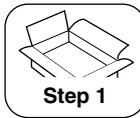
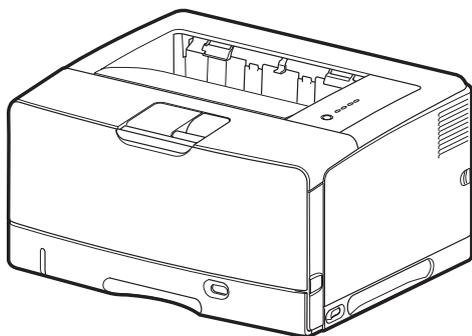


# Canon

Laser Beam Printer

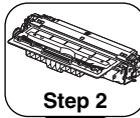
# LASER SHOT LBP3500

## Getting Started Guide



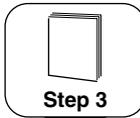
Installing the Printer and Removing the Packing Materials on the Outside of the Printer

P. 8



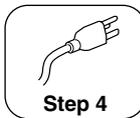
Removing the Packing Materials Inside the Printer and Installing the Toner Cartridge

P. 11



Removing the Packing Materials in the Paper Cassette and Loading Paper

P. 15



Connecting the Power Cord

P. 28



Connecting the Printer to a Computer and Installing the CAPT Software

P. 29



Installing the Optional Accessories

P. 39



### Read This Manual First.

Thank you for purchasing the Canon LASER SHOT LBP3500.  
Please read this manual thoroughly before operating the printer.  
After reading this manual, keep it in a safe place for future reference.

# Preface

## Manuals

The electronic version (PDF) of the manuals is included on the CD-ROM that comes with this printer.

: Guides with this symbol are PDF manuals included on the accompanying CD-ROM.

Instruction Manual Name	Contents	Format	File Name of the PDF Manual
Getting Started Guide (this manual)	Describes the procedure for installing this printer and the preparations needed before you can print with this printer.		Manual_1.pdf*
User's Guide	Describes the printing procedures, routine maintenance, and troubleshooting.		Manual_2.pdf*
Network Guide	Describes the procedures for printing in a network environment and managing the printer.		Manual_3.pdf*
Remote UI Guide	Describes the procedures for operating the printer and specifying the printer settings from the web browser.		Manual_4.pdf*

\* The PDF manuals are available from "CD-ROM Setup". (See "CD-ROM Setup," on p. 54)

## IMPORTANT

To view the manual in PDF format, Adobe Reader/Adobe Acrobat Reader is required. If Adobe Reader/Adobe Acrobat Reader is not installed on your system, please download it from the Adobe Systems Incorporated website.

## Conventions

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

## WARNING

Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the printer safely, always pay attention to these warnings.

## CAUTION

Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. In order to use the printer safely, always pay attention to these cautions.

## IMPORTANT

Indicates operational requirements and restrictions. Be sure to read these items carefully in order to operate the printer correctly, and to avoid damage to the printer.

## NOTE

Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

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### Notice

Canon makes no guarantees of any kind with regard to this manual. Canon shall not be held liable for errors contained herein or for consequential or incidental damages incurred as a result of acting on information contained in the manual.

## Abbreviations Used in This Manual

In this manual, product names and model names are abbreviated as follows:

Microsoft Windows 2000 operating system:	Windows 2000
Microsoft Windows XP operating system:	Windows XP
Microsoft Windows Server 2003 operating system:	Windows Server 2003
Microsoft Windows Vista operating system:	Windows Vista
Microsoft Windows Server 2008 operating system:	Windows Server 2008
Microsoft Windows 7 operating system:	Windows 7
Microsoft Windows operating system:	Windows
LASER SHOT LBP3500:	LBP3500

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Other product and company names herein may be the trademarks of their respective owners.

## Optional Accessories

The following optional accessories are available in order to use this printer to its full extent. Purchase them to fulfill your needs. For the optional accessories, contact your local authorized Canon dealer.

### ■ Paper Cassette

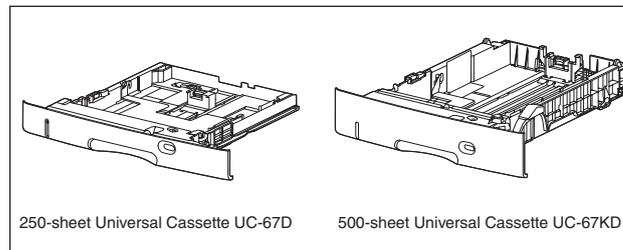
A paper cassette is to be replaced with the one equipped with the printer unit or the optional paper feeder.

The 250-sheet universal cassette UC-67D is to be replaced with the paper cassette equipped with the printer unit.

The 500-sheet universal cassette UC-67KD is to be replaced with the paper cassette equipped with the optional paper feeder.

The paper cassette can be loaded with paper at sizes of A3, B4, A4, B5, A5, Ledger (11 x 17), Legal, Letter, Executive, 16K and paper of the following custom paper sizes.

- When loading paper in portrait orientation: Width 210.0 to 297.0 mm; Length 210.0 to 431.8 mm\*
  - \* If the width of the paper in the 250-sheet universal cassette UC-67D is 279.5 to 297.0 mm, the paper length should be 210.0 to 420.0 mm.
- When loading paper in landscape orientation: Width 210.0 to 297.0 mm; Length 148.0 to 297.0 mm

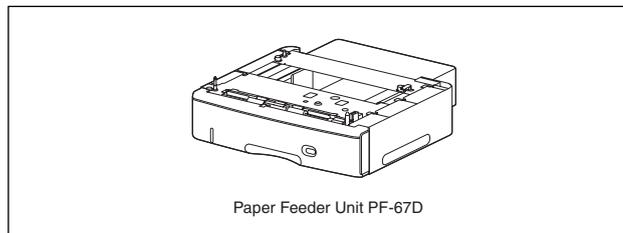


### ■ Paper Feeder

This printer is supplied with 2 paper sources: the paper cassette and multi-purpose tray. By installing the optional paper feeder, up to 3 paper sources can be used.

The paper feeder unit PF-67D consists of a paper feeder and paper cassette. The paper cassette can be loaded with up to approximately 500 sheets of plain paper (64 g/m<sup>2</sup>) at sizes of A3, B4, A4, B5, A5, Ledger (11 x 17), Legal, Letter, Executive, 16K and plain paper of the following custom paper sizes.

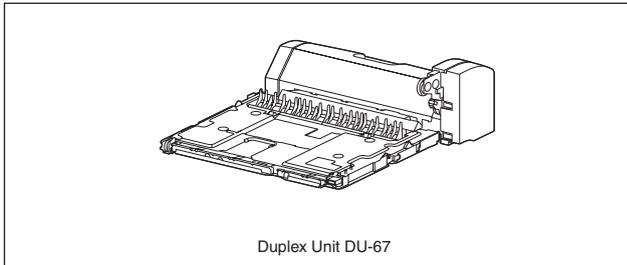
- When loading paper in portrait orientation: Width 210.0 to 297.0 mm; Length 210.0 to 431.8 mm
- When loading paper in landscape orientation: Width 210.0 to 297.0 mm; Length 148.0 to 297.0 mm



## ■ Duplex Unit

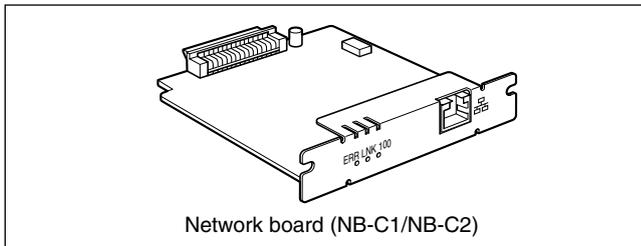
The duplex unit DU-67 enables you to perform automatic 2-sided printing. The duplex unit is to be installed on the rear of the printer unit. The duplex unit can perform automatic 2-sided printing on plain paper (60 - 90 g/m<sup>2</sup>) of the standard paper sizes (A3, B4, A4, B5, A5, Ledger (11 x 17), Legal, Letter, Executive, 8K, and 16K) and plain paper of the following custom paper sizes.

- When loading paper in portrait orientation: Width 210.0 to 297.0 mm; Length 210.0 to 431.8 mm
- When loading paper in landscape orientation: Width 210.0 to 297.0 mm; Length 148.0 to 297.0 mm



## ■ Network Board

The network board fits inside the printer and is compatible with the TCP/IP protocol for connecting the printer to LAN. The network board enables the operation of the printer using a built-in web browser "Remote UI" allowing you to specify settings and manage the printer from a computer on the network. Also, you can use "NetSpot Device Installer" and "NetSpot Console" that configure and manage a printer connected to a network on a computer.



## Environments

### Installation Environment

In order to use this printer in a safe and comfortable manner, install the printer in a place that fulfills the following conditions.

#### IMPORTANT

Before installing the printer, be sure to read "Important Safety Instructions" (See  User's Guide).

- Use power supplies rated for the following voltages.  
220 - 240 V (± 10 %) 50/60 Hz (± 2 Hz)
- The maximum power consumption of this printer is 1547 W\* or less. Electrical noise or a dramatic drop in mains voltage may cause the printer to operate incorrectly or lose data, and can also cause the computer to fail.  
\* The instantaneous peak on startup shall not be counted.
- Use the printer in a location where the temperature and humidity are in the following ranges.  
Ambient temperature: 10 to 32.5°C (50 to 90.5°F)  
Ambient humidity: 20 to 80 % RH (no condensation)

#### IMPORTANT

Water droplets (condensation) may form inside the printer under the following circumstances. Leave the printer for two hours or more to adjust the surrounding temperature and humidity before using it. If water droplets form inside the printer, the paper transport path will not function properly, and this may result in paper jams, damage to the printer, or printer error.

- When the room where the printer is installed is heated rapidly
- When the printer is moved from a cool or dry location to a hot or humid location

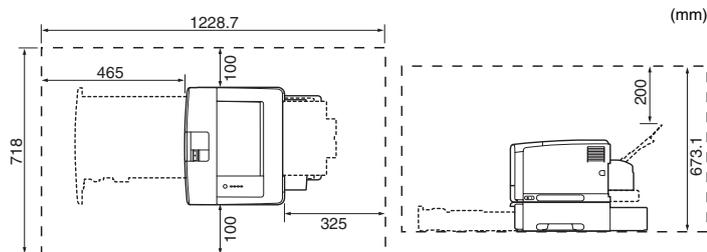
#### NOTE

To customers using an ultrasonic humidifier  
If you use an ultrasonic humidifier in conjunction with tap water or well water, impurities in the water will be dispersed through the air. These can be trapped inside the printer, causing degradations in printing quality. When you are using these humidifiers, it is therefore recommended that you use purified water or other water that is free of impurities.



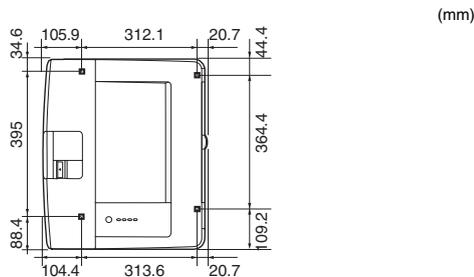
- When all the optional accessories are installed (paper feeder + duplex unit)

Front Surface →



• **Foot Positions**

Front Surface →



The rubber feet are 1 mm high and their top surface is 12 mm x 12 mm square.

## System Environment

### Operating system software

- Windows 2000 Server or Professional
- Windows XP Professional or Home Edition
- Windows XP Professional x64 Edition
- Windows Server 2003
- Windows Server 2003 x64 Editions
- Windows Vista (32-bit or 64-bit version)
- Windows Server 2008 (32-bit or 64-bit version)
- Windows 7 (32-bit or 64-bit version)

† For details on the procedures, instructions, and so on for Windows 7 and Server 2008, refer to those for Windows Vista.

† For details on the latest status of the supported operating systems and Service Pack, see the Canon website (<http://www.canon.com/>).

- System Requirements (minimum required)

	Windows 2000/XP/Server 2003	Windows Vista
CPU	Pentium II 300 MHz or more	Conforms to the minimum system requirements for Windows Vista
Memory (RAM) *1	128 MB or more	
Hard Disk *2	120 MB or more	

(PC/AT Compatibles)

\*1 As the amount of available memory varies depending on the system configuration of the computer or application you are using, the above environment does not guarantee printing in all cases.

\*2 This indicates free hard disk space required for installing the printer driver and manuals using Easy Installation. Required free hard disk space varies depending on the system environment or installation method.

- System Requirements (recommended)

	Windows 2000/XP/Server 2003	Windows Vista
CPU	Pentium III 600 MHz or more	Conforms to the recommended system requirements for Windows Vista
Memory (RAM)	256 MB or more	

### Interface

#### When connecting with USB

USB 2.0 Hi-Speed/USB Full-Speed (USB1.1 equivalent)

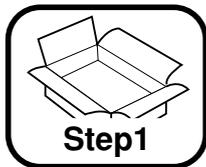
#### When connecting to a network (Requires the optional network board.)

- Connector: 10BASE-T or 100BASE-TX
- Protocol: TCP/IP



## NOTE

- When using Sound, a PC synthesizer (and the driver for PCM synthesizer) must be installed in your computer. Do not use a PC Speaker driver (speaker.driv etc.).
- This printer uses bi-directional communication. Operation of the printer when connected via unidirectional communication equipment has not been tested, and as a result, Canon cannot guarantee printer operation when the printer is connected using unidirectional print servers, USB hubs or switching devices.



## Installing the Printer and Removing the Packing Materials on the Outside of the Printer

### Confirming the Package Contents

Make sure that all the following items are contained in the package before installing the printer. If any item is missing or damaged, please contact your local authorized Canon dealer.



Printer  
(The paper cassette is attached.)



Power cord  
(The form of the  
supplied power cord  
may differ from the one  
in the above illustration.)



Toner cartridge



CD-ROM "LBP3500 User Software"  

- CAPT (Canon Advanced Printing Technology) Software
- NetSpot Device Installer
- Canon CAPT Print Monitor
- Getting Started Guide (This Manual)
- User's Guide
- Network Guide
- Remote UI Guide
- CAPT Windows Firewall Utility



USB cable

### NOTE

- The life of the supplied toner cartridge is approximately 6,000 pages on the basis of "ISO/IEC 19752"\* when printing A4 size paper with the default print density setting.
- \* "ISO/IEC 19752" is the global standard related to "Method for the determination of toner cartridge yield for monochromatic electrophotographic printers and multi-function devices that may contain printer components" issued by ISO (International Organization for Standardization).
- The toner cartridge supplied with the printer is different from the replacement toner cartridge. For purchasing the replacement toner cartridge, see "Chapter 5 Routine Maintenance" in User's Guide.
- When you connect this printer to your computer with a USB cable, use the supplied USB cable or a USB cable with the following symbol.



### Carrying the Printer to the Installation Site and Removing the Packing Materials on the Outside of the Printer

Carry the printer unit to the installation site after securing the site, then remove the packing materials on the outside of the printer.

### IMPORTANT

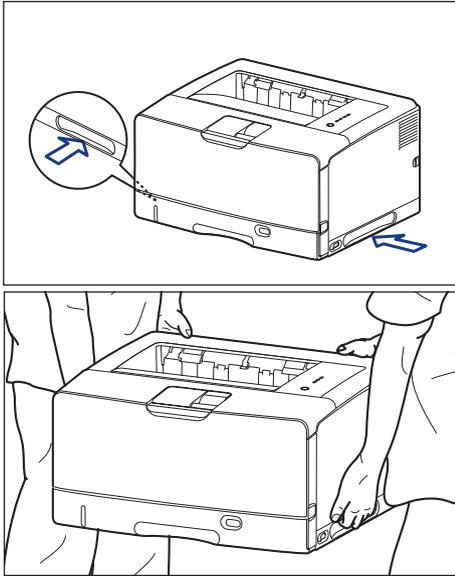
- When installing the optional paper feeder, place it on the installation site before carrying the printer unit to the installation site. For details on installing the paper feeder, see "Installing the Paper Feeder," on p. 39.
- Secure sufficient space around the printer at the installation site so that you can install the optional accessories and connect cables.

### NOTE

The packing materials may be changed in form or position to be placed, or may be added or removed without notice.

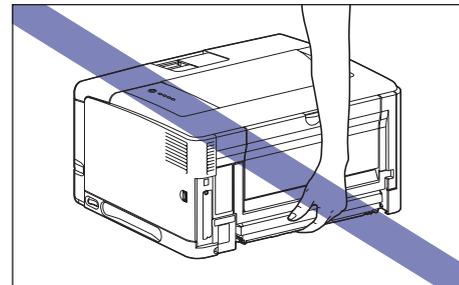
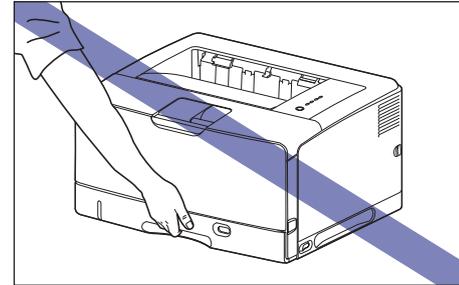
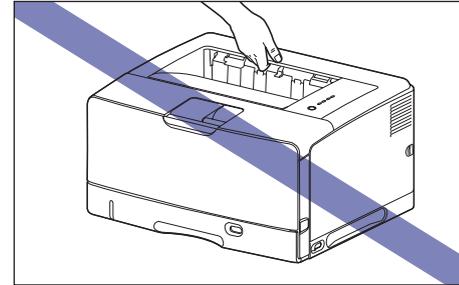
# 1 Carry the printer unit to the installation site.

Carry the printer with 2 or more people by holding the center of the lift handles on the lower portion of the printer and lifting it up at the same time.

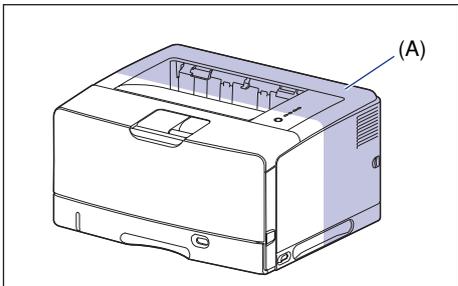


## ! CAUTION

- This printer weighs approximately 19.4 kg without the toner cartridge installed. The printer must be carried by 2 or more people, and care must be taken to avoid hurting your back or other portions of your body when carrying the printer.
- Be sure not to hold the printer by the front or rear side or any portions other than the lift handles. If you do so, you may drop the printer, resulting in personal injury.



- The back portion (A) of the printer is relatively heavy. Be careful not to get off-balanced when lifting the printer. If you do so, you may drop the printer, resulting in personal injury.



**IMPORTANT**

Carry the printer with the tape that secures the front cover, etc. attached.

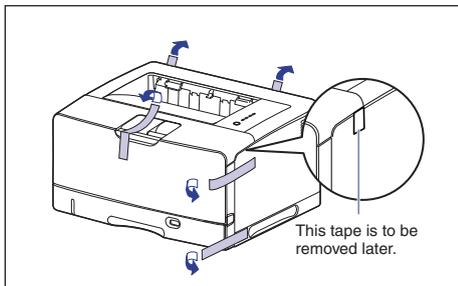
**2 Put the printer down carefully at the installation site.**

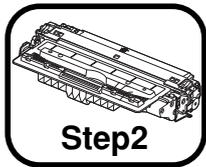


**CAUTION**

Put the printer down slowly and carefully. Be careful not to hurt your hands.

**3 Remove the tape that is securing the front cover, paper cassette, etc. (5 locations).**





## Removing the Packing Materials Inside the Printer and Installing the Toner Cartridge

For details on handling the toner cartridge, see "Chapter 5 Routine Maintenance" in  User's Guide.

### WARNING

The toner cartridge generates a low level magnetic field. If you use a cardiac pacemaker and feel abnormalities, please move away from the toner cartridge and consult your physician.

### CAUTION

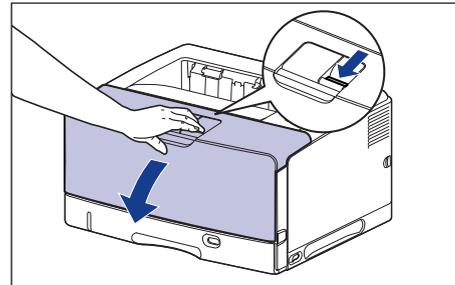
Take care not to allow the toner to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.

### NOTE

The packing materials may be changed in form or position to be placed, or may be added or removed without notice.

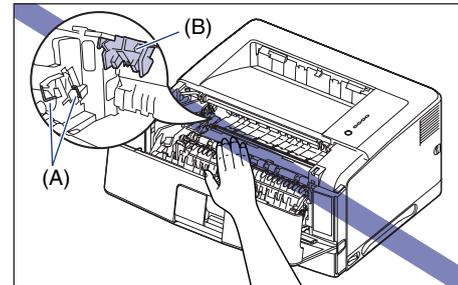
## 1 Open the front cover.

Open the front cover gently while pressing the lever on the top surface of the cover.



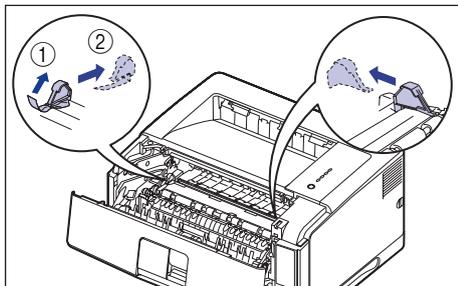
### IMPORTANT

Do not touch the high-voltage contact (A) or the electrical contact (B) shown in the figure, as this may result in damage to the printer.

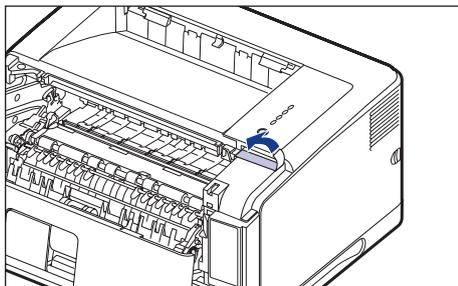


## 2 Remove the tape and packing materials shown in the figure in the direction of the arrow.

For the packing material on the left, remove the tape ①, then remove the packing material in the direction of the arrow ②.



Remove the tape shown in the figure.

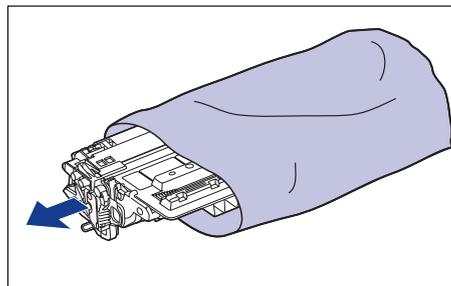


### IMPORTANT

- If there is any packing material remaining inside the printer, this may result in poor print quality or damage to the printer when operating the printer. Be sure to remove all the packing materials following the procedure.
- The removed packing materials are required when transporting the printer for relocation or maintenance. Keep them where they will not get lost.

## 3 Take the toner cartridge out of the protective bag.

There are cuts on both sides of the protective bag, so you can open it by hand.

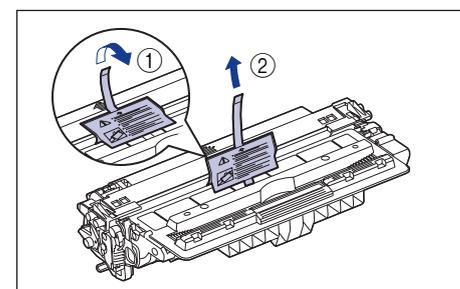


### IMPORTANT

Keep the protective bag for the toner cartridge. It may be required after taking out the toner cartridge for printer maintenance.

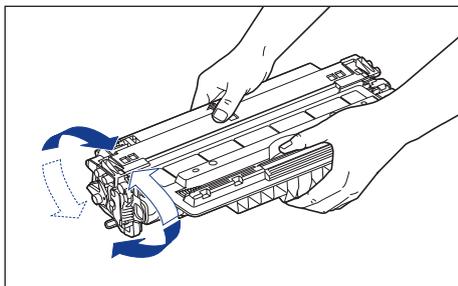
## 4 Pull up the tape gently while supporting the toner cartridge ①, then remove it together with the black protective sheet ②.

①.



②.

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

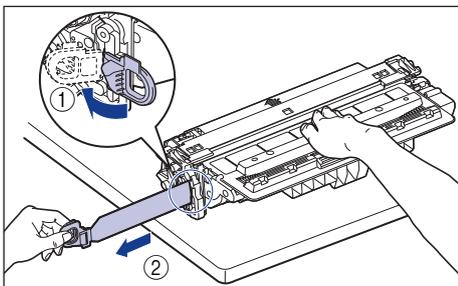


**IMPORTANT**

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

- 6** Place the toner cartridge on a flat surface, fold back the tab of the sealing tape ①, and then pull out the sealing tape (approx. 72 cm long) gently ② while supporting the toner cartridge.

Remove the sealing tape by hooking your fingers into the tab and pulling it out straight in the direction of the arrow.

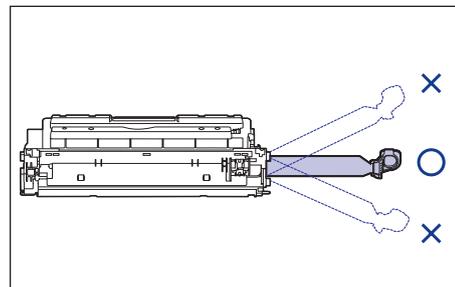


**CAUTION**

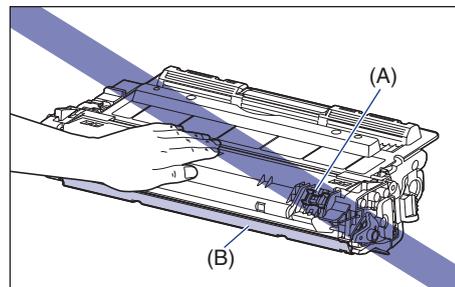
If the sealing tape is pulled out forcefully or stopped at midpoint, toner may spill out. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.

**IMPORTANT**

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



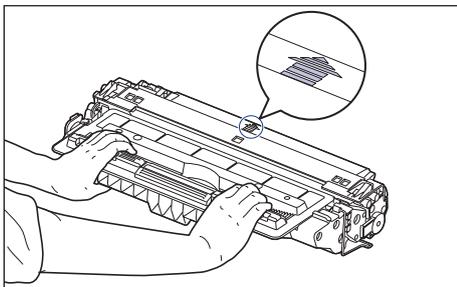
- Pull out the sealing tape completely from the toner cartridge. If any tape remains in the toner cartridge, this may result in poor print quality.
- When pulling out the sealing tape, be careful not to touch the toner cartridge memory (A) or not to hold the drum protective shutter (B) with your hands.



**IMPORTANT**

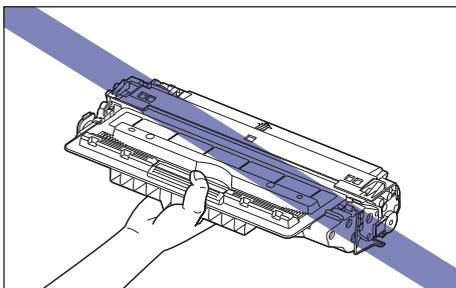
Dispose of the packing materials according to local regulations.

- 7** Hold the toner cartridge properly with the arrowed side facing up as shown in the figure.



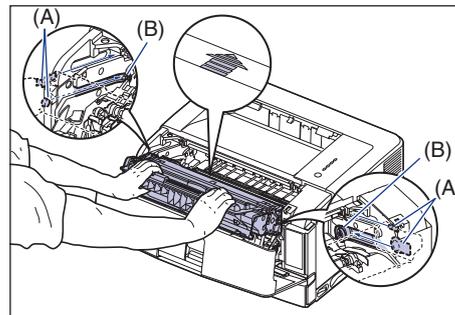
**IMPORTANT**

Do not hold the toner cartridge in a manner that is not directed in this procedure.



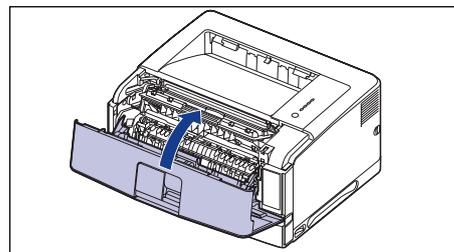
- 8** Hold the toner cartridge with both hands and install it into the printer.

Align (A) of the toner cartridge with the toner cartridge guides (B), then insert the cartridge until it stops.



- 9** Close the front cover.

Close the front cover completely.



**IMPORTANT**

- Make sure that the front cover does not open (make sure that there is no space between the front cover and the printer and that the front cover is stable). If the front cover is not closed completely, this may result in poor print quality.
- If you cannot close the front cover, check if the toner cartridge is installed properly. If you try to close the front cover forcefully, this may result in damage to the printer.
- Do not leave the front cover open for a long time after installing the toner cartridge.



## Removing the Packing Materials in the Paper Cassette and Loading Paper

For details on handling the multi-purpose tray or paper cassette, see "Chapter 2 Loading and Outputting Paper" in User's Guide.

By default, this printer feeds paper from two paper sources: the paper cassette (Cassette 1) and multi-purpose tray. Also, paper can be fed from up to 3 paper sources by installing the optional paper feeder (Cassette 2). This section only describes the procedure for loading plain paper of standard size in the paper cassette and multi-purpose tray. When loading paper other than plain paper, or when installing the optional paper feeder on the printer, see the following directions.

- When loading heavy paper, transparencies, labels, envelopes, Index Card size media, or custom size paper  
See "Chapter 2 Loading and Outputting Paper" in User's Guide
- When installing the optional paper feeder in the printer  
See Installing the Paper Feeder: p. 39
- When loading paper in the paper cassette of the paper feeder  
See "Chapter 2 Loading and Outputting Paper" in User's Guide

### NOTE

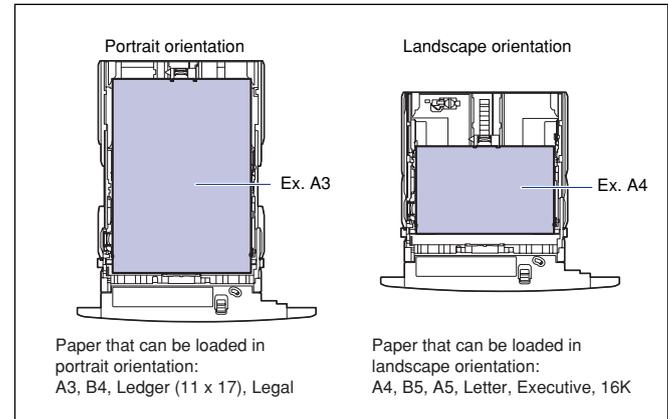
For more details on the usable paper, see "Chapter 2 Loading and Outputting Paper" in User's Guide.

## Loading Paper in the Paper Cassette

The paper cassette (Cassette 1) can be loaded with up to approximately 250 sheets of plain paper (60 - 90 g/m<sup>2</sup>) at sizes of A3, B4, A4, B5, A5, Ledger (11 x 17), Legal, Letter, Executive, and 16K.

You can also load paper of the following custom paper sizes. When loading paper at sizes of A3, B4, etc. in portrait orientation, adjust the length of the paper cassette.

- When loading paper in portrait orientation: Width 210.0 to 297.0 mm;  
Length 210.0 to 431.8 mm\*
  - \* If the paper width is 279.5 to 297.0 mm, the paper length should be 210.0 to 420.0 mm.
- When loading paper in landscape orientation: Width 210.0 to 297.0 mm;  
Length 148.0 to 297.0 mm



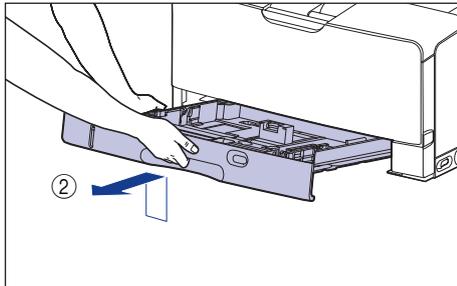
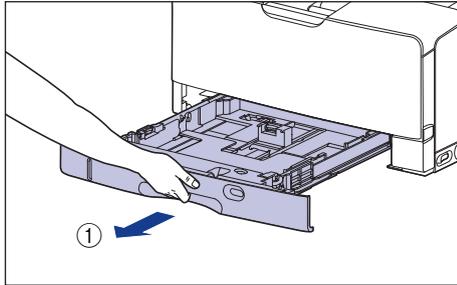
### IMPORTANT

Do not pull out the paper cassette while the printer is printing. This may result in paper jams or damage to the printer.

### NOTE

The packing materials may be changed in form or position to be placed, or may be added or removed without notice.

- 1** Pull out the paper cassette gently until it stops ①, then raise the front side of the paper cassette and remove it from the printer ②.



### CAUTION

Be sure to take the paper cassette out of the printer before loading paper. If paper is loaded while the paper cassette is partially pulled out, the paper cassette may drop or the printer may become damaged resulting in personal injury.

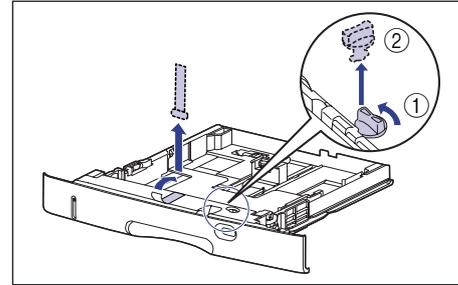


### IMPORTANT

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

- 2** Remove the packing material with tape and packing material.

Turn the packing material in the direction of the arrow ①, then remove the packing material ②.



### IMPORTANT

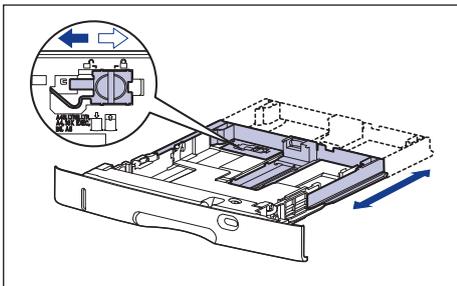
- If there is any packing material remaining inside the printer, this may result in poor print quality or damage to the printer when operating the printer. Be sure to remove all the packing materials following the procedure.
- The removed packing materials are required when transporting the printer for relocation or maintenance. Keep them where they will not get lost.

### 3 Adjust the length of the paper cassette according to the paper to be loaded.

When loading paper at sizes of A4, B5, A5, Letter, Executive, and 16K, shorten the paper cassette.

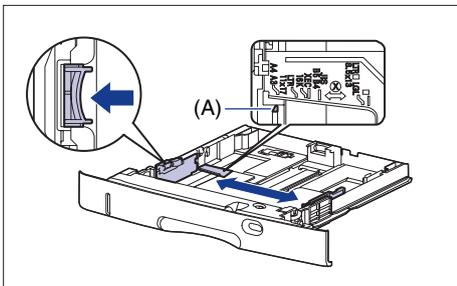
When loading paper at sizes of A3, B4, Ledger (11 x 17), and Legal, extend the paper cassette.

To adjust the length of the paper cassette, align the lock release lever with "Ⓜ" to release the lock, slide the paper cassette by holding the rear portion of the paper cassette, and then align the lock release lever with "Ⓛ" to lock the cassette.



### 4 While holding the lock release lever of the side paper guides, slide the guides to the size mark for the paper to be loaded.

The side paper guides move together. Align the position of (A) with the size mark for the paper to be loaded.

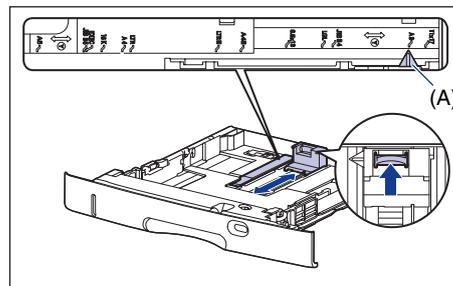


### IMPORTANT

Do not use the "A4R", "LTRR", and "8.5 x 13" position.

### 5 While holding the lock release lever of the rear paper guide, slide the guide to the size mark for the paper to be loaded.

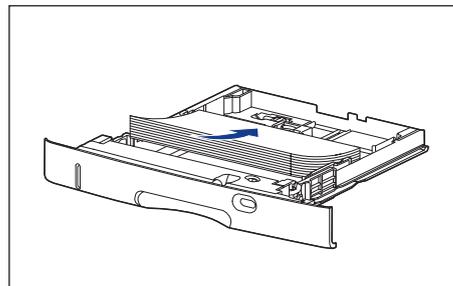
Align the position of (A) with the size mark for the paper to be loaded.



### IMPORTANT

Do not use the "A4R", "LTRR", and "8.5 x 13" position.

### 6 Load the paper stack so that the rear edge is aligned with the paper guide.



### CAUTION

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



## IMPORTANT

- Be sure to check if the paper guide is at the position of the size of the loaded paper. If the paper guide is set at a wrong position, this may result in misfeeds.
- If you use paper that has been poorly cut, multiple sheets of paper may be fed at once. In this case, fan the paper thoroughly, and then align the edges of the stack on a hard, flat surface.

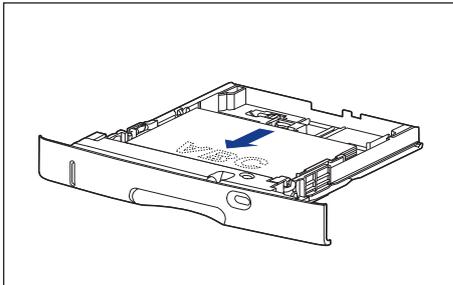
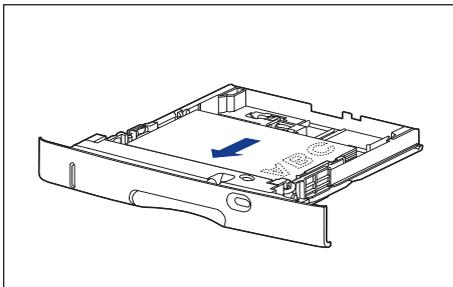


## NOTE

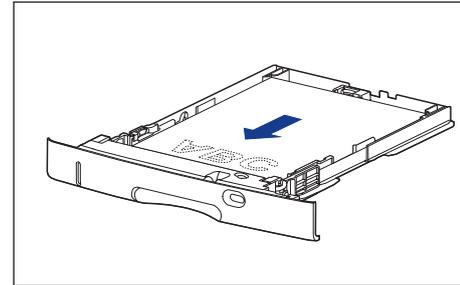
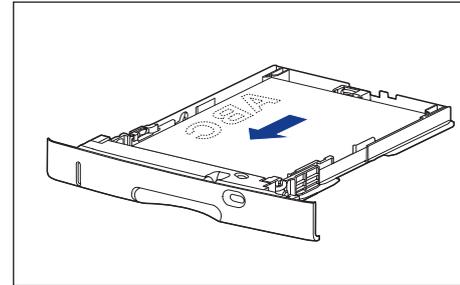
To print letterhead paper or paper printed with a logo, load the paper in the proper orientation according to the following instructions:

( ← : Feeding direction)

- When loading paper at a size of A4, B5, A5, Letter, Executive, or 16K in landscape orientation, load the paper so that the printing side is facing down, as shown in the following figures.

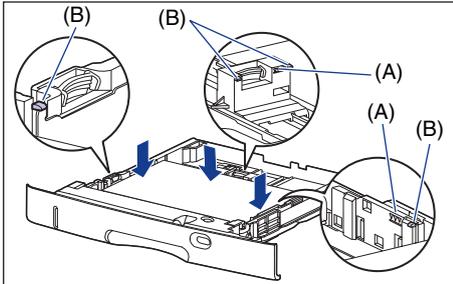


- When loading paper at a size of A3, B4, Ledger (11 x 17), or Legal in portrait orientation, load the paper so that the printing side is facing down, as shown in the following figures.



- 7** Hold down the paper as shown in the figure, make sure that the paper stack does not exceed the load limit marks (A), and then set it under the hooks (B) on the paper guides.

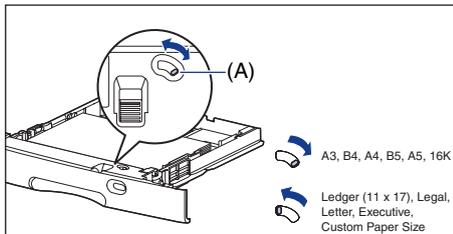
Make sure that there is sufficient space between the hooks of the paper guides and the paper stack. If there is no sufficient space, slightly reduce the amount of paper.



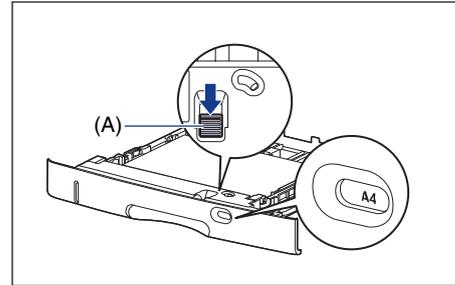
**IMPORTANT**

The paper capacity of the paper cassette is approximately 250 sheets of plain paper (64 g/m<sup>2</sup>). Be sure that the paper stack does not exceed the load limit marks on the paper guides. If the paper stack exceeds the load limit marks, this may result in misfeeds.

- 8** Holding the tab of the paper size setting switch, set the paper size setting switch (A) to the size of the loaded paper.



- 9** Adjust the paper size register dial (A) to set the dial to the size of the loaded paper.

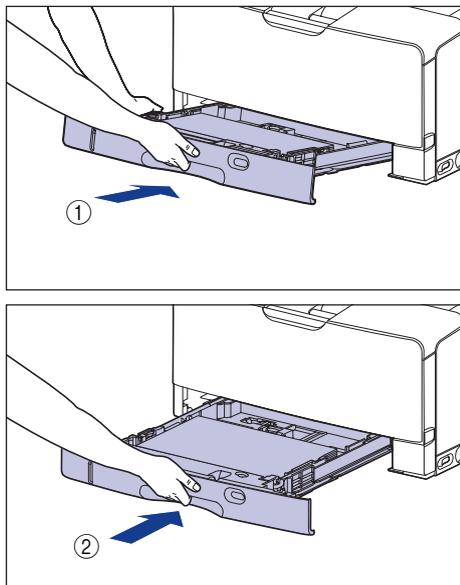


**IMPORTANT**

- Make sure that the paper size the paper size register dial is indicating corresponds with the size of the loaded paper before setting the paper cassette in the printer. If the paper size that the paper size register dial is indicating does not correspond with the size of the loaded paper, this may result in printer malfunction.
- Do not use "A4R", "LTRR", and "8.5 x 13".

## 10 Set the paper cassette in the printer at an angle as shown in the figure ①, then push it into the printer gently and horizontally ②.

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

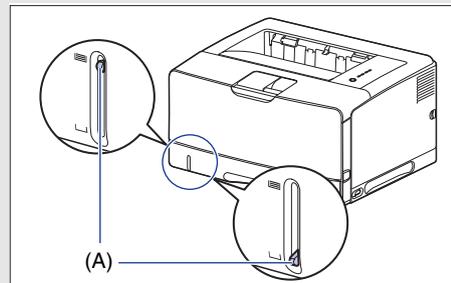


### CAUTION

When setting the paper cassette in the printer, be careful not to catch your fingers.

### ● Paper Level Indicator

The paper cassette has a paper level indicator (A) that shows the amount of paper remaining in the cassette. If the cassette is full, the paper level indicator is at the top. Because the indicator moves down as the amount of paper drops, this gives a rough estimate of the amount of paper remaining.

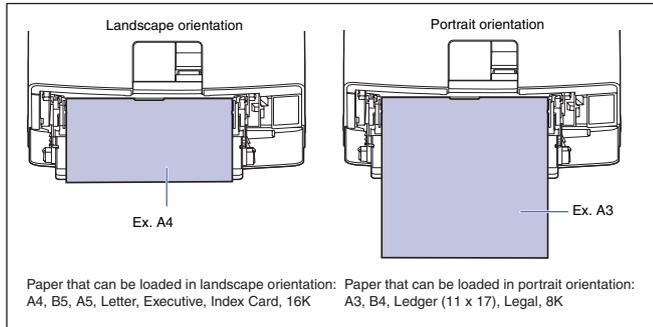


## Loading Paper in the Multi-purpose Tray

The multi-purpose tray can be loaded with plain paper (60 - 90 g/m<sup>2</sup>) at sizes of A3, B4, A4, B5, A5, Ledger (11 x 17), Legal, Letter, Executive, Index Card, 8K, and 16K. You can also load heavy paper, transparencies, labels, envelopes, and paper of the following custom paper sizes.

- When loading paper in portrait orientation: Width 98.0 to 312.0 mm; Length 148.0 to 470.0 mm

- When loading paper in landscape orientation: Width 210.0 to 297.0 mm;  
Length 148.0 to 297.0 mm

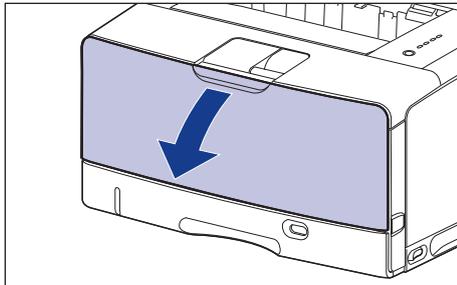


### IMPORTANT

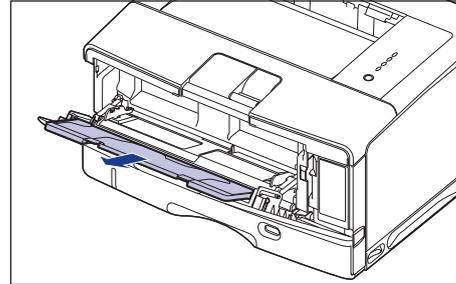
Do not touch the paper in the multi-purpose tray or pull it out during printing. This may result in a faulty operation.

## 1 Open the multi-purpose tray.

Holding the blue opening at the center of the printer, open the multi-purpose tray.



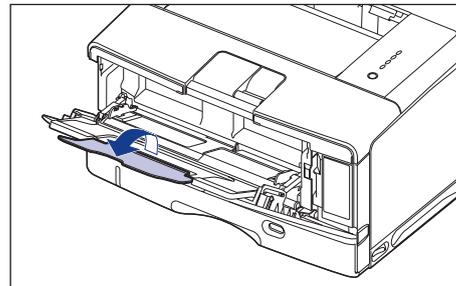
## 2 Pull out the auxiliary tray.



### IMPORTANT

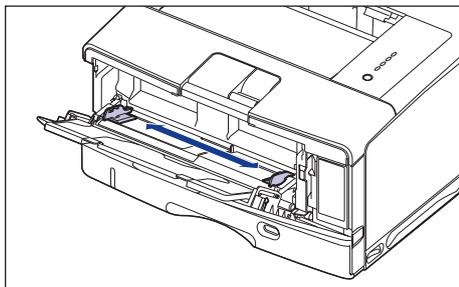
Be sure to pull out the auxiliary tray when loading paper in the multi-purpose tray.

## 3 When loading long-size paper such as A3, B4, etc, open the tray extension.



Step  
3

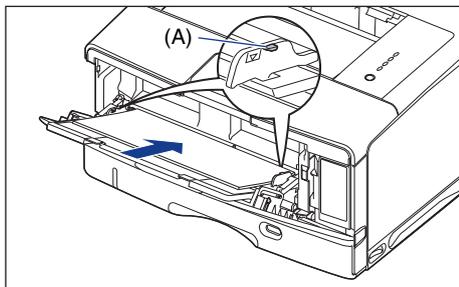
#### 4 Spread the paper guides a little wider than the actual paper width.



Step  
3

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

Be sure that the paper stack is loaded under the load limit guides (A).



#### CAUTION

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



#### IMPORTANT

- The multi-purpose tray can be loaded with up to approximately 100 sheets of plain paper (64 g/m<sup>2</sup>). Make sure that the paper stack does not exceed the load limit guides.
- Load the paper so that it is straight.

- If the rear edge of the paper stack is not properly aligned, this may result in misfeeds or paper jams.
- If the paper is curled or folded at corners, flatten it before loading it in the printer.
- If you use paper that has been poorly cut, multiple sheets of paper may be fed at once. In this case, fan the paper thoroughly, and then align the edges of the stack on a hard, flat surface.

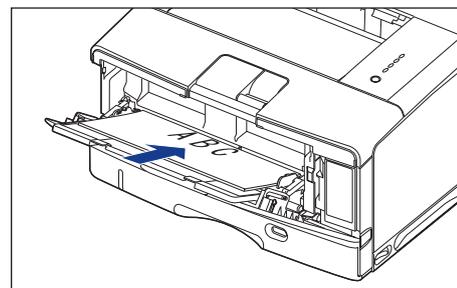
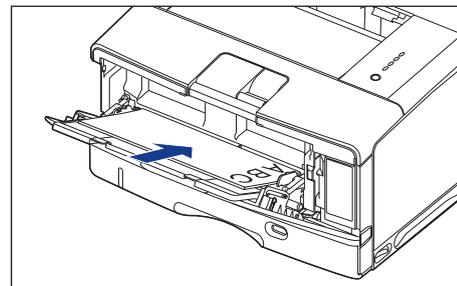


#### NOTE

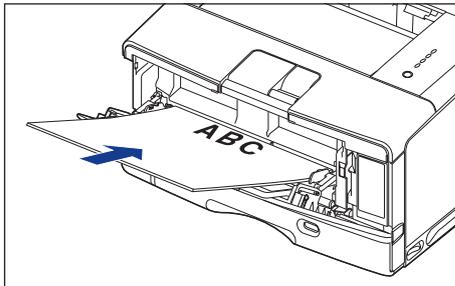
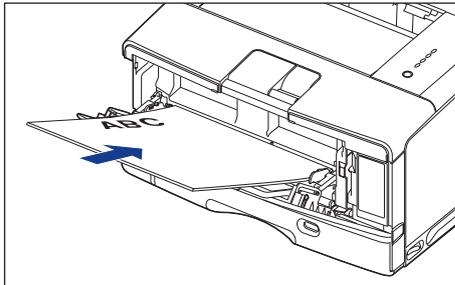
To print letterhead paper or paper printed with a logo, load the paper in the proper orientation according to the following instructions:

( ← : Feeding direction)

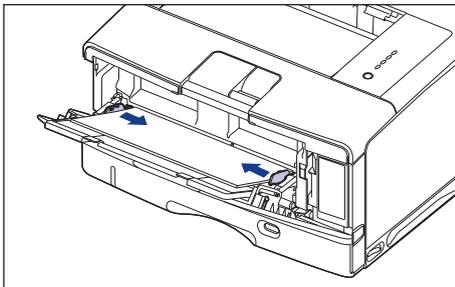
- When loading paper at a size of A4, B5, A5, Letter, Executive, or 16K in landscape orientation, load the paper so that the printing side is facing up, as shown in the following figures.



- When loading paper at a size of A3, B4, Ledger (11 x 17), Legal, or 8K in portrait orientation, load the paper so that the printing side is facing up, as shown in the following figures.

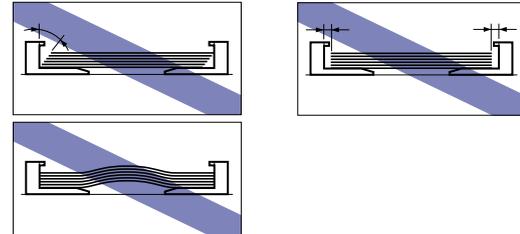


## 6 Align the paper guides with both sides of the stack.



## IMPORTANT

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



Step  
3

## Selecting an Output Tray

This printer has two output trays: "output tray" on the top of the printer unit and "sub-output tray" on the rear of the printer unit.

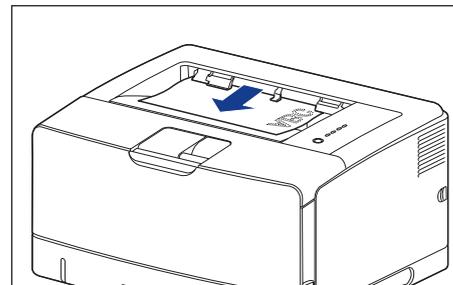
Do not switch one output tray to another during printing. This may result in paper jams.

## CAUTION

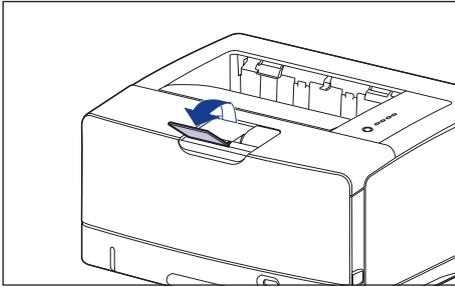
Keep your hands or clothing away from the roller in the output area. Even if the printer is not printing, sudden rotation of the roller may catch your hands or clothing, resulting in personal injury.

### Output Tray

Printed paper is output to the output tray with the printed side facing down.



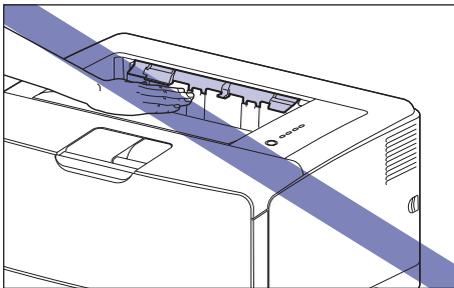
When outputting A3 size paper or other long-size paper to the output tray, pull out the auxiliary tray to prevent the paper from hanging out of the output tray. When you use the auxiliary tray, gently open it until it stops.



Step  
3

### IMPORTANT

- Printed paper can be output only to the output tray when performing automatic 2-sided printing.
- During 2-sided printing, do not touch the paper until it is output to the output tray completely. In 2-sided printing, the paper is partially output once after printed on its surface and is fed again to be printed on its reverse side.
- The output tray and its surroundings become hot during or immediately after using the printer. When taking out of the paper or removing jammed paper, do not touch the surroundings of the output tray.

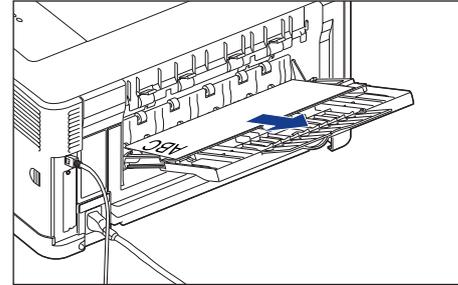


### NOTE

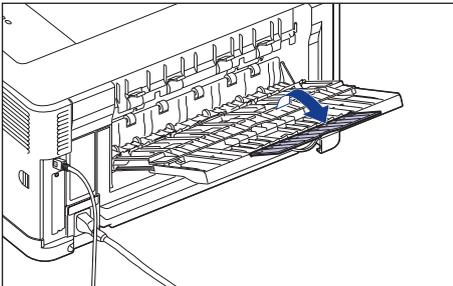
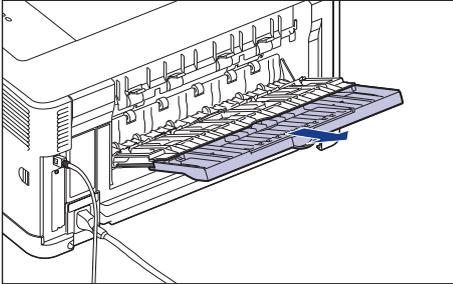
The output tray can hold up to approximately 250 sheets of plain paper (64 g/m<sup>2</sup>).

### ■ Sub-output Tray

Printed paper is output to the sub-output tray on the rear of the printer unit with the printed side facing up. Printed paper is stacked with the page order reversed. The sub-output tray is suitable to print transparencies, labels, or envelopes that curl easily, since the printed paper is output flattened.

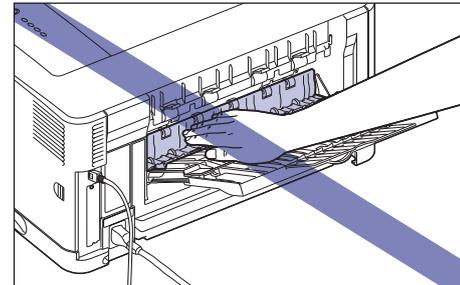


When outputting A4 size paper or other large-size paper to the sub-output tray, pull out the auxiliary tray to prevent the paper from hanging out of the sub-output tray. When outputting A3 size paper or other long-size paper to the sub-output tray, open the tray extension. When you use the tray extension, gently open it until it stops.



## IMPORTANT

- Be sure to close the sub-output tray before performing automatic 2-sided printing.
- Do not open the sub-output tray during automatic 2-sided printing.
- The sub-output tray and its surroundings become hot during printing or immediately after printing. When taking out of the paper or removing jammed paper, do not touch the surroundings of the sub-output tray.



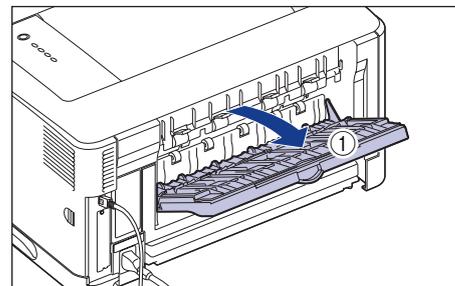
## NOTE

The sub-output tray can hold up to approximately 50 sheets of plain paper (64 g/m<sup>2</sup>).

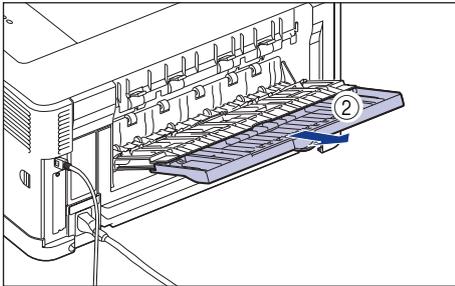
## Switching to the Sub-output Tray

Switch an output tray to the sub-output tray using the following procedure.

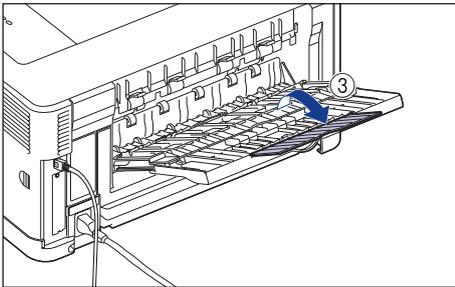
### **1** Open the sub-output tray ①.



When outputting A4 size paper or other large-size paper, pull out the auxiliary tray ②.

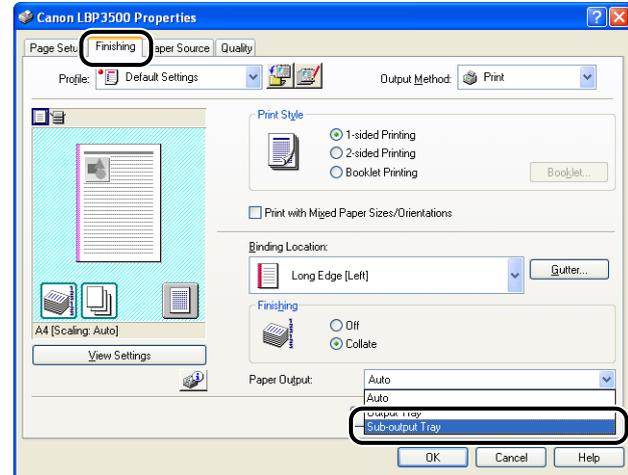


When outputting A3 size paper or other long-size paper, open the tray extension ③.



## 2 Select [Auto] or [Sub-output Tray] in [Paper Output] in the [Finishing] sheet in the printer driver.

Make sure that the sub-output tray is opened before selecting [Auto]. If the sub-output tray is closed, printed paper is output to the output tray.



### IMPORTANT

Paper is output to the sub-output tray with the printed side facing up. Therefore, when printing from the first page, the paper is stacked with the page order reversed. If you want the printer to output paper with the pages collated in the right order, select the [Reverse Output Order When Using Sub-output Tray] check box in the [Finishing Details] dialog box in the [Finishing] sheet, and you can output paper with the pages collated in the right order because the printer prints from the last page (The [Reverse Output Order When Using Sub-output Tray] check box is selected at the default setting).

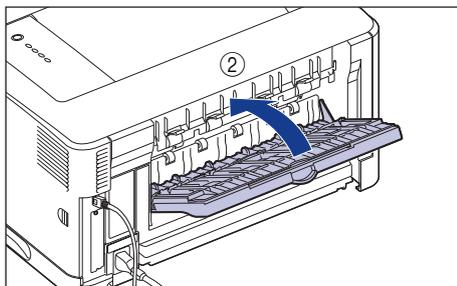
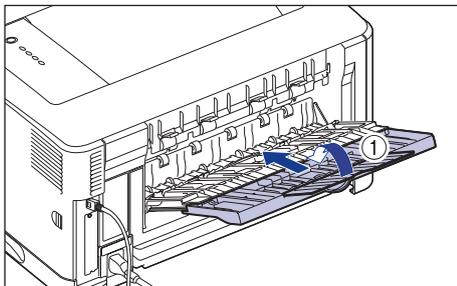
### NOTE

When installing the printer driver, see "Connecting the Printer to a Computer and Installing the CAPT Software," on p. 29 in Step 5.

## Switching to the Output Tray

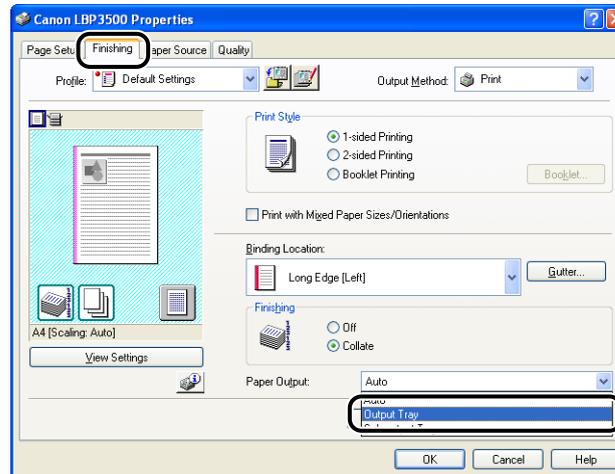
Switch an output tray to the output tray using the following procedure.

- 1 Close the tray extension and auxiliary tray ①, then close the sub-output tray ②.



- 2 Select [Auto] or [Output Tray] in [Paper Output] in the [Finishing] sheet in the printer driver.

Make sure that the sub-output tray is closed before selecting [Auto]. If the sub-output tray is opened, printed paper is output to the sub-output tray.



### NOTE

When installing the printer driver, see "Connecting the Printer to a Computer and Installing the CAPT Software," on p. 29 in Step 5.

Step  
3



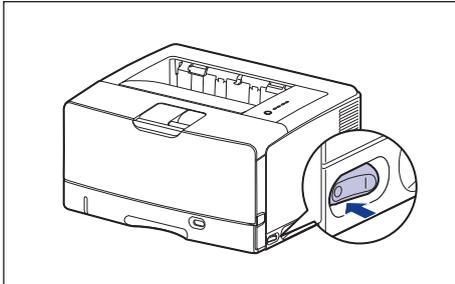
## Connecting the Power Cord

### IMPORTANT

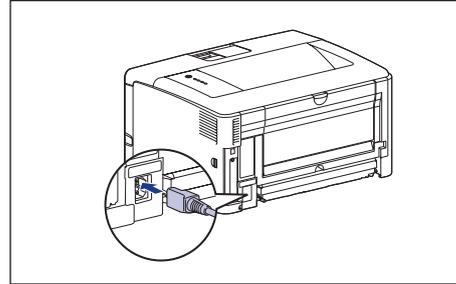
- One AC power outlet should be used exclusively for the printer.
- Do not plug the power plug into the auxiliary outlet on a computer.
- Do not connect this printer to an uninterruptible power source. This may cause printer malfunction or breakdown at the occurrence of a power failure.

### 1 Make sure that the power switch of the printer is OFF.

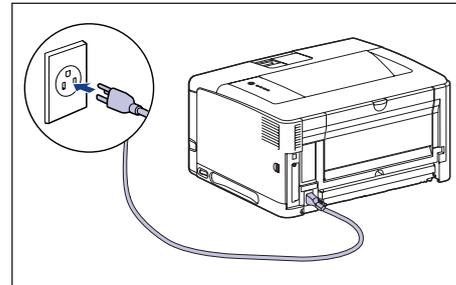
The printer is OFF when "○" of the power switch is pressed.



### 2 Plug the supplied power cord into the power socket.

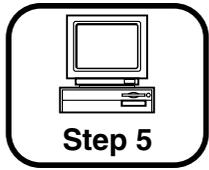


### 3 Plug the power plug into the AC power outlet.



### NOTE

The form of the supplied power cord may differ from the one in the above illustration.



## Connecting the Printer to a Computer and Installing the CAPT Software

In this section, connect the printer to a computer with a USB cable, and then install the printer driver.

For details on using this printer in a network environment, see the following directions.

- Installing the Network Board  
See Installing the Network Board: p. 49
- Installing the CAPT Software  
See "Chapter 2 Setting Up the Network Environment for Printing" in Network Guide

### WARNING

When plugging or unplugging the USB cable when the power plug is plugged in an AC power outlet, do not touch the metal part of the connector, as this may result in electrical shock.

### IMPORTANT

- Do not plug or unplug the USB cable while the computer and printer are ON, as this may result in damage to the printer.
- This printer uses bi-directional communications while printing. Connecting to print servers, USB hubs or switching devices that require uni-directional communication may result in printer error.
- When starting Windows, be sure to log on as a member of Administrators.

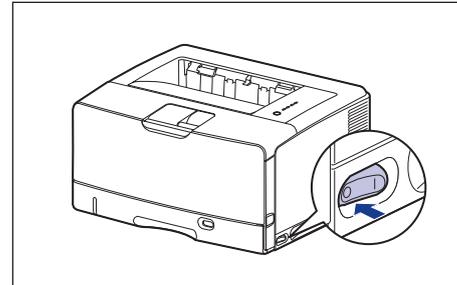
### NOTE

- The screen shots used in this section are from Windows XP Professional.

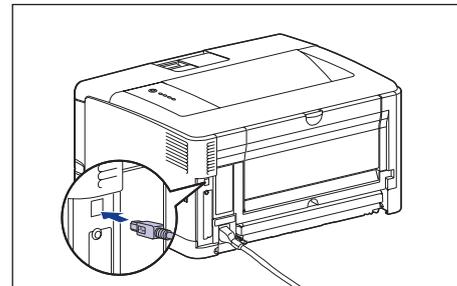
- When you connect this printer to your computer with a USB cable, use the supplied USB cable or a USB cable with the following symbol.



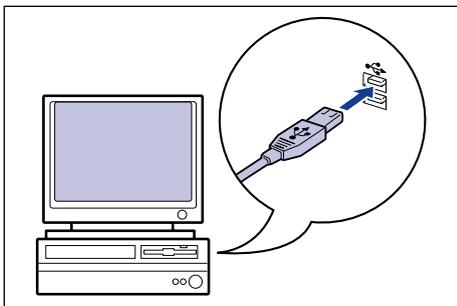
- 1 Make sure that the printer and computer are OFF.



- 2 Connect the B-type (square) end of the USB cable to the USB connector on the printer.



### 3 Connect the A-type (flat) end of the USB cable to the USB port on the computer.



### 4 Turn the computer on and start up Windows.

#### IMPORTANT

If a Wizard or dialog box appears by the Plug and Play automatic setup, click [Cancel], and then install the CAPT software using this procedure.

### 5 Insert the supplied "LBP3500 User Software" CD-ROM into the CD-ROM drive.

If the CD-ROM is already in the drive, eject the disk and re-insert it into the drive.

#### IMPORTANT

- If you are using Windows Vista and the [AutoPlay] dialog box appears, click [Run AUTORUN.EXE].
- If CD-ROM Setup does not appear, display it using the following procedures. (The CD-ROM drive name is indicated as "D:" in this manual. The CD-ROM drive name may differ depending on the computer you are using.)
  - If you are using an operating system other than Windows Vista, select [Run] from the [Start] menu, enter "D:\English\MInst.exe", and then click [OK].
  - If you are using Windows Vista, enter "D:\English\MInst.exe" in [Start Search] under the [Start] menu, and then press the [ENTER] key on your keyboard.

#### NOTE

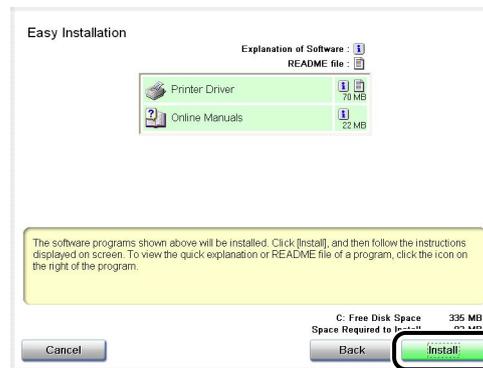
If you are using Windows Vista and the [User Account Control] dialog box appears, click [Allow].

### 6 Click [Easy Installation] or [Custom Installation].

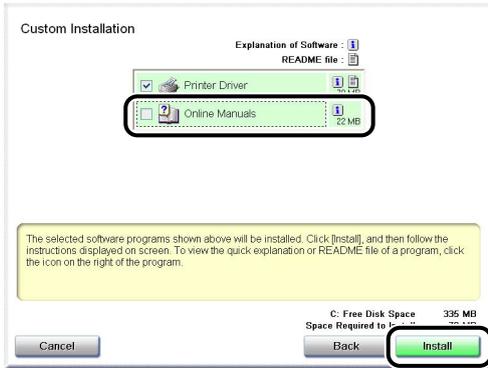
[Easy Installation] allows you to install the printer driver and the instruction manuals simultaneously. If you do not install the manuals, select [Custom Installation].



### 7 Click [Install].



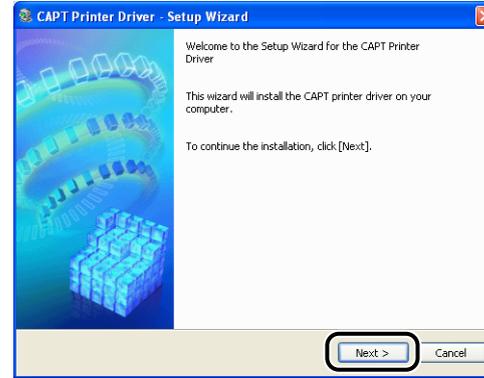
If you selected [Custom Installation] in Step 6, clear the [Online Manuals] check box, and then click [Install].



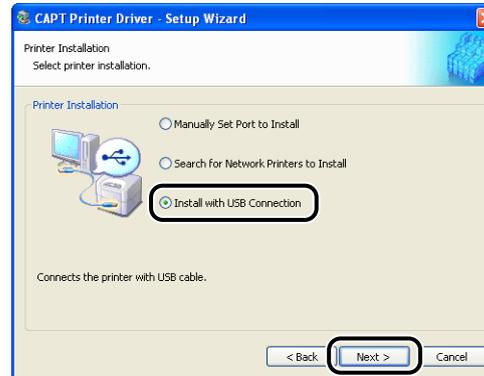
## 8 Confirm the contents, then click [Yes].



## 9 Click [Next].



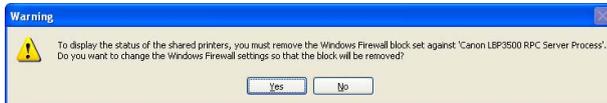
## 10 Select [Install with USB Connection], then click [Next].



Depending on the system environment, a message that prompts you to restart the computer may appear. In this case, restart the computer and continue the installation.

If you are using Windows XP Service Pack 2 or another operating system equipped with Windows Firewall, the following screen is displayed. Specify whether to configure Windows Firewall to unblock communication with the client computers when sharing the printer on a network.

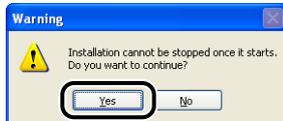
Click [Yes] when you share the printer on a network. After completing the installation, see "Chapter 3 Setting Up the Printing Environment" in  User's Guide and specify the settings for sharing the printer on the network. Click [No] when you do not share the printer on a network.



#### NOTE

Even after the installation, you can change the Firewall settings using "CAPT Windows Firewall Utility" in the supplied CD-ROM. For more details, see "Chapter 8 Appendix" in  User's Guide.

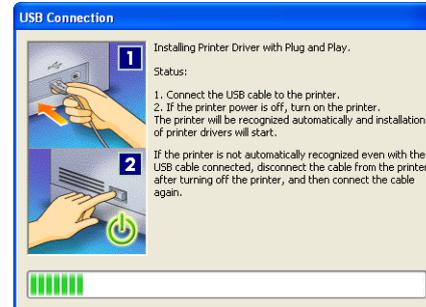
## 11 The message <Installation cannot be stopped once it starts. Do you want to continue?> appears. Click [Yes].



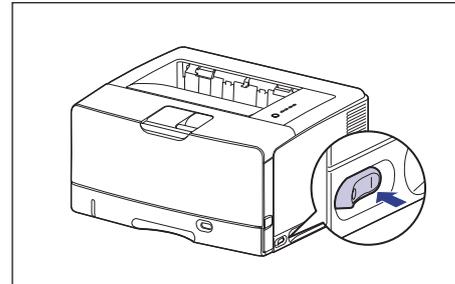
#### NOTE

- If you are using Windows 2000 and the [Digital Signature Not Found] dialog box appears, click [Yes].
- If you are using Windows XP/Server 2003 and the [Hardware Installation] dialog box appears, click [Continue Anyway].
- If you are using Windows Vista and the [Windows Security] dialog box appears, click [Install this driver software anyway].

## 12 When the following screen is displayed, turn the printer ON.



Press "I" of the power switch to turn the printer ON.

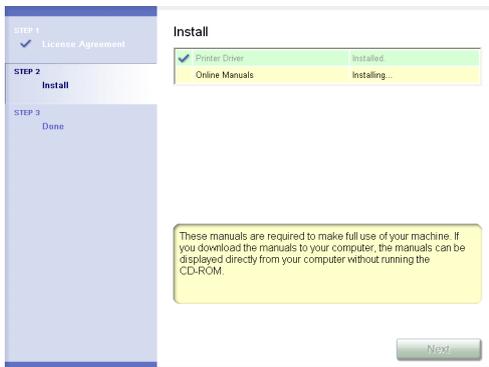


Installation of the USB class driver and the printer driver starts automatically.

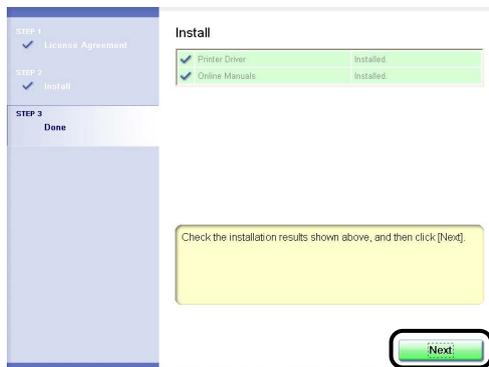
#### NOTE

- If the printer is not recognized automatically even after the USB cable is connected, see "Chapter 7 Troubleshooting" in  User's Guide.
- If you are using Windows XP/Server 2003 and the [Hardware Installation] dialog box appears, click [Continue Anyway].
- If you are using Windows Vista and the [Windows Security] dialog box appears, click [Install this driver software anyway].

**13** If [Easy Installation] is selected in Step 6, the manuals are installed.



**14** Confirm the installation results, then click [Next].



 **NOTE**

If the driver installation did not finish successfully, see "Chapter 7 Troubleshooting" in  User's Guide, then reinstall the CAPT software.

**15** Select the [Restart Computer Now (Recommended)] check box, then click [Restart].



Windows restarts.

The installation of the USB class driver and the printer driver is completed.

## After Completing Installation

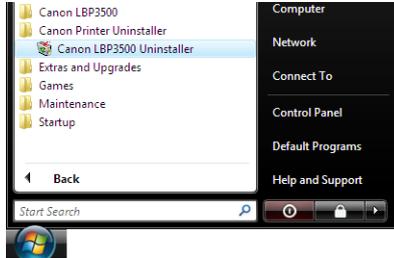
When the installation of the CAPT software is completed, an icon and folder will be created.

### For Windows Vista

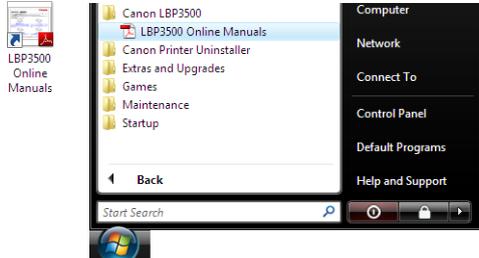
- The [Canon LBP3500] printer icon is displayed in the [Printers] folder.



- [Canon Printer Uninstaller] is added to [All Programs] under the [Start] menu.



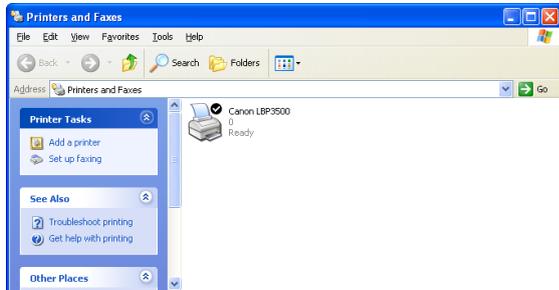
- If the manuals are installed, [LBP3500 Online Manuals] is created on the desktop, and [LBP3500 Online Manuals] under [Canon LBP3500] is added to [All Programs] under the [Start] menu.



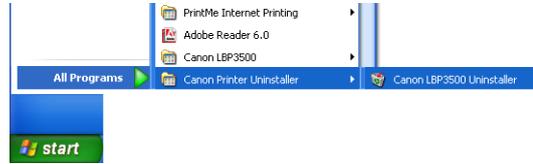
Step 5

### For Windows XP/Server 2003

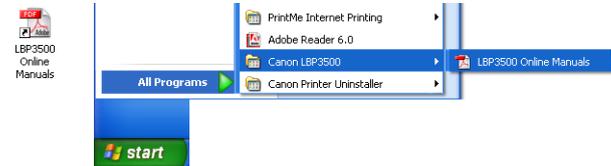
- The [Canon LBP3500] printer icon is displayed in the [Printers and Faxes] folder.



- [Canon Printer Uninstaller] is added to [All Programs] under the [Start] menu.

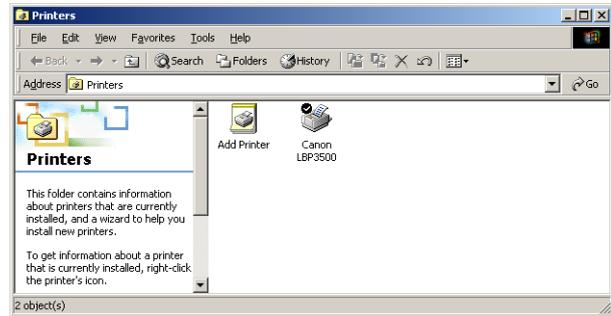


- If the manuals are installed, [LBP3500 Online Manuals] is created on the desktop, and [LBP3500 Online Manuals] under [Canon LBP3500] is added to [All Programs] under the [Start] menu.

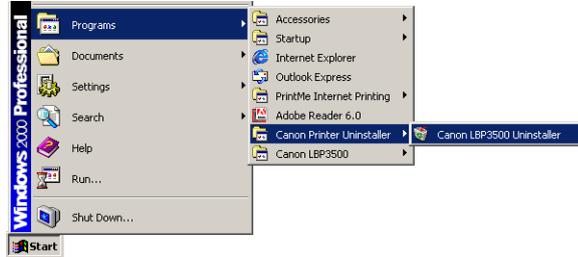


### For Windows 2000

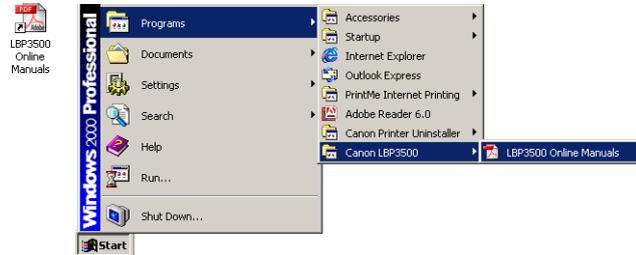
- The [Canon LBP3500] printer icon is displayed in the [Printers] folder.



- [Canon Printer Uninstaller] is added to [Programs] under the [Start] menu.



- If the manuals are installed, [LBP3500 Online Manuals] is created on the desktop, and [LBP3500 Online Manuals] under [Canon LBP3500] is added to [Programs] under the [Start] menu.



## Checking the Operations by Configuration Page Print

Before using the printer for the first time, be sure to perform Configuration Page Print to check the operations using the following procedure. Configuration Page Print prints the optional settings of the printer and printer status such as [Number of Total Printed Pages].

### NOTE

- Configuration Page Print is designed to be printed on A4 size paper. Load A4 size paper.
- The screen shots used in this section are from Windows XP Professional.

## 1 Display the [Printers and Faxes] folder or the [Printers] folder.

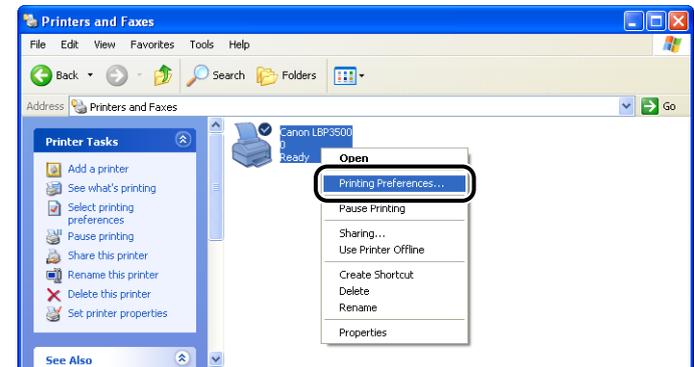
For Windows 2000: From the [Start] menu, select [Settings] → [Printers].

For Windows XP Professional/Server 2003: From the [Start] menu, select [Printers and Faxes].

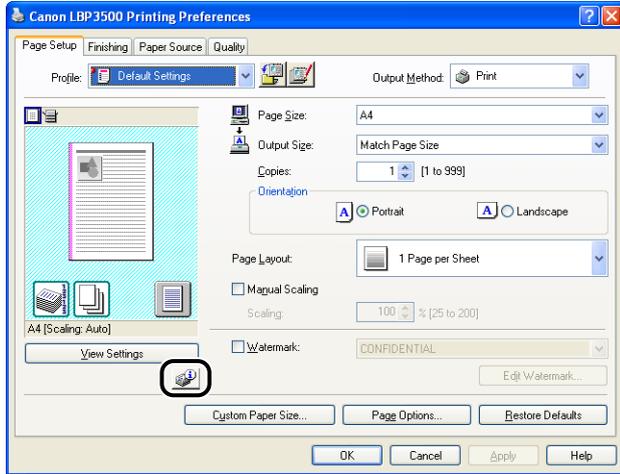
For Windows XP Home Edition: From the [Start] menu, select [Control Panel], and then click [Printers and Other Hardware] → [Printers and Faxes].

For Windows Vista: From the [Start] menu, select [Control Panel], and then click [Printer].

## 2 Right-click the [Canon LBP3500] icon, then select [Printing Preferences] from the pop-up menu.



- 3** Display the [Page Setup] sheet, then click [  ] (Display Printer Status Window) to run the Printer Status Window.

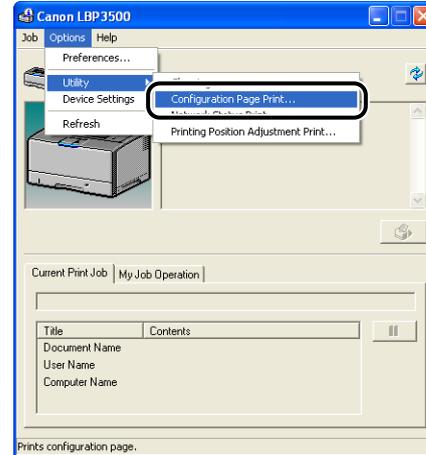


Step  
5

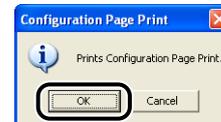
 **NOTE**

For details on the Printer Status Window, see "Chapter 4 Printing a Document" in  User's Guide.

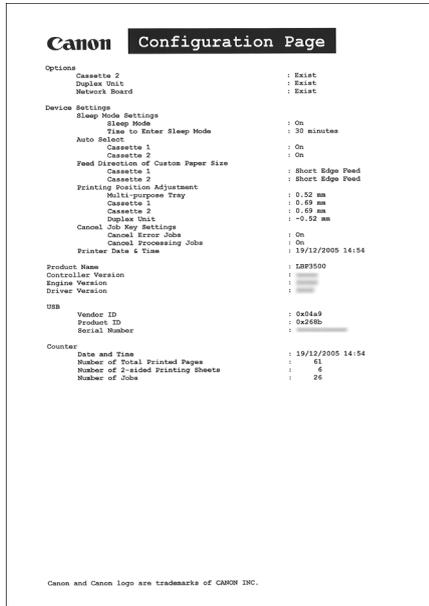
- 4** From the [Options] menu, select [Utility] → [Configuration Page Print].



- 5** Click [OK].



Configuration Page Print is printed.



### IMPORTANT

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

### NOTE

- Configuration Page Print allows you to confirm the optional settings of the printer and printer status such as the total number of print pages.
- If Configuration Page Print was not printed properly, see "Chapter 7 Troubleshooting" in User's Guide and reinstall the CAPT software.

The printer is now ready to print.  
 Be sure to read User's Guide" to make full use of the printer functions.

## Displaying the Manuals

This section describes the procedures for displaying the following manuals in PDF format.

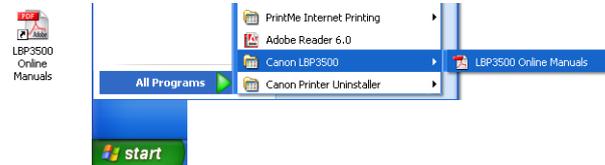
Instruction Manual Name	Contents
Getting Started Guide (this manual)	Describes the procedure for installing this printer and the preparations needed before you can print with this printer.
User's Guide	Describes the printing procedures, routine maintenance, and troubleshooting.
Network Guide	Describes the procedures for printing in a network environment and managing the printer.
Remote UI Guide	Describes the procedures for operating the printer and specifying the printer settings from the web browser.

### IMPORTANT

To display the manuals in PDF format, Adobe Reader/Adobe Acrobat Reader is required. If Adobe Reader/Adobe Acrobat Reader is not installed on your system, please download it from the Adobe Systems Incorporated website.

### When Displaying a Manual Installed on a Computer

[LBP3500 Online Manuals] is displayed by double-clicking the shortcut icon created on the desktop when the manuals were installed or selecting [Canon LBP3500] - [LBP3500 Online Manuals] added to [All Programs] ([Programs] for Windows 2000) under the [Start] menu. Clicking any one of [Getting Started Guide], [User's Guide], [Network Guide], or [Remote UI Guide] displays the respective manuals.



## Displaying the Manuals from CD-ROM Setup

Display the manuals from the CD-ROM supplied with the printer.

### 1 Insert the supplied "LBP3500 User Software" CD-ROM into the CD-ROM drive.

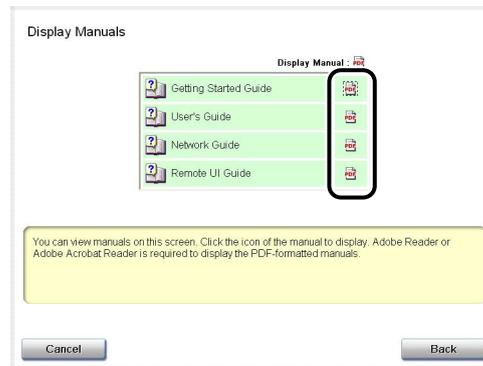
#### NOTE

- If you are using Windows Vista and the [AutoPlay] dialog box appears, click [Run AUTORUN.EXE].
- If CD-ROM Setup does not appear, display it using the following procedures. (The CD-ROM drive name is indicated as "D:" in this manual. The CD-ROM drive name may differ depending on the computer you are using.)
  - If you are using an operating system other than Windows Vista, select [Run] from the [Start] menu, enter "D:\English\Mlnst.exe", and then click [OK].
  - If you are using Windows Vista, enter "D:\English\Mlnst.exe" in [Start Search] under the [Start] menu, and then press the [ENTER] key on your keyboard.
- If you are using Windows Vista and the [User Account Control] dialog box appears, click [Allow].

### 2 Click [Display Manuals].



### 3 Click next to the name of the desired guide.



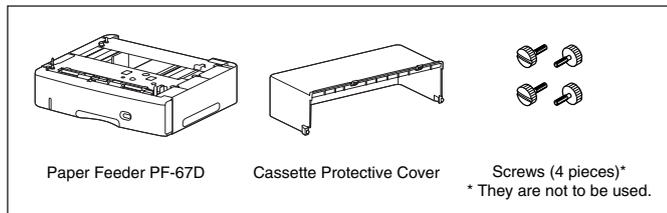


## Installing the Optional Accessories

Step6

### Installing the Paper Feeder

The paper feeder is to be installed at the bottom of the printer unit. Make sure that all the following items are contained in the package before installing the paper feeder. If any item is missing or damaged, please contact your local authorized Canon dealer.

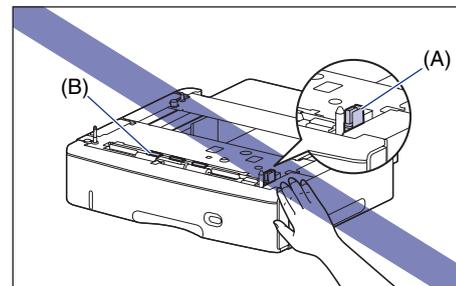


#### WARNING

Be sure to turn the printer OFF, unplug the power plug, and then disconnect all the interface cables and power cord from the printer before installing the paper feeder. Otherwise, the power cord or interface cables may be damaged, resulting in a fire or electrical shock.

#### IMPORTANT

Do not touch the connector (A) or feed roller (B) in the paper feeder. This may result in damage to the printer or misfeeds.

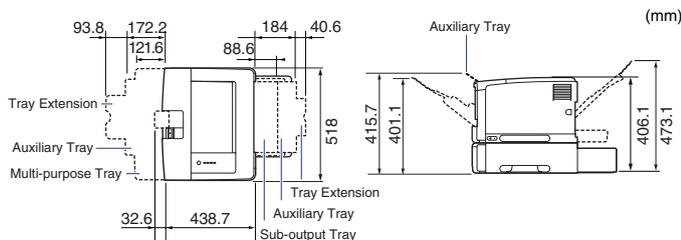


## Installation Space

The dimensions of each part, foot positions, and the space required for using the printer with the paper feeder installed are indicated in the following figures:

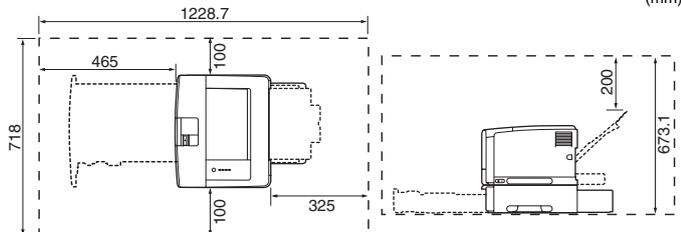
### • Dimensions of the Printer

Front Surface →



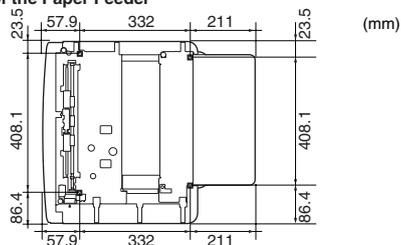
### • Required Peripheral Space

Front Surface →



### • Foot Positions of the Paper Feeder

Front Surface →



The rubber feet are 1 mm high and their top surface is 12 mm x 12 mm square.

## Moving the Printer

When installing the paper feeder in the printer after installing the printer, move the printer to an appropriate location temporarily using the following procedure.

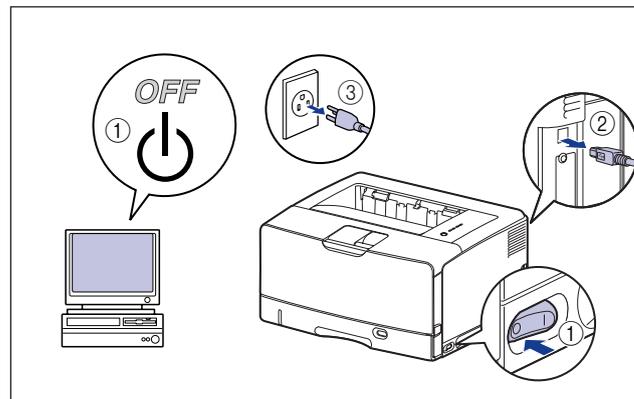
### ! WARNING

Be sure to turn the printer and computer OFF, unplug the power plug, and then disconnect all the interface cables from the printer before moving the printer. Otherwise, the power cord or interface cables may be damaged, resulting in a fire or electrical shock.

### ! CAUTION

Do not carry the printer with the paper cassette attached. If you do so, the paper cassette may drop resulting in personal injury.

- 1 Turn the printer and computer OFF ①, remove the USB cable ②, and then disconnect the power plug from the AC power outlet ③.

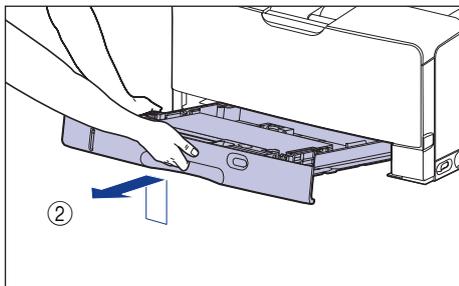
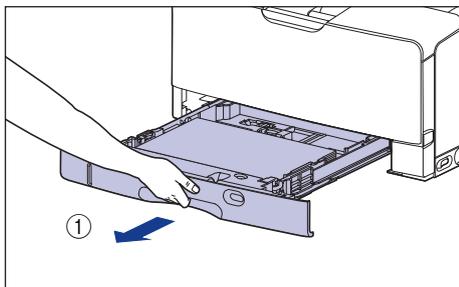


## 2 Remove all the interface cables and the power cord from the printer.

### NOTE

If the optional duplex unit is installed, remove it from the printer. For details on the procedure for removing the optional duplex unit, see "Chapter 6 Optional Accessories" in  User's Guide.

## 3 Pull out the paper cassette gently until it stops ①, then raise the front side of the paper cassette and remove it from the printer ②.

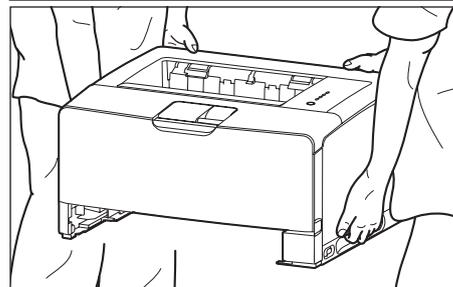
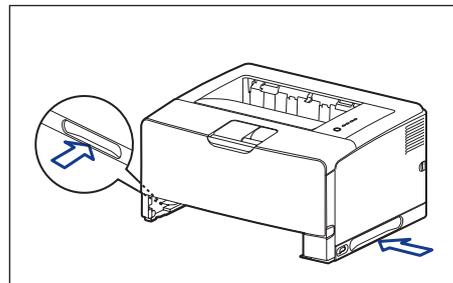


### IMPORTANT

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

## 4 Move the printer unit from the installation site.

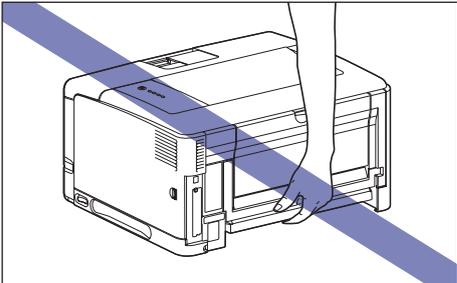
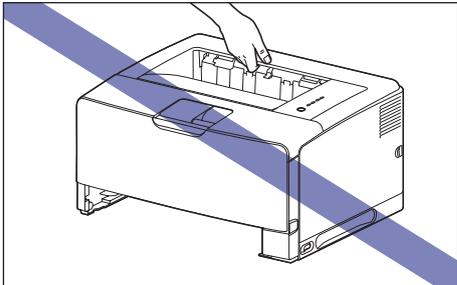
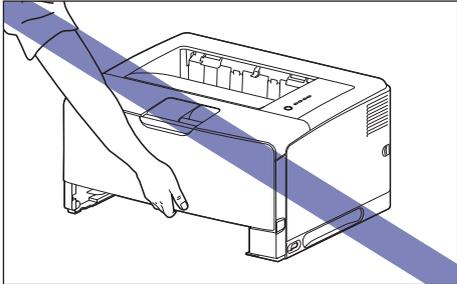
Carry the printer with 2 or more people by holding the center of the lift handles on the lower portion of the printer and lifting it up at the same time.



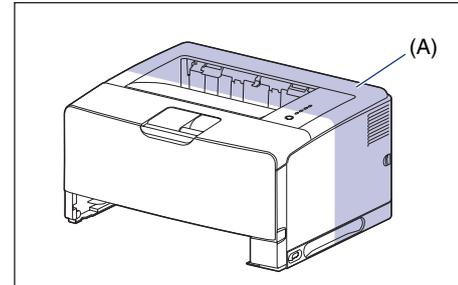
### CAUTION

- This printer weighs approximately 19.4 kg without the paper cassette installed. The printer must be carried by 2 or more people, and care must be taken to avoid hurting your back or other portions of your body when carrying the printer.

- Be sure not to hold the printer by the front or rear side or any portions other than the lift handles. If you do so, you may drop the printer, resulting in personal injury.



- The back portion (A) of the printer is relatively heavy. Be careful not to get off-balanced when lifting the printer. If you do so, you may drop the printer, resulting in personal injury.



#### IMPORTANT

Make sure that the front cover and sub-output tray are closed before carrying the printer.

### Removing the Packing Materials and Installing the Paper Feeder

The paper feeder is to be installed at the bottom of the printer unit.

#### CAUTION

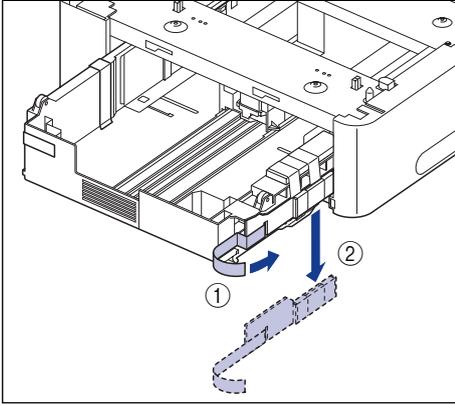
- Put the printer or paper feeder down slowly and carefully. Be careful not to hurt your hands.
- Do not carry the printer with the paper cassette attached. If you do so, the paper cassette may drop resulting in personal injury.

#### NOTE

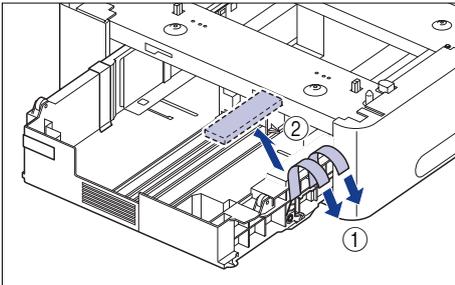
The packing materials may be changed in form or position to be placed, or may be added or removed without notice.

## 1 Remove the packing material attached to the paper cassette of the paper feeder.

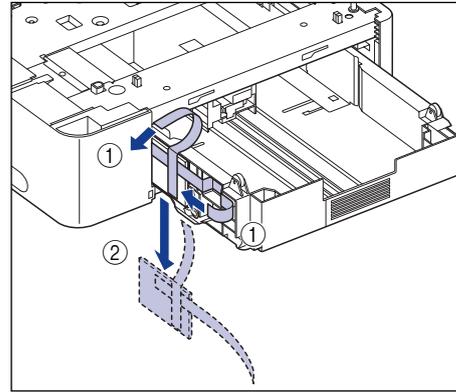
Remove the tape as shown in the figure ①, and then remove the packing material with tape ②.



Remove the two pieces of tape as shown in the figure ①, and then remove the packing material ②.

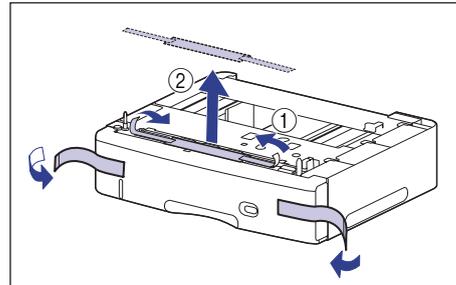


Remove the two pieces of tape as shown in the figure ①, and then remove the packing material with tape ②.



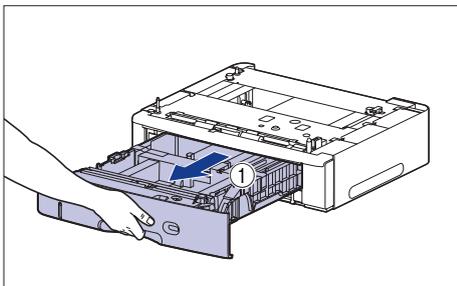
## 2 Remove the tape that is securing the paper cassette.

To remove the packing material with tape, remove the two pieces of tape ①, and then remove the packing material together with the tape ②.

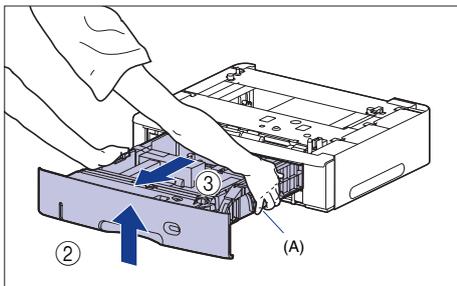


### 3 Pull out the paper cassette from the paper feeder.

Pull out the paper cassette until it stops ①.



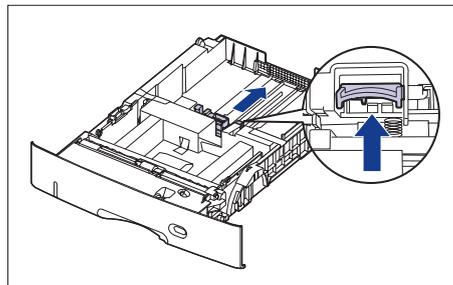
Hold the grips (A) with both hands, raise the front side of the paper cassette slightly ②, and then pull it out completely ③ as shown in the figure.



#### IMPORTANT

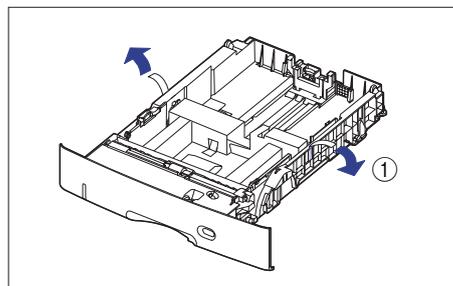
- Hold the paper cassette with both hands securely because the cassette is heavy.
- Place the removed paper cassette on a flat and stable surface.
- The paper cassette cannot be pulled out horizontally. If you try to pull it out forcefully, this may result in damage to the paper cassette.

### 4 While holding the lock release lever of the rear paper guide, slide the guide.

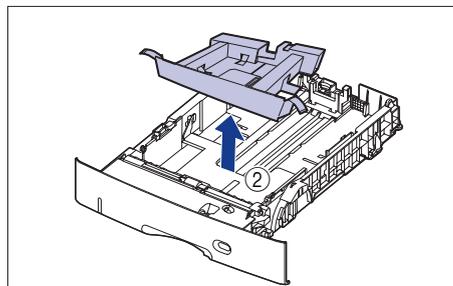


### 5 Remove the tape and packing material.

Remove the tape shown in the figure ①.

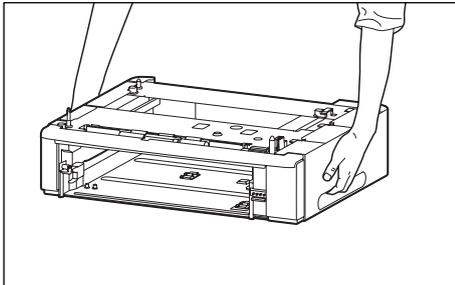


Remove the packing material with tape ②.



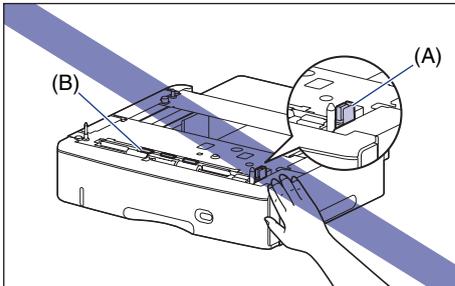
## 6 Place the paper feeder at the installation site.

When carrying the paper feeder, hold the center of the lift handles on both sides with both hands.



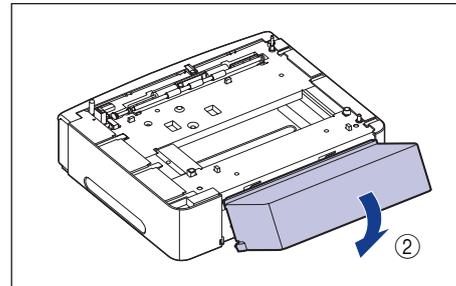
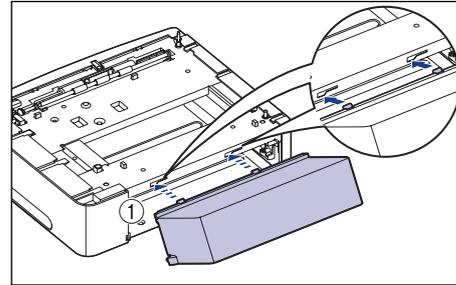
### IMPORTANT

- Do not touch the connector (A) or feed roller (B) in the paper feeder. This may result in damage to the printer or misfeeds.



- Do not install the paper feeder on a platform that may warp from the weight of the printer and optional accessories, or where the printer is liable to sink (such as a carpet or mat).
- Secure sufficient space around the paper feeder so that you can install the printer and connect cords such as the power cord and interface cables.

## 7 Attach the cassette protective cover.



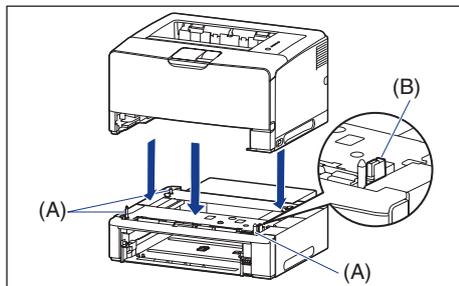
### IMPORTANT

Do not put your hand or things on the cassette protective cover, or shove the cover hard. This may result in damage to the cassette protective cover.

Step  
6

- 8** When installing the printer unit on the paper feeder, gently set it down so that each surface of the printer unit is flush with the front or side surfaces of the paper feeder.

Also, match the positioning pins (A) and connector (B) when setting the printer unit.



**IMPORTANT**

If the printer unit cannot be placed on the paper feeder properly, lift the printer unit once, hold it horizontally, and place it again. If you try to set the printer forcefully without lifting it, the connector and positioning pins may be broken.

- 9** Set the paper cassettes in the printer unit and paper feeder.

**NOTE**

If the optional duplex unit was previously installed, reinstall it on the printer. For details on the procedure for installing the duplex unit, see "Installing the Duplex Unit," on p. 47.

- 10** Connect the interface cables except for the USB cable, and connect the power cord.

- 11** Plug the power plug into the AC power outlet.

- 12** Connect the USB cable.

**IMPORTANT**

Be sure to turn the printer ON once when loading paper in the paper cassette for the first time after installing the paper feeder.

**NOTE**

After installing the paper feeder, you have to specify the settings for the optional accessories in the [Device Settings] sheet in the printer driver. You can obtain the status of the optional accessories automatically by clicking [Get Device Status] in the [Device Settings] sheet.

### Loading Paper in the Paper Cassette

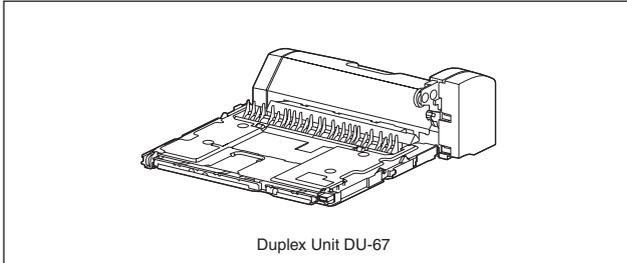
The paper cassette of the paper feeder (Cassette 2) can be loaded with up to approximately 500 sheets of plain paper (60 - 90 g/m<sup>2</sup>) at sizes of A3, B4, A4, B5, A5, Ledger (11 x 17), Legal, Letter, Executive, and 16K. You can also load paper of the following custom paper sizes.

- When loading paper in portrait orientation: Width 210.0 to 297.0 mm; Length 210.0 to 431.8 mm
- When loading paper in landscape orientation: Width 210.0 to 297.0 mm; Length 148.0 to 297.0 mm

For details on loading paper in the paper cassette of the paper feeder, see "Chapter 2 Loading and Outputting Paper" in  User's Guide.

## Installing the Duplex Unit

The duplex unit is to be installed on the rear of the printer unit.



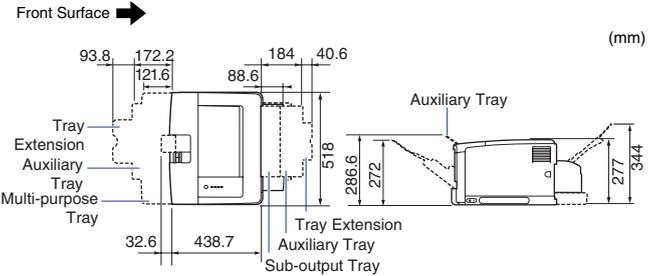
### WARNING

Be sure to turn the printer OFF, unplug the power plug, and then disconnect all the interface cables and power cord from the printer before installing the duplex unit. Otherwise, the power cord or interface cables may be damaged, resulting in a fire or electrical shock.

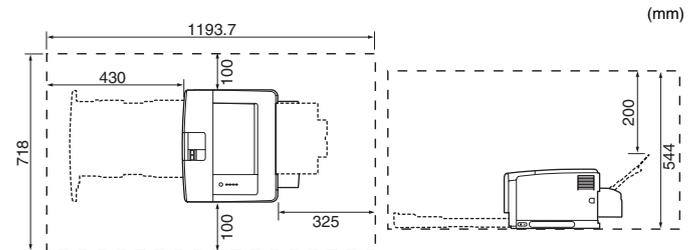
## Installation Space

The dimensions of each part, foot positions, and the space required for using the printer with the duplex unit installed are indicated in the following figures:

### • Dimensions of the Printer



### • Required Peripheral Space



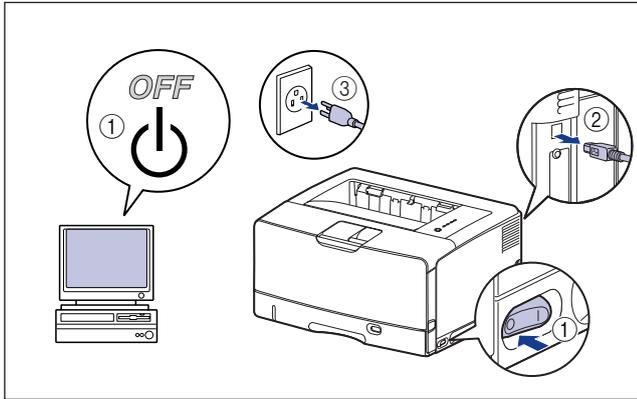
## Installing the Duplex Unit

The duplex unit is to be installed on the rear of the printer unit.

### NOTE

The packing materials may be changed in form or position to be placed, or may be added or removed without notice.

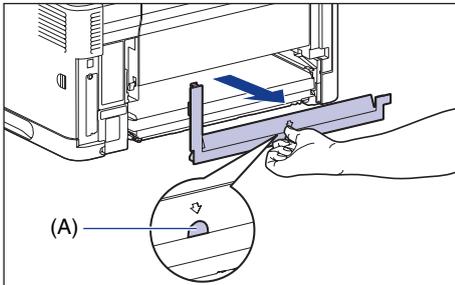
- 1** Turn the printer and computer OFF ①, remove the USB cable ②, and then disconnect the power plug from the AC power outlet ③.



- 2** Remove all the interface cables and the power cord from the printer.

- 3** Remove the duplex unit cover.

Hook your finger in the opening (A) of the duplex unit cover and remove it.

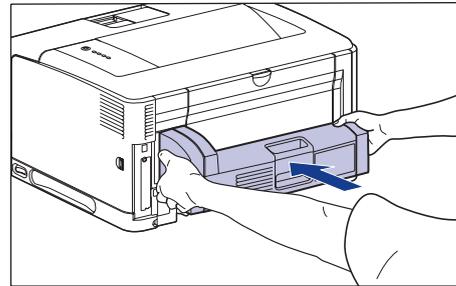
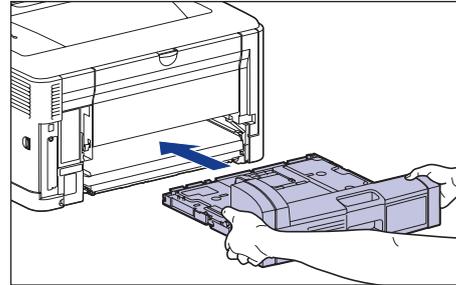


**IMPORTANT**

Keep the duplex unit cover. The duplex unit cover is required when the duplex unit is removed.

- 4** Install the duplex unit.

Push the duplex unit into the printer firmly and horizontally as shown in the figures.

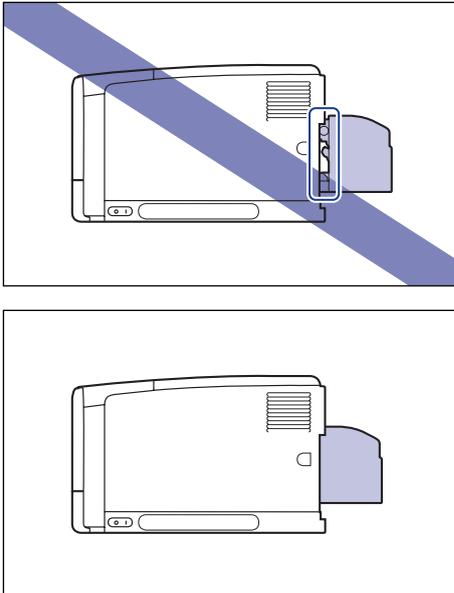


**CAUTION**

Push the duplex unit gently to avoid catching your hands, as this may result in personal injury.

## IMPORTANT

If the duplex unit is not installed on the printer firmly (if there is any space between the rear of the printer and the duplex unit), this may result in misfeeds.



**5** Connect the interface cables except for the USB cable, and connect the power cord.

**6** Plug the power plug into the AC power outlet.

**7** Connect the USB cable.

### NOTE

After installing the duplex unit, you have to specify the settings for the optional accessories in the [Device Settings] sheet in the printer driver. You can obtain the status of the optional accessories automatically by clicking [Get Device Status] in the [Device Settings] sheet.

## Installing the Network Board

### LICENCE AGREEMENT

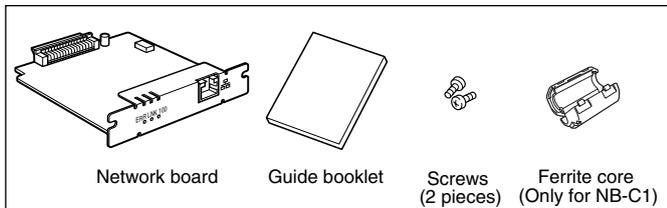
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## Network Board

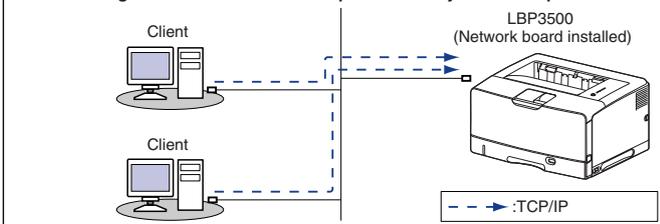
Install the network board in the expansion slot located on the rear of the printer.



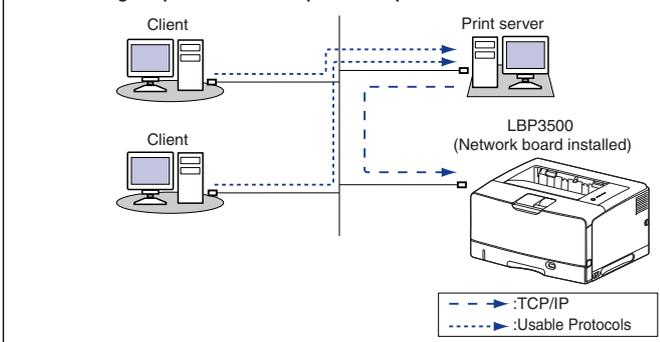
\* For NB-C2, a CD-ROM may be supplied with the network board.

By installing the optional network board, you can use LBP3500 directly connected to a network.

### ■ Connecting the network board on the printer directly to the computer



### ■ Connecting the printer to the computer via a print server



## ⚠ CAUTION

- Be sure to turn the printer OFF, unplug the power plug, and then disconnect all the interface cables and power cord from the printer before installing the network board. If a USB cable is connected, turn the computer off, and then remove the USB cable. If you attempt to install the network board when the printer is ON or any cable is connected to the printer, this may result in an electrical shock.
- Be careful when handling the network board. Touching the edges or a sharp portion of the network board may result in personal injury.

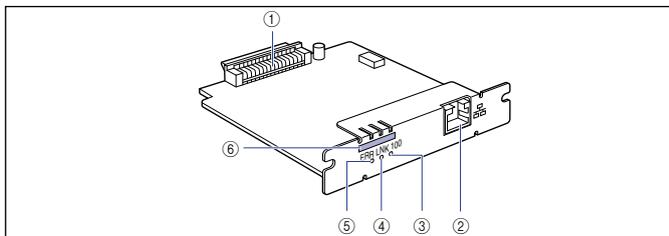
## 🖐 IMPORTANT

- The network board contains components that are sensitive to static electricity. Observe the following precautions when handling the network board to prevent damage from static electricity.
  - Touch a metal object to dissipate static electricity before handling the network board.
  - When handling the network board, do not touch anything that generates static electricity such as the computer display.
  - Do not touch the network board parts, printed wire, or connectors with your hands.
  - To prevent the network board from being affected by static electricity, keep it in the protective bag until it is ready to be installed. The protective bag is required after the network board is removed. Keep the protective bag and do not discard of it.

## 📝 NOTE

This network board does not come with a LAN cable. A Category 5 twisted pair cable is required for installing the network board and connecting the printer to a network. Have cables or a hub ready as needed.

## Parts and Their Functions



### ① Printer Connector

Connects to the printer. Do not touch the connector directly with your hands.

### ② LAN Connector

Connects to a 10BASE-T/100BASE-TX LAN cable.

### ③ 100 Indicator (Green)

Comes on when the network board is connected to the network by 100BASE-TX. Does not come on when connected by 10BASE-T.

### ④ LNK Indicator (Green)

Comes on when the network board is connected to the network properly.

### ⑤ ERR Indicator (Orange)

Comes on or blinks when the network board is not working properly.

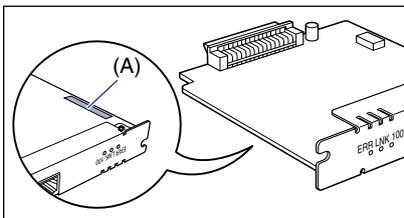
### ⑥ MAC Address

It is required when setting the IP address using the ARP/PING command. It may be also required when installing the printer driver.



## IMPORTANT

The MAC address for NB-C1 can be found at the location of (A).



## Installing the Network Board

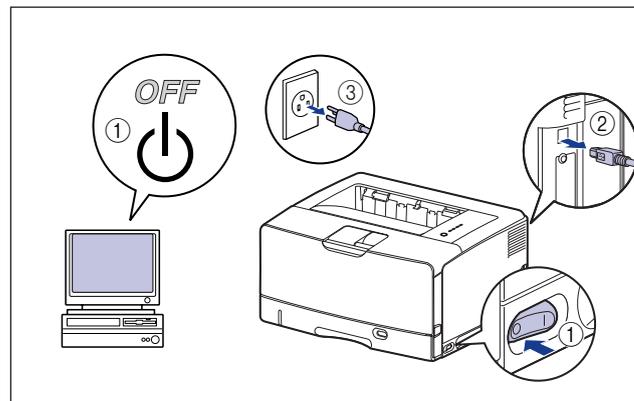
Install the network board in the expansion slot of the printer using the following procedure. A Phillips screwdriver is required for installing the network board. Have a screwdriver ready in advance that matches the size of the screws.



## NOTE

This network board does not come with a LAN cable. A Category 5 twisted pair cable is required for installing the network board and connecting the printer to a network. Have cables or a hub ready as needed.

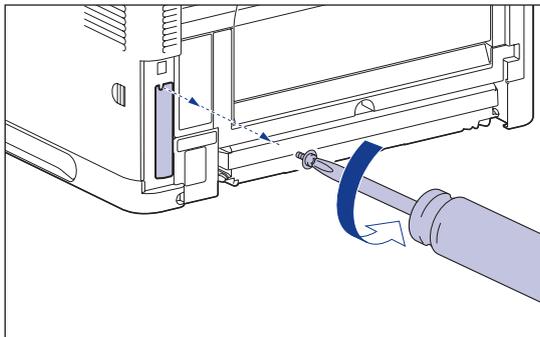
- 1 Turn the printer and computer OFF ①, remove the USB cable ②, and then disconnect the power plug from the AC power outlet ③.



- 2 Remove the power cord.

If there is not enough space to install the network board, move the printer to a place where you can work easier.

### 3 Remove the screw and remove the protective plate for the expansion slot.

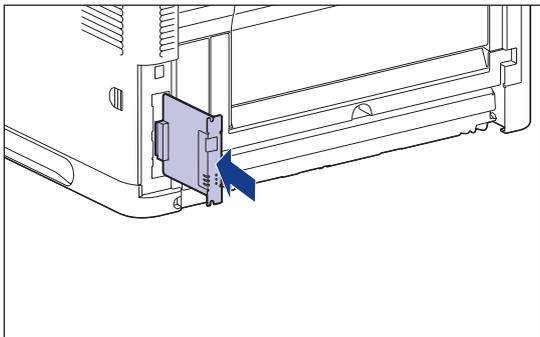


#### IMPORTANT

The removed protective plate and screw are required when the network board is removed. Keep them where they will not get lost.

### 4 Insert the network board into the expansion slot.

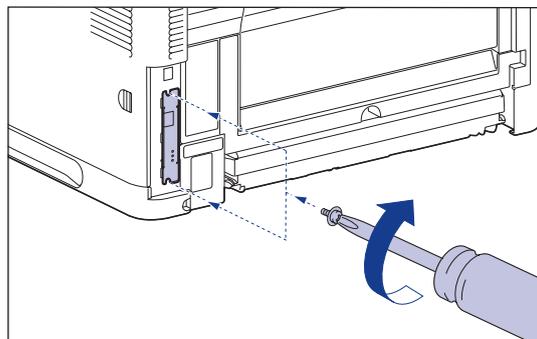
Hold the metal panel portions of the network board and insert the board while aligning it with the guide rails inside the expansion slot.



#### IMPORTANT

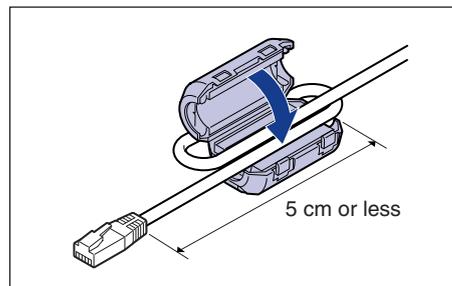
- Do not touch the network board parts, printed wire, or connectors with your hands.
- Insert the printer connector of the network board securely into the connector inside the expansion slot.

### 5 Secure the top and bottom portions of the network board with the two screws supplied with the network board.



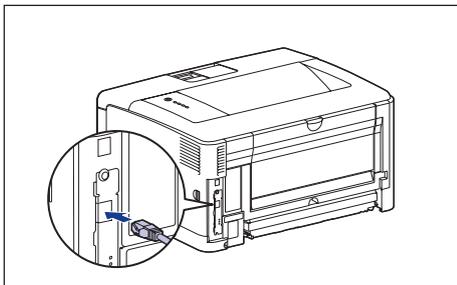
### 6 If you are using NB-C1, attach the ferrite core to the LAN cable as shown in the figure.

Attach the ferrite core at 5 cm or less from the end of the connector which is connected to the printer.



## 7 Connect the LAN cable.

Connect a LAN cable that is compatible with the LAN connector of the network board according to the network.



## 8 Connect the power cord.

## 9 Plug the power plug into the AC power outlet.

## 10 Connect the USB cable as needed.

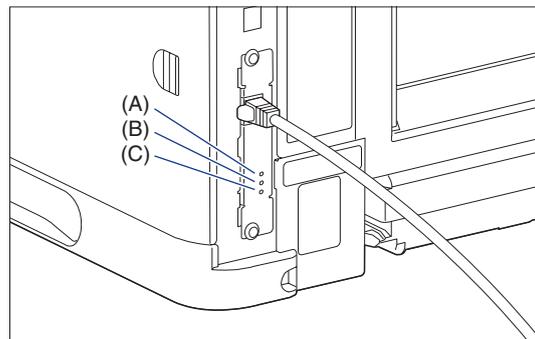
## 11 Press "I" of the power switch to turn the printer ON.

## 12 Make sure that the LNK indicator (green) on the network board is on.

If the network board is connected by 10BASE-T, the board is working properly when the LNK indicator is on.

If the network board is connected by 100BASE-TX, the board is working properly when the LNK indicator and 100 indicator are on.

((A): 100 Indicator (B): LNK Indicator (C): ERR Indicator)



If the network board is not working properly, turn the printer OFF, and then check the LAN cable connection, hub performance, and network board installation. If the network board does not operate properly even after turning the printer ON, see "Chapter 4 Troubleshooting" in  Network Guide.

# Appendix

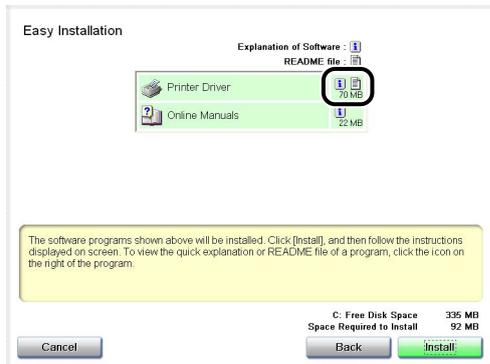
## CD-ROM

### ■ CAPT (Canon Advanced Printing Technology) software

The CAPT (Canon Advanced Printing Technology) software included on the supplied CD-ROM is software that is required to print using this printer. Be sure to install the CAPT software in the computer you are using.



Be sure to read the README file by clicking [ ] on the installation window before installing.



### ■ NetSpot Device Installer, Print Monitor Installer

The supplied CD-ROM includes "NetSpot Device Installer" that performs the initial settings for the network protocol and "Print Monitor Installer" that creates the port for connecting your computer to the printer on the TCP/IP network. When the printer driver is installed from CD-ROM Setup, the initial settings for the network and the port creation are performed automatically. Use "NetSpot Device Installer" or "Print Monitor Installer" as needed when you specify the IP address again manually or when you want to create a port without using CD-ROM Setup.



For more details on "NetSpot Device Installer" and "Print Monitor Installer", see "Chapter 2 Setting Up the Network Environment for Printing" in Network Guide.

## CD-ROM Setup

When the supplied CD-ROM is inserted into the CD-ROM drive, the following CD-ROM Setup appears automatically.

The software installation, etc. can be performed from CD-ROM Setup.



### ● Easy Installation

Clicking this button allows you to install the printer driver and the manuals simultaneously.

### ● Custom Installation

Clicking this button allows you to select whether to install the printer driver only or install the manuals only.

### ● Additional Software Programs

Clicking this button allows you to install "NetSpot Device Installer".



For more details on "NetSpot Device Installer", see "Chapter 2 Setting Up the Network Environment for Printing" in Network Guide.

## ● Display Manuals

Clicking this button displays the manuals for LBP3500 ([Getting Started Guide], [User's Guide], [Network Guide], and [Remote UI Guide]).

Clicking  next to each guide displays the respective PDF manuals. To display the manuals in PDF format, Adobe Reader/Adobe Acrobat Reader is required. If Adobe Reader/Adobe Acrobat Reader is not installed on your system, please download it from the Adobe Systems Incorporated website.

\* The following PDF manuals are included in the "Manuals" folder in the supplied CD-ROM.

Getting Started Guide: Manual\_1.pdf

User's Guide: Manual\_2.pdf

Network Guide: Manual\_3.pdf

Remote UI Guide: Manual\_4.pdf

## ● Exit

Clicking this button closes CD-ROM Setup.

### NOTE

- If you are using Windows Vista and the [AutoPlay] dialog box appears, click [Run AUTORUN.EXE].
- If CD-ROM Setup does not appear, display it using the following procedures. (The CD-ROM drive name is indicated as "D:" in this manual. The CD-ROM drive name may differ depending on the computer you are using.)
  - If you are using an operating system other than Windows Vista, select [Run] from the [Start] menu, enter "D:\English\MInst.exe", and then click [OK].
  - If you are using Windows Vista, enter "D:\English\MInst.exe" in [Start Search] under the [Start] menu, and then press the [ENTER] key on your keyboard.
- If you are using Windows Vista and the [User Account Control] dialog box appears, click [Allow].



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