RIGOH

Aficio 240W

Operating Instructions General Settings Guide



- 1 Getting Started
- 2 Combined Function Operations
- **3** User Tools (System Settings)
- 4 Troubleshooting
- 5 Remarks
- 6 Specifications

Read this manual carefully before you use this product and keep it handy for future reference. For safe and correct use, please be sure to read the Safety Information in this manual before using the machine.

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.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating 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.

Operator Safety

This machine contains LED Array in scanner and writing units.

The machine is considered a class 1 LED device, safe for both office and EDP use.

Notes:

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, 10A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see P.62 *"Power Connection"*.

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.

For safe and correct use of this machine, please be sure to read the Safety Information before you use it.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating 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.

Operator Safety

This machine contains LED Array in scanner and writing units.

The machine is considered a class 1 LED device, safe for both office and EDP use.

Notes:

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, 10A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see p.62 "Power Connection".

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.

For safe and correct use of this machine, please be sure to read the Safety Information before you use it.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating 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.

Operator Safety

This machine contains LED Array in scanner and writing units.

The machine is considered a class 1 LED device, safe for both office and EDP use.

Notes:

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, 10A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see p.62 "Power Connection".

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.

For safe and correct use of this machine, please be sure to read the Safety Information before you use it.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating 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.

Operator Safety

This machine contains LED Array in scanner and writing units.

The machine is considered a class 1 LED device, safe for both office and EDP use.

Notes:

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, 10A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see p.62 "Power Connection".

CE

Declaration of Conformity

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

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

means POWER ON.

() means STAND BY.

In accordance with IEC 60417, this machine uses the following symbols for the anti-humidity heater switch:

means POWER ON.

O means POWER OFF.

Manuals for This Machine

This machine can be used as a copier, printer, or scanner. Its manuals are divided thus: a manual covering common operations and functions, and separate copier, printer, and scanner function manuals. Refer to the appropriate manual to learn about your machine.

What You Can Do with This Machine

If you install the options available for this machine, you can further increase its functionality. If you want to add any of the options, contact your service representative.

Copier Function

The machine has all the basic copier functions, plus density adjustment, composite image, and other advanced copy functions. In addition, with the stamp board and HDD installed, you can add stamp functions that can print patterns or user stamps on your copies.

Printer Function

You can also use the machine as a printer. With options installed, you can increase the number of functions.

Scanner Function

You can also use the machine as a scanner. With options installed, you can increase the number of functions.

TABLE OF CONTENTS

Manuals for This Machine	i
What You Can Do with This Machine	ii
Copier Function	ii
Printer Function	ii
Scanner Function	ii
How to Read This Manual	1
Symbols	1
Names of Major Options	2
Terms	2
Safety Information	3
Safety During Operation	3
Positions of AWARNING and ACAUTION Labels	5
ENERGY STAR Program	7
Counter	9
Total Counter	9
Counter for Each User Code	9

1. Getting Started

Guide to Components	11
Options	14
Control Panel	17
Display	19
Turning On the Power	21
Turning On the Main Power	21
Turning On the Power	22
Turning Off the Power	22
Turning Off the Main Power	22
Saving Energy	23
Anti-humidity Heater Switch	24

2. Combined Function Operations

Switching between Functions	25
Using the Machine As a Copier	26
Switching to Copier Mode	26
Interrupting Other Functions to Use Copier Functions	
Using the Machine As a Printer	27
Switching to Printer Mode	27
Using the Machine As a Scanner	28
Switching to Scanner Mode	28

User Tools Menu (System Settings)	29
Accessing User Tools (System Settings)	
Changing Default Settings	
Exiting User Tools	32
Settings You Can Change with User Tools	
General Features	
Timer Settings	
Key Op. Tools	43

4. Troubleshooting

If Your Machine Does Not Operate As You Want General	45 45
Loading Paper	47
Loading Paper Roll	
Loading Cut Paper	
Adding Toner	50
St Clearing Misfeeds	52
Changing the Paper Roll Size	
Removing the Roll Holder	
Setting the Roll Holder	

5. Remarks

Dos and Don'ts	59
Toner	60
Handling Toner	60
Toner Storage	60
Used Toner	60
Where to Put Your Machine	61
Machine Environment	61
Moving	61
Power Connection	62
Clearance Around the Machine	62
Maintaining Your Machine	63
Cleaning inside the Original Cover	63
Cleaning the Main Unit	64

6. Specifications

Main Unit	.65
Options	.68
Roll Feeder Type 240 A or 240 B	.68
Paper Cassette Type 240	.68
Table Type 240	.69
Carrier Sheet	.69
Hard Disk Drive Type 240	.69
Stamp Board	. 69
Copy Paper	.70
Recommended Size and Type	.70
Unusable Paper	.72
Paper Storage	.73
Handling paper	.74
INDEX	75

How to Read This Manual

Symbols

This manual uses the following symbols:

A WARNING:

This symbol indicates a potentially hazardous situation that might result in death or serious injury if you misuse the machine by not following these instructions under this symbol. Be sure to read these instructions, all of which are included in the Safety Information section in the *General Settings Guide*.

A CAUTION:

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage not involving bodily injury, if you misuse the machine by not following these instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section in the *General Settings Guide*.

* The above statements are for your safety.

∰Important

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

Preparation

This symbol indicates the prior knowledge or preparation required before operation.

🖉 Note

This symbol indicates precautions for operation, or actions to take following mal-operation.

Limitation

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

PReference

This symbol indicates where further relevant information can be found.

[]

Keys that appear on the machine's display.

[

Keys built into the machine's control panel.

Names of Major Options

Major options for this machine are referred to as follows:

- Roll Feeder Type $240A \rightarrow Paper roll tray 1$
- Roll Feeder Type $240B \rightarrow$ Paper roll tray 2
- Paper Cassette Type $240 \rightarrow Cut$ paper tray
- Table Type $240 \rightarrow$ Table
- Stamp Board Type $A \rightarrow$ Stamp board
- Hard Disk Drive Type $240 \rightarrow HDD$

Terms

• Long length original/paper Original/paper length longer than 1,189 mm, 46.8".

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:

A WARNING:

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

A CAUTION:

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

A 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 bottle in accordance with the local regulations.

A 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 bottle 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.

Positions of AWARNING and ACAUTION Labels

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



ABB562S

Hot Surface Warning

The inside of the machine could be very hot. When replacing or loading the paper, or clearing paper jams, do not touch the parts with a label indicating the "hot surface". Otherwise it could cause a personal burn.



- 10 Replacing Paper Roll Warning When replacing or loading the paper roll, do not put the paper roll on the upper of the paper roll tray. Otherwise the tray may fall and an injury may result.
- 11 Holding Paper Roll Warning
 - Hold the paper roll horizontally with both hands. When you grab the paper holder and hold the paper roll vertically, the paper roll may fall off and an injury may result.



12 Operating Cassette Tray Warning

When replacing or loading the paper, or clearing paper jams, pull out the cut paper tray slowly with both hands. Do not pull out the cut paper tray with a single hand. Otherwise the rear of the cut paper tray may fall and an injury may result.



ENERGY STAR Program



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 7 minutes after the last copy or print job is completed. Printing is possible in this mode, but to use the copier, press the **[Energy Saver]** key.

• For details about changing the default interval before entering Low power mode, see p.42 "Energy Saver".

Auto Off mode (Copier only)

To conserve energy, this product automatically turns off 14 minutes after the last copy or print job is completed. Printing is possible in this mode, but to use the copier, press the operation switch.

• For details about changing the default interval before entering Auto Off mode, see p.42 "Auto Off Timer".

Specification

Low power mode	Power consumption	150 W
	Default interval	7 minutes
	Recovery time	1 minute
Auto Off mode	Power consumption	45 W
	Default interval	14 minutes
	Recovery time	2 minutes

Recycled paper

In accordance with the ENERGY STAR Program, we recommend using environmentally friendly recycled paper. Contact your sales representative for recommended paper.

Counter

This keeps count of the number of sheets output under the machine's copy and print functions.

Total Counter

You can display the total counter values for the copier or printer function. You can also print a counter list.

Press the **[User Tools]** key.



2 Press [Counter].



B To print a counter list, press [Print].

Counte	er	
Total	Counter	:0000974
		Print PrevMenu

4 Press the [Start] key.

The counter total prints out.

Counter for Each User Code

If user codes are set, you can record copy numbers used under each. This allows you to check copy numbers made by individual users. Specify whether or not to apply user codes in System Settings.

You can register or change a user code, or display or print the counter for each user code using Copier Features.

PReference

p.43 "User Code Manage.", "User Tools (Copier Features)", *Copy Reference*

1. Getting Started

Guide to Components

Front



1. Original switching lever

Use to copy or scan folded originals. See "Setting Folded Originals (the Original Switching Lever)", *Copy Reference*.

2. Upper output stacker

When the upper output is selected, output paper is stacked at the back of the stacker, originals at the front. See "Copy Output Locations", *Copy Reference*.

3. Original cover

Open to clear jammed originals.

4. Ventilation holes

Prevent overheating. Do not obstruct them by placing anything near or leaning objects against them. If the machine overheats, a failure might occur.

5. Main unit

Open when paper jam or toner runs out.

6. Main unit opening lever

Use to open the main unit.

Important

Do not leave the main unit open more than 10 minutes, otherwise copy quality may deteriorate.

7. Main power switch

Use to turn the main power on or off. If you will not use the machine for a long time, disconnect the power cord. Normally, the machine should be left on.

🖉 Note

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

8. Paper roll tray (optional)

Load a paper roll here. See p.14 "Options".

9. Operation switch

Use to turn the power on or off. The power indicator lights when the power is on.

10. Control panel

See p.17 "Control Panel".

11. [Scanner Stop] key

Use if originals are feeding in slanted, or to cancel scanning while an original is feeding in.

12. Original guide

Set to the width of your originals.

13. Original table

Place originals here scanning side down.

14. Main unit front cover

Open when toner runs out.

15. Bypass tray

Use to feed paper in manually. Load paper print side up.

16. Cut paper tray (optional)

Load cut paper here. See p.14 "Options".

17. Lower output stacker

When the lower output is selected, copies are stacked here. See "Copy Output Locations", *Copy Reference*.

18. Lower output auxiliary guide

Pull this out to insert rolled paper or long originals.

7

8

a

Rear

1. Upper output guide

Takes delivered paper to the upper output stacker.

2. Original exit switching lever

Takes originals to the original output guide, and switches delivery to the rear output. See "Original Output Locations", *Copy Reference*.

3. Original exit

6

Originals are delivered here.

4. Ventilation holes

Prevent overheating. Do not obstruct them by placing anything near or leaning objects against them. If the machine overheats, a failure might occur.

5. Original output guide

Stacks originals delivered to the rear output.

6. Anti-humidity heater switch (optional)

When humidity is high, paper in the paper roll or cut paper trays may absorb moisture, which can affect copy quality. The anti-humidity heater prevents this. Turn this switch on when humidity is high. See p.24 "Anti-humidity Heater Switch".

7. Upper output exit

When the upper output is selected, copies are delivered there. See "Copy Output Locations", *Copy Reference*.

8. Lower output exit

When the lower output is selected, copies are delivered there. See "Copy Output Locations", *Copy Reference*.

9. Lower output tray (optional)

Delivers copies from the lower output exit, and then sends them to the lower output stacker. See "Copy Output Locations", *Copy Reference*.

Options

Trays



1. Paper roll tray 1

You can load one paper roll. See p.68 "Roll Feeder Type 240 A or 240 B".

2. Paper roll tray 2

You can load two paper rolls. See p.68 "Roll Feeder Type 240 A or 240 B".

3. Table

Put the main unit on this table. You can store cut paper and so on inside it.

4. Cut paper tray

Load cut paper here. You can load up to 250 A3 sheets.

🖉 Note

□ The paper roll tray must be installed.

Paper roll tray

This illustration shows paper roll tray 2.



1. Paper roll 1

2. Paper roll 2

Cutter knob

Use to manually cut paper if there are paper jams in the cutter area of the machine. Always return the cutter knob to the left or right end.

4. Paper holder

The two paper holders grip the paper roll and are mounted on the paper roll tray's roll holder.

Other Options

*	Printer	unit
---	---------	------

Allows you to use the printer function.

Scanner unit

Allows you to use the scanner function.

HDD

You can increase the capacity of the HDD and the copy function, like the following:

- Repeat Copy (longer than A0(E) □)
- Stamp (User Stamp, Repeat User Stamp)
- User Format Overlay

Stamp board

Provides Background Numbering, Repeat User Stamp, Preset Stamp, User Stamp, Date Stamp, and Page Numbering functions.

5. Paper feed knob

Use when loading paper rolls or clearing paper jams. See p.47 "Loading Paper" and p.52 "**%** Clearing Misfeeds".

6. Roll holder

Adjust this to the size of the paper roll you are using. See p.56 "Changing the Paper Roll Size".

Carrier sheet

Use to load bent, folded, creased, thin or pasted originals. See "Setting the Carrier Sheet", *Copy Reference*.



Paper holder

Use to set a paper roll in the paper roll tray's roll holder. This is useful to change quickly to a different size paper roll from the paper holder.



Control Panel

This illustration shows the control panel of a machine that has all options fully installed.



1. [User Tools]

Press to change default settings and operating conditions to your requirements. See p.29 "User Tools (System Settings)". It also displays the total number of copies made. See p.9 "Counter".

2. [New Job] key (copier mode)

Press to make settings for next copy job and scan the originals during copying. See "Job Preset", *Copy Reference*.

3. Indicators

Display errors and machine status.

- 1: Service Call indicator
- % Misfeed indicator. See p.52 "% Clearing Misfeeds".
- 🕼 Open Cover indicator
- 🔊: Used Toner Full indicator
- 🚵: Add Toner indicator. See p.50 "🕍 Adding Toner".
- 📩: Load Paper indicator
- Set Original: Indicates the machine is ready to scan.

4. Display

Displays the keys to operate each function, operation status, and error messages.

5. [Program] key (copier mode)

Press to store or recall frequently used settings. See "Programs", *Copy Reference*.

6. [Clear Modes] key

Press to clear the current settings.

7. [Energy Saver]key

Press to enter Energy Saver mode. When you press this key again, the machine returns to the ready condition. See p.23 "Energy Saver mode".

8. [Interrupt] key

Press to make interrupt copies during copying or printing. See "Interrupt Copy", *Copy Reference*.

9. Main power indicator and On indicator

The main power indicator lights when the main power switch is turned on. The **On** indicator lights when the operation switch is on.

∰Important

 Do not turn off the main power switch while **On** indicator is lit. Doing so may damage the hard disk.

10. Operation switch

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

11. [Scanner Stop] key

Press if originals are feeding in slanted, or to cancel scanning while an original is feeding in.

12. [Sample Copy/Partial Copy] key (copier mode)

- Sample Copy To check the settings, copy the first part of an original up to a length of 280 mm. See "Sample Copy", *Copy Reference*.
- Partial Copy You can choose to copy a specified part of the original. See "Partial Copy", *Copy Reference*.

13. [Start] key

Press to start copying, scanning, or printing.

14. [Clear/Stop] key

- Clear Press to clear a number entered.
- Stop Press to stop printing.

15. **[#]** key

Press to confirm values entered or items specified.

16. Number keys

Press to enter the number of copies and other data for a selected function.

17. [Original Type] key

Press to select the original type. See "Selecting Original Type Setting", *Copy Reference*.

18. Image density keys

Press to adjust the image density for the copier or scanner function. See "Adjusting Copy Image Density", *Copy Reference*.

19. Selection keys

Correspond to display items. Press to select the corresponding item.

20. Copier function keys (copier mode)

Press to use the various copier functions, set the paper cut length, density level, zoom, and so on.

21. Data In indicator (printer mode)

Lights when data is sent from the computer.

Display

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

Important

□ A force or impact of more than 30 N (about 3 kgf) will damage the display. The copying screen is displayed as default when the power is turned on.

ORead	у	Orig.: 0 Q'ty: 1
Auto	841mm@	420mm∰ A3₽ Bypass
[100.0	X]	Select with ⊛®>- /Mem.∰

When you select or specify an item on the display, it is highlighted thus: Auto. Keys appearing as three, cannot be used.

Display and Key Operations

The display is not touch-sensitive. Use the following keys to select the keys and items on the display.



1. Selection keys

To select an item on the display, press the selection key below it.

Example (on the User Tools display):

- To select [Counter], press ①.
- To select [Exit], press 2.

2. 👁 key

Press to highlight items and select them.

3. Number keys

When items have a number, select them using the number keys.

Example (on the User Tools display):

• To select 1 [System Settings], press the number key [1].

Common key operations

The following keys are common to all screens:

Key list

[OK]	Acknowledges a selected function or entered values, and then returns to the previous display.
[Cancel]	Deletes a selected function or entered values, and then returns to the previous display.
[1Prev.] [↓Next]	Moves to the previous or next display when all items cannot be shown on the display at once.
[PrevMenu]	Returns to the previous menu display.
[Exit]	Closes the display.

Turning On the Power

This machine has two power switches:

Operation switch (right side of the control panel)

Press to activate the machine. When the machine finishes warming up, you can make copies.

 Main power switch (left side of the machine)

Turning off this switch makes the main power indicator on the right side of the control panel go off. When this is done, machine power is completely off.

🖉 Note

This machine automatically enters Energy Saver mode, Low power mode, or turns itself off if you do not use it for a certain amount of time when the main power switch is on. See p.42 "Auto Off Timer", p.42 "Energy Saver" and p.42 "Panel Off Timer".

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 on the left side of the machine.



The main power indicator lights.

∰Important

Do not turn off the main power switch immediately after turning it on. Doing so may result in damage to the hard disk or memory, leading to malfunctions.

Turning On the Power

1

Press the operation switch on the right side of the control panel. The **On** indicator lights.

🖉 Note

If the power does not come on when the operation switch is pressed, check the main power switch is on. If it is off, turn it on.

Turning Off the Power

Limitation

- You cannot turn the power off by pressing the operation switch while the message "Please wait." is displayed.
- □ For 10 seconds after the power is turned on and the screen is displayed, you cannot turn the power off by pressing the operation switch.
- For 10 seconds after copying is finished and the machine stops, you cannot turn the power off by pressing the operation switch.

1 Press the operation switch.

The **On** indicator goes off.



🖉 Note

- When you press the operation switch, the indicator does not go off in the following cases:
 - During communication with external equipment.
 - When the hard disk is active.

Turning Off the Main Power

Important

- When the **On** indicator lights, do not turn off the main power switch. Doing so may result in damage to the hard disk or memory, leading to malfunctions.
- Make sure to turn off the main power switch before pulling out the power plug. Not doing this may result in damage to the hard disk or memory.

1 Make sure the On indicator is not lit.

2 Turn off the main power switch on the left side of the machine.

The main power indicator goes off.

Saving Energy

· · · ·

Saver mode

If you do not use the machine for a certain period after an operation, or when you press the **[Energy Saver]** key, the display disappears and the machine goes into Energy Saver mode. When you press the **[Energy Saver]** key again, the machine returns to standby. The machine uses less electricity in Energy Saver mode.

🖉 Note

□ You can change the amount of time the machine waits before switching to Energy Saver mode after copying finishes or the last operation is performed. See p.42 "Panel Off Timer".

.

Cow power mode

If you do not use the machine for a certain period, it automatically lowers its power consumption. When you press the **[Energy Saver]** key, the machine returns to standby.

🖉 Note

□ You can change the Low power mode. See p.42 "Energy Saver".

•••••

Auto Off mode

If you do not use the machine for a certain period, it automatically turns itself off. This function is called "Auto Off". When you press the operation switch, the machine returns to standby.

🖉 Note

- □ You can change the Auto Off mode. See p.42 "Auto Off Timer".
- Specify whether or not to use the Auto Off Timer function. See p.44 "AOF (Always On)".
- □ The Auto Off Timer function will not operate in the following cases:
 - When a warning message appears.
 - When the service call indicator is lit.
 - When paper is jammed.
 - When the cover is open.
 - When the "Add toner" message appears.
 - When toner is being replenished.
 - When the User Tools screen is displayed.
 - When fixed warm-up is in progress.
 - When the printer, scanner, or other functions are active.
 - When operations are suspended during printing.
 - When the Data In indicator is on or blinking.
 - When the sample print display appears.
 - If copying is interrupted.

.

- During copying (if only one original is inserted when using Image Overlay).
- During copying (if all paper in the bypass tray has not been copied).

Anti-humidity Heater Switch

During winter or humid periods when there can be sudden changes in temperature, the paper in the paper roll tray, or the cut paper tray can absorb moisture. This may cause copy quality to deteriorate.

To prevent this, the machine has a built-in anti-humidity heater.

There is a switch for the anti-humidity heater in the paper roll tray. Turn this switch on if the humidity level becomes high and copy quality is affected. Turn the switch off at other times. See p.74 "Handling paper".


2. Combined Function Operations

Switching between Functions

You can use this machine not only as a copier, but also as a printer or scanner.

🖉 Note

Depending on the options you have installed, you may not be able to switch to some functions:

Limitation

□ You cannot switch functions in the following circumstances:

- While copying.
- While adjusting system settings.
- While the machine is warming up.
- When the machine has been turned off automatically.

🖓 System Reset

The machine returns automatically to its initial condition when the job is finished, after a certain period of time has elapsed. This function is called "System Reset".

🖉 Note

□ You can change the System Reset time. See p.42 "System Auto Reset".

Using the Machine As a Copier

Switching to Copier Mode

When the printer or scanner function is not active, or has finished its job, the copy screen is displayed as normal.

OReady		Orig.: 0 Q'ty: 1	
Auto	841mm@	420mm() A3D Bypass	
		Select with ⊛®>- /Mem.∰	

Reference

For details about copier functions, see Copy Reference.

Interrupting Other Functions to Use Copier Functions

You can interrupt a copy job, or another function job, and switch to the copier function. This is called "Interrupt Copy."

Limitation

□ You cannot use the following functions with the interrupt copy function:

- Edit
- Stamp
- Sort/Rotate sort
- Erase

Reference

For details about using interrupt copy during a copy job, see Copy Reference.

Press the [Interrupt] key while an original is being scanned or job being copied. When printing, place the originals after pressing the [Interrupt] key.

The interrupt copy screen appears.

2 Make settings, and begin copying.

B When copying finishes, remove the originals and the interrupt copy job output.

4 Press the [Interrupt] key.

Using the Machine As a Printer

Switching to Printer Mode

When you send print job from your computer, the job is printed.

1 Print the job as you usually do from your computer. The "Printing..." message is displayed, and printing starts.

Using the Machine As a Scanner

Switching to Scanner Mode

- **1** Scan the job as you usually do from your computer. The "scanning..." message appears.
- **2** Place your originals.
- **3** Specify the scan settings.
- **4** Scan the originals.
 - Limitation
 - You cannot use the machine as a scanner when originals are being scanned for the copier function.

3. User Tools (System Settings)

User Tools Menu (System Settings)

General Features (see p.33 "General Features")

User Tools item menu	Default
Adjust Cut Length	 Metric version 0.0 mm Inch version 0.0 inch
Fusing Adjustment	Plain Paper: 3 Translucent Paper: 2
	Film: 3
Orig. Size Detect	 Metric version A Series Inch version
Tray Paper Size	 Metric version Bypass Tray: Under 420mm Width Paper Roll 1 *1 : A Series 841mm Paper Roll 2 *1 : A Series 420mm Cut Paper Tray *2 : A Series A4 Inch version Bypass Tray: Under 17" Width Paper Roll 1 *1 : Engineering 34" Paper Roll 2 *1 : Engineering 17" Cut Paper Tray *2 : Engineering 12 × 18
Tray Paper Type	Bypass Tray: <i>Plain</i> Paper Roll 1 ^{*1} : <i>Plain</i> Paper Roll 2 ^{*1} : <i>Plain</i> Cut Paper Tray ^{*2} : <i>Plain</i>
Orig. Edge Hold	Off
Output Tray	Upper
Orig. Feed Delay1	1 sec.
Orig. Feed Delay2	Off
Auto Roll Switch.	Off
Fine Ratio:Copier	0.0%
Panel Tone	On
Warm Up Notice	On
Copy Count Displ.	Up
Feed Start Method	Auto

User Tools item menu	Default
Display Contrast	(Centre)
Paper Volume (printer mode) *3	Paper Roll 1: 100% Paper Roll 2: 100%
Adj.Print Positn.	 Metric version Paper Roll 1 *1 : 0.0 mm Paper Roll 2 *1 : 0.0 mm Cut Paper *2 : 0.0 mm Inch version Paper Roll 1 *1 : 0.00 inch Paper Roll 2 *1 : 0.00 inch Cut Paper *2 : 0.00 inch
Adj.Scan Position	0
Print Image Prior (printer mode)	Thin Lines

Timer Settings (see p.42 "Timer Settings")

User Tools item menu	Default
Auto Off Timer	14 min.
Energy Saver	7 min.
Panel Off Timer	On 60 sec.
System Auto Reset	On 60 sec.
Date	-
Time	-

Key Op. Tools (see p.43 "Key Op. Tools")

User Tools item menu	Default
User Code Manage.	Off
Key Operator Code	Off
AOF (Always On)	On
Optional HDD ^{*5}	Off
Tray Prob.Setting	Do not Use Bypass

^{*1} The paper roll tray (optional) must be installed.
 ^{*2} The cut paper tray (optional) must be installed.

^{*3} The printer unit (optional) must be installed.

^{*4} The scanner unit (optional) must be installed.

*5 The HDD (optional) must be installed.

Accessing User Tools (System Settings)

This section is for key operators in charge of this machine.

User Tools allow you to change or set defaults.

🔗 Note

- Operations for System Settings differ from normal operations. Always quit User Tools when you finish making settings. See p.32 "Exiting User Tools".
- Any changes you make with User Tools remain in effect even if the main power switch or operation switch is turned off, or the [Energy Saver] or [Clear Modes] key is pressed.

Changing Default Settings

🖉 Note

□ If a key operator code is set, the key operator code entry display appears. Enter the key operator code, and then press **[OK]**. See p.43 "Key Operator Code".

Press the [User Tools] key.

The indicator lights.



2 Press the number key [1].



The System Settings display appears.

B Enter the number of the menu you want to select using the number keys.

⊠System Settings	Specify No.
1 General Features 3 Key Op.Tools	2 Timer Settings
	PrevMenu

p.29 "User Tools Menu (System Settings)"

4 Enter the number of the item you want to select using the number keys.

🖉 Note

- □ Press [**↑Prev.**] or [**↓Next**] to select an item not displayed.
- 5 Change settings by following instructions on the display, and then press [OK].

🖉 Note

- For details about specifying, or changing settings, see p.19 "Display".
- □ To cancel changing settings and return to the initial display, press the **[Use Tools]** key.

3

Exiting User Tools

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

The indicator lights.



🖉 Note

□ You can also exit User Tools by pressing **[Exit]**.

🖩 User Tools	Specify No.
1 System Settings	2 Copier Features
Counter	Exit

Settings You Can Change with User Tools

PReference

To access User Tools, see p.31 "Accessing User Tools (System Settings)".

General Features

Adjust Cut Length

You can specify the cut length when using synchro, preset, or variable cut.

🖉 Note

🗖 Default

- Metric version: 0.0 mm From -25 mm to +25 mm (in 1 mm increments)
- Inch version: 0.0 inch From -1.0 inch to +1.0 inch (in 0.1 inch increments)

Fusing Adjustment

You can specify the characteristics of the paper in the paper tray. If the image on copies is scratched, or the paper wrinkles when using translucent paper, you can change the setting to get better copies.

You can specify the paper thickness for the bypass tray, paper roll, and cut paper. You can also specify the paper type (plain, translucent, and film) for the bypass tray or paper roll tray.

🖉 Note

Default: 3 (Plain paper or Film), 2 (Translucent paper)

□ The paper thickness can be set from 1 (Thicker) to 5 (Thinner).

Mode	1	2	3	4	5
Paper type					
Plain paper	110 g/m ² (29.3 lb)	90 g/m ² (23.9 lb)	70 g/m ² (Standard mode) (18.6 lb)	60 g/m ² or less (15.9 lb)	Limp paper
Translucent paper	70 – 90 g/m ² (18.6 – 29.3 lb)	70 – 80 g/m ² (18.6 – 21.3 lb)(Stand- ard mode)	70-80 g/m ² (18.6-21.3 lb)	$50 - 70 \text{ g/m}^2$ (13.3 - 18.6 lb)	Hemmed paper ^{*1}
	* If the paper wrinkles when using mode 2, try using mode 1.				
Film	0.07 mm – 0.095 mm (2.8 Mil – 3.7 Mil)	0.07 mm – 0.095 mm (2.8 Mil – 3.7 Mil)	0.07 mm – 0.095 mm (2.8 Mil – 3.7 Mil) (Stand- ard mode)	0.07 mm – 0.095 mm (2.8 Mil – 3.7 Mil) (Stand- ard mode)	_

□ Refer to the chart below when selecting the mode for the paper thickness.

- ^{*1} Out of guarantee
- □ Depending on paper type and operating conditions, toner fusing conditions vary. To improve toner fusing, change the setting mode to 3→2→1.
- □ When using thin, soft, or limp paper, toner fusing may appear wrinkled or the image may be blurred. If this happens, change the setting to mode 3→4→5.
- When translucent paper modes 1 or 2 are selected, and you change the paper type from plain or film to translucent, it may take longer for the machine to get ready for copying (up to two minutes).

Orig. Size Detect

You can specify the scanning area when detecting the size of an original.

- Metric version:
 - A Series
 - JIS B Series (JIS: Japanese Industrial Standard)
- Inch version:
 - Architecture
 - Engineering

Note

□ Default:

- Metric version: A Series
- Inch version: *Engineering*
- □ When you change the setting, the following changes are made to the UserAutoR/E Orig. setting in User Tools (Copier Features).

Metric version

- For A series→JIS B series, if B1JIS or B4JIS is set for the User Auto R/E settings, the UserAutoR/E Orig. setting is changed to vertical.
- JIS B series→A series, if A0 or A4 is set for the User Auto R/E settings, the UserAutoR/E Orig. setting is changed to vertical.

Inch version

When switching between Engineering and Architecture, if E is set for the User Auto R/E settings, the UserAutoR/E Orig. setting is changed to vertical.

PReference

"User Auto Reduce/Enlarge", "User Auto Reduce/Enlarge Original", Copy Reference

Tray Paper Size

You can specify the size of paper in the paper tray.

- Metric version:
 - Bypass tray:
 - Under 420mm Width
 - Over 420mm Width
 - Paper roll 1 or 2:
 - A Series:
 - 914mm
 - 880mm
 - 841mm
 - 800mm
 - 660mm
 - 594mm
 - 440mm
 - 420mm
 - 297mm
 - 210mm
 - JIS B Series:
 - 728mm
 - 515mm
 - 364mm
 - 257mm

- Cut Paper tray:
 - A Series:
 - A3 🖓
 - A4 🖓
 - JIS B Series:
 - B4JIS 🖵
- Inch version:
 - Bypass tray:
 - Under 17" Width
 - Over 17" Width
 - Paper roll 1 or 2:
 - Engineering:
 - 34"
 - 22"
 - 17"
 - 11"
 - 8¹/₂" (8¹/₂×11 □)
 - 8¹/₂" (8¹/₂×13□)
 - 8¹/₂" (8¹/₂×14 □)
 - Architecture:
 - 36"
 - 30"
 - 24"
 - 18"
 - 12"
 - 9"
 - Cut paper tray:
 - Engineering:
 - 11×17 **□**
 - $8^1/_2 \times 14 \square$
 - $8^{1}/_{2} \times 13$
 - $8^{1/2} \times 11$
 - Architecture:
 - 12×18 🖓

🔗 Note

Default:

- Metric version:
 - Bypass tray: Under 420mm Width
 - Paper roll 1, 2:
 - A series: *841mm* (paper roll 1), *420mm* (paper roll 2)
 - Cut paper tray:
 - A series: $A4 \square$
- Inch version:
 - Bypass tray: Under 17" Width
 - Paper roll 1, 2:
 - Engineering: 34" (paper roll 1), 17" (paper roll 2)
- Cut paper tray:
 - Engineering: 12 × 18 □

Tray Paper Type

You can specify the type of paper in a paper tray. Specify the type of paper in each of the paper trays (bypass tray, paper roll tray 1, paper roll tray 2, and cut paper tray.)

- Plain
- Translucent
- Film
- Recycled

🖉 Note

Default: Plain

□ You can specify plain or recycled paper for the cut paper tray.

Orig. Edge Hold

When large size originals, such as AO(E) \Box or A1(D) \Box , are delivered to the lower tray, you can have the machine gather the trailing edge of the original so that it does not fall to the floor. This setting specifies whether or not to use that function.

- On (Always)
- On (Specify)
- Off

- □ Default: Off
- □ To use the function, select [On (Always)] or [On (Specify)]. To not use the function, select [Off].
- □ When [On (Specify)] is selected, select [Over A0], [Over A1], [Over A2], [Over A3], or [Over A4] as the original size.

Output Tray

You can specify the paper output tray to use when the power is turned on or the **[Clear Modes]** key is pressed.

- Lower
- Upper

🖉 Note

Default: Upper

Orig. Feed Delay1

You can specify the duration of delay before an original is fed into the machine after being set. If originals frequently feed in slanted, or you are using special originals, set the delay accordingly.

🖉 Note

Default: 1 sec.

 \Box The time can be set from 1 to 5 seconds.

Orig. Feed Delay2

You can specify the duration of the pause immediately after originals are first fed into the machine. If originals frequently feed in slanted, or you are using special originals, set the delay accordingly.

- On 1 sec.
- Off

🖉 Note

Default: Off

□ Select **[On]**, the time can be set from 1 to 5 seconds.

Auto Roll Switch.

If paper roll 1 runs out during copying, the machine can automatically switch to paper roll 2. This setting specifies whether or not to automatically switch the paper rolls.

- On
- Off

- □ Default: Off
- □ This function is only available in the paper roll tray.

Fine Ratio:Copier



Depending on paper type, environment, and humidity, copy paper can expand or shrink slightly. This means that the size of the copy and the original do not match. If this happens, you can specify the vertical and horizontal correction ratio. You can specify this setting for each paper type (plain, translucent, film)

- □ Default: 0.0%
- □ From –1.0% to 1.0% (in 0.1% increments)
- To set the Fine Ratio setting, measure the length of the original and the copy image to calculate the ratio.



Panel Tone

You can specify whether or not the machine should emit a tone when the keys on the control panel are pressed.

- On
- Off

🖉 Note

Default: On

Warm Up Notice

You can have the beeper sound when the machine becomes ready to copy after leaving Energy Saver mode or when the power is turned on.

- On
- Off

🖉 Note

- Default: On
- □ If the Panel Tone setting is **[Off]**, the beeper does not sound, regardless of the Warm Up Notice setting.

Copy Count Displ.

You can specify the copy count display format.

If you press **[Up]**, the display counts upward, if you press **[Down]**, the display counts downward.

- Up
- Down

🖉 Note

Default: Up

Feed Start Method

You can specify whether feeding starts automatically or after pressing the **[Start]** key.

- Auto
- Press Start Key

🖉 Note

Default: Auto

Display Contrast

You can adjust the contrast of the display in seven increments, Lighter to Darker.

Paper Volume (printer mode)

When the printer unit is installed, you can specify how the paper volume should be displayed when a paper roll is loaded in the paper roll tray. You can specify this setting for each paper roll tray.

- 100%
- 75%
- 50%
- 25%

🖉 Note

- □ Default: 100% (paper roll tray 1 or 2)
- □ When a new 175 m roll is loaded, select [100%].

Adj.Print Positn.

You can specify the horizontal print position. You can specify this for the paper type (paper roll 1 or 2, cut paper)

🖉 Note

□ Default:

- Metric version: 0.0 mm (paper roll 1 or 2, cut paper) From -10.0 mm to + 10.0 mm (in 0.1 mm increments)
- Inch version: 0.00 inch (paper roll 1 or 2, cut paper) From -0.40 inch to +0.40 inch (in 0.01 inch increments)

Adj.Scan Position

You can adjust the position of the scan area.

🖉 Note

- Default: 0
- \Box From -10 to +10 (in 1 increments)

Print Image Prior (printer mode)

When the printer unit is installed, you can specify the print mode priority.

- Thin Lines
- Gradation

🖉 Note

Default: Thin Lines

Timer Settings

Auto Off Timer

After a specified period, following job completion, the machine automatically turns off, in order to conserve energy. This function is called "Auto Off". The machine status after Auto Off is referred to as "Off mode". You can specify the time to elapse before Auto Off is activated.

🖉 Note

- Default: 14 min.
- □ Enter a time interval between 1 and 240 minutes.
- □ From "Off mode", the machine is ready to use in 10 seconds.
- □ Auto Off may not work when error messages appear.

Energy Saver

When no other key operations are performed, the machine switches to Low power mode after a specified period.

🖉 Note

- Default: 7 min.
- \Box The time can be set from 1 to 240 minutes.

Panel Off Timer

When no other key operations are performed, the machine switches to Energy Saver mode after a specified period.

- On 60 sec.
- Off

🖉 Note

- □ Default: On 60 sec.
- □ Select **[On]**, the time can be set from 10 to 999 seconds.

System Auto Reset

The System Reset setting automatically switches the display to its initial condition when no operations are in progress, or when an interrupted job is cleared. This setting determines the system reset interval.

- On 60 sec.
- Off

- □ Default: On 60 sec.
- □ Select **[On]**, the time can be set from 10 to 999 seconds.

Date

Set the date for the machine's internal clock using the number keys.

🖉 Note

- \Box To change between year, month, and day, press the O key.
- □ Enter the date using the number keys.

Time

Set the time for the machine's internal clock using the number keys.

🖉 Note

- \Box To change between hours, minutes and seconds, press the O key.
- □ Enter the time using the number keys.

Key Op. Tools

The key operator must set the following items (for settings or more information, contact the key operator):

The key operator should program a key operator code when making settings. See p.43 "Key Operator Code".

If the key operator code is set, you cannot access key operator functions unless you enter the key operator code (max.eight digits).

User Code Manage.

Allows you to control who uses the machine by setting codes for users.

🖉 Note

- Default: Off
- □ User codes must be registered for user code management. See "Key Operator Tools", *Copy Reference*.

Key Operator Code

You can specify whether or not to use passwords (max.eight digits) to access Key Op. Tools settings for key operator codes.

- On
- Off

- Default: Off
- □ When **[On]** is selected, specify key operator code (max.eight digits).

AOF (Always On)

You can specify whether or not to use Auto Off Timer.

- On
- Off

🖉 Note

Default: On

Optional HDD

When the optional hard disk is installed, if it fails, you can still use the machine temporarily if you turn it off. (Some functions may not be available.)

- On
- Off

🖉 Note

□ Default: Off

Limitation

- □ When the optional hard disk is installed and **[Off]** is selected, you cannot use the following functions:
 - Repeat Copy (longer than A0(E) □)
 - Stamp (User Stamp, Repeat User Stamp)
 - Restart Copy (longer than A0(E))
 - User Format Overlay
 - Sample Copy (longer than A0(E))

Tray Prob.Setting

When the paper roll tray is installed, if the cutter malfunctions, select to use the bypass tray or not.

- Use Bypass
- Do not Use Bypass

🖉 Note

Default: Do not Use Bypass

4. Troubleshooting

If Your Machine Does Not Operate As You Want

The following chart gives explanations of common problems and messages. If other messages appear, follow the instructions displayed.

🖉 Note

□ If you cannot make copies as you want because of paper type, paper size, or paper capacity problems, use recommended paper. See p.70 "Copy Paper".

Problem	Causes	Solutions
"Please wait."ap- pears.	This message appears when you turn on the oper- ation switch.	If the machine does not come on af- ter two minutes, contact your serv- ice representative.
	This message appears when you change the toner cartridge.	Wait for the machine to get ready.
The display is off.	The display contrast is too light.	Set "Darker" in [Display Contrast] un- der System Settings. See p.40 "Dis- play Contrast".
	The machine is in Energy Saver mode.	Press the [Energy Saver] key to can- cel Energy Saver mode.
	The operation switch is turned off.	Turn on the operation switch.
Nothing happens when the operation switch is turned on.	The main power switch is turned off.	Turn on the main power switch.
The function status indica- tor is red.	The function associated with the red indicator is in- terrupted.	Press the function key correspond- ing to the indicator. Follow the in- structions that appear on the control panel.
The user code entry dis- play appears.	Users are restricted by user management.	Enter the user code (max.eight dig- its), and then press [#] .

General

Problem	Causes	Solutions
The main power in- dicator does not turn off when pressed.	 This occurs in the following cases: The machine is communicating with external equipment. The hard disk is active. 	When you turn the main power off, check if the machine is not communicating with a computer.
Original images are printed on the re- verse side of the pa- per.	You may have load- ed the paper incor- rectly.	Load paper correctly. Load paper into the paper roll tray or the cut paper tray print side down, and into the bypass tray print side up. See p.47 "Loading Paper".
Misfeeds occur fre- quently.	There are folds or wrinkles in the pa- per.	Remove any folds or wrinkles from the paper.
	Jammed or torn pa- per is inside the ma- chine.	Remove the paper, as necessary. See p.52 "₩Clearing Misfeeds".
	The tray's side or end fence may not be set properly.	Check the side or end fence is set properly. See p.49 "Loading Cut Paper".
	You may have load- ed paper of a size not shown on the paper size selector.	When using paper of a size that cannot be de- tected automatically, use Tray Paper SizeSet- tings to set the paper size. See p.35 "Tray Paper Size" and p.70 "Copy Paper".
Originals jam fre- quently.	Originals are curled.	Smooth out any curls and try again.
You forgot your key operator code.	—	Contact your service representative.
Central vertical lines blur or bleed at 2.5 mm intervals.	The carriage roller's studs are pressing on the paper as it passes through.	Use [Adj. Print Positn.] to move the line incremen- tally left or right. Image moves left or right ac- cording to the number set. For details, see p.41 "Adj.Print Positn.".

Loading Paper

A CAUTION:

 Be careful when replacing the roll paper or removing misfed paper by following the operating instructions properly. Otherwise, an injury may result from the paper cutter inside.

∰Important

When removing paper rolls, lift the paper holders on either side of the paper roll before removing. Do not lift one side only. This could damage the machine.



Reference

For details about paper sizes and types that can be loaded, see p.70 "Copy Paper".

For details about changing the paper roll size, see p.56 "Changing the Paper Roll Size".

Loading Paper Roll



1. Open the paper roll tray. Hold both sides of the empty paper roll and remove it from the unit.

2. Raise the green lever on the paper holder (①). Remove the paper holder from the empty paper roll core (②).

🖉 Note

□ Remove both sides of the paper holder.















3. Set the paper holder in the new paper roll (①). Lower the lever (②).

🖉 Note

- Insert the paper holder firmly until it stops.
- $\hfill\square$ Set both sides of the paper holder.

4. Hold both sides of the paper holder. Set it in the roll holder.

5. Set the paper roll.

🖉 Note

□ The edge of the paper roll should be on the bottom.

6. Pass the paper edge under the rubber part of the roller.

7. Turn the paper feed knob in the direction of the arrows until the edge of the paper emerges.

8. Cut the edge of the paper by sliding the cutter knob from left to right, or from right to left (①). Remove the offcut (②).

9. Turn the paper feed knob 90 degrees forward.10. Close the paper roll tray.

🖉 Note

□ When you use the printer function, set the paper volume again after loading the paper roll. See p.41 "Paper Volume (printer mode)"

Loading Cut Paper











🖉 Note

1. Pull out the cut paper tray while lifting upward and out.

🖉 Note

Be sure to load paper after all the paper in the tray run out.

2. Hold both sides and lift the front of the tray, and then remove it from of the machine.

3. While pressing the release lever, open the side fence (①).

Note

- □ When changing the paper size, adjust the end fence to the paper size while pressing the release lever (②).
- 4. Load paper print face down.

🖉 Note

Load paper below the limit mark on the paper guide.

5. While pressing the release lever, adjust the side fence to the paper size.

6. Insert the cut paper tray into the machine, push slowly until it stops.

- If you push the cut paper tray forcefully, the tray's paper guide may become out of position.
- When you change the paper size, make Tray Paper Size setting under System Settings, see p.35 "Tray Paper Size".

Adding Toner

A 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.

A CAUTION:

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

∰Important

- □ Faults may occur if you use non-recommended toner.
- Replace toner while the machine is turned on. If you turn the machine off, your settings will be lost and you will not be able to resume copying.
- □ Always replace toner when the message appears.

🖉 Note

- □ When the indicators blink, replace the toner as soon as possible.
- □ If toner runs out, the message "▲Add toner" appears and you cannot make copies.

Reference

For details about toner storage, see p.60 "Toner".



1. Lift both main unit opening levers, and then open the main unit upward.

2. Open the main unit front cover.





3. Hold the toner cartridge at the edge of the right side, and then roll it in the direction of the arrow.











4. Hold the toner cartridge at the edge of the left side, and remove it from the machine.

5. Take out the new toner cartridge (①), and then shake it gently five or six times (②).

6. Insert the end of the toner cartridge into the toner holder on the left (①). Insert the toner cartridge into the right in the direction of the arrow (②).

🖉 Note

Do not rotate the cartridge until you remove the tape (next step).

7. Slowly remove the tape from the toner cartridge.

8. Rotate the toner cartridge in the direction of the arrow until it stops.

9. Close the main unit front cover and the main unit.

%Clearing Misfeeds

A CAUTION:

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

A CAUTION:

 Be careful when replacing the roll paper or removing misfed paper by following the operating instructions properly. Otherwise, an injury may result from the paper cutter inside.

∰Important

- Do not turn off the operation switch when removing jammed originals. If you do, your settings will be lost.
- Remove jammed originals completely, taking care not to tear them. If scraps of paper remain inside, originals will jam again and may cause damage to the machine.
- □ If the original misfeeds again, call your service representative immediately.
- 🖉 Note
- Paper jam locations may be displayed in more than one place at a time. If this happens, check all the locations indicated.
- □ Instructions for clearing paper jams in the copy output area and paper roll tray are contained in the stickers on the machine.



A2 is displayed



1. Open the paper roll tray, and then slowly pull up the edge of the jammed paper. Ø Note



2. Cut the edge of the paper roll by sliding the cutter knob right to left, or left to right (1), and then remove the offcut (2).

- Be sure to return the cutter knob to the right or left end of the cutter area.
- 3. Turn the paper feed knob 90 degrees forward.



4. If you cannot remove the jammed paper, rotate the paper in the direction of the arrow until the edge emerges.



5. Cut the edge of the paper using the cutter or scissors.



6. Rotate the paper roll until the edge of the paper is fed into the rubber part of the roller.

Note

Make sure the paper is not loose, and insert it straight into the roller.



7. Rotate the paper feed knob in the direction of the arrow until the edge of the paper roll emerges.



8. Cut the edge of the paper roll by sliding the cutter knob right to left, or left to right to (1), and then remove the offcut (2).



Be sure to return the cutter knob to the right or left end of the cutter area.



- 9. Turn the paper feed knob 90 degrees forward.
- 10. Close the paper roll tray.



Changing the Paper Roll Size

Preparation

Be sure to select the paper size with User Tools and the paper size selector. If you do not, misfeeds might occur. See p.35 "Tray Paper Size".

Change the left and right of the roll holder when you load different size paper rolls.

Important

□ Always follow the instructions below when adjusting the roll holder. Do not force the roll holder by pulling or sliding it strongly. This could damage it.

Removing the Roll Holder



1. Push the roll holder inwards, and then pull it upwards.

🖉 Note

□ The roll holder is attached with magnets and a hook.

Setting the Roll Holder



1. Insert the hook on the roll holder into the hole (①).

2. Hook on the outside and insert the hook into the hole (②).



Make sure the hooks are firmly in the holes.



Reference

p.47 "Loading Paper".

3. Check the paper size in the windows on the inside of the roll holder.



□ Make the same setting for both left and right sides.

5. Remarks

Dos and Don'ts

A 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.
- Do not touch areas on or around the fusing unit. These areas get hot.
- When you use this machine for a long time in a poorly ventilated confined space, you may detect an odd smell. To keep the workplace comfortable, we recommend good ventilation.
- The area around the ventilation holes might feel warm. This is caused by exhaust air and is not a malfunction.
- Do not turn off the operation switch while using each function. Make sure each function is finished first.
- Do not open the main unit cover, the paper roll tray, or the cut paper tray while copying. If you do, misfeeds might occur.
- Do not leave the main unit open more than 10 minutes, otherwise copy quality may deteriorate.
- If you do not use the machine for a long time, remove the paper from the paper roll tray, or the cut paper tray and place it in its storage bag.

- Condensation can lead to image deterioration. To prevent this, this machine has an anti-condensation function. Even when the main power switch is in the standby position, the anti-condensation heater is active, keeping the machine body slightly warm.
- The paper roll tray has the Antihumidity function. Even when the main power switch is in the standby position, the Anti-humidity heater is active if it is turned on.

Toner

Handling Toner

A 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.

A CAUTION:

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

Important

□ Faults may occur if you use non-recommended toner.

PReference

To add toner, see p.50 "LAdding Toner".

Toner Storage

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

Choose your machine's location carefully. Environmental conditions greatly affect its performance.

Optimum environmental conditions

A 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.

A CAUTION:

- If you use the machine in a confined space, make sure there is a continuous air turnover.
- Temperature: 10-30 °C (50-86 °F)
- Humidity: 15-90%
- A strong and level base.
- The machine must be level within 5 mm, 0.2 inches: both front to rear and left to right.
- To avoid possible buildup 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

- Areas exposed to direct sunlight or other sources of strong light (more than 1,500 lux).
- Areas directly exposed to cool air from an air conditioner or warm air from a heater. (Sudden temperature changes can cause condensation to form inside the machine.)
- Near machines generating 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

A 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

- Be careful when moving the machine. Take the following precautions:
 - Turn off the main power. See p.22 "Turning Off the Main Power".

- Unplug the power cord from the wall outlet. When you pull the plug out of the socket, grip the plug (not the cord) to avoid damaging the cord, thereby reducing the risk of fire and electric shock.
- Close all covers and trays, including the front cover and bypass tray.
- Move the machine carefully. If you do not, it could be damaged and stored files might be lost.
- Protect the machine from strong shocks. Impact can damage the hard disk and cause stored files to be lost. As a precautionary measure, files should be copied to another computer.

Power Connection

\land 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.

A 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.

A 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 standby position, the optional anti-condensation heaters are on. In an emergency, unplug the machine's power cord.
- When you unplug the power cord, the anti-condensation heaters go off.
- Make sure the plug is inserted firmly in the wall outlet.
- Voltage must not fluctuate by more than 10%.
- The wall outlet should be near the machine and be easily accessible.

Clearance Around the Machine

Place the machine near a power source, and provide the clearance as shown.



	Standard setting
Front	more than 100 cm (40")
Rear	more than 60 cm (23")
Left	more than 60 cm (23")
Right	more than 60 cm (23")

🖉 Note

□ For the required space when options are installed, please contact your service representative.

Maintaining Your Machine

If the exposure glass or platen plate are dirty, you will not be able to make clear copies. Clean them when they become dirty.

Cleaning the machine

Wipe the machine with a soft, dry cloth. If this does not remove the dirt, wipe the machine with a damp and tightly wrung cloth. If a damp cloth still does not remove the dirt, try using a mild detergent. Wipe the machine with a dry cloth to remove the moisture, after using a damp cloth.

∰Important

- Do not use chemical cleaner or organic solvent, such as thinner or benzene. If they get into the machine or melt plastic parts, a failure might occur.
- Do not clean parts other than those specified in this manual. Such parts should be cleaned by your service representative.

Cleaning inside the Original Cover

If you open the original cover, you can access the exposure glass and original feed mechanism.

1 Open the original cover while holding it on both sides.



Cleaning the exposure glass

• Wipe the exposure glass with a soft, dry cloth.



Cleaning the platen plate

• Wipe the platen plate with a soft, dry cloth.



Cleaning the original feed guide

• Wipe the original feed guides with a soft, dry cloth.



🖉 Note

□ If there is paper dust or fluff inside, remove it.

2 Close the original cover gently.



Cleaning the Main Unit

Clean off toner that may have collected on the imaging area.

1 Lift the main unit opening levers on either side and open the main unit.



∰Important

- Do not leave the main unit open more than 10 minutes, otherwise copy quality may deteriorate.
- **2** Wipe it with a soft, dry cloth.



3 Close the main unit cover gently.

6. Specifications

Main Unit

- Configuration: Desktop
- Photosensitivity type: OPC drum
- Copy process: Dry electrostatic transfer system
- Development: Dry two-component magnetic brush development system
- Fusing:

Heating roll pressure system

 Original scanning: Original feed image scanning over fixed contact image sensor

Original size (W × L):

- Metric version: $182 \times 140 \text{ mm} 914 \times 3600 \text{ mm}$
- Inch version: 7" × 5"-36" × 142"

Copy size (W × L):

- Metric version: Paper roll: 210 × 280 mm-914 × 3600 mm Bypass tray: 210 × 257 mm-914 × 2000 mm Cut paper: A3 □, B4 □, A4 □
- Inch version: E□ -A□ Paper roll: 8¹/₂" × 11" -36" × 142" Bypass tray: 8¹/₂" × 10"-36" × 78" Cut paper: 12" × 18"□, 11" × 17"□, 8¹/₂" × 14"□, 8¹/₂" × 13"□, 8¹/₂" × 11"□

Reproduction ratio:

 Metric version: Full-size: 100% Reduce: 25.0%, 35.4%, 50.0%, 70.7% Enlarge: 141.4%, 200.0%, 282.8%, 400.0% Zoom: 25.0-200.0% (0.1% increments) Zoom: 200.0-400.0% (0.2% increments)

- Inch version (Engineering): Full-size: 100% Reduce: 25.0%, 32.4%, 50.0%, 64.7% Enlarge: 129.4%, 200.0%, 258.8%, 400.0% Zoom: 25.0-200.0% (0.1% increments) Zoom: 200.0-400.0% (0.2% increments)
- Inch version (Architecture): Full-size: 100% Reduce: 25.0%, 33.3%, 50.0%, 66.7% Enlarge: 133.3%, 200.0%, 266.7%, 400.0% Zoom: 25.0-200.0% (0.1% increments) Zoom: 200.0-400.0% (0.2% increments)

Copying speed (full-size copying):

2 copies/minute (A0 \square), 4 copies/minute (A1 \square), 3.6 mm/minute (60 mm/second)

Original:

Sheet

 Warm-up time: Less than 2 minutes (23°C)

First copy time:

- Metric version: When upper tray is selected: 22 seconds (A1^D, paper roll tray), 34 seconds (A1^D, bypass tray)
- Inch version: When upper tray is selected: 22 seconds (DD, paper roll tray), 34 seconds (DD, bypass tray)

Maximum original size: 914 × 3600 mm, 36" × 141.7"

Non-reproduction area:

- Metric version:
 - Top: 8 mm
 - Bottom: 8 mm
 - Left and Right 2 ± 2 mm (less than 5 mm on either side)
- Inch version:
 - Top: 0.32"
 - Bottom: 0.32"
 - Left and Right 0.08" ± 0.08" (less than 0.20" on either side)

Continuous copying count: 20 copies

Copy paper feed method:

bypass tray

resolution: 600 dpi

Power source: 220-240 V, 50/60 Hz, 10 A or more

Dimensions (W×D×H):

 $1080 \times 637 \times 580$ mm, $43^{\prime\prime} \times 25^{\prime\prime} \times 23^{\prime\prime}$

Weight:

105 kg

Power consumption:

	Full system *1
Warm-up	1.4 kw
Stand-by (Anti-humidity heater = OFF)	0.03 kw
Stand -by (Anti-humidity heater = ON)	0.11 kw
Copying	1.5 kw
Maximum	1.5 kw

*1 Main unit with the Roll Feeder Type 240B, Paper Cassette Type 240, Hard Disk Drive Type 240, Stamp Board Type A, Interface PCB Type 240

Noise emission ^{*1}:

Sound Power Level:

Stand-by	Less than 43 dB (A)
Copying	Less than 68 dB (A)

Sound Pressure Level *2:

Stand-by	Less than 37 dB (A)
Copying	Less than 62 dB (A)

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

 $^{\ast 2}$ Measured at the position of the operator.

6

Options

Roll Feeder Type 240 A or 240 B

Paper sizes:

width: 210 - 910 mm, length: 150 m (diameter: 175 mm)

Paper widths:

Metric version

210 mm, 257 mm, 297 mm, 364 mm, 420 mm, 440 mm, 515 mm, 594 mm, 660 mm, 728 mm, 800 mm, 841 mm, 880 mm, 914 mm

• Inch version 8¹/₂", 9", 11", 12", 17", 18", 22", 24", 30", 34", 36"

Power consumption 90 W (supplied by main unit)

- Dimensions (W × D × H): 1080 × 720 × 700 mm, 43" × 28" × 27"
- ♦ Weight: Approx. 70 kg (Type 240 A), 72 kg (Type 240 B)

Paper Cassette Type 240

- ♦ Paper weight: 64 - 105 g/m².
- ◆ Paper sizes: A3 □, B4 □, A4 □, 12"×18" □, 11"×17" □, 8¹/₂"×14" □, 8¹/₂"×13" □, 8¹/₂"×13" □, 8¹/₂"
- Power consumption (Max): Approx. 20 W (supplied by main unit)
- Paper capacity:
 250 sheets
- ♦ Dimensions (W × D × H): 620 × 130 × 570 mm, 24" × 5" × 22"
- Weight: Approx. 6 kg

Table Type 240

Dimensions:

 $1080 \times 720 \times 700$ mm, $43^{\prime\prime} \times 28^{\prime\prime} \times 27^{\prime\prime}$

Weight:

Approx. 34 kg

Carrier Sheet

Allows you to load bent, folded, creased, thin, or pasted originals using this sheet.

Hard Disk Drive Type 240

Allows you to increase the copy functions, as in the following:

- Repeat Copy (longer than A0(E) □)
- Stamp (User Stamp, Repeat User Stamp)
- User Format Overlay

Stamp Board

Adds the print capability required for Background Numbering, Preset Stamp, User Stamp, Date Stamp, Repeat User Stamp , and Page Numbering.

Copy Paper

Recommended Size and Type

The following limitations apply to each paper roll tray and bypass tray.

Metric version

Where paper is placed	Paper type	Paper size	Number of sheets that can be placed
Paper roll tray (op- tional)	Plain paper 52.3 – 110 g/m ² (13.9 – 29.3 lb) Translucent paper Recycled paper Film	Paper roll Diameter: less than 175 mm Core: 75.7 mm – 77 mm Width: 210, 257, 297, 364, 420, 440, 515, 594, 660, 728, 800, 841, 880, 914 mm Roll length: less than 150 mm	-
Cut paper tray (op- tional)	Plain paper 52.3-110 g/m ² (13.9-29.3 lb) Recycled paper	A3, B4, A4	250 sheets
Bypass tray	Plain paper 52.3 – 110 g/m ² (13.9 – 29.3 lb) Translucent paper Film	A0 , A1 , A2 , A2 , A2 , A3 , A1 , A4 , B1 , B2 , A2 , B3 , A4 , B1 , B2 , A4 , B3 , B4 , B4 , B4 , B4 , B4 , B4 , B	1 sheet

Inch version

Where paper is placed	Paper type	Paper size	Number of sheets that can be placed
Paper roll tray (op- tional)	Plain paper 52.3 – 110 g/m ² (13.9 – 29.3 lb) Translucent paper (vellum) Film	Paper roll Diameter: 6.7" or less Internal diameter: 2.98" - 3.03" Width: 8 ¹ / ₂ ", 9", 11", 12", 17", 18", 22", 24", 34", 36" Roll length: 5.9" or less	-
Cut paper tray (op- tional)	Plain paper 52.3-110 g/m ² (13.9-29.3 lb) Recycled paper	$12" \times 18" \overline{D}, 11" \times 17" \overline{D}, \\ 8^{1}/_{2}" \times 14" \overline{D}, 8^{1}/_{2}" \times 13" \overline{D}, \\ 8^{1}/_{2}" \times 11" \overline{D}$	250 sheets
Bypass tray	Plain paper 52.3 - 110 g/m ² (13.9 - 29.3 lb) Translucent paper (vellum) Film	 Engineering E(34"×44") □, D(22"×34") □ □, C(17"×22") □ □, B(11"×17") □ □, A(8¹/₂"×11") □ Architecture E(36"×48") □, D(24"×36") □ □, C(18"×24") □ □, C(18"×24") □ □, A(9"×12") □ 	1 sheet

♣Important

□ Damp or curled paper may cause misfeeds.

🖉 Note

- □ When loading paper in the cut paper tray, place the copy side face down.
- □ When loading paper in the bypass tray, place the copy side face up.
- □ Use recommended paper.

Paper roll

- If humidity is high, and the paper roll has expanded due to moisture, be sure to cut off approximately 1000 mm (40"), before making copies.
- Use a paper roll that has a black core.
- When a paper roll of 90 g/m² (24 lb) or 110 g/m² (29.3 lb) paper is used and there is little paper left on the roll, copies may be faint near the leading and/or trailing edge, or an image may be doubled. To prevent this, set 3-5 mm (0.11"- 0.19") margins from the leading and trailing edges.

Notes on using translucent paper

Smooth out any curls in the paper before loading it. Load translucent paper lengthways when possible.

Hemmed paper

When using hemmed paper, wrinkles and other problems may occur on copies. Use the following procedure when copying onto hemmed paper:

- Copy from the bypass tray.
- Make sure the paper is straight, and align the paper guides of the bypass tray to the paper size.
- Load only one sheet at a time.
- Remove each copy from the output tray and place it on a flat surface.

🖉 Note

Due to the thickness of hemmed paper, copies may be faint, blurred, or wrinkled, and paper jams may occur. You may be able to prevent this by copying on the rear surface of the paper or feeding the bottom of the paper in first.

Unusable Paper

A CAUTION:

• Do not reuse stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. If you do, there is a danger of fire.

∰Important

□ To prevent faults, do not use any of the following kinds of paper:

- Thermal fax paper
- Art paper
- Aluminum foil
- Carbon paper
- Conductive paper
- OHP transparencies for colour copying
- Paper with perforated lines
- Do not use copy paper that has been already copied onto, or a failure could occur.

🖉 Note

□ To prevent misfeeds, do not use the following kinds of paper:

- Bent, folded, or creased paper
- Torn paper
- Slippery paper
- Perforated paper
- Rough paper
- Thin paper with little stiffness
- Paper with a dusty surface
- Adhesive labels
- OHP transparencies
- □ If you copy on to rough grain paper, the copy image might be blurred.
- When using non-recommended paper (especially chemically treated paper, hemmed paper, film), paper jams may occur, paper wrinkle, or copy image deteriorate.
- Do not use paper that has already been copied or printed on.
- Do not copy on both sides of paper.
- If you use paper roll hat is not marked with a black core, paper jams might occur when the paper ends.
- Do not use paper printed onto with an inkjet printer, as it may become entangled or jammed, which may damage the machine. In the worst event, this may cause fire, depending on paper and ink type combination.

Paper Storage

🖉 Note

□ When storing paper, the following precautions always should 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.
- □ Do not store paper vertically.
- □ In high temperature and humidity environments, store paper in vinyl bags.

Handling paper

Depending on the humidity of the storage environment, handle the paper as follows:

%	State of copies	Try this
High humidity	Part of the copy image is lost or a multi-sheet feed, or wrinkling oc- curs on both translucent (vellum) a- nd normal paper.	 Improve the environment where the copier is placed (e.g., install an air conditioner or dehumidifier). Remove paper from the copier immediately after copy- ing, and store it in a plastic bag.
	Part of the copy image is lost on b- oth translucent (vellum) and norm- al paper.	• If you are not using the copier for a long time, remove paper from the copier and store it in a plastic bag.
70 (Normal conditions) 40		 Store paper in a plastic bag when you have finished copying each day.
	Part of the copy image is lost on translucent paper (vellum).	• If you are not using the copier for a long time, remove translucent paper (vellum) from the copier and store it in a plastic bag.
	Part of the copy image is lost or a multi-sheet feed, or wrinkling oc- curs on both translucent (vellum) a- nd normal paper.	 Improve the environment where the copier is placed (e.g., install an air conditioner or humidifier). Remove paper from the copier immediately after copy- ing, and store it in a plastic bag.

🖉 Note

□ If humidity is above 70%, turn on the anti-humidity heater.

PReference

p.24 "Anti-humidity Heater Switch"

INDEX

A

Accessing user tools (System Settings), 31 Adding toner, 50 Adj.Print Positn., 41 Adj.Scan Position, 41 Adjust Cut Length, 33 Anti-humidity heater switch, 24 AOF (Always On), 44 Auto off mode, 7, 23 Auto Off Timer, 42 Auto Roll Switch., 38

С

Changing default settings, 31 Changing the paper roll size, 56 Cleaning inside the original cover, 63 Cleaning the main unit, 64 Clearance around the machine, 62 Clearing misfeeds, 52 Combined function operations, 25 Common key operations, 20 Control panel, 17 Copy Count Displ., 40 Copy paper, 70 Counter, 9 Counter, 9

D

Date, 43 Display, 19 Display and key operations, 19 Display Contrast, 40 Do's and don'ts, 59

Е

Energy Saver, 42 Energy saver mode, 23 ENERGY STAR program, 7 Exiting user tools, 32

F

Feed Start Method, 40 Fine Ratio *Copier*, 39 Fusing Adjustment, 33

G

General Features, 29, 33 Guide to components, 11

Н

Handling paper, 74

I

If your machine does not operate as you want, 45 Interrupting other functions to use copier functions, 26

Κ

Key Operator Code, 43 Key Op. Tools, 30, 43

L

Loading cut paper, 49 paper roll, 47 Low power mode, 7, 23

Μ

Machine environment, 61 environments to avoid, 61 optimum environmental conditions, 61
Main power switch, 21
Maintaining your machine, 63
Main unit, 65
Manuals for this machine, i
Moving, 61

Ν

Names of major options, 2

0

Operation switch, 21 Optional HDD, 44 Options, 14, 68 Orig. Edge Hold, 37 Orig. Feed Delay1, 38 Orig. Feed Delay2, 38 Orig. Size Detect, 34 Other options, 15 Output Tray, 38

Ρ

Panel Off Timer, 42 Panel Tone, 40 Paper storage, 73 Paper Volume, 41 Positions of AWARNING and ACAUTION labels, 5 Power connection, 62 Print Image Prior, 41

R

Recommended size and type, 70 hemmed paper, 72 notes on using translucent paper, 72 paper roll, 71 Removing the roll holder, 56

S

Safety information, 3 Saving energy, 23 Settings you can change with user tools, 33 Setting the roll holder, 56 Switching between functions, 25 Switching to *copier mode*, 26 *printer mode*, 27 *scanner mode*, 28 Symbols, 1 System Auto Reset, 42 System reset, 25

Т

Terms, 2 Time, 43 Timer Settings, 30, 42 Toner, 60 handling toner, 60 toner storage, 60 used toner, 60 Total counter, 9 Tray Paper Size, 35 Tray Paper Type, 37 Tray Prob.Setting, 44 Trays, 14 Turning off the main power, 22 the power, 22 Turning on the main power, 21 the power, 22

U

Unusable paper, 72 User Code Manage., 43 User tools menu (System Settings), 29 Using the machine *as a Copier*, 26 *as a printer*, 27 *as a scanner*, 28

W

Warm Up Notice, 40 What you can do with this machine, ii Where to put your machine, 61 MEMO

MEMO

CE

Declaration of Conformity

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

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

means POWER ON.

() means STAND BY.

In accordance with IEC 60417, this machine uses the following symbols for the anti-humidity heater switch:

means POWER ON.

O means POWER OFF.



RICOH COMPANY, LTD. 15-5, Minami Aoyama 1-chome,

Minato-ku, Tokyo 107-8544, Japan Phone: +81-3-3479-3111

Overseas Affiliates

U.S.A.

RICOH CORPORATION 5 Dedrick Place West Caldwell, New Jersey 07006 Phone: +1-973-882-2000

The Netherlands

RICOH EUROPE B.V. Groenelaan 3, 1186 AA, Amstelveen Phone: +31-(0)20-5474111

United Kingdom

RICOH UK LTD. Ricoh House, 1 Plane Tree Crescent, Feltham, Middlesex, TW13 7HG Phone: +44-(0)20-8261-4000

Germany

RICOH DEUTSCHLAND GmbH Mergenthalerallee 38-40, 65760 Eschborn Phone: +49-(0)6196-9060

France

RICOH FRANCE S.A. 383, Avenue du Général de Gaulle BP 307-92143 Clamart Cedex Phone: +33-(0)-821-01-74-26

Spain

RÌCOH ESPAÑA S.A. Avda. Litoral Mar, 12-14, Blue Building, Marina Village, 08005 Barcelona Phone: +34-(0)93-295-7600

Italy

RICOH ITALIA SpA Via della Metallurgia 12, 37139 Verona Phone: +39-045-8181500

China

RICOH CHINA CO.,LTD. 29/F., Lippo Plaza, No.222 Huai Hai Zhong Road, Lu Wan District, Shanghai P.C.:200021 Phone: +86-21-5396-6888

Singapore

RICOH ASIA PACIFIC PTE.LTD. 260 Orchard Road, #15-01/02 The Heeren, Singapore 238855 Phone: +65-6830-5888

Printed in The Netherlands GB (GB) B125-6500