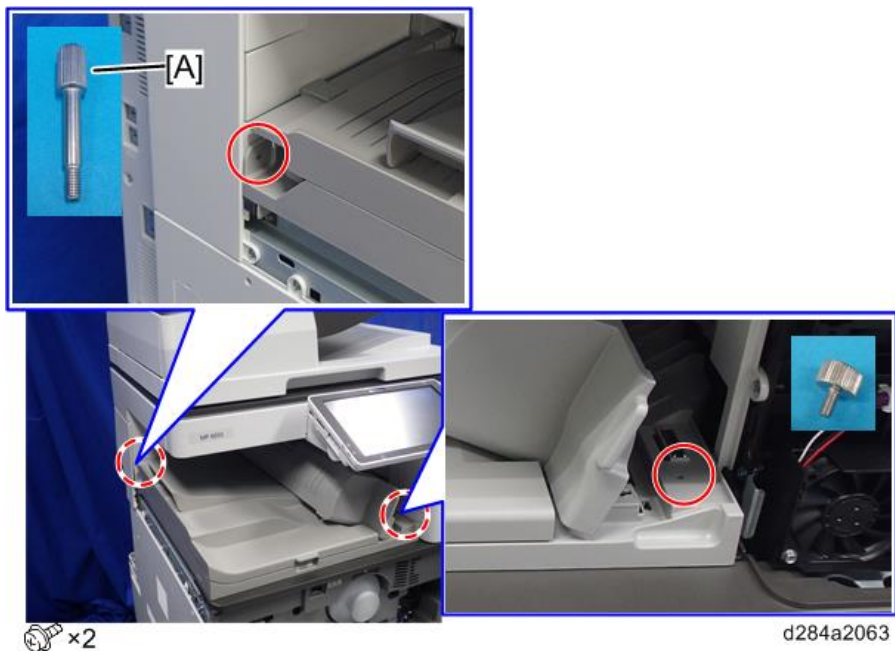


- 11.** Attach the right front bracket [A].



 x1

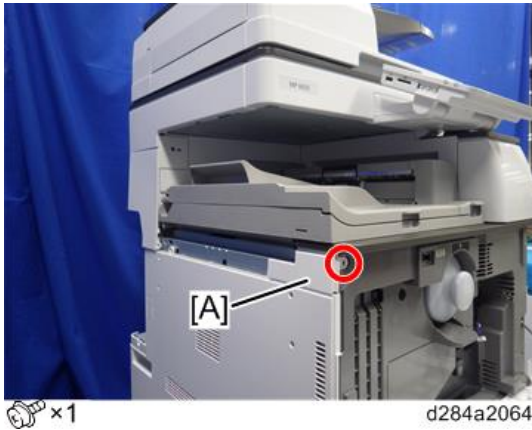
- 12.** Attach the bridge unit to the machine (using the knob screw [A]).



 x2

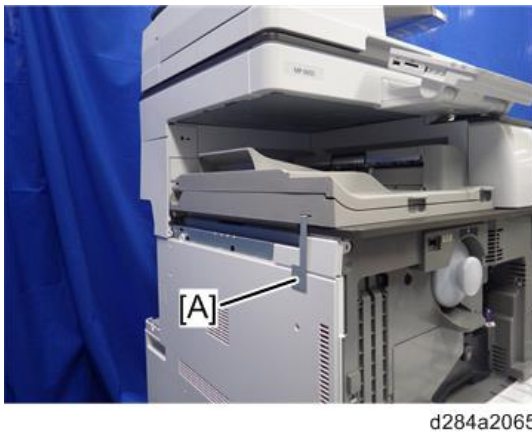
- 13.** Attach the covers removed in step 9 and step 10, and then close the right cover.

- 14.** Attach the upper left cover [A] provided with the accessories.



- 15.** Attach the L type connecting bracket [A].

To fix the bridge unit securely on the machine, tighten the finisher's joint bracket [A] and the L type connecting bracket [B] together when installing the finisher.



- 16.** Complete the bridge unit attachment. Refer to the procedure for connecting the optional unit downstream of the bridge unit.

- Booklet Finisher SR3240 (D3BB) ([Booklet Finisher SR3240 / Finisher SR3230](#))
- Finisher SR3230 (D3BA) ([Booklet Finisher SR3240 / Finisher SR3230](#))
- Booklet Finisher SR3220 (D3B9) ([Booklet Finisher SR3220 \(D3B9\)](#))
- Finisher SR3210 (D3B8) ([Finisher SR3210 \(D3B8\)](#))

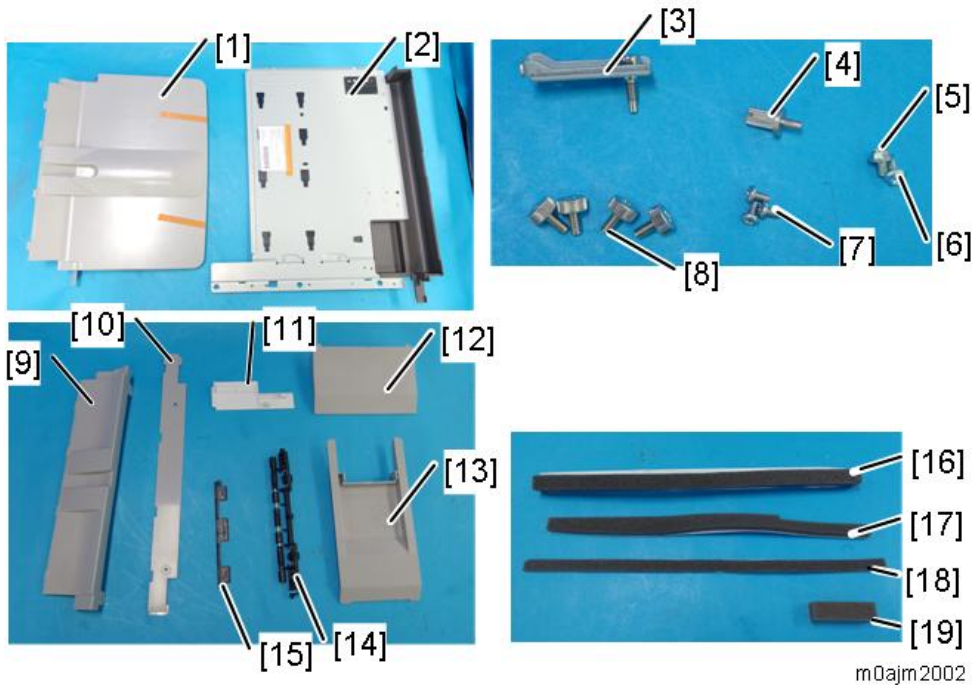
- 17.** After the finisher is installed, turn ON the main power.

- 18.** Check that the finisher can be selected at the operation panel.

**Internal Multi-fold Unit FD3000 (M482-17, -21)**

## Accessory Check

No.	Description	Q'ty	Remarks
1	Paper Exit Tray	1	
2	Base Plate	1	
3	Correction Plate for Side to side registration	1	
4	Coin Screw M4	1	
5	Screw M4x6	1	
6	Screw M3x6	1	
7	Bind Screw M3x6	3	
8	Coin Screw M4x8	4	
9	Paper Exit Guide (Relay)	1	Use this when connecting the finisher beyond the internal multi-fold unit.
10	Paper Relay Cover	1	
11	Left Upper Cover	1	Use this when connecting the finisher beyond the internal multi-fold unit.
12	Support Tray: Shift	1	Use this for the Finisher SR3230/SR3240 shift tray.
13	Support Tray: Proof	1	Use this for the Finisher SR3230/SR3240 proof tray.
14	Driven Roller (Flat)	1	
15	Paper Support Guide (Small)	1	
16	Cushion (Top/Front)	1	Not used for this machine.
17	Cushion (Rear)	1	
18	Cushion (Paper Entrance)	1	
19	Cushion (Short)	1	Not used for this machine.
-	Sheet (applying pressure to the folding roller)	1	
-	Sheet (attaching the paper support guide)	1	
-	Sheet (keeping the accessories)	1	
-	Sheet (about interference with the finisher's I/F cables)	1	



### When installing the internal multi-fold unit alone

Use the paper exit tray [1] and the paper relay cover [10].

### When connecting the finisher beyond the internal multi-fold unit

Use the paper exit guide (relay) [9] and the left upper cover [11].

#### Note

The customer should keep the unused accessories included with the product. When connecting a finisher that was purchased separately or when disconnecting the finisher that is connected downstream from the internal multi-fold unit, if the customer did not keep the necessary accessories, order them as service parts.

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## Installation Procedure

---

### ⚠ CAUTION

- When installing this option, turn OFF the main power and unplug the power cord from the wall socket. If installing without turning OFF the main power, an electric shock or a malfunction may occur.

#### Note

- This option cannot be used together with the following peripherals:
  - Internal Shift Tray SH3070 (D691)
  - Side Tray Type M3 (D725)
  - Bridge Unit BU3070 (D685)
  - Internal Finisher SR 3180 (D766)
  - Internal Finisher SR 3130 (D690)
- For using this option together with "1 Bin Tray BN3110 (D3CQ)", attach the bottom plate of this option at the beginning, then install the "1 Bin Tray BN3110 (D3CQ)", followed by installing this

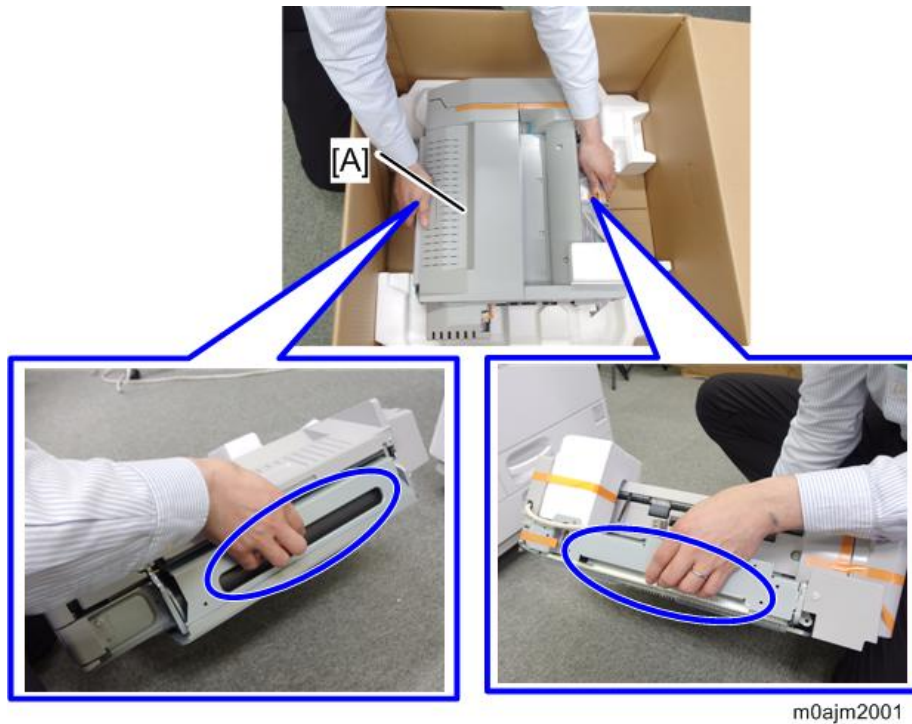


## Internal Multi-fold Unit FD3000 (M482-17, -21)

option.

### **1.** Unpack the internal multi-fold unit [A].

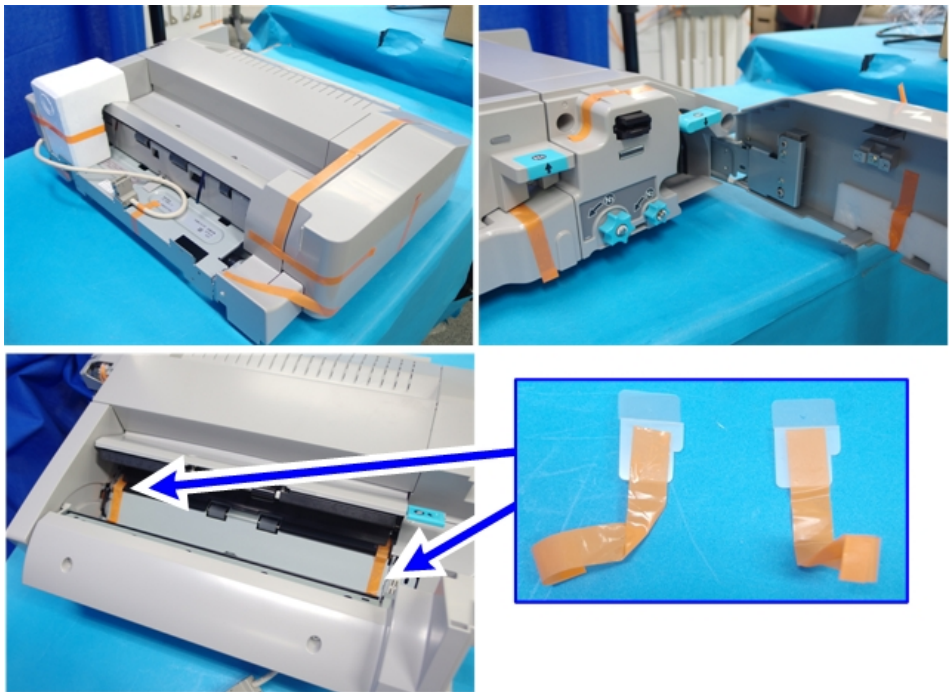
Hold the parts circled in blue. Do not hold other parts. Doing so may damage exterior cover or deform the frame.



### **2.** Remove the orange tapes and shipping retainers, and take out the accessories (fixing screws, etc.) provided with this unit.

#### **Note**

- When removing the upper front cover, release the hooks at the back of the cover.



m0ajm0086

3. Open the right cover, and remove the upper front cover [A].

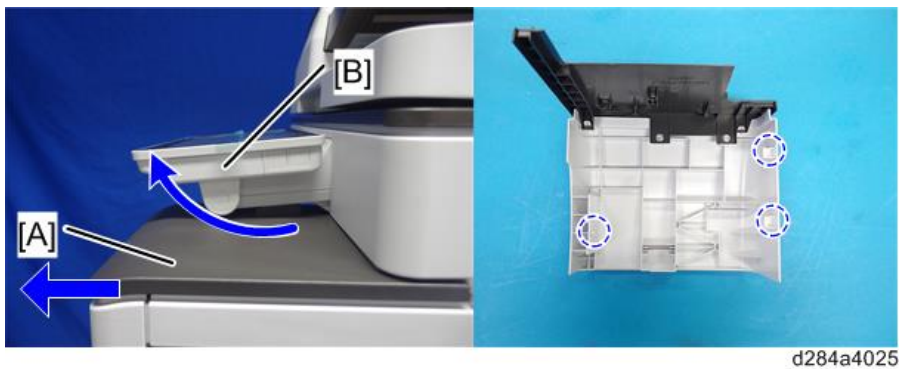


×1

d284a4015

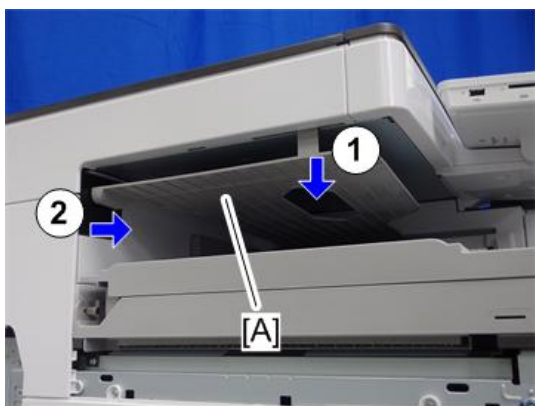
Note

- When removing the upper front cover, release the hooks at the back of the cover.
- Tilt the operation panel [B] upward to a horizontal position, and then remove the upper front cover [A].



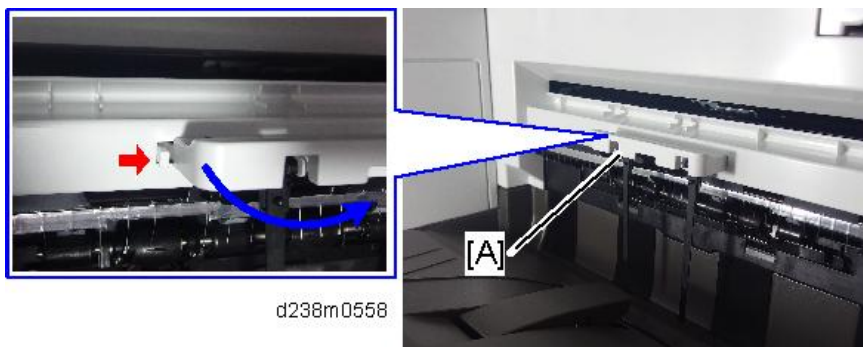
d284a4025

4. Remove the inverter tray [A].



d197f0053

5. Remove the paper exit feeler [A].  
The removed paper exit feeler can be discarded.



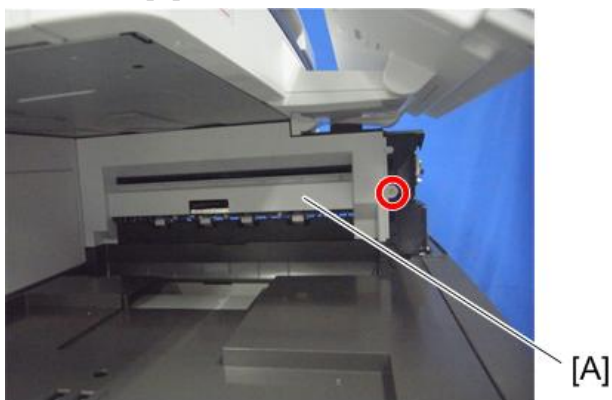
d238m0558

6. Tuck in the lever [A] for detecting when the tray is full.



m0ajm2002a

7. Remove the paper exit cover [A] (⊙×1).



d1462024

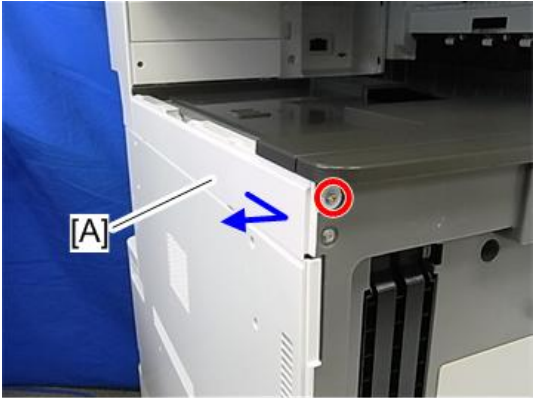
8. Remove the paper exit tray [A].



m0ajm1024

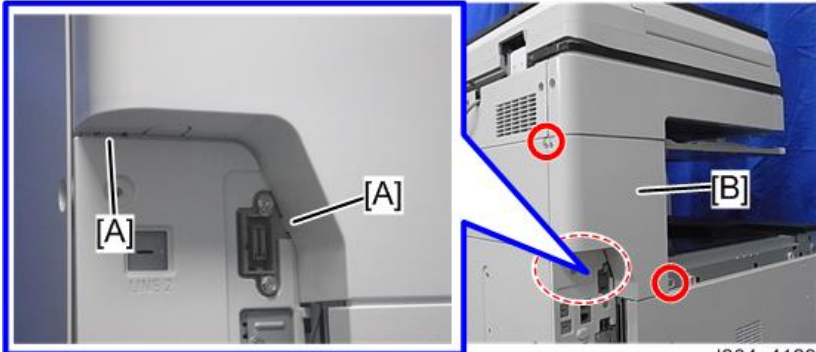
Installation

9. Open the front cover, and remove the upper left cover [A] by sliding it in the direction of the arrow (🔩 ×1).



d197z0001

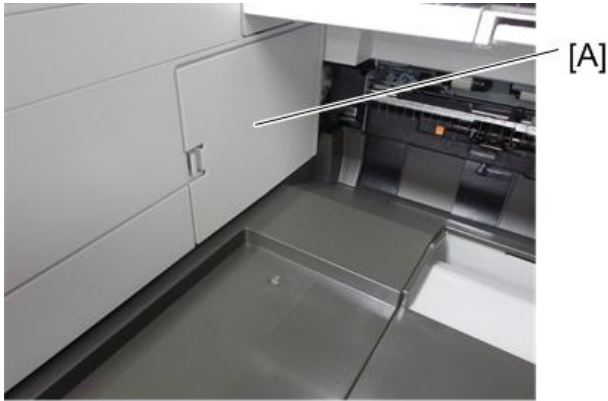
10. Release the hooks [A], and remove the left rear cover [B].



d284a4129

🔩 ×2

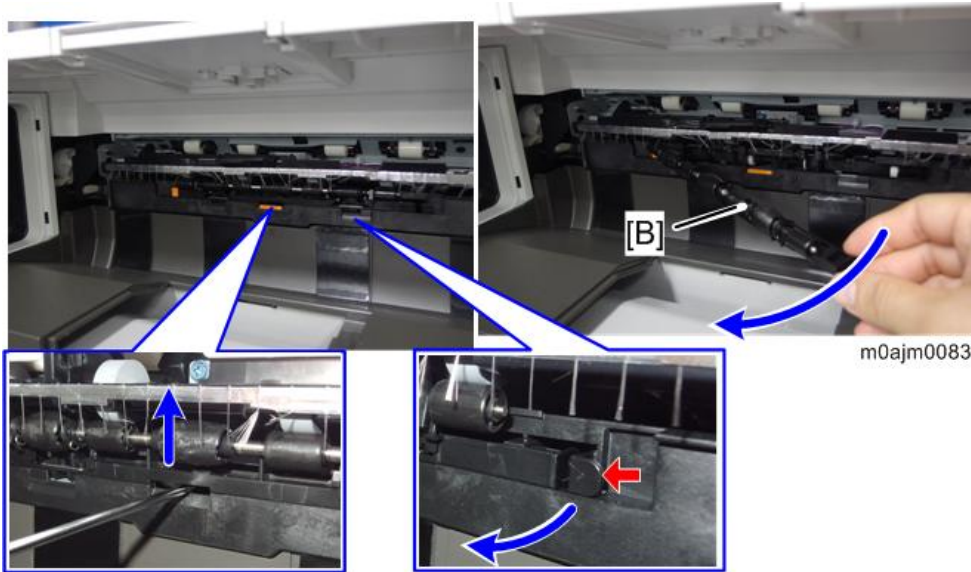
**11.** Remove the connector cover [A].



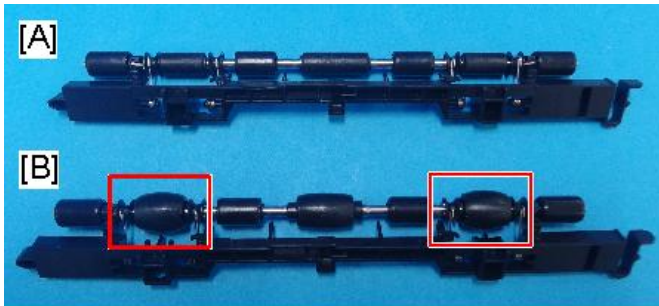
m0ajm1026

**12.** Remove the driven roller [B] at the machine's exit tray and attach the supplied driven roller [A].

- Insert a flathead screwdriver into the depression in the center, and then, lifting the driven roller, unlock the part indicated by the red arrow.
- When attaching the driven roller, push its center all the way in until it clicks.



m0ajm0083



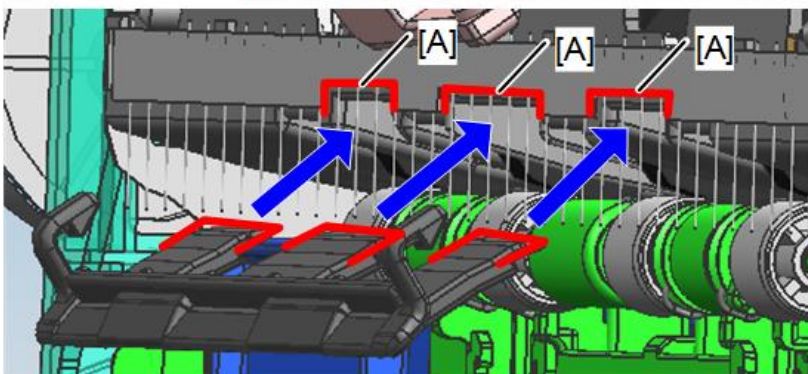
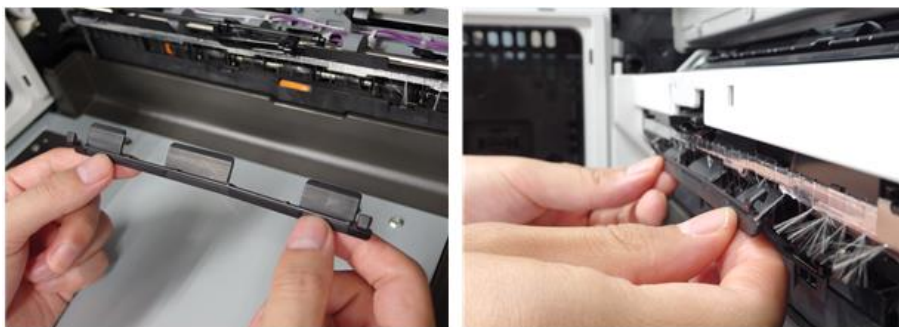
d238m0572

[A]: The supplied driven roller has flat rollers.

[B]: The machine's standard driven roller has drum-type rollers (as indicated by the red frames).

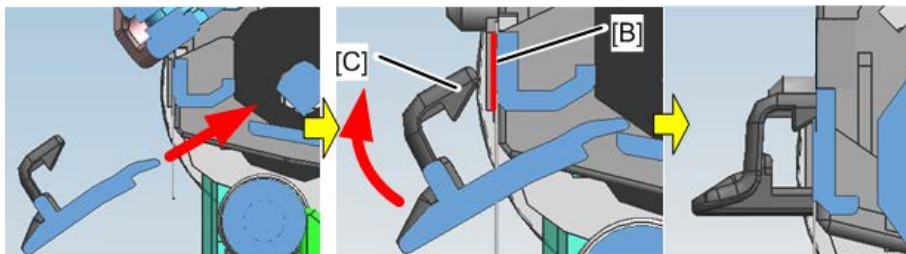
**13.** Attach the paper support guide (small) to the exit tray (hook x2).

1. Align and insert the support guide's tabs under the notches in the discharge brush frame [A] upward at an angle.



m0ajm2081a

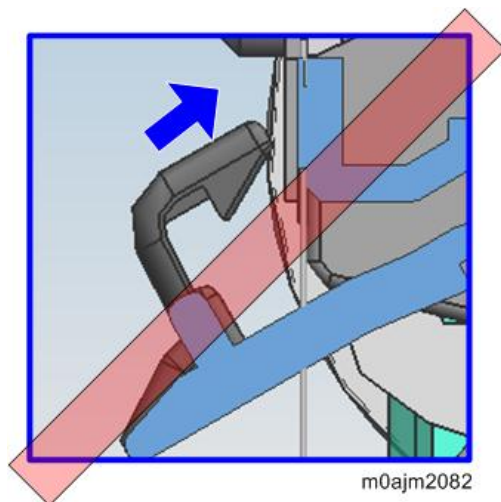
2. Rotate the support guide upward so that the support guide's hooks [C] become horizontal to the discharge brush frame [B].



m0ajm0203

**★ Important**

- Do not continue to hold the support guide at an angle when pushing it in. Otherwise you might cause faulty attachment or damage to the hooks.



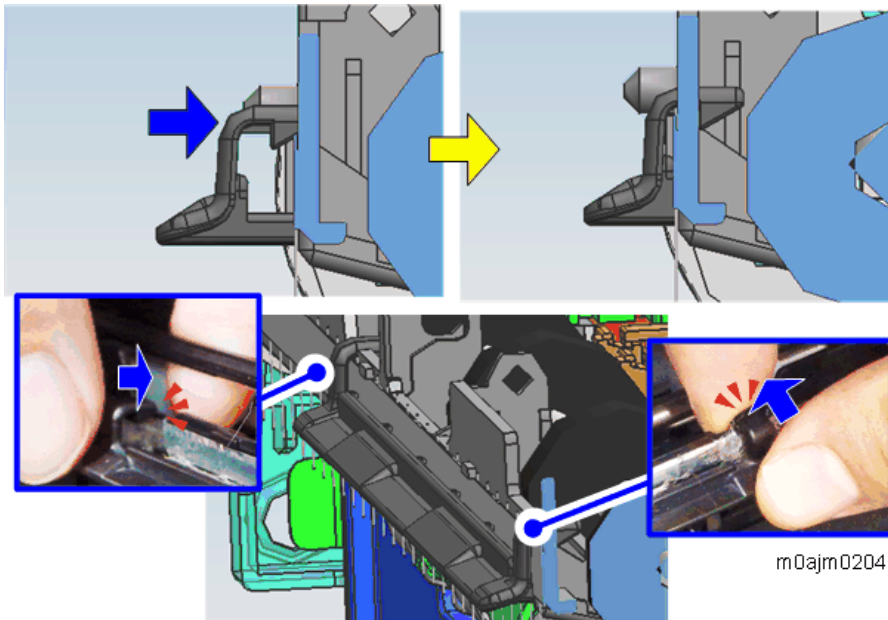
m0ajm2082

3. Holding the back of the discharge brush frame with the forefingers, push the hooks in horizontally one

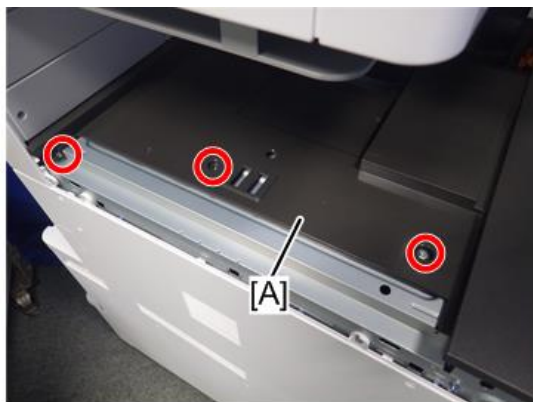
Installation

Internal Multi-fold Unit FD3000 (M482-17, -21)

at a time until they click.



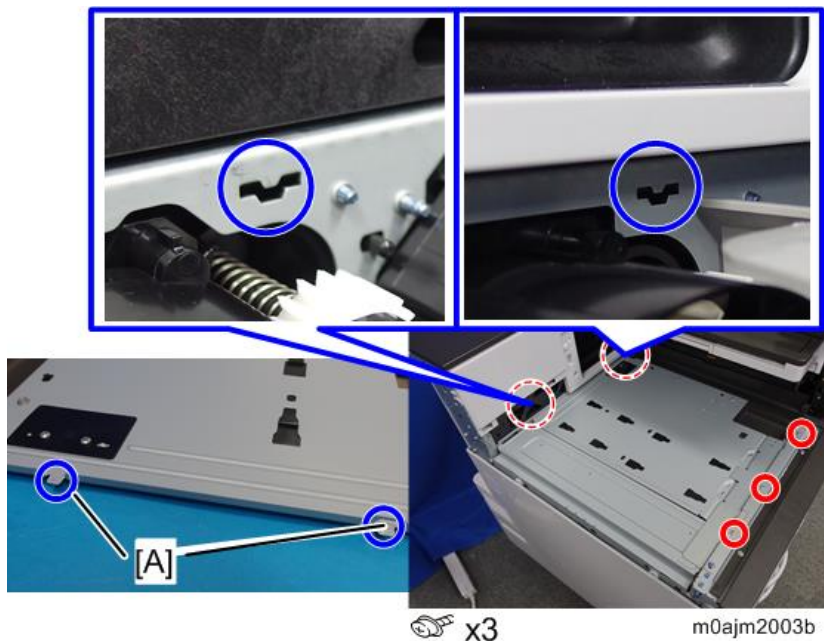
- 14.** Remove the paper exit lower cover [A].



x3

d284a2030

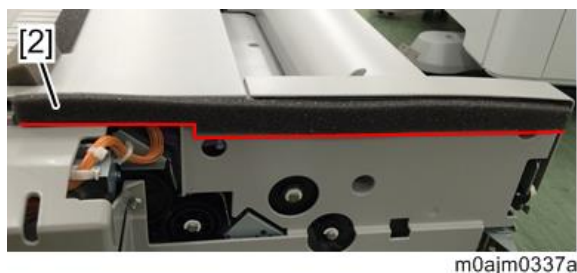
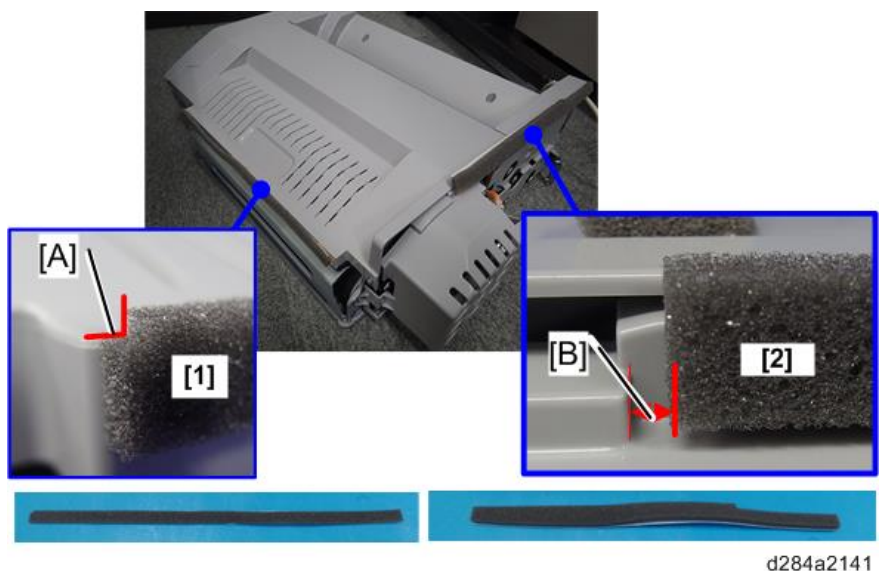
**15.** Attach the base plate (3 × 6). Before you attach it, insert the base plate's 2 tabs [A] into the slots in the machine.



**16.** Reattach the covers in the following order: paper exit cover and upper front cover. Then close the front cover and right door.

**17.** Attach the cushions to the internal multi-fold unit.

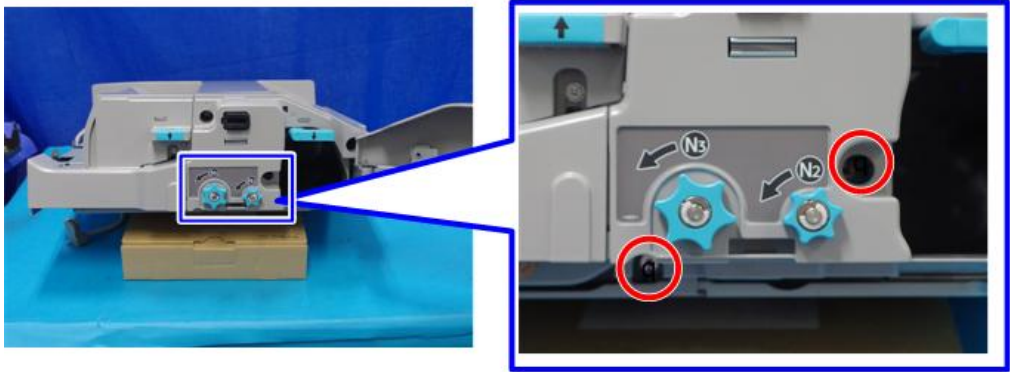
- When attaching the cushion (paper entrance) [1], align the cutout [A] with the top of the upper cover.
- When attaching the cushion (rear) [2], align it with a point 3 mm from the left edge [B].





Internal Multi-fold Unit FD3000 (M482-17, -21)

**18.** Open the front cover of the internal multi-fold unit, and then secure the 2 screws in the recesses.



m0ajm2008

**Note**

- This operation is required to apply pressure to the internal multi-fold unit roller when attaching it. The screw holes become inaccessible when the unit is attached to the machine, so be sure to perform this in advance.
- Be sure to turn the screws until they stop. It is not necessary to continue tightening them.

**19.** Temporarily place the internal multi-fold unit [A] on the base plate.

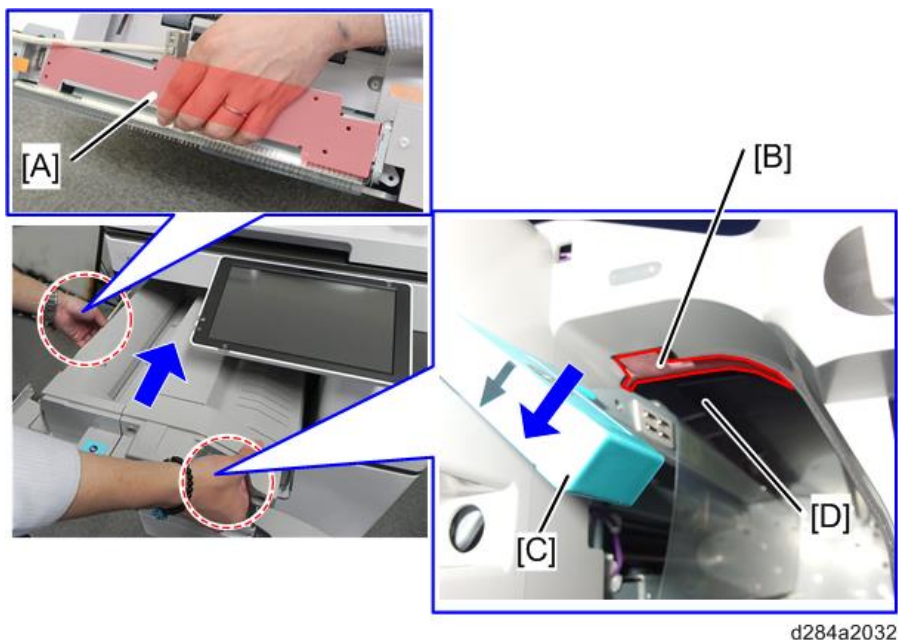


d284a2031

**20.** Open the front cover of the internal multi-fold unit, and then, holding the exit tray frame [A] and the top edge of the opening [B], lift the internal multi-fold unit and attach it to the machine.

- Lower the lever [C] to keep the paper guide plate open during operation, because the plate might be deformed if a strong force is applied while the guide plate is closed.
- Hold the metal frame part of the opening [B], not the exterior cover, to avoid the deformation of the cover.

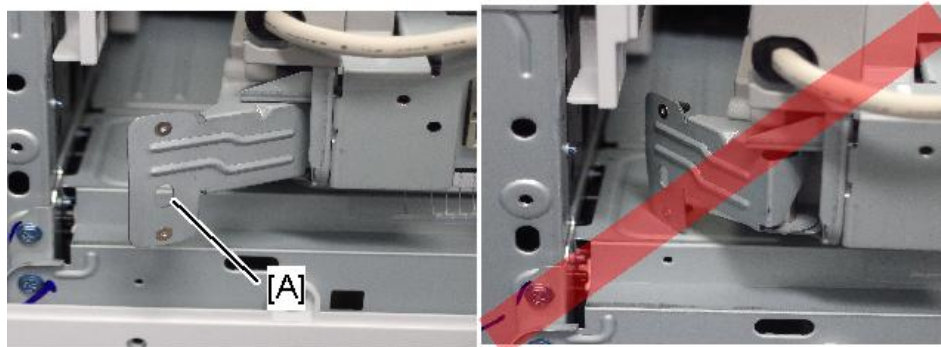
- Be careful not to touch the mylar sheet [D] located behind.



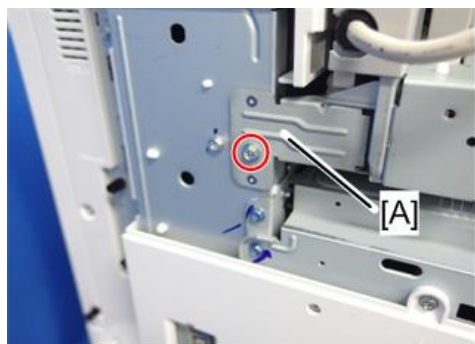
Installation

**Note**

- Be careful not to let the securing bracket [A] get caught between the internal multi-fold unit and the machine.



**21.** Attach the securing bracket [A] (M4x6).



x1

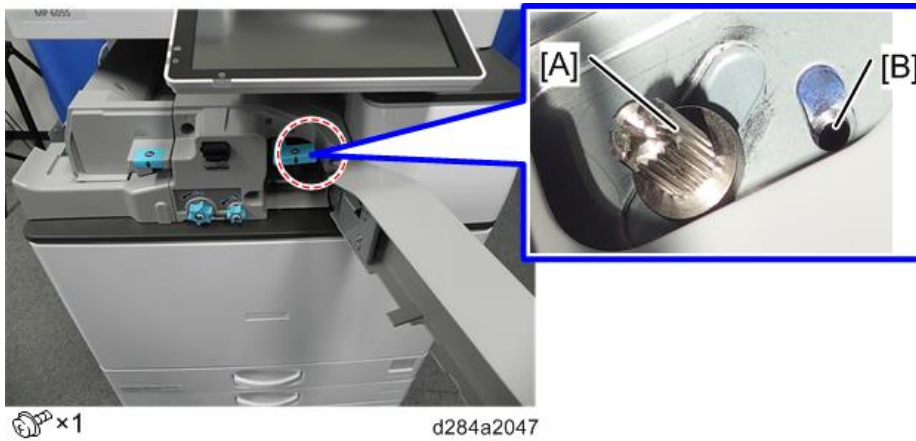
**22.** Temporarily attach the internal multi-fold unit with the supplied coin screw (M4x1).

**Note**

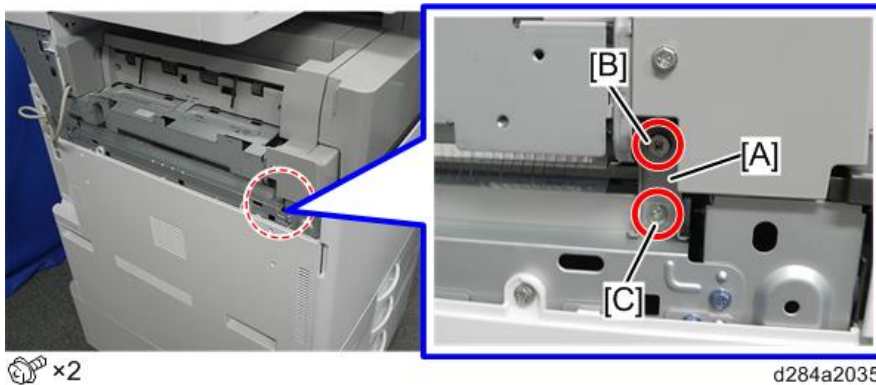
- The unit is only temporarily attached at this stage, so leave the screws loose.
- Fix the screw to the left screw hole [A] of the two screw holes. Do not use the right screw hole

Internal Multi-fold Unit FD3000 (M482-17, -21)

[B].



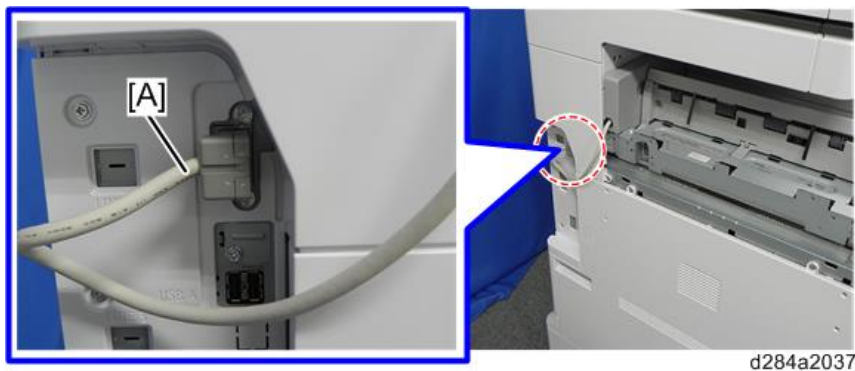
**23.** Attach the correction plate for side-to-side registration [A] to the machine (M3x6).



**Note**

- Partially secure the adjusting screw [B] on the upper part of the correction plate, and then secure the screw [C] at the bottom part of the plate.

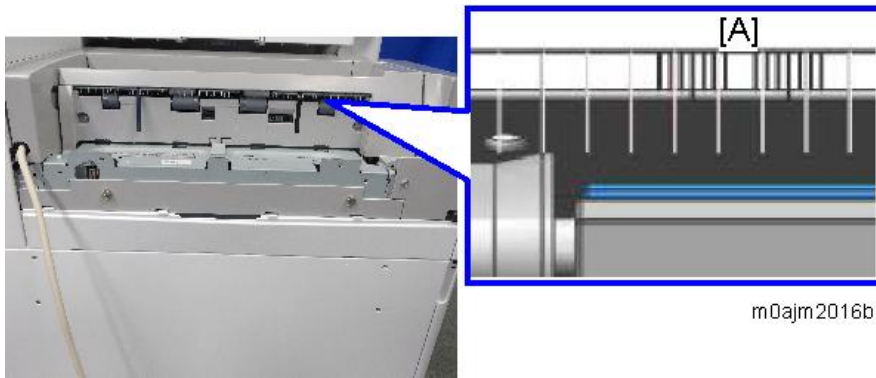
**24.** Connect the cable [A] of the internal multi-fold unit to the machine.



**25.** Turn ON the main power.

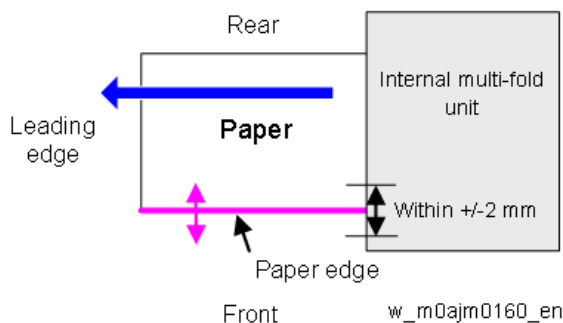
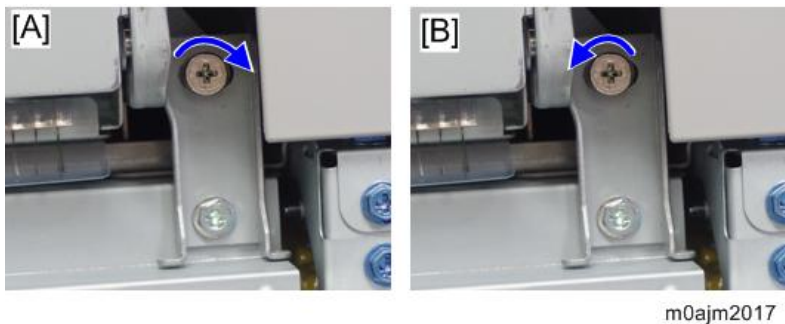
**26.** Feed A3/DLT paper (any brand) from Tray 2 and check the scale [A].

Select the [User Tools] icon > [Machine Features] > [Printer Features] > [List/ Test Print] > [Operation Test].



**27.** Check the movement at the paper edge from the leading to trailing edges, and turn the adjusting screws on the correction plate to adjust the internal multi-fold unit's position until the deviation stays within 2 marks on the scale. (Each mark represents 1 mm.)

- [A]: When the paper edge shifts towards the front, turn the adjusting screw clockwise.
- [B]: When the paper edge shifts towards the rear, turn the adjusting screw counterclockwise.

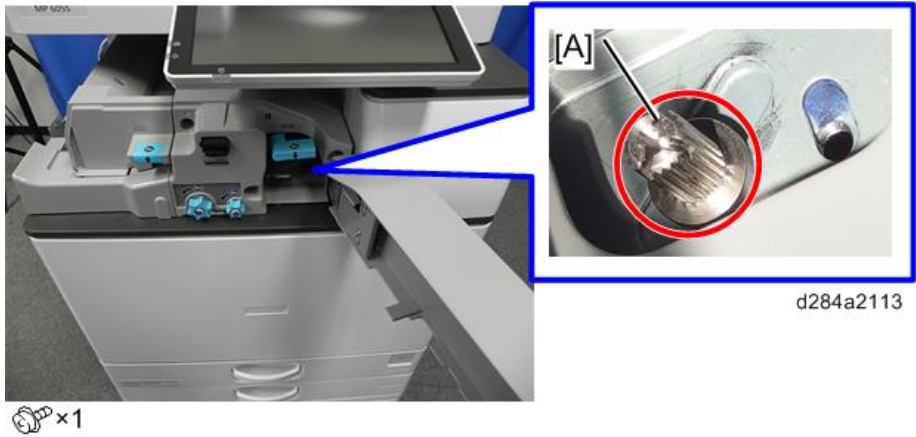


**28.** After registration, tighten the coin screw [A] to secure the internal multi-fold unit.

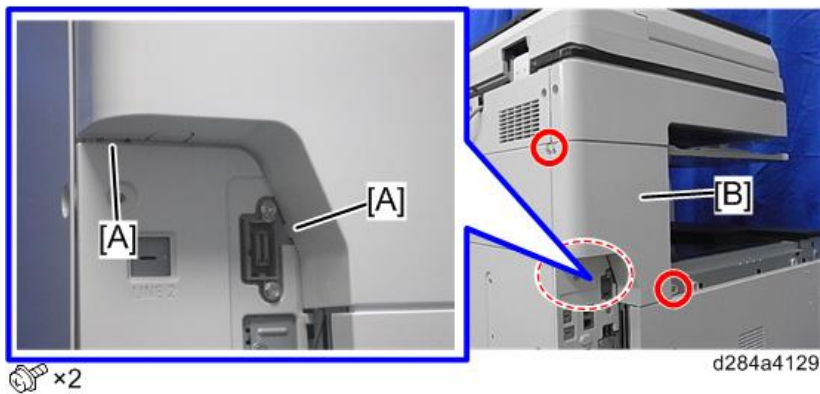
**★ Important**

- When you fully open the front cover of the internal multi-fold unit, it may interfere with the machine's upper front cover, causing the internal multi-fold unit to become misaligned. Therefore, tighten the screw [A] with a stubby screwdriver.

Internal Multi-fold Unit FD3000 (M482-17, -21)



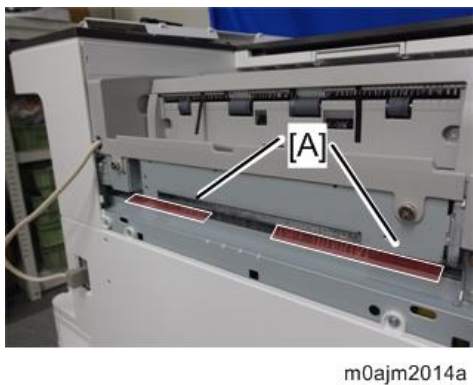
**29.** Reattach the hooks [A], and re-install the left rear cover [B].



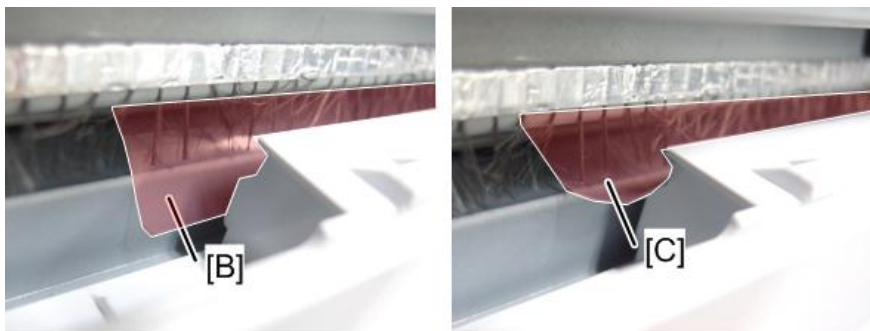
**30.** When attaching the finisher beyond the internal multi-fold unit, attach the supplied paper exit guide (No.9). For details, refer to [When Attaching the Finisher Beyond the Internal Multi-Fold Unit](#).

**31.** Reattach the left upper cover.

- The exit tray of the internal multi-fold unit has mylar sheets [A] on it. When attaching the cover, be careful not to damage the mylar sheets [A].
- The left upper cover bulges slightly because of the mylar sheets, but this does not cause any problem if the mylar sheets are positioned correctly.



- Reattach the left upper cover with the mylar sheets [B] sandwiched behind it. The mylar sheets must not catch on or hang over the left upper cover, as shown by [C].



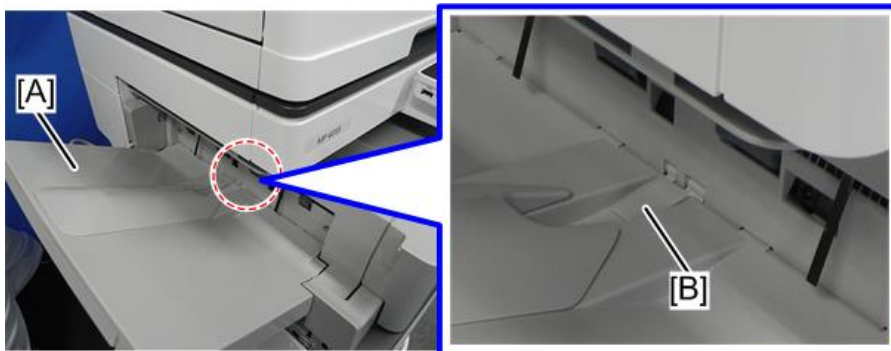
m0ajm2014b



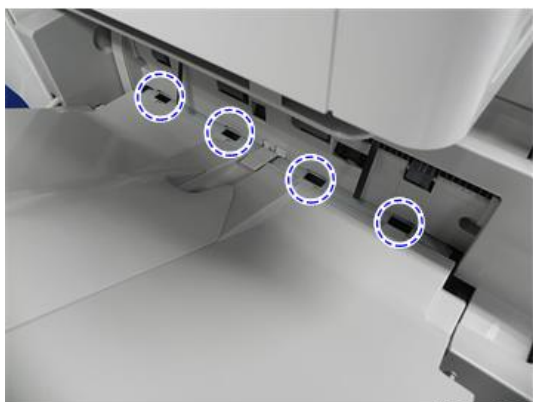
**32.** Reattach the inverter tray.

**33.** Insert the 4 hooks on the paper exit tray [A] into the slots (hook x 4).

When attaching the paper exit tray, do not put the movable plate [B] under the paper exit tray, because that would interfere with the operation of the internal multi-fold unit.



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d284a2039

Internal Multi-fold Unit FD3000 (M482-17, -21)

- 34.** Tighten the screws to secure the paper exit tray (coin screw x2 :M4).



m0ajm2020

- 35.** Attach the paper relay cover (coin screw x2: M4)



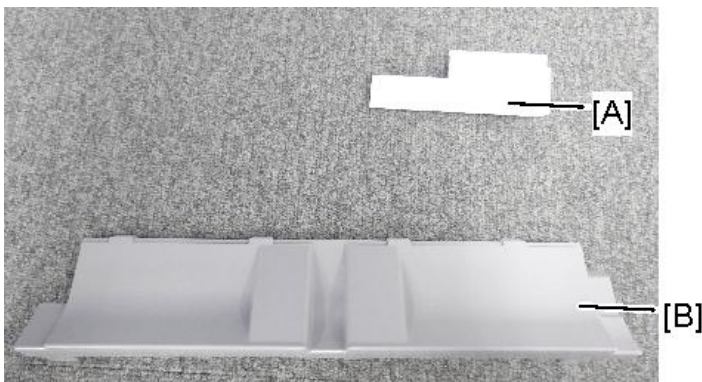
m0ajm2021

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When Attaching the Finisher Beyond the Internal Multi-Fold Unit

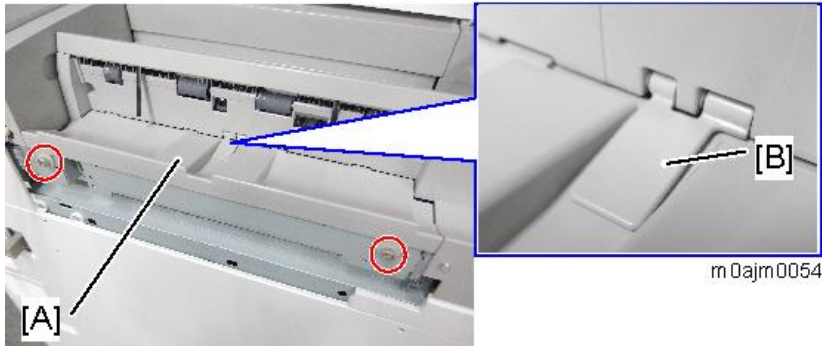
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When attaching a finisher downstream from the internal multi-fold unit, attach the supplied left upper cover [A] and paper exit guide (relay) [B].

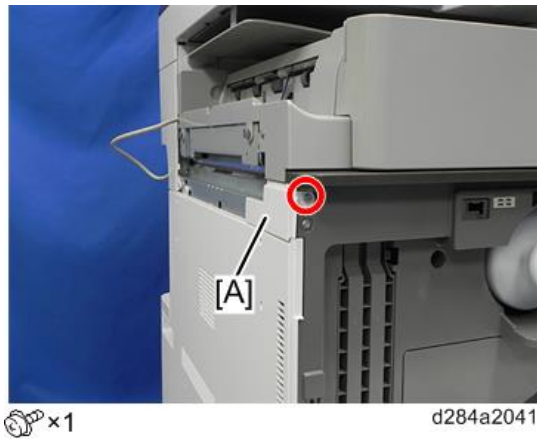


m0ajm0057

- 1.** Attach the paper exit guide (relay) [A] provided with this unit. (coin screw x2)  
When attaching the paper exit tray, do not put the movable plate [B] under the paper exit tray, because that would interfere with the operation of the internal multi-fold unit.



2. Attach the left upper cover [A] provided with this unit.



3. To complete installation of the finisher, refer to the finisher installation below.
  - [Booklet Finisher SR3240 / Finisher SR3230](#)
  - [Booklet Finisher SR3220 \(D3B9\)](#)
  - [Finisher SR3210 \(D3B8\)](#)



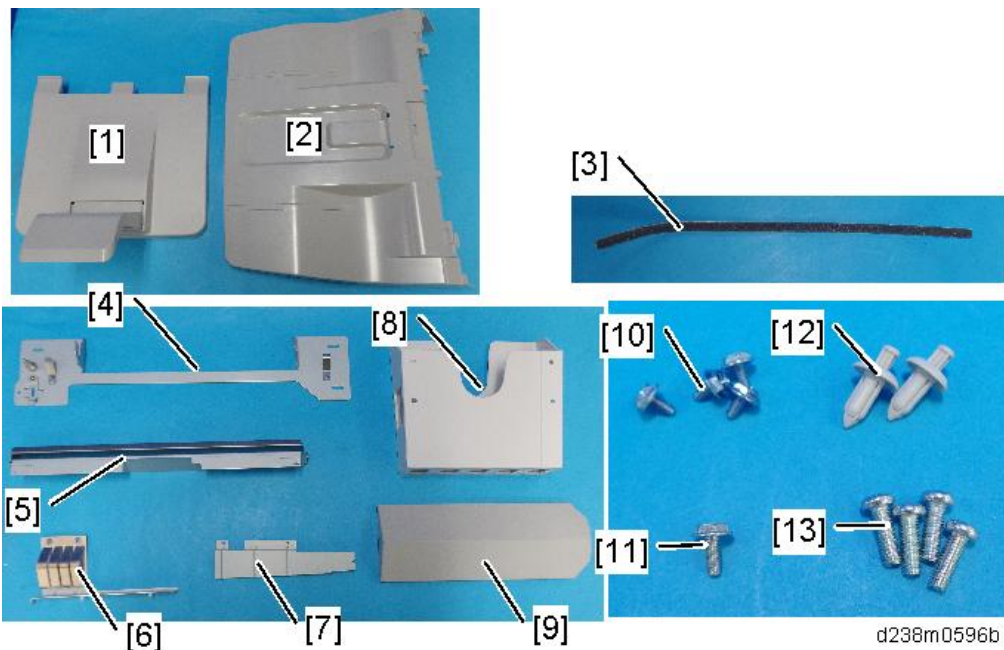
## Booklet Finisher SR3240 / Finisher SR3230

**★ Important**

- To attach this optional unit, the following optional units are required.
  - Bridge Unit BU3070 (D685) or Internal Multi-Fold Unit FD3000 (D3E4)
  - LCIT PB3170/PB3230 (D695) or Paper Feed Unit PB3150 (D694)

### Accessory Check

No.	Description	Q'ty	Remarks
1	Booklet Tray	1	Booklet Finisher SR3240 only
2	Shift Tray 2	1	
3	Cushion	1	
4	Joint Bracket	1	
5	Entrance Guide Plate	1	
6	Ground Plate	1	
7	Booklet Stapler Unit Fixing Cover	1	Booklet Finisher SR3240 only
8	Tray Holder	1	
9	Proof Support Tray	1	
10	Screws (3x6)	4	
11	Screws (3x8)	1	
12	Round Rivets	2	
13	Screws (4x12)	4	



---

## Installation Procedure

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### **⚠ CAUTION**

- When installing this option, turn OFF the main power and unplug the power cord from the wall socket. If installing without turning OFF the main power, an electric shock or a malfunction may occur.

### **↓ Note**

- Before installing this option, attach the "Bridge Unit BU3070 (D685)" or "Internal Multi-Fold Unit FD3000 (D3E4)" first.
- Attach the "LCIT PB3170/PB3230 (D695)" or "Paper Feed Unit PB3210/PB3220 (D787)" first before installing this option.

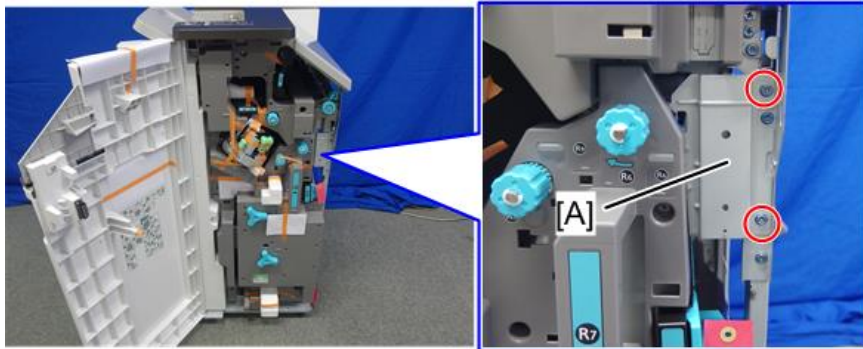
Installation

- 1.** Remove the external orange tape and shipping retainers.



d238m0597

- 2.** Open the front cover, and remove the orange tapes, shipping retainers and fixing bracket [A]. Keep the screws that were removed when removing the fixing bracket [A] and reuse them for attaching the supplied booklet stapler unit fixing cover [A] in step 4.

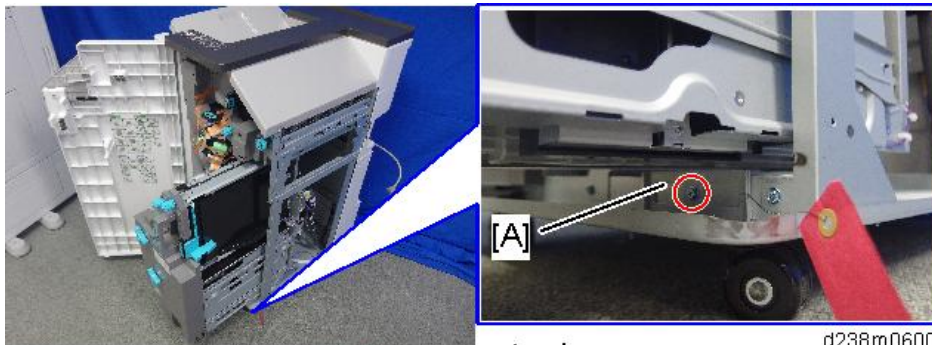


 x2

d238m0598a



- 3.** Pull out the saddle stitch unit and remove the fixing bracket [A] at the lower part of the finisher.

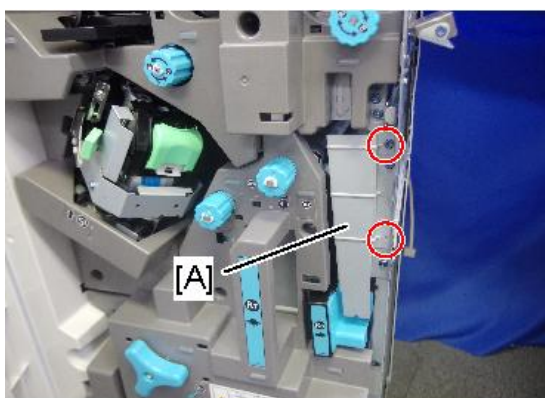


 x1

d238m0600



- 4.** Attach the supplied booklet stapler unit fixing cover [A]. (Booklet Finisher SR3240 only).  
When attaching Punch Unit PU3060, it is not necessary to attach this cover.

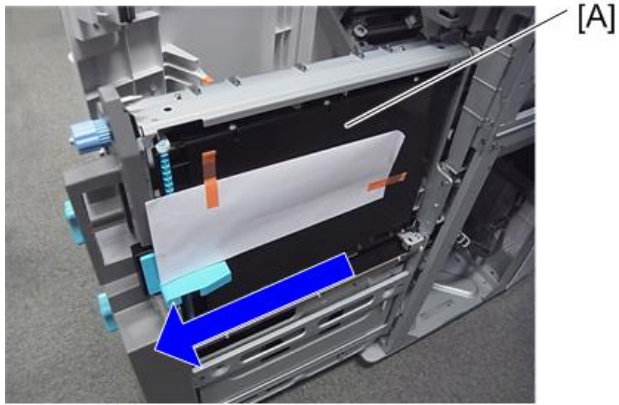


 x2

d238m0759

- 5.** Pull out the saddle stitch unit [A] again, and remove the orange tape and shipping retainers (Booklet

Finisher SR3240 only).



d1462543

Installation

**6.** Remove the accessories in the package (fixing screws, etc.).

**7.** Attach the shift tray [A] (Ⓜ×1:3x8).



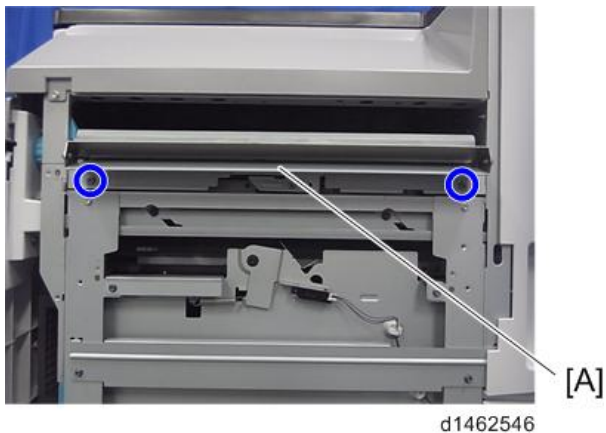
d1462544

**8.** Attach the booklet tray [A] (Booklet Finisher SR3240 only).



d146z0024

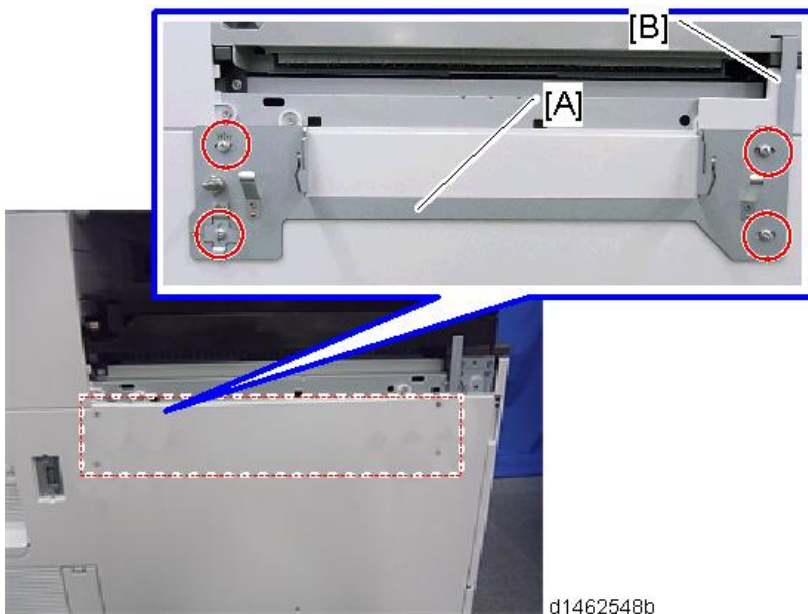
- 9.** Attach the entrance guide plate [A] (Ⓜ×2: 3x6).



- 10.** Attach the ground plate [A] (Ⓜ×2: 3x6).

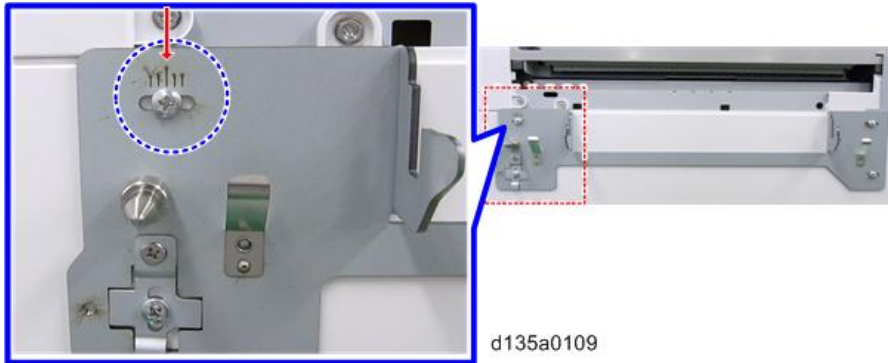


- 11.** Attach the joint bracket [A] to the machine (Ⓜ×4).  
Tighten the joint bracket [A] and bracket [B] of the bridge unit together.



**Note**

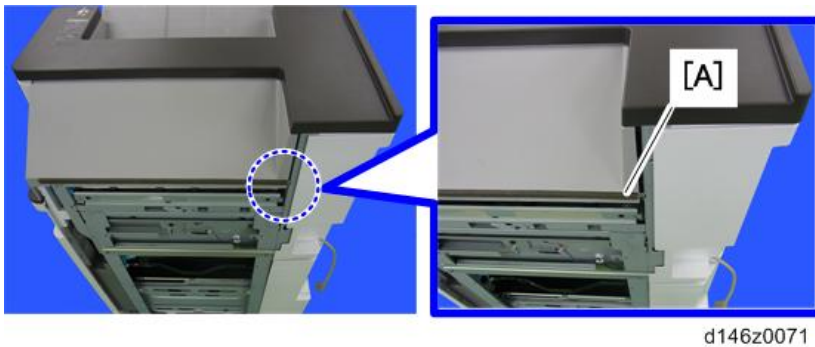
- Attach the screw so that the screw head is at the center of the mark.



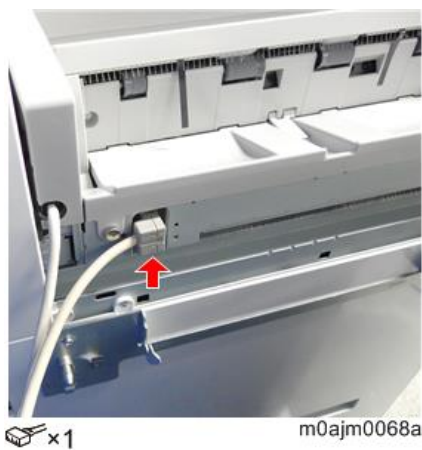
Installation

**12.** Clean the right side of the upper cover with a cloth moistened with alcohol, and then attach the cushion to the finisher.

- Make sure that the cushion is aligned with the rear-lower edge [A] of the upper cover.



**13.** Connect the cable of the finisher to the connector of the Internal Multi-Fold Unit. (Only when the Internal Multi-Fold Unit is installed.)



x1

- 14.** Remove the screw on the connection lever [A] and pull the lever.



 x1

- 15.** Connect the finisher to the main unit, and then push in the connection lever [A] to fasten it to the main unit.

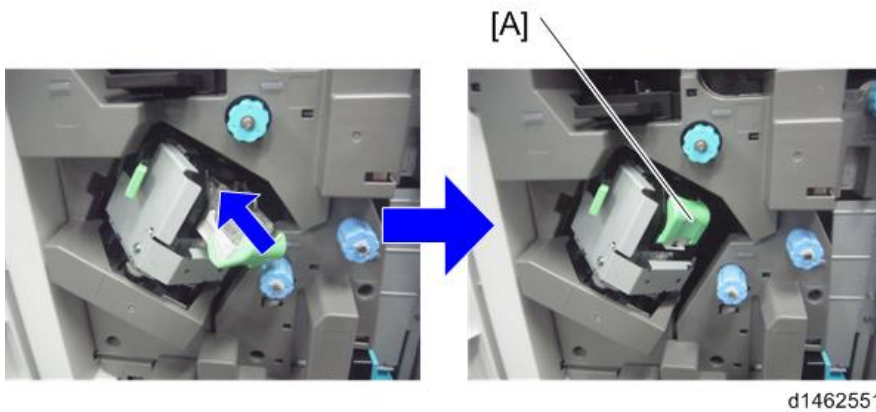


 x1

- 16.** Connect the interface cable [A] to the machine. (Only when the Bridge Unit is installed.)



- 17.** Set the staple cartridge [A].



- 18.** Attach the tray holder (🔩 x2).



- 19.** Close the front cover.  
**20.** Turn ON the main power.  
**21.** Deliver some A3/DLT paper to the proof tray and check if the vertical registration is correct according to the adjustment scale for A3/DLT paper. ([Finisher Registration Adjustment](#))  
**22.** Check that the finisher can be selected on the operation panel, and check the finisher's operation.

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### Adjustment after Installing the Finisher

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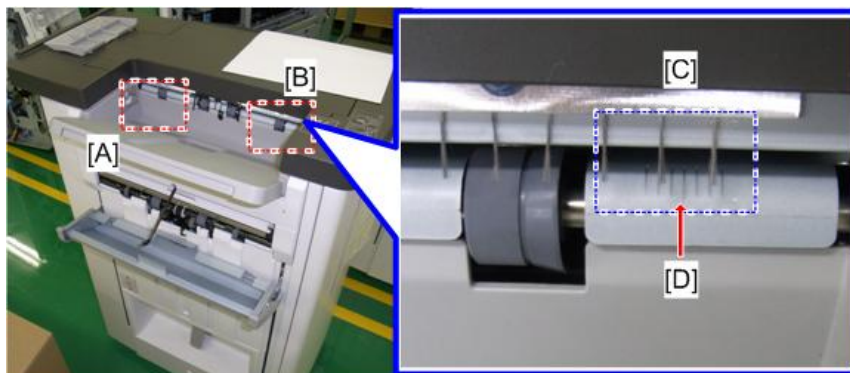
After installing a finisher, make sure that the side-to-side registration of the finisher matches that of the main machine.

#### How to Check and Adjust the Side-to-Side Registration

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Check the side-to-side registration by exiting to the proof tray. Print out an A3 or DLT sheet to the proof tray. Using the markings on the front-most exit roller, check to see where the paper edge is located when the paper is fed out. For purposes of accuracy, print out about 5 sets. If side-to-side registration shift occurs, see the Troubleshooting section and make adjustments ([Other Problems](#)).





d135a3121

[A]: Scale marks for DLT

[B]: Scale marks for A3

[C]: 7 scale marks at 2mm intervals

[D]: Center mark

**Note**

- Each marking represents 2mm.
- If the paper edge is lined up with the center marking, this means the paper is aligned correctly.
- If the paper edge is lined up with any marking to the right of center, this means the paper is shifted toward the front.
- If the paper edge is lined up with any marking to the left of center, this means the paper is shifted toward the rear.

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## Attaching a Support Tray

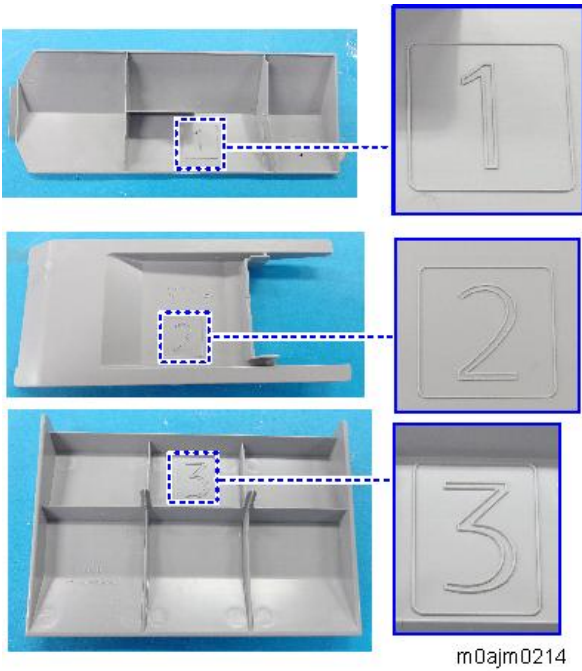
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Explain the following information to the users.

The sensor may detect that the exit tray is full prematurely when delivering z-folded sheets or curled paper to the tray.

If a message reporting a full paper exit tray appears, the job is suspended until the paper is removed from the paper exit tray. By attaching a support tray, you can prevent the premature full detection.

Three types of support tray are supplied with this finisher. Make sure that you understand the purpose of each support tray before installing one of them.

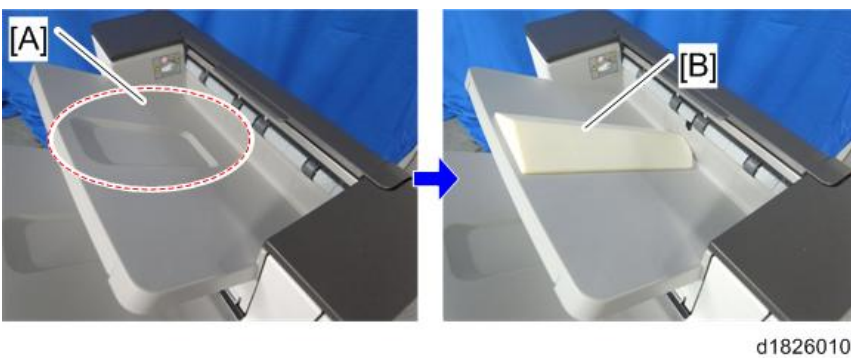


**Support Tray: Proof Tray ("1" marked on the back)**

When using B4, LG or larger paper, or when using limp paper, the sheet may become bent, resulting in premature full detection.



This can be solved by attaching the proof support tray [B] on the proof tray [A].



Problem that may occur after attaching this support tray:

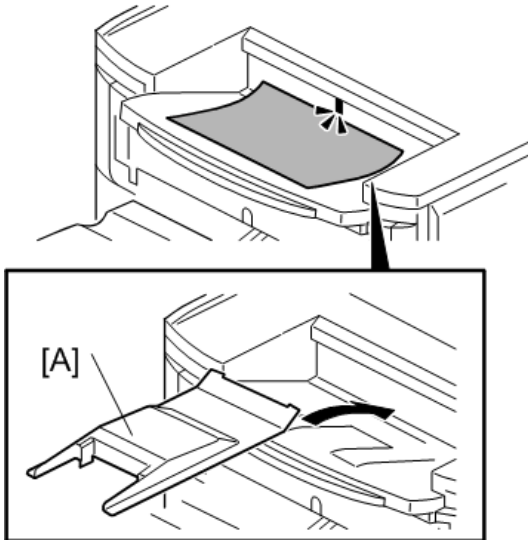
When printing A4, LT or smaller paper with the support tray, the machine stacks only 200 sheets, which is less

than the standard specification of 250 sheets.

When printing B4, LG or larger paper with the support tray, the machine stacks 50 sheets, which is the same as the standard specification.

**Support Tray: Proof Tray ("2" marked on the back) provided with the Internal Multi-Fold Unit FD3000**

By attaching Support Tray: Proof [A], more sheets can be stacked when delivering z-folded sheets to the proof tray, preventing premature full detection.



d1354040

**Support Tray: Shift Tray ("3" marked on the back) provided with the Internal Multi-Fold Unit FD3000**

By attaching Support Tray: Shift [A], more sheets can be stacked when delivering z-folded sheets to the shift tray, preventing premature full detection.

The sensor is located at the paper exit. During the installation, be careful not to remove the feeler.



m0ajm0116

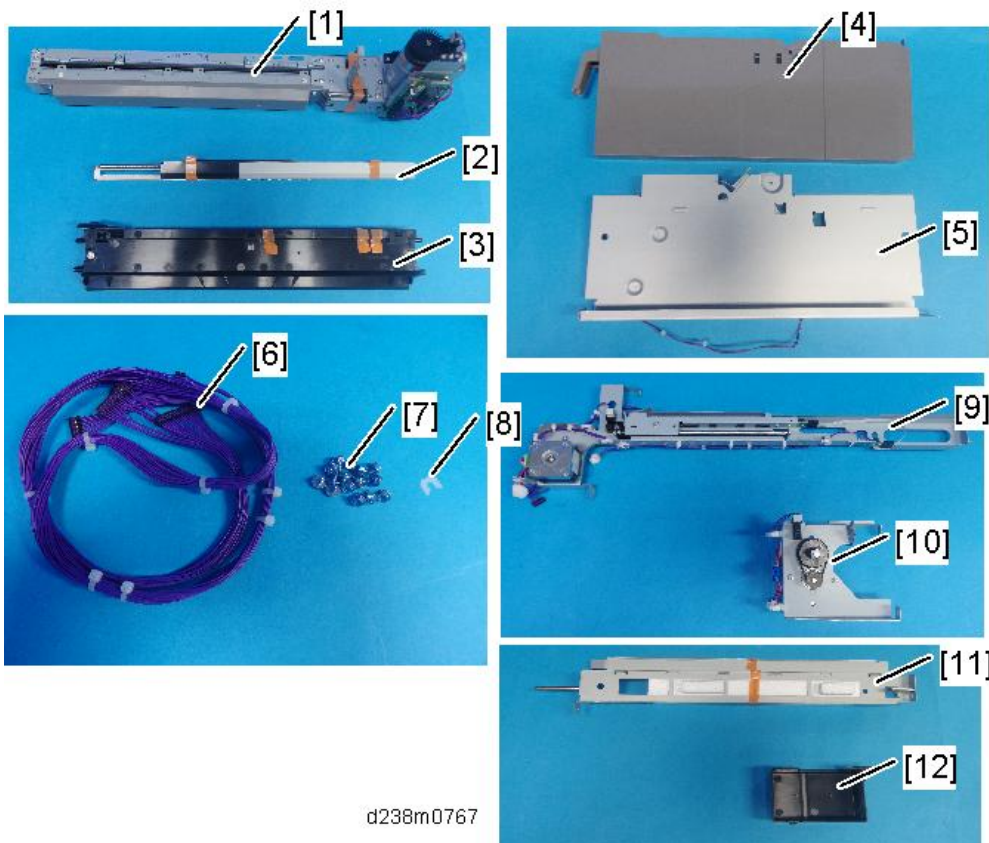
## Punch Unit PU3060 (D706)

**Note**

- This Punch Unit is for the Booklet Finisher SR3240 (D3BB)/Finisher SR3230 (D3BA)

### Accessory Check

No.	Description	Q'ty	Remarks
1	Punch Unit	1	
2	Registration Guide Plate	1	
3	Punch Waste Paper Guide	1	
4	Hopper	1	
5	Hopper Bracket	1	
6	Harness	1	
7	Tapping Screw- M3×6	15	
8	Clip Ring	1	
9	Side-to-side Detection Unit	1	
10	Punch Unit Movement Motor Unit	1	
11	Punch Unit Stay	1	
12	Cover	1	



d238m0767

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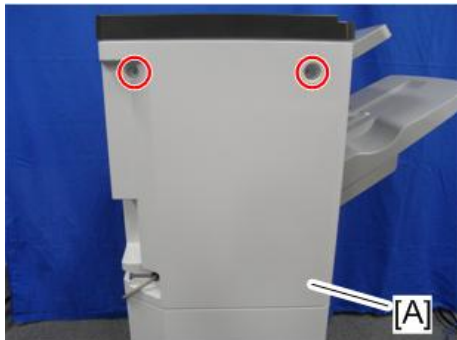
## Installation Procedure

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### **⚠ CAUTION**

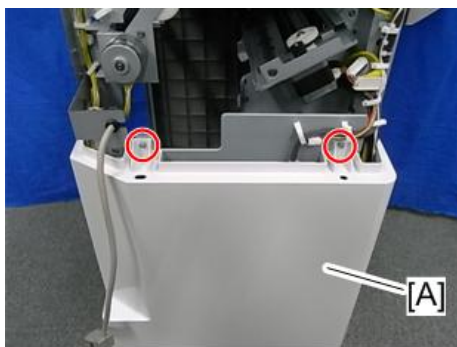
- When installing this option, turn OFF the main power and unplug the power cord from the wall socket.  
If installing without turning OFF the main power, an electric shock or a malfunction may occur.

- 1.** Remove the rear upper cover [A]. (⚙️×2)



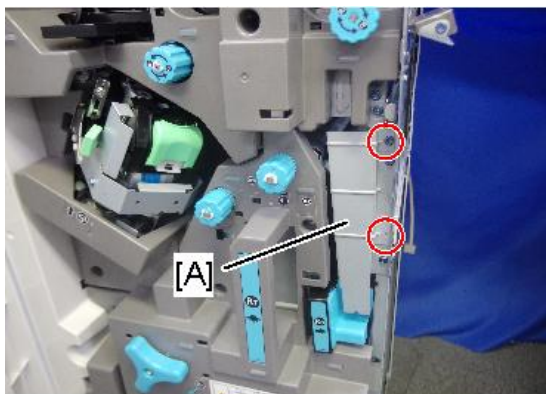
d7060011

- 2.** Remove the rear lower cover [A]. (⚙️×2)



d7060012

- 3.** For booklet finisher SR3240, remove the cover [A] of the booklet finisher unit.



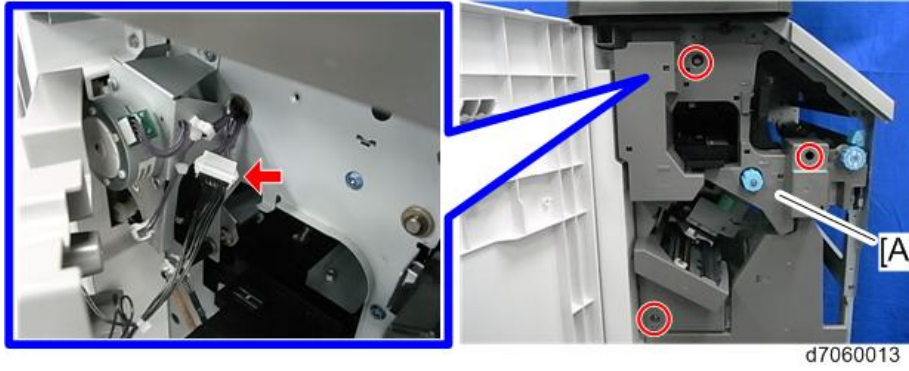
⚙️ x2

d238m0759

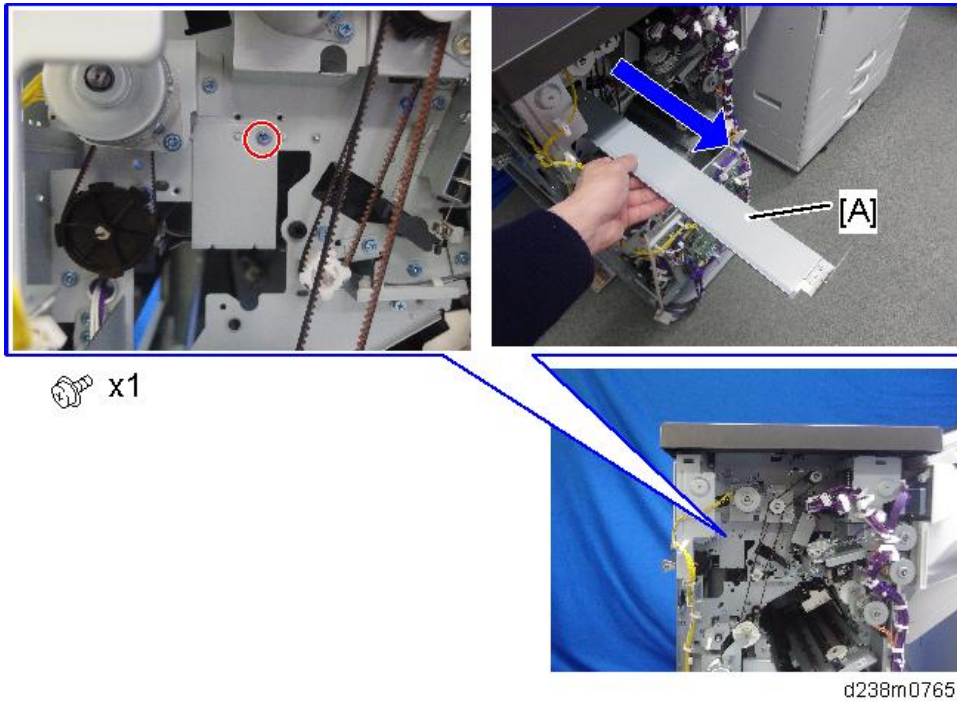
- 4.** Remove the inner cover [A]. (⚙️×3, 📦×1)

**Note**

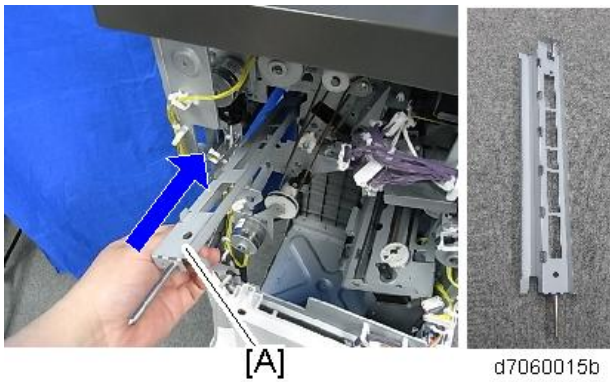
- There is a connector on the back of the inner cover.



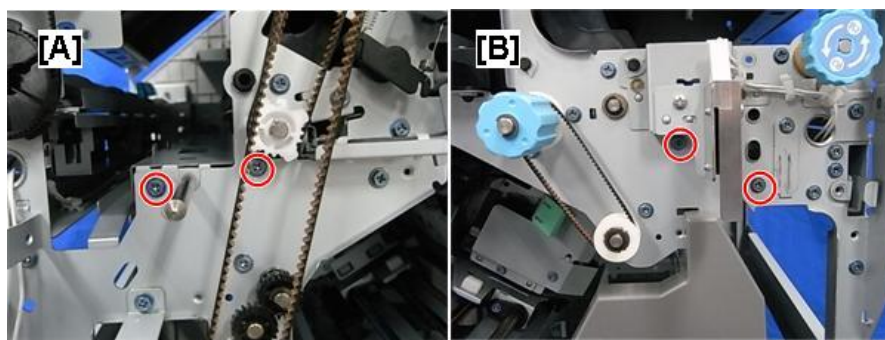
5. Remove the punch guide plate [A].



6. Attach the punch unit stay [A]. (Ⓜ×4)



[A]: Rear, [B]: Front

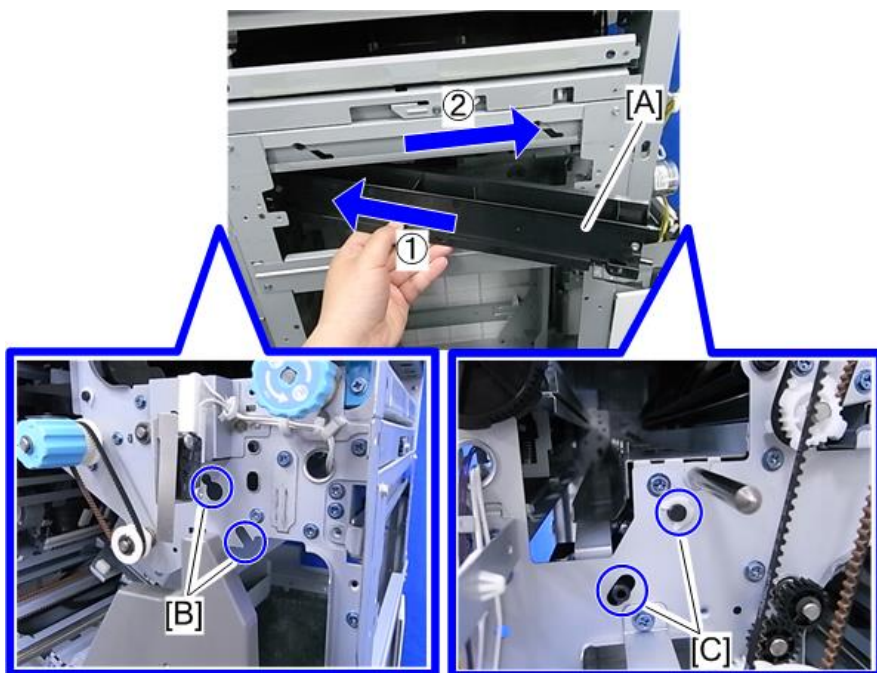


d238m0930a

7. Attach the punch waste paper guide [A]. (🔩×1)

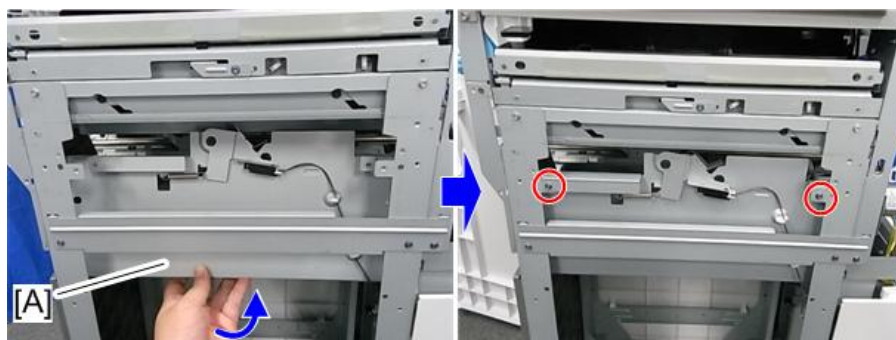
Note

- After inserting the front tab of the punch waste paper guide into the frame [B] of the finisher, insert the rear tab into the frame [C].



d7060017a

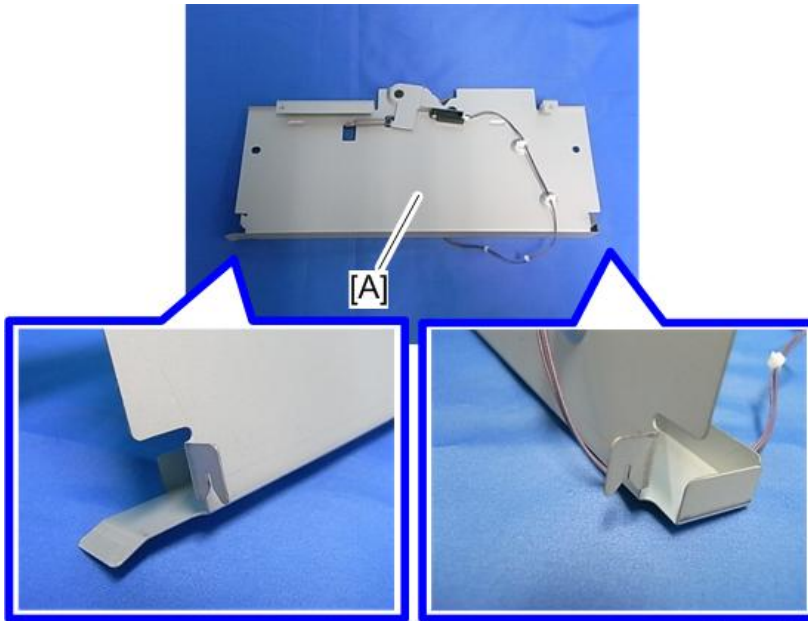
8. Attach the hopper bracket [A], inserting it from the outside frame of the finisher. (🔩×2, 2 hooks)



d7060018

Note

- Hook the hooks of the hopper bracket onto the back side of the frame.



d7060019



d7060020

- Hook the upper frame of the hopper bracket onto the outside frame of the finisher.



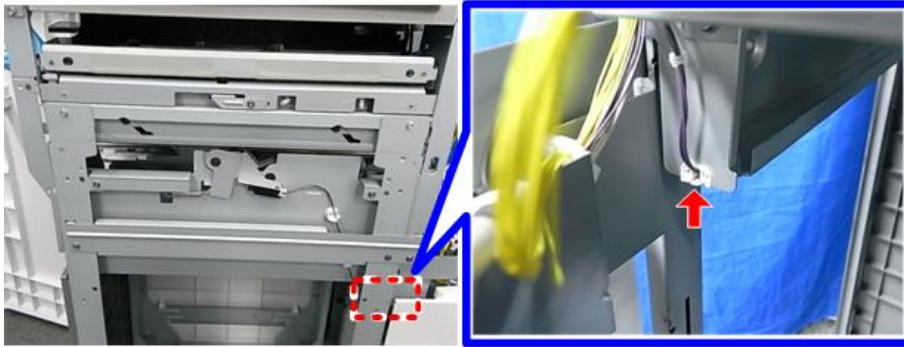
d7060021

Installation



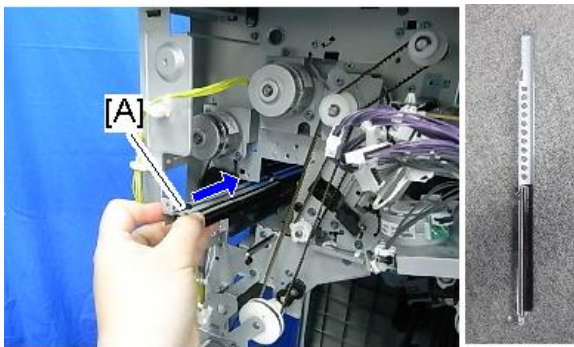
Punch Unit PU3060 (D706)

- 9.** Fix the harness of the hopper sensor. (🔩×1)



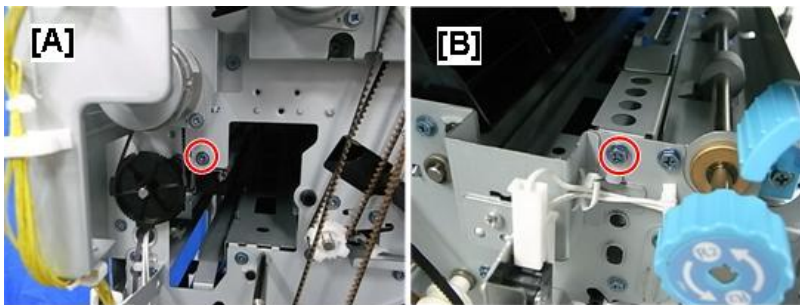
d7060022

- 10.** Attach the registration guide plate [A]. (🔩×2)



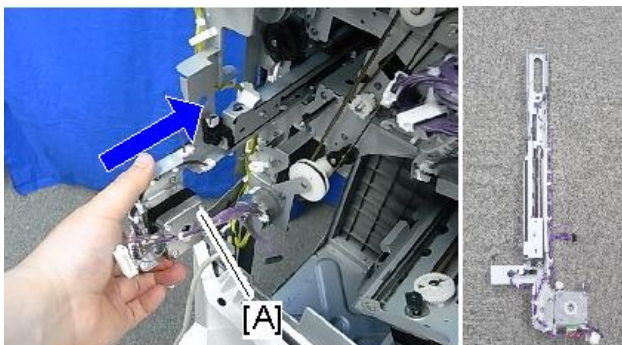
d7060023b

[A]: Rear, [B]: Front

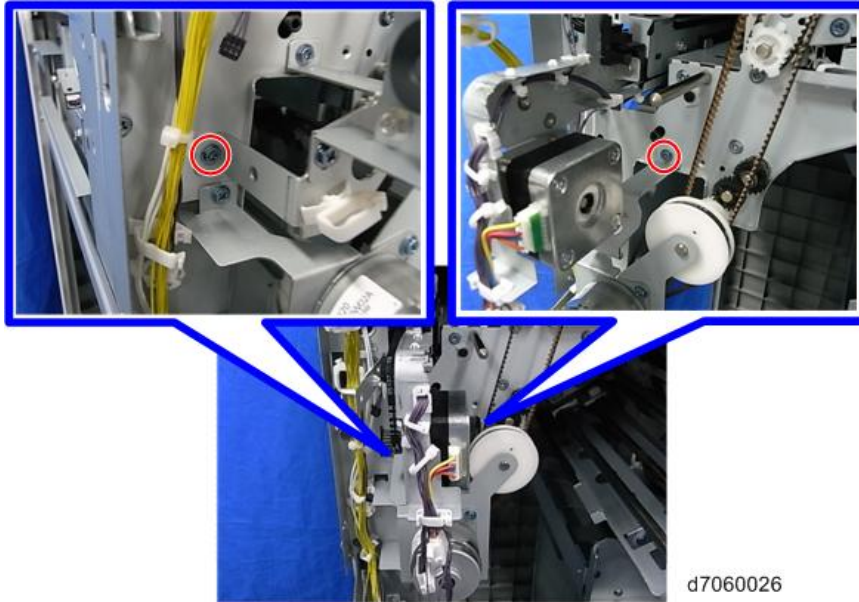


d238m0931a

- 11.** Attach the side-to-side detection unit [A]. (🔩×2)

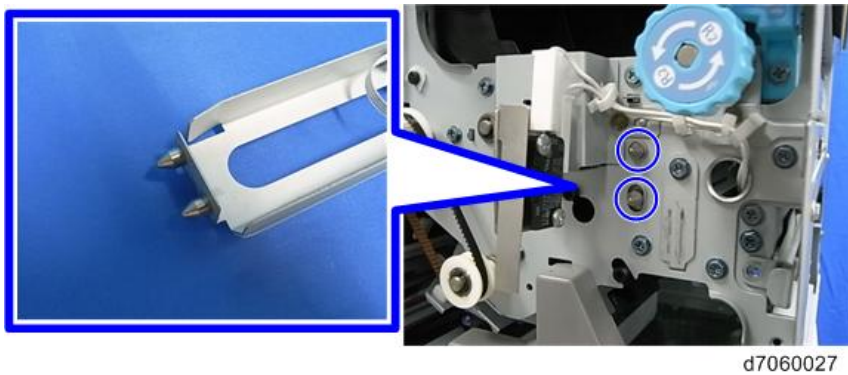


d7060025b



Note

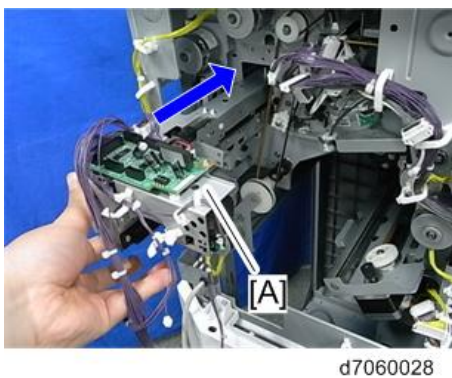
- Insert the front pins of the side-to-side detection unit into the holes in the frame.



12. Attach the punch unit [A]. (⊙×2)

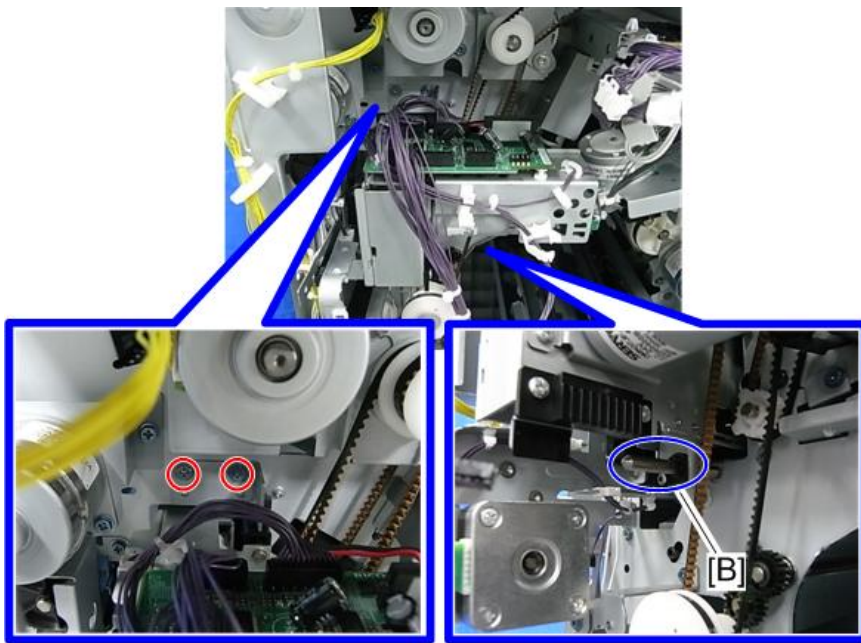
Note

- After inserting the pins [B] of the punch unit stay into the front and rear holes in the punch unit, fix the punch unit with two screws.



# Punch Unit PU3060 (D706)

- Rear



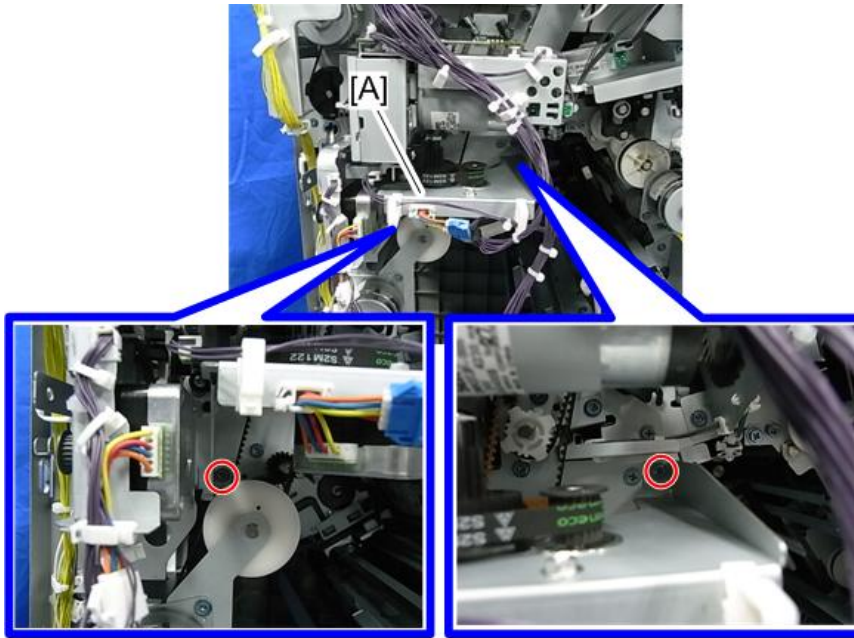
d7060029

- Front



d7060030

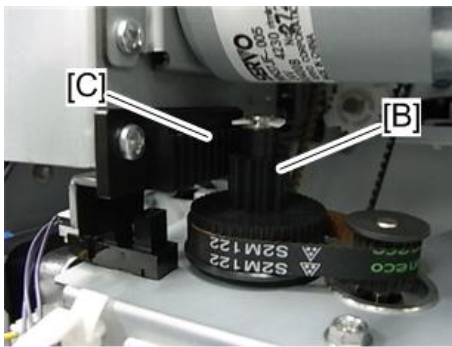
**13.** Attach the punch unit movement motor unit [A]. (🔧×2)



d7060031

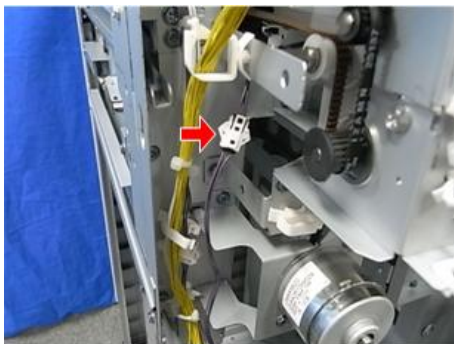
**Note**

- Engage the gear [B] of the punch unit movement motor unit with the rack [C] of the punch unit.



d7060032

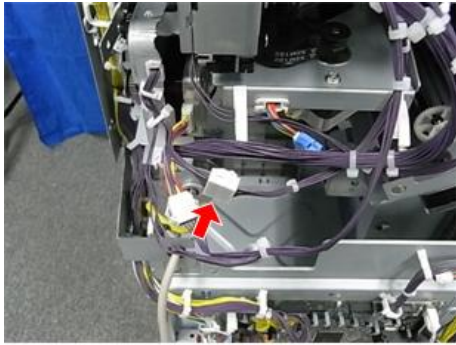
**14.** Connect the harness of the hopper sensor to the connector of the finisher. (🔌×1)



d7060033

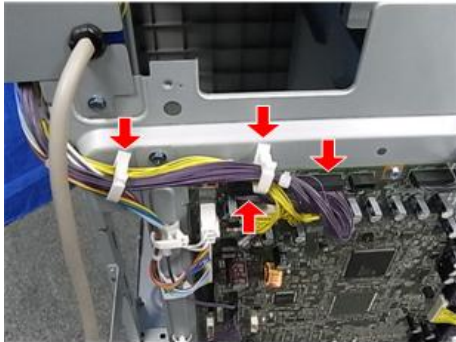
Punch Unit PU3060 (D706)

- 15.** Connect the harness of the punch unit to the connector of the registration drive unit. (📦×1)



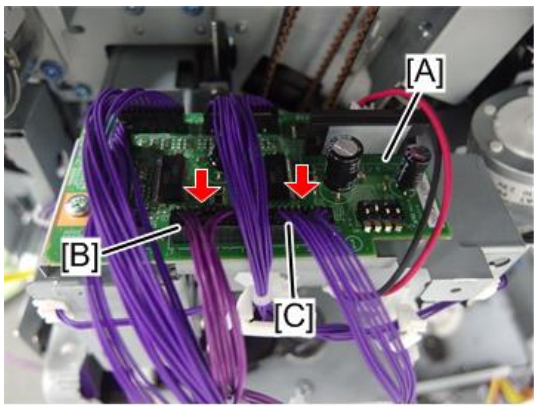
d7060034

- 16.** Connect the harness of the punch unit to the main board, and then clamp it. (📦×2, 🛠️×2)



d7060035

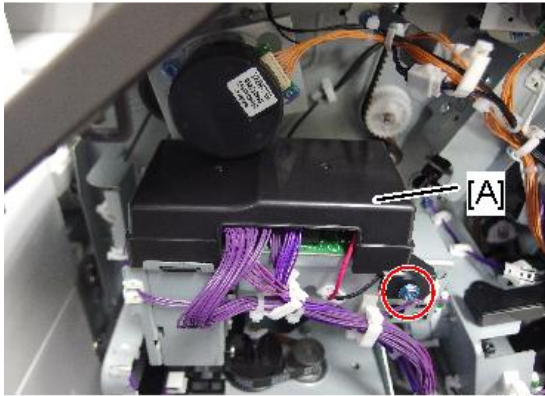
- 17.** Connect the harness [B] of the punch unit movement motor unit and the harness [C] of the side-to-side detection unit to the punch unit board [A].



📦×2


d284a8019

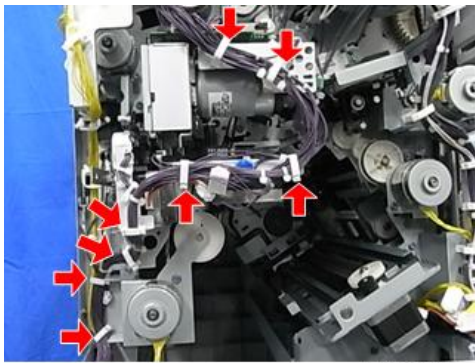
- 18.** Attach the supplied cover [A] to the punch unit board.



 x1

d238m0814

- 19.** Fix all the harnesses of the punch unit PU3060. (x8)



d7060037

- 20.** Attach the hopper [A].



d7060038

- 21.** Attach the rear upper cover, the rear lower cover, the inner cover, and the punch guide plate.

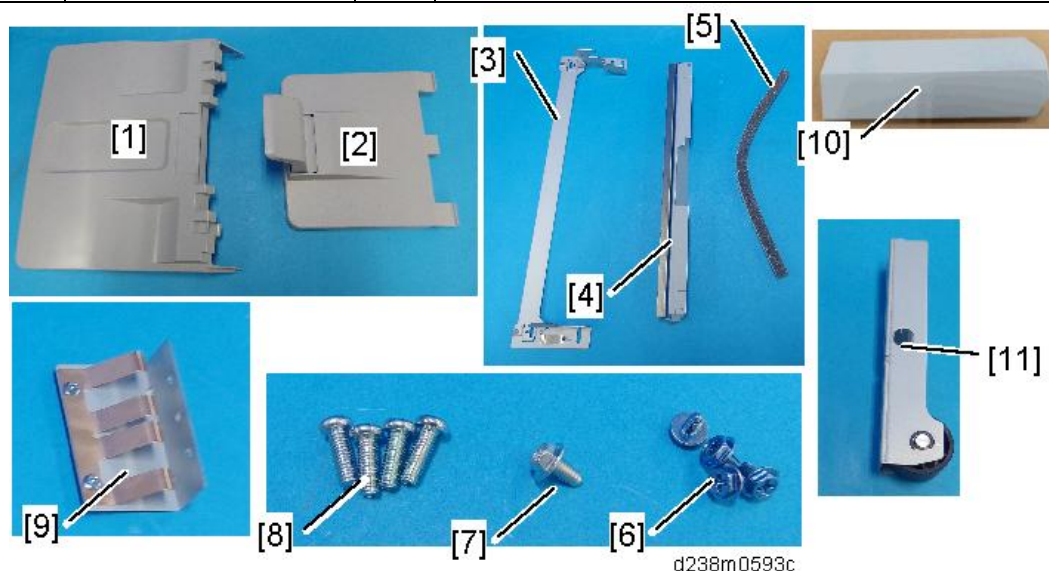
## Booklet Finisher SR3220 (D3B9)

**★ Important**

- To attach this optional unit, the following optional units are required.
  - Bridge Unit BU3070 (D685) or Internal Multi-Fold Unit FD3000 (D3E4)
  - LCIT PB3170/PB3230 (D695) or Paper Feed Unit PB3150 (D694)

### Accessory Check

No.	Description	Q'ty	Remarks
1	Shift Tray	1	
2	Booklet Tray	1	
3	Joint Bracket	1	
4	Entrance Guide Plate	1	
5	Cushion	1	
6	Tapping screws - M3 × 6	4	
7	Tapping screw - M4 × 8	1	
8	Screws - M4 × 12	4	
9	Ground Plate	1	
10	Proof Support Tray	1	
11	Stabilizer	1	This part must be attached to the finisher just after it is taken out of the shipping box.



Installation Procedure

**⚠ CAUTION**

- When installing this option, turn OFF the main power and unplug the power cord from the wall socket. If installing without turning OFF the main power, an electric shock or a malfunction may occur.

**↓ Note**

- Before installing this option, attach the "Bridge Unit BU3070 (D685)" or "Internal Multi-Fold Unit FD3000 (D3E4)" first.
- Attach the "LCIT PB3170/ PB3230 (D695)" or "Paper Feed Unit PB3210/PB3220 (D787)" first before installing this option.
- This finisher is light and has a high center of gravity, so it easily topples when installing or moving it. Therefore, it is equipped with the stabilizer [A] attached to it when shipped.

Installation



d1463221

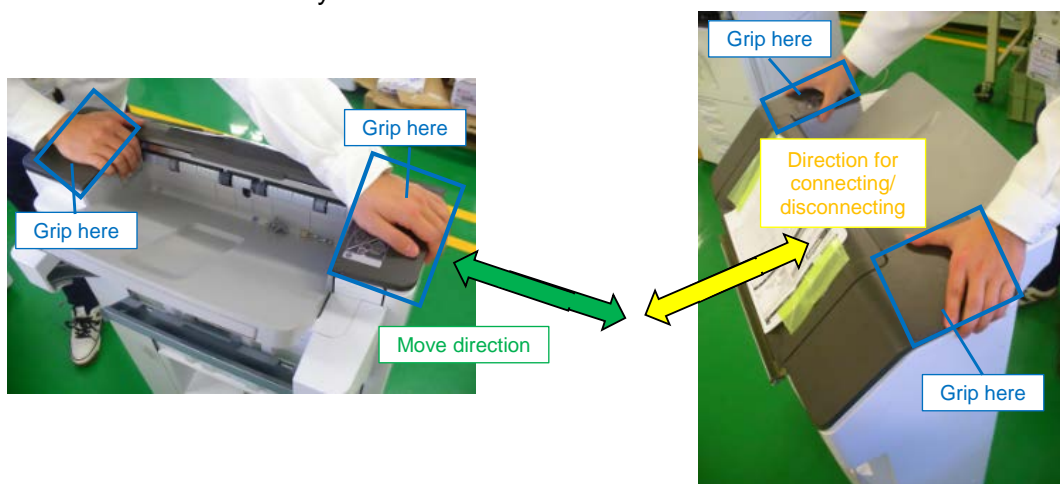
**⇒ ★ Important**

- **The following is important information when moving the finisher.**

As a general rule for moving the finisher, move it from the front to the rear of the machine as indicated with the arrows in green, by gripping the positions outlined in blue in the photo below.

Make sure to grip both front and back of the finisher at the top to prevent the unit from tipping over.

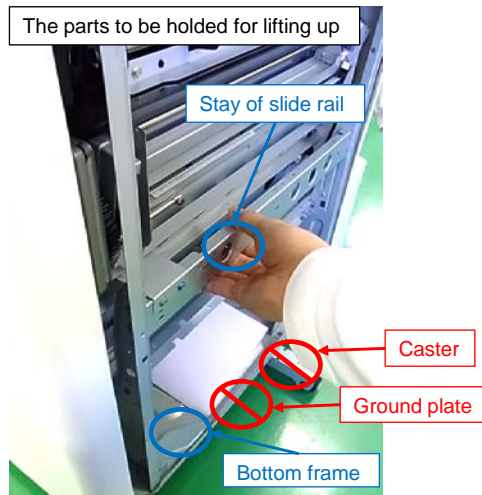
When connecting or disconnecting the finisher to or from the main frame, slightly move it in the direction indicated with the yellow arrow.





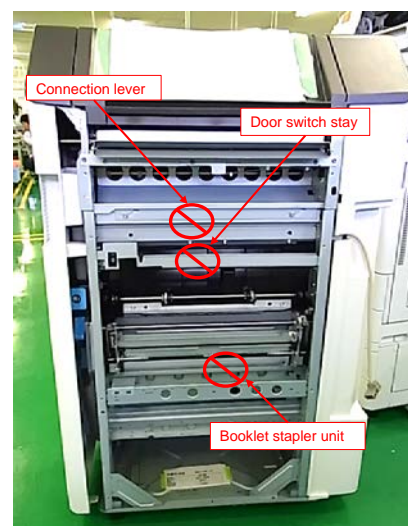
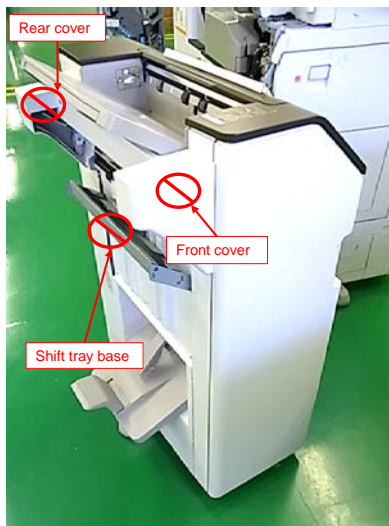
⇒ **Note**

- When the finisher has to be lifted up, for instance, when moving it over an object on the ground, hold the stay of the slide rail or the bottom frame. **DO NOT** hold the ground plate or caster.

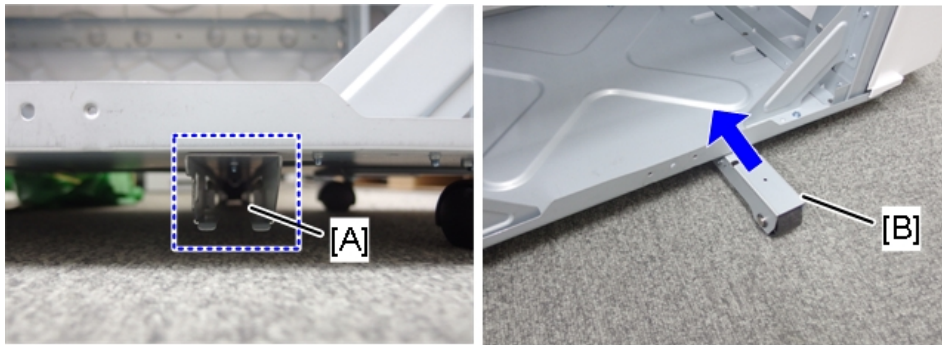


Do not grip the following locations when moving the finisher:

- Proof tray
- Entrance guide plate
- Front and rear covers
- Shift Tray base
- Connection lever
- Door switch stay
- Booklet stapler unit

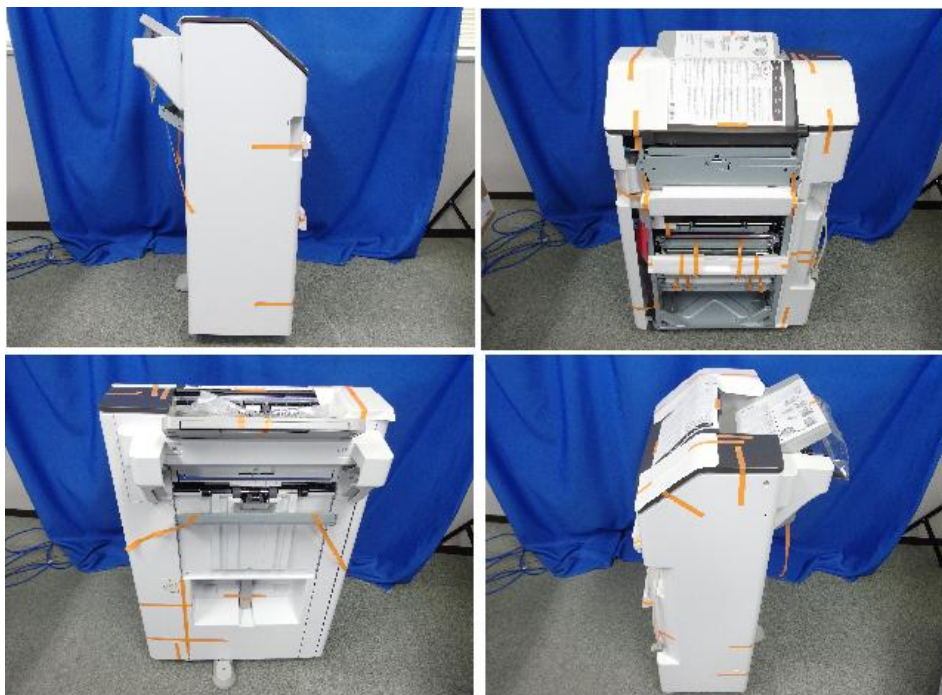


1. After unpacking, immediately attach the stabilizer [B] to prevent toppling.  
Attach it along the guide rail [A] and push it in all the way, until it clicks.



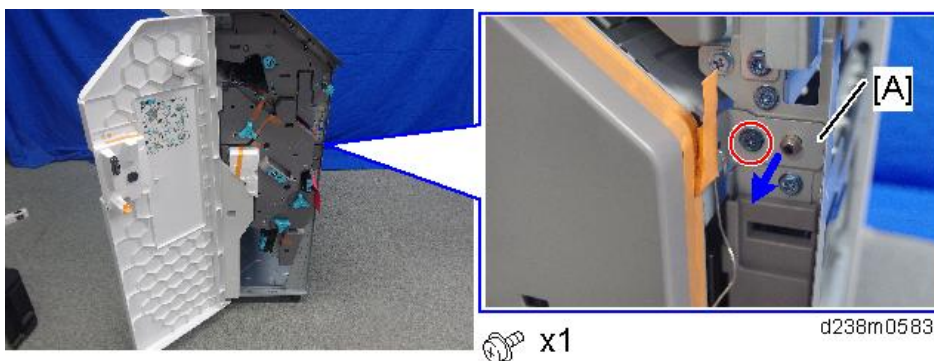
m0ajm0201

2. Remove the external orange tape and shipping retainers.



d238m0584b

3. Open the front cover, and then remove the filament tape and packing materials.
4. Remove the fixing bracket [A].



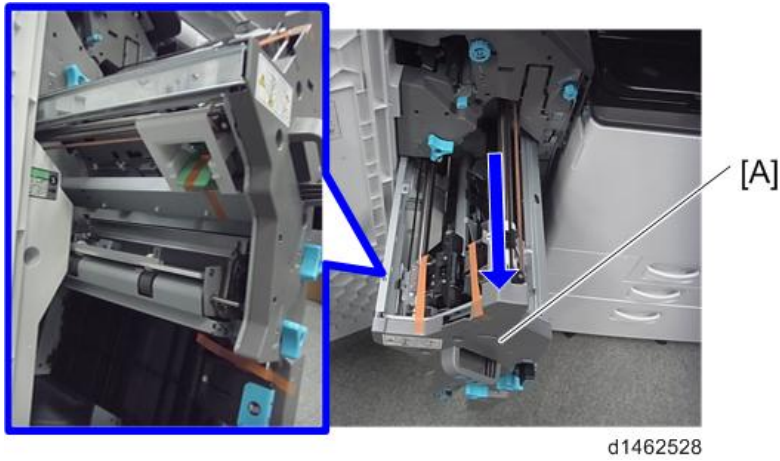
 x1

d238m0583

Installation

Booklet Finisher SR3220 (D3B9)

5. Pull out the saddle stitch unit [A], and remove the filament tape and packing materials.

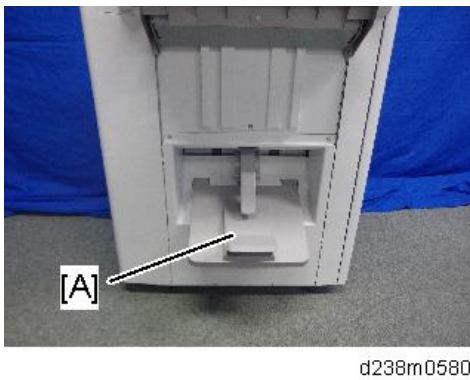


6. Remove the accessories in the package (fixing screws, etc.).

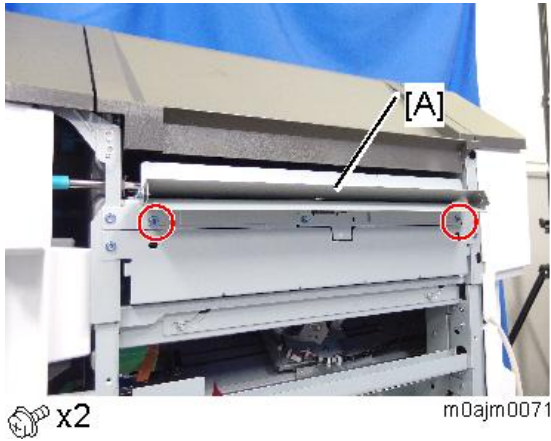
7. Attach the shift tray [A] (Ⓜ x1; M4 x 8).



8. Attach the booklet tray [A].

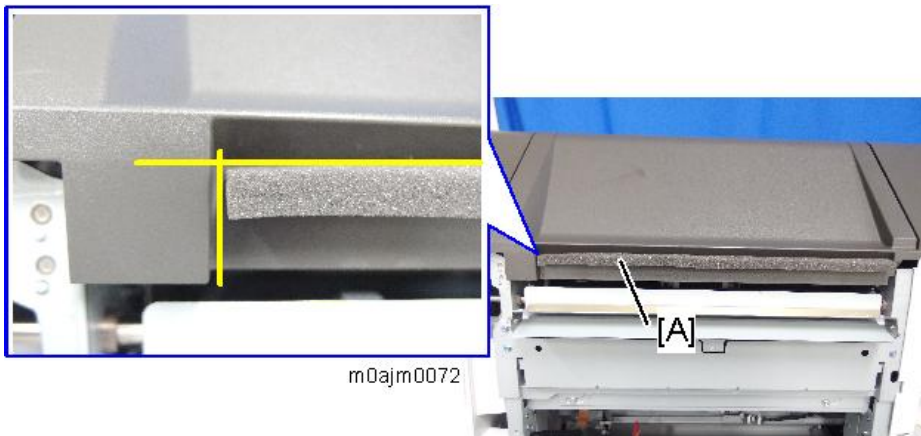


9. Attach the entrance guide plate [A]. (M3×6)



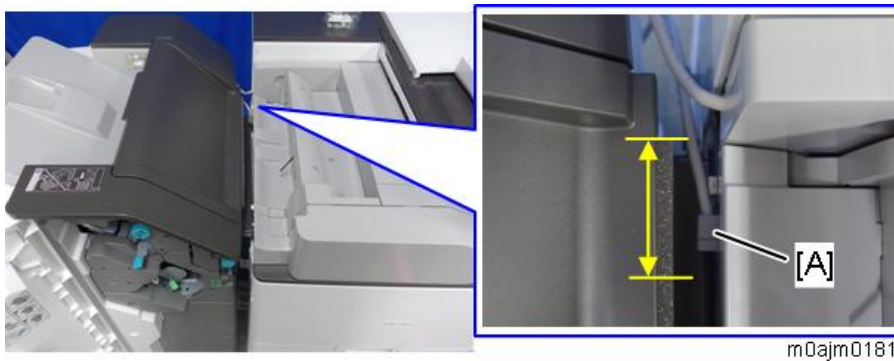
**10.** Clean the right side of the upper cover with a cloth moistened with alcohol, and then attach the cushion to the finisher.

- Make sure that the cushion is aligned with the left-upper edge [A] of the upper cover.

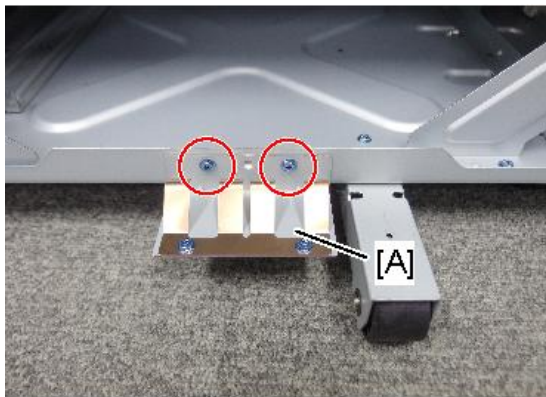


**★ Important**

If the internal multi-fold unit is installed on the main machine, the cushion is too long. So cut off a section of the cushion at the notch in the cushion, so that the cushion does not interfere with the I/F connector [A] of the finisher.



- 11.** Attach the ground plate [A] (M3x6).

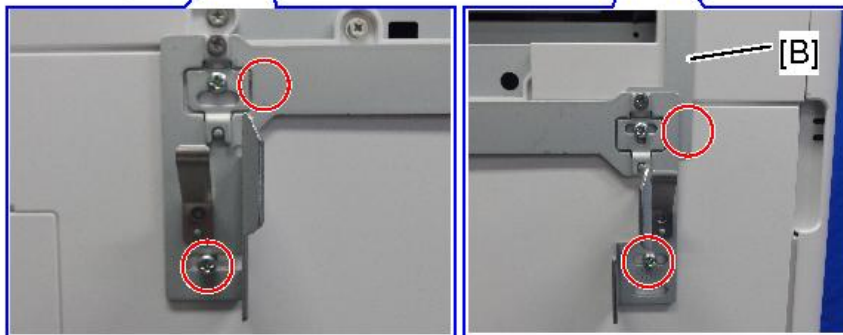
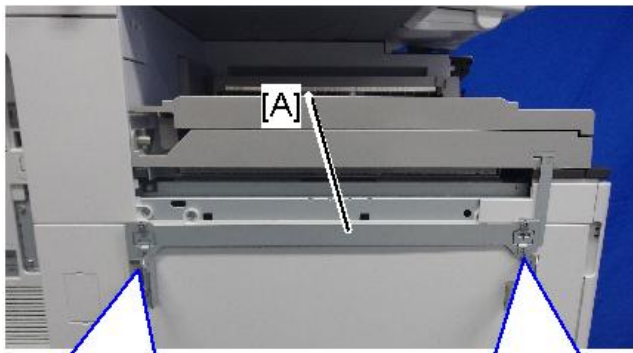


 x2

m0ajm0075

- 12.** Attach the joint bracket [A] to the machine (4x12).

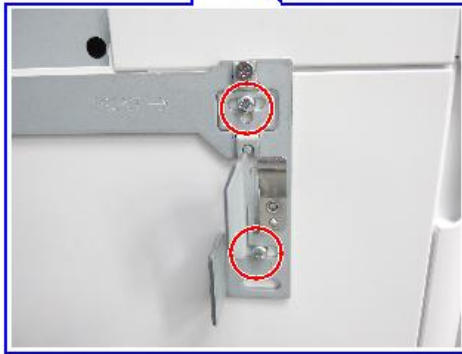
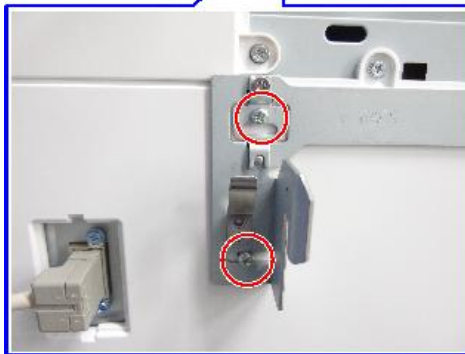
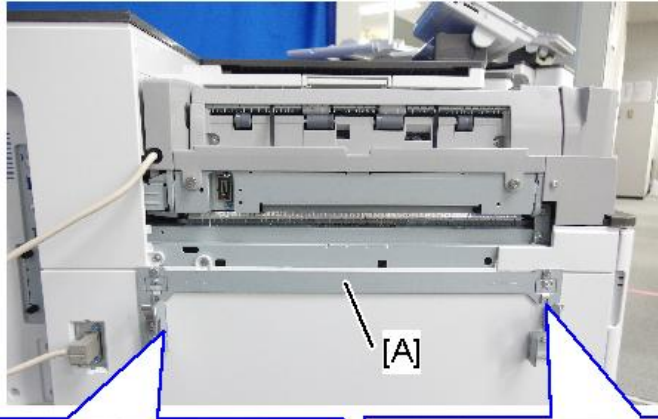
Tighten the joint bracket [A] and bracket [B] of the bridge unit together.



 x4

d238m0581e

If the machine is equipped with the internal multi-fold unit, attach the joint bracket [A] only.

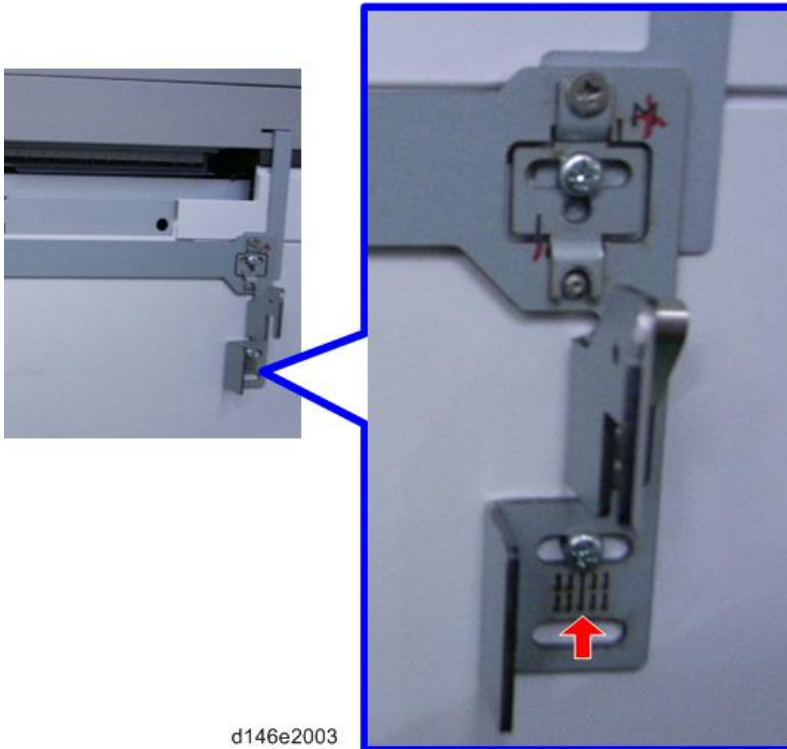


 x4

m0ajm0073e

**Note**

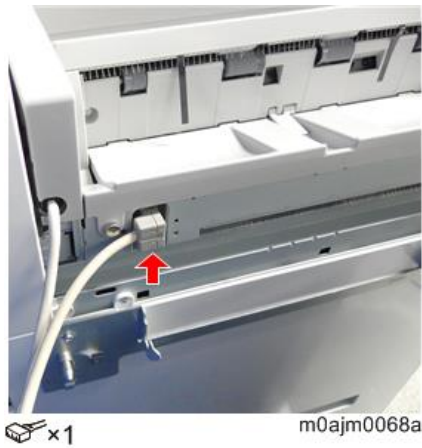
- Attach the screw so that the screw head is at the center of the mark.



d146e2003

Booklet Finisher SR3220 (D3B9)

- 13.** If the internal multi-fold unit is installed, connect the finisher cable to the connector on the internal multi-fold unit.



- 14.** Remove the screw on the connection lever [A] and pull the lever.



- 15.** Connect the finisher to the main unit, and then push in the connection lever [A] to fasten it to the main unit.

(⊙ x1)

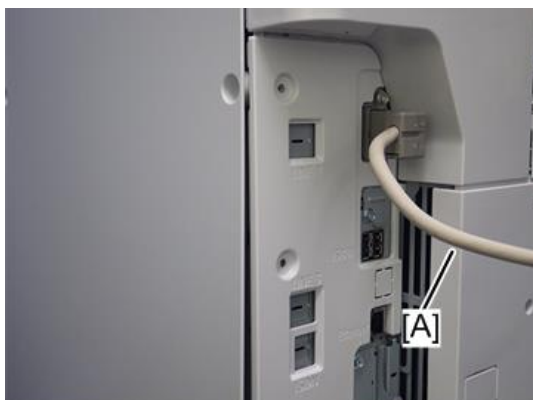


When the Internal Multi-Fold Unit is installed, check that the two cables of the finisher do not cross each other, before connecting the finisher.



m0ajm0074

- 16.** Connect the interface cable [A] to the machine (only when the bridge unit is installed).



d284a2095

- 17.** Close the front cover.
- 18.** Turn ON the main power.
- 19.** Deliver some A3/DLT paper to the proof tray and check if the vertical registration is correct according to the adjustment scale for A3/DLT paper. ([Finisher Registration Adjustment](#))
- 20.** Check that the finisher can be selected on the operation panel, and check the finisher's operation.

---

### Adjustment after Installing the Finisher

---

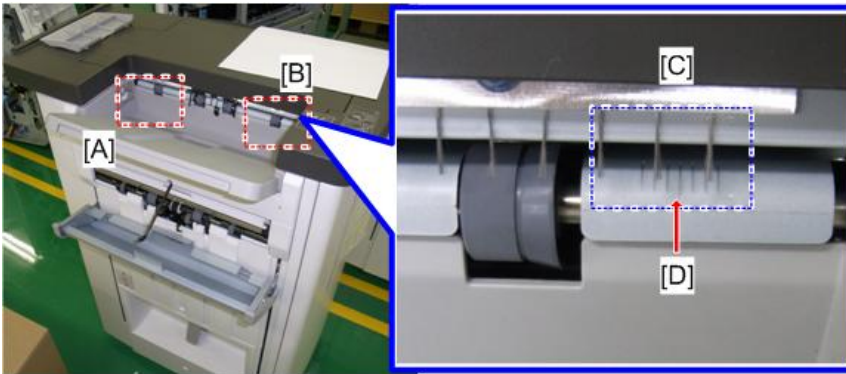
After installing a finisher, make sure that the side-to-side registration of the finisher matches that of the main machine.

#### How to Check and Adjust the Side-to-Side Registration

---

Check the side-to-side registration by exiting to the proof tray. Print out an A3 sheet to the proof tray. Using the markings on the front-most exit roller, check to see where the paper edge is located when the paper is fed out. For purposes of accuracy, print out about 5 sets. If side-to-side registration shift occurs, see the Troubleshooting section and make adjustments ([Other Problems](#)).





[A]: Scale marks for DLT

[B]: Scale marks for A3

[C]: 7 scale marks in 2 mm intervals

[D]: Center mark

**Note**

- Each marking represents 2 mm.
- If the paper edge is lined up with the center marking, this means the paper is aligned correctly.
- If the paper edge is lined up with any marking to the right of center, this means the paper is shifted toward the front.
- If the paper edge is lined up with any marking to the left of center, this means the paper is shifted toward the rear.

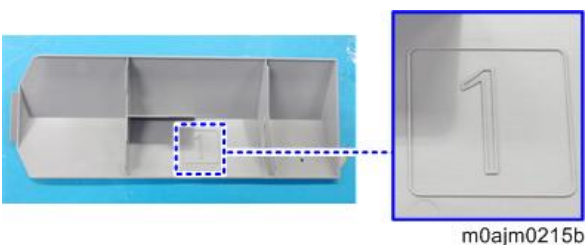
### Attaching the Proof Support Tray

---

Explain the following information to the users.

The sensor may detect that the exit tray is full prematurely when delivering z-folded sheets or curled paper to the tray.

If a message reporting a full paper exit tray appears, the job is suspended until the paper is removed from the paper exit tray. By attaching a support tray, you can prevent the premature full detection.



### **Proof Support Tray ("1" marked on the back), provided with this finisher**

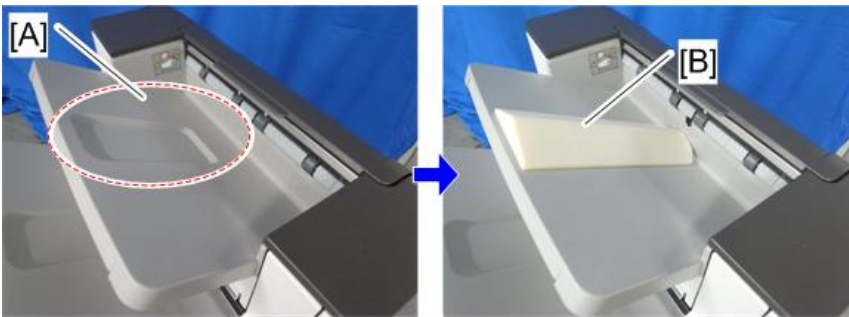
When using B4, LG or larger paper, or when using limp paper, the sheet may become bent, resulting in premature full detection.



d1826009

Installation

This can be solved by attaching the proof support tray [B] on the proof tray [A].



d1826010

Problem that may occur after attaching this support tray:

When printing A4, LT or smaller paper with the support tray, the machine stacks only 200 sheets, which is less than the standard specification of 250 sheets.

When printing B4, LG or larger paper with the support tray, the machine stacks 50 sheets, which is the same as the standard specification.

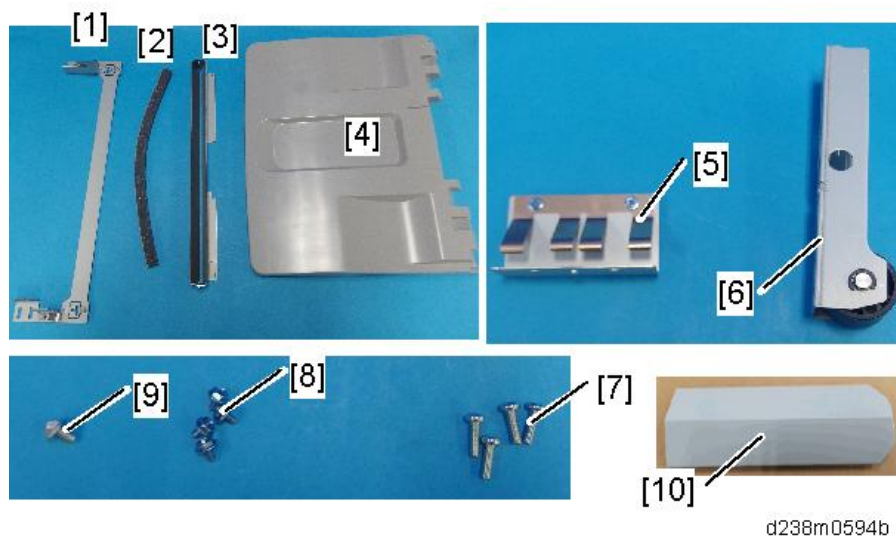
## Finisher SR3210 (D3B8)

### ★ Important

- To attach this optional unit, the following optional units are required.
  - Bridge Unit BU3070 (D685) or Internal Multi-Fold Unit FD3000 (D3E4)
  - LCIT PB3170/PB3230 (D695) or Paper Feed Unit PB3150 (D694)

### Accessory Check

No.	Description	Q'ty	Remarks
1	Joint Bracket	1	
2	Cushion	1	
3	Entrance Guide Plate	1	
4	Shift Tray	1	
5	Ground Plate	1	
6	Stabilizer	1	This part must be attached to the finisher just after it is taken out of the shipping box.
7	Screws - M4 × 12	4	
8	Tapping Screws - M3 × 6	4	
9	Tapping Screw - M4 × 8	1	
10	Proof Support Tray	1	
-	Installation Instructions for Stabilizer	1	



### Installation Procedure

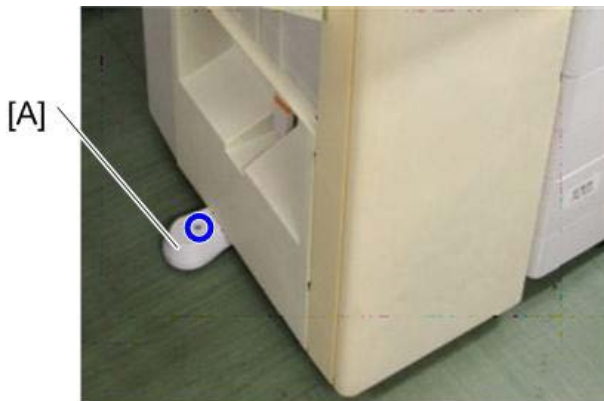
#### ⚠ CAUTION

- When installing this option, turn OFF the main power and unplug the power cord from the wall socket. If installing without turning OFF the main power, an electric shock or a malfunction may occur.

**Note**

- Before installing this option, attach the “Bridge Unit BU3070 (D685)” or “Internal Multi-Fold Unit FD3000 (D3E4)” first.
- Attach the “LCIT PB3170/ PB3230 (D695)” or “Paper Feed Unit PB3210/PB3220 (D787)” first before installing this option.
- This finisher is light and has a high center of gravity, so it easily topples when installing or moving. Therefore, it is equipped with the stabilizer [A] attached to it when shipped.

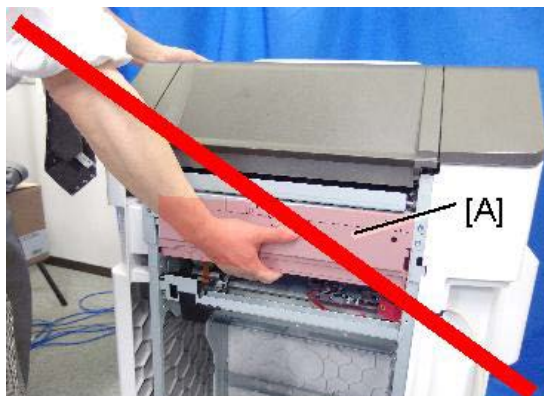
Installation



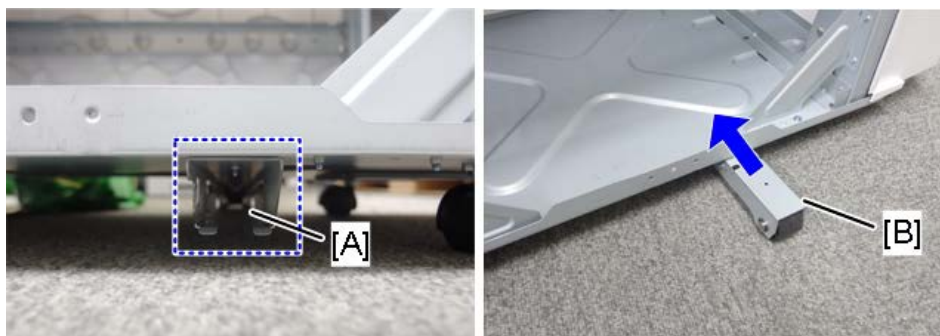
**Important**



- Refer to IMPORTANT information regarding Moving the Finisher in Booklet Finisher SR3220 (D3B9). The same precautions concern the SR3210 (D3B8).
- When you lift the finisher at the time of unpacking, do not hold the part [A]. Doing so may damage the frame.



1. After unpacking, immediately attach the stabilizer [B] to prevent toppling. Push it in thoroughly along the guide [A] until it clicks.



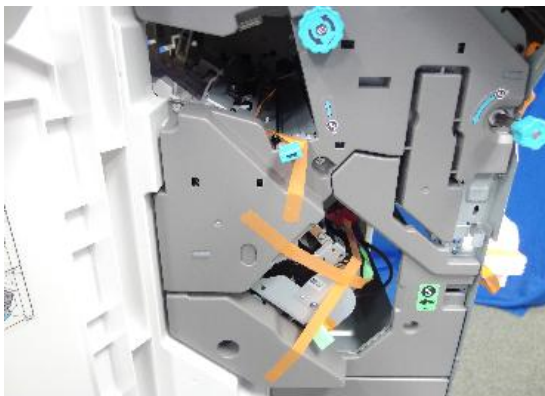
Finisher SR3210 (D3B8)

2. Remove the external orange tape and shipping retainers.



d238m0585b

3. Open the front cover, and then remove the orange tapes and shipping retainers.

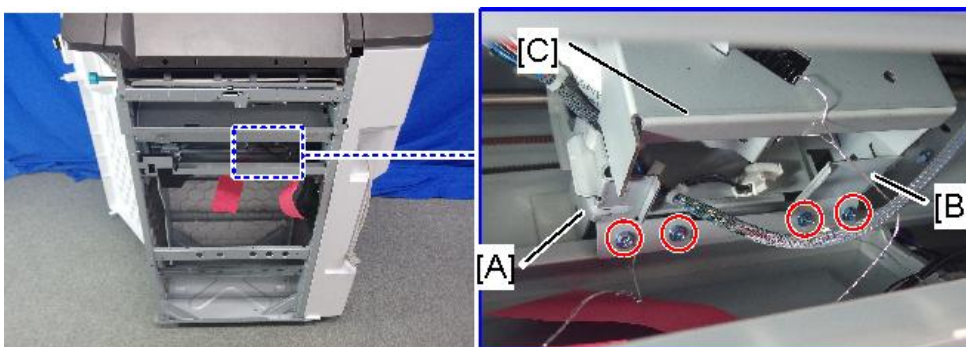


d238m0586b

4. Remove the accessories in the package (fixing screws, etc.).

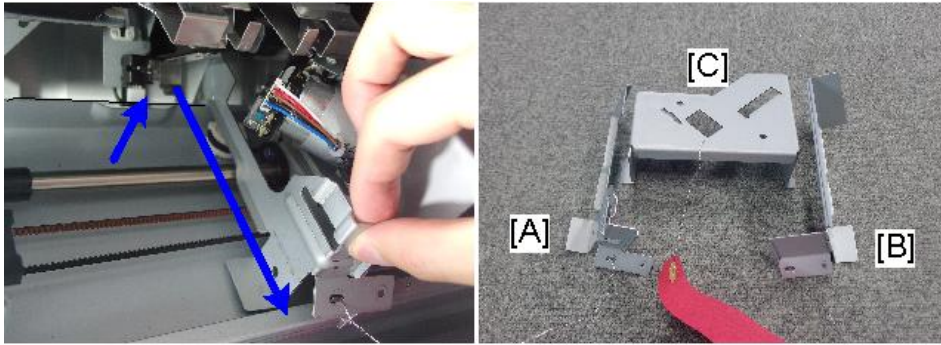
5. Remove the fixing brackets of the stapleless stapler unit. (Ⓜ×4)

Remove the fixing brackets in the order of [A], [B], and [C].



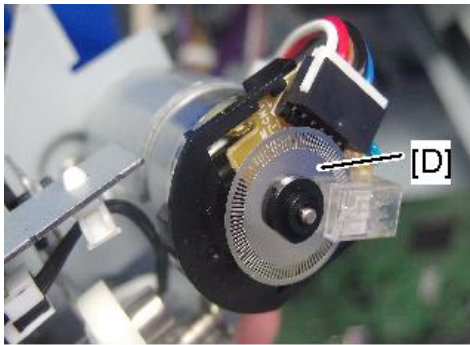
d238m587

The fixing brackets are hooked to the metal plate, so slightly lift it and then remove it.



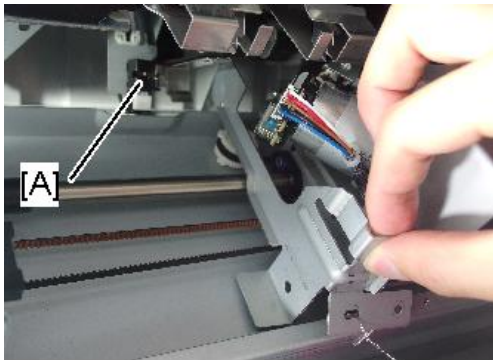
d238m588

Be careful not to touch the encoder [D] at the back of the motor.



d238m0807

Be careful so that the fixing brackets do not come into contact with the feedout pawl HP sensor.



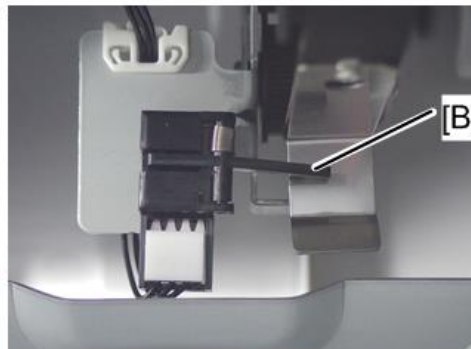
d238m589

If they come into contact, check that the feeler [B] is positioned correctly.

**Correct Position**



**Incorrect Position**



w\_d238m0590a\_en

Installation

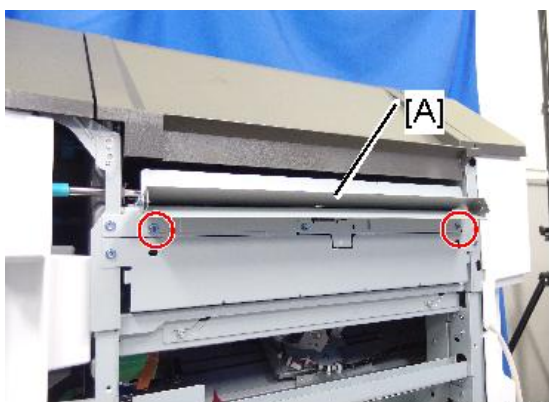
Finisher SR3210 (D3B8)

6. Attach the shift tray [A] (⚙️ x1; M4 x 8).



d1462529

7. Attach the entrance guide plate [A]. (M3 x 6)

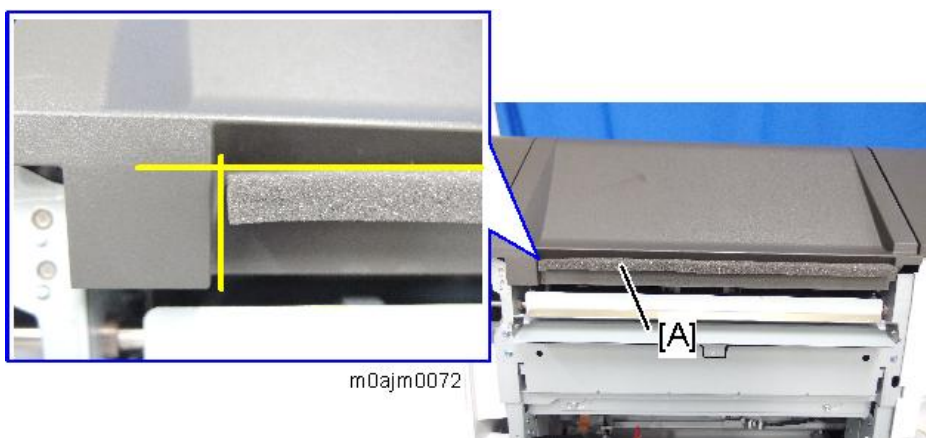


⚙️ x2

m0ajm0071

8. Clean the right side of the upper cover with a cloth moistened with alcohol, and then attach the cushion to the finisher.

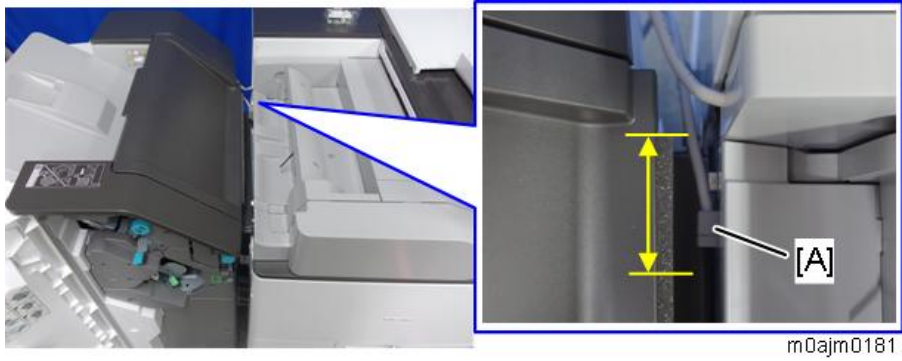
- Make sure that the cushion is aligned with the left-upper edge [A] of the upper cover.



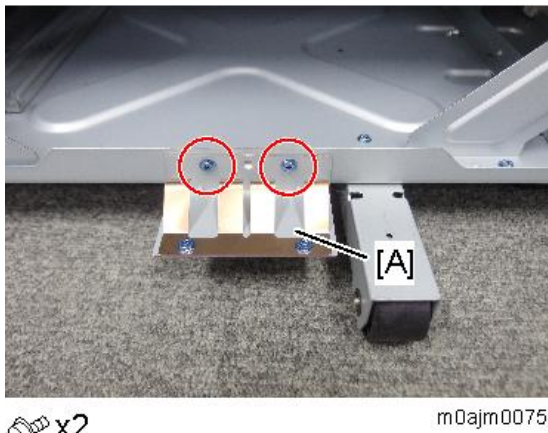
m0ajm0072

★ Important

If the internal multi-fold unit is installed on the main machine, the cushion is too long. So cut off a section of the cushion at the notch in the cushion, so that the cushion does not interfere with the I/F connector [A] of the finisher.



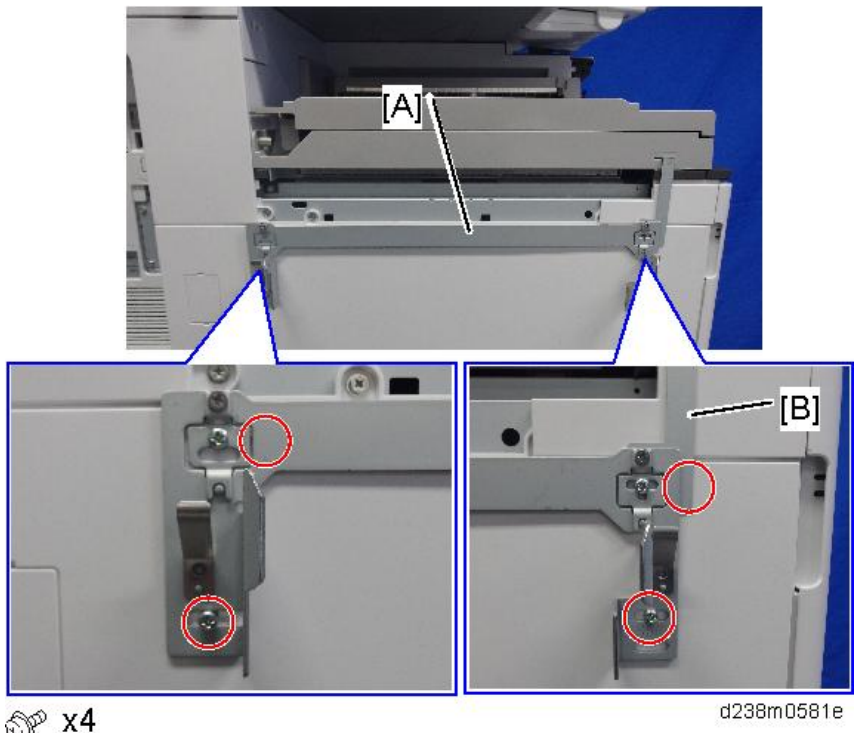
**9.** Attach the ground plate [A] (M3×6).




 x2

**10.** Attach the joint bracket [A] to the main machine (M4x12).

If the machine is equipped with the bridge unit, attach the joint bracket [A] together with the L type connecting bracket [B] of the bridge unit.

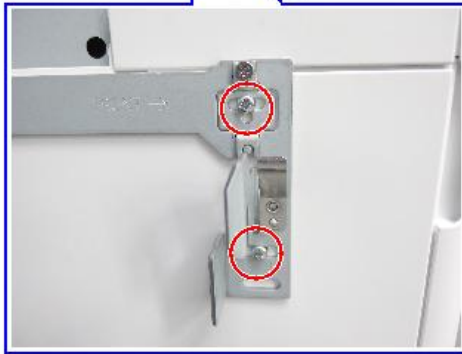
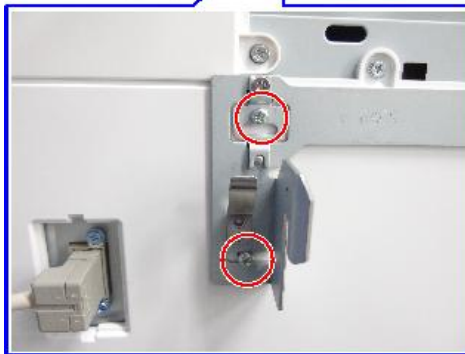
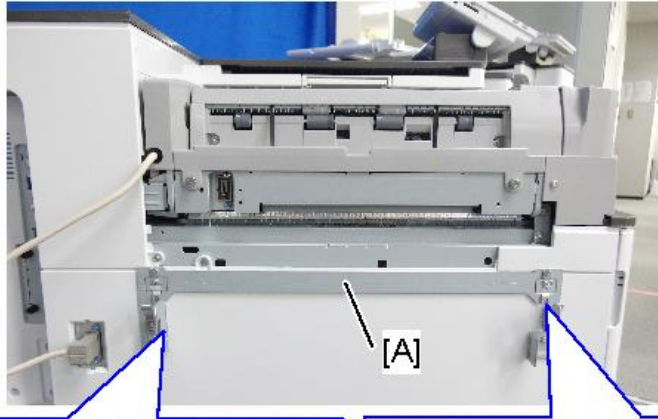


 x4

If the machine is equipped with the internal multi-fold unit, attach the joint bracket [A] only.



Finisher SR3210 (D3B8)



 x4

m0ajm0073e

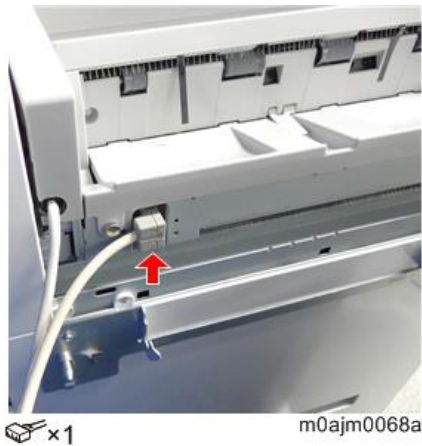
 Note

- Attach the screw so that the screw head is at the center of the mark.



d146e2003

- 11.** Connect the cable of the finisher to the connector of the Internal Multi-Fold Unit. (Only when the Internal Multi-Fold Unit is installed.)



- 12.** Remove the screw on the connection lever [A] and pull the lever.



- 13.** Connect the finisher to the main unit, and then push in the connection lever [A] to fasten it to the main unit.



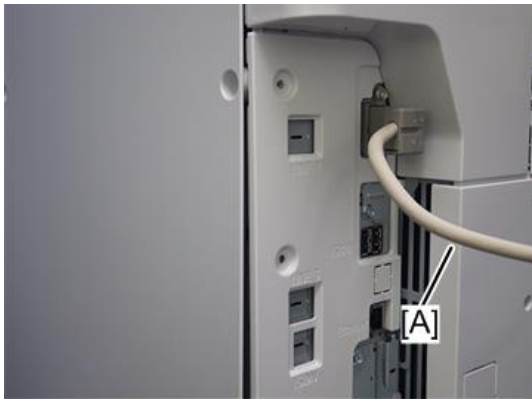
When the Internal Multi-Fold Unit is installed, check that the two cables of the finisher do not cross each other, before connecting the finisher (for interference prevention).

## Finisher SR3210 (D3B8)



m0ajm0074

- 14.** Connect the interface cable [A] to the machine. (Only when the Bridge Unit is installed.)



d284a2095

- 15.** Close the front cover.
- 16.** Turn ON the main power.
- 17.** Deliver some A3/DLT paper to the proof tray and check if the vertical registration is correct according to the adjustment scale for A3/DLT paper. ([Finisher Registration Adjustment](#))
- 18.** Check that the finisher can be selected on the operation panel, and check the finisher's operation.

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### Adjustment after Installing the Finisher

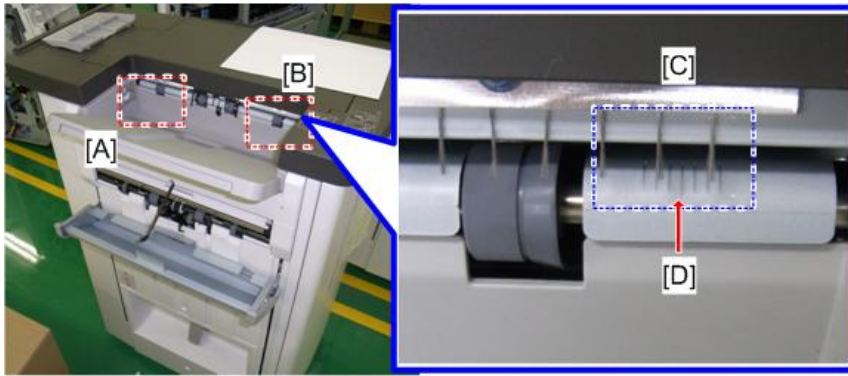
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After installing a finisher, make sure that the side-to-side registration of the finisher matches that of the main machine.

#### How to Check and Adjust the Side-to-Side Registration

---

Check the side-to-side registration by exiting to the proof tray. Print out an A3 sheet to the proof tray. Using the markings on the front-most exit roller, check to see where the paper edge is located when the paper is fed out. For purposes of accuracy, print out about 5 sets. If side-to-side registration shift occurs, see the Troubleshooting section and make adjustments ([Other Problems](#)).



d135a3121

[A]: Scale marks for DLT

[B]: Scale marks for A3

[C]: 7 scale marks in 2 mm intervals

[D]: Center mark

**Note**

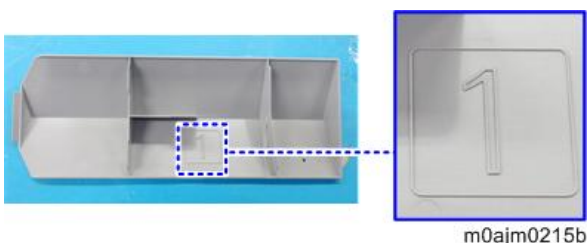
- Each marking represents 2 mm.
- If the paper edge is lined up with the center marking, this means the paper is aligned correctly.
- If the paper edge is lined up with any marking to the right of center, this means the paper is shifted toward the front.
- If the paper edge is lined up with any marking to the left of center, this means the paper is shifted toward the rear.

**Attaching the Proof Support Tray**

Explain the following information to the users.

The sensor may detect that the exit tray is full prematurely when delivering z-folded sheets or curled paper to the tray.

If a message reporting a full paper exit tray appears, the job is suspended until the paper is removed from the paper exit tray. By attaching a support tray, you can prevent the premature full detection.



m0ajm0215b

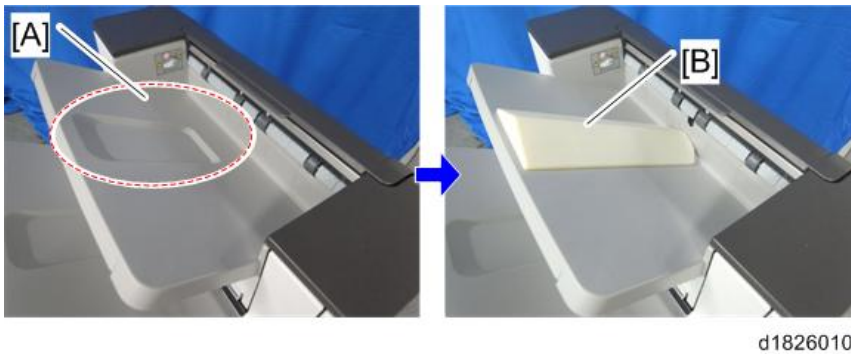
**Proof Support Tray ("1" marked on the back), provided with this finisher**

When using B4, LG or larger paper, or when using limp paper, the sheet may become bent, resulting in premature full detection.

This can be solved by attaching the proof support tray [B] on the proof tray [A].



## Finisher SR3210 (D3B8)



Problem that may occur after attaching this support tray:

When printing A4, LT or smaller paper with the support tray, the machine stacks only 200 sheets, which is less than the standard specification of 250 sheets.

When printing B4, LG or larger paper with the support tray, the machine stacks 50 sheets, which is the same as the standard specification.

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## Stapleless Stapler Initial Settings

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### Note

- To adjust the strength of the crimp between sheets of stapled paper, there is a setting to select either single or double stapling.
- The crimp is weakened when there is an image (toner) at the point which is to be stapled. There also is a setting to mask the image on the point for stapling, in order to prevent the crimp from being weakened.
- Depending on users demands, explain the settings/methods of the settings by checking the following instructions.

### How to change the setting of Staple Method for the Stapleless Stapler

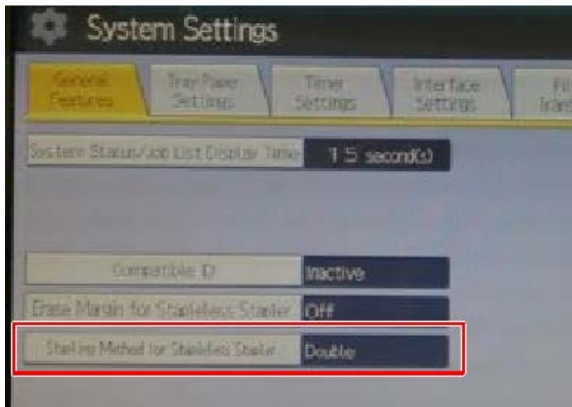
---

Use this procedure to select the type of stapling that is done by the stapleless stapler.

Note that if you change the finisher type from Internal Finisher SR3180 to Finisher SR3210, which has the same type of stapleless staple unit, the current setting in [Stapling Method for Stapleless Stapler] is not carried over, so configure the setting again.

- 1.** Press the [User Tools] icon on Home screen.
- 2.** Press [Machine Features] > [System Setting] > [General Setting] > [Stapling Method for Stapleless Stapler].

3. Select [Double] or [Single].

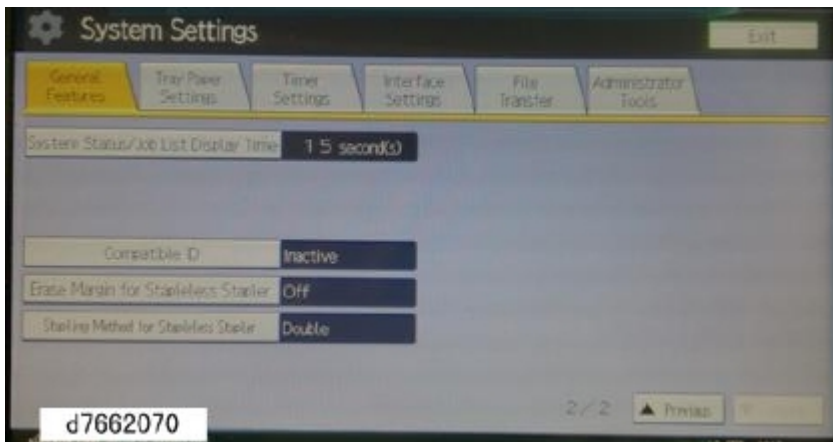


d7665070a



### How to set Margin Erase for the Stapleless Stapler

1. Press the [User Tools] icon.
2. Press [Machine Features] > [System Setting] > [General Setting].
3. Press [Erase Margin for Stapleless Stapler].



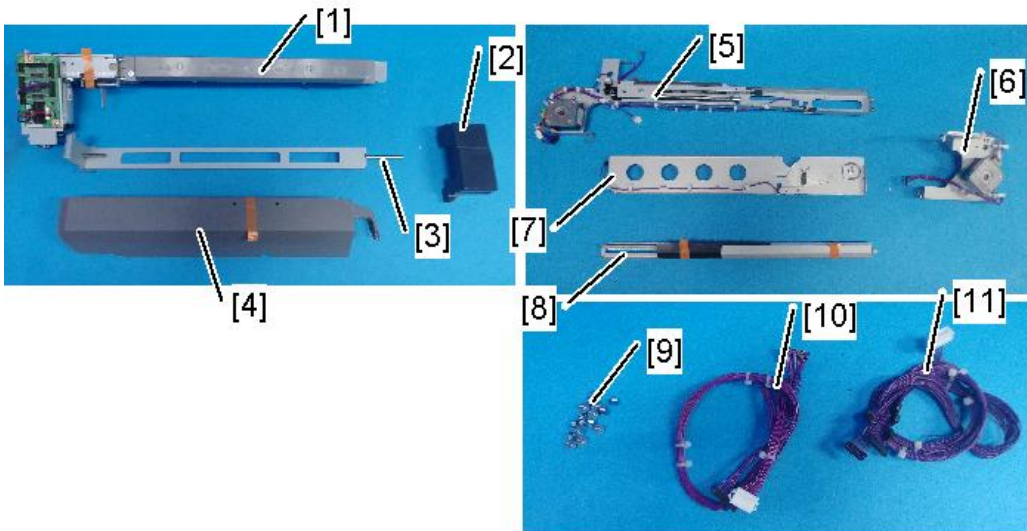
## Punch Unit PU3050

**Note**

- This Punch Unit is for the Booklet Finisher SR3220 (D3B9)/Finisher SR3210 (D3B8).

### Accessory Check

No.	Description	Q'ty	Remarks
1	Punch unit	1	
2	Cover	1	
3	Stay	1	
4	Hopper	1	
5	Side-to-side detection unit	1	
6	Punch unit movement motor unit	1	
7	Hopper guide plate	1	
8	Guide plate	1	
9	Tapping screws - M3 × 6	16	
10	Harness (Short)	1	Used for SR3220
11	Harness (Long)	1	Used for SR3210



d238m 0768

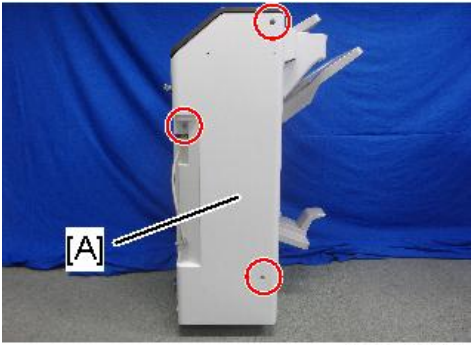
### Installation Procedure

**CAUTION**

- When installing this option, turn OFF the main power and unplug the power cord from the wall socket. If installing without turning OFF the main power, an electric shock or a malfunction may occur.

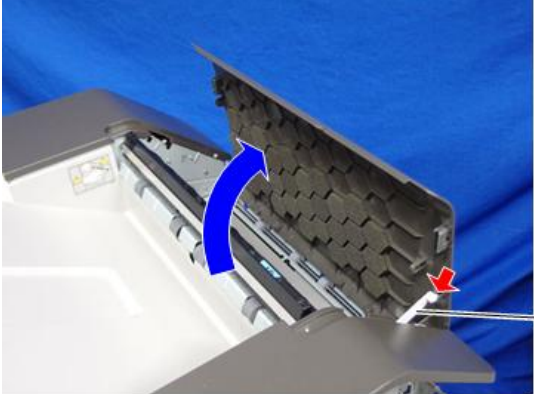
- Take out of the box, and remove the orange tape and shipping retainers.
- Pull out the finisher interface cable, and move it away from the machine.

3. Remove the finisher rear cover [A] (⚙️×3).



d238m0769

4. Open the top cover, and then remove the arm [A] (⚙️×1).

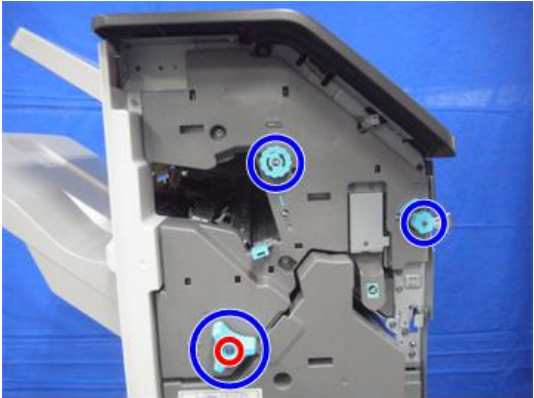


d238m1399

5. Open the finisher front cover, and remove the three knobs (⚙️ x1).

**Note**

- Knobs with a lock mechanism are removed using a knob screwdriver or similar while releasing the lock.

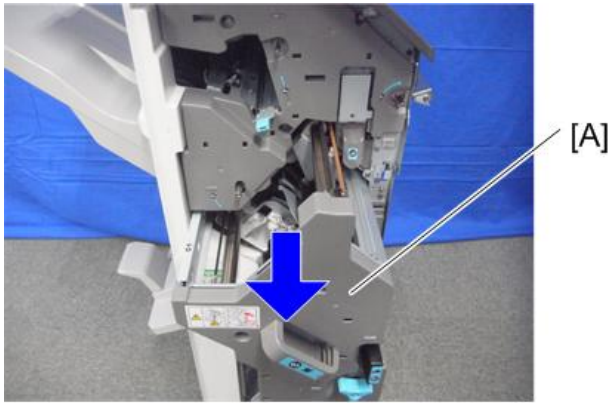


d6873232



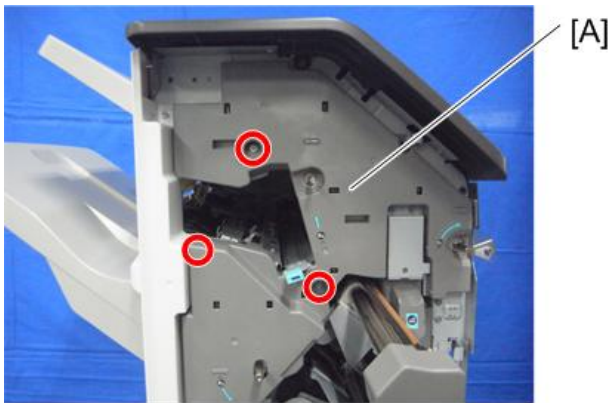
Punch Unit PU3050

6. Pull the saddle stitch unit [A] or stapling unit.



d6873233

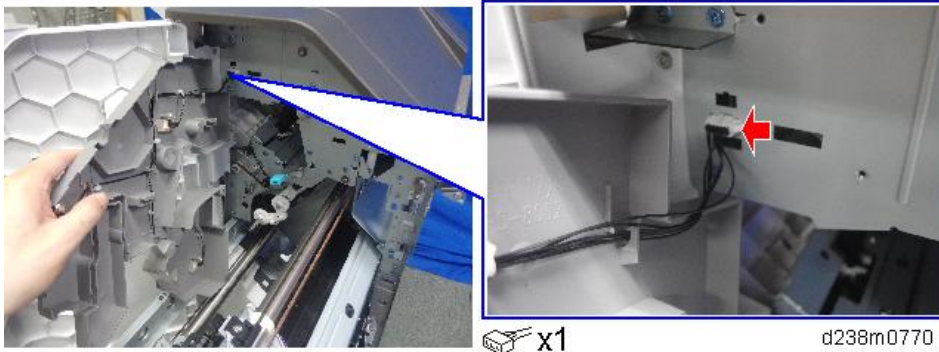
7. Remove the finisher inner cover [A] (ⓐ×3).



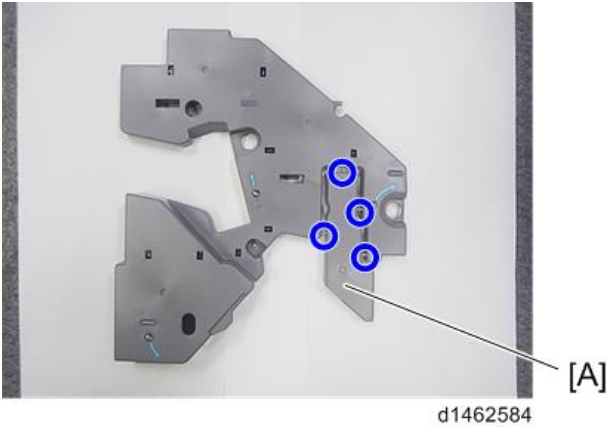
d687z0001

Note

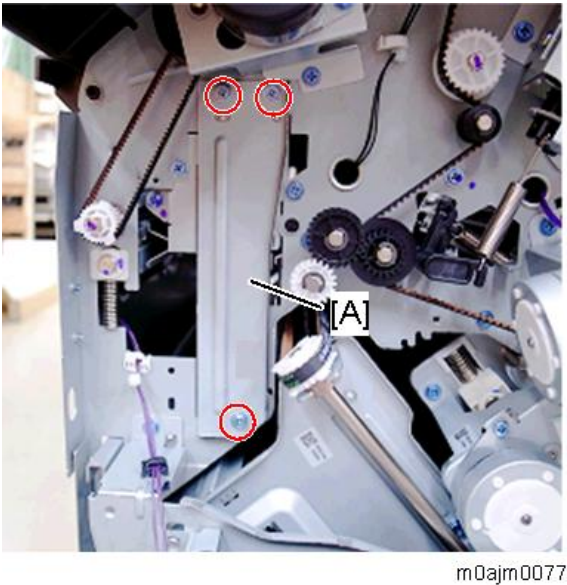
- Remove the connector at the back of the inner cover.



8. Cut off part of the finisher inner cover [A].

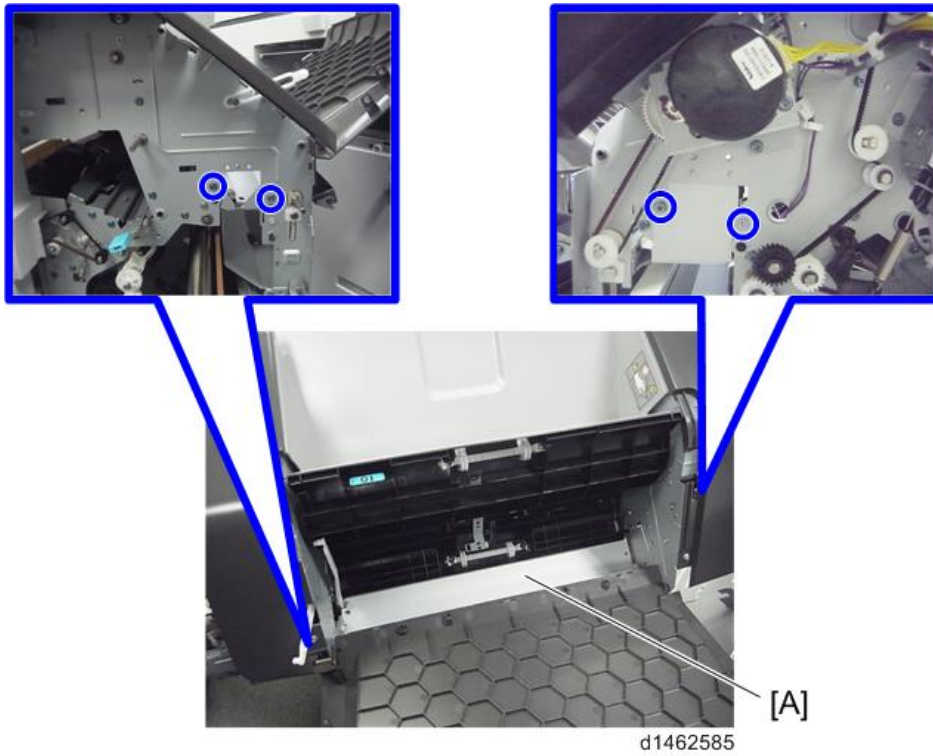


9. Remove the supporting plate [A] (⌀×3).



Installation

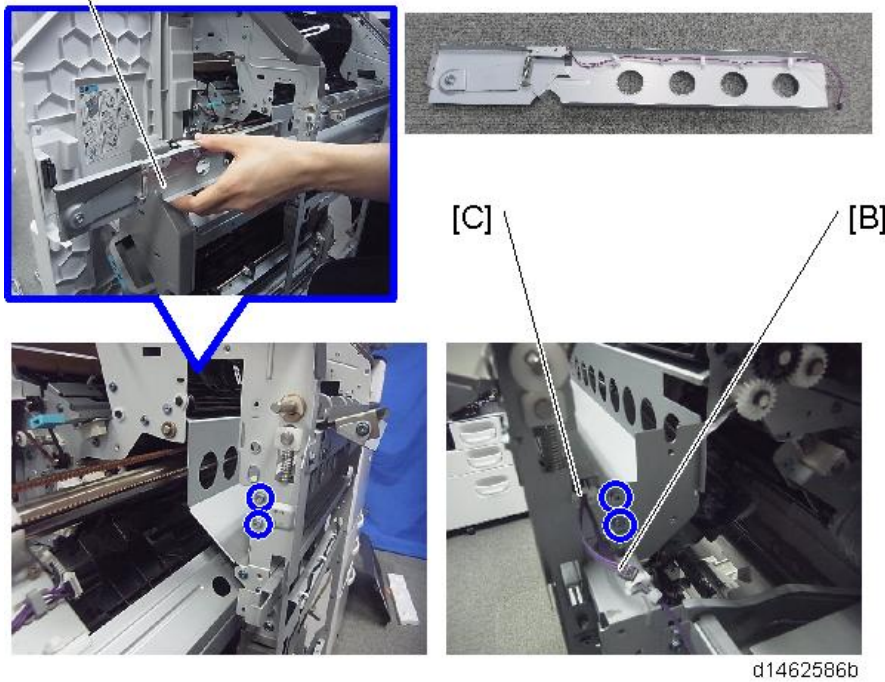
**10.** Remove the guide plate [A] (⌀×4).



**11.** Insert and attach the hopper guide plate [A] from the front (⌀×4).

At this time, pass the harness [B] through the clamp [C].

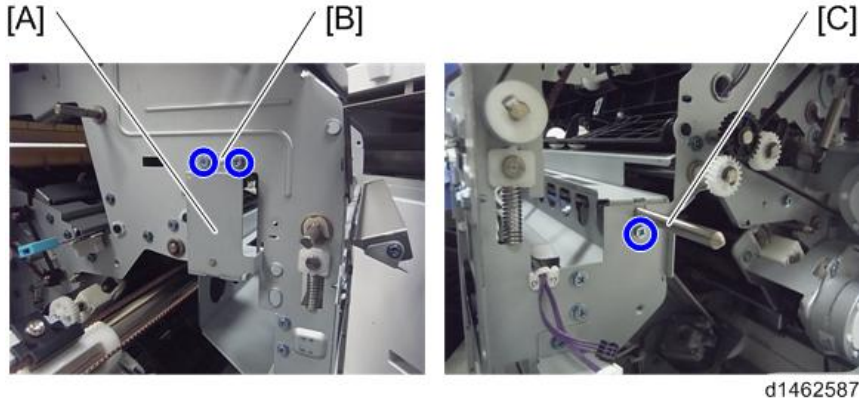
[A]



**12.** Attach the stay [A] (⌀×3).

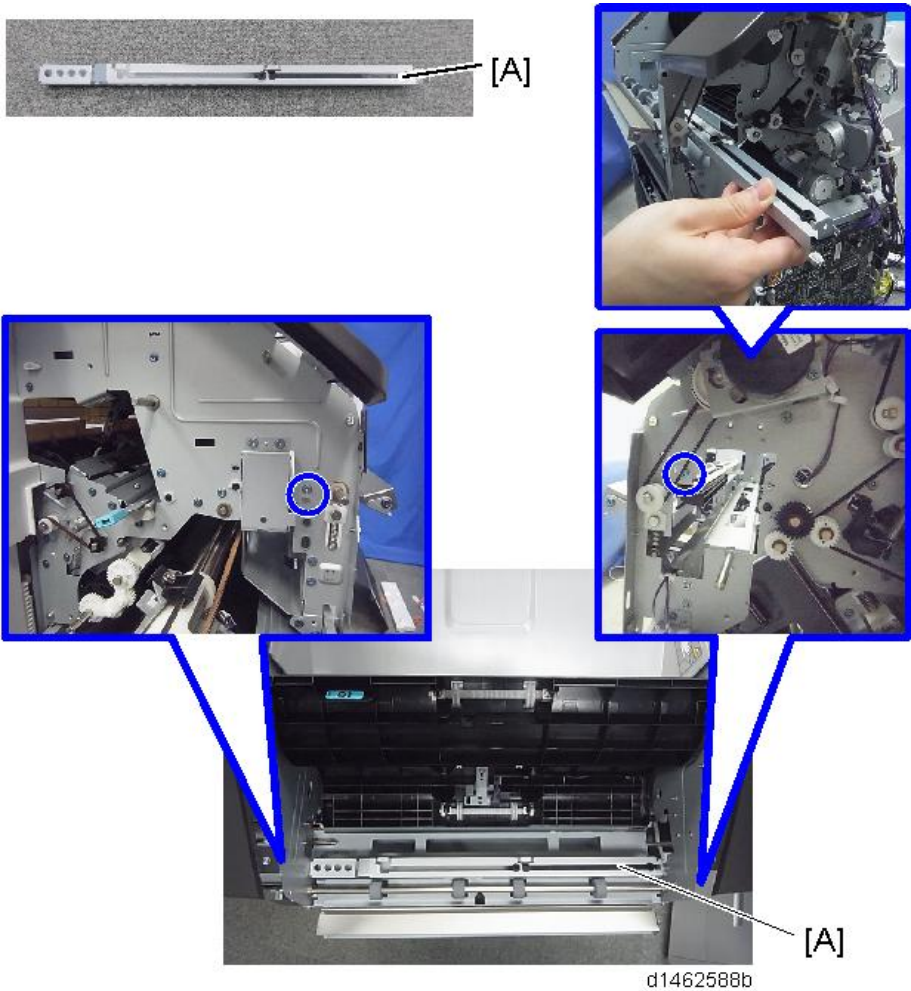


Front [B]: Insert the holes in the stay over the embossed parts on the finisher.  
Rear [C]: Place the shaft of the stay through the notch in the finisher.



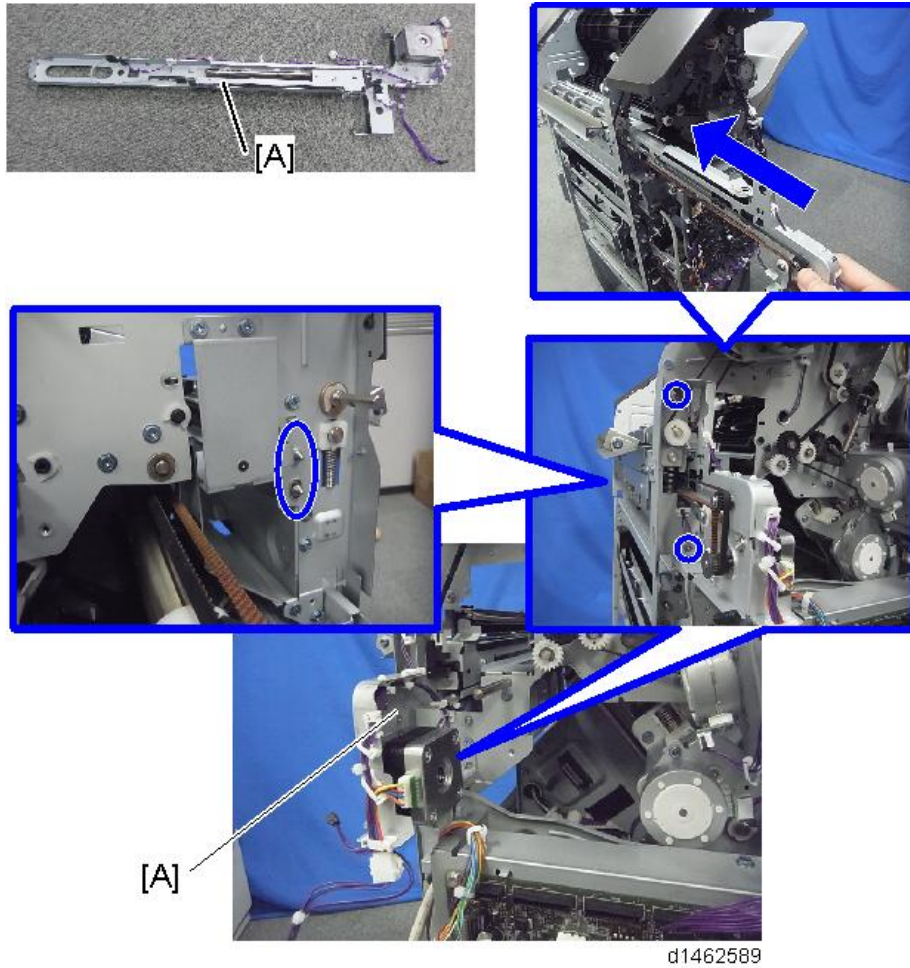
Installation

**13.** Insert and attach the guide plate [A] from the rear (⊙×2).

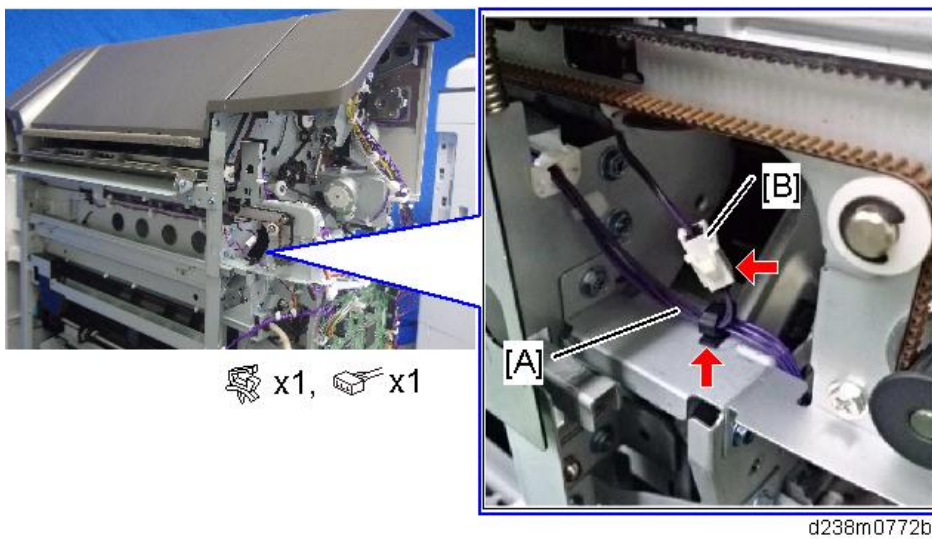


**14.** Insert and attach the side-to-side detection unit [A] from the rear (⊙×2).  
Front: The two shafts of the unit are passed through bearings in the finisher.

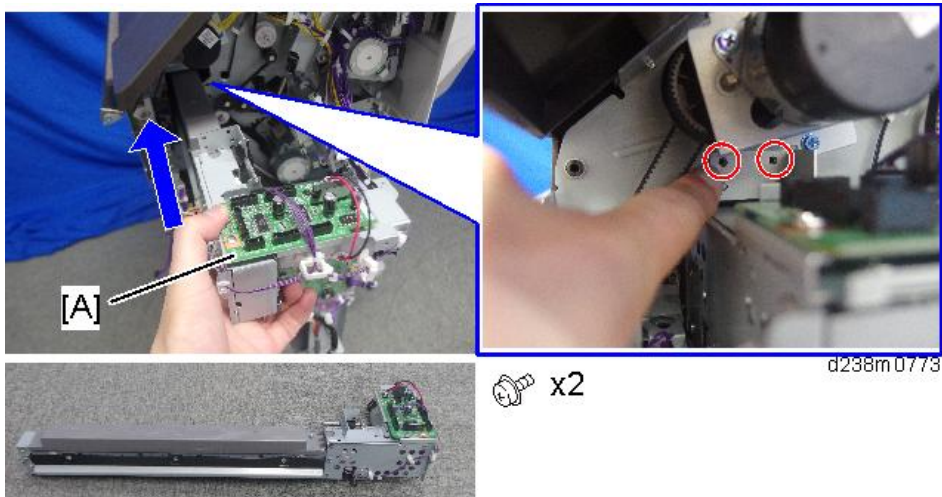
Punch Unit PU3050



- 15.** Connect the harness [A] of the hopper guide plate to the relay connector [B] of the side-to-side detection unit, and then clamp the harness.

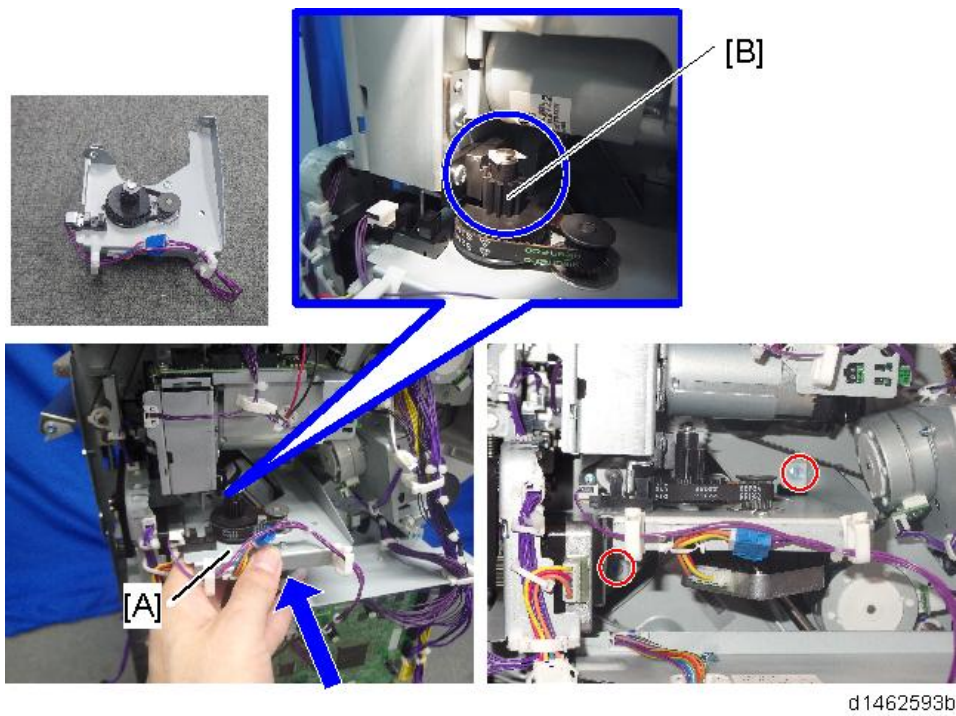


- 16.** Insert and attach the punch unit [A] from the rear.

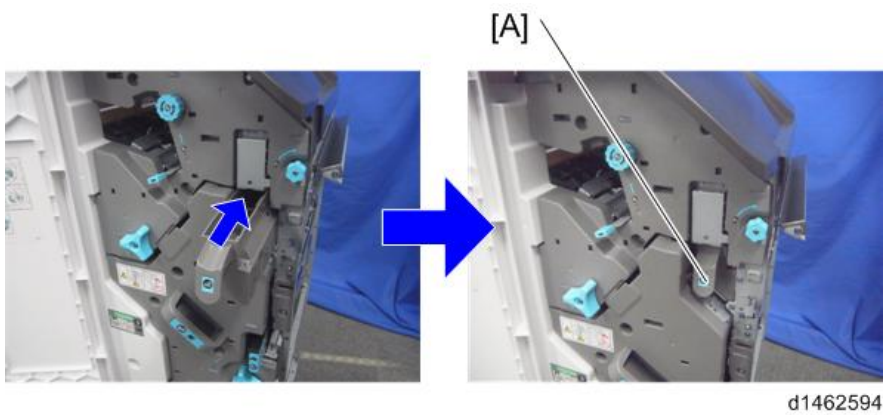


Installation

- 17.** Attach the punch unit movement motor unit [A] so that the gear [B] meshes firmly (⚙️x2).



- 18.** Insert the hopper [A].

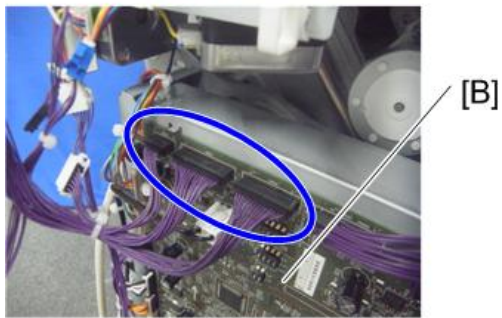
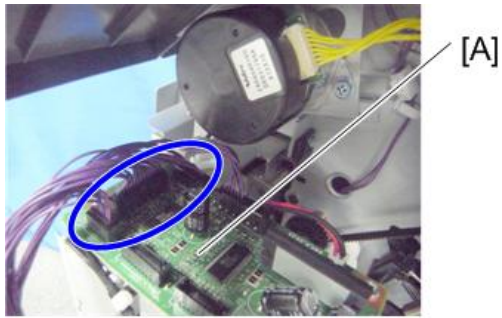


- 19.** Connect the provided harness to the punch unit board [A] and the control board [B] of the finisher (🔌)

Punch Unit PU3050

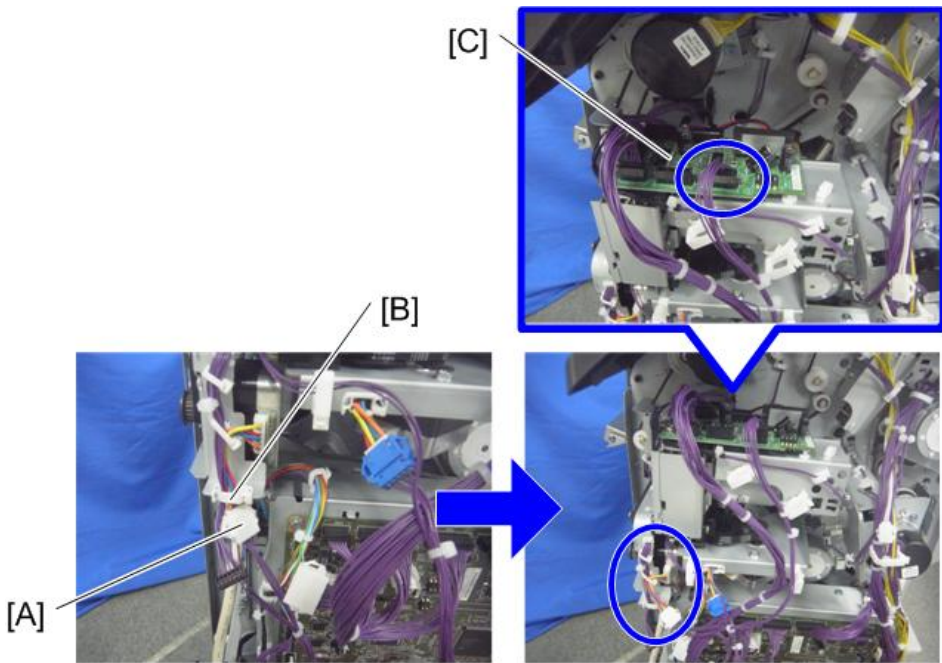
×6).

Use Harness (short) for SR3220 and Harness (long) for SR3210.




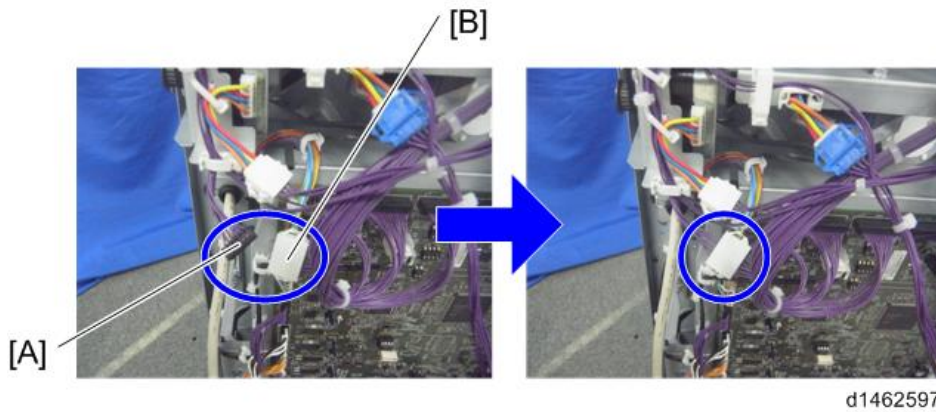
d1462595

**20.** Remove the harness [A] from the clamp [B], and connect it to the punch unit board [C] (📦 ×1).




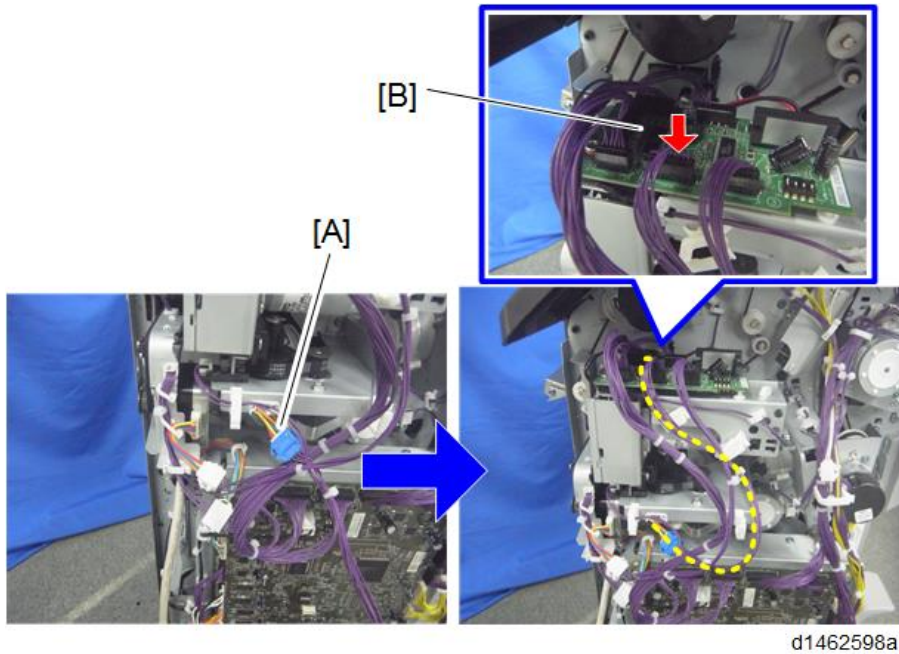
d1462596

- 21.** Connect the harness [A] of the side-to-side detection unit to the relay connector [B] of the harness (  ×1).

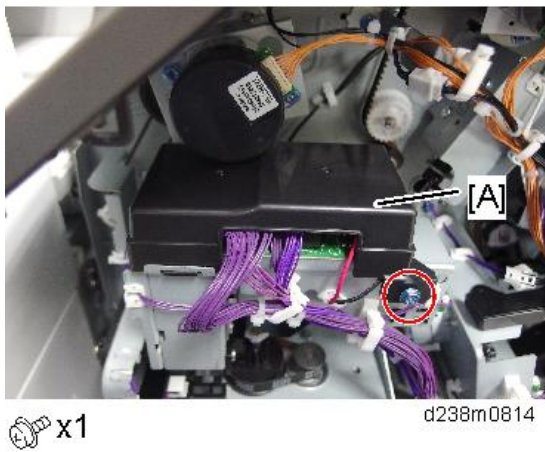


Installation

- 22.** Connect the harness [A] of the punch unit movement motor unit to the punch unit board [B] (  ×1).



- 23.** Attach the supplied cover [A] to the punch unit board.

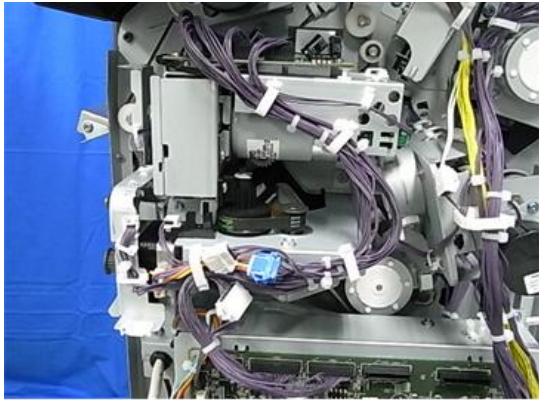


 ×1

- 24.** Clamp the harnesses.  
**For SR3220**

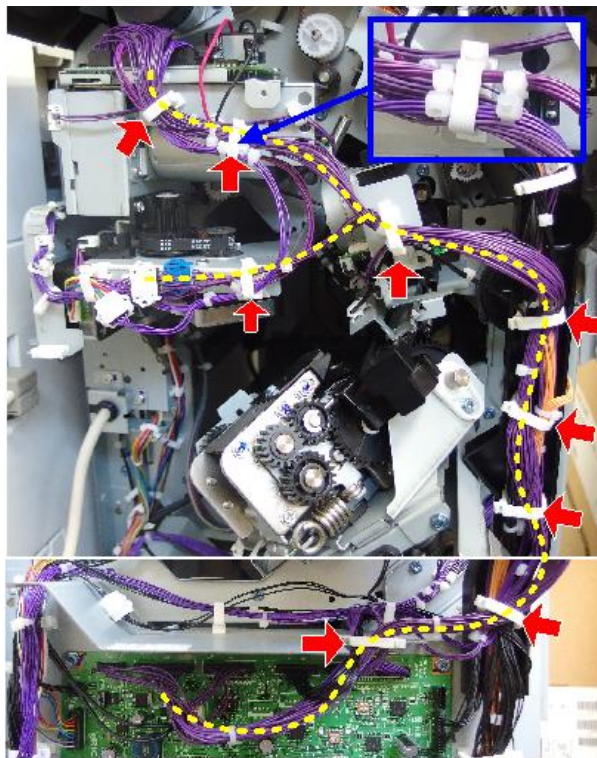


## Punch Unit PU3050



d146z0068

### For SR3210



 x7

d238m0809b

- 25.** Reattach the finisher rear cover.
- 26.** Reattach the finisher inner cover and three knobs.
- 27.** Close the front cover.
- 28.** Close the top cover.
- 29.** Reconnect the finisher to the machine, and connect the interface cable.
- 30.** Turn ON the main power.
- 31.** Check that the punch can be selected at the operation panel, and check the operation.

## Internal Finisher SR3180 (D766)

### Accessory Check

No.	Description	Q'ty	Remarks
1	Bottom Plate	1	Installation
2	Left Lower Cover	1	
3	Paper Exit Tray	1	
4	Tapping Screw: 3x8	2	
5	Tapping Screw: 3x8	2	
6	Tapping Screw: 3x8	2	
7	Screw: M3x6	3	
8	Tapping Screw: 3x6	1	
9	Tapping Screw: 4x8	1	
10	Slide Rail	1	
11	Nylon Clamp	1	
12	Paper Support Guide	1	
13	Driven Roller (Flat)	1	
-	SHEET:NOTE_OPTIONAL_UNIT:EXP	1	



### Installation Procedure

#### **⚠ CAUTION**

- When installing this option, turn OFF the main power and unplug the power cord from the wall socket.

## Internal Finisher SR3180 (D766)

If installing without turning OFF the main power, an electric shock or a malfunction may occur.

### Note

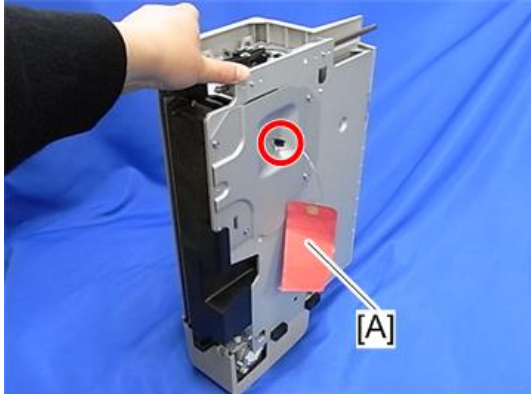
- This option cannot be used together with the following peripherals:
  - Internal Shift Tray SH3070 (D691)
  - Side Tray Type M3 (D725)
  - Internal Finisher SR 3130 (D690)
  - Bridge Unit BU3070 (D685)
  - Internal Multi-Fold Unit FD3000 (D3E4)
- For using this option together with "1 Bin Tray BN3110 (D3CQ)", attach the bottom plate of this option at the beginning, then install the "1 Bin Tray BN3110 (D3CQ)", followed by installing this option.

- 1.** Remove the orange tape and shipping retainers.



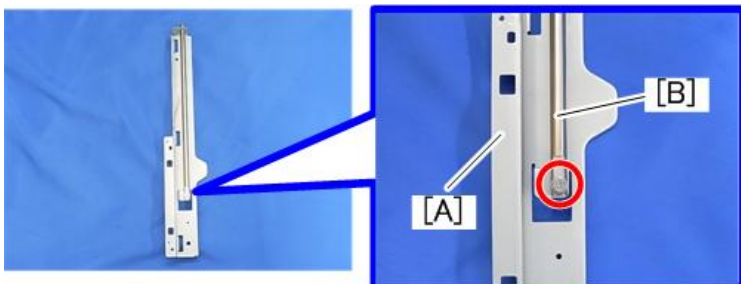
d766z0002

- 2.** Remove the knob screw and red tag [A] (⊙ x 1).



d7662074

- 3.** Remove the shaft [B] from the slide rail [A] (⊙ x 1).



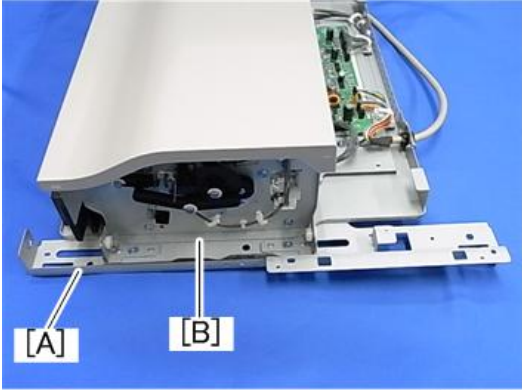
d766z0003

4. Remove the paper exit cover [A] (🔩 x 2).



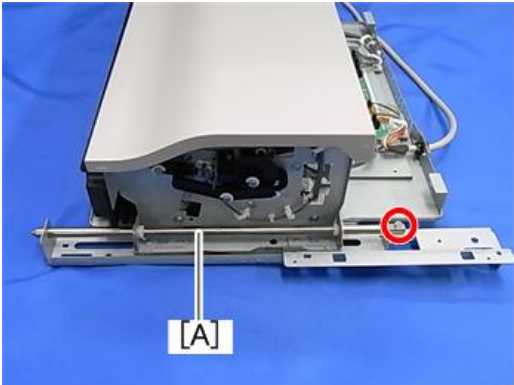
d766z0004

5. Place the slide rail [A] under the internal finisher [B].



d766z0005

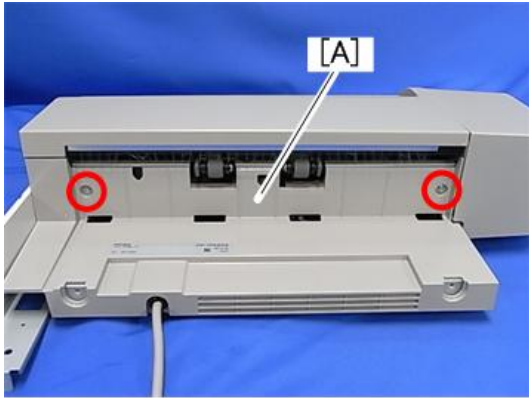
6. Insert the shaft [A] into the holes in the slide rail and internal finisher, and then fasten with the screw (🔩 x 1).



d766z0006

Internal Finisher SR3180 (D766)

7. Attach the paper exit cover (removed in step 4) [A] (🔩 x 2).



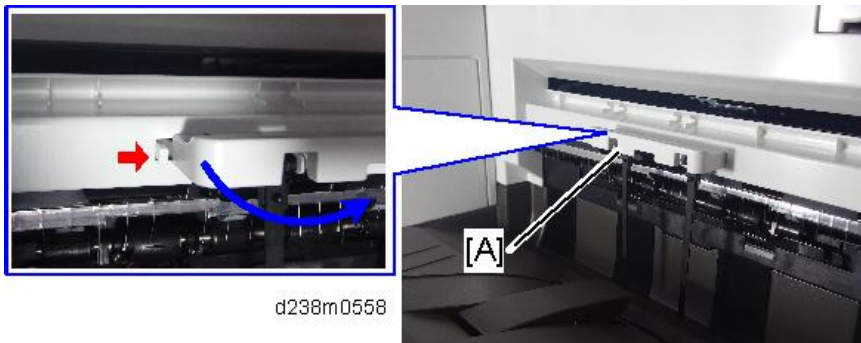
d177z4578

8. Remove the paper exit tray [A].



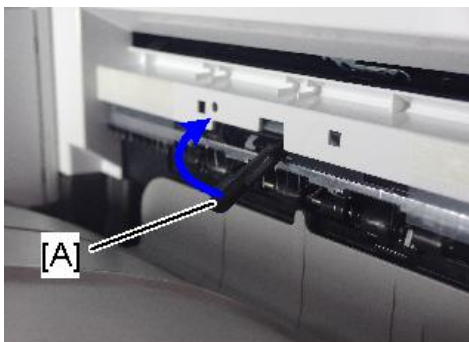
d1462023

9. Remove the paper exit feeler [A].



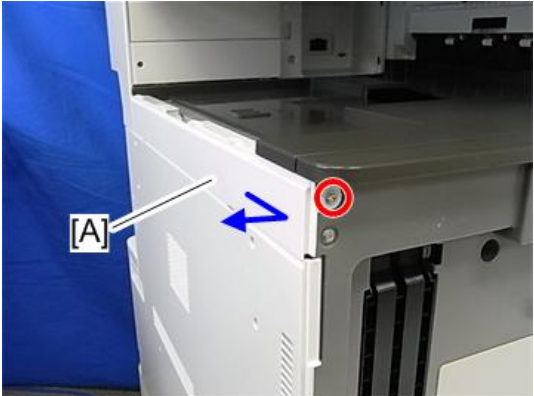
d238m0558

10. Tuck in the lever [A] for detecting when the tray is full.



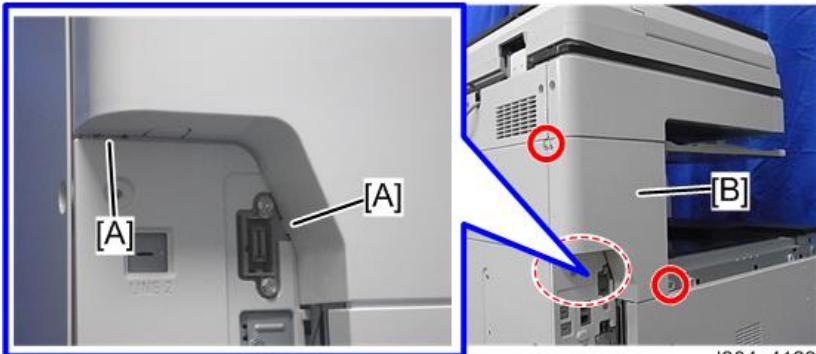
d238m0577

11. Open the front cover, and then remove the left upper cover [A] (⚙️ x 1).



d197z0001

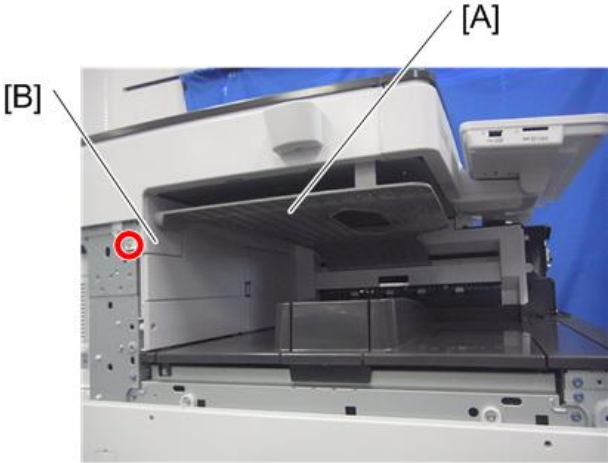
12. Release the hooks [A], and remove the left rear cover [B].



⚙️ x2

d284a4129

13. Remove the inverter tray [A] and tray support plate [B] (⚙️ x 1).



d1462478

Installation

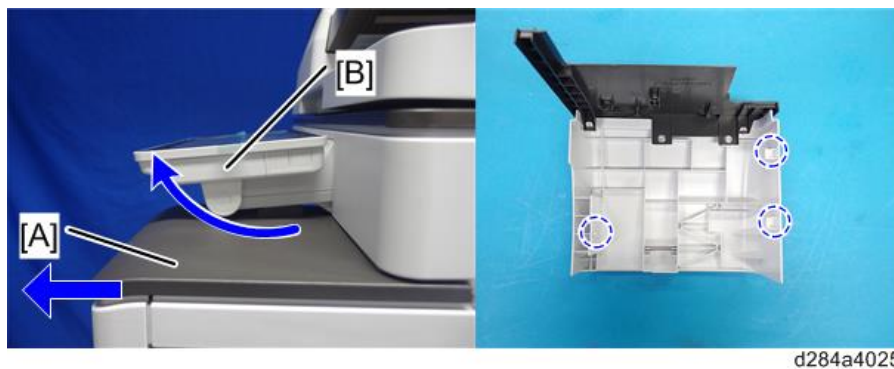
Internal Finisher SR3180 (D766)

**14.** Open the right cover, and then remove the upper front cover [A].



**Note**

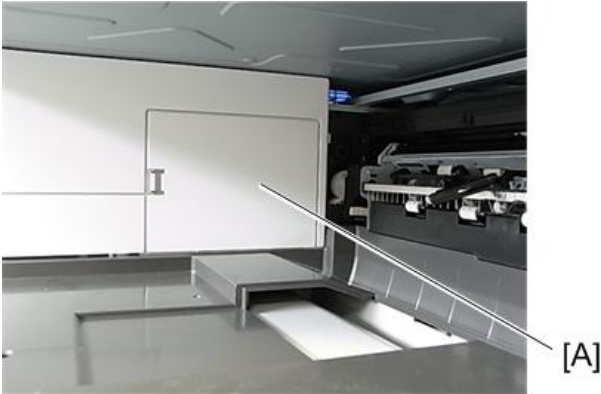
- When removing the upper front cover, release the hooks at the back of the cover.
- Tilt the operation panel [B] upward to a horizontal position, and then remove the upper front cover [A].



**15.** Remove the paper exit cover [A] (✚ x 1).



16. Remove the connector cover [A].

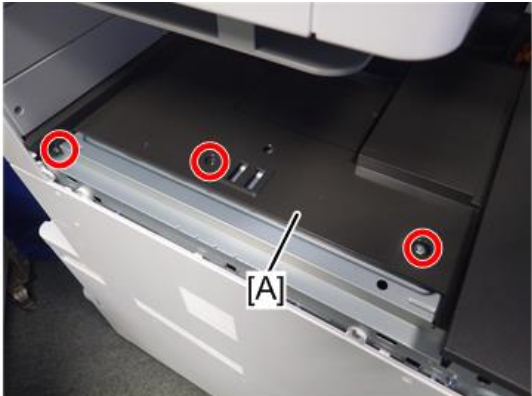


d7662066

17. Remove the paper exit lower cover [A].

Note

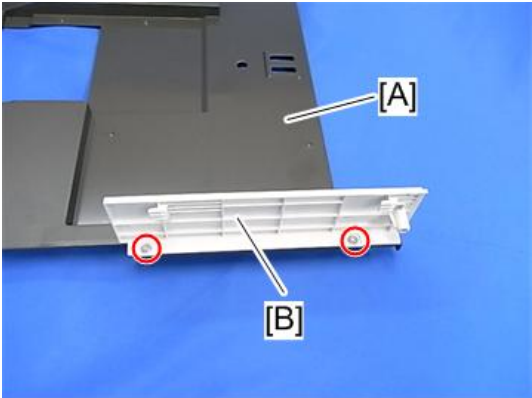
- The lower inside cover can be removed together with the paper exit lower cover, because the inside cover is secured to the paper exit lower cover with three screws.



⚙ x3

d284a2030

18. Remove the lower inside cover [B] from the paper exit lower cover [A] (⚙ x 2).

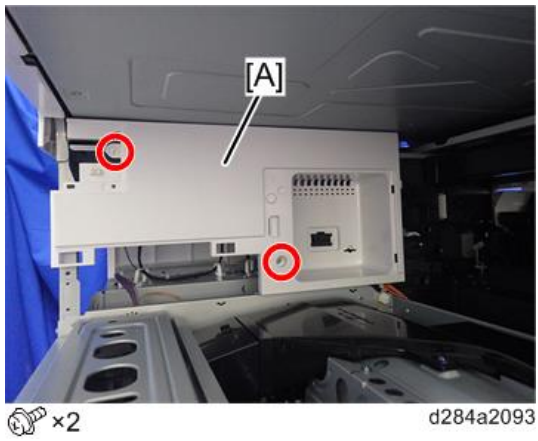


d7662050

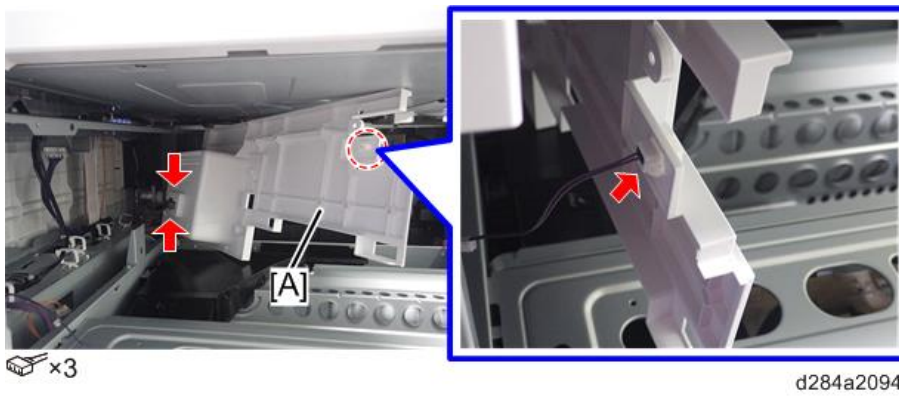


Internal Finisher SR3180 (D766)

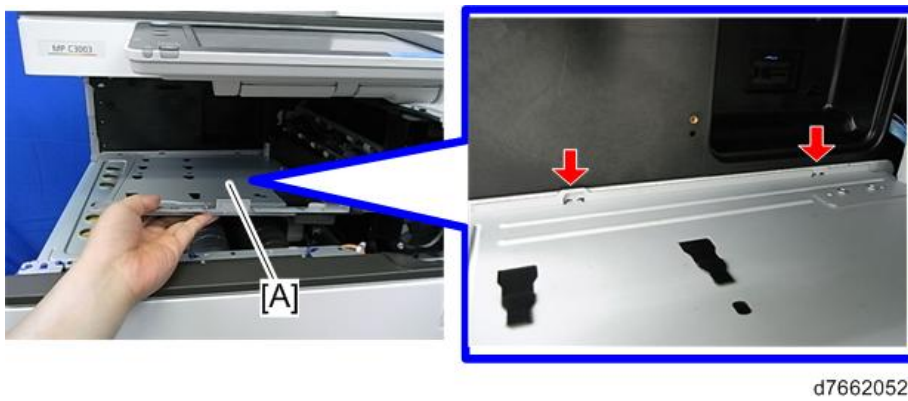
- 19.** Remove the fixing screws on the upper inside cover [A].



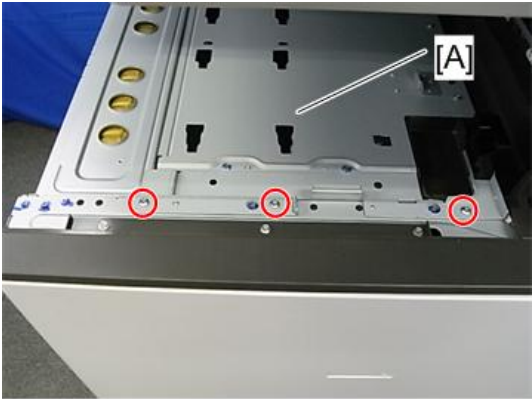
- 20.** Remove the upper inside cover [A].



- 21.** Insert the bottom plate [A] into the holes.

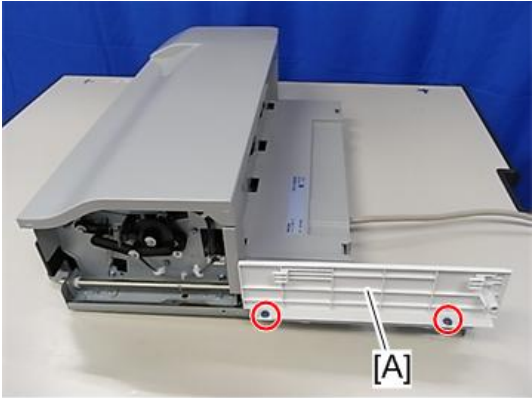


22. Install the bottom plate [A] (Ⓜ x 3, Accessory No. 7).



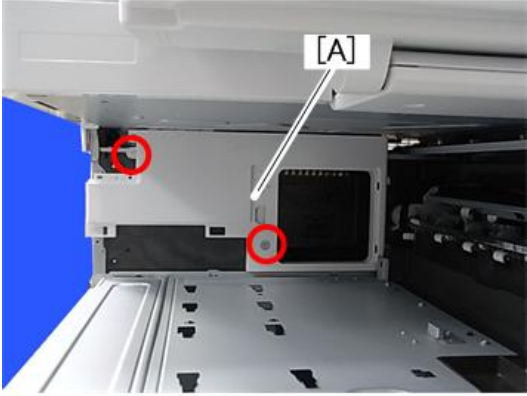
d7662053

23. Install the lower inside cover (removed in step 18) [A] in the finisher (Ⓜ x 2, Accessory No.5).



d7662051

24. Reattach the upper inside cover (removed in step 20) [A] (Ⓜ x 2).



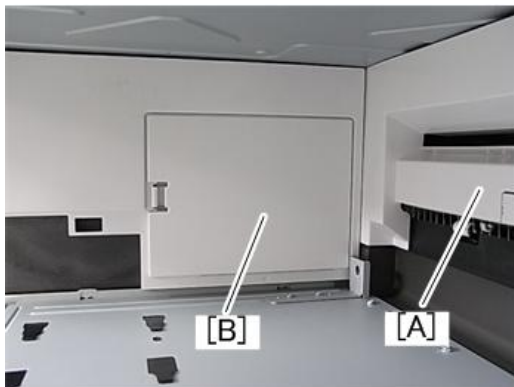
d177z4579

25. Reattach the paper exit cover [A] and the connector cover [B] (removed in step 15 and step 16).

**⚠ CAUTION**

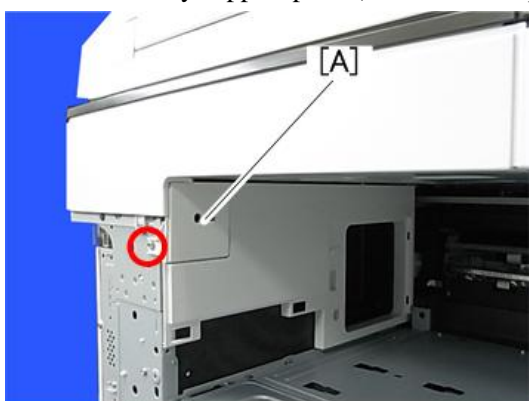
- Touching the moving parts inside of the cover can result in an injury. To avoid this, be sure to install the connector cover [B].

Internal Finisher SR3180 (D766)



d766z0007

**26.** Reattach the tray support plate (removed in step 13) [A] (🔩 x 1).

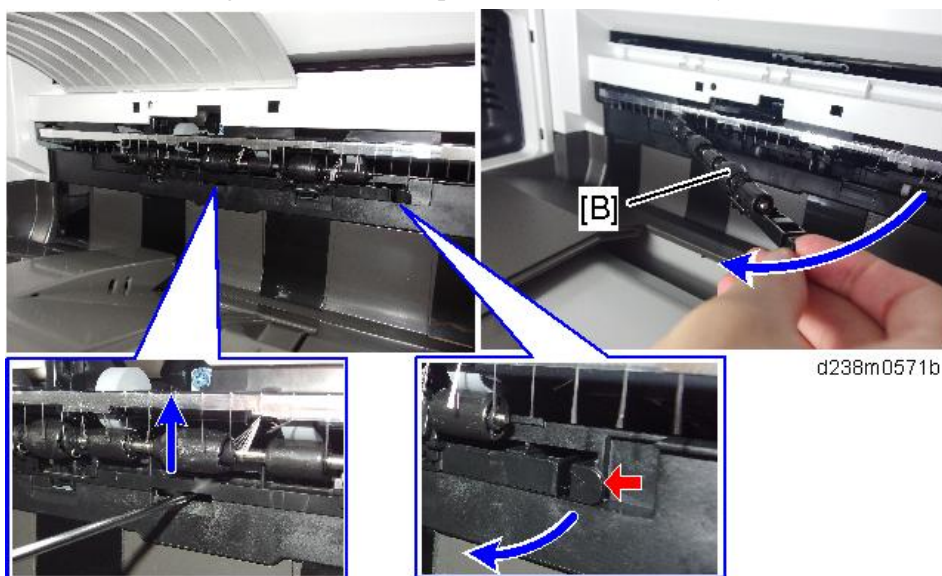


d177z4580

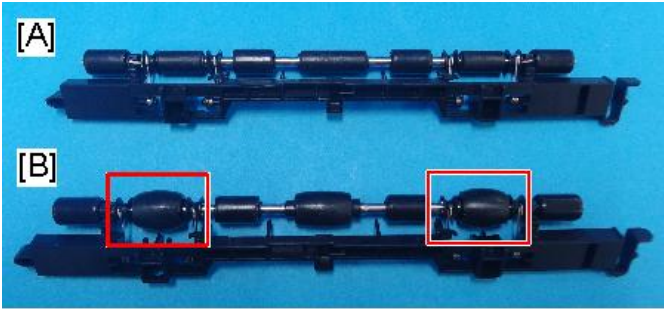
**27.** Reattach the covers (removed in step 14 and step 15), and close the right door.

**28.** Remove the driven roller [B] at the machine's exit tray and attach the supplied driven roller [A].

- Insert a flathead screwdriver into the depression in the center, and then, lifting the driven roller, unlock the part indicated by the red arrow.
- When attaching the driven roller, push its center all the way in until it clicks.



d238m0571b

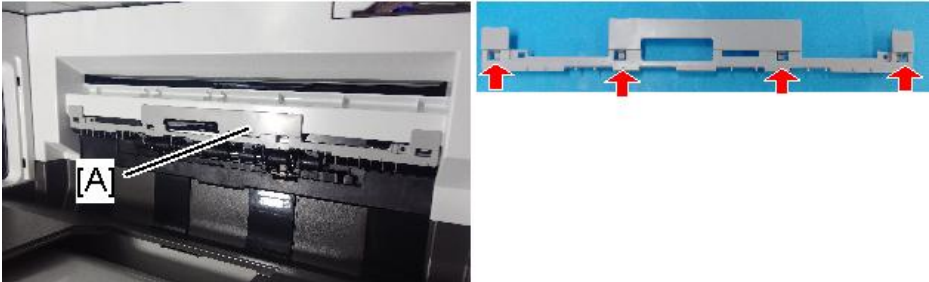


d238m0572

[A]: The supplied driven roller has flat rollers.

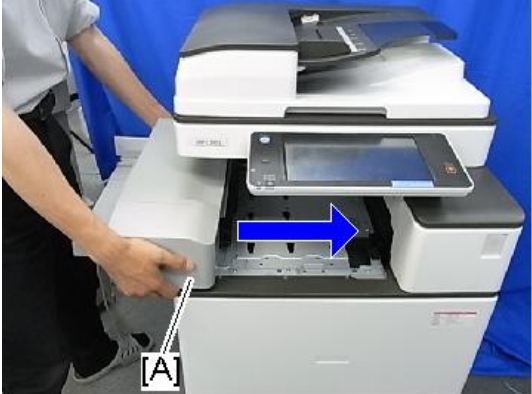
[B]: The machine's standard driven roller has drum-type rollers (as indicated by the red frames).

29. Attach the paper support guide [A] (Tab x 4)



d238m0573b

30. Install the internal finisher [A].



d7662055a

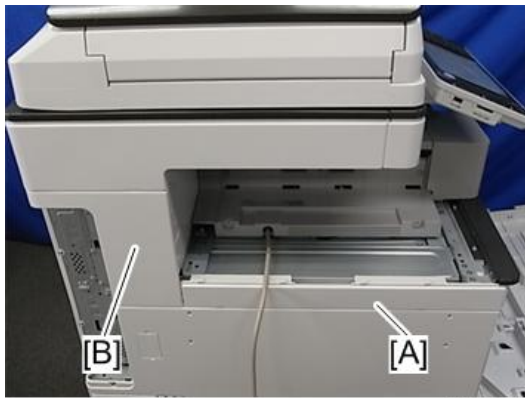
31. Secure the finisher (⊗ x 1, Accessory No.8).



d7662056

Internal Finisher SR3180 (D766)

- 32.** Attach the left upper cover [A] and the left rear cover [B] (removed in step 11 and step 12).



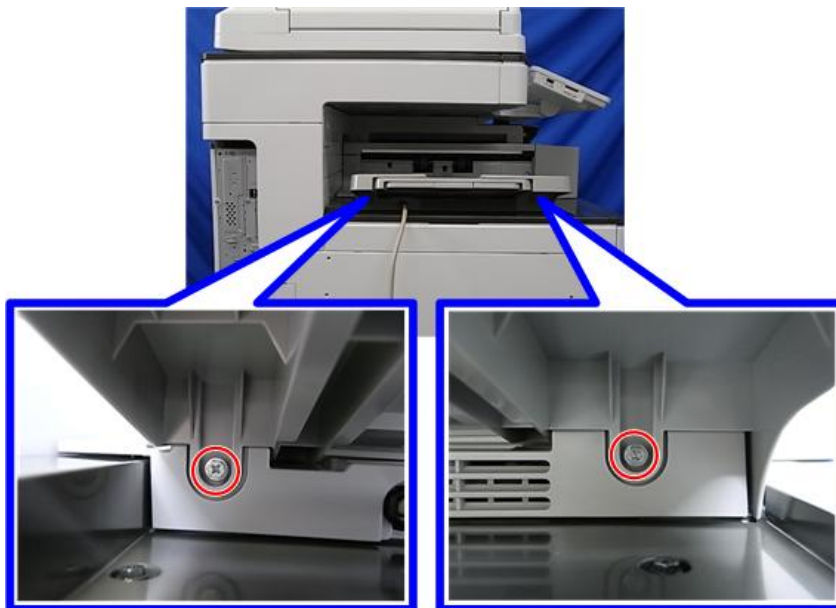
d7662071

- 33.** Attach the left lower cover [A] (🔩 x 2, Accessory No.6).



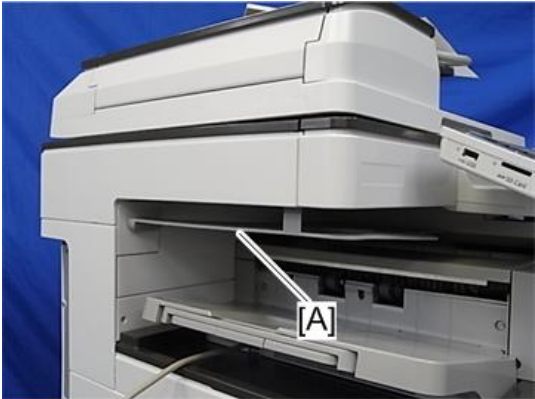
d7662072

- 34.** Attach the paper exit tray (🔩 x 2, Accessory No.4).



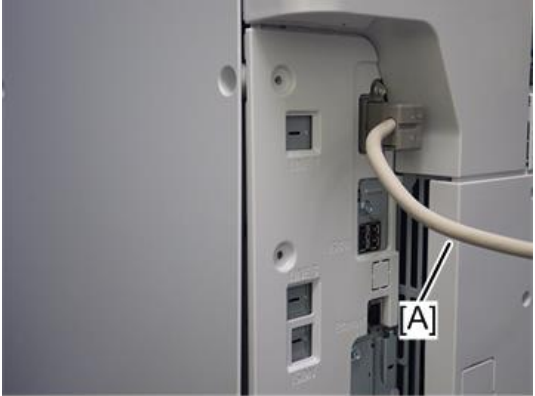
d7662073

**35.** Reattach the inverter tray [A] removed in step 13.



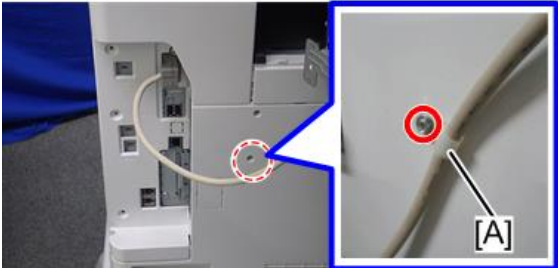
d7662075

**36.** Connect the interface cable [A].



d284a2095

**37.** Attach the nylon clamp [A] as shown below (Accessory No.9).



d284a2096

 x1

**38.** Turn ON the main power.

**39.** Ensure that the operation panel displays finisher jobs properly and that it works properly.

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### Stapleless Stapler Initial Settings

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**Note**

- To adjust the strength of the crimp between sheets of stapled paper, there is a setting to select either single or double stapling.
- The crimp is weakened when there is an image (toner) at the point which is to be stapled. There also is a setting to mask the image on the point for stapling, in order to prevent the crimp from being weakened.

## Internal Finisher SR3180 (D766)

- Depending on users demands, explain the settings/methods of the settings by checking the following instructions.

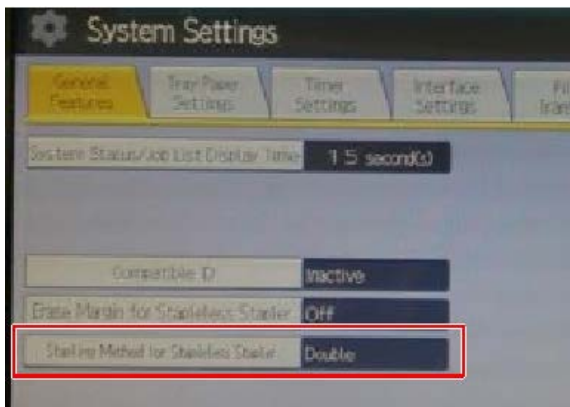
### How to change the setting of Staple Method for the Stapleless Stapler

---

Use this procedure to select the type of stapling that is done by the stapleless stapler.

Note that if you change the finisher type from Finisher SR3210 to Internal Finisher SR3180, which has the same type of stapleless staple unit, the current setting in [Stapling Method for Stapleless Stapler] is not carried over, so configure the setting again.

- 1.** Press the [User Tools] icon on Home screen.
- 2.** Press [Machine Features] > [System Setting] > [General Setting] > [Stapling Method for Stapleless Stapler].
- 3.** Select [Double] or [Single].

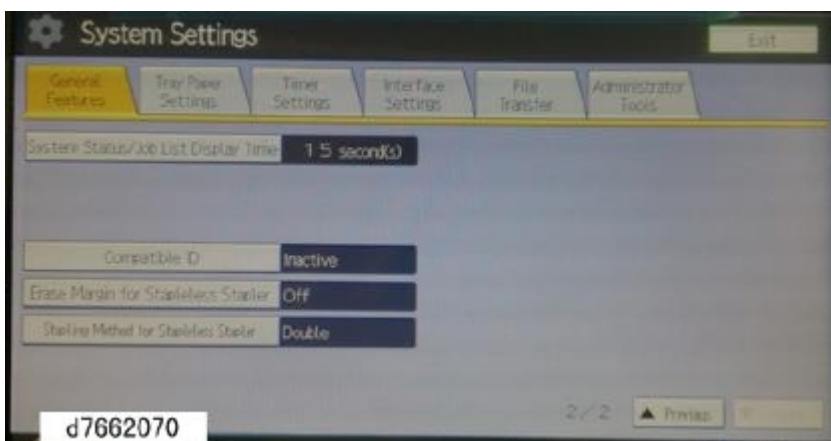


d7665070a

### How to set Margin Erase for the Stapleless Stapler

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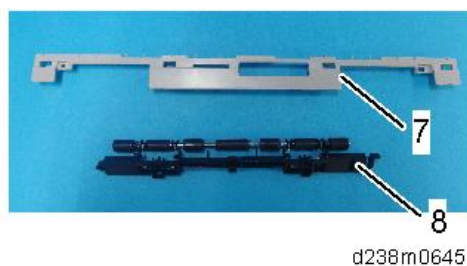
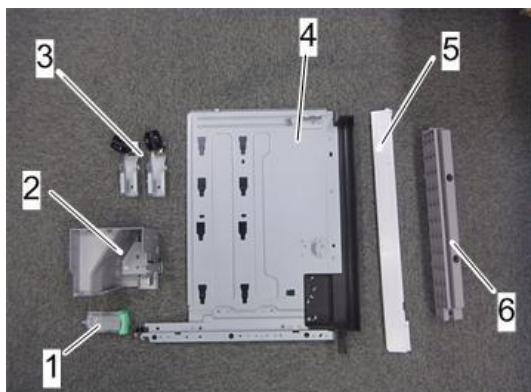
- 1.** Press the [User Tools] icon.
- 2.** Press [Machine Features] > [System Setting] > [General Setting].
- 3.** Press [Erase Margin for Stapleless Stapler].



## Internal Finisher SR3130 (D690)

### Accessory Check

No.	Description	Q'ty	Remarks
1	Staple Cartridge	1	Installation
2	Front Right Cover	1	
3	Stabilizer	2	
4	Bottom Plate	1	
5	Left Lower Cover	1	
6	Entrance Guide Plate	1	Not used when the punch unit is attached.
7	Paper Support Guide	1	
8	Driven Roller (Flat)	1	
-	Screw - M3 × 6	6	
-	Tapping Screw – M4 x 6	1	
-	Decal - EMC Address	1	
-	SHEET:NOTE_OPTIONAL_UNIT:EXP	1	



### Installation Procedure

#### ⚠ CAUTION

- When installing this option, turn OFF the main power and unplug the power cord from the wall socket. If installing without turning OFF the main power, an electric shock or a malfunction may occur.

#### 📌 Note

- This option cannot be used together with the following peripherals:
  - Internal Shift Tray SH3070 (D691)
  - Side Tray Type M3 (D725)
  - Internal Finisher SR 3180 (D766)
  - Bridge Unit BU3070 (D685)
  - Internal Multi-Fold Unit FD3000 (D3E4)



## Internal Finisher SR3130 (D690)

- To use together with the "1 Bin Tray BN3110 (D3CQ)", after attaching the bottom plate of this option, attach the "1 Bin Tray BN3110 (D3CQ)", and then install this option.
- To use together with the "Punch Unit PU3040 (D716)", first attach the "Punch Unit PU3040 (D716)" before installing this option.

### 1. Remove the orange tape and shipping retainers.



d1462556

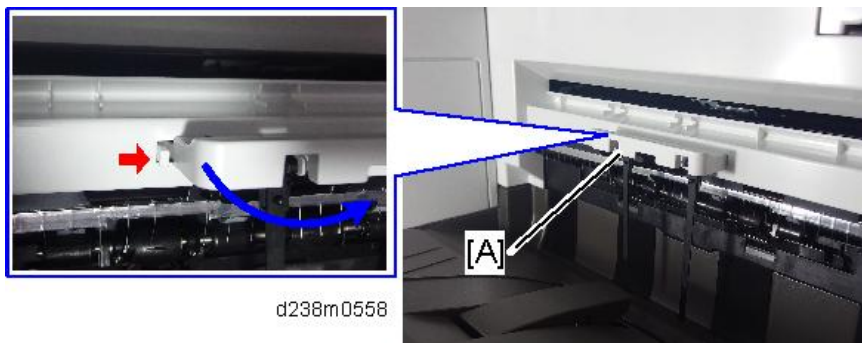
### 2. Remove the package accessories (fixing screws, etc.).

### 3. Remove the paper exit tray [A].



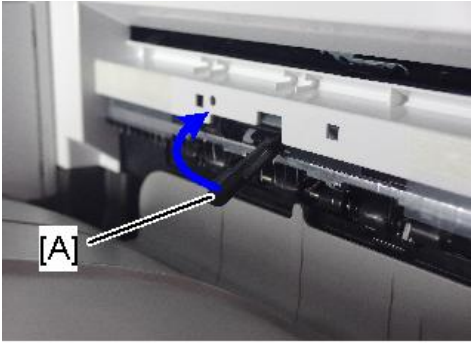
d1462023

### 4. Remove the paper exit feeler [A].



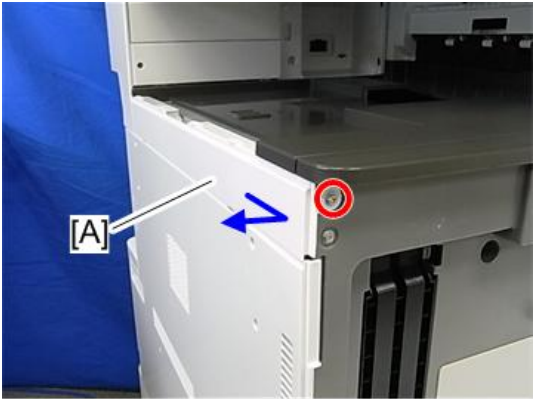
d238m0558

5. Tuck in the lever [A] for detecting when the tray is full.



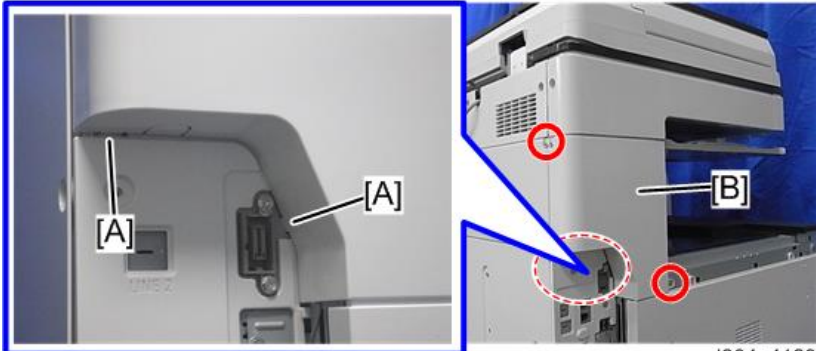
d238m0577

6. Open the front cover, and then remove the upper left cover [A] (⊗×1).



d197z0001

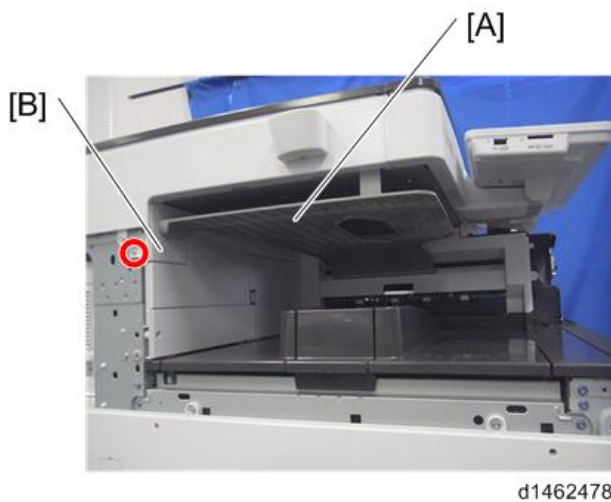
7. Release the hooks [A], and remove the left rear cover [B].



d284a4129

Internal Finisher SR3130 (D690)

8. Remove the inverter tray [A], and the tray support plate [B] (⊙×1).

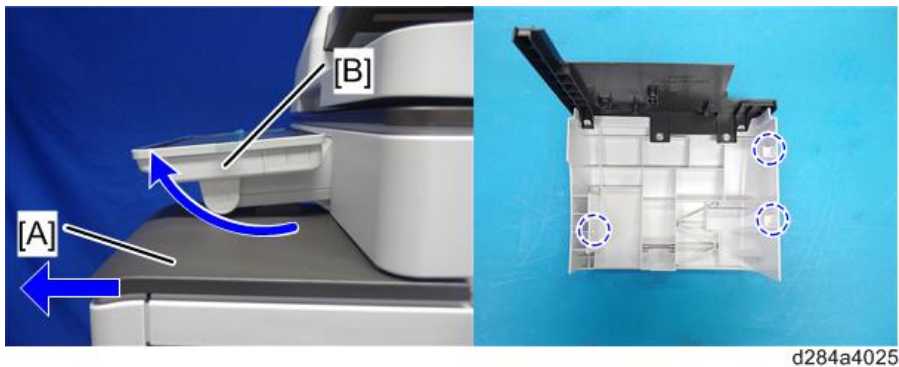


9. Open the right cover, and then remove the upper front cover [A].

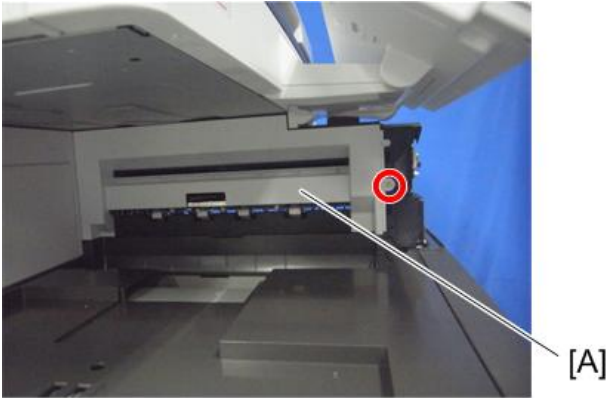


Note

- When removing the upper front cover, release the hooks at the back of the cover.
- Tilt the operation panel [B] upward to a horizontal position, and then remove the upper front cover [A].



10. Remove the paper exit cover [A] (Ⓜ×1).



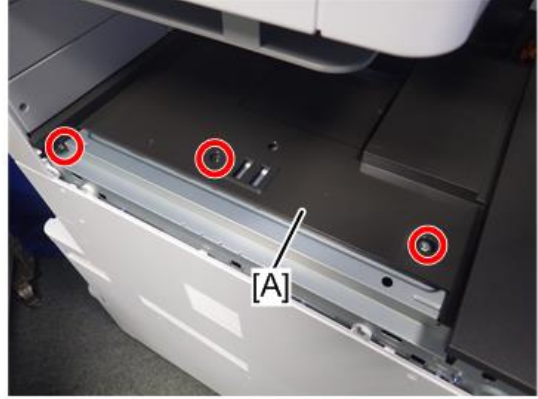
d1462024

11. Remove the connector cover [A].



d1462470

12. Remove the paper exit lower cover [A].

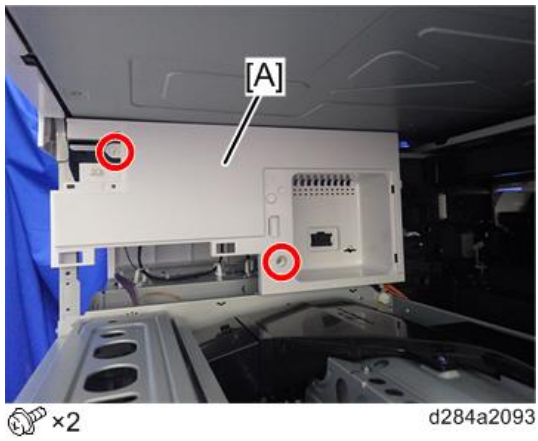


d284a2030

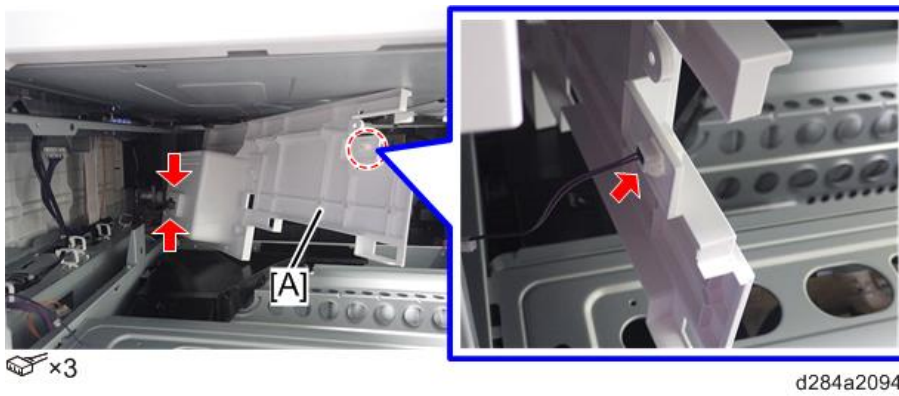
Installation

Internal Finisher SR3130 (D690)

- 13.** Remove the fixing screws on the upper rear inner cover [A].



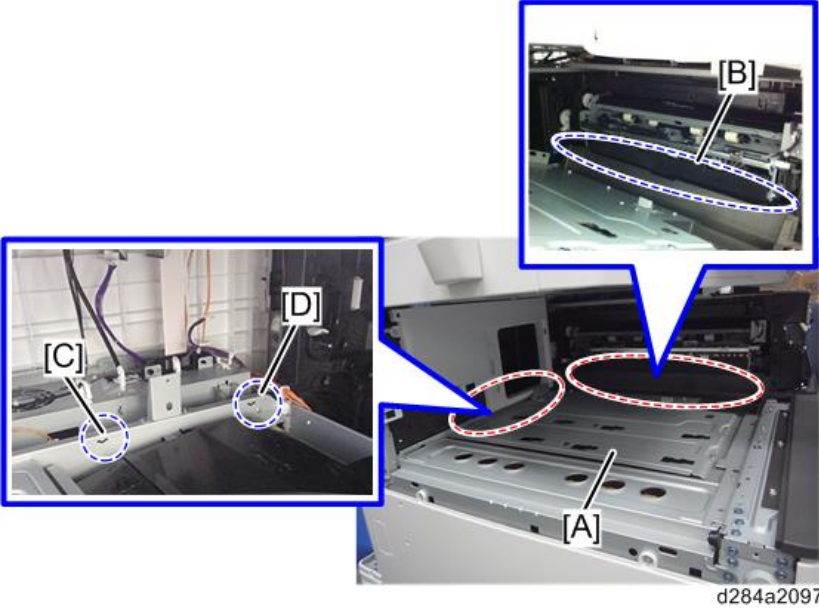
- 14.** Remove the upper rear inner cover [A].



- 15.** Install a screw removed in step 12 (🔩x1).



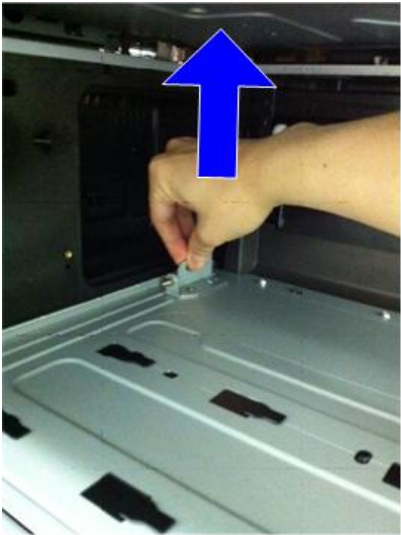
**16.** While pressing the bottom plate [A] into the area shown by the blue circle [B], insert it into the slot shown by the blue circles [C] and [D].



Installation

Note

- The following procedure is the easiest way to set this component.
- 1) Slip the bottom plate [A] into the position in the blue circle [B].
- 2) Insert the bottom plate [A] into the hole in the blue circle [C].
- 3) When the bottom plate [A] is picked up (see below), it can be inserted into the hole in the blue circle [D].



Internal Finisher SR3130 (D690)

**17.** Attach the bottom plate [A] (⊙×3)



d197z1056

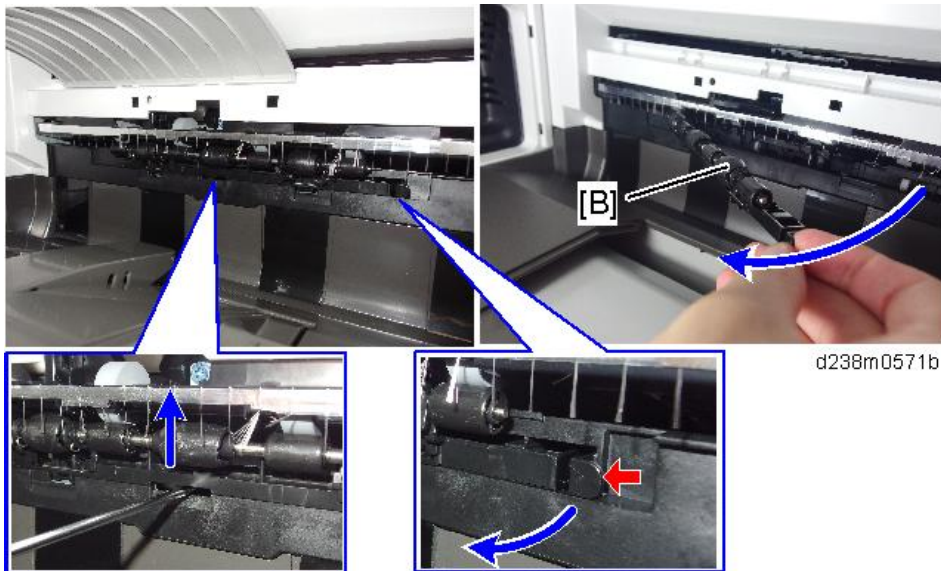
**18.** Attach the upper rear inner cover.

**19.** Attach the paper exit cover.

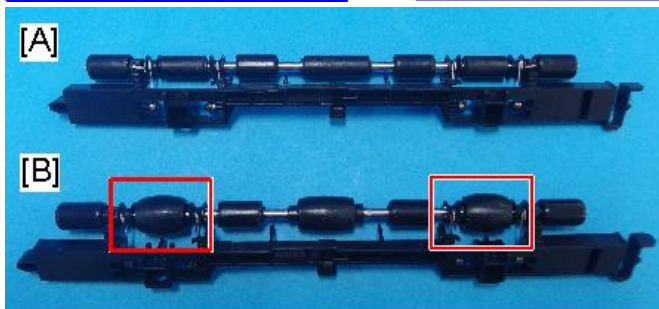
**20.** Reattach the connector cover and the covers (removed in step 9 and step 10), and then close the right door.

**21.** Remove the driven roller [B] at the machine's exit tray and attach the supplied driven roller [A].

- Insert a flathead screwdriver into the depression in the center, and then, lifting the driven roller, unlock the part indicated by the red arrow.
- When attaching the driven roller, push its center all the way in until it clicks.



d238m0571b

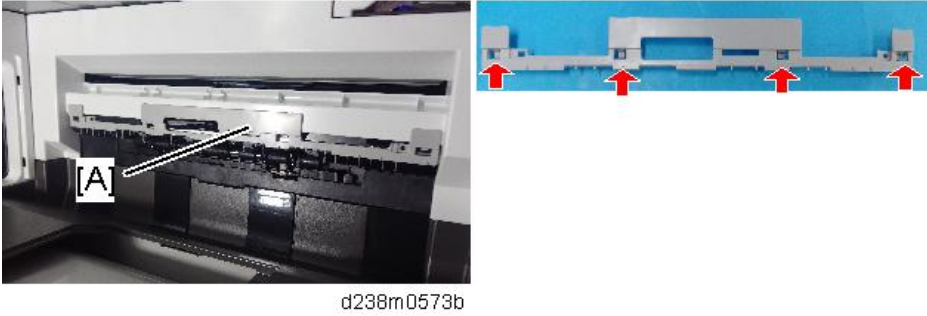


d238m0572

[A]: The supplied driven roller has flat rollers.

[B]: The machine's standard driven roller has drum-type rollers (as indicated by the red frames).

22. Attach the paper support guide [A] (Tab x4).



Note

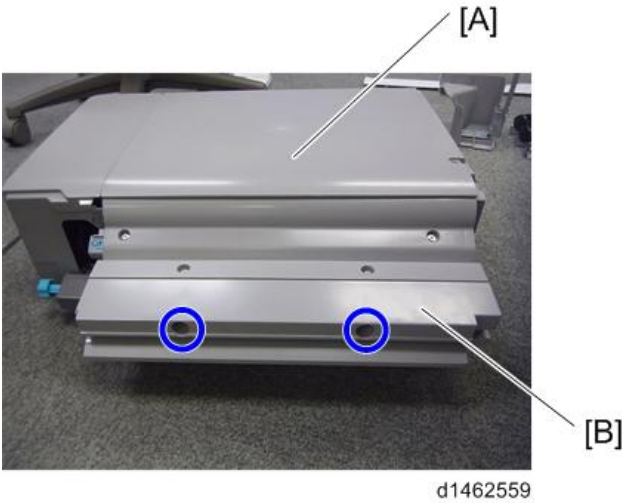
- Up to this point, the procedure is the same as punch unit installation (for fitting the punch unit, refer to Step 3 and later of the punch unit installation procedure).

23. Slide the finisher front right cover [A] from left to right to attach it (Ⓜ×1).



24. Reattach the inverter tray.

25. Attach the entrance guide plate [B] to the finisher [A] (Ⓜ×2).



Installation



Internal Finisher SR3130 (D690)

- 26.** Slide the finisher [A] along the rail of the bottom plate from the left-hand side of the machine to attach it (🔩×1).



**Note**

- Hold the front side [A] of the internal finisher as shown below to check if the internal finisher is correctly set in the rail of the bottom plate.



- 27.** Reattach the left rear cover.

- 28.** Insert the upper left cover [A] from the front, and slide it to reattach it (🔩×1).

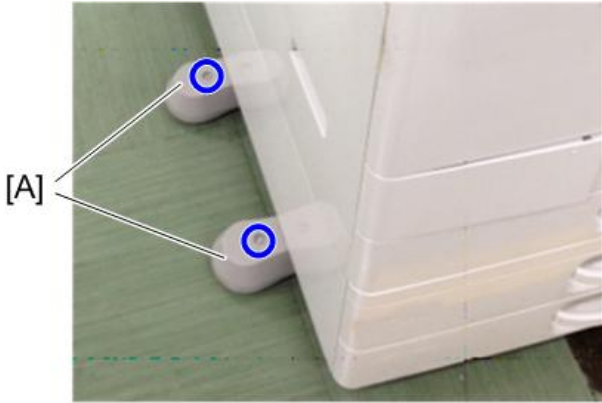


- 29.** Attach the stabilizers [A].

**Note**

- Because the weight is biased to the left of the machine if the internal finisher is installed, stabilizers are required on the left side. Because they are included with the finisher, install these

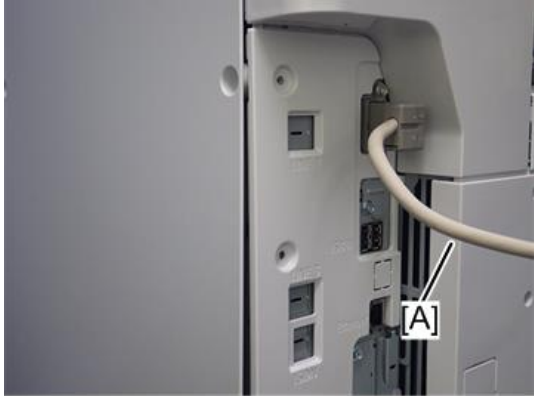
stabilizers at the same time as you install the internal finisher.



d1462945

Installation

**30.** Connect the interface cable [A] to the machine.



d284a2095

**31.** Move the stapler unit forward, then set the staple cartridge [A].



d1462564

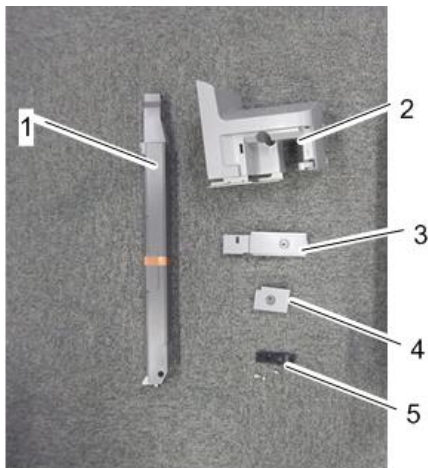
## Internal Finisher SR3130 (D690)

- 32.** Reinstall the stapler unit, and then turn ON the main power.
- 33.** Check that the finisher can be selected at the operation panel, and check the finisher operation. Also when the punch unit is installed, check the punching operation.

## Punch Unit PU3040 (D716)

### Accessory Check

No.	Description	Q'ty
1	Hopper	1
2	Punch Unit Cover	1
3	Lower Front Cover	1
4	Lower Rear Cover	1
5	Holder	1
-	Knob Screw - M4	1
-	Tapping screws: M3x6	3
-	Decal - EMC Address	1



d1462570

### Installation Procedure

#### **⚠ CAUTION**

- When installing this option, turn the power to the machine off, and unplug the power plug from the wall socket.
- If this option is installed when the power is on, it will result in an electric shock or a malfunction.

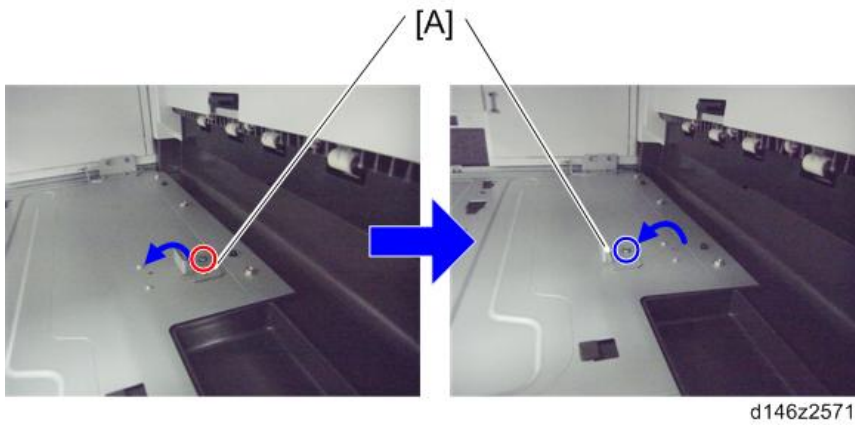
#### **↓ Note**

- When installing this option together with the “Internal Finisher SR3130”, attach this option first before installing the “Internal Finisher SR3130”

- 1.** Take out from the box, and remove the filament tape and packing material.
- 2.** Perform steps 1 to 22 of the installation procedure for the "Internal finisher SR3130".

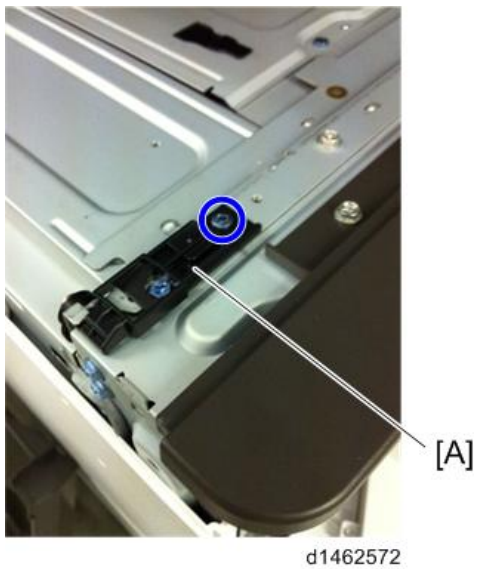
Punch Unit PU3040 (D716)

- 3.** Change the position of the bracket [A] on the bottom plate (Ⓜ×1).



d146z2571

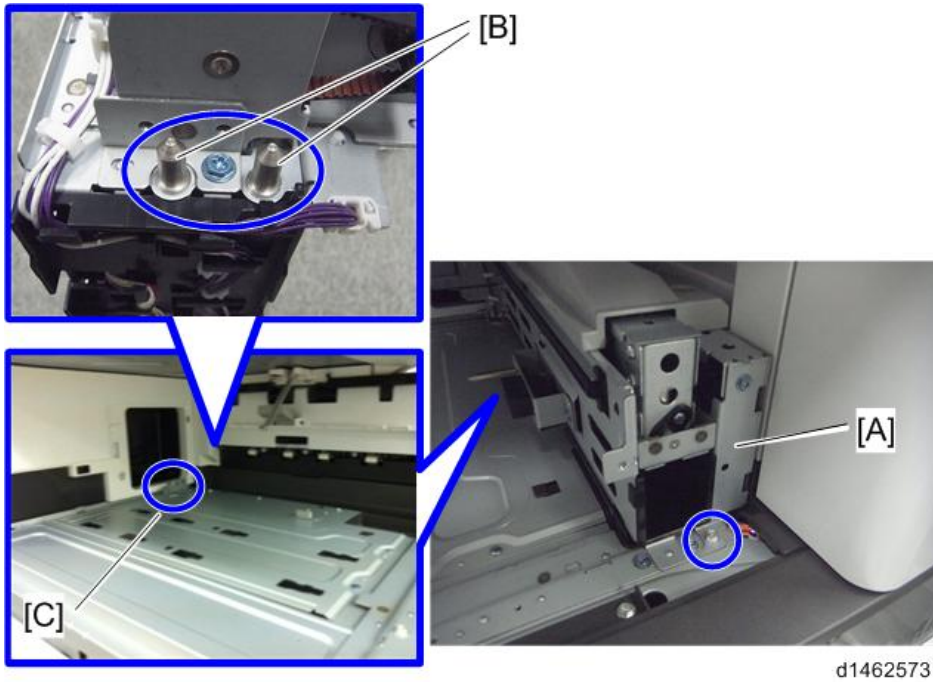
- 4.** Replace the lock holder of the bottom plate with the lock holder [A] provided (Ⓜ×1).



d1462572

- 5.** Attach the upper front cover.

6. Pass the shafts [B] of the punch unit [A] through the bearings [C] in the bottom plate, and attach the punch unit to the machine (⌀×1, knob screw).

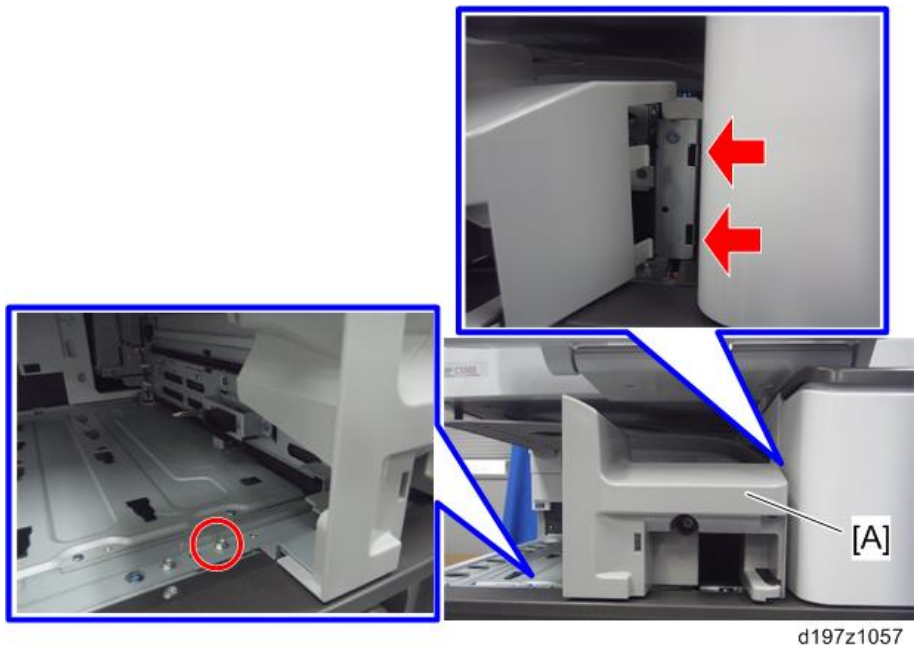


Installation

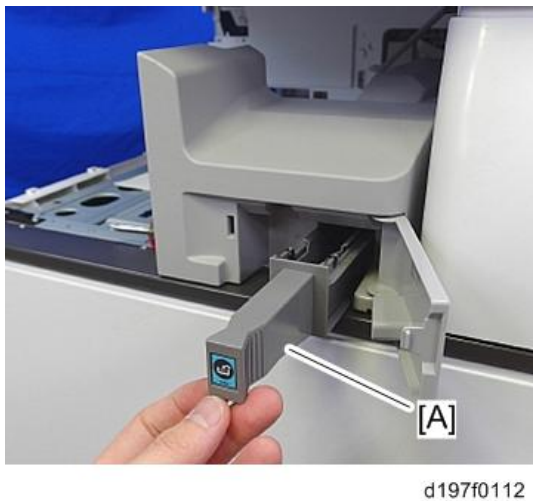


Punch Unit PU3040 (D716)

7. Attach the front right cover [A] provided with the punch unit, inserting the claws (🔩×1).



8. Insert the hopper [A].



9. Slide the finisher [A] along the rail of the bottom plate from the left of the machine, and then attach it (🔩×1).



**Note**

- Before fastening the screw, make sure that the finisher is correctly set in the rail of the bottom plate.



d197z1150

Installation

**Note**

- When installing the punch unit in a finisher which is already installed, remove the entrance guide plate [A] (Ⓜ×2). Note that this step is unnecessary when installing the finisher and punch unit at the same time.



d1462574

**10.** Attach the lower rear cover [A] and the lower front cover [B] to the finisher (Ⓜ×2).



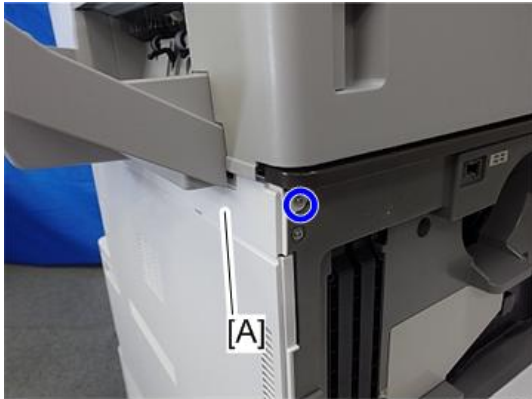
d197z1151

**11.** Attach the left rear cover to the machine.



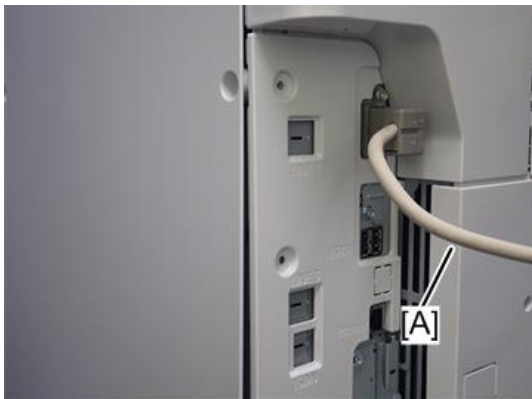
Punch Unit PU3040 (D716)

- 12.** Insert the upper left cover [A] from the front, and then attach it (🔩 x1).



d197f0109

- 13.** Connect the interface cable [A] to the machine.



d284a2095

- 14.** Turn the main power switch on.
- 15.** Check that the finisher can be selected at the operation panel, and check the finisher and punch operation.

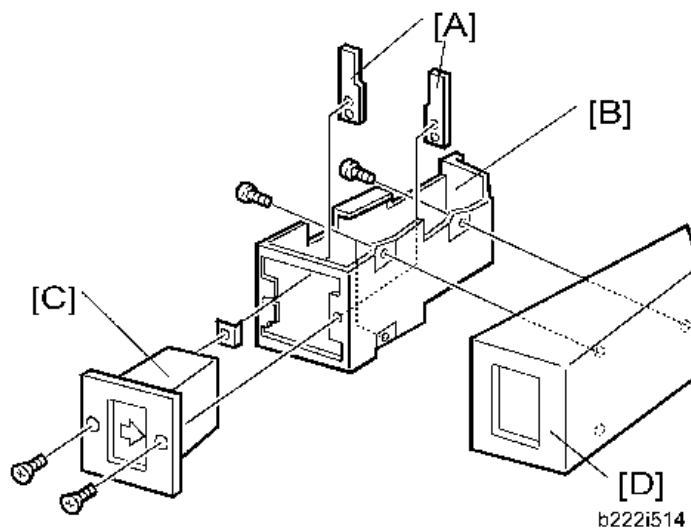
## Key Counter Bracket Type M3

### Accessory Check

Description	Q'ty	Installation
Screw: M3X8	1	
Binding Self-Tapping Screw: M4X8	3	
Clamp:LWS-1211Z	2	
Clamp:NK-3N	1	
Double Sided Tape	2	
Key Counter Plate Nut	2	
Key Counter Harness	1	

### Installation Procedure

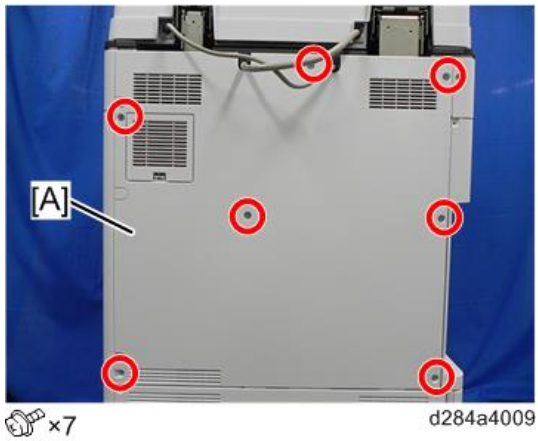
1. Hold the key counter plate nuts [A] on the inside of the key counter bracket [B], and insert the key counter holder [C].
2. Secure the key counter holder to the bracket (Ⓜ x2).
3. Install the key counter cover [D] (Ⓜ x2).



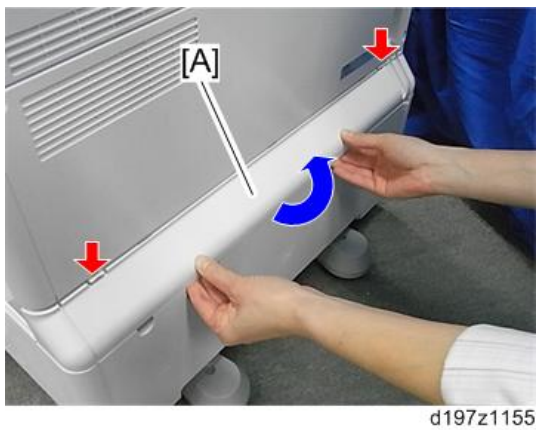
4. Attach the harness that comes from the key counter to the right side of the main machine with the two clamps provided with the accessories (CLAMP:LWS-1211Z).

## Key Counter Bracket Type M3

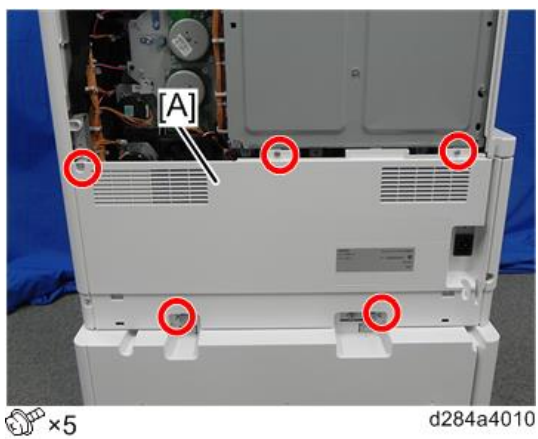
- 5.** Remove the rear cover [A].



- 6.** Remove the rear lower gap cover [A].

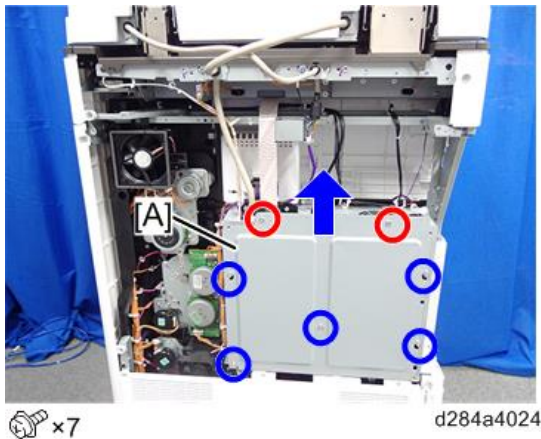


- 7.** Remove the rear lower cover [A].



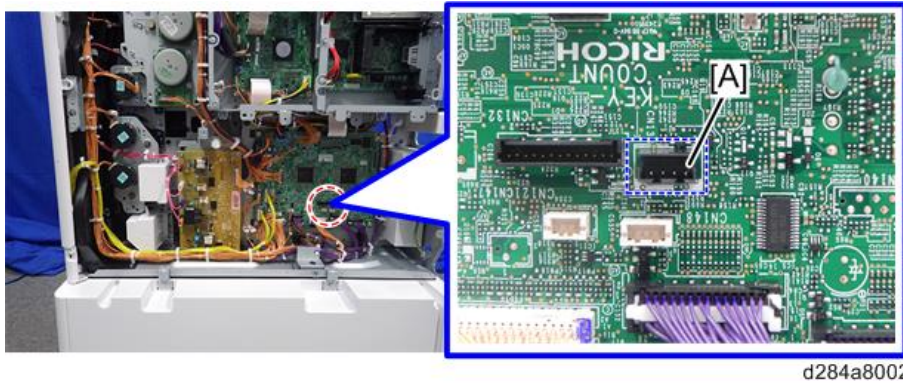
- 8.** Remove the controller box cover [A].

Red Circle: Remove / Blue Circle: Loosen



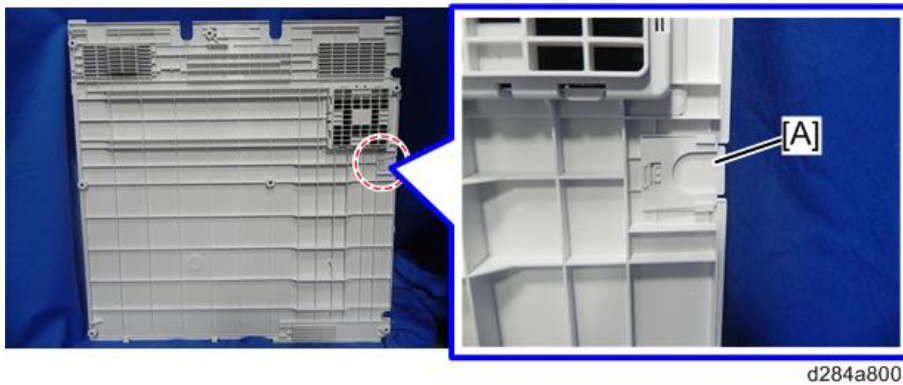
Installation

9. Connect the key counter harness to CN133 [A] of the BCU. (🔌 ×1)



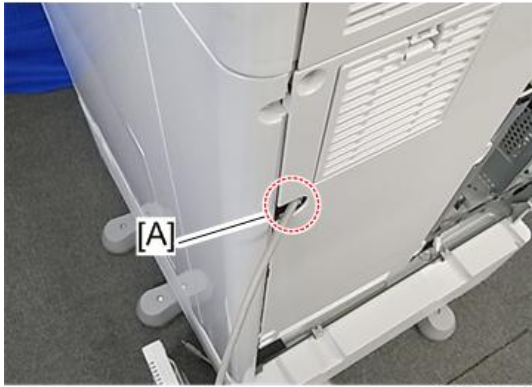
10. Secure the harness to the inside of the main frame with a clamp.

11. Remove the cut off part [A] of the rear right cover.



## Key Counter Bracket Type M3

- 12.** Pass the harness from the key counter through the cut off part [A] of the right rear cover.



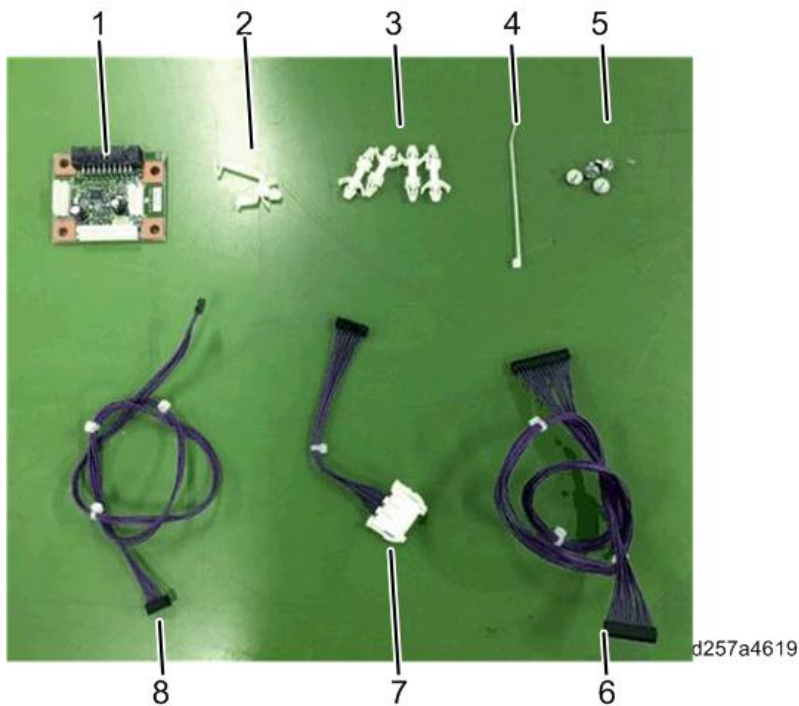
d197z1116

- 13.** Reinstall all the covers on the main machine.
- 14.** Peel off the double-sided tape on the key counter bracket, and attach the key counter to the scanner right cover.
- 15.** Reassemble the machine.

## Optional Counter Interface Unit Type M12 (B870-21)

### Accessory Check

No.	Description	Q'ty	Remarks
1	PCB: MKB	1	Installation
2	Harness Clamp: LWS-0711	1	
3	Stud	4	
4	Harness Band 80mm	1	
5	Screws M3x6 Standoffs	4	
6	Harness (IOB to MKB) Not Used	1	
7	Harness (Relay) Not Used	1	
8	Harness (MB to MKB) Not Used	1	



### Installation Procedure

#### **⚠ CAUTION**

- When installing this option, turn OFF the main power and unplug the power cord from the wall socket. If installing without turning OFF the main power, an electric shock or a malfunction may occur.

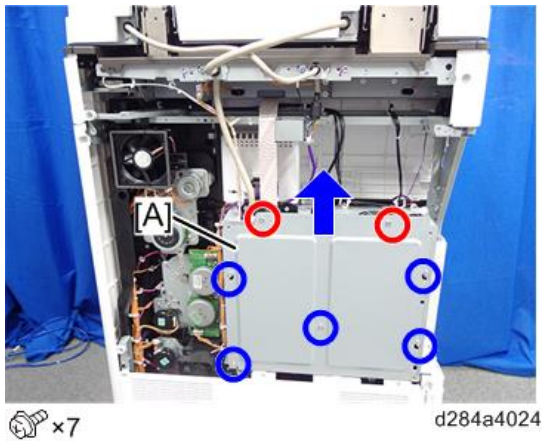
**1.** Remove the following exterior covers. ([Exterior Covers](#))

- Rear cover
- Rear lower cover

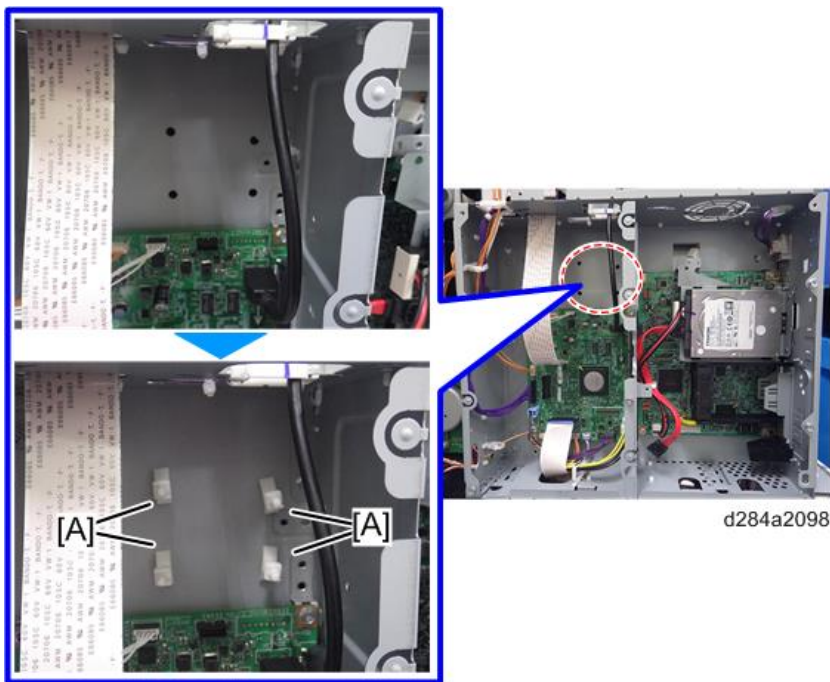
**2.** Remove the controller box cover [A].

Optional Counter Interface Unit Type M12 (B870-21)

**Red Circle: Remove / Blue Circle: Loosen**



- 3.** Install the four stud stays [A] in the location as shown below.

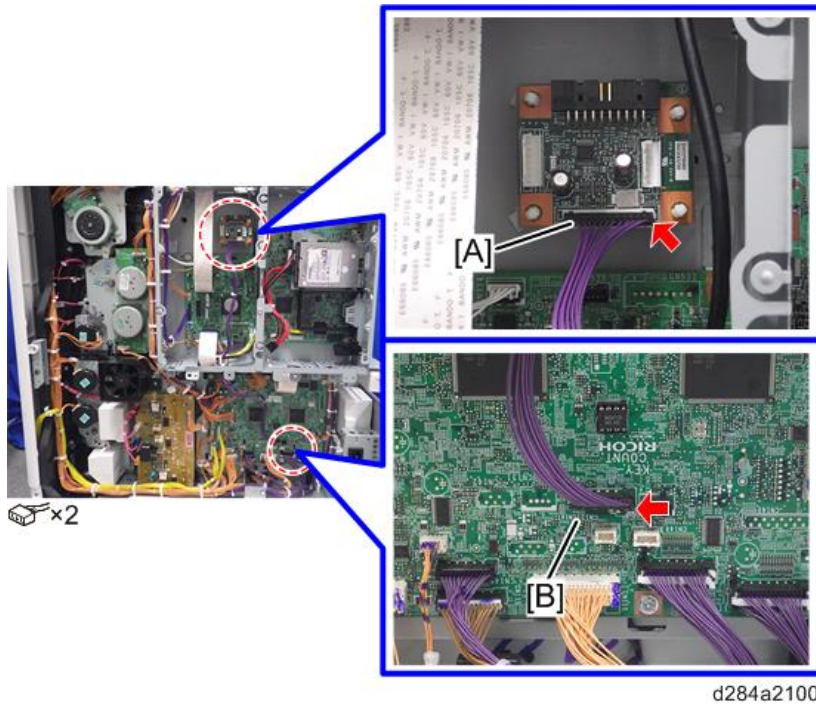


- 4.** Install the optional counter interface board [A] on the four stud stays.



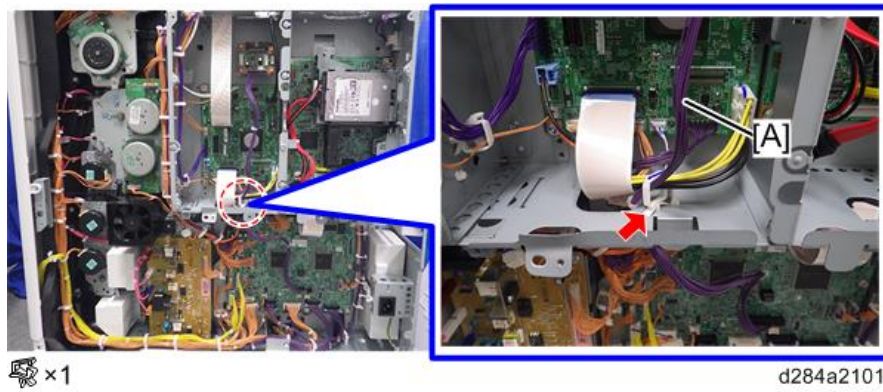
- 5.** Connect the supplied harness (13 pins) to CN3 [A] on the optional counter interface board and CN132 [B]

on the BCU.



Installation

6. Route the harness [A] and clamp it as shown below.



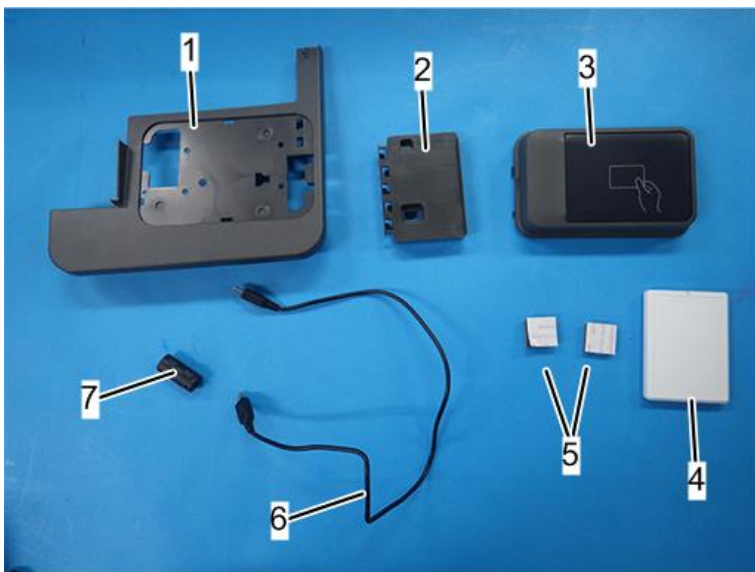
7. Re-install the exterior covers.



## NFC Card Reader Type M29 (D3E3-21)

### Accessory Check

No.	Description	Q'ty	Remarks
1	Corner Cover	1	
2	Reader Spacer	1	
3	Reader Cover	1	
4	Reader	1	
5	Sponge Cushions	2	
6	Interface Cable	1	
7	Ferrite Core (Black)	1	



d284a2076

### Installation Procedure

#### **⚠ CAUTION**

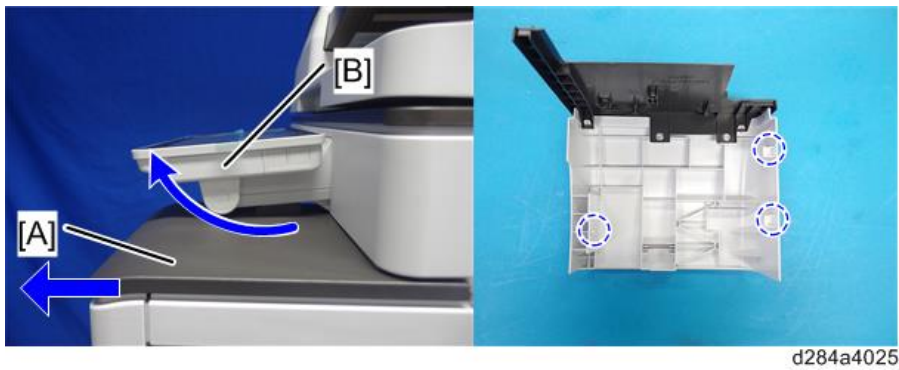
- When installing this option, turn OFF the main power and unplug the power cord from the wall socket. If installing without turning OFF the main power, an electric shock or a malfunction may occur.

1. Open the right cover, and then remove the upper front cover [A].

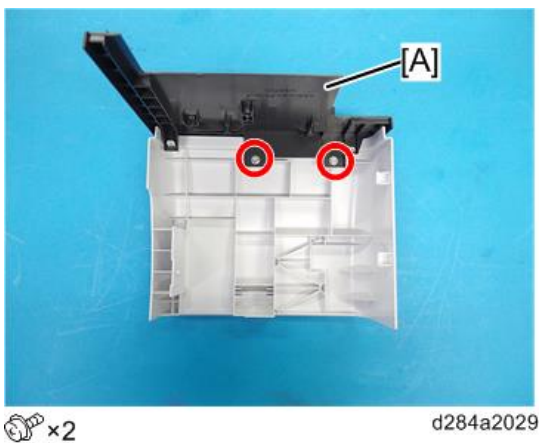


**Note**

- When removing the upper front cover, release the hooks at the back of the cover.
- Tilt the operation panel [B] upward to a horizontal position, and then remove the upper front cover [A].

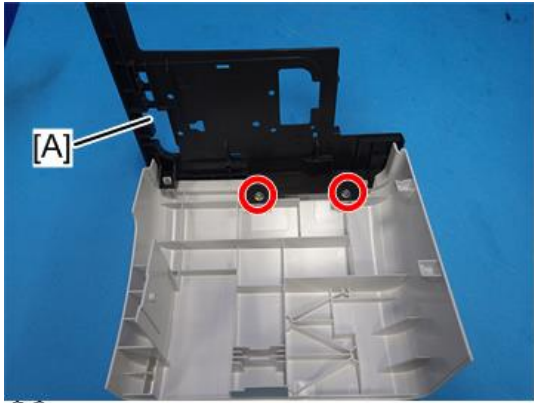


2. Remove the upper cover [A] of the upper front cover.



3. Attach the corner cover [A] provided with this option.  
Use the screws removed in the previous step.

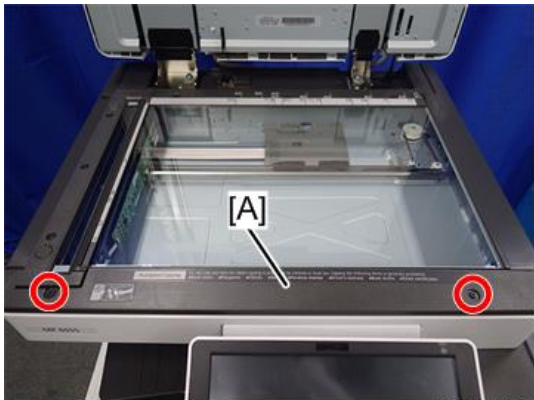
NFC Card Reader Type M29 (D3E3-21)



 x2

d284a2077

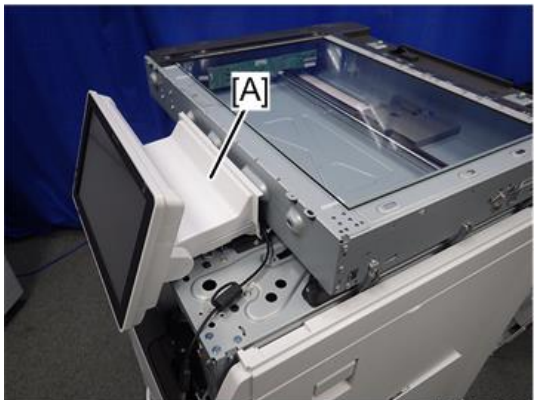
- 4.** Remove the scanner front cover [A].



 x2

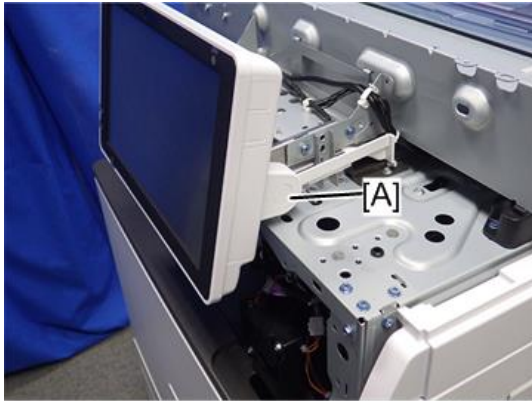
d284a4026

- 5.** Remove the operation panel upper cover [A].



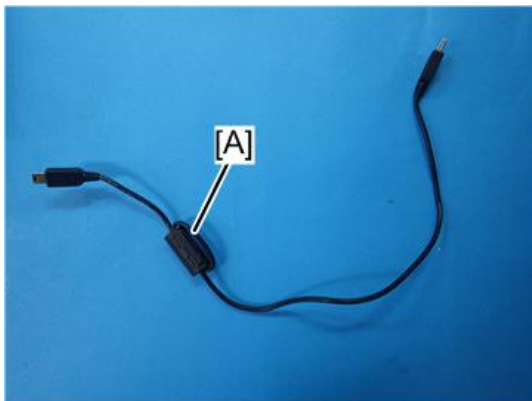
d284a2083

6. Remove the operation panel right cover [A].



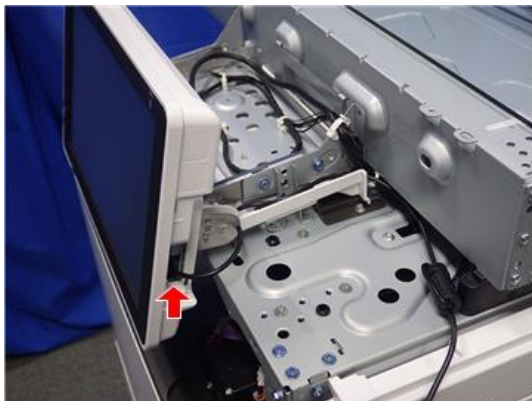
d284a2078

7. Attach the ferrite core [A] to the cable as the picture below.



d284a2138

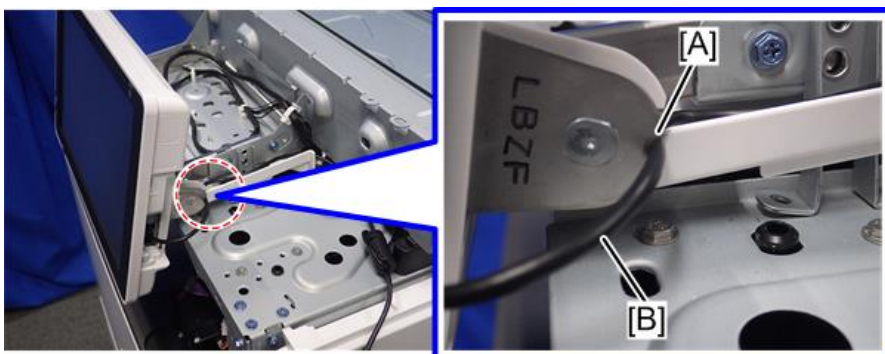
8. Connect the USB connector, which does not have the ferrite core, to the operation panel.



×1

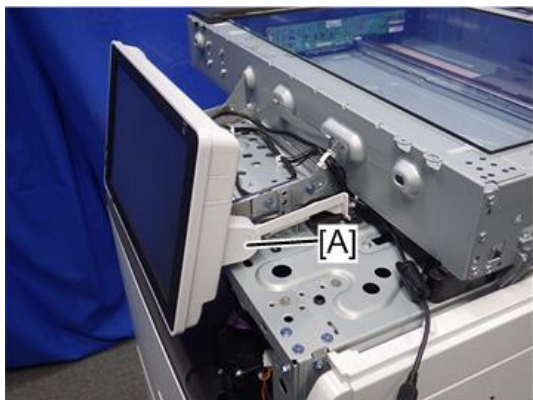
d284a2079

9. Hook the USB cable [B] in the notch [A].



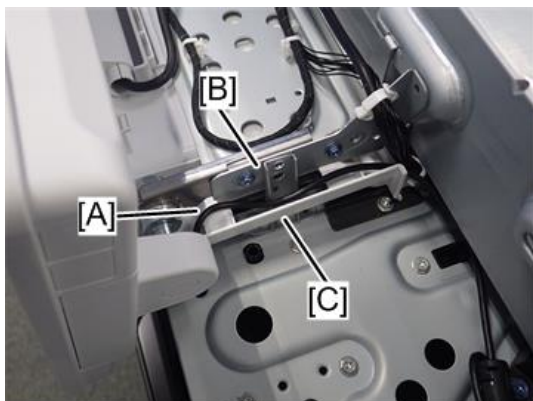
d284a2080

- 10.** Reattach the operation panel right cover [A].



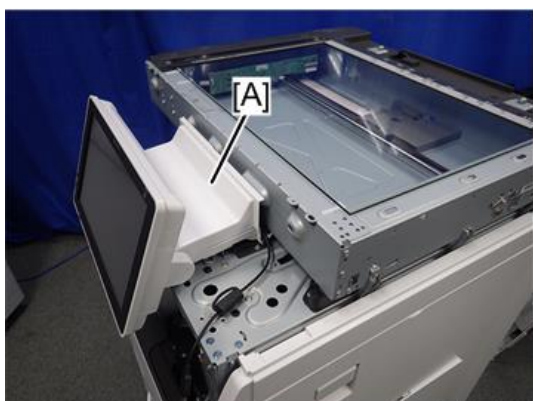
d284a2081

- 11.** Pass the USB cable [A] between the operation panel bracket [B] and the operation panel under cover [C].



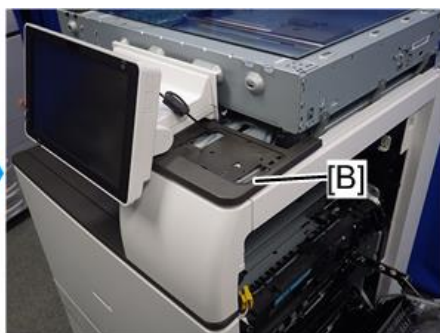
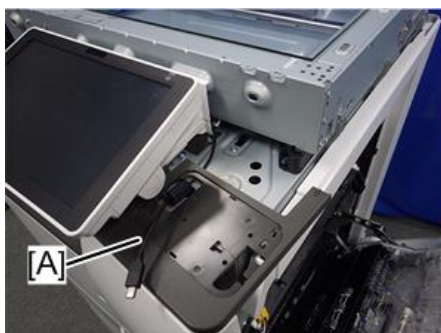
d284a2082

- 12.** Reattach the operation panel upper cover [A].



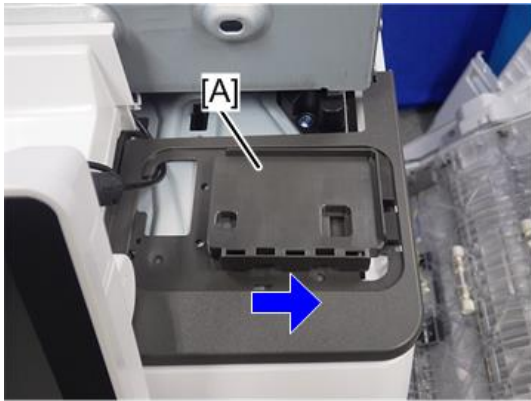
d284a2083

- 13.** Pass the USB cable [A] through the hole in the upper front cover, and reattach the upper front cover [B].



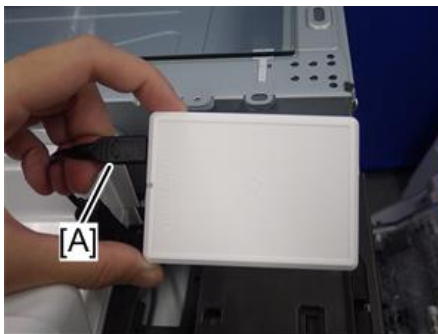
d284a2084

- 14.** Attach the reader spacer [A].



d284a2085

- 15.** Connect the USB cable [A] to the reader, and attach the reader [B].



d284a2086

- 16.** If the USB cable is sticking out, put the cable inside the upper front cover.



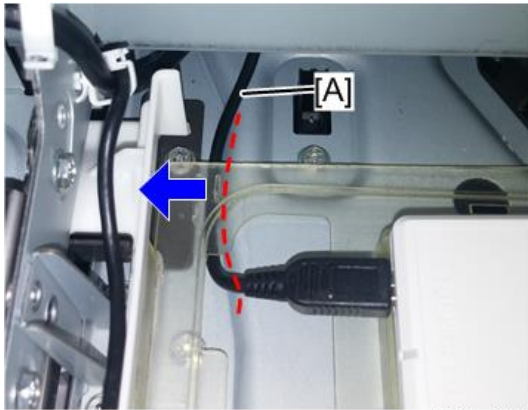
d284a2087

Installation

## NFC Card Reader Type M29 (D3E3-21)

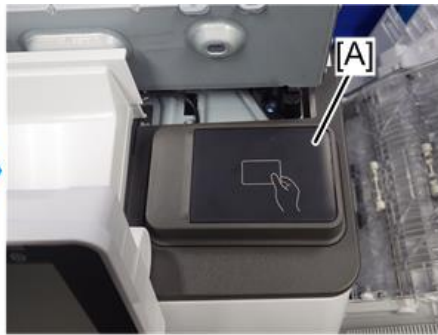
### Note

- The cable [A] should be placed in the lower area in the left side.



d284a2117

- 17.** Attach the reader cover [A].



d284a2088

- 18.** Reattach the removed covers.

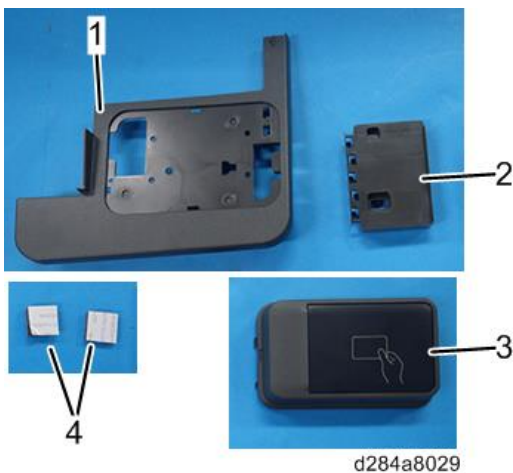
## Smart Card Reader Built-in Unit Type M29

### Accessory Check

No.	Description	Q'ty	Remark
1	Corner cover	1	Installation
2	Reader spacer	1	
3	Reader cover	1	
4	Sponge: 20 x 20	2	
-	Decal	1	
-	Label	1	

#### Note

- An IC card reader and a USB cable are not provided with this option.



### Installation Procedure

#### CAUTION

- When installing this option, turn OFF the main power and unplug the power cord from the wall socket. If installing without turning OFF the main power, an electric shock or a malfunction may occur.

- Open the right cover, and then remove the upper front cover [A].

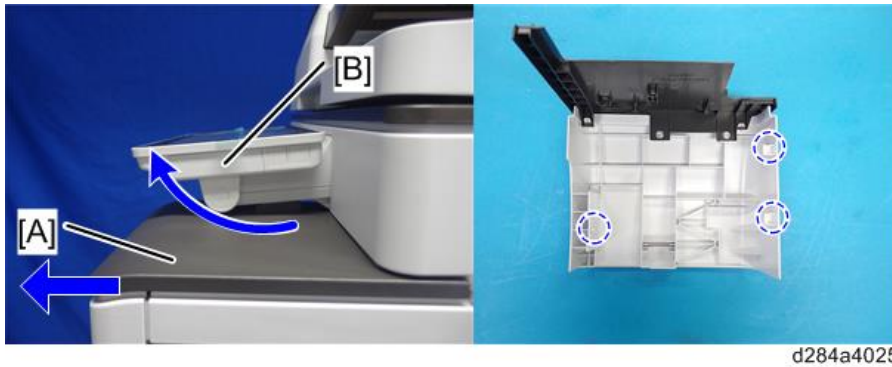




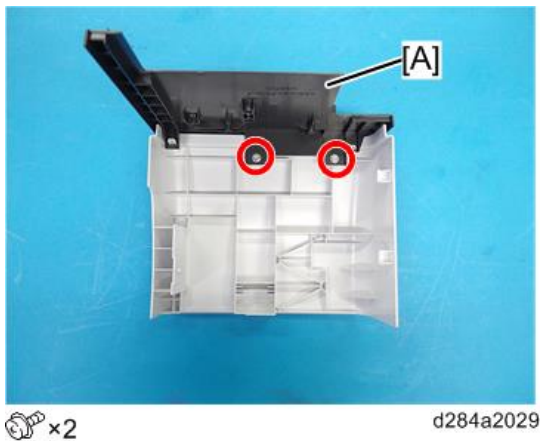
## Smart Card Reader Built-in Unit Type M29

### Note

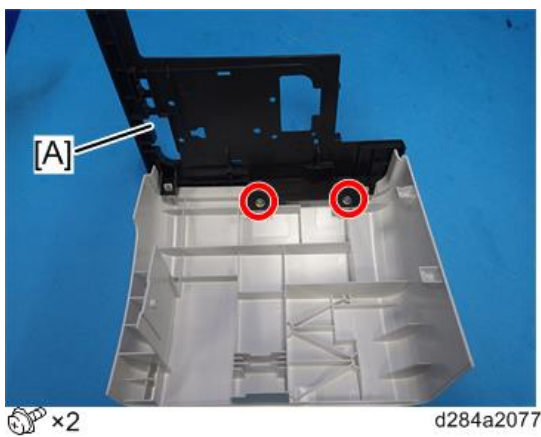
- When removing the upper front cover, release the hooks at the back of the cover.
- Tilt the operation panel [B] upward to a horizontal position, and then remove the upper front cover [A].



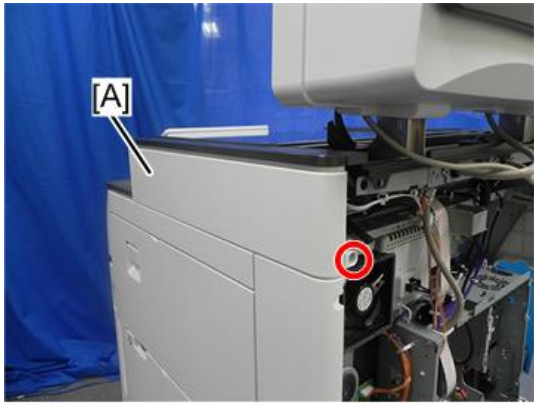
2. Remove the upper cover [A] of the upper front cover.



3. Attach the corner cover [A] provided with this option.  
Use the screws removed in the previous step.



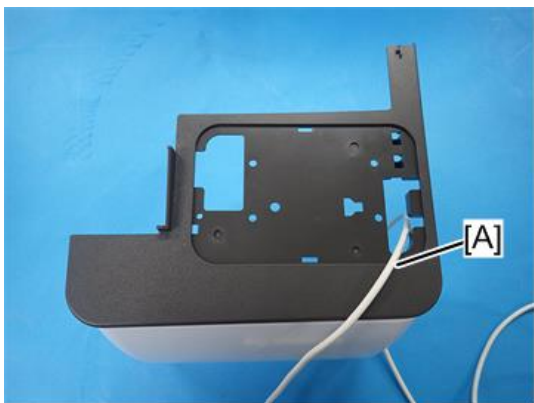
4. Remove the scanner right cover [A].



🔧 ×1

d284a4042

5. Pass the USB cable [A] through the hole.

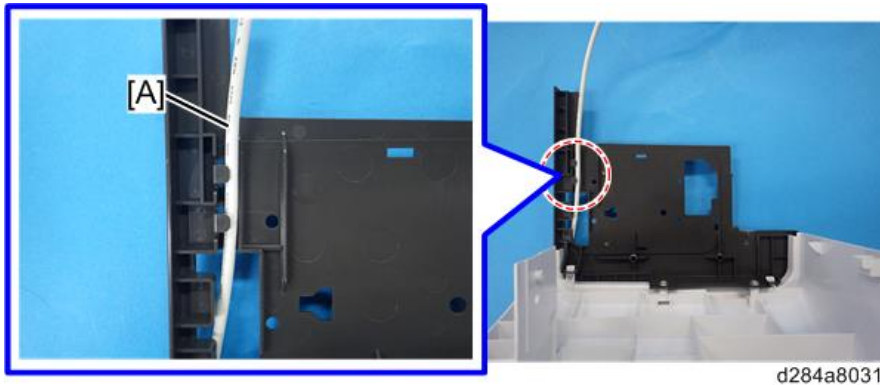


d284a8030

ⓘ Note

- This cable is not included in this unit. The user may need to provide it.

6. Route the cable [A] to the back of the cover.



d284a8031

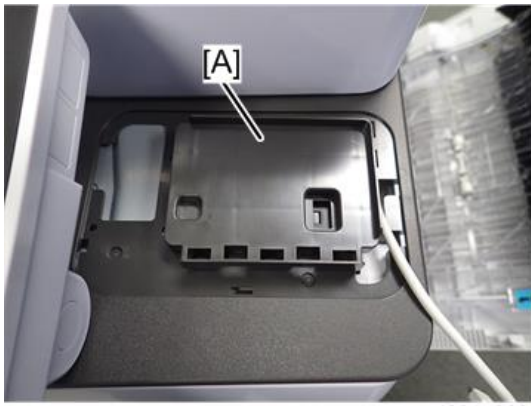
## Smart Card Reader Built-in Unit Type M29

- 7.** Attach the upper front cover [A].



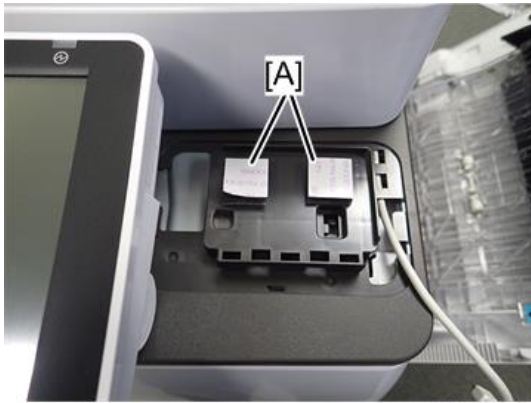
d284a8032

- 8.** Attach the spacer [A].



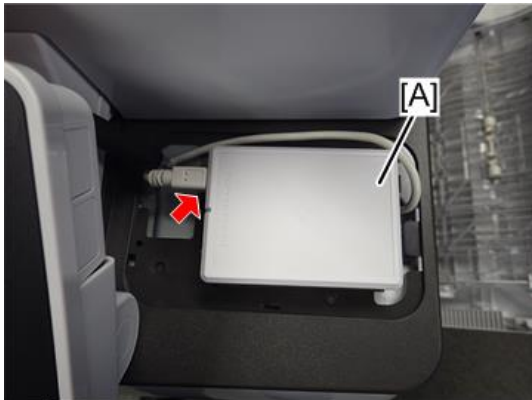
d284a8033

- 9.** Attach the sponge [A].



d284a8034

- 10.** Connect the cable to the IC reader [A] and attach the reader to the table.



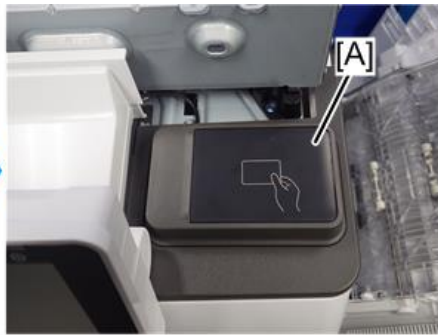
×1

d284a8035

**Note**

- This IC reader is not included in this unit. The user may need to provide it.

- 11.** Attach the reader cover [A].

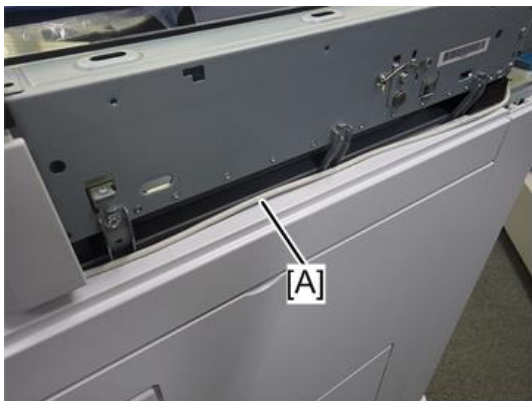


d284a2088

**Note**

- Do not sandwich the USB cable with this cover.
- Make sure that the reading area on the IC card reader is in contact with the IC card cover. If they do not contact each other, put the sponge(s) provided with the accessories underneath the IC card reader to fill the gap. Otherwise, the IC card reader will not work properly.

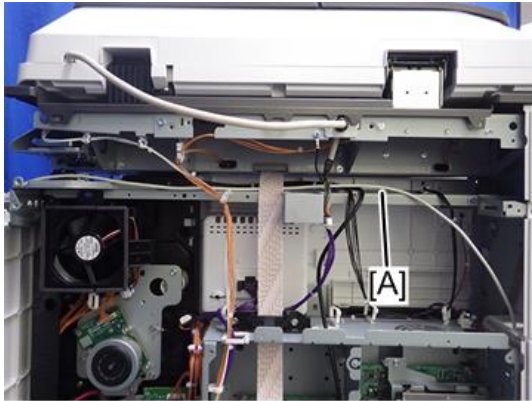
- 12.** Route the cable [A] along the right side of the scanner unit as shown below.



d284a8036

## Smart Card Reader Built-in Unit Type M29

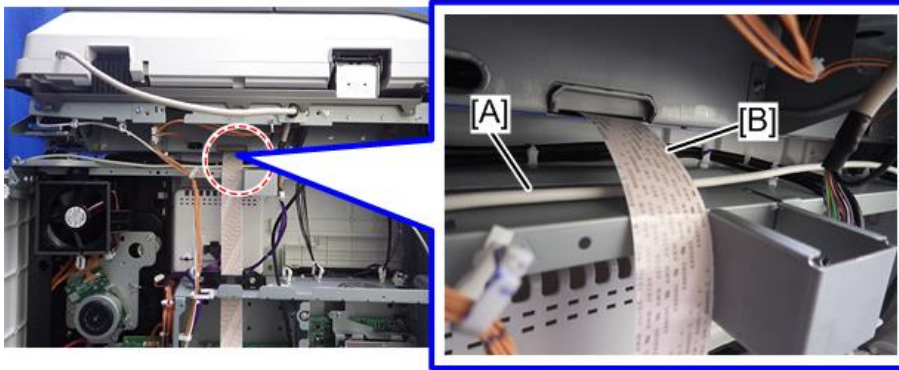
**13.** Route the cable [A] along the rear side of the scanner unit.



d284a8037

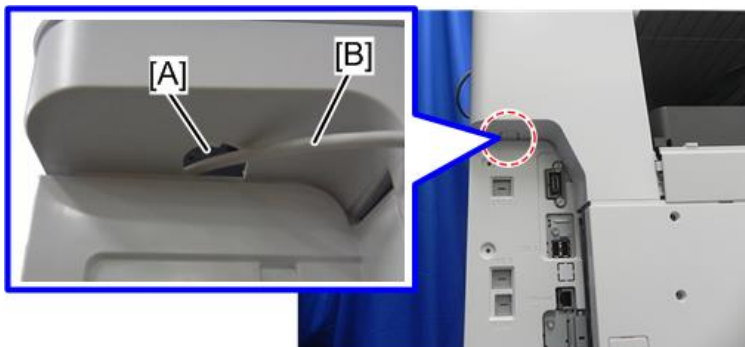
### Note

- Route the cable [A] behind the FFC [B].



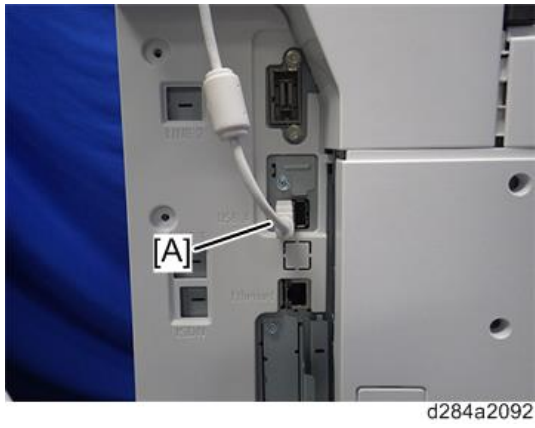
d284a8038

**14.** Remove the cutout [A] in the left rear cover to make a hole for the cable, and then pass the cable [B] through it.



d284a8016

- 15.** Connect the keyboard cable [A] to the USB slot.



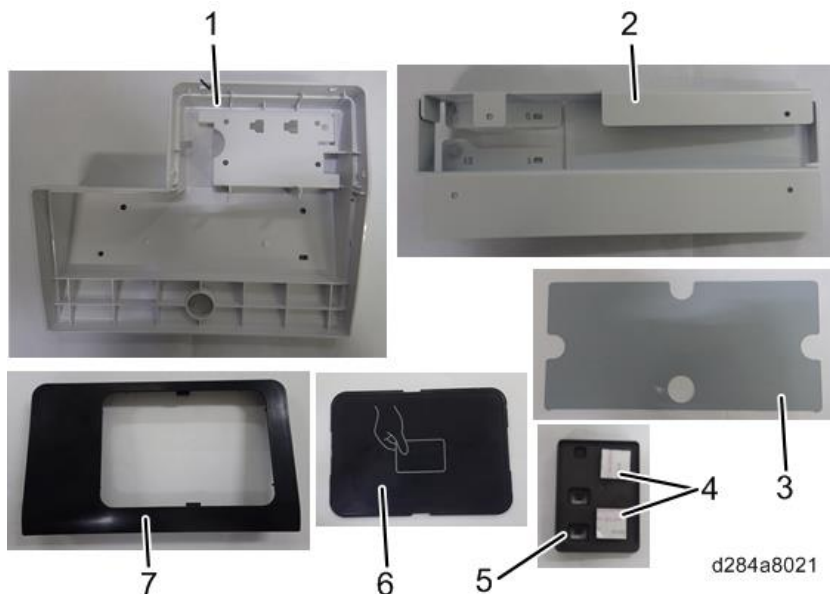
- 16.** Reattach the removed covers.



## External Keyboard Bracket Type M19 (D3BR-10)

### Component Check

No.	Description	Q'ty
1	CASE:KEYBOARD:OPTION	1
2	BRACKET:KEYBOARD:OPTION	1
3	BASE:KEYBOARD	1
4	SPONGE:20X20	2
5	SPACER:IC CARD:DOM	1
6	COVER:UPPER:IC CARD	1
7	COVER:IC CARD	1
-	COVER:IC CARD:BLANK	1
-	TAPPING SCREW:4X14	2
-	TAPPING SCREW:ROUND POINT:3X8	4
-	TAPPING SCREW:3X14	1
-	WIRE BINDER	3
-	CLAMP:KS-15	1
-	PAN HEAD TAPPING SCREW:M5X13:PIAS	1



**Note**

- This optional unit is not supplied with a keyboard. Use a commercially available keyboard.

### Installation Procedure

**CAUTION**

- When installing this option, turn OFF the main power and unplug the power cord from the wall socket.

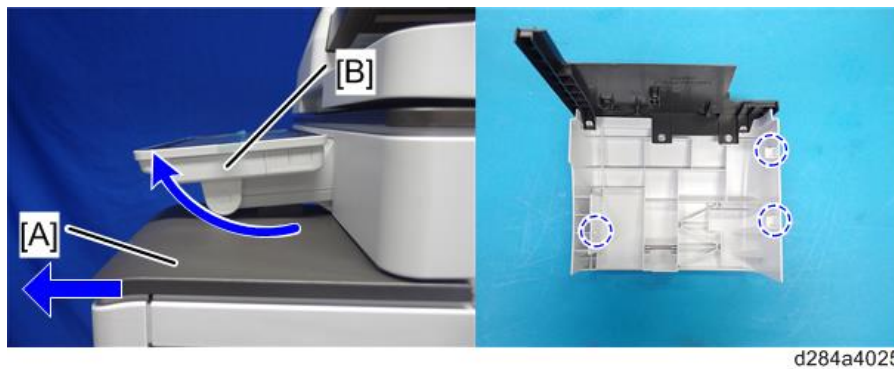
If installing without turning OFF the main power, an electric shock or a malfunction may occur.

1. Open the right cover.
2. Remove the upper front cover [A].



**Note**

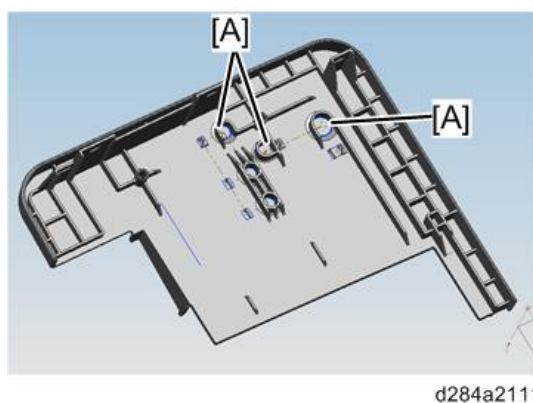
- When removing the upper front cover, release the hooks at the back of the cover.
- Tilt the operation panel [B] upward to a horizontal position, and then remove the upper front cover [A].



3. Thread holes in the positions [A] marked "2" on the back of the upper front cover, using the supplied tapping screw.

**Important**

- Position the screw at the center part of the guide rib and thread each hole. After threading each hole, use a tool such as a screwdriver to enlarge the hole so that the fastening screw (M4) can go through it. (There are dents of 0.2mm depth at the positions where you should thread the holes.)



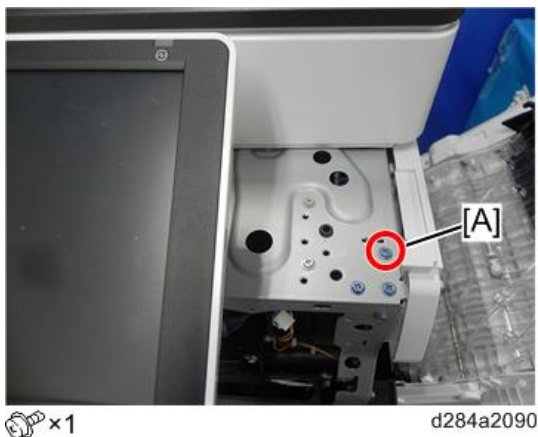
Installation



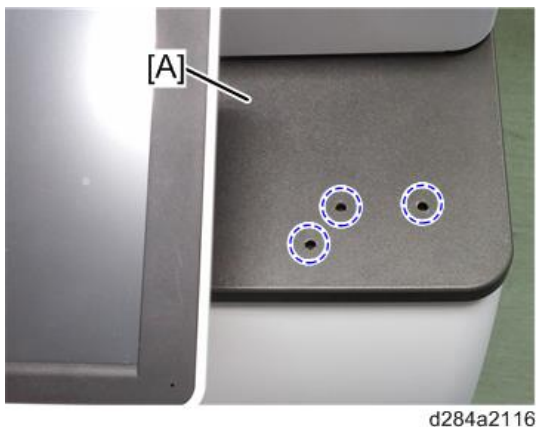
## External Keyboard Bracket Type M19 (D3BR-10)

- Be careful not to drop the shavings into the machine (do not leave shavings around the holes).
- Make the holes a bit larger, because you cannot fix the cover with the screws if the holes are not in the exact position with respect to the screw holes in the main machine (the rib can be a guide for the hole size).

4. Remove the screw [A] on the frame of the machine.



5. Reattach the upper front cover to the machine.



6. Attach the keyboard stand bracket [A] on the upper front cover.

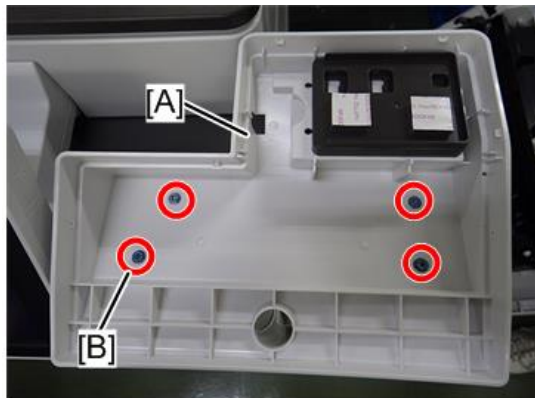
**★ Important**

- Use the screw holes marked "B". Use 4×14 screws for the blue circles and use a 3×14 screw for the red circle in the picture below.
- Fasten the screw [B] first.



- 7.** Attach the keyboard stand [A] on the keyboard stand bracket.

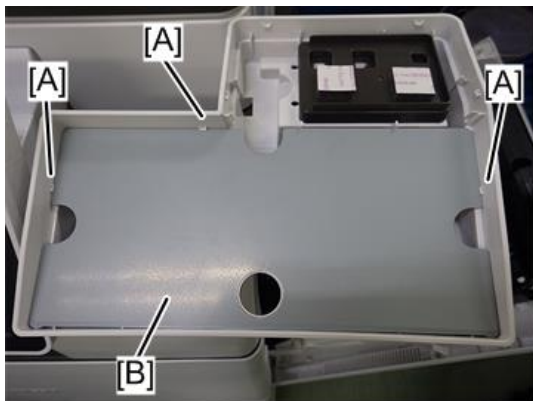
Fasten the screw [B] first.



 x4

d284a8023

- 8.** Attach the partition board [B] so that it is below the hooks [A].



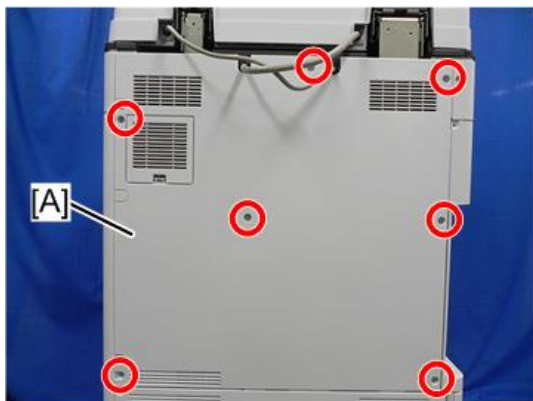
d284a8024

- 9.** Place a keyboard on the keyboard stand, and then pass the keyboard cable through the hole in the keyboard stand.

**Note**

- If the cable is too long, clamp with the supplied clamp.

- 10.** Remove the rear cover [A].

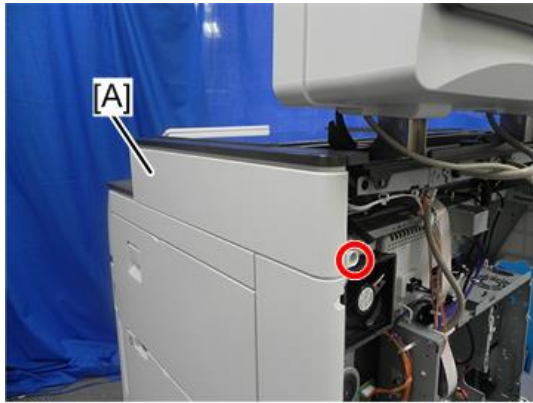


 x7

d284a4009

## External Keyboard Bracket Type M19 (D3BR-10)

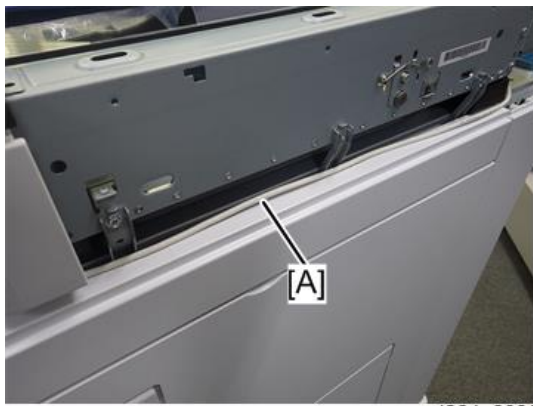
- 11.** Remove the scanner right cover [A] (⊖×1).



⊖×1

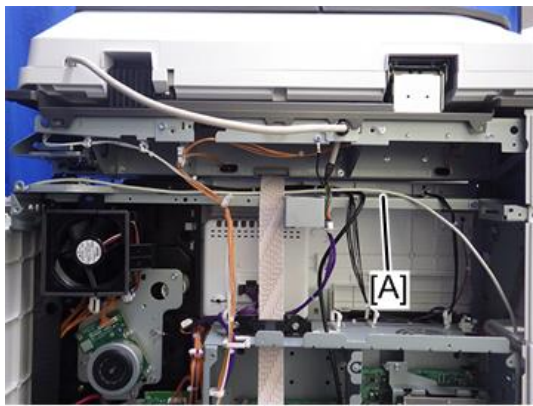
d284a4042

- 12.** Route the keyboard cable [A] along the right side of the scanner unit as shown below.



d284a8036

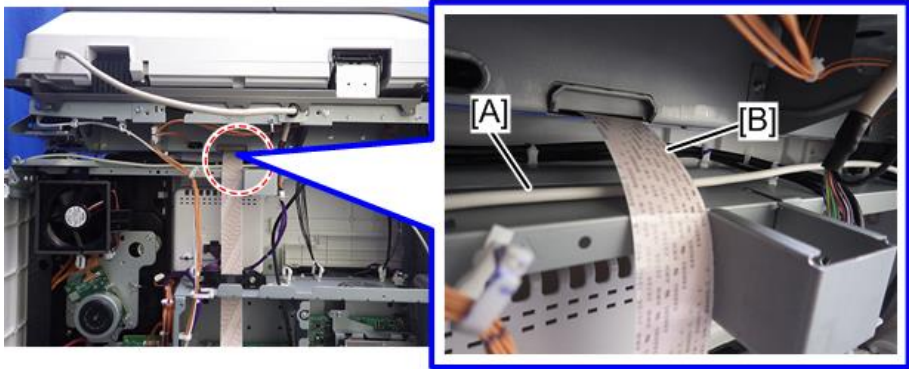
- 13.** Route the keyboard cable [A] along the rear side of the scanner unit.



d284a8037

Note

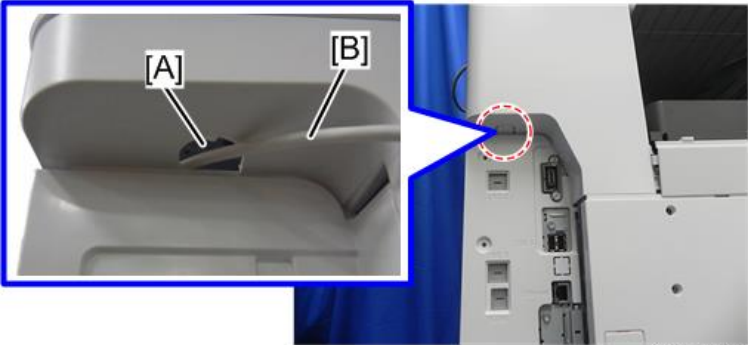
- Route the cable [A] behind the FFC [B].



d284a8038

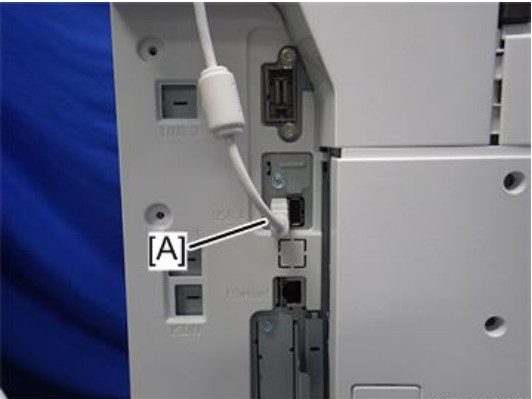
Installation

14. Remove the cutout [A] in the left rear cover to make a hole for the cable, and then pass the keyboard cable [B] through it.



d284a8016

15. Connect the keyboard cable [A] to the USB slot.

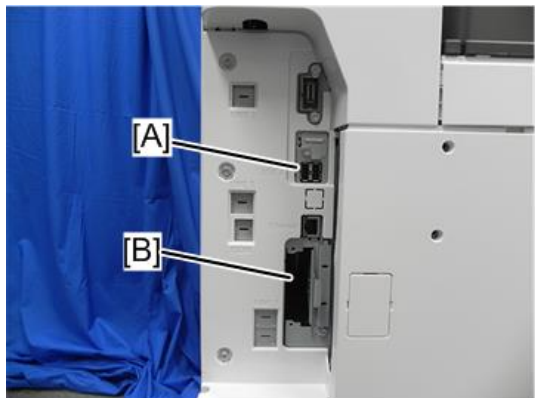


d284a2092

16. Reattach the scanner right cover and the rear cover.  
17. Close the right door.

## Internal Options

### List of Slots



d284a2021

Slot		Option
[A]	USB ports <sup>*1</sup>	External Keyboard Bracket Type M19
		Smart Card Reader Built-in Unit Type M29
[B]	I/F slot A	IEEE 1284 Interface Board Type M19
		IEEE 802.11a/g/n Interface Unit Type M19
		File Format Converter Type M19
		USB Device Server Option Type M19
		Extended USB Board Type M19

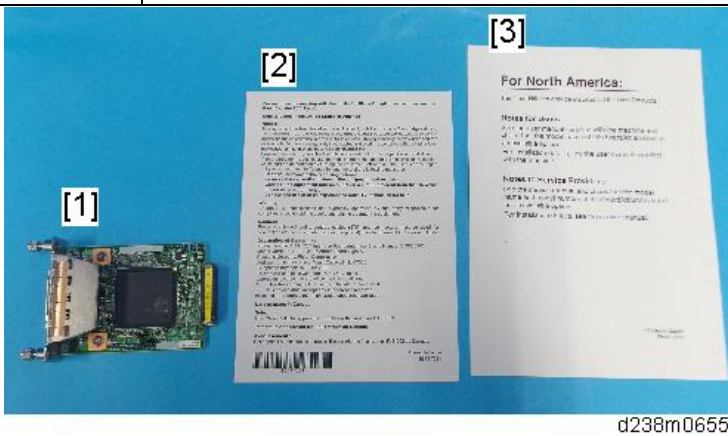
\*1 There is no difference between the left and right USB ports.

## IEEE 1284 Interface Board Type M19 (D3C0)

### Accessories

No.	Description	Qty	Remarks
1	IEEE 1284 Interface Board	1	
2	FCC document	1	
3	Notes for users	1	

Installation

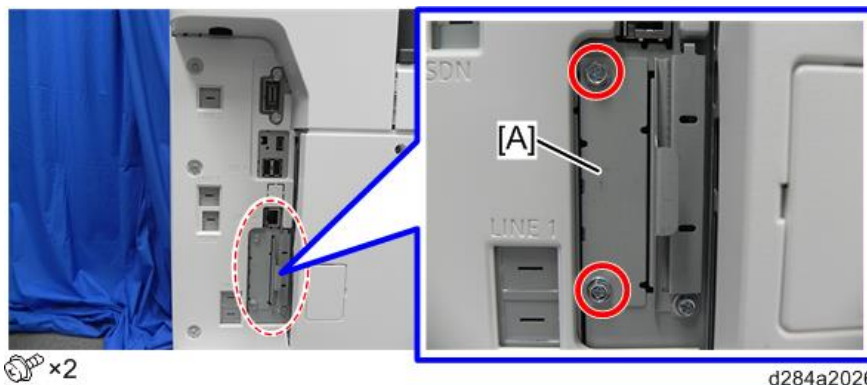


### Installation procedure

#### ⚠ CAUTION

- When installing this option, turn OFF the main power and unplug the power cord from the wall socket. If installing without turning OFF the main power, an electric shock or a malfunction may occur.
- Do not put your hand into the controller box. It will result in a malfunction or injury.
- Before doing any work, touch a metal object to discharge static electricity from the body. There is a possibility that the IEEE 1284 Interface Board may malfunction due to static electricity.

**1.** Remove the I/F slot cover [A] (⚙ x2).



**2.** Install the IEEE 1284 Interface Board into the I/F slot (⚙ x2).

**3.** Turn ON the main power.

**4.** Check that the system settings list is output, and that the board is recognized correctly.

## IEEE 1284 Interface Board Type M19 (D3C0)

- User Tools > Machine Features > Printer Features > List/Test Page > Configuration Page

### Note

- The customer should keep the slot covers which were removed.

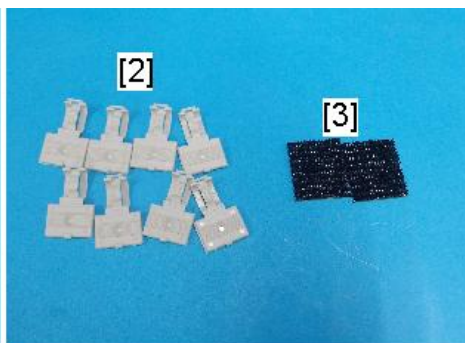
## IEEE 802.11a/g/n Interface Unit Type M19

This option is not available in China, Taiwan, and Korea.

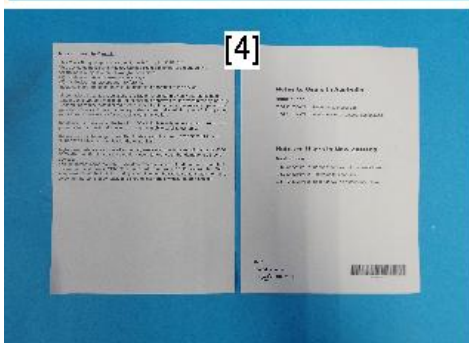
### Accessory Check

No.	Description	Q'ty
1	IEEE802.11a/g/n Unit	1
2	Clamps	8
3	Velcro Fasteners	2
4	Notes for Users	2

Install



d238m0663



#### ★ Important

- Since disassembly/alteration of a wireless LAN board is illegal, during service replacements, replace the whole PCB assembly.
- Be sure to give the provided leaflet to the customer.

### Installation procedure

#### ⚠ CAUTION

- When installing this option, turn OFF the main power and unplug the power cord from the wall socket. If installing without turning OFF the main power, an electric shock or a malfunction may occur.
- Do not put your hand into the controller box. It will result in a malfunction or injury.
- Before doing any work, touch a metal object to discharge static electricity from the body. There is a possibility that the extension wireless LAN board may malfunction due to static electricity.



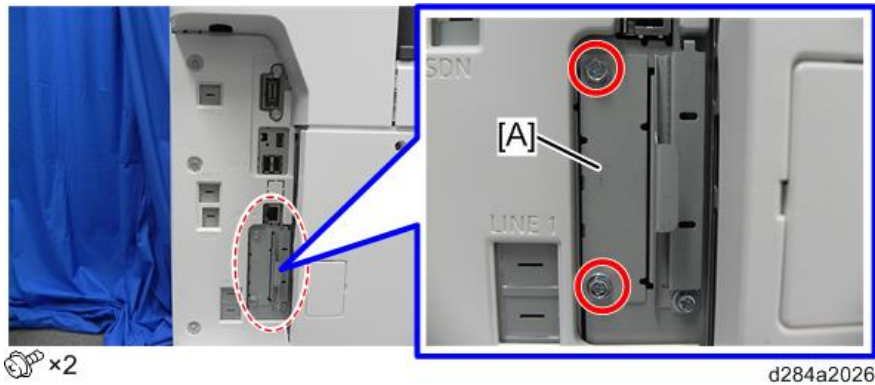
**⚠ CAUTION**

- When using wireless LAN (IEEE802.11 b/g/n:2.4-GHz band), this radio product uses the 2.4-GHz band. Check that industrial, scientific and medical devices using the same frequency bands, such as a microwave oven or a cordless telephone, are not used nearby.
- If there is interference, communication may become unstable. Check that there are no devices likely to cause interference in the surrounding area.

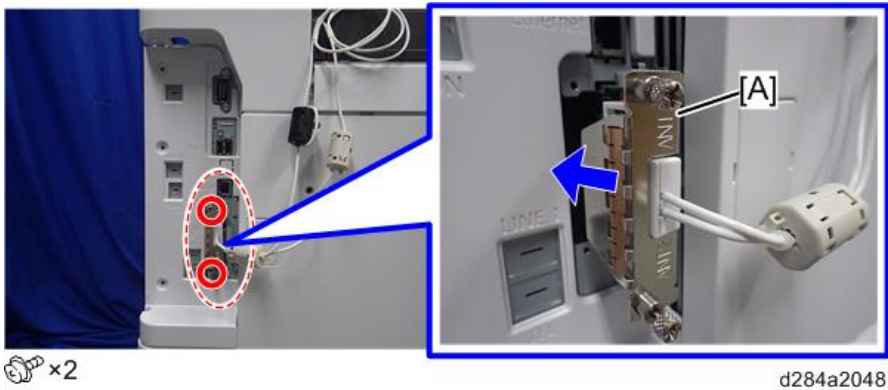
Attaching the boards

---

- 1.** Remove the slot cover [A].



- 2.** Insert the extended wireless LAN board [A] into the slot.

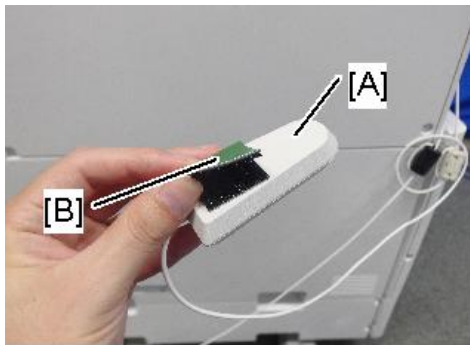


**Note**

- Press the extended wireless LAN board firmly in, and check it is firmly connected.
- The customer should keep the slot covers which were removed.

## Attaching the antenna

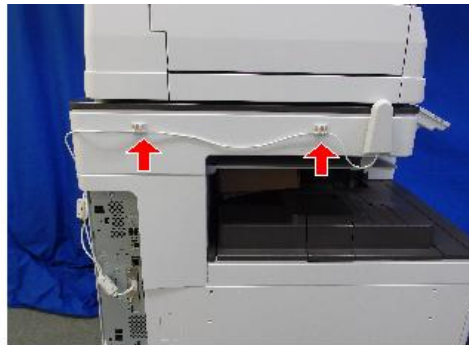
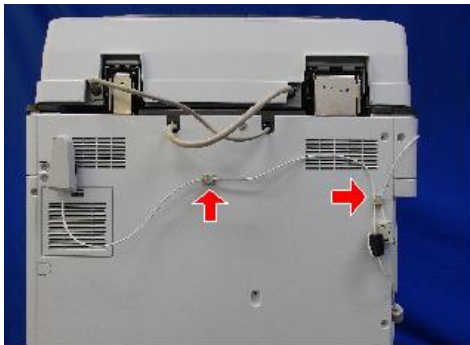
1. Attach the velcro fastener [B] (provided with the accessories) to the antenna [A].



d238m0664

Installation

2. Peel the backing paper off the velcro fastener, and attach the antenna to the rear cover and scanner left cover as shown (x4).



d238m0909

### Note

- Take care to loop it around so that it does not interfere with other options or I/F cables.

3. Turn ON the main power.
4. Check that the system settings list is output, and that the option is recognized correctly.
  - User Tools > Machine Features > Printer Features > List/Test Page > Configuration Page

## User Tool Settings for IEEE 802.11a/g/n

Go into the User Tools mode and do the procedure below. These settings take effect every time the machine is powered on.

### Note

- IEEE 802.11a/g/n function is disabled while using Ethernet.

1. Press the "User Tools" icon.
2. Press "Machine Features" > "System Settings".

### Note

- Select "Interface Settings"> "Network" > "LAN Type". The "LAN Type" (default: Ethernet) must be set for either Ethernet or wireless LAN.

3. Select "Interface Settings"> "Wireless LAN". Only the wireless LAN options show.
4. Set the "Communication Mode".
5. Enter the "SSID setting". (The setting is case sensitive.)

**6.** Set the "Ad-hoc Channel". You need this setting when Ad Hoc Mode is selected. The allowed range for the channel settings may vary for different countries.

- For mainly Europe and Asia  
2412 - 2462 MHz (1 - 11 channels)  
5180 - 5240 MHz (36, 40, 44 and 48 channels)  
(default: 11)

**Note**

- In some countries, only the following channels are available: 2412 - 2462 MHz (1 - 11 channels)
- For mainly North America  
2412 - 2462 MHz (1 - 11 channels)  
5180 - 5240 MHz (36, 40, 44 and 48 channels)  
(default: 11)

**7.** Set the "Security Method" to specify the encryption of the Wireless LAN.

- The "WEP" (Wired Equivalent Privacy) setting is designed to protect wireless data transmission. The same WEP key is required on the receiving side in order to unlock encoded data. There are 64 bit and 128 bit WEP keys.
  - Range of Allowed Settings:  
64 bit: 10 characters  
128 bit: 26 characters
- Specify "WPA2" when "Communication Mode" is set to "Infrastructure Mode". Set the "WPA2 Authent. Method".
  - WPA2 Authent. Method:  
Select either "WPA2-PSK" or "WPA2".  
If you select "WPA2-PSK", enter the pre-shared key (PSK) of 8-63 characters in ASCII code.  
When "WPA2" is selected, authentication settings and certificate installation settings are required.

**8.** Press "Wireless LAN Signal" to check the machine's radio wave status using the operation panel.

- Press "Restore Factory Defaults" to initialize the wireless LAN settings.

### SP Mode Settings for IEEE 802.11 Wireless LAN

The following SP commands and UP modes can be set for IEEE 802.11

SP No.	Name	Function
SP5-840-006	Channel MAX	Sets the maximum range of the channel settings for the country.
SP5-840-007	Channel MIN	Sets the minimum range of the channels settings allowed for your country.
SP5-840-008	Transmission Speed	Sets the transmission speed. Auto, 54 Mbps, 48 Mbps, 36 Mbps, 24 Mbps, 18 Mbps, 12 Mbps, 9 Mbps, 6 Mbps, 11 Mbps, 5.5 Mbps, 2 Mbps, 1 Mbps (default: Auto).
SP5-840-011	WEP Key Select	Used to select the WEP key (Default: 00).

SP No.	Name	Function
UP mode	Name	Function
	SSID	Used to confirm the current SSID setting.
	WEP Key	Used to confirm the current WEP key setting.
	WEP Mode	Used to show the maximum length of the string that can be used for the WEP Key entry.
	WPA2 Authent. Method	Used to confirm the current WPA authentication setting and preshared key

## File Format Converter Type M19 (D3BR-04)

### Accessory Check

No.	Description	Q'ty
1	File Format Converter	1
2	Notes for Users	1

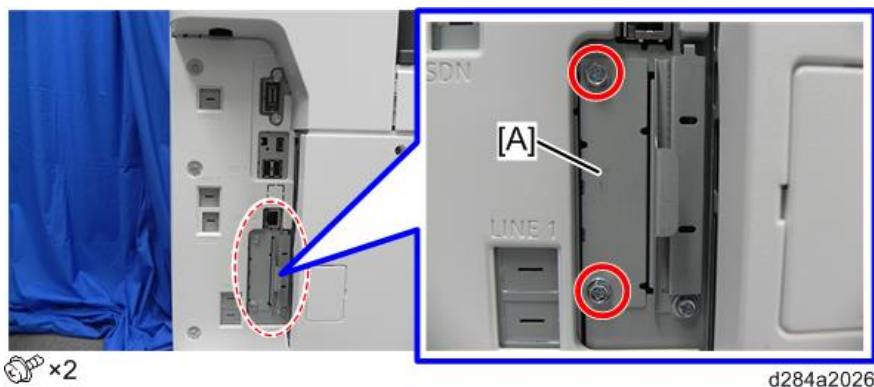


### Installation procedure

#### ⚠ CAUTION

- When installing this option, turn OFF the main power and unplug the power cord from the wall socket. If installing without turning OFF the main power, an electric shock or a malfunction may occur.
- Do not put your hand into the controller box. It will result in a malfunction or injury.
- Before doing any work, touch a metal object to discharge static electricity from the body. There is a possibility that the board may malfunction due to static electricity.

**1.** Remove the I/F slot cover [A].



**2.** Insert the file format converter board into the I/F slot. (🔩×2)

**3.** Turn ON the main power.

**4.** Check the system settings list is output, and that the option is recognized correctly.

- User Tools > Machine Features > Printer Features > List/Test Page > Configuration Page

 Note

- The customer should keep the slot covers which were removed.



## Enhanced Security HDD Option Type M10 (D792-09)

### Accessory Check

No.	Description	Q'ty	Remarks
1	Enhanced Security HDD	1	
-	EMC Address	1	



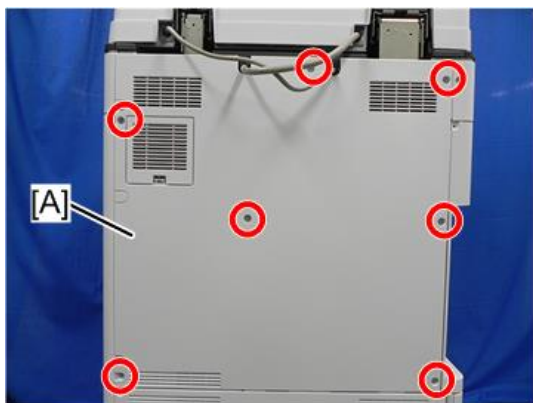
d284a8007

### Installation Procedure

#### **⚠ CAUTION**

- When installing this option, turn OFF the main power and unplug the power cord from the wall socket. If installing without turning OFF the main power, an electric shock or a malfunction may occur.

**1.** Remove the rear cover [A].

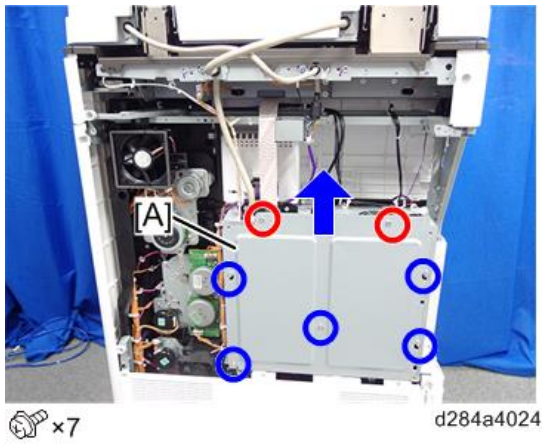


⚙ x7

d284a4009

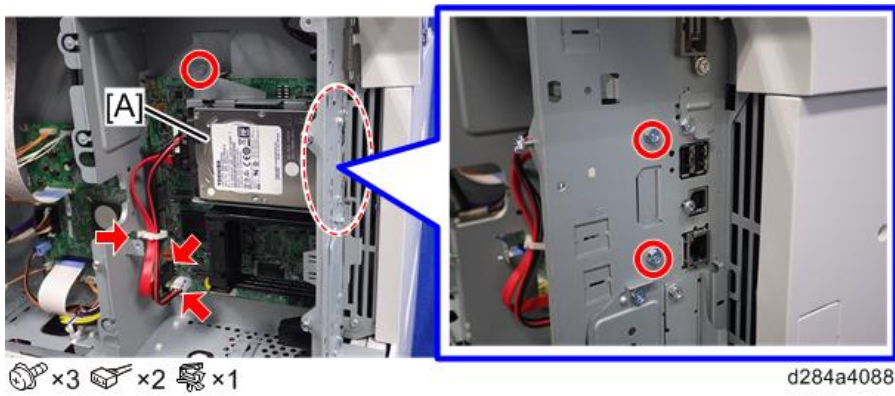
**2.** Remove the controller box cover [A].

Red Circle: Remove / Blue Circle: Loosen

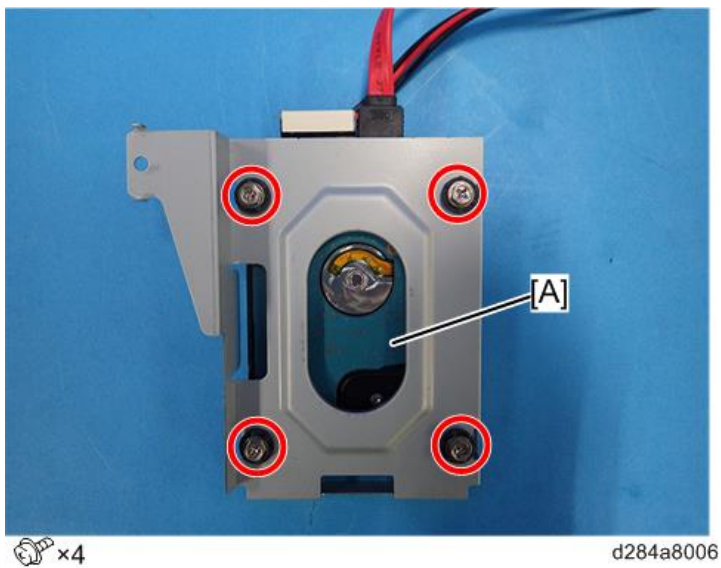


Installation

3. Remove the standard HDD [A] installed on the machine.



4. Separate the standard HDD from the bracket.





Enhanced Security HDD Option Type M10 (D792-09)

- 5.** Disconnect the cables from the standard HDD.



x2

d284a8008

- 6.** Remove the enhanced security HDD from its protective pack.



d191b0078

- 7.** Connect the two cables to the enhanced security HDD.

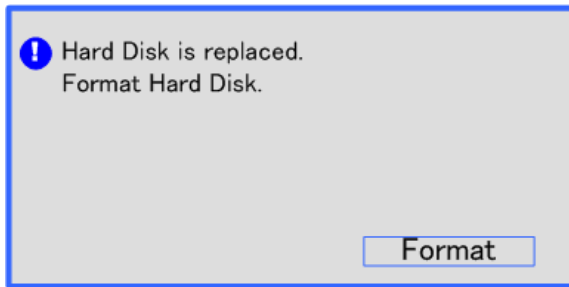


d191b0079

- 8.** Fasten the HDD to the bracket.  
**9.** Install the HDD bracket in the controller box.  
**10.** Reassemble the machine.

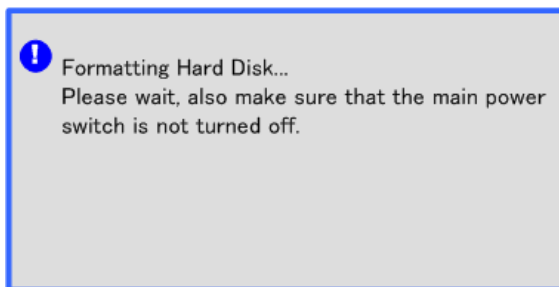
## After Installing the HDD

1. Connect the power cord and turn the machine on. A message prompts you to format the hard disk.



d191b0081

2. Touch [Format].

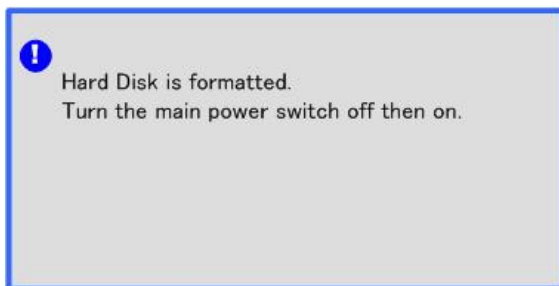


d191b0082

3. Wait for the machine to finish formatting the hard disk.

**Note**

- Do not touch the power switch while the hard disk format is in progress. Wait for the machine to tell you that the formatting is finished.



d191b0083

4. Turn the main power OFF and back ON again after the message tells you formatting is finished.
5. Ask an administrator to register an HDD authentication code in the machine.

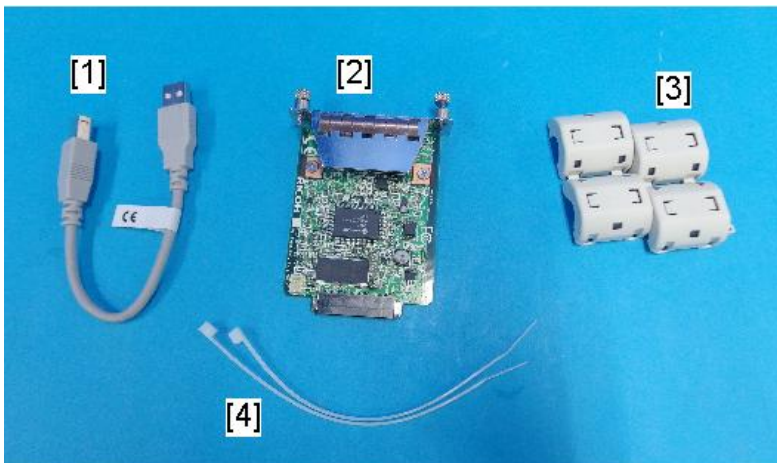
**Important**

- If the HDD Authentication Code is not registered, the function of the enhanced security HDD is not activated.

## USB Device Server Option Type M19 (D3BC-28,-29)

### Accessory Check

No	Items	Q'ty	Remarks
1	USB Cable	1	
2	Interface Board	1	
3	Ferrite Core	2	
4	Cable Ties	2	North America only

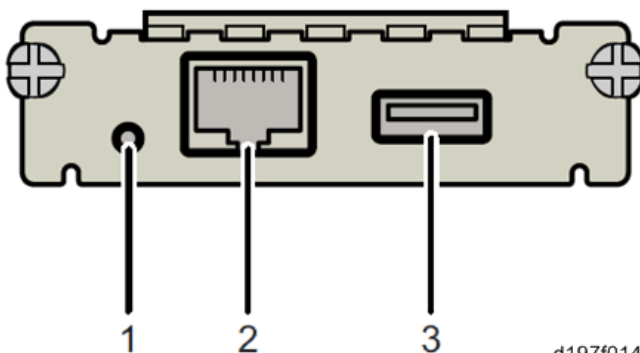


d238m0666

#### Note

- An Ethernet cable is not packed with this option.

### Interface Board Surface

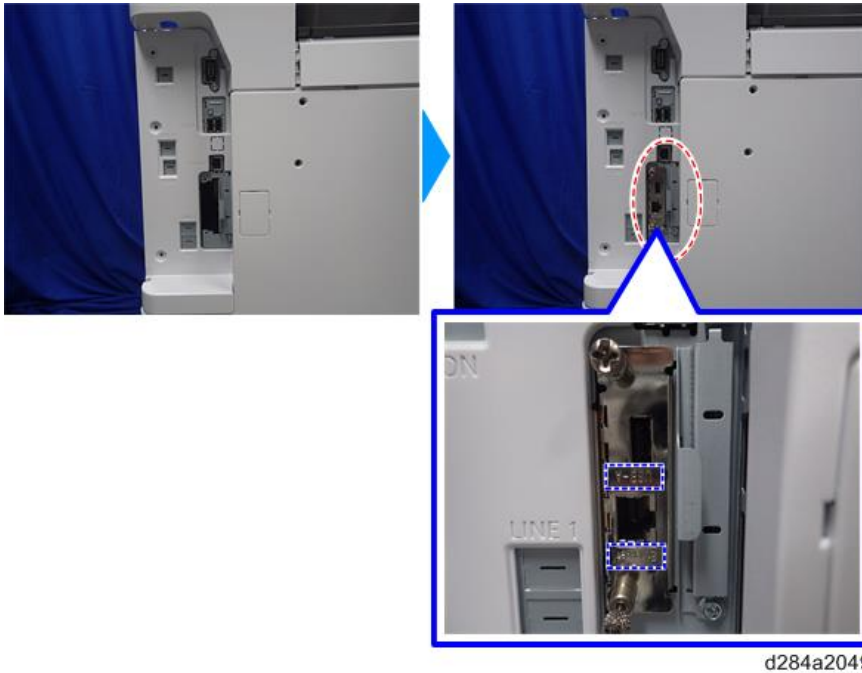


d197f0142

No.	Item	Description
1	Switch	Used to reset to the factory settings.
2	Ethernet port	Used to connect the Ethernet cable.
3	USB port	Used to connect this option to the main machine. Do not use this port with other options.

**Note**

- When installing the USB device server option, make sure that the labels 'USB-A' and 'Ethernet' are upside down.



d284a2049

Installation

Installation Procedure

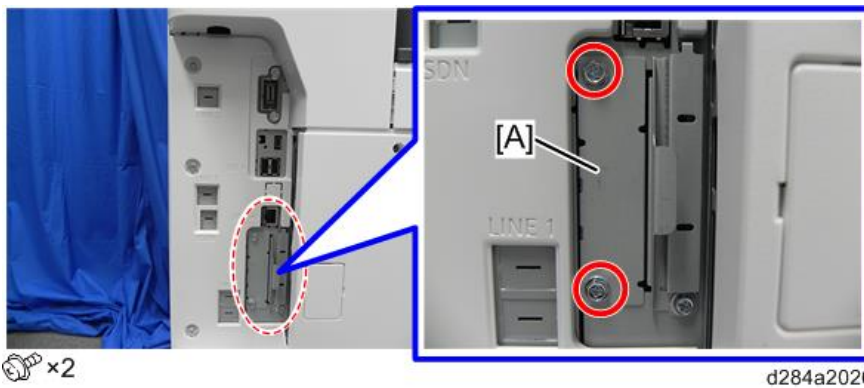
**CAUTION**

- When installing this option, turn OFF the main power and unplug the power cord from the wall socket. If installing without turning OFF the main power, an electric shock or a malfunction may occur.

**Important**

- The USB device server option has an IP address stored on the PCB. This is different from the machine's IP address. The IP address and other network settings of the USB device server option must be configured after installing this option.

**1.** Remove the interface slot cover [A].

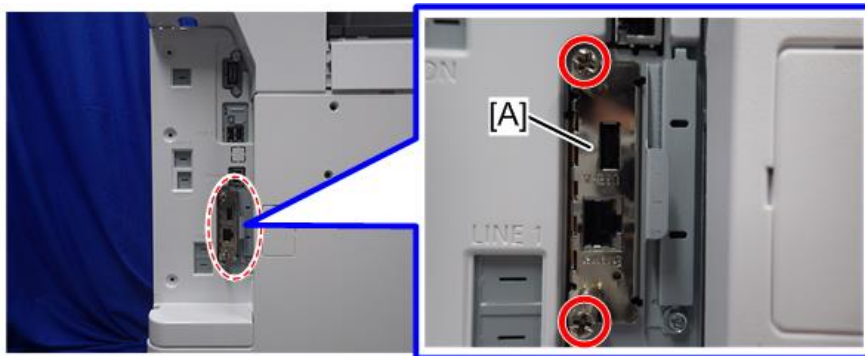


⚙️ x2

d284a2026

## USB Device Server Option Type M19 (D3BC-28,-29)

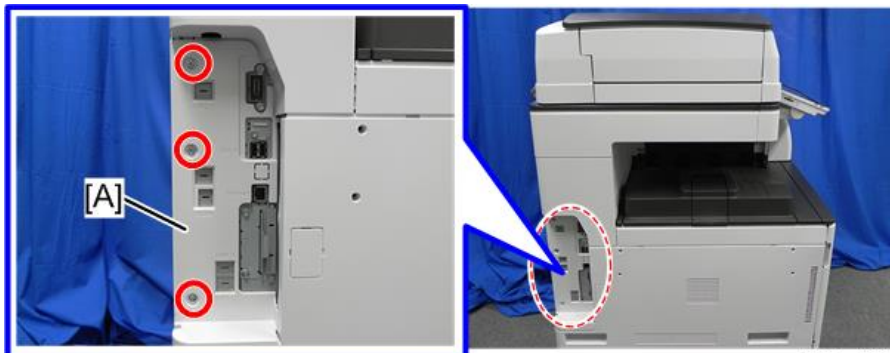
2. Install the interface board in the interface slot [A].



 x2

d284a2052

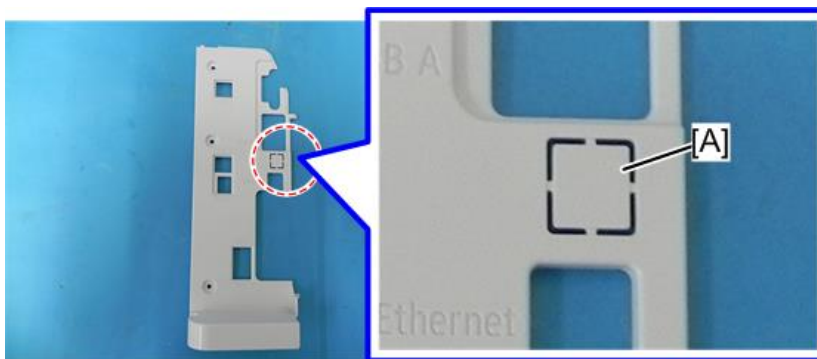
3. Remove the controller cover [A].



 x3

d284a4006

4. Cut off the USB port cover [A] with nippers or another such tool.



d284a2025

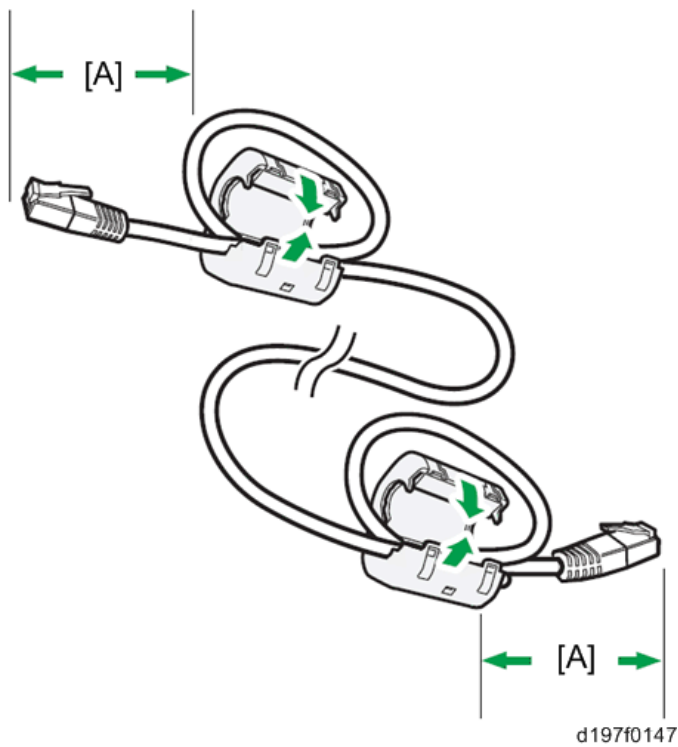
5. Reattach the covers.
6. Insert the USB cable [A] into the USB port (Type A) on the machine I/F.

7. Insert the other side of the USB cable [B] into the USB port (Type B) on this option board.



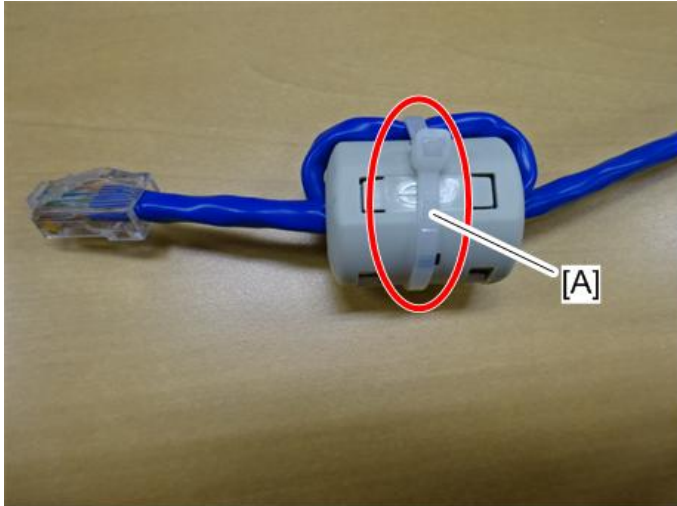
Installation

8. Attach the ferrite cores to the Ethernet cable, while looping the cable at 3 cm (approx. 1.2 inch) [A] from each end of the cable.



9. Only for installing this option in North America, bind both cores with cable ties [A] as shown below. The two binds are not included in options produced before March, 2015. To bind the cores, use the binds registered as service parts or similar ones.

## USB Device Server Option Type M19 (D3BC-28,-29)



d196z2302

- 10.** Insert the Ethernet cable [A] into the Ethernet port on this option.



d284a2054

- 11.** Insert the other end of the Ethernet cable to a PC for network setup.
- 12.** Connect the power cord to the machine and turn on the main power of the machine.

### **Note**

- Do not unplug the USB cable while the machine is recognizing this option. It may take between 30 seconds to 1 minute to finish recognizing it (the LEDs on the Ethernet port of this option light up after recognizing this option; see below). If unplugged, connect the cable again.

- 1.** Make sure that the machine recognizes this option correctly by doing one of the following:
  1. Access the option's IP address from a web browser.
  2. Ping the option's IP address from a command prompt on a Windows PC in the same network as the mainframe.

If the IP address cannot be found (DHCP server), use the MAC address. This is the number printed on the seal attached to the printed circuit board for the USB server.



d196z2350

- Use "RX" + the option's MAC address and access a web browser.  
Example: <http://RX0080926A3264>



d196z2351

- Ping "RX" + "MAC address" from the command prompt on a windows PC which is on the same network as the mainframe.

```
C:\Users\ >Ping RX0080926A3264
Pinging RX0080926A3264 [192.168.100.100] with 32 bytes of data:
Reply from 192.168.100.100: bytes=32 time=1ms TTL=255
Reply from 192.168.100.100: bytes=32 time<1ms TTL=255
Reply from 192.168.100.100: bytes=32 time<1ms TTL=255
Reply from 192.168.100.100: bytes=32 time<1ms TTL=255

Ping statistics for 192.168.100.100:
    Packets: Sent = 4, Received = 4, Lost = 0 (0% loss),
    Approximate round trip times in milli-seconds:
        Minimum = 0ms, Maximum = 1ms, Average = 0ms
```

d196z2352

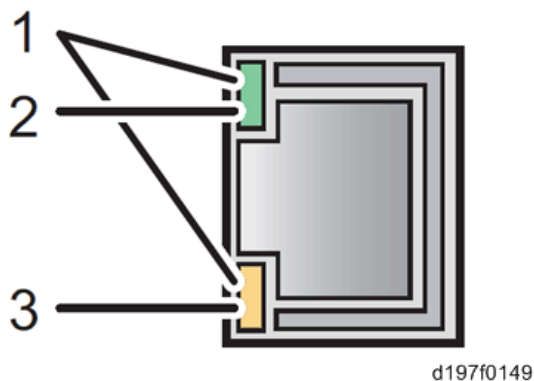
**Note**

- When installing the USB Device Server Option Type M19, the installation status is not shown on the Configuration Page.
- The customer should keep the slot covers which were removed.

What Do the LED Indications Mean?

When this option is properly installed and recognized by the main machine, the LED indicators light up under the following conditions.





No.	Light Color	Lights Up When:
1	Green and Yellow	1000BASE-T operates
2	Green	10BASE-T operates
3	Yellow	100BASE-TX operates

### Notes for Energy Save Mode Setting

If the machine which has this option enters into the energy save mode, you cannot print because there will be a communication error. Follow the instructions below to disable the machine's entering into the energy save mode.

1. Set SP5-191-001 (Power Str Set) to a value of "0".
2. Exit SP mode.
3. Turn the machine main power OFF/ON.

### IP Address Setting

This section describes how to set an IP address on this option manually. Note that you can set an IP address which is not only on the same network segment but also on a different network segment, to share a single printer with devices in multiple networks.

**★ Important**

- You cannot change the IP address for this option from the operation panel of the main machine. The setting must be done from a web browser on your PC.
- The network setting of this option is initially assigned as follows:  
IP address: 192.168.100.100 / Subnet mask: 255.255.255.0
- The network setting of your PC must be in the same network segment to change the network setting of this option.

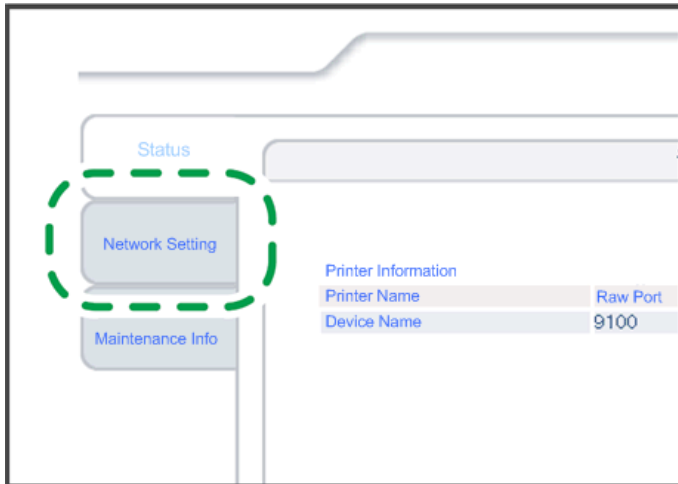
1. Make a note of the current network settings of your PC.
2. Change the IP address on your PC to [192.168.100.xxx (\*0 - 255)].
3. Change the subnet mask on your PC to [255.255.255.0].
4. Open a web browser.

5. Type [http://192.168.100.100/] in the address bar.
6. Press the “Enter” key.

**Note**

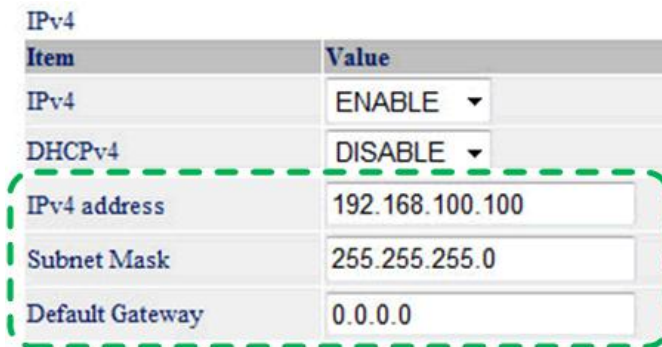
- The setting screen for this option appears.

7. Click [Network Setting].



d197f0134

8. Type [root] in the user name textbox and click [OK].
9. Input [IP Address], [Subnet Mask] and [Default Gateway].



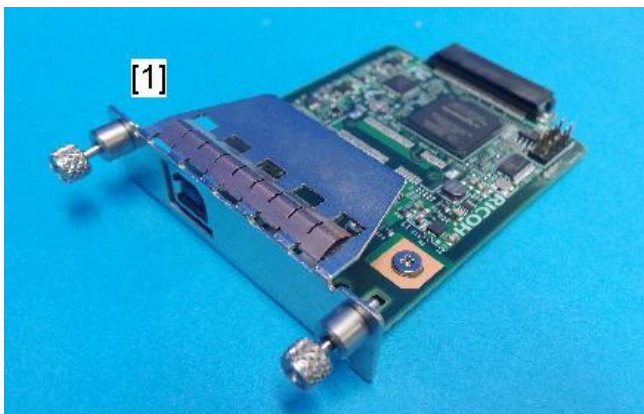
d197f0135a

10. Set other items if needed.
11. Press [Set]
12. Close the web browser.
13. Disconnect the Ethernet cable from the PC.
14. Connect the Ethernet cable to a network device (e.g. switching hub).
15. Set the IP address of this option in the printer driver which you use.

## Extended USB Board Type M19 (D3BS-01)

### Component Check

No.	Items	Q'ty	Remarks
1	Extended USB Board	1	



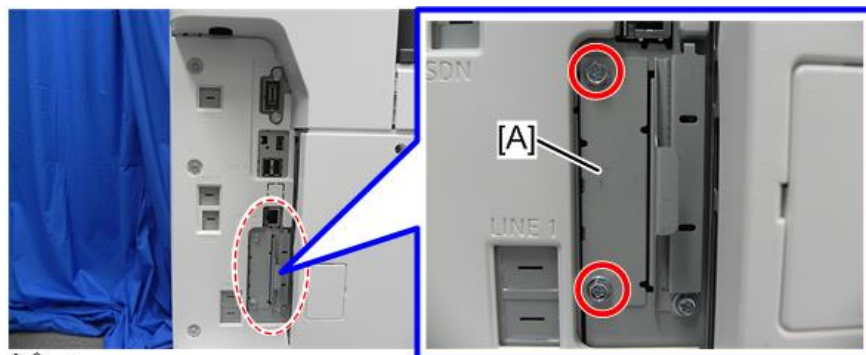
d238m0668

### Installation Procedure

#### **⚠ CAUTION**

- When installing this option, turn OFF the main power and unplug the power cord from the wall socket. If installing without turning OFF the main power, an electric shock or a malfunction may occur.
- Do not put your hand into the controller box. It will result in a malfunction or injury.
- Before doing any work, touch a metal object to discharge static electricity from the body.

**1.** Remove the slot cover [A].



🔧 x2

d284a2026

**2.** Insert the Extended USB Board into the I/F slot. (🔧 x 2)

**3.** Turn ON the main power.

**4.** Check that the board is recognized correctly on Web Image Monitor.

Log in with an administrator account on Web Image Monitor > Device Management > Configuration > Interface Settings > USB > Active

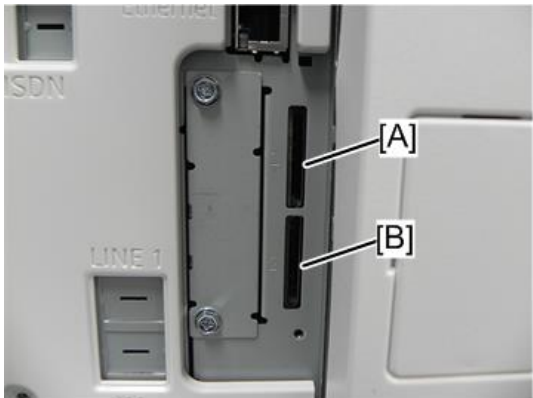
 **Note**

- The customer should keep the slot covers which were removed.



## SD Card Options

### SD Card Slots



d284a2022

[A]: SD card slot 1 (option slot)

[B]: SD card slot 2 (service slot)

### List of Slots Used

Optional SD cards can be set in either slot 1 or slot 2. However, slot 2 is the service slot, so we recommend that you use slot 1 to install the SD card options.

**Note**

- In this machine, it is possible to transfer data from a "Postscript3 Unit" SD card, unlike in earlier models, due to a change in the software licensing (the part of the Postscript software that requires licensing is now built into the controller, so the portion on the SD card can be moved to another SD card).

	Option Name	Slot	Remarks
1	PostScript3 Unit Type M29	Slot 1 or Slot 2	
2	SD Card for Fonts Type D		
3	XPS Direct Print Option Type M29		
4	Fax Connection Unit Type M29		
5	OCR Unit Type M13		
6	DataOverwriteSecurity Unit Type M19		
7	IPDS Unit		
8	Unicode Font Package for SAP(R) 1 License		
9	Unicode Font Package for SAP(R) 10 Licenses		
10	Unicode Font Package for SAP(R) 100 Licenses		

## SD Card Appli Move

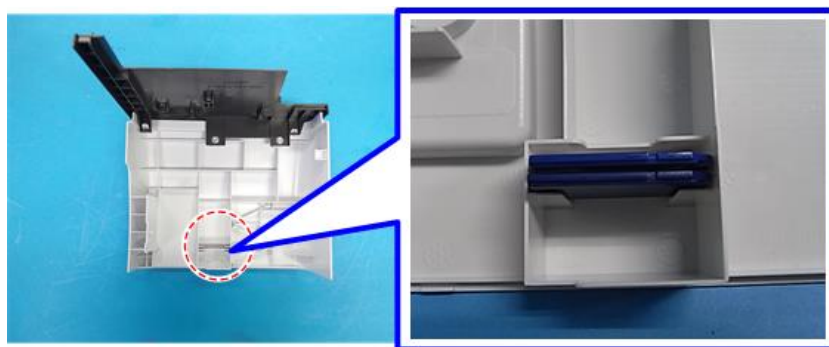
### Overview

The service program "SD Card Appli Move" (SP5-873) lets you move application programs from one SD card to another SD card.

If more than one application is required, the applications must be moved to one SD card with SP5873-1 (PostScript 3, IPDS unit, etc.).

#### Be very careful when you do the SD Card Appli Move procedure:

- The data necessary for authentication is transferred with the application program from an SD card to another SD card. Authentication fails if you try to use the SD card after you move the application program from one card to another card.
- Do not use the SD card if it has been used before for other purposes. Normal operation is not guaranteed when such an SD card is used.



d284a2023

- Store the vacant SD card in the storage space inside the upper front cover as shown above.

This is done for the following reasons:

- The SD card can be the only proof that the user is licensed to use the application program.
- You may need to check the SD card and its data to solve a problem in the future.

### Move Exec

The menu "Move Exec" (SP5-873-001) lets you move application programs from the original SD card to another SD card.

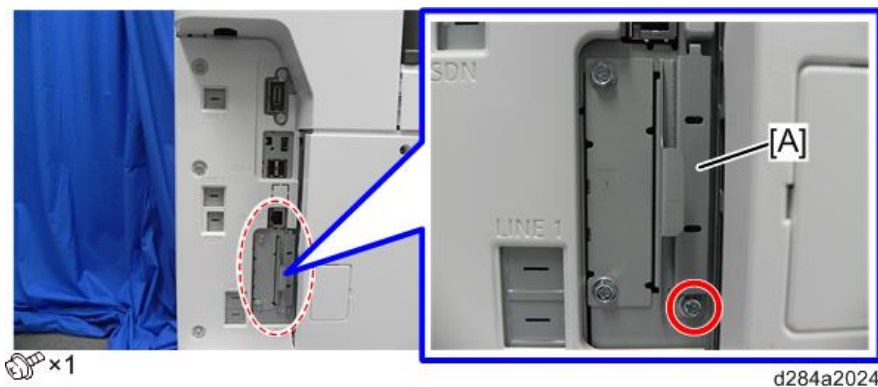
#### ★ Important

- Do not turn ON the write protect switch of the system SD card or application SD card on the machine. If the write protect switch is ON, a download error (e.g. Error Code 44) occurs during a firmware upgrade or application merge.

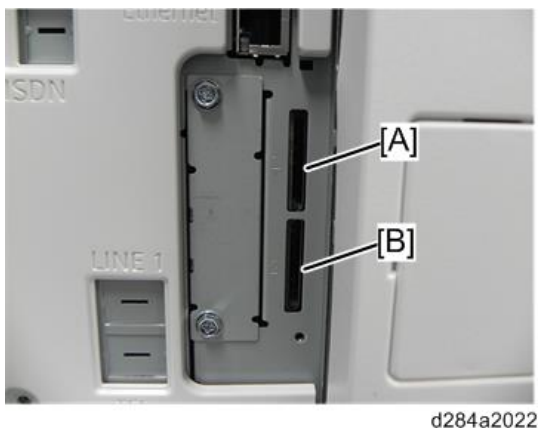
- 1.** Turn OFF the main power.

## SD Card Appli Move

2. Remove the SD card slot cover [A].



3. Make sure that a target SD card is in SD Card Slot 1 [A]. The application program is moved to this SD card.
4. Insert the source SD card with the application program in SD Card Slot 2 [B]. The application program is copied from this source SD card.



5. Turn ON the main power.
6. Start the SP mode.
7. Select SP5-873-001 "Move Exec".
8. Follow the messages shown on the operation panel.
9. Turn OFF the main power.
10. Remove the source SD card from SD Card Slot 2.
11. Turn ON the main power.
12. Check that the application programs run normally.

---

## Undo Exec

---

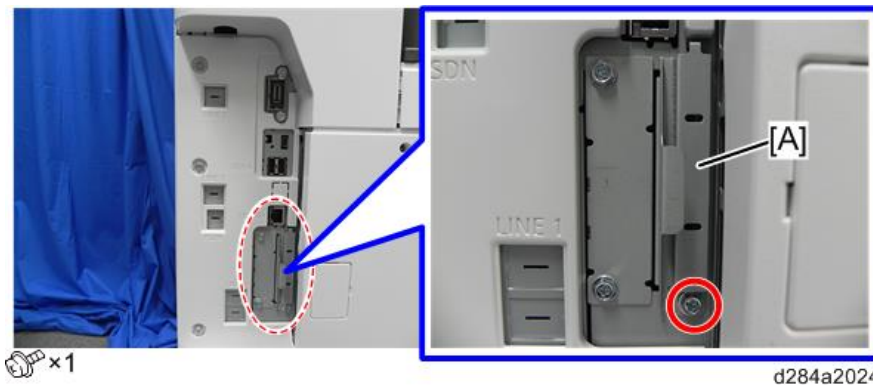
"Undo Exec" (SP5-873-002) lets you move back application programs from an SD card in SD Card Slot 1 to the original SD card in SD Card Slot 2. You can use this program when, for example, you have mistakenly copied some programs by using Move Exec (SP5-873-001).

### ★ Important

- Do not turn ON the write protect switch of the system SD card or application SD card on the machine. If the write protect switch is ON, a download error (e.g. Error Code 44) occurs during a firmware

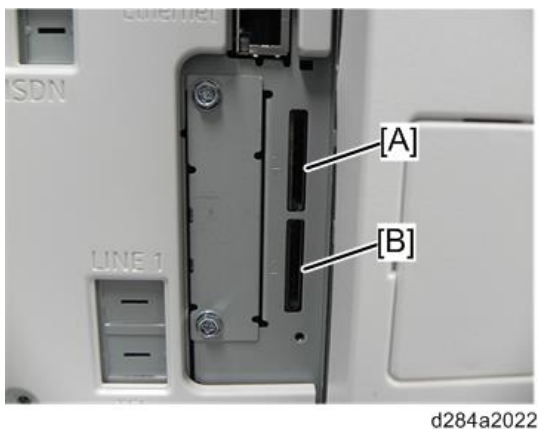
upgrade or application merge.

- 1.** Turn OFF the main power.
- 2.** Remove the SD card slot cover [A].



Installation

- 3.** Insert the original SD card in SD Card Slot 2 [B]. The application program is copied back into this card.
- 4.** Insert the SD card with the application program in SD Card Slot 1 [A]. The application program is copied back from this SD card.



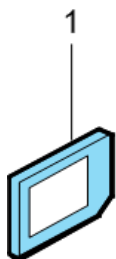
- 5.** Turn ON the main power.
- 6.** Start the SP mode.
- 7.** Select SP5-873-002 "Undo Exec."
- 8.** Follow the messages shown on the operation panel.
- 9.** Turn OFF the main power.
- 10.** Remove the SD card from SD Card Slot 2.
- 11.** Turn ON the main power.
- 12.** Check that the application programs run normally.



## OCR Unit Type M13 (D3AC-23, -24, -25)

### Accessory Check

No.	Description	Q'ty
1	SD Card	1



d595i900b

### Searchable PDF function outline

This option adds a searchable PDF function to the scanning function.

- The searchable PDF function performs OCR by the MFP on a document read with the scanner, and embeds text data in the PDF. This permits PDF text browsing, automatic assignment of filenames, and automatic alignment of document orientation.
- This option is provided with an SD card. By installing an SD card in the MFP, a functional icon is added to the control unit. It is not necessary to install software in a PC.
- If this option is installed, various settings related to the searchable PDF function are available.
- After reading of the document is completed (after it is read by the SPDF/ARDF and output), OCR is performed. Therefore, after reading is completed, documents can be collected from the document glass or SPDF/ARDF.
- Other functions, such as the copy function and printer function, can be used during OCR.

### Installation Procedure

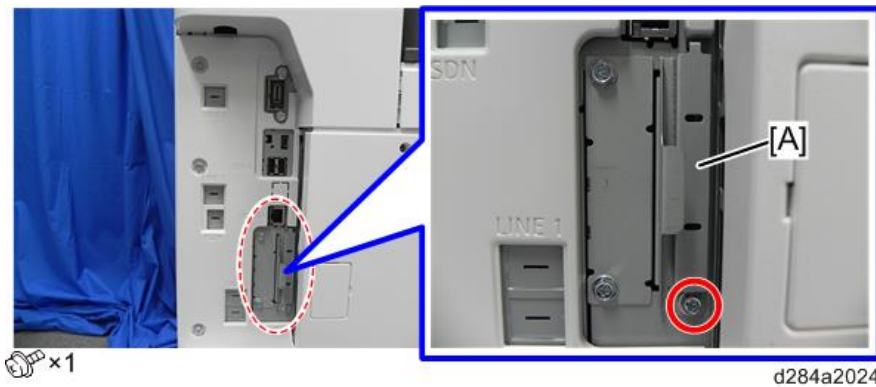
#### **⚠ CAUTION**

- When installing this option, turn OFF the main power and unplug the power cord from the wall socket. If installing without turning OFF the main power, an electric shock or a malfunction may occur.

#### **↓ Note**

- When installing more than one SD card, perform the merge operation. ([SD Card Appli Move](#))

1. Remove the SD card slot covers [A].



2. Insert the OCR Unit SD card in SD card slot 1 [A: Upper Slot].



3. Turn ON the main power.
4. Enter the SP mode, and then press "Enter" in SP5-878-004 (Option Setup: OCR Dictionary).  
The SD card ID is saved in the NVRAM, and the ID of the MFP is saved on the SD card. The MFP and SD card are thereby linked.
5. When "operation complete" is displayed, press "Close".

**Note**

- If installation fails, "Failed" is displayed.
- If installation fails, perform the following steps.
  1. Check whether it is a used SD card.
  2. Turn the main power OFF, and repeat steps 1-5.

6. Turn the machine OFF and back ON again.
7. Press "Enter" in SP5-878-004 (Option Setup: OCR Dictionary).  
Dictionary data is copied to the HDD.

**Note**

- On the first run, SP5-878-004 links the SD card, and on the second run, copies dictionary data.

8. Turn OFF the main power.
9. Remove the SD card from the SD card slot.

**Note**

- Keep the SD card in the SD card storage location of the MFP. The original SD card is needed in

the event of a HDD malfunction.

- 10.** Reattach the SD card slot cover.
- 11.** Turn ON the main power.
- 12.** Press [File Format / File Name] on the scanner function screen.
- 13.** Check that [OCR setting] is displayed on the "File format / "File Name" screen.

 **Note**

- After installation, the OCR setting can be changed on the "OCR setting" screen.
- When setting OCR, set [OCR setting] to [Yes]. (Default setting: [No])

---

## Recovery Procedure

---

When this option is installed, a function is saved on the HDD, and ID information on the SD card is saved in the NVRAM. Therefore, when replacing the HDD and/or NVRAM, this option must be reinstalled.

### **When storing the original SD card**

- When only the HDD is replaced  
Reinstall using the original SD card.
- When only the NVRAM is replaced  
When performing upload/download of NVRAM data, reinstall using the original SD card.  
When not performing upload/download of NVRAM data, order and reinstall a new SD card (service part).
- When the HDD and NVRAM are replaced simultaneously  
Reinstall using the original SD card.

### **If the original SD card is lost**

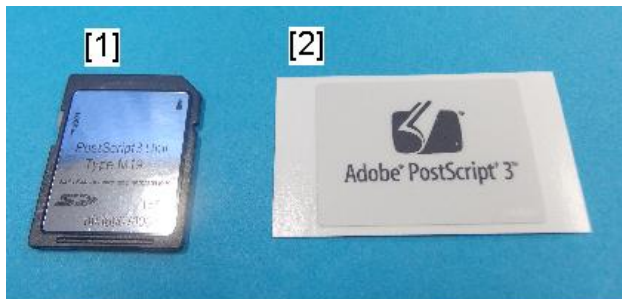
Order and reinstall a new SD card (service part).

## PostScript3 Unit Type M29

### Component Check

No.	Description	Q'ty
1	SD Card (PostScript3 Unit)	1
2	PS3 Decal	1

Installation



d238m0642

### Overview of PostScript3 Unit Type M29 (Adobe PS)

This machine is equipped with a clone program for emulating Adobe PostScript/PDF (hereafter “Clone PS”) as a standard feature. So, by factory default, it can perform printing using PostScript 3 and PDF Direct Print, in addition to RPCS.

However, the variety and number of built-in fonts (device fonts) differ between Adobe PS and Clone PS, sometimes resulting in different printing results.

To address the possible customer needs listed below, the PostScript3 Unit Type M29 is made available as an option.

- When you want to use device fonts supplied with Adobe PS.
- Since forms and ledgers have been created based on device fonts supplied with Adobe PS, a changeover to Clone PS requires redesign of these documents.
- From the viewpoint of precise printing operation, it is impossible to accept any differences in output results in comparison with Adobe PS.

**Note**

For details of the functions of Adobe PS and Clone PS, refer to [Adobe PS vs. Clone PS](#).

### Installation procedure (Adobe PS)

#### **CAUTION**

- When installing this option, turn OFF the main power and unplug the power cord from the wall socket. If installing without turning OFF the main power, an electric shock or a malfunction may occur.

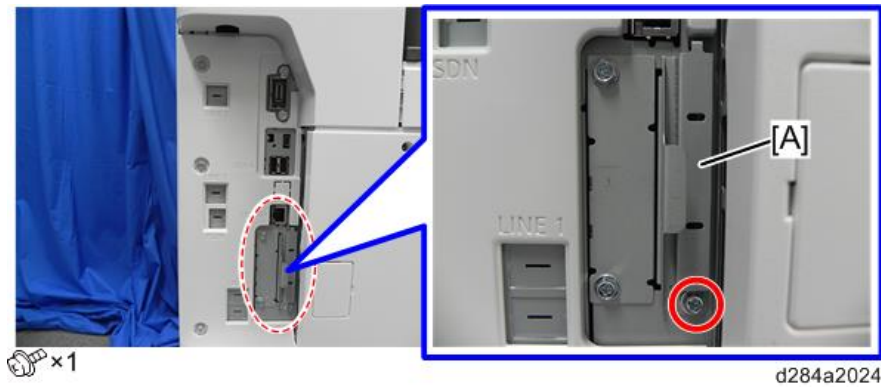
**Note**

- Clone PS and Adobe PS cannot be run simultaneously. If PostScript3 Unit Type M29 (Adobe PS) is installed, Clone PS will be disabled.

## PostScript3 Unit Type M29

- When installing more than one SD card, perform the merge operation ([SD Card Appli Move](#)).

**1.** Remove the SD card slot cover [A].

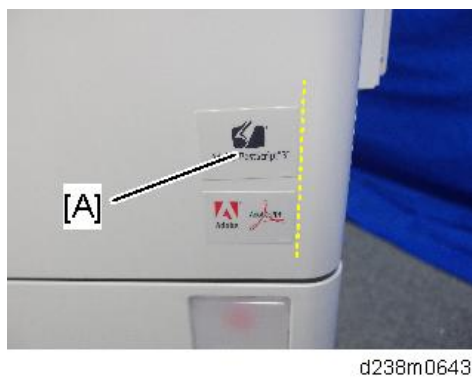


**2.** Insert the PS3 SD card in SD card slot 1 [A: Upper Slot].



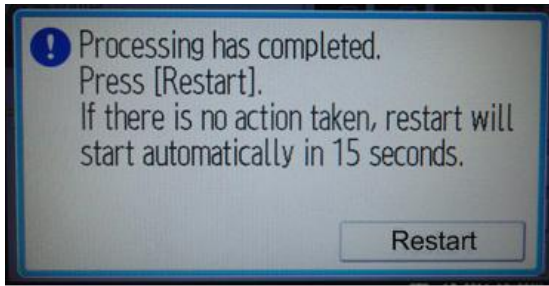
**3.** Reattach the SD card slot cover (coin screw x 1).

**4.** Stick the "Adobe PostScript3" decal [A] on the front face of the machine.



**5.** Turn ON the main power.  
Adobe PostScript3 installation starts.

6. Press [Restart] when the following message appears.



m0ajm0311

7. Print out the "Configuration Page", and then check if this option is correctly recognized.
  - User Tools > Machine Features > Printer Features > List/Test Page > Configuration Page
  - Note that the description of Firmware Version shown in the printed Configuration Page differs between Clone PS and Adobe PS.

PS type	Description of Firmware Version
When PostScript3 Unit Type M29 (Adobe PS) is installed	RPCS [x.xx.xx] <b>Adobe PostScript 3</b> [x.xx], <b>Adobe PDF</b> [x.xx]
Clone PS	RPCS [x.xx.xx] <b>PS3</b> [x.xx], <b>PDF</b> [x.xx]

#### Initial Settings for the Printer Driver

After installation of an SD card, configure the settings for the printer driver in accordance with the type of PS to be used.

**Note**

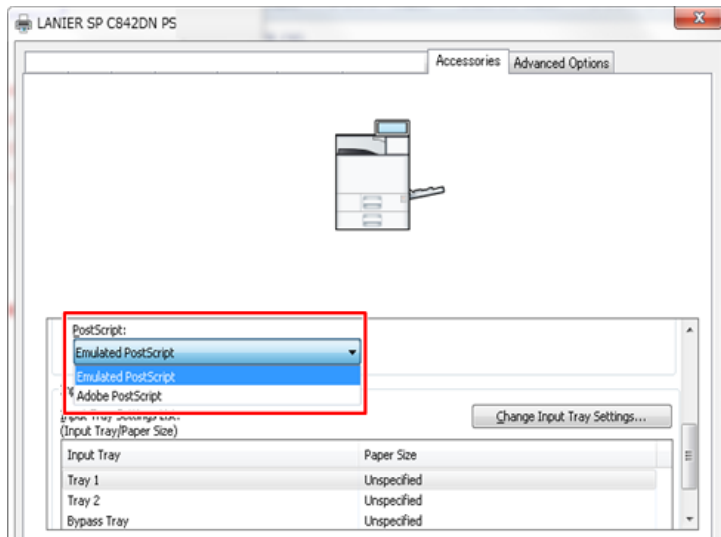
The same printer driver, PS3 printer driver, can be used for printing either for Adobe PS or Clone PS.

- **Setting items (Windows):**  
 In an environment where interactive communication is enabled, the machine attempts to acquire information to perform automatic configuration.  
 When manual configuration is to be performed, select "Adobe PostScript" if Adobe PS is used, and choose "Emulated PostScript" if Clone PS is used.

1. On the [Start] menu, click [Devices and Printers].
2. Right-click the icon of the printer you want to use.
3. Click [Printer properties].

## PostScript3 Unit Type M29

- Click the “Accessories” tab and configure settings for Adobe PS/Clone PS using the PostScript pull-down menu.



m0ajm0301

- Setting items (Mac OS X):**

If the driver is installed by means of the Bonjour function or “HP Jetdirect - Socket”, the settings will be automatically configured.

Automatic configuration will not work if any other protocol is used for installation. In this case, manual configuration is required.

When manual configuration is to be performed, select “Adobe PostScript” if Adobe PS is used, and “Emulated PostScript” if Clone PS is used.

### Switching back to Clone PS from Adobe PS

---

Clone PS can be resumed by removing the Adobe PS card from the SD card slot and applying the firmware for Clone PS/PDF (“.fwu” or “.rfu”).

Note: The work should be carried out by customer engineers.

In doing this, be sure to apply both PS3 and PDF firmware modules. If only one of them is applied, the machine will not operate properly. (As a stopgap measure to fix the malfunction, insert the optional Adobe PS card again into the SD card slot to enable the use of Adobe PS. Then, Clone PS can be resumed by applying both the PS3 and PDF firmware modules once again.)

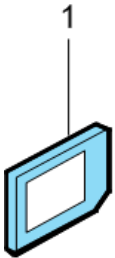
Classification	Firmware name	Software part number
Clone PS component firmware	Clone PS3	D2895594
	Clone PDF	D2895595
	IRIPS Font	D2895596
Adobe PS component firmware	Adobe PS3	D3DW5731
	Adobe PDF	D3DW5733
	PS3 Font	D2415681

## XPS Direct Print Option Type M29

### Component Check

No.	Description	Qty
1	XPS Direct Print SD Card	1

Installation



d595i900b

### Installation Procedure

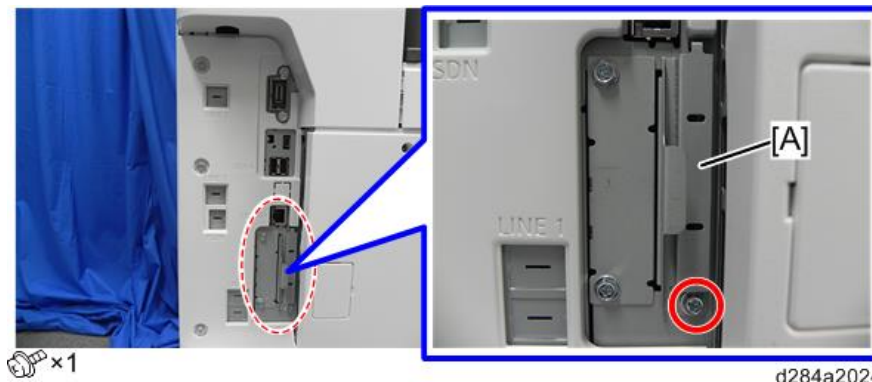
#### ⚠ CAUTION

- When installing this option, turn OFF the main power and unplug the power cord from the wall socket. If installing without turning OFF the main power, an electric shock or a malfunction may occur.

#### 📌 Note

- When installing more than one SD card, perform the merge operation. ([SD Card Appli Move](#))

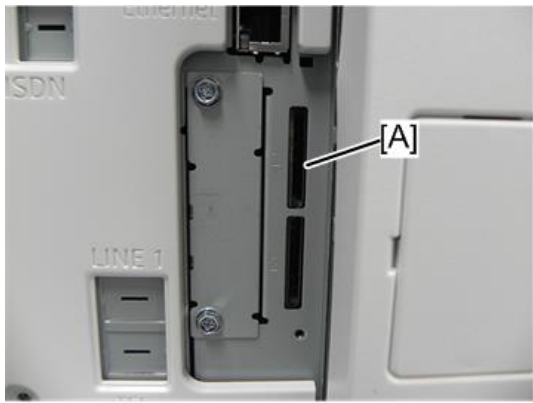
1. Remove the SD card slot cover [A].





## XPS Direct Print Option Type M29

2. Insert the XPS SD card in SD card slot 1 [A: Upper Slot].



3. Reattach the SD card slot cover (🔩 x 1).
4. Turn ON the main power.
5. Print out the “Configuration Page”, and then check if this option is correctly recognized.
  - User Tools > Machine Features > Printer Features > List/Test Page > Configuration Page

## Data Overwrite Security Unit Type M19 (D3BS-03)

### Overview

The machine's hard disk stores all document data from the Copier, Printer, and Scanner functions. It also stores the data of users' Document Server and code counters, and the Address Book. To prevent data on the hard disk from being leaked before disposing of the machine, you can overwrite all data stored on the hard disk (Erase All Memory). You can also automatically overwrite temporarily-stored data (Auto Erase Memory).

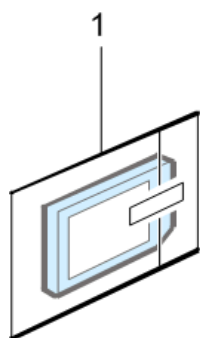
The function of this option is completely the same as the Data Overwrite Security in Security Functions, which is standard on this machine ([Security Setting](#)).

This option should be installed only for the customer who requires the **CC certified Data Overwrite Security function**.

### Component List

Check the quantity and condition of the accessories in the box against the following list.

No.	Description	Q'ty
1.	SD Card	1
-	Comments Sheet	1
-	Operating Instructions CD-ROM	1



d1351921

### Before You Begin the Procedure

1. Confirm that the Data Overwrite Security unit SD card is the correct type for the machine. The correct type for this machine is "Type M19".

**★ Important**

- If you install any version other than "**Type M19**" for this machine, you will have to replace the NVRAM and do this installation procedure again.

2. Make sure that the following settings are not at their factory default values.

- Supervisor login password
- Administrator login name

## Data Overwrite Security Unit Type M19 (D3BS-03)

- Administrator login password

If any of these settings is at a factory default value, tell the customer these settings must be changed before you do the installation procedure.

### 3. Make sure that "Admin. Authentication" is ON.

User Tools > Machine Features > System Settings > Administrator Tools > Administrator Authentication Management > Admin. Authentication

If this setting is OFF, tell the customer this setting must be ON before you do the installation procedure.

### 4. Make sure that "Administrator Tools" is enabled (selected).

User Tools > Machine Features > System Settings > Administrator Tools > Administrator Authentication Management > Available Settings

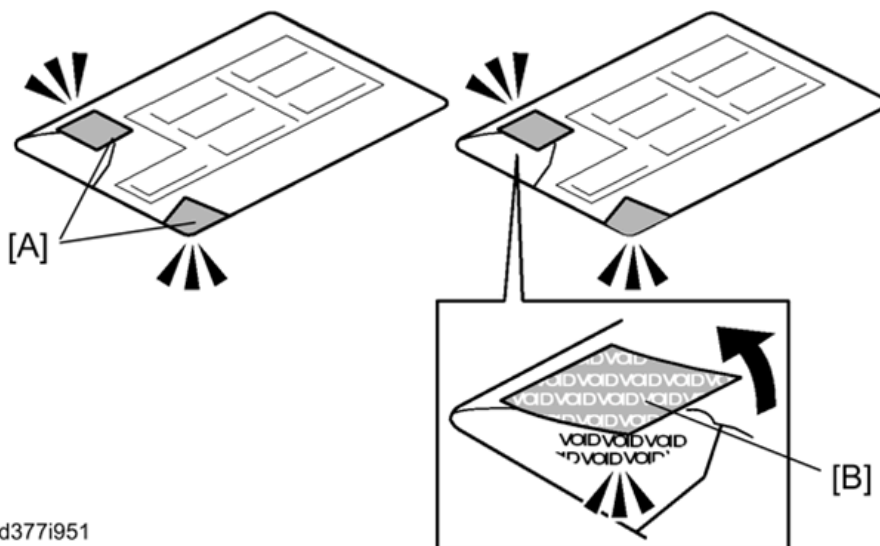
If this setting is disabled (not selected), tell the customer this setting must be enabled (selected) before you do the installation procedure.

#### Note

- See the Operating Instructions (Security Guide) for the factory default values.

## Seal Check and Removal

Before opening the corrugated envelope, make sure that the seal has not been broken or peeled off. If the seal has been broken or peeled off (even partially), this is considered an arrival defect. Note that once the seal is peeled off, this will leave a mark on the bag.



d377i951

### CAUTION

- You must check the box seals to make sure that they were not removed after the items were sealed in the box at the factory before you do the installation.

#### 1. Check the box seals [A] on each corner of the box.

- Make sure that a tape is attached to each corner.
- The surfaces of the tapes must be blank. If you see "VOID" on the tapes, do not install the components in the box.

#### 2. If the surfaces of the tapes do not show "VOID", remove them from the corners of the box.

3. You can see the "VOID" marks [B] when you remove each seal. In this condition, they cannot be attached to the box again.

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## Installation Procedure

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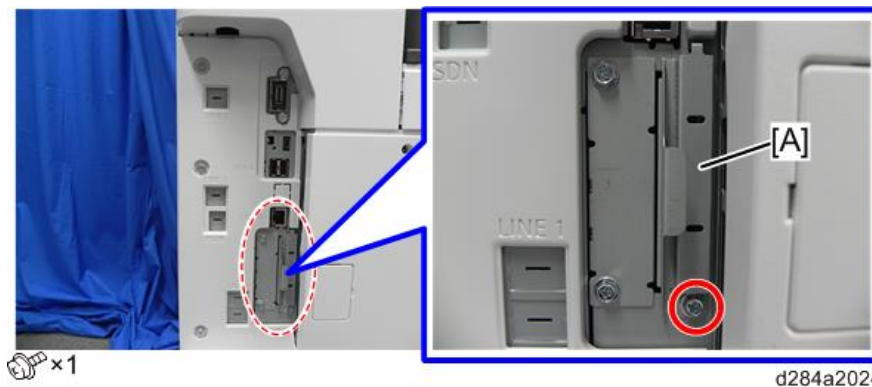
### ⚠ CAUTION

- When installing this option, turn OFF the main power and unplug the power cord from the wall socket. If installing without turning OFF the main power, an electric shock or a malfunction may occur.

### ↓ Note

- When installing more than one SD card, perform the merge operation. ([SD Card Appli Move](#))

1. Turn the main power off, and then remove the power plug and cables that are connected.
2. Remove the SD card slot cover [A].



3. Insert the Data Overwrite Security Unit Type M19 SD card in SD card slot 1 [A: Upper Slot].



4. Reattach the SD card slot cover. (🔩×1)
5. Insert the power cord into the outlet and turn ON the main power.
6. Enter the SP mode.
7. Do this step only if you are installing the option on a machine that is already in use (not a new machine):
  - **If the customer wishes to continue using the same hard disk, execute all three SP modes below.**
    - SP5-801-014 (Clear DCS Setting)
    - SP5-832-001 (HDD Formatting (ALL))
    - SP5-832-002 (HDD Formatting (IMH))
  - **If the customer wishes to replace the hard disk with a new one, execute SP5-801-014 only.**

## Data Overwrite Security Unit Type M19 (D3BS-03)

### Note

- If the customer continues using the same hard disk, the overwriting of the data stored on the disk before the option is installed cannot be guaranteed. It is highly recommended to replace the hard disk with a new one.

**8.** Set SP5-836-001 (Capture Function (0:Off 1:On)) to a value of 0 (disable).

**9.** Execute SP5-878-001 ([Option Setup: Data Overwrite Security])

If the installation fails, "Installation failed" is displayed when this SP is executed.

**10.** Print out the System Settings List and make sure that the option was installed successfully.

**11.** Reconnect the network cable.

**12.** Execute SP5-990-005 (SP print mode Diagnostic Report).

Make sure to shut down and reboot the machine once before printing the SMC. Otherwise, the latest settings may not be collected when the SMC is printed.

**13.** Make sure that ROM number "D3BC5757A" and firmware version "1.02" appear in both of the following areas on the report (they must match):

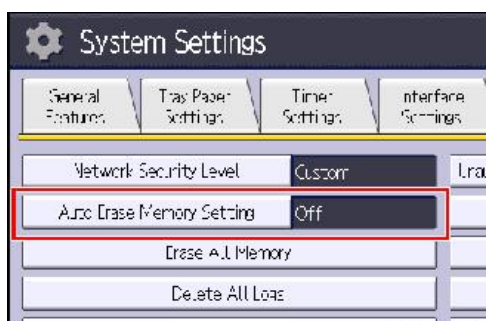
- "ROM Number / Firmware Version" - "HDD Format Option"
- "Loading Program"

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## Configuring "Auto Erase Memory" (Performed by the Customer)

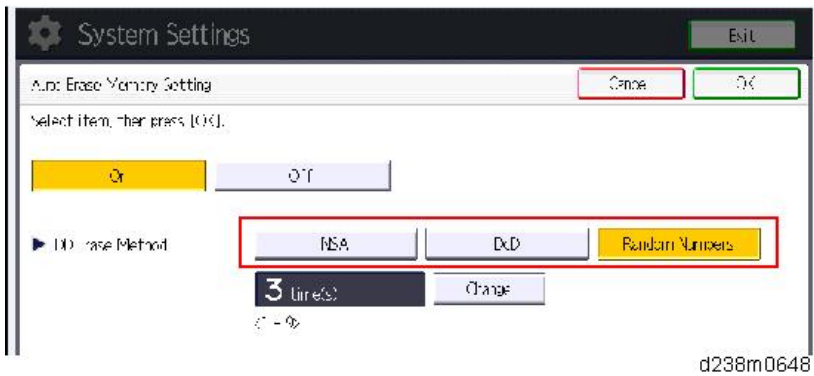
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- 1.** Press the [User Tools] icon.
- 2.** Press [Machine Features].
- 3.** Press [System Settings].
- 4.** Press [Administrator Tools].
- 5.** Press [Next] three times.
- 6.** Press [Auto Erase Memory Setting].



- 7.** Press [On].

**8.** Select the method of overwriting.



- If you select [NSA] or [DoD], proceed to Step 11.
- If you select [Random Numbers], proceed to Step 9.

**9.** Press [Change].

**10.** Enter the number of times that you want to overwrite using the ten keys, and then press [#].



The Random Numbers method overwrites the data using random numbers. You can set the overwrite to be performed anywhere from 1-9 times, with a default of 3 times.

**11.** Press [OK].

**12.** Make sure that the Data Overwrite icon is displayed in the bottom right hand corner of the screen.

**13.** Take a test copy, and then make sure that the Data Overwrite icon changes from "Dirty" (solid) to "Dirty" (blinking), and then to "Clear".


- If the Data Overwrite icon does not change to Clear, check to see if there are any active Sample Print or Locked Print jobs. A Sample Print or Locked Print job can only be overwritten after it has been executed.
- The Dirty icon blinks while an overwrite is in progress.
- If you use your machine for a while with Auto Erase Memory disabled, and then suddenly enable it, the overwrite process may take 10 or more hours depending on HDD usage.

**Data Overwrite icon:**

	<p>Icon [1]</p>	<p>This icon is lit when there is temporary data to be overwritten, and blinks during overwriting.</p>
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## Data Overwrite Security Unit Type M19 (D3BS-03)

	Icon [2]	This icon is lit when there is no temporary data to be overwritten.
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### SP descriptions

- SP5-801-014 (Memory Clear: Clear DCS Setting)  
Initializes the DCS (Delivery Control Service) settings.
- SP5-832-001 (HDD Formatting : HDD Formatting (ALL))  
Initializes the hard disk.
- SP5-832-002 (HDD Formatting : HDD Formatting (IMH))  
Initializes the hard disk.
- SP5-836-001 (Capture Settings: Capture Function (0:Off 1:On))  
With this function disabled, the settings related to the capture feature cannot be initialized, displayed, or selected.
- SP5-878-001 (Data Overwrite Security)  
Enables the Data Overwrite Security unit. Press "EXECUTE" on the operation panel. Then turn the machine off and on.
- SP5-990-005 (SP Print Mode: Diagnostic Report).  
Prints the configuration sheets of the system and user settings : SMC.  
Make sure to shut down and reboot the machine once before printing the SMC. Otherwise, the latest settings may not be collected when the SMC is printed.

## Security Setting

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### Security Function Installation

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The machine contains the security functions (Data Overwrite Security and HDD Encryption unit) in the controller board.

If you are installing a new machine, it is recommended to activate Data Overwrite Security and HDD Encryption by selecting "Format All Data" from "System Settings" on the operation panel.

#### ↓ Note

- This method is recommended because there is no user data on the hard drive yet (Address Book data, image data, etc.).

If the customer wishes to activate Data Overwrite Security and HDD Encryption unit on a machine that is already running, it is recommended to activate the unit by selecting "All Data" from "System Settings" on the operation panel.

#### ★ Important

- Selecting "All Data" will preserve the data that has already been saved to the HDD. (If "Format All Data" is selected, all user data saved to the HDD up to that point will be erased).

Immediately after encryption is enabled, the encryption setting process will take several minutes to complete before you can begin using the machine.

#### ↓ Note

- If encryption is enabled after data has been stored on the HDD, or if the encryption key is changed, this process can take up to three and a half hours or more.

The machine cannot be operated while data is being encrypted.

Once the encryption process begins, it cannot be stopped.

Make sure that the machine's main power is not turned off while the encryption process is in progress.

If the machine's main power is turned off while the encryption process is in progress, the HDD will be damaged and all data on it will be unusable.

Print the encryption key and keep the encryption key (which is printed as a paper sheet).

Keep the encryption key in a safe place. If the encryption key is lost and is needed, the controller board, HDD and NVRAM must all be replaced at the same time.

#### ↓ Note

- "NVRAM" mentioned in here means the NVRAM on the Controller Board.
- "NVRAM" or EEPROM on the BCU has nothing to do with this.

Please use the following procedure when the Data Overwrite Security and HDD Encryption are reinstalled.

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### Data Overwrite Security

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#### Before You Begin the Procedure

---

1. Make sure that the following settings (1) to (3) are not at their factory default values.



## Security Setting

- (1) Supervisor login password
- (2) Administrator login name
- (3) Administrator login password

If any of these settings is at a factory default value, tell the customer these settings must be changed before you do the installation procedure.

**2.** Make sure that “Admin. Authentication” is on.

[User Tools] icon -> [Machine Features] -> [System Settings] -> [Administrator Tools] -> [Administrator Authentication Management] -> [Admin. Authentication]

If this setting is off, tell the customer this setting must be on before you do the installation procedure.

**3.** Make sure that “Administrator Tools” is enabled (selected).

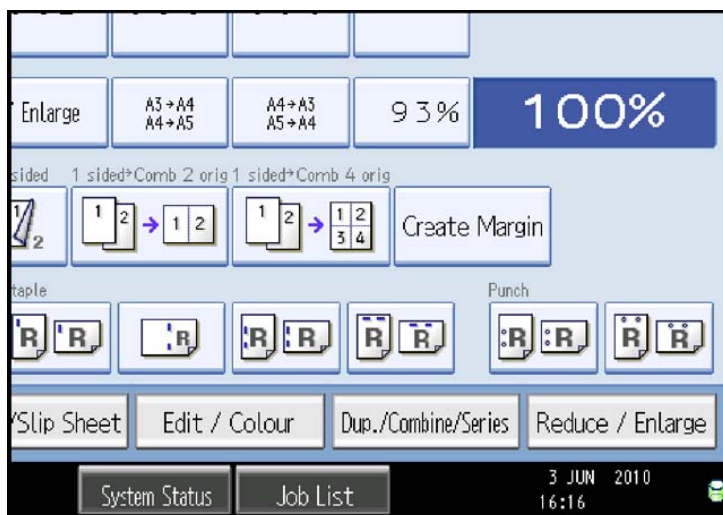
[User Tools] icon -> [Machine Features] -> [System Settings] -> [Administrator Tools] -> [Administrator Authentication Management] -> [Available Settings]



If this setting is disabled (not selected), tell the customer this setting must be enabled (selected) before you do the installation procedure.

## Installation Procedure

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- 1.** Connect the network cable if it needs to be connected.
- 2.** Turn ON the main power.
- 3.** Go into the SP mode and push "EXECUTE" in SP5-878-001.
- 4.** Exit the SP mode and turn off the operation switch. Then turn off the main power switch.
- 5.** Turn on the machine power.
- 6.** Do SP5-990-005 (SP print mode Diagnostic Report).  
Make sure to shut down and reboot the machine once before printing the SMC. Otherwise, the latest settings may not be collected when the SMC is printed.
- 7.** Go into the User Tools mode, and select [Machine Features] → [System Settings] → [Administrator Tools] → [Auto Erase Memory Setting] → [On].
- 8.** Exit the User Tools mode.



	Icon [1]	This icon is lit when there is temporary data to be overwritten, and blinks during overwriting.
	Icon [2]	This icon is lit when there is no temporary data to be overwritten.

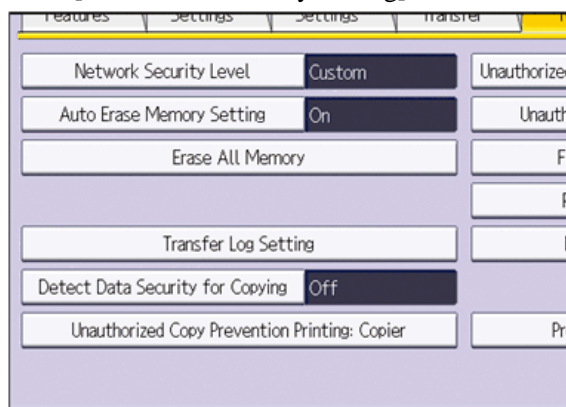
Installation

- 9.** Check the display and make sure that the overwrite erase icon appears.
- 10.** Check the overwrite erase icon.  
 The icon [1] is lit when there is temporary data to be overwritten, and blinks during overwriting.  
 The icon [2] is lit when there is no temporary data to be overwritten.

### Using Auto Erase Memory

The Auto Erase Memory function can be enabled by the following procedure.

- 1.** Log in as the machine administrator from the control panel.
- 2.** Press the [User Tools] icon.
- 3.** Press [Machine Features].
- 4.** Press [System Settings].
- 5.** Press [Administrator Tools].
- 6.** Press [Next] three times.
- 7.** Press [Auto Erase Memory Setting].



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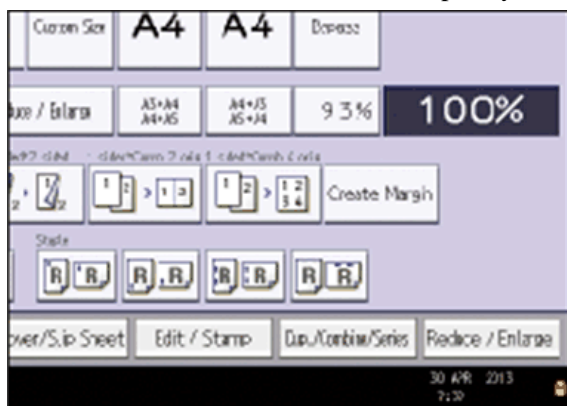
- 8.** Press [On].
- 9.** Select the method of overwriting.  
 If you select [NSA] or [DoD], proceed to step 12.  
 If you select [Random Numbers], proceed to step 10
- 10.** Press [Change].
- 11.** Enter the number of times that you want to overwrite using the number keys, and then press [#].
- 12.** Press [OK]. Auto Erase Memory is set.
- 13.** Log out.
- 14.** Check the display and make sure that the overwrite erase icon appears.

## Security Setting



### 15. Check the overwrite erase icon.

The icon [1] is lit when there is temporary data to be overwritten, and blinks during overwriting.

The icon [2] is lit when there is no temporary data to be overwritten.



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	<p>Icon [1]</p>	<p>This icon is lit when there is temporary data to be overwritten, and blinks during overwriting.</p>
	<p>Icon [2]</p>	<p>This icon is lit when there is no temporary data to be overwritten.</p>

---

## HDD Encryption

---

### Before You Begin the Procedure:

---

#### 1. Make sure that the following settings (1) to (3) are not at the factory default settings.

- (1) Supervisor login password
- (2) Administrator login name
- (3) Administrator login password

If any of these settings is at a factory default value, tell the customer these settings must be changed before you do the installation procedure.

#### 2. Confirm that "Admin. Authentication" is on:

[User Tools] icon - [Machine Features] - [System Settings] - [Administrator Tools] - [Administrator Authentication Management] - [Admin. Authentication] - [On]

If this setting is off, tell the customer that this setting must be on before you can do the installation procedure.

#### 3. Confirm that "Administrator Tools" is selected and enabled.

[User Tools] icon - [Machine Features] - [System Settings] - [Administrator Tools] - [Administrator Authentication Management] - [Available Settings]

"Available Settings" is not displayed until step 2 is done.

If this setting is not selected, tell the customer that this setting must be selected before you can do the installation procedure.

#### Installation Procedure:

---

- 1.** Turn ON the main power, and then enter the SP mode.
- 2.** Select SP5-878-002, and then press "Execute" on the LCD.
- 3.** Exit the SP mode after "Completed" is displayed on the LCD.
- 4.** Turn OFF the main power.

#### Enable Encryption Setting

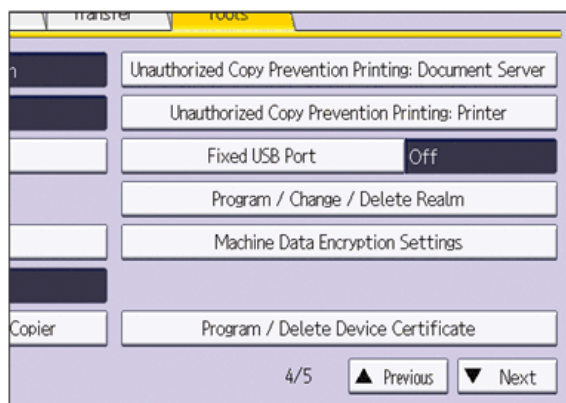
---

Machine Data Encryption Settings can be enabled by the following procedure.

##### ★ Important

- When setting up encryption, specify whether to start encryption after deleting data (initialize) or encrypt and retain existing data. If data is retained, it may take some time to encrypt it.

- 1.** Turn on the main power.
- 2.** Log in as the machine administrator from the control panel.
- 3.** Press the [User Tools] icon.
- 4.** Press [Machine Features].
- 5.** Press [System Settings].
- 6.** Press [Administrator Tools].
- 7.** Press [Next] three times.
- 8.** Press [Machine Data Encryption Settings].



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