

Reference Guide



Main Unit

Apeos 4570

Apeos 3570

1 Preface

A guide describing the basic operations, maintenance and precautions for use of the main unit.

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- Parts of this manual is subject to change without prior notice.
- The screen shots and the illustrations in this manual are used as examples. They may differ from yours depending on the model, the software, or the OS.

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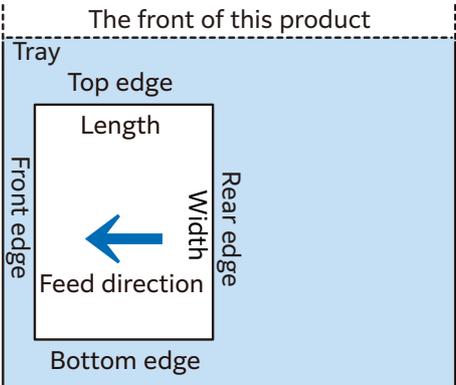
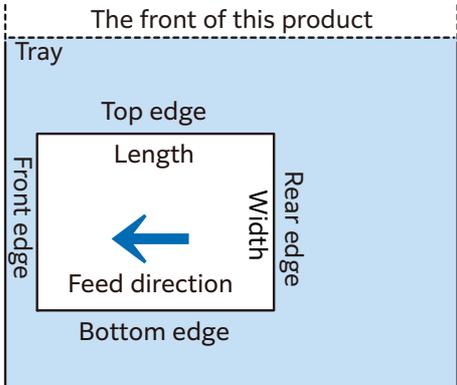
Microsoft product screen shots reprinted with permission from Microsoft Corporation.

Notations in Manual

The following symbols are used in this manual.

-  **Important** Indicates important information you have to know or be reminded before operations.
-  **Note** Indicates supplemental information useful for operations.
-  **Refer** Indicates reference destinations.
- " "
- < >
- []
- >
- " "

- "Long" paper is paper of which length is 488 mm or more.
- There are two paper loading directions: LEF and SEF.
- The width, length, front edge, rear edge, top edge, and bottom edge of paper indicate the following positions. For the High Capacity Feeder and Paper Tray 5 (Bypass), the feeding direction is opposite.

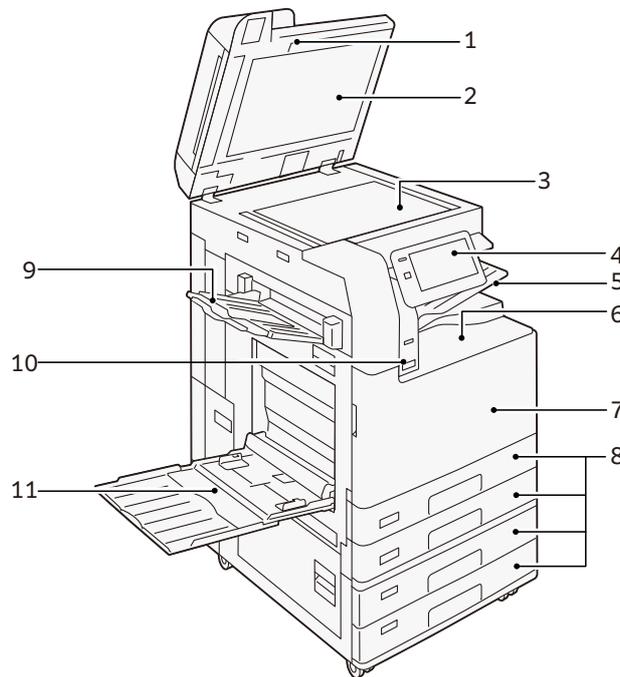
LEF Short side: Length, Long side: Width	SEF Long side: Length, Short side: Width
	

- Some functions mentioned in this manual may not be used according to the model and installed optional units.
- "WSD" stands for "Web Services on Devices".
- "XPS" stands for "XML Paper Specification".

2 Before Using the Machine

2.1 Device Components

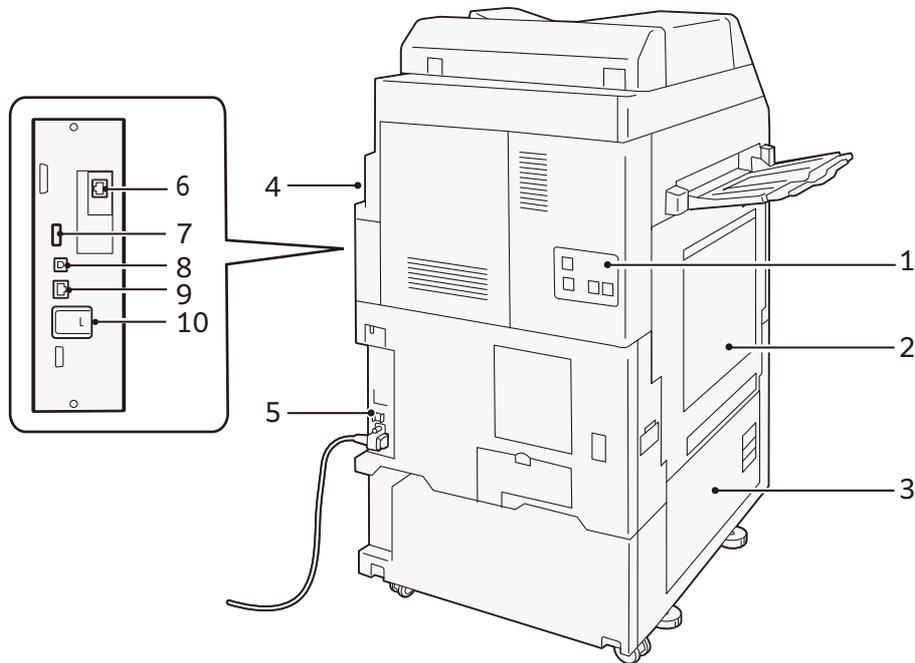
Front



No.	Component	Function
1	Duplex Automatic Document Feeder	Load a document here.
2	Document Cover	Holds a document in place.
3	Document Glass	Load a document here.
4	Control Panel	Switches the power of the machine on and off. A touch screen used for operation of the machine.
5	Extra Center Tray (optional)	Outputs are delivered here.
6	Center Tray	
7	Front Cover	Open this cover to clear paper jams or replace the consumables.
8	Standard Trays (Paper Trays 1, 2, 3, 4) (Paper Trays 3, 4: optional)	Load paper here.
9	Side Tray (optional)	Outputs are delivered here.
10	Smart WelcomEyes(SWE) Motion Sensor	Exits the Power Saver Mode when the machine detects user presence.

No.	Component	Function
11	Paper Tray 5 (Bypass)	Load paper here.

Left Side and Rear



No.	Component	Function
1	Telephone line connectors	Use "TEL" to call when using the telephone or handset (optional). Use "LINE 1" for calls using a handset connected to the TEL jack.
2	Upper Left Cover	Open this cover to clear paper jams.
3	Lower Left Cover	
4	Right Rear Cover	Open this cover to access each connector.
5	Reset button	Automatically switches the machine off when a current leakage is detected.
6	Network Port (optional)	Connects to a network cable.
7	USB 2.0 interface connector	Connects to a memory card reader, an optional component or a peripheral with a USB cable.
8	USB 3.0 interface connector	Connects to a USB cable for printing.
9	Network Port	Connects to a network cable.
10	Wireless Network Kit (optional)	Used for connecting wireless network (Wi-Fi/Bluetooth) to the machine.

LAN connection

When connecting to the network port, keep the machine power switched off.

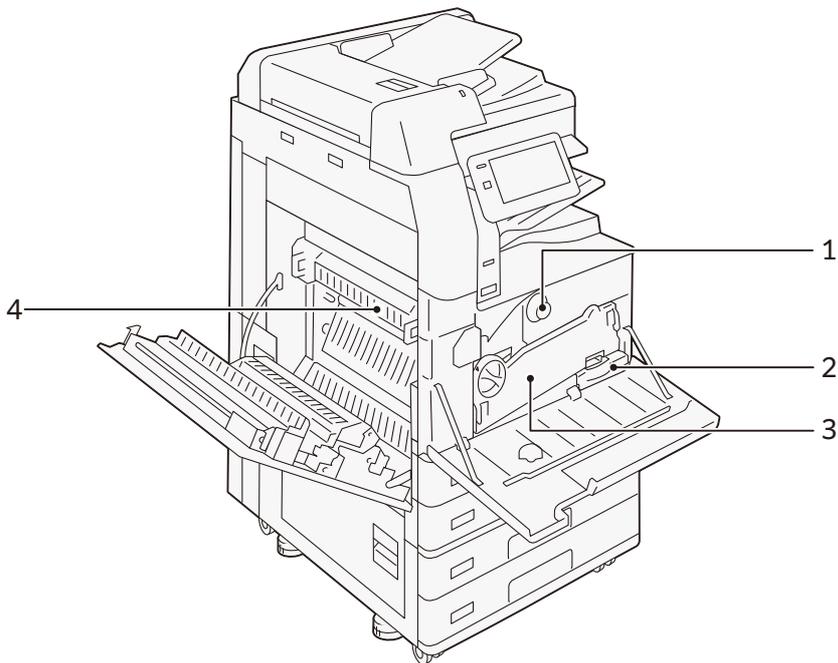
Note

When a connection failure occurs, it may be improved by setting [Disabled] in  > [Device] > [Network Settings] > [Protocol Settings] > [Ethernet Settings] > [Energy Efficient Ethernet] in the System Administrator mode.

USB connection

When connecting to a USB connector, keep the machine power switched off.

Inside

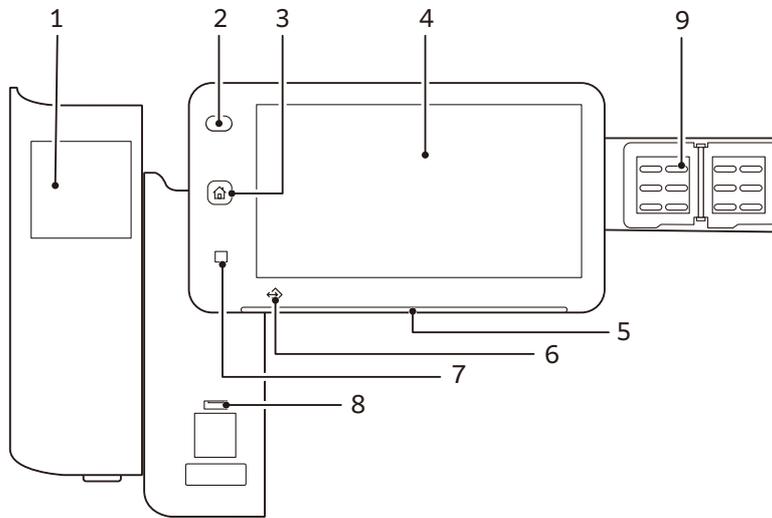


No.	Component	Function
1	Toner Cartridge	Contains Black (K) toner.
2	Waste Toner Container (R5)	Collects waste toner.
3	Conveyance Box	Remove this box when replacing a Drum Cartridge.
4	Fusing Unit (R8)	Fuses toner on paper. Do not touch this unit as it is extremely hot.

Control Panel

6d Refer

For Control Panel, refer to the "Reference Guide - Operations".



No.	Component	Function
1	Built-in IC Card Reader (optional)	Used to authenticate a user using an IC card.
2	Power / Power Saving Button	The power switches on. <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">  <p>Note</p> </div> <ul style="list-style-type: none"> • When "Please wait..." is displayed, the machine is warming up. The use of machine is not available during this time. • If the power does not switch on, confirm that the Reset button is in the reset position (button is pushed in) and the power plug is connected. </div>
3	Home Button	Pressing this button displays the Home screen. <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">  <p>Note</p> </div> <p>When the Home button is pressed, the settings of all applications in operation are reset.</p> </div>
4	Touch Panel Display	Displays messages required for operation, and buttons for various features. <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">  <p>Note</p> </div> <p>An antibacterial protection film is used for the Touch Panel Display.</p> </div>
5	Status Display Indicator	The indicator lights up in green at an instant of operation reception. When an error occurs, the lamp blinks in orange.
6	Data Indicator	This indicator blinks while data is being sent from the machine or data is being received from the client computer. Also, this indicator lights up when documents are saved in the machine or the fax is stored in a local folder.
7	NFC touch area	This is an area for you to hold up your NFC-supported mobile devices over. To communicate interactively, the NFC function of this machine needs to be enabled.

No.	Component	Function
8	USB memory slot (optional)	Insert a USB memory device directly here.  Note A memory card reader or a USB memory device cannot be connected to the USB memory slot with a USB cable. Note that the machine will not recognize the memory on a memory card reader or a memory device connected to a USB interface connector on the rear side of the machine when a USB memory device is already inserted in the USB memory slot.
9	One-touch buttons (optional)	Allows you to specify a recipient with the simple press of a button. A recipient can be specified for [Fax], [Internet fax], [Email], and [Scan (PC)].

2.2 Print Area

Guaranteed Print Area (mm)

The following are the areas for which the image quality is guaranteed.

Copying	Max: 297 x 432
Printing	Max: 297 x 476.6

Image Loss Width (mm)

There is an unprintable area (image loss area) along all four edges of the paper.

Front edge	Rear edge	Top edge*	Bottom edge*
4	2	2	2

* Paper larger than 309 mm: (Paper size - 305) ÷ 2

Standard Printable Area

Copying	Area excluding 4 mm along the front edge and 2 mm along other three edges (rear, top, bottom) of the paper. Max: 297 x 432 mm
Printing	Area excluding 4.1 mm along all four edges of the paper. Max: 305 x 476.6 mm; When using long paper, Max: 305 x 1,191.8 mm

Extended Printable Area

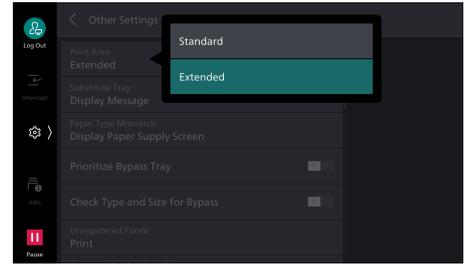
Changing the printable area settings enables you to print over a margin (4.1 mm) for the standard printable area.

Printing	Area excluding an image loss area along all four edges of the paper. Max: 305 x 476.6 mm; When using long paper, Max: 305 x 1,194 mm
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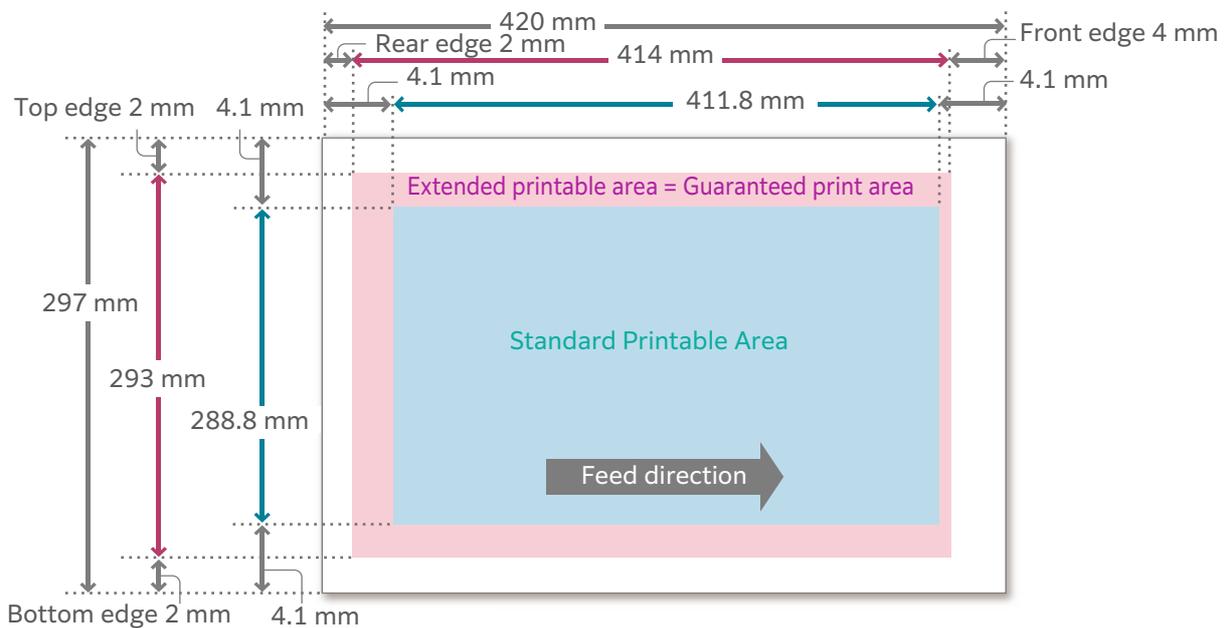
Changing the extended printable area settings

1. Login to the System Administrator Mode.
2. Tap  > [Device] > [App Settings] > [Print Settings] > [Other Settings] > [Print Area] > [Extended].

You can change the settings from [Tray / Output] > [Edge Erase / Print Position] > [Margins] of the ART EX printer driver.



A3 size (Printing)



 **Note**

- When the paper size is A3 or smaller, "extended printable area" = "guaranteed print area".
- When the paper size is larger than A3, our company does not guarantee the image quality for the portion of the "extended printable area" that exceeds the "guaranteed print area".

2.3 Paper

Recommended Paper

Standard paper

Paper name	Paper type setting for paper tray	Image processing to the paper type	Paper weight (g/m ²)
C ² paper	Plain	Plain (A)	70
V-Paper	Plain	Plain (A)	64

To use paper other than the above, contact our customer support center or sales agency.

Recycled paper

Paper name	Paper type setting for paper tray	Image processing to the paper type	Paper weight (g/m ²)	Recycled pulp blending ratio
GR100	Recycled paper	Recycled paper (A)	70	100%

Unusable paper

Avoid using the following paper to prevent machine malfunction.

- Paper using ink that deteriorates with fusing heat
- Ink jet printer paper
- Business card size paper
- Wrinkled or folded paper
- Damp paper, damp and wavy paper
- Paper with 12 mm or greater curl
- Thermal paper, heat-transfer paper
- Envelopes with windows

There are more types of unusable paper other than the above. For details, contact your local representative.

Storing and Handling Paper

Storing paper

Follow the guidelines below since paper is susceptible to moisture in the air and easily deformed by impacts.

- Store paper in a place of low humidity. Paper that has absorbed moisture can create paper jams or poor image quality.
- Using paper stored in a low-temperature environment may cause fusing failures. Storing paper in an environment where the temperature is 16°C or higher is recommended.
- Coated paper stored in a high-temperature, high-humidity environment may cause misfeeding or double-feeding.
- After opening a package of paper, seal and store the remaining paper in a moisture-proof wrapper or a reclosable plastic bag.
- To prevent bending or warping, store paper flat. Do not store it upright.
- Do not store paper under direct sunlight.

Handling paper

- Do not use collected pieces of paper.
- Do not use wrinkled or folded paper.
- Do not load paper of different sizes or types in the same tray.
- Before loading paper into the tray, fan a stack of paper well to prevent paper jams and double-feeding (multiple sheets of paper are being fed simultaneously) of transparency films, films and coated paper.

3 Basic Operations of the Machine

3.1 Loading Paper

After loading paper, configure the Paper Tray settings on the Home screen.



Important

Do not place paper or other objects in the reserved space of the tray. It may cause paper jams or machine malfunction.



Note

- While the printer is processing a job, do not remove the Paper Tray used for the job.
- Before loading the paper into the Paper Tray, fan a stack of paper well. This will separate the sheets, and it can prevent paper jamming.



Refer

For details, refer to "Setup" in "Reference Guide - Operations".

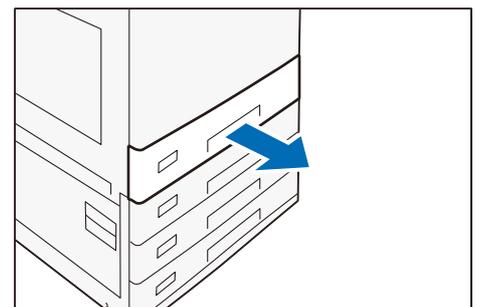
Standard Trays

The paper feeding method is the same for Paper Trays 1 (top tray) through 4 (bottom tray). The top face of loaded paper is the surface printed on.

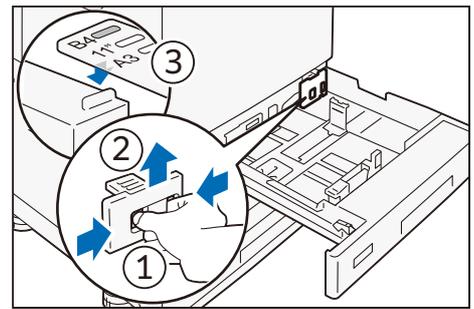
Loadable paper

Paper size (mm)	Width	100 to 320 (Tray 1: 297)
	Length	148 to 457 (Tray 1: 432)
Paper weight (g/m ²)	Single side printing	52 to 300
Maximum number of sheets (sheets)(C ² paper)		600

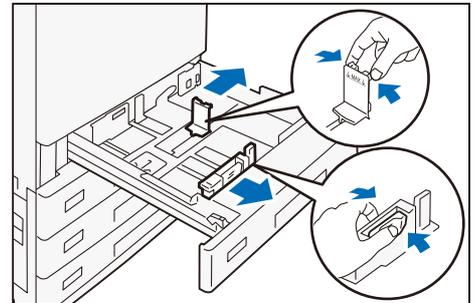
1. Pull out the Paper Tray until it stops.
2. When paper is already loaded in the tray, take out the paper.



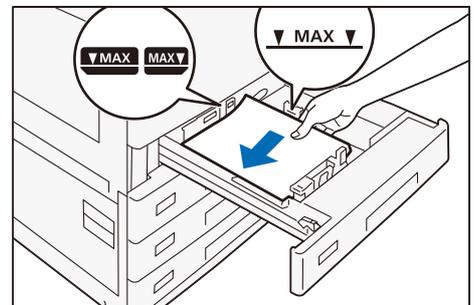
- When loading paper whose size is JIS B4 or larger, pinch the knob and lift the paper rear end guide, and set the guide into the hole for the indicated size.



- Pinch the two Guide Clips, and adjust to the correct paper size.



- Fan a stack of paper, face the print surface up, and then load the paper with edges aligned according to the direction of the arrow.



 **Important**

Do not load paper above the maximum fill line. It may cause paper jams or machine malfunction.

 **Note**

Adjust the guide correctly to the paper size. If the guide is not adjusted correctly, the machine cannot feed the paper properly, resulting in paper jams.

- Push in the Paper Tray.

Setting special paper and other media

Hole punched paper

Paper orientation: Load paper with holes facing the left side when viewed from the front of the machine

Postcards

Paper orientation: SEF

Envelopes

Usable tray: Tray 1

Paper orientation when the flaps are open: Flaps come at the right when viewed from the front of the machine

Paper orientation when the flaps are closed: Flaps come at the left when viewed from the front of the machine

 **Note**

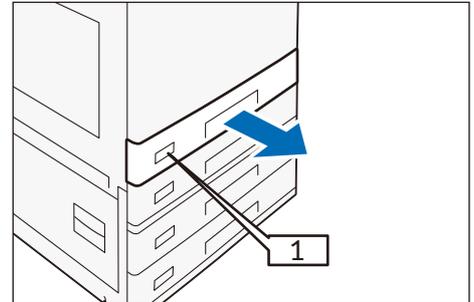
Load envelopes with glue or seal as the flap is closed.

Paper size (mm)	Width	90 to 241
	Length	98 to 372

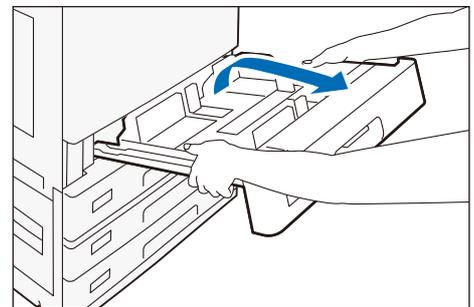
Paper weight (g/m ²)	Envelopes	75 to 90
	Postcards	106 to 220
Maximum number of sheets (sheets) (Papers specified by our company)		50

The paper feeding method is the same for Paper Trays 1 and 2.

1. Pull out the Paper Tray 1 until it stops.

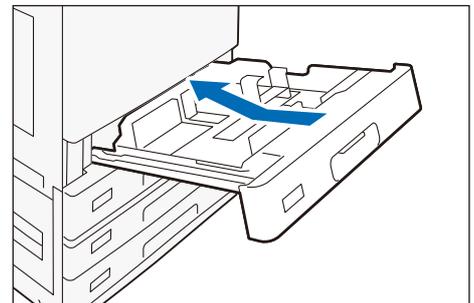


2. Slightly lift the front side of Paper Tray 1 and remove Paper Tray 1.

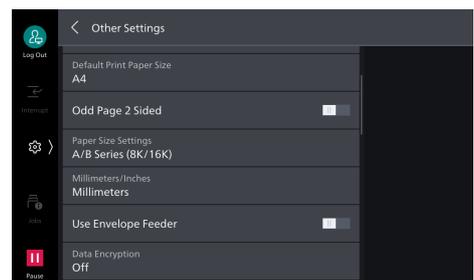


3. Push in the Envelope Tray.

4. Login to the System Administrator Mode.



5. Enable  > [Device] > [System Settings] > [Other Settings] > [Use Envelope Feeder].



Paper Tray 5 (Bypass)

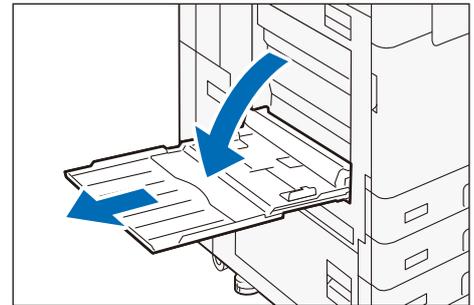
The Paper Tray 5 (Bypass) allows you to use a variety of paper sizes and types that cannot be used in Standard Trays.

The bottom face of loaded paper is the surface printed on.

Loadable paper

Paper size (mm)	Width	89 to 320
	Length	98 to 1,200
Paper weight (g/m ²)	Single side printing	52 to 300
Maximum number of sheets (sheets)(C ² paper)		110

1. Open the Paper Tray.

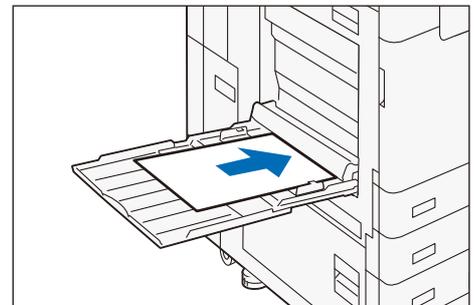


2. Fan a stack of paper, face the print surface down, and insert the paper gently along the Paper Guide until it stops.

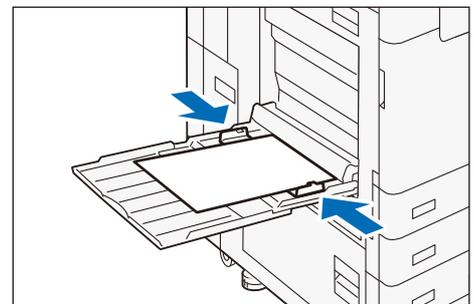


Important

Do not set documents above the maximum fill line. It may cause paper jams or machine malfunction.



3. Slide the Paper Guide to the correct paper size.



Setting special paper and other media

Hole punched paper

Paper orientation: Load paper with holes facing the right side when viewed from the front of the machine

Postcards

Paper orientation: SEF

Envelopes

Paper orientation when the flaps are open: Flaps come at the left when viewed from the front of the machine

Paper orientation when the flaps are closed: Flaps come at the right when viewed from the front of the machine

Long paper

Load paper one sheet at a time.

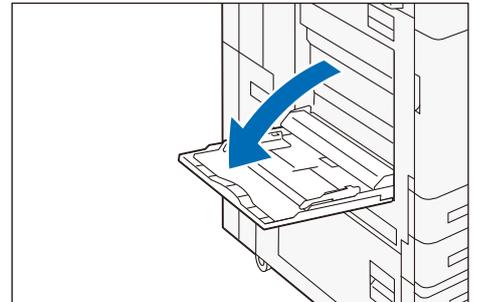
Using an optional Long Paper Inserter prevents skewed feeding and the paper from falling.

Install the Long Paper Inserter according to the steps described below.

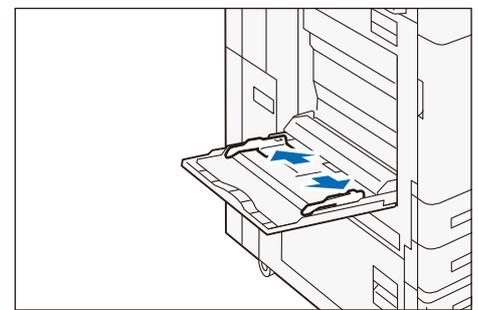
Note

- Remove output paper one by one to prevent paper jam.
- When you finish printing, make sure to remove the Long Paper Inserter and keep it in a safe place.

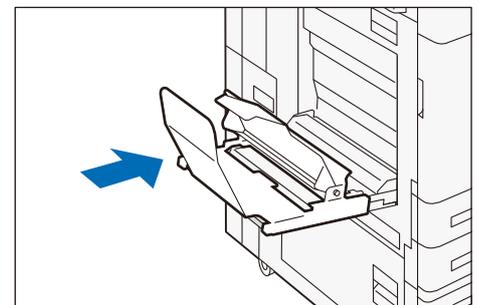
1. Open the Paper Tray.



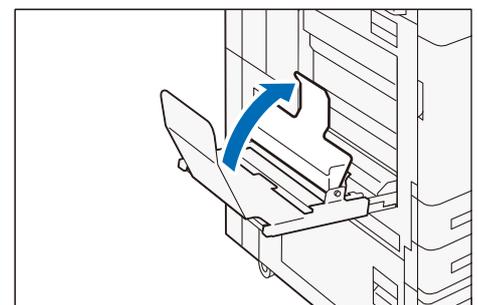
2. Extend the Paper Guide to the maximum.



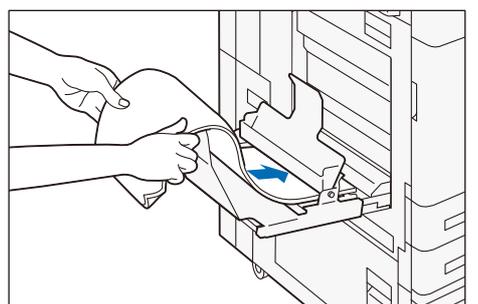
3. Install the Long Paper Inserter.



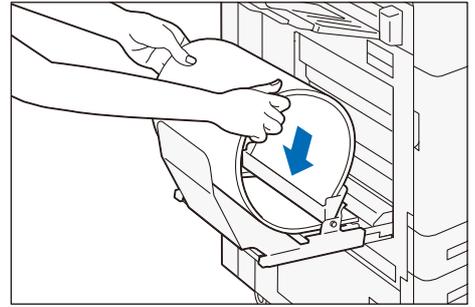
4. Open the Paper Tray.



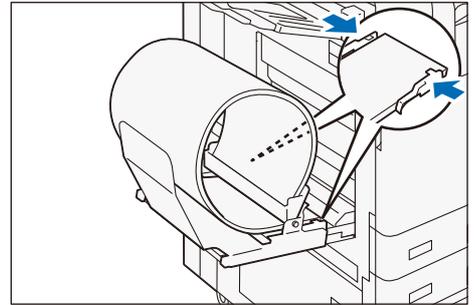
5. Face the print surface down, and insert the paper gently under the Paper Tray until it stops.



6. Insert the trail edge of the paper into the Paper Tray.



7. Adjust the Paper Guide to the correct paper size.



3.2 Loading Documents

Document Feeder

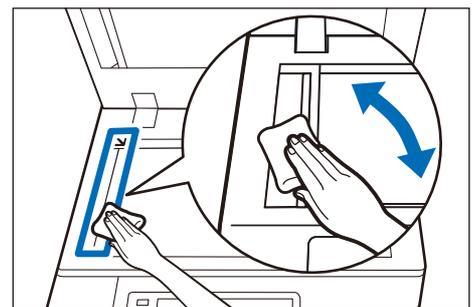
Loadable paper

Paper size (mm)	Width	49 to 297
	Length	85 to 432
Paper weight (g/m ²)	Single side printing	38 to 128
	Double side printing	50 to 128
Maximum number of sheets (sheets) (C ² paper)		130

 **Note**

- When the Fax Kit is equipped, the loadable paper size is up to 600 mm for the length.
- Paper of 38 to 209 g/m² can be loaded for the Custom Size of 49 x 85 mm to 55 x 91 mm.

- 1.** Open the Document Cover.
- 2.** Wipe off any dirt adhering to the glass strip and white plastic area located in the left side of the Document Glass.
- 3.** Close the Document Cover.
- 4.** Confirm that the document is free of tag paper, adhesive tape, staples, and clips, and stretch out the document if it is wrinkled or folded.
- 5.** Align the upper left corner of the document so that the original size is correctly detected.

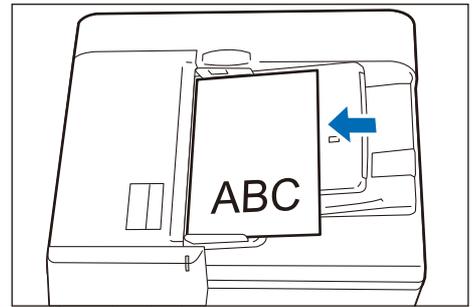


6. Load the document face up (when the document is 2-sided, place the front side up) in the center of Document Feeder.

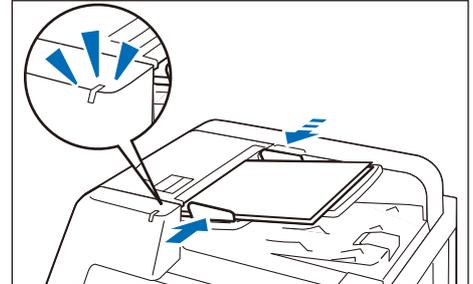


Important

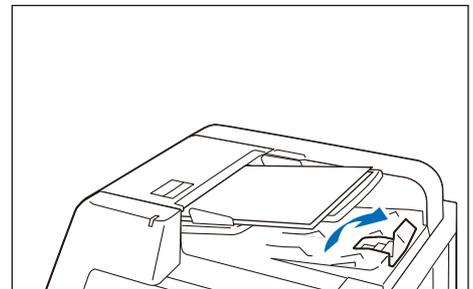
Do not set documents above the maximum fill line. It may cause paper jams or machine malfunction.



7. When the confirmation indicator lights up, move the document guide to align with both edges of the document.



8. Open the Document Stopper.

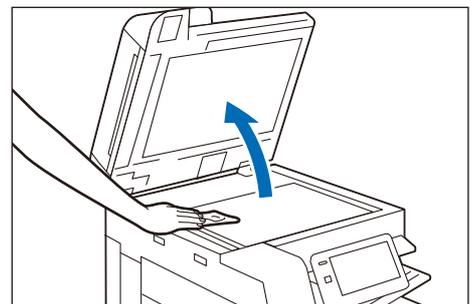


Document Glass

Loadable paper

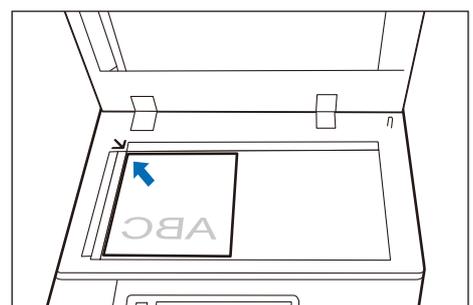
Paper size (mm)	Width	Up to 297
	Length	Up to 432

1. Open the Document Cover, and wipe off any dirt from the Document Glass.



2. Load the document face down with the document aligned with the upper left corner of the Document Glass.

3. Close the Document Cover.



3.3 Outputting Paper

Print Surface

The print surface refers to the surface printed on in single-sided printing (the first page in double-sided printing).

Trays other than Side Tray: Face-down

Side Tray: Face-up



Note

Paper cannot be output upside down.

		Single-sided printing	Double-sided printing
Paper size (mm)	Width	89 to 320	128 to 320
	Length	98 to 483	140 to 483
Paper weight (g/m ²)		52 to 300	

Long paper

Long paper cannot be used for double-sided printing.

Paper size (mm)	Length	Up to 1,200
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Note

The paper cannot be output to the Center Tray depending on the type of Finisher installed.

Output Tray capacity

A4 paper

Center Tray	Without Extra Center Tray	250 sheets
	With Extra Center Tray	400 sheets
Extra Center Tray		250 sheets
Side Tray		100 sheets



Note

- The tray capacity varies depending on the following conditions.
 - Paper size, paper weight
 - Paper types (coated paper or uncoated paper, paper curl height, etc.)
 - Single-sided prints / double-sided prints
 - Image density
- The output operation stops when the Center Tray becomes full.

Offset

 **Note**

Offset on the Extra Center Tray is optional. Offset cannot be performed on the Side Tray.

The paper is output with offset stacking for easy separation.

Use the printer driver to set the offset of outputs.

Paper size (mm)	Width	128 to 297
	Length	210 to 432
Paper weight (g/m ²)		52 to 256

Attention Light

Center Tray

Center Tray Attention Light starts blinking after a print job is started and lights up after the printing is finished. So, you can check the printing progress even when you are away from the machine.

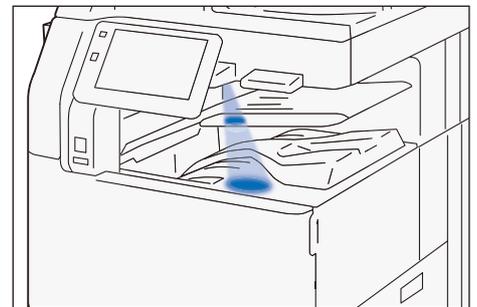
Also, the Center Tray Attention Light remains lit when ejected paper is still remaining on the Center Tray or Side Tray.

 **Note**

- Center Tray Attention Light may not blink or light up depending on the output tray used and method of finishing the job.
- In the Power Saver Mode, the Center Tray Attention Light does not turn on.

 **Refer**

From  > [Device] > [Maintenance] > [NVM Read/Write], ON/OFF of the Center Tray Attention Light can be changed for each paper output tray. For details, refer to "Settings" in "Reference Guide - Operations".

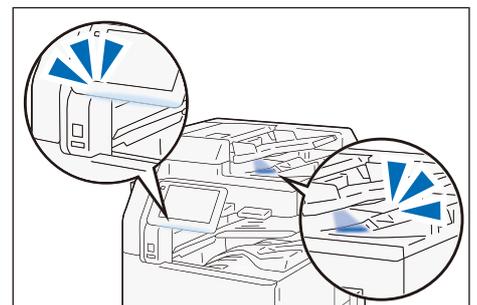


Duplex Automatic Document Feeder

The light is turned ON when a document is read and notifies the document position.

 **Note**

The light is not turned ON when a document is jammed or a job is canceled.



Inhibiting the light from lighting

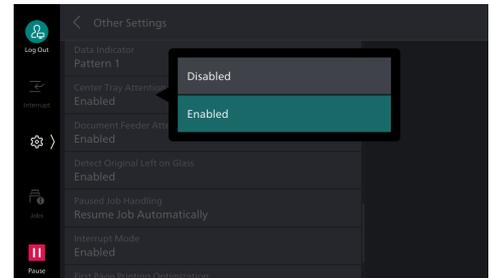
1. Login to the System Administrator Mode.

Center Tray

Tap  > [Device] > [System Settings] > [Other Settings] > [Center Tray Attention Light] > [Disabled].

Duplex Automatic Document Feeder

Tap  > [Device] > [System Settings] > [Other Settings] > [Document Feeder Attention Light] > [Disabled].

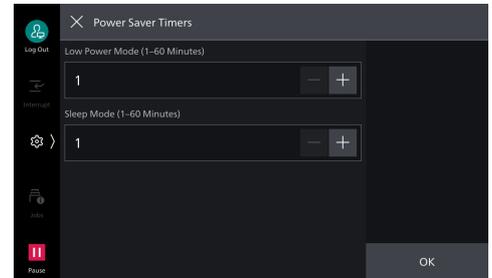


Changing the Light Lighting Duration

You can change the lighting duration of the Center Tray Attention Light.

1. Login to the System Administrator Mode.

2. Tap > [Device] > [System Settings] > [Power Saver Settings] > [Power Saver Timers], input time of [Low Power Mode] and [Sleep Mode], and tap [OK].



4 Maintenance

4.1 Consumables

Consumables recommended by our company are manufactured under the standards suitable for this machine. Using consumables not recommended by our company may affect print quality or performance provided by the product. Use consumables that our company recommends for this machine.

Consumable types
Toner Cartridge
Drum Cartridge
Waste Toner Container
Stamp Replacement Kit

Handling consumables

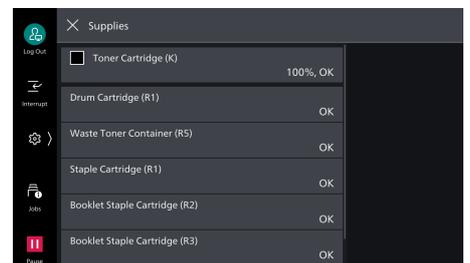
- Do not store boxes of consumables upright.
- Do not unpack consumables before use. Avoid storing consumables in the following locations:
 - In high temperature and humid locations
 - Near heat-generating devices
 - Areas exposed to direct sunlight
 - Dusty areas
- When using consumables, carefully read precautions for use instructed on their bodies or packages.
- We recommend keeping spare consumables in stock.
- To order consumables, have the product codes ready and contact our customer support center or sales agency.

Replacing consumables

To display the consumables progress, tap  > [Device Status] > [Supplies].

When the end of life for a consumable is reached, a message appears on the Touch Panel Display. Replace the consumable indicated in the message.

For the replacement method, refer to the steps provided on the box of the consumable.

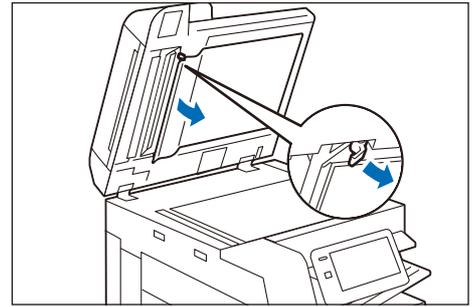


Note

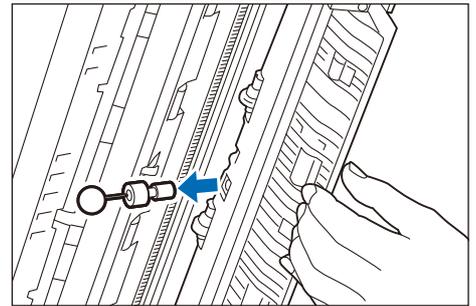
- When replacing Toner Cartridges, conduct it while the machine is on.
- When replacing a toner cartridge or Waste Toner Container, toner may spill and soil the floor. We recommend laying a piece of paper or a sheet on the floor beforehand.
- Do not take out or shake the Waste Toner Container before it is filled up. Accurate detection can become no longer possible, and the toner may be spilled from the Waste Toner Container.
- A trouble with image quality results if the Drum Cartridge is placed under a direct sunlight or intense fluorescent light, or if the drum surface is touched and scratched.

Stamp exchange kit

1. Open the Document Cover and pinch the handle to open the Side 2 scanner.



2. Stick included pins into the Stamp kit to extract Stamp ink.



3. Insert new Stamp ink.

4. Close the Side 2 scanner, then close the Document Cover.

4.2 Cleaning Main Unit

- When wiping the main unit with a wet cloth, use a soft, moistened and tightly-squeezed cloth. The main unit may break down if the moisture remains on it.
- Do not use chemicals such as benzine or thinner. Doing so may damage the paint or coating on plastic parts.

Outside the Main Unit

Exterior

1. Wipe the exterior with a soft, moistened, and tightly-squeezed cloth.

When stains cannot be removed easily, wipe them lightly with the soft cloth slightly moistened with a thin neutral detergent solution.

2. Wipe the moisture off with a dry soft cloth.

Touch Panel Display

Wipe lightly with a dry soft cloth.

When wiping the main unit with a wet cloth, wipe it lightly with a soft, moistened and tightly-squeezed cloth.



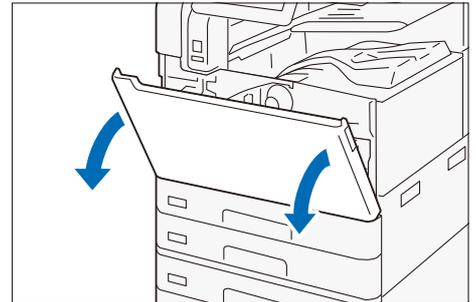
Important

Wiping the panel strongly may damage the panel. Wipe lightly.

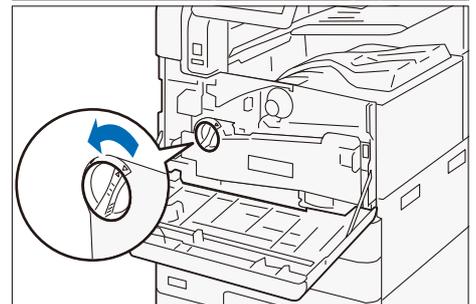
LED Printhead

When you have replaced the Waste Toner Container or Drum Cartridge, clean the LED printheads in order to prevent density and color irregularities from occurring.

- 1. Confirm that the machine is not operating, and open the Front Cover.**

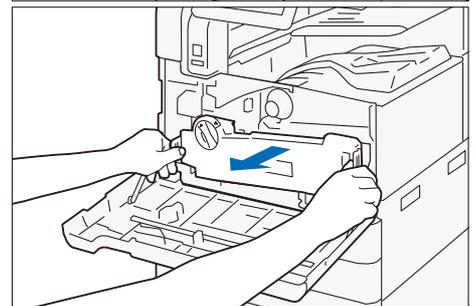


- 2. Turn the handle counterclockwise.**



- 3. Hold the tab at either end of the Conveyance Box, and remove the box.**

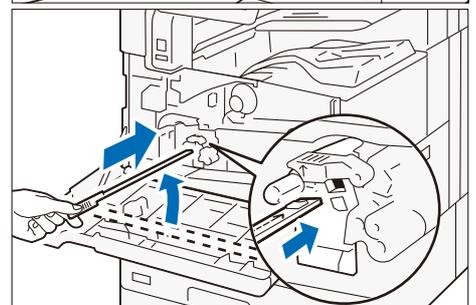
Place the removed box upright on a flat surface.



- 4. Slide out the cleaning bar from the back side of the Front Cover to clean each LED printhead.**

Orient the cleaning bar with the arrow (↑) facing up, insert the cleaning bar until it stops, and then pull it out slowly. Clean each LED printhead by repeating the back and forth action two to three times.

- 5. Place the cleaning bar back to its original position in the back side of the Front Cover.**



- 6. Return the Conveyance Box back to its original state.**

Scanner

Document cover, Document Glass, film, scanner glass

For the cleaning method, see the labels on the main unit.

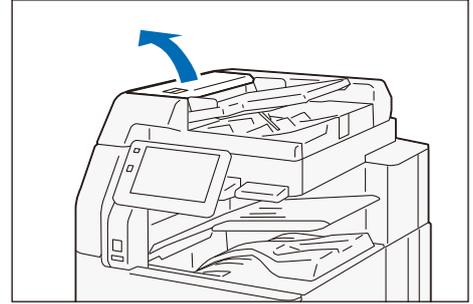
Wipe off any dirt with the supplied cloth about once a month.

When stains cannot be removed easily, wipe them lightly with the soft cloth slightly moistened with a thin neutral detergent solution.

Document Feeder rollers

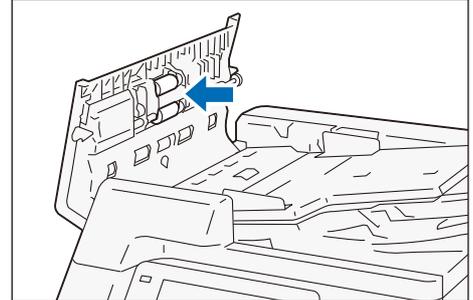
Clean the Document Feeder rollers about once a month.

1. Pull up the front handle of the Top Cover of the Document Feeder, and open the cover until it stops.



2. While turning the rollers, wipe them with a soft cloth slightly moistened with water.

3. Close the Top Cover of the Document Feeder and make sure that there is no gap on the front or rear of the cover.



4.3 Paper Jams

If paper is jammed, the machine stops and an alarm sounds. Follow the instructions displayed on the screen to remove the jammed paper.

Gently remove the paper being careful not to tear it. If paper is torn while it is being removed from the machine, remove all the torn pieces making sure that none remain inside the machine.

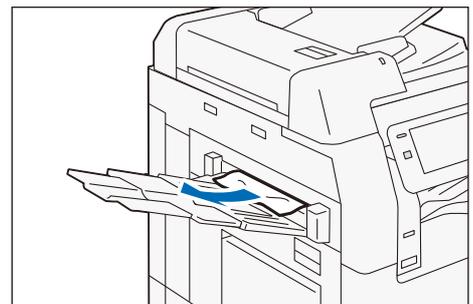
When you have finished clearing the paper jam, printing is resumed from the state before the paper jam occurred. If a paper jam occurred during copying, tap on [Start]. Copying is resumed from the state before the paper jam occurred.

Note

- If a paper jam occurred, check the paper jam position before pulling out a Paper Tray.
- Clear the paper jams while the machine is on.
- Do not touch components inside the machine. This may cause print defects.

Side Tray

1. Remove the jammed paper.



Inside Upper Left Cover

Warning

The Fusing Unit is hot. It may cause burn injury. Do not touch this unit.

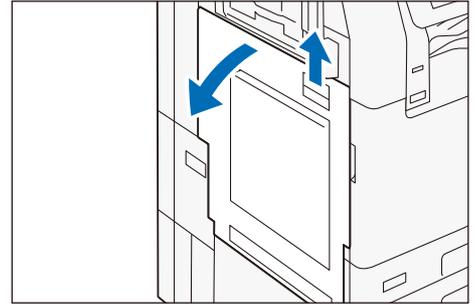
Important

Do not touch the machine's transfer belt (black film-like belt) inside the Upper Left Cover when you remove the jammed paper. The image quality may be deteriorated or the transfer belt may be damaged and need replacement.

1. While lifting up the Release Handle, open the Upper Left Cover.

Note

- When the Side Tray is installed, remove the paper in the Side Tray, close the Side Tray, and then open the Upper Left Cover.
- When High Capacity Feeder (1 tray) is installed, hold the handle and fully move the unit to the left.



Fusing Unit

1) Remove the jammed paper.

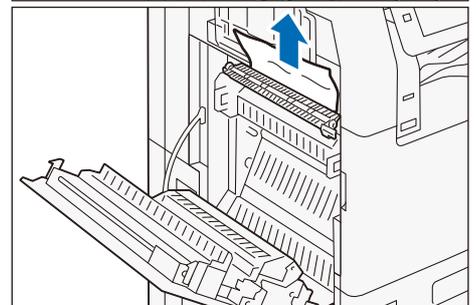
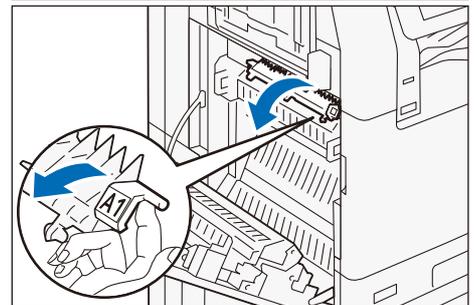
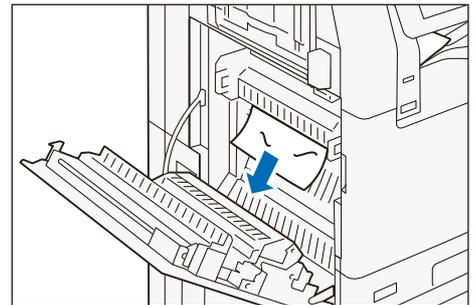
Note

When the lead edge of the jammed paper protrudes toward the Top Output Tray, pull the paper downward to remove it.

2) Pull the handle [A1].

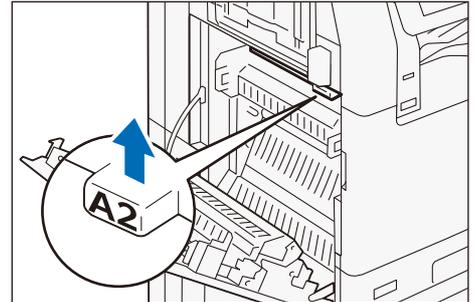
3) Remove the jammed paper.

4) Return the handle [A1] to the original position.



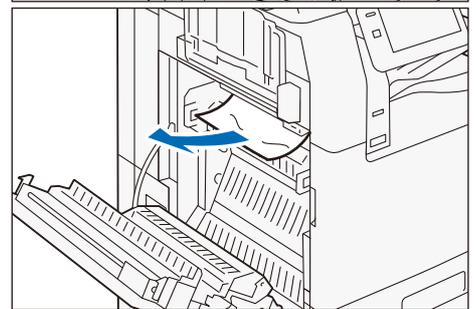
Center Tray Exit

1) Pull the handle [A2].



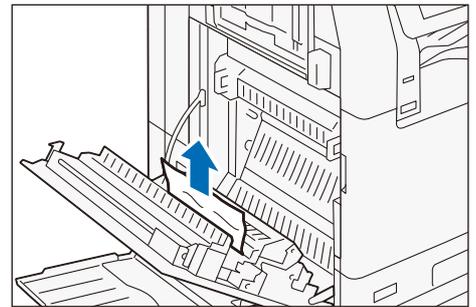
2) While holding the handle [A2], remove the jammed paper.

3) Return the handle [A2] to the original position.

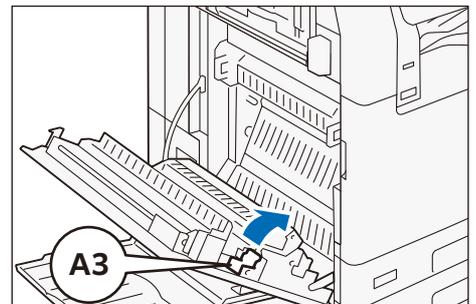


Duplex Unit

1) Remove the jammed paper.

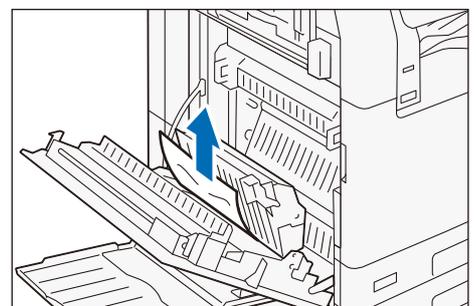


2) Pull the handle [A3].



3) While holding the handle [A3], remove the jammed paper.

4) Return the handle [A3] to the original position.



2. Close the Upper Left Cover.

Inside Lower Left Cover

1. Open the Lower Left Cover.

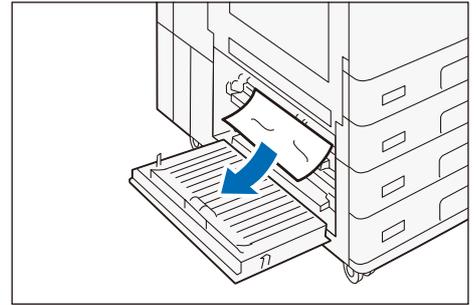
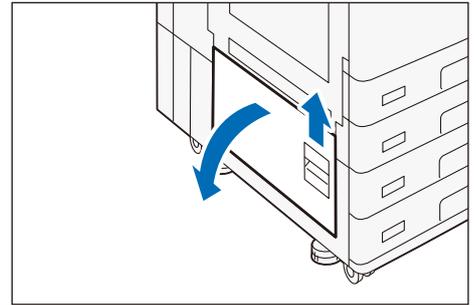


Note

When High Capacity Feeder (1 tray) is installed, hold the handle and fully move the unit to the left.

2. Remove the jammed paper.

3. Close the Lower Left Cover.

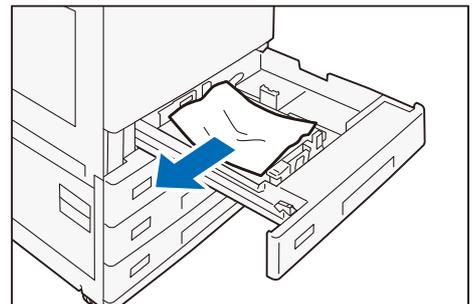
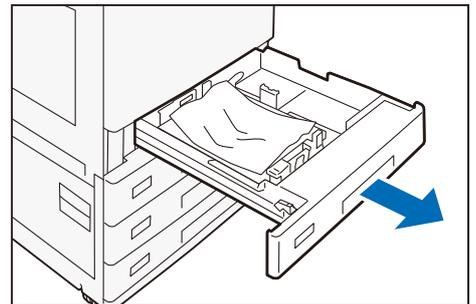


Standard Trays

1. Pull out the Paper Tray where the paper jam occurred until it stops.

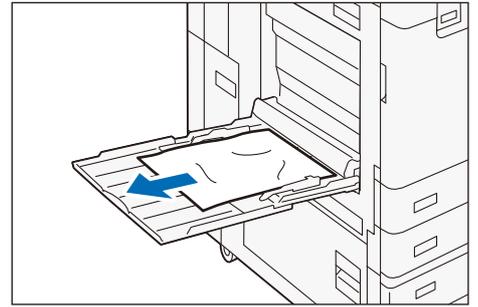
2. Remove the jammed paper.

3. Push in the Paper Tray.



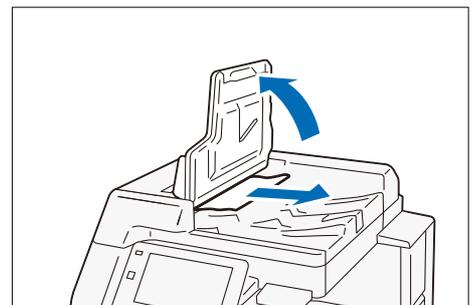
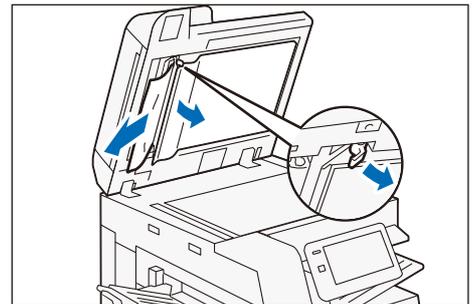
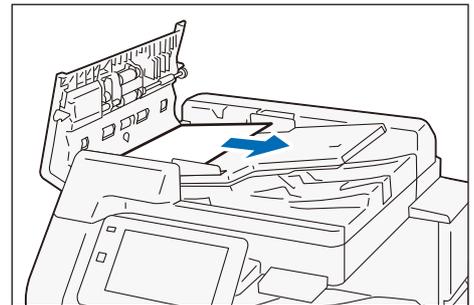
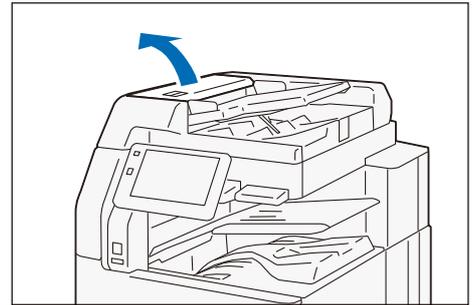
Paper Tray 5 (Bypass)

1. Remove the jammed paper.



Duplex Automatic Document Feeder

- 1.** Remove all documents from the Document Tray.
- 2.** Pull up the front handle of the cover and open the cover until it stops.
- 3.** Remove the document.
- 4.** Close the cover.
- 5.** If you cannot find the document, open the Document Cover, grip the handle to open the Side 2 scanner, and then remove the document.
- 6.** Close the Side 2 scanner, then close the Document Cover.
- 7.** Lift the Document Feeder Tray and remove the document.
- 8.** Put the Document Feeder Tray back into position.



5 Appendix

5.1 Main Specifications

This section lists the main specifications of the machine. Note that the specifications and the appearance of the product may change without prior notice.

Note

- The specifications are not intended to guarantee the image quality performance and feeding performance of all papers. Use of our brand paper is recommended. To use other paper, contact our customer support center or sales agency.
- Wireless Network Kit (optional) is sold separately. It has obtained certification separately from the main unit.
- Certified model name of Wireless Network Kit (optional): Titan2020
- Certified model name of FAX (optional): FX2A-FAX

Refer

- For specifications of optional units, refer to the chapter of the concerned unit in “Reference Guide - Optional Units”.
- For specifications of the print server, refer to the manual supplied with the print server.

Basic Specifications/Copy Function

Item	Specification
Type	Console type
Memory capacity	4 GB (Max. 4 GB)
Storage device capacity	128 GB
Scanning resolution (dpi)	600 x 600
Printing resolution (dpi)	1,200 x 2,400 (Text / Text-Photo / Photo / Map)
Halftone	256 halftones
Warm-up time	Embedded Plug-ins / Custom Services When enabled: 30 seconds or less (23 degrees Celsius room temperature) When disabled: 24 seconds or less (23 degrees Celsius room temperature)
Recovery time (Recovery time from Sleep Mode)	6 seconds or less (23 degrees Celsius room temperature)
First copy output time (A4 )	3.6 seconds or less
Reduction/enlargement	Size-for-size: 1: 1 ± 0.7% Preset: 50%, 70%, 81%, 86%, 115%, 122%, 141%, 200% Variable: 25 - 400% (1% increments)

Item	Specification				
Continuous copy speed (sheets/minute) (continuous 1-sided copy/same magnification, monochrome/color)	Paper size	JIS B5□/A4□	A4/JIS B5	JIS B4	A3
	4570	45	32	26	22
	3570	35	27	23	19
Paper Tray Capacity (Maximum number of sheets of paper)	5,880 (Standard Model + High Capacity Feeder B2)				
Continuous copy	999 sheets				
Power supply Maximum power consumption	Power supply	AC 100 V ± 10%, 15 A, 50/60 Hz common			
	Maximum power consumption (kW)	1.5			
	Standby Mode (W)	57			
	Low Power Mode (W)	44			
	Sleep Mode (W)	1.5			
 Note The Low Power Mode is not set at the time of shipment from the factory.					
Dimensions (mm)	Width 620 x Depth 720 x Height 1,119				
Weight (kg)	Model-P: 118 Model-PF/PFS: 119				
Space requirement (mm)	Width 1,056 x Depth 720 ^{*1}				
*1: When the Paper Tray 5 (Bypass) is fully extended and the stopper of the Duplex Automatic Document Feeder is pulled out.					

Print Function

Item	Specification		
Type	Built-in		
Continuous print speed	Same as the Basic Specifications/Copy Function		
 Note <ul style="list-style-type: none"> • This speed may be reduced due to image quality adjustment. • The speed may be reduced depending on the document type. 			
Printing resolution (dpi)	Standard: ART EX driver	Standard	1,200 x 2,400
		Fine	1,200 x 2,400
		Superfine	1,200 x 1,200
	Optional: Adobe® PostScript® 3™ driver	High speed (standard)	600 x 600
		Fine	1,200 x 2,400
		Superfine	1,200 x 1,200
PDL	Standard: ART EX Optional: Adobe PostScript 3		

Item	Specification	
Supported protocol	Ethernet : TCP/IP (lpd, IPP, Port9100, WSD, ThinPrint)	
Supported operating system	For information about the latest supported OS, refer to the Download page of our official website for your model.	
Built-in fonts	Standard	2 Japanese (Heisei Mincho W3, Heisei Kaku Gothic W5), 19 Western fonts
	Optional	<ul style="list-style-type: none"> • Adobe® PostScript® 3™kit Heisei 2 font version : 2 Japanese fonts (Heisei Mincho W3, Heisei Kaku Gothic W5), 136 Western fonts Morisawa 2 font version : 2 Japanese fonts (Ryumin L-KL, Gothic BBB Medium), 136 Western fonts • Emulation kit Stroke fonts (Japanese fonts, Western fonts : For HP-GL), 82 Western fonts, 37 symbol sets
Emulation	Standard	PDF, XPS, DocuWorks, TIFF, JPEG, ART IV, ESC/P (VP-1000)
	Optional	PC-PR201, HP-GL (HP7586B), HP-GL2/RTL (HP Designjet 750C Plus), PCL5/PCL6
Interface	Standard	Ethernet 1000BASE-T/100BASE-TX/10BASE-T, USB 3.0
	Optional	Wireless LAN (IEEE 802.11 a/b/g/n/ac)

Scan Function

Item	Specification	
Type	Color Scanner	
Document size	Same as the Basic Specifications/Copy Function	
Scanning resolution (dpi)	600 x 600, 400 x 400, 300 x 300, 200 x 200	
Document scanning speed	Same as the "Document scanning speed" of the Duplex Automatic Document Feeder	
Interface	Standard	Ethernet 1000BASE-T/100BASE-TX/10BASE-T
	Optional	Wireless LAN (IEEE 802.11 a/b/g/n/ac)

Item	Specification	
Box storage	Supported protocol	TCP/IP (WebDAV, HTTP)
	Output format	Monochrome binary: TIFF, DocuWorks ^{*1} , PDF ^{*1} Grayscale: TIFF, JPEG ^{*2} , DocuWorks ^{*1} , high compression DocuWorks ^{*1} , PDF ^{*1} Full color: TIFF, JPEG, DocuWorks ^{*1} , high compression DocuWorks ^{*1} , PDF ^{*1} , high compression PDF ^{*1} ^{*1} : When Internet Services is used ^{*2} : When Network Scanner Utility 3 is used
	Driver	Compatible with TWAIN interface
	Supported operating system	For information about the latest supported OS, refer to the Download page of our official website for your model.
PC storage	Supported protocol	TCP/IP (SMB, FTP, SFTP)
	Output format	Monochrome binary: TIFF, DocuWorks, PDF Grayscale / Full color: TIFF, JPEG, DocuWorks, high compression DocuWorks, PDF, high compression PDF, Microsoft Word*, Microsoft Excel* *: Optional
	Supported operating system	For information about the latest supported OS, refer to the Download page of our official website for your model.
Email	Supported protocol	TCP/IP (SMTP)
	Output format	Same as the PC storage

Fax Function



Note

The Fax Function is optional for Model-P.

Item	Specification
Original Size	Max: A3, 11 x 17", long document (max: 600 mm)
Recording paper size	Max: A3, 11 x 17", Min: A5
Transmission time	2 seconds or more but below 3 seconds Note When transmitting an A4 size 700-character document in the standard quality (8 x 3.85 lines/mm) and high speed mode (28.8 kbps or above: JBIG). This is only the transmission speed for image information and does not include the controlling time for the communication. Note that the actual transmission time depends on the content of documents, the machine that the recipient uses, and the status of the communication line.
Transmission mode	ITU-T G3

Item		Specification
Scanning resolution	Standard	8 x 3.85 lines/mm, 200 x 100 dpi
	Fine	8 x 7.7 lines/mm, 200 x 200 dpi
	Superfine	16 x 15.4 lines/mm, 400 x 400 dpi
	Superfine	600 x 600 dpi
Coding method		MH, MR, MMR, JBIG
Transmission speed		G3: 33.6/31.2/28.8/26.4/24.0/21.6/19.2/16.8/14.4/12.0/9.6/7.2/4.8/2.4 kbps
Applicable lines		G3: Telephone subscriber line, PBX, fax communication network (PSTN), 3 ports maximum (G3: 3 ports)
		 Note A maximum of 3 lines can be connected. The number of ports indicates the number of channels that can be used for communication.

Direct fax

Item	Specification
Document size	A3, JIS B4 , A4
Transmission resolution	Same as the scanning resolution of the Basic Function
Transmission speed	Same as the Basic Function
Applicable lines	Same as the Basic Function
Supported operating system	For information about the latest supported OS, refer to the Download page of our official website for your model.

Internet fax

Item	Specification
Document size	A3, JIS B4 , A4
Scanning resolution	Same as the Basic Function
Output format	Format: TIFF-FX, Compression method: MH, MMR, JBIG
Profile	TIFF-S, TIFF-F, TIFF-J
Supported protocol	Transmission: SMTP, Reception: SMTP, POP3
Interface	Ethernet 1000BASE-T/100BASE-TX/10BASE-T

IP fax (SIP)

Item	Specification
Document size	Same as the Basic Function
Scanning resolution	Same as the Basic Function
Supported protocol	SIP, JT-T.38
Coding method	Same as the Basic Function
Interface	Ethernet 1000BASE-T/100BASE-TX/10BASE-T

Duplex Automatic Document Feeder

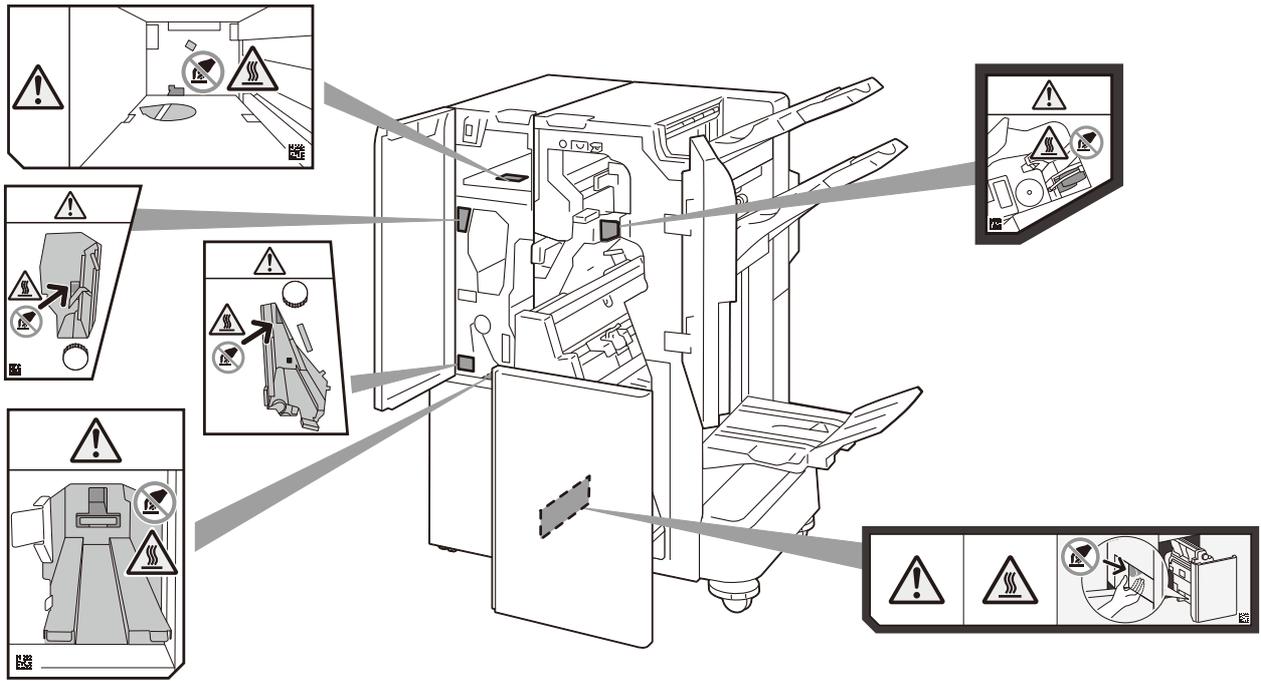
Item	Specification
Document feeder type	Single-pass Duplex Automatic Document Feeder
Document scanning speed (when copying)	Same as the continuous copy speed
Document scanning speed (when scanning)	Monochrome: 80 sheets/minute, Color: 80 sheets/minute (Single-pass duplex scanning: Monochrome 160 sheets/minute, Color 160 sheets/minute)
	 Note The values above apply when our standard document (A4) is saved in the folder at 200 dpi.

Envelope Tray (optional)

Item	Specification
Dimensions/Weight	Width 620 x Depth 566 x Height 87 mm, 3 kg

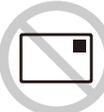
Side Tray

Item	Specification
Dimensions (mm)	Width 327 x Depth 414 x Height 179

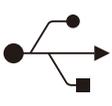
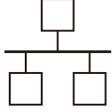


Symbols Marked on the Machine

Some of the following symbols may not be used depending on the country and/or model.

	DANGER, CAUTION, AND WARNING		DO NOT USE THIN DOCUMENT		DO NOT USE FOLDED, CREASED, OR TORN DOCUMENT
	CAUTION (HEATED SURFACE)				DO NOT THROW A TONER CARTRIDGE INTO AN OPEN FLAME
	DO NOT INSERT A FINGER		DO NOT USE ENVELOPE		DO NOT THROW WASTE TONER CONTAINER INTO AN OPEN FLAME
			DO NOT USE WINDOWED ENVELOPE		Power / Power Saving Button
			DO NOT USE POSTCARDS		PAPER JAM
	DO NOT TOUCH				HEAVY OBJECT 3.5 kg 8 lb
			DO NOT USE FOLDED, CREASED, OR CURLED PAPER		COOLING
	CAUTION (ELECTRIC SHOCK)		DO NOT USE FOLDED PAPER		ELAPSED TIME
	DISCONNECT ALL POWER SOURCE		DO NOT USE CREASED PAPER		DO NOT USE CUT AND PASTED DOCUMENT
	DO NOT INSERT A FINGER		DO NOT USE CURLED PAPER		DO NOT USE BACK CARBON PAPER
			DO NOT USE PAPER WITH STAPLES OR CLIPS		DO NOT USE TORN PAPER
	DO NOT USE INK JET PRINTER PAPER		DO NOT COPY MONEY		FACE PRINT SURFACE DOWN

	CLEANING OF SCANNER
	LONG PAPER
	MIXED SIZE DOCUMENT

	USB
	LAN

	FACE PRINT SURFACE UP
	DIRT ON THE OUTPUT DOCUMENT

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