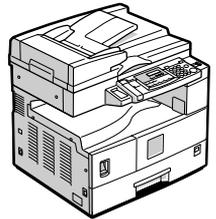

1312
LD013
Aficio™ 1113

Operating Instructions



-
- 1** Getting Started
 - 2** Copying
 - 3** Troubleshooting
 - 4** User Tools
 - 5** Remarks
 - 6** Specifications

Introduction

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine.



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.



Laser Safety:

This machine is considered a class I laser device, safe for office/EDP use. The machine contains a 5-milliwatt, 770 - 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.

Warning:

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

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

For good copy quality, the supplier recommends that you use genuine toner from the supplier.

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

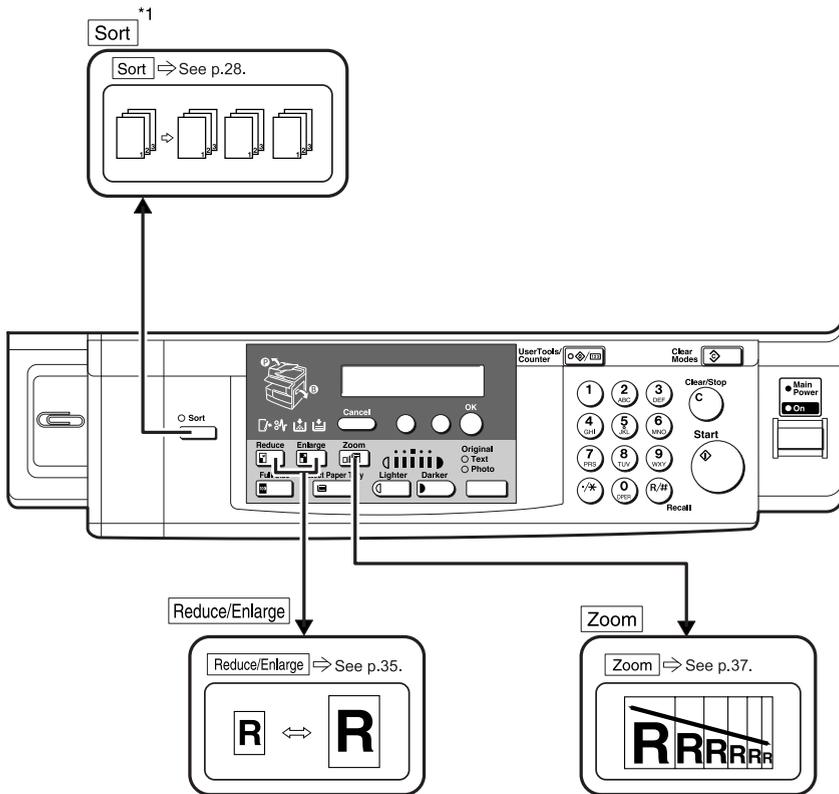
Power Source:

120V, 60Hz, 12A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see P.63 "Power Connection".

What You Can Do with This Machine

*1 Optional 16 MB copier memory unit is required.



GKBS320N

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How to Read This Manual

Symbols

The following set of symbols is used in this manual.

WARNING:

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

CAUTION:

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates information or preparations required prior to operating.

Note

This symbol indicates precautions for operation, or actions to take after abnormal operation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

[]

Keys built into the machine's control panel.

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:

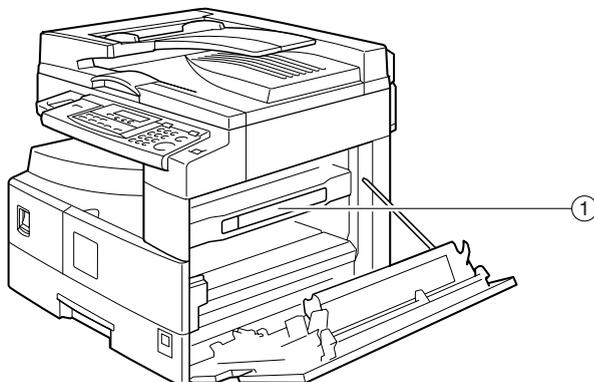
- **Connect the power cord directly into a wall outlet and never use an extension cord.**
- **Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.**
- **To avoid hazardous electric shock or laser radiation exposure, do not remove 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.*
- *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.



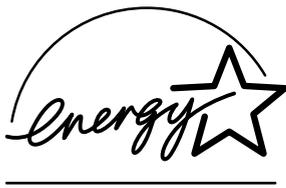
①

<p>CAUTION ATTENTION 注意 ACHTUNG ATTENZIONE PRECAUCION</p>		<p>• High temperature. Be careful of hot parts when clearing paper jams. • Temperature élevée. Attention aux pièces chaudes en supprimant un bouchage papier. • 고온이므로 종이 정렬 제거시 주의할 수 있습니다. • Vorsicht hohe Temperatur! Achten Sie auf heie Gereteile, wenn Sie einen Papierstau beheben. • 高温. 清除卡紙時請小心熱燙的部分</p>	<p>• Temperatura elevata. Fare attenzione alle parti calde quando si eliminano gli inceppamenti della carta. • Alta temperatura. Tenga cuidado con las partes calientes cuando elimine los atascamientos de papel. • 高温です。用紙つまり処理は、高温部分に注意しながら行ってください。</p>
--	--	---	--

ZKBS000E

ENERGY STAR Program

ENERGY STAR®



As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.

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 1 minute after the last copy job has finished.
 For details about how to change the default interval that the machine waits before entering low power mode, see “ 2. Energy Saver Timer” on p.53 “System Settings”.
- **Auto off mode**
 To conserve energy, this product automatically turns off 30 minutes after the last copy job has finished. If you want to make copies when the machine is in auto off mode, press the main power switch.
 For details about how to change the default interval that the machine waits before entering auto off mode, see “4. Auto Off Timer” on p.53 “System Settings”.

Specifications

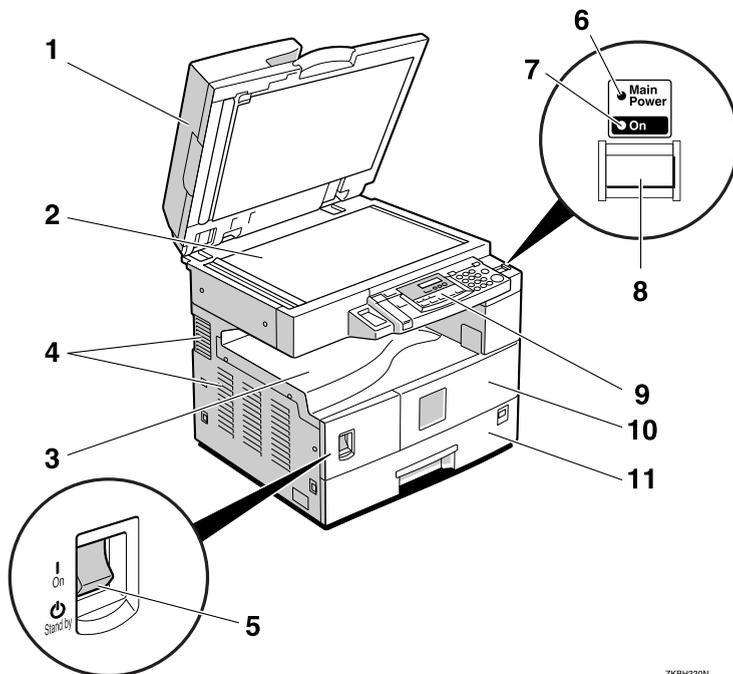
Low power mode	Power consumption	70 Wh
	Default interval	15 minutes
	Recovery time	Less than 10 seconds
Auto off mode	Power consumption	less than 1 Wh
	Default interval	30 minutes
	Recovery time	20 seconds

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.

1. Getting Started

Guide to Components



1. Exposure glass cover (optional) or Auto Document Feeder (ADF) (optional)

Lower the exposure glass cover over originals placed on the exposure glass for copying. If you have installed the ADF, place stacks of originals here. They will be fed automatically.

(The illustration shows the ADF.)

2. Exposure glass

Place originals here face down for copying. See p.15 "Originals".

3. Internal tray

Copied paper is delivered here face down.

4. Ventilation hole

Prevents overheating. Do not obstruct the ventilation hole by placing or leaning objects near it. Problems can occur if the machine overheats.

5. Main power switch

If the machine does not operate after turning the operation switch on, check to make sure the main power switch is turned on. If it is off, turn it on.

ZKBR330N

6. Main power indicator

Lights up when the main power switch is turned on, and goes off when the switch is turned off.

7. On indicator

Lights up when the operation switch is turned on, and goes off when the switch is turned off.

8. Operation switch

Press to turn the power on (the **On** indicator lights up). To turn the power off, press again (the **On** indicator goes off).

9. Control panel

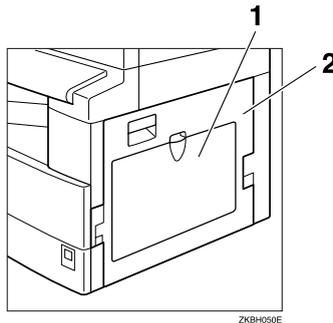
See p.10 “Control Panel”.

10. Front cover

Open to access the inside of the machine.

11. Paper tray

Load paper here. See p.41 “ Loading Paper”.



ZKBJH050E

1. Bypass tray

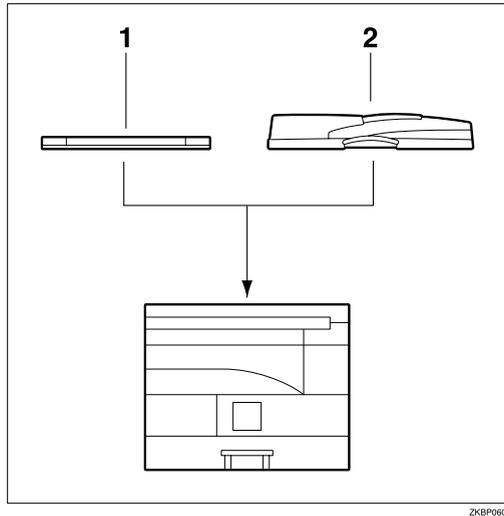
Use to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, and custom size paper. See p.30 “Copying from the Bypass Tray”.

2. Right cover

Open to remove jammed paper fed from the paper tray.

Options

1



ZKBP060E

1. Exposure glass cover

Lower over originals for copying.

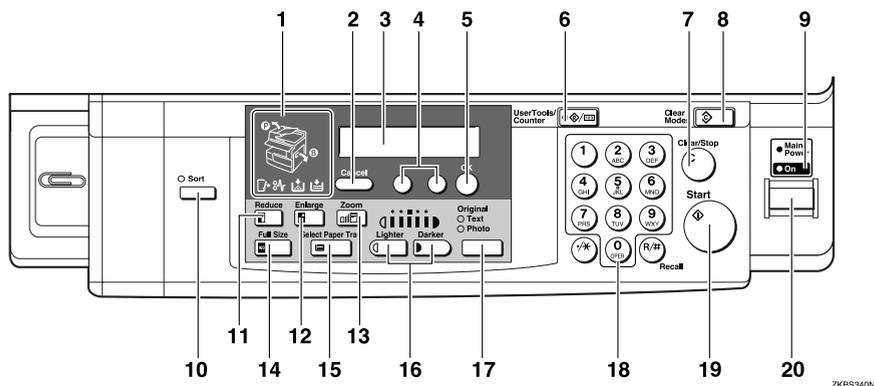
2. Auto Document Feeder (ADF)

Place a stack of originals here.
They will be fed automatically.

Other options:

- 16 MB copier memory unit
Increases copier features, allowing you to use the sort function.
- 32 MB DIMM
Increases memory capacity, allowing you to increase the number of originals that can be stored. It is available only when the optional 16 MB copier memory unit is installed.

Control Panel



ZKBS340N

1. Indicators

Show errors and machine status.

- : Open Cover indicator
- : Misfeed indicator
See p.44 “ Clearing Misfeeds”.
- : Add Toner indicator
See p.42 “ Adding Toner”.
- : Load paper indicator
See p.41 “ Loading Paper”.

2. [Cancel] key

Press to cancel an operation or return to the previous display.

3. Display

Shows operation status, error messages, and function menus. See p.12 “Display”.

4. keys (Cursor keys)

Press to select an item on the display.

5. [OK] key

6. [User Tools/Counter] key

Press to change default settings and conditions to meet your requirements. See p.49 “User Tools”.

7. [Clear/Stop] key

While entering numbers, press to cancel a number you have entered. While copying, press to stop copying.

8. [Clear Modes] key

Press to clear previously entered copy job settings.

9. Main power indicator

Lights up when the main power switch is turned on, and goes off when the switch is turned off.

10. [Sort] key

Press to automatically sort copies. The optional 16 MB copier memory unit is required.

11. [Reduce] key

Press to make reduced copies. See p.35 “Preset Reduce/Enlarge”.

12. [Enlarge] key

Press to make enlarged copies. See p.35 “Preset Reduce/Enlarge”.

13. [Zoom] key

Press to change the reproduction ratio in increments of 1%.

14. 【Full Size】 key

Press to make full size copies.

15. 【Select Paper Tray】 key

Press to select the paper tray.

16. 【Lighter】 and 【Darker】 keys

Press to adjust the copy image density.

17. 【Original Type】 key

Press to select your original type.

18. Number keys

Use to enter the desired number of copies and data for selected modes.

19. 【Start】 key

Press to start copying. Also use to initiate Auto Start. See p.34 "Auto Start".

20. Operation switch

Press to turn the power on or return from low power mode (the **On** indicator lights up). To turn the power off, press again (the **On** indicator goes off).

Display

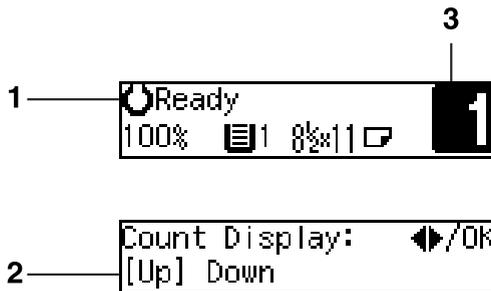
The display shows machine status, error messages, and function menus.

Important

- ❑ A force or impact of more than 30 N (about 3kgf) will damage the display.

Displays and Key Operations

◆ Display



GCDSPIE

1. Upper line: Machine status or currently selected functions appear here.

2. Bottom line: Messages, or items that can be selected or specified, appear here. Currently selected items appear in brackets.

3. Number of copies set.

◆ Common keys

⏪ or ⏩	Press to move between pages or to select functions.
[Cancel]	Press to cancel an operation or to return to the previous display.
[Clear/Stop]	While entering numbers, press to cancel a number you have entered. While copying, press to stop copying.
[Clear Modes]	Press to cancel the settings and return to standby mode.
[OK]	Press to set a selected function or entered value.

Turning On the Power

Press the operation switch to turn the machine on.

Note

- ❑ This machine automatically enters low power mode or turns itself off if not used for a specified duration. See “4. Auto Off Timer” on p.53 “System Settings”.

Power switches

This machine has two power switches:

❖ Operation switch (right side of the control panel)

Press to activate the machine. When the machine has finished warming 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 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 lights.



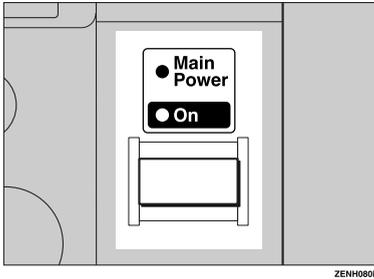
ZENH070N

Starting the Machine

1

- 1 Press the operation switch and the On indicator will light.

The display will come on.



Note

- If the power does not come on when the operation switch is pressed, check the main power switch is on. If off, turn it on.
- During the warm-up period (less than 20 seconds), you can use the Auto Start function. See p.34 "Auto Start".
- You can set up a copy job and press the **[Start]** key while "Select Modes and Press Start" is displayed.
- When "Input User Code and Press OK" appears, enter your user code.

Shutting Down the Machine

- 1 Press the operation switch to make the On indicator go off and enter 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.

Originals

Sizes and Weights of Recommended Originals

◆ Metric version

Where original is placed	Original size	Original weight
Exposure glass	Up to A3	--
ADF	One-sided originals: A3☐ – A5☐☐	40 – 128 g/m ²

◆ Inch version

Where original is placed	Original size	Original weight
Exposure glass	Up to 11" × 17"	--
ADF	One-sided originals: 11" × 17"☐ – 5 ¹ / ₂ " × 8 ¹ / ₂ "☐☐	11 – 34 lb

📌 Note

- ☐ About 30 originals can be placed in the ADF.

Non-Compatible originals for the Auto Document Feeder

Placing the following originals in the ADF might cause paper misfeeds or damage to the originals. Place these originals on the exposure glass.

- Originals other than those specified on p.15 “Sizes and Weights of Recommended Originals”
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin, highly flexible originals
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper

Sizes that margin spaces adjusted automatically by the Auto Document Feeder

◆ Metric version

Size	A3 ☐	B4 JIS ^{*1} ☐	A4 ☐☐	B5 JIS ☐	B5 JIS ☐	A5 ☐	A5 ☐	11" × 17" ☐	11" × 15" ☐	8½" × 14" ☐	8½" × 13" ☐	8½" × 11" ☐☐	5½" × 8½" ☐☐
	○	○	○	○	○	○	○	× ^{*2}	×	×	○	×	×

◆ Inch version

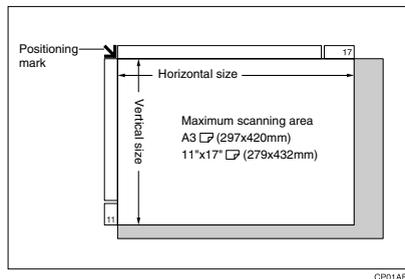
Size	A3 ☐	B4 JIS ☐	A4 ☐☐	B5 JIS ☐☐	A5 ☐☐	11" × 17" ☐	10" × 14" ☐	8½" × 14" ☐	8½" × 13" ☐	8½" × 11" ☐☐	8" × 10" ☐	5½" × 8½" ☐☐
	×	×	×	×	×	○	×	○	○	○	×	○

^{*1} "JIS" stands for Japanese Industrial Standard.

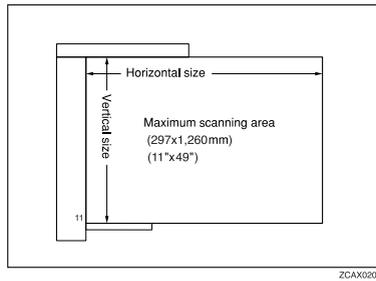
^{*2} When you copy custom size originals, make sure to specify the size of the originals. If not, the image may not be copied properly. See p.24 "Placing Custom Size Originals".

Original Sizes and Scanning Area

◆ Exposure glass



◆ ADF

! **Limitation**

- ❑ Even if you place originals in the ADF or on the exposure glass correctly, 4 mm, 0.2" margins on all four sides might not be copied.

Copy Paper

1

Recommended Paper Sizes and Types

The following limitations apply to each tray:

		Metric version	Inch version	Paper weight	Paper capacity
Paper tray		A3☐, B4 JIS☐, A4☐☐, B5 JIS☐☐, A5☐, 11" × 17"☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 13"☐, 8 ¹ / ₄ " × 14"☐, 8 ¹ / ₄ " × 13"☐, 8" × 13"☐, 8 ¹ / ₂ " × 11"☐☐, 7 ¹ / ₄ " × 10 ¹ / ₂ "☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐, 8K☐ ^{*3} , 16K☐☐ ^{*4}  Note <input type="checkbox"/> You can specify the paper size with User Tools and the paper size selector. See p.46 "Changing the Paper Size".		60 – 90 g/m ² , 16 – 24 lb	250 sheets ^{*1}
Bypass tray	Standard sizes	A3☐, B4 JIS☐		52 – 162 g/m ² , 14 – 43 lb	10 sheets ^{*1}
		A4☐☐, B5 JIS☐☐, A5☐☐, B6 JIS☐	A4☐☐, B5 JIS☐☐, A5☐☐, B6 JIS☐		100 sheets ^{*1}
		11" × 17"☐ ^{*2} , 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 13"(F4)☐, 8 ¹ / ₄ " × 13"☐, 8" × 13"(F)☐, 8 ¹ / ₂ " × 11"☐☐, 7 ¹ / ₄ " × 10 ¹ / ₂ "☐☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐, 8K☐ ^{*3} , 16K☐☐ ^{*4}	11" × 17"☐ ^{*2} , 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 13"(F4)☐, 8 ¹ / ₄ " × 13"☐, 8" × 13"(F)☐, 8 ¹ / ₂ " × 11"☐☐, 7 ¹ / ₄ " × 10 ¹ / ₂ "☐☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐, 8K☐ ^{*3} , 16K☐☐ ^{*4}		
		A3☐, B4 JIS☐		60 – 157 g/m ² , 16 – 42 lb	10 sheets ^{*1}
		A4☐☐, B5 JIS☐☐, A5☐☐, B6 JIS☐			40 sheets ^{*1}
		11" × 17"☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 13"☐, 8 ¹ / ₄ " × 13"☐, 8" × 13"☐, 8 ¹ / ₂ " × 11"☐☐, 7 ¹ / ₄ " × 10 ¹ / ₂ "☐☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐, 8K☐ ^{*3} , 16K☐☐ ^{*4}  Note <input type="checkbox"/> You can specify the paper size. See p.30 "Copying from the By- pass Tray".			

		Metric version	Inch version	Paper weight	Paper capacity
Bypass tray	Custom sizes ^{*5}	Translucent paper (A3  , B4 JIS ) , OHP transparencies			10 sheets
		Translucent paper (A4  , B5 JIS ) , postcards			40 sheets
		Adhesive labels (B4 JIS  , A4 )			1 sheet

*1 Paper weight: 80 g/m², 20 lb

*2 When loading custom size paper in the bypass tray, you can specify the size. See p.30 "Copying from the Bypass Tray".

*3 8K(Ba-Kai) = 267 × 390 mm, 10.6" × 15.4"

*4 16K(Shi-Lui-Kai) = 195 × 267 mm, 7.7" × 10.6"

*5 Place one sheet at a time. See p.30 "Copying from the Bypass Tray".

Important

- Misfeeds can occur when using damp or curled paper. In such cases, try turning over the paper stack in the paper tray. If there is no improvement, change to copy paper with less curl.

Note

- When using the bypass tray, it is recommended to load the paper in the  orientation.
- Postcards should be fed from the bypass tray.

Reference

If you want to add paper, see p.41 " Loading Paper".

If you want to change the paper size, see p.46 "Changing the Paper Size".

Unusable Paper

 **CAUTION:**

- *Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or machine failure.*

 **Important**

- Do not use any of the following kinds of paper or a fault might occur:
 - Thermal fax paper
 - Art paper
 - Aluminum foil
 - Carbon paper
 - Conductive paper
- Do not use copy paper that has been already copied onto. Otherwise, a paper misfeed might occur.

 **Note**

- Avoid using the following kinds of paper to prevent misfeeds:
 - Bent, folded, or creased paper
 - Torn paper
 - Slippery paper
 - Perforated paper
 - Rough paper
 - Thin paper that has low stiffness
 - Paper with much paper dust on its surface
- If you make copies on rough grain paper, the copy image might be blurred.
- Do not use paper that has already been copied or printed onto.

Paper Storage

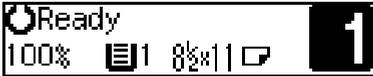
 **Note**

- When storing paper, the following precautions should always be followed:
 - Do not store paper where it will be exposed to direct sunlight.
 - Avoid storing paper in humid areas (humidity: 70% or less).
 - Store on a flat surface.
- Keep open reams of paper packaged, and store as if it were unopened paper.
- Do not store paper vertically.
- Under high temperature and high humidity, or low temperature and low humidity conditions, store paper in vinyl bags.

2. Copying

Basic Procedure

- 1 Make sure “Ready” appears on the display.



- 2 If the machine has user codes set, enter a user code (up to eight digits) using the number keys, and then press the **[R/#]** or **[OK]** key.

Reference

p.34 “User Codes”

- 3 Make sure no previous settings remain.

Note

- To clear settings, press the **[Clear Modes]** key.

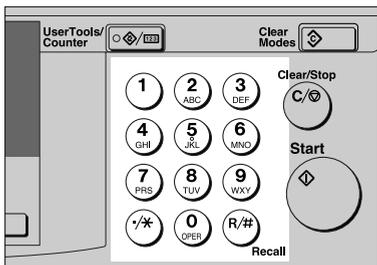
- 4 Place your originals.

Reference

p.22 “Placing Originals”

- 5 Set the desired settings.

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



Note

- The maximum copy quantity can be set between 1 and 99 (default: 99). See “1. Max. Copy Q'ty” on p.56 “Copier Features”.

- To change the number entered, press the **[Clear/Stop]** key and enter the new number.

- 7 Press the **[Start]** key.

Copying begins.

Note

- To stop the machine during a multi-copy run, press the **[Clear/Stop]** key.

- To return the machine to the initial condition after copying, press the **[Clear Modes]** key.

- The optional 16 MB copier memory unit is required if you want to copy more than one page from the ADF.

Auto Off

The machine automatically turns itself off after your job is finished, when a certain period of time has elapsed. This function is called “Auto Off”.

Note

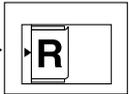
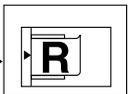
- To exit auto off mode, press the main power switch.

- You can change the Auto Off time. See “4. Auto Off Timer” on p.53 “System Settings”.

Placing Originals

Note

- ❑ Take care to place originals after any correction fluid and ink has completely dried. Not taking this precaution could cause marks on the exposure glass that will be copied onto paper.
- ❑ Originals should generally be aligned to the rear left corner. However, some copy functions may produce different results depending on the orientation of originals. For details, see the explanations for each function.

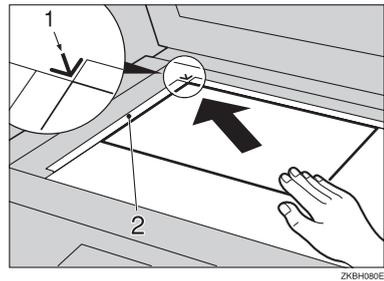
Originals	ADF	Exposure glass
		
<small>set11EE</small>		
		
<small>set23EE</small>		

Reference

For original sizes you can place, see p.15 "Originals".

Placing Originals on the Exposure Glass

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



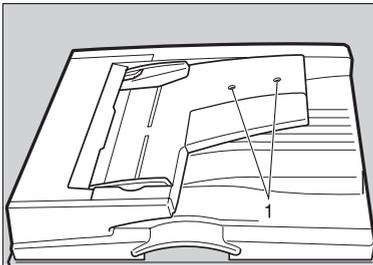
- 1.** Positioning mark
- 2.** Left scale
- 3** Lower the exposure glass cover or ADF.

Placing Originals in the Auto Document Feeder

Note

- The original might become dirty if it is written on with a pencil or similar instrument.
- You cannot place a multi-page original containing pages of different sizes in the ADF. If your original contains pages of different sizes, use the SADF function and place each page one at a time. Alternatively, place pages one at a time on the exposure glass.
- The last page should be on the bottom.
- Do not cover the sensors with your hand, or place objects on them. Also, do not place anything on the exposure glass cover as this could cause a paper jam.

ADF



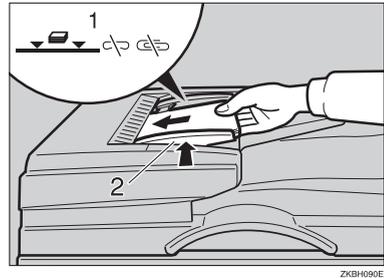
1. Sensors

Reference

For details about originals the ADF can handle, see p.15 "Originals".

Placing a stack of originals in the ADF

- 1** Adjust the document guide to the original size.
- 2** Place the aligned originals face up in the ADF.



1. Limit mark

2. Document guide

Note

- Do not stack originals above the limit mark.
- Straighten curls in the originals before placing them in the ADF.
- To avoid multi-sheet feeds, fan the originals before placing them in the ADF.

When SADF mode is selected

- 1** Place one original face up in the ADF, and then press the **[Start]** key.

- 2** When the machine instructs you to place another original, place the next page.

The second and subsequent originals can be automatically fed, without pressing the **[Start]** key.



Note

- ❑ You can adjust the time the machine waits before being ready for the next original. See "5. SADF Auto Reset" on p.56 "Copier Features".

Placing Custom Size Originals

Limitation

- ❑ Enter the size of your original if it is not one of the following: A3, B4 JIS, A4, B5 JIS, A5, 11"×17", 11"×15", 8½"×14", 8½"×13", 8½"×11", 5½"×8½"
- ❑ Paper sizes that can be placed with this function are: vertical 105–297 mm, 4"×12", horizontal 128–1,260 mm, 5"×50".
- ❑ The maximum copy paper size is 297×432 mm, 11"×17".

- 1** Place the original.

- 2** Press the **[Select Paper Tray]** key to select the paper tray or bypass tray.

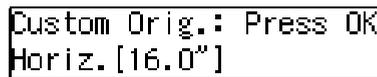


Selecting paper from the paper tray

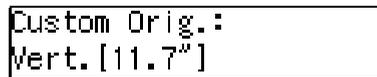
- 1** Press the **[R/#]** key.



- 2** Enter the horizontal size of the original using the number keys, and then press the **[OK]** key.



- 3** Enter the vertical size of the original using the number keys, and then press the **[OK]** or **[R/#]** key.



Selecting paper from the bypass tray

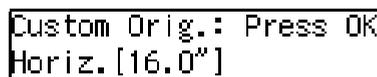
- 1** Press the **[R/#]** key.



- 2** Press the **[4]** or **[5]** key until "3. Custom Orig. Size" appears, and then press the **[OK]** key.



- 3** Enter the horizontal size of the original using the number keys, and then press the **[OK]** key.



- Enter the vertical size of the original using the number keys, and then press the **[OK]** or **[R#]** key.

```
Custom Orig. :  
Vert. [11.7"]
```

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

Basic Functions

The following basic functions are explained in this section:

❖ **Adjusting Copy Image Density**

❖ **Selecting an Original Type**

Text and Photo

❖ **Selecting Copy Paper**

Manual Paper Select

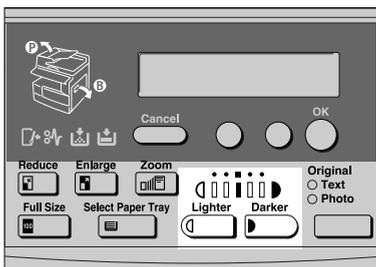
Note

- You can change default settings for basic functions. See p.53 “Settings You Can Change with User Tools”.

Adjusting Copy Image Density

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

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



ZKBS350N

Selecting an Original Type

There are two ways to match your originals:

❖ **Text**

If you do not select either of the modes, your originals will be scanned using text original (Text mode) settings.

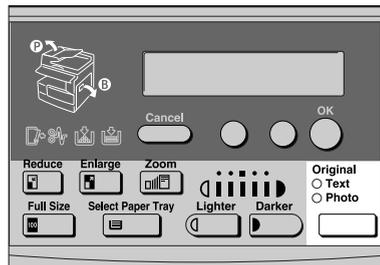
❖ **Photo**

Subtle tones in photographs and pictures can be reproduced using this mode.

Note

- You can change detailed settings for both Text and Photo with User Tools. See p.56 “Copier Features”.

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



ZKBS360N

Note

- Press the **[Original Type]** key to shift through the following types:

Upper indicator lit	Text
Lower indicator lit	Photo

Selecting Copy Paper

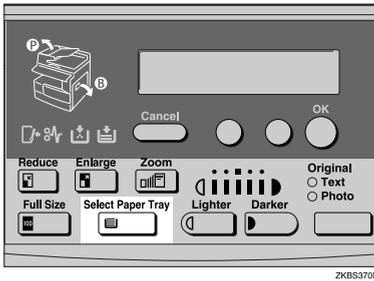
❖ Manual Paper Select

You can select the desired copy paper size manually. You can also select the bypass tray.

🔍 Reference

p.30 "Copying from the Bypass Tray"

- 1 Select the paper tray or bypass tray by pressing the **[Select Paper Tray]** key.



ZKBS370N



Sort

The optional 16 MB copier memory unit is required for this function.

The machine can scan originals into memory and automatically sort copies.

⚠ Limitation

- ❑ The maximum paper length for the sort function is 433 mm (17").

📖 Note

- ❑ The maximum tray capacity is as follows: (When the number of copies exceeds the tray capacity, remove copies from the tray.)

❖ Metric version

Internal tray	<ul style="list-style-type: none"> • B4 JIS or larger: 250 sheets (80 g/m²) • A4 or smaller: 500 sheets (80 g/m²)
---------------	---

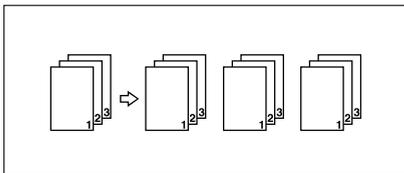
❖ Inch version

Internal tray	<ul style="list-style-type: none"> • 8 1/2" × 14" or larger: 250 sheets (20 lb) • 8 1/2" × 11" or smaller: 500 sheets (20 lb)
---------------	---

- ❑ Tray capacity might be reduced if copy paper is badly curled.

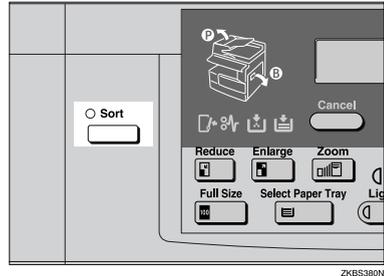
❖ Sort

Copies are assembled as sequentially ordered sets.



CP160-A

1 Press the [Sort] key.



2 Enter the number of copy sets using the number keys.

📖 Note

- ❑ By default, the maximum number of sets is 99. You can change the default number using "1. Max Copy Q'ty" in the copier features. See p.56 "Copier Features".

3 Place your originals.

When placing a stack of originals in the Auto Document Feeder

1 Place a stack of originals in the ADF, and then press the [Start] key.

After all the originals are scanned, the copies are delivered to the tray.

📖 Note

- ❑ If an original is misfed, replace your originals in the ADF according to the instructions on the display. The display will indicate the number of originals that should return.

When placing an original on the exposure glass or in the Auto Document Feeder

 **Reference**

p.23 “When SADF mode is selected”

- ❶ **Place the original, and then press the **[Start]** key.**
- ❷ **Place the next original, and then press the **[Start]** key.**

 **Note**

- Place the original in the same orientation as the first one.
- ❸ **After all the originals are scanned, press the **[R/#]** key.**
The copies are delivered to the tray.

Copying from the Bypass Tray

Use the bypass tray to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, and copy paper that cannot be loaded in the paper tray.

Note

- The machine can automatically detect the following sizes as standard size copy paper:

Metric version	A3, A4, A5, 8" × 13"
Inch version	11" × 17", 8 1/2" × 14", 8 1/2" × 13", 8 1/2" × 11", 5 1/2" × 8 1/2"

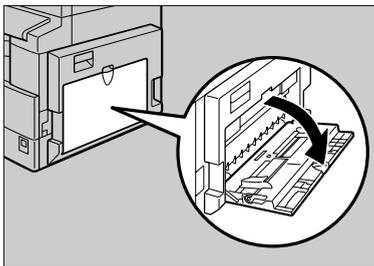
- If you do not use standard size copy paper, you should enter vertical and horizontal dimensions. The sizes you can enter are as follows:

Metric version	<ul style="list-style-type: none"> Vertical: 90 – 305 mm Horizontal: 148 – 1,260 mm
Inch version	<ul style="list-style-type: none"> Vertical: 3.5" – 12" Horizontal: 5.8" – 49.6"

Reference

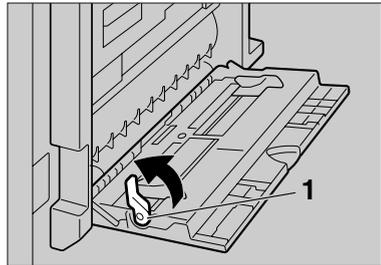
For details about the paper capacity of the bypass tray, see p.18 "Copy Paper".

- 1 Open the bypass tray.



ZKBY140E

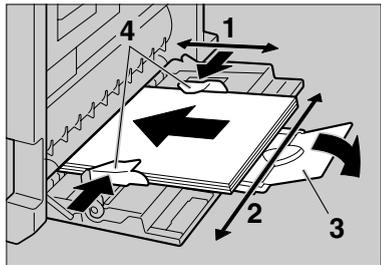
- 2 Push up the paper guide release lever.



ZENY110E

1. Paper guide release lever

- 3 Gently insert paper with the side you want to copy facing down, and then adjust the paper guides.



ZENY120E

1. Horizontal size
2. Vertical size
3. Extender
4. Paper guides

Important

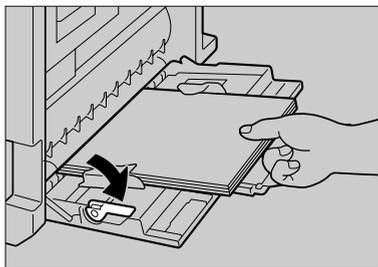
- ❑ If the guides are not flush against the copy paper, a skewed image or paper misfeeds might occur.
- ❑ The copy side of OHP transparencies is fixed. When you load them in the bypass tray, check the cutting position of the OHP transparencies, and then place them correctly, or a misfeed might occur.

Note

- ❑ Place copy paper in the orientation of .
- ❑ Swing out the extender to support paper sizes larger than A4 , 8 1/2" x 11" .
- ❑ Fan paper to get air between the sheets and avoid a multi-sheet feed.

4 Push down the paper guide release lever.

" Bypass" is automatically selected.



ZENY140E



Note

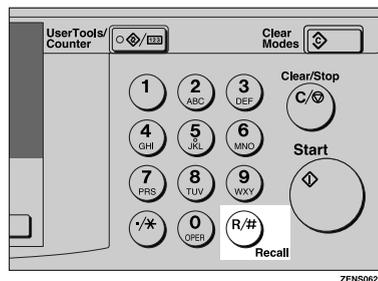
- ❑ If you place A4, 8 1/2" x 11" or larger copy paper, hold the edge of the paper and push down the paper guide release lever.
- ❑ If you do not push down the paper guide release lever, a misfeed might occur.

When copying onto custom size copy paper

Important

- ❑ To avoid paper misfeeds, you should specify the size of copy paper.

1 Press the [R/#] key.

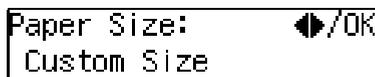


ZENS062N



2 Make sure "1.Paper Size" is displayed, and then press the [OK] key.

3 Press the  or  key until "Custom Size" is displayed, and then press the [OK] key.



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

```
Custom Size: Press OK
Horiz. [43.2"]
```

Note

- To change the number entered, press the **[Clear/Stop]** key, and then enter the new number.

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

```
Custom Size: Press OK
Horiz. [43.2"]
```

Note

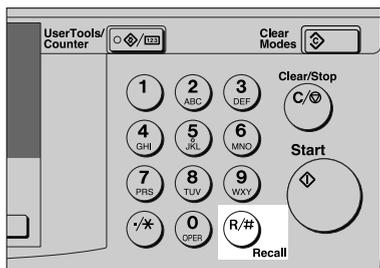
- To change the number entered, press the **[Clear/Stop]** key, and then enter the new number.

When copying onto standard size paper

Important

- To avoid paper misfeeds, you should specify the size of paper.

- Press the **[R/#]** key.



ZENS062N

```
Bypass Setting:
1.Paper Size
```

- Make sure "1.Paper Size" is displayed, and then press the **[OK]** key.

```
Paper Size:
[Auto Detect]
```

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

```
Paper Size:
Standard Size
```

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

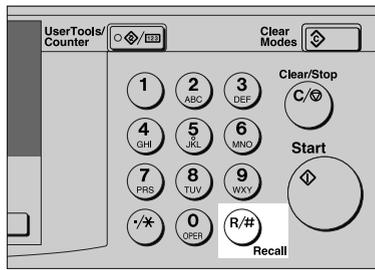
```
Standard Size:
8 x 13
```

When copying onto envelopes

Note

- Use envelopes that are approximately 100 mm, 4" wide.

- Press the **[R/#]** key.



ZENS062N

```
Bypass Setting:
1.Paper Size
```

- 2 Press the **2** key to select "2. Paper Type", and then press the **[OK]** key.



Bypass Setting:
2. Paper Type **▶**

- 3 Press the **◀** or **▶** key until "Special" is displayed, and then press the **[OK]** key.



Paper Type: **▶/OK**
Special

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

Other Functions

User Codes

When user codes are activated, operators must enter their user codes before the machine can be operated. The machine keeps count of the number of copies made under each user code.

Note

- When user codes are turned on, the machine will prompt you for your user code when the power switch is turned on.
- To prevent others from making copies using your user code, after finishing your copies. Press the **[Clear Modes]** and **[Clear/Stop]** keys simultaneously.

Reference

For details about user codes, see "6. Key Operator Tools" on p.56 "Copier Features".

Setting the User Code

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



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



- 3** Press the **[Left Arrow]** or **[Right Arrow]** key to display "6. Key Op. Tools", and then press the **[OK]** key.



- 4** Press the **[Left Arrow]** or **[Right Arrow]** key to display "7. Program User Code", and then press the **[OK]** key.



- 5** Enter the desired user code using the number keys, and then press the **[OK]** key.



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 the warm-up finishes.

- 1** Make any adjustments to copy settings during the warm-up period.
- 2** Place your originals.
- 3** Press the **[Start]** key.

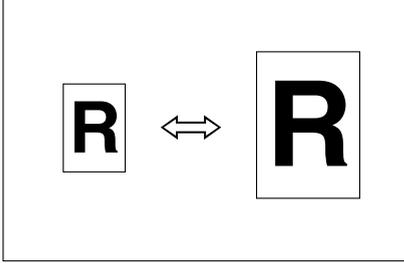
The **[Start]** key indicator flashes red and green.

Note

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

Preset Reduce/Enlarge

You can select a preset ratio for copying.



CP2T100

Note

- You can select one of seven preset ratios (three enlargement ratios, four reduction ratios).
- You can replace preset ratios with other ratios you frequently use. See "3. Set Ratio" on p.56 "Copier Features".
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins may appear.
- Copies can be reduced or enlarged as follows:

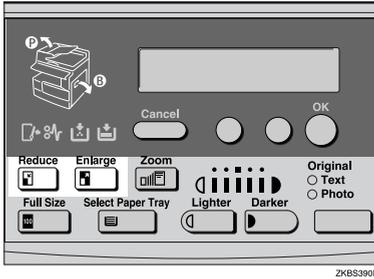
◆ Metric version

Ratio (%)	Original → Copy paper size
200 (enlarge area by 4)	A5→A3
141 (enlarge area by 2)	A4→A3, A5→A4
122	8"×13"→A3, A4→B4 JIS
93	A little reduced. (Create Margin)
82	8"×13"→A4, B4 JIS→8"×13"
71 (reduce area by 1/2)	A3→A4, A4→A5
50 (reduce area by 1/4)	A3→A5, F→A5

◆ Inch version

Ratio (%)	Original → Copy paper size
155 (enlarge area by 2)	5 ¹ / ₂ " × 8 ¹ / ₂ " → 8 ¹ / ₂ " × 14"
129	8 ¹ / ₂ " × 11" → 11" × 17"
121	8 ¹ / ₂ " × 14" → 11" × 17"
93	A little reduced. (Create Margin)
78	8 ¹ / ₂ " × 14" → 8 ¹ / ₂ " × 11"
65	11" × 17" → 8 ¹ / ₂ " × 11"
50 (reduce area by 1/4)	11" × 17" → 5 ¹ / ₂ " × 8 ¹ / ₂ "

- 1 Press the **[Reduce]** or **[Enlarge]** key.



ZKBS390N

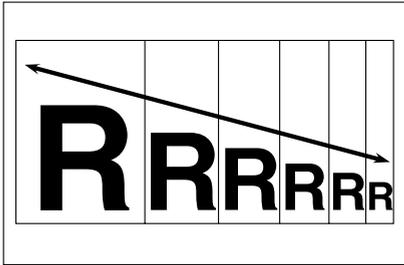
Reduce: ◀/OK
[93% Create Margin]

Enlarge: ▶/OK
[121% 8½×14 → 11×17]

- 2 Press 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.

Zoom

You can change the reproduction ratio in increments of 1%.

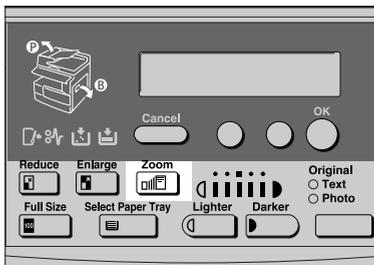


CP220100

Note

- You can change the reproduction ratio from 50–200%.
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins may appear.
- You can select a preset ratio near the desired ratio using the **[Reduce]** or **[Enlarge]** key, then press the **[Zoom]** key and make fine adjustment using the \odot or \oplus key.

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



ZKBS400N

2 Enter the ratio.

When using the \odot or \oplus key

- 1 Enter the desired reproduction ratios using the \odot or \oplus key.



When using the number keys

- 1 Enter the desired ratio using the number keys.

Note

- To change the ratio entered, press the **[Clear/Stop]** key, and then enter the new ratio.

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

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

2

3. Troubleshooting

If Your Machine Does Not Operate As You Want

Problem	Causes	Solutions
The machine instructs you to wait.	The machine is warming up.	Wait for the machine to warm-up.  Reference You can use Auto Start mode during the warm up period. See p.34 "Auto Start".
You cannot enter the desired copy set number.	The number of copies exceeds the maximum copy quantity.	You can change the maximum copy quantity that you can make at a time. See "1. Max.Copy Q'ty" on p.56 "Copier Features".
The machine instructs you to enter the user code (eight-digit number).	Users are restricted by user management.	Enter the user codes. See p.34 "User Codes".
The display is off.	The machine is in low power mode.	Turn on the operation switch.
	The operation switch is turned off.	
	The main power switch is turned off.	Turn on the main power switch.
Nothing happens when the operation switch is turned on.	The main power switch is turned off.	Turn on the main power switch. See p.7 "Guide to Components".
	The power cord is unplugged.	Make sure the power cord is plugged firmly into the wall outlet.
Misfeeds occur frequently.	Copy paper size is not correct.	Load paper of the proper size. See p.46 "Changing the Paper Size".

If You Cannot Make Clear Copies

3

Problem	Causes	Solutions
Copies appear dirty.	Image density is too dark.	Adjust the image density. See p.26 "Adjusting Copy Image Density".
The reverse side of an original image is copied.	Image density is too dark.	Adjust the image density. See p.26 "Adjusting Copy Image Density".
A shadow appears on copies if you use the pasted originals.	Image density is too dark.	Adjust the image density. See p.26 "Adjusting Copy Image Density".
		Change the orientation of the original.
		Put mending tape on the pasted part.
The same copy area is dirty whenever making copies.	The exposure glass, exposure glass cover, or the ADF is dirty.	Clean them. See p.64 "Maintaining Your Machine".
Copies are too light.	Image density is too light.	Adjust the image density. See p.26 "Adjusting Copy Image Density".
	Damp or rough grain paper is used.	Use dry paper without rough grain.
	Toner bottle is almost empty.	Add toner. See p.42 "Adding Toner".
Parts of the image are not copied.	The original is not placed correctly.	Place originals correctly. See p.22 "Placing Originals".
	An improper paper size is selected.	Select the proper paper size.
Copies are blank.	The original is not placed correctly.	When using the exposure glass, place the originals down. When using the ADF, place them face up. See p.22 "Placing Originals".
A moire pattern is produced on copies.  <small>CP268</small>	Your original has a dot pattern image or many lines.	Place the original on the exposure glass at a slight angle.
When copying with the ADF, black lines appear.	Your ADF might be dirty.	Clean the ADF with a cloth. See p.64 "Maintaining Your Machine".

Loading Paper

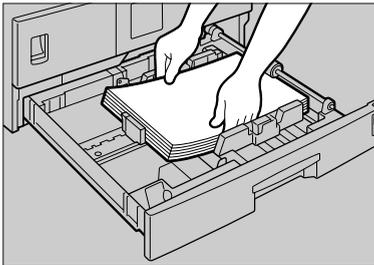
Note

- ❑ If you want to change the paper size, see p.46 “Changing the Paper Size”.

Reference

For details about paper types and sizes that can be loaded, see p.18 “Copy Paper”.

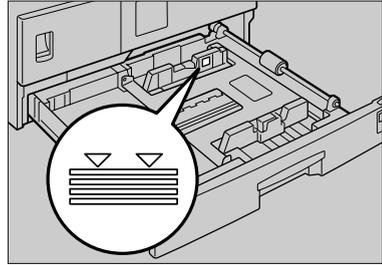
- 1** Make sure the paper tray is not being used.
- 2** Pull the paper tray out until it stops.
- 3** Push the metal plate down. Square the paper, and then load it into the tray.



ZKBY170E

Important

- ❑ Do not stack paper higher than the limit mark.



ZKBY180E

- ❑ If paper is left in the paper tray and then you add more paper, a misfeed might occur.

Note

- ❑ Fan paper before loading it in the tray.

- 4** Push the paper tray in until it stops.

Adding Toner

When  is displayed, it is time to add 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:

- *Do not squeeze the toner bottle strongly or crush. Otherwise, it may cause toner to be spilled and stain clothes or floor.*

Important

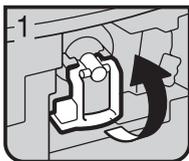
- If you use toner other than the recommended type, an error might occur.
- When adding toner, do not turn off the power switch. If you do, your settings will be lost.
- Always add toner after the machine instructs you.
- Do not install and remove the toner bottles over and over. This could result in a toner leak.
- Do not shake the removed toner bottle. Remaining toner might scatter.

Note

- You can still make about 50 copies after the  symbol begins flashing, but replace toner early to prevent poor copy quality.

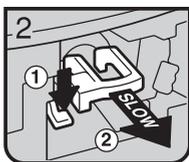
Reference

For details about toner storage, see p.60 “Toner Storage”.



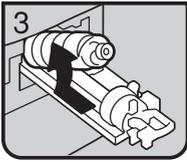
ZAA040E

- Open the front cover of the machine.
- Lift up the green handle.



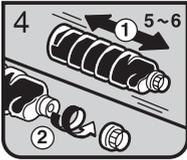
ZAA050E

- Push down the green lever, and then gently pull out the holder.



ZAAK060E

- Press the toner bottle backward to raise its head, and then gently pull it out.



ZAAK070E

- Hold a new bottle horizontally and shake it from side to side five or six times.

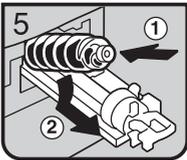
 **Note**

- Do not remove the black cap when shaking.

- Remove the black cap.

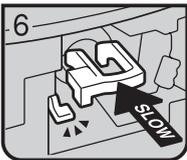
 **Note**

- Do not remove the inner cap.



ZAAK080E

- Put the toner bottle on the holder, and then pull its head forward.



ZAAK090E

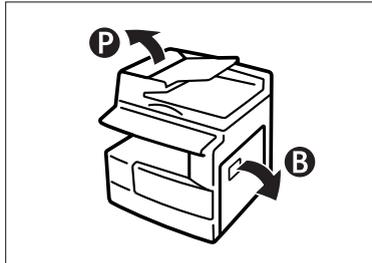
- Push in the holder until it clicks.



ZAAK100E

- Push down the green handle.
- Close the front cover of the machine.

Clearing Misfeeds



ZKBY190E

CAUTION:

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

Important

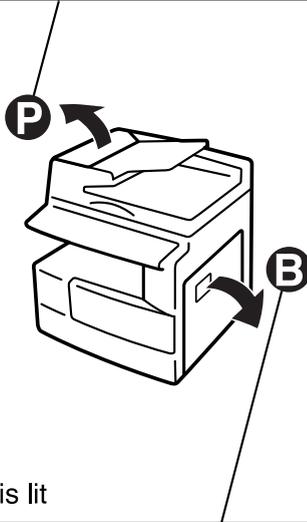
- When clearing misfeeds, do not turn off the power switch. If you do, your copy settings will be lost.
- To prevent misfeeds, do not leave any torn scraps of paper inside the machine.
- If paper misfeeds occur repeatedly, contact your service representative.

Note

- More than one misfeed may be indicated. If this happens, check every applicable area. See the following charts: B, P.
- There is a sticker inside the right cover that explains how to remove misfed paper.
- When the machine instructs you to replace originals, replace your originals in the feeding position. The display will indicate the number of originals you should replace.

■ When P is lit

1. Open the cover of the ADF and remove the misfed original.
2. Lift the ADF.
3. Pull the green knob of upper left corner and remove misfed original.



■ When B is lit

1. Open the right cover and remove the misfed paper.
2. Close the A cover and remove the misfed paper.
3. Pull down the blue knob.
4. Remove the misfed paper .
5. Close the right cover.

GKBY200E

Changing the Paper Size

Important

- ❑ Select the paper size with User Tools and the paper size selector. If you do not, misfeeds might occur.

Reference

For details about paper sizes, weight, and tray load capacity, see p.18 “Copy Paper”.

3

Changing the Paper Size in the Paper Tray

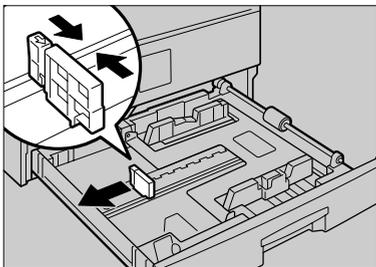
- 1** Make sure the paper tray is not being used.

- 2** Pull the paper tray out until it stops.

Note

- ❑ Remove any remaining copy paper.

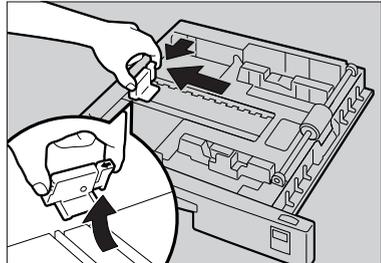
- 3** While pressing the release lever, adjust the back fence.



ZKBY210E

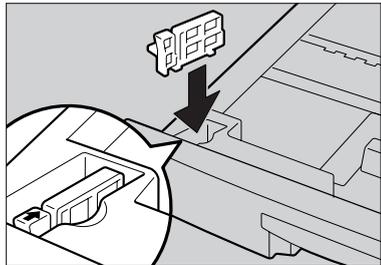
When using 11"× 17" size paper

- 1** Slide the back fence off the tray.



ZENY410E

- 2** Place it in the corner pocket on the left.



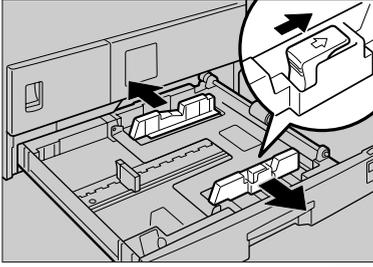
ZENY420E

- 4** Press down the release button.



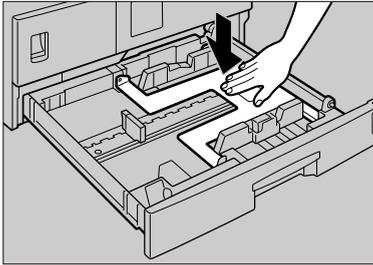
ZKBY220E

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



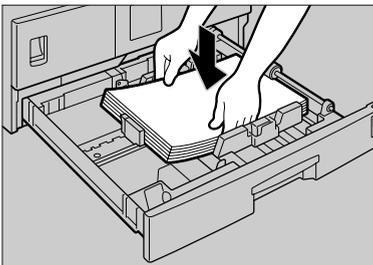
ZKBY230E

- 6** Push the metal plate down.



ZKBY240E

- 7** Square the paper and load it into the tray.



ZKBY250E

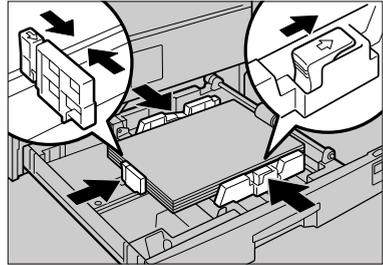
Important

- Do not stack paper higher than the limit mark.

Note

- Fan the paper before loading it into the tray.
- Straighten curled or warped paper before loading it into the tray.

- 8** While pressing the release lever, adjust the back and side fences to the new paper size.



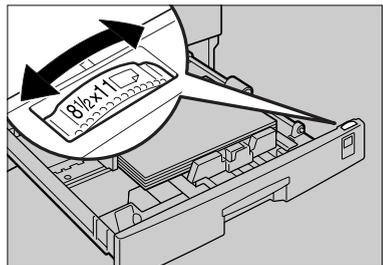
ZKBY260E

Important

- When setting small quantities of copy paper, be careful not to squeeze the side fence in too tightly, if you do the paper will not be fed properly.

- 9** Press down the lock button.

- 10** Adjust the tray size with the paper size selector to the new paper size.



ZENY281N

 **Note**

- Be sure to set the correct size. If you do not, a paper jam might occur.
- If you cannot find the desired paper size, select “✖”, and then load the copy paper size with the “6. Special Paper Size” setting. See p.53 “System Settings”.

3

- 11** Push the paper tray in until it stops.

4. User Tools

Accessing User Tools

This section is for key operators in charge of this machine. You can change or set defaults.

Note

- Always quit User Tools when you have finished.

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



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



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

Reference

For details about the User Tools menu, see p.51 "System Settings" and p.52 "Copier Features".

- 4 Search for the desired setting using the **[Left Arrow]** or **[Right Arrow]** key.

Note

- **[Right Arrow]** key: Press to go to the next menu. **[Left Arrow]** key: Press to go back to the previous menu.

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

Reference

p.53 "Settings You Can Change with User Tools"

Note

- **[OK]** key: Press to confirm the new settings and return to the previous menu. **[Cancel]** key: Press to return to the previous menu without changing any settings.
- The settings are not canceled even if the main power switch or operation switch is turned off, or the **[Clear Modes]** key is pressed.

Quitting User Tools

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



Note

- You can also quit User Tools by pressing the **[Cancel]** key.

Printing the Counter Value

The optional 16 MB copier memory unit is required for this function.

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



- 2 Make sure "1. Counter" is displayed, and then press the **[OK]** key to view the total number of prints.

```
Counter:Start to Print
Total Pages 3311598
```

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

Changing the Languages

You can change the language used on the display. English is set as the default.

- 1 Press the **[User Tools/Counter]** key.
- 2 Press the **[Left]** or **[Right]** key to display "4. Language", and then press the **[OK]** key.

```
User Tools:
4.Language
```

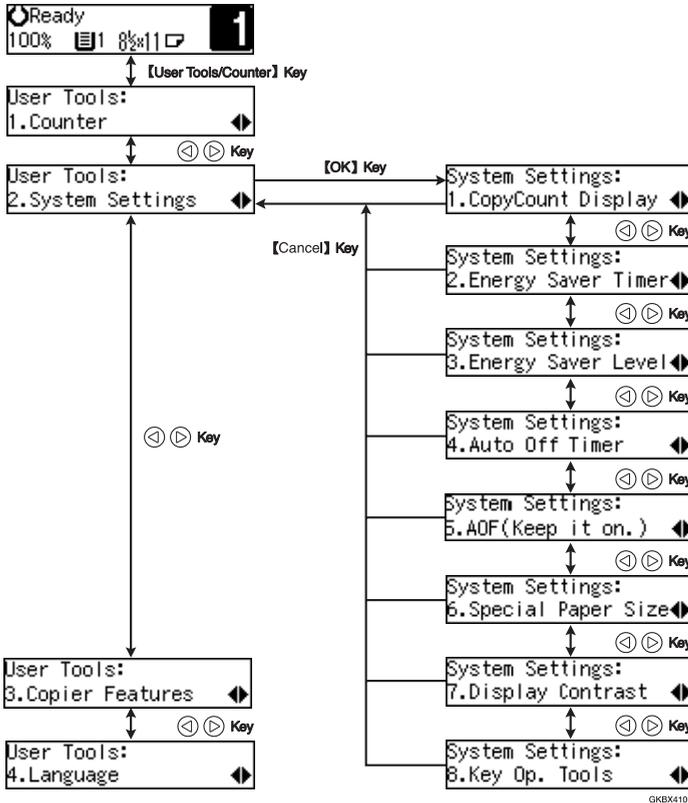
- 3 Press the **[Left]** or **[Right]** key until the desired language appears, and then press the **[OK]** key.

```
Language:
Español
```

The display language is changed to the one you selected.

User Tools Menu

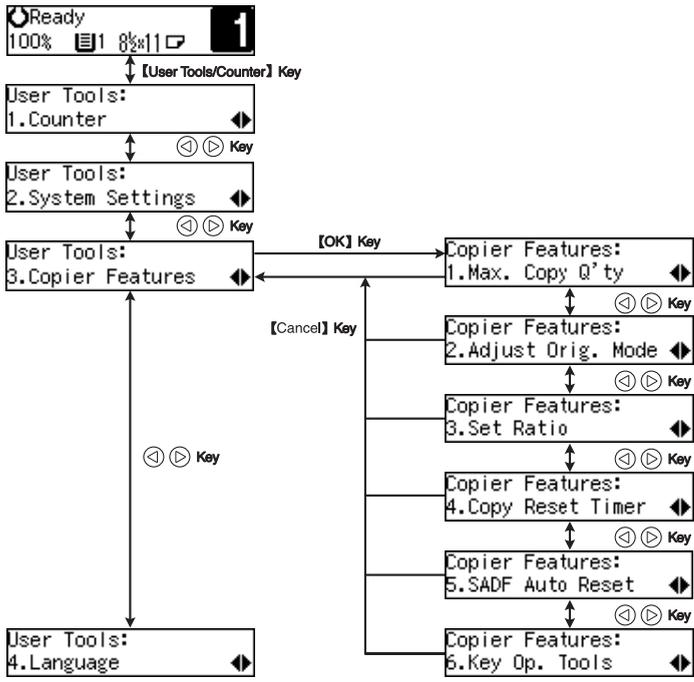
System Settings



4

Copier Features

4



GK6X420N

Settings You Can Change with User Tools

Reference

For how to access User Tools, see p.49 “Accessing User Tools”.

System Settings

Menu	Description
1. CopyCount Display	<p>The copy counter can be set to show the number of copies made (count up) or the number of copies remaining to be made (count down).</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Up</i></p>
2. Energy Saver Timer	<p>The machine enters low power mode automatically after a specified amount of time has passed following job completion. This time can be set from 1 to 240 minutes.</p> <p>In low power mode, power consumption is reduced by 30% compared with standby mode.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>15 minutes</i></p> <p><input type="checkbox"/> Energy Saver might not be effective when an error message is displayed.</p>
3. Energy Saver Level	<p>You can select the Energy Saver level.</p> <p>◆ Level 1</p> <ul style="list-style-type: none"> • Power Consumption: reduced by about 30% compared with standby mode • Warm-Up Time: about 10 seconds <p>◆ Level 2</p> <ul style="list-style-type: none"> • Power Consumption: reduced by about 60% compared with standby mode • Warm-Up Time: about 15 seconds <p>◆ Level 3</p> <ul style="list-style-type: none"> • Power Consumption: reduced by about 70% compared with standby mode. • Warm-Up Time: about 20 seconds <p> Note</p> <p><input type="checkbox"/> Default: <i>Level 1</i></p>

Menu	Description
4. Auto Off Timer	<p>The machine turns itself off automatically to conserve energy after a specified amount of time has passed following job completion. This function is called "Auto Off ". This time can be set from 1 to 240 minutes.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: 30 minutes <input type="checkbox"/> Auto Off might not be effective when an error message is displayed. <input type="checkbox"/> To return to the ready condition from Auto Off, the machine requires the same warm-up time as the time to ready after power on.
5. AOF(Keep it on.)	<p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> For details about this function, contact your service representative.
6. Special Paper Size	<p>Select the size of the paper set in the paper tray.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> If the specified paper size differs from the size of paper actually loaded in the paper tray, a paper misfeed might occur because the paper size was not detected correctly. <p> Reference</p> <p>p.46 "Changing the Paper Size"</p>
7. Display Contrast	<p>You can adjust the brightness of the display.</p>

Menu	Description
8. Key Operator Tools (8. Key Op. Tools)	<p>Use to view or print counters and set up user codes. If you have registered the access code and set "3.Key Op. Access" to "On", you cannot use this function unless you enter the correct code.</p> <p> Reference "4.Prog. Key Op. Code" and "3.Key Op. Access"</p>
	<p>1.Show Counter View counter values on the display.</p> <ul style="list-style-type: none"> • Total Pages • A3 Size
	<p>2.Print Counter Print counter lists.</p> <p> Limitation</p> <ul style="list-style-type: none"> <input type="checkbox"/> The optional 16 MB copier memory unit is required for this function.
	<p>3.Key Operator Access (3.Key Op. Access) Turn the key operator access code to "On" or "Off". If you select "On", the registered access code is required for all applications.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: Off <p> Reference "4.Prog. Key Op. Code"</p>
	<p>4. Registering the key operator code (4.Prog. Key Op. Code) Register or change the key operator access code (eight digits).</p> <ul style="list-style-type: none"> • Register the access code Select this function and enter your desired number (eight digits) using the number keys, and then press the [OK] key. <div data-bbox="412 1028 784 1103" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Prog. Key Op. Code: [-----] → [■■■■■■■■]</p> </div> <ul style="list-style-type: none"> • Change the access code When you select this function, the currently registered code is displayed on the left. <div data-bbox="412 1210 784 1285" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Prog. Key Op. Code: [12345678] → [■■■■■■■■]</p> </div> <p>Enter the new code (eight digits) using the number keys, and then press the [OK] key.</p>
<p>5.Restricted Access Restrict user access for the copier using the optional key counter.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: Off 	

Copier Features

Menu	Description
1. Maximum copy quantity (1. Max. Copy Q'ty)	<p>The maximum copy quantity can be set between 1 and 99.</p> <p> Note</p> <p><input type="checkbox"/> Default: 99</p>
2. Adjust original mode (2. Adjust Orig. Mode)	<p>You can adjust the finish quality level of copies depending on the type of the original. You can choose a mode after selecting "1. Text" or "2. Photo".</p> <ul style="list-style-type: none"> • Text Mode 1 For normal text originals • Text Mode 2 For newspapers and originals through which light text on the rear side is moderately visible • Photo Mode 1 For text/photo images containing mainly photo areas • Photo Mode 2 For text/photo images containing mainly text areas • Photo Mode 3 For photographic paper • Special Mode 1 For originals through which light text on the rear side is extremely visible (or there is a colored background). Also for originals with very grainy backgrounds (some newspapers) and light text • Special Mode 2 For originals with colored text and lines • Special Mode 3 For photo images created by dither patterns (dots visible), such as newspaper photos — normal resolution • Special Mode 4 For photo images created by dither patterns (dots visible), such as newspaper photos — coarse resolution • Special Mode 5 For normal text originals (when preserving the background) <p> Note</p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> • 1. Text : Text Mode 1 • 2. Photo : Photo Mode 1

Menu	Description
3. Set Ratio	<p>Select which Reduce, Enlarge, or Input Ratio appears on the display with priority when the [Reduce] key or [Enlarge] key is pressed.</p> <p> Note</p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> • Metric version <ul style="list-style-type: none"> • Ratio 1: 50% A3→A5, 8" × 13"→A5 • Ratio 2: 71% A3→A4, A4→A5 • Ratio 3: 82% 8" × 13"→A4, B4 JIS→8" × 13" • Ratio 4: 93% • Ratio 5: 122% 8" × 13"→A3, A4→B4 JIS • Ratio 6: 141% A4→A3, A5→A4 • Ratio 7: 200% A5→A3 • Inch version <ul style="list-style-type: none"> • Ratio 1: 50% 11" × 17"→5¹/₂" × 8¹/₂" • Ratio 2: 65% 11" × 17"→8¹/₂" × 11" • Ratio 3: 78% 8¹/₂" × 14"→8¹/₂" × 11" • Ratio 4: 93% • Ratio 5: 121% 8¹/₂" × 14"→11" × 17" • Ratio 6: 129% 8¹/₂" × 11"→11" × 17" • Ratio 7: 155% 5¹/₂" × 8¹/₂"→8¹/₂" × 14" <p><input type="checkbox"/> When selecting "User Ratio", enter a ratio using the number keys (from 50 to 200%).</p>
4. Copy Reset Timer	<p>The machine automatically returns to its initial condition after your job is finished. When you set the time, select "1. On/Off" to "On", and then set the "2. Timer" to the desired time. The time can be selected from 10 to 999 seconds.</p> <p> Note</p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> • 1. On/Off : On • 2. Timer : 60 sec.
5. SADF Auto Reset	<p>When you place one original at a time in the optional ADF, this message is displayed. It indicates the ADF is ready for another original. You can adjust this time from 3 to 99 seconds in increments of 1 second.</p> <p> Limitation</p> <p><input type="checkbox"/> The optional ADF is required.</p> <p> Note</p> <p><input type="checkbox"/> Default: 4 seconds</p>

Menu	Description
6. Key Operator Tools (6. Key Op. Tools)	<p>If the machine is set to use the User Code function, operators must enter their user codes before they can operate the machine.</p> <p>The machine can keep count of the number of copies made under each user code.</p>
	<p>1.User Code Access</p> <p>Select this to employ user codes to restrict copier users and manage the number of copies made.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Off</i></p>
	<p>2.Check Copy Counter</p> <p>You can check the number of copies made under each user code.</p>
	<p>3.Print Counter List</p> <p>You can print counter lists.</p> <p> Limitation</p> <p><input type="checkbox"/> The optional 16 MB copier memory unit is required.</p>
	<p>4.Reset Counter</p> <p>You can check the number of copies made under each user code. You can also reset each user code's counter to 0.</p>
	<p>5. Clear all User Codes (5.Clr All User Codes)</p> <p>You can clear all user codes.</p> <p> Note</p> <p><input type="checkbox"/> The number of copies made under the old code is added to that made under the new user code.</p> <p><input type="checkbox"/> The number of copies made under the deleted code is also deleted.</p>
	<p>6.Reset All Counters</p> <p>You can reset each user code's counter to 0.</p>
	<p>7.Program User Code</p> <p>You can register user codes.</p> <p> Note</p> <p><input type="checkbox"/> Up to 50 user codes (eight digits or less) can be registered.</p>
	<p>8.Change User Code</p> <p>You can change user codes.</p> <p> Note</p> <p><input type="checkbox"/> The number of copies made under the old code is added to that made under the new user code.</p>
	<p>9.Delete User Code</p> <p>You can delete user codes.</p> <p> Note</p> <p><input type="checkbox"/> The number of copies made under the deleted code is also deleted.</p>

5. 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.*
- If you use this machine for a long time in a confined space with poor ventilation, you may detect an odd smell. To keep the workplace comfortable, we recommend you keep it well ventilated.
- Do not touch areas on or around the fusing unit. These areas get hot.
- After continuous copy runs, you may notice the exposure glass warming. This is not a malfunction.
- The area around the ventilation hole may feel warm. This is caused by exhaust air and is not a malfunction.
- Do not turn off the operation switch while copying. When turning off the operation switch, copying with memory will continue. However, scanning of originals is interrupted.
- The machine might fail to produce good copy images if condensation forms inside the machine due to rapid temperature change.
- Do not open the covers of the machine while copying. If you do, misfeeds might occur.
- Do not move the machine while copying.
- If you operate the machine improperly or a mechanical failure occurs, settings might be lost. Be sure to make a note of your machine settings.
- The supplier shall not be liable for any loss or damage resulting from mechanical failure, loss of settings, or use of the machine.

Toner

Handling 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.*

5

 **Important**

- If you use toner other than the recommended type, a fault might occur.

 **Reference**

If you want to add toner, see p.42 “ Adding Toner”.

Toner Storage

 **Note**

- When storing toner, the following precautions should always be followed:
 - Store toner containers in a cool, dry place free from direct sunlight.
 - Store on a flat surface.

Used Toner

 **Note**

- Toner cannot be re-used.

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:

- *Before moving the machine, be sure to pull all four handles fully out. If not, an injury might occur. After moving the machine, return the four handles to their original positions.*
- *When the optional paper tray unit is installed, do not push the upper part of the main unit horizontally. An injury might occur if the paper tray unit becomes detached from the main unit.*

⚠ 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 23°C, 80.6°F at 80%
- A strong and level base.
- The machine must be level within 5 mm, 0.2" both front to rear and left to right.
- To avoid possible buildup of ozone, be sure to place the machine in a large well ventilated room that has an air turnover rate of more than 30 m³/hr/person.

Environments to avoid

- Locations exposed to direct sunlight or other sources of 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 to form inside in the machine.)
- Locations close to machines that generate ammonia, such as a diazo copy machine.
- Places where the machine will be subject to frequent strong vibration.
- Dusty areas.
- Areas with corrosive gases.

Moving

5

⚠ 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

- If you move the machine, you must be careful. Take the following precautions:
 - Turn off the main power.
 - Unplug the power cord from the wall outlet. When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.
 - Close all covers and trays including the front cover and bypass tray.

⚠ Important

- Move the machine carefully. If you do not, it could be damaged and stored files might be lost.
- Protect the machine from strong shocks. This could damage the hard disk and cause stored files to be lost.

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.**

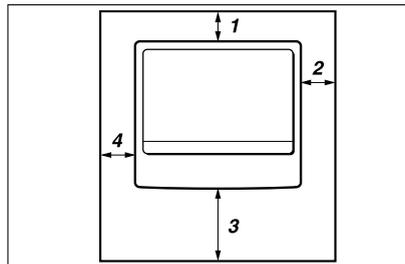
⚠ CAUTION:

- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- When the main power 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 wall outlet.
- Voltage must not fluctuate by more than 10%.
- The wall outlet shall be installed near the machine and shall be easily accessible.

5

Access to Machine

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



CP9991EE

- | | |
|-------------------------------|---------------------------------|
| 1. Rear: 1 cm (0.4") or more | 3. Front: 75 cm (29.6") or more |
| 2. Right: 1 cm (0.4") or more | 4. Left: 1 cm (0.4") or more |

Maintaining Your Machine

If the exposure glass, exposure glass cover or ADF white sheet is dirty, you might not be able to make clear copies. Clean them if they are dirty.

❖ Cleaning the machine

Wipe the machine with a soft, damp cloth. Then wipe it with a dry cloth to remove the water.

⚠ Important

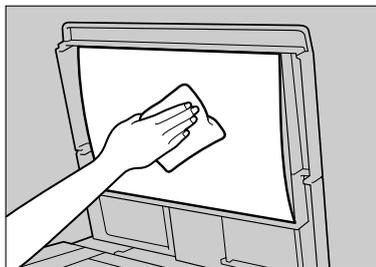
- ❑ Do not use chemical cleaners or organic solvents such as thinner or benzene. They can get into the machine, melting plastic parts, causing a failure.
- ❑ Do not clean parts other than those specified in this manual. Such parts should be cleaned by your service representative.

Cleaning the Exposure Glass



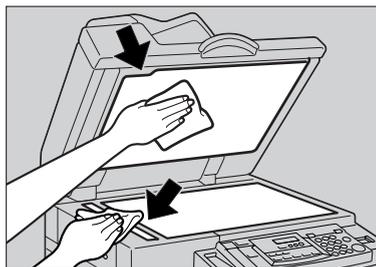
ND1C0200

Cleaning the Exposure Glass Cover



TBSR140E

Cleaning the Auto Document Feeder



ZKBH290E

6. Specifications

Main unit

- ❖ **Configuration:**
Desktop
- ❖ **Photosensitivity type:**
OPC drum ($\Phi 30$)
- ❖ **Original scanning:**
One-dimensional solid scanning system through CCD
- ❖ **Copy process:**
Dry electrostatic transfer system
- ❖ **Development:**
Dry two-component magnetic brush development system
- ❖ **Fusing:**
Heating roll system
- ❖ **Resolution:**
600 dpi
- ❖ **Exposure glass:**
Stationary original exposure type
- ❖ **Original reference position:**
Rear left corner
- ❖ **Warm-up time:**
Less than 20 seconds (20°C)
- ❖ **Originals:**
Sheet/book/objects
- ❖ **Maximum original size:**
A3□, 11" × 17"□
- ❖ **Copy paper size:**
 - Tray: A3□ – A5□, 11" × 17"□ – 5¹/₂" × 8¹/₂"□
 - Bypass tray: A3□ – A6□, 11" × 17"□ – 5¹/₂" × 8¹/₂"□
 - Bypass tray (custom size):
Vertical: 90 – 305 mm, 3.5" – 12.0"
Horizontal: 148 – 1,260 mm, 5.8" – 49.6"

❖ **Copy paper weight:**

- Paper tray (Standard size): 60 – 90 g/m², 16 – 24 lb
- Bypass tray: 52 – 162 g/m², 14 – 43 lb

❖ **Non-reproduction area:**

- Leading edge: 2 ± 1.5 mm, 0.08"± 0.06"
- Trailing edge: more than 0.5 mm, 0.02"
- Left edge: 2 ± 1.5 mm, 0.08"± 0.06"
- Right edge: more than 0.5 mm, 0.02"

❖ **First copy time:**

6.9 seconds or less

(A4 □, 8¹/₂" × 11" □ 100%, feeding from paper tray)

❖ **Copying speed:**

- 6 copies/minute (A3 □, 11" × 17" □)
- 8 copies/minute (B4 JIS □)
- 13 copies/minute (A4 □, 8¹/₂" × 11" □)

❖ **Reproduction ratio:**

Preset reproduction ratios:

--	Metric version	Inch version
Enlargement	200%	155%
	141%	129%
	122%	121%
Full Size	100%	100%
Reduction	93%	93%
	82%	78%
	71%	65%
	50%	50%

Zoom: From 50% to 200% in increments of 1%.

❖ **Continuous copying count:**

1 – 99 copies

❖ **Copy paper capacity:**

- Paper tray: 250 sheets (80 g/m², 20 lb)
- Bypass tray: 100 sheets (80 g/m², 20 lb)

◆ Power consumption:

	Main unit only	Complete system *1
Warm-up	About 880 W	About 890 W
Stand-by	About 125 Wh	About 125 Wh
During copying	About 450 Wh	About 450 Wh
Maximum	Less than 1,100 W	Less than 1,200 W

*1 Main unit with the optional ADF and 16 MB copier memory unit or 32 MB DIMM.

◆ Dimensions (W × D × H up to exposure glass):

550 × 568 × 420 mm, 21.65" × 22.36" × 16.54"

◆ Noise emission *1 :

- Sound power level

	Main unit only	Complete system *3
Stand-by	39.6 dB (A)	39.6 dB (A)
During copying	60.1 dB (A)	62.9 dB (A)

- Sound pressure level *2

	Main unit only	Complete system *3
Stand-by	28.2 dB (A)	28.2 dB (A)
During copying	51.0 dB (A)	53.6 dB (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 main unit with full options.

◆ Weight:

Approx. 34 kg, 75 lb

Note

- Specifications are subject to change without notice.

Options

Exposure Glass Cover

Lower this cover for copying.

Auto Document Feeder

◆ **Mode:**

- ADF mode, SADF mode

◆ **Original size:**

- A3  – A5  
- 11" × 17"  – 5¹/₂" × 8¹/₂"  

◆ **Original weight:**

- One-sided originals: 52 – 105 g/m² (14 – 28 lb)

◆ **Number of originals to be placed:**

- 30 sheets (80 g/m², 20 lb)

◆ **Maximum power consumption:**

- less than 25 W (Power is supplied from the main unit.)

◆ **Dimensions (W × D × H):**

- 550 × 470 × 90 mm, 21.7" × 18.6" × 3.6"

◆ **Weight:**

- Approx. 7 kg, 15.4 lb

 **Note**

- Specifications are subject to change without notice.
-

16 MB Copier Memory Unit

◆ **Memory capacity:**

16 MB

◆ **Additional functions:**

Increases copier features, allowing you to use the optional ADF, sort, printing counter functions.

◆ **Number of originals that can be stored:**

About 30 pages
(reference value based on ITU-T No.4 chart)

32 MB DIMM

❖ **Memory capacity:**

32 MB DIMM (available only when the optional 16 MB copier memory unit is installed.)

❖ **Additional functions:**

Increased memory capacity

❖ **Number of originals that can be stored:**

About 99 pages (ITU-T No.4 chart)

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MEMO

Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio /TV technician for help.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

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

I means **POWER ON.**

⏻ means **STAND BY.**

Type for 1312/LD013 AG/Aficio 1113

Printed in China

EN  B120-6607