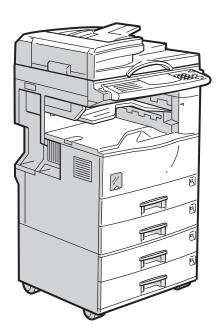
RIGOH



OPERATING INSTRUCTIONS COPY REFERENCE



Read this manual carefully before you use this product and keep it handy for future reference.

For safety, please follow the instructions in this manual.



RICOH COMPANY, LTD. 15-5, 1 chome, Minami-Aoyama, Minato-ku, Tokyo Telephone: Tokyo 3479-3111

Aficio 220/270 OPERATING INSTRUCTIONS

Overseas Affiliates

U.S.A.

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

The Netherlands

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

United Kingdom

RICOH UK LTD. Ricoh House, 1 Plane Tree Crescent, Feltham, Middlesex, TW13 7HG Phone: +44-(0)181-261-4000

Germany

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

France

RICOH FRANCE S.A. 383, Avenue du Général de Gaulle BP 307-92143 Clamart Cedex Phone: +33-(0)1-40-94-38-38

Spain

RICOH ESPAÑA S.A. Avda. Litoral Mar, 12-14, 08005 Barcelona Phone: +34-(0)93-295-7600

Italy

RICOH ITALIA SpA Via della Metallurgia 12, 37139 Verona Phone: +39-(0)45-8181500

Hong Kong

RICOH HONG KONG LTD. 23/F., China Overseas Building, 139, Hennessy Road, Wan Chai, Hong Kong Phone: +852-2862-2888

Singapore

RICOH ASIA PACIFIC PTE.LTD. 260 Orchard Road, #15-01/02 The Heeren, Singapore 238855 Phone: +65-830-5888

Introduction

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

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

Notes:

Some illustrations may be slightly different from your machine.

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

Operator Safety

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

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



Laser Safety:

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

Warning:

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

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see \Rightarrow P.1 *"Machine Types"*.)

- Type 1: Aficio 220
- Type 2: Aficio 270

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

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

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

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

Power Source:

220-240V, 50/60Hz, 6A or more

Please be sure to connect the power cord to a power source as above. For details about the power source, see \Rightarrow P.132 *"Power Connection"*.

CE

Declaration of Conformity

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

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

I means POWER ON. ⊕ means STAND BY.

Safety Information

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

Safety During Operation

In this manual, the following important symbols are used:

A WARNING:

Ignoring this warning could cause serious injury or even death.

A CAUTION:

Ignoring this caution could cause injury or damage to property.

A WARNING:

- Connect the power cord directly into a wall outlet and never use an extension cord.
- Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.
- To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.
- Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following conditions exists:
 - You spill something into the equipment.
 - You suspect that your equipment needs service or repair.
 - Your equipment's cover 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 or at appropriate collection sites.
- Dispose of the used toner bottle in accordance with the local regulation.

A CAUTION:

- Protect the equipment from dampness or wet weather, such as rain, snow, and so on.
- Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.
- 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 equipment.
- Keep toner (used or unused) and toner bottle out of the reach of children.
- For environmental reasons, do not dispose of the equipment or expended supply's wastes at household waste collection point. Disposal can take place at our authorized dealer or at appropriate collection sites.
- The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise it could cause a personal burn.
- Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.

How to Read this Manual

Symbols

In this manual, the following symbols are used:

A WARNING:

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

A CAUTION:

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

* The statements above are notes for your safety.

∰Important

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

Preparation

This symbol indicates the prior knowledge or preparations required before operating.

🖉 Note

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

Limitation

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

₽ Reference

This symbol indicates a reference.

[

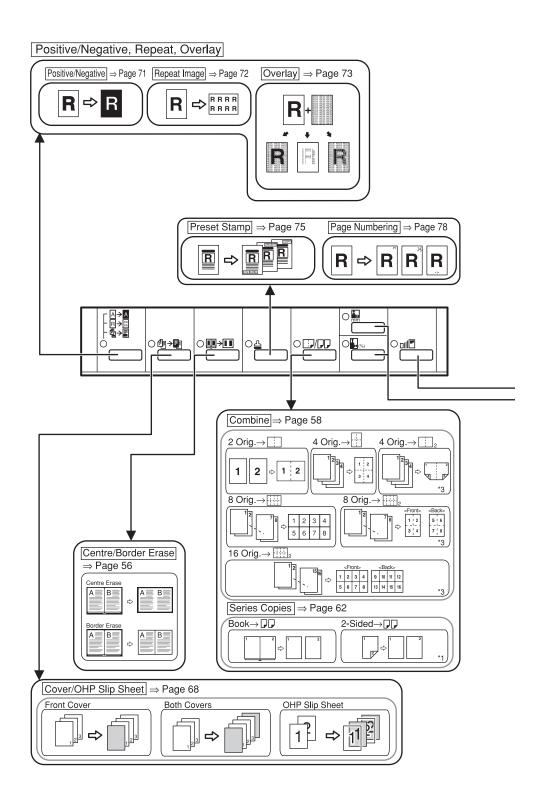
1

Keys that appear on the machine's panel display.

[]

Keys built into the machine's operation panel.

What You Can do with this Machine (Copy Mode)



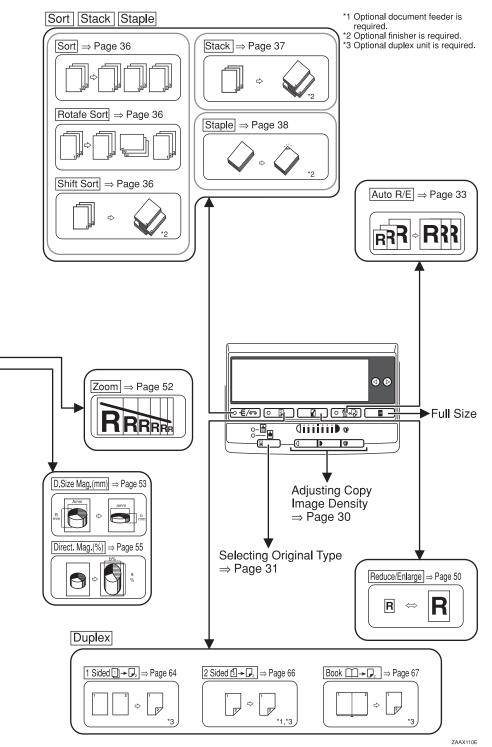


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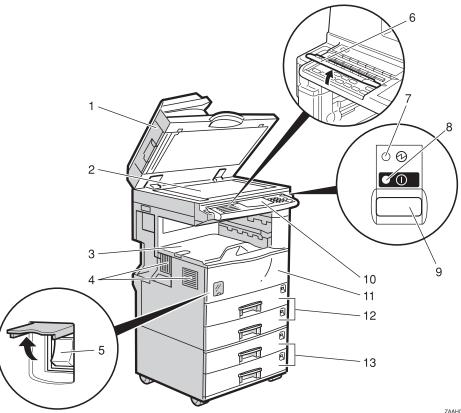
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Machine Types

This machine comes in two models which vary in copy speed. To make sure which model you have, see the inside front cover.

	Type 1	Type 2
Copy speed	22 copies/minute (A4 \square , 8 ¹ / ₂ " × 11" \square)	27 copies/minute (A4 \square , 8 ¹ / ₂ " × 11" \square)
Fax unit	Option	Option
Printer unit	Option	Option

Guide to Components



ZAAH020E

1. Platen cover (option) or document feeder (ADF) (option)

Lower the platen cover over originals placed on the exposure glass for copying. If you have the document feeder, insert a stack of originals here. They will be fed automatically.

(The illustration shows the document feeder.)

2. Exposure glass

Position originals here face down for copying. See \Rightarrow P.15 "Originals".

3. Internal tray

Copied paper is delivered here face down.

4. Ventilation hole

Prevents overheating. Do not obstruct the ventilation hole by placing or leaning

an object near it. If the machine overheats, a fault might occur.

5. Main power switch

If the machine has only the copier kit installed, press this switch to turn the power on or off.

If the fax or printer kit is installed, this switch should only be used by a service representative.

Note 🖉

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

6. Behind cover

Flip up when you use the keys underneath.

7. Main Power indicator (Fax or printer installed machine only)

This indicator lights up when the main power switch is turned on, and goes off when the switch is turned off.

8. On indicator (Fax or printer installed machine only)

This indicator lights up when the operation switch is turned on, and goes off when the switch is turned off.

9. Operation switch (Fax or printer installed machine only)

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

10. Operation panel

See \Rightarrow P.5 "Operation Panel".

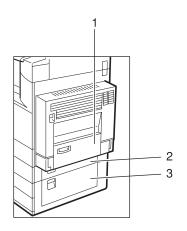
11. Front cover

Open to access the inside of the machine.

12. Paper tray

Set paper here. See \Rightarrow P.91 " \clubsuit Loading Paper".

13. Paper tray unit (option)



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1. Bypass tray (option)

Use to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, and non-standard size paper. See \Rightarrow P.41 "*Copying from the Bypass Tray*".

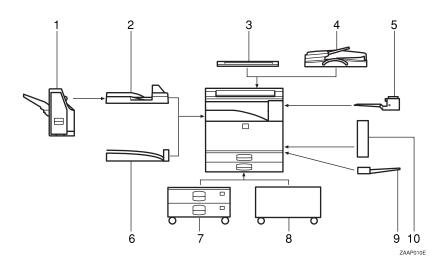
2. Paper tray cover

Open this cover to remove jammed paper fed from the optional paper tray unit.

3. Lower right cover

Open this cover to remove jammed paper.

Options



1. Finisher

Sorts, stacks, and staples copies.

2. Bridge unit

Relays copies to the finisher.

3. Platen cover

Lower this cover over originals for copying.

4. Document feeder (ADF)

Insert a stack of originals here.

They will be fed automatically.

5. Internal tray 2 (1 bin tray)

If you selected this as the output tray, copied paper is delivered here face down. See "15. Output Tray " in the System Settings.

Other options:

- Interchange unit
- 48MB copier memory unit

6. Shift sort tray Sorts and Stacks copies.

7. Paper tray unit

Consists of two paper trays.

8. Large capacity tray (LCT)

Holds 2,000 sheets of paper.

9. Bypass tray

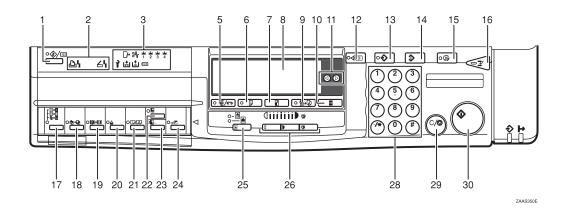
Use to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, and non-standard size paper. See \Rightarrow P.41 "*Copying from the Bypass Tray*".

10. Duplex unit

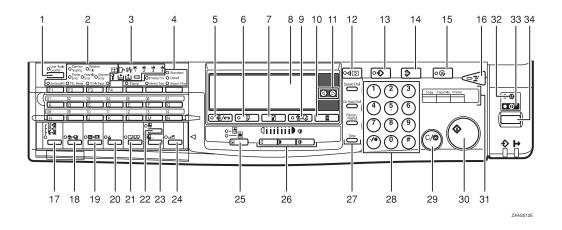
Use to make two-sided copies.

Operation Panel

Copier only



Fax or printer installed



1. [User Tools/Counter] Key

Press to change the default settings and conditions to meet your requirements. See \Rightarrow P.111 "User Tools (Copy Features)".

2. Keys and indicators for fax mode (for machines with the optional fax function)

See the "Fax Reference".

3. Indicators

These indicators show errors or the status of the machine. See \Rightarrow P.83 "What to do If Something Goes Wrong".

4. More indicators for fax mode (for machines with the optional fax function)

See the "Facsimile Reference".

5. [Sort/Staple] key

Sort/Rotate Sort/Shift Sort: automatically sorts copies. Shift Stack: stacks together copies of each page.

Staple: staples each set of copies together.

6. [Duplex] Key

Makes two-sided copies. See \Rightarrow P.64 "Duplex—Making Two-Sided Copies".

7. [Reduce/Enlarge] key

Press to make reduced or enlarged copies. See \Rightarrow P.50 "Preset Reduce/Enlarge— Reducing and Enlarging Using Preset Ratios".

8. Panel display

Shows operation status, error messages, and function menu. See \Rightarrow P.8 "*Panel Display*".

9. [Auto R/E] key

Enlarges or reduces the image automatically according to the specified paper size.

10. [Full Size] key

For making full size copies.

11. 🕘 🕞 keys (Cursor keys)

Press to select an item on the panel display.

12. [Check Modes] Key

Press to check the entered copy job settings.

13. [Program] key

Press to select the program mode. See \Rightarrow P.45 "Program—Storing Your Copy Settings in Memory".

14. [Clear Modes] key

Press to clear the previously entered copy job settings.

15. [Energy Saver] key

Press to switch to and from Energy Saver mode. See \Rightarrow P.47 "Energy Saver Mode— Saving Energy".

16. [Interrupt] key

Press to make interrupt copies during a copy run. See \Rightarrow P.47 "Interrupt—Temporarily Stopping One Job to Copy Something Else".

17. [Positive/Negative], [Repeat], [Overlay] key

- Positive/Negative Press to make positive/negative copies. See ⇒ P.71 "Positive/Negative— Copying in Complementary Colors".
- Repeat Press to make repeat copies. See ⇒ P.72 "Repeat Image—Repeating an Image over the Entire Copy".
- Overlay

Press to make overlay image copies. See \Rightarrow P.73 "Merging Images (Overlay)—Merging Two Different Originals".

18. [Cover/OHP Slip Sheet] key

• Cover

Press to add or insert cover paper. See \Rightarrow P.68 "Cover—Adding or Inserting Sheets".

• OHP Slip Sheet

Press to make copies or insert slip sheets. See \Rightarrow P.70 "OHP Slip Sheet— Copying or Inserting Slip Sheets".

19. [Centre/Border Erase] key

Press to erase the centre and /or all four sides of the original image. See \Rightarrow P.56 "Centre/Border Erase—Erasing the Centre and the Border".

20. [Stamp] key

Press to have a stamp mark printed on copies. See \Rightarrow P.75 "Preset Stamp—Printing Preset Messages on Your Copies" and \Rightarrow P.78 "Page Numbering—Printing Page Numbers".

21. [Combine/Series] key

• Combine

Press to make combine copies. See \Rightarrow P.58 "Combine—Combining Originals into One Copy".

Series

Press to make series copies. See \Rightarrow P.62 "Series Copies—Making One-sided Copies from Various Originals".

22. [D. Size Mag.(mm)] key

Press to make Directional Size Magnification copies. See \Rightarrow P.53 "Directional Size Magnification (mm)—Stretching and Squeezing the Image into the Copy Area".

23. [Direct. Mag.(%)] key

Press to make Directional Magnification copies. See \Rightarrow P.55 "Directional Magnification (%)—Stretching and Squeezing the Image in 1% Steps".

24. [Zoom] key

Changes the reproduction ratio in 1% steps.

25. [Original Type] key

Press to select the type of your originals.

26. [Lighter] key and [Darker] keys and [Auto Image Density] key

Adjusts the copy image density.

27. Operation panel for facsimile mode (for machines with the optional fax function)

See the "Facsimile Reference".

28. Number keys

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

29. [Clear/Stop] key

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

30. [Start] key

Press to start copying. Also use to initiate Auto Start. See \Rightarrow P.48 "Auto Start—Entering Copy Job Settings During the Warmup Period"

31. Function keys (Fax or printer installed machine only)

Press to change modes. To use copy functions, press the **[Copy]** key.

32. Main Power indicator (Fax or printer installed machine only.)

This indicator lights up when the main power switch is turned on, and goes off when the main power switch is turned off.

33. On indicator (Fax or printer installed machine only.)

This indicator lights up when the operation switch is turned on, and goes off when the operation switch is turned off.

34. Operation switch (Fax or printer installed machine only.)

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

🖉 Note

□ If the machine has only the copier kit installed, press the main power switch to turn the power on or off.

Panel Display

The panel display shows operational status, error messages, and function menus.

∰Important

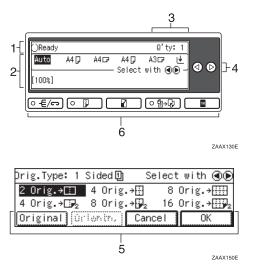
Do not apply a strong shock or force of about 30N (about 3kgf) or more to the panel display. Otherwise, the display might be damaged.

🖉 Note

- □ Currently selected items are displayed white on black (e. g. Auto).
- □ Keys that are displayed grayed-out (e. g. ○K) can not be used.
- By default, the machine is in Copy mode when you switch on. This can be changed. See "Settings You Can Change With The User Tools" of the System Settings.

Displays and Key Operations

Copy display



1. The machine status and messages appear here.

2. Items which can be selected or specified.

3. Number of copies set.

- 4. Press these keys to select an item.
- 5. Settings for this function.

6. Press these keys to select or confirm settings.

Common keys

[OK]	Sets a selected function or entered value and returns to the previous display.
[Cancel]	Cancels a selected function or entered value and returns to the previous display.
[↑Prev.] [↓Next]	When there are too many items fit on the display, use these keys to move between pages.
(d)	Press to highlight the selection you wish to select.
[PrevMenu]	Press to return to the previous menu.
[Exit]	Sets a selected function or entered value and returns to the initial display.

1. Basics

Starting the Machine

To start the machine, turn on the main power switch (copier only) or the operation switch (fax or printer installed machine).

🖉 Note

This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. See "07. Energy Saver Level", "06. Panel Off Timer", "09. Auto Off Timer" in the System Settings Reference.

.

Power switches for fax or printer installed machine

This machine has two power switches: See \Rightarrow P.2 "Guide to Components".

Operation switch (right side of the operation panel)

Turn on this switch to activate the machine. When the machine has warmed up, you can make copies or send faxes.

 Main power switch (front of the machine)

Do not touch the main power switch. It should be used only by a service representative when the optional fax unit is installed.

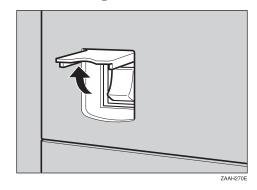
∰Important

 If you leave the main power switch off for more than about one hour, all fax files in memory will be lost. See "Turning off the Power" in the Facsimile Reference.

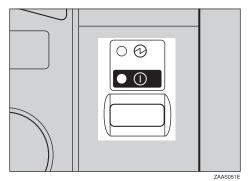
Turning on the Power

Starting the Machine

- **1** Make sure that the power cord is plugged into the wall outlet firmly.
- **2** Open the switch cover and turn on the main power switch.



If your machine is installed fax or printer and if the On indicator goes off, press the operation switch to make the On indicator light up.



The panel display will come on.

OReady				Q'ty: 1
Auto	A4 🖓	A4⊡7	A4 🖓	A3⊡7 (↓
[100%]			Select	with 🗨 🗩 –

🖉 Note

- □ If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If off, turn it on.
- □ During the warm-up period, you can use the Auto Start function. See ⇒ P.48 "Auto Start— Entering Copy Job Settings During the Warm-up Period".
- □ Warm-up period is 45 seconds.

When the machine is set for user codes

1 Enter your user code using the Number keys. Then press the **[#]** key.

🖉 Note

To prevent others from making copies with your user code, press the [Clear Modes] key and the [Clear/Stop] key simultaneously after copying.

P Reference

For how to set user codes, see \Rightarrow P.119 "1. General Features $\frac{4}{4}$ ".

When the [Energy Saver] indicator is lit

The machine is in Energy Saver mode.

Press the [Energy Saver] key.

The machine will return to the ready condition.

🖉 Note

The machine will also return to the ready condition when an original is set in the document feeder, or when the platen cover or document feeder is opened.

✓ Reference

See "06. Panel Off Timer" in the System Settings Reference.

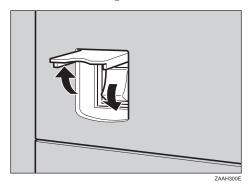
Turning off the Power

∰Important

- If you wish to unplug the power cord or turn off the main power switch, make sure that the remaining memory space indicates 100% on the display for fax mode.
- Fax files stored in memory will be lost an hour after you turn the main power switch off or you unplug the power cord. See "Turning off the Power" in the Fax Reference.

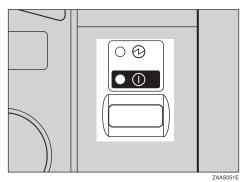
If your machine is copier only

1 Press the main power switch.



If your machine is installed fax or printer

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

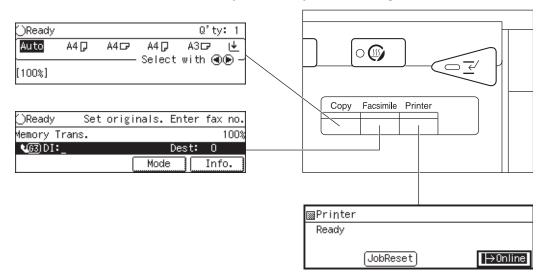


Changing Modes

You can use this machine not only as a copier, but optionally as a fax machine or a printer as well. Press the **[Copy]** key to use copy functions, or press the **[Fac-simile]** key to use facsimile functions.

If the display shows a mode other than copy mode, press the **[Copy]** key to switch to copy mode.

For how to change the mode the machine starts in when you turn the operation switch on, see "01. Function Priority" in the System Settings Reference.



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Limitation

□ You cannot switch modes in any of the following cases:

- When scanning in a fax message for transmission.
- During immediate transmission.
- When accessing the user tools.
- During interrupt copying.
- During on hook dialing for fax transmission.
- During Energy Saver mode.
- When the fax handset is lifted.
- While scanning in a document with the scan feature.

Originals

Sizes and Weights of Recommended Originals

Metric version

Where original is set	Original Size	Original Weight
Exposure glass	Up to A3	
Document feeder	1-sided originals: A3 \Box – A5 \Box \Box	$40 - 128 g/m^2$
	2-sided originals: A3 \square – A5 \square \square	$52 - 105 g/m^2$

Inch version

Where original is set	Original Size	Original Weight
Exposure glass	Up to 11" × 17"	
	1-sided originals: 11" × 17" \square – 5 ¹ / ₂ " × 8 ¹ / ₂ " \square \square	11 – 34 lb
	2-sided originals: $11" \times 17" \square -5^1/_2" \times 8^1/_2" \square \square$	14 – 28 lb

Non-recommended originals for the document feeder

Setting the following originals in the document feeder might cause paper misfeeds or damage to the originals. Set these originals on the exposure glass.

- Originals other than those specified in ⇒ P.15 "Sizes and Weights of Recommended Originals"
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin originals that have low stiffness
- Originals of inappropriate weight ⇒ P.15 "Sizes and Weights of Recommended Originals"

- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper

Sizes Difficult to Detect

It is difficult for the machine to detect the sizes of the following originals, so select the paper size manually.

- Originals with indexes, tags, or other projecting parts
- Transparent originals such as OHP transparencies or translucent paper
- Dark originals with many letters and drawings
- Originals which partially contain solid images
- Originals which have solid images at their edges
- Originals other than those (marked by ○) in the table below. See ⇒ P.16 "Sizes *detectable by the Auto Paper Select*".

Sizes detectable by the Auto Paper Select

Metric version

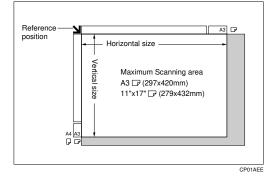
Size Where setting original	A3	B4JIS ₽	A4 7 7	B5JIS ₽₽	A5 DD	11" × 17" ₽	-	8 ¹ / ₂ " × 11" ₽ ₽	$5^{1}/_{2}'' \times 8^{1}/_{2}''$	8 ¹ / ₂ " × 13" ₽
Exposure glass	0	0	0	0	×	×	0	×	×	0
Docu- ment feeder	0	О	0	О	О	×	×	×	×	О

Inch version

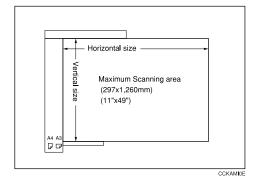
Size Where set- ting origi- nal	A3	B4JIS ₽		B5JIS ₽₽	A5 D D	11" × 17" ₽	8 ¹ / ₂ " × 14" ┏	8 ¹ / ₂ " × 11" ₽ ₽	$5^{1}/_{2}'' \times 8^{1}/_{2}''$	8 ¹ / ₂ " × 13" ┏	10" × 8" ₽	10" × 14" ₽
Exposure glass	×	×	×	×	×	0	0	0	×	0	0	О
Docu- ment feed- er	×	×	×	×	×	0	0	0	О	×	×	0

Original Sizes and Scanning Area/Missing Image Area

Exposure glass



Document feeder



Limitation

□ Even if you correctly set originals in the document feeder or on the exposure glass, 3mm, 0.1" margins on all four sides might not be copied.

Copy Paper

Recommended Paper Sizes and Types

The following limitations apply to each tray:

	Metric version	Inch version	Paper weight	Paper capaci- ty
Tray 1 Paper tray unit (option)	A3D, B4JISD, A B5JIS D, A5D, $8^{1}/{2}^{"} \times 14^{"}$ D, $8^{1}/{2}^{"} \times 8^{1}/{2}^{"}$ D, $7^{1}/{2}^{"} \times 8^{1}/{2}^{"}$ D, $7^{1}/{4}^{"} \times 10^{1}/{2}^{"}$ D, $7^{1}/{4}^{"} \times 10^{1}/{2}^{"}$ D, $13^{"}$ D, $8^{1}/{2}^{"} \times 13^{"}$ 13"D, $8^{1}/{2}^{"} \times 10^{"}$ D	$11" \times 17" \square,$ $2" \times 11" \square \square,$ $1/_4" \times 10^1/_2" \square,$ $10" \times 14" \square, 8" \times$ $\square, 8^1/_4" \times$	60 – 105g/m², 16 – 28 lb	500 sheets *1
	 Note You have to spisze with the u P.103 "Changi Size". 	iser tools. See \Rightarrow		
Tray 2	A3, B4JIS, A4, C, B5JIS, A3, B4JIS, A4, C, B5JIS, A5, B6JIS, $8^{1}/_{2}$, A6, 11 , 11 , 17 , $8^{1}/_{2}$, 14 , $8^{1}/_{2}$, 11 , 17 , $8^{1}/_{2}$, 14 , $7^{1}/_{2}$, $8^{1}/_{2}$, $10^{1}/_{2}$, $10^{1}/_{2}$, $10^{1}/_{4}$, 10^{1} , 8^{1} , $8^{1}/_{2}$, 13^{1} , $8^{1}/_{4}$, 13^{1} , $8^{1}/_{2}$, 13^{1} , 10^{1		60 – 105g/m², 16 – 28 lb	500 sheets *1
	size with the u	□ You have to specify the paper size with the user tools. See ⇒ P.103 "Changing the Paper		

		Metric version	Inch version	Paper weight	Paper capaci- ty
Tray 2	Non- standard sizes	A3, B4JIS, A , A5, B6, A , 8 ¹ / ₂ " × 14", 8 ¹ / ₂ " × 5 ¹ / ₂ ", 1 , 8" × 13", 8" 13", 8" × 10",	A6 \Box , 11" × 17" $8^{1}/_{2}$ " × 11" \Box \Box , $0^{1}/_{2}$ " × 7 ¹ / ₄ " \Box $/_{2}$ " × 13", 8 ¹ / ₄ " ×	60 – 157g/m², 16 – 42 lb	*5
		Translucent pape B4JISD, A4DD OHP transparend	, B5JIS D D cies (A4 D D)	-	
		Adhesive lebels ((B4JIS \square , A4 \square)		

		Metric version	Inch version	Paper weight	Paper capaci- ty
Bypass	Standard	A3□, B4JIS□		$60 - 105 g/m^2$,	10 sheets *1
tray (option)	Sizes	A4 D D , B5JIS D D , A5 D , B6JIS D	A4 🕽 🗗 , B5JIS 🗗 🗖 , A5 🗗 , B6JIS 🗗	16 – 28 lb	100 sheets *1
		*2 A6 \Box , 11" × 17" \Box , 8 ¹ / ₂ " × 14" \Box , 8 ¹ / ₂ " × 11" \Box , 8 ¹ / ₂ " × 5 ¹ / ₂ " \Box , 10 ¹ / ₂ " × 7 ¹ / ₄ " \Box , 8" × 13" (F) \Box , 8 ¹ / ₄ " × 13" (F4) \Box , 8 ¹ / ₄ " × 13" (F4) \Box , 8 ¹ / ₄ " × 14" \Box	$5^{1}/_{2}$ " \Box , $10^{1}/_{2}$ " × $7^{1}/_{4}$ " \Box \Box , 8"		
		$ \begin{array}{c} {}^{*2} 11" \times 15" \square, \\ 11" \times 14" \square, 10" \times \\ 15" \square, 8^{1} /_{4}" \times \\ 14" \square, 8" \times 10 \\ {}^{1} /_{2}" \square \square \end{array} $	$\begin{tabular}{lllllllllllllllllllllllllllllllllll$		
		A3₽, B4JIS₽		60 – 157g/m², 16 – 42 lb	10 sheets *1
		A4 🖓 🖙, B5JIS 🖓 JISB6 🖓	D , A5 D ,		40 sheets *1
		A6 \Box , 11" × 17" \Box 8 ¹ / ₂ " × 11" \Box \Box , 8 10 ¹ / ₂ " × 7 ¹ / ₄ " \Box \Box 8 ¹ / ₂ " × 13" \Box , 8 ¹ / 10" \Box	$3^{1}/_{2}" \times 5^{1}/_{2}" \square,$ $3^{2}, 8" \times 13" \square,$		
		 Note You have to spisze with the u P.103 "Changi Size". 	iser tools. See \Rightarrow		
	Non- standard	Translucent pape B4JIS□), OHP tr			10 sheets *1
	sizes *6	Translucent pape B5JIS 🖓 🖙), post			40 sheets *1
		Adhesive labels ((B4JIS \Box , A4 \Box)		1 sheets *1

	Metric version	Inch version	Paper weight	Paper capaci- ty
Large capacity tray (option)	A4 🔽	$8^{1}/_{2}$ " × 11"	$60 - 105g/m^2$, 16 - 28 lb	2,000 sheets *1

^{*1} Paper weight: 20 lb, $64g/m^2$

- ^{*2} When you set non-standard size paper in the bypass tray, you have to specify the size. See \Rightarrow P.41 "*Copying from the Bypass Tray*".
- ^{*3} $8K(Ba-Kai) = 267 \times 390 \text{ mm}, 10.6" \times 15.4"$
- ^{*4} $16\dot{K}$ (Shi-Lui-Kai) = $195 \times 267 \text{ mm}, 7.7" \times 10.6"$
- ^{*5} Do not stack copy paper above the Tray 2 lower limit mark. See \Rightarrow P.105 "Changing the Paper Size in Tray 2".
- ^{*6} Always set one sheet at a time. See \Rightarrow P.41 "Copying from the Bypass Tray".

∰Important

If you use damp or curled paper, a misfeed might occur. In such a case, try turning over the paper stack in the paper tray. If there is no improvement, change to copy paper with less curl.

🖉 Note

- When you use the bypass tray, it is recommended to set the copy paper direction to D.
- Postcards should be fed from the bypass tray.
- If you load paper of the same size and in the same direction in two or more trays, the machine automatically shifts to another tray when the tray in use runs out of paper. This function is called Auto Tray Switch. (If you put recycled paper in paper trays using the Special Paper Indicate menu, this function is not available with these trays unless their settings are identical.) This saves interrupting a copy run to replenish paper even when you make a large number of copies. You can cancel this setting. See "13. Auto Tray Switch" and "14. Special Pap. Indict" of the System Settings.
- When you use the color paper, set it in the tray 2. Do not stack the paper above the lower limit mark of the tray 2.

Reference

If you want to add paper, see \Rightarrow P.91 " \blacksquare Loading Paper".

If you want to change the paper size, see \Rightarrow P.103 "Changing the Paper Size".

Non-recommended Paper

A CAUTION:



Do not reuse stapled paper. Do not use aluminum foil, carboncontaining paper or other conductive paper. Otherwise, a fire might occur.

∰Important

D Do not use paper with any kind of coating such as:

- Thermal fax paper
- Art paper
- Aluminum foil
- Carbon paper
- Conductive paper
- □ Otherwise, a fault might occur.
- Do not use copy paper that has been already copied on. Otherwise, a fault might occur.

🔗 Note

□ Do not use the following type of paper because a paper misfeed might occur.

- Bent, folded, or creased paper
- Torn paper
- Slippery paper
- Perforated paper
- Rough paper
- Thin paper that has low stiffness
- Paper with much paper dust on its surface
- □ If you make copies on rough grain paper, the copy image might be blurred.
- Do not use paper which has been copied or printed on.

Paper Storage

🖉 Note

□ When storing paper, the following precautions should always be followed:

- Do not store paper where it will be exposed to direct sunlight.
- Avoid storing paper in humid areas (humidity: 70% or less).
- Store on a flat surface.
- Keep open reams of papers in the package, and store as you would unopened paper.
- Under high temperature and high humidity, or low temperature and low humidity conditions, store papers in a vinyl bag.

Toner

Handling Toner

A WARNING:



Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of the used toner containers according to local regulations for plastics.

A CAUTION:



- Do not eat or swallow toner.
- <u>·</u> ·
- Keep toner (used or unused) and toner containers out of reach of children.

A CAUTION:



This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.

∰Important

□ If you use toner other than that recommended, a fault might occur.

✓ Reference

If you want to add toner, see \Rightarrow P.93 " \checkmark *Changing the Toner Bottle*".

Toner Storage

🖉 Note

□ When storing toner, the following precautions should always be followed:

- Store toner containers in a cool, dry place free from direct sunlight.
- Do not store toner where it will be exposed to heat.
- Do not eat or swallow toner, and keep it out of reach of children.
- Store on a flat surface.

2. Copying

Basic Procedure

When the machine is set for user codes, enter the user code with the Number keys and then press the [#] key.

₽ Reference

See \Rightarrow P.48 "User Codes".

2 Make sure that the machine is in Copy mode.

⊖Ready				Q't	y: 1
Auto	A4 🖓	A4⊡7		A3⊡7	Ŧ
[100%]			Select	with 🖲)• -

🖉 Note

□ If not, press the **[Copy]** key.

U Make sure that there are no previous settings remaining.

🖉 Note

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

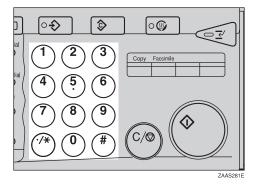
4 Set your originals.

₽ Reference

See \Rightarrow P.27 "Setting Originals".

5 Set your desired settings.

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



🖉 Note

- □ The maximum copy quantity can be set between 1 and 99 (default: 99). See "05. Max. Copy Q'ty" in ⇒ P.117 "1. General Features ²/₄".
- □ To change the number entered, press the **[Clear/Stop]** key and enter the new number.

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

The machine starts copying.

🖉 Note

- To stop the machine during the multi-copy run, press the [Clear/ Stop] key.
- □ To return the machine to the initial condition after copying, press the **[Clear Modes]** key.

🎖 System Reset

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

🔗 Note

You can change the System Reset time. See "04. System Reset" in the System Settings Reference.

.

2

Auto Off

The machine turns itself off automatically after your job is finished, after a certain period of time. This function is called "Auto Off".

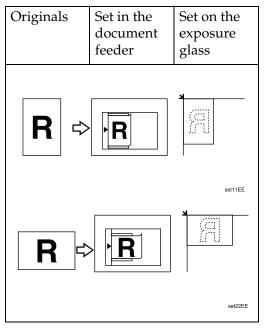
Solution Note

- How to exit Auto Off mode depends on your machine configuration:
 - Copier only press the main power switch
 - Copier and fax or printer press the operation switch
- You can change the Auto Off time. See "09. Auto Off Timer" in the System Settings.
- □ You can change the default settings for basic functions. See ⇒ P.116 "Settings You Can Change with the User Tools" and "User Tools (System Settings)" in the System Settings Reference.

Setting Originals

🖉 Note

Basically the originals should be aligned to the rear left corner. However, some copy functions may produce different results depending on the direction of the originals. For details, see explanations of each function.



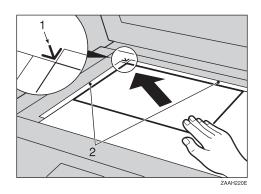
See \Rightarrow P.15 "Originals".

Setting Originals on the Exposure Glass

Lift the platen cover or the document feeder.

🖉 Note

Be sure to open the platen cover or the document feeder by more than 30°, otherwise the original size might not be detected correctly. **2** Set the original face down on the exposure glass. The original should be aligned to the rear left corner.



1: Reference mark

2: Scale

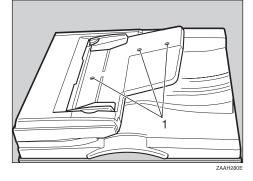
1 Lower the platen cover or the document feeder.

Setting Originals in the Document Feeder

🖉 Note

- The original might become dirty if it is written with a pencil or similar tools.
- You cannot set a multi-page original with pages of different sizes in the document feeder. If your original contains pages of different sizes, use the SADF function and set each page one at a time. Alternatively, set pages one at a time on the exposure glass.
- Do not place any foreign objects on the document feeder or cover it with your hand. This could cause

the size not to be detected properly.



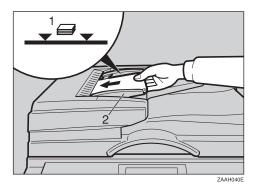
1: Sensor

Reference

Regarding originals that the document feeder can handle, see \Rightarrow P.15 "Originals".

Setting a stack of originals in the document feeder

- Adjust the guide to the original size.
- **2** Set the aligned originals face up into the document feeder.



- 1: Limit mark
- 2: Document guide

🖉 Note

- Do not stack originals above the limit mark.
- □ To avoid a multi-sheet feed, shuffle the originals before setting them in the document feeder.

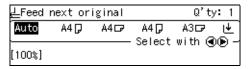
When SADF mode is selected

Set one original face up into the document feeder. Then press the [Start] key.

The Auto Feed indicator is shown on the display.

2 When the machine instructs you to set another original, set the next page.

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



🖉 Note

□ You can adjust the time the machine waits before being ready for the next original. See "04. SADF Auto Reset" in ⇒ P.123 "3. *Input/Output* ¹/₂".

Setting Non-standard Sized Originals in the Document Feeder

Limitation

 Enter the size of your original if it is not one of the following: A3 D, B4JISD, A4 DD, B5JIS DD, A5 $\square \square$, 11" × 17" \square , 8¹/₂" × 14" \square , 8¹/₂" × 11" $\square \square$, 5¹/₂" × 8¹/₂" $\square \square$

- □ The paper size that can be set with this function is vertical 105– 297mm (4" × 11"), horizontal 128-1,260mm (5" × 49").
- □ The maximum copy paper size is 297×432 mm (11" × 17").
- You cannot use the Auto Paper Select function with this function.
- Set one original face up into the document feeder.

()Ready				Q'ty	/: 1
Auto	A4 🖓	A4⊡7	A4 🖓	A3D2	<u>+</u>
[100%]			Select	with 🖲)• –

Press the [#] key.

🖉 Note

- □ When you select the paper tray, go to step **9**.
- **4** If you select the bypass tray in step **2**, press the [Orig. Size] key.

Bypass Setting:	Select	item
Paper Size: Auto Detect		
Paper Type: Plain		
Pap.Size Pap.Type Orig. S	Size E	cit

• Enter the horizontal size of the original with the Number keys, then press the [#] key.



6 Enter the vertical size of the original with the Number keys, then press the [OK] key.

Custom Size Orig.: Enter size Orig. Size: Horiz. 432mm/<mark>Vert.297mm</mark> Cancel OK

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

Basic Functions

The following basic functions are explained in this section.

- Adjusting Copy Image Density Auto and Manual Image Density
- Selecting the Original Type Text, Text. Photo, Photo

Selecting the Copy Paper

Auto Paper Select and Manual Paper Select

Auto Reduce/Enlarge

The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.

🖉 Note

- □ You can select functions to be activated when System Reset is turned on, when Energy Saver is turned off, or after the machine is powered on. See \Rightarrow P.116 "1. General Features $\frac{1}{4}$ ".
- □ You can change default settings for basic functions. See ⇒ P.116 "Settings You Can Change with the User Tools".

Adjusting Copy Image Density

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

There are three ways to specify image density:

Auto Image Density

The machine automatically adjusts the image density.

Manual Image Density

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

Combined Auto and Manual Image Density

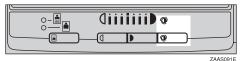
Use when copying originals with a dirty background (such as newspapers). You can adjust the foreground density while leaving the background unchanged.

You can change the density level with the user tools. See "10. Text Density" in \Rightarrow P.117 "1. General *Features* ${}^{3}/_{4}$ ".

Select one of the Image Density modes.

Auto Image Density

Make sure that the Auto Image Density indicator is lit.



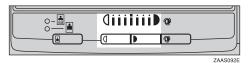
🖉 Note

□ If it is not, press the **[Auto Im-age Density]** key.

Manual Image Density

• Press the [Auto Image Density] key so the indicator goes out.

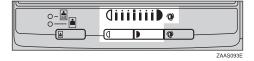
Press the [Lighter] or [Darker] key to adjust the image density.



Combined Auto and Manual Image Density

Make sure that the Auto Image Density indicator is lit.

Press the [Lighter] or [Darker] key to adjust the density.



Selecting Your Original Type

Select one of the following types to match your originals:

Text

If you do not select any mode, your originals will be scanned with the settings suitable for text originals (Text mode).

Text-Photo

Select Text.Photo when your originals contains photographs or pictures with letters.

Photo

Delicate tones of photographs and pictures can be reproduced with this mode. Press the [Original Type] key and select the original type.



Note

Press the [Original Type] key to step through the following types:

No indicator lit	Text
Upper indicator lit	Text·Photo
Lower indicator lit	Photo

Selecting Copy Paper

There are two ways to select copy paper:

Auto Paper Select

The machine selects a suitable size of copy paper automatically based on the original size and the reproduction ratio.

🖉 Note

When the original is set at a different direction from the copy paper in the paper tray the machine automatically rotates the original image by 90° to match the copy paper direction. This applies to the following paper sizes:

Metric version	A4 □ □ , B5JIS □ □
Inch version	$8^{1}/_{2}$ " × 11" \square \square , $5^{1}/_{2}$ " × $8^{1}/_{2}$ " \square \square (document feeder)

Manual Paper Select

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

See \Rightarrow P.41 "Copying from the Bypass Tray".

🖉 Note

□ When you use Auto Paper Select, refer to the following table for possible copy paper sizes and directions (if the ratio is 100%).

Metric version

Where original is set	Paper size and di- rection
Exposure glass	A3 \square , B4JIS \square , A4 \square \square , B5JIS \square \square , $8^{1}/{_{2}}" \times 13"$ \square , $8^{1}/{_{2}}"$ $\times 14"$ \square
Document feed- er	A3 \square , B4JIS \square , A4 $\square \square$, B5JIS $\square \square$, A5 $\square \square$, $8^{1}/_{2}$ " × 13" \square

Inch version

Where original is set	Paper size and di- rection
Exposure glass	$\begin{array}{c} 11" \times 17" \ \square, 8^{1}/_{2}" \times \\ 14" \ \square, 8^{1}/_{2}" \times 11" \\ \square \ \square, 8^{1}/_{2}" \times 13" \ \square, \\ 10" \times 14" \ \square, 8" \times 10" \\ \square \end{array}$
Document feed- er	$11" \times 17" \square, 8^{1}/_{2}" \times 14" \square, 8^{1}/_{2}" \times 11" \square \square, 5^{1}/_{2}" \times 11" \square \square, 5^{1}/_{2}" \times 8^{1}/_{2}" \square \square$

□ For some originals, the original size might not be detected correctly. See ⇒ P.16 "Sizes Difficult to Detect".

- When you set special paper in the paper tray, you can have the kind of paper shown on the display. See "14. Special Pap. Indict" of the System Settings.
- If a paper tray has been specified as containing special paper, Auto Paper Select cannot use it. See "14. Special Pap. Indict".
- If you specify all papers trays as containing special paper you cannot use Auto Paper Select.
- □ If you set the all paper tray to special paper, you cannot use the Auto Paper Select function.
- Select the copy paper.

Auto Paper Select

Make sure that Auto (Auto Paper Select) is selected.

()Ready				Q° ty	/: 1
Auto	A4 🖓	A4 🕞	A4 🖓	A3₽	¥
[100%]			Select	with ৰ)® -

Manual Paper Select

● Select the paper tray or bypass tray by pressing the ④ keys.

⊖Ready				Q'	ty:	1
Auto	A4 🖓	A4⊡7	€	: 44.	<u>~</u> ~	
[100%]			Select	with		, <u> </u>

🛱 Rotate Copy

If the direction in which your original is set (landscape or portrait) is different from the paper you are copying onto, this function rotates the original image by 90° and fits it on the copy paper. This function works when Auto Paper Select or Auto Reduce/ Enlarge are selected. See "Auto Paper Select" in \Rightarrow P.31 "Selecting Copy Paper" and \Rightarrow P.33 "Auto Reduce/Enlarge—Having the Machine Choose the Reproduction Ratios".

Original orientation	Paper ori- entation	Rotates the image and copies it
R		GCROTADE

Limitation

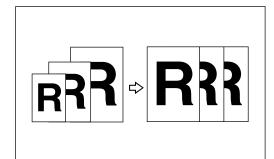
You cannot use the Rotated Copy function when enlarging onto B4JIS or A3 size paper. In this case, set your original in the landscape direction.

	You cannot rotate:	However, you can ro- tate:
Original Size and Di- rection	A4, B5JIS, or A5 por- trait	A4, B5JIS, or A5 land- scape
	æ	R
	↓ when en- larging to	\downarrow when en- larging to
Copy paper	B4JIS, A3	B4JIS, A3
Size and Di- rection	×	R

□ You cannot use the Rotated Copy function when Staple function is selected. See \Rightarrow P.38 "*Staple*".

Auto Reduce/Enlarge—Having the Machine Choose the Reproduction Ratios

The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.



Limitation

□ You cannot use the bypass tray with this function.

🖉 Note

When you use Auto Reduce/Enlarge, refer to the following table for possible original sizes and directions:

Metric version

Where original is set	Original size and direc- tion
Exposure glass	A3 \square , B4JIS \square , A4 \square \square , B5JIS \square \square , 8 ¹ / ₂ " × 13" \square , 8 ¹ / ₂ " × 14" \square
Document feeder	A3 , B4JIS , A4 , B5JIS , A5 , A5 , 8 ¹ / ₂ " × 13"

Inch version

Where original is set	Original size and direc- tion
Exposure glass	$11" \times 17" \square, 8^{1}/_{2}" \times 14" \square, \\ 8^{1}/_{2}" \times 11" \square \square, 8^{1}/_{2}" \times \\ 13" \square$
Document feeder	$\begin{array}{c} 11" \times 17" \square, 8^{1}/_{2}" \times 14" \square, \\ 8^{1}/_{2}" \times 11" \square \square, 5^{1}/_{2}" \times \\ 8^{1}/_{2}" \square \square \end{array}$

- The machine will choose a reproduction ratio in the range 25–400 %.
- □ When you set the originals in the document feeder, you can change the reproduction ratio from 50–200 %.
- □ For some originals, the original size might not be detected correctly. See ⇒ P.16 "Sizes Difficult to Detect".

Press the [Auto R/E] key.



2 Select the paper tray by pressing the **(a)** keys.

()Ready				Q'	ty:	1
Auto	A4 🖓	A4⊡7	€elect		<u>_</u>	
[%]			Select	with	UC	,_

Sort/Stack/Staple

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

Sort

- Sort
- Rotate Sort
- Shift Sort (the optional finisher required or shift sort tray)

Stack

- Shift Stack (optional finisher required or shift sort tray)
- Staple (the optional finisher required)

Limitation

□ You cannot use the bypass tray with this function.

🖉 Note

The maximum tray capacity is as follows. When the number of copies exceeds the tray capacity, remove copies from the tray.

Metric version

Internal tray 1	 B4JIS or larger: 250 sheets (80g/m²) A4 or smaller: 500 sheets (80g/m²)
Internal tray 1 (with optional shift sort tray)	 B4JIS or larger: 125 sheets (80g/m²) A4 or smaller: 250 sheets (80g/m²)
Internal tray 2	125 sheets (80g/m ²)
Finisher	 B4JIS or larger: 500 sheets (80g/m²) A4 or smaller: 1,000 sheets (80g/m²)

Inch version

Internal tray 1	 8¹/₂" × 14" or larger: 250 sheets (20 lb) 8¹/₂" × 11" or smaller: 500 sheets (20 lb)
Internal tray 1 (with optional shift sort tray)	 8¹/₂" × 14" or larger: 125 sheets (20 lb) 8¹/₂" × 11" or smaller: 250 sheets (20 lb)
Internal tray 2	125 sheets (20 lb)
Finisher	• 8 ¹ / ₂ " × 14" or larg- er: 500 sheets (20 lb)
	 8¹/₂"×11" or small- er: 1,000 sheets (20 lb)

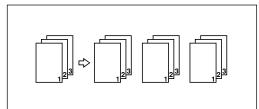
- The maximum tray capacity might be less than the above when you use the Rotate Sort, or Staple function.
- □ The maximum tray capacity might also be reduced when copy paper is considerably curled.

Sort—Sorting into Sets (123, 123, 123)

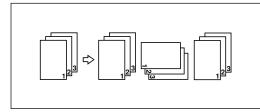
Copies can be assembled as sets in sequential order.

Sort

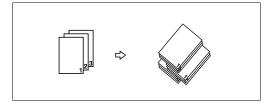
2



Rotate Sort



Shift Sort



Three sorting methods are available:

Sort

Copies can be assembled as sets in sequential order.

Rotate Sort

Every other copy set is rotated by 90° \square \square and delivered to the copy tray.

Shift Sort (optional finisher or shift sort tray required)

Every other copy set is shifted for ease of separation. The shift tray of

the finisher or shift sort tray provides this function by sliding from side to side.

🖉 Note

- □ To switch among Sort, Rotate Sort, and Shift Sort modes, access the user tools. See "6. Sort" on \Rightarrow P.124 "3. Input/Output $^{2}/_{2}$ ".
- □ The paper sizes that can be used with the Rotate Sort function are as follows:

Metric version	
Inch version	$8^{1}/_{2}$ " × 11" \Box \Box

- □ To use the Rotate Sort function, two paper trays identical in size and different in direction (□□□) are required.
- □ The paper sizes that can be used in Shift Sort function are as follows:

1000-sheet finisher

A3**D**, B4JIS**D**, A4**DD**, B5JIS**DD**, $8^{1}/_{2}$ "×13"**D**, 11"×17"**D**, $8^{1}/_{2}$ "×14"**D**, $8^{1}/_{2}$ "×11"**DD**

For the paper capacity of the optional finisher, see \Rightarrow P.38 "*Staple*".

Press the [Sort/Staple] key.



2 Make sure that [Sort[□]⁺[□]] is selected, then press the [OK] key.

Sort/Staple:		Select with 🗨
Sort	7	StackD
Staple]	ſ	Cancel OK
		Carlee 1

Enter the number of copy sets with the Number keys.

Limitation

The maximum number of sets is 99.

4 Set your originals.

When setting a stack of originals in the document feeder

• Set a stack of originals in the document feeder, then press the [Start] key.

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

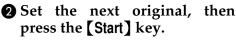
🖉 Note

If an original is misfed, reset your originals in the document feeder according to the instruction on the display. The display will indicate the number of originals you should return.

When setting an original on the exposure glass or in the document feeder

See \Rightarrow P.28 "When SADF mode is selected"

Set the original, then press the [Start] key.



🖉 Note

- □ Set the original in the same direction as the first one.
- 3 After all originals are scanned, press the [#] key.

The copies are delivered to the tray.

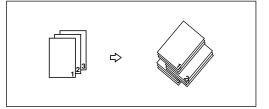
Stack—Delivering Copies in Page Batches (111, 222, 333)

The optional finisher or shift sort tray is required to use this function.

Copies can be assembled with each page set.

Shift Stack (optional finisher or shift sort tray required)

Every other page set is shifted for ease of separation. The shift tray of the finisher or shift sort tray provides this function by sliding from side to side.



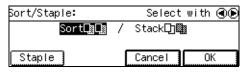
✓ Reference

For the maximum tray capacity of the optional finisher, see \Rightarrow P.38 *"Staple"*.

1 Press the [Sort/Staple] key.



2 Select the [Stack [□] ⁺ [□]] by pressing the ⁽ key. Then, press the [OK] key.



Enter the number of copies with the Number keys.

4 Set your originals.

When setting a stack of originals in the document feeder

• Set a stack of originals in the document feeder, then press the [Start] key.

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

When setting an original on the exposure glass or in the document feeder

Set the original, then press the [Start] key.

🖉 Note

- Start with the first page to be copied.
- Set the next original, then press the [Start] key.

🖉 Note

□ Set the original in the same direction as the first one.

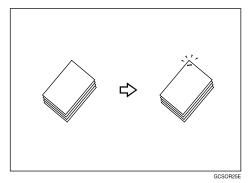
3 After all originals are scanned, press the **[#]** key.

The copies are delivered to the tray.

Staple

The optional finisher is required to use this function.

Each copy set can be stapled together.



Limitation

- □ You cannot use the following paper with this function:
 - Post cards
 - Translucent paper
 - OHP transparencies
 - Adhesive labels
 - Curled paper
 - Low stiffness paper
 - Paper of different sizes

Solution Note

See the tables below for allowable paper sizes and capacities available with this feature. When the number of copies exceeds the tray capacity, copying stops. In this case, remove the copies from the shift tray and then resume copying.

	1000-sheet finisher
Paper size	A3D, B4JISD, A4D, B5JISD, 8"×10"D, $8^{1}/{_{2}}$ "×11"D, 8"×13"D, $8^{1}/{_{2}}$ "×13"D, 81/ $_{2}$ "×14"D, $8^{1}/{_{4}}$ "×13"D, 10"×14"D, 11"×17"D, 8KD, 16K DD

	1000-sheet finisher
Stapler capacity	 A4, 8¹/₂" × 11" or smaller a0 sheets (80g/m², 20 lb) B4JIS, 8¹/₂" × 14" or larger 20 sheets (80g/m², 20 lb)
Shift tray capacity $(A4 \square, 8^1/_2" \times 11" \square)$	1,000 sheets (80g/m ² , 20 lb)

- In the following cases, the copies will be delivered to the shift tray without stapling.
 - When the number of copies for one set is over the stapler capacity.
 - When memory reaches 0% during copying.
- When you select Staple, Sort mode is automatically selected.

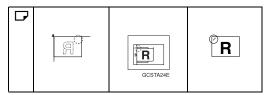
₽ Reference

If you want to add staples, see \Rightarrow P.107 " \checkmark Adding Staples".

When staples are jammed, see \Rightarrow P.109 " $\stackrel{\bullet}{\clubsuit}$ Removing Jammed Staples".

Staple position and original direction

Ori	ginal setting	Stapling	
	Exposure glass	Document Feeder	position
D) I I I I	GCSTA23E	R



Limitation

□ Original images are not rotated.

🖉 Note

- □ To staple in combination with Combine: 2 pages → □ or 4 pages → □, select □ paper for □ originals, or select □ paper for □ originals.
- **1** Press the [Sort/Staple] key.



2 Press the [Staple] key, then press the [OK] key.

Sort/Staple:		Select	with	
SortCោ	7	Stack D		
Staple	[Cancel	0	K

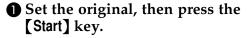
- Enter the number of copy sets with the Number keys.
- 4 Set your originals.

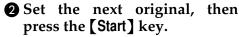
When setting a stack of originals in the document feeder

• Set a stack of originals in the document feeder, then press the [Start] key.

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

When setting an original on the exposure glass or in the document feeder





Note 🖉

- □ Set the original in the same direction as the first one.
- 3 After all originals are scanned, press the [#] key.

The copies are delivered to the tray.

To stop scanning

When you are using the Sort, Stack, or Staple function, the originals are scanned into memory.

Press the [Clear/Stop] key.

To resume scanning

Press the [Start] key.

Scanning is resumed.

🖉 Note

□ Scanned images in memory are not cleared.

To clear all scanned images

Press the [Clear Modes] key.

Scanning is stopped and the settings are cleared.

When memory reaches 0%

Scanning will be stopped if the size of scanned image data exceeds memory capacity.

🔗 Note

- The number of originals that can be stored in memory varies depending on the memory setting and original type.
- The maximum number of originals that can be stored is about 100 pages.

For details, see "08. Print Quality" and "09. Image Adjustment" in \Rightarrow P.117 "1. General Features $^{2}/_{4}$ "

To copy scanned so far originals

Press the [Print] key.

The scanned pages are delivered to the tray then the image data in memory is cleared.

2 Remove the copies and continue copying by following the instructions on the display.

To cancel the copy operation

Press the [Clear] key.

Scanning is stopped and the settings are cleared.

Copying from the Bypass Tray

The optional bypass tray is required to use this function.

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

🖉 Note

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

Metric version	A3, A4, A5, A5, 8" × 13",
Inch version	$\begin{array}{c} 11" \times 17" \square, 8^{1} /_{2}" \times \\ 14" \square, 8" \times 13" \square, 8^{1} /_{2}" \\ \times 11" \square, 5^{1} /_{2}" \times 8^{1} /_{2}" \\ \square \end{array}$

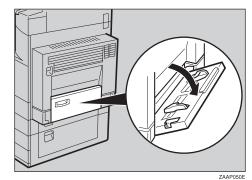
If you do not use standard size copy paper, you should input vertical and horizontal dimensions. The sizes that you can input are as follows:

Metric version	•	Vertical: 90 – 305mm
	•	Horizontal: 148 – 432mm
Inch version	٠	Vertical: 3.5" – 12"
	•	Horizontal: 6.0" – 17.0"

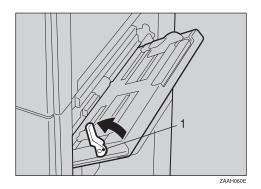
Reference

For details about paper capacity of the bypass tray, see \Rightarrow P.18 "*Copy Paper*".

1 Open the bypass tray.

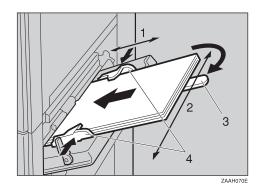


2 Push up the paper guide release lever.



1: Paper guide release lever

E Lightly insert the copy paper face down and adjust the paper guide.



- 1: Horizontal size
- 2: Vertical size
- 3: Extender
- 4: Paper guide

∰Important

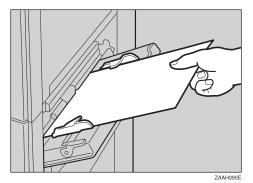
□ If the guides are not flush with the copy paper, a skew image or paper misfeeds might occur.

🖉 Note

- Do not stack paper over the limit mark; otherwise a skew image or paper misfeeds might occur.
- Set the direction of the copy paper to D.
- □ Swing out the extender to support larger size copy paper (larger than A4□, 8¹/₂" × 11"□).
- Fan paper to get air between the sheets and avoid a multi-sheet feed.

When copying onto OHP transparencies

● Lightly insert the OHP transparencies face up and adjust the paper guide.

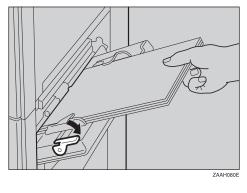


∰Important

The side of OHP transparencies that is copied is fixed. Before you set the OHP transparencies in the bypass tray, check the cutting position of the OHP transparencies.

Push down the paper guide release lever.

 \sqsubseteq is selected automatically.



⊖Ready				Q'ty:	1
Auto	A4(∳)	A4(∳)	A3⊡7	11×17 🖙	
			Select	with 🗨)-
[100%]					

🖉 Note

- □ If you set A4, 8¹/₂" × 11" or larger copy paper, hold the edge of the paper and push down the paper guide release lever.
- If you do not push down the paper guide release lever, a misfeed might occur.

When copying onto non-standard size copy paper

∰Important

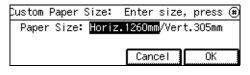
- You should specify the size of copy paper to avoid paper misfeeds.

2 Press the [Pap.Size] key.

Bypass Setting:	Select	item
Paper Size: Auto Detect		
Paper Type: Plain		
Pap.Size Pap.Type Orig. 3	Size E	dt

Paper	Size:		Selec	t with:	\odot
Auto	Detect /				
		(A4 🖓		60mm×30)5mm)
	Cus	stom	Cancel	01	$\langle $

4 Enter the horizontal size of the paper with the Number keys, then press the [#] key.



🖉 Note

- □ To change the number entered, press the **[Clear/Stop]** key and enter the new number.
- Enter the vertical size of the paper with the Number keys, then press the [OK] key.

Custom Paper Size:	Enter size
Paper Size: Horiz.1260m	nm/Vert.305mm
Car	ncel OK

🔗 Note

- □ To change the number entered, press the **[Clear/Stop]** key and enter the new number.
- □ When you copy onto plain paper, go to step **⑦**.
- **6** Press the [Pap.Type] key when copying onto thick paper.

Bypass Setting:	Select item
Paper Size: 1260mmx305	mm
Paper Type: Plain	
Pap.Size Pap.Type Orig.	Size Exit

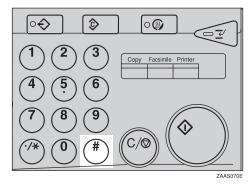
- Select [Thick] by pressing the key. Then press the [OK] key.
- **③** Press the **[Exit]** key.

When copying onto non-detected standard size paper

∰Important

You should specify the size of paper to avoid paper misfeeds.

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



2 Press the [Pap.Size] key.

Bypass Setting:	Select item
Paper Size: Auto Detect	
Paper Type: Plain	
Pap.Size Pap.Type Orig.	Size Exit

Select the [Std. Size] by pressing the (▷) key, then press the [Custom] key.

Paper	Size:		Sele	ct	with 🗨
Auto	Detect /				
		(A4 🖓) (1)	26	<u>Omm×305mm)</u>
	Cu	stom	Cancel		OK

Bypass Setting:	Select	item
Paper Size: 1260mmx305mm	1	
Paper Type: Plain		
Pap.Size Pap.Type Orig. S	ize E	(it

Select the desired size by pressing the ⊲ ▷ keys. Then press the [OK] key.

🖉 Note

□ When copying onto plain paper, go to step **6**.

Standard	Size: 2/4	Select	:with 🗨 🗩
B6JIS 🕞	A6⊡7	8K 🕞	16K 🖙
16K 🕞	11×17 🖙	8½×14 ⊡	8½×11 ☞
(↑Prev.)(↓Next)	Cancel	OK

6 Press the **[Pap.Type]** key when copying onto thick paper.

Bypass Setting:	Select item
Paper Size: A6⊡7	
Paper Type: Plain	
Pap.Size Pap.Type	Exit

✓ Select the [Non Standard] by pressing the (D)key. Then press the [OK] key.

Paper Type:			Select	with	\odot
Plain	1	Non	Standard		
		_			
			Cancel	Oł	<

∰Important

You should specify the size of copy paper to avoid paper misfeeds.

• Set your originals, then press the [Start] key.

Program—Storing Your Copy Settings in Memory

You can store frequently used copy job settings in machine memory, and recall them for future use.

Storing Your Settings

You can store your settings you frequently use.

Deleting A Program

You can delete a stored program.

Recalling A Program

You can recall a stored program.

🖉 Note

- □ You can store up to ten programs.
- You can select the standard mode or program No. 10 as the mode to be set when modes are cleared, the machine is reset, or immediately after the operation switch is turned on.
- Paper settings are stored based on paper size. So if you place more than one paper tray of a same size, the paper tray prioritized with the user tools will be selected first. See "12. Pap.Tray Priority" in the System Settings Reference.
- Programs are not cleared by turning the power off or by pressing the [Clear Modes] key. They are canceled only when you delete or overwrite them with another program.

Storing a Program

1 Edit the copy settings so that all functions you want to store in this program are selected.

2 Press the **[Program]** key.



Press the [Store] key.

⊃rogram:	Select	pr	ogram	no.	wi th 🕢 🕞
>1	2	3	4		5
6	7	8	9		10
Store	Delete		Exit		OK

Select the program number you want to store these settings in with the () ▷ keys. Then press the [OK] key.

When the settings are successfully stored, the \diamondsuit symbol appears.

⊃rogram:	Select	: pro	ogram	no. wi	th∙€
>1	2	3	4	5	
6	7	8	9	10)
Store	Delete		Exit		OK

🖉 Note

- □ Program numbers with ⇒ already have settings in them.
- □ If this program number is already being used, the machine will ask you if you wish to overwrite it press the **[Yes]** or **[No]** key.

Deleting a Program

You can delete a stored program.

Press the [Program] key.

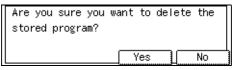
2 Press the [Delete] key.

Program∶	Select	pre	ogram	no.	wi th 🗨 🕞
>1	2	3	4		5
6	7	8	9		10
Store	Delete		Exit	(OK

3 Select the program number you want to delete with the **(a)** keys. Then press the **[OK]** key.

Delete Prog	ram:	Sele	ect no.	with	\odot
>1	2	3	4	5	
6	7	8	9	10	
			Exit	Oł	

4 Press the [Yes] key.



🖉 Note

- □ To cancel the deletion, press the **[No]** key.
- To delete another program, repeat steps **B** and **Q**.

Press the [Exit] key.

Delete Program:		Se	lect no.	. with	\odot
1	2	3	4	5	
6	7	8	9	10	
			Exit	Oł	$\langle $

Recalling a Program

You can recall a stored program.

Press the [Program] key.



2 Select the program number you want to recall with the ③ ▷ keys. Then press the [OK] key.

The stored settings are displayed.

Program∶	Select	pr	ogram	no.	wi th 🕢 🕞
>1	2	3	4		5
6	7	8	9		10
Store	Delete		Exit		OK

🔗 Note

- □ You can only select program numbers marked with the *⇒* symbol.
- Set your originals, then press the [Start] key.

Other Functions

Energy Saver Mode—Saving Energy

If you do not operate the machine for a certain period after copying, or when you press and hold the **[Energy Saver]** key for more than one second, the display goes blank and the machine enters Energy Saver mode. When you press the **[Energy Saver]** key again, when the originals are set in the document feeder, or when the platen cover or document feeder is opened, the machine returns to the ready condition. In Energy Saver mode, the machine uses less electricity.

Energy Saver mode makes a two-step reduction in electricity: one for the period up to the time set for Low Power mode, the other for the period after that time.

🖉 Note

The period for which the machine remains in Energy Saver mode (i.e. the period until the mode is turned off to return to the ready condition) varies with the effectiveness of energy saving.

P Reference

See "06. Panel Off Timer", "07. Energy Saver Level", "08. Energy Saver Timer" of the System Settings Reference.

Interrupt—Temporarily Stopping One Job to Copy Something Else

You can make urgently needed copies during a multi-copy run.

🖉 Note

□ The procedure for making interrupt copies depends on which kind of operation the machine is currently carrying out.

While a document is being fed

Press the [Interrupt] key.

The key indicator lights.

2 Remove the originals currently set for copying, and set your originals for interrupt copying.

P Reference

For functions that cannot be used together with this function, see \Rightarrow P.80 "*Combination Chart*".

Press the Start key.

The machine starts making your copies.

After interrupt copying, remove the originals for interrupt copying and the copies.

• Press the [Interrupt] key again.

The key indicator goes off.

6 Reset the previous originals. Then press the **[Start]** key.



The previous copy settings are recalled and the previous copy job can be resumed by pressing the [Start] key.

Interrupting copying after all originals have been fed

Press the [Interrupt] key.

The Interrupt key lights and copying will stop.

2 Set your original.

✓ Reference

For functions that cannot be used together with this function, see \Rightarrow P.80 "*Combination Chart*".

Press the [Start] key.

The machine starts making your copies.

4 When copying is complete, remove your originals and copies.

D Press the [Interrupt] key again.

The Interrupt indicator goes out.

Press the [Start] key.

The previous copy job settings will be restored and the machine will continue copying from where it left off.

User Codes

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

🖉 Note

- When user codes are turned on, the machine will prompt you for your user code after the power switch is turned on or System Reset comes into effect.
- □ To prevent others from making copies using your user code, press the **[Clear Modes]** and **[Clear/Stop]** keys simultaneously after copying.

Reference

For setting user codes, see \Rightarrow P.119 "1. General Features $\frac{4}{4}$ ".

Auto Start—Entering Copy Job Settings During the Warmup Period

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

- **1** Make any adjustments to copy settings during the warm-up period.
- **2** Set your originals.

B Press the [Start] key.

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

🖉 Note

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

Original Tone

The key tone sounds and an error message is displayed when you leave your originals on the exposure glass for about two seconds after copying.

🔗 Note

□ To cancel this function, see "06. Original Tone" on \Rightarrow P.117 "1. General Features $^{2}/_{4}$ ".

How to Set the Papers with Letterhead

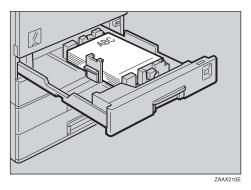
You can make the copies on the papers with letterhead.

When you want to make one sided copies

1 Set your original on the exposure glass.

2 Set the papers in the tray with the first page face-up.

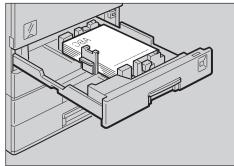
For the orientation, see the illustl-ration below.



When you want to make two sided copies

- **1** Set your original on the exposure glass.
- **2** Store the papers in the tray with the first page face-down.

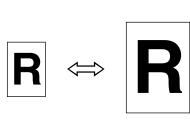
For the orientation, see the illustration below.



ZAAX220E

Preset Reduce/Enlarge—Reducing and Enlarging Using Preset Ratios

You can select a preset ratio for copying.



🖉 Note

- You can select one of 12 preset ratios (5 enlargement ratios, 7 reduction ratios).
- □ You can change the preset ratios to other ratios you frequently use. See "07. Re./En. Priority" in ⇒ P.117 "1. General Features ²/₄".
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- Copies can be reduced or enlarged as follows:

Ratio (%)	$\begin{array}{l} \text{Original} \rightarrow \text{Copy paper} \\ \text{size} \end{array}$
400 ^{*1} (en- large area by 16)	
200 (enlarge area by 4)	A5→A3
141 (enlarge area by 2)	A4→A3, A5→A4

\$ Metric	version
 Mictilio	VCISIOII

Ratio (%)	Original → Copy paper size
122	F→A3, A4→B4JIS
115	B4JIS→A3
93	A little reduced.
87	A3→B4JIS
82	$F \rightarrow A4, B4JIS \rightarrow F$
71 (reduce area by $1/_2$)	A3→A4, A4→A5
65	A3→F
50 (reduce area by $1/_4$)	A3→A5, F→A5
25^{*1} (reduce area by $^{1}/_{16}$)	

*1 When you set the originals in the document feeder, you cannot use 25% and 400 % ratio.

Inch version

Ratio(%)	Original → Copy paper size
400 ^{*1} (en- large area by 16)	
200 (enlarge area by 4)	$5^{1}/_{2}$ " × $8^{1}/_{2}$ " $\rightarrow 11$ " × 17"
155 (enlarge area by 2)	$5^{1}/_{2}$ " $\times 8^{1}/_{2}$ " $\rightarrow 8^{1}/_{2}$ " $\times 14$ "
129	$8^1/_2$ " × 11" → 11" × 17"
121	$8^1/_2$ " × 14" → 11" × 17"
93	A little reduced.
85	$F \rightarrow 8^1/_2$ " × 11"
78	$8^{1}/_{2}$ " × 15" \rightarrow $8^{1}/_{2}$ " × 11"

Ratio(%)	Original → Copy paper size
73	$11" \times 15" \rightarrow 8^1/_2" \times 11"$
65	$11" \times 17" \rightarrow 8^1/_2" \times 11"$
50 (reduce area by $1/4$)	$11" \times 17" \rightarrow 5^{1}/_{2}" \times 8^{1}/_{2}"$
25 ^{*1} (reduce area by $^{1}/_{16}$)	

- *1 When you set the originals in the document feeder, you cannot use 25% and 400 % ratio.
- Press the [Reduce/Enlarge] key to select a ratio.



2 Press the [Reduce] or [Enlarge] key.

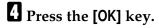
Redu	ce:			Selec	t wit	:h 👁 🗩
25%	50%	65% 71%	82%	87%	93%	100%
(A3	→A4	A4→A5)				
Re	duce	Enlarge				OK

Select the ratio by pressing the () keys.

Redu	ce:				Selec	t wit	h 👁 🗩
25%	50%	65%	71%	82%	87%	93%	100%
(A3	→B4u	is)					
Re	duce	Enl	arge]			OK

🖉 Note

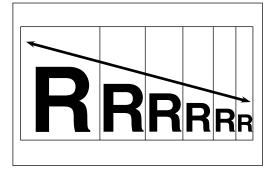
□ The ratio changes everytime you press the ③ ▷ keys.



• Set your originals, then press the [Start] key.

Zoom—Reducing and Enlarging in 1% Steps

You can change the reproduction ratio in 1% steps.



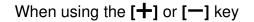
🖉 Note

- □ You can change the reproduction ratio from 25–400 %.
- When you set the originals in the document feeder, you can change the reproduction ratio from 50–200 %.
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- □ You can select a preset ratio which is near the desired ratio, then adjust the ratio with the [+] or [-] key.

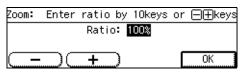
Press the **[Zoom]** key.



2 Enter the ratio.



● Enter the desired reproduction ratios with the [—] or [+] key.



When using the Number keys

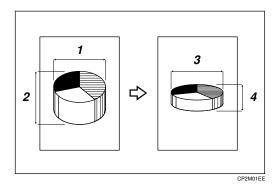
- Enter the desired ratio with the Number keys.
 - 🔗 Note
 - □ To change the ratio entered, press the **[Clear/Stop]** key and enter the new ratio.
- Press the [OK] key.
- 4 Set your originals, then press the [Start] key.

Directional Size Magnification (mm)— Stretching and Squeezing the Image into the Copy Area

The suitable reproduction ratios will be automatically selected when you enter the horizontal and vertical lengths of the original and copy image you want.

Preparation

Specify the vertical and horizontal sizes of the original and those of the copy, as shown in the illustration.



- 1: Horizontal original size
- 2: Vertical original size
- 3: Horizontal copy size
- 4: Vertical copy size

🖉 Note

You can enter sizes within the following ranges:

Metric version	1 – 999mm (in 1mm steps)
Inch version	0.1" – 99.9" (in 0.1" steps)

□ You can change the reproduction ratio from 25–400 %.

- □ When you set the originals in the document feeder, you can change the reproduction ratio from 50–200 %.
- □ If the calculated ratio is over the maximum or under the minimum ratio, it is corrected within the range of the ratio automatically. However, with some ratios, parts of the image might not be copied or blank margins will appear on copies.
- Press the [D. Size Mag.(mm)] key.



2 Enter the horizontal size of the original with the Number keys. Then press the [#] or (>>> key.

D. Size Mag.(mm): E	Enter size, press 🏽
Orig .:Horizmm	Copy:Horizmm
Vertmm	Vertmm
	Cancel 🛛 🔆

🖉 Note

- □ To change the value entered, press the **[Clear/Stop]** key and enter the new value.
- **3** Enter the horizontal size of the copy with the Number keys. Then, press the **[#]** or **(b)** key.
- Enter the vertical size of the original with the Number keys. Then press the [#] or (>>> key.



5 Enter the vertical size of the copy with the Number keys. Then press the [OK] key.

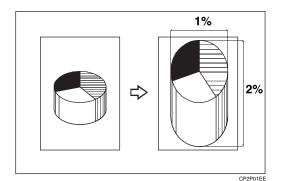
🖉 Note

□ To change the length, press the **[D. Size Mag.(mm)]** key, then press the ④ (▷) keys.

6 Set your originals, then press the **[Start]** key.

Directional Magnification (%)—Stretching and Squeezing the Image in 1% Steps

Copies can be reduced or enlarged at different reproduction ratios horizon-tally and vertically.



- 1: Horizontal %
- 2: Vertical %

🖉 Note

- □ You can change the reproduction ratio from 25–400 %.
- When you set the originals in the document feeder, you can change the reproduction ratio from 50–200 %.
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or blank margins will appear on copies.
- Press the [Direct. Mag.(%)] key.



2 Enter the desired horizontal ratio with the Number keys. Then, press the [#] key or the () key.

Direct. Mag. (%): En	· · · · · ·
Ratio: <mark>Horiz. 100%</mark>	/ Vert. 100%
	Cancel OK
	Caricet UK

Enter the desired vertical ratio with the Number keys. Then, press the [OK] key.

Direct. Mag. (%):	Enter ratio
Ratio:Horiz. 100%	/ Vert. 100%
	Cancel OK
	Caricet UK

🖉 Note

- □ To change the ratio, press the [Direct. Mag.(%)] key, then press the ④ ▷ keys, then enter the new ratio.
- Set your originals, then press the [Start] key.

Centre/Border Erase—Erasing the Centre and the Border

This function erases the centre and/ or all four sides of the original image, such as book originals.

Centre Erase

A≣	B		A≣B≣
		⇔	

CenterEE

Border Erase

3	¢	A	B

BorderEE

Two methods are available:

Centre

This mode erases the centre margin of the original image.

Border

This mode erases the surrounding area of the original image.

🖉 Note

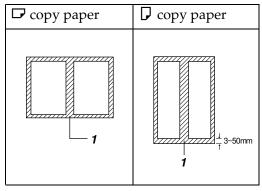
□ You can change the width of the erased margin as follows:

Metric version	3 – 50mm (in 1mm steps)
Inch version	0.1" – 2.0" (in 0.1" steps)

□ The default size of the erased margin is as follows. You can change this with the user tools. See "01. Border Erase Width" and "02. Centre Erase Width" in \Rightarrow P.120 "2. Adjust Image $\frac{1}{2}$ ".

Metric version	10mm
Inch version	0.4"

The position of the margin to be erased is determined according to the copy paper size.



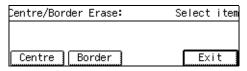
- □ 1: Erased part
- □ You can use the Centre Erase and Border Erase functions together.
- Press the [Centre/Border Erase] key.



2 Select the part to be erased.

Centre

Press the [Centre] key.

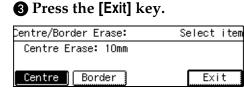


2 Enter the centre width with the Number keys. Then press the [OK] key.

Centre Erase:	Enter e	rase width
	10mm	
	Cancel	ОК

🖉 Note

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



Border



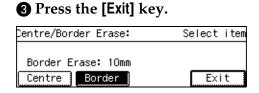
control per del protect	
Centre Border	Exit

Enter the border width with the Number keys. Then press the [OK] key.

Border Erase:	Enter e	erase (width	
	10mm			
Cancel OK				

🖉 Note

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



Set your originals, then press the [Start] key.

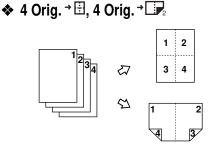
2

Combine—Combining Originals into One Copy

Use this feature to combine several original images onto one or more pages.

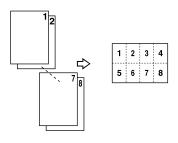
♦ 2 Orig. 1 2 1 2

Combine1

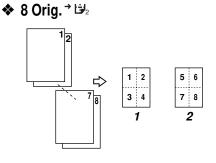


Combine2



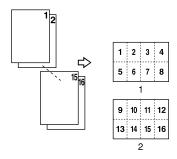


GCEIG000E



Combine3

♦ 16 Orig. → □ 2



GCSIX000E

- 1: Front
- 2: Back

Six methods are available:

♦ 2 Orig. → □

This mode copies two facing pages onto a one-sided copy.

♦ 4 Orig. →

4 one-sided pages are copied onto a single one-sided sheet.

◆ 4 Orig. → □P₂(optional duplex unit is required.)

4 one-sided pages are copied onto 1 two-sided sheet, 2 original images on each side. ♦ 8 Orig. →

Copies eight 1-sided originals together onto one side of copy paper.

S Orig. → B² (optional duplex unit is required.)

8 one-sided pages are copied onto 1 two-sided sheet, 4 original images on each side.

◆ 16 Orig. → □□2 (optional duplex unit is required.)

16 one-sided pages are copied onto 1 two-sided sheet, 8 original images on each side.

Original direction (when set in document feeder)

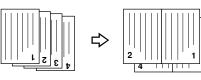
• Originals reading from left to right



Combine5

Combine6

• Originals reading from top to bottom



Limitation

- □ You cannot use the bypass tray with this function.
- □ The machine cannot copy originals different in size and direction.

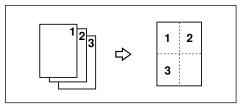
🖉 Note

□ The number of originals copied (combined) can be 2, 4, 8, or 16.

- □ In this mode, the machine selects the reproduction ratio automatically. This reproduction ratio depends on the copy paper sizes and the number of originals.
- □ You can change the reproduction ratio from 25–400 %.
- When you set the originals in the document feeder, you can change the reproduction ratio from 50–200 %.
- If the calculated ratio is under the minimum ratio, it is corrected within the range of the ratio automatically. However, with some ratios, parts of the image might not be copied or blank margins appear on copies.
- □ A separation line between originals can be printed with the user tools. See "06. Line(Combine)" in ⇒ P.122 "2. Adjust Image ²/₂".
- Even if the direction of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly. (When the Auto Reduce/Enlarge function is selected)
- □ You can make copies even if the number of originals is less than the number required in the selected mode. You can also disable this function with the user tools. See "2. Comb. Auto Eject " in ⇒ P.123 "3. *Input/Output* ¹/₂".
- □ When the number of originals placed is less than the number specified for combining, the last

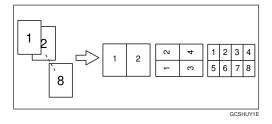
2

page(s) will be copied blank as shown in the illustration.

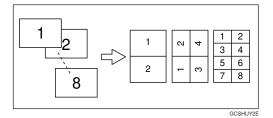


Direction of the originals and arrangement of combined images

Portrait (D) originals



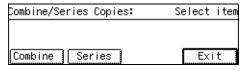
♦ Landscape (□) originals



Press the [Combine/Series] key.



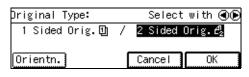
2 Press the [Combine] key.



Press the [Original] key.

Drig.Type: 1 Sided 🗓	Select with 🕢 🗩
<mark>2 Orig.→⊡</mark> 4 Orig	.→∰ 8 Orig.→∰∰
4 Orig.→⊡⊋_ 8 Orig	
Original Orients.	Cancel OK

Select your original type with the
(a) (b) keys. If your original type is 1 sided, go to step 2.



Press the [Orientn.] key, then select the original orientation.

Driginal Orientation:	Select	with 👁 🕞
R	R	
l r	Cancel	ОК

O Press the [OK] key.

Driginal Type:	Select with 🗨 🖲
1 Sided Orig.印	/ 2 Sided Orig.ℓ₂
Orientn.	Cancel OK

2 Press the [OK] key.

Drig.Type: 1 Sided🗓	Select	with 🗨 🕑
<mark>2 Orig.→[]]</mark> 4 Orig		Orig.→∰∰
4 Orig.→⊡⊋_ 8 Orig		Orig.→∰g₂
Original Orients.	Cancel	OK

Select the desired combine modes with the ③ keys. Then press the [OK] key.

Drig.Type: 1 Sided⑪	Select	with 👁 🗩
2 Orig.→⊡ <mark>4 Ori</mark> g		Orig.→⊞∰
4 Orig.→⊡⊋_ 8 Orig	.→ <mark>6</mark> / ₂ 16	Orig.→∰g₂
Original Orients.	Cancel	OK

🖉 Note

□ In 4 pages→ mode, 8 pages→ mode or 16 pages→ mode, you can specify the orientation of originals (**[Top to Top] [Top to Bottom]**).

9 Press the **[Exit]** key.

Combine/Series Copies:	Select item
Combine: 4 Orig.→丹	
Combine Series	Exit

Press the ③ keys to select the copy paper.

1 Set your originals.

When setting an original on the exposure glass or in the document feeder

Set the original, then press the [Start] key.

2 Set the next original, then press the [Start] key.

🖉 Note

To finish copying, press the [#] key to eject the copy.

When setting a stack of originals in the document feeder

• Set your originals, then press the [Start] key.

2

Series Copies—Making One-sided Copies from Various Originals

You can make one-sided copies from two facing pages of bound (book) originals and from two-sided originals.

Two methods are available:

♦ Book ♥+DD

You can make one-sided copies from two facing pages of a bound original (book).

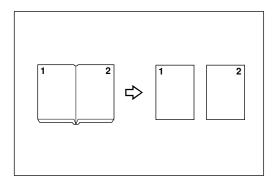
2-Sided ¹/₂•[¬] [¬](The optional document feeder is required.)

You can make one-sided copies from two-sided originals.

Limitation

□ You cannot use the bypass tray with this function.

Book [₩]·𝔅𝖓</sup>—Making One-sided Copies from Two Facing Page of a Bound Original (Book)



🔗 Note

□ Refer to the following table when you select original and copy paper sizes with a ratio of 100%:

Metric version

Original	Copy paper
A3D	A4 \square × 2 sheets
B4JIS	B5JIS $\square \times 2$ sheets
A4D	A5 \square × 2 sheets

Inch version

Original	Copy paper
11"×17"₽	$8^{1}/_{2}$ " × 11" \square × 2 sheets
8 ¹ / ₂ "×11"₽	$5^1/_2$ " $\times 8^1/_2$ " $\square \times 2$ sheets

Press the [Combine/Series] key.



2 Press the [Series] key.

Combine/Series Copies:	Select item
Combine Series	Exit

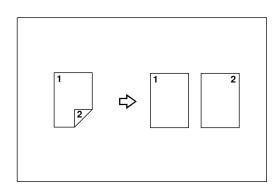
Select [Book $\rightarrow \oplus \square \square$] with the O keys. Then press the [OK] key.

Series:	Select with 🕢 🗩
2 Sidedℓ ¹ ₂→DD	/ Book Q+DD
Orientn.	Cancel OK

- Select the paper by pressing the(a) (b) keys.
- Set your originals, then press the [Start] key.

2-Sided ^{A+}PP — Making Onesided Copies from Two-sided Originals

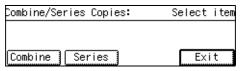
The optional document feeder is required to use this function.



Press the [Combine/Series] key.

0∰→ B	0,0,2,2,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0	° []/[][
			ZAAS085E

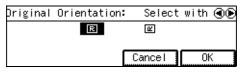
2 Press the [Series] key.



B Make sure that the [2 Sided \rightarrow ℓ_2^{1+pp}] is selected, then press the [OK] key.

Series:	Select with 🕢 🗩
2 Sided ℓ½→DD	/ Book Q→DD
Orientn.	Cancel OK

Press the [Orientn.] key, then select the original orientation.



- **5** Press the [OK] key.
- Select the paper by pressing the(a) keys.
- 2 Set your originals, then press the [Start] key.

Duplex—Making Two-Sided Copies

The optional duplex unit is required to use this function.

Three methods are available:

♦ 1 sided ¹/₂ *

This mode makes two-sided copies from one-sided originals.

♦ 2-sided ⁴/₂ • ¹/₂

This mode makes two-sided copies from two-sided originals.

♦ Book ♥ • P₂

This mode makes two-sided copies from facing pages of a bound original (book).

Limitation

□ You cannot use the following types of copy paper in this function:

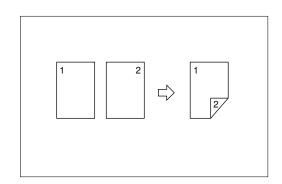
- Paper smaller than A5 \Box , 5¹/₂" $\times 8^{1}/_{2}$ " \Box
- Translucent paper
- Adhesive labels
- OHP transparencies
- Post cards
- □ You cannot use the bypass tray with this function.
- □ When the paper type is set to "Non-Standard" in the "Changing the Paper Size in the Tray 2", duplex copying is not available with the tray 2. Select another paper tray, change the paper in the tray 2, or set the paper type to Normal or Recycled. See \Rightarrow P.31 "Selecting Copy Paper", \Rightarrow P.105 "Changing the Paper Size in Tray 2".

🖉 Note

□ The following paper limitations apply:

Metric version	Mini- mum size	A507
	Weight	$64 - 105 g/m^2$
Inch ver- sion	Mini- mum size	$5^{1}/_{2}$ " × $8^{1}/_{2}$ " D
	Weight	20 – 28 lb

1 Sided D*P — Making Twosided Copies from One-sided Originals



🖉 Note

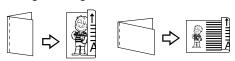
- □ If you set an odd number of 1-sided originals in the document feeder (ADF), the reverse side of the last page is left blank. You can disable this function to make the delivered last page not be blank. See "1. Duplex Auto Eject" in ⇒ P.123 "3. Input/Output ¹/₂".
- When original images are copied, the images are shifted by the width of the binding margin. You can adjust the binding margin or binding position. You can also change their default values. See "03. Left Dup.

Margin", "04. Top Dup. Margin" in \Rightarrow P.120 "2. Adjust Image 1/2".

Originals and copy direction

You can select the orientation (**[Top to Top]**, **[Top to Bottom]**).

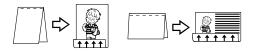
• Top to Top



Duplex1

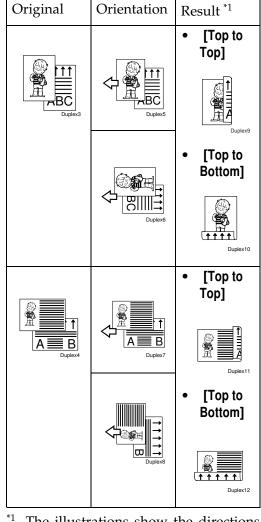
Duplex2

• Top to Bottom



```
Original direction and completed copies
```

The resulting copy image will differ according to the direction in which you set your original (lengthwise \Box).



¹ The illustrations show the directions of copied images on the front and back, not the directions of delivery.

Press the [Duplex] key.



2 Make sure that [1 Sided ^[]⁺[□]] is selected.

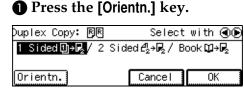
Duplex Copy: 🖻	Select with 🕢 🗩
1 Sided D→R₂/ 2	Sided £¦₂→k͡₂/Book kû→k͡₂
Orientn.	Cancel OK

When setting the copy direction

Select the orientation of the copy paper.

Note

□ If you do not set the copy direction, **[Top to Top]** will be selected automatically.



2 Select the desired orientation with the ③ ▷ keys. Then press the [OK] key.

Drientation:		Select	with 👁 🕞
Top to Top®®	1	Top to Bo	ttom B y
		Cancel	OK

3 Press the [OK] key.

4 Set your originals.

When setting an original on the exposure glass or in the document feeder

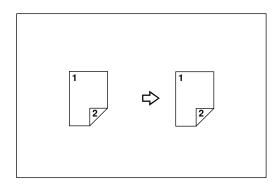
- Set the original, then press the [Start] key.
- Set the next original, then press the [Start] key.

When setting a stack of originals in the document feeder

• Set your originals, then press the [Start] key.

2 Sided @ • D — Making Twosided Copies from Two-sided Originals

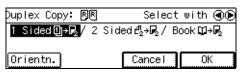
The optional document feeder is required to use this function.



Press the [Duplex] key.

ZAAS112E

2 Select [2 Sided ^ℓ₂ • **□**₂] with the key, then press the [OK] key.



3 Set your originals.

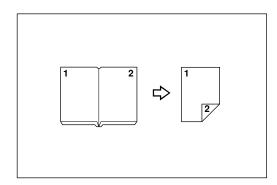
When setting an original on the exposure glass or in the document feeder

- Set the original, then press the [Start] key.
- 2 Set the next original, then press the [Start] key.

When setting a stack of originals in the document feeder

• Set your originals, then press the [Start] key.

Book ^Q · P₂ — Making Two-Sided Copies from Facing Pages of a Bound Original (Book)



🖉 Note

Refer to the following table when you select original and copy paper sizes with a ratio of 100%:

Metric version

Original	Copy paper
A3D	A4 \square (2-sided)
B4JIS	B5JIS 🖓 (2-sided)
A4D	A5 \square (2-sided)

Inch version

Original	Copy paper
11"×17"₽	$8^{1}/_{2}$ " × 11" \square (2-sided)
8 ¹ / ₂ "×11" □	$5^{1}/_{2}" \times 8^{1}/_{2}"$ (2-sided)

1 Press the [Duplex] key.



Select [Book [↓]· [↓]] with the [ⓑ]key, then press the [OK] key.

Duplex Copy: 명제	Select with 🗨 🗩
1 Sided ∰→R₂/2 S	ided £2+₽2 / Book 00+₽2
Orientn.	Cancel OK

B Set your originals.

When setting an original on the exposure glass or in the document feeder

- Set the original, then press the [Start] key.
- 2 Set the next original, then press the [Start] key.

When setting a stack of originals in the document feeder

• Set your originals, then press the [Start] key.

Cover—Adding or Inserting Sheets

Use this feature to have cover pages inserted/copied onto using different paper.

Preparation

Before you can use this function, you need to select the "Tray 2" or the "Bypass" as Cover Only Tray with the "12. Cover/OHP Tray". \Rightarrow P.117 "1. General Features ${}^{3}/{_{4}}$ "

There are two types in this function:

Front Cover

The first page of your original is copied on a specific paper for covers.

Both Covers

The first and last pages of your originals are copied on specific paper sheets for covers.

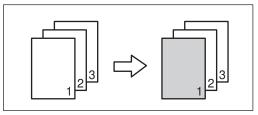
🖉 Note

- The cover or slip sheets should be identical in size and direction with the copy paper.
- If Blank Cover mode is selected, the cover will not be counted as a copy.

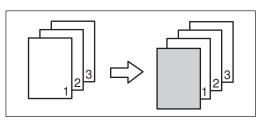
Front Cover—Copying or Adding a Front Cover

The first page of your original is copied on a specific paper for covers.

Copy



Blank

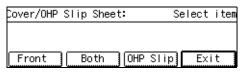


🖉 Note

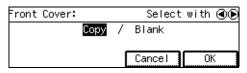
- You can specify whether to copy onto cover paper. If you select [Copy], the first page will be copied on the cover sheet. If you select [Blank], a cover sheet will just be inserted before the first copy.
- Press the [Cover/OHP Slip Sheet] key.



2 Press the [Front] key.



Specify whether to copy on the cover sheet with the ③ keys. Then press the [OK] key.



Press the [Exit] key.

Cover/OHP Slip Sheet:	Select item
Front Cover: Copy	
Front Both OHP SI	Exit

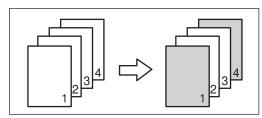
5 Set cover sheets on the bypass tray or in the 2nd paper tray.

Set your originals, then press the [Start] key.

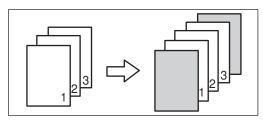
Both Covers—Copying or Adding Front and Back Covers

The first and last pages of your originals are copied on specific paper for covers.

🛠 Сору



Blank

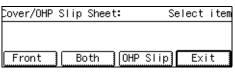


🖉 Note

□ You can specify whether to copy onto the cover sheet. If you select [Copy], the first and last pages will be copied on the cover sheets. If you select [Blank], a cover sheet will just be inserted before the first copy and another sheet after the last copy. Press the [Cover/OHP Slip Sheet] key.



Press the [Both] key.



B Specify whether to copy on the cover sheet with the ⓓ 𝔅 keys. Then press the [OK] key.

Front&Back	Cover:		Select	with	\odot
	Сору	7	Blank		
			0	01	<i>_</i>
			Cancel	10	()

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

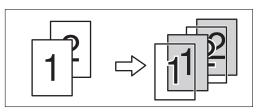
Cover/OHP Slip Sheet: Select item Front&Back Cover: Copy Front Both OHP Slip] Exit

- Set cover sheets on the bypass tray or in the tray 2.
- **U** Select the copy paper tray containing paper indentical in size and direction to the cover paper with the **(D)** keys.
- Set your originals, then press the [Start] key.

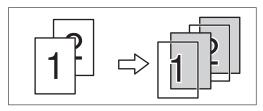
OHP Slip Sheet—Copying or Inserting Slip Sheets

For each original page, a slip sheet will be placed after each copy, or a slip sheet will be fed and the same original image copied onto this slip sheet.

Copy



Blank



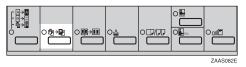
Preparation

Before you can use this function, you need to select the "Tray 2" or the "Bypass" as Cover Only Tray with the "12. Cover/OHP Tray". \Rightarrow P.117 "1. General Features $^{3}/_{4}$ "

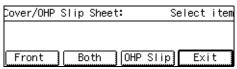
🖉 Note

- Set slip sheets of the same size and in the same orientation as OHP transparencies.
- □ You can specify whether to make copies onto the inserted slip sheets.
- □ If you do not copy onto a slip sheet, the sheet is excluded from the number of copies counted.

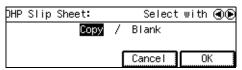
Press the [Cover/OHP Slip Sheet] key.



2 Press the [OHP Slip] key.



E Specify whether to copy on the slip sheet with the ⓓ keys. Then press the [OK] key.



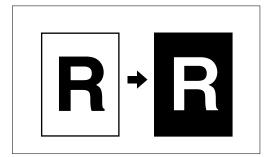
Set OHP transparencies in the bypass tray or tray 2.



- **5** Set the slip sheets in the paper tray, then select this tray by pressing the **(a)** keys.
- Set your originals, then press the [Start] key.

Positive/Negative—Copying in Complementary Colors

If your original is black and white, copy images are inverted.



Press the [Positive/Negative] key.



2 Press the [Pos/Neg.] key.

Selectitem:

Pos/Neg. Repeat Overlay Exit

Press the [Exit] key.

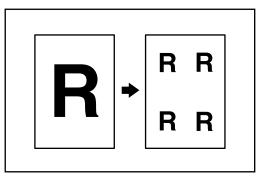
Selectitem:

1: Positive/Negative
Pos/Neg. Repeat Overlay Exit

Set your originals, then press the [Start] key. 2

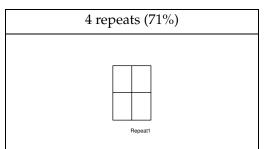
Repeat Image—Repeating an Image over the Entire Copy

The original image is copied repeatedly.

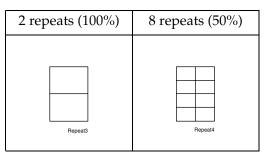


🔗 Note

- The number of repeated images depends on the original size, copy paper size, and reproduction ratio. Refer to the following table.
 - ♦ Original: 5¹/₂" × 8¹/₂" □ /Copy paper: 8¹/₂" × 11" □ or Original: 5¹/ 2" × 8¹/₂" □ /Copy paper 8¹/₂" × 11" □



 ♦ Original: 5¹/₂" × 8¹/₂" □ /Copy paper: 8¹/₂" × 11" □ or Original: 5¹/ 2" × 8¹/₂" □ /Copy paper 8¹/₂" × 11" □



- Part of a repeated image might not be copied depending on the copy paper size, copy paper direction or reproduction ratio.
- □ You can insert separate lines between repeated images. See "07. Line (Repeat)" in ⇒ P.122 "2. Adjust Image ²/₂".
- Select the size of the copy paper and the reproduction ratio.
- **2** Press the [Repeat] key.



B Press the [Repeat] key.

Selectitem: Pos/Neg.] Repeat Overlay Exit

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



Set your original, then press the [Start] key.

Merging Images (Overlay)—Merging Two Different Originals

Preparation

There are three ways to make Overlay copies.

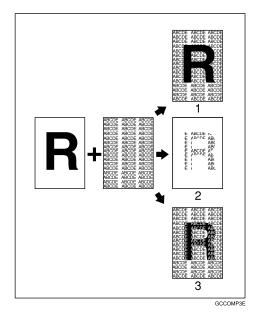
- Overlay-1 Two different originals can be merged onto the same copy paper.
- Overlay-2

The machine merges two originals and only the overlapped image will be copied.

• Overlay-3

Originals are merged and where black overlaps black the image is inverted (see the above illustration).

The machine can merge two different originals onto the same copy paper.



- 1: Overlay-1
- 2: Overlay-2

3: Overlay-3

Limitation

- You cannot change the paper size once you have selected the Overlay feature.
- When you set different sized originals in the document feeder, parts of the image might not copied. Set the original on the exposure glass.

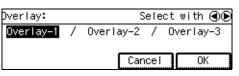
Press the [Overlay] key.



2 Press the [Overlay] key.

Selectitem: Pos/Neg.] Repeat Overlay Exit

Select the desired mode with the
 (a) (b) keys. Then press the [OK] key.



4 Press the [**E**xit] key.

Selectitem:		
1: Overlay-1		
Pos/Neg. Repeat	Overlay	Exit

• Set your originals, then press the [Start] key.



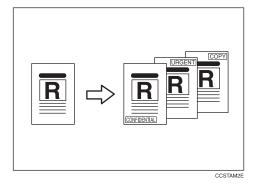
Solution Note

 $\ensuremath{\square}$ When setting originals on the exposure glass, start with the first page to be copied. After the first original is scanned, remove originals and repeat step **5**.

Preset Stamp—Printing Preset Messages on Your Copies

One of the following seven messages can be stamped on copies.

- CONFIDENTIAL
- COPY
- URGENT
- PRIORITY
- For Your Information
- PRELIMINARY
- For Internal Use Only



Limitation

- □ You cannot use the bypass tray with this function.
- One message can be stamped at a time.

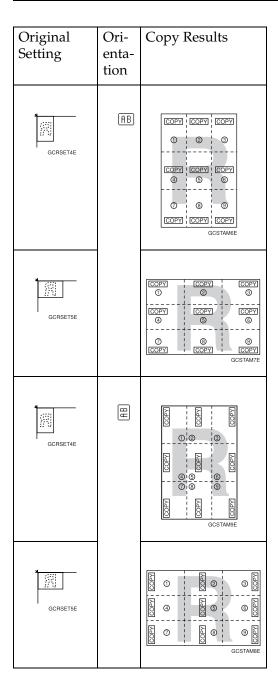
🖉 Note

- □ You can change the stamp position and orientation. See "10. Stamp Position" in \Rightarrow P.126 "4 Stamp Setting ${}^{3}/{}_{3}$ ".
- □ You can select the print page. See ⇒ P.77 "When changing the numbering format"
- □ You can change the stamp size and stamp density. See "08. Stamp Size" in \Rightarrow P.126 "4 Stamp Setting ²/₃", "09. Stamp Density" in \Rightarrow P.126 "4 Stamp Setting ³/₃".

Original setting, stamp position and orientation

You can select the following positions and orientations.

Key on Display	Stamp Position	
	0	
	0	
	3	
	4	
	6	
	6	
	Ø	
	8	
	9	







2 Press the [Preset] key.

Stamp:	Select item
Decost 3 Decos no 3	
Preset Page no.	Exit

3 Select the desired message by pressing the **(a)** keys. Then press the **[OK]** key.

Preset Stamp:	Select with 🕢 🗩
CONFIDENTIAL / Fo	r Your Information /
For Internal Use	Only / PRELIMINARY /
(†Prev.) (UNext) Cancel OK

When changing the stamp position and orientation

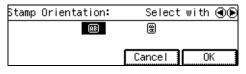
1 Press the **[Position]** key.

Preset Stamp:		
•For Your Infomation		
• 🗖	•All Pages	
Position Prt.Page	Cancel	OK

2 Select the desired stamp position by pressing the ③ ▷ keys. Then press the [OK] key.

Stamp Positio	n:		Sel	ect w	i th	00
Тор	C	entr	e	E	otto	m
		•				
Orientn.			Cance		OK	

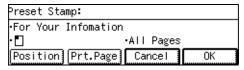
3 If you want to change the stamp orientation, press the [Orientn.] key.



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

When changing the numbering format

Press the [Prt.Page] key.



2 Select the desired mode by pressing the ③ ▷ keys. Then press the [OK] key.

Print Page:		Select	with 🗨 🕞
All Pages	7	1st Page Or	nly
		Cancel	ОК

4 Press the [OK] key.

5 Press the **[Exit]** key.

Set your originals, then press the [Start] key.

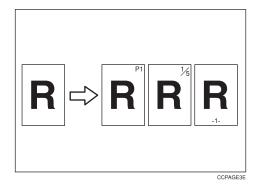
Note

When you set the original on the exposure glass and select the [1st Page Only] key, press the [#] key after all originals are scanned.

2

Page Numbering—Printing Page Numbers

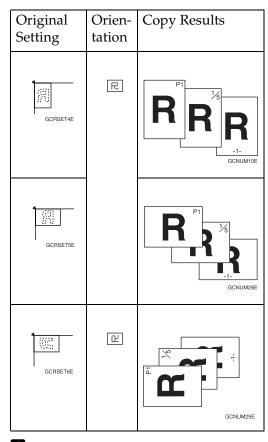
You can print page numbers on your copy. There are three types of page numbering (P.1, P2..., 1/5, 2/5..., or -1-, -2-...).



🔗 Note

- When you select Page Numbering, Sort mode is automatically selected.
- □ You can change the numbering position. See "05. Page No. Position" in \Rightarrow P.126 "4 Stamp Setting $^{2}/_{3}$ ".
- □ If you want to adjust the numbering position or numbering size, See "02. Page No. Size" or "05. Page No. Position" in ⇒ P.125 "4 Stamp Setting ¹/₃".
- □ If the page number is up to 999, page numbering is not printed.
- □ If the total pages are over, page numbering is not printed.

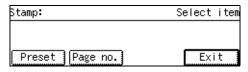
 Original setting, stamp position and orientation



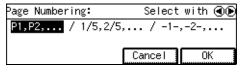
Press the [Stamp] key.



2 Press the [Page No.] key.



U Select the desired mode by pressing the **()** keys. Then press the [OK] key.



If you selected numbering format P1, P2, ... or -1-, -2-, ... in step **B**

- **1** If you wish, do one of the following:
 - To change the page on which numbering starts, press the [Prt.Page] key.
 - To change the position of page number, press the [Position] key.

Page Numbering:		
•P1,P2,	Start No.:	1
· 🖪		
Position Prt.Pag	ge Cancel	OK

Page Numbering:	
•-1-,-2-,	Start No.: 1
• 🖪	
Position Prt.Pa	age Cancel OK

If you selected numbering format 1/5, 2/5, ... in step **B**

Enter the page on which numbering will start (Start Page), the total number of pages (Total Pages).

Print	Page:		Enter	number,	Press(#)
Start	Page:	From	Page1		
Start	No.:	_1	(Total	Pages:_	_1)
			Car	ncel	OK



- **2** Press the [OK] key.
- **3** If you wish, do one of the following:
 - To change the page on which numbering starts, press the [Prt.Page] key.

• To change the position of page numbers, press the [Position] key.

Page Numbering:	
•1/5,2/5,	Start No.: 1
• 🖪	Total Pages: 1
Position Prt.Pa	ge Cancel OK

Press the [OK] key.

Note 🖉

□ If you want to change the entered numbers, press the [Prt.Page] key.

To change the numbering position

• Press the [Position] key.

Page Numbering:		
•1/5,2/5,	Start No.:	1
•••	Total Pages	: 1
Position Prt.Page	Cancel	OK

2 Select the desired numbering position by pressing the D key.

Numbering Position:	Select	with 👁 🕞
Top Right <mark>[</mark>	Bottom Rig	ht 🗖
BottomCentre		
Original	Cancel	OK

Note 🖉

□ If you want to change the original orientation, press the [Original] key.

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

- **5** Press the [OK] key.
- **6** Press the **[Exit]** key.

Note 🖉

□ When you set the original on the exposure glass, press the [#] key after all originals are scanned.

Combination Chart

The combination chart given below shows which modes can be used together. When you read the chart, please refer to the following table.

\overleftrightarrow	means that these modes can be used together.
\rightarrow	means that these modes cannot be used together. The mode after you select will be the mode you're working in.
×	means that these modes cannot be used together. The mode before you select will be the mode you're working in.

The following shows the combinations of functions.

														ľ	Mo	de	aft	er y	/ou	se	lec	t												
		ls	u								pass Tray			uification (mm)	tion (%)			Combine					Series Copies		Duplex									
		Non-standard Original	Original Type Selection	Auto Paper Select	Auto Reduce/Enlarge	Sort	Rotate Sort	Shift Sort	Shift Stack	Staple	Copying From The Bypass Tray	Preset Reduce/Enlarge	Zoom	Directional Size Magnification (mm)	Directional Magnification (%)	Erase Centre	Erase Border	2 pages → 1-sided	4 pages → 1-sided	4 pages \rightarrow 2-sided	8 pages → 1-sided	8 pages → 2-sided	2-sided → 1-sided	Book \rightarrow 1-sided	1-sided → 2-sided	2-sided → 2-sided	Book → 2-sided	Cover	Preset Stamp	Page Numbering	OHP Slip Sheet	Positive/Negative	Image Repeat	Overlay
	Non-stand- ard Originals		\$	×	\$	\$\$	Σ	☆	Σ¢	Σţ	Σ¢	\$2	Σ¢	Σţ	\$	Σţ	☆	Σţ	☆	Σţ	Σţ	☆	Σ¢	Σţ	Σ¢	Σţ	Σ¢	\$	Σ¢	Σ	었는	쟈	졌	☆
	Original Type Selection	\$₹		\$₹	☆	☆	☆	☆	☆	첫	☆	\$₹	☆	☆	☆	첫	☆	첫	☆	첫	첫	☆	☆	첫	☆	첫	☆	☆	☆	☆	것	\$	첫	☆
	Auto Paper Select	×	☆		\rightarrow	☆	☆	☆	☆	X	\rightarrow	☆	☆	☆	☆	X	☆	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	☆	\rightarrow	☆	X	\rightarrow	\rightarrow	☆	☆	\rightarrow	☆	\rightarrow	☆
	Auto Reduce/ Enlarge	☆	☆	×		☆	☆	☆	☆	X	×	\rightarrow	\rightarrow	\rightarrow	\rightarrow	X	☆	Σ¢	☆	Σ¢	Σ¢	☆	☆	\rightarrow	☆	X	\rightarrow	☆	☆	☆	Σ4	☆	\rightarrow	☆
	Sort	☆	☆	☆	☆		\rightarrow	\rightarrow	\rightarrow	\$≿	×	☆	☆	☆	☆	\$≿	☆	\$¢	☆	\$¢	Ř	☆	☆	\$¢	☆	\$≿	☆	☆	☆	☆	\rightarrow	☆	\rightarrow	×
lect	Rotate Sort	☆	☆	☆	☆	\rightarrow		\rightarrow	\rightarrow	\rightarrow	×	☆	☆	☆	☆	☆	Å	☆	Å	☆	☆	☆	☆	☆	☆	☆	☆	\rightarrow	☆	☆	\rightarrow	☆	\rightarrow	×
u se.	Shift Sort	☆	☆	☆	☆	\rightarrow	\rightarrow		\rightarrow	\rightarrow	×	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	\rightarrow	☆	\rightarrow	×
e yo	Shift Stack	☆	☆	☆	☆	\rightarrow	\rightarrow	\rightarrow		×	×	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	\rightarrow	☆	☆	\rightarrow	☆	\rightarrow	×
ofor	Staple	☆	☆	☆	☆	☆	×	\rightarrow	\rightarrow		×	☆	☆	☆	☆	☆	☆	☆	☆	☆	Å	☆	☆	☆	☆	☆	☆	☆	☆	☆	\rightarrow	☆	\rightarrow	\times
Mode before you select	Copying From The Bypass Tray	☆	☆	\rightarrow	×	×	×	×	×	×		☆	☆	☆	☆	×	×	×	×	×	×	×	☆	×	×	×	×	×	×	×	×	24	×	☆
	Preset Re- duce/Enlarge	☆	☆	☆	\rightarrow	☆	☆	☆	☆	첫	☆		\rightarrow	\rightarrow	\rightarrow	첫	☆	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	☆	장	☆	첫	☆	☆	\$2	☆	24	☆	☆	☆
	Zoom	☆	☆	☆	\rightarrow	☆	☆	☆	☆	Å	☆	\rightarrow		\rightarrow	\rightarrow	Å	☆	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	☆	☆	☆	Å	☆	☆	Å	☆	☆	☆	☆	☆
	Directional Size Magnifi- cation (mm)	☆	☆	☆	\rightarrow	☆	☆	☆	☆	☆	☆	\rightarrow	\rightarrow		\rightarrow	☆	☆	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	☆	\$	☆	☆	☆	☆	☆	☆	\$	\$	\$	☆
	Directional Magnification (%)	\$≾	\$2	\$≾	\rightarrow	☆	☆	☆	\$	**	\$	\rightarrow	\rightarrow	\rightarrow		**	¢	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\$	**	\$	**	\$	☆	\$∡	\$	×4	24	X4	\$

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			ls	u								pass Tray			iffication (mm)	tion (%)			Combine		r			Series Copies		Duplex									
			Non-standard Originals	Original Type Selection	Auto Paper Select	Auto Reduce/Enlarge	Sort	Rotate Sort	Shift Sort	Shift Stack	Staple	Copying From The Bypass Tray	Preset Reduce/Enlarge	Zoom	Directional Size Magnification (mm)	Directional Magnification (%)	Erase Centre	Erase Border	2 pages \rightarrow 1-sided	4 pages \rightarrow 1-sided	4 pages \rightarrow 2-sided	8 pages \rightarrow 1-sided	8 pages → 2-sided	2 -sided $\rightarrow 1$ -sided	Book \rightarrow 1-sided	1 -sided $\rightarrow 2$ -sided	2-sided → 2-sided	Book \rightarrow 2-sided	Cover	Preset Stamp	Page Numbering	OHP Slip Sheet	Positive/Negative	Image Repeat	Overlay
	Era	ase Centre	☆	☆	☆	☆	☆	☆	☆	☆	☆	×	☆	☆	☆	☆		☆	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	☆	\rightarrow	☆	☆	\rightarrow	☆	☆	☆	☆	☆	\rightarrow	\rightarrow
		se Border	☆	☆	☆	☆	☆	☆	☆	☆	☆	×	☆	☆	☆	☆	☆		\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	\rightarrow	\rightarrow
		$\begin{array}{l} 2 \text{ pages} \rightarrow \\ 1\text{-sided} \end{array}$	☆	☆	×	☆	☆	☆	☆	\$	☆	×	☆	☆	☆	☆	×	×		\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	☆	☆	\rightarrow	☆	\rightarrow	×
	Je	4 pages → 1-sided	☆	☆	×	☆	☆	☆	☆	\$	☆	×	☆	☆	☆	☆	×	×	\rightarrow		\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	☆	☆	\rightarrow	☆	\rightarrow	×
	Combine	4 pages → 2-sided	☆	☆	×	☆	☆	☆	☆	☆	☆	×	☆	☆	☆	☆	×	×	\rightarrow	\rightarrow		\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	☆	☆	\rightarrow	☆	\rightarrow	×
		8 pages → 1-sided	☆	☆	×	☆	\$☆	☆	☆	\$	\$	×	\$	\$☆	\$☆	\$☆	×	×	\rightarrow	\rightarrow	\rightarrow		\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	☆	☆	\rightarrow	☆	\rightarrow	×
		8 pages → 2-sided	☆	☆	×	☆	\$☆	☆	☆	\$	\$	×	\$	\$☆	\$☆	\$☆	×	×	\rightarrow	\rightarrow	\rightarrow	\rightarrow		\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	☆	☆	\rightarrow	☆	\rightarrow	×
	Copies	2-sided → 1 -sided	☆	☆	43	☆	43	43	☆	\$	\$	\$	\$	43	43	43	☆	43	\uparrow	\uparrow	\rightarrow	\rightarrow	\uparrow		\rightarrow	\rightarrow	\rightarrow	\uparrow	\rightarrow	☆	☆	43	☆	\rightarrow	×
Mode before you select	Series C	Book \rightarrow 1-sided	☆	☆	×	×	43	43	☆	☆	24	×	24	43	43	43	×	43	\uparrow	\uparrow	\rightarrow	\rightarrow	\uparrow	\rightarrow		\rightarrow	\uparrow	\uparrow	\rightarrow	☆	☆	43	☆	\rightarrow	×
fore y		$\begin{array}{l} 1\text{-sided} \rightarrow \\ 2\text{-sided} \end{array}$	☆	☆	43	☆	43	43	☆	\$	\$	×	\$	43	43	43	☆	43	\uparrow	\uparrow	\rightarrow	\rightarrow	\uparrow	\rightarrow	\rightarrow		\rightarrow	\uparrow	☆	☆	☆	\uparrow	☆	\rightarrow	×
ode be	Duplex	$\begin{array}{l} \text{2-sided} \rightarrow \\ \text{2-sided} \end{array}$	☆	☆	₹\$	☆	₹\$	것	☆	자	었는	Х	었는	것	₹\$	것	☆	☆	\uparrow	\rightarrow	\rightarrow	Ļ	\uparrow	Ļ	Ļ	Ļ		\uparrow	☆	☆	☆	\uparrow	☆	\rightarrow	×
Μ	I	Book \rightarrow 2-sided	\$₹	☆	×	×	\$2	\$2	☆	껆	저는	Х	저는	24	\$2	24	×	\$2	\uparrow	\uparrow	\rightarrow	Ļ	\uparrow	Ļ	Ļ	Ļ	\rightarrow		\rightarrow	☆	☆	\uparrow	☆	\uparrow	×
	Co	ver	장	Σ	×	Σ	☆	×	₹	×	꼬	×	꼬	₹¢	☆	₹¢	Ϋ́	☆	\rightarrow	\rightarrow	\rightarrow	Ļ	\rightarrow	Ļ	\uparrow	꼬는	☆	\rightarrow		Σζ	₹	\rightarrow	☆	\rightarrow	×
	Pre	eset Stamp	☆	☆	47	☆	47	47	☆	첫	첫	×	첫	47	47	47	☆	43	☆	47	☆	첫	☆	첫	첫	첫	47	47	☆		☆	₹¢	×	$\stackrel{\wedge}{\bowtie}$	☆
	Pag Nu	ge mbering	☆	☆	4∡	☆	4∡	4∡	☆	☆	☆	×	☆	☆	4∡	☆	☆	4∡	\$2	☆	☆	☆	\$2	☆	☆	☆	4∡	☆	☆	☆		47	×	☆	☆
	OF She	IP Slip eet	☆	☆	×	☆	×	×	×	×	×	×	☆	☆	☆	☆	☆	☆	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\$	☆	\rightarrow	\rightarrow	\rightarrow	\rightarrow	☆	☆		☆	☆	☆
		sitive/ gative	☆	☆	☆	☆	☆	☆	☆	42	☆	42	☆	☆	☆	☆	☆	☆	☆	☆	☆	42	☆	42	\$2	42	☆	☆	☆	\rightarrow	\rightarrow	24		Σ\$-	\rightarrow
	Im pea	age Re- at	☆	☆	×	×	×	×	×	×	×	×	\$2	☆	☆	☆	×	×	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	☆	☆	\$	☆		\rightarrow
	Ov	erlay	☆	☆	47	☆	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	☆	☆	☆	47	☆	×	×	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	☆	☆	Å	\rightarrow	\rightarrow	
	Int	errupt	☆	☆	\$☆	☆	×	×	×	×	×	젔	것	\$≾	\$≾	\$≾	☆	\$	×	×	×	×	×	젔	Z4	×	×	×	×	☆	☆	×	×	×	×

Combination Chart

2

^{*1} When you select the mode after you select, the machine returns to Auto Reduce/Enlarge mode. However, you can select the mode before you select again.

3. What to do If Something Goes Wrong

If Your Machine does not Operate as You Want

Message

Machine's Condition	Problem/Cause	Action		
The machine instructs you to wait.	The machine is warming up.	Wait for the machine to warm-up.		
		 ✓ Reference You can use Auto Start mode during the warm- up period. See ⇒ P.48 "Auto Start—Entering Copy Job Settings During the Warm-up Period" 		
The machine cannot detect the original size.	Unsuitable original is set. See \Rightarrow P.16 "Sizes Difficult	Set non-standard size orig- inal on the exposure glass.		
	to Detect".	Input the both horizontal and vertical sizes of the non-standard original. See \Rightarrow P.27 "Setting Originals on the Exposure Glass".		
		Select paper manually, not in Auto Paper Select mode.		
		Do not use Auto Reduce/ Enlarge mode.		
	Original is not set.	Set your originals.		
The machine instructs you to check the original direc- tion.	There is no copy paper that is the same direction as the originals.	Set the original in the same direction as the copy paper.		
The machine instructs you to check paper size.	Unsuitable original size is set.	Select the proper paper size.		
The machine cannot staple this size paper.		Select the proper paper size that can be used in Staple mode. See \Rightarrow P.38 "Staple"		

Machine's Condition	Problem/Cause	Action		
You cannot enter the de- sired copy set number.	The number of copies ex- ceeds the maximum copy quantity.	You can change the maxi- mum copy quantity that you can make at a time. See "05. Max. Copy Q'ty" in \Rightarrow P.117 "1. General Features ² / 4"		
The machine instructs you to set the duplex tray.		Reset the duplex tray correctly. See \Rightarrow P.2 "Guide to Components".		
The machine instructs you to set the key counter.		Set the key counter.		

Display

Problem	Cause	Action		
The panel display is off.	The machine is in Energy Saver mode.	Press the [Energy Saver] key to cancel Energy Saver mode.		
	The operation switch is turned off.	Turn on the operation switch.		
	The main power switch is turned off.	Turn on the main power switch.		
Nothing happens when the operation switch is turned on.	The main power switch is turned off.	Turn on the main power switch. See \Rightarrow P.2 "Guide to Components"		
	The power cord is un- plugged.	Maker sure that the power cord is plugged into the wall outlet firmly.		

If You Cannot Make Clear Copies

Problem	Cause	Action		
Copies appear dirty.	The image density is too dark.	Adjust the image density. \Rightarrow P.30 "Adjusting Copy Im- age Density".		
	Auto Image Density is not selected.	Select Auto Image Density.		
The reverse side of an orig- inal image is copied.	The image density is too dark.	Adjust the image density. \Rightarrow P.30 "Adjusting Copy Im- age Density".		
	Auto Image Density is not selected.	Select Auto Image Density.		
A shadow appears on cop- ies if you use the pasted originals.	The image density is too dark.	Adjust the image density. \Rightarrow P.30 "Adjusting Copy Im- age Density".		
		Change the direction of the original.		
		Put mending tape on the pasted part.		
The same copy area is dirty whenever making copies.	The exposure glass, platen cover, or document feeder white sheet is dirty.	Clean them. \Rightarrow P.134 "Maintaining Your Ma- chine".		
Copies are too light.	The image density is too light.	Adjust the image density. \Rightarrow P.30 "Adjusting Copy Im- age Density".		
	Damp or rough grain pa- per is used.	Use dry paper without rough grain.		
	Toner cartridge is almost empty.	Add toner. \Rightarrow P.93 "		
Parts of the image are not copied.	The original is not set cor- rectly.	Set originals correctly. \Rightarrow P.27 "Setting Originals".		
	An improper paper size is selected.	Select the proper paper size.		
Copies are blank.	The original is not set correctly.	Set originals correctly. \Rightarrow P.27 "Setting Originals".		

Problem	Cause	Action
A moire pattern is pro-	Your original has a dot pat-	Change the original direc-
duced on copies. R ⇒ R	tern image or many lines.	tion.

If You Cannot Make Copies as You Want

Problem	Cause	Action			
Copies are not stapled.	There are jammed staples in the stapler.	Remove jammed staples. See \Rightarrow P.109 " $\stackrel{\bullet}{\clubsuit}$ Removing Jammed Staples".			
		 Note After removing jammed staples or adding staples, staples might not be ejected the first few times you try to use the stapler. 			
	The number of copies ex- ceeds the capacity of the stapler.	Check the stapler capacity. See \Rightarrow P.38 "Staple".			
	The stapler has run out of staple.	Add staples. See \Rightarrow P.107 " \clubsuit Adding Staples".			
Staples are wrongly posi- tioned.	Originals are not set cor- rectly.	Set originals correctly. See \Rightarrow P.38 "Staple".			
Misfeeds occur frequently.	Copy paper size setting is not correct.	Set the proper paper size. See \Rightarrow P.103 "Changing the Paper Size".			
You cannot combine sever- al functions.	Selected functions cannot be used together.	Refer to the combination chart. See \Rightarrow P.80 "Combi- nation Chart".			

Adjust Image

Problem	Cause	Action
In Centre/Border mode, parts of the original image are not copied.	The margin is too wide. Your original has narrow margins on four sides.	Set a narrower margin with the user tools. See "01. Bor- der Erase Width" in \Rightarrow P.120 "2. Adjust Image $1/2$ ". See "02. Centre Erase Width" in \Rightarrow P.120 "2. Ad- just Image $1/2$ ".

Problem	Cause	Action
In Image Repeat mode, the original image is not cop- ied repeatedly.	You selected the same size copy paper as originals, and did not select the prop- er reproduction ratio.	Select copy paper larger than the originals. See \Rightarrow P.72 "Repeat Image—Repeat- ing an Image over the Entire Copy".
		Select the proper reproduc- tion ratio. See \Rightarrow P.72 " <i>Re-</i> <i>peat Image</i> — <i>Repeating an</i> <i>Image over the Entire Copy</i> ".

Combine

Problem	Cause	Action		
Parts of the image are not copied.	You specified an improper reproduction ratio that does not meet the sizes of your originals and copy pa- per.	 When you specify a reproduction ratio using Manual Paper Select mode, make sure the ratio matches your originals and the copy paper. Note Select the correct reproduction ratio before using Combine mode. 		
	Your originals are not iden- tical in size and direction.	Use originals that are iden- tical in size and direction.		
Order of copies is not cor- rect.	You set originals in the in- correct order.	When setting a stack of original in the document feeder, the last page should be on the bottom.		
		If you set an original on the exposure glass, start with the first page to be copied.		

Stamp

Problem	Cause	Action
Stamps do not appear on copies.	The original is not set cor- rectly.	Set original correctly. See \Rightarrow P.75 "Preset Stamp— Printing Preset Messages on Your Copies".

Problem	Cause	Action		
Original image and stamp overlap on copies and orig- inal image cannot be read.	The stamp is set to solid.	Change to screen. See \Rightarrow P.126 "4 Stamp Setting $^{3}/_{3}$ ".		
	Your original has narrow margins on four sides.	Change the stamp position. See \Rightarrow P.126 "4 Stamp Setting $3/3$ ".		
Page numbers do not appear in the position you require.	The numbering position is wrong.	Change the numbering po- sition. See \Rightarrow P.126 "4 Stamp Set- ting $^{2}/_{3}$ ".		

Duplex

Problem	Cause	Action
Order of copies is not cor- rect.	You set originals in the in- correct order.	When setting a stack of originals in the document feeder, the last page should be on the bottom.
		If you set an original on the exposure glass, start with the first page to be copied.
In Margin Adjustment mode, parts of the original image are not copied.	The margin is too wide.	Set a narrower margin with the user tools. See "03. Left Dup. Margin" in \Rightarrow P.120 "2. Adjust Image $1/2$ ". See "04. Top Dup. Margin" in \Rightarrow P.120 "2. Adjust Image $1/2$ ".

Problem	Cause	Action
Orientation of copies (Top to Top, or Top to Bottom) is not correct.	You set originals in an in- correct direction or the ori- entation setting is incorrect.	Select the correct orienta- tion, or set originals cor- rectly. \Rightarrow P.64 "Duplex— Making Two-Sided Copies"
		 Note If you set A3, 11" × 17" or B4JIS, 8¹/₂" × 14" originals as shown below, for example, take one of the two actions described below the illustration.
		 Select [Top to Bottom] to make copies in "Top to Top" orientation. Select [Top to Top] to make copies in "Top to Bottom" orientation. Alternate the originals as shown below when setting them.
		Rara

Loading Paper

🖉 Note

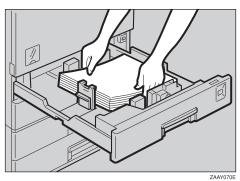
□ If you want to change the paper size, see ⇒ P.103 "Changing the Paper Size".

✓ Reference

Regarding paper types and sizes that can be set, see \Rightarrow P.18 "*Copy Paper*".

1 Pull out the paper tray until it stops.

2 Square the paper and set it in the tray.



Important

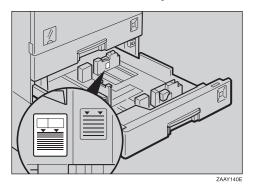
- Do not stack paper over the limit mark.
- If paper is left in the paper tray and then you add paper, a misfeed might occur.

🖉 Note

□ Shuffle the paper before setting it in the tray.

Loading non-standard size paper in the tray 2

When you set the non-standard size paper in tray 2, do not stack the paper above the lower limit mark of tray 2.

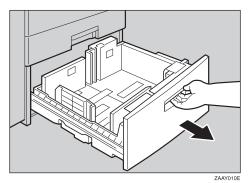


- **B** Reinstall the back fence.
- Push the paper tray in until it stops.

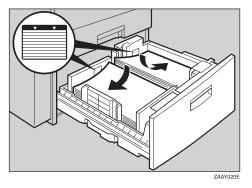
Loading Paper in the Large Capacity Tray

🖉 Note

- Set copy paper of the same size and direction in the left side of the large capacity tray.
- **1** Pull out the large capacity tray.



2 Place the paper in the tray.



∰Important

- Align the right edge of the right copy paper stack with the right edge of the tray.
- □ Align the left edge of the left copy paper stack with the left edge of the tray.
- Do not stack paper over the limit mark.

Solution Note

- □ Shuffle the paper before setting it in the tray.
- □ If the paper is curled, set the paper up side down.

B Push the tray in until it stops.

L Changing the Toner Bottle

When 📩 is displayed, it is time to supply toner.

A WARNING:



Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of the used toner containers according to local regulations for plastics.

A CAUTION:



- Do not eat or swallow toner.
- Keep toner (used or unused) and toner containers out of reach of children.

A CAUTION:



This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.

∰Important

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

🖉 Note

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

Regarding toner storage, see \Rightarrow P.23 "Toner Storage".

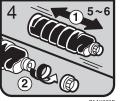


• 1: Open the front cover of the machine.

• 2: Lift the green holder.

• 3: Push the green lever, and gently pull out the holder.





ZAAX070E







- 4: Press the toner bottle backward to • raise its head, then gently pull out the bottle.
- 5: Hold the new bottle horizontally and • shake it 5 or 6 times.

Note

- □ Do not remove the black cap when shaking.
- 6: Remove the black cap. ٠

Note 🖉

- **D** Do not remove the inner cap.
- 7: Put the toner bottle on the holder, then press its head forward.

8: Push the holder until it clicks. •

- 9: Push down the green holder.
- 10: Close the front cover of the ma-• chine.

Replacing Photo Conductor Unit (PCU)

When "Replace photoconductor unit" appears on the panel display, it is time to replace the photo conductor unit.

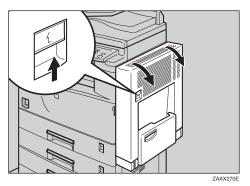
A WARNING:

• Do not incinerate the photo conductor unit. Toner dust might ignite when exposed to an open flame. Dispose of the used photo conductor unit according to local regulations for plastics.

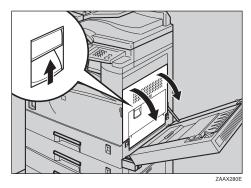
Note

- Do not tilt used PCU after removing it from the machine. If you do, toner might fall out.
- Do not hold the developer cartridge when removing the used PCU from your machine. If you do, the cartridge might come unlocked and fall.
- Do not touch the photo conductor. If you do, abnormal copies might be made.
- Before you remove the used PCU from the machine, wait until the machine has completely stopped and is making no sound. Failure to take this precaution could result in a fault.
- □ If there are misfeeds, remove the misfed paper before removing the used PCU.
- Be sure to remove the sealing tape before setting the new PCU. Leaving it on could cause a fault.
- □ After replacing the PCU, the machine will take about 1 minutes to initialize.

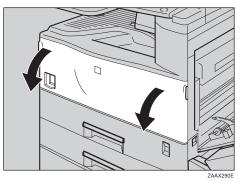
1 If the duplex unit is installed, open the duplex unit by pushing the catch upwards.



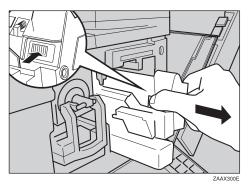
2 Open the right cover of the machine by pushing the catch upwards.



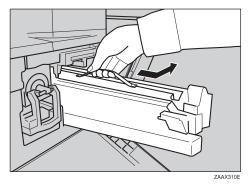
3 Open the front cover.



While pressing the green button, slide the photo conductor unit out until it stops.



5 Raise the green handle and slide the photo conductor unit out until it stops.



∰Important

- Do not tilt or drop the removed photo conductor unit. Moving the unit abruptly can scatter the toner.
- While the photo conductor unit is removed, do not change the toner.
- **5** Take the new photo conductor unit from the box and remove the plastic bag, holding the handle.

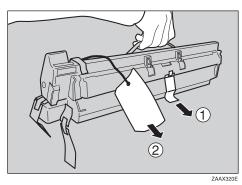
∰Important

- Do not drop or damage the removed photo conductor unit.
- Do not touch the side of the photo conductor unit.

Put the photo conductor unit removed in step ¹/₂ into the plastic bag emptied in step ¹/₂, keeping the unit at the same angle as when it was installed. Then, zip the plastic bag.

🖉 Note

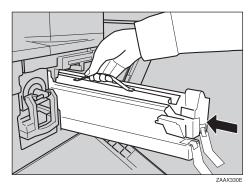
- Do not tilt the used PCU after Removing it from the machine. If you do, toner might fall.
- Remove the two red sheets from the photo conductor unit in the order shown in the illustration.



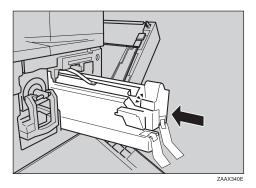
∰Important

- Remove the photo conductor unit keeping the unit parallel to the ground as shown in the illustration. Otherwise, the toner in the unit might scatter.
- Do not touch the inside of the unit or the green parts, after the black protection sheet is removed.

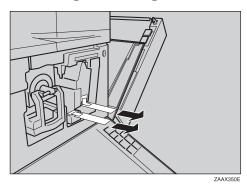
Align the new photo conductor unit onto the rail of the machine. Slide the unit all the way into the machine.



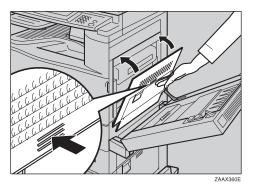
Push the unit into the machine until it clicks into place.



Remove the red sheet from the photo conductor unit and remove the two pieces of tape.



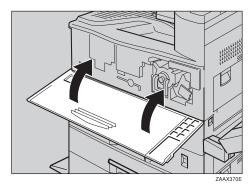
Close the right cover of the machine.



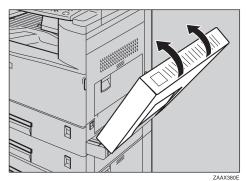
🖉 Note

□ If the right side cover of the machine cannot be closed, it means that the photo conductor unit has not been properly installed. Slide the photo conductor unit out and push it into the machine again until it clicks into place.

B Close the front cover.



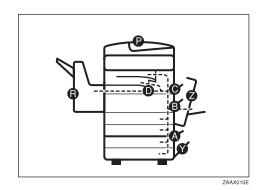
If the duplex unit is installed, close the duplex unit by pushing the catch upwards.



🖉 Note

Confirm that the "Replace PCU" message does not appear on the Operation Panel.

A Clearing Misfeeds



A CAUTION:



When removing misfed paper, do not touch the fusing section because it could be very hot.

∰Important

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

🖉 Note

- More than one misfed areas may be indicated. In this case, check every applicable area. Refer to the following charts: A, B, C, D, R, P, Y, Z
- □ You can find a sticker explaining how to remove misfed paper inside of the front cover, upper side of the finisher.
- □ When the machine instructs you to reset originals, reset your originals to the feeding position. The display will indicate the number of originals you should return.

When C is lit







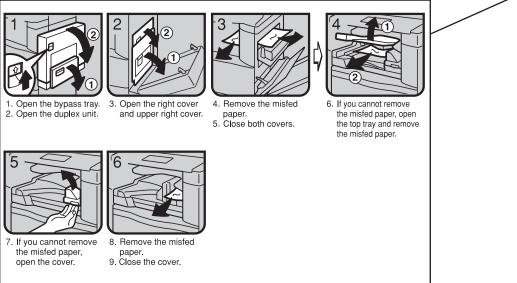
Open the bypass tray.
 Open the duplex unit.

3. Open the right cover and upper right cover.



 Remove the misfed paper.
 Close both covers.

When D is lit



When B is lit 4 (2) 1. Open the bypass tray. 3. Open the right cover. 4. Remove the misfed 6. Push up the paper guide 2. Open the duplex unit. paper. release lever and then 5. Close the covers. remove the misfed paper. 7. Pull down the paper guide release lever and close the bypass tray. When Y is lit When A is lit 2 2 $\overline{\Box}$ $\overline{\Box}$ Ū Q С D [Ò Ò 1. Open the right cover. 2. Remove the misfed 1. Open the right cover 2. Remove the misfed paper. 3. Close the cover. paper. 3. Close the cover. of the paper tray unit. ZAAX020E

When P is lit



1. Open the cover of the auto document feeder (ADF) and remove

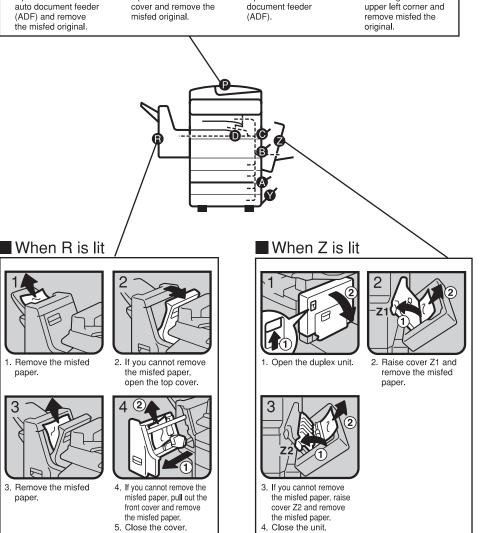


2. Open the ADF external cover and remove the





upper left corner and remove misfed the



ZAAX030E

Changing the Paper Size

Preparation

Two procedures for changing the paper size are given below. The first is for changing the paper size in tray 1 or the optional paper table, the second for changing the paper size in tray 2. Please check you are following the appropriate procedure before you start.

∰Important

- Be sure to select the paper size with the user tools. Otherwise, misfeeds might occur.
- If you want to change the Large Capacity Tray's paper size, contact your service representative.

PReference

For paper sizes, weight, and capacity that can be set in each tray, see \Rightarrow P.18 "*Copy Paper*".

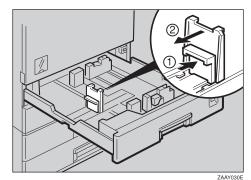
Changing the Paper Size in Tray 1 or the Optional Paper Table

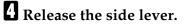
Make sure that the paper tray is not being used.

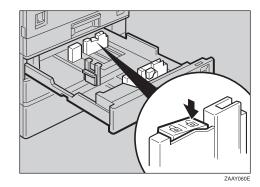
Pull out the paper tray.

- 🖉 Note
- □ Remove any remaining copy paper.

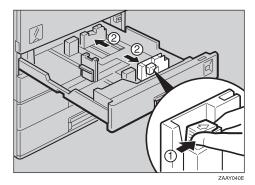
While pressing the release lever, adjust the back fence.



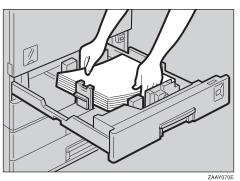




5 While pressing the release lever, adjust the side fences.

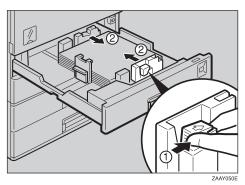


6 Square the paper and set it in the tray.



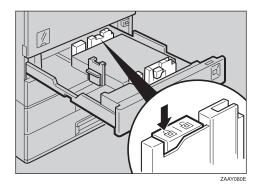
₿Important

- Do not stack paper over the limit mark.
- **2** While pressing the release lever, adjust the side fences to the new paper size.

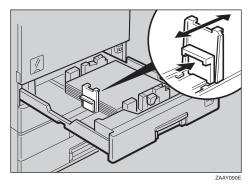


∰Important

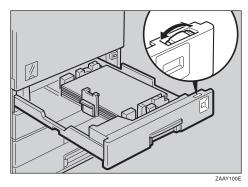
When setting small quantities of copy paper, be careful not to squeeze in the side fence too much or paper will not be fed properly. **8** Lock the side lever.



While pressing the release lever, adjust the back fence to the new paper size.



Adjust the tray size with the paper size selector to the new paper size.



🖉 Note

□ If you cannot find your desired paper size, select "★", then set the copy paper size with the "11

Special Pap. Size" setting in the System Settings manual.

Push the paper tray in until it stops.

Changing the Paper Size in Tray 2

Carry out steps **□-□** described in "Changing the Paper Size in Tray 1 or the Optional Paper Table" ⇒ P.103 "Changing the Paper Size in Tray 1 or the Optional Paper Table".

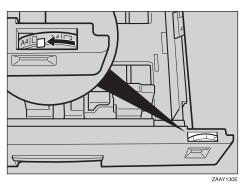
🖉 Note

□ If the size of paper you wish to load is not shown on the scale, slide the paper size selector to the "★" mark then specify the paper size and type.

2 Push the switch-over lever to the left or right depending on the type of paper you have loaded:

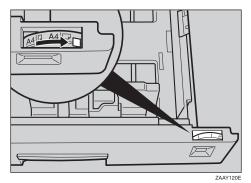
Standard Paper

• Push the switch-over lever to the left.



Non-standard Paper

- e.g. OHP transparencies, transparent paper, postcards etc.
- Push the switch-over lever to the right.



🖉 Note

- When you push the switchover lever to the right, you cannot use the following functions.
 - Sort/Stack/Staple
 - Duplex

Push the paper tray in until it stops.

Setting the non-standard size paper

Press the key to select the second paper tray. Then press the [#] key.

⊖Ready				Q' ty	/: 1
Auto	A4 🖓	A4 🕞	A4 🖓	A3DP	4
[100%]			Select	with 🖲)• -

2 Press the [Pap.Size] key.

Tray 2 Paper Size:	Select	item
Paper Size: A3⊡⁄		
Paper Type: Plain		
Pap.Size Pap.Type Orig. S	Size E>	cit

Press the [**Prev.**] or [**\Next**] key until the page with the paper size you require is displayed.

Tray 2: 1/5	Select with 🕢 🗩
A3C7 B4JISC7	A4C7 A4D
85JIS 🕞 🛛 85JIS 🖓	АБСЯ Вбизся
(Three) (Vext	Cancel OK
Tray 2: 2/5	Select with 🕢 🗩
A6C7 8KC7	16K 🗗 16K 🗗
11×17 CP 8½×14 CP	8½×11 🖙 8½×11 🖓
(†Prev.) (↓Next	Cancel OK
Tray 2: 3/5	Select with 🕢 🗩
5%×8% CP 7%×10% CP	7%a×10½ ₽
8½×13☞ 8¼×13☞	
(†Prev.) (JNext	Cancel OK
Summer Summer	
Tray 2: 4/5	Select with 🗨 🗩
10×14 CP 4%×9½ CP	3%x7½⊡7 C6Env.⊡7
C5Env. D DLEnv.	₽
(†Prev.) (↓Next	Cancel OK
Summer Summer	
Tray 2: 5/5	Select with 🗨 🗩
Custom Size:	
Prev. (UNOVE	Cancel OK
Summer Summer	* Inner 1

When the paper size you require is displayed

 Press the ④ or ▷ key to select the paper size. Then press the [OK] key.

Tray 2: 1	1/5	Selec	t with 👁 🕞
A3D7	B4JIS 🕞	A4 🕞	A4 🖓
B5JIS 🕞	B5JIS 🕞	A5 🗗	B6JIS 🕞
(three,)(↓Next	Cancel	ОК

When the paper size you require is not displayed

🖉 Note

□ You can also specify the tray2 size with the User Tools (System Settings). See "11. Special Pap. Size" in the System Settings Reference.

• When [Custom Size] screen is shown, press the [OK] key.

Tray 2: 5/5	Select w	ith 👁 🕞
Custom Size:		
(†Prev.)(UNANT)	Cancel	OK

2 Enter the horizontal size then press the [#] key.

Tray 2:	Enter size
Horiz.432mm / (148-432mm)	Vert.297mm (100–297mm)
(140 4021111)	Cancel OK

3 Enter the vertical size then press the [OK] key.

Tray 2:	Enter size, press 🏽
Horiz.432mm	
(148-432mm)	(100-297mm)
	Cancel OK

Press the [Pap.Type] key.

Tray 2 Paper Size:	Select	item
Paper Size: A3⊡7		
Paper Type: Plain		
Pap.Size Pap.Type Orig.	Size E	cit

E Press the ④ or ⓑ key to select the paper type. Then press the [OK] key.

Paper	Type:		Select with 🗨 🗩
	Plain	7	Recycled / Special
			Cancel OK

6 Press the **[Exit]** key.

Tray 2 Paper Size:	Select item
Paper Size: A3⊡⊅	
Paper Type: Plain	
Pap.Size Pap.Type Orig	. Size Exit

📩 Adding Staples

A CAUTION:



This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.

∰Important

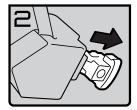
□ If you use a staple cartridge other than that recommended, staple failure or staple jams might occur.



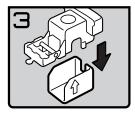
fin101EE

fin102EE

• 1: Open the front cover.

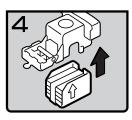


• 2: Remove the cartridge.



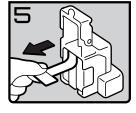
fin103EE

• 3: Take out the empty refill in the arrow direction.



fin104EE

• 4: Push in the new refill until it clicks.

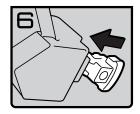


fin105EE

• 5: Pull out the ribbon.

• 6: Reinstall the cartridge.

• 7: Close the front cover.



fin106EE



fin107EE

3

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📩 Removing Jammed Staples

🖉 Note

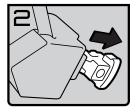
- □ Staples might be jammed because of curled copies. In this case, try turning the copy paper over in the tray. If there is no improvement, change to copy paper with less curl.
- □ After removing jammed staples, staples might not be ejected the first few times you try to use the stapler.



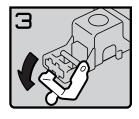
fin108EE

fin109EE

• 1: Open the front cover.

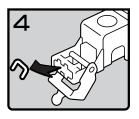


• 2: Remove the cartridge.



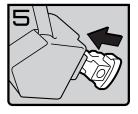
fin110EE

• 3: Open the face plate.



fin111EE

• 4: Remove the jammed staples.



fin112EE

fin113EE

3

• 5: Reinstall the cartridge.

• 6: Close the front cover.

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4. User Tools (Copy Features)

Accessing the User Tools (Copy Features)

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

Preparation

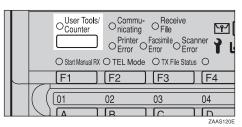
Always exit the user tools when you have finished.

₽ Reference

For how to access the system settings, see "Accessing The User Tools (System Settings)" in the System Settings Reference.

For information the Fax user tools, see the Fax Reference.

Press the [User Tools/Counter] key.



2 Enter **[2]** with the Number keys.

🖉 Note

□ If you press the **[Language]** key, you can select the display language.

Enter the number of the desired User Tools menu with the Number keys.

⊠Copier Features	Enter number
1 General Features	2 Adjust Image
3 Input/Output	4 Stamp Setting
	PrevMenu

🖉 Note

□ To return to the previous menu, press the **[PrevMenu]** key.

4 Search for the desired setting with the [↓Next] key. Enter its number with the Number keys.

🖉 Note

- □ [↓Next] : Press to go to the next page.
- □ [**↑Prev.**] : Press to go back to the previous page.

✓ Reference

See \Rightarrow P.111 "User Tools (Copy Features)".

- **5** Change the settings by following the instructions on the panel display. Then press the [OK] key.
 - Reference

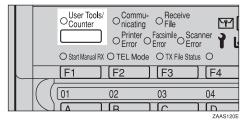
See \Rightarrow P.116 "Settings You Can Change with the User Tools".

🖉 Note

- □ **[OK]** key: Press to set the new settings and return to the previous menu.
- □ **[Cancel]** key: Press to return to the previous menu without changing any data.

Exiting the User Tools

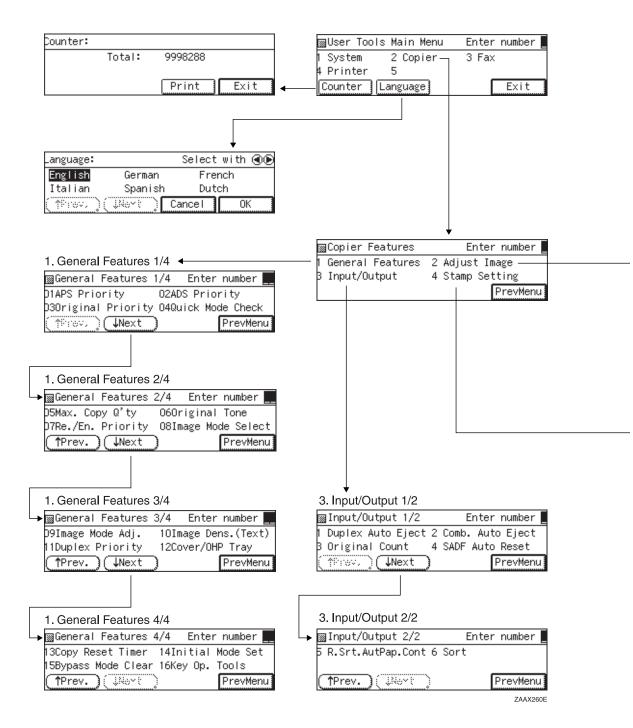
Press the [User Tools/Counter] key.

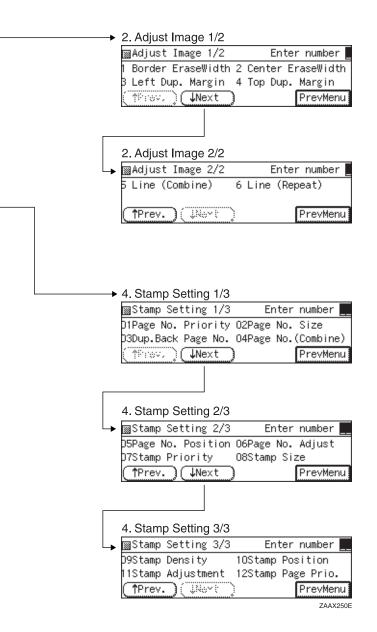


🖉 Note

- □ You can exit the User Tools by pressing the **[Exit]** key on the User Tools Main Menu.
- □ If you want to return to copy mode, press the **[User Tools**/ **Counter]** key.
- □ The settings are not canceled even if the power switch is turned off or the **[Clear Modes]** key is pressed.

User Tools Menu (Copier Features)





Settings You Can Change with the User Tools

For how to access the user tools, see \Rightarrow P.111 "Accessing the User Tools (Copy Features)".

1. General Features ¹/₄

Menu	Description
01. APS Priority	As a default setting, Auto Paper Select is selected. You can cancel this setting.
	□ Default: <i>On</i>
02. ADS Priority	In Text, Text/Photo and Photo modes, you can specify whether to select Auto Image Density.
	Default:
	• Text: <i>On</i>
	• Text/Photo: On
	• Photo: <i>Off</i>
03. Original Priority	As a default setting, Text is selected as original type. You can change it to Text/Photo, or Photo.
	Default: Text
04. Quick Mode Check	You can specify whether the selected functions are shown on the initial display. If you change the default setting to [On] , the display is shown as below.
	CReady Q'ty: 1 Auto A417 A417 ↓ Select with ④● -
	[141%] Sort/Staple,C/B Erase
	□ Default: <i>Off</i>

1. General Features ²/₄

Menu	Description
05. Max. Copy Q'ty	The maximum copy quantity can be set between 1 and 99.
	🖉 Note
	Default: 99
06. Original Tone	The key tone sounds when you forgot to remove originals after copying.
	Note
	□ Default: <i>On</i>
	If the Panel Tone setting is set to Off, (see "System Settings"), the key tone does not sound irrespective Original Tone setting.
07. Re./En. Priority	Specify which Reduce, Enlarge or Input Ratio is shown on the panel display with priority when the [Reduce/Enlarge] key is pressed.
	Default:
	Metric version: 71 %
	• Inch version: 73 %
08. Image Mode Select	You can select the copy quality.
	Limitation
	In Enhanced mode, the optional 48MB copier memory unit is required to use the sort function.
	🖉 Note
	Default: Normal Mode

1. General Features ³/₄

Menu	Description
09. Image Mode Adj. (when 08. Image Mode Select is set to Enhance mode)	
Use to fine-tune the finish of copies for each original type setting (Text, Text/Photo, Photo)	
1 Text	
Use to adjust the cut of edges in the final image.	

Note

□ Applied when the **Original Type** indicator is lit, and Text is selected.

Menu	Description
2 Text/Photo	
	ment contains a mixture of text and photographs, this settings ad- e two take priority in the final image.
🖉 Note	
Applies when	Text/Photo has been selected with [Original Type] key.
3 Photo	
Choose a setting	that matches the type of photographic original you are copying.
🖉 Note	
□ Applies when	Photo has been selected with the [Original Type] key.
□ Coarse Print: I	Printed photographs are rendered using coarse dots.
Press Print: Pr	inted photographs are rendered using fine dots.
□ Glossy Photo:	For original photographs with a fine level gradation.
09. Image Mode	Adj. (when 08. Image Mode Select is set to Normal mode)
Use to fine-tune t Photo)	he finish of copies for each original type setting (Text, Text/Photo,
1 Text	
Use to adjust the	cut of edges in the final image.
🖉 Note	
Applies when	the Original Type indicator is lit, and Text is selected.
2 Text/Photo	
	ment contains a mixture of text and photographs, this settings ad- e two take priority in the final image.
🖉 Note	
□ Applies when	Text/Photo has been selected with [Original Type] key.
3 Photo	
Choose a setting	that matches the type of photographic original you are copying.
🖉 Note	
□ Applies when	Photo has been selected with the [Original Type] key.
Glossy Photo: paper.	Renders printed photographs using large dots like that of a news-
	Pondore printed photographe converts similar to gravier minutes
D Coarse Print: I	Renders printed photographs coarsely, similar to gravier printing.

10. Image Dens. (Text)	You can select original text density setting level.
	Default: <i>Normal</i>

Menu	Description
11. Duplex Priority	You can select the type of the Duplex function to be effec- tive when the machine is turned on, Energy Saver mode is off, or Copy Reset Timer is on.
	NoteDefault: Off
12. Cover/OHP Tray	You can select a special tray for cover and OHP.
	NoteDefault: Bypass

1. General Features ⁴/₄

Menu	Description
13. Copy Reset Timer	The machine returns to its initial condition automatically after your job is finished. The time can be set from 10 to 999 seconds, or Off.
	 Note Default: 60 sec.
14. Initial Mode Set	You can select the initial mode or Program No. 10 as the mode to be effective when modes are cleared.
	Default: <i>Standard</i>
15. Bypass Mode Clear	Specify whether to clear the bypass tray settings when the machine is turned on, Energy Saver mode is off, or the Copy Reset Timer times out.
	Default: Off
16. Key Op. Tools	
If the machine is set to use the User Code function, operators must input their user codes before the machine can operate.	
The machine can keep count of the number of copies made under each user code.	
1. User Code Mgmt.	Specify whether to employ user codes to restrict copier users and manage the number of copies made.
	Note
	Default: Off

Menu	Description
2. Counter Reset	You can check the number of copies made under each user code. You can also reset each user code's counter to 0.
	☐ If more than one user code is registered, you can view all the counters using the [↑Prev.] or [↓Next] key.
3. Clear Code/Counter	You can delete all user codes or reset all counters to 0.
4. Prog. User Code	You can register user codes.
	\Box Up to 50 user codes (8 digits or less) can be registered.
5. Chg/Del User Code	You can change or delete user codes.
	The number of copies made under the old code is added to that made under the new user code.
	The number of copies made under the deleted code is also deleted.
6. Counter List Print	You can print a list of counters shown by user code.
	♥ Limitation
	□ If A4, 8 ¹ / ₂ " × 11" or larger paper is not set in the paper trays, this list cannot be printed.
	T To stop the printing, press the [Cancel] key.

2. Adjust Image ¹/₂

Menu	Description
01. Border Erase Width	The default width of erased margins in Border Erase mode can be changed as follows:
	• Metric version: 3 – 50mm in 1mm steps
	• Inch version: 0.1 – 2.0" in 0.1" steps
	Default:
	• Metric version: <i>10mm</i>
	• Inch version: 0.4"

Menu	Description
02. Centre Erase Width	The default width of erased margins in Centre Erase mode can be changed as follows:
	• Metric version: 3 – 50mm in 1mm steps
	• Inch version: 0.1 – 2.0" in 0.1" steps
	Default:
	• Metric version: <i>10mm</i>
	• Inch version: 0.4"
03. Left Dup. Margin	You can specify left margin on the back side of copies.
	• Metric version: 0 – 50mm in 1mm steps
	• Inch version: 0 – 2.0" in 0.1" steps
	♥ Limitation
	The optional duplex unit is required.
	Note
	Default:
	• Metric version: <i>5mm</i>
	• Inch version: 0.2"
04. Top Dup. Margin	You can specify back top margin on the front side of copies.
	• Metric version: 0 – 50mm in 1mm steps
	• Inch version: 0 – 2.0" in 0.1" steps
	♥ Limitation
	The optional duplex unit is required.
	Default:
	• Metric version: <i>5mm</i>
	• Inch version: 0.2"

2. Adjust Image ²/₂

Menu	Description
05. Line (Combine)	You can select a type of separation line in Combine mode from None, Solid line, Broken 1, Broken 2, or Crop Marks.
	None
	• Solid
	• Broken 1
	• Broken 2
	Crop Marks
	NoteDefault: None (no line)

Menu	Description
06. Line (Repeat)	You can select a type of separation line in Image Repeat mode from None, Solid, Broken 1, Broken 2, or Crop Marks.
	• None
	• Solid
	• Broken 1
	• Broken 2
	Crop Marks
	. + .
	Default: <i>None (no line)</i>

3. Input/Output ¹/₂

Menu	Description
1. Duplex Auto Eject	When making two-sided copies from one-sided originals, if the last original is an odd page, the last copy will be auto- matically delivered with the reverse side blank. You can cancel this setting. \Rightarrow P.64 "Duplex—Making Two-Sided Cop- ies"
	 Limitation The optional duplex unit is required.
	 Note When you set one original at a time in the document feeder or set an original on the exposure glass, this function does not come effect. Default: <i>On</i>

Menu	Description
2. Comb. Auto Eject	As a default setting, if the number of originals in the option- al document feeder is less than the number required in the selected Combine mode, the missing image are copied blank. You can cancel this setting. \Rightarrow P.58 "Combine—Com- bining Originals into One Copy"
	 Limitation When you set one original at a time in the document feeder or set an original on the exposure glass, this function does not come into effect.
	NoteDefault: On
3. Original Count	As a default setting, the display shows the copy quantity you specified and the number of copies made. You can can- cel this setting, and instead view the number of originals to be fed in the document feeder and the number of copies made.
	NoteDefault: Off
4. SADF Auto Reset	When you set one original at a time in the optional docu- ment feeder, the Auto Feed indicator lights for a selected time after an original is fed to show that the document feed- er is ready for another original. You can adjust this time from 3 seconds to 99 seconds in 1 second steps.
	 Limitation The optional document feeder (ADF) is required.
	NoteDefault: 4 seconds

3. Input/Output ²/₂

Menu	Description
5. R. Srt. AutPap. Cont	If you select [Off] when the paper tray in use runs out of paper, the machine stops allowing you to add paper to the tray so you can have all the copies rotate-sorted.

Menu	Description
6. Sort	You can select a Sort function. \Rightarrow P.36 "Sort—Sorting into Sets (123, 123, 123)"
	 Limitation The optional finisher is required to use the Shift Sort function.
	 Note Default: Machine with finisher or shift sort tray: <i>Shift Sort</i> Machine without finisher or shift sort tray: <i>Rotate Sort</i>

4 Stamp Setting 1/3

Menu	Description
01. Page No. Priority	You can select the type of Page number priority.
	□ Default: <i>P1</i> , <i>P2</i>
02. Page No. Size	You can select the size of page numbers.
	Default: Auto
03. Dup. Back Page No.	When making Duplex copies (Top to Top), you can select the position of page numbers on the back side of copies.
	Default: Left Side
04. Page No. (Combine)	When making Combine copies, you can select numbering per original or per copy.
	Default: Per Original

4 Stamp Setting $^{2}/_{3}$

Menu	Description
05. Page No. Position	You can select the position of page numbers for each Stamp mode.
	Note
	□ Default:
	• P1, P2: Top Right
	• 1/5, 2/5: Top Right
	• -1-, -2: Bottom Centre
06. Page No. Adjust	When you print page numbers on the top right, you can adjust the position in the range 0–50mm, 0–2.0 inch in 1mm, 0.1 inch steps.
	SP Note
	□ Default:
	• Top: 0mm, 0.0"
	• Right: 0mm, 0.0"
07. Stamp Priority	You can select the type of Stamp priority.
	S Note
	Default: CONFIDENTIAL
08 Stamp Size	You can select the size of the stamp.
	SP Note
	\Box Default: 1 <i>x</i>

4 Stamp Setting ³/₃

Menu	Description
09. Stamp Density	You can select the stamp density.
	Default: Screen
10. Stamp Position	You can select the position of the stamp.
	Solution Note
	\square Default: <i>Top</i>

Description
When you print the stamp, you can adjust the position in the range 0–50mm, $0 - 2.0$ inch in 1mm, 0.1 inch steps. This setting is valid for all types of stamps.
Default:
• Top: 0mm, 0.0"
• Right: 0mm, 0.0"
You can select the stamp page priority.
 Note Default: All Pages

5. Remarks

Do's and Don'ts

A CAUTION:

- When you move the machine, unplug the power cord from the wall outlet to avoid fire or electric shock.
- When the machine will not be used for a long time, unplug the power cord.

∰Important

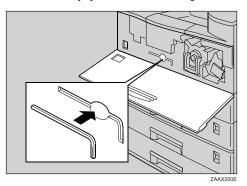
- □ Make sure the remaining memory space is 100%, before you unplug the power cord.
- □ While the machine is unplugged, you can neither send nor receive a fax.

P Reference

For details, see the Facsimile Reference.

- Do not touch areas on or around the fusing unit. These areas get hot.
- After making copies continuously, you may feel the exposure glass is heated. This is not a malfunction.
- You may feel warm around the ventilation hole. This is caused by exhaust air, and is not a malfunction.
- Do not turn off the operation switch while copying or printing. When turning off the operation switch, make sure that copying or printing is completed.
- The machine might fail to produce good copy images if condensation forms inside the machine due to temperature change.
- Do not open the covers of the machine while copying or printing. If you do, misfeeds might occur.
- Do not move the machine while copying or printing.
- If you operate the machine improperly or a failure occurs, your settings might be lost. Be sure to take a note of your machine settings.
- Supplier shall not be liable for any loss or damages resulting from a failure on the machine, loss of machine settings, and use of the machine.

• Do not touch the Allen key if it is stored in the inner front cover. It is used by your service representative.



Where to Put Your Machine

Machine Environment

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

Optimum environmental conditions

A CAUTION:



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

A CAUTION:

5

- Before moving the machine, be sure to pull all four handles fully out. Not doing this may result in an injury, such as getting your fingers pinched. After moving the machine, return the four handles to their original positions.
- When the optional paper tray unit is installed, do not push the upper part of the main unit horizontally. If the paper tray unit becomes detached from the main unit, this could cause an injury.

A CAUTION:



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

Environments to avoid

- Locations exposed to direct sunlight or strong light (more than 1,500 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes might cause condensation within the machine.)

- Places where the machine might be subjected to frequent strong vibration.
- Dusty areas.
- Areas with corrosive gases.

Power Connection

A WARNING:

- Only connect the machine to the power source described on the inside front cover of this manual.
- Avoid multi-wiring.
 - Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it, pull it hard or bend it more than necessary. These actions could cause an electric shock or fire.
- Do not plug or unplug the power cord with your hands wet. Otherwise, an electric shock might occur.

A WARNING:



Make sure the wall outlet is near the machine and freely accessible so that in event of an emergency it can be unplugged easily.

A CAUTION:



- When you move the machine, unplug the power cord from the wall outlet to avoid fire or electric shock.
- When the machine will not be used for a long time, unplug the power cord.

A CAUTION:

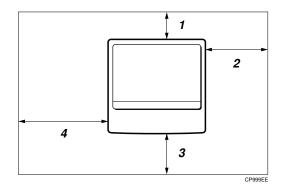


When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.

- When the main switch is in the Stand-by positions, the optional anti-condensation heaters are on. In case of emergency, unplug the machine's power cord.
- When you unplug the power cord, the anti-condensation heaters turn off.
- Make sure the plug is firmly inserted in the outlet.
- Voltage must not fluctuate more than 10%.

Access to Machine

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



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

Note

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

Maintaining Your Machine

If the exposure glass, platen covers or document feeder white sheet is dirty, you might not be able to make copies as you want. Clean them if you find them dirty.

Cleaning the machine

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

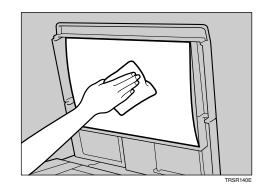
∰Important

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

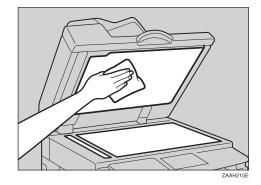
Cleaning the Exposure Glass



Cleaning the Platen Cover



Cleaning the Document Feeder



6. Specification

Mainframe

- Configuration: Desktop
- Photosensitivity type: OPC drum (Φ30)
- Original scanning: One-dimensional solid scanning system through CCD
- Copy process:
 Dry electrostatic transfer system
- Development:
 Dry two-component magnetic brush development system
- Fusing: Heating roll system
- Resolution: 600dpi
- Exposure glass: Stationary original exposure type
- Original reference position: Rear left corner
- Warm-up time: Less than 45 seconds (20°C)
- Originals: Sheet/book/objects
- **Maximum original size:** A3 \Box , 11" × 17" \Box
- Copy paper size:
 - Trays: A3 \square A5 \square , 11" × 17" \square 5¹/₂" × 8¹/₂" \square
 - Bypass: A3 $\square A5 \square$, 11" × 17" $\square 5^{1}/{_{2}}$ " × $8^{1}/{_{2}}$ " \square
 - Bypass (non-standard size): Vertical: 90 – 305mm, 3.6" – 12.0" Horizontal: 148 – 432mm, 6.0" – 17.0"

- Duplex: A3 \Box A5 \Box , 11" × 17" \Box 8¹/₂" × 11" \Box
- LCT: A4 \Box , $8^{1}/_{2}$ " × 11" \Box

Copy paper weight:

- Paper tray: $64 105g/m^2 (20 28 lb)$
- Bypass tray: $64 157 \text{g/m}^2 (20 42 \text{ lb})$
- Duplex unit: $64 105g/m^2 (20 28 lb)$
- LCT: $64 105g/m^2 (20 28 lb)$

Non-reproduction area:

- Leading edge: 3 ± 2mm
- Trailing edge: $3 \pm 3/-2mm$
- Left edge: 2 ± 1.5mm
- Right edge: 2 ± 2.5 mm/-1.5

First copy time:

5 seconds or less

(A4 \square , $8^1/_2$ " × 11" \square 100%, feeding from 1st paper tray, A4 \square \square , $8^1/_2$ " × 11" \square \square Text mode, Auto Image Density)

Copying speed: (Type 1)

- 13 copies/minute (A3□, 11" × 17"□)
- 15 copies/minute (B4JIS□)
- 22 copies/minute (A4 □, 8¹/₂"×11" □)

Copying speed: (Type 2)

- 15 copies/minute (A3□, 11" × 17"□)
- 17 copies/minute (B4JIS)
- 27 copies/minute (A4 \Box , $8^1/_2$ " × 11" \Box)

Reproduction ratio:

Preset reproduction ratios:

	Metric version	Inch version
Enlargement	400% *1	400% *1
	200%	200%
	141%	155%
	122%	129%
	115%	121%
Full Size	100%	100%

Reduction	93%	93%
	87%	85%
	82%	78%
	71%	73%
	65%	65%
	50%	50%
	25% *1	25% *1

Zoom: From 25% to 400 % in 1% steps.

*1 When you set the originals in the document feeder, you can change the reproduction ratio from 50 – 200 %.

Continuous copying count:

1-99 copies

Copy paper capacity:

• 1st and 2nd paper trays: 500 sheets (80g/m², 20 lb)

Power consumption:

• Mainframe only

	Туре 1	Type 2
Warm up	About 1.0kW	About 1.0kW
Stand-by	About 120Wh	About 120Wh
Copying	About 500Wh	About 500Wh
Maximum	Less than 1.44kW	Less than 1.44kW

• Full system

	Type 1 *1	Type 2
Warm up	About 1.0kW	About 1.0kW
Stand-by	About 130Wh	About 130Wh
Copying	About 500Wh	About 500Wh
Maximum	Less than 1.44kW	Less than 1.44kW

^{*1} Mainframe with the document feeder, bridge unit, paper tray unit, large capacity tray, finisher, duplex unit, 1 bin tray and 48MB copier memory unit.

The Second Sec

• 550 × 580 × 709mm, 21.7" × 22.9" × 28.0"

Noise Emission (ISO7779 Sound Power Level)

Based on actual measurement

	Mainframe only	Complete System
Copying	64dB (A)	67.5dB (A)
Stand-by	40dB (A)	40dB (A)

✤ Weight:

• Type 1, 2: Approx. 55kg, 121.3 lb

🖉 Note

 $\hfill\square$ Specifications are subject to change without notice.

Document Feeder (Option)

Mode:

ADF mode, SADF mode

Original size:

- A3D A5 D D
- $11" \times 17" \square 5^1/_2" \times 8^1/_2" \square \square$

Original weight:

- 1-sided originals: 40 128g/m² (11 34 lb)
- 2-sided originals: 52 105g/m² (14 28 lb) (Duplex)
- Number of originals to be set: 50 sheets (80g/m², 20 lb)
- Maximum power consumption:
 50W (power is supplied from the main frame.)
- Dimensions (W × D × H): 550 × 470 × 130mm, 21.7" × 18.6" × 5.2"
- Weight: Approx. 10kg, 22.1 lb

🖉 Note

□ Specifications are subject to change without notice.

6

Paper Tray Unit (Option)

- ♦ Copy paper weight: 64 - 105g/m² (20 - 28 lb)
- ★ Available paper size: A3D, B4JISD, A4DD, B5JISDD, A5D, 5¹/₂"×8¹/₂"D, 7¹/₄"×10¹/₂"D, 8"×10"DD, 8¹/₂"×11"DD, 8"×13"D, 8¹/₂"×13"D, 8¹/₂"×14"D, 8¹/₄"×13"D, 10"×14"D, 11"×17"D, 8KD, 16KDD
- Maximum power consumption:
 28W (power is supplied from the main frame.)
- Paper capacity: 500 sheets (80g/m², 20 lb) × 2 trays
- Dimensions (W × D × H): 550 × 520 × 271mm, 21.7" × 20.5" × 10.7"
- ✤ Weight:

Approx. 25kg, 55.2 lb

Note

□ Specifications are subject to change without notice.

Internal Tray 2 (1bin tray) (Option)

Number of bins:

1

✤ Available paper size:

A3D, B4JISD, A4DD, B5JISDD, A5D, 11" × 17"D, $8^{1}/{_2}$ " × 14"D, $8^{1}/{_2}$ " × 11"DD, $5^{1}/{_2}$ " × $8^{1}/{_2}$ "D

Paper capacity: 125 sheets (80g/m², 20 lb)

Note

□ The paper capacity might be less than 125 sheets when copy paper is considerably curled.

Copy paper weight:

 $60 - 105 \text{g/m}^2 (16 - 28 \text{ lb})$

Dimensions (W × D × H): 530 × 410 × 110mm, 20.9" × 16.2" × 4.4"

♦ Weight:

Approx. 1.1kg, 2.5 lb

🖉 Note

□ Specifications are subject to change without notice.

6

Finisher (Option)

Paper size:

A3 , B4JIS , A4 , B5JIS , B5JIS , A5 , $5^{1}/_{2}$ × $8^{1}/_{2}$, $8^{"} \times 10^{"}$, $8^{"} \times 10^{"}$, $8^{"} \times 13^{"}$, $8^{1}/_{2}$ × $11^{"}$, $8^{1}/_{2}$ × $13^{"}$, $8^{1}/_{2}$ × $14^{"}$, $8^{1}/_{4}$ × $13^{"}$, $10^{"} \times 14^{"}$, $11^{"} \times 17^{"}$, 8K , 16K , D

◆ Paper weight: 52 - 157g/m², 14 - 42 lb

Stack capacity:

- 1,000 sheets (A4 □, 8¹/₂" × 11" □ or smaller) (80g/m², 20 lb)
- 500 sheets (B4JIS, 8¹/₂" × 14" or larger) (80g/m², 20 lb)

Staple capacity:

- 30 sheets $(A4, 8^1/_2" \times 11" \text{ or smaller}) (80g/m^2, 20 \text{ lb})$
- 20 sheets (B4JIS, 8¹/₂" × 14" or larger) (80g/m², 20 lb)
- Staple paper size:

A3D, B4JISD, A4D, B5JISD, \square , $8^{1}\times 10^{"}$, $8^{1}/_{2}^{"}\times 11^{"}$, $8^{"}\times 13^{"}$, $8^{1}/_{2}^{"}\times 13^{"}$, $8^{1}/_{2}^{"}\times 13^{"}$, $8^{1}/_{2}^{"}\times 13^{"}$, $8^{1}/_{2}^{"}\times 13^{"}$, $10^{"}\times 14^{"}$, $11^{"}\times 17^{"}$, 8KD, 16KD

- ★ Staple paper weight: 64 - 80g/m², 17 - 20 lb
- Staple position: 1 position (upper left)
- Power consumption: 48W (power is supplied from the main frame.)
- Dimensions (W × D × H): 568 × 520 × 625mm, 22.4" × 20.5" × 24.6"
- Weight: Approx. 21kg, 46.3 lb

Shift Sort Tray (Option)

Paper size:

A3D, B4JISD, A4, D, B5JIS, D, A5, D, B6D, A6D, $5^{1}/_{2}$ " × $8^{1}/_{2}$ "D, $7^{1}/_{4}$ " × $10^{1}/_{2}$ "D, $8^{"}$ × $10^{"}$ D, $8^{1}/_{2}$ " × $11^{"}$ D, $8^{"}$ × $13^{"}$ D, $8^{1}/_{2}$ " × $13^{"}$ D, $8^{1}/_{2}$ " × $14^{"}$ D, $8^{1}/_{4}$ " × $13^{"}$ D, $11^{"}$ × $17^{"}$ D, 8KD, 16KD

- ◆ Paper weight: 52 - 157g/m², 14 - 42 lb
- ◆ Paper capacity: 250 sheets (A4 □, 8¹/₂" × 11" □ or smaller) (80g/m², 20 lb) 125 sheets (B4JIS, 8¹/₂" × 14" or larger) (80g/m², 20 lb)
- Power consmbption:3.6 W (power is supplied from the main frame.)
- ♦ Dimensions (W × D × H) 430 × 372 × 148 mm, 17" × 15" × 6"

♦ Weight:

Approx. 1.6kg, 3.5 lb

6

Large Capacity Tray (LCT) (Option)

✤ Paper size:

- Metric version: A4D
- Inch version: $8^1/_2$ " × 11"
- ✤ Paper weight: 64 - 105g/m², 20 - 28 lb
- Paper capacity: 2,000 sheets (80g/m², 20 lb)

Power consumption Approx. 30W (power is supplied from the main frame.)

Dimensions (W × D × H): 550 × 520 × 271mm, 21.7" × 20.5" × 10.7"

♦ Weight:

Approx. 25kg, 55.2 lb

Duplex Unit (Option)

Paper size:

A3D, B4JISD, A4DD, B5JISDD, A5D, $5^{1}/_{2}$ × $8^{1}/_{2}$ D, $7^{1}/_{4}$ × $10^{1}/_{2}$ D, $8^{"} \times 10^{"}$ D, $8^{"}/_{2}$ × $11^{"}$ D, $8^{"} \times 13^{"}$ D, $8^{1}/_{2}$ × $13^{"}$ D, $8^{1}/_{2}$ × $13^{"}$ D, $8^{1}/_{2}$ × $14^{"}$ D, $8^{1}/_{4}$ × $13^{"}$ D, $11^{"} \times 17^{"}$ D, 8KD, 16KD

- ◆ Paper weight: 64 - 105g/m², 20 - 28 lb
- Power consumption (Max):
 35W (power is supplied from the main frame.)
- Dimensions (W × D × H): 90 × 520 × 400mm, 3.6" × 20.5" × 15.8"

Weight:

Approx. 6kg, 13.3 lb

Bypass Tray (Option)

Available paper size:

- Standard size (metric version): A3 \square , A4 \square , A5 \square , 8" × 13" \square
- Standard size (inch version): $11" \times 17"\square$, $8^1/_2" \times 14"\square$, $8^1/_2" \times 13"\square$, $8^1/_2" \times 11"\square$, $5^1/_2" \times 8^1/_2"\square$
- Non-standard size: Vertical (90 305mm, 3.6" 12.0"), Horizontal (148 432mm, 6.0" 17.0")

♦ Copy paper weight: 60 - 157g/m², 16 - 42 lb

Dimensions (W × D × H): 296 × 495 × 163mm, 11.7" × 19.5" × 6.5"

Paper capacity:

- $52 90g/m^2$, 16 20 lb: 100 sheets
- ✤ Weight:

Approx. 2.5kg, 5.6 lb

48MB Copier Memory Unit (Option)

Memory capacity: 48MB

- Additional functions:
 - Enhanced print quality
 - Increased memory capacity

Number of originals that can be stored: about 100 pages (reference value based on ITU-T No.4 chart)

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