

Copier Operation Guide

d-Copia 25

d-Copia 35

d-Copia 40



Please read the operation guide before using the copier.
Keep it close to the copier for easy reference.

olivetti

PUBLICATION ISSUED BY:

Olivetti Tecnost, S.p.A.
Divisione Business Prodotti Office

Via Jervis, 77 - 10015 Ivrea (ITALY)
www.olivettitecnost.com

Copyright © 2002, Olivetti
All rights reserved

November 2002

The manufacturer reserves the right to carry out modifications to the product described in this manual at any time and without any notice.



ENERGY STAR is a U.S. registered mark.

The ENERGY STAR program is an energy reduction plan introduced by the United States Environmental Protection Agency in response to environmental issues and for the purpose of advancing the development and utilization of more energy efficient office equipment.

The CE mark affixed to the product certifies that the product satisfies the basic quality requirements.



The auto-shut-off time setting is between 15 and 120 minutes in the areas corresponding to the Swiss Energy 2000 Program area.

Your attention is drawn to the following actions which could compromise the conformity attested to above, as well as the characteristics of the product:

- incorrect electrical power supply;
 - incorrect installation, incorrect or improper use or use not in compliance with the warnings provided in the User's Manual supplied with the product;
 - replacement of original components or accessories with others of a type not approved by the manufacturer, or performed by unauthorised personnel.
-

Please read this Operation Guide before using the copier. Keep it close to the copier for easy reference.

The sections of this guide and parts of the copier marked with symbols are safety warnings meant to protect the user, other individuals and surrounding objects, and ensure correct and safe usage of the copier. The symbols and their meanings are indicated below.



DANGER: Indicates that serious injury or even death will very possibly result from insufficient attention to or incorrect compliance with the related points.



WARNING: Indicates that serious injury or even death may result from insufficient attention to or incorrect compliance with the related points.



CAUTION: Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

Symbols

The \triangle symbol indicates that the related section includes safety warnings. Specific points of attention are indicated inside the symbol.



..... [General warning]



..... [Warning of danger of electrical shock]



..... [Warning of high temperature]

The \circledR symbol indicates that the related section includes information on prohibited actions. Specifics of the prohibited action are indicated inside the symbol.



..... [Warning of prohibited action]



..... [Disassembly prohibited]

The \bullet symbol indicates that the related section includes information on actions which must be performed. Specifics of the required action are indicated inside the symbol.



..... [Alert of required action]



..... [Remove the power plug from the outlet]



..... [Always connect the copier to an outlet with a ground connection]

Please contact your service representative to order a replacement if the safety warnings in this Operation Guide are illegible or if the guide itself is missing. (fee required)

CONTENTS

CHAPTER 1

IMPORTANT! PLEASE READ FIRST ... 1-1

- ⚠ CAUTION LABELS 1-1
- ⚠ INSTALLATION PRECAUTIONS 1-2
- ⚠ PRECAUTIONS FOR USE 1-3

CHAPTER 2

NAMES OF PARTS 2-1

- (1) Main body 2-1
- (2) Operation panel 2-3
- (3) Touch panel 2-4

CHAPTER 3

HOW TO LOAD PAPER 3-1

- 1. How to load paper 3-1
 - (1) Precautions for loading paper 3-1
 - (2) Loading paper into the drawer 3-1
 - (3) Loading paper into the multi-bypass 3-2
- 2. Replacing the toner container and waste toner box 3-4

CHAPTER 4

BASIC OPERATION 4-1

- 1. Basic copying procedure 4-1
- 2. Enlargement/reduction 4-4
 - (1) Auto magnification selection mode 4-4
 - (2) Zoom copy mode 4-5
 - (3) Standard zoom mode 4-6
 - (4) XY zoom mode 4-6
- 3. Interrupt copying 4-7
- 4. Energy saver (preheat) function 4-8
- 5. Auto shut-off function 4-8

CHAPTER 5

FUNCTIONS 5-1

- 1. Duplex copying from various originals [Duplex copy] 5-1
 - (1) Duplex copying from two-sided originals 5-1
 - (2) Duplex copying from a book original 5-1
 - (3) Duplex copying from one-sided originals 5-2
- 2. Copying two-page originals as separate pages [Page separation copy mode] 5-4
 - (1) Page separation copies from book originals 5-4

- (2) Page separation copies from two-sided originals 5-4
- 3. Making a margin space for binding [Margin mode] 5-6
 - (1) Margin 5-6
 - (2) Front & back margin 5-6
- 4. Making copies with clean edges [Border erase mode] 5-8
 - (1) Erasing blemishes from edges of copies (Sheet Erase) 5-8
 - (2) Erasing blemishes from the edges and middle of copies made from books (Book Erase) 5-8
- 5. One copy from two or four originals [Layout copy] 5-10
 - (1) 2 in 1 5-10
 - (2) 4 in 1 5-10
- 6. Printing page numbers on the copies [Print page numbers function] 5-12
- 7. Overlaying images [Form overlay mode] 5-15
- 8. Making a booklet (sheet originals) [Booklet copy mode] 5-16
- 9. Making a booklet (two-page [open-face] originals) [Booklet + cover copy mode] 5-18
- 10. Sorting without document finisher [Sort copy] ... 5-20
- 11. Rotate sort copy mode 5-21
- 12. Auto selection mode 5-22
- 13. Adding covers for copies 5-23
- 14. Original size selection 5-25
- 15. Feeding paper as a backing sheet for transparencies [Transparency + backing sheet modes] 5-26
- 16. Inverting black and white [Invert copy mode] 5-28
- 17. Making mirror-image copies [Mirror copy mode] 5-29
- 18. Copying large number of originals in one batch [Batch scanning] 5-30
- 19. Reducing toner consumption [Toner economy mode] 5-31
- 20. Original set direction 5-32
- 21. Memorizing frequently used settings [Program mode] 5-33
 - (1) Registering various settings as a single program 5-33
 - (2) Copying with a registered program 5-34
 - (3) Changing the name of the program button 5-35
 - (4) Deleting the program 5-36
 - (5) Entering the program name 5-37
- 22. Using the [Register] key 5-39
- 23. Deleting the [Register] key 5-41

CHAPTER 6 COPIER MANAGEMENT 6-1

1. Copy management mode 6-1
 - (1) Copy management mode 6-1
 - (2) How to display the “Management code menu” screen 6-3
 - (3) How to make various settings 6-3
 - (4) Making copies when the copier is in the copy management mode 6-9
2. Default settings 6-11
 - (1) “Machine default” settings 6-11
 - (2) Accessing the machine default setting mode 6-13
 - (3) Changing the default settings 6-13
 - (4) Copy default settings 6-23
 - (5) Accessing the copy default setting mode .. 6-24
 - (6) Changing the copy default settings 6-25
3. Print Form 6-35
4. Selection of language 6-37
5. Drum refreshing 6-38

CHAPTER 7 OPTIONAL EQUIPMENT 7-1

- (1) Duplex Document Processor 7-1
- (2) Document Processor 7-2
- (3) Paper Feeder 7-3
- (4) Paper Feeder 7-3
- (5) Document Finisher 7-3
- (6) Document Finisher 7-6
- (7) Built-in Finisher 7-6
- (8) Duplex unit 7-7
- (9) Job separator 7-8
- (10) Key counter 7-8
- (11) Printer board 7-8
- (12) Printer/scanner kit 7-8
- (13) Fax kit 7-8

CHAPTER 8 WHEN A PROBLEM OCCURS 8-1

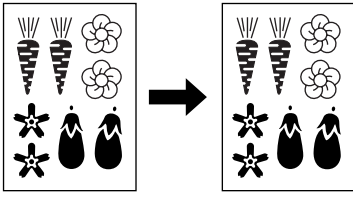
1. Error messages 8-1
2. When an indicator lights or blinks orange 8-3
3. When paper misfeeds 8-3
 - (1) Cautions 8-4
 - (2) Removal procedures 8-4
4. Troubleshooting 8-11

CHAPTER 9 CLEANING AND SPECIFICATIONS 9-1

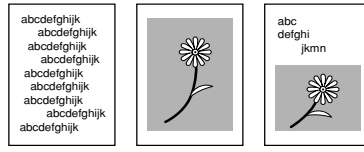
1. Cleaning the copier 9-1
2. Specifications 9-3
3. Optional units 9-4

● MAKING FULL USE OF THE MACHINE'S ADVANCED FUNCTIONS

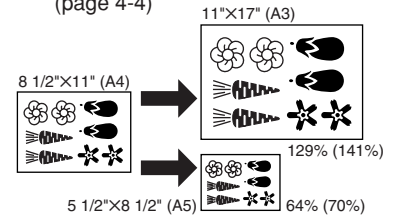
- 1** Having the machine automatically select paper of the same size as the original
<Paper size selection> (page 4-2)



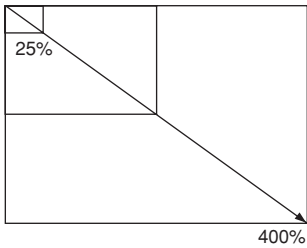
- 2** Making clear reproductions of photographs
<Copy quality selection> (Page 4-3)



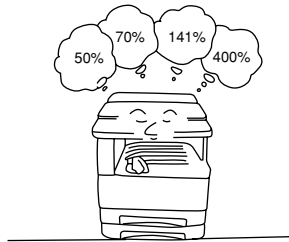
- 3** Various functions for making enlarged and reduced copies
 ■ Enlarging/reducing copies to fit the size of paper in a specified drawer
<Auto magnification selection mode>
 (page 4-4)



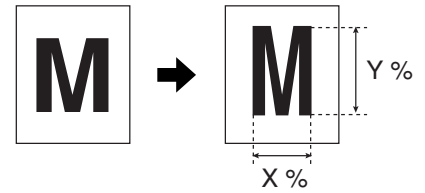
- Enlarging/reducing copies to any desired size in the 25 – 400% range (in 25 – 200% range when using the Document Processor)
<Zoom copy mode> (page 4-5)



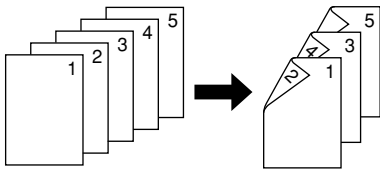
- Selecting the zoom ratio with one touch
<Standard zoom mode> (page 4-6)



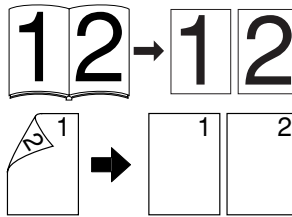
- Selecting the zoom ratio for the length and the width of the copy independently
<XY zoom mode> (page 4-6)



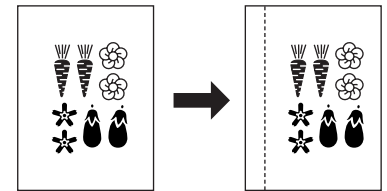
- 4** Duplex copying from various originals
<Duplex copy> (page 5-1)
 * When optional duplex unit is installed.



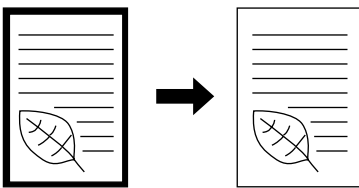
- 5** Copying two-page originals as separate pages
<Page separation copy mode>
 (page 5-4)
 * When optional duplex document processor is installed.



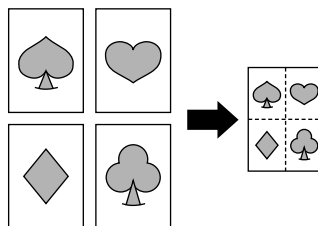
- 6** Making a margin on copies
<Margin mode> (page 5-6)



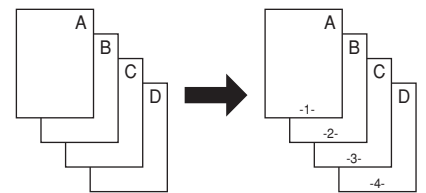
- 7** Making copies with clean edges
<Border erase mode> (page 5-8)



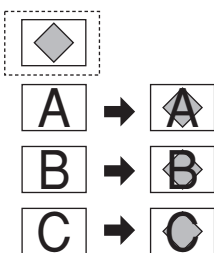
- 8** Making one copy from two or four originals
<Layout copy> (page 5-10)



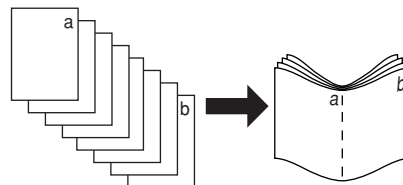
- 9** Printing page numbers on the copies
<Print page numbers function>
 (page 5-12)



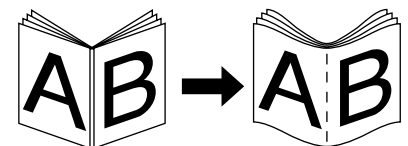
- 10** Overlaying images
<Form overlay mode> (page 5-15)



- 11** Making a booklet (sheet originals)
<Booklet copy mode> (page 5-16)

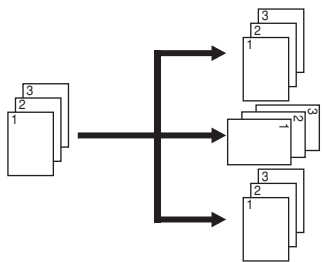


- 12** Making a booklet (two-page [open-face] originals)
<Booklet + cover copy mode> (page 5-18)

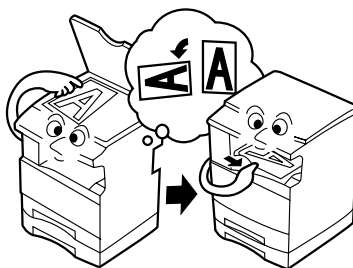


● MAKING FULL USE OF THE MACHINE'S ADVANCED FUNCTIONS

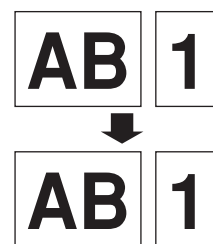
- 13** Sorting automatically
 <Sort copy> (page 5-20)



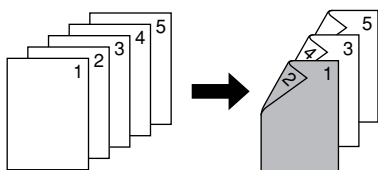
- 14** Changing copy orientation for easy sorting
 <Rotate sort copy mode> (page 5-21)



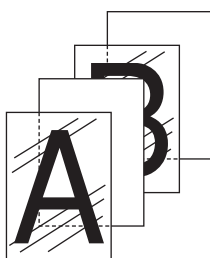
- 15** Making copies from originals of different sizes at a time
 <Auto selection mode> (page 5-22)



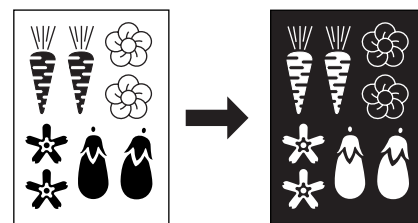
- 16** Adding a front cover at the top for copies
 <Adding a front cover> (page 5-23)



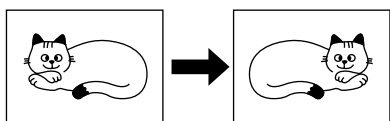
- 17** Feeding paper as a backing sheet for transparencies
 <Transparency + backing sheet modes> (page 5-26)



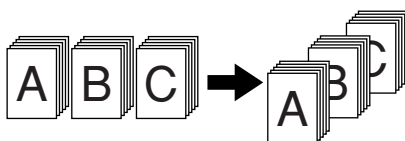
- 18** Inverting black and white <Invert copy mode> (page 5-28)



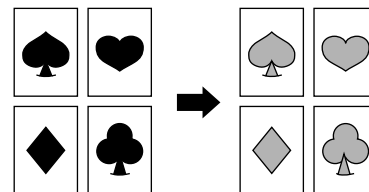
- 19** Making mirror-image copies
 <Mirror image mode> (page 5-29)



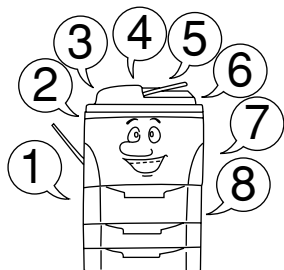
- 20** Copying large number of originals in one batch
 <Batch scanning> (page 5-30)



- 21** Reducing the toner consumption
 <Toner economy mode> (page 5-31)



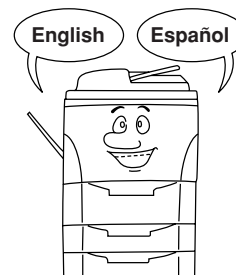
- 22** Memorizing frequently used settings
 <Program mode> (page 5-33)



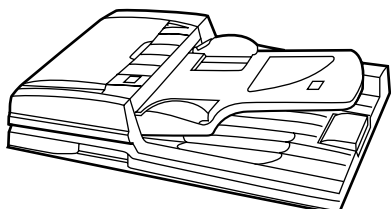
- 23** Using department codes to manage the number of copies made by each department
 <Copy management mode> (page 6-1)



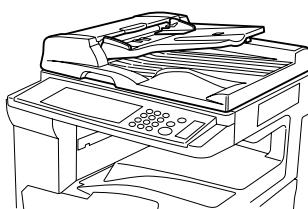
- 24** Changing the language used on the touch panel
 <Touch panel language selection> (page 6-37)



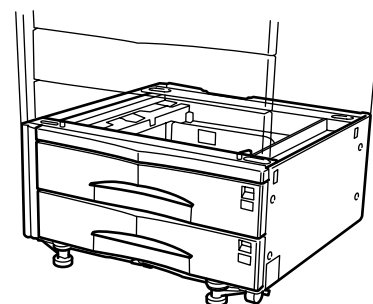
- 25** A full range of optional equipment is available
 ■ Duplex Document Processor (page 7-1)



- Document Processor (only for Copiers with a copy speed of 25 copies per minute) (page 7-2)

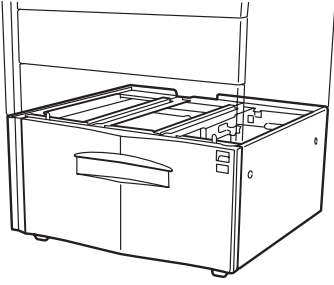


- Paper Feeder (page 7-3)

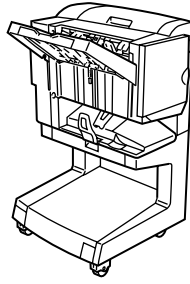


● MAKING FULL USE OF THE MACHINE'S ADVANCED FUNCTIONS

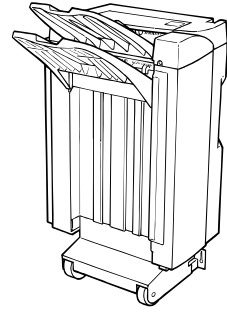
■ Paper Feeder (page 7-3)



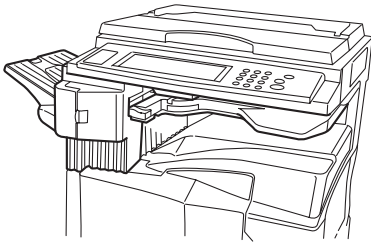
■ Document Finisher (page 7-3)



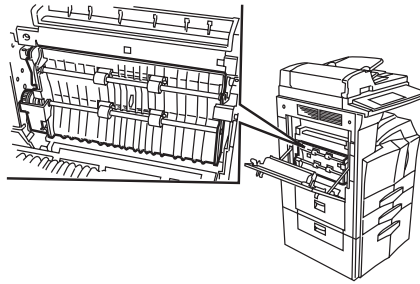
■ Document Finisher (page 7-6)



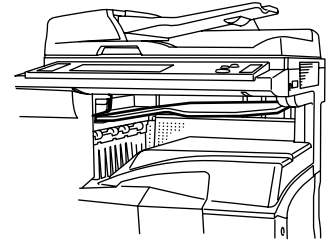
■ Built-in Finisher (page 7-6)



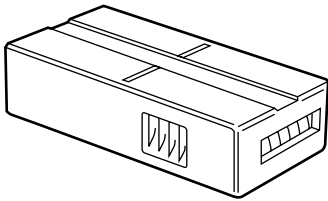
■ Duplex unit (page 7-7)



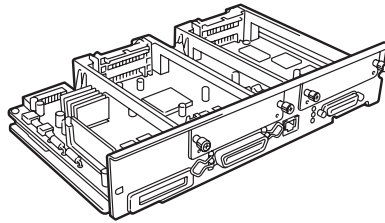
■ Job separator (page 7-8)



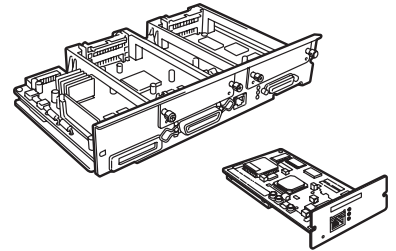
■ Key counter (page 7-8)



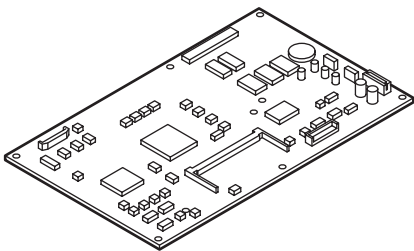
■ Printer board (page 7-8)



■ Printer/scanner kit (page 7-8)



■ Fax kit (page 7-8)

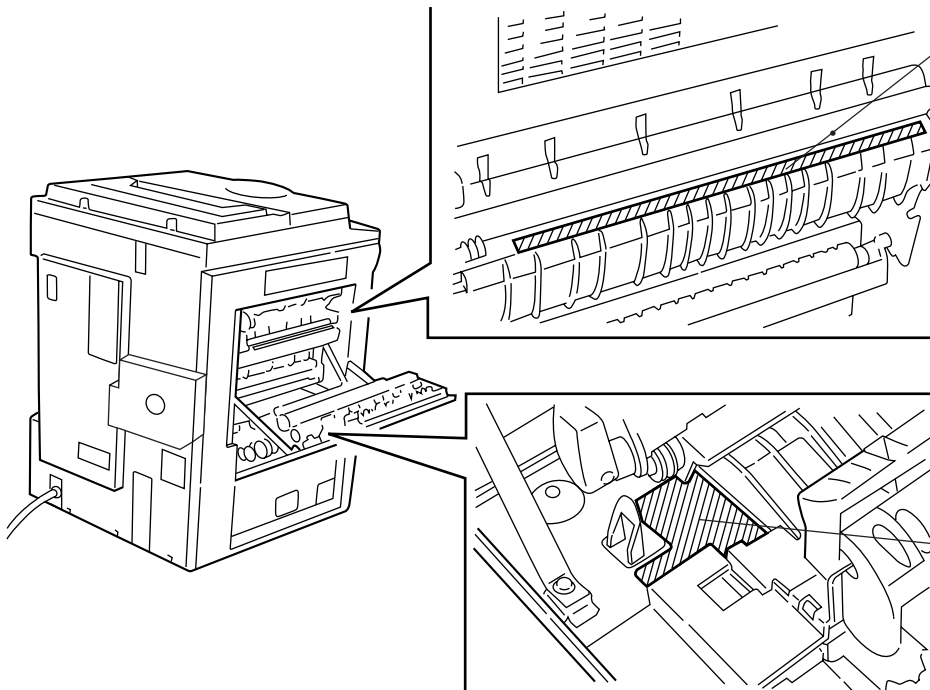


CHAPTER 1 IMPORTANT! PLEASE READ FIRST

CAUTION LABELS

Caution labels have been attached to the copier at the following locations for safety purposes.
BE SUFFICIENTLY CAREFUL to avoid fire or electric shock when removing a paper jam or when replacing toner.

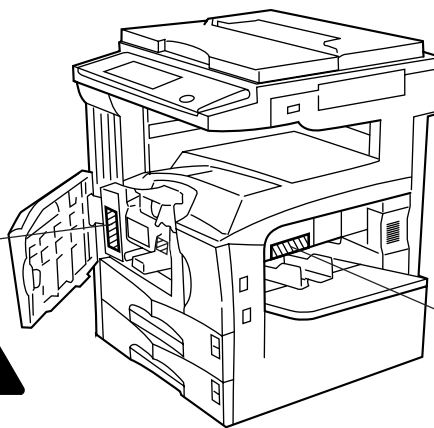
Label 1
High temperature inside. Do not touch parts in this area, because there is a danger of getting burned.



Label 4
High temperature inside. Do not touch parts in this area, because there is a danger of getting burned.



Label 2
Do not incinerate toner and toner containers. Dangerous sparks may cause burn.



Label 3
Moving parts inside. May cause personal injury. Do not touch moving parts.







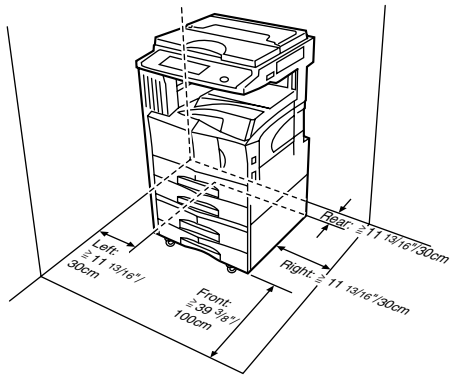
NOTE: DO NOT remove these labels.


INSTALLATION PRECAUTIONS

■ Environment

CAUTION

- Avoid placing the copier on or in locations which are unstable or not level. Such locations may cause the copier to fall down or fall over. This type of situation presents a danger of personal injury or damage to the copier. 
- Avoid locations with humidity or dust and dirt. If dust or dirt become attached to the power plug, clean the plug to avoid the danger of fire or electrical shock. 
- Avoid locations near radiators, heaters, or other heat sources, or locations near flammable items, to avoid the danger of fire. 
- To keep the copier cool and facilitate changing of parts and maintenance, allow access space as shown below.
Leave adequate space, especially around the rear cover, to allow air to be properly ventilated out of the copier. 



- Always use the caster stoppers to stabilize the copier once it is in place to keep it from moving and/or falling over and causing injury. 




Other precautions

- Adverse environmental conditions may affect the safe operation and performance of the copier. Install in an air-conditioned room (recommended room temperature: around 68°F (20°C), humidity: around 65%RH) and avoid the following locations when selecting a site for the copier.
 - Avoid locations near a window or with exposure to direct sunlight.
 - Avoid locations with vibrations.
 - Avoid locations with drastic temperature fluctuations.
 - Avoid locations with direct exposure to hot or cold air.
 - Avoid poorly ventilated locations.
- If the copier is moved after installation, the flooring may be damaged by the casters depending on the flooring material.

- During copying, some ozone is released, but the amount does not cause any ill effect to one's health. If, however, the copier is used over a long period of time in a poorly ventilated room or when making an extremely large number of copies, the smell may become unpleasant. To maintain the appropriate environment for copy work, it is suggested that the room be properly ventilated.

■ Power supply/Grounding the copier

WARNING


- DO NOT use a power supply with a voltage other than that specified. Avoid multiple connections in the same outlet. These types of situations present a danger of fire or electrical shock. 
- Plug the power cord securely into the outlet. If metallic objects come in contact with the prongs on the plug, it may cause a fire or electric shock. . 
- Always connect the copier to an outlet with a ground connection to avoid the danger of fire or electrical shock in case of an electric short. If an earth connection is not possible, contact your service representative. 

Other precautions

- Connect the power plug to the closest outlet possible to the copier.
- The power supply cord is used as the main disconnect device. Ensure that the socket/outlet is located/installed near the equipment and is easily accessible.

■ Handling of plastic bags









WARNING

- Keep the plastic bags that are used with the copier away from children. The plastic may cling to their nose and mouth causing suffocation. 







PRECAUTIONS FOR USE

■ Cautions when using the copier

WARNING

- DO NOT place metallic objects or containers with water (flower vases, flower pots, cups, etc.) on or near the copier. This situation presents a danger of fire or electrical shock should they fall inside. 
- DO NOT remove any of the covers from the copier as there is a danger of electrical shock from high voltage parts inside the copier. 
- DO NOT damage, break or attempt to repair the power cord. DO NOT place heavy objects on the cord, pull it, bend it unnecessarily or cause any other type of damage. These types of situations present a danger of fire or electrical shock. 
- NEVER attempt to repair or disassemble the copier or its parts as there is a danger of fire, electrical shock or damage to the laser. If the laser beam escapes, there is a danger of it causing blindness. 
- If the copier becomes excessively hot, smoke appears from the copier, there is an odd smell, or any other abnormal situation occurs, there is a danger of fire or electrical shock. Turn the main switch OFF (○) immediately, remove the power plug from the outlet and contact your service representative. 
- If anything harmful (paper clips, water, other fluids, etc.) falls into the copier, turn the main switch OFF (○) immediately. Next, remove the power plug from the outlet to avoid the danger of fire or electrical shock. Then contact your service representative. 
- DO NOT remove or connect the power plug with wet hands, as there is a danger of electrical shock. 
- ALWAYS contact your service representative for maintenance or repair of internal parts. 

CAUTION

- DO NOT pull the power cord when removing it from the outlet. If the power cord is pulled, the wires may become broken and there is a danger of fire or electrical shock. (ALWAYS grasp the power plug when removing the power cord from the outlet.) 
- ALWAYS remove the power plug from the outlet when moving the copier. If the power cord is damaged, there is a danger of fire or electrical shock. 
- If the copier will not be used for a short period of time (overnight, etc.), turn the main switch OFF (○). If it will not be used for an extended period of time (vacations, etc.), remove the power plug from the outlet for safety purposes during the time the copier is not in use. 
- ALWAYS hold the designated parts only when lifting or moving the copier. 
- For safety purposes, ALWAYS remove the power plug from the outlet when performing cleaning operations. 
- If dust accumulates within the copier, there is a danger of fire or other trouble. It is therefore recommended that you consult with your service representative in regard to cleaning of internal parts. This is particularly effective if accomplished prior to seasons of high humidity. Consult with your service representative in regard to the cost of cleaning the internal parts of the copier. 

PRECAUTIONS FOR USE





Other precautions

- DO NOT place heavy objects on the copier or cause other damage to the copier.
- DO NOT open the front cover, turn off the main switch, or pull out the power plug during copying.
- When lifting or moving the copier, contact your service representative.
- Do not touch electrical parts, such as connectors or printed circuit boards. They could be damaged by static electricity.
- DO NOT attempt to perform any operations not explained in this handbook.
- CAUTION : Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.
- Do not look directly at the light from the scanning lamp as it may cause your eyes to feel tired or painful.

■ Cautions when handling consumables



CAUTION

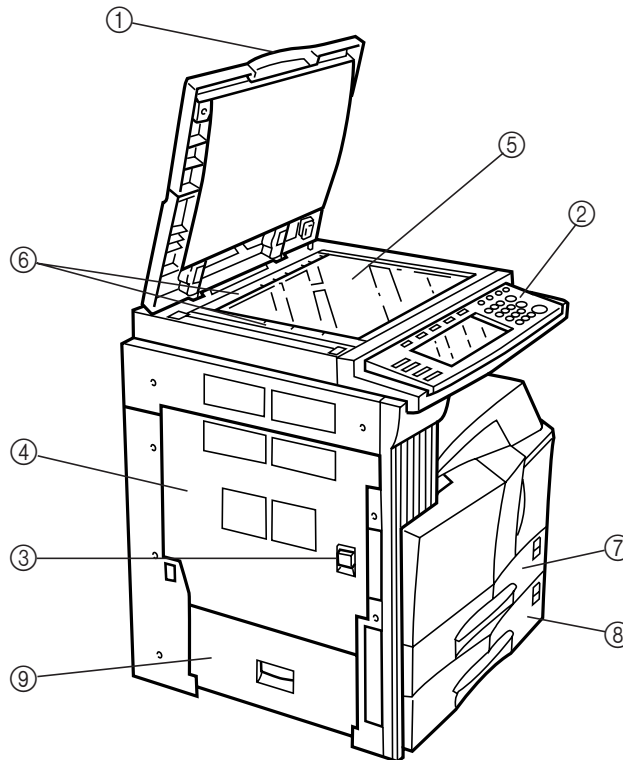
- DO NOT attempt to incinerate the toner containers or the waste toner box. Dangerous sparks may cause burns. 
- Keep the toner containers and the waste toner box out of the reach of children. 
- If toner happens to spill from the toner containers or the waste toner box, avoid inhalation and ingestion, as well as contact with your eyes and skin. 
 - If you do happen to inhale toner, move to a place with fresh air and gargle thoroughly with a large amount of water. If coughing develops, contact a physician.
 - If you do happen to ingest toner, rinse your mouth out with water and drink 1 or 2 cups of water to dilute the contents of your stomach. If necessary, contact a physician.
 - If you do happen to get toner in your eyes, flush them thoroughly with water. If there is any remaining tenderness, contact a physician.
 - If toner does happen to get on your skin, wash with soap and water.
- DO NOT attempt to force open or destroy the toner containers or the waste toner box. 

Other precautions

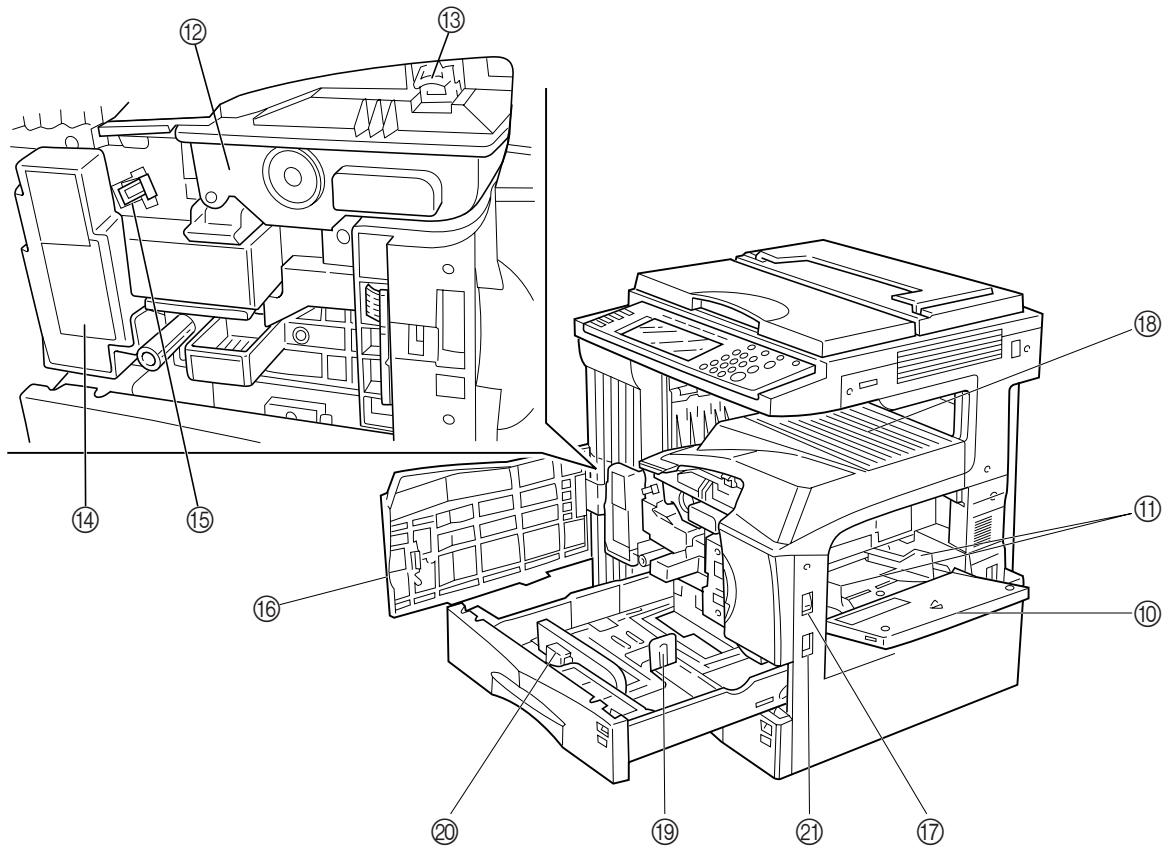
- After use, ALWAYS dispose of the toner containers and the waste toner box in accordance with Federal, State and Local rules and regulations.
- Store all consumables in a cool, dark location.
- If you will not be using the copier for a prolonged period of time, remove all paper from the drawer(s) and the multi-bypass tray and seal in its original packaging.

CHAPTER 2 NAMES OF PARTS

(1) Main body



- ① **Original cover (Option)**
(Open/close to set the original on the platen.)
- ② **Operation panel**
(Contains the keys and indicators for operating the copier.)
- ③ **Left cover 1 handle**
(Pull up to open the left cover 1.)
- ④ **Left cover 1**
(Open when a paper misfeed occurs.)
- ⑤ **Platen**
(Set originals here for copying. Place originals face-down with the edges aligned with the size scales on the left and rear sides of the platen.)
- ⑥ **Original size scales**
(Be sure to align the original with these when setting the original on the platen.)
- ⑦ **Drawer 1**
(Holds up to 500 sheets of standard paper [standard paper specified by our company].)
- ⑧ **Drawer 2**
(Holds up to 500 sheets of standard paper [standard paper specified by our company].)
- ⑨ **Left cover 2**
(Open when a paper misfeed occurs inside the left cover 2.)



⑩ **Multi-Bypass**

(Load paper here when copying onto small-size or special paper.)

⑪ **Insert guides**

(Be sure to set the paper width when loading paper on the multi-bypass.)

⑫ **Toner container**

⑬ **Toner container release lever**

(Operate to replace the toner container.)

⑭ **Waste toner box**

⑮ **Cleaning shaft**

(Pull and push back in after toner container replacement or when copy images become soiled with toner.)

⑯ **Front cover**

(Open to replace the toner container or waste toner box.)

⑰ **Main switch**

(Turn ON (I) before starting to make copies.)

⑱ **Copy store section**

(Copied paper is stored here.)

⑲ **Length adjustment plate**

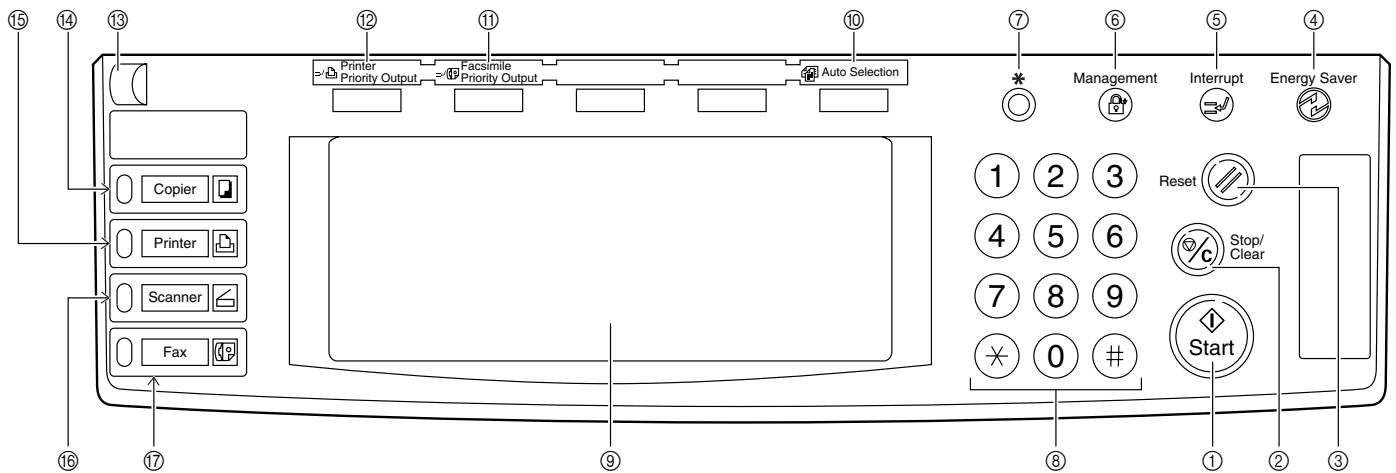
(Adjust to the length of the paper to be set in the drawer.)

⑳ **Width adjustment lever**

(Hold the lever and adjust the width guide to the width of the paper to be set in the drawer.)

㉑ **Handles for transport**

(Become handles when pulled out.)

(2) Operation panel

- ① **[Start] key (Indicator)**
(When the indicator is lit green, press to start copying.)
- ② **[Stop/Clear] key**
(Press to stop copying or to change the number of copies to be made.)
- ③ **[Reset] key**
(See the “Initial mode” on this page.)
- ④ **[Energy Saver] (preheat) key**
(Press to select the energy saver mode. Press again to cancel the energy saver mode.)
- ⑤ **[Interrupt] key (Indicator)**
(Press to interrupt copying. The indicator will light when the key is pressed. See page 4-7.)
- ⑥ **[Management] key**
(While the copy management mode is ON, press to enter the department code after copying is finished.)
- ⑦ **[*] (Default) key**
(Press to change the default settings as appropriate to your desired copying conditions.)
- ⑧ **Numeric keys**
(Press to set the number of copies or enter a desired value.)
- ⑨ **Touch panel**
(Displays messages on how to operate the copier as well as trouble. Each function key is also displayed.)
- ⑩ **[Auto Selection] key (Indicator)**
(Press to select the auto selection mode. The indicator is lit while the auto selection mode is ON. Optional Document Processor or Duplex Document Processor is required for this function. See page 5-22.)
- ⑪ **[Facsimile Priority Output] key (Indicator)**
(Press to select the fax priority output mode. The indicator is lit when the fax priority mode is available. For detailed information, refer to the operation guide for the optional fax kit.)
- ⑫ **[Printer Priority Output] key (Indicator)**
(Press to select the printer priority output mode. The indicator is lit when the printer priority mode is available. For detailed information, refer to the operation guide for the optional printer board or printer/scanner kit.)
- ⑬ **Brightness adjustment control dial**
(Turn this dial when you want to adjust the brightness of the touch panel.)
- ⑭ **[Copier] key (Indicator)**
(Press to use the copier functions. The indicator lights or blinks green or orange according to the state of the machine.)

- ⑮ **[Printer] key (Indicator)**
(Press to use the optional printer functions. The indicator lights or blinks green or orange according to the state of the machine.)
- ⑯ **[Scanner] key (Indicator)**
(Press to use the optional scanner functions. The indicator lights or blinks green or orange according to the state of the machine.)
- ⑰ **[Fax] key (Indicator)**
(Press to switch to the fax mode when using the optional fax function. The indicator will light while the copier is in the fax mode.)

- **Initial mode (at the end of warm-up or when the Reset key is pressed)**

In the initial mode, paper of the same size as the original is selected automatically (“auto paper selection mode”), the number of copies is set to “1” and copy quality is set to “Text + Photo”.

NOTE

- It is also possible to change the default setting for copy exposure adjustment to “auto exposure mode” in the initial mode. (See “Exposure mode” on page 6-25.)

- **Auto clear function**

A specified time (about 10 to 270 seconds) after copying stops, the copier will automatically return to the same settings as those after warm up. (However, the exposure mode and image quality will not change.) Copying can be performed at the same settings (copy mode, number of copies and exposure mode) if copying is started before the auto clear function operates.

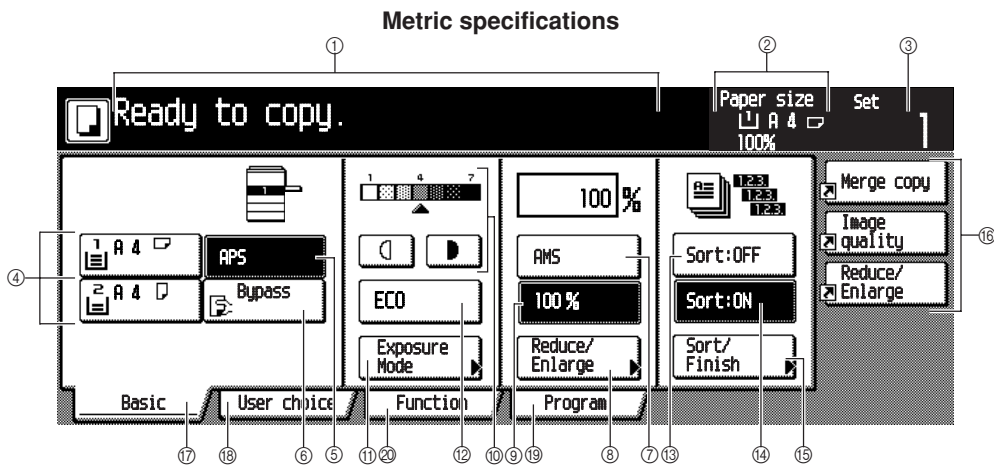
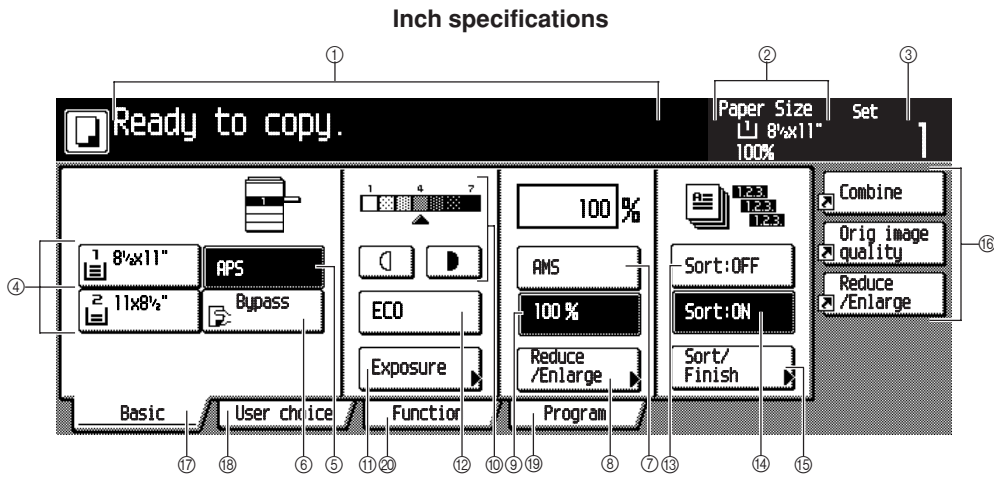
- **Automatic drawer switching function**

If two drawers contain paper of the same size in the same orientation and the paper in one drawer runs out during copying, this function switches paper feed from the empty drawer to the full drawer.

NOTE

- The automatic drawer switching function can be disabled. (See “Auto cassette switching ON/OFF” on page 6-13.)

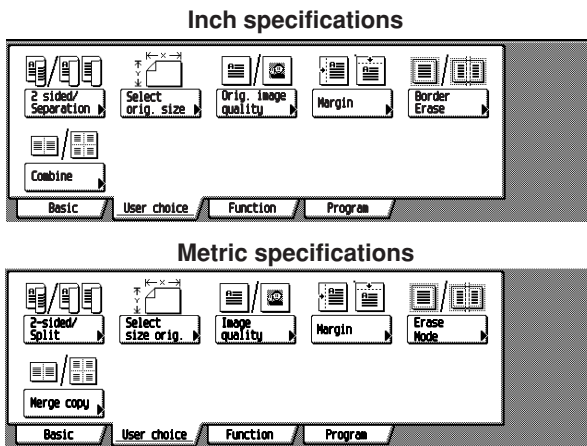
(3) Touch panel



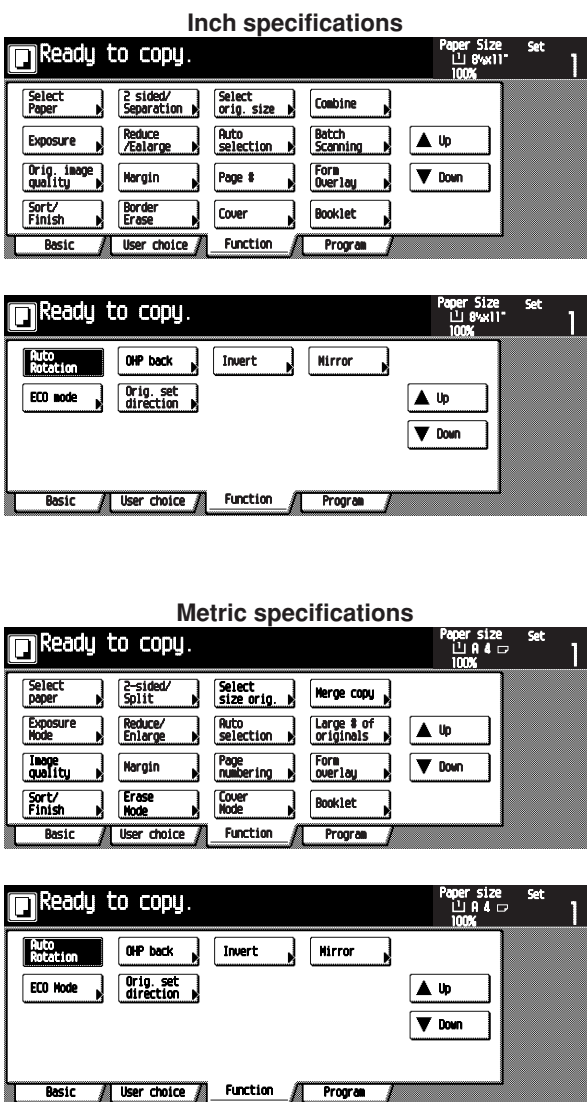
- ① Displays messages regarding the machine status and required operations.
- ② Displays the size and magnification ratio of the paper set in each drawer.
- ③ Displays the number of copies to be made.
- ④ **Paper size keys (Indicator icon)**
(Displays the size of paper that is set in each of the drawers. When selecting the drawer from which paper will be fed, touch the appropriate key to highlight that key. The [*] key is displayed when the special paper is set. Drawers 3 and 4 are displayed when the optional cassette/paper feeder is attached.)
- ⑤ **[APS] key**
(Touch this key to automatically select the paper size.)
- ⑥ **[Bypass] key**
(Touch this key to copy onto paper set in the multi-bypass tray.)
- ⑦ **[AMS] key**
(Touch this key to automatically select the magnification ratio.)
- ⑧ **[Reduce/Enlarge] key**
(Touch this key to manually select the magnification ratio.)
- ⑨ **100% key**
(Touch this key to set the magnification ratio to 100%.)
- ⑩ **Copy exposure adjustment key/Copy exposure indicator**
(Touch the appropriate key to manually adjust the copy exposure. The current setting is displayed on the copy exposure indicator.)

- ⑪ **[Exposure] key**
(Touch this key to display the exposure setting screen.)
- ⑫ **[Eco] key**
(Touch this key to highlight it to enter the toner economy mode where the exposure level will be lowered and toner consumption reduced. Use this mode as well for test printing and the like when high quality printing is not required. For information on how to select whether you want the toner economy mode to be automatically selected or not each time the copier is turned on, see "Eco print" on page 6-27.)
- ⑬ **[Sort: OFF] key**
(Touch this key when the sort function is not used.)
- ⑭ **[Sort: ON] key**
(Touch this key when the sort function is used.)
- ⑮ **[Sort/Finish] key**
(Touch this key when displaying the Sort/Finish function selection screen.)
- ⑯ **Registration keys**
(Touch this key to recall the registered settings. Each function on the Function screen can be registered to the registration keys.)
- ⑰ **[Basic] key**
(Touch this key to return to the Basic screen.)

- ⑱ [User choice] key
(Touch this key to display the User choice screen.)



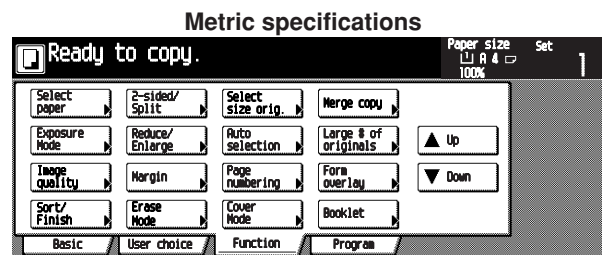
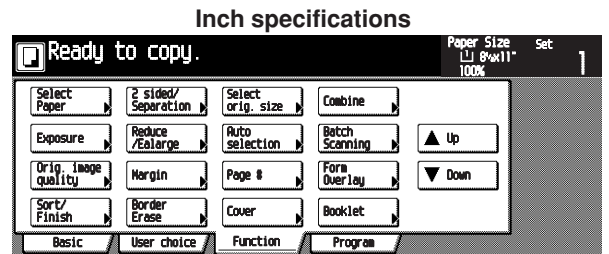
- ⑲ [Function] key
(Touch this key to display the Function screen.)



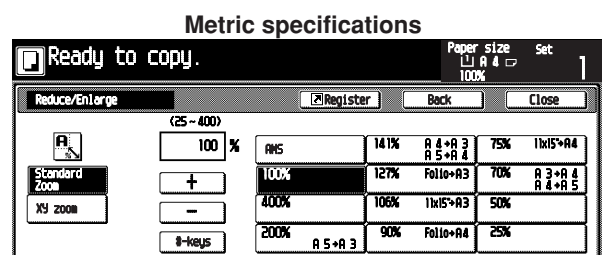
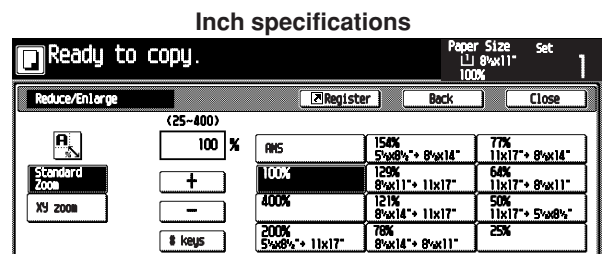
- ⑳ [Program] key
(Touch this key to register the current settings as a single program, or to delete a registered program.)

NOTE

When touching the key with the "▶" mark at the lower-right corner, the setting screen will be displayed.



- [Resister] key
(Touch this key to register the settings to a registration key.)
- [Back] key
(Touch this key to return to the initial screen of the current mode.)
- [Close] key
(Touch this key to return to the previous screen.)



NOTE

• Displayed keys on the Basic, User choice screen can be changed or added using Customize (Main function) or Customize (Add function) on page 6-34.

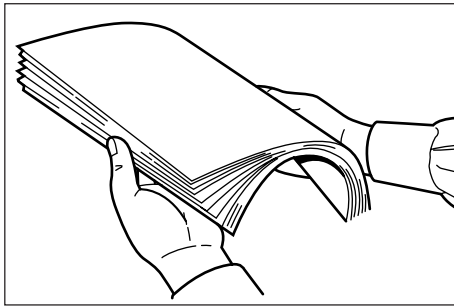
CHAPTER 3 HOW TO LOAD PAPER

1. How to load paper

Paper can be loaded into the two drawers and the multi-bypass.

(1) Precautions for loading paper

After unpacking the paper, fan it several times and then load into the tray.



IMPORTANT

- Loading paper into the standard drawer, optional paper feeder or multi-bypass when some paper is still remaining in each of them may cause paper misfeeds.

(2) Loading paper into the drawer

Up to 500 sheets of standard paper (75 or 80 g/m²/standard paper as specified by our company) or colored paper can be loaded into the each drawer.

(Inch specifications)

- The each drawer can be set to hold paper of any desired size from 11" × 17" to 5 1/2" × 8 1/2".

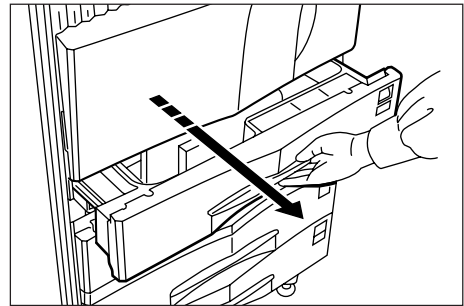
(Metric specifications)

- The each drawer can be set to hold paper of any desired size from A3 to A5R and Folio.

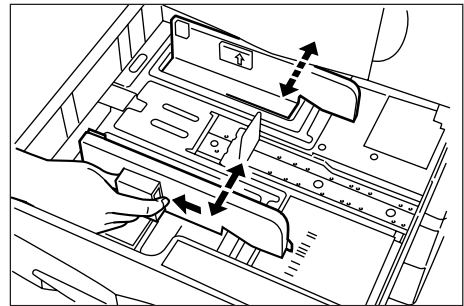
IMPORTANT

- Set the type of paper (standard paper, recycled paper, letter-heads or colored paper) to be loaded in the drawer in "Paper type (1st to 2nd cassette)" on page 6-16.

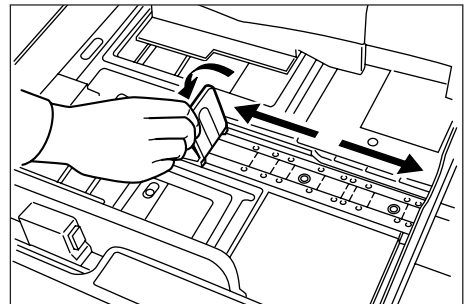
- 1 Pull the drawer out toward you as far as it will go.
* Do not pull more than one drawer out at a time.



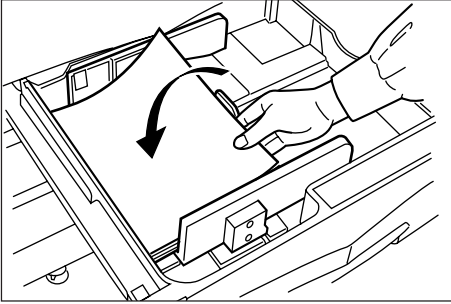
- 2 Hold the width adjustment lever and move it to align the width guide with the required paper width. Paper sizes are marked inside the drawer.



- 3 Hold the length adjustment plate and move it to align with the required paper length.

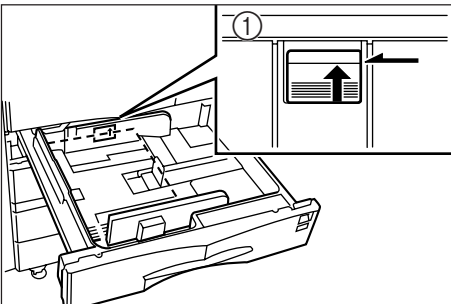


- 4** Set the paper flush against the left-hand wall of the drawer.

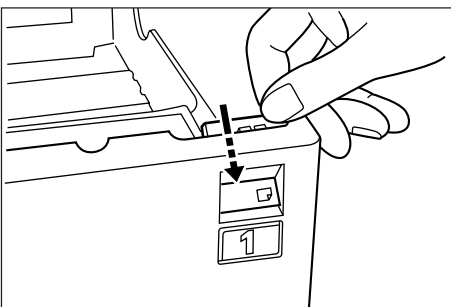


IMPORTANT

- There is a sticker (① in the illustration) indicating paper capacity attached to the inside of the drawer. Do not load paper above this limit.
- When loading paper into the drawer, make sure that the copy side is facing upward. (The copy side is the side facing upward when the package is opened.)
- Check that the length adjustment plate makes secure contact with the paper. If there is a gap, adjust the position of the length adjustment plate.
- If small-size paper jams frequently under high temperature and high humidity conditions, reduce the number of sheets to the level of the black line indicated on the sticker ①.



- 5** Set the supplied paper size sheet so that the size of the paper loaded can be checked by looking at the front of the drawer.



- 6** Gently push the drawer back in.
* Check that the paper is kept under the claws of the drawer. If not, reload the paper.

NOTE

- Before leaving the copier in disuse for a prolonged period of time, remove the paper from the drawer(s) and seal it in its original packaging to protect from moisture. Also, when storing paper in a high temperature and high humidity environment, seal it in a moisture-proof bag.

(3) Loading paper into the multi-bypass

Special paper as well as standard paper can be loaded into the multi-bypass. When copying onto transparencies or thick paper, be sure to use the multi-bypass.

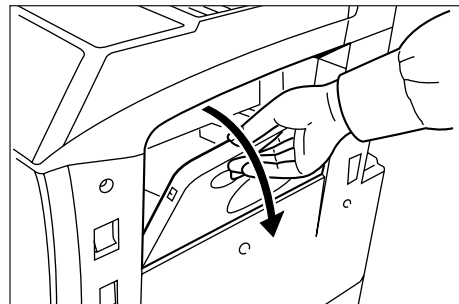
NOTE

- Up to 200 sheets of standard paper, colored paper and letter-heads can be loaded into the multi-bypass.
- The types of special paper and the number of sheets that can be loaded in the multi-bypass are:
 - Transparencies: 25 sheets
 - Standard paper (120g/m², 160g/m²): 100 sheets

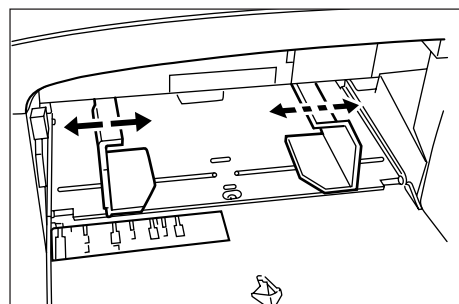
IMPORTANT

- When setting special paper, such as transparencies and thick paper, into the multi-bypass, select the type of paper by referring to “Check bypass sizing” on page 6-16.
- For the copier with Inch Specifications:
When loading the transparency on the multi-bypass, put a same size paper under the transparency and set together on the multi-bypass.
Otherwise, a last transparency would not be fed.

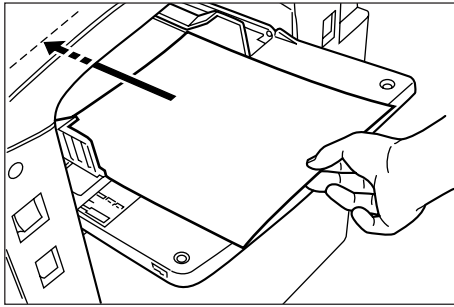
- 1** Open the multi-bypass.



- 2** Adjust the insert guides to the size of the paper to be loaded.



- 3** Insert the paper along the guides as far as it will go.



IMPORTANT

- When loading paper into the multi-bypass, make sure that the copy side is facing upward. (The copy side is the side facing upward when the package is opened.) If the leading edge of the paper is curled, straighten it out before loading the paper in the multi-bypass.

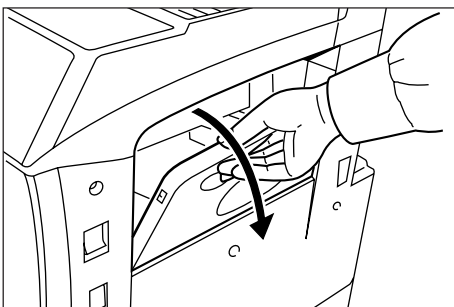
Setting envelopes

When using the optional printer function, envelopes can be set in the multi-bypass.

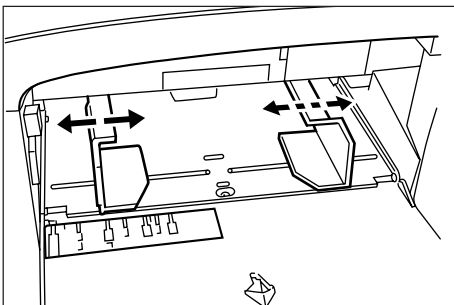
NOTE

- The types of envelopes that can be used are COM-10, Monarch, DL and C5. Up to 20 envelopes can be loaded in the multi-bypass at a time.

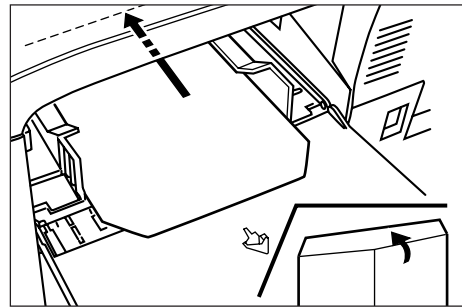
- 1** Open the multi-bypass.



- 2** Align the insert guides with the envelope size.



- 3** Open the flap of the envelope and set it with the copy side facing up ward. With the flap facing the outside, insert the envelope into the slot along the insert guides as far as it will go.



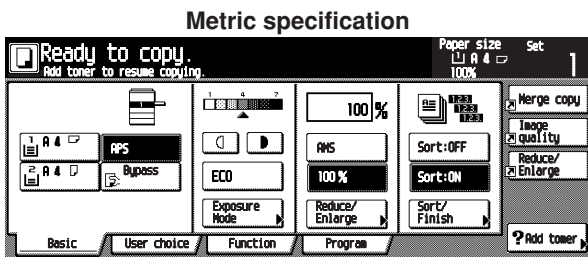
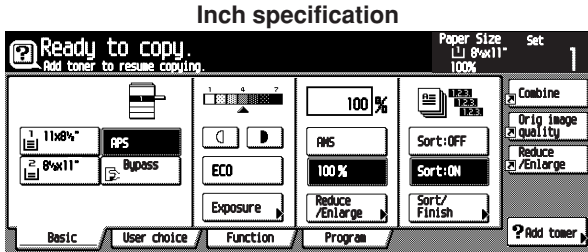
NOTE

- Incorrectly loading envelopes can result in printing in the wrong orientation or on the wrong side.

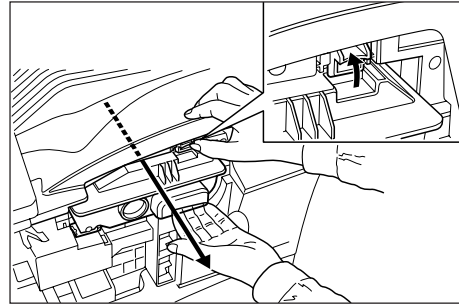
2. Replacing the toner container and waste toner box

If “Add toner to resume copying.” appears on the message display, replenish the toner. Although several copies can be made after the message appears, it is recommended to replace the toner container immediately. After replacing the toner container, be sure to also replace the waste toner box.

* Replenish toner only when the message is displayed.



- 2 Push up the toner container release lever and slowly pull the old toner container out until the handle can be seen.



! WARNING

High voltage is present in the charger section. Take sufficient care when working in this area, as there is a danger of electrical shock.

! CAUTION

Do not pull the toner container all the way as it can fall off.

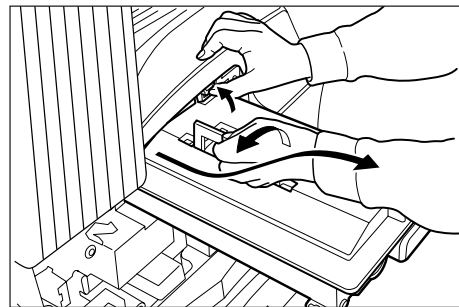
! CAUTION

DO NOT attempt to incinerate the toner containers or the waste toner box. Dangerous sparks may cause burns.

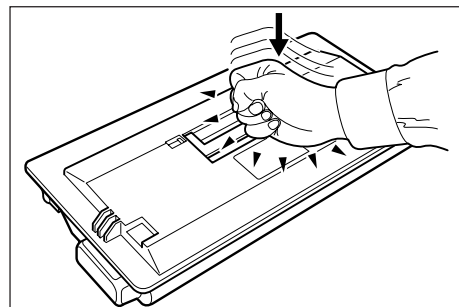
! CAUTION

DO NOT attempt to force open or destroy the toner containers or the waste toner box.

- 3 Grasp the handle on the toner container, push the lock lever up again and gently lift the toner container.



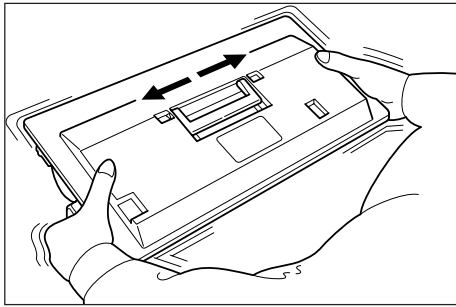
- 4 Take out the new toner container from the bag, and then tap it on the top 5 to 6 times.



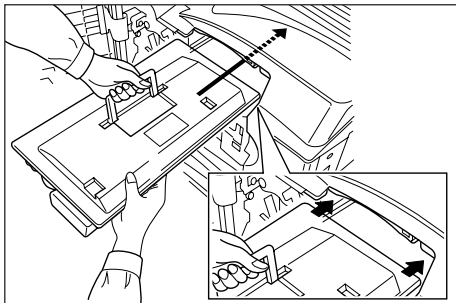
- 1 Open the front cover.



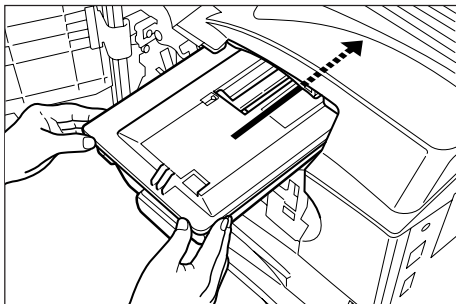
- 5** Thoroughly shake the toner container (in the direction of the arrow) ten times or more to loosen and mix the toner inside.



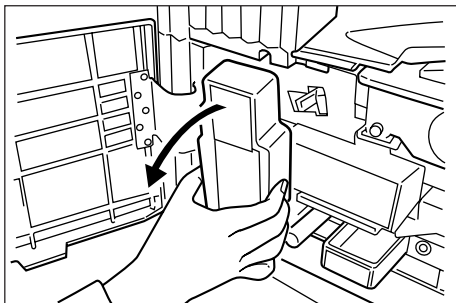
- 6** Grasp the handle on the toner container and insert the toner container along the rail of the printer.



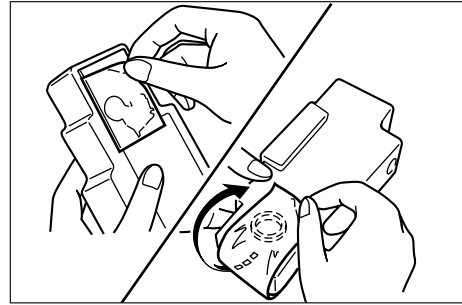
- 7** Hold the toner container by hands and fully insert it into the printer.



- 8** Remove the waste toner box.



- 9** Close the opening of the waste toner box with its seal.



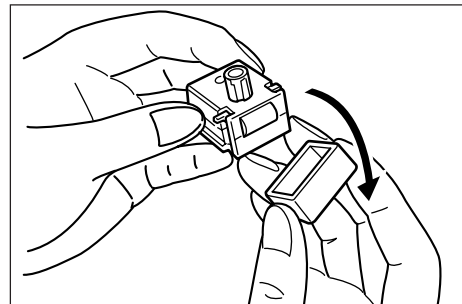
! CAUTION

DO NOT attempt to incinerate the toner containers or the waste toner box. Dangerous sparks may cause burns.

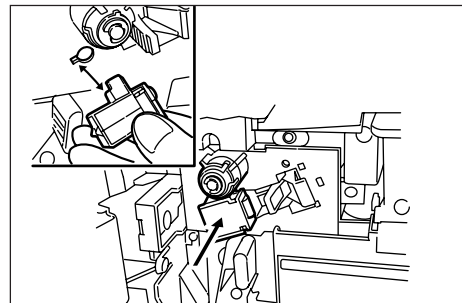
! CAUTION

DO NOT attempt to force open or destroy the toner containers or the waste toner box.

- 10** Remove the cap from the grid cleaner.

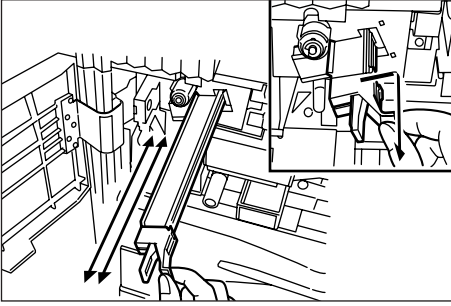


- 11** Attach the grid cleaner to the machine body aligning with the notches.



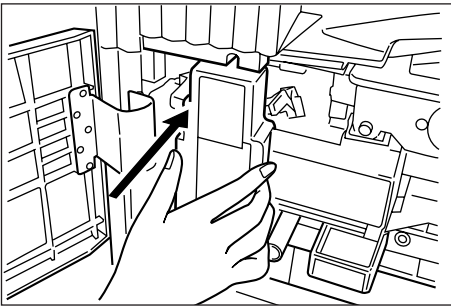
CHAPTER 3 HOW TO LOAD PAPER

- 12** Gently pull the electrostatic section as far as it will go, push and pull it several times, and then push it back in.

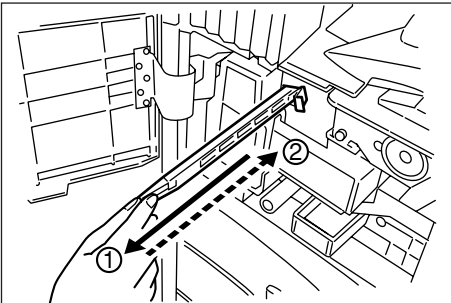


- 13** Remove the grid cleaner and replace the cap.

- 14** Fit the new waste toner box into the copier.



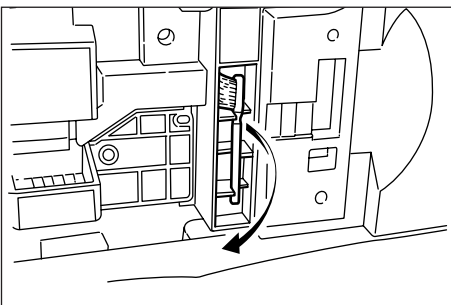
- 15** Gently pull the cleaning shaft as far as it will go, push and pull it several times, and then push it back in.



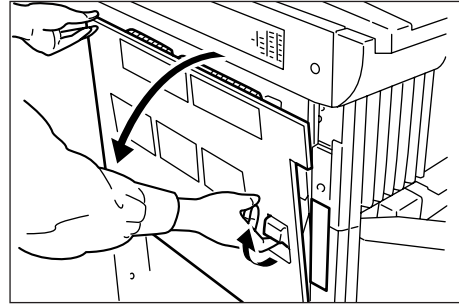
IMPORTANT

- Do not pull the cleaning shaft with force or pull it out completely.

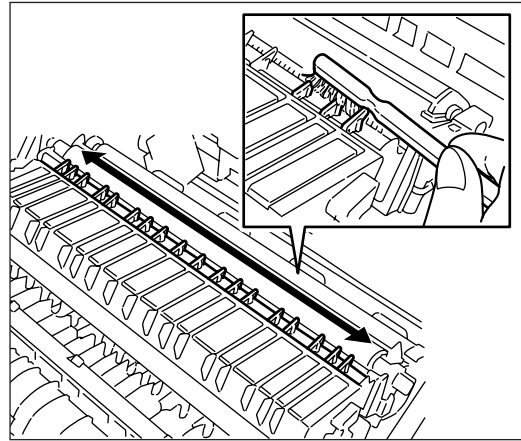
- 16** Remove the cleaning brush.



- 17** Pull up the lock lever to open the left cover 1.



- 18** Clean the separator by moving the cleaning brush from left to right several times along with the separator.



- 19** Close the front cover and left cover 1.

NOTE

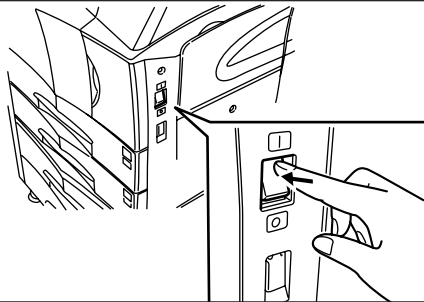
- To keep the best copying quality, perform cleaning of steps 15 and 18 described above periodically (approximately once a month) in addition to the time of toner container replacement.

- After use, ALWAYS dispose of the toner containers and the waste toner box in accordance with Federal, State and Local rules and regulations.

CHAPTER 4 BASIC OPERATION

1. Basic copying procedure

1



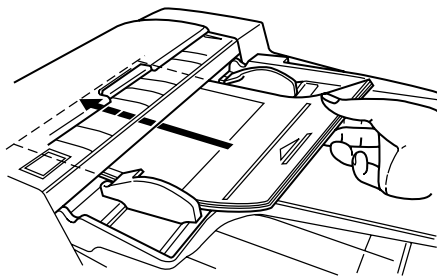
1. Warm-up

Turn the main switch ON (1). At the end of warm-up, "Ready to copy." will appear on the message display.

NOTE

- If originals are set and the Start key is pressed while the copier is still warming up, copying will begin as soon as warm-up ends.

2

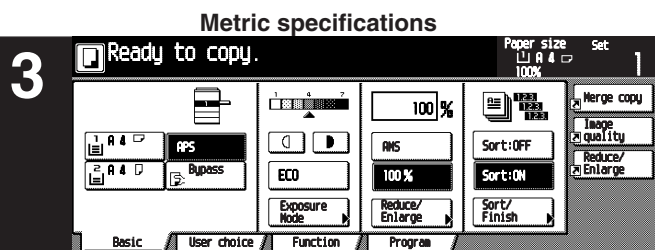
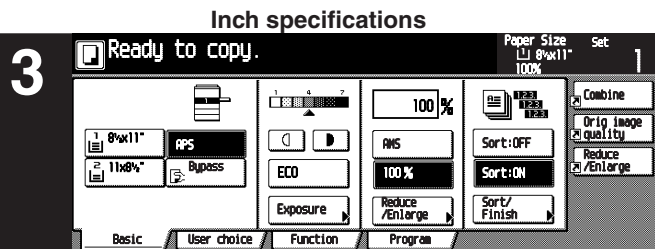


2. Setting originals

Set originals on the platen or in the Document Processor. When setting the original on the platen, adjust it with the original size scales based on the left rear position.

NOTE

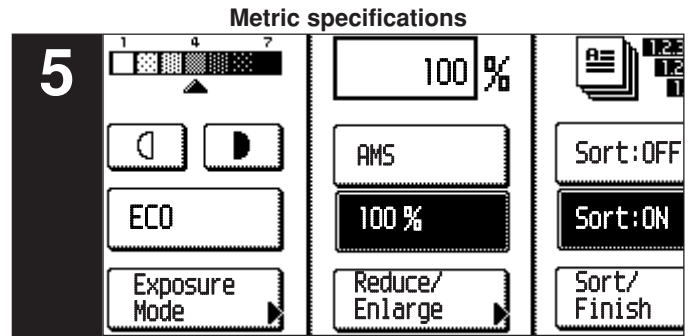
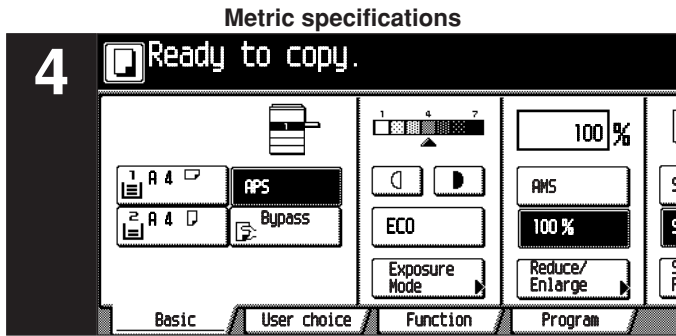
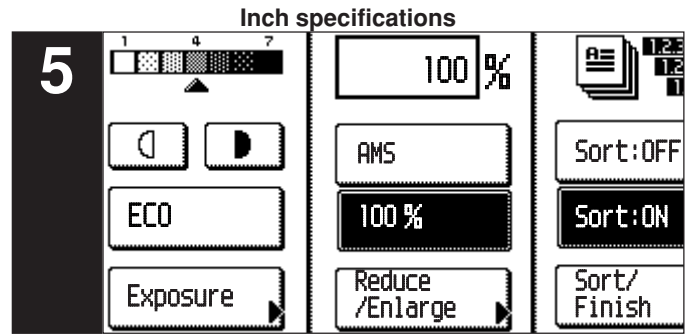
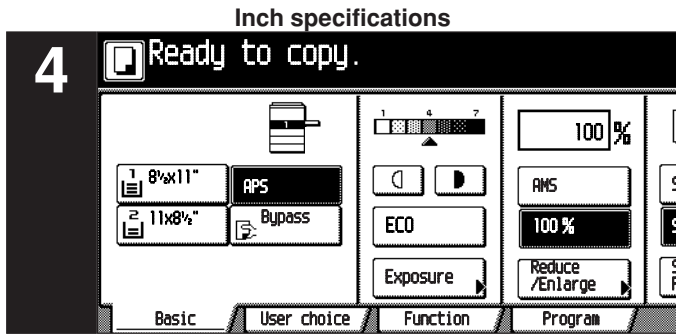
- See page 7-1 for how to set originals in the Document Processor.



3. Function selection

Select from the copier's various functions.

- Enlargement/reduction (see page 4-4)
- Interrupt copying (see page 4-7)
- Duplex copying from various originals (see page 5-1)
- Copying two-page originals as separate pages (see page 5-4)
- Making a margin space for binding (see page 5-6)
- Making copies with clean edges (see page 5-8)
- One copy from two or four originals (see page 5-10)
- Printing page numbers on the copies (see page 5-12)
- Overlaying images (see page 5-15)
- Making a booklet (sheet originals) (see page 5-16)
- Making a booklet (two-page [open-face] originals) (see page 5-18)
- Sorting without document finisher (see page 5-20)
- Rotate copy (see page 5-21)
- Auto selection mode (see page 5-22)
- Adding covers for copies (see page 5-23)
- Feeding a paper as a backing sheet for transparencies (see page 5-26)
- Inverting black and white (see page 5-28)
- Making mirror-image copies (see page 5-29)
- Copying large number of originals in one batch (see page 5-30)



4. Paper size selection

When “APS” highlights on the message display, paper of the same size as the original is automatically selected. To copy the original’s image onto a desired size of paper without changing the size of the image, press the Paper selection key for the desired size of paper.

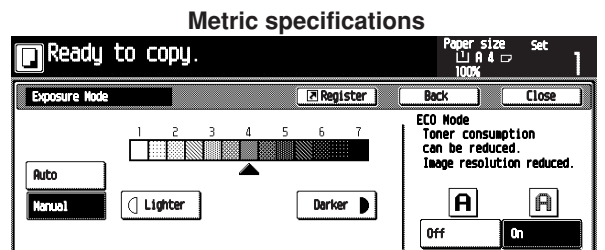
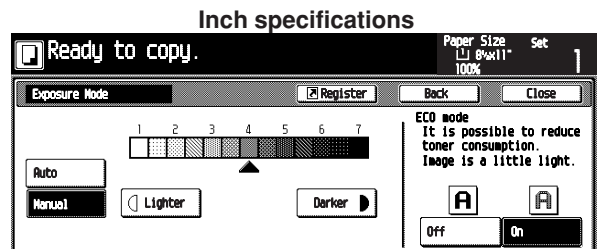
NOTE

- Automatic paper selection can also be turned off. (See “Paper selection” on page 6-28.)
- The most frequently used cassette (paper feed drawer) to be selected automatically can be specified. (See “Default cassette” on page 6-28.)

5. Copy exposure adjustment

The copy exposure can be adjusted manually. By moving the cursor on the exposure scale to the right, copies become darker. By moving it to the left, copies become lighter.

When adjusting the copy exposure automatically, touch the [Exposure mode] key and then the [Auto] key to set the Auto Exposure mode. In the Auto Exposure mode, copy exposure is automatically adjusted to an appropriate level based on the exposure of the original.

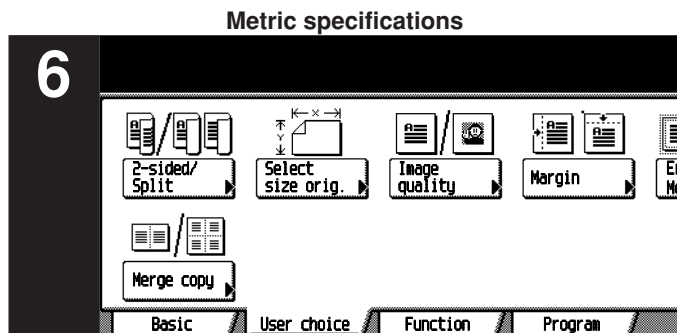
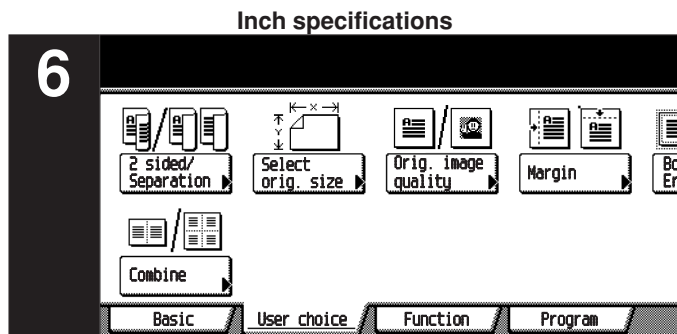


When touching the [ECO] key to highlight it, the copier turns into the toner economy mode. In the toner economy mode, the exposure level will be lowered to reduce toner consumption.

The toner economy mode can also be selected by touching the [On] key for “ECO mode” at the right side of the “Exposure Mode” screen.

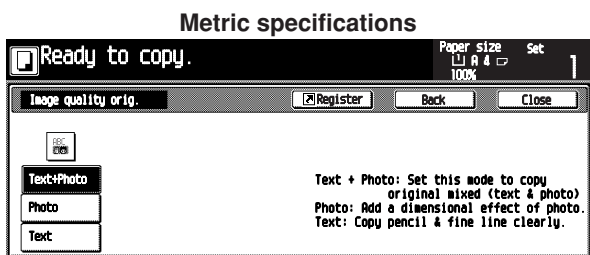
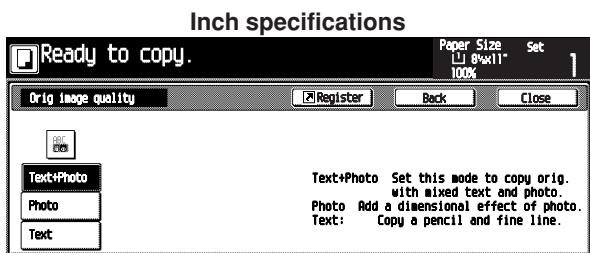
NOTE

- When the copies are too dark/light overall, exposure will be adjusted. (See “Auto exposure adjustment” on page 6-29.)
- The default setting of the copy exposure adjustment can be set to auto exposure. (See “Exposure mode” on page 6-25.)



6. Copy quality selection

Copy quality is selected according to the original. Touch the [User choice] key and [Orig image quality] key to open the “Orig. image quality” screen.



Text+Photo mode:

Touch the [Text+Photo] key to highlight it. Set this mode to copy originals with mixed text and photo.

Photo mode:

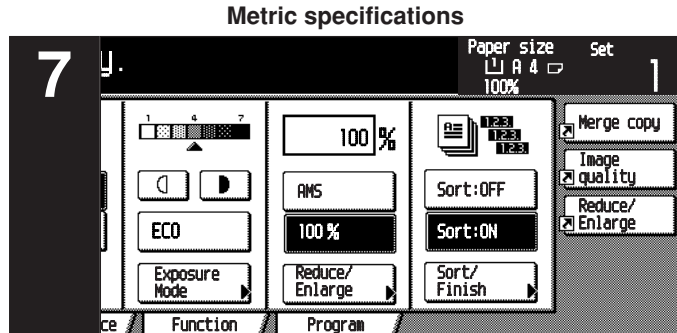
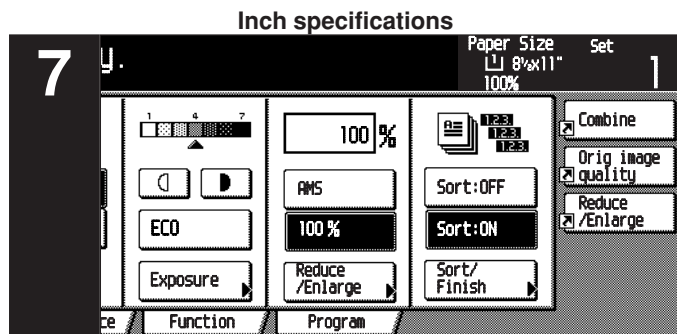
Touch the [Photo] key to highlight it. With this mode, a dimensional effect of photo is added.

Text mode:

Touch the [Text] key to highlight it. With this mode, pencil and fine lines are clearly copied.

NOTE

- The default copy quality mode used in the initial mode can be selected. (See “Exposure mode” on page 6-25.)
- The copy exposure can be adjusted in all copy quality modes. (See “Manual exposure adjustment (Mixed)” on page 6-30, and “Manual exposure adjustment (Text)” and “Manual exposure adjustment (Photo)” on page 6-31.)

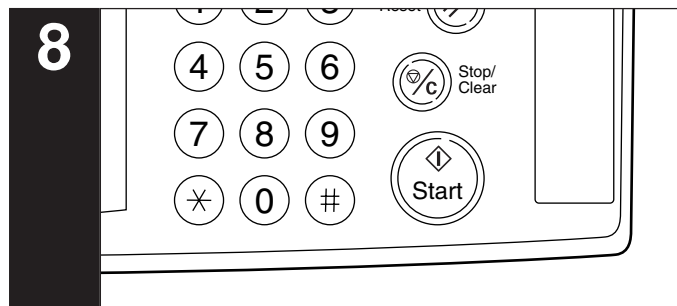


7. Setting the number of copies

Use the numeric keys to enter the desired number of copies on the message display. Up to 999 copies can be set.

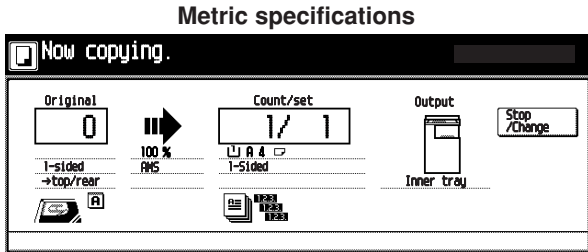
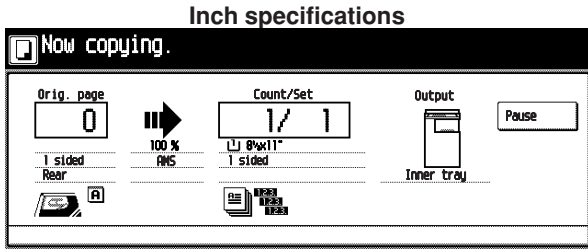
NOTE

- It is possible to lower the limit on the number of copies that can be set at a time. (See “Preset limit” on page 6-33.)



8. Starting copying

Press the [Start] key. If the Start indicator is lit green and “Ready to copy.” is displayed on the message display, copying is possible.



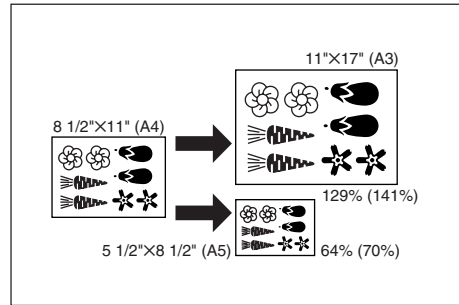
CAUTION

If the copier will not be used for a short period of time (overnight, etc.), turn the main switch OFF (○). If it will not be used for an extended period of time (vacations, etc.), remove the power plug from the outlet for safety purposes during the time the copier is not in use.

2. Enlargement/reduction

(1) Auto magnification selection mode

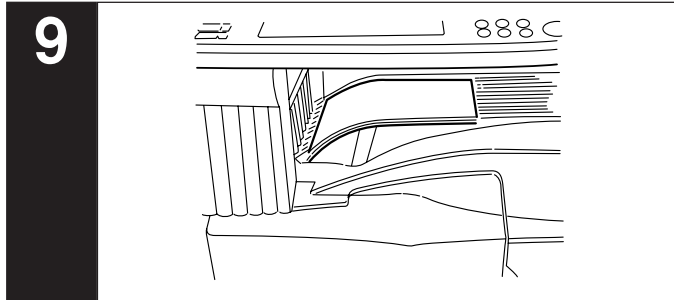
The original image is enlarged/reduced automatically according to the paper size of the selected drawer.



IMPORTANT

- When using this mode regularly, select "AMS" in "Default magnification" on page 6-29.

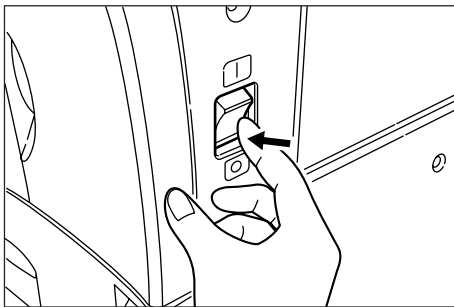
- Set the original(s). The size of the original will be automatically detected and the same size paper as the original will be selected.



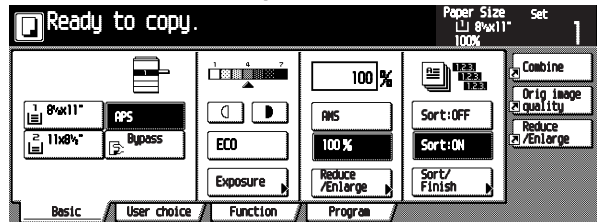
9. At the end of copying
Finished copies are ejected onto the copy store section.

IMPORTANT

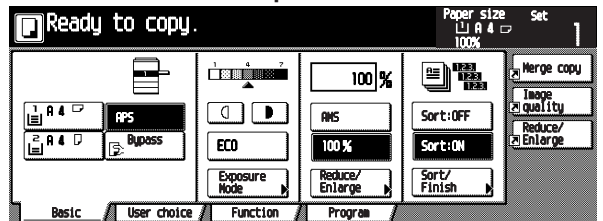
- Up to 250 sheets can be stored. Note that the number of sheets that can be stored varies depending on the condition of the paper used.
- If "Paper capacity exceeded. Remove paper from Inner." appears, the copy store section is full. Remove paper from the copy store section and press the [Start] key to resume copying. If "Paper capacity exceeded. Remove paper from Job sep." appears, the optional job separator is full. Copying will automatically resume when paper is removed from the job separator.
- If copied sheets are not stored tidily due to curls or other paper conditions, remove the paper from the drawer or multi-bypass used and turn the paper upside down.



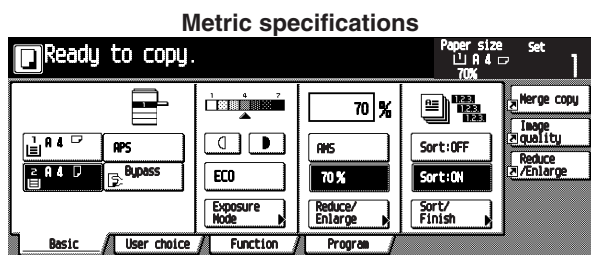
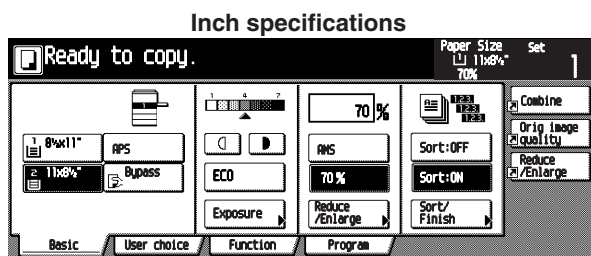
Inch specifications



Metric specifications



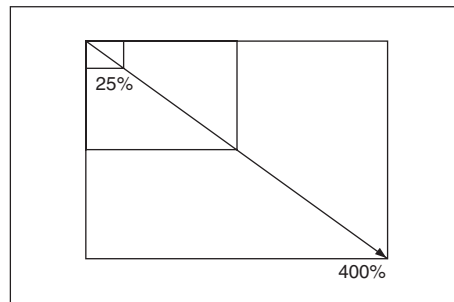
- 2 Touch the Paper size key to specify the paper size, and then touch the [AMS] key. The magnification ratio will be displayed.



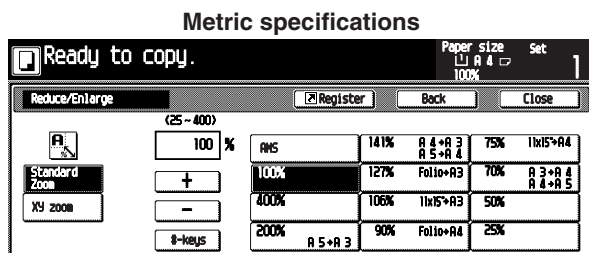
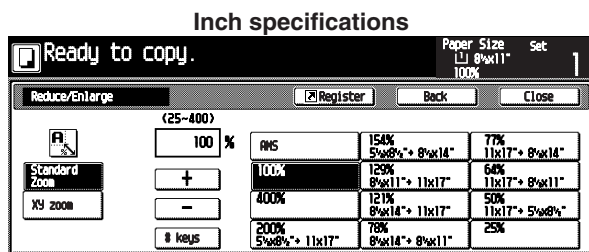
- 3 Copying will start when the [Start] key is pressed.

(2) Zoom copy mode

The zoom ratio can be set to any 1% increment between 25% and 400% (between 25% and 200% when using the Document Processor).



- 1 Set the original(s).
- 2 Touch the [Reduce/Enlarge] key. The "Zoom mode" screen will appear.



- 3 Touch the [+] key or [-] key to change the displayed magnification ratio. The numeric keys can also be used by touching the [# keys] key.
- 4 Copying will start when the [Start] key is pressed.

(3) Standard zoom mode

Enlargement/reduction copying is possible using the ratios pre-set in the copier.

Available ratios in Inch specification

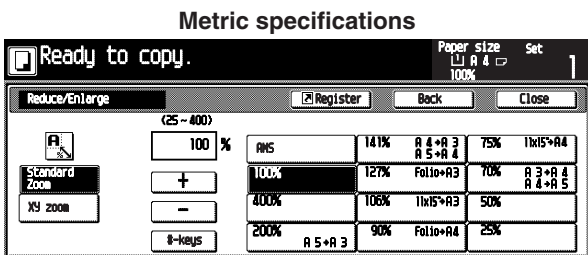
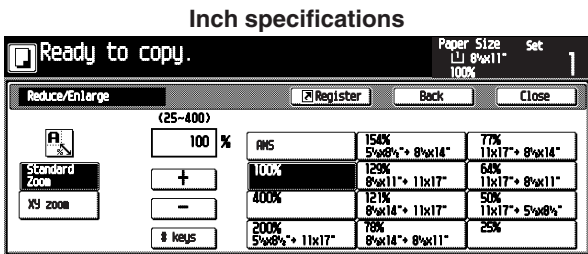
Reduction	25%
	50%: 11" × 17" → 5 1/2" × 8 1/2"
	64%: 11" × 17" → 8 1/2" × 11"
	77%: 11" × 17" → 8 1/2" × 14"
	78%: 8 1/2" × 14" → 8 1/2" × 11"
Enlargement	121%: 8 1/2" × 14" → 11" × 17"
	129%: 8 1/2" × 11" → 11" × 17"
	154%: 5 1/2" × 8 1/2" → 8 1/2" × 14"
	200%: 5 1/2" × 8 1/2" → 11" × 17"
	400%

Available ratios in Metric specification

Reduction	25%
	50%
	70%: A3 → A4, A4 → A5
	75%: 11" × 15" → A4
	90%: Folio → A4
Enlargement	106%: 11" × 15" → A3
	127%: Folio → A3
	141%: A4 → A3, A5 → A4
	200%: A5 → A3
	400%

1 Set the original(s).

2 Touch the [Reduce/Enlarge] key.
The "Reduce/Enlarge" screen will appear.



3 Touch the key corresponding to the desired zoom ratio.

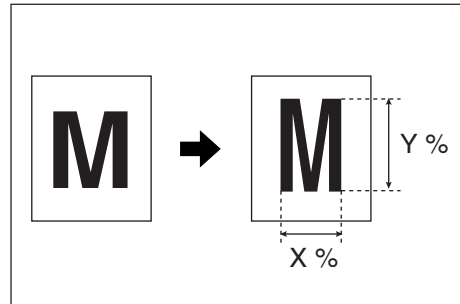
NOTE

• The zoom ratio can be changed in increments of 1% from the selected ratio by pressing the [+] key or [-] key.

4 Copying will start when the [Start] key is pressed.

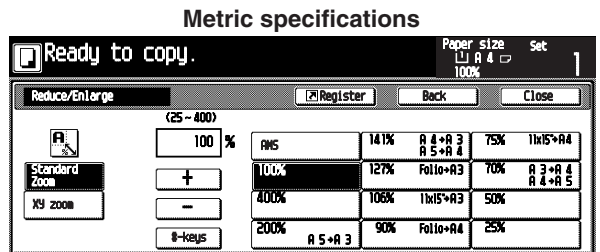
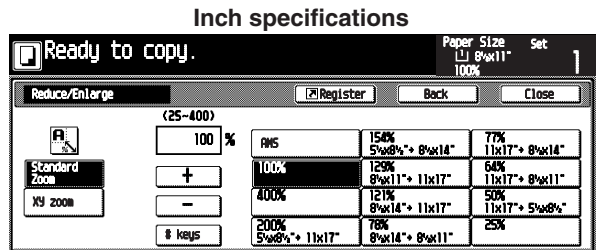
(4) XY zoom mode

It is possible to set the zoom ratio for the length and the width of the copy independently. The zoom ratio can be set to any 1% increment between 25% and 400% (between 25% and 200% when using the Document Processor).

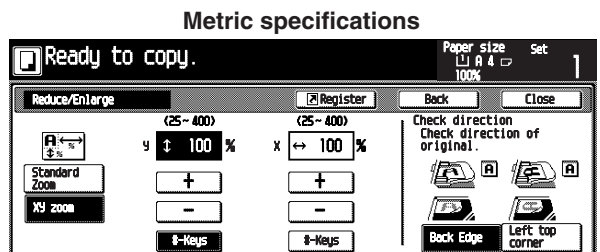
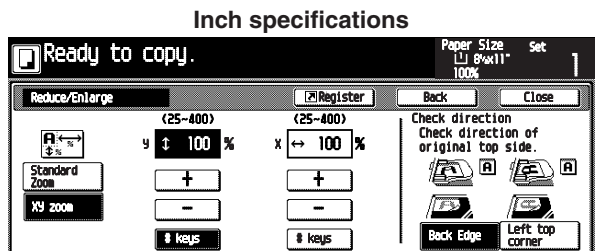


1 Set the originals.

2 Touch the [Reduce/Enlarge] key.
The "Reduce/Enlarge" screen will appear.

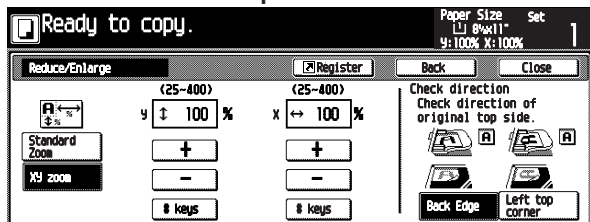


3 Touch the [XY zoom] key.
The XY zoom mode set-up screen will appear.

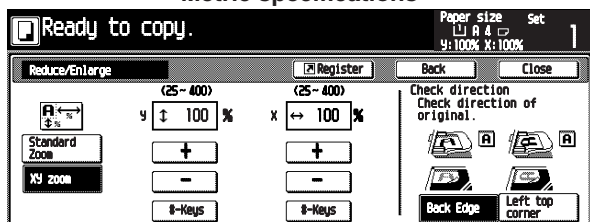


- 4 Touch the [+] key or [-] key to set the zoom ratio for the vertical and/or horizontal direction. The numeric keys can also be used by touching the [# keys] key.

Inch specifications



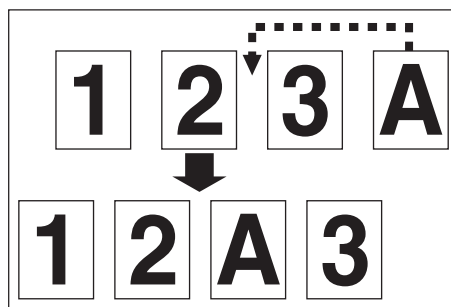
Metric specifications



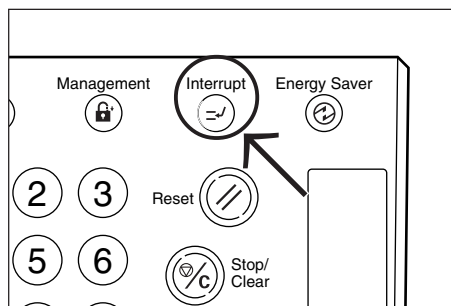
- 5 Check the direction of the original top side.
- 6 Copying will start when the [Start] key is pressed.

3. Interrupt copying

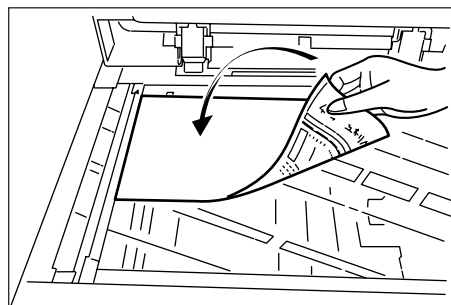
Interrupt copying is useful if, during one copy job, other originals need to be copied at different settings. The interrupted copy job can be resumed at the same settings as before after the rush job is finished.



- 1 Press the [Interrupt] key to light the indicator. The "Interrupt mode OK." screen will appear.

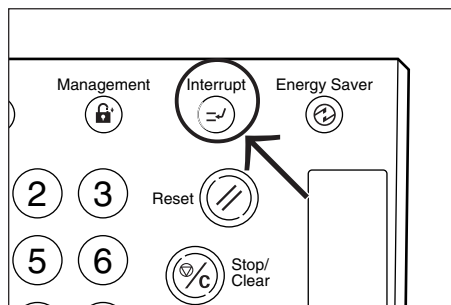


- 2 Remove the present original(s) and put it (them) aside.



- 3 Set the new original(s) and execute copying.

- 4 When copying ends, press the [Interrupt] key again, and replace the newly copied original(s) with the one(s) removed before. Then, press the [Start] key. The interrupted copy job will be resumed.

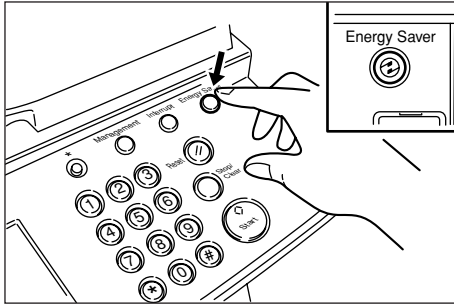


4. Energy saver (preheat) function

This function turns the machine off to save energy by pressing the [Energy Saver] (preheat) key, while leaving the main switch turned ON.

When this function is activated, the Energy Saver (preheat) indicator is the only indicator lit on the operation panel.

To resume copying after the energy saver (preheat) function has been activated, press the [Energy Saver] key again. It takes about 30 seconds for the copier to recover from the energy saver (preheat) function.

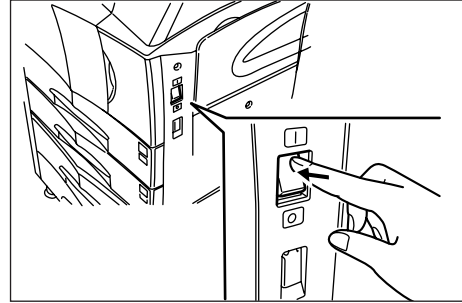


NOTE

- The auto energy saver function can be set to trigger after no copying has been done for a certain period of time. (See “Auto preheat time” on page 6-17.)

5. Auto shut-off function

This function automatically turns the main switch OFF (○) if no copying operation is performed for a certain period (15 to 240 minutes). To make copies again, set the main switch to the ON (I) position.



• Auto shut-off function

The auto shut-off function is a power saving feature which automatically turns the main switch OFF (○) when a certain time elapses with out copying being performed.

Copiers are generally in the standby mode more than operation mode, and power consumption in the standby mode accounts for a large part of overall consumption. Having the copier turn OFF (○) automatically reduces unnecessary power consumption in the standby mode or at night if the copier is left on. The result is a lower electricity bill.

NOTE

- To change the time remaining until the auto shut off function operates, see “Auto shut-off time” on page 6-17. To cancel the auto shut-off function, see “Auto shut-off ON/OFF” on page 6-22.
- If the optional printer board or printer/scanner kit is installed in your copier, the copier will enter the energy-saving preheat mode whenever the auto shut-off function engages. In this state, when the copier detects data for a print job, it will automatically recover to a print-ready state and printout of the corresponding information will begin.
- If the optional fax kit is installed in your copier, the copier will be automatically turned OFF (○) whenever the auto shut-off function engages. In this state, when the copier receives an incoming fax, it will automatically recover to a print-ready state and printout of the corresponding information will begin.

CHAPTER 5 FUNCTIONS

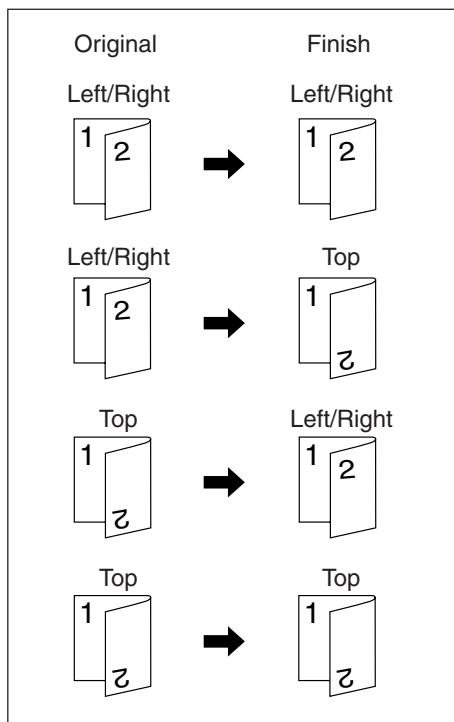
1. Duplex copying from various originals [Duplex copy]

Duplex copies can be made from two-page originals or one-sided originals with the optional duplex unit.

(1) Duplex copying from two-sided originals

A two-sided original is copied onto both the front and back side of the paper.

The copy looks just like the original.



IMPORTANT

(Inch specifications)

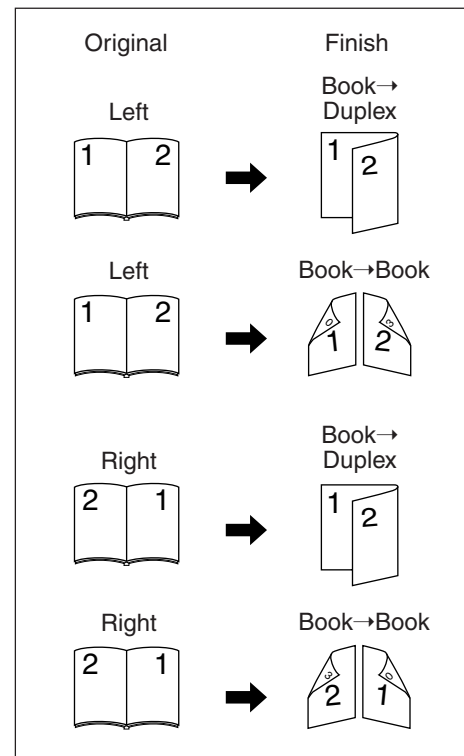
- The paper sizes that can be used are 11" × 17" to 5 1/2" × 8 1/2"

(Metric specifications)

- The paper sizes that can be used are A3 to A5R.

(2) Duplex copying from a book original

Facing pages of a magazine or book are copied on both sides of the paper by a single press of the [Start] key.



IMPORTANT

(Inch specifications)

- The original size that can be used in this mode is limited to 11" × 17" and 8 1/2" × 11".

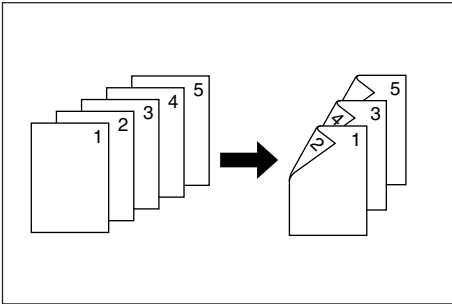
(Metric specifications)

- The original size that can be used in this mode is limited to A3, A4R and A5R.

(3) Duplex copying from one-sided originals

The one-sided original is copied on both sides (back and front) of the paper.

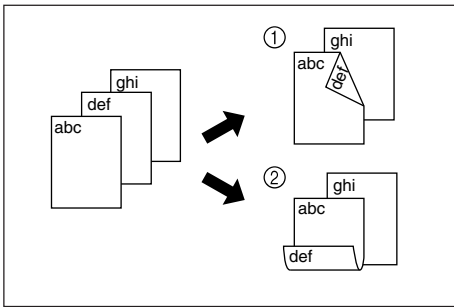
When an odd number of originals are copied, the back side of the last page is blank.



NOTE

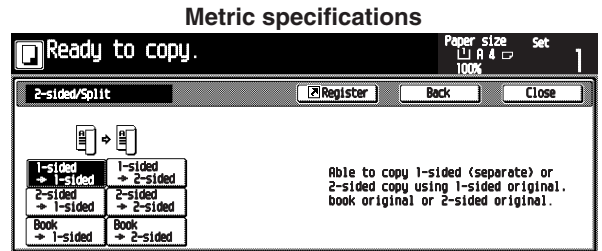
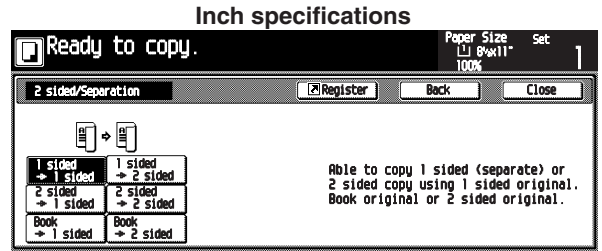
• The back side copy can also be rotated 180 degrees.

- ① Original Left/Right → Finished Left/Right:
The back side comes out in the same direction as the original.
- ② Original Left/Right → Finished Top:
The back side is rotated 180 degrees with respect to the original. When bound at the top, the copies are oriented in the same direction.



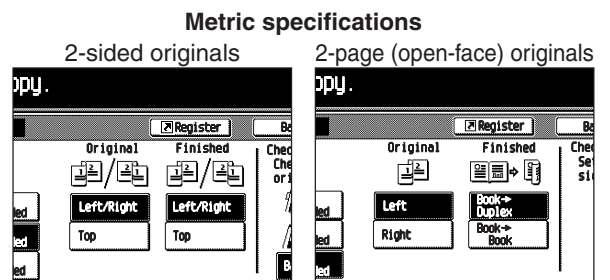
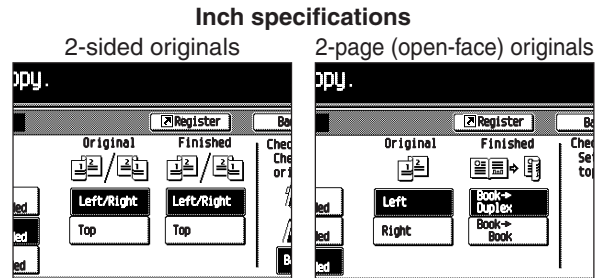
1 Set the original(s).

2 Touch the [2 sided/Separation] key.
The “2 sided/Separation” screen will appear.



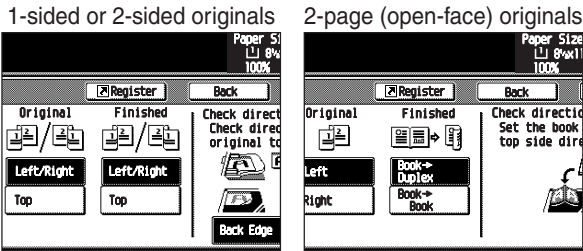
3 Touch the [2 sided→2 sided] key for 2-sided originals, [Book→2 sided] key for 2-page (open-face) originals, or [1 sided→2 sided] key for 1-sided originals.
If you touch the [2 sided→2 sided] key or [Book→2 sided] key, go to the next step.
If you touch the [1 sided→2 sided] key, go to step 5.

4 Specify the binding orientation of the originals.

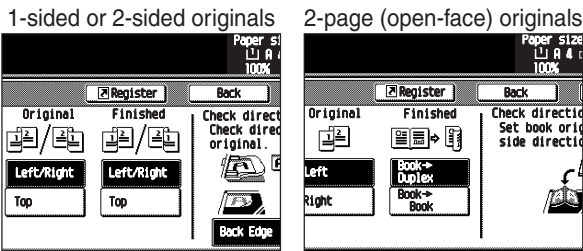


5 Specify the binding orientation of finished copies.

Inch specifications



Metric specifications

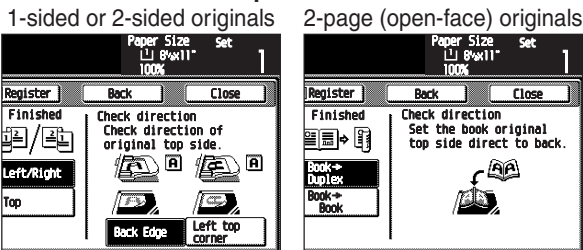


6 Check the orientation of originals according to the message.

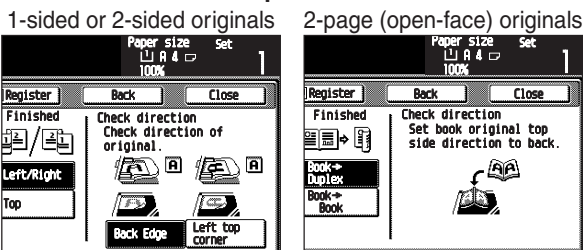
IMPORTANT

- If the orientation of the originals is incorrect, it may result in wrong finished copies.

Inch specifications

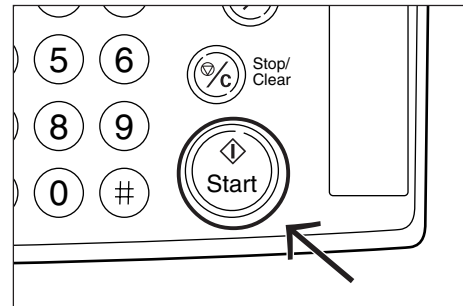


Metric specifications



7 Press the [Start] key.
Scanning will start.

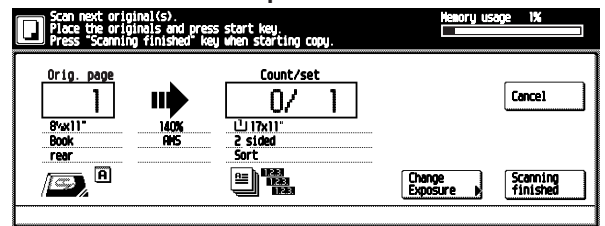
When originals are set in the Document Processor, copying will start after scanning the set originals. When an original is set on the platen, a message for scanning the next original appears. Go to the next step.



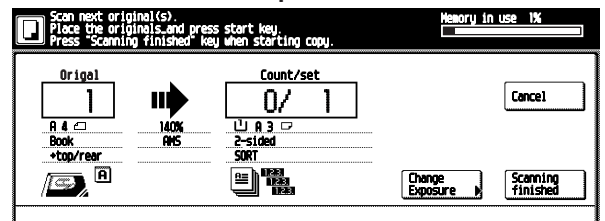
8 Replace the original and then press the [Start] key.
Scanning will start.

9 When all originals are scanned, touch the [Scanning finished] key. Copying will start.

Inch specifications



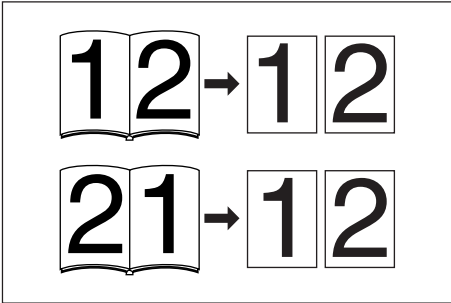
Metric specifications



2. Copying two-page originals as separate pages [Page separation copy mode]

(1) Page separation copies from book originals

Facing two-page of a magazine, book or the like is divided down the middle and copied onto two separate sheets of paper.



IMPORTANT

(Inch specifications)

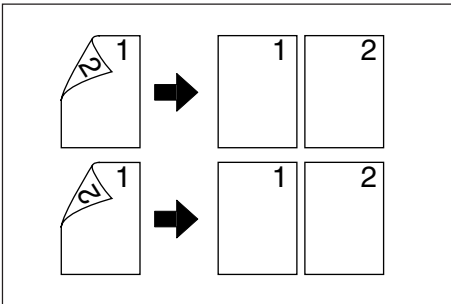
- The available size of originals is limited to 11" × 17" and 8 1/2" × 11", and paper size is limited to 11" × 8 1/2".

(Metric specifications)

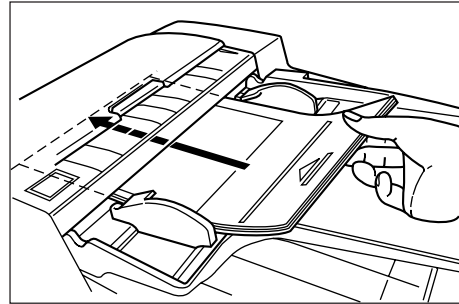
- The available size of originals is limited to A3, A4R and A5R, and paper size is limited to A4.

(2) Page separation copies from two-sided originals

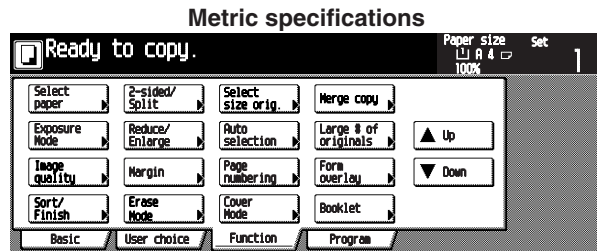
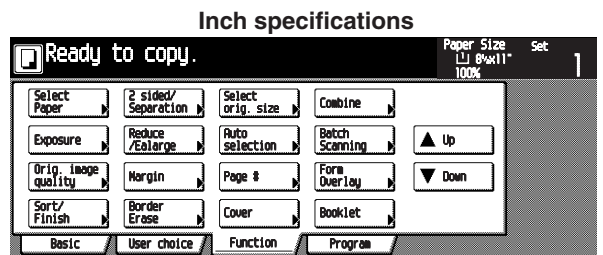
Each face of a two-sided originals is copied onto a separate sheet of paper.



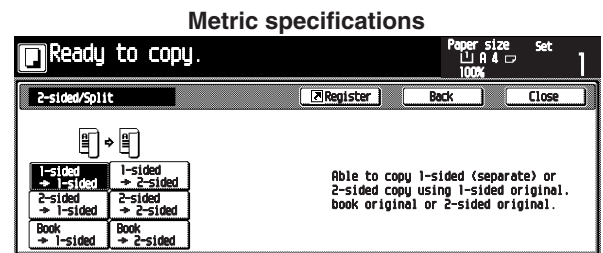
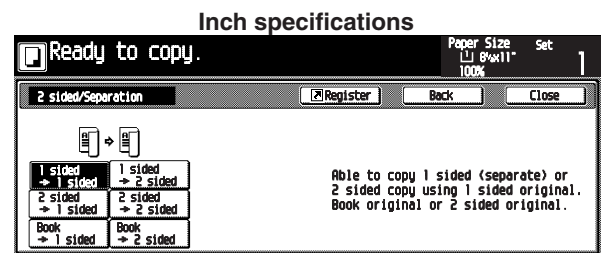
1 Set the original(s).



2 Touch the [Function] key. The Function screen will appear.

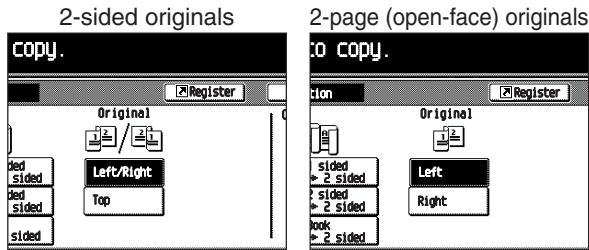


3 Touch the [2 sided/ Separation] key. The "2 sided/ Separation" screen will appear.

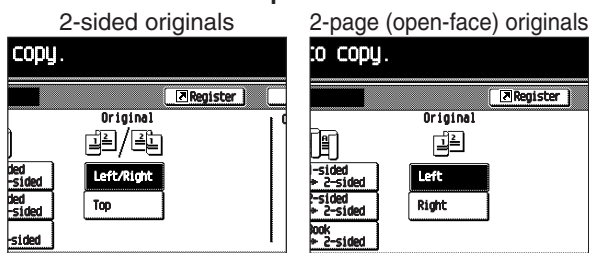


- 4 Specify the type of the originals.
The original selection keys will appear.
- 5 Touch the [2 sided→1 sided] or [Book→1 sided] key according to the type of the originals.
- 6 Specify the binding orientation of the originals.

Inch specifications



Metric specifications



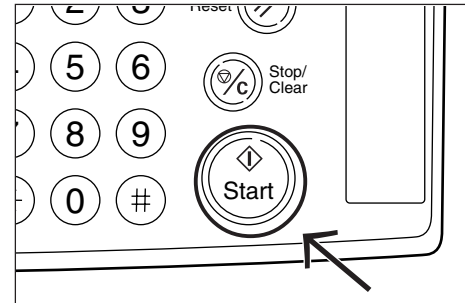
- 7 Check the orientation of originals according to the message.

IMPORTANT

- If the orientation of the originals is incorrect, it may result in wrong finished copies.

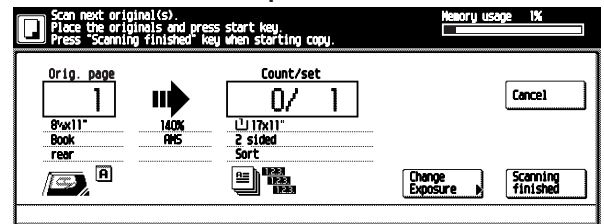
- 8 Press the [Start] key.
Scanning will start.

When originals are set in the Document Processor, copying will start after scanning the set originals. When an original is set on the platen, a message for scanning the next original appears. Go to the next step.

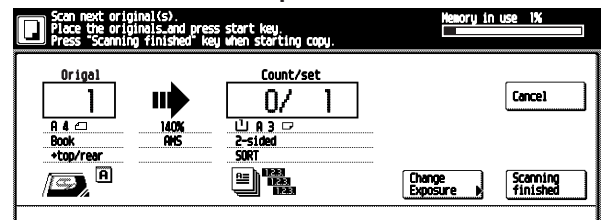


- 9 Replace the original and then press the [Start] key.
Scanning will start.
- 10 When all originals are scanned, touch the [Scanning finished] key. Copying will start.

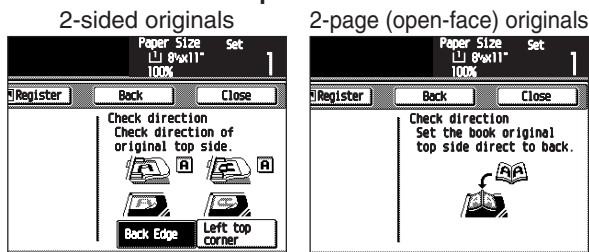
Inch specifications



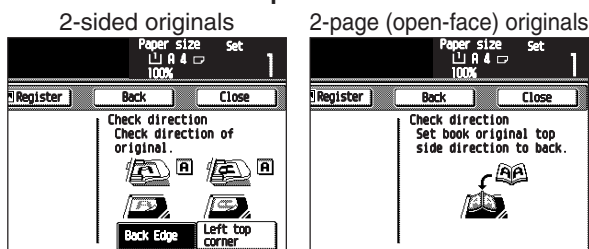
Metric specifications



Inch specifications



Metric specifications



3. Making a margin space for binding [Margin mode]

(1) Margin

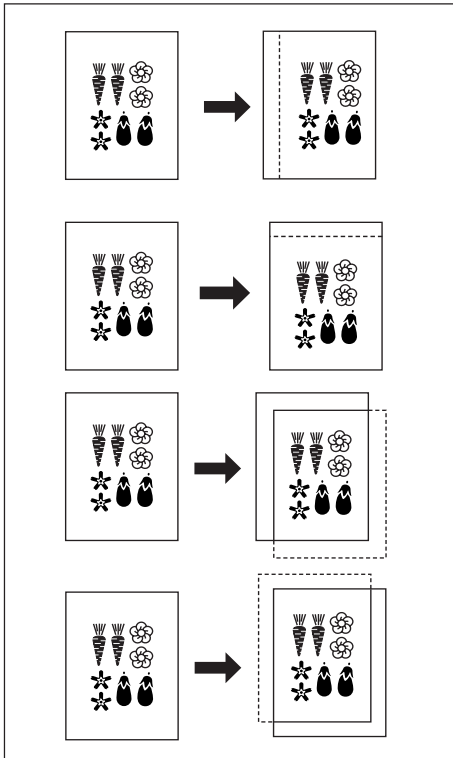
The image of the original is shifted leftward, rightward, upward or downward to make a margin for binding on the left side of the copy paper.

(Inch specifications)

- The margin width can be set to 0", 1/8", 1/4", 3/8", 1/2", 5/8" or 3/4".

(Metric specifications)

- The margin width can be set between 0 mm and 18 mm in increments of 1 mm.



NOTE

- The initial value of the left margin width can be set. (See "Default margin width" on page 6-32.)
- For example, when left margin is specified while duplex copy setting has been set, the same right margin width as the front side is automatically set to the back side if the back page margin is set to "Auto".

(2) Front & back margin

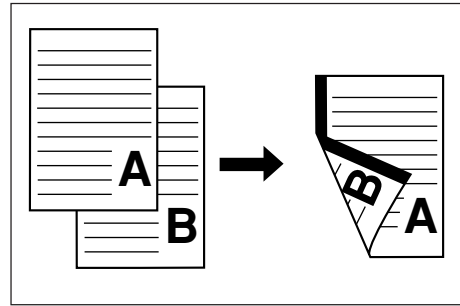
When making two-sided copies, the margin positions and margin width can be selected separately for the front and back sides of the copies.

(Inch specifications)

- The margin width can be set to 0, 1/8", 1/4", 3/8", 1/2", 5/8" or 3/4".

(Metric specifications)

- The margin width can be set to 0 mm or between 1 mm and 18 mm in increments of 1 mm.

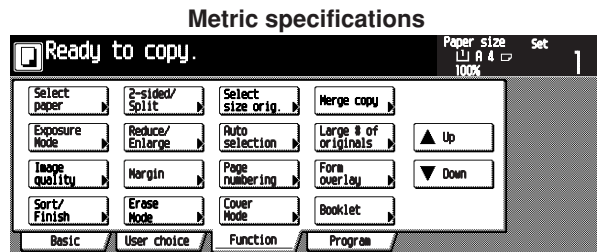
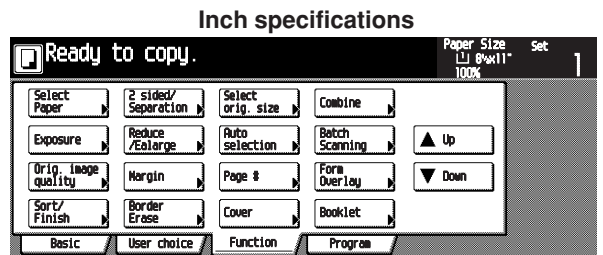


1 Set the original(s).

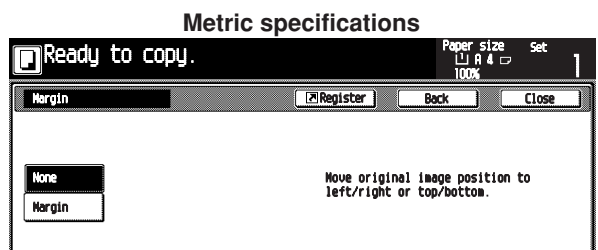
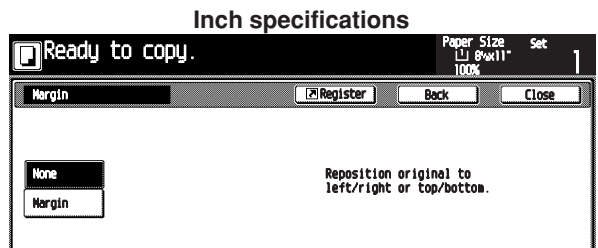
IMPORTANT

- Be sure to set the originals so that the top (left) side of the original is at the rear side. Setting them in the wrong direction may cause the failure of making margin in the correct position.

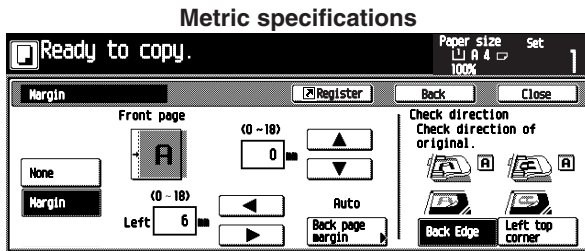
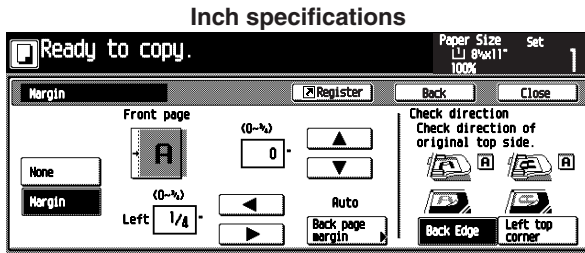
2 Touch the [Function] key.
The Function screen will appear.



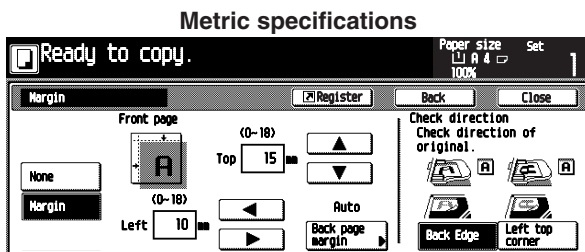
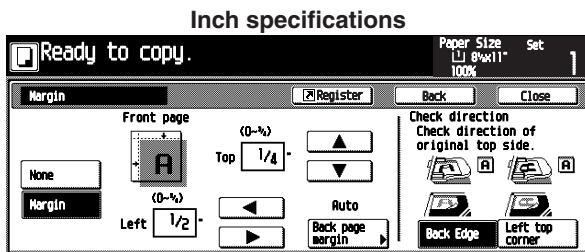
3 Touch the [Margin] key.
The "Margin" screen will appear.



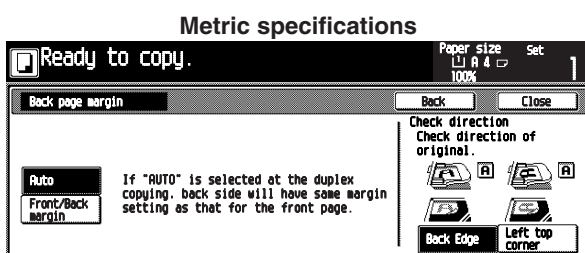
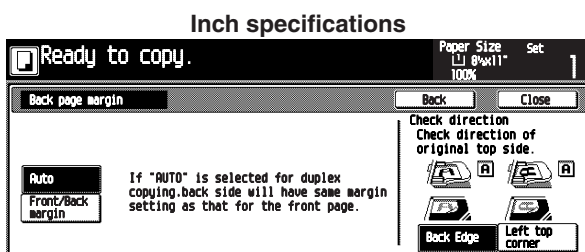
- 4 Touch the [Margin] key.
The front page margin set-up screen will appear.



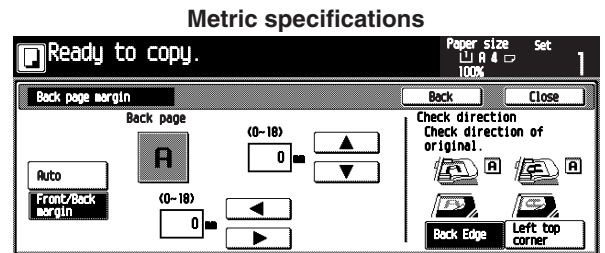
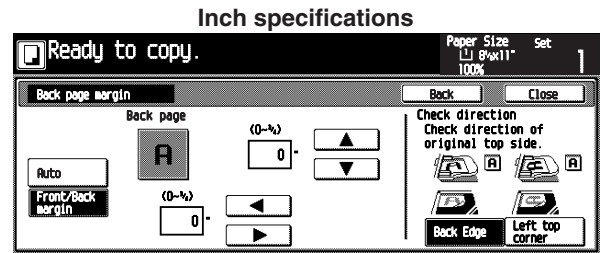
- 5 Set the desired margin by touching the [▲], [▼], [▲] or [▶] key.



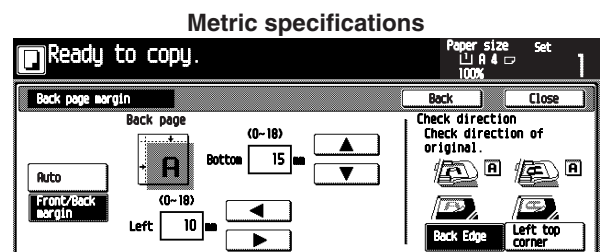
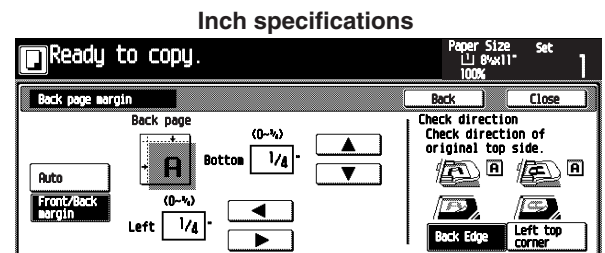
- 6 When making two-sided copies, touch the [Back page margin] key.
The "Back page margin" screen will appear.



- 7 When setting a same margin for both the front and back sides, touch the [Auto] key.
When the back-side margin is different from the front-side margin, touch the [Front/Back margin] key.
The "Back page margin" screen will appear.



- 8 Set the desired margin by touching the [▲], [▼], [▲] or [▶] key.



- 9 Check the orientation of originals according to the message.

IMPORTANT

- If the orientation of the originals is incorrect, it may result in wrong finished copies.

- 10 Copying will start when the [Start] key is pressed.

4. Making copies with clean edges [Border erase mode]

(1) Erasing blemishes from edges of copies (Sheet Erase)

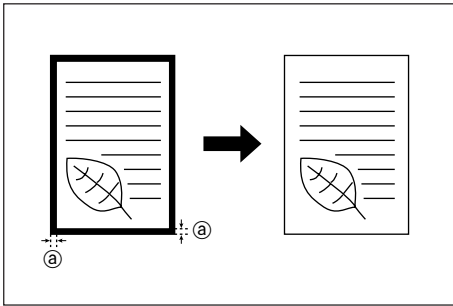
Use for erasing shadows, lines, etc., that occur around the edges of copies made from sheet originals. (The Ⓐ in the illustration indicates the erasing border.)

(Inch specifications)

- The erasing border width can be selected from 0", 1/8", 1/4", 3/8", 1/2", 5/8" and 3/4".

(Metric specifications)

- The erasing border width can be selected between 0 mm and 18 mm.



NOTE

- The initial value of the erasing border width can be set. (See "Default erase width" on page 6-32.)

(2) Erasing blemishes from the edges and middle of copies made from books (Book Erase)

Use for making neat copies from thick books.

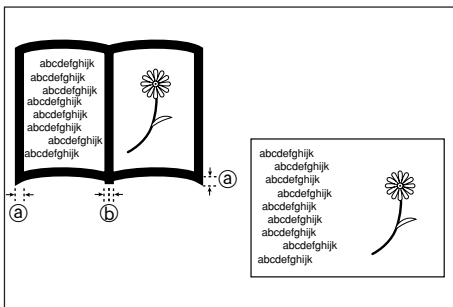
(The Ⓐ in the illustration indicates the outer border (Border) and the Ⓑ indicates the center border (Center).)

(Inch specifications)

- The Border width can be selected from 0", 1/8", 1/4", 3/8", 1/2", 5/8" and 3/4".
- The Center width can be selected between 1/8" and 1 1/2" in increments of 1/8".

(Metric specifications)

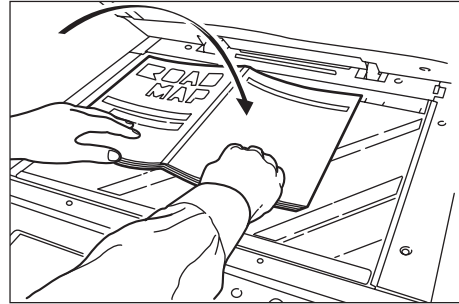
- The Border width can be selected between 0 mm and 18 mm.
- The Center width can be selected between 0 mm and 36 mm.



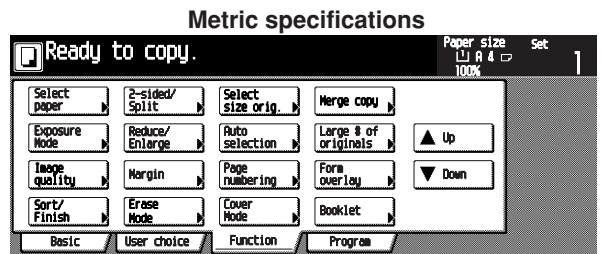
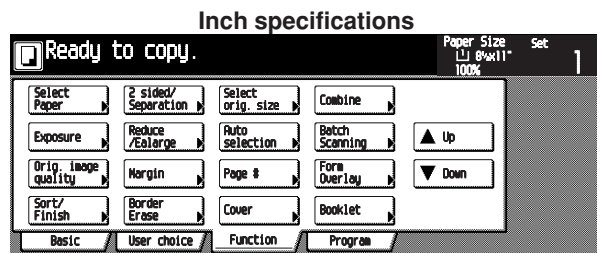
NOTE

- The initial value of the erasing border width can be set. (See "Default erase width" on page 6-32.)

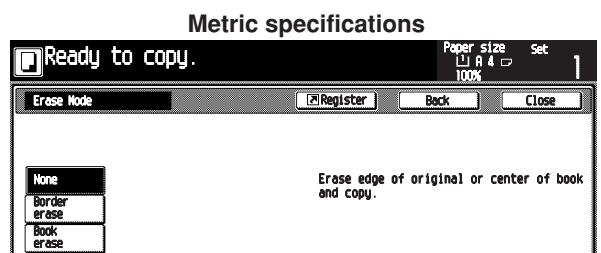
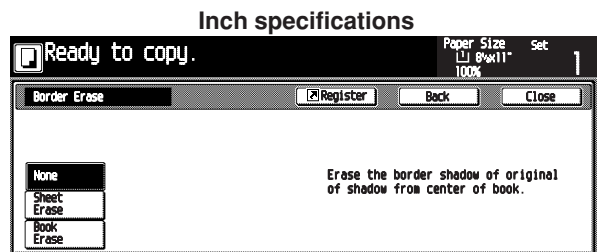
- 1 Set the original(s).



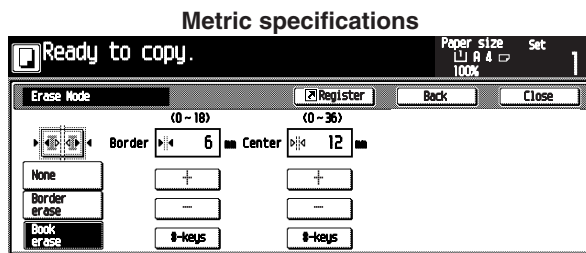
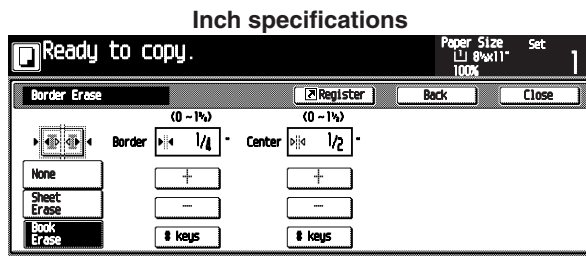
- 2 Touch the [Function] key. The Function screen will appear.



- 3 Touch the [Border erase] key. The "Border Erase" screen will appear.



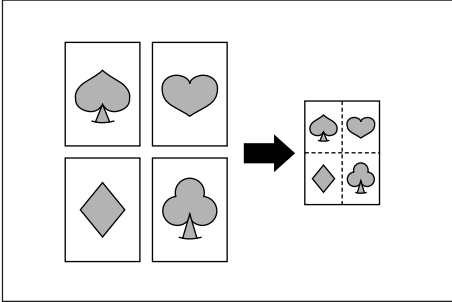
- 4 Touch the [Sheet Erase] or [Book Erase] key.
The Border and Center (when the book erase is selected) set-up screen will appear.



- 5 Touch the [+] key or [-] key to set the width of border.
The numeric keys can also be used by touching the [# keys] key.
- 6 Copying will start when the [Start] key is pressed.

5. One copy from two or four originals [Layout copy]

2 or 4 originals can be combined into a single copy. The borderline of each original can also be marked with a solid line or dotted line.



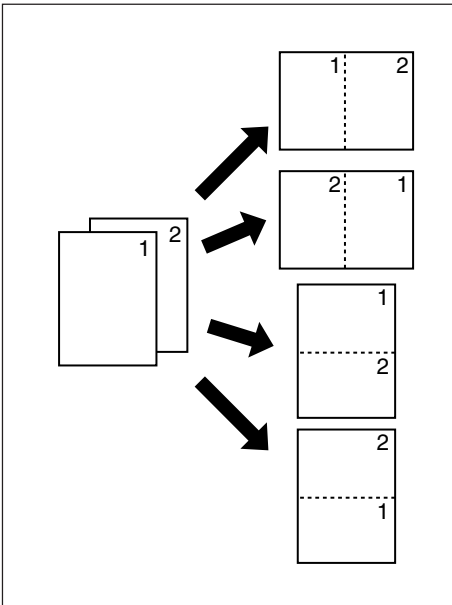
NOTE

- The original and copy paper must be the standard size.

(1) 2 in 1

Use this mode to copy two originals onto one sheet. It can be used in conjunction with the duplex copy mode to copy four originals onto one sheet, though this will require the optional duplex unit.

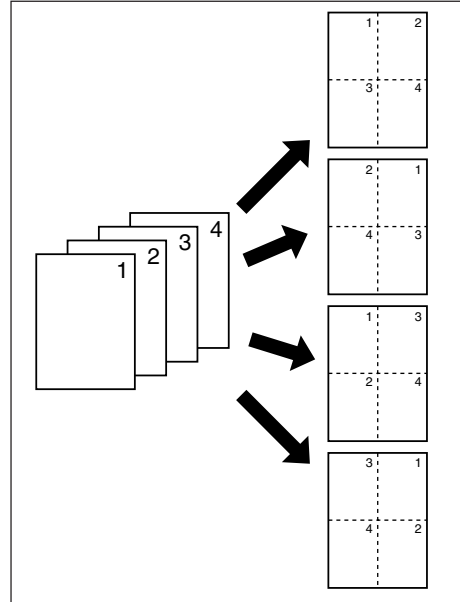
(When setting the originals on the platen, originals are arranged in the order from 1 to 2.)



(2) 4 in 1

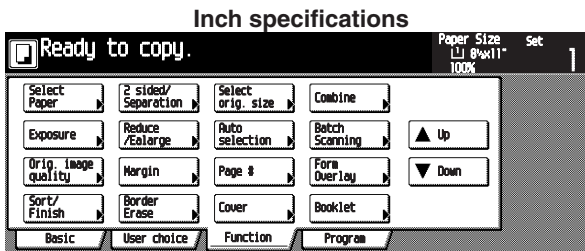
Use this mode to copy four originals onto one sheet. It can be used in conjunction with the duplex copy mode to copy eight originals onto one sheet, though this will require the optional duplex unit.

(When setting originals on the platen, originals are arranged in the order from 1,2,3 and 4.)

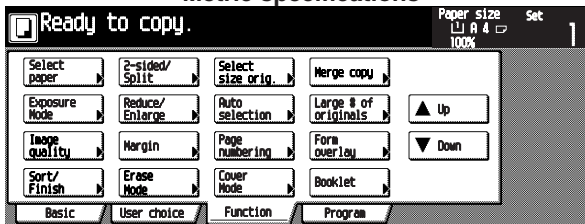


1 Set the original(s).

2 Touch the [Function] key.
The Function screen will appear.

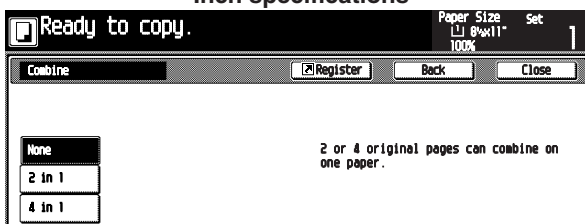


Metric specifications

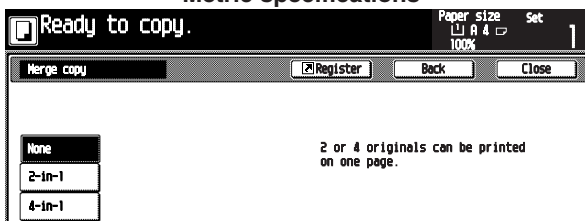


3 Touch the [Combine] key.
The [Combine] screen will appear.

Inch specifications

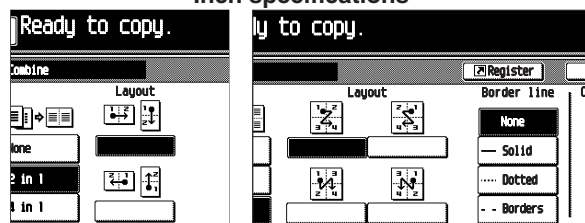


Metric specifications

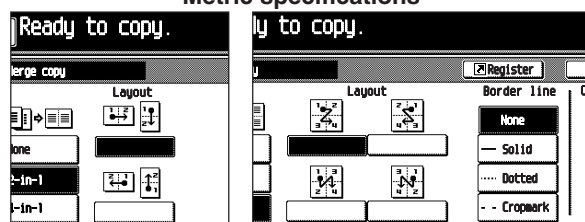


4 Select the combination style by touching the [2 in 1] or [4 in 1] key.
The layout set-up screen will appear.

Inch specifications



Metric specifications



5 Touch the key corresponding to the desired layout.

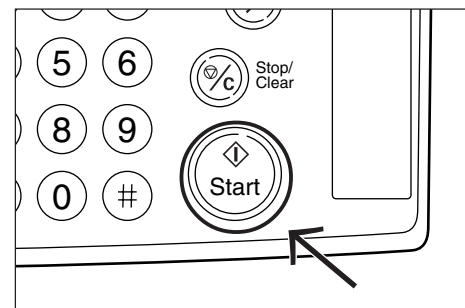
6 Select the type of borderline by touching the [Solid], [Dotted] or [Borders] key. If a borderline is not necessary, touch the [None] key.

IMPORTANT

- If the message “Select drawer” appears, close the Combine screen and select the drawer.

7 Press the [Start] key.
Scanning will start.

When originals are set in the Document Processor, copying will start after scanning the set originals. When an original is set on the platen, a message for scanning the next original appears. Go to the next step.



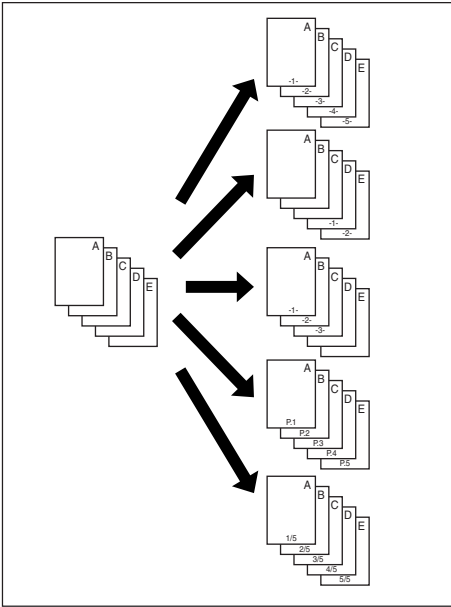
8 Replace the original and then press the [Start] key.
Scanning will start.

9 When all originals are scanned, touch the [Scanning finished] key. Copying will start.

6. Printing page numbers on the copies [Print page numbers function]

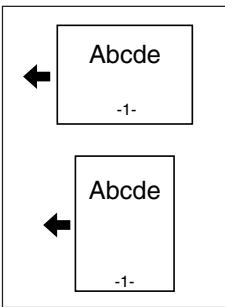
This function can be used to assign page numbers in sequence from the top original first whenever you make copies from multiple originals.

There are three types of numbering styles: “-1-”, “P.1” and “1/5”.
 * If you select “1/n”, the actual number of total pages will be displayed in the denominator (in place of the “n”).

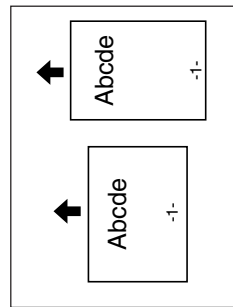


* The page number is printed on the bottom-center of the copy. (The arrow in the illustration indicates the direction that the originals are being fed.)

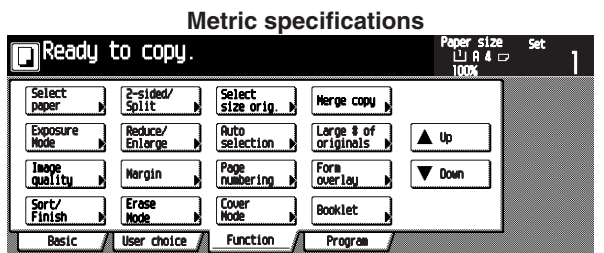
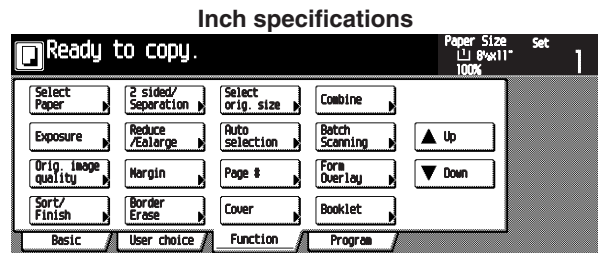
Original top side: Back edge



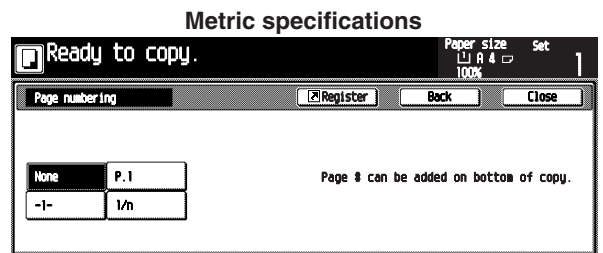
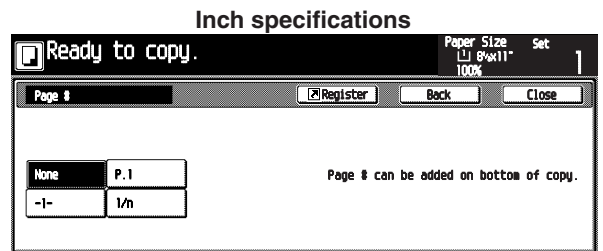
Original top side: Left



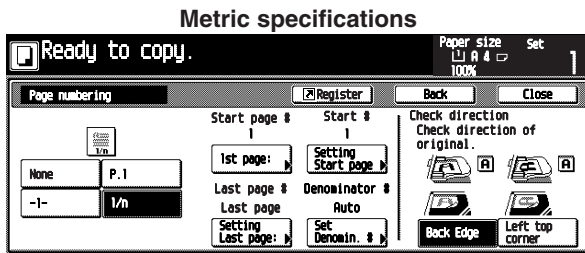
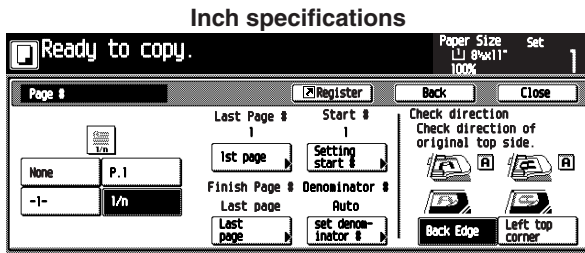
- 1 Set the originals.
- 2 Press the [Function] key. The Function screen will appear.



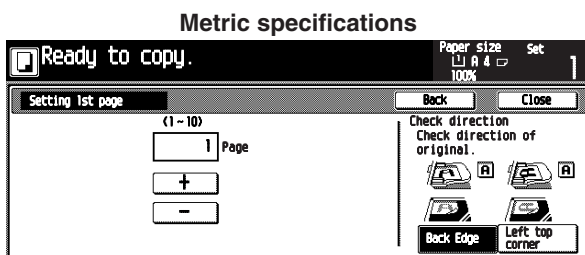
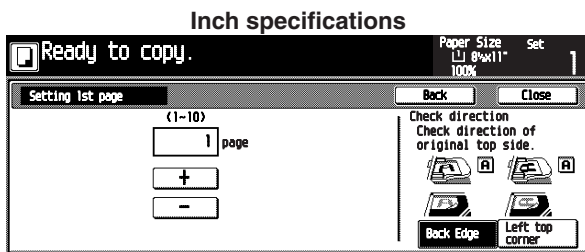
- 3 Touch the [Page #] key. The “Page #” screen will appear.



- 4 Select the numbering style from among “-1-”, “P.1” and “1/n”.
The numbering style set-up screen will appear.
The [set denominator #] key will appear only when the [1/n] key is touched.

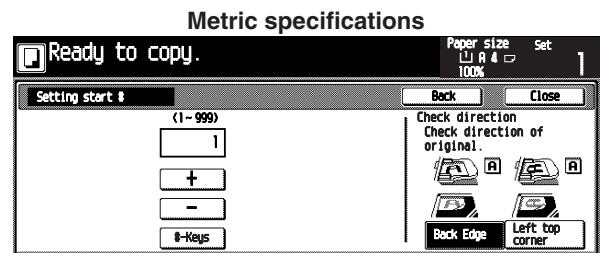
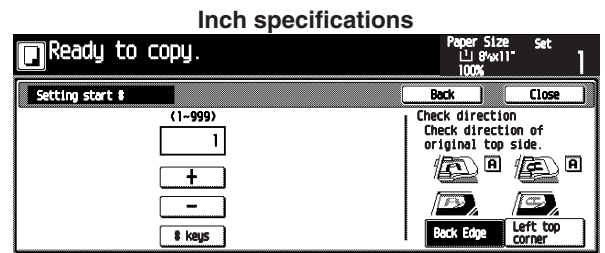


- 5 When changing the first page of numbering, touch the [1st page] key.
The “Setting 1st page” screen will appear.



- 6 Specify the first page by touching the [+] key or [-] key.
- 7 Touch the [Close] key.
The touch panel will return to the numbering style set-up screen.

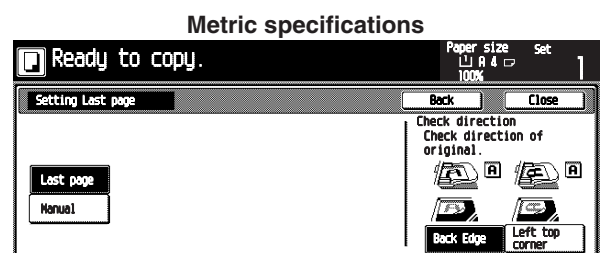
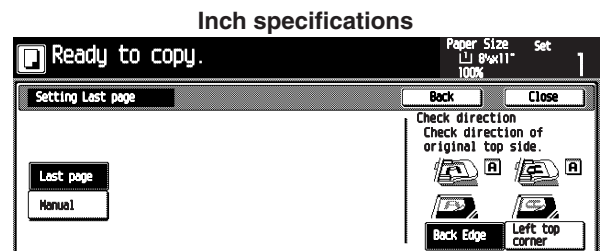
- 8 When the start number is not “1”, touch the [Setting start #] key.
Then “Setting start #” screen will appear.



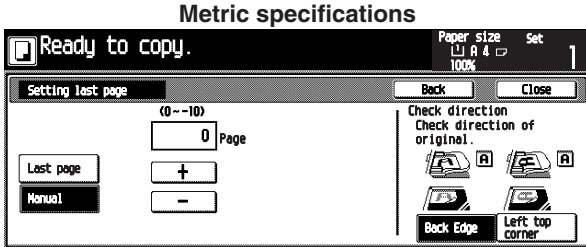
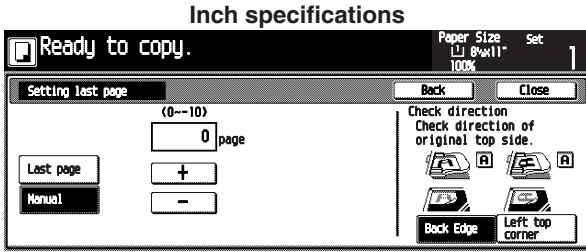
- 9 Specify the start number by touching the [+] key or [-] key.
The numeric keys can also be used by touching the [# keys] key.

- 10 Press the [Close] key.
The touch panel will return to the numbering style set-up screen.

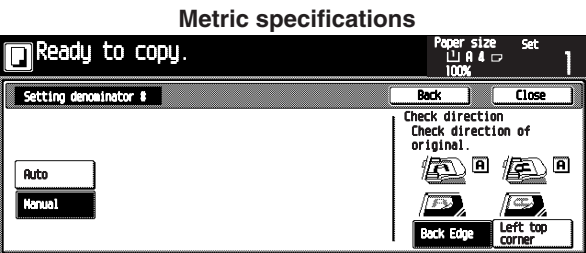
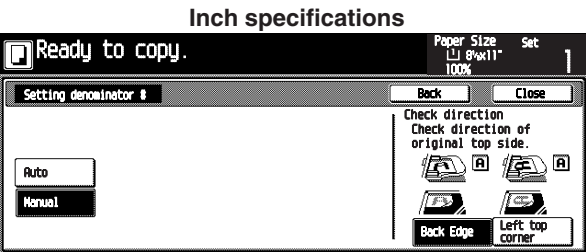
- 11 If the page numbering is to be stopped before the last original, touch the [Last page] key.
The “Setting Last page” screen will appear.



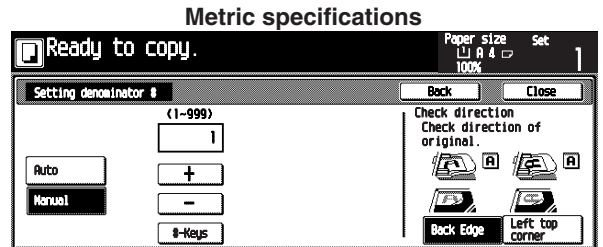
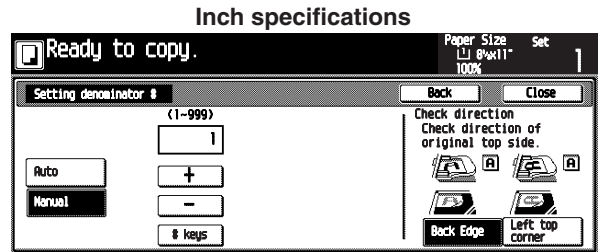
- 12** Touch the [Manual] key.
The last page set-up screen will appear.



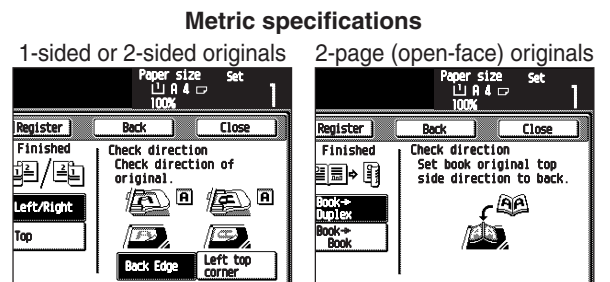
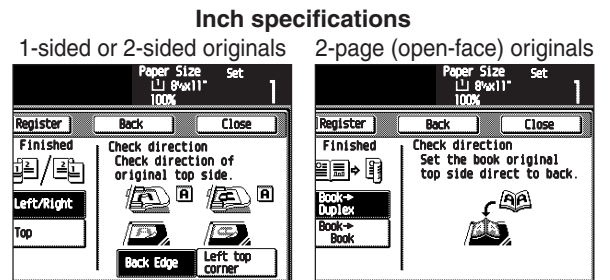
- 13** Specify the last page by touching the [+] key or [-] key.
- 14** Press the [Close] key.
The touch panel will return to the numbering style set-up screen.
When the "1/n" is selected, the [set denominator #] key will appear.
- 15** When setting the denominator number manually, touch the [set denominator #] key.
The "Setting denominator #" screen will appear.



- 16** Touch the [Manual] key.
The denominator number set-up screen will appear.



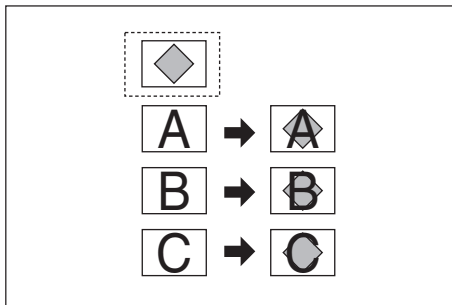
- 17** Specify the denominator number by touching the [+] key or [-] key.
The numeric keys can also be used by touching the [# keys] key.
- 18** Check the orientation of the originals according to the message.



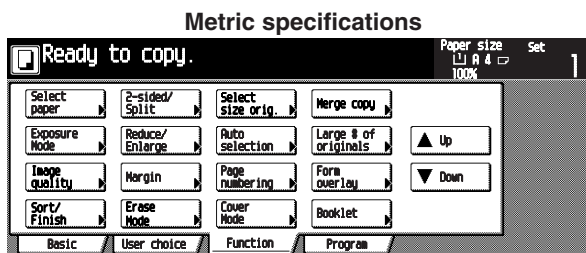
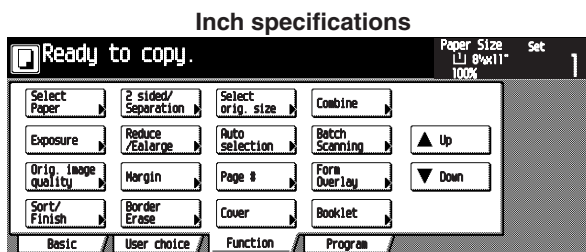
- 19** Copying will start when the [Start] key is pressed.

7. Overlaying images [Form overlay mode]

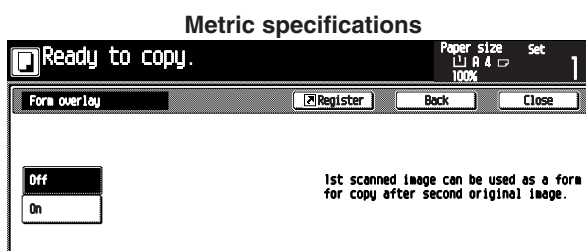
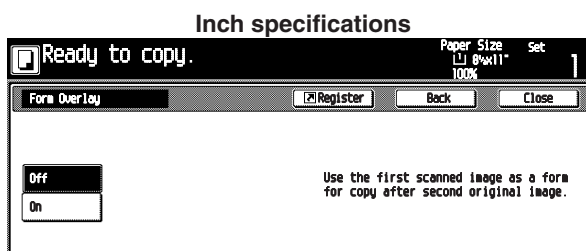
This mode can be used to read the first original into memory and have its image overlaid onto copies made from subsequent originals. The shading level of the overlay image can be adjusted.



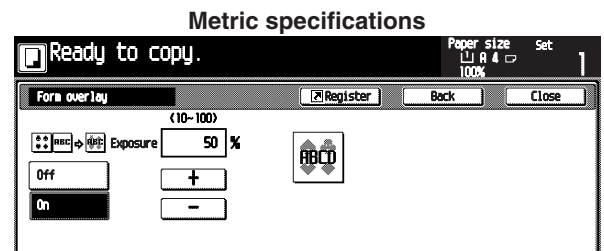
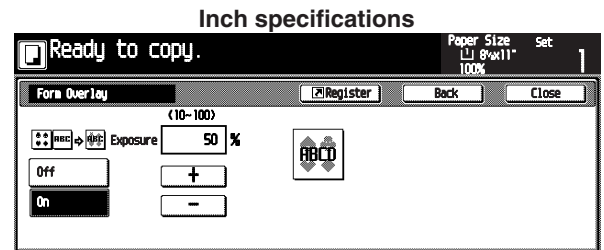
- 1 Touch the [Function] key.
The Function selection screen will appear.



- 2 Touch the [Form overlay] key.
The "Form Overlay" screen will appear.



- 3 Touch the [On] key.
The exposure set-up screen will appear.



- 4 Specify the shading level of the overlay image by touching the [+] key or [-] key.
The shading level can be set to any 10% increments between 10% and 100%.
The preview will appear to the right side.

- 5 When the originals are set in the Document Processor, set the original of the overlay image onto the top of originals.
When the originals are set on the platen, set the original of the overlay image.

- 6 Press the [Start] key.
Scanning will start.

When the originals are set on the platen, go to the next step.

- 7 Replace the original and press the [Start] key.
Scanning will be performed.

- 8 When all originals are scanned, touch the [Scanning finished] key.
Copying will start.

8. Making a booklet (sheet originals) [Booklet copy mode]

This mode can be used to copy one-sided or two-sided originals onto two-page [open-face], two-sided copies in such a way that the finished copies can be stacked and folded into a booklet format.

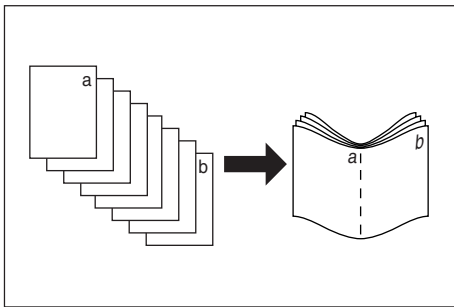
IMPORTANT

(Inch specifications)

- The size of originals that can be used in this mode is limited to 11" × 8 1/2" and the paper size is limited to 11" × 17", 8 1/2" × 14" and 8 1/2" × 11R".

(Metric specifications)

- The size of originals that can be used in this mode is limited to A4 and the paper size is limited to A3, B4 and A4R.

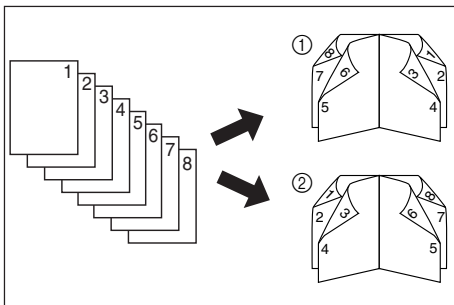


① Finish: Right

The order of copying will be performed so that the stacked and folded pages of the finished copies will read from right to left.

② Finish: Left

The order of copying will be performed so that the stacked and folded pages of the finished copies will read from left to right.

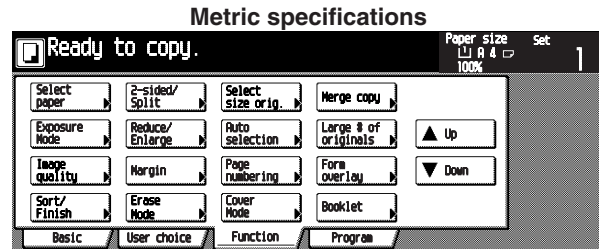
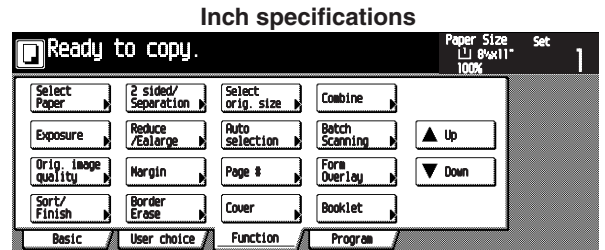


- 1 Set the originals in the Document Processor.

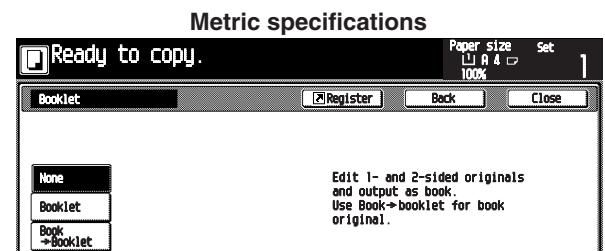
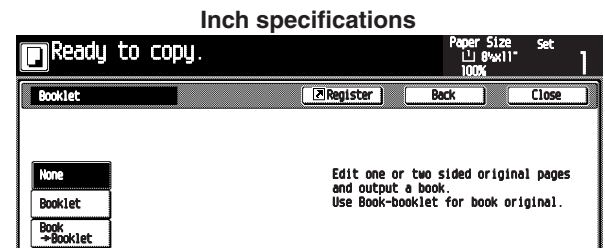
IMPORTANT

- Set the sheet originals with the top edge (short edge) facing the rear side.
When the originals are set on the platen, set the first original.

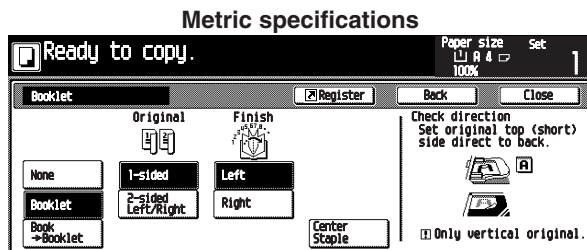
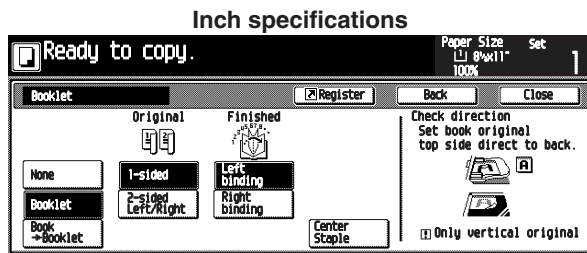
- 2 Touch the [Function] key.
The Function screen will appear.



- 3 Touch the [Booklet] key.
The "Booklet" screen will appear.



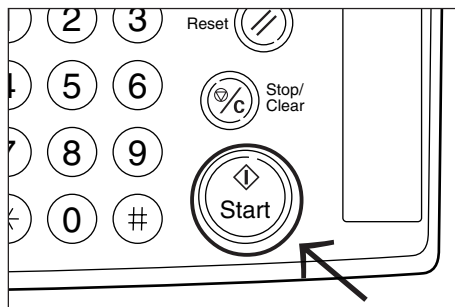
- 4** Touch the [Booklet] key.
The original/finish set-up screen will appear.



- 5** Select the type of original and finishing.
When the optional document finisher with the center staple function is installed, the [Center Staple] key is displayed, allowing the center staple of up to 10 sheets (40 pages).
- 6** Press the [Start] key.
Scanning will start.

When originals are set in the Document Processor, copying will start after scanning the set originals.

When an original is set on the platen, a message for scanning the next original appears. Go to the next step.



- 7** Replace the original and then press the [Start] key.
Scanning will start.
- 8** When all originals are scanned, touch the [Scanning finished] key. Copying will start.

9. Making a booklet (two-page [open-face] originals) [Booklet + cover copy mode]

This mode can be used to have covers, either blank or with an image copied onto the front cover, included on the copy sets so that they can be bound in a booklet format.

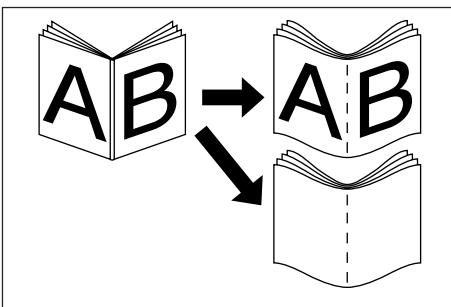
IMPORTANT

(Inch specifications)

- The size of originals that can be used in this mode is limited to 11" × 17" and 8 1/2" × 11R", and the paper size is limited to 11" × 17" and 8 1/2" × 11".

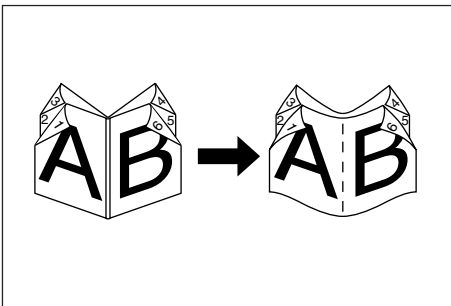
(Metric specifications)

- The size of originals that can be used in this mode is limited to A3, B4, A4R and B5R, and the paper size is limited to A3, B4, A4 and B5R.



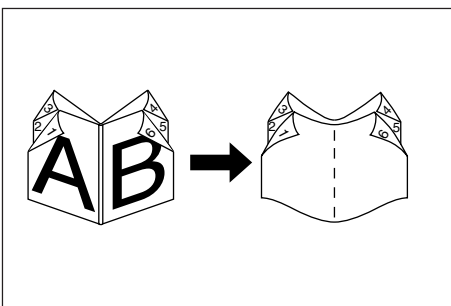
• Copy onto the cover

If the original that will be copied onto the front cover is scanned in first, the paper onto which it is copied will be in the front cover position after the copies are finished and folded in the center.

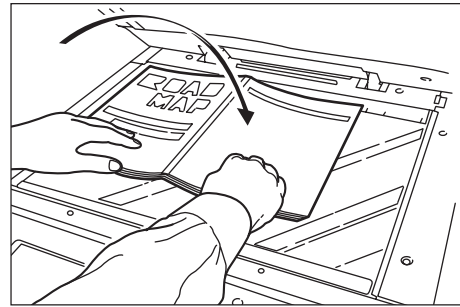


• Do not copy onto the cover

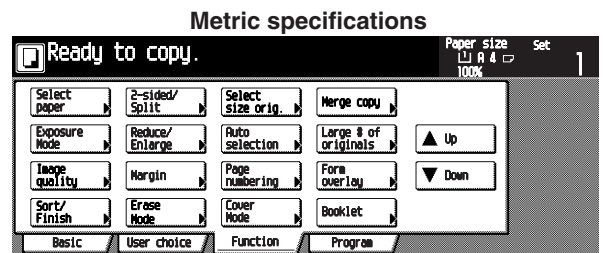
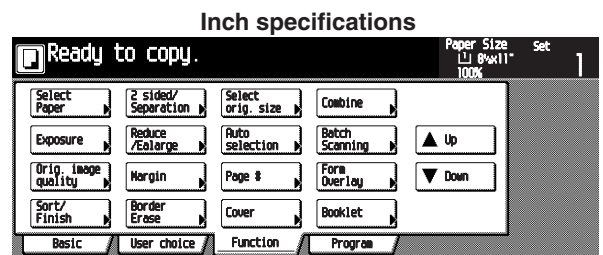
When the finished copies are folded in the center, both the front and back covers will be blank.



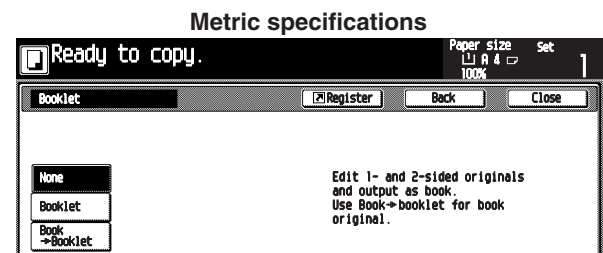
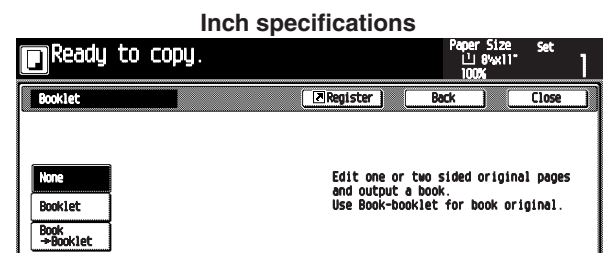
- 1 Set the two-page (open-face) original.



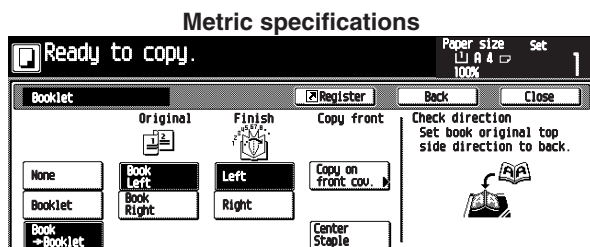
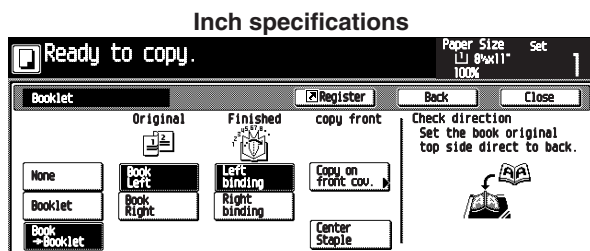
- 2 Touch the [Function] key. The Function screen will appear.



- 3 Touch the [Booklet] key. The "Booklet" screen will appear.

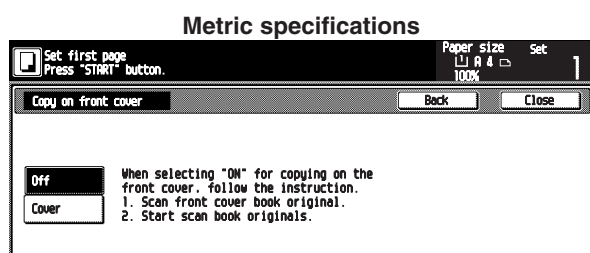
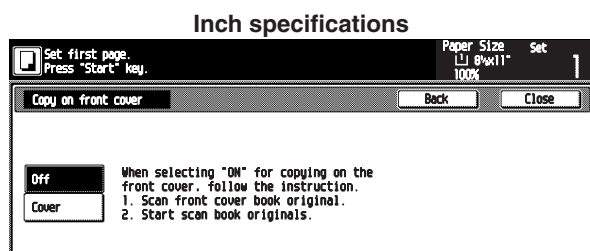


- 4 Touch the [Book → Booklet] key.
The original/finish set-up screen will appear.



- 5 Select the type of original and finishing by touching the desired key.
When the optional document finisher with the center staple function is installed, the [Center Staple] key is displayed, allowing the center staple of up to 10 sheets (40 pages).

- 6 When copying the cover, touch the [Copy on front cov.] key. The "Copy on front cover" screen will appear.



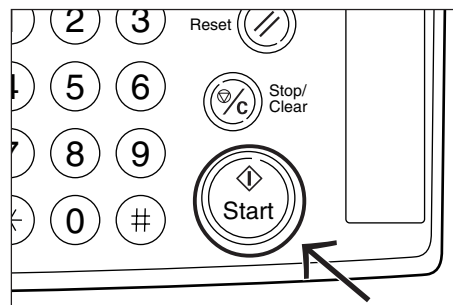
- 7 Touch the [Cover] key.

IMPORTANT

- When copying the cover, set the cover first.

- 8 Press the [Start] key.
Scanning will start.

When a message for scanning the next original appears, go to the next step.

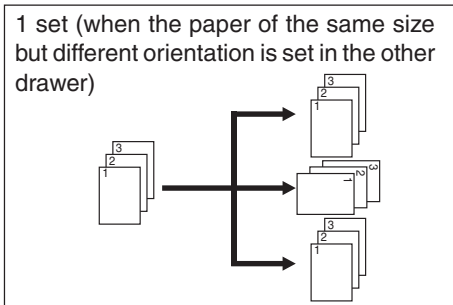


- 9 Replace the original and then press the [Start] key.
Scanning will start.

- 10 When all originals are scanned, touch the [Scanning finished] key. Copying will start.

10. Sorting without document finisher [Sort copy]

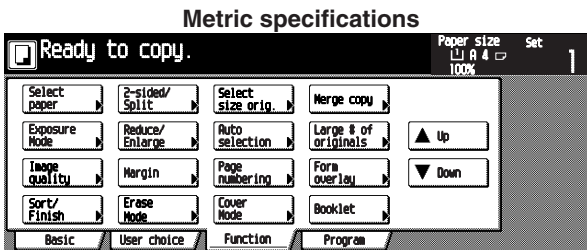
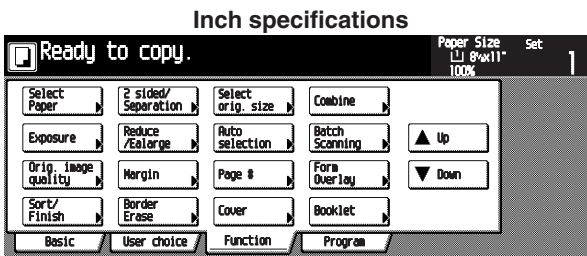
Since copying is performed after memorizing multiple originals, copies can be sorted into the required number of sets even without an optional document finisher.



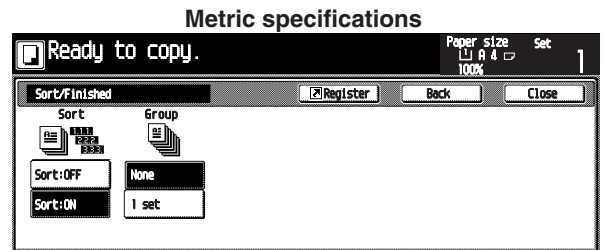
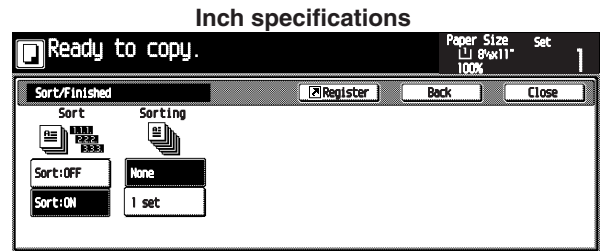
When the paper of the same size but different orientation is not set in the other drawer, the 1-set sort function does not work.

1 Set the original(s).

2 Touch the [Function] key.
The Function screen will appear.



3 Touch the [Sort/Finish] key.
The "Sort/Finished" screen will appear.



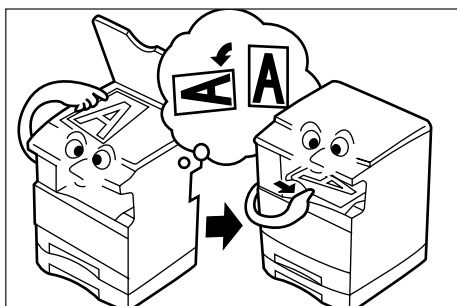
4 Touch the [Sort: ON] key.

5 Touch the [1 set] key.

6 Copying will start when the [Start] key is pressed.

11. Rotate sort copy mode

Even when the orientation of original is different from that of paper in the drawer, the image will be turned 90 degrees counter-clockwise for copying. For this function, no setting is required.



IMPORTANT

(Inch specifications)

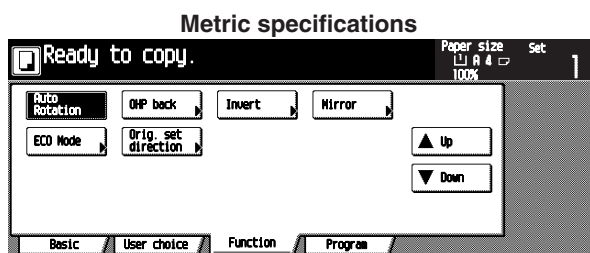
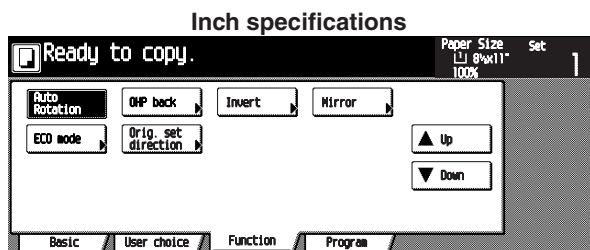
- The paper size available for rotate copy is limited to 11" × 8 1/2" and 5 1/2" × 8 1/2".

(Metric specifications)

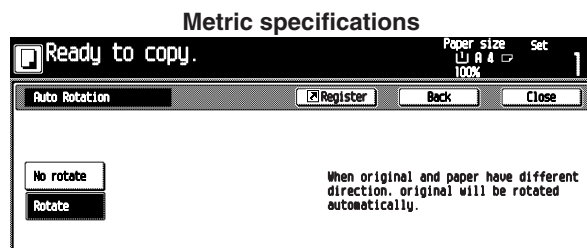
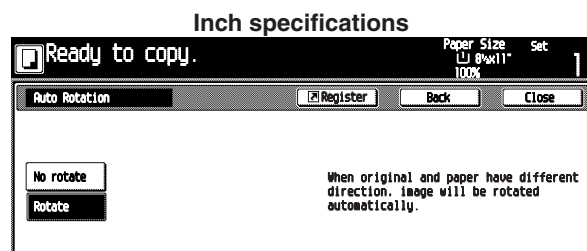
- The paper size available for rotate copy is limited to A4 and A5R.

When the rotate copy function is not used, perform the following procedure.

- 1 Touch the [Function] key and then the [▼Down] key. The next Function screen will appear.



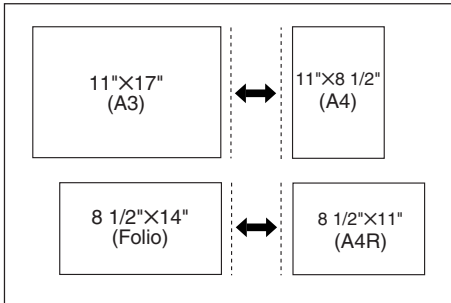
- 2 Touch the [Auto Rotation] key. The "Auto Rotation" screen will appear.



- 3 Touch the [No rotate] key.

12. Auto selection mode

When the optional Document Processor is used, if the paper size is not selected with the Paper Select key the Document Processor automatically detects the size of every original. Copies are then made onto paper of the same size as the originals.



IMPORTANT

- Up to 30 sheets of paper can be set in the Document Processor in this mode.

(Inch specifications)

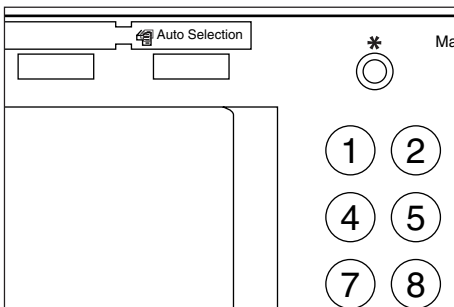
- Originals used in this mode are limited to 11" × 17" and 8 1/2" × 11" or 8 1/2" × 14" and 8 1/2" × 11", and the width of all original must be the same.

(Metric specifications)

- Originals used in this mode are limited to A3 and A4 or Folio and A4R, and the width of all original must be the same.

1 Set originals in the Document Processor.

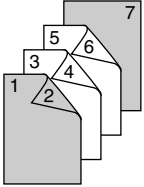
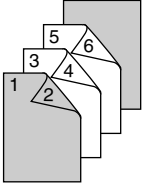
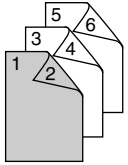
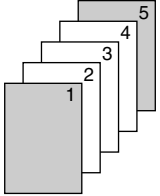
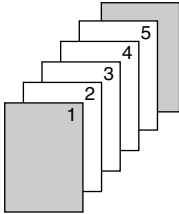
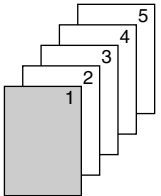
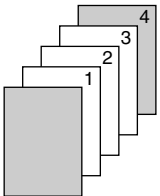
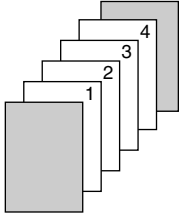
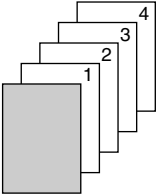
2 Touch the [Auto Selection] key.
The Auto Selection indicator will light.



3 Copying will start when the [Start] key is pressed.

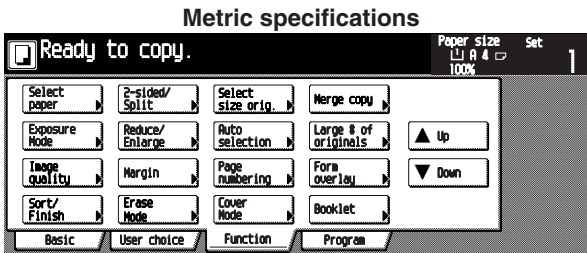
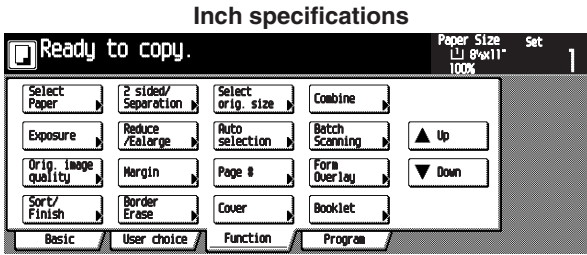
13. Adding covers for copies

Special paper set in the multi-bypass is fed as a front cover, or as both a front and back cover, to the copy sets. With this mode, "2-sided", "Front" or "Blank" can be selected for the front cover. For the back cover, "Front", "Blank" or "No" can be selected.

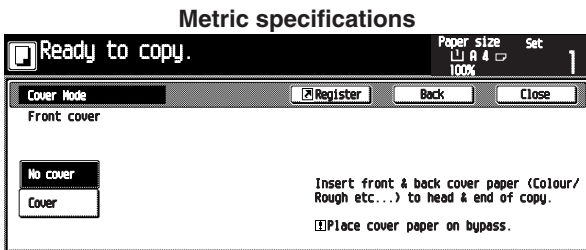
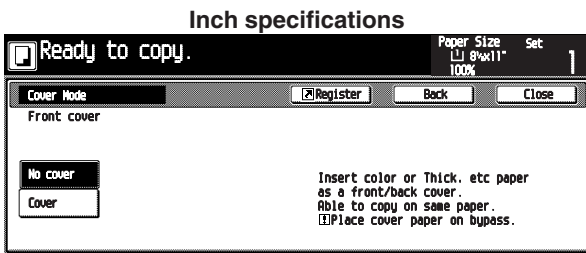
Back	Front	Blank	No
2-sided *1			
Front			
Blank			

*1: An example of two-sided copying is illustrated.

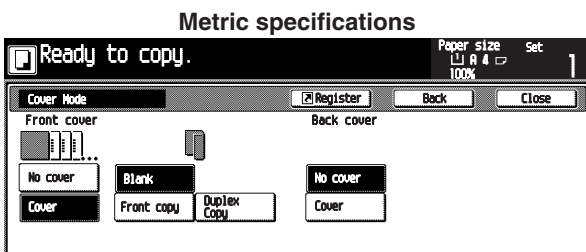
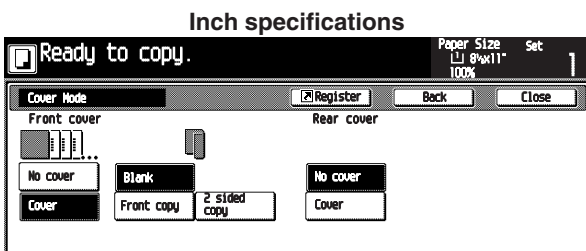
- 1 Set the original.
- 2 Touch the [Function] key. The Function screen will appear.



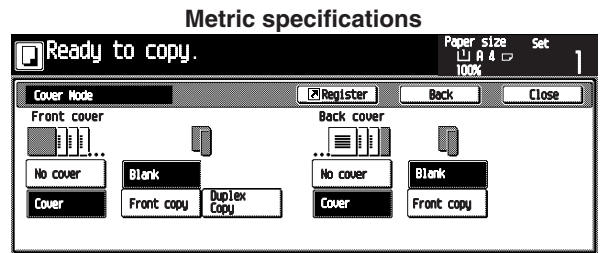
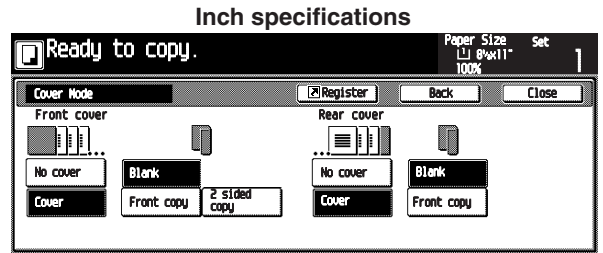
- 3 Touch the [Cover] key. The "Cover Mode" screen will appear.



- 4 Touch the [Cover] key. The front cover set-up screen will appear.



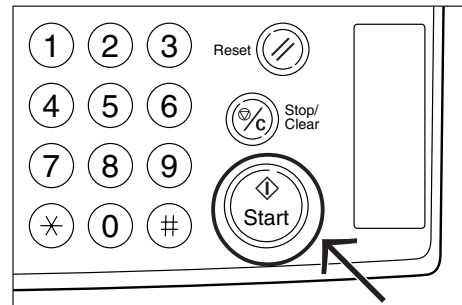
- 5 Select the copying condition of the front cover.
- 6 Touch the [Cover] or [No cover] key for the back cover. When the [Cover] key is touched, the selection screen of the back cover will appear.



- 7 Select the copying condition of the back cover.

- 8 Press the [Start] key. Scanning will start.

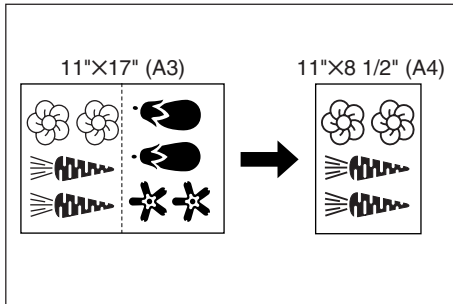
When originals are set in the Document Processor, copying will start after scanning the set originals. When an original is set on the platen, a message for scanning the next original appears. Go to the next step.



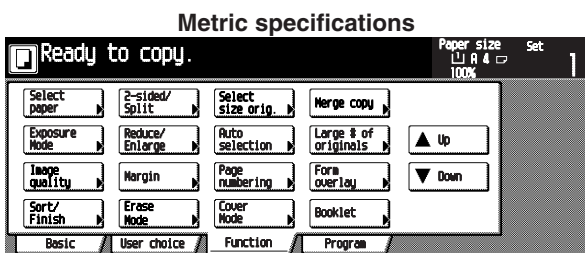
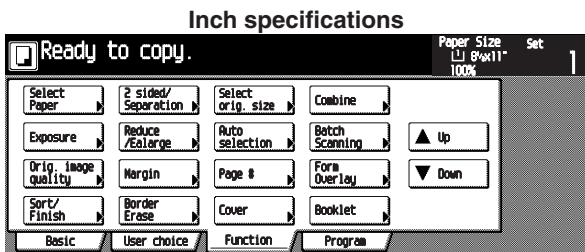
- 9 Replace the original and then press the [Start] key. Scanning will start.
- 10 When all originals are scanned, touch the [Scanning finished] key. Copying will start.

14. Original size selection

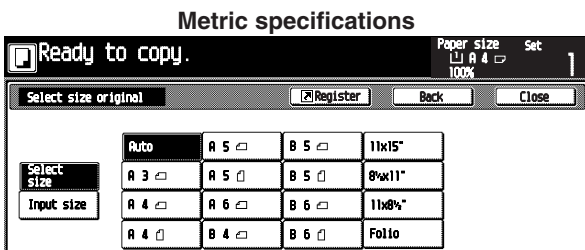
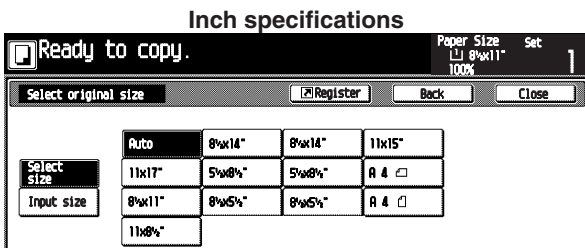
When setting the size of the original manually, only the specified size will be scanned regardless of the size of the original.



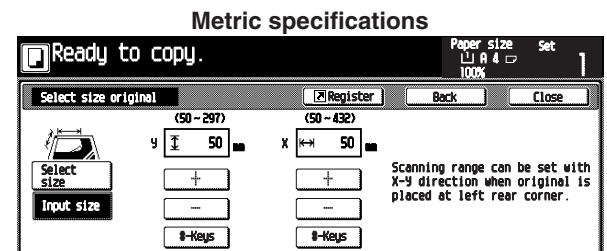
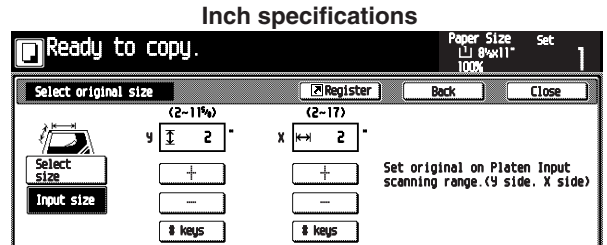
- 1 Specify the original size by touching the desired key.
- 2 Touch the [Function] key. The Function screen will appear.



- 3 Touch the [Select orig. size] key. The "Select original size" screen will appear.



- 4 Specify the original size by touching the desired key.
- 5 When specifying the scanning area, touch the [Input size] key. The scanning area set-up screen will appear.



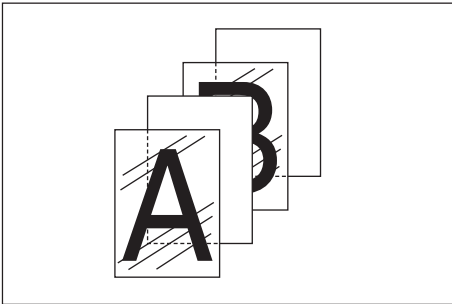
- 6 Specify the scanning area based on the left rear corner by touching the [+] key or [-] key for the Y and X directions. The numeric keys can also be used by touching the [# keys] key.
- 7 Copying will start when the [Start] key is pressed.

15. Feeding paper as a backing sheet for transparencies [Transparency + backing sheet modes]

When 2 or 3 transparencies are stacked on top of one another, static electricity can cause problems. This mode automatically place a backing sheet between the transparencies during copying for easy handling. Copying onto the backing sheet from the same original and multiple copies are possible.

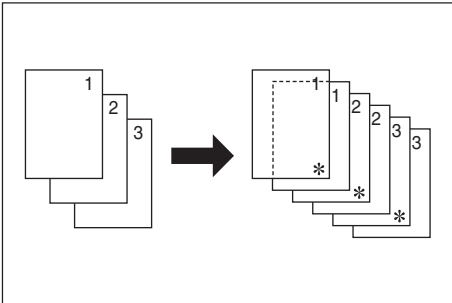
IMPORTANT

- Transparencies must be fed from the multi-bypass tray.



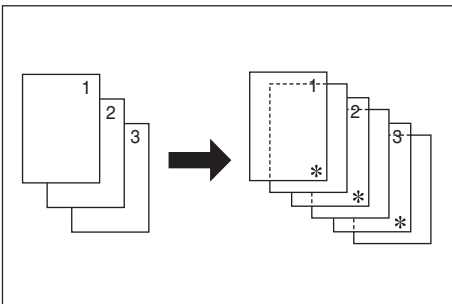
• Copying onto the backing sheet

The originals will be copied onto the transparencies and then the same originals will be copied onto the backing sheets as well. (The asterisks in the illustration indicate the transeparencies.)

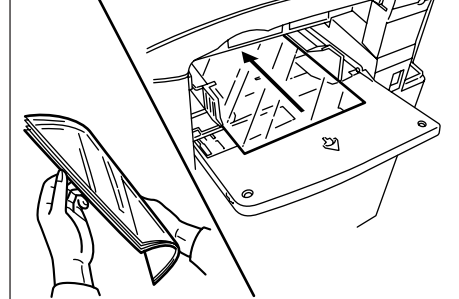


• Leaving the backing sheet blank

The originals will be copied onto the transparencies and the backing sheet will be left blank. (The asterisks in the illustration indicate the transparencies.)



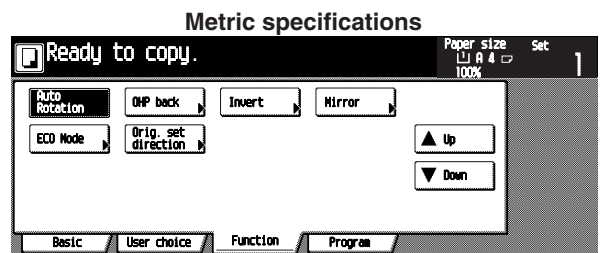
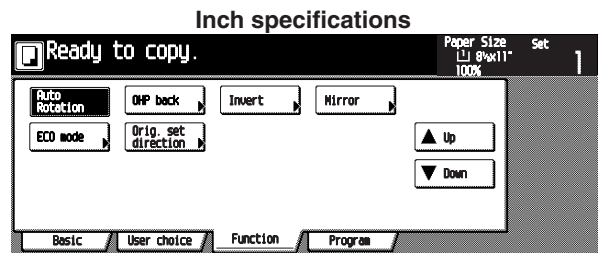
- 1 Set the originals.
- 2 Set the transparencies in the multi-bypass tray.



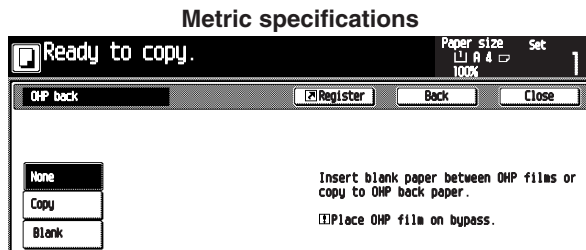
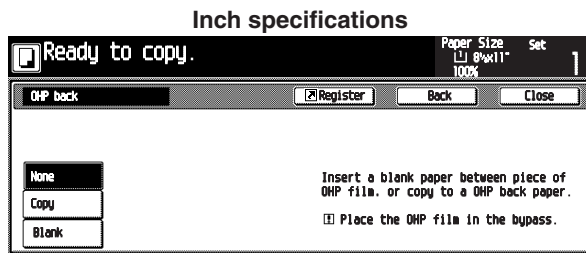
IMPORTANT

- Fan out the transparencies at least once before setting them.
- Up to 25 transparencies can be loaded into the multi-bypass tray at one time.
- Make sure that paper of the same size and orientation as the transparencies is loaded in one of the drawers or decks.

- 3 Touch the [Function] key, and then the [▼ Down] key. The next page of the Function screen will appear.



- 4** Touch the [OHP back] key.
The “OHP back” screen will appear.

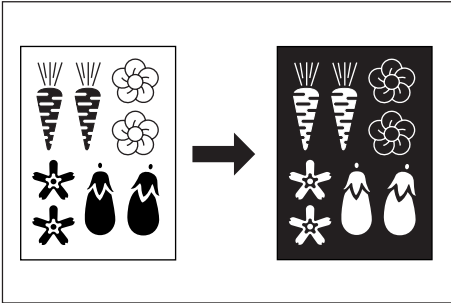


- 5** Touch the [Copy] key or [Blank] key.
- 6** Copying will start when the [Start] key is pressed.

16. Inverting black and white [Invert copy mode]

The black and white areas of the image are inverted (reversed) on the copy.

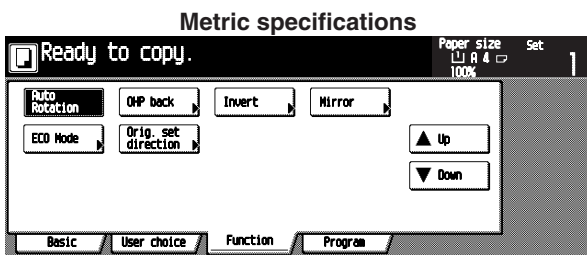
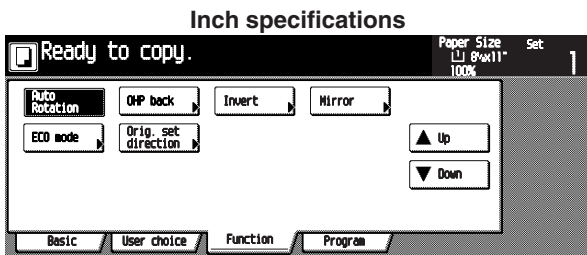
* When multiple inverted copies are made, "Please wait. Image cycle." may appear in the message display.



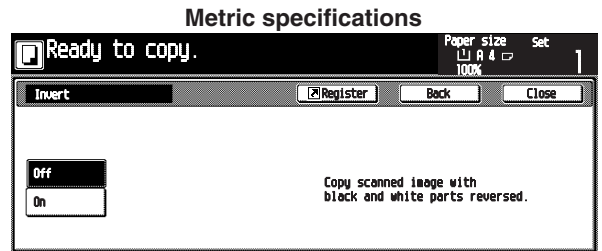
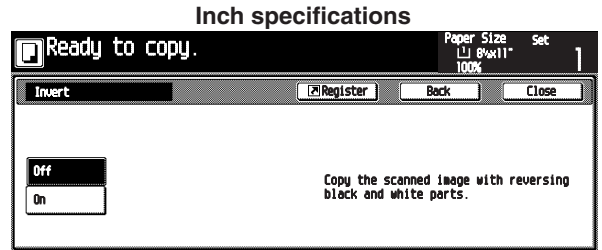
1 Set the originals.

2 Touch the [Function] key.
The Function screen will appear.

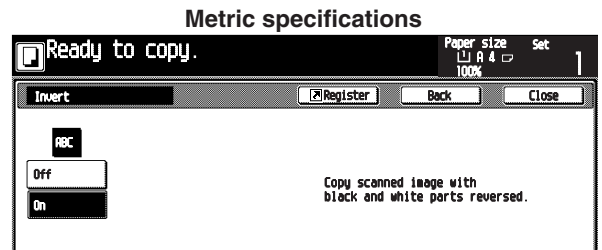
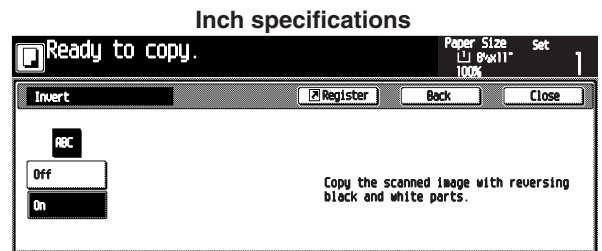
3 Touch the [▼ Down] key.
The next page will appear.



4 Touch the [Invert] key.
The invert copy set-up screen will appear.



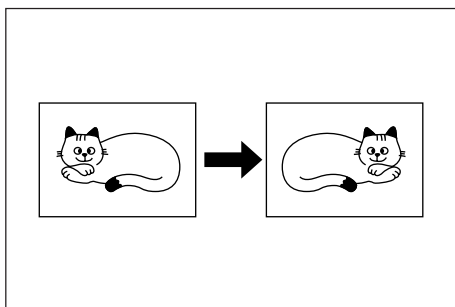
5 Touch the [On] key.



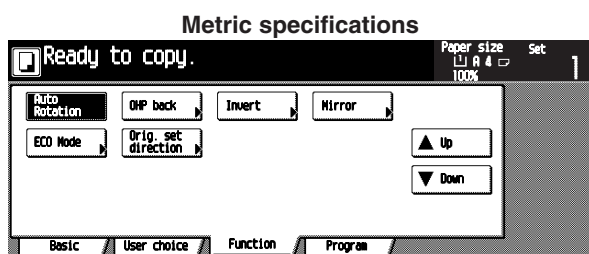
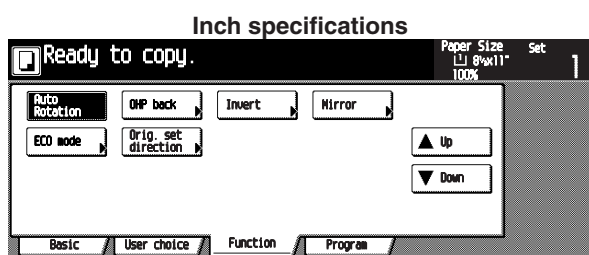
6 Copying will start when the [Start] key is pressed.

17. Making mirror-image copies [Mirror copy mode]

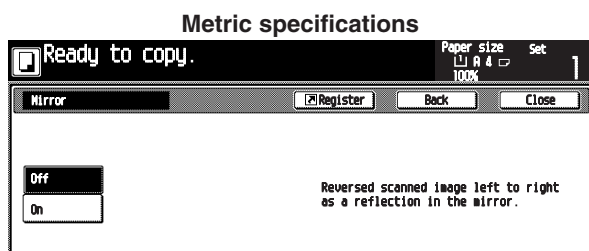
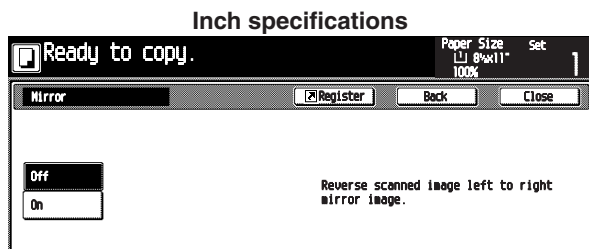
This mode can be used to make mirror-image copies.



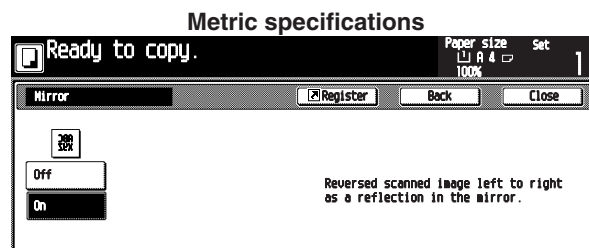
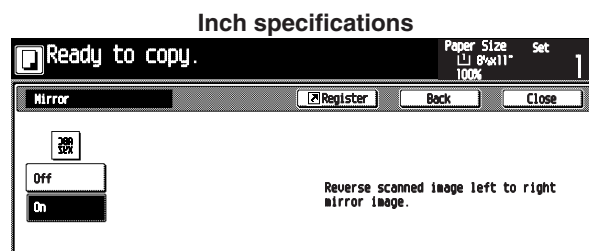
- 1 Set the original.
- 2 Touch the [Function] key.
The Function screen will appear.
- 3 Touch the [▼ Down] key.
The next page will appear.



- 4 Touch the [Mirror] key.
The "Mirror" screen will appear.



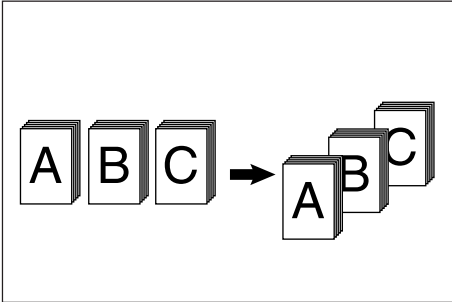
- 5 Touch the [On] key.



- 6 Copying will start when the [Start] key is pressed.

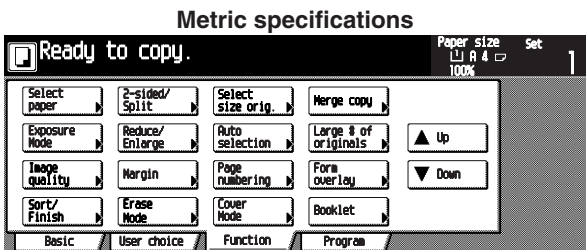
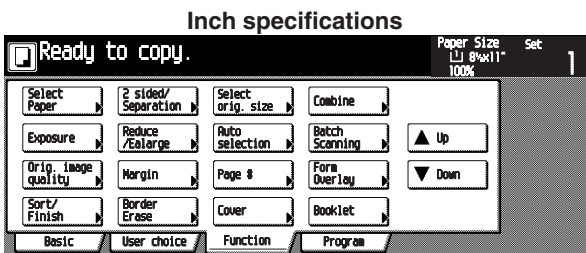
18. Copying large number of originals in one batch [Batch scanning]

This function enables you to scan different sets of originals into memory at different times and then copy them all at one time. A large number of originals can be copied at one time by scanning all of the originals of the same size or type as an individual job and then storing each of those jobs.

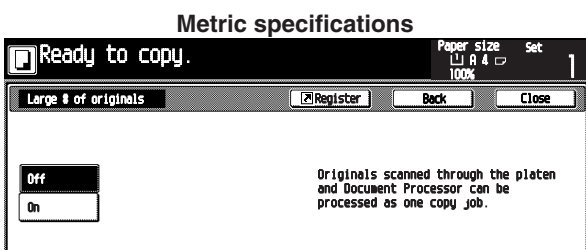
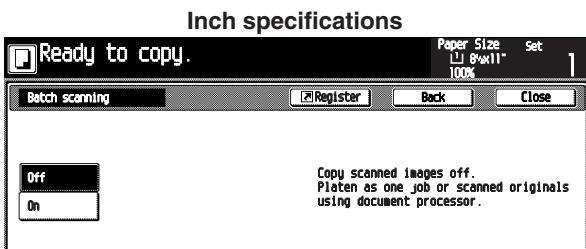


1 Set the original.

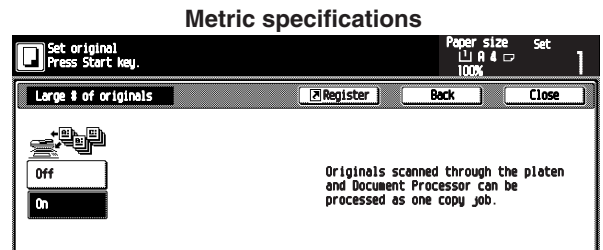
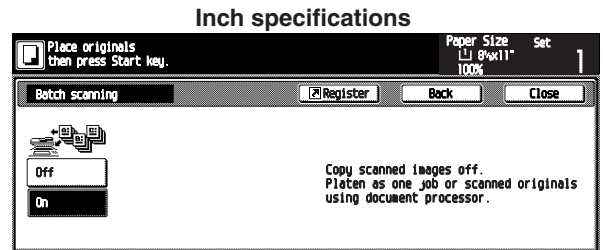
2 Touch the [Function] key.
The Function screen will appear.



3 Touch the [Batch Scanning] key.
The "Batch scanning" screen will appear.

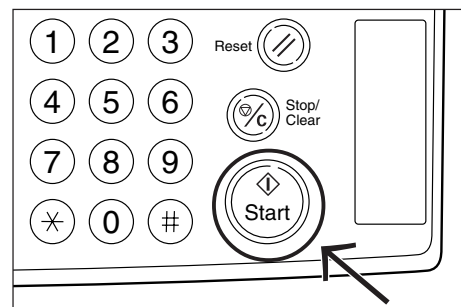


4 Touch the [On] key.



5 Press the [Start] key.
Scanning will start.

When originals are set in the Document Processor, copying will start after scanning the set originals. When an original is set on the platen, a message for scanning the next original appears. Go to the next step.



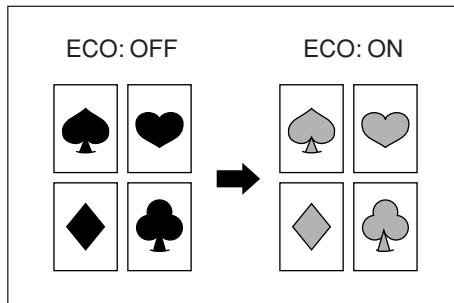
6 Replace the original and then press the [Start] key.
Scanning will start.

7 When all originals are scanned, touch the [Scanning finished] key. Copying will start.

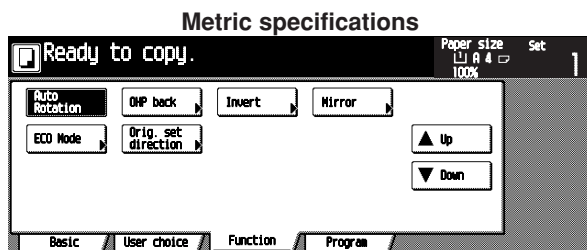
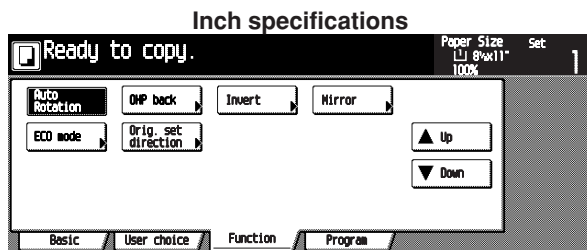
19. Reducing toner consumption [Toner economy mode]

In the toner economy mode, toner consumption will be reduced. Use this mode when high-quality copies are not necessary. For information on how to select whether you want the toner economy mode to be automatically selected or not each time the copier is turned on, see “ECO print” on page 6-27.)

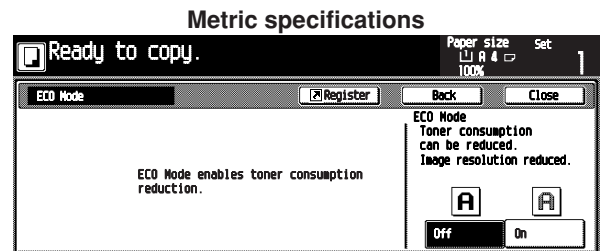
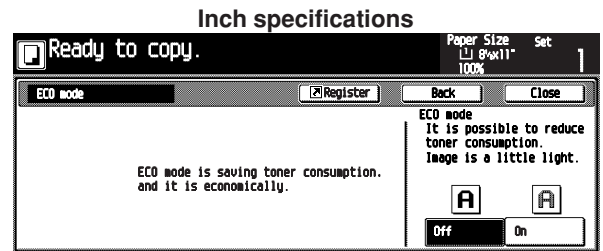
*The exposure level will be lowered.



- 1 Set the original.
- 2 Touch the [Function] key.
The Function screen will appear.
- 3 Touch the [▼ Down] key.
The next page will appear.



- 4 Touch the [ECO mode] key.
The “ECO mode” screen will appear.

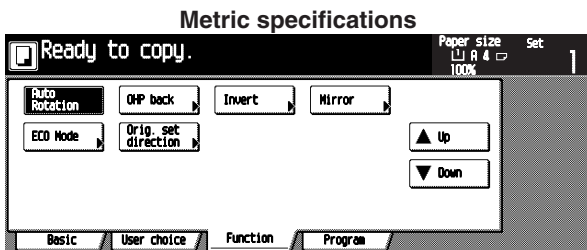
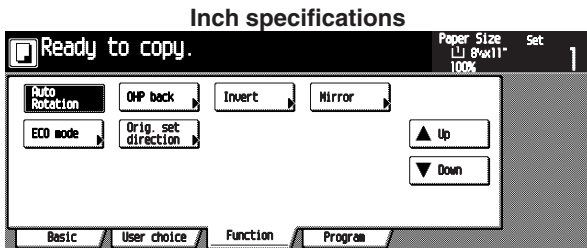


- 5 Touch the [On] key or [Off] key.
- 6 Copying will start when the [Start] key is pressed.

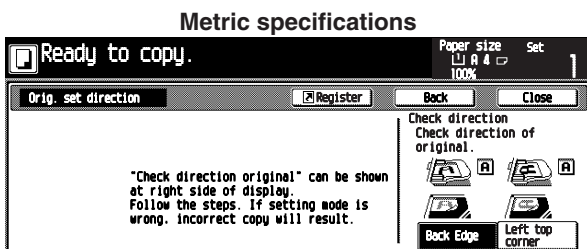
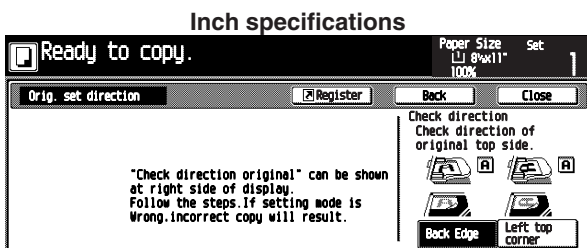
20. Original set direction

When the Duplex, Page separation, Margin, Border erase, Lay-out, Print page numbers, Booklet, Staple (optional) or Punch (optional) function is used, setting of the orientation of originals is required.

- 1 Touch the [Function] key.
The Function screen will appear.
- 2 Touch the [▼Down] key.
The next page will appear.



- 3 Touch the [Orig. set direction] key.
The "Orig. set direction" screen will appear.



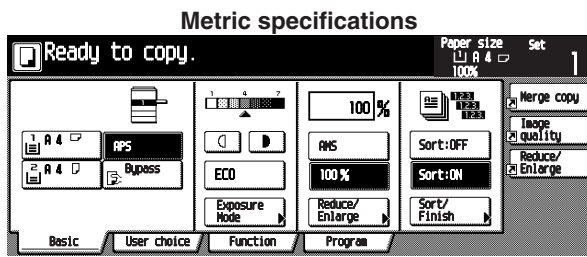
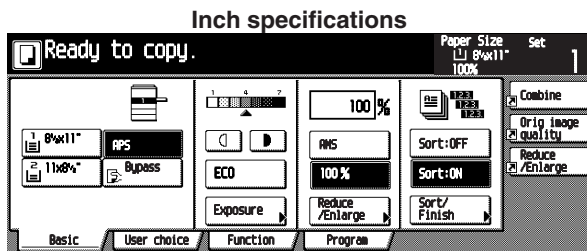
- 4 Touch the [Back Edge] or [Left top corner] key.

21. Memorizing frequently used settings [Program mode]

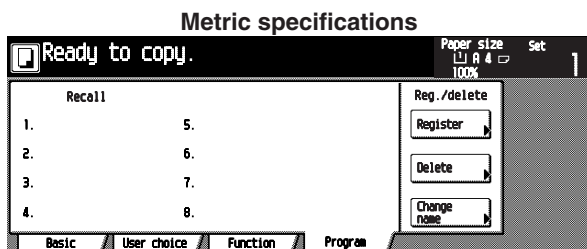
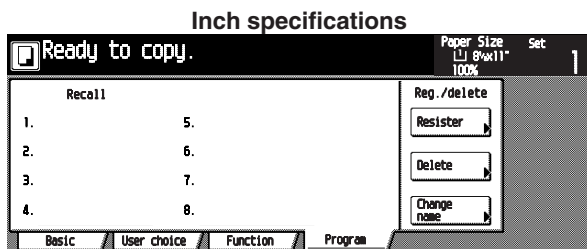
Up to eight combinations of copy mode settings and functions displayed on the operation panel can be registered as a single program.

(1) Registering various settings as a single program

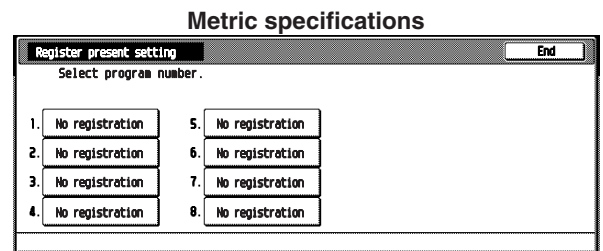
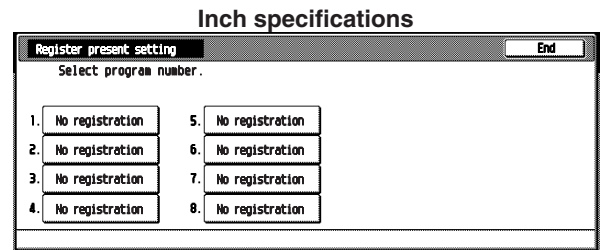
- 1 Select the copy mode settings and functions that you want to register on the operation panel.
- 2 Touch the [Basic] key. The Basic screen will appear.



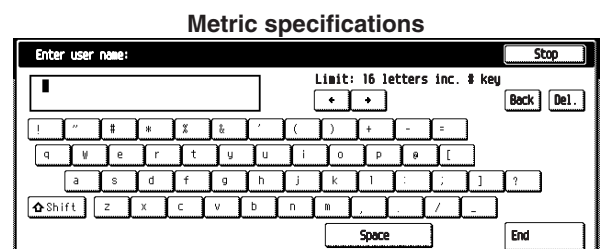
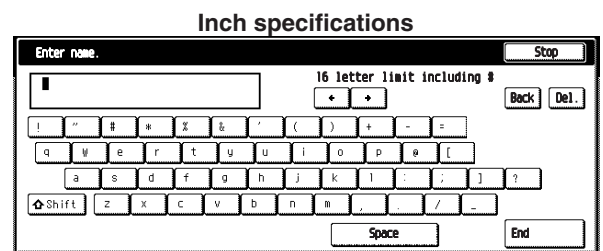
- 3 Touch the [Program] key. The Program screen will appear.



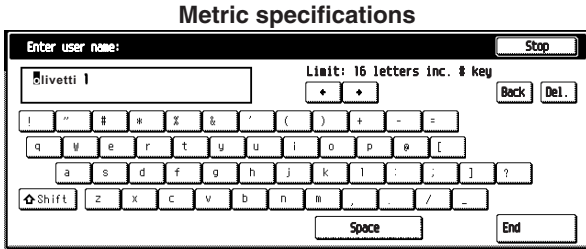
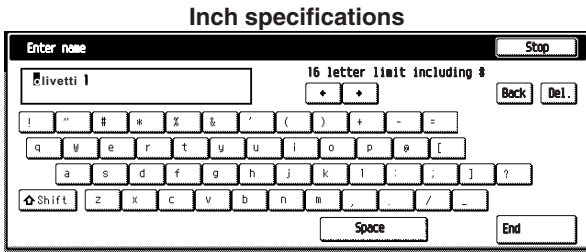
- 4 Touch the [Register] key. The "Register present setting" screen will appear.



- 5 Select the number (1 to 8) of the program to be registered. The "Enter name" screen will appear.



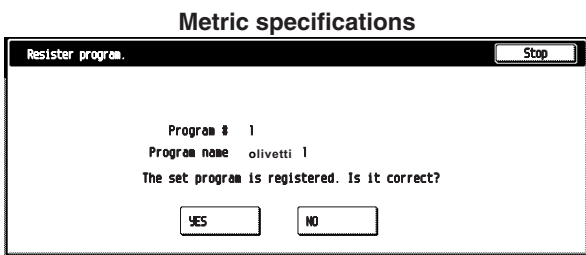
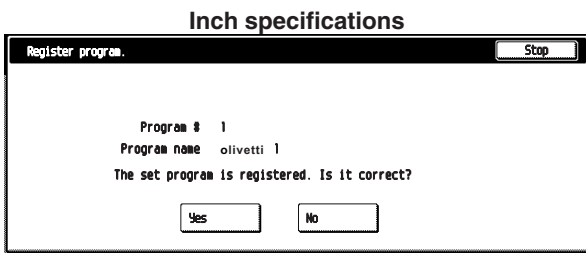
- Touch any keys to enter the desired name, and then touch the [End] key.



NOTE

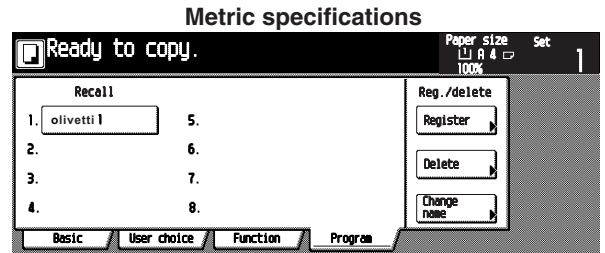
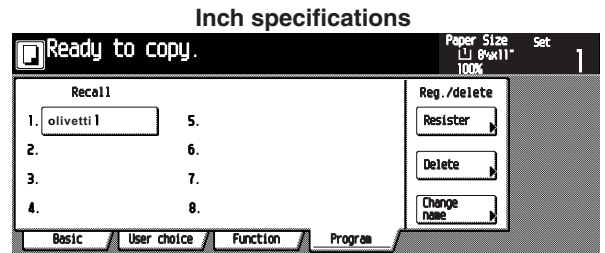
- For details of the character entry, see “(5) Entering the program name”.

- When the message “The set program is registered. Is it correct?” is displayed, check the name, and then touch the [Yes] key. The “Register program” screen will appear.

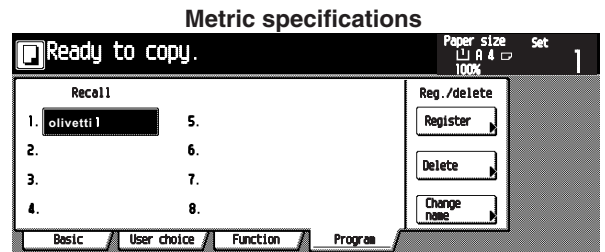
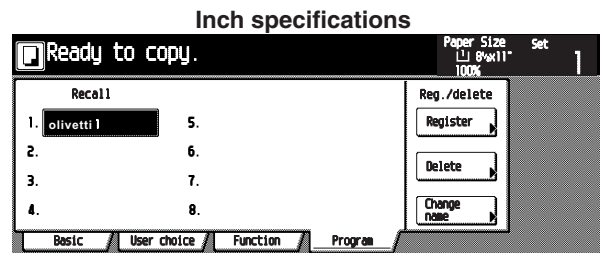


(2) Copying with a registered program

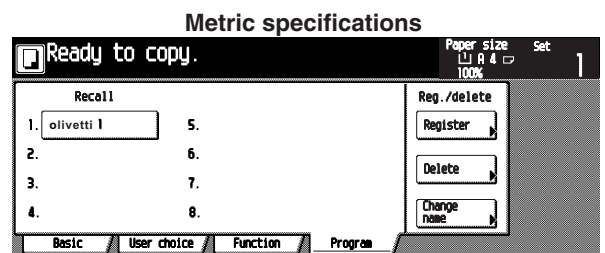
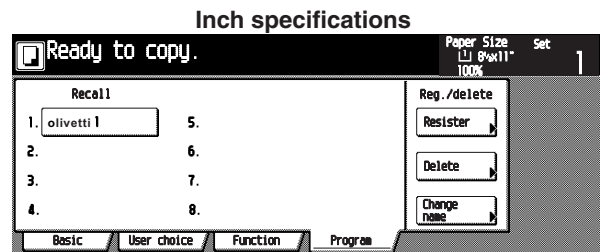
- On the Basic screen, touch the [Program] key to display the Program screen.



- Select the button of the registered program.

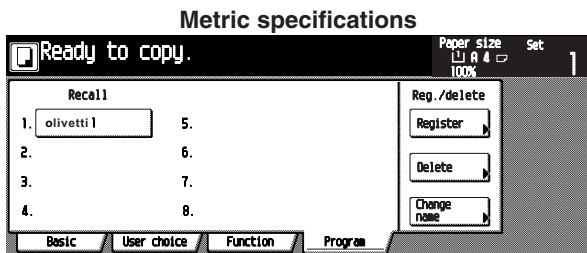
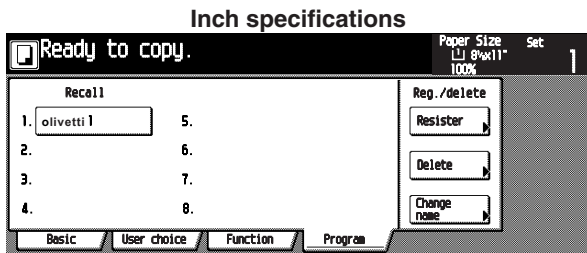


- Set the original, and then press the [Start] key. Copying will start with the registered program.

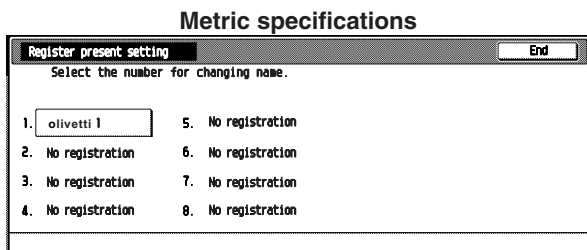
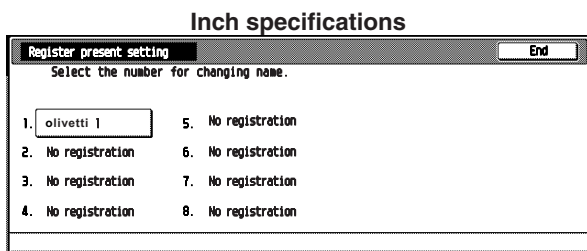


(3) Changing the name of the program button

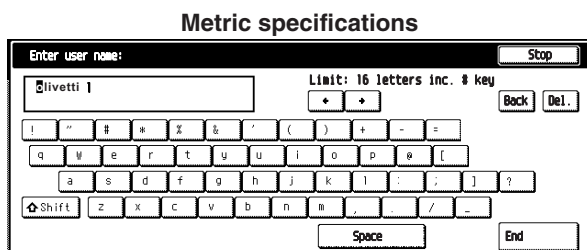
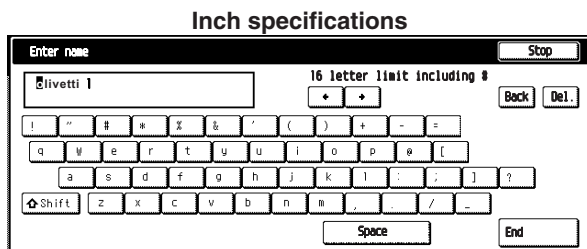
- 1 On the Basic screen, touch the [Program] key. The Program screen will appear.



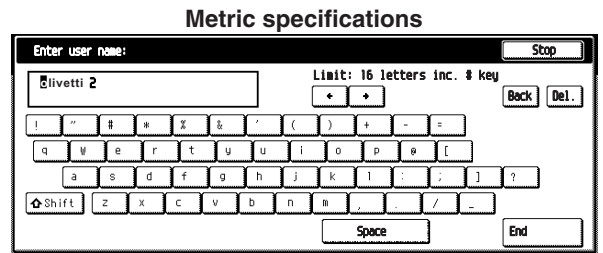
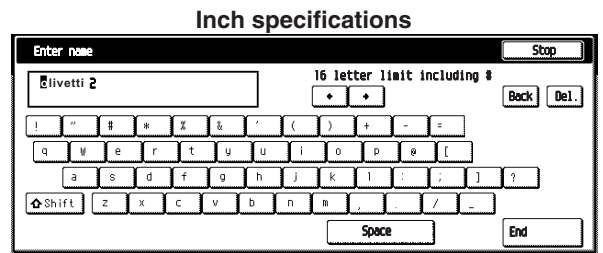
- 2 Touch the [Change name] key. The "Register present setting" screen will appear.



- 3 Select the program button (1 to 8) whose name you want to change. The "Enter name" screen will appear.



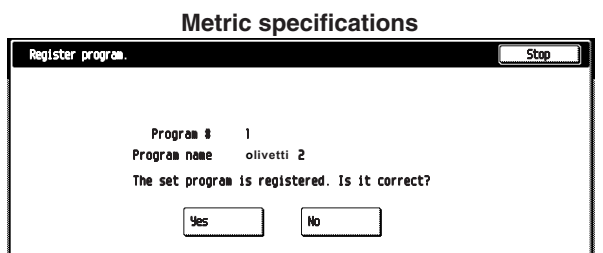
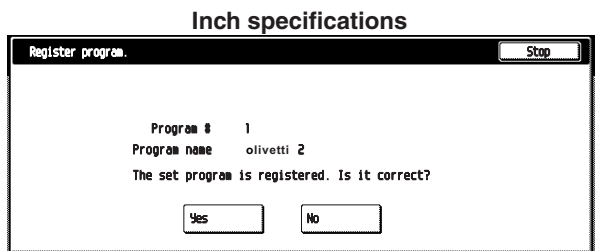
- 4 Touch the [←], [→], [Back], or [Del.] key to delete the old button name, and enter the new button name, and then touch the [End] key.



NOTE

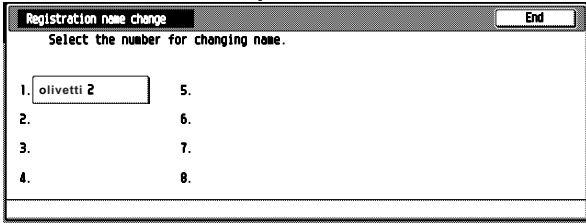
- For details of the character entry, see "(5) Entering the program name".

- 5 When the message "The set program is registered. Is it correct?" is displayed, check the name, and then touch the [Yes] key.

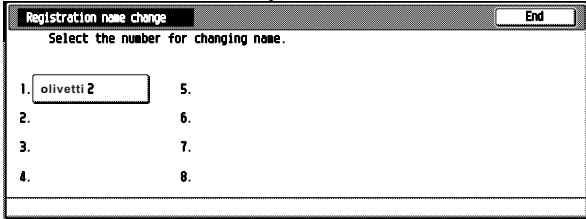


Control returns to the “Registration name change” screen, and the button with the entered program name will appear.

Inch specifications

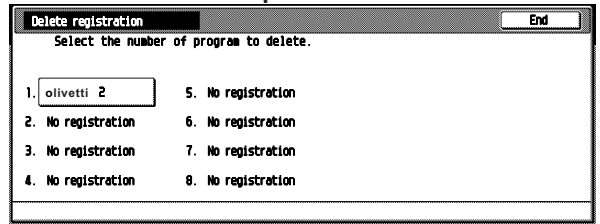


Metric specifications

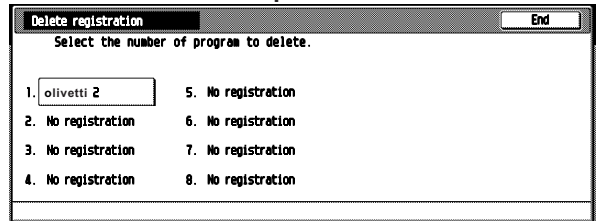


2 Touch the [Delete] key. The “Delete registration” screen will appear.

Inch specifications



Metric specifications

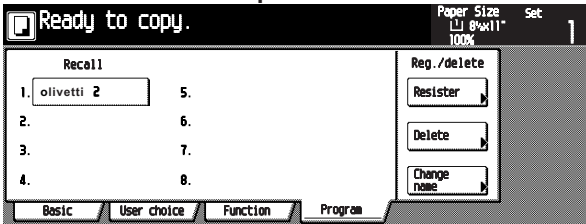


3 Select the program button (1 to 8) you want to delete.

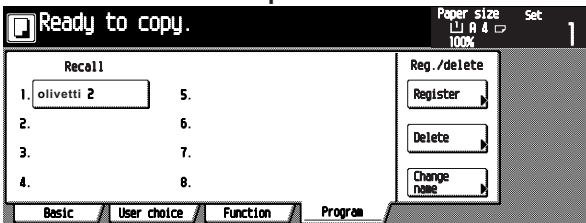
(4) Deleting the program

1 On the Basic screen, touch the [Program] key. The “Program” screen will appear.

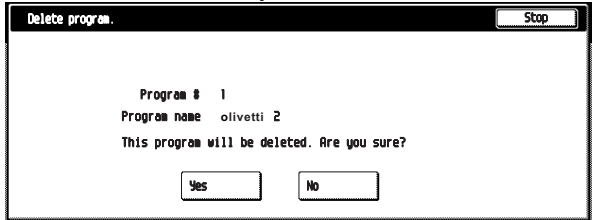
Inch specifications



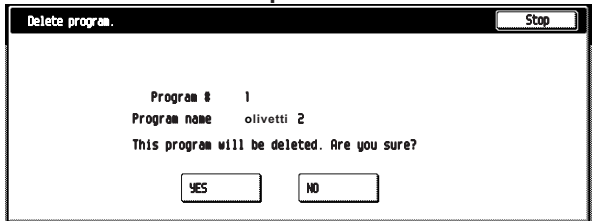
Metric specifications



Inch specifications

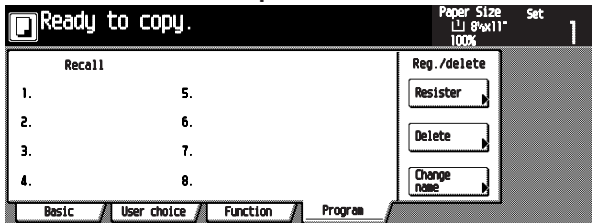


Metric specifications

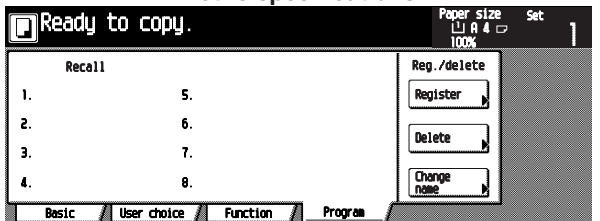


4 When the message “This program will be deleted. Are you sure?” is displayed, touch the [Yes] key. The Program screen will appear.

Inch specifications



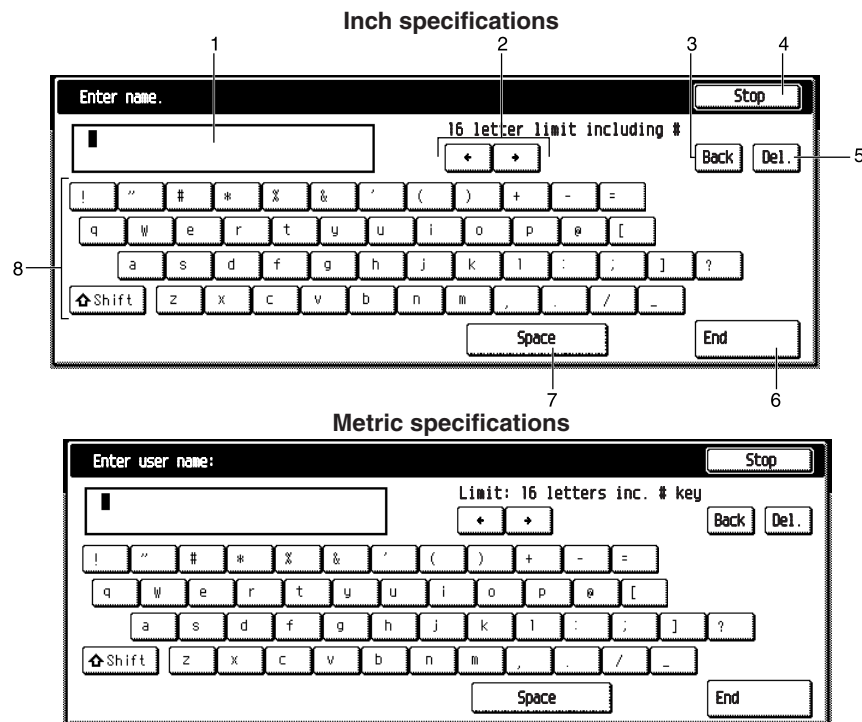
Metric specifications



(5) Entering the program name

Enter the program name by using the following steps.

- Character entry screen

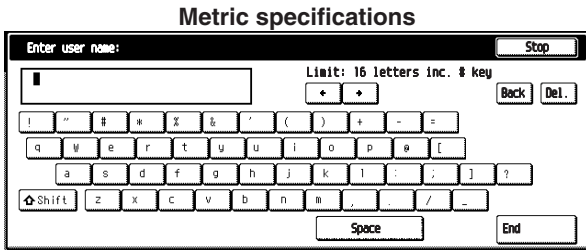
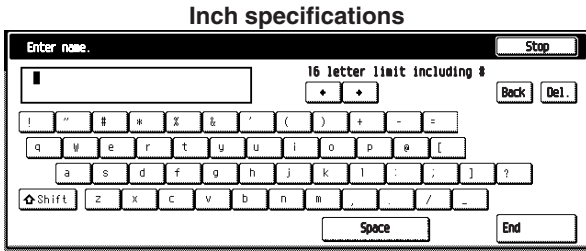


No.	Part	Functions
1	Display box	The entered character is displayed in this box.
2	[←], [→] keys	Touch these keys to move the cursor in the Display box toward right-hand or left-hand side.
3	[Back] key	Touch this key to delete the entered characters one-by-one toward left-hand side.
4	[Cancel] key	Touch this key to cancel the character entry and return to the previous screen.
5	[Del.] key	Touch this key to delete the entered characters one-by-one from the cursor position to the right-hand side.
6	[End] key	When the entry is complete, touch this key. The entry is enabled and the display will return to the previous screen.
7	[Space] key	Touch this key to enter 1 space.
8	Character entry keys	Touch these keys to enter the character. Before the character entry, you can select the upper case keyboard layout by touching the [Space] key. To return to the lower case keyboard layout, touch the [Space] key again.

* To enter the numerals, use the numeral keys.

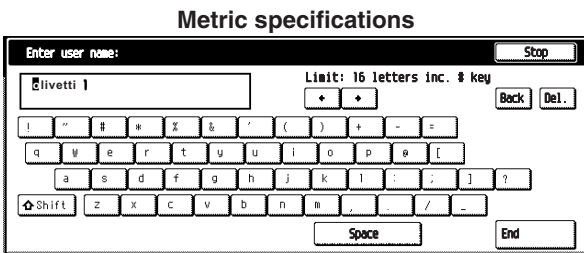
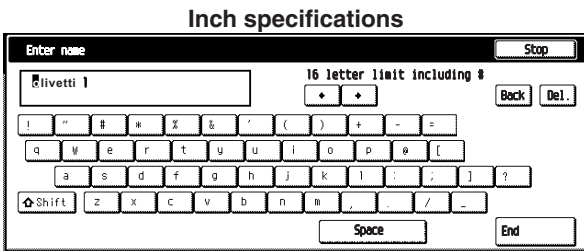
• Example of character entry

- 1 Touch the [o], [l], [i], [v], [e], [t], [t], [i] [Space] and [1] keys in this order.
"olivetti 1" will appear in the display box.

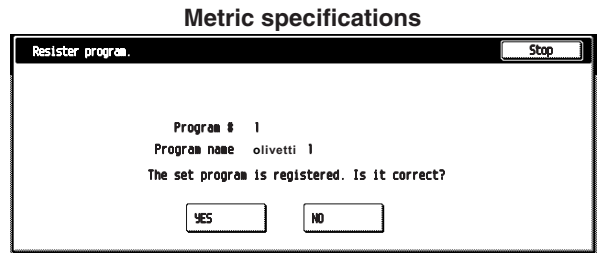
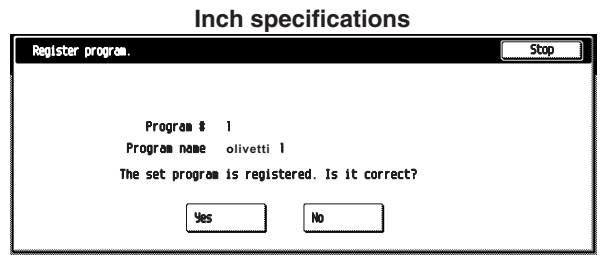


NOTE

- To enter the upper-case characters, touch the [Shift] key to display the upper-case character keyboard.



- 2 Touch the [End] key.
The message "The set program is registered. Is it correct?" is displayed.

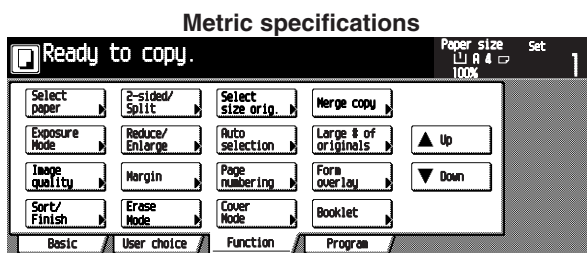
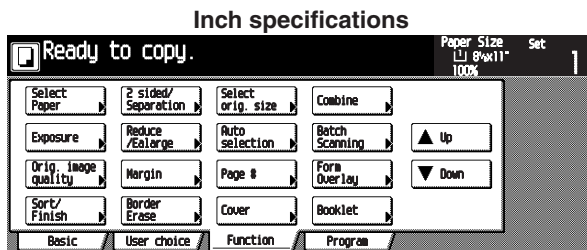


- 3 Check the name, and then touch the [Yes] key.
The entry is enabled, and the display will return to the previous screen.

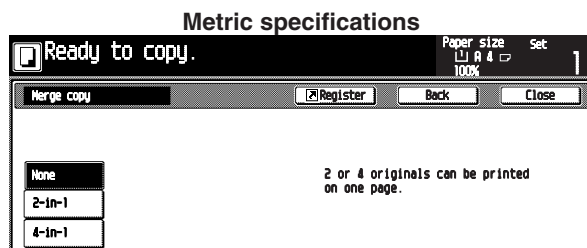
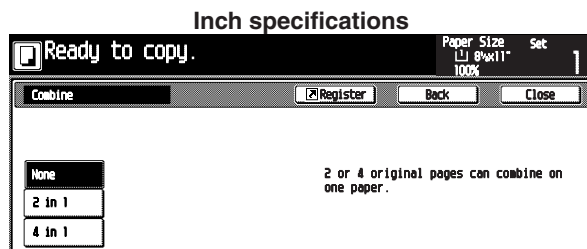
22. Using the [Register] key

Up to three frequently used functions displayed in the Function screen can be registered to the [Register] key. Some functions in the Basic and the User choice screens can also be registered to the key. Use the following steps to register.

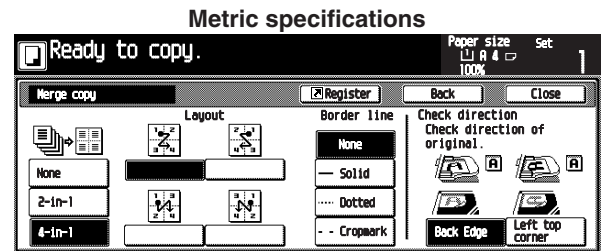
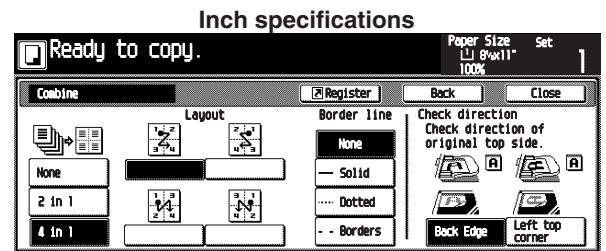
- 1 Touch the [Function] key.
The Function screen will appear.



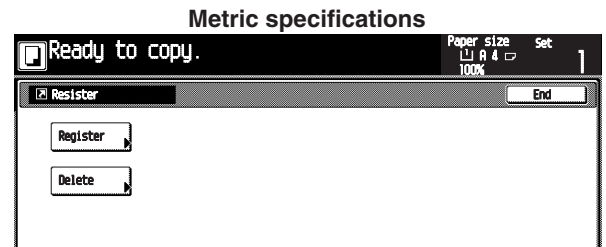
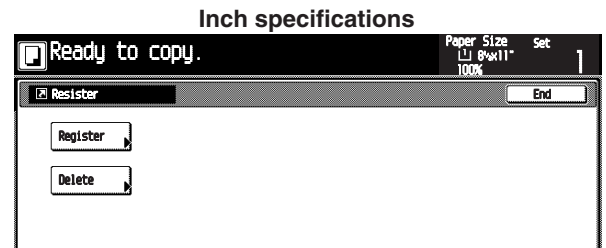
- 2 Touch the [Combine] key.
The "Combine" screen will appear.



- 3 Touch the [4 in 1] key, and then touch the [Register] key.

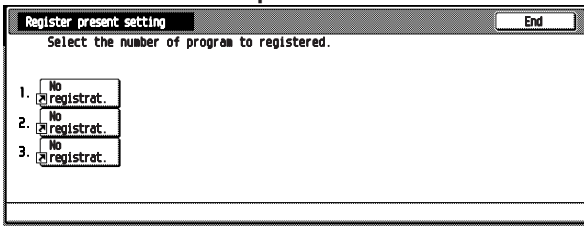


The "Register" screen will appear.

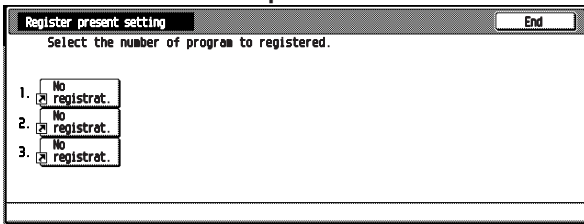


- 4 Touch the [Register] key, and then touch the [End] key. The “Register present setting” screen will appear.

Inch specifications

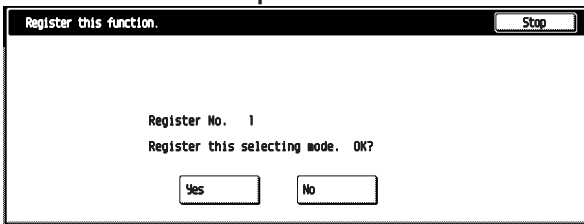


Metric specifications

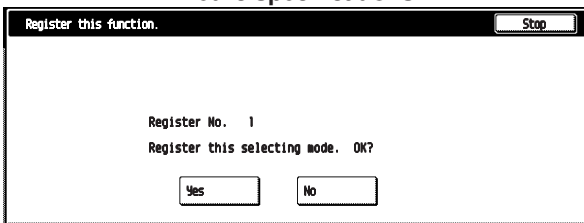


- 5 Touch the [End] key. The “Register this function.” screen will appear and confirmation message will be displayed.

Inch specifications



Metric specifications



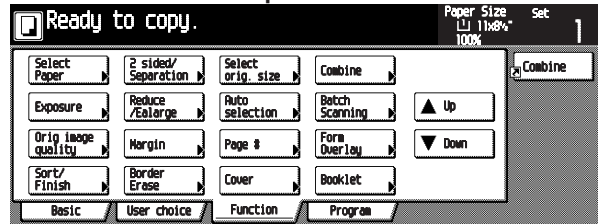
NOTE

- When selecting the key to which to function is already assigned “This number is already registered.” is displayed in the top of the screen.

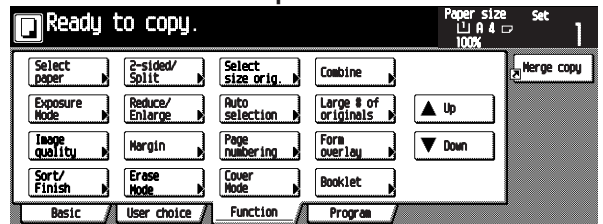
- 6 Confirm the registration No., and then touch the [Yes] key.

The [Combine] key will appear at the right-hand side of the Function screen.

Inch specifications



Metric specifications



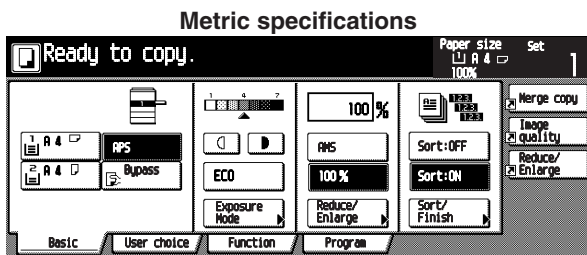
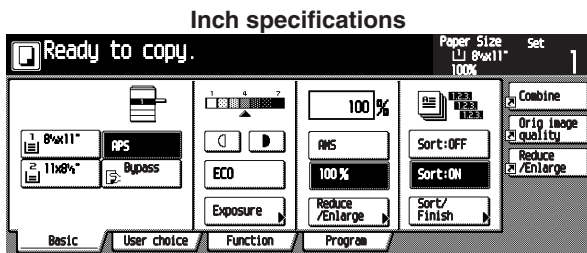
NOTE

- Some functions in the Basic and the User choice screens can also be registered. The [Register] key will be active with these functions.
- Whether the [Register] key is displayed or not in the operation screen can be set beforehand in the “Display register key” screen in the “Copy default” menu. (See “Display register key” on page 6-33.)

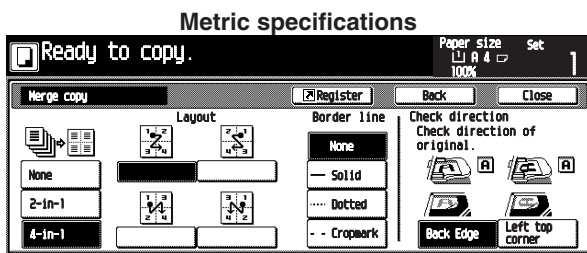
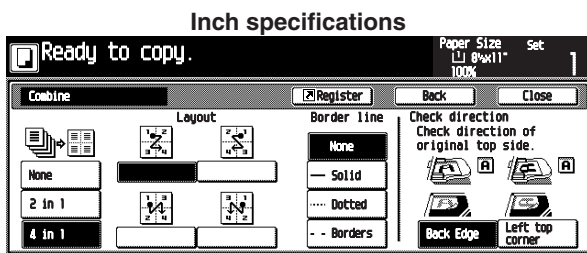
23. Deleting the [Register] key

Delete the [Register] key by using the following steps.

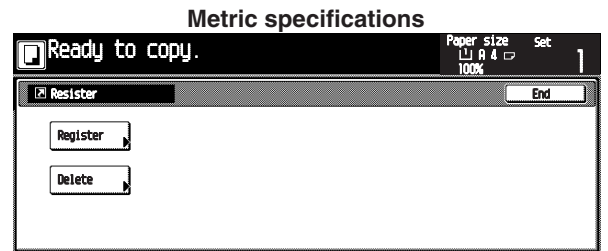
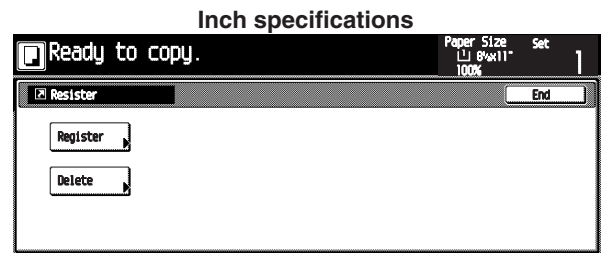
- 1 Touch the [Combine] key (for example) at the right-hand side of the Function screen.



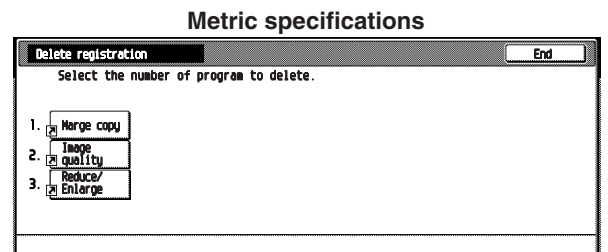
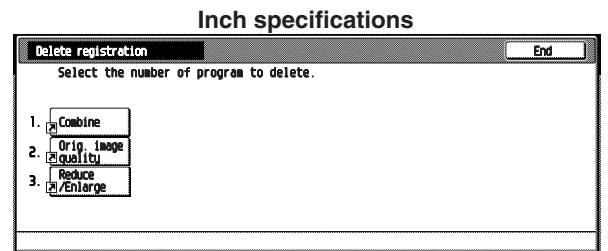
The "Combine" screen will appear.



- 2 Touch the [Register] key. The "Register" screen will appear.

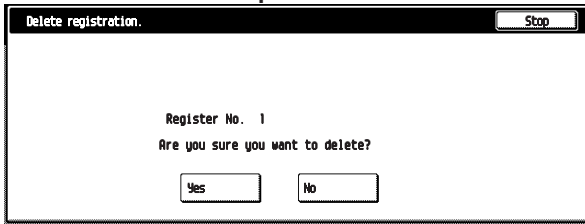


- 3 Touch the [Delete] key. The "Delete registration" screen will appear.

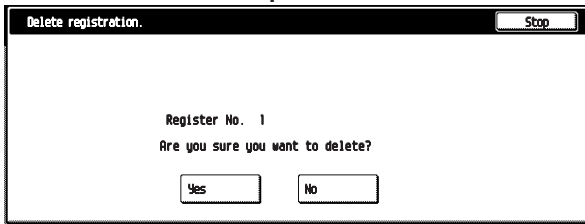


- 4 Touch the [Combine] key.
The confirmation message will appear.

Inch specifications

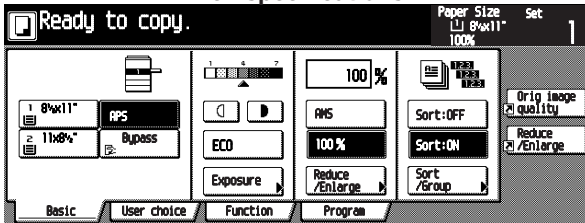


Metric specifications

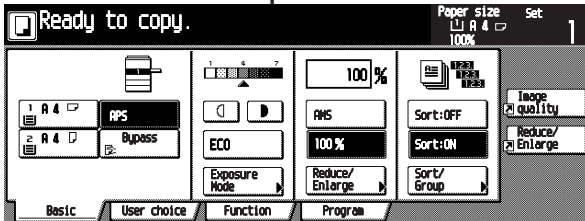


- 5 Confirm the key name, and then touch the [Yes] key.
Control returns to the "Combine" screen.

Inch specifications



Metric specifications

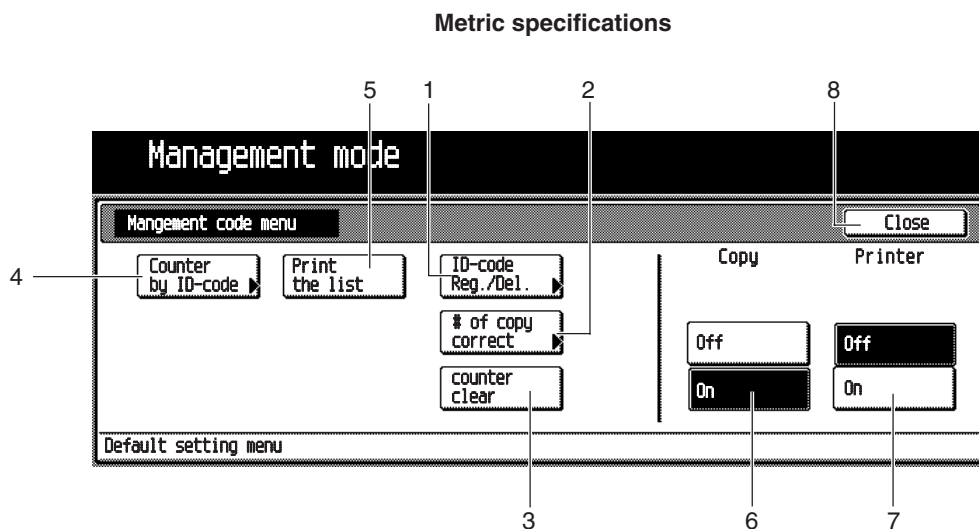
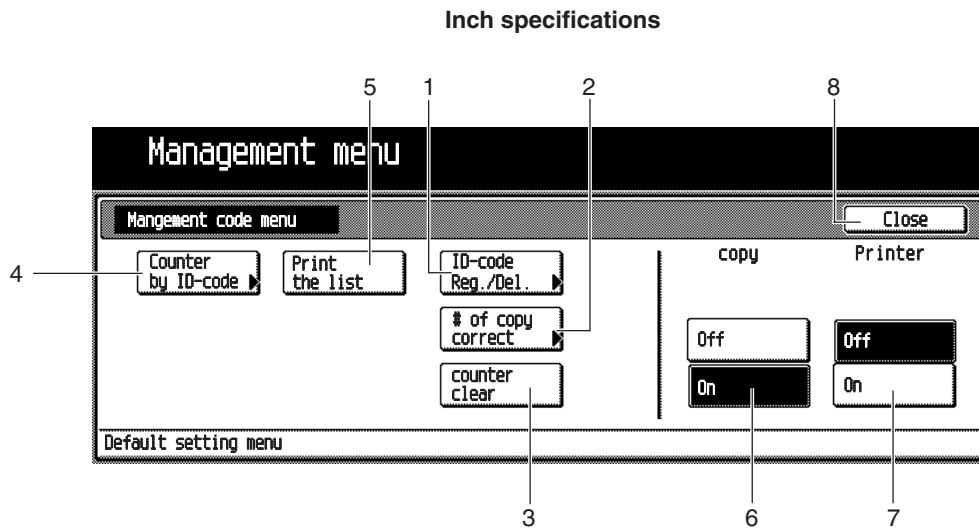


CHAPTER 6 COPIER MANAGEMENT

1. Copy management mode

The total number of copies made by each department can be managed using up to 8-digit codes for up to 500 departments. Limits for the number of copies can be set on a department-by-department basis.

(1) Copy management mode



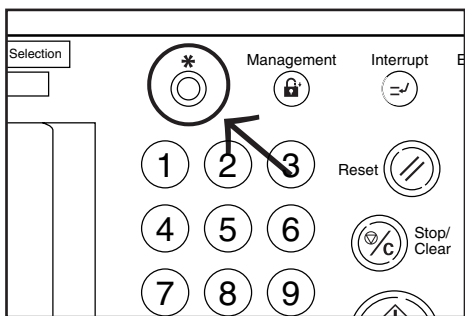
CHAPTER 6 COPIER MANAGEMENT

	Copy management mode	Copy management mode content	Page
1	Registering/deleting new ID codes	<p>“Registering new ID codes”</p> <p>Assigns an up to 8-digit ID codes and a maximum number of copies to the departments in your organization. Up to 500 departments can be assigned. Limits are set in units of 1,000 sheets, up to a maximum of 999,000.</p> <p>Entering “0” enables unlimited copying.</p> <p>When a department reaches its limit, the copier will not make any more copies.</p> <p>“Deleting new ID codes”</p> <p>Deletes registered ID codes.</p>	<p>6-3</p> <p>6-5</p>
2	Altering limits	Alters limits for the copies of respective departments without deleting or re-registering the ID codes.	6-6
3	Clearing copy counts	Clears all the copy counts for the various departments after a suitable period of time. Copy counts cannot be cleared individually.	6-7
4	Viewing copy counts by each department	Follow this procedure to view copy totals. It is possible to view the number of copies made on the machine by each department.	6-8
5	Printing a copy management list	Follow this procedure to print out the number of copies made in each department in report form.	6-8
6	Turning copy management ON/OFF	Turn ON copy management to apply the management settings that you registered. When not using the management settings, turn it OFF to disable the management settings.	6-9
7	Turning printer management ON/OFF (optional)	<p>Turn ON printer management to apply the management settings that you registered. When not using the management settings, turn it OFF to disable the management settings.</p> <p>* This mode is not displayed when the copier is not equipped with the optional printer board or printer/scanner kit.</p>	(See the Instruction manual for the optional printer.)
8	[Close] key	Closes the “Management” screen. Control returns to the “Default setting menu” screen.	—

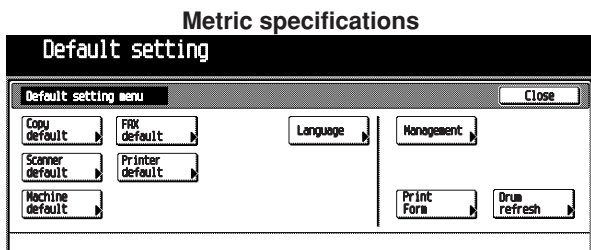
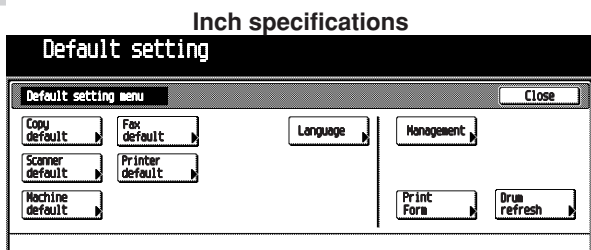
(2) How to display the “Management code menu” screen

Display the “Management code menu” screen.

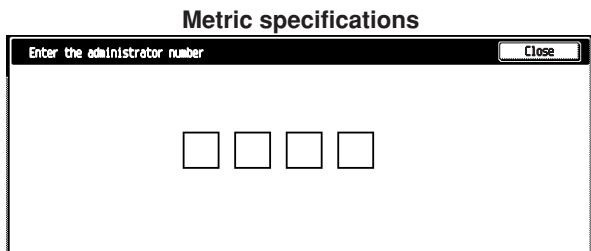
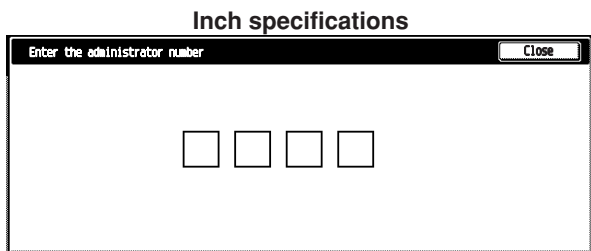
- 1 Press the [*] (Default setting) key on the control panel.



- 2 The “Default setting menu” screen will appear.

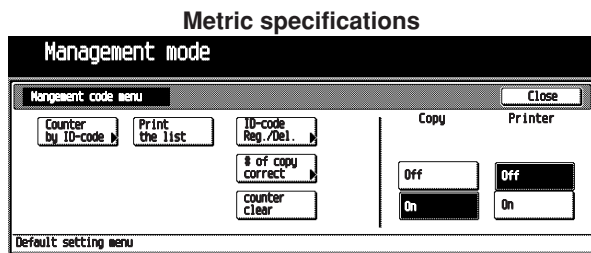
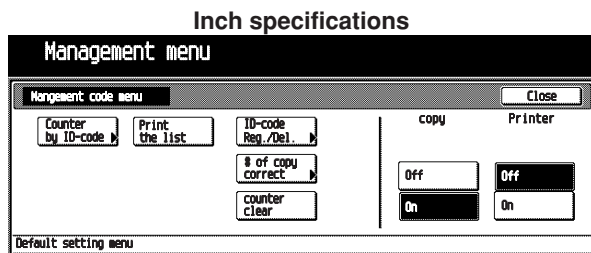


- 3 Touch the [Management] key. The “Enter the administrator number” screen will appear.



- 4 Enter the 4-digit management pin code “0000” with the numeric keys. “2500” for Copiers with a copy speed of 25 copies per minute, “3500” for Copiers with a copy speed of 35 copies per minute or “4000” for Copiers with a copy speed of 40 copies per minute is set at the shipment.

The “Management code menu” screen will appear.



- 5 Select any of the management setting items. The selected setting screen will appear.

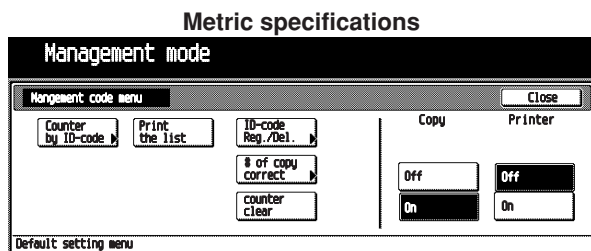
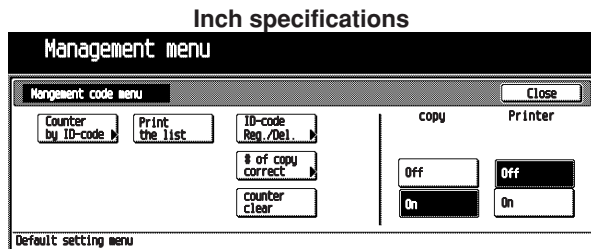
NOTE

- The 4-digit management pin code can be changed. (See “Management code change” on page 6-21.)
- See the following “(3) How to make various settings” and make settings.

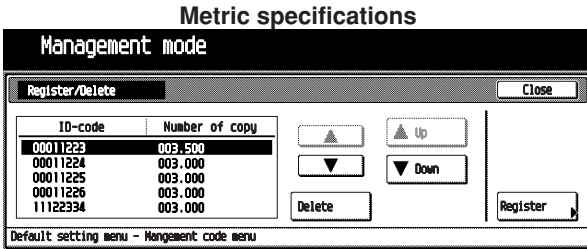
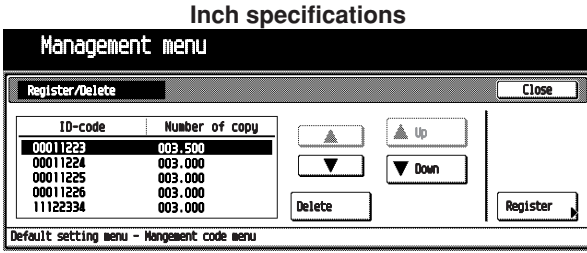
(3) How to make various settings

- **Registering new ID codes**
Register a new 8-digit (Max.) ID code, and then set the maximum number of copies.

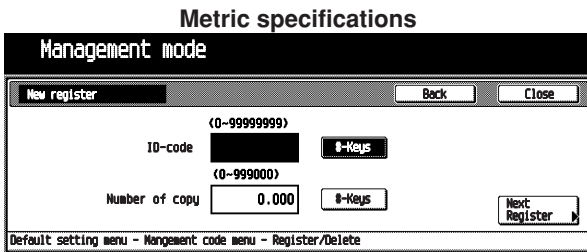
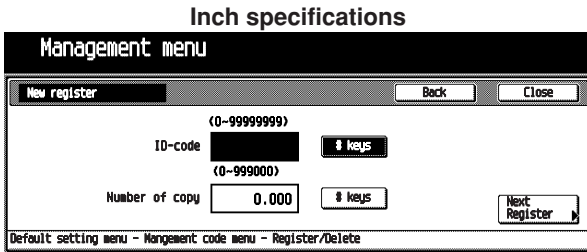
- 1 Display the “Management code menu” screen. (See (2) How to display the “Management code menu” screen.)



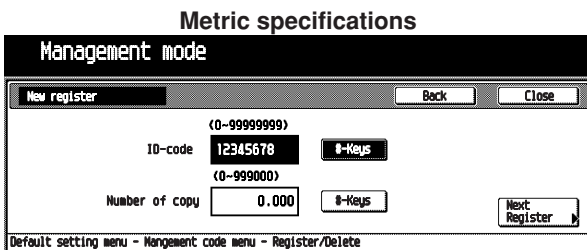
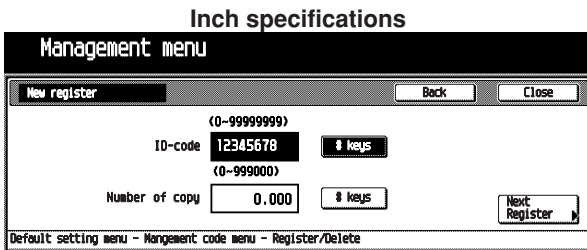
- Touch the [ID-code Reg./Del.] key.
The “Register/Delete” screen will appear.



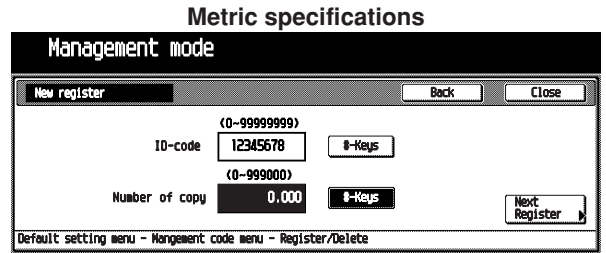
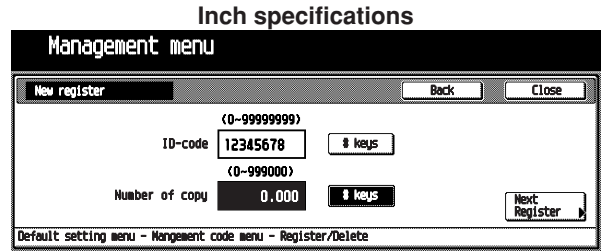
- Touch the [Register] key.
The “New register” screen will appear.



- Touch the upper-side [# keys] key, and then enter ID code(8-digit: 0 to 99999999) with the numeric keys.



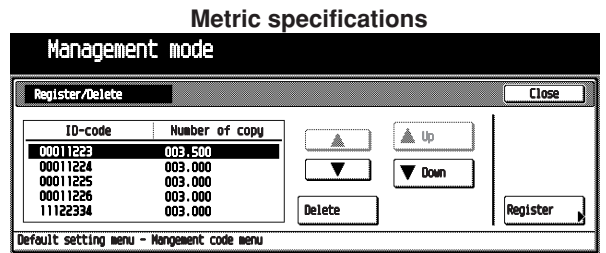
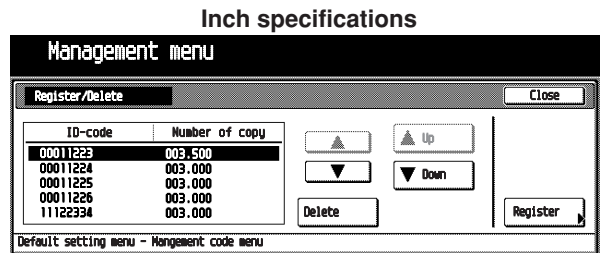
- Touch the lower-side [# keys] key, and then enter the maximum number of copies (1,000 to 999,000) with the numeric keys.



NOTE

- Entering “0” enables unlimited copying.
- Touch the [Back] key to display the “Register/Delete” screen. Re-enter the ID code and the maximum number of copies.

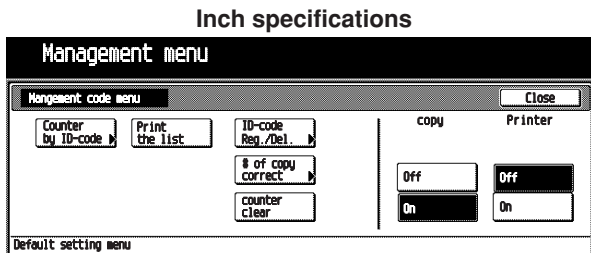
- Touch the [Close] key.
“Register/Delete” screen will appear.



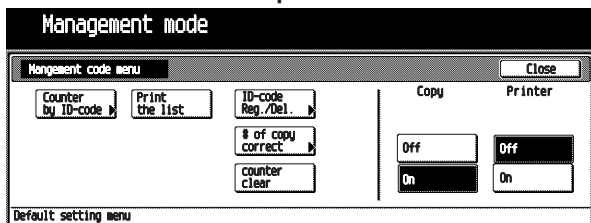
NOTE

- To register a new ID code, touch the [Next Register] key, and then repeat steps 4 to 6.

- 7 Touch the [Close] key .
The “Management code menu” screen will appear.

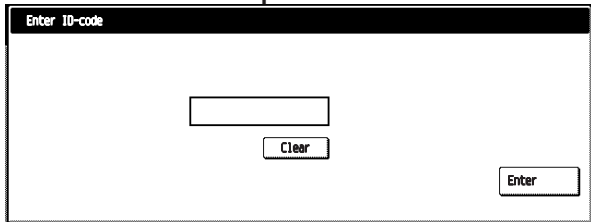


Inch specifications

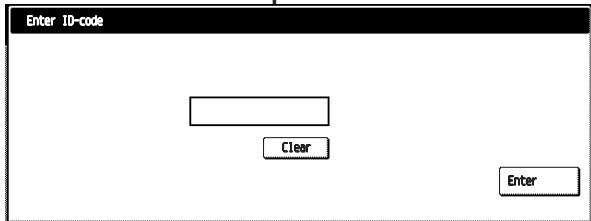


- 8 Touch the [On] key below “Copy”, and then touch the [Close] key.
The selected management code is becomes valid. “Enter ID- code” screen will appear every time you start up the copier.

Inch specifications



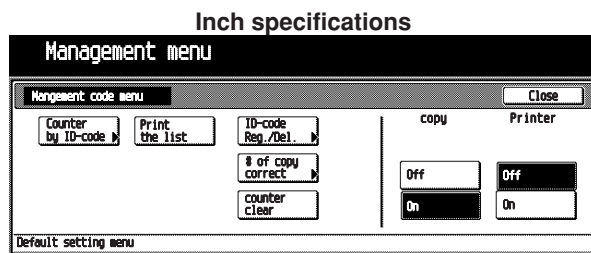
Metric specifications



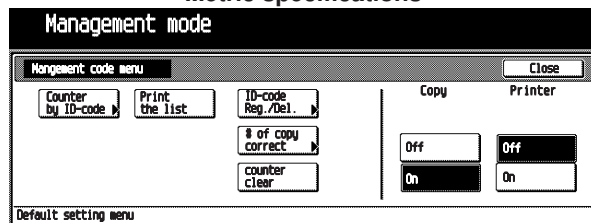
• Deleting ID codes

Delete the ID codes already registered.

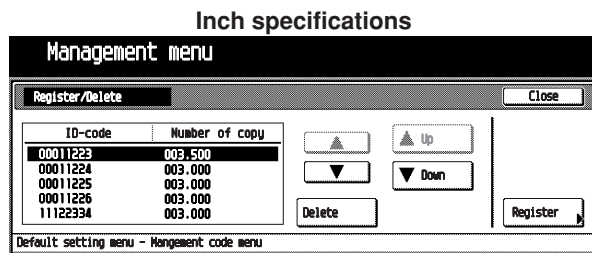
- 1 Display the “Management code menu” screen. (See (2) How to display the “Management code menu” screen.)



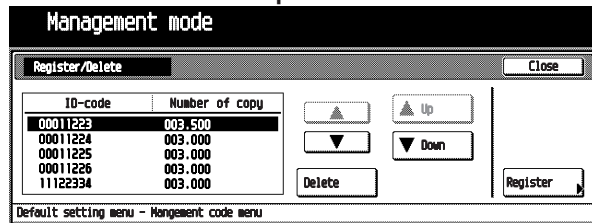
Metric specifications



- 2 Touch the [ID-code Reg./Del.] key.
The “Register/Delete” screen will appear.

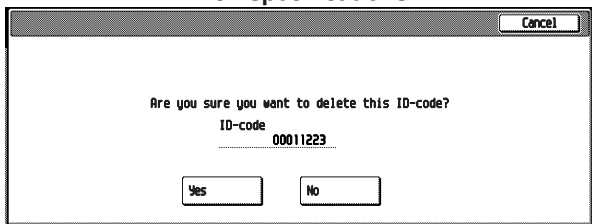


Metric specifications

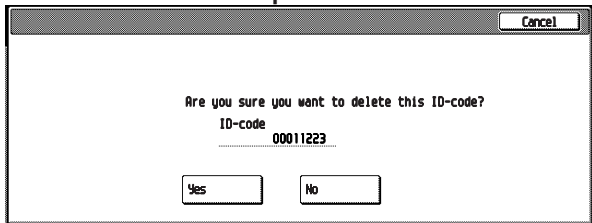


- 3 Select the ID code to be deleted, and then touch the [Delete] key.
The message “Are you sure you want to delete this ID-code?” will appear.

Inch specifications



Metric specifications

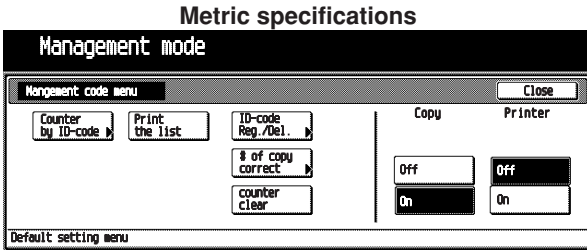
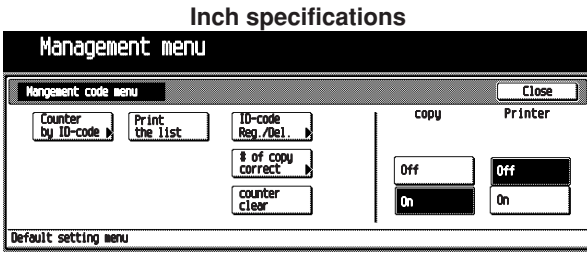


- 4 Make sure to check the code to be deleted, and then touch the [Yes] key.
The “Register/Delete” screen will appear.

NOTE

- To delete other ID code, repeat steps 2 to 4.

- 5 Touch the [Close] key.
The “Management code menu” screen will appear.

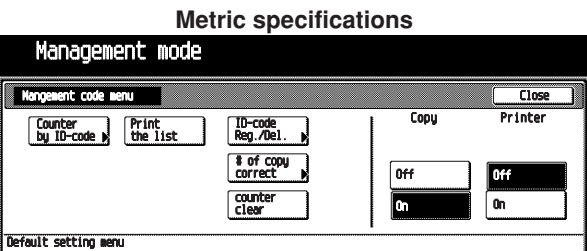
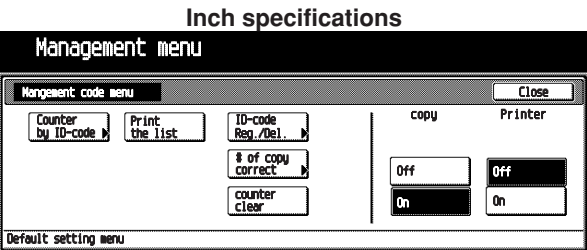


- 6 Touch the [On] key below “Copy”, and then touch the [Close] key.
The selected management code is turned ON, and then the display will return to the “Default setting menu” screen.

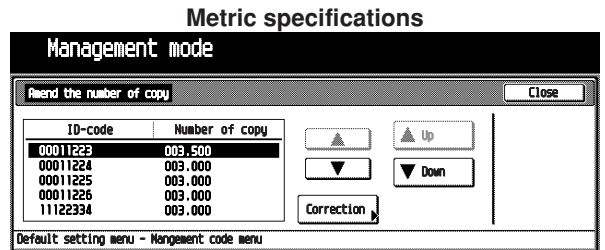
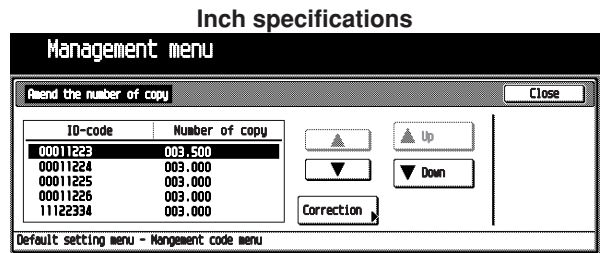
• **Altering limits**

Alter limits for the copies of respective departments without deleting or re-registering the ID codes.

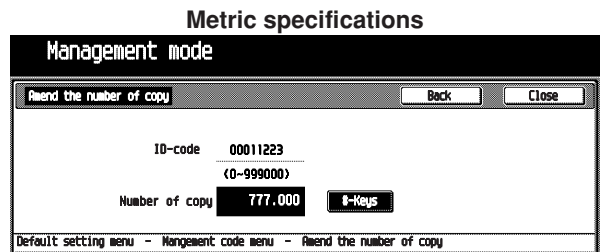
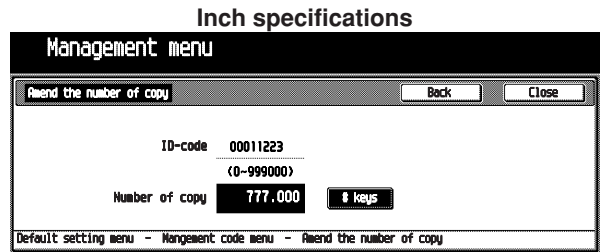
- 1 Display the “Management code menu” screen. (See (2) How to display the “Management code menu” screen.)



- 2 Touch the [# of copy correct] key.
The “Amend the number of copy” screen will appear.



- 3 Select the ID code to be altered, and then touch the [Correction] key.
The Correction screen will appear.

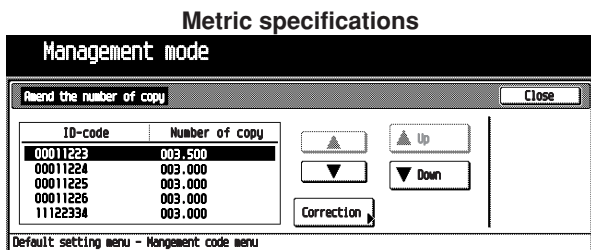
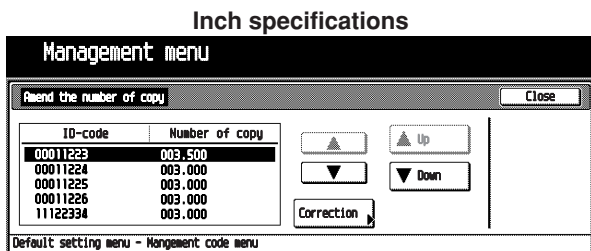


- 4 Enter a new limit with the numeric key.
Limits are set in units of 100's, up to maximum of 999,000.

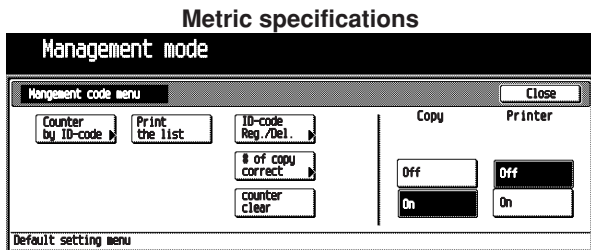
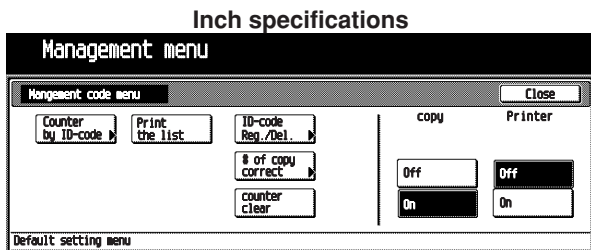
NOTE

- Entering “0” enables unlimited copying.
- Touch the [Back] key to display the “Amend the number of copy” screen. Touch the [Correction] key, and then re-enter the maximum number of copies.
- To alter the copy limit of another department, repeat steps 2 to 4.

- 5 Touch the [Close] key.
“Amend the number of copy” screen will appear.



- 6 Touch the [Close] key.
The “Management code menu” screen will appear.

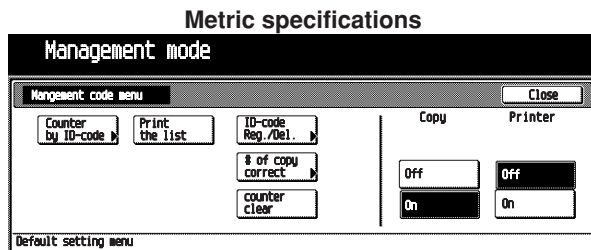
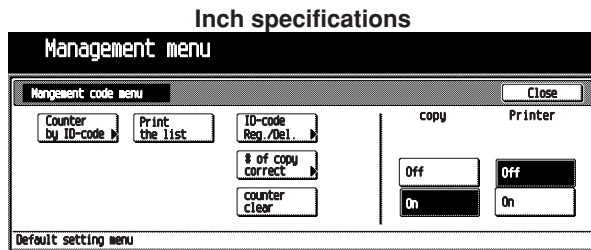


- 7 Touch the [On] key below “Copy”, and then touch the [Close] key.
The selected management code is turned ON, and then the display will return to the “Default setting menu” screen.

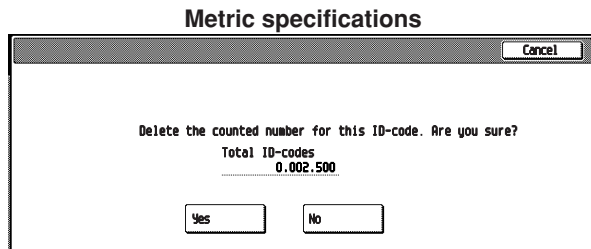
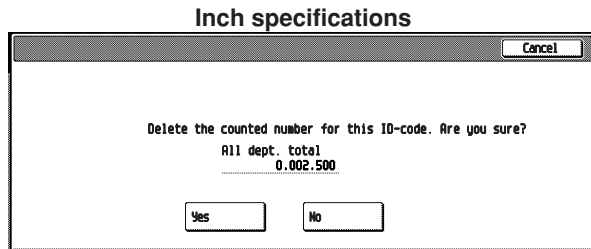
• **Clearing copy counts**

Clear all the copy counts for the various departments after a suitable period of time. Copy counts cannot be cleared individually.

- 1 Display the “Management code menu” screen. (See (2) How to display the “Management code menu” screen.)

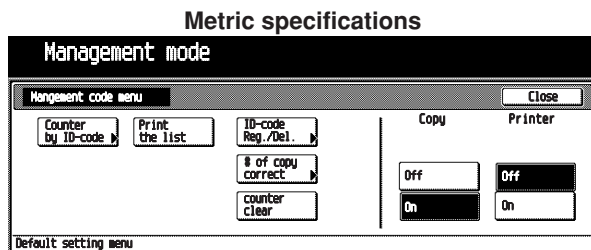
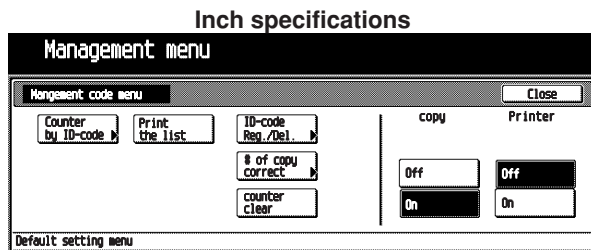


- 2 Touch the [Counter clear] key.
A message asking you to confirm the deletion of the copy counts will appear.



- 3 To clear the codes, touch the [Yes] key. To cancel, touch the [No] key.

- 4 The copy counts are cleared, and the control returns to the “Management code menu” screen.

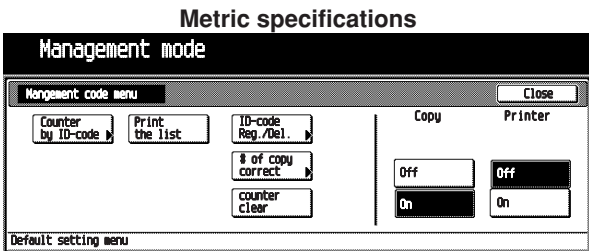
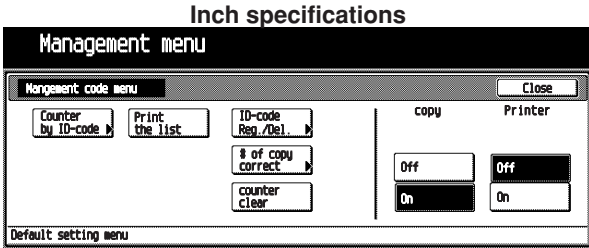


- 5 Touch the [Close] key.
The control returns to the "Default setting menu" screen.

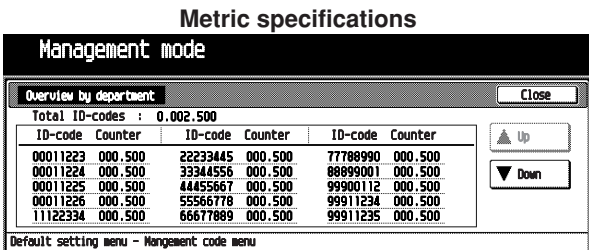
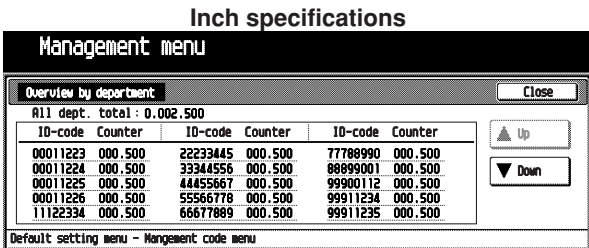
• Viewing copy counts by each department

View copy totals made on the machine by each department.

- 1 Display the "Management code menu" screen. (See (2) How to display the "Management code menu" screen.)



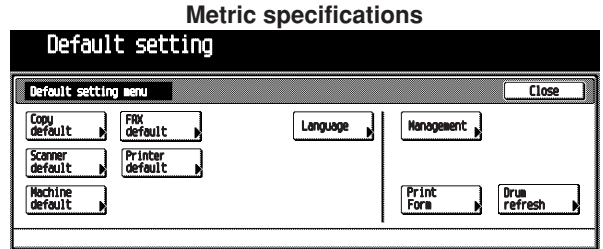
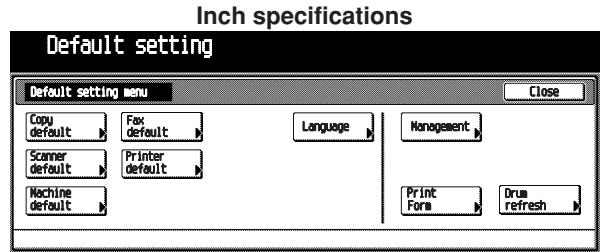
- 2 Touch the [Counter by ID-code] key.
The "Overview by department" screen will appear.



NOTE

- If there are more than 15 entries, touch the [▼ Down] key to scroll down the list. To scroll up the list, touch the [Up] key.

- 3 Touch the [Close] key.
The "Management code menu" screen will appear.

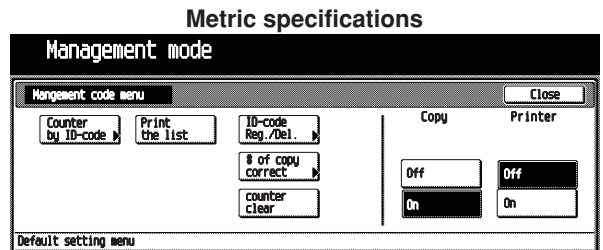
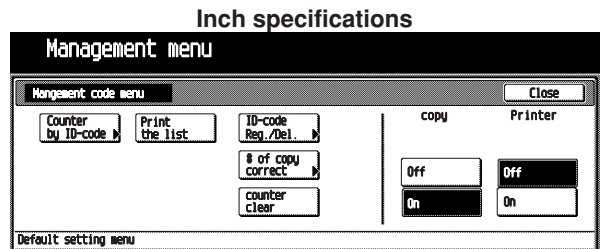


- 4 Touch the [Close] key.
The display will return to the "Default setting menu" screen.

• Printing a copy management list

Print out the number of copies made in each department in report form.

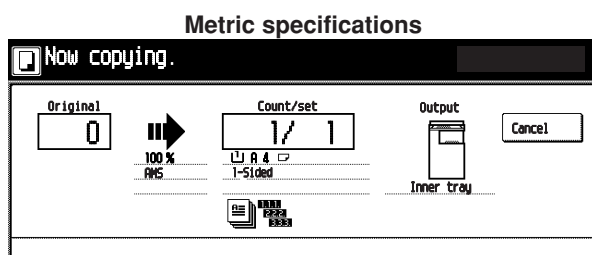
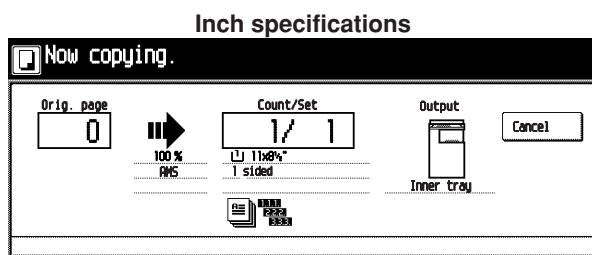
- 1 Display the "Management code menu" screen. (See (2) How to display the "Management code menu" screen.)



NOTE

- Make sure 11" × 8 1/2" or A4 size paper is set in the drawer. If not, set it. When the wrong paper is set, the paper selection screen will appear before the start of copy.

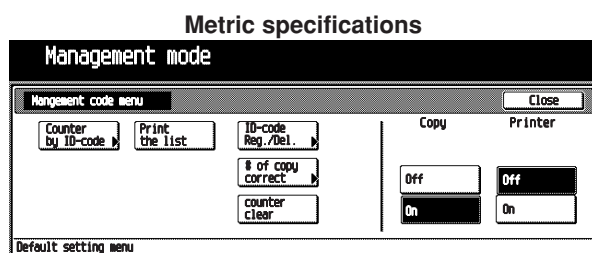
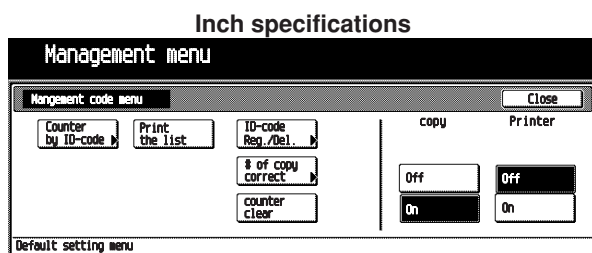
- 2 Touch the [Print the list] key.
The “Now copying” screen will appear, and then printing will start.



NOTE

- To cancel printing, touch the [Cancel] key.

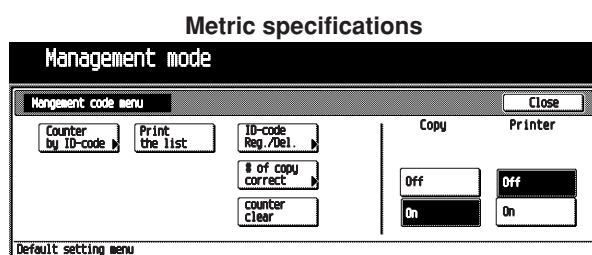
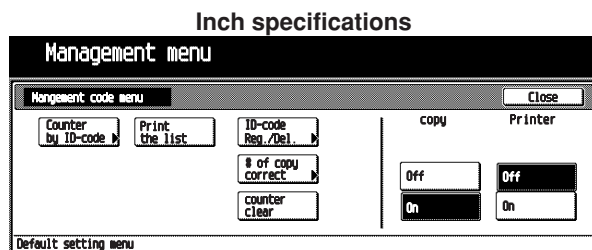
- 3 When list print completes, the “Management code menu” screen will appear.



- 4 Touch the [Close] key.
The display will return to the “Default setting menu” screen.

- **Turning copy management ON/OFF**
Turn ON copy management to apply the management settings that you registered.

- 1 Make settings for each mode.
- 2 When the display returns to the “Management code menu” screen, touch the [On] key below “COPY” to enable the settings or touch the [Off] key to disable it.

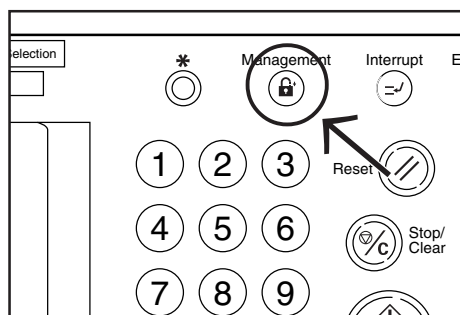


- 3 The selected settings are turned ON, and the display will return to the “Default setting menu” screen.

- **Turning printer management ON/OFF (optional)**
Turn ON printer management to apply the management settings that you registered.
(See the Instruction manual for the optional printer.)

(4) Making copies when the copier is in the copy management mode

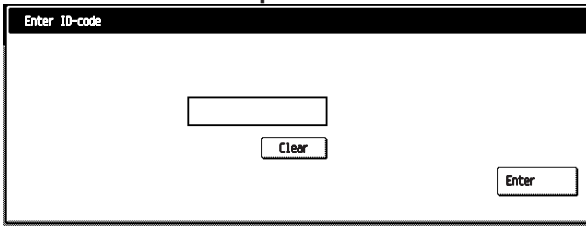
When the copier is in the copy management mode, the 4-digit “Enter ID-code” screen will appear when you press the [Management] key on the operation panel after the copy. To make copies, use the numeric keys to enter the management pin code in your department.



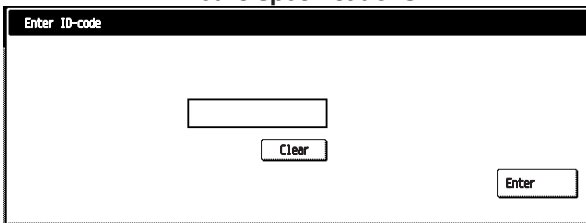
CHAPTER 6 COPIER MANAGEMENT

- 1 In the “Enter ID-code” screen, enter the management pin code in your department by using the numeric keys.

Inch specifications



Metric specifications

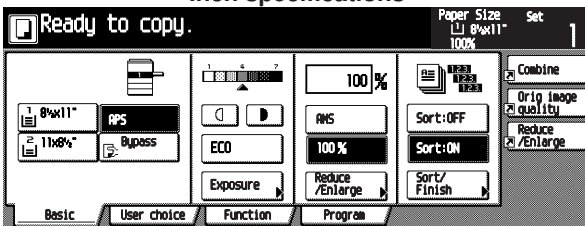


NOTE

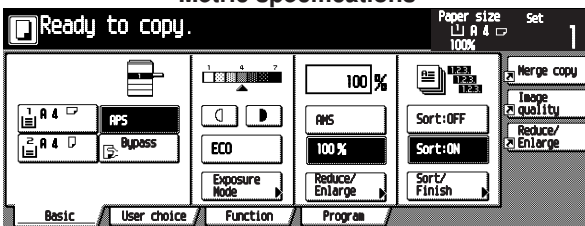
- When entering a wrong code, touch the [Clear] key, and then re-enter the code by using the numeric keys.
- When a wrong code is entered, the error sound is issued. Re-enter the correct code.

- 2 The Basic screen will appear and you can copy.

Inch specifications



Metric specifications



- 3 After copying, press the [Management] key.

2. Default settings

The state the copier is at the end of warm-up or after the [Reset] key has been pressed is called "initial mode". The function and values that are automatically preset for the initial mode are called "default settings". "COPY DEFAULT" and "MACHINE DEFAULT" are set in the default settings. They can be changed as desired to suit the copying needs.

(1) "Machine default" settings

The following 15 types of settings can be changed in the machine default setting mode. Set them as desired to gain full use of your

"Machine default" settings	Content of machine default settings	Setting range	Default settings	Page
Auto cassette switching ON/OFF	Selects whether the Auto cassette switching function is used or not.	ON/OFF	ON	6-13
Special paper	Selects the cassette for such special paper as colored paper or recycled paper. multiple selection is available.	1st cassette to 4th cassette	None	6-14
APS for special paper	Selects whether paper in the cassette set in the "Special paper" is used or not in the auto paper selection mode or in the auto cassette switching mode.	ON/OFF	OFF	6-14
Paper size (1st cassette)	Select what paper size will be displayed on the touch panel for 1st cassette.	AUTO/A4 (Y direction)/A4 (X direction)/11" × 8.5"/8.5" × 11"	AUTO	6-15
Paper size (2nd cassette)	Select what paper size will be displayed on the touch panel for 2nd cassette.	AUTO/A4 (Y direction)/A4 (X direction)/11" × 8.5"/8.5" × 11"	AUTO	6-15
Paper type (1st cassette)	Select the type (standard or special) of paper to be loaded in the 1st cassette. **"Custom 1 to 8" is not displayed when the copier is not equipped with the optional printer board or printer/scanner kit.	ON/OFF	OFF	6-16
		----- Plain, Preprinted, Recycled, Letterhead, Color, Prepunched, Rough, Bond, Custom 1 to 8	Plain	
Paper type (2nd cassette)	Select the type (standard or special) of paper to be loaded in the 2nd cassette. **"Custom 1 to 8" is not displayed when the copier is not equipped with the optional printer board or printer/scanner kit.	ON/OFF	OFF	6-16
		----- Plain, Preprinted, Recycled, Letterhead, Color, Prepunched, Rough, Bond, Custom 1 to 8	Plain	
Check bypass sizing	When copying with the multi-bypass, select whether or not you want to confirm the paper size key of the basic screen in regard to those cassettes that contain such special paper or recycled paper.	ON/OFF	ON	6-16

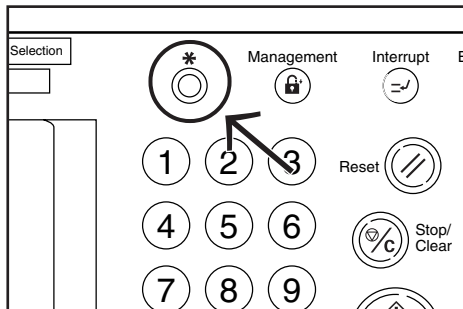
CHAPTER 6 COPIER MANAGEMENT

“Machine default” settings	Content of machine default settings	Setting range	Default settings	Page
Auto shut-off time	Selects the length of time that you want to elapse when the copier is not used. The auto shut-off function automatically turns the power to the copier OFF. It is possible to set this time to any 15 minute increment between 15 and 240 minutes. It is also possible to deactivate the auto shut-off function. The factory default setting is 60 minutes. *It is recommended that you extend the time before the auto shut-off function engages if the copier is used relatively frequently, and shorten that time when it is used infrequently.	15 to 240 (min)	60 (min)	6-17
Auto preheat time	Select the length of time that you want to elapse – after copying ends – before the energy-saving auto preheat function is engaged. It is possible to set this time to any 5 minute increment between 1 and 45 minutes.	1 to 45 (min)	15 (min)	6-17
Select copy output mode (optional)	Selects whether to eject copied paper to copier or either the document finisher or job separator. *This setting is not displayed when the copier is not equipped with the optional document finisher or job separator.	Inner tray, Job separator, Finisher main tray, Finisher sub tray	Inner tray	6-18
Select FAX output mode (optional)	Selects where to eject facsimile paper: the inner tray, job separator, document finisher or mailbox. *This setting is not displayed when the copier is not equipped with the optional document finisher or job separator.	Inner tray, Job separator, Finisher sub tray, Mailbox 1	Inner tray	6-18
Select the main mode (optional)	Selects the initial screen displayed when the power is turned ON.	Copy mode, FAX mode	Copy mode	6-19
Key sound ON/OFF	Selects whether you want the “beep” that sounds when you touch the touch panel to be turned ON or OFF.	ON/OFF	ON	6-19
Silent mode	The copier can be switched to the silent mode, which stops the motor inside the copy machine immediately after copying has been finished. When “ON” is selected, the motor stops immediately after copying has been finished.	ON/OFF	OFF	6-20
Date/Time	Sets the current time for using the optional scanner function.	Year: 2000 to 2099 Month: 1 to 12 Day: 1 to 31 Time: 00:00 to 23:59	Year: '00 Month: 01 Day: 01 Time: 00:00	6-20
Time difference	Sets the time difference for using the optional scanner function.	+12:00 to –12:00	00:00	6-21
Management code change	Changes the pin code that gives you access to the various default settings and management. *If you do change the management pin code, however, be sure to keep a note of the new code. If you do happen to forget the pin code, consult your service representation.	0000 to 9999	2500 (For Copiers with a copy speed of 25 copies per minute) 3500 (For Copiers with a copy speed of 35 copies per minute) 4000 (For Copiers with a copy speed of 40 copies per minute)	6-21
Auto shut-off ON/OFF	Selects whether you want the auto shut-off time function to be turned ON or OFF.	ON/OFF	ON	6-22

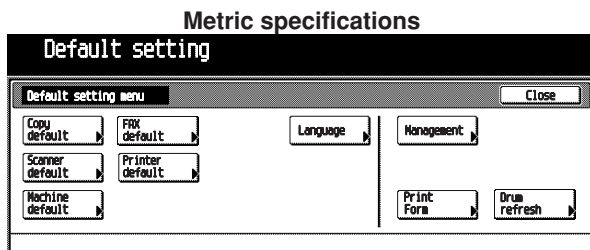
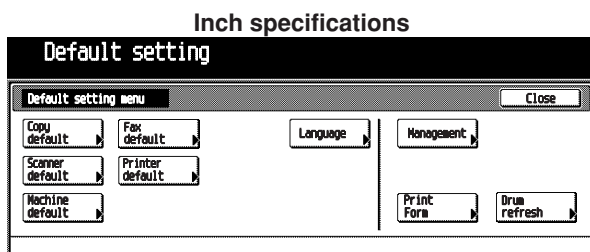
(2) Accessing the machine default setting mode

Display the “Machine default” screen.

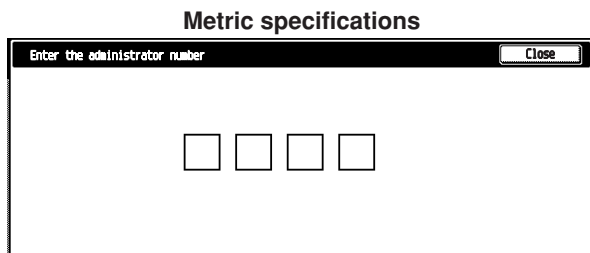
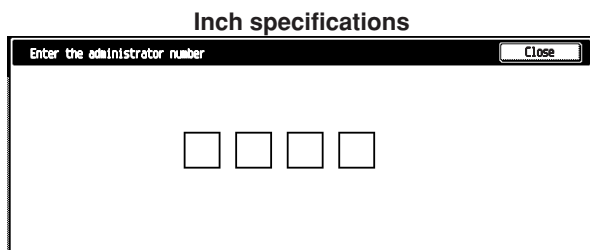
- 1 Press the [*] (Default setting) key on the control panel.



- 2 The “Default setting menu” screen will appear.

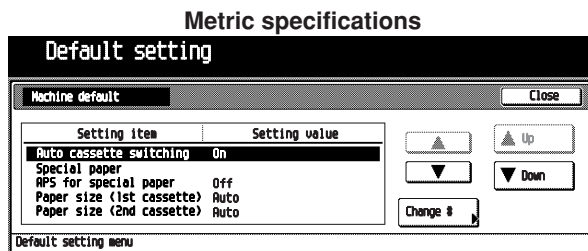
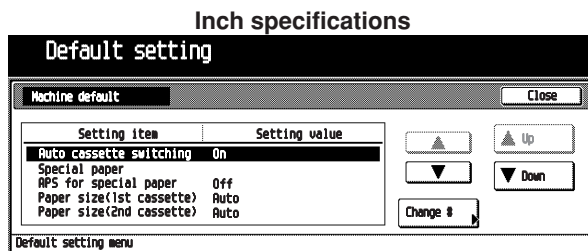


- 3 Touch the [Machine default] key in the “Default setting menu” screen. The “Enter the administrator number” screen will appear.



- 4 Enter the 4-digit management pin code “0000” with the numeric keys. “2500” for Copiers with a copy speed of 25 copies per minute, “3500” for Copiers with a copy speed of 35 copies per minute or “4000” for Copiers with a copy speed of 40 copies per minute is set at the shipment.

The “Machine default” screen will appear.



NOTE

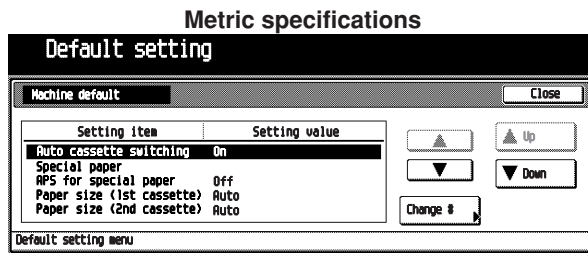
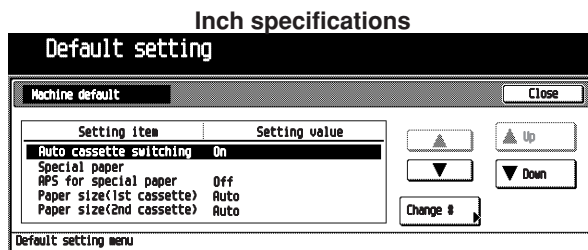
- The 4-digit management pin code can be changed. (See “Management code change” on page 6-21.)

- 5 Select the item and then perform the settings by following “(3) Changing the default settings”.

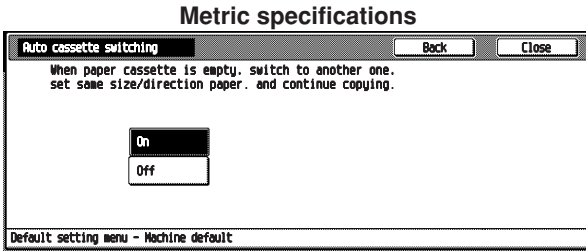
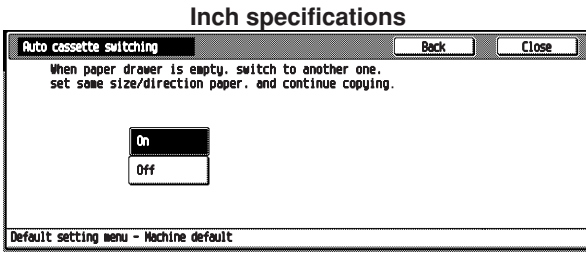
(3) Changing the default settings

- **Auto cassette switching ON/OFF**
Selects whether the Auto cassette switching function is used or not.

- 1 Display the “Machine default” screen. (See (2) Accessing the machine default setting mode.)



- 2 Select "Auto cassette switching" in the setting item list at the left-hand side of the screen, and then touch the [Change #] key.
The "Auto cassette switching" screen will appear.



- 3 To use the auto cassette switching function, touch the [On] key.

NOTE

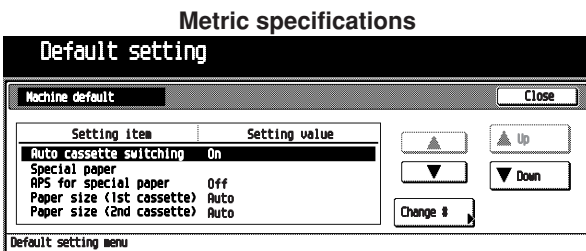
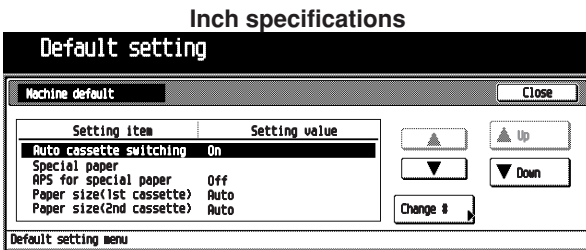
- To cancel the settings, touch [Back] key. The display will return to the "Machine default" screen.

- 4 Touch the [Close] key.
The display will return to the "Machine default" screen.
- 5 Touch the [Close] key.
The display will return to the "Default setting menu" screen.

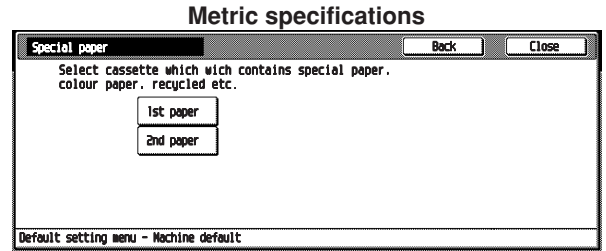
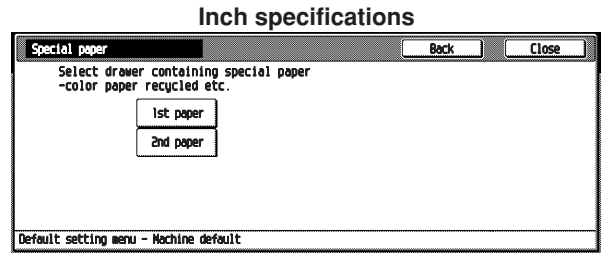
• Special paper

Selects the cassette for such special paper as colored paper or recycled paper. Multiple selection is available.

- 1 Display the "Machine default" screen. (See (2) Accessing the machine default setting mode.)



- 2 Select "Special paper" in the setting item list at the left-hand side of the screen, and then touch the [Change #] key.
The "Special paper" screen will appear.



- 3 Select the cassette for such special paper as colored paper or recycled paper.

NOTE

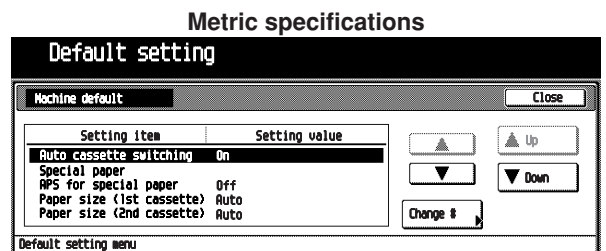
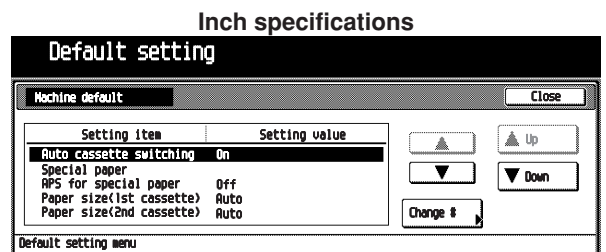
- To cancel the settings, touch [Back] key. The display will return to the "Machine default" screen.

- 4 Touch the [Close] key.
The display will return to the "Machine default" screen.
- 5 Touch the [Close] key.
The display will return to the "Default setting menu" screen.

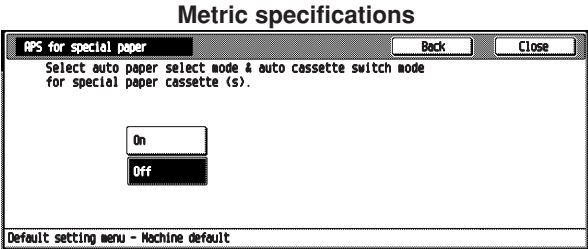
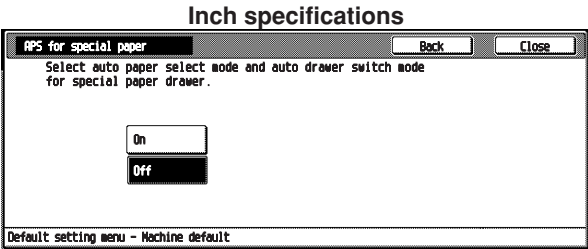
• APS for special paper

Selects whether paper in the cassette set in the "Special paper" is used or not in the auto paper selection mode or in the auto cassette switching mode.

- 1 Display the "Machine default" screen. (See (2) Accessing the machine default setting mode.)



- 2 Select "APS for special paper" in the setting item list at the left-hand side of the screen, and then touch the [Change #] key. The "APS for special paper" screen will appear.



- 3 To use the paper in the cassette set in the "Special paper", touch the [On] key.

NOTE

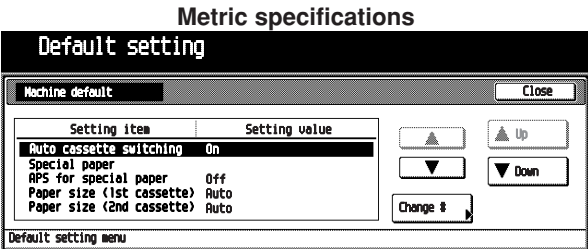
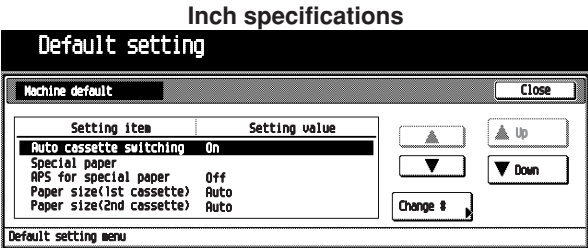
- To cancel the settings, touch [Back] key. The display will return to the "Machine default" screen.

- 4 Touch the [Close] key. The display will return to the "Machine default" screen.
- 5 Touch the [Close] key. The display will return to the "Default setting menu" screen.

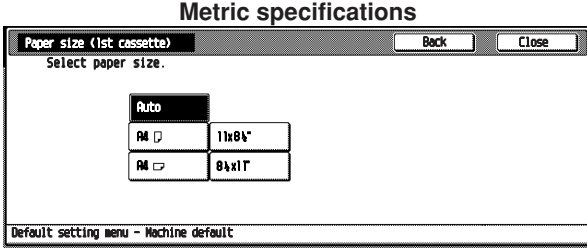
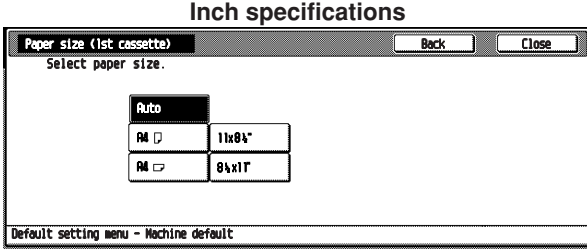
• Paper size (1st cassette)

Select what paper size will be displayed on the touch panel for 1st cassette.

- 1 Display the "Machine default" screen. (See (2) Accessing the machine default setting mode.)



- 2 Select "Paper size (1st cassette)" in the setting item list at the left-hand side of the screen, and then touch the [Change #] key. The "Paper size (1st cassette)" screen will appear.



- 3 Select the paper size as 1st cassette to be displayed on the touch panel. To use the auto selection mode, touch the [Auto] key.

NOTE

- To cancel the settings, touch [Back] key. The display will return to the "Machine default" screen.

- 4 Touch the [Close] key. The display will return to the "Machine default" screen.
- 5 Touch the [Close] key. The display will return to the "Default setting menu" screen.

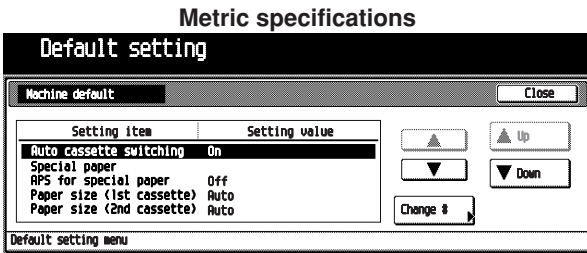
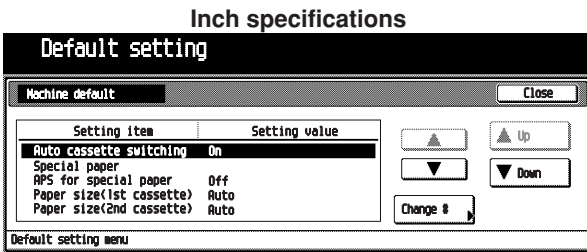
• Paper size (2nd cassette)

Select what paper size will be displayed on the touch panel for 2nd cassette. (See "Paper size (1st cassette)".)

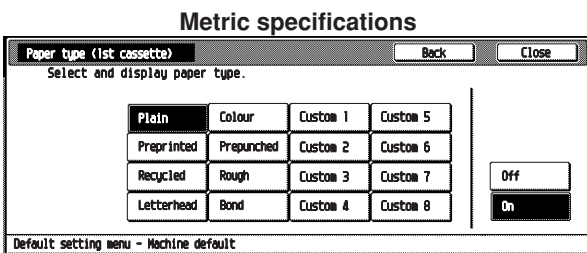
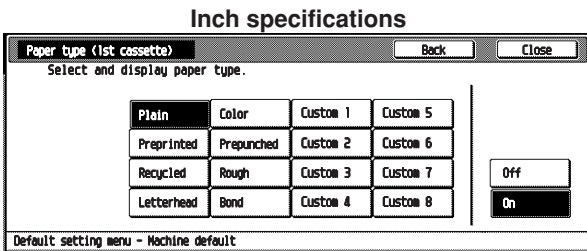
• Paper type (1st cassette)

Select the type (standard or special) of paper to be loaded in the 1st cassette.

- 1 Display the “Machine default” screen. (See (2) Accessing the machine default setting mode.)



- 2 Select “Paper type (1st cassette)” in the setting item list at the left-hand side of the screen, and then touch the [Change #] key. The “Paper type (1st cassette)” screen will appear.



- 3 Select the paper type as 1st cassette to be displayed on the touch panel, and then touch the [On] key.

NOTE

- To cancel the settings, touch [Back] key. The display will return to the “Machine default” screen.

- 4 Touch the [Close] key. The display will return to the “Machine default” screen.

- 5 Touch the [Close] key. The display will return to the “Default setting menu” screen.

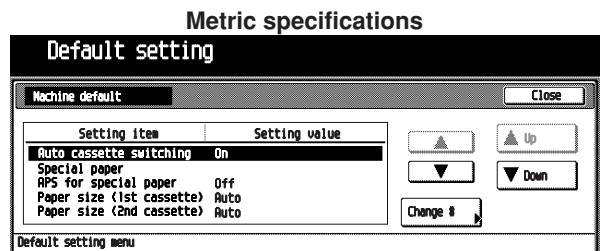
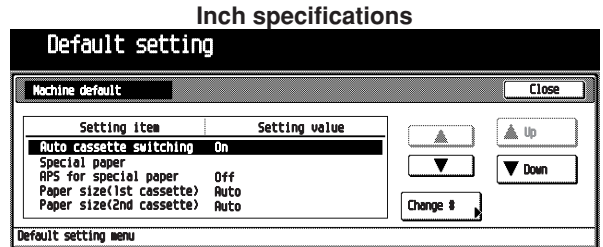
• Paper type (2nd cassette)

Select the type (standard or special) of paper to be loaded in the 2nd cassette. (See “Paper type (1st cassette)”.)

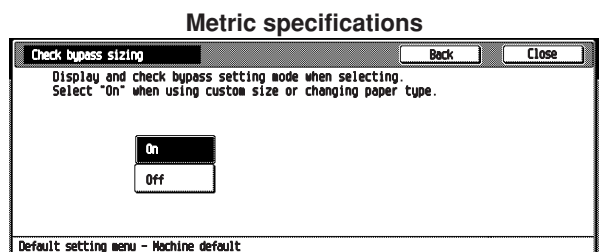
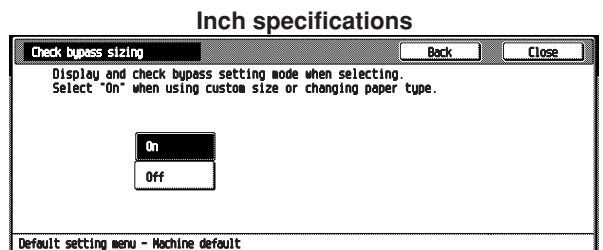
• Check bypass sizing

When copying with the multi-bypass, select whether or not you want to confirm the paper size key of the basic screen in regard to those cassettes that contain such special paper or recycled paper.

- 1 Display the “Machine default” screen. (See (2) Accessing the machine default setting mode.)



- 2 Select “Check bypass size express” in the setting item list at the left-hand side of the screen, and then touch the [Change #] key. The “Check bypass size express” screen will appear.



- 3 Touch the [On] key when using custom size or changing paper type.

NOTE

- To cancel the settings, touch [Back] key. The display will return to the “Machine default” screen.

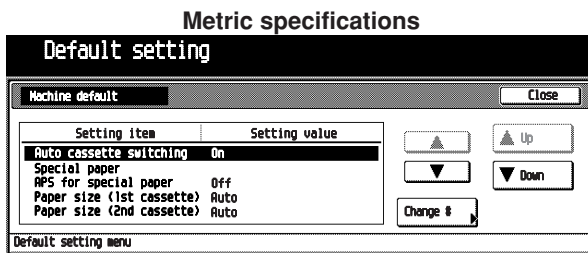
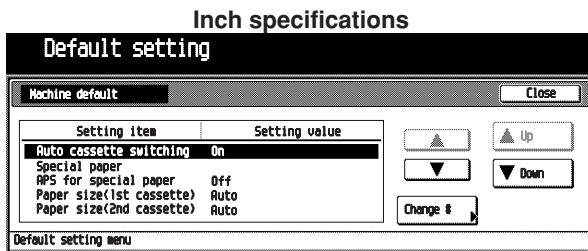
- 4 Touch the [Close] key. The display will return to the “Machine default” screen.

- 5 Touch the [Close] key. The display will return to the “Default setting menu” screen.

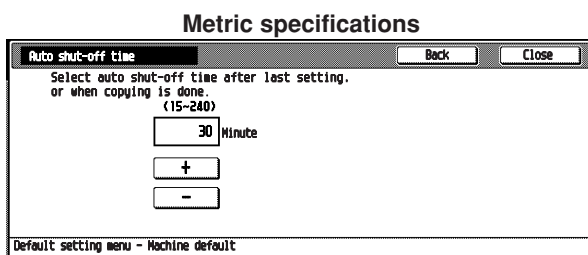
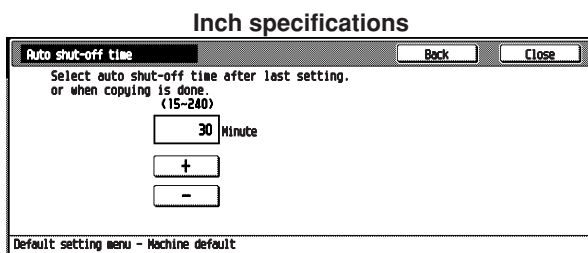
• **Auto shut-off time**

Select the length of time that you want to elapse - when the copier is not used -before the auto shut-off function automatically turns the power to the copier OFF.

- 1 Display the “Machine default” screen. (See (2) Accessing the machine default setting mode.)



- 2 Select “Auto shut-off time” in the setting item list at the left-hand side of the screen, and then touch the [Change #] key.
The “Auto shut-off time” screen will appear.



- 3 Touch the [+] key or [-] key to select auto shut-off time after done copying or last settings.

NOTE

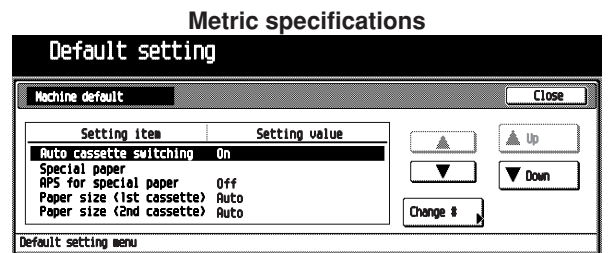
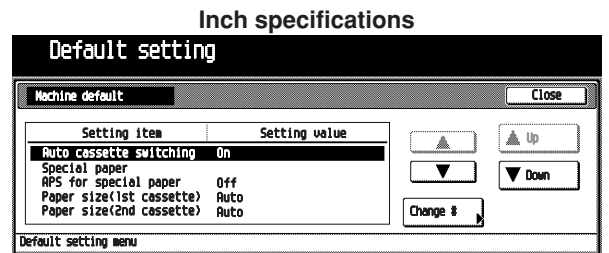
• To cancel the settings, touch [Back] key. The display will return to the “Machine default” screen.

- 4 Touch the [Close] key.
The display will return to the “Machine default” screen.
- 5 Touch the [Close] key.
The display will return to the “Default setting menu” screen.

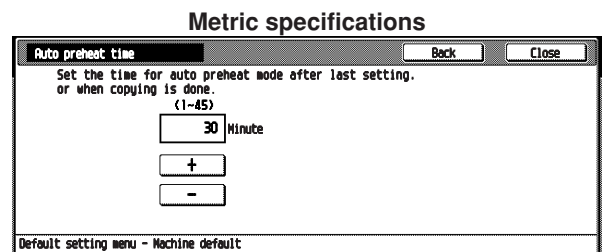
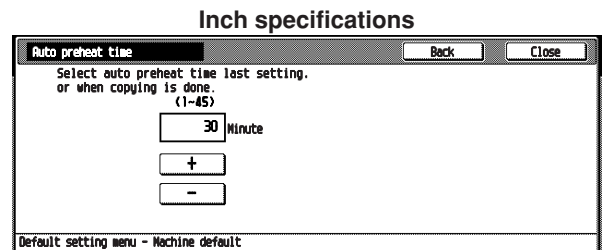
• **Auto preheat time**

Select the length of time that you want to elapse – after copying ends – before the energy-saving auto preheat function is engaged.

- 1 Display the “Machine default” screen. (See (2) Accessing the machine default setting mode.)



- 2 Select “Auto preheat time” in the setting item list at the left-hand side of the screen, and then touch the [Change #] key.
The “Auto preheat time” screen will appear.



- 3 Touch the [+] key or [-] key to select auto preheat time after done copying or last settings.

NOTE

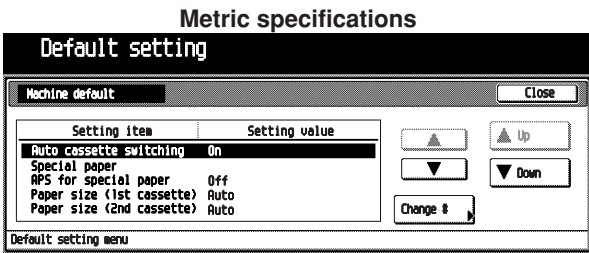
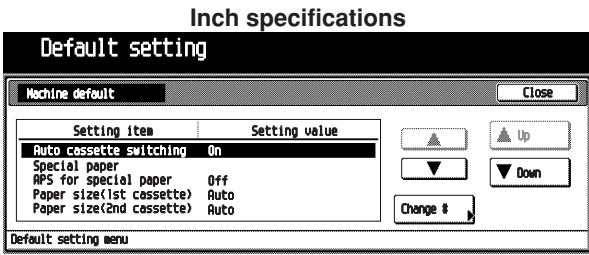
• To cancel the settings, touch [Back] key. The display will return to the “Machine default” screen.

- 4 Touch the [Close] key.
The display will return to the “Machine default” screen.
- 5 Touch the [Close] key.
The display will return to the “Default setting menu” screen.

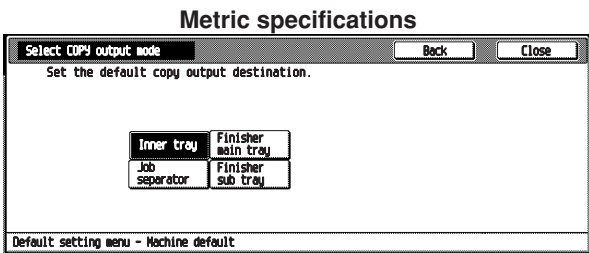
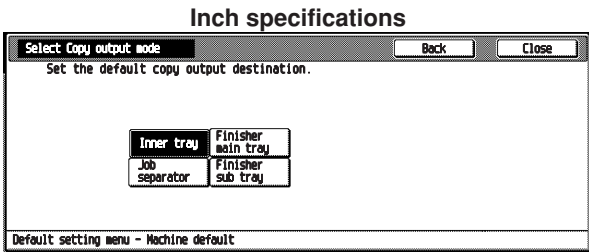
• **Select copy output mode (optional)**

Select whether to eject copied paper to copier or either the document finisher or job separator.

- 1 Display the “Machine default” screen. (See (2) Accessing the machine default setting mode.)



- 2 Select “Select Copy output mode” in the setting item list at the left-hand side of the screen, and then touch the [Change #] key. The “Select copy output mode” screen will appear.



- 3 Select which to eject copied paper: the inner tray, job separator, document finisher main tray or document finisher sub tray.

NOTE

- To cancel the settings, touch [Back] key. The display will return to the “Machine default” screen.

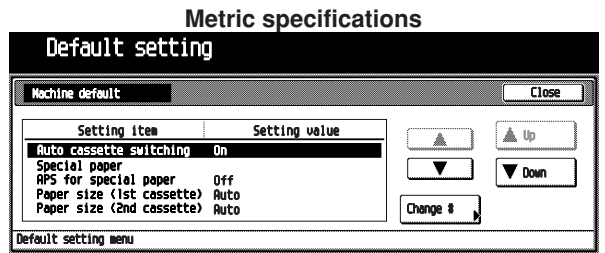
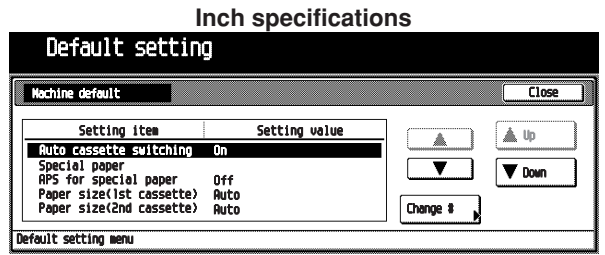
- 4 Touch the [Close] key. The display will return to the “Machine default” screen.

- 5 Touch the [Close] key. The display will return to the “Default setting menu” screen.

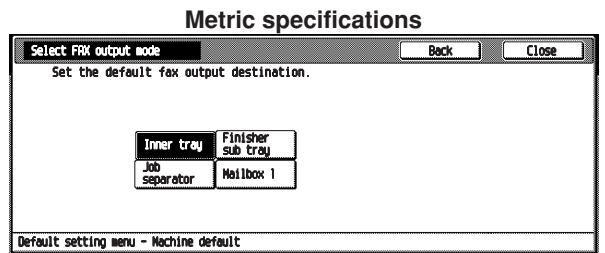
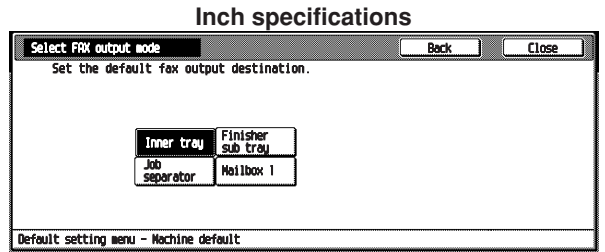
• **Select FAX output mode (optional)**

Select where to eject facsimile paper: the inner tray, job separator, document finisher or mailbox.

- 1 Display the “Machine default” screen. (See (2) Accessing the machine default setting mode.)



- 2 Select “Select FAX output mode” in the setting item list at the left-hand side of the screen, and then touch the [Change #] key. The “Select FAX output mode” screen will appear.



- 3 Select where to eject facsimile paper: the inner tray, job separator, document finisher or mailbox.

NOTE

- To cancel the settings, touch [Back] key. The display will return to the “Machine default” screen.

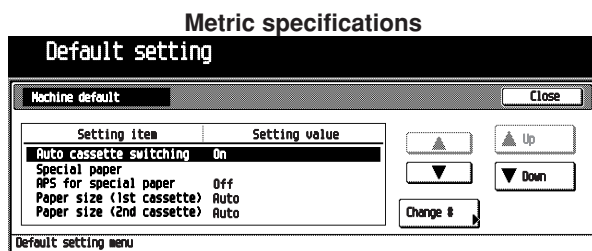
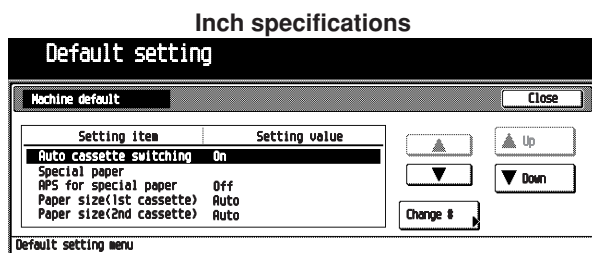
- 4 Touch the [Close] key. The display will return to the “Machine default” screen.

- 5 Touch the [Close] key. The display will return to the “Default setting menu” screen.

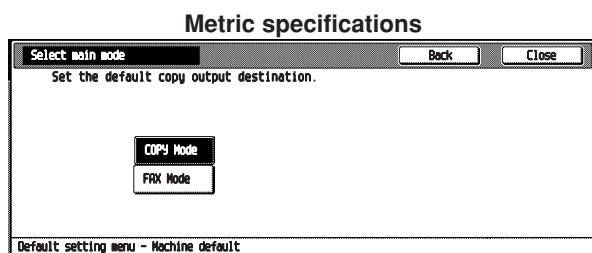
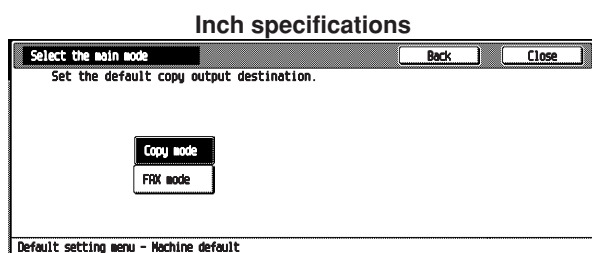
• **Select the main mode (optional)**

Select the screen displayed when the power is turned ON.

- 1 Display the “Machine default” screen. (See (2) Accessing the machine default setting mode.)



- 2 Select “Select the main mode” in the setting item list at the left-hand side of the screen, and then touch the [Change #] key. The “Select the main mode” screen will appear.



- 3 Select the screen displayed when the power is turned ON.

NOTE

• To cancel the settings, touch [Back] key. The display will return to the “Machine default” screen.

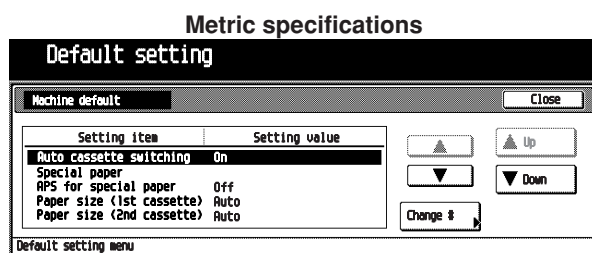
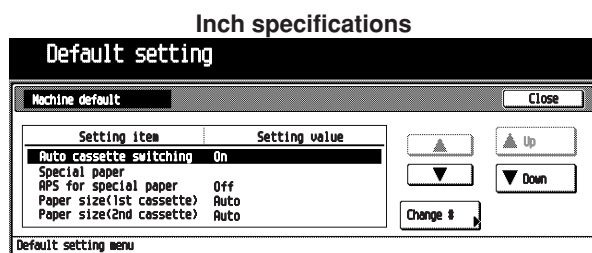
- 4 Touch the [Close] key. The display will return to the “Machine default” screen.

- 5 Touch the [Close] key. The display will return to the “Default setting menu” screen.

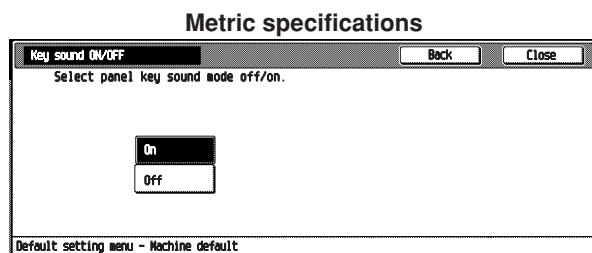
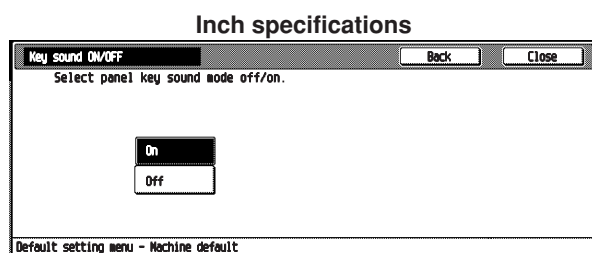
• **Key sound ON/OFF**

Select whether you want the “beep” that sounds when you touch the touch panel to be turned ON or OFF.

- 1 Display the “Machine default” screen. (See (2) Accessing the machine default setting mode.)



- 2 Select “Key sound” in the setting item list at the left-hand side of the screen, and then touch the [Change #] key. The “Key sound ON/OFF” screen will appear.



- 3 Select panel key sound mode ON or OFF.

NOTE

• To cancel the settings, touch [Back] key. The display will return to the “Machine default” screen.

- 4 Touch the [Close] key. The display will return to the “Machine default” screen.

- 5 Touch the [Close] key. The display will return to the “Default setting menu” screen.

• **Silent mode**

The copier can be switched to the silent mode, which stops the motor inside the copy machine immediately after copying has been finished.

When “On” is selected, the motor stops immediately after copying has been finished.

• **Date/Time (optional)**

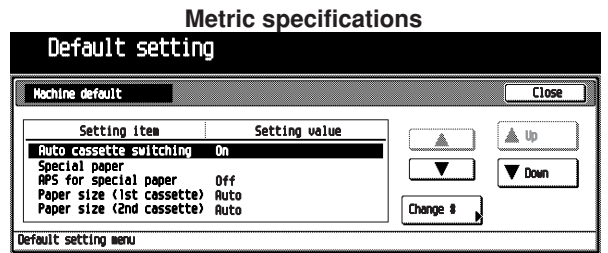
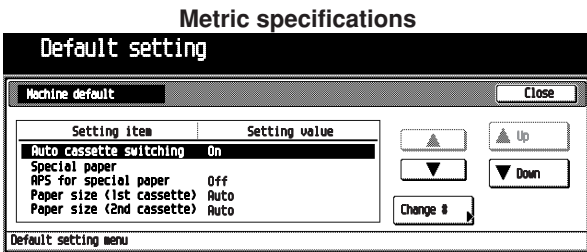
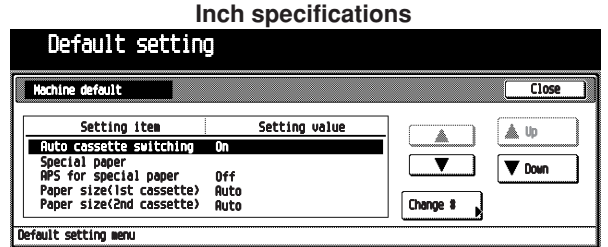
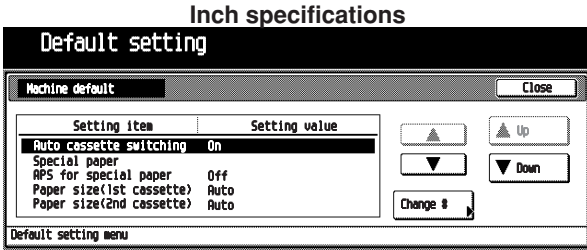
Set the date and time.

NOTE

• BE SURE to perform the “Time difference” setting prior to setting the day and time.

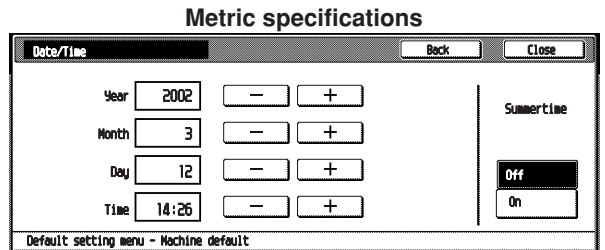
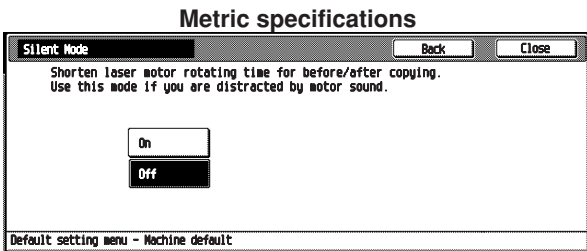
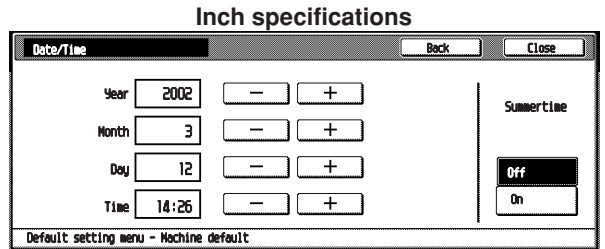
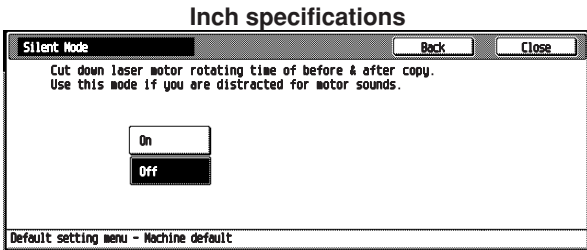
- 1 Display the “Machine default” screen. (See (2) Accessing the machine default setting mode.)

- 1 Display the “Machine default” screen. (See (2) Accessing the machine default setting mode.)



- 2 Select “Silent mode” in the setting item list at the left-hand side of the screen, and then touch the [Change #] key. The “Silent Mode” screen will appear.

- 2 Select “Date/Time” in the setting item list at the left-hand side of the screen, and then touch the [Change #] key. The “Date/Time” screen will appear.



- 3 To use the silent mode, touch the [On] key.

- 3 Touch the [+] or [-] key to set the items of “Year”, “Month”, “Date”, and “Time”. To set the summer time, touch the [On] key of “Summertime”.

NOTE

• To cancel the settings, touch [Back] key. The display will return to the “Machine default” screen.

NOTE

• To cancel the settings, touch [Back] key. The display will return to the “Machine default” screen.

- 4 Touch the [Close] key. The display will return to the “Machine default” screen.

- 4 Touch the [Close] key. The display will return to the “Machine default” screen.

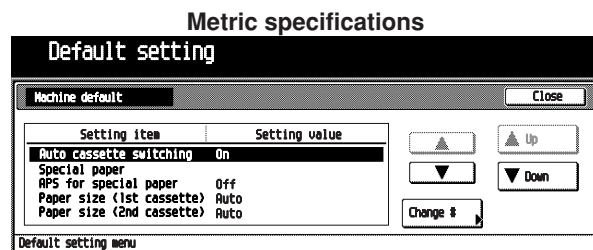
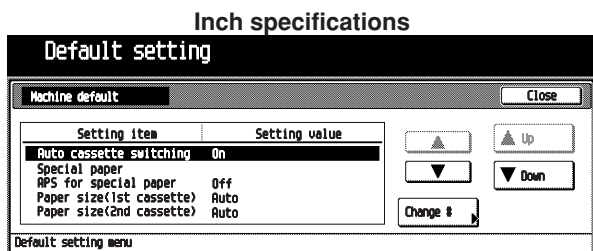
- 5 Touch the [Close] key. The display will return to the “Default setting menu” screen.

- 5 Touch the [Close] key. The display will return to the “Default setting menu” screen.

• Time difference (optional)

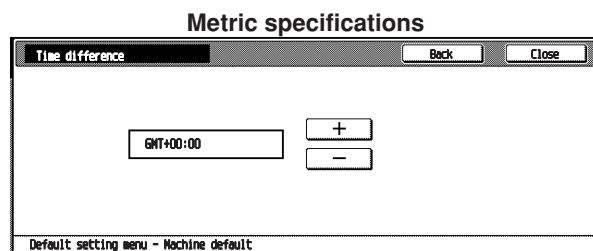
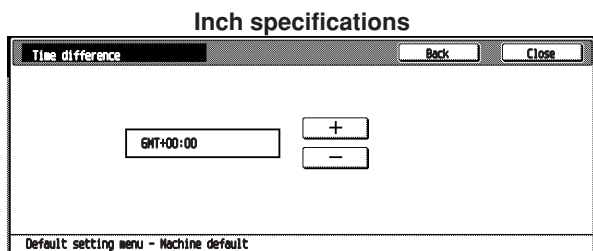
Set the time difference.

- 1 Display the “Machine default” screen. (See (2) Accessing the machine default setting mode.)



- 2 Select “Time difference” in the setting item list at the left-hand side of the screen, and then touch the [Change #] key.

The “Time difference” screen will appear.



- 3 Touch the [+] or [-] key to set the time difference.

NOTE

- To cancel the settings, touch [Back] key. The display will return to the “Machine default” screen.

- 4 Touch the [Close] key. The display will return to the “Machine default” screen.

- 5 Touch the [Close] key. The display will return to the “Default setting menu” screen.

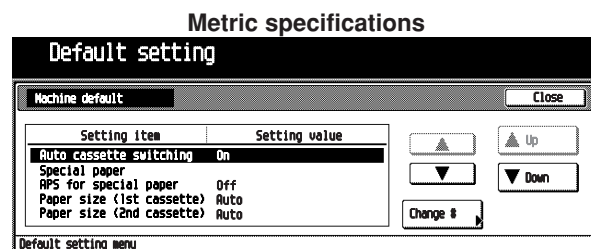
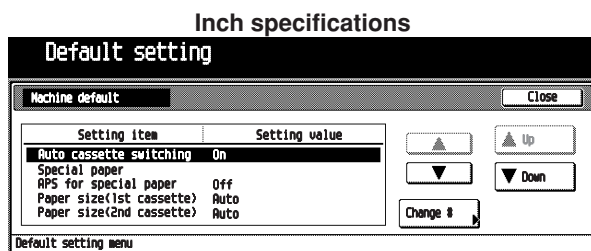
• Management code change

Change the pin code that gives you access to the various default settings and management.

IMPORTANT

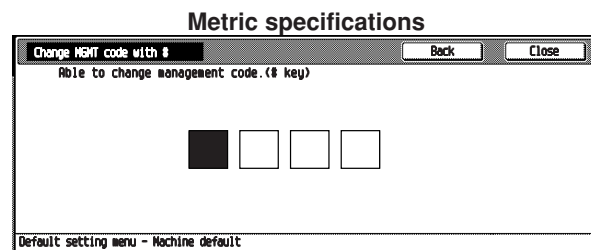
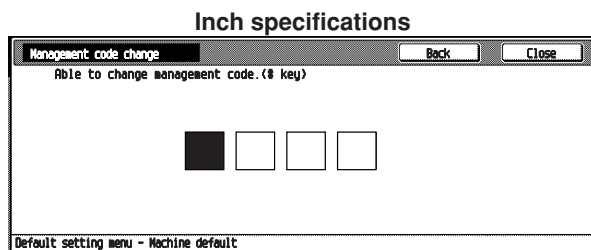
- If you do change the management pin code, however, be sure to keep a note of the new code. If you do happen to forget the pin code, consult your service representation.

- 1 Display the “Machine default” screen. (See (2) Accessing the machine default setting mode.)



- 2 Select “Management code change” in the setting item list at the left-hand side of the screen, and then touch the [Change #] key.

The “Management code change” screen will appear.



- 3 Enter the new management code by using the numeral keys.

NOTE

- To cancel the settings, touch [Back] key. The display will return to the “Machine default” screen.

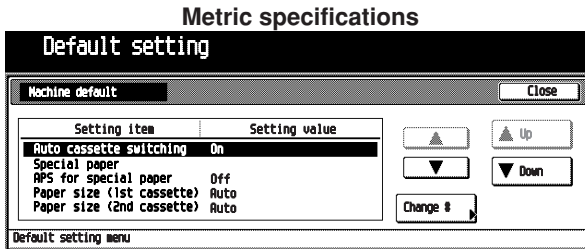
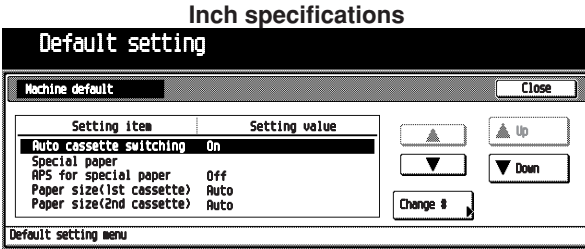
4 Touch the [Close] key.
The display will return to the “Machine default” screen.

5 Touch the [Close] key.
The display will return to the “Default setting menu” screen.

• **Auto shut-off ON/OFF**

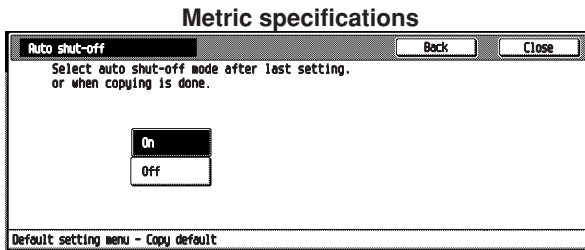
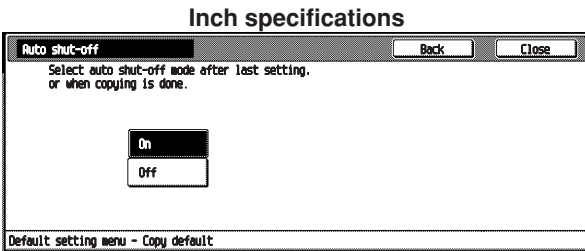
Select whether you want the auto shut-off time function to be turned ON or OFF.

1 Display the “Machine default” screen. (See (2) Accessing the machine default setting mode.)



2 Select “Auto shut-off” in the setting item list at the left-hand side of the screen, and then touch the [Change #] key.

The “Auto shut-off” screen will appear.



3 To use the Auto shut-off function, touch the [ON] key.

NOTE

• To cancel the settings, touch [Back] key. The display will return to the “Machine default” screen.

4 Touch the [Close] key.
The display will return to the “Machine default” screen.

5 Touch the [Close] key.
The display will return to the “Default setting menu” screen.

(4) Copy default settings

The following settings can be changed in the copy default setting mode. Set them as desired to gain full use of your copier.

Copy default settings	Content of copy default settings	Setting range	Default settings	Page
Exposure mode	Specifies which copy exposure mode you want to be automatically selected each time the copier is turned on, the auto exposure mode or the manual exposure mode.	Manual/Auto	Manual	6-25
Exposure steps	Selects how many exposure levels you want there to be in the manual exposure mode.	1step/0.5step	1step	6-26
Original type	Specify the copy quality mode that you want be automatically selected each time the copier is turned on.	Text + Photo/ Text / Photo	Text + Photo	6-26
ECO print	Specifies whether you want the toner economy mode to be automatically selected or not each time the copier is turned on. It is also possible to disable selection of the toner economy mode. When ECO print is turned ON, a copy density level becomes low, but the toner consumption will be reduced.	OFF/ON	OFF	6-27
Background exp. adj.	Adjusts the ground color of the copied paper.	-2 to +2	0	6-27
Paper selection	Specifies whether you want paper of the same size as the originals to be automatically selected each time originals are set, or whether you want to manually select the paper size.	APS/Default cassette	APS	6-28
Default cassette	Sets the most frequently used cassette to be automatically selected before any other cassette. *The multi-bypass tray cannot be selected as the default cassette.	1st paper to 4th paper	1st paper	6-28
Default magnification	Specifies which mode you want to be automatically selected for enlargement/reduction(zoom)copying: the fixed-size zoom mode or the standard zoom mode.	Manual/AMS	Manual	6-29
Auto exposure adjustment	Adjusts the overall exposure level for the auto exposure mode.	-3 to +3	0	6-29
Auto exposure adjustment (OCR)	Adjusts the overall exposure level for scanning with the OCR in the optional scanner mode.	-3 to +3	0	6-30
Manual exposure adjustment (Mixed)	Adjusts the overall exposure level for the manual exposure mode The exposure level can be set separately for each copy quality mode: "Text + Photo".	-3 to +3	0	6-30
Manual exposure adjustment (Text)	Adjusts the overall exposure level for the manual exposure mode. The exposure level can be set for copy quality mode: "Text".	-3 to +3	0	6-31
Manual exposure adjustment (Photo)	Adjusts the overall exposure level for the manual exposure mode. The exposure level can be set for copy quality mode: "Photo".	-3 to +3	0	6-31

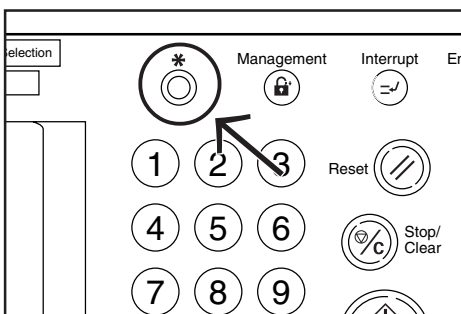
CHAPTER 6 COPIER MANAGEMENT

Copy default settings	Content of copy default settings	Setting range	Default settings	Page
Default margin width	Sets the initial value of the margin width for the left margin in the margin copy mode.	0" to 3/4" 0 mm to 18 mm	1/4" left-side 0" upper-side 6 mm left-side 0 mm upper-side	6-32
Default erase width	Sets the initial value of the erasing border width for the sheet erase or the outer erasing border for the book erase in the border erase mode.	0" to 3/4" 0 mm to 18 mm	1/4" 6 mm	6-32
Preset limit	Limits the number of copies that can be made at a time.	1 to 999	999	6-33
Display register key	Sets whether or not to display the Register key in the copy operation screen. The settings can be done by touching the Register key in each screen.	ON/OFF	ON	6-33
Customize (Main function)	Selects the layout of the main functions in the "Basic" screen.	<ul style="list-style-type: none"> • Reduce/Enlarge • Exposure Mode • 1/2 sided • Sort/Finish • Original quality • Original size 	<ol style="list-style-type: none"> 1. Exposure Mode 2. Reduce/Enlarge 3. Sort/Finish 4. 1/2 sided 5. Original size 6. Original quality 	6-34
Customize (Add function)	Selects the layout of the functions except the main functions in the copy operating screens.	Other functions than main functions	<ol style="list-style-type: none"> 7. Margin 8. Erase 9. Combine 10. None 11. None 12. None 	6-34

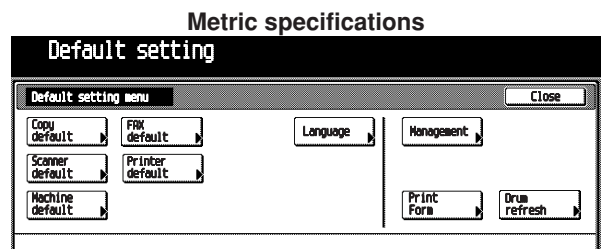
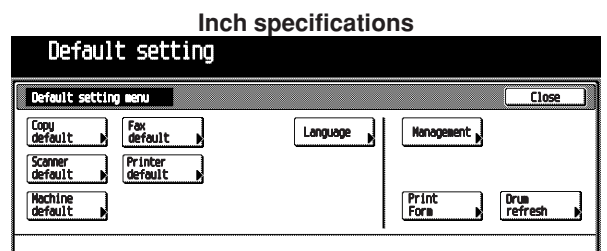
(5) Accessing the copy default setting mode

Display the "Copy default" screen.

- 1 Press the [*] (Default setting) key on the control panel.

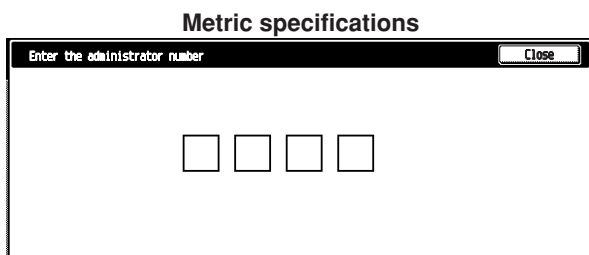
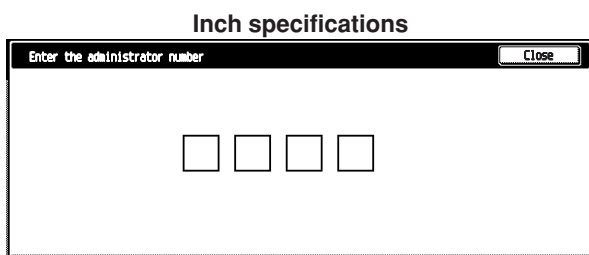


- 2 The "Default setting menu" screen will appear.



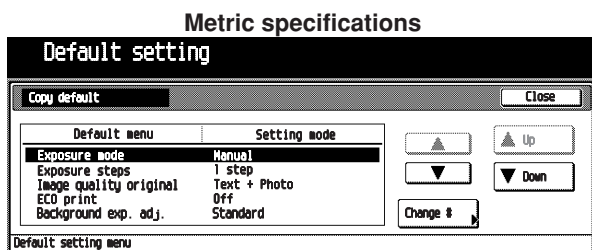
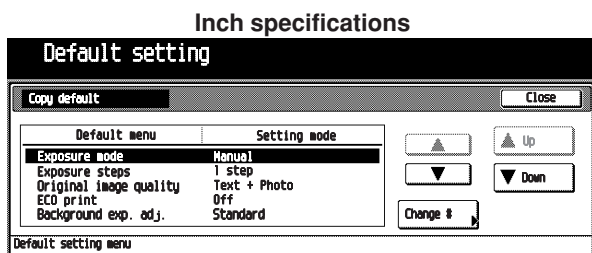
- 3 Touch the [Copy default] key in the “Default setting menu” screen.

The “Enter the administrator number” screen will appear.



- 4 Enter the 4-digit management pin code “0000” with the numeric keys. “2500” for Copiers with a copy speed of 25 copies per minute, “3500” for Copiers with a copy speed of 35 copies per minute or “4000” for Copiers with a copy speed of 40 copies per minute is set at the shipment.

The “Copy default” screen will appear.



NOTE

- The 4-digit management pin code can be changed. (See “Management code change” on page 6-21.)

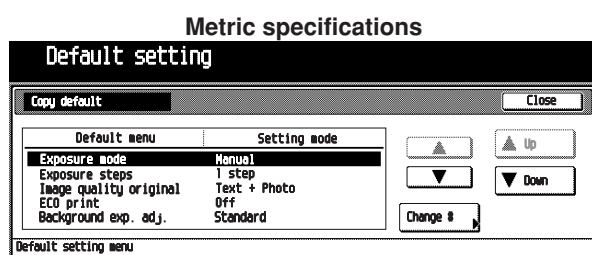
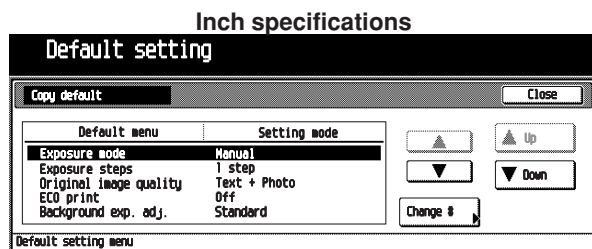
- 5 Select the item and then perform the settings by following “(3) Changing the default settings”.

(6) Changing the copy default settings

• **Exposure mode**

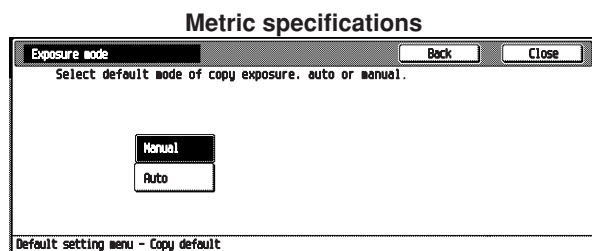
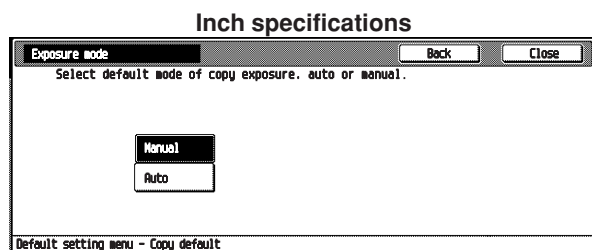
Specify which copy exposure mode you want to be automatically selected each time the copier is turned on, the auto exposure mode or the manual exposure mode.

- 1 Display the “Copy default” screen. (See (5) Accessing the copy default setting mode.)



- 2 Select “Exposure mode” in the setting item list at the left-hand side of the screen, and then touch the [Change #] key.

The “Exposure mode” screen will appear.



- 3 Select default mode of copy exposure, auto or manual.

NOTE

- To cancel the settings, touch [Back] key. The display will return to the “Copy default” screen.

- 4 Touch the [Close] key. The display will return to the “Copy default” screen.

- 5 Touch the [Close] key. The display will return to the “Default setting menu” screen.

• **Exposure steps**

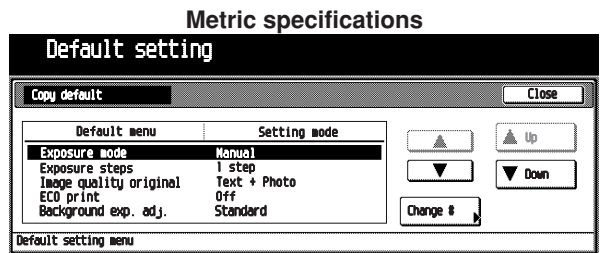
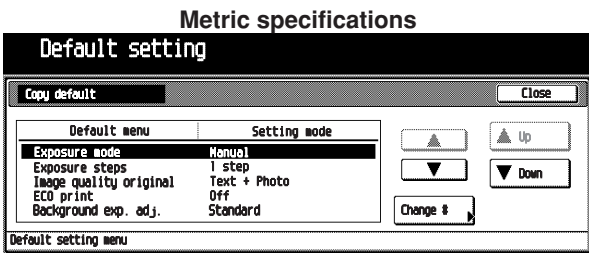
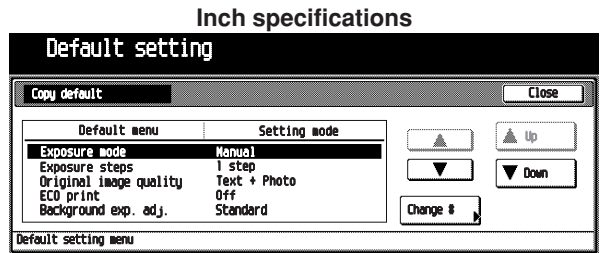
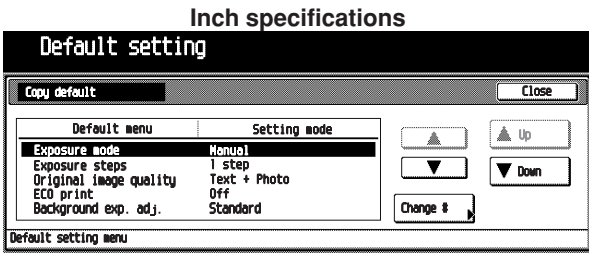
Selects how many exposure levels you want there to be in the manual exposure mode.

• **Original type**

Specify the copy quality mode that you want be automatically selected each time the copier is turned on.

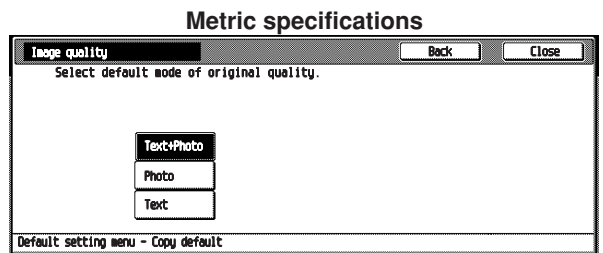
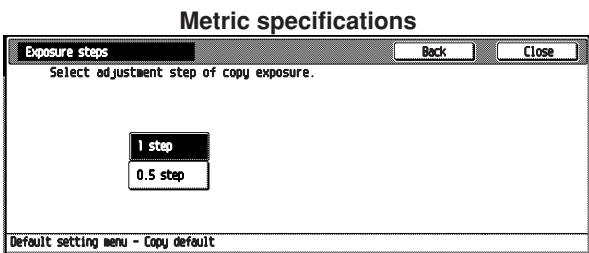
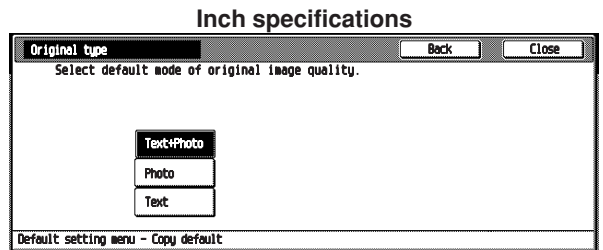
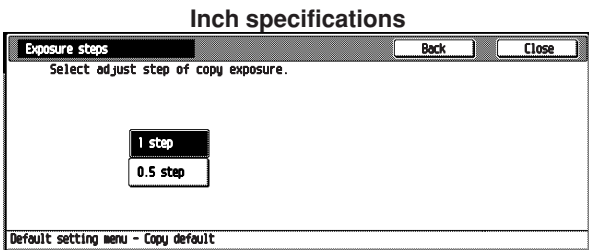
- 1 Display the “Copy default” screen. (See (5) Accessing the copy default setting mode.)

- 1 Display the “Copy default” screen. (See (5) Accessing the copy default setting mode.)



- 2 Select “Exposure steps” in the setting item list at the left-hand side of the screen, and then touch the [Change #] key. The “Exposure steps” screen will appear.

- 2 Select “Original image quality” in the setting item list at the left-hand side of the screen, and then touch the [Change #] key. The “Original type” screen will appear.



- 3 Select adjust step for copy exposure, 1 step or 0.5 step.

- 3 Select default mode of original image quality, “Text”, “Photo” or “Text + Photo”.

NOTE

• To cancel the settings, touch [Back] key. The display will return to the “Copy default” screen.

NOTE

• To cancel the settings, touch [Back] key. The display will return to the “Copy default” screen.

- 4 Touch the [Close] key. The display will return to the “Copy default” screen.

- 4 Touch the [Close] key. The display will return to the “Copy default” screen.

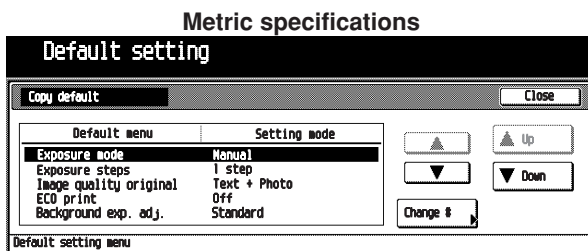
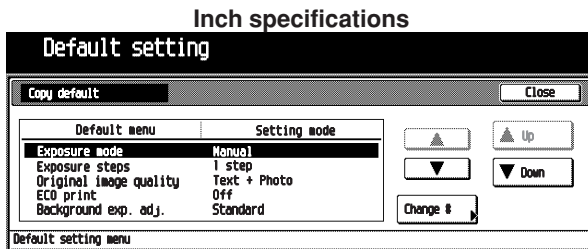
- 5 Touch the [Close] key. The display will return to the “Default setting menu” screen.

- 5 Touch the [Close] key. The display will return to the “Default setting menu” screen.

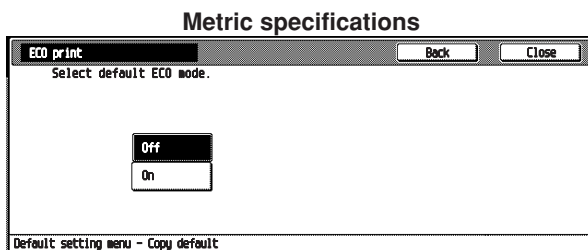
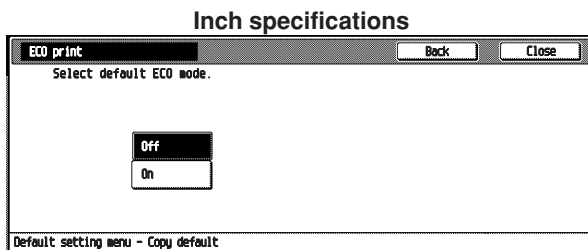
• **ECO print**

Specify whether you want the toner economy mode to be automatically selected or not each time the copier is turned on. It is also possible to disable selection of the toner economy mode.

- 1 Display the “Copy default” screen. (See (5) Accessing the copy default setting mode.)



- 2 Select “ECO print” in the setting item list at the left-hand side of the screen, and then touch the [Change #] key. The “ECO print” screen will appear.



- 3 To use the ECO print function, touch the [ON] key.

NOTE

• To cancel the settings, touch [Back] key. The display will return to the “Copy default” screen.

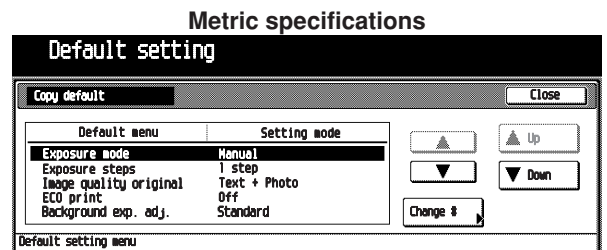
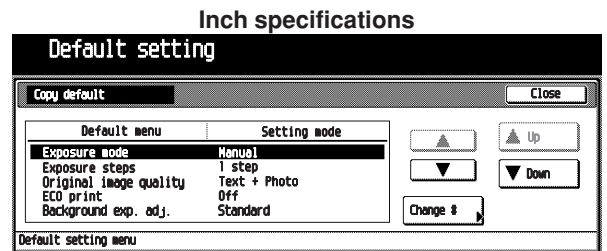
- 4 Touch the [Close] key. The display will return to the “Copy default” screen.

- 5 Touch the [Close] key. The display will return to the “Default setting menu” screen.

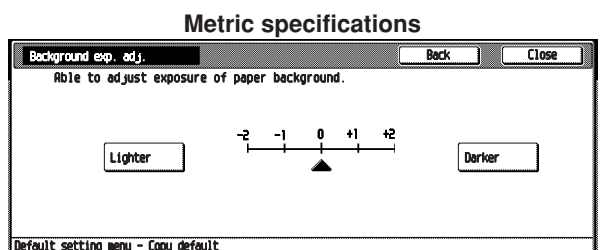
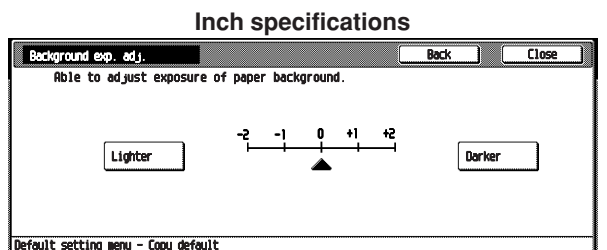
• **Background exp. adj.**

Adjust the ground color of the copied paper.

- 1 Display the “Copy default” screen. (See (5) Accessing the copy default setting mode.)



- 2 Select “Background exp. adj.” in the setting item list at the left-hand side of the screen, and then touch the [Change #] key. The “Background exp. adj.” screen will appear.



- 3 Touch the [Lighter] key or [Darker] key to adjust density.

NOTE

• To cancel the settings, touch [Back] key. The display will return to the “Copy default” screen.

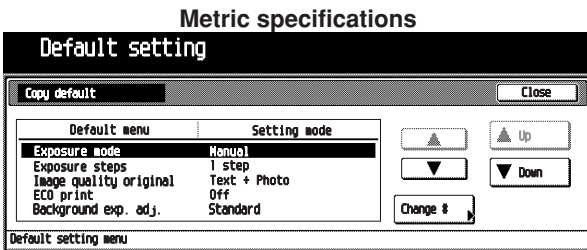
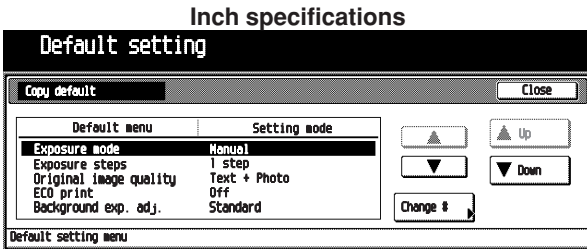
- 4 Touch the [Close] key. The display will return to the “Copy default” screen.

- 5 Touch the [Close] key. The display will return to the “Default setting menu” screen.

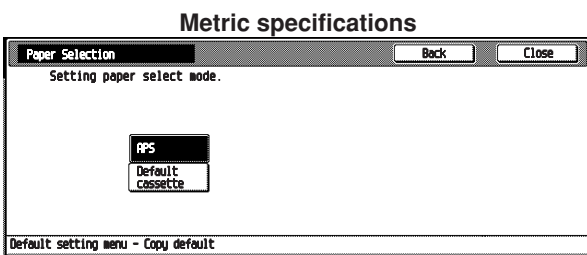
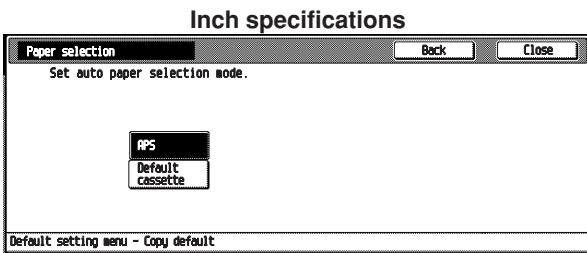
• Paper selection

Specify whether you want paper of the same size as the originals to be automatically selected each time originals are set, or whether you want to manually select the paper size.

- 1 Display the “Copy default” screen. (See (5) Accessing the copy default setting mode.)



- 2 Select “Paper selection” in the setting item list at the left-hand side of the screen, and then touch the [Change #] key. The “Paper selection” screen will appear.



- 3 To use the auto paper selection mode, touch the [APS] key. To select the paper size manually, touch the [Default cassette] key.

NOTE

• To cancel the settings, touch [Back] key. The display will return to the “Copy default” screen.

- 4 Touch the [Close] key. The display will return to the “Copy default” screen.

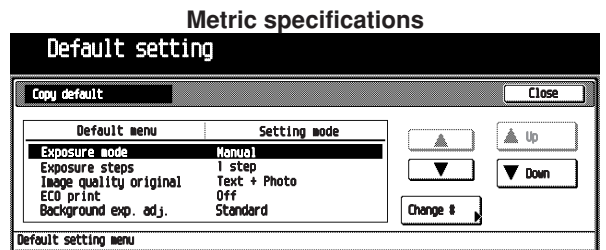
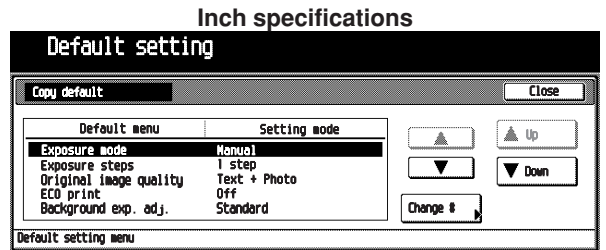
- 5 Touch the [Close] key. The display will return to the “Default setting menu” screen.

• Default cassette

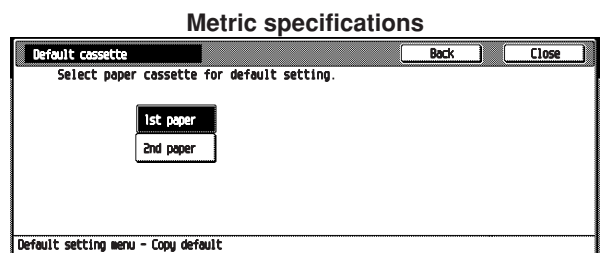
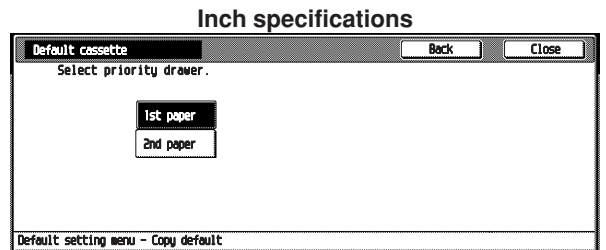
Set the most frequently used cassette to be automatically selected before any other cassette.

*The stack bypass tray cannot be selected as the default cassette.

- 1 Display the “Copy default” screen. (See (5) Accessing the copy default setting mode.)



- 2 Select “Default cassette” in the setting item list at the left-hand side of the screen, and then touch the [Change #] key. The “Default cassette” screen will appear.



- 3 Select the 1st to 4th paper for cassette using priority.

NOTE

• To cancel the settings, touch [Back] key. The display will return to the “Copy default” screen.

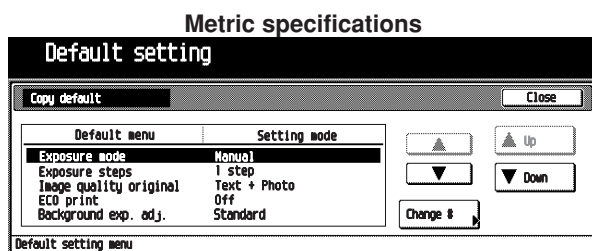
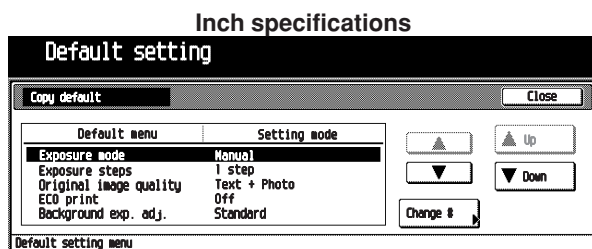
- 4 Touch the [Close] key. The display will return to the “Copy default” screen.

- 5 Touch the [Close] key. The display will return to the “Default setting menu” screen.

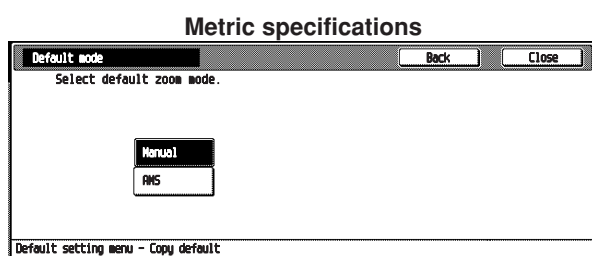
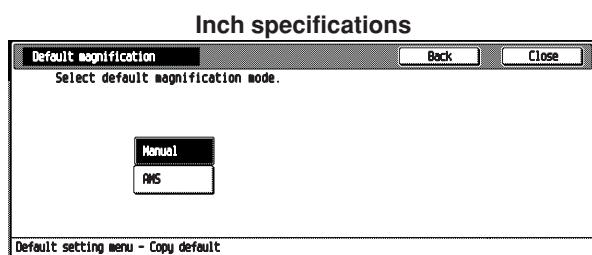
• **Default magnification**

Specify which mode you want to be automatically selected for enlargement/reduction (zoom) copying: the fixed-size zoom mode or the standard zoom mode.

- 1 Display the “Copy default” screen. (See (5) Accessing the copy default setting mode.)



- 2 Select “Default magnification” in the setting item list at the left-hand side of the screen, and then touch the [Change #] key. The “Default magnification” screen will appear.



- 3 Select default magnification mode, Manual or AMS.

NOTE

• To cancel the settings, touch [Back] key. The display will return to the “Copy default” screen.

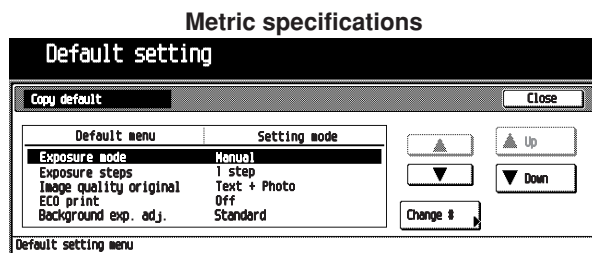
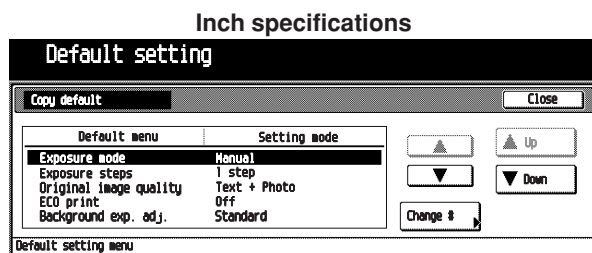
- 4 Touch the [Close] key. The display will return to the “Copy default” screen.

- 5 Touch the [Close] key. The display will return to the “Default setting menu” screen.

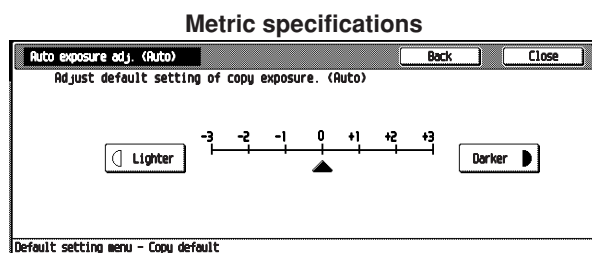
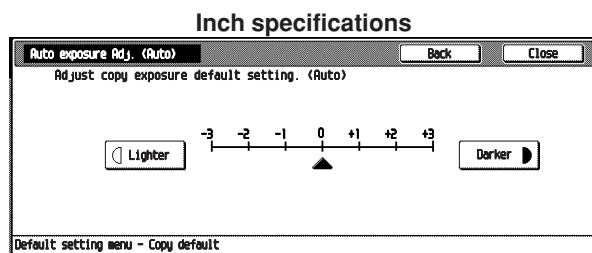
• **Auto exposure adjustment**

Adjust the overall exposure level for the auto exposure mode.

- 1 Display the “Copy default” screen. (See (5) Accessing the copy default setting mode.)



- 2 Select “Auto exposure adjustment” in the setting item list at the left-hand side of the screen, and then touch the [Change #] key. The “Auto exposure adjustment” screen will appear.



- 3 Touch the [Lighter] or [Darker] key to adjust default setting of copy exposure.

NOTE

• To cancel the settings, touch [Back] key. The display will return to the “Copy default” screen.

- 4 Touch the [Close] key. The display will return to the “Copy default” screen.

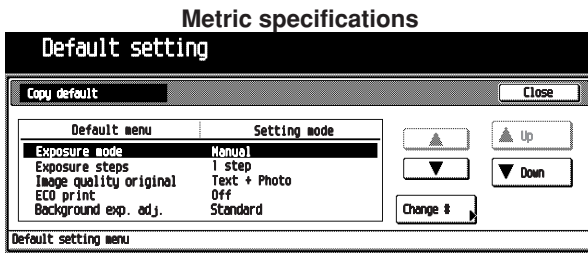
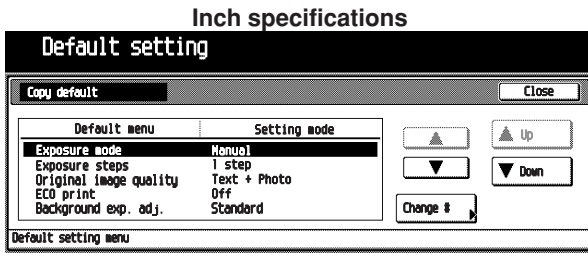
- 5 Touch the [Close] key. The display will return to the “Default setting menu” screen.

CHAPTER 6 COPIER MANAGEMENT

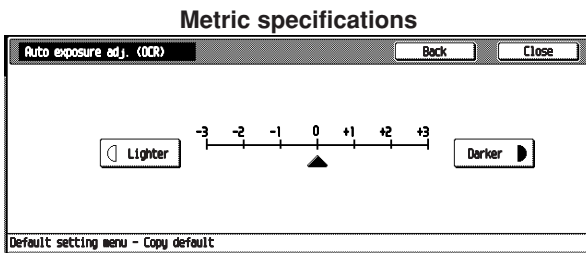
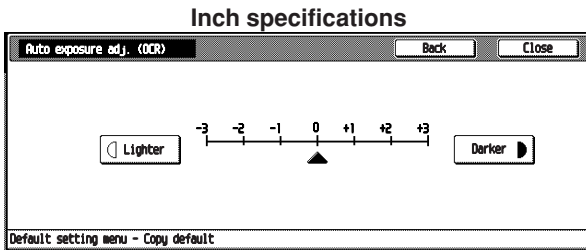
• Auto exposure adjustment (OCR) (optional)

Adjust the overall exposure level for scanning with the OCR in the optional scanner mode.

- 1 Display the “Copy default” screen. (See (5) Accessing the copy default setting mode.)



- 2 Select “Auto exposure adj. (OCR)” in the setting item list at the left-hand side of the screen, and then touch the [Change #] key. The “Auto exposure adj. (OCR)” screen will appear.



- 3 Touch the [Lighter] or [Darker] key to adjust the exposure level.

NOTE

- To cancel the settings, touch [Back] key. The display will return to the “Copy default” screen.

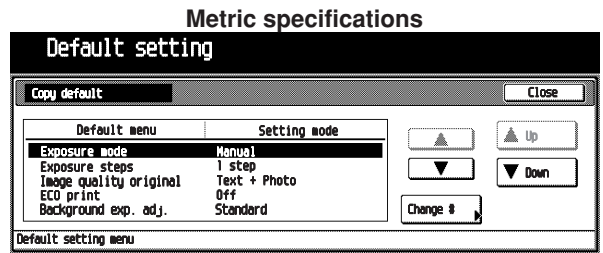
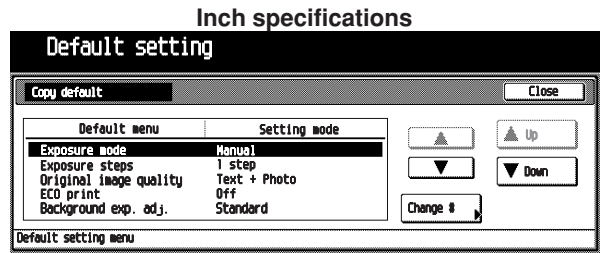
- 4 Touch the [Close] key. The display will return to the “Copy default” screen.

- 5 Touch the [Close] key. The display will return to the “Default setting menu” screen.

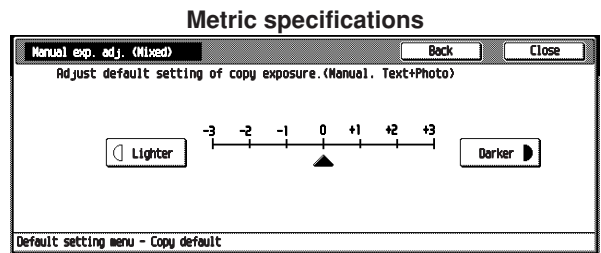
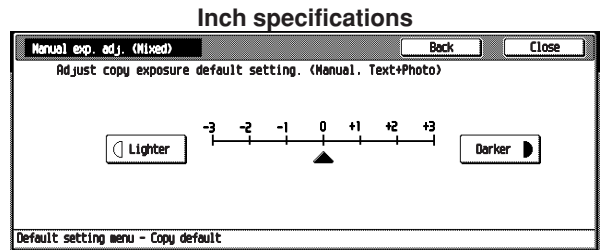
• Manual exposure adjustment (Mixed)

Adjust the overall exposure level for the “Text + Photo” manual exposure mode.

- 1 Display the “Copy default” screen. (See (5) Accessing the copy default setting mode.)



- 2 Select “Manual exp. adj.(Mixed)” in the setting item list at the left-hand side of the screen, and then touch the [Change #] key. The “Manual exp. adj. (Mixed)” screen will appear.



- 3 Touch the [Lighter] key or [Darker] key to adjust default setting of copy exposure.

NOTE

- To cancel the settings, touch [Back] key. The display will return to the “Copy default” screen.

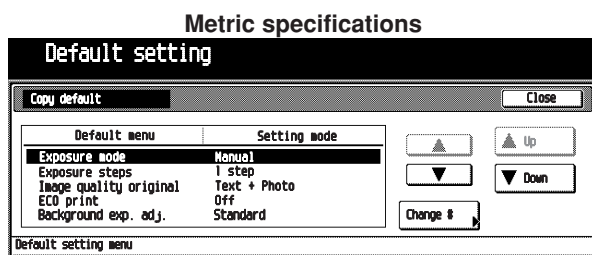
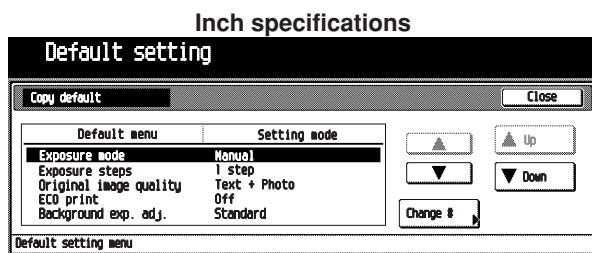
- 4 Touch the [Close] key. The display will return to the “Copy default” screen.

- 5 Touch the [Close] key. The display will return to the “Default setting menu” screen.

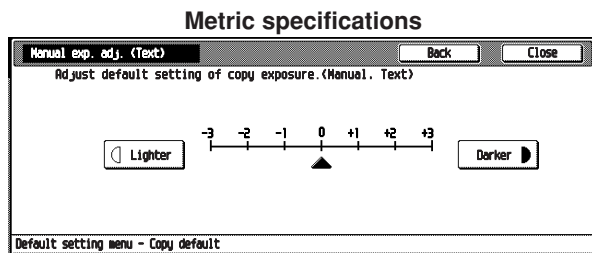
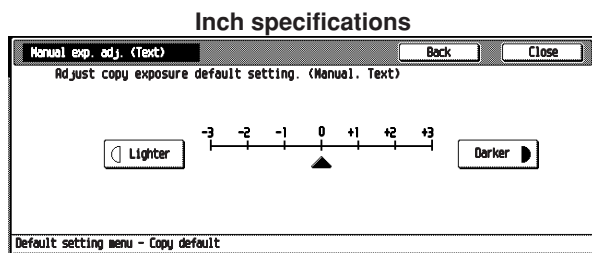
• **Manual exposure adjustment (Text)**

Adjust the overall exposure level for the “Text” manual exposure mode.

- 1 Display the “Copy default” screen. (See (5) Accessing the copy default setting mode.)



- 2 Select “Manual exp. adj. (Text)” in the setting item list at the left-hand side of the screen, and then touch the [Change #] key. The “Manual exp. adj. (Text)” screen will appear.



- 3 Touch the [Lighter] key or [Darker] key to adjust default setting of copy exposure.

NOTE

• To cancel the settings, touch [Back] key. The display will return to the “Copy default” screen.

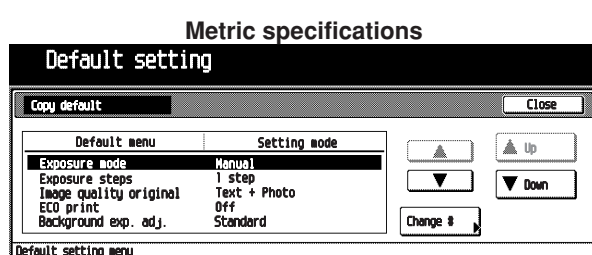
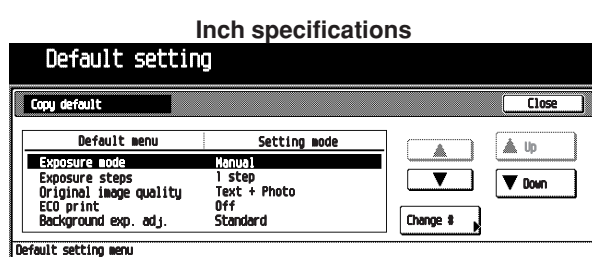
- 4 Touch the [Close] key. The display will return to the “Copy default” screen.

- 5 Touch the [Close] key. The display will return to the “Default setting menu” screen.

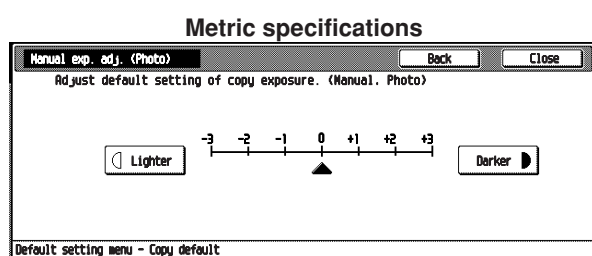
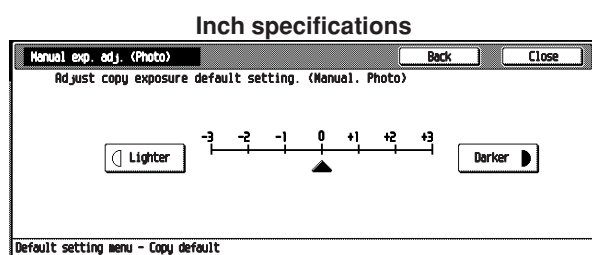
• **Manual exposure adjustment (Photo)**

Adjust the overall exposure level for the “Photo” manual exposure mode.

- 1 Display the “Copy default” screen. (See (5) Accessing the copy default setting mode.)



- 2 Select “Manual exposure adjustment (Photo)” in the setting item list at the left-hand side of the screen, and then touch the [Change #] key. The “Manual exposure adjustment (Photo)” screen will appear.



- 3 Touch the [Lighter] or [Darker] key to adjust default setting of copy exposure.

NOTE

• To cancel the settings, touch [Back] key. The display will return to the “Copy default” screen.

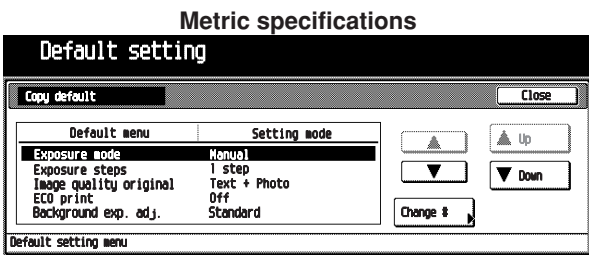
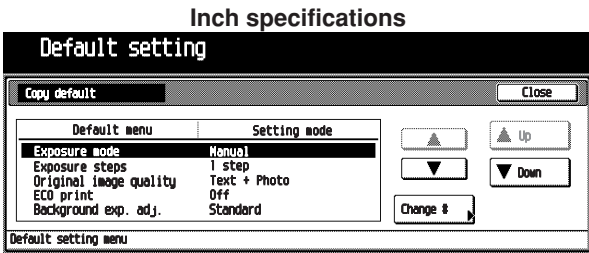
- 4 Touch the [Close] key. The display will return to the “Copy default” screen.

- 5 Touch the [Close] key. The display will return to the “Default setting menu” screen.

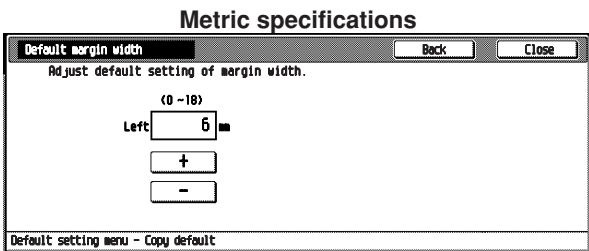
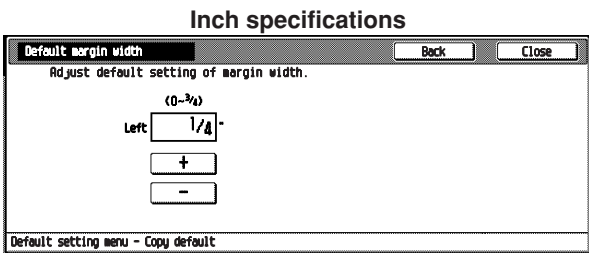
• **Default margin width**

Set the initial value of the margin width for the left margin in the margin copy mode.

- 1 Display the “Copy default” screen. (See (5) Accessing the copy default setting mode.)



- 2 Select “Default margin width” in the setting item list at the left-hand side of the screen, and then touch the [Change #] key. The “Default margin width” screen will appear.



- 3 Touch the [+] key or [-] key to adjust left margin width.

NOTE

• To cancel the settings, touch [Back] key. The display will return to the “Copy default” screen.

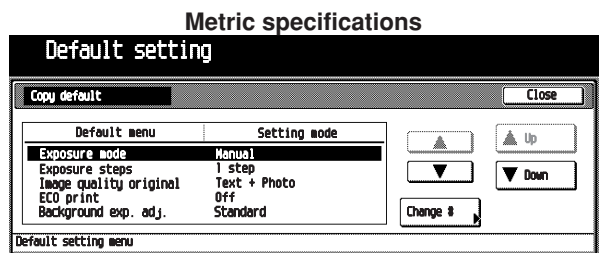
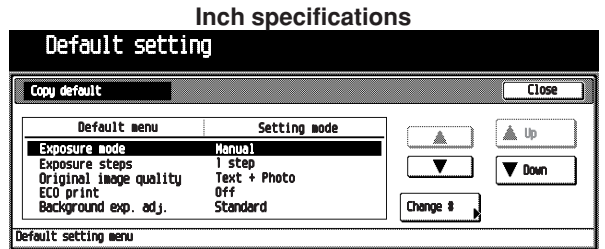
- 4 Touch the [Close] key. The display will return to the “Copy default” screen.

- 5 Touch the [Close] key. The display will return to the “Default setting menu” screen.

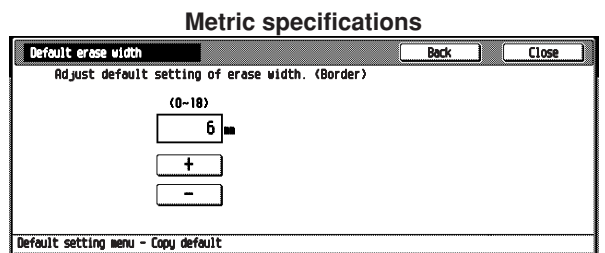
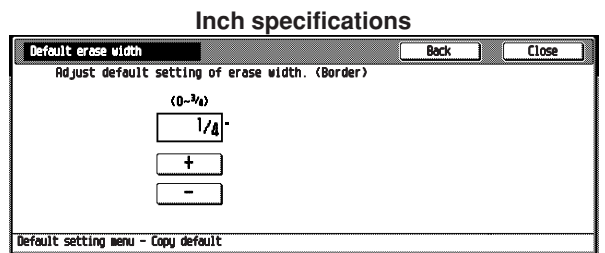
• **Default erase width**

Set the initial value of the erasing border width for the sheet erase or the outer erasing border for the book erase in the border erase mode.

- 1 Display the “Copy default” screen. (See (5) Accessing the copy default setting mode.)



- 2 Select “Default erase width” in the setting item list at the left-hand side of the screen, and then touch the [Change #] key. The “Default erase width” screen will appear.



- 3 Touch the [+] key or [-] key to adjust erase width.

NOTE

• To cancel the settings, touch [Back] key. The display will return to the “Copy default” screen.

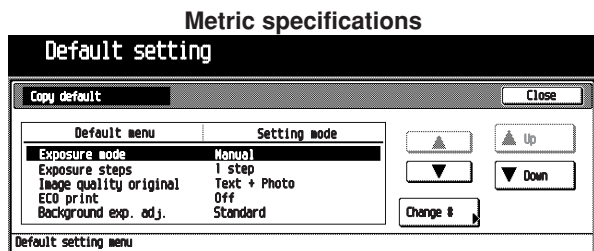
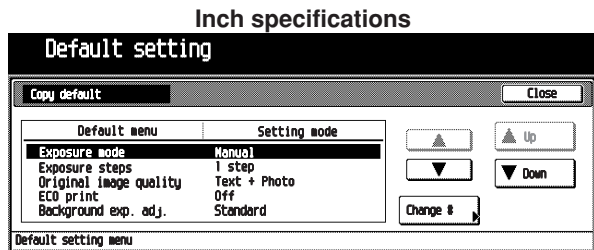
- 4 Touch the [Close] key. The display will return to the “Copy default” screen.

- 5 Touch the [Close] key. The display will return to the “Default setting menu” screen.

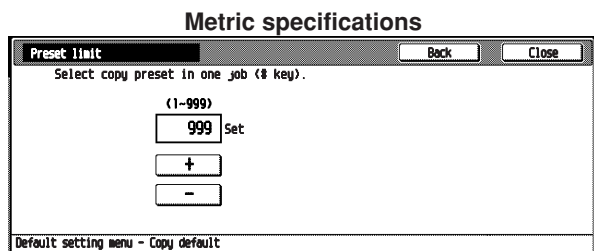
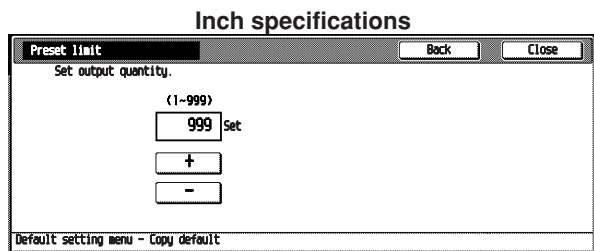
• Preset limit

Limit the number of copies that can be made at a time.

- 1 Display the “Copy default” screen. (See (5) Accessing the copy default setting mode.)



- 2 Select “Preset limit” in the setting item list at the left-hand side of the screen, and then touch the [Change #] key. The “Preset limit” screen will appear.



- 3 Touch the [+/-] key or [-] key to select copy preset in one job.

NOTE

- To cancel the settings, touch [Back] key. The display will return to the “Copy default” screen.

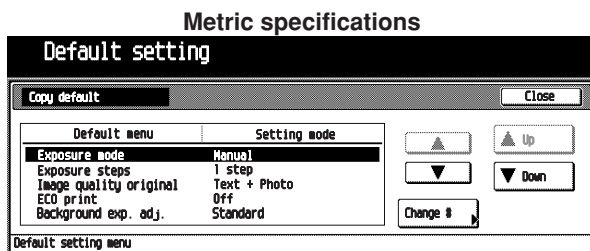
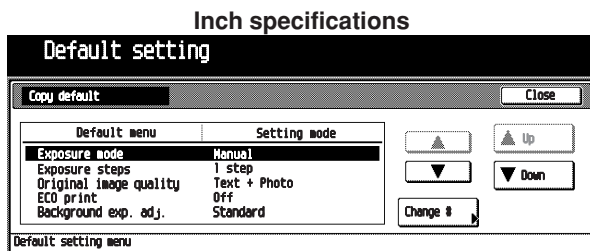
- 4 Touch the [Close] key. The display will return to the “Copy default” screen.

- 5 Touch the [Close] key. The display will return to the “Default setting menu” screen.

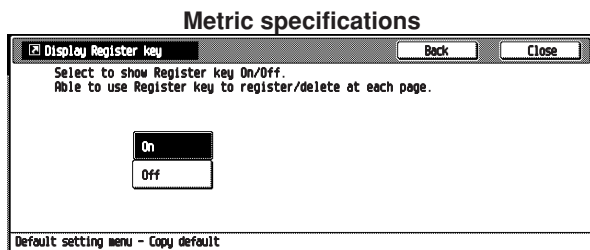
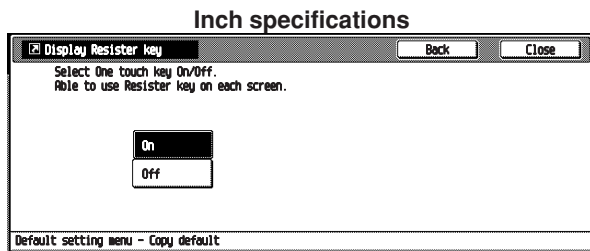
• Display register key

Sets whether or not to display the Register key in the copy operation screen. The settings can be done by touching the Register key in each screen.

- 1 Display the “Copy default” screen. (See (5) Accessing the copy default setting mode.)



- 2 Select “Display register key” in the setting item list at the left-hand side of the screen, and then touch the [Change #] key. The “Display Register key” screen will appear.



- 3 To display the [Register] key, touch the [On] key.

NOTE

- To cancel the settings, touch [Back] key. The display will return to the “Copy default” screen.

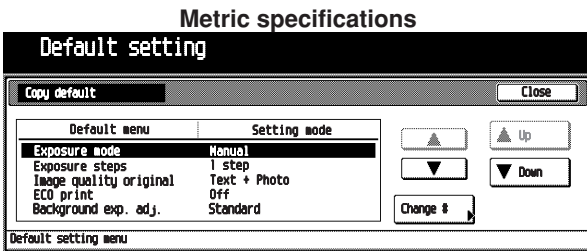
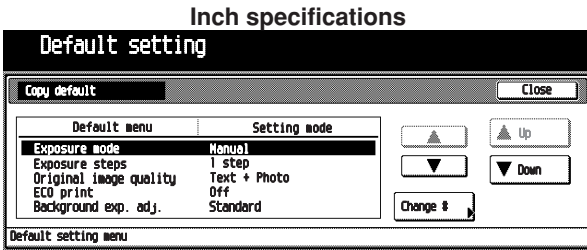
- 4 Touch the [Close] key. The display will return to the “Copy default” screen.

- 5 Touch the [Close] key. The display will return to the “Default setting menu” screen.

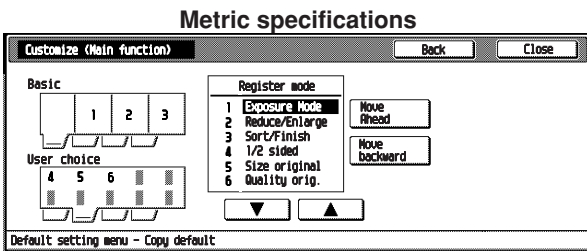
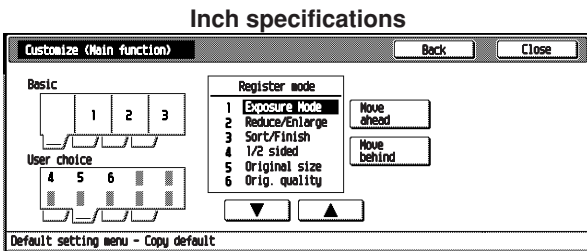
• **Customize (Main function)**

Select the layout of the main functions in the Base screen.

- 1 Display the “Copy default” screen. (See (5) Accessing the copy default setting mode.)



- 2 Select “Customize (Main function)” in the setting item list at the left-hand side of the screen, and then touch the [Change #] key. The “Customize (Main function)” screen will appear.



- 3 Use the arrow keys to select an item, and then touch [Move ahead] or [Move to behind] to move the entry item in the “Resisted mode” box.

NOTE

- To cancel the settings, touch [Back] key. The display will return to the “Copy default” screen.

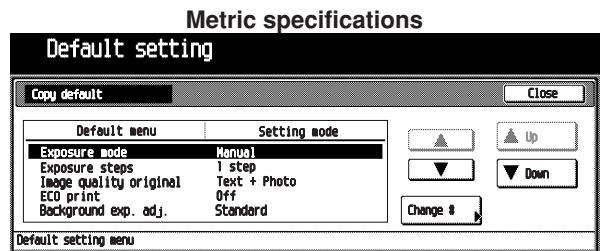
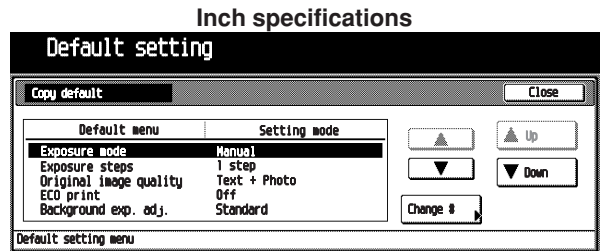
- 4 Touch the [Close] key. The display will return to the “Copy default” screen.

- 5 Touch the [Close] key. The display will return to the “Default setting menu” screen.

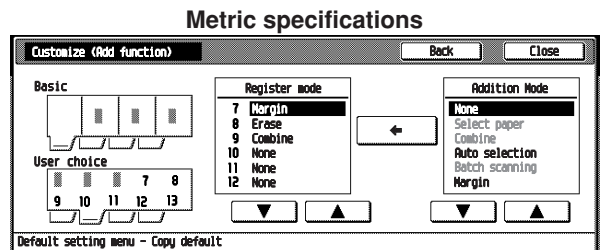
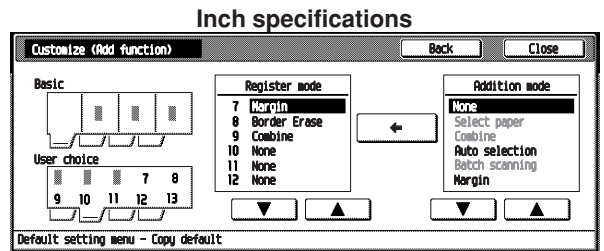
• **Customize (Add function)**

Select the layout of the functions except the main functions in the copy operating screens.

- 1 Display the “Copy default” screen. (See (5) Accessing the copy default setting mode.)



- 2 Select “Customize (Add function)” in the setting item list at the left-hand side of the screen, and then touch the [Change #] key. The “Customize (Add function)” screen will appear.



- 3 Use the arrow keys in the “Addition Mode” box, to select an item, and then touch [←] key to move the entry item from the “Addition mode” box to the appropriate number low in the “Resisted mode” box.

NOTE

- To cancel the settings, touch [Back] key. The display will return to the “Copy default” screen.

- 4 Touch the [Close] key. The display will return to the “Copy default” screen.

- 5 Touch the [Close] key. The display will return to the “Default setting menu” screen.

3. Print Form

Output the counter report by following the steps as shown.

Report Contents

<Copy Report>

Outputs the list of the default values selected in the Copy Default Setting.

<Machine Report>

Outputs the list of the default values selected in the Machine Default Setting.

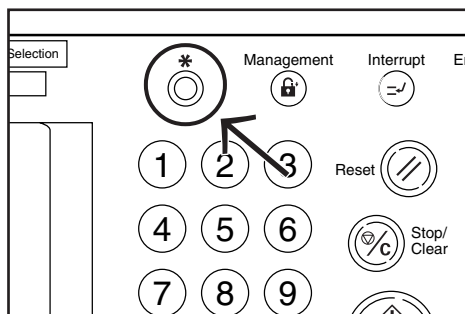
<Counter Report>

Outputs the average copy density (black ratio (%)) for each print size of the copy, printer or FAX function.

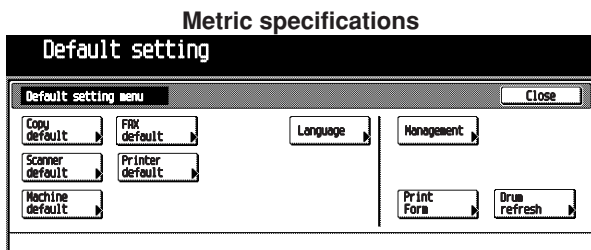
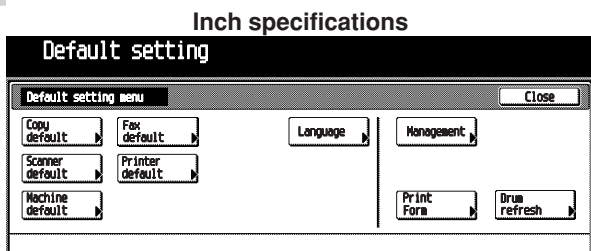
NOTE

- Make sure 11" X 8 1/2" or A4 size paper is set in the drawer. If not, set it. When the wrong paper is set, the paper selection screen will appear before the start of copy.

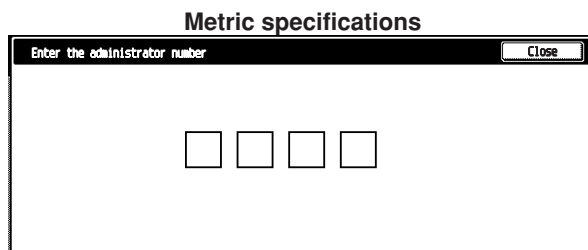
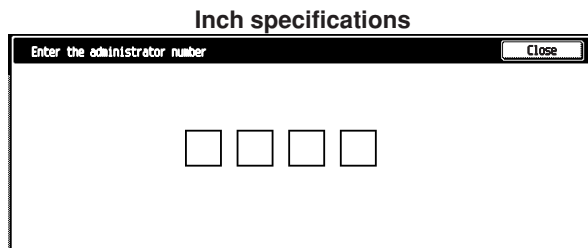
1 Press the [*] (Default setting) key on the control panel.



2 The "Default setting menu" screen will appear.

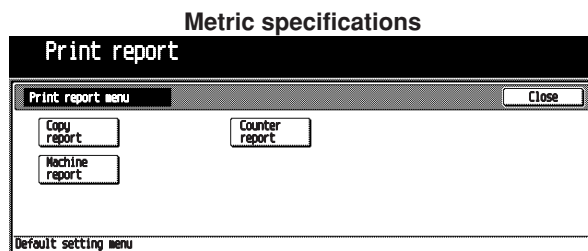
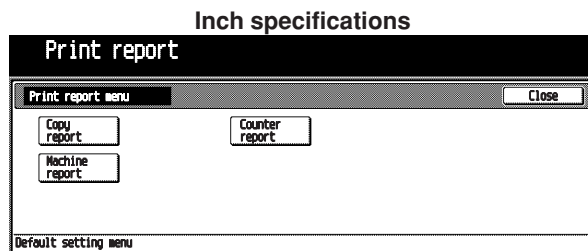


3 Touch the [Print form] key. The "Enter the administrator number" screen will appear.



4 Enter the 4-digit management pin code "0000" with the numeric keys. "2500" for Copiers with a copy speed of 25 copies per minute, "3500" for Copiers with a copy speed of 35 copies per minute or "4000" for Copiers with a copy speed of 40 copies per minute is set at the shipment.

The "Print report menu" screen will appear.

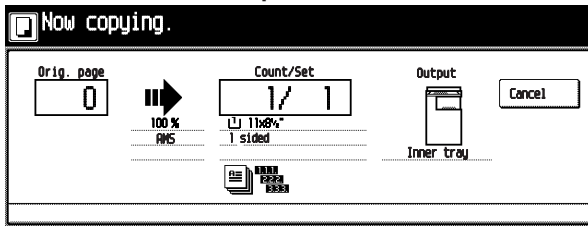


NOTE

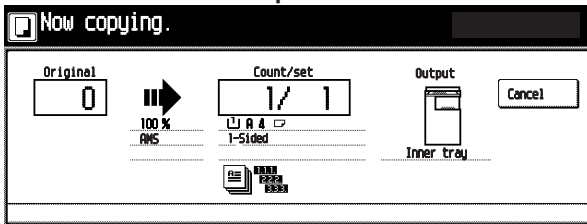
- The 4-digit management pin code can be changed. (See "Management code change" on page 6-21.)

- 5 Touch any of the report type keys.
The message “Now Copying.” will appear, and then the report will be output.

Inch specifications



Metric specifications



NOTE

- To cancel the report output, touch the [Cancel] key.

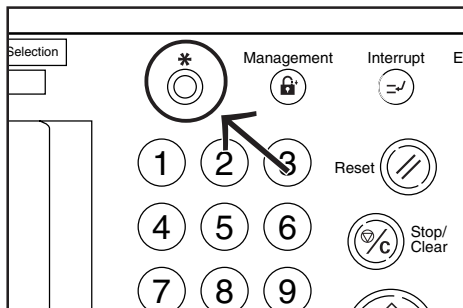
When the report is complete, the display will return to the “Print report menu” screen.

- 6 Touch the [Close] key.
The display will return to the “Default setting” screen.

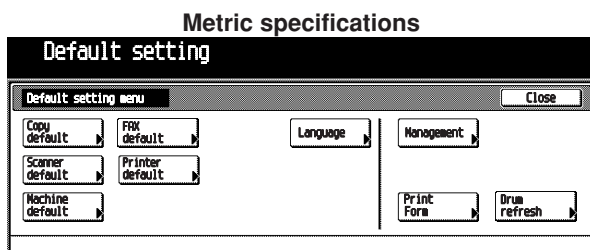
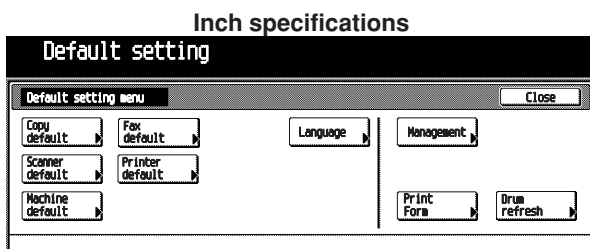
4. Selection of language

Select the language to be used in the message display, from English, French, Spanish or Japanese. (For Metric specifications, English, German, French, Italian or Spanish)

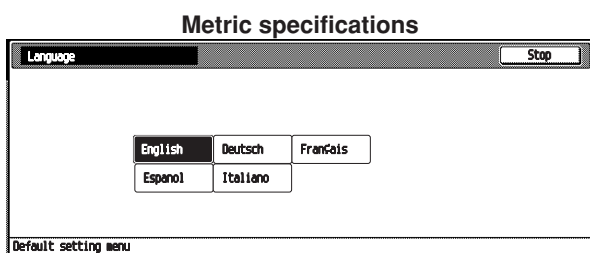
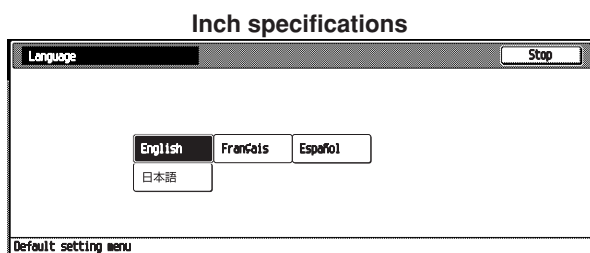
- 1 Press the [*] (Default setting) key on the control panel.



- 2 The “Default setting menu” screen will appear.

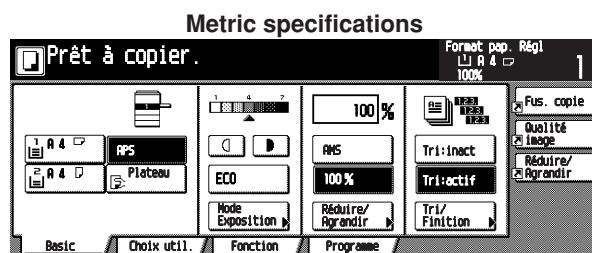
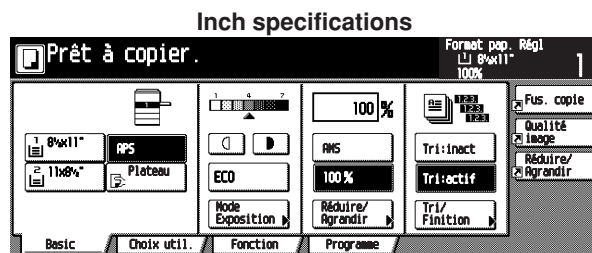


- 3 Touch the [Language] key. The “Language” screen will appear.



- 4 Touch the key corresponding to the desired language. For example, the following “Basic” screen will appear when the [Français] key is touched.

- 5 To display the screen with another language, do the steps 1 to 3, and then select another language in the step 4.



5. Drum refreshing

Perform drum refreshing if the images are copied incorrectly or the dots not in the original are printed on the copied paper.

IMPORTANT

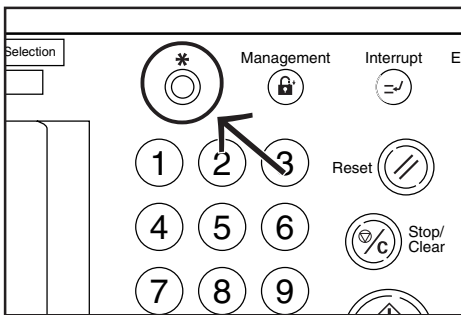
(Inch specifications)

The available size of paper is limited to 11"×8 1/2" or 11"×17".

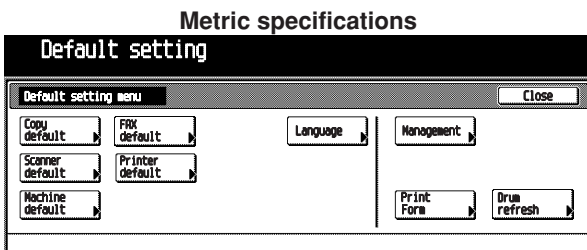
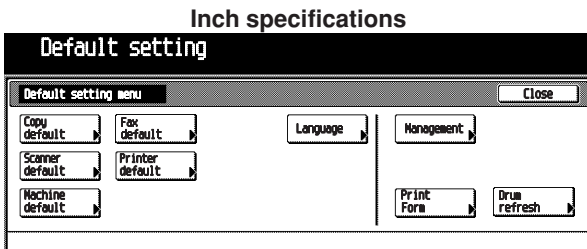
(Metric specifications)

The available size of paper is limited to A4 or A3.

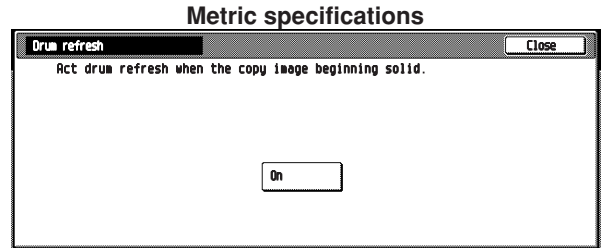
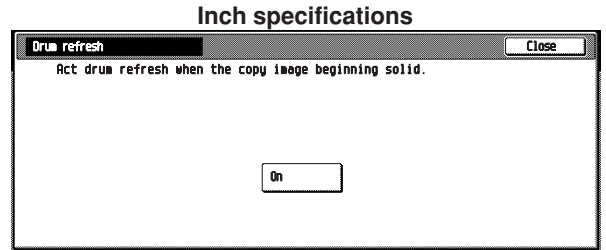
- 1 Set the paper in the multi-bypass tray.
- 2 Press the [*] (Default setting) key on the control panel.



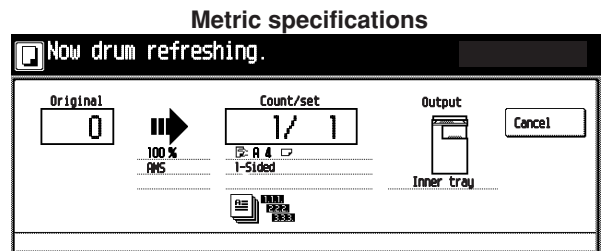
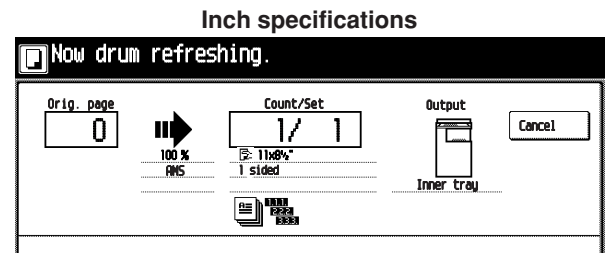
- 3 The "Default setting menu" screen will appear.



- 4 Touch the [Drum refresh] key.
The "Drum refresh" screen will appear.



- 5 Touch the [On] key.
The "Now drum refreshing." message will appear and the paper is fed from the multi-bypass to execute drum refreshing.



NOTE

- To cancel drum refreshing, touch the [cancel] key.

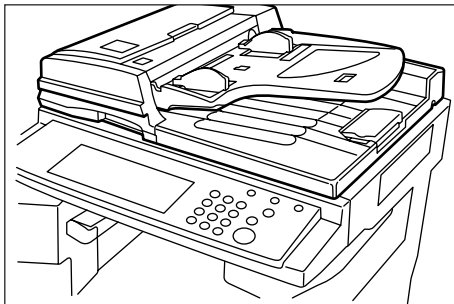
When drum refreshing completes after ejecting the paper, the Drum refresh screen will appear.

- 6 Touch the [Close] key.
The display will return to the "Default setting menu" screen.

CHAPTER 7 OPTIONAL EQUIPMENT

(1) Duplex Document Processor

The Duplex Document Processor automatically feeds one-sided originals one by one for scanning. It also reverses two-sided originals automatically for duplex copying and page separation copying.



① Originals that can be used with the Document Processor

Sheet originals only

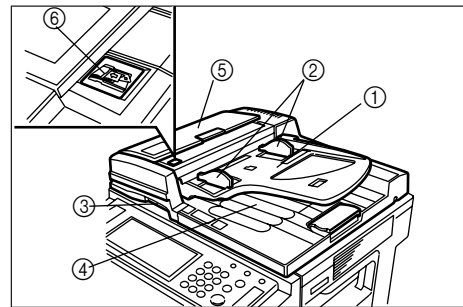
- Original weights: Single-sided original of 35 g/m² to 160 g/m²
two-sided original of 50 g/m² to 120g g/m²
- Original sizes: 11" × 17"/A3 (maximum) to 5 1/2" × 8 1/2"/A5R (minimum)
- Capacity: 100 sheets (8 1/2" × 11"/A4 and smaller, 75 g/m² or 80 g/m²)
70 sheets (8 1/2" × 14"/Folio and larger, 75 g/m² or 80 g/m²)
30 sheets in auto selection mode

② Precautions for the use of Document Processor

Do not use any of the originals given below with the Document Processor. Also do not set originals with punch holes or tear-off strips positioned at the leading edge.

- Transparency films
- Carbon paper and extremely creased or folded originals, originals of sort material such as vinyl
- Non-square originals, wet originals, originals with adhesive tape or glue
- Originals bundled with a paper clip or staple (if inevitable, remove the paper clip or staple and straighten out the creases and folds before setting the originals)
- Clipped out originals, originals with slippery surface
- Originals with still-wet whiteout
- Originals with creases (if inevitable, straighten out the creases before setting the originals)

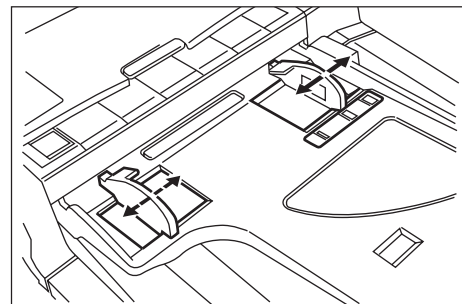
③ Document Processor part names



- ① Original table
(Place the originals here.)
- ② Original insertion guides
(Adjust the guides to the width of the originals.)
- ③ Document Processor open/close handle
(Hold this handle when opening and closing the Document Processor.)
- ④ Original eject cover
(Copied originals are stored here.)
- ⑤ Document Processor original cover
(Open this cover to remove an original misfed in the Document Processor.)
- ⑥ Original set indicator
(Lights green when the originals are set.)

④ How to set originals in the Document Processor

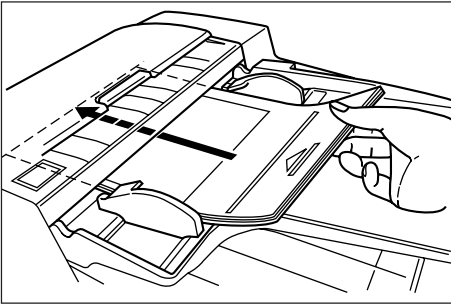
- 1** Adjust the original insertion guides to the original size.



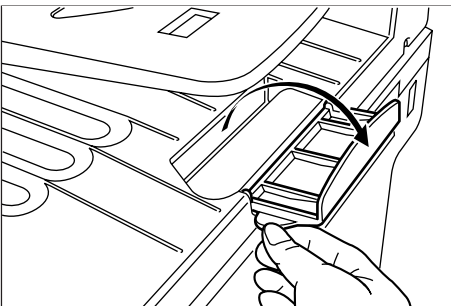
NOTE

- Before setting the originals in the Document Processor, check that no original from the previous operation is remaining on the original eject cover. Originals remaining on the original eject cover may cause original misfeed.

- 2 Set the originals on the original table in correct sequence with the side to be copied facing upward. Securely insert the leading edge of the originals into the Document Processor as far as they will go.



* When setting large size paper such as 8 1/2" × 11", A4R or larger, pull out the support extension.



IMPORTANT

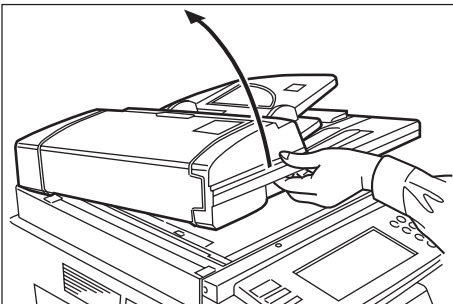
- Do not set originals exceeding the limit indicated on the sticker attached on the rear original insertion guide. Setting more originals than specified may cause original misfeed.

⑤ How to set originals on the platen

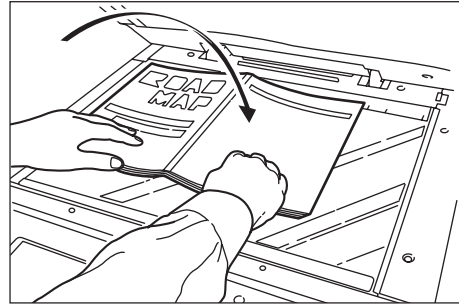
When using an original that cannot be set in the Document Processor, such as a book or magazine, open the Document Processor and place it on the platen.

- 1 Hold the Document Processor open/close handle and open the Document Processor.

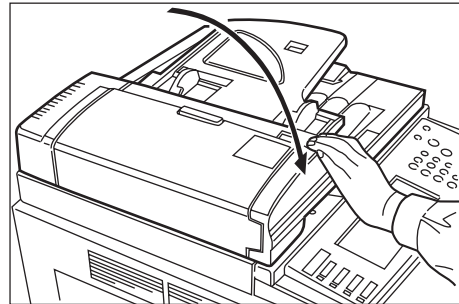
* Before opening the Document Processor, check that no original is present on the original table or original eject cover. If present, the original may fall off when the Document Processor is opened.



- 2 Set the original with the side to be copied facing downward. Be sure to align the original with the original size scales.



- 3 Hold the Document Processor open/close handle and close the Document Processor.



IMPORTANT

- Do not press the Document Processor against the platen with force. Doing so may cause damage to the glass material.



CAUTION

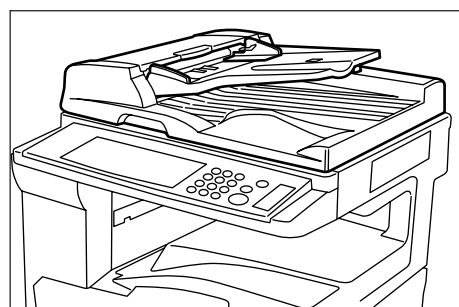
DO NOT leave the document processor open as there is a danger of personal injury.

(2) Document Processor

This document feeder automatically feeds and scans each original, one by one, for copying. Refer to Duplex Document Processor for detailed information on how to use the Document Processor.

IMPORTANT

- Document Processor does not have the original set indicator.
- Document Processor can be used only for Copiers with a copy speed of 25 copies per minute.

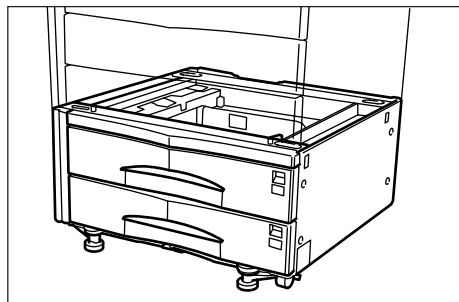


(3) Paper Feeder

Two Paper Feeders of the same type as drawer in the main body can be added.

Capacity and the paper loading method is the same as those for the standard drawer in the main unit.

* Paper misfed in the optional Paper Feeder can be removed by opening its left cover.

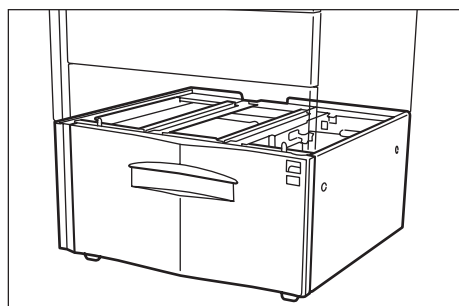


(4) Paper Feeder

The Paper Feeder holds up to 3,000 sheets of 11" X 8 1/2"/A4 size standard paper.

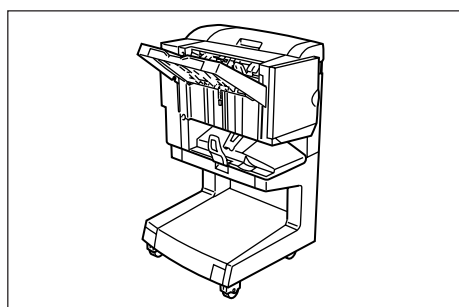
Pull the Paper Feeder out towards you as far as it will go, and then load up to 1,500 sheets of paper in each rows.

* The cover on the left side of the Paper Feeder is prepared to remove misfed paper.



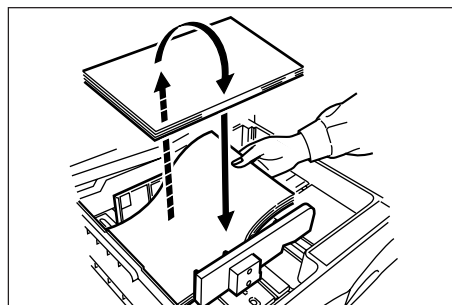
(5) Document Finisher

This unit lets you store a large volume of copies and shifts the position of each copy set for ease of sorting. It can staple finished copy sets and bind them. It is also possible to use the Document Finisher to punch holes in them for filling purposes (optional). For more detailed information, refer to the operation guide for the Document Finisher.



IMPORTANT

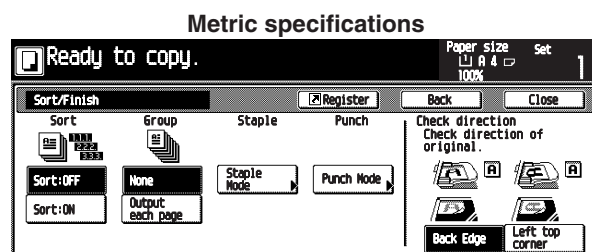
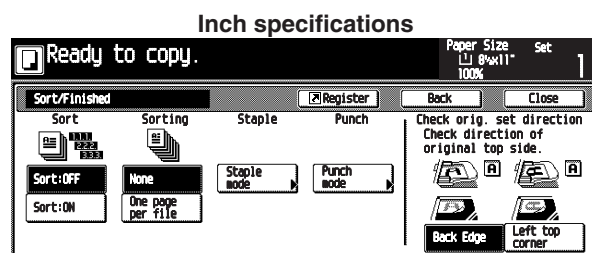
- If copies come out curled or are tacked unevenly, turn the paper in the drawer over.
- When copying onto special paper such as OHP film and other transparencies, use Non-sort mode.



① Copying in Sort:ON mode

This mode automatically sorts copies made from multiple originals into sets identical to the originals.

- 1 Press the [Sort/Finish] key. The "Sort/Finished" screen will appear.



- 2 Touch the [Sort:ON] key. The [One page per file] key will be changed to the [1set] key.
- 3 Press the [1set] key.
- 4 Press the [Close] key. The message display returns to the Function screen.
- 5 Set the originals to be copied.
- 6 Press the [Start] key. Scanning of the originals will start. The number of scanned originals will be displayed.

NOTE

- Repeat this operation for all originals when using the platen.

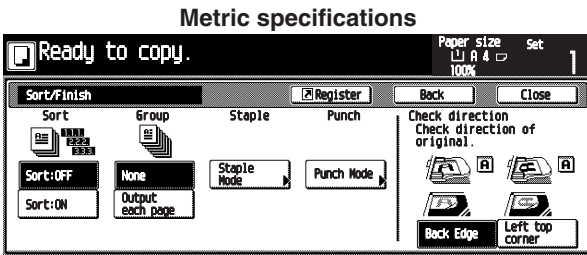
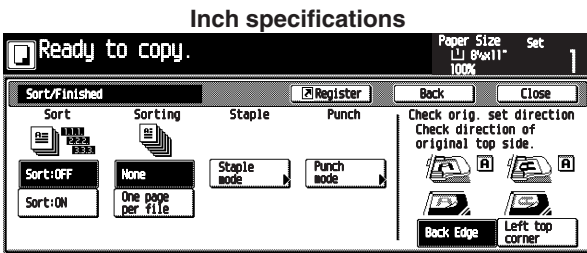
- After all the originals have been scanned, press the [Scanning finished] key.
Copying will begin and finished copies will be ejected face down onto the tray with each full set shifted slightly from the previous one.

- Remove all of the finished copies from the tray.

② Copying in Sort:OFF mode

This mode automatically groups copies made from multiple originals, with all the copies produced from an individual original stacked together in one set.

- Press the [Sort/Finish] key.
The “Sort/Finished” screen will appear.



- Press the [Sort:OFF] key.
- Press the [One page per file] key.
- Press the [Close] key. The message display returns to the Function screen.
- Set the originals to be copied.
- Press the [Start] key. Scanning of the originals will start. The number of scanned originals will be displayed.

NOTE

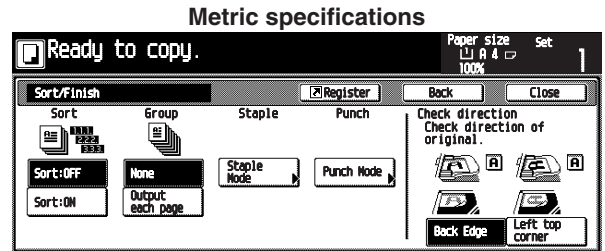
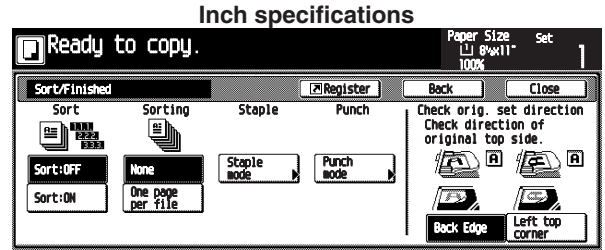
- Repeat this operation for all originals when using the platen.

- After all the originals have been scanned, press the [Scanning finished] key.
Copying will begin and finished copies will be ejected face down onto the tray with each full set shifted slightly from the previous one.
- Remove all of the finished copies from the tray.

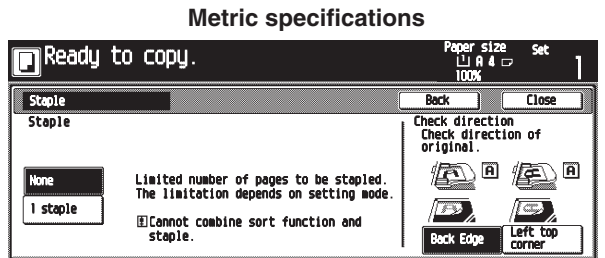
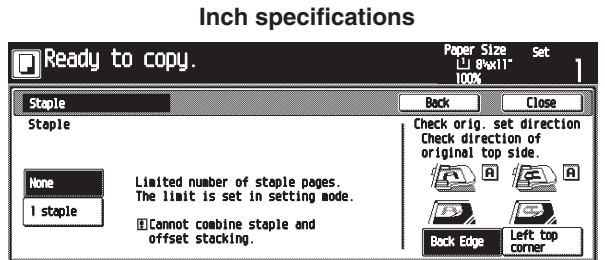
③ Copying in the Staple mode

This mode automatically staples each copy set.

- Press the [Sort/Finish] key.
The “Sort/Finished” screen will appear.

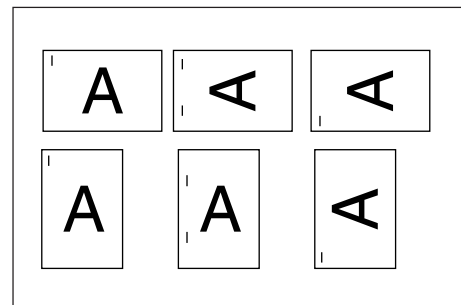


- Press the [Staple mode] key.
The staple mode set-up screen will appear.



- Press the key that corresponds to the desired stapling style.

* Stapling will be accomplished as shown in the illustration (as viewed from the front of the copies).



- Set the originals to be copied. Check the direction of the original top side.

- Press the [Start] key. Scanning of the originals will start. The number of scanned originals will be displayed.

NOTE

- Repeat this operation for all originals when using the platen.

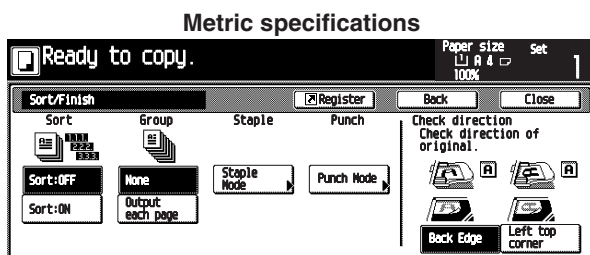
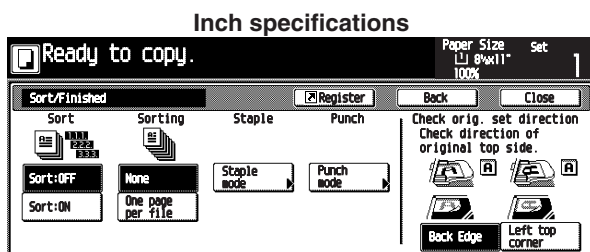
- After all the originals have been scanned, press the [Scanning finished] key. Copying will begin and the copies will be automatically stapled and ejected face down onto the tray.

- Remove all of the finished copies from the tray.

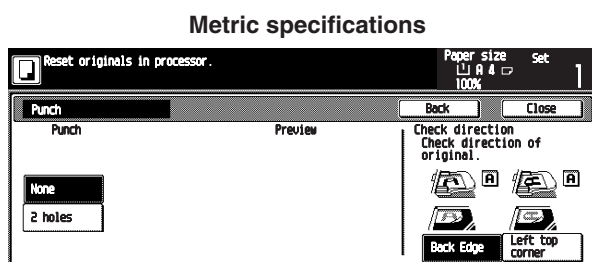
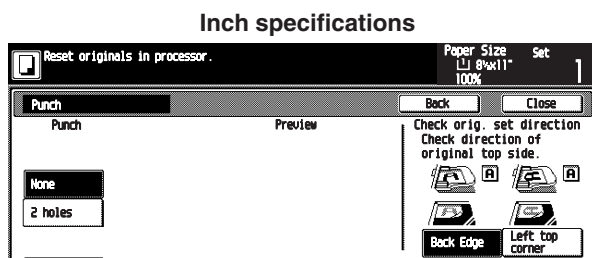
④ Copying in the Hole Punch mode (optional)

Copies can be automatically hole punched.

- Press the [Sort/Finished] key. The "Sort/Finished" screen will appear.



- Press the [Punch mode] key. The hole "Punch" screen will appear.

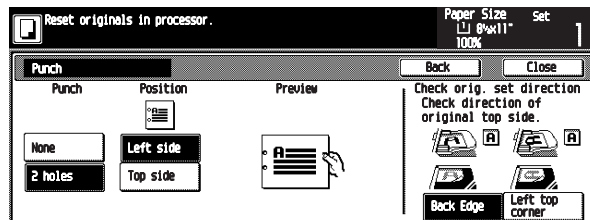


IMPORTANT

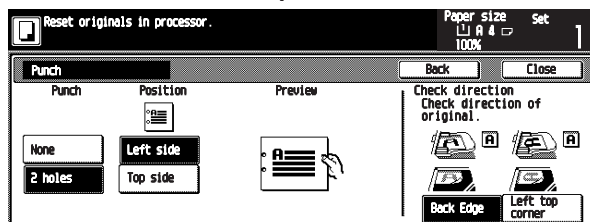
- When the optional punch unit is not installed, the [Punch mode] key will not appear.

- Touch the [2 holes] key. The staple position set screen will appear.

Inch specifications

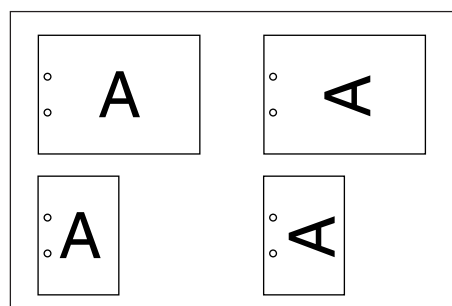


Metric specifications



- Press the key that corresponds to the desired position of holes.

* Hole punching will be accomplished as shown in the illustration (as viewed from the front of the copies).



IMPORTANT

- The position of the holes on each page may differ very slightly due to the fact that holes are punched in one sheet at a time.

- Set the originals to be copied.

- Press the [Start] key. Scanning of the originals will start. The number of scanned originals will be displayed.

NOTE

- Repeat this operation for all originals when using the platen.

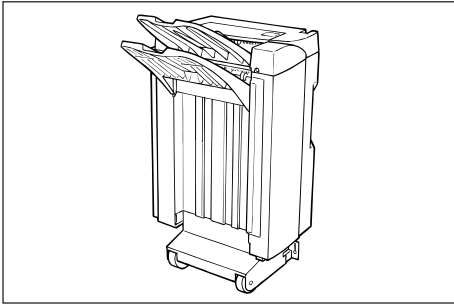
- After all the originals have been scanned, press the [Scanning finished] key. Copying will begin and the copies will be automatically punched and ejected face down onto the tray.

- 8 Remove all of the finished copies from the tray.

(6) Document Finisher

The Document Finisher stores a large quantity copies, and sorts multiple sets by shifting the position that each one is ejected. It is also possible to use the Document Finisher to staple the copy sets or punch holes in them for filling purposes.

For detailed information, refer to the operation guide for the Document Finisher. For information on how to use the Document Finisher, refer to "(5) Document Finisher".

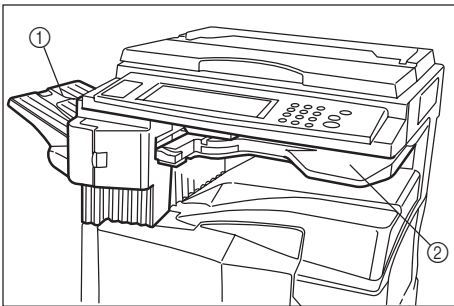


*** Stacking mode**

If the number of copies to be made in the Non-sort mode is set to a number greater than the acceptable limit (250 sheets), the finished copies will be ejected onto the Sort tray.

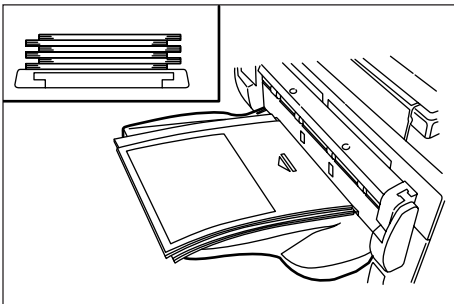
(7) Built-in Finisher

The finisher stores a large quantity of copies. It can also sorts multiple copies into sets by shifting the eject position. Paged copies can be stapled, too.

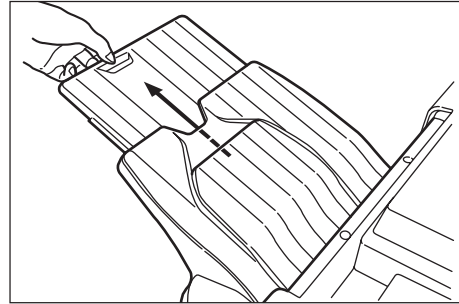


- ① Sort tray
- ② Finisher tray

* Sorted copies are ejected to the Sort tray.

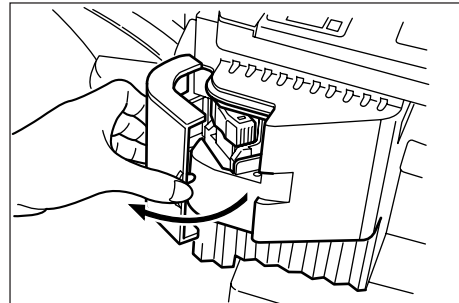


* When setting large size paper such as 8 1/2"X11, A4R or larger, pull out the support extension.

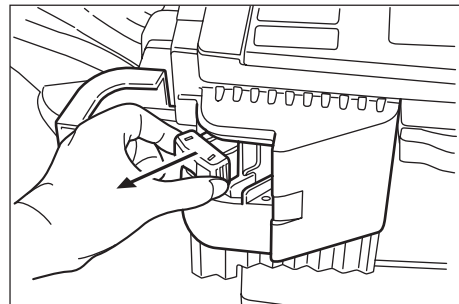


① Refilling the Stapling Unit

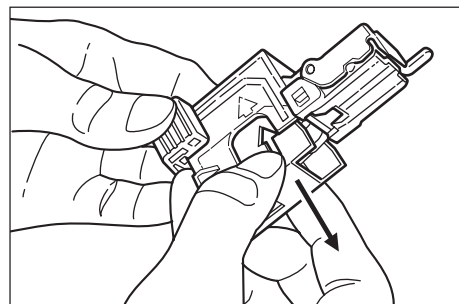
- 1 Open the stapler front cover towards you.



- 2 Pull out the staple holder.

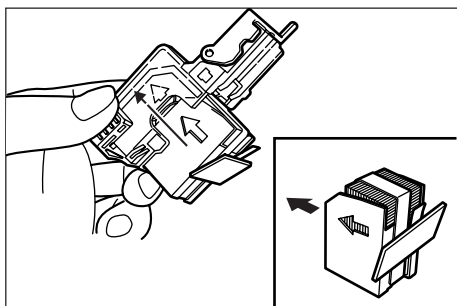


- 3 Remove the empty staple cartridge from the staple holder.

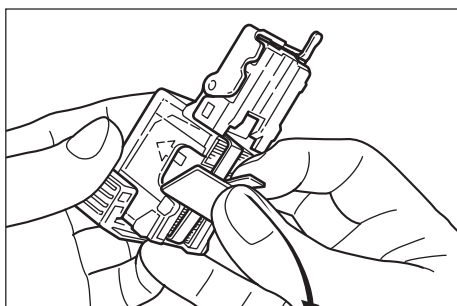


- 4 Hold the staple holder in one hand and the new staple cartridge in the other and insert the new staple cartridge making sure the direction of insertion is correct.

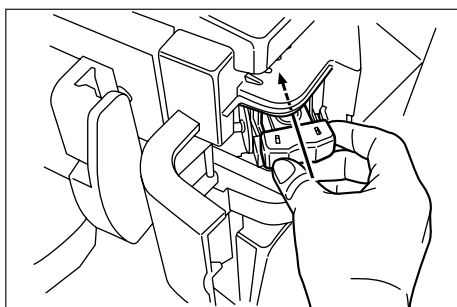
* The arrow on the staple cartridge indicates the correct direction of insertion.



- 5 Make sure the new staple cartridge is completely inserted all the way into the staple holder and then remove the paper tape covering the staple cartridge.

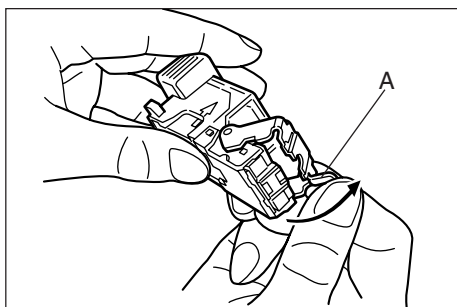


- 6 Replace the staple holder back in its original position in the Stapling Unit. Once it has been fully inserted, it will click into place.

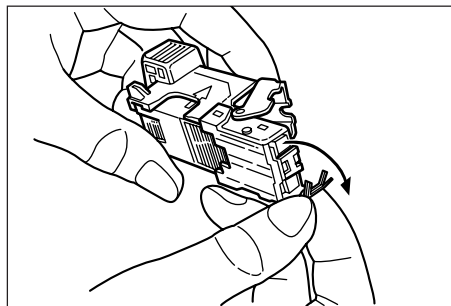


② Clearing a staple jam

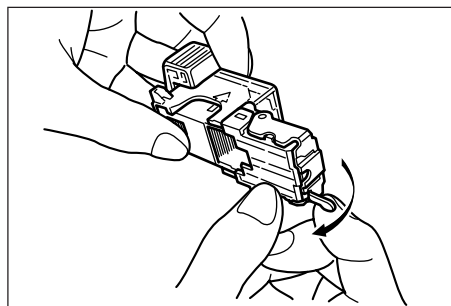
- 1 Remove the staple cartridge referring to the “① Refilling the Stapling Unit”. Push up on the tab “A” on the protective faceplate in order to raise the faceplate.



- 2 Remove the jammed staple from the tip of the staple cartridge (the end where staples are set).



- 3 Lower the protective faceplate back into its original position.



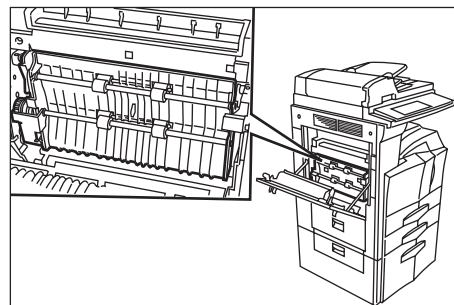
- 4 Replace the staple holder back in its original position in the Stapling Unit. Once it has been fully inserted, it will click into place.

- 5 Lift up the Stapling Unit slightly and then lower it into its original position.

- 6 Close the stapler front cover securely.

(8) Duplex unit

If the Duplex unit is installed, duplex copies can be made. Duplex copies can be made with A3 to A5R [11" × 17" to 5 1/2" × 8 1/2"] (75 to 80 g/m²) paper.

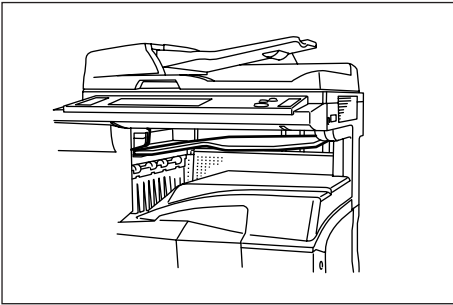


(9) Job separator

When using the optional printer function, the paper eject point can be changed according to the used function, making it easier to sort paper.

Copied paper can be ejected to the job separator (upper section). See "Select copy output mode" in Machine default setting on page 6-18.

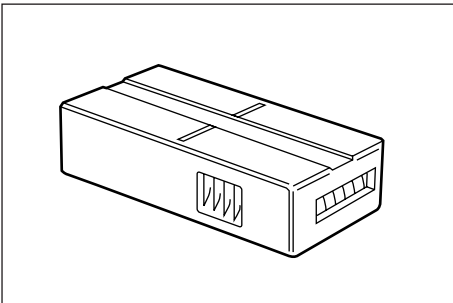
* The job separator can store up to 100 copies. When making 101 or more copies, copying will stop when 100 copies are made. Copying will resume automatically when the copied sheets are removed.



(10) Key counter

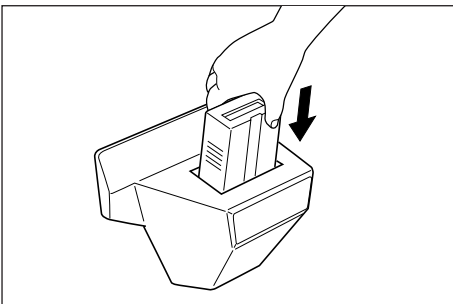
The key counter determines the number of copies that have been made. It is useful for copier centralized management on a department or even company level.

* The key counter may count up when either data from a computer is printed out or fax pages are printed out.



• Setting the key counter

Insert the key counter securely into the key counter opening.

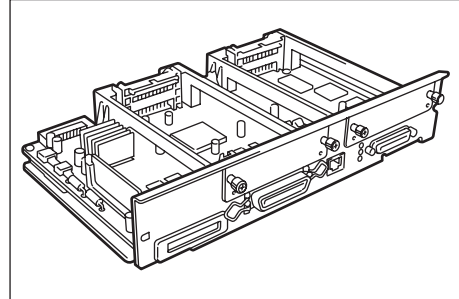


NOTE

• When the key counter function is used, copies cannot be made unless the key counter is inserted into the copier. If the key counter is not inserted securely, "Insert key counter." appears on the message display.

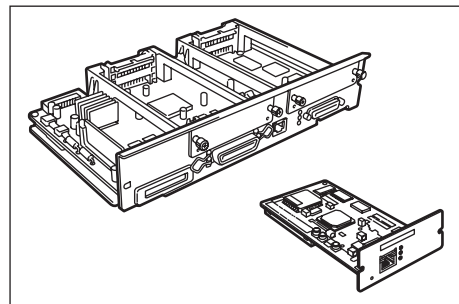
(11) Printer board

If the printer board is installed, this copier can be used as a printer. For more detailed information, see the printer's operation guide. Since the network board is equipped, this copier can also be used as a network printer, allowing access from multiple computers. The optional printer network kit and hard disk are also available.



(12) Printer/scanner kit

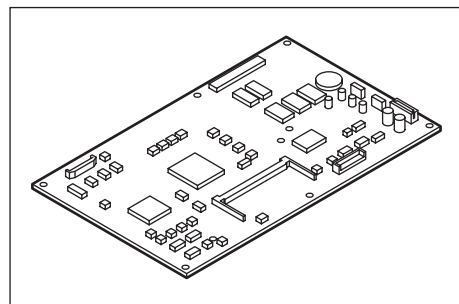
If the printer/scanner kit is installed, this copier can be used as a printer or a network scanner. For more detailed information, see the operation guide for the printer/scanner kit. Since the network board is equipped, this copier can also be used as a network printer, allowing access from multiple computers. The optional printer network kit and hard disk are also available.



(13) Fax kit

If the fax kit is installed, this copier can be used as a fax. Also if the fax kit is used together with the optional printer/scanner kit, this copier can be used as a network fax, allowing transmission and reception by a computer. For details, see the operation guide for the fax.

* In some cases, this function may not be used.



CHAPTER 8 WHEN A PROBLEM OCCURS

1. Error messages

When any of the messages listed in the table below appear on the message display, take the corrective action as instructed.

Message	Action	Page
"Close xxx cover x."	The cover indicated is open. Close the cover securely.	—
"Add paper in cassette."	There is no paper in the drawer indicated. Load paper.	3-1
"Set cassette."	One of the drawers is not closed properly. Pull it out and push it back in all the way.	—
"Paper cassette is out of order. Select another paper drawer."	The drawer currently in use is out of order and cannot be used. Contact your service representative immediately. Continue copying using another drawer.	—
"Check paper size."	No paper that can be used in the selected mode is loaded. Check the paper.	—
"Reposition original."	The orientation of the original and the selected paper are different. Change the orientation of the original. If the Start key is pressed, same-size copying will be performed.	—
"Exceeds pre registered copying quantity."	The number of copies reached the limit set in the copy management mode and no more copies can be made. Clear the copy count from the management mode.	6-1
"Ready to copy. Add toner."	There is not enough toner in the copier. Replace the toner container immediately as only one copy can be made at a time.	3-4
"Add toner to resume copying."	There is not enough toner in the copier to make copies. Replace the toner container immediately.	3-4
"System error. Main switch off/on."	A system error has occurred. Turn the main switch OFF and then ON.	8-6
"System error. Disconnect power plug from the socket."	A system error has occurred. Disconnect the power plug from the outlet and connect it again.	8-6
"Call service."	Open and close the front cover. If the same message appears again, make a note of the "C" and the number appearing with it, turn the main switch OFF (○), unplug the power cord from the outlet, and contact your service representative.	—

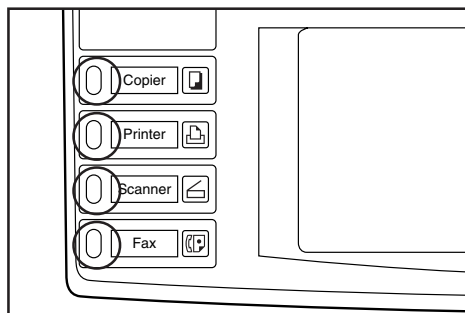
* If the optional fax kit is installed in your copier, when the power cord is unplugged from the outlet, original data or reserved communication information stored in the memory may be lost.

CHAPTER 8 WHEN A PROBLEM OCCURS

Message	Action	Page															
"Time for maintenance"	Periodic maintenance is necessary to keep your copier in good condition. Contact your service representative as soon as possible.	—															
"Memory full."	The copier memory is full. Either print out or clear all scanned data. It is not possible to copy or scan another original until one of these two operations is performed. The copier memory size and the capacity for scanning originals are shown below. <table border="1"> <thead> <tr> <th>Memory</th> <th>Total</th> <th>Scanning capacity*</th> </tr> </thead> <tbody> <tr> <td>32MB (standard)</td> <td>32MB</td> <td>122 originals</td> </tr> <tr> <td>32MB (standard) + 32MB (optional)</td> <td>64MB</td> <td>292 originals</td> </tr> <tr> <td>32MB (standard) + 64MB (optional)</td> <td>96MB</td> <td>462 originals</td> </tr> <tr> <td>32MB (standard) + 128MB (optional)</td> <td>160MB</td> <td>802 originals</td> </tr> </tbody> </table> <p>*When using the standard original specified by our company (A4 paper, Characters account for 6% of the original).</p>	Memory	Total	Scanning capacity*	32MB (standard)	32MB	122 originals	32MB (standard) + 32MB (optional)	64MB	292 originals	32MB (standard) + 64MB (optional)	96MB	462 originals	32MB (standard) + 128MB (optional)	160MB	802 originals	—
Memory	Total	Scanning capacity*															
32MB (standard)	32MB	122 originals															
32MB (standard) + 32MB (optional)	64MB	292 originals															
32MB (standard) + 64MB (optional)	96MB	462 originals															
32MB (standard) + 128MB (optional)	160MB	802 originals															
"Misfeed in xxx."	If paper is misfed, the copier will stop and the location of the misfeed will appear on the message display. Remove the misfed paper with the main switch turned ON (I) by following the appropriate procedure.	8-3															
"Misfeed in Doc Proces. Remove original(s)."	Originals have not been fed correctly from the Document Processor (optional). Remove the originals with the main switch turned ON (I) by following the appropriate procedure.	8-4															
"Duplex tray inoperable, call service."	The duplex unit (optional) is out of order and duplex copying is not possible. Contact your service representative immediately.	—															
"Paper capacity exceeded. Remove paper from Job sep."	There are 100 sheets of paper stored on the optional job separator. Remove the paper and resume copying.	—															
"Remove paper form inner tray of Finisher."	Paper has been misfed inside the document finisher (optional). See the document finisher's operation guide and remove the paper.	—															
"Out of staples. Add staples."	There are no staples in the document finisher (optional). See the document finisher's operation guide and replace the staple cartridge.	—															
"Cannot staple this size."	Stapling is not possible with small size paper. For details, see the document finisher's operation guide .	—															
"Replace the waste toner box."	The waste toner box is filled with waste toner. Replace the waste toner box with a new one.	3-4															
"Close Document processor cover."	The document processor original cover of the optional document processor is open. Close the cover securely.	—															

2. When an indicator lights or blinks orange

When the Copy, Printer, Scanner or Fax indicator lights or blinks orange, take appropriate action as instructed by the message.




Indicator	Action	Page
Lights or Blinks orange	Take appropriate measures according to the message.	—


3. When paper misfeeds

If a paper misfeed occurs, copying will stop. A misfeed message will appear and the misfeed location will be indicated on the message display.

Remove the misfed paper by referring to “(2) Removal procedures” with the main switch.

Inch specifications


 Paper misfeed.




1. Open left cover 1.
2. Remove paper.
3. Close cover.

JAM 30

Metric specifications

 Paper misfeed.



1. Open left cover 1.
2. Remove paper.
3. Close cover.

JAM 30

(1) Cautions

! WARNING

High voltage is present in the charger section. Take sufficient care when working in this area, as there is a danger of electrical shock.

! CAUTION

The copier's fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

- Do not reuse misfed paper.
- If paper is torn during removal, be sure to remove all loose scraps from inside the copier, or they could cause misfeed later.
- After misfed paper has been removed, warm-up will begin. The Misfeed indicator will turn off and the copier will return to the same settings prior to the misfeed.

(2) Removal procedures


① Misfeed in paper feed section

• Misfeed in drawer (JAM 10 to 13, 15 to 17)

If the message below appears, a misfeed has occurred in the drawer (or optional paper feeder). Remove the misfed paper using the procedure given below.

Inch specifications

Paper misfeed.

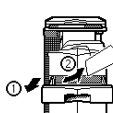


1. Open cassette1.
2. Remove paper.
3. Set the cassette.

JAM 10

Metric specifications

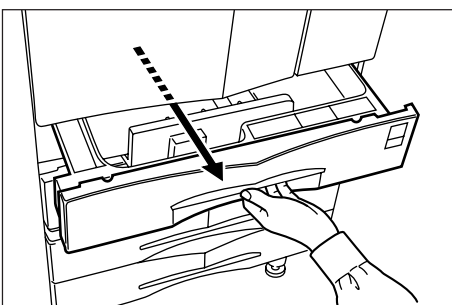
Paper misfeed.



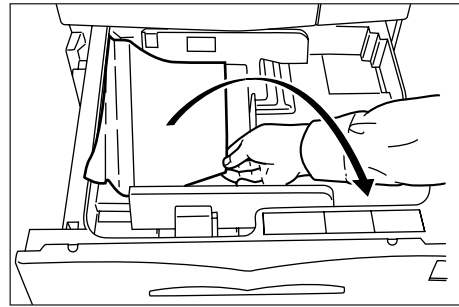
1. Open cassette1.
2. Remove paper.
3. Set cassette.

JAM 10

1 Open the drawer.



- 2** Remove the misfed paper while taking care not to tear it.
* If the paper should be torn, remove all the scraps from the inside the copier.



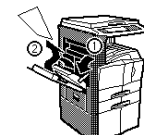
- 3** Close the drawer slowly.
* Check that the paper is kept under the claws of the drawer. If not, reload the paper.

• Misfeed in left cover 1 (JAM 30 to 34, 36 to 52, 60, 61)

If the message below appears, a misfeed has occurred in the left cover 1. Remove the misfed paper using the procedure given below.

Inch specifications

Paper misfeed.

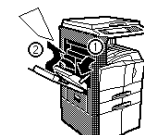


1. Open left cover 1.
2. Remove paper.
3. Close cover.

JAM 30

Metric specifications

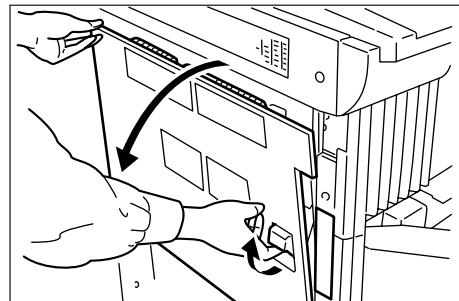
Paper misfeed.



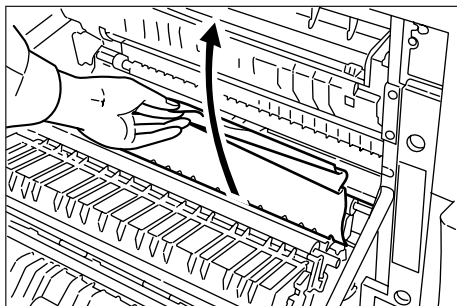
1. Open left cover 1.
2. Remove paper.
3. Close cover.

JAM 30

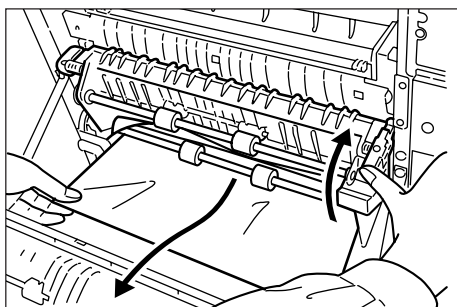
- 1** Pull up the lock lever to open the left cover 1.



- 2** Remove the misfed paper.



- 3** When the duplex unit is installed, raise the duplex unit to remove the misfed paper.

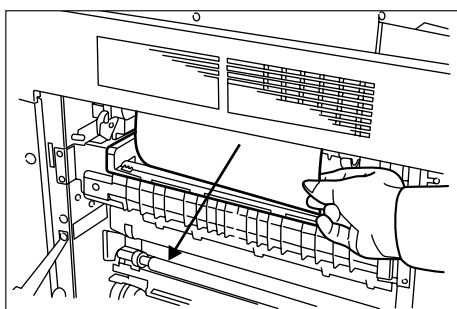


- 4** Remove the misfed paper in the output section.



CAUTION

The copier's fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.




- 5** Close the left cover 1.

• **Misfed in left cover 1 (JAM 35)**

If the message below appears, a misfeed has occurred in the left cover 1. Remove the misfed paper using the procedure given below.

Inch specifications

Paper misfeed.




1. Open left cover 1.
2. Remove paper.
3. Close cover.

JAM 35

Metric specifications

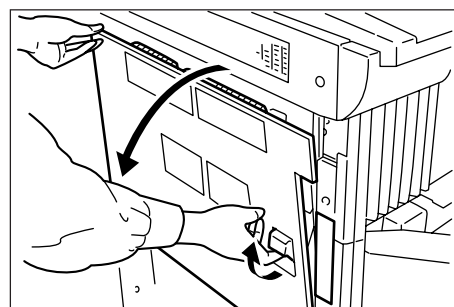
Paper misfeed.



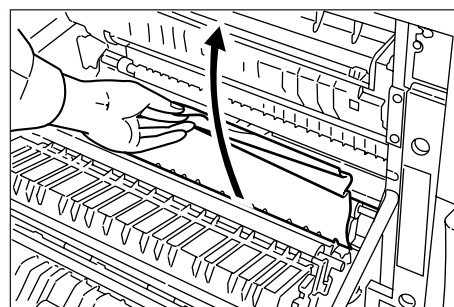
1. Open left cover 1.
2. Remove paper.
3. Close cover.

JAM 35

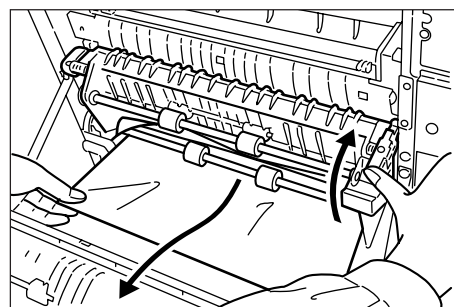
- 1** Pull up the lock lever to open the left cover 1.



- 2** Remove the misfed paper.



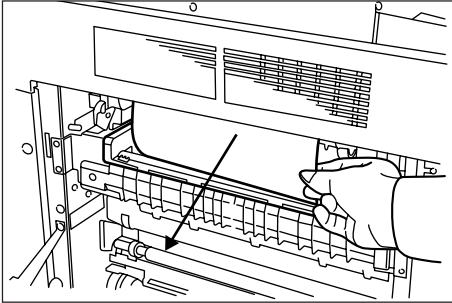
- 3** When the duplex unit is installed, raise the duplex unit to remove the misfed paper.



- 4** Remove the misfed paper in the output section.

CAUTION

The copier's fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.



- 5 Close the left cover 1.
- 6 Press the [START] key after the "Press Start Key. Re-starting." message appears. The message below appears.

Inch specifications

Paper misfeed.

1. Open left cover 1.
2. Remove paper.
3. Close cover.

JAM 35

Metric specifications

Paper misfeed.

1. Open left cover 1.
2. Remove paper.
3. Close cover.

JAM 35

- 7 Repeat the steps 1 to 6.
- 8 The message below appears. Perform the appropriate action by following the message.

Inch specifications

System error.
Main switch off / on.

Count/Set: 1 / 1

1 8"x11" APS
2 11x8" Bypass

1 11x8" 1-sided Sort

Metric specifications

System error.
Main switch off / on.

Count/Set: 1 / 1

1 A4 APS
2 A4 Bypass

1 A4 1-sided Sort

- 9 When the optional fax kit is installed, the message below appears. Perform the appropriate action by following the message.

Inch specifications

System error.
Disconnect power plug from the socket.

Count/Set: 1 / 1

1 11x8" 1-sided Sort

Metric specifications

System error.
Disconnect power plug from the socket.

Count/Set: 1 / 1

1 A4 1-sided Sort

- **Misfeed in left cover 2 (JAM 18, 22)**
If the message below appears, a misfeed has occurred in the left cover 1. Remove the misfed paper using the procedure given below.

Inch specifications

Paper misfeed.

1. Open left cover 2.
2. Remove paper.
3. Close cover.

JAM 18

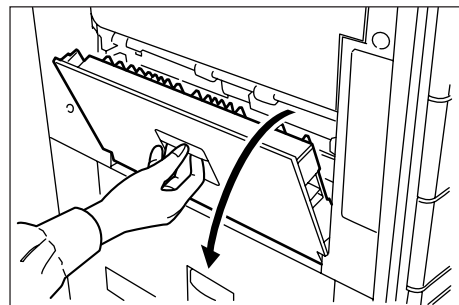
Metric specifications

Paper misfeed.

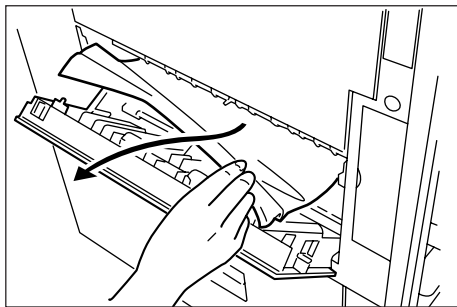
1. Open left cover 2.
2. Remove paper.
3. Close cover.

JAM 18

- 1 Open the left cover 2.



- 2** Remove the misfed paper.



- 3** Close the left cover 2.

• **Misfeed in multi-bypass (JAM14, 20, 21, 23)**

If the message below appears, a misfeed has occurred in the multi-bypass.

Remove the misfed paper using the procedure given below.

Inch specifications

Paper misfeed.

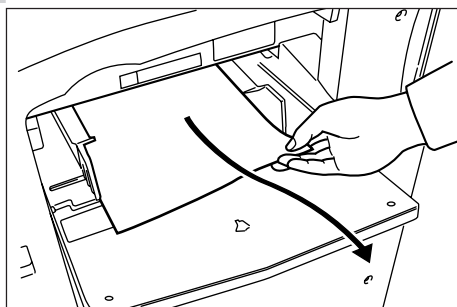
1. Remove paper in bypass.
2. Open left cover 1.
3. Remove paper.
4. Open front cover if you can not remove paper.
5. Turn right the green knob.
6. Remove paper.
7. Close the cover.

Metric specifications

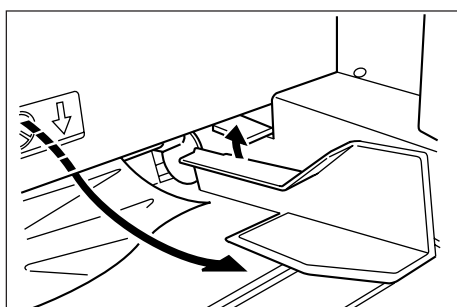
Paper misfeed.

1. Remove paper in bypass.
2. Open left cover 1.
3. Remove paper.
4. Open front cover if you can not remove paper.
5. Turn green knob clockwise.
6. Remove paper.
7. Close cover.

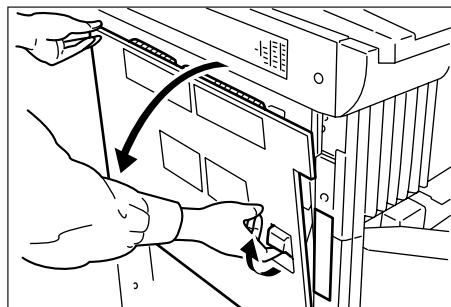
- 1** Remove all the paper remaining in the multi-bypass.



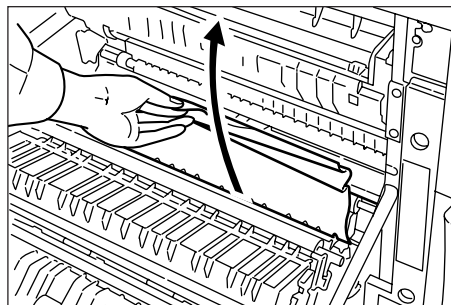
- 2** Pull up the lever to remove the misfed paper.
* If the misfed paper cannot be removed, go to the next step.



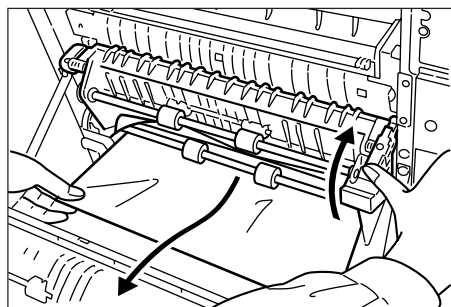
- 3** Pull up the lock lever to open the left cover 1.



- 4** Remove the misfed paper.



- 5** When the duplex unit is installed, raise the duplex unit to remove the misfed paper.



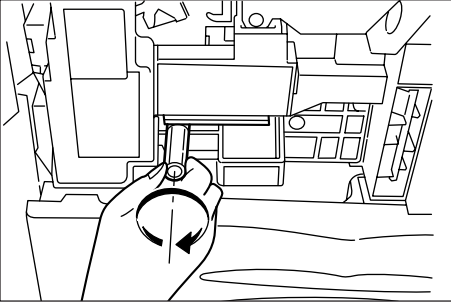
If the misfed paper cannot be removed, go to the next step.

- 6** Open the front cover.

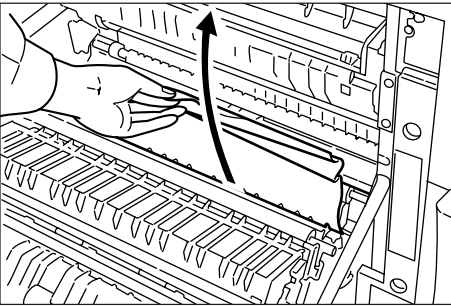


CHAPTER 8 WHEN A PROBLEM OCCURS

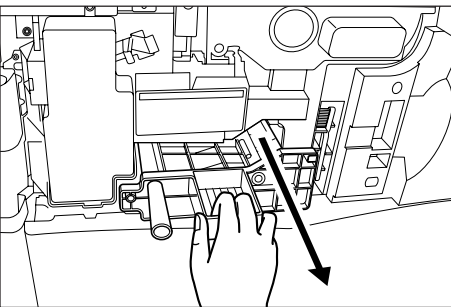
- 7** Turn the knob clockwise to release the misfed paper from the internal tray section.



- 8** Remove the misfed paper.



- 9** Pull out the internal tray.

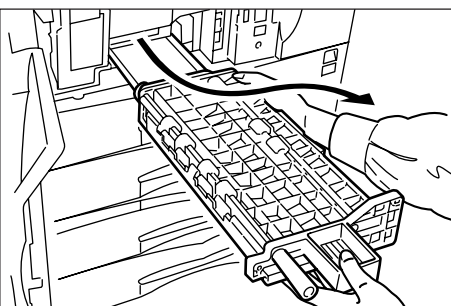


- 10** Open the internal tray cover.

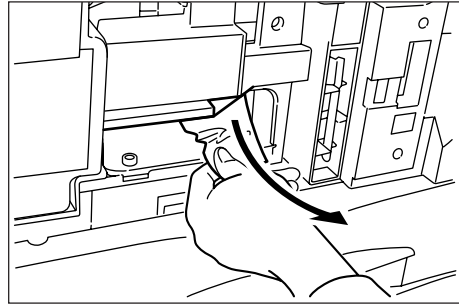


- 11** Remove the misfed paper.

- 12** If the paper has been torn, remove the internal tray.



- 13** Remove the misfed paper.



- 14** Replace the internal tray in its original position.

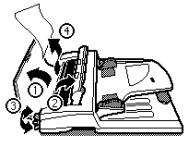
- 15** Close the front cover.

② Misfed in Duplex Document Processor (optional) (JAM 70 to 76)

If the message below appears, a misfeed has occurred in the Duplex Document Processor. Remove the misfed original using the procedure given below.

Inch specifications

gy Paper misfeed.

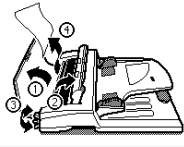


1. Open the document processor.
2. Raise the reverse unit up.
3. Turn the left dial.
4. Remove original(s).
5. Close Document processor.

JAM 73

Metric specifications

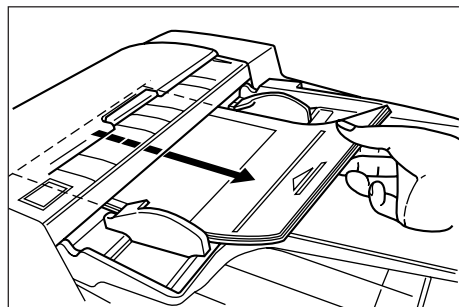
gy Paper misfeed.



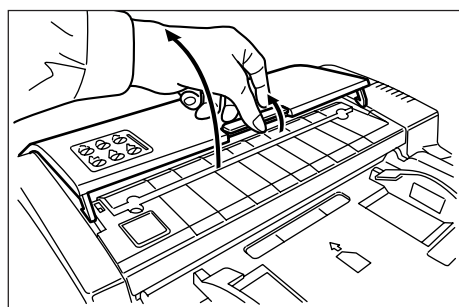
1. Open document processor.
2. Raise reverse unit up.
3. Turn dial left.
4. Remove original (s).
5. Close document processor.

JAM 73

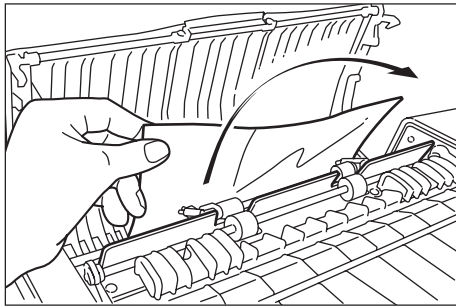
- 1** If the original is on the original table, remove it.



- 2** Open the Document Processor original cover.

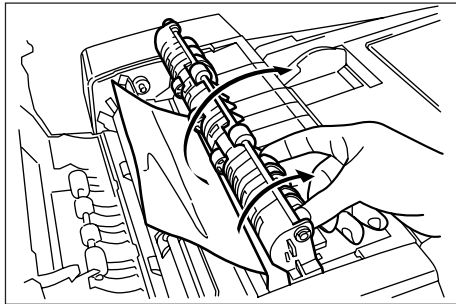


- 3** If the misfed original is found, remove it.
 * If paper is torn during removal, be sure to remove all loose scraps from inside the copier, or they could cause misfeed later.

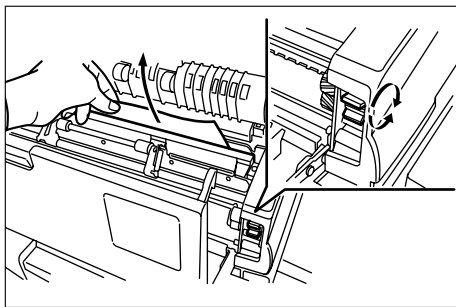


- 4** Raise the reversing unit.

- 5** If the misfed original is found, remove it.
 * If paper is torn during removal, be sure to remove all loose scraps from inside the copier, or they could cause misfeed later.



- 6** Turn the left knob to eject and remove the misfed original.



- 7** Close the Document Processor original cover.

- ③ Misfeed in Document Processor (optional) (JAM 70 to 73)**
 If the message below appears, a misfeed has occurred in the Document Processor. Remove the misfed original using the procedure given below.

Inch specifications

Paper misfeed.

1. Misfeed in Document processor.
2. Remove original(s).
3. Close Document processor.

JAM 73

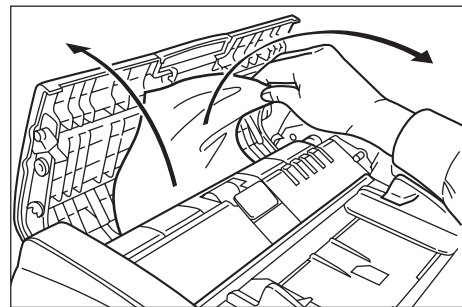
Metric specifications

Paper misfeed.

1. Misfeed in Document processor.
2. Remove original(s).
3. Close Document processor.

JAM 73

- 1** Open the Document Processor original cover.
2 Remove the misfed original.
 * If paper is torn during removal, be sure to remove all loose scraps from inside the copier, or they could cause misfeed later.



- 3** Close the Document Processor original cover.

- ④ Misfeed in built-in finisher (optional) (JAM 80 to 84)**
 If the message below appears, a misfeed has occurred in the built-in finisher. Remove the misfed paper using the procedure below.

Inch specifications

Paper misfeed.

1. Remove any paper in output part of finisher.
2. Pull tray of finisher down.
3. Remove the paper if there is a paper.
4. Set the tray.

JAM 84

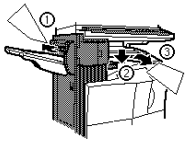
Paper misfeed.

1. Lower inner tray of finisher.
2. Remove the paper.
3. Remove the eject tray, open left cover of machine.
4. Remove the paper.
5. Close cover and set the tray.

JAM 83

Metric specifications

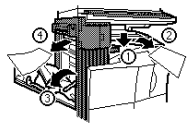
87 Paper misfeed.



1. Remove any paper in output part of Finisher.
2. Put Finisher tray down.
3. Remove any paper.
4. Set tray back.

JAM 84

87 Paper misfeed.

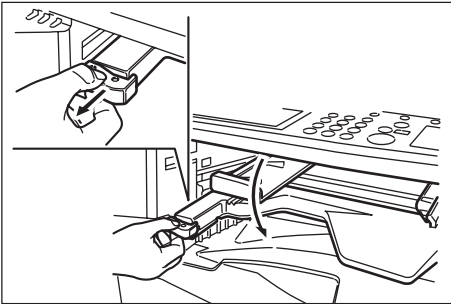


1. Put inner tray of Finisher down.
2. Remove any paper.
3. Remove output tray, open left cover of machine.
4. Remove paper.
5. Close cover and set tray.

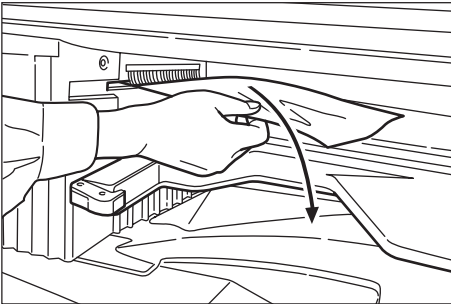
JAM 83

1 Remove the misfed paper in the built-in finisher output section.

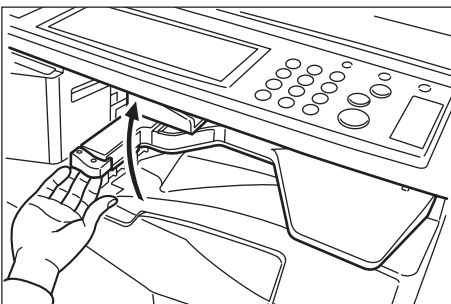
2 Lower the built-in finisher tray.



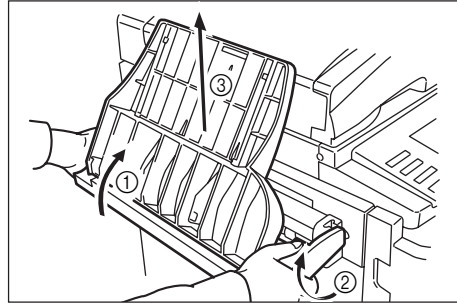
3 Remove the misfed paper.



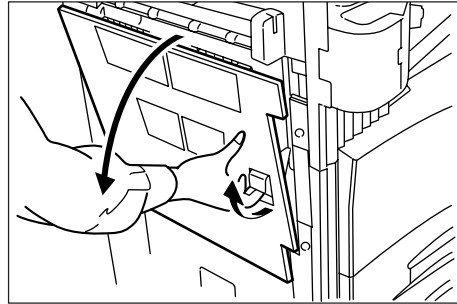
4 Raise the built-in finisher tray back into its original position.



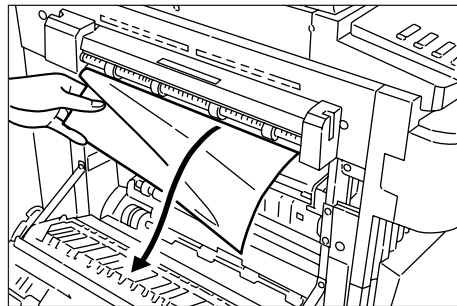
5 Remove the tray.



6 Pull up the lock lever to open the left cover 1.



7 Remove the misfed paper.



8 Install the tray.



9 Close the left cover 1.

⑤ Misfed in document finisher (optional) (JAM 80 to 89)
 If a misfeed has occurred in the document finisher, remove the misfed paper referring to the operation guide for the document finisher.

4. Troubleshooting

If trouble occurs, carry out the applicable checks and actions given below. If the trouble persists, contact your service representative.

Trouble	Checks	Action	Page
Nothing lights on the operation panel when the main switch is turned ON.	Is the power plug connected to an AC outlet?	Connect the plug to an AC outlet.	—
No copies come out when the Start key is pressed.	Is there any message appearing on the message display?	Perform the corrective action corresponding to the message.	8-1
Copies come out blank.	Are the originals set correctly?	When setting originals on the platen, place them face-down.	4-1
		When setting originals in the optional Document Processor, place them face-up.	7-2
Copies come out too light.	Is the copier in the auto exposure mode?	To change the overall exposure, perform the auto exposure adjustment.	6-28
	Is the copier in the manual exposure mode?	Adjust the exposure to the correct degree using the copy exposure adjustment keys.	4-2
		To change the overall exposure, perform the exposure adjustment for the each copy quality mode.	6-30 6-31
	Is the add toner message displayed?	Replace the toner container.	3-4
	Is paper wet?	Replace the paper with new paper.	3-1

CHAPTER 8 WHEN A PROBLEM OCCURS

Trouble	Checks	Action	Page
Copies come out too dark.	Is the copier in the auto exposure mode?	To change the overall exposure, perform the auto exposure adjustment.	6-28
	Is the copier in the manual exposure mode?	Adjust the exposure to the correct degree using the copy exposure adjustment keys.	4-2
		To change the overall exposure, perform the exposure adjustment for the each copy quality mode.	6-30 6-31
Copies are dirty.	Is the platen or the original cover dirty?	Clean the platen and/or the original cover.	9-1
		Open the front cover and pull and push back in the cleaning shaft.	3-5
	Is the transfer roller contaminated?	Clean the transfer roller with the cleaning brush.	9-2
Copy image is askew.	Are the originals set correctly?	When setting originals on the platen, align their edges with the correct original size scale for their size.	4-1
		When setting originals in the optional Document Processor, adjust the original insertion guides to the size of the originals correctly.	7-1
Misfeed occurs frequently.	Is the paper set correctly in the drawer?	Set paper properly.	3-1
	Is paper curled, folded or wrinkled?	Replace the paper with new paper.	3-1
	Is there any misfed paper or loose scraps of paper remaining inside the copier?	Carry out the appropriate procedure to remove the paper.	8-3
Copies are wrinkled.	Is the separation in the paper feed section dirty?	Clean the separator.	9-1
Black or white lines appear on the copy.	Is the electrostatic section dirty?	Open the front cover and pull and push back in the cleaning shaft.	3-5
		3-6	

CHAPTER 9 CLEANING AND SPECIFICATIONS

1. Cleaning the copier



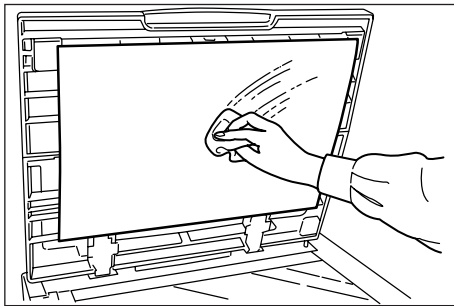
CAUTION

For safety purposes, ALWAYS remove the power plug from the outlet when performing cleaning operations.

• Cleaning the original cover

Lift open the original cover. Wipe the back side of the original cover with a soft cloth dampened with alcohol or a mild detergent.

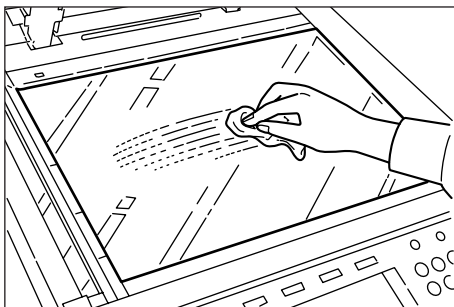
*Never use thinner or other organic solvents for this purpose.



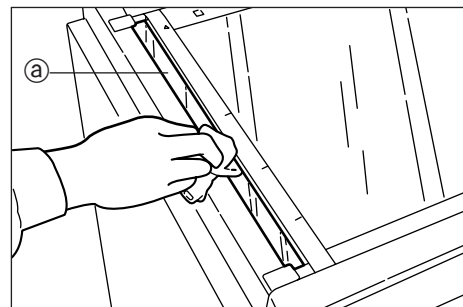
• Cleaning the platen

Lift open the original cover. Wipe the platen with a soft cloth dampened with alcohol or a mild detergent.

*Never use thinner or other organic solvents for this purpose.



* If soiling, such as black lines appear on the copy while using the optional Document Processor, the slit glass ① is soiled. Wipe the slit glass with a soft cloth dampened with alcohol or a mild detergent.



• Cleaning the separator

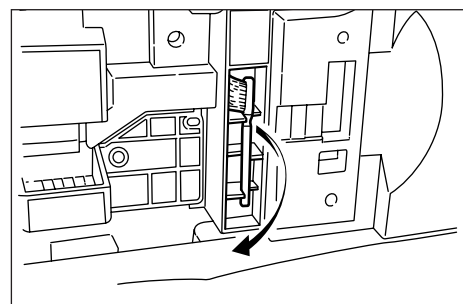
NOTE

• To keep the best copying quality, perform cleaning periodically (approximately once a month) using the following procedure.

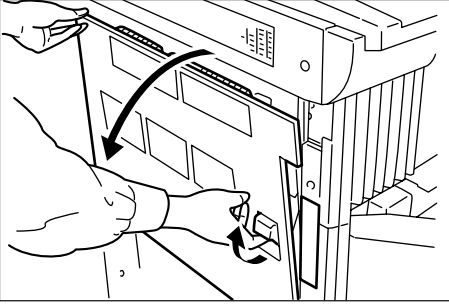
1 Open the front cover.



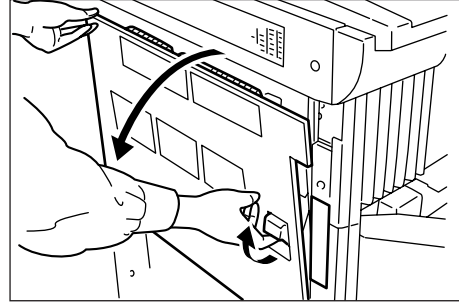
2 Remove the cleaning brush.



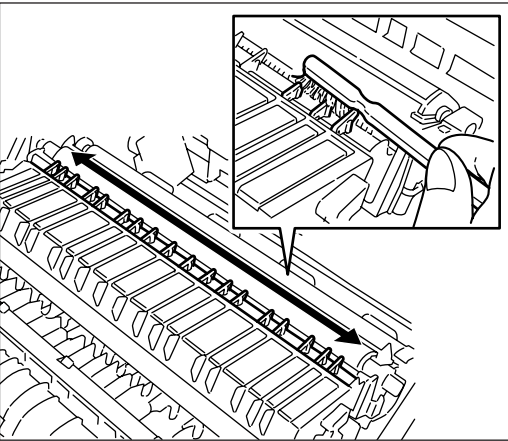
- 3** Pull up the lock lever to open the left cover 1.



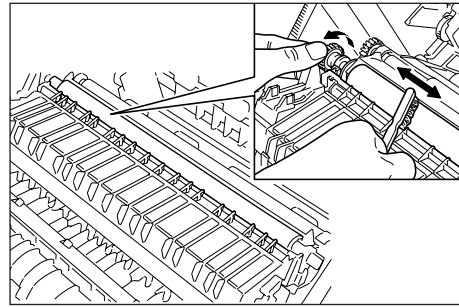
- 3** Pull up the lock lever to open the left cover 1.



- 4** Clean the separator by moving the cleaning brush from left to right several times along with the separator.



- 4** While rotating the gear as shown, clean the transfer roller by moving the cleaning brush from left to right along with the transfer roller.



- 5** Close the left cover 1.

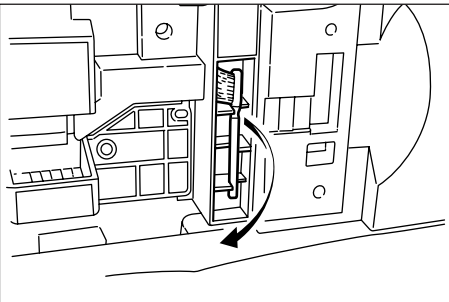
- 5** Close the left cover 1.

• **Cleaning the transfer roller**

- 1** Open the front cover.



- 2** Remove the cleaning brush.



2. Specifications

Type	Desk-top
Original table	Fixed type
Copying system	Indirect electrostatic
Originals	Sheets, books and 3-dimensional objects (Maximum original size: 11" × 17"/A3)
Copy sizes	11" × 17"/A3, 8 1/2" × 14"/B4, 11" × 8 1/2"/A4, 5 1/2" × 8 1/2"/A5R, A6R, Folio (for metric specifications), envelopes (when used as printer) Duplex copying: 11" × 17"/A3 to 5 1/2" × 8 1/2"/A5R
Copying speed	Copiers with a copy speed of 25 copies per minute: Same-size copying/memory copying; 11" × 17"/A3: 15 copies/min., 8 1/2" × 14"/B4: 18 copies/min., 11" × 8 1/2"/A4: 25 copies/min., 8 1/2" × 11"/A4R: 20 copies/min. Copiers with a copy speed of 35 copies per minute: Same-size copying/memory copying; 11" × 17"/A3: 19 copies/min., 8 1/2" × 14"/B4: 23 copies/min., 11" × 8 1/2"/A4: 35 copies/min., 8 1/2" × 11"/A4R: 25 copies/min. Copiers with a copy speed of 40 copies per minute: Same-size copying/memory copying; 11" × 17"/A3: 19 copies/min., 8 1/2" × 14"/B4: 23 copies/min., 11" × 8 1/2"/A4: 40 copies/min., 8 1/2" × 11"/A4R: 25 copies/min.
Warm-up time	Within 60 seconds (at room temperature of 68°F, humidity 65%RH) From energy saver mode: Within 30 seconds [priority to power save].
First copy time	From 3.9 seconds (11" × 8 1/2"/A4)
Zoom ratio	Any ratio between 25 and 400% (in increments of 1%). Alternatively, standard ratios.
Standard amount of memory	32MB
Resolution	Reading: 600 × 600 dpi Writing: 600 × 600 dpi
Paper feed system	Automatic feeding from drawers (2 drawers, capacity 500 sheets each [80 g/m ² /standard paper specified by our company]), automatic feeding from multi-bypass (capacity 200 sheets [80g/m ²])
Copy paper	Drawer : Standard paper (60 – 105 g/m ²) Duplex unit: Standard paper (64 – 80 g/m ²) Multi-bypass: Standard paper (45 – 200 g/m ²), special paper (letterheads, colored paper and transparencies), envelopes (DL, C5, COM-#10, Monarch) [when using the printer function only]
Continuous copying	1 – 250 sheets
Light source	Rare gas lamp
Developing system	Dry process
Fixing system	Heat roller
Cleaning system	Blade
Photoconductor	a-Si
Functions and modes	Self-diagnosis function, energy save mode, auto exposure adjustment function, original size detection function, auto paper size selection function, auto magnification selection mode, zoom copy mode, standard zoom mode, size zoom mode, photo mode, margin mode, border erase mode, layout copy, sort mode, copy management function, language selection function
Power source	Inch specifications: 120 V AC, 60 Hz, 11 A Max. Metric specifications: 220-240 V AC, 50 or 60 Hz, 4.5 A (Average).
Power consumption	Rated power consumption: 1320 W Max. for Inch specifications 1368 W Max. for Metric specifications
Dimensions	23"(W) × 25 2/5"(D) × 29 1/3"(H) 585 mm (W) × 646 mm (D) × 745 mm (H)
Weight	Approx. 165 lbs. Approx. 79 kg
Noise emission	≤ 70dB (A)
Required space	23"(W) × 25 2/5"(D) 585 mm (W) × 646 mm (D)
Optional equipment	Document Processor (only for Copiers with a copy speed of 25 copies per minute), Duplex Document Processor, Paper Feeder, Document Finisher, Built-in Finisher, duplex unit, job separator, key counter, printer board, printer/scanner kit, Fax kit, original holder

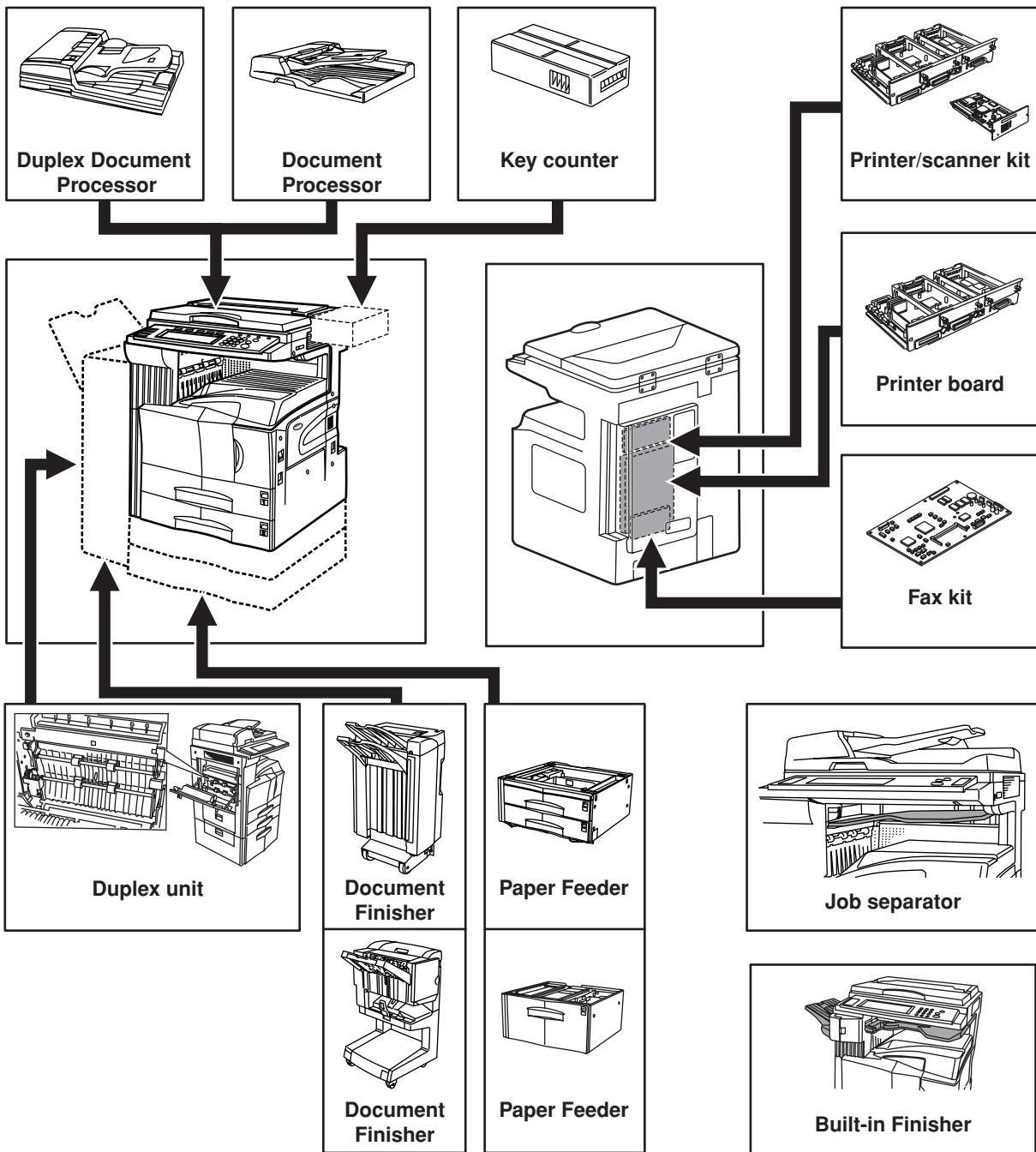
(Specifications are subject to change without notice.)

3. Optional units

The installation location of each option is described. Also refer to the Operation guide of each option.

• Available options

The following options are available with the copier.



Duplex Document Processor

The Duplex Document Processor automatically feeds one-sided originals one by one for scanning. It also reverses two-sided originals automatically for duplex copying and page separation copying.

Document Processor

This document feeder automatically feeds and scans each original, one by one, for copying.

Paper Feeder

Two Paper Feeders of the same type as drawer in the main body can be added.

Capacity and the paper loading method is the same as those for the standard drawer in the main unit.

Paper Feeder

The Paper Feeder holds up to 3,000 sheets of 11" × 8 1/2"/A4 size standard paper.

Pull the Paper Feeder out towards you as far as it will go, and then load up to 1,500 sheets of paper in each rows.

Document Finisher

This unit lets you store a large volume of copies and shifts the position of each copy set for ease of sorting. It can staple finished copy sets and bind them. It is also possible to use the Document Finisher to punch holes in them for filling purposes (optional).

Document Finisher

The Document Finisher stores a large quantity copies, and sorts multiple sets by shifting the position that each one is ejected. It is also possible to use the Document Finisher to staple the copy sets or punch holes in them for filling purposes.

Built-in Finisher

The finisher stores a large quantity of copies. It can also sorts multiple copies into sets by shifting the eject position. Paginated copies can be stapled, too.

Duplex unit

If the Duplex unit is installed, duplex copies can be made. Duplex copies can be made with A3 to A5R [11" × 17" to 5 1/2" × 8 1/2"] (75 to 80 g/m²) paper.

Job separator

When using the optional printer function, the paper eject point can be changed according to the used function, making it easier to sort paper. Copied paper can be ejected to the job separator (upper section). See "Select copy output mode" in Machine default setting on page 6-18.

Key counter

The key counter determines the number of copies that have been made. It is useful for copier centralized management on a department or even company level.

Printer board

If the printer board is installed, this copier can be used as a printer.

Since the network board is equipped, this copier can also be used as a network printer, allowing access from multiple computers.

Printer/scanner kit

If the printer/scanner kit is installed, this copier can be used as a printer or a network scanner.

Since the network board is equipped, this copier can also be used as a network printer, allowing access from multiple computers.

Fax kit

If the fax kit is installed, this copier can be used as a fax. Also if the fax kit is used together with the optional printer/scanner kit, this copier can be used as a network fax, allowing transmission and reception by a computer.

Laser Safety

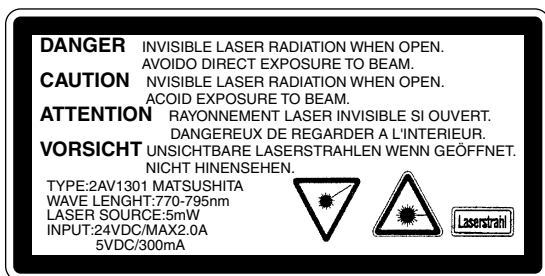
Laser radiation could be hazardous to the human body. For this reason, laser radiation emitted inside this machine is hermetically sealed within the protective housing and external cover. In the normal operation of the product by user, no radiation can leak from the machine.

This machine is classified as Class 1 laser product under IEC 825.

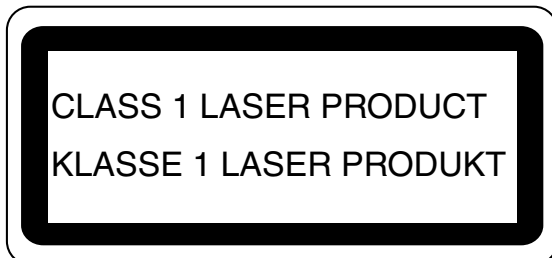
CAUTION

Performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This label is attached to the laser scanner unit inside the machine and is not in a user access area.



The labels shown below is attached on the rear side of the machine.



CAUTION!

The power plug is the main isolation device! Other switches on the equipment are only functional switches and are not suitable for isolating the equipment from the power source.

VORSICHT!

Der Netzstecker ist die Hauptisoliervorrichtung! Die anderen Schalter auf dem Gerät sind nur Funktionsschalter und können nicht verwendet werden, um den Stromfluß im Gerät zu unterbrechen.



DECLARATION OF CONFORMITY

TO

89/336/EEC, 73/23/EEC and 93/68/EEC

We declare under our sole responsibility that the product to which this declaration relates is in conformity with the following specifications.

Limits and methods of measurement for immunity characteristics of information technology equipment	<u>EN55024</u>
Limits and methods of measurement for radio interference characteristics of information technology equipment	<u>EN55022 Class B</u>
Limits for harmonic currents emissions for equipment input current $\leq 16A$ per phase	<u>EN61000-3-2</u>
Limitation of voltage fluctuations and flicker in low-voltage supply systems for equipment with rated current $\leq 16A$	<u>EN61000-3-3</u>
Safety of information technology equipment, including electrical equipment	<u>EN60950</u>
Radiation Safety of laser products, equipment classification, requirements and user's guide	<u>EN60825-1</u>

