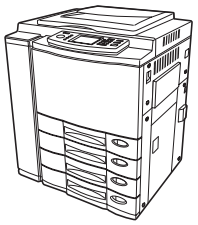
*SDC**531***
*CS331*
*LC031*
Aficio Color™ 3131

# OPERATOR'S MANUAL
# FOR COPYING FUNCTIONS




1 Before making copies
2 How to make copies
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6 Using the special functions
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8 Network scanning function (Using the optional printer controller)
9 When the graphic symbols flash on the touch panel
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11 Specifications & Options


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.

**FCC NOTICE**

This equipment has been tested and found to comply with limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

**WARNING:** Changes or modification made to this equipment, not expressly approved by the supplier or parties authorized by the supplier could void the user's authority to operate the equipment.

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

Cet appareil numérique dela classe A est conforme à la norme NMB-003 du Canada.

**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.

**Laser Safety:**

This machine is considered a CDRH Class 1 laser device, safe for office/EDP use. The machine contains 4 AIGaInp laser diodes, 30-milliwatt, 680-690 nanometer wavelength for each emitter. 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.

**Caution:**

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

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**

115V, 60Hz, 16A or more
Please be sure to connect the power cord to a power source as above. For details about power source, see Installation.

**Trademarks:**

Fiery is a trademark registered in the U.S. Patent and Trademark Office.
Fiery Remote Scan, Command WorkStation are trademarks of Electronics For Imaging, Inc.

# OUR QUALITY IS SECOND TO NONE

## Supplies / Parts

**Dependability**
Genuine supplies from the supplier are subjected to the strictest of inspections so that every supply you receive will perform at optimal levels.

**High Productivity**
Genuine supplies from the supplier are created to meet the demands of our competitive world and provide high-speed reliable trouble-free copies when you need them.

**Stable Image Quality**
Genuine supplies from the supplier are designed to provide consistently stable image output.

**Copier Kind**
Genuine supplies from the supplier are designed to keep the copier and all its parts in trouble-free working order. Reduction of machine wear is due to the supplier's intimate knowledge of the copier's characteristics ensuring the highest standard of care.

**Machine Balance**
From the beginning supplies and machines were made for each other. Whenever the supplier designs a new machine, it also designs a new toner that is made just for that machine. By using genuine supplies with copiers from the supplier, you are guaranteed optimum performance.

## Toner

**Optimum Image Quality**
Genuine toner from the supplier is manufactured using ultra-fine quality materials under precisely controlled conditions to ensure that your copiers will continually generate sharp high-quality images.

**Cost Advantage**
Genuine toner from the supplier provides value. Only the proper amount of toner is used during the reproduction process there by enabling the machine to continue to operate until all the toner has been used. In this way you get the full value from each cartridge used.

**Environmental Harmony**
Genuine toner from the supplier is manufactured with the environment in mind. To care for Mother Earth, we use embossed or plastic labels making our toner fully recyclable. In addition, harmful dust and ozone levels have been reduced to improve the working environment.

**User Friendly**
Genuine toner from the supplier is people-friendly. Before approving our toner for sale, we test them to be sure that they pass the strictest of health standards. This takes the worry out of handling the toner.

## General

**ISO 9000 and ISO 14000**
Our toner plants are ISO 9001 and ISO 14001 certified.
Our toner is of the highest quality and are environmental friendly.

**Service and Support Benefits**
Our Service engineers are certified to keep your copier performing at optimum levels. To ensure continuous image quality, utilize an authorized Service provider to care for and perform periodical maintenance on your copier.

# PREFACE

Thank you for purchasing the Digital Color Copier SDC531/CS331/LC031/Aficio Color 3131. This Operator's Manual describes the following:

- how to use the digital color copier
- how to inspect and carry out maintenance on the digital copier
- how to remedy mechanical and copying problems

The Color Guidebook in color, which comes in a separate volume explains copy density adjustment, color adjustment, copy editing, image editing and image processing in a way that is easy for you to understand.
Before using the digital color copier, thoroughly read and understand this Operator's Manual. To ensure that clean copies are made at all times and to keep your digital color copier in optimum working order, this Operator's Manual should be readily available for future reference.

When the digital color copier is used as a printer or scanner, be sure to read the Operator's Manual for the Printer Controller (User Document CD-ROM).

■ To ensure correct and safe use of this machine, this Operator's Manual describes safety precautions according to the following three levels of warning:

Before reading this Operator's Manual, you should fully understand the meaning and importance of these signal words.

Warning .. Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, or serious damage, or fire in the equipment or surrounding assets.
Caution ... Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage of the equipment or surrounding assets, or loss of data.
Note ..... Indicates a procedure you should follow to ensure the optimal performance of the digital color copier and problem-free copying.

Tip ..... Describes handy information that is useful to know when operating the digital color copier.
Advice .... Describes an operation you should follow to keep the digital color copier in good working order.

**User Safety**
This digital color plain paper copier does not produce laser radiation hazardous to the user. It is certified as a Class 1 laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968.

Protective housing and external covers completely confine the laser light emitted inside the plain paper copier. The laser beam cannot escape from the machine during any phase of user operation.

Regulations implemented on August 2, 1976 by the Bureau of Radiological Health (BRH) of the U.S. Food and Drug Administration apply to laser products manufactured from August 1, 1976. Laser products marketed in the United States must comply with these regulations.

**CAUTION:** Using controls or adjustments or performing procedures, other than those specified herein may result in hazardous radiation exposure.

## Features

This is a digital color copier employing a 4-step tandem copy process, which is capable of high-speed full-color copying. It incorporates a display with a touch panel and menu keys that graphically represent copier functions. As a result, anybody can make clear-looking copies quickly and easily.
This machine also has the following convenient features, functions and options.

- The full-color copying speed is 31 copies (LT) per minute.
- The resolution of both scanning and reading realizes a high-quality full-color image with 600 dpi and 256 shades of gradation for each color by the proprietary 4 beam laser unit.
- The 9.5 seconds for the first copy output marks the fastest speed among copiers of a similar class. You can make copies pleasantly in no time.
- The warm-up time is drastically shortened to approximately 4 minutes.
- Electronic sorting improves both color and black-and-white copying productivity.
- OHP film feeding is available from the drawer.
- Comes with rich editing functions such as trimming, masking and image repeat.
- Loading the page memory and hard disk as standard equipment enables 2 in 1 / 4 in 1, electronic sorting and magazine sorting, etc.
- A fixing system with less oil reduces the amount of oil stuck to the paper and consequently produces OHP-film copies of good permeability.
- Just by simply replacing the cartridge, you can add toner and you do not soil your hands. Since the paper is fed in straight, any paper jams can be cleared easily.
- A wide variety of media from thin paper (17lb.) to thick paper (104lb.cover), sticker labels, OHP films, etc. is acceptable.
- A wide range of paper sizes from ST-R to Full Bleed (12”x18”) is acceptable.
- The image quality technology offers up to 999 successive stable copy images.
- Installing an optional finisher offers quick sorting such as stapling, magazine sorting and hole punching (optional) of copies automatically.
- Installing a finisher with an optional saddle stitching function attached allows you to select the saddle stitching mode which will automatically staple the center of the document just like a book.
- Two types of controllers (optional) can be connected to the copier externally or internally in order to make printers and scanners available.
- Comes with the ‘energy saving mode’ which can lower the fuser temperature to save the power consumption while the copier is not being used. The ‘off-mode’ will automatically turn the copier off when it is not used for a specified period of time, and the ‘sleep mode’ can maintain the minimum power consumption when the optional printer is in use (waiting) while the copier is not being used.

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# PRECAUTIONS

## 1. Installation

**1** **This machine should be installed by a qualified service technician.**

**Note:** The packing material should be disposed of properly.

**2** **To obtain the best possible results, this copier should be used in conjunction with a dedicated AC power line at the following ratings.**

115V–60Hz, 16A

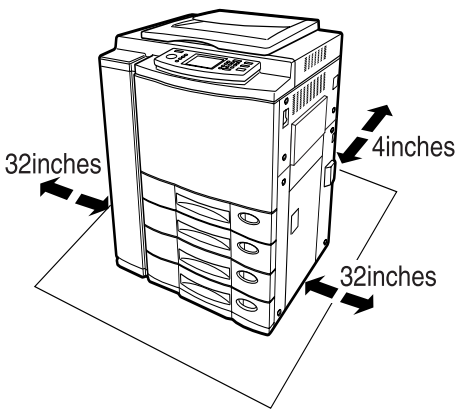
**Notes:**

1. The use of other appliances or other equipment on the same line as this copier may adversely affect performance and copy quality.
2. Be sure to use a 3-conductor, grounded wall outlet.
3. In areas where a 2-pin plug is used, the copier must be grounded for safety.
   Never ground it to a gas pipe, a water pipe, or any other object not suitable for grounding.

**3** **After a suitable place has been selected for the installation of this machine, please do not change it. Avoid excessive heat, dust, vibration and direct sunlight. Also, provide proper ventilation as the copier emits a small amount of ozone.**

**Notes:**

1. The recommended environmental range for use is as follows:
   • Temperature: 10~30°C/50~86°F
   • Humidity: 20~85% RH
2. To insure optimal operation, allow clearances of at least 32” on the left, 32” on the right and 4” in the rear (refer to the illustration below).




**The socket outlet should be installed near the equipment and be easily accessible.**

## 2. General Precautions

**1** **Handle and use the copier gently and carefully.**

- Do not place anything on the paper drawers or the original feeding tray.
- Never allow the power cable to be trampled on or pinched between hard objects, otherwise an accident or electrical trouble might occur.
- Do not allow any metal items such as paper clips to fall into the copier.

**2** **Be sure to turn OFF the power switch (unless using the weekly timer mode):**

- When you leave your office at night.
- If a power failure occurs.

**Caution: When turning OFF the power switch, be sure to do so only after the machine cycling has come to a complete stop.**

**Be sure to disconnect the power-cord plug:**

- When you do not intend to use the copier for an extended period of time.

**Be sure to turn OFF the power switch immediately and call for service:**

- If an unusual noise is heard from the copier.
- If the outside of the copier becomes unusually hot.
- If any part of this copier is damaged, or if it has been dropped.
- If the copier has been exposed to rain or liquid.

**3** **It is recommended that only supplies made or designated by the supplier be used for this machine in order to optimize copy quality. All supplies should be stored in a cool, dry area.**

For optimum performance, it is recommended that 21lb. xerographic bond paper of high quality be used.
Paper of lower quality may contain inherent properties such as excess paper dust and may lead to premature servicing.

**4** **Do not apply force or place heavy objects (8.83lb. or more) on the original glass. Breaking the glass may cause personal injury.**

**5** **Do not place heavy objects on the copier. They may fall and injure you.**

**6** **ALWAYS keep the plug and outlet clean. Prevent them from accumulating dust and dirt. This could cause a fire and give you an electric shock due to the heat released by electric leakage.**

**7** **Be very careful to treat the touch panel gently and never hit it. Breaking the surface could cause malfunctions.**

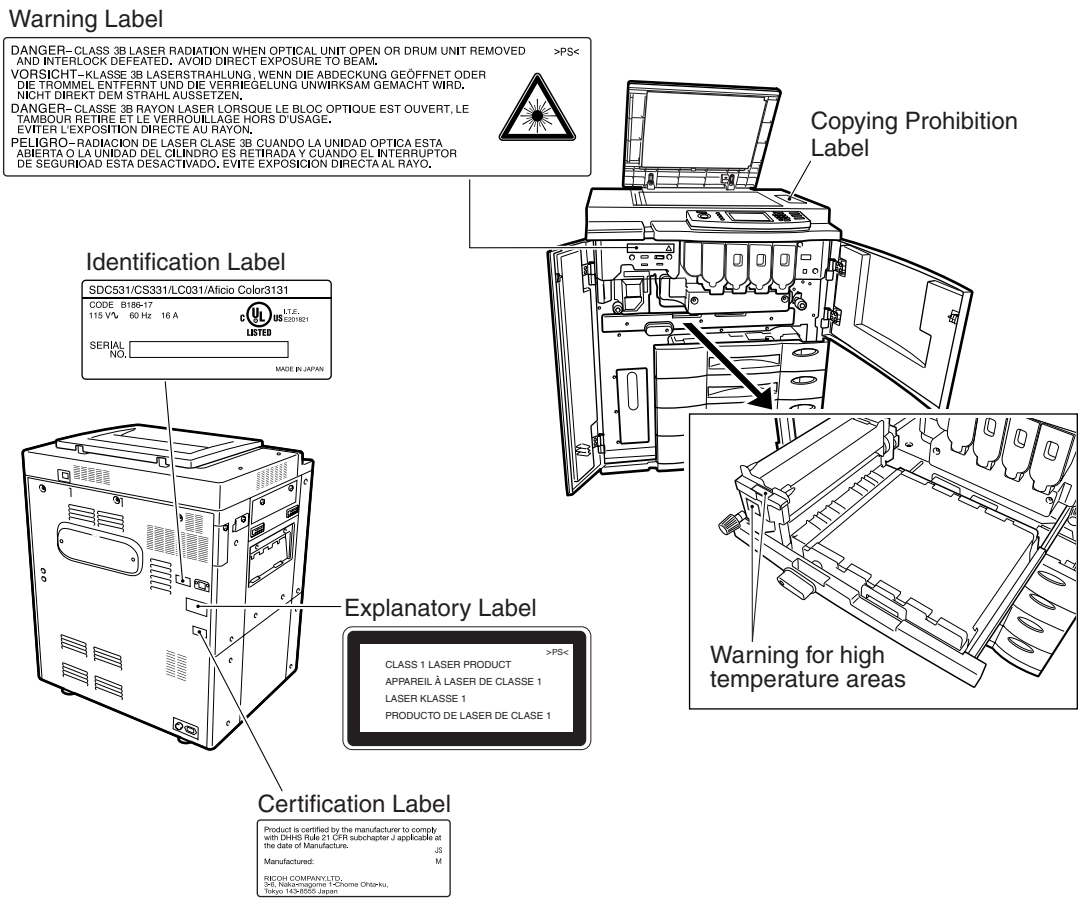
**8** **NEVER attempt to repair, disassemble or modify the equipment by yourself. You could cause a fire or get an electric shock.**

**ALWAYS contact your Service representative for maintenance or repair of the internal parts of the equipment.**

**WARNING:** DO NOT LEAN ON, APPLY FORCE OR PLACE HEAVY OBJECTS ON THE FINISHER. PERSONAL INJURY OR PROPERTY DAMAGE MAY RESULT.

Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur.

## 2. General Precautions (Cont.)



## 3. 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 bottle in accordance with the local regulations
- Connect the machine only to the power source described on the inside front cover of this manual.
- 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.
- 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.
- Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur.

**CAUTION:**

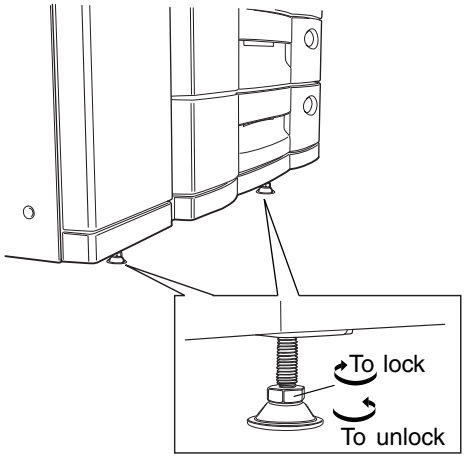
- Protect the machine from dampness or wet weather, such as rain and snow.
- Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.
- Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.
- If you use the machine in a confined space, make sure there is a continuous air turnover.
- 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 ”hot surface”. Otherwise, an injury might occur.
- The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper
- Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or machine failure.

## ● Fixing the adjusters (stoppers)

There are two adjusters (stoppers) located in the front bottom part of the copier. After moving/installing the copier, be sure to turn the adjusters clockwise to fix them firmly on the ground.

*To unlock the adjusters when moving the copier, turn them counterclockwise.

If the copier is not steady, it may fall over and result in personal injury.



# DISCLAIMER NOTICE

The following notice sets out the exclusions and limitations of liability of the supplier (including its employees, agents and sub-contractors) to any purchaser or user ('User') of this machine, including its accessories, options and bundled software ('Product')

1. The exclusions and limitations of liability referred to in this notice shall be effective to the fullest extent permissible at law. For the avoidance of doubt, nothing in this notice shall be taken to exclude or limit the supplier's liability for death or personal injury caused by the supplier's negligence or the supplier's fraudulent misrepresentation.

2. All warranties, conditions and other terms implied by law are, to the fullest extent permitted by law, excluded and no such implied warranties are given or apply in relation to the Products.

3. The supplier shall not be liable for any loss, cost, expense, claim or damage whatsoever caused by any of the following:
   (a) use or handling of the Product otherwise than in accordance with the manuals, including but not limited to Operator's Manual, Users' Guide, and/or incorrect or careless handling or use of the Product;
   (b) any cause which prevents the Product from operating or functioning correctly which arises from or is attributable to either acts, omissions, events or accidents beyond the reasonable control of the supplier including without limitation acts of God, war, riot, civil commotion, malicious or deliberate damage, fire, flood, or storm, natural calamity, earthquakes, abnormal voltage or other disasters;
   (c) additions, modifications, disassembly, transportation, or repairs by any person other than service technicians authorized by the supplier; or
   (d) use of paper, supplies or parts other than those recommended by the supplier.

4. Subject to paragraph 1, the supplier shall not be liable to Customer for:
   (a) loss of profits; loss of sales or turnover; loss of or damage to reputation; loss of production; loss of anticipated savings; loss of goodwill or business opportunities; loss of customers; loss of, or loss of use of, any software or data; loss under or in relation to any contract; or
   (b) any special, incidental, consequential or indirect loss or damage, costs, expenses, financial loss or claims for consequential compensation;

   whatsoever and howsoever caused which arise out of or in connection with the Product or the use or handling of the Product even if the supplier is advised of the possibility of such damages.

   The supplier shall not be liable for any loss, cost, expense, claim or damage caused by any inability to use (including, but not limited to failure, malfunction, hang-up, virus infection or other problems) which arises from use of the Product with hardware, goods or software which the supplier has not directly or indirectly supplied.

## FORGERY PREVENTION FUNCTION

This copier has a forgery prevention function.

Please ensure that your digital full-color copier is not used for making copies of prohibited items.

Copying the following items is normally prohibited by local law:

Bank bills, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

## STORAGE OF COLOR COPIES

(1) The copies should be kept in a place which is not exposed to light to prevent fading when they are stored for a long time.

(2) If copies are kept pressed between plastics made of chloroethylene for a long time, the toner may melt and stick to the plastic due to high pressure and high temperature. Keep them in polyethylene binders.

(3) When a color copy is folded, the toner at the fold can become separated.

(4) The toner on the copies may melt if it touches solvent. If the ink on the copies has not completely dried, the toner may also melt. Keep copies away from solvent.

(5) When copies are kept near an extremely high temperature such as a heater, the toner may melt. Keep them at room temperature and do not allow this to vary very much.

# 1. BEFORE MAKING COPIES



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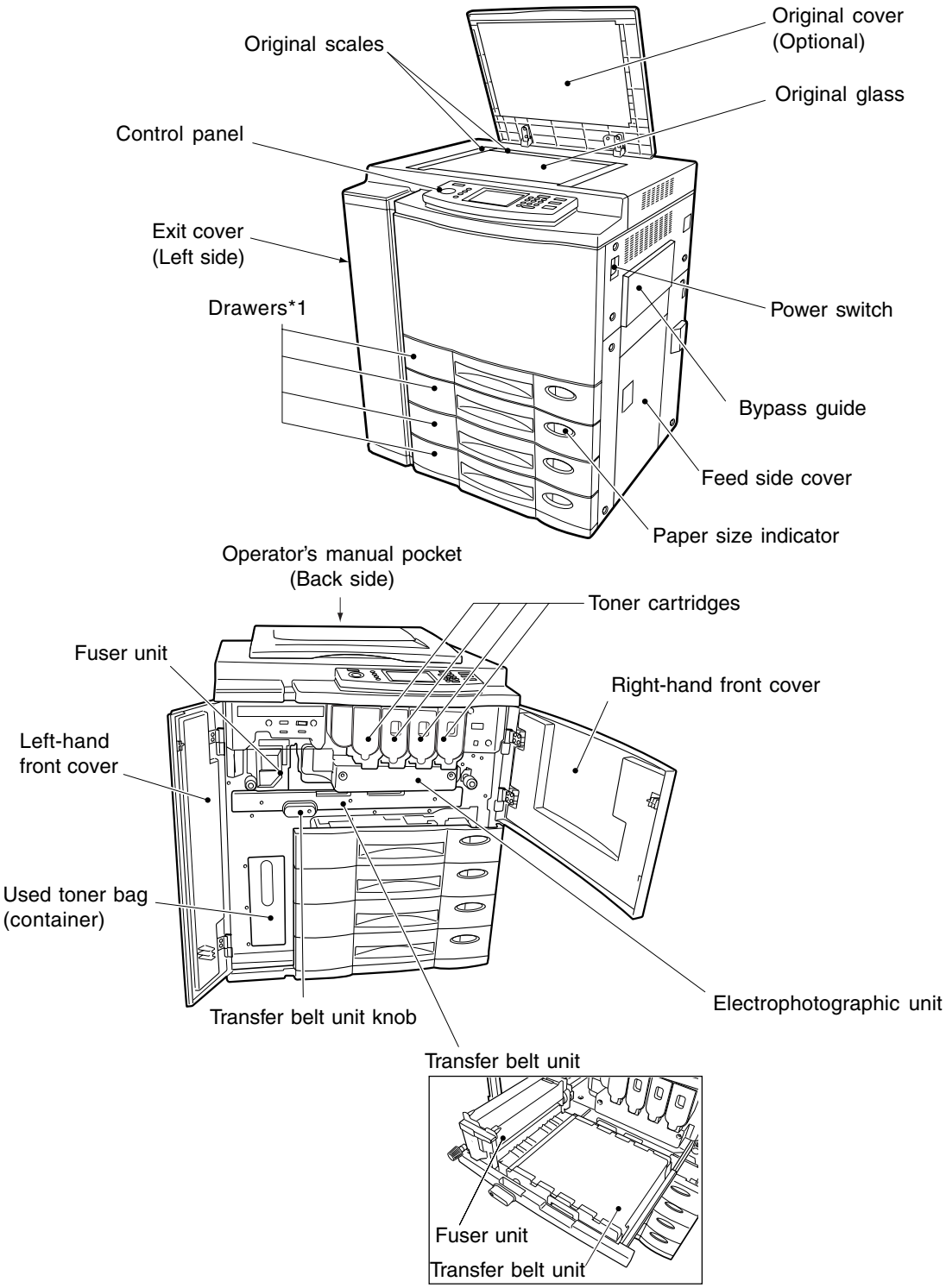
## Main Components




*1..... 2 drawers are standard equipment. When the automatic duplexer (optional) is installed in the uppermost drawer, the 2nd to the 4th drawers are for paper feeding (the 4th is an option).

## Optional Equipment

① **Reversing Automatic Document Feeder**
Automatically feeds a placed stack of originals one by one to have them copied.

② **Automatic Duplexer**
This reverses the copies in order to make duplex copies.

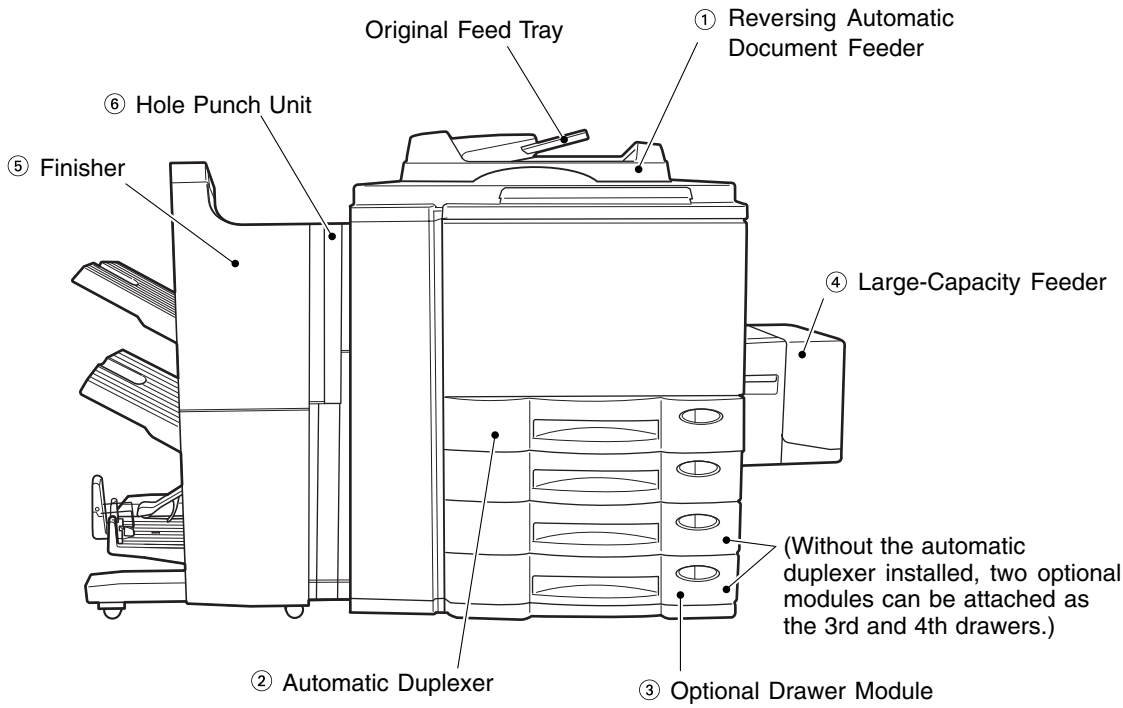
③ **Optional Drawer Modules**
One optional module cannot be attached when the automatic duplexer (optional) is installed.

④ **Large-Capacity Feeder**
Feeds up to 1500 sheets of LT-sized paper (21lb.) continuously.

⑤ **Finisher**
Enables the use of the hole punching (available when the optional hole punch unit is installed) and saddle stitching modes (SR940 only) in addition to the sort, group and stapling modes.

⑥ **Hole Punch Unit**
Makes punch holes on copies.

### Optional Equipment Configuration



## Control Panel

① **TIMER lamp**
TIMER lamp lights when the timer is being used.

② **HELP key**
When this key is pressed, the appropriate operation procedures are displayed.

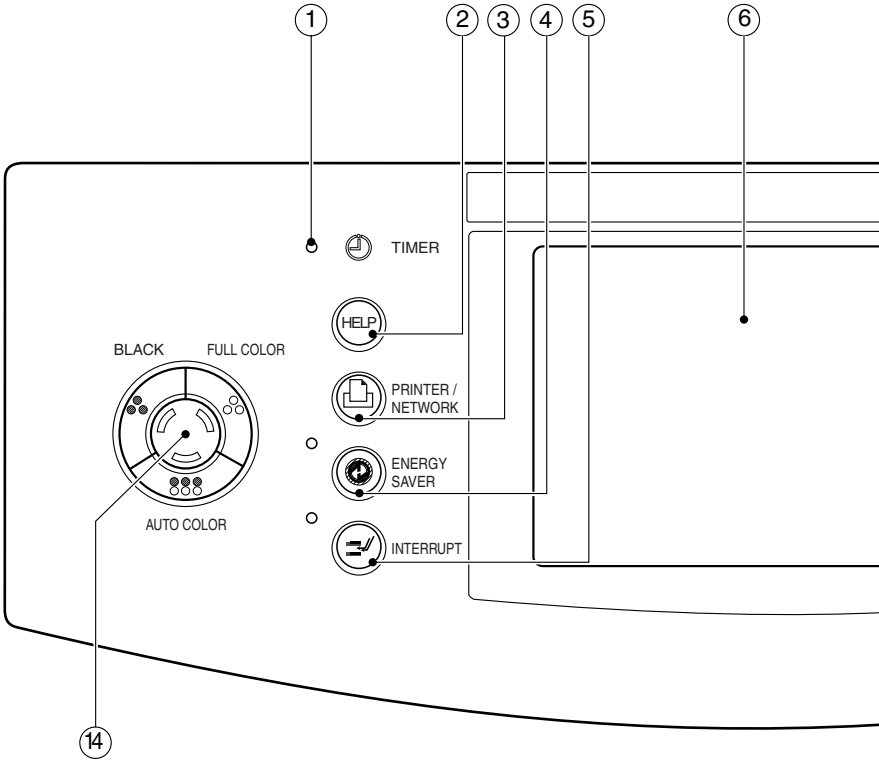
③ **PRINTER/NETWORK key**
If you have a printing and scanning option (printer controller) installed, press this key to switch between the printer/scanner function and copier function.
* PRINT key ► Page 1-5 (right bottom)

④ **ENERGY SAVER key**
When you are not going to use the copier for a while, press this key, which automatically turns off all display lamps. To resume copying, press this key again. If you press this key when the optional printer controller is installed, the power supply to the printer board is not cut off, which allows automatic return of the device when it receives printer data.

⑤ **INTERRUPT key**
While copying is already in progress, press this key when you want to make copies of different originals. During interrupt copying, copies can be made only one by one. Pressing the key again will return you to the previous copy job.

⑥ **Touch panel**
Displays the copier conditions, operating procedures, and various instructions and information to the user in text and illustrations.

⑦ **COLOR SAMPLE SEAL**
This seal shows samples of the monocolor mode.



⑧ **ACCESS CODE key**

Press this key to administer the users of the copier by the access code. Press this key again when you finish making copies so that the next person must enter his/her own access code to make the copier available again. ► Page 1-9

⑨ **//FUNCTION CLEAR key**

When this key is pressed, all selected copy modes are cleared to default settings. ► Page 2-2

* Automatic Function Clear ► Right bottom of this page

⑩ **STOP key**

Use this key to stop an ongoing scan and copy operation. ► Page 2-18

⑪ **START key**

Press this key to start copying.

⑫ **Digital keys**

Use these keys to enter the number of copies you want to make and so on.

⑬ **C CLEAR key**

Use this key to correct numbers entered with the digital keys such as an incorrect copy quantity.

⑭ **COLOR MODE SELECTION key**

AUTO COLOR

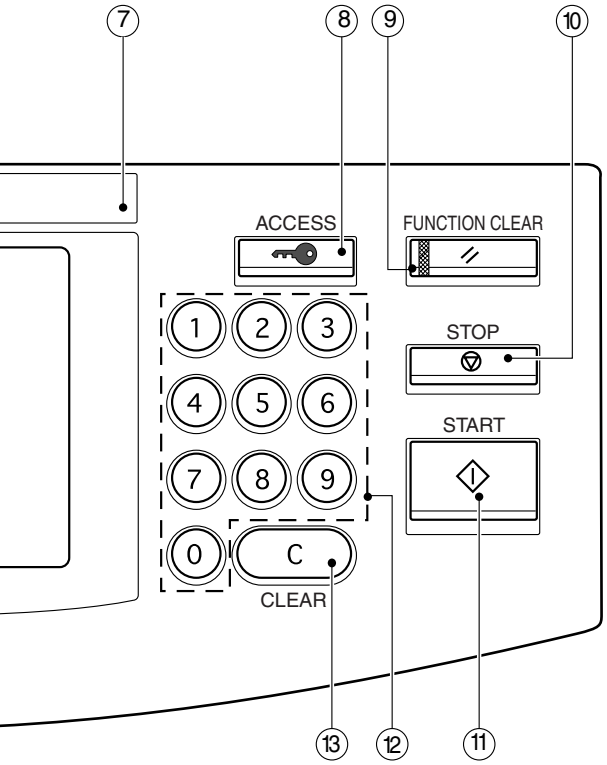
The type of original is automatically recognized. Colored originals are color-copied and black and white originals are copied in black and white.

FULL COLOR

Regardless of color, all originals are color-copied.

BLACK

Regardless of color, all originals are copied in black and white.




**PRINT key**

If you press the PRINTER/NETWORK key when the optional printer controller is installed, the PRINT key is displayed on the touch panel(► Page 8-4). Press this key if you want to start printing immediately after copying has been finished. (If it is not pressed, printing automatically starts in 45 seconds.)

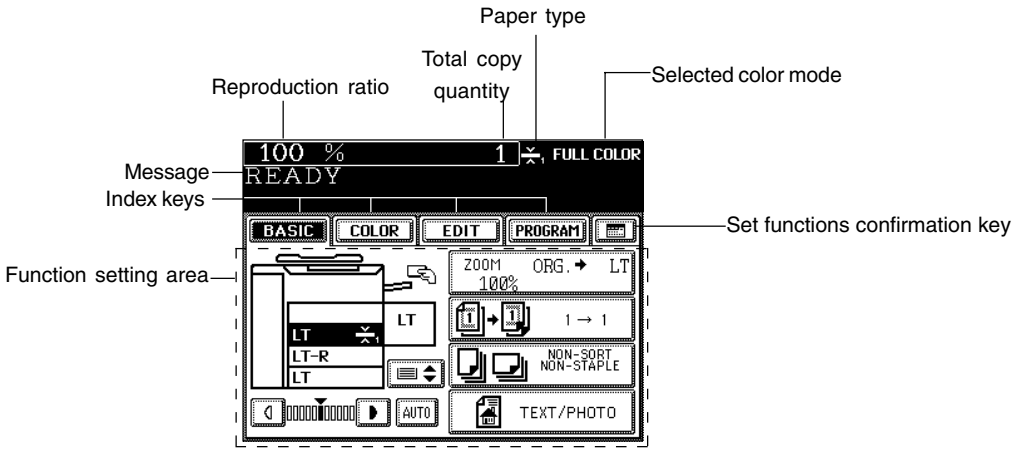
**Automatic Function Clear**

Even if you do not press the //FUNCTION CLEAR key, within the specified period of time after copying is finished or after the last key is pressed in a copy procedure, the automatic function clear mode will work to clear all settings to defaults, and the basic screen will be displayed. While the department management function is being operated, the display returns to the access code input screen. ► Page 1-9

## Touch Panel



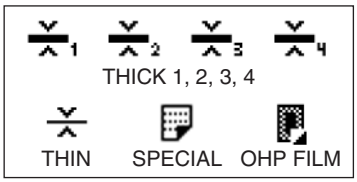
When the power is turned on, the following basic screen is shown on the touch panel. (If each department is controlled by an access code, a different screen is displayed. ► Page 1-9)
On the screen, currently set functions, selected functions and the copier status are shown using messages and illustrations.
* The contents of the touch panel screens in this manual show a copier equipped with a complete range of options.




### Message Display

The following information is shown on the touch panel:
Copier status, operational instructions, cautionary messages, reproduction ratios, total copy quantity, paper type and color modes.

- **Paper type**
  If THIN, THICK1 paper or OHP films are set in the drawer (► Page 2-7), or any special sheets are set on the sheet bypass (► Page 6-11), the selected paper type is displayed on the top right of the screen.



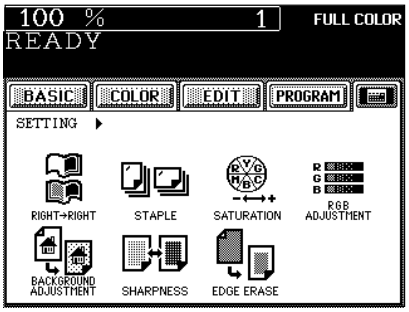

### Touch-keys

The various function items are touch-key selectable. Press any key lightly with your finger.

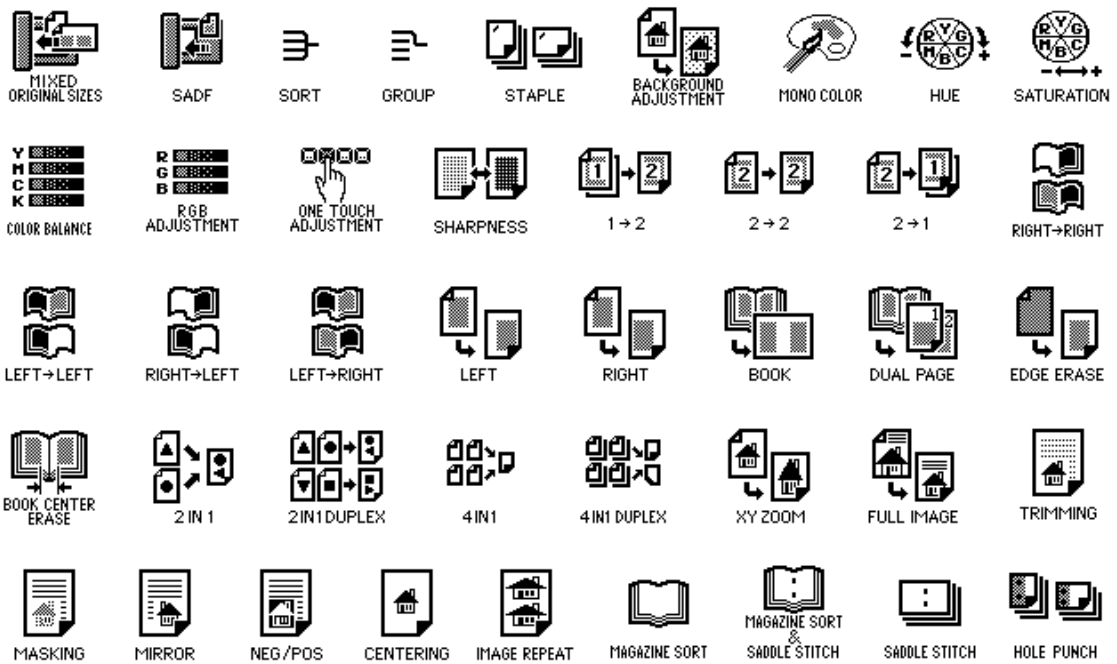
- **Index keys**
  Used for switching between the Basic, Color, Editing and Program menu.
- **Function setting area**
  This is where you select or set various functions.

- **Set functions confirmation key**

  This key allows you to confirm the functions that have been set. (The display shown on the right is an example.)

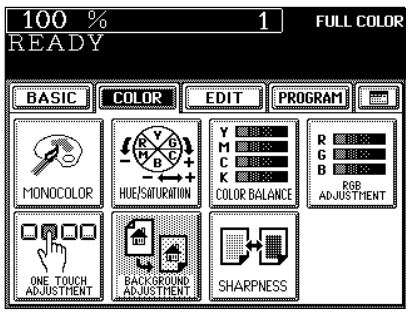



The icons displayed on the screen are as follows (some icons may not appear on the screen):




## Clearing the Functions Selected

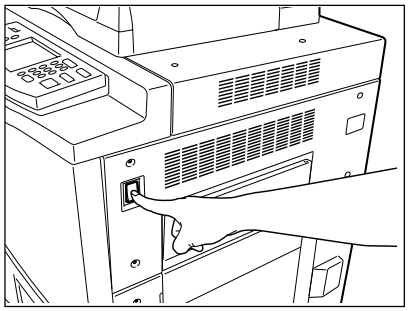
If you press any key that is half-tone shaded, the function selected is cleared. Also, if the copier is left inactive for approx. 45 seconds, the automatic function clear (► Page 1-5) works and the settings will be cleared.



**1** **Turn ON the power switch.**

- This message appears on the message panel of the Basic Screen:

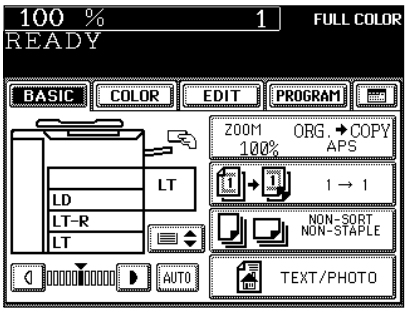
| |
|---|
| Wait Warming Up |



**2** **About 4 minutes later, the copier will become ready for copying.**

- This message appears on the message panel:

| |
|---|
| READY |




**Tip**

While the copier is warming up, you can use the Auto Job Start function. ► Page 2-14

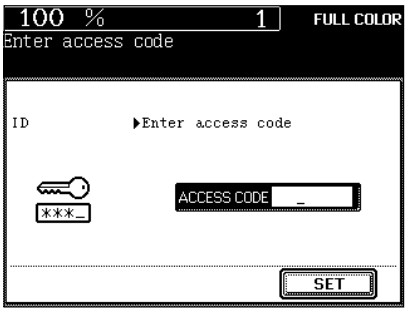
## Controlling the Use of the Copier with Access Codes



With the use of access codes, you can restrict copier users as well as manage copy volumes made by individual groups or departments of your company.
* Registering, changing and deleting an access code ► Page 6-25

**1** **When the department management function is in use, the screen shown on the right appears immediately after the power switch is turned on.**

- The same screen is displayed when the (ACCESS CODE key) ACCESS CODE key is pressed or the automatic function clear mode is activated.




**2** **Key in a registered access code (5-digit).**

- The copier will be ready for copying.

**Tip**

If the following message remains displayed,

| Enter access code |
|---|

the access code you have entered may be incorrect. Key in the correct code.

### After Copying is Finished

If the department control function is in use, be sure to press the (ACCESS CODE key) ACCESS CODE key on the control panel after finishing copying. The display returns to the access code input screen and the department management function will remain active.

## Off-mode (Base model)

The power switch of the copier automatically shuts off when the copier is not being used for a certain period of time. The default setting is “OFF”, however, the period of time until the switch is turned OFF is selectable between 3 and 240 minutes on the “AUTO SHUTOFF” menu.
Setting the off-mode ► Page 6-34

## Sleep mode (When the copier is used also as a printer)

This function allows the copier automatically to cut off the unnecessary electricity to the fuser unit when the copier is not being used for a certain period of time and to stand by with the minimum power consumption. The default setting is “OFF”, however, the period of time until the copier goes into the sleep mode is selectable between 3 and 240 minutes on the “AUTO SHUTOFF” menu.
Setting the off-mode ► Page 6-34

## Energy saving mode (When the copier is used also as a printer)

This function allows the copier automatically to lower the fuser unit temperature to stand by with the minimum power consumption when the copier is not being used for a certain period of time. The default setting is “OFF”, however, the period of time until the copier goes into the energy-saving mode is selectable between 3 and 60 minutes on the “ENERGY SAVE” menu.
Setting the energy save mode ► Page 6-33

ENERGY SAVER time < AUTO SHUTOFF time
The copier goes into the energy saving mode, then the off-mode or sleep mode.

ENERGY SAVER time ≧ AUTO SHUTOFF time
The setting of the off-mode or sleep mode takes precedence and the energy saving mode setting becomes invalid.

## Power consumption and warm-up time at energy saving mode

Power consumption: Average power per hour

| Mode | | Power Consumption | | Warm-up time | Efficiency | |
|---|---|---|---|---|---|---|
| | | Without option | With full options*1 | | Without option | With full options*1 |
| Energy saving mode | Level 1 | Approx.100W | Approx.135W | Approx. 2 min. 30 sec. | Approx. 56 % | Approx. 48 % |
| | Level 2 | Approx.160W | Approx.195W | Approx. 1min. 15 sec. | Approx. 29 % | Approx. 25 % |
| Normal standby | | Approx.225W | Approx.260W | 0 | 0 % | 0 % |

*1 With full options: Reversing automatic document feeder, automatic duplexer, finisher, large-capacity feeder, hole punch unit, drawer modules

- Power consumption and warm-up time are the actual measurements made according to the manufacturer's method of measuring.
- The initial (default) setting of the energy saving mode is Level 1. You can switch the level depending on the user’s environment. User selection ► Page 6-17

# 2. HOW TO MAKE COPIES



1. General copying procedures ..... 2-2
2. Setting copy paper ..... 2-4
- Acceptable copy paper types and sizes ..... 2-4
- Handling and storing paper ..... 2-5
- Changing the paper size of the drawer / Setting the drawer for special uses ... 2-6
3. Setting originals ..... 2-9
- Acceptable original types and sizes ..... 2-9
- When placing an original on the glass ..... 2-10
- When using the reversing automatic document feeder (optional) ..... 2-11
4. Auto job start (Job preset) ..... 2-14
- During warming up ..... 2-14
- During copying ..... 2-15
- During printing (optional) ..... 2-16
5. Interrupt copying ..... 2-17
6. Canceling/Resuming a copy operation ..... 2-18

After setting (confirming) paper in the drawers, place the originals. When the ◇ START key is pressed with any settings unchanged, copies are made in the initial (default) settings (*1). You can make copies as desired by setting different copy modes.



The initial (default) settings of the copier at the time of installation are as shown on the right.

*1 The copy modes that are automatically set when the power is turned on, when the energy-saving mode is cleared or when the //FUNCTION CLEAR key is pressed on the control panel are called the initial (default) settings.
*2 This is displayed when the reversing automatic document feeder (optional) is installed.

**Initial (default) settings**

Full-color mode
Reproduction ratio ..... 100%
Copy quantity ..... 1
Automatic paper selection
1-sided copies from 1-sided originals
Manual image density
Text/photo mode (original image type)
Sheet bypass ..... plain paper
Non-sort Non-staple mode
Continuous original feed mode (*2)

## Copying Procedure

**1 Place paper in the drawer(s).**

- Acceptable copy paper ► Page 2-4

**Tip**

When the desired paper is not set in any of the drawers or the large-capacity feeder (optional):

- Setting the drawer ► Page 2-6
- Bypass copying ► Page 6-5

**2 Place the originals.**

- Acceptable originals ► Page 2-9
- When placing an original on the glass ► Page 2-10
- When using the reversing automatic document feeder (optional) ► Page 2-11

**3 Select the copy modes** (① in the illustration on the page on the right)**.**

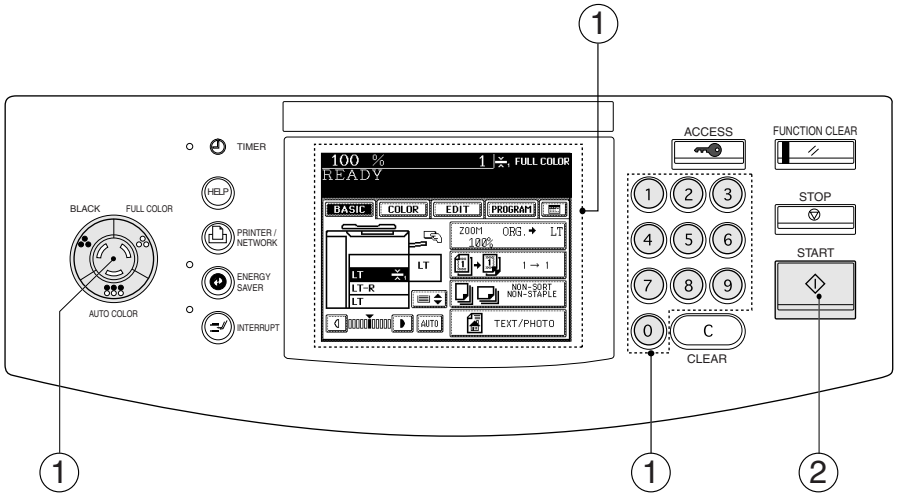
- Use the color mode selection key, the touch panel and the digital keys.

**Tip**

- Any copy modes cannot be changed after the ◇START key is pressed (including the case when originals are divided into multiple sets when fed).
- Selecting multiple copy modes may be restricted depending on their combination. ► Page 11-11, 11-12

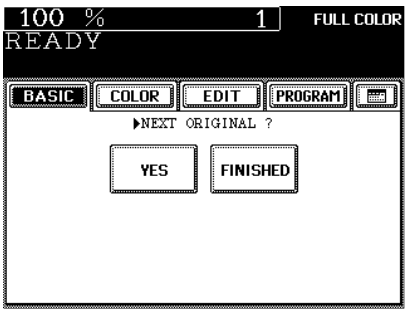
**4 Press the ◇START key** (② in the illustration on the page on the right)**.**

- When the reversing automatic document feeder is used and the continuous feed mode is selected(► Page 6-2), copying begins.




## 5 Place the next original (2nd side) and press the ◇START key.

- Set the first page of your originals first.
- You can also press the YES key before pressing the ◇START key to perform the same operation.
- Repeat this step for the subsequent originals.




## 6 Once the final original has been scanned, press the FINISHED key.

**Tip**

When the reversing automatic document feeder (optional) is used and the single-feed mode is selected, the procedure is slightly different from the above.

- Procedure of using the single-feed mode ► Page 6-3

### When Coming Across the Situations below

- **To make multiple sets of copies:**
  - Key in the copy quantity with the digital keys.
  - To correct the input copy quantity, press the C CLEAR key.
- **When paper of the same size as the original has run out:**
  The corresponding drawer key on the touch panel flashes. Add paper or select another drawer.
- **To stop a copy operation** ► Page 2-18
- **When this message appears: "Wait Performing Auto Calibration":**
  The copier may automatically go into the adjustment mode. It will soon start working. Do not turn OFF the power. Just wait for a while.

# 2. SETTING COPY PAPER

## Acceptable Copy Paper Types and Sizes

| Feeder | Paper Type | Paper Size | Maximum Capacity | Remarks |
|---|---|---|---|---|
| Drawers (optional Drawer Module included) | Thin paper (17-20 lb.) | (Standard size) LT format: LD, LG, LT, LT-R, ST-R, COMP ($10^1/_8$"x14"), 13"LG ($8^1/_2$"x13") 8.5"SQ ($8^1/_2$"x$8^1/_2$") A/B format: A3 (297x420mm), A4 (297x210mm), A4-R (210x297mm), A5-R (148x210mm), A6-R (105x148mm), B4 (257x364mm), B5 (257x182mm), B5-R (182x257mm), FOLIO (210x330mm) | 600 sheets | |
| | Plain Paper (21-28 lb.) | | 600 sheets (24 lb.) 500 sheets (28 lb.) | |
| | THICK1 (29 lb.bond - 90 lb. index/ 60 lb. cover) | | 250 sheets (32 lb.) 250 sheets (60 lb. cover) | Only the 2nd, 3rd, 4th drawer can be set *1 |
| | OHP film | (Standard size) LT | 100 sheets | Only the 2nd drawer can be set *1 |
| Large-Capacity Feeder (optional) | Thin paper (17-20 lb.) | (Standard size) LT | 1500 sheets | |
| | Plain paper (21-28 lb.) | | 1250 sheets (24 lb.) 1250 sheets (28 lb.) | |
| | THICK1 (29 lb. bond -90 lb. index / 60 lb. cover) | | 750 sheets (32 lb.) 750 sheets (60 lb. cover) | *1 |
| Sheet Bypass (► Page 6-5) | Thin paper (17-20 lb.) | (Standard size) LT format: LD, LG, LT, LT-R, ST-R, COMP ($10^1/_8$"x14"), 13"LG ($8^1/_2$"x13") 8.5"SQ ($8^1/_2$"x$8^1/_2$"), Full Bleed (12"x18") A/B format: A3 (297x420mm), A4 (297x210mm), A4-R (210x297mm), A5-R (148x210mm), A6-R (105x148mm), B4 (257x364mm), B5 (257x182mm), B5-R (182x257mm), FOLIO (210x330mm) (Non-standard size) Length: 100-305mm (3.9"-12.0"), Width: 148-457mm (5.8"-18.0") | 130 sheets | |
| | Plain paper (21-28 lb.) | | 115 sheets (24 lb.) 100 sheets (28 lb.) | |
| | THICK1 (29 lb. bond -90 lb. index / 60 lb. cover) | | 60 sheets (32 lb.) 60 sheets (60 lb.cover) | *1 |
| | THICK2 (-110 lb. index /75 lb. cover) | | 40 sheets | *1 |
| | THICK3 (-140 lb. index /95 lb. cover) | | 40 sheets (80 lb.cover) | *1 |
| | THICK4 (-104 lb.cover) | | 40 sheets (104 lb. cover) | *1 *2 |
| | Sticker labels | | 40 sheets | *1 |
| | Special paper | (Standard size) LD, LT, LT-R | 40 sheets | *1 *2 |
| | OHP film | (Standard size) LT | 40 sheets | *1 |

*1 Duplex copying with the optional automatic duplexer is not available.
*2 When the finisher (optional) is installed, the images may not output easily according to the environment.
- Paper with filing holes is not acceptable.

## Handling and Storing Paper

**Pay attention to the following points:**

- Avoid using paper that is specially treated or paper that was printed on another machine, and also avoid performing double copying on the same side of paper; this may cause a malfunction.
- Do not use paper with creases, wrinkles or prone to curling, slippery paper, or rough paper; this may cause paper misfeeds.
- Paper should be wrapped in its wrapping paper and stored in a damp-free place.
- To prevent paper from being folded or bent, store it evenly on a flat surface.

Be sure to use the OHP films specified by the supplier. Using non recommended OHP papers may cause troubles.
Please ask local sales for the information of recommended paper.

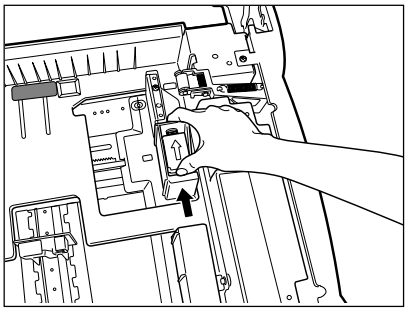
## Changing the Paper Size of the Drawer / Setting the Drawer for Special Uses

The paper size of the drawers of the copier can be changed. The drawers can also be set for THIN, THICK1 paper or OHP films.
* Bypass copying ► Page 6-5



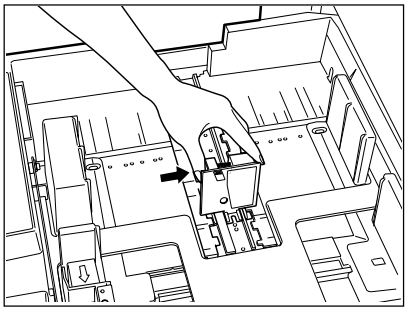
**1** **Pull out the drawer toward you.**

**2** **Push the lever of the side guides in the direction of the arrow, and set the side guides at the desired paper width (indicated on the bottom surface of the drawer).**



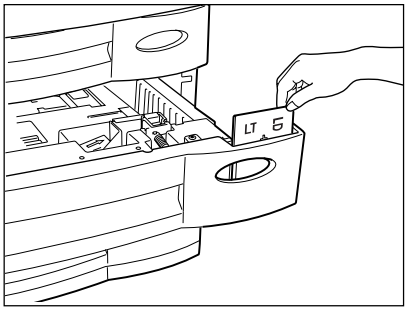
**3** **Push the lever in the direction of the arrow, set the back guide to the desired paper size (indicated on the bottom surface of the drawer).**

**4** **Place paper in the drawer.** ► Page 9-3 (step 2)

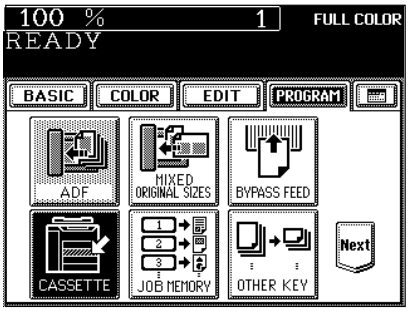


**5** **Adjust the size mark plate to match with the size of paper that has been set.**

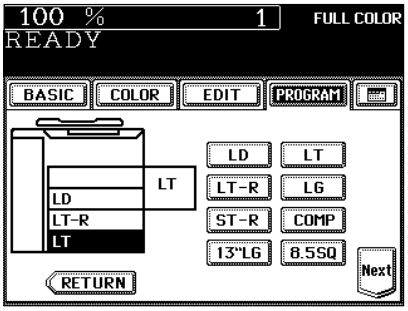
**6** **Install the drawer into the copier.**




**7** **Press the (PROGRAM) key to enter the program menu. Then press the (CASSETTE) key.**

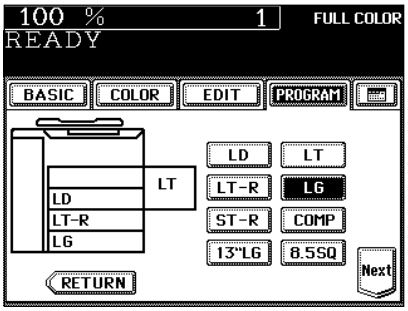


**8** **Press the drawer key corresponding to that in which the paper size has been changed.**




**9** **Press the key of the paper size newly set.**

- Pressing the (Next) key will display the AB format paper sizes.




## Setting the Drawer for THIN/THICK1/OHP Film

For types of copy paper that can be set in the drawer ► Page 2-4

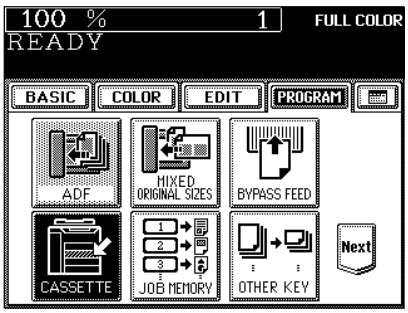
**1** **Place the THICK1 paper (or THIN paper or OHP films) in the drawer.**

- For THICK1 paper, only the 2nd, 3rd, 4th drawer is acceptable.
- Place the paper with its face up.
- For OHP films, only the LT size is acceptable. Be sure to set them in the second drawer.

**Tip**

For changing the paper size in the drawer, follow steps 1 to 9 on the previous page, then go to step 3 on the next page.

**2** **Press the (PROGRAM) key to enter the program menu. Then press the (CASSETTE) key.**

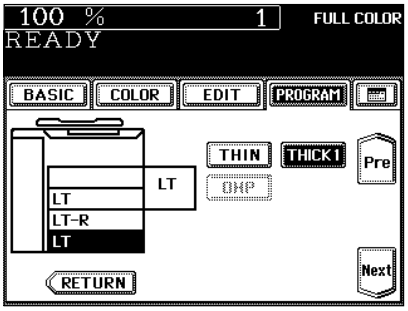


## Changing the Paper Size of the Drawer / Setting the Drawer for Special Uses (Cont.)



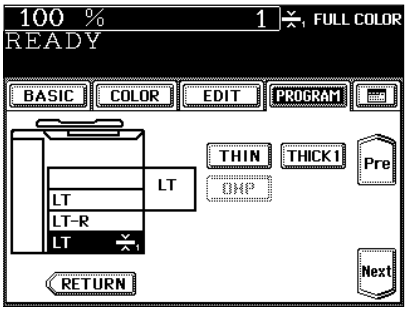
**3** **Press the drawer key in which the THICK1 paper (or THIN paper or OHP films) has been set, then select the (THICK1) (or (THIN) or (OHP)) key.**

- If the desired key is not shown, press the (Next) key to switch the screen.

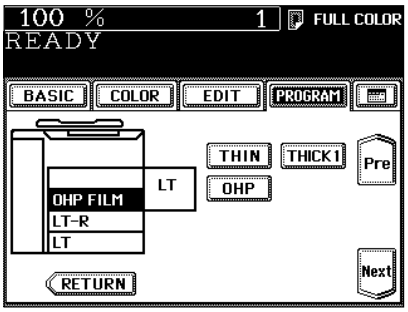



**4** **The setting is completed.**

- The paper type that has been set is displayed on the top right of the screen. ► Page 1-6
- When thick paper is set



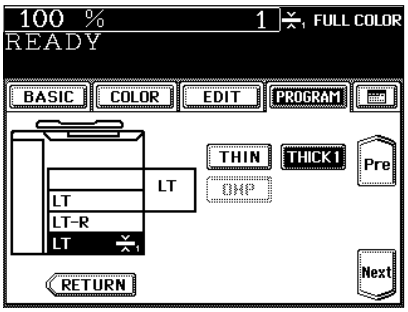

- When OHP films are set




### Clearing the drawer for THIN/THICK1/OHP Film

**Press the THICK1 paper (or THIN paper or OHP films) drawer key, then press the (THICK1) (or (THIN) or (OHP)) key.**

- If the desired key is not shown, press the (Next) key to switch the screen.
- Replace the paper set in the drawer as required.
- When you need to change the paper size of the drawer ► Page 2-6



## Acceptable Original Types and Sizes

| Setting place | Types of originals | Maximum size | Sizes capable of automatic detection | Remarks |
|---|---|---|---|---|
| Glass | Sheets<br>Three-dimensional objects<br>Books | Width:11.7”<br>Length:17.0” | Regular size<br>LT format:<br>LD, LG, LT, LT-R, ST-R, COMP<br>A/B format:<br>A3, A4, A4-R, A5, A5-R, B4, B5, B5-R, FOLIO | Do not place any heavy object (8.83 lb. or over) on the glass. |
| Reversing automatic document feeder (optional) | Plain paper, recycled paper: 17~28 lb. | Width:11.7”<br>Length:17.0” | Regular size<br>LT format:<br>LD, LG, LT, LT-R, ST-R, COMP<br>A/B format:<br>A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO | Even listed under “Types of originals”, some of the originals may not be used depending on paper quality. |

### Maximum Number of Sheets that Can be Set in the Reversing Automatic Document Feeder (optional)

| Sizes of originals | Paper weight | |
|---|---|---|
| | 17~24 lb. | 25~28 lb. |
| LT, LT-R, ST-R, A4, A4-R, A5-R, B5, B5-R | 50 sheets | 40 sheets |
| LG, COMP, B4, FOLIO | 35 sheets | 25 sheets |
| LD, A3 | 25 sheets | 20 sheets |

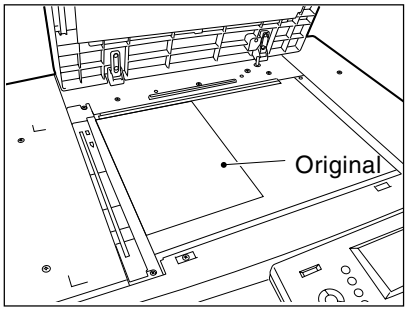
## When Placing an Original on the Glass

### Sheet Originals

**1** **Raising the original cover or the reversing automatic document feeder (optional), place the original face down on the glass.**

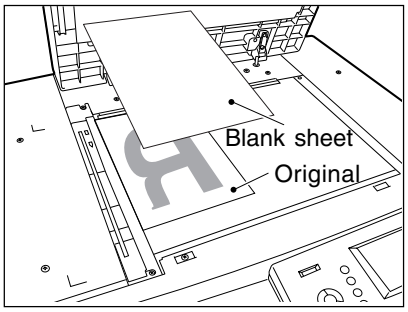
**2** **Align the original against the left inner corner of the glass.**

**3** **Lower the original cover or the reversing automatic document feeder (optional) slowly.**




**Tip**

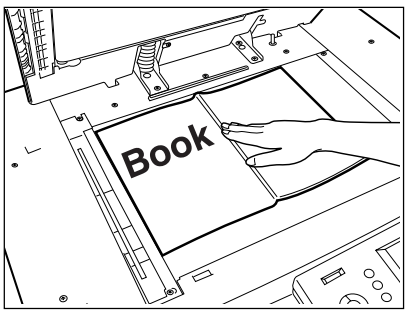
When copying originals with high transparency, such as OHP films and tracing paper, place a blank sheet of paper the size of the original or larger over the original.




### Book-type Originals

**1** **Raising the original cover or the reversing automatic document feeder (optional), place the original in the direction shown in the illustration.**

- When using the Book-Type Originals ▶ 2-sided Copies (► Page 3-13) or the Dual-Page (► Page 5-6) function, center the book original on the yellow indicator line.




**2** **Lower the original cover or the reversing automatic document feeder (optional) slowly.**

- Do not try to force the original cover or reversing automatic document feeder (optional) to fully close over a very thick original, such as a big book. Copies can be made even if the cover or feeder does not close fully.
- During copying, an intense light may leak out. Do not look at the original glass surface.

## When Using the Reversing Automatic Document Feeder (optional)

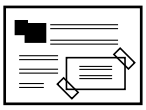
### Precautions for Using the Reversing Automatic Document Feeder (optional)

Do not use the following types of originals as they tend to misfeed or become damaged:

(1) Badly wrinkled or folded originals; in particular, originals whose leading edge is curled may fail to be correctly fed.

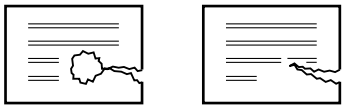
(2) Originals with carbon paper

(3) Taped, pasted or clipped (cut out) originals

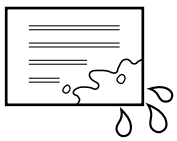


(4) Clipped or stapled originals

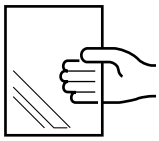
(5) Originals with holes or torn originals



(6) Damp originals

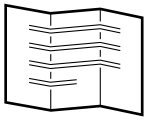


(7) OHP film originals

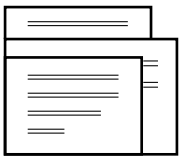


Also, the following originals should be handled carefully:

(1) Folded or curled originals should be smoothed out before being used.



(2) Only originals with the same width can be set at a time. (Do not mix originals with different widths.)



(3) Originals, two of which, when pinched between two fingers, cannot be moved, or originals which are surface-treated may fail to be separated properly.

## When Using the Reversing Automatic Document Feeder (optional) (Cont.)

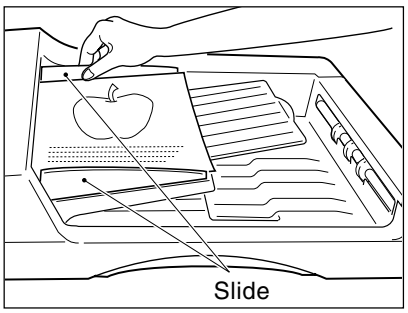
**In the Continuous Feed Mode** ► Page 6-2

- Be sure to set only originals with the same width. Mixed-sized originals ► Page 6-4
- Align the originals in the order from the top.

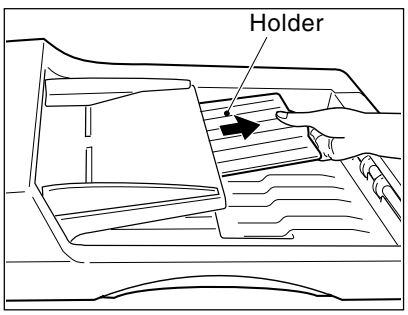
2

**1 After aligning the edges of originals well, place them face up and align the slides to the width of the originals.**

- One original sheet is also acceptable.
- Maximum number of originals that can be set ► Page 2-9

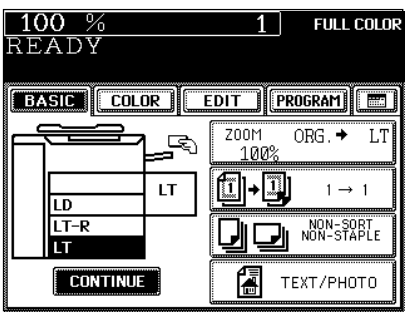



- For setting large-size paper such as LD or LG, pull out the paper folder in the direction of the arrow.



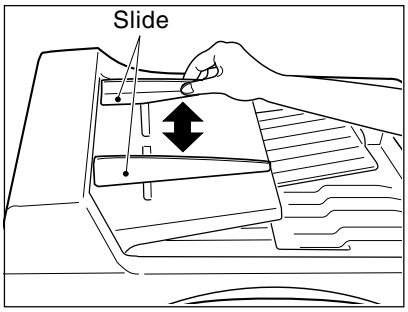

**Tip**

When the number of originals is too large to be set at one time, you can divide the originals into two to four sets and set them one after another. To do so, place the last set of originals first, and press the (CONTINUE) key while the scanning is in progress. After they have been scanned, place the previous set of originals.



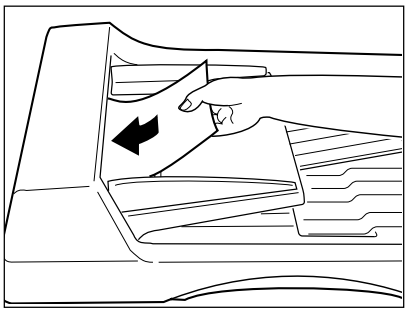
In the Single-feed Mode ► Page 6-3

**1** **Align the slides to the desired original size.**




**2** **Insert the original face up and straight along the slides; it will then be pulled in automatically.**

- When the original starts being pulled in, let go of it.



# 4. AUTO JOB START (JOB PRESET)

## During Warming up

While the copier is warming up (when the power switch is just turned on, etc.), you can preset the copy modes. Copying operation starts when warming up has been completed.

2

**1** **Place paper in the drawer(s).** ► Page 2-4

**2** **Place the original(s).** ► Page 2-9

- Select copy modes as required.

**3** **Press the (◇START) key.**

The following message will be displayed:

| Wait Warming Up<br>Auto Start |
|---|

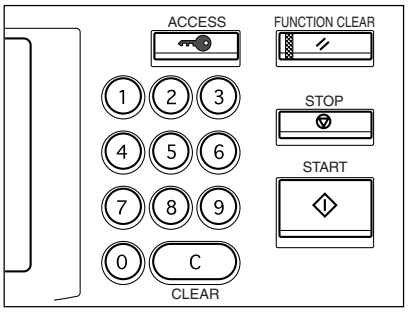
When the warm-up has been completed and this message appears:

| Ready |
|---|

copying begins automatically.

### Canceling the auto job start during warming up

You can cancel a preset job during warming up even after you have pressed the (◇START) key. Press the (C CLEAR) key or (//FUNCTION CLEAR) key.



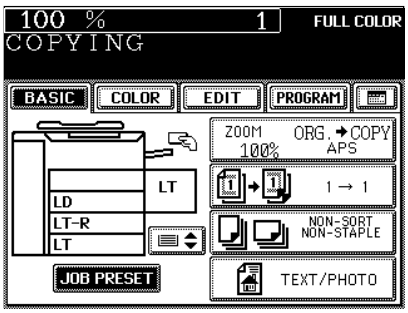
## During Copying

You can preset the next copy modes during a copy run.
You cannot preset the next copy modes during the scanning of the originals.



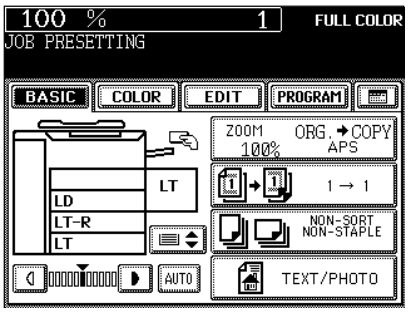
**1** **Place the original(s).** ► Page 2-9

**2** **Press the (JOB PRESET) key during a copy run.**




- The following message appears:

| JOB PRESETTING |
|---|




- ●Select other copy modes as required.

**3** **Press the (◇START) key.**

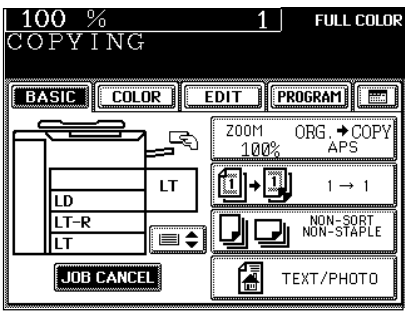
**4** **The preset job will start when the current copying is finished.**

**Note**

If the copy run is interrupted due to running out of paper, etc. during job presetting, press the (JOB PRESET) key to set the desired copy modes again after the copy operation restarts.

### Canceling Preset Job during Copying

To cancel the preset copy job, press the (JOB CANCEL) key.



## During Printing (optional)

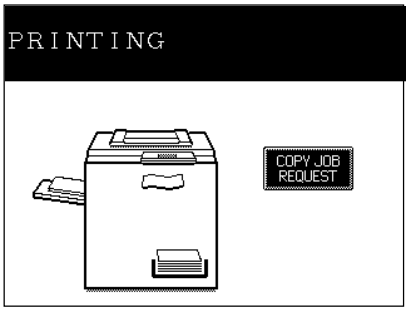
When the copier is being used as a printer (optional), you can interrupt it and make copies after the current printing job is completed.



**1** **Place the original(s).** ► Page 2-9

**2** **Press the (COPY JOB REQUEST) key during printing.**

- The screen on the right appears during printing. If you press the (COPY JOB REQUEST) key, preset copying becomes available when the current printing job is completed.




**3** **Select copy modes as required and press the (◇START) key.**

**Tip**

After the copying has been finished, press the (PRINTER/NETWORK) key on the control panel. The printing mode will be resumed.

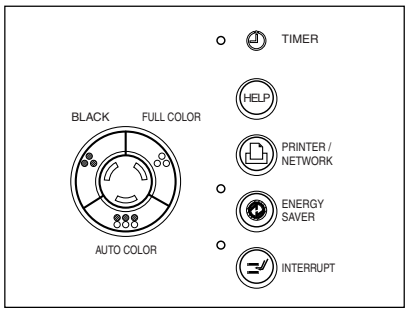
# 5. INTERRUPT COPYING

While multicopying is in progress, you can interrupt it and make copies from different originals. Only sheets that have already been set (in the drawer, optional large-capacity feeder or sheet bypass) are available in interrupt copying.

*The following functions are not available:

- duplex
- 2 IN 1/4 IN 1
- image repeat
- sort/group
- hole punching
- book center erase
- X-Y zoom
- mixed-sized originals
- staple sorting
- dual-page
- trimming/masking
- job memory
- magazine sort
- full image
- centering
- user selection
- saddle stitching






**1** **Press the (INTERRUPT) key.**

- This message appears:

| |
|---|
| Job interrupted job 1 saved |

**2** **Replace the original with a new one.**

**Tip**

During the interruption, the reversing automatic document feeder (optional) and automatic duplexer (optional) are inoperable.

●Select other copy modes as required.

**3** **Press the (START) key.**

- You can make multiple copies by pressing the (START) key once for each copy desired.

**4** **After you have finished interrupt copying, press the (INTERRUPT) key again.**

- The following message appears:

| |
|---|
| READY to resume job 1 |

**5** **Press the (START) key.**

- The remaining number of copies in the previous multicopy run will be made automatically.

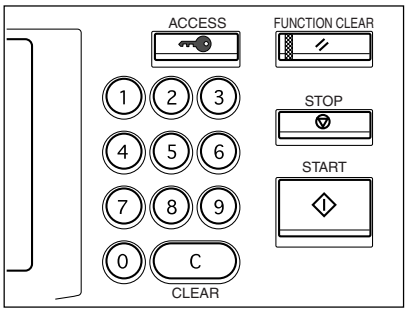
# 6. CANCELING/RESUMING A COPY OPERATION

You can suspend or cancel a copy operation during multicopying including scanning, or resume the suspended copy operation.



## Suspending a Copy Operation

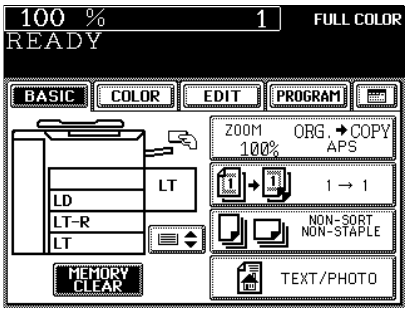
**Press the (STOP) key on the control panel during copying.**




## After Suspending a Copy Operation

**●To cancel the copy job**

**Press the (MEMORY CLEAR) key (or the (//FUNCTION CLEAR) key on the control panel).**




**Tip**

When originals are set in the reversing automatic document feeder, those pulled inside will come out automatically.

**●To resume copying**

**Press the (START) key.**

- The suspended copy operation resumes.

# 3. SETTING OF BASIC COPY MODES


1. Paper selection ..... 3-2
   - Automatic paper selection (APS) ..... 3-2
   - Manual paper selection ..... 3-3
2. Reduction and enlargement copying ..... 3-4
   - Using automatic magnification selection (AMS) ..... 3-4
   - Specifying both original size and copy size ..... 3-5
   - Using the reduction/Enlargement zoom keys or one-touch zoom keys ..... 3-6
   - Reducing/Enlarging photos to standard size (photo zoom key) ..... 3-7
3. Duplex copying (1-sided, 2-sided, book-type) ..... 3-9
4. Copy density adjustment ..... 3-15
5. Color mode ..... 3-16
6. Original mode ..... 3-17

# 1. PAPER SELECTION

## Automatic Paper Selection (APS)

When you place regular-sized originals on the glass or in the reversing automatic document feeder (optional), the built-in sensors automatically work to detect the size of the originals, helping the copier select and copy on paper that is the same size as the original.

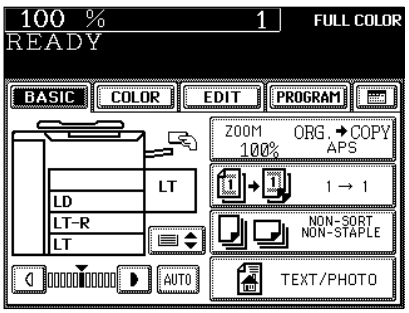
* Depending on the condition of the original, automatic paper selection may not work correctly. In that case, select the paper size manually. ► Page 3-3
* This mode can only be used for actual-size (100%) copying.
* Original sizes capable of automatic detection ► Page 2-9

3

**1** **Place paper in the drawer(s).** ► Page 2-4

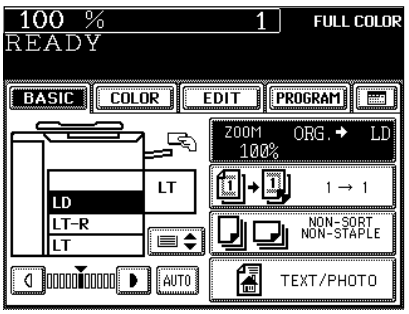
**2** **Place the original(s).** Page 2-9

**3** **Confirm that the Automatic Paper Selection mode (default setting) is selected on the basic screen.**



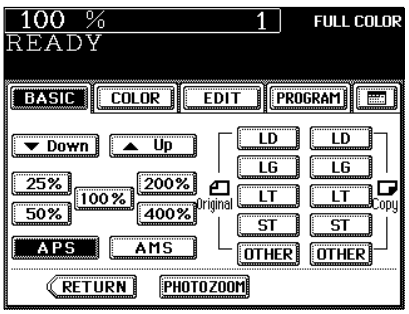

- If the Automatic Paper Selection mode is not selected, press the (ZOOM···) key, then press the (APS) key on the next screen.
- If the following messages are shown, proceed the indications as you are told to:

| |
|---|
| Change direction of original |
| Set correct cassette |




**Tip**

When the selected drawer size and the original size are the same, the copier rotates the original data 90° and makes a copy in the same size as the original even if those directions differ (e.g. a LT-size original is set while the same size paper is set in R direction). This function, however, is applicable to plain paper only, and is not applicable to ST size originals and paper.




● Select other copy modes as required.

**4** **Press the (◇START) key.**

## Manual Paper Selection

It may not be possible for the device to perform Automatic Paper Selection with highly transparent originals such as OHP films and tracing paper, wholly dark originals or originals with dark borders, or irregular sized originals such as newspapers and magazines. For these types of originals, use manual paper selection.

* When the desired size of paper is not set in any of the drawers, you can change the paper size of the drawer (► Page 2-6) or use the sheet bypass copying (► Page 6-5).



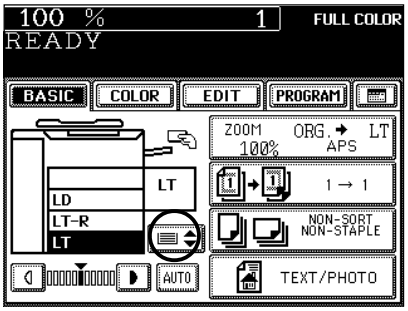
**1** **Place paper in the drawer(s).** ► Page 2-4

- When using this mode in bypass copying (► Page 6-5), be sure to specify the paper size.

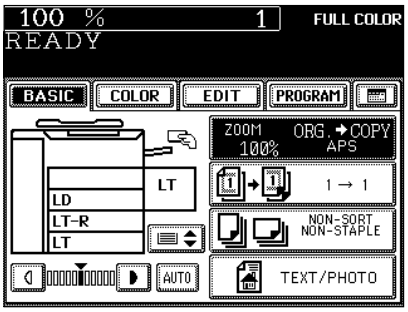
**2** **Place the original(s).** ► Page 2-9

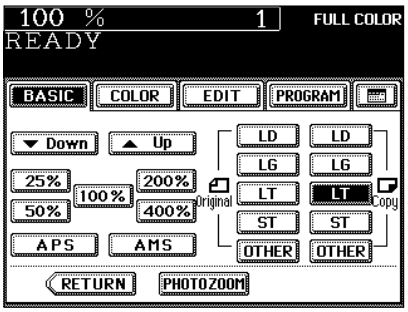
**3** **On the basic screen, press the drawer icon representing the desired paper size.**

- Or press the area ◯ on the screen on the right to select the desired drawer.




- Or press the (ZOOM···) key to enter the next screen, and press the key of the desired paper size.
- (OTHER) key ► Page 6-16




● Select other copy modes as required.

**4** **Press the (◇START) key.**

## Using Automatic Magnification Selection (AMS)

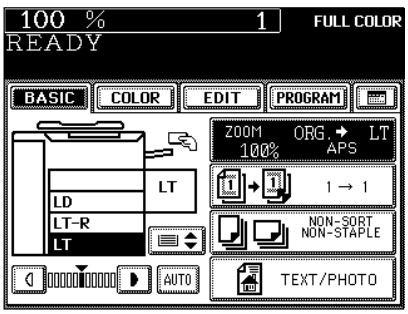
The built-in sensors automatically detect the size of the original(s) and calculate the reproduction ratio using the specified paper size.

* It is not possible for the device to perform Automatic Magnification Selection with highly transparent originals such as OHP films and tracing paper, wholly dark originals or originals with dark borders, or irregular sized originals such as newspapers and magazines. For these types of originals, use the other reduction/enlargement modes.
  Original sizes for which Automatic Magnification Selection (automatic detection) is available ► Page 2-9
* Set the size for the "OTHER" key as required (► Page 6-16). When the set paper is a standard size other than LD, LG, LT or ST, you will select the (OTHER) key on the screen of step 3 below. Before pressing it, you need to make the (OTHER) key recognize the same size as the paper that have been set.

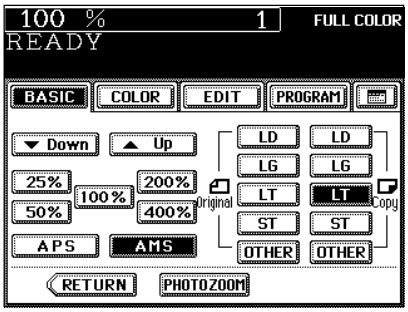


**1** **Place paper in the drawer(s).** ► Page 2-4

**2** **Press the desired drawer, then the (ZOOM···) key.**
- The copy paper size is selectable on the screen in step 3 as well.




**3** **Press the (AMS) key.**
- (OTHER) key ► Page 6-16




**4** **Place the original(s).** ► Page 2-9
- The built-in sensors automatically detect the size of the original(s) and compute the reproduction ratio using the specified paper size.
- If the following messages are shown, proceed as directed:

| |
|---|
| Change direction of original |
| Use reduced-size cassette |

● Select other copy modes as required.

**5** **Press the (◇START) key.**

## Specifying both Original Size and Copy Size

When the original size and copy size are specified, the reproduction ratio is automatically calculated to make copies.

* Set the size for "the OTHER" key as required (►Page 6-16). When the set originals or paper are standard sizes other than LD, LG, LT or ST, you will select the (OTHER) key on the screen of step 4 below. Before pressing it, you need to make the (OTHER) key recognize the same size as the originals or paper that have been set.

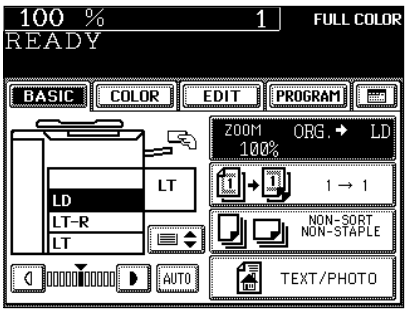


**1** **Place paper in the drawer(s).** ► Page 2-4

**2** **Place the original(s).** ► Page 2-9

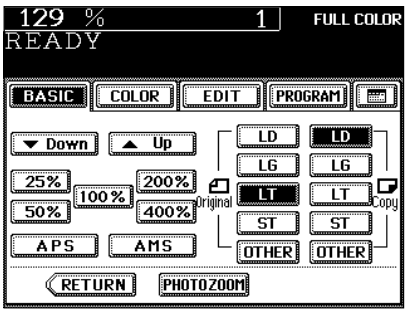
**3** **Press the desired drawer, then the (ZOOM···) key.**

- The copy paper size is selectable on the screen in step 4 as well.




**4** **Press the ORIGINAL SIZE key of the same size as the original.**

- Using the original size and copy size, the correct reproduction ratio is computed and displayed on the screen.
- (OTHER) key ► Page 6-16




● Select other copy modes as required.

**5** **Press the (◇START) key.**

## Using the Reduction/Enlargement Zoom Keys or One-touch Zoom Keys

Use the Reduction/Enlargement Zoom keys to set the desired reproduction ratio.
The reproduction ratio is adjustable from 25% to 400% in increments of 1%.
Use the one-touch keys, (400%), (200%), (100%) (actual ratio), (50%) or (25%) for easier setting.

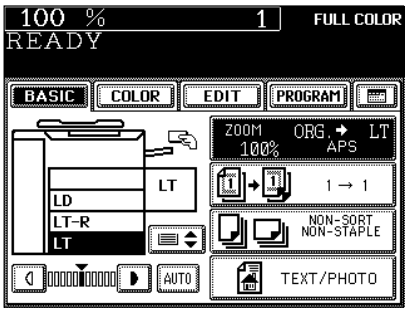


**1** **Place paper in the drawer(s).** ► Page 2-4

**2** **Place the original(s).** ► Page 2-9

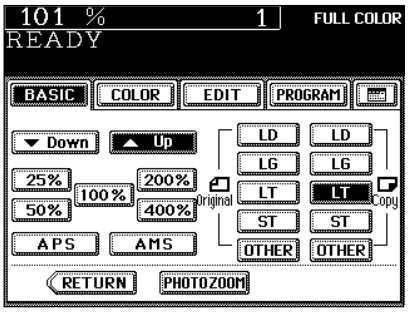
**3** **Press the drawer icon representing the desired copy paper size, then press the (ZOOM····) key.**

- The copy paper size is selectable on the screen in step 4.




**4** **Press the (▼ UP) (or (▲ DOWN) ) key to set the desired reproduction ratio.**

- Each time you press either key, the reproduction ratio changes by 1%. Holding down the key changes it continuously.
- You can also select the reproduction ratio by pressing the (400%), (200%), (100%), (50%) or (25%) key directly.
- (OTHER) key ► Page 6-16




● Select other copy modes as required.

**5** **Press the (◇START) key.**

## Reducing/Enlarging Photos to Standard Size (Photo Zoom Key)

Use the (PHOTO ZOOM) key for reduction/enlargement of photos as originals. There are four types of photo sizes as set items, however, the desired size other than these four can be set.
- Place a photo on the original glass in a landscape direction. Select the same direction for the paper to be copied.
- The area 2 mm from the edge is not printed out.

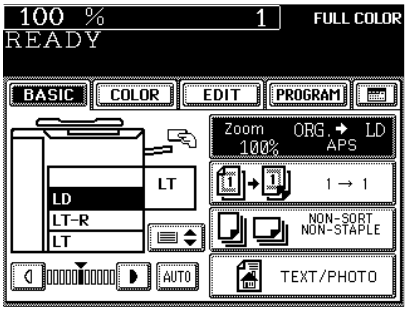
* Set the size for "the OTHER" key as required (► Page 6-16). When the set paper is a standard size other than LD, LG, LT or ST, you will select the (OTHER) key on the screen of step 5 below. Before pressing it, you need to make the (OTHER) key recognize the same size as the originals or paper that have been set.



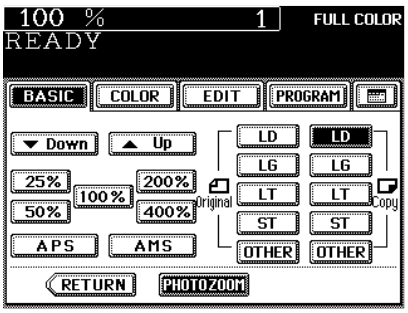
**1** **Place paper in the drawer(s).** ► Page 2-4
- When using this mode in bypass copying (► Page 6-5), be sure to specify the paper size.

**2** **Place the original(s) (photos).** ► Page 2-9

**3** **Press the drawer icon representing the desired copy paper size, then press the (ZOOM...) key.**
- The copy paper size is selectable on the screen of step 5 as well.




**4** **Press the (PHOTO ZOOM) key.**



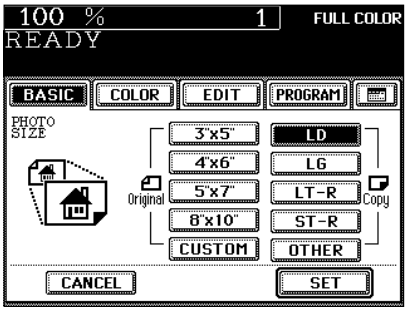
## Reducing/Enlarging Photos to Standard Size (Photo Zoom Key) (Cont.)

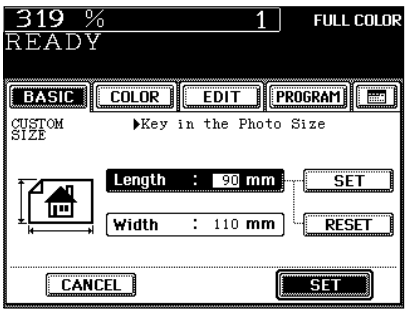
**5** **Press the (ORIGINAL SIZE) key of the same size as the original (photo).**

- The actual size when the (3"x5") key is used is 3.5"x5.0".
- The photo size may differ a little depending on the printing laboratory.
- Setting the "OTHER" size key (► Page 6-16)

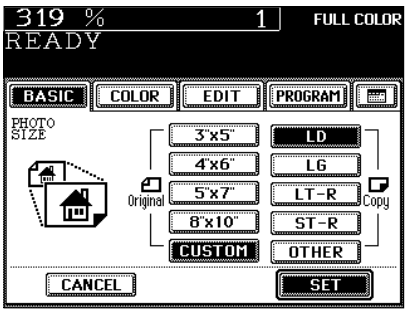
**Tip**

If the photo size is other than 3"x5", 4"x6", 5"x7", or 8"x10", press the (CUSTOM) key to display the next screen. Key in the length and press the (SET) key. Key in the width as in the same way and press the (SET) key.




**6** **Press the (SET) key.**

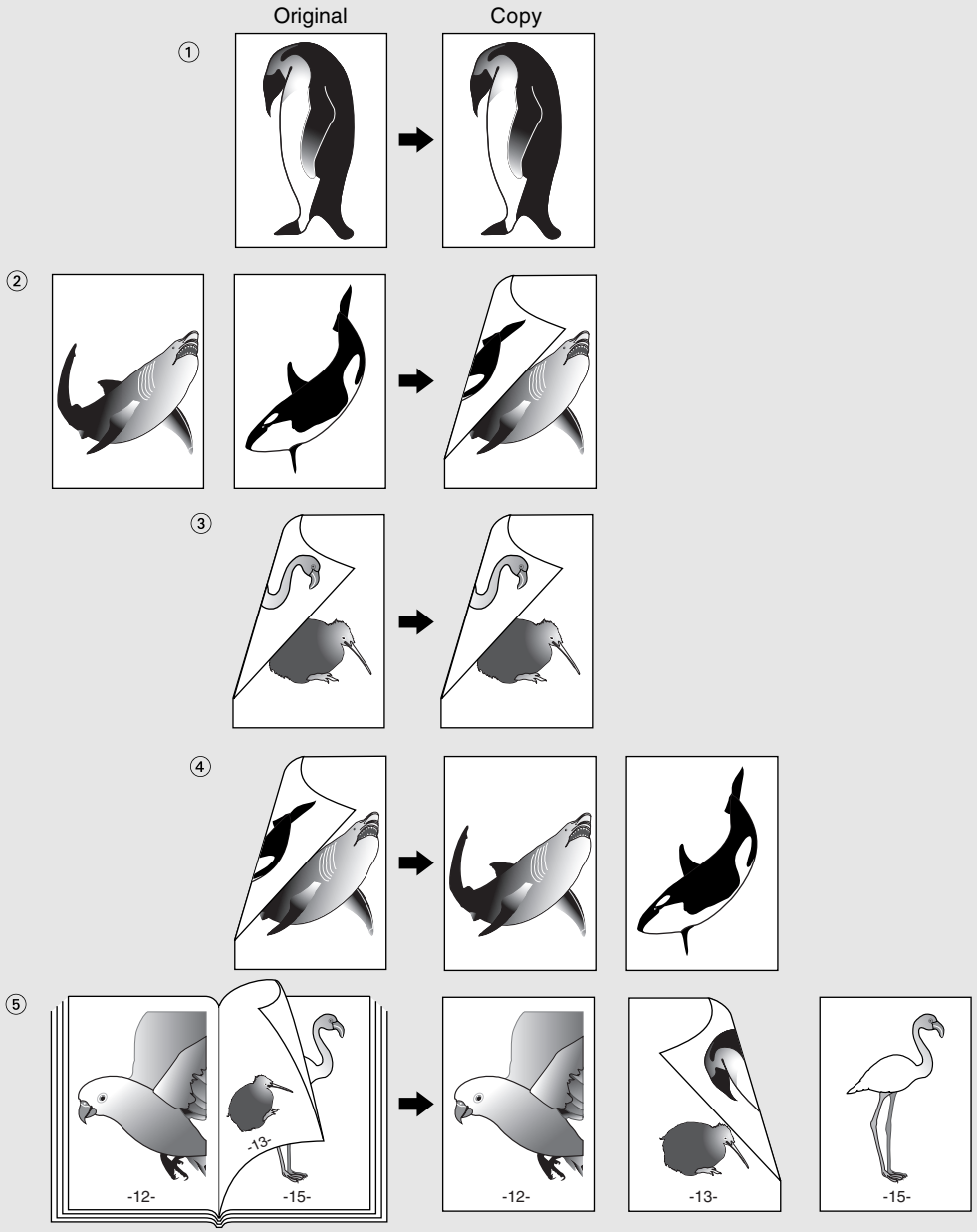



- Select other copy modes as required.

**7** **Press the (◇ START) key.**

# 3. DUPLEX COPYING (1-SIDED, 2-SIDED, BOOK-TYPE)

This function allows you to set the type of originals (1-sided, 2-sided or book-type) and the desired type of copying (1-sided or 2-sided).



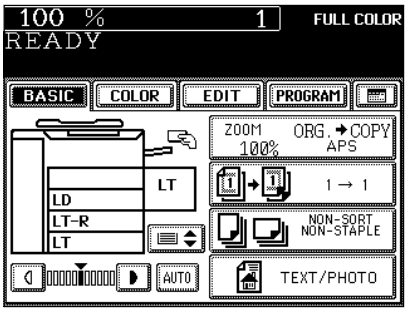

* ③ and ④ require the optional reversing automatic document feeder to be installed.
* ②, ③ and ⑤ require the optional automatic duplexer to be installed. In this case, copying can be made in the thin paper (17~20 lb.) and the plain paper (21~28 lb.) modes only.
* The STACK symbol flashes on the touch panel when sheets of paper copied on one side are stacked in the automatic duplexer (optional) during duplex copying; however, this flashing does not indicate a paper jam.

### ① 1-Sided Originals ▶ 1-Sided Copies (default setting)

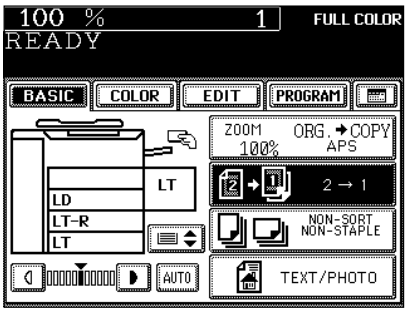
**1** **Place paper in the drawer(s).** ► Page 2-4

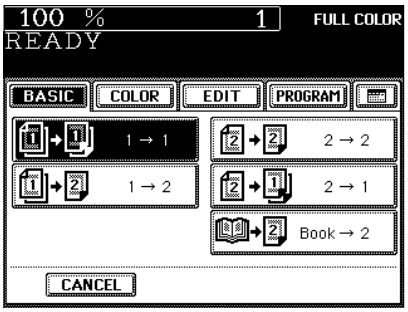
**2** **Place the original(s).** ► Page 2-9

**3** **Confirm that the (1→1) mode is selected in the basic mode.**




- If the "1-SIDED ▶ 1-SIDED" mode is not selected, press the key (shaded) in the screen on the right, then press the (1→1) key on the next screen.




● Select other copy modes as required.

**4** **Press the (◇START) key.**

## ② 1-Sided Originals ▶ 2-Sided Copies

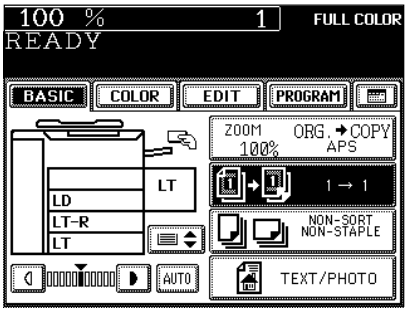
The optional automatic duplexer must be installed. Duplex copying can be performed in the thin paper (17~20 lb.) and the plain paper (21~28 lb.) modes.

**1** **Place paper in the drawer(s).** ► Page 2-4

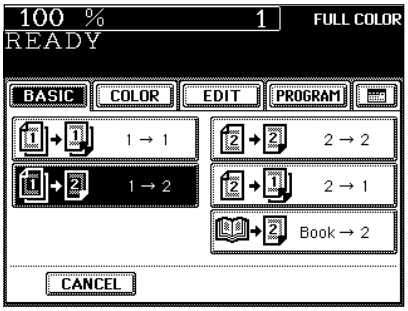
- When using this mode in bypass copying (► Page 6-5), be sure to specify the paper size.

**2** **Place the original(s).** ► Page 2-9

**3** **On the basic screen, press the key (shaded) on the right.**




**4** **Press the (1→2) key.**




- Select other copy modes as required.

**5** **Press the (◇START) key.**

- When placing an original on the glass, perform steps 5 to 6 on page 2-3 continuously.

### ③ 2-Sided Originals ▶ 2-Sided Copies

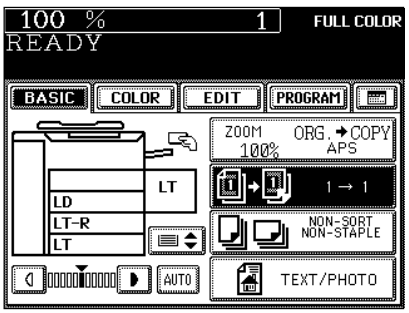
The optional reversing automatic document feeder and the automatic duplexer must be installed. Duplex copying can be performed in the thin paper (17~20 lb.) and the plain paper (21~28 lb.) modes.

**1** **Place paper in the drawer(s).** ► Page 2-4

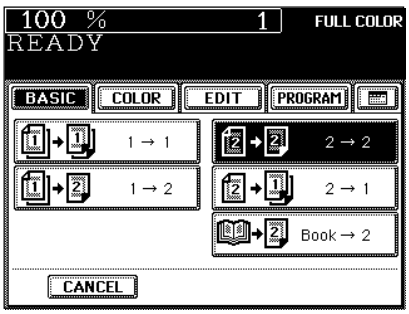
- When using this mode in bypass copying (► Page 6-5), be sure to specify the paper size.

**2** **Place the originals.** ► Page 2-9

**3** **On the basic screen, press the key (shaded) on the right.**




**4** **Press the (2→2) key.**




- Select other copy modes as required.

**5** **Press the (◇START) key.**

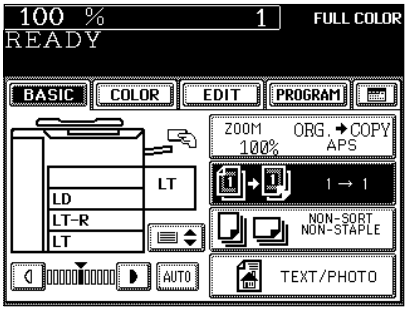
### ④ 2-Sided Originals ▶ 1-Sided Copies

The optional reversing automatic document feeder must be installed.

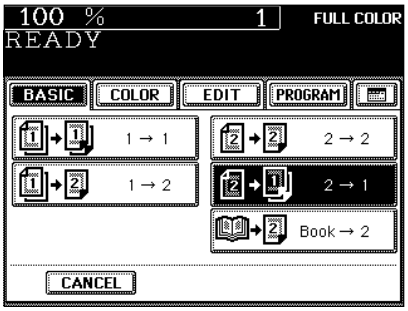
**1** **Place paper in the drawer(s).** ► Page 2-4

**2** **Place the originals.** ► Page 2-9

**3** **On the basic screen, press the key (shaded) on the right.**




**4** **Press the 2→1 key.**




- Select other copy modes as required.

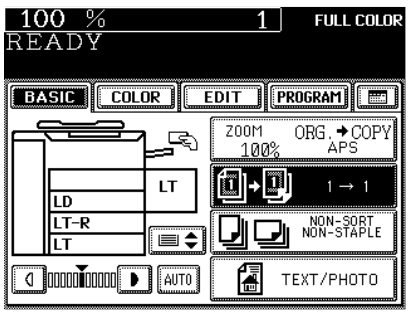
**5** **Press the ◇START key.**

### ⑤ Book-Type Originals ▶ 2-Sided Copies

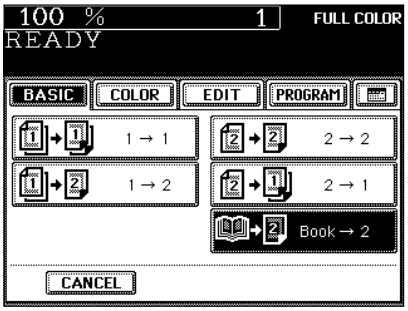
The optional automatic duplexer must be installed. Duplex copying can be performed in the thin paper (17~20 lb.) and the plain paper (21~28 lb.) modes.
* The acceptable paper size for this function is LT only.

**1** **Place paper in the drawer(s).** ► Page 2-4
- When using this mode in bypass copying (► Page 6-5), be sure to specify the paper size.

**2** **On the basic screen, press the key (shaded) on the right.**

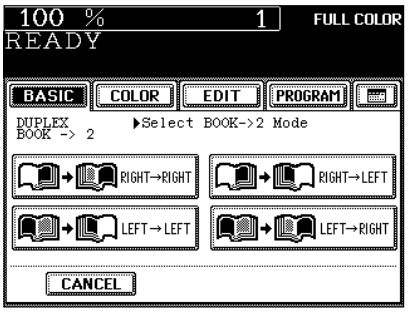


**3** **Press the BOOK→2 key.**




**4** **Select the book copying type.**

- Press the RIGHT→RIGHT key if copying should start at a right-hand page and end at a right-hand page. By the same token, you can choose from among the RIGHT→LEFT, LEFT→LEFT and LEFT→RIGHT keys.



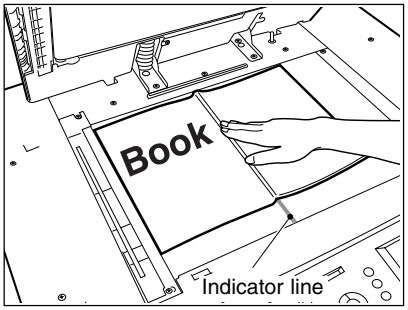

**5** **Press the BASIC key to enter the basic menu, then select LT copy size.**

**6** **If you need a binding space, select the book margin mode from the Image Shift function** (► Page 5-3)**.**

- Select other copy modes as required.

**7** **Place the first page(s) to be copied on the glass, and press the ◇START key.**

- If you do not copy your originals from the first page, the copies will not be arranged in the same order as the original.
- Center the book on the yellow indicator line with its bottom toward you. Book-type originals ► Page 2-10

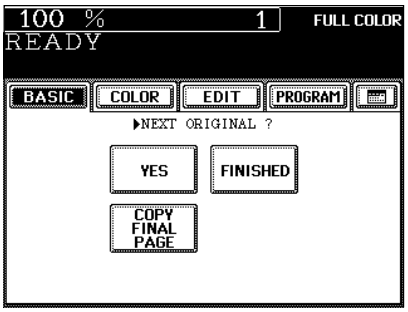



**8** **Turn to the next page, set the book again and press the ◇START key.**

- Pressing the YES key and then the ◇START key also continues copying.
- Repeat the procedure above until all your originals have been scanned.

**9** **After all your originals have been scanned, press the FINISHED key.**

- Press the COPY FINAL PAGE key if the last original has only one page.



# 4. COPY DENSITY ADJUSTMENT

There are two types of image density adjustments: manual mode (default setting) and automatic mode. In the manual mode, you can select the desired level of image density. It is recommended that lighter-density originals be copied in the manual copy density mode. In the automatic mode, the sensors automatically detect the density of each original and select the optimum image density and background level.



## Manual Copy Density Mode

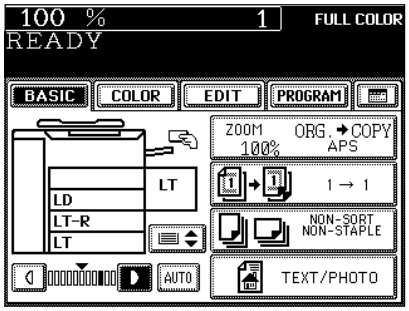
**1** **Place paper in the drawer(s).** ► Page 2-4

**2** **Place the original(s).** ► Page 2-9

**3** **Press either ◁ or ▷ key to adjust the copy density to the desired level.**

- Each time you press the ◁ or ▷ key, your copies will become lighter or darker, respectively.

● Select other copy modes as required.



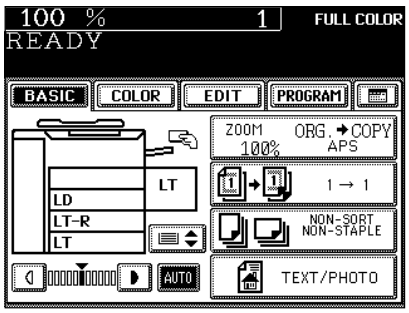

**4** **Press the ◇START key.**

## Automatic Copy Density Mode

**1** **Place paper in the drawer(s).** ► Page 2-4

**2** **Place the original(s).** ► Page 2-9

**3** **Press the AUTO key.**




● Select other copy modes as required.

**4** **Press the ◇START key.**

**Tip**

In the automatic copy density mode, the background level is detected during copying, so the copying speed becomes slower.

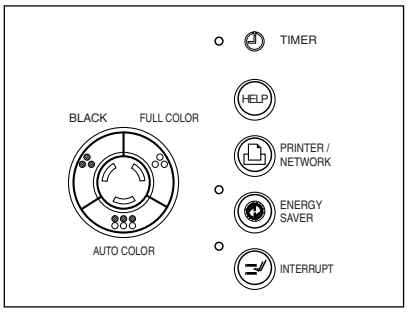
# 5. COLOR MODE

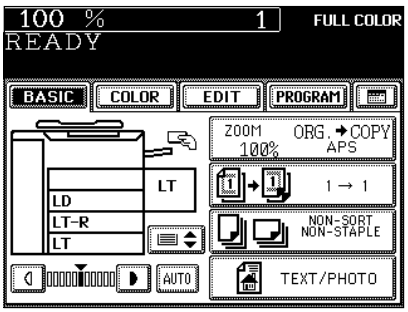
This function is to switch the color copy mode and black-and-white copy mode.



**1** **Press the desired color mode selection key.**

- The lamp inside of the selected key lights.
- (FULL COLOR) : Regardless of color, all originals are color-copied (default setting).
- (BLACK) : Regardless of color, all originals are copied in black.
- (AUTO COLOR) : The type of original is automatically recoginized. Colored originals are color-copied, and black-and-white originals are copied in black-and-white.
- The selected color mode is displayed in the top right corner of the touch panel.




**Tips**

- In the AUTO COLOR mode, the colors of originals are recognized during copying, so the copying speed becomes slower.
- In the AUTO COLOR mode, if the color area is too small or the colors are close to black or they are too light, color originals may be copied in black. In this case, select the FULL COLOR mode.
- Yellowish originals or originals with a colored background may be automatically copied in color even though they are black-and-white. To be certain to make the copies in the desired mode, select FULL COLOR or BLACK.

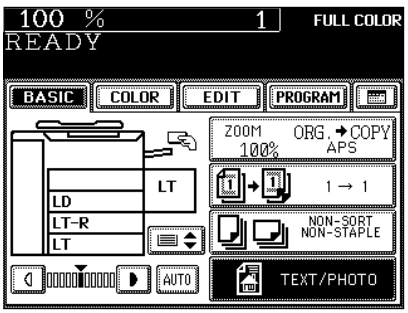
# 6. ORIGINAL MODE

By selecting an original mode according to the type of your originals, you can make copies with the suitable image.
* Be sure to select the original mode after having selected the color mode.

**1** **Place paper in the drawer(s).** ► Page 2-4

**2** **Place the original(s).** ► Page 2-9

**3** **On the basic screen, press the key (shaded) on the right.**




**4** **According to the type of your original, choose the most suitable image type mode by pressing one of the keys:**

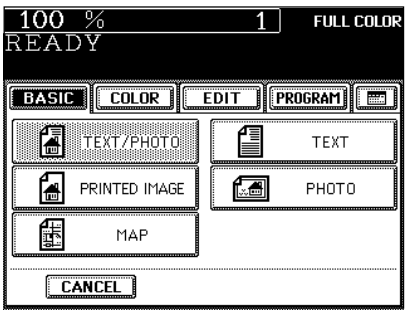
(TEXT/PHOTO): Original with text and printed image mixed together (default setting)

(TEXT): Original with text only (or text and line artwork)

(PRINTED IMAGE): Original with printed photos using half tone dot patterns.

(PHOTO): Original with photos printed on photographic paper.

(MAP): Original with fine illustrations and text




● Select other copy modes as required.

**5** **Press the (◇START) key.**

# 4. COLOR EDITING AND ADJUSTMENT

1. Monocolor copying ..... 4-2
2. Hue adjustment ..... 4-3
3. Saturation ..... 4-4
4. Color balance (YMCK adjustment) ..... 4-5
5. RGB adjustment ..... 4-6
6. One-touch adjustment ..... 4-7
7. Background adjustment ..... 4-8
8. Sharpness adjustment ..... 4-9

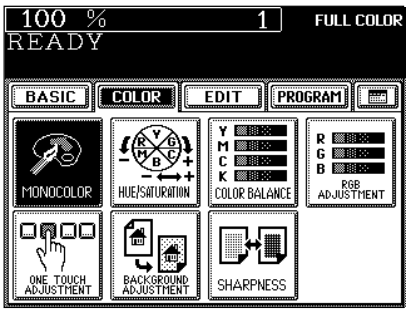
# 1. MONOCOLOR COPYING

You can select one color out of the 10 colors of the color sample seal to make a monocolor copy.

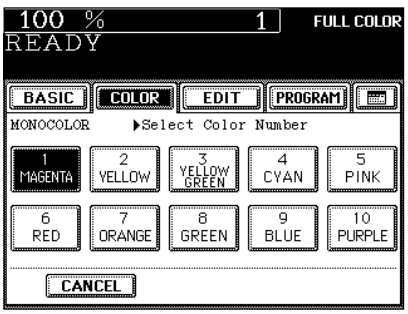
**1** **Place paper in the drawer(s).** ► Page 2-4

**2** **Place the original(s).** ► Page 2-9

**3** **Press the (COLOR) key to enter the color menu. Then press the (MONOCOLOR) key.**




**4** **Press the desired copy color key.**
- Press the (MAGENTA) key for instance.




**Note**

Refer to the color sample seal above the touch panel. ► Page 1-4

- Select other copy modes as required.

**5** **Press the (START) key.**

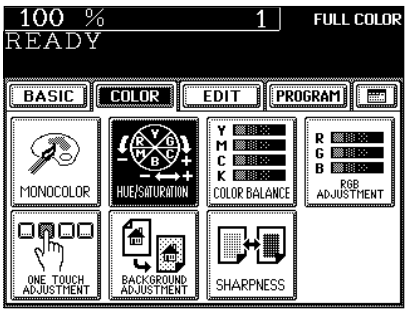
# 2. HUE ADJUSTMENT

This function is available to allow you to adjust the hue by changing the hue circle.

**1** **Place paper in the drawer(s).** ► Page 2-4

**2** **Place the original(s).** ► Page 2-9

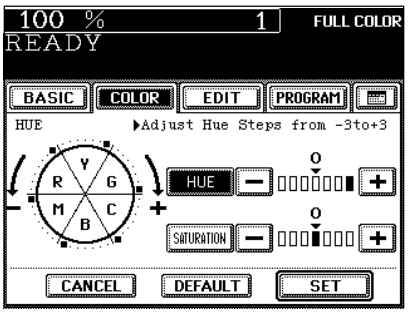
**3** **Press the (COLOR) key to enter the color menu. Then press the (HUE/SATURATION) key.**




**4** **Press the (HUE) key, then the (+) or (-) key to adjust the hue.**

- Pressing the (+) key brings the color closer to the next clockwise color while pressing the (-) key brings it closer to the next counterclockwise color.

**5** **Press the (SET) key.**




● Select other copy modes as required.

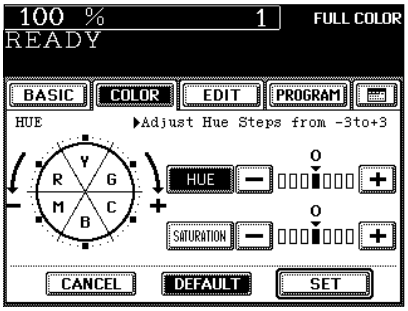
**6** **Press the (◇START) key.**

### Canceling the Hue Adjustment

There are two ways for clearing the setting.

① Press the (+) or (-) key on the HUE column to move the indicator to 0, then press the (SET) key.

② Press the (DEFAULT) key, then the (SET) key.
*The saturation setting also becomes the default mode.



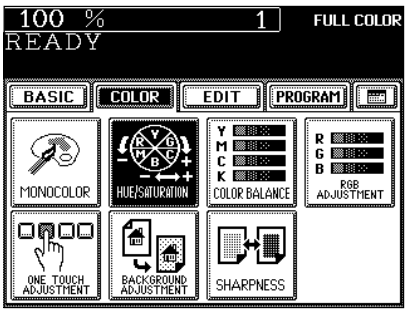
# 3. SATURATION

This function allows you to adjust the saturation of copies.

**1** **Place paper in the drawer(s).** ► Page 2-4

**2** **Place the original(s).** ► Page 2-9

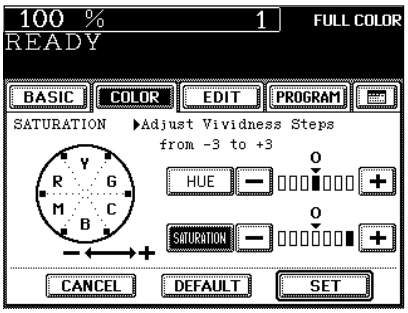
**3** **Press the COLOR key to enter the color menu. Then press the HUE/SATURATION key.**




**4** **Press the SATURATION key, then the + or - key to adjust the saturation.**

- Pressing the + key increases the brightness while pressing the - key decreases the brightness.

**5** **Press the SET key.**




● Select other copy modes as required.

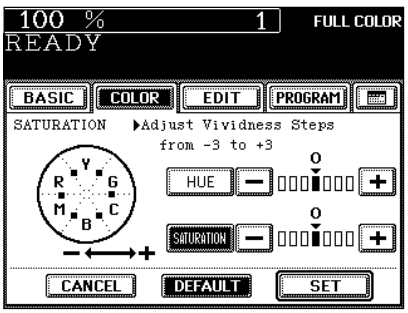
**6** **Press the ◇START key.**

## Canceling the Saturation Adjustment

There are two ways for clearing the setting.

① Press the + or - key on the SATURATION column to move the indicator to 0, then press the SET key.

② Press the DEFAULT key, then the SET key.
*The hue setting also becomes the default mode.



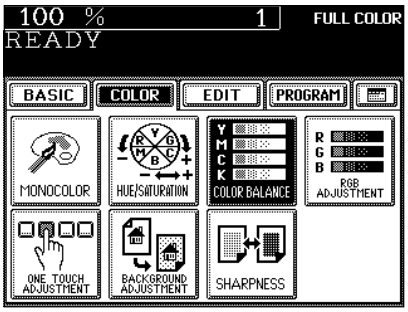
# 4. COLOR BALANCE (YMCK ADJUSTMENT)

This function allows you to adjust the color balance of copies by changing the strength of the primary colors (Yellow(Y), Magenta(M), Cyan(C) and Black(K)).

**1** **Place paper in the drawer(s).** ► Page 2-4

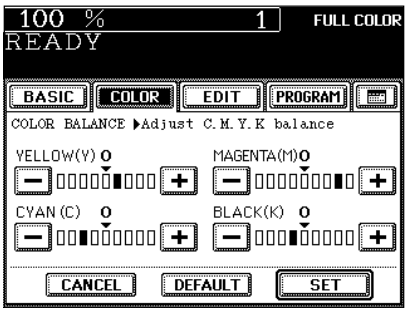
**2** **Place the original(s).** ► Page 2-9

**3** **Press the COLOR key to enter the color menu. Then press the COLOR BALANCE key.**




**4** **Press the + or - key to adjust the color balance.**
- Pressing the + key enhances the tint of the color while pressing the - key decreases the tint of the color.

**5** **Press the SET key.**




● Select other copy modes as required.

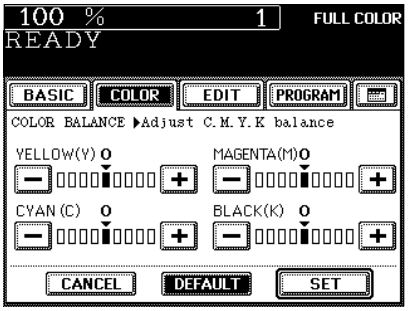
**6** **Press the ◇START key.**

## Canceling the Color Balance Adjustment

There are two ways for clearing the setting.

① Press the + or - key on the column you want to cancel to move the indicator to 0, then press the SET key.

② If you want to cancel all the 4 adjustments, press the DEFAULT key, then the SET key.



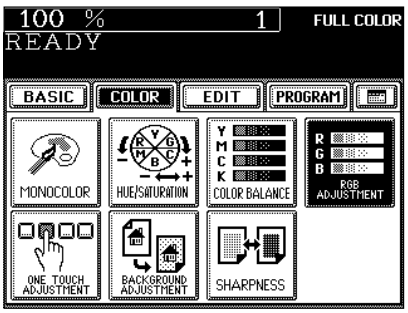
# 5. RGB ADJUSTMENT

This function allows you to adjust the color balance by changing the strength of Red(R), Green(G) and Blue(B).

**1** **Place paper in the drawer(s).** ► Page 2-4

**2** **Place the original(s).** ► Page 2-9

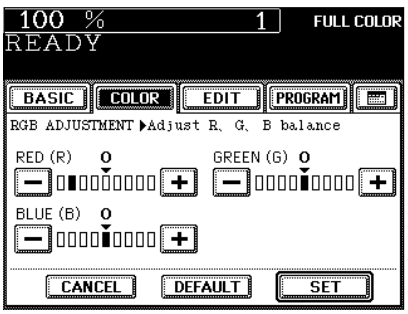
**3** **Press the COLOR key to enter the color menu. Then press the RGB ADJUSTMENT key.**




**4** **Press the + or - key to adjust the color balance.**

- Pressing the + key enhances the tint of the color while pressing the - key decreases the tint of the color.

**5** **Press the SET key.**




- Select other copy modes as required.

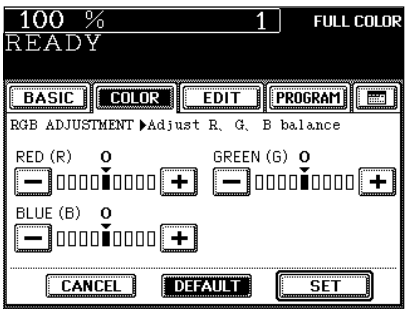
**6** **Press the START key.**

## Canceling the RGB Adjustment

There are two ways for clearing the setting.

① Press the + or - key on the column you want to cancel to move the indicator to 0, then press the SET key.

② If you want to cancel all the 3 adjustments, press the DEFAULT key, then the SET key.



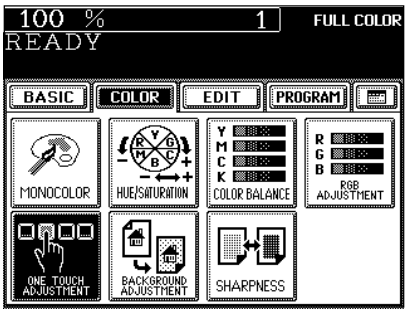
# 6. ONE-TOUCH ADJUSTMENT

You can make the image quality warm, cool, vivid or clear with just one touch.

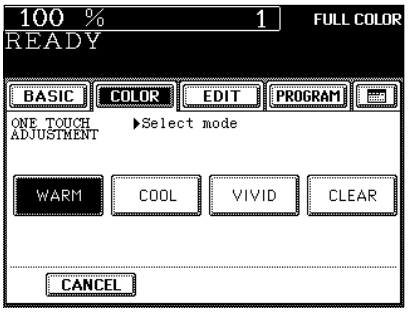
**1** **Place paper in the drawer(s).** ► Page 2-4

**2** **Place the original(s).** ► Page 2-9

**3** **Press the COLOR key to enter the color menu. Then press the ONE TOUCH ADJUSTMENT key.**




**4** **Press the WARM ( COOL, VIVID, or CLEAR ) key.**




- Select other copy modes as required.

**5** **Press the ◇START key.**

# 7. BACKGROUND ADJUSTMENT

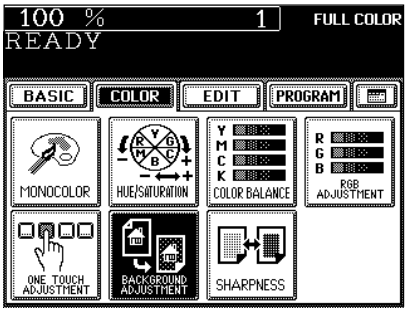
This function allows you to emphasize the background of light color originals or to avoid copying the background of dark color originals or rear side of originals.
This function is available in the black or monocolor mode as well.
*The automatic density mode is not available with this function.

**1** **Place paper in the drawer(s).** ► Page 2-4

**2** **Place the original(s).** ► Page 2-9

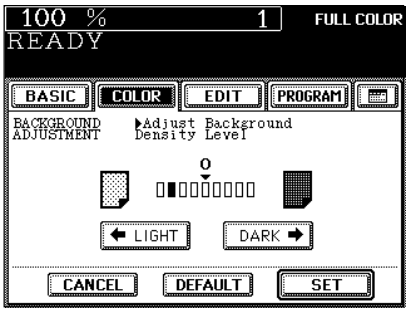
4

**3** **Press the COLOR key to enter the color menu. Then press the BACKGROUND ADJUSTMENT key.**




**4** **Press the ⬅ LIGHT (or DARK ➡ ) key.**

**5** **Press the SET key.**




● Select other copy modes as required.

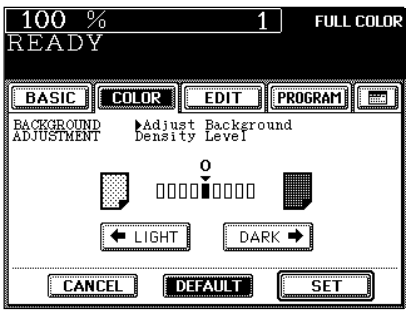
**6** **Press the ◇START key.**

### Canceling the Background Adjustment

There are two ways for clearing the setting.

① Press the ⬅ LIGHT or DARK ➡ key on the Background column to move the indicator to 0, then press the SET key.

② Press the DEFAULT key, then the SET key.



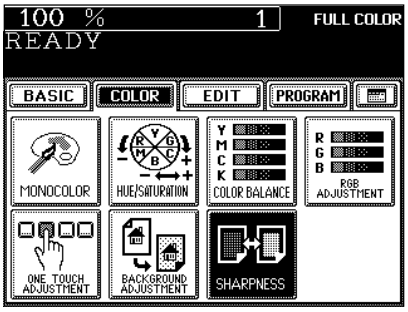
# 8. SHARPNESS ADJUSTMENT

This function allows you to emphasize the letters and edges of images.
This function is available in the black or monocolor mode as well.

**1** **Place paper in the drawer(s).** ► Page 2-4

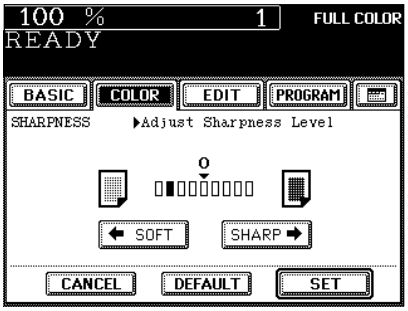
**2** **Place the original(s).** ► Page 2-9

**3** **Press the COLOR key to enter the color menu. Then press the SHARPNESS key.**




**4** **Press the ⬅ SOFT ( or SHARP ➡ ) key.**
- Pressing the ⬅ SOFT key suppresses the moire fringe while pressing the SHARP ➡ key emphasizes the letters and sharpens the fine lines.

**5** **Press the SET key.**




● Select other copy modes as required.

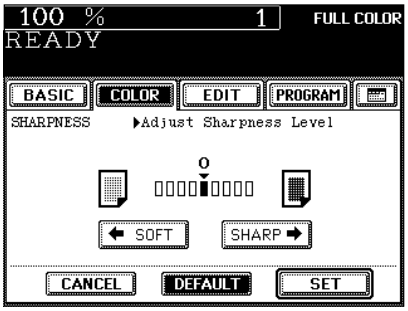
**6** **Press the ◇START key.**

## Canceling the Sharpness Adjustment

There are two ways for clearing the setting.

① Press the ⬅ SOFT or SHARP ➡ key on the Sharpness column to move the indicator to 0, then press the SET key.

② Press the DEFAULT key, then the SET key.

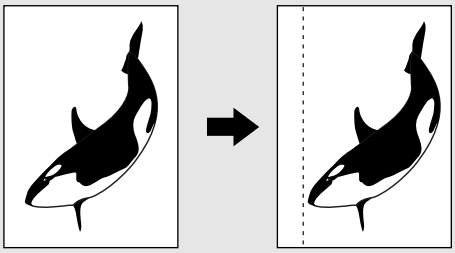


# 5. USING THE EDITING FUNCTIONS


1. Image shift ..... 5-2
2. Edge erase ..... 5-4
3. Book center erase ..... 5-5
4. Dual-page ..... 5-6
5. Full image ..... 5-8
6. 2 IN 1 / 4 IN 1 ..... 5-9
7. Magazine sort (from the editing menu) ..... 5-11
8. X-Y zoom ..... 5-13
9. Image editing ..... 5-14
   - Trimming/Masking ..... 5-14
   - Mirror image ..... 5-16
   - Negative/Positive reversal ..... 5-17
10. Centering ..... 5-18
11. Image repeat ..... 5-20

# 1. IMAGE SHIFT

With this feature, a margin for binding is created on each copy. You can place a binding margin on either the right or left side of the copy. You can also create binding margins on copies of book originals if you use this mode in combination with the Dual-Page mode (double-sided) or duplex copying from book originals.



5

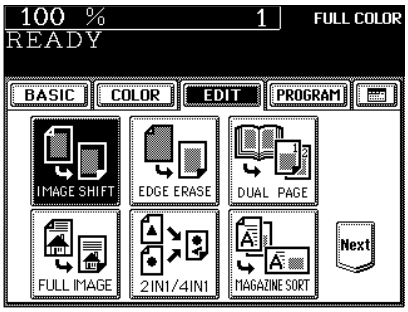
## Providing Right or Left Margin

**1** **Place paper in the drawer(s).** ► Page 2-4

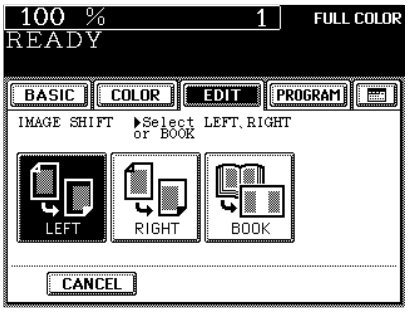
- When using this mode in bypass copying (► Page 6-5), be sure to specify the paper size.

**2** **Place the original(s).** ► Page 2-9

**3** **Press the (EDIT) key to enter the editing menu, and press the (IMAGE SHIFT) key.**



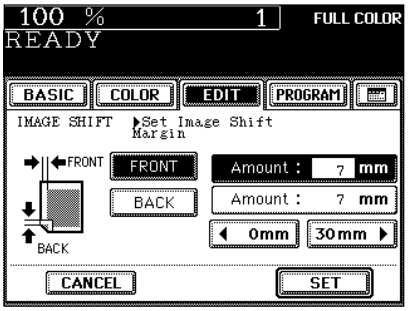

**4** **Press the (LEFT) (or (RIGHT)) key according to your desired binding side.**



**5** **Adjust the binding margin, then press the (SET) key.**

- The default width of the margin is 7 mm.
- To adjust the width, press the (◄ 0mm) or (30mm ►) key to select the desired number, then press the (SET) key.
- In duplex copying, margins on the back are created on the other side of those in the front.
  Duplex copying ► Page 3-9

● Select other copy modes as required.

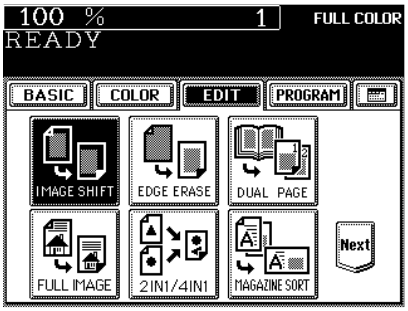



**6** **Press the (◇ START) key.**

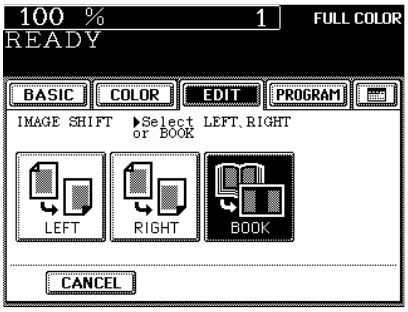
## Providing a Bookbinding Margin

When Book Margin is selected, use it in conjunction with the Duplex Copying mode from book-type originals (► Page 3-13) or the Dual-Page mode (double-sided) (► Page 5-6).

**1** **Press the (EDIT) key to enter the editing menu, and press the (IMAGE SHIFT) key.**

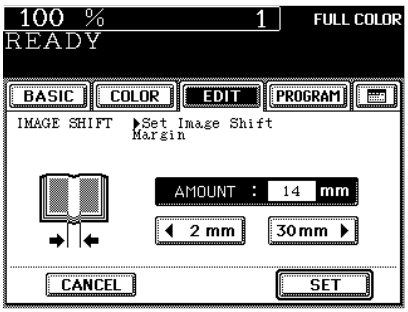



**2** **Press the (BOOK) key.**



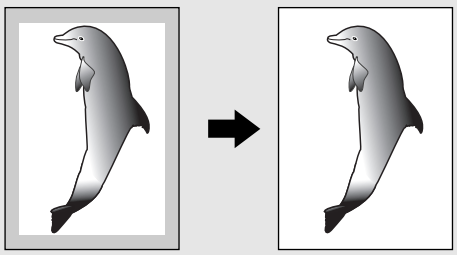

**3** **Adjust the width of the margin, then press the (SET) key.**

- The default width of the margin is 14 mm.
- To adjust the width, press the (◄ 2mm) or (30mm ►) key to select the desired number, then press the (SET) key.



# 2. EDGE ERASE

If your original has a dirty or torn edge, it may be reproduced as a black stain on the copy. In that case, use Edge Erase Copying. A white border is created along the edges of the copy, eliminating those black stains.

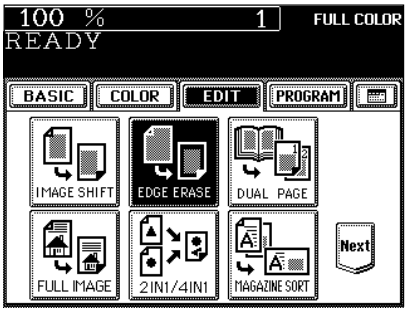


**1** **Place paper in the drawer(s).** ► Page 2-4

- When using this mode in bypass copying (► Page 6-5), be sure to specify the paper size.

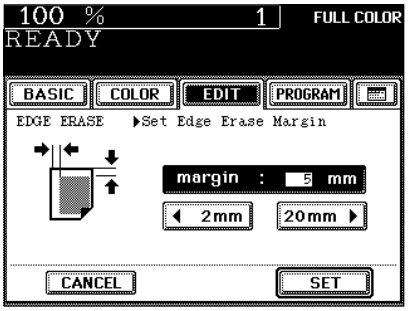
**2** **Place the original(s).** ► Page 2-9

**3** **Press the (EDIT) key to enter the editing menu, and press the (EDGE ERASE) key.**




**4** **Adjust the width of the white border, then press the (SET) key.**

- The default width of the white border is 5 mm.
- To adjust the width, press the (◄ 2mm) or (20mm ►) key to select the desired number, then press the (SET) key.

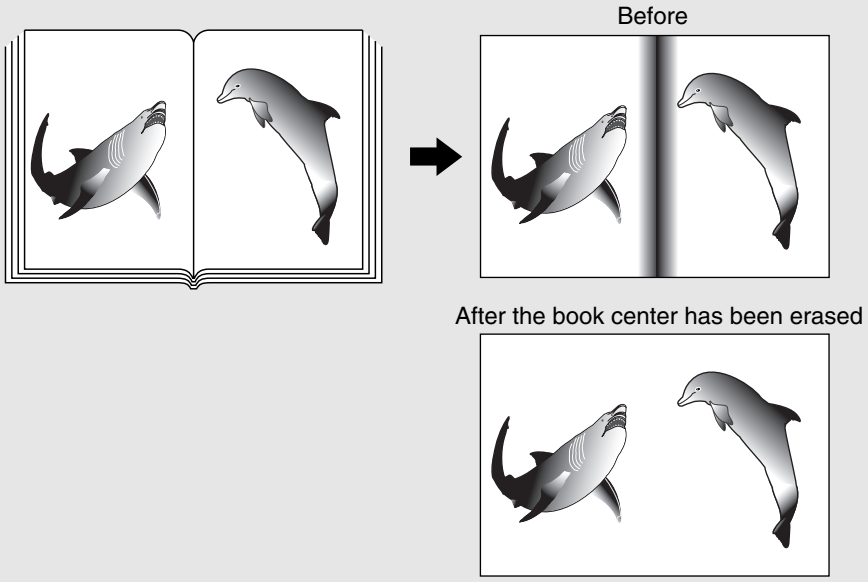



● Select other copy modes as required.

**5** **Press the (◇ START) key.**

# 3. BOOK CENTER ERASE

This function allows you to erase the shadow in the center of a book original.



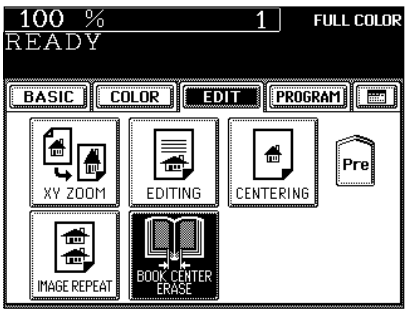

**1** **Place paper in the drawer(s).** ► Page 2-4

- When using this mode in bypass copying (► Page 6-5), be sure to specify the paper size.

**2** **Place the original(s). ► Page 2-9**

**3** **Press the (EDIT) key to enter the editing menu, and press the (BOOK CENTER ERASE) key.**

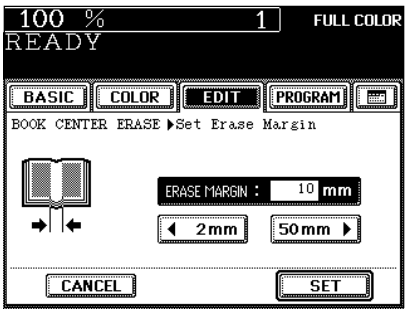
- If the key for the desired function is not shown, press the (Next) key to switch the screen.




**4** **Adjust the width of the book center erase margin, then press the (SET) key.**

- The default width of the book center erase margin is 10 mm.
- To adjust the width, press the (◄ 2mm) or (50mm ►) key and select the desired number.

● Select other copy modes as required.

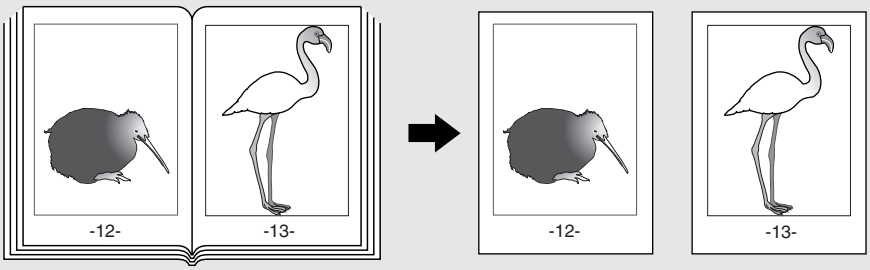



**5** **Press the (◇ START) key.**

# 4. DUAL-PAGE

Utilizing this feature allows the facing pages of a book or magazine to be copied page by page onto two separate sheets of paper or duplex-copied on one sheet. There is no need to move the original on the glass. You can also place a pair of LT (A4 or B5) sized originals side by side and copy them on separate sheets of paper.

* Only LT, A4 or B5 sized sheets of paper can be used in this mode.

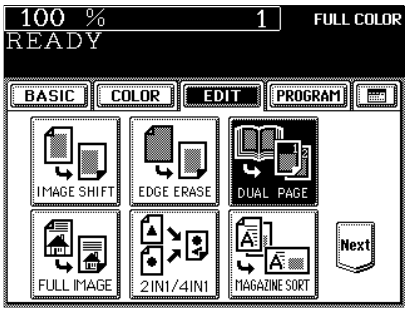



5

**1** **Place paper in the drawer(s).** ► Page 2-4

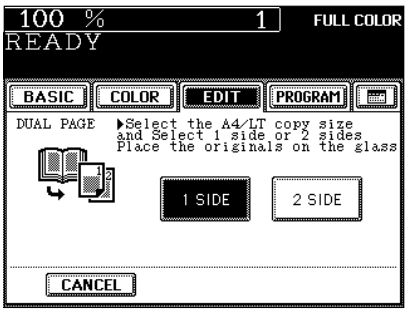
- When using this mode in bypass copying (► Page 6-5), be sure to specify the paper size.

**2** **Press the (EDIT) key to enter the editing menu, and press the (DUAL PAGE) key.**




**3** **Press the (1 SIDE) (or (2 SIDE)) key.**

- Select the (1 SIDE) key to make copies of the facing pages on two separate sheets of paper page by page. Select the (2 SIDE) key to make duplex copies of them on one sheet.



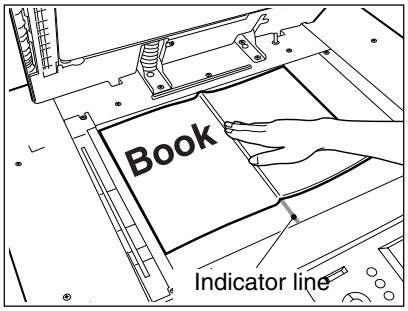

**4** **Press the (BASIC) key to enter the basic menu, then select LT (A4, B5) copy size.**

**5** **If you need a binding margin, set the bookbinding margin** (► Page 5-3)**.**

● Select other copy modes as required.

**6** **Place the first page(s) to be copied on the glass, and press the (◇ START) key.**

- If you do not copy your originals from the first page, the copies will not be arranged in the same order as the original.
- Center the book on the yellow indicator line with the bottom toward you. Book-type originals ► Page 2-10

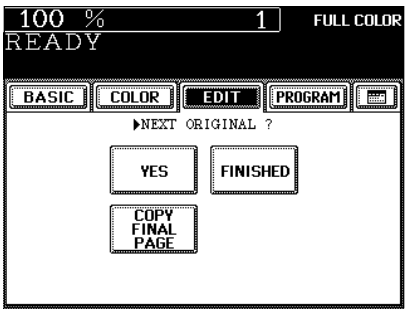



**7** **Turn to the next page, set the book again and press the (◇START) key.**

- Pressing the (YES) key and then the (◇START) key also continues copying.
- Repeat the above procedure until all your originals have been scanned.

**8** **After all your originals have been scanned, press the (FINISHED) key.**

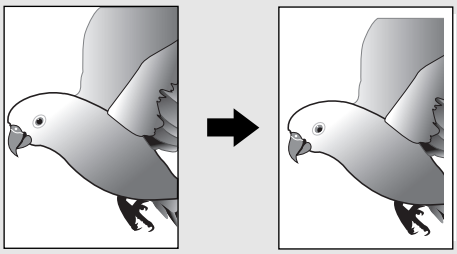
- Press the (COPY FINAL PAGE) key if the last original has only one page.




5

# 5. FULL IMAGE

When the image occupies the entire original (to the edges), use Full Image Copying to reduce the ratio a little bit so that the edges of the image will not be missed.





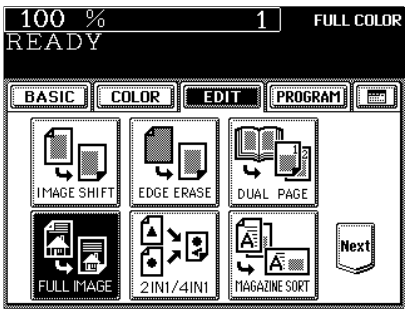
**1** **Place paper in the drawer(s).** ► Page 2-4

- When using this mode in bypass copying (► Page 6-5), be sure to specify the paper size.

**2** **Place the original(s).** ► Page 2-9

**3** **Press the (EDIT) key to enter the editing menu, and press the (FULL IMAGE) key.**

- The image is automatically reduced by a few percent so that the entire image can be copied on a sheet.




● Select other copy modes as required.

**4** **Press the (◇ START) key.**

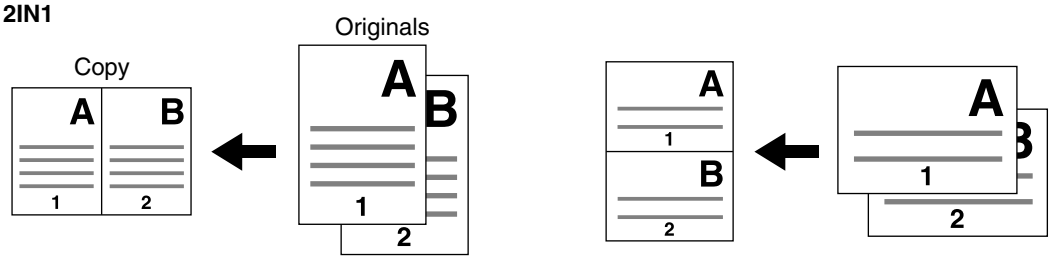
# 6. 2 IN 1 / 4 IN 1

This feature allows multiple originals to be reduced and copied onto a single sheet of paper. There are two modes: 2 IN 1 copying, where two originals are copied onto a single sheet, and 4 IN 1 copying, where four originals are copied onto a single sheet. In addition, duplex 2 IN 1 / 4 IN 1 modes are available, where four/eight originals can be copied to two sides of a single sheet of paper.

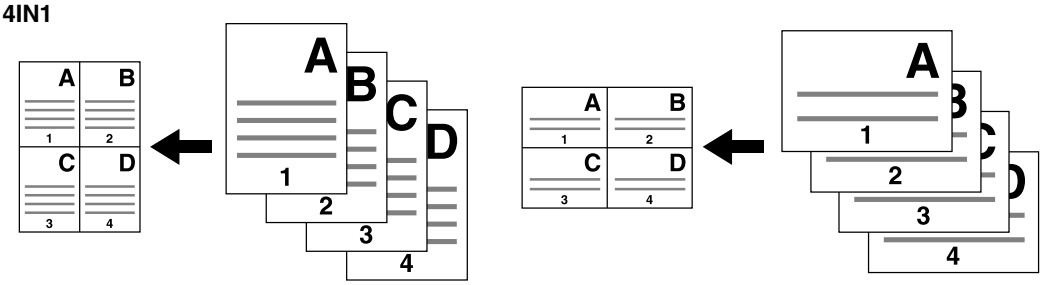
* This mode cannot be used in combination with the AUTO COLOR mode(► Page 3-16).
* 2 IN 1/4 IN 1 duplex copying mode requires the optional automatic duplexer to be installed.
* This mode cannot be used in combination with reduction/enlargement copying.

The combination of page arrangement differs depending on the direction of originals set on the optional reversing automatic document feeder.

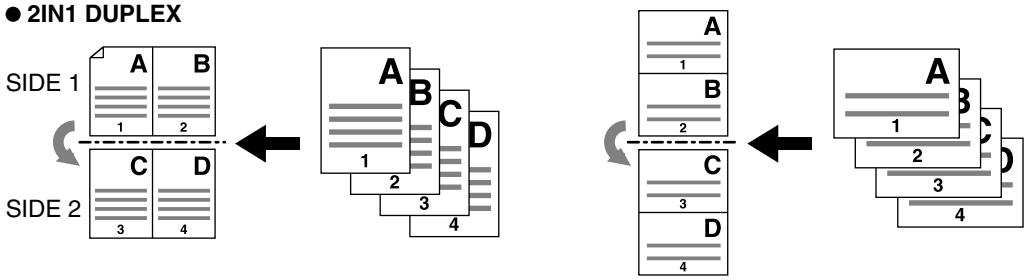
● **2IN1**



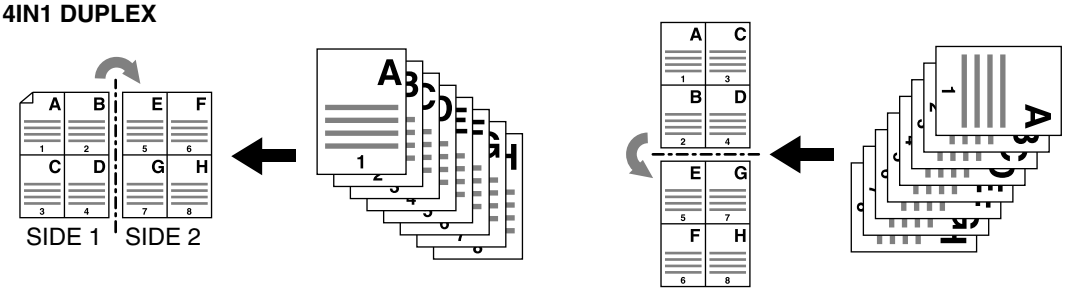

● **4IN1**




● **2IN1 DUPLEX**




● **4IN1 DUPLEX**



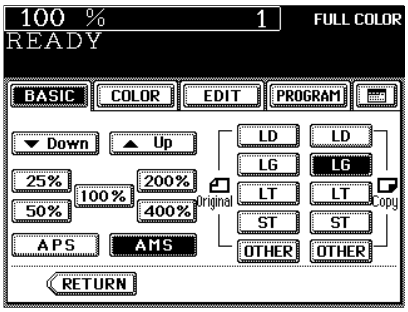

When a copy is turned with the line —·—·— as a pivot, originals are printed on side 2 (back face) as shown.

**1** **Place paper in the drawer(s).** ► Page 2-4

- When using this mode in bypass copying (► Page 6-5), be sure to specify the paper size.

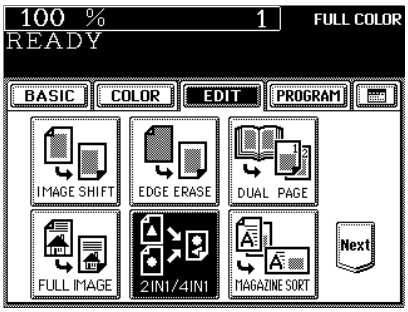
**Tip**

To make copies onto paper which is not the same size as originals, press the (ZOOM...) key to display the screen on the right, then press the desired paper size and the (AMS) key.



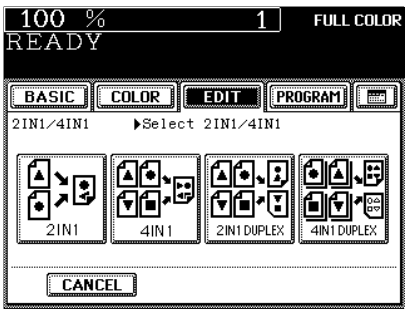

**2** **Place the originals.** ► Page 2-9

**3** **Press the (EDIT) key to enter the editing menu, and press the (2IN1/4IN1) key.**



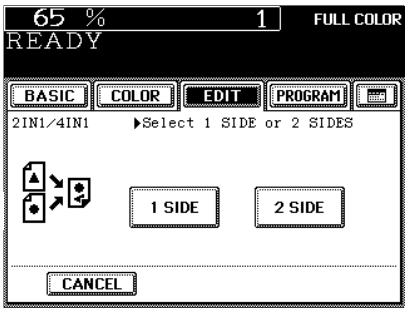

**4** **Select the type of image combination.**

- Press the (2IN1) (or (4IN1), (2IN1 DUPLEX) or (4IN1 DUPLEX)) key.




**5** **Select the type of the original.**

- Press the (1 SIDE) (or (2 SIDE)) key.



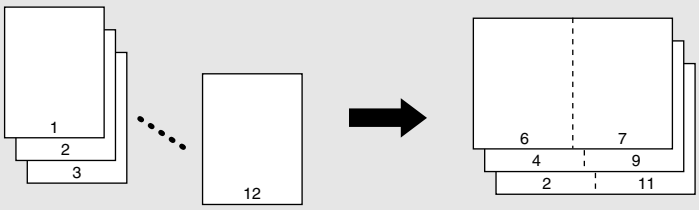

- Select other copy modes as required.

**6** **Press the (◇ START) key.**

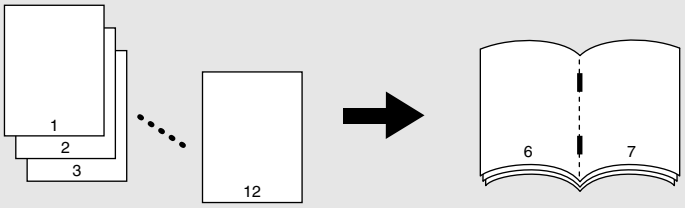
- When placing an original on the glass, perform steps 5 to 6 on page 2-3 continuously.

# 7. MAGAZINE SORT (FROM THE EDITING MENU)

The magazine sort mode allows 1-sided originals to be copied and sorted so that they can be folded and bound along a center line like typical magazines or booklets. LD, LT-R, A3, A4-R and B4 are available.
• The optional automatic duplexer must be installed.
* This mode cannot be used in combination with the AUTO COLOR mode (► Page 3-16).




● Example of copying a 12-page document
• If used in combination with the optional finisher (SR940) equipped with saddle stitch capabilities, copies can be automatically folded in half and stapled along their center line.



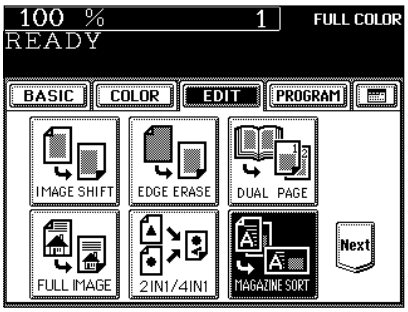

* There are two Magazine Sort procedures available. For the mode operated from the BASIC menu when the finisher (optional) is installed, see page 7-6.

**1** **Place paper in the drawer(s).** ► Page 2-4

**2** **Select the paper type.**
For drawer feeding ► Page 3-3 (step 3)
For bypass feeding ► Page 6-7 (step 4)

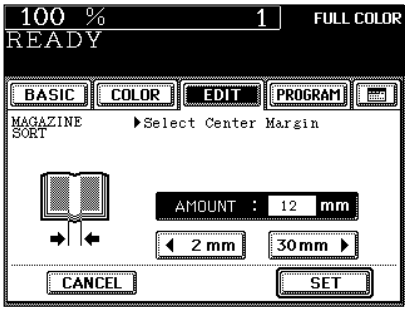
**3** **Place the original(s).** ► Page 2-9
- When placing them in the reversing automatic document feeder (optional), set them by referring to the order of pages in the illustrations above.
- When placing them on the glass, place the first page of the originals first.

**4** **Press the (EDIT) key to enter the editing menu, and press the (MAGAZINE SORT) key.**

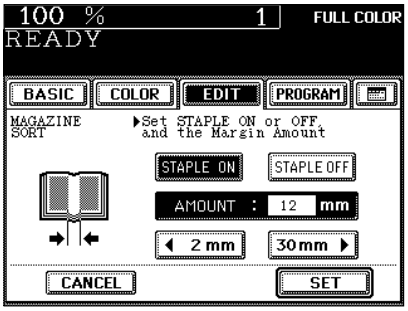


**5** **Adjust the binding margin and press the (SET) key.**

- The default width of the margin is 12 mm.
- To adjust the width, press the (◄ 2mm) or (30mm ►) key to select the desired number, then press the (SET) key.




- If the optional finisher (SR940) equipped with the saddle stitcher is installed, copies can be automatically stapled along their center line. To have copies stapled, press the (STAPLE ON) key.
- Maximum number of sheets that can be stapled
► Page 7-7




**Tip**

If the binding margin is set as less than 12mm and the (STAPLE ON) key is pressed, the paper may not exit normally.

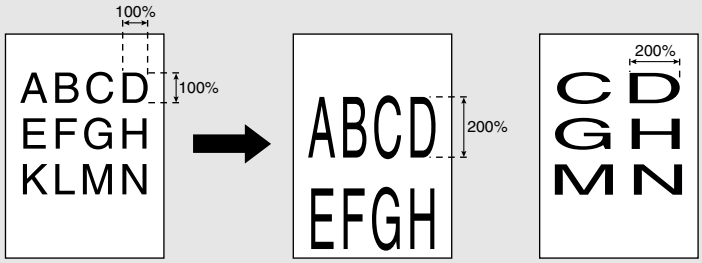
- Select other copy modes as required.

**6** **Press the (◇ START) key.**

- When placing an original on the glass, perform steps 5 to 6 on page 2-3 continuously.

# 8. X-Y ZOOM

You can make copies with different reproduction ratios set for the X (horizontal) and Y (vertical) directions, respectively.

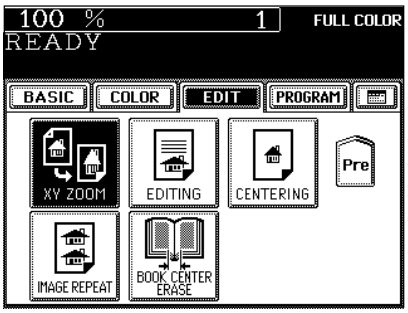



**1** **Place paper in the drawer(s).** ► Page 2-4

**2** **Place the original(s).** ► Page 2-9

**3** **Press the (EDIT) key to enter the editing menu, and press the (XY ZOOM) key.**

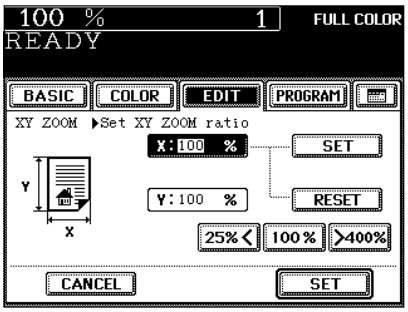
- If the key for the desired function is not shown, press the (Next) key to switch between the screens.




**4** **Set the reproduction ratios for the X (horizontal) and Y (vertical) directions, respectively.**

- Using the (25%<) and (>400%) keys on the screen, set the reproduction ratio for X and press the upper (SET) key. Similarly, set the reproduction ratio for Y.

**5** **Press the lower (SET) key.**




● Select other copy modes as required.

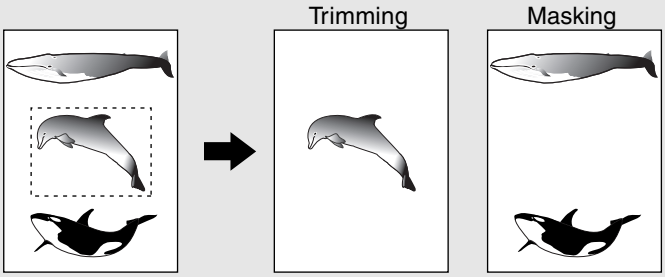
**6** **Press the (START) key.**

5

## Trimming/Masking

You can select an area on an original and copy it with the area trimmed (only the inside of the area copied) or masked (only the outside of the area copied). One rectangular area can be specified on an original.

* Image editing is only possible with standard sized originals.
* If the settings of the original and copy sizes are not made appropriately, the image may not be copied completely.



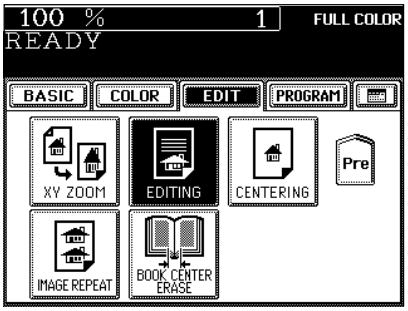



**1** **Place paper in the drawer(s).** ► Page 2-4

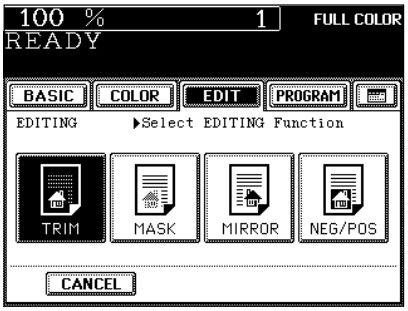
- When using this mode in bypass copying (► Page 6-5), be sure to specify the paper size.

**2** **Press the (EDIT) key to enter the editing menu, and press the (EDITING) key.**

- If the key for the desired function is not shown, press the (Next) key to switch the screen.

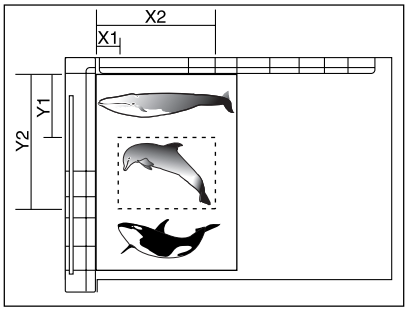



**3** **Press the (TRIM) (or (MASK)) key.**



**4** **Place an original on the glass to specify the area.**

- Set the original face up with the bottom toward you, fit its top left corner against the top left corner of the glass, and align it with the original scale.

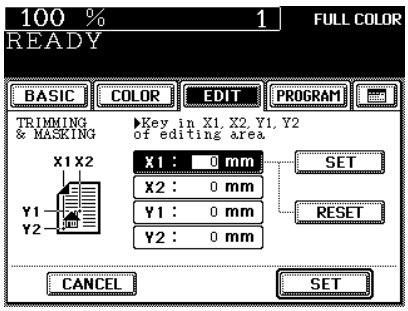



**5** **Using the original scale on the left and the inner (top) scale, read the position of the desired area as follows:**

- X1 Distance from the top left to the left edge of the specified area.
- X2 Distance from the top left to the right edge of the specified area.
- Y1 Distance from the top left to the upper edge of the specified area.
- Y2 Distance from the top left to the lower edge of the specified area.

**6** **Enter the distance values read in step 5 for the specified area.**

- Key in the value for X1 with the digital keys and press the upper (SET) key.
- Similarly, set the values for X2, Y1 and Y2.




**7** **Press the lower (SET) key.**

**8** **Place the original(s) on the glass face down and with its bottom toward you and with its top left aligned against the original scale on the left side.**

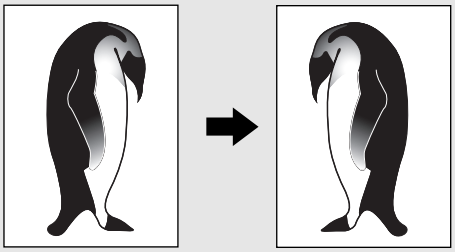
► Page 2-9

● Select other copy modes as required.

**9** **Press the (◇ START) key.**

## Mirror Image

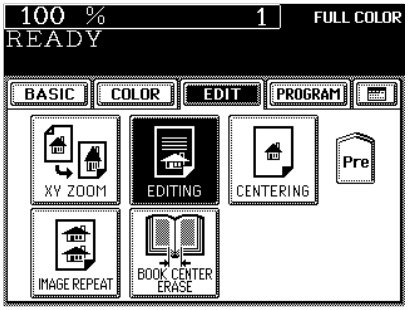
Copies are made with images completely reversed in terms of right and left.



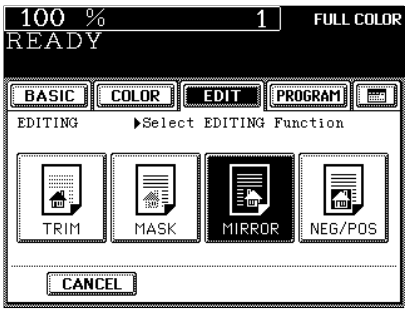
**1** **Place paper in the drawer(s).** ► Page 2-4
- When using this mode in bypass copying (► Page 6-5), be sure to specify the paper size.

**2** **Place the original(s).** ► Page 2-9

**3** **Press the (EDIT) key to enter the editing menu, and press the (EDITING) key.**
- If the key for the desired function is not shown, press the (Next) key to switch the screen.




**4** **Press the (MIRROR) key.**

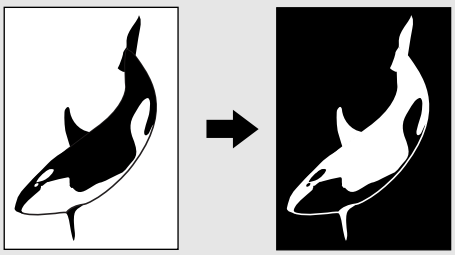



● Select other copy modes as required.

**5** **Press the (◇ START) key.**

## Negative/Positive Reversal

In the full color mode, this function allows you to reverse both the hue and the shading of the entire original when making copies. In the black mode or monocolor mode, only the shading of the entire original is reversed.

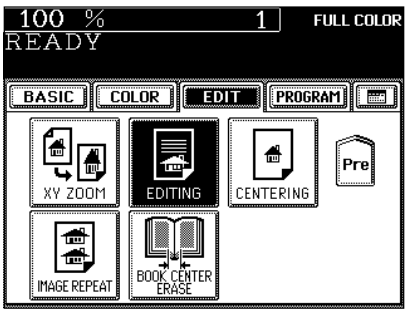


**1** **Place paper in the drawer(s).** ► Page 2-4

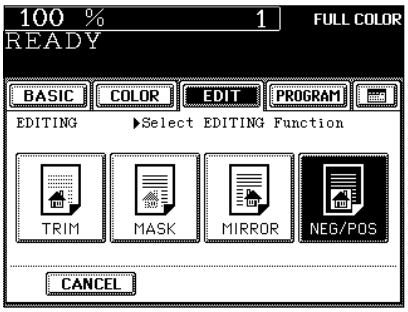
**2** **Place the original(s).► Page 2-9**

**3** **Press the (EDIT) key to enter the editing menu, and press the (EDITING) key.**

- If the key for the desired function is not shown, press the (Next) key to switch the screen.




**4** **Press the (NEG/POS) key.**



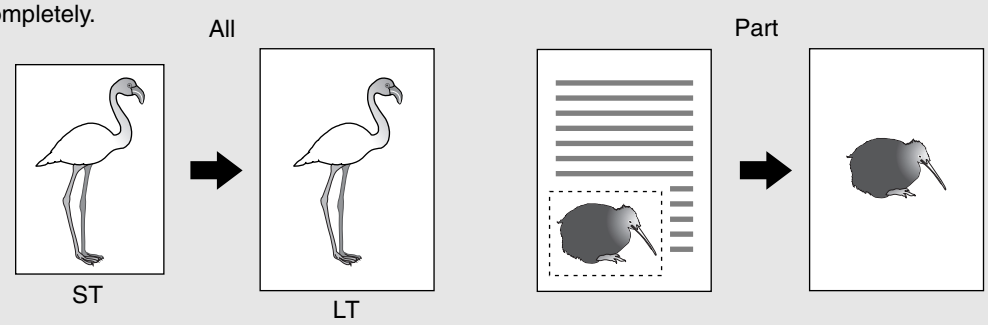

● Select other copy modes as required.

**5** **Press the (◇ START) key.**

# 10. CENTERING

You can trim all of or a part of an original and copy it out in the center of a sheet.

* Centering is only possible with standard sized originals.
* If the settings of the original and copy sizes are not made appropriately, the image may not be copied completely.



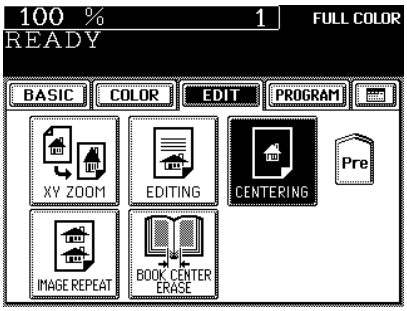

5

**1** **Place paper in the drawer(s).** ► Page 2-4

- When using this mode in bypass copying (► Page 6-5), be sure to specify the paper size.

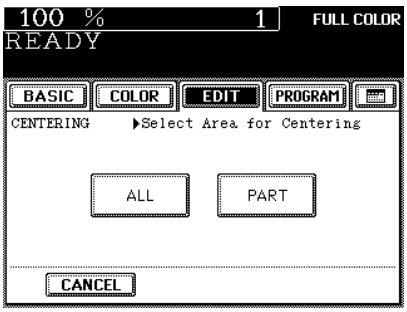
**2** **Press the EDIT key to enter the editing menu, and press the CENTERING key.**

- If the key for the desired function is not shown, press the Next key to switch the screen.



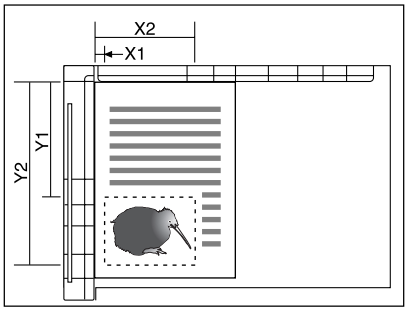

**3** **Press the ALL (or PART) key to select the area for centering.**

- If you have pressed the ALL key, go to step 8.



**4** **When centering a part of an original, place the original on the glass to specify the area.**

- Set the original face up with the bottom toward you, fit its top left corner against the top left corner of the glass, and align it with the original scale.

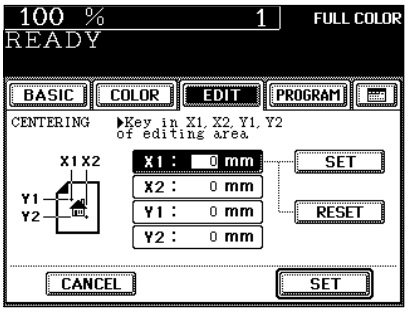



**5** **Using the original scale on the left and the inner (top) scale, read the position of the desired area, as follows:**

- X1 Distance from the top left to the left edge of the specified area.
- X2 Distance from the top left to the right edge of the specified area.
- Y1 Distance from the top left to the upper edge of the specified area.
- Y2 Distance from the top left to the lower edge of the specified area.

**6** **Enter the distance values read in step 5 for the specified area.**

- Key in the value for X1 with the digital keys and press the upper (SET) key.
- Similarly, set the values for X2, Y1 and Y2.




**7** **Press the lower (SET) key.**

**8** **Place the original(s) on the glass face down and with its bottom toward you and with its top left aligned against the original scale on the left side.**
**► Page 2-9**

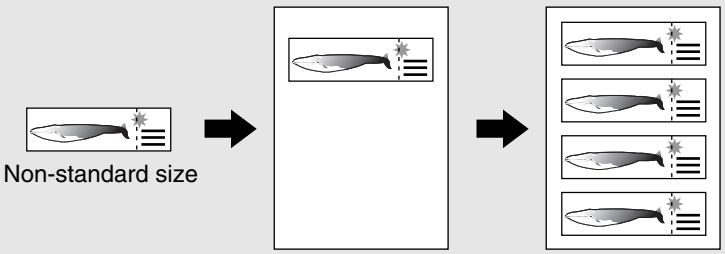
● Select other copy modes as required.

**9** **Press the (◇ START) key.**

# 11. IMAGE REPEAT

You can repeat the entire original or a part of the area of the original on the copy.

* Image repeat is only possible with standard sized originals. However, a non-standard sized original can be copied if it is placed on a standard sized original and its area is specified.



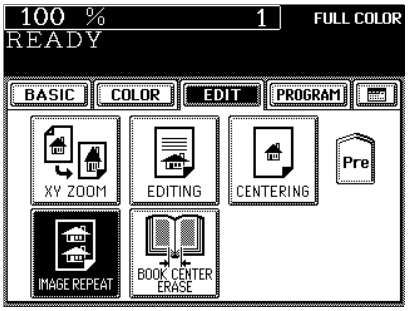



**1** **Place paper in the drawer(s).** ► Page 2-4

- When using this mode in bypass copying (► Page 6-5), be sure to specify the paper size.

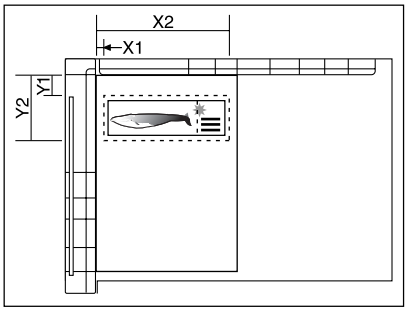
**2** **Press the (EDIT) key to enter the editing menu, and press the (IMAGE REPEAT) key.**

- If the key for the desired function is not shown, press the (Next) key to switch the screen.




**3** **Place an original on the glass to specify the area.**

- Set the original face up with the bottom toward you, fit its top left corner against the top left corner of the glass, and align it with the original scale.

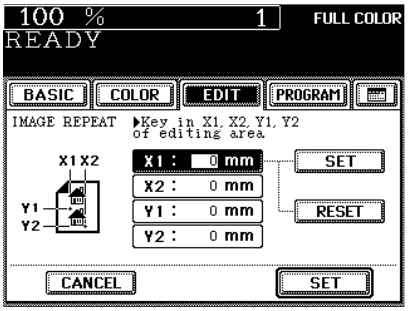



**4** **Using the original scale on the left and the inner (top) scale, read the position of the desired area, as follows:**

- X1 Distance from the top left to the left edge of the specified area.
- X2 Distance from the top left to the right edge of the specified area.
- Y1 Distance from the top left to the upper edge of the specified area.
- Y2 Distance from the top left to the lower edge of the specified area.

**5** **Enter the distance values read for the area to be repeated.**

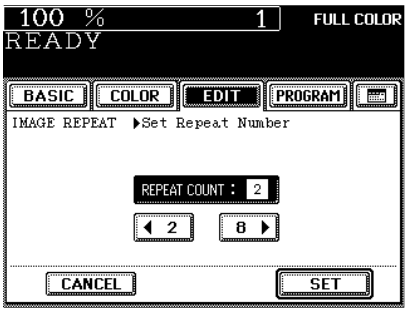
- Key in the value for X1 with the digital keys and press the upper (SET) key.
- Similarly, set t he values for X2, Y1 and Y2.




**6** **Press the lower (SET) key.**

**7** **Select the repeat number.**

- To change the repeat number:
  Press the (◀ 2) or (8 ▶) key to select the desired repeat number, and press the (SET) key.




**Tips**

- If the repeat number is not set, the copier automatically repeats the original once. Only the height direction is available for repeat copying, and the original can be repeated up to 8 times.
- If the settings of the original and copy sizes are not made appropriately, the repeated image may not be copied completely.

**8** **Place the original(s) on the glass face down and with its bottom toward you and with its top left aligned against the original scale on the left side.**

► Page 2-9

● Select other copy modes as required.

**9** **Press the (◇ START) key.**

# 6. USING THE SPECIAL FUNCTIONS


1. Continuous original feeding / Single original feeding ..... 6-2
2. Mixed-sized originals ..... 6-4
3. Bypass copying ..... 6-5
   - Bypass copying on standard size or full bleed paper ..... 6-7
   - Bypass copying on non-standard size paper ..... 6-9
   - Thin Paper/Thick Paper/OHP Film/Special Paper/Sticker Label ..... 6-11
4. Job memory ..... 6-13
5. Setting the “OTHER” size key ..... 6-16
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10. Department management ..... 6-23
    - Printing an access code list ..... 6-24
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15. Clearing of toner counter ..... 6-35

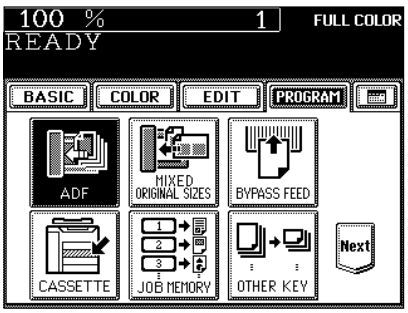
When using the optional reversing automatic document feeder, you can select the continuous feed mode (default setting) where multiple (or single) originals are continuously fed in one by one, or the single-feed mode where if you insert an original, it is automatically pulled in and starts being copied.

## Continuous Feed Mode

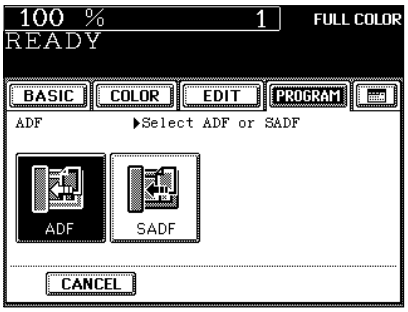
**1** **Place paper in the drawer(s).** ► Page 2-4

**2** **Place the original(s).** ► Page 2-9
- Maximum number of originals that can be set ► Page 2-9

**3** **Press the (PROGRAM) key to enter the program menu, and press the (ADF) key.**




**4** **Press the (ADF) key.**

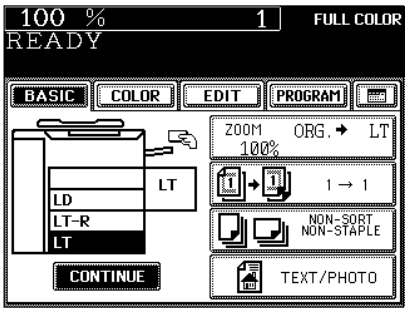



- Select other copy modes as required.

**5** **Press the (◇ START) key.**

**Tip**

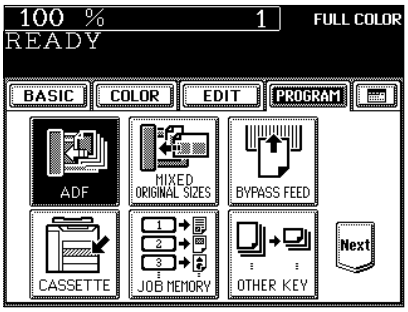
When the number of originals is too large to be set at one time, you can divide the originals into two to four sets and set them one after another. To do so, place the last set of originals first, and press the (CONTINUE) key while the scanning is in progress. After they have been scanned, place the previous set of originals.



## Single-feed Mode

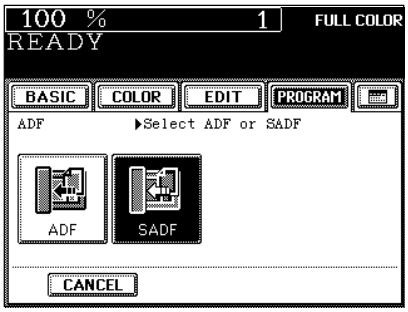
**1** **Place paper in the drawer(s).** ► Page 2-4

**2** **Press the (PROGRAM) key to enter the program menu, and press the (ADF) key.**



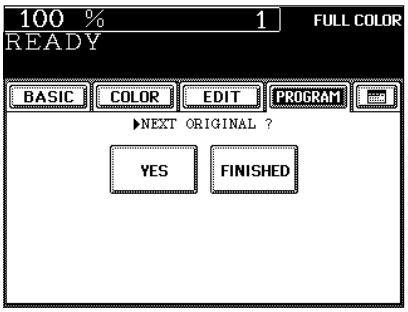

**3** **Press the (SADF) key.**

- Select other copy modes as required.




**4** **Place an original.** ► Page 2-9

- The original is automatically pulled in and the screen changes as shown on the right.
- If there are more originals, set them in the same way. (The same operation is carried out whether or not you press the (YES) key.)



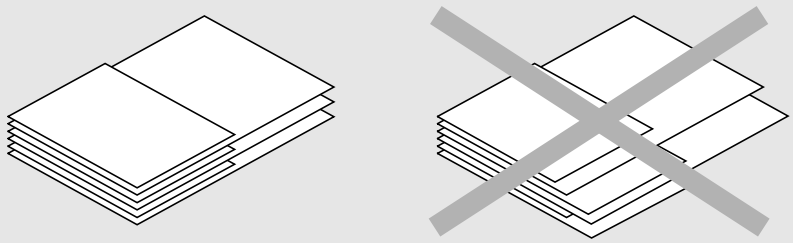

**5** **After all originals have been fed through the reversing automatic document feeder, press the (FINISHED) key.**

- Copying begins.

6

# 2. MIXED-SIZED ORIGINALS

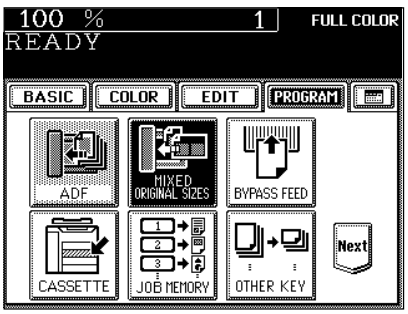
When the optional reversing automatic document feeder is used, different-sized originals can be copied at the same time in this copying mode, if their widths are the same.
* Do not set originals whose widths are different.



**1** **Place paper in the drawer(s).** ► Page 2-4
- Bypass copying is not possible.

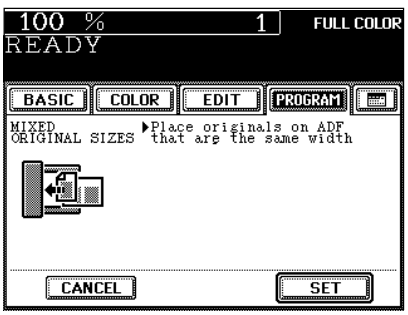
**2** **Place the original(s).** ► Page 2-9
- LD and LT, LG and LT-R, A3 and A4, B4 and B5, or FOLIO and A4-R sized originals can be mixed.
- The number of originals you can load at a time is 25.

**3** **Press the (PROGRAM) key to enter the program menu, and press the (MIXED ORIGINAL SIZES) key.**




**4** **Press the (SET) key.**

**5** **Select either the Automatic Paper Selection** (► Page 3-2) **or Automatic Magnification Selection mode** (► Page 3-4).
- To make duplexed copies, select the automatic magnification mode.




● Select other copy modes as required.

**6** **Press the (START) key.**

# 3. BYPASS COPYING

When the desired size of paper is not set in any of the drawers, or when you want to make copies on Full Bleed or non-standard sized paper, use the sheet bypass.
The modes below are available even in bypass copying if the paper size is specified:

- automatic paper selection
- automatic magnification selection
- duplex
- edge erase
- image shift
- book center erase
- dual-page
- full image
- 2 IN 1 / 4 IN 1
- trimming/masking
- mirror image
- centering
- image repeat
- staple sorting
- magazine sort
- saddle stitching
- hole punching

In these cases, the setting procedures of the following two types of paper are different:

- Bypass copying on standard size and Full Bleed paper ► Page 6-7
- Bypass copying on non-standard size paper ► Page 6-9

If you want to make copies on thin paper, thick paper, OHP film, sticker label, special paper, etc., make bypass copies. ► Page 6-11, 6-12

* You can also set THIN paper (17~20 lb.), THICK1 paper (29 lb.bond~60lb.cover/90 lb.index) and OHP films in the drawers. ► Page 2-7

## Bypass Copy Mode

- Refer to the table below and select the mode corresponding to the paper that has been set. Otherwise, paper jams may result or the image quality could deteriorate.
- The number of sheets that can be set at a time differs depending on the paper type. Setting more than the specified number of sheets at a time may cause copier failure or paper jams. Be sure to set within the specified range.
- It takes from 30 to 90 seconds to switch modes among “PLAIN”, “THICK1”, “THICK2”, “THICK3”, “THICK4”, “SPECIAL” and “OHP FILM” for adjustment, and from 30 to 240 seconds between “THIN” and other modes.
- If the BYPASS MISFEED (8/V) symbol flashes, pull out the paper and place it on the sheet bypass again. ► Page 9-13
- When copying is finished, the lamp of the (//FUNCTION CLEAR) key lights. Either press the (//FUNCTION CLEAR) key, or wait 45 seconds before the bypass copying mode automatically returns to the default mode.

| Corresponding Paper Type | Paper Size | Maximum Capacity |
|---|---|---|
| THIN (17-20 lb.) | (Standard size)<br>LT format: LD, LG, LT, LT-R, ST-R,<br>COMP (10 1/8”x14”), 13”LG (8 1/2”x13”),<br>8.5”SQ (8 1/2”x8 1/2”), Full Bleed (12”x18”)<br>A/B format: A3 (297x420mm), A4 (297x210mm),<br>A4-R (210x297mm), A5-R (148x210mm),<br>A6-R (105x148mm), B4 (257x364mm),<br>B5 (257x182mm), B5-R (182x257mm),<br>FOLIO (210x330mm)<br><br>(Non-standard size)<br>Length: 3.9”~12.0”; Width: 5.8”-18.0” | 130 sheets |
| PLAIN (21-28 lb.) | | 115 sheets (24 lb.)<br>100 sheets (28 lb.) |
| THICK1 (29 lb.bond-90 lb.index/60lb.cover) | | 60 sheets (32 lb.)<br>60 sheets (60 lb.cover) |
| THICK2 (-110 lb.index/75lb.cover) | | 40 sheets |
| THICK3 (-140 lb.index/95lb.cover) | | 40 sheets (80 lb.cover) |
| THICK4 (-104 lb.cover) | | 40 sheets |
| Sticker labels (THICK2) | | 40 sheets |
| Special paper | (Standard size)<br>LD, LT, LT-R | 40 sheets |
| OHP FILM | (Standard size)<br>LT | 40 sheets |

* The copier stops its operation when the paper set on the bypass guide has run out even if there is the same size of copy paper in the drawer.
* When the finisher (optional) is installed, the images may not output easily according to the environment.

## Bypass Copying

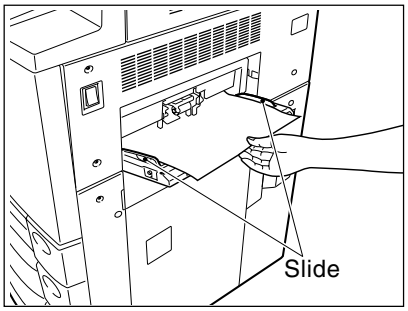
The general procedure for making bypass copies (the paper size is not specified) is described below.

**1 Set sheets of paper on the bypass guide and align the slides with the size of the paper.**

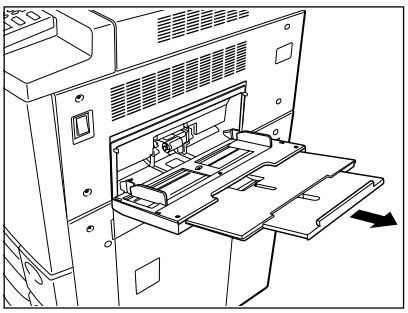
- This message appears:

| Ready for bypass copying |
|---|

- The paper should be placed with the side to be copied facing up.




- If the paper is long-sized, pull out the triple paper holder.
- Types of paper that can be used in bypass copying
  ► Page 6-5
- If you put several sheets on the sheet bypass at a time, fan the paper well before placing it.



**2 Place the original(s).** ► Page 2-9

● Select other copy modes as required.

**3 Press the ◇START key .**

6

## Bypass Copying on Standard Size or Full Bleed Paper

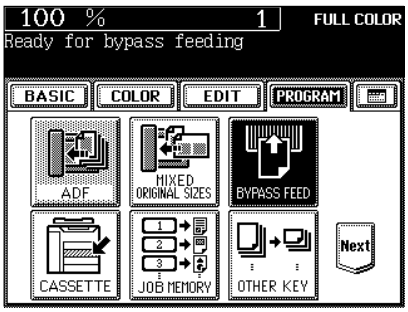
**1** **Perform steps 1 to 2 on page 6-6.**

● Set the "OTHER" size key as necessary. ► Page 6-16

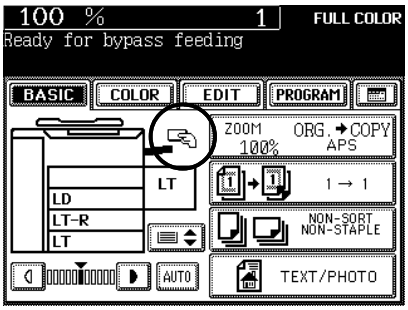
**Tip**

If the paper that has been set is the standard size other than LD, LG, LT or ST, you will select the (OTHER) key in step 4. In this case, you need to make the (OTHER) key recognize the same size as the paper that has been set. Such setting should be done at this step.

**2** **Press the (PROGRAM) key to enter the program menu, and press the (BYPASS FEED) key.**

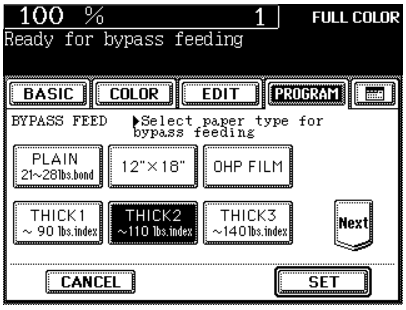


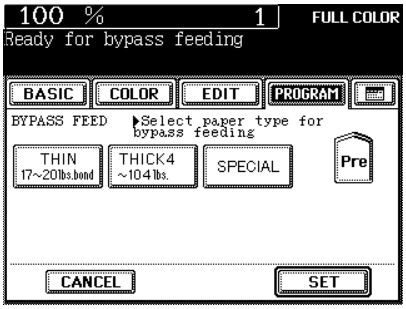

- When paper is set on the sheet bypass, pressing the bypass guide icon ◯ as shown on the right-hand display can also make the screen in step 3 appear.




**3** **After selecting the paper type key corresponding to the type of the paper that has been set, press the (SET) key.**

- Plain paper is selected as the default mode (half-tone shaded).
- When using Full Bleed paper, press both the paper weight key and the (12" x 18") key. Then press the (SET) key.

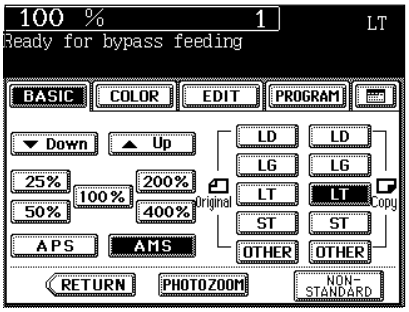


## Bypass Copying on Standard Size or Full Bleed Paper (Cont.)

**4 Select the key of the same size as the paper that has been set.**

- For Full Bleed paper, the selection is done in step 3.
- For LT-R (or ST-R) size, press the (LT) (or (ST)) key twice.
- (OTHER) key ► Page 6-16




**Tip**

If the size of the sheets fed from the sheet bypass is not specified, the Automatic Magnification Selection mode is canceled.

- Select other copy modes as required.

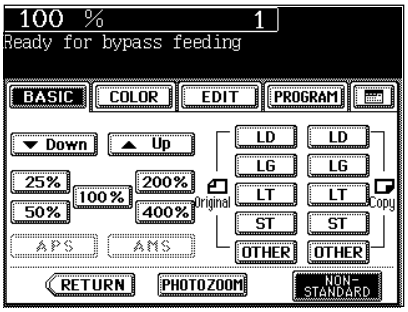
**5 Press the (START) key.**

## Bypass Copying on Non-standard Size Paper

The size of non-standard paper is within the following ranges:
Length: 100 ~ 305mm (3.9" ~ 12.0") Width: 148 ~ 457mm (5.8" ~ 18.0") ► Page 6-5 (table)

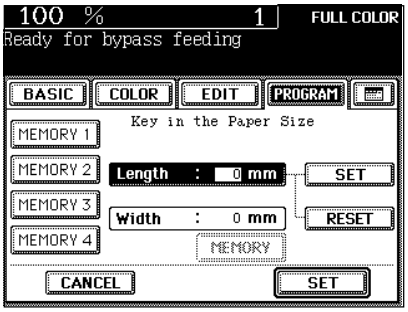
**1** **Perform steps 1 to 3 on page 6-7.**

**2** **Press the (NON-STANDARD) key.**

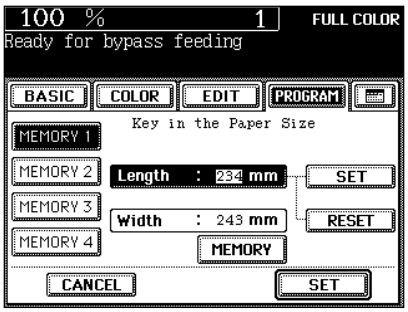



**3** **Key in each dimension (length and width) with the digital keys, or recall the data stored in the MEMORY. Then press the lower (SET) key.**

- When using the digital keys to key in the size:
  Key in the length with the digital keys and press the upper (SET) key. Similarly, set the values for the width.




- Press the (MEMORY 1) ((MEMORY 2), (MEMORY 3) or (MEMORY 4)) key and the paper size memorized in the MEMORY 1 appears.
- Storing a non-standard size in the memory ► Page 6-10




● Select other copy modes as required.

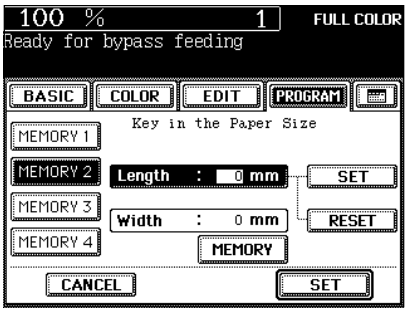
**4** **Press the (◇ START) key.**

## Storing a Non-Standard Size in the MEMORY

It is convenient if a frequently used non-standard size of paper is stored in the memory.

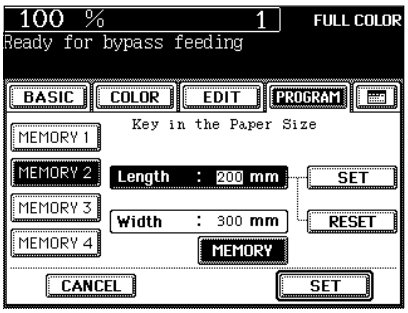
**1** **Press the desired Memory Number key.**

- When the paper size is '0 mm', the selected Memory Number key is vacant.
- When the paper size is displayed, a non-standard size is already stored in the selected Memory Number key. If those data may be deleted, perform step 2. New data will be rewritten and stored on that Memory Number key.




**2** **Key in each dimension with the digital keys, then press the (MEMORY) key.**

- Key in the length with the digital keys and press the upper (SET) key. Similarly, set the value for the width.
- The paper size is stored in the shaded Memory Number key.



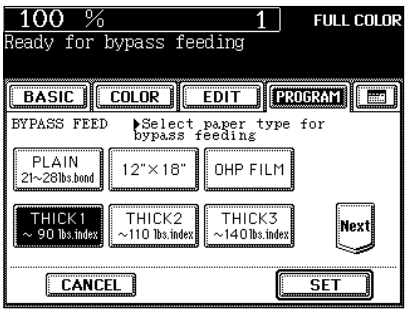

6

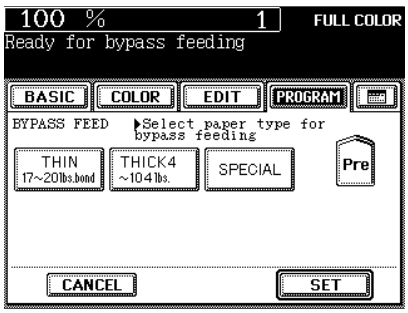
## Thin Paper/Thick Paper/Special Paper/Sticker Label

Use the recommended thin paper/thick paper/special paper/sticker labels if possible. Copy paper sold at stores is also acceptable, but paper of some brands may not be suitable to acquire a clear image. In this case, ask your authorized dealer.

**1** **Perform steps 1 to 2 on page 6-7.**

**2** **Check the thickness of the paper and press the [THIN], [THICK1], [THICK2], [THICK3] or [THICK4] key, and then press the [SET] key. Press the [SPECIAL] key for special paper or press the [THICK2] key for a sticker label, and then press the [SET] key.**




**3** **Specify the paper size.**
- Standard size paper ► Page 6-7 (step 4)
- Non-standard size paper ► Page 6-9 (steps 2 to 3)

● Select other copy modes as required.

**4** **Press the [START] key.**

**Note**

When the special paper is used, remove the copied paper from the exit tray frequently.

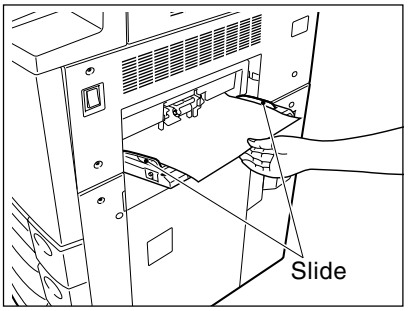
## OHP Films

- Only LT-sized OHP film is acceptable.
- Using OHP films other than the recommended ones may cause jams and make the copier breakdown. The image quality may be lowered as well and copies cannot be made in clear color. If you want to use other kinds of OHP films, ask your authorized dealer.

* Set the OHP films on the sheet bypass vertically (the same as for LT placement).
  If you set them horizontally (the same as for LT-R placement), the following message will appear:

| |
|---|
| Set transparency film in LT direction |

* If you select the OHP film mode, the copy speed becomes slower.

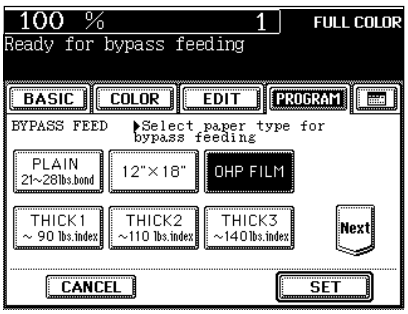



**1** **Perform steps 1 to 2 on page 6-7.**

**Tip**

Up to 40 OHP films can be set at a time. If you will make copies of more than 40 films, feed them from the exclusive drawer for OHP films (► Page 2-7).

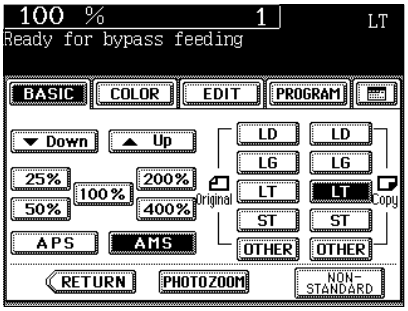
**2** **Press the (OHP FILM) key, then the (SET) key.**




**3** **LT is automatically selected for the copy size**.

**Tip**

To make copies on OHP films (LT) from horizontally-long originals such as LD or LG, press the (AMS) key on the screen on the right. The original data will be rotated 90° to make copies as same as the originals.




● Select other copy modes as required.

**4** **Press the (START) key.**

You can store and recall a combination of frequently used copy jobs at any time. Up to eight such combinations of jobs can be stored.

* You cannot delete the copy jobs that have already been stored in the memory, but you can rewrite new jobs on the memory key in which some copy jobs have already been stored.

## Storing a Combination of Copy Jobs

**1 Select the desired copy jobs.**

Example 1:

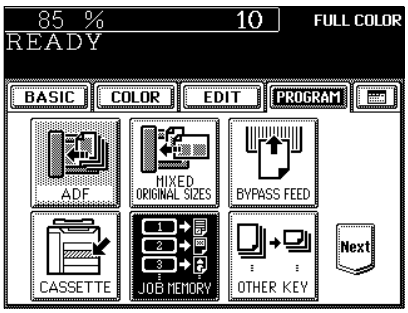
Reproduction ratio ..... 85%
Copy quantity ..... 10 copies
Color mode ..... Full color
Paper size ..... LT-R

Example 2:

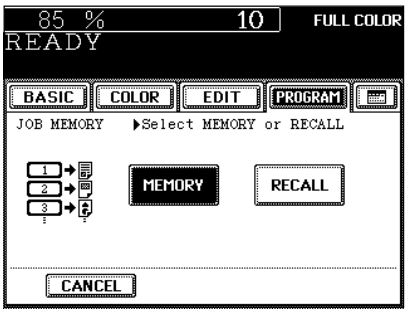
Color balance ..... Y(Yellow)+1
M(Magenta)+2
C(Cyan)-1
K(Black) 0
Paper size ..... LT-R
Reproduction ratio ..... 90%

- Confirm that each job is set correctly by pressing the Set functions confirmation key.

**2 Press the PROGRAM key to enter the program menu, and press the JOB MEMORY key.**

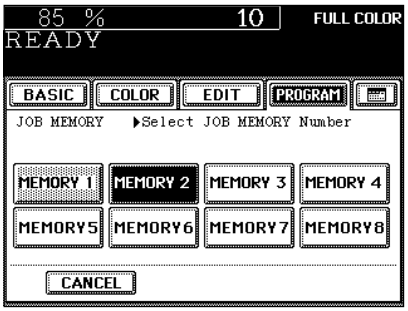



**3 Press the MEMORY key.**




6

**4** **Press the desired Memory Number key.**
- The copy jobs are stored in the selected Memory Number key.




**Tips**

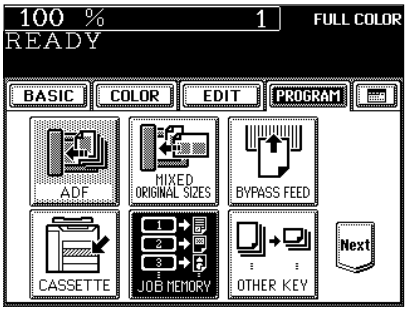
- Memory Number keys where copy jobs have been already stored are shown in a half-tone shaded pattern.
- The stored copy jobs remain unchanged until different copy jobs are entered. (They are retained even after the power switch is turned off.)

## Recalling a Stored Combination of Copy Jobs to Make Copies

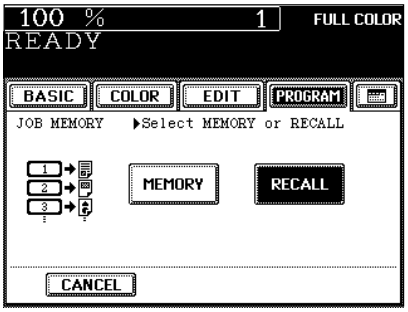
**1** **Place paper in the drawer(s).** ► Page 2-4

**2** **Place the original(s).** ► Page 2-9

**3** **Press the PROGRAM key to enter the program menu, and press the JOB MEMORY key.**

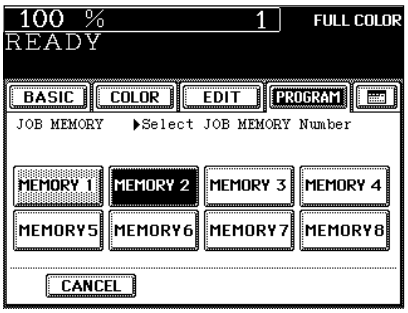



**4** **Press the RECALL key.**



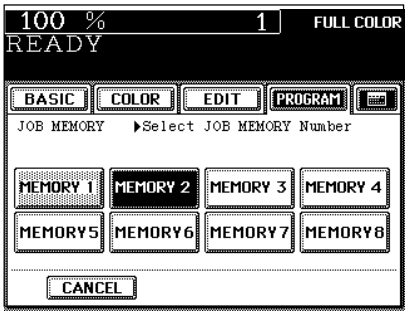

**5** **Press the Memory Number key where the desired combination of copy jobs are stored.**
- Memory Number keys where copy jobs have been already stored are shown in a half-tone shaded pattern.

**6** **Press the ◇ START key.**
- Copies will be made in the recalled copy modes.

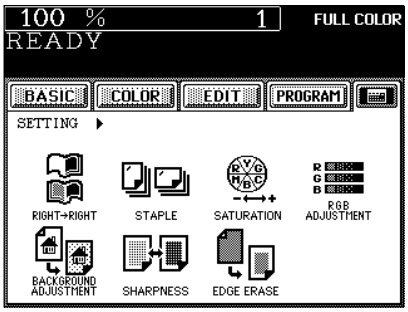


## Confirming Stored Copy Jobs

To confirm the copy jobs stored in the Memory Number key, perform steps 3 to 5 on the previous page, then press the Set functions confirmation key.



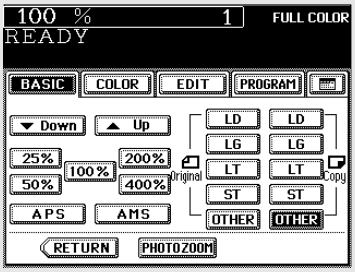

- The screen on the right is an example of jobs that have been stored in “MEMORY 2”.



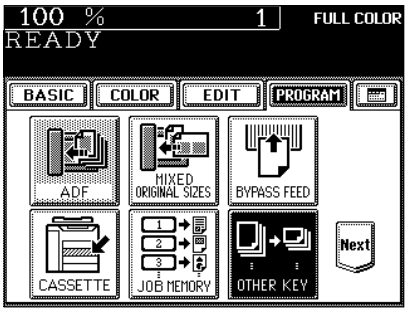
# 5. SETTING THE "OTHER" SIZE KEY

When original or paper size is required to be specified and you need to specify it to 'OTHER' size (except for non-standard size), this function should be used.

- This function allows the (OTHER) key on the screen on the right to recognize the size that will be used. The initial setting for this key is COMP.

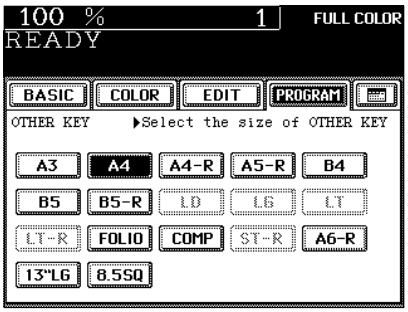



**1** **Press the (PROGRAM) key to enter the program menu, and press the (OTHER KEY) key.**




**2** **Press the COPY SIZE key of the paper corresponding to the size that will be used.**

- Setting has been completed.




**Tip**

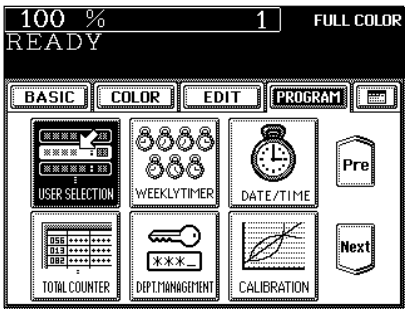
If you select 'A4' in step 2 for instance, the (OTHER) keys (both ORIGINAL and COPY SIZE keys) are recognized as A4 size.

You can change the initial setting (default setting) of each mode displayed on the User Selection screen.
The following modes can be changed.

- Energy saving level
- Color mode
- Copy density (Exposure) mode
- Original image type
- Bypass feeding
- Calibration

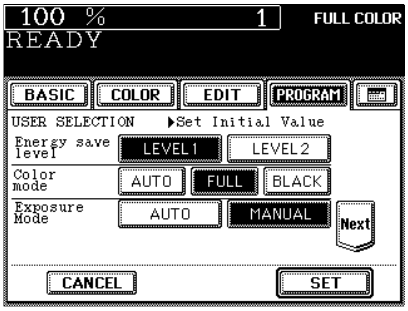
**1 Press the (PROGRAM) key to enter the program menu, and press the (USER SELECTION) key.**

- If the key for the desired function is not shown, press the (Pre) or the (Next) key to switch the screen.



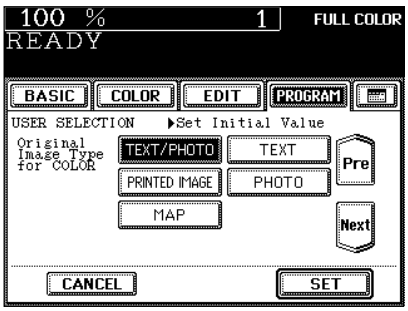

**2 Press the icons of the settings you desire (selected settings will be shaded), then press the (SET) key.**

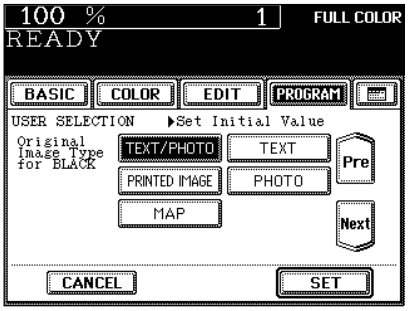
- The keys in the shaded pattern on the screens shown on the right are initial settings (default settings).

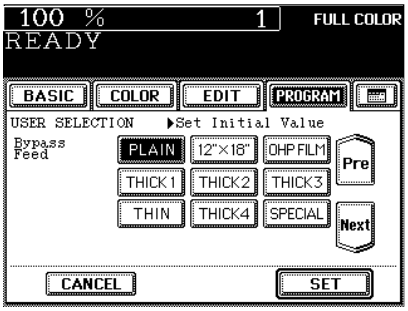



**Tip**

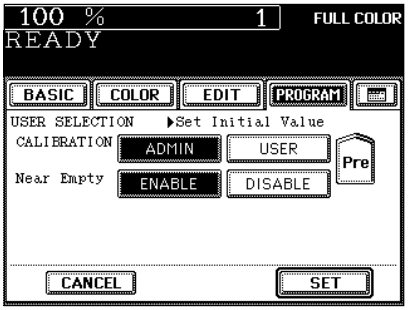
The original (image type) mode can be set for the color originals and black-and-white originals, respectively.



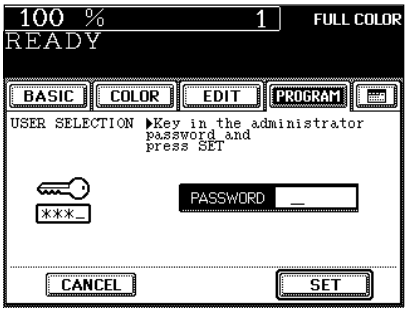






- If you do not want to display the message "***** toner is low. Prepare new toner cartridge.", select the (DISABLE) key for 'Near Empty'. However, it returns to the (ENABLE) in the following case.
  1. When the toner cartridge is replaced after the message "Install new ***** toner cartridge. Press HELP" appears
  2. When the toner counter is cleared (► Page 6-35).




- To change the initial settings of the automatic calibration and display of "Near Empty", you need to key in the administrator password (5 digits).




**Tips**

- Ask your service technician about setting and changing the administrator password.
- We recommend you to take a memo in order not to forget the administrator password.

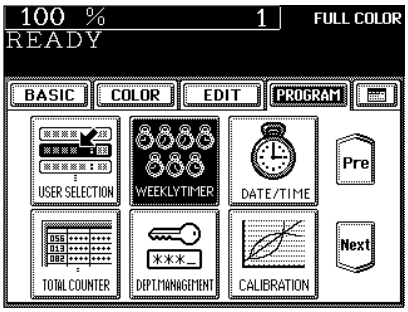
# 7. WEEKLY TIMER

Using the built-in weekly timer, you can have the copier automatically turned ON and OFF at specified times. For instance, you can set the timer for the starting time and closing time of your office so that the copier will automatically turn itself ON and OFF at those specified times.
- When the weekly timer is in use, the timer lamp on the control panel lights.
* When the power switch is turned off, the weekly timer does not work.

## Setting the Weekly Timer

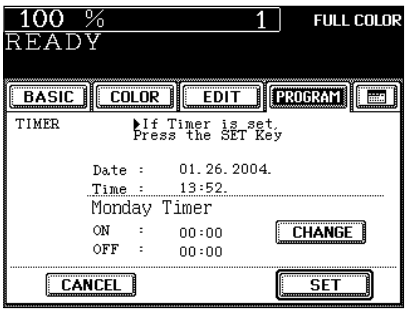
**1 Press the (PROGRAM) key to enter the program menu, and press the (WEEKLY TIMER) key.**

- The (WEEKLY TIMER) key is half-tone shaded when the weekly timer has already been set.
- If the key for the desired function is not shown, press the (Pre) key or the (Next) key to switch between the screens.



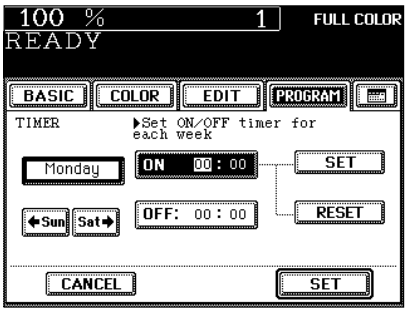

**2 Check the settings on the display, and if corrections are necessary, press the (CHANGE) key.**

- If no correction is needed, press the (SET) key.




**3 Set the ON/OFF times for each day of the week.**

- Use the (⬅ Sun) and (Sat➡) keys to switch the days of the week.
- Key in numbers using the digital keys. After entering each number, press the upper (SET) key.
- After setting the times for all the days of week, press the lower (SET) key. The (WEEKLY TIMER) key becomes half-tone shaded.



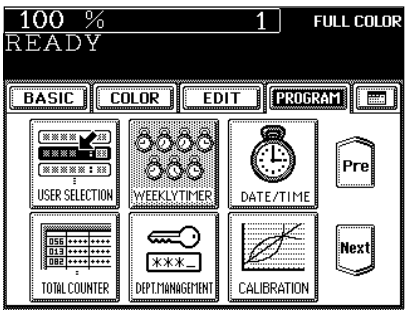

**Tip**

For holidays when the copier is not turned on, key in the same times for both ON and OFF, eg. ON:00:00 and OFF:00:00.

## Canceling the Use of the Weekly Timer

You can cancel the operation of the weekly timer so that the copier can be turned ON and OFF normally by the power switch.

**1** **Press the PROGRAM key to enter the program menu. Press the WEEKLY TIMER key to remove the shading pattern.**




**Tip**

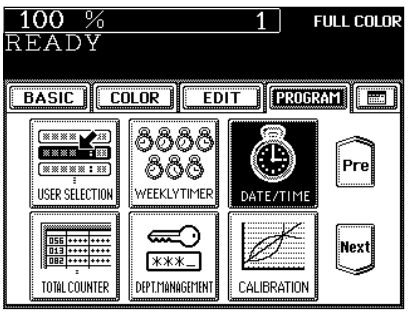
The ON/OFF times of the weekly timer are retained until they are changed. When the weekly timer is resumed, the previous settings will again become effective.

# 8. SETTING THE DATE AND TIME

The clock built in to the copier can be set by entering the date, day of the week and time using the digital keys. Also, you can easily change the clock to and from the daylight saving time system at the touch of a key.

**1** **Press the (PROGRAM) key to enter the program menu, and press the (DATE/TIME) key.**

- If the key for the desired function is not shown, press the (Pre) or the (Next) key to switch the screen.




**2** **Key in the year (last two digits only), month, date, day of the week, time (24-hour format) and minutes with the digital keys, in this order from the left-hand column.**

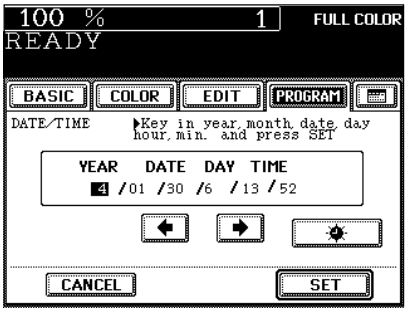
- Press the (➡) key to move to the next entry column.

[Ex.] To enter 2004 / January ....,

0 → 4 → (➡) → 0 → 1 → (➡)....

* Numbers corresponding to the days of week:

| Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|---|
| Day of week | Sun. | Mon. | Tue. | Wed. | Thu. | Fri. | Sat. |




**3** **Check that the settings are all correct.**

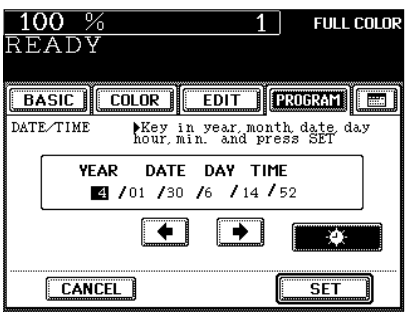
- If any of the settings is incorrect, press the (⬅) key to return and correct it.

**4** **Press the (SET) key.**

**Tip**

**●Setting the Clock to the Daylight Saving Time System**

- In the countries which adopt the daylight saving time system, press the (☼) key to shade it on the first day of summer, then press the (SET) key.
- If the time was 13:52 before setting the daylight saving time system, for example, it becomes 14:52 when the icon is shaded.



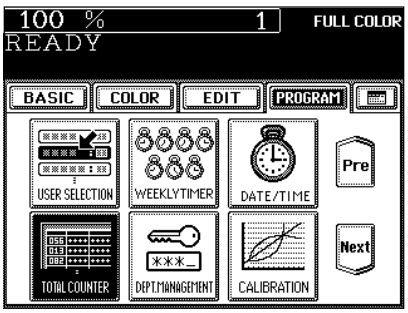

6

# 9. TOTAL COUNTER

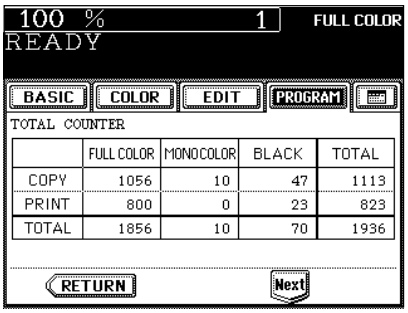
This function displays the total number of copies.
The total counter is a cumulative counter. You cannot clear this counter.

**1 Press the (PROGRAM) key to enter the program menu, and press the (TOTAL COUNTER) key.**

- If the key for the desired function is not shown, press the (Pre) key or the (Next) key to switch the display.



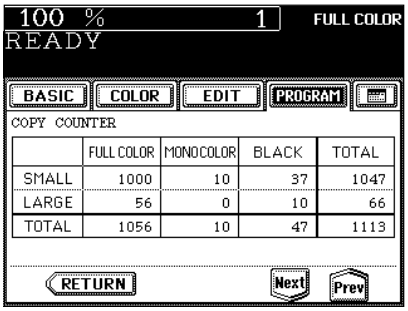

- The total number of copies or prints of the copier is displayed classified by the color mode.

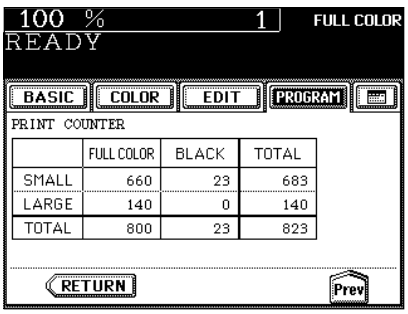



**Tip**

The total number of copies or prints (with the optional printer controller installed) is displayed by size group. Each group of the default setting is defined as follows (ask your service technician for details):

- Small: LT, ST, A4, A5, A6, B5, and paper with less than 13.0" width in the R direction
- Large: LD, LG, COMP, Full Bleed, A3, B4, FOLIO, non-standard size paper with size unknown, and paper with 13.0" width or over in the R direction.
- The counter value can be either "Sheet" or "Count" depending on the contract.
- The screen on the right is displayed when the printer controller (option) is installed.

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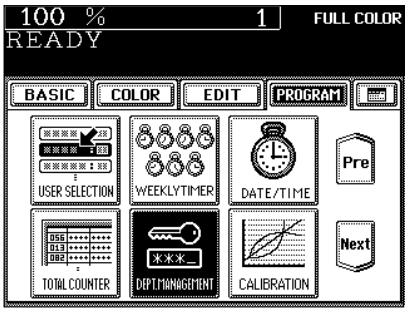
You can administer the copy quantity and print quantity (with the optional printer controller installed) of each department depending on your purposes by setting an access code.
- Up to 120 codes can be set.
* When you want to set the access codes or reset the counters, the administrator password is needed.

**1** **Press the (PROGRAM) key to enter the program menu, and press the (DEPT. MANAGEMENT) key.**

- If the key for the desired function is not shown, press the (Pre) key or the (Next) key to switch the screen.

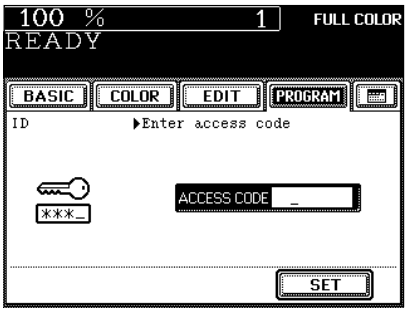



**2** **Key in the administrator password (5 digits) or the access code (5 digits).**

- Registering the access code ► Page 6-26

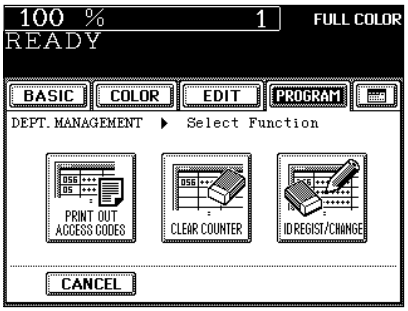
**Tips**

- The setting and changing of the administrator password is performed by your service technician (ask him/her for details).
- We recommend you to take a memo in order not to forget the administrator password.

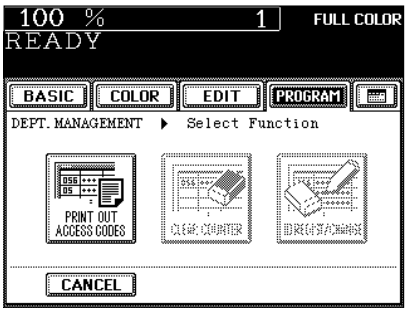



**3** **The department management menu appears.**

- When the administrator password is entered in step 2:




- When the access code is entered in step 2:



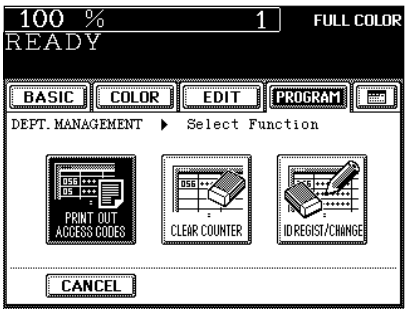

6

## Printing an Access Code List

You can print out the number of copies output for each department.

**1** **Press the [PRINT OUT ACCESS CODES] key in the department management menu.**

- Procedure to display the screen on the right ► Page 6-23
- Printing begins.




● **An output example of the access code list**

ACCESS CODE LIST

TIME : 02 - 03 - '04 14 : 30

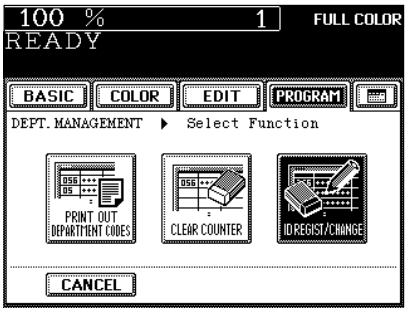
| ACCESS CODE | PPC PRN | SMALL LARGE | FULL COLOR | MONO COLOR | BLACK | TOTAL |
|---|---|---|---|---|---|---|
| | | | | | | TOTAL |
| 00002 | PPC | S. | 0 | 0 | 36 | 36 |
| | | L. | 5 | 2 | 12 | 19 |
| | TOTAL | | 5 | 2 | 48 | 55 |
| | LIMIT | | ( 1000) | | ( 100000) | |
| | PRT | S. | 155 | | 1123 | 1278 |
| | | L. | 8 | | 58 | 66 |
| | TOTAL | | 163 | | 1181 | 1344 |
| | LIMIT | | ( 1000) | | ( 100000) | |
| 00005 | PPC | S. | 22 | 0 | 502 | 524 |
| | | L. | 6 | 0 | 123 | 129 |
| | TOTAL | | 28 | 0 | 625 | 653 |
| | LIMIT | | ( 5000) | | | ( 10) |
| | PRT | S. | 211 | | 220 | 431 |
| | | L. | 35 | | 38 | 73 |
| | TOTAL | | 246 | | 258 | 504 |
| | LIMIT | | ( 1000) | | | |

## Setting Access Codes (Registration/Change/Deletion)

This function registers, changes and deletes the access codes. You can also restrict the numbers of copies and prints (with the optional printer controller installed) for each department. The limit numbers of copies and prints can be set and administered in “TOTAL” and “COLOR” respectively.
* This setting is available when the administrator password has been entered in step 2 on page 6-23.

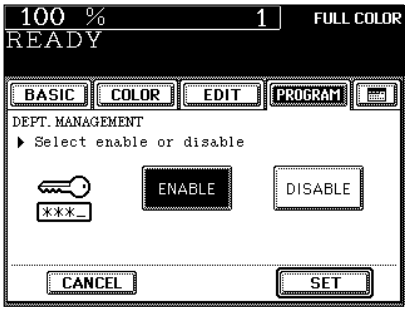
**1** **Press the (ID REGIST/CHANGE) key in the department management menu.**

- Procedure to display the screen on the right ► Page 6-23




**2** **Press the (ENABLE) key, then the (SET) key.**

- The default setting is ‘disable’. If you administer the departments with the access code, press the (ENABLE) key.
- Selecting ‘enable’ has the copier go into the department management mode. The access code input screen (► Page 1-9) appears when the power switch is turned ON or the automatic function clear mode (► Page 1-5) works.

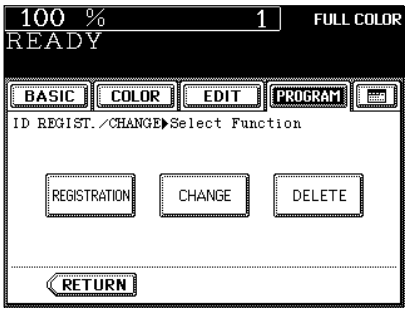



**Tip**

As long as ‘disable’ is selected, the number of outputs for each department is not counted. As a result, it will not affect the counter of the access code list.

**3** **Press the key of the desired function.**

- To register a new access code and a limit number of outputs (► Page 6-26) → press (REGISTRATION).
- To change an access code or a limit number of outputs by access code (► Page 6-27) → press (CHANGE).
- To delete an access code (► Page 6-28) → press (DELETE).

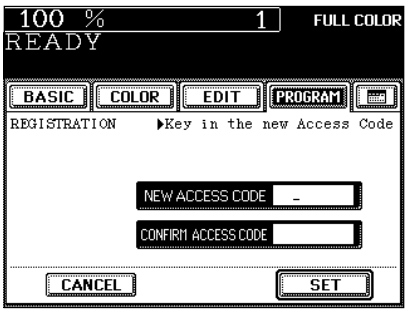


## Setting Access Codes (Registration/Change/Deletion) (Cont.)

### Registering New Access Code and Limit Number of Outputs

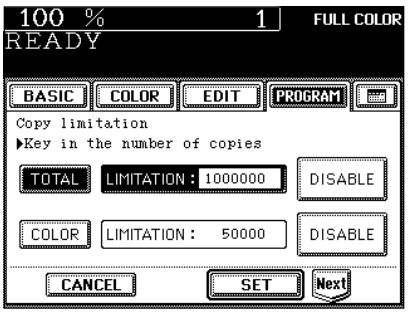
**4 Key in the desired access code (5 digits) into the fields of NEW ACCESS CODE and CONFIRM ACCESS CODE, and press the SET key.**

- You cannot key in the access code which has already been registered. The administrator password and "00000" are invalid.



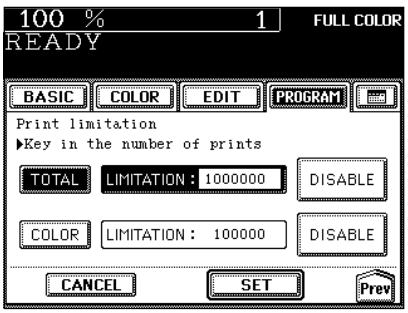

**5 Key in the upper limit (7 digits) you want to set on the number of copies in "TOTAL" and "COLOR" respectively, and then press the SET key.**

- Press the TOTAL (or COLOR) key, and then set the limit number of outputs (limitation).
- The limit number of outputs (limitation) for "TOTAL" is the total copy number of "full color + monocolor + black". The limit number of outputs for "COLOR" is the total copy number of "full color + monocolor". Key in the number between 1 and 9999999.
- If the number of copies has exceeded the limit number of outputs (limitation), no more copies can be made under this access code after the current operation has been completed. However, in case that the number of copies for "COLOR" has exceeded the set limit number and that for "TOTAL" has not exceeded the set limit number, the black-and-white copy is still available.
- To make the copy operation available again, key in the limit number of copies (limitation) larger than the current one, or reset the number to 0 (zero) by the clear counter function (► Page 6-29).
- Press the DISABLE key if the limitation to the new department is not necessary.

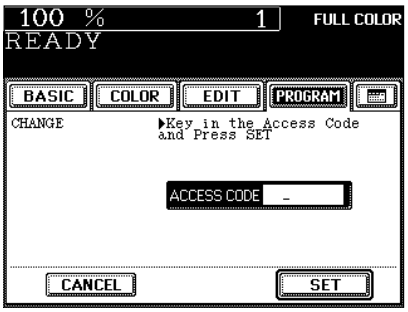



**6 When the optional printer controller is installed, press the Next key in the screen of step 5, and then set the limit number of prints (7 digits).**

- The setting method is same as that for copies.

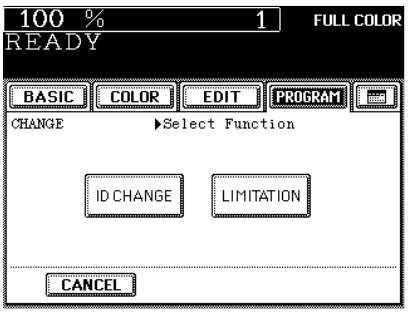


**4** **Using the digital keys, enter the current access code (5 digits) of the department you want to change, and press the (SET) key.**




**5** **Press the (ID CHANGE) or (LIMITATION) key.**

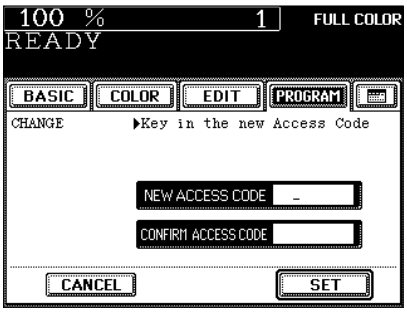
- When the (ID CHANGE) key is selected, go to step 6 on the next page; when the (LIMITATION) key is selected, go to step 7 and following steps.




**● When the (ID CHANGE) key is selected in step 5:**

**6** **Using the digital keys, enter a new access code (5 digits) into the fields of NEW ACCESS CODE and CONFIRM ACCESS CODE, and press the (SET) key.**

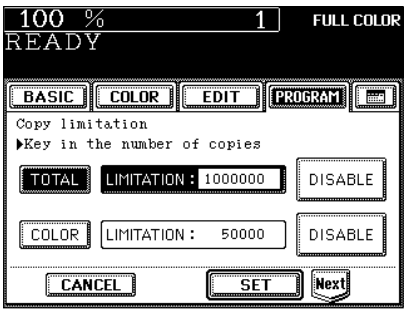
- You cannot enter an access code which has already been registered. The administrator password and '00000' are invalid.




**● When the (LIMITATION) key is selected in step 5:**

**7** **Key in a new limit number of copies (limitation) you want to set, and then press the (SET) key.**

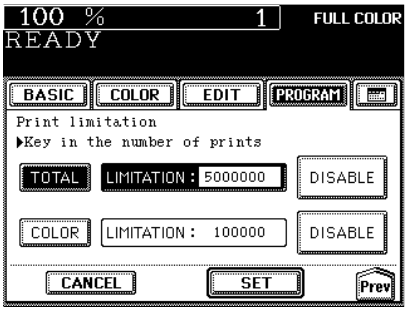
- Press the (TOTAL) (or (COLOR)) key, key in the changed limit number of outputs (7 digits), and press the (SET) key.
- Press the (DISABLE) key if the limitation to the new department is not necessary.



## Setting Access Codes (Registration/Change/Deletion) (Cont.)

**8** **When the optional printer controller is installed, press the (Next) key in the screen of step 7, and then set the limit number of prints (7 digits).**

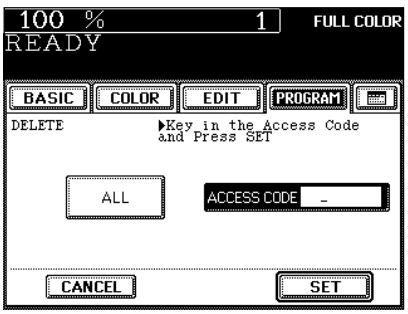
- The setting method is same as that for copies.



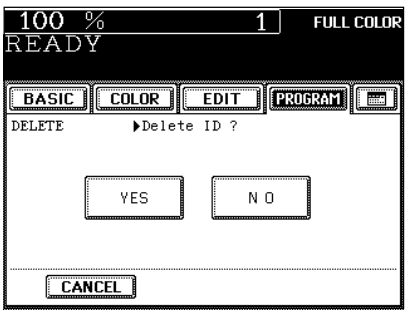

### Deleting an Access Code

**4** **To delete all the registered access codes, press the (ALL) key, then the (SET) key.**

**If you want to delete a specific access code, key in the access code (5 digits) of the department to be deleted with the digital keys, then press the (SET) key.**




**5** **Press the (YES) key.**




6

## Resetting Counters

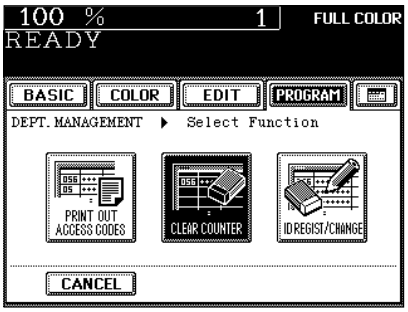
This function resets all counters or a specific counter to “00000”. However, the total counter (► Page 6-22) cannot be reset.

- When the optional printer controller is installed, each counter for “COPY” and “PRINT” can be reset respectively, or both counters can be reset at a time.

* This setting is available only when the administrator password has been entered in step 2 on page 6-23.

**1 Press the (CLEAR COUNTER) key in the department management menu.**

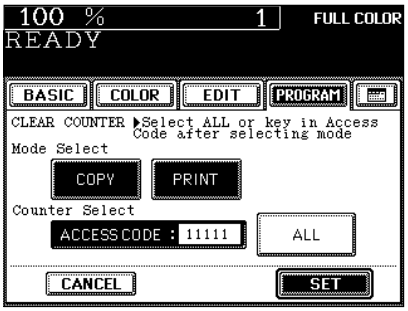
- Procedure to display the screen on the right ► Page 6-23



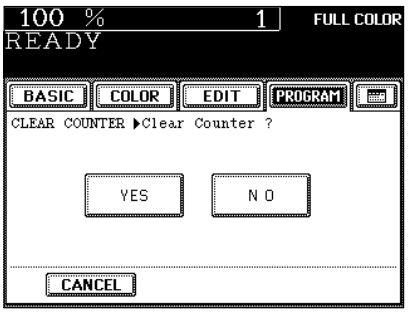

**2 Press the (ALL) key or key in the access code (5 digits) of the department you want to reset.**

**3 Press either of the (COPY) key and (PRINT) key or both depending on the situation, and then press the (SET) key.**

- The (PRINT) key is selectable only when the optional printer controller is installed.




**4 Press the (YES) key.**




**Tip**

If you administer the outputs of each department over a monthly period, refer to the following procedure.

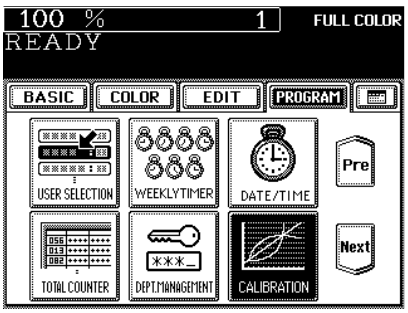
1) Select ‘enable’ on the department management, then register the access code for each department.
2) Key in the copy limitation of each department as necessary.
3) Output the access code list at the end of each month and record the actual counts.
4) Clear the counters of all departments at a time right before the month changes (after printing out the lists).

# 11. AUTOMATIC CALIBRATION

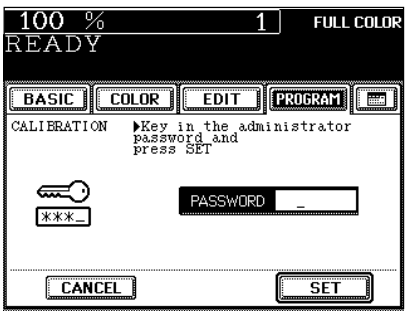
This function allows the copier automatically to calibrate the color gradation when the color cannot be adjusted well because the shading or the hue of the image has deviated.
- If the color often deviates, call your service technician.
* If the glass is dirty or any foreign objects are stuck to the glass, the calibration may not be carried out properly. Keep the glass clean.
* Never raise the original cover or the optional reversing automatic document feeder, or open the front cover while the calibration is in progress. If this does happen, the calibration cannot be finished appropriately.
* Interrupt copying is not available during the calibration.

**1** **Place the LD-size paper (recommended paper) in the drawer.**

**2** **Press the (PROGRAM) key to enter the program menu, and press the (CALIBRATION) key.**
- If the key for the desired function is not shown, press the (Pre) key or the (Next) key to switch the screen.



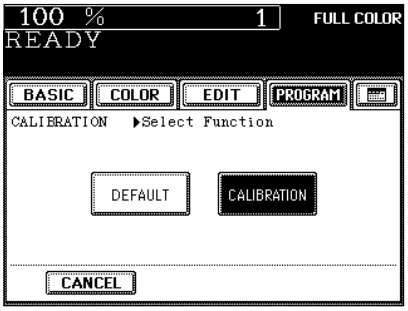

**3** **Enter the administrator password (5 digits), then press the (SET) key.**




**Tips**

- The setting and changing of the administrator password is performed by your service technician (ask him/her for details).
- We recommend you to take a memo in order not to forget the administrator password.
- If you do not need the user control by the administrator password, select the (USER) key under automatic calibration in the USER SELECTION mode. ► Page 6-18

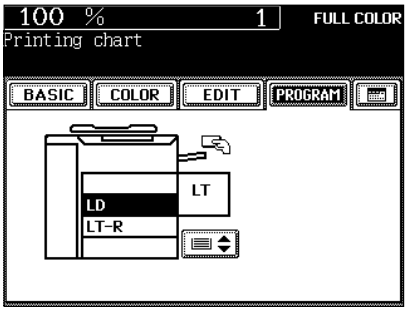
**4** **Press the (CALIBRATION) key.**



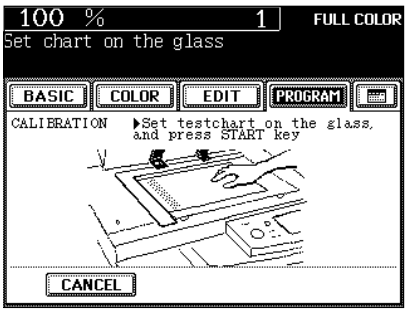

**Tip**

If you want to return the image quality level to the default setting, press the (DEFAULT) key.

**5** **The chart is printed out.**




**6** **When the display on the right appears, place the chart face down on the glass and with its bottom toward you and its top left aligned against the original scale on the left side, in order that the black line be placed at the left side.**




**7** **Press the (◇ START) key.**

- When the message "READY" appears, the entire operation is completed.

**Tip**

If the chart is not properly placed, the following message appears:

| Set chart correctly |
|---|

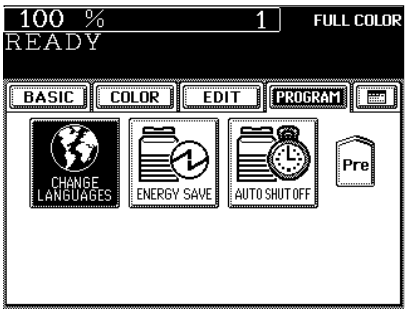
Go back to step 6 and place the chart again.

# 12. SWITCHING BETWEEN LANGUAGES

The language used on the touch panel can be changed to a different one.

**1** **Press the (PROGRAM) key to enter the program menu, and press the (CHANGE LANGUAGES) key.**

- If the key for the desired function is not shown, press the (Next) key to switch the screen.




**2** **Press the key of the desired language.**

6

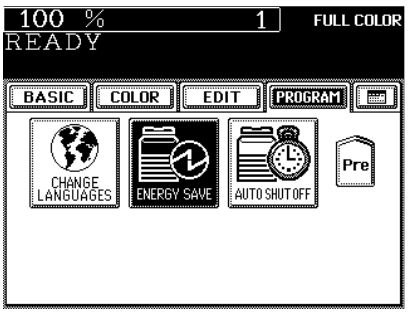
# 13. SETTING THE ENERGY SAVING MODE

This function allows the copier automatically to go into the energy saving mode (unnecessary electricity is cut off at standby) if it is left inactive for a specified period of time.

- Energy-saving functions ► Page 1-10
- (ENERGY SAVER) key ► Page 1-4

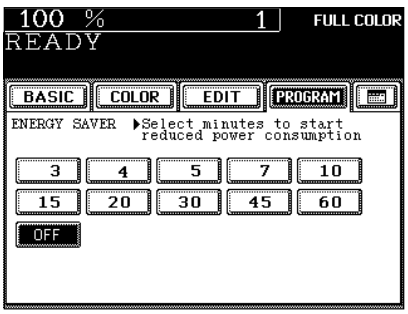
**1** **Press the (PROGRAM) key to enter the program menu, and press the (ENERGY SAVE) key.**

- If the key for the desired function is not shown, press the (Next) key to switch the screen.




**2** **Select the period of time (in minutes) on the display allowed before the Automatic Energy Saving mode is activated.**

- The setting procedure finishes and the display returns to the program menu screen.
- The default setting is 'OFF'.




**Tip**

If you do not want to use the automatic energy saving mode, press the (OFF) key.

### Clearing the Automatic Energy Saving Mode

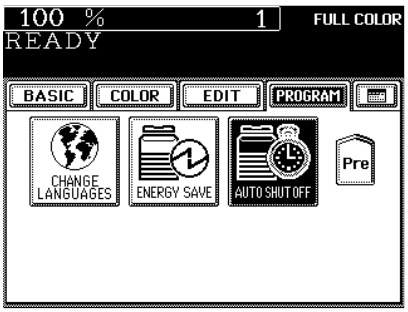
Press the (ENERGY SAVER) or (START) key on the control panel. The copier starts to warm itself up.

# 14. SETTING THE OFF-MODE (AUTO SHUTOFF)

This function allows the copier to automatically turn its power OFF when it is left inactive for a specified period of time. When the power is supplied to the optional printer controller, the copier will go into the sleep mode and it will stand by with the minimum power consumption.

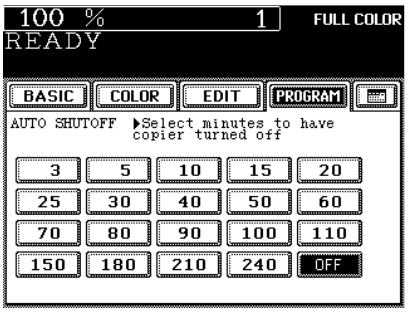
**1** **Press the (PROGRAM) key to enter the program menu, and press the (AUTO SHUT OFF) key.**

- If the key for the desired function is not shown, press the (Next) key to switch the screen.




**2** **Select the period of time (in minutes) on the display allowed before the off-mode (the sleep mode if power is being supplied to the optional printer controller) is activated.**

- The setting procedure finishes and the display returns to the program menu screen.
- The default setting is 'OFF'.




**Tip**

If you do not want to use the Off-mode, select the (OFF) key.

## Clearing the Off-Mode/Sleep Mode

Turn ON the power switch once again when the copier is in the off-mode. Press the (◇ START) key during the sleep mode. The copier starts to warm itself up.

# 15. CLEARING OF TONER COUNTER

The message " ***** toner is low. Prepare new toner cartridge." appears when the remaining toner becomes about 30%. For the proper timing of the appearance of this message, reset the number of toner counter to 0 (zero) after the replacement of the toner cartridge with a new one. (In case of the replacement with a new cartridge after the message "Install new ***** toner cartridge Press HELP" has appeared, however, the number of toner counter is automatically reset to 0 (zero). So the procedure in this page is not necessary.)

- For the proper timing of the appearance of the above message, note the following (1) and (2).

(1) Do not reset the number of the toner counter to 0 (zero) manually without the toner cartridge replacement.

(2) Make sure to use a new toner cartridge at this replacement.

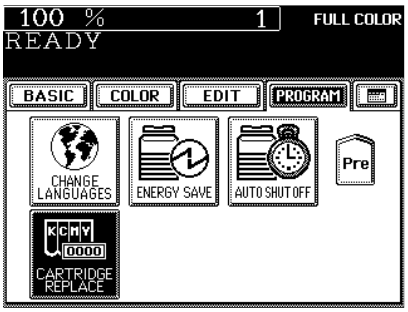
* The timing of appearance of this message changes depending on the contents of originals, functions to use and environment that the copier is used in.

**Tip**

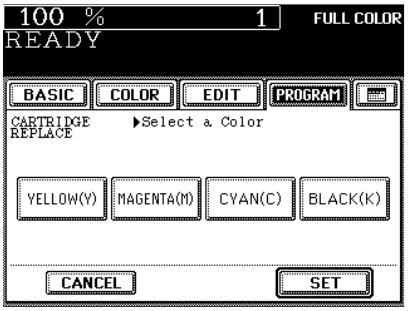
You can set not to display the message "***** toner is low. Prepare new toner cartridge." temporarily. User selection (► Page 6-17)

**1** **Press the (PROGRAM) key to enter the program menu. Then press the (CARTRIDGE REPLACE) key.**

- If the desired key is not shown, press the (Pre) key or (Next) key to switch the screen.

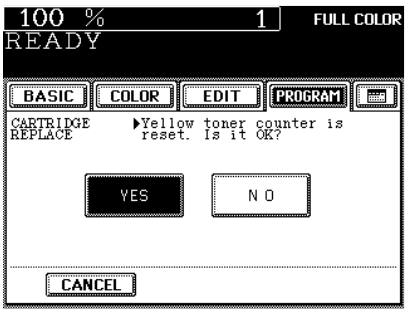



**2** **Select the color of the replaced cartridge and press the (SET) key.**




**3** **Press the (YES) key.**

- The number of the counter of the color toner cartridge which has been replaced is reset to 0 (zero).



# 7. SELECTING FINISHING MODES

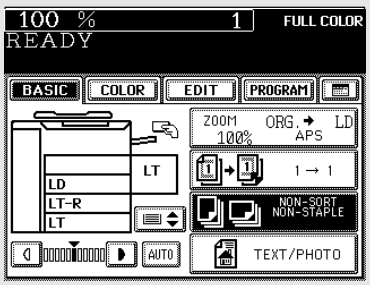
## (USING THE OPTIONAL FINISHERS)

1. Finishing modes and finishers (optional) ..... 7-2
2. Sort/group copying ..... 7-3
3. Staple sorting ..... 7-4
4. Magazine sort & saddle stitching mode (booklet mode) ..... 7-6
5. Hole punching mode ..... 7-8

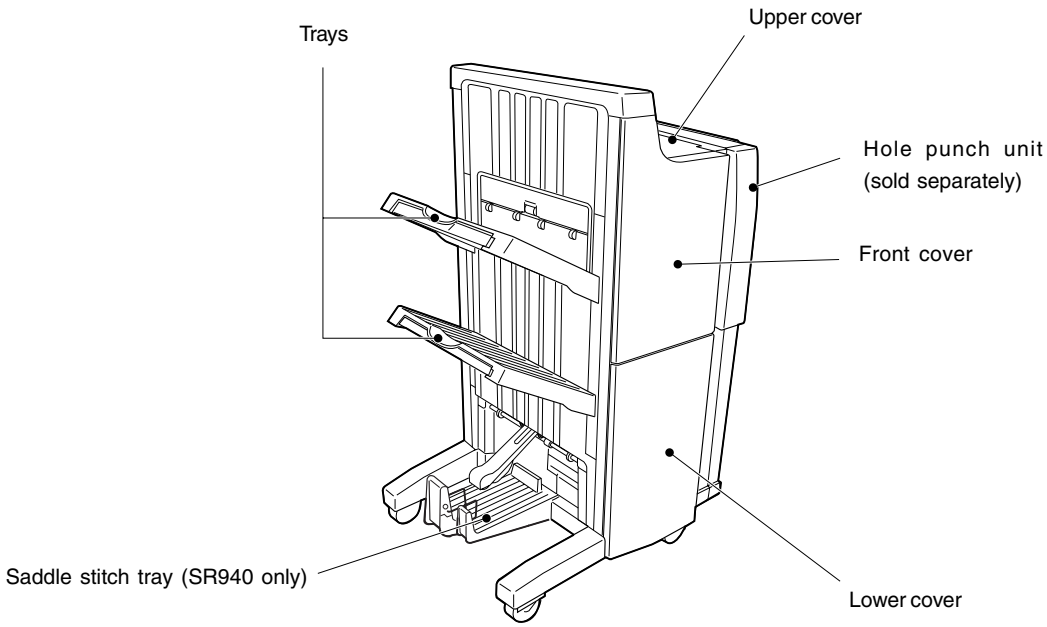
There are 2 types of optional finishers (SR930 and SR940). Functions available differ depending on whether the finisher is installed, or which type of finisher is installed.

- Press the key on the basic screen on the right (shaded), and confirm the finishing modes on the panel.

* The touch panel used in this chapter appears when the optional finisher (SR940) and the optional hole punch unit are installed with your copier.




## Names of the Main Components




**Tip**

When the finisher trays reach their maximum loading capacity (► Page 11-8), the following message appears:

| Finisher full : Remove paper |
|---|

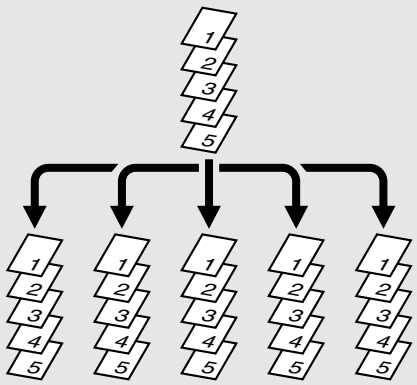
Remove the copies from the trays and the copier automatically resumes making copies.

# 2. SORT/GROUP COPYING

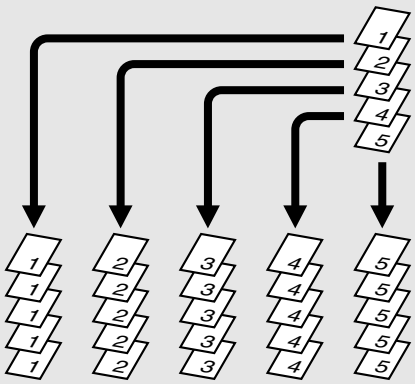
To make multiple copies, you can select the sort mode or group mode as necessary.
The paper sizes available for sort/group copying are LD, LG, LT, LT-R, COMP, A3, A4, A4-R, B4, B5 and FOLIO.

● Example of making 5 sets of copies from 5-page originals

- Sort copying



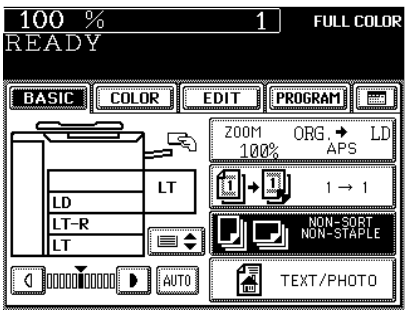
- Group copying



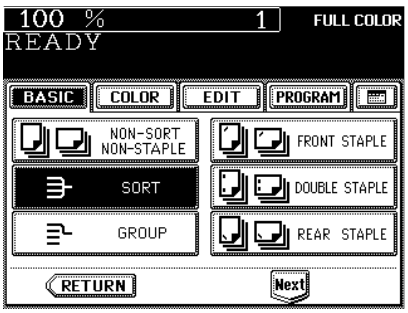
**1** **Place paper in the drawer(s).** ► Page 2-4

**2** **Place the original(s).** ► Page 2-9

**3** **Press the key on the basic screen as shown on the right (shaded).**




**4** **Press the SORT (or GROUP) key.**



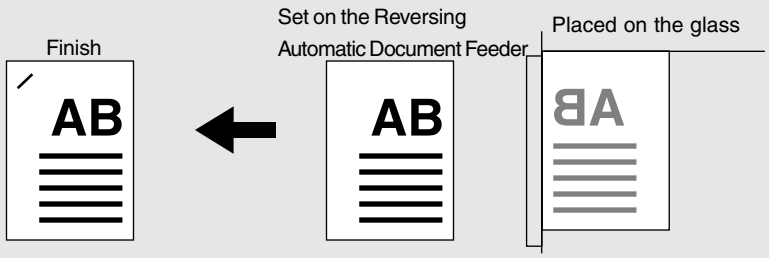

● Select other copy modes as required.

**5** **Press the ◇ START key.**

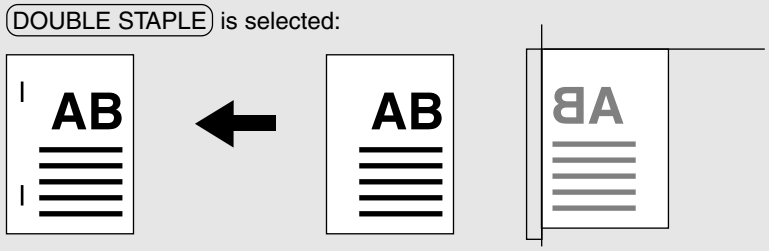
# 3. STAPLE SORTING

When the optional finisher is installed, you can use a function that performs automatic stapling at one of the following three positions.
The paper sizes that can be stapled are LD, LG, LT, LT-R, COMP, A3, A4, A4-R, B4, B5 and FOLIO.

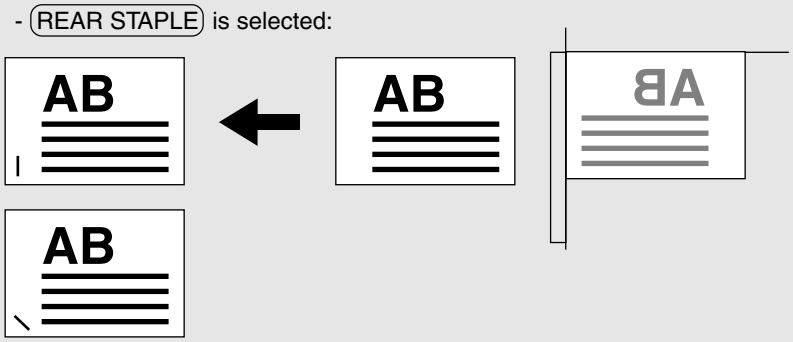
- (FRONT STAPLE) is selected:




- (DOUBLE STAPLE) is selected:




- (REAR STAPLE) is selected:



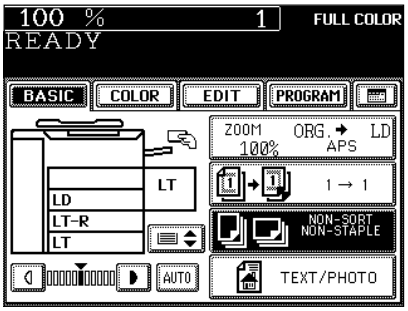

* Depending on the paper size, stapling is made either vertically (LG, LT-R, A4-R, FOLIO) or diagonally (LD, LT, COMP, A3, A4, B4, B5).

**1** **Place paper in the drawer(s).** ► Page 2-4

- When using this mode in bypass copying (► Page 6-5), be sure to specify the paper size.

**2** **Place the original(s).** ► Page 2-9

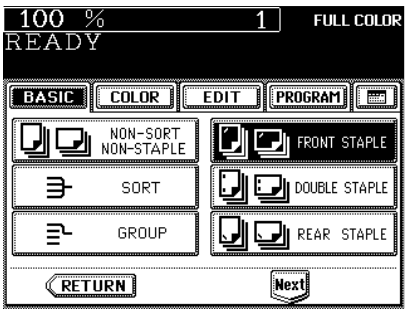
**3** **Press the key on the basic screen as shown on the right (shaded).**




**4** **Press the FRONT STAPLE (or DOUBLE STAPLE or REAR STAPLE) key.**

- Select other copy modes as required.

**5** **Press the START key.**




**Tips**

- If you set the staple mode and the number of sheets goes over 50 in the case of LT, A4 or B5, and over 30 in the case of FOLIO, LD, LG, LT-R, COMP, A3, A4-R or B4, the finisher automatically enters the sort mode.
- For the paper which weights 24 to 28lb, do not set more than the maximum number of sheets that can be stapled to prevent it from mis-exiting.

**Maximum Number of Sheets that can be Stapled**

| Paper size | Paper weight | | |
|---|---|---|---|
| | 21 lb. | 24 lb. | 28 lb. |
| LT, A5, B5 | 50 sheets | 30 sheets | 30 sheets |
| LD, LG, LT-R, COMP<br>A3, A4-R, B4, FOLIO | 30 sheets | 15 sheets | 15 sheets |

* Tray load capacity ► Page 11-8

# 4. MAGAZINE SORT & SADDLE STITCHING MODE (BOOKLET MODE)

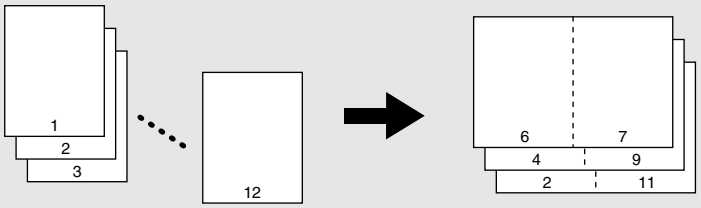
When the Magazine Sort mode is selected, 1-sided originals can be copied and bound like magazines or booklets. When a finisher with a saddle stitcher (optional, SR940) is installed, you can select the saddle stitching mode which will automatically staple in the center of the document. LD, LT-R, A3, A4-R and B4 are available.

- The optional automatic duplexer must be installed.

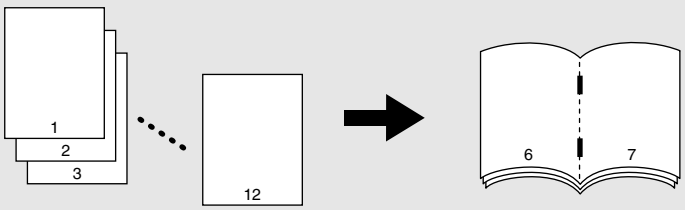
* This mode cannot be used in combination with the AUTO COLOR mode (► Page 3-16).

● Example of copying a 12-page document

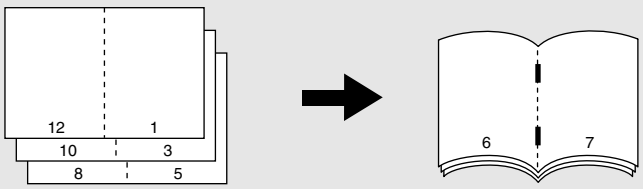
- When (MAGAZINE SORT) is selected




- When (MAGAZINE SORT & SADDLE STITCH) is selected




- When (SADDLE STITCH) is selected




* You can also select the Magazine Sort mode from the editing menu. ► Page 5-11

**1** **Place paper in the drawer(s).** ► Page 2-4

**2** **Set the paper size.**

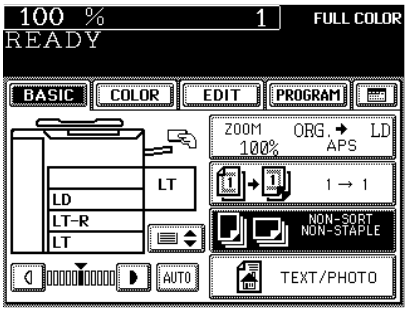
For drawer feeding ► Page 3-3 (step 3)

For bypass feeding ► Page 6-7 (step 4)

**3** **Place the original(s).** ► Page 2-9

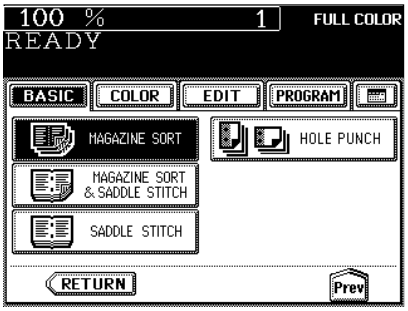
- When placing them in the reversing automatic document feeder (optional), set them by referring to the order of pages in the illustrations above.
- When placing them on the glass, place the first page of the originals first if (MAGAZINE SORT) or (MAGAZINE SORT & SADDLE STITCH) is selected. If (SADDLE STITCH) is selected, set them in the order of pages 12-1, (2-11), 10-3, (4-9), then 8-5, (6-7) by referring to the illustration above as an example.

**4** **Press the key on the basic screen as shown on the right (shaded).**



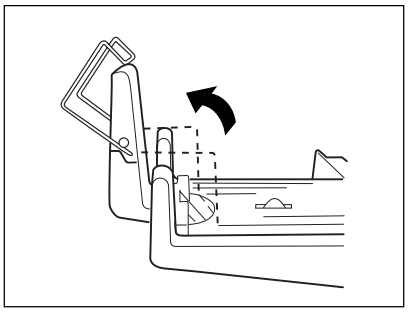

**5** **Press the (MAGAZINE SORT) ( or (MAGAZINE SORT & SADDLE STITCH) or (SADDLE STITCH) ) key.**

- If the key for the desired function is not shown, press the (Next) key to switch the screen.




**Tip**

If you want to saddle stitch LD, A3 or B4 size paper (when the (MAGAZINE SORT & SADDLE STITCH) or (SADDLE STITCH) is selected), raise the stopper of the saddle stitch tray.



- Select other copy modes as required.

**6** **Press the (◇ START) key.**

- When placing original(s) on the glass, perform steps 5 to 6 on page 2-3.

**Conditions Making Saddle Stitching Possible**

| Paper size | Paper weight | Maximum capacity for saddle stitching | Tray load capacity |
|---|---|---|---|
| LD<br>LT-R<br>A3 | 21 lb. | 15 sheets | copying of 11~15 sheets: 10 copies<br>copying of 6~10 sheets: 20 copies<br>copying of 5 sheets or less: 25 copies |
| A4-R<br>B4 | 24 lb. | 8 sheets | copying of 6~8 sheets: 15 copies<br>copying of 5 sheets or less: 25 copies |
| | 28 lb. | 8 sheets | copying of 6~8 sheets: 15 copies<br>copying of 5 sheets or less: 25 copies |

# 5. HOLE PUNCHING MODE

With the optional punching unit attached to the optional finisher (SR930, SR940), you can have your copies punched with holes.

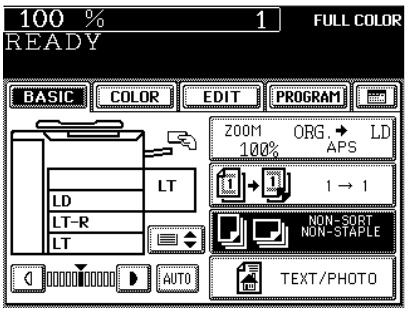
* The paper weight should be in the range of 17 lb. bond to 140 lb. index. Special paper such as OHP films or labels is excluded.

**1** **Place paper in the drawer(s).** ► Page 2-4

- When using this mode in bypass copying (► Page 6-5), be sure to specify the paper size.

**2** **Place the original(s).** ► Page 2-9

**3** **Press the key on the basic screen as shown on the right (shaded).**

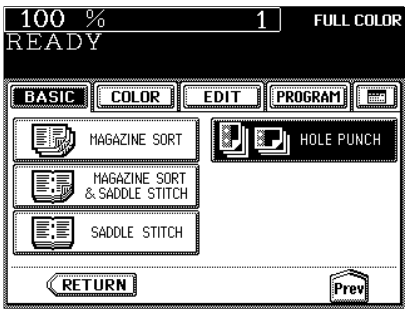



**4** **Press the HOLE PUNCH key.**

- If the key for the desired function is not shown, press the Next key to switch the screen.

● Select other copy modes as required.

**5** **Press the ◇ START key.**




**Tip**

**Number of punch holes and available paper sizes:**
Since the number of punch holes and the distance between the holes vary depending on the country, purchase a punch unit that meets your requirements. (For details, consult your service technician.)

| | Number of punch holes and hole diameter | Available paper sizes |
|---|---|---|
| North America<br>(Hole Punch Unit Type 3131) | 2/3 holes switchable<br>(8.0 mm dia.) | 2 holes: LG, LT-R,<br>3 holes: LD, LT |

# 8. NETWORK SCANNING FUNCTION

## (USING THE OPTIONAL PRINTER CONTROLLER)


1. About the scanning function ..... 8-2
2. Procedure of scan setting ..... 8-3
3. About the setting before scanning ..... 8-18
   - Setting by the user ..... 8-19
   - Setting by the administrator ..... 8-23
   - Setting the administrator password ..... 8-30
4. Shutting down the power supply to the printer controller ..... 8-32

# 1. ABOUT THE SCANNING FUNCTION

If the scanning function of the optional printer controller is used, originals set on the reversing automatic document feeder (optional) or the original glass can easily be scanned as image data. The scanned image data can be stored on the hard disk of your personal computer or printer controller.
The scanned image data can be sent to and stored in the various destinations using the following functions.

**- Scan to Mailbox**
The scanned image data are stored in a mailbox in the hard disk of the printer controller. To operate the scanned image data with software such as the Fiery Remote Scan or WebScan, use this function to store the scanned data file in the hard disk of the printer controller.

**- Scan to E-mail**
The scanned image data are sent to E-mail addresses as attachments in PDF or TIFF format. The data can also be seen by informing the URL where the data are stored without attaching it to the E-mail.

**- Scan to Hold Queue**
The scanned image data are sent to a hold queue on the printer controller. The data sent to the hold queue can be operated using the Command WorkStation in the same way as the other ordinary print jobs in the hold queue.

**- Scan to IFax**
The scanned image data are sent to IFax addresses. The setting of the data is fixed as TIFF format / 200 dpi / BLACK & WHITE to be sent to the IFax-compatible machine or personal computer.

**- Scan to FTP**
The scanned image data are forwarded to the specified FTP server.

The scan setting can be performed from either the touch panel or the computer on the network using Fiery Remote Scan.
This manual describes how to perform scan setting from the touch panel of the copier.
* See Chapter 6 in the Printing Guide (User Document CD-ROM) for using the scanned image data and setting the scan with Fiery Remote Scan.

# 2. PROCEDURE OF SCAN SETTING

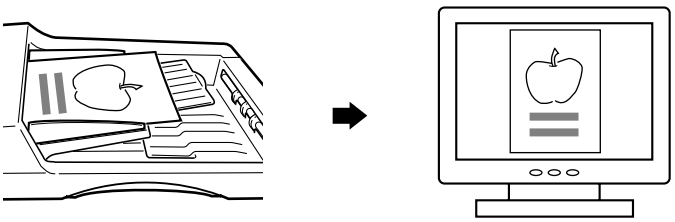
Perform the scan setting on the touch panel of the copier in the following procedure. It is recommended to perform the private scan setting to create a template in advance of the usual scan setting for effective scanning.
"Procedure of Private Scan Setting" ►Page 8-7

**Tips**

- When the automatic function clear (►Page 1-4) happened to work in the middle of setting, start setting again from step 2.
- Scanning cannot be operated during data outputting.

## The direction of the original setting and display on the screen of the personal computer

- The original is rotated counterclockwise by 90° and the scanned image data is stored .



## Procedure of Scan Setting

**1** **Place the originals.** ► Page 2-9

- Maximum number of sheets that can be set on the optional reversing automatic document feeder ► Page 2-9
- When setting originals on the original glass, place the last page of the original first.
- If there is not enough space on the hard disk, the number of originals that can be scanned may be restricted.

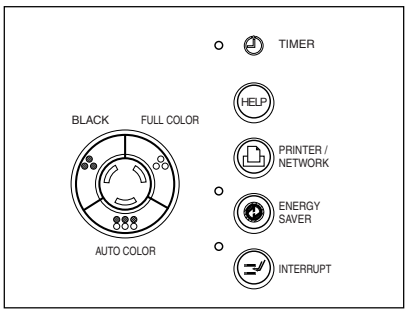
**Note**

The optional reversing automatic document feeder is convenient for consecutive scanning of more than one original.

**2** **Press the [PRINTER/NETWORK] key.**

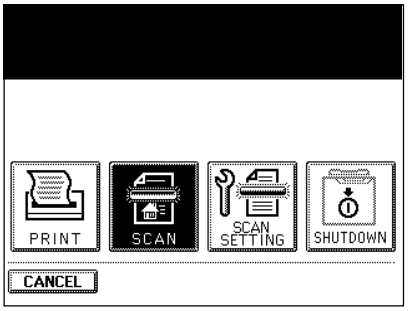
**Tip**

Press the [PRINTER/NETWORK] key again to switch between the copier function and printer/network function (optional).

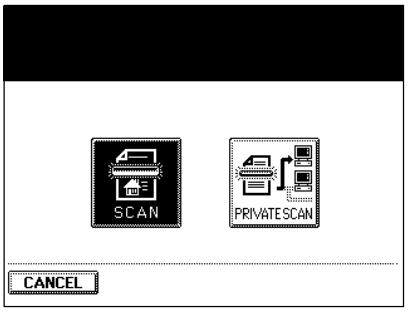


**3** **Press the (SCAN) key.**

* (PRINT) key ► Page 1-5

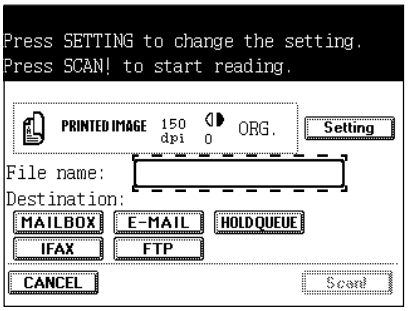



**4** **Press the (SCAN) key.**




**5** **Set the file name.**

- Press the area [ _ _ _ _ ] as shown on the screen on the right to switch to the file name input screen.




**6** **Enter the file name within 31 letters using the alphabet (touch panel) and numbers (digital keys), then press the (SET) key.**

- Use the following keys as required.

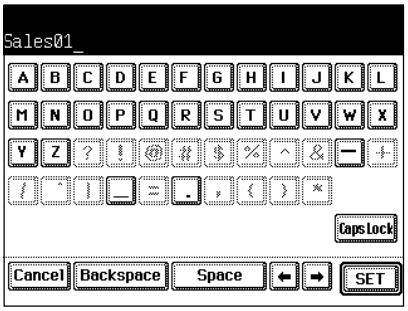
(◄)(►) ...Press these keys to move the cursor.

(Backspace) ...Press this key to delete a letter before the cursor.

(Space) ...Press this key to insert a space.

(Cancel) ...Press this key to cancel entry of letters and go back to the screen in step 5.

(C Clear) (control panel)...Press this key to delete all letters.



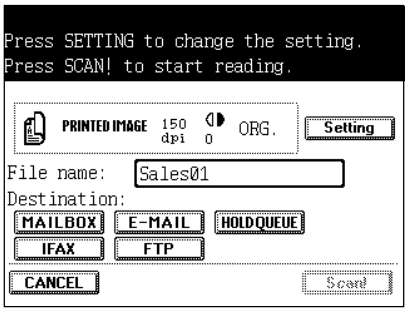

**Tip**

If you do not enter any file name here, the file name will automatically be assigned.

ex) 04 07 16 21. ***
MM DD HH MM extension

## 7 Confirm the entered file name.

- Perform steps 5 to 6 if any correction is required.



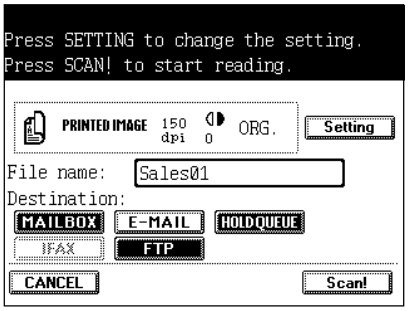

## 8 Select the destination.

- General description for 'MAILBOX', 'E-MAIL', 'HOLDQUEUE', 'IFAX' and 'FTP' ►Page 8-2
- After pressing the (MAILBOX) key ►Page 8-9
- After pressing the (E-MAIL) key ►Page 8-11

* The setting for 'HOLDQUEUE' is completed when the (HOLDQUEUE) key is pressed.

- After pressing the (IFAX) key ►Page 8-13
- After pressing the (FTP) key ►Page 8-15
- More than one destination can be selected at a time. Press all keys corresponding to the desired destinations.

  * 'IFAX' and 'FTP' can not be used at the same time.

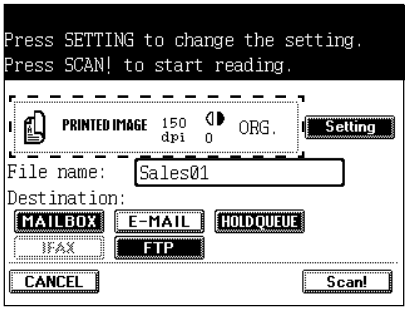



## 9 Press the (Setting) key to set the scanning conditions.

- If you want to scan with the setting shown on the right (in the area [ ]), skip the steps 10 to 13.

**Tip**

The scanning conditions to be selected in steps 10 to 13 may be restricted depending on the destination selected in step 8. In this case, the keys for items which cannot be set are dimmed and are not selectable.




## 10 Change the setting as required, then press the (NEXT) key.

- **Single/Double sided**

  **SINGLE:** Select this when scanning the image which is printed on one side of original.

  **BOOK:** Select this when scanning the images which are printed on both sides of original in the same direction (scanning printed images or book duplex printing).

  * When this is selected, the originals must be set on the RADF (optional).

  **TABLET:** Select this when scanning the images which are printed on both sides of paper in the vertically opposite direction (scanning printed images of tablet duplex printing).

  * When this is selected, the originals must be set on the RADF (optional).

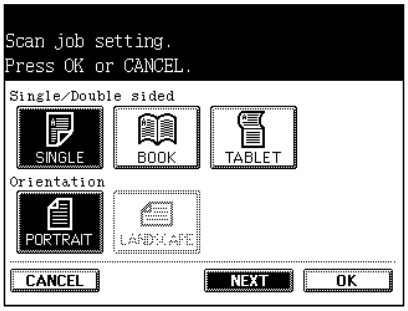
- **Orientation**

  **PORTRAIT:** Vertically-long original

  **LANDSCAPE:** Horizontally-long original

  * Setting the Orientation is available only when the file format is PDF. If the orientation of scan image is not correct, set the Orientation corresponding to the original.

  If the file format is changed, the orientation automatically sets the portrait.



**11** **Change the setting as required, then press the NEXT key.**

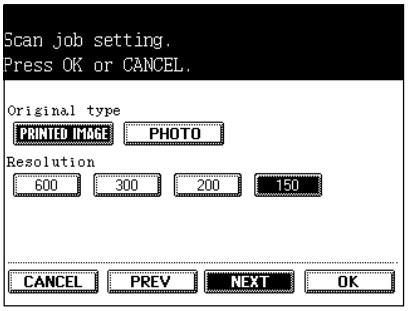
- **Original type**

  **PRINTED IMAGE:** Select this for an original with printed photos from gravure printing such as magazines or brochures.

  **PHOTO:** Select this for an original with photos printed on photographic paper.

- **Resolution**

  Select this among 600 dpi, 300 dpi, 200 dpi and 150 dpi.




**12** **Change the setting as required, then press the NEXT key.**

- **Color mode**

  **COLOR:** Select this when scanning the images in the color modes.

  **GRAY SCALE:** Select this when scanning the images in 256 gradation.

  **B/W:** Select this when scanning the images in the black-and-white (2 gradations).

  * If JPEG is selected as a file format (Page ► 8-15), B / W of color modes cannot be selected.

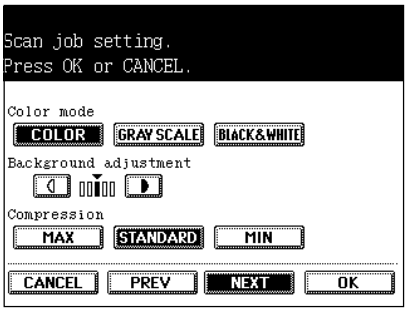
- **Background adjustment**

- **Compression ratio**

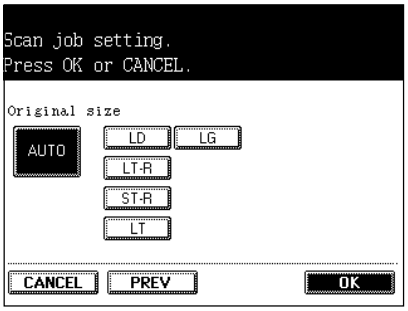
  **MAX:** Select this to make the file size smallest.

  **STANDARD:** Select this for standard compression ratio.

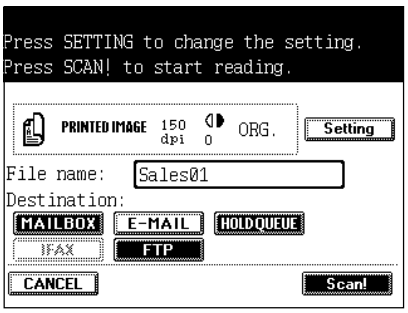
  **MIN:** Select this to make the file size largest. In this case, image quality adjustment of the file has a higher priority to compression.




**13** **Change the original size as required, then press the OK key.**



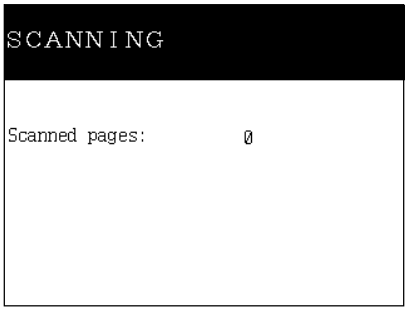

**14** **Press the Scan! key (or ◇ START key on the control panel).**




8

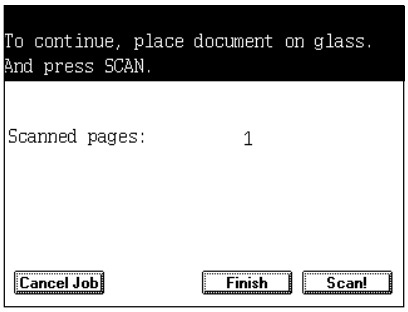
- **When Using the Optional Reversing Automatic Document Feeder**

  Scanning starts. The screen is switched as shown on the right during scanning, and the number of pages that have already been scanned is displayed. The screen automatically goes back to the copy (basic) screen after scanning has been completed.




- **When Placing an Original on the Original Glass**

  Scanning starts. The screen is switched as shown on the right when scanning has been completed. If there are more originals, place them and press the (Scan!) key. Press the (Finish) key when the last original has been scanned. The screen automatically goes back to the copy (basic) screen




**Tip**

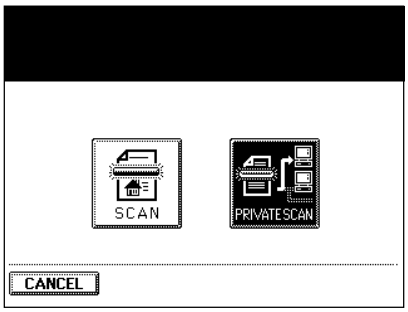
To stop scanning operation, press the (Cancel Job) key.

## Procedure of Private Scan Setting

The user who knows the scan user name and password can use this setting. Usually the administrator sets the scan user name and password and notifies each user the name and password set for the user. The user can log into the private scan mode and operate the scanning under the environment which the user has set up. In the private scan mode, the user can select the desired template immediately and operate the scanning conveniently since the only templates which have been set are displayed.

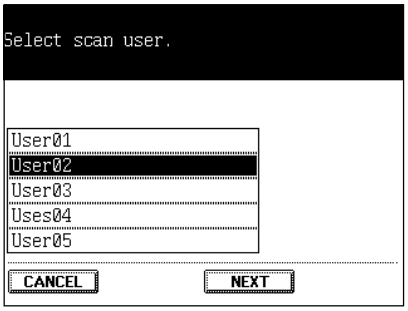
**1** **Perform steps 1 to 3 of "Procedure of Scan Setting".**

**2** **Press the (PRIVATE SCAN) key.**



**3** **Select your scan user name.**

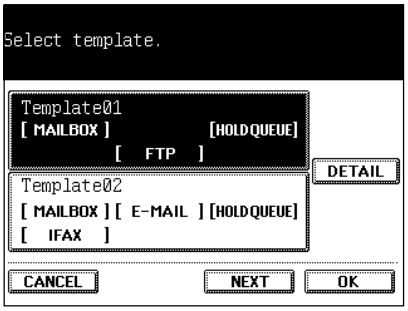
- If you cannot find your scan user name, press the NEXT key to display the next screen.




**4** **Key in the password (5 digits).**

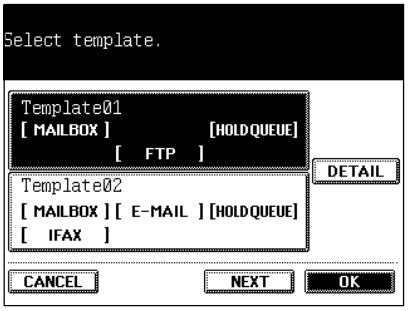
**5** **Select the template to use from the templates which have been registered.**

- If you cannot find the template you need, press the NEXT key to display the next screen.




**6** **Press the OK key.**

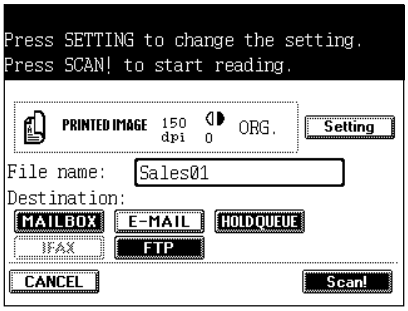
- The setting of the selected template is updated.




**Tip**

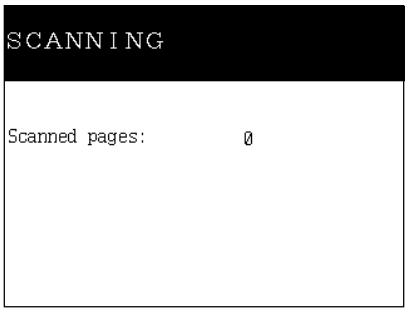
The scan setting can be changed when the setting of the template has already been updated. See steps 5 to 13 of "Procedure of Scan Setting" ( ► Page 8-4) for setting procedure.

## 7 Press the Scan! key (or ◇START key on the control panel).



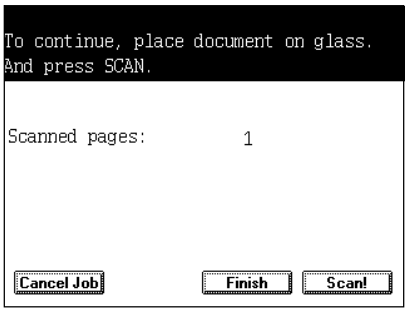

- **When Using the Optional Reversing Automatic Document Feeder**

  Scanning starts. The screen is switched as shown on the right during scanning, and the number of pages that have already been scanned is displayed. The screen automatically goes back to the copy (basic) screen after scanning has been completed.




- **When Placing an Original on the Original Glass**

  Scanning starts. The screen is switched as shown on the right when scanning has been completed. If there are more originals, place them and press the Scan! key. Press the Finish key when the last original has been scanned. The screen automatically goes back to the copy (basic) screen.

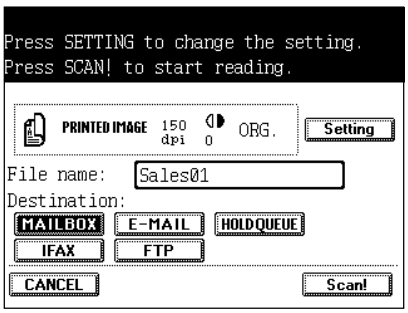



**Tip**

To stop scanning operation, press the Cancel Job key.

## Sending to Mailbox

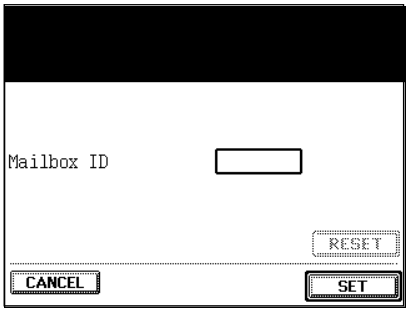
How to set the 'Mailbox' after pressing the MAILBOX key is described in step 8 in page 8-5.



**1** **Key in the mailbox ID (0-99999).**

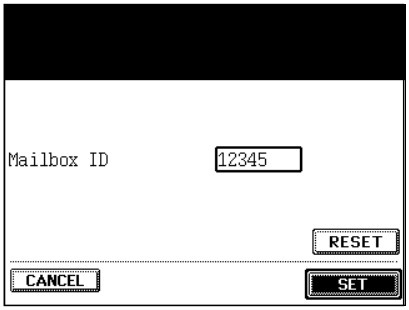
**Tip**

You can delete the mailbox ID which has been keyed in by pressing the (C CLEAR) key on the control panel.



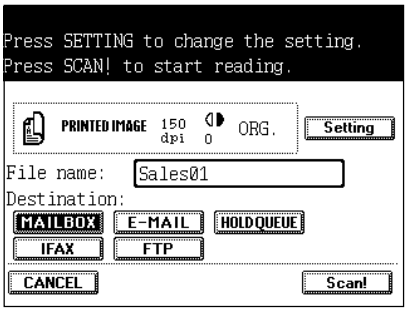

**2** **Confirm the entered mailbox ID, then press the (SET) key.**

- Press the (RESET) key to clear the setting.




**3** **The preparation to send to the set mailbox ID is completed.**

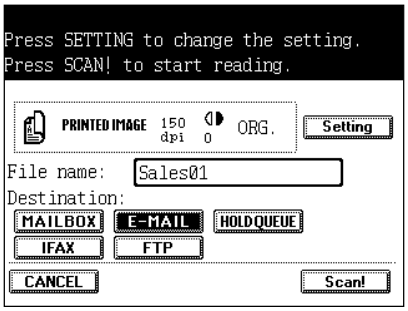
- The (MAILBOX) key is highlighted.
- If you want to select more than one destination, press the corresponding keys in destination continuously.
- When all settings of destination are completed, go back to in step 9 in page 8-5.



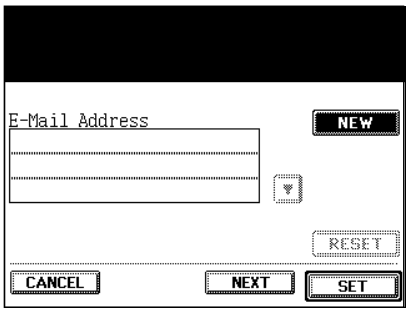

8

## Sending E-mail

How to set the 'E-mail' after pressing the (E-MAIL) key is described in step 8 in page 8-5.




### 1 Press the (NEW) key.




### 2 Enter the E-mail address.

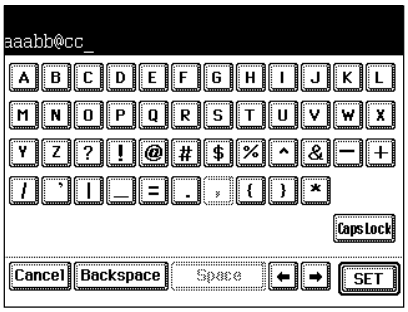
- Enter the E-mail address within 80 letters using the alphabet (touch panel) and numbers (digital keys), then press the (SET) key.
- Use the following keys as required.

(←)(→) ...Press these keys to move the cursor.

(Backspace) ...Press this key to delete a letter before the cursor.

(Cancel) ...Press this key to cancel entry of letters and go back to the screen in step 1.

(C Clear) (control panel)...Press this key to delete all letters.

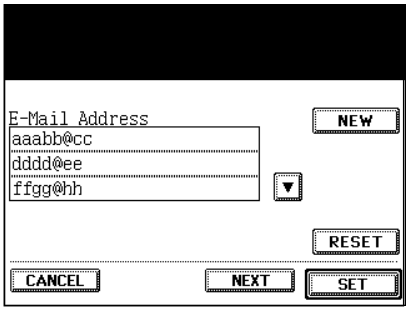



**Tip**

Maximum 10 E-mail addresses can be set. Repeat steps 1 to 2 described above for the second and following addresses.

**3** **Confirm the entered E-mail addresses.**

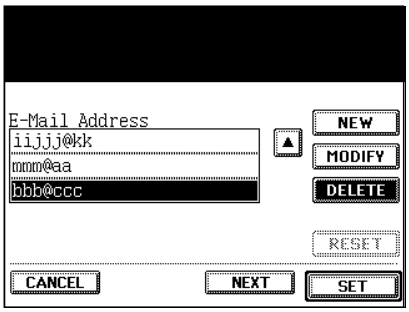
- If 4 or more E-mail addresses are set, confirm them using the (▼) key and (▲) key.
- Press the (RESET) key to clear the setting.



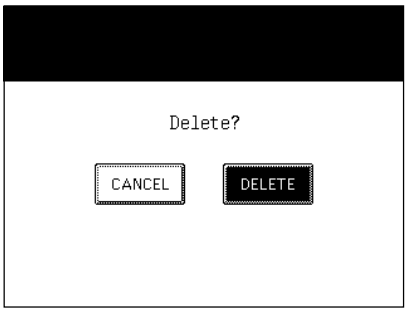

**Tip**

**To delete the entered E-mail address**

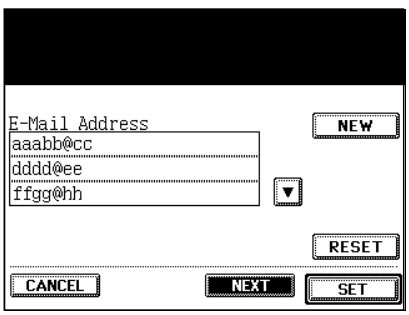
- Select the E-mail address you want to delete, then press the (DELETE) key.




- Press the (DELETE) key. The selected E-mail address is deleted from the E-mail Address list.




**4** **Press the (NEXT) key.**



## 5 Change the setting as required, then press the SET key.

- **File format**

  Select a file format (PDF, JPEG or TIFF).

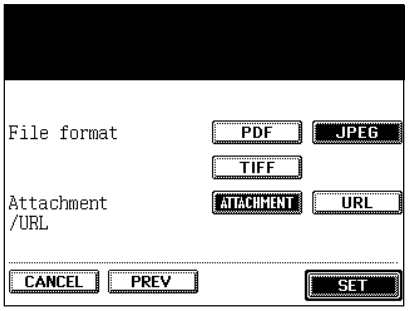
  * When 'Scan to IFax' is also set, the file format is limited to TIFF.
  * When 'Scan to E-mail' and 'Scan to FTP' are set in combination, the file formats of both become the same. If either of them changes in setting, the another one changes correspondingly.

- **Attachment/URL**

  **ATTACHMENT:** Select this to attach the scanned image data to the E-mail message as an attachment and to send them.

  **URL:** Select this to paste the URL into the body of a plain text E-mail message without attaching the data to the E-mail message. The receiver can download the scanned image data from the printer controller, referring to the pasted URL to the data.

  * If the size of the image data is over the limit setting size of Fiery Setup for an attachment, it is necessary to paste the URL into the body of E-mail message even though ATTACHMENT is selected here. See chapters 4 and 5 of the Configuration Guide for more details about the setting size of the attached image data.

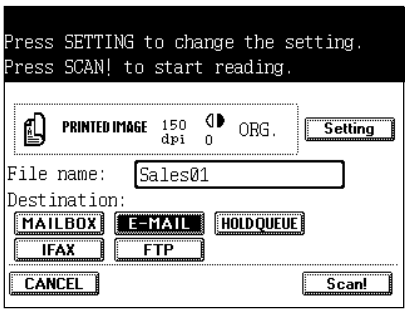



**Tip**

Press the PREV key, then the screen goes back to the one of step 3.

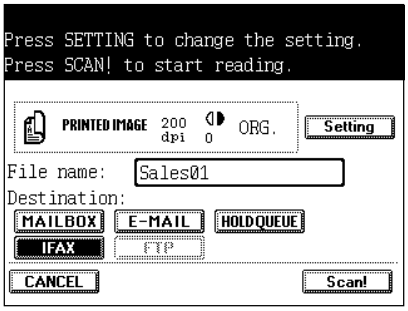
## 6 The preparation to send the E-mail to the set address is completed.

- The E-MAIL key is highlighted.
- If you want to select more than one destination, press the corresponding keys in destination continuously.
- When all settings of destination are completed, go back to in step 9 in page 8-5.

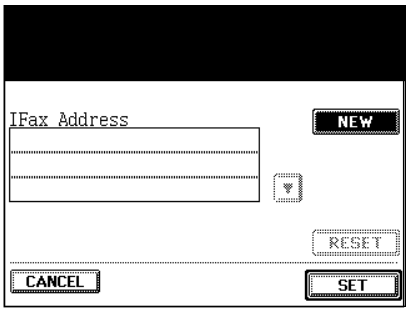



## Sending IFAX

How to set the 'IFax' after pressing the IFAX key is described in step 8 in page 8-5.



## 1 Press the NEW key.




## 2 Enter the IFax address.

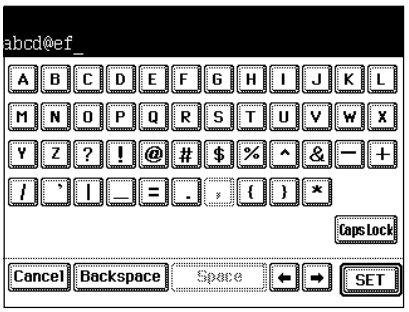
- Enter the IFax address within 80 letters using the alphabet (touch panel) and numbers (digital keys), then press the SET key.
- Use the following keys as required.

◀ ▶ ...Press these keys to move the cursor.

Backspace ...Press this key to delete a letter before the cursor.

Cancel ...Press this key to cancel entry of letters and go back to the screen in step 1.

C Clear (control panel)...Press this key to delete all letters.



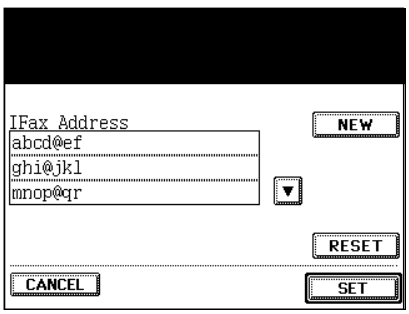

**Tip**

Maximum 10 IFax addresses can be set. Repeat steps 1 to 2 described above for the second and following addresses.

8

## 3 Confirm the entered IFax addresses.

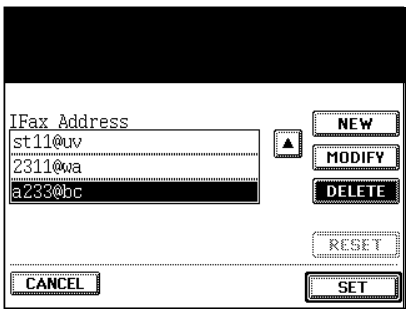
- If 4 or more IFax addresses are set, confirm them using the ▼ key and ▲ key.
- Press the RESET key to clear the setting.



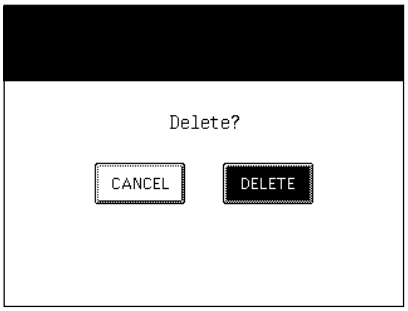

**Tip**

**To delete the entered IFax address**

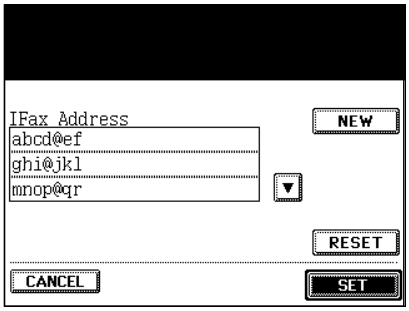
- Select the IFax address you want to delete, then press the DELETE key.



- Press the (DELETE) key. The selected IFax address is deleted from the IFax Address list.

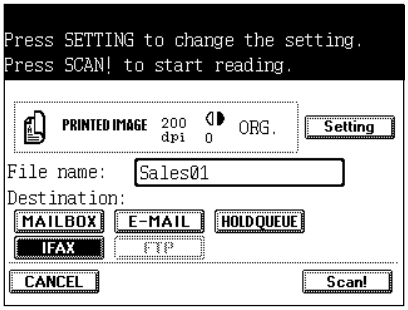



## 4 Press the (SET) key.



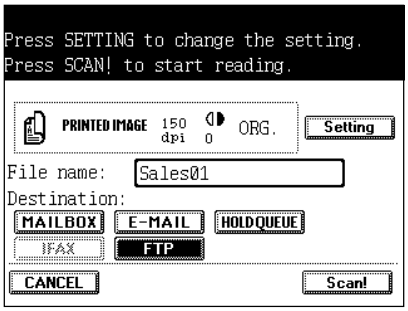

## 5 The preparation to send the IFax to the set address is completed.

- The (IFAX) key is highlighted.
- If you want to select more than one destination, press the corresponding keys in destination continuously.
- When all settings of destination are completed, go back to in step 9 in page 8-5.



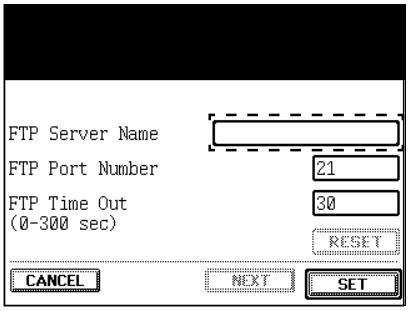

## Sending to FTP server

How to set the 'FTP' after pressing the (FTP) key is described in step 8 in page 8-5.



**1** **Set the FTP server name.**

- To send to the FTP server at the default setting, press the [NEXT] key to skip to step 5.
- The FTP server at the default setting is set by the administrator in advance. ►Page 8-26.
- Press the area [ ] as shown on the screen on the right to switch to the letter input screen. Enter the FTP server name within 128 letters using the alphabet (touch panel) and numbers (digital keys), then press the [SET] key.




**Tip**

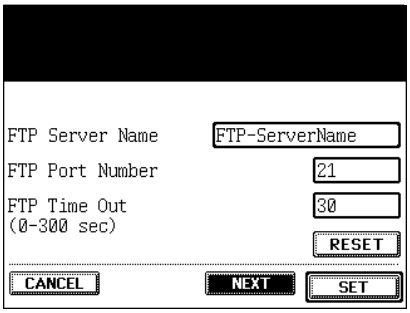
You can enter the IP address directly instead of the FTP server name.

**2** **Key in the FTP port number (0-65535).**

**3** **Key in the connection time (0-300 sec.) in 'FTP Time Out'.**

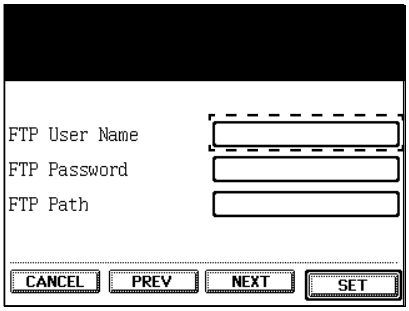
**4** **Press the [NEXT] key.**

- Press the [RESET] key to clear the setting.




**5** **Set the FTP user name.**

- Press the area [ ] as shown on the screen on the right to switch to the letter input screen. Enter the FTP user name within 128 letters using the alphabet (touch panel) and numbers (digital keys), then press the [SET] key.



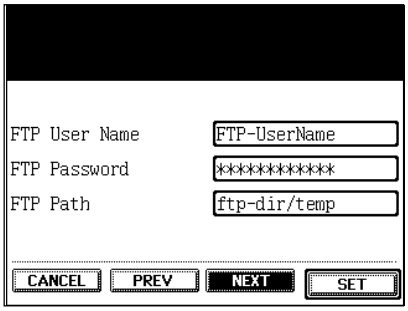

**6** **Set the FTP password and FTP path as in the same manner as FTP user name.**

- Enter the FTP password within 128 letters and enter the FTP path within 128 letters.
- For the FTP path, specify the directory path on the FTP server to save the scanned data.

  For example, to specify the "ftp://192.168.1.1/ftp-dir/temp" FTP folder in the FTP server, enter "ftp-dir/temp".

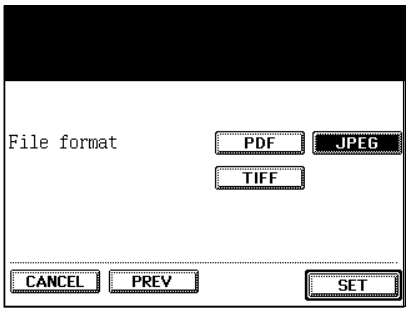
**7** **Confirm the contents filled in, then press the NEXT key.**

- Press the PREV key, then the screen goes back to the previous one.

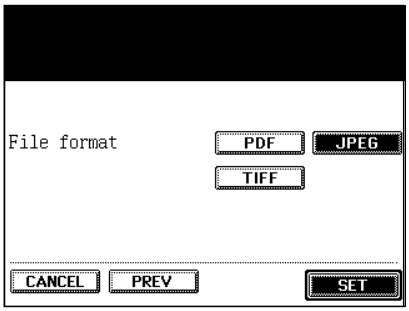



**8** **Change the file format setting as required.**

- To send to the FTP server at the default setting, press the SET key to step 10.
- Select a file format (PDF, JPEG or TIFF).
  * When 'Scan to E-mail' and 'Scan to FTP' are set in combination, the file formats of both become the same. If either of them changes in setting, the another one changes correspondingly.

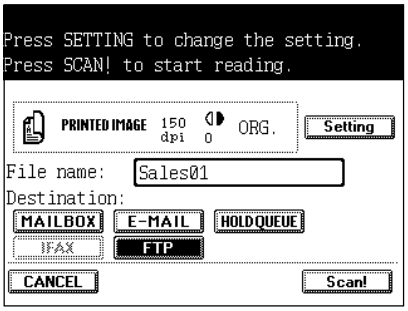



**9** **Press the SET key.**




**10** **The preparation to send to the desired FTP server (or one at the default setting) is completed.**

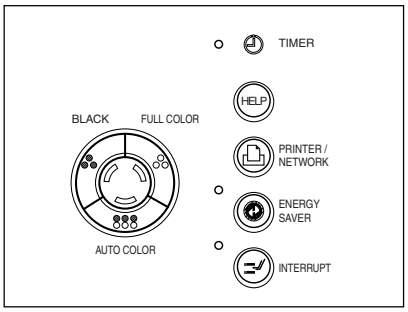
- The FTP key is highlighted.
- If you want to select more than one destination, press the corresponding keys in destination continuously.
- When all settings of destination are completed, go back to in step 9 in page 8-5.



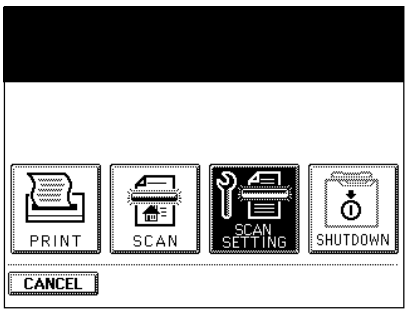
# 3. ABOUT THE SETTING BEFORE SCANNING

In advance of scanning, the administrator must set the administrator password to enable the ADMIN key under this password. (If this setting is not performed, anyone can perform each setting after pressing the ADMIN key, as a result, the administration of the scanning function becomes difficult.) After this setting, perform each setting of the FTP server (default setting) and scan user as required.
The user can set or register a template with the scan user name and password when the setting of scan user by the administrator is completed.

**1** **Press the PRINTER/NETWORK key.**

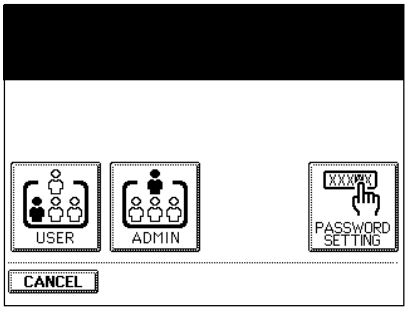



**2** **Press the SCAN SETTING key.**




**3** **The screen on the right is shown. The USER key is for the user setting and the ADMIN key and PASSWORD SETTING key are the administrator setting.**

- After pressing the USER key ►Page 8-19
- After pressing the ADMIN key ►Page 8-23
- PASSWORD SETTING key ►Page 8-30



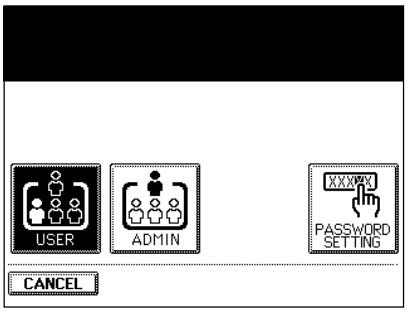

8

## Setting and Registration of Templates

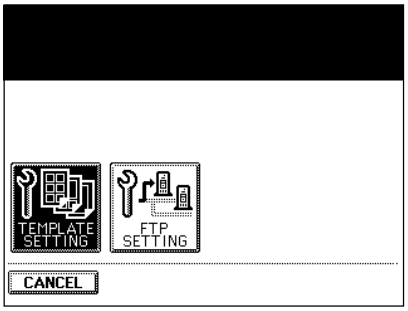
- Maximum 20 templates can be created for 1 scan user name.
- Confirm your scan user name and password with the administrator before setting and registering the template.

**1** **Press the PRINTER/NETWORK key on the control panel, then press the SCAN SETTING key on the touch panel.**

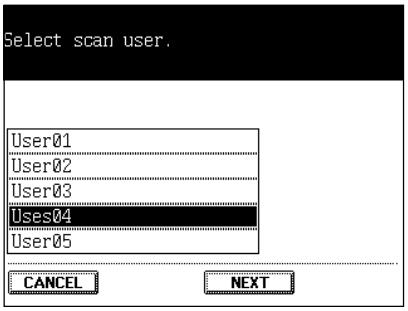
**2** **Press the USER key.**




**3** **Press the TEMPLATE SETTING key.**



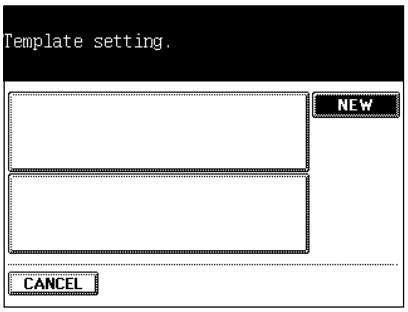

**4** **Select your scan user name.**



## Setting by the User (Cont.)

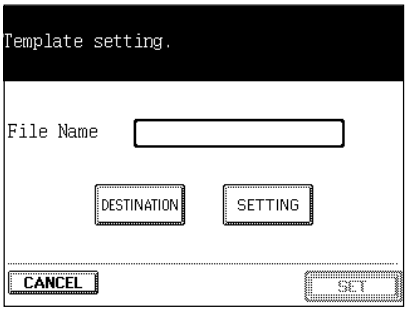
**5** **Key in the password (5 digits), then press the SET key.**

**6** **Press the NEW key.**

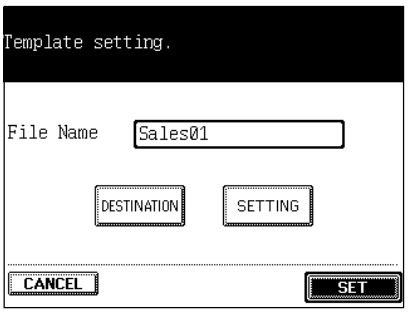



**7** **Set the template.**

- Enter the file name as required, then press the DESTINATION key to set the destination. Then press the SETTING key to set the scanning condition. See steps 5 to 13 in page 8-4.

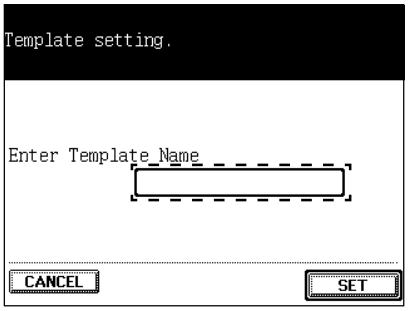



**8** **Press the SET key when the setting of the template is completed.**



## 9 Set the template name.

- Press the area [ ] as shown on the screen on the right to switch to the template name input screen.




## 10 Enter the template name within 20 letters using the alphabet (touch panel) and numbers (digital keys), then press the (SET) key.

- Use the following keys as required.

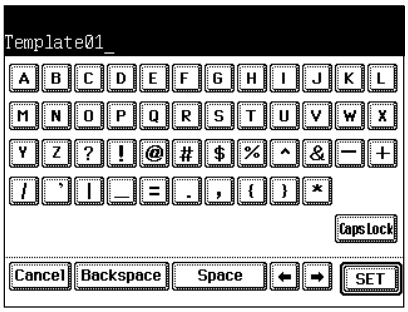
(◀)(▶) ...Press these keys to move the cursor.

(Backspace) ...Press this key to delete a letter before the cursor.

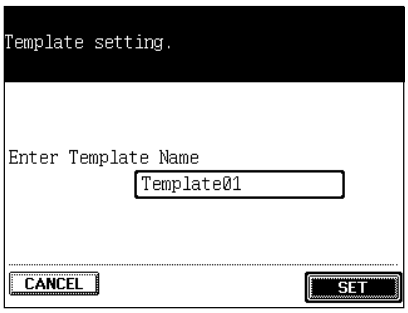
(Space) ...Press this key to enter a space.

(Cancel) ...Press this key to cancel entry of letters and go back to the screen in step 9.

(C Clear) (control panel)...Press this key to delete all letters.

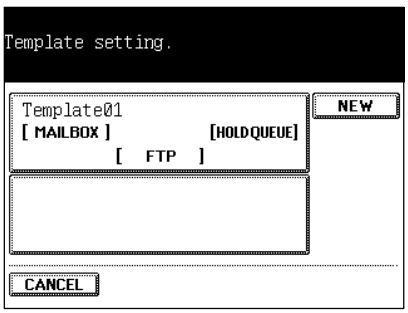



## 11 Press the (SET) key.




## 12 The setting and registration of the template is completed.

- If you want to set the other template continuously, press the (NEW) key and then perform steps 7 to 11.



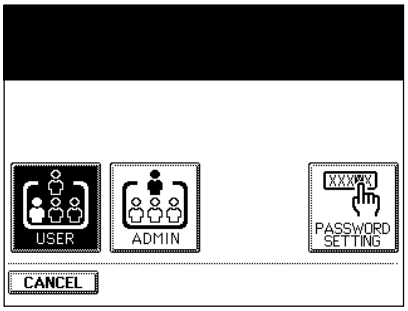

8

## Confirming the FTP Server at the Default Setting

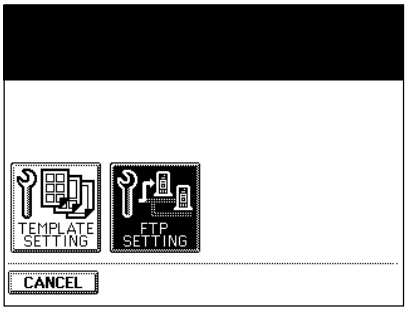
The FTP default setup after pressing the USER key is only to confirm the setting contents of the FTP server at the default setting, not to perform the setup.

**1** **Press the PRINTER/NETWORK key on the control panel, then press the SCAN SETTING key on the touch panel.**

**2** **Press the USER key.**

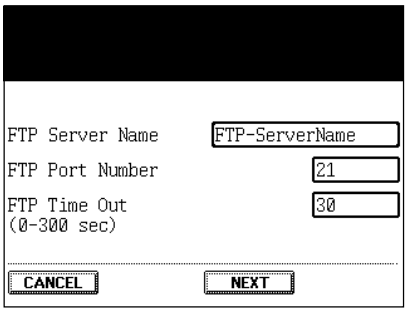


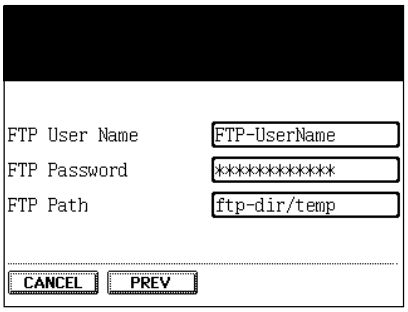

**3** **Press the FTP SETTING key.**




**4** **Confirm the FTP server at the default setting.**

- Press the NEXT key or PREV key to switch the screen and confirm the setting.



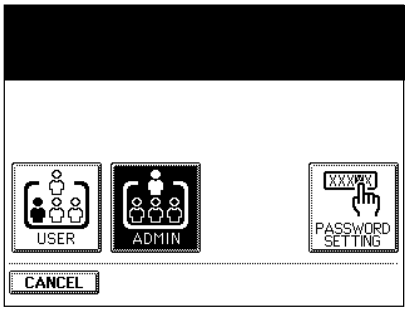




8

## Setting and Registration of Templates

**1** **Press the (PRINTER/NETWORK) key on the control panel, then press the (SCAN SETTING) key on the touch panel.**

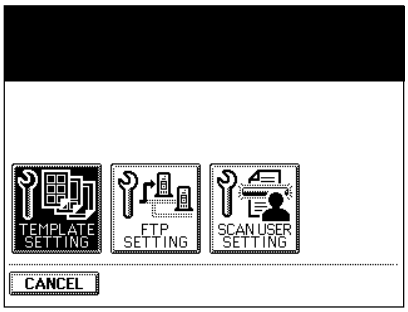
**2** **Press the (ADMIN) key.**



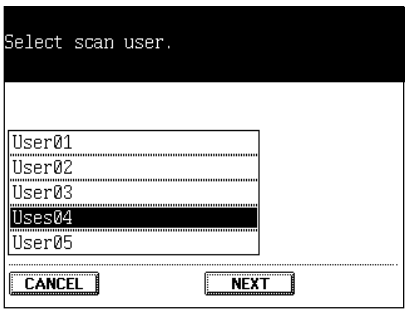

**3** **Key in the administrator password (5 digits), then press the (SET) key.**

- If the administrator password is not set, this step is skipped.

**4** **Press the (TEMPLATE SETTING) key.**

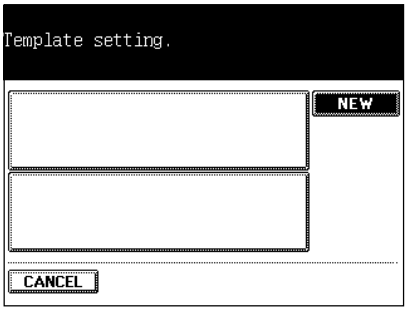



**5** **Select the scan user name.**



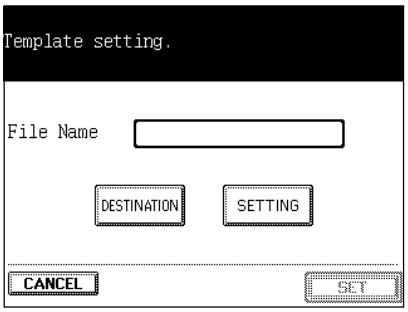
## Setting by the Administrator (Cont.)

**6** **Press the NEW key.**




**7** **Set the template.**

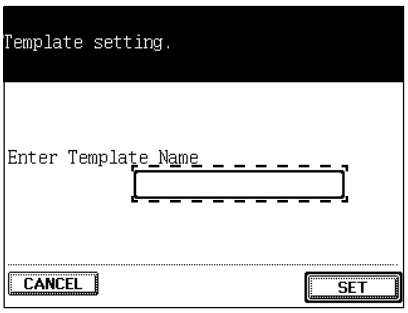
- Enter the file name as required, then press the DESTINATION key to set the destination. Then press the SETTING key to set the scanning condition. See steps 5 to 13 in page 8-4.




**8** **Press the SET key when the setting of the template is completed.**

**9** **Set the template name.**

- Press the area as shown on the screen on the right to switch to the template name input screen.




8

**10 Enter the template name within 20 letters using the alphabet (touch panel) and numbers (digital keys), then press the (SET) key.**

- Use the following keys as required.

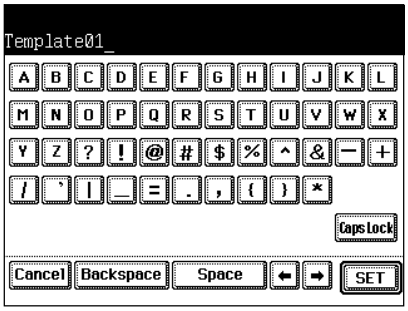
(◀)(▶) ...Press these keys to move the cursor.

(Backspace) ...Press this key to delete a letter before the cursor.

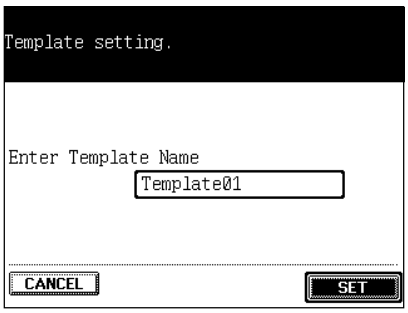
(Space) ...Press this key to enter a space.

(Cancel) ...Press this key to cancel entry of letters and go back to the screen in step 9.

(C Clear) (control panel)...Press this key to delete all letters.

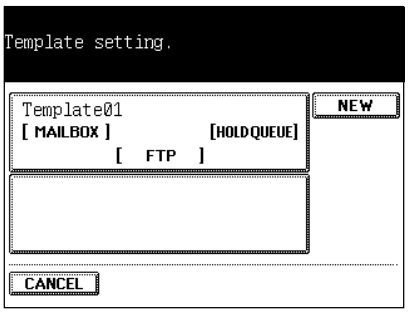



**11 Press the (SET) key.**




**12 The setting and registration of the template is completed.**

- If you want to set the other template continuously, press the (NEW) key and then perform steps 7 to 11.

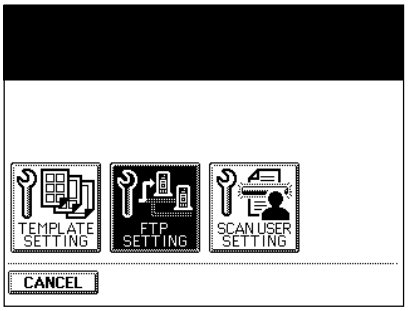



8

## Setting the FTP Server at the Default Setting

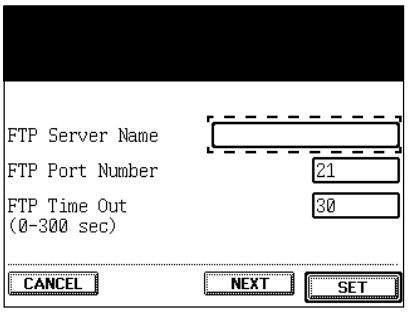
**1** **Perform steps 1 to 3 in page 8-23.**

**2** **Press the [FTP SETTING] key.**




**3** **Set the FTP server name.**

- Press the area [ ] as shown on the screen on the right to switch to the letter input screen. Enter the FTP server name within 128 letters using the alphabet (touch panel) and numbers (digital keys), then press the [SET] key.




**Tip**

You can enter the IP address directly instead of the FTP server name.

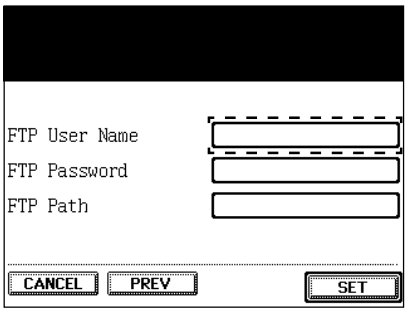
**4** **Key in the FTP port number (0-65535).**

**5** **Key in the connection time (0-300) in 'FTP Time Out'.**

- Press the [NEXT] key.

**6** **Set the FTP user name.**

- Press the area [ ] as shown on the screen on the right to switch to the letter input screen. Enter the FTP user name within 128 letters using the alphabet (touch panel) and numbers (digital keys), then press the [SET] key.



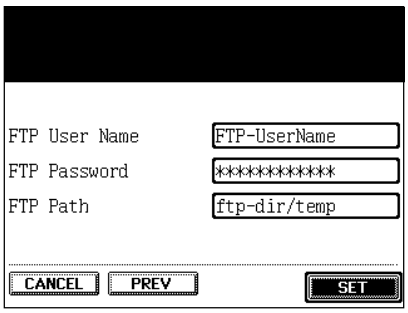
**7** **Set the FTP password and FTP path as in the same manner as FTP user name.**

- Enter the FTP password within 128 letters and enter the FTP path within 128 letters.
- For the FTP path, specify the directory path on the FTP server to save the scanned data.

  For example, to specify the “ftp://192.168.1.1/ftp-dir/temp” FTP folder in the FTP server, enter “ftp-dir/temp”.

**8** **Confirm the contents filled in, then press the SET key.**

- The setting is completed.

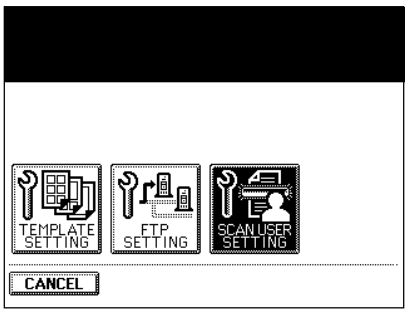



## Setting the Scan User

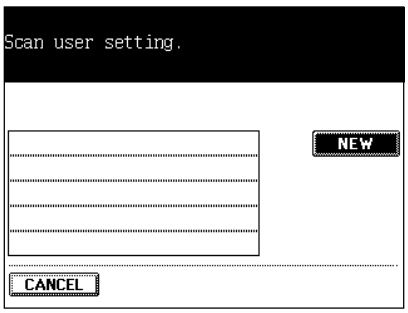
Maximum 50 scan user names can be registered.

**1** **Perform steps 1 to 3 in page 8-23.**

**2** **Press the SCAN USER SETTING key.**

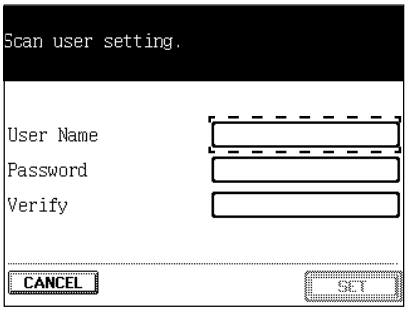



**3** **Press the NEW key.**



**4** **Set your scan user name.**

- Press the area [ ] as shown on the screen on the right to switch to the scan user name input screen.




**5** **Enter the scan user name within 32 letters using the alphabet (touch panel) and numbers (digital keys), then press the (SET) key.**

- Use the following keys as required.

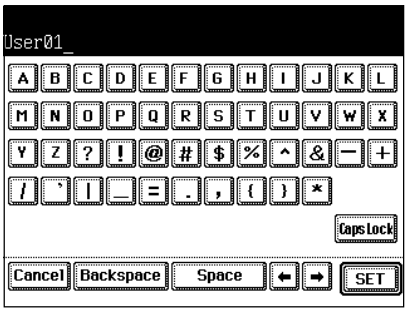
(◀)(▶) ...Press these keys to move the cursor.

(Backspace) ...Press this key to delete a letter before the cursor.

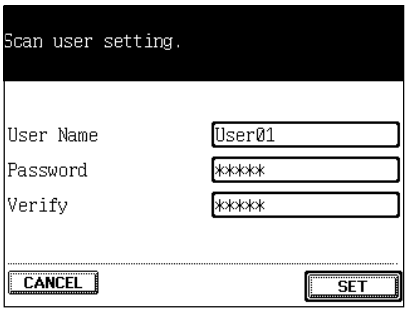
(Space) ...Press this key to enter a space.

(Cancel) ...Press this key to cancel entry of letters and go back to the screen in step 4.

(C Clear) (control panel)...Press this key to delete all letters.




**6** **Key in the password you want to register (the same number in 5 digits) in both 'Password' area and 'Verify' area.**

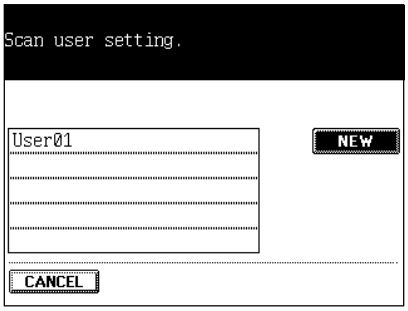



**7** **Press the (SET) key after the entry of the scan user name and password.**

- The new scan user name is registered.

8

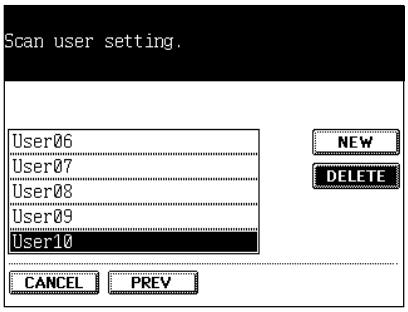
**8** **If you want to perform the additional registration, press the (NEW) key.**



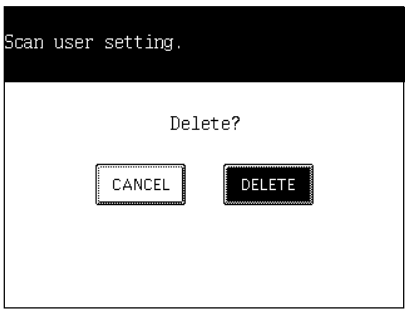

**Tip**

**To delete the entered scan user name**

- Select the scan user name you want to delete, then press the (DELETE) key.




- Press the (DELETE) key. The selected scan user name is deleted from the list of the scan user names.



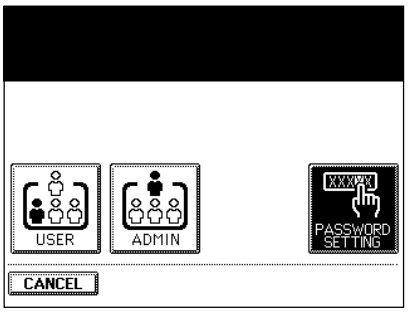
## Setting the Administrator Password

The administrator sets the administrator password (5 digits). By this setting, the entry of the administrator password becomes necessary for setting after pressing the ADMIN key. Only the administrator can perform the setting with this key hereafter.
- The administrator password once set can be changed. In this case, the current administrator password is needed.
- We recommend you to take a memo in order not to forget the administrator password.

### Setting the New Administrator Password

**1** **Press the PRINTER/NETWORK key on the control panel, then press the SCAN SETTING key on the touch panel.**

**2** **Press the PASSWORD SETTING key.**




**3** **Key in the new password (the same number in 5 digits) in both 'NEW PASSWORD' area and 'VERIFY' area, then press the SET key.**
- The setting of the new administrator password is completed.

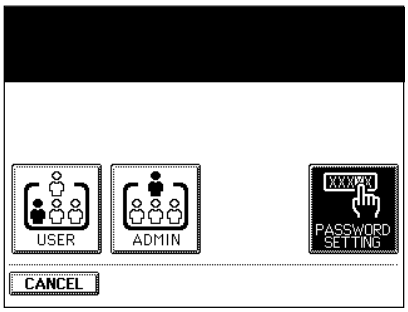
**Tip**

If the screen is not switched by pressing the SET key in this step, the number in 'NEW PASSWORD' area is different from the one in 'VERIFY' area. In this case, press the letter entry section in the 'NEW PASSWORD' area (or 'VERIFY' area) to make the letter entry available again.

## Changing the Administrator Password

**1** **Press the PRINTER/NETWORK key on the control panel, then press the SCAN SETTING key on the touch panel.**

**2** **Press the PASSWORD SETTING key.**



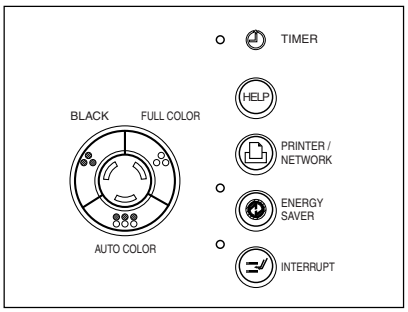

**3** **Key in the current password (5 digits) in the 'CURRENT PASSWORD' area, and key in the new password (the same number in 5 digits) in both 'NEW PASSWORD' area and 'VERIFY' area. Then press the SET key.**

- The setting change of the administrator password is completed.

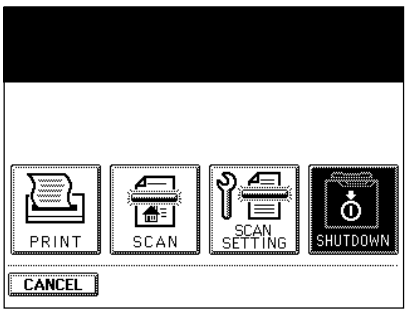
# 4. SHUTTING DOWN THE POWER SUPPLY TO THE PRINTER CONTROLLER

If the optional printer controller (E-750) is installed, be sure to shut down the power supply to the printer controller before turning the power switch of the copier OFF.

**1** **Press the PRINTER/NETWORK key.**

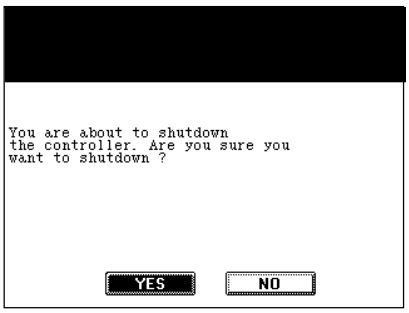



**2** **Press the SHUTDOWN key.**



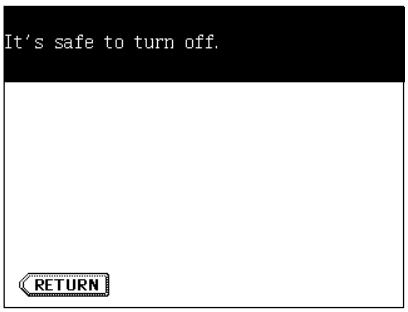

**3** **Press the YES key.**

- The message “Shutdown in progress” appears.




**4** **The power supply to the printer controller is shut down when the screen on the right appears.**

- Be sure to turn the power of the copier OFF after the screen on the right appears.
- Pressing the RETURN key or the PRINTER/NETWORK key on the control panel returns to the basic screen.




**Tip**

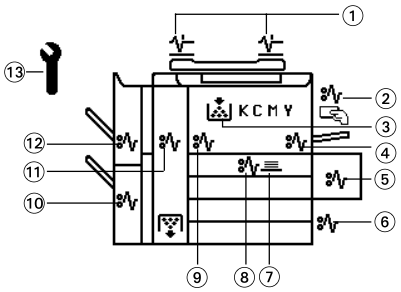
If you want to reboot the printer controller, turn OFF the power switch of the copier, and then turn it back ON again.

# 9. WHEN THE GRAPHIC SYMBOLS FLASH ON THE TOUCH PANEL


1. Description of the flashing graphic symbols ..... 9-2
2. Add paper symbol ..... 9-3
   - Adding paper to the drawers ..... 9-3
   - Adding paper to the large-capacity feeder (optional) ..... 9-4
3. Replace toner cartridge symbol ..... 9-5
4. Clear paper symbol ..... 9-7
   ① Paper misfeed in the reversing automatic document feeder (optional) ..... 9-7
   ② Paper misfeed in the drawer feeding area ..... 9-8
   ③ Paper misfeed in the large-capacity feeder (optional) ..... 9-9
   ④ Paper misfeed on the bypass guide ..... 9-10
   ⑤ Paper misfeed inside of the copier ..... 9-10
   ⑥ Paper misfeed in the automatic duplexer (optional) ..... 9-13
   ⑦ Paper misfeed in the hole punch unit (optional) ..... 9-15
   ⑧ Paper misfeed in the finisher (optional) ..... 9-16
   ⑨ Paper misfeed in the saddle stitch unit (optional) ..... 9-17
5. Adding staples (optional) ..... 9-19
6. Removing jammed staples (optional) ..... 9-23
7. Clearing accumulated punched paper bits (optional) ..... 9-25
8. Call service symbol ..... 9-26
9. Periodic maintenance message ..... 9-27

# 1. DESCRIPTION OF THE FLASHING GRAPHIC SYMBOLS

The graphic display on the touch panel shows the status of the copier. When one of the graphic symbols flashes, take the appropriate action referring to the page shown.




① CHECK ORIGINALS symbol
Flashes when an original misfeed occurs inside the reversing automatic document feeder (optional). ► Page 9-9

② BYPASS MISFEED symbol
Flashes when a sheet of paper fails to be fed into the copier during bypass copying. ► Page 9-12

③ REPLACE TONER CARTRIDGE symbol
Flashes when the toner cartridge runs out of toner. ► Page 9-5

④ PAPER PATH MISFEED symbol
Flashes when a paper misfeed occurs on the paper path inside the copier. ► Page 9-12

⑤ LARGE-CAPACITY FEEDER MISFEED symbol
Flashes when paper fed from the large-capacity feeder (optional) is misfed. ► Page 9-11

⑥ DRAWER MISFEED symbol
Flashes when paper fed from one of the drawers is misfed. ► Page 9-10

⑦ STACK symbol
Flashes when sheets of paper copied on one side are stacked in the automatic duplexer (optional) during duplex copying (this flashing does not indicate a paper jam). This symbol also flashes when sheets of paper are left in the duplexer. In this case, remove the paper from the duplexer. ► Page 9-16

⑧ DUPLEXER MISFEED symbol
Flashes when a paper misfeed occurs inside the automatic duplexer (optional). ► Page 9-15

⑨ TRANSFER BELT MISFEED symbol
Flashes when a misfeed occurs on the transfer belt. ► Page 9-13

⑩ SADDLE STITCH UNIT MISFEED symbol
Flashes when a paper misfeed occurs inside the saddle stitching unit. ► Page 9-19

⑪ FUSER MISFEED symbol
Flashes when a paper misfeed occurs in the fuser unit. ► Page 9-14

⑫ FINISHER/PUNCH UNIT MISFEED symbol
Flashes when a paper misfeed occurs inside the finisher (optional) or the hole punch unit (optional). ► Page 9-17, 9-18

⑬ CALL SERVICE symbol
Flashes when inspection and maintenance by a service technician become necessary. ► Page 9-28

# 2. ADD PAPER SYMBOL

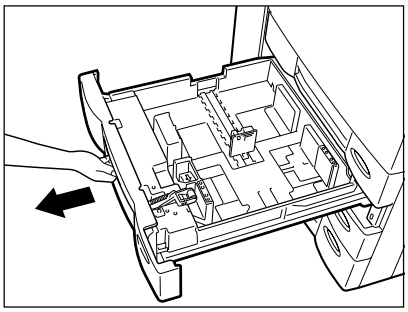
## Adding Paper to the Drawers

When the paper supply in the selected drawer or the large-capacity feeder (optional) runs out, the drawer or large-capacity feeder shown on the display flashes, and the following message appears:

| Add paper |
|---|

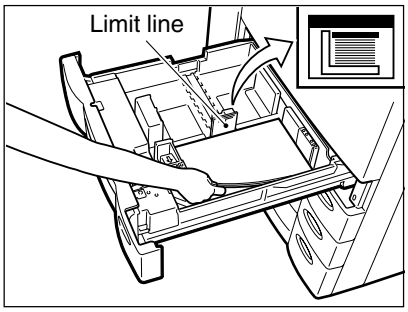
Add paper as follows.

**1** **While pulling up the drawer grip, draw out the drawer carefully until it comes to a stop.**



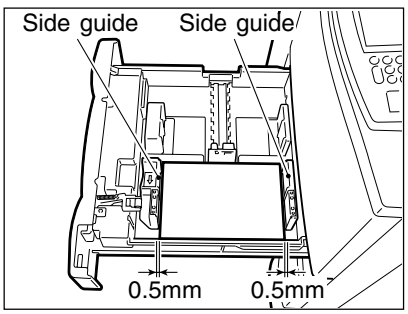
**2** **Place paper in the drawer.**

- Maximum number of sheets that can be set ► Page 2-4
- Fan the paper well before placing it in the drawer.
- Do not add paper above the line indicated on the guide.
- Do not use creased, folded, wrinkled or damp sheets of paper.




**Note**

Make sure that a gap of approx. 0.5 mm (less than 1 mm in total) is left between the paper and the side guide. If there is no gap, this would cause paper misfeeding.




**3** **Push the drawer straight in until it comes to a stop.**

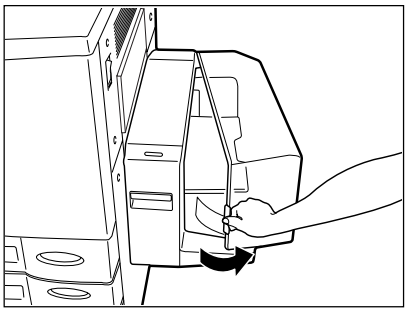
- Be sure to push the drawer fully in.

**Caution**

Be careful not to let your fingers be caught when closing the drawer.
This could injure you.

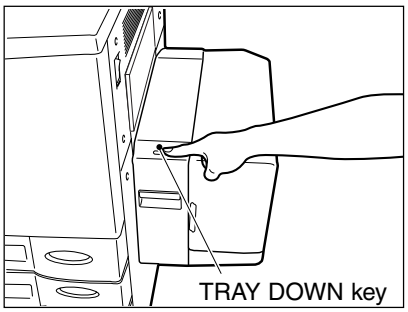
## Adding Paper to the Large-Capacity Feeder (optional)

**1** **Open the cover of the large-capacity feeder (optional).**



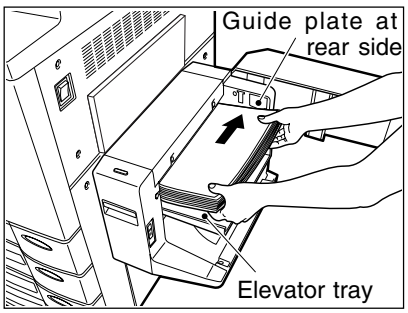
**Tip**

If you want to add paper because the paper supply has become low, press the TRAY DOWN key before opening the cover. The elevator tray will automatically move down and stop.




**2** **Place paper in the large-capacity feeder.**

- Maximum number of sheets that can be set ► Page 2-4
- Fan the sheets well and make sure that all of them are placed neatly aligned against the guide plates at the rear side on the elevator tray. It may cause image skewing if a gap is left between the set paper and the guide plates at the rear side.
- Do not add paper above the line indicated on the guide.
- Do not use creased, folded, wrinkled or damp sheets of paper.



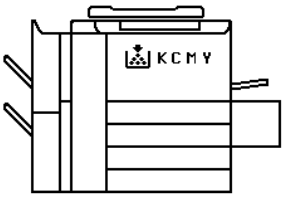

**3** **Close the cover of the large-capacity feeder (optional).**

- Close the cover completely. The elevator tray automatically moves up to the paper feeding position.

9

# 3. REPLACE TONER CARTRIDGE SYMBOL

When the toner cartridge runs out of toner, the REPLACE TONER CART RIDGE symbol and a letter showing the corresponding toner color flash, and the following message appears:

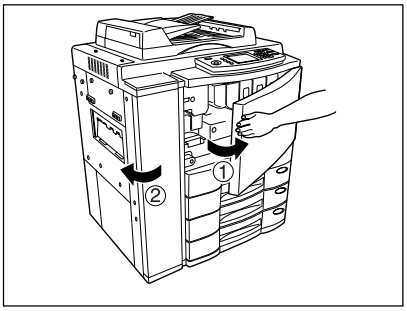



| |
|---|
| Install new ****** toner cartridge<br>Press HELP |

**Tips**

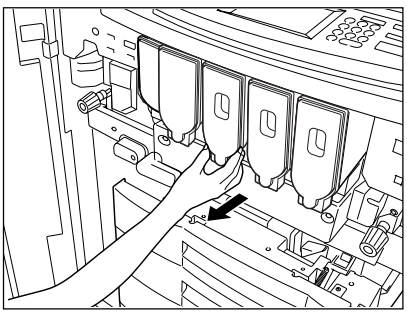
- Before the above message appears, the message "***** toner is low. Prepare new toner cartridge." appears when the remaining toner becomes about 30%. This message continues to appear until the toner runs out, but you can set not to display the message temporarily.
  User selection (► Page 6-17)
- If you replace the toner cartridge before the above message appears, replace it with a new one according to the following procedure, and then be sure to clear the toner counter. (► Page 6-35)

**1 Open the front covers in the order of ① to ②.**




**2 Grasping the holder of the toner cartridge, slide the cartridge along the rail toward you and remove it.**

- Please return the used toner cartridges to your service technician.

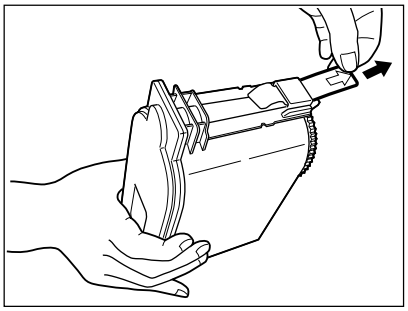


**Caution**

NEVER attempt to incinerate toner cartridges. This could cause an explosion.
DO NOT dispose of used toner cartirdges.
Your service technician will collect them.

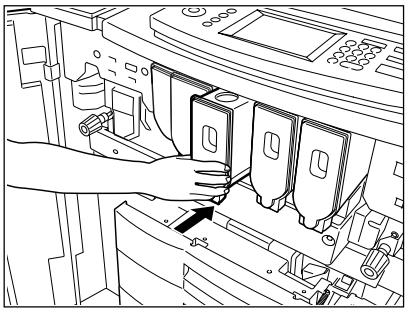
**3 Shake the new toner cartridge to the right and left 5 or 6 times to loosen the toner inside.**

**4** **Pull out the seal in the direction of the arrow as shown on the right.**



**5** **Grasping the holder of the new toner cartridge, push it along the rail fully back into the copier.**

- If the toner scatters, wipe it completely off.



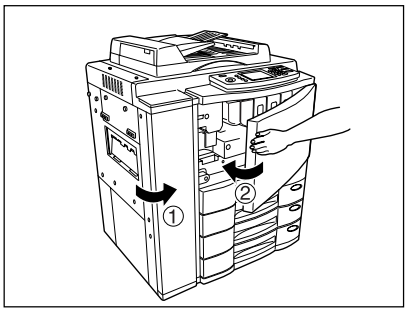
**6** **Close the covers in the order of ① to ②.**

- The following message appears:

| Wait adding toner |
|---|

The copier automatically starts supplying toner.

- When the toner has finished being supplied, the touch panel returns to the Basic menu. (It takes approx. 4 or 5 minutes until the toner has finished being added.)



# 4. CLEAR PAPER SYMBOL

When a paper misfeed occurs in the copier, the CLEAR PAPER symbol flashes in the positions where the paper is misfed. If or symbol of ① - ⑥ flashes, the following message will appear:

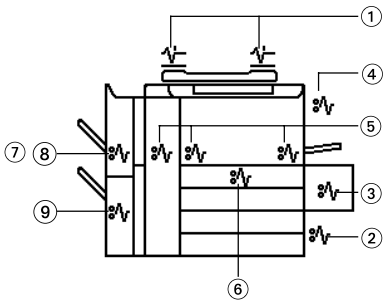
| |
|---|
| Misfeed in copier<br>Press HELP |

If any of ⑦ - ⑨ flashes, the following message will appear:

| |
|---|
| Misfeed in finisher |

Refer to the diagram shown on the right and remove the misfed paper as follows.

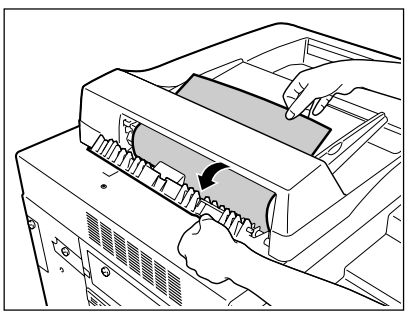
* After having removed the misfed paper, return the copier to its original condition by performing the procedure in reverse.




① Reversing Automatic Document Feeder (optional)
② Drawer Feeding Area
③ Large-Capacity Feeder (optional)
④ Bypass Guide
⑤ Inside of the Copier
⑥ Automatic Duplexer (optional)
⑦ Hole Punch Unit (optional)
⑧ Finisher (optional)
⑨ Saddle Stitch Unit (optional)

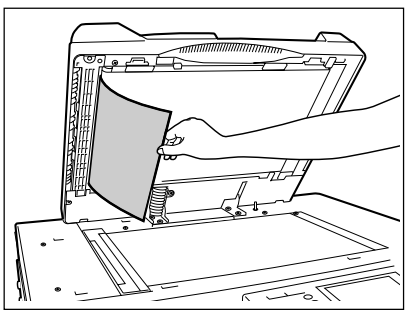
## ① Paper Misfeed in the Reversing Automatic Document Feeder (optional)

**1 Open the feed-side cover and remove any misfed originals.**

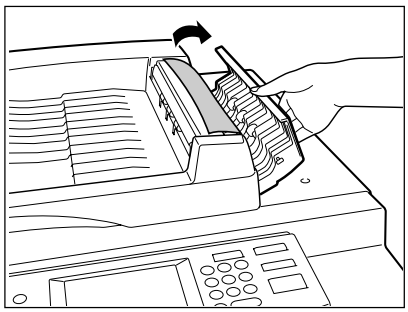


**2 Raise the automatic document feeder and remove any misfed originals.**

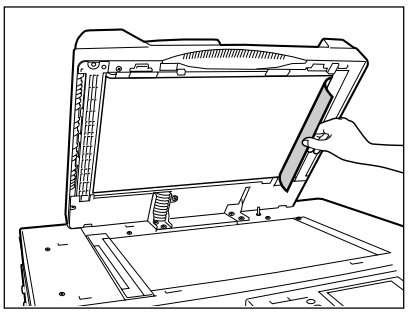
- If any original is left on the glass, remove it.



**3** **Open the exit-side cover and remove any misfed originals.**



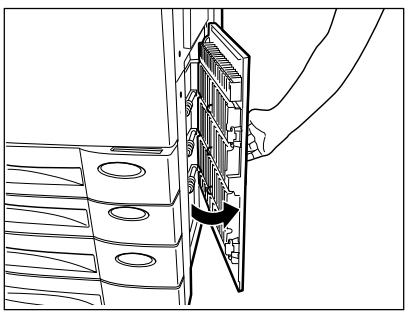
**4** **Raise the automatic document feeder and remove any misfed paper.**



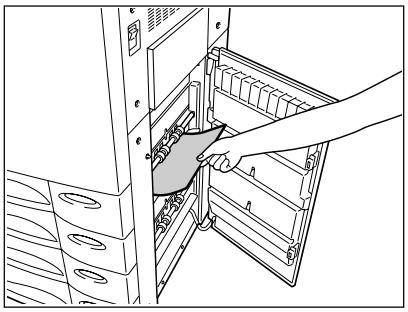
**② Paper Misfeed in the Drawer Feeding Area**

**1** **Open the cover.**

- Holding the handle, open the cover slowly.



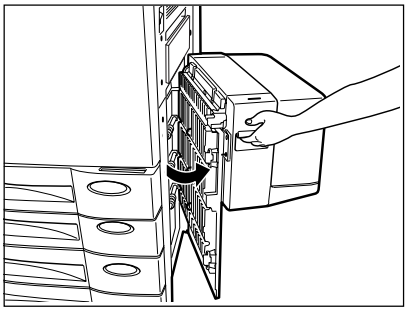
**2** **Remove any misfed paper.**



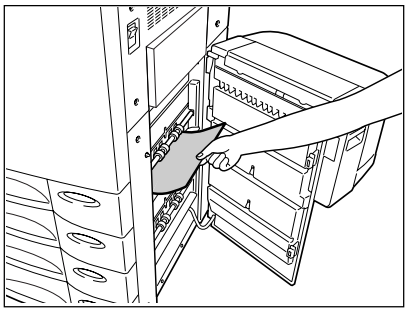
### ③ Paper Misfeed in the Large-Capacity Feeder (optional)

**1** **Open the large-capacity feeder.**

- Holding its handle as shown, lift it to unlock it and open the feeder slowly away from the copier.

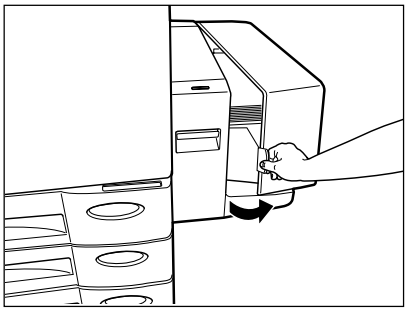


**2** **Remove any misfed paper.**

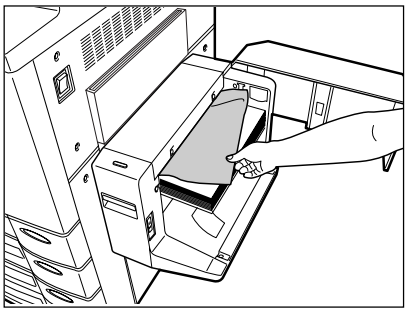


**3** **Close the large-capacity feeder slowly and fully.**

**4** **Open the large-capacity feeder cover slowly.**



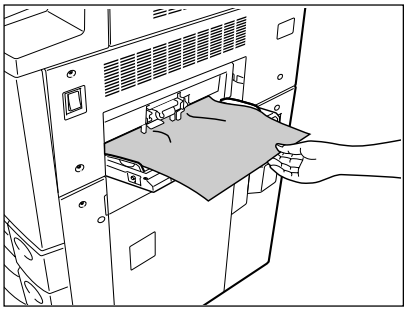
**5** **Remove any misfed paper.**



### ④ Paper Misfeed on the Bypass Guide

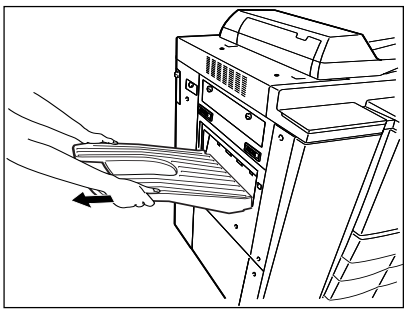
**1** **Pull out any misfed paper on the bypass guide.**

- Reset the sheets of paper on the bypass guide.

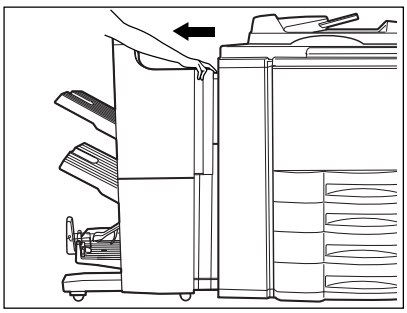


### ⑤ Paper Misfeed inside of the Copier

**1** **Remove the copy receiving tray.**



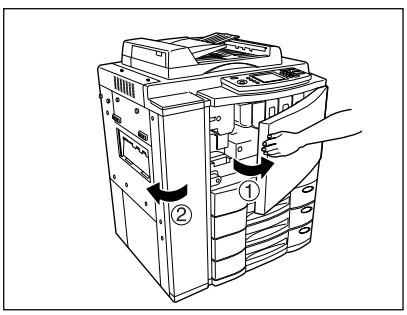
- If a finisher (optional) is attached, first pull it away slowly from the copier by pushing the release lever.



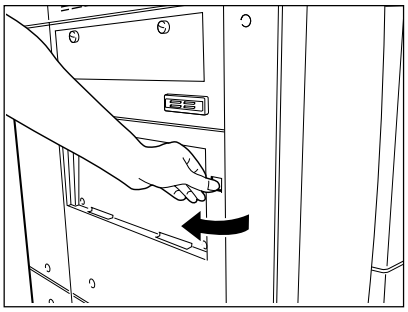
**Caution**

Be careful not to let your fingers be caught between the equipment and the finisher (optional).
This could injure you.

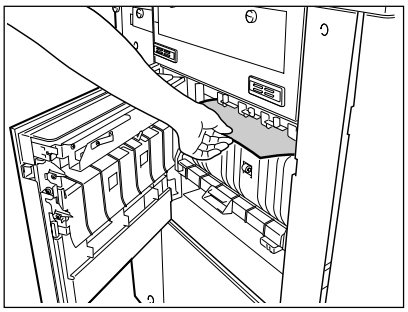
**2** **Open the front covers in the order of ① to ②.**



**3** **Open the exit cover.**

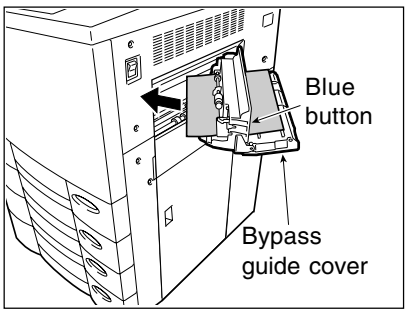


**4** **Remove any misfed paper.**

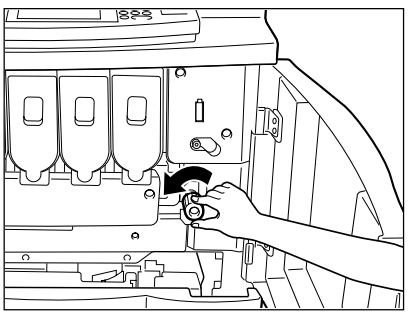


**5** **Open the bypass guide.**

- Open the bypass guide cover, press the blue button and open the bypass guide.
- Remove any misfed paper.

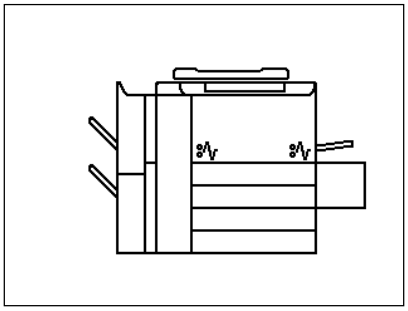



**6** **Turn the knob near the entrance of the transfer belt unit in the direction of the arrow (counterclockwise) to send any paper to the transfer belt.**

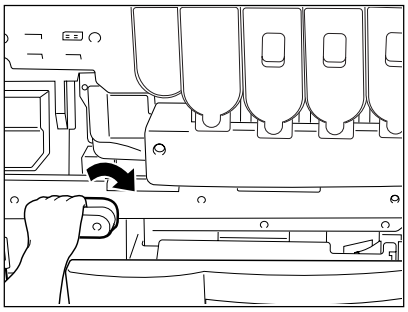


**Tip**

If the CLEAR PAPER symbol flashes as shown on the right, be sure to carry out step 6. If this action is not sufficient, the paper may be torn or be left in the copier.



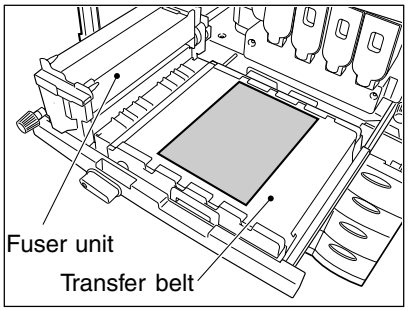
**7** **Turn the knob in the direction of the arrow (clockwise) and pull out the transfer belt unit.**



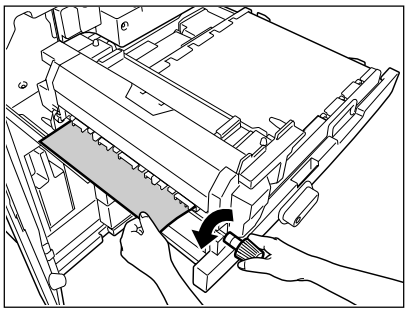
**8** **Remove any misfed paper on the transfer belt.**

**Caution**

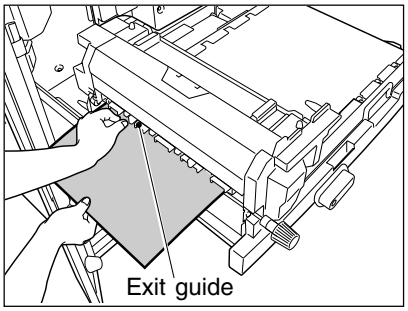
- DO NOT touch the fuser unit and the metal area around it. Since they are very hot, you could be burned or the shock could cause an injury to your hand in the equipment.
- DO NOT touch the transfer belt. Touching it may cause image failure.




**9** **If the misfed paper is gripped between the rollers, remove it by rotating the lever in the direction shown.**

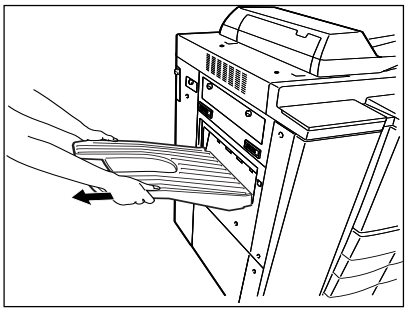


**10** **If the misfed paper cannot be removed in step 9, raise the exit guide of the fuser unit and remove it.**

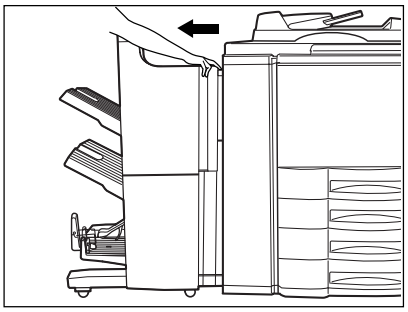


## ⑥ Paper Misfeed in the Automatic Duplexer (optional)

**1** **Remove the copy receiving tray.**



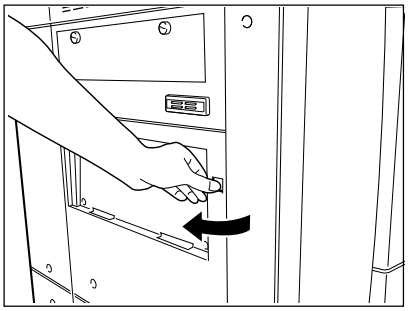
- If a finisher (optional) is attached, first pull it away slowly from the copier by pushing the release lever.



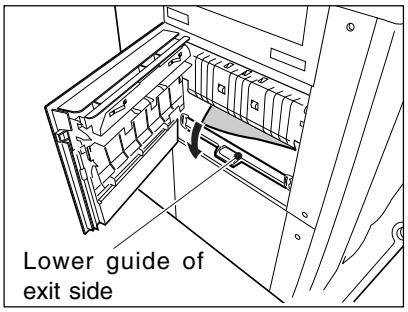
**Caution**

Be careful not to let your fingers be caught between the equipment and the finisher (optional).
This could injure you.

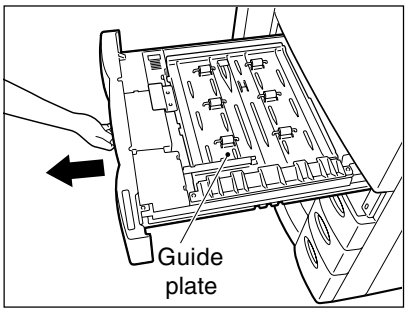
**2** **Open the exit cover.**



**3** **Put down the lower guide of the exit side and remove any misfed paper.**



**4** **Pull out the automatic duplexer slowly until it comes to a stop.**

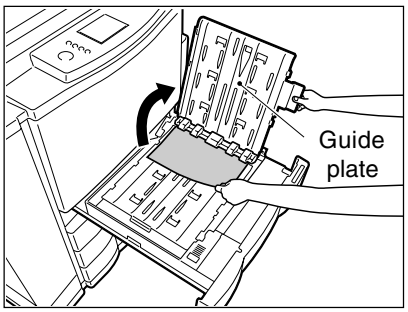



**Caution**

DO NOT touch the metal portion of a guide plate as it could burn you.

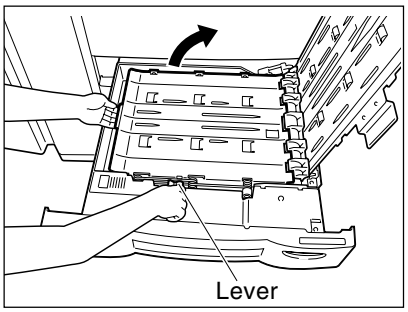
**5** **Holding the handle of the upper guide plate, lift it slowly until it comes to a stop. Remove any misfed paper.**

- Be careful not to have the guide plate drop.

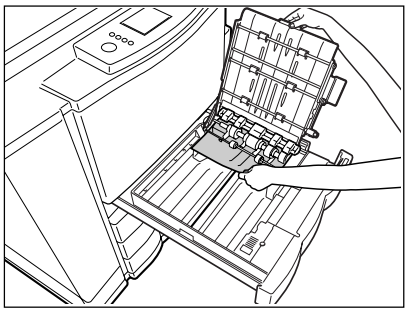



**6** **Push the lever to lift the lower guide plate.**

- Make sure that the guide plate is latched to prevent it from dropping.

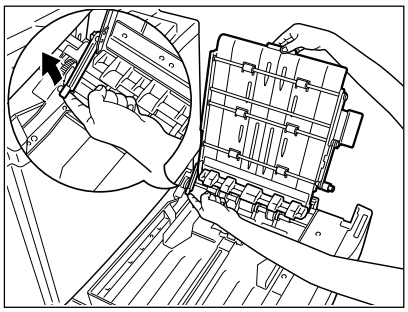



**7** **Remove any misfed paper.**



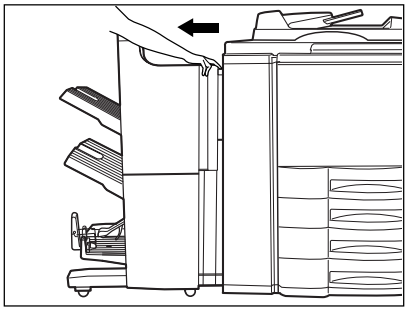
**Tip**

To close the lower guide plate, hold its handle with your right hand and, lift the lever up to unlatch it with your left hand. Then put it down slowly.



## ⑦ Paper Misfeed in the Hole Punch Unit (optional)

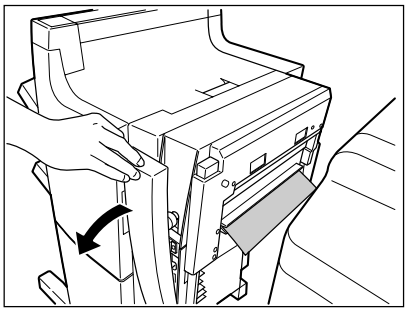
**1** **Push the release lever and pull out the finisher slowly away from the copier.**



**Caution**

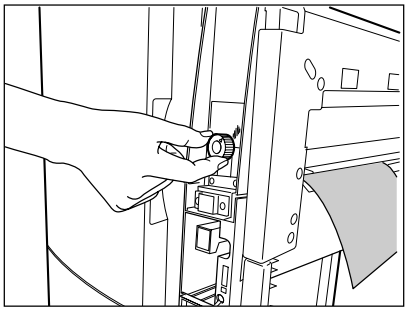
Be careful not to let your fingers be caught between the equipment and the finisher (optional).
This could injure you.

**2** **Open the cover of the hole punch unit.**



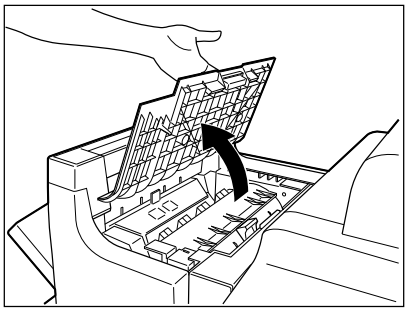
**3** **Rotate the blue knob to locate the arrow within the ////// area on the label.**

- Under this condition, the punchers are up, allowing the paper shown in the figure to be removed.

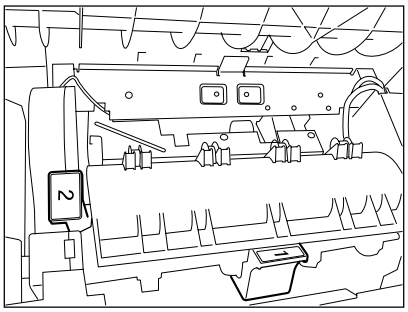


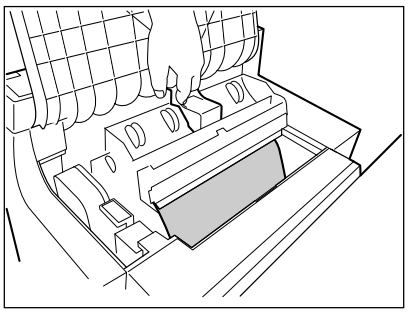
⑧ **Paper Misfeed in the Finisher (optional)**

**1** **Open the upper finisher cover.**

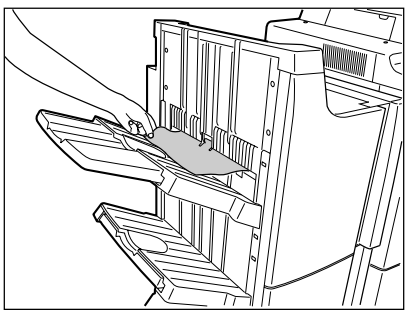


**2** **Lift knob ① or knobs ① and ②, then remove any misfed paper.**



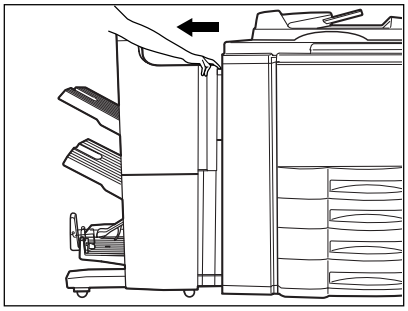



**3** **Remove any misfed paper in the paper exit area.**



### ⑨ Paper Misfeed in the Saddle Stitch Unit (optional)

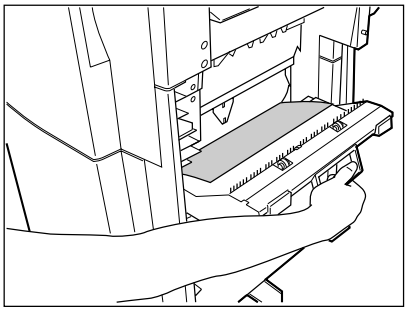
**1** **Push the release lever and move the finisher away from the copier.**



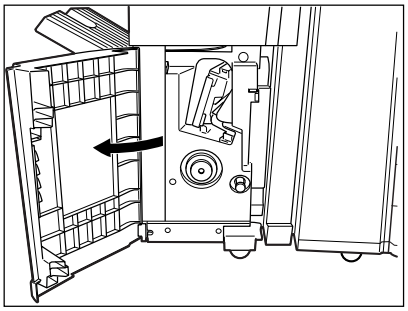
**Caution**

Be careful not to let your fingers be caught between the equipment and the finisher (optional).
This could injure you.

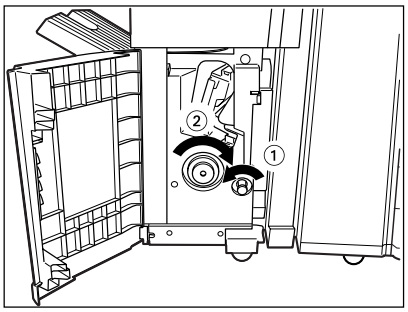
**2** **Open the entrance cover of the saddle stitcher and remove any misfed paper.**



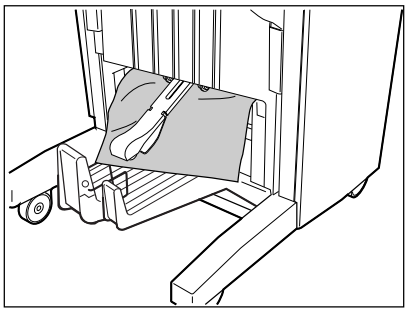
**3** **Open the lower cover of the finisher.**



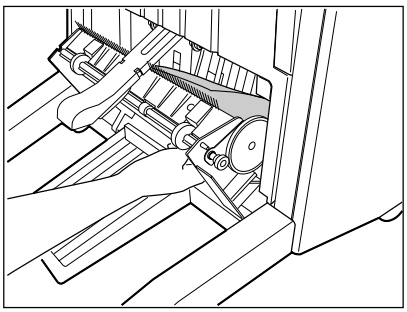
**4** **Turn the right-hand knob ① counterclockwise. Then push the left-hand knob ② and turn it clockwise.**



**5** **Remove any paper misfed on the exit side of the saddle stitcher.**



**6** **Open the exit cover of the saddle stitcher and remove any misfed paper.**



# 5. ADDING STAPLES (OPTIONAL)

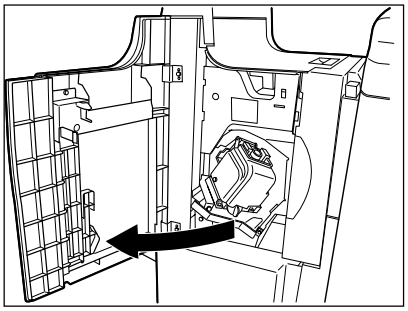
When the staple cartridge runs out of staples, the following message appears:

| Set staple cartridge |
|---|

Add staples to the cartridge according to the procedure below.

**Finisher**

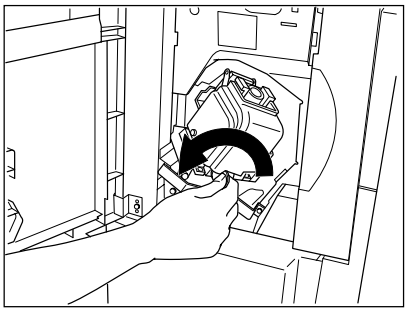
**1** **Open the front cover of the finisher.**



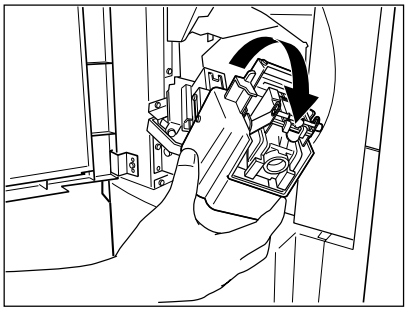
**2** **Close the front cover of the finisher, and about 10 seconds later, open it again.**

- The stapler unit has moved to its specified position.
- Do not move the stapler unit without performing the above procedure, or it will be broken.

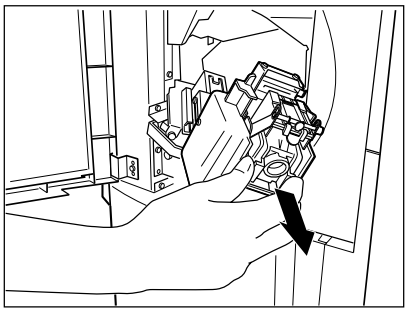
**3** **Turn the blue lever 90 degrees to the left and pull out the stapler unit.**



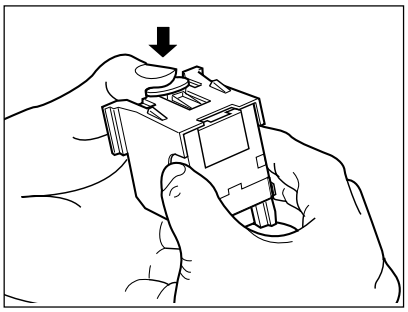
**4** **Pull up the stapler unit.**



**5** **Pull out the staple cartridge.**

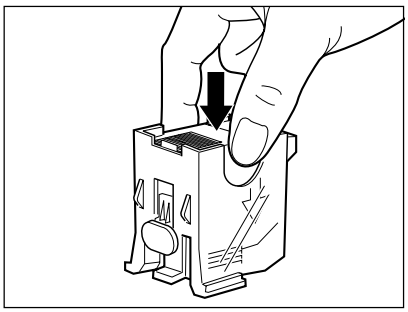


**6** **Push down the green lever and take out the empty staple case.**

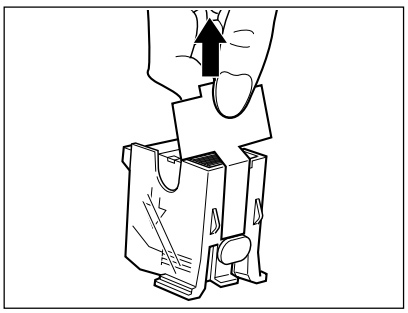


**7** **Push in a new staple case into the staple cartridge completely inside until a click is heard.**

- Do not remove the seal holding the staples before the staple case is set in the cartridge.

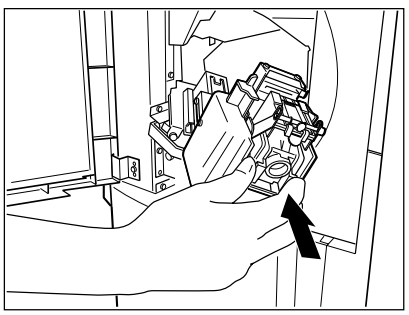


**8** **Pull out the seal which holds the staples horizontally.**

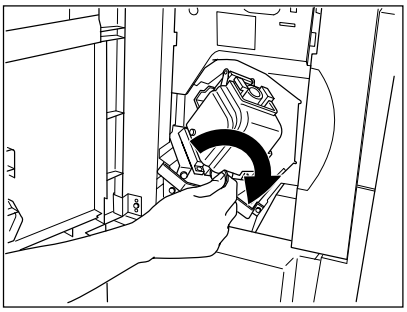


**9** **Return the staple cartridge to its original position.**

- Insert the cartridge until it is caught by the hook and fixed with a click sound.

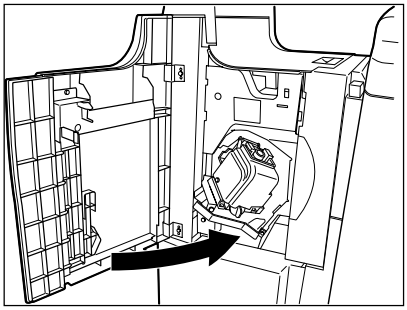


**10** **Reinstall the stapler unit in its previous position and turn the blue lever 90° to the right to latch the stapler unit.**



**11** **Confirm that the finisher is attached to the copier, and that the paper size is set to any size other than ST-R.**

- Test stapling cannot be performed when only ST-R paper is available.



**12** **Close the front cover of the finisher. Test stapling is then automatically performed on a blank sheet.**

- This operation is carried out to avoid empty stapling.

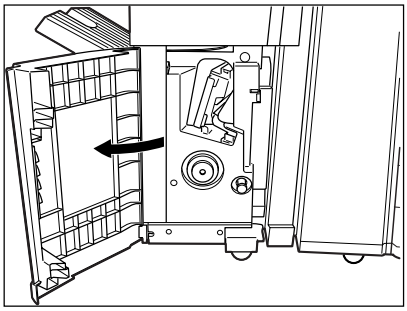
**Note**

If test stapling fails to be performed and the following message remains displayed, repeat the above procedure from steps 1 to 12.

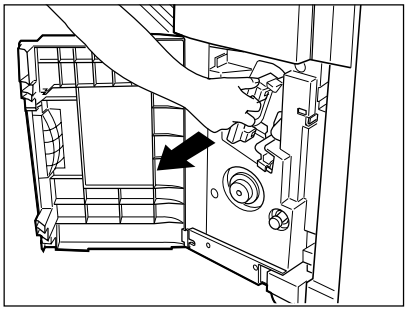
| Set staple cartridge |
|---|

## Saddle Stitch Unit (SR940 only)

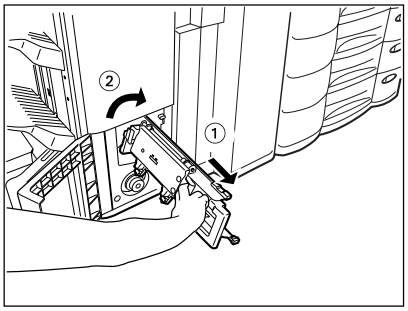
**1** **Open the lower cover of the finisher.**



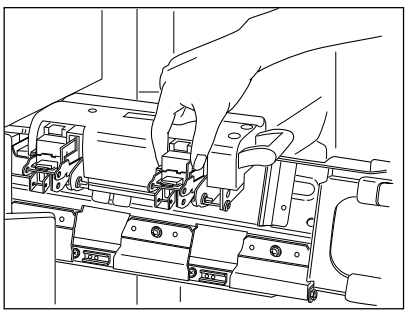
**2** **Slide out the saddle stitch unit carefully toward the front.**



**3** **Pull out the grip of the saddle stitch holder (①) toward you and turn it (②) 90° clockwise in the direction of the arrow.**




**4** **Remove the empty staple case and set a new one.**
- Replace both staple cases with new ones.
- Do not remove the seal holding the staples before the staple case is set in the cartridge.



**5** **Return the saddle stitch holder and the saddle stitching unit to their respective original positions.**

**6** **Make sure that the finisher is attached to the copier firmly and that LD, LG or LT-R size paper is set in the copier.**
- If one of the above paper sizes is not set, test stapling cannot be performed.

**7** **Close the lower cover of the finisher. Test stapling is then automatically performed on a blank sheet.**
- This operation is carried out to avoid empty stitching.

**Note**

If test stapling fails to be performed and the following message remains displayed, repeat the above procedure from steps 1 to 7.

| Set staple cartridge |
|---|

# 6. REMOVING JAMMED STAPLES (OPTIONAL)

When copies have not been stapled in the staple mode, and if the following message is shown on the display:

| Examine stapler |
|---|

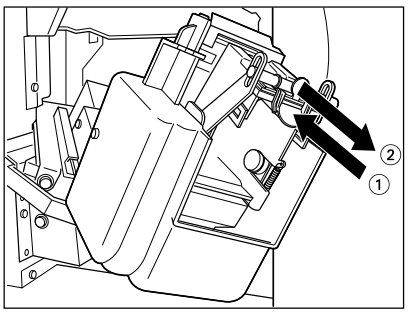
,

staples have been jammed. Remove them as described below.

**Finisher**

**1** **Perform steps 1 to 5 of the procedure for "6. ADDING STAPLES Finisher"**(► Page 9-21)**.**

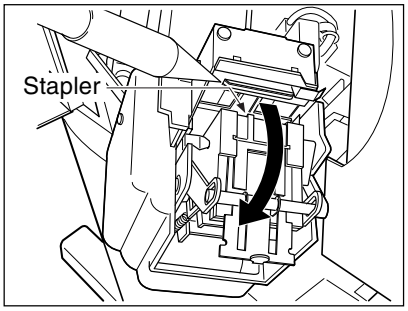
**2** **While pushing the blue lever (①), pull out the staple guide with the knob (②).**




**3** **Remove any jammed staples using your fingertip or something sharp.**

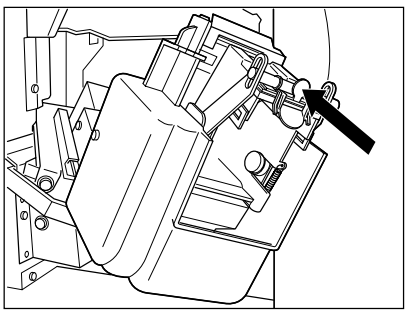
**Caution**

DO NOT touch the stapler. The stapler could injure you.




**4** **Holding the knob, reinstall the staple guide in its previous position.**

- To continue to the next steps ► Page 9-22 (steps 9 to 12)

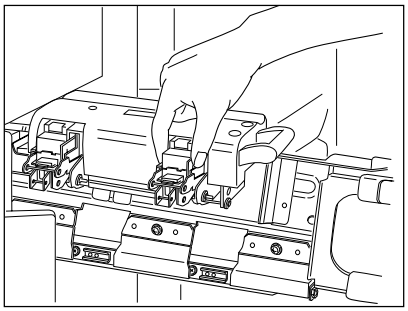


9

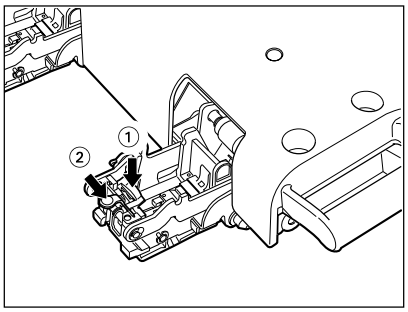
**Saddle Stitch Unit (SR940 only)**

**1** **Perform steps 1 to 3 of the procedure for "6. ADDING STAPLES (Saddle Stitch Unit)" (► Page 9-23).**

**2** **Remove the empty staple case.**



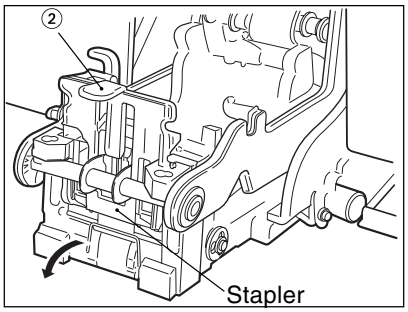
**3** **While pushing down on the lever ①, pull up the knob ②.**




**4** **Remove any jammed staples, and then return the knob ② to its original position.**

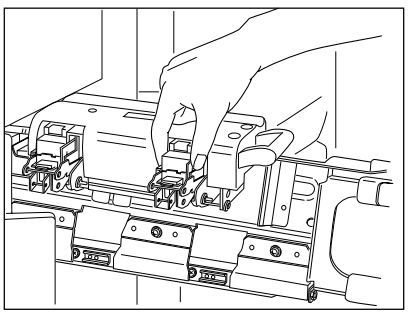
**Caution**

DO NOT touch the stapler. The stapler could injure you.




**5** **Return the staple case to its original position.**

- To continue to the next steps ► Page 9-24 (steps 5 to 7)



9

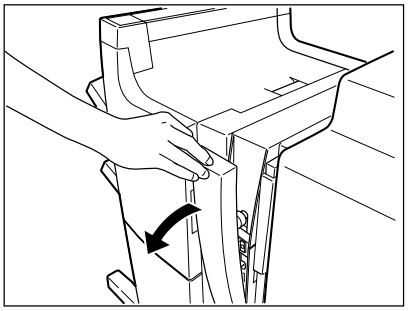
# 7.CLEARING ACCUMULATED PUNCHED PAPER BITS (OPTIONAL)

When paper bits punched from copies have accumulated to a certain level, the following message appears.

| Please Dispose of Hole Punch Dust |
|---|

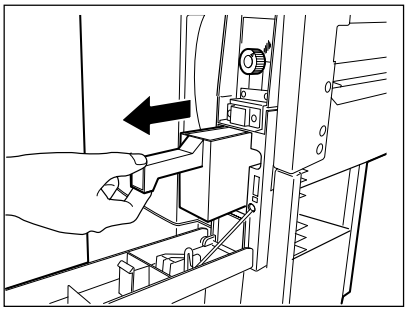
Dispose of the paper bits as described below.

**1** **Open the cover of the hole punch unit.**



**2** **Holding the black handle, slide out the case containing the paper bits, and dispose of them properly.**

**3** **Return the waste case to its original position.**



**4** **Close the cover of the hole punch unit.**

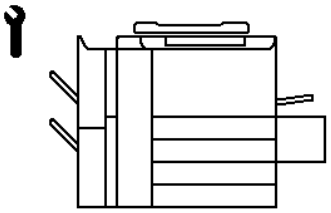
**Note**

If the message “Please Dispose of Hole Punch Dust” does not disappear, please open and close the cover of the hole punch unit once again.

# 8. CALL SERVICE (symbol) SYMBOL

When the CALL SERVICE (symbol) symbol flashes, the following message appears and copying is no longer possible. Call your service technician.

| Call for service |
|---|



**Note**

When the CALL SERVICE (symbol) or CLEAR PAPER (symbol) symbol is flashing, if you press the C Clear key and the digital key 8 together, the corresponding error code will appear on the copy quantity display only while both keys are held down. Please give the error code in addition when you are asking for service.

**Tip**

Since heaters are used to fix toner images to the copy paper, a safety circuit is incorporated in this copier. After you turn on the power switch, if a certain temperature is not attained within a specified period of time, the safety circuit assumes that something abnormal has happened, causing the copier to stop its operation. This can possibly occur when the temperature is low even if the copier is not malfunctioning. If this occurs, turn the power switch off and then on again. Repeat this procedure twice, and if the problem still persists, turn off the power switch and call for service.

**Caution**

NEVER attempt to repair, disassemble or modify the equipment by yourself. You could cause a fire or get an electric shock.
ALWAYS contact your Service representative for maintenance or repair of the internal parts of the equipment.

When the following message has appeared on the display panel:

Time for periodic maintenance (Color)

or

Time for periodic maintenance (Black)

,

this indicates that assistance from a qualified service technician is required. Call your service technician for assistance.

# 10. MAINTENANCE

1. Daily inspection ..... 10-2
2. Simple troubleshooting ..... 10-4

# 1. DAILY INSPECTION

## Items for Daily Check

**Power switch ON/OFF status**

We recommend turning the power switch ON at the startup everyday so that copies can be made whenever you want. Also, be sure to turn the power switch OFF when you leave the office. In the following cases, do not turn the power switch OFF.

- when the off-mode (or sleep mode) is set;
- when the weekly timer is in use;
- when the power is supplied to the optional printer controller.

## Weekly Maintenance

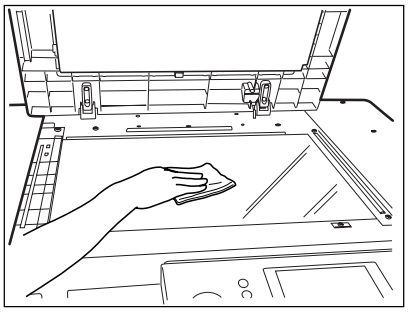
To maintain copy quality, the following items are recommended to be cleaned, preferably once a week.

* Be careful not to scratch the parts that you are cleaning.

### Cleaning the Original Glass

If the original glass of the copier is dirty, the stains may be copied.

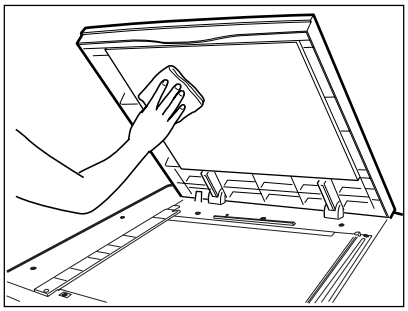
**- Clean the original glass with a cloth moistened with a small amount of water or cleaning liquid, then wipe a dry cloth over the glass.**



### Cleaning the Original Cover

If the back face of the original cover is dirty, the copy may get dirty or the original size may be incorrectly detected.

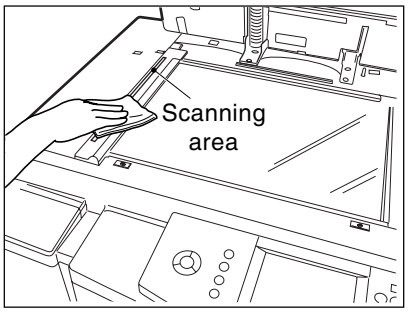
**- Clean the original cover with a cloth moistened with a small amount of water, alcohol or a neutral detergent, then wipe off the detergent completely with a dry cloth.**

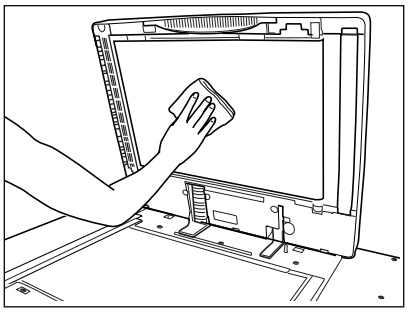


## Cleaning the Reversing Automatic Document Feeder (optional)

If the scanning area is dirty, it may cause an original jam or result in dirty copies.
Also, if the original transport belt is dirty, the copies may become solid or the original size may be incorrectly detected.

- **Clean the scanning area and the original transport belt with a cloth moistened with a small amount of water, alcohol or a neutral detergent, then wipe off the detergent completely with a dry cloth.**



# 2. SIMPLE TROUBLESHOOTING

Check the following items, and if the problem still occurs, call service for assistance.

**Caution**

NEVER attempt to repair, disassemble or modify the equipment by yourself. You could cause a fire or get an electric shock.
ALWAYS contact your Service representative for maintenance or repair of the internal parts of the equipment.

## Copier does not start

| Items to be checked | Countermeasure | Reference page |
|---|---|---|
| Is the power cord plug firmly inserted in the outlet? | Insert the power cord plug firmly. | |
| Are the front covers (left and right), the exit cover and the large-capacity feeder (optional) firmly closed? | Close the covers properly. | Page 1-2, 9-4 |
| Is the bypass guide firmly closed? | Close the bypass guide unit properly. | Page 9-13 |

## Display does not change when keys or icons are pressed

| | | |
|---|---|---|
| Is the copier in the energy saving mode (Automatic Energy Saving mode)? | Press the (ENERGY SAVER) or (START) key on the control panel to clear the mode. (It takes a while for the copier to become ready.) | Page 1-4, 6-33 |
| Is the access code keyed in?<br>Is the access code correct? | Key in the correct access code.<br>* If the access code is not clear, ask your copier manager. | Page 1-9 |
| Is the "Warming up" message displayed? | Wait until the copier becomes ready. | Page 1-8 |
| Does the administrator password input screen appear? | The administrator password is required. Ask your copier manager. | Page 6-23 |
| Is interrupt copying set? | Press the (INTERRUPT) key on the control panel to clear the mode. | Page 2-17 |

## Copy density is too low

| Items to be checked | Countermeasure | Reference page |
|---|---|---|
| Has the message “Install new *** toner cartridge” appeared on the screen? | Replace the toner cartridge. | Page 9-5 |
| Is the copy density or the background adjustment set lighter than is standard? | Use the manual density keys or the background adjustment function to set the copy density properly. | Page 3-15, 4-8 |

## Copy density is too high

| | | |
|---|---|---|
| Is the copy density or the background adjustment set darker than is standard? | Use the manual density keys or the background adjustment function to set the copy density properly. | Page 3-15, 4-8 |

## Copies are stained

| | | |
|---|---|---|
| Is the original cover or the optional reversing automatic document feeder firmly closed? | Close the cover or the feeder firmly to shut out any outer light. | Page 2-10 |
| Is the original glass dirty? | Clean the original glass. | Page 10-2 |
| Is the original cover or the transport belt of the optional reversing automatic document feeder dirty? | Clean the original cover or the transport belt. | Page 10-2, 10-3 |
| Is the scanning area dirty? | Clean the scanning area. | Page 10-3 |
| Is the copy density set properly? | Set the copy density properly with the (AUTO) key or manual density keys. | Page 3-15 |
| Are double-sided originals used? | As the other side of the originals can be seen, set the copy density properly (lighter) with the background adjustment function. | Page 4-8 |
| Are originals with high transparency used? | Place a blank sheet of paper with the size of the original or larger over the original. | Page 2-10 |

### Copy images are blurred

| Items to be checked | Countermeasure | Reference page |
|---|---|---|
| Does the entire original lie properly on the surface of the glass? | Place the original firmly on the glass and close the original cover. | |
| Is the copy paper moist? | Replace with new paper. | Page 9-3 |

### Images are partially missing

| | | |
|---|---|---|
| Are the original size and direction, as well as the reproduction ratio suitable for the paper size? | Select the same size of copy paper as the original, or set the reproduction ratio suitable for the paper size. | Page 3-2, 3-4 |
| Is the margin on the copy set properly? | Set a smaller image shift value. | Page 5-2 |

### Functions cannot be set

| | | |
|---|---|---|
| Are there functions that cannot be combined set together? | Refer to the Copying Function Combination and Image Quality Adjustment Combination Matrices and set again. | Page 11-11, 11-12 |

### Desired color does not appear

| | | |
|---|---|---|
| Has the message “Install new *** toner cartridge” appeared on the screen? | Replace the toner cartridge. | Page 9-5 |
| Has the “CALL SERVICE” message appeared on the screen? | Call your service technician. | Page 9-30 |
| Is the paper moist? | Replace with new paper. | Page 9-3 |
| Is the level of the image density and the color adjustment correct? | Reset the image density and color adjustment to the standard settings. If the color still deviates slightly, perform calibration. | Page 3-16, 4-3, 4-4 4-5, 4-6, 4-8, 4-9, 6-30 |

# 11. SPECIFICATIONS & OPTIONS

1. Specifications of the main unit ..... 11-2
2. Specifications of options ..... 11-5
3. Packing list ..... 11-10
4. Copying function combination matrix ..... 11-11
5. Image quality adjustment combination matrix ..... 11-12
6. Index ..... 11-13

# 1. SPECIFICATIONS OF THE MAIN UNIT

| | | |
|---|---|---|
| Model Name | | SDC531/CS331/LC031/Aficio Color 3131 |
| Type | | Console type |
| Original Glass | | Fixed |
| Copying System | | Laser electronic copying |
| Developing System | | Dry developing (2-component) |
| Fixing Method | | Belt fusing |
| Photosensor Type | | OPC (organic photoconductive) drum |
| Original Scanning System | | Linear CCD sensor |
| Resolution | | Read: 600dpi x 600dpi<br>Write: 600dpi x 600dpi<br>(primary scanning direction: 256 division smoothing) |
| Acceptable Originals | | Sheets, books and three-dimensional objects (up to LD size) |
| Acceptable Paper Size | Drawer | LD, LG, LT, LT-R, ST, ST-R, COMP, 13"LG, 8.5"SQ |
| | Bypass feeding | Paper size within 3.9"~12.0" (Length), 5.8"~18.0" (Width)<br>(Full Bleed to ST-R) |
| Acceptable Paper Weight | Drawer | 17lb.~60lb.cover/90lb.index |
| | Bypass feeding | Bypass feeding 17lb.~104lb.cover |
| Warm-up Time | | Approx. 4 minutes (Room temperature: 20°C/68°F) |
| First Copy Time(LT) | | (*1) 9.5 seconds (For both full-color and black & white copying) |
| Continuous Copying Speed (single-sided LT sheets, fed from drawer) | | 31 copies/min. (Full color and black & white) |
| Multiple Copying | | Up to 999 copies (digital key entry) |
| Excluded Image Width | | Leading edge: 5.0±2.0mm, Trailing edge: 2.5±2.0mm,<br>Both edges: 2.0±2.0mm |
| Reproduction Ratio | Actual size | Actual size: 100±0.5% |
| | (*2) Standard size | Original size: LD, LG, LT, ST, OTHER |
| | | Paper size: LD, LG, LT, ST, OTHER |
| | (*3) Zooming | 25~400% (in 1% increments) |
| Paper Supply (24lb.) | Drawers | 600 sheets x 2 (Standard) |
| | Sheet bypass | 115 sheets |
| | Options | Drawer: 600 sheets x 2, Large-capacity feeder: 1250 sheets |
| Toner Density Adjustment | | Magnetic auto-toner system |
| Color Mode Selection | | Full color, Black, Auto color |
| Original Mode Selection | | Text/Photo, Text, Photo, Printed image, Map |

| | | |
|---|---|---|
| Image Quality | Density Control | Manual adjustment (11 density steps) and automatic adjustment |
| | Image Control | Hue, Saturation, Color balance (YMCK adjustment), RGB adjustment, Sharpness, Background adjustment and One-touch adjustment |
| Additional Functions | | Automatic paper selection, Automatic magnification selection, Interrupt, Energy saving, Weekly timer, Help, Automatic energy saving, Automatic shutoff, Job memory, Date/Time setting, Auto job start, (*4) Automatic duplexing, Thin paper/Thick paper/OHP drawer feeding, Languages switching, User selection, Department management, Automatic calibration, Dual-page, 2IN1/4IN1, (*4) Magazine sort, Edge erasing, Image shift, Book center erasing, Monocolor, Full image, Mirror image, Negative/Positive reversal, X-Y zoom, Image repeat, Centering, Trimming, Masking |
| Environmental Range | | Temperature: 10~30°C/50~86°F,<br>Humidity: 20~85%RH (No Condensation) |
| Power Requirements | | 115V-60Hz, 16A |
| Power Consumption | | 2.0 kW max. |
| Dimensions | | 34.2”(W) x 29.5”(D) x 39.3”(H) |
| Weight | | Approx. 413lb. (not including developer and toner ) |
| Space Occupied | | 61.4”(W) x 29.5”(D) (with bypass guide and exit tray extended) |

*1 Originals set on the glass, single-sided, 100%, text/photo mode, and paper fed from the first drawer (auto color, automatic copy density cleared).
*2 The reproduction ratio is computed automatically when both the original size and copy size are specified.
*3 Independent scaling (X-Y ZOOM) is also possible.
*4 The optional automatic duplexer is required to be installed.

* Specifications and appearance are subject to change without notice in the interest of product improvement.

**Continuous Copying Speed**

| Mode | Paper Size | Feeder | Full color | Black |
|---|---|---|---|---|
| Plain Paper, THIN | LT, ST-R, 8.5"SQ<br>A4, B5, A5-R | Drawer<br>Large-capacity feeder (LT) | 31 sheets/min. | |
| | | Bypass | 21 sheets/min. | |
| | LT-R | Drawer | 23 sheets/min. | |
| | A4-R, B5-R | Bypass | 17 sheets/min. | |
| | LG, COMP, 13"LG, | Drawer | 19 sheets/min. | |
| | B4, FOLIO | Bypass | 13 sheets/min. | |
| | LD, | Drawer | 16 sheets/min. | |
| | A3 | Bypass | 10 sheets/min. | |
| | Full Bleed (12"x18") | Bypass | 9 sheets/min. | |
| THICK1 | LT, ST-R,<br>A4, B5, A5-R | Drawer/Bypass<br>Large-capacity feeder (LT) | 10.3 sheets/min. | |
| | LT-R,<br>A4-R, B5-R | Drawer<br>Bypass | 9.3 sheets/min. | |
| | LG, COMP<br>B4, FOLIO | Drawer<br>Bypass | 8.5 sheets/min. | |
| | LD,<br>A3 | Drawer<br>Bypass | 7.9 sheets/min. | |
| | Full Bleed (12"x18") | Bypass | 7.7 sheets/min. | |
| THICK2 | All sizes | Bypass | 2-6 sheets/min. | |
| THICK3 | All sizes | Bypass | 2-6 sheets/min. | |
| THICK4 | All sizes | Bypass | 2-6 sheets/min. | |
| SPECIAL | LD, LT | Bypass | 2-6 sheets/min. | |
| OHP FILM | LT | Drawer/Bypass | 3.3 sheets/min. | |

Note 1: The values above are measured when originals are set on the original glass, and single-sided, 100% copies are made.
Note 2: The bypass copying speed is measured with the paper size specified.
Note 3: Copying speeds of THICK2, THICK3, THICK4 and SPECIAL vary depending on the user's environment (environmental temperature) and the paper type.

* Specifications and appearance are subject to change without notice in the interest of product improvement.

# 2. SPECIFICATIONS OF OPTIONS

**Reversing Automatic Document Feeder**

| | |
|---|---|
| Model Name | DF81 |
| Copy Sides | Single-side, Duplex |
| Number of Originals (LT) | 50 originals (17~24lb.), 40 originals (25~28lb.) |
| Feeding Speed (LT, single-side) | 25 originals/min. |
| Acceptable Originals | LD~ST-R, A3~A5-R (ST and A5 are not acceptable) |
| | Paper weight: 17~28lb. |
| Power Source | 24V (supplied from the copier) |
| Dimensions | 23.5"(W) x 19.4"(D) x 4.7"(H) |
| Weight | Approx. 21.0lb. |
| Power Consumption | 2.0kW max. (with the copier) |

**Automatic Duplexer**

| | |
|---|---|
| Model Name | AD470 |
| Type | Modular (drawer-type) |
| Acceptable Paper | LD~ST-R, A3~A5-R (ST and A5 are not acceptable) |
| | Paper weight: 17~28lb. |
| Maximum Capacity | 30 sheets |
| Dimensions | 25.0"(W) x 24.6"(D) x 4.3"(H) |
| Weight | Approx. 19.9lb. |
| Power Source | 5V, 24V (supplied from the copier) |
| Power Consumption | 2.0kW max. (with the copier) |

* Specifications and appearance are subject to change without notice in the interest of product improvement.

**Large-capacity Feeder**

| | |
|---|---|
| Model Name | RT47 |
| Acceptable Paper | LT |
| | Paper weight: 17lb.bond~90lb.index/60lb.cover |
| Maximum Capacity | 1250 sheets (24lb.) |
| Power Source | 5V, 24V (supplied from the copier) |
| Dimensions | 12.5”(W) x 18.1”(D) x 11.3”(H) |
| Weight | Approx. 18.8lb. |
| Power Consumption | 2.0kW max. (with the copier) |

**Additional Drawer Module**

| | |
|---|---|
| Model Name | PS570 |
| Acceptable Paper | LD~ST-R, A3~A5-R (ST and A5 are not acceptable) |
| | Paper weight: 17lb.bond~90lb.index/60lb.cover |
| Maximum Capacity | 600 sheets (24lb.) |
| Dimensions | 25.0”(W) x 24.6”(D) x 4.3”(H) |
| Weight | Approx. 11.0lb. |

* Specifications and appearance are subject to change without notice in the interest of product improvement.

**Finishers**

<table>
<tr><td>Model Name</td><td colspan="2">SR930</td><td colspan="3">SR940</td></tr>
<tr><td>Type</td><td colspan="2">Floor type</td><td colspan="3">Floor type</td></tr>
<tr><td rowspan="2">Acceptable Paper</td><td colspan="5">Full Bleed~ST-R, A3~A5-R (ST and A5 are not acceptable)</td></tr>
<tr><td colspan="5">Paper weight: 17lb.bond~140lb.index (*1)</td></tr>
<tr><td rowspan="3">Number of Copies<br>Stapled at a Time<br>(For both models)</td><td></td><td>21 lb.</td><td>24 lb.</td><td colspan="2">28 lb.</td></tr>
<tr><td>LT, A4, B5</td><td>50 sheets</td><td>30 sheets</td><td colspan="2">30 sheets</td></tr>
<tr><td>LD,LG,LT-R,COMP<br>A3, A4-R, B4, FOLIO</td><td>30 sheets</td><td>15 sheets</td><td colspan="2">15 sheets</td></tr>
<tr><td>Stapling Position</td><td colspan="5">Front, Rear, Rear diagonal, Double</td></tr>
<tr><td>Saddle Stitcher</td><td colspan="2">No</td><td colspan="3">Yes</td></tr>
<tr><td rowspan="3">Stitching Capacity</td><td colspan="2" rowspan="3"></td><td colspan="3">LD, LT-R, A3, A4-R, B4</td></tr>
<tr><td>21lb.</td><td>24lb.</td><td>28lb.</td></tr>
<tr><td>15 sheets</td><td>8 sheets</td><td>8 sheets</td></tr>
<tr><td>Hole Punch Unit</td><td colspan="5">Optional</td></tr>
<tr><td>Power Source</td><td colspan="5">24V (supplied from the copier)</td></tr>
<tr><td>Dimensions</td><td colspan="5">23.6”(W) x 24.2”(D) x 40.2”(H)</td></tr>
<tr><td>Weight</td><td colspan="2">Approx.79.5lb.</td><td colspan="3">Approx.123.6lb.</td></tr>
<tr><td>Power Consumption</td><td colspan="5">170W max.</td></tr>
</table>

*1 Thick paper 4 (96 lb.cover-104 lb.cover) and special paper is out of specification.

* Specifications and appearance are subject to change without notice in the interest of product improvement.

**Finishers (Cont.)**

● Tray Loading Capacity ...*The tray loading capacity is determined by the loading height as below.

Units of mm ± 7mm Values in parentheses ( ) = the number of 21. lb sheets.

| Mode | Non-sort | | Sort/Group | | Staples loaded | |
|---|---|---|---|---|---|---|
| | | | | | Mixed paper not loaded | Mixed paper loaded |
| Tray No. | 1 | 2 | 1 | 2 | 1,2 | 1,2 |
| ST-R, A5-R | 147 (1000) | 147 (1000) | x | x | x | x |
| Full Bleed, B5-R | 74 (100) | 74 (100) | x | x | x | x |
| LT, A4, B5 | 147 (1000) | 147 (1000) | 147 (1000) | 147 (1000) | Whichever of 110mm, 750 sheets or 50 copies is reached first. | Whichever of 74mm, 500 sheets or 50 copies is reached first. |
| LD, LG, LT-R, COMP, A3, A4-R, B4, FOLIO | 74 (500) | 74 (500) | 74 (500) | 74 (500) | Whichever of 74mm, 500 sheets or 50 copies is reached first. | Whichever of 74mm, 500 sheets or 50 copies is reached first. |

**Hole Punch Unit (Options for SR930/SR940)**

Paper weight : 17lb.bond~95lb.cover/140lb.index (*1)

| | Number of punch holes and hole diameter | Available paper sizes |
|---|---|---|
| North America (Hole Punch Unit Type 3131) | 2/3 holes switchable (8.0 mm dia. or 0.31”dia.) | 2 holes: LG, LT-R, 3 holes: LD, LT |

*1 Thick paper 4 (96 lb.cover-104 lb.cover) and special paper is out of specification.

* Specifications and appearance are subject to change without notice in the interest of product improvement.

**Scanner (the optional Printer Controller is required to be installed)**

* See the Operator's manual for the Printer Controller (User Document CD-ROM) for the specifications of the printer controller.

| | |
|---|---|
| Scanning Method | Original glass: Single-sided<br>Reversing Automatic Document Feeder (optional): Single, Double |
| Scanning Size | LD at maximum (excluding 2mm of circumferential margin) |
| Original Type | Photo / Printed image |
| Color Mode | Full color / Gray scale / Black-and-White |
| Resolution | 150/200/300/600 dpi |
| Gradation | Full color: 256 for each RGB<br>Gray scale: 256<br>Black-and-White:2 |
| Background Density | 5 levels |
| Compression Method | Max / Standard / Min |
| File Format | JPEG(*.jpg) / PDF(*.pdf) / TIFF6.0 (*.tif) |
| Scan Type | Scan to MailBox (0-99999)<br>Scan to E-mail<br>Scan to HoldQueue<br>Scan to IFax<br>Scan to FTP |
| E-mail Transmission | File attachment / URL notification |
| Required Software | Fiery Remote Scan™<br>Command Workstation™ (when using the HoldQueue function)<br>TWAIN Plugin |

* Specifications and appearance are subject to change without notice in the interest of product improvement.

# 3. PACKING LIST

| | |
|---|---|
| Packing List | Photoconductive Drum |
| | Copy Receiving Tray |
| | DF Level-up Kit |
| | Unpacking Instructions |
| | Operator's Manual |
| | Color Guidebook |
| | Operator's Manual Pocket |
| | Set-up Instructions |

Function set last

| Function set first | APS | Drawer selection | Sheet bypass | AMS | Enlarge/ Reduce | 1 ↓ 1 | 1 ↓ 2 | 2 ↓ 1 | 2 ↓ 2 | Book ↓ 2 | Original mode selection | Mixed-sized originals | Image shift | Edge erase | Book center erase | Dual page | Full image | 2 IN 1/ 4 IN 1 | XY zoom | Trim/ Mask | Mirror | Neg/ Pos reversal | Center-ing | Image repeat | Non-sort/ Sort/ Group | Staple sort | Magazine sort/Magazine sort & saddle stitch | Hole punch | Saddle stitch |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| APS | | S | S | S | S | Y | Y | Y | Y | S | Y | Y | Y | Y | S | S | Y | Y | S | Y | Y | Y | S | S | Y | Y | S | Y | S |
| Drawer selection | S | | S | Y | Y | Y | Y | Y | Y | Y*2 | Y | Y | Y | Y | Y | Y*2 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Sheet bypass | Y*1 | S | | Y*1 | Y | Y | Y*1 | Y | Y*1 | Y*1,2 | Y | Y | Y*1 | Y*1 | Y*1 | Y*1 | Y*1 | Y*1 | Y | Y*1 | Y*1 | Y*1 | Y*1 | Y*1 | Y | Y*1 | Y*1 | Y*1 | Y*1 |
| AMS | S | Y | S | | S | Y | Y | Y | Y | S | Y | Y | Y | Y | S | S | Y | Y | S | Y | S | Y | S | S | Y | Y | Y | Y | Y |
| Enlarge/Reduce | S | Y | Y | S | | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | F | S | Y*3 | Y | Y | S | Y*3 | Y | Y | F | Y | S |
| 1→ 1 | Y | Y | Y | Y | Y | | F | F | F | F | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | S | Y | S |
| 1→ 2 | Y | Y | Y*1 | Y | Y | F | | F | F | F | Y | Y*3 | Y | Y | Y | Y | Y | Y | Y | Y | Y | F | Y | F | Y | Y | Y | Y | S |
| 2→ 1 | Y | Y | Y | Y | Y | F | F | | F | F | Y | Y | Y | Y | F | F | Y | Y | Y | Y | Y | F | Y | F | Y | Y | F | Y | S |
| 2→ 2 | Y | Y | Y*1 | Y | Y | F | F | F | | F | Y | Y | Y | Y | F | F | Y | Y | Y | Y | Y | F | Y | F | Y | Y | Y | Y | Y |
| Book→2 | F | Y*2 | Y*1,2 | F | Y | F | F | F | F | | Y | F | Y | Y | F | F | F | F | F | F | F | F | F | F | Y | Y*3 | F | Y | S |
| Original mode selection | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Mixed-sized originals | Y | Y | Y | Y | Y | Y | Y*3 | Y | Y | F | Y | | Y | Y | F | F | Y | F | F | Y | Y | Y | Y*3 | F | Y | Y*3 | F | F | F |
| Image shift | Y | Y | Y*1 | Y | Y | Y | Y | Y | Y | Y | Y | Y | | Y | Y | Y | F | F | Y | Y | Y | Y | F | F | Y | Y | F | Y | F |
| Edge erase | Y | Y | Y*1 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | | Y | Y | F | Y | Y | Y | Y | Y | F | F | Y | Y | Y | Y | Y |
| Book center erase | F | Y | Y*1 | F | Y | Y | Y | F | F | F | Y | F | Y | Y | | F | F | F | Y | F | Y | Y | F | F | Y | Y | F | F | F |
| Dual page | F | Y*2 | Y*1 | F | Y | Y | Y | F | F | F | Y | F | Y | Y | F | | F | F | F | F | F | Y | F | F | Y | Y | F | Y | F |
| Full image | Y | Y | Y*1 | Y | Y | Y | Y | Y | Y | F | Y | Y | F | F | F | F | | F | Y | F | Y | Y | F | F | Y | Y | F | Y | F |
| 2 IN 1 / 4 IN 1 | Y | Y | Y*1 | Y | F | Y | Y | Y | Y | F | Y | F | F | Y | F | F | F | | F | F | F | F | F | F | Y | Y | F | Y | F |
| XY zoom | F | Y | Y | F | S | Y | Y | Y | Y | F | Y | F | Y | Y | Y | F | Y | F | | F | F | F | F | F | Y | Y | F | Y | F |
| Trim/Mask | Y | Y | Y*1 | Y | Y*3 | Y | Y | Y | Y | F | Y | Y | Y | Y | F | F | F | F | F | | F | F | F | F | Y | Y | F | Y | F |
| Mirror | Y | Y | Y*1 | F | Y | Y | Y | Y | Y | F | Y | Y | Y | Y | Y | F | Y | F | F | F | | F | F | F | Y | Y | F | Y | F |
| Neg/Pos reversal | Y | Y | Y*1 | Y | Y | Y | F | F | F | F | Y | Y | Y | Y | Y | Y | Y | F | F | F | F | | F | F | Y | Y | F | Y | F |
| Centering | F | Y | Y*1 | F | F | Y | Y | Y | Y | F | Y | Y*3 | F | F | F | F | F | F | F | F | F | F | | F | Y | Y | F | Y | F |
| Image repeat | F | Y | Y*1 | F | Y*3 | Y | F | F | F | F | Y | F | F | F | F | F | F | F | F | F | F | F | F | | Y | Y | F | F | F |
| Non-sort/ Sort/Group | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | | S | S | Y | S |
| Staple sort | Y | Y | Y*1 | Y | Y | Y | Y | Y | Y | Y | Y | Y*3 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | S | | S | Y | S |
| Magazine sort/Magazine sort & saddle stitch | Y | Y | Y*1 | Y | F | F | Y | F | Y | F | Y | F | F | Y | F | F | F | F | F | F | F | F | F | F | S | S | | F | S |
| Hole punch | Y | Y | Y*1 | Y | Y | Y | Y | Y | Y | Y | Y | F | Y | Y | F | Y | Y | Y | Y | Y | Y | Y | Y | F | Y | Y | F | | F |
| Saddle stitch | Y | Y | Y*1 | Y | F | F | F | F | Y | F | Y | F | F | Y | F | F | F | F | F | F | F | F | F | F | S | S | S | F | |

Y : The functions can be combined.

F : The functions cannot be combined. (The function set first takes precedence.)

S : The functions cannot be combined. (The function set last takes precedence.)

*1: Available if paper size is specified.

*2: Only Letter is selectable.

*3: The result is not guaranteed though the functions are operable.

| Function set first \ Function set last | | | Copy density | | Color mode selection | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Manual | Auto | Mono-color | Hue | Saturation | Color balance | RGB | One-touch adjustment | | | | Back-ground | Sharp-ness |
| | | | | | | | | | | Vivid | Clear | Warm | Cool | | |
| Copy density | Manual | | | S | Y | Y | Y | Y | Y | Y | Y | Y | Y | S | Y |
| | Auto | | S | | Y | Y | Y | Y | Y | Y | Y | Y | Y | F | Y |
| Color mode selection | Monocolor | | Y | Y | | F | F | F | F | F | F | F | F | Y | Y |
| | Hue | | Y | Y | F | | Y | Y | Y | F | F | F | F | Y | Y |
| | Saturation | | Y | Y | F | Y | | Y | Y | F | F | F | F | Y | Y |
| | Color balance | | Y | Y | F | Y | Y | | F | F | F | F | F | Y | Y |
| | RGB | | Y | Y | F | Y | Y | F | | F | F | F | F | Y | Y |
| | One-touch adjust-ment | Vivid | Y | Y | F | F | F | F | F | | F | F | F | F | F |
| | | Clear | Y | Y | F | F | F | F | F | F | | F | F | F | F |
| | | Warm | Y | Y | F | F | F | F | F | F | F | | F | F | F |
| | | Cool | Y | Y | F | F | F | F | F | F | F | F | | F | F |
| | Background | | Y | F | Y | Y | Y | Y | Y | F | F | F | F | | Y |
| | Sharpness | | Y | Y | Y | Y | Y | Y | Y | F | F | F | F | Y | |

Y : The functions can be combined.

F : The functions cannot be combined. (The function set first takes precedence.)

S : The functions cannot be combined. (The function set last takes precedence.)

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# MEMO

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

| : means POWER ON.

⏻ : means STAND BY.

(When the optional heater for preventing condensation is installed, the current is supplied to the heater.)

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