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Chapter 1
Introduction
About this manual

This user manual explains how to scan documents on the Océ 31x5E. It describes the individual steps in the scanning process and how to monitor the progress of your scan jobs. In addition, the manual covers what to do when unexpected errors or problems with scan jobs occur.

The Océ 31x5E has an excellent reputation in the market because of its outstanding copy quality and its productive speed. These characteristics also apply to scanning. Scanning speed - even at high precision - is optimized for professional daily usage. Even with its high precision and speed, the Océ 31x5E is easy to use and very reliable.

Scanning on the Océ 31x5E was mainly developed for Print-on-Demand purposes, that is, scan now, print later. In this respect, scanning is supplied to you as a total system solution. On the other hand, scanning on the Océ 31x5E is built as an open system. It uses widely-used standards like TIFF and PDF packaging for scanned documents. Scan files are compressed in size without loss of quality before being transmitted. This compression adheres to standards like CCITT.T6. The use of standards means that you can also use applications developed by other vendors to broaden the use of scanned files in your organization.

Your IT department or your Océ system consultant can help you integrate the scan solution into your organization by defining so-called scan profiles to customize the use of scan files.

Despite all these possibilities, scanning documents is as easy as making copies. That is what you can expect from Océ.
Scanning on the Océ 31x5E

Scanning is the process of optically reading a paper original and digitizing it in order to:
- print it at a later time
- archive and/or view it
- fax or email it
- reuse parts of it
- etc.

On the Océ 31x5E, the scan function was basically developed to scan information and print it later on demand.

[1] Scanning for Print-on-Demand

Place the paper originals to be scanned in the automatic feeder or on the glass platen, select settings and start scanning. The information is digitized and converted to a TIFF file or a PDF file which is then sent by the DAC to a specific directory on an NT server. Using the Océ Job SubmitIT application, you can then browse to this directory, select the TIFF/PDF file and send it to the Océ 31x5E to be printed.
In addition to the function just mentioned, these TIFF/PDF files can be used in many other ways. You can scan paper originals for archiving - which takes less space in digital form - or think of many other ways in which you can use this powerful tool. To do so, you will need software applications that are not delivered by Océ as part of this product. For example, you may need a file manager, fax application, or program that allows you to view the pages in the TIFF/PDF file on your PC screen, etc.

These (non-Océ) applications may be installed on your PC or may be running on the server to which the TIFF/PDF files are transported.
About scan profiles

Use of profiles Scan profiles are used to select a combination of specific scan settings. These settings produce a TIFF/PDF file that is optimized for a specific purpose. With a scan profile, the name of the resulting TIFF/PDF file can also be influenced. That is, you may be asked to enter a number which will be part of the file name. Or, all files created by a specific scan profile will have a specific prefix which is used to recognize files prepared for a specific application.

This means that a selected scan profile always applies to the entire job. In the case of a combined scan job, you cannot select different scan profiles for parts of the job.

Standard profiles The Océ 31x5E is delivered with two standard scan profiles that have been defined by Océ:
- Printing 600 dpi, which generates a TIFF/PDF file that is optimized for printing on the Océ 31x5E. A printed copy of this file is of excellent quality, but the file size may be large.
- Viewing 300 dpi, which generates a TIFF/PDF file that is optimized for viewing or archiving purposes. The file size is smaller, but when printed on the Océ 31x5E produces a printed copy of less quality.

Your system administrator may have added company-specific scan profiles to this list.

No default profile There is no default profile. Scan profiles are listed in alphabetic order and one of these is always selected. Resetting the settings or switching to another application does not change this selection. This means that if you do not select another profile, the one previously used will be applied.

Note: When the system administrator has updated the list of profiles, or when the machine was restarted, the first profile in the list will be selected.

Default file name The default name of a TIFF/PDF file generated with the profiles provided by Océ contains the date and time of scanning (“scanjob_yyyymmdd_hhmmss.tif”), unless your system administrator has changed this.
Examples of using scan profiles

To understand the benefits of using scan profiles, have a look at the following two examples.

**Confirm file name**  Let’s say you have a document which contains pages that you would like to email to another colleague. Of course, you want to keep the file as small as possible, so you select a profile which scans at 300 dpi, for example, the Océ profile ‘Viewing 300 dpi’. Let us suppose that your system administrator has adjusted this profile in such a way that you are requested to confirm the file name.

This means that you are able to write down the file name of the resulting TIFF/PDF file and are thus able to quickly locate this file later on the server.
Enter job number  Let us assume that your system administrator has created a template called ‘Fax’, which you are told to use when you want to send a fax. Having selected this profile and after starting the job, you are requested to enter a telephone number.

How many digits you must enter for the number, is indicated by the lozenge-shaped symbols: the total represents the maximum number of digits, whereas those in bold represent the minimum number of digits of which the job number must consist.

The display also shows the file name which will be given to your job. The first part of the file name will always be the same for all jobs scanned with this profile. In our example, this is the word ‘Fax’, followed by the telephone number you entered and the date/time.

Once your originals have been scanned and the resulting TIFF/PDF file has arrived on the file server, a customized fax application on the server detects an incoming file starting with the prefix ‘Fax’ and automatically sends this file to the specified fax number.

Note: Such a fax application as described, is not part of the product delivered by Océ, but may have been bought from another supplier or have been specially developed.
Chapter 2
Scan jobs

This chapter describes both simple and combined scan jobs. Which method to use for which type of originals is explained in the introduction. Furthermore, it contains information about how to stop and remove jobs.
Introduction

There are basically two types of originals that are commonly scanned. Each type requires a different scanning procedure.

**Standard originals** This type of original consists of pages which are all the same size and are on 20 lb. bond paper. The information is identical on all pages, so no special settings for individual pages are required. The total number of sheets in the set does not exceed 50 sheets of 8.5x11” or 35 sheets of 11x17” size paper.

With this type of original, the set of originals can be placed in the automatic feeder and scanned as a single job. When finished, the set of scanned pages is stored as one single TIFF/PDF file. This method is called simple scanning.

**Special and/or mixed originals** The set of originals consists of originals which vary in size or consist of more than 50 sheets. Or, the information on some pages may require deviating settings. The set may also contain special originals (books, photographs, originals smaller than 11x17”) which need to be scanned from the glass platen.

In this case, the set of originals must be scanned in a number of subsets. Each subset consists of one or more originals. When finished, all subsets will be combined into a single TIFF/PDF file. This method is described as combined scanning.

**Other settings** You can change settings to get the right images in the resulting file, such as reduced/enlarged pages or quality adjustments. If you use the simple scanning method, these settings apply to the entire job, whereas for combined scanning these settings apply to part of the job, or even individual pages.
Simple scanning

The fastest way to scan a set of identical originals of a standard paper size is by using the document feeder. The physical size of the document feeder limits the set to 50 sheets of 8.5x11” size (20 lb. bond) or 35 sheets of 11x17” size.

**Note:** Originals on a non-standard paper size or special material can only be copied from the glass platen (see ‘Combined scanning’ on page 22).

The direction in which you place the top of your original pages into the automatic feeder is important. If you place originals with the text upside-down, the pages will appear upside-down in the digital document. Figure 5 shows correct and incorrect ways of placing originals into the automatic feeder.

![Correct and incorrect feed directions](image)

**Note:** Scanning and printing 8.5x11” originals is most productive when using long-edge feed.

The document feeder detects the size of the original and automatically detects the corresponding page size for the digital document. By factory default, it is assumed that originals are printed 1-sided and that the pages contain portrait-oriented information. This means that you only need to change original settings if you have a 2-sided copy and/or landscape-oriented information.
Simply indicate what your originals look like by selecting the corresponding icon. By doing so, you ensure that the information in the digital document is read from top to bottom. And this, in turn, allows you to determine later on how to print the digital document (or process it in another way).

**Scanning a set of identical originals**

1. Select the Scan mode.
   The list of available scan profiles is shown.
2. If not yet selected, select the required profile using the arrow buttons.
3. Place the originals (max. 50 sheets of 8.5x11" or 35 of 11x17" paper) in the automatic document feeder and adjust the original guides.
   The page size for the digital document is automatically selected.
   **Note:** The originals must all be the same size and must be flattened. See appendix A for an overview of originals that can be used.
4. Open the ‘Original’ section.
5. Indicate whether the originals are 1 or 2-sided.
6. Select the icon representing the orientation of information and the binding of your original pages (‘Book binding’ or ‘Calendar binding’).
7. Select other settings as required, e.g. reduction or enlargement.
8 Press the start button ( ).

Note: You may need to enter a number and/or press the start button to confirm the file name. This depends on the scan profile selected for this job. If so, this will be indicated on the display.

The originals will be scanned sheet by sheet and the image information will be converted to a multipage TIFF/PDF file and stored on the server. The name of the TIFF/PDF-file always contains the date and time of scanning. This allows you to distinguish your scan job in the list of files on the server.
Combined scanning

When to use  When you need to scan a set of originals which consists of pages that vary in size, type of material or consists of more than 50 sheets, you must scan these originals in separate parts. Non-standard originals need to be copied from the glass platen, which means that each page is a separate part of a scan job. For each part of a scan job you can change job settings as required.

Example  Suppose you want to scan a report on 8.5x11” paper to which you want to add a number of 11x17” pages (to be reduced to fit on 8.5x11” paper) plus a couple of photographs. You need a couple of copies now and you know you will have to make some more copies in the near future. For scanning the 11x17” pages, you need different settings than for the 8.5x11” pages, and the photographs need to be copied from the glass platen.

Page size selection  The page size selection is set to ‘Automatic’ by default, which means that the page size for the digital document is automatically selected to produce an image of the same size. This selection is based on the paper size of originals in the automatic feeder. The size of originals on the glass platen, however, cannot be automatically detected. This means that you must manually select the required page size when scanning originals other than 8.5x11”, portrait (the default setting) from the glass platen.

Indication of parts  This means that the full set of originals must be scanned in separate parts, as each part requires specific settings. And, you need to start scanning each part using the combine button and indicate the last part in the sequence with the start button. When finished, all parts will be combined into a single TIFF/PDF file.

Required disk space  Each time the combine button or the start button is pressed, the Océ 31x5E checks whether there is sufficient disk space left to store the scanned information. If not, the job will not be started.

Scanning and combining subsets of originals

1  Select the Scan mode.

The list of available scan profiles is shown.

2  If not yet selected, select the required profile using the arrow buttons.

3  Place the first set of originals in the automatic document feeder or align the first original on the glass platen.

4  Open the ‘Original’ section.
5 Indicate whether the originals are 1 or 2-sided (from the glass platen only 1-sided originals can be scanned).
6 Press ‘Book binding’ or ‘Calendar binding’ to select the icon representing the orientation of information and the binding of your original page(s). See figure 6 on page 20.
7 For an original on the glass platen only: open the 'Digital document' section and select the required page size.
   **Note:** *Make sure that the orientation of the original on the glass platen corresponds with the orientation of the selected page size.*
8 Select other settings as required, e.g. reduction or enlargement.
9 Press the combine button ( ).
   **Note:** *You may need to enter a number and/or press the start button to confirm the file name. This depends on the scan profile selected for this job. If so, this will be indicated on the display.*
10 Place the next set of originals in the automatic document feeder or align the next original on the glass platen.
11 Select required settings.
12 Press the combine button ( ).
13 Repeat steps 10 through 12 for each next set or original.
14 When finished, press the start button ( ) to indicate the end of the job.
15 Press the start button ( ) once more to confirm the end of the job.
   **Note:** *The person in charge of the Océ 31x5E may have deselected the request for confirmation.*
Reducing or enlarging images

**Originals in the automatic feeder** When you place an original on standard paper size (11x17”, 8.5x11” or 5.5x8.5”) in the automatic feeder, the corresponding page size is automatically selected. If you need an enlarged or reduced image instead, simply select the required page size. In doing so, the page size selection will switch to manual. Because the ‘Enlargement or reduction’ function is set by default to automatic, the corresponding reduction/enlargement percentage will be set accordingly. If, for some reason you wish to use another percentage, you can manually select a reduction or enlargement percentage of between 25 and 400%.

**Originals on the glass platen** The size of originals cannot be automatically detected on the glass platen. Thus, when scanning from the glass platen, you will have to select the page size and possibly a reduction or enlargement percentage manually.

**Zoom direction** The starting point and the zoom direction differs for originals in the automatic feeder versus originals on the glass platen. This effects the position of the image on the page (see figure 8).

![Diagram showing zoom differences between automatic feeder and glass platen](image)

[8] Reduction/enlargement differences between glass platen and automatic feeder

**Test copy** Make a test copy first, especially when reducing or enlarging from the glass platen. Start scanning when you are satisfied with the result.
Reducing or enlarging images

1. Select the Scan mode.
   The list of available scan profiles is shown.
2. If not yet selected, select the required profile using the arrow buttons.
3. Place the set of originals in the automatic document feeder or align the original on the glass platen.
4. Open the ‘Original’ section.
5. Indicate whether the originals are 1 or 2-sided (from the glass platen only 1-sided originals can be scanned).
6. Press ‘Book binding’ or ‘Calendar binding’ to select the icon representing the orientation of information on your original page(s). See figure 6 on page 20.
7. Press the ‘Digital document’ section button and select the required page size.
   For an original in the automatic feeder, the required reduction or enlargement percentage is now set.
8. To manually set a required reduction/enlargement percentage, press the ‘Reduction or enlargement’ function button and then use ‘<’ or ‘>’, in order to select one of the preset standard values.
   ‘▲’ or ‘▼’, in order to select a percentage between 25 and 400%.
9. Select other settings as required.
10. Start scanning using the combine button ( מנתה) or the start button (やりentence).
Optimizing scan quality

The Océ 31x5E is designed with Océ’s patented Image Logic digital scanning technology. This makes it possible to detect photos, rasters and fine lines on the original and process the information in such a way that it results in a digital image of very high quality. This means that in most cases, you do not need to adjust quality settings for an optimal result.

**Image optimization** Using the ‘Optimize’ function (in the ‘Digital document’ section) is only necessary for special originals. You can choose one of two options to optimize the scanned image:

- **Photo**: when you select the ‘Photo’ option, the whole original will be scanned as a photo. If this option is not used, a lower quality scan of text on the original may occur.
- **Text**: when you select the ‘Text’ option, the whole original will be scanned as text. If this option is not used, a lower quality scan of photos on the original may occur.

**Lighter or darker image** In addition to other features, you can select to produce a lighter or darker image, in combination with the ‘Optimize’ function to get the best results.

**Test copy** To test which settings produce the best image quality for printing on the Océ 31x5E, make a copy first. Start scanning when you are satisfied with the result.
Improving the image quality

1. Select the Scan mode.
   The list of available scan profiles is shown.
2. If not yet selected, select the required profile using the arrow buttons.
3. Place the set of originals in the automatic document feeder or align the original on the glass platen.
4. Open the ‘Original’ section.
5. Indicate whether the originals are 1 or 2-sided (from the glass platen only 1-sided originals can be scanned).
6. Press ‘Book binding’ or ‘Calendar binding’ to select the icon representing the orientation of information on your original page(s). See figure 6 on page 20.
7. Open the ‘Digital document’ section.
8. If required, select the required page size.
9. Go to the ‘Image quality’ settings (see figure 9).
10. Press the ‘Optimize’ function button in order to select the ‘Text’ or ‘Photo’ options.
11. If required, use the arrow buttons to select a lighter or darker output.
12. Select other settings as required.
13. Start scanning using the combine button (>Type 1) or the start button (Start).
Stopping a scan job

Occasionally you may want to stop the scanning process to change settings, or to complete other tasks.

Stopping the scanning of a scan job

1. Press the orange ‘C’ correction button.
   - If the scan job was started with the start button, the Océ 31x5E will be ready for a new scan job. Pages already scanned will be removed from memory.
   - If the scan job was started with the combine button, the Océ 31x5E will be ready to scan the next part. Pages of the canceled subset are removed from memory, whereas scanned pages of previous subsets are kept in memory.

2. To remove the previous subsets from memory as well, press the ‘C’ correction button again.
Removing scanned jobs

You may want to remove scan jobs which you have finished scanning. Whether you can still remove the job in question, depends on the status of the job in progress (see figure 10):

- Jobs that you have finished scanning, but that are still waiting in the set memory for transport to the DAC, can be removed. The display shows the number of waiting jobs (max. 15).
- Jobs that have arrived at the DAC or have already been transferred from the DAC to the server cannot be stopped. These files can only be deleted from the server.

[10] The scanning process

Please be aware that you cannot remove a specific scan job. You can only remove all finished scan jobs in the set memory. If you want to remove selected jobs only, wait for the jobs to arrive on the server.

Note: The current job (if any) that you are still scanning and that you have not yet finished, will remain in the set memory.

Removing finished scan jobs from the set memory

1. Press the red stop button ‘◉’.
2. Press the start button (●) to confirm (or press ‘C’ to cancel).
Chapter 3
Monitoring job progress

This chapter explains how to monitor the progress of scan jobs using the optional Océ Print Logic application.
Introduction

The optional Print Logic software allows you to monitor scan jobs from your PC. Figure 11 shows which tools can be used to give information about a specific part of the process.

[1] Monitoring points in the scanning process

**The printer monitor** When you start the Printer monitor a small window appears on your desktop that keeps you informed of all activities on the Ocê 31x5E (copying, printing, mailbox printing or scanning).

**The job control window** In the ‘current job’ section of this window you can also monitor the activities of the Ocê 31x5E. But more importantly, when a scan job is being executed, you will also see the file name of the resulting TIFF/PDF file.

**The scan monitor** When you start the Scan monitor, a small window appears on your desktop that informs you on the status of all scan jobs waiting on the DAC for transfer. The Scan monitor can be configured to send a notification when all jobs have been transferred. And, you can select to be notified whenever the Ocê 31x5E requires your help.
Monitoring scanning

The Printer monitor keeps you informed of all activities on the Océ 31x5E (copying, printing, mailbox printing or scanning). You will also be informed of any problems which occur during one of these activities.

The current job section of the job control window shows information about the current job. It can be very useful to find out which file names will be used for a scan job. This file name will be visible as long as scanning continues (which might be a short amount of time if the jobs are small).

Opening the job control window
1 Click the Start menu button, click ‘Programs’, then click ‘Océ’, then ‘Print Logic’ and finally click ‘Job control’.
2 If a dialog appears with a list of printers, select the required printer(s) from the list.
3 Click OK.
   Note: You can also select this option from the Tools menu of the Available printers window, or by double-clicking the Job monitor or Printer monitor.

Opening the printer monitor
1 Click the Start menu button, click ‘Programs’, then click ‘Océ’, then ‘Print Logic’ and finally click ‘Printer monitor’.
2 If a dialog appears with a list of printers, select the required printer(s) from the list.
3 Click OK.
   Note: You can also start the Printer monitor by selecting the printer(s) in the Available printers window and then selecting ‘Printer monitor’ from the Tools menu or the menu available by clicking on the right mouse button.

The Printer monitor will be opened, showing the activities of one or more printers. Each time there is a problem, you will be notified (as long as the Printer monitor is active).
Monitoring file transfer

When using the Print Logic software you can monitor the progress of the transfer of scan jobs from the DAC to the file server. The Scan monitor is a very useful tool which can be opened on your desktop (see figure 12) and which keeps you informed about the status of your scan jobs on the DAC.

Note: If you use more than one Océ 31x5E with the optional scan function, you will be able to start a Scan monitor for each one. This is especially useful for monitoring multiple machines.

You can start the Scan monitor manually or automatically each time you start Windows.

Starting the Scan monitor

1. Click the ‘Start’ button and then point to ‘Programs’, ‘Océ’, then ‘Print Logic’ and finally click ‘Available printers’.
2. Select the printer whose scan jobs you want to monitor.
3. On the ‘Tools’ menu, click ‘Scan monitor’.
   A scan monitor will open for the selected printer and inform you as to how many jobs are waiting on the DAC for transfer to the server.
4. Repeat steps 2 and 3 for every additional printer you want to monitor. Each monitor will be appended to the previous one.

Notice that an icon will also be added to the system tray located at the far right of the Windows Task bar.

Note: When the Scan monitor is closed (but not quit entirely) you can hold your mouse cursor over the Scan monitor icon in the system tray. You will then also get information about the number of pending jobs.
**Autostarting the Scan monitor**

1. Click the 'Start' button, and then point to 'Settings'.
2. Click 'Taskbar', and then click the Start Menu 'Programs' tab.
3. Click 'Advanced', then double-click the 'Programs' folder.
   - In the 'Océ' folder, you will find a program folder with the name 'Print Logic', unless you have installed Print Logic in another program folder.
4. Double-click the program folder containing the 'Print Logic tools'.
5. Copy the Scan monitor application.
6. Open the StartUp folder in the Programs folder.
7. Paste the copied application.
8. Close the windows.

Each time you start Windows, the Scan monitor in the StartUp folder will be automatically started.
Changing Scan monitor settings

When the Scan monitor is active, by default you will receive a message each time all scan jobs are ready and have been transferred from the DAC to the server (the counter reaches zero). If the Network Copier needs your help while scanning a job, you will also be notified. These Scan monitor settings can be changed.

1. Using your right mouse button, click the ‘Scan monitor’ window.
2. Click ‘Options’.
3. Select or deselect the option to be notified when all scan jobs are ready.
4. Select or deselect the option to be alerted when the printer needs help while scanning jobs.
5. Click OK.

![Options for scanning window](image)

[13] Scan monitor settings

Changing notification options for scanning

1. Using your right mouse button, click the ‘Scan monitor’ window.
2. Click ‘Options’.
3. Select or deselect the option to be notified when all scan jobs are ready.
4. Select or deselect the option to be alerted when the printer needs help while scanning jobs.
5. Click OK.
Hiding/showing the Scan monitor

You can hide the Scan monitor, if required. In that case, the monitor is still active (shown as an icon in the system tray at the far right of the task bar) and you still receive messages. And, having hidden the monitor, you can show it again.

The Scan monitor window can also be placed on top of all other windows.

▼ Hiding / showing the scan monitor
1 Place the mouse cursor on the title bar of the monitor window.
2 Click the right mouse button and select the 'Hide' option.
   The Scan monitor icon is now only shown in the system tray.
   **Note:** You can also click the X-button in the top right corner of the monitor window to hide the monitor.
3 To show the monitor again, double-click on the monitor icon in the system tray.

▼ Placing the Scan monitor on top
Using your right mouse button, click on the Title bar of the Scan monitor window and click 'Always on top'.
Quitting the Scan monitor

The Scan monitor consists of two parts: the window on the desktop and the icon in the task bar. In order to quit the Scan monitor entirely, you have to close both elements.

1. Place the mouse cursor on the title bar of the monitor window.
2. Click the right mouse button and select 'Exit'.

   The Scan monitor closes and quits.

   If you click the X-button in the top right corner of the monitor, you only hide the monitor. The monitor icon is still shown in the system tray (at the far right of the task bar). To quit, place the mouse cursor on the tray icon, click the right mouse button and select 'Exit'. To remove one printer from the list, use the right mouse button and click on it. Then click 'Remove'.

   ————
Chapter 4
Problem solving

This chapter describes a number of problems as well as corrective actions. If you encounter problems you cannot solve, contact your system administrator who in turn may contact the Océ help desk.
## Error messages and possible solutions

<table>
<thead>
<tr>
<th>Message</th>
<th>Description</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Scan job cannot be started because the previous file could not be transported”</td>
<td>Initializing of a new scan job will be refused if the DAC has less than a certain amount of free local disk space.</td>
<td>Allow the DAC some time to send files to the server. If it takes too long, ask your system administrator to check the proper working of the network connection.</td>
</tr>
<tr>
<td>“Scan job(s) aborted. This and the previous file could not be transported”</td>
<td>Disk full and other problems resulting from insufficient space on file server.</td>
<td>Allow the DAC some time to send files to the server. If it takes too long, ask your system administrator to check the proper working of the network connection.</td>
</tr>
<tr>
<td>“Please wait. # jobs being processed (maximum)”</td>
<td>Limited number of possible files reached</td>
<td>Allow the DAC some time to send files to the server. If it takes too long, ask your system administrator to check the proper working of the network connection.</td>
</tr>
<tr>
<td>“Scan job limited to 500 pages” or “Job consists of too many images. Job has been finished.”</td>
<td>You cannot scan more than 500 pages and combine them into a single TIFF/PDF file.</td>
<td>Press start to indicate that the job is ready. Scan the remaining originals as a new job. Use the PC to combine the two resulting TIFF/PDF files.</td>
</tr>
</tbody>
</table>
## Incorrect images when viewing

<table>
<thead>
<tr>
<th>Problem description</th>
<th>Possible cause</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>All pages appear upside-down</td>
<td>You have placed the originals in the wrong direction in the automatic feeder or on the glass platen.</td>
<td>Scan the originals again and make sure they are correctly placed (see figure 5 on page 19).</td>
</tr>
<tr>
<td>Every 2nd page appears upside-down</td>
<td>The binding option you selected does not correspond with the orientation of the information on your original pages.</td>
<td>Scan the originals again and select the correct binding option (see figure 6 on page 20).</td>
</tr>
</tbody>
</table>
| All pages appear sideways (90 or 270 degrees rotated) | a. Wrong orientation selected  
   b. Original feed direction confused with orientation of information  
   c. The imaging application you use does not process the TIFF/PDF file in the right way. | Scan the originals again and select the correct binding option (see figure 6 on page 20 and figure 7 on page 20). If the problem persists, your imaging application is probably the cause. Try another application. |
## Error situations when monitoring

<table>
<thead>
<tr>
<th><strong>Problem description</strong></th>
<th>The scan monitor or printer monitor shows the icon 🚭 and/or the counter does not decrease within a reasonable period of time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Possible cause</strong></td>
<td>The connection between the DAC and the Network Copier has been lost.</td>
</tr>
<tr>
<td><strong>Solution</strong></td>
<td>Report the problem to your system administrator.</td>
</tr>
</tbody>
</table>
Appendix A
Overview and tables
# Product specifications

| Process                      | Organic photo conductor  
|                             | Océ Copy Press technology,  
|                             | 600 dpi LED digital copying,  
|                             | Image Logic for copy and scan quality. |
| Print speed Océ 3145E       | 46 8.5x11"-pages a minute, for 1-sided copies  
| Scan speed Océ 3145E        | 40 8.5x11"-pages a minute, for 2-sided copies  
| Print speed Océ 3155        | 52 8.5x11"-pages a minute, for 1-sided as well as 2-sided copies  
| Scan speed Océ 3155         | 52 8.5x11"-pages a minute  
| Print speed Océ 3165E       | 62 8.5x11"-pages a minute, for 1-sided as well as 2-sided copies  
| Scan speed Océ 3165E        | 54 8.5x11"-pages a minute  
| Resolution                  | Scanning: 400 dpi x 256 shades of grey  
|                             | Printing: 600 dpi, black/white  
| Warm-up time                | About eight minutes  
| Original sizes              | Via automatic document feeder:  
|                             | Either European paper sizes (max. A3, min. A5) or USA paper sizes (max. 11x17", min. 5.5x8.5"), capacity: 50 sheets of 8.5x11", 20 lb. bond paper at a time; can be refilled during the copying process.  
| Glass platen                | all sizes  
| Copy sizes                  | max. 11x17", min. 5.5x8.5", from four paper trays, totalling 3,500 sheets, automatic selection of paper size  
| Set memory capacity         | Standard 128 Mb RAM.  
| Output                      | In finisher: output per set (one page can also be a set) max. 650 unstapled sheets 8.5x11” portrait-oriented paper, 20 lb. bond (Océ 3145E and Océ 3155), max. 1000 unstapled sheets 8.5x11” portrait-oriented paper, 20 lb. bond (Océ 3165E, optional on Océ 3145E and Océ 3155). In upper output tray: output per page max. 450 sheets all paper sizes on 20 lb. bond  
| Finishing                   | Automatic stapling of either max. 35 (Océ 3165E) or 50 (Océ 315x5E) sheets of 20 lb. bond paper in the upper left corner. Manual stapling. Provided with covers, separation sheets, blank pages and appendices.  

<table>
<thead>
<tr>
<th><strong>Exposure setting</strong></th>
<th>Automatic optimal copy quality using exposure adjustment for the entire page including photo setting (Image Logic).</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Zoom</strong></td>
<td>25 - 400%, manual enlargement or reduction</td>
</tr>
</tbody>
</table>
| **Scan job limitations** | Max. 500 images in one TIFF/PDF file  
Max. 500 parts to be combined into 1 scan job  
Max. 15 jobs being processed at the same time  
Max. 100 profiles  
Max. 15 digits to be added to file name |

**Note:** More information regarding the product specifications can be found in the Océ 31x5E safety information sheet in appendix B.
## Originals that can be used

<table>
<thead>
<tr>
<th>Originals</th>
<th>Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Original sizes</strong></td>
<td></td>
</tr>
<tr>
<td>Glass platen</td>
<td>max. 11x17”</td>
</tr>
<tr>
<td>Automatic document feeder</td>
<td>min. 5x7”</td>
</tr>
<tr>
<td>Automatic document feeder</td>
<td>max. 11x17”</td>
</tr>
<tr>
<td><strong>Original weight</strong></td>
<td></td>
</tr>
<tr>
<td>Glass platen</td>
<td>any weight (max. 22 lbs.)</td>
</tr>
<tr>
<td>Automatic document feeder</td>
<td>50 sheets on 20 lb. bond</td>
</tr>
<tr>
<td><strong>Original type</strong></td>
<td></td>
</tr>
<tr>
<td>Glass platen</td>
<td>any type original</td>
</tr>
<tr>
<td>Automatic document feeder</td>
<td>slightly curled, undamaged originals 1 and 2-sided</td>
</tr>
</tbody>
</table>

**Note:** Do not use transparent originals in the automatic document feeder.
## Functional overview scan mode

<table>
<thead>
<tr>
<th>Section</th>
<th>Subsection</th>
<th>Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original</td>
<td></td>
<td>Original</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Book binding</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Calendar binding</td>
</tr>
<tr>
<td>Digital document</td>
<td>Page size</td>
<td>Selection</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Size</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Enlargement or reduction</td>
</tr>
<tr>
<td></td>
<td>Image quality</td>
<td>Optimize</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lighter or darker</td>
</tr>
<tr>
<td>Special settings</td>
<td>System management</td>
<td>Available profiles</td>
</tr>
</tbody>
</table>
Appendix B
Hardware components and operating panel
1 staple remover
2 original unit cover
3 automatic feeder
4 original receiving tray
5 operating panel
6 upper output tray
7 11x17" paper rest

8 stapler
9 finisher tray
10 special feeder
11 lower output tray
12 on/off button
13 paper compartment
14 small front door
Operating panel

1 graphic display
2 section buttons
3 arrow buttons
4 stop button
5 correction button (C)
6 function buttons
7 copy quantity buttons

8 copy counter
9 start button
10 combine button
11 without function
Appendix C
Safety information
General safety information

For questions about Océ products which are related to health, safety and the environment, please contact your Océ organisation at the address listed in the last appendix of this manual.

Radio interference

**Note:** This equipment has been tested and found to comply with the limits for a class A device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the user manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

FCC = Federal Communications Commission.

Symbols

Stickers with the following illustrations are used in this machine to indicate parts which should not be touched due to high voltage or extreme heat, or parts which require extra attention:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Caution, high voltage" /></td>
<td>Caution, high voltage</td>
</tr>
<tr>
<td><img src="image" alt="Caution, high temperature" /></td>
<td>Caution, high temperature</td>
</tr>
<tr>
<td><img src="image" alt="Caution" /></td>
<td>Caution</td>
</tr>
</tbody>
</table>
Instructions for safe use

Attention: Products designed by Océ are developed and tested in conformance with the strictest international safety standards. However, to help assure the safe operation of these products, it is important that:

- you carry out maintenance only as far as prescribed in this manual.
- you observe the following safety recommendations:

**Maintenance**

- Do not remove any screws from fixed panels.
- Do not place any liquids on the machine.
- Use maintenance materials or other materials for their original purpose only. Keep maintenance materials away from children.
- Do not mix cleaning fluids or other substances.
- To avoid damage and the risk of personal injury, all modifications to Océ equipment are strictly reserved for properly qualified and trained service technicians.

**Power connection**

- Do not move the machine yourself: contact Service.
- If unforeseen circumstances force you to re-install the machine without the assistance of Océ Service, make sure that the machine is connected to a power outlet which is equipped with a fuse or circuit breaker with the appropriate capacity.
- Do not bridge any mechanical or electrical circuit breakers.
- Do not use an extension cord to connect the machine.
- We recommend that you connect only copy-control devices or other devices which meet (inter)national product safety and radio-frequency interference standards, and that you use connection cables recommended by Océ.
- This equipment is not designed for connection to an IT power system. (An IT power system is a voltage network in which the neutral wire is not connected to earth.)
- For equipment connected via a wall outlet: place the machine close to an easily accessible wall outlet.
- For equipment connected to the electrical system via a permanent connection: make sure that the disconnect device in the permanent connection is easily accessible.
Ventilation and location

- Do not block the machine's ventilation openings.
- Make sure that the machine is placed on a level, horizontal surface which is strong enough to bear the full weight of the machine. See the Océ 31x5E safety data sheet in this appendix for information about the weight of the machine.
- Make sure that there is sufficient space around the machine. This facilitates both proper loading of materials and equipment maintenance.
- Do not place the machine in a room which is subject to excessive vibration.
- Do not place the machine in a room that is too small and insufficiently ventilated. See the Océ 31x5E safety data sheets in this appendix for information about space and ventilation requirements.

General

- Always use materials recommended by Océ and developed for this Océ machine. Materials not approved by Océ may cause damage to your machine.
- Do not use the machine if it is making unusual sounds. Remove the plug from the power outlet or turn off the switch in the fixed connection to the electrical system and contact Service.
Safety data sheets for the Océ 31x5E

The disclaimer below is valid for all safety datasheets in this manual.

**Disclaimer** The safety data sheets for the Océ 31x5E have been compiled as a compact guide to safe product handling and operation, and to the best of our knowledge contains the most complete and accurate information possible. We reserve the right to revise these safety data sheets as new information becomes available. It is the user’s responsibility to determine the suitability of this information for the adoption of the appropriate safety precautions for his organization, and to contact Océ to make sure that he is in possession of the latest version of the sheets. If and insofar as limitation of liability is permitted under the applicable laws, we accept no liability for any inaccuracies that may occur in this information.
The content of this safety data sheet is subject to the disclaimer of liability on page 57 of this manual.
The content of this safety data sheet is subject to the disclaimer of liability on page 57 of this manual.
# Safety data sheet Océ 3145 Digital Copier

**PRODUCT SAFETY DATA SHEET**

**Number**  
E-720-b-US

**Date**  
February 2001

---

**Model**  
Océ 3145 DC (machine number > 30,000)

**Description**  
Electrostatic digital copier, console model, plain paper, organic photoreceptive belt, powder toner, automatic duplexing.

**Max. process speed**  
45 A4 prints/min or 23 A3 prints/min

---

## Dimensions

<table>
<thead>
<tr>
<th>Width</th>
<th>Depth</th>
<th>Height</th>
</tr>
</thead>
<tbody>
<tr>
<td>1032 mm</td>
<td>885 mm</td>
<td>1290 mm</td>
</tr>
</tbody>
</table>

---

## Weight

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>413 kg</td>
<td></td>
</tr>
</tbody>
</table>

---

## Voltage

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>220 V</td>
<td>208 V</td>
</tr>
<tr>
<td>120 V</td>
<td></td>
</tr>
</tbody>
</table>

---

## Frequency

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>60 Hz</td>
<td>60 Hz</td>
</tr>
<tr>
<td>60 Hz</td>
<td></td>
</tr>
</tbody>
</table>

---

## Current-rated

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7.5 A</td>
<td>8.9 A</td>
</tr>
<tr>
<td>18 A</td>
<td></td>
</tr>
</tbody>
</table>

---

## Power consumption, sleep mode

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4 W</td>
<td>2 W</td>
<td>4 W</td>
</tr>
</tbody>
</table>

---

## Power consumption, low-power

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>244 W</td>
<td>380 W</td>
<td>380 W</td>
</tr>
<tr>
<td>1.8 kW</td>
<td>1.8 kW</td>
<td>1.8 kW</td>
</tr>
</tbody>
</table>

---

## Sound pressure level

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>34 dB(A)</td>
<td>60 dB(A)</td>
</tr>
</tbody>
</table>

---

## Sound power level

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>45 dB(A)</td>
<td>75 dB(A)</td>
</tr>
</tbody>
</table>

---

## Radio interference

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

## Heat emission

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>380 W</td>
<td>1.8 kW</td>
<td></td>
</tr>
<tr>
<td>1.8 kW</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

## Ozone emission

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0.01 mg/min</td>
<td></td>
</tr>
</tbody>
</table>

---

## Room volume

<table>
<thead>
<tr>
<th>Room volume</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommendation: min. 30 m³</td>
</tr>
</tbody>
</table>

---

## Use simulation at random operation

<table>
<thead>
<tr>
<th>Use simulation at random operation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room volume and ventilation as recommended</td>
</tr>
</tbody>
</table>

---

## Odour Perception Limit for ozone

<table>
<thead>
<tr>
<th>Odour Perception Limit for ozone</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.04 mg/m³ (0.02 ppm)</td>
</tr>
</tbody>
</table>

---

## Consumables

<table>
<thead>
<tr>
<th>Consumables</th>
</tr>
</thead>
<tbody>
<tr>
<td>Océ Master (Océ Material Safety Data Sheet E-193)</td>
</tr>
<tr>
<td>Océ F11 Toner (Océ Material Safety Data Sheet E-212)</td>
</tr>
<tr>
<td>Océ Copying Materials</td>
</tr>
</tbody>
</table>

---

## Additional safety information

The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0.04 mg/m³ (the life of the filter equals that of the apparatus).

---

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The content of this safety data sheet is subject to the disclaimer of liability on page 57 of this manual.
## PRODUCT SAFETY DATA SHEET

<table>
<thead>
<tr>
<th>Model</th>
<th>Océ 3145 NC (machine number &gt; 30.000) Digital Access Controller</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Electrostatic network copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing, Océ 3145 NC (Network Copier) + Océ 3145 + DAC (Digital Access Controller)</td>
</tr>
<tr>
<td>Max. process speed</td>
<td>46 A4 prints/min or 23 A3 prints/min</td>
</tr>
<tr>
<td>Dimensions</td>
<td>Width 1022 mm, Depth 685 mm, Height 1200 mm</td>
</tr>
<tr>
<td>Weight</td>
<td>413 kg</td>
</tr>
<tr>
<td>Voltage</td>
<td>230 V, 208 V, 120 V, 115 V</td>
</tr>
<tr>
<td>Frequency</td>
<td>60 Hz, 60 Hz, 60 Hz, 60 Hz</td>
</tr>
<tr>
<td>Current-rated</td>
<td>7.5 A, 8.9 A, 15 A, 10 A</td>
</tr>
<tr>
<td>Current-max</td>
<td>13.0 A, 13.0 A, 18.5 A, 6.0 A</td>
</tr>
<tr>
<td>Power consumption, stand by</td>
<td>70 W (total system)</td>
</tr>
<tr>
<td>Power consumption, operation</td>
<td>275 W (total system; recovery time &lt;10 s)</td>
</tr>
<tr>
<td>Power consumption, operation</td>
<td>1.8 kW</td>
</tr>
<tr>
<td>Safety class</td>
<td>1 (IEC 530) Protective earth connection</td>
</tr>
<tr>
<td>Protection class</td>
<td>I (IEC 529)</td>
</tr>
<tr>
<td>Sound pressure level</td>
<td>Standby 34 dB(A), In operation 60 dB(A)</td>
</tr>
<tr>
<td>Sound power level</td>
<td>45 dB(A)</td>
</tr>
<tr>
<td>Radiation</td>
<td>Complies with Directive 89/336/EEC and FCC regulations, part 15 Class A</td>
</tr>
<tr>
<td>Heat emission</td>
<td>0.01 mg/min at continuous operation</td>
</tr>
<tr>
<td>Ozone emission</td>
<td>0.01 mg/min at continuous operation</td>
</tr>
<tr>
<td>Room volume</td>
<td>Recommended: min. 30 m³, max. 200 m³</td>
</tr>
<tr>
<td>Use simulation at random operation</td>
<td>Recommended: min. 15 flm (natural ventilation)</td>
</tr>
<tr>
<td>Room ventilation</td>
<td>For heat evacuation extra ventilation may be necessary.</td>
</tr>
<tr>
<td>Ozone concentration</td>
<td>Time weighted average 0.002 mg/m³ (0.0005 ppm)</td>
</tr>
<tr>
<td>Ozone perception</td>
<td>0.002 mg/m³ (0.0005 ppm)</td>
</tr>
<tr>
<td>Consumables</td>
<td>Océ Master (Océ Material Safety Data Sheet E-193)</td>
</tr>
<tr>
<td></td>
<td>Océ F11 Toner (Océ Material Safety Data Sheet E-212)</td>
</tr>
</tbody>
</table>

### Additional safety information

The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0.04 mg/m³ (this is the level of the filter’s qualitative test at the factory).

The content of this safety data sheet is subject to the disclaimer of liability on page 57 of this manual.
PRODUCT SAFETY DATA SHEET

Model: Océ 3145E DC (machine number > 30.000)

Description:
Electrostatic digital copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing.

Max. process speed:
46.44 prints/min or 23 A3 prints/min

Dimensions:
- Width: 1622 mm
- Depth: 885 mm
- Height: 1280 mm
- Weight: 413 kg

Voltage:
- 230 V
- 208 V
- 120 V

Frequency:
- 60 Hz
- 60 Hz
- 60 Hz

Current:
- 7.5 A
- 8.0 A
- 15 A

Power consumption:
- Standby: 5 W
- Low power: 236 W (recovery time <10 s)
- Stand by: 380 W
- 380 W
- 380 W

Power consumption, operation:
- 1.8 kW
- 1.8 kW
- 1.8 kW

Sound pressure level:
- 34 dB(A)
- In operation

Sound power level:
- 45 dB(A)
- 73 dB(A)

Radio interference:
- Complies with Directive 89/336/EEC and FCC rules and regulations, part 15 Class A.

Heat emission:
- Standby: 380 W
- in operation: 1.8 kW

Ozone emission:
- 0.01 mg/min at continuous operation

Room volume and ventilation:
Recommendation: min. 30 m³
Daily copy volume (much more than average) = 7500 A4
Total worktime = 8 h

Ozone concentrations:
- Time weighted average = 0.001 mg/m³ (0.0005 ppm)
- Peak = 0.003 mg/m³ (0.0015 ppm)

Threshold Limit Value/Occupational Exposure Limit (Time Weighted Average) for ozone = 0.2 mg/m³ (0.1 ppm)
Odour Perception Level for ozone = 0.04 mg/m³ (0.02 ppm)

Consumables:
- Océ Master (Océ Material Safety Data Sheet E-193)
- Océ F11 Toner (Océ Material Safety Data Sheet E-212)
- Océ Copy Materials (Océ Material Safety Data Sheet E-212)

This apparatus is suitable for processing recycling paper which complies with the requirements of ENV 12281.

The content of this safety data sheet is subject to the disclaimer of liability on page 57 of this manual.
**PRODUCT SAFETY DATA SHEET**

**Model**

<table>
<thead>
<tr>
<th>Model</th>
<th>Océ 3145E NC (Network Copier) + DAC (Digital Access Controller)</th>
</tr>
</thead>
</table>

**Description**

Electrostatic network copier, console model, plain paper, organic (photoreceptive belt), automatic toner, automatic toner shifting, Océ 3145E NC (Network Copier) + Océ 3145E DC + DAC (Digital Access Controller).

**Max. process speed**

46 A4 prints or 23 A3 prints per minute.

**Dimensions**

<table>
<thead>
<tr>
<th>Width</th>
<th>Depth</th>
<th>Height</th>
</tr>
</thead>
<tbody>
<tr>
<td>1622 mm</td>
<td>306 mm</td>
<td>1280 mm</td>
</tr>
<tr>
<td>982 mm</td>
<td>437 mm</td>
<td>444 mm</td>
</tr>
<tr>
<td>143 kg</td>
<td>14.9 kg</td>
<td></td>
</tr>
</tbody>
</table>

**Voltage**

- 230 V
- 220 V
- 120 V

**Current-rated**

- 7.5 A
- 8.9 A
- 15 A

**Current-max**

- 13.0 A
- 13.0 A
- 18.5 A

**Power consumption, stand by**

- 410 W
- 410 W
- 410 W

**Power consumption, operation**

- 1.8 kW
- 1.8 kW
- 1.8 kW

**Safety class**

- (IEC 536) Protective earth connection

**Protection class**

- (IEC 529)

**Sound pressure level**

- 34 dB(A) in standby
- 56 dB(A) in operation

**Radio interference**

Complies with Directive 89/336/EEC and FCC rules and regulations, part 15 Class A.

**Ozone emission**

- 0.01 mg/min at continuous operation.

**Room ventilation**

Recommendation: min. 20 m³/h (natural ventilation).

**Consumables**

Océ Master (Océ Material Safety Data Sheet E-193)

**Use simulation at random operation**

- 7500 A4
- 6 h

**Odour Perception Limit for ozone**

- 0.04 mg/m³ (0.02 ppm)

**Threshold Limit Value/Occupational Exposure Limit (Time Weighted Average) for ozone**

- 0.2 mg/m³ (0.1 ppm)

**Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950**

The content of this safety data sheet is subject to the disclaimer of liability on page 57 of this manual.
The content of this safety data sheet is subject to the disclaimer of liability on page 57 of this manual.
Safety data sheet Océ 3155

PRODUCT SAFETY DATA SHEET

Model: Océ 3155 NC

Description: Electrostatic network copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing, Océ 3155 NC (Network Copier) + DAC (Digital Access Controller).

Max. process speed: 52 A4 prints/min or 25 A3 prints/min

Dimensions:
- Width: 1622 mm
- Depth: 885 mm
- Height: 413 mm

Weight:
- 1622 mm: 205 mm
- 885 mm: 437 mm
- 413 mm: 14.9 kg

Voltage:
- 120 V
- 220-240 V

Current-rated:
- 20 A
- 14 A

Current-max:
- 20 A
- 14 A

EPA ENERGY STAR

Power consumption:
- 48.7 W
- 2000 W
- 560 W

Mains connection:
- Cable with plug

Safety class:
- I (IEC 536) Protective earth connection

Protection class:
- IP 20 (IEC 529)

Sound pressure level:
- 38 dB(A) (at operator/bystander position)
- 560 W

Sound power level:
- 49 dB(A) (at operation/standby position)

Room ventilation:
- Recommendation: min. 30 m³

daily copy volume:
- 3500 A4

Use simulation at random operation:
- Time weighted average:
- 0.001 mg/m³
- Peak:
- 0.003 mg/m³

Additional safety information:

The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0.04 mg/m³ (the life of the filter equals that of the appliance).

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# PRODUCT SAFETY DATA SHEET

**Model**: Océ 3155 DC (machine number > 30.000)

**Description**: Electrostatic digital copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing. 52 A4 prints/min or 25 A3 prints/min

**Max. process speed**
- Width: 1622 mm
- Depth: 885 mm
- Height: 1280 mm
- Weight: 410 kg

**Voltage**
- 230 V
- 208 V
- 120 V

**Frequency**
- 60 Hz
- 60 Hz
- 60 Hz

**Current-rated**
- 7.5 A
- 6.9 A
- 15 A

**Power consumption, stand-by**
- 244 W (recovery time < 10 s)

**Power consumption, operation**
- 1.8 kW
- 1.8 kW
- 1.8 kW

**EPA energy star®**
- 5 W

**Mains connection**
- Cable with plug

**Sound pressure level (at operator/bystander position)**
- 34 dB(A) mainbody
- 56 dB(A); incl. optionals 62 dB(A)

**Sound power level**
- 45 dB(A) mainbody
- 73 dB(A); incl. optionals 74 dB(A)

**Radio interference**
- Complies with Directive 89/336/EEC and FCC rules and regulations, part 15 Class A.

**Radiation**
- Below the Threshold Limit Values for UV,Visible and IR radiation (TLV list of ACGIH)

**Heat emission**
- Standby 380 W; in operation 1.8 kW

**Ozone emission**
- 0.01 mg/min at continuous operation

**Room volume**
- Recommendation: min. 30 m³

**Use simulation at random operation**
- Daily copio volume (much more than average) 7500 A4

**Ozone concentrations**
- Time weighted average 0.001 mg/m³ (0.0005 ppm)
- Peak 0.003 mg/m³ (0.0015 ppm)

**Threshold Limit Value/Occupational Exposure Limit**
- Time weighted average for ozone
  - 0.2 mg/m³
  - (0.1 ppm)

**Consumables**
- Océ Master (Océ Material Safety Data Sheet E-193)
- Océ F11 Toner (Océ Material Safety Data Sheet E-212)
- Océ Copying Materials

**Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950**

**Additional safety information**
- The ozone filter does not have to be replaced to keeping the ozone concentration in the workplace below 0.04 mg/m³ (the life of the filter equals that of the apparatus).

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The content of this safety data sheet is subject to the disclaimer of liability on page 57 of this manual.
# PRODUCT SAFETY DATA SHEET

**Model**: Océ 3155 NC (machine number > 30.000) Digital Access Controller  
**Date**: February 2001

## Description
Electrostatic network copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing, Océ 3155 NC (Network Copier) = Océ 3155 + DAC

## Dimensions
- Max. process speed: 52 A4 prints/min or 25 A3 prints/min
- **Width**: 1622 mm, 206 mm
- **Depth**: 885 mm, 437 mm
- **Height**: 1280 mm, 444 mm
- **Weight**: 413 kg, 14.9 kg

## Voltage
- **AC**: 230 V, 208 V, 120 V, 115 V
- **Frequency**: 60 Hz, 60 Hz, 60 Hz, 60 Hz
- **Current-rated**: 7.5 A, 8.9 A, 15 A, 1 A
- **Current-max**: 13.0 A, 13.0 A, 18.5 A, 6.0 A
- **Power consumption, stand by**: 410 W, 410 W, 410 W
- **Power consumption, operation**: 1.8 kW, 1.8 kW, 1.8 kW
- **Mains connection**: Cable with plug

## Safety
- **Class**: I (IEC 536) Protective earth connection
- **Protection class**: IP 20 (IEC 529)
- **Sound pressure level**: 34 dB(A) mainbody, 56 dB(A) including options
- **Sound power level**: 45 dB(A) mainbody, 73 dB(A) including options
- **Heat emission**: Standby 410 W, in operation 1.8 kW

## Additional information
- The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,001 mg/m³ (0.0005 ppm) (the life of the filter equals that of the apparatus).
- Listed according to standard UL 1950 and CAN/CSA-C22.2 No. 950 ESR 12281

## Consumables
- Océ Master (Océ Master Material Safety Data Sheet E-193)
- Océ F11 Toner (Océ Toner Material Safety Data Sheet E-212)

## Odour Perception Limit for ozone: 0.04 mg/m³ (0.02 ppm)

## Room volume
- Recommendation: min. 30 m³ (natural ventilation). For heat evacuation extra ventilation may be necessary.
- **Room volume and ventilation as recommended**
  - **Copy volume (much more than average)**: 7500 A4
  - **Total worktime**: 8 h
  - **Ozone concentrations**
    - Time weighted average: 0.003 mg/m³ (0.001 ppm)
    - Peak: 0.02 mg/m³ (0.01 ppm)
  - **Threshold Limit Value/Occupational Exposure Limit** for ozone: 0.2 mg/m³ (0.1 ppm)

## Use simulation at random operation
- **Room volume**: Recommendation: min. 15 m³/h (natural ventilation). For heat evacuation extra ventilation may be necessary.
- **Use simulation at random operation**
  - **Copy volume (much more than average)**: 7500 A4
  - **Ozone concentrations**
    - Time weighted average: 0.001 mg/m³ (0.0005 ppm)
    - Peak: 0.003 mg/m³ (0.0015 ppm)
  - **Threshold Limit Value/Occupational Exposure Limit** for ozone: 0.2 mg/m³ (0.1 ppm)
  - **Odour Perception Limit for ozone**: 0.04 mg/m³ (0.02 ppm)

## Emission of ozone
- The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0.001 mg/m³ (0.0005 ppm) (the life of the filter equals that of the apparatus).

The content of this safety data sheet is subject to the disclaimer of liability on page 57 of this manual.

---

**Safety information** 67
### PRODUCT SAFETY DATA SHEET

**Model:** Océ 3165 DC

<table>
<thead>
<tr>
<th>Description</th>
<th>Electrostatic digital copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing. 62 A4 copies/min or 30 A3 copies/min.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max. process speed</td>
<td>62 A4 copies/min or 30 A3 copies/min.</td>
</tr>
</tbody>
</table>
| Dimensions | Width 1622 mm  
Depth 895 mm  
Height 1280 mm  
Weight 413 kg |
| Voltage | 120 V  
208 V  
220-240 V |
| Frequency | 60 Hz  
60 Hz  
60 Hz |
| Current-rated | 16 A  
9.6 A  
9.2-8.8 A |
| Current-max | 20 A  
14 A  
14 A |
| EPA power inputs | 19.2 W  
Power consumption, operation 2000 W  
Power consumption, standby 550 W  
Meets connection | Cable with plug  |
| Safety class | IP 20 (IEC 529)  
Protection class |
| Sound pressure level | Standby: 38 dB(A)  
In operation: manbody 50 dB(A) incl. options, 60 dB(A) impulse.  
Volume: 72 dB(A) incl. options.  |
| Sound power level | 40 dB(A)  
Radio interference | Complies with FCC rules and regulations, part 15 class A.  
Radiation | Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH).  |
| Heat emission | Standby 560 W; in operation 2000 W  
Ozone emission | 0.01 mg/min at continuous operation.  |
| Room ventilation | Recommendation: min. 30 m³/h. For heat evacuation extra ventilation may be necessary.  
Room volume and ventilation as recommended:  
Room volume ventilation as recommended:  
Daily copy volume (much more than average): 7500 A4  
Total worktime: 8 h  
Ozone concentrations:  
- Time weighted average: 0.001 mg/m³ (0.0005 ppm)  
- Peak: 0.003 mg/m³ (0.0015 ppm)  
Threshold Limit Values:  
- Short term: 0.2 mg/m³ (0.7 ppm)  
- Ozone perception limit for zone: 0.0 mg/m³ (0.0 ppm)  |
| Use simulation at random operation |  |
| Additional safety information | The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0.04 mg/m³ (the life of the filter equals that of the apparatus).  
Consumables | Océ Master (Océ Material Safety Data Sheet E-193)  
Océ P11 Toner (Océ Material Safety Data Sheet E-212)  
Océ Copying Materials  
This apparatus is suitable for processing recycling paper which complies with the requirements of ENV 12281.  |

The content of this safety data sheet is subject to the disclaimer of liability on page 57 of this manual.
### PRODUCT SAFETY DATA SHEET

**Model**
- Océ 3165 NC
- Digital Access Controller

**Description**
- Electrostatic network copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing, Océ 3165 NC (Network Copier) = Océ 3165 + DAC (Digital Access Controller)

**Max. process speed**
- 62 A4 prints/min or 30 A3 prints/min

<table>
<thead>
<tr>
<th>Dimensions</th>
<th>Width</th>
<th>Depth</th>
<th>Height</th>
</tr>
</thead>
<tbody>
<tr>
<td>Width</td>
<td>1622 mm</td>
<td>1280 mm</td>
<td>413 kg</td>
</tr>
<tr>
<td>Depth</td>
<td>205 mm</td>
<td>437 mm</td>
<td>14.9 kg</td>
</tr>
</tbody>
</table>

**Voltage**
- 120 V
- 208 V
- 220-240 V
- 220-240 V

**Frequency**
- 60 Hz
- 60 Hz
- 60 Hz
- 60 Hz

**Current-rated**
- 16 A
- 9.8 A
- 9.2-8.8 A
- 0.5 A

**Current-max**
- 20 A
- 14 A
- 14 A
- 3 A

**EPA ENERGY STAR**
- * Power consumption, auto-off 46.7 W
- Power consumption, operation 2000 W
- Power consumption, standby 500 W
- 32 W

**Safety information**

The content of this safety data sheet is subject to the disclaimer of liability on page 57 of this manual.
**PRODUCT SAFETY DATA SHEET**

**Model**
Océ 3165 DC (machine number > 30.000)

**Description**
Electrostatic digital copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing.

**Max. process speed**
62 A4 prints/min or 30 A3 prints/min

**Dimensions**
- Width: 1622 mm
- Depth: 885 mm
- Height: 1280 mm
- Weight: 413 kg

**Voltage**
- 230 V
- 60 Hz

**Current-rated**
- 7.5 A
- 6.0 A

**Power consumption, stand by**
- 380 W

**Power consumption, operation**
- 1.6 kW
- 1.8 kW

**Sound pressure level**
- Standby: 34 dB(A)
- In operation: 54 dB(A)

**Sound power level**
- 45 dB(A)

**Radio interference**
Complies with Directive 89/336/EEC and FCC rules and regulations, part 15 Class A.

**Radiation**
Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH).

**Heat emission**
- Standby 380 W; in operation 1.8 kW

**Ozone emission**
- 0.01 mg/min at continuous operation

**Consumables**
- Océ Master (Océ Material Safety Data Sheet E-193)
- Océ F11 Toner (Océ Material Safety Data Sheet E-212)
- Océ Copying Materials

**Additional safety information**
The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0.04 mg/m³ (the life of the filter equals that of the apparatus).

---

The content of this safety data sheet is subject to the disclaimer of liability on page 57 of this manual.
**PRODUCT SAFETY DATA SHEET**

**Number**

E-725-b-US

**Date**

February 2001

---

### Model

Océ 3165 NC (machine number > 30.000) Digital Access Controller

### Description

Electrostatic network copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing, Océ 3165 NC (Network Copier) + Océ 3165 + DAC

### Dimensions

<table>
<thead>
<tr>
<th>Width</th>
<th>Height</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1622 mm</td>
<td>1290 mm</td>
<td>413 kg</td>
</tr>
<tr>
<td>206 mm</td>
<td>444 mm</td>
<td>14.9 kg</td>
</tr>
</tbody>
</table>

### Voltage

<table>
<thead>
<tr>
<th>Voltage</th>
<th>Frequency</th>
<th>Current-rated</th>
<th>Power consumption, stand by</th>
<th>Power consumption, operation</th>
</tr>
</thead>
<tbody>
<tr>
<td>230 V</td>
<td>60 Hz</td>
<td>7.5 A</td>
<td>410 W</td>
<td>1.8 kW</td>
</tr>
<tr>
<td>220 V</td>
<td>50 Hz</td>
<td>6.9 A</td>
<td>410 W</td>
<td>1.6 kW</td>
</tr>
<tr>
<td>120 V</td>
<td>60 Hz</td>
<td>15 A</td>
<td>410 W</td>
<td>1.8 kW</td>
</tr>
<tr>
<td>115 V</td>
<td>60 Hz</td>
<td>1.0 A</td>
<td>410 W</td>
<td>1.8 kW</td>
</tr>
</tbody>
</table>

### Weight

13.0 A

### Current-max

19.5 A

### Power consumption, operation

13.0 A

### Power consumption, stand by

4.0 A

### Mains connection

Cable with plug

### Protection class

IP 20 (IEC 534) Protective earth connection

### Maximum duty cycle

70 W (total system)

### Main connection

Cable with plug

---

**Sound pressure level**

<table>
<thead>
<tr>
<th>Standby</th>
<th>In operation</th>
</tr>
</thead>
<tbody>
<tr>
<td>34 dB(A)</td>
<td>56 dB(A)</td>
</tr>
</tbody>
</table>

### Sound power level

<table>
<thead>
<tr>
<th>Steady</th>
<th>Impulse</th>
</tr>
</thead>
<tbody>
<tr>
<td>45 dB(A)</td>
<td>3 dB(A)</td>
</tr>
</tbody>
</table>

### Radio interference

Complies with Directive 89/336/EEC and FCC rules and regulations, part 15 Class A.

### Power consumption, sleep mode

70 W (total system)

### Radiation

* Power consumption, low-power

273 W (total system; recovery time <10 s)

---

### Ozone emission

0.01 mg/min at continuous operation

### Room volume

Recommendation: min. 30 m³

### Use simulation at random operation

Daily copy volume (much more than average) 7500 A4

### Room ventilation

Recommendation: min. 15 m³/h (natural ventilation)

### Heat emission

Standby 410 W; in operation 1.8 kW

### Ozone concentrations

- Time weighted average: 0.001 mg/m³ (0.0005 ppm)
- Peak: 0.003 mg/m³ (0.0015 ppm)

### Odour Perception Limit for ozone

0.04 mg/m³ (0.02 ppm)

---

### Consumables

- Océ Master (Océ Material Safety Data Sheet E-132)
- Océ F11 Toner (Océ Material Safety Data Sheet E-212)
- Océ Copying Materials

---

### Additional information

The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0.04 mg/m³ (the life of the filter equals that of the apparatus).

---

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The content of this safety data sheet is subject to the disclaimer of liability on page 57 of this manual.
PRODUCT SAFETY DATA SHEET

Model
Océ 3165E DC (Machine number > 30.000)

Description
Electrostatic digital copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing.

Max. process speed
62 A4 prints/min or 30 A3 prints/min

Dimensions
Width
885 mm
Height
1280 mm

Weight
413 kg

Voltage
230 V

Frequency
60 Hz

Current-rated
7.5 A

Current-max
13.0 A

Power consumption, stand by
380 W

Power consumption, operation
1.8 kW

EPA energy star

Power consumption, auto off
5 W

Power consumption, low-power
236 W (recovery time < 10 s)

Mains connection
Cable with plug

Safety class
I (IEC 536) Protective earth connection

Protection class
IP 20 (IEC 529)

Sound pressure level
34 dB(A) in operation

Sound power level
45 dB(A)

Radio interference
Complies with Directive 89/336/EEC and FCC rules and regulations, part 15 Class A.

Heat emission
Standby 380 W; in operation 1.8 kW

Ozone emission
0.01 mg/min at continuous operation

Room volume
Recommendation: min. 30 m³/h (natural ventilation)

Consumables
Océ Master (Océ Material Safety Data Sheet E-193)
Océ F11 Toner (Océ Material Safety Data Sheet E-212)

This apparatus is suitable for processing recycling paper which complies with the requirements of ENV 12281.

Threshold Limit Value/Occupational Exposure Limit (Time Weighted Average) for ozone
0.001 mg/m³ (0.0005 ppm)

Additional safety information
The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0.04 mg/m³ (the 8% of the filter equals that of the appended).

Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950

EPA energy star B

This safety data sheet has been compiled to the best of our knowledge as a compact guide to safe handling of this product. We reserve the right to revise safety data sheets as new information becomes available. It is the user's responsibility to determine the suitability of the information for the adoption of safety precautions as may be necessary and to contact the company to make sure that this sheet is the latest one issued. If and in sofar as limitation of liability is permitted under the applicable laws, we do not accept liability for any inaccuracy that may occur in this information.
PRODUCT SAFETY DATA SHEET

Model: Océ 3165E Network Copier

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dimensions</th>
<th>Width</th>
<th>Height</th>
<th>Depth</th>
</tr>
</thead>
<tbody>
<tr>
<td>mm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1622</td>
<td>865</td>
<td>444</td>
<td>413</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Weights</th>
<th>kg</th>
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<tbody>
<tr>
<td>41.3</td>
<td>14.9</td>
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<table>
<thead>
<tr>
<th>Voltage</th>
<th>220 V</th>
</tr>
</thead>
<tbody>
<tr>
<td>mm</td>
<td>208 V</td>
</tr>
<tr>
<td>120 V</td>
<td>115 V</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Frequency</th>
<th>60 Hz</th>
</tr>
</thead>
<tbody>
<tr>
<td>mm</td>
<td>60 Hz</td>
</tr>
<tr>
<td>60 Hz</td>
<td>60 Hz</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current-rated</th>
<th>7.5 A</th>
</tr>
</thead>
<tbody>
<tr>
<td>mm</td>
<td>8.9 A</td>
</tr>
<tr>
<td>15 A</td>
<td>1 A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Circumvention</th>
<th>13.0 A</th>
</tr>
</thead>
<tbody>
<tr>
<td>mm</td>
<td>13.0 A</td>
</tr>
<tr>
<td>18.3 A</td>
<td>6.0 A</td>
</tr>
</tbody>
</table>

Power consumption, stand-by: 410 W
Power consumption, operation: 1.8 kW

<table>
<thead>
<tr>
<th>EPA energy star®</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Power consumption, sleep mode: 70 W</td>
</tr>
<tr>
<td>* Power consumption, low-power: 264 W (total system; recovery time &lt;10 s)</td>
</tr>
</tbody>
</table>

Make connection: Cable with plug

<table>
<thead>
<tr>
<th>Safety class</th>
</tr>
</thead>
<tbody>
<tr>
<td>I (IEC 536)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Protection class</th>
</tr>
</thead>
<tbody>
<tr>
<td>IP 20 (IEC 529)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sound pressure level</th>
</tr>
</thead>
<tbody>
<tr>
<td>(at operator/bystander position)</td>
</tr>
<tr>
<td>Stably in operation: 34 dB(A)</td>
</tr>
<tr>
<td>incl. optionals 35 dB(A)</td>
</tr>
<tr>
<td>impulse: L-I = 73 dB(A)</td>
</tr>
<tr>
<td>incl. optionals 74 dB(A)</td>
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</table>

<table>
<thead>
<tr>
<th>Sound power level</th>
</tr>
</thead>
<tbody>
<tr>
<td>45 dB(A)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Radio interference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complies with Directive 89/336/EEC and FCC rules and regulations, part 15 Class A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Heat emission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standby 410 W; in operation 1.8 kW</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ozone emission</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.01 mg/min at continuous operation</td>
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<tr>
<th>Room volume and ventilation as recommended</th>
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<tr>
<td>As recommended: 50 m³</td>
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<tr>
<td>For heat evacuation extra ventilation may be necessary</td>
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<table>
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<tr>
<th>Daily copy volume (more than than average)</th>
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<table>
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<tr>
<th>Ozone concentrations:</th>
</tr>
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<tbody>
<tr>
<td>Time weighted average:</td>
</tr>
<tr>
<td>0.001 mg/m³</td>
</tr>
<tr>
<td>Time weighted average for ozone</td>
</tr>
<tr>
<td>0.2 mg/m³</td>
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<tr>
<td>Ozone Permeation limit for ozone:</td>
</tr>
<tr>
<td>0.04 mg/m³</td>
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<tr>
<td>Océ F11 Toner (Océ Material Safety Data Sheet E-213)</td>
</tr>
<tr>
<td>Océ Copying Materials</td>
</tr>
<tr>
<td>This apparatus is suitable for processing recycling paper which comply with the requirements of ISO 9001.</td>
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<table>
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<tr>
<th>Additional information</th>
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<tr>
<td>The ozone filter does not have to be replaced for keeping the ozone concentration in the representative of the apparatus.</td>
</tr>
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</table>

Listed according to standard UL 1600 and CAN/CSA-C22.2 No.950 EW-9901-00, ENG-03-07

This safety data sheet has been compiled to the best of our knowledge as a compact guide to safe handling of this product. We reserve the right to revise safety data sheets as new information becomes available. It is the user’s responsibility to determine the suitability of this information for the adoption of safety precautions as may be necessary and to contact the company to make sure that this sheet is the latest one issued. If and in so far as limitation of liability is permitted under the applicable laws, we do not accept liability for any inaccuracy that may occur in this information.

Copyright © 2001 Océ-Technologies B.V., Venlo, NL.
Océ-Technologies B.V. has joined the ENERGY STAR® Program of the United States Environmental Protection Agency (EPA). The purpose of the ENERGY STAR® Program is to promote the manufacturing and marketing of energy-efficient equipment, thereby potentially reducing combustion-related pollution.

The Océ 31x5/31x5E DC is an Upgradable Digital Copier, the Océ 31x5/31x5E NC is a Multifunction Device.

As an ENERGY STAR® Partner, Océ-Technologies B.V. has determined that these machines meet the ENERGY STAR® guidelines for energy efficiency, except the Océ 3145/3145E which has the same energy efficiency features, but does not meet the ENERGY STAR® Tier2 requirement for low power mode.

The ENERGY STAR® Criteria involve the feature mentioned below. The use of power management features prevents unnecessary power consumption and offers economical and environmental benefits.

**low power** The Océ 31x5/31x5E DC and NC automatically enter the low power mode 15 minutes after the last copy/print is made. The low power default time can be adjusted by the key operator to an interval between 1 and 15 minutes.

**sleep mode** The Océ 31x5/31x5E NC automatically enters the sleep mode 90 minutes after the last copy/print is made. The sleep mode default time can be adjusted by the key operator to an interval between 10 and 90 minutes.

**auto-off** The Océ 31x5/31x5E DC automatically enters the auto off mode 90 minutes after the last copy is made. The auto off mode default time can be adjusted by the key operator to an interval between 10 and 90 minutes.

If the default times mentioned above cause an inconvenience, you can request the service technician to increase the limit to a maximum of 240 minutes. It is suggested that you determine the appropriate default time for your work pattern by changing the setting in increments of 30 minutes and testing each setting for at least a week.
Only if the 240 minute limit still causes considerable inconvenience, due to your particular usage pattern, can you request the service technician to disable the sleep mode or auto off feature.

**Attention:** If one or more of the maximum default times is increased, or the sleep mode or auto off feature is disabled, the Océ 31x5/31x5E no longer complies with the German RAL-UZ 62 requirements.

**automatic duplex**  Using both sides of paper reduces paper costs, national energy consumption and the amount of paper wasted. Therefore, both machines are set by default for automatic duplex copying/printing.

**recycled paper**  The use of recycled paper also benefits the environment. The Océ 31x5/31x5E DC and NC are designed to use recycled paper. Product literature on recommended types of recycled copier/printer paper can be obtained from your local Océ company or Océ Headquarters (Océ-Technologies B.V.) in Venlo, the Netherlands

1 For power consumption data: see Product Safety Data Sheet in this appendix.

**ENERGY STAR®** is a U.S. registered mark
Appendix D
Miscellaneous
How to read this manual

The consistent style that is used in this manual enables you to quickly become familiar with the use of this manual and ultimately the Océ 31x5E.

Description Each section or subsection contains a description of the feature or operation identified in the title. It might also include possible applications, as well as any guidelines that you should bear in mind.

Procedures A description is followed by a procedure. A procedure always begins with a phrase which briefly describes the procedure, followed by a series of numbered steps that take you, step by step, through all phases of performing the operation.

Figures and tables Figures and tables are titled and numbered sequentially throughout this manual. Figures include pictures of product components, screen dumps, examples, and diagrams of concepts discussed in the description.

Attention getters There are several types of information to which we draw your attention. This information is classified as follows:

Note: In a ‘Note’, information is given about matters which ensure the proper functioning of the machine or application, but useful advice concerning its operation may also be given.

Attention: The information that follows ‘Attention’ is given to avoid damage to your copy or original, the copier or printer, data files, etc.

Caution: The information that follows ‘Caution’ is given to prevent you suffering personal injury.
User survey

Did you find this manual to be accurate?
- Yes
- No

Were you able to operate the product after reading this manual?
- Yes
- No

Does this manual provide adequate background information?
- Yes
- No

Is the format of this manual convenient in size, easy to read and laid out well?
- Yes
- No

Did you find the information you were looking for?
- Always
- Most of the times
- Sometimes
- Not at all

How did you find the information you were looking for?
- Table of contents
- Index
- Neither

Are you satisfied with this manual?
- Yes
- No

Thank you for evaluating this manual.
If you have any other comments or concerns, please explain them on the following page.
Comments:

--------------------------------------------------------------------------------------------

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Date:

This reader’s comment sheet is completed by:

Name (optional):

Occupation:

Company:

Phone:

Address:

City:

Country:

Please return this sheet to:

Océ-Technologies B.V.
Attn: ITC-User Documentation
P.O. Box 101
5900 MA Venlo
The Netherlands

Send you comments by E-mail to : itc-userdoc@oce.nl

For the addresses of local Océ organizations see : www.oce.com
## Addresses of local Océ organizations

<table>
<thead>
<tr>
<th>Country</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia</td>
<td>Océ-Australia Ltd.</td>
</tr>
<tr>
<td></td>
<td>P.O. Box 363</td>
</tr>
<tr>
<td></td>
<td>Ferntree Gully MDC VIC 3165</td>
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<td></td>
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<td>Austria</td>
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<td>Postfach 95</td>
</tr>
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<td></td>
<td>1233 Vienna</td>
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<tr>
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<tr>
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<tr>
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</tr>
<tr>
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</tr>
<tr>
<td></td>
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<td></td>
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</tr>
<tr>
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<td>525, Logan Avenue,</td>
</tr>
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<td></td>
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<td></td>
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<tr>
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<tr>
<td></td>
<td>Postfach 101454</td>
</tr>
<tr>
<td></td>
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</tr>
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</tr>
<tr>
<td>China</td>
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</tr>
<tr>
<td></td>
<td>12/F 1202 The Lee Gardens</td>
</tr>
<tr>
<td></td>
<td>33 Hysan Avenue, Causeway Bay</td>
</tr>
<tr>
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</tr>
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