Please contact following for supplies and service:
Notice about the law and the standard

High Speed Colour Printer
Model: HC5000T

This product contains RFID (Radio Frequency Identification) system.
Model: 444-59003

Contains FCC ID: RPARFMHL00
This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

The user is cautioned that unauthorised changes or modifications not approved could void the user’s authority to operate the equipment.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio / TV technician for help.

Contains Canada IC: 4819A-RFMHL00
Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

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

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

Countries of intended use
Austria/Belgium/Denmark/Finland/France/Germany/Greece/Iceland/Ireland/Italy/Luxembourg/Netherlands/Norway/Portugal/Spain/Sweden/Switzerland/U.K.

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Welcome to the world of this product!
This machine is an ink jet printer for high-speed full-colour printing that supports network. This printer allows various functions such as data output and printer monitoring to be used from Windows and Macintosh computers.

The following three manuals are provided for this machine.
- HC5000 Series User's Manual for Printer Main Body (this manual)
- HC5000 Series User's Manual for Printer Driver
- HC5000 Series User's Manual for Console
- RISO HC5000 Navigation Book

Before using this machine or when something is not clear during use, read the relevant manual to make good use of this machine for a long period.

About This User's Manual
Riso shall not be responsible for any damage or expense that might result from the use of this manual.
As we are constantly improving our products, the machine may differ in some respects from the illustrations used in this manual.
Riso shall not be liable for any direct, incidental, or consequential damages of any nature, or losses or expenses resulting from the use of this product or included manuals.

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All other product names and company names written in this manual are trademarks or registered trademarks of their respective companies.

About the Manuals
The following manuals are supplied with this machine.
- HC5000 Series User's Manual for Printer Main Body
  Means this manual. This manual explains notes that should be known before starting operation of this machine, actual printing operation on the printer, and printer settings. This manual also explains the method of replacing consumables and troubleshooting.
- HC5000 Series User's Manual for Printer Driver
  This manual explains the method of installing the printer and the installation procedure and the functions of the printer driver.
- HC5000 Series User's Manual for Console
  This manual describes the "Monitoring" function that is used for checking the printer status through a network.
- RISO HC5000 Navigation Book
  Explains useful functions and features in colour.
How to Read This Manual

Notation of Explanation of Operation

The following symbols are used in this manual for description of functions, operation, and notes.

1. **indicates items that should be noted or that are prohibited.**

2. **indicates a title and page that should be referred to for understanding sufficiently an item.**

3. **indicates description concerning particularly useful information or information that should be known.**

![Diagram](image)

**WARNING** and **CAUTION** are cautions for safety. Be sure to read these items before using this machine.

Notation of Number of Sheets of Paper

In this manual, 85g/m² (22.6-lb bond) is used as a standard for description.

Example: Feed Tray 1 1,000 sheets

The value varies with the paper.
Safety Precautions

This section describes the items that should be followed for safe use of this machine. Be sure to read this section.

Warning Symbols

To use the machine properly and to prevent human injury and damage to properties, the following warning symbols are used. Read the meaning of the symbols to understand and then read this manual.

<table>
<thead>
<tr>
<th><strong>WARNING</strong></th>
<th>Indicates that incorrect handling by ignoring this symbol may cause death or serious human injury.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CAUTION</strong></td>
<td>Indicates that incorrect handling by ignoring this symbol may cause human injury or damage to properties.</td>
</tr>
</tbody>
</table>

Location for Installation

**CAUTION**

- Place the machine on a flat or stable surface. Otherwise, the machine might be inclined or fall down, resulting in human injury.
- The machine has vent holes. Install the machine more than 100 mm (3 15/16") away from the wall. If the vent holes are blocked, heat is not dissipated and a fire might occur.
- Do not place the machine in a dusty or humid location. Otherwise, a fire or an electric shock might occur.

Power Connection

**WARNING**

- Install the machine near the wall socket to avoid using an extension cord between the machine and the wall socket. If an extension cord is absolutely required, do not use longer than 5m (15ft). Otherwise, a fire or an electric shock might occur.
- Do not damage or rebuild the power cord. Placing a heavy object on the cord or pulling or bending forcibly the cord may damage the cord, resulting in a fire or an electric shock.
- The power cord supplied with this product can be used only for this machine. Do not use it for another electric product. A fire or an electric shock might occur.
- Do not plug or unplug the power cord if your hands are wet. Otherwise, an electric shock might occur.

**CAUTION**

- Do not pull the power cord when unplugging it. Otherwise, it could become damaged and a fire or an electric shock might occur. Be sure securely to hold on to the plug before unplugging it.
- If the machine is not used for a long time, for example due to consecutive holidays, unplug the power cord from the electrical outlet for safety.
- Pull out the power plug from the electrical outlet more than once a year and clean the prongs of the plug and their surroundings. Dust collected on these areas can result in fire.
Handling

WARNING
● Do not place water containers or metallic objects on the machine. If water drips inside the machine or a metallic object drops inside it, a fire or an electric shock might occur.
● Do not insert or drop any metallic material or flammable substances into the machine through any opening. A fire or an electric shock might occur.
● Do not remove the covers. Otherwise, you might be electrically shocked by the high-voltage part inside.
● Do not disassemble or rebuild the machine by yourself. Otherwise, a fire or an electric shock might occur.
● If the machine emits excessive heat, smokes or foul odour, immediately turn off the power, unplug the electrical (power) cord and contact your service representative because a fire or an electric shock might occur.
● If something drops inside the machine, immediately turn off the Main Power Switch, unplug the electrical (power) cord and contact your service representative. If you continue using it, a fire or an electric shock might occur.

CAUTION
● Never stick your hands or fingers in the openings around the Standard Feed Tray and the Paper Receiving Tray during operation. Otherwise, human injury might occur.
● Ink may be stuck to the inside of the machine. Take care not to touch it with your hands or clothes. If your hands or clothes are stained with the ink, wash it off immediately with a detergent.
● When moving the machine, contact your service representative. If you try to move the machine by force, the machine might turn over, resulting in human injury.

Handling of Ink

CAUTION
● Avoid contact of ink with your eyes and skin. If ink gets into your eyes, flush it out immediately with plenty of water. If ink comes into contact with your skin, wash it off thoroughly with soap.
● Allow plenty of ventilation during printing. If you feel unwell during use, immediately move to a location with fresh air.
● If you feel sick, seek medical advice immediately.
● Only use the ink for printing purposes.
● When carrying the Ink Cartridge, hold its main body. Otherwise, the cap may be removed and the Ink Cartridge may drop, resulting in stain on your hands or clothes.
● Do not put a used Ink Cartridge into fire. Since the ink is flammable, a flame may become large, resulting in a burn.
● Keep the Ink Cartridge out of the reach of children.
Before Starting to Use

This section explains precautions you have to observe when using the machine.

Location for Installation

- The location for installation is determined based on consultation with the customer at the time of delivery.
- Contact your service representative before moving the machine.
- Avoid installing the machine in the locations listed below. Failure to observe this precaution may lead to machine failure or human injury.
  - Locations that are subject to sudden temperature change.
  - Extremely hot and humid locations or cold and dry locations
  - Heated locations or locations to exposed to direct cold air, direct hot air, or direct radiant heat
  - Badly ventilated locations
  - Dusty locations
  - Locations that are subject to frequent vibration

Operation Environment

- Install the machine in a location of which the levelness meets the following conditions.
  Front to rear: 3 mm (1/8"") or less
  Side to side: 3 mm (1/8"") or less
- Appropriate environment conditions are shown below.
  Temperature range: 15°C - 30°C (59°F to 86°F)
  Humidity range: 40% - 70%(noncondensing)

Overall Dimensions

Space for extending the Standard Feed, Paper Receiving and space for pulling out Feed Trays are required.

The dimensions are expressed in mm.

Front view

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,135</td>
<td>441/16</td>
</tr>
<tr>
<td>975</td>
<td>383/8</td>
</tr>
<tr>
<td>1,515</td>
<td>595/8</td>
</tr>
<tr>
<td>1,780</td>
<td>701/16</td>
</tr>
</tbody>
</table>

Side view

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,335</td>
<td>529/16</td>
</tr>
<tr>
<td>695</td>
<td>273/8</td>
</tr>
<tr>
<td>1,230</td>
<td>487/16</td>
</tr>
</tbody>
</table>
**Handling of The Machine**

- Do not turn off the Main Power Switch or unplug the electrical (power) cord during operation.
- Do not open any covers during operation.
- Do not move the machine.
- The machine has precision parts and driving parts inside. Do not handle the machine in other ways than described in this manual.
- Contact your service representative before moving the machine.
- Do not place heavy objects on or apply shocks to the machine.
- Be sure to open and close any cover gently.
- When turning off the Main Power Switch of the machine and then turning it on again, wait more than 10 seconds before turning it on.
- If the machine will not be used or has not been used for a long time, be sure to perform Ink Head Maintenance (normal cleaning). Otherwise, deterioration or drying of ink occurs in the ink transfer path inside the machine, resulting in clogging at the head. To prevent this problem, periodic use is recommended.
- Never touch the print head because a failure or deterioration of images may occur.
- Be sure to use always the machine with the four ink cartridges mounted. Even if some ink cartridge is not used, do not leave the machine with an ink cartridge removed.

**Handling and Storage of Ink Cartridge**

- Do not shake the Ink Cartridge before use. Air bubbles may occur, resulting in defective printing.
- Do not add ink into the Ink Cartridge.
- If ink remains for a long time after the cartridge is opened, the ink may be deteriorated because of various components contained in the air. Use of deteriorated ink may cause a failure of the print head or the ink transfer path.
- The injection characteristic of the ink jet printer varies with viscosity of the ink. At a low temperature, particularly, the viscosity increases and clogging of the print head may occur. Observe the operation environment and storage temperature, and use the ink earlier checking the date of manufacture.
- The adequate operation temperature of the machine is 15°C - 30°C (59°F to 86°F) Use of the machine out of the adequate temperature range may cause defective printing (decrease of discharge).
- Do not release the ink left in the cartridge into a sewer.
- Do not keep Ink Cartridge with its nozzle downward.
- Store under conditions which avoid freezing or direct sunlight, and temperatures of 5°C (41°F) or lower, and 35°C (95°F) or higher. Also use the ink earlier checking the date of manufacture.

**Handling and Prints of Paper**

- Be sure to load paper that is not curled.
- Be sure to store unused paper to avoid humidity by wrapping it with packing paper.
- In duplex printing, the edges of paper may be stained depending on the original.
- Prints are discoloured by influence of various components in the air and light. If prints are dried sufficiently and then put in a frame with glass or is laminated for storage, discolouration becomes small.
- When storing prints in a clear file, use a file made of PET.
- Prints are decolourized by moisture or sweat. Avoid storage in a location exposed to waterdrops. Also writing with an oil-based pen may cause bleeding.
- The printing density differs between prints immediately after printing and those 24 hours after printing. Note that the density decreases as the time elapses.
- Do not stack prints on other prints that are output with a laser printer or a copier that uses toner. Paper may be stuck to the portions printed with toner or toner may be transferred to the prints.
- Store paper flat avoiding high temperature, high humidity, and direct sunlight. Note that the curled paper cannot be used.
Disposal of Ink Cartridge and Ink Drain Tank

- The ink may leak through the ink feed opening of the cartridge. When returning, attach the cap and put the cartridge into the inner bag and the packing material.
- Used Ink Cartridges and Ink Drain Tanks are collected by a service representative. After use is complete, close the cap securely.
- Ink in the ink drain tank cannot be used for printing. A failure or trouble may occur.

Print Area (Image Area)

Regardless of the original paper size, printing cannot be performed on a part of paper along the sides of the paper. Since use of paper of the same size as the original leaves margins, the full area of the paper is not used for printing. To print an original on which characters or figures occupy the full area, reduce the full area of the original and then perform printing.

Guaranteed Print Area (Image Area)

Printing can be performed into the area 5 mm (3/16") inside from the sides of paper.

Garanteed Print Area : 80mm to 306mm X 138mm to 450mm (31/8" - 121/2" X 57/16" - 173/4")
**Maximum Print Area (Image Area)**

When an original is scanned through the optional scanner, printing can be performed into the area inside 1 mm (0.04") from the sides of paper but deterioration of print quality such as loss of characters or figures and bleeding may occur depending on the original.

Even if the paper size is larger than 316mm × 460mm (12 7/16" × 18 1/8"), the actual maximum printable area is 314mm × 458mm (12 3/8" × 18 5/16").

- "4.10 Image Area" of the menu setting must be set. "4.10 Image Area"  _p.2-28_
- Normally, when printing is performed from an application, margin width of 5 mm (0.2") along the edges of paper is set.

---

**Materials Not to Be Printed**

Do not use the machine in any manner which violates the law or infringes on established copyrights, even when making copies for personal use. Consult your local authorities for further details. In general, use discretion and common sense.

---

**Power Connection**

- Connect the power plug securely to the electrical outlet to avoid improper connection.
- Install the machine near the electrical outlet.
- If an optional device is connected to an electrical outlet for option connection on the machine, the optional device is turned on and off at the same time as the machine.

---

**Sleep**

When the machine is on and is not used for a certain time, the machine enters automatically the energy saving (sleep) mode. In the sleep mode, power consumption is suppressed.

The sleep function is set in "Menu 5 Administration" on the operation panel.

At shipping, the sleep function is enabled and the time for sleep is set to 5 minutes.

"5.8 Initial Setting" _p.2-44_
Connecting to a Computer

The machine is connected to a computer through network.

- When connecting the machine to multiple computers:

- When connecting the machine to a single computer:

  - Use a commercially available S/UTP cable (shielded or non-shielded twisted pair cable) as a LAN cable.
  - When connecting the printer through a network, if communication is not stable, use an STP cable as a LAN cable.
RISO, the environment and the Waste Electrical and Electronic Equipment Directive “WEEE Directive”

What is the WEEE Directive?
The purpose of the WEEE Directive is to reduce waste and ensure Electrical and Electronic Equipment is recycled at the end of its useful life.

What does the crossed out wheeled bin symbol mean?
The crossed out wheeled bin symbol indicates this product must be disposed of separately to normal waste. Please contact your RISO service agent for information about disposal.

What does the solid bar symbol mean?
The solid bar under the crossed out wheeled bin indicates this product was put on the market after the 13th August 2005.

Who should I contact if I want more information about the WEEE Directive?
You should contact your local RISO service agent for more information.
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Chapter 1  Basic Information on Printing

This section describes names and operation of parts that should be known for using the printer and general printing operation.
Names of Parts

Printer Main Body

Ink Unit

- Black (K) Ink Cartridge
- Cyan (C) Ink Cartridge
- Magenta (M) Ink Cartridge
- Yellow (Y) Ink Cartridge

Left Transfer Path Cover

Paper Feed Pressure Adjustment Lever  
Page 1-13
Adjusts pressure for paper feed according to the paper type.

Feed Tray Descent Button  
Page 1-14
Used to raise or lower the Standard Feed Tray for replacement of paper or adding paper.

Feed Tray Paper Guide
Prevents paper from shifting in the Standard Feed Tray.

Standard Paper Feed Tray  
Page 1-12
Load paper here. Approximately 1,000 sheets can be loaded at a time.

Transfer section door
Ink Cover  Page 3-15
Open to replace an ink cartridge.

Main Display  Page 1-5
Use to set the printer and check the status.

Front Cover
Open when a paper jam occurs.

Maintenance Door
Service personnel opens this door for maintenance.

Paper Feed Tray  Page 1-11
Set paper here. Paper Feed Tray 1 (upper feed tray) holds approximately 1,000 sheets. Paper Feed Tray 2 (lower feed tray) holds approximately 500 sheets.

Paper Feed Pressure Adjustment Dial  Page 3-19
Adjust if improper paper feed such as double feed occurs.
Main Body (rear view)

Paper Arranger  
Set them so that ejected paper is arranged neatly.

Stack Guide (side)  
Stack Guide (end)  
Prevents paper from shifting in the Paper Receiving Tray.

Stack Guide Open Button  
See below.

Auto-Control Stacking Tray  
Paper Receiving Tray that adjusts automatically the Stack Guide positions according to the paper size.

Right Transfer Path Cover

Network Port

Vent Hole

Main Power Switch  
Turns on or off the power. Normally keep it on.

Stack Guide Open Button

When removing printed paper from the Paper Receiving Tray, press this button to spread the Stack Guides for easy removal.

The guides to be spread can be set. For details, refer to "4.8.4 Shifting Guide" of the menu setting p.2-26
Control Panel

The Control Panel includes a message display, setting and trouble display, and operation keys. For description of each display and detailed operation methods, refer to "Chapter 2 Printer Configuration" p.2-1.

FORCEJET™ Link symbol
Page 3-3

Message Display
Page 2-2
Displays the printer status, description of an error setting items, etc.

Remaining Volume Notice
Indicators
Lights up when ink or paper is low.

WAKE-UP key
Page 1-9
Restores the printer from the sleep mode.

Use to perform printer setting.
Page 2-4

PRINT/PAUSE Key
Switches between the status where the printer is ready for printing (print mode ON) and the status where the printer is not ready (print mode OFF).

Power Key
Turns on or off the printer.

Indicates the description and location of an error when a paper jam occurs inside or a cover is not securely closed.
Page 3-3
Preparing to Print

After connection of the printer to a computer or network is complete, prepare paper and the Paper Receiving Tray for printing.

Usable Paper

This section describes usable paper and unusable paper. Use of paper that is not adequate for the printer may cause paper jams, stains or a failure. Use paper that conforms to the following specifications.

⚠️ The print quality differs depending on the paper type. Use recommended paper adequate for HC5000. For details, contact your dealer.

Basic Specifications of Paper

Paper that conforms to the following restrictions can be used for printing.

- **Paper weight**
  
<table>
<thead>
<tr>
<th>Weight Range</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>46g/m² - 157g/m² (12-lb bond to 42-lb bond)</td>
<td>For Standard Paper Feed Tray</td>
</tr>
<tr>
<td>52g/m² - 104g/m² (14-lb bond to 28-lb bond)</td>
<td>For Paper Feed Trays</td>
</tr>
</tbody>
</table>

- **Paper Sizes That Can Be Used in the Standard Feed Tray**

  - Minimum size:
    - 90mm (3⅓/16")
    - 148mm (5⅝/16")
  - Maximum size:
    - 297mm (11")
    - 420mm (17")

  Registering Paper Size: 420mm - 550mm (17" - 21⅝")

Registering Paper Size and Paper Type

If non-standard size paper or paper larger than A3/Ledger is used in the Standard Feed Tray, the paper size and the paper type must be registered in advance.

"5.1 Paper Size Entry" p.2-32
"5.2 Paper Type Entry" p.2-33

When using paper larger than the A3/Ledger size, set "4.8.2 Stack Guide" of "4.8 Paper Ejection" of the menu setting to "OFF" and fold the stack guides before printing. "4.8.2 Stack Guide" p.2-25
Paper Sizes That Can Be Used in Paper Feed Tray 1/Paper Feed Tray 2

- Minimum size
  - Paper ejection direction (+)
  - 182mm (7 7/16")
  - 257mm (10 1/8")

- Maximum size
  - Paper ejection direction
  - 297mm (11")
  - 420mm (17")

* Both orientations are available.

Registering Paper Size and Paper Type
If non-standard size paper is used in Feed Tray 1/Feed Tray 2, the paper size and the paper type must be registered in advance.

- "5.1  Paper Size Entry" p.2-32
- "5.2  Paper Type Entry" p.2-33

If a registered paper size is not adequate for the feed tray, the paper will not be displayed as a choice in the menu setting.

Note that even if "paper size" and "paper weight" conform to the specifications of this machine, paper may not be properly fed depending on the paper type, environment, and storage conditions. For details, contact your local dealer (or service representative).

Unusable Paper
Do not use paper shown below because it may cause paper jams.
- Paper thinner than specified in the basic specifications
- Paper thicker than specified in the basic specifications
- Chemically treated or coated paper (such as thermal or carbon paper)
- Warped paper
- Wrinkled paper
- Folded paper
- Torn paper
- Curled paper (Curled is 2mm (0.08") or more)
- Front or back coated paper such as art paper and commercially available paper for ink jet printer
- Paper with serrated edge
- Paper with adhesive
- Paper with holes
- Commercially available matted paper
- Glossy paper for photo
Handling of Paper

• For printing paper, use recommended paper wherever possible. Recommended paper allows high-quality printing that makes full use of the printer performance and the characteristics of ink.

• When loading paper in the Standard Feed Tray, be sure to use paper that has not been unpacked. After completing printing, store paper left in the Standard Feed Tray by wrapping it with packing paper. If the paper is left in the Standard Feed Tray, the paper may be curled, resulting in paper jams.

• When using badly cut paper or rough surface drawing paper, fan the paper sufficiently before use.

• Store paper in a dry location.
Power Switch

This unit has two power switches.

Main Power Switch and Power Key

Main Power Switch (lower right of main body)

Power Key (Main Panel)

The Main Power Switch is used to turn on or off the whole printer. If the printer is not used for a long time, for example due to consecutive holidays, turn off the Main Power Switch.

Turn on or off the Power key when starting or terminating daily work. If this unit is not used for a certain time with the Power Key on, this unit automatically enters the sleep mode for suppressing power consumption. "5.8 Initial Setting" p.2-44

- When Turning on the Power:
  Turn on the Main Power Switch and then press the Power Key.

- When Turning off the Power:
  Press and hold down the Power Key more than approximately one second and turn off the Main Power Switch after message "Shutting Down" on the message display disappears.
  When turning on the Main Power Switch again, wait more than 10 seconds.

Power ON/OFF status can be checked with the colour of the Power Key.

- Power Key ON:
  Lit green: In use
  Power Key ON/Main Power Switch ON
  WAKE-UP Key is lit in Sleep Mode.

- Power Key OFF:
  Lit orange:
  Power Key OFF/Main Power Switch ON

- Power Key OFF:
  Not lit:
  Power Key OFF/Main Power Switch OFF
Loading Paper

The method of loading paper in the Paper Feed Trays and the Standard Paper Feed Tray is described below.

Number of Sheets That Can Be Loaded

The number of sheets* that can be loaded in the Feed Trays and the Paper Feed Tray are shown below.

The number of sheets that can be loaded varies with the thickness of paper.

*When 85g/m² (22.6-lb bond) is used:

<table>
<thead>
<tr>
<th>Tray Type</th>
<th>Number of Sheets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper Feed Tray 1</td>
<td>1,000 sheets</td>
</tr>
<tr>
<td>Paper Feed Tray 2</td>
<td>500 sheets</td>
</tr>
<tr>
<td>Standard Paper Feed Tray</td>
<td>1,000 sheets</td>
</tr>
</tbody>
</table>

Paper to Be Loaded in the Standard Paper Feed Tray

When using paper shown below for printing, load the paper in the Standard Paper Feed Tray with the print face up.

- Special paper such as thick paper
- Paper for which printing has been performed onto the back side
- Paper larger than A3/Ledger size
- Paper smaller than B5 size such as postcard

Load the paper.

After loading paper in the Standard Paper Feed Tray / Paper Feed Tray 1 / Paper Feed Tray 2, you must register the characteristics of the paper. For registration, use "4.1 Standard Feed Tray" / "4.2 Feed Tray 1" / "4.3 Feed Tray 2" of the menu setting according to the location of paper setting.

The details of setting are shown below.

- Paper size
- Paper type
- Double feed check

When loading paper for which printing has been performed onto the back side or paper with a dark ground color, select "OFF."

If these items are not set properly, when printing directed, the printer may judge that no paper is loaded and may not print beautifully. Be sure to register these items.

"Menu 4 Configuration" p.2-17
Loading Paper (Paper Feed Tray 1 / Paper Feed Tray 2)

1 Pull out the Paper Feed Tray until it stops.

2 Turn down the Side Guide Locking Levers to the "FREE" positions and spread the guides to the outermost positions.

3 Adjust the Paper Top Guide to the paper size.
   ● First, remove the Paper Top Guide. While pressing the release buttons in the direction shown by the arrow, remove the stopper just above.

4 Load paper by positioning the centre of the paper to the centre mark (▼) inside the Paper Feed Tray.
   ● Then, set the Paper Top Guide. While pressing the release buttons, insert the Paper Top Guide by adjusting the ▼ mark of the Paper Top Guide to the position of the paper size to be set.


If the front side quality is different from the back side quality, load paper with the print face down. Do not exceed the upper limit label. Take care the paper is not bent at the Paper Top Guide.
5 Adjust the guides to the paper size.
Slide the guides to adjust to the paper width and turn down the Side Guide Locking Levers to the "LOCK" positions to secure the guides.

6 In the menu setting, set the size, paper type, and double feed check.
Use "4.2 Feed Tray 1" and "4.3 Feed Tray 2" of Menu 4 for the setting.
"Menu 4 Configuration" p.2-17
When loading paper with a dark ground colour, set "Double Feed Check" to "OFF."

Loading Paper (Standard Paper Feed Tray)

1 Open the Standard Paper Feed Tray in the direction shown by the arrow until it stops.

2 Load paper.
Load paper according to the indication of the Standard Paper Feed Tray.
Load the paper with printing side up.

3 Adjust the Feed Tray Paper Guides to the paper size.
Slide the Feed Tray Paper Guides to adjust to the paper width and turn down the Feed Tray Paper Guide Levers to the "LOCK" positions to secure the guides.

4 In the menu setting, set the size, paper type, and double feed check.
Use "4.1 Standard Feed Tray" of Menu 4 for the setting.
"Menu 4 Configuration" p.2-17
When setting paper for which printing has been performed onto the back side or paper with a dark ground colour, set "Double Feed Check" to "OFF."
Paper Feed Pressure in Standard Paper Feed Tray

In the Standard Paper Feed Tray, the paper feed pressure can be adjusted with the Paper Feed Pressure Adjustment Lever according to the paper that has been loaded. Set the lever to " (NORMAL)" or " (CARD)" according to the paper quality. If " (CARD)" is selected, paper is fed with higher pressure.

Paper Feed Pressure Adjustment Lever and Paper
Supported paper qualities are shown below.

<table>
<thead>
<tr>
<th>Lever position</th>
<th>Paper quality</th>
<th>Supported printing paper</th>
</tr>
</thead>
</table>
| [ (NORMAL)]    | Standard or Thin/Light | • Fine  
|                |                     | • RISO PAPER IJ  
|                |                     | • RISO PAPER IJ MATTE  
|                |                     | • RISO IJ Double-Sided Matte Paper  
|                |                     | • Commercially available copy paper                           |
| [ (CARD)]      | Card or Special     | • Drawing paper (*)  
|                |                     | • Official postcard (*)                                      |

*If paper is not fed properly, set the lever to "(NORMAL)."
When Adding or Replacing Paper in the Standard Feed Tray

When adding paper of the same size or replacing it with paper of a different size, use the Feed Tray Descent button. If all sheets of paper is removed from the Standard Feed Tray, the tray lowers automatically.

1. **Press the Feed Tray Descent Button to lower the Standard Feed Tray.**
   - Press and hold down the button until the tray lowers to the desired position.

2. **Add or replace the paper.**

   ![Feed Tray Descent Button](image)

   If feed tray relay is set:
   - In this unit, paper feed can be performed sequentially from Feed Tray 1, Feed Tray 2, and the Standard Feed Tray for high-volume printing if the same size of paper is loaded in these feed trays.
   - If feed tray relay is set, load paper of the same size, same paper quality, and same paper type in these feed trays.
   - "4.5 Triple-Tray Source" p.2-21  "4.4 Feed Tray Relay" p.2-20
   - When you replace paper with different one, change "4.1 Standard Feed Tray" of the menu setting.

How to Close the Standard Feed Tray

With the power on, remove the paper from the Standard Feed Tray, spread the Feed Tray Paper Guides, and close the Standard Feed Tray.

⚠️ After checking that the Standard Feed Tray is at the lowermost position, close it.
   - If you turn off the printer power before removing paper, the Standard Feed Tray does not lower.
Setting Up the Paper Receiving Tray

Set the Paper Receiving Tray.

Adjusting the Side Guides and Rear Guide Positions
The Side Guides and the Rear Guide move automatically to the optimum positions according to the printing paper size. Fine position adjustment can be performed on the Control Panel. For details, refer to "4.8 Paper Ejection" p.2-24 of the menu setting.

1. Open the Paper Receiving Tray in the direction shown by the arrow until it stops.

2. Raise the Side Guides.

3. Adjust the Arrangers.
Normally, when printing onto B4 or larger paper, take out the Paper Arrangers. Paper arrangement depends on the paper firmness and so on. Adjust the Paper Arrangers as needed.

4. Raise the End Guide.

5. Adjust the position of the End Guide Cushion.
Use the Paper Feed Pressure Adjustment Lever to set the cushion to [NORMAL] or [CARD] according to the paper quality.
Do not pull out the Cushion from the Cushion Stand. "Paper Feed Pressure in Standard Feed Tray" p.1-13

!! When printing onto paper larger than 320 \times 432 \text{ mm} (12\frac{5}{8} \times 17\text{"}), fold all the guides.
At this time, set "4.8.2 Stack Guide" (p.2-25) of the menu setting to "OFF."

1. Open the Paper Receiving Tray in the direction shown by the arrow until it stops.

2. Raise the Side Guides.

3. Adjust the Arrangers.

4. Raise the End Guide.

5. Adjust the position of the End Guide Cushion.
Use the Paper Feed Pressure Adjustment Lever to set the cushion to [NORMAL] or [CARD] according to the paper quality.
Do not pull out the Cushion from the Cushion Stand. "Paper Feed Pressure in Standard Feed Tray" p.1-13

!! When printing onto paper larger than 320 \times 432 \text{ mm} (12\frac{5}{8} \times 17\text{"}), fold all the guides.
At this time, set "4.8.2 Stack Guide" (p.2-25) of the menu setting to "OFF."
How to Close the Paper Receiving Tray

Close the Paper Receiving Tray as described below.

1. **Check that no print remains and press the [Stack Guide Open Button].**
   The Stack Guide (side) and the Stack Guide (End) move to their storage positions.

2. **Turn down the Stack Guide (End) outward and fold it.**
   At this time, take care so that the end of the Stack Guide (End) does not protrude out of the Paper Receiving Tray.

3. **Fold the Arrangers.**

4. **Turn down the Stack Guide (Side) inward and fold them.**

5. **Close the Paper Receiving Tray.**
Basic Printing Operation

After connection and preparation are complete, perform trial printing. This section describes the basic operation method of “Direct Printing”, namely printing data created in the computer without storing data in the printer.

• Required software must be installed in the computer in advance.
  For details, refer to the separate “HC5000 Series User’s Manual for Printer Driver.”
• Check that the printer is on and the consumables are set before printing.

Print Operation Flow

1. Open the file to print on the computer.
2. Set the print condition at the [Print] dialog box.
3. Print.

Printing from the Computer (Windows)

This section uses an example of printing instruction from Microsoft Word 2000 for description.

1. Check that the printer and the computer are turned on.
2. Open the file to print.
   Start the application software to open the original data file to print.

   ![Select data and click [Open].]

3. Display the [Print] dialog box.
Select [Print] from the [File] menu.

4 Check that "RISO HC5000" or "RISO PS7R-HC5000" is selected in [Printer name]. As the printer name, select the name set when the printer driver was installed.

5 Check the following items.

- Print range
  Specify the page range of data to be printed.
- Output volume
  Specify the output volume for original data with a number.

⚠️ Be sure to clear the checkmark. Even for collated printing, clear the checkmark at [Collate.]

If you click the [Properties] button, you can set the various conditions on the printer driver screen. The settings of [Original image] on the [Main setting] tab and [Paper type] on the [Layout] tab affect seriously the print quality. When using conditions other than the default settings, click the [Properties] button and adjust the settings. "Chapter 2  Printer Driver Operation" of "HC5000 Series User's Manual for Printer Driver" p.2-1
6 Click the [OK] button.

When the printer receives data sent from the computer, the DATA indicator blinks and message "Receiving Data" is displayed on the Display. When reception is complete, the DATA indicator lights up, message "Printing" is displayed, and printing starts. *p.2-2

7 Press the Stack Guide Open Button and remove the prints from the Paper Receiving Tray.

If the button is pressed, the Stack Guides is spread to allow easy removal of prints.

The guides to be spread when the Stack Guide Open Button is pressed can be selected. "4.8.4 Shifting Guide" *p.2-26
Chapter 2  Printer Configuration

This chapter describes the status of the Operation Panel that is displayed during printing. Also this chapter describes the method of setting the printer using the Operation Panel. After sending data to the printer, you can adjust the print position and perform test printing.
This section describes the meaning of each display in the Message Display and operation keys.

**Message Display**

In the Message Display, a message indicating printer operation status is displayed. Principal display items and locations are shown below.

**During Printing**

- **Data indicator**: Blinks when the printer is receiving print data from a computer.
- **Status**
- **Print Quantity Display**
- **Duplex Indicator**: Displayed when duplex printing is selected.
- **Paper Size Display**

**In Menu Setting**

When "Ready" is displayed or the Printing mode is off, pressing the MENU Key displays the menu setting screen. For details, refer to "How to Use the Operation Panel" (♀p.2-5).

- **Menu number**
- **Menu name**
- **Pressing the ▲ ▼ key switches the screen to the next menu.**
When an Error Occurs

When an error occurs, an error number and its description are displayed in the Message Display. For error numbers, refer to “Chapter 3 Troubleshooting” p.3-1.

 диагностическая панель

Status

The status of the printer is displayed. The following messages are displayed.

<table>
<thead>
<tr>
<th>Message</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please Wait a Moment</td>
<td>The printer is warming up or is being restored from an error. Printing cannot be performed.</td>
</tr>
<tr>
<td>Warming Up</td>
<td>The printer is warming up because the temperature of the print head is low.</td>
</tr>
<tr>
<td>Ready</td>
<td>The printer is ready to receive data.</td>
</tr>
<tr>
<td>Receiving Data (The Data Indicator blinks.)</td>
<td>The printer is receiving data for printing from a computer.</td>
</tr>
<tr>
<td>Printing Mode Off</td>
<td>The printer is waiting for a print instruction from the Operation Panel.</td>
</tr>
<tr>
<td>Printing</td>
<td>The printer is printing or processing data.</td>
</tr>
<tr>
<td>Cooling Down</td>
<td>The printer is cooling down because the temperature of the print head is high.</td>
</tr>
<tr>
<td>Shutting Down</td>
<td>After you press the Power Key on the Operation Panel to turn off the power, the printer shuts down.</td>
</tr>
</tbody>
</table>

Print Quantity Display

The number of printed copies and the preset number of copies for printing are displayed. For collated printing, the preset number of sets and the number of printed sets are displayed. For non collated printing, the preset number of sheets and the number of printed sheets are displayed.

Duplex Display

This display appears when duplex printing is set.

Paper Size Display

The selected tray and the size and the orientation of the papers are displayed.
If a feed tray is specified individually, the specified tray is displayed.
If automatic selection of a feed tray is set, "Auto" is displayed, and during printing, the paper size is displayed.
### Operation Keys

The functions of the keys are shown below. One key may have more than one function.

**PRINT/PAUSE Key**
- Turns on or off the Printing mode.
  - When the Printing mode is on, the indicator is lit, and when the Printing mode is off, the indicator is not lit.
- If the key is pressed once during printing, printing stops temporarily. While printing stops temporarily, the indicator blinks. If the key is pressed again, printing resumes.
- If proof copy is instructed, after proof copy is printed, the printer stops temporarily and the indicator blinks. After adjustment and setting are performed as needed, when the PRINT/PAUSE key is pressed, printing starts.

**MENU Key**
- Press to change the printer initial settings or to exit setting.
- If pressed during menu selection, menu setting is cancelled and the Printing mode is turned off.

**Cursor Keys**
- Use to display the desired menu or change a preset value.
  - (Vertical Movement Keys) … Switch the menu or change the selected value.
  - (Horizontal Movement Keys) … Move to another number on a number entry screen.

**OK Key**
- Determines the preset content.

**CANCEL/BACK Key**
- If pressed during menu selection, the current setting is cancelled and operation returns to one more higher level.
- Press to cancel the function of which the setting is currently performed in a menu.
How to Use the Operation Panel

You can set or change the printer environment such as print position and paper type registration using the MENU Key of the Operation Panel.

Items That Can Be Set from the Menu

The item that can be set from the menu and the details of each setting are shown below. **AAA** indicates the factory default setting.

<table>
<thead>
<tr>
<th>Item</th>
<th>Details of setting (range)</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Menu 1  Print Position Adjust</td>
<td>Adjusts the print position. Horizontal and vertical -20.0mm to +20.0mm (-13/16” to +13/16”)</td>
<td>p.2-13</td>
</tr>
<tr>
<td>Menu 2  Test Print</td>
<td>Prints one sheet for checking the details of setting.</td>
<td>p.2-15</td>
</tr>
<tr>
<td>Menu 3  Temp Data Retrieve</td>
<td>Retrieves temporary data and prints additionally. 0000 1 to 9999</td>
<td>p.2-16</td>
</tr>
<tr>
<td>Menu 4  Configuration</td>
<td>Sets the paper to be set in the feed trays, the print density, and the Paper Receiving Tray.</td>
<td>p.2-17</td>
</tr>
<tr>
<td>4.1 Standard Feed Tray</td>
<td>Sets the paper to be loaded in the Standard Feed Tray.</td>
<td>p.2-18</td>
</tr>
<tr>
<td>4.1.1 Paper Size</td>
<td>Auto A3/A4/B4/B5/A4-R/B5-R/Foolscape/Ledger/Legal/Letter/Letter-R/Statement/000 × 000 mm</td>
<td></td>
</tr>
<tr>
<td>4.1.2 Paper Type</td>
<td>Standard Paper 1/High-Quality 1/High-Quality 2/ Paper Type 1 - 5</td>
<td></td>
</tr>
<tr>
<td>4.1.3 Double Feed Check</td>
<td>ON OFF</td>
<td>p.2-18</td>
</tr>
<tr>
<td>4.2 Feed Tray 1</td>
<td>Sets the paper to be loaded in Feed Tray 1.</td>
<td>p.2-18</td>
</tr>
<tr>
<td>4.2.1 Paper Size</td>
<td>Auto A3/A4/B4/B5/A4-R/B5-R/Foolscape/Ledger/Legal/Letter/Letter-R/Statement/000 × 000 mm</td>
<td></td>
</tr>
<tr>
<td>4.2.2 Paper Type</td>
<td>Standard Paper 1/High-Quality 1/High-Quality 2/ Paper Type 1 - 5</td>
<td></td>
</tr>
<tr>
<td>4.2.3 Double Feed Check</td>
<td>ON OFF</td>
<td></td>
</tr>
<tr>
<td>4.3 Feed Tray 2</td>
<td>Sets the paper to be loaded in Feed Tray 2.</td>
<td>p.2-18</td>
</tr>
<tr>
<td>4.3.1 Paper Size</td>
<td>Auto A3/A4/B4/B5/A4-R/B5-R/Foolscape/Ledger/Legal/Letter/Letter-R/Statement/000 × 000 mm</td>
<td></td>
</tr>
<tr>
<td>4.3.2 Paper Type</td>
<td>Standard Paper 1/High-Quality 1/High-Quality 2/ Paper Type 1 - 5</td>
<td></td>
</tr>
<tr>
<td>4.3.3 Double Feed Check</td>
<td>ON OFF</td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>Details of setting (range)</td>
<td>Reference</td>
</tr>
<tr>
<td>------</td>
<td>---------------------------</td>
<td>-----------</td>
</tr>
</tbody>
</table>
| 4.4 Feed Tray Relay | ON  
OFF | p.2-20 |
| 4.5 Triple-Tray Source | ON  
OFF | p.2-21 |
| 4.6 Job Separation | OFF  
Between Jobs  
Every Division (If this function is set with the printer driver, the value is displayed.) | p.2-22 |
| 4.7 Print Density | Density-Level 1/2/3/4/5  
(If the density is set with the printer driver, the value is displayed.) | p.2-23 |
| 4.8 Paper Ejection | | p.2-24 |
| 4.8.1 Eject Wing | Auto  
Special | |
| 4.8.2 Stack Guide | Auto  
Adjusted Position  
OFF | |
| 4.8.3 Stack Guide Adjust | Side Guides: -20mm to +20 mm (-13/16" to +13/16")  
End Guide: -20mm to +20 mm (-13/16" to +13/16") | |
| 4.8.4 Shifting Guide | End Guide  
Side Guides  
End & Side Guides | |
| 4.9 Temp Data Clear | - | p.2-27 |
| 4.10 Image Area | Standard  
Maximum | p.2-28 |
| 4.11 Cover Sheet Tray | | p.2-29 |
| 4.11.1 Paper Size | Auto  
A3/A4/B4/B5/A4-R/B5-R/Ledger/Legal/Letter/Letter-R | |
| 4.11.2 Paper Type | Standard Paper 1/High-Quality 1/High-Quality 2/Paper Type 1 - 5 | |
| Menu 5 Administration | | p.2-31 |
| 5.1 Paper Size Entry | 000 × 000mm  
90mm - 340mm × 148mm - 550mm (3\(\frac{3}{16}\)" - 13\(\frac{3}{16}\)" × 5\(\frac{13}{16}\)" - 21\(\frac{3}{8}\)") | p.2-32 |
<table>
<thead>
<tr>
<th>Item</th>
<th>Details of setting (range)</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.2. Paper Type Entry</td>
<td>Registers paper types. Up to five types can be registered.(5.2.1 - 5.2.5)</td>
<td>p.2-33</td>
</tr>
<tr>
<td></td>
<td>In addition, registers paper feed control of certain paper.(5.2.6 - 5.2.12)</td>
<td></td>
</tr>
<tr>
<td>5.2.1 - 5 Registration</td>
<td>ON/ OFF</td>
<td></td>
</tr>
<tr>
<td>5.2.1 - 5 Paper Type</td>
<td>Standard Paper 1/ High-Quality 1/ High-Quality 2</td>
<td></td>
</tr>
<tr>
<td>5.2.1 - 5 Paper Feed Control</td>
<td>Standard/ Card/ Thin/ Light/ Custom</td>
<td></td>
</tr>
<tr>
<td>5.3 Separation Paper</td>
<td>OFF</td>
<td>p.2-36</td>
</tr>
<tr>
<td></td>
<td>Standard Feed Tray</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Feed Tray 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Feed Tray 2</td>
<td></td>
</tr>
<tr>
<td>5.4 Count Management</td>
<td>Displays the number of printed sheets.</td>
<td>p.2-37</td>
</tr>
<tr>
<td>5.4.1 Copy Count</td>
<td>Displays the total number of printed pages.</td>
<td></td>
</tr>
<tr>
<td>5.4.3 Count Pattern</td>
<td>Displays the count for each combination of conditions such as size and type.</td>
<td></td>
</tr>
<tr>
<td>5.5 Head Maintenance</td>
<td>Performs cleaning of the print head.</td>
<td>p.2-40</td>
</tr>
<tr>
<td>5.5.4 Hyper-Cleaning</td>
<td>Performs powerful cleaning for each head.</td>
<td>K/C/M/Y</td>
</tr>
<tr>
<td>5.5.5 Normal Cleaning</td>
<td>Performs cleaning of all heads together.</td>
<td></td>
</tr>
<tr>
<td>5.5.6 Cleaning Cycle</td>
<td>Sets the cycle of automatic normal cleaning.</td>
<td>500</td>
</tr>
<tr>
<td></td>
<td>100 - 3000 (in 100 increments)</td>
<td></td>
</tr>
<tr>
<td>5.6 Configuration Information Print</td>
<td>Prints the information of the printer such as detailed settings in a list.</td>
<td>p.2-42</td>
</tr>
<tr>
<td>5.7 Network Configuration</td>
<td>Sets the information concerning the network such as IP address.</td>
<td>p.2-43</td>
</tr>
<tr>
<td>5.8 Initial Setting</td>
<td></td>
<td>p.2-44</td>
</tr>
<tr>
<td>5.8.1 Sleep</td>
<td>Sets whether or not to enable the sleep function.</td>
<td>ON/ OFF</td>
</tr>
<tr>
<td>5.8.2 Waiting Time</td>
<td>Sets the time that elapses until the printer enters the sleep mode.</td>
<td>05 min. 1 - 99 min.</td>
</tr>
<tr>
<td>Item</td>
<td>Details of setting (range)</td>
<td>Reference</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>----------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>5.8.3  Beep Sound -Key</td>
<td>ON/ OFF</td>
<td></td>
</tr>
<tr>
<td>Sets whether or not a beep sounds when a key is pressed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.8.4  Beep Sound -Status</td>
<td>ON/ OFF</td>
<td></td>
</tr>
<tr>
<td>Sets whether or not a beep sounds when an event such as data reception and end of printing occurs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.8.5  Beep Sound -Error</td>
<td>ON/ OFF</td>
<td></td>
</tr>
<tr>
<td>Sets whether or not a beep sounds when an error occurs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.8.6  Temp Data Retention</td>
<td>ON/ OFF</td>
<td></td>
</tr>
<tr>
<td>Sets whether or not the last page data of the latest printing is retained.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.8.7  Displayed Language *</td>
<td>Japanese/UK English/US English/French/German/Italian/Spanish</td>
<td></td>
</tr>
<tr>
<td>Sets the language to be displayed in the Operation Panel.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.8.8  Metric/Inch Switch</td>
<td>mm/ inch</td>
<td></td>
</tr>
<tr>
<td>Sets the unit of length and the paper size type displayed on the Operation Panel. This setting will be reflected when the power is turned off and then on again.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.8.50 Head Recovery</td>
<td>−</td>
<td></td>
</tr>
<tr>
<td>Performs powerful cleaning of the print head nozzles to restore them to the initial state after the printer is not used for a long time.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Menu 6  Feed Tray Selection</td>
<td>Auto, Standard Feed Tray, Feed Tray 1, Feed Tray 2</td>
<td>p.2-49</td>
</tr>
<tr>
<td>Selects the feed tray for printing in which required paper is set among multiple feed trays.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Menu 7  Job Clear</td>
<td>−</td>
<td>p.2-50</td>
</tr>
</tbody>
</table>

* If US English is selected, inch system units and paper sizes will be displayed.
Basic Operation of Menu Selection

How to Enter the Menu

Set the menu when the printer is not operating, for example, when printing is suspended or the printer is waiting for data. To perform setting when the printer is printing, press the PRINT/PAUSE key to suspend printing (turn off the Printing mode) and press the MENU Key.

When the printer enters the menu, the Menu 1 screen appears.
Menu Selection

The menu has a tree-type hierarchical structure.
Press the ▲ or ▼ key to display the desired menu.

- Submenu

Menu4 “The Configuration” and Menu5 “Administration” include submenus.

If you press the OK Key when a menu is displayed, its submenu will be displayed.

In some menus, the submenu has multiple levels.

A * mark is displayed at the currently set items or values.
To display "4.1.1 Paper Size", operate as follows.

The menu hierarchy is listed at the end of this manual. Refer also to the list.
Menu Setting

Select the desired menu and press the OK Key.

Menu setting can be performed. Press the or key to select the desired item and press the OK Key.

Suspending the Operation

To return to the upper level from a submenu, press the CANCEL/ BACK Key.
To cancel and exit the setting, press the MENU Key.

Exiting the Menu Setting / Starting Printing

After menu setting is complete, press the PRINT/ PAUSE Key to turn on the Printing mode.
Menu 1  Print Position Adjust

Adjusts the print position.
Also the positions can be adjusted for punching and stapling after printing.

**Adjustable Range**

If you want to shift the print position after checking the printed sheet, use the Cursor Keys on the printer to shift the position.

- With reference to the current print position, you can shift the position between 0mm and 20 mm (0” and 13/16”) in the vertical (up and down) and horizontal (to the right and the left) directions.
- You can adjust the position in 0.5 mm (0.02”) increments.

- If “4.9 Temp Data Clear” of the menu setting has been executed or if setting of no temporary data has been selected (5.8.6 Temporary Data Retention), message “No Temp Data” is displayed.
- In duplex printing, the print position moves to the same adjusted position on both the front and back sides. This function is useful for making margins for binding.
- The setting is effective in additional printing performed with "Menu 3  Temp Data Retrieve."
1 Press the MENU Key.

2 Check that "Print Position Adj" is displayed.

   Menu 1
   __________________________
   |  Print Position Adj      |
   |↑                          |
   |↓                          |

3 Press the OK Key.

4 Press the keys to adjust the print position.

   Only the arrow that corresponds to the pressed key is displayed and the relevant value changes.

   ______________________
   | Print Position Adj |
   |↑  10.0 mm          |
   |←→ 0.0 mm          |

5 After setting is complete, press the OK Key.

   When the screen in step 2 reappears, you can continue setting. Check the position using Menu 2 "Test Print."
   To exit the setting, press the PRINT/PAUSE key.
Menu 2  Test Print

Prints the data currently retained in the printer for checking.
Use this function to check to see if the settings such as print position and density adjustments are reflected properly.

- The number of printed sheets with the Test Print function is not counted as the “Number of Copies” that is set on a computer.
- If “4.9  Temp Data Clear” of the menu setting has been executed or if setting of no temporary data has been selected (5.8.6 Temporary Data Retention), message “No Temp Data” is displayed and Test Print cannot be performed.
- If an optional finisher is connected, test print paper is output to the Top Tray regardless of the settings of finisher functions (except for Inner 3 fold and Outer 3 fold).

1 Press the MENU Key.
2 Press the key to display "Test Print."

Menu 2

Test Print

3 Press the OK Key.
4 Check the message and press the OK Key to print.

One sheet is printed. If the CANCEL/BACK key is pressed, the screen in step 2 reappears.

Ready to Print ?
Cancel / OK

After Test Print is complete, you can continue setting. To exit the setting, press the PRINT/PAUSE key.
Menu 3  Temp Data Retrieve

The data currently retained in the printer can be retrieved and printed again by specifying the number of copies (additional printing).

The Temporary Data Retrieve function can be used if "5.8.6  Temp Data Retention" of the menu setting is set to "ON." For details, refer to "5.8  Initial Setting" p.2-44 of the menu setting.

- The retained data is the last page of the latest printing. In the case of duplex printing, the data of the last sheet (two pages) is retained.
- If "4.9  Temp Data Clear" of the menu setting has been performed or if setting of no retention data has been selected (5.8.6  Temp Data Retention), message "No Temp Data" is displayed.

1 Press the MENU Key.

2 Press the (▲) or (▼) key to display "Temp Data Retrieve."

3 Press the OK Key.

4 Press the (◀) (▶) keys to move the cursor, and press the (▲) (▼) keys to input the number of copies for printing.

5 Press the OK Key.

6 Press the PRINT/ PAUSE Key.

Printing of the set number of copies starts.
Functions concerning printing such as size and type of paper to be loaded in the feed trays and the Job Separation function can be set.

Functions
The functions that can be set are shown below.

- **4.1 Standard Feed Tray**
  - **4.2 Feed Tray 1**
  - **4.3 Feed Tray 2**  
    p.2-18
  Set the size and type of paper to be loaded in the Standard Feed Tray and the other feed trays and turn on or off the Double Feed Check function.

- **4.4 Feed Tray Relay**  
  p.2-20
  Sets whether or not to enable the Feed Tray Relay function that uses Feed Tray 1 and Feed Tray 2. If "4.5 Triple-Tray Source" is set to "ON," feed trays including the Standard Feed Tray can be used for Feed Tray Relay.

- **4.5 Triple-Tray Source**  
  p.2-21
  Sets whether or not to include the Standard Feed Tray into feed trays for selection when instructing printing without specifying the tray (Auto tray selection) from the printer driver.

- **4.6 Job Separation**  
  p.2-22
  Inserts separation paper between jobs or every division such as set or page when printing multiple sets.

- **4.7 Print Density**  
  p.2-23
  Selects the print density from five levels.

- **4.8 Paper Ejection**  
  p.2-24
  Sets the adjustment of the Auto Stacking Tray of Eject Wing and the Stack Guides.

- **4.9 Temp Data Clear**  
  p.2-27
  Clears temporary data in the printer.

- **4.10 Image Area**  
  p.2-28
  Sets the maximum print area.

- **4.11 Cover Sheet Tray**  
  p.2-29
  Sets the paper to be loaded in the Cover Sheet Tray of the optional HC Finisher.
4.1 Standard Feed Tray / 4.2 Feed Tray 1 / 4.3 Feed Tray 2

Set the size and type of paper to be loaded in the Standard Paper Feed Tray and the other Paper Feed Trays and turn on or off the Double Feed Check function.

Be sure to set when you have changed the type or size of paper.

Settings

<table>
<thead>
<tr>
<th>4.1.1/4.2.1/4.3.1 Paper Size</th>
<th>Can be selected from Auto, A3, B4, A4, B5, A4-R, B5-R, Foolscap (Ledger, Legal, Letter, Letter-R, Statement) Registered Paper Size 000 × 000 mm (*1).</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1.2/4.2.2/4.3.2 Paper Type</td>
<td>Can be selected from Standard Paper 1, High-Quality 1, High-Quality 2 Registered Paper Type 1 - 5 (*2).</td>
</tr>
<tr>
<td>4.1.3/4.2.3/4.3.3 Double Feed Check</td>
<td>Selects whether or not to detect &quot;double feed&quot; (feeding of multiple sheets of paper at a time). When loading paper for which printing has been performed onto the back side or paper with a dark ground colour, turn off &quot;Double Feed Check.&quot; OFF: Double Feed Check is disabled. ON: Double Feed Check is enabled.</td>
</tr>
</tbody>
</table>

*1 Sizes that have been registered in "5.1 Paper Size Entry" are displayed.
*2 Types that have been registered in "5.2 Paper Type Entry" are displayed.

An example of method of setting the Standard Feed Tray is used for explanation in the procedure below. For Feed Tray 1 or Feed Tray 2, display "Feed Tray 1" or "Feed Tray 2" in step 4.

1 Press the MENU Key.

2 Press the ▲ or ▼ key to display "Configuration."

3 Press the OK Key.

4 Press the ▲ or ▼ key to display "Standard Feed Tray."

5 Press the OK Key.

The submenu for the Standard Feed Tray (Feed tray) is displayed.
**Paper Size**

- To use non-standard size paper, register the size to be used in "5.1 Paper Size Entry" of the menu setting in advance. After the size is registered, paper of the size can be used.
- If you use non-standard size paper without paper size entry, a paper jam may occur.
- Paper sizes that can be set are different between the Standard Feed Tray and the other feed trays (1 and 2). p.2-18
- When setting for Feed Tray 1 / Feed Tray 2, if a registered size is not adequate for the feed tray, the registered paper will not be displayed.
- If an optional HC Finisher is connected, some paper sizes cannot be used. Paper sizes that cannot be used are not displayed in this menu.

1. **Check that "Paper Size" is displayed.**

   ![Standard Feed Tray Paper Size](image)

2. **Press the OK Key.**

   ![Standard Feed Tray Paper Size](image)

3. **Press the ▲ or ▼ key to select the desired size.**

   ![Paper Size A4](image)

4. **Press the OK Key.**

   When the screen in step 1 reappears, you can continue setting.
   To exit the setting, press the PRINT/PAUSE key.

**Paper Type**

- Paper types that can be set are different between the Standard Feed Tray and the other feed trays. p.2-18
- When the registered paper is used in the Standard Feed Tray, adjust also the Paper Feed Pressure Adjustment Lever according to the paper thickness.

1. **Press the ▲ or ▼ key to display "Paper Type."**

   ![Standard Feed Tray Paper Type](image)

2. **Press the OK Key.**

   ![Standard Feed Tray Paper Type](image)

3. **Press the ▲ or ▼ key to select the desired paper type.**

   ![Paper Type Standard Paper 1](image)

4. **Press the OK Key.**

   When the screen in step 1 reappears, you can continue setting.
   To exit the setting, press the PRINT/PAUSE key.
Double Feed Check

1. Press the ▲ or ▼ key to display "Double Feed Check."

2. Press the OK Key.

3. Press the ▲ or ▼ key to select ON or OFF.

4. Press the OK Key.
   When the screen in step 1 reappears, you can continue setting.
   To exit the setting, press the PRINT/PAUSE key.

4.4 Feed Tray Relay

Sets whether or not to enable the Feed Tray Relay function that uses Feed Trays 1 and 2 and the Standard Feed Tray. Up to 2,500 sheets of printing can be performed continuously without adding paper.

Useful Feature
In the following cases:
The Feed Tray Relay function is useful in the following cases.
- Paper of the same size and type is always used.
- More than 1,000 sheets of printing is performed at a time.

Mechanism of Feed Tray Relay
If you set Feed Tray Relay, when Feed Tray 2 becomes empty of paper, Feed Tray 1 will be automatically selected and printing will continue.
In addition, if "4.5 Triple-Tray Source" is set to ON, the Standard Feed Tray can also be selected for paper feed with this function.
The order of priority of tray selection is Standard Feed Tray → Feed Tray 2 → Feed Tray 1.

"4.5 Triple-Tray Source" p.2-21

⊙ Settings

<table>
<thead>
<tr>
<th>OFF</th>
<th>Feed Tray Relay is disabled.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ON</td>
<td>Feed Tray Relay is enabled.</td>
</tr>
</tbody>
</table>

The feed tray set for separation paper (5.3 Separation Paper) is not selected as a feed tray for Feed Tray Relay or Auto Tray Selection in "Menu 6 Feed Tray Selection." p.2-49.

1. Press the MENU Key.

2. Press the ▲ or ▼ key to display "Configuration."

3. Press the OK Key.

4. Press the ▲ or ▼ key to display "Feed Tray Relay."

5. Press the OK Key.
   The submenu of Feed Tray Relay is displayed.
4.5 Triple-Tray Source

Sets whether or not to include the Standard Feed Tray into feed trays for selection when "Auto tray selection" is selected in "Paper feed tray" of the printer driver.

Useful Feature

Turn ON in the following cases:

- If you set paper of different sizes in the feed trays and the Standard Feed Tray respectively and perform printing by automatically selecting the desired paper from three different sizes according to the data.
- If you use paper in the Standard Feed Tray for "4.4 Feed Tray Relay" of the menu setting.

Turn OFF in the following case:

- If you set various types of paper such as postcards, envelopes, and card stock in the Feed Tray each time.

Settings

<table>
<thead>
<tr>
<th></th>
<th>The Standard Feed Tray is not selected.</th>
<th>The Standard Feed Tray is selected.</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFF</td>
<td>-------------------------------------</td>
<td></td>
</tr>
<tr>
<td>ON</td>
<td>-------------------------------------</td>
<td></td>
</tr>
</tbody>
</table>

1 Press the MENU Key.

2 Press the ▲ or ▼ key to display "Configuration."

3 Press the OK Key.

4 Press the ▲ or ▼ key to display "Triple-Tray Source."

5 Press the OK Key.

The submenu of Triple-Tray Source is displayed.

6 Press the ▲ or ▼ key to select ON or OFF.

7 Press the OK Key.

When the screen in step 4 reappears, you can continue setting.
To exit the setting, press the PRINT/PAUSE key.
4.6 Job Separation

The setting of Job separation (set with the printer driver) can be changed while printing of the current job is performed.

Settings

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFF</td>
<td>Job Separation is not performed.</td>
</tr>
<tr>
<td>Between Jobs</td>
<td>Separation paper is inserted between jobs.</td>
</tr>
<tr>
<td>Every Division</td>
<td>Separation paper is inserted every division.</td>
</tr>
<tr>
<td></td>
<td>When collated printing is directed by the printer driver, separation paper is inserted between sets. When non collated printing is directed, separation paper is inserted between pages.</td>
</tr>
</tbody>
</table>

- When inserting separation paper, specify the feed tray separately.
  "5.3 Separation Paper" p.2-36
- If "5.3 Separation Paper" is set to "Off," printing stops for a few seconds in place of insertion of separation paper.
- Although Job Separation can also be set on the "Options" tab of the printer driver, you can temporarily stop printing with the PRINT/PAUSE Key and change or reset this function on the printer.
- If an optional HC Finisher is connected, "Z fold", "Punching" and "Add Cover" of the Finisher can also be set with this function.

1. Press the MENU Key.

2. Press the ▲ or ▼ key to display "Configuration."

3. Press the OK Key.

4. Press the ▲ or ▼ key to display "Job Separation."

5. Press the OK Key.

   The submenu of Job Separation is displayed.

6. Press the ▲ or ▼ key to select.

7. Press the OK Key.

   When the screen in step 4 reappears, you can continue setting.
   To exit the setting, press the PRINT/PAUSE key.

---

2-22
4.7 Print Density

You can manually change the print density. The density of overall printing is set. To adjust specific colours or to change the halftone reproduction method, use the "Image processing" tab of the printer driver to adjust or process the image using the application software.

Settings

<table>
<thead>
<tr>
<th>Density-Level 5</th>
<th>Dark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Density-Level 4</td>
<td>Medium dark</td>
</tr>
<tr>
<td>Density-Level 3</td>
<td>Standard</td>
</tr>
<tr>
<td>Density-Level 2</td>
<td>Medium light</td>
</tr>
<tr>
<td>Density-Level 1</td>
<td>Light</td>
</tr>
</tbody>
</table>

Although Print Density can also be set on the “Options” tab of the printer driver, you can temporarily stop printing with the PRINT/PAUSE Key and change or reset this function on the printer.

1. Press the MENU Key.
2. Press the ▲ or ▼ key to display "Configuration."

```
Menu 4
  Configuration
```

3. Press the OK Key.
4. Press the ▲ or ▼ key to display "Print Density."

```
Configuration
  4.7 Print Density
```

5. Press the OK Key.
The submenu of Print Density is displayed.
6. Press the ▲ or ▼ key to select the desired density.

```
Print Density
  Density-Level 4
```
7. Press the OK Key.
When the screen in step 4 reappears, you can continue setting.
To exit the setting, press the PRINT/PAUSE key.
## 4.8 Paper Ejection

Sets the position and adjustment of the Eject Wing of the Auto Stacking Tray and the Stack Guides.

### Settings

<table>
<thead>
<tr>
<th>4.8.1 Eject Wing</th>
<th>Adjusts the Eject Wing so that the position changes for proper paper arrangement when printed paper is ejected.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto:</td>
<td>The Eject Wing is automatically adjusted to optimum position based on the type and size of paper.</td>
</tr>
<tr>
<td>Special:</td>
<td>The Eject Wing can be set according to special paper. For details, contact your local dealer (or service representative).</td>
</tr>
</tbody>
</table>

### 4.8.2 Stack Guide

Selects the method of adjusting the positions of the Side Guides and the End Guide.

<table>
<thead>
<tr>
<th>Auto:</th>
<th>The positions of the Side Guides and the End Guide are automatically adjusted according to the type, size, and orientation of paper.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjusted Position:</td>
<td>Since the guides of the Auto Stacking Tray move automatically according to the paper size, the set positions cannot be changed by hand. Use this setting when a little wider (narrower) space is desired depending on the paper. Set the positions in 4.8.3.</td>
</tr>
<tr>
<td>OFF:</td>
<td>The Stack Guides are not adjustable. If paper of larger than 320mm × 432 mm (12 5/8” × 17&quot;) is used for printing, set “OFF” and fold the Stack Guide.</td>
</tr>
</tbody>
</table>

### 4.8.3 Stack Guide Adjust

The positions of the Side Guides and End Guide can be specified in 1 mm (0.04") increments when "Adjusted Position" is selected in "4.8.2 Stack Guide."

<table>
<thead>
<tr>
<th>Side Guides:</th>
<th>-20 (narrower) mm to +20 (wider) mm (-13/16&quot;(narrower) to +13/16&quot;(wider)) than paper size</th>
</tr>
</thead>
<tbody>
<tr>
<td>End Guide:</td>
<td>-20 (to left) mm to +20 (to right) mm (-13/16&quot;(to left) to +13/16&quot;(to right)) from paper size</td>
</tr>
</tbody>
</table>

### 4.8.4 Shifting Guide

When printing is complete, if you press the Stack Guide Open Button, the Stack Guides move outward to allow easy removal of prints. The guides to be moved at this time are specified.

| For the Stack Guide Open Button, refer to p.1-4. |
|-------|------------------------------------------------------------------------------------------------------------------|

- If "Auto" or "OFF" has been selected in "4.8.2 Stack Guide," when "4.8.3 Stack Guide Adjust" is selected, the setting of "4.8.2 Stack Guide" is changed to "Adjusted Position."
- The setting of "4.8.3 Stack Guide Adjust" is cancelled and changed to "Auto" in the following cases.
  - The power is turned off and then on again.
  - Wake-up from the Sleep mode occurs.
  - Paper of a different size is selected.
  - "Auto" is selected for "4.8.2 Stack Guide."
1 Press the MENU Key.

2 Press the ▲ or ▼ key to display "Configuration."

3 Press the OK Key.

4 Press the ▲ or ▼ key to display "Paper Ejection."

5 Press the OK Key.
The submenu of "Paper Ejection" is displayed.

4.8.1 Eject Wing

1 Ensure that "Eject Wing" is displayed.

2 Press the OK Key.

3 Press the ▲ or ▼ key to select.

4 Press the OK Key.
When the screen in step 1 reappears, you can continue setting.
To exit the setting, press the PRINT/PAUSE key.

4.8.2 Stack Guide

1 Press the ▲ or ▼ key to display "Stack Guide."

2 Press the OK Key.

3 Press the ▲ or ▼ key to select the method of adjusting the positions.

4 Press the OK Key.
When the screen in step 1 reappears, you can continue setting.
If "Adjusted Position" is selected, adjust the amount of movement in 4.8.3.
To exit the setting, press the PRINT/PAUSE key.
4.8.3 Stack Guide Adjust

1 Press the ▲ or ▼ key to display "Stack Guide Adjust."

   Paper Ejection
   4.8.3
   ▲ Stack Guide Adjust
   ▼

2 Press the OK Key.

3 To adjust the Side Guide positions, press the ▲ or ▼ key, and to adjust the End Guide position, press the ◀ or ▶ key.

Only the arrow that corresponds to the pressed key is displayed therefore the relevant value changes.

   Stack Guide Adjust
   ◀ 10 mm
   ▶ 00 mm

4 After setting is complete, press the OK Key.

When the screen in step 1 reappears, you can continue setting.
To exit the setting, press the PRINT/PAUSE key.

4.8.4 Shifting Guide

1 Press the ▲ or ▼ key to display "Shifting Guide."

   Paper Ejection
   4.8.4
   ▲ Shifting Guide
   ▼

2 Press the OK Key.

3 Press the ▲ or ▼ key to select.

   Shifting Guide
   ▲ Side Guides
   ▼

4 Press the OK Key.

When the screen in step 1 reappears, you can continue setting.
To exit the setting, press the PRINT/PAUSE key.
4.9 Temp Data Clear

If “5.8.6 Temp Data Retention” of the menu setting is set to “ON,” the printer retains the data of the last page (last sheet for duplex printing) of the latest printing as temporary data. If you do not want to leave the temporary data in the printer because of confidential documents or anything to that matter, use this function to clear it.

- If “5.8.6 Temp Data Retention” of the menu setting is set to “OFF,” message “No Temp Data” is displayed.
- To clear the temporary data when printing stops temporarily, use “Menu 7 Job Clear” to clear the current job and then clear the temporary data.
  "Menu 7 Job Clear” p.2-50

1 Press the MENU Key.

2 Press the  or  key to display "Configuration."

3 Press the OK Key.

4 Press the  or  key to display "Temp Data Clear."

5 Press the OK Key.

6 Check the message. To clear the data, press the OK Key.

   Message “Executing ...” is displayed and the data is cleared. If the CANCEL Key is pressed, the screen in step 4 reappears.

7 Press the OK Key.

   When the screen in step 4 reappears, you can continue setting.
   To exit the setting, press the PRINT/PAUSE Key.
4.10 Image Area (Maximum Print Area)

With this machine, a certain area of space is left along the edges of paper regardless of the original size. Normally, use the setting "Standard." If the image is larger than the printable area, the relevant part of the image is not printed. (Reduction is not performed.)

Settings

| Standard | Printing can be performed into the area 3mm (1/8") inside from the sides of paper.  
Print Area: 310mm × 454mm (12 3/16" × 17 7/8") |
|----------|--------------------------------------------------------------------------------|
| Maximum  | Printing can be performed into the area 1mm (0.04") inside from the sides of paper.  
Maximum Print Area: 314mm × 458mm (12 3/8" × 18 5/16") |

- If the image is larger than the guaranteed print area (# p.viii), deterioration of print quality such as blur of characters and pictures may occur depending on the original image.
- Depending on the application in which the original (data) is created, the margin is not made as specified with the print area setting. (Some applications set the margin of printing regardless of the printer.)
- Even if the paper size is larger than 316mm × 460mm (12 7/16" × 18 1/8"), the actual maximum printable area is 314mm × 458mm (12 3/8" × 18 5/16").
- If "Maximum" is selected, the interior of the machine and the paper may be stained with ink.

1. Press the MENU Key.
2. Press the ◀ or ▶ key to display "Configuration."
3. Press the OK Key.
4. Press the ◀ or ▶ key to display "Image Area"
5. Press the OK Key.
The submenu of "Image Area" is displayed.
6. Press the ◀ or ▶ key to select.
7. Press the OK Key.

When the screen in step 4 reappears, you can continue setting. To exit the setting, press the PRINT/PAUSE Key.
4.11 Cover Sheet Tray (only if an HC Finisher is connected)

Set the size and type of paper to be loaded in the Cover Sheet Tray in the optional Finisher. Be sure to set them when you have changed the type or size of paper.

**Settings**

<table>
<thead>
<tr>
<th>Setting</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.11.1 Paper Size</td>
<td>Can be selected from Auto, A3, B4, A4, B5, A4-R, B5-R, Ledger, Legal, Letter, Letter-R.</td>
</tr>
<tr>
<td>4.11.2 Paper Type</td>
<td>Can be selected from Standard Paper 1, High-Quality 1, High-Quality 2, Paper Type 1 - 5 (*).</td>
</tr>
</tbody>
</table>

*Types that have been registered in "5.2 Paper Type Entry" are displayed.

1. Press the MENU Key.
2. Press the ▲ or ▼ key to display "Configuration."
3. Press the OK Key.
4. Press the ▲ or ▼ key to display "Cover Sheet Tray".
5. Press the OK Key.
   The submenu of "Cover Sheet Tray" is displayed.

Paper Size

1. Check that "Paper Size" is displayed.
2. Press the OK Key.
3. Press the ▲ or ▼ key to select the desired size.
4. Press the OK Key.
   When the screen in step 1 reappears, you can continue setting. To exit the setting, press the PRINT/PAUSE key.
Paper Type

1 Press the ▲ or ▼ key to display "Paper Type."

2 Press the OK Key.

3 Press the ▲ or ▼ key to select the desired size.

4 Press the OK Key.

When the screen in step 1 reappears, you can continue setting. To exit the setting, press the PRINT/PAUSE key.
Menu 5  Administration

Sets basic information of the printer such as paper type entry, maintenance, and initial setting.
The items set here are effective until the setting is changed regardless of when the power is on or off.

Functions

The functions that can be set are shown below.

- 5.1  Paper Size Entry  p.2-32
  Five paper sizes such as non-standard sizes can be registered.

- 5.2  Paper Type Entry  p.2-33
  Five paper types including printer recommended paper, standard paper, and any other types of paper can be registered.

- 5.3  Separation Paper  p.2-36
  Set the feed tray to be exclusively used for separation paper.

- 5.4  Count Management  p.2-37
  The number of printed sheets that can be checked.

- 5.5  Head Maintenance  p.2-40  "Ink Cartridge Replacement"  p.3-15
  Perform maintenance of the ink head in the following cases:
  - Part of print image is blurred.
  - A certain colour is too light.
  - The printer has not been used for a long time.

- 5.6  Configuration Information Print  p.2-42
  Print the settings in a list.

- 5.7  Network Configuration  p.2-43
  Set the DHCP, IP address, subnet mask, and default gateway if the printer is used through network.

- 5.8  Initial Setting  p.2-44
  Set basic conditions such as details of sleep, beep sound, language, and metric/inch switch.

How to Enter the Administration Menu

1  Press the MENU Key.

2  Press the (△) or (▼) key to display "Administration."

3  Press the OK Key.
   A confirmation screen is displayed.

4  Check the message and press the OK Key.
   "5.1 Paper Size Entry" is displayed.
   If the CANCEL key is pressed, the screen in step 2 will reappear.
5.1 Paper Size Entry

Five non-standard paper sizes can be registered.
When using non-standard size paper, be sure to register the size in advance.
Registered values are displayed in Paper Size of "4.1.1 Standard Feed Tray," "4.2.1 Feed Tray 1," and "4.3.1 Feed Tray 2."
If the paper sizes have been registered, the registered values will be displayed.

○ Range of paper size that can be set

<table>
<thead>
<tr>
<th></th>
<th>Width (Vertical)</th>
<th>Length (Horizontal)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printer</td>
<td>90 - 340mm</td>
<td>148 - 550mm</td>
</tr>
<tr>
<td></td>
<td>(3¹⁵⁄₁₆ - 13³⁄₈&quot;)</td>
<td>(5¹³⁄₁₆ - 21⁵⁄₈&quot;)</td>
</tr>
<tr>
<td>Printer (with finisher installed)</td>
<td>100 - 330mm</td>
<td>148 - 488mm</td>
</tr>
<tr>
<td></td>
<td>(3¹⁵⁄₁₆ - 13&quot;)</td>
<td>(5¹³⁄₁₆ - 19³⁄₈&quot;)</td>
</tr>
</tbody>
</table>

- Be sure to set this item before proceeding to "4.1.1 Standard Feed Tray," "4.2.1 Feed Tray 1," and "4.3.1 Feed Tray 2."
- The registered sizes can also be changed.
- To clear a registered paper size, set the paper size to "000 mm x 000 mm."
  If a paper size is registered for the Standard Feed Tray or another feed tray and paper of the registered size is actually set, the size cannot be deleted from the choices of "Paper Size."
- If an optional HC Finisher is connected, the paper sizes that can be used depend on the Finisher functions to be used. For details, see "HC5000 User's Manual for Printer Driver."

1 Use steps 1 to 4 (p.2-31) to display "Administration."

2 Press the (▲) or (▼) key to display "Paper Size Entry."

3 Press the OK Key.

4 Press the (▲) or (▼) key to display the desired number to be registered.

5 Press the OK Key.

The submenu of "Paper Size Entry" is displayed.

6 Press the (▲) keys to move the cursor, and press the (▲) (▼) keys to enter the paper size.

7 Press the OK Key.

To exit the setting, press the PRINT/PAUSE key.
# 5.2 Paper Type Entry

If any paper other than printer recommended paper is used or paper is not fed properly, it could result in poor print quality. You should register the paper type and feeding according to the paper type specifications. The registered setting is displayed in Paper Type of "4.1.2 Standard Feed Tray," "4.2.2 Feed Tray 1," and "4.3.2 Feed Tray 2." Also if printer recommended paper is used and paper is not fed properly because of operating environment or the like, the setting can be changed.

When changing the setting or registering paper other than printer recommended paper, contact your local dealer (or service representative) for consultation. Advice on proper setting will be given.

## Settings

<table>
<thead>
<tr>
<th>Paper Type 1 - 5</th>
<th>Register required information on the paper type and paper feed for paper of which a new size is registered in &quot;5.1 Paper Size Entry&quot; or paper other than recommended paper.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Paper Feed Control</th>
<th>Select paper thickness.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard</td>
<td></td>
</tr>
<tr>
<td>Card</td>
<td></td>
</tr>
<tr>
<td>Thin/Light</td>
<td></td>
</tr>
<tr>
<td>Custom:</td>
<td>Can be set in advance. For details, contact your local dealer (or service representative) for inquiry.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Standard Paper 1</th>
<th>If paper load in the Standard Feed Tray or another feed tray is not fed properly, change the Paper Feed Control for the relevant paper.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>High-Quality 1</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>High-Quality 2</th>
<th></th>
</tr>
</thead>
</table>

- **Registration**
  - Sets whether or not the registered paper type is displayed as a choice when setting a paper type in "4.1.2," "4.2.2" or "4.3.2."
  - **ON:** This item is displayed.
  - **OFF:** This item is not displayed.

- **Paper Type**
  - Determine the image quality (colour matching) by selecting the paper type. Select the same item as the paper to be used for printing.

  - When printing, specify the same item in [Paper type] of the [Main setting] tab of the printer driver screen.
    - Standard Paper 1
    - High-Quality 1
    - High-Quality 2

- **Paper Feed Control**
  - Select the paper thickness.
    - Standard
    - Card
    - Thin/Light
    - Custom:
      - Can be set in advance. For details, contact your local dealer (or service representative) for inquiry.
5.2.1 Registering a New Paper Type

1. Use steps 1 to 4 (p.2-31) to display "Administration."

2. Press the ▲ or ▼ key to display "Paper Type Entry."

3. Press the OK Key.

4. Press the ▲ or ▼ key to display the desired number to be registered.

5. Press the OK Key.

The submenu of Registration appears.

Set whether or not to display the registered paper type (1 to 5) in "Paper Type."

6. Press the OK Key when "Registration" is displayed.

7. Press the ▲ or ▼ key to select ON or OFF.

8. Press the OK Key.

The screen in step 6 appears again.

Set the Paper Type.

9. Press the ▲ or ▼ key to display "Paper Type."

10. Press the OK Key.

The submenu of paper type appears.

11. Press the ▲ or ▼ key to select the desired paper type.

12. Press the OK Key.

The screen in step 9 appears again.

Perform Paper Feed Control.

13. Press the ▲ or ▼ key to display "Paper Feed Control."

14. Press the OK Key.

The submenu of paper feed control appears.
15 Press the ▲ or ▼ key to select the desired paper type.

<table>
<thead>
<tr>
<th>Paper Feed Control</th>
<th>▲</th>
<th>▼</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

16 Press the OK Key.

The screen in step 13 reappears, you can continue setting.
To exit the setting, press the PRINT/PAUSE key.

Standard Paper 1/ High-Quality 1/ High-Quality 2

1 Use steps 1 to 4 (p.2-31) to display "Administration."

2 Press the ▲ or ▼ key to display "Paper Type Entry."

<table>
<thead>
<tr>
<th>Administration</th>
<th>▲</th>
<th>▼</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper Type Entry</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3 Press the OK Key.

4 Press the ▲ or ▼ key to display the desired paper to change the settings.

<table>
<thead>
<tr>
<th>Paper Type Entry</th>
<th>▲</th>
<th>▼</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.2.7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>High-Quality 1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5 Press the OK Key.

The submenu of standard feed tray appears.
Perform paper feed control.

6 Press the OK Key.

<table>
<thead>
<tr>
<th>Paper Feed Control</th>
<th>▲</th>
<th>▼</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7 Press the ▲ or ▼ key to select the desired paper feed control.

<table>
<thead>
<tr>
<th>Paper Feed Control</th>
<th>▲</th>
<th>▼</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8 Press the OK Key.

When the screen in step 6 reappears, you can continue setting.
To exit the setting, press the PRINT/PAUSE key.
5.3 Separation Paper

If you use "4.6 Job Separation", specify the feed tray in which the separation paper is loaded.

Settings

The separation paper can be used even if the size and the orientation are different from those of the printer paper.

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFF</td>
<td>The separation paper tray is not specified. Printing stops for a few seconds in place of insertion of separation paper.</td>
</tr>
<tr>
<td>Standard Feed Tray</td>
<td>The Standard Feed Tray is used for separation paper.</td>
</tr>
<tr>
<td>Feed Tray 1</td>
<td>Feed Tray 1 is used for separation paper.</td>
</tr>
<tr>
<td>Feed Tray 2</td>
<td>Feed Tray 2 is used for separation paper.</td>
</tr>
</tbody>
</table>

- The separation paper tray is used exclusively for Job Separation. If "Menu 6 Feed Tray Selection" is set to "Auto" and "Menu 4.4 Feed Tray Relay" is set, this feed tray is not used for printing.
- If the separation paper tray runs out of paper during printing, no-paper error will be displayed and printing stops temporarily.
- If a finisher is connected, paper in the separation paper tray can be added as a front cover or a back cover by using the "Add cover" function of the finisher. In this case, specify the tray in which cover sheets are loaded. If "OFF" is set, an error will be displayed when printing is performed.

Caution in the following case

If paper larger than the paper for printing or paper of a different orientation is specified as separation paper, the stack guides are spread according to the larger paper size. Printed paper, therefore, may not be arranged properly.

1. Use steps 1 to 4 (p.2-31) to display "Administration."
2. Press the ↑ or ↓ key to display "Separation Paper."
3. Press the OK Key.
   The submenu of separation paper appears.
4. Press the ↑ or ↓ key to set.
   Separation Paper
      OFF

5. Press the OK Key.
   When the screen in step 1 reappears, you can continue setting.
   To exit the setting, press the PRINT/PAUSE key.
5.4 Count Management

The number of printed sheets can be checked.

- The number of sheets that have been ejected in the Paper Receiving Tray is displayed.
- For copy count, in duplex printing, each side is counted, and therefore one sheet of both sides is counted by two.
- Since the paper transfer path varies depending on the functions that you use, one sheet in simplex printing may be counted as two.
- For Count Pattern, one sheet is counted as one regardless of simplex or duplex printing.

<table>
<thead>
<tr>
<th>Settings</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5.4.1 Copy Count</td>
<td>The total number of sheets that have been printed until now is displayed. Paper on which printing is not performed such as separation paper is also counted.</td>
</tr>
<tr>
<td>5.4.3 Count Pattern</td>
<td>Specify a count number for which conditions such as paper size, simplex/duplex, and colour/monochrome are determined. The relevant number of sheets is displayed. Paper on which printing is not performed such as separation paper is not counted.</td>
</tr>
</tbody>
</table>

5.4.2 is not displayed.

In Count Pattern, the number of printed sheets is displayed according to the combined conditions shown below. The Paper Size Number is as follows.

<table>
<thead>
<tr>
<th>Size No.</th>
<th>Paper Size Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Size No.1</td>
</tr>
<tr>
<td>02</td>
<td>Size No.2</td>
</tr>
<tr>
<td>03</td>
<td>Size No.3</td>
</tr>
<tr>
<td>04</td>
<td>Size No.4</td>
</tr>
<tr>
<td>05</td>
<td>Size No.5</td>
</tr>
<tr>
<td>06</td>
<td>Size No.6</td>
</tr>
<tr>
<td>07</td>
<td>Size No.7</td>
</tr>
<tr>
<td>08</td>
<td>Size No.1</td>
</tr>
<tr>
<td>09</td>
<td>Size No.2</td>
</tr>
<tr>
<td>10</td>
<td>Size No.3</td>
</tr>
<tr>
<td>11</td>
<td>Size No.4</td>
</tr>
<tr>
<td>12</td>
<td>Size No.5</td>
</tr>
<tr>
<td>13</td>
<td>Size No.6</td>
</tr>
<tr>
<td>14</td>
<td>Size No.7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Paper Size Number</th>
<th>Simplex/ Duplex</th>
<th>Colour/ Monochrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size No.1</td>
<td>Simplex</td>
<td></td>
</tr>
<tr>
<td>Size No.2</td>
<td></td>
<td>Colour</td>
</tr>
<tr>
<td>Size No.3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Size No.4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Size No.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Size No.6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Size No.7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Size No.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Size No.2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Size No.3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Size No.4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Size No.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Size No.6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Size No.7</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Count No. 01, 05, 09, 13: Simplex
Count No. 02, 06, 10, 14: Duplex
Count No. 03, 07, 11, 12: Colour
5.4.1 Copy Count

1. Use steps 1 to 4 (p.2-31) to display "Administration."

2. Press the \( \uparrow \) or \( \downarrow \) key to display "Count Management."

3. Press the OK Key.

4. Press the \( \uparrow \) or \( \downarrow \) key to display "Copy Count."

5. Press the OK Key.
   The total number of sheets is displayed.

6. After checking is complete, press the OK Key.
   When the screen in step 4 reappears, you can continue setting.
   To exit the setting, press the PRINT/PAUSE key.

<table>
<thead>
<tr>
<th>Count No.</th>
<th>Paper Size Number</th>
<th>Simplex/Duplex</th>
<th>Colour/Monochrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Size No.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Size No.2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Size No.3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Size No.4</td>
<td>Simplex</td>
<td>Monochrome</td>
</tr>
<tr>
<td>19</td>
<td>Size No.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Size No.6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Size No.7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Size No.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Size No.2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Size No.3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Size No.4</td>
<td>Duplex</td>
<td>Monochrome</td>
</tr>
<tr>
<td>26</td>
<td>Size No.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Size No.6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Size No.7</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5.4.3 Count Pattern

1. Use steps 1 to 4 (p.2-31) to display "Administration."

2. Press the ▲ or ▼ key to display "Count Management."

3. Press the OK Key.

4. Press the ▲ or ▼ key to display "Count Pattern."

5. Press the OK Key.

6. Press the □ □ keys to move the cursor, and press the ▲ ▼ keys to input the count No. of Count Pattern.

7. After input is complete, press the OK Key.
   The number of sheets of the specified count pattern is displayed.

8. After checking is complete, press the OK Key.
   When the screen in step 4 reappears, you can continue setting.
   To exit the setting, press the PRINT/PAUSE key.
5.5 Head Maintenance

Perform maintenance of the print head section. You can also set the cycle of automatic cleaning. Use this function when there is a problem of image quality. For example, if parts of print images are blurred, white lines appear, a specific colour is light and when the printer will not be used or has not been used for a long time.
In the factory default setting, the cleaning cycle is set to 500 sheets.

Settings

<table>
<thead>
<tr>
<th>5.5.4 Hyper-Cleaning</th>
<th>Performed when a warning message is displayed or the head is actually clogged. This cleaning is stronger than Normal Cleaning. Specify the head of K (black), C (cyan), M (magenta) or Y (yellow) respectively to perform cleaning.</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.5.5 Normal Cleaning</td>
<td>Performed to prevent the head section from clogging. Head cleaning for four colours K (black), C (cyan), M (magenta), and Y (yellow) is performed simultaneously.</td>
</tr>
<tr>
<td>5.5.6 Cleaning Cycle</td>
<td>Normal Cleaning is automatically performed each time the specified number of sheets are printed. The cleaning cycle can be set to 100 - 3000 sheets in 100 sheet increments.</td>
</tr>
</tbody>
</table>

5.5.4 Hyper-Cleaning

1. Use steps 1 to 4 (p.2-31) to display "Administration."

2. Press the \( \uparrow \) or \( \downarrow \) key to display "Head Maintenance."

3. Press the OK Key.

4. Press the \( \uparrow \) or \( \downarrow \) key to display "Hyper-Cleaning."

5. Press the OK Key.

6. Press the \( \uparrow \) or \( \downarrow \) key to select the head to clean.

7. Press the OK Key.

8. After checking the message, press the OK Key.

When message "Cleaning Print Head-K" blinks, cleaning is performed. After cleaning is complete, the screen in step 4 will appear again.
To finish cleaning the setting, press the PRINT/PAUSE key.
5.5.5 Normal Cleaning

1. Use steps 1 to 4 (p.2-31) to display "Administration."

2. Press the ▲ or ▼ key to display "Head Maintenance."

3. Press the OK Key.

4. Press the ▲ or ▼ key to display "Normal Cleaning."

5. Press the OK Key.

6. After checking the message, press the OK Key.

When message "Cleaning Print Head" blinks, cleaning is performed. After cleaning is complete, the screen in step 4 will appear again.

To exit the setting, press the PRINT/PAUSE key.

5.5.6 Cleaning Cycle

1. Use steps 1 to 4 (p.2-31) to display "Administration."

2. Press the ▲ or ▼ key to display "Head Maintenance."

3. Press the OK Key.

4. Press the ▲ or ▼ key to display "Cleaning Cycle."

5. Press the OK Key.

6. Press the ▲ or ▼ key to select the desired cleaning cycle.

7. Press the OK Key.

The screen in step 4 will reappear.

To exit the setting, press the PRINT/PAUSE key.
5.6 Configuration Information Print

Configuration settings are printed in a list. Information such as current printer settings, available memory capacity, and a version of the system can be checked.

Restrictions in configuration information print

- Perform configuration information print when printing is not being performed, for example, when "Ready" is displayed.
- The output paper size is A4. If any paper is loaded in the Standard Paper Feed Tray, printing is performed onto the paper loaded in the Standard Paper Feed Tray regardless of the paper size.

If "No Paper" is displayed and printing cannot be performed, load paper in the Standard Paper Feed Tray.

1. Use steps 1 to 4 (p.2-31) to display "Administration."

2. Press the ▲ or ▼ key to display "Config Info Print."

3. Press the OK Key.

4. Press the ▲ or ▼ key to display "System Information."

5. Press the OK Key.

6. After checking the message, press the OK Key.

When printing is complete, the screen in step 4 will reappear, and you can continue setting. To exit the setting, press the PRINT/PAUSE key.
5.7 Network Configuration

If the printer is connected to a network, register the IP address, subnet mask, and default gateway. The settings will be effective after the power is turned off and then on again. For details, consult your network administrator.

**Settings**

| DHCP ON | The settings of the IP address, subnet mask, and default gateway of the printer controller are used and registered. |
| DHCP OFF | Set the following three items on the Operation Panel. |
| IP address | Input the IP address of the printer. Set the address in the range of "000.000.000.000" - "255.255.255.255." |
| Subnet mask | Input the subnet mask address. Set the address in the range of "000.000.000.000" - "255.255.255.255." |
| Default gateway | Input the default gateway address. Set the address in the range of "000.000.000.000" - "255.255.255.255." |

1. **Use steps 1 to 4 (p.2-31) to display "Administration."**
2. **Press the ▲ or ▼ key to display "Network Config."**

   Administration
   5.7
   Network Config
   ▲
   ▼

3. **Press the OK Key.**

   Set the DHCP.

4. **Press the ▲ or ▼ key to select ON or OFF.**

   DHCP OFF
   ▲
   ▼

5. **Press the OK Key.**

   If you have selected ON, proceed to step 10.

   Input the IP address.

6. **Press the ▲ ▼ keys to move the cursor, and press the ▲ ▼ keys to enter the value.**

   IP Address
   000.000.000.000.

7. **Press the OK Key.**

   Input the subnet mask address.

8. **Press the ▲ ▼ keys to move the cursor, and press the ▲ ▼ keys to enter the values.**

   Subnet Mask
   000.000.000.000.

9. **Press the OK Key.**

   Input the default gateway address.

10. **Press the ▲ ▼ keys to move the cursor, and press the ▲ ▼ keys to enter the values.**

    Default Gateway
    000.000.000.000.
11 After checking the message, press the OK Key.

Message "Registered. Restart Printer" is displayed.

12 Press the power Key to turn off the power and then on again.

5.8 Initial Setting

Basic setting such as details of sleep, buzzer sound, language, metric/inch switch, and print head nozzle initialization is made here.
AAA indicates factory default setting.

Settings

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.8.1 Sleep</td>
<td>Set whether or not to use the sleep mode for suppressing power consumption when the printer is not used for a certain time. ON: Sleep is enabled. OFF: Sleep is disabled.</td>
</tr>
<tr>
<td>5.8.2 Waiting Time</td>
<td>Set the time that elapses until the printer enters the sleep mode if the sleep function is enabled. The time can be set to 1 - 99 minutes. 05</td>
</tr>
<tr>
<td>5.8.3 Beep Sound - Key</td>
<td>Set whether or not to sound the beeper when a key on the Operation Panel is pressed. ON: Beep sound is enabled. OFF: Beep sound is disabled.</td>
</tr>
<tr>
<td>5.8.4 Beep Sound - Status</td>
<td>Set whether or not to sound the beeper when, for example, printing is completed. ON: Beep sound is enabled. OFF: Beep sound is disabled.</td>
</tr>
<tr>
<td>5.8.5 Beep Sound - Error</td>
<td>Set whether or not to sound the beeper when an error such as paper jam occurs. ON: Beep sound is enabled. OFF: Beep sound is disabled.</td>
</tr>
<tr>
<td>5.8.6 Temp Data Retention</td>
<td>Set whether or not to retain the data of the last page in the memory until the next job when printing is complete. ON: Data is retained. OFF: Data is not retained.</td>
</tr>
<tr>
<td>5.8.7 Displayed Language</td>
<td>Set the language displayed on the Operation Panel. Japanese/UK English/US English/French/German/Italian/Spanish</td>
</tr>
<tr>
<td>5.8.8 Metric/Inch Switch</td>
<td>Select the Metric or Inch unit for display on the Operation Panel. mm: Displayed in mm. inch: Displayed in inch.</td>
</tr>
<tr>
<td>5.8.50 Head Recovery</td>
<td>Performs powerful cleaning of the print head nozzles to restore them to the initial state after the printer is not used for a long time.</td>
</tr>
</tbody>
</table>

5.8.9 - 5.8.49 are not displayed.
5.8.1 Sleep

1 Use steps 1 to 4 (☞p.2-45) to display "Administration."

2 Press the ▲ or ▼ key to display "Initial Setting."

![Administration menu]

3 Press the OK Key.

4 Press the ▲ or ▼ key to display "Sleep."

![Initial Setting menu]

5 Press the OK Key.

6 Press the ▲ or ▼ key to select ON or OFF.

7 Press the OK Key.

When the screen in step 4 reappears, you can continue setting. To exit the setting, press the PRINT/PAUSE key.

5.8.2 Waiting Time

1 Use steps 1 to 3 of "5.8.1 Sleep" (☞p.2-45) to display "Initial Setting."

2 Press the ▲ or ▼ key to display "Waiting Time."

![Initial Setting menu]

3 Press the OK Key.

4 Press the ▼ keys to move the cursor, and press the ▲ keys to input the Waiting Time.

![Waiting Time input]

5 Press the OK Key.

When the screen in step 2 reappears, you can continue setting. To exit the setting, press the PRINT/PAUSE key.
5.8.3 Beep Sound -Key

1 Use steps 1 to 3 of "5.8.1 Sleep" (p.2-45) to display "Initial Setting."

2 Press the ▲ or ▼ key to display "Beep Sound -Key."

3 Press the OK Key.

4 Press the ▲ or ▼ key to select ON or OFF.

5 Press the OK Key.
When the screen in step 2 reappears, you can continue setting.
To exit the setting, press the PRINT/PAUSE key.

5.8.4 Beep Sound -Status

1 Use steps 1 to 3 of "5.8.1 Sleep" (p.2-45) to display "Initial Setting."

2 Press the ▲ or ▼ key to display "Beep Sound -Status."

3 Press the OK Key.

4 Press the ▲ or ▼ key to select ON or OFF.

5 Press the OK Key.
When the screen in step 2 reappears, you can continue setting.
To exit the setting, press the PRINT/PAUSE key.
5.8.5 Beep Sound -Error

1 Use steps 1 to 3 of "5.8.1 Sleep" (p.2-45) to display "Initial Setting."

2 Press the ▲ or ▼ key to display "Beep Sound -Error."

3 Press the OK Key.

4 Press the ▲ or ▼ key to select ON or OFF.

5 Press the OK Key.  
   When the screen in step 2 reappears, you can continue setting.  
   To exit the setting, press the PRINT/PAUSE key.

5.8.6 Temp Data Retention

1 Use steps 1 to 3 of "5.8.1 Sleep" (p.2-45) to display "Initial Setting."

2 Press the ▲ or ▼ key to display "Temp Data Retention."

3 Press the OK Key.

4 Press the ▲ or ▼ key to select ON or OFF.

5 Press the OK Key.  
   When the screen in step 2 reappears, you can continue setting.  
   To exit the setting, press the PRINT/PAUSE key.

5.8.7 Displayed Language

1 Use steps 1 to 3 of "5.8.1 Sleep" (p.2-45) to display "Initial Setting."

2 Press the ▲ or ▼ key to display "Displayed Language."

3 Press the OK Key.

4 Press the ▲ or ▼ key to select.

5 Press the OK Key.  
   When the screen in step 2 reappears, you can continue setting.  
   To exit the setting, press the PRINT/PAUSE key.
5.8.8 Metric/Inch Switch

1 Use steps 1 to 3 of "5.8.1 Sleep" (p.2-45) to display "Initial Setting."

2 Press the ▲ or ▼ key to display "Metric/Inch Switch."

3 Press the OK Key.

4 Press the ▲ or ▼ key to select the unit.

5 Press the OK Key.

When the screen in step 2 reappears, you can continue setting.
To exit the setting, press the PRINT/PAUSE key.

5.8.50 Head Recovery

1 Use steps 1 to 3 of "5.8.1 Sleep" (p.2-45) to display "Initial Setting."

2 Press the ▲ or ▼ key to display "Head Recovery."

3 Press the OK Key.

4 After checking the message, press the OK Key.

When the message "Cleaning Print Head ?" blinks, cleaning is performed. After cleaning is completed, the screen in step 2 reappears.
To exit the setting, press the PRINT/PAUSE key.
Menu 6  Feed Tray Selection

If the paper conditions of data received from a computer do not match those of any of the Standard Feed Tray and other feed trays, printing will not start. In this case, you can specify the Standard Feed Tray or another feed tray where the printer paper is set and start printing with no trouble.

Selectable Feed Trays

<table>
<thead>
<tr>
<th>Selectable Feed Trays</th>
<th>Selected feed trays are shown below.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto</td>
<td>Normally, set &quot;Auto.&quot; A feed tray proper for data from the computer is automatically selected.</td>
</tr>
<tr>
<td>Standard Feed Tray</td>
<td>Printed onto paper in the Standard Feed Tray.</td>
</tr>
<tr>
<td>Feed Tray 1</td>
<td>Printed onto paper in Feed Tray 1.</td>
</tr>
<tr>
<td>Feed Tray 2</td>
<td>Printed onto paper in Feed Tray 2.</td>
</tr>
</tbody>
</table>

1. Press the MENU Key.

2. Press the ◀ or ▶ key to display "Feed Tray Selection."

3. Press the OK Key.

4. Press the ◀ or ▶ key to select the desired feed tray.

5. Press OK Key.
   When the screen in step 2 reappears, you can continue setting.
   To exit the setting, press the PRINT/PAUSE key.
Menu 7  Job Clear

Cancels the currently printed job and clears the data.

What is Job?
When data is transmitted from a computer to the printer, the controller in the printer processes the data and sends the print data to the FORCE-JET™ engine. The processed data is called "Job."
"Job" means the data shown below.
- Data suspended temporarily
- Data for which additional printing is set with the Temporary Data Retrieve function.

1 Press the MENU Key.

2 Press the  or  key to display "Job Clear."

3 Press the OK Key.

4 Check the message. To clear, press the OK Key.
Message "Executing" is displayed and the data is cleared.
If the CANCEL key is pressed, the screen in step 2 appears again.
When the screen in step 2 reappears, you can continue setting.
To exit the setting, press the PRINT/PAUSE Key.
Chapter 3 Troubleshooting

This chapter describes the causes of and measures against trouble indicated with an error message displayed on the Operation Panel or lighting symbol. This chapter also describes how to remove jammed paper and replacing an ink cartridge.
Explanation of Set Error Display

If trouble occurs during printing, printing stops and a symbol lights up on the Operation Panel or an error message appears in the display. You can check the location based on the symbol or number and see the information from the message in the display.

**Symbol Display on Operation Panel**
A symbol indicating the relevant portion or type lights up. It may indicate a paper jam or ink cartridge replacement.

**Remaining Volume Notice Indicators**
If remaining volume of paper in the Feed Trays (Standard Feed Tray) or when ink is low (approximately 30%), the relevant Remaining Volume Notice Indicator will light up.

After the indicator lights up, printing can be continued. When the ink runs out, the INK CARTRIDGE Indicator and the cartridge number in which the ink runs out will light up which will cause printing to halt. When paper runs out, a message indicating to add paper will appear in the display and will be stopped. If the indicator lights up, prepare ink cartridges or paper for replacement.

"Ink Cartridge Replacement" p.3-15    "Loading Paper" p.1-10

**Error Message**
A message indicating the detail of the error and the solution appears in the display.

If an error that does not light occurs, this indicator lights up and a message is displayed.

"Ink Cartridge Replacement" p.3-15
"Loading Paper" p.1-10
FORCEJET™ Link Symbol

HC5000 Series realizes high speed printing by performing the optimum data processing and colour management with the printer controller and adjusting print speed, paper size, paper quality, and ink quantity totally with the FORCEJET™ engine. The FORCEJET™ Link Symbol indicates whether each printing related section functions properly.

If colour management cannot be performed properly because, for example, an ink cartridge is not set, the FORCEJET™ Link Symbol goes out. At this time, check the status of consumables and settings.

Error Message and Error Number

Error Number
Under a message in the display, an error number that consists of alphanumeric characters is displayed. The first letter of the error number indicates the error type. The number of digits in relation to error number depends on the error location.

<table>
<thead>
<tr>
<th>Example of Error Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>S00-000 System Error</td>
<td>Displayed when inspection or repair by service personnel is required. Contact your local dealer (or service representative).</td>
</tr>
<tr>
<td>X00-000 H00 Paper Jam</td>
<td>Displayed when a paper jam occurs</td>
</tr>
<tr>
<td>X00-000 F00 Paper Jam</td>
<td>Displayed when a paper jam occurs in the optional Finisher. For details, refer to the &quot;HC Finisher Maintenance Guide.&quot;</td>
</tr>
<tr>
<td>Y00-000 Ink Replacement Error</td>
<td>Displayed when ink runs out</td>
</tr>
<tr>
<td>Z00-000 Check Settings Error</td>
<td>Displayed when a cover or anything related is not securely closed.</td>
</tr>
<tr>
<td>W00-000 Warning</td>
<td>Various warning messages are displayed.</td>
</tr>
<tr>
<td>M00-000 Maintenance Call</td>
<td>Displayed when maintenance of this unit is required. Contact your local dealer (or service representative).</td>
</tr>
</tbody>
</table>

Y00-000 Ink Replacement Error

<table>
<thead>
<tr>
<th>Lighting location</th>
<th>Message</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No Ink Replace Ink Cartridge</td>
<td>The supply in the ink cartridge runs out. Set a new ink cartridge. p.3-15</td>
</tr>
</tbody>
</table>
### Z00-000 Check Settings Error

If a cover has not been securely closed or in situation of an ink cartridge or Feed Tray which has not been properly set. Check the location, take proper measures, and close the cover.

<table>
<thead>
<tr>
<th>Lighting location</th>
<th>Message</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Lighting location" /></td>
<td>No Ink Cartridge Install Ink Cartridge</td>
<td>If an ink cartridge has not been properly set, make sure to check if the cartridges are securely inserted. <a href="#">p.3-15</a></td>
</tr>
<tr>
<td><img src="image2" alt="Lighting location" /></td>
<td>Ink Cartridge Error Check Ink Cartridge</td>
<td>If the colour of an ink cartridge is not correct or a cartridge with a different shape has been set, make sure to check the location and reset the cartridge. <a href="#">p.3-15</a></td>
</tr>
<tr>
<td><img src="image3" alt="Lighting location" /></td>
<td>Cover is Open Close the Cover</td>
<td>If a cover has not been securely closed, make sure to check the location indicated by an indicator and close the cover securely.</td>
</tr>
</tbody>
</table>
### Lighting location | Message | Solution
--- | --- | ---
![Diagram] | Feed Tray 1 is Open Check Feed Tray 1 | If Feed Tray 1 has not been securely closed, be sure to securely close it. 

![Diagram] | Feed Tray 2 is Open Check Feed Tray 2 | If Feed Tray 2 has not been securely closed, be sure to securely close it. 

![Diagram] | Standard Tray Error Check Standard Tray | If Standard Feed Tray has not been properly opened, open the Standard Feed Tray properly. 

---

**S00-000 System Error**

| Lighting location | Message | Solution |
--- | --- | ---
(Nothing is lit.) | !System Error! Restart Printer or Call Service | An error occurs in the printer. If the same message appears even when the power is turned off and then on again, contact your local dealer (or service representative). At this time, report also the error number indicated in the Message Display. \( \rightarrow p.3-3 \) |
### X00-000 H00 Paper Jam Error

<table>
<thead>
<tr>
<th>Lighting location</th>
<th>Message</th>
<th>Solution</th>
</tr>
</thead>
</table>
| ![Diagram]        | Paper Jam Remove Paper         | If there’s a paper jam in the printer, paper misfeed or paper double feed occurs, be sure to check the location indicated by the indicator and remove the paper.  
|                   | Paper Mis-feed Remove Paper    |                                                                           |
|                   | Paper Double Feed Remove Paper |                                                                           |

*This indication is displayed only if an optional HC Finisher is connected.*

### X00-000 F00 Paper Jam Error

A paper jam occurs in the optional Finisher. Check the indicated jam location and remove the paper. For details, refer to "HC Finisher Maintenance Guide."

### M00-000 Maintenance Call

<table>
<thead>
<tr>
<th>Lighting location</th>
<th>Message</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Diagram]</td>
<td>Time to Replace Ink Drain Tank</td>
<td>The Ink Drain Tank is almost full. Contact your local dealer (or service representative).</td>
</tr>
<tr>
<td></td>
<td>(Nothing is lit.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(No message.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Requiring Update of Ink Information</td>
<td>No colour profile corresponding to the installed ink is provided. Contact your dealer (or service representative).</td>
</tr>
</tbody>
</table>
### WO0-000 Warning

<table>
<thead>
<tr>
<th>Lighting location</th>
<th>Message</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Diagram 1" /></td>
<td>No Paper Load Paper in Tray</td>
<td>If paper or separation paper runs out, be sure to load more paper. &quot;Loading Paper&quot; p.1-10</td>
</tr>
<tr>
<td><img src="image2.png" alt="Diagram 2" /></td>
<td>No Paper Load Paper in Interposer Tray</td>
<td>Paper in the Interposer Tray has run out or paper that matches the size specified from the printer driver is not loaded. Load the paper.</td>
</tr>
<tr>
<td><img src="image3.png" alt="Diagram 3" /></td>
<td>Paper Size Mismatch Load Paper in Interposer Tray</td>
<td></td>
</tr>
<tr>
<td><img src="image4.png" alt="Diagram 4" /></td>
<td>Check Stacking Tray</td>
<td>If the guides in the Auto Stacking Tray are not properly set, make sure to check the Auto Stacking Tray.</td>
</tr>
<tr>
<td><img src="image5.png" alt="Diagram 5" /></td>
<td>No Volume Remains in Controller HDD</td>
<td>The hard disk in the controller section is full. Check the data in the hard disk (such as storage data) and delete unnecessary jobs.</td>
</tr>
<tr>
<td><img src="image6.png" alt="Diagram 6" /></td>
<td>Execute Print Head Cleaning</td>
<td>The system requires cleaning. Carry out the normal cleaning.</td>
</tr>
<tr>
<td><img src="image7.png" alt="Diagram 7" /></td>
<td>Paper Size Mismatch Load Specified Paper in Tray</td>
<td>There is no paper in any of the Feed Trays and the Standard Paper Feed Tray that corresponds to the paper size and type specified from the printer driver. After loading paper, specify the relevant Feed Tray using &quot;Menu 6 Feed Tray Selection&quot; from the Operation Panel of the printer. &quot;Although paper is set, &quot;No Paper&quot; error can occur.&quot; p.3-19</td>
</tr>
<tr>
<td><img src="image8.png" alt="Diagram 8" /></td>
<td>Paper Type Mismatch Load Specified Paper in Tray</td>
<td></td>
</tr>
</tbody>
</table>
If a paper jam occurs in the printer or paper is not fed, printing stops, the JAM indicator, and the number indicating the jam location will light up. In this case, remove the jammed paper and press the PRINT/PAUSE Key, printing will resume. Since this unit performs high speed printing, paper jams may occur at multiple locations. In this case, remove all the jammed paper.

If an optional HC Finisher is connected and a paper jam occurs in the Finisher (21 on the Operation Panel is lit), refer to "HC Finisher Maintenance Guide."

When removing jammed paper, take care not to leave pieces of paper inside the printer.

**Paper Jam Location**
Details of the indicated locations are shown below. For detailed procedure, refer to the respective indicated page.

<table>
<thead>
<tr>
<th>Jam location</th>
<th>Page referred to</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Standard Paper Feed Tray</td>
<td>p.3-8</td>
</tr>
<tr>
<td>(2) On Transfer Roller</td>
<td>p.3-9</td>
</tr>
<tr>
<td>(3) Paper Receiving Section</td>
<td>p.3-9</td>
</tr>
<tr>
<td>(4) Right of Transfer Unit</td>
<td>p.3-10</td>
</tr>
<tr>
<td>(5) Duplex Transfer Unit</td>
<td>p.3-10</td>
</tr>
<tr>
<td>(6)(7)(8) Left of Transfer Unit</td>
<td>p.3-12</td>
</tr>
<tr>
<td>(17)(18)(19) Paper Feed Tray 1 or 2</td>
<td>p.3-13</td>
</tr>
<tr>
<td>(20) Transfer Unit</td>
<td>p.3-14</td>
</tr>
</tbody>
</table>

**1 Paper Jam in the Standard Paper Feed Tray**

1. While pressing the Paper Release Lever on the paper feed side to the left, remove the paper.

2. Press the CANCEL/ BACK Key. The paper jam error is cleared.
(2) Paper Jam on the Transfer Roller

1. Open the Front Cover.

2. Turn Dial A and remove the paper from the Transfer Roller side.

3. Close the Front Cover.

(3) Paper Jam in the Paper Receiving Section

1. Pull out the jammed paper and remove it.

   Pull out the jammed paper from the side of the Paper Receiving Tray.

   If it is not easy to pull out, do not pull it forcibly because the paper might be torn.
   Open the Front Cover and remove the paper from the side of the Transfer Roller.
(4) Paper Jam at the Right of the Transfer Unit

1. Open the Right Transfer Path Cover.

2. Remove the paper.

3. Close the Right Transfer Path Cover.

(5) Paper Jam in the Duplex Transfer Unit

1. Open the Front Cover.

2. Lift the tab at the left side of the Reversing Path Cover and lock it.

3. Turn Dial B.
   If the paper is removed, proceed to step 7.
   
   ! Turn Dial B several times to check to see if any paper remains. Multiple sheets of paper may have jammed. Turn the dial repeatedly until no paper can be removed.
4 Pull out the Duplex Transfer Unit.

5 Open the unit and check inside.
   If paper remains, remove it.

6 Return the Duplex Transfer Unit to its original position.

7 Return the tab at the left of the Reversing Path Cover to its original position.

8 Close the Front Cover.
(6)(7)(8) Paper Jam at the Left of the Transfer Unit

1. Open the Front Cover.

2. Lift the tab at the left side of the Reversing Path Cover and lock it.

3. While turning Dial B in the direction indicated by the arrow, remove the paper.

4. If the paper cannot be removed, open the Left Transfer Path Cover and remove the paper.

5. If the paper cannot be removed, while turning Dial C in the direction indicated by the arrow, remove the paper.

6. Return the tab at the left of the Reversing Path Cover to its original position.

7. Close the Front Cover.
(17)(18)(19) Paper Jam in Paper Feed Tray 1/ Paper Feed Tray 2

1. Pull out the Feed Tray.

2. Remove the jammed paper.

3. If the paper cannot be removed, open the Transfer section door at the left side of the Feed Tray and remove the paper.

4. Close the door and return the Feed Tray.
(20) Paper Jam in the Transfer Unit

1. Open the Front Cover.

2. Turn the Transfer Lock Lever to the left and turn down the tab to the right.

3. Remove the jammed paper.

4. Return the tab to its original position and turn the Transfer Lock Lever to the right.

5. Close the Front Cover.
Ink Cartridge Replacement

If ink runs out, the INK CARTRIDGE indicator and the indicator that shows the location of the empty cartridge will light up, printing will be halted. Be sure to check the colour of the Ink Cartridge and replace it.

Ink Cartridge

This section describes the notes in handling an Ink Cartridge. Handling of Ink Cartridge is also described in "Safety Precautions" (p.viii) and "Before Starting to Use" (p.vi). Read also the description on these pages.

⚠️ CAUTION

Ink may be stuck to the ink feed opening. Be careful not to touch it with your hands or clothes. If your hands are stained with the ink, wash it off immediately with a detergent. If ink gets into your eyes, flush it out immediately with plenty of water.

- Be sure to use dedicated ink specified by our company. Otherwise, a failure or trouble might occur.
- Do not remove the Ink Cartridge until the INK CARTRIDGE indicator lights up.
- Do not shake or drop the Ink Cartridge.
- Do not keep the Ink Cartridge with its nozzle downward.
- When replacing an ink cartridge, do not leave the printer with an ink cartridge removed. A failure might occur.
- Do not shake the Ink Cartridge. If the cartridge is shaken, air bubbles are generated and ink may not be discharged properly, resulting in blurred printing.
- Do not remove the caps (white) from the ink feed opening and the air intake.

- Do not add ink into the Ink Cartridge.
- Use as soon as possible after purchase to maintain optimum print quality.
<Used Ink Cartridge>
- Do not release the ink left in the cartridge into a sewer or personal disposal unit.
- Used Ink Cartridges are collected by a service representative. After use is complete, attach the cap and put the cartridge into the inner bag and packing material. When attaching the cap or packing, be sure to hold the Ink Cartridge with the cap up. Caution: Do not turn the Ink Cartridge upside down.

As an example, procedure for replacing the Yellow (Y) Ink Cartridge ((14) is light) is described.

1. Open the Ink Cover.

2. While lifting the Ink Cartridge to be replaced, pull it toward the front side and remove it.

3. Remove the cap from the new Ink Cartridge.

4. Hold the surface of the Ink Cartridge with the ▲ mark up and insert the cartridge until it stops.

5. Close the Ink Cover.
Other Trouble

The printer does not operate.

<table>
<thead>
<tr>
<th>Problem</th>
<th>Cause and Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Even if the power is turned on, nothing appears on the Operation Panel.</td>
<td>Be sure to check the following.</td>
</tr>
<tr>
<td></td>
<td>• If the power plug is inserted into the outlet.</td>
</tr>
<tr>
<td></td>
<td>• If the power cord is securely connected to the unit.</td>
</tr>
<tr>
<td></td>
<td>• If the circuit breaker of the mains is disconnected.</td>
</tr>
<tr>
<td></td>
<td>• If the main power switch is turned on. If not, turn on the main power switch and then press the Power Key on the Operation Panel.</td>
</tr>
<tr>
<td>Test print is normally output but data from a computer cannot be properly printed.</td>
<td>Make sure to check the network setting and the IP address setting before installing the printer driver again.</td>
</tr>
<tr>
<td></td>
<td>• If a file of the programme or application software seems not normal, print from another file or other application software.</td>
</tr>
<tr>
<td></td>
<td>• Use the printer driver of the latest version.</td>
</tr>
<tr>
<td></td>
<td>For the latest version, contact your local dealer or service representative.</td>
</tr>
</tbody>
</table>

In addition, try the following operation. If the printer does not operate even after this operation, contact your local dealer or our company.

• Turn off the printer and then on again.
• Restart the computer that is connected to the printer.
The printer does not operate according to the setting.

<table>
<thead>
<tr>
<th>Problem</th>
<th>Cause and Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;Job separation&quot; is set in the printer driver screen but job separation cannot be performed.</td>
<td>&quot;Separation Paper&quot; is set to &quot;OFF&quot; in the menu setting. If &quot;5.3 Separation Paper&quot; of the menu setting is set to &quot;OFF,&quot; job separation paper is not inserted. (If &quot;OFF&quot; is set, printing stops for a few seconds at the time of separation.) To insert job separation paper, select the desired tray at &quot;5.3 Separation Paper&quot; of the menu setting.</td>
</tr>
</tbody>
</table>

Unable to print onto paper in the Standard Feed Tray.

<table>
<thead>
<tr>
<th>Problem</th>
<th>Cause and Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Standard Feed Tray is not set as a tray for &quot;Auto tray selection.&quot; Set &quot;4.5 Triple-Tray Source&quot; of the menu setting. &quot;4.5 Triple-Tray Source&quot;=p.2-21 Alternatively, set &quot;6 Feed Tray Selection&quot; of the menu setting to &quot;Standard Feed Tray.&quot; &quot;Menu 6 Feed Tray Selection&quot;=p.2-49</td>
<td></td>
</tr>
</tbody>
</table>

The screen of RISO Console PS7R is not displayed.

<table>
<thead>
<tr>
<th>Problem</th>
<th>Cause and Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>The printer IP address setting is not correct. Check the correct IP address and input it.</td>
<td></td>
</tr>
</tbody>
</table>

Printing is not clean.

<table>
<thead>
<tr>
<th>Problem</th>
<th>Cause and Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed image is light or blurred.</td>
<td>Type of paper loaded for a Feed Tray (or the Standard Feed Tray) is not correct. Load the correct paper type at [Paper Type] of the menu setting. Print density setting is light. In the printer driver screen or the printer menu setting, set darker print density. &quot;Prinr density&quot; of &quot;HC5000 User’s Manual for Printer Driver&quot;=p.2-24 When setting in the printer menu setting: =p.2-23</td>
</tr>
</tbody>
</table>

Printed image is too dark.

<table>
<thead>
<tr>
<th>Problem</th>
<th>Cause and Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>White stripes appear on images.</td>
<td>The print head is clogged. First, perform &quot;Normal Cleaning&quot; from the menu setting. If the problem cannot be solved even if normal cleaning is performed several times, perform &quot;Head Recovery.&quot; &quot;5.5 Head Maintenance&quot;=p.2-40 &quot;5.8.50 Head Recovery&quot;=p.2-48</td>
</tr>
</tbody>
</table>

Paper is stained.

<table>
<thead>
<tr>
<th>Problem</th>
<th>Cause and Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper that cannot be used is loaded. Check the paper types that can be loaded in the Standard Feed Tray and the other Feed Trays. &quot;Usable Paper&quot;=p.1-6</td>
<td></td>
</tr>
</tbody>
</table>

Edge of paper is stained.

<table>
<thead>
<tr>
<th>Problem</th>
<th>Cause and Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curled paper is used. The curled portion hits the print head and is stained. Since the print head may be damaged, do not use curled paper. Performing duplex printing Note that the edges of paper may be stained depending on the original.</td>
<td></td>
</tr>
</tbody>
</table>
### Problem and Solution

<table>
<thead>
<tr>
<th>Problem</th>
<th>Cause and Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print speed is too low.</td>
<td>The guides in the Standard Feed Tray (Feed Tray) do not fit the paper width. The paper size is judged based upon the guide positions, and print speed depends on specifications of paper size. Adjust the stack guides securely to the width of the paper.</td>
</tr>
<tr>
<td>A paper jam occurs each time printing is performed.</td>
<td>Too much paper is loaded in the Standard Feed Tray or other Feed Trays. When the maximum number of sheets of paper that can be loaded in the Standard Feed Tray or other Feed Trays is exceeded for the number of paper that can be loaded. Please refer to &quot;Loading Paper&quot; p.1-10.</td>
</tr>
<tr>
<td>Paper that cannot be used is loaded.</td>
<td>Check the paper types that can be loaded in the Standard Feed Tray and the other Feed Trays. Do not use particularly wrinkled or curled paper because it may cause a paper jam. &quot;Usable Paper&quot; p.1-6</td>
</tr>
<tr>
<td>Non-standard size paper is used.</td>
<td>When loading non-standard size paper, you must register the size at &quot;5.1 Paper Size Entry&quot; and &quot;5.2 Paper Type Entry&quot; of the menu setting in advance. &quot;5.1 Paper Size Entry&quot; p.2-32 &quot;5.2 Paper Type Entry&quot; p.2-33</td>
</tr>
<tr>
<td>There’s too much paper powder.</td>
<td>The paper stripper pressure is not properly adjusted. Use a coin to turn the Paper Stripper Dial located in the paper feed side to adjust the pressure.</td>
</tr>
<tr>
<td>• Double feed occurs.</td>
<td>Before starting adjustment, be sure to remove the paper from the Standard Feed Tray and check that the tray lowers to the lowermost position.</td>
</tr>
<tr>
<td>• Thick paper such as postcard is mis-fed.</td>
<td>• If there’s too much paper powder, paper is mis-fed or the back side of postcard curls up, turn the dial counterclockwise.</td>
</tr>
<tr>
<td>• The back surface of thick paper such as postcard is peeled off.</td>
<td>• If double feed occurs, turn the dial clockwise.</td>
</tr>
<tr>
<td>Paper is not fed at all.</td>
<td>The Paper Feed Pressure Adjustment Lever does not fit the paper thickness. When using thick paper, set the Paper Feed Pressure Adjustment Lever to the &quot; (CARD)&quot; position. When printing onto paper other than thick paper, set the lever to the &quot; (NORMAL)&quot; position. If paper mis-feed occurs frequently, however, set the lever to the &quot; (CARD)&quot; position. &quot;Paper Feed Pressure in Standard Paper Feed Tray&quot; p.1-13</td>
</tr>
<tr>
<td>Paper feed control is not proper.</td>
<td>Change the paper feed control set in the Standard Feed Tray or other Feed Trays at &quot;5.2 Paper Type Entry&quot; of the menu setting. &quot;5.2 Paper Type Entry&quot; p.2-33</td>
</tr>
<tr>
<td>Problem</td>
<td>Cause and Solution</td>
</tr>
<tr>
<td>---------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Although paper is set, &quot;No Paper&quot; error can occur.</td>
<td></td>
</tr>
</tbody>
</table>
[Paper size] and [Paper type] set in the printer driver screen do not match those in the menu setting on the printer.  
Even if proper paper is loaded in the feed tray, if the settings of "Paper Size" and "Paper Type" of the menu setting on the printer are not correct, "No Paper" error occurs. Set the conditions of the feed tray according to the paper in the feed tray.  
"Configuration 4.1/4.2/4.3" p.2-18  
If you specify the Feed Tray on the Operation Panel of the printer, printing can be performed. 
"Menu 6 Feed Tray Selection" p.2-49  
The selected tray is set for "Separation Paper." Set "5.3 Separation Paper" of the menu setting to "OFF."  
"5.3 Separation Paper" p.2-36  
The Standard Feed Tray is not a feed tray for auto feed tray selection.  
If "4.5 Triple-Tray Source" is set to "ON", the Standard Feed Tray is included into feed trays for selection when "Auto feed tray selection" is selected in "Paper feed tray" of the printer.  
"4.5 Triple-Tray Source" p.2-21 |
Chapter 4 Appendix
List of Options

A variety of options are available for convenient use of this unit. For purchase, contact your dealer (or service representative) for inquiry.

**PS7R Scanner Connection Kit**

By connecting a scanner and a display monitor (products specified by our company), you can perform high-speed full-colour printer copies.

**Finisher Functions**

By connecting an HC Finisher to this machine, you can perform automatically postprocessing of printing such as stapling, punching, booklet creation at a high speed.

**Finisher Functions (HC Z Folder Unit)**

By connecting an HC Z Folder Unit to the HC Finisher, you can use the functions Outer 3 fold, Inner 3 fold, and Z fold.

(As of September 2005)
Consumables

- Note that specifications and types of consumables are subject to change without prior notice.
- For the price, contact your local dealer (or service representative) for inquiry.

Ink Cartridge

⚠️ Use ink cartridges specifications as directed by our company. Do not use other products because use of improper consumables may cause a failure or trouble.

<table>
<thead>
<tr>
<th>Product name</th>
<th>Quantity</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>RISO HC Ink Cyan</td>
<td>NET. 1,000ml</td>
<td>1 piece</td>
</tr>
<tr>
<td>RISO HC Ink Magenta</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RISO HC Ink Yellow</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RISO HC Ink Black</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Specifications

### Main Body

<table>
<thead>
<tr>
<th>Feature</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Print Type</strong></td>
<td>Line Type Ink Jet System</td>
</tr>
<tr>
<td><strong>Resolution</strong></td>
<td>Normal: 600 dpi or equivalent&lt;br&gt;Fine: 900 dpi or equivalent (Line Smoothing: ON)</td>
</tr>
<tr>
<td><strong>Print Head</strong></td>
<td>Piezo type, Physical Resolution 300 dpi, 8 Gradation</td>
</tr>
<tr>
<td><strong>Ink</strong></td>
<td>Oil-based pigment type, Cyan/Magenta/Yellow/Black, 1,000ml for each</td>
</tr>
<tr>
<td><strong>Print Speed (+1)</strong></td>
<td>105 ppm, Duplex 37 ppm (A4, Landscape, Normal mode)</td>
</tr>
<tr>
<td><strong>Duplex Printing</strong></td>
<td>Standard</td>
</tr>
<tr>
<td><strong>Printer Collate</strong></td>
<td>Standard</td>
</tr>
<tr>
<td><strong>Paper Size</strong></td>
<td>Paper Feed Tray: Max. A3 (297mm × 432mm)/Ledger(11” × 17”)&lt;br&gt;Min. 182mm × 182mm (7 7/16&quot; × 7 7/16&quot;)&lt;br&gt;Standard Paper Feed Tray: Max. 340mm × 550mm (13 3/8&quot; × 2 5/8&quot;)&lt;br&gt;Min. 90mm × 148mm (3 3/16&quot; × 5 13/16&quot;)</td>
</tr>
<tr>
<td><strong>Paper Weight</strong></td>
<td>Paper Feed Tray: 52g/m² to 104g/m² (14-lb bond to 28-lb bond) paper&lt;br&gt;Standard Paper Feed Tray: 46g/m² to 157g/m² (12-lb bond to 42-lb bond) paper</td>
</tr>
<tr>
<td><strong>Printable Area</strong></td>
<td>Max. 314mm × 458mm (12 3/8&quot; × 18 5/16&quot;) (margin width of 1mm (0.04&quot;))</td>
</tr>
<tr>
<td><strong>Guaranteed Print Area</strong></td>
<td>Min. 80mm × 138mm (3 1/8&quot; × 5 7/16&quot;) (margin width of 5mm (3/16&quot;))&lt;br&gt;Max. 306mm × 450mm (12 1/16&quot; × 17 1/4&quot;) (margin width of 5mm (3/16&quot;))</td>
</tr>
<tr>
<td><strong>Feed Tray Capacity (+1)</strong></td>
<td>Paper Feed Tray 1: 1,000 sheets&lt;br&gt;Paper Feed Tray 2: 500 sheets&lt;br&gt;Standard Paper Feed Tray: 1,000 sheets</td>
</tr>
<tr>
<td><strong>Paper Receiving Tray Capacity (+1)</strong></td>
<td>1,000 sheets</td>
</tr>
<tr>
<td><strong>RISO Extended Print Function (+2)</strong></td>
<td>Proof copy (set in the driver) / test print (printer) / print position adjustment (20mm (1 1/16&quot;) in vertical and horizontal directions / adjustable in temporary data in printer) / additional print (temporary data retrieve)</td>
</tr>
<tr>
<td><strong>Printer Memory</strong></td>
<td>640MB</td>
</tr>
<tr>
<td><strong>Power Source</strong></td>
<td>AC100 - 120/220 - 240V, 50/60Hz, 12.0/6.0A or more</td>
</tr>
<tr>
<td><strong>Power Consumption</strong></td>
<td>Maximum: 700W or less&lt;br&gt;Stand-by: 300W or less&lt;br&gt;Sleep mode: 70W or less&lt;br&gt;150W or less (If the RISO Controller PS7R-9000 is installed)</td>
</tr>
<tr>
<td><strong>Operating Noise</strong></td>
<td>Operating: 68dB or less</td>
</tr>
<tr>
<td><strong>Operating Environment</strong></td>
<td>Temperature: 15°C - 30°C (59°F to 86°F), Humidity: 40% - 70% (no dew condensation)</td>
</tr>
<tr>
<td><strong>Mass</strong></td>
<td>Approximately 251kg (564.4lb) (including stand) (+3)</td>
</tr>
<tr>
<td><strong>Dimensions (W × D × H)</strong></td>
<td>In use: 1,780mm × 695mm × 1,135mm (70 1/16&quot; × 27 1/8&quot; × 44 11/16&quot;)&lt;br&gt;Paper Receiving Tray and Standard Feed Tray folded: 1,180mm × 695mm × 1,135mm (46 1/16&quot; × 27 3/8&quot; × 44 11/16&quot;)</td>
</tr>
</tbody>
</table>
- **Controller Section (RISO Controller PS7R)**

<table>
<thead>
<tr>
<th>Principal Specifications</th>
<th>Printer that can be connected</th>
<th>RISO HC5000T</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPU</td>
<td>Intel® Celeron® 1.2GHz</td>
<td></td>
</tr>
<tr>
<td>Memory Capacity</td>
<td>128MB (Up to 512MB can be added.)</td>
<td></td>
</tr>
<tr>
<td>HDD</td>
<td>40GB (user available area: 30GB)</td>
<td></td>
</tr>
<tr>
<td>User available area: Job receiving area, storage and form storage area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OS</td>
<td>Linux</td>
<td></td>
</tr>
<tr>
<td>Interface</td>
<td>Ethernet / 100Base-TX, 10Base-T</td>
<td></td>
</tr>
<tr>
<td>Type</td>
<td>Outside installation type (installed inside the printer stand)</td>
<td></td>
</tr>
<tr>
<td>Power supply / maximum power consumption</td>
<td>AC100 - 120 / 220 - 240V, 50/60Hz, 3.0/1.5A or more, approximately 45W (*4)</td>
<td></td>
</tr>
<tr>
<td>Dimensions / mass (W × D × H)</td>
<td>75mm × 310mm × 350mm (2½₁₆&quot; × 12¾₁₆&quot; × 13⅜&quot;) / approximately 5.5kg (12.1lb)</td>
<td></td>
</tr>
<tr>
<td>PDL (page description language)</td>
<td>Adobe® PostScript® 3™</td>
<td></td>
</tr>
<tr>
<td>Applicable protocol</td>
<td>TCP/IP, Apple Talk®</td>
<td></td>
</tr>
<tr>
<td>Installed font</td>
<td>139 fonts</td>
<td></td>
</tr>
<tr>
<td>Font download</td>
<td>(by installer supplied with font)</td>
<td></td>
</tr>
<tr>
<td>Applicable OS</td>
<td>Windows Me/2000 (SP2 or later) / XP (SP1 or later) MacOS9 (9.2.2), MacOSX (10.2.x or later)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Principal Functions</th>
<th>Colour Management</th>
<th>&quot;ComColor™ Standard&quot; colour management is provided. * Auto colour matching function based on output setting and paper setting</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Applicable Colour Profile</td>
<td>ComColor™ Standard</td>
</tr>
<tr>
<td></td>
<td>Pagination</td>
<td>Multi-up (single page) (2, 4, 8, 16 pages) / multi-up (multi-page) (2, 4, 8, 16 pages) / booklet / fold</td>
</tr>
<tr>
<td></td>
<td>Image Processing</td>
<td>Gamma control: 5 levels of contrast / 5 levels of density Line Smoothing Screening: Error diffusion / 70 lpi / 100 lpi</td>
</tr>
<tr>
<td></td>
<td>Image Position Adjustment</td>
<td>Image position can be adjusted in the vertical and horizontal directions from -20mm to 20mm (-13/16” to 13/16”) on both the front and back sides.</td>
</tr>
<tr>
<td></td>
<td>Form Function</td>
<td>Registration of form, overlay function (single side overlay / double side overlay)</td>
</tr>
<tr>
<td></td>
<td>Paper Feed/Ejection Processing</td>
<td>Auto tray selection, duplex printing, job separation, printer collate</td>
</tr>
<tr>
<td></td>
<td>Clustering</td>
<td>Job delegation (up to 4 units of HC5000 series can be registered) Job split (job split limit: number of pages / output volume)</td>
</tr>
<tr>
<td>Web Console Function</td>
<td>Monitoring Function</td>
<td>Engine status display, remaining volume display, paper information display</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Job Manager Function</td>
<td>Job status display: Processing status display, re-output of finished job</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Job storage management: Preview, output instruction (output condition can be changed)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Form management: Preview, output instruction (output condition can be changed)</td>
<td></td>
</tr>
<tr>
<td>User Function</td>
<td>Account record display</td>
<td></td>
</tr>
<tr>
<td>Administrator Function</td>
<td>Network setting, security setting, font download, direct output setting, storage folder setting</td>
<td></td>
</tr>
<tr>
<td>Applicable Browser</td>
<td>Windows: Internet Explorer Ver. 6.0 SP1 or later / J2SE1.4.2 or later</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MacOS9: Internet Explorer Ver. 5.1.6 for Mac or later / MRJ2.2.6 or later</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MacOSX: Internet Explorer Ver. 5.2.3 for Mac or later / J2SE1.4.1 or later</td>
<td></td>
</tr>
</tbody>
</table>
Controller Section (If the RISO Controller PS7R-9000 is installed)

<table>
<thead>
<tr>
<th>Principal Specifications</th>
<th>Printer that can be connected</th>
<th>RISO HC5000T</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPU</td>
<td>Intel® Pentium® 4 3.4GHz</td>
<td></td>
</tr>
<tr>
<td>Memory Capacity</td>
<td>512MB × 2</td>
<td></td>
</tr>
<tr>
<td>HDD</td>
<td>160GB (user available area: 150GB)</td>
<td>Job receiving area, storage and form storage, font installation area</td>
</tr>
<tr>
<td>OS</td>
<td>Linux</td>
<td></td>
</tr>
<tr>
<td>Interface</td>
<td>Ethernet / 1000Base-T, 100Base-T</td>
<td></td>
</tr>
<tr>
<td>Type</td>
<td>Outside unit type</td>
<td></td>
</tr>
<tr>
<td>Power supply / maximum power consumption</td>
<td>AC100 - 240V, 50/60Hz, 2.5/1.8A or more</td>
<td>Maximum: 300W, Stand-by: 120W or less</td>
</tr>
<tr>
<td>Dimensions / mass (W × D × H)</td>
<td>180mm × 405mm × 359mm (7&quot; × 15 5/16&quot; × 14 1/8&quot;) / approximately 12kg (26.5lb)</td>
<td></td>
</tr>
<tr>
<td>PDL (page description language)</td>
<td>Adobe® PostScript® 3^™</td>
<td></td>
</tr>
<tr>
<td>Applicable protocol</td>
<td>TCP/IP, Apple Talk®</td>
<td></td>
</tr>
<tr>
<td>Installed font</td>
<td>139 fonts</td>
<td></td>
</tr>
<tr>
<td>Font download</td>
<td>(by installer supplied with font)</td>
<td></td>
</tr>
<tr>
<td>Applicable OS</td>
<td>Windows 2000 (SP2 or later) / XP (SP1 or later) MacOS9 (9.2.2), MacOSX (10.2.6 or later)</td>
<td></td>
</tr>
</tbody>
</table>

Principal Functions

<p>| Colour Management        | &quot;ComColor™ Standard&quot; colour management is provided. * Auto colour matching function based on output setting and paper setting |
| Applicable Colour Profile | ComColor™ Standard           |
| Pagination               | Multi-up (single page) (2, 4, 8, 16 pages) / multi-up (multi-page) (2, 4, 8, 16 pages) / booklet / fold |
| Image Processing         | Gamma control: 5 levels of contrast / 5 levels of density Line Smoothing Screening: Error diffusion / 70 lpi / 100 lpi |
| Image Position Adjustment| Image position can be adjusted in the vertical and horizontal directions from -20mm to 20mm (-13/16&quot; to 13/16&quot;) on both the front and back sides. |
| Form Function            | Registration of form, overlay function (single side overlay / double side overlay) |
| Paper Feed/Ejection Processing | Auto tray selection, duplex printing, job separation, printer collate, support of HC Finisher (optional), output face setting (auto/ face down) |
| Clustering               | Job delegation (up to 4 units of HC5000 series can be registered) Job split (job split limit: number of pages / output volume) |</p>
<table>
<thead>
<tr>
<th>Web Console Function</th>
<th>Monitoring Function</th>
<th>Job Manager Function</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Engine status display, remaining volume display, paper information display</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Job status display: Processing status display, re-output of finished job</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Job storage management: Preview, output instruction (output condition can be changed)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Archive management: Preview, output instruction (output condition cannot be changed)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Form management: Preview, output instruction (output condition can be changed)</td>
<td></td>
</tr>
<tr>
<td>User Function</td>
<td>Account record display, storage of history (monthly/daily)</td>
<td></td>
</tr>
<tr>
<td>Administrator Function</td>
<td>Network setting, security setting, font download, direct output setting, storage folder setting, paper size entry</td>
<td></td>
</tr>
<tr>
<td>Applicable Browser</td>
<td>Windows: Internet Explorer Ver. 6.0 SP1 or later / J2SE1.4.2 or later</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MacOS9: Internet Explorer Ver. 5.1.6 for Mac or later / MRJ2.2.6 or later</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MacOSX: Internet Explorer Ver. 5.2.3 for Mac or later / J2SE1.4.1 or later</td>
<td></td>
</tr>
</tbody>
</table>

*1 For 85g/m² (22.6-lb bond)

*2 This function is provided by the printer main body and the controller section.

*3 Mass that does not include consumables.

*4 Switching between 100V and 200V is performed manually with a switch.
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