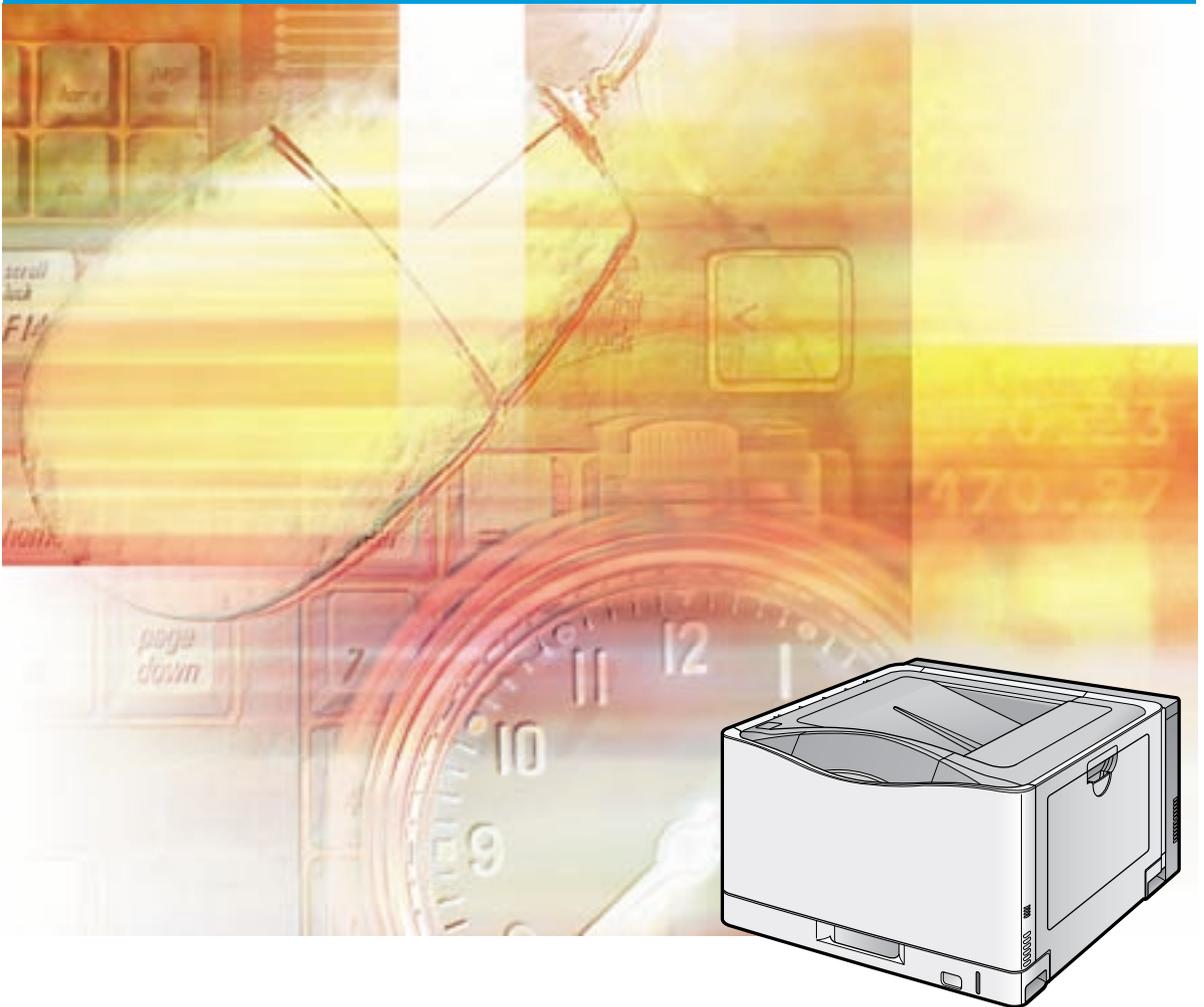




Laser Beam Printer

# Satera LBP 9600C/LBP 9500C

## User's Guide



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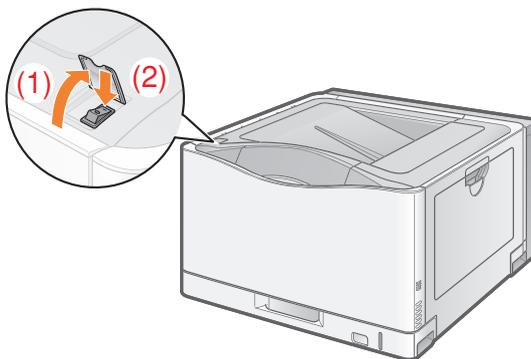
|   |     |
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# Turning the Printer On/Off

## Turning On the Printer

### 1 Turn the printer on.

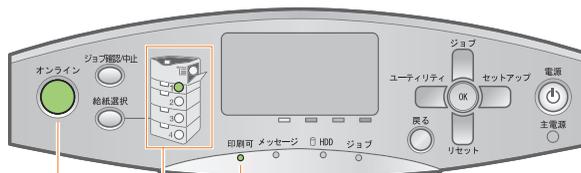
- (1) Open the power switch cover.
- (2) Press "I" of the power switch.



→ The printer initiates a self-diagnostic test on the printer unit and optional accessories.

### ● If the self-diagnostic test result is normal

- The 印刷可 indicator (green), オンライン indicator (green), and 給紙元表示 indicator (green) are turned on, and then the printer is ready to print.



印刷可 indicator  
給紙元表示 indicator  
オンライン indicator

 **IMPORTANT**

**Do not turn the printer on immediately after turning it off.**

If you want to cycle the power of the printer, wait at least 10 seconds before turning it on again.

**If an error message appears in the display on the control panel**

See "Message List," on p. 127.

**When turning on the printer for the first time after installing the printer and paper feeder**

Read the following instructions.

- Do not load paper in the paper cassette.
- Make sure that the packing materials of the paper cassette are removed.

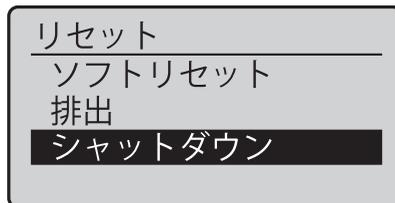
## Turning Off the Printer

**1 Check that the printer is not performing the following operations.**

- Printing
- While the printer is running a self-diagnostic test immediately after turning the power on
- While the ジョブ indicator is on
- When any of the following messages appears
  - < 起動中です。 >
  - < キャリブレーション中です。 >
  - < Initializing NVRAM... >

**2 Press [  ] (リセット).**

**3 Select [ シャットダウン ] using [ ▼ ], and then press [OK].**



## IMPORTANT

**If you perform a shutdown when a secured print job is in the hard disk**

**LBP9600C**

The message <実行できませんでした。> appears.

If you want to execute a shutdown, perform a soft reset to delete the job, and then perform a shutdown again.

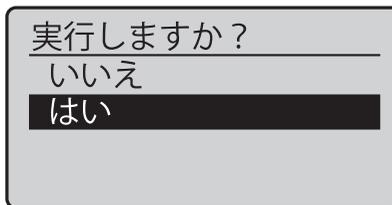
If you do not want to execute a shutdown, press [  ] (オンライン).

## NOTE

**When you are using WSD printing**

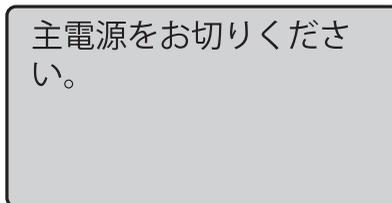
The shutdown notifies the computer that the printer is turned off.

## 4 Select [ はい ] using [ ▼ ], and then press [OK].



→ The process to turn the printer off is performed, and the messages <実行中です。> and <シャットダウン実行中です。通知があるまで主電源を切らないでください> appear.

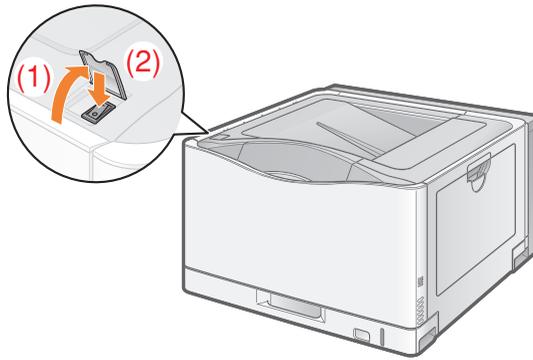
## 5 Confirm the message.



→ When the printer is ready to be turned off, the message appears.

## 6 Turn the printer off.

- (1) Open the power switch cover.
- (2) Press "  " of the power switch.



### IMPORTANT

#### **Precautions when turning off the printer**

If you turn the printer off, all print data remaining in the printer memory will be erased.

#### **Power consumption when the power is off (when " " is pressed)**

Even if the power of the printer is turned off, power is consumed only slightly while the power plug is inserted into the AC power outlet.

To cut the power consumption completely, unplug the power plug from the AC power outlet.

#### **If the printer is not turned off immediately even after " " of the power switch is pressed**

The printer is cooling down the inside and stopping the printer processes. Please wait a moment.

# 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".

To perform the settings for each menu using the control panel, switch the printer status as follows.

○ : The status that you can enter the menu

— : The status that you cannot enter the menu

|              | When the printer is online | When the printer is offline |
|--------------|----------------------------|-----------------------------|
| セットアップ Menu  | ○ *                        | ○                           |
| 給紙選択 Menu    | ○                          | ○                           |
| リセット Menu    | ○                          | ○                           |
| ジョブ Menu     | ○                          | —                           |
| ユーティリティ Menu | ○                          | —                           |

\* The ユーザメンテナンス options cannot be specified when the printer is online.

## Placing the Printer Online

When printing from the computer, the printer has to be online.  
If not, place the printer online using the following procedure.

### 1 Press [ ] (オンライン).

The オンライン indicator turns on, and the printer is online.



#### IMPORTANT

##### If you cannot place the printer online

If an error is occurring in the printer, the printer does not come online.  
Eliminate the cause of the error before you place the printer online.



#### NOTE

##### About the オンライン indicator during Power Save Mode

During Power Save Mode, the オンライン indicator is off even when the printer is online.

## Placing the Printer Offline

To configure the printer so that it does not receive data from the computer or specify the settings for all the items in the セットアップ menu, place the printer offline using the following procedure.

---

**1** Press [  ] (オンライン).

The オンライン indicator goes off, and the printer is offline.

 **IMPORTANT**

**About the automatic online function**

The printer comes online automatically if left in the offline state for five minutes or longer.

If an error is occurring in the printer, however, the printer does not come online automatically.

# Paper Requirements

## Paper Size

The following shows the paper sizes that can be used with this printer.

● : The paper is available for 1-sided printing and automatic 2-sided printing.

○ : The paper is available for only 1-sided printing.

— : The paper cannot be used for printing.

| Paper Size<br>(short edge x long edge)                  | Paper Source          |            |   |
|---|-----------------------|------------|---|
|   | Multi-purpose<br>Tray | Cassette 1 | Cassette 2,<br>Cassette 3 <sup>*1</sup> ,<br>Cassette 4 <sup>*1</sup><br>(Optional) |
| A3 (297.0 mm x 420.0 mm)                                | ●                     | ●          | ●   |
| B4 (257.0 mm x 364.0 mm)                                | ●                     | ●          | ●   |
| A4 Portrait <sup>*2</sup> (210.0 mm x 297.0 mm)         | ●                     | ●          | ●   |
| A4 Landscape <sup>*3</sup> (210.0 mm x 297.0 mm)        | ●                     | ●          | —   |
| B5 Portrait <sup>*2</sup> (182.0 mm x 257.0 mm)         | ●                     | ●          | ●   |
| A5 Portrait <sup>*2</sup> (148.0 mm x 210.0 mm)         | —                     | —          | ○   |
| A5 Landscape <sup>*3</sup> (148.0 mm x 210.0 mm)        | ●                     | ●          | —   |
| 12 x 18 (12.00 in. x 18.00 in.)                         | ○                     | —          | —   |
| Ledger (11.00 in. x 17.00 in.)                          | ●                     | ●          | ●   |
| Legal (8.50 in. x 14.00 in.)                            | ●                     | ●          | ●   |
| Letter Portrait <sup>*2</sup> (8.50 in. x 11.00 in.)    | ●                     | ●          | ●   |
| Letter Landscape <sup>*3</sup> (8.50 in. x 11.00 in.)   | ●                     | ●          | —   |
| Executive Portrait <sup>*2</sup> (7.25 in. x 10.50 in.) | ●                     | ●          | ●   |
| Custom paper size Portrait <sup>*2</sup> *4 *5          | ● *7                  | ● *8       | ● *9  |

| Paper Size<br>(short edge x long edge)                       | Paper Source          |                  |   |
|--|-----------------------|------------------|---|
|  | Multi-purpose<br>Tray | Cassette 1       | Cassette 2,<br>Cassette 3 <sup>*1</sup> ,<br>Cassette 4 <sup>*1</sup><br>(Optional) |
| Custom paper size Landscape <sup>*3</sup> <sup>*6</sup>      | ● <sup>*10</sup>      | ● <sup>*11</sup> | ● <sup>*12</sup>  |
| Long size  | ○ <sup>*13</sup>      | —                | —   |
| Postcard Landscape <sup>*3</sup> (100.0 mm x 148.0 mm)       | ○                     | —                | —   |
| Reply postcard Landscape <sup>*3</sup> (148.0 mm x 200.0 mm) | ○                     | —                | —   |
| 4 on 1 postcard Portrait <sup>*2</sup> (200.0 mm x 296.0 mm) | ○                     | —                | —   |
| Envelope   |                       |                  |   |
| YOUNAGA No. 3 Landscape <sup>*3</sup> (120.0 mm x 235.0 mm)  | ○                     | —                | —   |
| NAGAGATA No. 3 Landscape <sup>*3</sup> (120.0 mm x 235.0 mm) | ○                     | —                | —   |
| KAKUGATA No. 2 Landscape <sup>*3</sup> (240.0 mm x 332.0 mm) | ○                     | —                | —   |

<sup>\*1</sup> Cassette 3 and Cassette 4 can be used only for LBP9600C.

<sup>\*2</sup> Portrait: The short edges of the paper are parallel to the front side of the printer.

<sup>\*3</sup> Landscape: The long edges of the paper are parallel to the front side of the printer.

<sup>\*4</sup> Can be loaded only when the LIPS LX printer driver is used.

<sup>\*5</sup> Automatic 2-sided printing can be performed on the custom size paper whose short edges are 148.0 to 297.0 mm and long edges are 182.0 to 297.0 mm.

<sup>\*6</sup> Automatic 2-sided printing can be performed on the custom size paper whose short edges are 148.0 to 297.0 mm and long edges are 182.0 to 450.0 mm.

<sup>\*7</sup> The custom size paper whose short edges are 127.0 to 297.0 mm and long edges are 127.0 to 297.0 mm can be loaded.

<sup>\*8</sup> The custom size paper whose short edges are 182.0 to 297.0 mm and long edges are 182.0 to 297.0 mm can be loaded.

<sup>\*9</sup> The custom size paper whose short edges are 148.0 to 297.0 mm and long edges are 210.0 to 297.0 mm can be loaded.

<sup>\*10</sup> The custom size paper whose short edges are 76.2 to 320.0 mm and long edges are 127.0 to 457.2 mm can be loaded.

When the paper whose short edges are more than 312 mm is used, however, streaks may appear on both sides of the paper.

<sup>\*11</sup> The custom size paper whose short edges are 148.0 to 297.0 mm and long edges are 182.0 to 431.8 mm can be loaded.

† The paper whose short edges are 100.0 to 147.9 mm can be loaded by using the optional small size paper adjuster.

<sup>\*12</sup> The custom size paper whose short edges are 210.0 to 297.0 mm and long edges are 210.0 to 431.8 mm can be loaded.

<sup>\*13</sup> The long-size paper whose short edges are 210.0 to 297.0 mm and long edges are 457.3 to 1,200.0 mm can be loaded.

 **IMPORTANT**

**About print speed**

- The print speed may drop depending on the settings for the paper size, paper type, orientation, and number of copies.
- When continuously printing paper whose width is 279.4 mm (Letter size) or less, the print speed may drop gradually.
- Printing speed drops in the following cases.
  - When printing is performed with [ スーパーファイン (1200 dpi) ] in [ 解像度 ] selected
  - When printing is performed on paper whose width is more than 300 mm

## Paper Type

The following shows the paper types that can be used with this printer.

● : The paper is available for 1-sided printing and automatic 2-sided printing.

○ : The paper is available for only 1-sided printing.

— : The paper cannot be used for printing.

| Paper Type                                   |                             | [ カセット N (N=1、2、3、4) 用紙種類 ]*1 in the セットアップ Menu | Paper Source       |            |   |
|--|-----------------------------|--|--------------------|------------|---|
|  |                             |  | Multi-purpose Tray | Cassette 1 | Cassette 2, Cassette 3*1, Cassette 4*1 (Optional) |
| Plain paper*2                                | 75 to 90 g/m <sup>2</sup>   | [ 普通紙 ]<br>[ ラフ紙 ]*3                             | ●                  | ●          | ●   |
|  | 60 to 74 g/m <sup>2</sup>   | [ 普通紙 L ]  | ●                  | ●          | ●   |
|  | 91 to 105 g/m <sup>2</sup>  | [ 普通紙 H ]<br>[ ラフ紙 ]*3                           | ●                  | ●          | ●   |
| Heavy paper                                  | 106 to 128 g/m <sup>2</sup> | [ 厚紙 1 ]   | ●                  | ●          | ●   |
|  | 129 to 163 g/m <sup>2</sup> | [ 厚紙 2 ]   | ●                  | —          | —   |
|  | 164 to 216 g/m <sup>2</sup> | [ 厚紙 3 ]   | ○                  | —          | —   |
| Transparency (black-and-white printing only) |                             | [ OHP フィルム ]                                     | ○                  | —          | —   |
| Label  |                             | [ ラベル用紙 ]  | ○                  | —          | —   |
| Coated paper                                 |                             |  |                    |            |   |
|  | 100 to 129 g/m <sup>2</sup> | [ コート紙 1 ]                                       | ●                  | —          | —   |
|  | 130 to 160 g/m <sup>2</sup> | [ コート紙 2 ]                                       | ●                  | —          | —   |
|  | 161 to 220 g/m <sup>2</sup> | [ コート紙 3 ]                                       | ○                  | —          | —   |

| Paper Type                              | [カセット N (N=1、2、3、4) 用紙種類]* <sup>1</sup> in the セットアップ Menu | Paper Source       |            |  |
|---|--|--------------------|------------|--|
|   |  | Multi-purpose Tray | Cassette 1 | Cassette 2, Cassette 3* <sup>1</sup> , Cassette 4* <sup>1</sup> (Optional) |
| Postcard/Reply postcard/4 on 1 postcard | [ はがき ]  | ○                  | —          | —  |
| Envelope                                | [ 封筒 ]   | ○                  | —          | —  |

\*<sup>1</sup> Cassette 3 and Cassette 4 can be used only for LBP9600C.

\*<sup>2</sup> Recycled paper can be used as plain paper.

\*<sup>3</sup> Specify [ ラフ紙 ] for this item when a paper jam occurs or when you want to improve the fixation on printing coarse paper (75 to 105 g/m<sup>2</sup>) with [ 普通紙 ] or [ 普通紙 H ] selected.

## ■ Plain paper

This printer can print plain paper (60 to 105 g/m<sup>2</sup>) of the following sizes.

- Standard paper size: A3, B4, A4, B5, A5, 12 x 18, Ledger (11 x 17), Legal, Letter, Executive
- Custom paper size: Short edges 76.2 to 320.0 mm; Long edges 127.0 to 457.2 mm
- Long size: Short edges 210.0 to 297.0 mm; Long edges 457.3 to 1,200.0 mm

† The following plain paper is available for automatic 2-sided printing.

- A3, B4, A4, B5, A5, Ledger (11 x 17), Legal, Letter, or Executive size paper
- Custom size paper whose short edges are 148.0 to 297.0 mm and long edges are 182.0 to 450.0 mm

† Recycled paper can be used as plain paper.

## ■ Heavy paper

This printer can print heavy paper (106 to 216 g/m<sup>2</sup>) of the following sizes.

- Standard paper size: A3, B4, A4, B5, A5, 12 x 18, Ledger (11 x 17), Legal, Letter, Executive
- Custom paper size: Short edges 76.2 to 320.0 mm; Long edges 127.0 to 457.2 mm
- Long size: Short edges 210.0 to 297.0 mm; Long edges 457.3 to 1,200.0 mm

† The following heavy paper (106 to 163 g/m<sup>2</sup>) is available for automatic 2-sided printing.

- A3, B4, A4, B5, A5, Ledger (11 x 17), Legal, Letter, or Executive size paper
- Custom size paper whose short edges are 148.0 to 297.0 mm and long edges are 182.0 to 450.0 mm



### IMPORTANT

#### About print speed

The print speed drops when printing on heavy paper.

## ■ Transparency

This printer can print A4 and Letter size transparencies.



### IMPORTANT

#### **Precautions when using transparencies**

- Transparencies can only be printed in black and white.
- Thoroughly fan the transparencies before loading them as they may stick to each other.
- Take care not to mark or stain the printing surface of the transparencies with fingerprints, dust, or oil.
- The print speed drops when printing on transparencies.

## ■ Label

This printer can print labels of the following sizes.

However, it is recommended to use A4 or Letter size labels for the optimum print quality.

- Standard paper size: A3, B4, A4, B5, A5, 12 x 18, Ledger (11 x 17), Legal, Letter, Executive
- Custom paper size: Short edges 76.2 to 320.0 mm; Long edges 127.0 to 457.2 mm
- Long size: Short edges 210.0 to 297.0 mm; Long edges 457.3 to 1,200.0 mm



### IMPORTANT

#### **Precautions when using labels**

- Using the following types of 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
- The print speed drops when printing labels.



### NOTE

#### **When printing labels**

Depending on the label type, the output paper may curl excessively. In this case, perform printing using either of the following methods.

- Taking out one sheet at a time each time it is output
- Changing the loading orientation of the labels before printing
  - If the labels curl when they are loaded in portrait orientation, load them in landscape orientation.
  - If the labels curl when they are loaded in landscape orientation, load them in portrait orientation.

## ■ Coated paper

This printer can print coated paper (100 to 220 g/m<sup>2</sup>) of the following sizes.

However, it is recommended to use A3, A4, or Letter size coated paper for the optimum print quality.

- Standard paper size: A3, B4, A4, B5, A5, 12 x 18, Ledger (11 x 17), Legal, Letter, Executive
- Custom paper size: Short edges 76.2 to 320.0 mm; Long edges 127.0 to 457.2 mm
- Long size: Short edges 210.0 to 297.0 mm; Long edges 457.3 to 1,200.0 mm

† The following coated paper (100 to 160 g/m<sup>2</sup>) is available for automatic 2-sided printing.

- A3, B4, A4, B5, A5, Ledger (11 x 17), Legal, Letter, or Executive size paper
- Custom size paper whose short edges are 148.0 to 297.0 mm and long edges are 182.0 to 450.0 mm



**IMPORTANT**

**Precautions when using coated paper**

The print speed drops when printing on coated paper.

**■ Postcard**

This printer can print postcards, reply postcards, and 4 on 1 postcards.



**IMPORTANT**

**Precautions when using postcards**

- Using the following types of postcard may deteriorate print quality or result in paper jams.
  - Inappropriate size postcards other than Postcard, Reply postcard, and 4 on 1 postcard
  - Creased reply postcard
  - Postcards and reply postcards for ink jet printers
- If the postcards are curled, flatten the curls by warping them in the opposite direction before loading them.
- The print speed drops when printing on postcards.

## ■ Envelope

This printer can print the following envelopes.

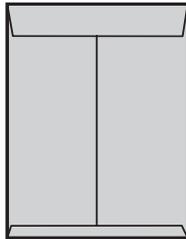
YOUNAGA No. 3  
(120 mm x 235 mm)



NAGAGATA No. 3  
(120 mm x 235 mm)



KAKUGATA No. 2  
(240 mm x 332 mm)



### IMPORTANT

#### Precautions when using envelopes

- Using the following types of 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 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 envelopes.
- The print speed drops when printing on envelopes.



### NOTE

#### When printing on envelopes

They may become creased.

# Printable Area

## NOTE

### **If you want to extend the printable area**

Specify the following settings in the printer driver.

1. Click [Finishing Details] in the [Finishing] sheet.
2. Select the [Print with Upper Left of Sheet as Starting Point] check box.

† The edges of the printout may be partly missing depending on the property of the document to be printed.

### **If the paper width exceeds 315 mm**

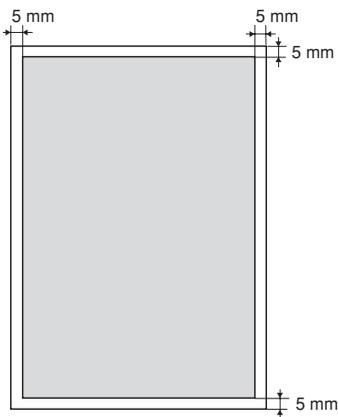
The right and left margins increase respectively as follows.

| Paper width | Margin |
|-------------|--------|
| 315 mm      | 5 mm   |
| 316 mm      | 5.5 mm |
| 317 mm      | 6 mm   |
| 318 mm      | 6.5 mm |
| 319 mm      | 7 mm   |
| 320 mm      | 7.5 mm |

† The right and left margins may not be even.

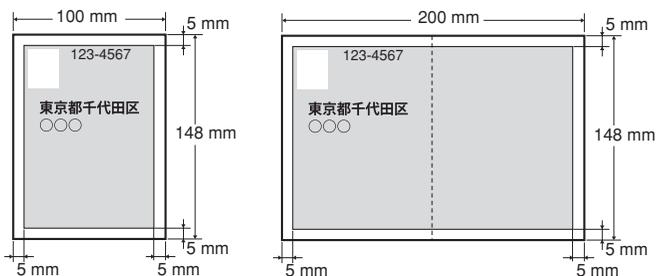
## ***Plain Paper, Heavy Paper, Transparencies, Labels, and Coated Paper***

You can print in the area up to 5 mm of the edges of the paper.



## Postcard/Reply Postcard/4 on 1 Postcard

You can print in the area up to 5 mm of the edges of the postcards.



### IMPORTANT

#### When printing on postcards

It is recommended that you configure the document to print the data smaller than the printable area.

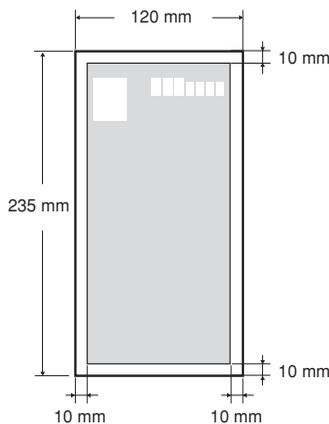
When printing data in the entire printable area, you may not be able to obtain the optimum print quality.

## Envelope

This printer can print on the following area.

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

(Sample: YOUNAGA No. 3/NAGAGATA No. 3)



### IMPORTANT

#### When a part of the printed zip code is missing

Specify the following settings in the printer driver.

1. Click [Finishing Details] in the [Finishing] sheet.
2. Select the [Print with Upper Left of Sheet as Starting Point] check box.

## Paper Which Requires Attention Before Use

Using the following types of paper may cause influence to the printout results or printer in some cases.

### ■ Paper That Was Stored Poorly

- Creased or folded paper
- Torn or damaged paper
- Wrinkled paper
- Curled paper
- Wet or moist paper
- Paper with rough edges
- Irregularly-shaped paper

### ■ Paper with Holes or Perforations

- Paper with binding holes
- Paper with perforations

### ■ Paper with Adhesive or a Special Coating

- Heat-sensitive paper
- Paper with adhesive
- Carbon paper
- Treated color paper
- Specially coated paper (coated paper for ink jet printers, etc.)

### ■ Previously Printed Paper

- Paper that has already been printed by a copy machine or another printer (The reverse side of the paper is also not usable. Using the multi-purpose tray, however, you can perform 2-sided printing manually on the other side of paper previously printed by this printer. You cannot print on the printed side again.)

### ■ Paper That Is Difficult for Toner to Adhere to

- Paper with rough surfaces
- Paper containing thick fibers
- Paper with an extremely rough or smooth surface
- Paper that is thicker or thinner than the specified usable paper  
See "Paper Type," on p. 11.



### IMPORTANT

#### **About paper with staples, clips, ribbons or tape**

This kind of paper may result in the printer malfunction or damage to the printer.

#### **About paper that contains ink that melts, burns, evaporates or emits harmful gases at or lower than the heating temperature of the fixing unit**

This kind of paper may result in the printer malfunction or damage to the printer.

## Paper Capacity of Paper Source

— : The paper source cannot be used.

| Paper Type                                   | Paper Source       |                    |   |
|--|--------------------|--------------------|---|
|  | Multi-purpose Tray | Cassette 1         | Cassette 2, Cassette 3*, Cassette 4* (Optional) |
| Plain paper (Ex. 64 g/m <sup>2</sup> )       | Approx. 100 sheets | Approx. 250 sheets | Approx. 550 sheets                              |
| Heavy paper (Ex. 128 g/m <sup>2</sup> )      | Approx. 80 sheets  | Approx. 200 sheets | Approx. 400 sheets                              |
| Heavy paper (Ex. 163 g/m <sup>2</sup> )      | Approx. 50 sheets  | —                  | —   |
| Transparency (black-and-white printing only) | Approx. 50 sheets  | —                  | —   |
| Label  | Approx. 40 sheets  | —                  | —   |
| Coated paper                                 | Approx. 50 sheets  | —                  | —   |
| Postcard                                     | Approx. 50 sheets  | —                  | —   |
| Reply postcard                               | Approx. 50 sheets  | —                  | —   |
| 4 on 1 postcard                              | Approx. 50 sheets  | —                  | —   |
| Envelope                                     | Approx. 10 sheets  | —                  | —   |

\* Cassette 3 and Cassette 4 can be used only for LBP9600C.

## Paper Capacity of the Output Tray

| Paper Type                                   | Paper Capacity* <sup>1</sup>     |
|--|----------------------------------|
| Plain paper (Ex. 64 g/m <sup>2</sup> )       | Approx. 250 sheets* <sup>2</sup> |
| Heavy paper (Ex. 128 g/m <sup>2</sup> )      | Approx. 100 sheets               |
| Heavy paper (Ex. 163 g/m <sup>2</sup> )      | Approx. 40 sheets                |
| Transparency (black-and-white printing only) | Approx. 50 sheets                |
| Label  | Approx. 40 sheets                |
| Coated paper                                 | Approx. 50 sheets                |
| Postcard                                     | Approx. 50 sheets                |
| Reply postcard                               | Approx. 50 sheets                |
| 4 on 1 postcard                              | Approx. 50 sheets                |
| Envelope                                     | Approx. 10 sheets                |

\*<sup>1</sup> Actual paper capacity varies depending on the installation environment or paper type.

\*<sup>2</sup> When the paper size is Legal, the paper capacity is approximately 150 sheets.

# Loading Standard Size Paper (Other Than Postcards and Envelopes)

## Loading Standard Size Paper in Cassette 1

The following standard size paper can be loaded in the supplied paper cassette (Cassette 1).

| Paper Type  | Paper Size                     |
|---|--------------------------------|
| Plain paper (60 to 105 g/m <sup>2</sup> )<br>Heavy paper (106 to 128 g/m <sup>2</sup> ) | A3 (297.0 mm x 420.0 mm)       |
|   | B4 (257.0 mm x 364.0 mm)       |
|   | A4 (210.0 mm x 297.0 mm)       |
|   | B5 (182.0 mm x 257.0 mm)       |
|   | A5 (148.0 mm x 210.0 mm)       |
|   | Ledger (11.00 in. x 17.00 in.) |
|   | Legal (8.50 in. x 14.00 in.)   |
|   | Letter (8.50 in. x 11.00 in.)  |
| Executive (7.25 in. x 10.50 in.)  |                                |

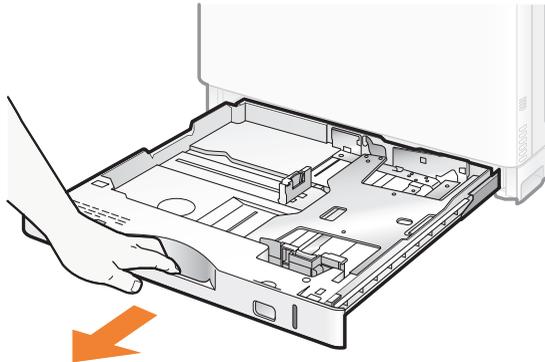


### IMPORTANT

**Detailed information about usable paper**  
See "Paper Requirements," on p. 9.

### *Loading Paper in the Paper Cassette*

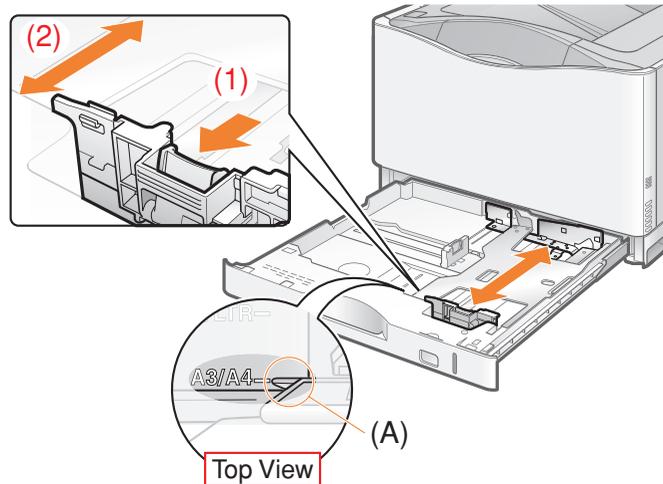
- 1** Pull out the paper cassette until it stops.



## 2 Slide the paper guides to the position of the size of the paper to be loaded.

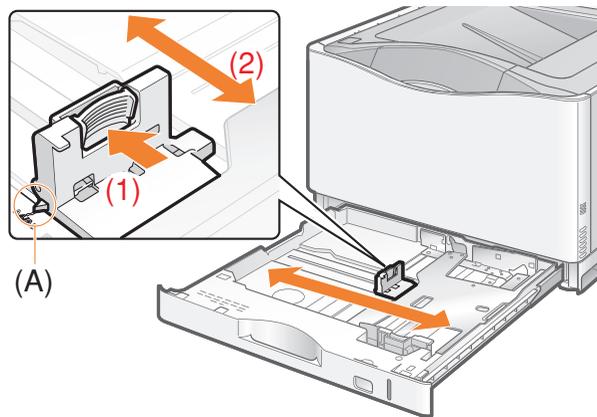
### ● Slide the side paper guides.

- (1) Hold the lock release lever.
- (2) Slide the paper guides to the position of the size of the paper to be loaded.
  - † Align the position of (A) with the size mark of the paper to be loaded.
  - † The side paper guides move together.



### ● Slide the rear paper guide.

- (1) Hold the lock release lever.
- (2) Slide the paper guide to the position of the size of the paper to be loaded.
  - † Align the position of (A) with the size mark of the paper to be loaded.

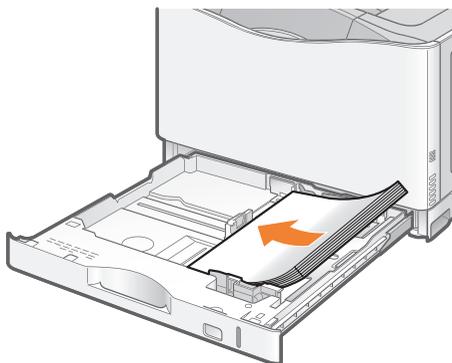


 NOTE

**Size abbreviation on the paper guides**

| Paper Size | Paper Guide |
|------------|-------------|
| Ledger     | 11 x 17     |
| Legal      | LGL         |
| Letter     | LTR         |
| Executive  | EXEC        |

**3 Load paper so that the edges of the paper stack are aligned with the rear paper guide.**



 **CAUTION**

**Be careful when handling paper.**

Handle paper carefully not to cut your hands with the edges of the paper.

 **IMPORTANT**

**Be sure to check the position of the paper guides.**

If the paper guide is set at a wrong position, this may result in misfeeds.

**Paper cassette capacity**

| Paper Type                              | Paper Capacity     |
|---|--------------------|
| Plain paper (Ex. 64 g/m <sup>2</sup> )  | Approx. 250 sheets |
| Heavy paper (Ex. 128 g/m <sup>2</sup> ) | Approx. 200 sheets |

**When using paper that has been poorly cut**

If you use paper that has been poorly cut, multiple sheets of paper may be fed at once. In this case, fan the paper thoroughly, and then align the edges of the stack properly on a hard, flat surface.

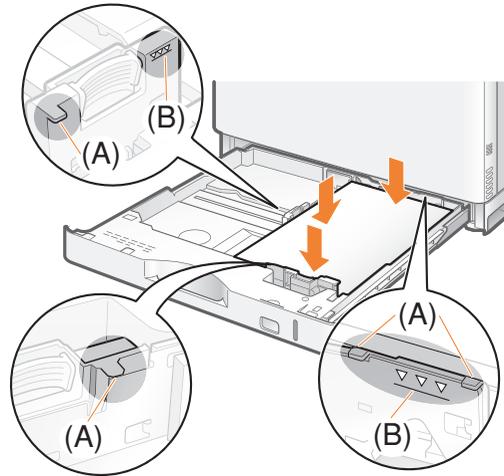
 NOTE

**When printing paper with a letterhead or logo**

See "Paper Loading Orientation" (p. 88) and load the paper in the proper orientation.

**4 Hold down the paper, then set it under the hooks (A) on the paper guides.**

Make sure that the paper stack does not exceed the load limit mark lines (B).



 IMPORTANT

**Adjust the paper guides to the correct positions.**

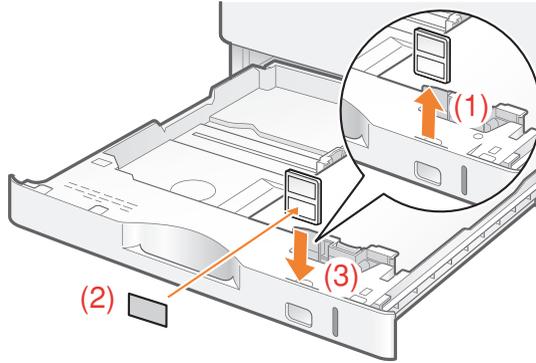
Slide the side paper guides and rear paper guide until they touch the paper stack.

**Do not load the paper stack which exceeds the load limit mark lines.**

Be sure that the paper stack does not exceed the load limit mark lines. If the paper stack exceeds the load limit mark lines, this may result in misfeeds.

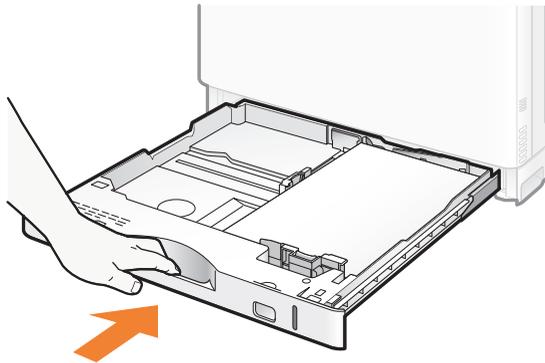
## 5 Insert the paper size indicator.

- (1) Take out the paper size indicator.
- (2) Attach a paper size label.
- (3) Insert the paper size indicator.



## 6 Insert the paper cassette into the printer.

Push it into the printer firmly.



### CAUTION

#### Precautions when setting the paper cassette

Be careful not to catch your fingers.

### ***Specifying the Settings for the Paper Cassette***

This printer's paper cassette is configured to automatically detect the paper size by default. Therefore, you do not need to change the settings for the paper cassette. However, you need to change the settings in the following cases.

- When loading standard size paper again after using custom size paper
- When you want to specify [フリー] which does not check the paper size.

 **IMPORTANT**

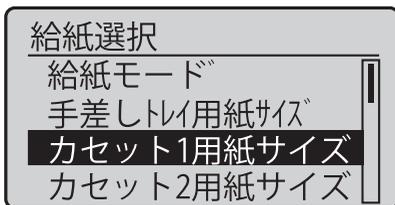
**Precautions when specifying [フリー]**

The printer performs printing without checking the paper settings in the printer driver.

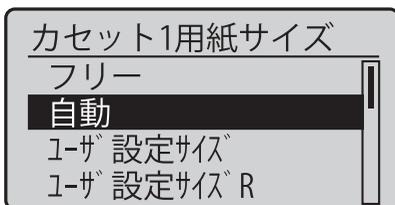
Make sure that the paper specified in the printer driver matches that loaded in the paper cassette before using the printer.

**1** Press [  ] ( 給紙選択 ).

**2** Select [ カセット 1 用紙サイズ ] using [ ▲ ] and [ ▼ ], and then press [OK].



**3** Select [ 自動 ] or [ フリー ] using [ ▲ ] and [ ▼ ], and then press [OK].



→ The paper cassette setting is specified.

## Registering the Paper Type

Specify [カセット1用紙種類] using the control panel according to the type of the loaded paper.

| Paper to Be Used                         | [カセット 1 用紙種類] in the セットアップ Menu |
|--|----------------------------------|
| Plain paper (60 to 74 g/m <sup>2</sup> ) | [ 普通紙 L ]                        |
| Plain paper (75 to 90 g/m <sup>2</sup> ) | [ 普通紙 ]<br>[ ラフ紙 ]*              |

| Paper to Be Used                           | [ カセット 1 用紙種類 ] in the セットアップ Menu |
|--|------------------------------------|
| Plain paper (91 to 105 g/m <sup>2</sup> )  | [ 普通紙 H ]<br>[ ラフ紙 ]*              |
| Heavy paper (106 to 128 g/m <sup>2</sup> ) | [ 厚紙 1 ]                           |

\* Specify [ ラフ紙 ] for this item when a paper jam occurs or when you want to improve the fixation on printing coarse paper (75 to 105 g/m<sup>2</sup>) with [ 普通紙 ] or [ 普通紙 H ] selected.

## IMPORTANT

### Be sure to match the type of the loaded paper.

If the setting for the paper type is different from that of the loaded paper, this may result in crucial damage to the printer.

### Be sure to match the setting in the printer driver.

Normally, you do not need to change the settings for the printer driver because the default setting for [Paper Type] in the printer driver is set to [Printer Default].

If you want to change the settings for the printer driver, match the setting and [カセット1用紙種類] in the control panel.

If they do not match, the message <以下の用紙をセット > appears.

In this case, the setting for [カセット 1 用紙種類] is changed to that in the printer driver by pressing [  ] (オンライン), allowing you to continue printing.

### For users who do not use the printer driver

When you are printing from an operating system on which you cannot use the printer driver (such as MS-DOS and UNIX), match the setting for [ デフォルト用紙種類 ] and the type of the loaded paper.

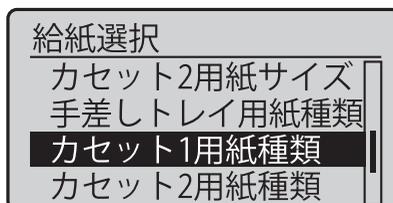
### When [フリー] is specified

The printer performs printing without checking the paper settings in the printer driver.

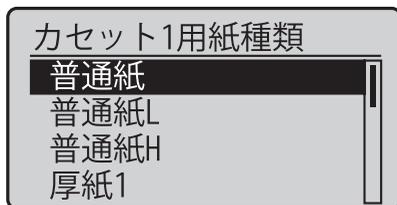
Make sure that the paper specified in the printer driver matches that loaded in the paper cassette before using the printer.

**1** Press [  ] (給紙選択).

**2** Select [カセット1用紙種類] using [ ▲ ] and [ ▼ ], and then press [OK].



### 3 Select a paper type using [ ▲ ] and [ ▼ ], and then press [OK].



→ The paper type for the paper cassette is specified.

#### ● Before printing

Specify the following settings.

- Before printing from the printer driver for Windows or Macintosh  
Specify the paper size and paper type in the printer driver before printing.
- Before printing from the BMLinkS printer driver  
See "User's Manual" for the BMLinkS printer driver.
- Before printing from DOS, UNIX, or other operating systems  
Specify [ デフォルト用紙サイズ ] and [ デフォルト用紙種類 ].

## Loading Standard Size Paper in Cassette 2, 3, or 4

The following standard size paper can be loaded in the paper cassette of the optional paper feeder (Cassette 2, 3, or 4).

† Cassette 3 and Cassette 4 can be used only for LBP9600C.

| Paper Type  | Paper Size  |
|---|---|
| Plain paper (60 to 105 g/m <sup>2</sup> )<br>Heavy paper (106 to 128 g/m <sup>2</sup> ) | A3 (297.0 mm x 420.0 mm)<br>B4 (257.0 mm x 364.0 mm)<br>A4 (210.0 mm x 297.0 mm)<br>B5 (182.0 mm x 257.0 mm)<br>A5 (148.0 mm x 210.0 mm)<br>Ledger (11.00 in. x 17.00 in.)<br>Legal (8.50 in. x 14.00 in.)<br>Letter (8.50 in. x 11.00 in.)<br>Executive (7.25 in. x 10.50 in.) |



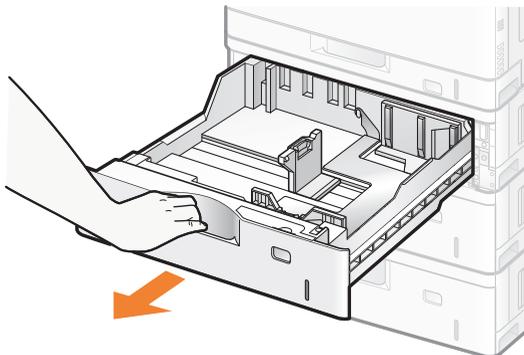
#### IMPORTANT

##### Detailed information about usable paper

See "Paper Requirements," on p. 9.

## Loading Paper in the Paper Cassette

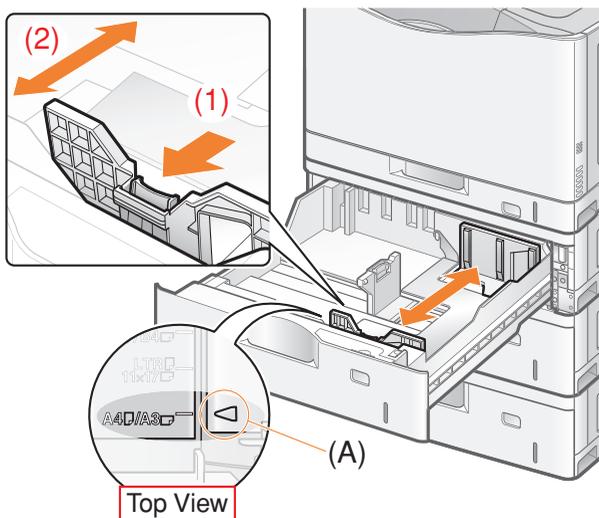
- 1** Pull out the paper cassette until it stops.



- 2** Slide the paper guides to the position of the size of the paper to be loaded.

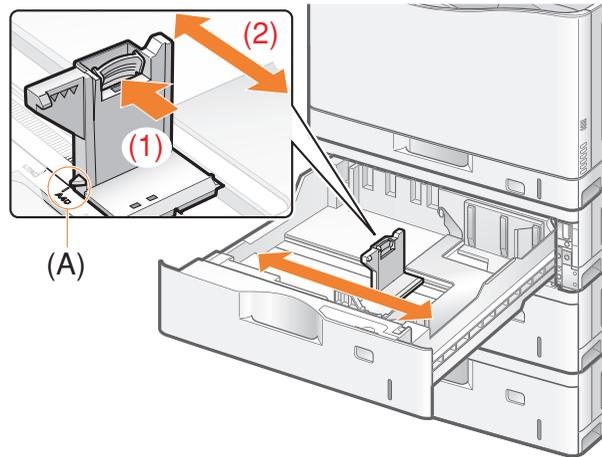
- Slide the side paper guides.

- (1) Hold the lock release lever.
- (2) Slide the paper guides to the position of the size of the paper to be loaded.
  - † Align the position of (A) with the size mark of the paper to be loaded.
  - † The side paper guides move together.



● **Slide the rear paper guide.**

- (1) Hold the lock release lever.
- (2) Slide the paper guide to the position of the size of the paper to be loaded.  
† Align the position of (A) with the size mark of the paper to be loaded.

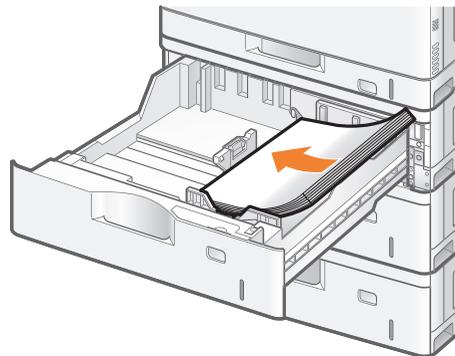


 **NOTE**

**Size abbreviation on the paper guides**

| Paper Size | Paper Guide |
|------------|-------------|
| Ledger     | 11 x 17     |
| Legal      | LGL         |
| Letter     | LTR         |

**3** **Load paper so that the edges of the paper stack are aligned with the rear paper guide.**



## CAUTION

### Be careful when handling paper.

Handle paper carefully not to cut your hands with the edges of the paper.

## IMPORTANT

### Be sure to check the position of the paper guides.

If the paper guide is set at a wrong position, this may result in misfeeds.

### Paper cassette capacity

| Paper Type                              | Paper Capacity     |
|---|--------------------|
| Plain paper (Ex. 64 g/m <sup>2</sup> )  | Approx. 550 sheets |
| Heavy paper (Ex. 128 g/m <sup>2</sup> ) | Approx. 400 sheets |

### When using paper that has been poorly cut

If you use paper that has been poorly cut, multiple sheets of paper may be fed at once. In this case, fan the paper thoroughly, and then align the edges of the stack properly on a hard, flat surface.

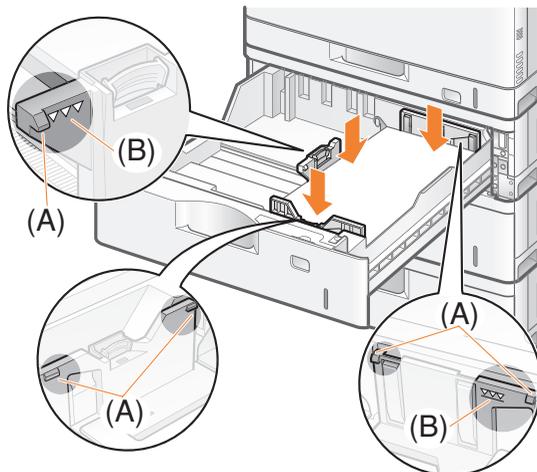
## NOTE

### When printing paper with a letterhead or logo

See "Paper Loading Orientation" (p. 88) and load the paper in the proper orientation.

## 4 Hold down the paper, then set it under the hooks (A) on the paper guides.

Make sure that the paper stack does not exceed the load limit mark (B).



 **IMPORTANT**

**Adjust the paper guides to the correct positions.**

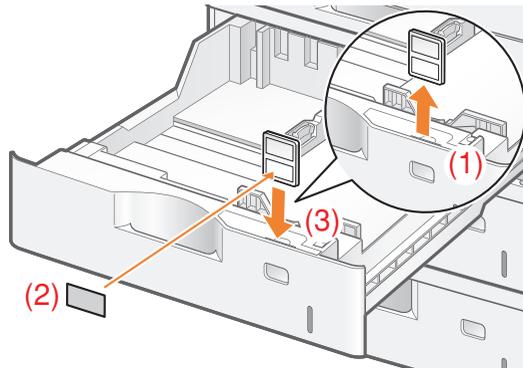
Slide the side paper guides and rear paper guide until they touch the paper stack.

**Do not load the paper stack which exceeds the load limit mark.**

Be sure that the paper stack does not exceed the load limit mark. If the paper stack exceeds the load limit mark, this may result in misfeeds.

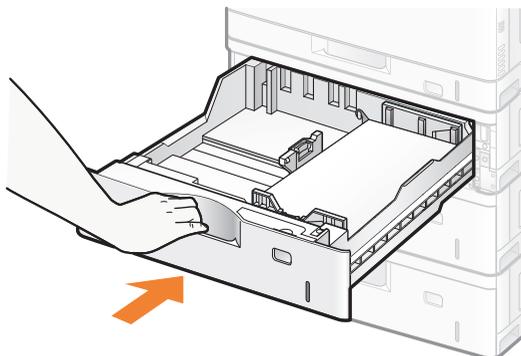
**5 Insert the paper size indicator.**

- (1) Take out the paper size indicator.
- (2) Attach a paper size label.
- (3) Insert the paper size indicator.



**6 Set the paper cassette in the paper feeder.**

Push it into the printer firmly.



 **CAUTION**

**Precautions when setting the paper cassette**

Be careful not to catch your fingers.

## Specifying the Settings for the Paper Cassette

This printer's paper cassette is configured to automatically detect the paper size by default. Therefore, you do not need to change the settings for the paper cassette. However, you need to change the settings in the following cases.

- When loading standard size paper again after using custom size paper
- When you want to specify [フリー] which does not check the paper size.

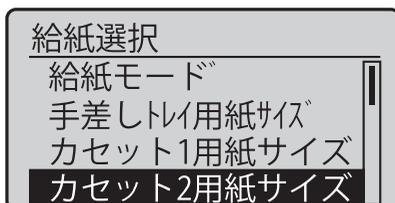
### IMPORTANT

#### Precautions when specifying [フリー]

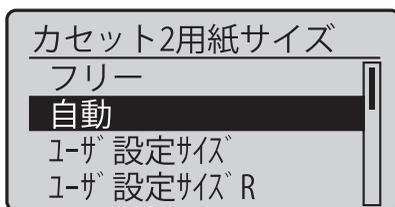
The printer performs printing without checking the paper settings in the printer driver. Make sure that the paper specified in the printer driver matches that loaded in the paper cassette before using the printer.

**1** Press  (給紙選択).

**2** Select [カセット N(N=2、3、4)用紙サイズ] using [▲] and [▼], and then press [OK].



**3** Select [自動] or [フリー] using [▲] and [▼], and then press [OK].



→ The paper cassette setting is specified.

## Registering the Paper Type

Specify [ カセット N (N=2、3、4) 用紙種類 ] using the control panel according to the type of the loaded paper.

| Paper to Be Used                           | [ カセット N (N=2、3、4) 用紙種類 ] in the セットアップ Menu |
|--|--|
| Plain paper (60 to 74 g/m <sup>2</sup> )   | [ 普通紙 L ]                                    |
| Plain paper (75 to 90 g/m <sup>2</sup> )   | [ 普通紙 ]<br>[ ラフ紙 ]*                          |
| Plain paper (91 to 105 g/m <sup>2</sup> )  | [ 普通紙 H ]<br>[ ラフ紙 ]*                        |
| Heavy paper (106 to 128 g/m <sup>2</sup> ) | [ 厚紙 1 ]                                     |

\* Specify [ ラフ紙 ] for this item when a paper jam occurs or when you want to improve the fixation on printing coarse paper (75 to 105 g/m<sup>2</sup>) with [ 普通紙 ] or [ 普通紙 H ] selected.



### IMPORTANT

#### **Be sure to match the type of the loaded paper.**

If the setting for the paper type is different from that of the loaded paper, this may result in crucial damage to the printer.

#### **Be sure to match the setting in the printer driver.**

Normally, you do not need to change the settings for the printer driver because the default setting for [Paper Type] in the printer driver is set to [Printer Default].

If you want to change the settings for the printer driver, match the setting and [ カセット N (N=2、3、4) 用紙種類 ] in the control panel.

If they do not match, the message <以下の用紙をセット> appears.

In this case, the setting for [ カセット N (N=2、3、4) 用紙種類 ] is changed to that in the printer driver by pressing [  ] (オンライン), allowing you to continue printing.

#### **For users who do not use the printer driver**

When you are printing from an operating system on which you cannot use the printer driver (such as MS-DOS and UNIX), match the setting for [ デフォルト用紙種類 ] and the type of the loaded paper.

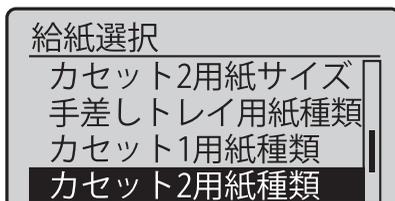
#### **When [ フリー ] is specified**

The printer performs printing without checking the paper settings in the printer driver.

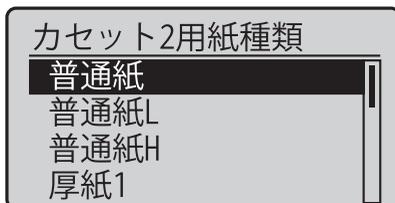
Make sure that the paper specified in the printer driver matches that loaded in the paper cassette before using the printer.

**1** Press [  ] ( 給紙選択 ).

**2** Select [ カセット N (N=2、3、4) 用紙種類 ] using [ ▲ ] and [ ▼ ], and then press [OK].



**3** Select a paper type using [ ▲ ] and [ ▼ ], and then press [OK].



→ The paper type for the paper cassette is specified.

**● Before printing**

Specify the following settings.

- Before printing from the printer driver for Windows or Macintosh  
Specify the paper size and paper type in the printer driver before printing.
- Before printing from the BMLinkS printer driver  
See "User's Manual" for the BMLinkS printer driver.
- Before printing from DOS, UNIX, or other operating systems  
Specify [ デフォルト用紙サイズ ] and [ デフォルト用紙種類 ].

## Loading Standard Size Paper (Other Than Postcards and Envelopes) in the Multi-purpose Tray

The following standard size paper (other than postcards and envelopes) can be loaded in the multi-purpose tray.

| Paper Type  | Paper Size   |
|---|--|
| Plain paper (60 to 105 g/m <sup>2</sup> )<br>Heavy paper (106 to 216 g/m <sup>2</sup> )<br>Label* <sup>1</sup><br>Coated paper (100 to 220 g/m <sup>2</sup> )* <sup>2</sup> | A3 (297.0 mm x 420.0 mm)<br>B4 (257.0 mm x 364.0 mm)<br>A4 (210.0 mm x 297.0 mm)<br>B5 (182.0 mm x 257.0 mm)<br>A5 (148.0 mm x 210.0 mm)<br>12 x 18 (12.00 in. x 18.00 in.)<br>Ledger (11.00 in. x 17.00 in.)<br>Legal (8.50 in. x 14.00 in.)<br>Letter (8.50 in. x 11.00 in.)<br>Executive (7.25 in. x 10.50 in.) |
| Transparency  | A4 (210.0 mm x 297.0 mm)<br>Letter (8.50 in. x 11.00 in.)  |

\*<sup>1</sup> It is recommended to use A4 or Letter size labels for the optimum print quality.

\*<sup>2</sup> It is recommended to use A3, A4, or Letter size coated paper for the optimum print quality.



### IMPORTANT

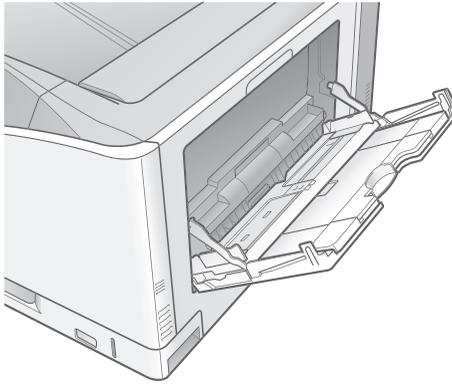
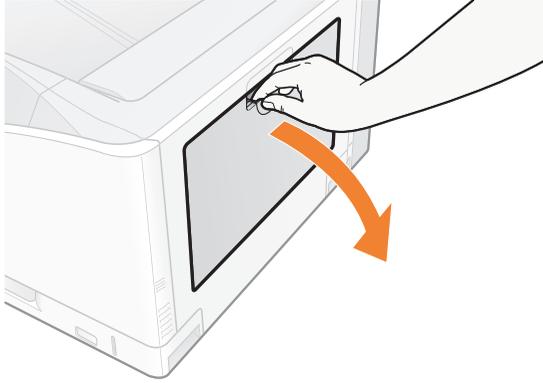
#### Detailed information about usable paper

See "Paper Requirements," on p. 9.

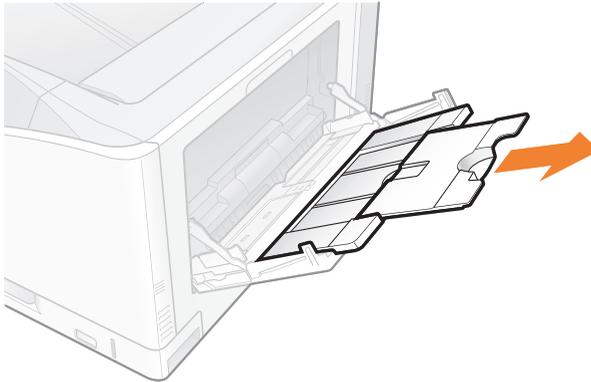
## ***Loading Paper in the Multi-purpose Tray***

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

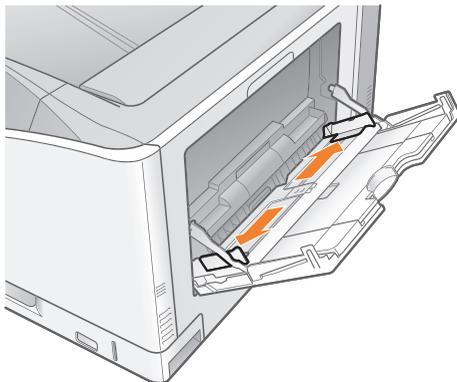
Holding the opening on the right side of the printer, open the multi-purpose tray.



- 2** When loading long-size paper such as A3 etc, open the tray extension.

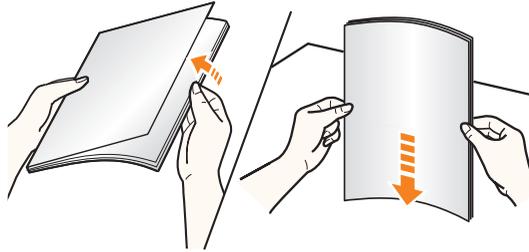


- 3** Spread the paper guides a little wider than the actual paper width.



## 4 When loading transparencies, labels, or coated paper, fan them a few sheets at a time, and then align the edges.

Thoroughly fan in small batches. Tap the edges on a flat surface a few times.



### ⚠ CAUTION

**Be careful when handling paper.**

Handle paper carefully not to cut your hands with the edges of the paper.

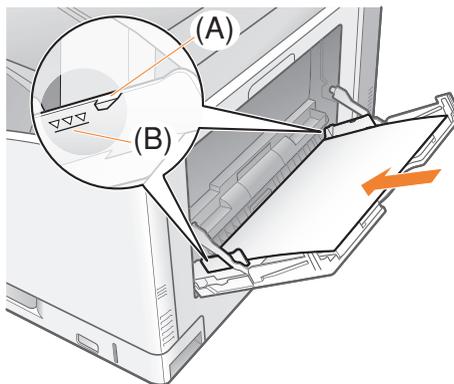
### 👤 IMPORTANT

**Be careful when handling transparencies, labels, or coated paper.**

- Be sure to fan the transparencies, labels, or coated paper thoroughly before loading them. If they are not fanned enough, multiple sheets of paper may be fed at once, causing paper jams.
- When fanning or aligning the transparencies or coated paper, try to hold the edges to avoid touching the printing surface.
- Take care not to mark or stain the printing surface of the transparencies or coated paper with fingerprints, dust, or oil. This may result in poor print quality.

## 5 Gently load the paper stack under the load limit guides (A) until it touches the back of the tray.

Make sure that the paper stack does not exceed the load limit mark lines (B).



**CAUTION****Be careful when handling paper.**

Handle paper carefully not to cut your hands with the edges of the paper.

**IMPORTANT****Multi-purpose tray capacity**

| Paper Type                              | Paper Capacity     |
|---|--------------------|
| Plain paper (Ex. 64 g/m <sup>2</sup> )  | Approx. 100 sheets |
| Heavy paper (Ex. 128 g/m <sup>2</sup> ) | Approx. 80 sheets  |
| Heavy paper (Ex. 163 g/m <sup>2</sup> ) | Approx. 50 sheets  |
| Transparency                            | Approx. 50 sheets  |
| Label                                   | Approx. 40 sheets  |
| Coated paper                            | Approx. 50 sheets  |

Be sure that the paper stack does not exceed the load limit mark lines. If the paper stack exceeds the load limit mark lines, this may result in misfeeds.

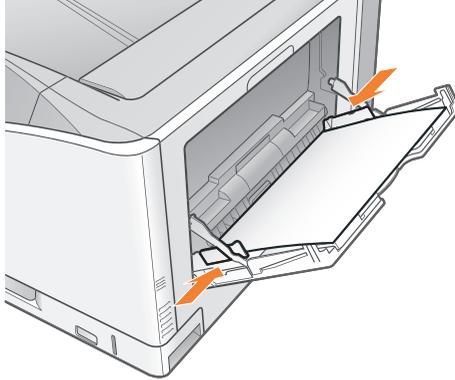
**Precautions when loading paper in the multi-purpose tray**

- Load the paper so that it is 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.
- If you use paper that has been poorly cut, multiple sheets of paper may be fed at once. In this case, fan the paper thoroughly, and then align the edges of the stack properly on a hard, flat surface.

**NOTE****When printing paper with a letterhead or logo**

See "Paper Loading Orientation" (p. 88) and load the paper in the proper orientation.

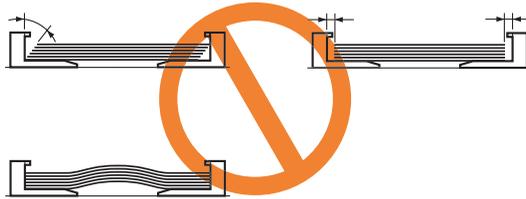
**6** Align the paper guides with the width of the paper.



**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.



## Registering the Paper Size

Specify [手差しトレイ用紙サイズ] using the control panel according to the size of the loaded paper.

### IMPORTANT

#### Be sure to match the setting in the printer driver.

Match the paper type specified in the セットアップ menu and that specified in [Output Size] in the printer driver.

If they do not match, the message <以下の用紙をセット> appears.

In this case, the setting for [手差しトレイ用紙サイズ] is changed to that in the printer driver by pressing [  ] (オンライン), allowing you to continue printing.

#### For users who do not use the printer driver

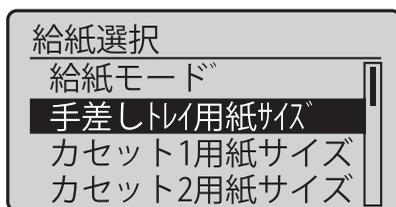
When you are printing from an operating system on which you cannot use the printer driver (such as MS-DOS and UNIX), match the setting for [デフォルト用紙サイズ] and the size of the loaded paper.

#### When [フリー] is specified

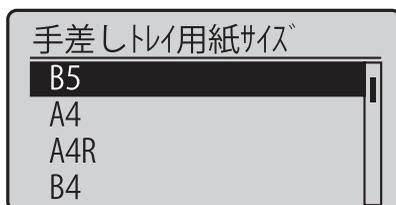
The printer performs printing without checking the paper settings in the printer driver. Make sure that the paper specified in the printer driver matches that loaded in the multi-purpose tray before using the printer.

**1** Press [  ] (給紙選択).

**2** Select [手差しトレイ用紙サイズ] using [ ▲ ] and [ ▼ ], and then press [OK].



**3** Select a paper size using [ ▲ ] and [ ▼ ], and then press [OK].



→ The paper size for the multi-purpose tray is specified.

## Registering the Paper Type

Specify [手差しトレイ用紙種類] using the control panel according to the type of the loaded paper.

| Paper to Be Used                             | [手差しトレイ用紙種類] in the セットアップ Menu |
|--|---------------------------------|
| Plain paper (60 to 74 g/m <sup>2</sup> )     | [普通紙 L]                         |
| Plain paper (75 to 90 g/m <sup>2</sup> )     | [普通紙]<br>[ラフ紙]*                 |
| Plain paper (91 to 105 g/m <sup>2</sup> )    | [普通紙 H]<br>[ラフ紙]*               |
| Heavy paper (106 to 128 g/m <sup>2</sup> )   | [厚紙 1]                          |
| Heavy paper (129 to 163 g/m <sup>2</sup> )   | [厚紙 2]                          |
| Heavy paper (164 to 216 g/m <sup>2</sup> )   | [厚紙 3]                          |
| Transparency (black-and-white printing only) | [OHPフィルム]                       |
| Label  | [ラベル用紙]                         |
| Coated paper (100 to 129 g/m <sup>2</sup> )  | [コート紙 1]                        |
| Coated paper (130 to 160 g/m <sup>2</sup> )  | [コート紙 2]                        |
| Coated paper (161 to 220 g/m <sup>2</sup> )  | [コート紙 3]                        |

\* Specify [ラフ紙] for this item when a paper jam occurs or when you want to improve the fixation on printing coarse paper (75 to 105 g/m<sup>2</sup>) with [普通紙] or [普通紙 H] selected.

### IMPORTANT

#### **Be sure to match the type of the loaded paper.**

If the setting for the paper type is different from that of the loaded paper, this may result in crucial damage to the printer.

#### **Be sure to match the setting in the printer driver.**

Normally, you do not need to change the settings for the printer driver because the default setting for [Paper Type] in the printer driver is set to [Printer Default].

If you want to change the settings for the printer driver, match the setting and [手差しトレイ用紙種類] in the control panel.

If they do not match, the message <以下の用紙をセット> appears.

In this case, the setting for [手差しトレイ用紙種類] is changed to that in the printer driver by pressing [  ] (オンライン), allowing you to continue printing.

#### **For users who do not use the printer driver**

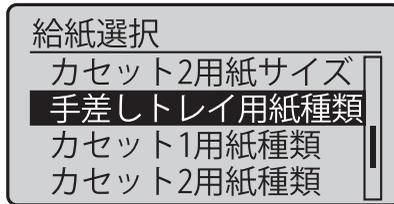
When you are printing from an operating system on which you cannot use the printer driver (such as MS-DOS and UNIX), match the setting for [デフォルト用紙種類] and the type of the loaded paper.

### When [フリー] is specified

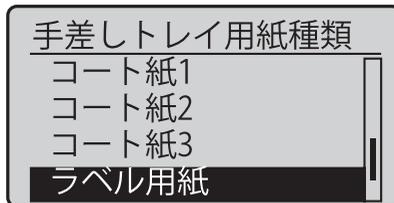
The printer performs printing without checking the paper settings in the printer driver. Make sure that the paper specified in the printer driver matches that loaded in the multi-purpose tray before using the printer.

**1** Press [  ] ( 給紙選択 ).

**2** Select [ 手差しトレイ用紙種類 ] using [ ▲ ] and [ ▼ ], and then press [OK].



**3** Select a paper type using [ ▲ ] and [ ▼ ], and then press [OK].



→ The paper type for the multi-purpose tray is specified.

#### ● Before printing

Specify the following settings.

- Before printing from the printer driver for Windows or Macintosh  
Specify the paper size and paper type in the printer driver before printing.
- Before printing from the BMLinkS printer driver  
See "User's Manual" for the BMLinkS printer driver.
- Before printing from DOS, UNIX, or other operating systems  
Specify [ デフォルト用紙サイズ ] and [ デフォルト用紙種類 ].

# Loading Postcards

Load postcards in the multi-purpose tray.  
The following postcards can be loaded.

- Postcard (100.0 mm x 148.0 mm)
- Reply postcard (148.0 mm x 200.0 mm)
- 4 on 1 postcard (200.0 mm x 296.0 mm)

## IMPORTANT

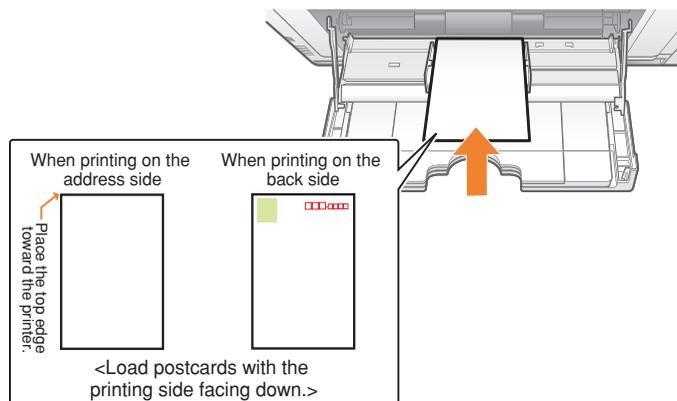
### Loading orientation of postcards

Load postcards with the printing side facing down as follows.

( : Feeding direction)

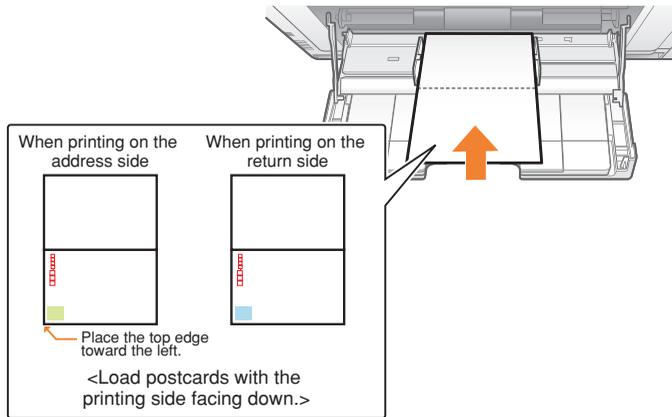
- Postcard

Load the postcards so that the top edge is toward the back of the printer.



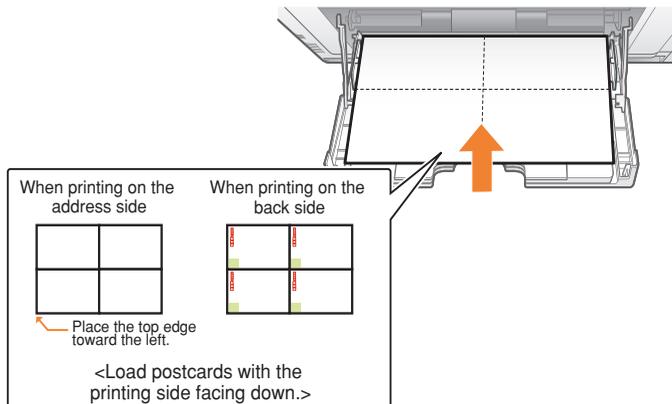
- Reply postcard

Load the postcards so that the top edge is toward the left of the printer when they are viewed from the right side.



- 4 on 1 postcard

Load the postcards so that the top edge is toward the left of the printer when they are viewed from the right side.



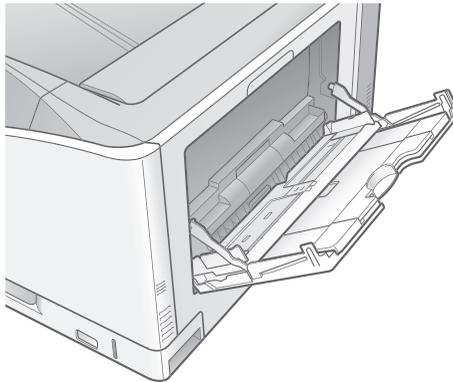
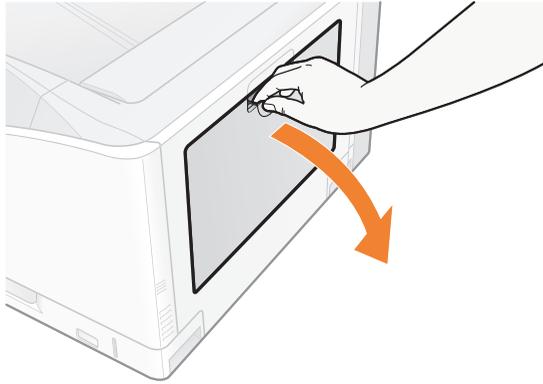
**Detailed information about usable paper**

See "Paper Requirements," on p. 9.

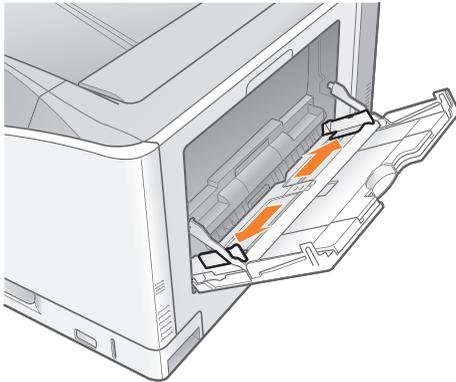
## *Loading Postcards in the Multi-purpose Tray*

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

Holding the opening on the right side of the printer, open the multi-purpose tray.

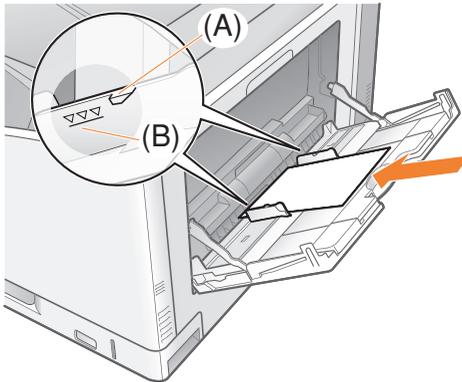


- 2** Spread the paper guides a little wider than the actual postcard width.



- 3** Gently load the postcard stack under the load limit guides (A) until it touches the back of the tray.

Make sure that the paper stack does not exceed the load limit mark lines (B).



**⚠ CAUTION**

**Be careful when handling postcards.**

Handle postcards carefully not to cut your hands with the edges of the postcards.

**👉 IMPORTANT**

**Loading orientation of postcards**

See the instruction described at the top of the procedure on p. 45.

### Multi-purpose tray capacity for postcards

| Postcard Type   | Paper Capacity    |
|-----------------|-------------------|
| Postcard        | Approx. 50 sheets |
| Reply postcard  | Approx. 50 sheets |
| 4 on 1 postcard | Approx. 50 sheets |

Be sure that the paper stack does not exceed the load limit mark lines. If the postcard stack exceeds the load limit mark lines, this may result in misfeeds.

#### When printing on reply postcards

Match the paper settings and printing orientation specified in the application with the actual printing orientation. (Sample: [Double Japan Postcard Rotated])

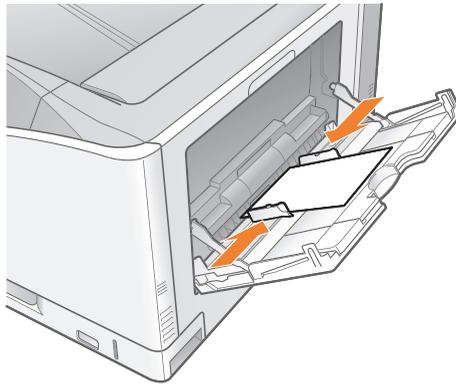
#### If the postcards are curled

Flatten the curls by warping them in the opposite direction before loading them.

#### When using postcards that have been poorly cut

If you use postcards that have been poorly cut, multiple sheets of postcards may be fed at once. In this case, align the edges of the stack on a hard, flat surface.

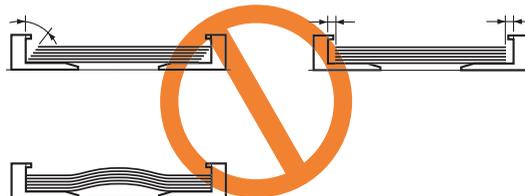
## 4 Align the paper guides with the width of the postcards.



### 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.



## Registering the Paper Size

Specify [手差しトレイ用紙サイズ] using the control panel according to the size of the loaded paper.

### IMPORTANT

#### Be sure to match the setting in the printer driver.

Match the paper type specified in the セットアップ menu and that specified in [Output Size] in the printer driver.

If they do not match, the message <以下の用紙をセット> appears.

In this case, the setting for [手差しトレイ用紙サイズ] is changed to that in the printer driver by pressing [  ] (オンライン), allowing you to continue printing.

#### For users who do not use the printer driver

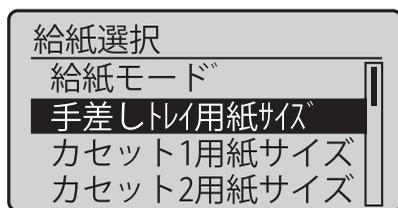
When you are printing from an operating system on which you cannot use the printer driver (such as MS-DOS and UNIX), match the setting for [デフォルト用紙サイズ] and the size of the loaded paper.

#### When [フリー] is specified

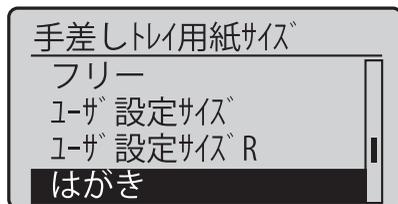
The printer performs printing without checking the paper settings in the printer driver. Make sure that the paper specified in the printer driver matches that loaded in the multi-purpose tray before using the printer.

**1** Press [  ] (給紙選択).

**2** Select [手差しトレイ用紙サイズ] using [▲] and [▼], and then press [OK].



**3** Select a paper size using [▲] and [▼], and then press [OK].



→ The paper size for the multi-purpose tray is specified.

## Registering the Paper Type

Specify [ 手差しトレイ用紙種類 ] using the control panel according to the type of the loaded paper.

| Paper to Be Used                              | [手差しトレイ用紙種類] in the セットアップ Menu |
|---|---------------------------------|
| Postcard<br>Reply postcard<br>4 on 1 postcard | [ はがき ]                         |

### IMPORTANT

#### **Be sure to match the type of the loaded paper.**

If the setting for the paper type is different from that of the loaded paper, this may result in crucial damage to the printer.

#### **Be sure to match the setting in the printer driver.**

Normally, you do not need to change the settings for the printer driver because the default setting for [Paper Type] in the printer driver is set to [Printer Default].

If you want to change the settings for the printer driver, match the setting and [ 手差しトレイ用紙種類 ] in the control panel.

If they do not match, the message <以下の用紙をセット > appears.

In this case, the setting for [手差しトレイ用紙種類] is changed to that in the printer driver by pressing [  ] ( オンライン ), allowing you to continue printing.

#### **For users who do not use the printer driver**

When you are printing from an operating system on which you cannot use the printer driver (such as MS-DOS and UNIX), match the setting for [ デフォルト用紙種類 ] and the type of the loaded paper.

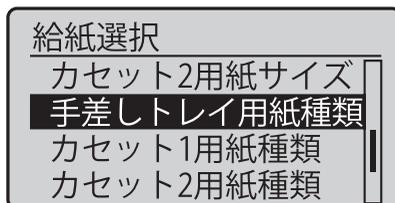
#### **When [フリー] is specified**

The printer performs printing without checking the paper settings in the printer driver. Make sure that the paper specified in the printer driver matches that loaded in the multi-purpose tray before using the printer.

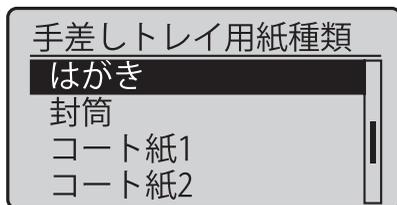
---

**1** Press [  ] ( 給紙選択 ).

**2** Select [ 手差しトレイ用紙種類 ] using [ ▲ ] and [ ▼ ], and then press [OK].



### 3 Select a paper type using [ ▲ ] and [ ▼ ], and then press [OK].



→ The paper type for the multi-purpose tray is specified.

#### ● Before printing

Specify the following settings.

- Before printing from the printer driver for Windows or Macintosh  
Specify the paper size and paper type in the printer driver before printing.
- Before printing from the BMLinkS printer driver  
See "User's Manual" for the BMLinkS printer driver.
- Before printing from DOS, UNIX, or other operating systems  
Specify [ デフォルト用紙サイズ ] and [ デフォルト用紙種類 ].

# Loading Envelopes

Load envelopes in the multi-purpose tray.  
The following envelopes can be loaded.

- YOUNAGA No. 3 (120.0 mm x 235.0 mm)
- NAGAGATA No. 3 (120.0 mm x 235.0 mm)
- KAKUGATA No. 2 (240.0 mm x 332.0 mm)

## IMPORTANT

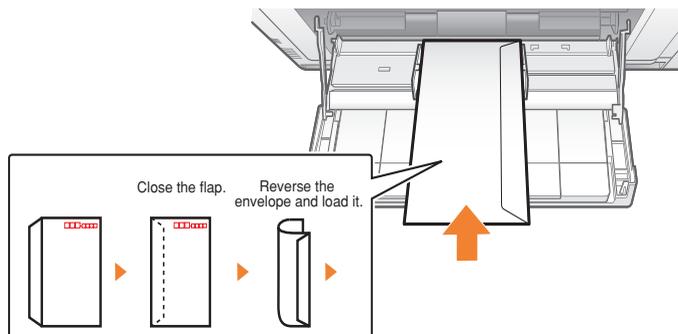
### Loading orientation of envelopes

Load envelopes with the front side (non-glued side) facing down as follows.

( : Feeding direction)

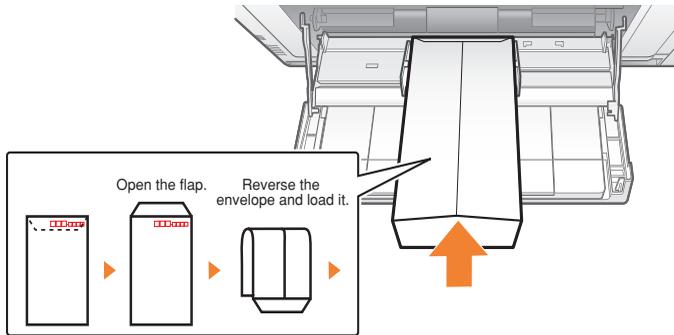
- YOUNAGA No. 3

Load the envelopes so that the flap is toward the right of the printer when they are viewed from the right side.



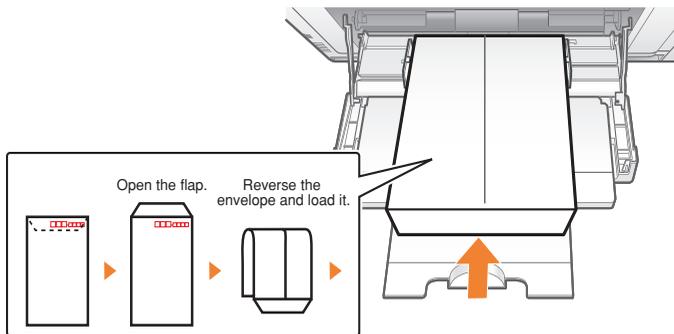
- NAGAGATA No. 3

Load the envelopes with the flap opened so that the bottom is toward the back of the tray (toward the printer).



- KAKUGATA No. 2

Load the envelopes with the flap opened so that the bottom is toward the back of the tray (toward the printer).



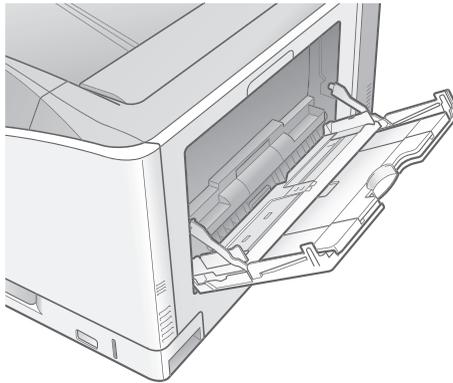
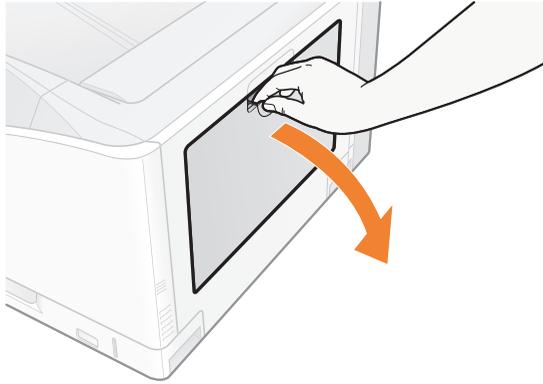
**Detailed information about usable paper**

See "Paper Requirements," on p. 9.

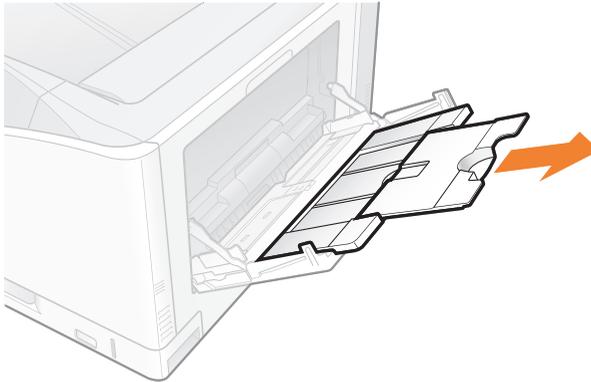
## *Loading Envelopes in the Multi-purpose Tray*

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

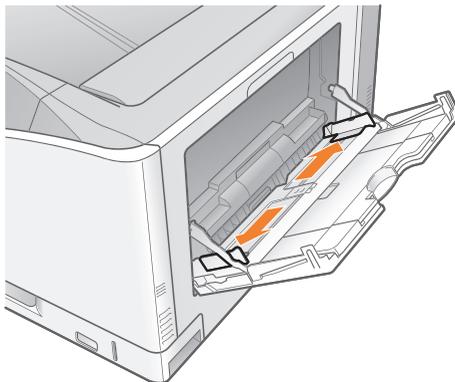
Holding the opening on the right side of the printer, open the multi-purpose tray.



- 2** When loading KAKUGATA No. 2 size envelopes, open the tray extension.



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

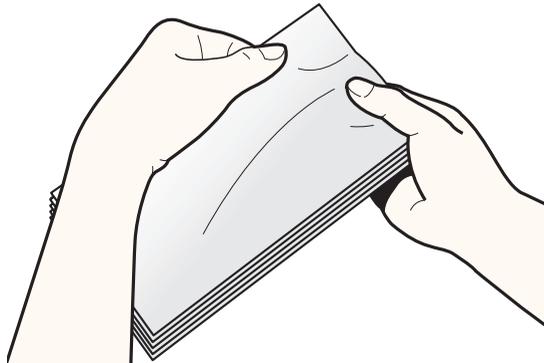


## 4 Align the envelopes.

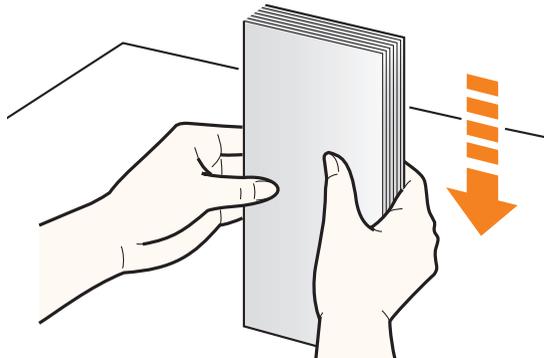
- (1) Place the stack of envelopes on a flat surface, flatten them to release any remaining air, and be sure that the edges are pressed tightly.



- (2) Loosen any stiff corners of the envelopes and flatten curls as shown in the figure.



- (3) Align the edges of the envelopes on a flat surface.



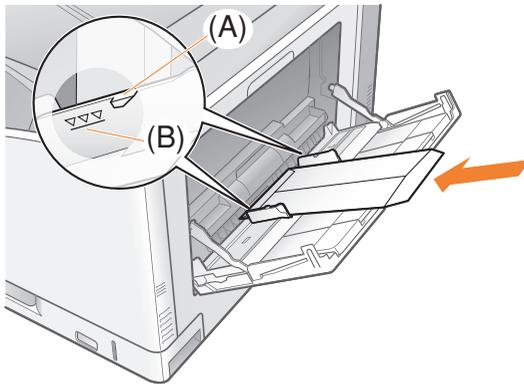
**CAUTION**

**Be careful when handling envelopes.**

Handle envelopes carefully not to cut your hands with the edges of the envelopes.

**5 Gently load the envelope stack under the load limit guides (A) until it touches the back of the tray.**

Make sure that the paper stack does not exceed the load limit mark lines (B).



**CAUTION**

**Be careful when handling envelopes.**

Handle envelopes carefully not to cut your hands with the edges of the envelopes.

**IMPORTANT**

**Loading orientation of envelopes**

See the instruction described at the top of the procedure on p. 53.

**Load envelopes with the front side (non-glued side) facing down.**

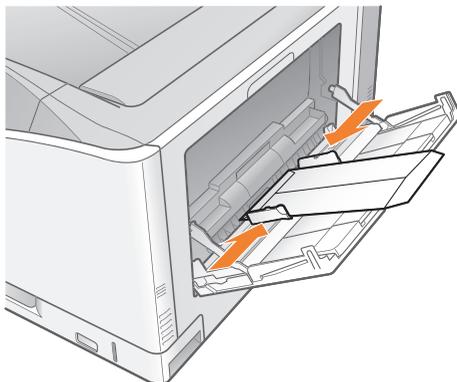
You cannot print on the reverse side (glued side) of envelopes.

**Multi-purpose tray capacity for envelopes**

Up to approximately 10 envelopes can be loaded in the multi-purpose tray.

Be sure that the paper stack does not exceed the load limit mark lines. If the envelope stack exceeds the load limit mark lines, this may result in misfeeds.

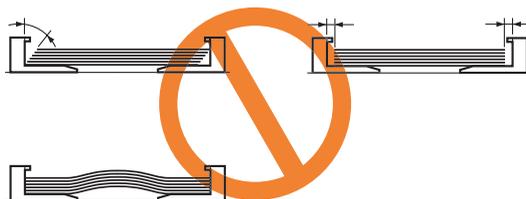
## 6 Align the paper guides with the width of the envelopes.



### IMPORTANT

**Be sure to align the paper guides with the width of the envelopes.**

If the paper guides are too loose or too tight, this may result in misfeeds or paper jams.



## **Registering the Paper Size**

Specify [手差しトレイ用紙サイズ] using the control panel according to the size of the loaded paper.

### IMPORTANT

**Be sure to match the setting in the printer driver.**

Match the paper type specified in the セットアップ menu and that specified in [Output Size] in the printer driver.

If they do not match, the message <以下の用紙をセット> appears.

In this case, the setting for [手差しトレイ用紙サイズ] is changed to that in the printer driver by pressing [  ] (オンライン), allowing you to continue printing.

**For users who do not use the printer driver**

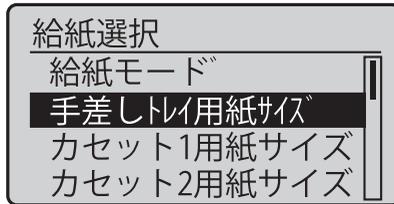
When you are printing from an operating system on which you cannot use the printer driver (such as MS-DOS and UNIX), match the setting for [デフォルト用紙サイズ] and the size of the loaded paper.

### When [フリー] is specified

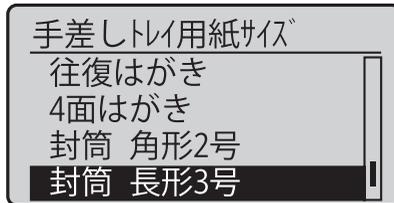
The printer performs printing without checking the paper settings in the printer driver. Make sure that the paper specified in the printer driver matches that loaded in the multi-purpose tray before using the printer.

**1** Press [  ] ( 給紙選択 ).

**2** Select [ 手差しトレイ用紙サイズ ] using [ ▲ ] and [ ▼ ], and then press [OK].



**3** Select a paper size using [ ▲ ] and [ ▼ ], and then press [OK].



→ The paper size for the multi-purpose tray is specified.

## Registering the Paper Type

Specify [ 手差しトレイ用紙種類 ] using the control panel according to the type of the loaded paper.

| Paper to Be Used                                 | [手差しトレイ用紙種類] in the セットアップ Menu |
|--|---------------------------------|
| YOUNAGA No. 3<br>NAGAGATA No. 3<br>KAKUGATA No.2 | [ 封筒 ]                          |

## IMPORTANT

### **Be sure to match the type of the loaded paper.**

If the setting for the paper type is different from that of the loaded paper, this may result in crucial damage to the printer.

### **Be sure to match the setting in the printer driver.**

Normally, you do not need to change the settings for the printer driver because the default setting for [Paper Type] in the printer driver is set to [Printer Default].

If you want to change the settings for the printer driver, match the setting and [手差しトレイ用紙種類] in the control panel.

If they do not match, the message <以下の用紙をセット> appears.

In this case, the setting for [手差しトレイ用紙種類] is changed to that in the printer driver by pressing [  ] (オンライン), allowing you to continue printing.

### **For users who do not use the printer driver**

When you are printing from an operating system on which you cannot use the printer driver (such as MS-DOS and UNIX), match the setting for [デフォルト用紙種類] and the type of the loaded paper.

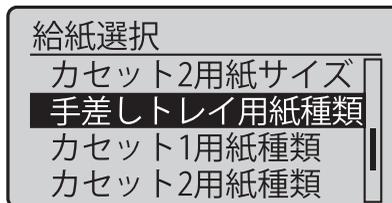
### **When [フリー] is specified**

The printer performs printing without checking the paper settings in the printer driver. Make sure that the paper specified in the printer driver matches that loaded in the multi-purpose tray before using the printer.

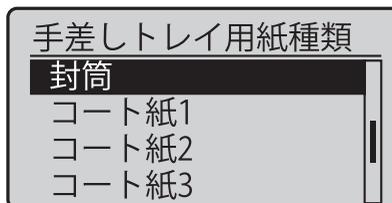
---

**1** Press [  ] (給紙選択).

**2** Select [手差しトレイ用紙種類] using [▲] and [▼], and then press [OK].



**3** Select a paper type using [▲] and [▼], and then press [OK].



→ The paper type for the multi-purpose tray is specified.

### ● Before printing

Specify the following settings.

- Before printing from the printer driver for Windows or Macintosh  
Specify the paper size and paper type in the printer driver before printing.
- Before printing from the BMLinkS printer driver  
See "User's Manual" for the BMLinkS printer driver.
- Before printing from DOS, UNIX, or other operating systems  
Specify [ デフォルト用紙サイズ ] and [ デフォルト用紙種類 ].

# Loading Custom Size Paper (Non-Standard Size Paper) or Long-size Paper

## Loading Custom Size Paper in Cassette 1

The following custom size paper can be loaded in the supplied paper cassette (Cassette 1).

- Portrait orientation (when the short edges of the paper are parallel to the front side of the printer)\*  
Short edges 182.0 to 297.0 mm; Long edges 182.0 to 297.0 mm
- Landscape orientation (when the long edges of the paper are parallel to the front side of the printer)  
Short edges 148.0 to 297.0 mm; Long edges 182.0 to 431.8 mm

† The paper whose short edges are 100.0 to 147.9 mm can be loaded by using the optional small size paper adjuster.

\* Can be loaded only when the LIPS LX printer driver is used.



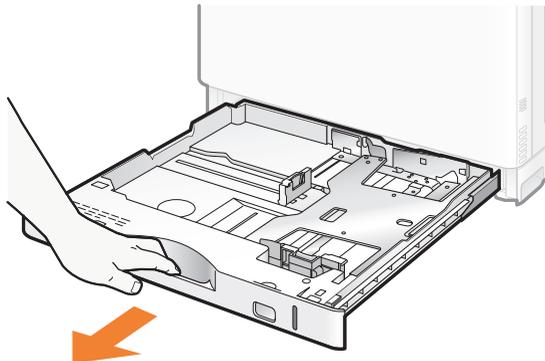
### IMPORTANT

**Detailed information about usable paper**

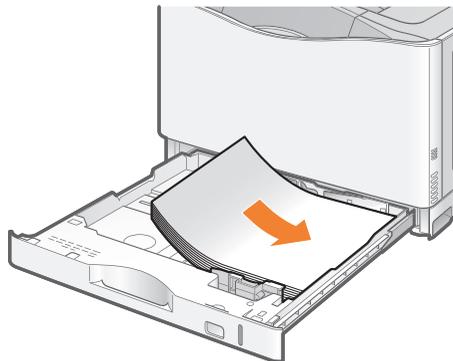
See "Paper Requirements," on p. 9.

## Loading Custom Size Paper in the Paper Cassette

- 1** Pull out the paper cassette until it stops.



## 2 Load paper as shown in the figure.



### CAUTION

**Be careful when handling paper.**

Handle paper carefully not to cut your hands with the edges of the paper.

### IMPORTANT

**Paper cassette capacity**

| Paper Type                              | Paper Capacity     |
|---|--------------------|
| Plain paper (Ex. 64 g/m <sup>2</sup> )  | Approx. 250 sheets |
| Heavy paper (Ex. 128 g/m <sup>2</sup> ) | Approx. 200 sheets |

#### **About the paper loading orientation**

Load paper in landscape orientation (when the long edges of the paper are parallel to the front side of the printer) if you do not use the LIPS LX printer driver.

Also, be sure to load paper in portrait orientation (when the short edges of the paper are parallel to the front side of the printer) if all the following conditions are fulfilled.

- The LIPS LX printer driver is used.
- [ カセット1 用紙サイズ ] is set to [ フリー ].
- The long edges of the paper is 297.0 mm or less.

#### **When using paper that has been poorly cut**

If you use paper that has been poorly cut, multiple sheets of paper may be fed at once. In this case, fan the paper thoroughly, and then align the edges of the stack properly on a hard, flat surface.

### NOTE

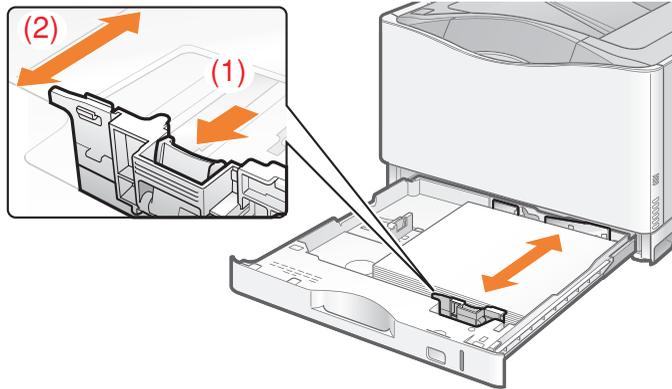
**When printing paper with a letterhead or logo**

See "Paper Loading Orientation" (p. 88) and load the paper in the proper orientation.

### 3 Align the paper guides with the loaded paper.

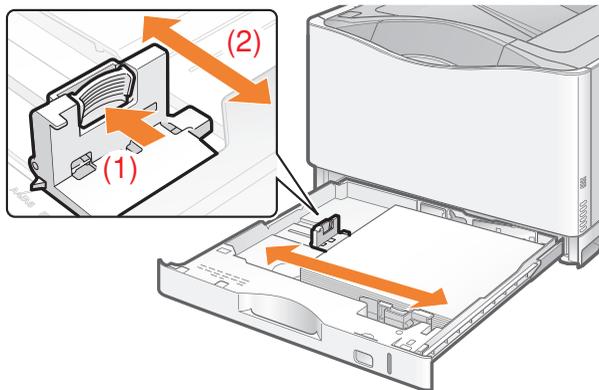
#### ● Slide the side paper guides.

- (1) Hold the lock release lever.
  - (2) Slide the paper guides to be aligned with the loaded paper.
- † The side paper guides move together.



#### ● Slide the rear paper guide.

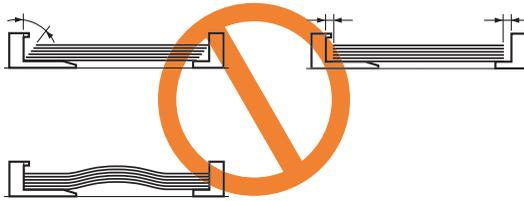
- (1) Hold the lock release lever.
- (2) Slide the paper guide to be aligned with the loaded paper.



 **IMPORTANT**

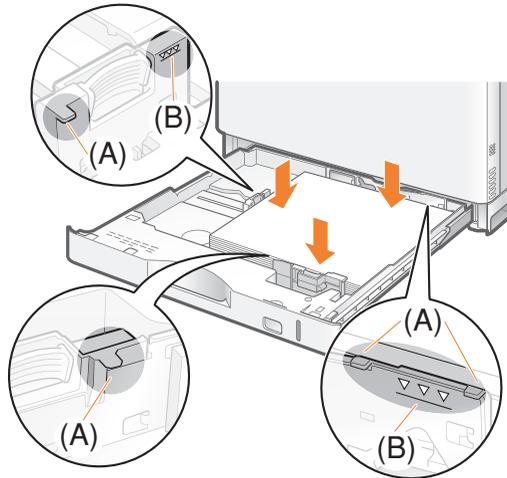
**Be sure to align the paper guides with the paper.**

If the paper guides are too loose or too tight, this may result in misfeeds or paper jams.



**4** **Hold down the paper, then set it under the hooks (A) on the paper guides.**

Make sure that the paper stack does not exceed the load limit mark lines (B).



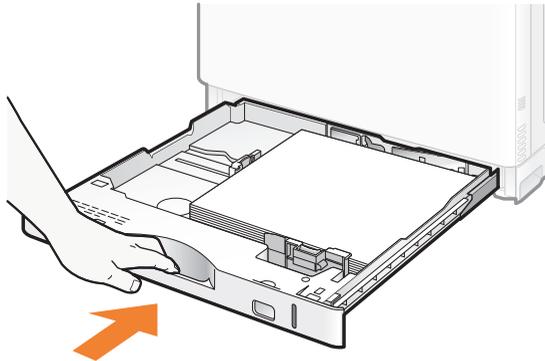
 **IMPORTANT**

**Do not load the paper stack which exceeds the load limit mark lines.**

Be sure that the paper stack does not exceed the load limit mark lines. If the paper stack exceeds the load limit mark lines, this may result in misfeeds.

## 5 Insert the paper cassette into the printer.

Push it into the printer firmly.



### CAUTION

**Precautions when setting the paper cassette**  
Be careful not to catch your fingers.

## *Registering the Loading Orientation*

Specify [カセット1用紙サイズ] using the control panel according to the orientation of the loaded paper.



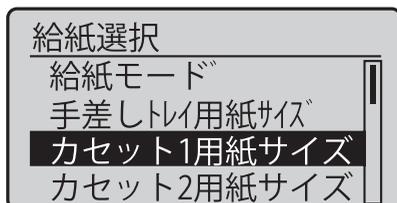
### IMPORTANT

#### **Precautions when specifying [フリー]**

- The printer performs printing without checking the paper settings in the printer driver. Make sure that the paper specified in the printer driver matches that loaded in the paper cassette before using the printer.
- Load paper in portrait orientation (when the short edges of the paper are parallel to the front side of the printer) if you are using the LIPS LX printer driver.

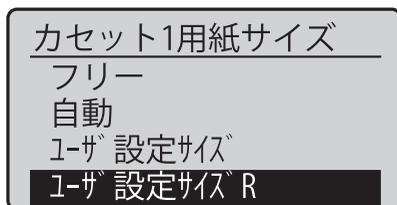
**1** Press [  ] ( 給紙選択 ).

**2** Select [ カセット 1 用紙サイズ ] using [ ▲ ] and [ ▼ ], and then press [OK].



**3** Select a loading orientation using [ ▲ ] and [ ▼ ], and then press [OK].

- When paper is loaded in portrait orientation (when the short edges of the paper are parallel to the front side of the printer)  
Specify [ ユーザ設定サイズ ].
- When paper is loaded in landscape orientation (when the long edges of the paper are parallel to the front side of the printer)  
Specify [ ユーザ設定サイズ R ].



→ The loading orientation is specified.

## Registering the Paper Type

Specify [カセット1用紙種類] using the control panel according to the type of the loaded paper.

| Paper to Be Used                         | [ カセット 1 用紙種類 ] in the セットアップ Menu |
|--|------------------------------------|
| Plain paper (60 to 74 g/m <sup>2</sup> ) | [ 普通紙 L ]                          |
| Plain paper (75 to 90 g/m <sup>2</sup> ) | [ 普通紙 ]<br>[ ラフ紙 ]*                |

| Paper to Be Used                           | [カセット 1 用紙種類] in the セットアップ Menu |
|--|----------------------------------|
| Plain paper (91 to 105 g/m <sup>2</sup> )  | [普通紙 H]<br>[ラフ紙]*                |
| Heavy paper (106 to 128 g/m <sup>2</sup> ) | [厚紙 1]                           |

\* Specify [ラフ紙] for this item when a paper jam occurs or when you want to improve the fixation on printing coarse paper (75 to 105 g/m<sup>2</sup>) with [普通紙] or [普通紙 H] selected.

## IMPORTANT

### Be sure to match the type of the loaded paper.

If the setting for the paper type is different from that of the loaded paper, this may result in crucial damage to the printer.

### Be sure to match the setting in the printer driver.

Normally, you do not need to change the settings for the printer driver because the default setting for [Paper Type] in the printer driver is set to [Printer Default].

If you want to change the settings for the printer driver, match the setting and [カセット1用紙種類] in the control panel.

If they do not match, the message <以下の用紙をセット> appears.

In this case, the setting for [カセット 1 用紙種類] is changed to that in the printer driver by pressing [  ] (オンライン), allowing you to continue printing.

### For users who do not use the printer driver

When you are printing from an operating system on which you cannot use the printer driver (such as MS-DOS and UNIX), match the setting for [デフォルト用紙種類] and the type of the loaded paper.

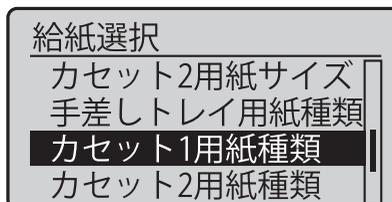
### When [フリー] is specified

The printer performs printing without checking the paper settings in the printer driver.

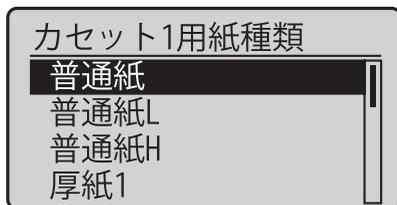
Make sure that the paper specified in the printer driver matches that loaded in the paper cassette before using the printer.

**1** Press [  ] (給紙選択).

**2** Select [カセット1用紙種類] using [ ▲ ] and [ ▼ ], and then press [OK].



### 3 Select a paper type using [ ▲ ] and [ ▼ ], and then press [OK].



→ The paper type for the paper cassette is specified.

## Registering a Custom Paper Size

If printing custom size paper, you need to register the custom paper size in the printer driver previously. For details on the procedure for registering a custom paper size, see Help of the printer driver.

### ● Before printing

Specify the following settings.

- Before printing from the printer driver for Windows or Macintosh  
Specify the paper size and paper type in the printer driver before printing.  
Before printing from the BMLinkS printer driver  
See "User's Manual" for the BMLinkS printer driver.
- Before printing from DOS, UNIX, or other operating systems  
Specify [ デフォルト用紙サイズ ] and [ デフォルト用紙種類 ].

## Loading Custom Size Paper in Cassette 2, 3, or 4

The following custom size paper can be loaded in the paper cassette of the optional paper feeder (Cassette 2, 3, or 4).

† Cassette 3 and Cassette 4 can be used only for LBP9600C.

- Portrait orientation (when the short edges of the paper are parallel to the front side of the printer)\*  
Short edges 148.0 to 297.0 mm; Long edges 210.0 to 297.0 mm
- Landscape orientation (when the long edges of the paper are parallel to the front side of the printer)  
Short edges 210.0 to 297.0 mm; Long edges 210.0 to 431.8 mm

\* Can be loaded only when the LIPS LX printer driver is used.

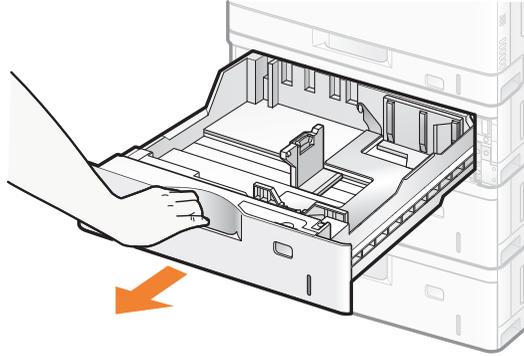
### IMPORTANT

#### Detailed information about usable paper

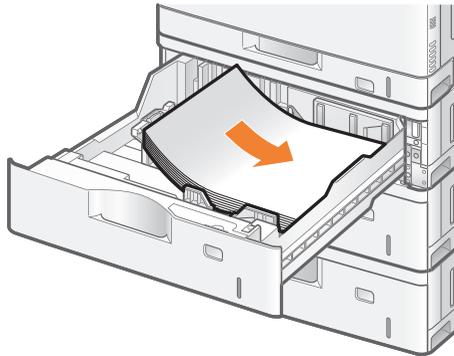
See "Paper Requirements," on p. 9.

## Loading Custom Size Paper in the Paper Cassette

- 1 Pull out the paper cassette until it stops.



- 2 Load paper as shown in the figure.



### CAUTION

**Be careful when handling paper.**

Handle paper carefully not to cut your hands with the edges of the paper.

### IMPORTANT

**Paper cassette capacity**

| Paper Type                              | Paper Capacity     |
|---|--------------------|
| Plain paper (Ex. 64 g/m <sup>2</sup> )  | Approx. 550 sheets |
| Heavy paper (Ex. 128 g/m <sup>2</sup> ) | Approx. 400 sheets |

### About the paper loading orientation

Load paper in landscape orientation (when the long edges of the paper are parallel to the front side of the printer) if you do not use the LIPS LX printer driver. Also, be sure to load paper in portrait orientation (when the short edges of the paper are parallel to the front side of the printer) if all the following conditions are fulfilled.

- The LIPS LX printer driver is used.
- [ カセットN (N=2、3、4) 用紙サイズ ] is set to [ フリー ].
- The long edges of the paper is 297.0 mm or less.

### When using paper that has been poorly cut

If you use paper that has been poorly cut, multiple sheets of paper may be fed at once. In this case, fan the paper thoroughly, and then align the edges of the stack properly on a hard, flat surface.



#### NOTE

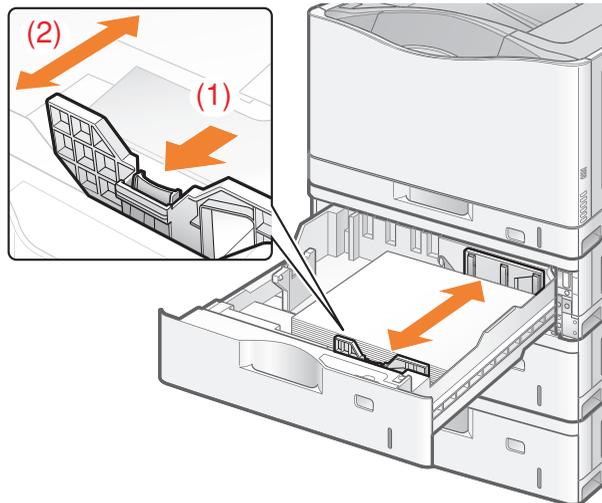
#### When printing paper with a letterhead or logo

See "Paper Loading Orientation" (p. 88) and load the paper in the proper orientation.

## 3 Align the paper guides with the loaded paper.

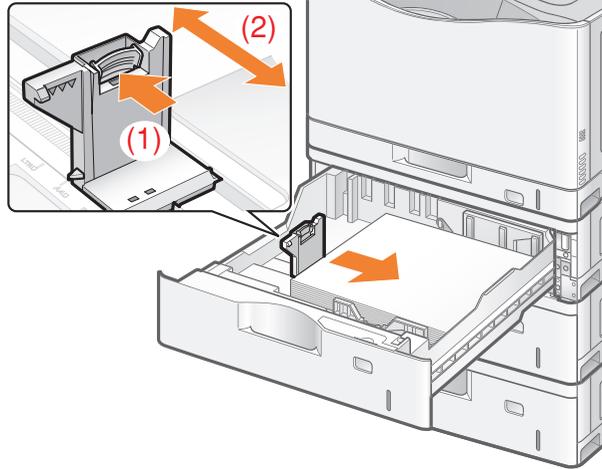
### ● Slide the side paper guides.

- (1) Hold the lock release lever.
- (2) Slide the paper guides to be aligned with the loaded paper.
  - † The side paper guides move together.



● **Slide the rear paper guide.**

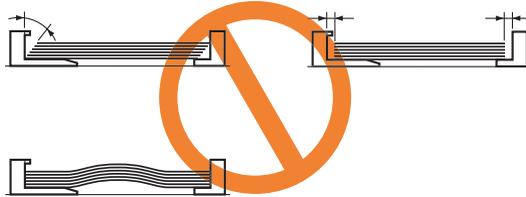
- (1) Hold the lock release lever.
- (2) Slide the paper guide to be aligned with the loaded paper.



 **IMPORTANT**

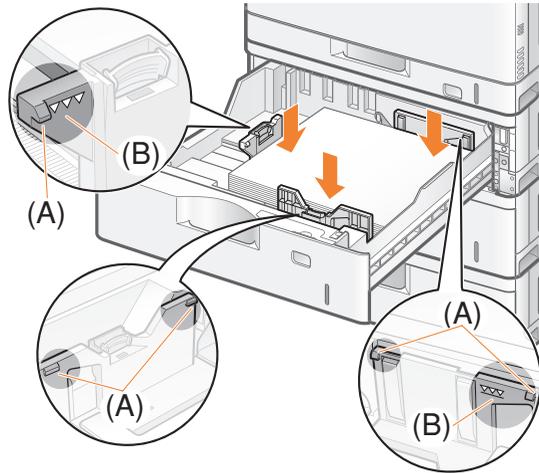
**Be sure to align the paper guides with the paper.**

If the paper guides are too loose or too tight, this may result in misfeeds or paper jams.



#### 4 Hold down the paper, then set it under the hooks (A) on the paper guides.

Make sure that the paper stack does not exceed the load limit mark (B).



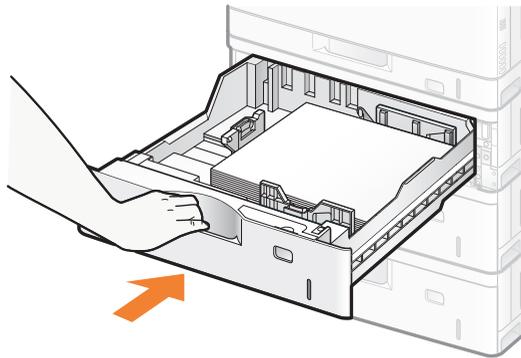
#### IMPORTANT

**Do not load the paper stack which exceeds the load limit marks.**

Be sure that the paper stack does not exceed the load limit marks. If the paper stack exceeds the load limit marks, this may result in misfeeds.

#### 5 Set the paper cassette in the paper feeder.

Push it into the printer firmly.



#### CAUTION

**Precautions when setting the paper cassette**

Be careful not to catch your fingers.

## Registering the Loading Orientation

Specify [ カセットN (N=2、3、4) 用紙サイズ ] using the control panel according to the orientation of the loaded paper.

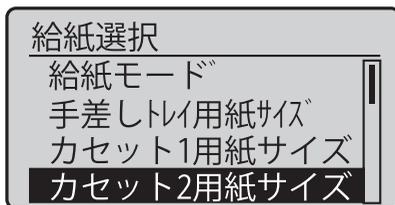
### IMPORTANT

#### Precautions when specifying [ フリー ]

- The printer performs printing without checking the paper settings in the printer driver.
- Make sure that the paper specified in the printer driver matches that loaded in the paper cassette before using the printer.
- Load paper whose long edges are 297.0 mm or less in portrait orientation (when the short edges of the paper are parallel to the front side of the printer) if you use the LIPS LX printer driver.

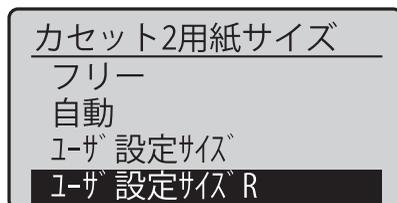
**1** Press [  ] ( 給紙選択 ).

**2** Select [ カセットN(N=2、3、4) 用紙サイズ ] using [ ▲ ] and [ ▼ ], and then press [OK].



**3** Select a loading orientation using [ ▲ ] and [ ▼ ], and then press [OK].

- When paper is loaded in portrait orientation (when the short edges of the paper are parallel to the front side of the printer)  
Specify [ ユーザ設定サイズ ].
- When paper is loaded in landscape orientation (when the long edges of the paper are parallel to the front side of the printer)  
Specify [ ユーザ設定サイズ R ].



→ The loading orientation is specified.

## Registering the Paper Type

Specify [ カセット N (N=2、3、4) 用紙種類 ] using the control panel according to the type of the loaded paper.

| Paper to Be Used                           | [ カセット N (N=2、3、4) 用紙種類 ]<br>in the セットアップ Menu |
|--|---|
| Plain paper (60 to 74 g/m <sup>2</sup> )   | [ 普通紙 L ]                                       |
| Plain paper (75 to 90 g/m <sup>2</sup> )   | [ 普通紙 ]<br>[ ラフ紙 ]*                             |
| Plain paper (91 to 105 g/m <sup>2</sup> )  | [ 普通紙 H ]<br>[ ラフ紙 ]*                           |
| Heavy paper (106 to 128 g/m <sup>2</sup> ) | [ 厚紙 1 ]  |

\* Specify [ ラフ紙 ] for this item when a paper jam occurs or when you want to improve the fixation on printing coarse paper (75 to 105 g/m<sup>2</sup>) with [ 普通紙 ] or [ 普通紙 H ] selected.



### IMPORTANT

#### **Be sure to match the type of the loaded paper.**

If the setting for the paper type is different from that of the loaded paper, this may result in crucial damage to the printer.

#### **Be sure to match the setting in the printer driver.**

Normally, you do not need to change the settings for the printer driver because the default setting for [Paper Type] in the printer driver is set to [Printer Default].

If you want to change the settings for the printer driver, match the setting and [ カセット N (N=2、3、4) 用紙種類 ] in the control panel.

If they do not match, the message <以下の用紙をセット> appears.

In this case, the setting for [ カセット N (N=2、3、4) 用紙種類 ] is changed to that in the printer driver by pressing [  ] (オンライン), allowing you to continue printing.

#### **For users who do not use the printer driver**

When you are printing from an operating system on which you cannot use the printer driver (such as MS-DOS and UNIX), match the setting for [ デフォルト用紙種類 ] and the type of the loaded paper.

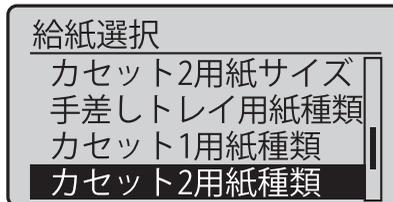
#### **When [ フリー ] is specified**

The printer performs printing without checking the paper settings in the printer driver.

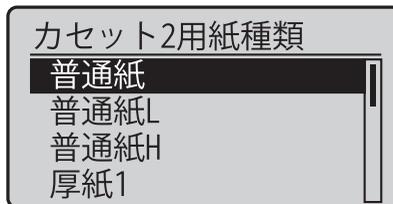
Make sure that the paper specified in the printer driver matches that loaded in the paper cassette before using the printer.

**1** Press [  ] ( 給紙選択 ).

**2** Select [ カセット N (N=2、3、4) 用紙種類 ] using [ ▲ ] and [ ▼ ], and then press [OK].



**3** Select a paper type using [ ▲ ] and [ ▼ ], and then press [OK].



→ The paper type for the paper cassette is specified.

## **Registering a Custom Paper Size**

If printing custom size paper, you need to register the custom paper size in the printer driver previously.

For details on the procedure for registering a custom paper size, see Help of the printer driver.

### **● Before printing**

Specify the following settings.

- Before printing from the printer driver for Windows or Macintosh  
Specify the paper size and paper type in the printer driver before printing.
- Before printing from the BMLinkS printer driver  
See "User's Manual" for the BMLinkS printer driver.
- Before printing from DOS, UNIX, or other operating systems  
Specify [ デフォルト用紙サイズ ] and [ デフォルト用紙種類 ].

## Loading Custom Size Paper or Long-size Paper in the Multi-purpose Tray

The following custom size paper or long-size paper can be loaded in the multi-purpose tray.

- Custom size paper
    - Portrait orientation (when the short edges of the paper are parallel to the front side of the printer)\*  
Short edges 127.0 to 297.0 mm; Long edges 127.0 to 297.0 mm
    - Landscape orientation (when the long edges of the paper are parallel to the front side of the printer)  
Short edges 76.2 to 320.0 mm; Long edges 127.0 to 457.2 mm
  - Long-size paper
    - Short edges 210.0 to 297.0 mm; Long edges 457.3 to 1,200.0 mm
- \* Can be loaded only when the LIPS LX printer driver is used.



### IMPORTANT

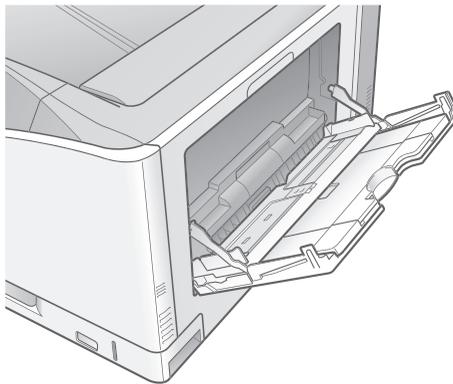
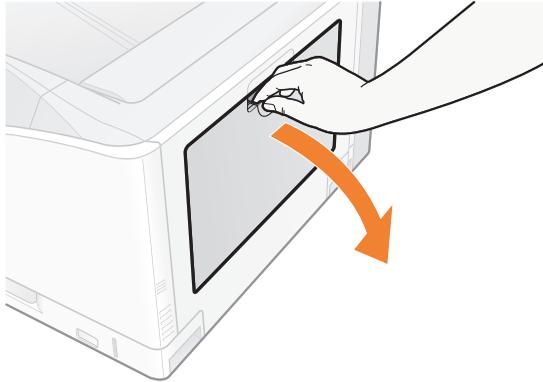
#### **Detailed information about usable paper**

See "Paper Requirements," on p. 9.

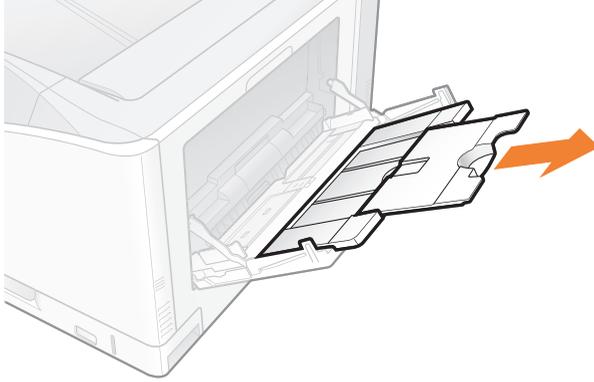
## ***Loading Custom Size Paper or Long-size Paper in the Multi-purpose Tray***

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

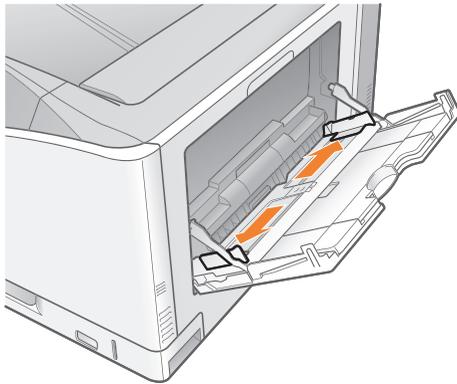
Holding the opening on the right side of the printer, open the multi-purpose tray.



- 2** When loading long-size paper, open the tray extension.

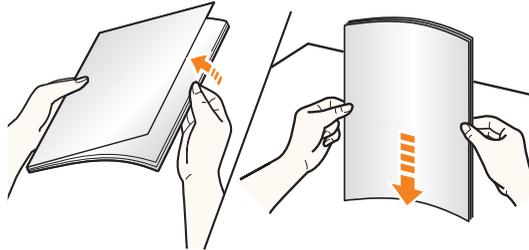


- 3** Spread the paper guides a little wider than the actual paper width.



## 4 When loading labels or coated paper, fan them a few sheets at a time, and then align the edges.

Thoroughly fan in small batches. Tap the edges on a flat surface a few times.



### CAUTION

**Be careful when handling paper.**

Handle paper carefully not to cut your hands with the edges of the paper.

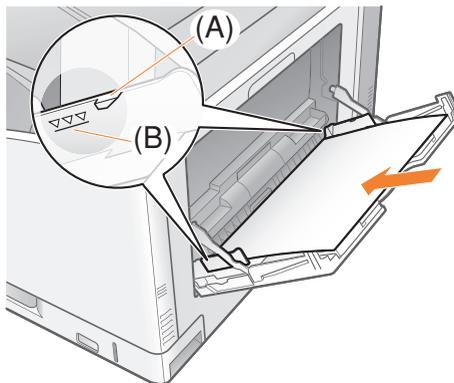
### IMPORTANT

**Be careful when handling labels or coated paper.**

- If you are using labels or coated paper, fan them thoroughly and load them again. If they are not fanned enough, multiple sheets of paper may be fed at once, causing paper jams.
- When fanning or aligning coated paper, try to hold the edges to avoid touching the printing surface.
- Take care not to mark or stain the printing surface of coated paper with fingerprints, dust, or oil. This may result in poor print quality.

## 5 Gently load the paper stack under the load limit guides (A) until it touches the back of the tray.

Make sure that the paper stack does not exceed the load limit mark lines (B).



**CAUTION**

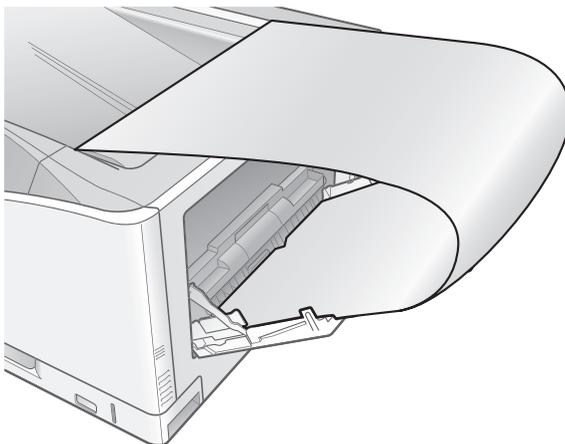
**Be careful when handling paper.**

Handle paper carefully not to cut your hands with the edges of the paper.

**IMPORTANT**

**How to load long-size paper**

Load one sheet at a time as shown in the figure.



**Multi-purpose tray capacity**

| Paper Type                              | Paper Capacity     |
|---|--------------------|
| Plain paper (Ex. 64 g/m <sup>2</sup> )  | Approx. 100 sheets |
| Heavy paper (Ex. 128 g/m <sup>2</sup> ) | Approx. 80 sheets  |
| Heavy paper (Ex. 163 g/m <sup>2</sup> ) | Approx. 50 sheets  |
| Label                                   | Approx. 40 sheets  |
| Coated paper                            | Approx. 50 sheets  |

Be sure that the paper stack does not exceed the load limit mark lines. If the paper stack exceeds the load limit mark lines, this may result in misfeeds.

**About the paper loading orientation**

Load paper in landscape orientation (when the long edges of the paper are parallel to the front side of the printer) if you do not use the LIPS LX printer driver.

Also, be sure to load paper in portrait orientation (when the short edges of the paper are parallel to the front side of the printer) if all the following conditions are fulfilled.

- The LIPS LX printer driver is used.
- [手差しトレイ用紙サイズ] is set to [フリー].
- The long edges of the paper is 297.0 mm or less.

### Precautions when loading paper in the multi-purpose tray

- Load the paper so that it is 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.
- If you use paper that has been poorly cut, multiple sheets of paper may be fed at once. In this case, fan the paper thoroughly, and then align the edges of the stack properly on a hard, flat surface.

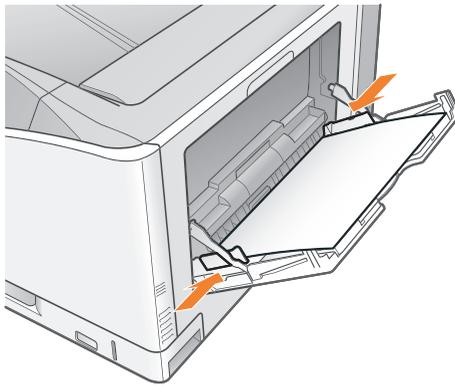


#### NOTE

#### When printing paper with a letterhead or logo

See "Paper Loading Orientation" (p. 88) and load the paper in the proper orientation.

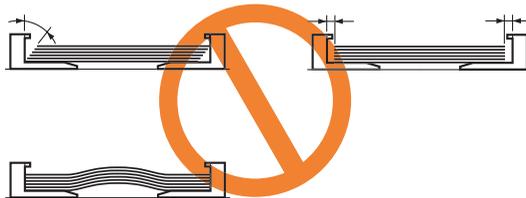
## 6 Align the paper guides with the width of the paper.



#### 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.



## Registering the Loading Orientation

Specify [手差しトレイ用紙サイズ] using the control panel according to the orientation of the loaded paper.

### IMPORTANT

#### Be sure to match the setting in the printer driver.

Match the paper type specified in the セットアップ menu and that specified in [Output Size] in the printer driver.

If they do not match, the message <以下の用紙をセット> appears.

In this case, the setting for [手差しトレイ用紙サイズ] is changed to that in the printer driver by pressing [  ] (オンライン), allowing you to continue printing.

#### For users who do not use the printer driver

When you are printing from an operating system on which you cannot use the printer driver (such as MS-DOS and UNIX), match the setting for [デフォルト用紙サイズ] and the size of the loaded paper.

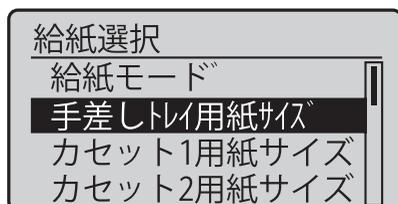
#### When [フリー] is specified

- The printer performs printing without checking the paper settings in the printer driver. Make sure that the paper specified in the printer driver matches that loaded in the multi-purpose tray before using the printer.
- Load paper whose long edges are 297.0 mm or less in portrait orientation (when the short edges of the paper are parallel to the front side of the printer) if you use the LIPS LX printer driver.

---

**1** Press [  ] (給紙選択).

**2** Select [手差しトレイ用紙サイズ] using [ ▲ ] and [ ▼ ], and then press [OK].



### 3 Select a paper size using [ ▲ ] and [ ▼ ], and then press [OK].



→ The paper size for the multi-purpose tray is specified.

## Registering the Paper Type

Specify [ 手差しトレイ用紙種類 ] using the control panel according to the type of the loaded paper.

| Paper to Be Used                            | [手差しトレイ用紙種類] in the セットアップ Menu |
|---|---------------------------------|
| Plain paper (60 to 74 g/m <sup>2</sup> )    | [ 普通紙 L ]                       |
| Plain paper (75 to 90 g/m <sup>2</sup> )    | [ 普通紙 ]<br>[ ラフ紙 ]*             |
| Plain paper (91 to 105 g/m <sup>2</sup> )   | [ 普通紙 H ]<br>[ ラフ紙 ]*           |
| Heavy paper (106 to 128 g/m <sup>2</sup> )  | [ 厚紙 1 ]                        |
| Heavy paper (129 to 163 g/m <sup>2</sup> )  | [ 厚紙 2 ]                        |
| Heavy paper (164 to 216 g/m <sup>2</sup> )  | [ 厚紙 3 ]                        |
| Label                                       | [ ラベル用紙 ]                       |
| Coated paper (100 to 129 g/m <sup>2</sup> ) | [ コート紙 1 ]                      |
| Coated paper (130 to 160 g/m <sup>2</sup> ) | [ コート紙 2 ]                      |
| Coated paper (161 to 220 g/m <sup>2</sup> ) | [ コート紙 3 ]                      |

\* Specify [ ラフ紙 ] for this item when a paper jam occurs or when you want to improve the fixation on printing coarse paper (75 to 105 g/m<sup>2</sup>) with [ 普通紙 ] or [ 普通紙 H ] selected.

### IMPORTANT

**Be sure to match the type of the loaded paper.**

If the setting for the paper type is different from that of the loaded paper, this may result in crucial damage to the printer.

### Be sure to match the setting in the printer driver.

Normally, you do not need to change the settings for the printer driver because the default setting for [Paper Type] in the printer driver is set to [Printer Default].

If you want to change the settings for the printer driver, match the setting and [手差しトレイ用紙種類] in the control panel.

If they do not match, the message <以下の用紙をセット> appears.

In this case, the setting for [手差しトレイ用紙種類] is changed to that in the printer driver by pressing [  ] (オンライン), allowing you to continue printing.

### For users who do not use the printer driver

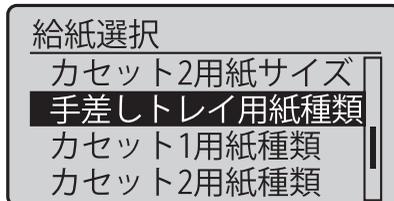
When you are printing from an operating system on which you cannot use the printer driver (such as MS-DOS and UNIX), match the setting for [デフォルト用紙種類] and the type of the loaded paper.

### When [フリー] is specified

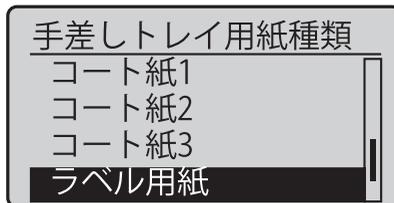
The printer performs printing without checking the paper settings in the printer driver. Make sure that the paper specified in the printer driver matches that loaded in the multi-purpose tray before using the printer.

**1** Press [  ] (給紙選択).

**2** Select [手差しトレイ用紙種類] using [▲] and [▼], and then press [OK].



**3** Select a paper type using [▲] and [▼], and then press [OK].



→ The paper type for the multi-purpose tray is specified.

## ***Registering a Custom Paper Size***

If printing custom size paper, you need to register the custom paper size in the printer driver previously.

For details on the procedure for registering a custom paper size, see Help of the printer driver.

### **● Before printing**

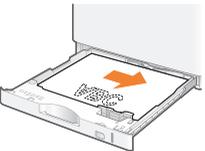
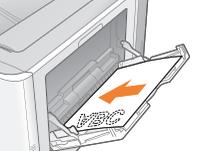
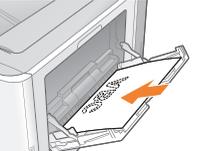
Specify the following settings.

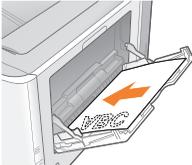
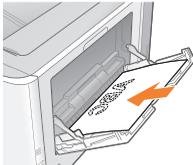
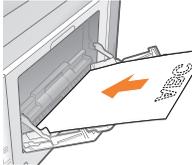
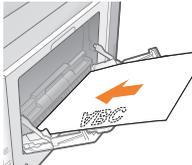
- Before printing from the printer driver for Windows or Macintosh  
Specify the paper size and paper type in the printer driver before printing.
- Before printing from the BMLinkS printer driver  
See "User's Manual" for the BMLinkS printer driver.
- Before printing from DOS, UNIX, or other operating systems  
Specify [ デフォルト用紙サイズ ] and [ デフォルト用紙種類 ].

# Paper Loading Orientation

To print paper with letterheads or logos, load the paper in the proper orientation as follows.

➔ in the table indicates the feeding directions.

|   | When paper is loaded in portrait orientation* <sup>1</sup>  |   | When paper is loaded in landscape orientation* <sup>2</sup>   |  |
|---|---|---|---|--|
|   | Portrait Layout   | Landscape Layout  | Portrait Layout   | Landscape Layout   |
| Paper cassette (1-sided printing)           |  <p>(With the printing side facing up)</p>     |  <p>(With the printing side facing up)</p>     |  <p>(With the printing side facing up)</p>     |  <p>(With the printing side facing up)</p>     |
| Paper cassette (automatic 2-sided printing) |  <p>(With the front side facing down)</p>     |  <p>(With the front side facing down)</p>     |  <p>(With the front side facing down)</p>     |  <p>(With the front side facing down)</p>     |
| Multi-purpose tray (1-sided printing)       |  <p>(With the printing side facing down)</p> |  <p>(With the printing side facing down)</p> |  <p>(With the printing side facing down)</p> |  <p>(With the printing side facing down)</p> |

|  | When paper is loaded in portrait orientation* <sup>1</sup>  |   | When paper is loaded in landscape orientation* <sup>2</sup>   |   |
|--|---|---|---|---|
|  | Portrait Layout   | Landscape Layout  | Portrait Layout   | Landscape Layout  |
| Multi-purpose tray<br>(automatic 2-sided printing) |  <p>(With the front side facing up)</p>      |  <p>(With the front side facing up)</p>      |  <p>(With the front side facing up)</p>      |  <p>(With the front side facing up)</p>      |
| Multi-purpose tray<br>(manual 2-sided printing)    |  <p>(With the printing side facing down)</p> |  <p>(With the printing side facing down)</p> |  <p>(With the printing side facing down)</p> |  <p>(With the printing side facing down)</p> |

\*<sup>1</sup> Portrait orientation: The short edges of the paper are parallel to the front side of the printer.

\*<sup>2</sup> Landscape orientation: The long edges of the paper are parallel to the front side of the printer.

 **NOTE**

**Loading orientation of postcards and envelopes**

See "Loading Postcards" (p. 45) and "Loading Envelopes" (p. 53).

# Paper Jams

When a paper jam occurs, the printer beeps, displaying the message <用紙がつまりました。> in the display.

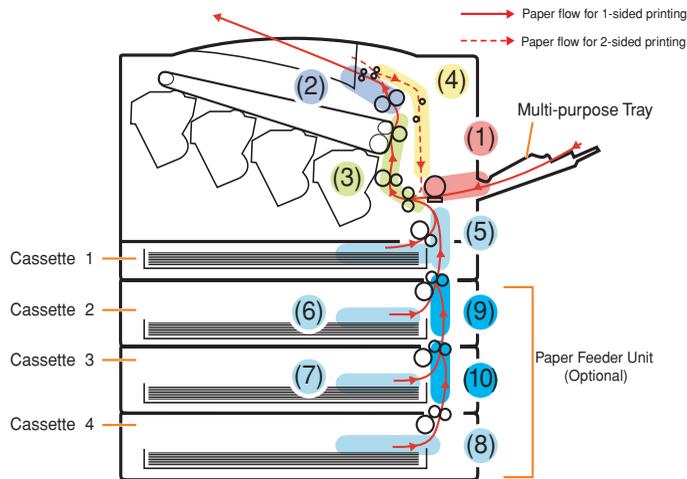
用紙がつまりました。  
右矢印が表示されているときは、右キーで次の手順を表示します。

Messages that indicate paper jam areas appears in the area of <用紙がつまりました。>.

If paper is jammed in multiple areas, the messages appear one at a time.

Remove the jammed paper according to the displayed message.

See "Precautions When Removing Jammed Paper," on p. 91.



| Removal Order | Paper Jam Area     | Message     | Clearance Procedure                              |
|---------------|--------------------|-------------|--|
| (1)           | Multi-purpose tray | <手差しトレイエリア> | "Clearing Paper Jams (MP Tray Area)" (See p. 94) |

| Removal Order | Paper Jam Area                 | Message           | Clearance Procedure   |
|---------------|--------------------------------|-------------------|---|
| (2)           | Output area                    | < 排紙エリア >         | "Clearing Paper Jams (Output Area, Right Cover Area, Duplex Unit Area, or Cassette 1/2/3/4 Area)" (See p. 95) |
| (3)           | Inside the right cover         | < 右カバーエリア >       |   |
| (4)           | Duplex print transport area    | < 両面ユニットエリア >     |   |
| (5)           | Cassette 1                     | < カセット 1 エリア >    |   |
| (6)           | Cassette 2                     | < カセット 2 エリア >    |   |
| (7)           | Cassette 3                     | < カセット 3 エリア >    |   |
| (8)           | Cassette 4                     | < カセット 4 エリア >    |   |
| (9)           | Right cover area of Cassette 2 | < カセット 2 カバーエリア > | "Clearing Paper Jams (Cassette 2/3 Cover Area)" (See p. 100)  |
| (10)          | Right cover area of Cassette 3 | < カセット 3 カバーエリア > |   |

## Precautions When Removing Jammed Paper

### WARNING

**Be careful not to allow jewelry or other metal objects to touch the inside of the printer.**

Some areas inside the printer are subject to high voltage. If metal objects touch the inside of the printer, this may result in a fire or electrical shock.

### CAUTION

**Precautions when removing jammed paper**

- Make sure that the fixing unit is completely cool before removing the jammed paper. Touching the fixing unit when it is still hot may result in burns.

- The output slot is hot during and immediately after printing. Do not touch the area surrounding the output slot, as this may result in burns.



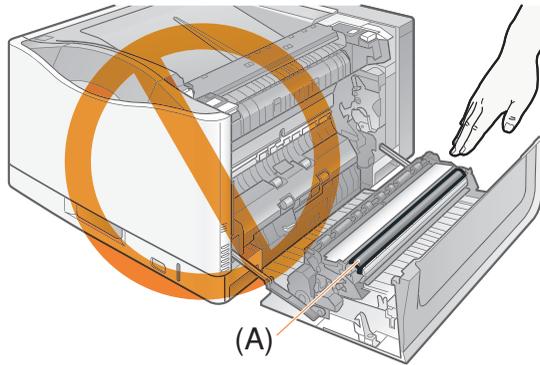
- Printed paper may be hot immediately after being output. Be careful when removing the paper and aligning the removed paper, as this may result in burns.
- Be careful not to get any toner on your hands or clothing.  
If toner gets on your hands or clothing, wash them immediately with cold water.  
Washing with warm water sets the toner, making it impossible to remove the toner stains.
- When removing jammed paper, be careful not to allow the toner on the paper to scatter.  
If toner scatters and gets into your eyes or mouth, wash them immediately with cold water and consult a physician.
- When removing jammed paper, be careful not to cut your hands with the edges of the paper.
- Keep your hands and clothing away from the roller in the output area after removing jammed paper.  
The roller may suddenly rotate and catch your hands or clothing, resulting in personal injury.

#### IMPORTANT

##### **Precautions when operating the printer**

- Leave the printer on when removing the jammed paper. If the power is turned off, the data being printed will be deleted.
- Removing jammed paper with excess force may cause the paper to tear or damage the inside of the printer.  
Pull out the jammed paper in the direction indicated.
- If the paper is torn, remove all remaining pieces of paper.
- After the jammed paper is cleared, the next printed paper may have toner stains.

- Do not touch the secondary transfer roller (A), as this may result in deterioration in print quality.

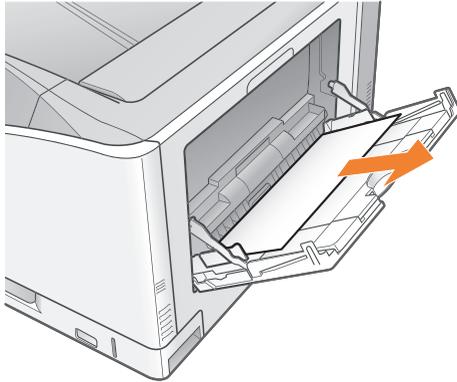


- The area surrounding the output tray is hot during and immediately after printing. Do not touch the area surrounding the output tray when removing paper or clearing a paper jam.



## Clearing Paper Jams (MP Tray Area)

- 1** Remove the jammed paper by pulling it gently in the direction of the arrow.

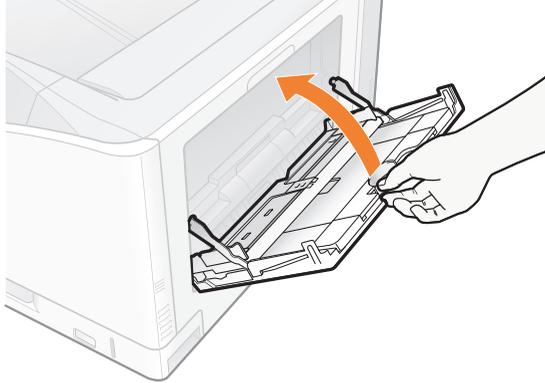


### IMPORTANT

#### **If the jammed paper cannot be removed easily**

Do not try to remove it forcefully but proceed to "Clearing Paper Jams (Output Area, Right Cover Area, Duplex Unit Area, or Cassette 1/2/3/4 Area)" (See p. 95).

## 2 Close the multi-purpose tray.

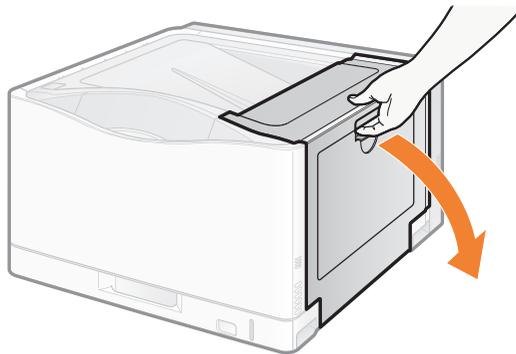


### ● Check the inside of the right cover also.

After removing the paper jammed in the multi-purpose tray, check if paper is jammed inside the right cover.  
See "Clearing Paper Jams (Output Area, Right Cover Area, Duplex Unit Area, or Cassette 1/2/3/4 Area)," on p. 95.

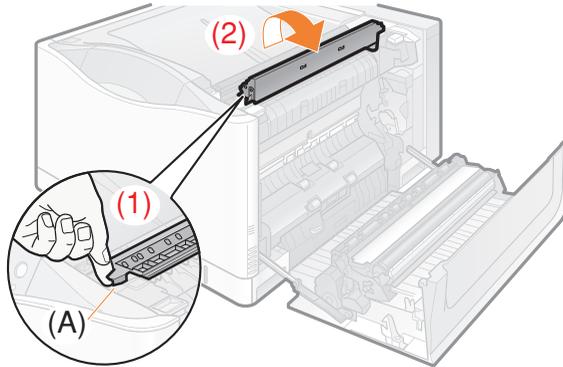
## Clearing Paper Jams (Output Area, Right Cover Area, Duplex Unit Area, or Cassette 1/2/3/4 Area)

### 1 Open the right cover.

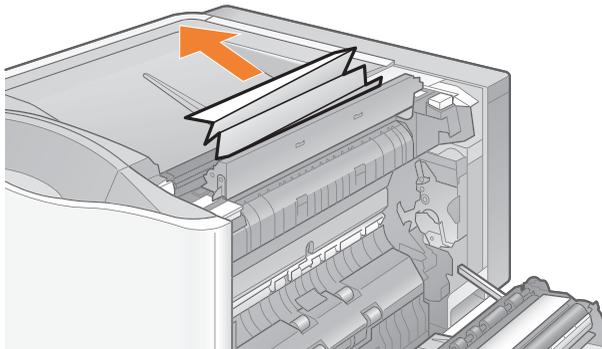


## 2 Open the paper output guide.

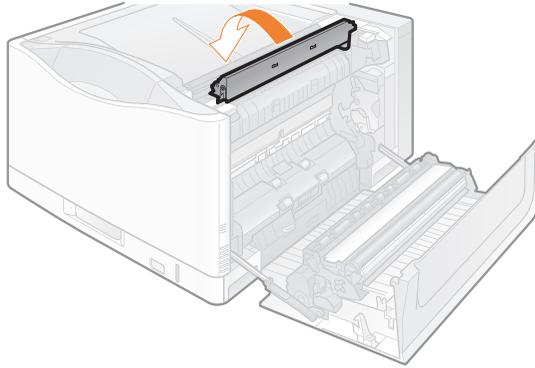
- (1) Hold the tab (A).
- (2) Open it.



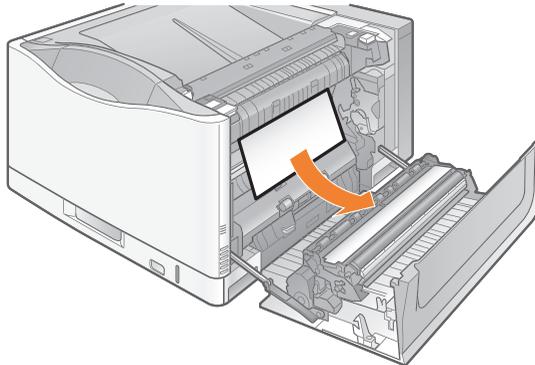
## 3 Remove the jammed paper by pulling it gently in the direction of the arrow.



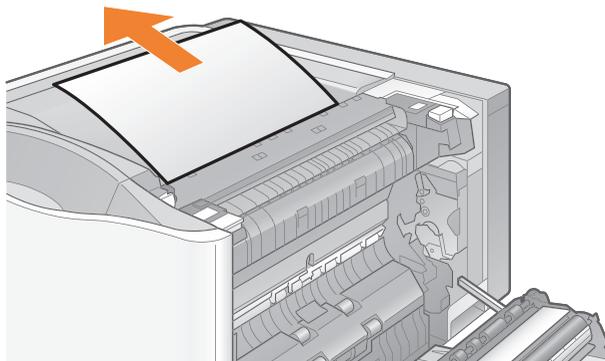
Make sure that no paper is jammed inside the paper output guide, and then close it.



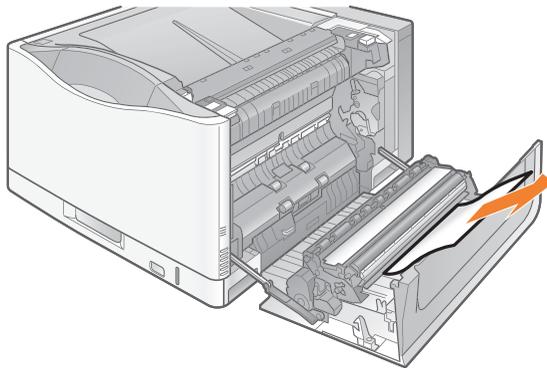
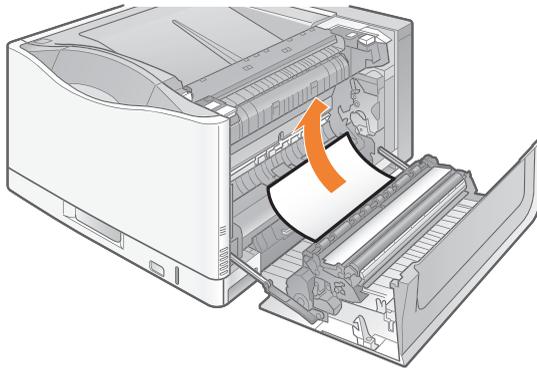
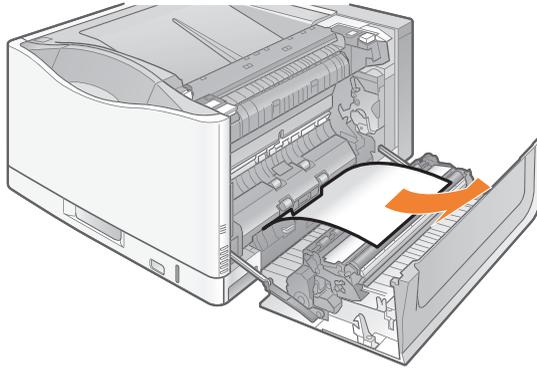
- 4** If the paper is jammed in the area shown in the figure, remove the paper by pulling it gently in the direction of the arrow.



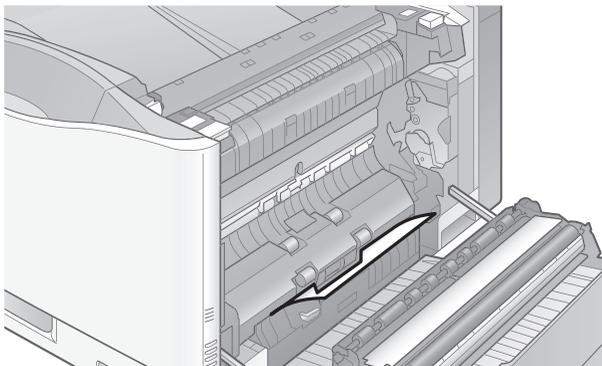
- 5** If the paper is jammed in the area shown in the figure, remove the paper by pulling it gently in the direction of the arrow.



- 6** Remove the jammed paper by pulling it gently in the direction of the arrow.



- 7** If the paper cannot be removed easily when it is jammed in the area shown in the figure, do not try to remove it forcefully but proceed to Step 8.



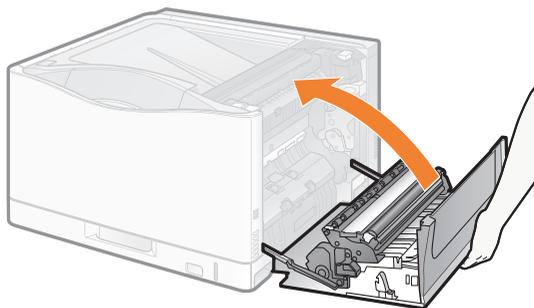
**IMPORTANT**

**If another message appears**

If the following messages appear, clear the paper jam in the indicated area.

- <カセット2 カバーエリア>, <カセット3 カバーエリア>  
See "Clearing Paper Jams (Cassette 2/3 Cover Area)," on p. 100.

- 8** Close the right cover.



→ When paper is jammed in the paper cassette, the jammed paper is output automatically.

The message disappears, and the printer is ready to print.



**IMPORTANT**

**If a message does not disappear**

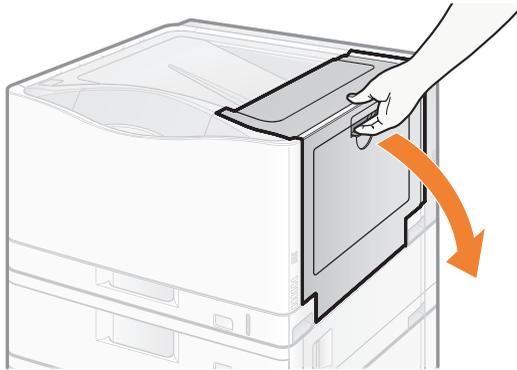
Paper or pieces of paper may remain in the area surrounding the paper cassette. See the following, pull out the paper cassette, and then remove the paper or pieces of paper.

See "Checking Paper Jams in the Paper Cassette," on p. 104.

## Clearing Paper Jams (Cassette 2/3 Cover Area)

Only for LBP9600C

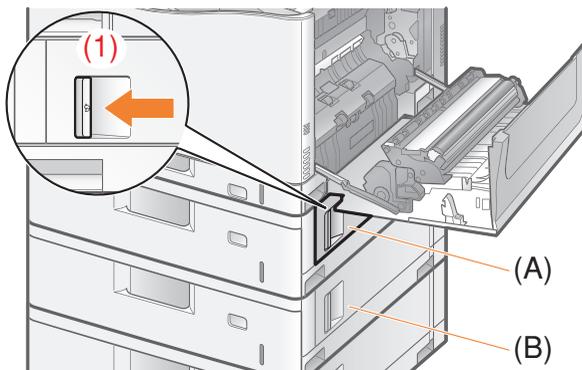
- 1 Open the right cover.



If paper is jammed, remove the paper.  
See "Clearing Paper Jams (Output Area, Right Cover Area, Duplex Unit Area, or Cassette 1/2/3/4 Area)," on p. 95.

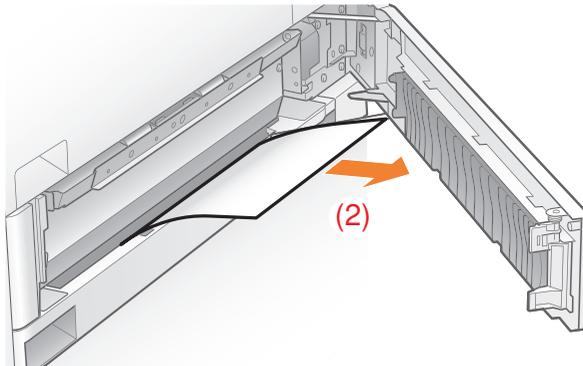
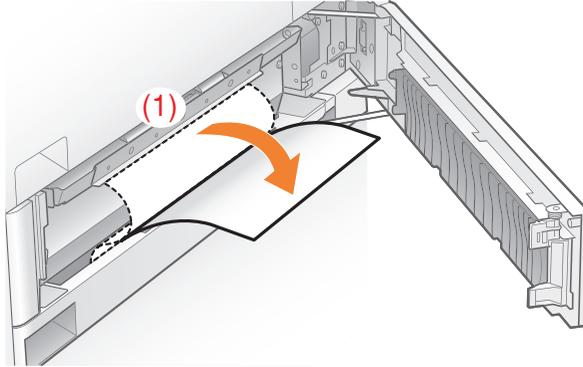
## 2 Open the right cover (A) of Cassette 2 or right cover (B) of Cassette 3.

- (1) Press the lever in the direction of the arrow.
- (2) Open it.

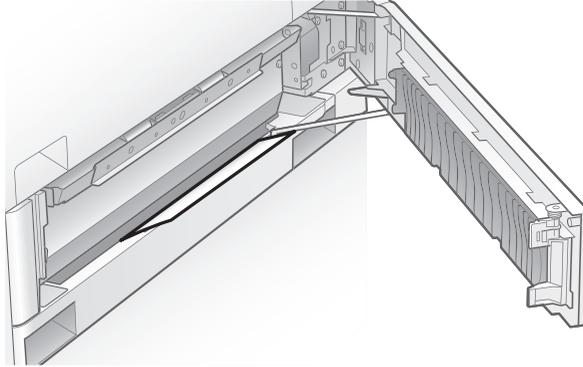


**3** Remove the jammed paper by pulling it gently in the direction of the arrow.

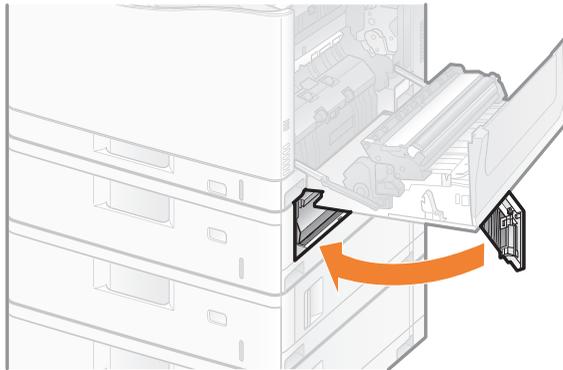
- (1) Pull out the top edge of the paper.
- (2) Remove the paper by pulling it gently.



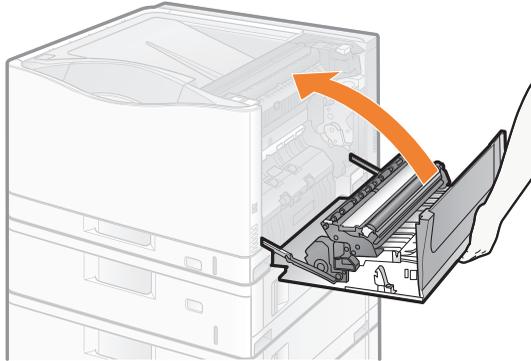
- 4** If the paper cannot be removed easily when it is jammed in the area shown in the figure, do not try to remove it forcefully but proceed to Step 5.



- 5** Close the right cover of the paper cassette.



## 6 Close the right cover.



→ When paper is jammed in the paper cassette, the jammed paper is output automatically.

The message disappears, and the printer is ready to print.

### IMPORTANT

#### **If a message does not disappear**

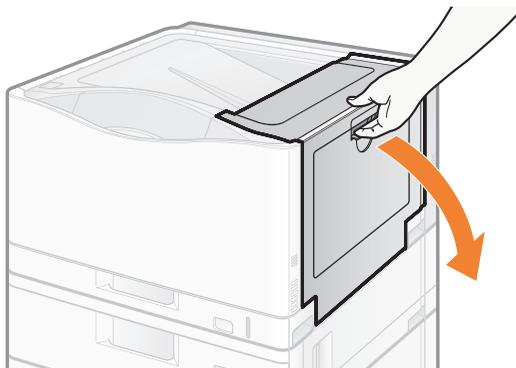
Paper or pieces of paper may remain in the area surrounding the paper cassette. See the following, pull out the paper cassette, and then remove the paper or pieces of paper.

See "Checking Paper Jams in the Paper Cassette," on p. 104.

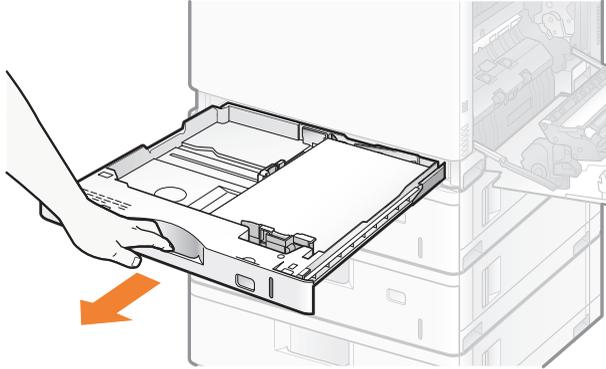
## Checking Paper Jams in the Paper Cassette

If the message that indicates a paper jam does not disappear, check the paper or pieces of paper that remain in the area surrounding the paper cassette using the following procedure.

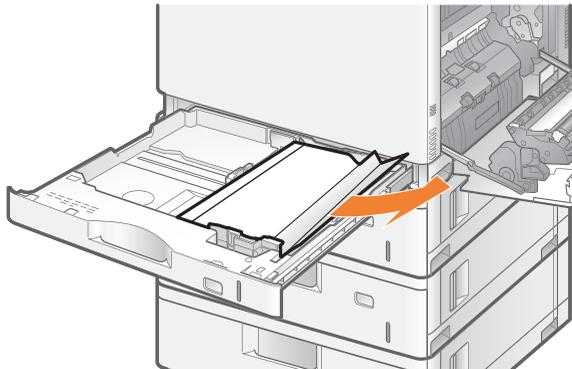
## 1 Open the right cover.



- 2** Pull out a paper cassette in which a paper jam occurs.

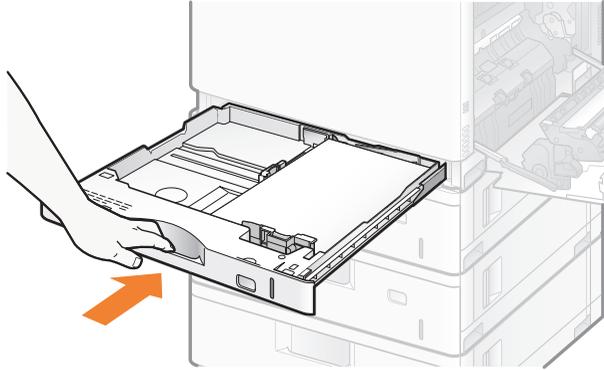


- 3** Remove the jammed paper by pulling it gently in the direction of the arrow.



## 4 Insert the paper cassette.

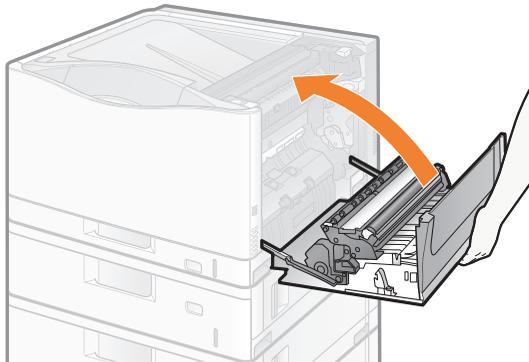
Push it into the printer firmly.



### CAUTION

**Precautions when inserting the paper cassette**  
Be careful not to catch your fingers.

## 5 Close the right cover.



→ The message disappears, and the printer is ready to print.



### IMPORTANT

**If a message does not disappear even after removing the paper**  
Paper may be jammed in another area. Check another area also and remove the paper.

# Replacing the Toner Cartridges

This section describes how to replace the toner cartridges.

## When a Message Appears

Toner cartridges are consumable products. When a toner cartridge is nearing the end of its life, a message will appear in the display. Follow the directions in the message.

| Message                                       | When it is Displayed and Cause                         | Contents and Solutions  |
|---|--|---|
| <Toner Colors>* トナー交換準備<br>( 継続して印刷できます )     | When a toner cartridge needs to be replaced soon       | <ul style="list-style-type: none"><li>- You can continue to print.</li><li>- Have ready a new toner cartridge of the indicated color.</li><li>- It is recommended that you replace the toner cartridge before printing a large amount of data.</li></ul>  |
| <Toner Colors>* トナー交換<br>( しばらくは継続して印刷できます。 ) | When a toner cartridge needs to be replaced soon       | <ul style="list-style-type: none"><li>- The printer stops printing.</li><li>- Pressing [  ] (オンライン) continues the job.</li><li>- Have ready a new toner cartridge of the indicated color.</li><li>- It is recommended that you replace the toner cartridge before printing a large amount of data.</li></ul> |
| <Toner Colors>* トナー交換                         | When a toner cartridge has reached the end of its life | <ul style="list-style-type: none"><li>- You can perform only black and white printing.</li><li>- Replace the toner cartridge of the indicated color with a new one.</li></ul>   |
| トナーを交換してください<br><Toner Colors>*               | When a toner cartridge has reached the end of its life | <ul style="list-style-type: none"><li>- The printer stops printing, and you cannot continue the job.</li><li>- Replace the toner cartridge of the indicated color with a new one.</li></ul>   |

| Message                                  | When it is Displayed and Cause   | Contents and Solutions  |
|--|--|---|
| <Toner Colors>* トナーを確認してください             | When there is a possibility that a toner cartridge has reached the end of its life | <ul style="list-style-type: none"> <li>- The printer stops printing.</li> <li>- Pressing [  ] (オンライン) continues the job.</li> <li>- As this may result in damage to the printer, it is recommended to replace the toner cartridge with a new one.</li> </ul>           |
| <Toner Colors>* トナー確認                    | When there is a possibility that a toner cartridge has reached the end of its life | <ul style="list-style-type: none"> <li>- You can continue printing for a while, however, as this may result in damage to the printer, it is recommended to replace the toner cartridge with a new one.</li> </ul>   |
| <Toner Colors>* トナーとの接続を確認してください         | When there is a possibility that a toner cartridge is not installed properly       | <ul style="list-style-type: none"> <li>- The printer stops printing, and you cannot continue the job.</li> <li>- Remove the toner cartridge of the indicated color, and then install it again.</li> <li>- If a message appears even after the above procedure is performed, it is recommended to replace the toner cartridge with a new one.</li> </ul> |
| <Toner Colors>* トナーをセットしてください。           | When any of the toner cartridges is not installed                                  | <ul style="list-style-type: none"> <li>- Install the toner cartridge of the indicated color.</li> </ul>   |
| <Toner Colors>* トナーを正しくセットしてください。        | When any of the toner cartridges are not installed properly                        | <ul style="list-style-type: none"> <li>- Reinstall the toner cartridge of the indicated color.</li> </ul>   |
| <Toner Colors>* トナーがセットされている位置を確認してください。 | When the toner cartridges are not installed in the correct positions               | <ul style="list-style-type: none"> <li>- Reinstall the toner cartridge of the indicated color in the appropriate position.</li> </ul>   |

\* ブラック (black), イエロー (yellow), マゼンタ (magenta), or シアン (cyan) will appear in <Toner Colors>. (More than one color may appear.)

#### NOTE

##### **Average yield of the toner cartridges**

- Replacement toner cartridges (standard capacity)
  - Average yield of K (Black) toner cartridge: 6,500 pages
  - Average yield of Composite C (Cyan), M (Magenta), and Y (Yellow) toner cartridges: 7,500 pages
- Replacement toner cartridges (high capacity)
  - Average yield of K (Black) toner cartridge: 13,000 pages
  - Average yield of Composite C (Cyan), M (Magenta), and Y (Yellow) toner cartridges: 15,000 pages

- Toner cartridges included with this printer
  - Average yield of K (Black) toner cartridge: 6,500 pages (LBP9600C)/3,100 pages (LBP9500C)
  - Average yield of Composite C (Cyan), M (Magenta), and Y (Yellow) toner cartridges: 7,500 pages (LBP9600C)/4,000 pages (LBP9500C)

The average number of printable pages are on the basis of "ISO/IEC 19798"\* when printing A4 size plain paper with the default print density setting.

\* ISO/IEC 19798" is the global standard related to "Method for the determination of toner cartridge yield for color printers and multi-function devices that contain printer components" issued by ISO (International Organization for Standardization).

#### **About the life of the toner cartridges**

The life of the toner cartridges is affected by the following conditions.

- Printing environment and conditions
  - Spaced printing
  - Paper size and paper type settings
- Printing ratio
  - Toner is used even when printing with a low printing ratio.
- Color printing
  - Multiple color toner cartridges may reach the end of their life at the same time.
- Printer configuration
  - Black-and-white printing may affect the life of the color toner cartridges.

## Precautions when Replacing Toner Cartridges

### **WARNING**

**Do not dispose of a used toner cartridge in open flames.**

This may cause the toner remaining inside the cartridges to ignite, resulting in burns or fire.

### **CAUTION**

**Be careful not to get toner on your hands or clothing.**

If toner gets on your hands or clothing, wash them immediately with cold water.

Washing with warm water sets the toner, making it impossible to remove the toner stains.

 **IMPORTANT**

**About replacement toner cartridges**

For optimum print quality, when you replace toner cartridges, using Canon genuine ones is recommended.

| Model Name        | Supported Canon Genuine Toner Cartridge  |
|-------------------|--|
| LBP9600C/LBP9500C | Canon Cartridge 322 Black<br>Canon Cartridge 322 II Black<br>Canon Cartridge 322 Yellow<br>Canon Cartridge 322 II Yellow<br>Canon Cartridge 322 Magenta<br>Canon Cartridge 322 II Magenta<br>Canon Cartridge 322 Cyan<br>Canon Cartridge 322 II Cyan |

**Be careful of counterfeit toner cartridges**

Please be aware that there are counterfeit Canon toner cartridges in the marketplace. Use of counterfeit toner cartridge may result in poor print quality or machine performance.

Canon is not responsible for any malfunction, accident or damage caused by the use of counterfeit toner cartridge.

For more information, see <http://www.canon.com/counterfeit>.

**About disposal of the removed packing materials**

Dispose of the packing materials according to local regulations.

 **NOTE**

**About the packing materials**

The packing materials may be changed in form or placement, or may be added or removed without notice.

## Replacing Toner Cartridges

 **NOTE**

**Checking the status of the toner cartridges of each color**

You can check the status of the toner cartridges in the display on the control panel.

| Icon  | Status  |
|---|---|
|  | The printer is ready to print                       |
|  | The printer is ready to print                       |
|  | The toner cartridge needs to be replaced soon       |
|  | The toner cartridge has reached the end of its life |

You can check the status of the toner cartridges also in the [Status] page in the Remote UI.

### About the power of the printer

You can replace the toner cartridges either when the power of the printer is turned on or when it is turned off.

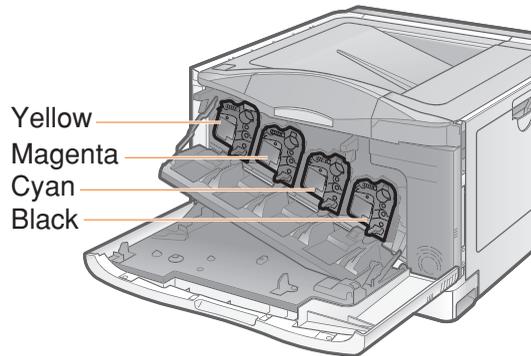
---

## 1 Gently open the front cover.



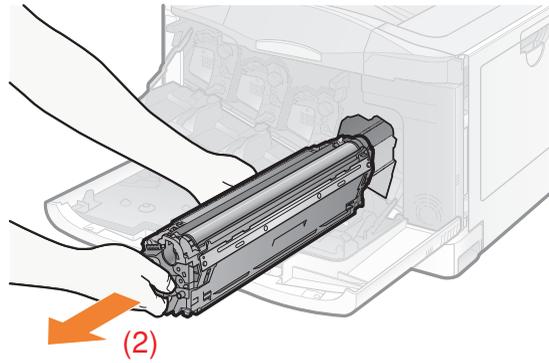
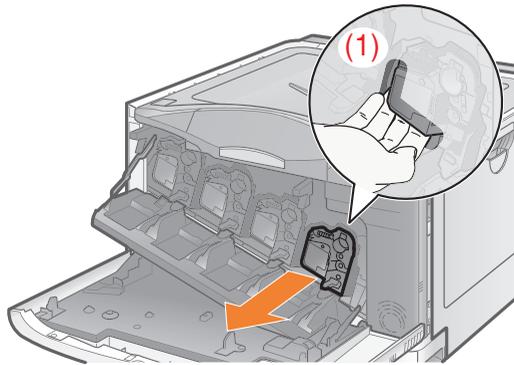
NOTE

### Order of the toner cartridges



## 2 Pull out the toner cartridge to be replaced.

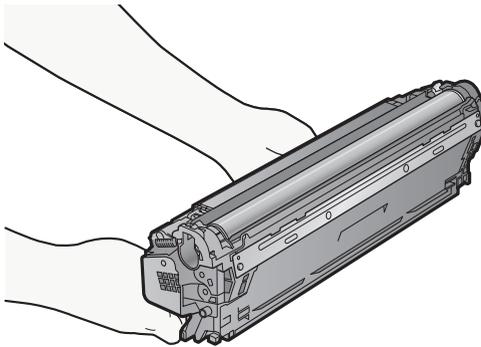
- (1) Hold the handle.
- (2) Pull out the toner cartridge.



### IMPORTANT

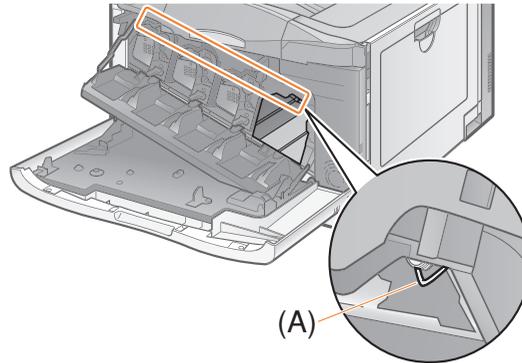
#### **Hold the toner cartridges properly.**

When handling the toner cartridges, hold them properly as shown in the figure. Do not place it vertically or upside-down.



**Do not touch the high-voltage contacts (A).**

This may result in poor print quality or damage to the printer.



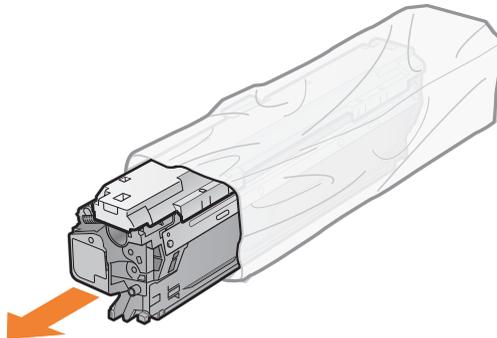
 NOTE

Your cooperation to collect used toner cartridges would be appreciated.

**3 Take out the new toner cartridge from the protective bag.**

You can open the protective bag with your hands from the notch.

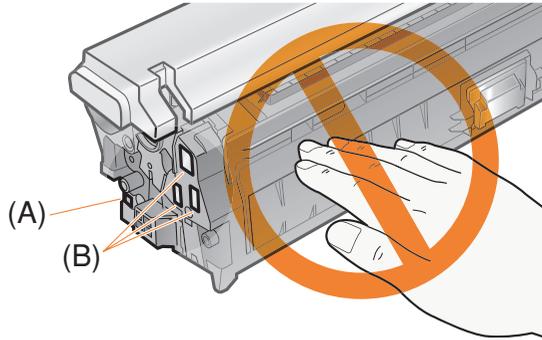
When opening the protective bag with scissors, be careful not to damage the toner cartridge.





## IMPORTANT

**Do not touch the toner cartridge memory (A) or the electrical contacts (B).**  
This may result in damage to the cartridge.



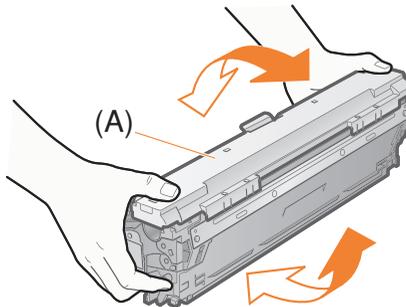
### **Keep the protective bag.**

Keep the protective bag for the toner cartridge. You will need it when you remove the toner cartridge for printer maintenance or other purposes.

## **4 Shake the toner cartridge to evenly distribute the toner inside the cartridge.**

Hold the toner cartridge as shown in the figure and shake it gently 5 or 6 times.

† Do not remove the drum protective cover (A).



## CAUTION

**If toner gets into your eyes or mouth**

Wash them immediately with cold water and consult a physician.

 **IMPORTANT**

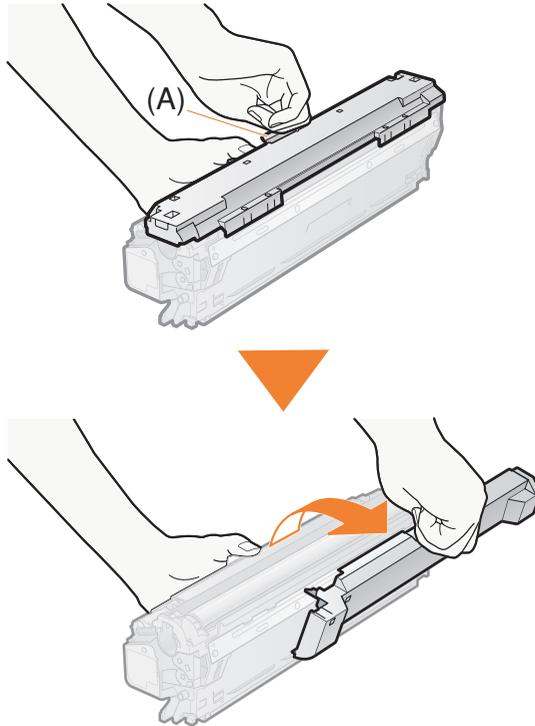
**Be sure to perform this operation.**

If toner is not distributed evenly, this may result in deterioration in print quality.

**Be sure to shake the toner cartridge gently.**

If you do not shake the cartridge gently, toner may spill out.

**5** Holding the tab (A), remove the drum protective cover.

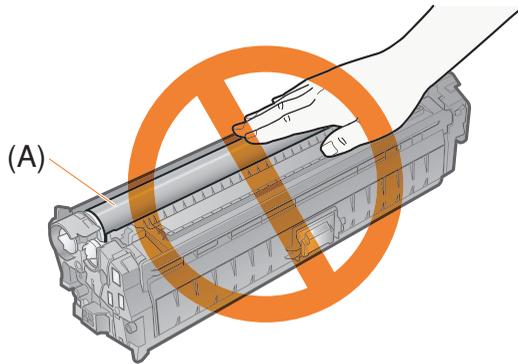




## IMPORTANT

### **Do not touch the drum (A).**

Print quality may deteriorate if you touch or damage the drum (A) at the top of the toner cartridge.

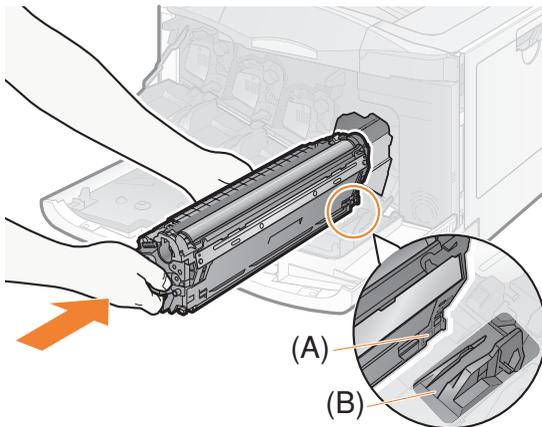


### **Keep the drum protective cover.**

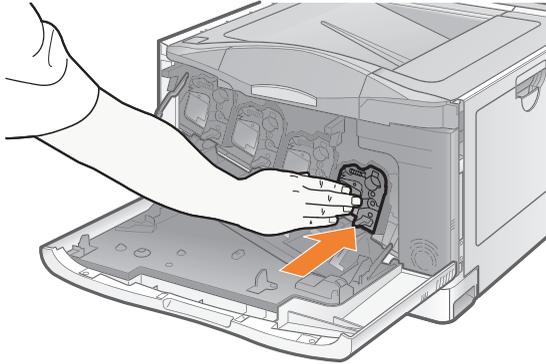
Keep the removed drum protective cover. You will need it when you remove the toner cartridge for printer maintenance or other purposes.

## **6** Install the toner cartridge.

Fit the projection (A) of the toner cartridge into the guide (B) on the front cover to install the toner cartridge.



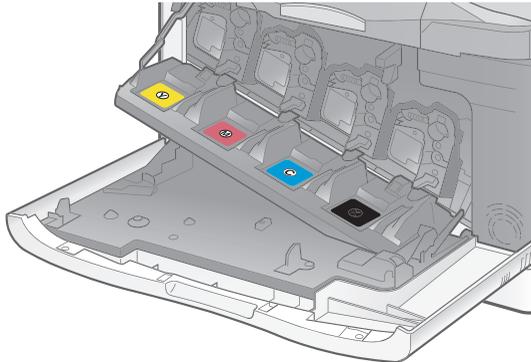
Push it into the printer firmly.



 **IMPORTANT**

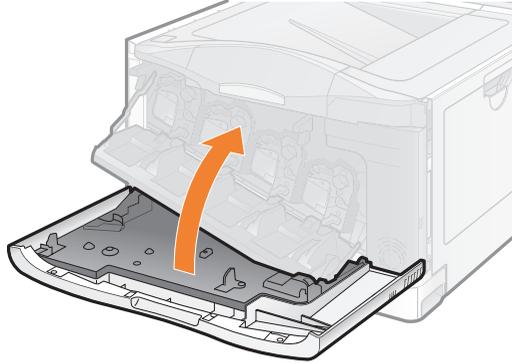
**Precautions when installing toner cartridges**

- When handling the toner cartridges, be careful not to let the drum impact the frame of the printer.
- The position of the toner cartridges in the printer is determined by the toner color. Install the toner cartridges in the slots that have labels of the same color.



- Install the toner cartridges securely into the printer.

## 7 Gently close the front cover.



### CAUTION

#### **Precautions when closing the front cover**

Be careful not to catch your fingers.

### IMPORTANT

#### **If you cannot close the front cover**

Make sure that the toner cartridges are installed in the back of the printer firmly. Do not try to forcefully close the front cover, as this may damage the printer.

#### **Do not leave the front cover open for a long time with the toner cartridges installed.**

This may result in deterioration in print quality.

# Canceling a Job

If you want to cancel the job currently being printed, perform "Cancel Job" using the following procedure. A job cancel allows you to cancel the job currently being received or processed.



## IMPORTANT

**The data for which the printer started to feed paper cannot be canceled.**

If the job is canceled in this state, the next print data may be canceled.

**About print jobs for other than the printer driver for this printer**

When there is any print data for other than the printer driver for this printer, multiple data may be canceled.



## NOTE

**About print jobs which cannot be canceled**

You may not be able to cancel a job even if < ジョブを中止中です。 > is displayed.

Also, the following jobs cannot be canceled.

- An encrypted secured print job for which a password is not entered yet **LBP9600C**
- A job stored in the box **LBP9600C**

Delete such jobs using the Remote UI.

## 1 Make sure that the ジョブ indicator is on or blinking.

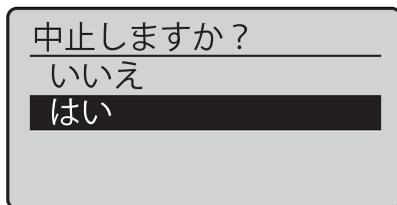
Cancel the job while the printer is processing the data (while the ジョブ indicator is on or blinking).

## 2 Press [ ] ( ジョブ確認/中止 ).

## 3 Select a job you want to cancel using [ ▲ ] and [ ▼ ], and then press [OK].



**4** Select [ はい ] using [ ▲ ] and [ ▼ ], and then press [OK].



中止しますか？  
いいえ  
はい

→ < ジョブを中止中です。 > appears, and the print data being processed is canceled.  
When < ジョブを中止中です。 > disappears, the job cancellation completes.



**NOTE**

**While < ジョブを中止中です。 > is displayed**

You cannot operate the printer.

# Confirming the Printer Features

You can check the printer status or network settings by printing Status Print.

Status Print is used to print the settings of the printer unit, the total number of printed pages, and other printer information.

## NOTE

### **Load A4 size paper.**

Status Print is designed to be printed on A4 size paper.

Be sure to load A4 size paper when printing the Status Print.

## **1 Load A4-size paper in the multi-purpose tray or paper cassette.**

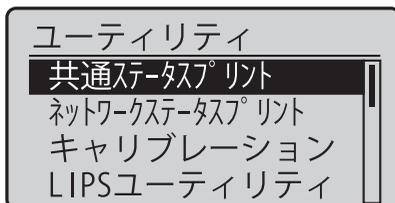
See "Loading Standard Size Paper (Other Than Postcards and Envelopes)," on p. 21.

## **2 Make sure that the printer is online.**

If the printer is not online, press [  ] (オンライン).

## **3 Press [ ] (ユーティリティ).**

## **4 Select [ 共通ステータスプリント ] using [ ▲ ] and [ ▼ ], and then press [OK].**







## Service Call Display

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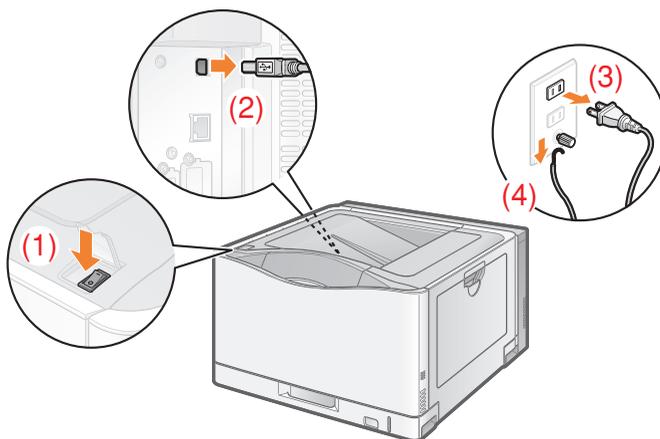
Implement the following solutions according to the displayed message.

| Message   | Cause  | Solution   |
|---|--|--|
| "E001-nnnn"<br>"E003-nnnn"<br>("n" represents an alphanumeric character.) | A problem occurred in the fixing unit.                             | Follow the procedure in "If a Fixing Unit Error Is Displayed" (See p. 124), and then contact your local authorized Canon dealer.             |
| "Ennn-nnnn"<br>("n" represents an alphanumeric character.)                | A problem has occurred inside the printer.                         | Following the procedure in "If a Service Error or the Message "Power OFF and ON" Is Displayed" (See p. 125), cycle the power of the printer. |
| "F9-nn Power OFF and ON"<br>("n" represents an alphanumeric character.)   | A problem has occurred while the printer is processing print data. |  |

## If a Fixing Unit Error Is Displayed

### 1 Turn the printer off, then disconnect the cables from the printer.

- (1) Turn the printer off.
- (2) If a USB cable is connected, turn the computer off, and then disconnect the USB cable from the printer.
- (3) Unplug the power plug from the AC power outlet.
- (4) Remove the ground wire from the ground terminal.



#### IMPORTANT

**Do not turn on the printer again.**

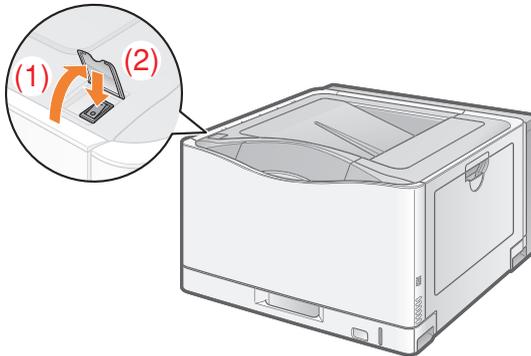
A fixing unit error is displayed. Do not turn on the printer after turning it off.

### 2 Contact your local authorized Canon dealer.

# If a Service Error or the Message "Power OFF and ON" Is Displayed

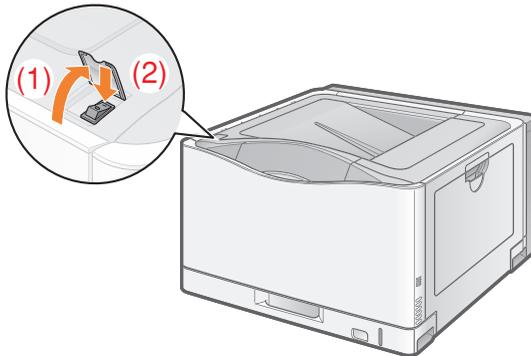
## 1 Turn the printer off.

- (1) Open the power switch cover.
- (2) Press "  " of the power switch.



## 2 Wait at least 10 seconds before turning on the printer.

- (1) Open the power switch cover.
- (2) Press "I" of the power switch.



If the message does not reappear, the printer is ready.

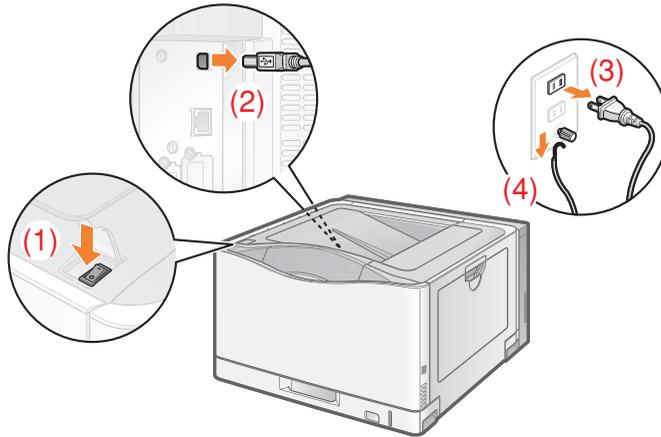
If the message reappears, you need to request service.

→ Follow the procedure below, and then contact your local authorized Canon dealer to request service.

**3** Note down the error code displayed in the display.

**4** Turn the printer off, then disconnect the cables from the printer.

- (1) Turn the printer off.
- (2) If a USB cable is connected, turn the computer off, and then disconnect the USB cable from the printer.
- (3) Unplug the power plug from the AC power outlet.
- (4) Remove the ground wire from the ground terminal.



**5** Contact your local authorized Canon dealer to request service.

When contacting your Canon dealer, please report also the error code which you noted down in Step 3.

# Message List

If an error is occurring for some reason during printing, a message appears in the display of the control panel. Solve the problems according to the messages.

| Mark              | Description  |
|-------------------|--|
| <Warning Message> | <p>It is a warning state in which the printer can print, but some solution is required.</p> <p>† Depending on the message type, the message does not appear if [警告表示] is set to [しない].</p> <p>If multiple warning states are occurring at the same time<br/>Warning messages are displayed alternately.</p> <p>If an error state and warning state are occurring at the same time<br/>A warning message is not displayed.</p>  |
| <Auto Error Skip> | <p>For a message with this mark, perform the following procedure according to the situation.</p> <ul style="list-style-type: none"> <li>- When you want to skip an error (error skip) and continue to print               <ol style="list-style-type: none"> <li>1. Press [  ] (オンライン) to skip the error. (Printing is continued.)</li> <li>2. If print data is missing or is not printed properly, print again.</li> </ol> </li> <li>† If [自動エラースキップ] is set to [する], you can skip the error automatically.</li> <li>- If you want to cancel a job               <ol style="list-style-type: none"> <li>1. Perform a soft reset.</li> <li>2. Solve the problem according to the displayed message (this item).</li> <li>3. Press [  ] (オンライン) and print again.</li> </ol> </li> </ul> |

For details on solutions for when messages about toner appear, such as <シアントナーをセットしてください。> or <マゼンタトナーを確認してください。>, see "When a Message Appears," on p. 107.

| Message   | Cause and Solution |   |
|---|--------------------|---|
| 18 カセット N (N=2、3、4) 用紙積載オーバーです<br><Warning Message> | Cause              | The amount of the paper loaded in Cassette N (N = 2, 3, 4) exceeds the load limitation. |
|   | Solution 1         | Reduce the amount of the paper in Cassette N (N = 2, 3, 4).                             |
|   | Solution 2         | Press [ 給紙選択 ] to select another paper source.  |
| 9I ITB ユニット交換準備<br><Warning Message>                | Cause              | The ITB unit needs to be replaced soon.   |
|   | Solution           | Although you can continue to print for a while, have ready a new ITB unit.              |
| E1 回収トナー容器交換準備<br><Warning Message>                 | Cause              | The waste toner container needs to be replaced soon.                                    |
|   | Solution           | Although you can continue to print for a while, have ready a new waste toner container. |
| E5 定着器交換準備<br><Warning Message>                     | Cause              | The fixing unit needs to be replaced soon.  |
|   | Solution           | Although you can continue to print for a while, have ready a new fixing unit.           |
| ITB ユニットのセットしてください。                                 | Cause              | The ITB unit is not installed.  |
|   | Solution           | Install the ITB unit.   |

| Message            | Cause and Solution  |
|--------------------|---|
| 以下の用紙をセット          | <p>Cause 1 Paper of the same size as that specified in the application software is not loaded in a paper source.</p> <p>Solution 1 Load paper of the same size as that specified in the application software in a paper source.</p> <p>Solution 2 Press [  ] (オンライン), and then print to the currently loaded paper forcibly. If you are using the multi-purpose tray, the setting for [ 手差しトレイ用紙サイズ ] in the 給紙選択 menu automatically changes to the paper size specified in the application.</p> <p>Cause 2 The paper size specified in the application software is different from the following setting.</p> <ul style="list-style-type: none"> <li>• [ 手差しトレイ用紙サイズ ] or [ カセット N (N=1、2、3、4) 用紙サイズ ] in the 給紙選択 Menu</li> </ul> <p>Solution Specify the setting properly.</p> <p>Cause 3 Improper paper source is selected.</p> <p>Solution Specify the setting for [ 給紙モード ] in the 給紙選択 menu properly.</p> <p> <b>IMPORTANT</b><br/> <b>While &lt; 以下の用紙をセット &gt; is displayed</b><br/> If the front cover is opened, the message may disappear. However, be sure to follow the directions in the displayed message to change the paper.</p> |
| 51 印刷設定エラーが発生しました。 | <p>Cause The following paper was printed in the Super Fine mode at 1200 dpi.</p> <ul style="list-style-type: none"> <li>• Long-size paper</li> <li>• Label</li> <li>• Postcard</li> <li>• Transparency</li> <li>• Heavy paper (129 to 216 g/m<sup>2</sup>)</li> <li>• Coated paper (130 to 220 g/m<sup>2</sup>)</li> </ul> <p>Solution 1 Perform the following procedure.</p> <ol style="list-style-type: none"> <li>1. Perform a soft reset.</li> <li>2. Set [ 解像度 ] to [ ファイン (600 dpi) ], and then print again.</li> </ol> <p>Solution 2 Press [  ] (オンライン) to continue the next printing. However, the page with which an error has occurred is not printed.</p>   |

| Message  | Cause and Solution |   |
|--|--------------------|---|
| 61 印刷設定エラーが発生しました。   | Cause              | Long-size paper was printed in the Super Fine mode at 1200 dpi.   |
|  | Solution 1         | Perform the following procedure.  |
|  |                    | 1. Perform a soft reset.  |
|  |                    | 2. Set [ 解像度 ] to [ ファイン (600 dpi) ], and then print again.   |
|  | Solution 2         | Press [ ● ] (オンライン) to continue the next printing. However, the page with which an error has occurred is not printed.                 |
| 回収トナー容器交換  | Cause              | The waste toner container is full.  |
|  | Solution           | Replace the waste toner container with a new one.   |
| 回収トナー容器をセットしてください。   | Cause              | The waste toner container is not installed or installed improperly.   |
|  | Solution           | Set the waste toner container properly.   |
| XXXX カバーを閉めて下さい<br>(XXXX shows the cover name, or nothing is displayed in XXXX.) | Cause              | A cover is open.  |
|  | Solution           | Close the cover firmly. If the printer is not online, press [ ● ] (オンライン).  |
| カラーモードをモノクロに変更するか、用紙種類を変更してください<br><Auto Error Skip>                             | Cause              | You tried to perform color printing on transparencies.  |
|  | Solution           | Perform the following procedure.  |
|  |                    | 1. Perform a soft reset.  |
|  |                    | - "Canceling a Job" (See p. 119)  |
|  |                    | 2. Perform black and white printing or print on paper other than transparencies.  |
| 給紙できません。   | Cause              | Paper of the size or type that cannot be fed from the multi-purpose tray or paper cassette is specified.                              |
|  | Solution 1         | If a paper source is specified, press [ 給紙選択 ], and then set [ 給紙モード ] to [ 自動 ].   |
|  | Solution 2         | Press [ 給紙選択 ] to select another paper source.  |
|  | Solution 3         | Load paper appropriate for the paper source.  |
|  | Solution 4         | - "Paper Requirements" (See p. 9)   |
|  | Solution 5         | Specify the following items.  |
|  |                    | • デフォルト用紙種類   |
|  |                    | • デフォルト用紙サイズ  |
|  | Solution 5         | Press [ ● ] (オンライン), then print from the currently selected paper source. However, this may result in deterioration in print quality. |

| Message  | Cause and Solution  |   |
|--|---|---|
| <p>クリーニング用紙をセットしてオンラインキーを押してください。</p> <p>&lt;Auto Error Skip&gt;</p> | <p>Cause</p> <p>Solution</p>  | <p>The printer is waiting to print cleaning paper.</p> <p>Load A4 or Letter size paper in the multi-purpose tray, and then press [  ] (オンライン).</p>   |
| <p>定着器をセットしてください。</p>  | <p>Cause 1</p> <p>Solution 1</p> <p>Solution 2</p> <p>Cause 2</p> <p>Solution</p> | <p>The fixing unit is not installed or is not installed properly.</p> <p>Open the right cover and check if the fixing unit is installed.</p> <p>Install the fixing unit again. If the message appears even after installing the fixing unit again, contact your local authorized Canon dealer for servicing.</p> <p>The fixing unit for this printer is not installed.</p> <p>Replace the fixing unit with that for this printer.</p> |
| <p>排紙トレイがいっぱいです。用紙を取り除いてください。</p>                                    | <p>Cause</p> <p>Solution</p>  | <p>The output tray is filled to the limit.</p> <p>Remove the paper in the output tray.</p>  |
| <p>用紙がありません。</p>   | <p>Cause</p> <p>Solution 1</p> <p>Solution 2</p>                                  | <p>Paper of the size specified in the application is not loaded in the paper source (in all the paper sources when [ 給紙モード ] is set to [ 自動 ] and in the specified paper source when the setting is fixed).</p> <p>Refill or load paper.</p> <p>Press [ 給紙選択 ], and then select other paper source for the same paper size or larger paper size.</p>  |

| Message           | Cause and Solution  |
|-------------------|---|
| <p>用紙がつまりました。</p> | <p>Cause<br/>Solution</p> <p>Paper is jammed inside the printer<br/>Remove the jammed paper and set the paper cassette and covers to the original position. If the printer is not online, press [  ] (オンライン).</p> <ul style="list-style-type: none"> <li>- "Clearing Paper Jams (MP Tray Area)" (See p. 94)</li> <li>- "Clearing Paper Jams (Output Area, Right Cover Area, Duplex Unit Area, or Cassette 1/2/3/4 Area)" (See p. 95)</li> <li>- "Clearing Paper Jams (Cassette 2/3 Cover Area)" (See p. 100)</li> </ul> <p> <b>IMPORTANT</b></p> <p><b>If paper jams occur in the multiple areas simultaneously</b><br/>The paper jam areas are displayed alternately in the display.</p> <p><b>If you have removed the jammed paper without opening any cover</b><br/>Be sure to open and close the right cover once, and then press [  ] (オンライン).</p> |

| Message                              | Cause and Solution |   |
|--------------------------------------|--------------------|---|
| 用紙サイズを確認してください。                      | Cause 1            | <p>The size of the paper loaded in a paper source is different from the following settings.</p> <ul style="list-style-type: none"> <li>• Setting for [Output Size] in the [Page Setup] sheet in the printer driver</li> <li>• [手差しトレイ用紙サイズ] or [カセット N (N=1、2、3、4) 用紙サイズ] in the 給紙選択 Menu</li> </ul>                           |
|                                      | Solution           | Specify the setting properly.   |
|                                      | Cause 2            | <p>When the following settings in the 給紙選択 menu are set to [フリー], custom size paper whose long edges are 297.0 mm or less is loaded in portrait orientation and printed (only when the LIPS LX printer driver is used).</p> <ul style="list-style-type: none"> <li>• 手差しトレイ用紙サイズ</li> <li>• カセット N (N=1、2、3、4) 用紙サイズ</li> </ul> |
|                                      | Solution           | Load the paper in landscape orientation, then print again.  |
|                                      | Cause 3            | When the LIPS LX printer driver was not used, custom size paper was loaded in landscape orientation to be printed.  |
|                                      | Solution           | Load the paper in portrait orientation, then print again.   |
|                                      | Cause 4            | [用紙長さ確認] in the 共通セットアップ menu (拡張機能 options) is set to [する].  |
|                                      | Solution           | Set [用紙長さ確認] to [しない], and then print again.  |
| 両面印刷エラーが発生しました。<br><Auto Error Skip> | Cause              | The printer received 2-sided printing data of paper sizes (including the orientation) or paper types unavailable for automatic 2-sided printing.  |
|                                      | Solution 1         | Press [  ] (オンライン) to continue printing. However, the data on each side is printed on two pages.   |
|                                      | Solution 2         | <p>Perform the following procedure.</p> <ol style="list-style-type: none"> <li>1. Perform a soft reset. <ul style="list-style-type: none"> <li>- "Canceling a Job" (See p. 119)</li> </ul> </li> <li>2. Change the setting to a paper size or type available for automatic 2-sided printing, and then print again.</li> </ol>   |

| Message                  | Cause and Solution |   |
|--------------------------|--------------------|---|
| <p>冷却中です。しばらくお待ちください</p> | Cause 1            | <p>The fixing unit is being cooled down (especially after printing narrower paper) to maintain print quality.</p>   |
|                          | Solution           | <p>Please wait a moment.<br/>When the fixing unit cools down, printing resumes.</p>   |
|                          | Cause 2            | <p>If the printer is used continuously for an extended period of time, the internal temperature of the printer increases, activating a safety mechanism and pausing printing temporarily.</p>   |
|                          | Solution           | <p>Please wait a moment.<br/>When the inside of the printer cools down, printing resumes.<br/>If the internal temperature of the printer has not decreased sufficiently, the safety mechanism is reactivated and printing is paused temporarily. When the inside temperature cools down sufficiently, the printer resumes the normal printing speed. The time until the safety mechanism activates or until the printer resumes the normal printing speed varies depending on the printer usage conditions.</p> |