

Canon

Laser Beam Printer

Satera LBP 3800/3700

User's Guide

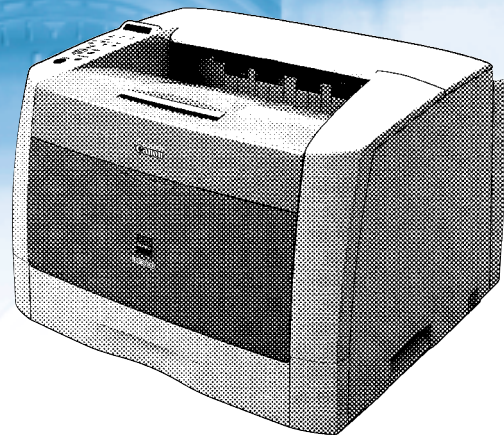


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Turning the Printer ON/OFF

The power switch to turn the printer ON or OFF is located on the right side of the printer. Be sure to observe the following instructions in order to prevent unexpected problems.

Turning the Printer ON

To use this printer, you should press "I" of the power switch to turn the printer ON. The printer will be ready for use after the status of the main unit and optional accessories are checked.

IMPORTANT

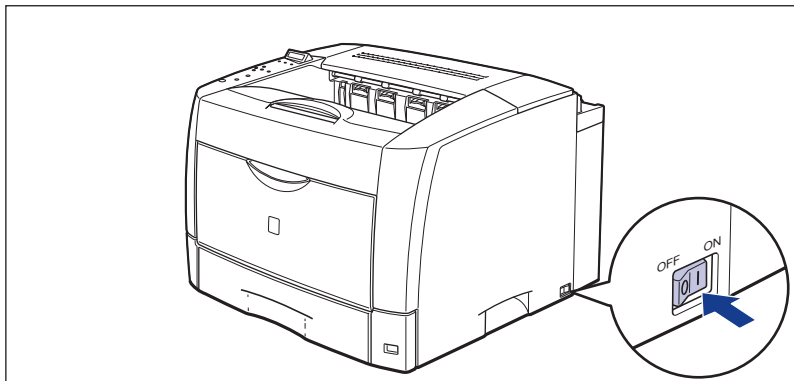
- Do not turn the printer ON immediately after turning it OFF. After turning the printer OFF, wait for 10 seconds or longer before turning it ON again.
- Be sure to set the paper cassette in the printer before you turn the printer ON for the first time after you install the printer.

NOTE

Depending on the model of Macintosh, the computer may start up automatically in the following cases:

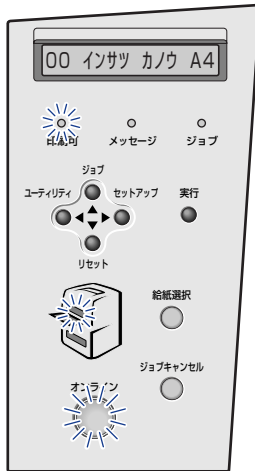
- The printer is turned ON when the computer and printer are connected with a USB cable
- The computer and printer are connected with a USB cable when the printer is ON.

1 Press "I" of the power switch on the printer.



The control panel indicators and display will illuminate, and the printer will perform a self-diagnostic test to check the status of the main unit and optional accessories.

If no abnormality is found during the self-diagnostic test, the オンライン and 印刷可 indicators and the indicator for selected paper source will illuminate, and <00 インサツ カノウ>, <00 LIPS>, <00 N201>, or <00 ESC/P> appears on the display, indicating that the printer is ready to print.



The following information appears on the display:

Printable and not
processing print data



Size of paper in the
currently selected
paper source

Turning the Printer OFF

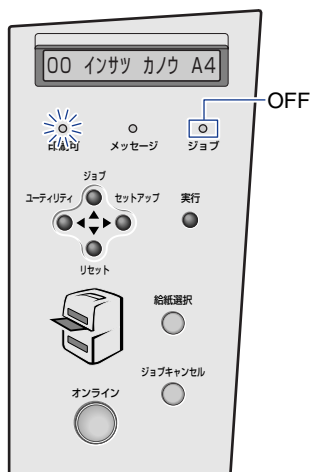
Follow the instruction below to turn the printer OFF.



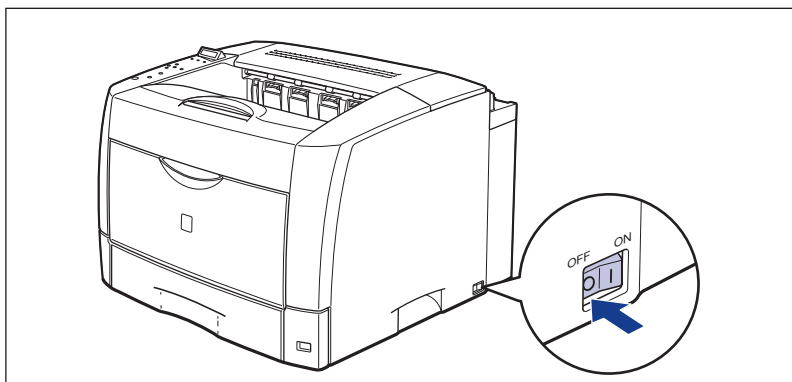
IMPORTANT

- If the printer is used on a network, make sure that other computers are not sending print data into the printer before turning the printer OFF.
- If you turn the printer OFF when the ジョブ indicator is on, all print data remaining in the printer memory will be erased. If you have necessary print data remaining in the printer, wait until it is output or press [リセット], then select <ハイシュツ> to output the data before turning the printer OFF.
- Do not turn the printer OFF when the printer is in the following status:
 - During printing
 - While running a self-diagnostic test immediately after turning the printer ON
 - When the message that NVRAM is initializing or writing data is displayed

1 Make sure that the ジョブ indicator is off.



2 Press "○" of the power switch on the printer.



Online and Offline

When the printer can receive data from the computer and print the data, the printer is in the state of "Online", and when the printer is disconnected with the computer and cannot receive data, the printer is in the state of "Offline". Before operating the menu on the control panel, set the printer to offline.

Setting the Printer to Online

When printing from the computer, the printer has to be online. Before printing, make sure that the printer is online. If not, set the printer to online using the following procedure. The printer is set to online automatically after turning it ON.



1 Press [オンライン].

The オンライン indicator illuminates and the printer will be ready to print.



IMPORTANT

- When an error has occurred in the printer (when the メッセージ indicator is on, or the number in the message blinks), the printer cannot be set to online. Eliminate the cause of the error before you set the printer to online.
- Do not open the top cover of the printer or a paper cassette during printing. The printer may stop, disabling printing.



NOTE

If the printer has shifted to the panel-off mode, the オンライン indicator goes off, and only the 印刷可 indicator goes on even when the printer is online.

Setting the Printer to Offline

When operating the menu, selecting a paper source, or specifying a paper size from the control panel, the printer has to be offline. When using the keys on the control panel, set the printer to offline using the following procedure:

オンライン



1 Press [オンライン].

The オンライン indicator goes off, allowing you to specify the settings on the control panel.



IMPORTANT

- If you print data from the computer when the printer is offline, a message such as [プリンタの準備ができていません] or [プリンタが接続されていません] appears, indicating that you cannot perform printing.
- This printer is set to online automatically if left in the offline state for five minutes or longer. However, when an error has occurred in the printer (when the メッセージ indicator is on, or the number in the message blinks) or during operations such as selecting the menu functions or a paper source, or specifying the paper size, the printer cannot be set to online.

Paper Requirements

To ensure optimum performance, use only paper that falls within the specifications listed below. Inappropriate paper may result in deterioration in print quality or paper jams.

Usable Paper

The following shows the paper that can be used in this printer. The ☉ mark indicates that the paper is available for the automatic 2-sided printing function using the optional duplex unit; the ○ mark indicates that the paper is available for only 1-sided printing; and the × mark indicates that the printing cannot be performed.



IMPORTANT

- Print speed may drop depending on the settings for the paper size, paper type, and print copies.
 - Postcard, Reply postcard, Envelope: Approx. 6 ppm
 - 4 on 1 postcard: Approx. 5 ppm
- When continuously printing the paper of 279.4 mm wide (Letter size) or less, the safety function that prevents damages caused by heat may slow the print speed down in stages. (It may be as slow as approximately 3 ppm.)

Paper Size

Paper Size/Type	Paper Source				
	Multi-Purpose Tray	Cassette 1	Cassette 2 (Optional)	Cassette 3 (Optional)	Cassette 4 (Optional)
Plain Paper (64-80 g/m ²)					
A5* ¹	○	○	○	○	○
B5	○	○	○	○	○
B5R	○	×	×	×	×
A4	○	○	○	○	○
A4R	○	○	○	○	○
B4* ²	○	○	○	○	○
A3* ²	○	○	○	○	○
Letter	○	○	○	○	○
Letter R	○	○	○	○	○
Executive* ¹	○	○	○	○	○
Legal* ²	○	○	○	○	○
Ledger (11 × 17)* ²	○	○	○	○	○
Custom Paper* ² Width:76.2-297.0 mm Length:127.0-431.8 mm	○	×	×	×	×
Heavy Paper (81-90 g/m ²) * ³					
A5-Ledger (11 × 17)	○	○	○	○	○
Custom Paper* ² Width:76.2-297.0 mm Length:127.0-431.8 mm	○	×	×	×	×
Heavy Paper (91-128 g/m ²) * ³					
A5-Ledger (11 × 17)	○	×	×	×	×
Custom Paper* ² Width:76.2-297.0 mm Length:127.0-431.8 mm	○	×	×	×	×
Transparency A4	○	×	×	×	×
Label A4	○	×	×	×	×
Postcard* ² 100.0 mm × 148.0 mm	○	×	×	×	×
Reply Postcard* ¹ 148.0 mm × 200.0 mm	○	×	×	×	×
4 on 1 Postcard* ¹ 200.0 mm × 296.0 mm	○	×	×	×	×
Envelope* ²					
YOUGATA No.4 105.0 mm × 235.0 mm	○	×	×	×	×
YOUGATA No.2 114.0 mm × 162.0 mm	○	×	×	×	×
KAKUGATA No.2 240.0 mm × 332.0 mm	○	×	×	×	×

*1 Paper can be loaded only in landscape orientation.

*2 Paper can be loaded only in portrait orientation.

*3 If you are using heavy paper that weighs between 81 and 105 g/m², select [アツガミ L] for the paper type.

■ Abbreviations of Paper Sizes

The following shows the abbreviations of paper sizes that are indicated on the paper cassette:

Paper Size	Paper Size Dial on Paper Cassette
Ledger	11 × 17
Legal	LGL
Letter	LTR
Executive	EXEC
Letter R	LTR-R

Paper Capacity for Paper Source

Paper Type	Paper Source				
	Multi-Purpose Tray	Cassette 1	Cassette 2 (Optional)	Cassette 3 (Optional)	Cassette 4 (Optional)
Plain Paper (Ex. 64 g/m ²)	Approx. 100 sheets	Approx. 250 sheets	Approx. 250 sheets	Approx. 250 sheets	Approx. 250 sheets
Heavy Paper (Ex. 90 g/m ²)	Approx. 50 sheets	Approx. 150 sheets	Approx. 150 sheets	Approx. 150 sheets	Approx. 150 sheets
Heavy Paper (Ex. 128 g/m ²)	Approx. 50 sheets	×	×	×	×
Transparency	Approx. 50 sheets	×	×	×	×
Label	Approx. 50 sheets	×	×	×	×
Postcard	Approx. 40 sheets	×	×	×	×
Reply Postcard	Approx. 40 sheets	×	×	×	×
4 on 1 Postcard	Approx. 50 sheets	×	×	×	×
Envelope	Approx. 10 sheets	×	×	×	×

Paper Capacity for Paper Delivery Area

Paper Type	Paper Delivery Area ^{*1}
	Face-down Delivery Tray
Plain Paper (Ex. 64 g/m ²)	Approx. 250 sheets (1-sided Printing)/ Approx. 200 sheets (2-sided Printing)
Heavy Paper (Ex. 90 g/m ²)	Approx. 150 sheets
Heavy Paper (Ex. 128 g/m ²)	Approx. 150 sheets ^{*2}
Transparency	Approx. 100 sheets
Label	Approx. 1 sheet
Postcard	Approx. 50 sheets
Reply Postcard	Approx. 50 sheets
4 on 1 Postcard	Approx. 150 sheets
Envelope	Approx. 20 sheets

*1 Actual paper capacity varies depending on the installation environment or paper type.

*2 The paper capacity for A3-size heavy paper that weighs between 105 and 128 g/m² is 1 sheet.

■ Plain Paper

This printer can print plain paper that is 76.2 to 297.0 mm wide, 127.0 to 431.8 mm long, and that weighs between 64 and 80 g/m², including the standard size paper sizes: A3, B4, A4, B5, A5, Ledger, Legal, Letter, and Executive.

Standard paper can be loaded in the paper cassettes and multi-purpose tray. Automatic 2-sided printing can be performed on the paper in the sizes of A3, B4, A4, B5, A5, Ledger, Letter, Legal, and Executive. Custom paper can be loaded in the multi-purpose tray.

■ Heavy Paper

This printer can print heavy paper that is 76.2 to 297.0 mm wide, 127.0 to 431.8 mm long, and that weighs between 81 and 128 g/m², including the standard size paper sizes: A3, B4, A4, B5, A5, Ledger, Legal, Letter, and Executive. Heavy paper that weighs between 81 and 90 g/m² can be loaded in the paper cassettes and multi-purpose tray. Heavy paper that weighs between 91 and 128 g/m² can be loaded only in the multi-purpose tray.



IMPORTANT

When printing heavy paper that weighs between 105 and 128 g/m², take out one piece at a time each time it is fed.

■ Transparency

You can print A4-size transparencies. Load transparencies in the multi-purpose tray.



IMPORTANT

- Use the A4-size transparencies that Canon recommends.
- Thoroughly fan the transparencies before loading them as they may stick to each other.

■ Label

You can print A4-size labels. After checking which is the face of the label, load them with the printing side facing up in the multi-purpose tray.



IMPORTANT

- Do not use the labels in the following conditions. Using inappropriate labels may result in paper jams that are difficult to clear or may result in damage to the printer.
 - Peeled labels or partly used labels
 - Coated labels that are easily peeled off from the backing sheet
 - Labels with uneven adhesive
- When printing labels, take out one piece at a time each time it is fed.

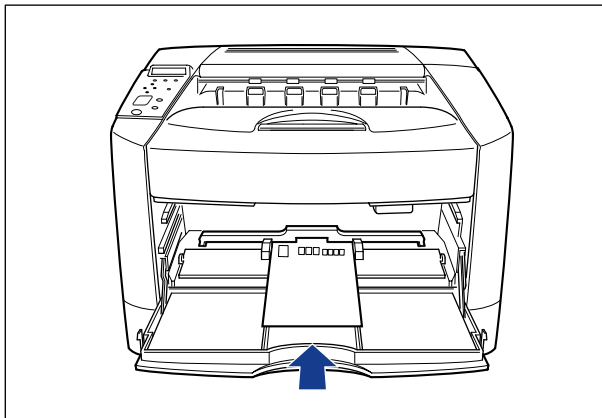
■ Postcard/Reply postcard/4 on 1 postcard

The postcards that this printer can print are official postcards, official reply postcards, and 4 on 1 postcards that Canon recommends. Load them with the printing side facing up in the multi-purpose tray.

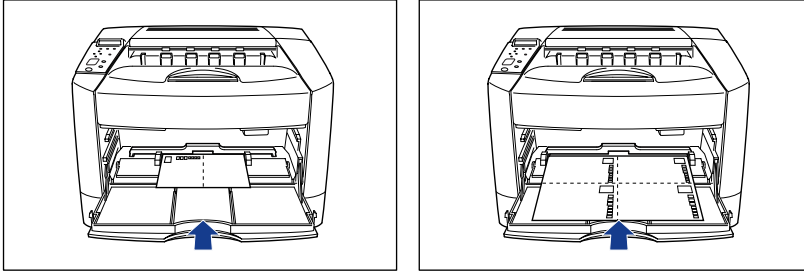


IMPORTANT

- When using 4 on 1 postcards, use the ones that Canon recommends.
- If you print postcards other than official postcards, official replay postcards, and 4 on 1 postcards that Canon recommends, this may cause deterioration in print quality or paper jams.
- Folded postcards cannot be used.
- If the postcards are curled, flatten them by curling them toward the opposite side before loading them.
- Official postcards and official reply postcards designed for ink jet printers cannot be used.
- Postcards cannot be loaded in landscape orientation. Load them in portrait orientation with the printing side facing up.



- Reply postcards and 4 on 1 postcards cannot be loaded in portrait orientation. Load them in landscape orientation with the printing side facing up.

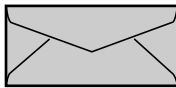


- Printing speed drops when printing postcards or reply postcards.

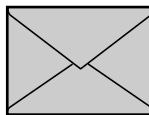
■ Envelope

The envelopes that can be used with this printer are YOUGATA No.4, YOUGATA No.2, KAKUGATA No.2, that fall within the following structures. Load the envelopes with the address side facing up in the multi-purpose tray.

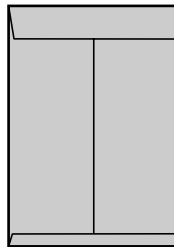
YOUGATA No.4
(105 mm x 235 mm)
(Envelope Y401 for Canon LBP
/recommended)



YOUGATA No.2
(114 mm x 162 mm)
(Envelope Y201 for Canon LBP/
recommended)



KAKUGATA No.2
(240 mm x 332 mm)



*Envelopes of YOUGATA No.4 and YOUGATA No.2
with a flap on the short edge cannot be used.

🚫 IMPORTANT

- Do not use the following types of envelopes. Using inappropriate envelopes may result in paper jams that are difficult to clear or may result in damage to the printer.
 - Envelopes with fasteners or snaps
 - Envelopes with address windows
 - Envelopes with adhesive on the surface
 - Wrinkled or creased envelopes
 - Poorly manufactured envelopes in which the glued parts are uneven
 - Irregularly-shaped envelopes
- Before loading the envelopes, flatten the stack of envelopes to release any remaining air, and press the fold lines along the edges tight.
- Do not print on the reverse side (glued side) of the envelopes.
- Printing speed drops when printing envelopes.

📝 NOTE

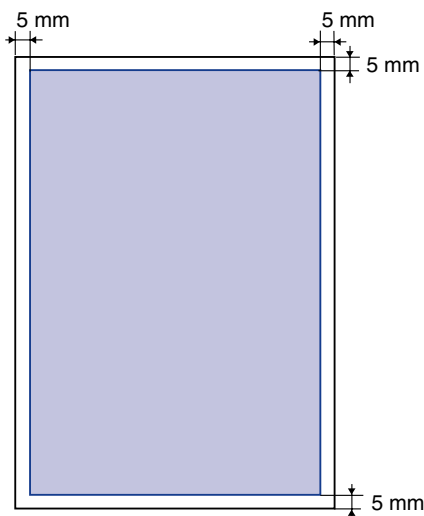
When printing envelopes, they may be creased.

Printable Area

Printable area of this printer is as follows. If [Expand Print Region and Print] in the [Finishing Details] dialog box for the LIPS printer driver is checked, the printable area can be expanded to near the edges of the paper. For more details, refer to Help for the printer driver.

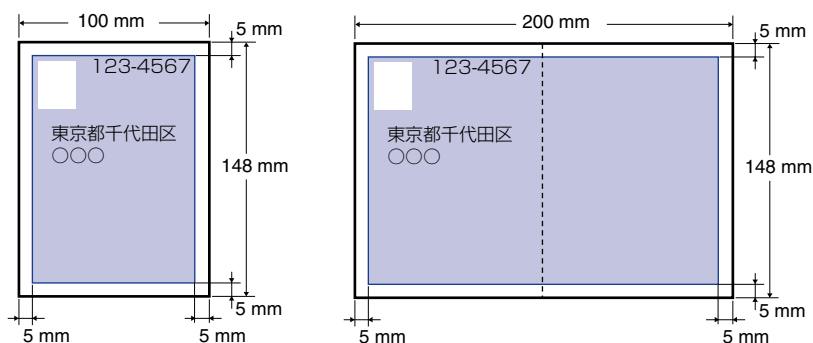
■ Plain Paper/Heavy Paper/Transparency/Label

Printable up to 5 mm from the edges of the paper.



■ Postcard/Reply postcard/4 on 1 postcard

Printable up to 5 mm from the edges of a postcard.

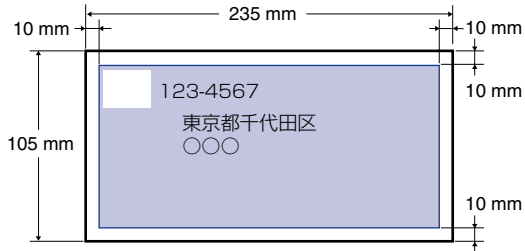


■ Envelope

Printable up to 10 mm from the edges of a envelope.

You may have to change the printable area before printing, depending the application you use.

(Ex. YOUGATA No.4)



Unusable Paper

To avoid problems such as paper jams and other malfunctions, the following types of paper should never be used:



IMPORTANT

- Paper that jams easily
 - Paper that is too thick or too thin
 - Irregularly-shaped paper
 - Wet or moist paper
 - Torn or damaged paper
 - Rough, extremely smooth, or glossy paper
 - Paper with binding holes or perforations
 - Curled or creased paper
 - Specially coated paper (coated paper for ink jet printers, etc.)
 - Labels with backing sheet that is easily peeled off
 - Paper that has been already printed by a copy machine or another laser printer (The reverse side of the paper is also unusable. Using the multi-purpose tray, however, you can perform the 2-sided printing manually on the back of previously printed paper. You cannot print on the printed side again.)
 - Paper with jagged edges
 - Wrinkled paper
 - Paper with the corners folded
- Paper that changes its quality at a high temperature
 - Paper that contains ink that melts, burns, evaporates or emits harmful gases with the heat (approx. 165 °C) of the fixing unit
 - Heat-sensitive paper
 - Treated color paper
 - Specially coated paper (coated paper for ink jet printers, etc.)
 - Paper with adhesive on the surface
- Paper that causes printer malfunctions or damages to the printer
 - Carbon paper
 - Paper with staples, clips, ribbons or tapes
 - Paper that has been already printed by a copy machine or another laser printer (The reverse side of the paper is also unusable. Using the multi-purpose tray, however, you can perform the 2-sided printing manually on the back of previously printed paper. You cannot print on the printed side again.)
- Paper that is difficult for the toner to fix onto
 - Paper with rough surfaces
 - Specially coated paper (coated paper for ink jet printers, etc.)
 - Paper containing thick fibers

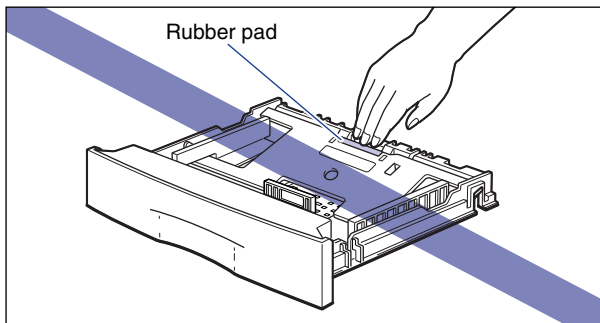
Printing from the Paper Cassette

Different sizes of paper can be loaded in the Cassette 1 supplied with the printer and in the Cassette 2, 3, and 4 that are available when the optional paper feeders are installed. You can switch among these paper sources automatically.

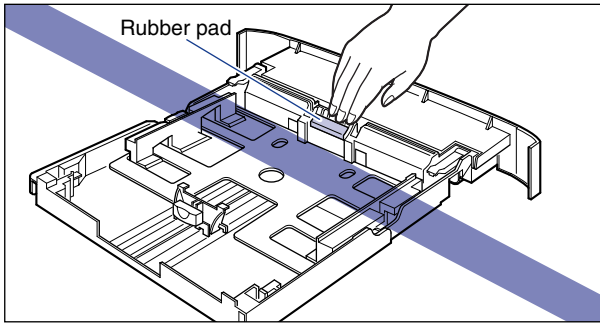
Since the paper loading procedures for Cassette 1 and Cassette 2 to 4 differ, load paper properly using the following procedure.


IMPORTANT

- Follow the instructions below to prevent your printer from paper jams.
 - Do not load media other than plain paper (64-80 g/m²) and heavy paper (81-90 g/m²), such as transparencies, labels, and envelopes. For more details on the paper that can be loaded, refer to "Paper Requirements" (→ P.7).
 - Do not load paper with jagged edges, creased, or extremely curled paper.
 - Refill the cassette when paper runs out. If the cassette is refilled when paper still remains in the cassette, this may result in misfeeds.
 - Up to approximately 250 sheets of plain paper (64 g/m²) or 150 sheets of heavy paper (90 g/m²) can be loaded in the paper cassette. Be sure that the paper stack does not exceed the paper limit marks on the paper guide, as this may result in misfeeds.
- Do not touch the black rubber pad in the paper cassette. This may result in misfeeds.
 - Cassette1



- Cassette 2, 3, and 4



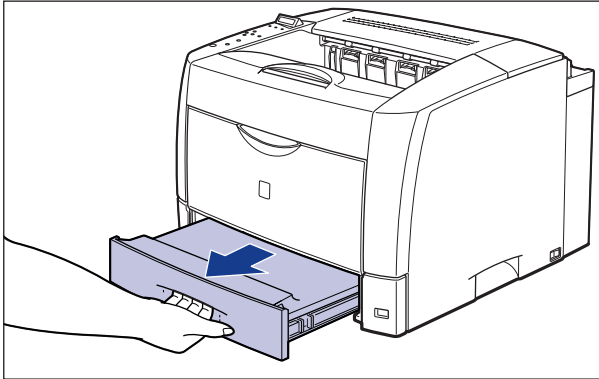
 NOTE

- The installation procedure for the optional 250-sheet universal cassette UC-66A is the same as that for Cassette 1.
- The installation procedure for the optional 250-sheet universal cassette UC-66B is the same as that for Cassette 2, 3, and 4.

Loading Paper in Cassette 1

1 Pull out the paper cassette.

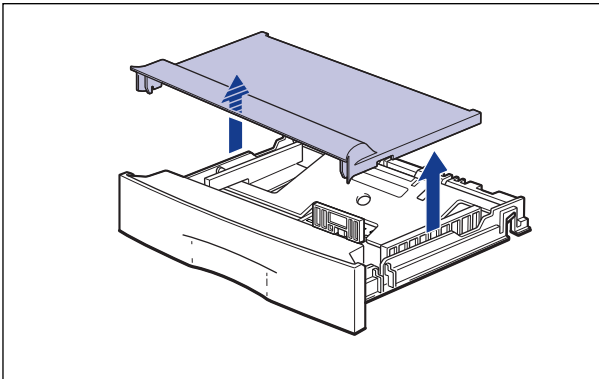
If it is difficult to pull out the paper cassette, lift it a little bit, and then pull it out horizontally.



CAUTION

Be sure to take the paper cassette out of the printer before loading paper. If the paper is loaded while the paper cassette is pulled out halfway, the paper cassette may drop or the printer may be broken resulting in personal injuries.

2 Remove the cassette cover.

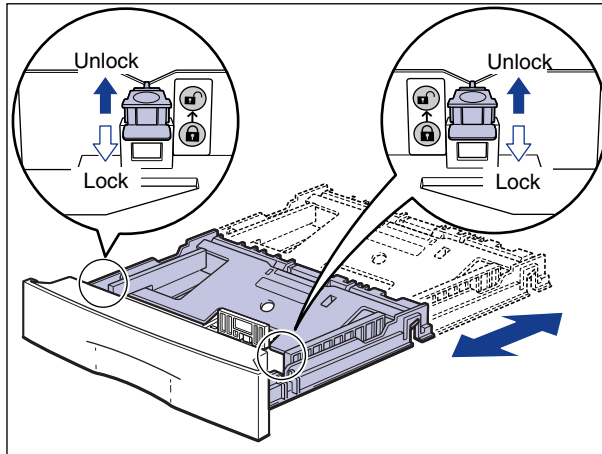


3 Adjust the position of the paper cassette according to the size of the paper to be loaded.

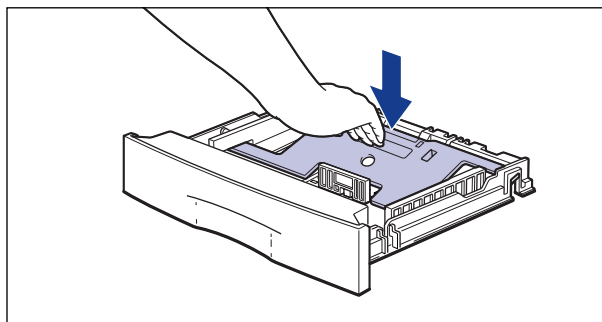
When loading paper in landscape orientation as when loading A5- or Executive-size paper, shorten the paper cassette.

When loading paper in portrait orientation as when loading A3-, B4-, Ledger-, or Legal-size paper, extend the paper cassette.

To adjust the position of the paper cassette, lift up the lock release levers gently to release the lock, slide the paper cassette by holding the rear portion of the paper cassette, and push down the lock release lever to lock the cassette.

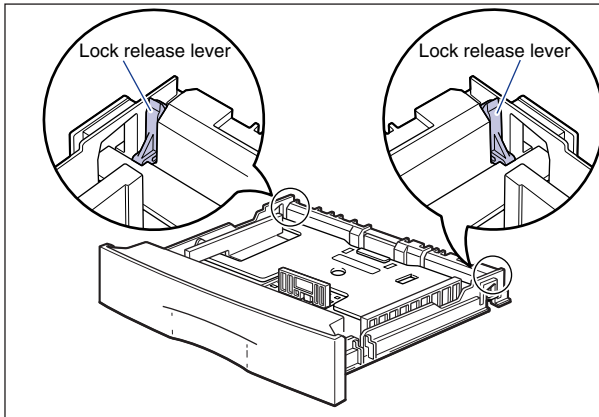


4 Push down the plate of the paper cassette to lock it.

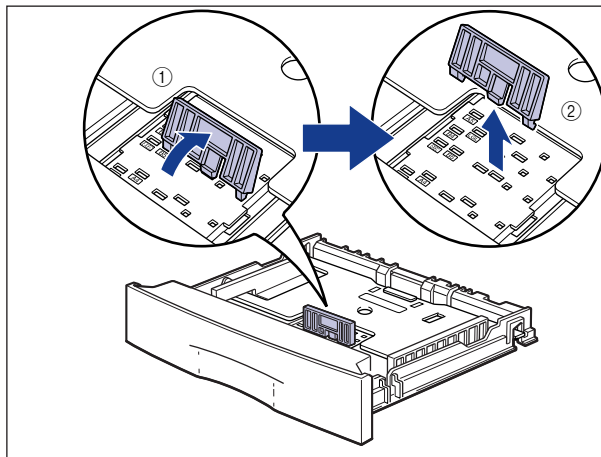


CAUTION

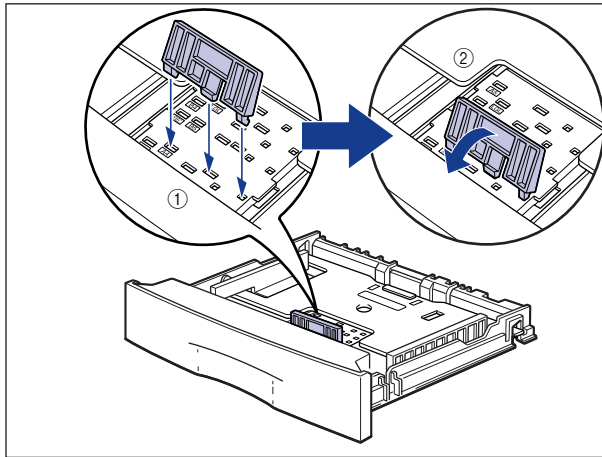
Do not touch the lock release levers located on the right and left sides of the paper cassette when the plate of the paper cassette is locked. The plate may snap forcefully if the lock is released and may result in personal injuries.



- 5** Tilt the paper guide in the front side of the paper guide backwards ①, then remove it ②.

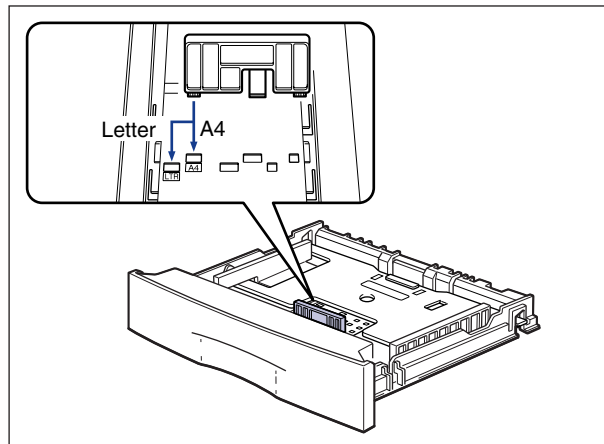


- 6** Insert the hooks of the paper guide into the holes for the size of the paper to be loaded ①, tilt the guide forward to lock it ②.



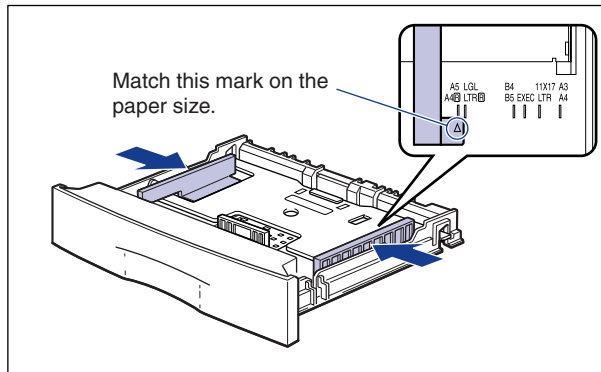
IMPORTANT

Insert the hooks of the paper guide as shown in the figure so that the indicated paper size matches the size of the paper to be loaded. If the paper guide is set in a wrong position, this may result in paper jams.

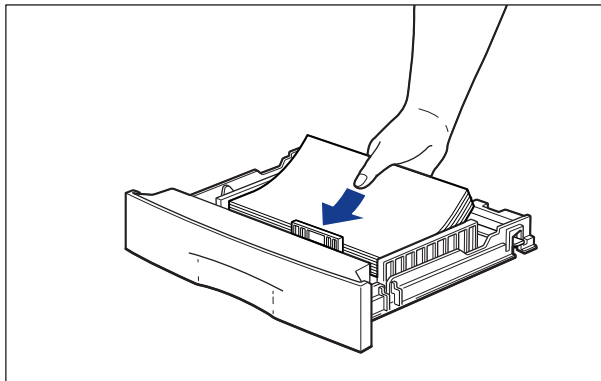


7 Align both sides of the paper guide with the size of the paper to be loaded.

The paper guides on the sides of the cassette move together.



8 Load paper so that the edge of the paper is aligned with the front paper guide.

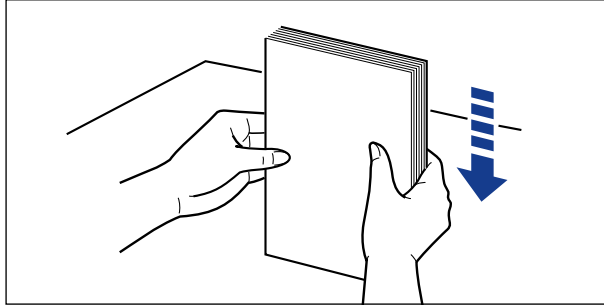


CAUTION

When loading paper, take care not to cut your hands with the edges of the paper.

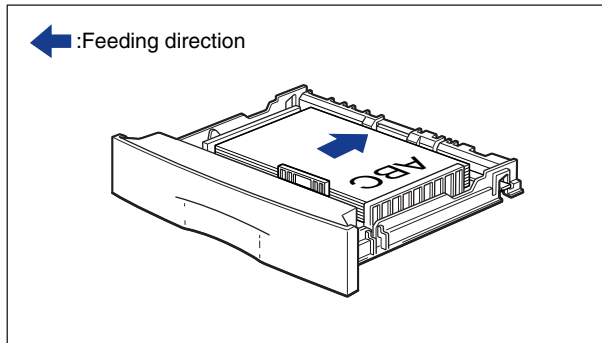
 **IMPORTANT**

Double-feeding may occur frequently if the edges of the paper stack are not aligned properly. In this case, align the edges of the paper stack on a flat surface.

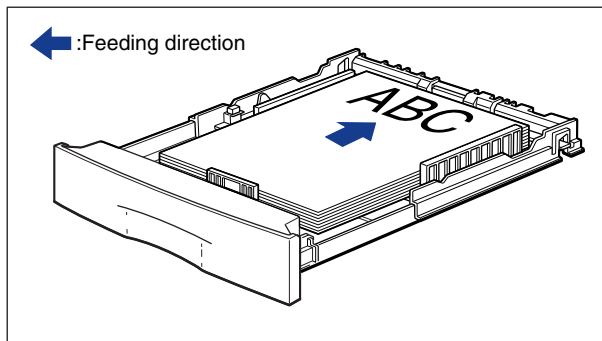


 **NOTE**

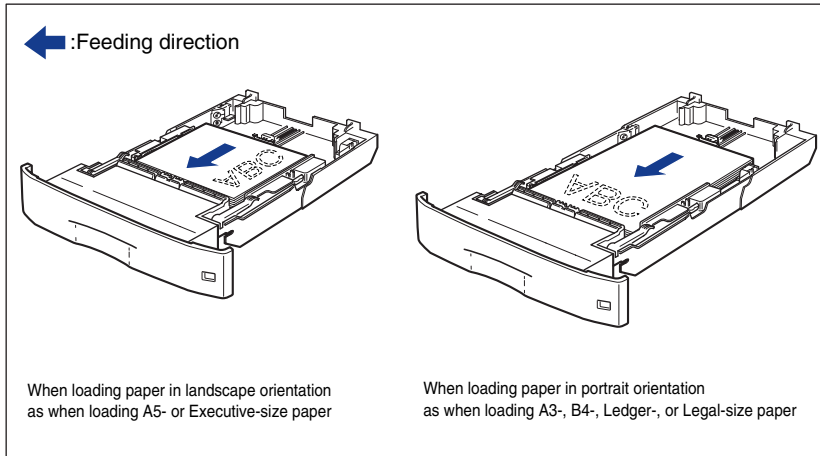
- To print letterhead paper or paper printed with a logo, load the paper in the proper direction according to the following instructions:
 - When loading paper in landscape orientation as when loading A5- or Executive-size paper, load the paper so that the printing surface faces up and the top edge is toward the right of the printer as it is viewed from the front.



- When loading paper in portrait orientation as when loading A3-, B4-, Ledger-, or Legal-size paper, load the paper so that the printing surface faces up and the top edge is toward the back of the printer as it is viewed from the front.

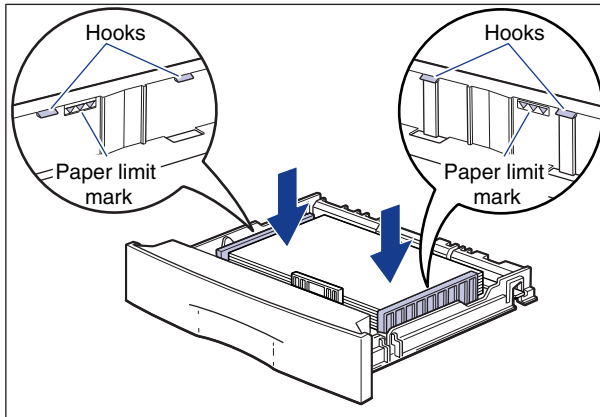


- The paper loading procedures for the paper cassette of the printer (Cassette 1) and for those of the paper feeder (Cassette 2, 3, and 4) are different. To print letterhead paper or paper printed with a logo from the paper feeder, load the paper so that the printing surface faces down as shown in the figure. For more details on loading paper in the paper feeder, refer to "Loading Paper in Cassette 2, 3, or 4" (→ P.30).



9 Press down the paper stack so that it is loaded under the hooks on the paper guide.

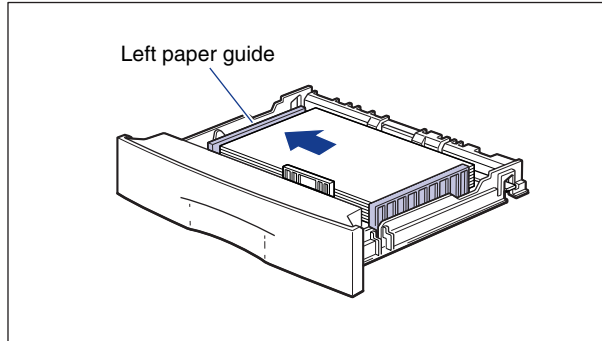
Make sure that there is sufficient space between the hooks and paper stack. Take out some paper when there is no space.



IMPORTANT

Up to approximately 250 sheets of plain paper (64 g/m²) or 150 sheets of heavy paper (90 g/m²) can be loaded in the paper cassette. Be sure that the paper stack does not exceed the paper limit marks on the paper guide, as this may result in misfeeds.

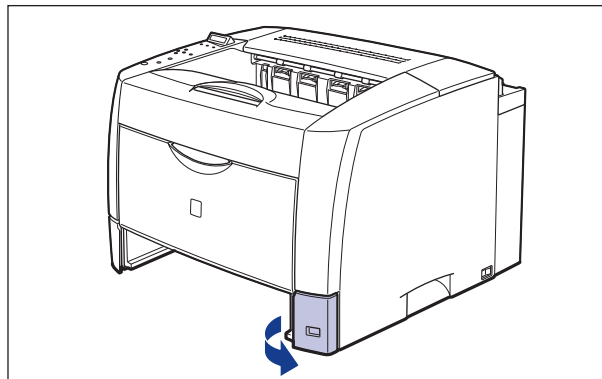
10 Align the paper with the left paper guide.



IMPORTANT

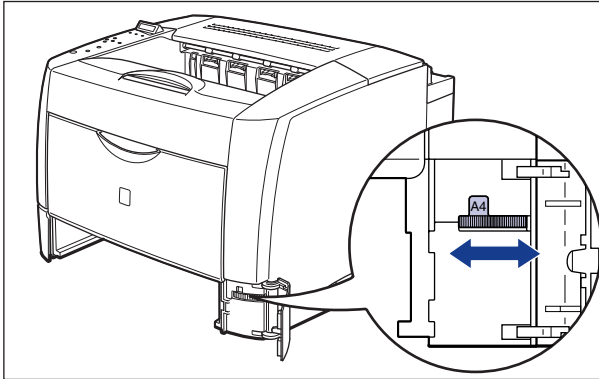
Be sure to align the paper with the left paper guide. If not, this may result in poor print quality.

11 Open the paper size cover.



12 Set the paper size dial to the size of the loaded paper.

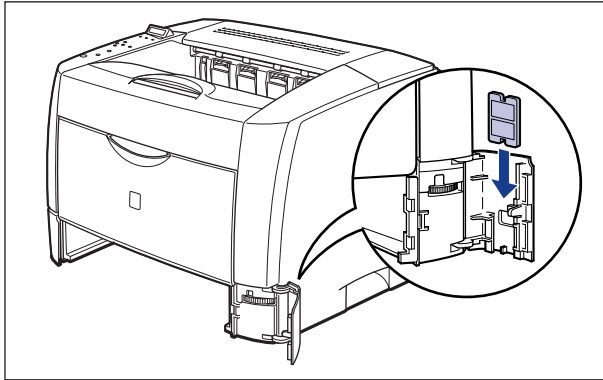
The default is "A4".



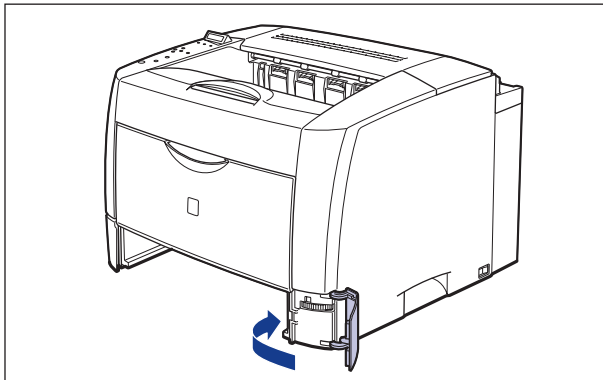
IMPORTANT

- Make sure that the size of the loaded paper match the size that the paper size dial indicates before setting the paper cassette in the printer. If the sizes do not match, this may result in printer malfunction.
- If you have set the paper size dial to "FREE", install the optional 250-sheet universal cassette UC-66F (a release date has not yet been set). Set the paper size dial to "FREE" when loading a custom paper size in the paper cassette. ("FREE" on the paper size dial is different from the setting of <フリー> for <トレイ用紙サイズ>.) If the paper size dial is set to "FREE" when the 250-sheet universal cassette UC-66F that supports custom paper sizes is not installed, or if the paper size of the print data is different from that of the loaded paper, blanks may be made on the printed paper, part of the images may be missing, or inside the printer may get dirty.

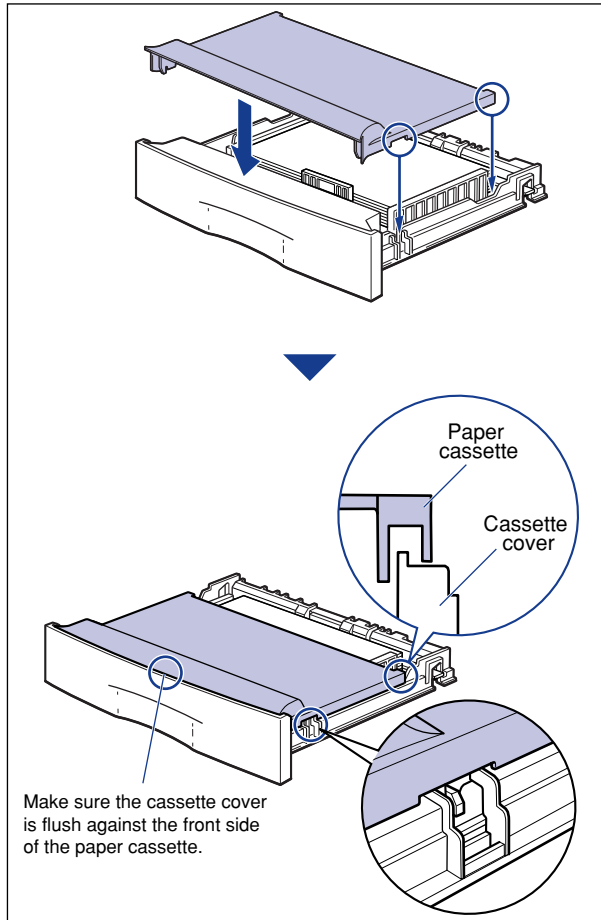
- 13** Attach the label for the size of the loaded paper to the paper size guide, and insert the guide into the paper size slot of the paper size cover.



- 14** Close the paper size cover.



15 Set the cassette cover as shown in the figure.



IMPORTANT

Set the cassette cover properly. If the paper cassette is set when the cassette cover is not set properly, you may not be able to pull out the paper cassette.

NOTE

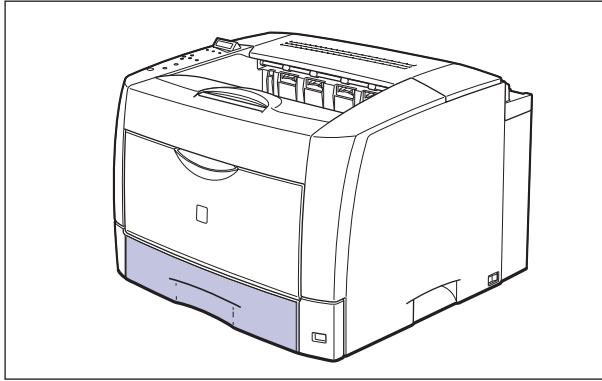
If the paper cassette is extended, set the cassette cover to prevent dust getting into the cassette. The paper cassette can be used without the cassette cover if it is not extended. In this case, keep the cassette cover.

16 Set the paper cassette in the printer.

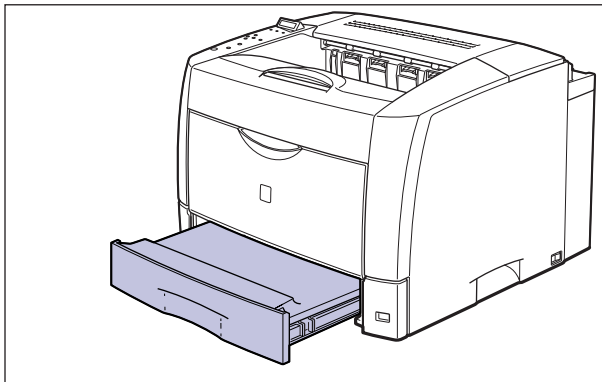
Set the paper cassette referring to the following figure:


If you cannot insert the paper cassette smoothly, check if the cassette cover is set properly. If the paper cassette is set when the cassette cover is not set properly, you may not be able to pull out the paper cassette.

- If the paper cassette is not extended, push the paper cassette into the printer firmly until the front side of the cassette is flush with the front surface of the printer.

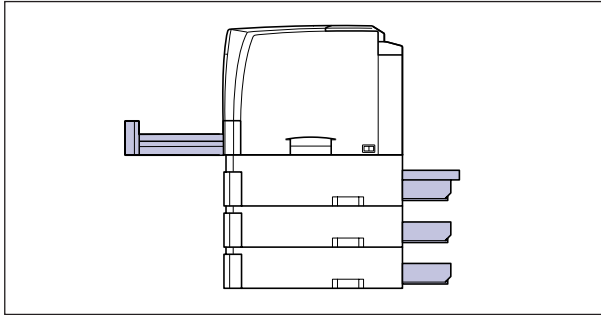


- If the paper cassette is extended, the front side of the cassette is not flush with the front surface of the printer. Push the paper cassette gently until it stops.



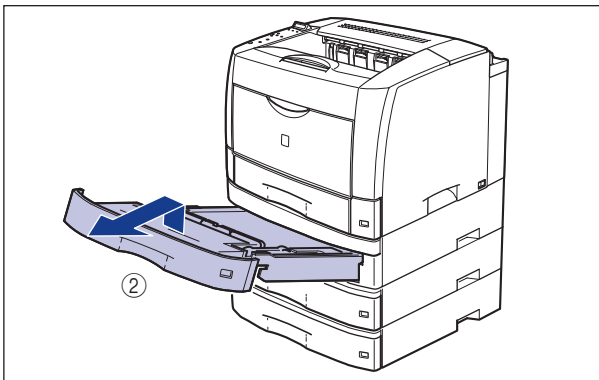
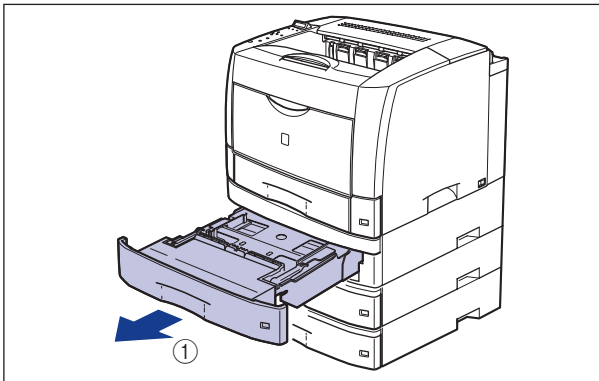
 NOTE

The printer looks as shown in the figure below when used with the paper cassettes of the main unit and the optional paper feeders extended.



Loading Paper in Cassette 2, 3, or 4

- 1** Pull out the paper cassette gently until it stops ①, lift up the front portion of the cassette to remove it ②.



CAUTION

Be sure to take the paper cassette out of the paper feeder before loading paper. If the paper is loaded while the paper cassette is pulled out halfway, the paper cassette may drop or the printer may be broken resulting in personal injuries.

IMPORTANT

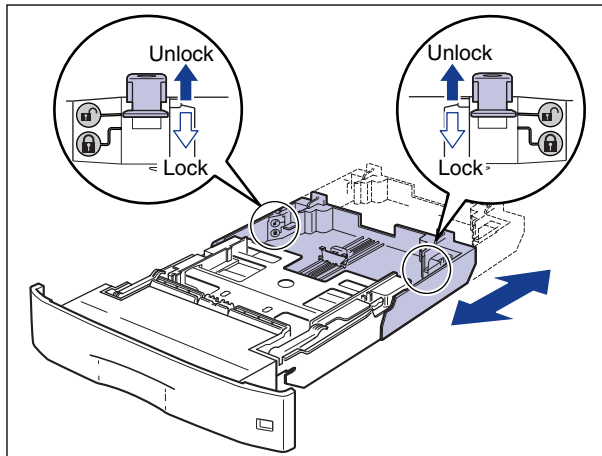
The paper cassette cannot be pulled out horizontally. If you try to pull it out forcibly, this may result in damage to the paper cassette.

2 Adjust the position of the paper cassette according to the size of the paper to be loaded.

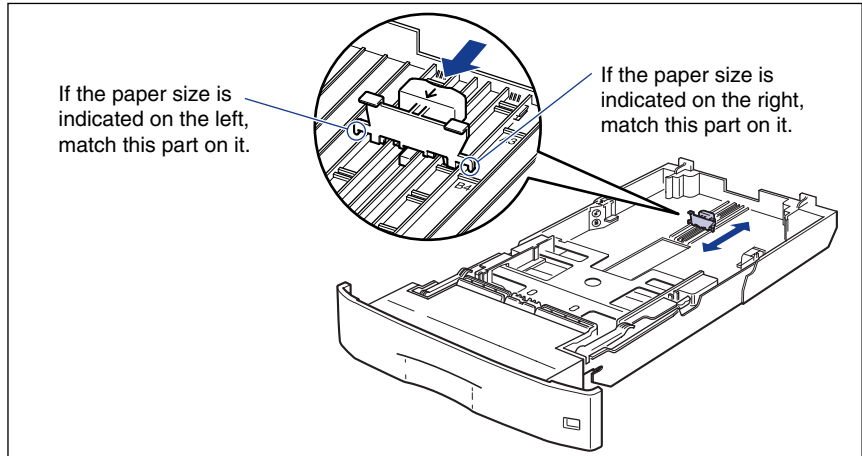
When loading paper in landscape orientation as when loading A5- or Executive-size paper, shorten the paper cassette.

When loading paper in portrait orientation as when loading A3-, B4-, Ledger-, or Legal-size paper, extend the paper cassette.

To adjust the position of the paper cassette, lift up the lock release levers gently to release the lock, slide the paper cassette by holding the rear portion of the paper cassette, and push down the lock release lever to lock the cassette.

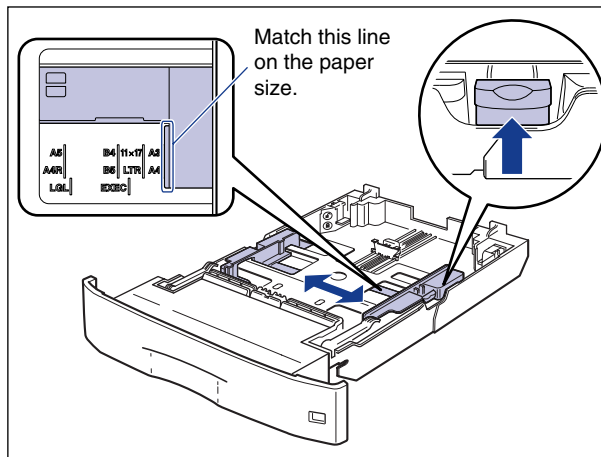


- 3** While holding the lock release lever at the rear of the paper guide, slide the guide to the size mark for the loaded paper.

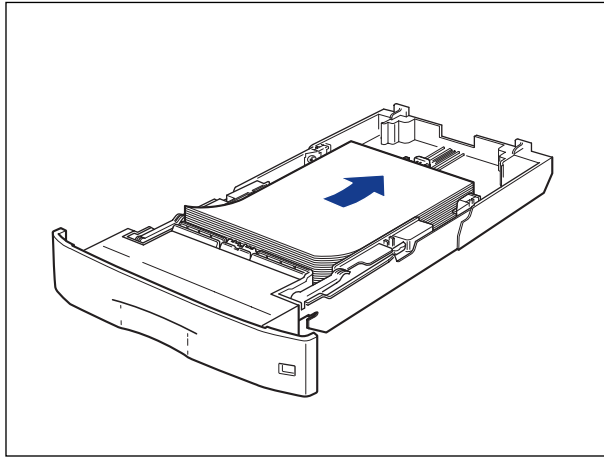


- 4** While holding the lock release lever at the side of the paper guide, slide the guide to the size mark for the loaded paper.

The paper guides on the sides of the cassette move together.



- 5** Load the paper stack so that the rear edge is aligned with the paper guide.



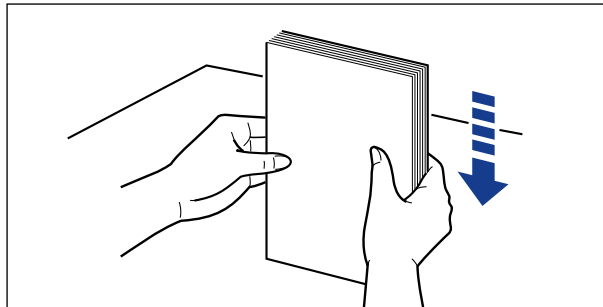
CAUTION


When loading paper, take care not to cut your hands with the edges of the paper.



IMPORTANT

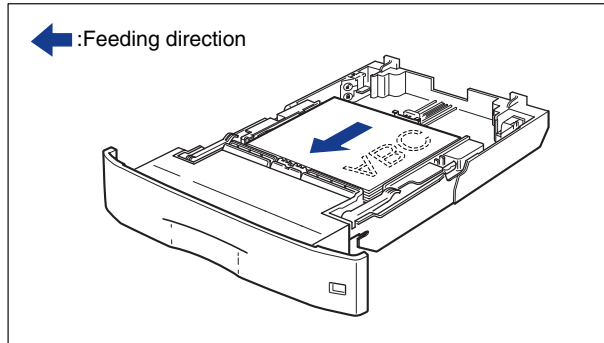
Double-feeding may occur frequently if the edges of the paper stack are not aligned properly. In this case, align the edges of the paper stack on a flat surface.



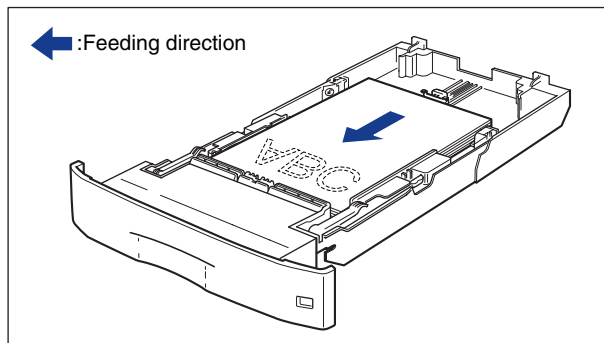
 NOTE

To print letterhead paper or paper printed with a logo, load the paper in the proper direction according to the following instructions:

- When loading paper in landscape orientation as when loading A5- or Executive-size paper, load the paper so that the printing surface faces down and the top edge is toward the right of the printer as it is viewed from the front.

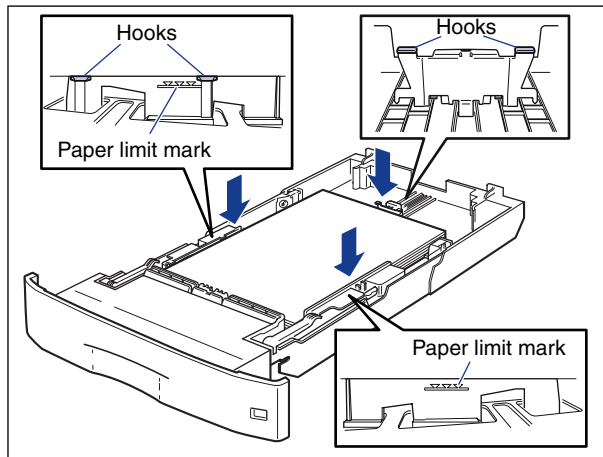


- When loading paper in portrait orientation as when loading A3-, B4-, Ledger-, or Legal-size paper, load the paper so that the printing surface faces down and the top edge is toward the front of the printer as it is viewed from the front.



6 Press down the paper stack so that it is loaded under the hooks on the paper guide.

Make sure that there is sufficient space between the hooks and paper stack. Take out some paper when there is no space.

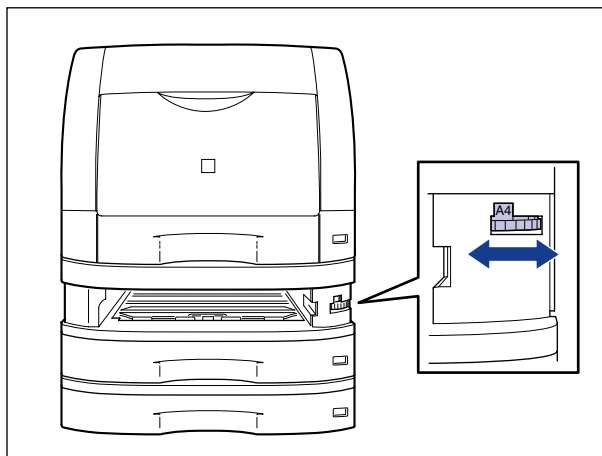


IMPORTANT

Up to approximately 250 sheets of plain paper (64 g/m²) or 150 sheets of heavy paper (90 g/m²) can be loaded in the paper cassette. Be sure that the paper stack does not exceed the paper limit marks on the paper guide, as this may result in misfeeds.

7 Set the paper size dial at the front of the paper feeder to the size of the loaded paper.

The default is "A4".

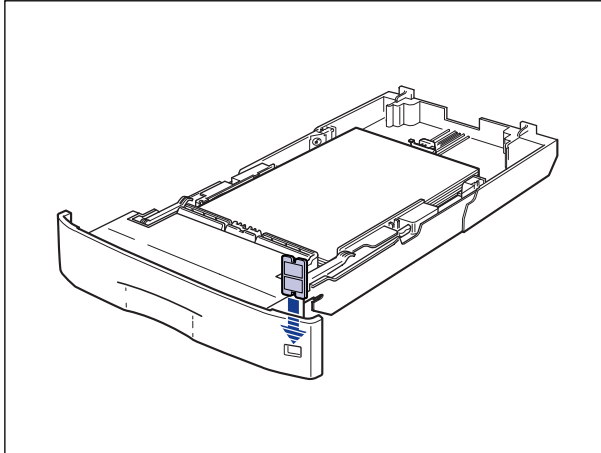




IMPORTANT

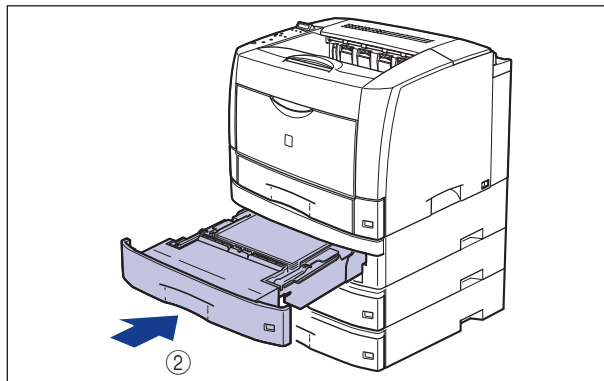
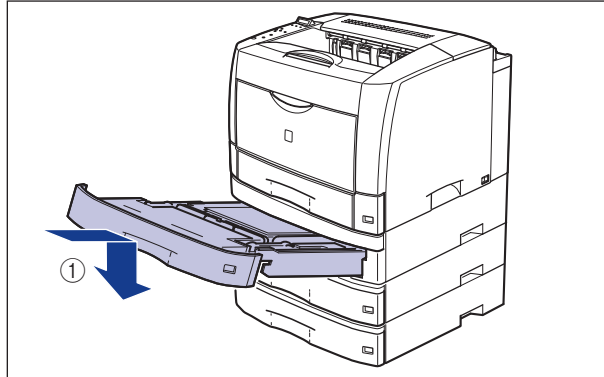
- Make sure that the size of the loaded paper match the size that the paper size dial indicates before setting the paper cassette in the printer. If the sizes do not match, this may result in printer malfunction.
- Do not set the paper size dial to "-". This may result in printer malfunction.

- 8 Attach the label for the size of the loaded paper to the paper size guide, and insert the guide into the paper size slot at the front of the paper cassette.**



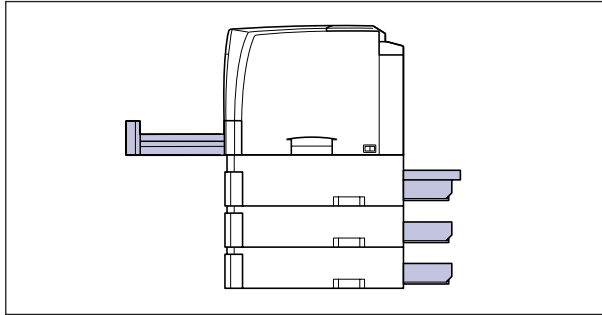
9 Insert the paper cassette obliquely into the paper cassette as shown in the figure ①, and then gently push it horizontally into the paper feeder ②.

Push the paper cassette into the printer firmly until the front side of the cassette is flush with the front surface of the paper feeder.



 NOTE

The printer looks as shown in the figure below when used with the paper cassettes of the main unit and the optional paper feeders extended.



Printing from the Multi-Purpose Tray

Loading Paper (Other than Postcards and Envelopes)

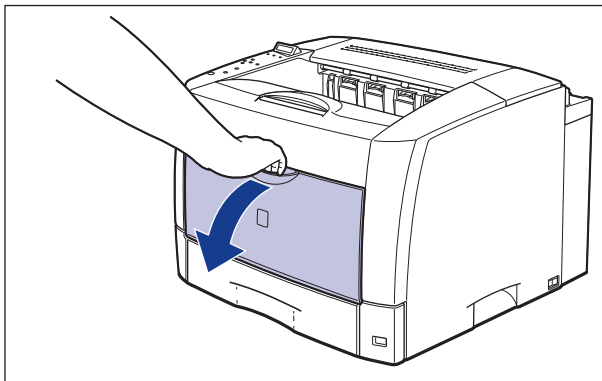
Follow the procedure below to load plain paper, heavy paper, transparencies, or labels in the multi-purpose tray.

IMPORTANT

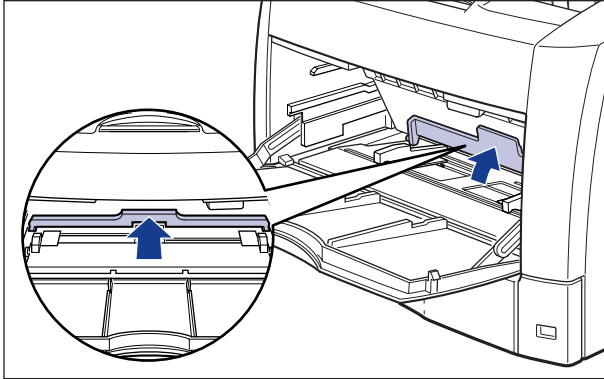
Data cannot be printed within a 5 mm margin on all sides of the paper. (If [Expand Print Region and Print] in the [Finishing Details] dialog box in the LIPS printer driver is checked, the printable area can be expanded to near the edges of the paper. For more details, refer to Help for the printer driver.)

1 Open the multi-purpose tray.

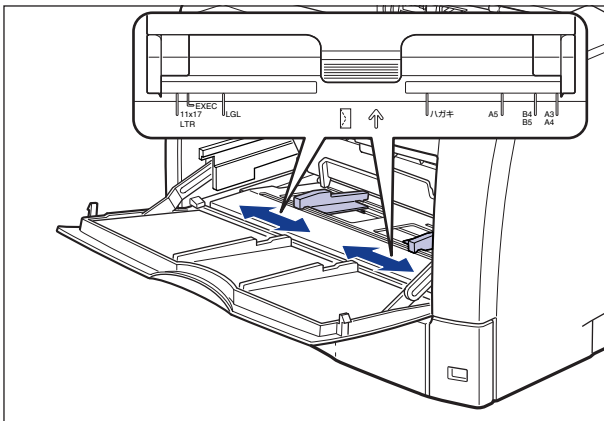
Open the multi-purpose tray by holding the grip at the center of the printer.



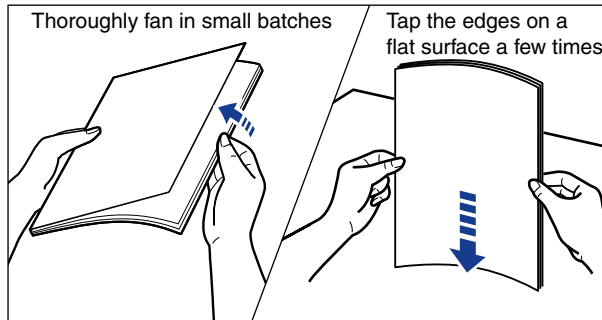
2 Raise the paper retaining lever.



3 Spread the paper guides a little wider than the actual paper width.



4 Before loading transparencies or labels, fan them in small batches and align the edges.



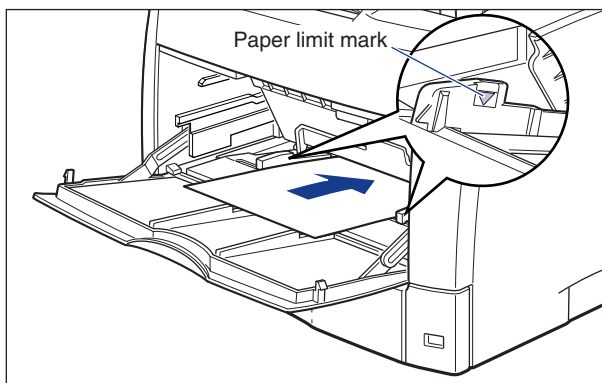
⚠ CAUTION

When loading paper, take care not to cut your hands with the edges of the paper.

👤 IMPORTANT

- Be sure to fan the transparencies or labels thoroughly before loading them. If they are not fanned enough, this may result in misfeeds or paper jams.
- When fanning or aligning the transparencies, try to hold the edge of paper as much as possible to avoid touching the printing side.
- Take care not to mark or stain the printing surface of the transparencies with fingerprints, dust, or oil. This may result in poor print quality.

5 Gently load the stack of paper with the printing side facing up until it touches the back of the tray.

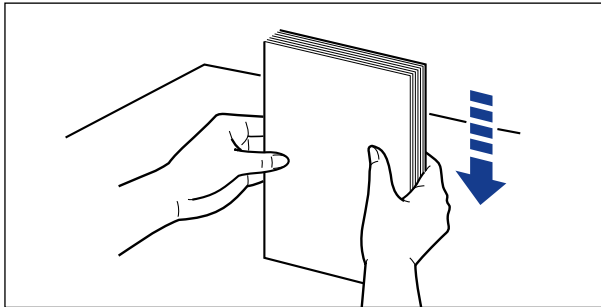



⚠ CAUTION

When loading paper, take care not to cut your hands with the edges of the paper.

 **IMPORTANT**

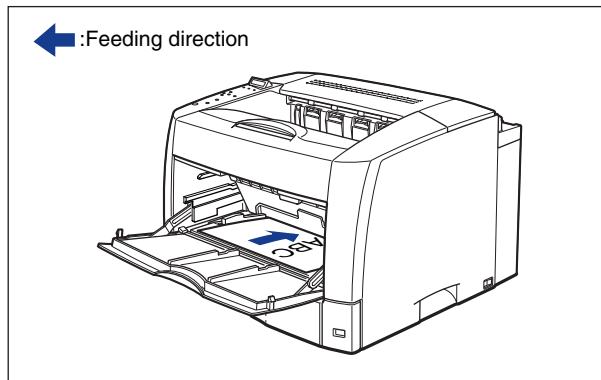
- The following shows the paper capacity for the multi-purpose tray. Make sure that the paper stack does not exceed the paper limit marks.
 - Plain Paper Approx. 100 sheets (64 g/m²)
 - Heavy Paper Approx. 50 sheets (128 g/m²)
 - Transparency Approx. 50 sheets
 - Label Approx. 50 sheets
- Load the envelopes so that they are straight.
- If the rear edge of the paper stack is not properly aligned, this may result in misfeeds or paper jams.
- If the paper is curled or folded at corners, flatten it before loading it in the printer.
- Double-feeding may occur frequently if the edges of the paper stack are not aligned properly. In this case, align the edges of the paper stack on a flat surface.



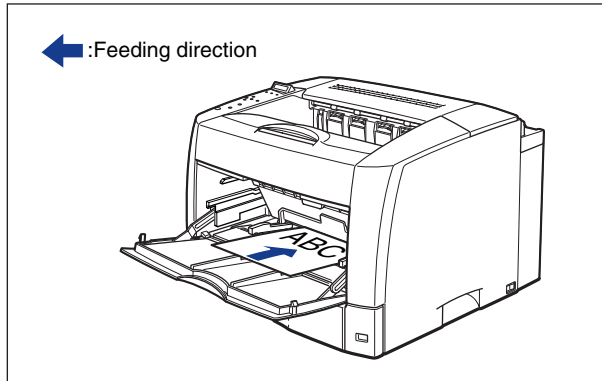
 **NOTE**

To print letterhead paper or paper printed with a logo, load the paper in the proper direction according to the following instructions:

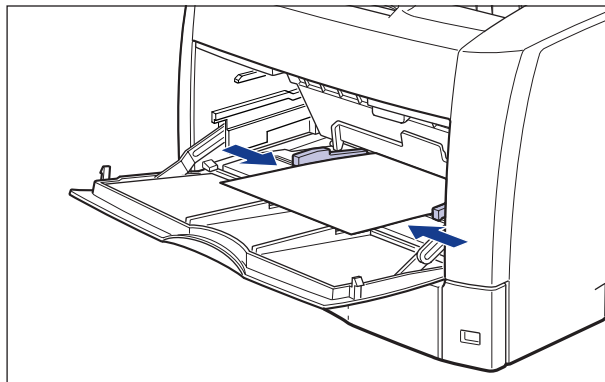
- When loading paper in landscape orientation as when loading A5- or Executive-size paper, load the paper so that the printing surface faces up and the top edge is toward the right of the printer as it is viewed from the front.



- When loading paper in portrait orientation as when loading A3- or B4-size paper, load the paper so that the printing surface faces up and the top edge is toward the back of the printer as it is viewed from the front.

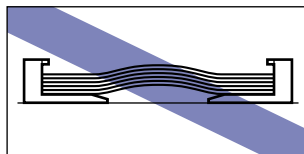
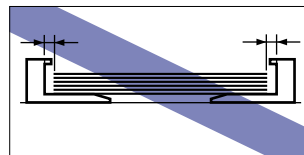
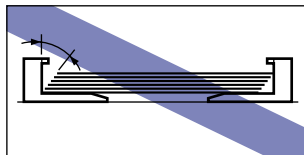


6 Align the paper guides with both sides of the stack.



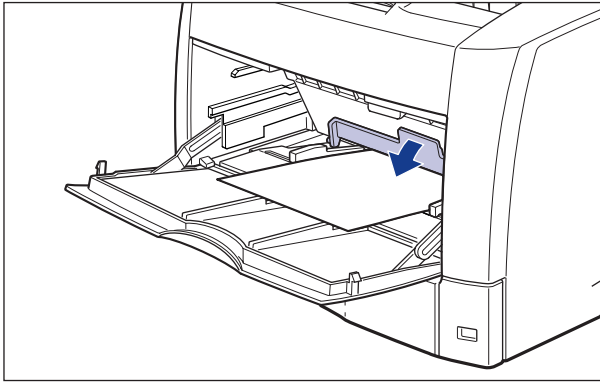
IMPORTANT

- Be sure to align the paper guides with the width of the paper. If the paper guides are too loose or too tight, this may result in misfeeds or paper jams.



- Do not touch the paper in the multi-purpose tray or pull it out during printing. This may result in an error in the printer.

7 Lower the paper retaining lever.



Loading Postcards

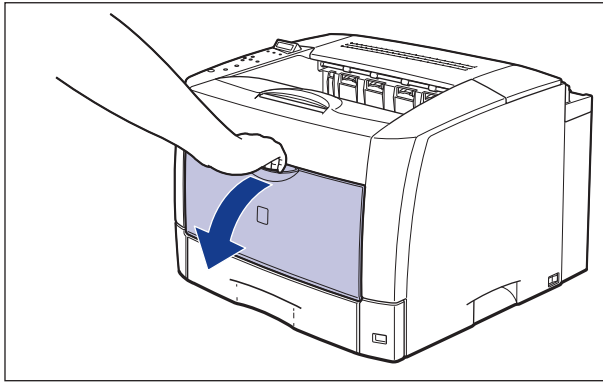
Official postcards, official reply postcards, and 4 on 1 postcards can be loaded in the multi-purpose tray. Follow the procedure below to load postcards in the multi-purpose tray.

IMPORTANT

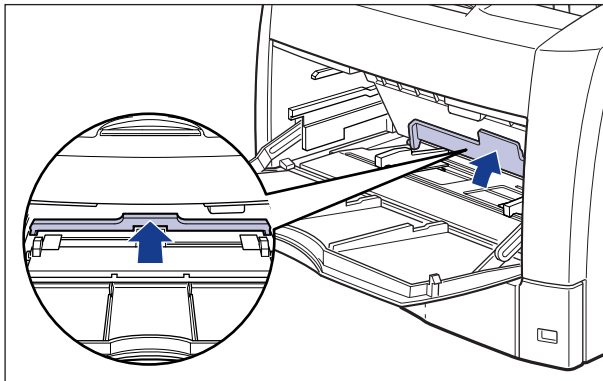
- When printing postcards, reply postcards, or 4 on 1 postcards, data cannot be printed within a 5 mm margin on all sides of the paper. (If [Expand Print Region and Print] in the [Finishing Details] dialog box in the LIPS printer driver is checked, the printable area can be expanded to near the edges of the paper. For more details, refer to Help for the printer driver.)
- When using reply postcards, make sure they are not folded.
- Printing speed drops when printing postcards or reply postcards.

1 Open the multi-purpose tray.

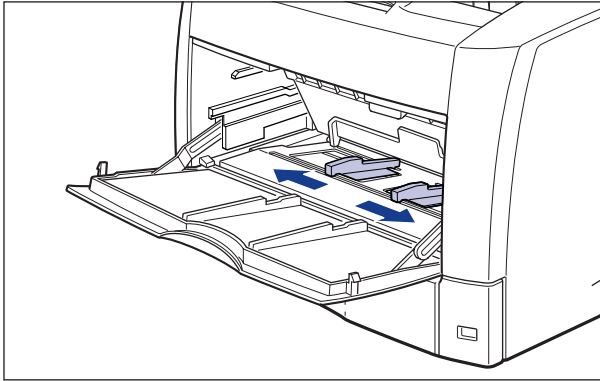
Open the multi-purpose tray by holding the grip at the center of the printer.



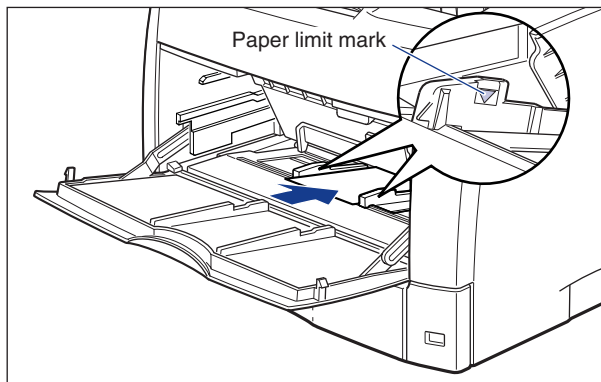
2 Raise the paper retaining lever.



- 3** Spread the paper guides a little wider than the actual postcard width.



- 4** Gently load the stack of postcards with the printing side facing up until it touches the back of the multi-purpose tray as shown in the figure.



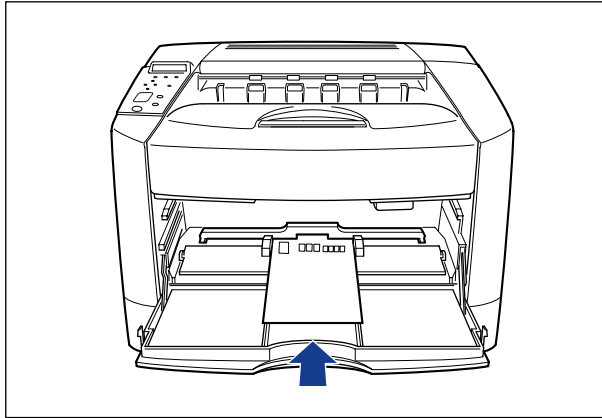
CAUTION

When loading paper, take care not to cut your hands with the edges of the paper.

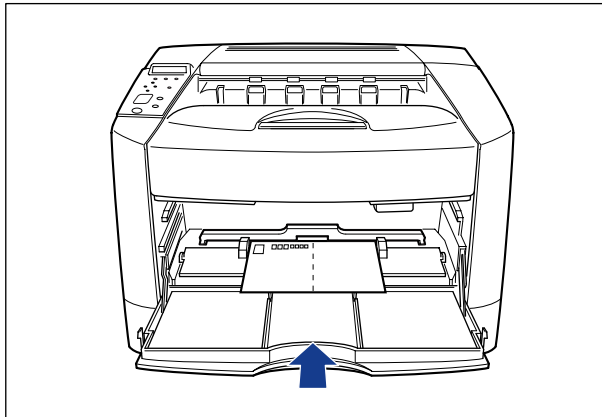
IMPORTANT

- Up to approximately 40 sheets of postcards or reply postcards, or 50 sheets of 4 on 1 postcards can be loaded in the multi-purpose tray. Make sure that the paper stack does not exceed the paper limit marks.

- When loading postcards, load them in portrait orientation so that the printing surface faces up and the top edge is toward the back of the printer as it is viewed from the front.

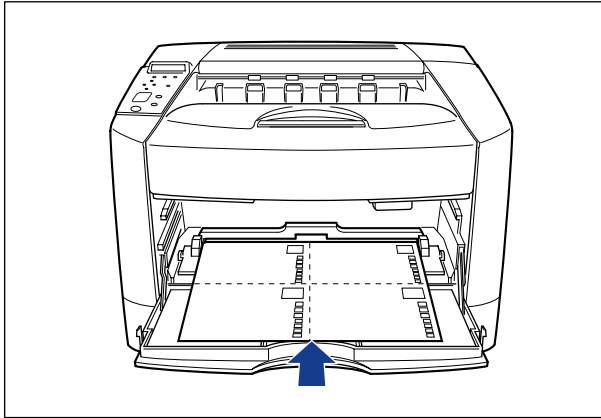


- When loading reply postcards, load them in landscape orientation so that the printing surface faces up and the top edge is toward the back of the printer as it is viewed from the front.

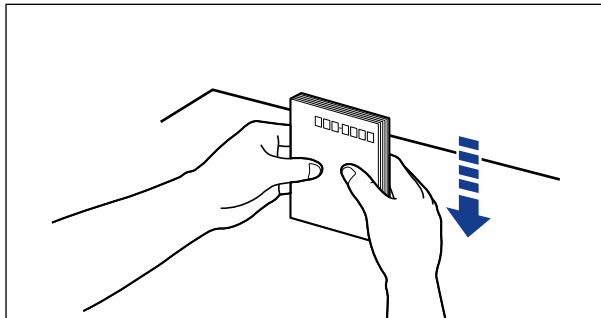


- When printing reply postcards, specify the paper setting and printing orientation in the application, according to the orientation of the paper to be loaded. (Example: Select [Double Japan Postcard Rotated] for Windows NT 4.0/2000/XP/Server 2003.)

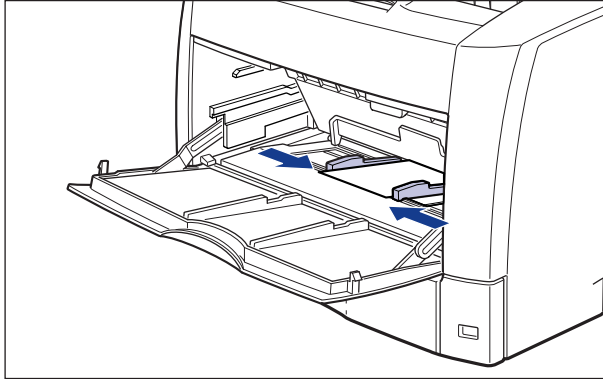
- When loading 4 on 1 postcards, load them in landscape orientation so that the printing surface faces up and the top edge is toward the right of the printer as it is viewed from the front.



- If the postcards are curled, flatten them by curling them toward the opposite side before loading them.
- Double-feeding may occur frequently if the edges of the postcard stack are not aligned properly. In this case, align the edges of the postcard stack on a flat surface.



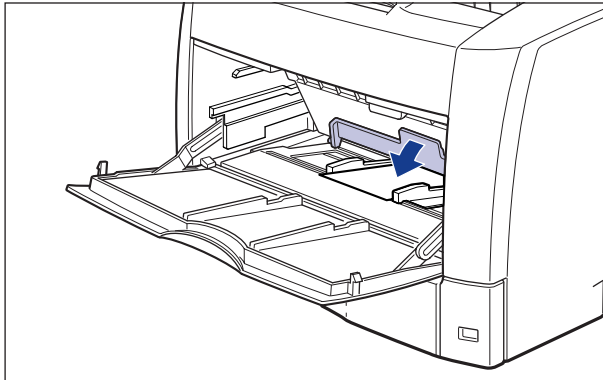
5 Align the paper guides with both sides of the stack.



IMPORTANT

- Be sure to align the paper guides with the width of the postcards. If the paper guides are too loose or too tight, this may result in misfeeds or paper jams.
- Do not touch the postcards in the multi-purpose tray or pull them out during printing. This may result in an error in the printer.

6 Lower the paper retaining lever.



Loading Envelopes

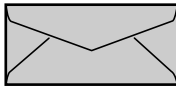
Envelopes in sizes of YOUGATA No.4, YOUGATA No.2, and KAKUGATA No.2 can be loaded in the multi-purpose tray. Follow the procedure below to load envelopes in the multi-purpose tray.



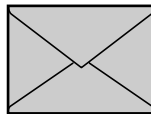
IMPORTANT

- The envelopes that can be used with this printer are YOUGATA No.4, YOUGATA No.2, KAKUGATA No.2, that fall within the following structures.

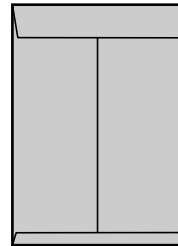
YOUGATA No.4
(105 mm x 235 mm)
(Envelope Y401 for Canon LBP
/recommended)



YOUGATA No.2
(114 mm x 162 mm)
(Envelope Y201 for Canon LBP/
recommended)



KAKUGATA No.2
(240 mm x 332 mm)



*Envelopes of YOUGATA No.4 and YOUGATA No.2
with a flap on the short edge cannot be used.

- Do not use envelopes with adhesive on the surface. This may cause deterioration in print quality or printer malfunction.
- When printing envelopes, data cannot be printed within a 10 mm margin on all sides of the paper. (If [Expand Print Region and Print] in the [Finishing Details] dialog box in the LIPS printer driver is checked, the printable area can be expanded to near the edges of the paper. For more details, refer to Help for the printer driver.)
- Printing speed drops when printing envelopes.

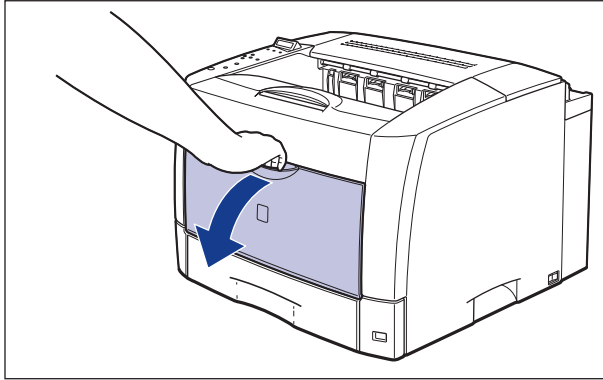


NOTE

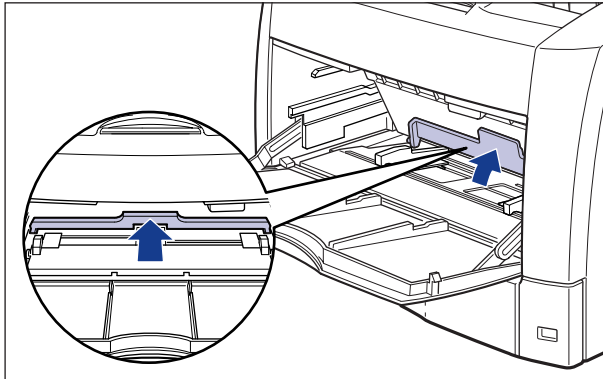
When printing envelopes, they may be creased.

1 Open the multi-purpose tray.

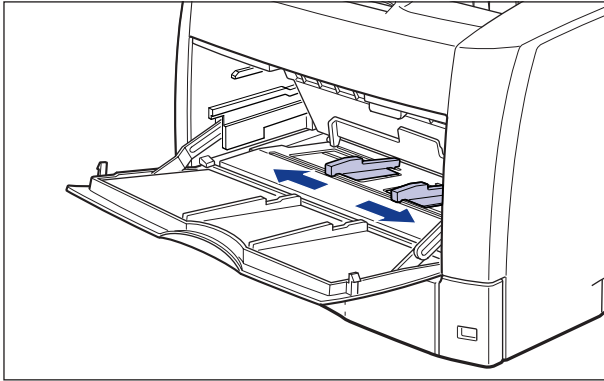
Open the multi-purpose tray by holding the grip at the center of the printer.



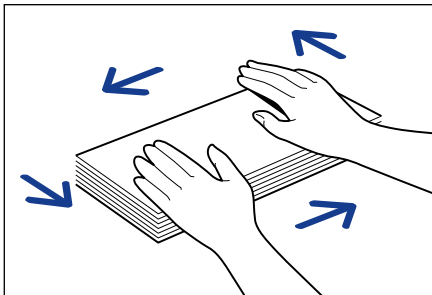
2 Raise the paper retaining lever.



- 3** Spread the paper guides a little wider than the actual envelope width.



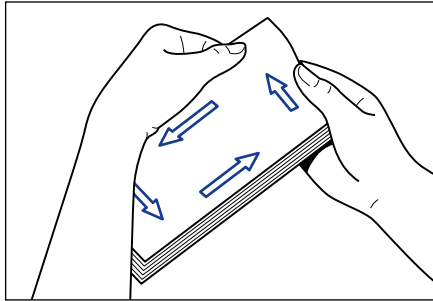
- 4** Place the stack of envelopes on a flat surface, flatten them to release any remaining air, and be sure that the edges are pressed tightly.



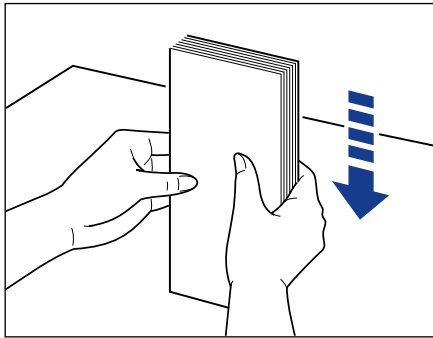
⚠ CAUTION

When loading paper, take care not to cut your hands with the edges of the paper.

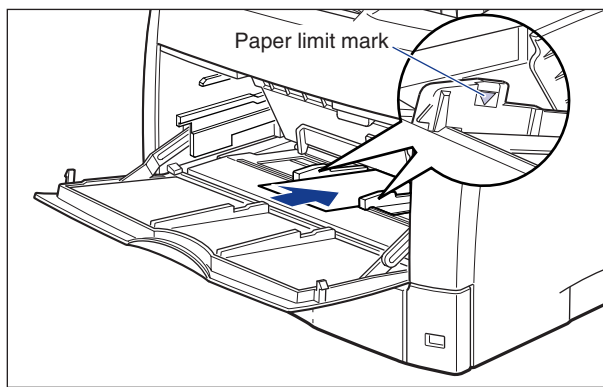
- 5** Loosen any stiff corners of the envelopes and flatten curls as shown in the figure.



- 6** Align the edges of the envelopes on a flat surface.

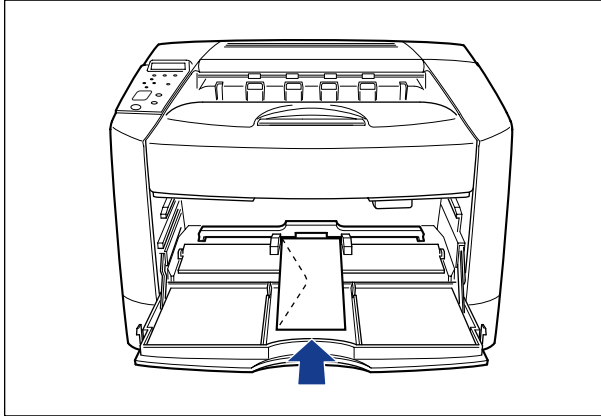


- 7** Gently load the stack of postcards with the address side facing up until it touches the back of the multi-purpose tray as shown in the figure.

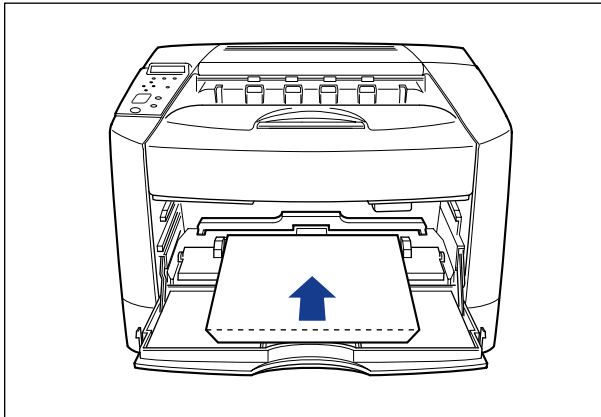


 **IMPORTANT**

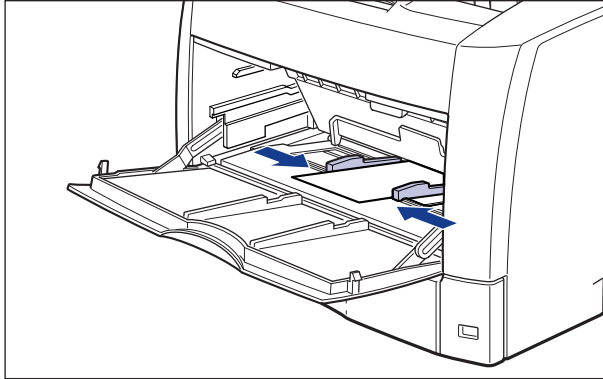
- Up to approximately 10 sheets of envelopes can be loaded in the multi-purpose tray. Make sure that the envelope stack does not exceed the paper limit marks.
- The back side (with adhesive surface) of an envelope cannot be printed.
- When loading envelopes in size of YOUNGATA No.4 or YOUNGATA No.2, load them so that the flap is toward the left of the printer as it is viewed from the front.



- When loading envelopes in size of KAKUGATA No.2, leave the flaps open and load them so that the bottom of the envelopes is toward the back of the printer as it is viewed from the front.



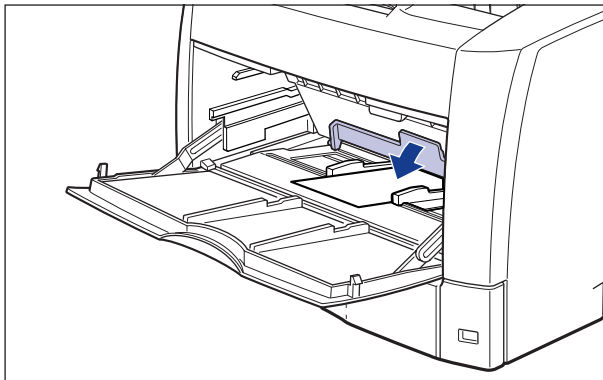
8 Align the paper guides with both sides of the stack.



IMPORTANT

- Make sure that there is no space between the paper guide and the envelopes, and be careful not to press the envelopes so hard that they are distorted. They may result in misfeeds or paper jams.
- Do not touch the envelopes in the multi-purpose tray or pull them out during printing. This may result in an error in the printer.

9 Lower the paper retaining lever.



Paper Jams (Removing Paper Jams)

If a paper jam occurs during printing for some reason, the printer beeps displaying the message <13 ヨウシガ ツマリマシタ> on its display. When a paper jam occurs, remove the paper using the following procedure and restart printing. If the message does not disappear after the paper is removed using the procedure, pieces of torn paper may still be remaining inside. In this case, inspect each part of the printer again and remove the jammed paper completely.

Procedure for Clearing Paper Jams

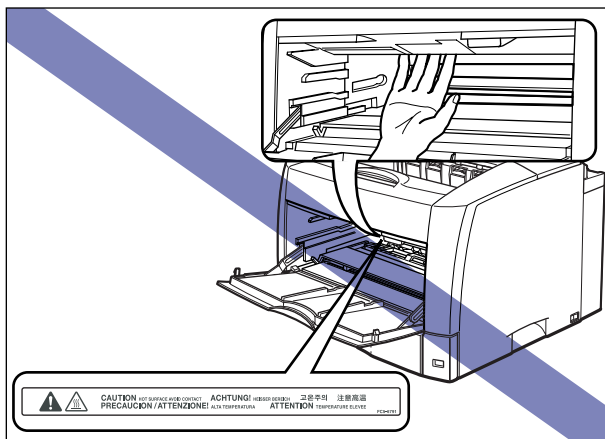
When a paper jam occurs, confirm the messages first, then remove the paper following the procedure.

⚠ WARNING

There are some areas inside the printer which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the printer, do not allow necklaces, bracelets, or other metal objects to touch the inside of the printer, as this may result in burns or electrical shock.

⚠ CAUTION

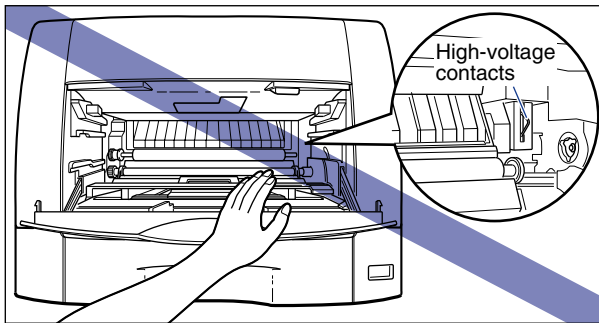
- The fixing unit and its surroundings inside the printer may become hot during use. Do not touch the fixing unit and its surroundings, as doing so may result in burns or electrical shock.



- When removing jammed paper, take care not to allow the toner to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.
- When removing paper which has become jammed inside the printer, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.
- When removing jammed paper, take care not to cut your hands with the edges of the paper.

 **IMPORTANT**

- Do not touch the high-voltage contacts inside the toner cover, as this may result in damage to the printer.



- Before removing jammed paper, be sure to remove the toner cartridge and paper cassette, and open the top cover of the printer completely until it stops.
- Remove jammed paper while the printer is turned ON. If the printer is turned OFF, the data being printed will be deleted.
- Applying excess force may result in tearing paper or damaging the parts in the printer. When removing jammed paper, pull out the paper in the most appropriate direction, judging from the position of the paper.
- If paper is torn, be sure to find and remove any remaining pieces of paper.
- The error message may remain if jammed paper is removed without opening the top cover. In this case, open and close the top cover.

1 Confirm all the messages that appear on the display.

Messages appear one at a time. Confirm all of them.

As the messages disappear when the cover is open, take a note of them if required.

13 ヨウシカ ッマリマシタ

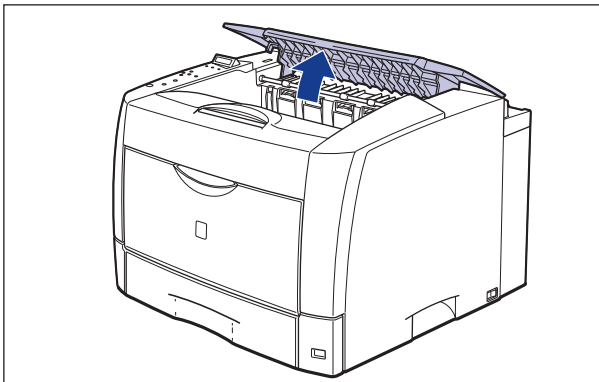


トナー カバー エリア

The messages indicate where the paper is jammed. The following are the messages:

Displayed Message	Paper Jam Location
<キューシ エリア>	Multi-purpose Tray, Paper Cassette
<トナー カバー エリア>	Inside the Toner Cover
<ハイシ エリア>	Output Tray
<リョウメン ユニット>	Inside the Duplex Unit
<カセット1 シタ>	Transport Area (Paper Feeder)

2 Open the top cover.

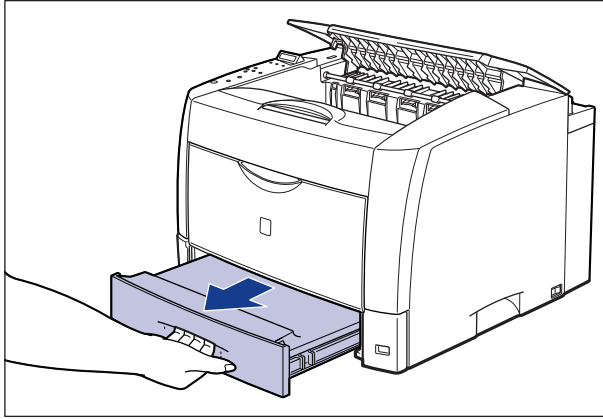


IMPORTANT

Raise the top cover slowly and firmly, and open it completely until it stops. If any jammed paper is removed when the top cover is not opened completely, it may result in damage to the printer.

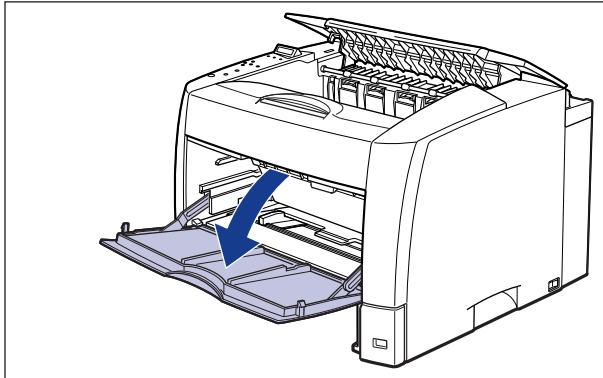
3 Pull out the paper cassette.

If it is difficult to pull out the paper cassette, lift it a little bit, and then pull it out horizontally.

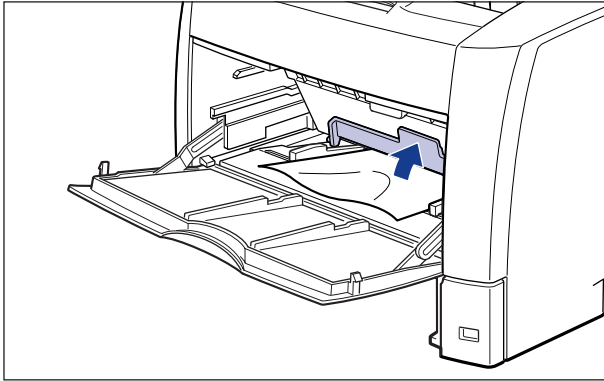


4 Open the multi-purpose tray.

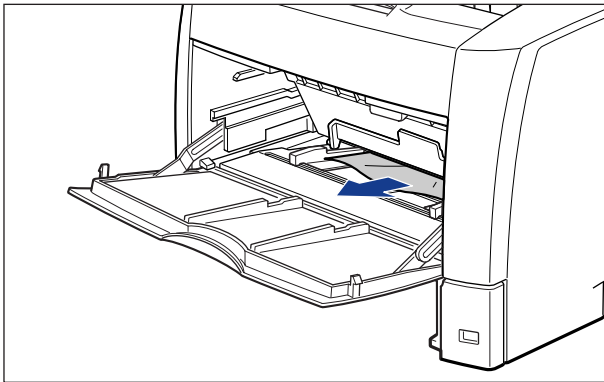
Open the multi-purpose tray by holding the grip at the center of the printer.



- 5** If you are using the multi-purpose tray, raise the paper retaining lever, and then remove the loaded paper.



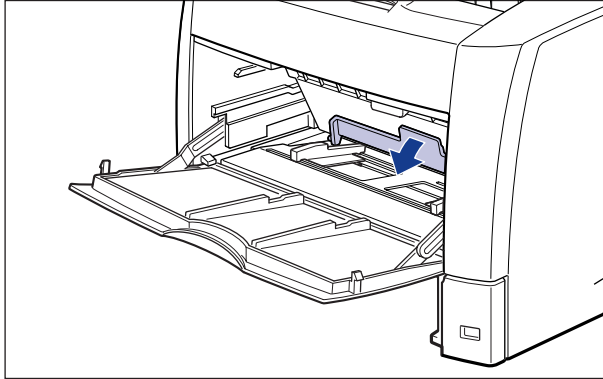
- 6** Remove the paper jammed in the multi-purpose tray.



IMPORTANT

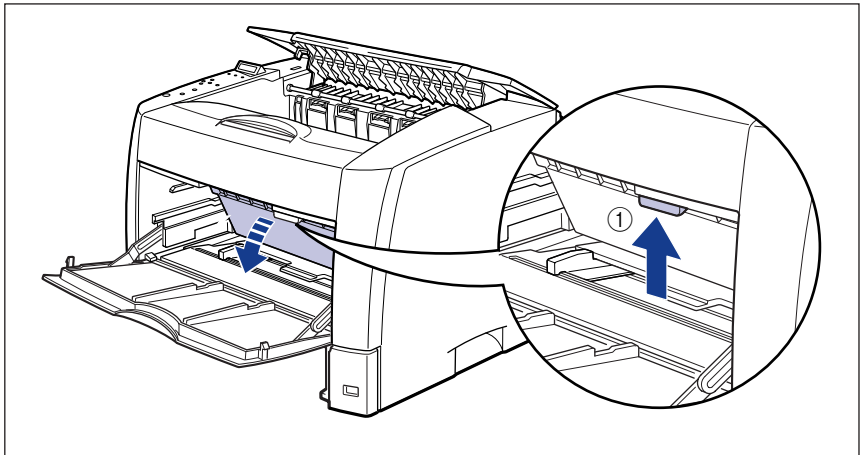
If the jammed paper cannot be removed easily, proceed to the next step. Do not try to remove it forcibly.

7 Lower the paper retaining lever.

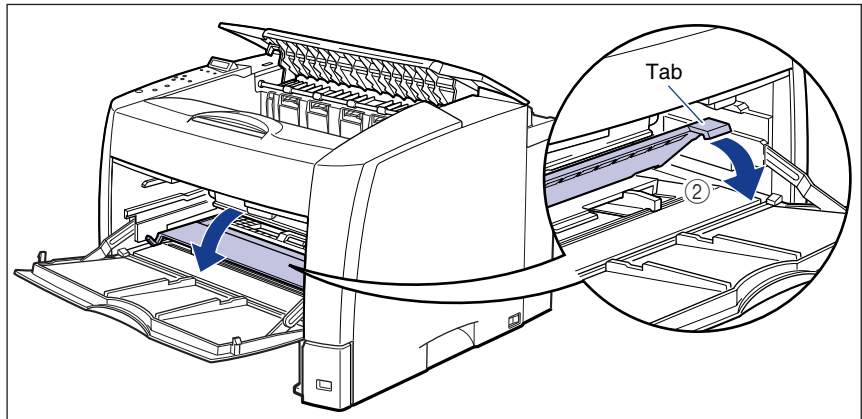


8 Open the toner cover.

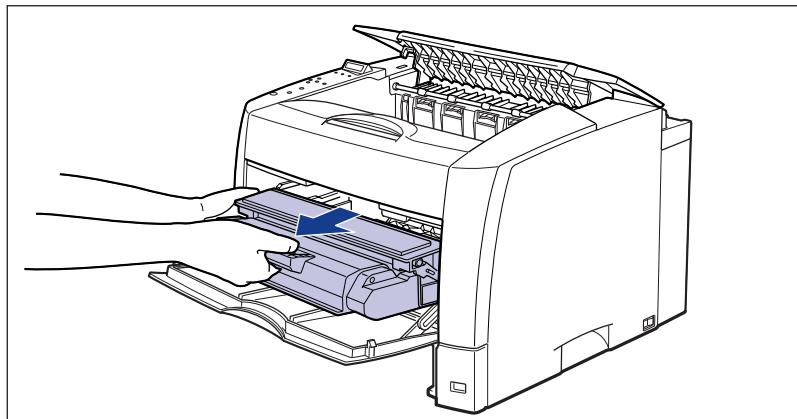
Press the green toner cover release button ① as shown in the figure.



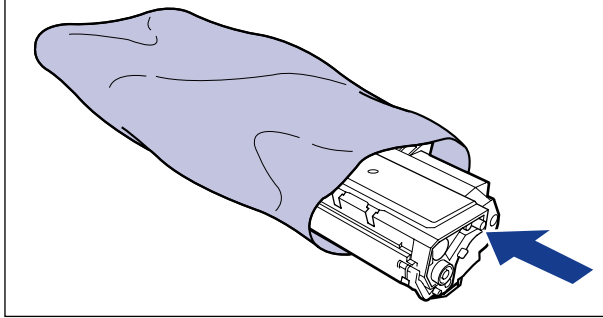
Holding the green tab, open the toner cover until it clicks ②.



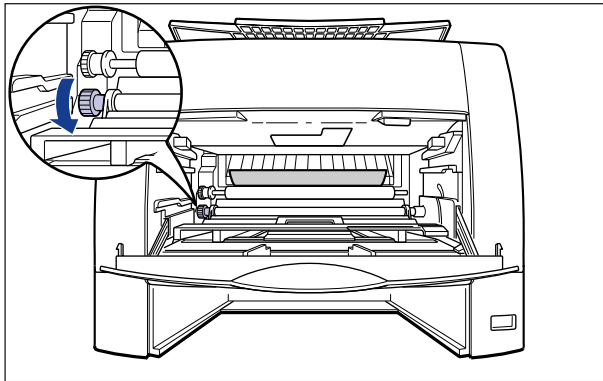
- 9** Pull out the toner cartridge halfway by holding the grip, and then remove the cartridge with both hands as shown in the figure.



- 10** Place the toner cartridge into the protective bag.

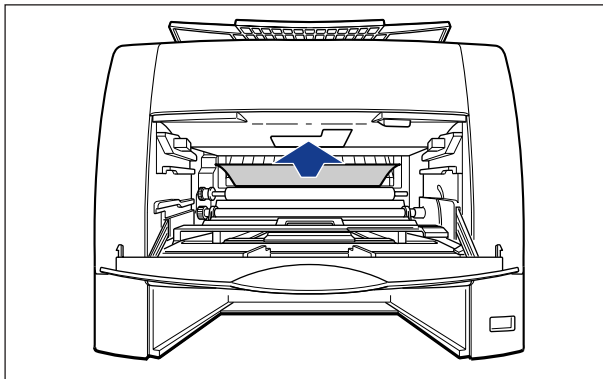


- 11** Turn the dial in the toner cover in the direction of the arrow to send the jammed paper.



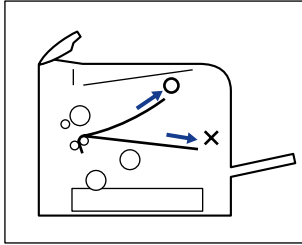
- 12** Remove the paper jammed in the toner cover.

Remove the jammed paper gently to prevent unfixed toner from spilling.



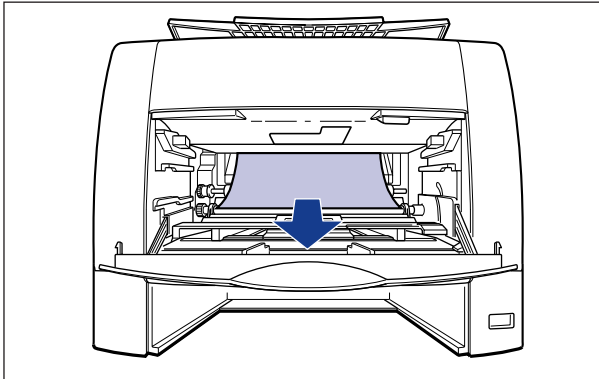
 **IMPORTANT**

If you pull the jammed paper obliquely downward, unfixed toner may spill. When removing the jammed paper, pull it as obliquely upward as possible. Dirt inside the printer may cause deterioration in print quality.



13 Remove the paper jammed in the output tray.

Remove the jammed paper gently to prevent unfixed toner from spilling.

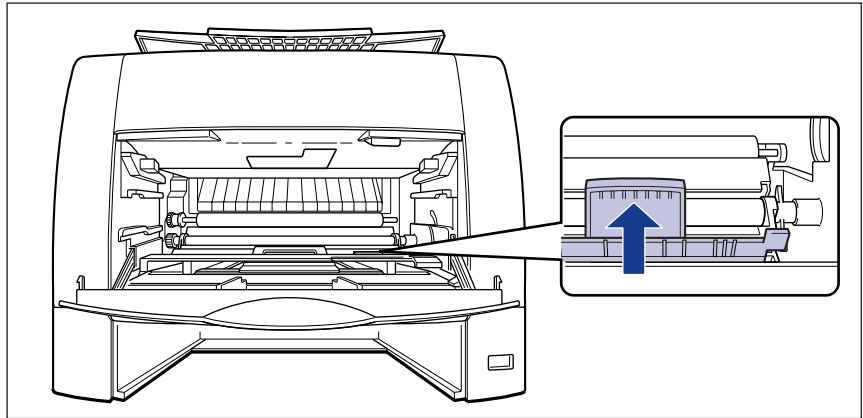


 **IMPORTANT**

When rear edge of the paper remains in the fixing unit, unfixed toner is on the paper. Be careful not to spill the toner when removing the paper. Toner that spilled inside the printer may stain the inside, causing deterioration in print quality.

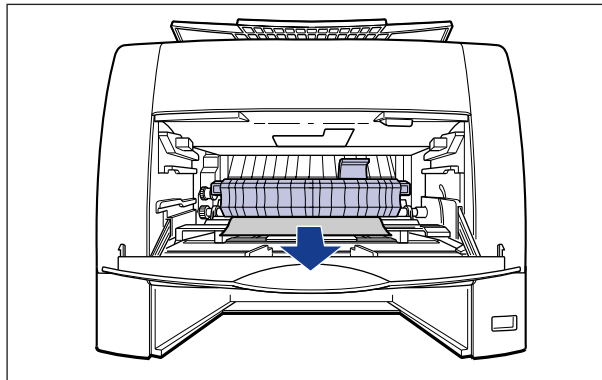
14 If the jammed paper is under the delivery guide inner cover, open the cover.

Holding the green tab, open the delivery guide inner cover.



15 Remove the jammed paper, then close the delivery guide inner cover.

Remove the jammed paper gently.

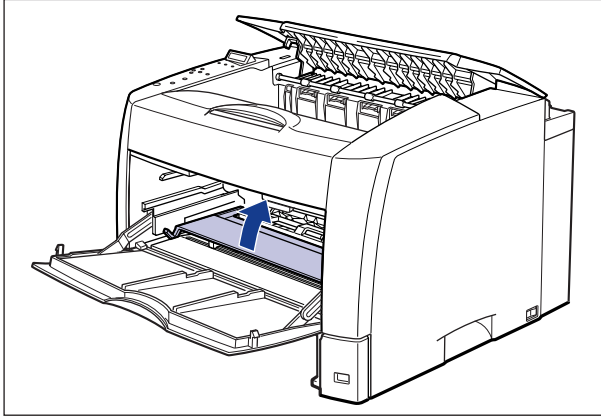


IMPORTANT

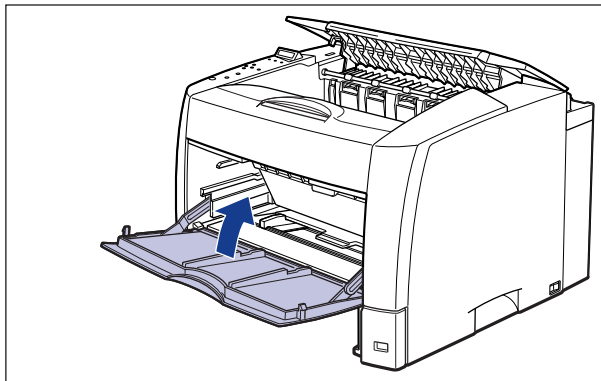
When top edge of the paper has been sent into the fixing unit, unfixed toner is on the paper. Be careful not to spill the toner when removing the paper. Toner that spilled inside the printer may stain the inside, causing deterioration in print quality.

16 Close the toner cover.

Holding the center of the toner cover, close the cover until it clicks.



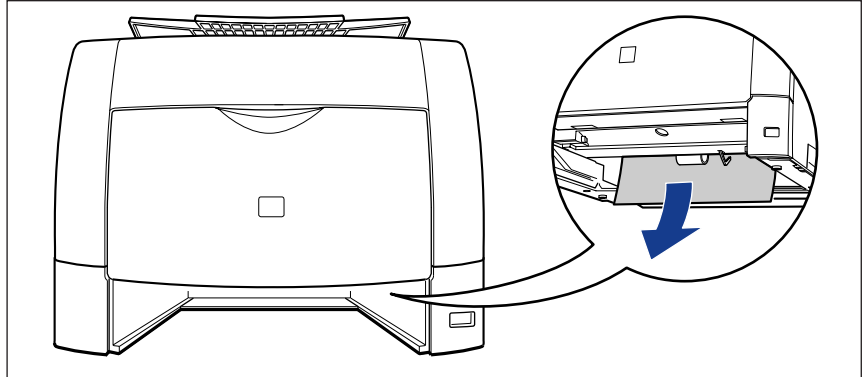
17 Close the multi-purpose tray.



IMPORTANT

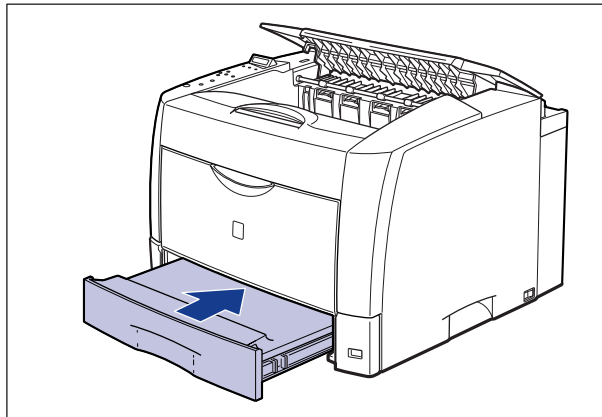
If you cannot close the multi-purpose tray, check if the toner cover is completely closed. If you try to close the multi-purpose tray forcibly, this may result in damage to the printer.

18 Remove the paper jammed at the bottom of the printer.



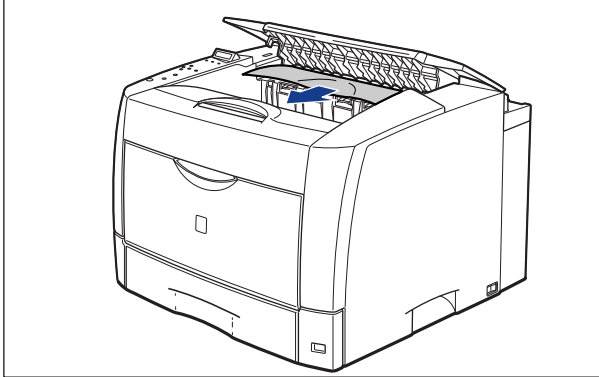
Refer to "Paper Jam in the Paper Feeder" (→ P.73) when paper is jammed in the optional 250-sheet paper feeder.

19 Set the paper cassette in the printer.



Refer to "Paper Jam in the Duplex Unit" (→ P.77) when paper is jammed in the optional duplex unit.

20 Remove the jammed paper from the output tray.

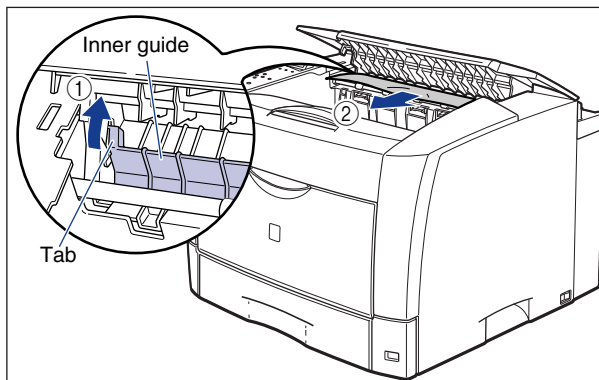


IMPORTANT

Before removing the jammed paper, make sure that the top cover is opened completely until it stops. If any jammed paper is removed when the top cover is not opened completely, it may result in damage to the printer.

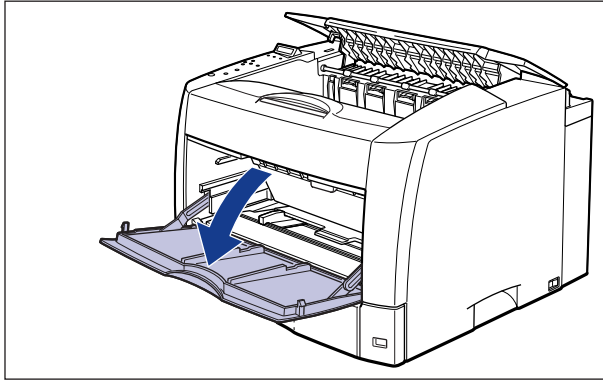
21 If the jammed paper is under the inner guide, raise the inner guide ①, then remove the jammed paper ②.

Raise the inner guide by holding the tab. Pull out the jammed paper gently.



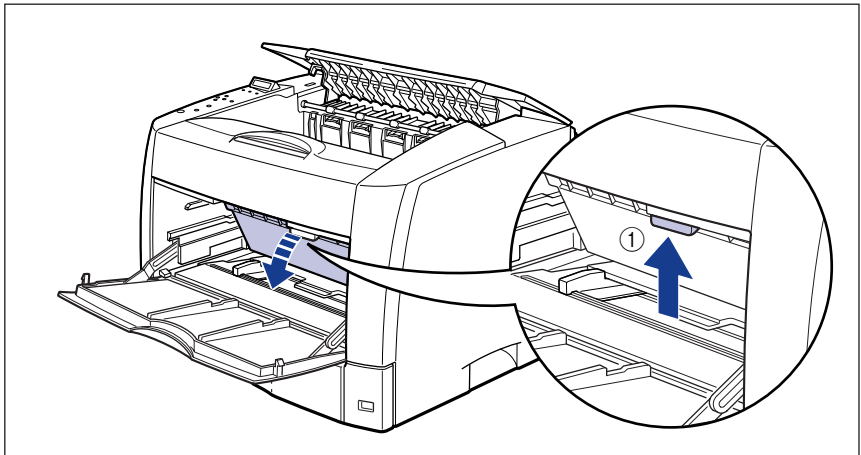
22 Open the multi-purpose tray.

Open the multi-purpose tray by holding the grip at the center of the printer.

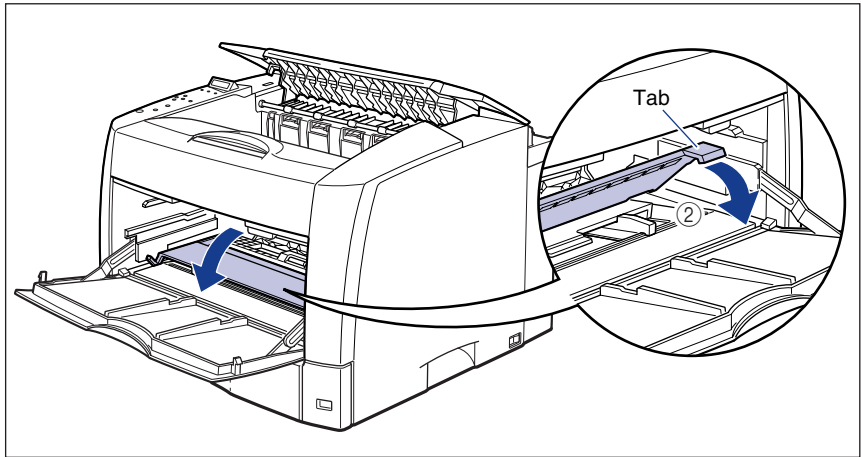


23 Open the toner cover.

Press the green toner cover release button ① as shown in the figure.

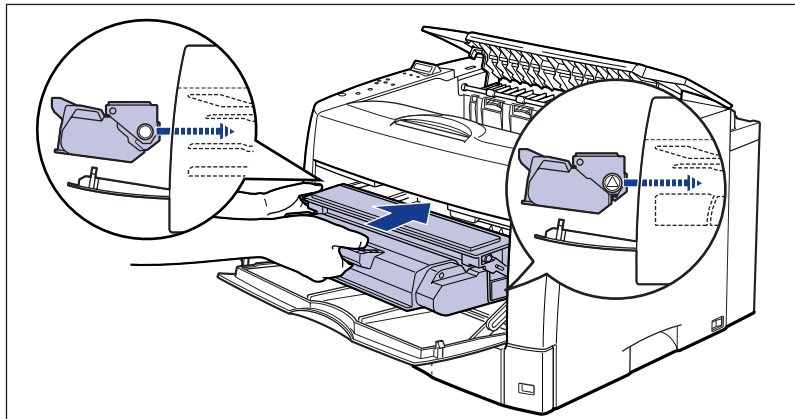


Holding the green tab, open the toner cover until it clicks ②.



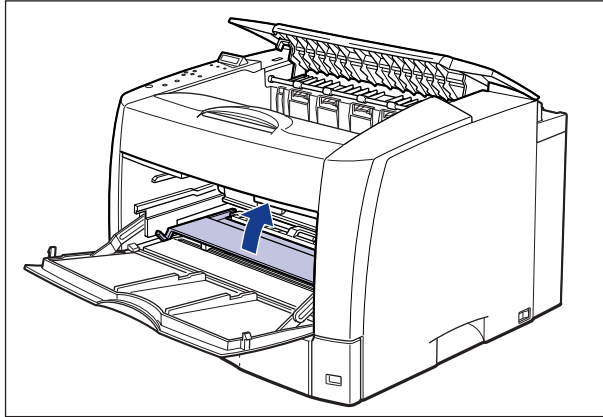
24 Take the toner cartridge out of the protective bag, then install it in the printer.

Align the projections on each side of the toner cartridge with the toner cartridge guides inside the printer. Push the toner cartridge completely into the printer.



25 Close the toner cover.

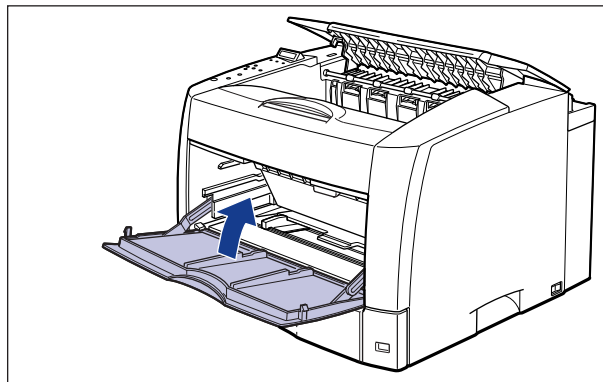
Holding the center of the toner cover, close the cover until it clicks.



IMPORTANT

- If you cannot close the toner cover, check if the toner cartridge is installed properly. If you try to close the toner cover forcibly, this may result in damage to the printer.
- Do not leave the toner cover open for a long time after installing the toner cartridge.

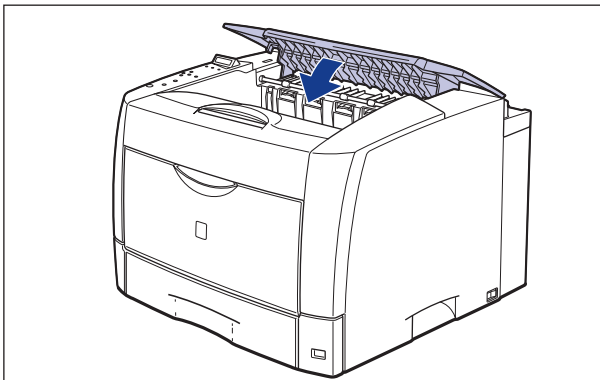
26 Close the multi-purpose tray.



IMPORTANT

If you cannot close the multi-purpose tray, check if the toner cover is completely closed. If you try to close the multi-purpose tray forcibly, this may result in damage to the printer.

27 Close the top cover.



If the message, <カセット1 シタ>, <キューシ エリア> or <リョウメン ユニット>, on the display does not disappear after closing the top cover, pieces of torn paper may still be remaining in the paper feeder or duplex unit. In this case, refer to "When the message that indicates the paper jam does not disappear" (→ P.82) to remove the jammed paper.

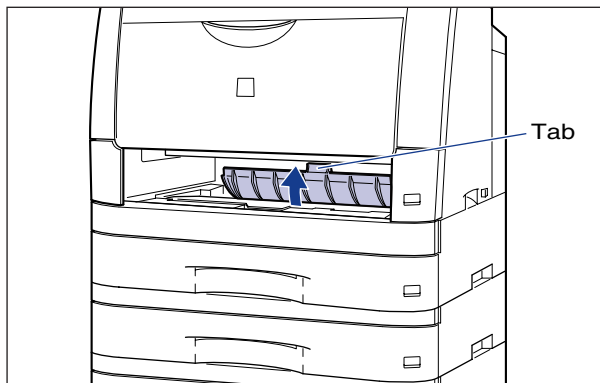
Paper Jam in the Paper Feeder

When <カセット1 シタ> or <キューシ エリア> is displayed on the display, the message indicates that paper is jammed also in the optional paper feeders. Inspect each paper feeder and remove the jammed paper using the following procedure:

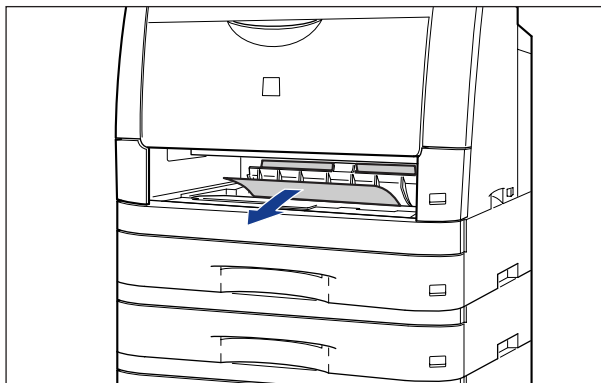
1 Follow the procedure from Step 1 to 18 of "Paper Jam in the Printer" (→ P.58).

2 Open the rear transport guide.

Holding the green tab, open the transport guide.

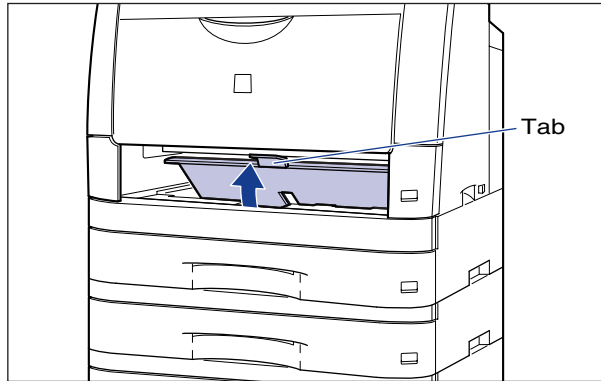


3 Remove the jammed paper.

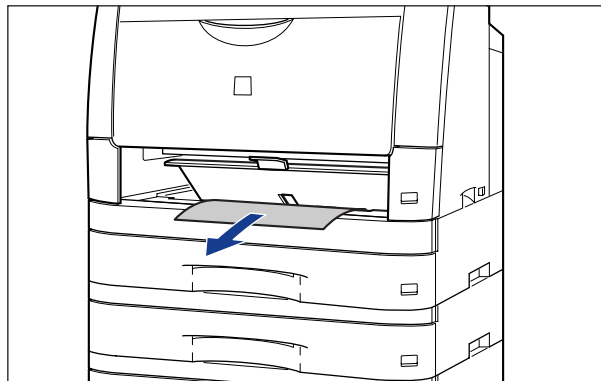


4 Open the front transport guide.

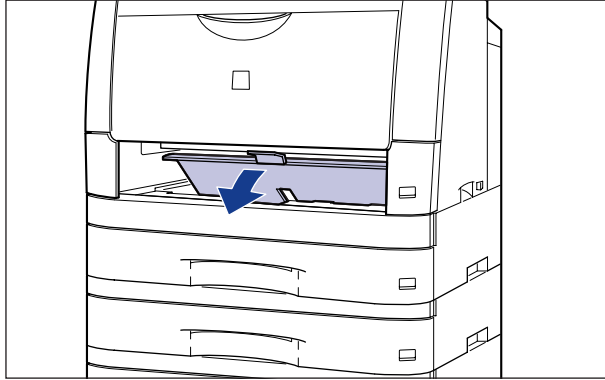
Holding the green tab, open the transport guide.



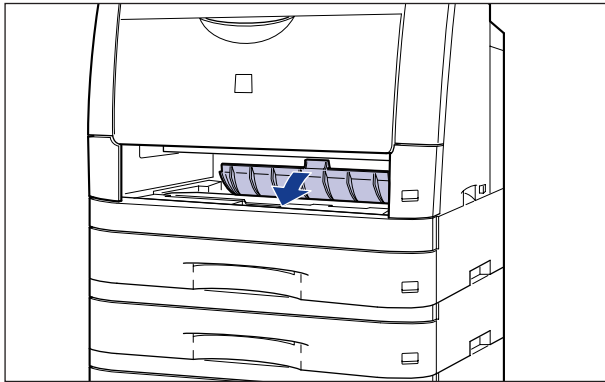
5 Remove the jammed paper.



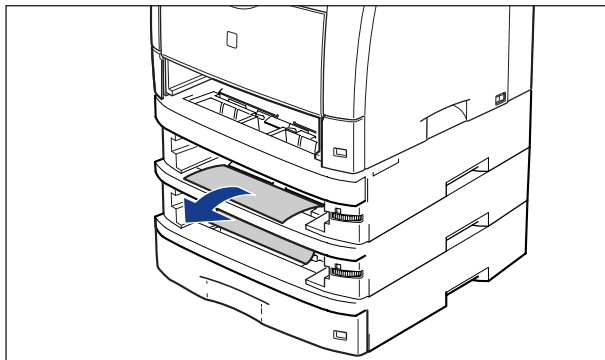
6 Close the front transport guide.



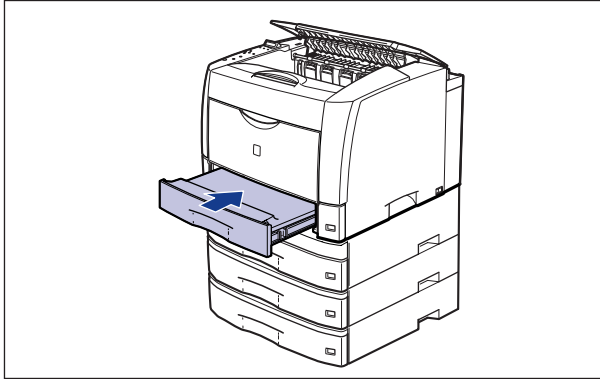
7 Close the rear transport guide.



8 Remove the paper cassettes one at a time from the one at the top and remove the jammed paper.



9 Set the paper cassettes in the printer and paper feeders.



Proceed to Step 20 of "Paper Jam in the Printer" (→ P.68) to remove the jammed paper. If a paper jam occurs when performing 2-sided printing with the optional duplex unit, proceed to "Paper Jam in the Duplex Unit" (→ P.77).

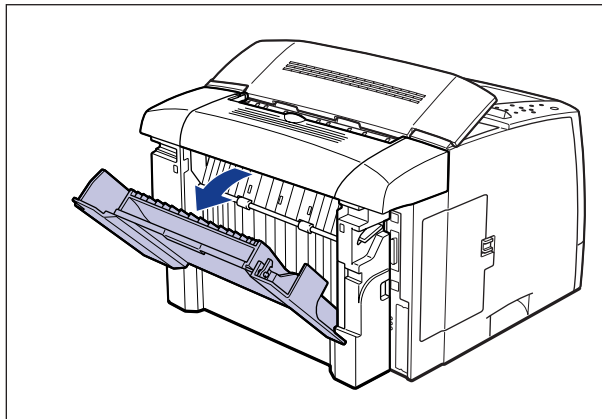
Paper Jam in the Duplex Unit

When <リョウメン ユニット> is displayed, paper is jammed in the optional duplex unit. Inspect the duplex unit and remove the jammed paper using the following procedure:

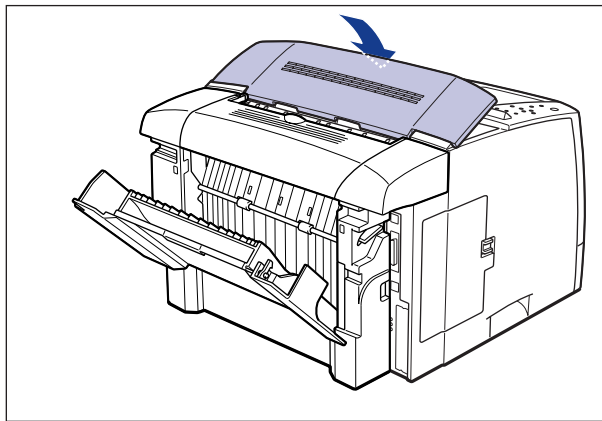
1 Follow the procedure from Step 1 to 19 of "Paper Jam in the Printer" (→ P.58).

2 Open the duplex unit rear cover.

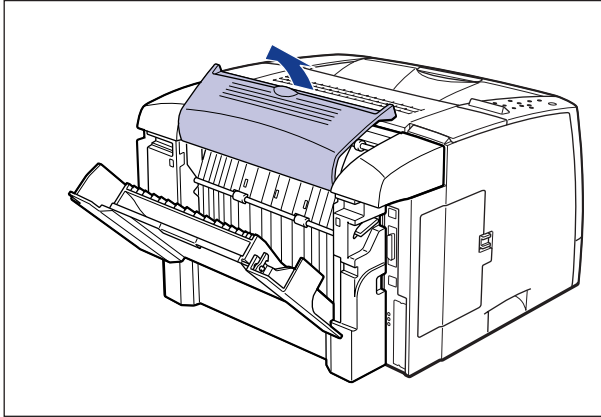
Open the duplex unit rear cover by holding the grip at the center of the printer.



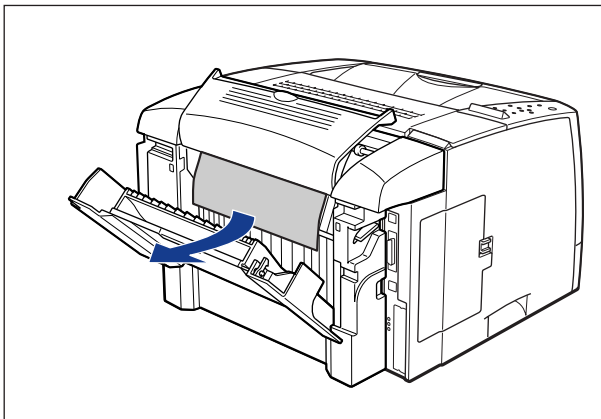
3 Close the top cover.



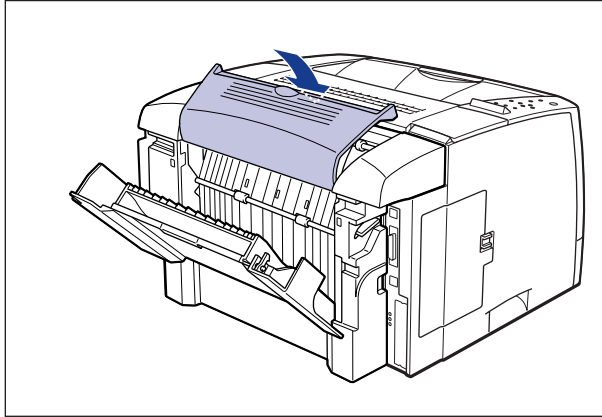
4 Open the duplex unit top cover.



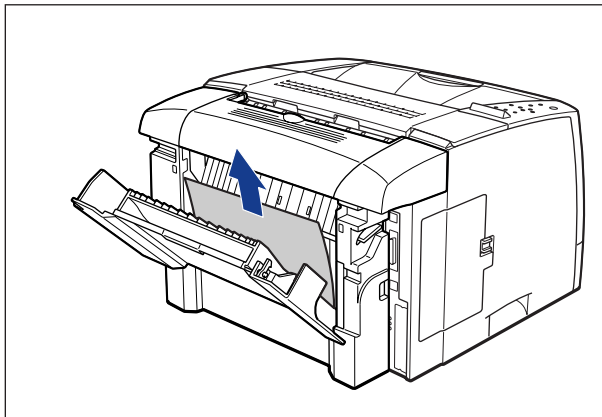
5 Remove the paper jammed in the duplex unit top cover.



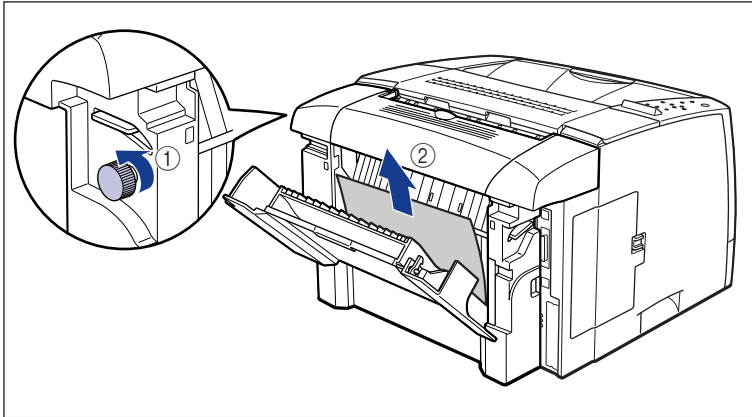
6 Close the duplex unit top cover.



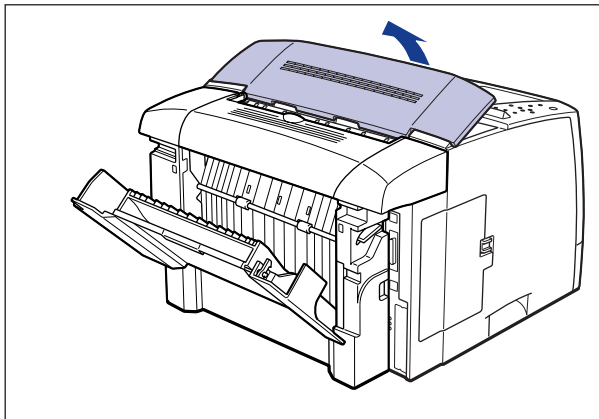
7 If you can see the jammed paper inside the duplex unit rear cover, just pull out the paper to remove it.



- 8** If you cannot see the jammed paper inside the duplex unit rear cover, rotate the knob ① to send and remove the paper ②.



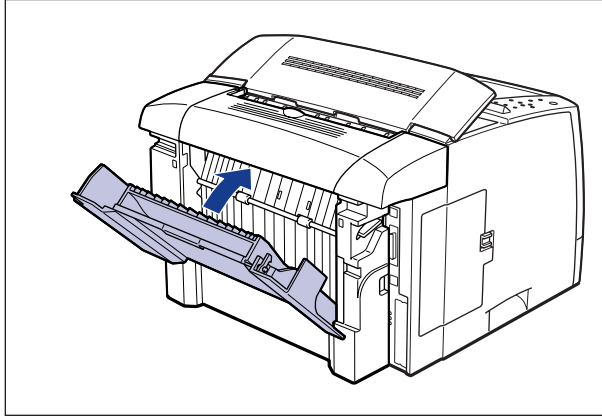
- 9** Open the top cover.



IMPORTANT

Raise the top cover slowly and firmly, and open it completely until it stops. If any jammed paper is removed when the top cover is not opened completely, it may result in damage to the printer.

10 Close the duplex unit rear cover.



Proceed to Step 20 of "Paper Jam in the Printer" (→ P.68) to remove the jammed paper.

When the message that indicates the paper jam does not disappear

If a message such as <カセット1 シタ>, <キューシ エリア> or <リョウメン ユニット> on the display does not disappear even after removing the jammed paper when the optional duplex unit or/and paper feeders are installed, the message indicates that paper is jammed in the paper source of the paper feeder or the duplex unit bottom cover area. Inspect the paper source of the paper feeder and the duplex unit bottom cover, and remove the jammed paper using the following procedure.

IMPORTANT

In case you remove jammed paper when the duplex unit is installed in the printer, the data being printed will be deleted because you have to turn the printer OFF. After removing the jammed paper, perform printing again.

■ When the duplex unit is not installed

1 Open the top cover.

IMPORTANT

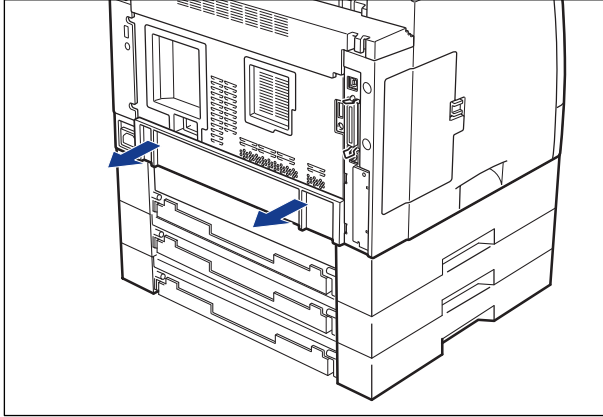
Raise the top cover slowly and firmly, and open it completely until it stops. If any jammed paper is removed when the top cover is not opened completely, it may result in damage to the printer.

2 Pull out the paper cassette.

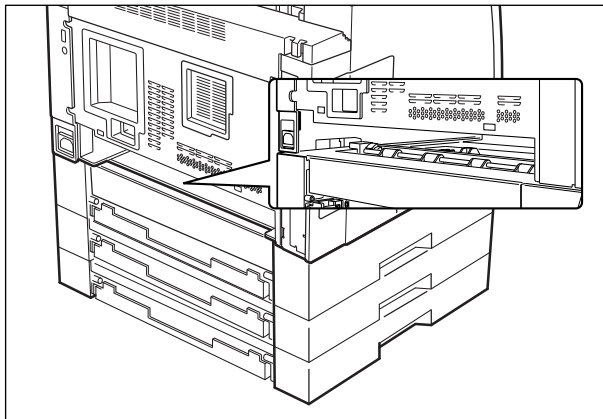
3 Open the multi-purpose tray, open the toner cover, and then take out the toner cartridge.

4 Close the toner cover and the multi-purpose tray.

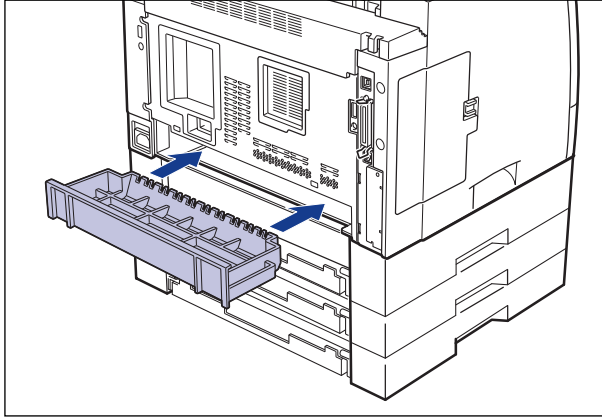
5 Remove the bottom rear cover.



6 Make sure that there is no paper remaining in the area from the back to the inside of the printer.



7 Set the bottom rear cover.



8 Set the paper cassette.

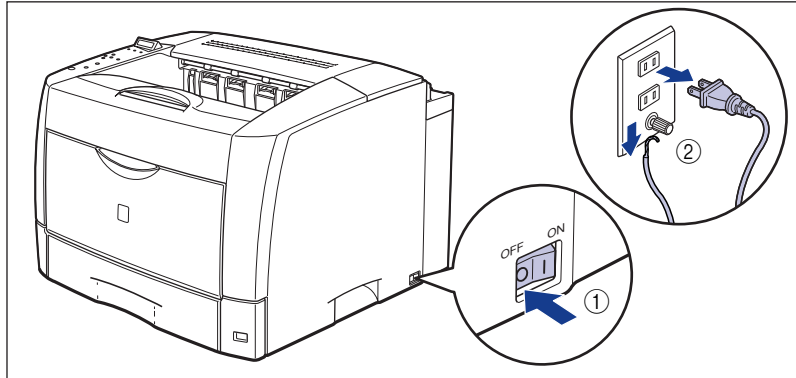
9 Open the multi-purpose tray, open the toner cover, and then install the toner cartridge.

10 Close the toner cover and the multi-purpose tray.

11 Close the top cover.

■ **When the duplex unit is installed**

- 1** Press "○" of the power switch on the printer to turn it OFF ①, unplug the cord from the AC outlet, and then remove the ground wire from the ground terminal ②.



- 2** Remove all interface cables, the power cord, and ground wire.

- 3** Open the top cover.



IMPORTANT

Raise the top cover slowly and firmly, and open it completely until it stops. If any jammed paper is removed when the top cover is not opened completely, it may result in damage to the printer.

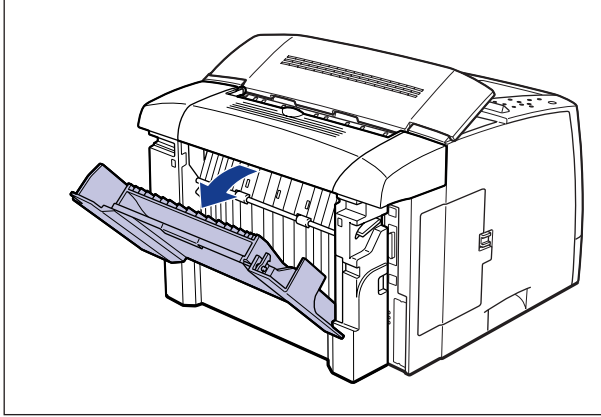
- 4** Pull out the paper cassette.

- 5** Open the multi-purpose tray, open the toner cover, and then take out the toner cartridge.

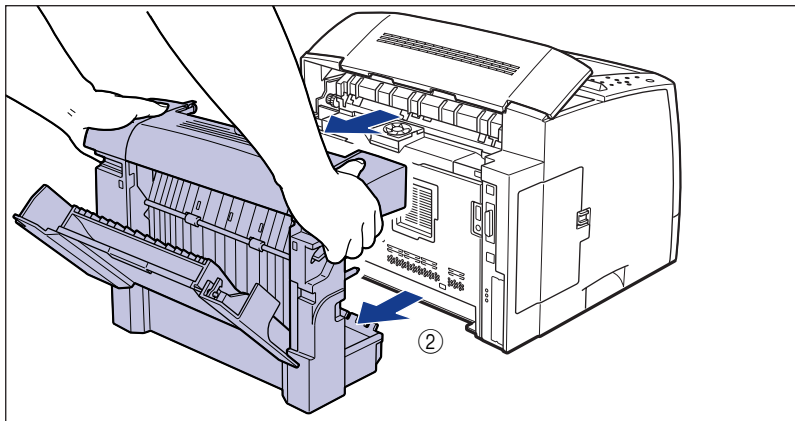
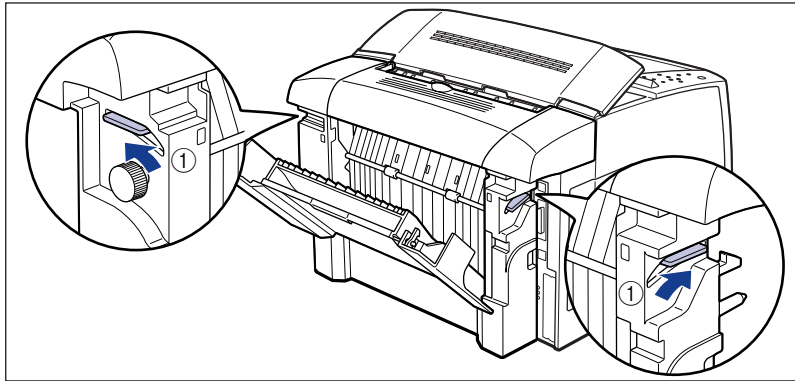
- 6** Close the toner cover and the multi-purpose tray.

7 Open the duplex unit rear cover.

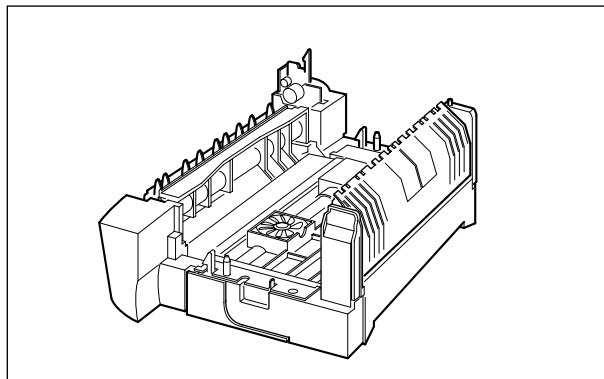
Open the duplex unit rear cover by holding the grip at the center of the printer.



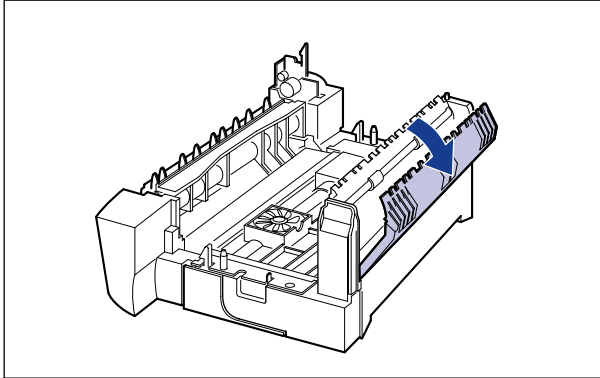
- 8** Push up the lock release levers on each side of the duplex unit ①, then remove the duplex unit ②.



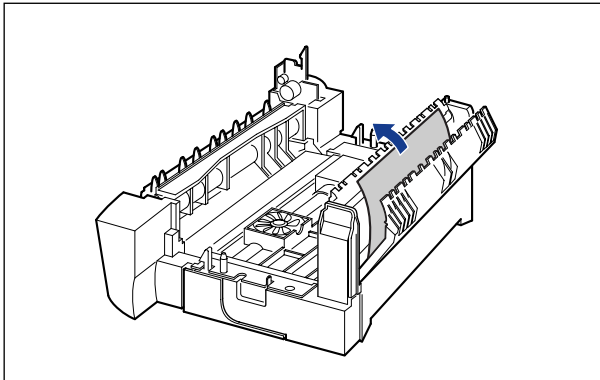
- 9** Close the duplex unit rear cover, then put the duplex unit on a flat surface as shown in the figure.



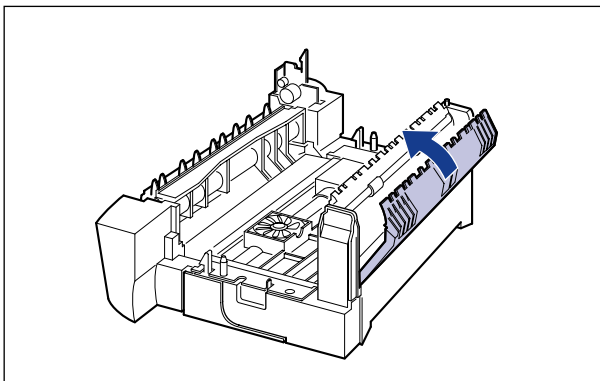
10 Open the duplex unit bottom cover.



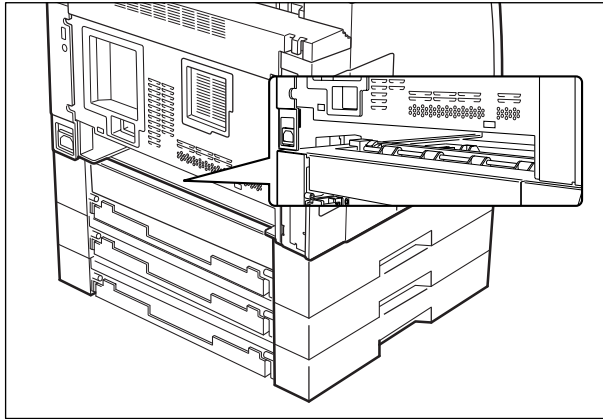
11 Remove the jammed paper.



12 Close the duplex unit bottom cover.

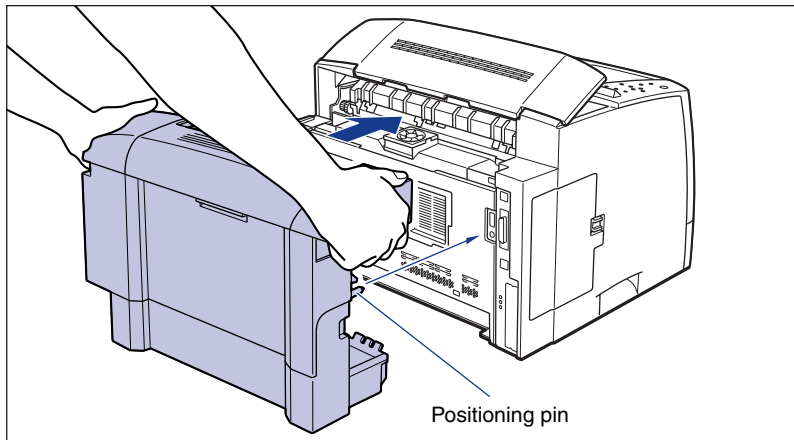


- 13** If the paper feeder is installed, make sure that there is no paper remaining in the area from the back to the inside of the printer.



- 14** To install the duplex unit, hold it upright and match the positioning pins on the holes on the back of the printer.

Push the duplex unit firmly until it clicks.



- 15** Set the paper cassette.
- 16** Open the multi-purpose tray, open the toner cover, and then install the toner cartridge.
- 17** Close the toner cover and the multi-purpose tray.
- 18** Close the top cover.
- 19** Connect all interface cables, the power cord and ground wire to the printer.
- 20** Connect the ground wire to the ground terminal and plug the power plug into the AC power outlet.
- 21** Press "I" of the power switch to turn the printer ON.

Replacing the Toner Cartridge

This section describes how to replace or handle the toner cartridge and precautions on storing toner cartridges.

When <トナー チェック / コウカン> is displayed

Toner cartridge is a consumable product. If the toner is running out during printing, a message appears on the display.

Message	Displayed Timing	Contents and Remedies
16 トナー チェック	When lifetime of toner cartridge has been reached	<ul style="list-style-type: none">- Job can be continued- Have a new toner cartridge available- It is recommended that you replace the toner cartridge with a new one before printing a large amount
16 トナー コウカン	When lifetime of toner cartridge has been reached	<ul style="list-style-type: none">- Printer stops printing- Pressing [オンライン] continues the job- Have a new toner cartridge available- It is recommended that you replace the toner cartridge with a new one before printing a large amount

*Whether <16 トナー チェック> or <16 トナー コウカン> appears when lifetime of toner cartridge has reached depends on the setting for <警告処理> in the セットアップ menu. This printer's factory default value is <16 トナー コウカン>.

IMPORTANT

When printout becomes faint or inconsistent, the reason is that the lifetime of the toner cartridge has been reached even if the message <16 トナー チェック> or <16 トナー コウカン> does not appear. Do not continue to use the toner cartridge and replace it with a new one when there is deterioration in print quality.

NOTE

The EP-66 toner cartridge designed for this printer has a life span of up to approximately 10,000 sheets of A4-size paper when loaded in landscape orientation. The number of the pages is based on printing a typical document (with a printing ratio of approximately 5 % and print density set to default). The life of your cartridge may vary depending on the type of documents printed. If your average document contains a lot of graphics, tables, or charts, the life of the toner cartridge will be shorter as they consume more toner.

Replacing the Toner Cartridge

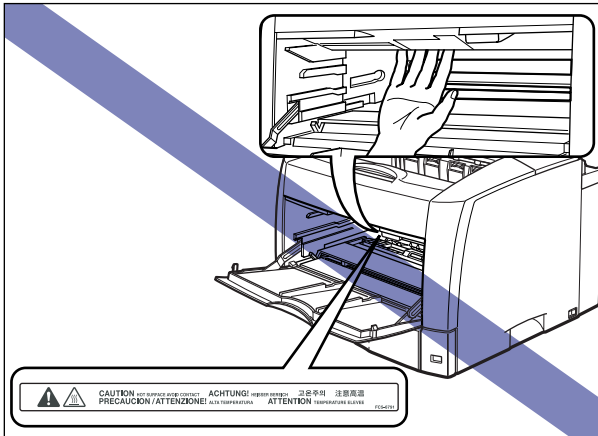
Follow the procedure below to clean the transport roller and its surroundings, and then replace the toner cartridge with a new one.

WARNING

- Do not burn or throw a used toner cartridge into open flames, as this may cause the toner remaining inside the cartridge to ignite, resulting in burns or a fire.
- There are some areas inside the printer which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the printer, do not allow necklaces, bracelets, or other metal objects to touch the inside of the printer, as this may result in burns or electrical shock.
- The toner cartridge generates a low level magnetic field. If you use a cardiac pacemaker and feel abnormalities, please move away from the toner cartridge and consult your doctor.

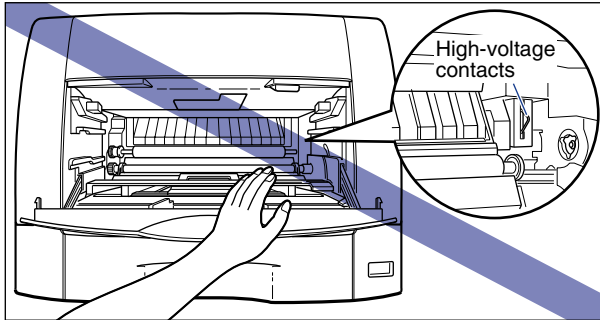
CAUTION

- Take care not to allow the toner to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.
- The fixing unit inside the printer may become hot during use. When replacing fixing unit, do not touch the fixing unit, as doing so may result in burns or electrical shock.



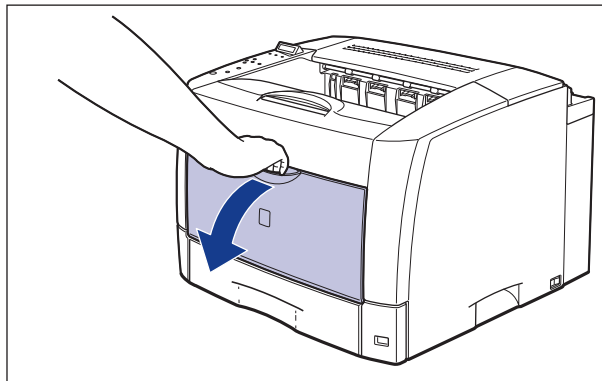
 **IMPORTANT**

- Use only the toner cartridge designed for this printer.
- Do not touch the high-voltage contacts inside the toner cover, as this may result in damage to the printer.



1 **Open the multi-purpose tray.**

Open the multi-purpose tray by holding the grip at the center of the printer.

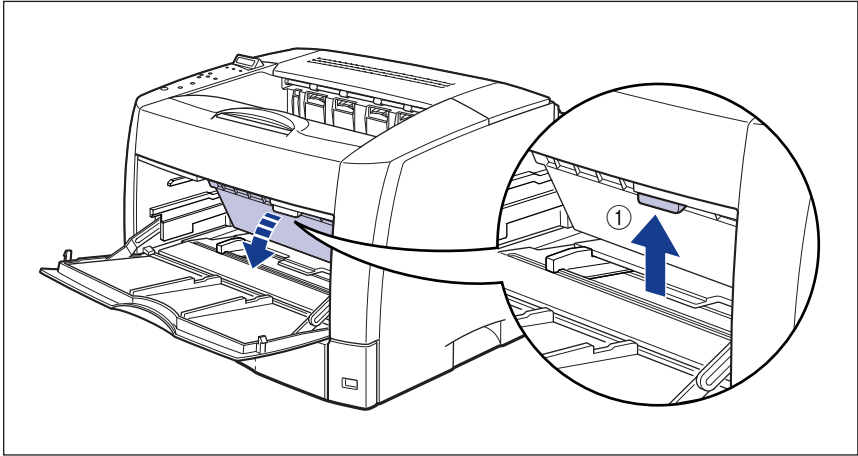


 **NOTE**

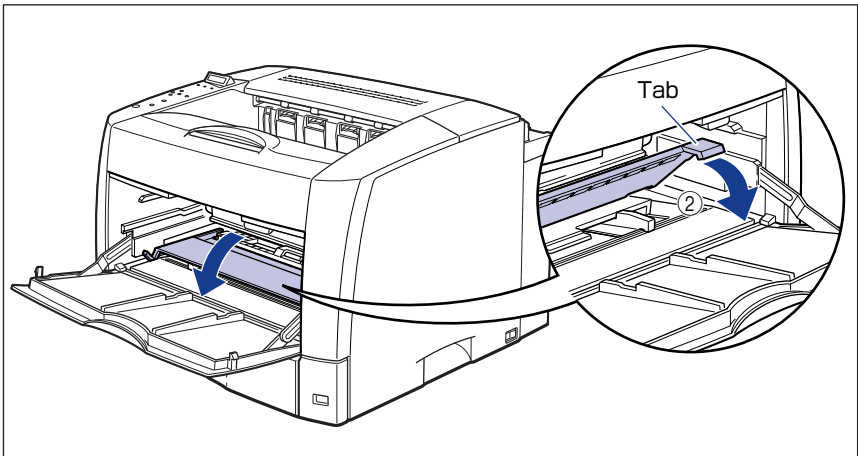
If you are using the multi-purpose tray, remove the loaded paper.

2 Open the toner cover.

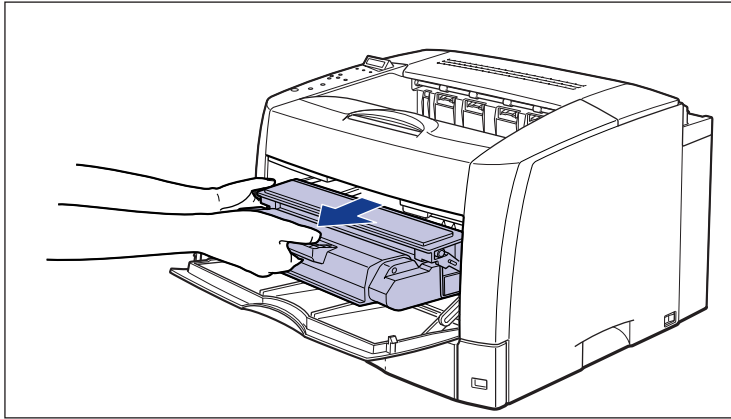
Press the green toner cover release button ① as shown in the figure.



Holding the green tab, open the toner cover until it clicks ②.

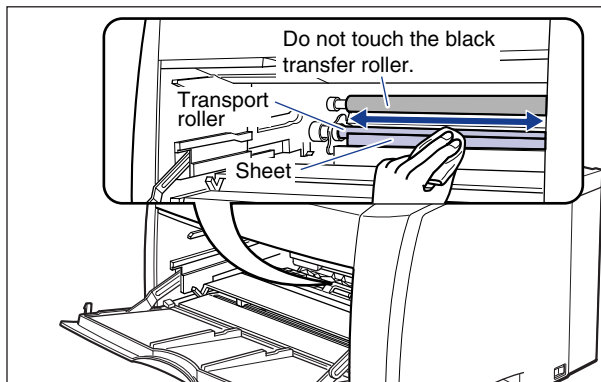


- 3** Pull out the toner cartridge halfway by holding the grip, and then remove the cartridge with both hands as shown in the figure.



- 4** Using a slightly dampened cloth with water, wipe off chipped paper and toner that are attached to the transparent sheet, silver transport roller and their surroundings.

After wiping off the dirt, wipe the area with a soft, dry cloth.



! WARNING

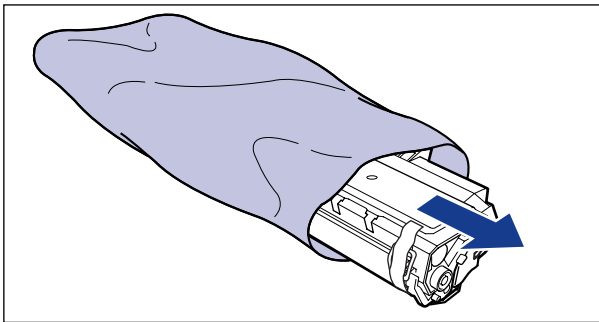
Clean the printer using a slightly dampened cloth with water. Do not use alcohol, benzene, paint thinner, or other flammable substances. If flammable substances come into contact with a high-voltage area inside the printer, this may result in a fire or electrical shock.

 **IMPORTANT**

- Do not touch the black transfer roller. This may result in deterioration in print quality.
- Be careful not to scratch the transparent sheet or peel it forcibly.
- Do not use a cleaning agent such as mild detergent.
- Be sure that no water or chipped paper is remaining on the transparent sheet or transport roller.
- Be sure to finish with wiping with a dry cloth. Water remaining inside the printer may result in damage to the printer.
- Do not touch the transport roller. This may result in misfeeds.

5 Take a new toner cartridge out of the protective bag.

Use scissors to open the protective bag so as not to damage the toner cartridge.

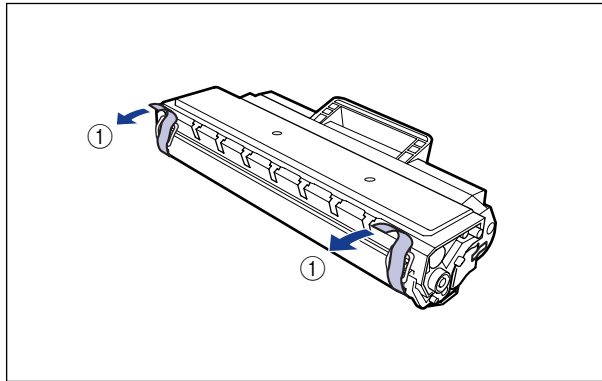


 **IMPORTANT**

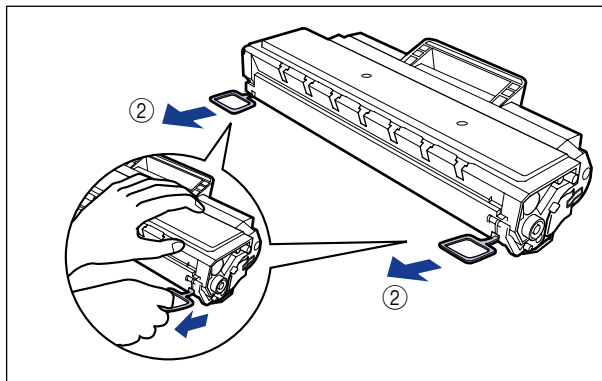
Keep the protective bag in which the cartridge came. This may be required when taking out the toner cartridge for printer maintenance.

6 Remove the tapes and packing materials attached to the toner cartridge.

Remove the tapes that are securing the packing materials ①.



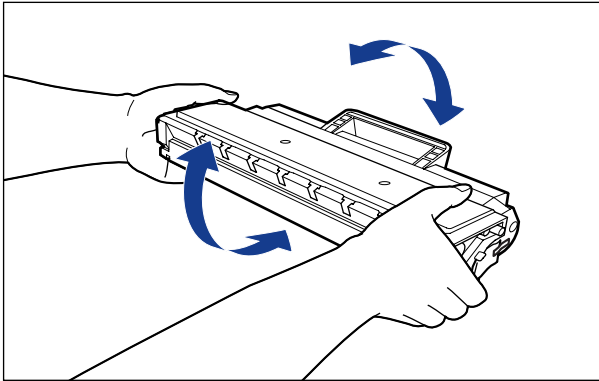
Remove the packing materials by hooking your fingers into the tabs and pulling them out straight ②.



IMPORTANT

- Do not touch the photosensitive drum in the toner cartridge. Print quality may deteriorate if you touch or damage the drum.
- Dispose of the packing materials according to local regulations.

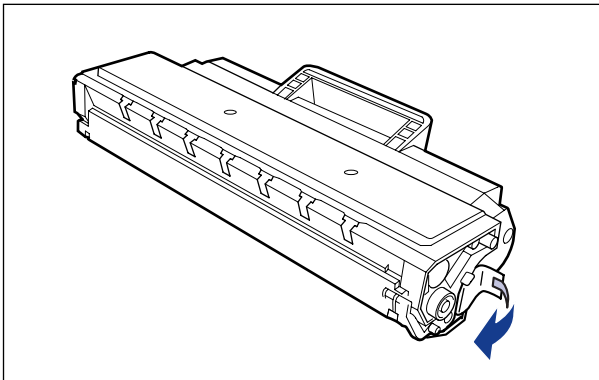
- 7** Hold the toner cartridge as shown in the figure, and gently shake it 5 or 6 times to evenly distribute the toner inside.



IMPORTANT

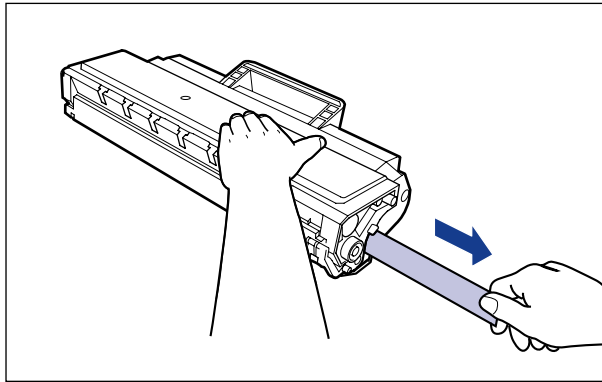
- If toner is not distributed evenly, this may result in deterioration in print quality. Be sure to carry out this procedure properly.
- Be sure to shake the toner cartridge gently; otherwise, the toner may spill out.

- 8** Place the toner cartridge on a flat surface, then remove the tape that is securing the sealing tape.



9 Pull out the sealing tape (approx. 70 cm in length) gently while supporting the toner cartridge.

To pull out the sealing tape, hold the end of it and pull it out straight.

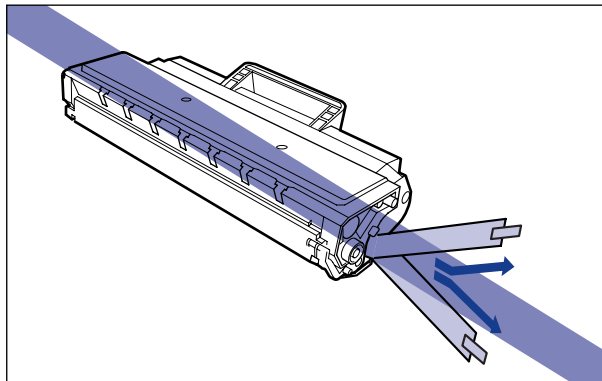


⚠ CAUTION

If the sealing tape is pulled out forcibly or stopped at midpoint, toner may spill out. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.

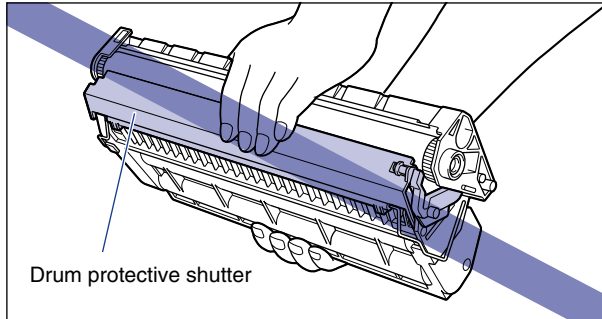
👉 IMPORTANT

- Do not pull the sealing tape diagonally, upwards, or downwards. If the tape is severed, it may become difficult to pull out completely.



- Pull out the sealing tape completely from the toner cartridge. If any tape remains in the toner cartridge, this may result in deterioration in print quality.

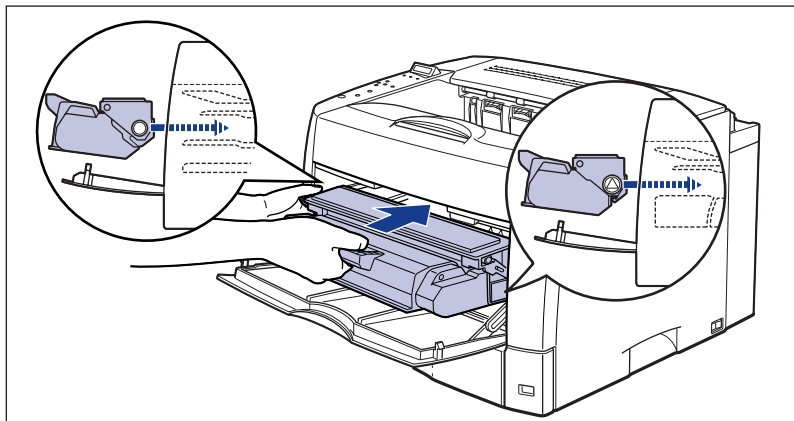
- When pulling out the sealing tape, be careful not to hold the drum protective shutter with your hands.



- Dispose of the sealing tape according to local regulations.

10 Hold the toner cartridge as shown in the figure and install it in the printer.

Align the projections on each side of the toner cartridge with the toner cartridge guides inside the printer. Push the toner cartridge completely into the printer.

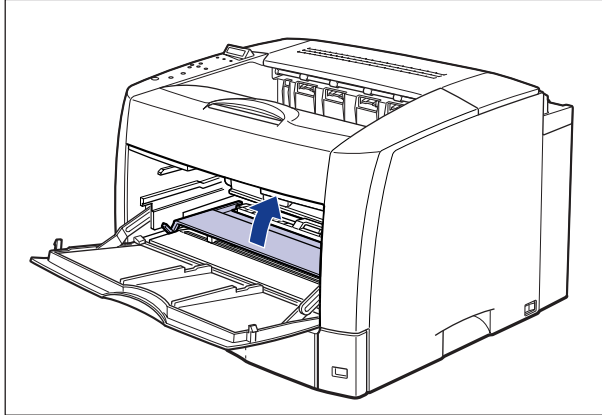


IMPORTANT

Before inserting the toner cartridge, open the toner cover completely. The toner cartridge cannot be inserted when the toner cover is opened only halfway.

11 Close the toner cover.

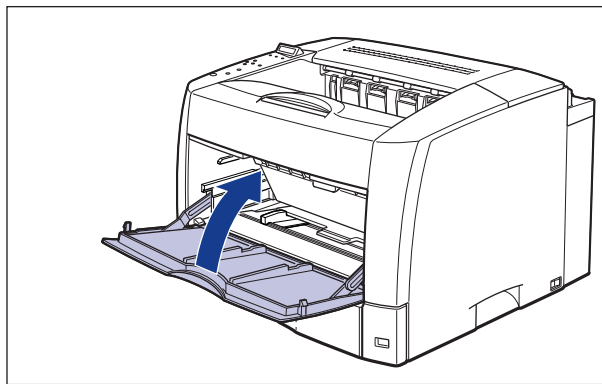
Holding the center of the toner cover, close the cover until it clicks.



IMPORTANT

- If you cannot close the toner cover, check if the toner cartridge is installed properly. If you try to close the toner cover forcibly, this may result in damage to the printer.
- Do not leave the toner cover open for a long time after installing the toner cartridge.

12 Close the multi-purpose tray.



IMPORTANT

If you cannot close the multi-purpose tray, check if the toner cover is completely closed. If you try to close the multi-purpose tray forcibly, this may result in damage to the printer.

Cancelling the Printing (Job Cancel)

When you want to cancel the job currently being printed, perform "Job Cancel" using the following procedure. Job Cancel allows you to cancel the job that is currently receiving data or being processed. It does not affect the next print data or the data that has not processed yet.

IMPORTANT

- Perform Job Cancel while processing data (while the ジョブ indicator is on or blinking) when the printer is offline. Job Cancel cannot be performed when the ジョブ indicator is off even after pressing [ジョブキャンセル].
- The data that has already been processed and is being printed (started to be fed) cannot be cancelled. In this case, the next data may be cancelled.
- Multiple data may be cancelled when the print data that is sent from the printer driver not for this printer is mixed.

NOTE

Job may not be cancelled after performing Job Cancel even if <03 ジョブ キャンセル> appears.

Perform Job Cancel using the following procedure. Be sure that the ジョブ indicator is on or blinking when performing Job Cancel (when the job that you want to cancel is receiving data or being processed).

オンライン



1 Press [オンライン].

The オンライン indicator goes off, allowing you to specify the settings on the control panel.

NOTE

Information that appears on the display may vary depending on the status of use. While the job is being processed, information about the operation mode, user name, printer status and others are displayed by rotation.



2 Press [ジョブキャンセル].

03 ショブ キャンセル

00 ショブ スキップ

00 インサツ カノウ A4

<03 ジョブ キャンセル> appears and the print data that is being processed will be cancelled.

The message on the display is switched to <00 ジョブ スキップ> when the print data process such as receiving data requires excessive time.

Job Cancel is completed when <00 インサツ カノウ> appears.



IMPORTANT

- When <00 ジョブ スキップ> is displayed, you can perform soft-reset or hard-reset by pressing [リセット]. In this case, perform printing again, since the print data that is being received or any other data in the interface will be deleted.
- When <03 ジョブ キャンセル> is displayed, you cannot perform soft-reset or hard-reset. Wait until the Job Cancel is completed or <00 ジョブ スキップ> appears.

Confirming the Printer Features

This printer features Status Print that allows you to confirm the menu setting and the font list that prints the names of the supplied fonts and samples in a list. Use these functions after installing and connecting the printer if required such as when you want to check the operation.

Status Print

Status Print prints the functions that can be used currently or the list of the setting values of the menu. When performing Status Print, perform the following procedure:

NOTE

- Status Print is designed to be printed on A4-size paper. Although Status Print can be printed on another size of paper, it will be printed with its size enlarged or reduced, or with a portion of the page not printed or its printing position being skewed.
- The values specified using the menu of the printer's control panel are reflected to Status Print. For example, when the automatic 2-sided printing function is specified, Status Print will be printed two pages on both sides of paper. In this case, however, always a sheet of paper is printed regardless of the number of copies.



1 Press [オンライン].

The オンライン indicator goes off, allowing you to specify the settings on the control panel.



2 Press [ユーティリティ].



<ステータス プリント> appears on the display.

実行

3 Press [実行].

ステータス プリント →

01 ステータス プリント

<01 ステータス プリント > appears on the display, and Status Print is printed.

4 Confirm the contents of the Status Print.

Status Print prints information as shown below. Status Print allows you to confirm information such as the functions that can be currently used, a list of the setting values specified in the printer function menu, the versions of the software and hardware loaded on the printer, and the number of print copies.



IMPORTANT

This is a sample of Status Print. The contents may differ from the Status Print printed by your computer.


STATUS PRINT


バージョン:XXXXXXXXXXXXXXXXXXXX
 サブバージョン:XXXXXXXXXXXXXXXXXXXX
 エンジンバージョン:XXXXXXXXXXXXXXXXXXXX
 フォントバージョン:XXXXXXXXXXXX

全体メモリ搭載状況:24 (24 MB + 0 MB)
 空きメモリ量:2881 Kbytes

拡張機能グループ

パネルオフ動作:する
 パネルオフモード:15分
 警告処理:継続
 自動エラーストップ:使わない
 表示言語:日本語
 プリン警告:印刷
 警告表示:する

印字調整グループ

スーパースムーズ:使う
 転写モード:フライン
 ドット補正:使わない
 濃度処理:標準
 トナー節約:使わない
 トナー濃度:4
 中間濃度:パワー1
 画像警告:継続
 印字動作:自動

インタフェースグループ

インタフェース選択:自動
 タイムアウト:15分
 Busy-Ack:A,B-A
 セントロスビード受信:高速
 セントロスビード送信:高速
 インプリントクワイム:動作モード依存
 双方向:ICP
 ジョブ区切り:しない
 コネクション認識:する

給紙グループ

給紙モード:自動
 トレイ用紙サイズ:A4
 デフォルト用紙サイズ:A4
 用紙の向き:自動
 トレイ優先:しない
 用紙一袋時トレイ:使わない
 自動選別トレイ:使う
 自動選別カセット1:使う
 自動選別カセット2:使う
 自動選別カセット3:使う
 自動選別カセット4:使う
 デフォルト用紙タイプ:普通紙
 前面印刷:しない
 用紙名称トレイ:
 用紙名称カセット1:
 用紙名称カセット2:
 用紙名称カセット3:
 用紙名称カセット4:

動作モードグループ

動作モード:自動
 自動切替LIPS:使う
 自動切替N201:使う
 自動切替ESC/P:使う
 自動切替BMLiAS:使う
 優先エミュレーション:N201

レイアウトグループ

コピー枚数:4枚
 縦向き:0.0mm
 横向き:0.0mm
 縦じ方向:右
 縦じ幅:0.0mm
 特殊両面処理:する
 自動節約:する

ユーザメンテナンsgループ

トレイ縦位置補正:0.0mm
 トレイ横位置補正:0.0mm
 カセット1縦位置補正:0.0mm
 カセット1横位置補正:0.0mm
 カセット2縦位置補正:0.0mm
 カセット2横位置補正:0.0mm
 カセット3縦位置補正:0.0mm
 カセット3横位置補正:0.0mm
 カセット4縦位置補正:0.0mm
 カセット4横位置補正:0.0mm
 両面縦位置補正:0.0mm
 両面横位置補正:0.0mm
 リカバリ印刷:する
 特殊モードJ:使わない
 特殊モードM:使わない
 特殊モードN:使わない
 特殊モードO:使わない

デバイスID
 Manufacturer: Canon
 Model: LBP3800
 Description: Canon LBP3800
 CompatibleID:

搭載コントローラ

LIPS	Ver.01.27	LIPSは、キヤノン株式会社の商標です。
LIPS-LX	Ver.1.000.1050	
N201	Ver.01.65	
ESC/P	Ver.01.66	ESC/Pは、セイコーエプソン株式会社の商標です。
BMLiAS	Ver.01.61	BMLiASは、社団法人 ビジネス機械・情報システム産業協会の登録商標です。

標準ネットワーク
 ボード名称: Canon NB-E2
 ベンダーID: CANON INC.
 バージョン: 1.3082
 ベンダーインフォ: MAC Address: 000000000000

USB
 ベンダーID: 0x04a9
 プロダクトID: 0x2641
 シリアルナンバー: 000000000000

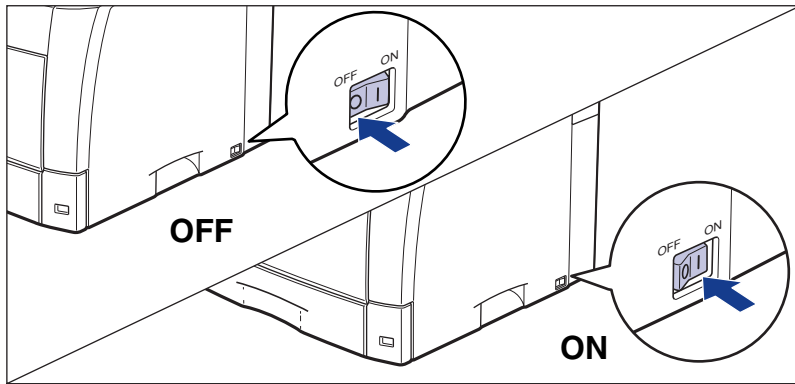
Page Count : 0000001

Service Call Display

When a problem has occurred and the printer does not work properly, the service call shown in the figure appears:

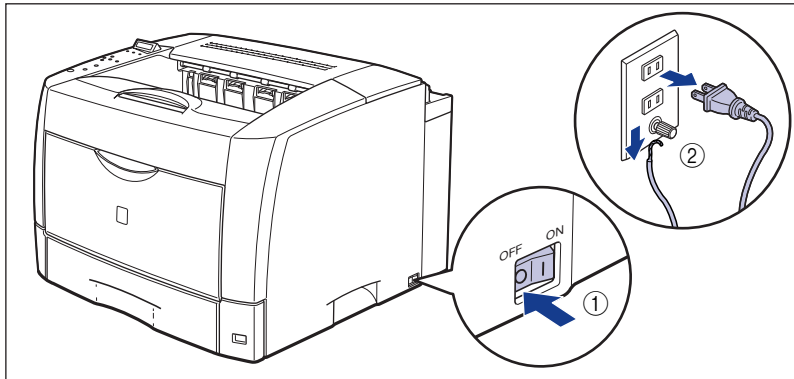
Message	Cause	Remedy
<div style="border: 1px solid black; padding: 2px; display: inline-block;">nn-nn サービスコール</div> ("nn" represents two-digit alphanumeric characters)	A problem has occurred inside the printer.	Follow the instructions below to turn the printer OFF, then turn it ON again.
<div style="border: 1px solid black; padding: 2px; display: inline-block;">5F-50 サービスコール</div>	A problem has occurred in the fixing unit of the printer.	Follow the instructions below from Step 2 to contact the store where you purchased this printer.
<div style="border: 1px solid black; padding: 2px; display: inline-block;">5F-54 サービスコール</div>	A problem has occurred in the motor of the printer.	Follow the instructions below to turn the printer OFF, then turn it ON again.
<div style="border: 1px solid black; padding: 2px; display: inline-block;">5F-nn サービスコール</div> ("nn" represents two-digit alphanumeric characters)	Condensation may have formed inside the printer.	Before printing, leave the printer in the installation environment for more than two hours to allow it to adjust to the ambient temperature and humidity. If you print when condensations remain in the printer, it may cause misfeeds which will result in paper jams or printer malfunctions. If the message does not disappear after applying this remedy, follow the instructions below from Step 2 to contact the store where you purchased this printer.
<div style="border: 1px solid black; padding: 2px; display: inline-block;">F9-nn PWR OFF>ON</div> ("nn" represents two-digit alphanumeric characters)	A problem has occurred while processing print data.	Follow the instructions below to turn the printer OFF, then turn it ON again.

- 1** Turn the printer OFF, wait for 10 seconds or longer, then turn the printer ON again.



If the service error message does not appear, the printer works properly. If the service error message still appears, proceed to the next steps.

- 2** Note down the four-digit alphanumeric and message that are displayed on the display.
- 3** Turn the printer OFF ①, unplug the power plug from the AC outlet, and then remove the ground wire from the ground terminal ②.



4 Contact the store where you purchased this printer or your service representative.

When contacting your Canon dealer, please report the problems and code number (four-digit alphanumeric) that you have noted.

Message List

When printing becomes disabled (Error status) during printing for some reason, the printer beeps, and the メッセージ indicator illuminates displaying an error message that indicates the description of the error. When some remedy needs to be applied to the printer (Warning status), Warning message appears on the display. In this case, perform the following procedures according to the message.

NOTE

- When multiple warnings are occurring at the same time, the Warning messages appear by rotation.
- When the printer is in Error status and Warning status at the same time, the Warning message does not appear.
- If <警告表示> in the セットアップ menu is set to <シナイ>, the message with <Warning message> does not disappear even when the printer is in a Warning status.
- When a message with the <Error skip> mark appears, you can evade the error and continue printing by pressing [オンライン]. In this case, part of the print data may be missing or it may not be printed properly. If you want to cancel the process, perform the soft-reset to eliminate the cause, then press [オンライン] to perform printing again. The errors that the messages with this mark indicate are automatically skipped by specifying <ツカウ> for <自動エラースキップ> in the セットアップ menu.

Message	Cause and Remedy
02 テイチャクキ レイキャク	<p>Cause: The temperature of the fixing unit exceeded a certain degree limit by a continuous job (especially by printing paper of a narrow width).</p> <p>Remedy: Wait for a while. The printer automatically cools down the fixing unit. The printer resumes the paused job after cooling down the fixing unit.</p>
11 XXX ヨウシガアリマセン (XXX indicates the abbreviation of the paper size)	<p>Cause: Paper of the size specified in the application is not loaded in the paper source (In all the paper sources when <自動> is selected for the paper feed mode; In the specified paper source when fixed)</p> <p>Remedy: Refill or load paper.</p>

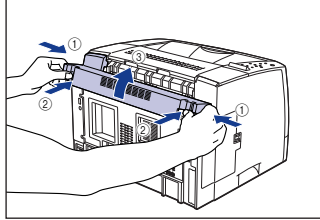
Message	Cause and Remedy
12 カバーガ アイティマス	<p>Cause: The cover of any one of the optional devices is open</p> <p>Remedy: Close the cover that is indicated on the display. If the printer is not online, press [オンライン].</p> <p>Important: When the message indicating that the toner cover is open is displayed even if the toner cover is closed completely, check if the top rear cover is set properly. If the top rear cover is not set properly, take the cover out once, and then set it again, properly. (→ P.113)</p>
13 ヨウシガ ツマリマシタ	<p>Cause: Paper is jammed inside the printer</p> <p>Remedy: Remove the jammed paper and set the paper cassette and cover to the original position. If the printer is not online, press [オンライン].</p>
14 EP カートリッジ ナシ	<p>Cause: Toner cartridge is not installed or installed improperly</p> <p>Remedy: Install toner cartridge properly.</p>
16 トナー チェック <Warning message>	<p>Cause: Toner is running out</p> <p>Remedy: Take the toner cartridge out of the printer, shake it gently 5 or 6 times to evenly distribute the toner, and then reinstall the toner cartridge.</p>
16 トナー コウカン <Error skip>	<p>Cause: Toner has reached its lifetime</p> <p>Remedy: Take the toner cartridge out of the printer and replace it with a new one.</p>
17 カセット 1 ヨウシ ナシ <Warning message>	<p>Cause: Cassette 1 has run out of paper</p> <p>Remedy: Refill paper in Cassette 1 (The paper cassette of the main unit).</p>
17 カセット 2 ヨウシ ナシ <Warning message>	<p>Cause: Cassette 2 has run out of paper when the paper feeder is installed</p> <p>Remedy: Refill paper in Cassette 2 (Optional paper feeder).</p>

Message	Cause and Remedy
17 カセット 3 ヨウシ ナシ <Warning message>	Cause: Cassette 3 has run out of paper when the paper feeder is installed Remedy: Refill paper in Cassette 3 (Optional paper feeder).
17 カセット 4 ヨウシ ナシ <Warning message>	Cause: Cassette 4 has run out of paper when the paper feeder is installed Remedy: Refill paper in Cassette 4 (Optional paper feeder).
32 リョウメン フカノウ <Error skip>	Cause: Paper in which automatic 2-sided printing cannot performed is selected Remedy: Select a standard paper size for the paper source and paper size setting in the computer, and then perform printing again.
40 ツウシン エラー <Error skip>	Cause: An error has occurred when processing between this printer and computer Remedy: Check the connection of the interface cable between this printer and computer, and then perform printing again.
41 プリント チェック <Error skip>	Cause: The size of the paper loaded in the multi-purpose tray is different from that specified for <トレイ用紙サイズ> Remedy: Match the size specified for <トレイ用紙サイズ> and that of the paper in the tray, and then press [オンライン].
PC XXX ヨウシ ニ コウカン (XXX indicates the abbreviation of the paper size) <Error skip>	Cause: The paper size specified in the application is not loaded in the paper cassette or multi-purpose tray, or the paper source for the different paper size is selected Remedy: Load the paper in the size selected in the application (or in enlarged/reduced size).

• How To Set the Top Rear Cover

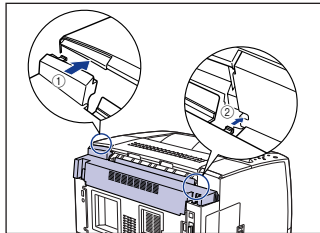
If the top rear cover comes off or is not set properly, take the cover out once using the following procedure, and then set it again, properly.

1. While pressing the top rear cover from both sides ① and pressing the tabs on the top rear cover ②, remove the top rear cover ③.

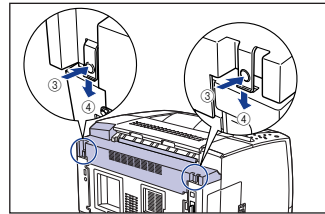


2. Set the top rear cover.

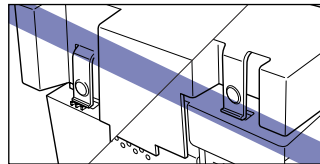
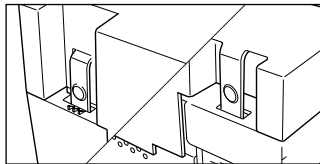
Fit up the upper left portion of the top rear cover ①, then insert the projection on the upper right into the hole ②.



While pressing the tabs on the back of the top rear cover ③, insert the tabs into the holes ④ to set the top rear cover.



The top rear cover is set, snapping. Make sure that the tabs are inserted completely into the holes.



IMPORTANT

Be sure that the film of the top rear cover does not get creased when installing the top rear cover.

