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.

n e M

ENERGY STAR is a U.S. registered mark.

The ENERGY STAR program is an energy reduction plan introduced by theUnited 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 $\zeta \in$ 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.



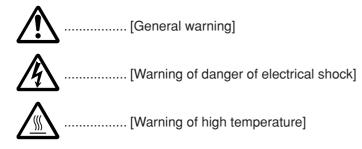
WARNING: Indicates that serious injury or even death may result from insufficient attention to or incorrect compliance with the related points.



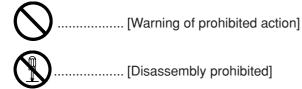
CAUTION: Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

Symbols

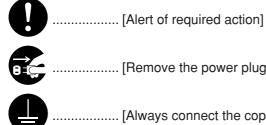
The \triangle symbol indicates that the related section includes safety warnings. Specific points of attention are indicated inside the symbol.



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



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



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

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

	•••••
	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.	Hov	v 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.	Rep	placing the toner container and	
	was	te toner box	3-4

CHAPTER 4 BASIC OPERATION 4-1

1.	Bas	ic copying procedure	4-1
2.	Enla	argement/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.	Inte	rrupt copying	4-7
4.	Ene	rgy saver (preheat) function	4-8
5.	Auto	o shut-off function	4-8

1.	Duplex copying from various originals
	[Duplex copy] 5-1
	(1) Duplex copying from two-sided originals $\dots 5-1$
	(2) Duplex copying from a book original 5-1
	(3) Duplex copying from one-sided originals \dots 5-2
2.	Copying two-page originals as separate pages
	[Page separation copy mode] 5-4
	(1) Page separation copies from
	book originals5-4

	(2)	Page separation copies from two-sided	
		originals	5-4
3.	Mak	ing a margin space for binding	
	[Mai	rgin mode]	5-6
	(1)	Margin	5-6
	(2)	Front & back margin	5-6
4.	Mak	ing copies with clean edges	
	[Bor	der erase mode]	5-8
	(1)	Erasing blemishes from edges of copies	
		(Sheet Erase)	5-8
	(2)	Erasing blemishes from the edges and m	iddle
		of copies made from books (Book Erase)	5-8
5.	One	copy from two or four originals	
		out copy]	5-10
		2 in 1	
	. ,	4 in 1	
6.	. ,	ting page numbers on the copies	
		nt page numbers function]	5-12
7.	-	rlaying images [Form overlay mode]	
8.		ing a booklet (sheet originals)	
		oklet copy mode]	5-16
9.	-	ing a booklet (two-page [open-face] origin	
•		oklet + cover copy mode]	
10	-	ing without document finisher [Sort copy].	
		ate sort copy mode	
		selection mode	
		ing covers for copies	
		inal size selection	
	0	ding paper as a backing sheet for transpar	
10.		nsparency + backing sheet modes]	
16	-	rting black and white [Invert copy mode]	
		ing mirror-image copies	5-20
17.		ror copy mode]	E 20
10	-		
10.		ying large number of originals in one batch	
10	-	ch scanning]	5-30
19.		ucing toner consumption	F 01
~~	-	er economy mode]	
	-	inal set direction	5-32
21.		norizing frequently used settings	F 00
		gram mode]	5-33
	(1)	Registering various settings as a single	
	(-)	program	
		Copying with a registered program	5-34
	(3)	Changing the name of	
		the program button	
	(4)	Deleting the program	
_		Entering the program name	
		ng the [Register] key	
23.	Dele	eting the [Register] key	5-41

CHAPTER 6 COPIER MANAGEMENT 6-1

1.	Сор	y management mode	6-1
	(1)	Copy management mode	6-1
	(2)	How to display the "Management code n	nenu"
		screen	6-3
	(3)	How to make various settings	6-3
	(4)	Making copies when the copier is in the	сору
		management mode	6-9
2.	Defa	ault 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.	Prin	t Form	6-35
4.	Sele	ection of language	6-37
5.	Dru	m refreshing	6-38
		<u>.</u>	

(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	
(12)	Printer/scanner kit	7-8
(13)	Fax kit	7-8

CHAPTER 8 WHEN A PROBLEM OCCURS 8-1

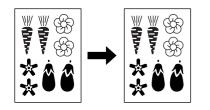
1.	Error messages	8-1
2.	When an indicator lights or blinks orange	8-3
3.	When paper misfeeds	8-3
	(1) Cautions	8-4
	(2) Removal procedures	
4.	Troubleshooting	8-11

1.	Cleaning the copier	
2.	Specifications	9-3

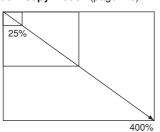
<u> </u>		-
3.	Optional units9-4	1

MAKING FULL USE OF THE MACHINE'S ADVANCED FUNCTIONS

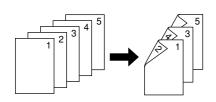
1 Having the machine automatically select paper of the same size as the original <Paper size selection> (page 4-2)



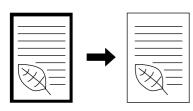
Enlarging/reducing copies to any desired size in the 25 - 400% range (in 25 - 200% range when using the Document Processor) <Zoom copy mode> (page 4-5)



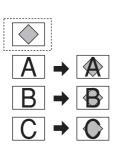
4 Duplex copying from various originals <Duplex copy> (page 5-1) * When optional duplex unit is installed.



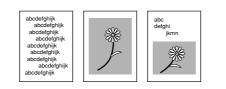
7 Making copies with clean edges <Border erase mode> (page 5-8)



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



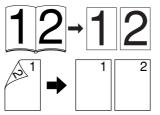
- 2 Making clear reproductions of photographs
 - <Copy quality selection> (Page 4-3)



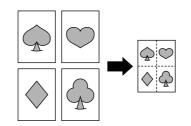
Selecting the zoom ratio with one touch <Standard zoom mode> (page 4-6)



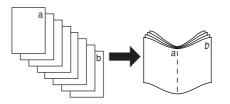
- **5** Copying two-page originals as separate pages <Page separation copy mode> (page 5-4)
 - When optional duplex document processor is installed.



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

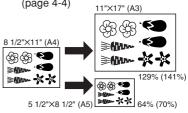


11 Making a booklet (sheet originals) <Booklet copy mode> (page 5-16)

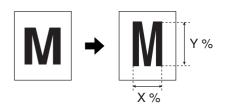


- 3 Various functions for making enlarged and reduced copies
 - Enlarging/reducing copies to fit the size of paper in a specified drawer <Auto magnification selection mode>

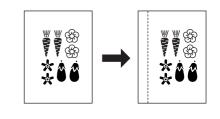
(page 4-4)



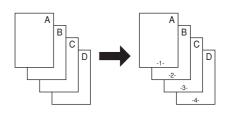
Selecting the zoom ratio for the length and the width of the copy independently <XY zoom mode> (page 4-6)



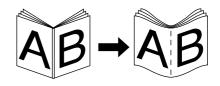
6 Making a margin on copies <Margin mode> (page 5-6)



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

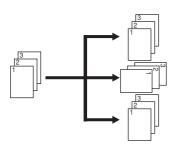


12 Making a booklet (two-page [open-face] originals) <Booklet + cover copy mode> (page 5-18)

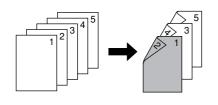


• MAKING FULL USE OF THE MACHINE'S ADVANCED FUNCTIONS

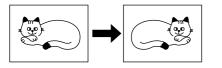
13 Sorting automatically <Sort copy> (page 5-20)



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

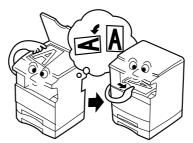


19 Making mirror-image copies <Mirror image mode> (page 5-29)



14 Changing copy orientation for easy sorting

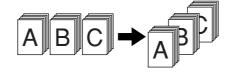
<Rotate sort copy mode> (page 5-21)



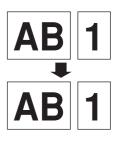
17 Feeding paper as a backing sheet for transparencies <Transparency + backing sheet modes> (page 5-26)



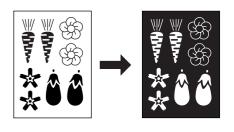
20 Copying large number of originals in one batch <Batch scanning> (page 5-30)



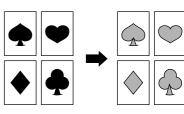
15 Making copies from originals of different sizes at a time <Auto selection mode> (page 5-22)



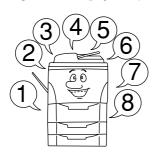
18 Inverting black and white <Invert copy mode> (page 5-28)



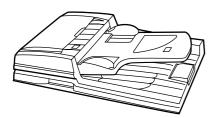
21 Reducing the toner consumption <Toner economy mode> (page 5-31)



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



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



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



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



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



Paper Feeder (page 7-3)

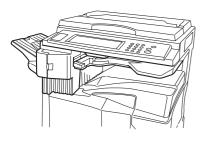


• MAKING FULL USE OF THE MACHINE'S ADVANCED FUNCTIONS

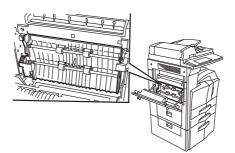
- Paper Feeder (page 7-3)
- Document Finisher (page 7-3)
- Document Finisher (page 7-6)



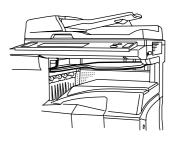
Built-in Finisher (page 7-6)



- Duplex unit (page 7-7)



Job separator (page 7-8)

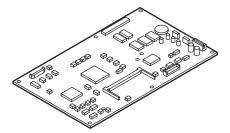


Key counter (page 7-8)

- Printer board (page 7-8)

Printer/scanner kit (page 7-8)

Fax kit (page 7-8)

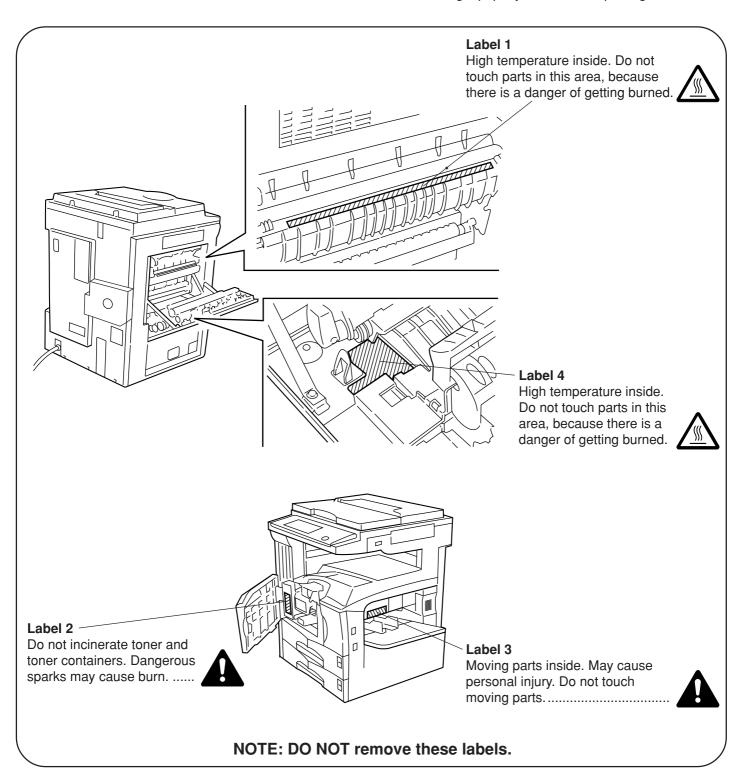


CHAPTER 1

IMPORTANT! PLEASE READ FIRST

A 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.



M INSTALLATION PRECAUTIONS

Environmment 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.....

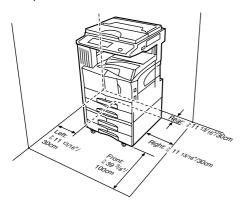


 Avoid locations near radiators, heaters, or other heat sources, or locations near flammable items, to avoid the danger of fire.



• 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 airconditioned 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.
- \cdot Avoid locations near a window or with exposure to direct sunlight.
- · Avoid locations with vibrations.
- \cdot Avoid locations with drastic temperature fluctuations.
- \cdot Avoid locations with direct exposure to hot or cold air.
- \cdot 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......



A 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 of 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.

- 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.)
- \bigcirc
- 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



- 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.....

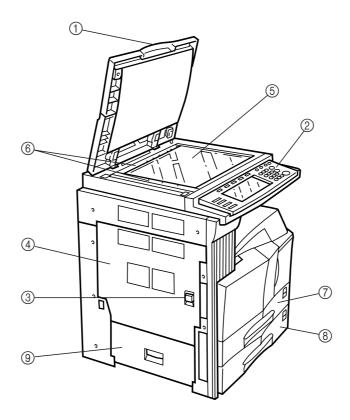


Other precautions

- 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

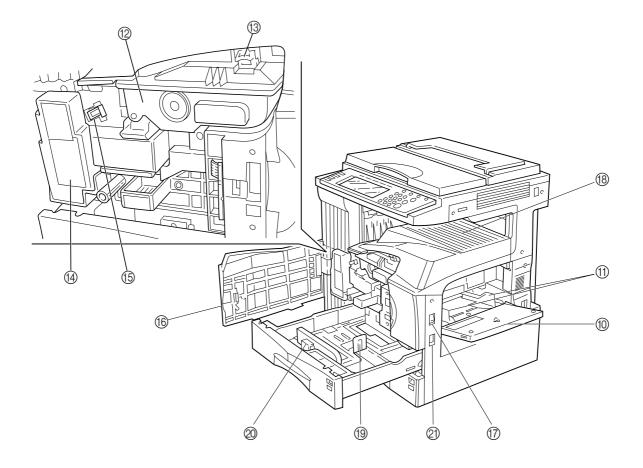
(Holds up to 500 sheets of standard paper [standard paper specified by our company].)

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.)



(1) Multi-Bypass

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

(1) Insert guides

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

① Toner container

13 Toner container release lever

(Operate to replace the toner container.)

(4) Waste toner box

(5) Cleaning shaft

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

(6) 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.)

② Width adjustment lever

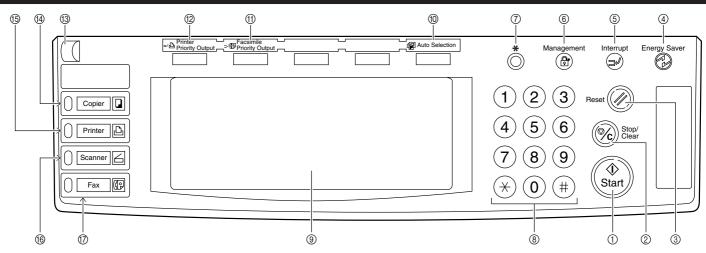
(Hold the lever and adjust the width guide to the width of the paper to be set in the drawer.)

(2) Handles for transport

(Become handles when pulled out.)

CHAPTER 2 NAMES OF PARTS

(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.)

1 [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.)

(1) [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.)

(2) [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.)

(4) [Copier] key (Indicator)

(Press to use the copier functions. The indicator lights or blinks green or orange according to the state of the machine.)

(5) [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.)

(6 [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.)

(7) [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.

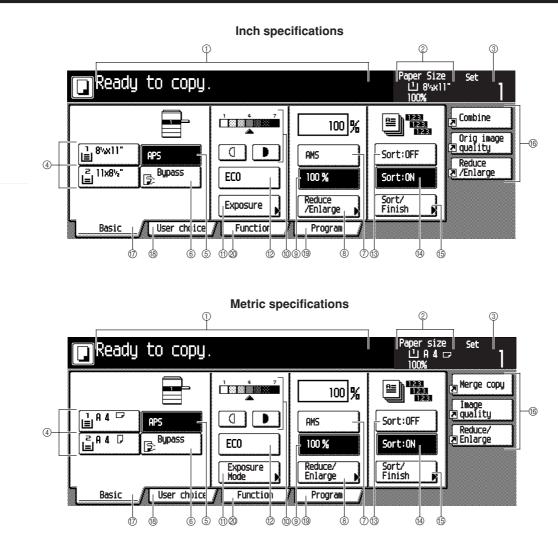
Automatic drawer switching function

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 casette 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.) \bigcirc [AMS] key

(Touch this key to automatically select the magnification ratio.)

(8) [Reduce/Enlarge] key

(Touch this key to set the magnification ratio to 100%.)

① 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.)

(1) [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.)

(4) [Sort: ON] key

(Touch this key when the sort function is used.)

(5 [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.)

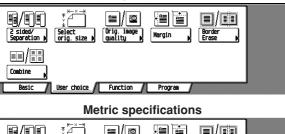
(7) [Basic] key

(Touch this key to return to the Basic screen.)

(18) [User choice] key

(Touch this key to display the User choice screen.)

Inch specifications



Z-sided/ Split	Select size orig. N	E≣/œ Inage quality	Hargin	Erase Node	
Merge copy					
Basic	User choice	Function /	Program 🖌		

(19 [Function] key

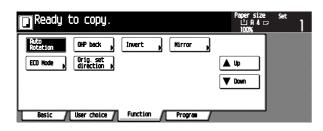
(Touch this key to display the Function screen.)

	In	ch speci	fications	S		
🖪 Ready t	o copy.			Paper Size 십 8%(11* 100%	Set]	
Select Paper	2 sided/ Separation	Select orig. size	Combine			
Exposure	Reduce /Ealarge	Auto selection 🕨	Batch Scanning	▲ Up		
Orig. image quality	Hargin 🕨	Page #	Form Overlay	V Down		
Sort/ Finish	Border Erase	Cover	Booklet			
Basic	User choice	Function	Program			

Ready to copy.			<u>e</u>	rSize Set I8%x11" 0%
ECO mode) OrP back) CCO mode)	Invert	Mirror	L Up	
Basic / User choice /	Function	Program		

Metric specifications

🔲 Ready t	to copy.	•		Paper size □ A 4 □ 100%	Set]
Select paper	2-sided/ Split	Select size orig. D	Herge copy		
Exposure Node	Reduce/ Enlarge	Auto selection	Large # of originals	▲ Ψ	
Tmage quality	Nargin 🙀	Page numbering	Form overlay 🕨	V Down	
Sort/ Finish	Erase Node	Cover Node	Booklet 🕨		
Basic /	User choice 🖌	Function	Program /		



② [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 " \blacktriangleright " mark at the lorwer-right corner, the setting screen will be displayed.

	Inch specifications							
🖪 Ready t	o copy.			Paper Size 止 8%x11* 100%	Set]			
Select Paper	2 sided/ Separation) Reduce /Ealarge	Select orig. size	Combine	▲ Up				
Sort/ Finish	Border Erase	Cover	Booklet					
Basic /	User choice 👔	Function	Program /					

Metric specifications							
Ready to copy.			Paper size L'1 A 4 🖙 100%	Set			
Select 2-sided/ paper b Split	Select size orig.	Herge copy					
Exposure Node	Auto selection	Large # of originals	▲ ს				
Image quality Nargin	Page numbering	Form overlay P	V Down				
Sort/ Finish Node	Cover Node	Booklet					
Basic / User choice	Function	Program					

[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.)

Inch specifications

Ready to	copy.		Pape 11 10	rSize _{Set} I8%x11" D%
Reduce/Enlarge		Regist	er Back	Close
	(25~400)			
A.	100 %	ANS	154% 5%x8%** 8%x14*	77% 11x17"+ 8%x14"
Standard Zoon		100%	129% 8%x11*+ 11x17*	64% 11x17"+ 8%x11"
X9 2008		400%	121% 8%x14"+ 11x17"	50% 11x17"+ 5%#8%"
	* keys	200% 5%8%*+ 11x17*	78% 8%x14"+ 8%x11"	25%

	Metric specifications								
Ready to	copy.				Paper 止 100	'size A4⊡ X	Set		
Reduce/Enlarge			Registe		Back		Close		
	(25~400)								
e.	100 %	ANS		141%	A 4+A 3 A 5+A 4	75%	11x15*+A4		
Standard Zoom	+	100%		127%	Folio+A3	70%	A 3+A 4 A 4+A 5		
X9 zoom		400%		106%	11x15"+A3	50%			
	t-keys	200%	A 5+A 3	90%	Folio+A4	25%			

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.

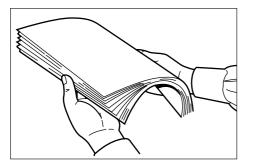
CHAPTER 3 HOW TO LOAD PAPER

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)

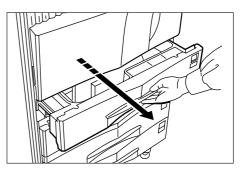
• The each drawer can be set to hold paper of any desired size from 11" \times 17" to 5 1/2" \times 8 1/2".

(Metric specifications)

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

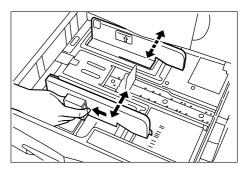
IMPORTANT

• Set the type of paper (standard paper, recycled paper, letterheads or colored paper) to be loaded in the drawer in "Paper type (1st to 2nd cassette)" on page 6-16. Pull the drawer out toward you as far as it will go. * Do not pull more than one drawer out at a time.



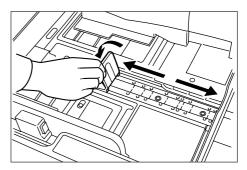
2

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.





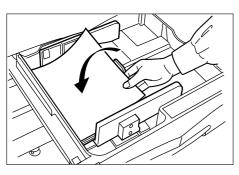
Hold the length adjustment plate and move it to align with the required paper length.



CHAPTER 3 HOW TO LOAD PAPER

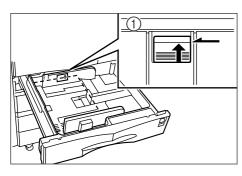


Set the paper flush against the left-hand wall of the drawer.

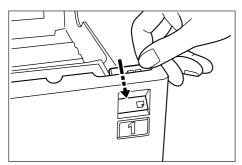


IMPORTANT

- 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.



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.



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 letterheads 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

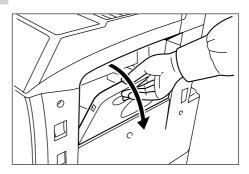
IMPORTANT

- 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.

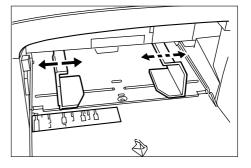
Otherwise, a last transparency would not be fed.

Open the multi-bypass.

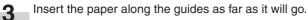


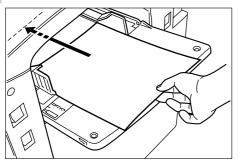


Adjust the insert guides to the size of the paper to be loaded.



6





IMPORTANT

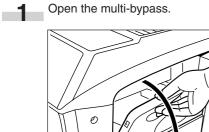
 When loading paper into the multi-bypass, make sure that the copy side is facing upward. (The copy side is the side facing upward when the package is opened.) If the leading edge of the paper is curled, straighten it out before loading the paper in the multi-bypass.

Setting envelopes

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

NOTE

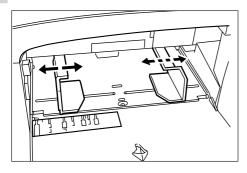
• The types of envelopes that can be used are COM-10, Monarch, DL and C5. Up to 20 envelopes can be loaded in the multibypass at a time.



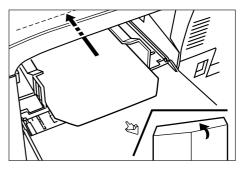
P



Align the insert guides with the envelope size.



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

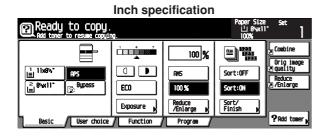
 Incorrectly loading envelopes can result in printing in the wrong orientation or on the wrong side.

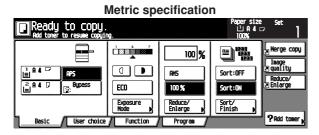
CHAPTER 3 HOW TO LOAD PAPER

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.





CAUTION

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

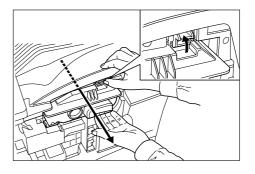
CAUTION

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

Open the front cover.



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



A WARNING

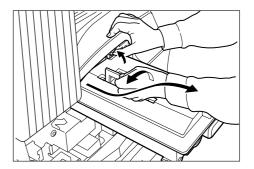
High voltage is present in the charger section. Take sufficient care when working in this area, as there is a danger of electrical shock.

CAUTION

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

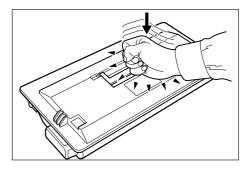


Grasp the handle on the toner container, push the lock lever up again and gently lift the toner container.

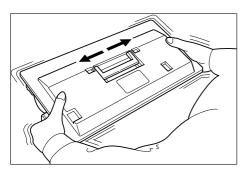




Take out the new toner container from the bag, and then tap it on the top 5 to 6 times.

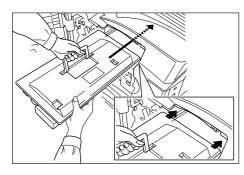


- 5 Thoroughly shake the toner container (in the direction of the arrow) ten times or more to loosen and mix the toner inside.



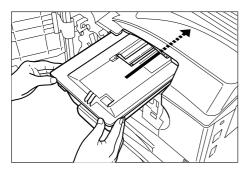


Grasp the handle on the toner container and insert the toner container along the rail of the printer.



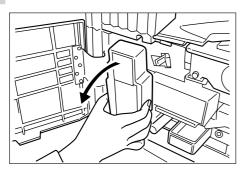
-7

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





Remove the waste toner box.



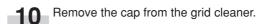
- **9** Close the opening of the waste toner box with its seal.

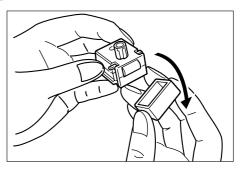
CAUTION

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



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



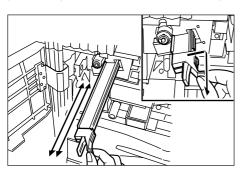


Attach the grid cleaner to the machine body aligning with 11 the notches.



CHAPTER 3 HOW TO LOAD PAPER

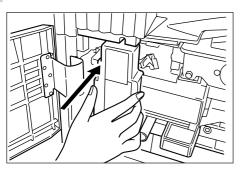
12 Gently pull the electrostatic section as far as it will go, push and pull it several times, and then push it back in.



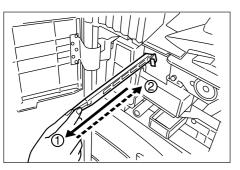
13 Remove the grid cleaner and replace the cap.



14 Fit the new waste toner box into the copier.



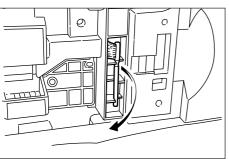
15 Gently pull the cleaning shaft as far as it will go, push and pull it several times, and then push it back in.



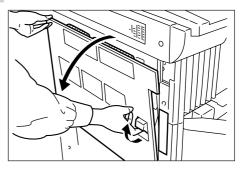
IMPORTANT

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

16 Remove the cleaning brush.

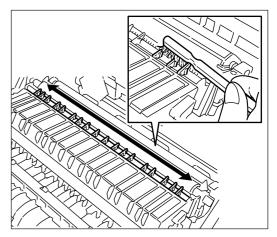


17 Pull up the lock lever to open the left cover 1.





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

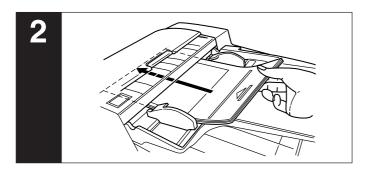


1. Warm-up

Turn the main switch ON (I). 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.

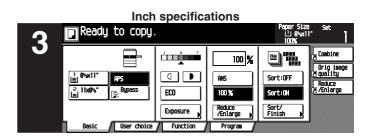


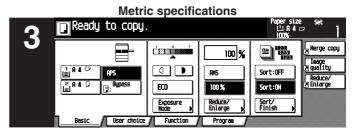
2. Setting originals

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.



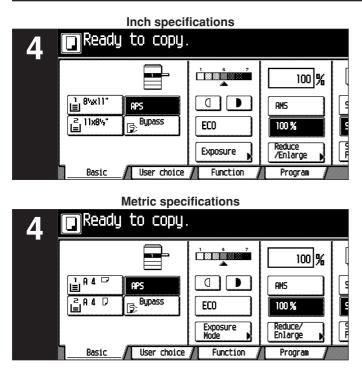


3. Function selection

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)

CHAPTER 4 BASIC OPERATION

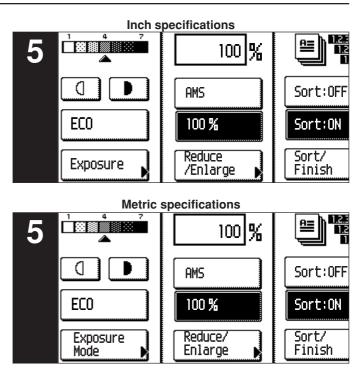


4. Paper size selection

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

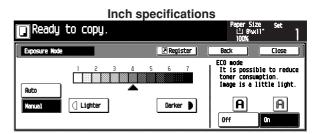
- Automatic paper selection can also be turned off. (See "Paper selection" on page 6-28.)
- The most frequently used cassette (paper feed drawer) to be selected automatically can be specified. (See "Default cassette" on page 6-28.)

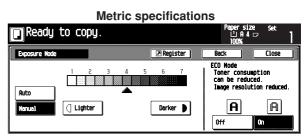


5. Copy exposure adjustment

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.



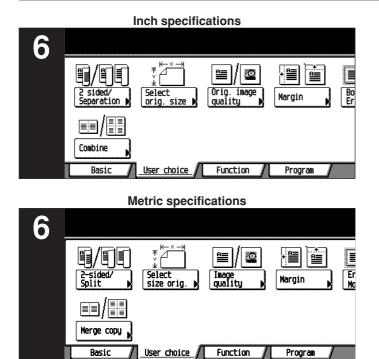


When touching the [ECO] key to highlight it, the copier turns into the toner economy mode. In the toner economy mode, the exposure level will be lowered to reduce toner consumption.

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 guality is selected according to the original. Touch the [User choice] key and [Orig image quality] key to open the "Orig. image quality" screen.

Program

Inch specifications Ready to copy. Orig image quality R 880 808 Text+Photo Set this mode to copy orig. with mixed text and photo. Photo Add a dimensional effect of photo Text: Copy a pencil and fine line. iext+h Text

Metric specifications

Ready to c	opy.		Pape 10	ersize JA4⊡ 0%	Set	1
Image quality orig.		Register	Back		Close	
FBC ECC						
Text+Photo		Text + Photo	: Set this	mode to	copy	ta)
Photo		o Photo: Add a Text: Copu p	dimension	al effec	t of ph	oto.
Text		TEAC COPY P		ne 11ne	cieul iy	•

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 dimentional effect of photo is added.

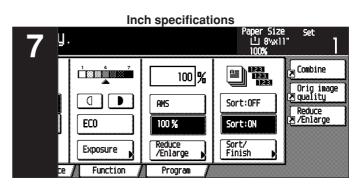
Text mode:

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.)

CHAPTER 4 BASIC OPERATION



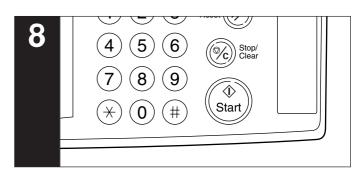
Metric specifications persize 止A4□= y. Merge copy is: ≝ 100 % [Image ≥ quality C Ð ams Sort:OFF [Reduce/ ≥ Enlarge ECO 100 % Sort:ON Reduce/ Enlarge Sort/ Finish Exposure Mode Function Program ce

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

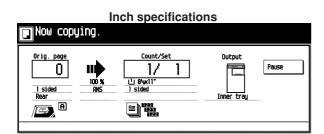
• It is possible to lower the limit on the number of copies that can be set at a time. (See "Preset limit" on page 6-33.)

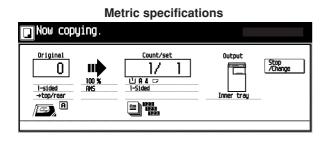


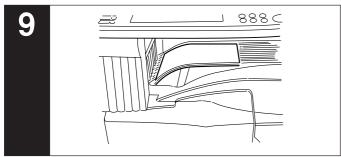
8. Starting copying

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

CHAPTER 4 BASIC OPERATION







9. At the end of copying

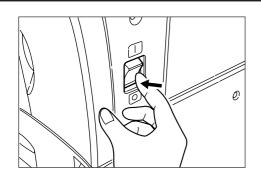
Finished copies are ejected onto the copy store section.

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 automati-

cally 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.

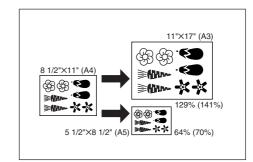


If the copier will not be used for a short period of time (overnight, etc.), turn the main switch OFF (\bigcirc). If it will not be used for an extended period of time (vacations, etc.), remove the power plug from the outlet for safety purposes during the time the copier is not in use.

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 aut

The size of the original will be automatically detected and the same size paper as the original will be selected.

Inch specifications							
Ready to copy.			Paper Size 라 8%11 100%				
1 8°≪11° Pr> 2 11x8%* 3 8upass	ECO Exposure	100 % AHS 100 % Reduce /Enlarge	Sort:OFF Sort:ON Sort/ Finish	Combine Orig image P quality Reduce P/Enlarge			
Besic / User choice	Function	Program /		•			

Metric specifications Ready to copy. Nerge copu ≌) 躍 100 % Inage guality Sort:OFF ANS Reduce/ ECO 100 % Sort:ON Reduce/ Enlarge Expo Node Sort/ Finist Function User choice

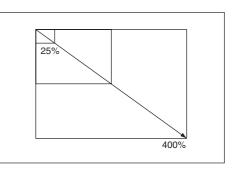
2 Touch the Paper size key to specify the paper size, and then touch the [AMS] key. The magnification ratio will be displayed.

1	Inch specifications							
Ready to copy. Poper Size Set UnitsW. I								
	Exposure	70 % ANS 70 % Reduce /Enlarge	Sort:OFF Sort:OFF Sort:ON Sort/ Finish	된 Combine Orig image 전guality Reduce 전/Enlarge				
Basic User choice	Function	Program						
		cificatior	Paper size					
Ready to copy.		cificatior						
		Cification 70 % 70% Reduce/	Paper size					

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).





2

Set the original(s).

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

Ready to	copy.			Paper - 그 - 100	8%×11"	Set
Reduce/Enlarge			Register	Back		Close
	(25~400)					
l A.	100 %	AMS	154% 5%8%	+ 8%×14"	77% 11x17"+	8%x14"
Standard Zoom	+	100%	129%	+ 11x17"	64%	8%x11"
XY 2008	-	400%	121% 8%14**	+ 11x17"	50% 11x17"+	5%#8%*
	# keys	200% 5%#8%** 11	1×17" 78% 1×17" 8%×14"-	+ 8%x11"	25%	

Metric specifications

					`	
Reduce/Enlarge		Regi	ster	Back		Close
	(25~400)					
A.	100 %	ANS	141%	A 4+A 3 A 5+A 4	75%	11x15*+A
Standard Zoon	+	100%	127%	Folio+A3	70%	A 3+A A 4+A
XY 2008		400%	106%	11x15*+A3	50%	
		200%	90%	Folio+A4	25%	



Touch the [+] key or [-] key to change the displayed magnification ratio.

The numeric keys can also be used by touching the [# keys] key.

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

CHAPTER 4 BASIC OPERATION

(3) Standard zoom mode

Enlargement/reduction copying is possible using the ratios preset in the copier.

Available ratios in Inch specification

Available fatios in mon s	pecilication
Reduction	25%
	50%: 11" × 17" → 5 1/2" × 8 1/2"
	64%:11"×17"→81/2"×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	c 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%
Set the original	(s).

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

Inch specifications

🖪 Ready to	copy.		Pape 년 100	rSize Set 8%x11" 1%
Reduce/Enlarge		🛛 Regista	er) Back	Close
	(25~400)			
P.	100 %	ANS	154% 5%x8%*+ 8%x14*	77% 11x17*+ 8%x14*
Standard Zoon	+	100%	129% 8%x11"+ 11x17"	64% 11x17"+ 8%x11"
X9 zoon	—	400%	121% 8%14"+ 11x17"	50% 11x17*+ 5%x8%*
	‡ keys	200% 5%x8%*+ 11x17*	78% 8%x14"+ 8%x11"	25%

Metric specifications

Ready to a	copy.				Paper じ 100	size A4⊡ X	Set]
Reduce/Enlarge			≥ Registe		Back		Close
	(25~400)						
P.	100 %	ANS		141%	A 4+A 3 A 5+A 4	75%	11x15*A4
Standard Zoon	+	100%		127%	Folio+A3	70%	A 3+A 4 A 4+A 5
X9 200m		400%		106%	11x15*+A3	50%	
	t-keys	200%	A 5+A 3	90%	Folio+A4	25%	

Touch the key corresponding to the desired zoom ratio.

NOTE

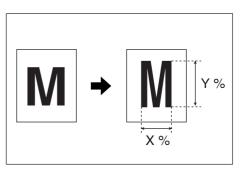
3

• 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).

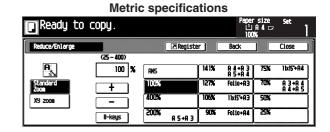


Set the originals.

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

Inch specifications

Ready to	сору.		Pape 11 101	r Size Set 8%x11" %
Reduce/Enlarge		Regist	er) Back	Close
	(25~400)			
A.	100 %	ANS	154% 5%8%** 8%414*	77% 11x17"+ 8%x14"
Standard Zoon		100%	129% 8%x11*+ 11x17*	64% 11x17"+ 8%x11"
XY 2000		400%	121% 8%x14"+ 11x17"	50% 11x17"+ 5%x8%"
	t keys	200% 5%85"+ 11x17"	78% 8%x14"+ 8%x11"	25%



Touch the [XY zoom] key.

3

The XY zoom mode set-up screen will appear.

	Inch specifications						
Ready to) copy.		Paper Siz 止 8%x1 100%	e Set			
Reduce/Enlarge		Register	Back	Close			
⊕ ★ % Standard Zoom XY zoon	(25-400) 9 100 % + -	(25~400) X ↔ 100 % + - * keys	Check directi Check direct original top Constant Back Edge	ion of			

Metric specifications

🖪 Ready to) copy.		Paper si: 止 A 4 100%	ze Set
Reduce/Enlarge		Register	Back	Close
₽↔	(25~400) 9 \$ 100 %	(25~400) X ↔ 100 %/	Check direct Check direc original.	
Standard Zoom	+			0
X9 zoon	-	-		Left too
	t-Keys	#-Keys	Back Edge	corner

4-6

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						
Ready to) copy.		Paper Si பிலை 9:100% X			
Reduce/Enlarge		Register	Back	Close		
Image: standard Zoom XJ zoom	(25~400) y ↓ 100 % + - \$ keys	(25~400) x ↔ 100 % + - 8 keys	Check direct Check direct original to Constant Back Edge	tion of p side.		

Metric specifications Ready to copy. Register luce/Enla (25~400) (25~400) ection of Check di original у († 100 **%** ↔ 100 🕷 х (E) O 偭 A ŧ + Back Edge **‡-**Keys **‡-Keys**

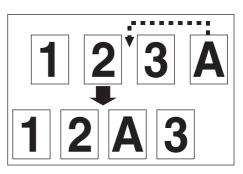


Check the direction of the original top side.

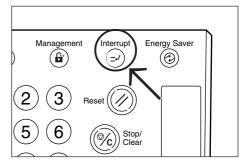
6 Copying will start when the [Start] key is pressed.

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.

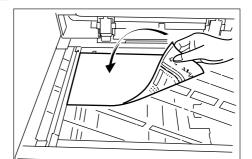


Press the [Interrupt] key to light the indicator. The "Interrupt mode OK." screen will appear.





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

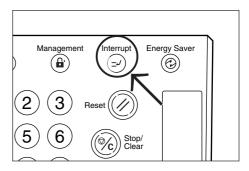




4

Set the new original(s) and execute copying.

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.

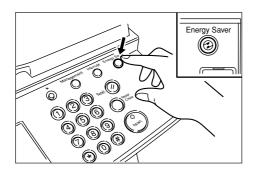


4. Energy saver (preheat) function

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.

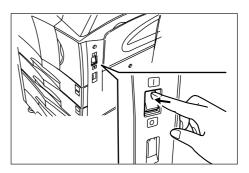


NOTE

• 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 (\bigcirc) 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 (\bigcirc) 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 (\bigcirc) 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

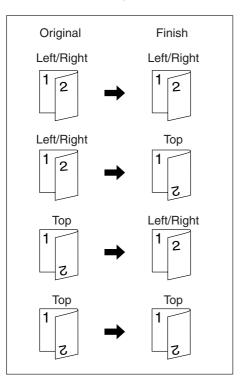
1. Duplex copying from various originals [Duplex copy]

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

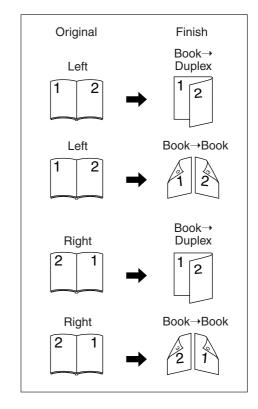
(Inch specifications)

• The paper sizes that can be used are $11" \times 17"$ to $5 1/2" \times 8 1/2"$ (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" \times 17" and 8 1/2" \times 11".

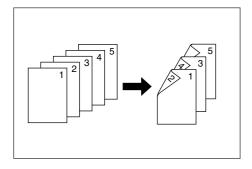
(Metric specifications)

• 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.

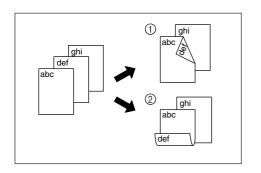


NOTE

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

- Oringinal Left/Right → Finished Left/Right: The back side comes out in the same direction as the original.
- (2) Oringinal Left/Right \rightarrow Finished Top:

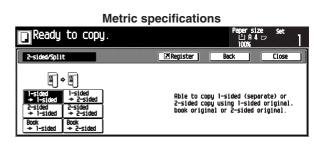
The back side is rotated 180 degrees with rspect to the original. When bound at the top, the copies are oriented in the same direction.



Set the original(s).

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

Inch specifications						
Ready to copy.	Paper Size Set 나 8%*11" 100%					
2 sided/Separation	Register Back Close					
E → E sided sided sided sided sided book + 1 sided Book Book + 2 sided + 2 sid	Able to copy 1 sided (separate) or 2 sided copy using 1 sided original. Book original or 2 sided original.					



Touch the [2 sided \rightarrow 2 sided] key for 2-sided originals, [Book \rightarrow 2 sided] key for 2-page (open-face) originals, or [1 sided \rightarrow 2 sided] key for 1-sided originals.

If you touch the [2 sided \rightarrow 2 sided] key or [Book \rightarrow 2 sided] key, go to the next step.

If you touch the [1 sided \rightarrow 2 sided] key, go to step 5.

4 Specify the binding orientation of the originals.

Inch specifications

	2-sided of	originals		2-page (open-face) original			nals
γpy.	ſ			JPY.			
led Led	Original	Image: Second	Ba Chec Ori /	ed led	Original	Finished Finish	Chei Se' to

Metric specifications

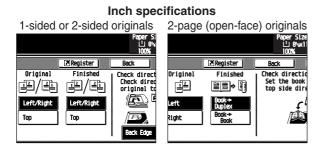
2-page (open-face) originals

	2-sided	originals	
)py.			
	[Register	Be
	Original 그램/르그	Finished 그르/르그	Cheo Che or 1
led	Left/Right	Left/Right	1
led	Тор	Тор	
ed			

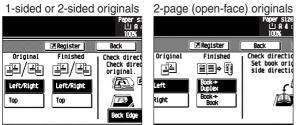
2 pag		lace) erigi	luio
ւրց.			
		I Register]	Ba
	Original	Finished	Che
	Ľ≟	≝≣⊳≝	Se si
led	Left	Book-► Duplex	
led	Right	Book-> Book	
led			



Specify the binding orientation of finished copies.



Metric specifications



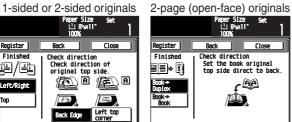
Check the orientation of originals according to the message.

IMPORTANT

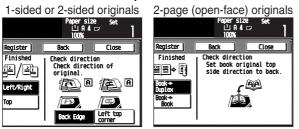
6

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

Inch specifications



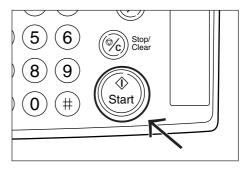
Metric specifications



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.

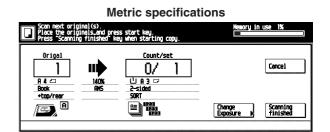


- 8 Rep
- Replace the original and then press the [Start] key. Scanning will start.
- 9

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

Inch specifications

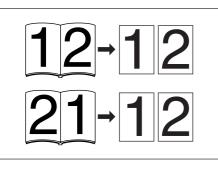




2. Copying two-page originals as separate pages [Page separation copy mode]

(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)

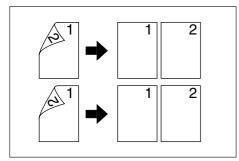
• The available size of originals is limited to 11" \times 17" and 8 1/2" \times 11", and paper size is limited to 11" \times 8 1/2".

(Metric specifications)

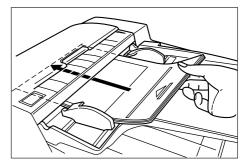
• The available size of originals is limited to A3, A4R and A5R, and paper size is limited to A4.

(2) Page separation copies from two-sided originals

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



Set the original(s).

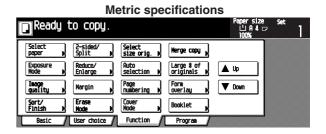




2 Touch the [Function] key. The Function screen will appear.

Inch specifications

🖸 Ready t	o copy.			Paper Size 止 8%x11 100%	- ^{Set}
Select Paper b	2 sided/ Separation 🖡	Select orig. size	Combine 🔥		
Exposure	Reduce /Ealarge	Auto selection	Batch Scanning N	▲ სp	
Orig. image quality 🕨	Nargin 🔥	Page #	Form Overlay p	V Down	
Sort/ Finish	Border Erase	Cover	Booklet		
Basic /	User choice /	Function	Program /		





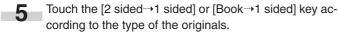
Touch the [2 sided/Separation] key. The "2 sided/Separation" screen will appear.

Inch specifications Ready to copy. Paper Size Li gwali Set Li gwali 2 sided/Separation Pageister Back Close Image: Sided separate in the sided separate in

Metric specifications

🖸 Ready to	сору.		Paper size ĽIA4⊏ 100%	Set 🤊
2-sided/Split		≥ Register	Back	Close
	ided 2-sided 2-sided 2-sided 2-sided k 2-sided	2-sided copy	1-sided (separ using 1-sided or 2-sided or	original.

Specify the type of the originals. The original selection keys will appear.

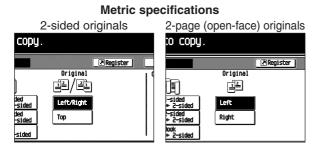




4

Specify the binding orientation of the originals.

Inch specifications 2-sided originals 2-page (open-face) originals COPU. ю сорц. Register Register Origina Original 山/山 I Ľ≟ Left/Right sided 2 sid Left sided 2 sid Тор Right " 2 side



Check the orientation of originals according to the message.

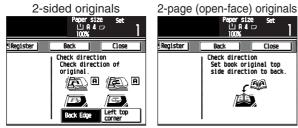
IMPORTANT

7

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

Inch specifications 2-sided originals 2-page (open-face) originals aper Size 山 8%(11* 100% per Size 止 8%x11* Register Clo Register Baci Bac) Check direction Check direction of original top side. Check direction Set the book original top side direct to back c 🚇 <u>لللم</u> Left top Back Edge

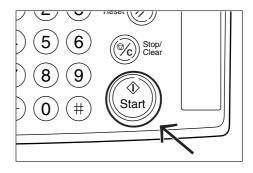
Metric specifications



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.

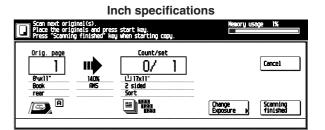


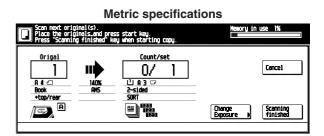


8

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

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





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

(1) Margin

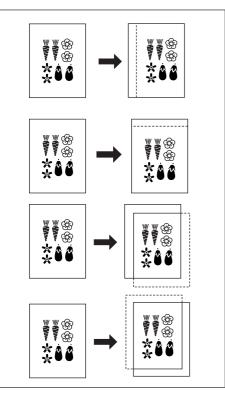
The image of the original is shifted leftward, rightward, upward or downward to make a margin for binding on the left side of the copy paper.

(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

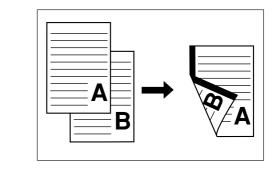
When making two-sided copies, the margin positions and margin width can be selected separately for the front and back sides of the copies.

(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.



Set the original(s).

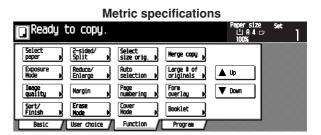
IMPORTANT

• 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.



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

Inch specifications						
Ready to copy.			Paper Size Set 신 8%x11" 100%			
Select Paper Casided/ Separation Casided/	Select orig. size 🕨	Combine				
Exposure Reduce /Ealarge R	Auto selection	Batch Scanning	▲ up			
Orig image quality Nargin	Page #	Form Overlay p	▼ Down			
Sort/ Finish	Cover	Booklet				
Basic / User choice /	Function	Program /				



Touch the [Margin] key.

The "Margin" screen will appear.

Inch specifications Paper Size Set USWIT: Norgin Register Bock Close Norgin Reposition original to left/right or top/bottos.

Metric specifications Paper size Set In A I In A I Norgin Image Register Back Close None House original image position to left/right or top/bottom.

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

4

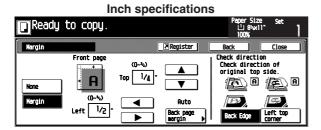
-5

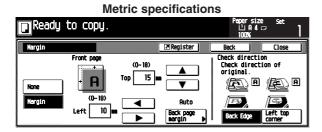
6

Inch specifications Ready to copy. 나 5120 나 8%x11* Register Margin Close Back Theck direction Check direction of original top side. Front page (0~%) A 0 V None (0~%) Nergin Auto Left 1/4 Back page margin Back Edge ► corn

Metric specifications Ready to copy Lirsize LiAI⊡ Register Margin Back Clo Check direction Check direction of original. Front page (0 ~ 18) ٠ A 0 a 🔊 (E) A T None (0 ~ 18) (FD) Nargin Auto 4 6 Left Left to corner Back Edge Þ

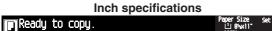
Set the desired margin by touching the $[\blacktriangle], [\blacktriangledown], [\blacktriangle]$ or $[\blacktriangleright]$ key.





When making two-sided copies, touch the [Back page margin] key.

The "Back page margin" screen will appear.

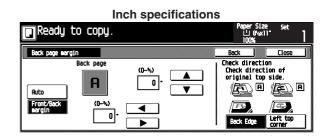


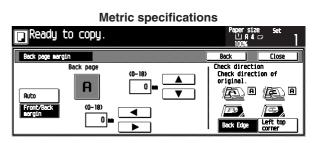
		100%	
Back page margin	n	Back	Close
Auto Front/Back margin	If "AUTO" is selected for duplex copying.back side will have same margin setting as that for the front page.	Check direct Check direct original top Check direct original top A Back Edge	ion of

Metric specifications				
Ready to copy.	Paper siz 止 A 4 100%			
Back page margin	Back	Close		
Funco Front/Back Bront/Back Bargin Setting as that for the front page.	Check direct Check direct original.			

When setting a same margin for both the front and back sides, touch the [Auto] key.

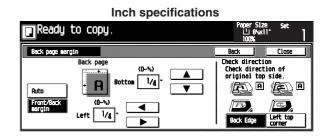
When the back-side margin is different from the frontside margin, touch the [Front/Back margin] key. The "Back page margin" screen will appear.

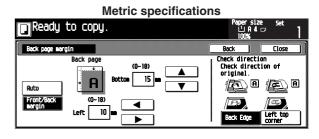






Set the desired margin by touching the $[\blacktriangle], [\blacktriangledown], [\blacktriangle]$ or $[\triangleright]$ key.





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)

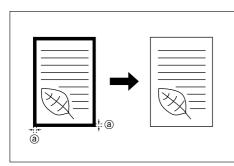
Use for erasing shadows, lines, etc., that occur around the edges of copies made from sheet originals. (The (a) in the illustration indicates the erasing border.)

(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.

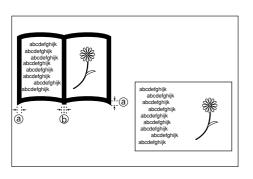
(The 0 in the illustration indicates the outer border (Border) and the 0 indicates the center border (Center).)

(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)

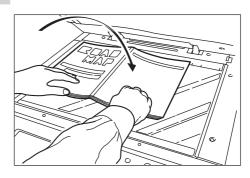
- The Border width can be selected between 0 mm and 18 mm.
- The Cener width can be selected between 0 mm and 36 mm.



NOTE

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

Set the original(s).



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

Inch specifications						
Ready to copy.	Paper Size Set 10 8%x11" 100%					
Select Separation Select Combine						
Exposure Reduce Ruto Selection Scanning Reduce	▲ up					
Orig. image quality Nargin Page # Form Outlog Outlog Outlog Outlog	▼ Down					
Sort/ Finish Booklet						
Basic / User choice / Function / Program /						

Metric specifications Ready to copy. xpersize ĽIAI⊏ Select Select size orig. 🕨 2-sid Split Herge copy Exposure Node Auto selection Large # of originals # 🛦 Up Reduce/ Enlarge Image quality Form overlay **V** Down Page numbering 🕨 Hargin Sort/ Finish Cover Booklet Node Function Program User choice 🦼

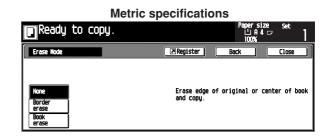
3

The "Border Erase" screen will appear.

Touch the [Border erase] key.

Inch specifications





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

	Inch specifications							
Ready	to c	opy.			Pe	per Size 止 8%x11* 100%	Set	1
Border Erase				Register	Back		Close	
None Sneet Erase Book Erase	Border	(0~1%) •#4 1/4 - + * keys	Center	(0~1%) 				

Metric specifications

Ready to	copy.		Paperst L'A 100%	ze Set
Erase Hode		Register	Back	Close
None Border erase	(0~18) r • • 6 • Center + 	(0~36) • 4 12 m + - -		

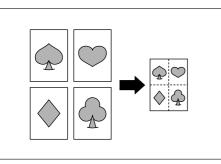
5 Touch the [+] key or [-] key to set the width of border. The numeric keys can also be used by touching the [# keys] key.



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.



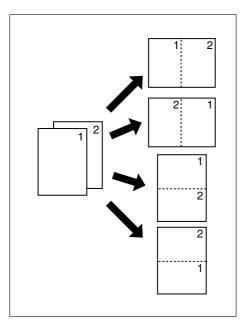
NOTE

• 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.

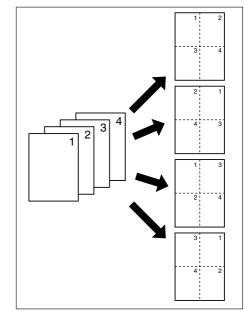
(When setting the originals on the platen, originals are arranged in the order from 1 to 2.)



(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.)



Set the original(s).

2

3

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

Inch specifications

Ready t	to copy.	ľ		Paper Size 신 8%×11 100%	Set]
Select Paper	2 sided/ Separation 🔊	Select orig. size 🕨	Combine 🔒		
Exposure	Reduce /Ealarge b	Auto selection	Batch Scanning	▲ Up	
Orig. image quality p	Nargin 🕨	Page 🗱 🔥	Form Overlay p	V Down	
Sort/ Finish	Border Erase	Cover	Booklet		
Racir /	liser choice 🗿	Exection A	Program 🕴	1	

Metric specifications

wethe specifications					
Ready to cop	y.		Paper size 止 A 4 다 100%	Set]	
Select 2-sided/ paper b 2-sided/	Select size orig.	Herge copy			
Exposure Node	Auto selection	Large # of originals	▲ Up		
Image quality > Nargin	Page Numbering N	Form overlay	▼ Down		
Sort/ Erase Finish Minish	Cover Node	Booklet			
Basic / User choi	ce / Function /	Program			

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

Inch specifications

Ready	to copy.	-		er Size 18%x11° 0%	Set	1
Combine		Register	Back		Close	
None 2 in 1 4 in 1		2 or 4 origin one paper.	al pages	can com	bine on	

Metric specifications

Ready	to copy.		Paper size 止 A 4 c 100%	Set 7	1
Herge copy		Register	Back)	Close	
None 2-in-1 4-in-1		2 or 4 orig on one page	inals can be prin	nted	

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 Ready to copy. ly to copy. ■ Register \$ ₩₩ 'Z ∎∎⇒∎≣ Solid nne 2 in 1 ₹**,**∎ Ņ И Dotted l in 1 - Borders

Metric specifications					
Ready to copy.	ly to copy.				
lerge copy	Jan Register				
Layout E]] + IIII + F III + F III + F III + F - III + F - IIII + F - III + F - IIII + F - III + F - III + F -	Layout Border line C Layout Border line C None - Solid Layout Border line C Solid Layout Border line C Layout Border line C Solid Layout Border line C Layout Border line C Layout Border line C Layout Border line C Layout Bo				

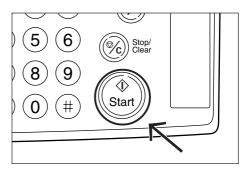
- 5 Touch the key corresponding to the desired layout.
- 6 Select the type of borderline by touching the [Solid], [Dotted] or [Borders] key. If a borderline is not necessary, touch the [None] key.

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.





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



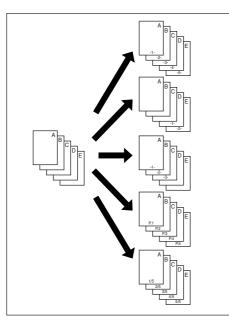
When all originals are scanned, touch the [Scanning finished] key. Copying will start.

CHAPTER 5 FUNCTIONS

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

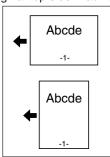
This function can be used to assign page numbers in sequence from the top original first whenever you make copies from multiple originals.

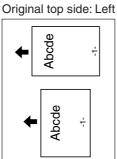
- There are three types of numbering styles: "-1-", "P.1" and "1/5".
- * If you select "1/n", the actual number of total pages will be displayed in the denominator (in place of the "n").



* 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





Set the originals.



Press the [Function] key. The Function screen will appear.

	Inch specifications					
🖪 Ready t	o copy.			Paper Size 止 8%(11***********************************	Set	
Select Paper	2 sided/ Separation	Select orig. size 🖡	Combine			
Exposure	Reduce /Ealarge	Auto selection	Batch Scanning	A Up		
Orig. image quality	Nargin 🕨	Page #	Form Overlay p	V Down		
Sort/ Finish	Border Erase	Cover	Booklet			
Basic /	User choice /	Function	Program /			

Metric specifications			
Ready to copy.		Papersize Set 민유4 다] 100%]	
Select 2-sided/ split 1	Select size orig. N Herge copy		
Kode Kode Kode Kode Kode Kode Kode Kode	Auto Large # of originals		
Inage quality N Hargin N Sort/ Erase	Page numbering Form overlay		
Finish Node N	Cover Booklet		
Basic User choice	Function/ Program	1	

3 Touch the [Page #] key.

The "Page #" screen will appear.

Ready	to copy	Inch spe	cification	S Paper 1 100%	5ize Set will"	1
Page #			Register	Back	Clos	
None -1-	P.1 1⁄n		Page # can	be added on t	nottom of c	:opy.

Metric specifications

Ready to	copy.	Paper - 신 1008	size Set A4⊡ K
Page numbering	Register	Back) Close
None P.1 -1- 1/n	Page 8	can be added on b	nottom of copy.

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.

Inch specifications Ready to copy. <u> 1</u> 8 x 11 Register Page 8 Back Close eck d rection Last Page # Start Check direction of original top side. Setting start # ist page A None P.1 Finish Page # Denominator -1-1/n Last page Auto Last page set deno inator # ick E

Metric specifications				
Ready to copy.		Paper 긴 100	size set A4⊡] K]	
Page numbering	Regi:	ster Back) <u>Close</u>	
Image: Constraint of the second sec	1 1st page: Start Last page # Denomi	ing original	ection of	

When changing the first page of numbering, touch the [1st page] key.

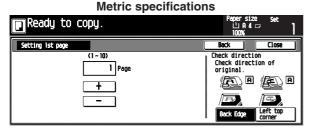
The "Setting 1st page" screen will appear.

5

6

7

Inch specifications			
Ready to copy.	Paper Size Set 나 8%x11"] 100%]		
Setting 1st page	Back Close		
(1~10) 1 page + -	Check direction Check direction of original top side. A Company of the company Bock Edge Left top corner		



Specify the first page by touching the [+] key or [-] key.

Touch the [Close] key.

The touch panel will return to the numbering style setup screen. 8 When the start number is not "1", touch the [Setting start #] key.

Then "Setting start #" screen will appear.

Inch specifications			
Ready to copy.	Paper Size Set 止맹wall" 100%		
Setting start #	Back Close		
(1~999) 1 +	Check direction Check direction of original top side. A A		
	Bock Edge		

Metric specifications

Ready to copy.	Papersize Set 김유성교] 100%]
Setting start #	Back Close
(1~999)	Check direction
1	Check direction of original.
8-Keys	Back Edge Left top corner



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 re

The touch panel will return to the numbering style setup screen.

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

Inch specifications			
💽 Ready to copy.	Paper Si 止 8% 100%	ize Set	
Setting Last page	Back	Close	
	Check direct Check direct original to	tion of	
Lost page			
Nanual	æ,	œ,	
	Back Edge	Left top corner	

Metric specifications			
🗨 Ready to copy.	Paper sia 止 R 4 100%		
Setting Last page	Back	Close	
Last page Manual	Check direct Check direct original. A Constant Back Edge	tion of	

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

Inch specifications				
Ready to	COPY.		Paper Size 止 8%*1 100%	* Set 1*]
Setting last page			Back	Close
Last page Nonual	(010) 0 page -		heck directio Check directio original top (A) (A) (A) (A) (A) (A) (A) (A) (A) (A)	ion of

Metric specifications

Ready to	COPY.	Paper size 止 A 4 드 100%	Set
Setting last page		Back	Close)
Last page Nanual	(0~-10) Page 	Check direction Check direction original.	

13 Specify the last page by touching the [+] key or [–] key.

Press the [Close] key. 14

The touch panel will return to the numbering style setup screen.

When the "1/n" is selected, the [set denominator #] key will appear.

When setting the denominator number manually, touch 15 the [set denominator #] key.

The "Setting denominator #" screen will appear.

Inch specifications

Ready to copy.	Paper Size Set 止 8%x11"] 100%]
Setting denominator #	Back Close
Ruto	Check direction Check direction of original top side.
Kanual	Back Edge

Metric specifications

Ready to copy.	Papersize Set 민유4, 다 100%, 1
Setting denominator #	Back Close
Ruto	Check direction Check direction of original. (E) A (E) A
Menual.	Back Edge Corner

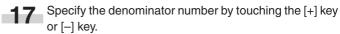


Touch the [Manual] key. The denominator number set-up screen will appear.

Inch specificatio	ons
Ready to copy.	Paper Size Set 십 8%11"] 100%
Setting denominator #	Back Close
(1~999)	Check direction Check direction of original top side.
Auto +	
t keus	Back Edge

Metric specifications

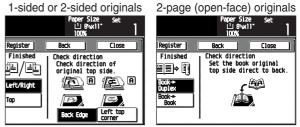
Ready to copy.	Papersize Set 止A4
Setting denominator #	Back Close
(1-999)	Check direction
1	Check direction of
Auto +	original.
Kerual –	Back Edge Left top
8-Keys	Corner



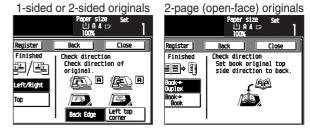
The numeric keys can also be used by touching the [# keys] key.

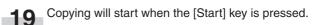
Check the orientation of the originals according to the 18 message.

Inch specifications



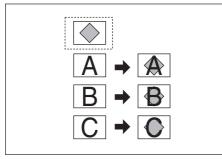






7. Overlaying images [Form overlay mode]

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.



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

	Ir	nch spec	ification	IS	
Ready t	:o copy.			Paper Size 신 8%x11* 100%	Set]
Select Paper	2 sided/ Separation > Reduce	Select orig. size	Combine Batch Scanning		
Orig. image quality p	Hargin "	Page #	Form Overlay	▼ Down	
Sort/ Finish N	Border Erase	Cover	Booklet		
Basic	User choice	Function	Program		

Metric specifications

Ready 1	to copy.	-		Paper size 止 A 4 : 100%	: Set □]
Select paper p	2-sided/ Split	Select size orig. 🕨	Herge copy 🔥		
Exposure Node	Reduce/ Enlarge	Auto selection	Large # of originals	L Up	
Image quality P	Margin 📕	Page numbering	Form overlay	V Down	
Sort/ Finish N	Erase Node	Cover Node N	Booklet 📕		
Basic	User choice 🖌	Function	Program /		•

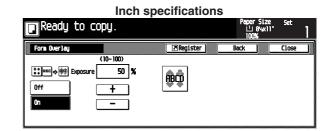
2 Touch the [Form overlay] key. The "Form Overlay" screen will appear.

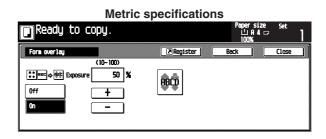
Inch specifications
Pager Size
Ready to copy.
Pager Size
Off
Off
Use the first scanned image as a form
for copy after second original image.

Metric specifications



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





Sp

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.

- 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.

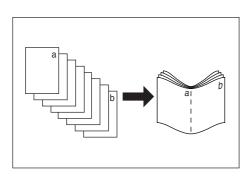
IMPORTANT

(Inch specifications)

• The size of originals that can be used in this mode is limited to $11" \times 8$ 1/2" and the paper size is limited to $11" \times 17"$, 8 1/2" \times 14" and 8 1/2" \times 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.

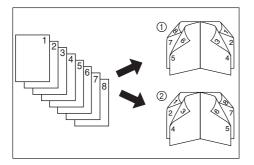


1) Finish: Right

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.



Set the originals in the Document Processor.

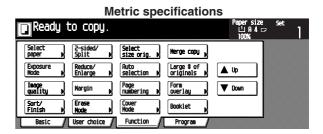
IMPORTANT

• 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.

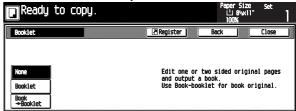
	Inch specificati	
Ready to copy	•	Paper Size set 止 8%x11" 100%;
Select Separation	Select orig. size	
Exposure Reduce	Auto Batch Scanning	, ()
Orig. image quality P Margin	Page # Form Overlay	Down
Sort/ Finish P Border Erase	Cover Booklet	
Basic / User choic	e Function Program	



3 Touch the [Booklet] key.

The "Booklet" screen will appear.

Inch specifications



Ready to	c specificatior	Paper s பிA	size set 4⊡	1
Booklet	Register	100% Beck	Close	
None Booklet Book *Booklet	and output	2-sided orig as book. ooklet for bo		

Touch the [Booklet] key.

4

The original/finish set-up screen will appear.

	li li	nch spec	cification	S	
Ready	to copy.			Paper 止 8 100%	Mx11" 1
Booklet		[Register	Back	Close
None Booklet Book ++Booklet	Original I I-sided Z-sided Left/Right	Finished	Center Staple		ction original direct to back.

Metric specifications

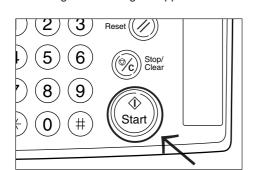
Ready	to copy.	-		Paper size ĽA4⊏ 100%	Set
Booklet		(Register	Back	Close
	Original 발활	Finish		Check direction Set original side direct t	n top (short) o back.
None	1-sided	Left			P
Booklet	2-sided Left/Right	Right	(=		
Book ->Booklet			Center Staple	🗈 Only vertic	al original.

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).

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.



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.

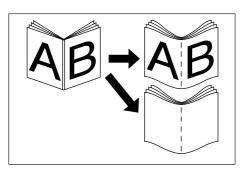
IMPORTANT

(Inch specifications)

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

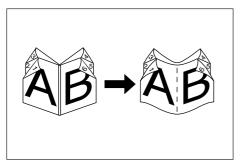
(Metric specifications)

• 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.



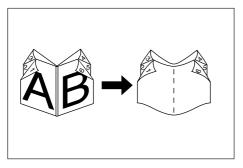
• Copy onto the cover

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.

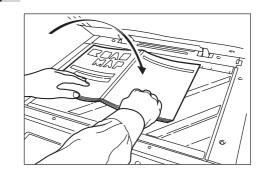


• Do not copy onto the cover

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



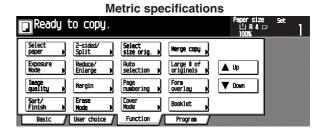
Set the two-page (open-face) original.





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

	In	nch spec	ification		
Ready to	o copy.			Paper Size 止 8%x11* 100%	Set
Select Paper	2 sided/ Separation	Select orig. size 🕨	Combine		
Exposure	Reduce /Ealarge	Auto selection	Batch Scanning	▲ Up	
Orig. image quality	Hargin 🕨	Page #	Form Overlay p	▼ Down	
	Border Erase	Cover	Booklet		
Basic	User choice	Function	Program /		





Touch the [Booklet] key.

The "Booklet" screen will appear.

Inch specifications

Ready	to copy.		1	er Size 1 8%x11" 10%	Set	1
Booklet		Register	Back		Close	
None Booklet Book +Booklet		Edit one or and output a Use Book-boo	book.	-		1

Metric specifications

Ready	to copy.		Pap 1	ersize ≟A4⊏ 00%	Set	1
Booklet		⊠Register	Back		Close	
None Booklet Book →Booklet		Edit 1- and and output a Use Book⇒bo original.	s book.	-	;	

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

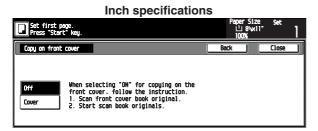
Inch specifications									
🖸 Ready	to copy.			Pap 11 10	er Size 1 8%x11" 10%	Set	1		
Booklet		[Register	Back		Close			
	Original 1≟	Finished	copy front	Check di Set the top sid	rection book or de direct	iginal to bac	: k .		
None Booklet	Book Left Book	Left binding Right binding	Copy on front cov.			A			
Book +Booklet		binding	Center Staple						

	Metric specifications									
🖸 Ready	to copy.			Paper siz 止 A 4 100%	e set ₽]					
Booklet		(Register	Back	Close					
None Booklet Book **Booklet	Original	Finish Left Right	Copy front Copy on front cov.	Check directi Set book ori side directi	ginal top					

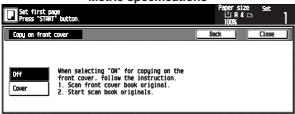
Select the type of original and finishing by touching the 5 desired key.

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).

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



Metric specifications



Touch the [Cover] key.

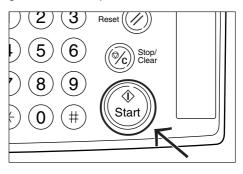
IMPORTANT

6

• When copying the cover, set the cover first.

Press the [Start] key. Scanning will start.

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



g

8

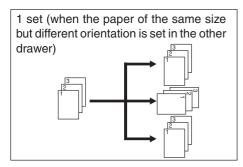
Replace the original and then press the [Start] key. Scanning will start.

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

CHAPTER 5 FUNCTIONS

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.

Set the original(s).

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

User choice / Function

Basic

Inch specifications

🖸 Ready t	o copy.			Paper Size 止 8%x11" 100%	Set]
Select Paper	2 sided/ Separation	Select orig. size	Combine 🕨		
Exposure	Reduce /Ealarge	Auto selection	Batch Scanning N	▲ Up	
Orig. image quality p	Margin 📕	Page #	Form Overlay p	V Down	
Sort/ Finish N	Border Erase 🕨	Cover	Booklet 🕨		
Basic /	User choice 🖌	Function	Program /		

Metric specifications Ready to copy. per 512e ŮA4 ☞ Select paper Select size orig. 🖡 2-sided/ Split Nerge copy Exposure Reduce/ Enlarge Auto selection Large # of originals 🔺 Up Image quality Page numbering b Form overlay V Down Margin Erase Node Cover Node Sort/ Finist Booklet

Program

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

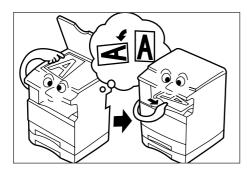
Metric specifications

🕽 Ready 1	to copy.		Pap 1	ersize ⊔A4⊡ 00%	Set	1
Sort/Finished		Register	Back		Close	
Sort Sort:OFF Sort:ON	Group Mone					

- 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 counterclockwise for copying. For this function, no setting is required.



IMPORTANT

(Inch specifications)

• The paper size available for rotate copy is limited to 11" \times 8 1/2" and 5 1/2" \times 8 1/2".

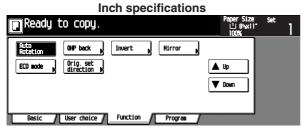
(Metric specifications)

• 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.



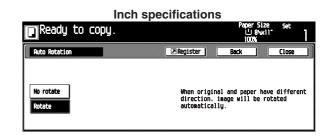
Touch the [Function] key and then the $[\mathbf{\nabla}$ Down] key. The next Function screen will appear.

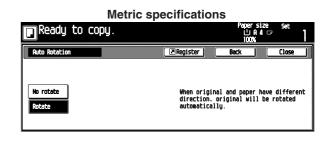


Metric specifications

Ready to copy.	Paper size set 止 A 4 교] 100%
Cito Off back Invert Mirror All ECD Mode Orig. set direction All A	Lup
Besic / User choice / Function / Program /	

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

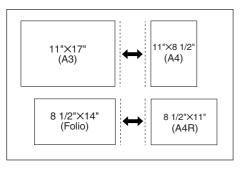




3 Touch the [No rotate] key.

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 $11" \times 17"$ and $8 1/2" \times 11"$ or $8 1/2" \times 14"$ and $8 1/2" \times 11"$, and the width of all original must be the same.

(Metric specifications)

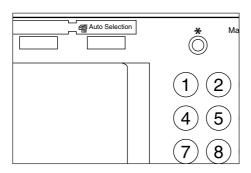
• Originals used in this mode are limited to A3 and A4 or Folio and A4R, and the width of all original must be the same.



2

Set originals in the Document Processor.

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





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

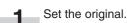
13. Adding covers for copies

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		5 3 4 1 2	
Front			
Blank			

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

CHAPTER 5 FUNCTIONS



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

Inch specifications

Ready 1	to copy.	-		Paper Size 신 8%×11" 100%	Set]
Select Paper	2 sided/ Separation ⊮	Select orig. size	Combine		
Exposure	Reduce /Ealarge	Auto selection	Batch Scanning	▲ Up	
Orig. image quality p	Hargin 🕨	Page #	Form Overlay p	V Down	
Sort/ Finish	Border Erase	Cover	Booklet 📕		
Basic /	User choice 🖌	Function	Program /		

Metric specifications

	mound opt	Jointoation		
Ready to c	opy.		Paper size 止 A 4 다 100%	Set]
Select 2-sic paper D Split	ded/ Select t N size orig. N	Nerge copy 🔥		
Exposure Node N Enlar	ce/ Auto rge N selection N	Large # of originals >	A 40	
Tmage quality N Margi	in Page numbering M	Form overlay D	▼ Down	
Sort/ Finish N Hode	e Cover Node N	Booklet		
Basic / User	choice / Function /	Program /		

3

Δ

Touch the [Cover] key.

The "Cover Mode" screen will appear.

Inch specifications

Ready to	copy.			er Size 18%x11" 0%	Set	1
Cover Hode		Register	Back		Close	
Front cover		Insert color as a front/ba Able to copy IPlace cover	ck cover. on same p	aper.		

Metric specifications

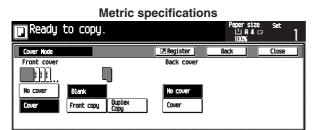
Ready	to copy.		Pape 나 10	rsize ∣A4⊡ ∭K	Set	1
Cover Hode		Register	Back		Close	
Front cover		Insert front Rough etc	å back co	ver pape	r (Colo	ur/
Cover		IIIPlace cove			copy.	

Touch the [Cover] key.

The front cover set-up screen will appear.

Inch specifications





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.

	Inch spec	cifications			
Ready T	to copy.		Paper Size 止 8%:1 100%	- Set	1
Cover Node		Register	Back	Close	
Front cover		Rear cover			concount
No cover	Blank	No cover	Blank		
Cover	Front copy 2 sided Copy	Cover	Front copy		
Lover	Fronc copy copy		Fronc copy		

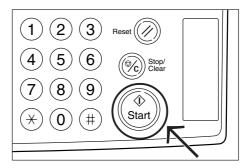
Metric specifications Ready to copy. Ready to copy. Ready to copy. Ready to cover Register Back cover Ro cover Blank No cover Blank Cover Front copy Duplex Cover Front copy Register Front copy F



Select the copying condition of the back cover.

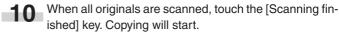
8 Press the [Start] key. Scanning will start.

> 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.





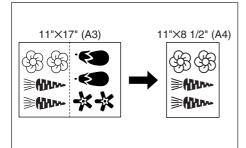
Replace the original and then press the [Start] key. Scanning will start.



5-24

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.





2

3

Specify the original size by touching the desired key.

Touch the [Function] key.

The Function screen will appear.

Inch specifications								
🖪 Ready t	:o copy.			Paper Size	Set			
Select Paper	2 sided/ Separation)	Select orig. size 🕨	Combine					
Exposure	Reduce /Ealarge	Auto selection 🕨	Batch Scanning	▲ ψ				
Orig. image quality p	Margin 📕	Page #	Form Overlay p	V Down				
Sort/ Finish	Border Erase	Cover	Booklet					
Basic /	User choice 🖊	Function	Program 🖉					

Metric specifications

Ready t	to copy.			Paper size L'A4 🖙 100%	Set	1
Select paper	2-sided/ Split	Select size orig. 🖡	Nerge copy 🔥			
Exposure Node	Reduce/ Enlarge	Auto selection	Large # of originals	▲ ₩		
Inage quality >	Hargin 📕	Page numbering N	Form overlay b	V Down		
Sort/ Finish N	Erase Node	Cover Node	Booklet			
Basic /	User choice 🖌	Function	Program /			

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

Inch specifications

Ready to copy.						er Size 1 8%×11" 00%	Set	1
Select origina	l size		Regist	ær)	Back		Close	
	Auto	8%×14"	8%x14*	11×15"				
Select size	11x17*	5%8%*	5%8%*	A 4 🗆				
Input size	8%x11"	8%5%	8%55	A 4 🛙				
	11x8%"							

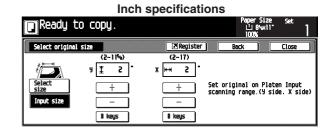
Metric specifications

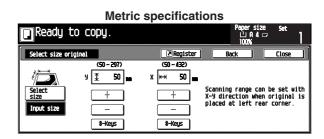
Ready t	o copy.				Paper size 止 A 4 교 100%	Set]
Select size ori	ginal		Register	Baci		Close)
		A 5 🗆	B 5 🗆	11x15"]	
Select size	A 3 🗆	A 5 🛛	85 C	8%×11"	ĺ	
Input size	A 4 🗆	A 6 🗆	B 6 🗆	11x8%"]	
	A 4 🖞	84 -	B 6 🖞	Folio		

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.

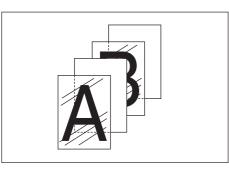
Copying will start when the [Start] key is pressed.

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.

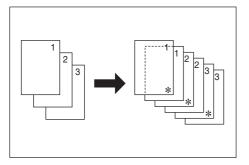
IMPORTANT

• Transparecies must be fed from the multi-bypass tray.



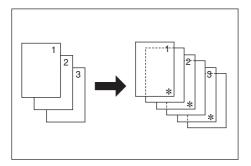
• Copying onto the backing sheet

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.)

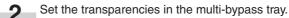


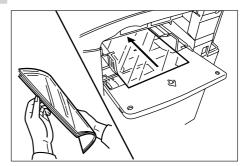
• Leaving the backing sheet blank

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



Set the originals.



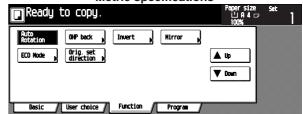


IMPORTANT

- 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.

Inch specifications	5	
Ready to copy.	Paper Size Set 止 8%x11" 100%	1
Horizon OHP back Invert Hirror ECD mode Orig. set direction	▲ up ▼ Down	
Basic / User choice / Function / Program /		

Metric specifications



Touch the [OHP back] key. The "OHP back" screen will appear.

Inch specifications

Ready	to copy.		Pape 	r Size 8%x11" %	Set]	
OHP back		Register	Back		Close))
None Copy Blank		Insert a blan OHP film. or ① Place the				

Metric specifications

Ready	to copy.			1	ersize ⊔A4⊡ JO%	Set	1
OHP back		Register		Back		Close	
None Copy Blank		copy to	OHP b	oaper bet ack paper ilm on by		films	or

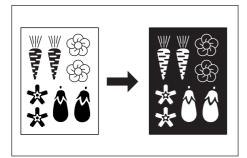
5 Touch the [Copy] key or [Blank] key.

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

16. Inverting black and white [Invert copy mode]

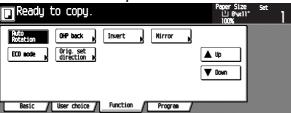
The black and white areas of the image are inverted (reversed) on the copy.

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



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

Inch specifications



Metric specifications

Ready to copy.	Popersize Set 십 유 4 다 100%]
Rico Rotation OVP back , Invert , M ECO Mode , Orig. set direction ,	lirror)
Besic / User choice / Function /	Program_/

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

Inch specifications Ready to copy. Paper Size Set Invert Register Back Close Off Copy the scanned image with reversing black and white parts. Diack and white parts.

Metric specifications

Ready t	to copy.	Papersize se 止 A.4 co 100%(t
Invert		Register Back Clo	se
Off On		Copy scanned image with black and white parts reversed.	

5 Touch the [On] key.

	Inch spec	cification	s			
Ready	to copy.		Pap 1	er Size 1 8%x11" 00%	Set	1
Invert		Register	Back		Close	ב
ABC Off On		Copy the sca black and wh	nned imag Nite parts	e with ro	eversing	

Metric specifications

Invert	Register	Back	0%	Close
ABC Off On	Copy scanned black and whi	image wit te parts	th reverse	d.

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

aper Size 山 8〜x11*

山 A 4 🖙

Clo

Back

Reverse scanned image left to right mirror image.

Reversed scanned image left to right as a reflection in the mirror.

Inch specifications

Metric specifications

Z Renister

Register

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

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

Off

On

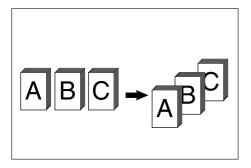
5 Touch the [On] key. Ready to copy. Mirror Ŀ 긠 Off Ûn Ready to copy. 1 Set the original. 敪 Touch the [Function] key. 2 Off The Function screen will appear. On Touch the [▼ Down] key. 3 The next page will appear. Copying will start when the [Start] key is pressed. 6 Inch specifications per Size 止 8%x11 Ready to copy. Auto Rotation OHP back Nirror Invert Orig. set direction ECO mode 🛦 Up V Down Basic / User choice / Function / Program / Metric specifications Ready to copy. 바라 Size - 나 A 4 다 Auto Rotation OHP back Invert Mirror J Orig. set direction ECO Node 🛦 Up . V Dowr Basic / User choice / Function / Program Touch the [Mirror] key. 4 The "Mirror" screen will appear. Inch specifications Ready to copy. <u>العاق ال</u> ■ Register) Mi Reverse scanned image left to right mirror image. Off On **Metric specifications** Ready to copy. 4 ■ Register)

Reversed scanned image left to right as a reflection in the mirror.

5-29

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.



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

Inch specifications

🔲 Ready t	to copy.	•		Paper Size 止 8%*1 100%	Set
Select Paper N	2 sided/ Separation 🖡	Select orig. size 🕨	Combine 🔥		
Exposure	Reduce /Ealarge	Auto selection	Batch Scanning N	L Up	
Orig. image quality p	Hargin 📕	Page #	Form Overlay p	V Down	
Sort/ Finish	Border Erase	Cover	Booklet		
Basic /	User choice 🖉	Function	Program /		•

Metric specifications persize ⊔A4⊡ Ready to copy. Select paper 2-sided/ Split Select size orig. 🕨 Herge copy Auto selection Expo Reduce/ Enlarge Large # of originals 🔺 Up Image quality Nargin Page numbering Form overlay 🔻 Down Erase Node Sort/ Finish Cover Book1et Function User choice Progra

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

Inch specifications

Ready to	copy.		L	ber Size 느 8%x11" 00%	Set	1
Batch scanning		Register	Back		Close	
Off On		Copy scanned Platen as one using documer	i job or	scanned o	rigina	ls

 Metric specifications

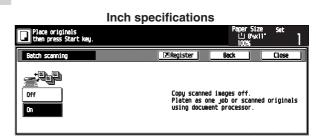
 Paper size
 Set

 Large # of originals
 Large # of originals

 Originals
 Back
 Close

 Originals
 Originals scanned through the platen and Document Processor can be processed as one copy job.

Touch the [On] key.



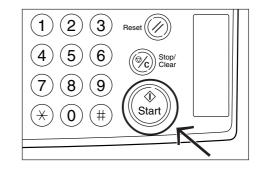
Metric specifications



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.



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

6

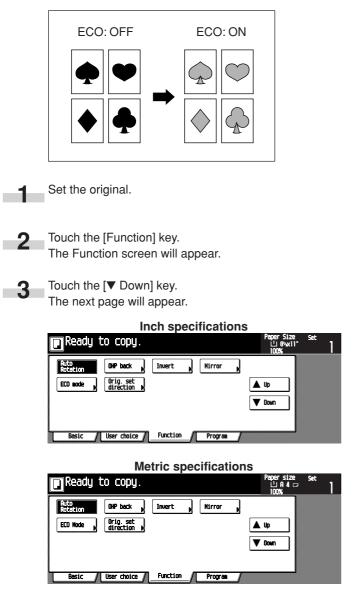
- Scanning will start.
- When all originals are scanned, touch the [Scanning finished] key. Copying will start.

3

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.



Touch the [ECO mode] key. 4 The "ECO mode" screen will appear.

Inch specificatio	ns
Ready to copy.	Paper Size Set 止 8%x11"] 100%]
ECO mode	Back Close
ECO mode is saving toner consumption. and it is economically.	ECD mode It is possible to reduce toner consumption. Image is a little light. A A Off On

	Metric speci	ification	S		
Ready	to copy.			size se I4⊡	* 1
ECO Node	S	Register	Back	Clo	756
	ECO Wode enables toner consu reduction.	mption	ECO Node Toner cons can be red Image resol A	luced.	uced. 7]



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, Layout, Print page numbers, Booklet, Staple (optional) or Punch (optional) function is used, setting of the orientation of originals is required.



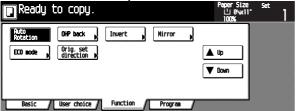
2

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

Touch the [▼Down] key.

The next page will appear.

Inch specifications



Metric specifications

Ready to copy.	Paper size Set - 십 유 4 급 - 100%	1
Arico OHP back Invert Rotation Orig.set Invert ECO Mode Orig.ret Orig.set) Hirror) ▲ Up ▼ Down	
Basic / User choice / Function	Program	

3

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

Inch specifications

Ready to copy.	Paper Size 내 8%(11* 100%	Set]
Orig. set direction	Back	Close
	Check direction Check direction original top si	
"Check direction original" can be shown at right side of display.		ED 0
Follow the steps If setting mode is Wrong.incorrect copy will result.		eft top

Metric specifications

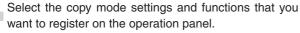
Ready to copy.	Paper size 십 A 4 다 100%	Set]
Orig. set direction	Back	Close
	Check direction Check direction original.	of
"Check direction original" can be shown at right side of display.		E) A
Follow the steps. If setting mode is wrong, incorrect coop will result.		- J
		ft top rner

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



Touch the [Basic] key.

The Basic screen will appear.

Inch specifications Ready to copy. ப் 8'லப் 100 % Orig im quality ∎ ∎ **BHS** Sort:OFF 2 11**x8%** Reduce /Enlarge ECO 100 % ß Sort:ON Reduce /Enlarge Sort/ Finist Exposure User choice / Function Program Basic

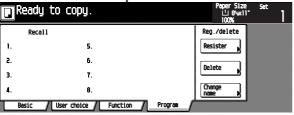
Metric specifications Ready to copy. apersize 止A4□ Nerge copy 100 % Image quality l≟ ^{₽ 4 □} Sort:OFF AMS 115 Reduce/ Z Enlarge Bupas ECO 100 % Sort:ON Reduce. Enlarg Sort/ Finist Exposure User ch Functio Prog

3

2

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

Inch specifications



Metric specifications Ready to copy. apersize ⊔A4□ Reg./delete Recall 5. Register 1. 2. 6. Delete З. 7. Change ٨ 8 / User choice / Function / Progra Basic

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

Inch specifications End Register present setting Select program n No registration No registration 1. 5. 2. No registration 6. No registration No registration 7. No registration No registration 8. No registration

R	egister present settin	ŋ		End
	Select program n	unber.		
1.[No registration	5.	No registration	
2.	No registration	6.	No registration	
3 .	No registration	7.	No registration	
. Ì	No registration	8.	No registration	



Δ

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

Inch specifications

Enter name Stop 16 letter limit including # • • Back Del. 1) 1+11. (q y ertyu i 0 P 0 [asd f g h j 1 ? k **∆**Shift Z X C b n I ٧ I Space End

Metric specifications

Enter	user (101128											Stop
							ו [Limit:	16 le	tters	inc.	# kej	Back Del.
!	"	#	*	X	å	<u> </u>	()	+	-	=]	
q	U.	e	ſ	t	y	u	i	0	P] [
	а	s	d	f	9	h	j j	k		:	;	1	?
습 Sh i	ft 🛛	z	×	c	v	b	n	m	, ľ		/ 1	-	
									Space]		End

CHAPTER 5 FUNCTIONS



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

Inch specifications

Enter name												Stop	
livetti 1						[16 let	ter li	mit ir	cludi	ing #	Back [el.
! "	#	*	x	<u> </u>	<u> </u>)	+	-	=]		
q V	e	ſ	t	y	U) i	0	P	1 •) [
a	s	d	f	9	h	()	k			;	1	1	
∆ Shift	z	×	c	v	b	n	m			7	-		
								Space]		End	

					N	letri	ic s	peo	cific	atio	ons			
En	ter	user	1. TH											Stop
٥	live	etti 1							Limit	: 16 1 •	etters	inc.	\$ kei	Back Del.
!	1	"	#	1 *	X	l i	Ĺ	()	<u>+</u>	<u> </u>	<u> </u>]	
q		¥	e	ſ	t	y	u	Ĵ.	0	P	L e	ſ		
		а	s	d	f	<u>,</u>	h	j.	k	1) :	;	1	<u>, </u>
\$	Shif	t [z	×	с	v	b	n	m			/	_	
										Space	!]		End

NOTE

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

When the message "The set program is registered. Is it 7 correct?" is displayed, check the name, and then touch the [Yes] key.

The "Register program" screen will appear.

Inch specifications

Register program.	Stop
Program # 1	
Program name olivetti 1	
The set program is registered. Is it correct?	
Yes No	

Metric specifications

Resister program.	Stop
Program # 1	
Program name olivetti 1	
The set program is registered. Is it correct?	
YES NO	

(2) Copying with a registered program

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

Ready	to copy.	Paper Size 신 8%*11" 100%	Set
Recall		Reg./delete	
l. olivetti l	5.	Resister	
2.	6.		
3.	7.	Delete	
4.	8.	Change paper b	

Ready	j to copu].	Paper size 止 A 4 ㄷ 100%	Set
Rec	ə11		 Reg./delete	
1. olivetti	1	5.	Register	
2.		6.		
Э.		7.	Delete	
4		8.	Change N	

2 Select the button of the registered program.

	Inch spec	
Ready	to copy.	Paper Size Set 나 8%x111 100%
Recal	11	Reg./delete
1. olivetti l	5.	Register
2.	6.	
З.	7.	Delete
4.	8.	Change name P
Basic	User choice Function	Program

Metric specifications

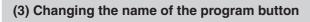
🖸 Ready 🛛	to copy.	Papersize set 십 유 4 대 100%,
Recall		Reg./delete
l. olivetti l	5.	Register
2.	6.	
З.	7.	Delete
4.	8.	Change name
Basic /	User choice / Function	Program



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

	Inch	specif	ication			
Ready	to copy.			Paper Size 신 8%(11) 100%	. Set	1
Recal	1			Reg./delete		
1. olivetti 1	5.			Resister		
2.	6.			Delete J		
З.	7.					
4.	8.			Change name M		
Basic	/ User choice / Fur	nction 🔏	Program	ليصطلح		

Metric specifications Ready to copy. Recall Reg./delete 1. olivetti 1 Register 5. 2. 6. Delete З. 7. Change name 4 8 Basic ser choice 🖌 Function Prog



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

Inch specifications

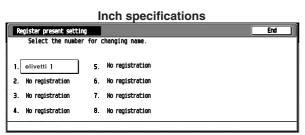
Ready	to copy.	Paper Size Set 신 8%x11" 100%
Recal	1	Reg./delete
l. olivetti l	5.	Resister
2.	6.	
Э.	7.	Delete
4.	θ.	Change name P
Basic	User choice / Function	Program

Metric specifications

Ready	to copy.	Papersize Set 止A4				
Recall			Reg./delete			
l. olivetti l	5.		Register			
2.	6.					
З.	7.		Delete			
4.	8.		Change name k			
Basic	User choice / Function	7 Program /				

2 Touch the [Change name] key.

The "Register present setting" screen will appear.



Metric specifications

Re	egister present setti	ng		End)
	Select the numbe	r for c	changing name.	
1.	olivetti 1	5.	No registration	
2.	No registration	6.	No registration	
З.	No registration	7.	No registration	
4.	No registration	8.	No registration	

Select the program button (1 to 8) whose name you want to change.

The "Enter name" screen will appear.

3

Inch specifications

Ente	10.00												Stop
Eliv	vetti 1						(16 let	ter li	mit i	ncludi	ing #	Back Del.
!	<u> </u>	#	*	X	å	ľ	()	+	-	[=		
q	¥	e	ſ	t	ų.	U	(i	0	P	•	ſ		
	а	s	d	f	9	ħ	j	k	1	:	;]	1
🔁 Sh	ift	z	х	c (٧	b	n	m	, ſ		7	-	
									Space]		End

Metric specifications

	Enter user	N 19											Stop
	olivetti 1						l	.init: •	16 1et	ters	inc. #	key	Back Del.
	!	#	*	x	å	([,]	()	+	-)	=		
	q V	e e	ſ	t	y.	U.	<u>I</u>	0	P	6	ſ		
	a	s	d	f	g	h	j	k	1	: 1	; []	2
[☆ Shift	z	×	c	v	b	n (•			<u> </u>		
								[Space				End

Touch the $[\leftarrow]$, $[\rightarrow]$, [Back], or [Del.] key to delete the old button name, and enter the new button name, and then touch the [End] key.

Inch specifications											
Enter name		Stop									
Clivetti 2	16 letter limit in	Back Del.									
! ~ # * % &	· () + -	=									
q y erty	U I O P @										
as df g	h j k l :	;]] ?									
∲ Shift Z X C V	b n m , .	∕									
	Space	End									

Metric specifications

Enter Eliv	user etti 2						[Limit:	16 le	tters	inc.	\$ key	Stop Back Del.
!	"	#	*	X	å	ſ	()	+	-	=		
q	V	e	ſ	t	y	U	1	0	P) e) []	
[а	s	d	f	g	h	j	k	1	:	;	1	2
ሰ Shi	ft	z	×	c	v	b	n	m	Ī	ſ	7	-	
									Space				End

NOTE

4

• 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.

Inch specifications	
Register program.	Stop
Program 8 1	
Program name olivetti 2	
The set program is registered. Is it correct?	
Yes No	
Matria apositiona	

wetric specifications	
Register program.	Stop
Program # 1	
Program name olivetti 2	
The set program is registered. Is it correct?	
Yes No	

CHAPTER 5 FUNCTIONS

Control returns to the "Registation name change" screen, and the button with the entered program name will appear.

Registration name	change	End
Select the r	mber for changing name.	
	- -	
1. olivetti 2	5.	
2.	6.	
з.	7.	
	R	

Metric specifications

	Registration name change		End
	Select the number f	changing name.	
	l. olivetti 2		
		•	
ľ	,	•	
Ľ	•.		

(4) Deleting the program

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

Inch specifications

🖸 Ready	to copy.		Paper Size 止 8%(11* 100%	Set]
Recal	1		Reg./delete	
l. olivetti i	2 5.		Resister	
2.	б.		Delete .	
З.	7.			
4.	8.		Change name 🕨	
Basic	/ User choice / Funct	ion 🔏 Program		

Metric specifications

	mourio	opeenieane		
🖪 Ready	to copy.		Paper size 止 A 4 드 100%	Set
Recal	1		Reg./delete	
1. olivetti 2	5.		Register	
2.	б.		Delete .	
З.	7.			
4.	8.		Change name N	
Basic	/ User choice / Func	tion / Program /	·	

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

Inch specifications Delete registration End Select the number of program to delete. 1. olivetti 2 5. No registration 2. No registration 6. No registration 3. No registration 7. No registration 4. No registration 8. No registration

Metric specifications

Delete registration	End
Select the numbe	r of program to delete.
1. olivetti 2	5. Wo registration
2. No registration	6. No registration
3. No registration	7. No registration
4. No registration	8. No registration

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

Inch specifications	
Delete program.	Stop
Program \$ 1 Program name olivetti 2	
This program will be deleted. Are you sure?	
Yes No	

Metric specifications	
Delete program.	Stop
Program 8 1	
Program name olivetti 2	
This program will be deleted. Are you sure?	
YES NO	

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

4

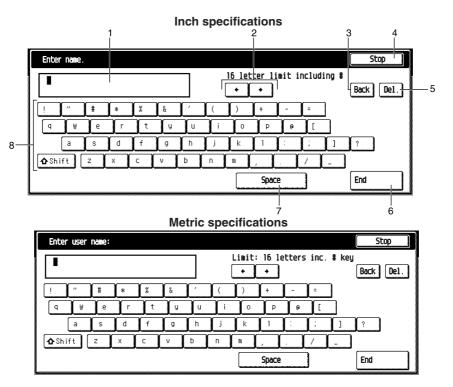
Ready	Inch spo i to copy.	Paper Size	Set
Reca	11	Reg./delete	
1.	5.	Resister	
2.	6.		
з.	7.		
4.	8.	Change name	
Basic	User choice / Function	Program	

Metric specifications Ready to copy aper size 止 A 4 급 100% Reg./delete Recall Register 1. 5. 2. 6. Delete З. 7. Change name 8. / User choice / Function / Progra Basic

(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 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

Touch the [o], [l], [i], [v], [e], [t], [i] [Space] and [1] keys in this order.

"olivetti 1" will appear in the display box.

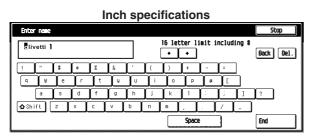
Inch specifications

	Enter	Q7119.												Stop
	I							[16 let	ter li	mit i	ncludi	ing #	Back Del.
	!	"	#	*	X	k	Ĺ)	+	-	(=		
	9	¥	e	ſ) t	y.	U) i	0	P	6	ſ		
		а	s	d	f	g	h	j	k		:	;]	?
[ሳ Shi	rt (z (×	c (v	b	п	<u> </u>			7	_	
										Spac	2]		End

				Μ	etri	ic s	pec	cific	atio	ons			
Enter	user r	1											Stop
								Limit +	• 16 1	etters	inc.	‡ key	Back Del.
!	"	#	*	X	ł	Ĺ) (()	+	<u> </u>	=		
q	V	e	ſ) t	ų	U	1	0	P	10	Ĩ		
	a	s	d	f	9	h	j	k	1	1	<u>;</u>	1	?
∆ Shif	t [z	×	c	٧	b	n	m			7	-	
	_								Space]		End

NOTE

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



Metric specifications

Enter	user	nane:											Stop
cliv	etti 1						 [Limit:	16 le	tters	inc.	# key	Back Del.
!	‴	#	*	X	å	<u> </u>	()	+	-	:]	
q	¥	e	l r) t	y	u	<u> </u>	0	P	<u> </u>	ſ		
	a	s	d	f	9	h	j	k.	1	:	;	1	<u>, </u>
🔁 Shi	ft [z	×	c (v	b	n			(/	-	
									Space]		End

2 Touch the [End] key.

The message "The set program is registered. Is it correct?" is displayed.

Inch specifications	
Register program.	Stop
Program # 1	
Program name olivetti 1	
The set program is registered. Is it correct?	
Yes No	
Metric specifications	

Resister program.	Stop
Program # 1	
Program name olivetti 1	
The set program is registered. Is it correct?	
YES NO	

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

2

Touch the [Function] key.

The Function screen will appear.

Inch specifications						
🔲 Ready t	o copy.			Paper Size 신 양동(11* 100%	Set	
Select Paper	2 sided/ Separation p	Select orig. size	Combine 🔥			
Exposure	Reduce /Ealarge	Auto selection	Batch Scanning	A 10		
Orig. image quality	Margin 🕨	Page #	Form Overlay p	V Down		
Sort∕ Finish ⊮	Border Erase	Cover	Booklet			
Basic /	User choice 🖌	Function	Program /			

Metric specifications

	Ready 1	to copy.			Paper size Li A 4 🖙 100%	Set]
	Select paper N	2-sided∕ Split ▶	Select size orig. •	Nerge copy		
	Exposure Node	Reduce/ Enlarge	Auto selection	Large # of originals	▲ Up	
	Image quality P	Hargin 🕨	Page numbering	Form overlay P	V Down	
	Sort/ Finish	Erase Node	Cover Node	Booklet		
0000000	Basic 🖌	User choice 🥻	Function 🖉	Program 🥖		

Touch the [Combine] key.

The "Combine" screen will appear.

Inch specifications

Ready to c	lopy.			er Size 1 8%x11" 10%	Set	1
Combine		Register	Back		Close	
None 2 in 1 4 in 1		2 or 4 origin one paper.	al pages	can com	bine on	

Metric specifications

Ready to	COPY.		Pe	persize ĽIA4⊡ 100%	Set	1
Nerge copy	Regi	ter	Back		Close	
None 2-in-1 4-in-1		r 4 orig one page		be print	ed	

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

P Ready [•]	Inch spec to copy.	cification	S Paper S ப் 8* 100%	iize set w11"]
Combine		Register	Back	Close
■ None 2 in 1 4 in 1		Border line None — Solid … Dotted Borders	Check direc Check dire original t Check dire original t Check dire Check direc	ction of

Metric specifications						
Ready	to copy.		Paper si: 止 A 4 100%	ze Set		
Herge copy		Register	Back	Close		
■ = = = = = = = = = = = = = = = = = = =		Border line None Solid Dotted Cropmark	Check direct: Check direct original. A Beck Edge			

The "Register" screen will appear.

Inch specifications Ready to copy. Paper Size Set Image: Set set 100% 1 Image: Set set 100% 1 Image: Set set 100% 1 Image: Set set 1 1

Metric specifications

Ready to copy.	Papersize ⊔`A4□ 100%/	Set]
☑ Resister	C	End	
Register			
Delete			

CHAPTER 5 FUNCTIONS

4

5

Touch the [Register] key, and then touch the [End] key. The "Register present setting" screen will appear.

Inch specificatio	ns
Register present setting	End
Select the number of program to registered.	
Mo	
1. Pregistrat.	
2. Ingistrat.	
3. 🛛 Registrat.	

Metric specifications

Register present setting	End	
Select the number of program to registered.		
1. [a] registrat. No 2. and registrat. 3. [a] registrat.		

Touch the [End] key.

The "Register this function." screen will appear and confirmation message will be displayed.

Inch specifications					
Register this function.	Stop				
Register No. 1					
Register this selecting mode. OK?					
Yes No					
	J				

Metric specifications

Register this function.	Stop
Register No. 1	
Register this selecting mode. OK?	
Yes No	

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					
Ready to copy			Paper Size 止 11x8% 100%	Set]	
Select 2 sided/ Paper 1 Separation	Select orig. size	Combine		Combine	
Exposure Reduce /Ealarge	Auto selection D	Batch Scanning	▲ Up		
Orig image quality 🙀 Margin	Page #	Form Overlay N	V Down		
Sort/ Finish N Border Erase	Cover	Booklet			
Basic / User choice	Function	Program /			

Metric specifications					
🔲 Ready t	o copy.			Paper size 止 A 4 = 100%	Set
Select paper	2-sided/ Split	Select size orig. 🕨	Combine 🕨		Herge copy
Exposure Node	Reduce/ Enlarge	Auto selection	Large # of originals D	▲ Up	
Image quality P	Margin 🕨	Page numbering	Form overlay D	▼ Down	
Sort/ Finish	Erase Hode	Cover Node	Booklet 🕨		
Basic /	User choice 🔏	Function	Program /		

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.)

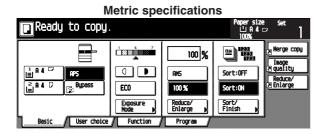
23. Deleting the [Register] key

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



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

Inch specifications Ready to copy. , Combine 100 % | Orig im ≥quality <u>∎</u> 8%×11. ANS Sort:OFF Reduce ≥ /Enlarge ² 11x8% ECO Sort:ON 100 % Reduce /Enlarge Sort/ Finish Exposure . User choice / Function / Progra



The "Combine" screen will appear.

Inch specifications							
Ready	to copy.		Paper Si 止 8% 100%	ze Set K ¹¹]			
Combine		Register	Back	Close			
		Border line None — Solid … Dotted Borders	Check direct Check direct original to Check direct original to Enclosed Back Edge	tion of p side.			

Metric specifications						
Ready	to copy.		Papersi 止 A 4 100%	ze set		
Herge copy		Register	Back	Close		
Image: Second		Border line None — Solid … Dotted Cropmark	Check direct Check direct original. (Check direct orig	tion of		

2

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

	Inch specific			
Ready to copy	y.	Paper Size 신 8%(11* 100%	Set	1
Resister			End	
Register				
Delete				

Metric specifications

Ready to	Copy.	Paper size L'A4 🖙 100%	Set	1
Resister			End	
Register) Delete				



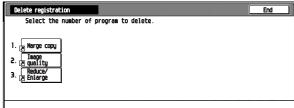
Touch the [Delete] key.

The "Delete registration" screen will appear.

Inch specifications

Delete registration		End
Select the number of	of program to delete.	
1. Combine		
2. Orig. image		
3. Reduce		

Metric specifications



CHAPTER 5 FUNCTIONS

4

5

Touch the [Combine] key.

The confirmation message will appear.

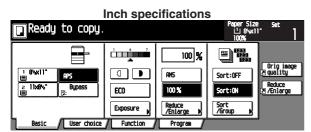
Inch specifications

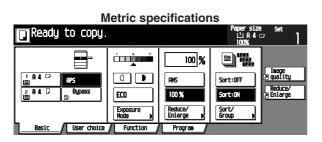
Delete registration.	Stop
Register No. 1	
Are you sure you want to delete?	
Yes No	

Metric specifications

Delete registration.	Stop
Decision No. 1	
Register No. 1	
Are you sure you want to delete?	
Yes No	

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

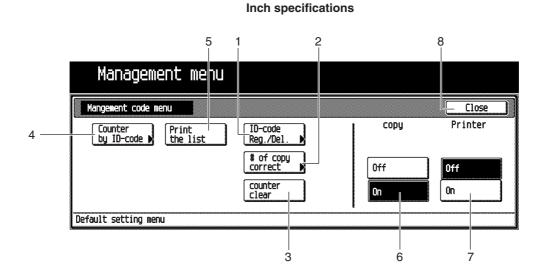




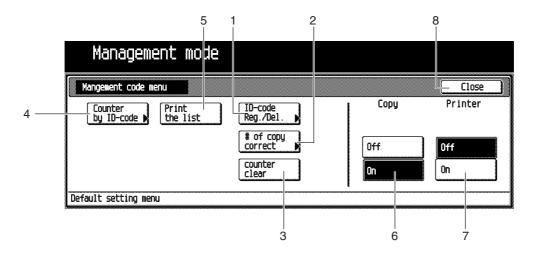
1. Copy management mode

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



Metric specifications

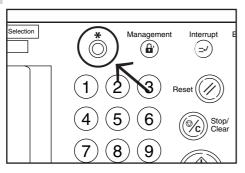


	Copy management mode	Copy management mode content	Page
1	Registering/deleting new ID codes	"Registering new ID codes" Assigns an up to 8-digit ID codes and a maximum number of copies to the departments in your organization. Up to 500 departments can be assigned. Limits are set in units of 1,000 sheets, up to a maximum of 999,000. Entering "0" enables unlimited copying. When a department reaches its limit, the copier will not make any more copies. "Deleting new ID codes" Deletes registered ID codes.	6-3
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)	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. * This mode is not displayed when the copier is not equipped with the optional printer board or printer/scanner kit.	Instruction manual for t
8	[Close] key	Closes the "Management" screen. Control returns to the "Default set- ting menu" screen.	

(2) How to display the "Management code menu" screen

Display the "M anagement code menu" screen.

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





The "Default setting menu" screen will appear.

Inch specification	ons
Default setting	
Default setting menu	Close
Copy default b Gefault b Language b	Hanagement ,
Scanner default p	
Machine default	Print Forn b Print b

Metric specifications

Default setting								
Default setting	nenu	l					Close	
Copy default	FRX default	N		Language		Nanagement N		
Scanner default	Printer default							
Nachine default						Print Form	Drun refresh	
					· ·			

3

Touch the [Management] key.

The "Enter the administrator number" screen will appear.

Inch specifications

Enter the administrator number	r	Close

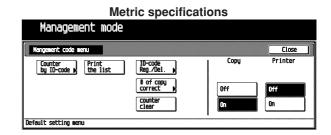
Metric specifications

Enter the administrator number	Close

Enter the 4-digit management pin code " 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.

Inch specifications Management menu Close copy Counter by ID-code K Print the list ID-code Reg./Del. \$ of copy correct Off Off counte clear On On Default setting menu



5

Δ

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.



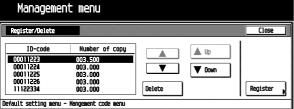
Display the "Management code menu" screen. (See (2) How to display the "Management code menu" screen.) Inch specifications

Management menu		
Mangement code menu		Close
Counter by ID-code) Print the list Reg./Del.)	сору	Printer
tof copy correct	Off	Off
counter clear	Ûn	On
Default setting menu	•	

	tric specificat	ions	
Management mode			
Nangement code menu			Close
Counter by ID-code) Print the list	ID-code Reg./Del.	Сору	Printer
	tof copy correct ►	Off	Off
	counter clear	Ûn	On
Default setting menu			

- **2** [†]
 - Touch the [ID-code Reg./Del.] key. The "Register/Delete" screen will appear.

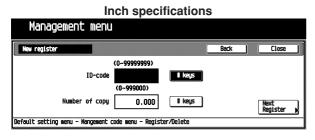
Inch specifications

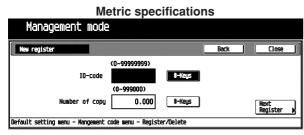


Metric specifications Management mode Close Register/Delete Number of copy ID-code 🋕 Up 00011222 00011224 00011225 00011226 11122334 ۸ 003.000 003.000 003.000 003.000 003.000 V Down [Delete Register Default setting menu - Mangement code menu

Touch the [Register] key.

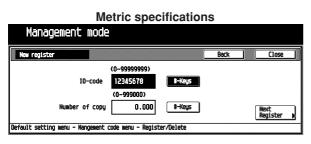
The "New register" screen will appear.



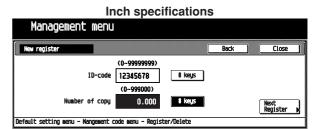


Touch the upper-side [# keys] key, and then enter ID code(8-digit: 0 to 99999999) with the numeric keys.

Inch specifications					
Management menu					
New register			Back	Close	
ID-code	(0~99999999) 12545678 (0~999000)	i keys			
Number of copy	0.000	‡ keys		Next Register 🕨	
Default setting menu - Mangement	code menu - Regist	er/Delete			



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



Manager	ent mode				
New register			(Back	Close
		(0~99999999)			
	ID-code	12345678	t-Keys		
		(0~999000)			
Nu	mber of copy	0.000	8-Keys		Next Register

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.

6 Touch the [Close] key.

"Register/Delete" screen will appear.

	Inch sp	pecifications	
Managemer	nt menu		
Register/Delete			Close
ID-code	Number of copy		
00011223	003.500		
00011224	003.000		
00011225	003.000		
00011226	003.000		·
11122334	003.000	Delete	Register

Management	mode	
Register/Delete		Close
ID-code	Number of copy	
	003.500 V Down	
	003.000 Delete	Register

NOTE

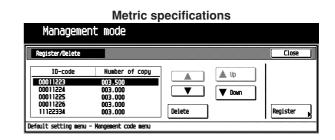
• To register a new ID code, touch the [Next Register] key, and then repeat steps 4 to 6.

3

4

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

Maaaaaaaaa		ecifications	
Managemer	it menu		
Register/Delete		<u></u> C10	58
ID-code	Number of copy		
00011223	003.500		
00011224	003.000	V Inn	
00011225	003.000		
00011226	003.000		
11122334	003.000	Delete Regist	er



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

	Lancei	
Are you sure you want to delete this ID-code?		
ID-code		
00011223		
Yes No		

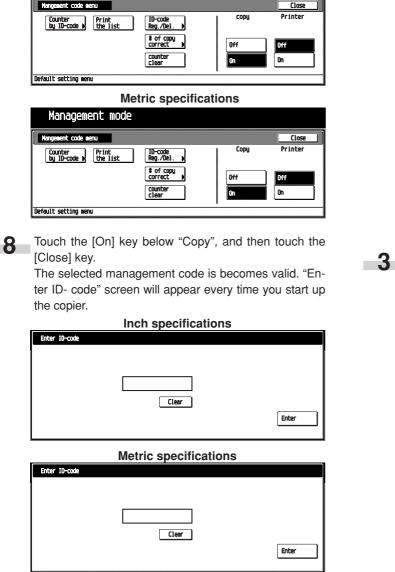
Metric specifications



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.



• Deleting ID codes

1

Delete the ID codes already registered.

Touch the [Close] key .

Management menu

The "Management code menu" screen will appear.

Inch specifications

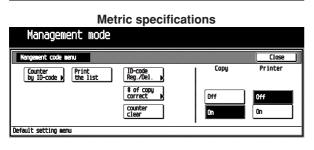
7

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

Inch specifications
Management menu

Mergement code menu

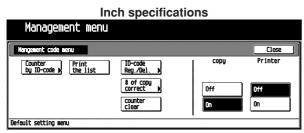
Mergement code



5

Touch the [Close] key.

The "Management code menu" screen will appear.



Metric specifications

Management mode			
Nangement code menu			Close
Counter by ID-code b the list	ID-code Reg./Del.) \$ of copy correct) Counter clear	Copy Off On	Printer Off On
Default setting menu			

Touch the $\left[\text{On}\right]$ key below "Copy", and then touch the $\left[\text{Close}\right]$ key.

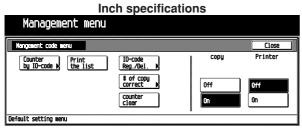
The selected management code is turned ON, and then the display will return to the "Default setting menu" screen.

• Altering limits

6

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

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



Metric specifications

Management mode	
Nangement code menu	Close
Counter by ID-code () The list ID-code Reg./Del. ()	Copy Printer
t of copy correct	Off Off
counter clear	On On
Default setting menu	•

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

	Inch sp	ecifications
Manageme	nt menu	
Amend the number o	f copy	Close
IO-code	Number of copy	
00011223	003.500	
00011224	003.000	V Down
00011225	003.000	
00011226	003.000	Correction
11122334	003.000	

	Metric s	pecifications	
Managemer	it mode		
Amend the number of	copy	ĺ	Close
ID-code	Number of copy		
00011223	003.500		
00011224	003.000		
00011225	003.000		
00011226	003.000		
11122334	003.000	Correction	
Default esthing many	Neesenach ande neeu		
Default setting menu -	• Wangement code menu		

3 Select the ID code to be altered, and then touch the [Correction] key.

The Correction screen will appear.

In	ch speci	ifications	;	
Management menu				
Amend the number of copy			Back	Close
ID-code	00011223			
	(0~999000)			
Number of copy	777.000	t keys		
Default setting menu – Mangement	code menu - A	end the number o	f copy	

Metric specifications

Amend the number of copy				Back	Close
10-c		00011223			
	-	(0~999000)			
Number of	CODU	777.000	8-Keus		

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

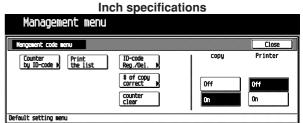
Touch the [Close] key.

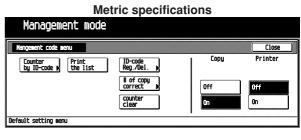
"Amend the number of copy" screen will appear.

	Inch specifications	
	Management menu Reend the number of copy Close ID-code Number of copy Close 00011223 003.500 Max 00011225 003.000 V V Down 00011225 003.000 V V Down	Managemer Mangement code men Counter by 10-code }
	00011226 003.000 Correction 11122334 003.000 Correction Default setting menu - Mangement code menu Metric specifications	Default setting menu
	Management mode Read the number of copy Close 1D-code Number of copy 00011223 003.000 00011225 003.000 00011226 003.000 101226 003.000 Correction V Down	Managemen Mangement code men Dy ID-code)
6	Default setting weru - Hangewent code weru Touch the [Close] key. The "Management code menu" screen will appear. Inch specifications	2 Touch the [(A message counts will a
	Management menu Nongesent code Counter Close Counter Counter & of copu Off Counter On	
	Metric specifications Management mode Management mode Management mode Counter Close Default setting menu Off Off Default setting menu On Default setting menu	
	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.	3 To clear the the [No] key 4 The copy contained the "Manag
Clear all	ng copy counts the copy counts for the various departments after a suit- od of time. Copy counts cannot be cleared individually.	Managemen Mangesent code men Counter by 10-code b
		Default setting menu Managemen Management code men

CHAPTER 6 COPIER MANAGEMENT

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





Counter clear] key.

asking you to confirm the deletion of the copy appear.

Inch specifications

(Cancel)
Delete the counted number for this ID-code. Are you sure?
All dept. total 0.002.500
Yes No

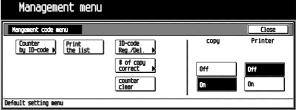
Metric specifications

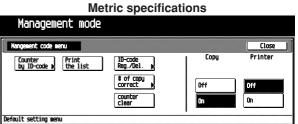
-	Cancel
Delete the counted number for this ID-code. Are you su	re?
Total ID-codes 0.002,500	
Yes No	

codes, touch the [Yes] key. To cancel, touch

ounts are cleared, and the control returns to ement code menu" screen.

Inch specifications







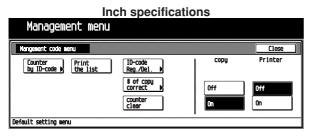
Touch the [Close] key.

The control returns to the "Default setting menu" screen.

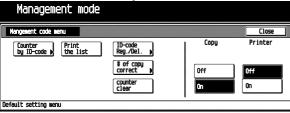
Viewing copy counts by each department

View copy totals made on the machine by each department.

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



Metric specifications



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

		Inch	speci	fication	าร	
Manage	ment	menu				
Overview by d	epartment	l				Close
All dept. t	otal: 0.0	002.500				
IO-code C	ounter	ID-code	Counter	ID-code	Counter	👗 Up
00011223 0	00.500	22233445	000.500	77788990	000.500	
00011224 0	00.500	33344556	000.500	88899001	000.500	T Down
00011225 0	00.500	44455667	000.500	99900112	000.500	
00011226 0	00.500	55566778	000.500	99911234	000.500	
	00.500	66677889	000.500	99911235	000.500	

		Metri	c spec	ificatio	ns	
Manaç	jement	mode				
Overview by	department	t				Close
Total ID-	codes :	0.002.500				
ID-code	Counter	ID-code	Counter	ID-code	Counter	🛦 Up
00011223	000.500	22233445	000.500	77788990	000.500	
00011224	000.500	33344556	000.500	88899001	000.500	🔍 Down
00011225	000.500	44455667	000.500	99900112	000.500	
00011226	000.500	55566778	000.500	99911234	000.500	
11122334	000.500	66677889	000.500	99911235	000.500	
Default cottin		langement code a	onu			

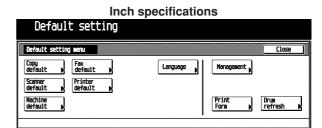
Default setting menu - Mangement code menu

NOTE

2

 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.



Metric specifications

Default setting	Benu			Close
Copy default	FRX default	Language	Hanagement 🕨	
Scanner default	Printer default			
Nachine default			Print Form N	Drun refresh

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

Printing a copy management list

screen.

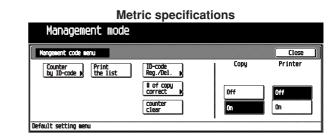
Print out the number of copies made in each department in report form.



4

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

Inch specificat	ions	
Management menu		
Nangement code menu		Close
Counter by ID-code) Print the list Reg./Del.)	Copy	Printer
torrect	Off	Off
counter clear	On	Ûn
Default setting menu		

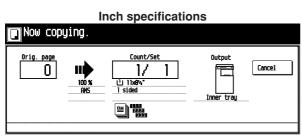


NOTE

• 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.

2

Touch the [Print the list] key. The "Now copying" screen will appear, and then printing will start.



Metric specifications Image: State state

NOTE

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



4

When list print completes, the "Management code menu" screen will appear.

Inch specifications

Management menu			
Nangement code menu			Close
	D-code leg./Del. N	copy	Printer
*	orrect	Off	Off
	counter :lear	On	On
Default setting menu			

Metric specifications

Management mode		
Hangement code menu		Close
Counter by ID-code K Print ID-code the list Reg./Del.	Copy	Printer
<pre>\$ of copy correct</pre>	D Off	Off
counter clear	<u>On</u>	On
Default setting menu		

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.

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.

Inch specificatio Management menu	ons	
Nangement code menu		Close
Counter by ID-code Print ID-code Beg./Del. & of copy correct Counter clear	Copy Off On	Printer Off On
Default setting menu		

Metric specifications			
Management mode			
Nangement code menu			Close
Counter by ID-code b Print the list	ID-code Reg./Del.	Сору	Printer
	torrect	Off	Off
	counter clear	On	On
Default setting menu	_		



The selected settings are turned ON, and the display will return to the "Default setting menu" screen.

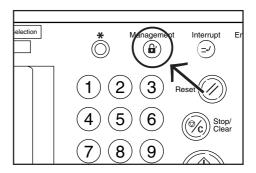
• Turning printer management ON/OFF (optional)

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.



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

Inch specifications			
Enter ID-code			
	Clear		
		Enter	



Enter ID-code	
Clear	
	Enter
	E

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 antered, the error sound is issued. Reenter the correct code.

2 The Basic screen will appear and you can copy.

Inch specifications

Ready to copy.			Paper Size 止 8%(11 100%	- Set
		100 %		Z Combine
			Sort:OFF	Orig image ≥ quality
≥ 11x8%* Bypass		100 %	Sort:ON	Reduce 7 /Enlarge
s	Exposure	Reduce /Enlarge	Sort/ Finish	
Basic / User choice	Function	Program		

Metric specifications				
Ready to copy.			Paper size 같 A 4 c 100%	Set
1 A 4 □ (P5 2 A 4 □ (P5) 2 A 4 □ (P) (P0)(P5)	Eco	100 % AHS 100 % Reduce/ Enlarge	Sort:OFF Sort:ON Sort/ Finish	Nerge copy Teope Reduce/ Reduce/ Enlarge
Basic User choice	Function	Program		

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

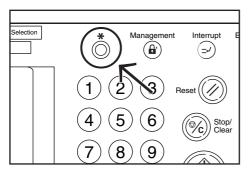
"Machine default" settings	Content of machine default settings	Setting range	Default settings	Page
Auto cassette switching ON/OFF	Selects whether the Auto cassette switching function is used or not.	ON/OFF	ON	6-13
Special paper	Selects the cassette for such special paper as colored paper or recycled paper. multiple selection is available.	1st cassette to 4th cas- sette	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 switch- ing mode.	ON/OFF	OFF	6-14
Paper size (1st cas- sette)	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 cas- sette)	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 cas- sette)	to be loaded in the 1st cassette.	ON/OFF Plain, Preprinted, Recycled, Letterhead, Color, Prepunched, Rough, Bond, Custom 1 to 8	OFF Plain	6-16
Paper type (2nd cas- sette)	to be loaded in the 2nd cassette. *"Custom 1 to 8" is not displayed when the copier	ON/OFF Plain, Preprinted, Recycled, Letterhead, Color, Prepunched, Rough, Bond, Custom 1 to 8	OFF Plain	6-16
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 re- cycled paper.	ON/OFF	ON	6-16

"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 min- utes. 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-sav- ing auto preheat function is engaged. It is pos- sible 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.	rator, Finisher main tray, Finisher sub	Inner tray	6-18
Select FAX output mode (optional)	Selects where to eject facsimile paper: the in- ner tray, job separator, document finisher or mail- box. *This setting is not displayed when the copier is not equipped with the optional document finisher or job separator.	Inner tray, Job sepa- rator, 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 imme- diately after copying has been finished.	ON/OFF	OFF	6-20
Date/Time	Sets the current time for using the optional scan- ner 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.

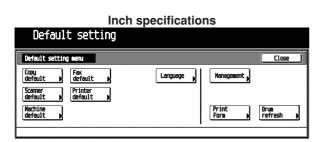
Press the [*] (Default setting) key on the control panel.





3

The "Default setting menu" screen will appear.



 Metric specifications

 Default setting

 Copy default
 Close

 Copy default
 FRW default
 Language
 Nanagement
 Image of the second default
 Printer default
 Printer
 Print
 Drue refresh
 Print
 Drue
 Print
 Print

Touch the [Machine default] key in the "Default setting menu" screen.

The "Enter the administrator number" screen will appear.

Inch specifications			
Enter the administrator number	Close		
Matria aposificationa			

Metric specifications

Enter the administrator number	Close

4 Enter the 4-digit management pin code "OOO" 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.

Default setting	
Machine default	Close
Setting item Setting value	▲ \\ \
Auto cassette suitching On Special paper APS for special paper Off Paper size(1st cassette) Auto	
Paper size(2nd cassette) Auto	Change #

 Metric specifications

 Default setting

 Mechine default
 Close

 Setting value
 Antoincide syliciting on

 Setting item
 Setting value

 Antoincide syliciting on

 Special paper
 Off
 Paper size (filt cassette) Ruto
 Tomage #
 Tomage #

NOTE

Default setting menu

- 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.

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

Inch specificatio Default setting	115
Nachine default	Close
Setting item Setting value	
Auto cassette switching On Special paper APS for special paper Off	T Down
Paper size(1st cassette) Auto Paper size(2nd cassette) Auto fault setting menu	Change #

Metric specification	ons
Default setting	
Nachine default	Close
Setting item Setting value Autorcossette switching On Special paper APS for special paper Off	▲ ↓ ▼ Down
Paper size (1st cassette) Auto Paper size (2nd cassette) Auto	Change #
Default setting menu	

6-13

- - 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.

Inch specifications					
Auto cassette switching		Back		Close	
When paper drawer i set same size/direc	s empty, switch to another one. tion paper, and continue copying.				
On Off					
Default setting menu - Machin	ne default				

Metric specifications

Auto cassette switching	Back		Close	
When paper cassette is empty, switch to another one. set same size/direction paper. and continue copying.				
On Off				
fault setting menu - Machine default				

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.



5

Touch the [Close] key.

The display will return to the "Machine default" screen.

Touch the [Close] key.

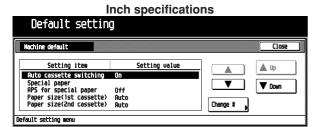
The display will return to the "Default setting menu" screen.

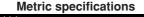
Special paper

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



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





Default setting	
Machine default	Close
Setting item Setting value Autorcosseite svitching On Special paper Off APS for special paper Off Paper size (ist cassette) Auto Paper size (and cassette) Auto	▲ Up ▼ Down Change #
Default setting menu	

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

The "Special paper" screen will appear.

	Back	Close
er containing special paper r recucled etc.		
lst paper		
2nd paper		
6		r recycled etc.

Metric specifications				
Special paper		Back		Close
	sette which wich contains special paper. er. recycled etc.			
	1st paper			
	2nd paper			
Default setting mer	nu - Machine default			



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.



Touch the [Close] key.

The display will return to the "Machine default" screen.



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.



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

Default setting			
Machine default			Close
Setting item	Setting value		🛕 Up
Special paper APS for special paper	Off Auto		V Down
	Auto	Change #	

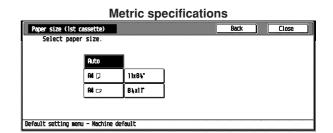
Metric specifications De Coult

Derault Secting		
Nachine default	Clo	5e
Setting item Setting value Guto cassette suitching on on Special paper Off MPS for special paper Off Paper size (ist cassette) Auto Paper size (ist cassette) Ruto	Change #	
Default setting menu		

- **CHAPTER 6 COPIER MANAGEMENT**
- 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.

per size (1st cassette)		Back	Close
Select paper size.			
Auto			
R4 D	11x84-		
R	84x1T		



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

Touch the [Close] key.

The display will return to the "Machine default" screen.

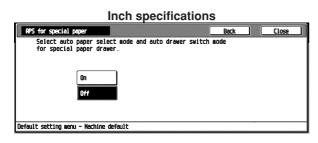
Touch the [Close] key. The display will return to the "Default setting menu" screen.

• Paper size (2nd cassette)

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

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.



Metric specifications

APS for spec	ial paper					Back	Close
Select of for spec	uto paper ial paper	select mode & cassette (s)	auto	cassette	switch	node	
	On Off						
Default setting	menu - Nac	hine default					

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.



5

Touch the [Close] key.

The display will return to the "Machine default" screen.

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.



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



Default setting	
Nachine default	Close
Setting item Setting value Guto cossette suitching On Special paper Off Paper size(lst cossette) Auto	Letter Le
Paper size(2nd cassette) Auto Default setting menu	Change #

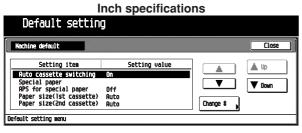
Metric specification	ons
Default setting	
Nachine default	Close
Setting item Setting value	
Alto cossette svitching On Special paper Off APS for special paper Off Paper size (ist cassette) Auto Paper size (2nd cassette) Auto	Change #
Default setting menu	

• Paper type (1st cassette)

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



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



Metric specifications

Close
• •
Down
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.

Inch specifications

Paper type (1st	cassette)			Back	Close
Select and	display paper	type.			1
	Plain	Color	Custon 1	Custon 5	
	Preprinted	Prepunched	Custon 2	Custon 6	
	Recycled	Rough	Custon 3	Custon 7	Off
	Letterhead	Bond	Custon 4	Custon 8	Ûn
Default cotting and	u - Nachino da	fault			

Default setting menu

Metric specifications

Paper type (1st c		-		Back	Close
Select and c	lisplay paper	type.			
	Plain	Colour	Custon 1	Custon 5	
	Preprinted	Prepunched	Custon 2	Custon 6	
	Recycled	Rough	Custon 3	Custon 7	Off
	Letterhead	Bond	Custon 4	Custon 8	On
Default setting men	u - Machine de	fault			

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

NOTE

3

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

Touch the [Close] key.

The display will return to the "Machine default" screen.

Touch the [Close] key.

The display will return to the "Default setting menu" screen.

• Paper type (2nd cassette)

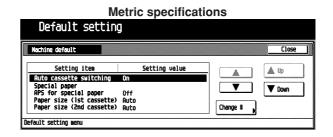
Select the type (standard or special) of paper to be loaded in the 2nd cassette. (See "Paper type (1st cassette)".)

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.

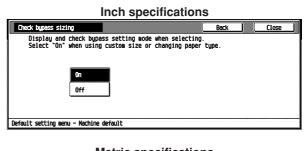
1	Display the "Machine default" screen. (See (2) Access-
	ing the machine default setting mode.)

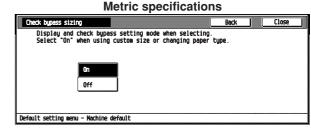
	Close
	🛕 Up
	V Down
Change #	
	Change 8



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.





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

NOTE

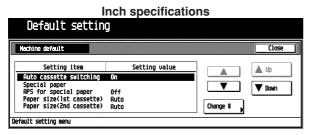
- · To cancel the settings, touch [Back] key. The display will return to the "Machine default" screen.
- **4** Touch the [Close] key. The display will return to the "Machine default" screen.
 - Touch the [Close] key. The display will return to the "Default setting menu" screen.

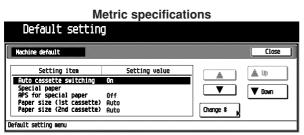
Auto shut-off time

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.



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.

Inch specifications	S	
Auto shut-off time	Back	Close
Select auto shut-off time after last setting. or when copying is done. (15-240) 30 Minute + -		
Default setting menu - Machine default		
Metric specification	າຣ	
Metric specification	IS Back	Close
Auto shut-off time Select auto shut-off time after last setting.		Close
Auto shut-off time		Close
Auto shut-off time Select auto shut-off time after last setting, or when copying is done.		Close
Auto shut-off time Select auto shut-off time after last setting. or when copying is done. (15-240)		Close
Auto shut-off time Select auto shut-off time after last setting. or when copying is done. (15-240) 30		Close
Auto shut-off time Select auto shut-off time after last setting. or when copying is done. (15-240) 30		Close

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

NOTE

3

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



-5

Touch the [Close] key.

The display will return to the "Machine default" screen.

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) Access-
	ing the machine default setting mode.)

achine default			Close
Setting item	Setting value		🛦 Up
Auto cassette switching	Ûn		
Special paper			T Down
APS for special paper	Off	·······	· · · · · · · · · · · · · · · · · · ·
		Change #	
per size(lst cassette) per size(2nd cassette)	Auto Auto	Change #	

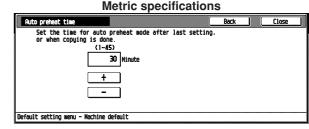
Default	setting]			
Machine default					Close
Setting			Setting value		🛦 Up
Auto cassette Special paper APS for specia	al paper	On Off			V Down
Paper size (1s Paper size (2n	;t cassette) Id cassette)	Auto Auto		Change #	



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.

Select auto preheat time last setting. or when copying is done. (1-45) 30 Winute	or when copying is done. (1-45)	to preheat time	Back	Clos
		or when copying is done. (1~45)		
		ult setting menu - Nachine default		





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.

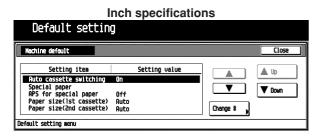


Select copy output mode (optional)

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



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

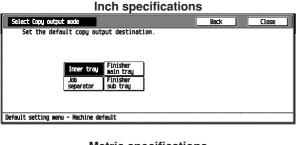


Metric specifications

Default setting		
Machine default	Close	<u>ן</u>
Setting item Setting value Ruto cossette suitching On Special paper RPS for special paper Off Paper size (lst cossette) Ruto Paper size (lst cossette) Ruto	Lup Down Onence #	
Default setting menu	S	

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.



Metric specifications

Select COPY output mode		Back	Close
Set the default copy	output destination.		
Inner ti	ay Finisher main tray		
Job separato	r Sub trau		
Default setting menu - Machin	e default		

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

NOTE

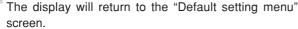
3

- 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.

Touch the [Close] key.



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.)

Inch specification	ns
Default setting	
Machine default	Close
Setting item Setting value	Δ ψ
Auto cosseite syliching On Special paper RPS for special paper Off Paper size(lst cosseite) Auto Paper size(2nd cosseite) Auto	Change #
Default setting menu	



Machine default			Clos
Setting item	Setting value		🛦 Up
Auto cassette switching	On		
Special paper APS for special paper			V Down
Paper size (1st cassette)	Off Puto		-
Paper size (2nd cassette)		Change #	

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.

Inch specification	ns	
Select FRX output mode	Back	Close
Set the defoult fax output destination. Inner troy Finisher Sub troy Separator Nailbox 1		
Default setting menu - Machine default		
Metric specification	ons	



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.

Select the main mode (optional)

Select the screen displayed when the power is turned ON.



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

Inch specifications

Default setting	
Hachine default	Close
Setting item Setting value Auto cossette switching on on Special paper off APS for special paper off Paper size(lst cossette) Auto Paper size(2nd cossette) Auto	Lange 8
Default setting menu	

Metric specifications

Nachine default			Close
Setting item		Setting value	🛦 Uo
Auto cassette switc	hing On		
Special paper APS for special pap	er Off		🔻 Down
Paper size (1st cas			

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

The "Select the main mode" screen will appear.

	Inch specifications	6		
Select the main mode		Back	Close	
Set the default copy Copy mo FRX mode	de			
Default setting menu - Machin	e default			





Select the screen displayed when the power is turned ON.

NOTE

3

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

Touch the [Close] key.

The display will return to the "Machine default" screen.

5

Touch the [Close] key.

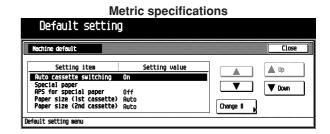
The display will return to the "Default setting menu" screen.

Key sound ON/OFF

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

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

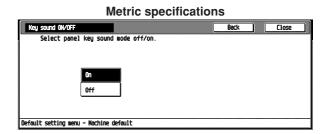
Inch specification	ns		
Default setting			
Nachine default		Close	
Setting item Setting value Auto cassette switching On		🛦 Up]
Special paper APS for special paper Off Paper size(1st cassette) Auto		V Down]
Paper size(2nd cassette) Auto Default setting menu	Change #		





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.

Inch specifications				
Key sound ON/OFF		Back	Close	
Select panel key	sound mode off/on.			
On				
Off				
lefault setting menu - Na	thine default			





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.



Touch the [Close] key. The display will return to the "Machine default" screen.

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.

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

Inch specifications

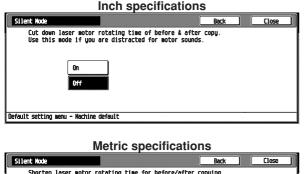
Detault setting		
Machine default		Close
Setting item Setting value Ruto cossette switching On Special paper Off RPS for special paper Off Paper size(ist cossette) Auto Paper size(2nd cossette) Ruto	Change #	Lip
Default setting menu		

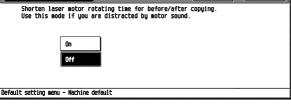
Metric specifications Default setting

Setting item	Setting value		🛦 Un
Auto cassette switching	On		
Special paper			T Down
APS for special paper	Off		
Paper size (1st cassette) Paper size (2nd cassette)	Auto	Change #	<u></u>

Select "Silent mode" in the setting item list at the lefthand side of the screen, and then touch the [Change #] key.

The "Silent Mode" screen will appear.





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

NOTE

3

2

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



Touch the [Close] key.

The display will return to the "Machine default" screen.

Touch the [Close] key.

5 The display will return to the "Default setting menu" screen.

Date/Time (optional)

Set the date and time.

NOTE

- BE SURE to perform the "Time difference" setting prior to setting the day and time.
 - Display the "Machine default" screen. (See (2) Accessing the machine default setting mode.)

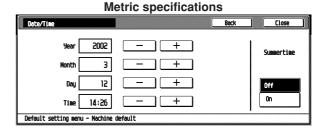
Inch specifications Default setting Nechine default Setting itee Setting value Auto cossette suitching Special paper PS for special paper Paper size(ist cossette) Ruto Paper size(ist cossette) Ruto Change

Default setting menu

Metric specificat Default setting	
Machine default	
Setting item Setting value	_ ▲ \
Ruto cossette switching On Special paper RP5 for special paper Off Paper size (1st cassette) Ruto Paper size (2nd cassette) Ruto	Change #

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.

Inch specifications				
Date/Time			Back	Close
Sear 🗌	2002	+		Summertine
Month	Э	+		
Day	12	+		Off
Time	14:26	+		Ûn
Default setting menu	- Nachine	default		



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.
- 4

Touch the [Close] key. The display will return to the "Machine default" screen.

5

• Time difference (optional)

Set the time difference.



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

Inch specifications			
Default setting			
Wachine default	Close		
Setting item Setting value	(A)		
Auto cossette switching On Special paper APS for special paper Off Paper size(ist cossette) Auto Paper size(2nd cossette) Auto	Change #		
Default setting menu			



	Default setting				
	Nachine default			Close]
	Setting item	Setting value		🛦 Up	
	Ruto cossette switching On Special paper APS for special paper Off Paper size (1st cossette) Auto Paper size (2nd cossette) Auto		Change #	V Down	
Ö	Default setting menu				

Select "Time difference" in the setting item list at the lefthand side of the screen, and then touch the [Change #] key.

The "Time difference" screen will appear.

	Inch sp	ecificatio	าร	
Time difference			Back	Close
	T+00:00]		
Default setting menu -	Nachine default			
	Metric s	pecificatio	ons	
Time difference			Back	Close

GMT+00:00	+
Default setting menu - Machine default	



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.

Touch the [Close] key.

The display will return to the "Machine default" screen.

Touch the [Close] key. 5

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

Inch specification	ns
Default setting	
Nachine default	
Setting item Setting value	Δ ψ
Auto cassette switching On Special paper	
APS for special paper Off Paper size(1st cassette) Auto	
Paper size(2nd cassette) Auto	Change #
Default setting menu	

Metr	ic specificatio	ns	
Default setting			
Nachine default			Close
Setting item	Default setting		
APS for special paper Off			V Down
Paper size (1st cassette) Auto		Change #	
	Item Setting value stitching 0n stitching 0n v V v V v V v 0n v 0n		
Default setting menu			

- 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.

Inch specifications

Nanagement code change		Back	Close
Able to change ma	nagement code.(\$ key)		
Default setting menu - Mac	hine default		

|--|

Able to change management code.(# key)		
ault setting menu - Machine default	 	



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.



5

Touch the [Close] key.

The display will return to the "Machine default" screen.

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.



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

Inch specifications

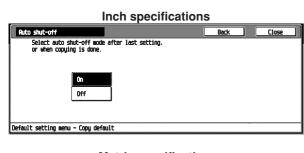
Default setting	
Nachine default	Close
Setting item Setting value RTLCo cossette switching On Special paper Off PAPS for special paper Off Paper size(its cassette) Auto Paper size(and cassette) Auto	
Default setting menu	

Metric specifications

Default setting		
Nachine default		Close
Setting item	Setting value	🛕 Up
Auto cossette svitching On Special paper APS for special paper Off Paper size (ist cossette) Auto Paper size (2nd cossette) Auto	Change \$	V Down
Default setting menu		

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

The "Auto shut-off" screen will appear.





Default setting menu - Copy default



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.

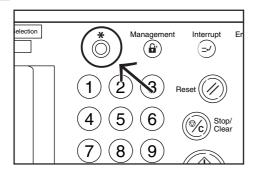
Copy default settings	Content of copy default settings	Setting range	Default settings	Page
Exposure mode	Specifies which copy exposure mode you want to be automatically selected each time the copier is turned on, the auto exposure mode or the manual exposure mode.	Manual/Auto	Manual	6-25
Exposure steps	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	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	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 automati- cally selected for enlargement/ reduction(zoom)copying: the fixed-size zoom mode or the standard zoom mode.	Manual/AMS	Manual	6-29
Auto exposure adjust- ment	Adjusts the overall exposure level for the auto exposure mode.	-3 to +3	0	6-29
Auto exposure adjust- ment (OCR)	Adjusts the overall exposure level for scanning with the OCR in the optional scanner mode.	-3 to +3	0	6-30
Manual exposure ad- justment (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".		0	6-30
Manual exposure ad- justment (Text)	Adjusts the overall exposure level for the manual exposure mode. The exposure level can be set for copy quality mode: "Text".		0	6-31
Manual exposure ad- justment (Photo)	Adjusts the overall exposure level for the manual exposure mode. The exposure level can be set for copy quality mode: "Photo".		0	6-31

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.		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.	 Reduce/Enlarge Exposure Mode 1/2 sided Sort/Finish Original quality Original size 	 Exposure Mode Reduce/ Enlarge Sort/Finish 1/2 sided Original size 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	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.

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



2 The "Default setting menu" screen will appear.

Incl Default setting	n specifications
-	Close
Copy default) Scanner Printer	Language
Achine default	Print Drum Form N refresh

	c specifications	
Default setting		
Default setting menu	Close	
Copy default F AX default F	Language Nanagement	
Scanner default Mefault		
Nachine default	Print Form) Drum refresh	

3 Touch the [Copy default] key in the "Default setting menu" screen.

The "Enter the administrator number" screen will appear.

Inch specifications			
Enter the administrator number	Close		

Metric specifications			
Enter the administrator number	Close		

Enter the 4-digit management pin code "OOO" 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.

Inch specifications

opy default		Close
Default menu	Setting mode	
Exposure mode	Manual	
Exposure steps	l step	
Original image quality	Text + Photo	
ECO print Background exp. adj.	Off Standard	Change #



Default setti	ng		
Copy default			Close
Default menu	Setting mode		🛦 Up
Exposure node Exposure steps Image quality original ECO print Background exp. adj.	lenuel 1 step Text + Photo Off Standard	Change #	V Down
Default setting menu			

NOTE

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

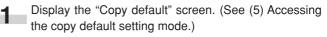


Select the item and then perform the settings by following "(3) Changing the default settings".

(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.



		Inch specifica	tions	
	Default set	ting		
	Copy default			Close
[Default menu	Setting mode		🛦 Up
	Exposure code Exposure steps Original image qualit ECO print Background exp. adj.	lenuc) l step zy Text + Photo Off Standard	Change #	V Down
De	efault setting menu			

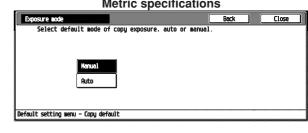
	(Close
Setting mode		🋦 Up
l step Text + Photo Off Standard	Change #	V Down
	Setting mode Konvol I step Text + Photo Off	Setting mode



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.

Inch specifications				
Exposure mode	Back	Close		
Select default mode of copy exposure, auto or manual.				
Nonuol Ruto				
Default setting menu - Copy default				
	_			





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.



Touch the [Close] key. The display will return to the "Copy default" screen.

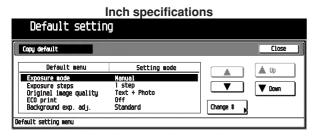


Exposure steps

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



Display the "Copy default" screen. (See (5) Accessing the copy default setting mode.)



 Metric specifications

 Default setting

 Copy default

 Default menu
 Setting mode

 Default menu
 Setting mode

 Default menu
 Setting mode

 Exposure steps
 Istep

 Image quality original
 Text + Photo
 Image quality original
 Text + Photo

 ECO print
 Off
 Off
 Change %
 Default setting menu

 Default setting menu
 Ecological setting menu
 Ecological setting menu
 Ecological setting menu

Select "Exposure steps" in the setting item list at the lefthand side of the screen, and then touch the [Change #] key.

The "Exposure steps" screen will appear.

Inch specifications				
Exposure steps		Back	Close	
Select adjust s	tep of copy exposure.			
,	step 5 step			
Default setting menu - (opy default			

Metric specifications

Exposure steps		Back	Close
Select adjustmen	nt step of copy exposure		
_			
	step		
0.9	i step		
fault setting menu - Co	opy default		



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

NOTE

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

4

5

The display will return to the "Copy default" screen.

Touch the [Close] key.

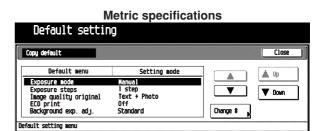
The display will return to the "Default setting menu" screen.

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.)

	Inch specification	ns	
Default settir	IG		
Copy default			Close
Default menu	Setting mode		🛦 up
Exposure node Exposure steps Original image quality ECO print Background exp. adj.	lanua) 1 step Text + Photo Off Standard	Change t	Down
Background exp. adj.		Change 🕯 🔥	





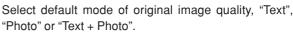
Select "Original image quality" in the setting item list at the left-hand side of the screen, and then touch the [Change #] key.

The "Original type" screen will appear.

	Inch specification	าร		
Original type		Back) Close	
Select default mode	of original image quality.			
	_			
Text+Pho				
Photo				
Text				
Default setting menu - Copy d	efault			

Metric specifications





NOTE

3

- 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.

Touch the [Close] key.

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.



Display the "Copy default" screen. (See (5) Accessing the copy default setting mode.)

	Inch specificatio	ns	
Default setti	ng		
Copy default			Close
Default menu	Setting mode		🛦 Up
Exposure node Exposure steps Original image quality ECO print Background exo, adi.	Hanual 1 step Text + Photo Off Standard	Change #	Down
Default setting menu			

 Metric specifications

 Default setting

 Copy default

 Copy default

 Default menu
 Setting mode

 Manual

 Exposure node
 Manual

 Exposure steps
 i step

 Text + Photo

 ECO print
 Def
 Off

 Background exp. adj.
 Standard
 Onange %

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.

Default setting menu

ECO print Select default ECO mode.	Back	Close
Select default ECO mode.		
Off On		
Default setting menu - Copy default		

Metric specifications

ECO print		Be	sck	Close	
Select defaul	t ECO mode.				moona
	Off On				
-fault setting menu -	· Copy default				



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.



5

Touch the [Close] key. The display will return to the "Copy default" screen.

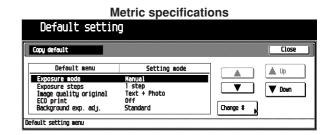
Touch the [Close] key. The display will return to the "Default setting menu" screen.

• Background exp. adj.

Adjust the ground color of the copied paper.

Display the "Copy default" screen. (See (5) Accessing the copy default setting mode.)

	Inch specification	ons
Default settin	ıg	
Copy default		Close
Default menu	Setting mode	
Exposure node Exposure steps Original image quality ECO print Background exp. adj.	lonuol 1 step Text + Photo Off Standard	Change #
Default setting menu		

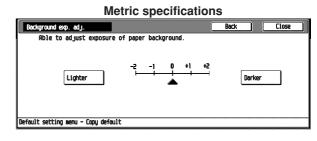


2____{t}

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.

	Inch specification	IS
Background exp. adj.		Back Close
Able to adjust exposu	re of paper background.	
Lighter	-2 -1 0 +1 +2 	Darker
Default setting menu - Copy defa	ault	





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.



Touch the [Close] key.

The display will return to the "Copy default" 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.



Display the "Copy default" screen. (See (5) Accessing the copy default setting mode.)

Inch specifications Default setting Close Copy default Default menu Setting mode 🋕 Up Exposure mode lanual Exposure steps Original image quality ECO print Background exp. adj. V V Down 1 step Text + Photo Off Standard Change # Default setting menu

Metric specifications

Copy default			Close
Default menu	Setting mode		🛦 Uo
Exposure mode	Nanual		
Exposure steps Image quality original	l step Text + Photo		🔻 Down
ECO print	Off		L
Background exp. adj.	Standard	Change 🗱 🚽	

Select "Paper selection" in the setting item list at the lefthand side of the screen, and then touch the [Change #] key.

The "Paper selection" screen will appear.

Paper selection		Back	Close
Set auto paper s	election mode.		
APS			
Defa	sette		
ault setting menu - Co	py default		

Metric specifications



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.



5

screen.

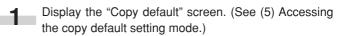
Touch the [Close] key. The display will return to the "Copy default" screen.

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

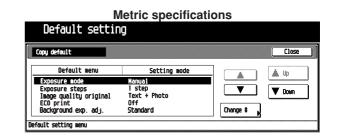
Default cassette

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

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



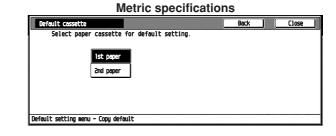
Default sett	Inch specificati	ons
		Close
Default menu	Setting mode	A Up
Exposure node Exposure steps Original image quality ECO print Background exp. adj.	lchuc] step Text + Photo Off Standard	Change t



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.

Default cassette		Back	Close
Select priority	drawer.		
ist	paper		
	paper		
L			



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.



Touch the [Close] key. The display will return to the "Copy default" screen.

5

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.



2

Display the "Copy default" screen. (See (5) Accessing the copy default setting mode.)

Inch specifications Default setting Close Copy default Default menu Setting mode 🛦 Up ٨ Nanual 1 step Text + Photo Off Standard Exposure mode Exposure steps Original image quality ECO print ▼ **V** Down Change # Background exp. adj. Default setting menu

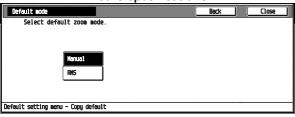
Metric specifications Default setting Close Copy default Default menu Setting mode 🛕 Up ٨ Exposure mode l step Text + Photo Off nual V Down T Exposure steps Image quality original ECO print Background exp. adj. 1 Change # Standard Default setting menu

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.

	Inch specifica	ations	
Default magnification		Back	Close
Select default mag	nification mode.		
Hanua) AMS			
Default setting menu - Copy	default		

Metric specifications



Select default magnification mode, Manual or AMS.

NOTE

3

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

Touch the [Close] key.

The display will return to the "Copy default" screen.

Touch the [Close] key. 5

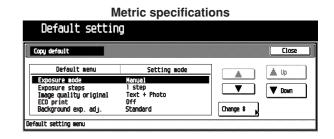
The display will return to the "Default setting menu" screen.

Auto exposure adjustment

Adjust the overall exposure level for the auto exposure mode.

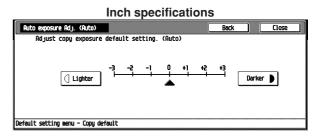
Display the "Copy default" screen. (See (5) Accessing the copy default setting mode.)

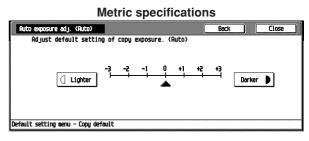
Default setti	Inch specificatio	ons		
Copy default			Close	
Default menu	Setting mode		🛦 Up	
Exposure node Exposure steps Original image quality ECO print	lenvol 1 step Text + Photo Off		V Down]
Background exp. adj.	Standard	Change #		



Select "Auto exposure adjustment" in the setting item 2 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.



Touch the [Close] key.



The display will return to the "Copy default" screen.



• Auto exposure adjustment (OCR) (optional)

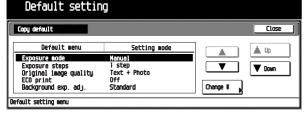
Adjust the overall exposure level for scanning with the OCR in the optional scanner mode.



2

Display the "Copy default" screen. (See (5) Accessing the copy default setting mode.)

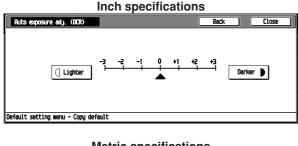
Inch specifications



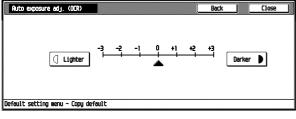
N	letric specificati	ons	
Default settin	g		
Copy default			Close
Default menu	Setting mode		🛦 Up
Exposure node Exposure steps Image quality original ECO print Background exp. adj.	lonuol 1 step Text + Photo Off Standard	Change #	V Down
Default setting menu			

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.



Metric specifications



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

NOTE

3

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

4

5

Touch the [Close] key.

The display will return to the "Copy default" screen.

Touch the [Close] key.

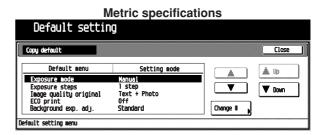
The display will return to the "Default setting menu" screen.

Manual exposure adjustment (Mixed)

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

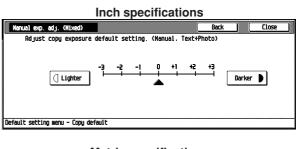
1 Display the "Copy default" screen. (See (5) Accessing the copy default setting mode.)

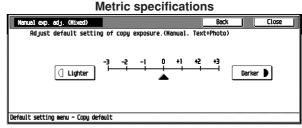
	Inch specification	ns
Default settir	ng	
Copy default		Close
Default menu	Setting mode	
Exposure note Exposure steps Original image quality ECO print Background exp. adj.	Hanus) 1 step Text + Photo Off Standard	Change #

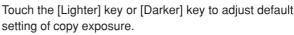


Select "Manual exp. adj.(Mixed)" in the setting item list at the left-hand side of the screen, and then touch the [Change #] key.

The "Manual exp. adj. (Mixed)" screen will appear.







NOTE

3

- To cancel the settings, touch [Back] key. The display will return to the "Copy default" screen.
- 4

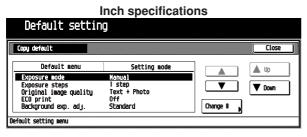
Touch the [Close] key. The display will return to the "Copy default" screen.

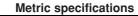
Manual exposure adjustment (Text)

Adjust the overall exposure level for the "Text" manual exposure mode.



Display the "Copy default" screen. (See (5) Accessing the copy default setting mode.)

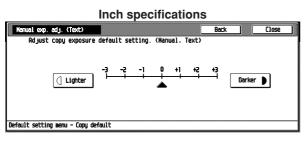




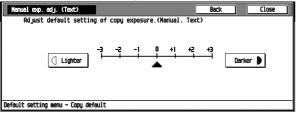
Copy default			Close
Default menu	Setting mode		🛦 Uo
Exposure mode	Nanual		
Exposure steps Image quality original	l step Text + Photo		🛡 Down
ECO print	Off		L
Background exp. adj.	Standard	Change #	

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.



Metric specifications



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.



Touch the [Close] key. The display will return to the "Copy default" screen.

Touch the [Close] key. 5

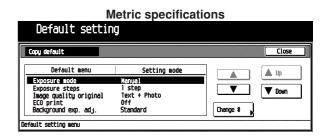
The display will return to the "Default setting menu" screen.

Manual exposure adjustment (Photo)

Adjust the overall exposure level for the "Photo" manual exposure mode.

Display the "Copy default" screen. (See (5) Accessing the copy default setting mode.)

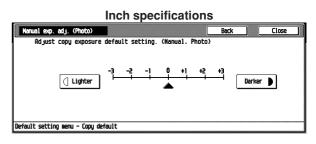
	Inch specification	ons
Default settin	g	
Copy default		Close
Default menu	Setting mode	- A
Exposure mode Exposure steps Original image quality ECO print Background exp. adj.	Hanval 1 step Text + Photo Off Standard	Change \$
Default setting menu		

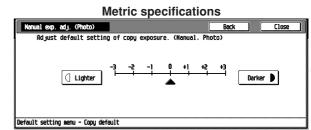


2

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.

Touch the [Close] key. Δ The display will return to the "Copy default" screen.

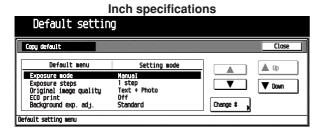
• Default margin width

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



2

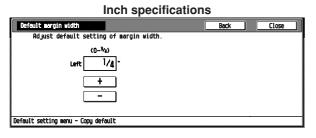
Display the "Copy default" screen. (See (5) Accessing the copy default setting mode.)



Γ	Metric specificat	ions	
Default setti	ng		
Copy default			Close
Default menu	Setting mode		🛦 Up
Exposure node Exposure steps Image quality original ECO print	lenue) 1 step Text + Photo Off		V Down
Background exp. adj. Default setting menu	Standard	Change #	

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.



Metric specifications

Default margin width		Back	Close]
Adjust default setting	of margin width.			
(0 ~18	<u>}</u>			
Left	6 m			
+				
Default setting menu - Copy defa	ult			

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

NOTE

3

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

4

5

Touch the [Close] key.

The display will return to the "Copy default" screen.

Touch the [Close] key.

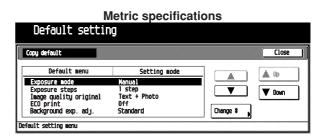
The display will return to the "Default setting menu" screen.

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.)

Default settir	Inch specificatio	ons
Copy default		Close
Default menu	Setting mode	
Exposure node Exposure steps Original image quality ECO print Background exp. adj.	lanual 1 step Text + Photo Off Standard	Change 8



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.

Inch specifications				
Default erase width	Back		Close	
Adjust default setting of erase width. (Border)				
(0~ ³ /e)				
1/4-				
+				
-				
Default setting menu - Copy default				

	Metric specificati	0115	
Default erase width		Back	Close
Adjust default se	tting of erase width. (Border)		
	(0~18)		
	6 m		
	+		
	-		
Default setting menu - Coo	u default		

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

Preset limit

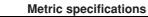
Limit the number of copies that can be made at a time.



Display the "Copy default" screen. (See (5) Accessing the copy default setting mode.)

Inch specifications

Default settir	ng		
Copy default			Close
Default menu	Setting mode		🛦 Up
Exposure mode	Nanual		
Exposure steps Original image quality	l step Text + Photo		V Down
ECO print	Off		
Background exp. adj.	Standard	Change #	
Default setting menu			



Default setti	ng		
Copy default			Close
Default menu	Setting mode		🛦 Up
Exposure node Exposure steps Image quality original ECO print Background exp. adj.	(anua) step Text + Photo Off Standard	Change #	V Down
Default setting menu			

2 Select "Preset limit" in the setting item list at the lefthand side of the screen, and then touch the [Change #] key.

The "Preset limit" screen will appear.

	Inch specifications			
Preset limit		Back	Close	
Set output quan	tity.			
	(1~999)			
	999 Set			
	+			
	-			
Default setting menu -	Copy default			



Select copy preset in	one job (#	key).	
(1~99	0		
99	9 Set		
+			
Default setting menu - Copy defa	ult		

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

NOTE

3

Brocot 1

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



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.



Display the "Copy default" screen. (See (5) Accessing the copy default setting mode.)

	Inch specificati	ons		
Default settin	g			
Copy default			Close	<u>כ</u>
Default menu	Setting mode		🛦 Up	
Exposure mode Exposure steps Original image quality	lanual 1 step Text + Photo		V Down	
ECO print Background exp. adj.	Off Standard	Change 🗱 🙀		

Default setting Copy default Default nenu Setting mode Exposure mode Manual Exposure steps 1 step	Close
Default menu Setting mode Exposure mode Menupi Exposure steps 1 step	Close
Exposure mode Henuel Exposure steps 1 step	
Exposure steps 1 step	
Image quality original Text + Photo ECO print Off Background exp. adj. Standard C	Thange #



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.

Display Resister key	Back	Close
Select One touch key On/Off. Rble to use Resister key on each screen.		
Qn		
Off		

Back	Close
delete at each page.	



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.

Customize (Main function)

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



2

Display the "Copy default" screen. (See (5) Accessing the copy default setting mode.)

Inch specifications

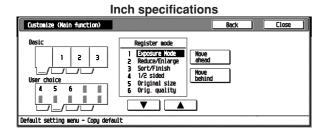
Default setti	ng		
Copy default			Close
Default menu	Setting mode		🛦 Up
Exposure mode Exposure steps Original image quality ECO print Background exp. adj.	(cnuc) 1 step Text + Photo Off Standard	Change #	V Down
Default setting menu			

Metric specifications

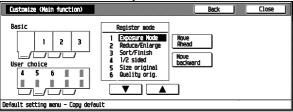
Default settin			
Copy default			Close
Default menu	Setting mode		🛦 Uo
Exposure mode	Manual		· · · · · · · · · · · · · · · · · · ·
Exposure steps Image quality original	l step Text + Photo		🔻 Down
ECO print	Off		L
Background exp. adj.	Standard	Change #	

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.



Metric specifications



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

3

 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.

Touch the [Close] key.

5 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.

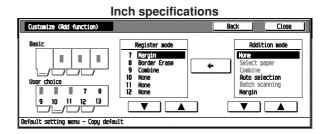
1 Display the "Copy default" screen. (See (5) Accessing the copy default setting mode.)

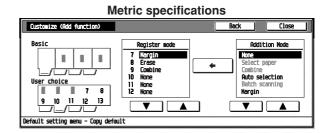
	Inch specification	ons
Default settir	g	
Copy default		Close
Default menu	Setting mode	
Exposure mode Exposure steps Original image quality ECO print Background exp. adj.	lanuol 1 step Text + Photo Off Standard	Change #
Default setting menu		

Metric specifications Default setting Copy default Close Default menu Setting mod 🍐 Up ٨ Exposure mode lanual 1 st V V Down Text + Photo Off age quality original ECO print Background exp. adj. Change # Standard fault setting menu

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.



Touch the [Close] key. The display will return to the "Copy default" 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.

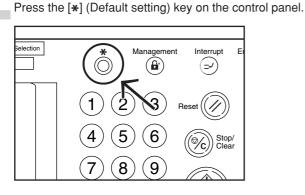
<Counter Report>

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

NOTE

2

• 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.



The "Default setting menu" screen will appear.

Inch specifications

Default	: setting			
Default setting	nenu			Close
Copy default Scanner default	Fax default Printer default	Language	Hanagement 🔊	
Machine default			Print Form	Drun refresh þ

		Close
Language	Hanagement 🕨	
	Print Form	Drun refresh 🕨
	Language	Print

3	Touch the [Print form] key.
	The "Enter the administrate

The "Enter the administrator number" screen will appear.

Inch specifications						
Enter the administrator number	Close					

Metric specifications					
Enter the administrator number	Close				

4

Enter the 4-digit management pin code "OOO" 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.

	Inch specifications	
Print report		
Print report menu		Close
Copy report Machine report	Counter report	
Default setting menu		l

Matria enacifications

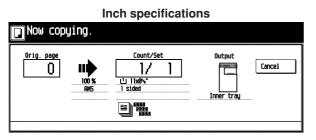
	INIC	and specifications	
Print	report		
Print report me	nu	ĺ	Close
Copy report]	Counter report	
Nachine report]	·	
fault setting m	enu		

NOTE

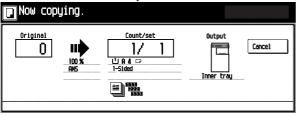
• The 4-digit management pin code can be changed. (See "Management code change" on page 6-21.)

CHAPTER 6 COPIER MANAGEMENT

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



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.

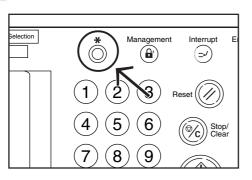
The display will return to the "Default setting" screen.

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)



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



2 The "Default setting menu" screen will appear.

Inch specifications

Default setting	
Default setting menu	Close
Copu default b Language b	Hanagement
Scanner default Default	
Nachine default	Print Drum Form) Prefresh)

Metric	specificatio	ons	
etting			
			Close
lt P	Language	Nanagement N	
er lit s			
		Print Form D	Drun refresh 🕨
		tting It, Language,	Language , Hanagement ,

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

	lr	nch spe	ecificati	ons		
Language						Stop
	English	Français	Español	ן		
	日本語	ĵ				
		-				
Default setting men.	I					
Metric specifications						

	-				
Language					Stop
	í	<u> </u>		ı	
	English	Deutsch	Français	J	
	Espanol	Italiano			
		·			
Default setting menu					

Touch the key corresponding to the desired language. 4 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.

Inch specifications Prêt à copier. ringt pap 止 8%x11 Fus. copie L'EIL 100 % Qualité Z image Réduire/ Z Agrandir l 8%×11 ANS Tri:inact ECO 100 % Tri:actif Node Exposition 🕨 Réduire/ Agrandir Tri/ Finition Choix util Fonction Progra

Metric specifications						
Prêt à copier.			Format pap Li A 4 c 100%	. Régi		
A C Pisteeu	ECO	100 % AHS 100 % Réduire/ Agrandir	Tri:inact Tri:actif	Fus. copie Qualité Zinege Réduire/ Z Agrandir		
Basic Choix util.	Fonction	Programme				

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.

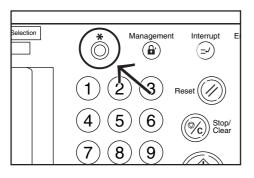
IMPORTANT

(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.

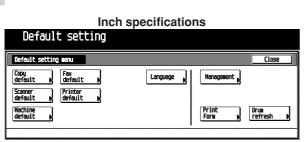
Set the paper in the multi-bypass tray.

Press the [*] (Default setting) key on the control panel. 2



3

The "Default setting menu" screen will appear.



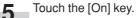
Metric specifications			
Default setting			
Default setting menu	Close		
Copy default) FRX default) Language	Nanagement		
Scanner Printer default			
Machine default	Print Form (refresh)		

4 Touch the [Drum refresh] key. The "Drum refresh" screen will appear.

Inch specifications					
Drun refre	sh				Close
Act di	rum refresh w	hen the copy ima	ge beginnin	g solid.	
		On			

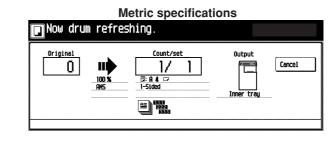
Metric specifications

Drum refresh				Close
Act drum ref	resh when the copy	image beginning	solid.	
	Γ	On		
	-			



The "Now drum refreshing." message will appear and the paper is fed from the multi-bypass to execute drum refreshing.

Now drum	Inch specifications Now drum refreshing.				
	100 X RMS	Count/Set	Output	Cancel	



NOTE

• To cancel drum refreshing, touch the [cancel] key.

When drum refreshing completes after ejecting the paper, the Drum refresh screen will appear.



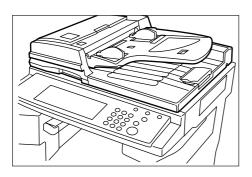
Touch the [Close] key.

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)
- \bullet Capacity: 100 sheets (8 1/2" \times 11"/A4 and smaller,

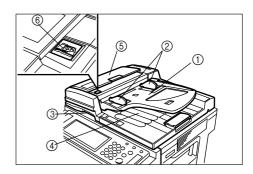
75 g/m² or 80 g/m²) 70 sheets (8 1/2" \times 14"/Folio and larger, 75 g/m² or 80 g/m²) 30 sheets in auto selection mode

(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



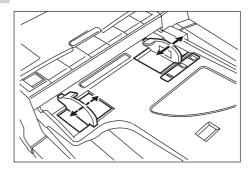
- Original table (Place the originals here.)
- ② Original insertion guides

 (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.)

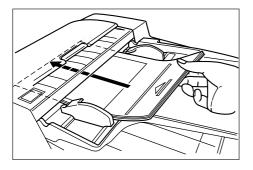
(4) How to set originals in the Document Processor

Adjust the original insertion guides to the original size.

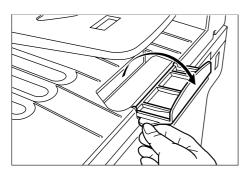


NOTE

 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 $1/2" \times 11"$, 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.

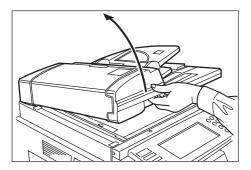
(5) How to set originals on the platen

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.



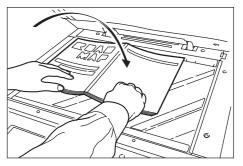
Hold the Document Processor open/close handle and open the Document Processor.

* 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.

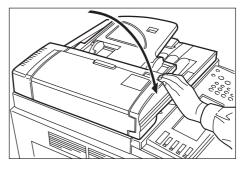


2 Set the original with the side to be copied facing downward.

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 many cause damage to the glass material.



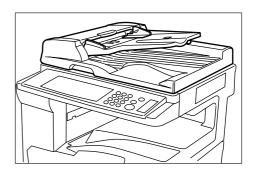
DO NOT leave the document processor open as there is a danger of personal injury.

(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.

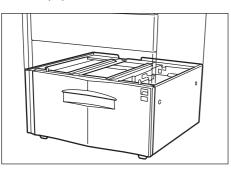


(4) Paper Feeder

The Paper Feeder holds up to 3,000 sheets of $11" \times 8 1/2"/A4$ size standard paper.

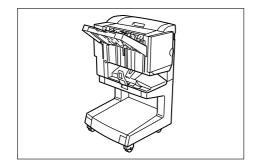
Pull the Paper Feeder out towards you as far as it will go, and then load up to 1,500 sheets of paper in each rows.

* The cover on the left side of the Paper Feeder is prepared to remove misfed paper.



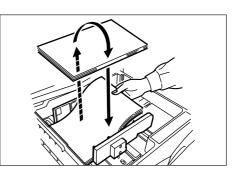
(5) Document Finisher

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.

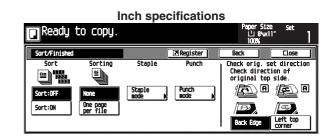


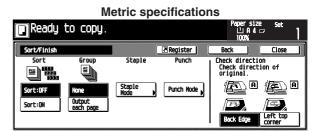
① Copying in Sort:ON mode

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.





- Touch the [Sort:ON] key. The [One page per file] key will be changed to the [1set] key.
- **Q** Press the [1set] key.
 - Press the [Close] key. The message display returns to the Function screen.
- 5 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.

CHAPTER 7 OPTIONAL EQUIPMENT



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.



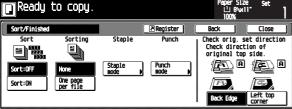
Remove all of the finished copies from the tray.

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.

Inch specifications



Metric specifications

🖸 Ready	to copy.			Paper siz 止 A 4 100%	e set □ 1
Sort/Finish		[Register	Back	Close
Sort	Group	Staple	Punch	Check directi Check direct original.	ion of
Sort:OFF Sort:ON	None Output each page	Staple Mode	Punch Node	Back Edge	

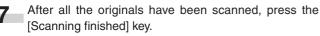
Press the [Sort:OFF] key.

Press the [One page per file] 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.



Copying will begin and finished copies will be ejected face down onto the tray with each full set shifted slightly from the previous one.

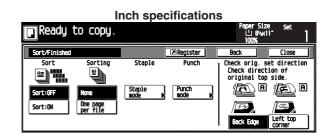


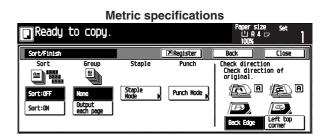
Remove all of the finished copies from the tray.

(3) Copying in the Staple mode

This mode automatically staples each copy set.

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



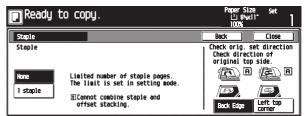


2

Press the [Staple mode] key.

The staple mode set-up screen will appear.

Inch specifications



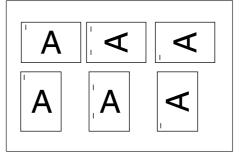
Metric specifications

Ready	to copy.	Papersize set 山유4 다] 100%]
Staple		Back Close
Staple		Check direction Check direction of original.
None	Limited number of pages to be stapled. The limitation depends on setting mode.	A A A
1 staple	① Element combine sort function and staple.	Back Edge Left top Corner



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).





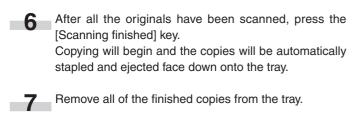
Set the originals to be copied. Check the direction of the original top side.



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.



(4) Copying in the Hole Punch mode (optional)

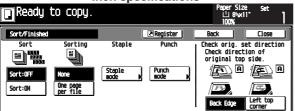
Copies can be automatically hole punched.

-1

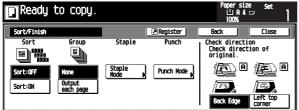
2

Press the [Sort/Finished] key. The "Sort/Finished" screen will appear.

Inch specifications



Metric specifications



Press the [Punch mode] key. The hole "Punch" screen will appear.

Inch specifications

Reset originals in processor.		Paper Siz 止 8%x1 100%	set
Punch		Back	Close
Punch None	Preview	Check orig. s Check direct original top	ion of
2 holes		Back Edge	Left top corner

Metric specifications

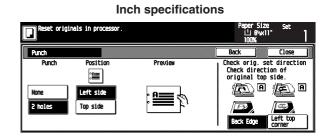
Reset originals in processor.		Paper size 止 A 4 100%	²set ઽ <mark>ૺ</mark>
Punch		Back	Close
Punch	Preview	Check directi Check direct original.	on ion of
None		A A A A A A A A A A A A A A A A A A A	æ •
2 holes		Back Edge	Left top
L			

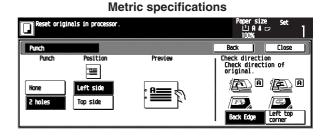
IMPORTANT

• 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.

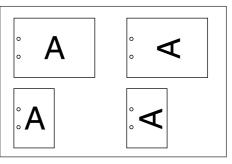






Press the key that corresponds to the desired position of holes.

* 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.

CHAPTER 7 OPTIONAL EQUIPMENT

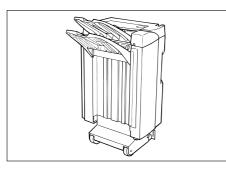
8

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".

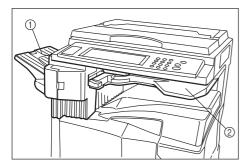


* Stacking mode

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.

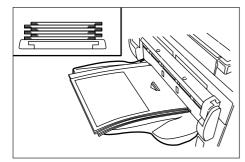
(7) Built-in Finisher

The finisher stores a large quantity of copies. It can also sorts multiple copies into sets by shifting the eject position. Paginated copies can be stapled, too.

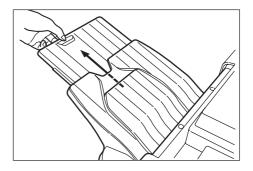


- ① Sort tray
- ② Finisher tray

* Sorted copies are ejected to the Sort tray.

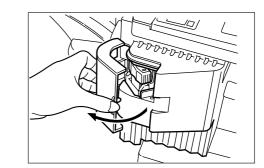


* When setting large size paper such as 8 1/2"×11, A4R or larger, pull out the support extension.



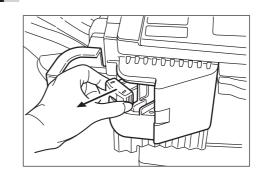
(1) Refilling the Stapling Unit

Open the stapler front cover towards you.



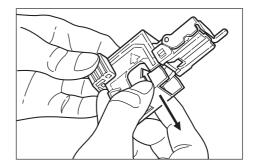


Pull out the staple holder.



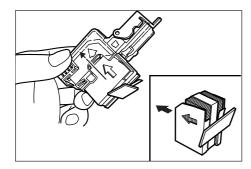


Remove the empty staple cartridge from the staple holder.

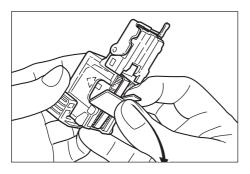


CHAPTER 7 OPTIONAL EQUIPMENT

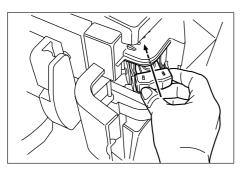
- 4 Hold the staple holder in one hand and the new staple cartridge in the other and insert the new staple cartridge making sure the direction of insertion is correct.
 - * The arrow on the staple cartridge indicates the correct direction of insertion.



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.

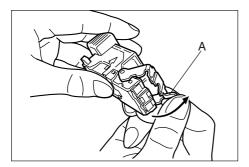


(2) Clearing a staple jam

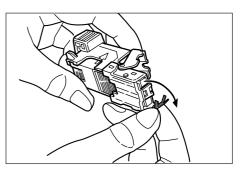
5

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.

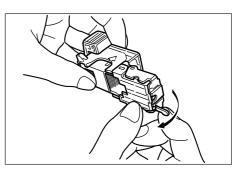


2 Remove the jammed staple from the tip of the staple cartridge (the end where staples are set).





Lower the protective faceplate back into its original position.



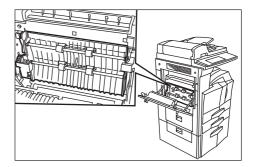
4

Replace the staple holder back in its original position in the Stapling Unit. Once it has been fully inserted, it will click into place.

- Lift up the Stapling Unit slightly and than 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 $[11" \times 17"$ to 5 $1/2" \times 8 1/2"]$ (75 to 80 g/m²) paper.

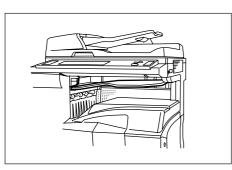


(9) Job separator

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.

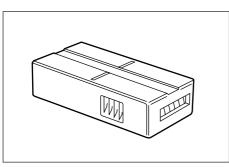
* The job separator can store up to 100 copies. When making 101 or more copies, copying will stop when 100 copies are made. Copying will resume automatically when the copied sheets are removed.



(10) Key counter

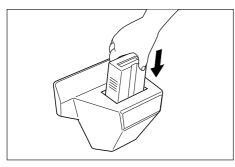
The key counter determines the number of copies that have been made. It is useful for copier centralized management on a department or even company level.

* 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.

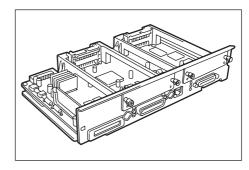


NOTE

• 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.

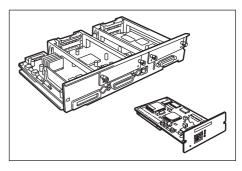
(11) Printer board

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

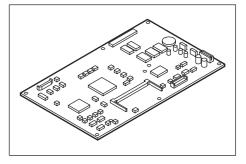
If the printer/scanner kit is installed, this copier can be used as a printer or a network scanner. For more detailed information, see the operation guide for the printer/scanner kit. Since the network board is equipped, this copier can also be used as a network printer, allowing access from multiple 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.



1. Error messages

When any of the messages listed in the table below appear on the message display, take the corrective action as instructed.

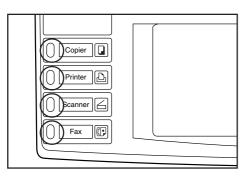
Message	Action	Page
"Close xxx cover x."	The cover indicated is open. Close the cover securely.	
"Add paper in cassette."	There is no paper in the drawer indicated. Load paper.	3-1
"Set cassette."	One of the drawers is not closed properly. Pull it out and push it back in all the way.	
"Paper cassette 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 im- mediately 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 (\bigcirc), 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.

Message	Action	Page
"Time for maintenance"	Periodic maintenance is necessary to keep your copier in good condi- tion. 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 opera- tions is performed.The copier memory size and the capacity for scanning originals are shown below.MemoryTotalScanning capacity*32MB (standard)32MB122 originals32MB (standard) + 32MB (optional)64MB292 originals32MB (standard) + 64MB (optional)96MB462 originals32MB (standard) + 128MB (optional)160MB802 originals*When using the standard original specified by our company (A4 paper, Characters account for 6% of the original).	
"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 () 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 () by following the appropriate procedure.	
"Duplex tray inoperable, call service."	The duplex unit (optional) is out of order and duplex copying is not pos- sible. 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. Re- move 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.



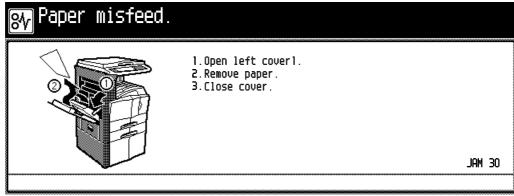
Indicator	Action	Page
Lights or Blinks orange	Take appropriate measures according to the message.	

3. When paper misfeeds

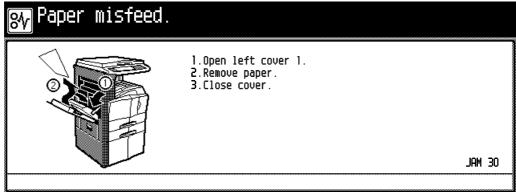
If a paper misfeed occurs, copying will stop. A misfeed message will appear and the misfeed location will be indicated on the message display.

Remove the misfed paper by referring to "(2) Removal procedures" with the main switch.

Inch specifications



Metric specifications



(1) Cautions

A 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.

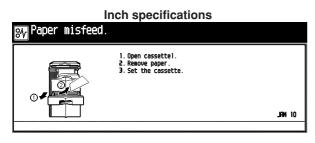
- Do not reuse misfed paper.
- If paper is torn during removal, be sure to remove all loose scraps from inside the copier, or they could cause misfeed later.
- After misfed paper has been removed, warm-up will begin. The Misfeed indicator will turn off and the copier will return to the same settings prior to the misfeed.

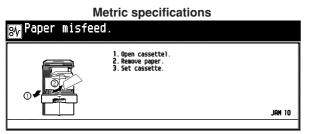
(2) Removal procedures

① Misfeed in paper feed section

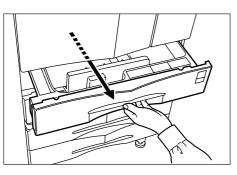
• Misfeed in drawer (JAM 10 to 13, 15 to 17)

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.

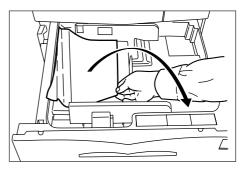




Open the drawer.



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.



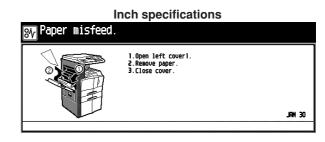
3 Close t

Close the drawer slowly.

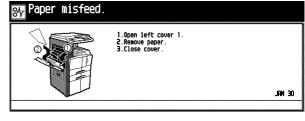
* Check that the paper is kept under the claws of the drawer. If not, reload the paper.

• Misfeed in left cover 1 (JAM 30 to 34, 36 to 52, 60, 61)

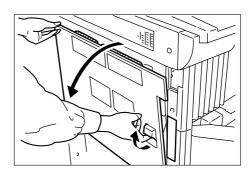
If the message below appears, a misfeed has occurred in the left cover 1. Remove the misfed paper using the procedure given below.



Metric specifications

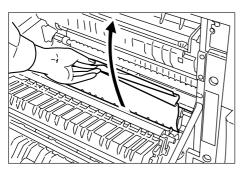


Pull up the lock lever to open the left cover 1.



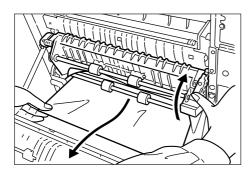


Remove the misfed paper.



3

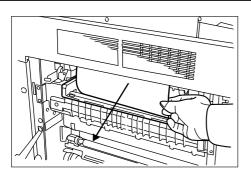
When the duplex unit is installed, raise the duplex unit to remove the misfed paper.

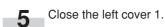




Remove the misfed paper in the output section.

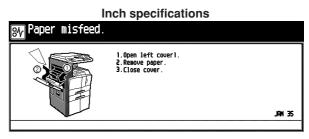
The copier's fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

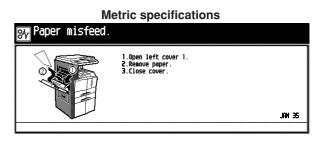


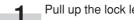


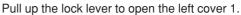
Misfeed in left cover 1 (JAM 35)

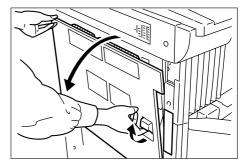
If the message below appears, a misfeed has occurred in the left cover 1. Remove the misfed paper using the procedure given below.





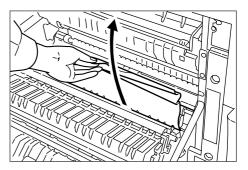






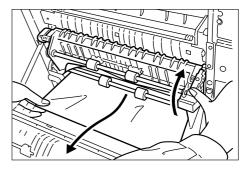


Remove the misfed paper.





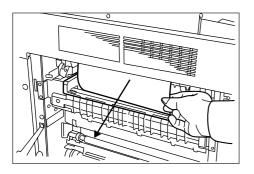
When the duplex unit is installed, raise the duplex unit to remove the misfed paper.





Remove the misfed paper in the output section.

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

6

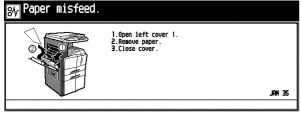
-7

Close the left cover 1.

Press the [START] key after the "Press Start Key. Restarting." message appears. The message below appears.

Inch specifications Paper misfeed. I Open left cover1. Remove paper. I Close cover. JMM 35

Metric specifications



- Repeat the steps 1 to 6.
- 8 The message below appears. Perform the appropriate action by following the message.

Inch specifications

System error.
Waln switch off / on.

Count/Set

Byoos

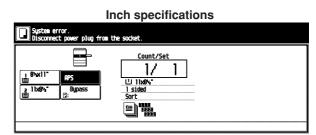
Sort

So

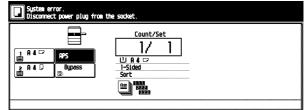
Metric specifications



9 When the optional fax kit is installed, the message below appears. Perform the appropriate action by following the message.

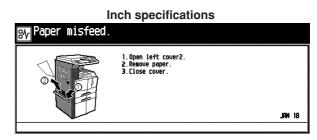


Metric specifications

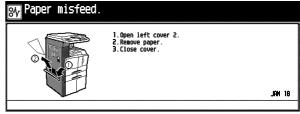


• Misfeed in left cover 2 (JAM 18, 22)

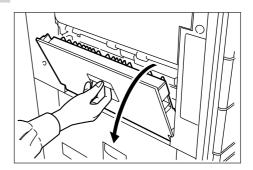
If the message below appears, a misfeed has occurred in the left cover 1. Remove the misfed paper using the procedure given below.



Metric specifications



Open the left cover 2.



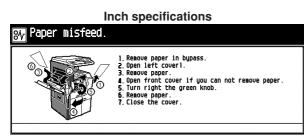




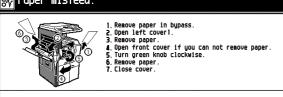
• Misfeed in multi-bypass (JAM14, 20, 21, 23)

If the message below appears, a misfeed has occurred in the multi-bypass.

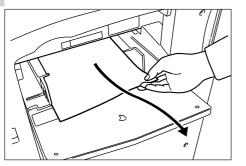
Remove the misfed paper using the procedure given below.



Metric specifications Paper misfeed.



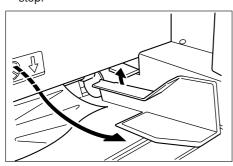
Remove all the paper remaining in the multi-bypass.



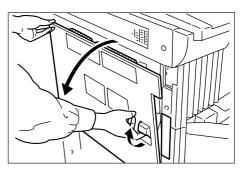
2

1

Pull up the lever to remove the misfed paper. * If the misfed paper cannot be removed, go to the next step.

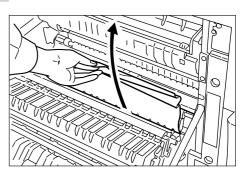


Pull up the lock lever to open the left cover 1.



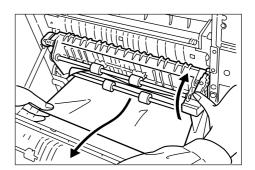


Remove the misfed paper.





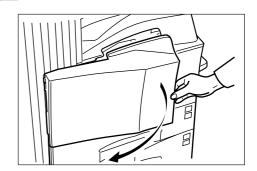
When the duplex unit is installed, raise the duplex unit to remove the misfed paper.



If the misfed paper cannot be removed, go to the next step.

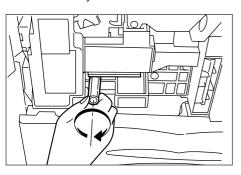


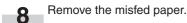
Open the front cover.

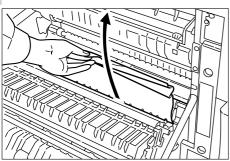




Turn the knob clockwise to release the misfed paper from the internal tray section.

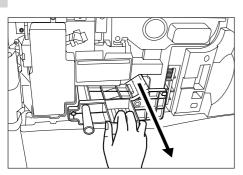






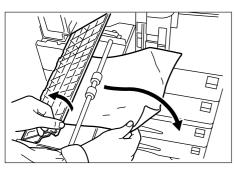
Pull out the internal tray.

9

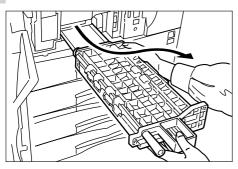


10 Open the internal tray cover.

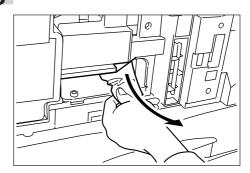
Remove the misfed paper.

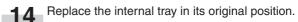


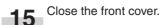
12 If the paper has been torn, remove the internal tray.



13 Remove the misfed paper.





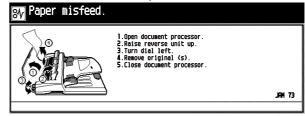


② Misfeed in Duplex Document Processor (optional) (JAM 70 to 76)

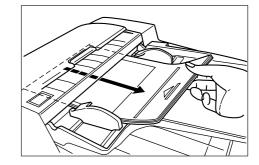
If the message below appears, a misfeed has occurred in the Duplex Document Processor. Remove the misfed original using the procedure given below.

I ₩ Paper misfeed.	nch specifications	
	1.Open the document processor. 2.Raise the reverse unit up. 3.Turn the left dial. 4.Remove original(s). 5.Close Document processor.	JAH 73

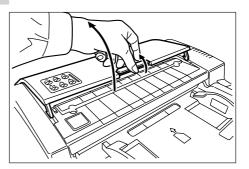
Metric specifications



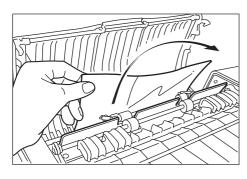
If the original is on the original table, remove it.



2 Open the Document Processor original cover.

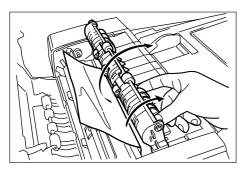


- 3 If the misfed original is found, remove it.
 - * If paper is torn during removal, be sure to remove all loose scraps from inside the copier, or they could cause misfeed later.



Raise the reversing unit.

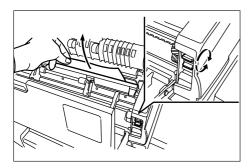
- 5 If the misfed original is found, remove it.
 - * If paper is torn during removal, be sure to remove all loose scraps from inside the copier, or they could cause misfeed later.





Δ

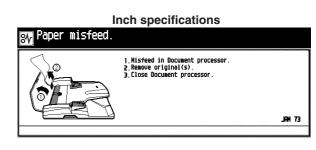
Turn the left knob to eject and remove the misfed original.

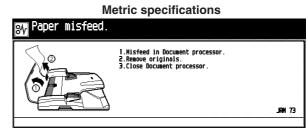


7

Close the Document Processor original cover.

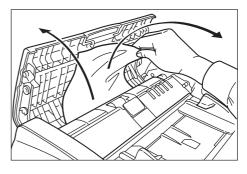
(3) Misfeed in Document Processor (optional) (JAM 70 to 73) If the message below appears, a misfeed has occurred in the Document Processor. Remove the misfed original using the procedure given below.





Open the Document Processor original cover.

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.

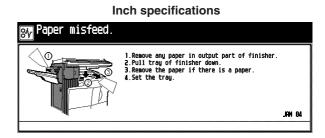




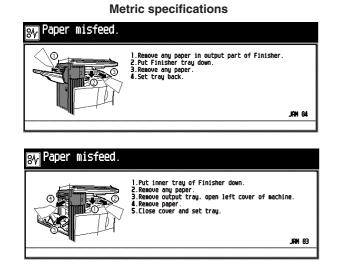
Close the Document Processor original cover.

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.



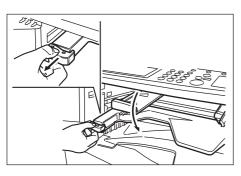




1 Remove the misfed paper in the built-in finisher output section.

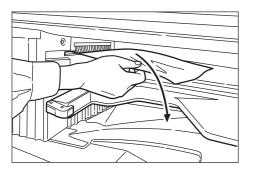


Lower the built-in finisher tray.



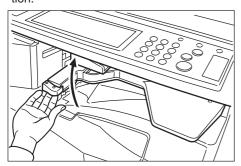


Remove the misfed paper.

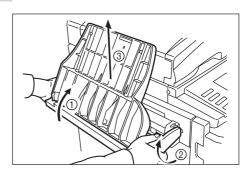


4

Raise the built-in finisher tray back into its original position.

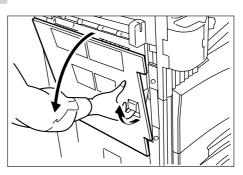


5 Remove the tray.

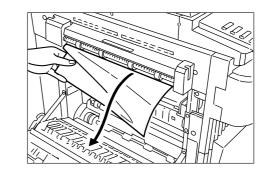


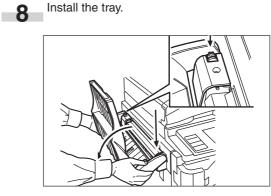


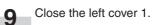
Pull up the lock lever to open the left cover 1.



7 Remove the misfed paper.







(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 op- eration 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 Docu- ment 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 qual- ity 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

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 Docu- ment 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
	ls 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 re- move the paper.	8-3
Copies are wrinkled.	Is the separation in the paper feed sec- tion 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

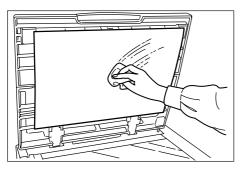
CAUTION

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.

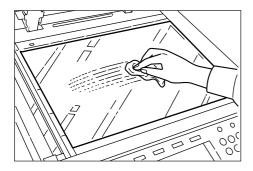
*Never use thinner or other organic solvents for this purpose.



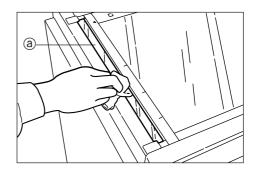
• Cleaning the platen

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 (a) is soiled. Wipe the slit glass with a soft cloth dampened with alcohol or a mild detergent.



• Cleaning the separator

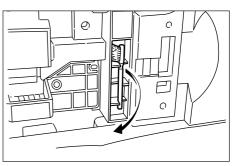
NOTE

• To keep the best copying quality, perform cleaning periodically (approximately once a month) using the following procedure.

Open the front cover. 1.

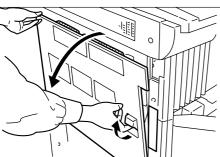


Remove the cleaning brush. 2

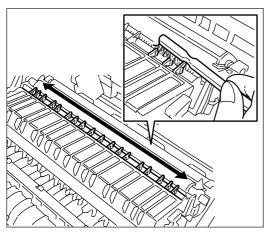


CHAPTER 9 CLEANING AND SPECIFICATIONS

Pull up the lock lever to open the left cover 1. 3

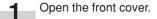


Clean the separator by moving the cleaning brush from 4 left to right several times along with the separator.



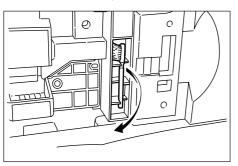
Close the left cover 1.

Cleaning the transfer roller

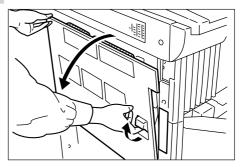




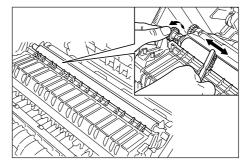
Remove the cleaning brush.



Pull up the lock lever to open the left cover 1. 3



While rotating the gear as shown, clean the transfer roller 4 by moving the cleaning brush from left to right along with the transfer roller.





Close the left cover 1.

2

2. Specifications

Туре	. Desk-top
Original table	. Fixed type
Copying system	
	. Sheets, books and 3-dimensional objects (Maximum original size: $11" \times 17"/A3$)
-	$11" \times 17"/A3$, 8 1/2" \times 14"/B4, 11 \times 8 1/2"/A4, 5 1/2" \times 8 1/2"/A5R, A6R, Folio (for
	metric specifications), envelopes (when used as printer)
	Duplex copying: $11" \times 17"/A3$ to 5 1/2" \times 8 1/2"/A5R
Conving speed	. Copiers with a copy speed of 25 copies per minute: Same-size copying/memory copy-
oopying speed	ing; 11" \times 17"/A3: 15 copies/min., 8 1/2" \times 14"/B4: 18 copies/min., 11" \times 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 copy-
	ing; 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 copy-
	ing; 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	
Zoom ratio	. Any ratio between 25 and 400% (in increments of 1%). Alternatively, standard ratios.
Standard amount of memory	. 32MB
Resolution	. Reading: 600 $ imes$ 600 dpi
	Writing: 600 $ imes$ 600 dpi
Paper feed system	. Automatic feeding from drawers (2 drawers, capacity 500 sheets each [80 g/m²/stan-
	dard paper specified by our company]), automatic feeding from multi-bypass (capac-
	ity 200 sheets [80g/m ²])
Copy paper	. Drawer : Standard paper (60 – 105 g/m²)
	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, origi-
	nal size detection function, auto paper size selection function, auto magnification se-
	lection mode, zoom copy mode, standard zoom mode, size zoom mode, photo mode,
	margin mode, border erase mode, layout copy, sort mode, copy management func-
	tion, language selection function
Power source	
	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	
	$585 \text{ mm} (W) \times 646 \text{ mm} (D) \times 745 \text{ mm} (H)$
Weight	
Weight	Approx. 79 kg
Noise emission	
Required space	
riequireu space	
Optional aquipment	585 mm (W) \times 646 mm (D)
	. Document Processor (only for Copiers with a copy speed of 25 copies per minute),
	Duplex Document Processor, Paper Feeder, Document Finisher, Bult-in Finisher, du-
	plex unit, job separator, key counter, printer board, printer/scanner kit, Fax kit, original
	holder

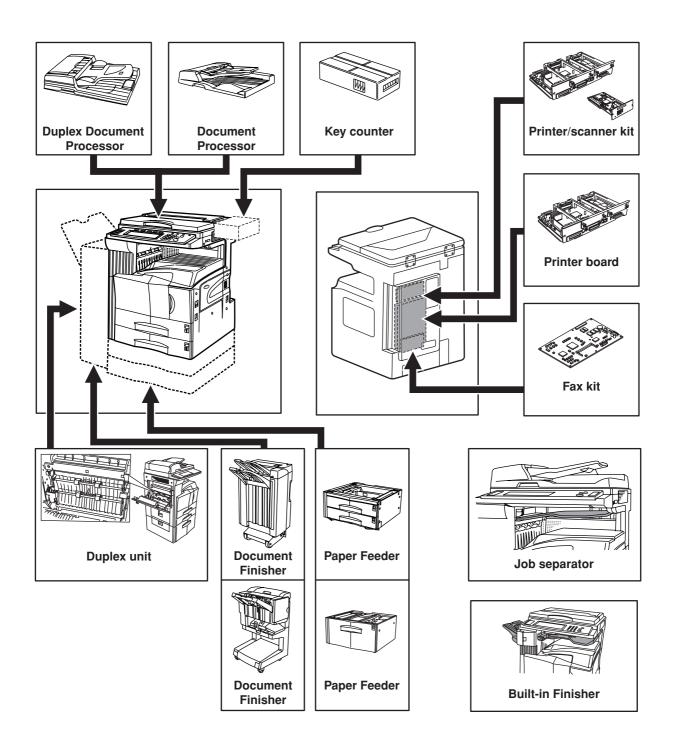
(Specifications are subject to change without notice.)

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 $11" \times 8 1/2"/A4$ 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" \times 17" to 5 1/2" \times 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.

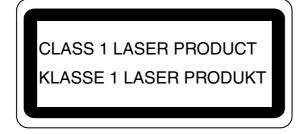
CAUTION

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.

CE

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	EN55022 Class B
Limits for harmonic currents emissions for equipment input current ≤ 16A per phase	EN61000-3-2
Limitation of voltage fluctuations and flicker in low-voltage supply systems for equipment with rated current ≤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	EN60825-1

Y506595K - ENG