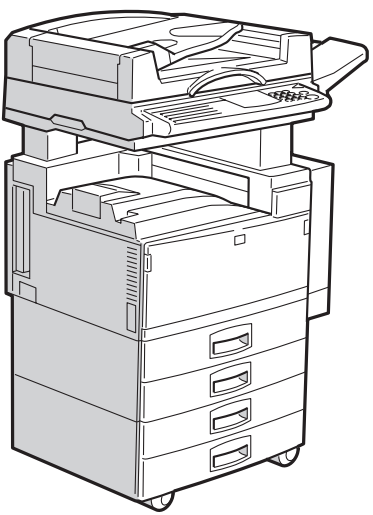
RICOH

Aficio
340/350/450

OPERATING INSTRUCTIONS
COPY REFERENCE



ND0A0101

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.

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 CDRH class I laser device, safe for office/ EDP use. The machine contains two 5-milliwat, 760 - 800 nanometer wavelength, GaAlAs 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.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. 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 or 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 ⇒ 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 Inch 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:

120 V, 60 Hz, 10 A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see ⇒ 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:

⚠ ***WARNING:***
Ignoring this warning could cause serious injury or even death.

⚠ ***CAUTION:***
Ignoring this caution could cause injury or damage to property.

Examples Of Indications

Symbols ⚠ mean a situation that requires you take care.

Symbols ⚠ mean "Hot surface".

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

Symbols ● mean you MUST perform this operation.
This example means "You must remove the wall plug".

⚠ *WARNING:*

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

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

- ***Do not remove any covers or screws other than those specified in this manual. Some parts of the machine are at a high voltage and could give you an electric shock. Also, if the machine has laser systems, direct (or indirect) reflected eye contact with the laser beam may cause serious eye damage. When the machine needs to be checked, adjusted, or repaired, contact your service representative.***
- ***Do not take apart or attempt any modifications to this machine. There is a risk of fire, electric shock, explosion or loss of sight. If the machine has laser systems, there is a risk of serious eye damage.***

- ***If the machine looks damaged or breaks down, smoke is coming out, there is a strange smell or anything looks unusual, immediately turn off the operation and main power switches then unplug the power cord from the wall. Do not continue using the machine in this condition. Contact your service representative.***
- ***If metal, liquid or foreign matter falls into the machine, turn off the operation and main power switches, and unplug the main power cord. Contact your service representative. Do not keep using the machine with a fault or defect.***

- ***Do not put any metal objects or containers holding water (e.g. vases, flowerpots, glasses) on the machine. If the contents fall inside the machine, a fire or electric shock could occur.***

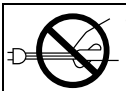
- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of the used toner containers according to local regulations for plastics.***

⚠ *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, carbon-containing 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.*

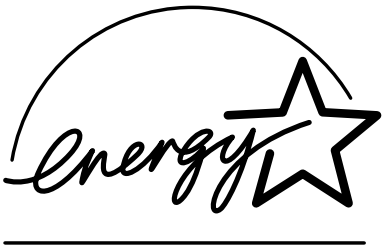
- *This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.*

- *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 qualified service personnel.*

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

ENERGY STAR



As an Energy Star Partner, we have determined that this machine model meets Energy Star Guidelines for energy efficiency.

This product was designed to reduce the environmental impact associated with copying equipment by means of energy saving feature such as Auto Off mode.

For details, see the following pages.

❖ **Auto Off Timer**
See "10. Auto Off Timer" in "System Settings $^{3}/_{6}$" in the System Settings.

❖ **Low Pwr. Shift Time**
See "07. Low Pwr. Shift Time" in "System Settings $^{2}/_{6}$" in the System Settings.

❖ **Duplex Priority**
See "10. Duplex Priority" in ⇒ P.153 *"1. General Features $^{3}/_{4}$"*.

Recycled Paper

Please contact your sales or service representative for recommended recycled paper types that may be used in this machine.

HOW TO READ THIS MANUAL

Symbols

In this manual, the following symbols are used:

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

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

* The statements above are notes for your safety.

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

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

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

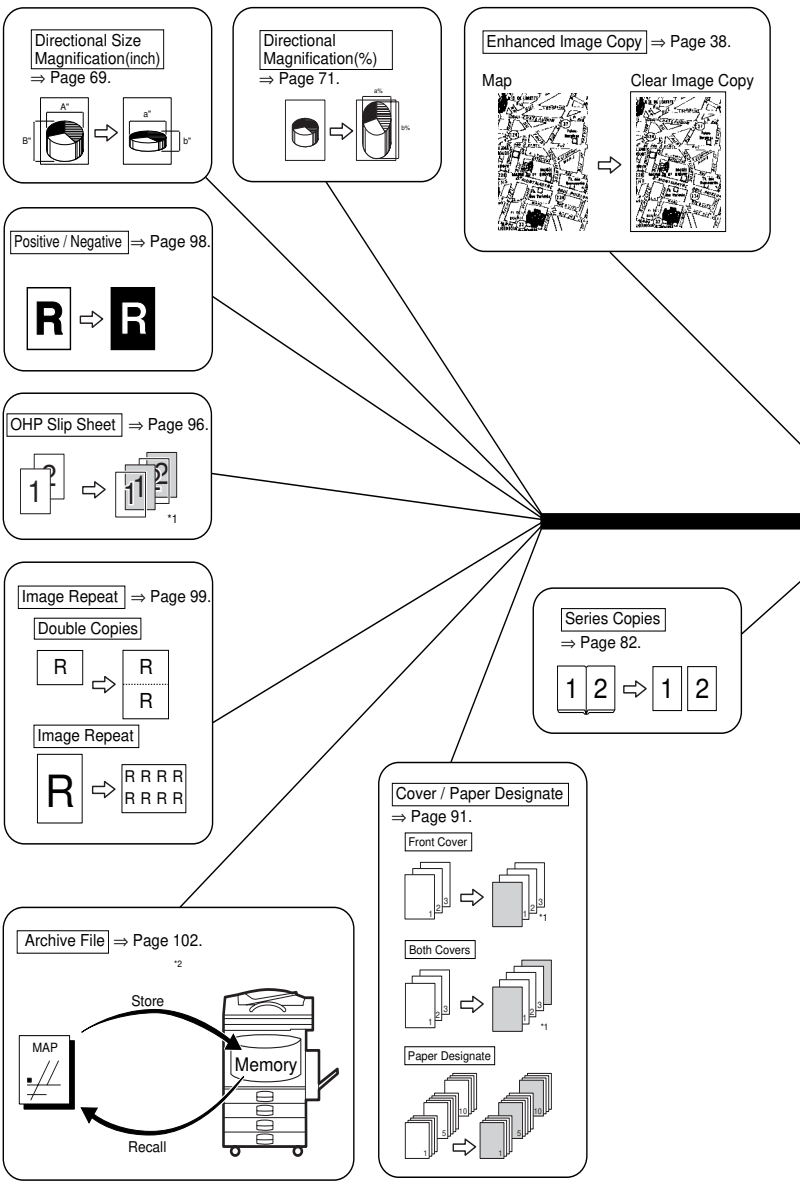
Limitation
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference
This symbol indicates a reference.

[ ]
Keys that appear on the machine's panel display.

【 】
Keys built into the machine's operation panel.

WHAT YOU CAN DO WITH THIS MACHINE (COPY MODE)



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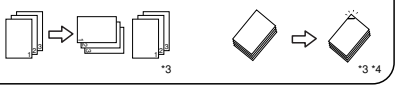
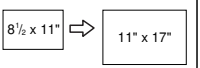
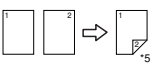
Staple ⇒ Page 49.



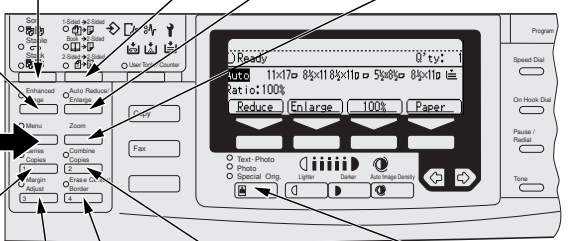
Auto Reduce / Enlarge
⇒ Page 42.



Duplex ⇒ Page 85.

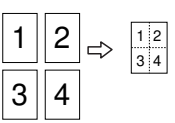


Zoom ⇒ Page 67.



*1 Type 1 requires the optional bypass tray.
*2 The optional copier hard disk is required
*3 Type 1 requires the optional 8MB copier memory unit.
*4 The optional finisher is required.
*5 Type 1 requires the optional duplex unit, interchange unit and 8MB copier memory unit.

Combine ⇒ Page 78.



Text·Photo Mode ⇒ Page 39.

Photo + Text — Clear Image Copy

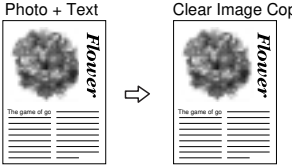
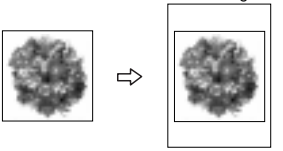
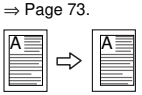


Photo Mode ⇒ Page 39.

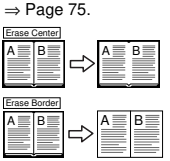
Photo — Clear Image Copy



Margin Adjustment
⇒ Page 73.



Erase Center / Border
⇒ Page 75.



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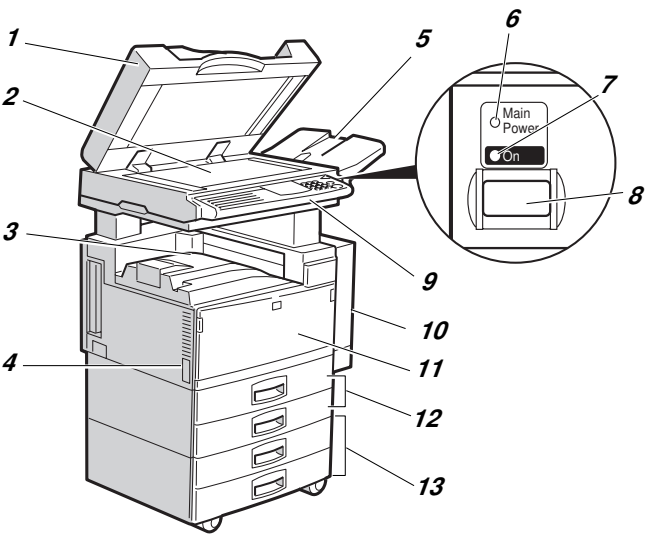
MACHINE TYPES

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 (8 MB optional memory available)	12 MB	12 MB
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 ⇒ 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. Operarion 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 ⇒ P.12 *"Operation Panel"*.

10. Duplex unit (Unit for two-sided copies) (option for Type 1)

Makes two-sided copies.

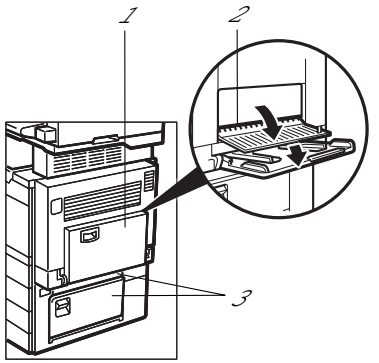
11. Front cover

Open to access the inside of the machine.

12. Paper tray

Set paper here. See ⇒ P.119 *"Loading Paper"*.

13. Paper tray unit (option)



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1. Bypass tray (option for Type 1)

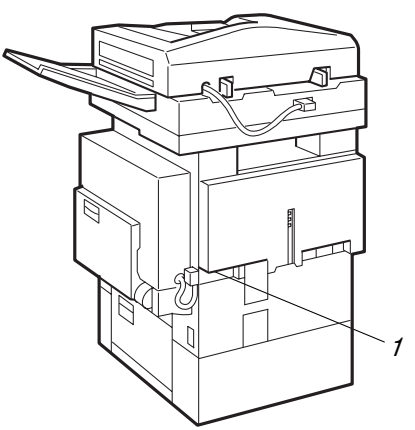
Use to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, and non-standard size paper. See ⇒ P.55 *"Copying From The Bypass Tray"*.

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.



ND8A0102

1. Ventilation hole

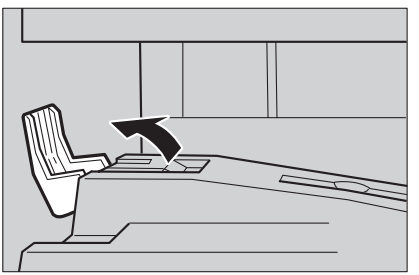
Prevents overheating. Do not obstruct the ventilation hole by placing or leaning an object near it. If the machine overheats, a fault might occur.

Guide

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

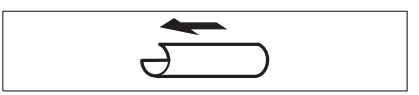
❖ **To copy onto A3, 11" × 17" paper**

Raise the end fence.

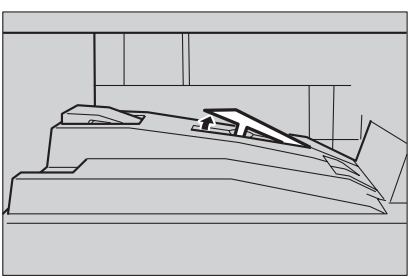


ND3P0100

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



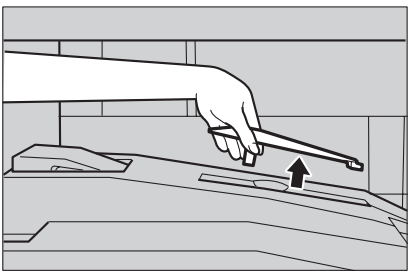
Raise the left end of the guide until it clicks.



ND3P0200

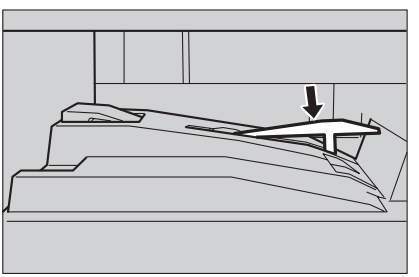
❖ If the end of the sheet is curled

① Remove the guide.



ND3P0300

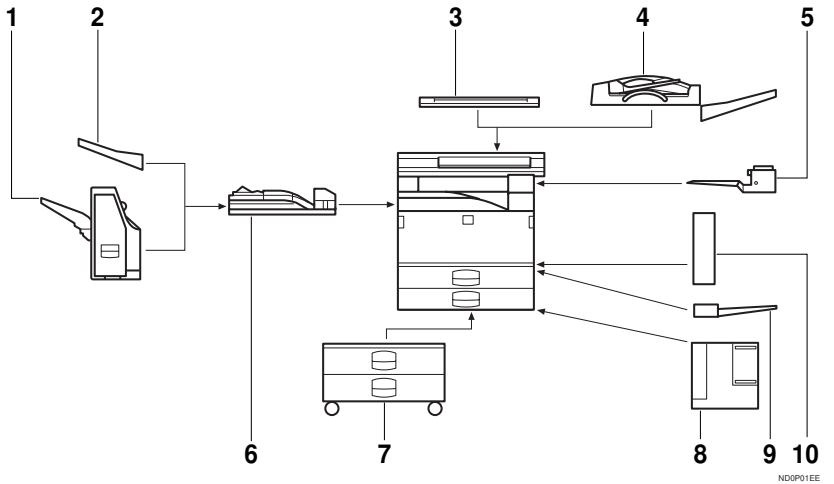
② Reinstall the guide in the opposite direction.



ND3P0400

OPTIONS

Type 1



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. (The Punch function is optional.)

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 ⇒ P.55 *"Copying From The Bypass Tray"*.

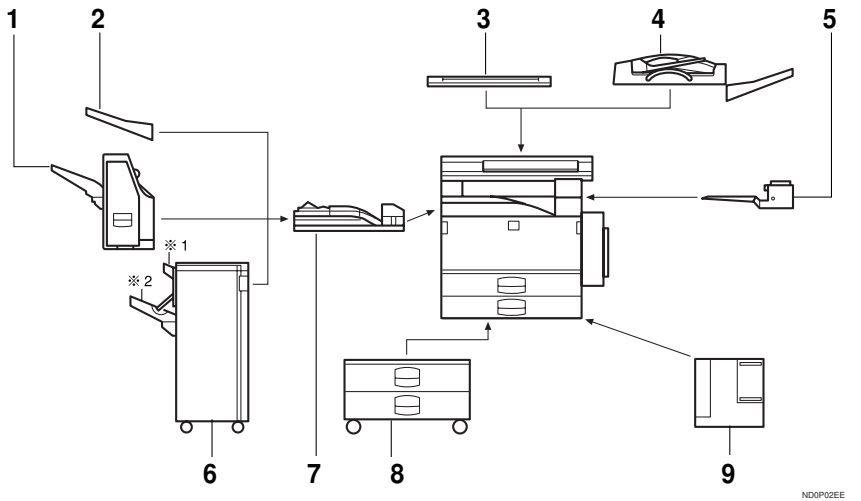
10. Duplex unit

Use to make two-sided copies.

Other options:

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

Type 2 and Type 3



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.

❍…Available

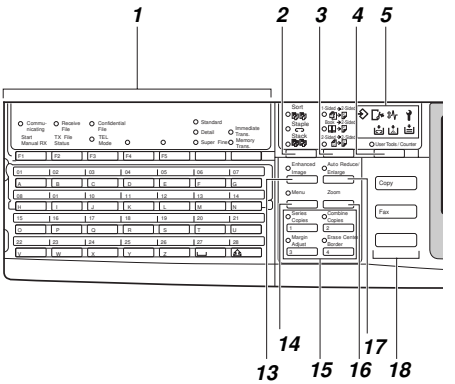
×…Not available

	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	❍	❍	❍	❍	❍	❍	❍
Selecting Original Type	❍	❍	❍	❍	❍	❍	❍
Auto Paper Select	❍	❍	❍	❍	❍	❍	❍
Selecting Copy Paper	❍	❍	❍	❍	❍	❍	❍
Auto Reduce/Enlarge	❍	❍	❍	❍	❍	❍	❍
Enhanced Image Copy	❍	❍	*1	❍	*1	❍	❍
Sort	×	❍	❍	❍	❍	❍	❍
Rotate Sort/Rotate Stack	×	*2	*2	*2	*2	❍	❍
Shift Sort/Shift Stack	×	*3	*3	*3	*3	❍	❍
Stapling	×	*3	*3	*3	*3	❍	❍
Copying from the Bypass Tray	*4	*4	*4	❍	❍	❍	❍
Program	❍	❍	❍	❍	❍	❍	❍
Reduce/Enlarge	❍	❍	❍	❍	❍	❍	❍
Zoom	❍	❍	❍	❍	❍	❍	❍
Directional Size Magnification (inch)	❍	❍	❍	❍	❍	❍	❍
Directional Magnification (%)	❍	❍	❍	❍	❍	❍	❍
Margin Adjustment	❍	❍	❍	❍	❍	❍	❍
Erase Center/Border	❍	❍	❍	❍	❍	❍	❍

		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
Combine	2 pages → 1-sided	❍	❍	❍	❍	❍	❍	❍
	4 pages → 1-sided	❍	❍	❍	❍	❍	❍	❍
	8 pages → 2-sided	×	*5	*5	❍	❍	❍	❍
	4 pages → 2-sided	×	*5	*5	❍	❍	❍	❍
	16 pages → booklet	×	*5	*5	❍	❍	❍	❍
Series Copies	Book → 1-sided	❍	❍	❍	❍	❍	❍	❍
	2-sided→ 1-sided	*6	*6	*6	*6	*6	×	❍
Duplex	1-sided → 2-sided	×	*5	*5	❍	❍	❍	❍
	Book → 2-sided	×	*5	*5	❍	❍	❍	❍
	2-sided → 2-sided	×	*5	*5	❍	❍	❍	❍
Cover/Paper Designate		*4 *7	*4	*4	❍	❍	❍	❍
OHP Slip Sheet		*4	*4	*4	❍	❍	❍	❍
Positive/Negative		❍	❍	❍	❍	❍	❍	❍
Repeat	Double copies	❍	❍	❍	❍	❍	❍	❍
	Image Repeat	❍	❍	❍	❍	❍	❍	❍
Archive File		×	×	❍	×	❍	❍	×

*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 ⇒ 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 ⇒ P.145 *"USER TOOLS (COPY FEATURES)"*.

5. Indicators

These indicators show errors or the status of the machine.

See ⇒ P.111 *"WHAT TO DO IF SOMETHING GOES WRONG"*.

6. Panel display

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

7. 【Program】 key

Press to select the program mode. See ⇒ 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 ⇒ P.63 *"Energy Saver Mode—Saving Energy"*.

9. 【Interrupt】 key

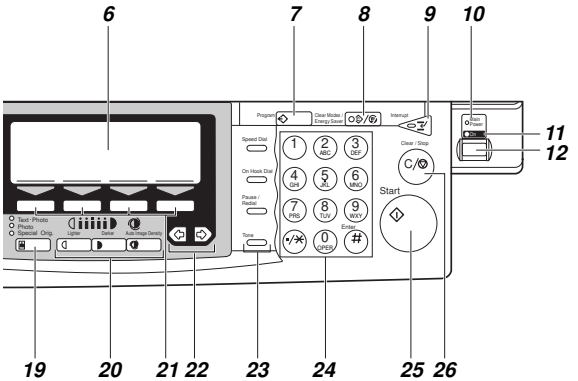
Press to make interrupt copies during a copy run. See ⇒ P.63 *"Interrupt—Temporarily Stopping One Job To Copy Something Else"*.

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 ⇒ 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.

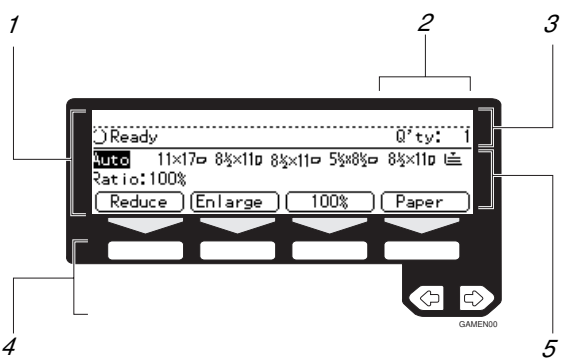
❒ By default, the machine is in Copy mode when you switch on. This can be changed. See "Settings You Can Change With The User Tools" of the System Settings.

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.

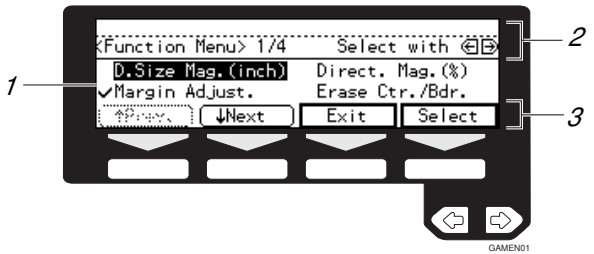
4. These keys correspond to the item on the display.

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 ▶ 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.**

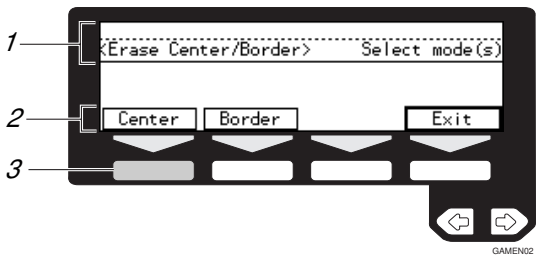
❖ Common keys

[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 previous 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

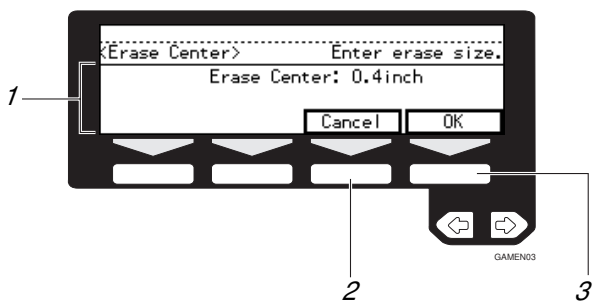
The basic elements used on the display are shown below. Understanding their meaning helps you exploit this machine's features quickly and easily.

❖ **Sample Display for Erasing the Center/Border**



1. **Operational status or message.**
2. **Selectable/specifiable functions are displayed.**
3. **Screened key means to press it.**

⬇ Press the **[Center]** 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.**

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 ⇒ 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.

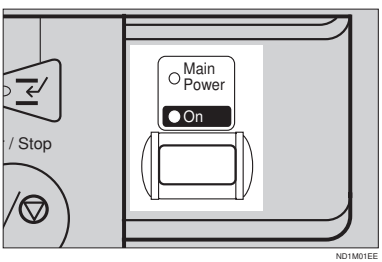
Important

❒ 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

1 **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.**



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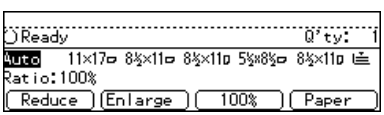
The panel display will come on.



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

1 **Enter your user code using the 【Number】 keys. Then press the 【#】 key.**

Note

❒ To prevent others from making copies with your user code, press the **【Clear Modes/Energy Saver】** key and the **【Clear/Stop】** key simultaneously after copying.

Reference

For setting user codes, see ⇒ P.154 *"1. General Features 4/4"*.

When the 【Clear Modes/Energy Saver】 indicator is lit

The machine is in Energy Saver mode.

1 **Press the 【Clear Modes/Energy Saver】 key.**

The machine will return to the ready condition.

Note

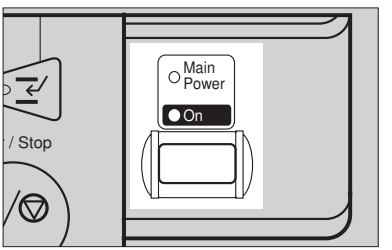
❒ The machine will also return to the ready condition when an original is set in the document feeder, or when the platen cover or document feeder is opened.

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.**



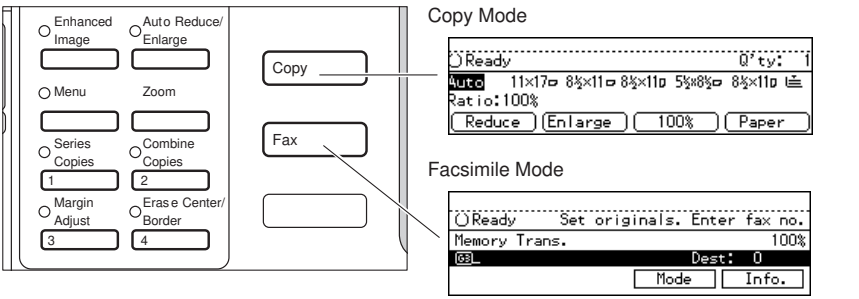
Important

❒ 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 functions, or press the **【Fax】** key to use facsimile functions.



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Limitation

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

- When scanning in a fax message for transmission.
- During immediate transmission.
- When accessing the user tools.
- During interrupt copying.

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 – B6	52 – 128 g/m^2
	2-sided originals: A3 – A5	52 – 105 g/m^2
	Thin Paper mode: A3 – A5	41 – 128 g/m^2

❖ Inch versions

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

Non-recommended originals for the document feeder

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

- Originals other than those specified in ⇒ P.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	B5	A5	11"×17"	8 1/2"×14"	8 1/2"×11"	5 1/2"×8 1/2"	8 1/2"×13" *1
Exposure glass	❍	❍	❍	❍	×	×	×	×	×	❍
Document feeder	❍	❍	❍	❍	❍	❍	×	❍	×	❍

*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.

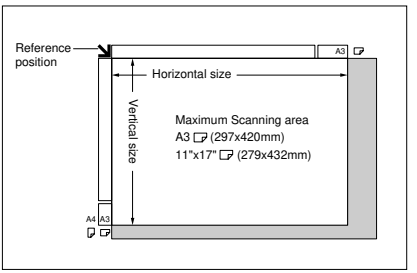
❖ Inch version

Size / Place of original	A3	B4	A4	B5	A5	11"×17"	8 1/2"×14"	8 1/2"×11"	5 1/2"×8 1/2"	8 1/2"×13" *1
Exposure glass	×	×	×	×	×	❍	❍	❍	×	×
Document feeder	×	×	❍	×	×	❍	❍	❍	❍	❍

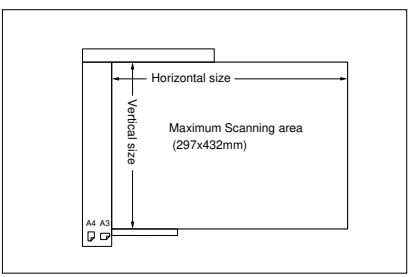
*1 You can select from 8 1/2" × 13", 8 1/4" × 13" and 8" × 13" using the user tool (system settings). See "24. <F/F4> Size Setting" in the System Settings.

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

The following limitations apply to each tray:

		Metric version	Inch version	Paper weight	Paper capacity
Paper tray		A3, B4, A4, B5, A5, 11" × 17", 8 1/2" × 14", 8 1/2" × 11", 5 1/2" × 8 1/2", 7 1/4" × 10 1/2", 8" × 13", 8 1/2" × 13", 8 1/4" × 13"		64 – 105 g/m², 20 – 28 lb	500 sheets
Paper tray unit (option)		**Note** ❒ You have to specify paper size using the user tools. See ⇒ P.132 *"Changing The Paper Size"*.			
Bypass tray	Standard size	A3, A4, A5, 8 1/2" × 13"	A3, 11" × 17", 8 1/2" × 14", 8 1/2" × 11", 5 1/2" × 8 1/2"	52 – 157 g/m², 16 – 42 lb	50 sheets (52 – 90 g/m², 16 – 20 lb), 25 sheets (91 – 157 g/m², 20 – 42 lb)
	Non-standard 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, adhesive labels, translucent paper			
Large capacity tray (option)		A4	8 1/2" × 11"	64 – 105 g/m², 20 – 28 lb	1,500 sheets

*1 When you set non-standard size paper in the bypass tray, you have to specify the size. See ⇒ 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 ⊐.
- ❒ 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.

Reference

If you want to add paper, see ⇒ P.119 *"Loading Paper"*.

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

Non-recommended Paper

⚠ ***CAUTION:***

- *Do not reuse stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. Otherwise, a fire might occur.*

Important

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

- Thermal fax paper
- Art paper
- Aluminum foil
- Carbon paper
- Conductive paper

Otherwise, a fault might occur.

❒ Do not use copy paper that has been already copied on. Otherwise, a fault might occur.

Note

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

- Bent, folded, or creased paper
- Torn paper
- Slippery paper
- Perforated paper
- Rough paper
- Thin paper that has low stiffness
- Paper with much paper dust on its surface

❒ If you make 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

⚠ ***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.***

⚠ ***CAUTION:***

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

⚠ ***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 ⇒ 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.

BASIC PROCEDURE

Note

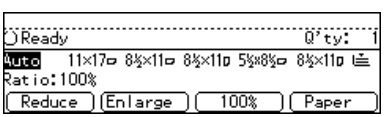
❒ As default, Type 1 with the duplex unit, Type 2, and Type 3 are initially in Duplex mode (1-sided → 2-sided). You can cancel Duplex mode by pressing the 【Duplex】 key. You can also change the default value. See "10. Duplex Priority" in ⇒ P.153 *"1. General Features $^{3}/_{4}$"*.

1 When the machine is set for user code, enter the user code with the 【Number】 keys and then press the 【#】 key.

Reference

See ⇒ P.63 *"User Codes"*.

2 Make sure that the machine is in Copy mode.



Note

❒ If not, press the 【Copy】 key.

3 Make sure that there are no previous settings remaining.

Note

❒ To clear settings, press the 【Clear Modes/Energy Saver】 key.

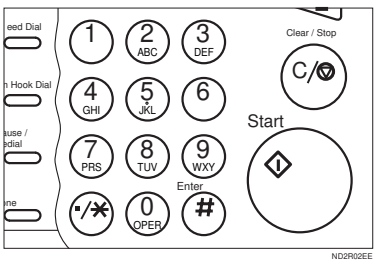
4 Set your originals.

Reference

See ⇒ 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 ⇒ P.152 *"1. General Features $^{2}/_{4}$"*.

❒ To change the number entered, press the 【Clear/Stop】 key and enter the new number.

7 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

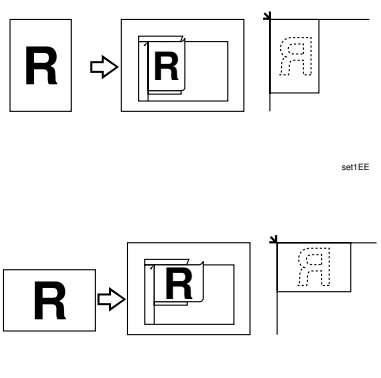
Limitation

❒ 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.

Originals	Set in the document feeder	Set on the exposure glass



Reference

See ⇒ P.20 *"Originals"*.

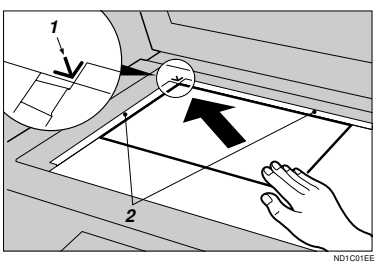
Setting Originals On The Exposure Glass

1 **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

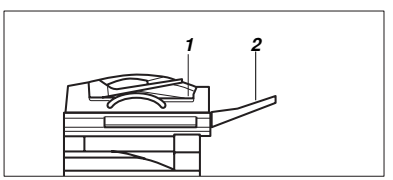
2: Scale

3 **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/m^2, 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.

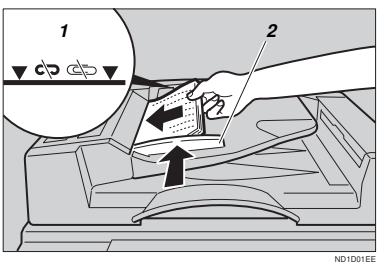
Reference

Regarding originals that the document feeder can handle, see ⇒ P.20 *"Originals"*.

Setting a stack of originals in the document feeder

1 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

Reference

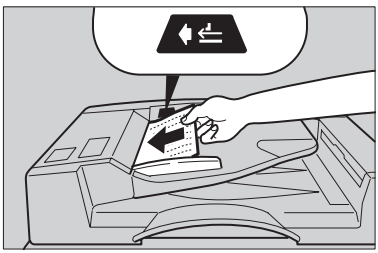
See ⇒ P.33 *"SADF mode"*.

1 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.



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Note

❒ You can adjust the time the machine waits before being ready for the next original. See "SADF Auto Reset" in ⇒ P.160 *"3. Input/Output $^{1}/_{2}$"*.

Using SADF, Mixed Sized, and Thin Paper modes

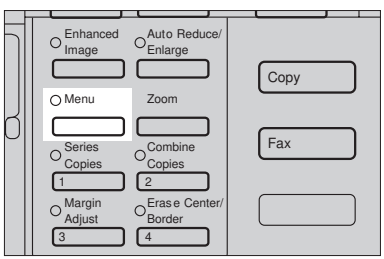
SADF mode

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.

1 **Press the 【Menu】 key.**



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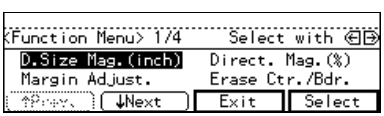
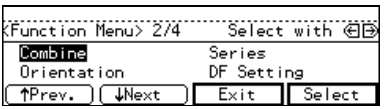
2 **Press the [↓Next] key until [DF Setting] is displayed.**

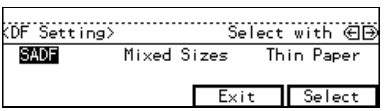


ND2C0102

3 **Select [DF Setting] with the ◀▶ keys, then press the [Select] key.**



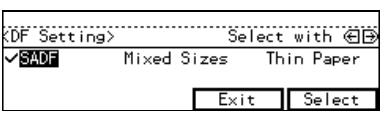
4 **Press the [Select] key.**



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:

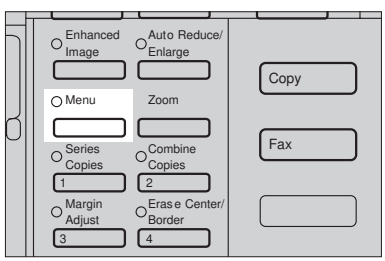
Metric version	B5 – A3
Inch version	$5^1/_2$" × $8^1/_2$" – 11" × 17"

❒ You can set originals of two different sizes at a time.

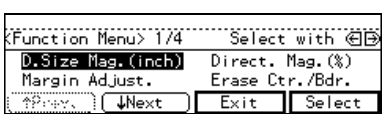
❒ Copying speed and scanning speed will be reduced.

❒ For smaller originals, the copy image might be slanted since the originals might not be correctly aligned with the original guide.

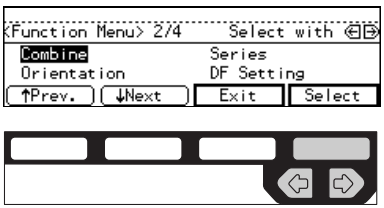
1 **Press the 【Menu】 key.**



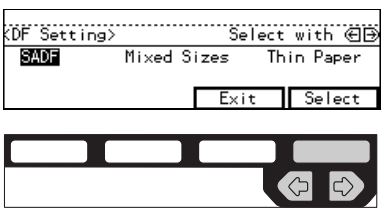
2 **Press the [↓Next] key until [DF Setting] is displayed.**



3 **Select [DF Setting] with the ◀▶ keys, then press the [Select] key.**



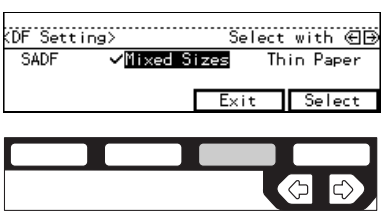
4 **Select [Mixed Sizes] with the ◀▶ keys, then press the [Select] key.**



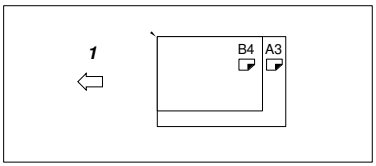
Note

❒ 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.

7 **Adjust the guide to the widest original size.**

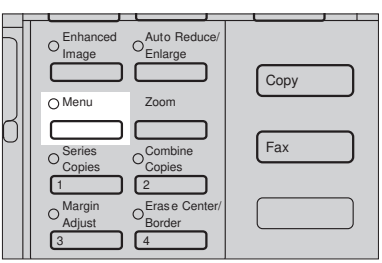
8 **Set the aligned originals face up into the document feeder.**

Thin paper mode

Note

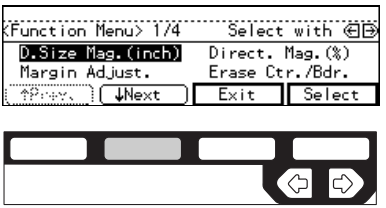
❒ Set to Thin Paper mode when you place thin paper into the document feeder; otherwise your originals may be damaged.

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

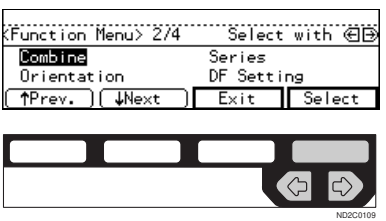


2

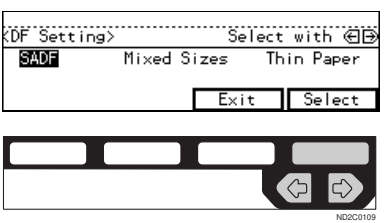
2 **Press the [↓Next] key until [DF Setting] is displayed.**



3 **Select [DF Setting] with the ◀▶ keys, then press the [Select] key.**



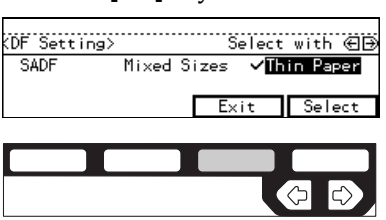
4 **Select [Thin Paper] with the ◀▶ keys, then press the [Select] key.**



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 ⇒ P.150 *"1. General Features 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.

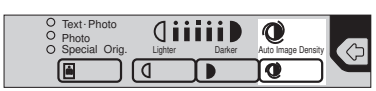
Reference

You can change the density level with the user tools. See "12. Density Pattern" in ⇒ P.153 *"1. General Features 3/4"*.

1 Select one of Image Density modes.

Auto Image Density

❶ Make sure that the Auto Image Density indicator is lit.



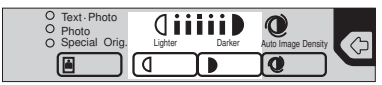
Note

❒ If not, press the 【**Auto Image Density**】 key.

Manual Image Density

❶ **Press the【Auto Image Density】key to cancel it.**

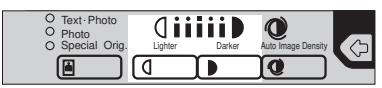
❷ **Press the【Lighter】or【Darker】key to adjust the image density.**



Combined Auto and Manual Image Density

❶ **Make sure that the Auto Image Density indicator is lit.**

❷ **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:

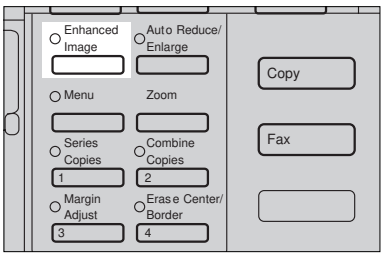
- Rotate Copy
- Sort/Stack/Staple
- Combine Copy
- Double Copy
- Sort involving cover/slip sheets
- Double Copy
- Repeat Copy

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 → 30 copies/min
Type3	45 → 40 copies/min
	for A4 ▯, $8\frac{1}{2}$" × 11" ▯

1 **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.

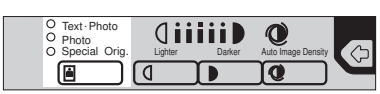
❖ **Photo**
Delicate tones of photographs and pictures can be reproduced with this mode.

❖ **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 Enhanced 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).

1 **Press the【Original Type】key and select the original type.**



2

Note

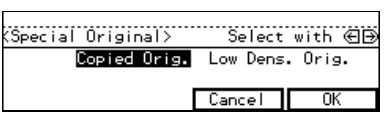
❒ Press the 【**Original Type**】 key to step through the following types:

No indicator lit	Text
Top indicator lit	Text·Photo
Center indicator lit	Photo
Bottom indicator lit	Special Original

❒ To use Special Original mode, press the 【**Enhanced Image**】 key first.

Special Original

❶ **Select [Copied Orig.] or [Low Dens. Orig.] with the ◀▶ 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	$8\frac{1}{2}$" × 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 ⇒ 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 direction
Exposure glass	A3 ⬓, B4 ⬓, A4 ⬓⬓, B5 ⬓⬓, $8^1/_2$" × 13" ⬓ *1
Document feeder	A3 ⬓, B4 ⬓, A4 ⬓⬓, B5 ⬓⬓, A5 ⬓⬓, 11" × 17" ⬓, $8^1/_2$" × 11" ⬓⬓, $8^1/_2$" × 13" ⬓ *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 direction
Exposure glass	11" × 17" ⬓, $8^1/_2$" × 14" ⬓, $8^1/_2$" × 11" ⬓⬓
Document feeder	A4 ⬓⬓, 11" × 17" ⬓, $8^1/_2$" × 14" ⬓, $8^1/_2$" × 11" ⬓⬓, $5^1/_2$" × $8^1/_2$" ⬓⬓, $8^1/_2$" × 13" ⬓ *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.

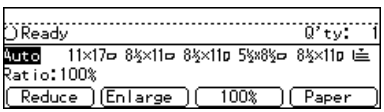
❒ For some originals, the original size might not be detected correctly. See ⇒ P.21 *"Sizes Difficult To Detect"*.

❒ 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.

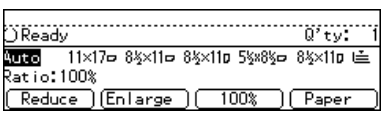
Auto Paper Select

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



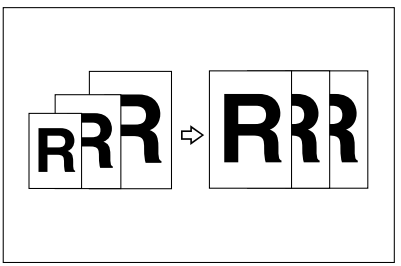
Manual Paper Select

❶ Select the paper tray or bypass tray by pressing the [Paper] or ◀▶ keys.



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 original is set	Original size and direction
Exposure glass	A3 ⬓, B4 ⬓, A4 ⬓⬓, B5 ⬓⬓, $8^1/_2$" × 13" ⬓ *1
Document feeder	A3 ⬓, B4 ⬓, A4 ⬓⬓, B5 ⬓⬓, A5 ⬓⬓, 11" × 17" ⬓, $8^1/_2$" × 11" ⬓⬓, $8^1/_2$" × 13" ⬓ *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	Original size and direction
Exposure glass	11" × 17" ⬓, $8^1/_2$" × 14" ⬓, $8^1/_2$" × 11" ⬓⬓
Document feeder	A4 ⬓⬓, 11" × 17" ⬓, $8^1/_2$" × 14" ⬓, $8^1/_2$" × 11" ⬓⬓, $5^1/_2$" × $8^1/_2$" ⬓⬓, $8^1/_2$" × 13" ⬓ *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.

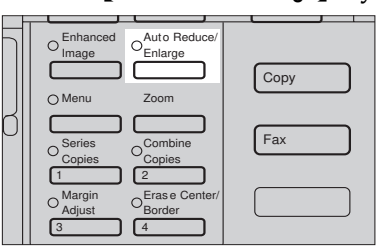
❒ The reproduction ratios the machine will select are as follows:

- 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"*.

1 Press the 【Auto Reduce/Enlarge】 key.



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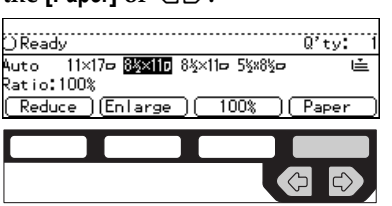
2 Select the paper tray by pressing the [Paper] or ◀▶.



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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/m^2) • A4 or smaller: 500 sheets (80 g/m^2)
Internal tray 2	125 sheets (80 g/m^2)
External tray	125 sheets (80 g/m^2)
1000-sheet finisher	• B4 or larger: 500 sheets (80 g/m^2) • A4 or smaller: 1,000 sheets (80 g/m^2)
3000-sheet finisher (without punch)	• Except A4: 1,500 sheets (80 g/m^2) • A4: 3,000 sheets (80 g/m^2)

❖ **Inch version**

Internal tray 1	• $8^1/_2$" × 14" or larger: 250 sheets (20 lb) • $8^1/_2$" × 11" or smaller: 500 sheets (20 lb)
Internal tray 2	125 sheets (20 lb)
External tray	125 sheets (20 lb)
1000-sheet finisher	• $8^1/_2$" × 14" or larger: 500 sheets (20 lb) • $8^1/_2$" × 11" or smaller: 1,000 sheets (20 lb)
3000-sheet finisher (without punch)	• Except $8^1/_2$" × 11": 1,500 sheets (20 lb) • $8^1/_2$" × 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)

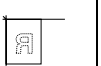
You can make punch holes in combination with Sort/Stack/Staple.

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 hole position
	Exposure glass	Auto Document Feeder	
			

Reference

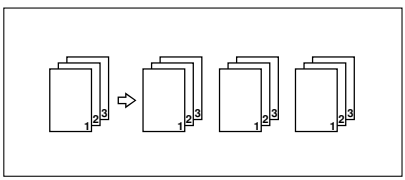
If the punch waste box is full, see ⇒ P.144 *"Removing Punch Waste"*.

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

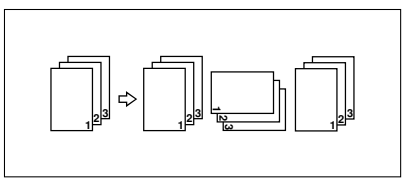
Sort—Sorting Into Sets (123, 123, 123)

Copies can be assembled as sets in sequential order.

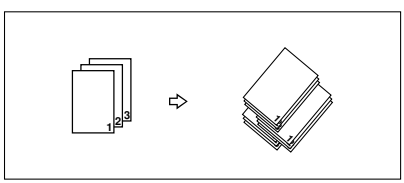
❖ **Sort**



❖ **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° 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 ⇒ P.162 *"3. Input/Output 2/2"*.

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

Metric version	A3 B4 A4 B5 A5
Inch version	11" × 17", 8 1/2" × 14", 11" × 8 1/2", 5 1/2" × 8 1/2"

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

Metric version	A4 B5
Inch version	8 1/2" × 11"

❒ 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:

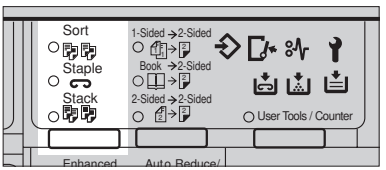
	1000-sheet finisher	3000-sheet finisher
Metric version	A3, B4, A4, B5	A3, B4, A4, B5
Inch version	11" × 17", 8 1/2" × 14", 8 1/2" × 11"	11" × 17", 8 1/2" × 14", 8 1/2" × 11"

Reference

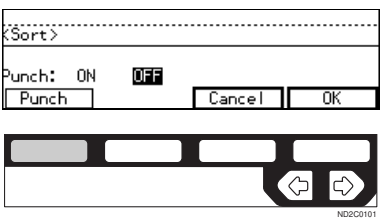
For the paper capacity of the optional finisher, see ⇒ P.49 *"Staple"*.

2

1 **Press the 【Sorter】 key until the `Sort` indicator (top) is lit.**



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



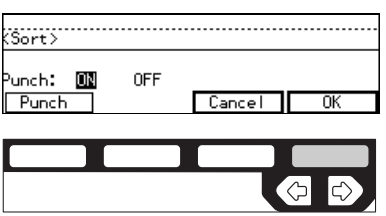
Limitation

- ❒ 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 make punch holes, go to Step **4**.

3 **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

❶ **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

Reference

See ⇒ P.33 *"SADF mode"*

❶ **Set the original, then press the 【Start】 key.**

Note

- ❒ Start with the first page to be copied.

❷ **Set the next original, then press the 【Start】 key.**

Note

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

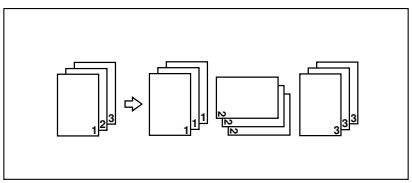
❸ **After all originals are scanned, press the [#] key.**

The copies are delivered to the tray.

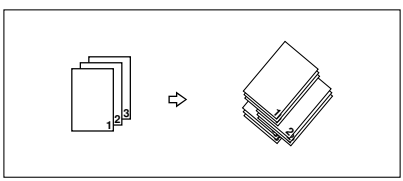
Stack—Stacking Together All Copies Of A Page (111, 222, 333)

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° 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 ⇒ P.162 *"3. Input/Output $^{2}/_{2}$"*.

❒ The sizes that can be used in this function are as follows:

Metric version	A3□B4□A4□□ B5□□A5□
Inch version	11" × 17" □, 8 1/2" × 14" □, 11" × 8 1/2" □□, 5 1/2" × 8 1/2" □

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

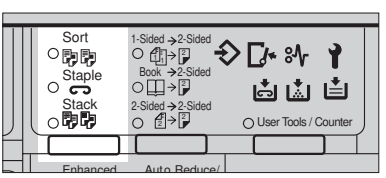
Metric version	A4□□, B5□□
Inch version	8 1/2" × 11" □□

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

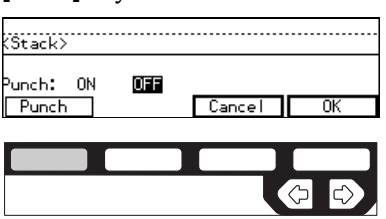
Reference

For the maximum tray capacity of the optional finisher, see ⇒ P.49 *"Staple"*.

1 **Press the 【Sorter】 key until the `Stack` indicator (bottom) is lit.**



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



Limitation

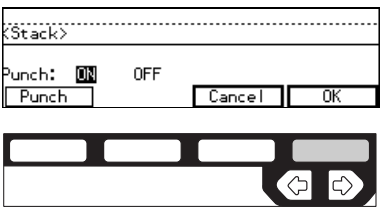
❒ The optional 3000-sheet finisher and punch kit are required to use this function (Type 3 only).

❒ You cannot make punch holes with Rotate Stack.

Note

❒ If you do not wish to make punch holes, go to Step **4**.

3 **Make sure that [ON] is selected. Then, press the [OK] key.**



4 **Enter the number of copies with the 【Number】 keys.**

5 **Set your originals.**

When setting a stack of originals in the document feeder

❶ **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 ⇒ P.33 *"SADF mode"*

❶ **Set the original, then press the 【Start】 key.**

Note

❒ Start with the first page to be copied.

❷ **Set the next original, then press the 【Start】 key.**

Note

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

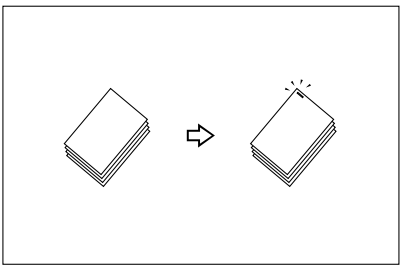
❸ **After all originals are scanned, press the 【#】 key.**

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, A4, B5	A3, B4, A4, B5
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/m²)	3,000 sheets (80 g/m²)

❖ **Inch version**

	1000-sheet finisher	3000-sheet finisher
Paper size	11" × 17", 8 1/2" × 14", 8 1/2" × 11"	11" × 17", 8 1/2" × 14", 8 1/2" × 11"
Stapler capacity	• 8 1/2" × 11" or smaller: 30 sheets (20 lb) • 8 1/2" × 14" or larger: 20 sheets (20 lb)	• 8 1/2" × 11" or smaller: 50 sheets (20 lb) • 8 1/2" × 14" or larger: 30 sheets (20 lb) (without punch)
Shift tray capacity (8 1/2" × 11")	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.

Reference

If you want to add staples, see ⇒ P.134 "*Adding Staples*".

When staple is jammed, see ⇒ P.139 "*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'.

	Original setting		Stapling position
	Exposure glass	Document Feeder	
Top2			

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:

		Original setting		Stapling position
		Exposure glass	Document Feeder	
Top1	▯			
	▭			
Top2	▯			
	▭			
Top3	▯			
	▭			
Double	▯			
	▭			

2

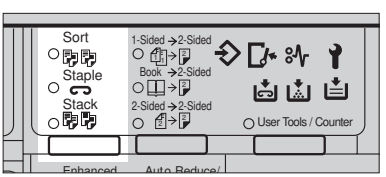
Note

- ❒ 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"

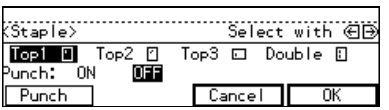
- ❒ The copy image can not be rotated if you select **[Top 2]** or **[Double]**.
- ❒ To staple at the Top 2 or Double position in combination with Combine: 2 pages → 1-sided or 4 pages → 2-sided, or with Double Copies, select ▭ paper for ▯ originals, or select ▯ paper for ▭ originals.

1 **Press the 【Sorter】 key until the `Sort` (top) and `Staple` (center) indicators are lit.**



ND2L0101

2 **Select one of four stapling positions.**

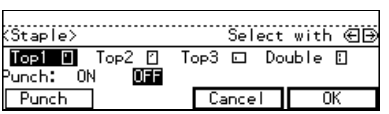


ND2C0105

Note

- ❒ When your machine is equipped with the 1000-sheet finisher, this display is not available. Go to Step **5**.

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

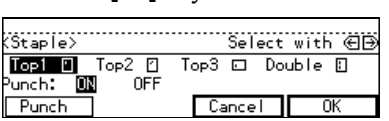


ND2C0101

Note

- ❒ If you do not wish to make punch holes, go to Step **4**.

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



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

❶ **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 ⇒ P.33 *"SADF mode"*

❶ **Set the original, then press the 【Start】 key.**

Note

❒ Start with the first page to be copied.

❷ **Set the next original, then press the 【Start】 key.**

Note

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

❸ **After all originals are scanned, press the 【#】 key.**

The copies are delivered to the tray.

To stop scanning

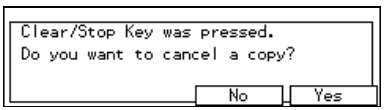
When you are using the Sort, Stack, or Staple function, the originals are scanned into memory.

1 Press the 【Clear/Stop】 key.

To resume scanning

❶ **Press the [No] key.**

Scanning is resumed.



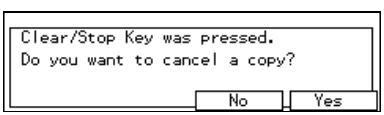
Note

❒ Scanned images in memory are not cleared.

To clear scanned images of the originals

❶ **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 ⇒ P.162 *"3. Input/Output $^{2}/_{2}$"*.

1 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□, A4 □, A5□, $8^1/_2$" × 13"□
Inch version	A3□, 11" × 17"□, $8^1/_2$" × 14"□, $8^1/_2$" × 11"□, $5^1/_2$" × $8^1/_2$"□

❒ 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:

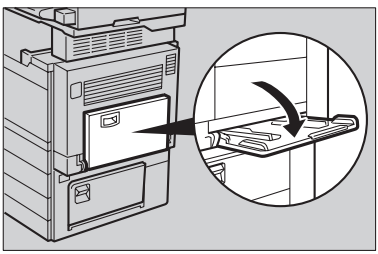
Metric version	• Vertical: 100 – 297 mm • Horizontal: 148 – 432 mm
Inch version	• Vertical: 4.0" – 11.7" • Horizontal: 6.0" – 17.0"

Reference

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

1 If Duplex mode is selected, press the 【Duplex】 key to cancel the mode.

2 Open the bypass tray.



ND6H0300

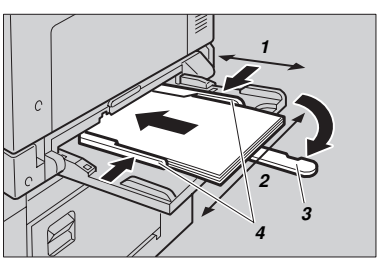
3 Adjust the guides to copy paper size.

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 ≡ indicator on the display is automatically selected.



ND6H04EE

1: Horizontal size

2: Vertical size

3: Extender

4: Paper guide

2

Note

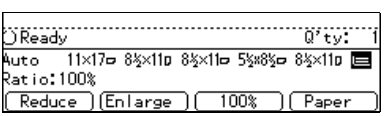
- ❒ Do not stack paper over the limit mark; otherwise a skew image or paper misfeeds might occur.
- ❒ If the beeper is turned off, lightly insert the copy paper until it stops. See "Settings You Can Change With The User Tools" in the System Settings.
- ❒ When the platen cover is open, set the direction of the copy paper to ⧉.
- ❒ Swing out the extender to support larger size copy paper larger than A4⧉, $8\frac{1}{2}$" × 11"⧉.
- ❒ Fan paper to get air between the sheets and avoid a multi-sheet feed.

When copying onto non-standard size copy paper

Important

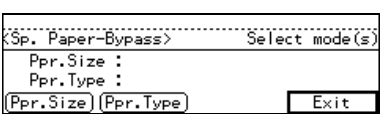
- ❒ You should specify the size of copy paper to avoid paper misfeeds.

❶ **Make sure the ≡ indicator is selected.**

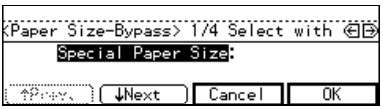


❷ **Press the 【#】 key.**

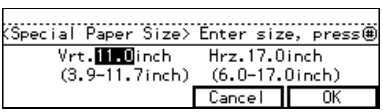
❸ **Press the [Ppr. Size] key.**



❹ **Press the [OK] key.**



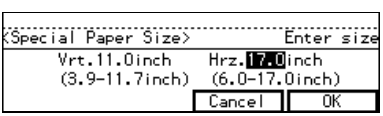
❺ **Enter the vertical size of the paper with the 【Number】 keys, then press the 【#】 key.**



Note

- ❒ To change the number entered, press the 【Clear/Stop】 key and enter the new number.

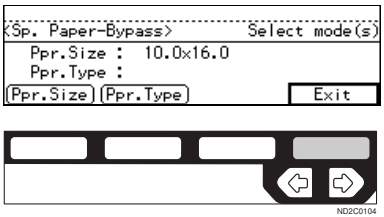
❻ **Enter the horizontal size of the paper with the 【Number】 keys, then press the [OK] key.**



Note

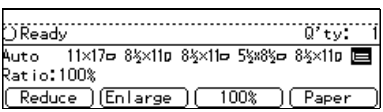
- ❒ To change the number entered, press the 【Clear/Stop】 key and enter the new number.
- ❒ When you specify the paper size, ✕ appears on the display to indicate bypass tray copying.

❼ **Press the [Exit] key.**



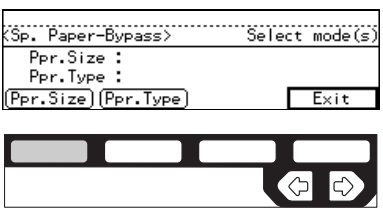
When copying onto standard size copy paper

❶ **Make sure the ≡ indicator is selected.**

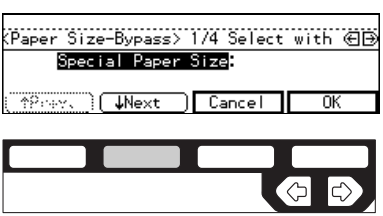


❷ **Press the [#] key.**

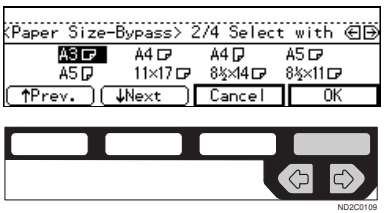
❸ **Press the [Ppr. Size] key.**

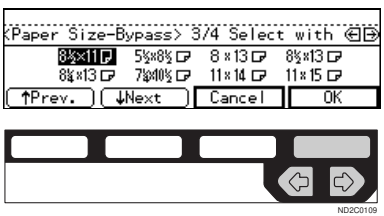


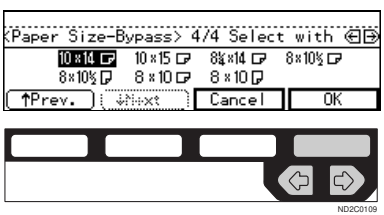
❹ **Press the [↓Next] key until your desired size is displayed.**



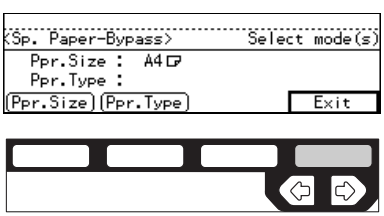
❺ **Select the desired size with the ◀▶ keys, then press the [OK] key.**







❻ **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.

2

Note

❒ Select **[Thick Paper]** if the paper weight is more than 91 g/m² (20 lb).

1 **If Duplex mode is selected, press the 【Duplex】 key to cancel the mode.**

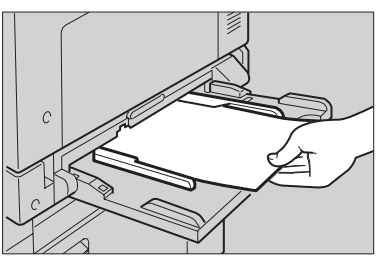
2 **Open the bypass tray, and adjust the guides to the paper size.**

Important

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

3 **Lightly insert the OHP transparencies or thick paper face down until the beeper sounds.**

The ≡ indicator on the display is automatically selected.



ND5H05EE

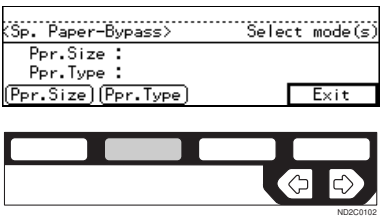
Note

❒ 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.

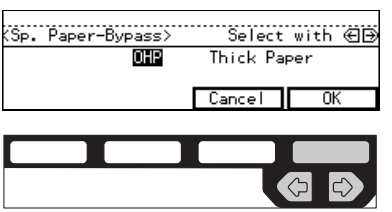
4 **Press the 【#】 key.**

5 **Press the [Ppr. Type] key.**



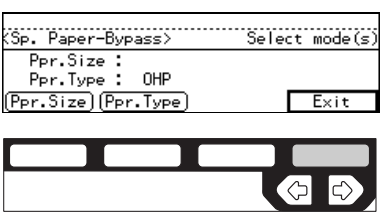
ND2C0102

6 **Select [OHP] or [Thick Paper] with the ◀▶ keys. Then, press the [OK] key.**



ND2C0109

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



ND2C0104

Reference

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

See ⇒ P.56 *"When copying onto non-standard size copy paper"*.

See ⇒ P.57 *"When copying onto standard size copy paper"*.

8 Set your originals and press the [Start] key.

Important

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

PROGRAM—STORING YOUR COPY SETTINGS IN MEMORY

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

2

❖ **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.

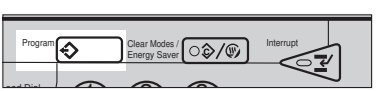
❒ Paper settings are stored based on paper size. So if you place more than one paper tray of a same size, the paper tray prioritized with the user tools will be selected first. See "12. Pap.Tray Priority" of the System Settings.

❒ 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

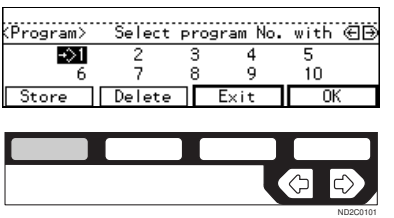
1 **Edit the copy settings so that all functions you want to store in this program are selected.**

2 **Press the 【Program】 key.**



ND2R01EE

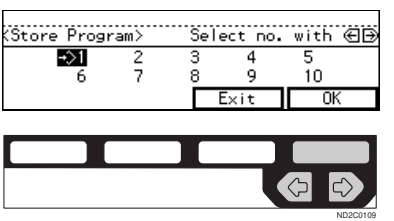
3 **Press the [Store] key.**



ND2C0101

4 **Select the program number you want to store these settings in with the ◀▶ keys. Then, press the [OK] key.**

When the settings are successfully stored, the ◈ indicator appears.



ND2C0109

Note

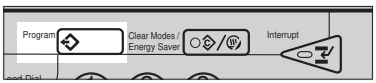
❒ Program numbers with ◈ already have settings in them.

❒ 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

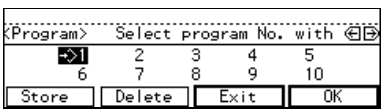
You can delete a stored program.

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



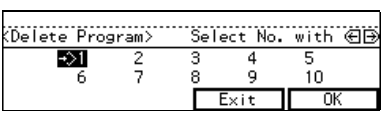
ND2R01EE

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



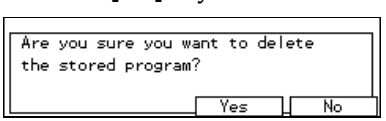
ND2C0102

3 **Select the program number you want to delete with the ◀▶ keys. Then press the [OK] key.**



ND2C0109

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



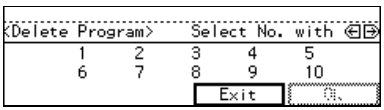
ND2C0103

Note

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

5 **To delete another program, repeat steps 3 and 4.**

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

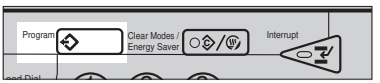


ND2C0103

Recalling A Program

You can recall a stored program.

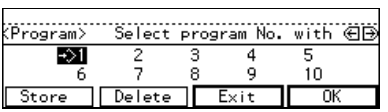
1 **Press the 【Program】 key.**



ND2R01EE

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

The stored settings are displayed.



ND2C0109

Note

❒ Only programs with ➔ contain a program.

3 **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 Sever】 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 two-step reduction in electricity: one for the period up to the time set for Low Power mode, the other for the period after that time.

Note

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

❒ 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.

1. **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.**

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

4. **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 ⇒ P.154 *"1. General Features 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.

1 Make any adjustments to copy settings during the warm-up period.

2 Set your originals.

3 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

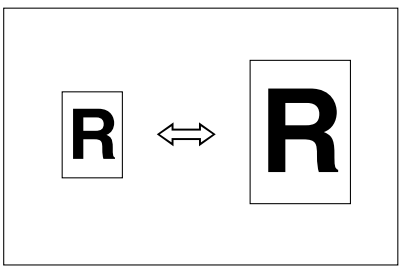
The beeper sounds and an error message is displayed when you leave your originals on the exposure glass for about two seconds after copying.

Note

❒ To cancel this function, see "06. Original beeper" in ⇒ 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 (%)	Original → Copy paper size
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→A4, B4→F
71 (reduce area by $^{1}/_{2}$)	A3→A4, A4→A5
65	A3→F
50 (reduce area by $^{1}/_{4}$)	A3→A5, F→A5
35 *1	--
25 *2	--

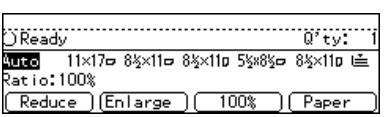
*1 Type 3 only
*2 Type 1 and Type 2 only

❖ **Inch version**

Ratio(%)	Original → Copy paper size
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→$8^1/_2$" × 11"
78	$8^1/_2$" × 14"→$8^1/_2$" × 11"
73	11" × 14"→$8^1/_2$" × 11"
65	11" × 17"→$8^1/_2$" × 11"
50 (reduce area by $^1/_4$)	11" × 17"→$5^1/_2$" × $8^1/_2$"
32 *1	--
25 *2	--

*1 Type 3 only
*2 Type 1 and Type 2 only

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



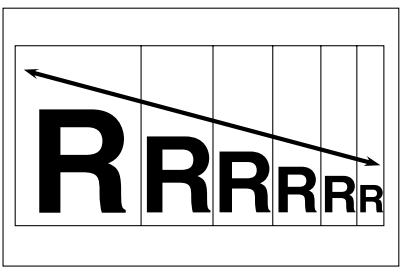
Note

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

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

ZOOM—REDUCING AND ENLARGING IN 1 % STEPS

You can change the reproduction ratio in 1 % steps.



Note

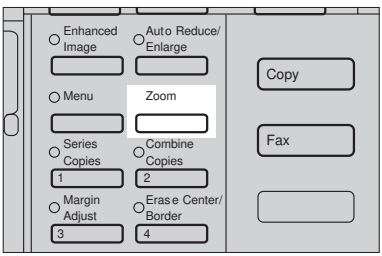
❒ The following ratios can be selected:

- 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.

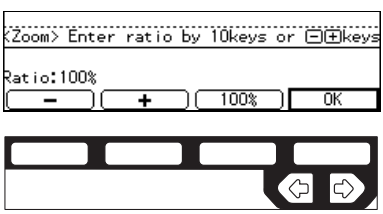
1 Press the 【Zoom】 key.



2 Enter the ratio.

When using the **[+]** or **[−]** key

❶ Enter the desired reproduction ratios with the [−] or [+] key.



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

❶ Enter the desired ratio with the 【Number】 keys.

Note

❒ To change the ratio entered, press the 【Clear/Stop】 key and enter the new ratio.

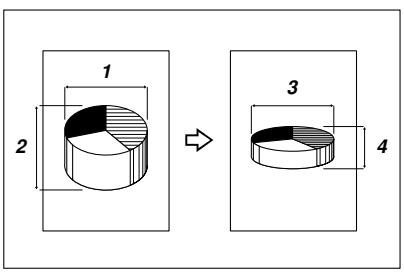
3 **Set your originals, then press the 【Start】 key.**

DIRECTIONAL SIZE MAGNIFICATION (INCH)—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.



CP2M01EE

1: Horizontal original size

2: Vertical original size

3: Horizontal copy size

4: Vertical copy size

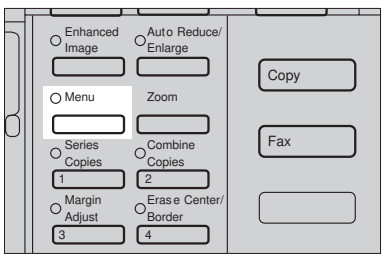
Note

❒ 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)

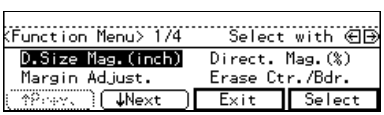
❒ If the calculated ratio is over the maximum or under the minimum ratio, it is corrected within the range of the ratio automatically. However, with some ratios, parts of the image might not be copied or blank margins will appear on copies.

1 **Press the【Menu】key.**



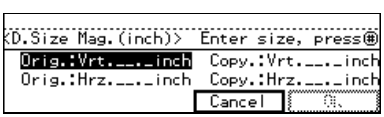
ND2L0203

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



ND2C0104

3 **Enter the vertical size of the original with the【Number】keys. Then, press the【#】or ➡ key.**



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 ◀▶ keys and enter the new value.

4 **Enter the vertical size of the copy with the 【Number】 keys. Then, press the 【#】 or ▶ key.**

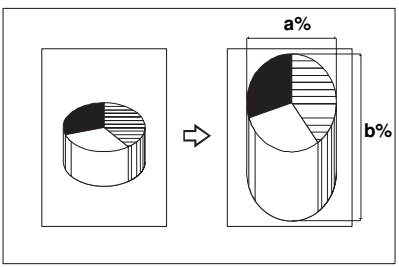
5 **Enter the horizontal size of the original with the 【Number】 keys. Then, press the 【#】 or ▶ key.**

6 **Enter the horizontal size of the copy with the 【Number】 keys. Then, press the [OK] key.**

7 **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 horizontally and vertically.



1: Horizontal %

2: Vertical %

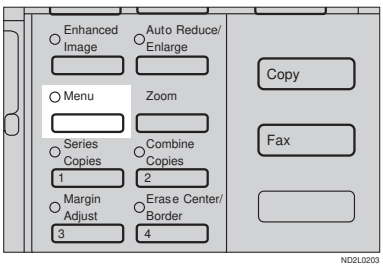
Note

❒ The following ratios can be selected:

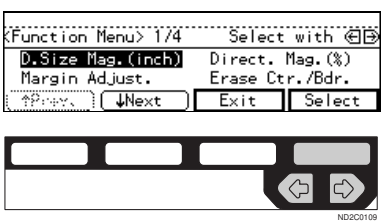
- Type 1, Type 2
  Metric version: 25 – 400 %
  Inch version: 25 – 400 %
- Type 3
  Metric version: 35 – 400 %
  Inch version: 32 – 400 %

❒ 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.

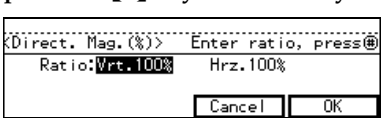
1 **Press the【Menu】key.**



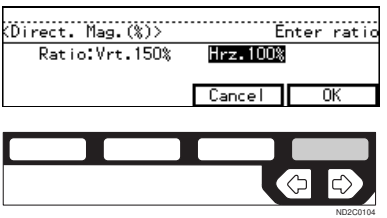
2 **Select the [Direct Mag. (%)] key with ◀ or ▶ keys. Then, press the [Select] key.**



3 **Enter the desired vertical ratio with the【Number】keys. Then, press the【#】key or the ▶ key.**



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



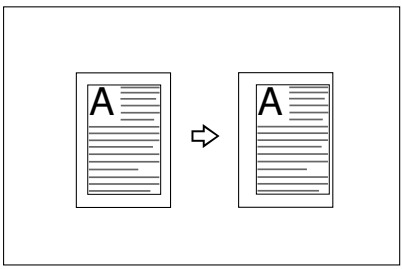
Note

❒ To change the number entered, press the 【#】 key or the ◀▶ keys, then enter the new number.

5 **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

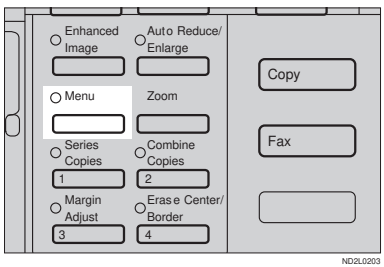
❒ You can change the width of the binding margin as follows:

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

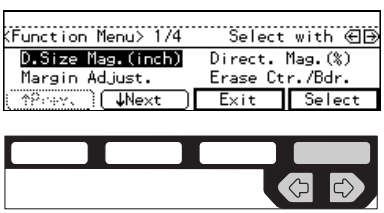
❒ The margin width default is as follows. You can change this default setting with the user tools. See "3. Marg.Adjust.Front" in ⇒ P.155 "2. *Adjust Image 1/2*".

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

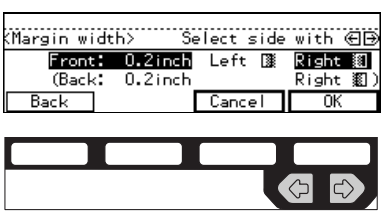
1 **Press the 【Menu】 key.**



2 **Select the [Margin Adjust.] with the ◀▶ keys. Then, press the [Select] key.**



3 **Select [Left] (left margin) or [Right] (right margin) with the ◀▶ keys.**

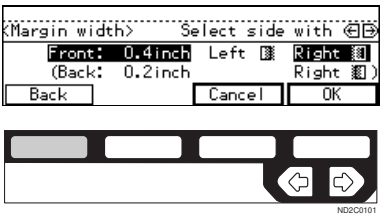


4 **Enter the desired margin width with the 【Number】 keys.**

Note

❒ To change the value entered, press the 【Clear/Stop】 key and enter the new value.

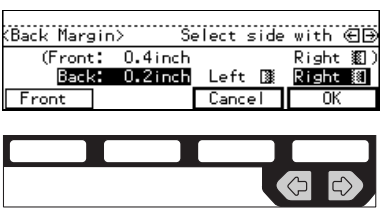
5 **To specify a binding margin for back pages, press the [Back] key.**



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 **8**.

6 **Select [Left] (left margin) or [Right] (right margin) with the ◀▶ keys.**



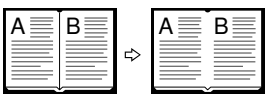
7 **Enter the desired margin width the 【Number】 keys. Then, press the [OK] key.**

8 **Set your originals, then press the 【Start】 key.**

ERASE CENTER/BORDER—ERASING THE CENTER AND THE BORDER

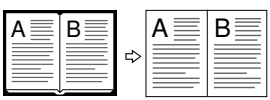
This function erases the center and/or all four sides of the original image, such as book originals.

❖ Erase Center



CenterEE

❖ Erase Border



BorderEE

There are two types in this function:

❖ Center

This mode erases the center margin of the original image.

❖ Border

This mode erases the surrounding area of the original image.

Note

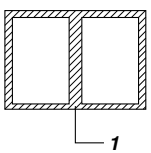
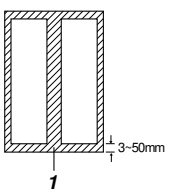
❒ You can change the width of the erased margin as follows:

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 Center" in ⇒ P.155 *"2. Adjust Image $^1/_2$"*.

Metric version	10 mm
Inch version	0.4"

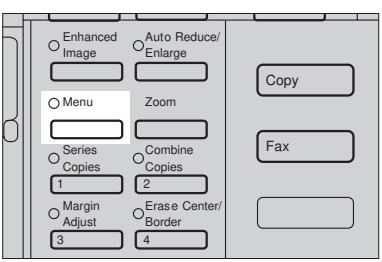
❒ The position of the margin to be erased is determined according to the original size and reproduction ratio.

copy paper	copy paper
	

1: Erased part

❒ You can use the Erase Center and Erase Border functions together.

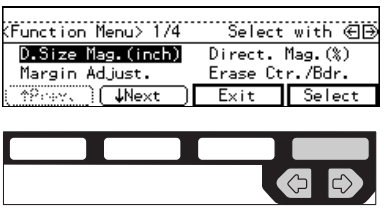
1 **Press the【Menu】key.**



ND2L0203

2

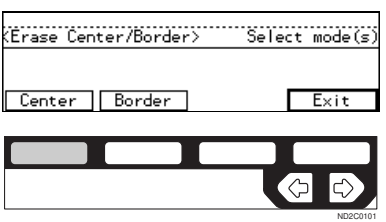
2 **Select the [Erase Ctr./Bdr.] with the ◀▶ keys. Then, press the [Select] key.**



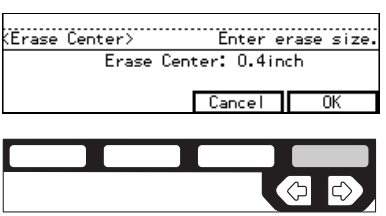
3 **Select the part to be erased.**

Center

❶ Press the [Center] key.



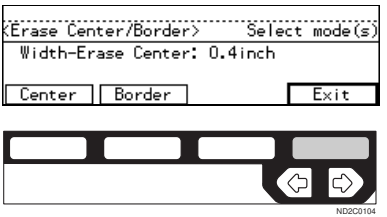
❷ Enter the center width with the 【Number】 keys. Then press the [OK] key.



Note

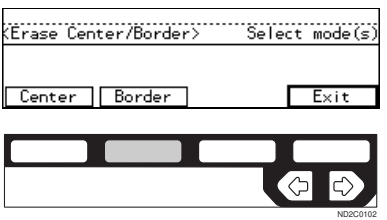
❒ To change the value entered, press the 【Clear/Stop】 key and enter the new value.

❸ Press the [Exit] key.

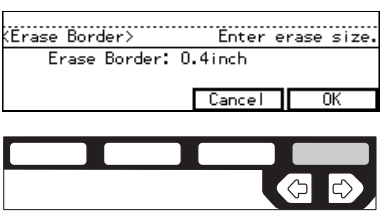


Border

❶ Press the [Border] key.



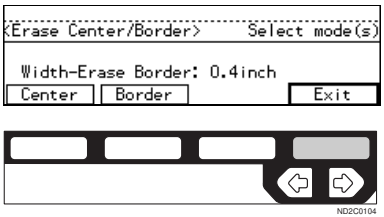
❷ Enter the border width with the 【Number】 keys. Then press the [OK] key.



Note

❒ To change the value entered, press the 【Clear/Stop】 key and enter the new value.

❸ **Press the [Exit] key.**



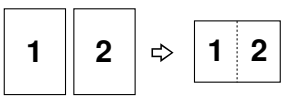
4 **Set your originals, then press the 【Start】 key.**

COMBINE—COMBINING ORIGINALS INTO ONE COPY

The optional document feeder is required to use this function.

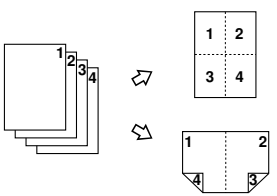
You can make 1 sheet of copies from 2 or more one-sided originals.

❖ **2 pages→1-sided**



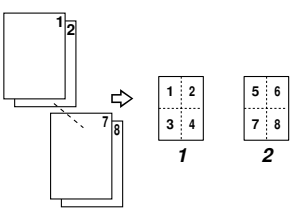
Combine1

❖ **4 pages→1-sided, 4 pages→2-sided**



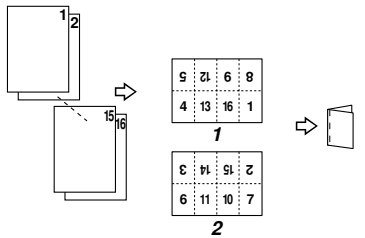
Combine2

❖ **8 pages→2-sided**



Combine3

❖ **16 pages→booklet**



Combine4

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.

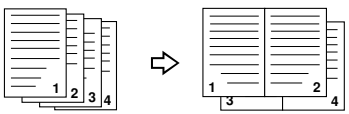
❖ **8 pages→2-sided (Type 1 requires the optional 8 MB copier memory unit and duplex unit.)**

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.

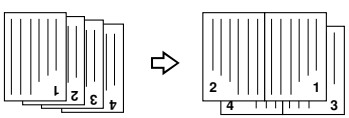
Setting Originals (Originals set in the document feeder)

- Originals reading from left to right



Combine5

- Originals reading from top to bottom



Combine6

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 %

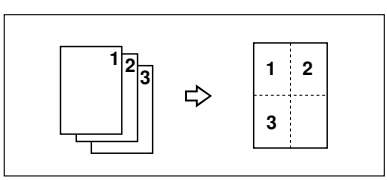
❒ If the calculated ratio is under the minimum ratio, it is corrected within the range of the ratio automatically. However, with some ratios, parts of the image might not be copied or blank margins appear on copies.

❒ 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 ⇒ P.160 *"3. Input/Output $^{1}/_{2}$"*.

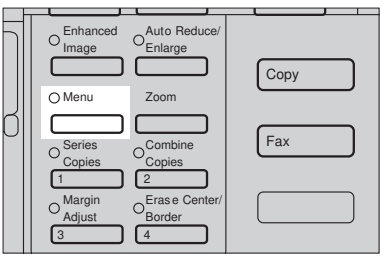
❒ When the number of originals placed is less than the number specified for combining, the last page (s) will be copied blank as shown in the illustration.



❒ 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 ⇒ P.88 *"Specifying Orientation of Bound Originals"*.

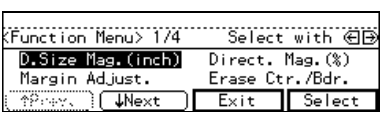
1 If Duplex mode is selected, press the 【Duplex】 key to cancel the mode.

2 Press the 【Menu】 key.



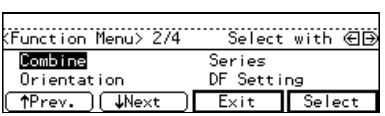
ND2L0203

3 Press the [↓Next] key until the [Combine] is displayed.



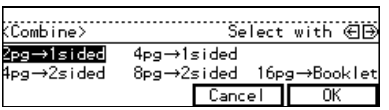
ND2C0102

4 Press the [Select] key.



ND2C0104

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



ND2C0109

6 Press the [Exit] key.

7 Press the [Paper] key or ◀▶ keys 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

❶ Set the original, then press the 【Start】 key.

Note

❒ Start with the first page to be copied.

❷ 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

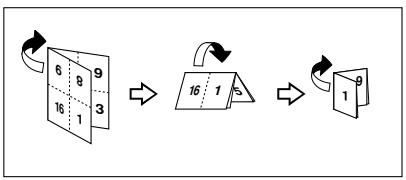
❶ Set your originals, then press the 【Start】 key.

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.



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:

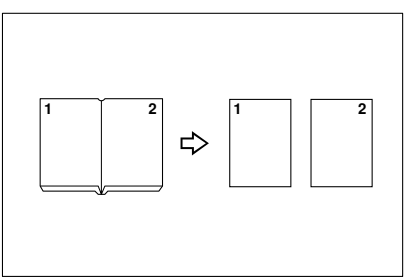
❖ **Book → 1-Sided**
You can make one-sided copies from two facing pages of a bound original (book).

❖ **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 → 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**

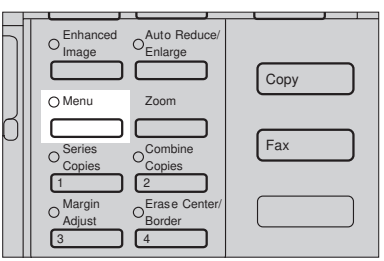
Original	Copy paper
A3	A4 × 2 sheets
B4	B5 × 2 sheets
A4	A5 × 2 sheets

❖ **Inch version**

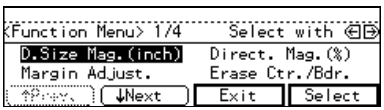
Original	Copy paper
11" × 17"	$8^1/_2$" × 11" × 2 sheets
$8^1/_2$" × 11"	$5^1/_2$" × $8^1/_2$" × 2 sheets

1 **If Duplex mode is selected, press the 【Duplex】 key to cancel the mode.**

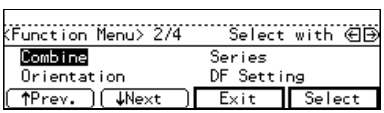
2 **Press the 【Menu】 key.**



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

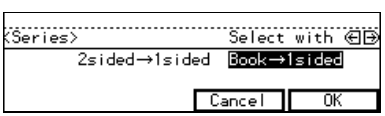


4 **Select [Series] with the ◀▶ keys. Then, press the [Select] key.**



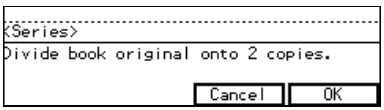
With the optional document feeder

❶ **Select the [Book → 1-Sided] with the ◀▶ keys. Then, press the [OK] key.**



Without the optional document feeder

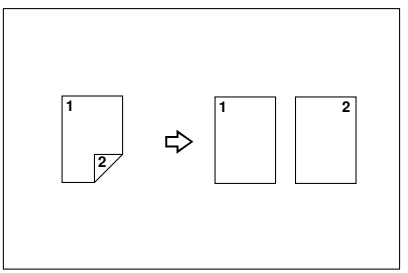
❶ **Press the [OK] key.**



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

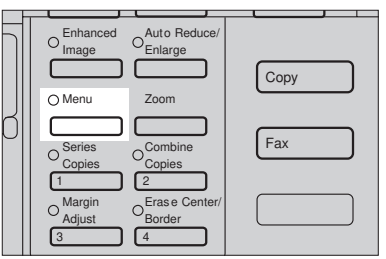
2-Sided→1-Sided—Making One-sided Copies From Two-sided Originals

The optional document feeder is required to use this function.

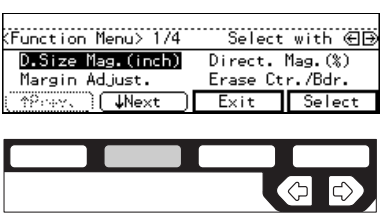


1 **If Duplex mode is selected, press the 【Duplex】 key to cancel the mode.**

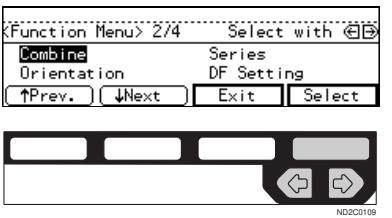
2 **Press the 【Menu】 key.**



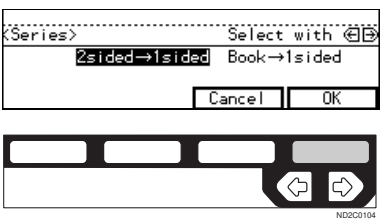
3 **Press the [↓Next] key until [Series] is displayed.**



4 **Select [Series] with the ◀▶ keys. Then, press the [Select] key.**



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



6 **Set your originals, then press the 【Start】 key.**

DUPLEX—MAKING TWO-SIDED COPIES

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

There are three ways in this function:

❖ **1-sided → 2-sided**
This mode makes two-sided copies from one-sided originals.

❖ **Book → 2-sided**
This mode makes two-sided copies from facing pages of a bound original (book).

❖ **2-sided → 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.

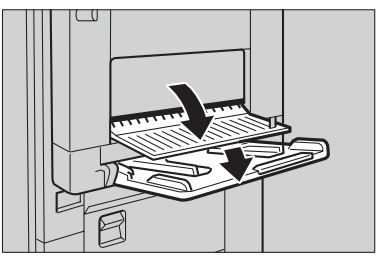
❒ The optional copier hard disk is required to make enhanced-image copies.

Note

❒ The following paper limitations apply:

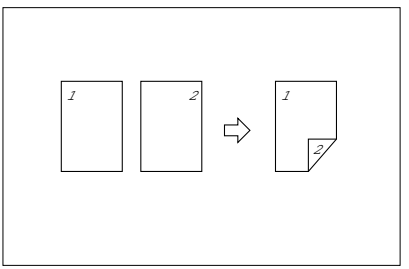
Metric version	Minimum size	A5
	Weight	64 – 105 g/m^2
Inch version	Minimum size	$5^1/_2$" × $8^1/_2$"
	Weight	20 – 28 lb

❒ When you make 2-sided copies on B4, $8^1/_2$" × 14" or larger copy paper, open the right side cover. Also open the bypass tray, if installed.



ND6H0200

1-Sided → 2-Sided—Making Two-sided Copies From One-sided Originals



Note

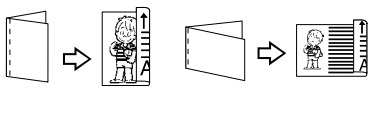
❒ If you set an odd number of 1-sided originals in the document feeder (ADF), the reverse side of the last page is left blank. You can disable this function to make the delivered last page not be blank. See "1. Duplex Auto Eject" in ⇒ P.160 *"3. Input/Output $^1/_2$"*.

❒ 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 $^1/_2$"*.

Originals and copy direction

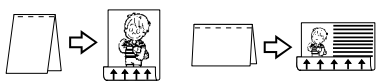
You can select the orientation (**[Top to Top]**, **[Top to Bottom]**). See ⇒ P.88 *"Specifying Orientation of Bound Originals"*.

- Top to Top



Duplex1

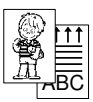
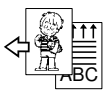
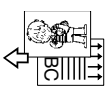
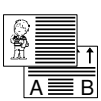
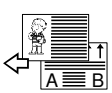
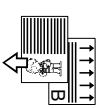
- Top to Bottom



Duplex2

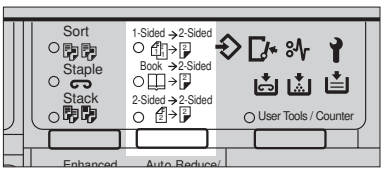
Original direction and completed copies

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

Original	Orientation	Result *1
 Duplex3	 Duplex5	• [Top to Top] Duplex9
	 Duplex6	• [Top to Bottom] Duplex10
 Duplex4	 Duplex7	• [Top to Top] Duplex11
	 Duplex8	• [Top to Bottom] Duplex12

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

1 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

Reference

See ⇒ P.33 *"SADF mode"*

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

Note

❒ Start with the first page to be copied.

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

When setting a stack of originals in the document feeder

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

Note

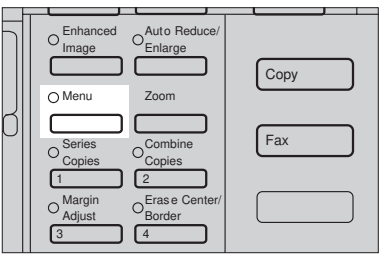
❒ The last page should be on the bottom.

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]**.

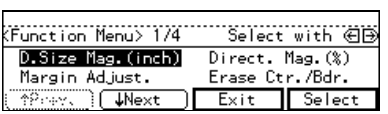
2

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



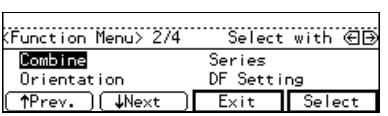
ND2L0203

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



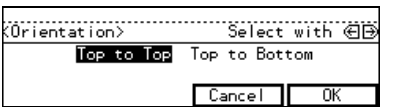
ND2C0102

3 **Select the [Orientation] with the ◀▶ keys. Then press the [Select] key.**



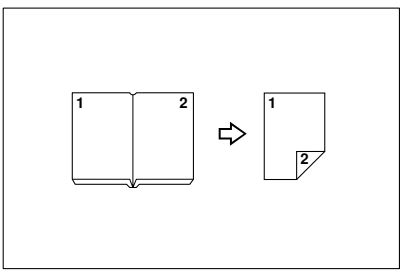
ND2C0109

4 **Select the desired orientation with the ◀▶keys. Then, press the [OK] key.**



ND2C0109

Book → 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:

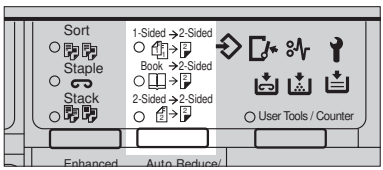
❖ **Metric version**

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

❖ **Inch version**

Original	Copy paper
11" × 17"	$8^1/_2$" × 11" (2-sided)
$8^1/_2$" × 11"	$5^1/_2$" × $8^1/_2$" (2-sided)

1 **Press the 【Duplex】 key until the `Book→2-Sided` indicator (center) is lit.**



2 **Set your originals.**

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

❶ **Set the original, then press the 【Start】 key.**

Note

❒ Start with the first page to be copied.

❷ **Set the next original, then press the 【Start】 key.**

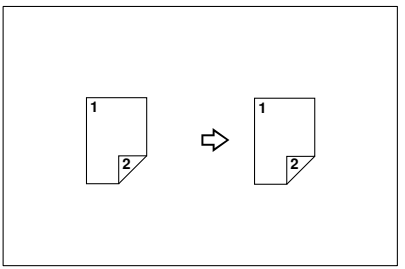
When setting a stack of originals in the document feeder

❶ **Set your originals, then press the 【Start】 key.**

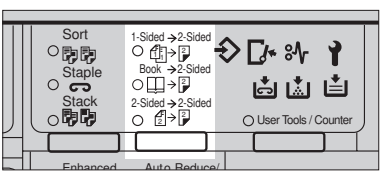
Note

❒ The last page should be on the bottom.

2-Sided → 2-Sided—Making Two-sided Copies From Two-sided Originals



1 **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

❶ **Set the original, then press the【Start】key.**

Note

❒ Start with the first page to be copied.

❷ **Set the next original, then press the【Start】key.**

When setting a stack of originals in the document feeder

❶ **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.

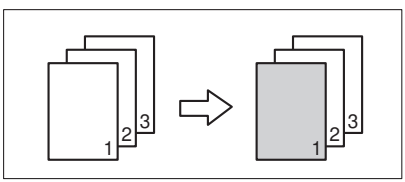
❒ If Blank Cover mode is selected, the cover will not be counted as a copy.

Front Cover—Copying Or Adding A Front Cover

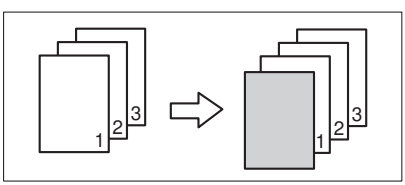
Type 1 requires the optional bypass tray to use this function.

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

❖ **Copy**



❖ **Blank**

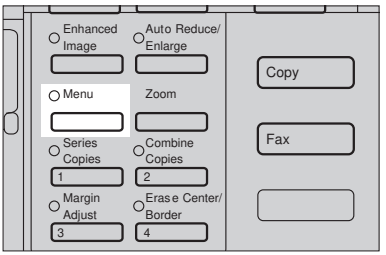


Note

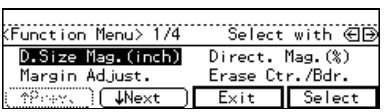
❒ The optional 8 MB copier memory unit is required to make 2 or more sets of copies on Type 1.

❒ 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.

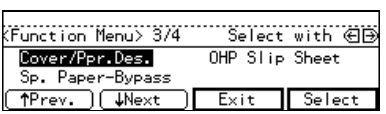
1 **Press the 【Menu】 key.**



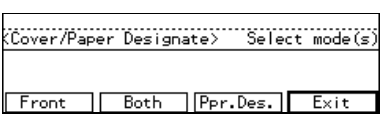
2 **Press the [↓Next] key until [Cover/ Ppr.Des.] is displayed.**



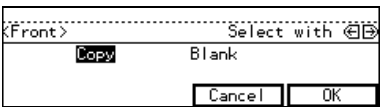
3 **Press the [Select] key.**



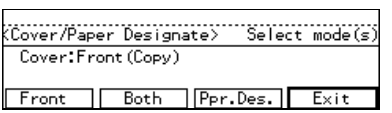
4 **Press the [Front] key.**



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



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



7 **Set cover sheets on the bypass tray.**

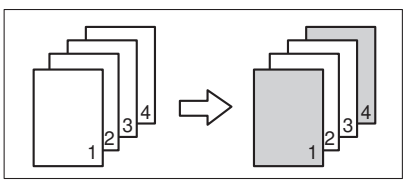
8 **Set your originals, then press the 【Start】 key.**

Both Covers—Copying Or Adding Front And Back Covers

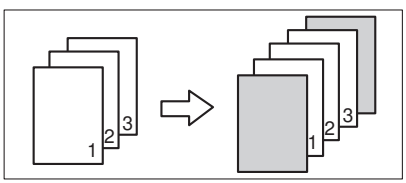
Type 1 requires the optional bypass tray to use this function.

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

❖ **Copy**



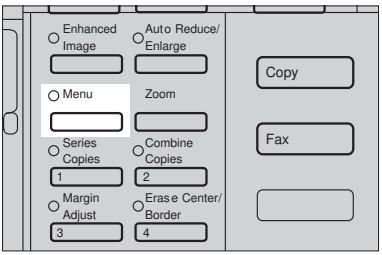
❖ **Blank**



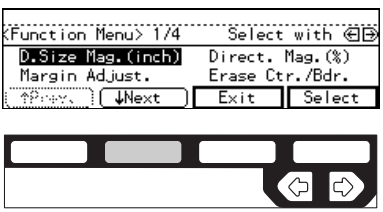
Note

❒ 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.

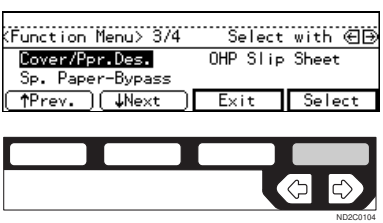
1 **Press the 【Menu】 key.**



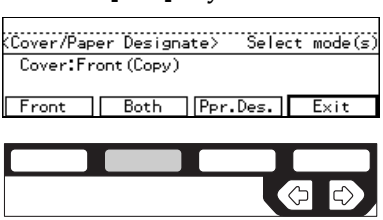
2 **Press the [↓Next] key until [Cover/ Ppr. Des.] is displayed.**



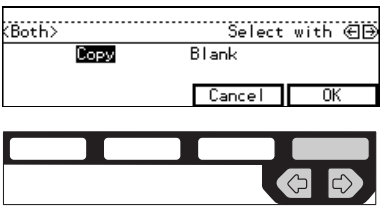
3 **Press the [Select] key.**



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

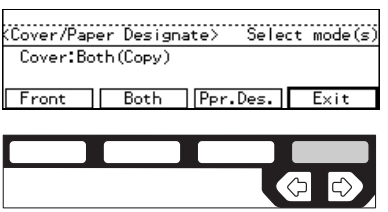


5 **Specify whether to copy on a cover sheet with the ◀▶ keys. Then, press the [OK] key.**



ND2C0109

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



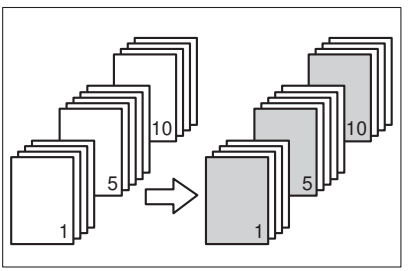
ND2C0104

7 **Set cover sheets on the bypass tray.**

8 **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.

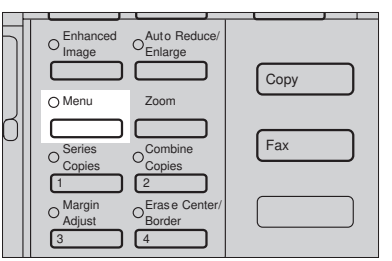


Note

❒ You can specify up to 10 page numbers.

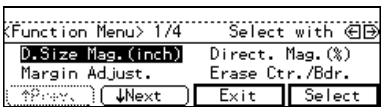
❒ Before using this function, set the special paper tray for slip sheets using the user tools. See "09. Slip Sheet Tray" in ⇒ P.153 *"1. General Features 3/4"*.

1 **Press the 【Menu】 key.**

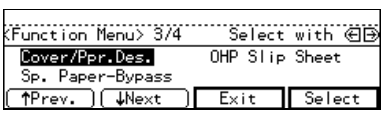


ND2L0203

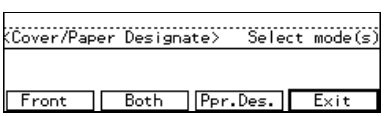
2 **Press the [↓Next] key until [Cover/ Ppr. Des.] is displayed.**



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



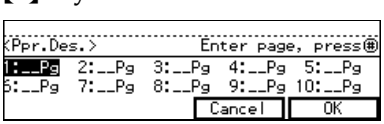
4 **Press the [Ppr. Des.] key.**



Note

❒ If your machine is not equipped with the bypass tray, the display above does not appear. Go to Step **5**.

5 **Enter the page number you want to copy onto a slip sheet with the 【Number】 keys. Then, press the 【#】 key.**

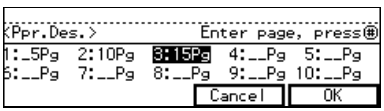


Note

❒ To change the value entered, press the 【Clear/Stop】 key and enter the new value.

6 **To specify another page number, repeat Step 5.**

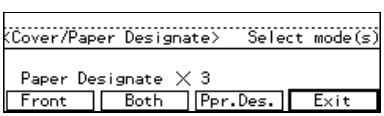
7 **When you finish specifying the page number (s), press the [OK] key.**



Note

❒ To change the number entered, select the desired item with the ◀▶ keys, then enter the new number.

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



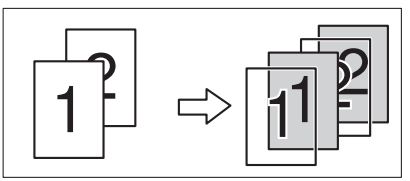
9 **Set your originals, then press the 【Start】 key.**

OHP SLIP SHEET—COPYING OR INSERTING SLIP SHEET

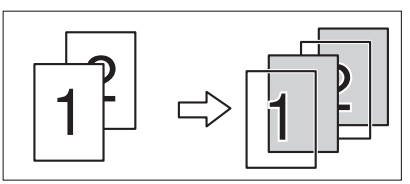
Type 1 requires the optional bypass tray.

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.

❖ **Copy**



❖ **Blank**



Limitation

❒ You cannot use this function in Duplex mode.

Note

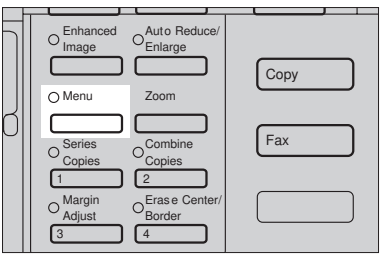
❒ Set slip sheets of the same size and in the same orientation as OHP transparencies.

❒ 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.

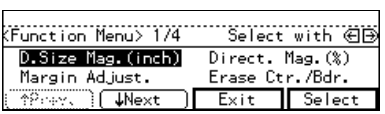
1 **If Duplex mode is selected, press the 【Duplex】 key to cancel the mode.**

2 **Press the 【Menu】 key.**



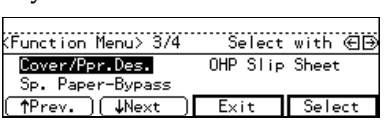
ND2L0203

3 **Press the [↓Next] key until [OHP Slip Sheet] is displayed.**



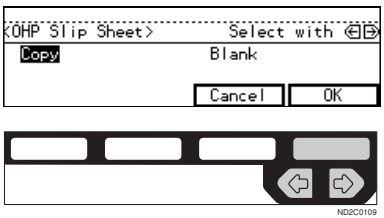
ND2C0102

4 **Select the [OHP Slip Sheet] with the ◀▶ keys. Then, press the [Select] key.**



ND2C0109

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



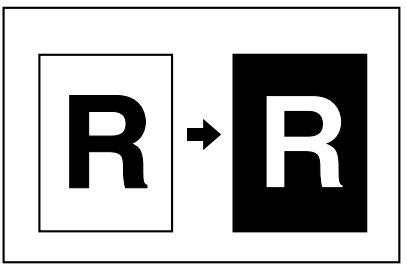
6 **Set OHP transparencies in the by-pass tray.**

7 **Set the slip sheets in the paper tray, then select this tray pressing the [Paper] key or the ◀▶ keys.**

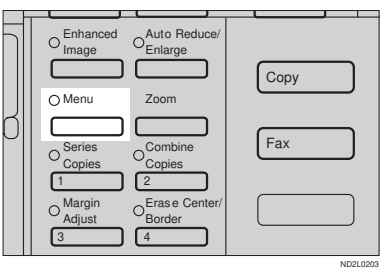
8 **Set your originals, then press the [Start] key.**

POSITIVE/NEGATIVE—COPYING IN COMPLEMENTALY COLORS

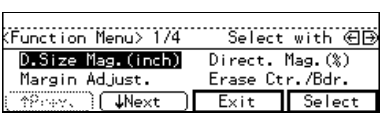
If you use a black and white original, black and white areas of the original are reversed.



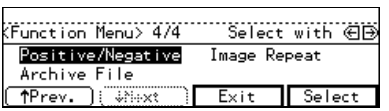
1 **Press the [Menu] key.**



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



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



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.

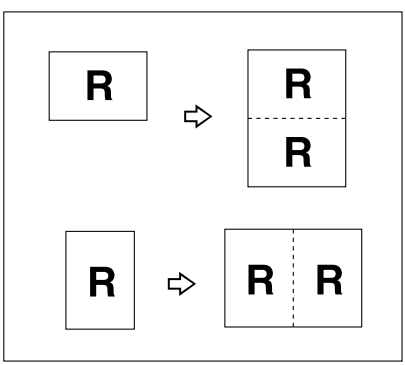
There are two types in this function:

❖ **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	A5□, B6□
Inch version	$5^1/_2$" × $8^1/_2$"□

❒ 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**

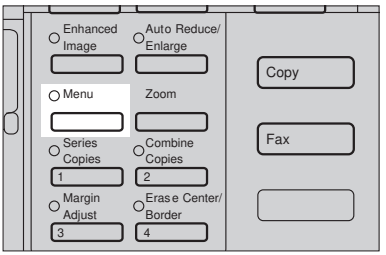
Original size and direction	Copy paper size and direction
A5□	A4▯
B6□	B5▯
A4▯	A3□
A5▯	A4□
B6▯	B5□

❖ **Inch version**

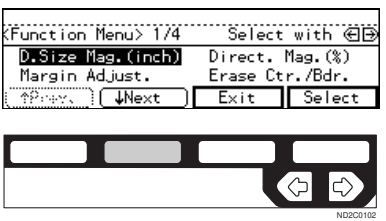
Original size and direction	Copy paper size and direction
$5^1/_2$" × $8^1/_2$"□	$8^1/_2$" × 11"▯
$5^1/_2$" × $8^1/_2$"▯	$8^1/_2$" × 11"□
$8^1/_2$" × 11"▯	11" × 17"□

2

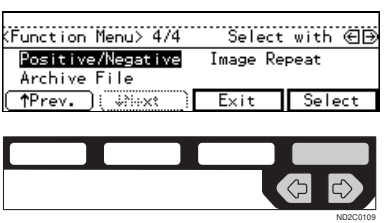
1 **Press the 【Menu】 key.**



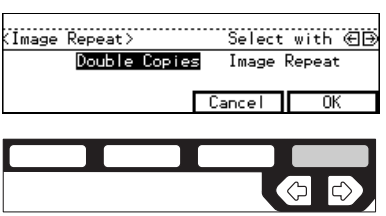
2 **Press the [↓Next] key until [Image Repeat] is displayed.**



3 **Select [Image Repeat] with the ◀▶ keys. Then, press the [Select] key.**



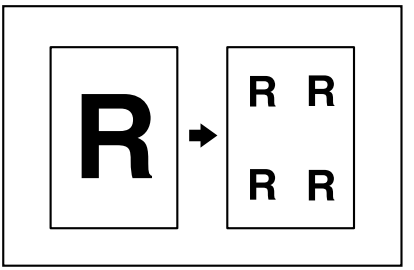
4 **Press the [OK] key.**



5 **Set your originals, then press the 【Start】 key.**

Image Repeat—Repeating An Image Over The Entire Copy

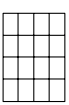
The original image is copied repeatedly.



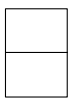
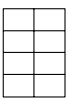
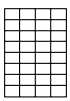
Note

❒ The number of repeated images depends on the original size, copy paper size, and reproduction ratio. Refer to the following table.

❖ **Original: $5^1/_2$" × $8^1/_2$" ▯/Copy paper: $8^1/_2$" × 11" ▯ or Original: $5^1/_2$" × $8^1/_2$"▯/Copy paper $8^1/_2$" × 11"▯**

4 repeats (71 %)	16 repeats (35 %)
Repeat1	 Repeat2

❖ **Original: $5^1/_2$" × $8^1/_2$"□/Copy paper: $8^1/_2$" × 11"□ or Original: $5^1/_2$" × $8^1/_2$"□/Copy paper $8^1/_2$" × 11"□**

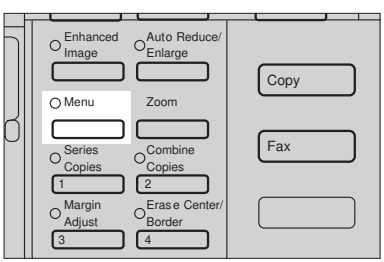
2 repeats (100 %)	8 repeats (50 %)	32 repeats (25 %)
 Repeat3	 Repeat4	 Repeat5

❒ 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 $^2/_2$"*.

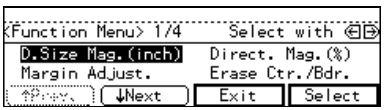
1 **Select the size of the copy paper and the reproduction ratio.**

2 **Press the 【Menu】 key.**



ND2L0203

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

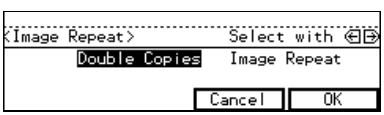


ND2C0102

4 **Select [Image Repeat] with the ◀▶ keys. Then, press the [Select] key.**

ND2C0109

5 **Select [Image Repeat] with the ◀▶ keys. Then, press the [OK] key.**



ND2C0109

6 **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

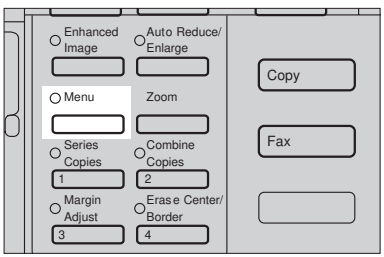
❒ Set your originals on the exposure glass.

❒ 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.

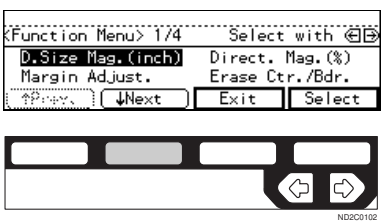
Storing The Images

You can store images you frequently use.

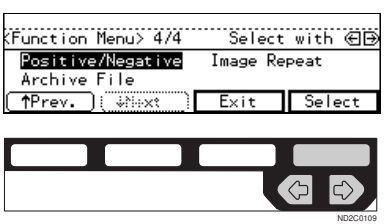
1 **Press the [Menu] key.**



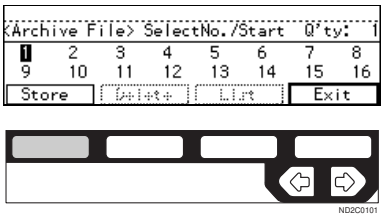
2 **Press the [↓Next] key until [Archive File] is displayed.**



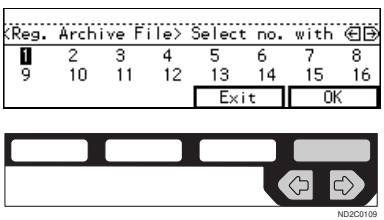
3 **Select [Archive File] with the ◀▶ keys. Then, press the [Select] key.**



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



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



Note

❒ File numbers with ➔ already have images in them.

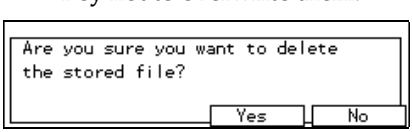
To overwrite images already stored

❶ **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"*.

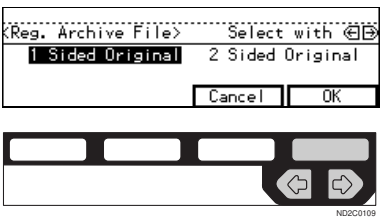
❷ **Press the [Yes] key to overwrite the images, or press the [No] key not to overwrite them.**



Note

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

6 **Select the type of originals with the ◀▶ keys. Then, press the [OK] key.**



ND2C0109

Note

❒ If you are using Type 1 without the duplex unit installed, the display above does not appear. Go to Step **7**.

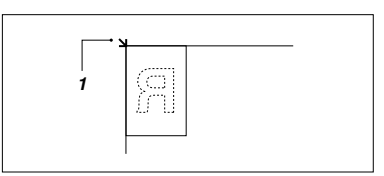
7 **Set your originals on the exposure glass, then press the 【Start】 key.**

The images will be scanned.

Note

❒ If you have more than one original pages, repeat the steps above.

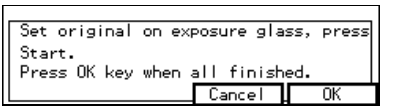
❒ Start with the first page of your originals.



CP138BEE

1: Reference position

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



ND2C0104

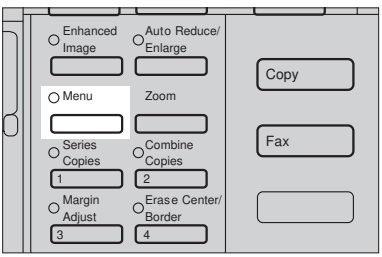
Deleting The Stored Images

You can delete images already stored.

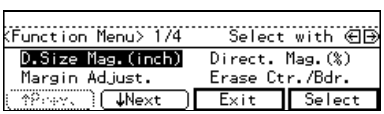
Note

❒ Images are deleted on a file basis.

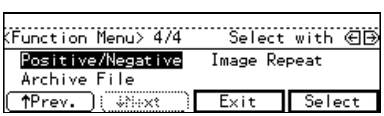
1 **Press the 【Menu】 key.**



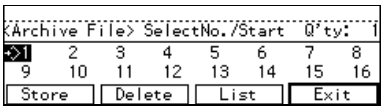
2 **Press the [↓Next] key until [Archive File] is displayed.**



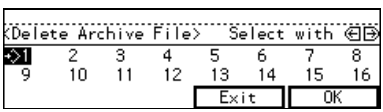
3 **Select [Archive File] with the ◀▶ keys. Then, press the [Select] key.**



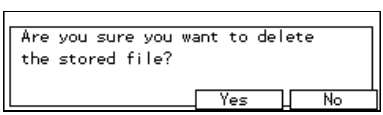
4 **Press the [Delete] key.**



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



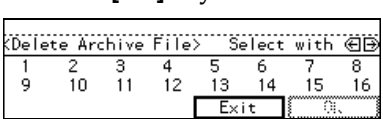
6 **Press the [Yes] key.**



Note

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

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



Printing A List Of The Stored Images

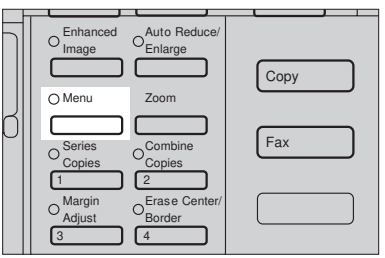
You can make a combined copy of each first page of all the stored files (8 pages into one 1-sided, or 16 pages into one 2-sided).

2

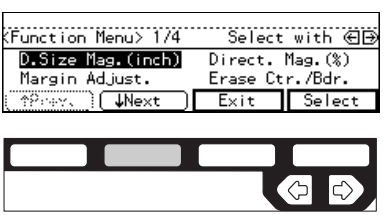
Note

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

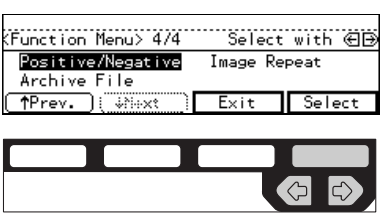
1 **Press the [Menu] key.**



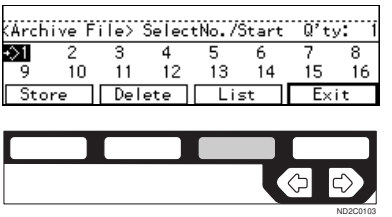
2 **Press the [↓Next] key until [Archive File] is displayed.**



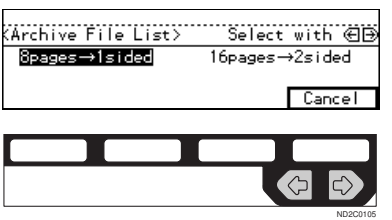
3 **Select [Archive File] with the ◀▶ keys. Then, press the [Select] key.**



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



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



Note

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

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

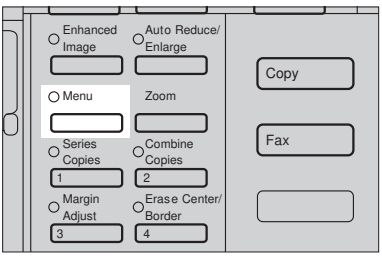
Recalling The Stored Images

You can recall stored images to copy them onto A4, $8^1/_2$" × 11" paper.

Note

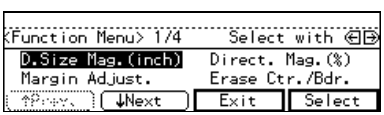
❒ Copies are made on a file basis.

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



ND2L0203

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

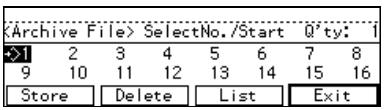


ND2C0102

3 **Select the [Archive File] with the ◀▶ keys. Then, press the [Select] key.**

ND2C0109

4 **Select the desired file number with the ◀▶ keys.**



ND2C0105

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.
→	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.

		Mode after you Select																																
		Selecting Copy Paper	Auto Paper Select	Auto Reduce/Enlarge	Enhanced Image Copy	Sort	Rotate Sort/Rotate Stack	Shift Sort/Shift Stack	Staple	Copying From The Bypass Tray	Preset Reduce/Enlarge	Zoom	Directional Size Magnification (inch)	Directional Magnification (%)	Margin Adjustment	Erase Center/Border	Combine					Series Copies		Duplex			Cover/Page Designate	OHP Slip Sheet	Positive/Negative	Image Repeat	
																	2 pages → 1-sided	4 pages → 1-sided	4 pages → 2-sided	8 pages → 2-sided	16 pages → booklet	Book → 1-sided	2-sided → 1-sided	1-sided → 2-sided	Book → 2-sided	2-sided → 2-sided				Double Copies	Image Repeat
Mode before you select	Selecting Copy Paper	--	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Auto Paper Select	☆	--	→	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	☆	☆	*2	*2	*2	*2	*2	☆	☆	☆	☆	☆	→	→	☆	*2	→
	Auto Reduce/Enlarge	☆	×	--	☆	☆	☆	☆	☆	×	→	→	→	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→
	Enhanced Image Copy	☆	☆	☆	--	*1	*1	*1	*1	☆	☆	☆	☆	☆	☆	☆	☆	*1	*1	*1	*1	*1	☆	☆	*1	*1	*1	*3	×	☆	☆	*1	*1
Mode before you select	Sort	☆	☆	☆	*1	--	→	→	→	×	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Rotate Sort/Rotate Stack	☆	☆	☆	*1	→	--	→	→	×	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	☆
	Shift Sort/Shift Stack	☆	☆	☆	*1	→	→	--	→	×	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Staple	☆	☆	☆	*1	→	→	→	--	×	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Mode before you select	Copying From The Bypass Tray	☆	→	→	☆	→	→	→	→	--	☆	☆	☆	☆	☆	☆	☆	→	→	→	→	→	☆	☆	→	→	→	→	☆	☆	→	☆	☆	☆
	Preset Reduce/Enlarge	☆	☆	→	☆	☆	☆	☆	☆	☆	--	→	→	→	☆	☆	☆	*2	*2	*2	*2	*2	☆	☆	☆	☆	☆	☆	☆	☆	☆	*2	☆
	Zoom	☆	☆	→	☆	☆	☆	☆	☆	☆	→	--	→	→	☆	☆	☆	*2	*2	*2	*2	*2	☆	☆	☆	☆	☆	☆	☆	☆	☆	*2	☆
	Directional Size Magnification (inch)	☆	☆	→	☆	☆	☆	☆	☆	☆	→	→	--	→	☆	☆	☆	*2	*2	*2	*2	*2	☆	☆	☆	☆	☆	☆	☆	☆	☆	*2	☆
	Directional Magnification (%)	☆	☆	→	☆	☆	☆	☆	☆	☆	→	→	→	--	☆	☆	☆	*2	*2	*2	*2	*2	☆	☆	☆	☆	☆	☆	☆	☆	☆	*2	☆
	Margin Adjustment	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	--	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Erase Centre/Border	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	--	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆

Mode before you select			Mode after you Select: Selecting Copy Paper	Auto Paper Select	Auto Reduce/Enlarge	Enhanced Image Copy	Sort	Rotate Sort/Rotate Stack	Shift Sort/Shift Stack	Staple	Copying From The Bypass Tray	Preset Reduce/Enlarge	Zoom	Directional Size Magnification (inch)	Directional Magnification (%)	Margin Adjustment	Erase Center/Border	Combine: 2 pages → 1-sided	Combine: 4 pages → 1-sided	Combine: 4 pages → 2-sided	Combine: 8 pages → 2-sided	Combine: 16 pages → booklet	Series Copies: Book → 1-sided	Series Copies: 2-sided → 1-sided	Duplex: 1-sided → 2-sided	Duplex: Book → 2-sided	Duplex: 2-sided → 2-sided	Cover/Page Designate	OHP Slip Sheet	Positive/Negative	Image Repeat: Double Copies	Image Repeat: Image Repeat
Combine		2 pages → 1-sided	☆	×	☆	*1	☆	☆	☆	☆	×	☆	☆	☆	☆	☆	☆	☆	→	→	→	→	→	×	×	×	×	×	×	×	×	×
		4 pages → 1-sided	☆	×	☆	*1	☆	☆	☆	☆	×	☆	☆	☆	☆	☆	☆	→	→	→	→	→	×	×	×	×	×	×	×	×	×
		4 pages → 2-sided	☆	×	☆	*1	☆	☆	☆	☆	×	☆	☆	☆	☆	☆	☆	→	→	→	→	→	×	×	×	×	×	×	×	×	×
		8 pages → 2-sided	☆	×	☆	*1	☆	☆	☆	☆	×	☆	☆	☆	☆	☆	☆	→	→	→	→	→	×	×	×	×	×	×	×	×	×
		16 pages → booklet	☆	×	☆	*1	☆	☆	☆	☆	×	☆	☆	☆	☆	☆	☆	→	→	→	→	→	×	×	×	×	×	×	×	×	×
Series Copies		Book → 1-sided	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	×	×	×	×	×	→	→	×	×	×	×	☆	☆	☆	☆
		2-sided → 1-sided	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	×	×	×	×	×	→	→	×	×	×	×	☆	☆	☆	☆
Duplex		1-sided → 2-sided	☆	☆	☆	☆	☆	☆	☆	☆	×	☆	☆	☆	☆	☆	☆	×	×	×	×	×	×	×	→	→	→	☆	×	☆	☆	☆
		Book → 2-sided	☆	☆	☆	☆	☆	☆	☆	☆	×	☆	☆	☆	☆	☆	☆	×	×	×	×	×	×	×	→	→	→	☆	×	☆	☆	☆
		2-sided → 2-sided	☆	☆	☆	☆	☆	☆	☆	☆	×	☆	☆	☆	☆	☆	☆	×	×	×	×	×	×	×	→	→	→	☆	×	☆	☆	☆
Mode before you select		Cover/ Page Designate	☆	×	☆	*3	☆	×	☆	☆	×	☆	☆	☆	☆	☆	☆	×	×	×	×	×	×	×	☆	☆	☆	☆	☆	×	☆	×
		OHP Slip Sheet	☆	×	☆	×	☆	☆	☆	☆	×	☆	☆	☆	☆	☆	☆	×	×	×	×	×	☆	☆	×	×	×	×	☆	☆	×	×
		Positive/Negative	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Image Repeat		Double Copies	☆	☆	☆	*1	☆	☆	☆	☆	×	☆	☆	☆	☆	☆	☆	×	×	×	×	×	☆	☆	☆	☆	☆	☆	☆	☆	--	→
		Image Repeat	☆	×	☆	*1	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	×	×	×	×	×	☆	☆	☆	☆	☆	☆	☆	☆	→	--
		Interrupt	☆	☆	☆	☆	*1	*1	*1	*1	☆	☆	☆	☆	☆	☆	☆	*1	*1	*1	*1	*1	☆	☆	*1	*1	*1	☆	☆	☆	*1	*1

*1 Available if the optional copier hard disk is installed.

*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. **Reference** 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 ⇒ P.21 *"Sizes Difficult To Detect"*.	Set non-standard size original on the exposure glass.
		Input the both horizontal and vertical sizes of the non-standard original. See ⇒ 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 ⇒ P.49 *"Staple"*

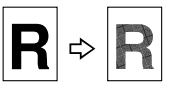
Machine's Condition	Problem/Cause	Action
You cannot enter the desired copy set number.	The number of copies exceeds the maximum copy quantity.	You can change the maximum copy quantity that you can make at a time. See "05. Maximum copy quantity" in ⇒ P.152 *"1. General Features 2/4"*
The machine instructs you to set the duplex tray.	--	Reset the duplex tray correctly. See ⇒ P.2 *"Guide To Components"*.
The machine instructs you to open the right side cover of the duplex unit.	The right cover of the duplex 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 ⇒ 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/Energy Saver】** key to cancel Energy Saver mode.
	The operation switch is turned off.	Turn on the operation switch.
Nothing happens when the operation switch is turned on.	The main power switch is turned off.	Turn on the main power switch. See ⇒ 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. ⇒ P.37 *"Adjusting Copy Image Density"*.
	Auto Image Density is not selected.	Select Auto Image Density.
The reverse side of an original image is copied.	The image density is too dark.	Adjust the image density. ⇒ P.37 *"Adjusting Copy Image Density"*.
	Auto Image Density is not selected.	Select Auto Image Density.
A shadow appears on copies if you use the pasted originals.	The image density is too dark.	Adjust the image density. ⇒ P.37 *"Adjusting Copy Image 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. ⇒ P.169 *"Maintaining Your Machine"*.
Copies are too light.	The image density is too light.	Adjust the image density. ⇒ P.37 *"Adjusting Copy Image Density"*.
	Damp or rough grain paper is used.	Use dry paper without rough grain.
	Toner cartridge is almost empty.	Add toner. ⇒ P.121 *"Adding Toner"*.
Parts of the image are not copied.	The original is not set correctly.	Set originals correctly. ⇒ P.31 *"Setting Originals"*.
	An improper paper size is selected.	Select the proper paper size.
Copies are blank.	The original is not set correctly.	Set originals correctly. ⇒ P.31 *"Setting Originals"*.

Problem	Cause	Action
A moire pattern is produced on copies. 	Your original has dot pattern 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 ⇒ P.139 *"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 exceeds the capacity of the stapler.	Check the stapler capacity. See ⇒ P.49 *"Staple"*.
Staples are wrongly positioned.	Originals are not set correctly.	Set originals correctly. See ⇒ P.49 *"Staple"*.
Misfeeds occur frequently.	Copy paper size setting is not correct.	Set the proper paper size. See ⇒ P.132 *"Changing The Paper Size"*.
You cannot combine several functions.	Selected functions cannot be used together.	Refer to the combination chart. See ⇒ P.108 *"Combination Chart"*.

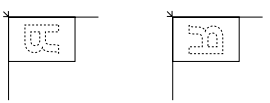
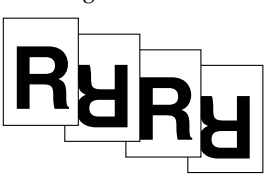
Adjust Image

Problem	Cause	Action
In Double Copies mode, parts of the original image are not copied.	Combination of original and copy paper is not correct.	Select the proper original and copy paper. See ⇒ P.20 *"Originals"*.
In Center/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 ⇒ P.155 *"2. Adjust Image 1/2"*. See "2. Erase Center" in ⇒ P.155 *"2. Adjust 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.Adj.Front" in ⇒ P.155 *"2. Adjust Image 1/2"*. See "4. Margin Adjust Back" in ⇒ P.155 *"2. Adjust Image 1/2"*.
In Image Repeat mode, the original image is not copied repeatedly.	You selected the same size copy paper as originals, and did not select the proper reproduction ratio.	Select copy paper larger than the originals. See ⇒ P.99 *"Image Repeat—Repeating An Image"*.
		Select the proper reproduction ratio. See ⇒ P.99 *"Image Repeat—Repeating An Image"*.

Combine

Problem	Cause	Action
You cannot make a booklet from 16 originals by folding copies.	Combine Original Booklet Format is not correct.	Change the setting.⇒ 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 paper.	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 identical in size and direction.	Use originals that are identical in size and direction.
Order of copies is not correct.	You set originals in the incorrect 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.

Duplex

Problem	Cause	Action
Order of copies is not correct.	You set originals in the incorrect 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.
Orientation of copies (Top to Top, or Top to Bottom) is not correct.	You set originals in an incorrect direction or the orientation Setting is incorrect.	Select the correct orientation, or set originals correctly. ⇒ P.85 *"Duplex—Making Two-Sided Copies"* **Note** ❒ If you set A3, 11" × 17" or B4, $8\frac{1}{2}$" × 14" originals as shown below, for example, take one of the two actions described below the illustration.  ❒ Select **[Top to Bottom]** to make copies in "Top to Top" orientation. Select **[Top to Top]** to make copies in "Top to Bottom" orientation. ❒ Alternate the originals as shown below when setting them. 

LOADING PAPER

Note

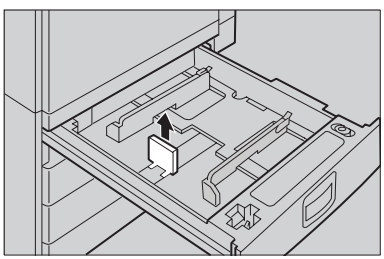
❒ If you want to change the paper size, see ⇒ P.132 *"Changing The Paper Size"*.

Reference

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

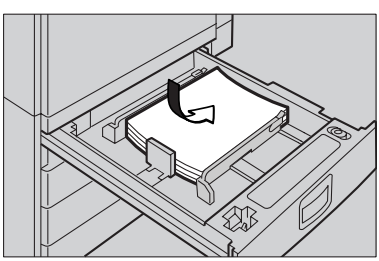
1 **Pull out the paper tray until it stops.**

2 **Remove the back fence.**



ND5T0802

3 **Square the paper and set it in the tray.**



ND5T0801

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.

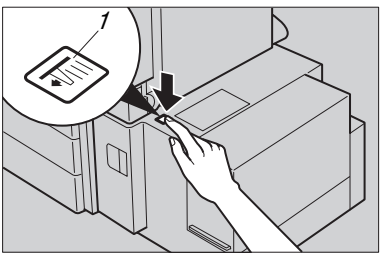
4 **Reinstall the back fence.**

5 **Push the paper tray in until it stops.**

Loading Paper In The Large Capacity Tray

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

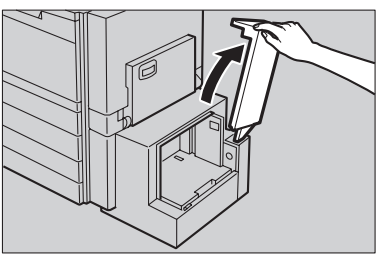
The key blinks while the bottom plate is moving down.



ND6L04EE

1: Down key

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

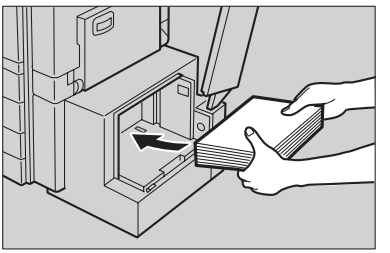


ND6L0500

Note

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

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



ND6L0600

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.

⚠ ***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.***

⚠ ***CAUTION:***

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

⚠ ***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.

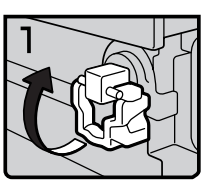
❒ Do not use used toner. This will damage the machine.

Note

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

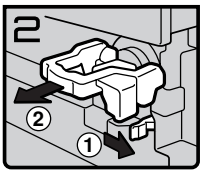
Reference

Regarding toner storage, see ⇒ P.27 *"Toner Storage"*.



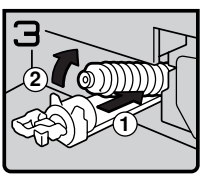
Toner1

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



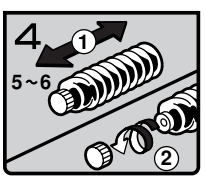
Toner2

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



Toner3

- 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.

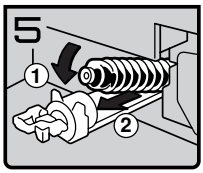
Note

❒ Do not remove the black cap when shaking.

- 6: Remove the black cap.

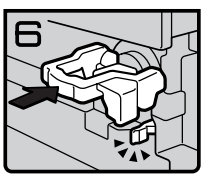
Note

❒ Do not remove the inner cap.



Toner5

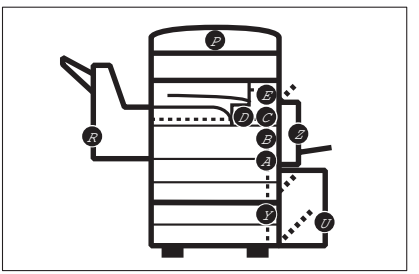
- 7: Put the toner bottle on the holder, then press its head forward.



Toner6

- 8: Push the holder until it clicks.
- 9: Push down the green holder.
- 10: Close the front cover of the machine.

CLEARING MISFEEDS



ND4X0200

⚠ ***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.

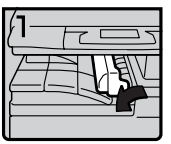
Note

❒ 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.

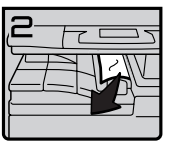
❒ You can find a sticker explaining how to remove misfed paper inside of the front cover, upper side of the finisher.

❒ 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.

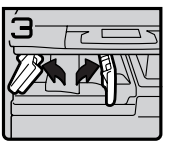
When D is lit



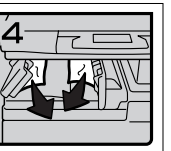
1. Open the right cover of the interchange unit to the left.



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

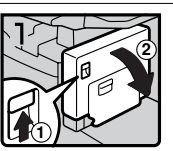


4. If you cannot remove misfed paper, open the bottom covers of the interchange unit.

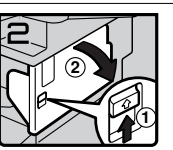


5. Remove misfed paper.
6. Close the covers.

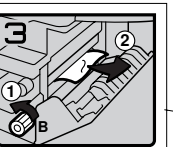
When B is lit



1. Open the duplex unit.

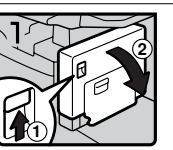


2. Push up the lever and open the cover.

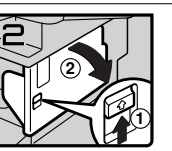


3. Open the front cover of the main frame.
4. Turn knob B counterclockwise and remove misfed paper.

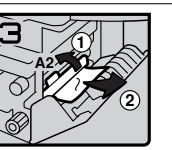
When A is lit



1. Open the duplex unit.

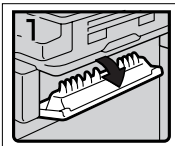


2. Push up the lever and open the cover.

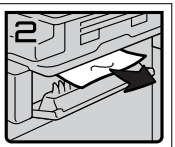


3. Push handle A2 to the left and remove misfed paper.

When E is lit

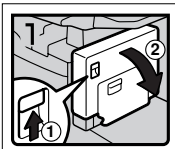


1. Open the cover.

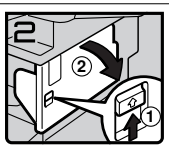


2. Remove misfed paper.

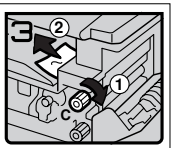
When C is lit



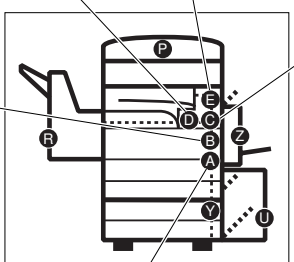
1. Open the duplex unit.

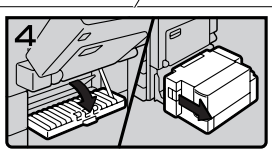


2. Push up the lever and open the cover.

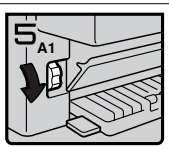


3. Open the front cover of the main frame.
4. Turn knob C clockwise and remove misfed paper.

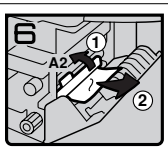




4. If you cannot remove misfed paper, open the cover.
   If your machine is equipped with the large capacity tray, slide it to the right.



5. Turn knob A1 downward.



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

7. Open the bypass tray and remove misfed paper.

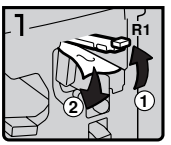
You can make an enlarged copy of this page and stick it on wall.

ND4X0302

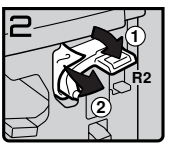
When R is lit

3000-sheet finisher

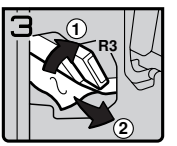
When R1, R2, or R3 is lit



1. Open the front cover of the finisher.
2. Hold up handle R1 and remove misfed paper.

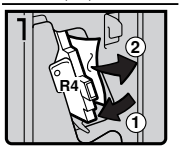


3. If you cannot remove misfed paper, hold down handle R2 and remove misfed paper.

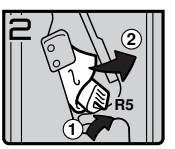


4. Hold up handle R3 and remove misfed paper.

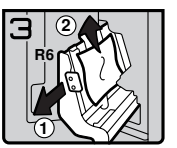
When R4, R5, or R6 is lit



1. Open the front cover of the finisher.
2. Push handle R4 to the left and remove misfed paper.

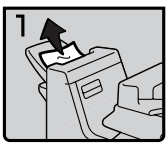


3. If you cannot remove misfed paper, hold up handle R5 and remove misfed paper.

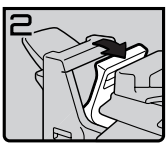


4. Hold handle R6 and pull out the staple unit, then remove misfed paper.

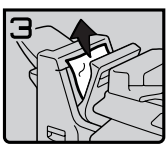
1000-sheet finisher



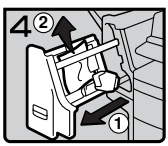
1. Remove misfed paper.



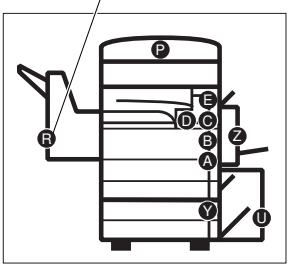
2. If you cannot remove misfed paper, open the top cover.



3. Remove misfed paper.



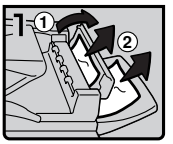
4. If you cannot remove misfed paper, pull out the front cover and remove misfed paper.



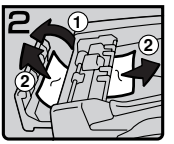
You can make an enlarged copy of this page and stick it on wall.

ND4X0402

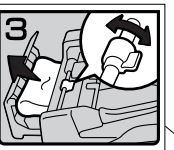
When P is lit



1. Open the right cover of the document feeder, remove misfed originals.

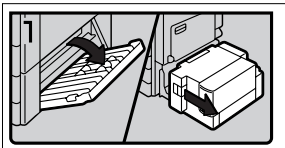


2. Open the left cover of the document feeder, remove misfed originals.

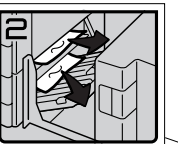


3. If the misfed original does not come out, turn the lever and remove it.

When Y is lit

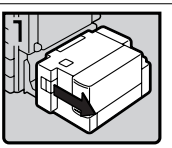


1. Open the right cover of the paper tray unit. If your machine is equipped with the large capacity tray, slide it to the right and open the right cover of the paper tray unit.

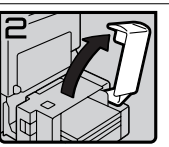


2. Remove misfed paper.

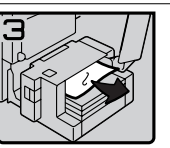
When U is lit



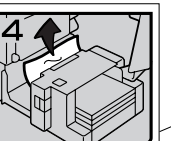
1. Slide the large capacity tray to the right.



2. Open the top cover of the large capacity tray.

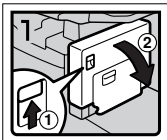


3. Remove misfed paper.

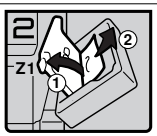


4. If you cannot remove misfed paper, remove misfed paper from the left side of the large capacity tray.

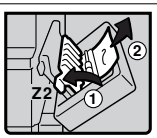
When Z is lit



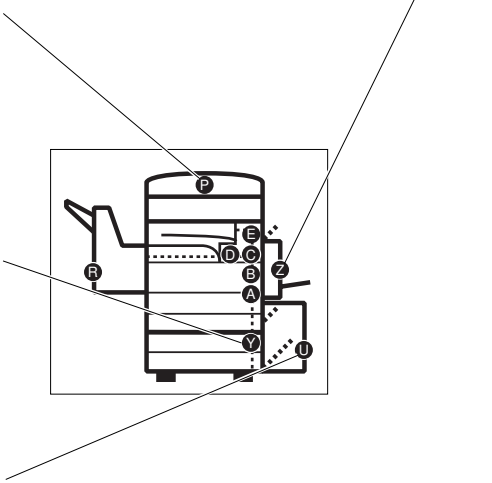
1. Open the duplex unit.



2. Open cover Z1 and remove misfed paper.



3. 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.

ND4X0502

CHANGING THE PAPER SIZE

Important

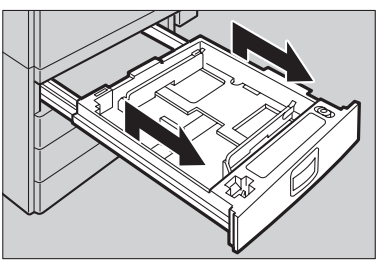
❒ Make sure to select paper size with the user tools. Otherwise, misfeeds might occur.

Reference

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

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

2 **Pull the paper tray, then lift and remove it.**

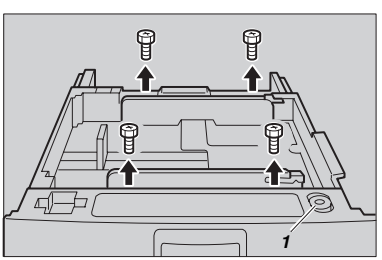


ND5T0900

Note

❒ Remove any remaining copy paper.

3 **Remove the screws fastening the side fences using the screwdriver.**



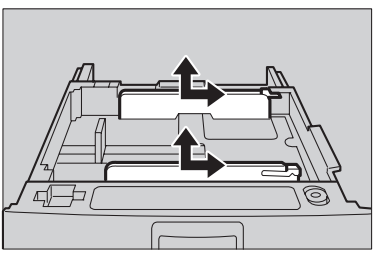
ND5T10EE

1: Screwdriver

Note

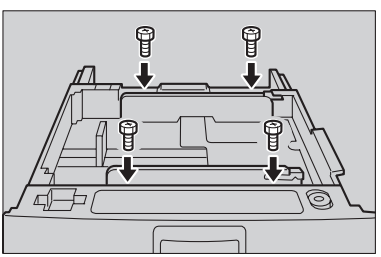
❒ A screwdriver is contained in the front area of the top tray.

4 **Re-position the side fences to the paper size you want to use.**



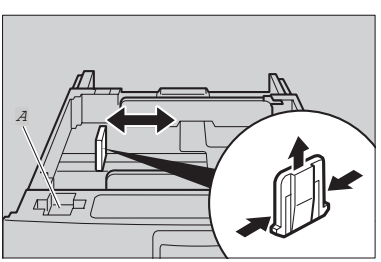
ND5T1100

5 **Fasten the fences with screws.**



ND5T1001

6 **Adjust the back fence to the new paper size.**

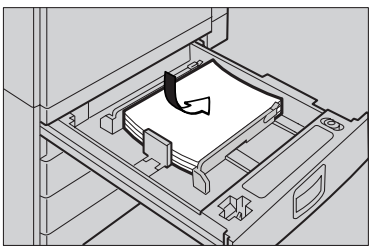


ND5T1200

Note

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

7 **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.

8 **Push the paper tray in until it stops.**

9 **Select the paper size with the user tools.**

To adjust the paper size

❶ **Press the 【User Tools/Counter】 key.**

❷ **Enter "1" with the 【Number】 key.**

❸ **Press the [↓Next] key twice.**

❹ **Enter "1" and "1" with the 【Number】 key.**

❺ **Select your desired size. Then, press the [OK] key.**

Reference

For details, see "User Tools (System Settings)" in the System Settings .

ADDING STAPLES

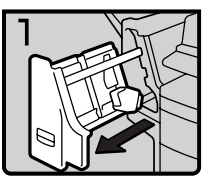
⚠ ***CAUTION:***

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

Important

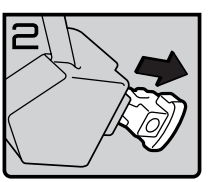
❒ If you use a staple cartridge other than that recommended, staple failure or staple jams might occur.

1000-Sheet Finisher



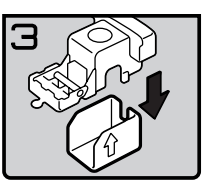
fin101EE

- 1: Open the front cover.



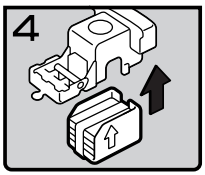
fin102EE

- 2: Remove the cartridge.



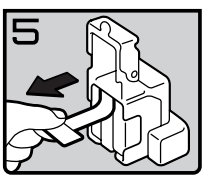
fin103EE

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



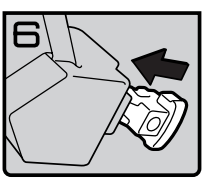
fin104EE

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



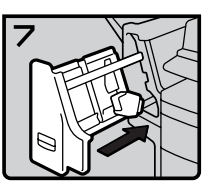
fin105EE

- 5: Pull out the ribbon.



fin106EE

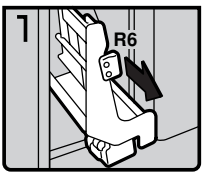
- 6: Reinstall the cartridge.



fin107EE

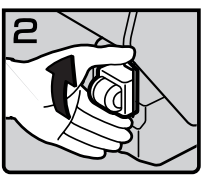
- 7: Close the front cover.

3000-Sheet Finisher



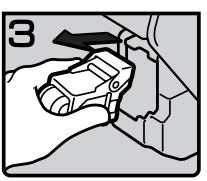
fin301EE

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



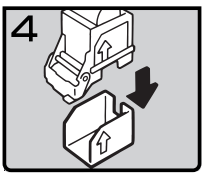
fin302EE

- 3: Lift the cartridge until it clicks.



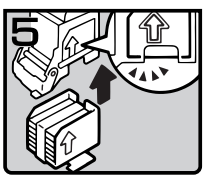
fin303EE

- 4: Pull out the cartridge gently.



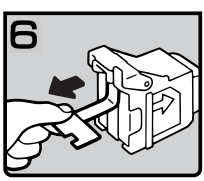
fin304EE

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



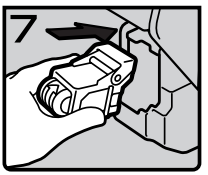
fin305EE

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



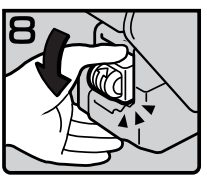
fin306EE

- 7: Pull out the ribbon.



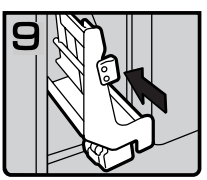
fin307EE

- 8: Reinstall the cartridge.



fin308EE

- 9: Press down the cartridge until it clicks.



fin309EE

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

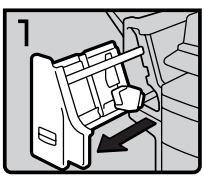
REMOVING JAMMED STAPLES

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.

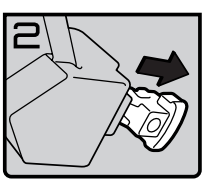
❒ After removing jammed staples, staples might not be ejected the first few times you try to use the stapler.

1000-Sheet Finisher



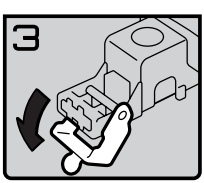
fin108EE

- 1: Open the front cover.



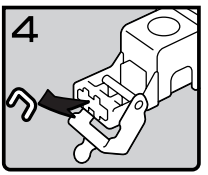
fin109EE

- 2: Remove the cartridge.



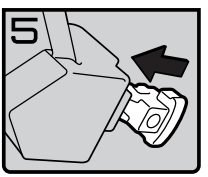
fin110EE

- 3: Open the face plate.



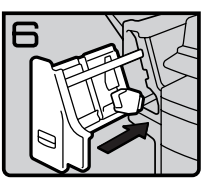
fin111EE

- 4: Remove the jammed staples.



fin112EE

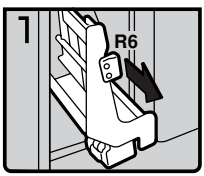
- 5: Reinstall the cartridge.



fin113EE

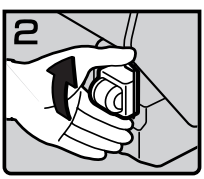
- 6: Close the front cover.

3000-Sheet Finisher



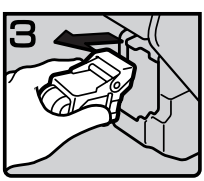
fin310EE

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



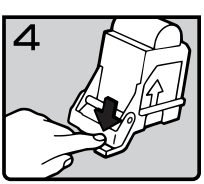
fin311EE

- 3: Lift the cartridge until it clicks.



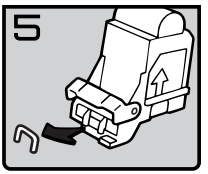
fin312EE

- 4: Pull out the cartridge gently.



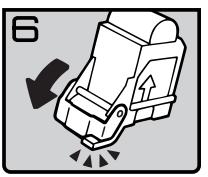
fin313EE

- 5: Open the face plate by pressing the lock on the right.



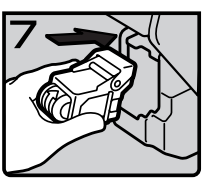
fin314EE

- 6: Remove the jammed staples.



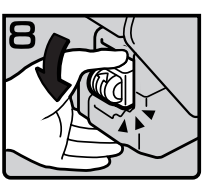
fin315EE

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



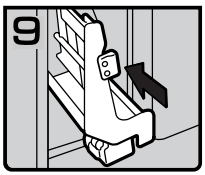
fin316EE

- 8: Reinstall the cartridge.



fin317EE

- 9: Press down the cartridge until it clicks.



fin318EE

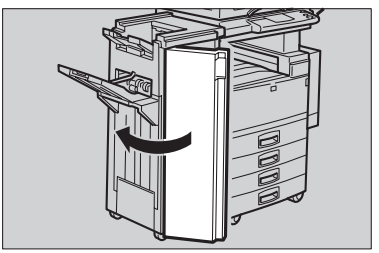
- 10: Bring the staple unit back into place.
- 11: Close the front cover of the finisher.

REMOVING PUNCH WASTE

Note

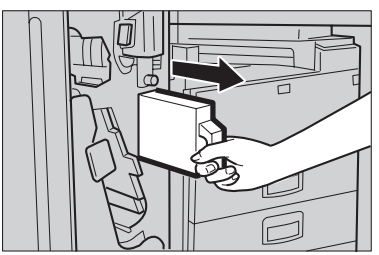
❒ While the indicator is lit, you cannot use the punch function.

1 **Open the front cover of the 3000-sheet finisher.**



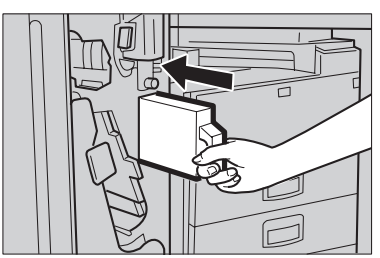
ND7B2600

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



ND7B2700

3 **Reinstall the punch waste box.**



ND7B2701

4 **Close the front cover of the finisher.**

The indicator goes off.

Note

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

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

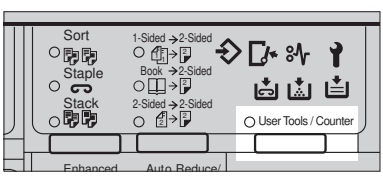
After using the user tools, be sure to exit from user tools.

Reference

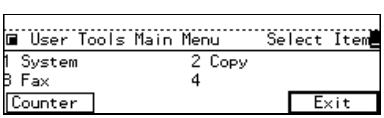
Regarding about the user tools for system setting, see "Accessing The User Tools (System Settings)" in the System Settings.

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

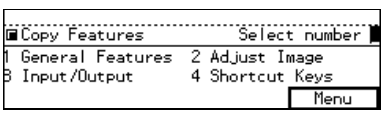
1 **Press the [User Tools/Counter] key.**



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



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



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.

Reference

See ⇒ P.145 *"USER TOOLS (COPY FEATURES)"*.

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

Reference

See ⇒ P.150 *"Settings You Can Change With The User Tools"*.

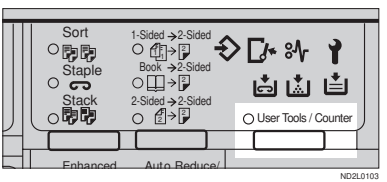
Note

❒ **[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

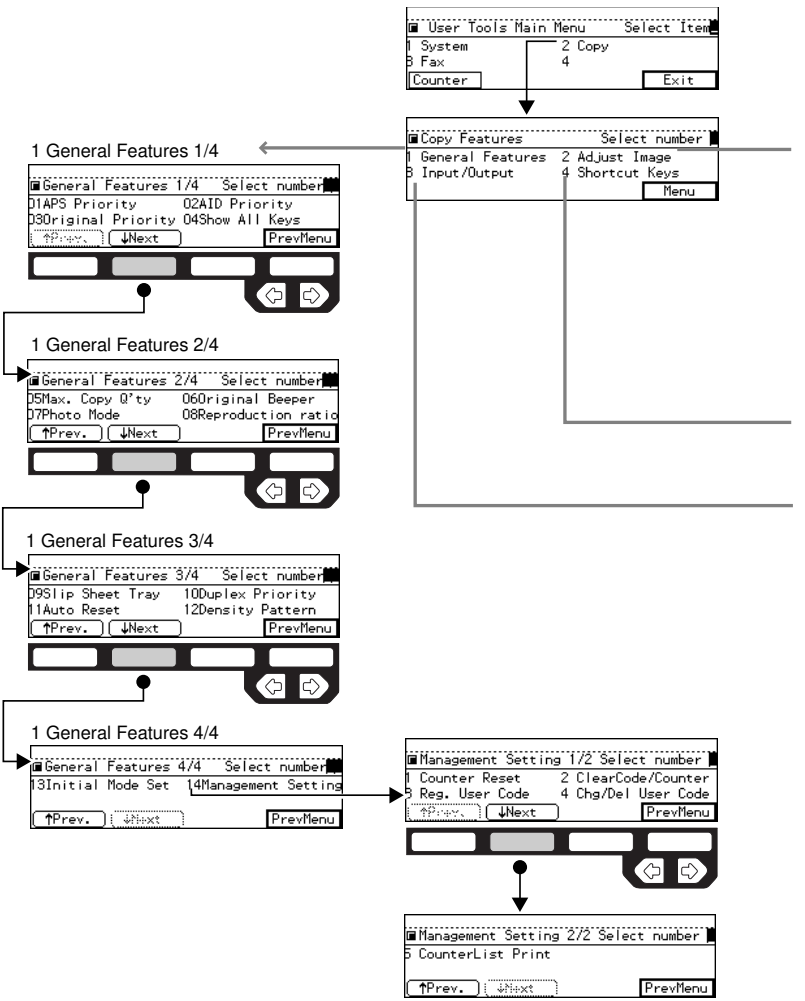
1 **After changing the user tools settings, press the 【User Tools/ Counter】key.**

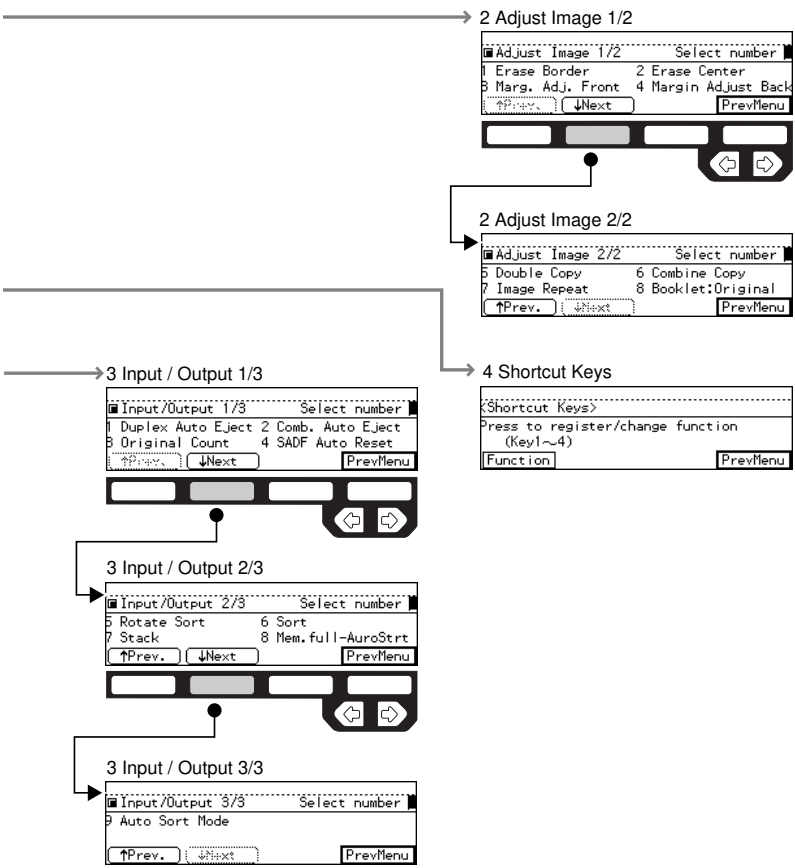


Note

❒ 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)




2 Adjust Image 1/2
Adjust Image 1/2 Select number
1 Erase Border 2 Erase Center
3 Marg. Adj. Front 4 Margin Adjust Back
↑Prev. ↓Next PrevMenu
2 Adjust Image 2/2
Adjust Image 2/2 Select number
5 Double Copy 6 Combine Copy
7 Image Repeat 8 Booklet:Original
↑Prev. ↓Next PrevMenu
3 Input / Output 1/3
Input/Output 1/3 Select number
1 Duplex Auto Eject 2 Comb. Auto Eject
3 Original Count 4 SADF Auto Reset
↑Prev. ↓Next PrevMenu
4 Shortcut Keys
<Shortcut Keys>
Press to register/change function
(Key1~4)
Function PrevMenu
3 Input / Output 2/3
Input/Output 2/3 Select number
5 Rotate Sort 6 Sort
7 Stack 8 Mem.full-AuroStrt
↑Prev. ↓Next PrevMenu
3 Input / Output 3/3
Input/Output 3/3 Select number
9 Auto Sort Mode
↑Prev. ↓Next PrevMenu

ND0X0301

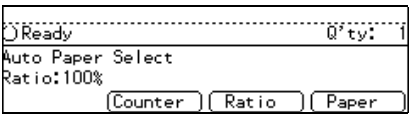
SETTINGS YOU CAN CHANGE WITH THE USER TOOLS

Reference

For how to access the user tools, see ⇒ 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. **Note** ❒ 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. **Note** ❒ Default: • Text: *Yes* • Text·Photo: *No* • Photo: *No* • Copied Original: *Yes* • Low Density Original: *Yes*
03. Original Priority	As a default setting, Text is selected as original Type. You can change it to Text·Photo, Photo, Copied Original, or Low Density Original. **Note** ❒ Default: *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:  **Note** ❒ Default: *Yes*

1. General Features 2/4

Menu	Description
05. Max. Copy Q'ty	The maximum copy quantity can be set between 1 and 999. **Note** ❒ Default: *999*
06. Original Beeper	The beeper (key tone) sounds when you forgot to remove originals after copying. **Note** ❒ 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. **Note** ❒ 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. **Note** ❒ Default: • Machine with bypass tray: *Bypass* • 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. **Note** ❒ Default: *1-Sided → 2-Sided*
11. Auto Reset	The machine returns to its initial condition automatically after your job is finished. The time can be set from 10 to 180 seconds. **Note** ❒ Default: *60 seconds*
12. Density Pattern	You can change density levels.

1. General Features $^{4}/_{4}$

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. **Note** ❒ Default: *Initial*
14. Management Setting You can change settings for user access limitation for 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. **Note** ❒ If more than one user code is registered, you can view all the counters using the **[↑Prev.]** or **[↓Next]** key.
Clear Code/Counter	You can delete all user codes or reset all counters to 0.
Reg. User Code	You can register user codes. **Note** ❒ Up to 50 user codes (8 digits or less) can be registered.
Chg/Del User Code	You can change or delete user codes. **Note** ❒ 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.
Counter List Print	You can print a list of counters shown by user code. **Note** ❒ To stop the printing, press the **[Cancel]** key.

2. Adjust 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 **Note** ❒ Default: • Metric version: *10 mm* • Inch version: *0.4"*
2. Erase Center	The default setting of the width of the erased margins in the Erase Center 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 **Note** ❒ Default: • Metric version: *10 mm* • Inch version: *0.4"*
3. Marg. Adj. Front	You can adjust the margin width on the front side of copies in Margin Adjust mode. 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 **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 → 2-Sided, Book → 2-Sided, and 2-Sided → 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. **Note** ❒ Default: • Metric version: *5 mm* • Inch version: 0.2"

2. Adjust Image $^{2}/_{2}$

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 Line • Crop Marks **Note** ❒ Default: *None (no line)*

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 • Broken Line 1 • Broken Line 2 • Crop Marks **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 • Broken Line 1 • Broken Line 2 • Crop Marks **Note** ❒ Default: *None (no line)*
8. Booklet: Original	You can select type of originals for "16 pages → booklet". See ⇒ P.78 *"Combine—Combining Originals Into One Copy"*. **Limitation** ❒ Type 1 requires the optional 8MB copier memory unit and duplex unit. **Note** ❒ Default: *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 automatically delivered with the reverse side blank. You can cancel this setting. ⇒ P.85 *"Duplex—Making Two-Sided Copies"* **Limitation** ❒ Type 1 requires the optional duplex unit. **Note** ❒ When you set one original at a time in the document feeder or set an original on the exposure glass, this function does not come effect. ❒ Default: *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.⇒ 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 cancel 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 document feeder, the Auto Feed indicator lights for a selected time after an original is fed to show that the document feeder 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. ⇒ P.45 *"Sort—Sorting Into Sets (123, 123, 123)"* **Limitation** ❒ The optional finisher is required to use the Shift Sort function. **Note** ❒ Default: • Machine with finisher: *Shift Sort* • Machine without finisher: *Sort*
7. Stack	You can select a Stack function. ⇒ 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. **Note** ❒ Default: • Machine with finisher: *Shift Stack* • 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 originals. 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 delivered 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 sequential. **Note** ❒ Default: *No*
9. Auto Sort Mode	You can specify whether Sort mode is selected when the machine 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. **Note** ❒ First press the desired shortcut key, then select the function you want to assign to the key.

DO'S AND DON'TS

⚠ ***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.

Reference

For details, see the Facsimile Reference.

- Do not touch areas on or around the fusing unit. These areas get hot.
- After making copies continuously, you may feel the exposure glass is heated. 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

⚠ ***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.*

⚠ ***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 m^3/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

⚠ ***WARNING:***

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

⚠ ***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.***

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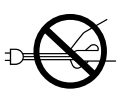
⚠ ***WARNING:***

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

⚠ ***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.*

⚠ ***CAUTION:***

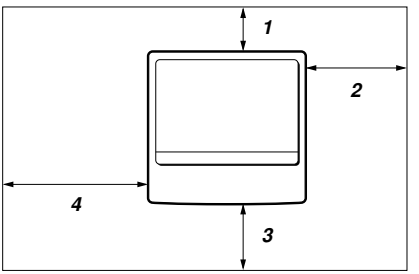


- *When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.*

- 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.

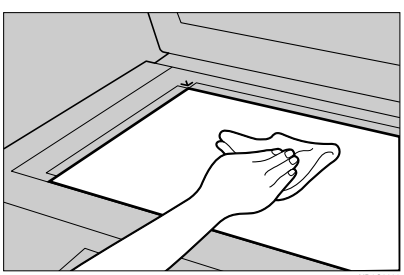
❖ **Cleaning the machine**
Wipe the machine with a soft, damp cloth. Then, wipe it with a dry cloth to remove the water.

Important

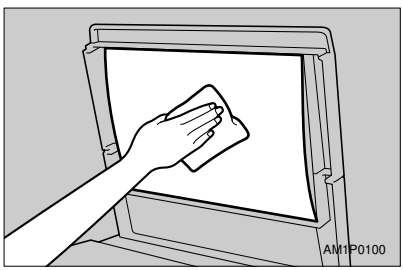
❒ Do not use chemical cleaner or organic solvent, such as thinner or benzene. If they get into the machine or melt plastic parts, a failure might occur.

❒ Do not clean parts other than those specified in this manual. Such parts should be cleaned by your service representative.

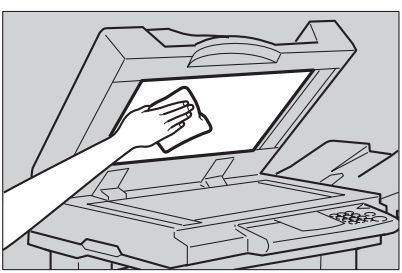
Cleaning The Exposure Glass



Cleaning The Platen Cover



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" × 17"⧉ – $5^1/_2$" × $8^1/_2$"⧉
- Bypass: A3⧉ – A6⧉, 11" × 17"⧉ – $5^1/_2$" × $8^1/_2$"⧉

- Bypass (non-standard size):
  Vertical: 100 – 297 mm, 4.0" – 11.7"
  Horizontal: 148 – 432 mm, 6.0" – 17.0"
- Duplex: A3 – A5, 11" × 17" – $8^1/_2$" × 11"
- LCT: A4, $8^1/_2$" × 11"

❖ **Copy paper weight:**

- Paper tray: 64 – 105 g/m^2 (20 – 28 lb)
- Bypass tray: 52 – 157 g/m^2 (16 – 42 lb)
- Duplex unit: 64 – 105 g/m^2 (20 – 28 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, $8^1/_2$" × 11")

❖ **Copying speed: (Type 3)**

- 22 copies/minute (A3, 11" × 17")
- 45 copies/minute (A4, $8^1/_2$" × 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 g/m^2, 20 lb)
- Bypass tray: 50 sheets (80 g/m^2, 20 lb)

❖ Power consumption:

- Mainframe only

	Type 1, 2	Type 3
Warm up	About 1.05 kW	About 1.15 kW
Stand-by	About 200 Wh	About 220 Wh
Copying	About 1.15 kW	About 1.3 kW
Maximum	Less than 1.44 kW	Less than 1.44 kW

- System

	Type 1, 2 *1	Type 3 *2
Warm up	About 1.05 kW	About 1.15 kW
Stand-by	About 220 Wh	About 260 Wh
Copying	About 1.2 kW	About 1.35 kW
Maximum	Less than 1.44 kW	Less than 1.44 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 × D × 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
- 11" × 17" – $5^1/_2$" × $8^1/_2$"

❖ **Original weight:**
- 1-sided originals: 52 – 128 g/m^2 (14 – 34 lb)
- 2-sided originals: 52 – 105 g/m^2 (14 – 28 lb) (Duplex)
- Thin paper mode: 41 – 128 g/m^2 (11 – 34 lb)

❖ **Number of originals to be set:**
50 sheets (80 g/m^2, 20 lb)

❖ **Maximum power consumption:**
50 W (power is supplied from the main frame.)

❖ **Dimensions (W × D × 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 g/m^2 (20 – 28 lb)

❖ **Available paper size:**
A3▭, B4▭, A4▯▭, B5▯▭, A5▭, 11" × 17"▭, 8$^1/_2$" × 14"▭, 8$^1/_2$" × 11"▯▭, 5$^1/_2$" × 8$^1/_2$"▭, 7$^1/_4$" × 10$^1/_2$"▭, 8" × 13"▭, 8$^1/_2$" × 13"▭, 8$^1/_4$" × 13"▭

❖ **Maximum power consumption:**
50 W (power is supplied from the main frame.)

❖ **Paper capacity:**
500 sheets (80 g/m^2, 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.

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INTERNAL TRAY 2 (1 BIN TRAY) (OPTION)

❖ **Number of bins:**
1

❖ **Available paper size:**
A3⬓, B4⬓, A4🗋⬓, B5🗋⬓, A5⬓, 11" × 17"⬓, 8 1/2" × 14"⬓, 8 1/2" × 11"🗋⬓, 5 1/2 × "8 1/2"⬓

❖ **Paper capacity:**
125 sheets (80 g/m^2, 20 lb)

Note

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

❖ **Copy paper weight:**
60 – 105 g/m^2 (16 – 28 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:**
A3, B4, A4, B5, A5, B6, A6, 11" × 17", 8 1/2" × 14", 8 1/2" × 11", 5 1/2" × 8 1/2"

❖ **Paper weight:**
52 – 157 g/m², 14 – 42 lb

❖ **Stack capacity:**

- 1,000 sheets (A4, 8 1/2" × 11" or smaller) (80 g/m², 20 lb)
- 500 sheets (B4, 8 1/2" × 14" or larger) (80 g/m², 20 lb)

❖ **Staple capacity:**

- 30 sheets (A4, 8 1/2" × 11" or smaller) (80 g/m², 20 lb)
- 20 sheets (B4, 8 1/2" × 14" or larger) (80 g/m², 20 lb)

❖ **Staple paper size:**
A3, B4, A4, B5, 11" × 17", 8 1/2" × 14", 8 1/2" × 11"

❖ **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⬓⬓, B5⬓⬓, 11" × 17"⬓, 8 1/2" × 14"⬓, 8 1/2" × 11"⬓⬓

❖ **Paper weight:**
52 – 157 g/m², 14 – 42 lb

❖ **Stack capacity:**
without punch:
- 3,000 sheets (A4⬓, 8 1/2" × 11"⬓) (80 g/m², 20 lb)
- 1,500 sheets (A3⬓, B4⬓, A4⬓, B5⬓⬓, 11" × 17"⬓) (80 g/m², 20 lb)

with punch (the optional punch kit is required):
- 2,500 sheets (A4⬓, 8 1/2" × 11"⬓) (80 g/m²,20 lb)
- 1,500 sheets (A3⬓, B4⬓, A4⬓, B5⬓⬓, 11" × 17"⬓, 8 1/2" × 14"⬓, 8 1/2" × 11"⬓) (80 g/m², 20 lb)

Proof Tray:

❖ **Paper size:**
A3⬓, B4⬓, A4⬓⬓, B5⬓⬓, A5⬓⬓, B6⬓, A6⬓, 11" × 17"⬓, 8 1/2" × 14"⬓, 8 1/2" × 11"⬓⬓, 8 1/2" × 5 1/2"⬓⬓

❖ **Paper weight:**
52 – 157 g/m², 14 – 42 lb

❖ **Stack capacity:**
without punch:
- 250 sheets (A4, 8 1/2" × 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" × 11" or smaller) (80 g/m², 20 lb)
- 50 sheets (B4, 8 1/2" × 14" or larger) (80 g/m², 20 lb)

Staple:

❖ **Staple capacity:**
without punch:
- 50 sheets (A4, 8 1/2" × 11" or smaller) (80 g/m², 20 lb)
- 30 sheets (B4, 8 1/2" × 14" 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, 8 1/2" × 14" or larger) (80 g/m², 20 lb)

❖ **Staple paper size:**
A3□, B4□, A4□□, B5□□, 11" × 17"□, 8 1/2" × 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" – $8^1/_2$" × 11"
- ▯: A4 – A5, $8^1/_2$" × 11"

❖ **Paper size (3 holes version):**

- ▭: A3, B4, 11" × 17"
- ▯: A4, B5, $8^1/_2$" × 11"

❖ **Paper weight:**

- 2 holes version: 52 g/m^2 – 128 g/m^2, 14 – 34 lb
- 3 holes version: 52 g/m^2 – 105 g/m^2, 14 – 28 lb

❖ **Power consumption:**
33.6 W (power is supplied from the 3000-sheet finisher.)

❖ **Dimensions (W × D × H):**
92 × 463 × 100 mm, 3.7" × 18.3" × 4.0"

❖ **Weight:**
2.4 kg, 5.3 lb

LARGE CAPACITY TRAY (LCT) (OPTION)

❖ **Paper size:**
A4 ▯, $8^1/_2$" × 11" ▯

❖ **Paper weight:**
64 – 105 g/m^2, 20 – 28 lb

❖ **Paper capacity:**
1,500 sheets (80 g/m^2, 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"□ – $5^1/_2$" × $8^1/_2$" □

❖ **Paper weight:**
64 – 105 g/m^2, 20 – 28 lb

❖ **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▭, A4▭, A5▭, 8 1/2" × 13"▭
- Standard size (inch version): A3▭, 11" × 17"▭, 8 1/2" × 14"▭, 8 1/2" × 11"▭, 5 1/2" × 8 1/2"▭
- 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/m^2,16 – 42 lb

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

❖ **Paper capacity:**
- 52 – 90 g/m^2, 16 – 20 lb: 50 sheets
- 91 – 157 g/m^2, 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

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USA (This information is for facsimile option users only.)

❖ **FCC Requirements**

1. This equipment complies with Part 68 of the FCC rules. On the cover of this equipment is a label that contains, among other information, the FCC registration number and ringer equivalence number (REN) for this equipment. If requested, this information must be provided to the telephone company.
2. This equipment uses the following USOC jack: RJ11C
3. The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive REN's on the telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the REN's should not exceed five (5.0). Contact the telephone company to determine the maximum REN for the calling area.
4. If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.
5. The telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order for you to make necessary modifications in order to maintain uninterrupted service.
6. In the event of operation problems (document jam, copy jam, communication error indication), refer to the solving problems section in this manual.
7. If you cannot correct the problem, please contact the RICOH CORP. CUSTOMER SUPPORT DEPT. at 1-800-FASTFIX for repair and warranty information. If it is causing harm to the telephone network, the telephone company may request you to disconnect the equipment from the network until the problem is resolved.
8. This equipment cannot be used on telephone company-provided coin service. Connection to Party Line Service is subject to state tariffs.

❖ **WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS:**

1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
2. Perform such activities in the off-peak hours, such as early morning hours or late evenings.

CANADA (This information is for facsimile option users only.)

The Industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications network protective, operational, and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

Caution: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

In accordance with ISO Standard 7001, this machine uses the followingsymbols for the main power switch:

| means POWER ON.

⏻ means STAND BY.

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ERRATA

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

Incorrect

Power Source:

120 V, 60 Hz, 10 A or more

Correct

Power Source:

120 V, 60 Hz, 12 A or more

Printed in China

A2328650

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Printed in China
UE USA A2318607