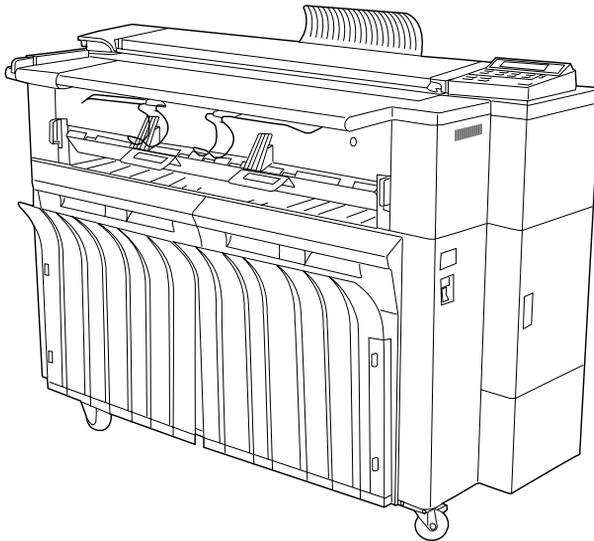


RICOH

FW7030D

Operating Instructions



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

For safety, please follow the instructions in this manual.

In accordance with ISO Standard 7001, this machine uses the following symbols for the main switch:

I means POWER ON.

○ means POWER OFF.



As an Energy Star Partner, we have determined that this copier model meets Energy Star Guidelines for energy efficiency. This product was designed to reduce the environmental impact associated with copying equipment by means of energy saving feature such as Auto Off mode.

Auto Off mode: To conserve energy, this copier automatically turns off 30 minutes after the last copying job has been completed. To exit the Auto Off mode, turn on the main switch. To change the Auto Off time, see page 71.

Recycled paper:

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

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

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

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

Notes: Some illustrations may be slightly different from your machine.

Power Source: 120V, 60Hz, 13A

Please make sure to connect the power cord to a power source as above.

For details about power source, see page 80.

INTRODUCTION

This copier is a console plain paper copier carefully manufactured to exacting standards of high performance. It consistently yields high contrast copies with a superior finish.

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 copier.

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 machine, the following safety precautions should be always be followed.

Safety During Operation

In this manual, the following important symbols are used:

 **WARNING:**

Ignoring this warning could cause serious injury or even death.

 **CAUTION:**

Ignoring this caution could cause injury or damage to property.

Examples Of Indications



Symbol  mean a situation that requires you take care.



Symbol  mean "Hot surface".



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



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

⚠ WARNING:



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



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



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



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



- *Do not put any metal objects or containers holding water(e.g. vases, flowerpots, glasses) on the machine. If the contents fall*



inside the machine, a fire or electric shock could occur.

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

⚠ CAUTION:



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



- *After you move the machine, fix it with the caster fixture. Otherwise, the machine might move or come down to cause a personal injury.*



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



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



- *If you use the machine in a confined space, make sure there is a continuous air turnover.*



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



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



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



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



- *This equipment is only to be installed by a qualified service per-*

sonnel.



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

HOW TO READ THIS MANUAL

Symbols

In this manual, the following symbols are used:

WARNING:

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

CAUTION:

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

* The statements above are notes for your safety.

Important

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

Preparation

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

Note

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

Limitation

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

Reference

This symbol indicates a reference.

[]

Keys built into the machine's operation panel.

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WHAT YOU CAN DO WITH THIS MACHINE (FW7030D MAIN UNIT)

Auto Paper Select
⇒ Page 21

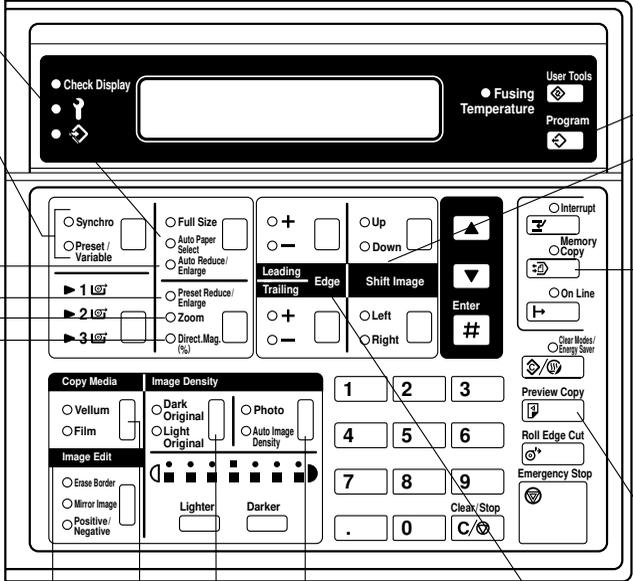
Select Roll Length
• Synchro Cut ⇒ Page 23
• Preset Cut / Variable ⇒ Page 24

Paper-based Reduce/Enlarge
⇒ Page 22

Preset Reduce/Enlarge
⇒ Page 29

Zoom
⇒ Page 31

Directional Magnification
⇒ Page 32



Adjust Image Density
⇒ Page 19

Select Original Type
⇒ Page 19

Fusing Temperature
⇒ Page 25

Edit
Erase Border ⇒ Page 33

Mirror ⇒ Page 34

Program
⇒ Page 26

Sort ⇒ Page 11
(Memory Unit required.)

Stack ⇒ Page 11
(Memory Unit required.)

Preview Copy
⇒ Page 39

Positive / Negative ⇒ Page 34

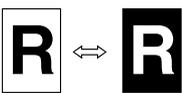


Image Shift ⇒ Page 37

Image Shift (Lead)

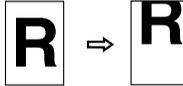


Image Shift (Trail)

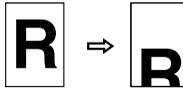


Image Shift (Left)

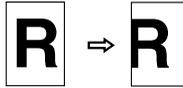
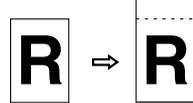


Image Shift (Right)



Margins ⇒ Page 35

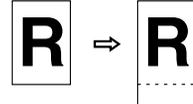
Leading edge margin (+)



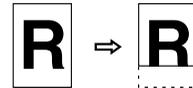
Leading edge margin (-)



Trailing edge margin (+)



Trailing edge margin (-)



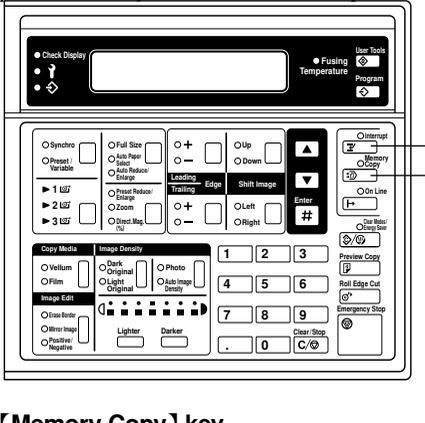
OPTIONAL MEMORY UNIT

If you attach the Memory Unit Type 7030D option to the main unit, the extra functions described below become available.

Note that when making copies with the Memory Copy feature, the machine scans in the image using

either 2 or 4 gradations (Normal or Fine). This is as opposed to standard copying, where 32 gradations are used. Therefore, you should use standard copying when you want to clearly copy originals containing small numerals or characters, fine graphics or photographs.

To program images into memory and recall them, the HDD is required. If you need the HDD, please consult your sales or service representatives.

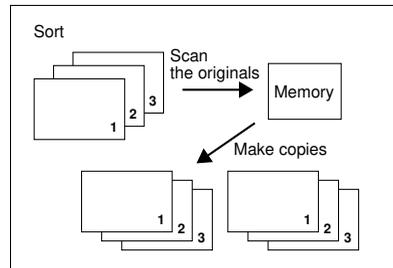
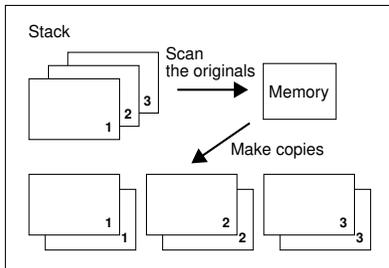


[Interrupt] key

If you wish to make a few copies but there is a long copy job in progress, press this key to temporarily stop the job. Then make your copies and press the [Interrupt] key to recall the previous copy settings.

[Memory Copy] key

If you wish to make multiple copy sets of multiple page originals, Memory Copy gives you control over how the copy sets are delivered. Before you start copying, specify the number of copy sets and delivery method (Stack or Sort). When you use this feature, the original is scanned in once, and multiple copies are made from memory.



GUIDE TO COMPONENTS

Carrier sheet guides

(left and right)

Extend these guides when using the optional carrier sheet. If you are not using a carrier sheet, you can use them to hold a roll original when feeding it in.

Original table

Set originals here.

Original guide

(left)

Manual copy guides

Front cover

Copy catch tray

Copied paper is delivered here.

Copy guides

(left and right)

Original cover

Original reverse guide

Guides copies so that are delivered towards you.

Upper rear cover

Operation panel

Right side cover

Power switch

Set this switch to “I” to turn on the power. Set this switch to “o” to turn off the power. Note that the copier turns itself off automatically if nobody uses it for a certain period of time.

Reference

“Auto Off Timer” => Page 71

Manual feed table

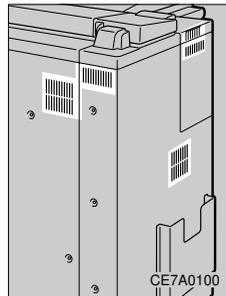
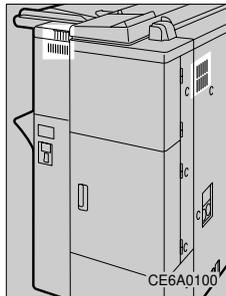
Insert paper here to feed it manually. You also use this tray when copying onto non-standard size paper or film.

Reference

“COPYING ONTO PAPER SET ON THE MANUAL FEED TABLE” => Page 16

Ventilation grill

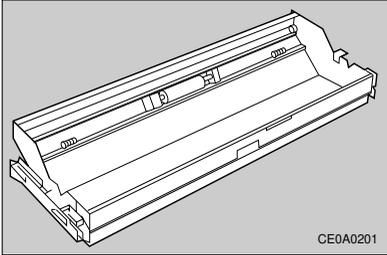
Prevents overheating. Do not obstruct the ventilation grill by placing or leaning an object near it. If the machine overheats, a fault might occur.



OPTIONS

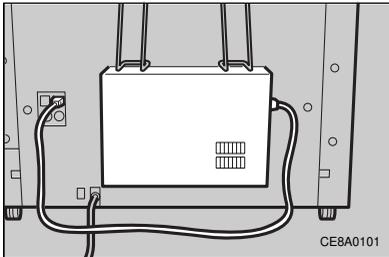
Ricoh Roll Feeder Type 7030D

You can add an extra roll feeder. It is of the same type as the second standard roll feeder.



Ricoh Memory Unit Type 7030D

Allows you to use the sort/stack function. This option also prevents originals from being damaged when making multiple copies or using the Auto Image Density function.



OPERATION PANEL

Screen (panel display)

Shows operation status, error messages, and function menus.

[▲][▼] keys

Press to adjust setting values or select functions.

[User Tools] key

Press to access the User Tools where you can customize the default settings to meet your requirements.

=> Page 79, "ACCESSING THE USER TOOLS OVERVIEW"

[Interrupt] key

Press to make interrupt copies during a copy run (The Memory Unit is required).

[Memory Copy] key

Having multiple page originals scanned into memory first gives you control over how copy sets are delivered with the Stack and Sort features (The Memory Unit is required).

[#] key

Use this key to enter values confirm settings.

[Clear Modes/Energy Saver] key

Press to clear any previously entered copy job settings. When you hold down this key for three seconds or more, the copier enters Energy Saver mode to conserve power. Press this key again to exit Energy Saver mode.

[Cut Leading Edge] key

Cuts the leading edge of the roll paper.

[Emergency Stop] key

Stops originals being fed.

[Clear/Stop] key

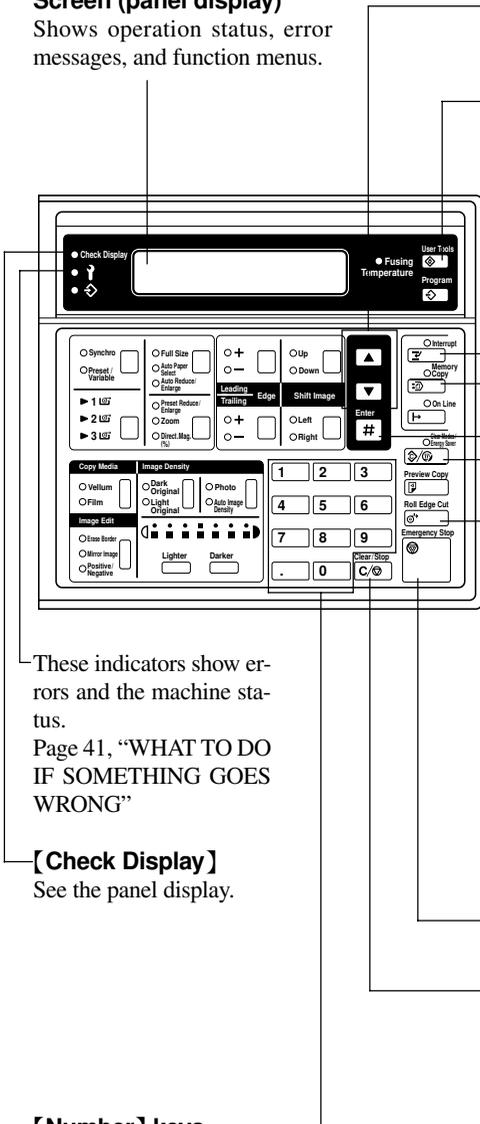
Clear Press to cancel a number you have entered. Stop Press to stop/cancel copying. During a memory copy run, this key has the following functions: Clear While entering the number of copies, press to cancel a number you have entered. Stop Press to stop a memory copy run and return to the previous operation.

[Check Display]

See the panel display.

[Number] keys

Use to enter numbers such as the number of copies or a reproduction ratio.



These indicators show errors and the machine status.

Page 41, "WHAT TO DO IF SOMETHING GOES WRONG"

ORIGINALS

Sizes and Weights of Recommended Originals

Where original is set	Original size	Original weight
Original table	E (36" × 48") - A (9" × 12")	64 - 150 g/m ² (17.0 - 39.9 lb)
	Length: 11" - 197"	
	Width: 8.5" - 36"	

When making multiple copies, the original length must be between 11" and 48".

Originals that Require the Carrier Sheet

Use the carrier sheet when copying types of originals described below. You should also use it when copying originals you want to handle carefully or originals you use repeatedly.

- Originals that have low stiffness or thin originals
- Carbon paper
- Creased or folded originals
- Punched or perforated originals
- Pasted originals

Reference

“Using the Carrier Sheet” => Page 15

BASICS

Non-recommended Originals for the Original Table

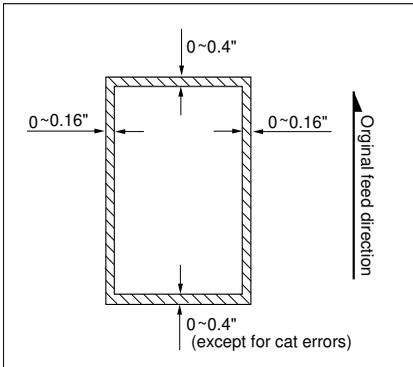
- Setting the following originals on the original table might cause paper misfeeds or damage to the originals:
 - Originals other than those specified in “Sizes and Weights of Recommended Originals”
 - Stapled or clipped originals
 - Perforated or torn originals
 - Bent, folded, or creased originals
 - Pasted originals
 - Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
 - Originals with indexes, tags, or other projecting parts
 - Thin originals that have low stiffness, such as registers
 - Originals of inappropriate weight, such as postcards
 - Bound originals such as books
 - Damp originals
 - Curled originals
 - Originals that have parts of different weight
 - Originals with adhesive tapes or paste
- When you make multiple copies of a translucent original written with a pencil, the original might be smudged with pencil dust. When you making multiple copies of such an original, make a copy on bond paper and use it as the original to make the necessary number of copies.

Original and Paper Sizes That Can Be Read Automatically

- ❑ The machine can only automatically detect the width of originals and copy paper. For originals, the position of the left original guide is used to detect this width, so make sure that the guide position matches the size of your original. For copy paper, the machine automatically recognizes the width of roll paper set as one of Engineering or Architecture type sizes.
- ❑ Depending on whether the size mode setting is set to Engineering sizes or Architecture sizes, the original and copy paper widths that can be read differ as shown in the table below. => Page 71, "Size mode setting"

Original width	Engineering	17.0"	22.0"	34.0"
	Architecture	18.0"	24.0"	36.0"
Paper width	Engineering	17.0"	22.0"	34.0"
	Architecture	18.0"	24.0"	36.0"

Scanning Area



- ❑ The machine does not copy a small bounding margin around all four sides of originals as shown in the illustration above (dimensions when using roll paper and full-size copying).

BASICS

COPY PAPER

Recommended Paper Sizes and Types

The following table shows the sizes and types of copy paper that you can load in this copier:

Tray type	Recommended paper type	Recommended paper size	Number of sheets that can be set
Paper tray	Bond paper 64 - 80 g/m ² (17.0 - 21.3 lb)	Roll paper diameter: 7.1" or less Internal diameter: 3.0" +/- 0.04"	—
	Translucent Paper (Vellum)	Width: 420 - 920 mm	
	Film		
Manual feed table	Bond paper 64 - 80 g/m ² (17.0 - 21.3 lb)	E (36" × 48") <input type="checkbox"/> D (24" × 36") C (18" × 24") B (12" × 18")	1
	Translucent Paper (Vellum)	D (9" × 12") <input type="checkbox"/>	
	Film	Paper width: 8.3" - 34.6" Paper length: 11.7" - 78.7"	

Copying onto Translucent Paper or Film

After each copy is delivered to the copy catch tray, remove it and place on a flat surface.

Roll Paper

If roll paper is damp due to high humidity, cut off a length of about 40" immediately before copying.

Non-recommended Paper

⚠ CAUTION:



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

Do not use the following types of paper because a paper misfeed might occur:

- Bent, folded, or creased paper
 - Perforated paper
 - Slippery paper
 - Released paper
 - Torn paper
 - Rough paper
 - Thin paper that has low stiffness
 - OHP sheets
- If you make a copy on rough grain paper, the copy image might be blurred.
- If you use curled paper, you might not be able to make clear copies.
- If you copy onto paper types other than those specified in this manual (in particular, Japanese chemical paper, saddle paper, or thin film), a paper misfeed might occur and the copy image might appear faulty or wrinkled.
- Do not use copy paper with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper. Otherwise, a fault might occur.
- Do not reuse paper that has been already copied on by another machine.

Paper Storage

- When storing paper, the following precautions should always be followed:
- Store paper in a location free from direct sunlight.
 - Store paper in a location with humidity of 70 % or less.
 - Store on a flat surface.
- Once you take paper out of the container it was supplied in, store it in a vinyl bag to keep it away from humidity.

BASICS

Handling Copy Paper

- Check the following table for advice on handling copy paper based upon how humid your locale is.

%	State of copies	Try this...
Low humidity ↑ 40 (Normal conditions) 70 ↓ High humidity	Part of the copy image is lost or a multi-sheet feed or wrinkling occurs both on translucent paper and normal paper.	<ul style="list-style-type: none">• Improve the environment where the copier is placed (e.g., install an air conditioner or humidifier).• Remove paper from the copier immediately after copying, and store it in a vinyl bag.
	Part of the copy image is lost on translucent paper.	<ul style="list-style-type: none">• When you do not use the copier for a long time, remove translucent paper from the copier and store it in a vinyl bag.
		<ul style="list-style-type: none">• Store paper in a vinyl bag when you have finished copying every day.
	Part of the copy image is lost both on translucent paper and normal paper.	<ul style="list-style-type: none">• When you do not use the copier for a long time, remove paper from the copier and store it in a vinyl bag.
	Part of the copy image is lost or a multi-sheet feed or wrinkling occurs both on translucent paper and normal paper.	<ul style="list-style-type: none">• Improve the environment where the copier is placed (e.g., install an air conditioner or dehumidifier).• Remove paper from the copier immediately after copying, and store it in a vinyl bag.

Anti-humidity Heater

The copier paper tray has an Anti-humidity Heater. Turn on this heater when humidity is 70 % or more, or when the temperature changes suddenly.

Important

- Turn off the Anti-humidity Heater in cases other than the above.
- Turn off the Anti-humidity Heater when using translucent paper or film.

Note

- You can turn on the Anti-humidity Heater even when the copier is turned off.

Loading Copy Paper

Reference

“IF COPY PAPER RUNS OUT” => Page 48

TONER

Handling Toner

WARNING:



- *Do not incinerate toner or toner containers. When exposed to open flames, toner dust might ignite causing a burn. Dispose of the used toner container according to local regulations.*

CAUTION:



- *Keep toner (including used one) and toner containers out of reach of children.*

Toner Types : Ricoh Toner Type 1100W

CAUTION:



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

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

Toner Storage

- When storing toner, the following precautions should always be followed:
- Store toner containers in a cool, dry place free from direct sunlight.
 - Do not store toner where it will be exposed to fire.
 - Keep toner out of reach of children.
 - Store on a flat surface.

If the waste toner tank full

- When “Check waste toner tank” is displayed, see Page 51.

Note

- Used toner cannot be used.

Adding Toner

Reference

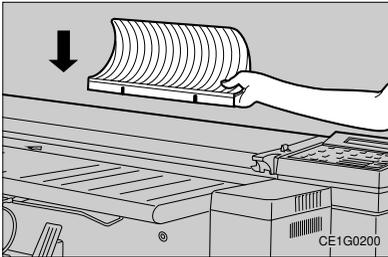
“IF TONER RUNS OUT” => Page 53

2. COPYING

SETTING UP THE MACHINE

Attaching the Original Reverse Guide

- 1 Attach the original reverse guide to the top on the rear side of the machine.

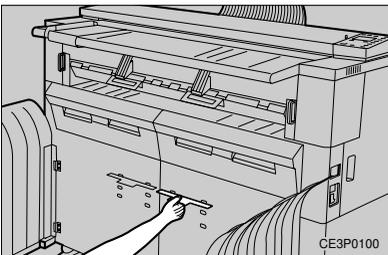


Note

- Remove the original reverse guide when making multiple copies, using Auto Image Density, using Pre-scan or when originals are delivered from the front of the copier.

Attaching the Copy Catch Tray Support Boards

- 1 Change the support board positions depending on the length of copies.

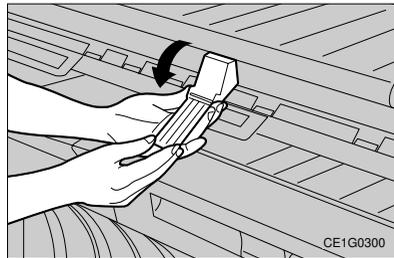


Note

- Open the copy catch tray before setting the support boards.
- You can set the support boards in one of five positions.
- When setting the support boards, see the label describing the procedure. If copied paper is not delivered to the tray properly, shift the support boards upward or downward.

Opening the Copy Guides

- 1 Open the copy guides on both sides when copying onto E (36" × 48", length: 48") or larger paper.



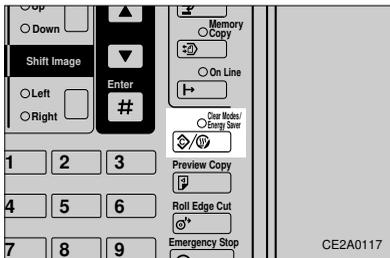
Note

- Be sure to close the copy guides except when copying onto E (36" × 48") or larger paper.

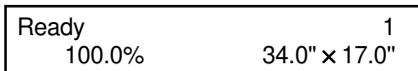
BASIC COPYING

When you set your original, the machine scans it in and copies it. If you specified more than one copy, the machine repeatedly scans the original for every copy made.

1 Press the [Clear Modes/Energy Saver] key if any previous copy settings remain.



2 Make sure that the Memory Copy indicator is not lit and the message “Ready” is shown on the panel display.

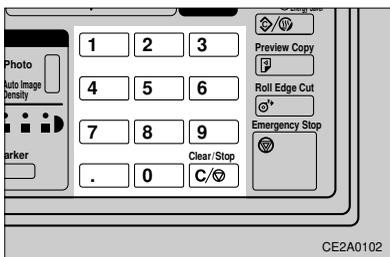


3 Select any copy functions you require.

Reference

For more information on functions that are available, check the table of contents on page xx.

4 Enter the number of copies you wish to make with the [Number] keys.



Limitation

- You can make up to 20 copies.

Note

- If you enter the wrong number, press the [Clear/Stop] key then try again.

5 Load copy paper or select Paper Tray 1 or 2.

6 Set your original.

The machine starts copying.

Important

- Do not open the front cover during a copy run.

Reference

“SETTING ORIGINALS” => Page 14

Note

- To stop originals being fed right away, press the [Emergency Stop] key. The machine will immediately stop feeding the current original. This might result in a paper jam, so see “IF COPY PAPER OR AN ORIGINAL IS MISFED” (=> Page 56) for how to remove the jammed original.
- To stop the current copy run, press the [Clear/Stop] key. The machine finishes copying the current copy and stops.
- The maximum number of copies that can be received in the copy catch tray is 15 for E (36" x 48") paper, 20 for D (24" x 36") paper, or 1 for paper of other sizes.

7 The original is delivered.

Originals are delivered from the original delivery slot on the back of the machine. Copied paper is delivered from the copy delivery slot and received in the copy catch tray.

Tips

- You can change the initial settings for basic functions. => Page 69, “Initial Setting”

- The machine returns to its initial condition automatically if you do not operate it for a certain period of time after your copy job is finished. This function is called “Auto Reset.”
 - To change the Auto Reset time:
=> Page 71, “Auto Reset Time”
- The machine turns itself off automatically if it is not in use for a certain period of time (30 minutes by default) after your copy job is finished. This function is called “Auto Off.”
 - To change the Auto Off time:
=> Page 71, “Auto Off Timer”

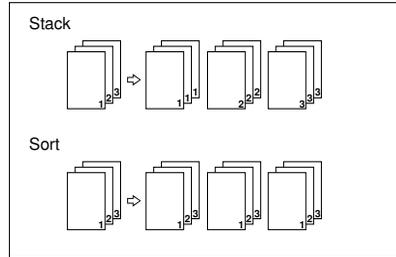
Memory Copy (Memory Unit Required)

This function stores several originals (one original for copying with manual feed) in memory before making the necessary number of copies.

Preparation

- The Memory Unit Type 7030D contains 16 MB of memory as standard. You can extend this memory to a maximum of 64 MB. You can also add an HDD to the Memory Unit. For more information, contact your sales or service representative.
- The number of originals that you can store in memory at a time differs depending on the available memory space in the Memory Unit, and the original size and image.
- When you add extended memory to the copier, the Memory Copy is selected by default when you power on. To change this setting, see “Memory copy mode” on page 72.
- You should set the image quality level to “Normal” or “Fine” and the copy delivery method to “Stack” or “Sort” before starting a memory copy run.

Select “Normal” when you store ordinary originals in memory. Select “Fine” when you store originals containing small characters or numbers, fine graphics, photographs, or maps.



Limitation

- You cannot select “Dark Original/Light Original” or “Photo” with the Memory Copy function.
- During a memory copy run, originals are delivered from the original delivery slot on the back of the machine.

Stack/Sort

Limitation

- When copying with manual feed, you cannot use the Stack/Sort function since it is not possible to store several originals in memory. => Page 17, “Copying Onto Paper Set On The Manual Feed Table (Memory Copy)”
- You can adjust the Copy Image Density (Lighter/Darker) for each original to be stored. However, can only specify the paper type, reproduction ratio, and other settings once before scanning the first original. When you select Auto Reduce/Enlarge, you can change the reproduction ratio by fitting the left original guide to an original size when you set the original (the reproduction ratio is not displayed while scanning the original).

COPYING

1 Press the **[Clear Modes/Energy Saver]** key if any previous copy settings remain.

2 Make sure that the Memory Copy indicator is lit.
If it is not lit, press the **[Memory Copy]** key.

Ready(Normal•Stack)	1
100.0%	34.0" × 17.0"

3 You can set the image quality level to "Normal" or "Fine" and the copy delivery method to "Stack" or "Sort."

Reference

=> Page 74, "Copy quality setting" Page 75, "Output Setting"

4 Enter the number of copies required with the **[Number]** keys.

Limitation

You can make up to 20 copies.

Note

If you enter a wrong number, press the **[Clear/Stop]** key and enter the correct one.

5 Select a paper type.
Selecting a Paper Type

There are three ways to select the paper type:

- Select a paper tray.
- Select "Auto Paper Select."
- Select "Auto Reduce/Enlarge" and choose a paper tray.

6 Specify any other functions you require, such as the reproduction ratio, margins, editing etc.

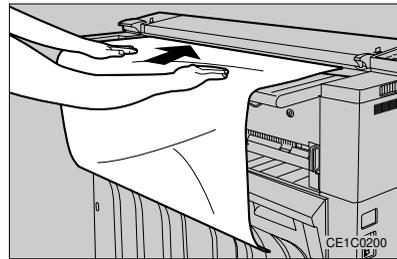
7 Select **[Auto Image Density]**, and use the **[Lighter]/[Darker]** key as necessary.

Note

When you select **[Auto Image Density]**, the copier scans part of the original in order to calculate the image density, then scans the entire original again. When scanning several originals, you can have this operation performed only for the first original. => Page 69, "Image Density"

8 Feed your original face down along the original guide.

The copier starts scanning.



Now scanning

Please wait
Ready to set original

9 Feed the next original along the original guide (you can use the **[Lighter]/[Darker]** key before this operation). Repeat this step to scan all originals you want to store in memory.

Insert next original	1-5
Last orig. -> #	

 **Note**

- ❑ Numbers shown on the upper right corner of the screen represent the following:

1-5	Number on the left	Number of originals
	Number on the right	Number of copies

- ❑ The remaining memory space is displayed on the lower right corner of the screen if it reaches 64 MB or less.

A When you have finished scanning the originals, press the [#] key.

B To start copying, press the [#] key again.

Press # for copying	3-5
---------------------	-----

 **Note**

- ❑ If you want to change the copy quantity, press the [Clear/Stop] key. Then press the [Clear/Stop] key again and enter a new quantity with the [Number] keys. To return to the previous screen, press the [#] key.

Memory copying

C When the copier completes copying, the following message appears on the panel display:

Ready(Normal•Stack)

 **Note**

- ❑ When using the Sort function, the maximum number of copies that can be received in the copy catch tray is 15 for E (36" × 48") paper or 20 for D (24" × 36") paper. When copying onto paper of other sizes,

take copies one by one out of the copy catch tray.

D To copy the originals stored in memory again, press the [#] key then return to step 4.

- ➊ Enter the number of copies required with the [Number] keys.
- ➋ Press the [#] key.
The copier starts copying.

E To clear memory, press the [Clear Modes/Energy Saver] key.

The copier clears memory and returns to the ready condition for Memory Copy.

SETTING ORIGINALS

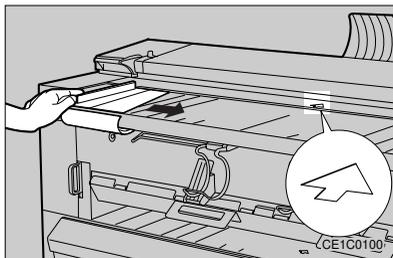
Reference

For information on originals, see “ORIGINALS.” => Page 1

Note

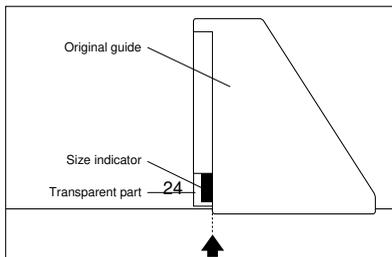
- Set originals after correction fluid or ink has completely dried. Not taking this precaution could mark the exposure glass and cause marks to be copied.

- 1 Set your original face down while aligning it to the reference mark, and fit the left original guide to the original width.**



Note

- Be sure to fit the left and right original guides to the original width to prevent the original from being fed at a slant.
- Slide the original guides so that the inside of the transparent part fits the original.



- 2 Make sure that the message “Ready” is shown on the panel display.**

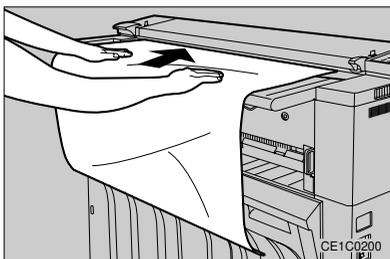


Note

- The green arrow lights when the copier enters the ready condition. When this arrow blinks, you can use the Auto Start function.
=> Page 27, “Auto Start”

- 3 Feed the original face down along the original guide.**

The copier starts copying.



Note

- Release the original when the machine pulls it slightly into the machine.
- If the original is at a slant, pull it out and feed it in straight.
- If you wish to stop copying after the original has started to be fed, press the [Emergency Stop] key and remove the original from the copier.
- When copying a long original, prevent the leading portion of the delivered original from coming back into the original feed slot.

Using the Carrier Sheet

Reference

For original types you should copy with the optional carrier sheet, see “Originals that Require the Carrier Sheet.” => Page 1

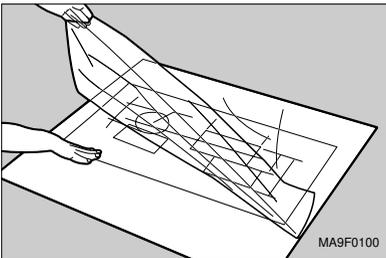
Note

- When you make copies using the carrier sheet and **[Synchro Cut]**, they are cut to the carrier sheet length.

Important

- When using the carrier sheet, specify “1” for the number of copies (when the Memory Unit is not attached). If you make multiple copies with a carrier sheet, originals might be damaged.
- You can use the carrier sheet only when originals are delivered from the original delivery slot on the back of the machine. If originals are delivered from the front of the machine, they might be damaged.

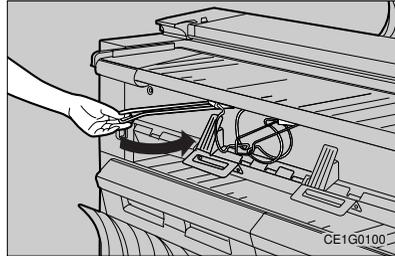
- 1 **Open the carrier sheet with the transparent side facing up, and insert your original face up.**



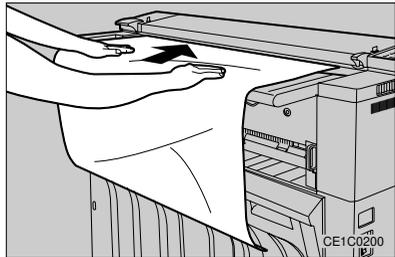
Note

- Align the original to the folded portion of the carrier sheet.

- 2 **Extend the carrier sheet guides.**



- 3 **Insert the folded portion of the carrier sheet into the original feed slot.**



Note

- Set the carrier sheet with the original face down.
- Release your hands from the carrier sheet when it is pulled slightly into the machine.
- If the carrier sheet is fed at a slant, pull it out and feed it in straight.
- If you wish to stop copying after the original has started to be fed, press the **[Emergency Stop]** key and remove the original from the copier.

COPYING ONTO PAPER SET ON THE MANUAL FEED TABLE

This function allows you to copy onto paper of sizes that cannot be handled by the paper tray, as well as A (9" × 12") or other cut sheet paper.

This section describes the procedure you follow when the Memory Unit is not installed.

Reference

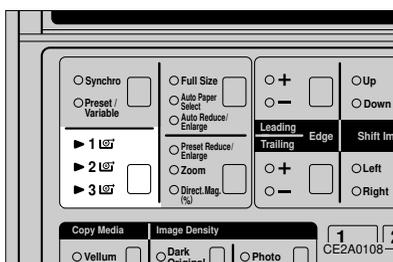
For recommended paper types, orientations, and capacity of the manual feed table, see "COPY PAPER." => Page 4

Limitation

- When copying with manual feed, you cannot use the following functions:
 - Erase Border
 - Margins

1 Press the key shown to turn off all of 1 to 3.

The message "Bypass" is shown on the panel display.



2 Select any special functions that you require.

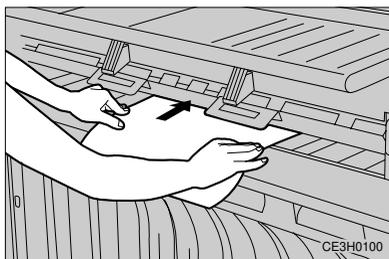
Reference

For more information on functions that are available, check the table of contents on page xx.

3 Insert the paper into the manual paper feed slot while aligning it to the size indicator on the manual feed table.

Note

- Set the paper with the side you wish to copy face-down.
- Release the paper when the machine pulls it slightly into the machine.
- If the paper is fed at a slant, pull it out and feed it in straight.



4 Set your original.

The copier starts copying.

Important

- If the copy curls when it is delivered, it might enter into the manual paper feed slot again and cause a paper misfeed. Prevent the copy from coming back into the manual paper feed slot.

When a copy is fed out, remove it by holding its edge with both hands.

Note

- You can set either an original or copy paper first.

Memory Copying Onto Paper Set On The Manual Feed Table (Memory Unit Required)

! Limitation

- When setting paper on the manual feed table using the Memory Copy feature, you can only store a single original.
- You must set your original and scan it in before you set the copy paper in the manual feed table.

1 Press the [Clear Modes/Energy Saver] key if any previous copy settings remain.

2 Make sure that the Memory Copy indicator is lit.
If it is not lit, press the [Memory Copy] key.

Ready (Normal•Stack)

3 You can set the image quality level to “Normal” or “Fine.”

🔍 Reference

=> Page 74, “Copy quality setting”

4 Press the key shown to turn off indicators 1 to 3.

The [Check Display] indicator lights prompting you to set your original. The following message appears on the panel display:

Set original/paper 1
100% Bypass

5 Specify a reproduction ratio, editing, or any other functions you require. Select [Auto Image Density], and use the [Lighter]/[Darker] key as necessary.

6 Set your original.

Now scanning

Please wait

Add paper 1
Bypass

7 Insert copy paper into the manual paper feed slot while aligning it to the size indicator on the manual feed table.

The copier starts copying.

Memory copying Bypass

📌 Note

- Release the paper when the machine pulls it slightly into the machine.
- If the paper is fed at a slant, pull it out and feed it in straight.

Set original/paper

8 Set the next paper.

9 When you have made the necessary number of copies, press the [Clear Modes/Energy Saver] key.

The copier clears memory and returns to the ready condition for Memory Copy.

ADJUSTING COPY IMAGE DENSITY

Preparation

- ❑ You can adjust the copy image density in five ways:

【Auto Image Density】

Scans originals based on their image density, allowing you to copy originals with a dark background, such as newspapers.

【Darker/Lighter】

Allows you to specify 13 levels of image density manually.

【Dark Original】

Specify this option when copying dark originals.

【Light Original】

Specify this option when copying light originals.

【Photo】

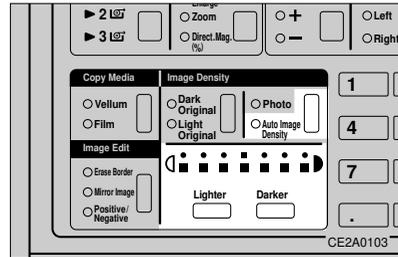
Clearly reproduces halftone images such as photographs.

Note

- ❑ By default, 【Auto Image Density】 is lit for the copy image density adjustment. You can change this setting. => Page 69, “Image Density”
- ❑ By default, 【Lighter】 is selected for the background image density. You can change this setting. => Page 65, “Setting background Image Density”
- ❑ You cannot select 【Dark Original】/【Light Original】 or 【Photo】 while the 【Memory Copy】 indicator is lit.

Auto Image Density

- 1 Press the key shown to turn on the 【Auto Image Density】 indicator.

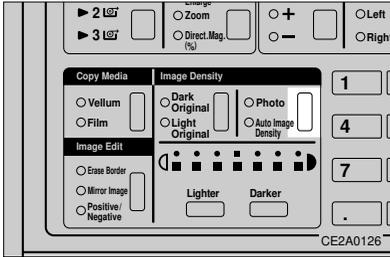


Note

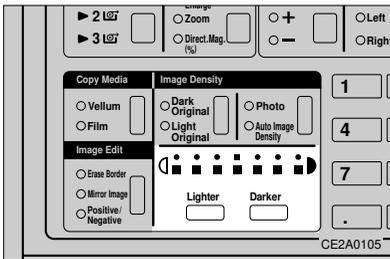
- ❑ If you do not wish to select any other functions, set your original and start copying.
 - ❑ The copier scans a portion of the original to calculate the appropriate image density, then copies the entire original. Do not hold down or pull out the original while it is moving to and fro.
 - ❑ You can also use the 【Darker】 or 【Lighter】 key to adjust the copy image density more subtly when 【Auto Image Density】 is selected.
- ### ! Limitation
- ❑ You cannot select 【Dark Original】/【Light Original】 while the 【Auto Image Density】 indicator is lit.

Darker/Lighter

- 1 Press the key shown to turn off the [Auto Image Density] indicator.



- 2 Press the [Darker] or [Lighter] key to select an image density level.
The image density indicator shows the level.

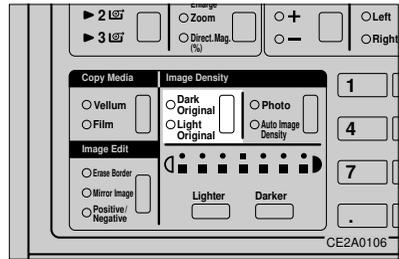


Note

- If you do not wish to select any other functions, set your original and start copying.
- When two image density indicators are lit, the selected density is half way between these two levels.

Dark Original/Light Original

- 1 Press the key shown to turn off the [Auto Image Density] indicator.
- 2 Press the key shown to turn on the [Dark Original] or [Light Original] indicator.



Note

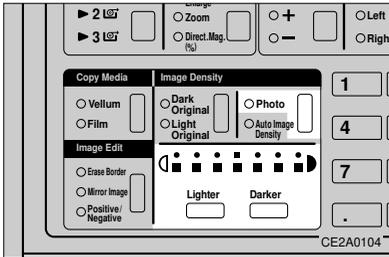
- If you do not wish to select any other functions, set your original and start copying.
- You can use the [Darker] or [Lighter] key to adjust the copy image density more subtly when [Dark Original] or [Light Original] is selected

Limitation

- You cannot select [Dark Original]/[Light Original] while the [Memory Copy] indicator is lit.

Photo

- 1 Press the key shown to turn on the **[Photo]** indicator.



Note

- To adjust the copy image density, use the **[Darker]** or **[Lighter]** key.
- If you do not wish to select any other functions, set your original and start copying.
- You can also choose **[Dark Original]**/**[Light Original]** when **[Photo]** is selected.

Limitation

- You cannot select **[Photo]** while the **[Memory Copy]** indicator is lit.

SELECTING COPY PAPER

Paper Tray Select/Auto Paper Select

Preparation

- You can select copy paper types in two ways:

[Auto Paper Select]

The copier automatically selects a paper type appropriate for a specified original size and reproduction ratio.

[Paper Tray Select]

You can select a paper tray manually.

Reference

Original and paper widths to be read differ depending on whether Size mode setting is set to Engineering or Architecture sizes.

See “Original and Paper Sizes That Can Be Read Automatically.” => Page 3

For the procedure to switch between columns Engineering sizes or Architecture sizes, see “Size mode setting.” => Page 71

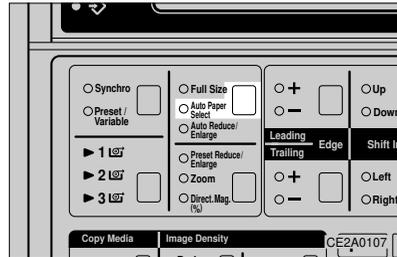
Selecting Copy Paper Automatically

Limitation

- Auto Paper Select detects original widths of 17,0", 22,0", and 34,0" (for Engineering sizes) based on the left original guide position, and selects paper width automatically (18,0", 24,0", and 36,0" for Architecture sizes).

1 Press the key shown to turn on the {Auto Paper Select} indicator.

2 Set your original while fitting the original guide to the original width. The copier selects a paper type appropriate for the original width, and [1], [2], or [3] goes on.

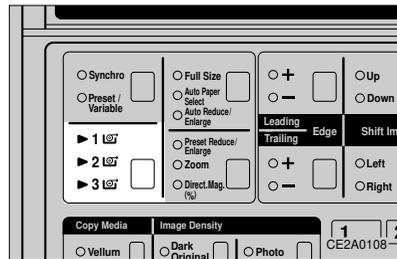


Note

- If the appropriate paper is not loaded, the message “Check paper size” appears on the panel display. Check the paper trays and select the correct type of paper.
- If you do not wish to select any other functions, set your original and start copying.

Selecting a Paper Tray

1 Press the key shown to turn on indicator [1], [2], or [3] to select the paper type you require.

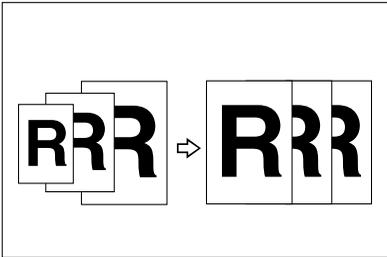


Note

- The third paper tray is optional.
- When selecting the manual feed table, press the key shown to turn off indicators [1] to [3], => Page 16, “COPYING ONTO PAPER SET ON THE MANUAL FEED TABLE”
- If you do not wish to select any other functions, set your original and start copying.

Auto Reduce/Enlarge

This function enlarges/reduces copies automatically so that they match the specified paper width.



Preparation

- This function is useful when copying originals of different sizes onto copy paper of the same size.

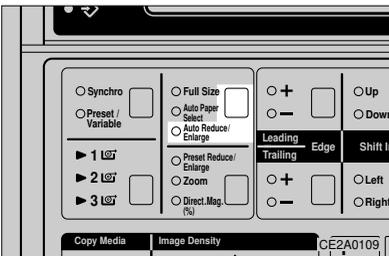
Limitation

- This function will use one of the following reproduction ratios: 200, 129, 100, 65 and 50 % for Engineering sizes, and 200, 133, 100, 67 and 50 % for Architecture sizes.

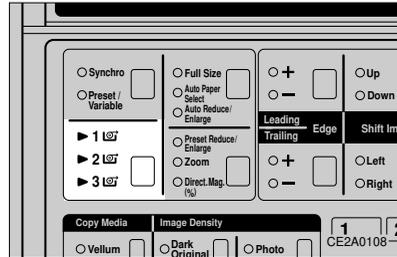
Preparation

For paper and original widths that can be read automatically, see “Original and Paper Sizes That Can Be Read Automatically.” => Page 3.

- 1 Press the key shown to turn on the [Auto Reduce/Enlarge] indicator.



- 2 Press the key shown to select a paper tray containing your desired paper.



Note

- If you do not wish to select any other functions, set your original and start copying.

SETTING THE LENGTH OF ROLL PAPER CUT

Preparation

- You can cut roll paper in three ways:

[Synchro Cut]

Cuts roll paper to the same length as originals.

[Preset Cut]

Cuts roll paper by a length selected from the predefined, fixed lengths and two user-defined lengths.

[Variable Cut]

Cuts roll paper by the length you enter.

- Roll paper is cut regardless of original sizes (except when using Synchro Cut).
- The predefined, fixed lengths for Preset Cut depend on the paper size type (Engineering sizes or Architecture sizes) as shown in the following table.

Engineering Cut length	44.0"	34.0"	22.0"	17.0"
Architecture Cut length	48.0"	36.0"	24.0"	18.0"

- When you change Preset Cut/Variable Cut settings, roll paper will continue to be cut to the modified length until the Auto Reset function is executed.
- You can specify a Variable Cut length from 11" to 197" in 0.1" steps.

Limitation

- You can cut roll paper to lengths between 11" and 197" when using Synchro Cut.

Note

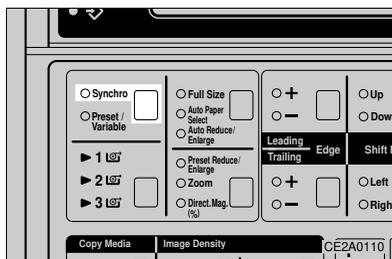
- By default, **[Synchro Cut]** is lit for the paper cut method. You can change this setting. => Page 69, "Set cutting method"
- You can store up to two Preset Cut lengths. => Page 73, "Copy length"
- You can also select whether to show Synchro Cut lengths on the panel display. => Page 70, "Synchr. cut length"
- You can select the default paper sizes that are available (Engineering sizes or Architecture sizes). => Page 71, "Size mode setting"

Synchro Cut

- 1 Press the key shown to turn on the **[Synchro Cut]** indicator.

Note

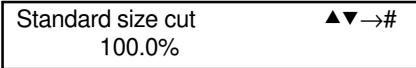
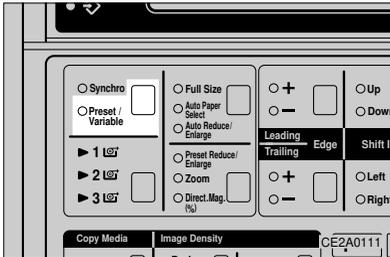
- If you do not wish to select any other functions, set your original and start copying.



Preset Cut/Variable Cut

Preset Cut

- 1 Press the key shown so that the [Preset Cut/Variable Cut] indicator blinks.



- 2 Press the [▲]/[▼] key until the cut length you require appears on the panel display.

- 3 Press the [#] key. The [Preset Cut/Variable Cut] indicator will light.

Note

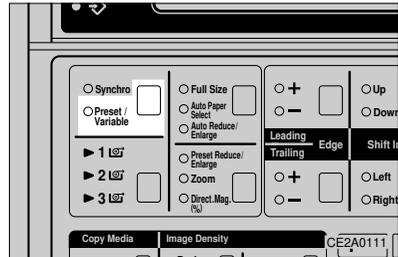
- ☐ If you do not wish to select any other functions, set your original and start copying.

Variable Cut

Preparation

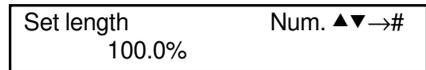
- ☐ When entering numbers, add leading zeroes as necessary. For example, if the value requires 4 digits and you wish to set it to “299”, enter “0299”.

- 1 Press the key shown so that the [Preset Cut/Variable Cut] indicator blinks.



- 2 Press the [▲]/[▼] until “Variable Cut” appears on the panel display.

- 3 Press the [#] key. The variable cut length entry screen is displayed.



- 4 Use the [▲]/[▼] or [Number] keys to select a cut length.

Note

- ☐ If you have entered a wrong number, use the [▲]/[▼] key or [Number] keys to enter the correct one.

- 5 Press the [#] key. The [Preset Cut/Variable Cut] indicator lights.

Note

- ☐ If you do not wish to select any other functions, set your original and start copying.

FUSING TEMPERATURE

This feature lets you select an optimal fusing temperature for the type of media you are copying onto.

Preparation

- Choose one of the following fusing temperature options that best matches your copy media:

[Vellum Paper]

Select this option when copying onto translucent paper.

[Film]

Select this option when copying onto film.

[Bond Paper]

This option is selected when both the **[Vellum Paper]** and **[Film]** indicators are not lit.

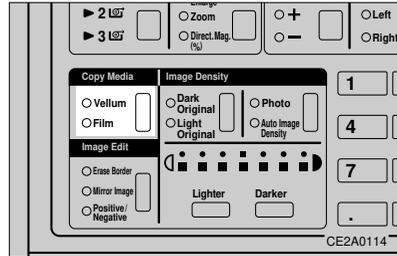
- Copies might be creased or part of images might be lost if you make copies with a fusing temperature inappropriate to your copy paper.
- When you change the fusing temperature, it might take a few minutes for the copier to enter the ready condition.

Note

- You can adjust the fusing temperature in the range of -5 to +5°C in about 1°C steps. => Page 65, “Adjusting the Fusing temp. Temporary.”
- The specified fusing temperature is cleared when you press the **[Clear Modes/Energy Saver]** key or change paper types.
- You can select the default fusing temperature for each paper type. => Page 68, “Fusing temp. adjustment.”

- 1 Press the key shown to turn on the **[Vellum Paper]** or **[Film]** indicator.**

The message “Warming up” appears on the panel display.



- 2 Select any copy functions you require and enter the number of copies.**

- 3 Set your original.**

You can make copies after the copier finishes warming up.

PROGRAM

If you find that you often use the same group of copy settings and get tired of selecting them over and over again for each copy job, store this group of settings in a Program. Once stored, you can quickly and easily recall these settings using the Recall Program key, then carry out the copy job.

Preparation

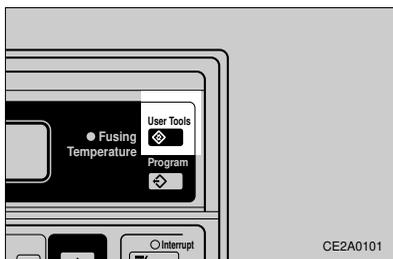
- To use the Program function, store copy job settings you want to use repeatedly. This operation is called “Store program.”
- You can store up to five programs.
- The programs are numbered 1-5. Note that if you store settings in a program that has already been used, the old settings will be overwritten with the new settings.

Note

- If you choose Auto Paper Select as one of the settings stored in a program and paper of the same size is loaded in more than one roll feeder, the lowest number tray takes priority.
- Unless you overwrite a program with new settings, programs remain memorized even when you turn off the machine or press the [Clear Modes/Energy Saver] key.

Storing/Changing a Program

- 1 Select all the settings and functions that you wish to store in a program.
- 2 Press the [User Tools] key.



- 3 Press the [▲]/[▼] key to show “2. Store program” on the panel display.



- 4 Press the [#] key
“Program 1” is shown on the panel display

- 5 Press the [▲]/[▼] key to select the program number (1-5) you wish to store these settings in, then press the [#] key.

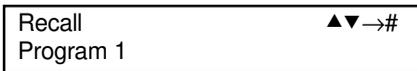
- 6 If you wish to store another program, repeat steps [1] to [5].

Note

- Press the [User Tools] key to return the copier to the ready condition.

Recalling a Program

- 1 Press the [Program] key.
- 2 Press the [▲]/[▼] key to select the program you wish to recall (1-5).



- 3 Press the [#] key.
The programmed functions are shown on the panel display.

- 4 Set your original.
The copier starts copying.

OTHER FUNCTIONS

Energy Saver Mode

When you press the **[Clear Modes/Energy Saver]** key, the display goes blank and the machine enters Energy Saver mode.

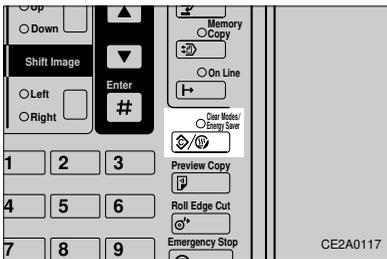
Preparation

- By default, Energy Saver is set to “Level 2” (the machine returns to the ready condition after about three minutes). => Page 70, “Energy saver”
- Energy Saver mode uses less power than the normal stand-by mode.

Important

- If you press the **[Clear Modes/Energy Saver]** key while you are specifying a number or function, all settings you have entered will be cleared.

- 1 Hold down the **[Clear Modes/Energy Saver]** key for about three seconds. The **[Clear Modes/Energy Saver]** indicator will light.



Note

- To exit Energy Saver mode, press the **[Clear Modes/Energy Saver]** key again.

Auto Start

If you set up a copy job while the machine is warming up, the machine starts copying automatically as soon as it enters the ready condition.

- 1 **Select any functions you require and enter the number of copies while “Warming up” and “Auto Start” are shown alternately on the panel display.**

- 2 **Set your original.**

The message “Please wait” is shown on the panel display.

Note

- When you use Memory Copy, “Ready to set original” is shown on the panel display.
- The center reference mark (arrow) blinks while “Auto Start” is shown on the screen.

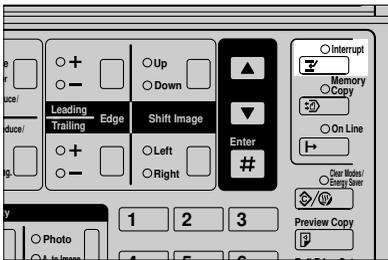
Interrupt (The Memory Unit is Required)

If the machine is making copies, you can interrupt the current copy run to copy another original using Memory Copy, or by recalling a stored original (with the hard disk).

Preparation

- You can press the [Interrupt] key to interrupt the current copy run when you are performing the following operations using Memory Copy:
 - Scanning an original
 - Copying (printing out)
 - Recalling a stored original
- When the machine is scanning an original, it finishes the scan before interrupting the copy run.
- When the machine is making a copy, it delivers the copy before interrupting the copy run.
- During a copy interruption, you cannot use Memory Copy (Sort/Stack) or store/recall an image.

- 1 Press the [Interrupt] key.
The [Interrupt] indicator lights.



- 2 Carry out your copy job.

- 3 When you have finished your copy job, press the [Interrupt] key again.
The [Interrupt] indicator goes off. The suspended memory copy run will be resumed.

Note

- After interrupting a copy run, follow the steps shown below.

If you interrupted scanning an original

- 1 Insert the next original or press the [#] key to start copying.

If you interrupted copying (printing out)

- 1 Resume copying.
When the message "Print out?" is displayed, press the [#] key.

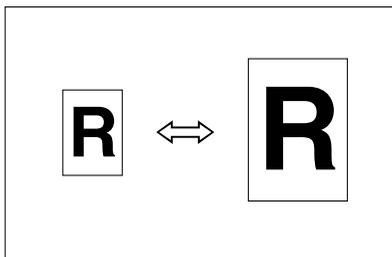
When you interrupted recalling a stored original

- 1 Continue the recall operation.

3. COPY SETTINGS

PRESET REDUCE/ENLARGE

You can select a preset magnification/reduction ratio for copying.



Preparation

- This function provides eight fixed reproduction ratios (four magnification ratios and four reduction ratios) and two arbitrary reproduction ratios:

Relationship between the Fixed Reproduction Ratios and Original/Paper

Engineering	
Magnification ratio	314%, 259%, 129%
Reduction ratio	65%, 50%, 32%, 25%,
Architecture	
Magnification ratio	400%, 267%, 133%
Reduction ratio	67%, 50%, 33%, 25%

Sizes

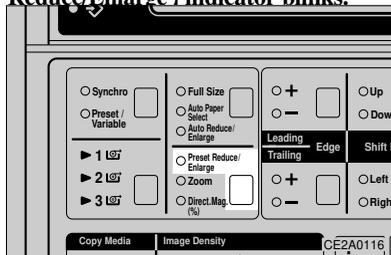
Note

- You can select a reproduction ratio regardless of an original or paper size. With some ratios, however, part of an image might be lost, or margins might appear on copies.
- When you reduce a copy of an original having thin lines, their thickness might differ or part of them might be lost.
- When you set the zoom increment to 0.1%, the fractional portion of numbers is also shown on the panel display. => Page 70, "Change zoom inc."

Tips

- By default, the arbitrary reproduction ratios are 100% for Magnification Ratio 1 and 200% for Magnification Ratio 2. You can change these settings to ratios you use frequently.
=> Page 74, "Setting Preset Reduce/Enlarge"

1 Press the key shown so that the [Preset Reduce/Enlarge] indicator blinks.



COPY SETTINGS

2 Press the [▲]/[▼] key to select a reproduction ratio.

Preset R/E	▲▼→#
141%	841X ----mm

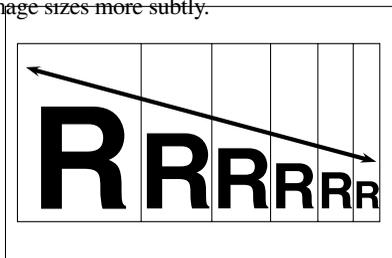
3 Press the [#] key.
The [Preset Reduce/Enlarge] indicator lights.

4 Set your original.

ZOOM

The copier starts copying.

You can specify the magnification/reduction ratio in 1 % or 0.1 % steps to change copy image sizes more subtly.



Preparation

- Use the **[▲]/[▼]** key or **[Number]** keys to specify the reproduction ratio.
- When entering numbers, add leading zeroes as necessary. For example, if the value requires 3 digits and you wish to set it to “50”, enter “050”.
- You can specify the reproduction ratio in the range of 25 to 400 %.

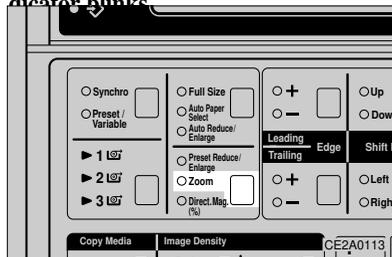
Tips

- You can also choose a ratio nearest to the one you require by choosing **[Preset Reduce/Enlarge]** and then selecting **[Zoom]**. Fine-tune the ratio with the **[▲]/[▼]** key.

Note

- You can also change the reproduction ratio increment to 1 % or 0.1 %. => Page 70, “Change zoom inc.”
- When you reduce a copy of an original having thin lines, their thickness might differ or part of them might be lost.

- 1 Press the key shown so the **[Zoom]** indicator blinks.



- 2 Press the **[▲]/[▼]** key or **[Number]** keys to specify a reproduction ratio.

Note

- If you enter a wrong number, use the **[▲]/[▼]** key or **[Number]** keys to enter the correct one.

- 3 Press the **[#]** key.

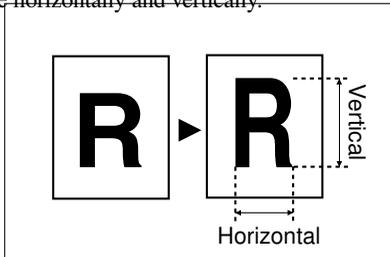
The **[Zoom]** indicator becomes lit.

- 4 Set your original.

The copier starts copying.

DIRECTIONAL MAGNIFICATION

This feature lets you specify different reproduction ratios for the vertical and horizontal axes. To put it simply, you can stretch the image horizontally and vertically.



Preparation

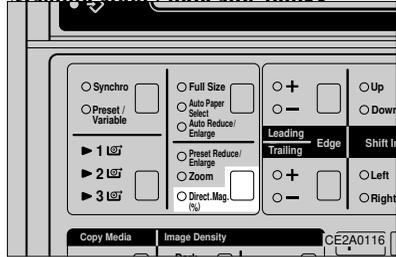
- Use the **[▲]/[▼]** key or **[Number]** keys to specify the reproduction ratios.
- When entering numbers, add leading zeroes as necessary. For example, if the value requires 3 digits and you wish to set it to “50”, enter “050”.
- You can specify the reproduction ratios in the range of 25 to 400 %.

Note

- You can also change the reproduction ratio increment to 1 % or 0.1 %. => Page 70, “Change zoom inc.”
- When you reduce a copy of an original having thin lines, their thickness might differ

or part of them might be lost.

- 1 Press the key shown so the **[Directional Magnification]** indicator blinks



- 2 Press the **[▲]/[▼]** key or **[Number]** keys to specify a horizontal reproduction ratio.

Direct. Magnif.	N. ▲▼→#
Width	120%

Note

- If you enter a wrong number, use the **[▲]/[▼]** key or **[Number]** keys to enter the correct one.

- 3 Press the **[#]** key.
The vertical ratio entry screen is displayed.

- 4 Press the **[▲]/[▼]** key or **[Number]** keys to specify a vertical reproduction ratio.

Direct. Magnif.	N. ▲▼→#
Length	100%

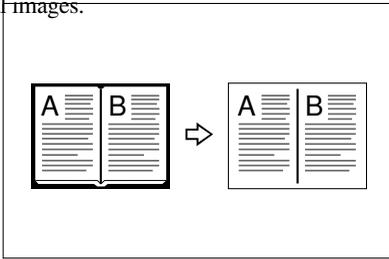
- 5 Press the **[#]** key.
The **[Directional Magnification]** indicator lights.

- 6 Set your original.

ERASE BORDER

The copier starts copying.

This function erases shaded areas around original images.



Preparation

- By default, the bounding margin around all four edges that is erased is 0.4".
- You can specify erase widths in the range of 0 to 2" in 0.1" steps.

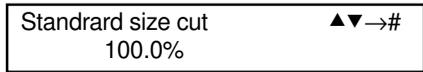
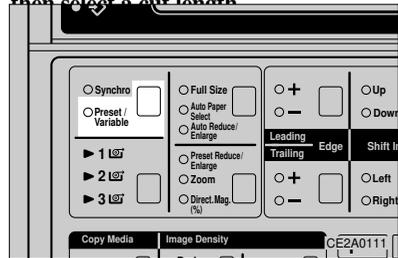
Limitation

- You cannot select Erase Border while the [Synchro Cut] indicator is lit.

Note

- You can also combine Erase Border and Positive/Negative when you set the "Image creation" initial setting to "combined function." => Page 34, "MIRROR," Page 34, "POSITIVE/NEGATIVE," Page 70, "Image creation"
- You can change the default erase width. => Page 66, "Erase Border"

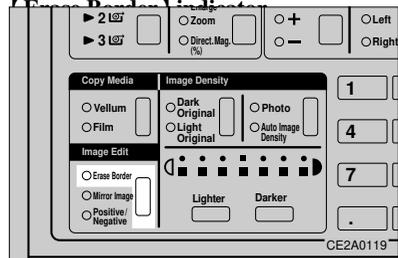
1 Press the key shown so the [Preset Cut/Variable Cut] indicator blinks and then select a cut length.



Reference

"Preset Cut/Variable Cut" => Page 24

2 Press the key shown to turn on the [Erase Border] indicator.

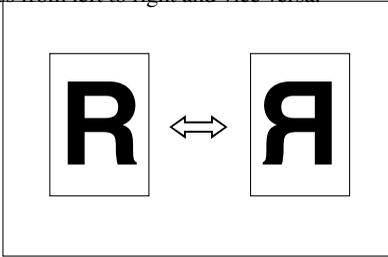


3 Set your original.

The copier starts copying.

MIRROR

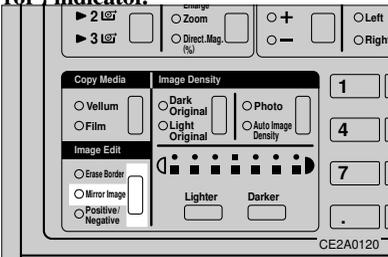
Like a mirror, this function reverses copy images from left to right and vice versa.



Note

- You can also combine Mirror with Erase Border or Positive/Negative when you set “Image creation” of initial setting to “combined function.” => Page 33, “ERASE BORDER,” Page 34, “POSITIVE/NEGATIVE,” Page 70, “Image creation”

1 Press the key shown to turn on the [Mirror] indicator.

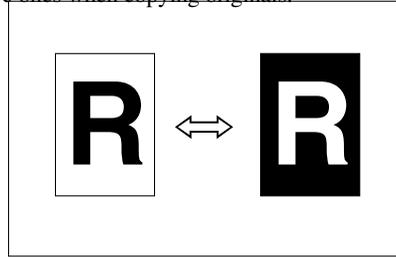


2 Set your original.

The copier starts copying.

POSITIVE/NEGATIVE

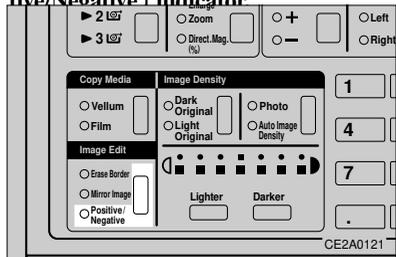
This function turns positive images to negative ones when copying originals.



Note

- You can also combine Positive/Negative with Erase Border or Mirror when you set the “Image creation” of initial setting to “combined function.” => Page 33, “ERASE BORDER,” Page 34, “MIRROR,” Page 70, “Image creation”

1 Press the key shown to turn on the [Positive/Negative] indicator.

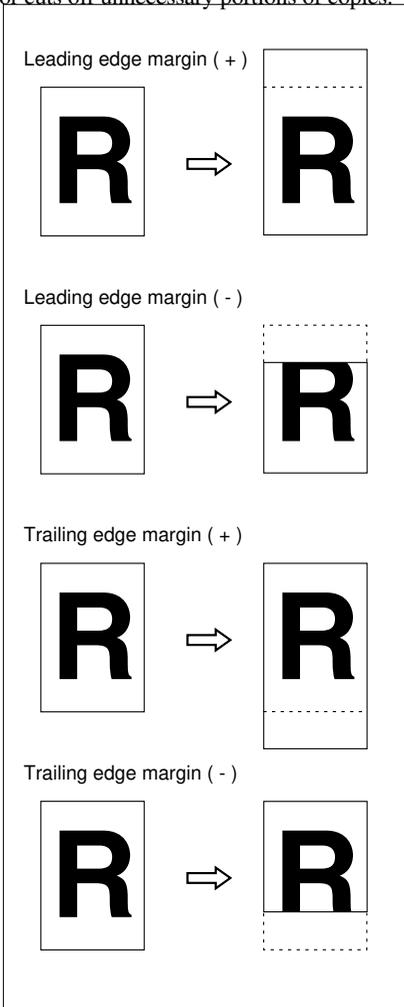


2 Set your original.

MARGINS

The copier starts copying.

This function creates a margin on the top (leading edge) or bottom (trailing edge) of copies or cuts off unnecessary portions of copies.



Preparation

- This function allows you to select the following four types of margins:
 - Leading edge margin (+): Creates a margin on the top (leading edge) of copies.
 - Leading edge margin (-): Cuts an unnecessary portion on the top (leading edge) of copies.
 - Trailing edge margin (+): Creates a margin on the bottom (trailing edge) of copies.
 - Trailing edge margin (-): Cuts an unnecessary portion on the bottom (trailing edge) of copies.
- Use the **[▲]/[▼]** key or **[Number]** keys to specify margins.
- When entering numbers, add leading zeroes as necessary. For example, if the value requires 3 digits and you wish to set it to “50”, enter “050”.
- You can specify margins in the range of -8" to 8" in 0.1" steps (negative numbers represent cut lengths).
- A copy length is a paper length plus a margin or minus a cut length.

Note

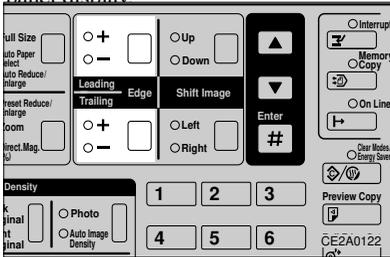
- You can change the default margin settings.

COPY SETTINGS

=> Page 66, "Margins"

- 1 Press the key shown so the **[+]** or **[-]** indicator for **[Leading Edge]** or **[Trailing Edge]** blinks.

The default margin setting is shown on the panel display.



Set lead. edge	N. ▲▼→# +2,0"
----------------	------------------

Set trail. edge	N. ▲▼→# +2,0"
-----------------	------------------

- 2 Press the **[▲]**/**[▼]** key or **[Number]** keys to specify a margin or cut length.

Note

- If you have entered a wrong number, use the **[▲]**/**[▼]** key or **[Number]** keys to enter the correct one.

- 3 Press the **[#]** key.

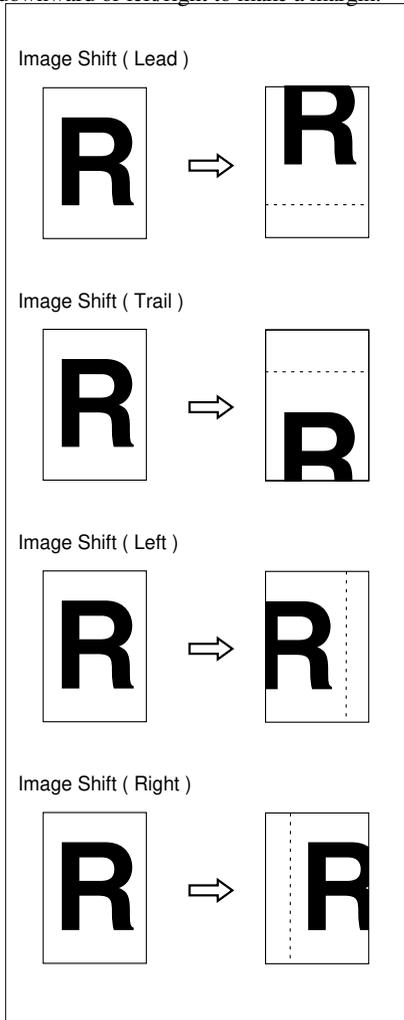
The **[+]** or **[-]** indicator lights.

- 4 Set your original.

The copier starts copying.

IMAGE SHIFT

This function shifts a copy image upward/downward or left/right to make a margin.



Preparation

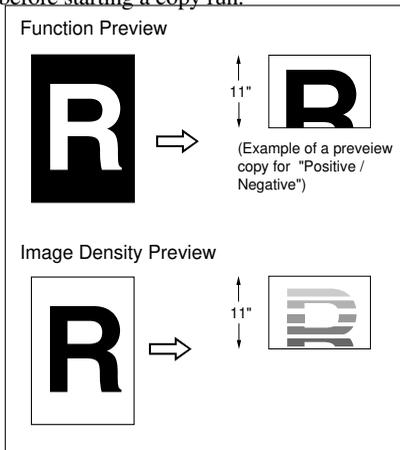
- This function allows you to select the following four types of shift:
 - Up: Moves an original image toward the top (leading edge) of a copy.
 - Down: Moves an original image toward the bottom (trailing edge) of a copy.
 - Left: Moves an original image to the left of the original feed direction.
 - Right: Moves an original image to the right of the original feed direction.
- Use the [▲]/[▼] key or [Number] keys to specify shift widths.
- When entering numbers, add leading zeroes as necessary. For example, if the value requires 3 digits and you wish to set it to "50", enter "050".
- You can specify shift widths in the range of 0 to 8" in 0.1" steps.
- If you are using roll paper, it is cut by the length specified for Preset Cut or Variable Cut. When you specify Image Shift together with Synchro Cut, the copy might be longer than the original.

Note

- You can change the default shift widths.
=> Page 66, "Image Shift"

PREVIEW COPY

The copier starts copying. This function makes a partial copy (11" long from the leading edge) of an original in the original feed direction. Use this feature to check image quality with the current settings before starting a copy run.



Preparation

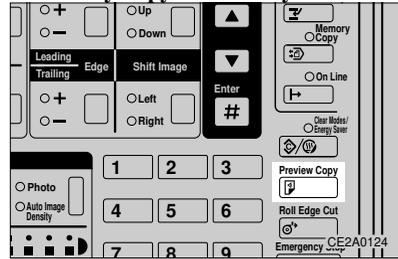
- Your machine is furnished with two types of preview feature:
 - Function Preview: Allows you to check the Mirror, Positive/Negative, or other functions.
 - Image Density Preview: Copies the leading portion of an original with seven levels of image density on a 1" basis.

Note

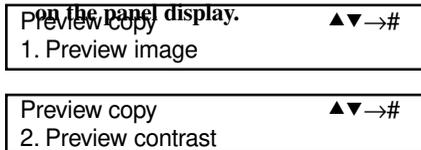
- When you make an image density preview copy, the Image Shift (Up/Down), Margins, and Reduce/Enlarge functions are disabled.
- If you choose **[Auto Image Density]**, You

cannot select Preview Copy.

1 Select any copy functions you wish to



2 Press the **[▲]**/**[▼]** key until “1. Preview image” or “2. Preview contrast” is shown on the panel display.



Note

When using Memory Copy, you can also select “3: full sample.”

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

4 Set your original.

The copier starts copying.

Note

- When the copy run starts, the original is fed a little and delivered back to position. Then it is kept on the original table.
- After preview copying, press the **[#]** key when you want to start copying the entire original with the these copy settings.
- To cancel copying the original, press the

COMBINATION CHART

		you try to select																											
		Synchro Cut	Preset Cut/Variable Cut	Full Size	Auto Paper Select	Auto Reduce/Enlarge	Preset Reduce/Enlarge	Zoom	Directional Magnification	Leading Edge Margin	Trailing Edge Margin	Image Shift(UP/Down)	Image Shift(Left/Right)	Erase Border	Mirror	Positive/Negative	Text	Auto Image Density	Photo	Dark Original	Normal Original	Light Original	Paper Tray	Manual Feed	Bond Paper	Vellum Paper	Film	Memory Copy	
Already selected mode	Synchro Cut	*	●	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Preset Cut/Variable Cut	●	*	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Full Size	○	○	*	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Auto Paper Select	○	○	○	*	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Auto Reduce/Enlarge	○	○	○	○	*	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Preset Reduce/Enlarge	○	○	○	○	○	*	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Zoom	○	○	○	○	○	○	*	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Directional Magnification	○	○	○	○	○	○	○	*	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Edit	Leading Edge Margin	○	○	○	○	○	○	○	○	*	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
		Trailing Edge Margin	+	×	○	○	○	○	○	○	○	*	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
		Image Shift(UP/Down)	○	○	○	○	○	○	○	○	○	○	*	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
		Image Shift(Left/Right)	○	○	○	○	○	○	○	○	○	○	○	*	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
		Erase Border	×	○	○	○	○	○	○	○	○	○	○	○	*	△	△	○	○	○	○	○	○	○	○	○	○	○	○
		Mirror	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
		Positive/Negative	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Adjusting Image Density	Text	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
		Auto Image Density	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
		Photo	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
		Dark Original	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
		Normal Original	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Light Original	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	Paper Feed	Paper Tray	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
		Manual Feed	×	×	○	×	×	○	○	○	×	×	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	Paper Type	Bond Paper	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
		Vellum Paper	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
		Film	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
		Memory Copy	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	

【Emergency Stop】key and remove the original.

- : These modes can be used together.
- △ : These modes can be used together the when the Image creation initial setting is set to “combined function” for these modes.
- : These modes cannot be used together. The mode you try to select will be the mode you are working in.
- × : These modes cannot be used together. The already selected mode will be the mode you are working in.
- + : Only the Trailing Edge Margin (+) can be used together with Synchro Cut.

Note: Text means a state in which both Auto Image Density and Photo are not selected.

Normal Original means a state in which both Dark Original and Light Original are not selected.

4. WHAT TO DO IF SOMETHING GOES WRONG

IF YOU CANNOT START COPYING

If a Message Appears

This section describes messages shown on the panel display. If you see a message other than those in the table below, follow the instructions given in the message.

Message	Problem/Cause	Action
Warming up	This message appears when you turn on the main switch.	Wait for the machine to warm-up. You can specify copy functions and the number of copies during the warm-up period. => Page 27, "Auto Start"  Note • It takes up to 10 minutes for the machine to enter the ready condition when you turn on the main switch.
No roll unit	The roll feeder is not set firmly in a selected paper tray.	Open the front cover and push the roll feeder firmly. => Page 48, "IF COPY PAPER RUNS OUT"
Check paper size	There is no copy paper that matches an original you set when the [Auto Paper Select] indicator is lit.	Change the roll paper and start copying. Alternatively, turn on the [Auto Reduce/Enlarge] indicator with the relevant key to enlarge/reduce copies. => Page 48, "IF COPY PAPER RUNS OUT," Page 22, "Auto Reduce/Enlarge"
Close original holder	The original holder is not fixed with the pins.	Fix the original holder firmly with the pins on both sides.
Close doors and covers	The front cover is open.	Close the front cover firmly.
Close doors and covers	The main unit is open.	Hold the original table with both hands and push it toward the rear side of the machine to close the main unit. Make sure that the main unit release lever is returned to the original position.
	The upper rear cover is open.	Close the upper rear cover firmly.
	The right side cover is open.	Close the right side cover firmly.
Please wait	The machine is adjusting its temperature because you have changed the fusing temperature.	Wait for the machine to adjust to the new temperature.

WHAT TO DO IF SOMETHING GOES WRONG

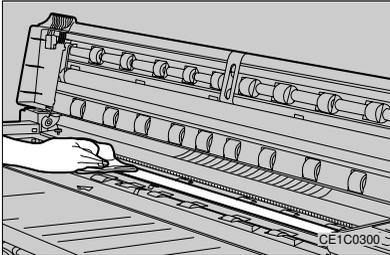
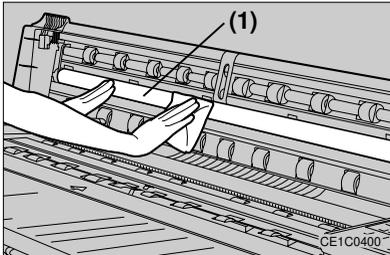
Message	Problem/Cause	Action
Memory full Eject original?	The machine has run out of free memory space.	If you select “Yes,” the original is ejected.
		If you select “No,” remove the original manually.
		When you press the [#] key after ejecting/removing the original, the machine prints out the originals it has already scanned.
Memory unit error Press any key	You cannot make copies with memory because the Memory Unit is not working properly.	Contact your service representative. However, you can still make copies without using memory. Press any key to return to the “Ready” screen.
Turn on the memory unit	The Memory Unit’s power cord is unplugged from the connector on the back of the machine.	Plug the power cord in firmly. If the message appears again after you have made sure that the power cord is plugged in, contact your service representative.
Select lighter exposure, set original again	You are trying to store in memory a large-size blueprint original, or an containing many photographs, maps, or other halftone images.	Lighten the copy image density with the [Lighter] key, or change the image quality level from “Fine” to “Normal.” Change the original feed orientation from  to  .
Paper empty Remove remaining paper	The end portion of the roll paper is stuck to its roll. If the remaining paper is too short, the machine will not cut it.	Open the front cover and remove the paper.
Now adding toner	The machine adds and shakes the toner after you supply it.	Make sure that the toner is added, and wait for the message to disappear.
Please call service		When this message appears with a number, pull the release lever to open the main unit, and then close it. If the message appears again, check the number and other information given in the message, turn off the main switch, and unplug the power cord. Then contact your service representative.
Maintenance due.	Machine maintenance is due.	Contact your service representative.

IF YOU CANNOT START COPYING

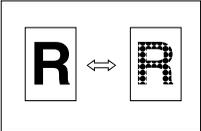
Others

Problem	Cause	Action
The 【Clear Modes/Energy Saver】 indicator is lit and the panel display is turned off.	The machine is in Energy Saver mode.	Press the 【Clear Modes/Energy Saver】 key.
Nothing appears on the panel display even when you turn on the main switch.	The power cord is not plugged in the outlet.	Plug the power cord in the outlet.

IF YOU CANNOT MAKE CLEAR COPIES

Problem	Cause	Action
<p>Black lines appear on copies.</p>	<p>The image density is too dark. The exposure glass or original feed roller is dirty. There is foreign matter or dust on the originals.</p>	<p>Adjust the image density. => Page 18, "ADJUSTING COPY IMAGE DENSITY"</p> <p>Clean the exposure glass and original feed roller. Cleaning the Exposure Glass</p>  <p>Cleaning the Original Feed Roller Wipe the original feed roller while rotating the part indicated by (1) in the illustration below.</p>  <p>Remove the foreign matter or dust from the originals before copying. In particular, be careful when copying the following types of originals:</p> <ol style="list-style-type: none"> 1. Originals containing characters in pencil, either handwritten or plotter-generated. 2. Film or translucent paper originals which easily build up static electricity. 3. Originals long enough to reach the floor.
<p>The reverse side of an original</p>	<p>The image density is too dark.</p>	<p>Adjust the image density. => Page 18, "ADJUSTING COPY IMAGE DENSITY"</p>

IF YOU CANNOT MAKE CLEAR COPIES

Problem	Cause	Action
Copies appear dirty.	The image density is too dark.	Adjust the image density. => Page 18, "ADJUSTING COPY IMAGE DENSITY"
A shadow appears on copies if you use pasted originals.	The image density is too dark.	Adjust the image density. => Page 18, "ADJUSTING COPY IMAGE DENSITY" • Change the original feed orientation. • Put mending tape on the pasted part.
Something other than original images is copied	The exposure glass or original feed roller is dirty.	Clean the exposure glass and original feed roller. => Page 44
Copy images are blurred.	The image density is too light.	Adjust the image density. => Page 18, "ADJUSTING COPY IMAGE DENSITY"
	Unsuitable paper is set.	Check non-recommended paper. => Page 5  Note • If you make a copy on rough-grain, coated, or damp paper, the copy image might be blurred.
Toner is not fused properly.	The fusing temperature is too low.	Specify a fusing temperature appropriate to the paper type. => Page 25, "FUSING TEMPERATURE," Page 68, "Fusing temp. adjustment," Page 65, "Adjusting the Fusing Temperature Temporarily"
	Copies are made onto thick paper.	Specify a higher fusing temperature. => Page 65, "Adjusting the Fusing Temperature Temporarily"
A moire pattern is produced on copies. 	The moire pattern is created because regularly arranged dot patterns or lines overlaps when the image is processed.	The moire pattern might not be produced if you change the original orientation. Copy the original in the Photo mode.
Copies become lighter when continually copying a solid, black image.		Open and close the right side cover and wait for a while.

IF YOUR COPIER DOES NOT OPERATE AS YOU WANT

Problem	Cause	Action
Misfeeds occur frequently.	Copy paper is folded or creased.	Cut the folded or creased portion of the roll paper.
	Misfed paper or pieces of paper remain inside the machine.	Remove such paper in an appropriate way. => Page 56, "IF COPY PAPER OR AN ORIGINAL IS MISFED"
	The original is curled.	Straighten the curled portion of the original before copying.
Part of a copy image is lost when using Erase Border.	The erase width is too large. The original you set has too narrow a margin.	Set the default erase width to a smaller value. => Page 66, "Erase Border"
Part of a copy image is lost.	The original was not set in the correct position.	Set the original properly. => Page 14, "SETTING ORIGINALS"
	An unsuitable paper size is selected.	Select copy paper of the correct size. => Page 4, "Recommended Paper Sizes and Types"
	Image Shift or Leading Edge Margin (or Trailing Edge Margin) is selected.	Press the relevant key to turn off the [Image Shift] or [Leading Edge Margin] (or [Trailing Edge Margin]) indicator. => Page 37, "IMAGE SHIFT," => Page 35, "MARGINS"
An original image is not copied.	The original was set with the wrong side facing down.	Set the paper with the side you wish to copy face-down.
The copy image is shifted horizontally on the copy paper.	The roll paper is not set properly in the roll feeder.	Align the roll paper properly to the size indicator on the roll spool. => Page 48, "IF COPY PAPER RUNS OUT"
	The original size does not match the size indicators on the original table.	Align the original guides to the size indicators and insert the original along them. => Page 14, "SETTING ORIGINALS"
	The copy paper was not inserted properly when copying with manual feed.	Align the copy paper properly to the size indicator on the manual feed table. => Page 16, "COPYING ONTO PAPER SET ON THE MANUAL FEED TABLE"
The copy image is shifted in the original feed direction (on the opposite direction)	Image Shift or Leading Edge Margin (or Trailing Edge Margin) is selected.	Press the relevant key to turn off the [Image Shift] or [Leading Edge Margin] (or [Trailing Edge Margin]) indicator. => Page 37, "IMAGE SHIFT," => Page 35, "MARGINS"
Copies are shorter than the specified length, or they are cut at some midpoint.		

IF YOUR COPEIR DOES NOT OPERATE AS YOU WANT

Problem	Cause	Action
Copies are creased.	The copy paper is damp.	Replace the copy paper with new one. Turn on the anti-condensation heater. => Page 6, "Anti-humidity Heater"
Copies are slanted.	The originals were not fed straight.	Feed the originals straight along the original guides.
Copies are waved. (on translucent paper)	The fusing temperature is too low.	Specify a fusing temperature. => Page 68, "Fusing temp. adjustment," Page 65, "Adjusting the Fusing Temperature Temporarily."
The reproduction ratio is inappropriate for full-size copying.	The default full-size reproduction ratio is inappropriate.	Adjust the default full-size reproduction ratio. => Page 67, "Magnif. adjustment"
Data other than original images is copied.	The hard disk is damaged.	Format the hard disk and store the copy job settings again. Ask your service representative.
A trailing edge margin is made on a copy when reducing the copy image using Synchro Cut.	The margin is made because copy paper is fed into the machine first.	Enable the Pre-scan function.=>P.88,"Pre-scan(Reduction)"
A trailing portion of an image is not copied when copying an original containing halftones.	The copy is made in the Text mode.	Set Background setting to Lighter and make copies in the Photo/Light Original mode when copying an original having text and halftones.
A paper misfeed occurs and the machine sounds abnormally when roll paper is running out.	A paper misfeed occurs if the end portion of paper is pasted on the roll.	Open the front cover and remove the roll paper.

IF COPY PAPER RUNS OUT

Reference

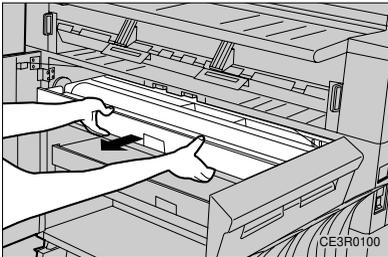
For the sizes and types of paper you can set, see “Recommended Paper Sizes and Types.”
=> Page 4

1 Open the front cover.

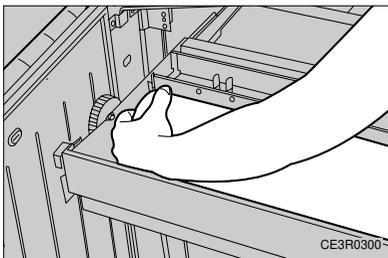
Note

- When opening the front cover, close the manual feed support table.

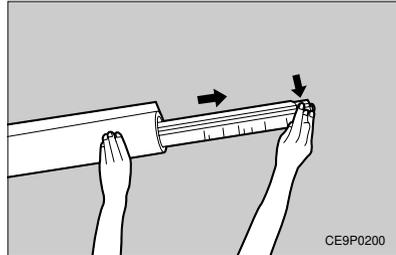
2 Hold the front part of the roll feeder to release the lock. Then pull out the feeder.



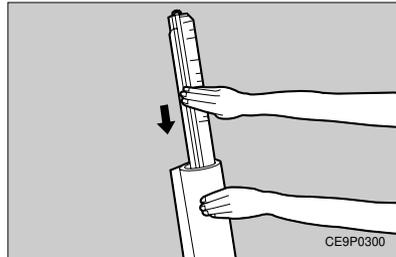
3 Remove the roll paper.



4 Remove the roll spool while pressing the lever.

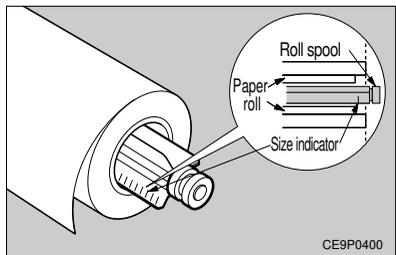


5 Check the paper roll direction and set the new roll paper on the roll spool.



Note

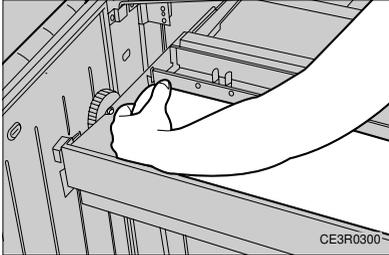
- Align the side edge of the roll paper to the scale on the roll spool.
- When you release the lever, the roll paper is fixed on the roll spool.
- The scale on the roll spool is the reference for aligning roll paper. To align roll paper precisely, set it in position based on actual copy sizes.



6 Set the roll paper in the roll feeder.

Important

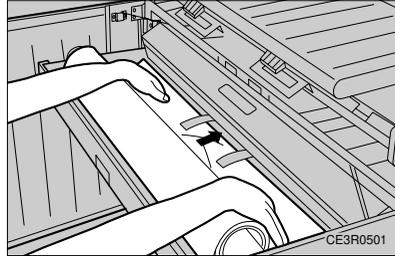
- When setting the roll paper in the roll feeder, be careful not to pinch your fingers between the paper and the guide grooves in which you set it.



7 Open the paper feed guide while holding the levers.

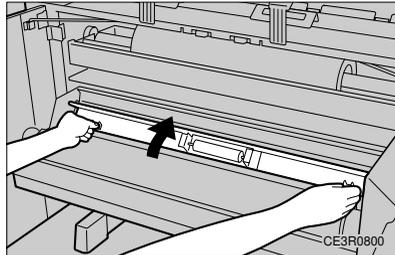
Setting the Roll Paper in the First Roll Feeder

- ❶ Feed the paper under the black sheet by about 0.4".

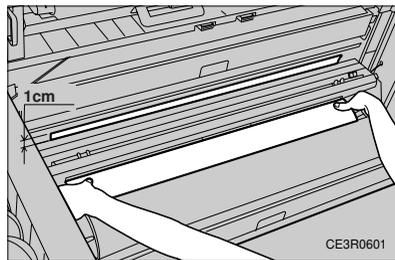


Setting the Roll Paper in the Second/Third Roll Feeder

- ❶ Open the paper feed guide while holding the levers as shown below.

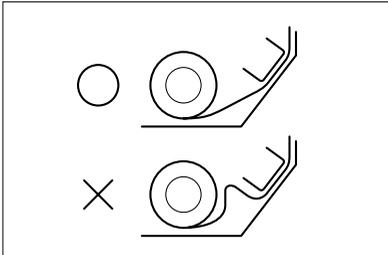


- ❷ Pull out the paper edge by about 0.4" as shown below. Then close the paper feed guide while holding the levers.



WHAT TO DO IF SOMETHING GOES WRONG

8 Stretch the paper.



9 Close the front cover.

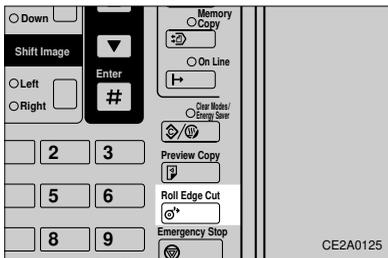
The paper edge is set in position automatically.

Note

- If a message appears indicating a paper misfeed, set the paper again.

A Press the **[Cut Leading Edge]** key.

The leading portion of the roll paper is cut by about 1.2" and delivered from the copy delivery slot.



Note

- If the leading portion is cut at a slant or irregularly, press the **[Cut Leading Edge]** key a few more times.

IF THE WASTE TONER TANK FULL

⚠ WARNING:



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

⚠ CAUTION:



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

⚠ CAUTION:



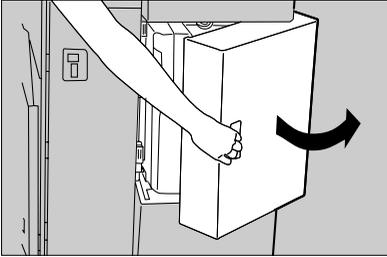
- *This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.*

 Note

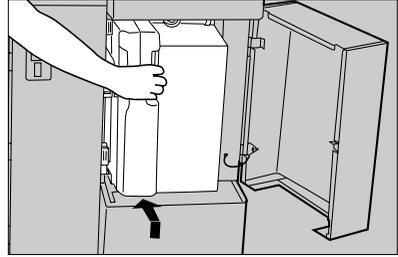
- Put the Tank with full of the used toners in the vinyl bag and ask your service representative the way to dispose of it.
- Used toner cannot be re-used.

WHAT TO DO IF SOMETHING GOES WRONG

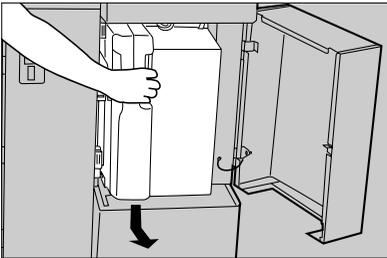
1 Open the Right Cover.



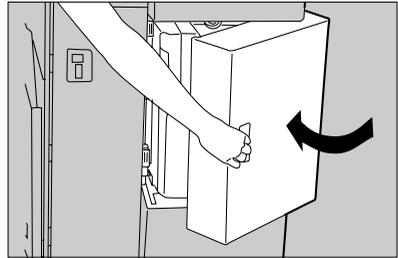
4 Set a new Waste Toner Tank into the Copier



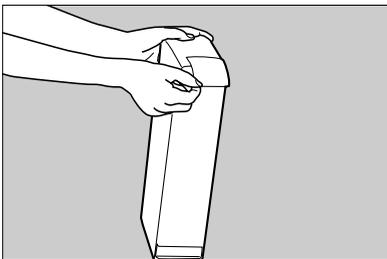
2 Remove the Waste Toner Tank by pushing down and pulling out towards you.



5 Close the Right Cover.



3 Seal the Waste Toner Tank Opening with the seal located on.



IF TONER RUNS OUT

This section describes how to supply toner when toner is low or runs out.

WARNING:



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

CAUTION:



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

CAUTION:



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

Important

- If you use toner other than that recommended, a fault might occur.
- Add toner with the power turned on. If you turn off the power, your copy settings are cleared and you cannot resume a copy run.
- Always add toner after the machine instructs you to add toner.
- Set a toner cartridge in each of the left and right holders (two cartridges in total).

Reference

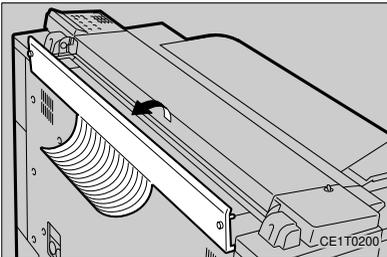
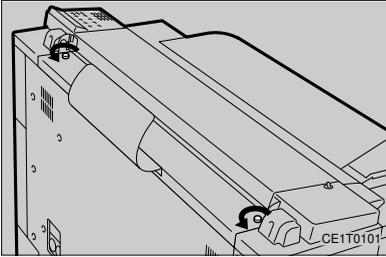
For information on storing toner, see “Toner Storage.” => Page 7

Note

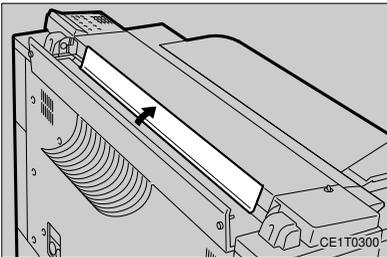
- You can still make several copies after the message “Toner is nearly empty” is displayed. However, you should replace the toner as soon as possible.
- If toner runs out, the message “Add toner” appears and you cannot make copies.
- When you supply toner, the copier automatically adds it for up to four minutes and shake it for up to two minutes. While this is happening, the message “Now adding toner” is displayed.
- If you have been copying originals of high image density, you may not be able to fully replenish the toner reservoir in one operation. Toner cannot be fully added at a time depending on the image density of originals you have copied. If the message “Toner is nearly empty” appears again after supplying toner, open and close the right side cover. This lets the copier start adding the toner again.

WHAT TO DO IF SOMETHING GOES WRONG

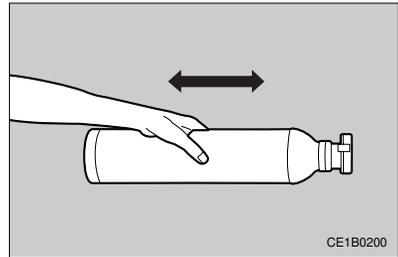
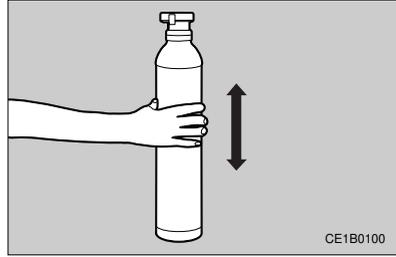
- 1** Loosen both screws on the upper rear cover and open it.



- 2** Open the toner supply cover.



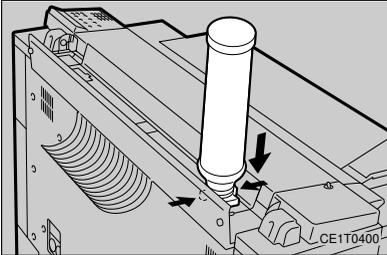
- 3** Shake the new toner cartridge horizontally and vertically 10 to 15 times to remove lumps.



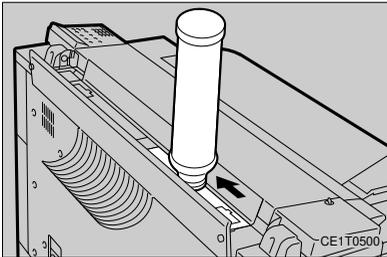
- 4** Remove the seal from the cap.



- 5** While holding both tabs on the cap, set the toner cartridge on each of the left and right holders in the machine.



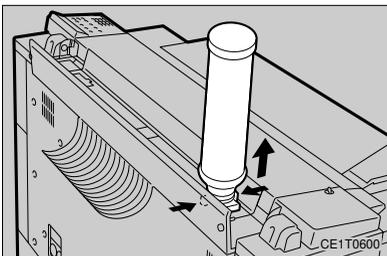
- 6** Holding it near the cap, and slide the toner cartridge to the middle of the machine while tapping its bottom. Then slide the cartridge back to the original position.



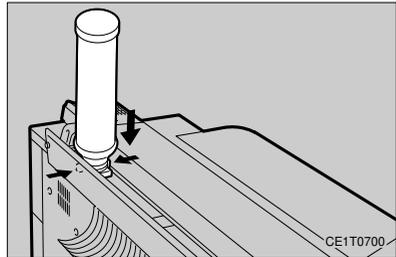
Note

- Slide the toner cartridge left and right a few times for about 15 to 20 seconds, and leave it for 2 or 3 minutes.

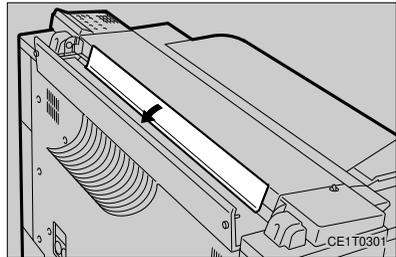
- 7** Remove the toner cartridge from the machine while holding both tabs on the caps in setting the cartridge.



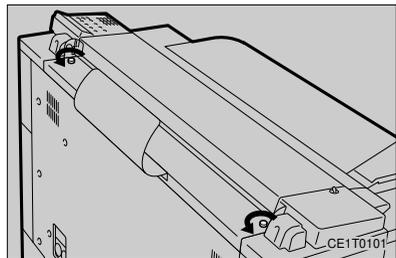
- 8** Repeat steps [5] to [7] to add toner from the other holder.



- 9** Close the toner supply cover.



- A** Close the upper rear cover and fasten both screws on the cover.



IF COPY PAPER OR AN ORIGINAL IS MISFED

 **CAUTION:**



- *Since some parts of the copier are supplied with high electrical voltage, touch only the parts specified in this manual, otherwise a burn might occur.*

 **Important**

- When clearing misfeeds, do not turn off the power. If you do, your copy settings are cleared.
- Remove misfed paper carefully not to tear it. If torn scraps of paper remain within the machine, a paper misfeed might recur or a fault might occur.
- If paper misfeeds occur repeatedly, contact your service representative.

 **Note**

- More than one misfed areas might be indicated. In this case, check every applicable area.
 - B, C, or D => Page 57, “When B, C, or D is Displayed”
 - S => Page 58, “When S is Displayed”
 - P => Page 59, “When P is Displayed”
 - A => Page 60, “When A is Displayed”
- You can find a sticker explaining how to remove misfed paper in front of the roll feeder.
- If no misfed paper is found in the roll feeders when B, C, or D is displayed, release the lock of the first and second roll feeders and set them again with the third one fixed. Then check the third roll feeder.

When B, C, or D is Displayed

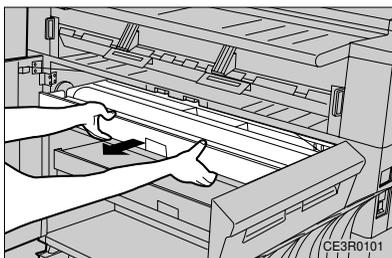
When the following message appears, a paper misfeed has occurred in the corresponding roll feeder. Remove the paper by following the steps shown below.

- B: First roll feeder
- C: Second roll feeder
- D: Third roll feeder (optional)

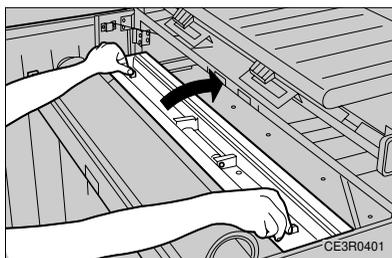
Clear Misfeed(s):B
Open front doors

1 Open the front cover.

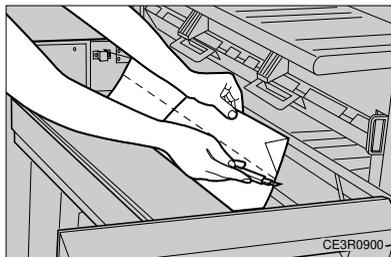
2 Hold the front part of the roll feeder shown below to release the lock. Then pull out the feeder.



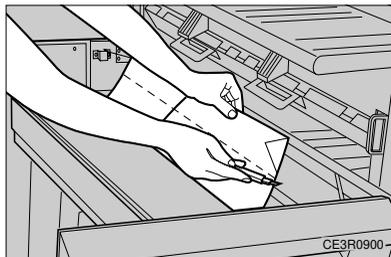
3 Open the paper feed guide while holding the levers.



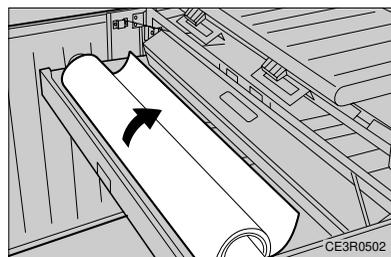
4 Cut the creased or folded portion of the roll paper with a cutter or scissors, if any.



5 Roll the paper to remove slack from it.

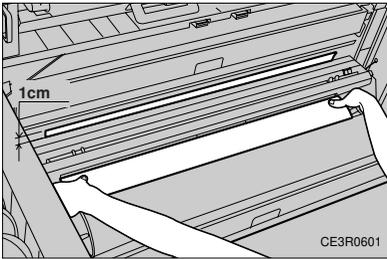


6 Feed the paper under the black sheet by about 0.4".

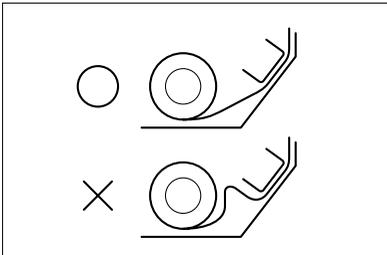


WHAT TO DO IF SOMETHING GOES WRONG

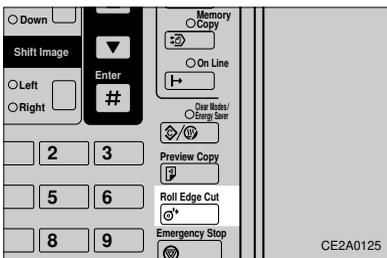
- 7** Pull out the paper edge by about 1 cm. Then close the paper feed guide while holding the levers.



- 8** Stretch the paper.



- 9** Press the [Cut Leading Edge] key.



Note

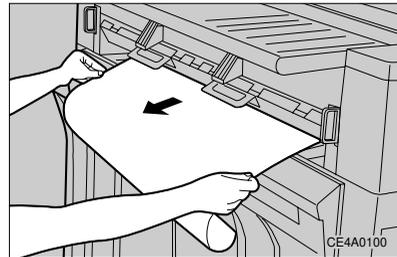
- If the leading portion is cut at a slant or irregularly, press the [Cut Leading Edge] key a few more times.

When S is Displayed

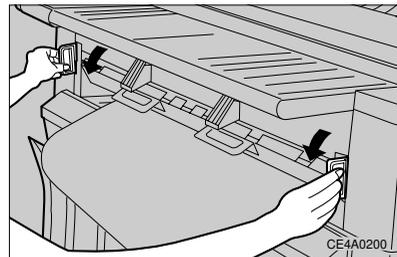
When the following message appears, a paper misfeed has occurred in the manual paper feed slot. Remove the paper by following the steps shown below.

Clear Misfeed(s):S
Remove paper

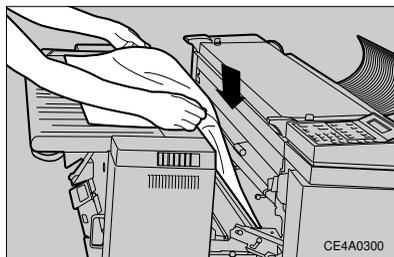
- 1** Pull the misfed paper from the manual paper feed slot.



- 2** Pull down the main unit release levers lightly to open the main unit.



- 3** Remove the paper from inside the machine. Be careful not to touch the part labeled “High Temperature. Do Not Touch.”



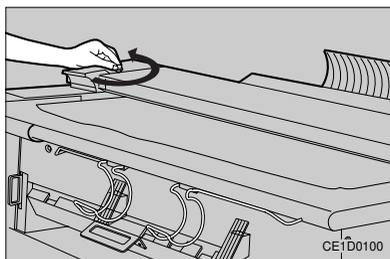
- 4** Close the main unit.

When P is Displayed

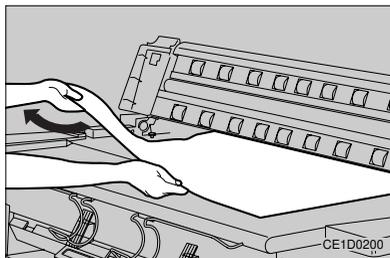
When the following message appears, an original misfeed has occurred in the original feed slot. Remove the original by following the steps shown below.

Clear Misfeed(s)
Reset original

- 1** Loosen the fixing pins on both sides on the original cover to release the lock.



- 2** Open the original cover and remove the misfed original carefully without tearing it.



Note

- When you pull up the original cover to a certain position, it will lock and will not close.

- 3** Close the original cover.

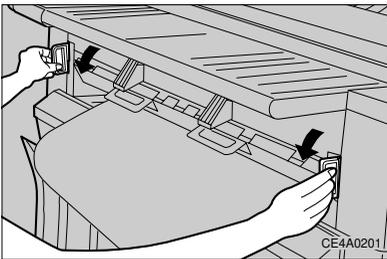
WHAT TO DO IF SOMETHING GOES WRONG

When A is Displayed

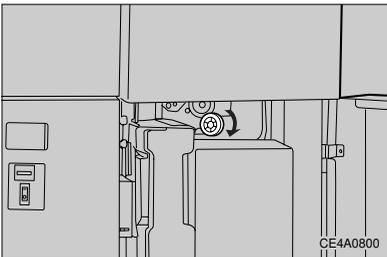
When the following message appears, the leading portion of paper is misfed within the machine. Remove the paper by following the steps shown below.

Clear Misfeed(s)
Open fusing unit

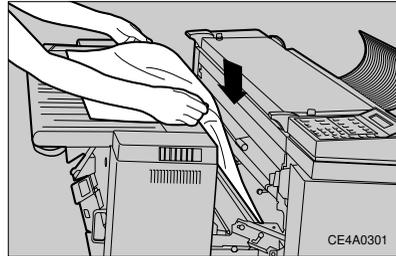
- 1 Pull down the main unit release levers lightly to open the main unit.**



- 2 Open the right side cover and rotate the paper feed knob clockwise.**

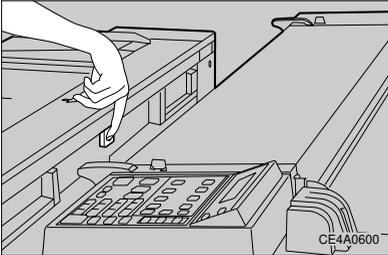


- 3 Remove the paper from inside the machine. Be careful not to touch the part labeled "High Temperature. Do Not Touch."**

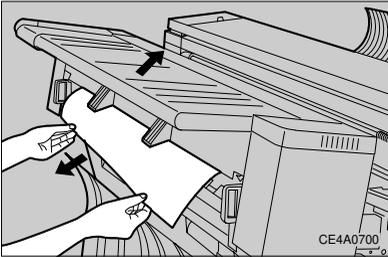


IF COPY PAPER OR AN ORIGINAL IS MISFED

4 Press the fusing unit release button.



5 Open the fusing unit and remove the misfed paper from the copy delivery slot.



6 Close the fusing unit and main unit.

WHAT TO DO IF SOMETHING GOES WRONG

5. USER TOOLS

ACCESSING THE USER TOOLS OVERVIEW

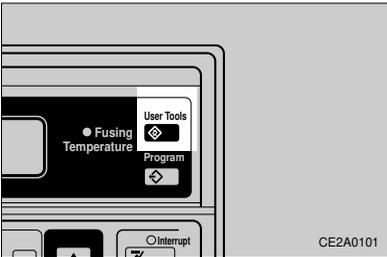
The User Tools let you change various default settings to match the kind of copy jobs you carry out most frequently.

Preparation

- Any changes you make to the User Tool settings are not cleared even when you turn off the power, or press the [Clear Modes/Energy Saver] key (except for “Adjust the Fusing Temperature Temporarily”).

1 Make sure that the copier is in the ready condition.

2 Press the [User Tools] key.



3 Press the [▲]/[▼] and [#] keys to find the setting you wish to adjust. The diagram on the next page shows the available settings.

Default setting	▲▼→#
1. Fusing temp. adjust.	

4 Enter or select the new value for this setting.

Note

- How you do this will depend on which setting you are changing. See the section entitled “CHNGING THE USER TOOL

SETTING” on Page 65 for more details. “DEFAULT FUNCTION SETTINGS” on Page 69.

5 Repeat steps 3 and 4 for all the settings you wish to change.

Exiting the User Tools menu

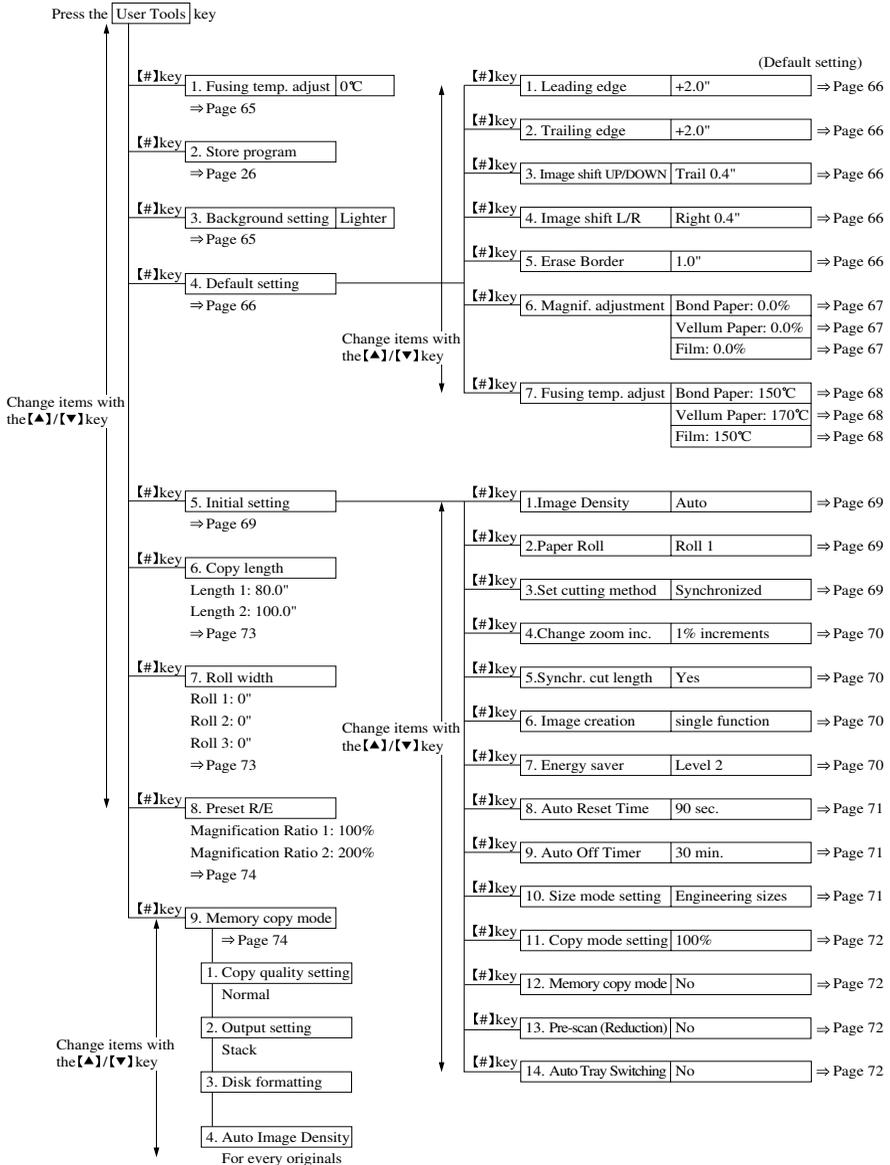
1 Press the [User Tools] key.

The copier returns to the ready condition.

Note

- You can also press the [Clear Modes/Energy Saver] key to quit the User Tools menu.

USER TOOLS MENU TREE



CHAGING THE USER TOOL SETTING

Adjusting the Fusing Temperature Temporarily

Follow these steps to temporarily adjust the fusing temperature. The machine will return to the default fusing temperature when you press the [Clear Modes/Energy Saver] key or change paper types. For how to change the default fusing temperature permanently, the see “Fusing temp. adjust.” setting on page 68.

1 Press the [User Tools] key.

“1. Fusing temp. adjust.” is displayed.

Default setting	▲▼→#
1. Fusing temp. adjust.	

2 Press the [#] key.

The default fusing temperature is displayed.

Fusing temp. adjust	▲▼→#
	0 °C

3 Press the [▲]/[▼] key to adjust the fusing temperature.

- -5 - +5°C (about 1°C steps)

4 Press the [#] key and then press the [User Tools] key.

“Warming up” is displayed.

Note

- When “Ready” is displayed, you can start copying.
- The [Temperature Adjustment] indicator is lit when the fusing temperature is not +0 °C.
- When you press the [Clear Modes/Energy Saver] key or change paper types, the specified fusing temperature is cleared and the

[Temperature Adjustment] indicator goes off.

Reference

You can specify the default fusing temperature. => Page 68, “Fusing temp. adjust.”

Storing a Program

Reference

“PROGRAM” => Page 26

Setting background Image Density

1 Press the [▲]/[▼] key until “3. Background setting” appears.

Default setting	▲▼→#
3. Background setting	

2 Press the [#] key.

The default background image density is displayed.

Background setting	▲▼→#
2. Lighter	

3 Press the [▲]/[▼] key to specify the background image density.

- Darker/Lighter

4 Press the [#] key.

Note

- To return the copier to the ready condition, press the [User Tools] key.

Changing Default Setting

Margins

You can specify margins in the range of -8.0" to +8.0" in 0.1" steps.

- 1** Press the [▲]/[▼] key to display “1. Leading edge” or “2. Trailing edge.”

Default setting 1. Leading edge	▲▼→#
------------------------------------	------

Default setting 2. Trailing edge	▲▼→#
-------------------------------------	------

- 2** Press the [#] key.
The margin setting (cut length) is displayed.

Set lead. Edge	N. ▲▼→#
----------------	---------

Set trail. Edge	N. ▲▼→#
-----------------	---------

- 3** Press the [▲]/[▼] keys to specify the default margin setting.

- 4** Press the [#] key.

 **Note**

- To return the copier to the ready condition, press the [User Tools] key.

Image Shift

You can specify shift widths in the range of -8.0" to +8.0" in 0.1" steps.

- 1** Press the [▲]/[▼] key to display “3. Image shift UP/DOWN” or “4. Image shift L/R.”

Default setting 3. Image shift UP/DOWN	▲▼→#
---	------

Default setting 4. Image shift L/R	▲▼→#
---------------------------------------	------

- 2** Press the [#] key.
The image shift width is displayed.

Set image shift	▲▼→# Trail 0.4"
-----------------	--------------------

Set image shift	▲▼→# Right 0.4"
-----------------	--------------------

- 3** Press [0] of the [Number] keys three times.

- 4** Press the [▲] key for the upward or left direction, [▼] for the downward or right direction, or press the [Number] keys to specify the default shift width.

- 5** Press the [#] key.

 **Note**

- To return the copier to the ready condition, press the [User Tools] key.

Erase Border

You can specify erasing widths in the range of 0 to 2.0" in 0.1" steps.

- 1** Press the [▲]/[▼] key until “5. Erase Border” appears.

Default setting 5. Erase Border	▲▼→#
------------------------------------	------

2 Press the [#] key.

The border erasing width is displayed.

Erase border	Num./▲▼→# 1.0"
--------------	-------------------

3 Press the [▲]/[▼] key or [Number] keys to specify the default erasing width.

4 Press the [#] key.

 **Note**

- To return the copier to the ready condition, press the [User Tools] key.

Magnification Adjustment

The magnification ratio for full-size copying differs depending on the paper characteristics. In particular, when using large-size paper, you need adjust the magnification ratio because it differs widely from the default.

 **Preparation**

- You can adjust the full-size reproduction ratio by +/-3 % in 0.1 % steps. You can specify a ratio separately for the length and width of paper of three types: bond paper, vellum paper, and film.
- When you enlarge/reduce copies by changing the default reproduction ratio, the new ratio is regarded as 100 %.
- If you change the default reproduction ratio for each paper type, the specified ratio is used for [Vellum Paper] or [Film] when selecting these media types.

1 Press the [▲]/[▼] key until “6. Magnif. adjustment” appears.

Default setting	▲▼→#
6. Magnif. adjustment	

2 Press the [#] key.

The reproduction ratio for the bond paper width is displayed.

Magnif. adjust.	▲▼→#
Bond paper width	+0.0%

3 Press the [▲]/[▼] key to specify your desired reproduction ratio.

4 Press the [#] key.

The reproduction ratio for the bond paper length is displayed.

Magnif. adjust.	▲▼→#
Bond paper Length	+0.0%

5 Press the [▲]/[▼] key to specify your desired reproduction ratio.

6 Press the [#] key.

The reproduction ratio for the vellum paper (translucent paper) width is displayed.

Magnif. adjust.	▲▼→#
Vellum width	+0.0%

 **Note**

- To return the copier to the ready condition, press the [User Tools] key.
- To change the full-size reproduction ratio for vellum paper, repeat steps [2] to [6].
- To change the full-size reproduction ratio for film, repeat steps [2] to [6].

Fusing Temperature Adjustment

1 Press the [▲]/[▼] key until “7. Fusing temp. adjust” appears.

Default setting	▲▼→#
7. Fusing temp. adjust	+0.0 °C

Fusing temp. adjust	▲▼→#
Bond Paper	+150 °C

2 Press the [#] key.
The fusing temperature for “Bond Paper” is displayed.

3 Press the [▲]/[▼] key to select a fusing temperature.
• 150°C/160°C/170°C

4 Press the [#] key.
The fusing temperature for “Vellum Paper” is displayed.

 **Note**

- When you press the [User Tools] key, “Please wait” is displayed. When “Ready” appears, you can start copying.
- To specify the fusing temperature for vellum paper (translucent paper), repeat steps [2] to [4].
(145°C/160°C/170°C)
- To specify the fusing temperature for film, repeat steps [2] to [4].
(150°C/160°C/170°C)

Initial Setting

Reference

- The following procedures begin assuming that the display shows the initial settings menu. For how to bring up this menu, and exit the User Tools menu, see “ACCESSING THE USER TOOLS OVERVIEW.” => Page 63

Image Density

You can set the default image density setting to one of the following: Manual Image Density, Auto Image Density, and Photo. You can also use **[Darker]** and **[Lighter]** to adjust the density more subtly.

Note

- To specify Manual Image Density, make sure that both the **[Photo]** and **[Auto Image Density]** indicators are not lit. Then use the **[Darker]** or **[Lighter]** key to select the density you require.

- 1 Press the **[▲]/[▼]** key until “1. Image Density” appears.

Initial setting	▲▼→#
1. Image Density	

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

- 3 Press the **Image Density** key to select your desired image density.

Manual Image Density/Auto Image Density/Photo (you can also use the **[Darker]** or **[Lighter]** key to adjust the density more subtly.)

- 4 Press the **[#]** key.

Paper Roll

You can set the default paper tray (the third one is optional).

Note

- To specify manual paper feed, make sure that the **[1☒]**, **[2☒]**, and **[3☒]** indicators are not lit.

- 1 Press the **[▲]/[▼]** key until “2. Paper Roll” appears.

Initial setting	▲▼→#
2. Paper Roll	

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

- 3 Press the **Paper Roll** key to select your desired paper tray.

1/2/3 (the third tray is optional)/Manual Feed

- 4 Press the **[#]** key.

Set cutting method

You can set the default paper cut method to Synchro Cut or Preset Cut. For Preset Cut, you can set the default cut length to one of the lengths shown in the table below.

Note

- The Preset Cut lengths that can be selected differ depending on whether the paper size mode is Engineering sizes or Architecture sizes.

Engineering Cut length	44.0"	34.0"	22.0"	17.0"	80.0"	100.0"
Architecture Cut length	48.0"	36.0"	24.0"	18.0"	80.0"	100.0"
					*1	*2

*1: A value specified for “Length 1” of Copy length (=> Page 73).

*2: A value specified for “Length 2” of Copy length (=> Page 73).

USER TOOLS

Reference

Size mode setting => Page 71

- 1 Press the [▲]/[▼] key until “3. Set cutting method” appears.

Initial setting 3. Set cutting method	▲▼→#
--	------

- 2 Press the [#] key.
- 3 Press the [▲]/[▼] key to select your desired cut method.
 - Synchronized/Std. size cut
- 4 Press the [#] key.

Change zoom inc.

You can set the reproduction ratio zoom increment to 1 or 0.1 %.

- 1 Press the [▲]/[▼] key until “4. Change zoom inc” appears.

Initial setting 4. Change zoom inc.	▲▼→#
--	------

- 2 Press the [#] key.
- 3 Press the [▲]/[▼] key to select your desired zoom increment.
 - 1% increments/0.1% increments
- 4 Press the [#] key.

Synchro cut length

You can choose whether to have paper cut lengths shown on the panel display when copying with Synchro Cut.

- 1 Press the [▲]/[▼] key until “5. Synchr. cut length” appears.

Initial setting 5. Synchr. cut length	▲▼→#
--	------

- 2 Press the [#] key.
- 3 Press the [▲]/[▼] key to choose whether to display cut paper lengths.
 - No/Yes
- 4 Press the [#] key.

Image creation

You can choose whether multiple edit functions can be used together.

- 1 Press the [▲]/[▼] key until “6. Image creation” appears.

Initial setting 6. Image creation	▲▼→#
--------------------------------------	------

- 2 Press the [#] key.
- 3 Press the [▲]/[▼] key to choose whether functions can be used together.
 - single function/combined function
- 4 Press the [#] key.

Energy saver

You can set the Energy Saver mode to one of two levels:

- Level 1: The machine returns to the ready condition paper after about 1 minute.
- Level 2: The machine returns to the ready condition after about 3 minutes. This conserves more power than Level 1.

- 1 Press the [▲]/[▼] key until “7. Energy saver” appears.

Initial setting	▲▼→#
7. Energy saver	

- 2 Press the [#] key.

- 3 Press the [▲]/[▼] key to select your the Energy Saver level.
 - Level 1/Level 2

- 4 Press the [#] key.

Auto Reset Time

You can select the interval after which the machine resets copy mode automatically after your copy job is finished, or turn off Auto Reset completely.

- 1 Press the [▲]/[▼] key until “8. Auto Reset Time” appears.

Initial setting	▲▼→#
8. Auto Reset Time	

- 2 Press the [#] key.

- 3 Press the [▲]/[▼] key to select your desired auto reset time.
 - — (Does not reset)/30/60/90/120/150/180/210/240/270 seconds

- 4 Press the [#] key.

Auto Off Timer

You can select an interval after which the machine turns itself off automatically after your copy job is finished.

- 1 Press the [▲]/[▼] key until “9. Auto Off Timer” appears.

Initial setting	▲▼→#
9. Auto Off Timer	

- 2 Press the [#] key.

- 3 Press the [▲]/[▼] key to select the desired Auto Off Time.
 - 15/30/45/60/75/90/105/120 minutes

- 4 Press the [#] key.

Size mode setting

You can select Engineering or Architecture sizes for original and paper sizes.

- 1 Press the [▲]/[▼] key until “10. Size mode setting” appears.

Initial setting	▲▼→#
10. Size mode setting	

- 2 Press the [#] key.

- 3 Press the [▲]/[▼] key to select A or B sizes.
 - Engineering sizes/Architecture sizes

- 4 Press the [#] key.

USER TOOLS

Copy mode setting

You can select the copy mode to 100 %, Auto Paper Select, and Auto Reduce/Enlarge.

- 1 Press the [▲]/[▼] key until “11. Copy mode setting” appears.

Initial setting	▲▼→#
11. Copy mode setting	

- 2 Press the [#] key.
- 3 Press the [▲]/[▼] key to select the copy mode.
 - 100 %/Auto Paper Select/Auto Reduce/Enlarge
- 4 Press the [#] key.

Memory copy mode

You can determine whether the machine starts in the Memory Copy mode ([Memory Copy] is lit) when you turn on the power or exit the Energy Saver mode.

(The Memory Unit is required.)

- 1 Press the [▲]/[▼] key until “12. Memory copy mode” appears.

Initial setting	▲▼→#
12. Memory copy mode	

- 2 Press the [#] key.
- 3 Press the [▲]/[▼] key to choose whether the machine enters the Memory Copy mode.
 - Yes/No
- 4 Press the [#] key.

Pre-scan (Reduction)

When using Synchro Cut, this function scans an original length and cuts copy paper by reduced copy length.

- 1 Press the [▲]/[▼] key until “13. Pre-scan (Reduction)” appears.

Initial setting	▲▼→#
13. Pre-scan (Reduction)	

- 2 Press the [#] key.
- 3 Press the [▲]/[▼] key to choose whether to scan an original length.
 - Yes/No
- 4 Press the [#] key.

Auto Tray Switching

If roll paper runs out during a copy run, the machine selects another roll of the same size automatically to continue copying.

- 1 Press the [▲]/[▼] key until “14. Auto Tray Switching” appears.

Initial setting	▲▼→#
14. Auto Tray Switching	

- 2 Press the [#] key.
- 3 Press the [▲]/[▼] key to choose whether to select another roll of the same size.
 - Yes/No
- 4 Press the [#] key.

Copy Length

- 1 Press the **[▲]/[▼]** key until “6. Copy length” appears.

User Tools	▲▼→#
6. Copy length	

- 2 Press the **[#]** key.
“Length 1” is displayed.

Set copy length	N. /▲▼→#
Length 1	80.0"

- 3 Press the **[▲]/[▼]** key or **[Number]** keys to specify your desired length.

Note

- ❑ If you have entered a wrong number, use the **[▲]/[▼]** key or **[Number]** keys to enter the correct one.

- 4 Press the **[#]** key.
“Length 2” is displayed.

Note

- ❑ To return the copier to the ready condition, press the **[User Tools]** key.
- ❑ By default, lengths 1 and 2 are set to the following values:
 - Length 1 80.0"
 - Length 2 100.0"
- ❑ To specify a value for “Length 2,” repeat steps [2] and [3].

Tips

- ❑ You can also enter a length approximate to the length you require with the **[Number]** keys, then adjust it with the **[▲]/[▼]** key.

Roll Width

You can specify a roll width regardless of roll paper widths. When using non-standard size roll paper, specify a roll width that matches the roll paper width.

Preparation

- ❑ If you specify “0,” the machine automatically detects the size (as one of the A or B sets of paper sizes).

- 1 Press the **[▲]/[▼]** key until “7. Roll width” appears.

User Tools	▲▼→#
7. Roll width	

- 2 Press the **[#]** key.
“Roll 1” is displayed.

Set roll width	N. /▲▼→#
Roll 1	

- 3 Press the **[▲]/[▼]** key or **[Number]** keys to specify a roll width for Roll 1.

Note

- ❑ You can specify roll widths in the range of 17.0" ~ 36.0" in 0.1" steps.
- ❑ If you have entered a wrong number, use the **[▲]/[▼]** key or **[Number]** keys to enter the correct one.

- 4 Press the **[#]** key.
“Roll 2” is displayed.

Note

- ❑ To return the copier to the ready condition, press the **[User Tools]** key.
- ❑ To specify a roll width for Roll 2, repeat steps [3] and [4].
- ❑ When the optional paper tray is added to your machine, specify a roll width for Roll 3 in the same way.

Setting Preset Reduce/Enlarge

- 1 Press the [▲]/[▼] key until “8. Preset R/E” appears.

User setting	▲▼→#
8. Preset R/E	

- 2 Press the [#] key.
“Magnification Ratio 1” is displayed.

Reset R/E	N. /▲▼→#
Magnification Ratio 1	100%

- 3 Press the [▲]/[▼] key or [Number] keys to specify your desired magnification ratio.

Note

- If you have entered a wrong number, use the [▲]/[▼] key or [Number] keys to enter the correct one.

- 4 Press the [#] key.
“Magnification Ratio 2” is displayed.

Note

- To return the copier to the ready condition, press the [User Tools] key.
- By default, magnification ratios 1 and 2 are set to the following values:
 - Magnification Ratio 1 100 %
 - Magnification Ratio 2 200 %
- To specify a value for “Magnification Ratio 2,” repeat steps [3] and [4].

Memory Copy

Note

- When specifying the following function settings, the Memory Unit is required:

Copy quality setting(Normal/Fine)

“Memory Copy” allows you to change the resolution at which the copier scans originals. Select “Normal” to scan ordinary originals. Select “Fine” when scanning originals containing small numbers or characters, fine graphics, photographs, or maps.

Preparation

- Scanning with “Fine” takes up more memory space than with “Normal”.
=> Page 84, “OPTIONS”

- 1 Press the [▲]/[▼] key to display “1. Copy quality setting”. Then press the [#] key.

Memory copy	▲▼→#
1. Copy quality setting	

- 2 Press the [▲]/[▼] key to display your desired setting.

	▲▼→#
1. Normal	

Note

1. Normal (default)
2. Fine

- 3 Press the [#] key.

Note

- To return the copier to the ready condition, press the [User Tools] key.

Output setting(Sort/Stack)

You can specify how to deliver copies when copying with “Memory Copy.”

- 1 Press the [▲]/[▼] key to display “2. Output setting”. Then press the [#] key.

Memory copy	▲▼→#
2. Output setting	

- 2 Press the [▲]/[▼] key to display your desired setting.

	▲▼→#
1. Sort	

 **Note**

1. Sort
2. Stack (default)

- 3 Press the [#] key.

 **Note**

- To return the copier to the ready condition, press the [User Tools] key.

Auto Image Density

When scanning originals made up of more than one page using Memory Copy and Auto Image Density, you can choose whether the copier detects the image density for every original or only for the first original (first time).

- 1 Press the [▲]/[▼] key to display “4. Auto Image Density”. Then press the [#] key.

Memory copy	▲▼→#
4. Auto image Density	

- 2 Press the [▲]/[▼] key to display your desired setting.

	▲▼→#
1. For First orig. only	

 **Note**

1. For first orig. only
2. For every originals (default)

- 3 Press the [#] key.

 **Note**

- To return the copier to the ready condition, press the [User Tools] key.

WHAT YOUR SERVICE REPRESENTATIVES CAN CHANGE

Your service representative can change some functions to meet your needs and make the copier easier to use. Please contact your service representative for more details. The functions that can be changed are shown below.

Changing the Maximum Original Length When Making Multiple Copies

You can specify a maximum original length between 48" and 60" for making multiple copies.

Changing the Original Delivery Direction

Originals are delivered from the back of the copier after copying. You can change this function so that they are delivered from the front of the copier. When Memory Copy is selected, however, originals are delivered only from the back of the copier.

Limitation

- You cannot make multiple copies when delivering originals from the front of the copier.
- Remove the original reverse guide when delivering originals from the front of the copier.

Changing the Number of Levels for Copy Image Density Adjustment

You can change the number of image density adjustment levels from 13 to 7.

6. REMARKS

DO'S AND DON'TS

CAUTION:



- *When you move the machine, unplug the power cord from the wall outlet to avoid fire or electric shock.*
- *When the machine is not in use for a long time, unplug the power cord.*

- Do not touch areas on or around the fusing unit. These areas get hot.
- After making copies continuously, you may feel the original table surface is heated. But this is not a malfunction.
- You may feel warm around the ventilation hole. This is caused by exhaust air, and not a malfunction.
- Do not turn off the main switch while copying. When turning off the main switch, make sure that copying is completed.
- The machine might fail to produce good copy images if there should occur condensation inside caused by temperature change. To avoid this condition, the machine has the anti-condensation feature. When you turn on the anti-condensation heater, the machine keeps itself warm even after you turn off the main switch.
- Do not open the front or right side cover while copying. If you do, misfeeds might occur.
- Do not move, slant, or vibrate the machine while copying.
- Do not use for other OA machines paper on which you copied with this machine. Otherwise, a fault might occur.
- Take a note of your machine settings.
If you operate the machine improperly or a failure occurs on the machine, your machine settings might be lost. Be sure to take a note of your machine settings.
- Supplier shall not be liable for any loss or damages resulting from a failure on the machine, loss of machine settings, and use of the machine.
- Use the machine in a well-ventilated location. When you are using the machine, ozone is built up, but does not affect the human body since its amount is very small. However, your working room might be filled with a bad smell if you use the machine for a long period of time or make a large number of copies without good ventilation. You should ventilate your working room to keep it comfortable.

REMARKS

PLACING, MOVING, AND DISPOSING OF YOUR MACHINE

When you move the copier if your office changes the equipment layout or moves to another location, follow the precautions shown below.

Moving the Machine

CAUTION:



- *When you move the machine, unplug the power cord from the wall outlet. Otherwise, the cord might be damaged causing a fire or electric shock.*

- When you move the machine, contact your service representative. This is a charged work.

Where to Put the Machine

CAUTION:



- *Keep the machine away from humidity and dust. A fire or an electric shock might occur.*
- *Do not place the machine in an unstable location or on a slope. Otherwise, the machine might move or fall causing personal injury.*

CAUTION:



- *After you move the machine, fix it in place with the caster fixture. Otherwise, the machine might move or fall causing personal injury.*

Avoid placing the copier in the following locations. If you place it in an improper location, you cannot make copies normally or a failure might occur.

- Excessively cold and dry or hot and humid locations
 - The recommended temperature and humidity are as follows.
 - Temperature: 38 - 52°F
 - Humidity: 15 - 85%
- Locations exposed to direct sunlight
- Locations near a heater, air conditioner, or humidifier.
- Locations where the machine might be subjected to frequent strong vibration
- Locations without good ventilation
- Locations near an oil heater or equipment which generates ammonia (e.g., a diazo copier)

PLACING, MOVING, AND DISPOSING OF YOUR MACHINE

- Dusty areas
- Unstable floors or bases
 - Place the machine in a flat location. The machine must be level within 0.13 degrees both front to rear and left to right.
 - Place the machine on a stable floor. When placing the machine on a base, choose a strong, level one such as a dedicated table larger than the machine's area.

Cautions on Jamming

When you place the machine near another electronics equipment, they might adversely affect each other.

In particular, if the machine is adjacent to a television or radio, it might suffer their noise.

In this case, take the following actions:

- Keep the machine away from the television or radio.
- Use a different outlet separately for the machine and these products.
- Reorient the television or radio antenna.

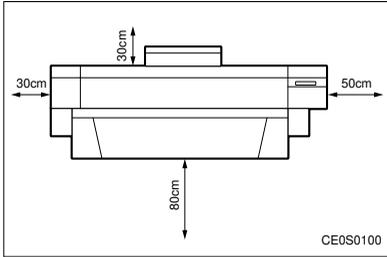
For Customers Using an Ultrasonic Humidifier

If you use tap or well water for an ultrasonic humidifier, impurities contained in the water become white powder and settle on the internal parts of the copier causing copies or copy paper to be dirty. In particular, when you use the humidifier continuously for a long time, a humidifier demineralizer is recommended.

REMARKS

Access to Machine

Leave enough space around the copier. This space is necessary for you to operate the copier or a customer engineer to work. When the copier is equipped with options, consult a customer engineer about the space.



	Standard setting
Front	32.0"
Rear	12.0"
Left	12.0"
Right	20.0"

Power Connection

⚠ WARNING:



- **Connect the machine to a power source meeting the specifications given. Avoid overloading an outlet with too many power cords. Otherwise, a fire or electric shock might occur.**
- **Avoid using an extension cord.**
- **Do not damage, break, or make any modifications to the power cord. The power cord will be damaged if you set heavy items on it, pull it, or twist it excessively, and a fire or electric shock might occur.**
- **Do not plug in or unplug the power cord with wet hands. Otherwise, an electric shock might occur.**

⚠ WARNING:



- **Make sure that the wall outlet is near the machine and easily accessible.**

⚠ CAUTION:



- **When you unplug the power cord from the socket, hold the cord by the plug. Do not pull the cord. Otherwise, the cord might be damaged causing a fire or electric shock.**

PLACING, MOVING, AND DISPOSING OF YOUR MACHINE

⚠ CAUTION:



- *When the machine is not in use for a long time, unplug the power cord.*

- When you unplug the power cord, the anti-condensation and dehumidification heaters are turned off.
- Plug the power cord in a wall outlet directly and firmly.

Disposing of the Machine

If you want to dispose of the machine, contact your local dealer or service representative.

REMARKS

CLEANING YOUR MACHINE

If the exposure glass or original feed roller is dirty, you cannot make copies as you want. Clean them if you find them dirty.

Cleaning the Machine

Wipe the machine with a soft, dry cloth. If contaminants remain, wipe it with a wrung, damp cloth. If you cannot remove them with the water, wipe the machine with a neutral detergent.

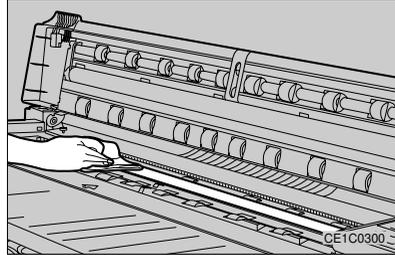
After wiping the machine with a damp cloth, wipe it with a dry cloth to remove the water.

Important

- Do not use chemical cleaner or organic solvent, such as thinner or benzine. If they get into the machine or melt plastic parts, a failure might occur.
- The internal parts of the machine should be cleaned by your service representative.

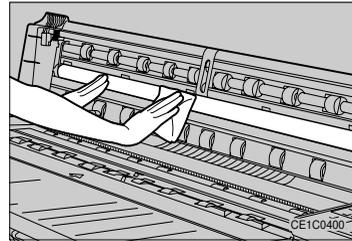
Cleaning the Original Cover

Cleaning the Exposure Glass



Cleaning the Original Feed Roller

Wipe the original feed roller while rotating the part indicated by (1) in the illustration below.



7. SPECIFICATIONS

SPECIFICATIONS

Configuration	Console
Photosensitivity Type	OPC drum
Copy Process	Dry electrostatic transfer system
Development	Dry two-component magnetic brush system
Fusing	Heating roll system
Scanning	Original moving over a fixed fiber optics array
Originals	Sheet
Original Size (W x L)	E (36" x 48") □ - A (9" x 12") □, 8.5" x 11" □ 8.5" x 11" - 36" x 197"
Resolution	400 dpi
Gradation Process	32 values
Warm-up Time	Within 10 minutes
First Copy Time	Within 22 seconds (D □, Roll 1, Manual Image Density)
Copying Speed (Full-size Copying)	1.9 copies/minute (E (36" x 48") □) 3.5 copies/minute (C (18" x 24") □)
Maximum Original Size	36" x 197"
Reproduction Ratio	Full size: 100 % +/- 0.5 % Enlarge: 129 %, 259 %, 314 % (for Engineering sizes) 133 %, 267 %, 400 % (for Architecture sizes) Reduce: 25 %, 32 %, 50 %, 65 % (for Engineering sizes) 25 %, 33 %, 50 %, 67 % (for Architecture sizes) Zoom: 25 - 400 % (in 1 % or 0.1 % steps)
Non-reproduction Area	Leading edge: 0.2" +/- 0.16" or less Trailing edge: 0.16" or less (excluding a cut error) Left edge: 0.08" +/- 0.08" or less Right edge: 0.08" +/- 0.08" or less
Paper Feed	2 roll feeders/manual feed table (an optional roll feeder can be added)
Series Copying	20 copies (maximum original length: 48.0")
Power Source	North America: 120 V, 60 Hz, 13 A
Power Consumption	1.5 kW at the maximum
Dimensions (W x D x H)	53.3" x 25.0" x 44.6"
Full System Area (W x D, Including the Extended Parts)	53.3" x 49.2"
Weight	613 lb

OPTIONS

Roll Feeder Type 7030D

The roll feeder you can set as the third paper tray.

- Weight • 16 kg (35 lb)
(This includes the roll spool and excludes the parts to be attached to the main unit.)
- Dimensions (W × D × H) • 1,025 × 185 × 340 mm (40.4" × 7.3" × 13.4")

Memory Unit Type 7030D

Allows you to add the Memory Copy function to the copier.

If you need SIMM (Memory) or HDD, please consult your sales or service representatives.

- Memory Capacity
Standard: 16 MB (64 MB at the maximum. 2-GB HDD can be added.)
- Resolution
400 dpi
- Gradation Process
Normal (2 values)/Fine (4 values)
- Coding System
QM-Corder
- Maximum Number of Originals That Can Be Stored in Memory
Maximum number of originals: 127
A1 (black proportion: 4 %)

	16 MB	32 MB	48 MB	64 MB
Normal	32	64	96	127
Fine	11	22	33	44

* When using the HDD, the maximum number of originals that can be stored is 127 both for Normal and Fine.

- First Copy Time
36 seconds/D (36" × 24")
- Copying Speed (Full-size Copying)
3.0 copies/E (36" × 48")
- Power Source
Supplied from the main unit
- Weight • 7 kg (15.4 lb)(including HDD)
- Dimensions (W × D × H) • 542 × 402 × 77 mm (21.31" × 15.8" × 3.0")

Important

- When you want to mount SIMM or an HDD on the machine, ask your service representative to do the work. If you mount or modify parts by yourself, the warranty is not applied to the machine.

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PROGRAMMING/RECALLING IMAGES (MEMORY UNIT AND HDD REQUIRED)

You can store original images in programs 6-10 and recall them at will with the [Recall Program] key.

Preparation

- The HDD is an option for the Memory Unit. For more information, contact your service representative.
- Once you store an image, it is not cleared even when you turn off the main switch.
- If you store an image in a program that already contains an image, the old image will be overwritten. Be sure to make a memo of stored images.
- To check whether a program already contains an image, use the [Recall Program] key.
- The store/recall image feature is only available when the [Memory Copy] indicator is lit.
- Before you store an image, select an image quality level (Normal/Fine) appropriate to the type of your original. Select “Fine” when your originals contain small characters, fine graphics, photographs, or maps.

Important

- Do not turn off the main switch while you are storing/recalling an image or making a copy. Otherwise, the hard disk might be damaged causing a malfunction.
- When you turn off the main switch with the hard disk attached to the machine, wait for about 20 seconds before you turn it on again. Otherwise, the hard disk might be damaged causing a malfunction.

Programming an Image

- 1** Make sure that the Memory Copy indicator is lit.
If it is not lit, press the [Memory Copy] key.

Ready(Normal•Stack)	1
---------------------	---

- 2** If you want to change the image quality level, select “Normal” or “Fine.”

Reference

=> Page 74, “Copy quality setting”

- 3** Specify a reproduction ratio, margins, editing, or any other function you require. Use the [Lighter]/[Darker] key as necessary.

- 4** Press the [User Tools] key.

User Tools	▲▼→#
2. Store program	

- 5** Press the [▲]/[▼] key to show “2. Store program” on the panel display. Then press the [#] key.

- 6** Press the [▲]/[▼] key to select the program (6 - 10) in which you wish to store the image. Then press the [#] key.

Store program	▲▼→#
Ready to Preview copy	

7 To store the image, press the [#] key.

Store Program	#
Ready to Preview copy	

Making a Preview Copy

Note

- You can use the following three functions to make a preview copy when you program an image:
 - Function Preview: Allows you to check Mirror, Positive/Negative, or other functions.
 - Image Density Preview: Copies the leading portion of an original with seven levels of image density on a 20-mm basis.
 - Full Preview: Makes a copy just as you would when recalling a stored image.
- 1 Press the [Preview Copy] key.
 - 2 Press the [▲]/[▼] key to select one of the preview modes.
 - 3 Press the [#] key.
 - 4 Set your original.
The copier starts copying.

Note

- When the copy run starts, the original is fed a little and delivered back to position. Then it is kept on the original table.
- After preview copying, press the [#]key if you want to start storing the entire original with the these copy settings.
- To cancel storing the original, press the [Clear Modes] key and remove the original.

8 Set your original.

Set Original

Note

- Move the left original guide so they match the original width. The machine detects the original width (841, 594, or 420 mm) based on the left guide position.

Now scanning

Store program
Program stored.

Note

- Do not move the original guides until "Program stored." is displayed.

9 Press the [User Tools] key.

The copier returns to the ready condition for Memory Copy.

Recalling a Programmed Image

- 1 **Make sure that the Memory Copy indicator is lit.**
If it is not lit, press the [Memory Copy] key.

Ready(Normal•Stack)	1
---------------------	---

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

- 3 **Press the [Program] key.**

- 4** Press the [▲]/[▼] key to select the program (6 - 10) you want to recall. Then press the [#] key.

Recall Program	▲▼→#
Program 6	

 **Note**

- The width of the original detected during scanning (841, 594, or 420 mm) is shown on the screen.

- 5** Select a paper tray based on the original width shown on the screen.

- 6** To start copying, press the [#] key.

Press # for copying
100%

 **Note**

- The copier uses copy settings that were previously stored to make copies. You cannot specify additional function settings, but you can change paper tray or select Synchro Cut/Preset Cut.
- You can also check the stored copy settings by using the [Preview Copy] key before copying.

- 7** To finish copying, press the [Clear Modes/Energy Saver] key.

Disk formatting

An image other than those stored in the HDD might be copied if you turn off the main switch or unplug the power cord while scanning an original with Memory Copy. In this case, you need to format the HDD again.

Preparation

- When you format the hard disk, stored originals are cleared.
- It takes about 20 minutes to format the hard disk. Once you start this operation, you cannot cancel it.
- While formatting the hard disk, you cannot use the Memory Copy function, but can perform normal copy jobs which do not require the hard disk.
- To enter to Memory copy mode, see P.64.

1 Press the [**▲**]/[**▼**] key to display “3. Disk formatting”. Then press the [**#**] key.

Memory copy	▲▼→#
3. Disk formatting	

2 Press the [**▲**]/[**▼**] key to display your desired setting.

	▲▼→#
1. Format disk?	

Note

1. Format Disk? (default)
2. No

3 Press the [**#**] key and then press the [**User Tools**] key.
“Now formatting HDD” is displayed.

Note to users in the United States of America**Notice:**

This equipment has been tested and found to comply with the limits for Class A digital devices , pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interface when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and ,if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications.

Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Warning:

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note to users in Canada**Warning:**

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

Remarque concernant les utilisateurs au Canada Avertissement:

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



RICOH COMPANY, LTD.

15-5, 1 Chome, Minami-Aoyama,
Minato-ku, Tokyo
Telephone: Tokyo 3479-3111

■ Overseas Affiliates

U.S.A.

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

The Netherlands

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

United Kingdom

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

Germany

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

France

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

Spain

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

Italy

RICOH ITALIA SpA
Viale Della Metallurgia 12,
Zona Basson 37139 Verona
Phone: +39-(0)45-8181500

Hong Kong

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

Singapore

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