# INTRODUCTION

This manual contains detailed instructions on the operation and maintenance of this copier. To get maximum versatility from this copier 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 next section before using this copier. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

## SAFETY INFORMATION

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

## Important Symbols Used In This Manual

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**

- ▲ A situation that requires you take care.
- O Do NOT carry out the operation represented by the symbol  $\bigcirc$ . This example means "Do not take apart.
- C A means you MUST perform this operation. This example means "You must remove the wall plug."

## **∆** WARNINGS:



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 metal, liquid or foreign matter falls into the machine, turn off the main switches and unplug the main power cord. Contact your service representive. 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.

## A CAUTIONS:



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. Othewise, 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 re-use 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 or toner containers out of reach of children.

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## SYSTEM OVERVIEW



- 1. Document feeder Insert a stack of originals here. They will be fed automatically. (Option)
- 2. Copy tray (Option)

(Option)

Completed copies are delivered here.

- 3. Finisher
  - Sorts, stacks, and staples copies.
- 4. 1500-sheet tray unit Holds 1500 sheets of copy paper. (Option)
- 5. 1000-sheet tray unit Holds 1000 sheets of copy paper. (Option)
- Other options: platen cover and key counter

# **COPIER EXTERIOR & INTERIOR**



1. Copy tray (option)	Completed copies are delivered here. Regarding the capacity of the tray, - see page 166.
2. Main switch	Switches the copier between on and standby con- ditions.
3. Auto response (human) sensor	When someone comes close to the copier, it will automatically switch from Low Power mode to standby mode.
4. Platen cover (option)	Lower this cover over originals for copying.
5. Exposure glass*	Position originals here face down for copying. *After turning off the main switch, the exposure glass might be hot because of the anticondensation function. This is not a problem.
6. Front cover	Open to access the inside of the copier.
7. Unit for two-sided copies (Duplex unit)	Makes two-sided copies.
8. Paper tray	Holds 500 sheets of copy paper.
9. Bypass tray	Use to copy onto OHP sheets, adhesive labels, translucent paper, post cards, and non-standard size paper.
10. Large capacity tray	Holds 1,000 sheets of copy paper.
11. Right cover of the optional tray unit	Open to remove misfed paper.
12. Key counter holder	Insert the optional key counter here.
13. Operation panel	Operator controls and touch panel are located here.
14. Toner bottle	Replace the toner bottle when " 📩 Add Toner" is displayed on the display. 🖝 See page 120.
15. Fusing unit	Fuses the copy image to the paper. When ac- cessing the inside of the copier, use caution. This unit may be very hot.

# **OPERATION PANEL**

## Hard Keys



#### 1. Contrast Dial

Changes the brightness of the display.

#### 2. User Tools key

#### 3. Guidance key

Shows guidance for functions.

## See page 28.

#### 4. Touch Panel Display

See page 26.

#### 5. Program key

Press to select the program mode. 
See page 54.

#### 6. Job Recall key

Use to recall your previous copy settings. 

See page 53.



# 7. Clear Modes/Low Power Mode key

Press to clear the previously entered copy job settings. Also use to switch to and from Low Power mode. • See pages 24 and 137.

#### 8. Interrupt key

Press to make interrupt copies during a copy run.

See page 53.

### 9. Start key

Press to start copying. Use to set the Auto Start. • See page 37.

#### 10. Clear/Stop key

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

#### 11. Enter key

Use to enter data in selected modes.

#### 12. Number keys

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

## **Touch Panel Display**

## without optional finisher



## with optional finisher



- Regarding detailed information about each key and its functions, 

   see page 12.
- □ For how to use the touch panel display, see page 26.

To save paper resources, the following modes are selected as a default setting as shown on the previous page.

#### [Duplex/Series Copies]

Duplex (from one-sided originals to two-sided copies) Number of originals: Even Orientation: Top to Top

#### [Adjust Image]

Margin Adjustment (0.2" width margin for right side of back side)

- ☐ You can change the above default setting with the user tools. ✓ See pages 141 and 143.
- □ To change the Duplex mode settings, touch the [Duplex/Series Copies] key and change the setting.
- □ To change the Margin Adjustment settings, touch the [Adjust Image] key and change the setting.

# WHAT YOU CAN DO WITH THIS COPIER

# FUNCTIONS

## without optional finisher



#### FUNCTIONS



See page 28.

Adjusting Copy Image Density

See page 37.

Having The Copier Choose The Paper Size

See page 39.



Having The Copier Choose The Reproduction Ratios

See page 41.



#### Selecting Original Type Setting

See page 43.

## Sorting Into Sets





### **Reducing And Enlarging In 1% Steps**

See page 56.

Using the [+] and [-] keys or Number keys



Stretching and squeezing the image



Fitting The Original To A Copy Of A Different Size

See page 58.

Fitting the image in the copy area as it is



Stretching and squeezing the image into the copy area



## Making Two-sided Copies

🖝 See page 61.

## From one-sided originals



## From two-sided originals



From book originals (Single)

(Multi)



Making One-sided Copies

See page 68.





Printing Numbers On The Background Of Your Copies

See page 74.



#### FUNCTIONS





Erasing The Center And The Border (Erase Center/Border)

See page 88.





## **Optional Finishing**

Sorting into sets (123, 123, 123)

☞ See page 96.



## Stapling

See page 100.



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# **STARTING THE COPIER**

## When The Main Switch Is In The Stand-by Position



Turn on the main switch.



- 2 Wait for the copier to warm up. During the warm-up period (within 140 seconds), "U Please wait." appears on the display.
- 3 After warm-up, "O **Ready**" appears on the display.

# When The Display Is Off And The Indicator Of The Clear Modes/Low Power Mode Key Is Lit

The copier is in Low Power mode.

- Hold down the **Clear Modes/Low Power Mode** key until the indicator is not lit. The machine will return to the standby condition.
- For details about Low Power mode,
   see page 137.



- □ The following actions will also make the copier ready:
  - The copier detects anyone operating it.
  - Opening or closing the optional platen cover.
  - Opening or closing the optional document feeder.
  - Setting originals in the optional document feeder.
  - Opening or closing the bypass tray.
  - Pressing any key.

## When The Copier Is Set For User Codes

1

The display instructs you to input your user code, as shown in the illustration.



- 2 Input your user code (6 digits) using the **Number** keys.
- To change the entered code, touch the
   [C] key or press the Clear/Stop key. Then, enter the new code.
- B Touch the [#] key or press the Enter key.
- To prevent others from making copies with your user code, when you have finished using the machine, hold down the Clear/Stop key and press the Clear Modes/Low Power Mode key.
- Regarding user codes, 

   see page 140.



## USING THE TOUCH PANEL DISPLAY

On the touch panel display, you can find keys, instructions and messages. By touching keys on the display, you can select or deselect functions and enter data for the selected modes. The display uses the following conventions:



Keys that have the option of being selected.

Keys that have been selected.

Keys that have no option to select.

In this manual, we use the following convention:

Key on the display:

Auto Paper Select 🕨

In the manual :

[Auto Paper Select] key

▲Caution: Do not press the touch panel display with any hard or sharp object (pen, pencil, etc.). Always use your fingers or something with a soft tip.

### Initial display



### Display after selecting functions on the tag sheets

OReady	Orig. 0		Check Modes	Qty	1
Auto Image Density Auto Paper Select	Erase Backg 65%	round Letter			Change vlodes
Adjust Image	Stamp Combin	ne Duplexy	Series Copie	Redu	ce,Enlarge
Preset R/E	Select mode.				**
Zoom	65%			Full Size	100%
Size Magnification	→ (12 8 <sup>1/2</sup> 11	1% 129% ×14 81/2×11 ×17 11×17	155% 51/2×81/2 81/2×14	200% 51/2×81/2 11×17	400%
D.Size Mag. [inch]	35% 50% 6 11×17 11 51/2×81/2 84/2	5% 74% 11×15 11 8½×11	77% 81/2×14 81/2×11	85% F. 81/2×11	93%

After sel	ecting	functions	on tag	sheets,
the clip	<u>_</u>	appears of	on the t	ag.



## [Check Modes] key

When you have selected functions on tag sheets, this key appears on the upper right area on the touch panel display. Touch this key to see at a glance all the modes you selected.

Prev.

[Prev.] key

This key appears in the upper right corner of the display when you touch the **[Check Modes]** key. Press to go back to the previous display.

Change Modes

[Change Modes] key

When you select functions on the tag sheets, this key appears on the display. Touch this key to change settings of the following modes:

image density, original type settings, copy paper size, Auto Reduce\Enlarge, and finishing

## GETTING HELP ON THE DISPLAY

Press the **Guidance** key when you want to know detailed information about functions you use.



Press the Clear Modes/Low Power Mode key then the Guidance key.

Clear Modes/ Low Power Mode	ŀ	Guidance

2 Touch the key you want to know about on the touch panel display.

For example, if you want to know about "How to operate the display", touch the [How to operate the display ] key.

- To go to the next page, touch the [Next] key. To return to the previous page, touch the [Prev.] key.
- To go back to the display shown after pressing the Guidance key, touch the [Menu] key.
- To exit from the guidance display, touch the [Exit] key.

()Readv	(A)	Cett	i i i i i i i i i i i i i i i i i i i	1
Guidance			Exit	]
		How to operate t	he display	
	Basic Operation ar	nd how to stop copying		
2	How to place origi	nais		
	How to copy			
4	How to adjust the	original image		

## RECOMMENDED & NON-RECOMMENDED ORIGINALS

## **Recommended Originals**

Regarding originals that the optional document feeder can handle, 
 see page 169.

# Non-recommended Originals For The Optional Document Feeder

CAUTION: The following types of originals are not recommended for use with the document feeder. Place them directly on the exposure glass.

- □ Originals thicker than 128 g/m<sup>2</sup>, 34 lb
- □ Originals thicker than 105 g/m<sup>2</sup>, 28 lb when using two-sided originals
- □ Originals thinner than 40 g/m<sup>2</sup>, 11 lb. But for originals between 40 and 52 g/m<sup>2</sup> (11 and 14 lb), the document feeder must be set to Thin Paper mode. See page 139.
- Originals larger than A3, 11" x 17"
- □ Originals smaller than A5, 51/2" x 81/2"
- D Paper with any king of coating (such as carbon) on the back
- □ Folded, curled, creased, or damaged originals
- Mailing labels, or perforated originals
- OHP transparencies
- Translucent paper
- Pasted originals
- Damp originals
- Sticky originals
- Wavy originals
- Originals that are not made from paper
- D Originals written in pencil on both sides, or two-sided carbon originals
- D Thermal fax paper, CRO (camera ready original) or aluminum foil
- Originals with globs of ink from a ball-point pen

## SETTING ORIGINALS ON THE EXPOSURE GLASS

1

Lift the optional platen cover or the optional document feeder.



Set the original <u>face down</u> on the exposure glass. The original should be aligned to the rear left corner.



3

Lower the optional platen cover or the optional document feeder.

## SETTING A STACK OF ORIGINALS IN THE OPTIONAL DOCUMENT FEEDER (ADF)

You can insert a stack of originals (one-sided or two-sided) of the same size into the document feeder. These originals are individually fed onto and removed from the exposure glass.

- If you want to set originals of different sizes at the same time, use the user tools. See page 151.
- Correct any curl, fold, or crease in the originals before setting.

Confirm that the Insert Original 2 indicator is lit before setting the originals.

B Contirm that he produced remain on the exposure glass.

Confirm that no previous originals

- Adjust the guide to the original size.



- Set the originals face up into the 5 document feeder until the Insert Original indicator goes off.
- The last page should be on the bot-tom.
- The guide must touch the front side of the originals.



Do not stack originals above the limit mark.



## SETTING ONE ORIGINAL AT A TIME IN THE OPTIONAL DOCUMENT FEEDER (SADF)

You can insert one original at a time into the document feeder. The original is automatically fed onto and removed from the exposure glass.

- Correct any curl, fold, or crease in the originals before setting.
- 2 Confirm that the **Insert Original** indicator is lit before setting the originals.
- B Confirm that no previous originals remain on the exposure glass.



Adjust the guide to the original size.



- 5 Set the original <u>face up</u> into the document feeder until the **Insert Original** indicator goes off.
- If you are copying a stack of originals one sheet at a time and you want to keep them in order, start with the last page of the originals.
- The original guide must touch the front side of the original.





Press the Start key.

- While the **Auto Feed** indicator is lit after an original is fed, set the next original. The original is automatically fed and copied.
- If you have set more than two originals, the Auto Feed indicator is not lit after the last original is fed. In this case, press the Start key again after setting an original.


# COPYING

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	·· (1
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### **BASIC OPERATIONS**

### One-to-one Copying (Full Size Copying)

You can make copies that are the same size as your originals.

- Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are default settings. If you want to change these settings, touch the [Duplex/Series Copies] and [Adjust Image] keys. You can change the default settings with the user tools. See pages 141 and 143.
- 2 Enter the number of copies required using the **Number** keys.
- To change the number entered, press the Clear/Stop key, then enter the new number.



- Confirm that the [Auto Paper Select] key is dark. If not, touch the [Auto Paper Select] key, or select the proper paper size using keys on the display.
- Regarding Auto Paper Select, 

   see page 39.
- Regarding selecting paper size,
   see page 38.
  - Make sure that the [Full Size] key is dark. If not, touch it.



1



- Press the Start key.
- To stop the copier during the multicopy run, press the Clear/Stop key.
- Press the Start key to resume copy-ing, or press the Clear/Stop key to clear the entered copy number.



#### Entering Copy Job Settings During The Warm-up Period (Auto Start)

()Please wait

During the warm-up period (within 140 seconds), the display is as shown. If you enter your copy job settings and press the Start key during the warm up period, the copier will start copying automatically when the copier reaches the ready condition.

To cancel Auto Start, press the Clear/Stop key.

Select modes and press Start.	
Auto Image Density 🔸	Erase Background
Original Letter	
Auto Paper Select 🕨	
Full Size 100% Auto Reduce/Enlarge	
Sort 🔩 🛃 Rotate Sort 💵 Rotate	e Stack 🖬 🖾
Adjust Image 📕 Stamp 📕 Combine 📕	Duplex/Series Copies 📕 Reduce/Enlarge

### Adjusting Copy Image Density

#### Auto and manual image density

If the [Auto Image Density] key is dark, Auto Image Density is selected. If not, touch the [Auto Image Densitv] kev.

If the [Auto Image Density] key is light, Manual Image Density mode is selected. To get a darker image, touch the [Darker] key. To get a lighter image, touch the [Lighter] key.



#### Erasing Background (Erase Background)

Use this mode to mask out a dirty background (e.g. with a newspaper) and get clear copies.

Confirm that the **[Erase Background]** key is dark. If not, touch it.

OReady	Orig. 0	Qty	1
Auto Image Density		Erase	lackground
Original:Letter			
Auto Paper Select			

# Selecting The Copy Paper Size (Manual Paper Select)

You can select the desired copy paper size manually by touching one of the tray keys in the display.

- Regarding setting copy paper in the bypass tray, 
  register see page 50.
- The keys that have an \* (asterisk) cannot be used for Auto Paper Select.

OReady	Orig. O			Qty 1
Auto Image Density 🕨				Erase Background
Original:Letter 🕨				
Auto Paper Select 🕨	TⅢ 8½×110	18	8½×11⊡	28 %×11₽
	38 11×17⊏	7 4₿	8½×14 ☞	
Full Size 100%	Auto Reduce/Enla	rge		
Sort 💵	Rotate Sort 🔳	🛚 Rotat	e Stack ∎∎ 🖾	
Adjust Image	Stamp 🚺 Ci	ombine 🛛	Duplex Series Co	pies 🛛 Reduce/Enlarge

#### Having The Copier Choose The Paper Size(Auto Paper Select)

The copier selects a suitable size of copy paper based on the original size and the reproduction ratio. Make sure that the **[Auto Paper Select]** key is dark. If not, touch the **[Auto Paper Select]** key.

OReady	Orig. 0	Q'ty 1
Auto Image Density 🕨		Erase Background
Original:Letter 🕨		
Auto Paper Select 🕨		

- If you use translucent or transparent originals or originals with tags, the original size might not be detected correctly.
- □ When placing the original on the exposure glass directly, make sure that the optional platen cover or optional document feeder is lowered before pressing the **Start** key. Otherwise, the original size might not be detected correctly.
- □ When the original is set at a different direction from the copy paper in the paper tray and the required paper size is A4, 81/2" x 11" or smaller, the copier automatically rotates the original image by 90° to match the copy paper direction and make copies.
- □ The tray keys that have an \* (asterisk) cannot be used for the Auto Paper Select.
- Regarding the combination of the Auto Paper Select and Stapling, 

   see page 101.
- Regarding functions that cannot be used together with this function, rese page 105.
- Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are default settings. If you want to change these settings, touch the [Duplex/Series Copies] and [Adjust Image] keys. You can change this default setting with the user tools.

#### BASIC OPERATIONS

When you use Auto Paper Select, refer to the following table for possible copy paper sizes

Metric version

Original	Possible selected paper sizes for copy
A or B type*	A or B type*
8" x 13"	8" x 13"***, A or B type*
81/4" x 13"	81/4" x 13"***, A or B type*
81/2" x 13"	81/2" x 13"***, A or B type*
LT type**, 8" x 10"	LT type**, 8"x 10", A or B type*

\* :A type (A3, A4, A5), B type (B4, B5, B6)

\*\* :LT type: 11" x 17", 81/2" x 11"

\*\*\* :F/F4 size selected by user tools. • See page 138.

#### Inch version

Original	Possible selected paper sizes for copy		
LT type	LT type		
A4	A4, LT type		
8" x 13"	8" x 13"**, LT type		
81/4" x 13"	81/4" x 13"**, LT type		
81/2" x 13"	81/2" x 13"**, LT type		
11" x 15", 10" x 14", 8" x 10"	11" x 15", 10" x 14", 8" x 10", LT type		

\* :LT type: 11" x 17", 81/2" x 14", 81/2" x 11", 51/2" x 81/2"

\*\* :F/F4 size selected by user tools. • See page 138.

#### Having The Copier Choose The Reproduction Ratios (Auto Reduce/Enlarge)

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

- If you use translucent or transparent originals or originals with tags, the original size might not be detected correctly.
- □ When placing the original on the exposure glass directly, make sure that the optional platen cover or optional document feeder is lowered before pressing the **Start** key. Otherwise, the original size might not be detected correctly.
- When the original is set at the different direction from the selected copy paper, the copier <u>cannot</u> rotate the image by 90°. Make sure to set the original in the same direction as the copy paper.
- Regarding functions that cannot be used together with this function, rese page 105.
- Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are default settings. If you want to change these settings, touch the [Duplex/Series Copies] and [Adjust Image] keys. You can change this default setting with the user tools. See pages 141 and 143.

Example:

Metric version:	Original: A3 🗗,	Copy paper: A4 🕞
Inch version:	Original: 11" x 17" D,	Copy paper: 81/2" x 11" 🖵

**1** Touch the [Auto/Reduce Enlarge] key.

Full Size 100%	Auto Reduce/Enlarge		
Sort 🛃	Rotate Sort 💵 🖪	Rotate Stack 💵 🖾	
			¥
Adjust Image	Stamp Comb	ine 📲 Duplex/Series Copie	s Heduce/Enlarge

2

Set your original on the exposure glass or in the optional document feeder. 🖝 See pages 30 ~ 33.

B

Select the copy size you require:

Metric version: Touch the [A4 ] paper tray key.

Inch version:

Touch the [81/2" x 11" -] paper tray key.

Press the Start key. The original image is reduced to fit the selected copy paper.

() Ready	Orig. O		Qty
Auto Image Density 🕨			Erase Background
Original:Letter 🕨			
Auto Paper Select 🕨	TШ 8½×11₽	1世 8½×11☞	28 85×11₽
	3Ш 11×17⊡	48 8½×14₽	
Full Size 100%	Auto Reduce/Enlarge		
Sort 🚽	Rotate Sort 💵	Rotate Stack ∎∎ 🖾	
	0	¥	
🛛 Adjust image 📕	stamp 📲 Combi	ne 🏢 vuplex Senes Co	pies 🏾 Heduce/Enlarge

#### Selecting Original Type Setting (Letter, Letter/Photo, Photo, Generation Copy)

There are four types of original type setting. Select the appropriate original type to match the kind of originals you are copying from.

Letter mode is the default. You can change this setting using the user tools.
 See page 141.

#### Letter

Select Letter mode when your originals contain only letters (no picture).

#### Letter/Photo

Select Letter/Photo when your originals contain photographs or pictures with letters.

#### Photo

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

#### Generation copy

If your originals are copies, so called generation copies, the copy image can be reproduced sharply and clearly.

1

Letter mode is selected by default. Select the desired setting by touching one of four keys.

OReady		Orig. 0		Qity 1
Auto Image Density	D			Erase Background
Original:Letter	۲	Letter/Photo	Photo	Generation Copy
Auto Paper Select	D			

### Sorting Into Sets (123,123,123) (Sort, Rotate Sort)



The copier puts images of more than two originals into memory and copies are collated into sets. In Sort mode, every copy set is delivered on the copy tray. In Rotate Sort mode, every other copy set is rotated by 90° and delivered to the copy tray, so that each set can be easily separated.

#### Notes for above modes

- ☐ You can make up to 999 copy sets at a time. However, when the number of copies exceeds the capacity of the copy tray, remove copies from the copy tray. Regarding the capacity of the copy tray,
- □ After starting copying, the only setting you may change is image density, The change will apply from the next copy. See page 37.
- The maximum number of pages that can be stored is as follows: A4, 81/2" x 11": Approximately 100 pages (images)
- You can change the settings of these modes with the user tools. See page 151.
- Regarding functions that cannot be used together with this function, rese page 105.
- Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are default settings. If you want to change the modes, touch the [Duplex/Series Copies] and [Adjust Image] keys. You can change this default setting with the user tools. See pages 141 and 143.

#### Notes for Rotate Sort mode

- Paper sizes that can be used in Rotate Sort mode are as follows: A4, B5, 81/2" x 11"
- Two paper trays that are identical in size and different in direction are required.
   You can change this setting using the user tools. 

   See page 151.
- □ This mode does not support different size originals.

#### Notes for Sort mode

When you make two-sided copies in Sort mode, the maximum number of copies stacked in the unit for two-sided copies (duplex unit) is as follows:

A3, 11" x 17": 30 sheets Other sizes: 50 sheets

Different size originals can be used only when you make one-sided copies from one-sided originals.



Touch the **[Sort]**, or **[Rotate Sort]** key.

Full Size 10	10%	Auto Reduc	ce/Enlarge			
Sort 🦉	h h	Rotate So	rt 🖪 🛯 🖌	Rotate Stack 🔳	Ba	
Adjust Image		Stamp	Combin	e Duplex/Ser	ies Copies	Reduce,/Enlarge

2 3

#### Enter the number of copy sets with the **Number** keys.

#### When setting one original at a time

- Set an original on the exposure glass or in the optional document feeder ( see page 30 or 32). Then press the **Start** key. The copier starts memorizing the original image.
- □ Start with the last page to be copied.
- When the Start key turns green, or the Auto Feed indicator on the document feeder is lit, set the next original. If you have set the original on the exposure glass in step 0, press the Start key.
- $\square$  Set the original in the same direction as step  ${\bf 0}.$
- □ When the memory reaches 0%, the copier stops memorizing. Press the **Start** key to finish copy jobs which are already into memory. After that, follow the instructions on the display.
- ❸ Repeat step ❷ until all originals are scanned.
- After all originals are put into memory, press the **Enter** key.
- □ If you are making one-sided copies, the first set of copies will have completed.
- Press the Start key.

# When setting a stack of originals in the document feeder

- Set a stack of the originals in the document feeder (● see page 30), then press the **Start** key.
- The last page should be on the bottom.
- When memory runs out during copying, the machine can be programmed to behave in two ways with the user tools.
  - Memory Full Auto Scan Restart = [Yes]
    - → After all images in memory are copied, the machine will re-start scanning automatically. You should re-order your copies after all copy jobs are finished.
  - Memory Full Auto Scan Restart = [No]
    - → The machine will wait for you to press the **Start** key. At this point you should remove your copies from the copy tray. Press the **Start** key and then follow the instructions on the display to continue copying.

If you want to change the setting with the user tools, rese page 151.

□ If you make one-sided copies, the first set of copies has been completed when all original images are stored in the memory.

#### Stopping storing images and deleting stored images during copying



Press the Clear/Stop key.

- □ The copying run of the 1st set and scanning will stop.
- 2

Press the **Clear/Stop** key again. If you want to delete stored images, touch the **[Yes]** key following the instructions on the display.

□ You cannot delete the stored images by press the Clear/Stop key, if copies have been stacked in the unit for two-sided copies (duplex unit) when making two-sided copies. In this case, after the step **1**, press the Clear Modes/Low Power Mode key. So that, all settings and stored images will be cleared. Then remove copies in the duplex unit by opening the front cover. For position of the duplex unit, see page 4.

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



Each original is copied together. Every other copies is delivered to the copy tray, turned 90°.

- ☐ You can make up to 999 copy sets at a time. However, when the number of copies exceeds the capacity of the copy tray, remove copies from the copy tray. Regarding the capacity of the copy tray, riangleright see page 166.
- These modes do not support different size originals.
- □ After starting copying, the only setting you may change is image density, The change will apply from the next copy. See page 37.
- Two paper trays that are identical in size and different in direction are required. You can change this setting with the user tools. See page 151.
- The paper sizes that can be used in the Rotate Stack mode is as follows: A4, B5, 81/2" x 11"
- Regarding functions that cannot be used together with this function, rese page 105.
- Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are default settings. If you want to change the modes, touch the [Duplex/Series Copies] and [Adjust Image] keys. You can change this default setting with the user tools. See pages 141 and 143.



Full Size 100%	Auto Reduce,	Ænlarge		
Sort 🛃	Rotate Sort	∎s∎s Rota	te Stack ∎∎⊠as	
Adjust Image	Stamp	Combine	Duplex/Series Copies	Reduce/Enlarge

### 2 3

Enter the number of copies with the **Number** keys.

#### When setting one original at a time

- Set an original on the exposure glass or in the optional document feeder ( see page 30 or 32). Then press the **Start** key.
- □ Start with the last page to be copied.
- When the Start key turns green or the Auto Feed indicator on the document feeder is lit, set the next original. If you have set the original on the exposure glass in step 0, press the Start key.
- $\hfill\square$  Set the original in the same direction as step  $\ensuremath{\bullet}$  .
- ❸ Repeat step ❷ until your copying is finished.

# When setting a stack of originals in the document feeder

- Set a stack of the originals in the document feeder (● see page 30), then press the **Start** key.
- Last page should be on the bottom.

#### Copying From The Bypass Tray

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.

- □ Approximately 40 sheets of copy paper (64 g/m<sup>2</sup>, 17 lb) can be inserted at a time.
- Before making copies onto OHP transparencies, adhesive labels, translucent paper, and post cards, read the notes for them. 
   See page 162.
- □ When you make copies using the bypass tray, it is recommended to set paper in the bypass tray lengthwise (□).
- □ When using the bypass tray, the large capacity tray cannot be used.
- The following sizes can be used as standard size copy paper. If you use other paper sizes, you should input vertical and horizontal dimensions.

Metric version	Inch version
A3 ┏, B4 ┏, A4  ┏, B5  ┏, A5  ┏, B6  ┏, A6  ┏, 11" x 17" ┏	11" x 17" , 81/2" x 11" , 51/2" x 81/2" , 8" x 13" ,

- Regarding the functions that cannot be used together with this function, 
  see page 105.
- With the default setting, Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are selected. In this case, touch the [Duplex/Series Copies] and [Adjust Image] keys twice to cancel these modes. You can change this default setting with the user tools.
- Set your original on the exposure glass or in the optional document feeder.
   See pages 30 ~ 33.
- 2 Open the bypass tray. The [Bypass Tray] key appears on the display.
- If the [Bypass Tray] key is not dark, touch it.





### 3 When copying onto standard size copy paper

• Slide the paper guides to the paper width and, if necessary, swing out the extender to support large size copy paper.



- 2 Insert the copy paper into the bypass tray until the beeper sounds.
- □ The beeper can be canceled with the user tools. 🖝 See page 137.



Press the Start key.



### When copying onto non-standard size paper

Acceptable non-standard paper sizes:

Metric version:

Vertical:	100 ~ 297 mm (in 1 mm steps)
Horizontal:	148 ~ 432 mm (in 1 mm steps)
version:	
Vertical:	4.0" ~ 11.7" (in 0.1" steps)
Horizontal:	6.0" ~ 17.0" (in 0.1" steps)
	Vertical: Horizontal: version: Vertical: Horizontal:

**1** Press the **Enter** key.

2 The display changes as shown.



#### **BASIC OPERATIONS**

- Senter the vertical size of the paper using the Number keys.
- To change the number entered, touch the [C] key or press the Clear/Stop key.
- Touch the [#] key in the display or press the Enter key.
- Enter the horizontal size of the paper using the Number keys. Then, touch the [#] key in the display or press the Enter key.
- **(b)** Touch the **[Exit]** key to close this menu.
- The [Bypass Tray] key changes to [Special Paper Size] key.
- Adjust the guides to copy paper size and insert the copy paper until the beeper sounds.
- □ The beeper can be canceled with user tools. See page 137.







Press the Start key.

#### Temporarily Stopping One Job To Copy Something Else (Interrupt)

You can make urgently needed copies during a multicopy run by pressing the **Interrupt** key. The interrupted copy job settings are stored in the machine's memory. After interrupt copying is completed, press this key again to recall the previous copy job settings.

- □ In Interrupt mode, **ヹ** is displayed on the display.
- If you use this function with the optional document feeder, you might have to reset originals not to be copied after interrupt copying is finished. Follow the instructions on the display.
- Regarding the functions that cannot be used together with this function,
   see page 105.

s/Energy Saver	
----------------	--

#### Recalling Job Settings (Job Recall)

The previous copy job settings before auto reset or Low Power mode can be recalled by pressing the **Job Recall** key. When the previous copy job setting is saved, the **Job Recall** indicator is lit.



### Storing Your Copy Setting In Memory (Program)

Your ten frequent copying jobs can be stored in the machine's memory.

The stored program cannot be deleted. If you want to change the stored program, overwrite the stored program.

#### Storing your settings



Set the copy settings you want to put into memory.



Press the **Program** key.

Program	Job F	Recall	

□ If you want to cancel storing, touch the [Cancel] key.



Touch the [Store] key.

- Touch one of the [1] ~ [10] keys that you want to store your settings in.
- □ A key with ⇒ has already settings in it. If you want to overwrite settings, touch the key with ⇒ and follow the instructions on the display.

<i>111</i>	Program					
Sele	ct program nu	mber key. Yeml and then in	name sucher			
10.5	tore, select pa	torej anu uten, p	rogram humber.			
		← Recall		⊕ Store		
	<u> </u>				5	
	<u>ع</u> اري	€∠	*) <b>3</b>	<u>+++</u> [	3	
	6	7	8	9	10	
	Cancel					

#### Recalling a program



Press the **Program** key.

Make sure that the [Recall] key is dark. If not, touch it.

Touch one of the [1] ~ [10] keys that has  $\Rightarrow$  on it.

### REDUCING AND ENLARGING (Reduce/Enlarge)

- Regarding functions that cannot be used together with this function, rese page 105.
- Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are default settings. If you want to change the modes, touch the [Duplex/Series Copies] and [Adjust Image] keys. You can change this default setting with the user tools. See pages 141 and 143.

# Reducing And Enlarging Using Preset Ratios (Preset R/E)

You can select one of 12 preset ratios (5 enlargement ratios, 7 reduction ratios).



- □ You can add 2 fixed preset ratios using the user tools. See page 142.
  - Touch the [Reduce/Enlarge] key.

Full Size 100%	Auto Reduce	e/En large			
Sort 🛃	Rotate Sort		Rotate St	ack 💵 🖾	
Adjust Image	Stamp 📕	Combin	e Dup	len/Series Copies	Reduce/Enlarge

- 2 Confirm that the [Preset R/E] key is dark. If not, touch the [Preset R/E] key.
- **3** Touch the desired reproduction ratio.
- Refer to the copy and paper sizes on keys to select the appropriate ratio to match your originals and copy paper.



### **Reducing And Enlarging In 1% Steps**

#### Using the (+) and (-) keys or Number keys (Zoom)

The reproduction ratio can be changed from 32% to 400% in 1% steps. There are two ways to change ratios.





Touch the [Zoom] key.

Adust Image	9aq	Contexe	Replacions Capita	<b>Retexaliting</b>
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Zeen	100	×		al Size 1008
So technic	8-6	1015	12961 10105 1 11202 000514	in the second
Distanti (htt)	25	100 1425 100 14201 100 14201	alia alia mini mini m	108 108 10

### When using the (+) and (-) keys

• Enter the desired reproduction ratios touching the [+] and [-] keys on the display.

#### When using number keys

1 Touch the [Number Keys] key.

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Sa keckster		<b>U-</b>	a' 🛛	
150 Mg [mi]	Or select that	-CEN - 4	05- Q	Dantes New J

Adjust Image	Seq	Contine	Teglina Series Copies	Televiliep
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2em Ma		100	я 1	-
Sampledia Distant SC		B-1	e j	
1 Sp Hig July	OF MARK PAR	-22% - 4 noe seal	05- 4	Sector Pays



Or saled Display is

And a lot of the BE IN

100% 8.48

- A Enter the desired ratio using the Number keys.
- To change the number entered. touch the [C] key or press the Clear/Stop key, then enter the new number.
- 3 Touch [#] key on the display or press the Enter key.

#### Stretching and squeezing the image (Directional Magnification)

Copies can be reduced or enlarged at different reproduction ratios horizontally and vertically. There are two ways to change ratios.





When using number keys 

Touch the [Reduce/Enlarge] key.

Touch the [D. Mag. (%)] key.

9

- Touch the [Horizontal] or [Vertical] key that you want to change the ratio.
- **2** Enter the desired ratio using the Number keys.
- To change the entered ratios. touch the [C] key or press the Clear/Stop key. Then, enter the new ratios.
- Touch the **[#]** key or press the Enter key.

Aged Inigs	Sirp	Cambra	DeplaySeries Capitor	Telestriap
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Den	Į	100%		
DMg (b)	9	+ 🕼	100%	
(1.5m Map. (acc))	(Take f)	Eleni	0001020	(BBM)



#### When using (+) and (-) keys

• Touch the [+- Keys] key.

② Touch the [Horizontal] or [Vertical] key that you want to change the ratio. Select the desired ratios using [+] and [-] keys.





### Fitting The Original To A Copy Of A Different Size

## Fitting the image in the copy area as it is (Size Magnification)

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





Touch the **[Size Magnification]** key.

Adart Image	Step	Carbon	Replaciation Capital	<b>Retextiting</b>
RING RA	Select mole.			
Zeen	1 100	N		ul San 100%
SP Rephrise	B-1	1215 2011	1296 1016 1 894 0 11 Discover 0 11 Disc 000 14	10.0
0.000 (5) 0.000 (60)	-	10 .45	175	

- B Enter the original size with the **Number** keys.
- □ To change the entered size, touch the **[C]** key or press the **Clear/Stop** key. Then, enter the new size.
- 4

Touch the **[#]** key or press the **Enter** key.

5

Enter the copy size by the **Number** keys. Touch the **[#]** key or press the **Enter** key.



# Stretching and squeezing the image into the copy area (Directional Size Magnification)

Copies can be reduced or enlarged to match independent horizontal and vertical size settings.



Touch the [Reduce/Enlarge] key.

Touch the **[D. Size Mag. (inch)]** key.

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Distanting (and)	100	19	train mains	See 1

#### REDUCING AND ENLARGING (Reduce/Enlarge)

3

Enter the original horizontal size by the **Number** keys.

- □ To change the entered size, touch the **[C]** key or press the **Clear/Stop** key. Then, enter the new size.
- 4
- Touch the **[#]** key or press the **Enter** key.
- 5

Repeat steps **3** and **4** to enter the other sizes, following the display instructions.

Adult Image	Sieg	Contras	Relia Sete Oper	Telusdalarp
Preset Rd.	Enter Original	Heriostan size w	di the number beys, t	ten pers @
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3146 (5)	Orene	#===	sitz.	(=)
the reg (set)		123-40	The second	

### WORKING WITH BOTH SIDES OF ORIGINALS AND COPIES (Duplex/Series Copies)

### Making Two-sided Copies (Duplex)

## From one-sided originals (1 Sided $\rightarrow$ 2 Sided)



From book originals (Single)



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

From two-sided originals (2 Sided  $\rightarrow$  2 Sided)



#### From book originals (Multi)



This mode makes the copies face each other exactly as the bound (book) originals do.

- When you make two-sided copies from one-sided originals, a right margin of 5 mm (0.2") is automatically set on the back side. You can change this setting with the user tools. 
   See pages 142 and 143.
- $\square$  You can change a setting of this mode with the user tools.  $\blacksquare$  See page 150.
- Single and Multi modes do not support different size originals.
- Regarding functions that cannot be used together with this function, 
  rese page 105.

#### WORKING WITH BOTH SIDES OF ORIGINALS AND COPIES (Duplex/Series Copies)

□ The following paper limitations apply:

Metric version:	Maximum size:	A3 🕞
	Minimum size:	A5 🖓
	Weight:	64 ~ 105 g/m <sup>2</sup>
Inch version:	Maximum size:	11" x 17" 🕞
	Minimum size:	51/2" x 81/2" 🖓
	Weight:	17 ~ 24 lb

- Maximum number of copies (not in Sort, Rotate Sort, or Staple mode): Metric version: 50 sheets 30 sheets (A3, 81 ~ 105 g/m<sup>2</sup>)
   Inch version: 50 sheets 30 sheets (11" x 17", 22 ~ 24 lb)
- If you select Stapling ([Top]) and Page Numbering ([P1, P2...] or [1/5, 2/5...]) together when making two-sided copies, it is recommended to set Duplex and Page Numbering modes as described below to avoid page numbers and staple position overlap on the reverse side of copies.
  - **1** At first, set the Duplex mode as you want.
  - **2** Touch the **[Stamp]** key.
  - Touch the [Page Numbering] key and select [P1,P2...] or [1/5,2/5...].
     See pages 82 ~ 85.
  - If you select [Top to Top] in step I, it is recommended that the [Shift Position] key is selected (dark). If you select [Top to Bottom] in step I, it is recommended that the [Shift Position] key is not selected.



#### $\Box \quad \text{Notes for [1 Sided} \rightarrow 2 \text{ Sided]}$

With the default setting, Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are selected. If this setting is acceptable, you don't need to do steps  $1, 2, 1 \in (0, 2, 3)$  and (0) on page 65. If you want to change setting, touch the [Duplex/Series Copies] key.

If you want to change margin setting, touch the **[Adjust Image]** key. You can change this default setting with the user tools. • See page 143.

#### $\square$ Notes for [2 Sided $\rightarrow$ 2 Sided], [Single], and [Multi]

With the default setting, Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are selected. In this case, do steps  $\mathbf{1}, \mathbf{2}$ , and  $\mathbf{E}$  (**0**) to change the setting. You can change this default setting with the user tools.  $\mathbf{\bullet}$  See page 141.

If you want to change margin setting, touch the **[Adjust Image]** key. You can change this default setting with the user tools. • See page 143.

# Originals and copies directions when making two-sided copies from one-sided originals

When making two-sided copies from one-sided originals, you can select the orientation (**[Top to Top]**, **[Top to Bottom]**). Referring to the illustration below, select one of them.



T \* recommended when your original is larger than B4, 81/2" x 14" or larger.

Touch the [Duplex/Series Copies] key.

Full Size 100%	Auto Reduce/Enlarge	
Sort 🛃	Rotate Sort 💵 🛚	Rotate Stack 💵 🖾
Adjust Image	Stamp Comb	ine Duplex/Series Copies Reduce/Enlarge

2

Confirm that the **[Duplex]** key is dark. If not, touch the **[Duplex]** key.

Adjust Image	Stamp	Combine	Duplex/Series Copies	Reduce/Enlarge
Duplex	2 sided copy fro Select mode.	m 1 Sided, 2 Side	ed or Book original(	s).
	1 Sided Orig.	2 Sided Orig.	Book	: Orig.
Series Copies	L <sub>s</sub> ,	$1 \rightarrow 1$ $2 \rightarrow 1$	<b>₩</b> →	<b>1</b>
	1 Sided→2 Sided	2 Sided→2 Sided	Single	Multi

# When you want to make two-sided copies from one-sided originals

Adjust Image

Stamp

- Touch the [1 Sided → 2 Sided] key.
- Duplex
   2 sided copy from 1 Sided, 2 Sided or Book original(s).

   Select mode.
   1 Sided Orig.

   Series Copies
   1 Sided Orig.

   2 Sided Orig.
   2 Sided Orig.

   Book Orig.
   1 2 > 1 2 > 1

   Series Copies
   1 Sided 2 Sided

   1 Sided 2 Sided
   2 Sided + 2 Sided

   1 Sided 2 Sided
   2 Sided + 2 Sided

Combine DuplexSeries Copies Reduce/Enlarge

- Select [Even] or [Odd] for the number of originals.
- Select [Top to Top] or [Top to Bottom] for the orientation referring to the table on page 64.
- 4 Touch the [Exit] key.

- **⑤** Set your originals ( see pages 30~33) and make your copies.
- If you set originals in the optional document feeder, the last page should be on the bottom.
- □ If you set one original in the optional document feeder at a time, start with the last page to be copied. Follow the procedures on pages 32 ~ 33.
- If you place originals on the exposure glass, start with the last page to be copied. After setting your original, press the Enter or Start key following the instructions on the display.

# When you make two-sided copies from two-sided originals

Touch the [2 Sided  $\rightarrow$  2 Sided] key.

Adjust Image	Stamp	Combine	Duplex/Series Copies	Reduce/Enlarge
Duplex	2 sided copy fro Select mode.	m 1 Sided, 2 Side	d or Book original(	s).
	1 Sided Orig.	2 Sided Orig.	Book	( Orig.
Series Copies		$1 \rightarrow 1_2$	<b>₩</b> ≁	©)+9R
	1 Sided→2 Sided	2 Sided→2 Sided	Single	Multi

- ② Set your originals (☞ see pages 30 ~ 33) and make your copies.
- If you set originals in the optional document feeder, the last page should be on the bottom.
- □ If you set one original in the optional document feeder at a time, start with the last page to be copied. Follow the procedures on pages 32 ~ 33.
- If you place originals on the exposure glass, start with the last page to be copied. After setting your original, press the Enter or Start key following the instructions on the display.

## When you make two-sided copies from book originals (Single, Multi)

- Touch the [Single] or [Multi] key.
- Touch the [Change Modes] key and select the copy paper size, because Auto Paper Select is canceled.

Adjust Image	Stamp 📕	Combine	Duplex/Series Copies	Reduce/Enlarge	
Duplex	2 sided copy from 1 Sided, 2 Sided or Book original(s). Select mode.				
	1 Sided Orig.	2 Sided Orig.	Book	Orig.	
Series Copies		$1 \rightarrow 1_2$	∭¥•	<b>M)</b> •0M	
	1 Sided→2 Sided	2 Sided→2 Sided	Single	Multi	

()Ready	Orig. 0	Check Modes	Qty 1
Auto Image Density TI≣I 8%×11 D	Erase Backgr	wund Letter	Change Modes
Adjust Image	Stamp Combin	e Duplex/Series Copie	s Reduce/Enlarge

3 Confirm that the reproduction ratio is appropriate. If not, select the proper ratio by touching the [Reduce/Enlarge] key referring to the following table.

Book original size	Copy paper	Ratio
A3 🕞	A4 🖓	100%
A4 🕞	A4 🖓	141%
11" x 17" 🕞	81/2" x 11" 🖵	100%
81/2" x 11" 🕞	81/2" x 11" 🖵	129%

A Set your originals. Start with the last page of your book original and work your way to the beginning.

Place the original face down on the exposure glass and align the last page with the left scale.

estitut.

Or, set the facing original in the optional document feeder as shown in the illustration.



- □ If you set originals in the optional document feeder, the last page should be on the bottom.
- □ If you place your original on the exposure glass, or set one original at a time in the document feeder, start with the last page to be copied.
- 6 Make your copies by pressing the Start key.
- □ If you select the [Multi] in step 0 and set your original on the exposure glass, repeat steps 3 and 3 until all originals are finished. To finish your job, press the Enter key following the instructions on the display.
- □ If you select the [Multi] in step and set one original at a time in the document feeder in step 4, press the Enter key to finish your job following the instructions on the display.

#### WORKING WITH BOTH SIDES OF ORIGINALS AND COPIES (Duplex/Series Copies)

#### Making One-sided Copies (Series Copies)

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



Note: The optional document feeder is required when you select one-sided copies from two-sided originals.

 When making one-sided copies from book originals, the maximum paper size (\$\overline\$ only) that can be used is as follows:

Metric version:A4  $\square$ Inch version: $81/2" \times 11" \square$ 

- $\square$  Book  $\rightarrow$  1 Sided mode does not support different size originals.
- Regarding functions that cannot be used together with this function, 
  see page 105.
- With the default setting, Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are selected. In this case, do steps 1, 2, and 1 to cancel the Duplex setting. You can change this default setting with the user tools.

If you want to change margin setting, touch the **[Adjust Image]** key. You can change this default setting with the user tools. • See page 143.





Touch the [Series Copies] key.

Adjust Image	Stamp	Combine	Duplex Series Copies	Reduce/Enlarge
Duplex	2 sided copy fn Select mode.	om 1 Sided, 2 Sid	ed or Book original(	(s).
	1 Sided Orig.	2 Sided Orig.	Book	( Orig.
Series Copies	ן זֵי < רַיַ	1_ <b>→</b> 1_2	∭¥)→Q	<b>*</b>
	1 Sided→2 Sided	2 Sided+2 Sided	Single	Multi
,	,	,		<b>v</b>

Adjust Image	Stamp	Combine	Duplex Series Copies	Reduce/Enlarge		
Duplex	Duplex 1 Sided copy from book or 2 Sided original(s).					
Series Copies	1	2)→ 12	1_ <b>→</b>			
	В	ook→1 Sided	2 Sided+1	Sided		

If you select the [Book  $\rightarrow$  1 Sided] key in step 2, touch the [Change Modes] key and select the copy paper size because Auto Paper Select is canceled. Confirm that the reproduction ratio is appropriate. If not, select the proper ratio by touching the [Reduce/Enlarge] key.  $\checkmark$  See the table on page 67.



Set your originals ( see pages 30 ~ 33) and make your copies.

- ☐ If you set originals in the optional document feeder, the last page should be on the bottom. See the second illustration on page 67.
- □ When you set a book original on the exposure glass, start with the last page to be copied aligning it with the left scale. riansigned See the top illustration on page 67.

Press the **Start** key.
# COMBINING ORIGINALS INTO ONE COPY (Combine)

From 2 One-sided Originals To 1 One-sided Copy



- If you want to make a booklet from 16 originals, fold copies as shown in the illustration.
- If you want to make a booklet that reads from right to left, change the default setting with the user tools.
   See page 144.
- Even if the number of originals in the optional document feeder is less than the number required in the selected mode, copies can be made as shown in the illustration. You can change this setting with the user tools.
   See page 150.
- If you add a blank sheet to the bottom of the stack of your originals, the copies can be made as shown in the illustration.





Auto Stamping, Date Stamping and Page Numbering will be copied <u>one</u> <u>per copy paper</u> as shown in the illustration. This doesn't apply to Booklet mode.



Auto Stamping, Date Stamping and Page Numbering will be copied <u>one</u> <u>per original</u> when you make a booklet from 4 or 16 originals as shown in the illustration.



#### COMBINING ORIGINALS INTO ONE COPY (Combine)

When you make a booklet from 4 or 16 originals, the maximum paper size that can be used is as follows:

Metric version:	A4
Inch version:	81/2" x 11"

 In this mode, the copier selects the reproduction ratio automatically. This reproduction ratio depends on the original and copy paper sizes as follows: Metric version: original: A4, copy paper: A4

Inch version: original: 81/2" x 11", copy paper: 81/2" x 11"

- Even if the direction of originals is different from that of copy paper, the copier will automatically rotate the image by 90° to make copies properly.
- □ The original size is decided when the first original is stored in the memory. So, you cannot use originals containing different sizes and directions together.
- Separation line between originals can be printed using the user tools. See page 144.
- Regarding functions that cannot be used together with this function, rese page 105.
- With the default setting, Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are selected. In this case, touch the [Duplex/Series Copies] key twice to cancel Duplex mode. You can change this default setting with the user tools.

If you want to change margin setting, touch the **[Adjust Image]** key. You can change this default setting with the user tools. • See page 143.



Full Size 100%	Auto Reduci	e/Enlarge				
Sort 🛃	Rotate Sort		Rota	te Stack ∎∎ 🖾		
Adjust Image	Stamp	Combi	ne	Duplex/Series Copi	ies Reduce/Enlarç	ge

- 2 Select one of the desired combine modes.
- The suitable reproduction ratio is selected automatically.

Adjust Imag	e 🚺 Stam	p Ci	ombine 🚺 Dup	lex/Series Copies	Reduce/Enlarge
This feature (	combines mult	iple originals	onto one page. !	Select layout fro	m choices below.
2 Originals		4 Originals	;	8 Originals	16 Originals
1 2 1 Sided	1 2 3 4 1 Sided	1 2 4 3 2 Sided	2 3 1 Booklet	1 2 3 7 2 Sided	< L→R > <u>SiZI6 8</u> <u>41316</u> 2 Booklet

 Check
 Oty
 1

 Auto image Density
 Ense Background
 Letter

 T □
 85 %
 Modes

 Adjust image
 Stamp
 Combine

 Dup lex/Series Copies
 Reduce,Enlarge

3

Touch the [Change Modes] key.

Select the same size copy paper as the original.

() Ready Orig.	0		Check Modes	aty 1
Auto Image Density				Erase Background
Auto Papae Seniert 🕨 🔳 🛚 😽	×110 1	🗉 8½×11	c 2E	J 8½×11 D
38 11	×17 🕫 🛛 4	∎ 8½×14	D .	
Full Size 100% Auto Radu	. e/interge			
Sort 📲 Rotate So	rt 💵 s 🛛 Ro	otate Stack 🛛	• Ex	
Adjust Image Stamp	Combine	Dup lex/Se	ries Copies	Reduce/Enlarge

# When setting one original at a time

- Set the original on the exposure glass or in the document feeder (● see page 30 or 32). Then press the **Start** key.
- □ Start with the last page to be copied.
- When the Start key turns green or the Auto Feed indicator on the document feeder is lit, set the next original. If you have set the original on the exposure glass in step 0, press the Start key.
- ❸ Repeat step ❷ until all originals are scanned.
- □ If the number of scanned originals is the required number in the selected mode, copying will start automatically.
- To finish your copying job, press the Enter and Start keys following the instructions on the display.

# 5

# When setting a stack of originals in the document feeder

- Set a stack of originals ( see page 30) in the document feeder and press the Start key.
- □ The last page should be on the bottom.

# PRINTING ID NUMBERS, PAGE NUMBERS, AND MESSAGES (Stamp)

Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are default settings. If you want to change the modes, touch the [Duplex/Series Copies] and [Adjust Image] keys. You can change this default setting with the user tools. See pages 141 and 143.

# Printing Numbers On The Background Of Your Copies (Background Numbering)

You can number your copies by printing a number on the background of the copy. This function can help you to keep track of confidential documents.



Background Numbering cannot be rotated. For example, if you select Rotate Sort with the Background Numbering, the copies will be as shown in the illustration.



- You can change some settings (size, density) of the numbers with the user tools. See page 150.
- Regarding functions that cannot be used together with this function, 
  rese page 105.



Full Size 100%	Auto Reduce/Enlarge		
Sort 🛃	Rotate Sort 💵 🖪	Rotate Stack ∎∎ 🖾	
Adjust Image	Stamp 📕 Com	oine 📕 Duplex/Series Copies	Reduce/Enlarge





- Enter the number you want to print on the first set using the **Number** keys.
- □ To change the entered number, touch the [C] key or press the Clear/Stop key. Then, enter the new number.





Touch the [Exit] key.

**5** Set your originals (**•** see pages 30 ~ 33) and press the **Start** key.

# Printing Preset Messages On Your Copies (Auto Stamping) - English Only

NOTE: If your machine is the metric version, this function cannot be used as a default setting. If you want to use this function, contact your sales or service representative.

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

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



\*A frame is printed around the message.

- You can change some settings of Auto Stamping (stamping position, size, density) using the user tools. See pages 146 ~ 147.
- One message can be stamped at a time.
- Regarding functions that cannot be used together with this function, rese page 105.

### Original setting, stamping position and direction

Key on Display	٢	$\uparrow$	٦	÷	*	→	Ľ	$\checkmark$	K
Stamping Position	1	2	3	4	5	6	$\bigcirc$	8	9

#### **Direction: Horizontal**



#### **Direction: Vertical**



Touch the [Stamp] key.

Touch the [Auto Stamping] key.



2	Select	the	desired	message	by
C	touchin	ıg a l	key.		

/// Auto Stamping
Select the stamp and whether you want the stamp printed on all pages or
<pre>stamp&gt;</pre>
Urgent Copy Priority Preliminary
Confidential For Your Information For Internal Use Only
<position direction=""></position>
R
Change All Pages Front Page Only
Lancei

If changing the stamping position and direction

• Touch the [Change] key.

<position direct<="" th=""><th>ion&gt; R Change</th><th>All Pages</th><th>Front Page Only</th></position>	ion> R Change	All Pages	Front Page Only
Cancel			Exit

Select the desired position and direction by touching keys. For position and direction, refer to the previous page. Touch the [Exit] key.

	Stamp Position/Direction Select position and direction, then press (Exit)		
H	<pre>«Position»</pre>	<direction>       123       123       Horizontal</direction>	S S S S S S S S S S S S S S S S S S S
			Exit



### If stamping on the front page only

Touch the [Front Page Only] key.



- Enter the total number of pages of your originals using the Number keys.
- Example:
   If you have 2 two-sided originals, the number of pages is 4.
- When you want to change the entered number, touch the [C] key or press the Clear/Stop key. Then, enter the new number.
- Source the [Exit] key.
- **5** Touch the **[Exit]** key. Set your originals (**•** see pages 30 ~ 33) and press the **Start** key.
- □ Start with the last page to be copied.

ſ	ſ	Wumber of Originals		1
	ľ	Front page only. Using the number keys, enter the to press [Exit].	tal number of originals	s (images) and then
		<total originals(images)=""></total>	1 images	
				Exit

# Printing Your Own Messages On Your Copies (User Stamping)

Up to four messages which you use frequently can be stored in the machine's memory. You can make copies with your message stamped.

- Before using this function, you have to store your messages using the user tools. See page 152.
- You can change some settings of User Stamping using the user tools. See page 148.
- Regarding original setting, stamping position and stamping direction, resee page 76.
- One message can be stamped at one time.
- Regarding functions that cannot be used together with this function, 
  rese page 105.

Touch the [Stamp] key.

Touch the [User Stamping] key.

		j j		į.
Adjust Image	Stamp	Combine	Duplex/Series Copies	Reduce/Enlarge
Select mode.	· •			
	URGENTI COPYI PRIORITY		07/03/1996 03.07.1996	12
Background Numbering	Auto Stamping	User Stamping	Date Stamping	Page Numbering

- Select the desired number where your message is stored by touching a key.
- Keys with no stored message cannot be selected. In the illustration, user stamps 1 and 2 have been stored.

Select the stamp and whe the front page only.	ther you want t	he stamp printed (	on all pages or	
<stamp></stamp>				
1	2	3	4	]
<position direction=""></position>		1		
R				
Channe		All Pa	ges Front	Page Only
onongo				

4

## If changing the stamping position and direction

• Touch the [Change] key.



- S Touch the [Exit] key.

. <u> </u>	ر ار
	<pre><direction> 123 123 123 Horizontal Vertical</direction></pre>
	Exit

## If stamping on the front page only

• Touch the [Front Page Only] key.

I	<stamp></stamp>						1
		2	3		4	]	
	<position direction=""></position>						-
	Ř	_					
	Change	]	All	Pages	Front F	'age Only	
	Cancel				E	xit	

- Enter the number of your originals using the Number keys.
- When you want to change the number entered, touch the [C] key or press the Clear/Stop key. Then, enter the new number.
- O Touch the [Exit] key.



Touch the [Exit] key.

Set your originals ( see pages 30 ~33 ) and press the **Start** key.



# Printing Dates And Page Numbers (Date Stamping, Page Numbering)

## **Date Stamping**



- ☐ You can change the settings of Date Stamping with the user tools. See page 148 ~ 149.
- □ If you select Date Stamping and Page Numbering together, the last stamping direction selected takes priority.
- □ The size and fonts of Date Stamping cannot be changed.
- Regarding functions that cannot be used together with this function, rese page 105.

## Original setting, stamping position and direction



Touch the [Stamp] key.

Touch the [Date Stamping] key.



<Direction>

Horizontal

ន

Vertical

Evi

/// Date Stamping

<Position>

Top Lef

Canci

<Today/s date>09/16/1995

Select position and direction, then press [Exit].

Bottom Right

Select the desired direction and position of Date Stamping using the keys on the display. Regarding position and direction, • see previous page.



Touch the [Exit] key.

**5** Set your originals ( $\bullet$  see pages 30 ~ 33) and press the **Start** key.

## Page Numbering

You can print page numbers on your copy. There are three types of page numbering (P1, P2..., 1/5, 2/5..., or -1-, -2-...)



- □ You can change the settings of page numbering with the user tools. See pages 144 ~ 145.
- □ If you select Date Stamping and Page Numbering together, the last stamping direction selected takes priority.
- □ If you select Stapling (**[Top]**) and Page Numbering (**[P1, P2...]** or **[1/5, 2/5...]**) together when making two-sided copies, page numbers and staple position might overlap. To avoid this, do the procedure described on page 62.
- □ The size and font of Page Numbering cannot be changed.
- Regarding functions that cannot be used together with this function, 
  rese page 105.



#### Original setting, stamping position and direction





#### PRINTING ID NUMBERS, PAGE NUMBERS, AND MESSAGES (Stamp)

- Select the desired format and orientation by touching the keys on display. Then, touch the **[Exit]** key.
- Regarding the [Shift Position] key,
   see page 62.



Using the number keys, enter the total number of originals (images) and then

1 images

С

Exi

# 4

# If you selected (P1, P2...) or (-1-,-2-...) in step $\mathbf{E}$

/// Number of Originals

<Total originals(images)>

Cancel

nress (Exit)

- Enter the total page number of originals using the Number keys.
- To change the number entered, touch the [C] key or press the Clear/Stop key, and then enter a new number.

Touch the [Exit] key.
 Go to step 5



# If you selected (1/5, 2/5...) in step **E**

- Confirm that the [Total pages] key is dark. If not, touch it. Enter the total number of originals using the Number keys.
- To change the number entered, touch the [C] key or press the Clear/Stop key, and then enter a new number.



Regarding [Last page] key, 

 see page 85.

#### 🖝 Go to step 🖸



### [Last page] key

In most cases, it is not necessary to input the data for this key. Use this key for the following conditions:

- Example 1: If you want to make an insertion into a completed copy set (in this case 2/3)
  - Enter "3" for the [Total pages] key.
  - Enter "2" for the [Last page] key.
  - **3** Using the original for 2/3 page, make your copy.



- Example 2: If you have 80 originals, and want to make copies using 40 originals at a time.
  - Set 80 ~ 41 pages of originals. Enter "80" for the [Total pages] key, and make your copies.
  - Set 40 ~ 1 pages of originals. Enter "80" for the [Total pages] key. Enter "40" for the [Last page] key, and make your copies.



# 5

# When setting one original at a time

- Set an original on the exposure glass or in the optional document feeder ( see pages 30 or 32). Then, press the **Start** key.
- □ Start with the last page to be copied.
- When the Start key turns green or the Auto Feed indicator of the document feeder is lit, set the next original. If you have set the original on the exposure glass in step **0**, press the Start key.
- ❸ Repeat step ❷ until your copying is finished.

# When setting a stack of originals in the document feeder

- Set a stack of originals in the document feeder (● see page 30), then press the **Start** key.
- Last page should be on the bottom.

# EDITING THE COPY IMAGE (Adjust Image)

# Copying The Image Twice On One Page (Double Copies)

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



- You can change the type of separation line or delete it with the user tools.
   See page 143.
- Please refer to the following table when you select original and copy paper sizes with 100% ratio:

Metric version:

Original	Copy paper
A5 🕞	A4 🖓
B6 🕞	в5 🖓

Inch version:

Original	Copy paper
51/2" x 81/2" 🕞	81/2" x 11" 🖵

- □ It is impossible to turn lengthwise (□) original images 90° on lengthwise (□) copy paper. In this case, select □ copy paper referring to the above table.
- □ A5 □, B6 □ and 51/2" x 81/2" □ originals cannot be detected properly on the exposure glass. Make sure to select the copy paper manually or set the originals in the optional document feeder. This setting can be changed by your service representative. See page 153.

- Regarding functions that cannot be used together with this function, rese page 105.
- Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are default settings. If you want to change the modes, touch the [Duplex/Series Copies] and [Adjust Image] keys. You can change this default setting with the user tools. See pages 141 and 143.
- Confirm that the [Auto Paper Select] and [Full Size] keys are dark.
- 2

Touch the [Adjust Image] key.

Adjust Issaas	Y	Storen	Combin	o Duplay Series Cenie	Poduco Colorno
Sort	44	Rotate Sort		Rotate Stack ∎∎ 🖾	
Full Size 1	00%	Auto Reduce	Æn large		

#### Touch the [Double Copies] key.

Adjust Image	Stamp	Combine Duplex/	Series Copies 🖡 Reduce/Enlarge
Select mode.			
ABC)→ Double (	ABC ABC Copies	Erase Center/Border	Margin Adjustment
<b>R</b> → Image F	<b>RE</b> lepeat	<b>R</b> → <b>R</b> Positive/Negative	Overlay/Merge

- Set your originals in the optional document feeder ( see page 30).
- □ If your original is A5 □, B6 □ or 51/2" x 81/2" □ and you do <u>not</u> set your originals in the document feeder, select the copy paper manually before making copies by touching the [Change Modes] key.



Press the Start key.

# Erasing The Center And The Border (Erase Center/Border)

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



□ The default setting of the erased margin is as follows. You can change this setting using the user tools. See page 143.

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. If your original is non-standard size, undesired areas might be erased.



- □ If you select copy paper manually, make sure to select the same direction as that of your original.
- Regarding functions that cannot be used together with this function, rese page 105.
- Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are default settings. If you want to change the modes, touch the [Duplex/Series Copies] and [Adjust Image] keys. You can change this default setting with the user tools. See pages 141 and 143.

Touch the [Adjust Image] key.

2 Touch the [Erase Center/Border] key.





Select keys.

Touch [Exit] key.

**5** Set your originals (**•** see pages 30 ~33) and press the **Start** key.

# Adjusting The Margin (Margin Adjustment)

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



The margin width default is as follows. You can change this setting using the user tools. See page 142.

Metric version:	5 mm
Inch version:	0.2"

Margin for two-sided copies (orientation: Top to Top):
 For copies that read from left to right, set the front left and back right margins.
 For copies that read from right to left, set the front right and back left margins.

#### EDITING THE COPY IMAGE (Adjust Image)

- When you make two-sided copies from one sided originals, a right margin 5 mm (0.2") is set on the back side automatically as a default setting. You can change this setting using the user tools.
- Regarding functions that cannot be used together with this function, rese page 105.
- Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are default settings. If you want to change the Duplex mode setting, touch the [Duplex/Series Copies] key. If you want to change the margin setting, touch the [Adjust Image] key (step 1). You can change this default setting with the user tools. See pages 141 and 143.

#### Touch the [Adjust Image] key.

Touch the [Margin Adjustment] key.



- Set the margin width by touching the right or left arrow key.
- To clear the width entered, touch the [Clear] key.



Touch the [Exit] key.





Set your original ( $\checkmark$  see pages 30 ~ 33) and press the **Start** key.

# Repeating An Image Over The Entire Copy (Image Repeat)

The original image is copied repeatedly.



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

Metric version:

Original size	Copy Paper Size	Reproduction ratio and number of repeat image
A5 🖵	A4 🖵	71% $\rightarrow$ 4 images
A5 🕞	A4 🕞	$35\% \rightarrow 16$ images
A5 🖵	A4 🕞	100% $\rightarrow$ 2 images
A5 🕞	A4 🖵	50% $\rightarrow$ 8 images

#### Inch version:

Original size	Copy Paper Size	Reproduction ratio and number of repeat image
51/2" x 81/2 " 🖵	81/2" x 11" 🖵	$65\% \rightarrow 4$ images
51/2" x 81/2" 🕞	81/2" x 11" 🕞	32% $\rightarrow$ 16 images
51/2" x 81/2" 🖵	81/2" x 11" 🕞	100% $\rightarrow$ 2 images
51/2" x 81/2" 🕞	81/2" x 11" 🖵	50% $\rightarrow$ 8 images

- Separate lines between repeated images can be printed using the user tools.
   See page 144.
- Part of a repeated image might not be copied depending on copy paper size, copy paper direction, or reproduction ratio.
- □ If your original is non-standard size, the copier might not detect the original size correctly. It is recommended to use originals of standard size.
- □ The copying speed might be slower in this mode.
- Regarding functions that cannot be used together with this function, rese page 105.

#### EDITING THE COPY IMAGE (Adjust Image)

Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are default settings. If you want to change the modes, touch the [Duplex/Series Copies] and [Adjust Image] keys. You can change this default setting with the user tools. See pages 141 and 143.



Touch the [Adjust Image] key.



Touch the [Image Repeat] key.





Touch the [Change Modes] key.

() Ready	Orig. 0	Check Modes	<sup>Qty</sup> 1
Auto Image Density T 🖽 8½×11 🖓	Erase Background 1 0 0 %	Letter	Change Modes
Adjust Image	Stamp Combine	Dup lex/Series Copies	Reduce/Enlarge

- Select the copy paper size by touching a key referring to the table on the previous page.
- Select the reproduction ratio by touching the [Reduce/Enlarge] key referring to the table on the previous page.
- Set your originals (• see pages 30 ~ 33) and press the **Start** key.

# Reversing Black and White (Positive/Negative)

Black and white images of the original are reversed.



- Regarding functions that cannot be used together with this function, rese page 105.
- Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are default settings. If you want to change the modes, touch the [Duplex/Series Copies] and [Adjust Image] keys. You can change this default setting with the user tools. See pages 141 and 143.

#### Touch the [Adjust Image] key.

Touch the **[Positive/Negative]** key.



2

Set your originals ( $\bullet$  see pages 30 ~ 33) and press the **Start** key.



# Merging Images (Overlay/Merge)

## Making 1 image from 2 (Overlay)

Two different originals can be merged onto the same copy paper.



### Merging a template into several copies (Copy Merge)

The image of the original which is copied *first* will be a background image (master) on all copies. Then, the *remaining* originals which follow the first one will be copied with the background.



- **The copying speed might be slower in this mode.**
- Regarding functions that cannot be used together with this function, 
  rese page 105.
- With the default setting, Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are selected. In this case, touch the [Duplex/Series Copies] key twice to cancel the Duplex mode. You can change this default setting with the user tools.

If you want to change margin setting, touch the **[Adjust Image]** key. You can change this default setting with the user tools. • See page 143.





Touch the [Overlay/Merge] key.

Adjust Image	Stamp	Combine Duplex	Series Copies	Reduce/Enlarge
Select mode.				
ABC → Double C	ABC ABC Copies	Erase Center/Border	Margin A	Adjustment
<b>R</b> → Image F	<b>RH</b> iepeat	<b>R</b> → <b>R</b> Positive/Negative	 Overla	→ IIII xy/Merge

- B Select the [Overlay] or [Copy Merge] key.
  - Touch the [Exit] key.





5

## When setting one original at a time

- Set an original on the exposure glass or in the optional document feeder (● see page 30 or 32). Then, press the **Start** key.
- □ When you select the **[Copy Merge]** in step **Đ**, the original for the template (master) should be read first.
- □ Start with the last page to be copied.
- When the Start key turns green or the Auto Feed indicator of the document feeder is lit, set the next original. If you have set the original on the exposure glass in step **0**, press the Start key.

❸ Repeat step ❷ until your copying is finished.

□ To clear the template (master), or finish your copying, press the Enter key.

# When setting a stack of originals in the document feeder

- Set a stack of originals ( see page 30) in the document feeder and press the **Start** key.
- □ When you select the **[Copy Merge]** in step **Đ**, the original for the template (master) should be on the bottom.
- □ The last page should be on the bottom.
- □ To clear the template (master) or finish your copying, press the Enter key.

# OPTIONAL FINISHING

Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are default settings. If you want to change the modes, touch the [Duplex/Series Copies] and [Adjust Image] keys. You can change this default setting with the user tools. See pages 141 and 143.

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

Copies can be assembled as sets in sequential order by sliding the shift tray from side to side.



Note: This function can be used only when your machine is equipped with the optional finisher.

#### Notes for Sort mode

- You can make up to 999 copy sets at a time. However, when the number of copies exceeds the capacity of the shift tray, remove copies from the copy tray. Regarding the capacity of finisher, extbf see the table on page 97.
- Different size originals can be used only when you make one-sided copies from one-sided originals.
- □ After starting copying, the only setting you may change is image density, The change will apply from the next copy. See page 37.
- The maximum number of pages that can be stored is as follows: A4, 81/2" x 11": Approximately 100 pages (images)
- □ You can change settings of this mode using the user tools. See page 151.
- □ When you make two-sided copies, the maximum number of copies stacked in the duplex unit at a time is limited. For details, riansigned see page 45.

□ For this finisher, the following limitations apply:

Metric version

Paper size		Paper weight		Maximum capacity
Maximum	Minimum	Maximum	Minimum	A4 or smaller: 1,500 sheets
A3	A5	157 g/m <sup>2</sup>	52 g/m <sup>2</sup>	B4 or larger: 1,000 sheets

Inch version

Paper size		Paper	weight	Maximum capacity
Maximum	Minimum	Maximum	Minimum	81/2" x 11" or smaller: 1,500 sheets
11" x 17"	51/2" x 81/2"	42 lb	14 lb	81/2" x 14" or larger: 1,000 sheets

Regarding functions that cannot be used together with this function, 
rese page 105.

**1** To select Sort mode, touch the **[Sort]** key.

OReady	Orig. 0			Qtty	1
Auto Image Density				Erase Ba	kground
Original:Letter	T				
Auto Paper Select	3				
Full Size 100%	Auto Reduce/Enlar	ge			
Sort 🍕	Тор	Bo	tom 📖	2 Staples	
Adjust Image	Stamp 📔 Co	mbine 👔	Duplex/Series Copie	es Reduce/E	in large

2 Enter the number of copies required using the **Number** keys.

# 3

## When setting one original at a time

- Set an original on the exposure glass or in the optional document feeder (● see pages 30 or 32). Then press the **Start** key. The copier starts memorizing the original image.
- □ Start with the last page to be copied.
- When the Start key turns green, or the Auto Feed indicator of the document feeder is lit, set the next original. If you have set the original on the exposure glass in step 0, press the Start key.
- $\square$  Set the original in the same direction as step **0**.
- When the memory capacity reaches 0%, the copier stops memorizing. Press the Start key to finish copy jobs which are already in memory. After that, follow the instructions on the display.
- 3 Repeat step 2 until all originals are scanned.
- 4 After all originals are put into memory, press the Enter key.
- O Press the Start key.
- □ If you want to stop storing images or to delete stored images, riangle see page 47.
- □ If you make one-sided copies, the first set of copies has been completed when all originals are stored in memory.

# When setting a stack of originals in the document feeder

- Set a stack of the originals in the document feeder (● see page 32), then press the **Start** key.
- □ Last page should be on the bottom.
- When memory runs out during copying, the machine can be programmed to behave in two ways with the user tools.
  - Memory Full Auto Scan Restart = [Yes]
    - → After all images in memory are copied, the machine will re-start scanning automatically. You should re-order your copies after all copy jobs are finished.
  - Memory Full Auto Scan Restart = [No]
    - → The machine will wait for you to press the **Start** key. At this point you should remove your copies from the copy tray. Press the **Start** key and then follow the instructions on the display to continue copying.

If you want to change the user tools setting, rese page 151.

□ If you want to stop storing images or to delete stored images, see page 47.

# Stapling (Staple)



Note: This function can be used only when your machine is equipped with the optional finisher.

□ For this mode, the following limitations apply:

Metric version:

Pape	r size	Paper weight		Stapler capacity	Shift tray capacity
Maximum	Minimum	Maximum	Minimum	A4 or smaller:	1. 1. 500 shoots
A3	B5	80 g/m <sup>2</sup>	64 g/m <sup>2</sup>	from 2 to 50 sheets B4 or larger: from 2 to 30 sheets	(30 sets of 50 sheets) A3: 1,000 sheets

#### Inch version

Pape	er size	Paper v	weight	Stapler capacity	Shift tray capacity
Maximum	Minimum	Maximum	Minimum	81/2"x11" or smaller:	81/2"v11"· 1 500 cheete
11" x 17"	81/2" x 11"	21 lb	17 lb	from 2 to 50 sheets 81/2"x14" or larger: from 2 to 30 sheets	(30 sets of 50 sheets) 11"x17": 1,000 sheets

- Post cards, tracing paper, OHP sheets, and adhesive labels, and paper that is curled or has low stiffness cannot be used.
- □ If the number of copies is over the stapler capacity, the copies will be delivered to the shift tray without stapling.
- If memory reaches 0% during copying, the copies will be delivered to the shift tray without stapling.
- □ If "♣ Add Staples" is displayed during copying, copies might be delivered to the shift tray without stapling.
- Copy paper with different sizes and directions cannot be stapled.
- Regarding functions that cannot be used together with this function, rese page 105.

# **Stapling Position And Original Setting**

## Single staple in the top left corner in Auto Paper Select

If you select Stapling with the Auto Paper Select and there is no paper that matches the direction of originals, the copier automatically rotates the copy image. As a result, you can get copies stapled in the left upper corner.

The maximum original image size that can be rotated is as follows:

Metric version:	A4
Inch version:	81/2" x 11"

The copy image cannot be rotated if you select [2 Staples].

If your original is A4,  $8_{1/2''} \times 11''$ , set originals and select the **[Top]** key to get copies stapled at the left upper corner.

Stapling position	Original	Original setting	Stapled copies
	G direction	on the exposure glass	When the image is <u>not</u> rotated.
[Top]		in the document feeder	When the image is rotated.
[]	D direction	on the exposure glass	When the image is <u>not</u> rotated.
		in the document feeder	When the image is rotated.

#### **OPTIONAL FINISHING**

□ If your original is <u>larger than A4, 81/2" x 11"</u>, (ex. or 11" x 17"), the original image cannot be rotated. In this case, set original and select the [Top] or [Bottom] keys as shown to get copies stapled at the left upper corner.



### Stapling positions <u>when there is copy paper that is identical</u> in size and direction as your original



\* recommend when your original is larger than B4, 81/2" x 14" or larger.

# When Setting One Original At A Time



Select one of three stapling by touching a key.



- 2 Set an original on the exposure glass or in the optional document feeder. (
   See pages 30 or 32.) Then, press the Start key. The copier starts memorizing the original images.
- □ Start with the last page to be copied.
- B When the **Start** key turns green, or the **Auto Feed** indicator of the document feeder is lit, set the next original. If you have set the original on the exposure glass in step **2**, press the **Start** key.
- Set the original at the same direction in step 2.
  - Repeat step **I** until all originals are scanned.

After all originals are put into memory, press the Enter key.

Follow the instructions on the display. In some cases, you must press the **Start** key.

# When Setting A Stack Of Originals In The Document Feeder



5

6

Select one of three stapling by touching a key.

Set a stack of originals in the document feeder (  $\checkmark$  see page 30) , then press the **Start** key.

□ The last page should be on the bottom.

# **COMBINATION CHART**

The combination chart on pages 106 and 107 shows which modes can be used together. When you read the chart, please refer to the following tables.

BLANK CELL	means that these modes can be used together.
≯	means that the mode after you select will be the mode you're working in.
X	means that these modes cannot be used together.

Α	Setting originals															
В	Finishing															
С	Selecting copy paper															
D	Image Rotation															
Е	[Duplex]															
F	[Series Copies]															
G	[Combine]															
Н	[Overlay/Merge]															
I	[Reduce/Enlarge]															
J	[Adjust Image]															
K	Adjusting image density															
L	Selecting original setting															
М	[Stamp]															
Mode after you select			Α			В					С				D	
-----------------------	--	--	---	----------	---	---	----------	---	----------	---	----------	----	----	----	----------	----
Mod	e bei	fore you select	1	2	3	4	5	6	7	8	9	10	11	12	13	14
	1	Setting original on the exposure glass		→	Ŷ											
Α	2 Setting an original in the DF (SADF)		→		→											
	3	Setting a stack of originals in the DF (ADF)	→	X												
	4	Sort					→	→			X	X				
_	5	Rotate Sort				→		→			X	X				
в	6	Rotate Stack				→	<b>→</b>				X	X				
	7	Sort with optional finisher								→	X	X				
	8	Staple with optional finisher							→		X	X				
-	9	Using the bypass tray (standard size)				X	X	X	X	X		→	→	t	→	X
С	10	Using the bypass tray (non-standard size)				X	X	X	X	X	→		→	t	→	X
-	11	Selecting paper size manually									→	→		Ŷ	→	
	12	Auto Paper Select									↑	→	→			
D	13	Image Rotation in Auto Paper Select									1	→	→			
_	14	Image Rotation in Duplex									X	X				
	15	one-sided $\rightarrow$ two-sided									X	X				
Е	16	two-sided $\rightarrow$ two-sided									X	X				→
-	17	Single (from book original)					X	X			X	X		X	X	→
	18	Multi (from book original)		<u> </u>			X	X	<u> </u>		X	X		X	X	→
F	19	two-sided $\rightarrow$ one-sided														→
-	20	$Book \rightarrow one-sided$					X	X			X	X		X	X	→
-	21	2 one-sided $\rightarrow$ 1 one-sided (2 in 1)									X	X		X	X	X
-	22	4 one-sided $\rightarrow$ 1 one-sided (4 in 1)									X	X		X	X	X
G	23	4 one-sided $\rightarrow$ 1 two-sided (4 in 1)									X	X		X	X	X
	24	8 one-sided $\rightarrow$ 1 two-sided (8 in 1)									X	X		X	X	X
-	25	4 one-sided $\rightarrow$ booklet (4 in 1)									X	X		X	X	X
	26	16 one-sided $\rightarrow$ booklet (16 in 1)									X	X		X	X	X
Н	27	Overlay/Merge				X	X	X	X	X	X	X				X
1	28	Reducing/Enlarging														
-	29	Auto Reduce/Enlarge									X	X		t	<b>→</b>	
-	30	Double Copies					X	X							X	
-	31	Image Repeat				X	X	X	X	X	X	X		X	X	
	32	Erase Center		<u> </u>					<u> </u>		<u> </u>					
Ŭ	33	Erase Border														
	34	wargin Adjustment for front side									×	×				
	35	Iniargin Adjustment for back side									^	^				
	30	Fusilive/Ivegalive														
ĸ	30 30	Auto Image Density														
	30	Manual Image Density		<u> </u>					<u> </u>							
	<u>10</u>	Letter mode														
	40	Letter/Photo mode														
L	/12	Photo mode														
	43	Generation Copy mode														
	44	Auto Stamping									x	x				
	45	User Stamping									X	X				
М	46	Date Stamping									X	X				
	47	Page Numbering									X	X				
	48	Background Numbering														
	49	Interrupt Copying				X	X	X	X	X	Ì				X	X

			E	Ξ		F				(	3			Н		I				J					Κ			L	_				М		
	$\smallsetminus$	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
	1																																		
Α	2																																		
	3																																		
	4													X				x																	
	5			X	X		X							×			X	X																	1
в	6			X	X		X							×			X	X																	1
	7													×				X																	
	8													×				X																	
	9	X	X	X	X		X	X	X	X	X	X	X	X		X		X			X	X									X	X	X	X	
c	10	X	x	x	x		x	x	x	x	x	x	x	×		x		x			X	x									x	X	X	x	
ľ	11																																		
	12			→	→		→	→	→	→	→	→	→			→		→																	
	13													→			X																		
Ľ	14		→	→	→	→	→	X	X	X	X	X	X	X																					
	15		→	→	→	→	→	X	X	X	X	X	X	X																					
E	16	→		<b>→</b>	→	→	→	X	X	X	X	X	X	X																					
	17	<b>→</b>	<b>→</b>		<b>→</b>	→	→	X	X	X	X	X	X	X		X		X																	
	18	→	→	→		→	→	X	X	X	X	X	X	X		X		X															$\vdash$	L	_
F	19	→	<b>→</b>	→	→		<b>→</b>	X	X	X	X	X	X	X		X																			
-	20	→	+	→	→	1		X	X	X	X	X	X	X		X		X																	_
	21	X	X	X	X	X	X		<b>→</b>	<b>→</b>	<b>→</b>	<b>→</b>	→	X		X	X	X																	<u> </u>
	22	X	X	X	X	X	X	→		→	→	→	ł	X		X	X	X															⊨		<u> </u>
G	23	X	X	X	X	X	X	→	→		<b>→</b>	<b>→</b>	ł	X		X	X	X															⊨		<u> </u>
	24	X	X	X	X	X	X	<b>→</b>	→	→		→	<b>→</b>	×		X	X	X																	<u> </u>
	25	X	X	X	X	X	X	<b>→</b>	→	→	→		+	X		X	X	X															<u> </u>		-
	26	×	×	X	X	X	X	→ ×	→ v	→ v	→ v	→ ~	~	×		X	×	×															-		<u> </u>
н	27	^	^	^	^	^	^	^	^	^	^	^	^	_				^																	<u> </u>
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	36												$\vdash$		-									-										-	
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	49	x	X	X	X	X	X	X	X	X	X	X	X	X			X	X	X	X	X	X	X								X	X	X	x	X

# WHAT TO DO IF SOMETHING GOES WRONG

IF YOUR COPIER DOES NOT OPERATE AS YOU WANT	
IF YOU CANNOT MAKE CLEAR COPIES	
IF YOU CANNOT MAKE COPIES AS YOU WANT	
LOADING PAPER	
Non-recommended Paper	117
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Loading Paper In The Paper Tray	
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ADDING TONER	
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Check The Display	
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When Misfeed Occurs At The Large Capacity Tray	
When Misfeed Occurs In P Section	
When Misfeeds Occur In R Section	
REMOVING JAMMED STAPLES	

## IF YOUR COPIER DOES NOT OPERATE AS YOU WANT

Copier's Condition	Action				
Nothing happens when the main switch	Check the power cord. Is it properly plugged into the outlet?				
	Plug it in firmly.				
The machine has automatically switches itself off (Auto Off).	Turn on the main switch.				
The indicator of the Clear Modes/Low	The copier is in Low Power mode.				
<b>Power Mode</b> key is lit, and the display is off.	Press the Clear Modes/Low Power Mode key.				
I and messages are displayed.	Follow the instructions on the display.				
Paper runs out.	Load paper. 🖝 See page 117.				
is displayed.	Add toner. 🖝 See page 120.				
📩 is displayed.	Add staples. 🖝 See page 121.				
<sup>s₄</sup> r is displayed.	Demove minfed names 🖛 See name 100				
🚣 is displayed.	Remove misled paper. 🗢 See page 122.				
⊡⁄∽ is displayed.	Close the indicated doors or covers.				
⊡• is displayed.	Set the fusing unit correctly. For position of the fusing unit, • see page 4.				
📩 is displayed.	Remove the jammed staples. 🖝 See page 125.				
<b>1</b> is displayed.	Turn the main switch off, wait a few seconds, and then turn it on. If $\Upsilon$ appears again, call your service representative.				
🐼 is displayed.	Used toner bottle is full. Call your service representative.				

#### IF YOUR COPIER DOES NOT OPERATE AS YOU WANT

Copier's Condition	Action					
	After loading a new staple cartridge, staples might not be ejected the first few times you try to use the stapler.					
	🗯 Try again.					
Staples do not come out at all.	A few sheets might not be stapled. To correct this, try turning over the paper stack in the tray unit. If there is no improvement, change to copy paper with less curl.					
	There are jammed staples in the stapler.					
	🗯 Remove jammed staples. 🖝 See page 125.					
	Is the right kind of paper in the paper tray?					
	Paper size and weight must be within the specification for this copier.					
	Is folded, wrinkled, damp, or curled paper in the paper tray?					
	Always use dry, undamaged paper.					
Misfeeds occur frequently.	Is the paper properly set in the paper tray?					
	Always load paper correctly.					
	Are there any pieces of misfed paper or other foreign objects in the machine?					
	Make sure that the paper path is completely clear of paper and other material after a misfeed.					
	Copy paper size setting is not correct.					
	<ul> <li>Set the proper paper size using the user tools.</li> <li>See page 138.</li> </ul>					

□ If you cannot correct the problem by taking the above actions, please contact your service representative.

# IF YOU CANNOT MAKE CLEAR COPIES

Problem	Cause	Action					
	The image density is too dark.	Adjust the image density. See page 37.					
Copies appear dirty.	Erase Background is not selected.	Confirm that the <b>[Erase</b> <b>Background]</b> key is dark. If not, touch it.					
	The platen cover, exposure glass, or document feeder belt is dirty.	Clean them. 🖝 See page 156.					
The reverse side of an	The image density is too dark.	Adjust the image density. See page 37.					
original image is copied.	Erase Background is not selected.	Confirm that the <b>[Erase</b> <b>Background]</b> key is dark. If not, touch it.					
	The original has a low contrast image.	Adjust the image density.					
Copies are too light.	The image density is too light.	• 000 page 01.					
	Damp or rough grain paper is used.	Use dry paper without rough grain.					
	Toner bottle is almost empty.	Add toner. 🖝 See page 120.					
The same copy area is dirty whenever making cop- ies.	The platen cover, exposure glass, or document feeder belt is dirty.	Clean them. 🖝 See page 156.					
Parts of the image are not	The original is not set correctly.	Set originals correctly. See pages 30 ~ 33.					
copied.	An improper paper size is selected.	Select the proper paper size.					
Copies are blank.	The original is not set correctly.	Set originals correctly. See pages 30 ~ 33.					
A moire pattern is pro- duced on copies as shown in the illustration.	Your original has dot pattern	Place the original on the					
<b>R</b> →	image or many lines.	exposure glass at a slight angle.					

□ If you cannot correct the problem by taking the above actions, please contact your service representative.

# IF YOU CANNOT MAKE COPIES AS YOU WANT

#### Finishing

Problem	Cause	Action				
	After loading a new staple cartridge first few times you try to use the sta	e, staples might not be ejected the apler.				
Copies are not stapled.	A few sheets might not be stapled. To correct this, try turning ov the paper stack in the tray unit. If there is no improvement, chan copy paper with less curl.					
	There are jammed staples in the stapler.	Remove jammed staples.    See page 125.				
	The number of copies exceeds the capacity of the stapler.	Check the stapler capacity. See page 100.				
Staples are wrongly posi- tioned.	Originals are not set correctly.	Set originals correctly. See pages 101 ~ 103.				

#### 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 the table on page 86.
In Center/Border mode, parts of the original image are not copied.	You set the wide erased margin. Your original has narrow margins on four sides.	Set the narrower margin using the user tools. • See page 143.

#### Adjust Image (continued)

Problem	Cause	Action				
In Margin Adjustment mode, parts of the original image are not copied.	You set the wide margin.	Set the narrower margin using the user tools. See page 142.				
In Image Repeat mode, the	You selected the same size copy paper as originals, and did not	Select copy paper larger than originals.				
repeatedly.	select the proper reproduction ratio.	Select the proper reproduction ratio.				

#### Stamp

Problem	Cause	Action				
Auto Stamping does not appear on copies.	The original is not set correctly.	Set originals correctly. See page 76.				
Original image and Auto Stamping overlap on cop-	You selected the solid density.	Change the density of Auto Stamping using the user tools. See page 146.				
not be read.	Your original has narrow margins on four sides.	Change the stamping position. See page 76.				
	User Stamping is not registered correctly.	Register User Stamping again using the user tools. See page 152.				
User Stamping does not appear on copies.	The low density image is registered.	Register User Stamping again with the high density original using the user tools. See page 152.				
	The original is not set correctly.	Set originals correctly. See page 76.				

#### Stamp (continued)

Problem	Cause	Action					
Date Stamping does not appear in the desired direction.	You have selected Date	The stamping position decided afterwards takes priority. Select					
Page Numbering does not appear in the desired direction.	together.	the same directions for both modes.					
Directions of Background Numbering and original im- ages on copies do not match.	Background Numbering cannot be rotated. If you set originals incorrectly, the Background Numbering does not appear copies in correct direction.	Set originals as follows:					
Date Stamping does not appear on copies.	The original is not set correctly.	Set originals correctly. See page 81.					

#### **Duplex**

Problem	Cause	Action					
Order of copies is not cor- rect.	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 a original on the exposure glass, start with the last 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. See page 64.					

#### Combine

Problem	Cause	Action	
You cannot make a booklet from 16 originals by folding copies.	Combine Original Booklet Format is not correct.	Change setting using the user tools. • See page 144.	
	Your original is larger than A4 or 81/2" x 11". The maximum original size th can be used is A4, 81/2" x 11 Use the correct original.		
Parts of the image are not copied.	You selected a different size	Copy paper must be the same size as your original. Select the correct paper size.	
	сору рарег полт уойг ондтав.	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 cor- rect.	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 last page to be copied.	

# LOADING PAPER

- Regarding paper sizes that can be set, see the following pages:
  - 1st tray

1st trav

- See page 128, 130, and 131.
  See page 133.
- optional tray unit Capacity tray See page 133.
- □ If you want to change the paper size, see the following pages:
  - See page 128, 130, and 131.
  - optional tray unit See page 133.

large capacity trav

✓ See page 153.

#### Non-recommended Paper

- □ Folded, curled, creased, or damaged paper
- Torn paper
- Perforated paper
- Paper with conductive or low electrical resistance coating such as carbon or silver coating
- □ Thermal paper, art paper
- □ Thin paper that has low stiffness

#### **Notes For Paper**

- □ Load paper with the copy side <u>down</u> in the 500-sheet trays, and with the copy side <u>up</u> in the large capacity tray. If copies are curled, try turning the copy paper over in the tray. If there is no improvement, change to copy paper with less curl.
- Do not use copy paper that has been already copied on.
- □ The following types of paper cannot be fed from the paper tray. Load them in the bypass tray. See page 50.
  - OHP transparencies
     • adhesive labels
     • translucent paper
  - post card
- Correct curls in copy paper before loading.
- □ Fan copy paper to get air between the sheets before loading.

## Loading Paper In The Paper Tray



Pull out the paper tray until it stops.



2 Load paper in the paper tray. Do not stack paper above the limit mark inside the paper tray.



Push the tray in until it stops.



#### Loading Paper In The Large Capacity Tray

- If the **Down** key is not lit, press it to lower the bottom plate. The key will blink while the bottom plate is moving down.
- □ If the key is lit or blinking, proceed to step 2.



After the **Down** key stops blinking and lights, open the cover.



**B** Load paper into the tray (not more than 1,000 sheets). The paper stack must be flush with the left side.

Close the cover.





# ADDING TONER

When " Add Toner" is displayed on the display, it is time to supply toner.

MARNING: Do not incinerate the used toner bottle. Toner bottle might ignite when exposed to open flame.

**WARNING:** Dispose of the used toner bottle according to your local regulations.

- NOTE: When adding toner, do not turn off the main switch. If you do, your copy settings are cleared.
- NOTE: Before setting the new toner bottle, shake it well at least 5 or 6 times.
- NOTE: Do not remove the toner cap of the new toner bottle.
- Open the front cover of the copier.
- 2 You can find the sticker (with at the top) explaining how to add toner, inside the front cover as shown in the illustration.



B Load the new toner bottle following the instructions on the sticker.

# **ADDING STAPLES**

When " Add Staples" is displayed, add staples as follows:

Do not remove the tape before setting the new staple refill in the cartridge. If you do, the staples fall into pieces.



- **1** Open the front door of the finisher.
- 2 You can find a sticker (with i at the top) explaining how to add a staple cartridge, inside the front door as shown in the illustration.
- Add the new staple cartridge following the instructions on the sticker.



# **CLEARING MISFEEDS**

WARNING: Since some parts of the copier are supplied with high electrical voltage, touch only the parts specified in the instructions on the sticker inside the machine's cover.

When removing misfed paper from sections B and C, use cautions. The fusing unit may be very hot. See page 4 for the position of the fusing unit.

ACAUTION: Do not leave any torn scraps within the machine.

- NOTE: When clearing misfeeds, make sure that all units and levers are returned to their original positions and all covers are closed.
- NOTE: Do not touch originals in the optional document feeder when a paper misfeed occurs in the copier. If you do, the copier cannot know which originals have been copied, and which should be copied.

#### **Check The Display**

The display shows the location of misfed paper. Remove them following instructions.

- P is indicated only when your machine is equipped with the optional document feeder.
- R1 and R2 are indicated only when your machine is equipped with the optional finisher.



#### When Misfeeds Occur In A, B, C, Y, Or Z Section

- Open the front cover of the cop-1 ier
- You can find a sticker (with <sup>\$4</sup> at the top) explaining how to remove misfed paper, inside the front cover as shown in the illustration.





B Remove misfed paper following the instructions on the sticker.

### When Misfeed Occurs At The Large Capacity Tray

Swing out the tray grasping the tray handle, and remove any misfed paper.



9	Return	the	tray	to	its	original	po-
4	sition.						

## When Misfeed Occurs In P Section

You can find a sticker, explaining how to remove the misfed paper, on the optional document feeder as shown in the illustration.



2

Remove the misfed original referring to the sticker.

## When Misfeeds Occur In R Section

- Open the front door of the optional finisher.
- 2 You can find a sticker (with <sup>34</sup> at the top) explaining how to remove misfed paper, inside the front door as shown in the illustration.
- B Remove misfed paper following the instructions on the sticker.



# **REMOVING JAMMED STAPLES**

When " Check Staple Unit" is displayed, staples are jammed in the optional finisher. Remove jammed staples as follows:

WARNING: Since some parts of the finisher are supplied with high electrical voltage, touch only the parts specified in the instructions on the sticker inside the finisher's cover.

- □ After loading a new staple cartridge, staples might not be ejected the first few times you try to use the stapler.
- Den the front door of the optional finisher.
- 2 You can find a sticker (with data the top) explaining how to remove jammed staples, inside the front door as shown in the illustration.



B Remove jammed staples following the instructions on the sticker.

# CHANGING THE COPIER'S SETTINGS

CHANGING PAPER SIZE	128
Changing Paper Size In The 1st Tray1	28
Changing The Paper Size In The Optional Tray Unit (Trays 2, 3, and 4)	33
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# CHANGING PAPER SIZE

## Changing Paper Size In The 1st Tray

#### Standard size paper

□ You can select paper of the following sizes:

Metric version	Inch version	
A3 ┏, B4 ┏, A4  ┏, B5  ┏, A5	11" x 17" 🖙, 81/2" x 14" 🖙, 81/2" x 11" 🖓 🖙,	
81/2" x 11" 🖵 🕞	51/2" x 81/2" 🖓, A3 🖙, A4 🖓 🖙, A5 🖓	







Remove the copy paper.







#### CHANGING PAPER SIZE

Set the left guide to the paper size you want to use as shown in the illustration.

Load paper in the tray.

mark.

Do not stack paper over the limit





- 6 While pressing the release lever on the front guide, slide the front and rear guides to the paper size you want to use.
- Select the paper size by adjusting the paper size selector on the back side of the tray.





- B Push the paper tray in until it stops.

#### F/F4 size paper (8" x 13", 81/4" x 13", or 81/2" x 13)



2 Select "F/F4" by adjusting the paper size selector on the back side of the tray.







tain Menu		Exit
llowing default sett	ings.	
ൽ	Basic Settings	
1	Copy Features	
	ain Menu loving default sett	kin Menu loving default settings. Basic Settings E Copy Features

**5** Touch the **[Next]** key three times to reach the paper size setting menu.

**6** In the "Tray 1 <F/F4> Paper Size Setting" menu, the present size setting is displayed. Touch the **[Change]** key. Select the new paper size by touching a key. Then, touch the **[Exit]** key.

Press the User Tools key, then push the paper tray in until it stops.

#### Special size paper

□ You can select paper of the following sizes:

Metric version	Inch version
11" x 17" □, 81/2" x 14" □, 51/2" x 81/2" □,	11" x 15" 🖙, 10" x 14" 🖙, 8" x 101/2" 🖙,
8" x 10" 🗗	8" x 10" 🖙, B4 🖙



Follow steps **1** to **6** on pages 128 and 129.

2 Select \* by adjusting the paper size selector on the back side of the tray.





	User Tools	Guidance
É	$\bigcirc \diamondsuit$	े ?



- **5** Touch the **[Next]** key three times to reach the paper size setting menu.
- In the "Tray 1 <\*> Paper Size Setting" menu, the present size setting is displayed. Touch the **[Change]** key. Select the new paper size by touching a key. Then, touch the **[Exit]** key.
- "\*" (asterisk) is displayed on the key for paper sizes that cannot be detected in some modes (ex. Auto Paper Select).

Press the **User Tools** key, then push the paper tray in until it stops.

#### Changing The Paper Size In The Optional Tray Unit (Trays 2, 3, and 4)

□ You can select paper of the following sizes:

Metric version	Inch version	
A3  , B4  , A4  , b, B5  , b 11" x 17"  , 81/2" x 14"  , 81/2" x 11"  , 8" x 10"  , 8" x 13"  , 81/2" x 13"  , 81/4" x 13"	11" x 17" , 81/2" x 14" , 81/2" x 11" , 11" x 15" , 10" x 14" , 8" x 101/2" , 8" x 10" , A3 , B4 , A4 , 4, 8" x 13" , 81/2" x 13" , 81/4" x 13" ,	

**1** Follow steps **1** to **5** on pages 128 and 129.



Press the **User Tools** key.



	_
5	
	1
Г	

5

6

Touch the [Basic Settings] key.

User Tools Main Menu	Exit
Select one of the following default settings.	
Basic Settings	
Copy Features	

Touch the [Next] key three times to reach the paper size setting menu.

Find the paper tray (2, 3, or 4) and touch the **[Change]** key. Select the new paper size by touching a key. Then, touch the **[Exit]** key.

Press the **User Tools** key, then push the paper tray in until it stops.

# **USER TOOLS**

This section is for the key operators in charge of this copier. You can change or set the copier's default settings using the following user tools.

#### **User Tools Menu**

	Menu	🖝 See
	Auto Response (Human) Sensor	
	Operation panel beeper	page 137
	Copy count display	
	Set date	
	Set time	
S	Auto Reset	nage 137
inç	Low Power Timer	page 137
ett	Auto Off Timer	page 138
Basic S	Paper Type Display (for each tray)	page 138
	Tray 1 <*> Paper Size Setting	
	Tray 1 <f f4="">Paper Size Setting</f>	page 138
	Paper Size Setting (for tray 2, 3, and 4 (option))	
	Paper Tray Priority	
	Original: <f f4=""> Size Setting</f>	page 139
	ADF: Thin Paper Mode Auto Tray Switching	

	Menu 🖝 See		🖝 See
ŝS	Сору	Auto Paper Select Priority	
nre	Modes	Auto Image Density Priority	
eat		Original Mode Priority	page 141
ц		Full Main Menu Display	
Duplex Mode Priority User Reproduction Ratio 1, 2			
		Maximum copy quantity	page 142
		Original beeper	

			Menu	🖝 See
	Adjust	Margin Adjust Front		nago 142
	Image	Margin Adjust Back		page 142
		Erase Border		
		Erase Center		page 143
		$1 \rightarrow 2$ Duplex Auto N	1argin Adjust	
		Double Copies Separ	ation Line	page 143
		Combine Originals Bo	oklet Format	nago 144
		Image Repeat/Combin	ne Separation Line	paye 144
	Stamp	Page Numbering Forr	nat	page 144
		P1,P2 1/5,2/5 Form	nat Position	nage 145
		-1-,-2- Format Position	n	page 140
ed		Auto Stamping	1	_
nu			Size	page 146
nti		Stamp Layout	Density	
00)			Position	page 147
SS		User Stamp		-
iure			Size	-
eat		User Stamp Layout	Density	nago 1/8
Ч –			Position	page 140
(do			Number of Stamps Per Page	_
Ŭ			Date Format	-
		Data Pacition/Format	Orientation	
		Date FUSItion/Format	Position	nogo 140
			Position Top Left	page 149
		Dealers and Newberg	Position Bottom Right	
		Background Numberin	ng Size	page 150
	Incut/	Duploy Remaining Co		
	Output	Combine Remaining Co		page 150
	output	SADE Auto Posot Tir		
		Mixed Original Sizes	IE	nage 151
		Auto Sort Mode		Page 101
		Memory Full Auto Scan Restart		page 151
		Retate Sort Auto Baper Continue		
		Rotate Sort Auto Paper Continue		

## How To Change The Basic Settings And Copy Features

Confirm that the copier is in the initial condition. If not, press the **Clear Modes/Low Power Mode** key.



Press the User Tools key.





Touch the **[Basic Settings]** or **[Copy Features]** key.

User Tools	Main Menu		Exit
Select one of the f	ollowing default	settings.	
	쪱	Basic Settings	
	·		
	冒	Copy Features	

Select the desired settings following the instruction on the display.

□ [▼Next] [▲Prev.] [Exit]	<ul> <li>Use to go to the next page.</li> <li>Use to go back to the previous page.</li> <li>Touch this key after entering the new data.</li> </ul>
[Cancel] [Menu]	In the "User Tools Main Menu", touch to exit the User Tools condition. : Touch to return to the previous menu without changing any data. : Use to go back to the previous menu.

To return to the initial condition, press the **User Tools** key.

# **Basic Settings**

MENU	DESCRIPTION
Auto Response (Human) Sensor	When the auto response sensor does not detect anyone operating it, the copier will be in the some Reset modes (Auto Reset, Low Power mode, Auto Off, or SADF Auto Reset) after the selected time in each menu. You can cancel this setting.
Operation panel beeper	The beeper (key tone) can be turned on or off.  Default: On
Copy count display	The copy counter can be set to show the number of copies made (count up) or the number of copies remaining to be made (count down).
Set date Set time	Use to set the date and copier's internal clock. Set the date and clock following the touch panel display instructions.
	<ul> <li>Date of the Date Stamping mode depends on these.</li> <li>If necessary, remember to adjust the clock for daylight saving time (summer time), or return it to the standard time.</li> </ul>
	[▼ Next]
Auto Reset	The copier returns to its initial condition automatically after your job is finished. The automatic reset time can be set from 10 seconds to 180 seconds in 10 seconds steps or no auto reset (0 second).
Low Power Timer	<ul> <li>The copier will automatically enter a Low Power condition after the selected time after the last copying job has been completed. This time can be set from 1 to 240 minutes in 1 minute steps.</li> <li>Default: 15 minutes</li> <li>The operator can activate the Low Power mode by pressing the Clear Modes/Low Power Mode key for more than one second.</li> <li>Time required to return to a ready condition from the Low Power mode is less than 30 seconds.</li> <li>In this mode, power consumption is reduced from less than 0.22kW (standbu) to less than 0.19 kW</li> </ul>

(Basic Settings)	
MENU	DESCRIPTION
Auto Off Timer	To conserve energy, this copier automatically turns off 60 minutes after the last copying job has been completed. This time can be set from 10 to 240 minutes in 10 minutes steps. Default: 60 minutes To exit Auto Off mode, turn on the main switch. The main switch for
	<ul> <li>In Auto Off mode, power consumption is reduced from less than</li> </ul>
	0.22kW (standby) to less than 0.04 W.
Paper Type Display	When recycled paper or special paper is in the paper travs
	paper type can be indicated on the touch panel display.
	You cannot select both of recycled paper and special paper for one tray.
	[▲ Prev.] [▼ Next]
Tray 1 <*> Paper Size Setting	If you want to use special paper size, you can set the paper size for tray 1.
	Default: Metric version: 11" x 1/" Inch version: 10" x 14"
	<ul> <li>Regarding procedures and paper sizes that can be selected,</li> <li>see page 131.</li> </ul>
	Make sure to select * by adjusting the paper size selector on the back side of the tray.
	* (asterisk) is displayed on the keys of paper sizes that cannot be used in the Auto Paper Select.
Tray 1 <f f4=""> Paper Size Setting</f>	If you want to use 81/2" x 13, 8" x 13", or 81/4" x 13" paper for the 1st tray, use this user tool. □ Default: 81/2" x 13
	<ul> <li>Regarding procedures, <ul> <li>see page 130.</li> <li>Make sure to select F/F4 by adjusting the paper size selector on the back side of the tray.</li> </ul> </li></ul>
Paper Size Setting	Use to change the paper sizes in the optional tray unit.
Tray 2, 3, and 4 (option)	□ Default: Metric version: A4 □ Inch version: 81/2" x 11" □
	Make sure to change the paper size setting, when changing the paper size in the tray. If not, misfeed might occur.
	Make sure to select the paper size when installing the optional tray unit.
	[▲ Prev.] [▼ Next]

#### (Basic Settings) MENU DESCRIPTION [ Prev.] **[▼** Next] Paper Tray Priority You can choose the tray which will be active under the following conditions: when the main switch is turned on. after the Auto Reset or Low Power mode. • after pressing the Clear Modes/Low Power Mode key Default: Tray T (1000-sheet large capacity tray) Original: <F/F4> Size You can select one of the following original sizes to be detected Setting in the Auto Paper Select and Auto Reduce/Enlarge modes as F size 81/2" x 13, 81/4" x 13", or 8" x 13" Default: 81/2" x 13" ADF: Thin Paper Mode Use when changing the type of originals to be fed into the optional document feeder. Select this setting when you use thin originals (40 ~ 52 g/m<sup>2</sup> or 11 ~ 14 lb). Default: Normal (Not Thin) Auto Tray Switching If you load paper of the same size and in the same direction in two or more trays, the copier automatically shifts to another tray when the tray in use runs out of paper. You can cancel this settina. Default: Yes Trave for special paper and recycled paper can be used only when the Special Paper Size setting is the same.

#### (Basic Settings)

#### MENU

#### DESCRIPTION

#### Set User Code(s)

If the copier is set to use the User Code function, operators must input their user codes before the machine can operate. The copier keeps count of the number of copies made under each user code. To have the machine set to the User Code mode, please use the user tool "Set User Code Mode" and after that contact your sales/service representative.

Check/Reset/Print Copy Counter	You can check the number of copies made under each user code	
	You can clear each code's counter, or clear all codes' counters. You can print the counter data for all user codes on the paper loaded in the large capacity tray.	
	$\square$ It takes about 2 minutes to print them out.	
	□ If the beeper sounds twice when selecting [ <b>Print</b> ], load paper in the Large capacity tray, or close the bypass tray.	
User Code Register/Change/Delete	Use to register, change, delete one user code, or delete all user codes.	
	Up to 250 user codes (6 digits) can be registered.	
	When changing user codes, the number of copies made under the old code is added to that made under the new user code.	
	When deleting user codes, the number of copies made under the deleted code is deleted.	
	Registered codes will be sorted in numerical order.	
Assign/Activate Key Operator Code	If you select <b>[Yes]</b> , only operators who know the key operator code can access the user tools for the User Code mode.	
	□ If you select [Yes], you should register the key operator access code.	
Key Operator Code	Use to register or change the key operator code.	
Set User Code Mode	You can select the User Code mode.	
	Default: No (not User Code mode)	
	□ After select <b>[Yes]</b> , please contact your sales/service representative to set your machine to the User Code mode.	
[▲ Prev.]		

# **Copy Features**

## Copy Modes

MENU	DESCRIPTION
Auto Paper Select Priority	As a default setting, Auto Paper select is selected. You can cancel this setting.
	Default: Yes
Auto Image Density Priority	As a default setting, Auto Image Density is selected. You can cancel this setting.
	Default: Yes
Original Mode Priority	As a default setting, Letter is selected. You can change it to Letter/Photo, Photo, or Generation Copy.
	Default: Letter
Full Main Menu Display	As a default setting, the tray keys are displayed only when Auto Paper Select is canceled, original type setting keys are displayed only when Letter mode is canceled, and the manual image density keys are shown only when the Auto Image Density is canceled. You can cancel this setting and have all keys displayed always.
	Default: Hide
Duplex Mode Priority	As a default setting, from even number of one-sided originals to a two-sided copies mode (orientation: Top to Top) is selected. You can cancel this setting, and can select one of the following modes. • [1 Sided $\rightarrow$ 1 Sided] (from one-sided originals to one-sided copies) • [2 Sided $\rightarrow$ 2 Sided] (from two-sided originals to two-sided copies)
	<ul> <li>□ Default: [1 Sided → 2 Sided]         <ul> <li>from one-sided originals to two-sided copies</li> <li>Number of originals: Even</li> <li>Orientation: Top to Top</li> </ul> </li> </ul>
	[▼ Next]
### (Copy Modes in Copy Features)

[▼ Next]		
User Reproduction Ratio 1, 2	Up to 2 reproduction ratios (from 32 ~ 400%) which you frequently use can be registered.	
Maximum copy quantity	The maximum copy quantity can be set between 1 and 999.	
Original beeper	<ul> <li>The beeper sounds and a message is displayed, when an operator forgets to remove originals after copying.</li> <li>Default: On</li> <li>If the Operation panel beeper setting is set to Off ( see page 137), the beeper does not sound and only the message is displayed.</li> <li>If the Auto Response (Human) Sensor is set to No ( see page 137), this function does not work.</li> </ul>	
[▲ Prev.]		

### Adjust Image

MENU		DESCRIPT	ION
Margin Adjust Front Margin Adjust Back	The default setti page in the Marg follows: Metric versio Inch version: *both left ar	ng of the margin wid gin Adjustment mod n: 0 ~ 30 mm in 0" ~ 1.0" in 0. nd right	dths on the front and back e can be changed as 1 mm steps* 1" steps*
	Default:	Metric version: Inch version:	front 5 mm on left back 5 mm on right front 0.2" on left back 0.2" on right
	Margin Adjust Back takes effect only when making two sided copies.		when making two sided
	The margin set side of copies a one-sided origin Margin Adjust"	t in the Margin Adjust automatically when ma nals if you select <b>[Yes</b> menu.	Back is added on the back aking two-sided copies from $\mathbf{j}$ in the "1 $\rightarrow$ 2 Duplex Auto

### (Adjust Image in Copy Features)

MENU	DESCRIPTION			
Erase Border Erase Center	The default setting of the width of the erased margins in the Erase Center/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			
	Default: Metric version: 10 mm Inch version: 0.4"			
1  ightarrow 2 Duplex Auto Margin Adjust	As a default setting, the image on the back side of copies is shifted automatically to create the binding margin when making two-sided copies from one-sided originals. This margin is decided in the Margin Adjust Back. You can cancel this setting.			
	Default: Yes			
	If you use the Margin Adjustment function, this setting does not come effect.			
	[▼ Next]			
Double Copies Separation Line	You can select a separation line in the Double Copies mode from broken line, solid line, crop marks, or no line.  Default: Broken			
	None     Solid     Broken     Crop Marks			

### (Adjust Image in Copy Features)



### Stamp

MENU	DESCRIPTION
Page Numbering Format	As a default setting, <b>[P1, P2]</b> is selected when entering in the Page Numbering mode. You can cancel this setting and select other formats ( <b>[1/5,2/5]</b> or <b>[-1-,-2]</b> ).



MENU	DESCRIPTION
Auto Stamping	As a default setting, "URGENT" is selected when entering in the Auto Stamping mode. You can cancel this setting and select other messages (CONFIDENTIAL, COPY, PRIORITY, PRELIMINARY, For Your Information, or For Internal Use Only).
	If your machine is the metric version, the Auto Stamping cannot be used as a default setting. If you want to use this function, contact your sales or service representative.
	Default: URGENT
	Stamp Layout
You can change the s GENT, COPY, PRIOF For Internal Use Only	ize, density, and position of each message of Auto Stamping (UR- ITY, PRELIMINARY, CONFIDENTIAL, For Your Information, and
If your machine is the metric version, the Auto Stamping cannot be used as a default setting. If you want to use this function, contact your sales/service representative.	
Size	There are four sizes of Auto Stamping message: 1 X, 2 X, 4 X, 8 X.
	Default: 1 X (32 mm x 64 mm, 1.28" x 2.56")
Density	There are three density levels (Solid, Fine Screen, and Coarse Screen).
	Default: Solid
	If the copy image overlaps the Auto Stamping in Solid, the copy image cannot be seen. Fine Screen, the copy image can be seen. Coarse Screen, the copy image can be seen more.



#### DESCRIPTION

#### Stamp Layout (continued)

#### Position

The default printing position of Auto Stamping can be selected from one of nine positions. Also, the default printing position can be adjusted as follows:

Default: Top Right Metric version: Inch version:

24 mm from top and right edge 0.96" from top and right edge



		Metric version	Inch version
1	from the left edge	4 ~ 104 mm	0.16" ~ 4.16"
2	from the top edge	4 ~ 144 mm	0.16" ~ 5.76"
3	from the right edge	4 ~ 104 mm	0.16" ~ 4.16"
4	from the bottom edge	4 ~ 144 mm	0.16" ~ 5.76"
5	from the horizontal center line of paper	above 72 mm ~ below 72 mm	above 2.88" ~ below 2.88"
6	from the vertical center line of paper	left 52 mm ~ right 52 mm	left 2.08" ~ right 2.08"
Metric version: in 4 mm steps Inch version: in 0.16" steps			
[▼ Next]			

MENU	DESCRIPTION			
	[▼ Next]			
User Stamp	Using the <b>[Register]</b> key, you can register your own messages as user stamps. Up to four stamp can be registered. Also, you can delete registered user stamps using the <b>[Delete]</b> key. To perform this function, <b>•</b> see page 152.			
	$\square$ A key with $\clubsuit$ has a registered stamp in it.			
	User Stamp Layout			
You can set the size, density, and position for each user stamp. The procedure is the same as the "Stamp Layout" on pages 146 and 147.				
Size	🖝 See page 146.			
Density	🖝 See page 146.			
Position	🖝 See page 147.			
Number of Stamps Per Page	As a default setting, one user stamp is printed on a copy. You can cancel this setting, and print a user stamp repeatedly on a overall copy.			
	Default: Single			
	Date Position/Format			
Date Format	You can select the date stamping format from one of three (mm/dd/yyyy, dd.mm.yyyy, or dd/mm/yyyy).			
	Default: Metric version: dd.mm.yyyy Inch version: mm/dd/yyyy			
Orientation	The orientation can be selected horizontal or vertical.  Default: Horizontal			
	<horizontal> <vertical></vertical></horizontal>			
	Os/05/1995       Os/05/1995         Os/05/1995       Paper feed direction         State       State         State       State			



MENU	DESCRIPTION	
Background Numbering Size	There are three sizes of the Background Numbering. The size of one letter can be changed as follows: Large (approximately 64 x 32 mm or 2.56" x 1.28") Medium (approximately 32 x 16 mm or 1.28" x 0.64") Small (approximately 8 x 4 mm or 0.32" x 0.16")	
	Default: Medium	
Background Numbering Density	There are four density levels: Very Light, Light, Medium, or Dark.	
	🗇 Default: Light	
[▼ Next]		

### Input/Output

MENU	DESCRIPTION
Duplex Remaining Copy Exit	<ul> <li>As a default setting, when making two-sided copies from one-sided, or using Multi mode with the optional document feeder, the last copy paper can exit automatically with the back side blank under the following conditions. You can cancel this setting.</li> <li>When you select [Even], although the number of originals are odd.</li> <li>When you select [Odd], although the number of originals are even.</li> <li>When your originals are finished in the Multi mode.</li> </ul>
	Default: Yes
	This function does not come effect, when you set one original at a time in the document feeder or set an original on the exposure glass.
Combine Remaining Copy Exit	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, copies can be made. You can cancel this setting.
	Default: Yes
	This function does not come effect, when you set one original at a time in the document feeder or set an original on the exposure glass.

### (Input/Output in Copy Features)

MENU	DESCRIPTION	
SADF Auto Reset Time	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 60 seconds in 1 second steps.	
	Default: 10 seconds	
Mixed Original Sizes	As a default setting, you cannot use originals of different sizes and directions when you set originals in the optional document feeder. You can cancel this setting.	
	Default: No	
	If you set the copier in this mode, the copying speed becomes slower in some modes.	
Auto Sort Mode	As a default setting, Sort mode is not selected. You can cancel this setting and can select Sort mode as a default setting.	
	[▼ Next]	
Memory Full Auto Scan Restart	When memory runs out during copying, the machine can be programmed to behave in two ways with the user tools. <b>[Yes]</b> : After all images in memory are copied, the machine will restart scanning automatically. You should re-order your copies after all copy jobs are finished. <b>[No]</b> : The machine will wait for you to press the <b>Start</b> key. At this point you should remove your copies from the copy tray. Press the <b>Start</b> key and then follow the instructions on the display to continue copying.	
Rotate Sort Auto Paper Continue	As a default, two paper trays identcal in size but different in direction must be available in the Rotate Sort or Rotate Stack mode. If there are not two paper trays identical in size but different in direction, the copier stops copying. Also, the copier stops if one of the selected paper trays in use runs out of paper. You can change this setting, so that the copier continues copying using paper trays identical in size and direction.	
[▲ Prev.]		

### How To Register User Stamp





Press the User Tools key.



- Touch the keys in the following order.
   [Copy Features] key
   [Stamp] key
   [Next] key
   [Register] key of the User Stamp menu
- A Select the user stamp number by touching a key.

۲ ۱	ser Stamp	Prev.Menu
To regist	er, select a Stamp number.	
► [		
► [	€ Stamp 2	
► [	Stamp 3	
► [	Stamp 4	

- 5 Place your message on the exposure glass <u>face down</u> as shown in the illustration. Then, touch the [Scan] key.
- The area that can be registered is 64 mm x 32 mm (2.56" x 1.28") as shown in the illustration.
- Margins from the top and left scale cannot be registered as shown in the illustration.
- 6 Press the **User Tools** key to return to the ready condition.



# SERVICE REPRESENTATIVE SETTINGS

Some features can be adjusted by your service representative to suit your needs. This section gives a brief description of these features. For more information, contact your service representative.

### LCT Paper Size Change

The large capacity tray holds A4  $\square$  (for the metric version) or 81/2" x 11"  $\square$  (for the inch version) copy paper. If you need, A4  $\square$  can be set for the inch version, and 81/2" x 11"  $\square$  can be set for the metric version.

### Auto Stamping (for metric version)

If your machine is the metric version, Auto Stamping cannot be used as a default setting. You can cancel this setting and use this function.

### A3, 11" x 17" Double Count

When you use A3,  $11" \times 17"$  paper, your service representative can set the copier to count each A3,  $11" \times 17"$  as two copies.

### Auto Image Density Level Selection

Auto Image Density level can be adjusted to lighter or darker.

### APS A5/51/2" x 81/2" Detection

Your service representative can set the copier to detect the original size on the exposure glass as A5  $\Box$  (for metric version) or 51/2" x 81/2"  $\Box$  (for inch version) whenever the copier cannot detect it with Auto Paper Select.

### Set User Code Mode

✓ See page 140.

# MAINTAINING YOUR COPIER DO'S AND DON'TS REMARKS WHERE TO PUT YOUR COPIER USE AND STORAGE OF SUPPLIES

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# MAINTAINING YOUR COPIER

To maintain high copy quality, clean the following parts and units regularly with a damp cloth and wipe them with a dry cloth.

### Copier

Exposure glass



Platen cover



### **Document Feeder (Option)**

Feed-in unit



Belt



# DO'S AND DON'TS

### Copier

### **General operations**

- □ When you make copies using the bypass tray, paper should be set in the bypass tray lengthwise (□).
- Do not place sheets of paper or originals on the cover of the large capacity tray.
- Do not move the copier when the main switch is turned on.
- Do not move the copier a few minutes after the main switch is turned off.

### When adding toner

- Do not incinerate toner or toner containers. Toner dust might ignite when exposed to open flame.
- Dispose of the used toner bottle according to local regulations.
- When adding toner, do not turn off the main switch. If you do, your copy settings are cleared.
- □ Before setting the new toner, shake it well, at least 5 or 6 times.
- Do not remove the inner cap of the new toner bottle.

### When removing misfed paper

- □ Since some parts of the copier are supplied with high electrical voltage, touch only the parts specified in the instructions on the sticker inside the machine's cover.
- When removing misfed paper from sections B and C, use cautions. The fusing unit may be very hot.
- Do not leave any torn scrapes within the copier.
- When clearing misfeeds, do not turn off the main switch. If you do, your copy settings are cleared.
- After clearing misfeeds, make sure that all units and levers are returned to their original positions and all covers are closed.

### **Document Feeder (Option)**

- While originals are fed from the original table to the exposure glass, do not pull out the originals.
- Do not lift the document feeder until the last original has been completely fed out.
- Do not press down or hold originals after inserting them.
- Do not press any parts of the document feeder strongly.

### Finisher (Option)

Do not remove copies from the shift tray while copying.

# REMARKS

### Copier

- To avoid problems caused by curly copies, try turning over the paper stack in the 500-sheet or large capacity tray. If there is no improvement, change to copy paper with less curl.
- Load paper with the copy side <u>down</u> in the 500-sheet trays, and with the copy side <u>up</u> in the large capacity tray. If copies are curled, try turning the copy paper over in the tray. If there is no improvement, change the copy paper with less curl.
- Leading and side edges of the original image are not copied, as shown in the illustration.



# WHERE TO PUT YOUR COPIER

### **Copier Environment**

The installation location should be carefully chosen because environmental conditions greatly affect the performance of a copier.

### Optimum environmental conditions

- □ Temperature: 10 30 °C
- □ Humidity: 15 90 %
- □ A strong and level base.
- To avoid possible built-up of ozone, make sure to locate this copier in a large well ventilated room which has an air turnover of more than 30 m<sup>3</sup>/hr/person.
- □ The copier must be level within 5 mm both front or rear and left to right.

### **Environments to avoid**

- Locations exposed to direct sunlight or strong light (more than 1,500 lux).
- Dusty areas.
- □ Areas with corrosive gasses.
- □ Places higher than 2,000 m above sea level.
- Places where the copier might be subjected to frequent strong vibration.
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes might cause condensation within the copier.)

### **Power Connection**

- Connect the copier to a power source meeting the specifications given on the inside from cover of this manual.
- Do not set anything on the power cord.
- □ Voltage must not fluctuate more than 10 %.
- □ Avoid multiwiring.
- □ Make sure that the wall outlet is near the copier and easily accessible.
- Make sure the plug is firmly inserted in the outlet.
- Always turn the copier off when you have finished copying for the day, but leave it plugged in.

### Access To The Copier

Place the copier near a power source, providing clearance as shown.

### Copier

More than 10 cm or 4.0" More than 39 cm or 15.4" More than 50 cm or 19.7" More than 70 cm or 27.6"

### Copier with the optional finisher



### **General Information**

- Always turn the copier off when you have finished copying for a day, but leave it plugged in.
- □ When the copier will not be used for a long period, disconnect the power cord.
- □ If the copier must be transported by vehicle, please contact your service representative.
- When the main switch is in teh Stand-by position, the optional heaters are on. In case of emergency, unplug the machine's power cord.
- □ To disconnect the power source, the main plug must be pulled.

# USE AND STORAGE OF SUPPLIES

### Copy Paper

- Copy paper of the types or in the conditions listed below are not recommended for this copier.
  - Folded, curled, creased, or damaged paper.
  - Torn paper
  - Damp paper
  - Perforated paper
  - Paper with conductive or low electrical resistance such as carbon or silver coating.
  - Wavy paper
  - Thermal paper, art paper
  - Thin paper that has low stiffness
- Use the bypass tray to copy onto OHP transparencies, adhesive labels, translucent paper, and post cards. Before making copies onto them, read the following:
  - Adhesive labels should be fed from the bypass tray one sheet at a time.
  - OHP transparencies should be fed from the bypass tray. You can set ten sheets at a time. However, if misfeed or multi-feed occurs, set one sheet at a time.
  - OHP transparencies should be fanned to get air between the sheets before loading.
  - Translucent paper should be fed from the bypass tray.
  - Translucent paper should be fanned to get air between the sheets and any curls should be corrected before loading.
  - Post cards should be fed from the bypass tray.
  - It is recommended to feed one post card at a time.
  - Correct any curl in post cards before loading.
- For good copy quality, please use the type of OHP transparencies recommended by your sales and service representatives.
- When using the bypass tray, the large capacity tray cannot be used.
- Do not touch copy paper if your fingers are wet or oily; finger prints many appear on the copy.
- Do not use copy paper that has been already copied on.
- Do not set copy paper over the limit mark inside the tray.
- To avoid problems caused by curly copies, try turning over the paper stack in the 500-sheet or large capacity tray. If there is no improvement, change to copy paper with less curl.
- Load paper with the copy side <u>down</u> in the 500-sheet trays, and with the copy side <u>up</u> in the large capacity tray. If copies are curled, try turning the copy paper over in the tray. If there is no improvement, change the copy paper with less curl.

### Paper Storage

Paper should always be stored properly. Improperly stored paper might result in poor image reproduction. creased copies, and paper misfeeds. Generally, avoid curling and absorption of moisture.

- Avoid storing paper in humid areas. Under high temperature and high humidity, or low temperature and low humidity conditions, store paper in a vinyl bag.
- Do not store paper where it will be exposed to heat.
- □ Store on a flat surface.
- Use older stock first.
- Do not lay heavy objects on paper.
- Keep open reams of paper in the package, and store as you would unopened paper.

### **Toner Storage**

- □ Store toner bottles vertically in a cool, dark place.
- Never store toner where it will be exposed to heat.
- Do not lay heavy objects on toner bottles.

# **SPECIFICATIONS**

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# COPIER

Configuration:	Desktop
Process:	Dry electrostatic transfer system
Memory capacity:	approximately 1GB hard disk
Scanning method:	Flatbed solid state scanner
Resolution:	400 x 400 dpi
Gray scale:	256 levels
Originals:	Sheet, book
Original thickness:	less than 30 mm, 1.18"
Original size:	Maximum: A3, 11" x 17"
Copy paper size:	<ul> <li>See pages 128, 130, and 131.</li> </ul>
Copy paper weight:	1st paper tray: $60 \sim 105 \text{ g/m}^2$ (16 ~ 28 lb) bypass tray: $60 \sim 157 \text{ g/m}^2$ (16 ~ 42 lb) large capacity tray: $60 \sim 128 \text{ g/m}^2$ (16 ~ 34 lb) when making two-sided copies: $64 \sim 105 \text{ g/m}^2$ (17 ~ 28 lb)
Copy paper capacity:	1st paper tray: 500 sheets or less than 53 mm, 2.08" bypass tray: 40 sheets or less than 4 mm, 0.15" large capacity tray: 1000 sheets or less than 120 mm, 4.72"
Optional copy tray capacity:	A3, 11" x 17":200 sheetsB5 or smaller:200 sheetsB4 or smaller:500 sheets
Copying speed:	50 copies/minute (A4 ₽, 81/2" x 11" ₽, in Full Size mode)
First copy time:	less than 4.5 seconds (A4 $\mathbb P,$ 81/2" x 11" $\mathbb P,$ feeding from the large capacity tray)
Warm-up time:	less than 140 seconds (20°C, 68°F)

**Toner replacement:** 

Power source:

Preset reproduction ratios:

Bottle exchange (700 g)

120V, 60Hz, more than 12A

5 enlargement and 7 reduction

	Metric version	Inch version
	400%	400%
	200%	200%
Enlargement	141%	155%
	122%	129%
	115%	121%
Full Size	100%	100%
	93%	93%
	87%	85%
	82%	77%
Reduction	71%	74%
	65%	65%
	50%	50%
	35%	35%

#### Power consumption:

	Copier only	Full system*
Warm-up	less than 1.05 kW	less than 1.07 kW
Stand-by	less than 0.22 kW	less than 0.24 kW
Copying	less than 1.30 kW	less than 1.35 kW
Maximum	less than 1.44 kW	less than 1.44 kW

\* Full system: copier with document feeder, finisher, and paper tray unit

#### Noise emission:

Sound pressure level (The measurements are made according to ISO 7779 at the operator position)

	Copier only	Full system
Stand-by	28 dB (A)	28 dB (A)
Copying	53 dB (A)	59 dB (A)

\* Full system: copier with document feeder, finisher, and paper tray unit

Sound power level (The measurements are made according to ISO 7779.)

	Copier only	Full system
Stand-by	40 dB (A)	41 dB (A)
Copying	67 dB (A)	69 dB (A)

\* Full system: copier with document feeder, finisher, and paper tray unit

#### COPIER

#### Dimensions:

	Width	Depth	Height
Copier with platen cover, copy tray, and pa-	1,150 mm	655 mm	1,024 mm
per tray unit	45.3"	25.8"	40.4"
Copier with document feeder, finisher, and	1,551 mm	655 mm	1,110 mm
paper tray unit	61.1"	25.8"	43.8"

#### Weight:

Copier with platen cover, copy tray, and 1500-	139.0 kg
sheet paper tray unit	306.5 lb
Copier with document feeder, finisher, and	180.0 kg
1500-sheet paper tray unit	396.9 lb

#### **Optional equipment:**

Document feeder Finisher Copy tray Platen cover 1500-sheet tray unit 1000-sheet tray unit

□ Specifications are subject to change without notice.

## **DOCUMENT FEEDER (OPTION)**

### **Original feed:**

Automatic reverse document feed (ARDF) two-sided originals mode Automatic document feed (ADF) one-sided originals mode Semi-automatic document feed (SADF) Single copies mode

### Original size & weight:

Number of originals to be set:

Paper	weight (g/m <sup>2</sup> )	40	47	53	64	81	105	128
Paper	r weight (lb)	11	12.5	14	17	22	28	34
Maximum number of originals to be set		50	50	50	50	50	30	25
A3	lengthwise	以	以	О	0	О	О	以
Λ.4	lengthwise	以	以	О	0	О	О	以
A4	sideways	以	以	•	•	•	•	*
4.5	lengthwise	\$\$	\$\$	О	0	О	О	众
A3	sideways	\$\$	\$\$	•	ullet	•	•	*
B4	lengthwise	☆	☆	О	О	О	О	☆
P5	lengthwise	☆	☆	О	О	О	О	☆
60	sideways	\$\$	\$\$	•	•	•	•	*
DC	lengthwise			☆	☆	☆	☆	\$
00	sideways	☆	☆	*	*	*	*	*

•: ARDF (2 sided originals), ADF (1 sided originals), SADF, Single copies mode

O: ARDF, ADF, SADF

★: ADF, SADF, Single copies mode

☆: ADF, SADF

Original set:	Face up, first sheet on top
---------------	-----------------------------

Original transport: One flat belt

**Power consumption:** DC 24V ± 10 % (from copier)

Power consumption: 45 W

Weight: Approximately 10.5 kg, 23.2 lb

#### Dimensions (W x D x H): 610 x 507 x 130 mm, 24.1" x 20.0" x 5.2"

□ Specifications are subject to change without notice.

# FINISHER (OPTION)

Paper size:	<ul> <li>See page 97.</li> <li>When the shift tray is not shifted, A6 can be stacked.</li> <li>Staple mode: See page 100.</li> </ul>
Paper weight:	☞ See page 97. Staple mode: ☞ See page 100.
Paper capacity:	✓ See page 97. Staple mode:

### Staple position:



Staple replenishment:	Cartridge exchange (5,000 pieces/cartridge)
Power source:	DC 24V (from copier)
Power consumption:	48 W
Weight:	35 kg, 77.2 lb
Dimensions (W x D x H):	671 x 514 x 950 mm, 26.5" x 20.3" x 37.5"

 $\ensuremath{\square}$  Specifications are subject to change without notice.

# **1000-SHEET TRAY UNIT (OPTION)**

Paper weight:         52 - 105 g/m² (14 lb - 28 lb)	
Paper capacity:1,000 sheets (500 sheets (80 g/m²) for each tray)	
Power source: DC 24V, 5V, AC 120V (from copier)	
Power consumption: Average: less than 50 W (copying) Maximum: less than 110.5 W (copyin	g)
Weight: Approximately 36 kg, 79.4 lb	
Dimensions (W x D x H): 620 x 632 x 390 mm, 24.5" x 24.9" x	15.4"

□ Specifications are subject to change without notice.

# 1500-SHEET TRAY UNIT (OPTION)

Paper size:	🖝 See page 133.
Paper weight:	52 - 105 g/m <sup>2</sup> (14 lb - 28 lb)
Paper capacity:	1,500 sheets (500 sheets (80 g/m <sup>2</sup> ) for each tray)
Power source:	DC 24V, 5V, AC 120V (from copier)
Power consumption:	Average: less than 50 W (copying) Maximum: less than 110.5W (copying)
Weight:	Approximately 38 kg, 83.8 lb
Dimensions (W x D x H):	620 x 632 x 390 mm, 24.5" x 24.9" x 15.4"

□ Specifications are subject to change without notice.



Α

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