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Aficio™ 120/FX12

Operating Instructions Basic Guide

Aficio™ 120/FX12 Operating Instructions Basic Guide

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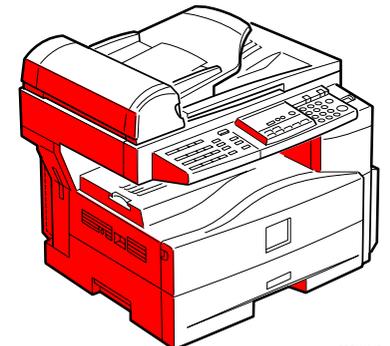
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ZFOH104E

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes:

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Operator Safety:

This machine is considered a class I laser device, safe for office/EDP use. The machine contains a 5-milliwatt, 760 - 800 nanometer wavelength, GaAIAs laser diode. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

The following label is attached on the back side of the machine.



Laser Safety:

The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement of the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual.

- Type 1: Aficio 120
- Type 2: Aficio FX12

Certain types might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts with your Ricoh office products.

Power Source:

220-240V, 50/60Hz, 4A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see "Power Connection" in the Copy Reference manual.



Declaration of Conformity

"The Product complies with the requirements of the EMC Directive 89/336/EEC and the Low Voltage Directive 73/23/EEC."

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

I means POWER ON.

⏻ means STAND BY.

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Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual.

- Type1: 1208
- Type2: 1208 F

Certain types might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

For good copy quality, Rex-Rotary recommends that you use genuine Rex-Rotary toner.

Rex-Rotary shall not be responsible for any damage or expense that might result from the use of parts other than genuine Rex-Rotary parts in your Rex-Rotary office product.

Power Source

220-240V, 50/60Hz, 4A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see "Power Connection" in the Copy Reference manual.

For safety, please read this manual carefully before you use this product and keep it handy for future reference.

Introduction

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Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes

Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.

Operator Safety

This machine is considered a class I laser device, safe for office/EDP use. The machine contains a 5-milliwatt, 760 - 800 nanometer wavelength, GaAlAs laser diode. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

The following label is attached on the back side of the machine.



Laser Safety:

The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement of the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual.

- Type1: 1202
- Type2: 1202f

Certain types might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

For good copy quality, Gestetner recommends that you use genuine Gestetner toner.

Gestetner shall not be responsible for any damage or expense that might result from the use of parts other than genuine Gestetner parts in your Gestetner office product.

Power Source

220-240V, 50/60Hz, 4A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see "Power Connection" in the Copy Reference manual.

For safety, please read this manual carefully before you use this product and keep it handy for future reference.

Introduction

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Notes

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Certain options may not be available in some countries. For details, please contact your local dealer.

Operator Safety

This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains a 5-milliwatt, 760 - 800 nanometer wavelength, GaAlAs laser diode. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

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Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual.

- Type1: 1205
- Type2: 1205 f

Certain types might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

For good copy quality, Nashuatec recommends that you use genuine Nashuatec toner.

Nashuatec shall not be responsible for any damage or expense that might result from the use of parts other than genuine Nashuatec parts in your Nashuatec office product.

Power Source

220-240V, 50/60Hz, 4A or more

Please be sure to connect the power cord to a power source as above.

For safety, please read this manual carefully before you use this product and keep it handy for future reference.



Declaration of Conformity

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In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

I means **POWER ON.**

⏻ means **STAND BY.**

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Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual.

- Type1: IS2012
- Type2: IS2012F

Certain types might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

For good copy quality, Infotec recommends that you use genuine Infotec toner.

Infotec shall not be responsible for any damage or expense that might result from the use of parts other than genuine Infotec parts in your Infotec office product.

Power Source

220-240V, 50/60Hz, 4A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see "Power Connection" in the Copy Reference manual.

This information is based on our present state of knowledge and is intended to provide general notes on our products and their uses.

It should not therefore be construed as guaranteeing specific properties of the products described or their suitability for particular applications.

Any existing industrial property rights must be observed. The quality of our products is guaranteed under our General Conditions of Sale.

For safety, please read this manual carefully before you use this product and keep it handy for future reference.



Declaration of Conformity

"The Product complies with the requirements of the EMC Directive 89/336/EEC and the Low Voltage Directive 73/23/EEC."

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

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Macintosh is a registered trademark of Apple Computer, Incorporated.

Safety Information

When using this machine, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

⚠ WARNING:
Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ CAUTION:
Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

⚠ WARNING:

- **Connect the power cord directly into a wall outlet and never use an extension cord.**
- **Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.**
- **To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.**
- **Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs:**
 - **You spill something into the machine.**
 - **You suspect that your machine needs service or repair.**
 - **The external housing of your machine has been damaged.**
- **Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.**
- **Disposal can take place at our authorized dealer.**
- **Dispose of the used toner cartridge in accordance with the local regulations.**

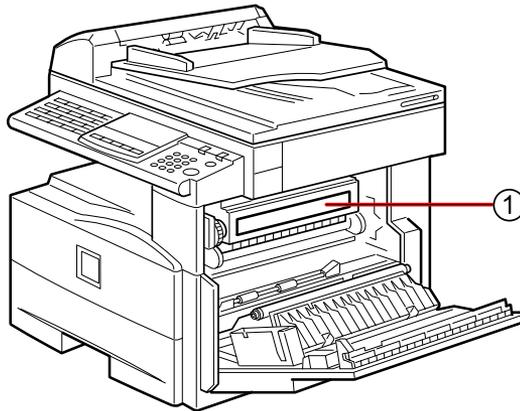
⚠ CAUTION:

- *Protect the machine from dampness or wet weather, such as rain and snow.*
- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine. Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.*
- *Keep toner (used or unused) and toner cartridge out of the reach of children.*
- *For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the “hot surface”. Otherwise an injury might occur.*
- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you use only the expendable supplies available at an authorized dealer.*

Positions of Labels and Hallmarks for ⚠WARNING and ⚠CAUTION

This machine has labels and hallmarks for ⚠WARNING, ⚠CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.

The inside of the machine becomes very hot. Do not touch the inside. Doing so could result in a burn.



ZFH105E

①



ENERGY STAR Program

 The ENERGY STAR logo consists of the words "ENERGY STAR" in a sans-serif font at the top. Below the text is a stylized graphic of a five-pointed star with a curved line arching over it, resembling a sun or a protective shield. The word "energy" is written in a cursive script across the bottom of the star.	<p>As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.</p>
--	--

The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

- **Low Power mode**
This product automatically lowers its power consumption 15 minutes after the last copy or print job has finished. Fax reception and printing is still possible in Low Power mode, but if you wish to make copies press the operation switch first.
For details about how to change the default interval that the machine waits before entering Low Power mode, see "4. Energy Saver Timer" in the System Settings manual.
- **Sleep mode (Fax or printer installed)**
If the fax or printer features are installed, this product automatically lowers its power consumption even further 30 minutes after the last copy or print job has finished. Fax reception and printing is still possible in Sleep mode, but if you wish to make copies press the operation switch first.
For details about how to change the default interval that the machine waits before entering Sleep mode, see "6. Auto Off Timer" in the System Settings manual.
- **Auto Off mode (Copier only)**
To conserve energy, this product automatically turns off 30 minutes after the last copying or printing job has completed. If you wish to make copies when the machine is in Auto Off mode, press the operation switch first.
For details about how to change the default interval that the machine waits before entering Auto Off mode, see "6. Auto Off Timer" in the System Settings manual.

Specification

		Copier only	Fax or printer installed
Low Power mode	Power consumption	50 Wh	60 Wh
	Default interval	15 minutes	15 minutes
	Recovery time	10 seconds	10 seconds
Sleep mode	Power consumption	-	20 Wh
	Default interval	-	30 minutes
	Recovery time	-	20 seconds
Auto Off mode	Power consumption	less than 2 Wh	-
	Default interval	30 minutes	-
	Recovery time	20 seconds	-

Recycled Paper

In accordance with the ENERGY STAR Program, we recommend use of recycled paper which is environmentally friendly. Please contact your sales representative for recommended paper.

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Manuals for This Machine

This is a multi-functional machine combining copier, printer and fax functions. A separate manual is provided for each function. Please consult the manual that suits your needs.

❖ **System Settings**

Provides an overview of the machine. This manual introduces the functions of the machine. It also introduces the options allowing you to use additional functions and describes how to access the system user tools to make the machine easier to use.

Each language version is in an appropriate folder on the CD-ROM in PDF format. Please open the folder and choose the language version of your preference. Adobe Acrobat Reader is required in order to read these files. If Adobe Acrobat Reader is not installed on your computer, install it from the CD-ROM containing the System Settings and Copy Reference manual.

Note

- A PDF file might not be displayed or printed properly depending on the environment or language you use.

❖ **Copy Reference**

Describes the various copying functions from basic copying to more advanced functions such as reducing/enlarging copies or combining two originals onto one copy.

Each language version is in an appropriate folder on the CD-ROM in PDF format. Please open the folder and choose the language version of your preference. Adobe Acrobat Reader is required in order to read these files. If Adobe Acrobat Reader is not installed on your computer, install it from the CD-ROM containing the System Settings and Copy Reference manual.

Note

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❖ **Basic Guide**

Explains the most frequently used copy functions and troubleshooting.

❖ **Facsimile Reference Basic Features (Option for Type1)**

Explains the most frequently used facsimile functions and operations.

❖ **Facsimile Reference Advanced Features (Option for Type1)**

Describes more advanced facsimile functions and also explains settings for key operations.

❖ **Printer Reference 1 (Option)**

Describes the system settings, procedures and functions for using this machine as a printer.

❖ **Printer Reference 2 (Option)**

Describes the procedures and provides necessary information about using this machine as a printer.

❖ **Network Interface Board Quick Configuration Guide (Option)**

Describes the procedures and provides necessary information about setting up and using the printer under the network environment.

❖ **PS Level 2 Emulation Type 2 Operating Instructions Supplement (Option)**

Describes the menus and features you can set using the PostScript printer driver.

❖ **Network Interface Board Type 2 Owner's Manual (Option)**

Describes the procedures and provides necessary information about setting up and using the printer under the network environment.

❖ **Unix Supplement (Option)**

Provides information about setting up and using the printer in a UNIX environment.

System Requirements

To run the CD-ROM manual, you need the following:

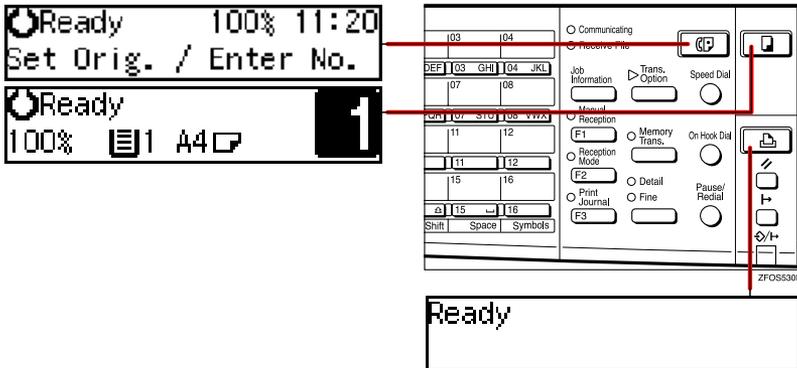
System: Windows 95, Windows 98, Windows Me, Windows NT4.0, Windows 2000 or Macintosh Computer

However, operation cannot be assured under all circumstances. Please be aware that the manual may not run with certain computers and/or operating system versions.

1. Modes

Changing Modes

Press the **[Copy]**, **[Facsimile]** or **[Printer]** key to switch to copy, fax or printer mode respectively.



! Limitation

- You cannot switch modes in any of the following cases:
 - When scanning in a fax message for transmission.
 - During immediate transmission.
 - When accessing the user tools.
 - During On Hook dialing for fax transmission.
 - During Energy Saver mode.

Copy Mode

1

Changing to Copy Mode

You can always make a copy when the machine is not printing or scanning fax data.

1 Press the **[Copy]** key.

The copy display appears on the panel display.



2. User Tools (System Settings)

Accessing the User Tools (System Settings)

This section is for the key operators in charge of this machine. You can change or set the machine's default settings.

- 1 Press the **[User Tools/Counter]** key.



ZF05060E

- 2 Press the **[Left Arrow]** or **[Right Arrow]** key until "2.System Settings" is displayed, and then press the **[OK]** key.

```
User Tools:
2.System Settings  ◀▶
```

- 3 Press the **[Left Arrow]** or **[Right Arrow]** key until your desired menu is displayed, and then press the **[OK]** key.

```
System Settings:
1.Function Priority  ◀▶
```

```
System Settings:
2.CopyCount Display  ◀▶
```

```
System Settings:
3.System Reset      ▶
```

```
System Settings:
4.Energy Saver Timer◀▶
```

```
System Settings:
5.Energy Saver Level◀▶
```

```
System Settings:
6.Auto Off Timer   ▶
```

```
System Settings:
7.AOF(Keep It On.)▶
```

```
System Settings:
8.Tray Paper Size  ▶
```

```
System Settings:
11Display Contrast  ◀▶
```

```
System Settings:
12Measurement Unit  ◀▶
```

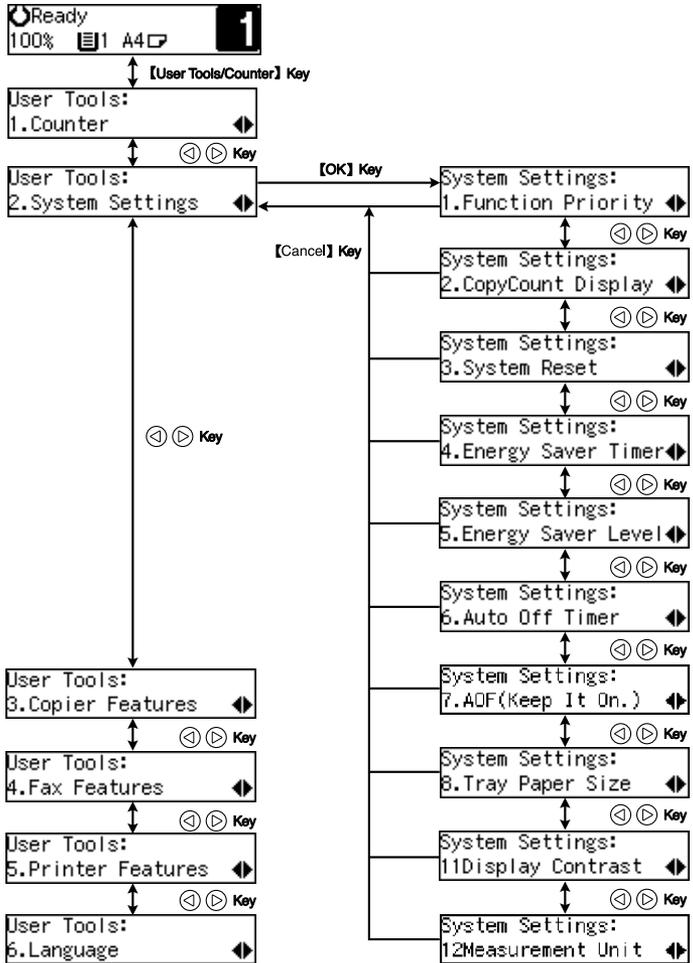
- 4 Change the settings by following the instructions on the panel display, and then press the **[OK]** key.

Exiting from the User Tools

- 1 After changing the user tools settings, press the **[User Tools/Counter]** key.

2

User Tools Menu (System Settings)



2

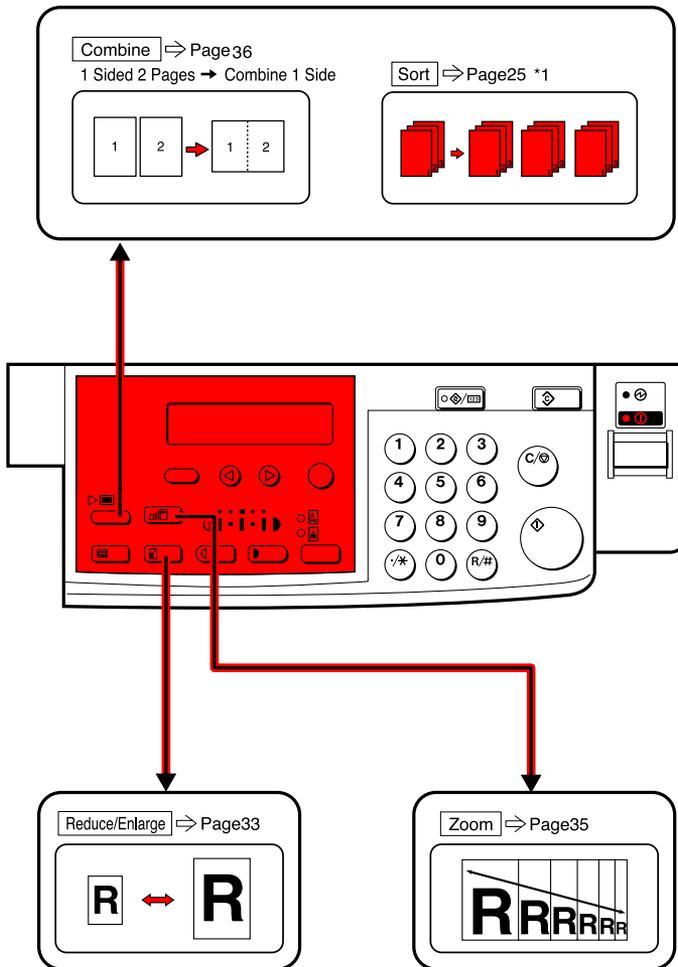
3. Copying

What You Can Do with This Machine

Reference

See the Copy Reference manual.

*1The optional 32MB copier memory unit is required.



Turning On the Power

To turn the machine on, press the operation switch.

.....

Power switches

This machine has two power switches.

❖ Operation switch (right side of the control panel)

Press this switch to activate the machine. When the machine has warmed up, you can make copies.

❖ Main power switch (left side of the machine)

When the machine is not to be used for an extended period of time, turn off the main power switch.

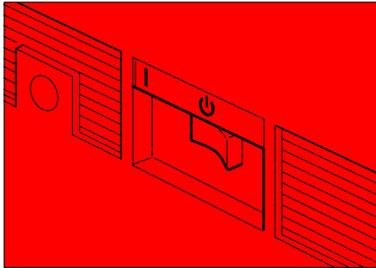
.....

Turning On the Main Power

1 Make sure that the power cord is firmly plugged into the wall outlet.

2 Turn on the main power switch.

The **main power** indicator on the control panel goes on.

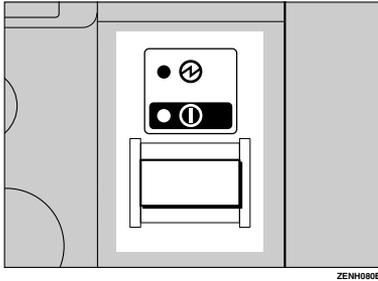


ZFOH20E

Starting the Machine

- 1 Press the operation switch to make the On indicator go on.

The display panel will come on.



3

Shutting Down the Machine

- 1 Press the operation switch to make the On indicator go off and change to Low Power mode.

Turning Off the Main Power

- 1 Turn off the main power switch.

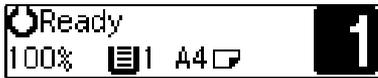
The **main power** indicator of the control panel goes off.

 **Important**

- Fax files stored in memory will be lost 12 hours after you turn the main power switch off or you unplug the power cord.

Basic Procedure

- 1 Make sure that the machine is in Copy mode.



- 2 If the machine is set for User Code, enter the code with the number keys, and then press the [OK] key.

Reference

See "User Codes" in the Copy Reference manual.

- 3 Make sure that there are no previous settings remaining.

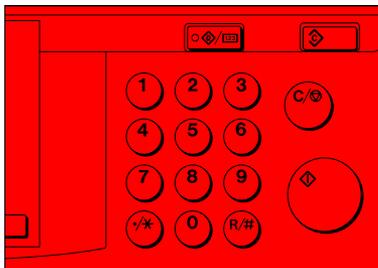
- 4 Place your originals.

Note

- For details about placing originals, see the following pages.

- 5 Make the desired settings.

- 6 Enter the number of copies required with the number keys.

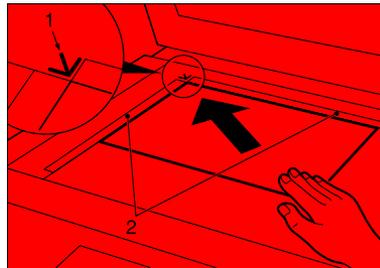


- 7 Press the [Start] key.

Placing Originals

Placing Originals on the Exposure Glass

- 1 Lift the exposure glass cover or the document feeder (ADF).
- 2 Place the original face down on the exposure glass. The original should be aligned to the rear left corner.



ZAAH220E

1. Reference mark

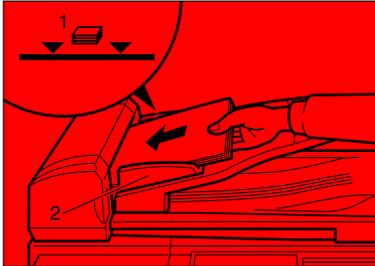
2. Scale

- 3 Lower the exposure glass cover or the document feeder (ADF).

Loading Originals in the Document Feeder (ADF)

- 1 Adjust the guide to the original size.

- 2** Place the aligned originals face up into the document feeder (ADF).



- 1.** Limit mark
- 2.** Document guide

3

Basic Functions

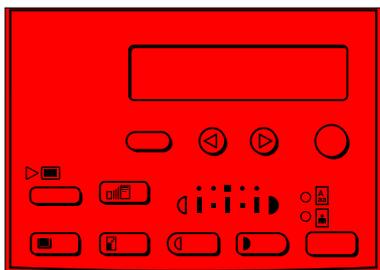
Adjusting Copy Image Density

You can adjust the copy image density to match your originals.

If you require darker or lighter copies, adjust the image density yourself.

3

- 1 Press the **[Lighter]** or **[Darker]** key to adjust the image density.



ZF05470E

Selecting an Original Type

There are two ways to match your originals:

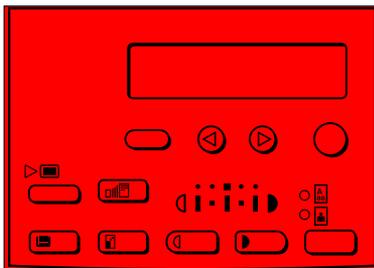
❖ Text

If you do not select either mode, your originals will be scanned with the settings suitable for text originals with this mode.

❖ Photo

Delicate tones of photographs and pictures can be reproduced with this mode.

- 1 Press the **[Original]** key, and then select the original type.



ZF05480E

Auto Start

If you press the **[Start]** key during the warm-up period, the **[Start]** key will blink and your copies will be made as soon as warm-up finishes.

1 Make any adjustments to copy settings during the warm-up period.

2 Place your originals.

3 Press the **[Start]** key.

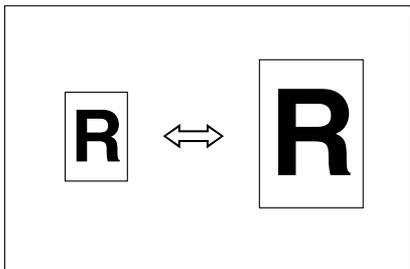
The **[Start]** key indicator flashes green.

 **Note**

- To cancel Auto Start, press the **[Clear/Stop]** key.

Preset Reduce/Enlarge

You can select a preset ratio for copying.



CP2T100

Copies can be reduced or enlarged as follows:

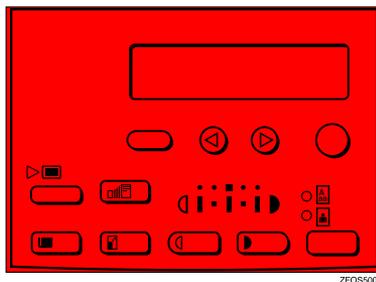
◆ Metric version

Ratio (%)	Original → Copy paper size
200 (enlarge area by 4)	A6→A4
141 (enlarge area by 2)	A5→A4
100	Full Size
93	A little reduced. (Create Margin)
71 (reduce area by 1/2)	A4→A5
50 (reduce area by 1/4)	A4→A6

◆ Inch version

Ratio (%)	Original → Copy paper size
155 (enlarge area by 2)	5 ¹ / ₂ " × 8 ¹ / ₂ " → 8 ¹ / ₂ " × 14"
129	5 ¹ / ₂ " × 8 ¹ / ₂ " → 8 ¹ / ₂ " × 11"
100	Full Size
93	A little reduced. (Create Margin)
78	8 ¹ / ₂ " × 14" → 8 ¹ / ₂ " × 11"
65 (reduce area by 1/4)	8 ¹ / ₂ " × 11" → 5 ¹ / ₂ " × 8 ¹ / ₂ "

1 Press the **[Reduce/Enlarge]** key.



ZF05500E



2 Press the **[Reduce/Enlarge]** key or the **⏪** or **⏩** key until the desired reduce/enlarge size is displayed.

3 Press the **[OK]** key.

4 Place your originals, and then press the **[Start]** key.

✎ Note

- When the copy paper size and the original size differ, set the original size. For details, see "Placing Standard Size Originals" in the Copy Reference manual.

Combine

Use this feature to combine two original images onto one page.



Combine1

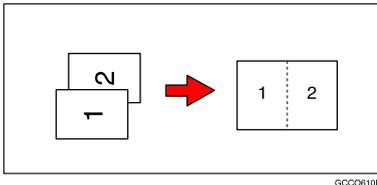
Limitation

- You cannot use the bypass tray with this function.

Note

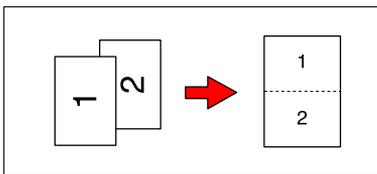
- Direction of the originals and arrangement of combined images.

❖ Portrait (📄) originals



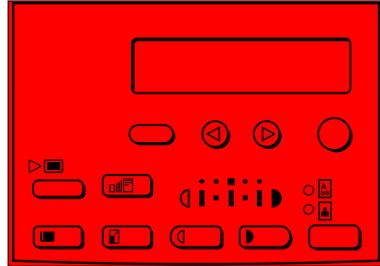
GCC0610E

❖ Landscape (📄) originals



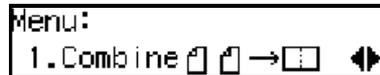
GCC0620E

- 1** Press the **[Menu]** key.



ZF06450E

- 2** Make sure that "1. Combine 📄 → 📄" is selected, and then press the **[OK]** key.



- 3** Select "📄 → 📄" with the **[Left]** or **[Right]** key, and then press the **[OK]** key.



- 4** Press the **[Select Paper Tray]** key to select the copy paper.

- 5** Place your originals.

Note

- Set the direction of the original to 📄.

When placing an original on the exposure glass

- 1** Place the original, and then press the **[Start]** key.

- ② Place the next original, and then press the **【Start】** key.

 **Note**

- To finish copying, press the **【R/#】** key to eject the copy.

When loading originals in the document feeder (ADF)

3

- ① Load your originals, and then press the **【Start】** key.

4. Troubleshooting

↳ Changing the Toner Cartridge

When **↳** is displayed, it is time to supply toner.

⚠ WARNING:

- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.***

⚠ CAUTION:

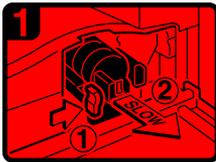
- *Keep toner (used or unused) and toner containers out of reach of children.*

⚠ CAUTION:

- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you use only the expendable supplies available at an authorized dealer.*

🔥 Important

- If you use toner other than that recommended, a fault might occur.
- When adding toner, do not turn off the power switch. If you do, your settings are cleared.
- Always add toner after the machine instructs you to add toner.



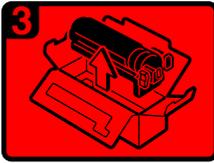
ZFOT119E

- Open the front cover of the machine.
- Push the green lever.



ZFOT120E

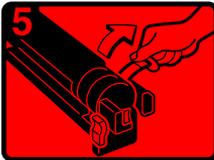
- Gently pull out the toner cartridge.



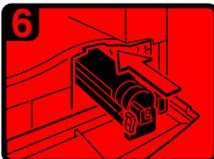
ZFOT121E



ZFOT122E



ZFOT123E



ZFOT124E



ZFOT125E

4

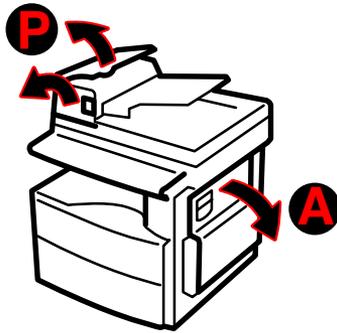
- Hold the new toner cartridge horizontally, and then shake it 5 or 6 times.

- Remove the seal.

- Insert the new toner cartridge.

- Push the new toner cartridge in until it clicks.
- Close the front cover of the machine.

Clearing Misfeeds



ZF0H130E

4

CAUTION:

- *The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper.*

Important

- When clearing misfeeds, do not turn off the power switch. If you do, your copy settings are cleared.
- To prevent misfeeds, do not leave any torn scraps of paper within the machine.
- If paper misfeeds occur repeatedly, contact your service representative.

Note

- More than one misfed areas may be indicated. In this case, check every applicable area. Refer to the following charts: A, P.
- You can find a sticker explaining how to remove misfed paper inside of the right cover.
- When the machine instructs you to place originals once again, place your originals in the feeding position. The display might indicate the number of originals you should return.

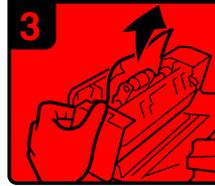
■ When P is lit



1. Open the cover of the document feeder, and then remove the misfed original.

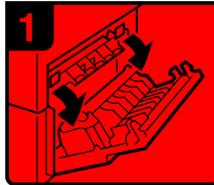
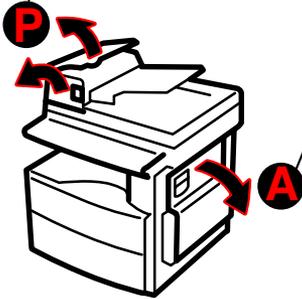


2. While pressing the knob, lift the internal cover of the document feeder.



3. Remove the misfed original.

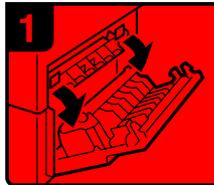
■ When A is lit



1. Open the right cover.



2. Remove the misfed paper.



1. Open the right cover, and then open the blue cover.



2. Remove the misfed paper.

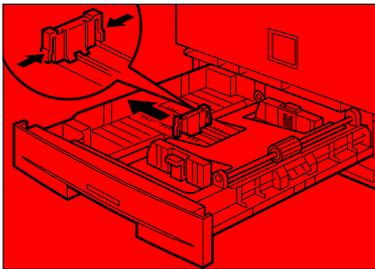
Changing the Paper Size

Important

- Select the paper size with the user tools, or misfeeds might occur.

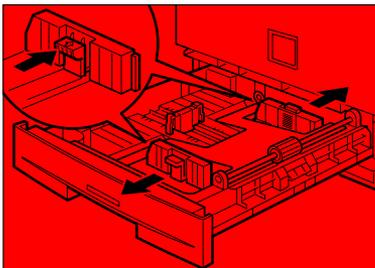
Changing the Paper Size in the Paper Tray

- 1** Make sure that the paper tray is not being used.
- 2** Pull out the paper tray until it stops.
- 3** Adjust the back fence.



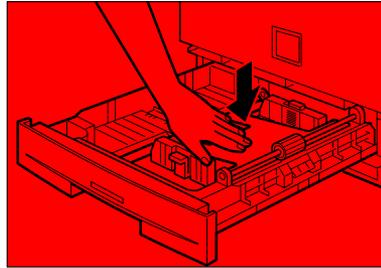
ZFOY114E

- 4** While pressing the release lever, adjust the side fences.



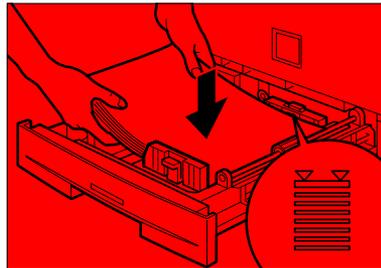
ZFOY116E

- 5** Push the metal plate down.



ZFOY118E

- 6** Square the paper and load it in the tray.

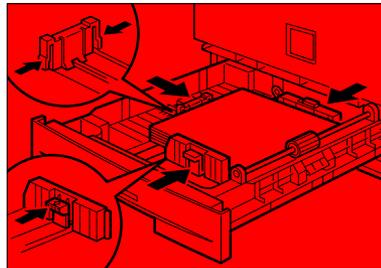


ZFOY350E

Important

- Do not stack paper over the limit mark.

- 7** Adjust the side and back fences to the new paper size.



ZFOY117E

4

Important

- When setting small quantities of copy paper, be careful not to squeeze in the side fence too much or paper will not be fed properly.

8 Push the paper tray in until it stops.

Note

- Select the new paper size with the User Tools. For details, see the following "Selecting the Paper Size with the User Tools".

4

Selecting the Paper Size with the User Tools

1 Press the **[User Tools/Counter]** key.



ZF05080E

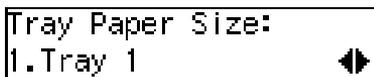
2 Press the **[Left]** or **[Right]** key to display "2.System Settings", and then press the **[OK]** key.



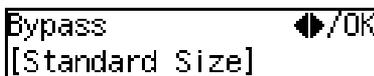
3 Press the **[Left]** or **[Right]** key until "8. Tray Paper Size" is displayed, and then press the **[OK]** key.



4 Press the **[Left]** or **[Right]** key to select the paper tray you want to change the paper size for, and then press the **[OK]** key. When you select "1. Tray 1", go to step **6**.



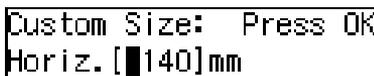
5 If you have selected "3. Bypass" on step **4**, select "Standard Size" or "Custom Size", and then press the **[OK]** key.



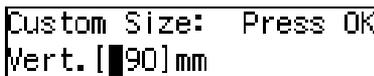
6 Select the desired paper size.

When you have selected "Custom Size" on step 5

1 Enter the horizontal size of the paper with the number keys, and then press the **[OK]** key.



2 Enter the vertical size of the paper with the number keys, and then press the **[OK]** key.



7 Press the **[User Tools/Counter]** key to exist from the User tools.

5. User Tools (Copier Features)

Accessing the User Tools (Copier Features)

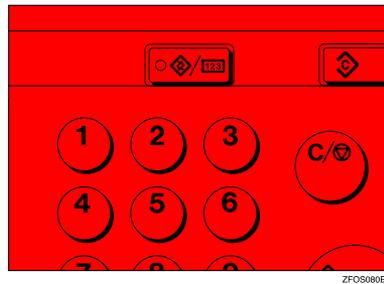
This section is for the key operators in charge of this machine. The user tools allow you to change or set the machine's default settings.

- 1 Press the **[User Tools/Counter]** key.



Exiting the User Tools

- 1 Press the **[User Tools/Counter]** key.



- 2 Press the **[Left]** or **[Right]** key to display "3. Copier Features", and then press the **[OK]** key.

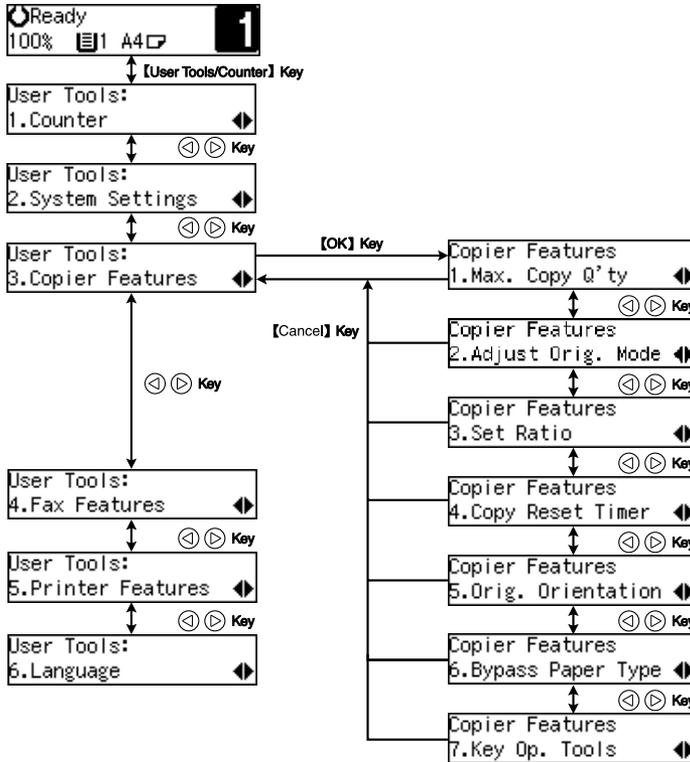
```
User Tools:  
3.Copier Features  ▸
```

- 3 Press the **[Left]** or **[Right]** key until desired User Tools menu is displayed, and then press the **[OK]** key.

```
Copier Features  
5.Orig. Orientation  ▸
```

- 4 Change the settings by following the instructions on the panel display, and then press the **[OK]** key.

User Tools Menu (Copier Features)



ZF05590E

6. Remarks

Do's and Don'ts

CAUTION:

- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*

Important

- Make sure the remaining memory space is 100%, before you unplug the power cord.
- While the machine is unplugged, you can neither send nor receive a fax.

Reference

For details, see the Facsimile Reference manual.

- When you use this machine for a long time in a confined space without good ventilation, you may notice an odd smell. To keep the workplace comfortable, we recommend that you keep it well ventilated.
- Do not touch areas on or around the fusing unit. These areas get hot.
- After making copies continuously, you may feel the exposure glass is heated. This is not a malfunction.
- You may feel warm around the ventilation hole. This is caused by exhaust air, and is not a malfunction.
- Do not turn off the operation switch while copying or printing. When turning off the operation switch, copying with memory and printing continue. However, scanning of copy originals is interrupted.
- The machine might fail to produce good copy images if condensation forms inside the machine due to temperature change.
- Do not open the covers of the machine while copying or printing. If you do, misfeeds might occur.
- Do not move the machine while copying or printing.
- If you operate the machine improperly or a failure occurs, your settings might be lost. Be sure to take a note of your machine settings.
- Supplier shall not be liable for any loss or damages resulting from a failure on the machine, loss of machine settings, and use of the machine.

Where to Put Your Machine

Machine Environment

Your machine's location should be carefully chosen because environmental conditions greatly affect its performance.

Optimum environmental conditions

⚠ CAUTION:

- *Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.*

⚠ CAUTION:

- *If you use the machine in a confined space, make sure there is a continuous air turnover.*

- Temperature: 10 – 32°C (50 – 89.6°F), humidity 54% at 32°C, 89.6°F
- Humidity: 15 – 80%, temperature 27°C, 80.6°F at 80%
- A strong and level base.
- The machine must be level within 5mm, 0.2" both front to rear and left to right.
- To avoid possible build-up of ozone, be sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m³/hr/person.

Environments to avoid

- Locations exposed to direct sunlight or strong light (more than 1,500 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes might cause condensation within the machine.)
- Locations close to such machines generating ammonia such as diazo copy machines.
- Places where the machine might be subjected to frequent, strong vibrations.
- Dusty areas.
- Areas with corrosive gases.

Power Connection

⚠ WARNING:

- **Connect the machine only to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.**
- **Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.**

⚠ WARNING:

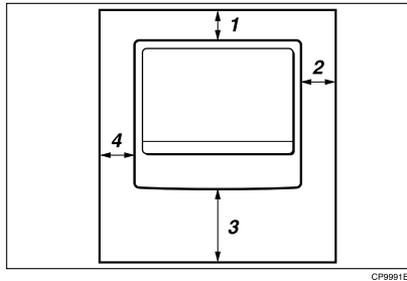
- **Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.**

⚠ CAUTION:

- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- When the main switch is in the Stand-by position, the optional anti-condensation heaters are on. In case of emergency, unplug the machine's power cord.
- When you unplug the power cord, the anti-condensation heaters turn off.
- Make sure the plug is firmly inserted in the outlet.
- Voltage must not fluctuate more than 10%.
- The wall outlet shall be installed near the machine and shall be easily accessible.

Access to Machine

Place the machine near the power source, providing clearance as shown.



1. Rear: more than 1cm (0.4")

3. Front: more than 75cm (29.6")

2. Right: more than 1cm (0.4")

4. Left: more than 1cm (0.4")

 **Note**

- For information about required space when options are installed, please contact your service representative.

7. Specification

Mainframe

❖ Noise Emission ^{*1} :

- Sound power level

	Mainframe only	Complete System ^{*3}
Stand-by	40.0dB (A)	40.0dB (A)
During printing	62.0dB (A)	66.0dB (A)

- Sound pressure level ^{*2}

	Mainframe only	Complete System ^{*3}
Stand-by	27.0dB (A)	27.0dB (A)
During printing	54.0dB (A)	54.0dB (A)

^{*1} The above measurements made in accordance with ISO 7779 are actual value.

^{*2} It is measured at the position of the operator.

^{*3} The Complete System consists of mainframe with full options.

For details about other specifications, see "Specifications" in the Copy Reference manual.

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