RIGOH

Aficio 340/350/450

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.

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.

V 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 two 5-milliwat, 760 – 800 nanometer wavelength, GaAIAs laser diodes. 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 340
- Type 2: Aficio 350
- Type 3: Aficio 450

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

Please be sure to connect the power cord to a power source as above. For details about power source, see \Rightarrow P.167 *"Power Connection"*.

SAFETY INFORMATION

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

Examples Of Indications



Symbols \triangle mean a situation that requires you take care.



Symbols \land mean "Hot surface".



Do NOT carry out the operation represented by this symbol \otimes . This example means "Do not take apart".



Symbols \bullet mean you MUST perform this operation.

This example means "You must remove the wall plug".

A WARNING:

\bigcirc	Only connect the machine to the power source describ the inside front cover of this manual. Avoid multi-wiring.	ed on
	Do not damage, break or make any modifications to the er cord. Do not place heavy objects on it, pull it hard or it more than necessary. These actions could cause an tric shock or fire.	pow- bend elec-
	Do not plug or unplug the power cord with your hands Otherwise, an electric shock might occur.	s wet.
0	Make sure the wall outlet is near the machine and free cessible so that in event of an emergency it can b plugged easily.	ly ac- e un-
	Do not remove any covers or screws other than those ified in this manual. Some parts of the machine are at a voltage and could give you an electric shock. Also, if th chine has laser systems, direct (or indirect) reflected contact with the laser beam may cause serious eye dan When the machine needs to be checked, adjusted, of paired, contact your service representative.	spec- n high e ma- d eye nage. or re-
	Do not take apart or attempt any modifications to this chine. There is a risk of fire, electric shock, explosion of of sight. If the machine has laser systems, there is a r serious eye damage.	s ma- r loss isk of
	If the machine looks damaged or breaks down, smo coming out, there is a strange smell or anything look usual, immediately turn off the operation and main p switches then unplug the power cord from the wall. D continue using the machine in this condition. Contact service representative.	ke is s un- oower o not your
	If metal, liquid or foreign matter falls into the machine off the operation and main power switches, and unplu main power cord. Contact your service representativ not keep using the machine with a fault or defect.	, turn ıg the e. Do
\bigcirc	Do not put any metal objects or containers holding (e.g. vases, flowerpots, glasses) on the machine. If the tents fall inside the machine, a fire or electric shock occur.	water con- could



•

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: 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. After you move the machine, fix it with the caster fixture. Otherwise, the machine might move or come down to cause a personal injury. 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. When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock. If you use the machine in a confined space, make sure there is a continuous air turnover. Do not reuse stapled paper. Do not use aluminum foil, carboncontaining paper or other conductive paper. Otherwise, a fire might occur. When removing misfed paper, do not touch the fusing section because it could be very hot. This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies. Do not eat or swallow toner. Keep toner (used or unused) and toner containers out of reach of children. This equipment is only to be installed by a gualified service personnel.



•

Deliver to collection point for waste products. Do not be disposed of via domestic refuse collection.

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.

PReference

This symbol indicates a reference.

[]

Keys that appear on the machine's panel display.

[]

Keys built into the machine's operation panel.

vii

WHAT YOU CAN DO WITH THIS MACHINE (COPY MODE)





ix

TABLE OF CONTENTS

MACHINE TYPES	1
GUIDE TO COMPONENTS	2
Guide	5
OPTIONS	7
Туре 1	7
Type 2 and Type 3	8
FUNCTION LIST BASED ON OPTIONS	9
OPERATION PANEL	12
PANEL DISPLAY	14
Displays And Key Operations	14
Display Panel Layout	16

1.BASICS

STARTING THE MACHINE Turning On The Power Turning Off The Power	17 17 18
CHANGING MODES	19
ORIGINALS	20
Sizes And Weights Of Recommended Originals Sizes Difficult To Detect Original Sizes And Scanning Area/Missing Image Area	20 21 22
COPY PAPER	23
Recommended Paper Sizes And Types Non-recommended Paper Paper Storage	23 25 26
TONER	27
Handling Toner Toner Storage Used Toner	27 27 27 27

2. COPYING

BASIC PROCEDURE	29
SETTING ORIGINALS	31
Setting Originals On The Exposure Glass	31
Setting Originals In The Document Feeder	32
Using SADF, Mixed Sized, and Thin Paper modes	33
BASIC FUNCTIONS	37
Adjusting Copy Image Density	37
Enhanced Image Copy	38
Selecting Original Type Setting	39

Selecting Copy Paper Auto Reduce/Enlarge—Having The Machine Choose The Reproduction Ratios	40 42
SOBT/STACK/STAPLE	43
Sort—Sorting Into Sets (123, 123, 123)	45
Stack—Stacking Together All Copies Of A Page (111, 222, 333) Staple	47 49
COPYING FROM THE BYPASS TRAY	55
When copying onto OHP transparencies or thick paper	58
PROGRAM_STORING VOLID CODY SETTINGS IN MEMORY	60
Storing Your Settings	60
Deleting A Program	61
Recalling A Program	62
OTHER FUNCTIONS	63
Energy Saver Mode—Saving Energy	63
Interrupt—Temporarily Stopping One Job To Copy Something Else	63
User Codes	63
Auto Start—Entering Copy Job Settings During The Warm-up Period	64
Original Beeper	64
PRESET REDUCE/ENLARGE—REDUCING AND ENLARGING USING	
PRESET RATIOS	65
ZOOM—REDUCING AND ENLARGING IN 1 % STEPS	67
DIBECTIONAL SIZE MAGNIFICATION (MM)—STRETCHING AND	
SQUEEZING THE IMAGE INTO THE COPY AREA	69
DIBECTIONAL MAGNIFICATION (%)-STRETCHING AND SQUEEZING	G
THE IMAGE IN 1 % STEPS	71
MABGIN AD.IUSTMENT—AD.IUSTING THE MABGIN	73
ERASE CENTRE/BORDER—ERASING THE CENTRE AND THE	75
	70
	10
SERIES COPIES—MAKING ONE-SIDED COPIES FROM VARIOUS	~~
ORIGINALS	82
Book \rightarrow 1-Sided—Making One-sided Copies From Two Facing Page Of A Bound Original (Real)	റ
2-Sided-1-Sided-Making One-sided Conjes From Two-sided	02
Originals	84
	85
1-Sided > 2-Sided—Making Two-sided Conjes From One-sided	05
Ω riginals	86
Book \rightarrow 2-Sided—Making Two-Sided Copies From Facing Pages Of A Bou	nd
Original (Book)	89
2-Sided \rightarrow 2-Sided—Making Two-sided Copies From Two-sided	
Originals	90
	01

Front Cover—Copying Or Adding A Front Cover Both Covers—Copying Or Adding Front And Back Covers Paper Designate—Copying Designated Pages Of Originals Onto Slip	91 93
Sheets	94
OHP SLIP SHEET—COPYING OR INSERTING SLIP SHEET	96
POSITIVE/NEGATIVE—COPYING IN COMPLEMENTALY COLORS	98
IMAGE REPEAT—REPEATING AN IMAGE	99
Double Copies—Copying The Image Twice On One Page Image Repeat—Repeating An Image Over The Entire Copy	99 100
ARCHIVE FILE—STORING THE IMAGES OF YOUR ORIGINALS INTO)
MEMORY 1	02
Storing The Images	103
Deleting The Stored Images	105
Printing A List Of The Stored Images	106
Recalling The Stored Images	107
COMBINATION CHART	108

3. WHAT TO DO IF SOMETHING GOES WRONG

IF YOUR MACHINE DOES NOT OPERATE AS YOU WANT	111
Message	111
Display	112
IF YOU CANNOT MAKE CLEAR COPIES	113
IF YOU CANNOT MAKE COPIES AS YOU WANT	115
Adjust Image	116
Combine	117
Duplex	118
LOADING PAPER	119
Loading Paper In The Large Capacity Tray	120
La ADDING TONER	121
Straing Misfeeds	124
CHANGING THE PAPER SIZE	132
ADDING STAPLES	134
1000-Sheet Finisher	134
3000-Sheet Finisher	136
A REMOVING JAMMED STAPLES	139
1000-Sheet Finisher	139
3000-Sheet Finisher	141
REMOVING PUNCH WASTE	144

4. USER TOOLS (COPY FEATURES)

ACCESSING THE USER TOOLS (COPY FEATURES)	145
Exiting From User Tools	146

USER TOOLS MENU (COPY FEATURES)	148
SETTINGS YOU CAN CHANGE WITH THE USER TOOLS	150
1. General Features ¹ / ₄	150
1. General Features ² / ₄	152
1. General Features ³ / ₄	153
1. General Features ⁴ / ₄	154
2. Adjust Image 1/2	155
2. Adjust Image ² / ₂	157
3. Input/Output ¹ / ₂	160
3. Input/Output ² / ₂	162
4. Shortcut Keys ¹ / ₁	164

5. REMARKS

DO'S AND DON'TS	165
WHERE TO PUT YOUR MACHINE	166
Machine Environment	166
Power Connection	167
Access To Machine	168
MAINTAINING YOUR MACHINE	169
Cleaning The Exposure Glass	169
Cleaning The Platen Cover	169
Cleaning The Document Feeder	169

6. SPECIFICATION

MAINFRAME	171
DOCUMENT FEEDER (OPTION)	176
PAPER TRAY UNIT (OPTION)	177
INTERNAL TRAY 2 (1 BIN TRAY) (OPTION)	178
1000-SHEET FINISHER (OPTION)	179
3000-SHEET FINISHER (OPTION)	180
PUNCH KIT (OPTION)	182
LARGE CAPACITY TRAY (LCT) (OPTION)	183
DUPLEX UNIT (OPTION)	184
BYPASS TRAY (OPTION)	185
8 MB COPIER MEMORY UNIT (ELECTRIC SORT KIT) (OPTION)	186
COPIER HARD DISK (IMAGE ENHANCE KIT)	187

INDEX 1	188
---------	-----

MACHINE TYPES

There are three models of this machine. The main differences between them are memory capacity and copy speed. To make sure which model you have, see the inside front cover.

	Type 1	Type 2	Type 3
Copy speed	35 copies/minute (A4 □, 8 ¹ / ₂ "× 11" □)	35 copies/minute (A4 □, 8 ¹ / ₂ "× 11" □)	45 copies/minute (A4 □, 8 ¹ / ₂ "× 11" □)
Memory capacity	4 MB	12 MB	12 MB
	(8 MB optional memory available)		
Fax unit	Option	Option	Option

GUIDE TO COMPONENTS



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.20 "Originals".

3. Internal tray

Copied paper is delivered here face down.

4. Main power switch

Do not touch this switch. This switch is used only by a service representative when the optional fax unit is installed.

🖉 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.

5. ADF external tray

Originals are delivered here.

6. Main Power indicator

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

7. On indicator

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

8. Operation switch

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).

9. Operation panel

See \Rightarrow P.12 "Operation Panel".

10. Duplex unit (Unit for two-sided

copies)(option for Type 1)

Makes two-sided copies.

11. Front cover

Open to access the inside of the machine.

12. Paper tray

Set paper here. See \Rightarrow P.119 " \clubsuit Loading Paper".

13. Paper tray unit (option)



1. Bypass tray (option for Type 1)

Use to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, and non-standard size paper. See \Rightarrow P.55 "*Copying From The Bypass Tray*".

2. Right side cover

Open this cover before making 2-sided copies on B4, $8^{1}/_{2}$ " × 14" or larger copy paper.

3. Lower right cover

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



1. 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.

ND8A0102

Guide

The guides of the internal tray minimize curled copies when they are delivered. Raise these guides when you make copies on A3, $11" \times 17"$ or thin paper.

✤ To copy onto A3, 11" × 17" paper

Raise the end fence.



If either side of the OHP transparencies or thin paper is curled



Raise the left end of the guide until it clicks.



If the end of the sheet is curled



① Remove the guide.



② Reinstall the guide in the opposite direction.



OPTIONS





1. 1000-sheet finisher

Sorts, stacks, and staples copies.

2. External tray

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

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.

6. Bridge unit

Relays copies to the external tray or finisher.

7. Paper tray unit

Consists of two paper trays.

8. Large Capacity Tray (LCT)

Holds 1,500 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.55 "Copying From The Bypass Tray".

10. Duplex unit

Use to make two-sided copies.

Other options:

- Interchange unit
- 8 MB copier memory unit (Electric sort kit)
- Copier hard disk (Image enhance kit)



1. 1000-sheet finisher

Sorts, stacks, and staples copies.

2. External tray

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

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.

6. 3000-sheet finisher (only for Type 3)

Sorts, stacks, staples copies, and makes punch holes. (The Punch function is optional.)

- 1: Proof tray
- 2: Shift tray

7. Bridge unit

Relays copies to the external tray or finisher.

8. Paper tray unit

Consists of two paper trays.

9. Large Capacity Tray (LCT)

Holds 1,500 sheets of paper.

Other options:

- Copier hard disk (Image enhance kit)
- Punch kit (only for Type 3 with 3000-sheet finisher)

FUNCTION LIST BASED ON OPTIONS

The function that are available to you depend on your machine configuration and which options you have. See the table below.

O...Available

 \times ...Not available

	Model					Place originals	
	Type 1	Type 1 with 8 MB copier memory unit	Type 1 with 8 MB copier memory unit and copier hard disk	Type 2, Type 3	Type 2, Type 3 with copier hard disk	on the exposure glass	in the document feeder
Adjusting Image Density	0	0	0	0	О	0	0
Selecting Original Type	0	0	0	0	0	0	0
Auto Paper Select	0	0	0	0	0	О	0
Selecting Copy Paper	О	0	О	О	О	О	О
Auto Reduce/Enlarge	О	0	О	О	О	О	О
Enhanced Image Copy	0	0	*1	0	*1	О	0
Sort	×	0	0	О	О	О	О
Rotate Sort/Rotate Stack	×	*2	*2	*2	*2	О	О
Shift Sort/Shift Stack	×	*3	*3	*3	*3	О	О
Stapling	×	*3	*3	*3	*3	О	О
Copying from the Bypass Tray	*4	*4	*4	0	0	0	О
Program	О	0	О	О	О	О	О
Reduce/Enlarge	О	О	О	О	О	О	О
Zoom	О	О	О	О	О	О	О
Directional Size Magnification (mm)	О	О	О	О	О	0	О
Directional Magnification (%)	О	О	О	О	О	О	О
Margin Adjustment	0	0	0	О	О	О	О

		Model					Place originals	
		Type 1	Type 1 with 8 MB copier memory unit	Type 1 with 8 MB copier memory unit and copier hard disk	Type 2, Type 3	Type 2, Type 3 with copier hard disk	on the exposure glass	in the document feeder
Erase Centre	/Border	0	0	0	0	0	0	0
Combine	2 pages \rightarrow 1-sided	О	О	О	О	О	О	0
	4 pages \rightarrow 1-sided	О	О	О	О	О	О	0
	8 pages \rightarrow 2-sided	×	*5	*5	О	О	О	О
	4 pages \rightarrow 2-sided	×	*5	*5	0	0	О	0
	$16 \text{ pages} \rightarrow \text{booklet}$	×	*5	*5	О	О	О	О
Series Cop-	$Book \rightarrow 1\text{-sided}$	О	О	О	О	О	О	О
ies	$2\text{-sided} \rightarrow 1\text{-sided}$	*6	*6	*6	*6	*6	×	О
Duplex	$1\text{-sided} \rightarrow 2\text{-sided}$	×	*5	*5	О	О	О	О
	$Book \rightarrow 2\text{-sided}$	×	*5	*5	0	О	0	О
	$2\text{-sided} \rightarrow 2\text{-sided}$	×	*5	*5	0	О	О	О
Cover/Paper Designate		*4 *7	*4	*4	О	О	О	О
OHP Slip Sheet		*4	*4	*4	О	О	О	О
Positive/Negative		О	0	О	0	О	О	О
Repeat	Double copies	О	О	О	О	О	О	О
Image Repeat		О	О	О	О	О	О	О
Archive File		×	×	0	×	0	0	×

*1 Standard setting.
*2 Set the paper of the same size in the paper trays.
*3 Finisher required.
*4 Bypass tray required.
*5 Duplex unit and interchange unit required.
*6 Document feeder required.
*7 Only a set of copies can be made.

OPERATION PANEL



1. Operation panel for facsimile mode (for machine with optional fax function)

See the "Facsimile Reference".

2. [Sorter] key

Sort/Rotate Sort/Shift Sort: automatically sorts copies.

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

Staple: staples each set of copies together.

3. [Duplex] key

Makes two-sided copies. See \Rightarrow P.85 "Duplex—Making Two-Sided Copies".

4. [User Tools/Counter] key

• User Tools

Press to change the default settings and conditions to meet your requirements.

Counter

Press to check or print the total number of copies made.

See \Rightarrow P.145 "USER TOOLS (COPY FEA-TURES)".

5. Indicators

These indicators show errors or the status of the machine.

See \Rightarrow P.111 "WHAT TO DO IF SOME-THING GOES WRONG".

6. Panel display

Shows operation status, error messages, and function menus. See \Rightarrow P.14 "Panel Display".

7. [Program] key

Press to select the program mode. See \Rightarrow P.60 "Program—Storing Your Copy Settings In Memory".

8. [Clear Modes/Energy Saver] key

Press to clear the previously entered copy job settings. Also use to switch to and from Energy Saver mode. See \Rightarrow P.63 "Energy Saver Mode—Saving Energy".

9. [Interrupt] key

Press to make interrupt copies during a copy run. See \Rightarrow P.63 "Interrupt—Temporarily Stopping One Job To Copy Something Else".

10. Main Power indicator

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

11. On indicator

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



12. Operation switch

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).

13. [Enhanced Image] key

Reproduces copies with a better image quality.

14. [Menu] key

Displays the names of available functions.

15. Shortcut keys

Press to use the stored functions you frequently use.

16. [Zoom] key

Changes the reproduction ratio in 1 % steps.

17. [Auto Reduce/Enlarge] key

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

18. [Function] keys

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

19. [Original Type] key

Press to select the type of your originals.

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

Adjusts the copy image density.

21. [Selection] keys

Press the key under the item you wish to select.

22. 👁 keys (Cursor keys)

Press to select an item on the panel display.

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

See the "Facsimile Reference".

24. [Number] keys

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

Use the **[#]** key to enter data in selected modes.

25. [Start] key

Press to start copying. Use to set the Auto Start. See \Rightarrow P.64 *"Auto Start—Entering Copy Job Settings During The Warm-up Period"*.

26. [Clear/Stop] key

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

PANEL DISPLAY

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

∰Important

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

🖉 Note

- When you select or specify an item on the panel display, it is highlighted like Auto.
- □ Keys appearing as OK cannot 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

🖉 Note

- □ The following illustrations are examples for the machine with the optional paper tray unit and large capacity tray installed.
- Copy initial display



- **1.** The function items for the selected function are displayed.
- 2. Number of originals set.
- 3. Displays operational status or messages.
- **4.** These keys correspond to the item on the display. Press a relevant key to select a function.
- To move the selection to the left, press the < key.
- To move the selection to the right, press the P key.
- 5. Displays items which can be selected or specified.

Function menu display



- **1**. When you select a function name, ✓ mark appears before the name.
- 2. Displays operational status or message.
- **3.** Displays items which can be selected or specified.

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 pre- vious display.
[↑Prev.][↓Next]	When there are too many items fit on the display, use these keys to move between pages.
 ••• 	Press to highlight the selection you wish to select.
[Menu]	Press to return to the previous menu.
[Exit]	Sets a selected function or entered value and returns to the initial display.

Display Panel Layout

The basic elements used on the display are shown below. Understanding their meaning helps you exploit this machine's features quickly and easily.

Sample Display for Erasing the Centre/Border



- **1.** Operational status or message.
- 2. Selectable/specifiable functions are displayed.
- 3. Screened key means to press it.
- ♣ Press the [Centre] key.



- **1.** Selectable/specifiable functions are displayed.
- 2. Cancels the settings and returns to the previous display.
- **3.** Confirms the settings and returns to the previous display.

1. BASICS

STARTING THE MACHINE

To start the machine, turn on the operation switch.

🖉 Note

This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. See "09. Energy Saver Mode", "10. Auto Off Timer" of the System Settings.

• Power switches

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 (left side 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" of the Facsimile Reference.

Turning On The Power

- Make sure that the power cord is plugged into the wall outlet firmly and the Main Power indicator is lit.
- **2** Press the operation switch to make the On indicator light up.



The panel display will come on.

OReady					Q'ty	. 1
Auto A	307	A4 🖓	A4 🕞	B5 🖓	A4 🖓	Ŀ
Ratio:10 Reduce	U% 	nlarge		00%)	Раре	er)

🖉 Note

- □ During the warm-up period, you can use the Auto Start function. See ⇒ P.64 "Auto Start— Entering Copy Job Settings During The Warm-up Period".
- □ Warm-up period is as follows:
 - Type 1 and Type 2: less than 85 seconds
 - Type 3: less than 100 seconds

When the machine is set for user codes

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/Energy Saver]** key and the **[Clear/Stop]** key simultaneously after copying.

For setting user codes, see \Rightarrow P.154 "1. General Features $\frac{4}{4}$ ".

When the [Clear Modes/Energy Saver] indicator is lit

The machine is in Energy Saver mode.

Press the [Clear Modes/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.

P Reference

See "08. Low Power Timer" of the System Settings.

Turning Off The Power

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



Important

- □ If you want 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 facsimile 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" of the Facsimile Reference.

CHANGING MODES

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



NDUXUZEE

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.

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 – B6 \Box \Box	$52 - 128 \text{ g/m}^2$
	2-sided originals: A3D – A5DD	$52 - 105 \text{ g/m}^2$
	Thin Paper mode: A3🖵 – A5 🕽 🗗	$41 - 128 \text{ g/m}^2$

Inch version

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

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.20 "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 original that has low stiffness
- Originals of inappropriate weight ⇒ P.20 "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 image
- Originals which have solid image at their edges
- Originals other than those (with ○) in the table below. See ⇒ P.21 "Sizes detectable by the Auto Paper Select".

Sizes detectable by the Auto Paper Select

Metric version

Size Place of original	A3	B4 ₽	A4 DD	B5 ₽ ₽	A5 D D	11 "× 17" ⊡	8 ¹ / ₂ "× 14"⊡	8 ¹ / ₂ "× 11" □ □	5 ¹ / ₂ "× 8 ¹ / ₂ " D	8 ¹ / ₂ "× 13"⊡ *1
Exposure glass	0	0	0	0	×	×	×	×	×	0
Docu- ment feeder	0	0	0	0	0	О	×	0	×	0

^{*1} You can select from $8^{1}/_{2}$ " × 13", $8^{1}/_{4}$ " × 13" and 8" × 13" using the user tool (system settings). See "24. <F/F4> Size Setting" in the System Settings.

Inch version

Size Place of original	A3 ₽	B4 ₽	A4 DD	B5 ₽ ₽	A5 D D	11 "× 17" □	8 ¹ / ₂ "× 14"⊡	$8^{1/2}$ "× 11" D D	$5^{1}/_{2}" \times 8^{1}/_{2}"$	8 ¹ / ₂ "× 13" □ *1
Exposure glass	×	×	×	×	×	0	0	0	×	×
Docu- ment feeder	×	×	О	×	×	0	О	О	0	0

^{*1} You can select from $8^1/_2$ " × 13", $8^1/_4$ " × 13" and 8" × 13" using the user tool (system settings). See "24. <F/F4> Size Setting" in the System Settings.

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, 3 mm margins on all four sides might not be copied.

COPY PAPER

Recommended Paper Sizes And Types

		Metric version	Inch version	Paper weight	Paper capacity
Paper tray		A3D, B4D, A4D, B5D, A5D, $11^{"} \times 17^{"}$ D, $8^{1}/2^{"} \times 14^{"}$ D, $8^{1}/2^{"} \times 14^{"}$ D, $8^{1}/2^{"} \times 11^{"}$ D, $5^{1}/2^{"} \times 8^{1}/2^{"}$ D, $7^{1}/4^{"} \times 10^{1}/2^{"}$ D, $8^{"} \times 13^{"}$ D, $8^{1}/2^{"} \times 13^{"}$ D, $8^{1}/2^{"} \times 13^{"}$ D		64 – 105 g/m², 20 – 28 lb	500 sheets
Paper tra (option)	ıy unit	 ✓ Note □ You have to s size using the ⇒ P.132 "Chas Size". 	specify paper e user tools. See inging The Paper		
Bypass tray	Standard size	A3, A4, A4, A5, A5, 8 ¹ / ₂ " × 13"	A3 \Box , 11" × 17" \Box , $8^{1}/_{2}$ " × 14" \Box , $8^{1}/_{2}$ " × 11" \Box , $5^{1}/_{2}$ " × 8 ¹ / ₂ " \Box	52 – 157 g/m², 16 – 42 lb	$50 \text{ sheets } (52 \\ -90 \text{ g/m}^2, \\ 16 - 20 \text{ lb}), \\ 25 \text{ sheets } (91 \\ -157 \text{ g/m}^2, \\ 20 - 42 \text{ lb})$
	Non-stan- dard size *1	Vertical: 100 – 297 mm Horizontal: 148 – 432 mm	Vertical: 4.0" – 11.7" Horizontal: 6.0" – 17.0"	52 – 157 g/m², 16 – 42 lb	1 sheet
		Postcards, adhes lucent paper	ive labels, trans-		
Large caj (option)	pacity tray	A4 🔽	$8^{1}/_{2}$ " × 11" \square	$\frac{64 - 105 \text{ g/m}^2}{20 - 28 \text{ lb}}$	1,500 sheets

The following limitations apply to each tray:

^{*1} When you set non-standard size paper in the bypass tray, you have to specify the size. See \Rightarrow P.55 "*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.
- □ Post cards 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 or special paper in paper trays using the Special Paper Indicate menu, this function is not available to 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. Sp. Paper Ind." of the System Settings.

PReference

If you want to add paper, see \Rightarrow P.119 " \checkmark Loading Paper".

If you want to change the paper size, see \Rightarrow P.132 "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

D 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 a copy 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.
 - 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.121 " Adding Toner".

Toner Storage

Note

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

- Store toner containers in a cool, dry place free from direct sunlight.
- 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.

Used Toner

🖉 Note

□ Used toner cannot be re-used.

2. COPYING

BASIC PROCEDURE

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

See \Rightarrow P.63 "User Codes".

2 Make sure that the machine is in Copy mode.

ORead	ly Iy				Q'ty	: 1
Auto	A3 🗗	A4 🖓	A4 🕞	B5 🖓	A4 🖓	Ŀ
Ratio:	:100%					
Redu	ice (E	nlarge	$\neg \Box$	00%)	I (Pape	er)

Note

□ If not, press the **[Copy]** key.

B Make sure that there are no previous settings remaining.

🖉 Note

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

4 Set your originals.

See \Rightarrow P.31 "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 999 (default: 999). See "05. Max. Copy Q'ty" in \Rightarrow P.152 "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/Energy Saver]** key.

Auto Reset

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

🖉 Note

□ You can change the Auto Reset time. See "11. Auto Reset" in ⇒ P.153 "1. General Features ³/₄".

.

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".

Note

- You can change the Auto Off time. See "10. Auto Off Timer" in the System Settings.
- □ You can change the default settings for basic functions. See ⇒ P.150 *"Settings You Can Change With The User Tools"* and *"USER TOOLS (SYSTEM SETTINGS)"* in the System Settings.

SETTING ORIGINALS

Limitation

Set the original after correction fluid and ink has completely dried. Not taking this precaution could mark the exposure glass and cause marks to be copied.

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.



Reference

See \Rightarrow P.20 "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
- **E** Lower the platen cover or the document feeder.

Setting Originals In The Document Feeder

🖉 Note

- Do not stack originals above the limit mark.
- □ When copying thin originals (41 52 g/m², 11 14 lb), select [DF Setting] and set to Thin Paper mode, or set your originals on the exposure glass to avoid damage due to a multi-sheet feed (if several sheets are fed together at the same time). See ⇒ P.35 "Thin paper mode".
- The original might become dirty if it is written with a pencil or similar tools.
- For 1-sided originals, you can select the ADF tray or the ADF external tray as an output tray. See "22. ADF Orig. Ejection" in the System Settings.



- 1: ADF tray
- 2: ADF external tray
- Copying or scanning speed might be a little reduced if the ADF tray is selected as an output tray.

Reference

Regarding originals that the document feeder can handle, see \Rightarrow P.20 "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

□ To avoid a multi-sheet feed, shuffle the originals before setting them in the document feeder.

When SADF mode is selected

See \Rightarrow P.33 "SADF mode".

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

The Auto Feed indicator is lit.

2 Set the next original while the Auto Feed indicator is lit.

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 "SADF Auto Reset" in \Rightarrow P.160 "3. Input/Output $^{1}/_{2}$ ".

Using SADF, Mixed Sized, and Thin Paper modes

SADF mode

🖉 Note

□ If you set one original at a time in the document feeder, the second and subsequent originals can be fed automatically without pressing the **[Start]** key.

Limitation

□ Copying or scanning speed might be a little reduced.

Press the [Menu] key.



Press the [↓Next] key until [DF Setting] is displayed.

(Function Menu> 174 D. Size Mag.(mm)	Select Direct.	with ∉⊟ Mag.(%)
Margin Adjust.	Erase Ct	r./Bdr.
(≜??eext) ↓Next	Exit	Select



Select [DF Setting] with the € keys, then press the [Select] key.

(Function Menu> 2/4	Select	with 🕀 🕀
Combine Orientation	Series DF Setti	ng
(↑Prev.) (↓Next)	Exit	Select



Press the [Select] key.



🖉 Note

□ To deselect **[SADF]**, press the **[Select]** key again.

5 Press the [Exit] key.



Mixed sizes mode

Limitation

- □ The weight of originals that can be set with this function is 52 81 g/m², 14 20 lb.
- □ The paper sizes that can be set with this function are as follows:

Metric version	B5 – A3
Inch version	5 ¹ / ₂ "×8 ¹ / ₂ "-11"× 17"

- You can set originals of two different sizes at a time.
- □ Copying speed and scanning speed will be reduced.
- For smaller originals, the copy image might be slanted since the originals might not be correctly aligned with the original guide.

Press the [Menu] key.



2 Press the [↓Next] key until [DF Setting] is displayed.

KFunction Menu> 1/4	Select	with 🕀 🕀
D. Size Mag.(mm) Margin Adjust.	Direct. Erase Ct	Mag.(%) r./Bdr.
(_^?esev.) ↓Next	Exit	Select

Select [DF Setting] with the € keys, then press the [Select] key.





4 Select [Mixed Sizes] with the keys, then press the [Select] key.



🖉 Note

□ To deselect [Mixed Sizes], press the [Select] key again.

5 Press the [Exit] key.



6 Align the rear and left edges of the originals as shown in the illustration.



1: Set into the document feeder (ADF).

∰Important

□ If the originals are of different vertical sizes, put the longer original on the bottom; otherwise the original size might not be detected correctly.

Adjust the guide to the widest original size.

U Set the aligned originals face up into the document feeder.

Thin paper mode

🖉 Note

Set to Thin Paper mode when you place thin paper into the document feeder; otherwise your originals may be damaged.

Press the [Menu] key.



2

2 Press the [↓Next] key until [DF Setting] is displayed.





Select [DF Setting] with the 👁 keys, then press the [Select] key.

(Function Menu> 2/4	Select	with 🕀 🕀
Combine Orientation	Series DF Setti	ng
(↑Prev.)(↓Next)	Exit	Select



Select [Thin Paper] with the € keys, then press the [Select] key.



Note

□ To deselect [Thin Paper], press the [Select] key again.

5 Press the [Exit] key.



BASIC FUNCTIONS

The following basic functions are explained in this section.

Adjusting Copy Image Density

Auto and Manual Image Density

Enhanced Image Copy

This function provides clearer copy image.

Selecting Original Type Setting

Text, Text-Photo, Photo, Copied original, Low density original

Selecting 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 Auto Reset is turned on, when Energy Saver is turned off, or after the machine is powered on. See \Rightarrow P.150 "1. General Features $\frac{1}{4}$ ".
- □ You can change default settings for basic functions. See ⇒ P.150 "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 types in this function:

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.

✓ Reference

You can change the density level with the user tools. See "12. Density Pattern" in \Rightarrow P.153 "1. General Features ${}^{3}/{_{4}}$ ".

Select one of Image Density modes.

Auto Image Density

Make sure that the Auto Image Density indicator is lit.

37

- 🖉 Note
- □ If not, press the **[Auto Image Density]** key.

Manual Image Density

Press the [Auto Image Density] key to cancel it.

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.



Enhanced Image Copy

This function reproduces copies of better image quality. It is useful when copying detailed originals such as maps.

This function is turned on automatically if you have the optional copier hard disk.

Limitation

- The optional copier hard disk is required to use this image enhanced feature with the following functions:
 - Rotate Copy
 - Sort/Stack/Staple
 - Combine Copy
 - Duplex copy
 - Sort involving cover/slip sheets
 - Double Copy
 - Repeat Copy

🖉 Note

Copying speed decreases from the normal speed as follows. However, the copying speed remains unchanged with the optional copier hard disk.

Type 1, Type 2	$35 \rightarrow 30 \text{ copies/min}$
Туре3	$45 \rightarrow 40 \text{ copies/min}$
	for A4 \Box , $8^{1}/_{2}$ " × 11" \Box

Press the [Enhanced Image] key.



Selecting Original Type Setting

Select one of the following types to match your originals:

Text

Select this mode when your originals contain only letters (no pictures).

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.

Special original (Copied original)

If your originals are copies (generation copies), the copy image can be reproduced sharply and clearly. To use this mode, activate the Enhanced Image Copy function first.

Special original (Low density original) Select this mode for originals that have lighter lines written in pencil, or for faint copied slips. The faint lines will be clearly copied. To use this mode, activate the En-

hanced Image Copy function first.

If you do not select any mode, your originals will be scanned with the settings suitable for text originals (Text 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
Top indicator lit	Text·Photo
Centre indicator lit	Photo
Bottom indicator lit	Special Original

□ To use Special Original mode, press the **[Enhanced Image]** key first.

Special Original

● Select [Copied Orig.] or [Low Dens. Orig.] with the ④ keys, then press the [OK] key.



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 with Auto Tray Switch mode ON, 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 🖓 🖙, B5 🖓 🖙
Inch version	$8^{1}/_{2}$ " × 11"

₽ Reference

For Auto Tray Switch, see "13. Auto Tray Switch" in the System Settings.

Manual Paper Select

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

Reference

See \Rightarrow P.55 "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 , B4 , A4 , B5 , C, 8 ¹ / ₂ " × 13" ^{*1}
Document feeder	A3 \Box , B4 \Box , A4 \Box , B5 \Box , A5 \Box , 11" × 17" \Box , 8 ¹ / ₂ " × 11" \Box , 8 ¹ / ₂ " × 13" \Box *1

^{*1} You can select from $8^{1}/_{2}$ " × 13", $8^{1}/_{4}$ " × 13" and 8" × 13" using the user tool (system settings). See "24. <F/F4>Size Setting" in the System Settings.

Inch version

Where original is set	Paper size and di- rection
Exposure glass	$11" \times 17" \square, 8^{1}/_{2}" \times 14" \square, 8^{1}/_{2}" \times 11"$
Document feeder	$\begin{array}{c} A4 \ \ \ \ , 11" \times 17" \\ \ , 8^{1}/_{2}" \times 14" \ \ , \\ 8^{1}/_{2}" \times 11" \ \ \ , \\ 5^{1}/_{2}" \times 8^{1}/_{2}" \ \ \ , \\ 8^{1}/_{2}" \times 13" \ \ \ \ , \end{array}$

- *1 You can select from 8¹/₂" × 13", 8¹/₄" × 13" and 8" × 13" using the user tool (system settings). See "24. <F/F4>Size Setting" in the System Settings.
- □ For some originals, the original size might not be detected correctly. See ⇒ P.21 "Sizes Difficult To Detect".
- When you set special paper, such as recycled paper, in the paper tray, you can have the kind of paper shown on the display. See "14. Sp. Paper Ind." of the System Settings.

1 Select the copy paper.

Auto Paper Select

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

ORead	ly				Q'ty	: 1
Auto	A3 🗗	A4 🖓	A4 🗗	B5 🗗	A4 🖓	Ē
Ratio:	100%					
(Redu	ice (E	nlarge	$\overline{)}$	00%)	(Pape	er ()

Manual Paper Select

● Select the paper tray or bypass tray by pressing the [Paper] or ● key.

ORead	ly				Q'ty	. 1
Auto	A3 🗗	A4 🖓	A4 🗗	B5 🖓	A4 🖓	Ш-
Ratio:	100%					
Redu	ice (E	nlarge		00%	Pape	er)



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.



🖉 Note

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

Metric version

Where origi- nal is set	Original size and direction
Exposure glass	A3 \square , B4 \square , A4 \square \square , B5 \square \square , 8 ¹ / ₂ " × 13" \square *1
Document feeder	A3 \square , B4 \square , A4 \square \square , B5 \square \square , A5 \square \square , 11" × 17" \square , 8 ¹ / ₂ " × 11" \square \square , 8 ¹ / ₂ " × 13" \square *1

^{*1} You can select from 8¹/₂" × 13", 8¹/₄" × 13" and 8" × 13" using the user tool (System Settings). See "24. <F/F4>Size Setting" in the System Settings.

Inch version

Where orig- inal is set	Original size and direction
Exposure glass	$\begin{array}{c} 11" \times 17" \square, 8^{1}/_{2}" \times 14" \square, \\ 8^{1}/_{2}" \times 11" \square \square \square \end{array}$

Where orig- inal is set	Original size and direction
Document feeder	$\begin{array}{c} A4 \ \fbox{OD}, 11" \times 17" \ \fbox{O}, 8^{1}/_{2}" \times \\ 14" \ \fbox{O}, 8^{1}/_{2}" \times 11" \ \fbox{O}, 5^{1}/_{2}" \times \\ 8^{1}/_{2}" \ \fbox{OD}, 8^{1}/_{2}" \times 13" \ \vcenter{O}^{*1} \end{array}$

- *1 You can select from 8¹/₂" × 13", 8¹/₄" × 13" and 8" × 13" using the user tool (System Settings). See "24. <F/F4>Size Setsting" in the System Settings.
- □ The reproduction ratios the machine will select are as follows:
 - Type 1, Type 2 Metric version: 25 – 400 % Inch version: 25 – 400 %
 - Type 3 Metric version: 35 – 400 % Inch version: 32 – 400 %
- □ For some originals, the original size might not be detected correctly. See ⇒ P.21 "Sizes Difficult To Detect".
- □ You can set originals of different sizes in the document feeder at a time. See ⇒ P.34 "*Mixed sizes mode*".

Press the [Auto Reduce/Enlarge] key.



2 Select the paper tray by pressing the [Paper] or € .



SORT/STACK/STAPLE

Type 1 requires the optional 8 MB copier memory unit to use these functions.

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

Sort

- Sort
- Rotate Sort
- Shift Sort (the optional finisher required)

Stack

- Rotate Stack
- Shift Stack (the optional finisher required)
- Staple (the optional 1000-sheet finisher required)
 - Top 2



- Staple (the optional 3000-sheet finisher required)
 - Top 1



• Top 2



• Top 3



Double



- Punch (the optional 3000-sheet finisher and punch kit required)
 - Makes punch holes in combination with Sort/Stack/Staple.

Limitation

- □ The optional 3000-sheet finisher and punch kit are for Type 3 only.
- □ 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	 B4 or larger: 250 sheets (80 g/m²) A4 or smaller: 500 sheets (80 g/m²)
Internal tray 2	125 sheets (80 g/m ²)
External tray	125 sheets (80 g/m^2)
1000-sheet fin- isher	 B4 or larger: 500 sheets (80 g/m²) A4 or smaller: 1,000 sheets (80 g/m²)
3000-sheet fin- isher (without punch)	 Except A4: 1,500 sheets (80 g/m²) A4: 3,000 sheets (80 g/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 2	125 sheets (20 lb)
External tray	125 sheets (20 lb)
1000-sheet fin- isher	 8¹/₂"×14" or larger: 500 sheets (20 lb) 8¹/₂"×11" or smaller: 1,000 sheets (20 lb)
3000-sheet fin- isher (without	 Except 8¹/₂" × 11": 1,500 sheets (20 lb)
punch)	• 8 ¹ / ₂ " × 11": 3,000 sheets (20 lb)

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

Punching (Type 3 only, the optional 3000-sheet finisher and punch kit required)

You can make punch holes in combination with Sort/Stack/Staple.

Limitation

□ You cannot make punch holes with Rotate Sort or Rotate Stack.

🖉 Note

□ Originals orientation and punch holes position are as follows:

Original setting			Punch
	Expo- sure glass	Auto Docu- ment Feeder	hole po- sition
D		R	₿
7		R	°₽

₽ Reference

If the punch waste box is full, see \Rightarrow P.144 " \checkmark Removing Punch Waste".

For the size and thickness (paper weight) of paper to which punching is applicable, see \Rightarrow P.182 "*Punch Kit (Option)*"

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

Copies can be assembled as sets in sequential order.

Sort



Rotate Sort



Shift Sort



There are three types in the Sort function:

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 required)

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

the finisher 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" in \Rightarrow P.162 "3. Input/Output $^{2}/_{2}$ ".
- The paper sizes that can be used in Sort function are as follows:

Metric version	A3 B 4 A 4 D B5 D A5 D
Inch version	$\begin{array}{c} 11" \times 17" \square, 8^{1}/_{2}" \times \\ 14" \square, 11" \times 8^{1}/_{2}" \\ \square \square, 5^{1}/_{2}" \times 8^{1}/_{2}" \\ \square \square \end{array}$

The paper sizes that can be used in Rotate Sort function are as follows:

Metric version	A4 🕞 🕞 B5 🕞 🕞
Inch version	$8^1/_2$ " × 11" \square \square

- □ 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	3000-sheet finisher
Metric version	A3D, B4D, A4DD, B5D	A3, B4, B4, A4, D, B5, D, D, B, B, D, D, B, B, D, D, B, D,
Inch version	$\begin{array}{c} 11" \times 17" \ \Box, \\ 8^{l} /_{2}" \times 14" \ \Box, \\ 8^{l} /_{2}" \times 11" \ \Box \end{array}$	$\begin{array}{c} 11" \times 17" \ \Box, \\ 8^{1}/_{2}" \times 14" \ \Box, \\ 8^{1}/_{2}" \times 11" \ \Box \end{array}$

For the paper capacity of the optional finisher, see \Rightarrow P.49 "*Staple*".

Press the [Sorter] key until the Sort indicator (top) is lit.



2 To make punch holes, press the [Punch] key.



Limitation

- The optional 3000-sheet finisher and punch kit are required to use this function (Type 3 only).
- □ You cannot make punch holes with Rotate Sort.

🖉 Note

- □ If you do not wish to make punch holes, go to Step **1**.
- **B** Make sure that [ON] is selected, then press the [OK] key.



4 Enter the number of copy sets with the [Number] keys.

Limitation

□ The maximum number of sets is 999.

5 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

- □ The last page should be on the bottom.
- If an original is misfed during sorted copying, 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

PReference

See \Rightarrow P.33 "SADF mode"

- Set the original, then press the [Start] key.
 - Note
 - □ Start with the first page to be copied.
- 2 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.

Stack—Stacking Together All Copies Of A Page (111, 222, 333)

Copies can be assembled with each page set.

Rotate Stack



Shift Stack



There are two types in the Stack function:

Rotate Stack

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

Shift Stack (optional finisher required)

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

🖉 Note

- □ To select Rotate Stack or Shift Stack, access the user tools. See "7. Stack" in \Rightarrow P.162 "3. Input/Output $^{2}/_{2}$ ".
- □ The sizes that can be used in this function are as follows:

Metric version	A3 - B4 - A4
Inch version	$11" \times 17" \square, 8^{1}/_{2}" \times 14" \square, 11" \times 8^{1}/_{2}" \\ \square \square, 5^{1}/_{2}" \times 8^{1}/_{2}" \\ \square \square$

- □ The paper sizes that can be used in the Rotate Stack function are as follows:

Metric version	A4 🔽 🗁 , B5 🖓 🖵
Inch version	$8^1/_2$ " × 11" \square \square

□ To use the Rotate Stack function. two paper trays identical in size and different in direction $(\Box \Box)$ are required.

✓ Reference

For the maximum tray capacity of the optional finisher, see \Rightarrow P.49 "Staple".

Press the [Sorter] key until the Stack indicator (bottom) is lit.



2 To make punch holes, press the [Punch] key.





Limitation

- □ The optional 3000-sheet finisher and punch kit are required to use this function (Type 3 only).
- □ You cannot make punch holes with Rotate Stack.

🖉 Note

- □ If you do not wish to make punch holes, go to Step 4.
- B Make sure that [ON] is selected. Then, press the [OK] key.



- Enter the number of copies with the [Number] keys.
- **5** 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

□ The last page should be on the bottom.

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

₽ Reference

See \Rightarrow P.33 "SADF mode"

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

🖉 Note

- Start with the first page to be copied.
- 2 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 in this function:

- Post cards
- Translucent paper
- OHP transparencies
- Adhesive labels
- Curled paper
- Low stiffness paper

Note

□ For this mode, the following limitation apply. 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.

Metric version

	1000-sheet finisher	3000-sheet finisher	
Paper size	A3, B4, B4, A4, D, B5, D	A3, B4, B4, A4, D, B5, D, D,	
Stapler capacity	 A4 or smaller: 30 sheets (80 g/m²) B4 or larger: 20 sheets (80 g/m²) 	 A4 or smaller: 50 sheets (80 g/m²) B4 or larger: 30 sheets (80 g/m²) (without punch) 	
Shift tray capacity (A4♥)	1,000 sheets (80 g/m ²)	3,000 sheets (80 g/m ²)	

Inch version

	1000-sheet finisher	3000-sheet finisher	
Paper size	$\begin{array}{c} 11" \times 17" \square, \\ 8^{1}/_{2}" \times \\ 14" \square, 8^{1}/_{2}" \\ \times 11" \square \square \end{array}$	$\begin{array}{c} 11" \times 17" \square, \\ 8^{1}/_{2}" \times \\ 14" \square, 8^{1}/_{2}" \\ \times 11" \square \square \end{array}$	
Stapler capacity	 8¹/₂" × 11" or smaller: 30 sheets (20 lb) 8¹/₂" × 14" or larger: 20 sheets (20 lb) 	 8¹/₂" × 11" or smaller: 50 sheets (20 lb) 8¹/₂" × 14" or larger: 30 sheets (20 lb) (without punch) 	
Shift tray capacity $(8^1/_2" \times 11" \square)$	1,000 sheets (20 lb)	3,000 sheets (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 "Add Staple" is displayed during copying.
- □ When you select Staple, Sort mode is automatically selected.

If you want to add staples, see \Rightarrow P.134 " a Adding Staples".

When staple is jammed, see \Rightarrow P.139 " \clubsuit Removing Jammed Staples".

Stapling position and original setting

1000-sheet finisher

When your machine is equipped with the 1000-sheet finisher, the stapling position will be fixed to 'Top 2'.

	Or	iginal settir	Stapling	
		Expo-	Docu-	position
		sure	ment	
		glass	Feeder	
op 2	D		R	R
Tc	D		R	R

🖉 Note

- □ Original images are not rotated.
- □ To staple in combination with Combine: 2 pages → 1-sided or 4 pages → 2-sided, or with Double Copies, select □ paper for □ originals, or select □ paper for □ originals.

3000-sheet finisher

When your machine is equipped with the 3000-sheet finisher, stapling positions when there is copy paper that is identical in size and direction as your original are as follows:



Note

- You cannot change stapling positions during copying.
- □ When the original image is rotated, the stapling direction turns by 90°.
- □ When you select 1 staple mode (Top or Bottom), the paper of which size is the same but the direction is different from the originals.
- The maximum original image size that can be rotated is as follows:

Metric version	A4
Inch version	$8^1/_2$ " × 11"

- □ The copy image can not be rotated if you select **[Top 2]** or **[Double]**.
- □ To staple at the Top 2 or Double position in combination with Combine: 2 pages → 1-sided or 4 pages → 2-sided, or with Double Copies, select □ paper for □ originals, or select □ paper for □ originals.
- Press the [Sorter] key until the Sort (top) and Staple (centre) indicators are lit.

.



2 Select one of four stapling positions.



🖉 Note

- □ When your machine is equipped with the 1000-sheet finisher, this display is not available. Go to Step **B**.
- **U** To make punch holes, press the [Punch] key.



Note

- □ If you do not wish to make punch holes, go to Step **2**.
- Press the [OK] key.

284-00 Las	Salaat with 213
Top1 D Top2 D	Top3 🖸 Double 🗄
Punch: ON OFF	
Punch	Cancel UK

ND2C0104

- 5 Enter the number of copy sets with the [Number] keys.
- **6** 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

□ The last page should be on the bottom.

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

See \Rightarrow P.33 "SADF mode"

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

🖉 Note

Start with the first page to be copied.

2 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.

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 [No] key.

Scanning is resumed.



🖉 Note

Scanned images in memory are not cleared.

To clear scanned images of the originals

Press the [Yes] key.

Scanning is stopped with the images cleared.



When memory reaches 0 %

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

🖉 Note

- □ There is enough memory to store approximate 50 originals of A4 size. (Type 1 requires the optional 8 MB copier memory unit.)
- □ See ⇒ P.187 "Copier Hard Disk (Image Enhance Kit)" for the number of

originals that can be stored with the optional copier hard disk.

₽ Reference

Scanning will stop when memory reaches 0 % during sorted copying. However, you can change this setting so that all the scanned pages are copied and delivered to the tray first, then the machine automatically continues scanning the remaining originals. See "8. Mem.full-AutoStrt" in \Rightarrow P.162 "3. *Input/Output* $^{2}/_{2}$ ".

Press the [Start] 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.

COPYING FROM THE BYPASS TRAY

To use this function on Type 1, the optional bypass tray is required.

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.

Limitation

□ You cannot use the bypass tray for the Duplex function.

Note

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

Metric version	A3 \Box , A4 \Box , A5 \Box , 8 ¹ / ₂ " × 13" \Box
Inch version	A3D, 11" × 17"D, $8^{1}/_{2}$ " × 14"D, $8^{1}/_{2}$ " × 11"D, $5^{1}/_{2}$ " × $8^{1}/_{2}$ "D

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

Metric version		Vertical: 100 – 297
		mm
	•	Horizontal: 148 – 432 mm
Inch version	٠	Vertical: 4.0" – 11.7"
	•	Horizontal: 6.0" – 17.0"

Reference

For details about paper capacity of the bypass tray, see \Rightarrow P.23 "Copy Paper".

If Duplex mode is selected, press the [Duplex] key to cancel the mode.

2 Open the bypass tray.



Adjust the guides to copy paper size.

∰Important

- □ If the guides are not flush with the copy paper, a skew image or paper misfeeds might occur.
- 4 Lightly insert the copy paper face down until the beeper sounds.

The \blacksquare indicator on the display is automatically selected.



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

🖉 Note

- Do not stack paper over the limit mark; otherwise a skew image or paper misfeeds might occur.
- □ If the beeper is turned off, lightly insert the copy paper until it stops. See "Settings You Can Change With The User Tools" in the System Settings.
- When the platen cover is open, set the direction of the copy paper to D.
- □ Swing out the extender to support larger size copy paper larger than A4 \square , $8^1/_2$ " × 11" \square .
- Fan paper to get air between the sheets and avoid a multi-sheet feed.

When copying onto non-standard size copy paper

Important

- You should specify the size of copy paper to avoid paper misfeeds.
- Make sure the mu indicator is selected.

ORead	iy 👘				Q'ty	/: 1
Auto	A3 🗗	A4 🖓	A4 🗗	B4 🗗	A4 🖓	Ē
Ratio:	100%					
Redu	ice) (E	nlarge		00%)	(Pape	er)

2 Press the [#] key.3 Press the [Ppr.Size] key.





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



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



🖉 Note

- □ To change the number entered, press the **[Clear/Stop]** key and enter the new number.
- □ When you specify the paper size, Lappears on the display to indicate bypass tray copying.




When copying onto standard size copy paper

Make sure the ≡ indicator is selected.

ORead	ly -				Q'ty	/: 1
Auto	A3 🗗	A4 🖓	A4 🕞	B4 🕞	A4 🖓	Ī
Ratio:	:100%					
Redu	ice) (E	nlarge		00%)	Pape	er ()

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

③ Press the [Ppr.Size] key.





④ Press the [↓Next] key until your desired size is displayed.

(Paper Size-Bypass)	1/5 Select with 🕞
Special Paper	Size:
(<u>↑₽⇔v</u> ,) ↓Next) Cancel OK
	ND2C0102

KPaper Size	-Bypass>	275 Sel	ect with	€Ð
A3 🗗	A4 🕞	A4 🖓	A5 🗗	
A5 🖓	B4 🕞	85 DP	B5 🖓	
(†Prev.)(↓Next) Cance	I 0ł	K



(Paper Size-B	ypass> 3	/5 Select	.with €∋
11×17 G	8½×14 ⊡	8½×11 ⊡	8½×11₽
5%%8%_L₽	8×l3L₽ Next]	Cancel	8ã×i3 L₽ OK



(Paper Size-Bypass)	4/5 Select with €⊟
7\$\$10 <u>\$</u> 🕞 11 × 14 G	7 11×15 cz 10×14 cz
10 × 15 🗗 8¥ × 14 🗗	? <u>8×10%</u> ⊡? <u>8×10%</u>
(↑Prev.)(↓Next	Cancel OK



(Paper Size-Bypass) {	5/5 Select	with 🕀 🕀
<mark>8×10</mark> ┎₽ 8×10 ┎₽		
(↑Prev.)(⇒Next)	Cancel	OK



6 Press the [Exit] key.





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

When copying onto OHP transparencies or thick paper

To make copies onto OHP transparencies or thick paper, you need to specify the paper type.

🖉 Note

- □ Select **[Thick Paper]** if the paper weight is more than 91 g/m² (20 lb).
- If Duplex mode is selected, press the [Duplex] key to cancel the mode.
- **2** Open the bypass tray, and adjust the guides to the paper size.

∰Important

- If the guides are not flush with the copy paper, a skew image or paper misfeeds might occur.
- **B** Lightly insert the OHP transparencies or thick paper face down until the beeper sounds.

The \blacksquare indicator on the display is automatically selected.



🖉 Note

When you set a OHP transparencies, make sure that its front and back faces are properly positioned. To avoid paper misfeeds, shuffle a stack of paper before setting it in the tray.

4 Press the [#] key.

5 Press the [Ppr.Type] key.



Select [OHP] or [Thick Paper] with the ⊕ levels. Then, press the [OK] key.











To go on to specify a paper size, press the **[Ppr.Size]** key.

See \Rightarrow P.56 "When copying onto non-standard size copy paper".

See \Rightarrow P.57 "When copying onto standard size copy paper".

Set your originals and press the [Start] key.

∰Important

When copying onto OHP transparencies, remove copied sheets one by one.

2

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.
- 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" of the System Settings.
- Programs are not cleared by turning the power off or by pressing the [Clear Modes/Energy Saver] key. They are canceled only when you delete or overwrite them with another program.

Storing Your Settings

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

Press the [Program] key.



Press the [Store] key.

(Program)	Select	prog	aram No.	with	€Ð
->1 6	2 7	3 8	4 9	5 10	
Store	Delete		Exit	01	(



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





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.





B Select the program number you want to delete with the ⊕ keys. Then press the [OK] key.





Press the [Yes] key.





🖉 Note

□ To cancel the deletion, press the **[No]** key.

5 To delete another program, repeat steps **8** and **4**.

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

1	2	3	4	5	
6	7	8	9	10	
			Exit		······



Recalling A Program

You can recall a stored program.

Press the [Program] key.



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

The stored settings are displayed.

(Program)	Select	pro	gram No.	with	€Ð
-≫1 6	2 7	3 8	4 9	5 10	
Store	Delete		Exit	OK	(



🖉 Note

- □ Only programs with � contain a program.
- 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 **[Clear Modes/Energy Saver]** key for more than one second, the display disappears and the machine enters Energy Saver mode. When you press the **[Clear Modes/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.

The Energy Saver mode makes a twostep 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.
- □ If you press the **[Clear Modes/Energy Saver]** key during the operation, the current settings will be cleared.

✓ Reference

See "8. Low Power Timer" of the System Settings.

Interrupt—Temporarily Stopping One Job To Copy Something Else

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

Press the [Interrupt] key.

The key indicator lights.

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

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

Press the [Interrupt] key again.

The key indicator goes off.

5 Reset the previous originals. Then, press the [Start] key.

🖉 Note

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

User Codes

If the machine is set to use the User Code function, 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 the machine is set for user codes, the machine will prompt

you for your user codes after the operation switch is on or the Auto Reset comes into effect.

□ To prevent others from making copies using your user code, press the [Clear Modes/Energy Saver] and [Clear/Stop] keys simultaneously after copying.

Reference

For setting user codes, see \Rightarrow P.154 "1. General Features $\frac{4}{4}$ ".

Auto Start—Entering Copy Job Settings During The Warm-up 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.

- 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 Beeper

The beeper 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 Beeper" in \Rightarrow P.152 "1. General Features $^{2}/_{4}$ ".

PRESET REDUCE/ENLARGE—REDUCING AND ENLARGING USING PRESET RATIOS

You can select a preset ratio for copying.



🖉 Note

- You can select one of 12 present ratios (5 enlargement ratios, 7 reduction ratios).
- □ You can change the preset ratios to other ratios you frequently use. See "08. Reproduction ratio" in⇒ P.152 "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:

Metric version

Ratio (%)	$\begin{array}{l} Original \rightarrow Copy \ paper \\ size \end{array}$
400 (enlarge area by 16)	
200 (enlarge area by 4)	A5→A3
141 (enlarge area by 2)	A4→A3, A5→A4
122	F→A3, A4→B4
115	B4→A3
93	A little reduced.
87	A3→B4
82	$F \rightarrow A4, B4 \rightarrow F$
71 (reduce area by $1/2$)	A3→A4, A4→A5
65	A3→F
50 (reduce area by $1/4$)	A3 \rightarrow A5, F \rightarrow A5
35 *1	
25 ^{*2}	

^{*1} Type 3 only

*2 Type 1 and Type 2 only

Inch version

Ratio(%)	$\begin{array}{l} Original \rightarrow Copy \ paper \\ size \end{array}$
400 (enlarge area by 16)	
200 (enlarge area by 4)	$5^{1}/_{2}$ " × $8^{1}/_{2}$ " → 11" × 17"
155 (enlarge area by 2)	$5^{1}/_{2}$ " × $8^{1}/_{2}$ " → $8^{1}/_{2}$ " × 14"
129	$8^1/_2$ " × 11" → 11" × 17"
121	$8^1/_2$ " × 14" → 11" × 17"
93	A little reduced.
85	$F \rightarrow 8^{1}/_{2}" \times 11"$
78	$8^1/_2$ " × 14" → $8^1/_2$ " × 11"
73	$11"\times14"{\rightarrow}8^1/_2"\times11"$
65	$11" \times 17" \rightarrow 8^{1}/_{2}" \times 11"$
50 (reduce area by $1/4$)	$11" \times 17" \rightarrow 5^{1}/_{2}" \times 8^{1}/_{2}"$
32 *1	
25 * ²	

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

^{*1} Type 3 only^{*2} Type 1 and Type 2 only

Press the [Enlarge] or [Reduce] key to select a ratio.





Note Note

□ Another preset ratio is displayed every time you press the key.

ZOOM—REDUCING AND ENLARGING IN 1 % STEPS

You can change the reproduction ratio in 1 % steps.



🖉 Note

- □ The following ratios can be selected:
 - Type 1, Type 2 Metric version: 25 – 400 % Inch version: 25 – 400 %
 - Type 3 Metric version: 35 – 400 % Inch version: 32 – 400 %
- 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 press the **[Zoom]** key and adjust the ratio with the **[+]** or **[-]** key.

Press the [Zoom] key.



2 Enter the ratio.

When using the [+] or [-] key

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

(Zoom>	Enter	ratio	Бу	10keys	or	⊡⊞keys
Ratio:	100%					
—	Ξc	+	DC	100%	DE	OK



Note

□ To change the ratio in 1 % steps, just press the [+] or [-] key. To change the ratio in 10 % steps, press and hold down 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.

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

□ 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 [Menu] key.



2 Press the [Select] key.

(Function Menu> 1/4	Select	with 🕀 🕀
D. Size Mag.(mm) Margin Adjust.	Direct. Frase Ct	Mag.(%) r./Bdr.
(≜Prev.) (↓Next)	Exit	Select



(D. Size Mag.(mm)>	Enter size, press∰
Orig.:Vrtmm Orig.:Hrzmm	Copy.:Vrtmm Copy.:Hrzmm
	Cancel (0.

🖉 Note

- □ To change the value entered:
 - If you have not pressed the [#] key yet, press the [Clear/

Stop] key and enter the new value.

- If you have already pressed the [#] key, select the [Orig.:Vrt.] with the key and enter the new value.
- 4 Enter the vertical size of the copy with the [Number] keys. Then, press the [#] or ⊕ key.
- 5 Enter the horizontal size of the original with the [Number] keys. Then, press the [#] or ⊕key.
- **6** Enter the horizontal size of the copy with the [Number] keys. Then, press the [OK] key.
- 2 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

- □ The following ratios can be selected:
 - Type 1, Type 2 Metric version: 25 – 400 % Inch version: 25 – 400 %
 - Type 3 Metric version: 35 – 400 % Inch version: 32 – 400 %
- 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 [Menu] key.



Select the [Direct. Mag. (%)] key with or key. Then, press the [Select] key.

(Function Menu> 1/4	Select	with 创
D. Size Mag.(mm) Margin Adjust.	Direct. Erase Ct	Mag.(%) r./Bdr.
(↑Prevs.) (↓Next)	Exit	Select



B Enter the desired vertical ratio with the [Number] keys. Then, press the [#] key or the → key.

(Direct. Mag.(%)>	Enter rat	io, press∰
Ratio: <mark>Vrt.100%</mark>	Hrz.100	*
	Cancel	OK

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



🖉 Note

- □ To change the number entered, press the [#] key or the ● keys, then enter the new number.
- Set your originals, then press the [Start] key.

MARGIN ADJUSTMENT—ADJUSTING THE MARGIN

You can shift the image either left or right to make a binding margin.



Limitation

□ If you set too wide margin, areas you do not want to delete might be erased.

🖉 Note

You can change the width of the binding margin as follows:

Metric version	0 – 30 mm (in 1 mm steps)
Inch version	0" – 1.0" (in 0.1" steps)

□ The margin width default is as follows. You can change this default setting with the user tools. See "3. Marg.Adjust.Front" in ⇒ P.155 "2. Adjust Image 1/2".

Metric version	 Front: 5 mm Left Back: 5 mm Right
Inch version	• Front: 0.2" Left
	• Back: 0.2" Right

Press the [Menu] key.

O Image	॒ऀऀ॒॑₽₽		_	
Menu O Menú Meny				
01	0 ²			
03	0 ⁴			
			ND2L	0203

(Function Menu> 1/4	Select	with 🕀 🕀
D. Size Mag.(mm) Margin Adjust.	Direct. Erase Ct	Mag.(%) r./Bdr.
(_^Preext_) ↓Next	Exit	Select



Select [Left] (left margin) or [Right] (right margin) with the € keys.



4 Enter the desired margin width with the [Number] keys.

🖉 Note

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

5 To specify a binding margin for back pages, press the [Back] key.



🖉 Note

- You can specify the back margin only when the Duplex or the Two-Sided copy with Combine is selected.
- □ If you do not need to specify the back margin, press the **[OK]** key and go to Step **2**.

Select [Left] (left margin) or [Right] (right margin) with the keys.



- Enter the desired margin width the [Number] keys. Then, press the [OK] key.
- Set your originals, then press the [Start] key.

ERASE CENTRE/BORDER—ERASING THE CENTRE AND THE BORDER

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

Erase Centre



CenterEE

Erase Border



BorderEE

There are two types in this function:

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

□ The default setting of the erased margin is as follows. You can change this settings with the user tools. See "1. Erase Border" and "2. Erase Centre" in \Rightarrow P.155 "2. Adjust Image 1/2".

Metric version	10 mm
Inch version	0.4"

□ The position of the margin to be erased is determined according to the original size and reproduction ratio.



1: Erased part

□ You can use the Erase Centre and Erase Border functions together.

Press the [Menu] key.





3 Select the part to be erased.

Centre

Press the [Centre] key.





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



🖉 Note

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

③ Press the [Exit] key.



Border

Press the [Border] key.

(Erase Centre/Border> Select mode(s)

Exit

Centre Border



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



Note

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

3 Press the [Exit] key.



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

2

COMBINE—COMBINING ORIGINALS INTO **ONE COPY**

The optional document feeder is required to use this function.

You can make 1 sheet of copies from 2 or more one sided originals.

♦ 2 pages→1-sided



♦ 4 pages→1-sided, 4 pages→2-sided





Combine

♦ 8 pages→2-sided



Combine3

♦ 16 pages→booklet



- 1: Front
- 2: Back

There are five types in this function.

♦ 2 pages→1-sided

This mode makes two facing pages on one-sided copy.

♦ 4 pages→1-sided

4 one-sided pages are copied on to 1 one-sided sheet.

♦ 4 pages→2-sided (Type 1 requires the optional 8 MB copier memory unit and duplex unit.)

4 one-sided paper are copied onto 1 two-sided sheet, 2 original images on each side.

◆ 8 pages→2-sided (Type 1 requires the optional 8 MB copier memory unit and duplex unit.)

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

16 pages—booklet (Type 1 requires the optional 8 MB copier memory unit and duplex unit.)

This mode makes a booklet copy of 16 pages from 16 one-sided originals.

Setting Originals (Originals set in the document feeder)

• Originals reading from left to right



• Originals reading from top to bottom

Combine5

Combine



Limitation

- □ You cannot use this function in Duplex mode.
- □ 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.

- The machine uses ratios in the following range:
 - Type 1, Type 2 Metric version: 25 – 400 % Inch version: 25 – 400 %
 - Type 3 Metric version: 35 – 400 % Inch version: 32 – 400 %
- 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.
- □ Separation line between originals can be printed with the user tools.
 See "6. Combine Copy" in⇒ P.157 "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.
- □ 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 \Rightarrow P.160 "3. *Input/Output* 1/2".
- □ When the number of originals placed is less than the number specified for combining, the last page (s) will be copied blank as shown in the illustration.



□ In the 4 pages→2-sided mode or 8 pages→2-sided mode, you can

specify the orientation of originals

([Top to Top][Top to Bottom]). See \Rightarrow P.88 "Specifying Orientation of Bound Originals". (Combine) **1** If Duplex mode is selected, press the [Duplex] key to cancel the mode. Press the [Menu] key. O Enhanced Image ○卽→□ Menu O Menu Meny nıll≡ () O 2 03 O 4 ٢ E Press the [↓Next] key until the [Combine] is displayed. (Function Menu> 1/4 Select with 🖅 🕀 D. Size Mag.(mm) Direct. Mag.(%) Margin Adjust. Erase Ctr./Bdr.) UNext Exit Select Note **4** Press the [Select] key. Select with ∉⊕ (Function Menu> 2/4 Combine Series DF Setting Orientation ↑Prev.) ↓Next Exit Select

5 Select the desired combine modes with the 👁 keys. Then, press the [OK] key.





- **6** Press the **[Exit]** key.
- Press the [Paper] key or 👁 key to select the copy paper.
- **8** Set your originals, then press the [Start] key.

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

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

- □ Start with the first page to be copied.
- **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.

Note 🖉

□ The last page should be on the bottom.

∛Making a booklet

If you want to make a booklet from 16 originals, fold copies as shown in the illustration.

. . .



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.

There are two types in this function:

• Book \rightarrow 1-Sided

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

◆ 2-Sided → 1-Sided (The optional document feeder is required.)

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

Limitation

□ You cannot use this function in Duplex mode.

$Book \rightarrow 1$ -Sided—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 100 % ratio:

Metric version

Original	Copy paper
A3₽	A4 \square ×2 sheets
B4 □	B5 \square × 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"□	$5^1/_2$ " × $8^1/_2$ " \square × 2 sheets

If Duplex mode is selected, press the [Duplex] key to cancel the mode.

2 Press the [Menu] key.



Press the [↓Next] key until [Series] is displayed.



(Function Menu> 2/4	Select	with 创
Combine Orientation	Series DF Setti	ng
(↑Prev.)(↓Next)	Exit	Select



With the optional document feeder

● Select the [Book→1sided] with the ● keys. Then, press the [OK] key.



Without the optional document feeder

Press the [OK] key.



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

The optional document feeder is required to use this function.



If Duplex mode is selected, press the [Duplex] key to cancel the mode.

2 Press the [Menu] key.



Press the [↓Next] key until [Series] is displayed.



Select [Series] with the € keys. Then, press the [Select] key.



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

2

DUPLEX—MAKING TWO-SIDED COPIES

Type 1 requires the optional duplex unit, interchange unit, and 8 MB copier memory unit to use this function.

There are three ways in this function:

$\clubsuit \text{ 1-sided} \rightarrow \text{2-sided}$

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

& Book \rightarrow 2-sided

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

$\clubsuit \text{ 2-sided} \rightarrow \text{2-sided}$

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

Limitation

- You cannot use the following copy paper in this function:
 - Paper smaller than A5, $5^1/_2$ " × $8^1/_2$ "
 - Translucent paper
 - Adhesive labels
 - OHP transparencies
 - Post cards
- □ You cannot use the bypass tray with this function.
- The optional copier hard disk is required to make enhanced-image copies.

🖉 Note

□ The following paper limitations apply:

Metric ver- sion	Minimum size	A5
	Weight	64 – 105 g/ m ²

Inch ver- sion	Minimum size	$5^1/_2$ " × $8^1/_2$ "
	Weight	20 – 28 lb

□ When you make 2-sided copies on B4, 8¹/₂" × 14" or larger copy paper, open the right side cover. Also open the bypass tray, if installed.





$\begin{array}{l} \mbox{1-Sided} \rightarrow \mbox{2-Sided} \mbox{--Making} \\ \mbox{Two-sided Copies From Onesided Originals} \end{array}$



🖉 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.160 "3. *Input/Output* ¹/₂".
- □ When original images are copied, the images are shifted by a width of binding margin. You can adjust the binding margin or binding position. You can also change their default values. See "4. Margin Adjust Back" in ⇒ P.155 "2. Adjust Image 1/2".

You can select the orientation (**[Top to Top]**, **[Top to Bottom]**). See \Rightarrow P.88 "Specifying Orientation of Bound Originals".

• Top to Top



Duplex1

• Top to Bottom



```
Duplex2
```

2

♀ ♀ Criginal direction and completed copies

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



- *1 The illustrations show the directions of copied images on the front and back, not the directions of delivery.
- Press the [Duplex] key until the 1-Sided→2-Sided indicator (top) is lit.



2 Set your originals.

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

PReference

See \Rightarrow P.33 "SADF mode"

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

Note

- Start with the first page to be copied.
- 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.

Note

□ The last page should be on the bottom.

Specifying Orientation of Bound Originals

You can specify the orientation of bound originals (how you turn the pages). The default setting is **[Top to Top]**.

Press the [Menu] key.



Press the [↓Next] key until [Orientation] is displayed.

D. Size Mag.(mm) Direct.	. Mag.(%)
Margin Adjust Erase (Ctr./Bdr.
[Select



(Function Menu> 2/4	Select	with 创
<mark>Combine</mark> Orientation	Series DF Setti	ng
(↑Prev.)(↓Next)	Exit	Select



Select the desired orientation with the <
 ▶ key. Then, press the [OK] key.



ND2C0109

2

Book \rightarrow 2-Sided—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 100 % ratio:

Metric version

Original	Copy paper
A3₽	A4 (2-sided)
B4 □	B5 (2-sided)
A4D	A5 (2-sided)

Inch version

Original	Copy paper
11"×17" □	8 ¹ / ₂ "×11" (2-sid- ed)
8 ¹ / ₂ "×11"□	$5^{1}/_{2}$ " × $8^{1}/_{2}$ " (2-sid- ed)

Press the [Duplex] key until the Book→2-Sided indicator (centre) is lit.



2 Set your originals.

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.
- 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.

🖉 Note

□ The last page should be on the bottom.

2



Press the [Duplex] key until the 2-Sided→2-Sided indicator (bottom) is lit.



2 Set your originals.

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.
- 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.

Note

□ The last page should be on the bottom.

COVER/PAPER DESIGNATE—ADDING OR INSERTING SHEETS

In this function, you can add or insert cover or paper designate.

There are three types in this function:

Front Cover (Type 1 requires the optional bypass tray)

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

Both Covers (Type 1 requires the optional bypass tray)

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

Paper Designate

Any specified page of your originals is copied on specific paper sheets for slip sheet.

🖉 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

Type 1 requires the optional bypass tray to use this function.

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

🔷 Сору



Blank



🖉 Note

- The optional 8 MB copier memory unit is required to make 2 or more sets of copies on Type 1.
- □ You can specify whether to make a copy on a sheet for covers. 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 [Menu] key.



Press the [↓Next] key until [Cover/ Ppr. Des.] is displayed.

(Function Menu> 1/4	Select	with 🕀 🕀
D. Size Mag.(mm)	Direct. 1	Mag.(%)
Margin Adjust.	Erase Ut	r./Bdr.
(_^Prev) ↓Next	Exit	Select

Press the [Select] key.

(Function Menu> 3/4	Select	with 🖅
Cover/Ppr.Des.	OHP Slip	Sheet
Sp. Paper-Bypass		
(↑Prev.) (↓Next	Exit	Select



Press the [Front] key.





5 Specify whether to copy on a cover sheet with the
 Image: Specify whether to copy on a cover sheet with the
 Image: Specify whether to copy on a cover sheet with the
 Image: Specify whether to copy on a cover sheet with the
 Image: Specify whether to copy on a cover sheet with the
 Image: Specify whether to copy on a cover sheet with the
 Image: Specify whether to copy on a cover sheet with the
 Image: Specify whether to copy on a cover sheet with the
 Image: Specify whether to copy on a cover sheet with the
 Image: Specify whether to copy on a cover sheet with the
 Image: Specify whether to copy on a cover sheet with the
 Image: Specify whether to copy on a cover sheet with the
 Image: Specify whether to copy on a cover sheet with the
 Image: Specify whether to copy on a cover sheet with the
 Image: Specify whether to copy on a cover sheet with the
 Image: Specify whether to copy on a cover sheet with the
 Image: Specify whether to copy on a cover sheet with the
 Image: Specify whether to copy on a cover sheet with the
 Image: Specify whether to copy on a cover sheet with the
 Image: Specify whether to copy on a cover sheet with the
 Image: Specify whether to copy on a cover sheet with the
 Image: Specify whether to copy on a cover sheet with the
 Image: Specify whether to copy on a cover sheet with the
 Image: Specify whether to copy on a cover sheet with the
 Image: Specify whether to copy on a cover sheet with the
 Image: Specify whether to copy on a cover sheet with the
 Image: Specify whether to copy on a cover sheet with the
 Image: Specify whether to copy on a cover sheet with the
 Image: Specify whether to cover sheet with the
 Image: Specify whether to cover sheet with the
 Image: Specify wheth



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

(Cover/Paper Designate> Select mode(s) Cover:Front(Copy)

Front Both Ppr.Des. Exit



- 2 Set cover sheets on the bypass tray.
- Set your originals, then press the [Start] key.
Both Covers—Copying Or Adding Front And Back Covers

Type 1 requires the optional bypass tray to use this function.

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

🐟 Сору



Blank



🖉 Note

□ You can specify whether to make a copy on a 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 [Menu] key.



Press the [↓Next] key until [Cover/ Ppr. Des.] is displayed.

(Function Menu> 1/4	Select w	ith €Ð
D. Size Mag.(mm) Margin Adjust.	Direct. Ma Erase Ctr.	g.(%) /Bdr.
(^^?nev.) ↓Next	Exit	Select



Press the [Select] key.

(Function Menu> 3/4	Select	with 🕀 🕀
Cover/Ppr.Des. Sp. Paper-Bypass	OHP Slip	Sheet
(↑Prev.)(↓Next)	Exit	Select



4 Press the [Both] key.



5 Specify whether to copy on a cover sheet with the ⓐ ▶ keys. Then, press the [OK] key.



6 Press the [Exit] key.



- 2 Set cover sheets on the bypass tray.
- Set your originals, then press the [Start] key.

Paper Designate—Copying Designated Pages Of Originals Onto Slip Sheets

Any specified page of your originals is copied on specific paper sheets for slip sheet.



🖉 Note

- □ You can specify up to 10 page numbers.
- □ Before using this function, set the special paper tray for slip sheets using the user tools. See "09. Slip Sheet Tray" in ⇒ P.153 "1. General Features ³/₄".

Press the [Menu] key.



Press the [↓Next] key until [Cover/ Ppr. Des.] is displayed.





Press the [Ppr.Des.] key.



🖉 Note

□ If your machine is not equipped with the bypass tray, the display above does not appear. Go to Step **B**.

Enter the page number you want to copy onto a slip sheet with the [Number] keys. Then, press the [#] key.

(Ppr.De	s.>	Ēn	ter pag	e, press∰
1 :P g 6:Pg	2:Pg 7:Pg	3:P9 8:P9	4:Pg 9:Pg	5:Pg 10:Pg
		C	ancel	OK

🖉 Note

- □ To change the value entered, press the **[Clear/Stop]** key and enter the new value.
- **1** To specify another page number, repeat Step **9**.
- When you finish specifying the page number (s), press the [OK] key.





🖉 Note

Press the [Exit] key.





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

OHP SLIP SHEET—COPYING OR INSERTING SLIP SHEET

Type 1 requires the optional bypass tray.

Whenever a different original is copied in OHP Slip Sheet mode, a slip sheet will be placed after each copy, or a slip sheet will be fed and the same original image is copied onto this slip sheet.

🔹 Сору



Blank



Limitation

□ You cannot use this function in Duplex mode.

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.

- **1** If Duplex mode is selected, press the [Duplex] key to cancel the mode.
- **2** Press the [Menu] key.



B Press the [JNext] key until [OHP Slip Sheet] is displayed.

(Function Menu> 1/4	Select with (ÐÐ
D. Size Mag.(mm) Margin Adjust.	Direct. Mag.(%) Erase Ctr./Bdr.)
(<u>↑Pray</u> , Vext)	Exit Selec	t
	(ひ て	>





- **5** Set OHP transparencies in the bypass tray.
- 2 Set the slip sheets in the paper tray, then select this tray pressing the [Paper] key or the ⊕ keys.
- Set your originals, then press the [Start] key.

POSITIVE/NEGATIVE—COPYING IN COMPLEMENTALY COLORS

If you use a black and white original, black and white areas of the original are reversed.



Press the [Menu] key.



2 Press the [↓Next] key until [Positive/Negative] is displayed.



B Press the [Select] key.

(Function Menu> 4/4	Select	with 🕀 🕀
Positive/Negative Archive File	Image Re	peat
(↑Prev.)(↓?!+xt)	Exit	Select



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

IMAGE REPEAT—REPEATING AN IMAGE

You can copy the original image repeatedly, or make two copies of the same image on one sheet.

There are two types in this function:

Double Copies

The one original image is copied twice on one copy.

Image Repeat

The original image is copied repeatedly.

Double Copies—Copying The Image Twice On One Page

The one original image is copied twice on one copy as shown in the illustration.



Limitation

The following originals cannot be detected properly on the exposure glass. Be sure to select the copy paper manually or set the originals in the optional document feeder.

Metric version	A5D, B6D
Inch version	$5^1/_2$ " × $8^1/_2$ " D

You cannot use the bypass tray for the Double Copies function.

🖉 Note

- □ Two copy images appear vertically on □ paper for □ originals, and horizontally on □ paper for □ originals.
- □ You can insert separate lines between repeated images. See "5. Double Copy" in ⇒ P.157 "2. Adjust Image ²/₂".
- Refer to the following table when you select original and copy paper sizes with 100 % ratio:

Metric version

Original size and direction	Copy paper size and direction
A5 D	A4 🖓
B6 D	B5 🖵
A4 🔽	A3D
A5 🖓	A4D
B6 🖵	B5 D

Inch version

Original size and direction	Copy paper size and direction
$5^1/_2$ " × $8^1/_2$ " D	$8^{1}/_{2}$ " × 11"
$5^{1}/_{2}$ " × $8^{1}/_{2}$ " \square	$8^{1}/_{2}$ " × 11"
$8^{1}/_{2}$ " × 11"	11"×17"₽

Press the [Menu] key.



Press the [↓Next] key until [Image Repeat] is displayed.





Select [Image Repeat] with the 👁 keys. Then, press the [Select] key.



Press the [OK] key.



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

Image Repeat—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: A5 //Copy paper: A4 // or Original: A5 //Copy paper A4 //



Original: A5 //Copy paper: A4 // or Original: A5 //Copy paper A4 //



- Part of a repeated image might not be copied depending on copy paper size, copy paper direction or reproduction ratio.
- □ You can insert separate lines between repeated images. See "7. Image Repeat" in⇒ P.157 "2. Adjust Image ²/₂".
- Select the size of the copy paper and the reproduction ratio.

2 Press the [Menu] key.



Press the [↓Next] key until [Image Repeat] is displayed.



4 Select [Image Repeat] with the ⊕ keys. Then, press the [Select] key.

Positive/Negative Image Repeat Archive File	(Function Menu> 4/4	Select	with 🕀 🕀
	Positive/Negative Archive File	Image Re	peat
[Exit Select	TPrev.	Exit	Select



Select [Image Repeat] with the keys. Then, press the [OK] key.

(Image Repeat)	Select with @B
Double Copies	Image Repeat
	Cancel OK

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

ARCHIVE FILE—STORING THE IMAGES OF YOUR ORIGINALS INTO MEMORY

The optional copier hard disk is required to use this function.

You can store images you frequently use, and recall and copy them any time.

There are four types in this function:

Storing The Images

Stores image pages you frequently use.

Deleting The Stored Images

Deletes a set of image pages already stored.

Printing A List Of The Stored Images Makes a combined copy of each first page of all the stored files (8 pages into one 1-sided, or 16 pages into one 2-sided).

Recalling The Stored Images

Recalls a set of stored image pages and copies them onto the A4, $8^1/_2$ " × 11" copy paper.

🖉 Note

- The maximum capacity is 16 files or 32 pages. If you store more than two pages in one file, the maximum number of files might be less than 16.
- □ Image pages to be stored should be A4 □ , $8^{1}/_{2}$ " × 11" □ size.
- □ The functions that can be stored are as follows:
 - 1-sided copy or 2-sided copy
 - Type of originals
 - Image density
- □ Set your originals on the exposure glass.

□ The stored images are not cleared by turning the power off or by pressing the **[Clear Modes/Energy Saver]** key. They are canceled only when you delete or overwrite them.

Storing The Images

You can store images you frequently use.

Press the [Menu] key.



Press the [↓Next] key until [Archive File] is displayed.

(Function Menu> 1/4	Select	with 🕀 🕀
D. Size Mag.(mm) Margin Adjust.	Direct. Erase Ct	Mag.(%) r./Bdr.
(≜?rev.) (↓Next	Exit	Select



B Select [Archive File] with the keys. Then, press the [Select] key.



4 Press the [Store] key.





5 Select the file number you want to store the images in with the
 Then, press the [OK] key.

KReg.	Archi	ve F	ile≻	Select	no.	with	0: (
1 9	2 10	3 11	4 12	5 13	6 14	7 15	8 16
				Exit		01	<



🖉 Note

□ File numbers with ⇒ already have images in them.

To overwrite images already stored

• Check the stored content, and select whether to overwrite it.

🖉 Note

- □ You can check the stored content by printing a list of the stored images. See ⇒ P.106 "Printing A List Of The Stored Images".
- Press the [Yes] key to overwrite the images, or press the [No] key not to overwrite them.

Are	you	sure	you	want	to	delet	e	
the	sto	red f	ile?					
					/es		No	

🖉 Note

□ When you overwrite with another images, the previously stored images will be lost.

Select the type of originals with the <
 (■) keys. Then, press the [OK] key.



🖉 Note

□ If you are using Type 1 without the duplex unit installed, the display above does not appear. Go to Step **D**.

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

The images will be scanned.

🖉 Note

- If you have more than one original pages, repeat the steps above.
- □ Start with the first page of your originals.



1: Reference position

Press the [OK] key.





Deleting The Stored Images

You can delete images already stored.

🖉 Note

□ Images are deleted on a file basis.

Press the [Menu] key.



2 Press the [↓Next] key until [Archive File] is displayed.





Select [Archive File] with the **E** keys. Then, press the [Select] key.



Press the [Delete] key.

KArch	ive Fi	ile> :	Select	:No.79	Start	Q'ty	/: 1
+>1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16
Sto	re	Del	ete	Lis	st	E×	it



5 Select the file number you want to delete the images in with the
● keys. Then, press the [OK] key.

(Dele	te Arc	:hive	File>	Se	elect	with	€Ð
• >1 9	2 10	3 11	4 12	5 13	6 14	7 15	8 16
				E×	it	0	(



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



🖉 Note

- □ To cancel deletion, press the **[No]** key.
- **2** Press the [Exit] key.

KDe le	te Arc	:hive	File>	S	elect	with	œÐ
1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16
			[E×	it	01	、]
						Ŷ	\rightarrow

Printing A List Of The Stored Images

You can make a combined copy of each first page of all the stored files (8 pages into one 1-sided, or 16 pages into one 2-sided).

🖉 Note

□ If any file number has nothing stored, its page will be copied in blank with no image or number.

Press the [Menu] key.



Press the [↓Next] key until [Archive File] is displayed.

(Function Menu> 1/4	Select	with 🕀 🕀
D. Size Mag.(mm)	Direct.	Mag.(%)
Hargin Adjust.	Erase Lt	r./bar.
(_îYesev, [↓Next _]	Exit	Select



Select [Archive File] with the keys. Then, press the [Select] key.



4 Press the [List] key.

Arch	ive Fi	le> :	Selec	tNo./S	Start	Q'ty	/: 1
+>1 9	2 10	3 11	4 12	5 13	6 14	7 15	8 16
Sto	re	Del	ete	Lis	st	E×	it



5 Select the [8pages→1sided] or [16pages→2sided] with the € → keys.

(Archive File List)	Select with 创
8pages→1sided	16pages→2sided
	Cancel

🖉 Note

□ **[16pages**→**2sided]** is not available, if your machine is Type 1 without the duplex unit.



Recalling The Stored Images

You can recall stored images to copy them onto A4, $8^{1}/_{2}$ " × 11" paper.

🖉 Note

□ Copies are made on a file basis.

Press the [Menu] key.



2 Press the [↓Next] key until the [Archive File] is displayed.



	¢	\ominus
		ND2C010





Select the desired file number with the <





🖉 Note

- □ Only files with � contain images.
- **5** Enter the number of copies with the [Number] keys.

🖉 Note

- □ The maximum number of copies is 99.
- **6** Press the **[Start]** key.

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.

☆	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.

														Ņ	Aode	after	you	Selec	:t												
					'		dk			pass Tray			ification (mm)	tion (%)			Combine					Series Copies		Duplex						Image Repeat	
		Selecting Copy Paper	Auto Paper Select	Auto Reduce/Enlarge	Enhanced Image Copy	Sort	Rotate Sort/Rotate Sta	Shift Sort/Shift Stack	Staple	Copying From The By	Preset Reduce/Enlarge	Zoom	Directional Size Magn	Directional Magnifica	Margin Adjustment	Erase Centre/Border	$2 \ pages \rightarrow 1\text{-sided}$	$4 \text{ pages} \rightarrow 1\text{-sided}$	4 pages \rightarrow 2-sided	8 pages \rightarrow 2-sided	16 pages \rightarrow booklet	$Book \rightarrow 1\text{-sided}$	$\textbf{2-sided} \rightarrow \textbf{1-sided}$	$\textbf{1-sided} \rightarrow 2\textbf{-sided}$	$\mathbf{Book} \to 2\text{-sided}$	$\textbf{2-sided} \rightarrow \textbf{2-sided}$	Cover/Page Designate	OHP Slip Sheet	Positive/Negative	Double Copies	Image Repeat
lect	Selecting Copy Paper	-	47	47	47	47	Σ¢	47	47	꼬	Σ¢	47	47	☆	Σ¢	47	꼬수	꼬	Σ¢	47	Σ¢	꼬	Σ¢	꼬	꼬수	꼬	47	47	Σ¢	47	☆
e you se	Auto Paper Select	☆	-	\rightarrow	44	☆	\$	☆	44	÷	\$	☆	44	☆	\$	☆	* 2	* 2	* 2	* 2	* 2	다	\$	다	자	다	\rightarrow	\rightarrow	\$	* 2	\rightarrow
le befor	Auto Reduce/ Enlarge	☆	×	-	44	☆	Σ¢	☆	44	×	\rightarrow	\rightarrow	\rightarrow	\rightarrow	Σ	☆	攻	☆	Σ	☆	Σ	☆	Σ	☆	攻	☆	44	☆	Σ	☆	\rightarrow
Mod	Enhanced Image Copy	☆	\$≾	☆		* 1	* 1	* 1	* 1	☆	Χ	☆	\$≾	☆	Χ	☆	* 1	* 1	* 1	* 1	* 1	☆	Χ	* 1	* 1	* 1	* 3	×	Χ	* 1	* 1
lect	Sort	☆	\$7	☆	* 1	-	\rightarrow	\rightarrow	\rightarrow	×	20	☆	\$7	☆	20	☆	25	\$	20	☆	20	\$	20	\$	25	\$	\$7	☆	20	☆	☆
e vou se	Rotate Sort/ Rotate Stack	☆	\$7	☆	* 1	\rightarrow	1	\rightarrow	\rightarrow	×	20	☆	\$₹	☆	20	☆	25	\$	20	☆	20	\$	20	\$	25	\$	\rightarrow	☆	20	☆	☆
le before	Shift Sort/ Shift Stack	☆	☆	☆	* 1	\rightarrow	\rightarrow	-	\rightarrow	×	\$	☆	☆	☆	\$	☆	Σ	☆	\$	☆	\$	☆	\$	☆	Σ	☆	☆	☆	\$	☆	☆
Mod	Staple	☆	\$₹	4	* 1	\rightarrow	\rightarrow	\rightarrow	-	×	24	4	\$₹	☆	24	4	24	☆	24	4	24	☆	24	☆	24	☆	\$₹	4	24	4	☆
	Copying From The Bypass Tray	☆	\rightarrow	\rightarrow	\$≾	\rightarrow	\rightarrow	\rightarrow	\rightarrow		Χ	☆	\$≾	☆	Χ	☆	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	☆	Χ	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	Χ	\rightarrow	☆
	Preset Reduce/ Enlarge	☆	\$≾	\rightarrow	\$≾	☆	Χ	☆	\$≾	☆	-	\rightarrow	\rightarrow	\rightarrow	Χ	☆	* 2	* 2	* 2	* 2	* 2	☆	Χ	☆	지수	☆	\$≾	☆	Χ	* 2	☆
u select	Zoom	☆	☆	\rightarrow	☆	☆	\$	☆	☆	☆	\rightarrow	-	\rightarrow	\rightarrow	\$	☆	* 2	* 2	* 2	* 2	* 2	☆	\$	☆	장	☆	☆	☆	\$	* 2	☆
efore yo	Directional Size Magnification (mm)	☆	\$₹	\rightarrow	\$₹	42	24	42	\$₹	☆	\rightarrow	\rightarrow		\rightarrow	24	42	* 2	* 2	* 2	* 2	* 2	☆	24	☆	장	☆	\$₹	42	24	* 2	☆
Mode b	Directional Magnification (%)	☆	\$2	\rightarrow	\$2	☆	것	☆	\$2	☆	\rightarrow	\rightarrow	\rightarrow		것	☆	* 2	* 2	* 2	* 2	* 2	☆	것	☆	지수	☆	\$2	☆	것	* 2	20
	Margin Adjustment	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	-	☆	\$	☆	☆	☆	☆	☆	☆	☆	\$	☆	☆	☆	☆	☆	☆
	Erase Centre/ Border	☆	☆	☆	☆	☆	X	☆	☆	☆	X	☆	☆	☆	X		것	☆	X	☆	\$	☆	X	☆	것	☆	☆	☆	X	☆	☆

COMBINATION CHART

															N	/lode	after	you	Selec	t												
						v		ck			pass Tray			nification (mm)	ion (%) Combine								Series Copies		Duplex						Image Repeat	
			Selecting Copy Paper	Auto Paper Select	Auto Reduce/Enlarge	Enhanced Image Copy	Sort	Rotate Sort/Rotate Sta	Shift Sort/Shift Stack	Staple	Copying From The By	Preset Reduce/Enlarge	Zoom	Directional Size Magr	Directional Magnifica	Margin Adjustment	Erase Centre/Border	$2 \ pages \rightarrow 1\text{-sided}$	$4 \text{ pages} \rightarrow 1\text{-sided}$	4 pages \rightarrow 2-sided	$8 \text{ pages} \rightarrow 2\text{-sided}$	16 pages \rightarrow booklet	$Book \rightarrow 1\text{-sided}$	$\textbf{2-sided} \rightarrow \textbf{1-sided}$	$\textbf{1-sided} \rightarrow 2\textbf{-sided}$	$\mathbf{Book} \to 2\text{-sided}$	$\textbf{2-sided} \rightarrow \textbf{2-sided}$	Cover/Page Designate	OHP Slip Sheet	Positive/Negative	Double Copies	Image Repeat
		$\begin{array}{c} 2 \text{ pages} \rightarrow 1\text{-} \\ \text{sided} \end{array}$	☆	×	☆	* 1	☆	Χ	☆	Χ	×	Χ	☆	25	☆	25	☆	-	\rightarrow	\rightarrow	\rightarrow	\rightarrow	×	×	×	×	×	×	×	25	×	×
		$\begin{array}{l} 4 \text{ pages} \rightarrow 1\text{-} \\ \text{sided} \end{array}$	☆	×	☆	* 1	☆	24	☆	24	×	24	☆	25	☆	25	☆	\rightarrow		\rightarrow	\rightarrow	\rightarrow	×	×	×	×	×	×	×	25	×	×
	Combine	$\begin{array}{l} 4 \text{ pages} \rightarrow 2\text{-} \\ \text{sided} \end{array}$	☆	×	☆	* 1	☆	24	☆	24	×	24	자	20	자	20	☆	\rightarrow	\rightarrow	-	\rightarrow	Ŷ	×	×	×	×	×	×	×	20	×	×
ect	0	$\begin{array}{l} 8 \text{ pages} \rightarrow 2\text{-} \\ \text{sided} \end{array}$	☆	×	☆	* 1	☆	24	☆	24	×	24	자	20	자	20	☆	\rightarrow	\rightarrow	\rightarrow		Ŷ	×	×	×	×	×	×	×	20	×	×
s vou se		$16 \text{ pages} \rightarrow \text{booklet}$	☆	×	☆	* 1	☆	\$	4	\$	×	\$	다	꼬~	다	꼬~	☆	\rightarrow	÷	\rightarrow	÷	1	×	×	×	×	×	×	×	꼬~	×	×
e before	opies	$\text{Book} \rightarrow 1\text{-sided}$	☆	☆	☆	\$2	☆	\$2	☆	\$2	攻	\$2	攻	25	攻	25	☆	×	×	×	×	×	-	\rightarrow	×	×	×	×	攻	25	☆	☆
Mod	Series C	$\begin{array}{l} \text{2-sided} \rightarrow \text{1-} \\ \text{sided} \end{array}$	☆	☆	☆	X4	☆	X4	☆	X4	☆	X4	☆	25	☆	25	☆	×	×	×	×	×	\rightarrow	-	×	×	×	×	☆	25	☆	☆
		$\begin{array}{l} 1\text{-sided} \rightarrow 2\text{-}\\ \text{sided} \end{array}$	☆	☆	☆	\$2	☆	\$2	☆	\$2	×	\$2	☆	攻	☆	攻	☆	×	×	×	×	×	×	×	-	\rightarrow	\rightarrow	攻	×	攻	☆	☆
	Duplex	$Book \mathop{\rightarrow} 2\text{-sided}$	☆	것	☆	\$≾	☆	\$≾	☆	\$≾	×	\$≾	쟈	꼬수	쟈	꼬수	☆	×	×	×	×	×	×	×	\rightarrow	-	\rightarrow	꼬수	×	꼬수	☆	\$
		$\begin{array}{l} \text{2-sided} \rightarrow \text{2-} \\ \text{sided} \end{array}$	☆	☆	☆	☆	☆	☆	☆	☆	×	☆	☆	\$₹	☆	\$₹	☆	×	×	×	×	×	×	×	\rightarrow	\rightarrow		\$₹	×	\$₹	☆	☆
	Cov Pag	ver/ ge Designate	4	×	47	* 3	47	×	쟈	Σ¢	×	Σ¢	꼬	꼬수	꼬	꼬수	☆	×	×	×	×	×	×	×	꼬	지는	꼬	1	×	꼬수	×	×
ect	ОН	IP Slip Sheet	☆	×	☆	×	☆	☆	☆	☆	×	☆	☆	☆	☆	☆	☆	×	×	×	×	×	☆	☆	×	×	×	×		☆	×	×
you sel	Pos	itive/Negative	☆	☆	섞	☆	섞	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	-	☆	☆
e before	Repeat	Double Copies	☆	☆	☆	*	☆	\$7	☆	\$7	×	\$7	☆	24	☆	24	☆	×	×	×	×	×	☆	24	☆	☆	☆	24	×	24		\rightarrow
Mode	Image l	Image Repeat	☆	×	☆	* 1	☆	\$2	☆	\$2	☆	\$2	☆	24	☆	24	☆	×	×	×	×	×	☆	24	☆	\$	☆	24	×	24	\rightarrow	-
	Inte	errupt	☆	☆	☆	20	* 1	* 1	* 1	* 1	☆	20	☆	25	☆	\$	☆	* 1	* 1	* 1	* 1	* 1	☆	25	* 1	* 1	* 1	25	☆	25	* 1	* 1

*1 Optional copier hard disk is required.
*2 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 The Paper Designate function is available. The optional copier hard disk is required to use the Cover function.

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.
		Performance You can use Auto Start mode during warm-up period. See ⇒ P.64 "Auto Start—Entering Copy Job Settings During The Warm-up Period"
The machine cannot detect the original size.	Improper original is set. See \Rightarrow P.21 <i>"Sizes Difficult</i>	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.31 "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 direction.	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.	Improper 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.49 "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 maximum copy quantity that you can make at a time. See "05. Maximum copy quan- tity" in \Rightarrow P.152 "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 open the right side cover of the duplex unit.	The right cover of the du- plex unit is not open.	When you make 2-sided copies on B4, $8^1/_2$ " × 14" or larger copy paper, open the right cover of the duplex unit. See \Rightarrow P.85 "Duplex— Making Two-Sided Copies".

Display

Problem	Cause	Action
The panel display is off.	The machine is in Energy Saver mode.	Press the [Clear Modes/Ener- gy Saver] key to cancel En- ergy Saver mode.
	The operation switch is turned off.	Turn on the operation switch.
Nothing happens when the operation switch is turned on.	The main power switch is turned off.	Turn on the main power switch. See \Rightarrow P.2 "Guide To Components"

IF YOU CANNOT MAKE CLEAR COPIES

Problem	Cause	Action
Copies appear dirty.	The image density is too dark.	Adjust the image density. \Rightarrow P.37 "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.37 "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.37 "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 belt is dirty.	Clean them. \Rightarrow P.169 "Maintaining Your Ma- chine".
Copies are too light.	The image density is too light.	Adjust the image density. \Rightarrow P.37 "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.121 " \measuredangle Adding Toner".
Parts of the image are not copied.	The original is not set cor- rectly.	Set originals correctly. \Rightarrow P.31 "Setting Originals".
	An improper paper size is selected.	Select the proper paper size.
Copies are blank.	The original is not set cor- rectly.	Set originals correctly. \Rightarrow P.31 "Setting Originals".

Problem	Cause	Action
A moire pattern is pro- duced on copies.	Your original has dot pat- tern image or many lines.	Place the original on the exposure glass at a slight angle.

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.139 " $\stackrel{\bullet}{\clubsuit}$ Removing Jammed Staples".
		 Note After removing jammed 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.49 "Staple".
Staples are wrongly posi- tioned.	Originals are not set cor- rectly.	Set originals correctly. See \Rightarrow P.49 "Staple".
Misfeeds occur frequently.	Copy paper size setting is not correct.	Set the proper paper size. See \Rightarrow P.132 "Changing The Paper Size".
You cannot combine sever- al functions.	Selected functions cannot be used together.	Refer to the combination chart. See \Rightarrow P.108 "Combination Chart".

Adjust Image

Problem	Cause	Action
In Double Copies mode, parts of the original image are not copied.	Combination of original and copy paper is not cor- rect.	Select the proper original and copy paper. See \Rightarrow P.20 "Originals".
In Centre/Border mode, parts of the original image are not copied.	You set the wide erased margin.	Set the narrow margin with the user tools. See "1. Erase Border" in \Rightarrow P.155 "2. Ad- just Image $^{1}/_{2}$ ". See "2. Erase Centre" in \Rightarrow P.155 "2. Ad- just Image $^{1}/_{2}$ ".
	Your original has narrow margins on four sides.	
In Margin Adjustment mode, parts of the original image are not copied.	You set the wide erased margin.	Set the narrow margin with the user tools. See "3. Marg.Adjust.Front" in \Rightarrow P.155 "2. Adjust Image $1/2$ ". See "4. Margin Adjust Back" in \Rightarrow P.155 "2. Adjust Image $1/2$ ".
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.99 "Image Repeat—Repeat- ing An Image".
		Select the proper reproduc- tion ratio. See \Rightarrow P.99 "Im- age Repeat—Repeating An Image".

Problem	Cause	Action
You cannot make a booklet from 16 originals by fold- ing copies.	Combine Original Booklet Format is not correct.	Change the setting. \Rightarrow P.78 "Combine—Combining Originals Into One Copy"
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.

Combine

Duplex

Cause	Action
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.
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.85 "Duplex— Making Two-Sided Copies"
	 Note If you set A3, 11" × 17" or B4, 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 cop- ies in "Top to Bottom" orientation. Alternate the originals as shown below when setting them.
	You set originals in the in- correct order.

LOADING PAPER

🖉 Note

□ If you want to change the paper size, see ⇒ P.132 "Changing The Paper Size".

Regarding paper types and sizes that can be set, see \Rightarrow P.23 "Copy Paper".

Pull out the paper tray until it stops.

2 Remove the back fence.



B Square the paper and set it in the tray.



∰Important

Do not stack paper over the limit mark.

🖉 Note

- □ Shuffle the paper before setting it in the tray.
- Make sure that the leading corners of the paper are under the corners.
- **4** Reinstall the back fence.
- **5** Push the paper tray in until it stops.

Loading Paper In The Large Capacity Tray

Press the [Down] key if it is not lit.

The key blinks while the bottom plate is moving down.



1: Down key

2 When the key stops blinking and lights up, open the top cover.



- 🖉 Note
- Make sure no paper sheet is involved in the feeding part of the Large Capacity Tray. Remove the sheet, if any.

Place the paper in the tray along the edge on the left.



🖉 Note

- □ The Tray contains up to 1,500 sheets.
- 4 Close the top cover.

ADDING TONER

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

A WARNING:

Do not incinerate used toner or toner containers. Toner du	st
might ignite when exposed to an open name. Dispose of th	ie
used toner containers according to local regulations for plastics.	or

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 operation switch. If you do, your settings are cleared.
- □ Always add toner after the machine instructs you to add toner.
- □ Do not use used toner. This will damage the machine.

Note

□ You can still make about 50 copies after the 🚵 appears, but replace the toner early to prevent poor copy quality.

Regarding toner storage, see \Rightarrow P.27 "Toner Storage".



- 1: Open the front cover of the machine.
- 2: Lift the green holder.



Toner2



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

• 4: Press the toner bottle backward to raise its head, then gently pull out the bottle.



Toner4

• 5: Hold a new bottle horizontally and shake it 5 or 6 times.

🖉 Note

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

🖉 Note

 \Box Do not remove the inner cap.

5

Toner5



• 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 machine.

Toner6

₩ CLEARING MISFEEDS



▲ 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 operation 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, E, R, P, U, 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 D is lit







2. Remove misfed paper. 3. Close the cover.



4. If you cannot remove misfed paper, open the bottom covers of the interchange unit.



5. Remove misfed paper. 6. Close the covers.

When B is lit



4. Turn knob B counterclockwise and

remove misfed paper.

When A is lit



1. Open the duplex unit.



open the cover.

3. Push handle A2 to the left and remove misfed paper.

When E is lit





2. Remove misfed paper.

When C is lit





2. Push up the lever and open the cover.



 Open the noni cover of the main frame.
 Turn knob C clockwise and remove misfed

and remove misted paper.





4. If you cannot remove misfed paper, open the cover.

If your machine is equipped with the large capacity tray, slide it to the right.

	6 ()0

5. Turn knob A1 downward.

 Push handle A2 to the left and remove misfed paper.



 Open the bypass tray and remove misfed paper.

You can make an enlarged copy of this page and stick it on wall.

ND4X0302

When R is lit

3000-sheet finisher

When R1, R2, or R3 is lit





 Hold up handle R1 and remove misfed paper.



 Open the front cover of the finisher.

 Push handle R4 to the left and remove misfed paper.



 If you cannot remove misfed paper, hold down handle R2 and remove misfed paper.

3. If you cannot remove

misfed paper.

misfed paper, hold up

handle R5 and remove

(2)



4. Hold up handle R3 and remove misfed paper.



4. Hold handle R6 and pull out the staple unit, then remove misfed paper.
1000-sheet finisher



1. Remove misfed paper.



2. If you cannot remove misfed paper, open the top cover.



3. Remove misfed paper.

 If you cannot remove misfed paper, pull out the front cover and remove misfed paper.



You can make an enlarged copy of this page and stick it on wall.

ND4X0402

When P is lit



remove misfed originals.







 Open the left cover of the document feeder, remove misfed originals.

 If the misfed original does not come out, turn the lever and remove it.

When Y is lit



 Open the right cover of the paper tray unit. If your machine is equipped with the large capacity tray, slide it to the right and open the right cover of the paper tray unit.



2. Remove misfed paper.

When U is lit



 Slide the large capacity tray to the right.

Open the top cover of the large capacity tray.



3. Remove misfed paper.



 If you cannot remove misfed paper, remove misfed paper from the left side of the large capacity tray.

When Z is lit





remove misfed paper.



 If you cannot find misfed paper, open cover Z2 and remove misfed paper.

You can make an enlarged copy of this page and stick it on wall.

CHANGING THE PAPER SIZE

#Important

Make sure to select paper size with the user tools. Otherwise, misfeeds might occur.

Reference

For paper sizes, weight, and capacity that can be set in each tray, see \Rightarrow P.23 "*Copy Paper*".

- Make sure that the paper tray is not being used.
- **2** Pull the paper tray, then lift and remove it.



🖉 Note

- □ Remove any remaining copy paper.
- **B** Remove the screws fastening the side fences using the screwdriver.



1: Screwdriver

🖉 Note

- □ A screwdriver is contained in the front area of the top tray.
- **4** Re-position the side fences to the paper size you want to use.



5 Fasten the fences with screws.



6 Adjust the back fence to the new paper size.



🖉 Note

□ For 11" × 17" paper, put the back fence inside A.

Square the paper and set it in the tray.



∰Important

Do not stack paper over the limit mark.

🖉 Note

- □ Shuffle the paper before setting it in the tray.
- Make sure the leading corners of the paper are under the corners.
- Push the paper tray in until it stops.
- Select the paper size with the user tools.

To adjust the paper size

- Press the [User Tools/Counter] key.
- 2 Enter "1" with the [Number] key.
- **③** Press the $[\downarrow Next]$ key twice.
- Enter "1" and "1" with the [Number] key.
- Select your desired size. Then, press the [OK] key.

₽ Reference

For details, see "USER TOOLS (SYSTEM SET-TINGS)" in the System Settings.

ADDING STAPLES

A CAUTION:

	个		
L	!	7	

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.

1000-Sheet Finisher



• 1: Open the front cover.



fin102EE

fin103EE



• 2: Remove the cartridge.



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

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



fin104EE



fin105EE



fin106EE



fin107EE

• 7: Close the front cover.

• 6: Reinstall the cartridge.

• 5: Pull out the ribbon.

3

3000-Sheet Finisher



- 1: Open the front cover of the finisher.
- 2: Pull out the staple unit.

fin301EE



• 3: Lift the cartridge until it clicks.



• 4: Pull out the cartridge gently.

fin303EE

fin302EE

• 5: Take out the empty refill in the direction of the arrow.



fin304EE



• 6: Align the arrows on the new refill and the cartridge, then push in the refill until it clicks.

fin305EE



fin306EE

• 7: Pull out the ribbon.



fin307EE



fin308EE

• 9: Press down the cartridge until it clicks.

• 8: Reinstall the cartridge.



- 10: Bring the staple unit back into place.
- 11: Close the front cover of the finisher.

fin309EE

초 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 the copy paper with less curls.
- □ After removing jammed staples, staples might not be ejected the first few times you try to use the stapler.

1000-Sheet Finisher



fin108EE

• 1: Open the front cover.

• 2: Remove the cartridge.



fin109EE



• 3: Open the face plate.

fin110EE



fin111EE



fin112EE

• 5: Reinstall the cartridge.

• 4: Remove the jammed staples.

fin113EE

• 6: Close the front cover.

3000-Sheet Finisher



- 1: Open the front cover of the finisher.
- 2: Pull out the staple unit.

fin310EE

fin311EE



• 3: Lift the cartridge until it clicks.



• 4: Pull out the cartridge gently.

fin312EE



fin313EE

٠



fin314EE



fin315EE

• 7: Close the face plate by pressing it until it clicks.

• 5: Open the face plate by pressing the

6: Remove the jammed staples.

lock on the right.



fin316EE

• 8: Reinstall the cartridge.



fin317EE

fin318EE



• 10: Bring the staple unit back into place.

• 9: Press down the cartridge until it

• 11: Close the front cover of the finisher.

clicks.

REMOVING PUNCH WASTE

🖉 Note

□ While the indicator is lit, you cannot use the punch function.

Open the front cover of the 3000sheet finisher.



2 Pull out the punch waste box and remove punch waste.



B Reinstall the punch waste box.



Close the front cover of the finisher.

The 🗳 indicator goes off.

🖉 Note

□ If the indicator is still lit, reinstall the punch waste box.

4. USER TOOLS (COPY FEATURES)

ACCESSING THE USER TOOLS (COPY FEATURES)

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

Preparation

After using the user tools, be sure to exit from user tools.

Regarding about the user tools for system setting, see "Accessing The User Tools (System Settings)" in the System Settings.

Regarding the user tools for the fax mode, see each Operating Instructions.

Press the [User Tools/Counter] key.



2 Enter [2] with the [Number] key.

	l User	Tools Main Menu S	Select	Item
1	System	і 2 Сору		
β.	Fax	4		
(Counter		E:	kit

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

■Copy Features	Select number
1 General Features 8 Input/Output	2 Adjust Image 4 Shortcut Keys
	Menu

🖉 Note

- □ To return to the previous menu, press the [Menu] 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.

See \Rightarrow P.145 "USER TOOLS (COPY FEATURES)".

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

See \Rightarrow P.150 "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 From User Tools

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



🖉 Note

□ The settings are not canceled even if the operation switch is turned off or the [Clear Modes/ Energy Saver] key is pressed.

USER TOOLS MENU (COPY FEATURES)





SETTINGS YOU CAN CHANGE WITH THE USER TOOLS

\mathcal{P} Reference

For how to access the user tools, see \Rightarrow P.145 "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.
	D Default: Yes
02. AID Priority	In each mode of Text, Text-Photo, Photo, Copied Original, and Low Density Original, you can specify whether to select Auto Image Density.
	Default:
	• Text: Yes
	• Text-Photo: <i>No</i>
	• Photo: <i>No</i>
	Copied Original: Yes
	Low Density Original: Yes
03. Original Priority	As a default setting, Text is selected as originals type. You can change it to Text-Photo, Photo, Copied Original, or Low Density Original.
	NoteDefault: Text

Menu	Description
04. Show All Keys	You can specify whether all the keys are displayed. If you change the default setting to [No] , the display shows as follows:
)Ready Q'ty: 1 Auto Paper Select Ratio:100% (Counter) (Ratio) (Paper)
	NoteDefault: Yes

1. General Features ²/₄

Menu	Description
05. Max. Copy Q'ty	The maximum copy quantity can be set between 1 and 999.
	D Default: 999
06. Original Beeper	The beeper (key tone) sounds when you forgot to remove originals after copying.
	Default: On
	□ If the Panel beeper setting is set to Off, (see "System Settings"), the beeper does not sound irrespective of the setting (On or Off) of this Original Beeper function.
07. Photo Mode	You can select the image quality when you select Photo mode with the [Original Type] key or Enhanced Image Copy mode.
	🗇 Default:
	Enhanced image: OFF: Coarse
	Enhanced image: ON: Normal
08. Reproduction ratio	Up to 2 reproduction ratios which you frequently use can be registered.

1. General Features ³/₄

Menu	Description
09. Slip Sheet Tray	You can select a special tray for slip sheets.
	Default:
	• Machine with bypass tray: <i>Bypass</i>
	Machine without bypass tray: None
10. Duplex Priority	You can select the type of the Duplex function to be effective when the machine is turned on, Energy Saver mode is off, or Auto Reset is on.
11. Auto Reset	The machine returns to its initial condition automatically af- ter your job is finished. The time can be set from 10 to 180 seconds.
	NoteDefault: 60 seconds
12. Density Pattern	You can change density levels.

Menu	Description
13. Initial Mode Set	You can select the initial mode or Program No. 10 as the mode to be effective when modes are cleared.
	Default: Initial
14. Management Setting	
You can change settings	for user access limitation copier functions.
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.
ClearCode/Counter	You can delete all user codes or reset all counters to 0.
Reg. User Code	You can register user codes.
	□ Up to 50 user codes (8 digits or less) can be registered.
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.
CounterList Print	You can print a list of counters shown by user code.
	□ To stop the printing, press the [Cancel] key.

1. General Features ⁴/₄

2.	Adj	ust	Image	¹ / ₂
----	-----	-----	-------	-----------------------------

Menu	Description
1. Erase Border	The default setting of the width of the erased margins in the Erase Border mode can be changed as follows:
	• Metric version: 3 – 50 mm in 1 mm steps
	• Inch version: 0.1 – 2.0" in 0.1" steps
	• Metric version: 10 mm
	• Inch version: 0.4"
2. Erase Centre	The default setting of the width of the erased margins in the Erase Centre mode can be changed as follows:
	• Metric version: 3 – 50 mm in 1 mm steps
	• Inch version: 0.1 – 2.0" in 0.1" steps
	S Note
	Default:
	• Metric version: 10 mm
	• Inch version: 0.4"
3. Marg.Adjust.Front	You can adjust the margin width on the front side of copies in Margin Adjust mode. You can change this setting as fol- lows:
	• Metric version: 0 – 30 mm in 1 mm steps
	• Inch version: 0 – 1.0" in 0.1" steps
	 Note Default: Metric version: 5 mm
	• Inch version: 0.2"

Menu	Description
4. Margin Adjust Back	You can specify a binding margin on the back side of copies for the following modes: 1-Sided \rightarrow 2-Sided, Book \rightarrow 2-Sided, and 2-Sided \rightarrow 2-sided.
	You can change this setting as follows:
	• Metric version: 0 – 30 mm in 1 mm steps
	• Inch version: 0 – 1.0" in 0.1" steps
	♥ Limitation
	Type 1 requires the optional duplex unit.
	Default:
	• Metric version: 5 mm
	• Inch version: 0.2"

Menu	Description
5. Double Copy	You can select a separation line in Double Copy mode from no line, Solid line, Broken line, or Crop marks.
	• None
	• Solid
	• Broken
	Crop Marks
	NoteDefault: None (no line)

2. Adjust Image ²/₂

157

4

Menu	Description
6. Combine Copy	You can select a separation line in Combine mode from no line, Solid line, Broken line 1, Broken line 2, or Crop marks.
	• None
	• Solid
	• Broken1
	• Broken2
	• Crop
	 Note Default: None(no line)

Menu	Description
7. Image Repeat	You can select a separation line in Image Repeat mode from no line, Solid line, Broken line 1, Broken line 2, or Crop marks.
	• None
	• Solid
	• Broken1
	• Broken2
	• Crop
	- + -
	 Note Default: None (no line)
8. Booklet:Original	You can select type of originals for "16 pages \rightarrow Booklet". See \Rightarrow P.78 "Combine—Combining Originals Into One Copy".
	 Limitation Type 1 requires the optional 8 MB copier memory unit and duplex unit.
	NoteDefault: Portrait

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.85 "Duplex—Making Two-Sided Cop- ies"
	• Limitation
	□ Type 1 requires the optional duplex unit.
	When you set one original at a time in the document feeder or set an original on the exposure glass, this func- tion does not come effect.
	Default: Yes
2. Comb. Auto Eject	As a default setting, even if the number of originals in the optional document feeder is less than the number required in the selected Combine mode, the lacking number of copies are automatically made in blank. You can cancel this setting. \Rightarrow P.78 "Combine—Combining 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 effect.
	✓ Note□ Default: Yes
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.
	✓ Note□ Default: No

Menu	Description
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. Note Default: 5 seconds

3. Input/Output ²/₂

Menu	Description
5. Rotate Sort	If you select [No] 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.
	✓ Note□ Default: No
6. Sort	You can select a Sort function. \Rightarrow P.45 "Sort—Sorting Into Sets (123, 123, 123)"
	 Limitation The optional finisher is required to use the Shift Sort function.
	NoteDefault:
	Machine with finisher: <i>Shift Sort</i>
	Machine without finisher: <i>Sort</i>
7. Stack	You can select a Stack function. \Rightarrow P.47 "Stack—Stacking Together All Copies Of A Page (111, 222, 333)"
	 Limitation The optional finisher is required to use the Shift Stack function.
	Ø Note
	Default:
	Machine with finisher: <i>Shift Stack</i>
	 Machine without finisher: Rotate Stack

Menu	Description
8. Mem.full-AutoStrt	When the memory becomes full while scanning originals, the machine can make copies of the scanned originals first, then automatically proceeds to scanning the remaining orig- inals.
	You can enable or disable this function.
	• If you select [No] When the memory becomes full, the machine stops its operation allowing you to remove the copy pages deliv- ered on the output tray.
	• If you select [Yes] You can leave the machine unattended to make all the copies, but the resulting sorted pages will not be sequen- tial.
	ℬ Note
	Default: No
9. Auto Sort Mode	You can specify whether Sort mode is selected when the ma- chine is turned on or the mode is cleared.
	✓ Note□ Default: No

4. Shortcut Keys ¹/₁

Menu	Description
Shortcut Keys	You can register up to four frequently used functions with shortcut keys.
	NoteFirst press the desired shortcut key, then select the function you want to assign to the key.
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.

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. But this is not a malfunction.
- You may feel warm around the ventilation hole. This is caused by exhaust air, and 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 there should occur condensation inside caused by temperature change.
- Do not open the covers of 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 on the machine, your machine settings might be lost. Be sure to take a note of your machine settings.
- Supplier shall not be liable for any loss or damages resulting from a failure on the machine, loss of machine settings, and use of the machine.

WHERE TO PUT YOUR MACHINE

Machine Environment

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

Optimum environmental conditions

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:



- 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 to be 50 % at 32°C, 89.6°F)
- Humidity: 15 80 % (temperature to be 27°C, 80.6°F at 80 %)
- A strong and level base.
- The machine must be level within 5 mm, 0.2" both front to rear and left to right.
- To avoid possible build-up of ozone, make 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

MARNING:



Only connect the machine to the power source described on the inside front cover of this manual.

A WARNING:

• 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.

MARNING:



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 10 cm (4.0")
- 2. Right: more than 10 cm (4.0")
- *3.* Front: more than 75 cm (29.6")
- 4. Left: more than 10 cm (4.0")

🖉 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 belt 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



5

Cleaning The Document Feeder



6. SPECIFICATION

MAINFRAME

- Configuration: Desktop
- Photosensitivity type:
 OPC drum (Φ60)
- 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: 400 dpi
- Exposure glass: Stationary original exposure type
- Original reference position: Rear left corner
- Warm-up time:
 - Type 1, 2: Less than 85 seconds (20°C)
 - Type 3: Less than 100 seconds (20°C)
- Originals: Sheet/book/objects
- ◆ Maximum original size: A3□, 11" × 17"□
- Copy paper size:
 - Trays: A3 A5 , $11'' \times 17''$ $5^1/_2'' \times 8^1/_2''$
 - Bypass: A3 \square A6 \square , 11" × 17" \square 5¹/₂" × 8¹/₂" \square

- Bypass (non-standard size): Vertical: 100 – 297 mm, 4.0" – 11.7" Horizontal: 148 – 432 mm, 6.0" – 17.0"
- Duplex: A3 $\Box A5 \Box$, 11" × 17" $\Box 8^{1}/{_{2}}$ " × 11" \Box
- LCT: A4 , 8¹/₂"×11" □

Copy paper weight:

- Paper tray: $64 105 \text{ g/m}^2 (20 28 \text{ lb})$
- Bypass tray: 52 157 g/m² (16 42 lb)
- Duplex unit: $64 105 \text{ g/m}^2 (20 28 \text{ lb})$

Non-reproduction area:

- Leading edge: 3 ± 2 mm
- Trailing edge: 2 ± 2 mm
- Left edge: 2 ± 1.5 mm
- Right edge: 2 + 2.5/- 1.5 mm

First copy time:

	A4 🔽	8 ¹ / ₂ "×11"
Type 1, 2	3.9 seconds or less	4.0 seconds or less
Type 3	3.2 seconds or less	3.3 seconds or less

(100 %, feeding from 1st or 2nd paper tray, Text-Photo mode, Auto Image Density)

Copying speed: (Type 1 and Type 2)

- 19 copies/minute (A3□, 11"×17"□)
- 35 copies/minute (A4 \square , $8^1/_2$ " × 11" \square)

Copying speed: (Type 3)

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

Reproduction ratio:

Preset reproduction ratios:

	Metric version	Inch version
Enlargement	400 %	400 %
	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 %
	35 % (Type 3 only)	32 % (Type 3 only)
	25 % (Type 1 and Type 2 only)	25 % (Type 1 and Type 2 only)

Zoom:

- Type 1, 2 Metric version: 25 – 400 % Inch version: 25 – 400 %
- Type 3 Metric version: 35 – 400 % Inch version: 32 – 400 %

Continuous copying count:

1 – 999 copies

Copy paper capacity:

- 1st and 2nd paper trays: 500 sheets $(80 \text{ g/m}^2, 20 \text{ lb})$
- Bypass tray: 50 sheets $(80 \text{ g/m}^2, 20 \text{ lb})$

Power consumption:

• Mainframe only

	Type 1, 2	Type 3
Warm up	About 1.05 kW	About 1.15 kW
Stand-by	About 220 Wh	About 240 Wh
Copying	About 1.10 kW	About 1.20 kW
Maximum	Less than 1.5 kW	Less than 1.5 kW

• System

	Type 1, 2 *1	Type 3 *2
Warm up	About 1.05 kW	About 1.15 kW
Stand-by	About 240 Wh	About 280 Wh
Copying	About 1.15 kW	About 1.25 kW
Maximum	Less than 1.5 kW	Less than 1.5 kW

^{*1} Mainframe with the document feeder, bridge unit, paper tray unit, large capacity tray, copier hard disk, and 1000-sheet finisher.

*2 Mainframe with the document feeder, bridge unit, paper tray unit, large capacity tray, copier hard disk, and 3000-sheet finisher.

• Dimensions (W \times D \times H up to exposure glass):

- Type 1: 600 × 640 × 720 mm, 23.7" × 25.2" × 28.4"
- Type 2, 3: 670 × 640 × 720 mm, 26.4" × 25.2" × 28.4"

Space for main frame (W × D):

 With duplex unit: 630 × 640 mm, 24.9" × 25.2" (Unit closed) 900 × 640 mm, 35.5" × 25.2" (Unit opened)

With bypass tray unit: 670 × 640 mm, 26.4" × 25.2" (Unit closed) 850 × 640 mm, 33.5" × 25.2" (Unit opened) 980 × 640 mm, 38.6" × 25.2" (Bypass tray extender is used for large size paper)

Noise Emission:

Sound pressure level: The measurement are made according to ISO7779.

		Mainframe only	System *1 *2
Stand-by	Type 1, 2	27 dB (A) or less	28 dB (A) or less
	Type 3	27 dB (A) or less	28 dB (A) or less
Copying	Type 1, 2	52 dB (A) or less	60 dB (A) or less
	Type 3	56 dB (A) or less	62 dB (A) or less

^{*1} for Type 1, 2: Mainframe with the document feeder, 1000-sheet finisher, bridge unit, paper tray unit, large capacity tray, and copier hard disk.

*2 for Type 3: Mainframe with the document feeder, 3000-sheet finisher, bridge unit, paper tray unit, large capacity tray, and copier hard disk.

Noise Emission:

Sound power level: The measurement are made according to ISO7779.

		Mainframe only	System *1 *2
Stand-by	Type 1, 2	42 dB (A) or less	44 dB (A) or less
	Type 3	42 dB (A) or less	44 dB (A) or less
Copying	Type 1, 2	69 dB (A) or less	73 dB (A) or less
	Type 3	70 dB (A) or less	74 dB (A) or less

^{*1} for Type 1, 2: Mainframe with the document feeder, 1000-sheet finisher, bridge unit, paper tray unit, large capacity tray, and copier hard disk.

*2 for Type 3: Mainframe with the document feeder, 3000-sheet finisher, bridge unit, paper tray unit, large capacity tray, and copier hard disk.

Weight:

- Type 1: Approx. 67 kg, 147.8 lb
- Type 2, 3: Approx. 75 kg, 165.4 lb

Note

□ Specifications are subject to change without notice.

DOCUMENT FEEDER (OPTION)

Mode:

ADF mode, SADF mode

Original size:

- A3 A5 A5
- $11" \times 17" \square 5^1/_2" \times 8^1/_2" \square \square$

Original weight:

- 1-sided originals: 52 128 g/m² (14 34 lb)
- 2-sided originals: $52 105 \text{ g/m}^2 (14 28 \text{ lb})$ (Duplex)
- Thin paper mode: $41 128 \text{ g/m}^2 (11 34 \text{ lb})$

Number of originals to be set:

50 sheets (80 g/m², 20 lb)

Maximum power consumption:

50 W (power is supplied from the main frame.)

• Dimensions (W \times D \times H):

600 × 580 × 150 mm, 23.7" × 22.9" × 5.9"

♦ Weight: Approx. 12 kg, 26.5 lb

Note

□ Specifications are subject to change without notice.

PAPER TRAY UNIT (OPTION)

Copy paper weight:

 $64 - 105 \text{ g/m}^2 (20 - 28 \text{ lb})$

Available paper size:

A3D, B4D, A4D, B5D, A5D, 11" × 17"D, $8^{1}/{_2}$ " × 14"D, $8^{1}/{_2}$ " × 11"D, $5^{1}/{_2}$ " × $8^{1}/{_2}$ " ⊂, $7^{1}/{_4}$ " × $10^{1}/{_2}$ "D, $8^{1}\times 13$ "D, $8^{1}/{_2}$ " × 13"D, $8^{1}/{_2}$ " × 13"D, $8^{1}/{_4}$ " × 13"D

Maximum power consumption:

50 W (power is supplied from the main frame.)

- Paper capacity: 500 sheets (80 g/m², 20 lb) × 2 trays
- ♦ Dimensions (W × D × H): 540 × 600 × 270 mm, 21.3" × 23.7" × 10.7"

♦ Weight:

Approx. 25 kg, 55.2 lb

Note

□ Specifications are subject to change without notice.

INTERNAL TRAY 2 (1 BIN TRAY) (OPTION)

Number of bins:

1

Available paper size:

A3D, B4D, A4D, B5D, A5D, 11" × 17"D, $8^{1}/{_2}$ " × 14"D, $8^{1}/{_2}$ " × 14"D, $8^{1}/{_2}$ " × 11"D, $5^{1}/{_2}$ " × $8^{1}/{_2}$ "D

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

🖉 Note

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

Copy paper weight:

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

- Maximum power consumption: 15 W (power is supplied from the main frame.)
- ♦ Dimensions (W × D × H): 470 × 550 × 110 mm, 18.6" × 21.7" × 4.4"
- Weight: Approx. 4 kg, 8.9 lb
- Note
- □ Specifications are subject to change without notice.

1000-SHEET FINISHER (OPTION)

Paper size:

A3D, B4D, A4, D, B5, D, A5, D, B6D, A6D, 11" × 17"D, $8^{1}/{_2}$ " × 14"D, $8^{1}/{_2}$ " × 11", D, $5^{1}/{_2}$ " × $8^{1}/{_2}$ "D

Paper weight:

 $52 - 157 \text{ g/m}^2$, 14 - 42 lb

Stack capacity:

- 1,000 sheets (A4 □, 8¹/₂"×11" □ or smaller) (80 g/m², 20 lb)
- 500 sheets (B4, 8¹/₂"×14" or larger) (80 g/m², 20 lb)

Staple capacity:

- 30 sheets (A4, 8¹/₂" × 11" or smaller) (80 g/m², 20 lb)
- 20 sheets (B4, 8¹/₂" × 14" or larger) (80 g/m², 20 lb)
- ♦ Staple paper size: A3, B4, C, A4, C, B5, C, 11" × 17", $8^{1}/{2}$ " × 14", $8^{1}/{2}$ " × 11", C, $8^{1}/{2}$ ", 8
- Staple paper weight: 64 - 80 g/m², 17 - 20 lb
- Staple position:
 1 position (upper left)
- Power consumption:
 48 W (power is supplied from the main frame.)
- ♦ Dimensions (W × D × H): 568 × 520 × 625 mm, 22.4" × 20.5" × 24.6"
- Weight: Approx. 21 kg, 46.3 lb

3000-SHEET FINISHER (OPTION)

🖉 Note

Optional unit for Type 3. Shift Tray:

Paper size:

A3, B4, A4, A4, B5, C, 11"×17", 8¹/₂"×14", 8¹/₂"×11", C

Paper weight:

 $52 - 157 \text{ g/m}^2$, 14 - 42 lb

Stack capacity:

without punch:

- 3,000 sheets $(A4 \square, 8^1/_2" \times 11" \square)$ $(80 \text{ g/m}^2, 20 \text{ lb})$
- 1,500 sheets (A3D, B4D, A4D, B5DD, 11" × 17"D, 8¹/₂"× 14"D, 8¹/₂"× 11"D) (80 g/m², 20 lb)

with punch (the optional punch kit is required):

- 2,500 sheets $(A4 \Box, 8^{1/2} \times 11^{"}\Box) (80 g/m^{2}, 20 lb)$
- 1,500 sheets (A3□, B4□, A4□, B5□□, 11"×17"□, 8¹/₂"×14"□, 8¹/₂"×14"□, 8¹/₂"×11"□) (80 g/m², 20 lb)

Proof Tray:

Paper size:

A3D, B4D, A4DD, B5DD, A5DD, B6D, A6D, 11"×17"D, $8^{1}/{_2}$ "×14"D, $8^{1}/{_2}$ "×11"DD, $8^{1}/{_2}$ "×5 $^{1}/{_2}$ "DD

Paper weight:

 $52 - 157 \text{ g/m}^2$, 14 - 42 lb

Stack capacity:

without punch:

• 250 sheets (A4, 8¹/₂" × 11" or smaller) (80 g/m², 20 lb)

• 50 sheets (B4, $8^1/_2$ " × 14" or larger) (80 g/m², 20 lb)

with punch (the optional punch kit is required):

- 200 sheets $(A4, 8^{1}/_{2}" \times 11" \text{ or smaller})(80 \text{ g/m}^{2}, 20 \text{ lb})$
- 50 sheets (B4, 8¹/₂"×14" or larger) (80 g/m², 20 lb)

Staple:

Staple capacity:

without punch:

- 50 sheets (A4, 8¹/₂" × 11" or smaller) (80 g/m², 20 lb)
- 30 sheets $(B4, 8^1/_2" \times 14" \text{ or larger})$ (80 g/m², 20 lb)
- with punch (the optional punch kit is required):
- 40 sheets (A4, $8^{1}/_{2}$ " × 11" or smaller) (80 g/m², 20 lb)
- 25 sheets (B4, 8¹/₂" × 14" or larger) (80 g/m², 20 lb)

6

♦ Staple paper size: A3□, B4□, A4□□, B5□□, 11"×17"□, 8¹/₂"×11"□□

♦ Staple paper weight: 64 - 80 g/m², 17 - 21 lb

Staple position:

- 1 staple 3 positions
- 2 staples 1 position

Power consumption:

48 W (power is supplied from the main frame.)

♦ Dimensions (W × D × H): 625 × 545 × 960 mm, 24.7" × 21.5" × 37.8"

♦ Weight:

Approx. 45 kg, 99.3 lb

PUNCH KIT (OPTION)

Note

□ Optional unit for the 3000-sheet finisher.

Paper size (2 holes version):

- □: A3 A5, 11" × 17" 8¹/₂" × 11"
- $\Box: A4 A5, 8^1/_2" \times 11"$

Paper size (3 holes version):

- □: A3, B4, 11" × 17"
- **D**: A4, B5, 8¹/₂" × 11"

Paper weight:

- 2 holes version: $52 \text{ g/m}^2 128 \text{ g/m}^2$, 14 34 lb
- 3 holes version: $52 \text{ g/m}^2 105 \text{ g/m}^2$, 14 28 lb

Power consumption:

33.6 W (power is supplied from the 3000-sheet finisher.)

• Dimensions ($W \times D \times H$):

 $92 \times 463 \times 100 \text{ mm}, 3.7" \times 18.3" \times 4.0"$

Weight:

2.4 kg, 5.3 lb

LARGE CAPACITY TRAY (LCT) (OPTION)

- ◆ Paper size: A4 □, 8¹/₂"×11" □
- ◆ Paper weight: 64 - 105 g/m², 20 - 28 lb
- Paper capacity: 1,500 sheets (80 g/m², 20 lb)
- Power consumption Approx. 40 W (power is supplied from the main frame.)
- ♦ Dimensions (W × D × H): 390 × 500 × 390 mm, 15.4" × 19.7" × 15.4"
- ♦ Weight:

Approx. 17 kg, 37.5 lb

DUPLEX UNIT (OPTION)

✓ Note □ Optional unit for Type 1. ◆ Paper size: A3□ - A5□, 11" × 17"□ - 5¹/₂" × 8¹/₂"□ ◆ Paper weight: 64 - 105 g/m², 20 - 28 lb ◆ Power consumption (Max):

- Power consumption (Max): 35 W
- ♦ Dimensions (W × D × H): 90 × 520 × 400 mm, 3.6" × 20.5" × 15.8"
- Weight: Approx. 6 kg, 13.3 lb

BYPASS TRAY (OPTION)

This is option for Type 1.

Available paper size:

- Standard size (metric version): A3 \square , A4 \square , A5 \square , 8¹/₂" × 13" \square
- Standard size (inch version): A3 \Box , 11"×17" \Box , 8¹/₂"×14" \Box , 8¹/₂"×11" \Box , 5¹/₂"×8¹/₂" \Box
- Non-standard size: Vertical (100 297 mm, 4.0" 11.7"), Horizontal (148 432 mm, 6.0" 17.0")

Copy paper weight: 52 - 157 g/m²,16 - 42 lb

♦ Dimensions (W × D × H): 310 × 550 × 75 mm, 12.3" × 21.7" × 3.0"

Paper capacity:

- 52 90 g/m², 16 20 lb: 50 sheets
- 91 157 g/m², 20 42 lb: 25 sheets

Weight:

Approx. 3 kg, 6.7 lb

8 MB COPIER MEMORY UNIT (ELECTRIC SORT KIT) (OPTION)

This is option for Type 1.

Memory capacity: 8 MB

Additional functions: Image rotate, Sort, 2-sided copy

COPIER HARD DISK (IMAGE ENHANCE KIT)

- Originals scanned: 100 pages (A4) min.
- Originals stored for Archive File function: 32 pages (A4) max.

Additional function: Archive file, and sort in enhanced image copy mode

INDEX

Numerics

1 bin tray, 7, 8, 178 1000-sheet finisher, 7, 8, 43, 134, 139, 179 3000-sheet finisher, 8, 43, 136, 141, 180 8 MB copier memory unit, 7, 186

A

Access To Machine, 168 Adding Staples, 134 Adding Toner, 121 ADF external tray, 2, 32 ADF tray, 32 Adjusting Copy Image Density, 37 Archive File, 102 Auto Image Density, 37 Auto Image Density key, 13 Auto Off, 30 Auto Paper Select, 41 Auto Reduce/Enlarge, 42 Auto Reduce/Enlarge key, 13 Auto Reduce/Enlarge key, 13 Auto Reset, 30 Auto Start, 64

В

Basic Functions, 37 Both Covers, 93 Bridge unit, 7, 8 Bypass tray, 4, 7, 55, 185

С

Changing The Paper Size, 132 Clear key, 13 Clear Modes/Energy Saver key, 12 Clearing Misfeeds, 124 Combination Chart, 108 Combine, 78 copier hard disk, 7, 8, 187 copy initial display, 14 Copy Paper, 23 Copying From The Bypass Tray, 55 Cover, 91 Cursor keys, 13

D

Deleting A Program, 61 Deleting The Stored Images, 105 Directional Magnification (%), 71 Directional Size Magnification (mm), 69 Do's And Don'ts, 165 Document feeder (ADF), 2,7,8,32,169, 176 Double Copies, 99 Duplex, 85 Duplex key, 12 Duplex unit, 3,7,184

Е

Electric sort kit, 7, 186 Energy Saver, 63 Enhanced Image Copy, 38 Enhanced Image key, 13 Enlarging, 65 Erase Border, 75 Erase Centre, 75 Exposure glass, 2, 20, 22, 31, 169 External tray, 7, 8

F

Fax key, 19 Front Cover, 91 Front cover, 3 Function keys, 13

G

Guide, 5

I

Image enhance kit, 7, 8, 187 Image Repeat, 99, 100 Indicators, 12 Interchange unit, 7 Internal tray, 2 Internal tray 2, 7, 8, 178 Interrupt, 63 Interrupt key, 12

J

Jammed Staples, 139

L

Large Capacity Tray (LCT), 7, 8, 120, 183 Lighter and Darker keys, 13 Loading Paper, 119 Lower right cover, 4

М

Machine Environment, 166 Main Power indicator, 2, 12 Main power switch, 2, 17 Mainframe, 171 Maintaining, 169 Manual Image Density, 38 Margin Adjustment, 73 Menu key, 13 Message, 111 Mixed sizes mode, 34

Ν

Number keys, 13

0

OHP Slip Sheet, 96 On indicator, 2, 12 Operation panel, 3, 12 Operation switch, 2, 13, 17 Options, 7 Original Beeper, 64 Original type, 39 Original Type key, 13 Originals, 20, 31

Ρ

Panel display, 12, 14 Paper Designate, 94 Paper tray, 3 Paper tray unit, 3, 7, 8, 177 Platen cover, 2, 7, 8, 169 Positive/Negative, 98 Power Connection, 167 Preset Reduce/Enlarge, 65 Printing A List Of The Stored Images, 106 Program, 60 Program key, 12 Proof tray, 8 Punch kit, 8, 182 Punch Waste, 144 Punching, 44

R

Recalling A Program, 62 Recalling The Stored Images, 107 Reducing, 65 Remarks, 165 Right side cover, 4 Rotate Sort, 45 Rotate Stack, 47

S

SADF mode, 33 Safety Information, i Selecting Copy Paper, 40 Selecting Original Type Setting, 39 Selection keys, 13 Series Copies, 82 Shift Sort, 45 Shift Stack, 47 Shift tray, 8 Shortcut key, 13 Sort, 45 Sorter key, 12 SPECIFICATION, 171 Stack, 47 Staple, 49 Start key, 13 Stop, 13 Storing The Images, 103 Storing Your Settings, 60

Т

Thin paper mode, 35

Toner, 27

U

Unit for two-sided copies, 3 User Codes, 63 User Tools, 145 User Tools/Counter key, 12

۷

Ventilation hole, 4

Ζ

Zoom, 67 Zoom key, 13

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 ISO Standard 7001, this machine uses the following symbols for the main power switch:

means POWER ON.

() means STAND BY.

Copyright © 1998 Ricoh Co., Ltd.

ERRATA

A mistake is found on the inside front cover of this operating instructions and should be corrected as follows:

Incorrect

Power Source:

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

Correct

Power Source:

220 - 240 V, 50/60 Hz, 8 A or more

Printed in China A2328651



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

Spain RICOH ESPAÑA S.A.

RÍCOH ESPAÑA S.A. Guitard, 45 08014 Barcelona (TEL) 490-09-60

Italy

RICOH ITALIA S.p.A. Via della Metallurgia, 12 (zona Basson) - 37139 VERONA (TEL) 045-851 00 44

Hong Kong

RICOH HONG KONG LTD. 23/F., China Overseas Building, 139, Hennessy Road, Wan Chai, Hong Kong (TEL) 2862-2888

France

RICOH FRANCE S.A. 383 Avenue du Général de Gaulle, B.P. 307, 92143 Clamart Cedex (TEL) 01-4094-3838

Overseas Affiliates

U.S.A.

RICOH CORPORATION 5 Dedrick Place West Caldwell, New Jersey 07006 (TEL) 973-882-2000

Netherlands

RICOH EUROPE B.V. Groenelaan 3 P.O. Box 114 1180 AC - Amstelveen Holland (TEL) 020-5474111

United Kingdom

RICOH U.K. LTD. Ricoh House 1 Plane Tree Crescent, Feltham, Middlesex, TW13 7HG (TEL) 181-261-4000

Germany

RICOH DEUTSCHLAND GMBH Mergenthalerallee 38-40, 65760 Eschborn (TEL) (06196) 906-0

Singapore

RICOH ASIA PACIFIC PTE. LTD. #15-01/02 The Heeren, 260 Orchard Road, Singapore 238855 (TEL) 65-830-5888

Printed in The Netherlands EE(GB) A2318600