



User's Manual

Before using the machine, please read this manual thoroughly. Be sure to keep this manual for future reference.

- This manual may not be edited, modified or copied in whole or part without the written consent of the publisher.
- Some parts of this manual are 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.

January 2023 GM1829E2-1 Edition 1

Control Panel

■ Features of Control Panel

Pressing the Home button displays the Home screen.

1. Power/Power Saving button

The power switches on.

Note

- 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 power plug is inserted.

2. 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.

3. 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.

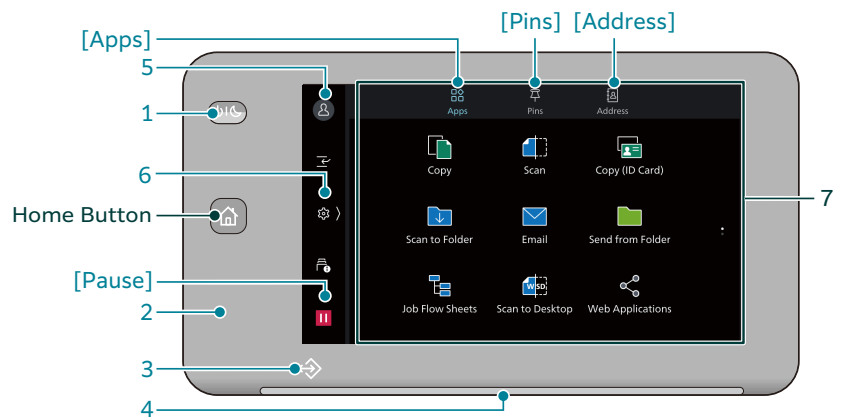
4. Status display lamp

The lamp lights up in green at an instant of operation reception. When an error occurs, the lamp blinks in orange.

5. Login

The user is authenticated when the user enters the User ID and logs in.

When the user is logged in with the administrator rights, [Administrator] is shown in this area. While the user is authenticated, tapping on the authentication information display area logs out the user, and the state becomes as unauthenticated.



6. Opening menu

Tap this to open the menu for change and check of the settings of the machine.

Tap on [<] to close the menu.

7. Home Screen

Apps/Pins/Address Screens can be displayed.

- **[Apps]**: You can tap on any of the application icons and use its functions.
- **[Pins]**: You can execute a job again using Job Direction History and the job direction history of which pin is created with [Create Pin] by user. If you create a pin of the job direction history, you can also directly activate a job without opening an application.
- **[Address]**: You can register addresses and other information. You can activate an application from a registered address.

After activating an application, the selected address is set as the destination of the application.

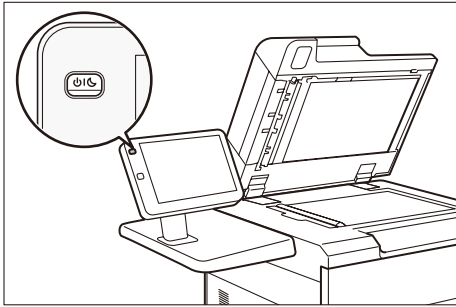
■ Switching the Power On

The printer warms up and becomes ready to print within about 5 minutes after powered on.

Note

The warm-up time may vary with an initial temperature of the printer.

1. Press the Power/Power Saving button.



The operation panel turns on.

Note

After being inactive for a while, the printer automatically enters the Power Saver mode to reduce power consumption.

■ Switching the Power Off

When the power is switched off, all the machine functions are stopped.

Important

Do not switch the power off when the machine is in the following states. If the power is switched off, the data that is being processed may be deleted.

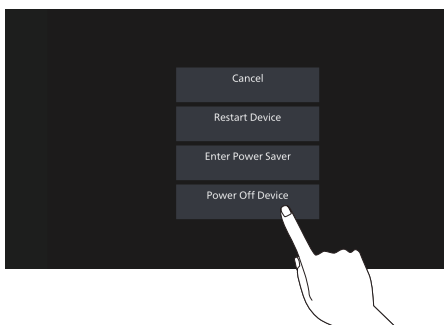
- During data reception (Data indicator is lit)
- Within 5 seconds after ejection of paper
- During copying or scanning

1. Press the Power/Power Saving button.

Note

Long pressing the Power/Power Saving button also switches off power.

2. Tap on [Power Off Device].



Note

- When you switch the power off, the Power/Power Saver button on the control panel may continue blinking even after the touch screen goes dark. Do not switch the main power off until the light of the Power/Power Saver button goes off. (You can turn on the printer again.)
- When powering the printer on after it has been switched off, wait 10 seconds or more after the touch screen has gone dark.
- You can also switch the power off by clicking [Power Off Device] on Internet Services under [Home] tab > [Support].

■ Creating Pin

If you create a pin of Job Direction History of a job that is executed in the past, you can easily execute the job with the same settings.

Note

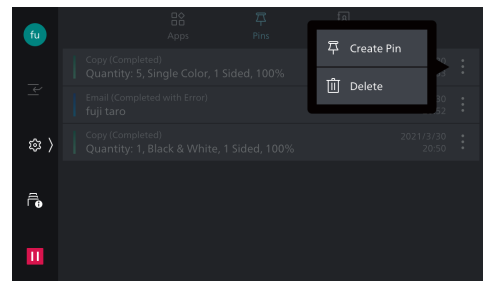
- Job direction histories and created pins are managed by each user.
- Pinned job direction histories are not overwritten.
- A pin created in an Administrator mode is shared by all users.
- Change/deletion of a shared pin can be performed in an Administrator mode.

Creating Pin of Job Direction History

1. Log in.

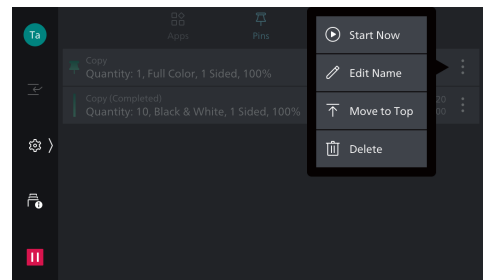
2. On the Home screen, tap on [Pins].

3. Tap on [⋮] on the right side of the history for which you want to create a pin and tap on [Create Pin].



Executing the Job from the Pinned Job Direction History

On the [Pins] screen, tap on [⋮] at the right side of the pinned job and tap on [Start Now].



■ Main Power Switch

If you turn off the main power, the power consumption can be reduced. (but cannot be reduced to zero.)

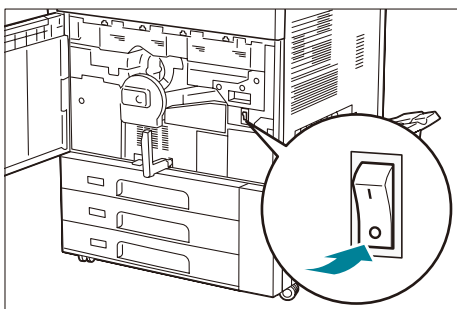
Important

- When the printer is at a high temperature, switching the main power off immediately after switching the power off prevents cooling of the machine, and this might cause problems, e.g. damage to the printer, or deterioration or clogging of toner inside the printer. Make sure the Power/Power Saving button is out and then switch off the main power.
- Cooling down may take up to 60 minutes.

Note

- The machine needs more time to warm up if switched on after the main power is off.
- Switching off the main power may damage the hard disk and the memory or cause a printer malfunction, please adhere to the following guidelines.
 - Do not switch the main power off while the touch screen displays a screen or the Power/Power Saver button blinks.
 - Switch the main power off first when unplugging the power cord.
 - Do not switch off the main power immediately after switching on the main power.

1. Open Machine Front Cover and push the lower side of the switch to <O> (OFF).

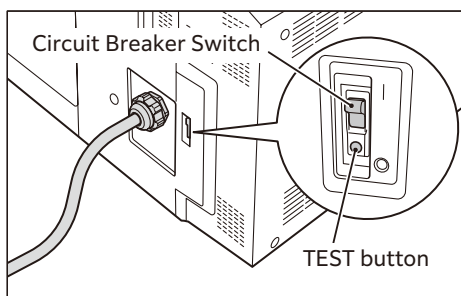


The Power/Power Saving indicator goes out on the control panel.

Circuit Breaker Switch

The switch is normally in the upper position.

If the machine will be moved or unused for an extended period of time, turn off the switch by pressing it to the lower position.



When fault current is detected, the circuit breaker is automatically turned off to discontinue the electrical flow. Do not touch the breakers under normal condition. For information on fault current, refer to the "Safety Notes".

Refer

For Circuit Breaker Switch of the optional units, refer to Reference Guide Optional Units.

Loading Paper

Important

- Do not place paper or other objects in the reserved space of the tray. It may cause paper jams or machine malfunction.
- While the printer is processing a job, do not remove the Paper Tray used for the job.

Note

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.

This section explains how to load the plain paper into the tray 1 to 3.

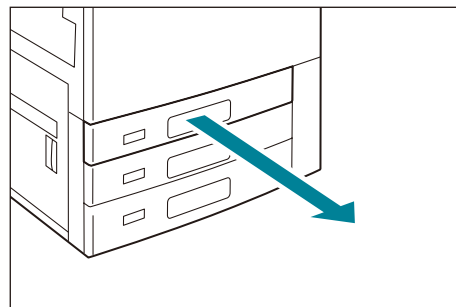
Loadable Paper

Paper size	Standard size: Max: A3, 11×17" Min: A5 Non-standard size: 140×182 mm to 330×488 mm
Paper weight	64 to 256 g/m ²

1. Pull out the Paper Tray until it stops.

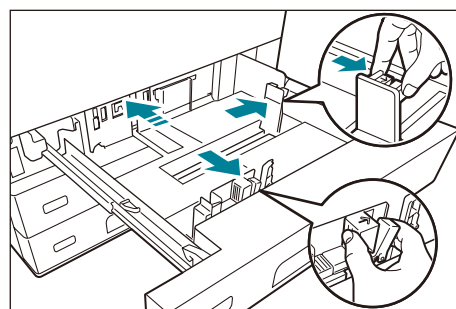
Note

The illustration here shows Tray 1 as an example, but the procedures are the same for Trays 2 and 3.

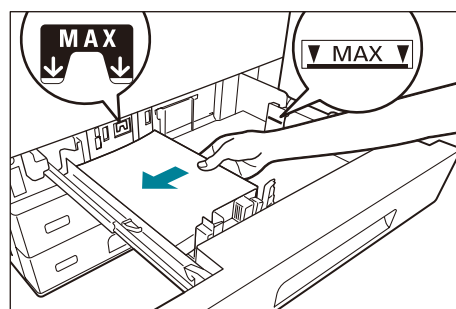


2. When paper is already loaded in the tray, take out the paper.

3. Pinch the guide clip(s) and adjust to the correct paper size.



4. Fan a stack of paper, face the print surface down, 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.

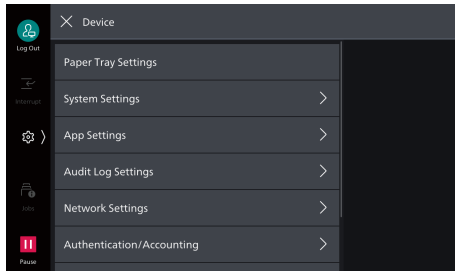
Note

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

5. Push in the Paper Tray.

6. When you have changed the paper type, set the Paper Tray on the Device screen.

- 1.** Tap on  > [Device] > [Paper Tray Settings].



- 2.** After tapping on the number for the Paper Tray you have loaded the paper, configure the paper items, and then tap on [OK].

7. When printing, configure the paper settings from the printer driver.

Copy/Scan

1. Set the document.



Multiple sheets



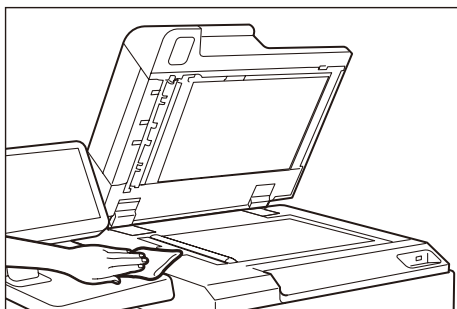
1 sheet

Document Feeder

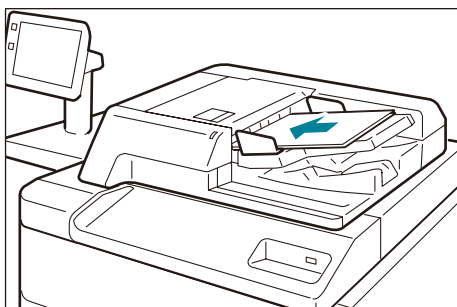
Loadable paper

Paper size	Max: A3, 11 x 17" Min: A6 Non-standard sizes: 84.0×139.7 mm to 297×432 mm
Paper weight	Single side printing: 38 to 200 g/m ² Double side printing: 50 to 200 g/m ²

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

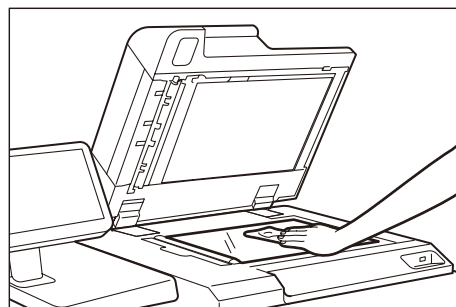
Do not set documents above the maximum fill line. It may cause paper jams or machine malfunction.

Document Glass

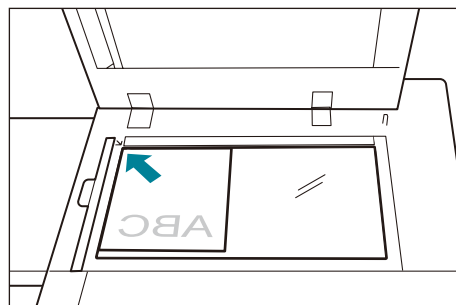
Loadable paper

Paper size	Max: A3 Min: A6
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1. Open the Document Cover, and wipe off any dirt from the Document Glass.

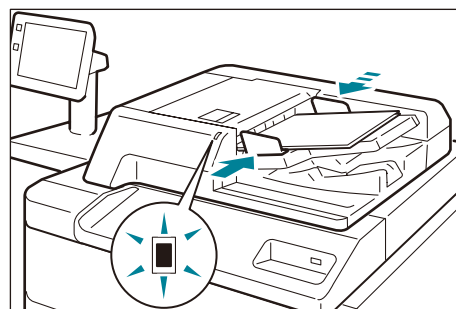


2. Load the document face down with the document aligned with the upper left corner of the Document Glass.

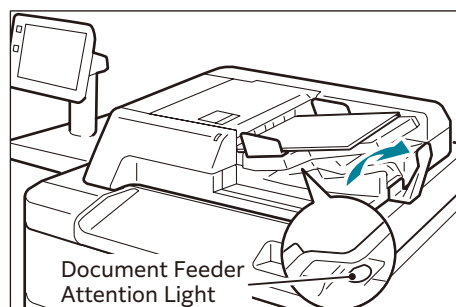


3. Close the Document Cover.

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



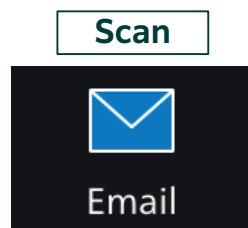
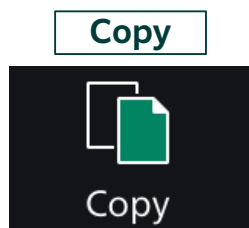
8. Open the Document Stopper.



Note

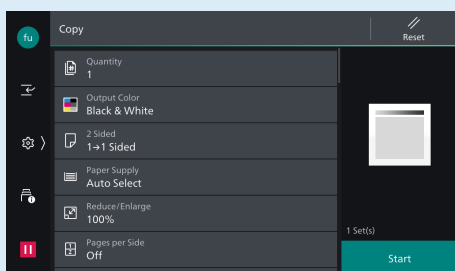
To prevent a document from being left behind, "Document Feeder Attention Light" is turned on after the Scan job is completed and turned off after approx. 3 sec.

2. On the [Apps] screen, tap on the desired Application icon.



Copy

1. As needed, configure the setting items.



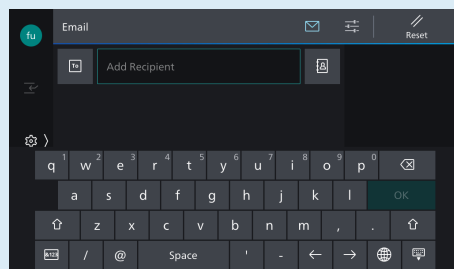
2. Tap on [Start].

Scan (Email)

Note

- [Scan to Folder], [Scan], [Scan to USB], and [Scan to Desktop] are also available as methods for scanning.
- To send an e-mail, the e-mail settings need to be configured in the Device beforehand.

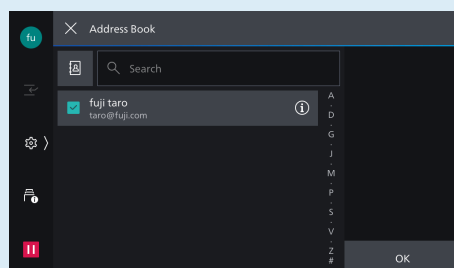
1. Specify the recipient by directly entering using the keyboard or by tapping on the Address Book (📖).



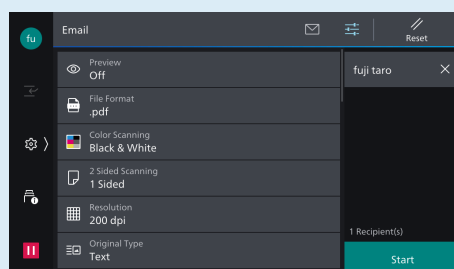
Note

- When specifying multiple recipients by directly entering using the keyboard, tap on recipients to add.
- To change the recipient type (To/Cc/Bcc), tap on 📧.

2. Tap on [Done] or [OK].



3. Tap on 📧 and configure the setting items as needed.



4. Tap on [Start].

Safety Notes




Before using this product, read "Safety Notes" carefully for safety use.


This product and recommended supplies have been tested and found to comply with strict safety requirements including safety agency approvals and compliance with environmental standards. Follow the following instructions for safety use.


 **WARNING**


Any unauthorized alteration including an addition of new functions or connection to external devices may not be covered by this product warranty. Contact your local representative for more information.


Follow all warning instructions marked on this product. The warning marks stand for the followings:


 DANGER	Used for item that if not followed strictly, can lead death or severe or fatal injuries and the possibility to do it is comparatively high.
 WARNING	Used for items that if not followed strictly, can lead to severe or fatal injuries.
 CAUTION	Used for items that if not followed strictly, can cause injuries to user or damages to machine.


: A symbol for items to pay attention to when handling machine. Follow instructions carefully to use machine safely.



Caution



Caution for electrostatic breakage



Flammable



Explodable



Electric shock



Heated surface



Moving object



Pinched fingers



Rotating Parts Hazard



Sharp Edge Hazard



Sharp Edge Hazard


: A symbol for prohibited items. Follow instructions carefully to avoid any dangerous acts.



Prohibited



No fire



Do not touch



Do not use in bathroom



Do not tear down



Keep away from wet


Never touch with wet hand

: A symbol for items that must be performed. Follow instructions carefully to carry out these essential tasks.


Instructions



Unplug


Ground/Earth


Electrical Safety


 **WARNING**


This product shall be operated by the power source as indicated on this product's data plate label. Consult your local power company to check if your power source meets the requirements.


 **WARNING:** Connect this product to a protective earth circuit.


This product is supplied with a plug that has a protective earth pin. The plug fits only into an earthed electrical outlet. This is a safety feature. If the plug doesn't fit to the outlet, contact an electrician to replace the outlet to avoid risk of electric shock. Never use an earthed adapter plug to connect the product to the electrical outlet that has no earth connection terminal. Improper connection of a grounding conductor may cause electric shock.


 Plug the power cord directly into a grounded electrical outlet. To prevent overheat and a fire accident, do not use an extension cord, a multi-plug adaptor or a multiple connector. Consult your local representative to check if an outlet is grounded.

 Connect this product to a branch circuit or an outlet that has larger capacity than the rated ampere and voltage of this product. See the data plate on the rear panel of this product for its rated ampere and voltage.


 Never touch the power cord with wet hands. It may cause electric shock.


 Do not put an object on the power cord.

 Always keep the plug connection free of dust. The dusty and damp environment may bring about minute electric current in a connector. It may generate heat and eventually cause a fire accident.


 To avoid the risk of electric shock and a fire accident, only use the power cord supplied with this product or the ones designated by our company. The power cord is exclusive use for this product. Do not use it for any other product. Do not damage or alter the power cord. Damage and alteration may generate heat and eventually cause electric shock or a fire accident. If the power cord is damaged or insulated wires are exposed, contact your local representative for its replacement. Do not use a damaged or uninsulated cord to avoid the risk of electric shock and a fire accident.


 **CAUTION**

 When cleaning this product, always switch off and unplug it. Access to a live product interior may cause electric shock.

 Do not unplug or re-plug this product with the switch on. Plugging and unplugging a live connector may deform the plug and generate heat, and eventually cause a fire accident.

 Hold the plug not the cord when unplugging this product, or it may damage the cord and cause electric shock or a fire accident.

 Always switch off and unplug this product when it is not used over weekends or long holidays. It may cause deterioration of insulations and eventually electric shock or a fire accident.

 Once a month, switch off this product and check if

- the power cord is plugged firmly into an electrical outlet;

- the plug is not excessively heated, rusted or bent;
 - the plug and electrical outlet are free of dust; and
 - the power cord is not cracked or worn down.
- Once you notice any unusual condition, switch off and unplug this product first and contact your local representative.

Machine Installation

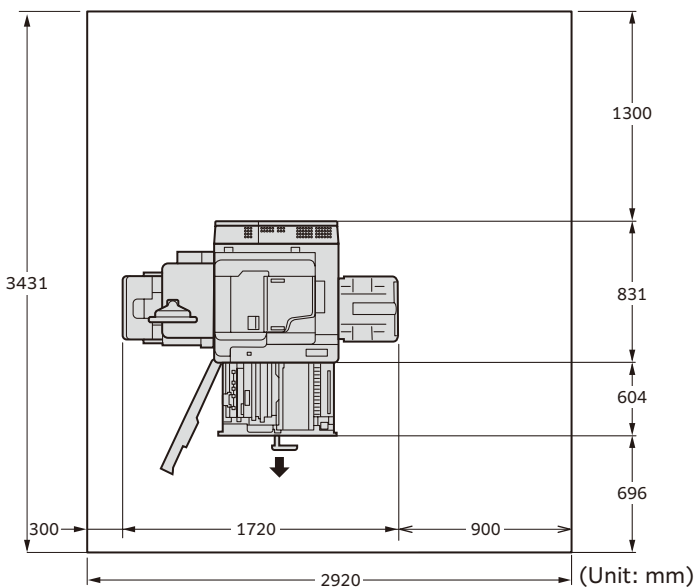
⚠ WARNING

Do not locate this product where people might step on or trip over the power cord. Friction or excessive pressure may generate heat and eventually cause electric shock or a fire accident.

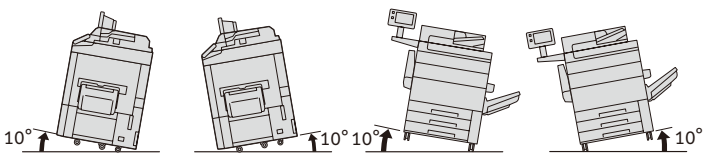
⚠ CAUTION

- Never locate this product in the following places:
 - Near radiators or any other heat sources
 - Near volatile flammable materials such as curtains
 - In the hot, humid, dusty or poorly ventilated environment
 - In the place receiving direct sunlight
 - Near cookers or humidifiers
- Keep away the packing materials of product from small children. The thin film may cling to nose and mouth and prevent breathing.
- Locate this product on a level and sturdy surface that can withstand a weight of 302 kg (minimum configuration). Otherwise, if tilted, this product may fall over and cause injuries.
- Locate this product in a well-ventilated area. Do not obstruct ventilation openings of this product. Keep the minimum clearance as follows for ventilation and an access to the power plug. Unplug this product if an abnormal condition is noted.

Minimum configuration



Do not incline this product at more than 10° angle. Otherwise, it may fall over and cause injuries.



Always lock the wheels of this product after installation. Otherwise, it may fall over or slide and cause injuries.

To bundle wires and cables, always use the cable ties and spiral tubes that our company supplies. Otherwise, it may cause some defects.

Operational Safety

⚠ WARNING

The operator's product maintenance procedures are described in the manuals supplied with this product. Do not carry out any other maintenance procedures not described in the manuals.

This product features safety design not to allow operators access to hazard areas. The hazard areas are isolated from operators by covers or protectors which require a tool to remove. To prevent electric shock and injuries, never remove those covers and protectors.

To avoid the risk of electric shock and a fire accident, switch off and unplug this product promptly in the following conditions, then contact your local representative.

- This product emits smoke or its surface is unusually hot.
 - This product emits unusual noise or odor.
 - This power cord is cracked or worn down.
 - A circuit breaker, fuse or any other safety device becomes activated.
 - Any liquid is spilled into this product.
 - This product is soaked in water.
 - Any part of this product is damaged.
- Do not insert any object into slots or openings of this product. Do not put any of the followings on this product:

- Liquid container such as flower vases or coffee cups
 - Metal parts such as staples or clips
 - Heavy objects
- If liquid is spilled over or metal parts are slipped into this product, it may cause electric shock or a fire accident.

Do not place liquid, particles, small metal pieces or their containers in Consumables Storage Unit. Spills may cause electric shock or fire due to short-circuit.

Do not place dangerous objects (e.g., fragiles, volatile and flammable chemicals, creatures) in Consumables Storage Unit. Otherwise, it may cause catching fire.

Do not use conductive paper such as origami paper, carbonic paper or conductively-coated paper. When paper jam occurs, it may cause short-circuit and eventually a fire accident.

When cleaning this product, use the designated cleaning materials exclusive to it. Other cleaning materials may result in poor performance of this product. Never use aerosol cleaners to avoid catching fire and explosion.

When you play the media (e.g., CD-ROM, DVD) supplied with this product, always use said media-enabled device. Otherwise, large sound may damage its speakers or your ears.

Laser Safety

CAUTION: Any operations or adjustments not stated in the operation manual may cause hazardous light exposure and eventually burn injuries or loss of eyesight. This product has been tested and found to comply with the Class 1 Laser Equipment requirements defined by the international standard IEC60825-1:2014 and has no light exposure hazard. This product has no hazardous light emission as it features light protection components and covers to shut in all light beam during operation and maintenance.

⚠ CAUTION

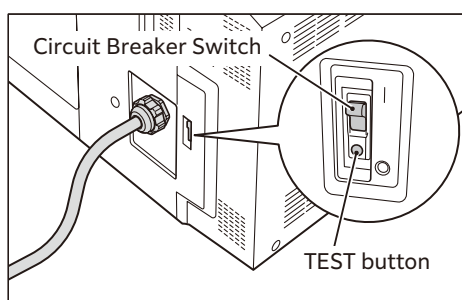
! Always follow all warning instructions marked on or supplied with this product. To avoid the risk of burn injuries and electric shock, never touch the area with the "Heated surface" or "Electric shock" marks on.

⊘ Keep electrical and mechanical safety interlocks active. Keep the safety interlocks away from magnetic materials. Magnetic materials may accidentally activate this product and cause injuries or electric shock.

! A ground fault interrupter is embedded in this product. If current leakage occurs, the ground fault interrupter automatically cuts off power circuit to prevent electric shock and a fire accident. The ground fault interrupter is normally ON (in the "I" state). Check once a month if the ground fault interrupter works properly in accordance with the following procedures:

1. Switch off this product.

2. Press the TEST button.



3. Check that the switch is turned off and in the "O" state.

4. Set the switch to "ON" (in the "I" state).

If the circuit does not work properly, contact your local representative.

! Do not attempt to remove a paper deeply jammed inside this product, particularly a paper wrapped around the fusing unit or the heat roller. Otherwise, it may cause injuries or burns. Switch off this product immediately and contact your local representative.

⊘ Never touch the paper output area of the finisher during operation. It may cause injuries.



Be careful in removing jammed staples.

! Be careful not to get injured by waste staples when detaching a staple waste container.

! Waste staples may come out with output paper. Be careful not to get injured by the staples.

⊘ Never touch safety interlocks. When a front cover is open, safety interlocks become activated to stop this product. Do not apply pressure on safety interlocks with a coin or screwdriver. Otherwise, this product may become activated and cause injuries.

⊘ Do not staple punched holes of paper. Sharp points of a staple may cause injuries.

! Be careful not to drop an object when you bring it out from Consumables Storage Unit. Otherwise, you may get injured.

! Grip the handhold on a door of Consumables Storage Unit when you open and close it. Do not hold an upper or bottom edge of the door. Otherwise, you may get injured.

! Do not add a shock to a door of Consumables Storage Unit. Otherwise, the door may break to drop off and you may get injured.

⊘ Do not apply excessive force to hold thick document on the document glass. It may break the glass and cause injuries.

! To move this product to another location, contact your local representative.

! Ventilate well during extended operation or mass copying or printing. It may affect the office air environment due to odor such as ozone in a poorly ventilated room. Provide proper ventilation to ensure the comfortable and safe environment.

■ Consumable

⚠ WARNING

! Store all consumables in accordance with the instructions given on its package or container.

! Never use a vacuum cleaner for spilled toner and residual toner in this product, toner cartridge or waste toner container. It may catch fire by electric sparks inside a vacuum cleaner and cause explosion. Use a broom or a wet cloth to wipe off the spills. If you spill a large volume of toner, contact your local representative.

⊘ Never throw a toner cartridge into an open flame. Remaining toner in the cartridge may catch fire and cause burn injuries or explosion. If you have a used toner cartridge no longer needed, contact your local representative for its disposal.

⊘ Never throw a waste toner container into an open flame. Toner may catch fire and cause burn injuries or explosion. If you have a used waste toner container no longer needed, contact your local representative for its disposal.

⚠ CAUTION

! Keep toner cartridges out of the reach of children. If a child accidentally swallows toner, spit it out, rinse mouth with water, drink water and consult a physician immediately.

! When replacing toner cartridges, be careful not to spill the toner. In case of any toner spills, avoid contact with clothes, skin, eyes and mouth as well as inhalation.

- ! If toner spills onto your skin or clothing, wash it off with soap and water.
- If you get toner particles in the eyes, wash it out with plenty of water for at least 15 minutes until irritation is gone. Consult a physician if necessary.
 - If you inhale toner particles, move to a fresh air location and rinse your mouth with water.
 - If you swallow toner, spit it out, rinse your mouth with water, drink plenty of water and consult a physician immediately.

■ Other

⚠ WARNING

This equipment is compliant with Class A of CISPR 32. In a residential environment this equipment may cause radio interference.

■ Regulation

! Shielded interface cables must be used with this product to maintain compliance with EMI standard.

More online support options.....

TO ACCESS MORE ONLINE SUPPORT OPTIONS

Please go to our website, <https://fujifilm.com/fbglobal/eng/support> and then select your country to proceed.

■ Drivers & Utilities

ACCESS THE LATEST PRODUCT SUPPORT TOOLS ONLINE

Fully tested printer drivers, utilities and software patches are available for our products.

■ Self Help

SELF DIRECTED SUPPORT READY WHEN YOU NEED IT

Solutions are provided in multiple languages. Download useful posters, "How-to" guides, video tutorials and more. Designed for desktop and mobile viewing, our site provides fast and self-directed support in seconds and minutes.

Need more support?

■ eLogging

TECHNICAL SUPPORT CENTRE

Log hardware or software support requests online via your local support website.

Our people are highly skilled, industry certified professionals. Accessing state of the art laboratories and remote diagnostic tools to replicate problems and provide timely solutions.

With direct access to product development and engineering, this focused team assists in the resolution of complex technical issues.

■ Contact us

Localized Technical Support Centre phone details can be accessed via the "Contact" link for your country.

Go to, <https://fujifilm.com/fbglobal/eng/support> and then select your country to proceed.