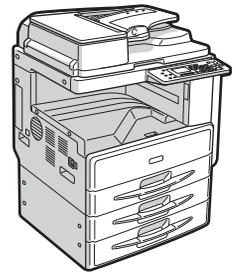




MP 2001

Operating Instructions



-
- 1 Getting Started
 - 2 Placing Originals
 - 3 Copying
 - 4 User Tools
 - 5 Troubleshooting
 - 6 Other Functions
 - 7 Remarks
 - 8 Security
 - 9 Specifications

Read this manual carefully before you use this machine. For safe and correct use, be sure to read the Safety Information in this manual before using the machine.

Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

Important

Contents of this manual are subject to change without prior notice.

To the maximum extent permitted by applicable laws, in no event will the manufacturer be liable for any damages whatsoever arising out of failures of this machine, losses of the registered data, or the use of this product and operation manuals provided with it.

Make sure that you always copy or have backups of the data registered in this machine. Documents or data might be erased due to your operational errors or malfunctions of the machine.

In no event will the manufacturer be responsible for any documents created by you using this machine or any results from the data executed by you.

Notes

Some illustrations in this manual might be slightly different from the machine.

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

Laser Safety:

CDRH Regulations

This machine complies with requirements of 21 CFR Subchapter J for class I laser products. This machine contains one AlGaInP laser diode, 9 milliwatts, 648-663 nanometer wavelength. The beam divergence angle is 28 degrees (minimum) and 35 degrees (maximum) in the vertical direction, and 7 degrees (minimum) and 10 degrees (maximum) in the horizontal direction, and laser beams are generated in Continuous Wave (CW) mode.

Caution:

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

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

For good output quality, the manufacturer recommends that you use genuine toner from the manufacturer.

The manufacturer shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the manufacturer with your office products.

Power Source

120 - 127V, 60Hz, 12A

Please be sure to connect the power cord to a power source as above. For details about power source, see page 121 "Power Connection".

TABLE OF CONTENTS

Trademarks.....	5
Notice.....	6
Important.....	6
Notes to Users in the State of California (Notes to Users in USA).....	6
How to Read This Manual.....	7
Symbols.....	7
Name of Major Option.....	7
Safety Information.....	9
Safety During Operation.....	9
Safety Precautions to Be Followed.....	9
Positions of WARNING and CAUTION labels.....	18
ENERGY STAR Program.....	20
Energy Saving Functions.....	21
1. Getting Started	
Guide to Components.....	23
Options.....	25
External Options.....	25
Control Panel.....	26
Display.....	28
Reading the Display and Using Keys.....	28
Turning On the Power.....	30
Turning On the Main Power.....	30
Turning On the Power.....	30
Turning Off the Power.....	31
Turning Off the Main Power.....	31
Saving Energy.....	32
2. Placing Originals	
Originals.....	33
Sizes and Weights of Recommended Originals.....	33
Sizes Detectable with Auto Paper Select.....	34
Missing Image Area.....	36
Placing Originals.....	37
Original Orientation.....	37

Placing Originals on the Exposure Glass.....	37
Placing Originals in the ADF.....	38
Specifying the Original Size When a Paper Tray is Selected.....	39
Specifying the Original Size When the Bypass Tray is Selected.....	42

3. Copying

Basic Procedure.....	47
Copying from the Bypass Tray.....	49
Copier Functions.....	54
Adjusting Image Density.....	54
Selecting Original Type Setting.....	54
Selecting Copy Paper.....	55
Preset Reduce/Enlarge.....	56
Zoom.....	58
Auto Reduce/Enlarge.....	59
Sort.....	60
Changing the number of sets.....	62
One-Sided Combine.....	63
Series Copies.....	66
ID Card Copy.....	69

4. User Tools

User Tools Menu (System Settings).....	73
User Tools Menu (Copier Features).....	75
Accessing User Tools.....	77
Changing Default Settings.....	77
Quitting User Tools.....	78
Settings You Can Change with User Tools.....	79
System Settings.....	79
Copier Features.....	85
User Code.....	89
Registering a New User Code.....	89
Changing a User Code.....	90
Deleting a User Code.....	91
Displaying the Counter for Each User Code.....	92

Printing the Counter for Each User Code.....	92
Clearing the Counter.....	93
5. Troubleshooting	
If Your Machine Does Not Operate As You Want.....	95
When a Message Is Displayed.....	96
If You Cannot Make Clear Copies.....	98
If You Cannot Make Copies As You Want.....	100
When Memory Is Full.....	101
Loading Paper.....	102
Precautions for Loading Paper.....	102
Loading Paper into Paper Trays.....	102
Orientation-Fixed Paper or Two-Sided Paper.....	104
Adding Toner.....	106
Handling Toner.....	106
Toner Storage.....	107
Used Toner.....	107
Removing Toner.....	108
Inserting Toner.....	109
Clearing Misfeeds.....	110
Changing the Paper Size.....	112
Precautions for Changing the Paper Size.....	112
Changing the Paper Size in the Paper Trays.....	112
6. Other Functions	
Other Functions.....	115
Displaying the Total Counter.....	115
Changing the Language.....	116
7. Remarks	
Do's and Don'ts.....	117
Where to Put Your Machine.....	119
Machine Environment.....	119
Moving.....	120
Power Connection.....	121
Access to the Machine.....	123

Maintaining Your Machine.....	125
Cleaning the Exposure Glass.....	125
Cleaning the Exposure Glass Cover.....	125
Cleaning the ADF.....	126

8. Security

Security.....	127
Primary Security Functions.....	127
Operating Environment and Notes.....	128
Operating Environment.....	128
For Administrator.....	128

9. Specifications

Main Unit.....	129
Options.....	133
Exposure Glass Cover.....	133
Auto Document Feeder (ADF).....	133
Paper Tray Unit (1-tray type).....	133
Paper Tray Unit (2-tray type).....	134
Combination Chart.....	135
Supplementary Information.....	137
Copy Paper.....	140
Recommended Paper Sizes and Types.....	140
Unusable Paper.....	144
Paper Storage.....	144
INDEX	147

Trademarks

Adobe, Acrobat, and Reader are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights to those marks.

Notice

Important

Do not copy or print any item for which reproduction is prohibited by law.

Copying or printing the following items is generally prohibited by local law:

bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

Notes to Users in the State of California (Notes to Users in USA)

Perchlorate Material - special handling may apply, See www.dtsc.ca.gov/hazardouswaste/perchlorate

How to Read This Manual

Symbols

This manual uses the following symbols:

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 information or preparations required prior to operating.

Note

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

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.

[]

Indicates the names of keys on the machine's display or control panels.

Name of Major Option

Major option of this machine are referred to as follows in this manual:

-
- Auto Document Feeder → ADF

Safety Information

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

Safety During Operation

In this manual, the following important symbols are used:

 **WARNING**

Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

 **CAUTION**

Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

Safety Precautions to Be Followed

This section explains safety precautions that should always be followed when using this machine.

Environments where the machine can be used

This section explains safety precautions about environments where the machine can be used.

 **WARNING**

- Do not use flammable sprays or solvents in the vicinity of this machine. Doing so could result in fire or electric shock.

 **WARNING**

- Do not place vases, plant pots, cups, toiletries, medicines, small metal objects, or containers holding water or any other liquids, on or close to this machine. Fire or electric shock could result from spillage or if such objects or substances fall inside this machine.

 **CAUTION**

- Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.

CAUTION

- Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.

CAUTION

- Do not place heavy objects on the machine. Doing so can cause the machine to topple over, possibly resulting in injury.

CAUTION

- Make sure the room where you are using the machine is well ventilated and spacious. Good ventilation is especially important when the machine is used heavily.

CAUTION

- Keep the machine away from salt-bearing air and corrosive gases. Also, do not install the machine in places where chemical reactions are likely (laboratories, etc.), as doing so will cause the machine to malfunction.

CAUTION

- Do not obstruct the machine's vents. Doing so risks fire caused by overheated internal components.

Handling power cords and power cord plugs

This section explains safety precautions about handling power cords and power cord plugs.

WARNING

- Do not use any power sources other than those that match the specifications shown on the inside front cover of this manual. Doing so could result in fire or electric shock.

WARNING

- Do not use any frequencies other than those that match the specifications shown. Doing so could result in fire or electric shock.

WARNING

- Do not use multi-socket adaptors. Doing so could result in fire or electric shock.

⚠ WARNING

- Do not use extension cords. Doing so could result in fire or electric shock.

⚠ WARNING

- Do not use power cords that are damaged, broken, or modified. Also, do not use power cords that have been trapped under heavy objects, pulled hard, or bent severely. Doing so could result in fire or electric shock.

⚠ WARNING

- Touching the prongs of the power cable's plug with anything metallic constitutes a fire and electric shock hazard.

⚠ WARNING

- The supplied power cord is for use with this machine only. Do not use it with other appliances. Doing so could result in fire or electric shock.

⚠ WARNING

- It is dangerous to handle the power cord plug with wet hands. Doing so could result in electric shock.

⚠ WARNING

- If the power cord is damaged and its inner wires are exposed or broken, contact your service representative for a replacement. Use of damaged power cords could result in fire or electric shock.

⚠ WARNING

- Be sure to disconnect the plug from the wall outlet at least once a year and check for the following:
 - There are burn marks on the plug.
 - The prongs on the plug are deformed.
- If any of the above conditions exist, do not use the plug and consult your dealer or service representative. Use of the plug could result in fire or electric shock.

WARNING

- Be sure to disconnect the power cord from the wall outlet at least once a year and check for the following:
 - The power cord's inner wires are exposed, broken, etc.
 - The power cord's coating has a crack or dent.
 - When bending the power cord, the power turns off and on.
 - Part of the power cord becomes hot.
 - The power cord is damaged.
- If any of the above conditions exist, do not use the power cord and consult your dealer or service representative. Use of the power cord could result in fire or electric shock.

CAUTION

- Be sure to push the plug of the power cord fully into the wall outlet. Partially inserted plugs create an unstable connection that can result in unsafe buildup of heat.

CAUTION

- If this machine is not going to be used for several days or longer at a time, disconnect its power cord from the wall outlet.

CAUTION

- When disconnecting the power cord from the wall outlet, always pull the plug, not the cord. Pulling the cord can damage the power cord. Use of damaged power cords could result in fire or electric shock.

CAUTION

- Be sure to disconnect the plug from the wall outlet and clean the prongs and the area around the prongs at least once a year. Allowing dust to build up on the plug constitutes a fire hazard.

CAUTION

- When performing maintenance on the machine, always disconnect the power cord from the wall outlet.

Handling the main machine

This section explains safety precautions about handling the main machine.

WARNING

- Be sure to locate the machine as close as possible to a wall outlet. This will allow easy disconnection of the power cord in the event of an emergency.

WARNING

- If the machine emits smoke or odours, or if it behaves unusually, you must turn off its power immediately. After turning off the power, be sure to disconnect the power cord plug from the wall outlet. Then contact your service representative and report the problem. Do not use the machine. Doing so could result in fire or electric shock.

WARNING

- If metal objects, or water or other fluids fall inside this machine, you must turn off its power immediately. After turning off the power, be sure to disconnect the power cord plug from the wall outlet. Then contact your service representative and report the problem. Do not use the machine. Doing so could result in fire or electric shock.

WARNING

- Do not touch this machine if a lightning strike occurs in the immediate vicinity. Doing so could result in electric shock.

WARNING

- The following explains the warning messages on the plastic bag used in this product's packaging.
 - Keep the polythene materials (bags, etc.) supplied with this machine away from babies and small children at all times. Suffocation can result if polythene materials are brought into contact with the mouth or nose.

CAUTION

- Unplug the power cord from the wall outlet before you move the machine. While moving the machine, take care that the power cord is not damaged under the machine. Failing to take these precautions could result in fire or electric shock.

CAUTION

- If you have to move the machine when the optional paper tray unit is attached, do not push on the main unit's top section. Doing so can cause the optional paper tray unit to detach, possibly resulting in injury.

CAUTION

- After you move the machine, use the caster fixture to fix it in place. Otherwise the machine might move or come down to cause an injury.

CAUTION

- If the lower paper tray or lower paper trays is installed, do not pull out more than one tray at a time when you are changing or replenishing paper or resolving paper jams. Pressing down forcefully on the machine's upper surfaces can result in malfunctions and/or user injury.

CAUTION

- Contact your service representative if you need to lift the machine (such as when relocating it to another floor). Do not attempt to lift the machine without the assistance of your service representative. The machine will be damaged if it topples or is dropped, resulting in malfunction and risk of injury to users. The machine's various handling areas are for service engineer use only. Do not touch these areas.

CAUTION

- Do not look into the lamp. It can damage your eyes.

CAUTION

- Do not hold the control panel while moving the machine. Doing so may damage the control panel, cause a malfunction, or result in injury.

CAUTION

- Protect the machine from dampness or wet weather, such as rain and snow.

CAUTION

- For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.

CAUTION

- Keep your hands away from the hinges and exposure glass when lowering the ADF. Not doing so may result in an injury if your hands or fingers are pinched.

Handling the machine's interior

This section explains safety precautions about handling the machine's interior.

WARNING

- Do not remove any covers or screws other than those explicitly mentioned in this manual. Inside this machine are high voltage components that are an electric shock hazard and laser components that could cause blindness. Contact your sales or service representative if any of the machine's internal components require maintenance, adjustment, or repair.
- Do not attempt to disassemble or modify this machine. Doing so risks burns and electric shock. Note again that exposure to the laser components inside this machine risks blindness.

CAUTION

- Some of this machine's internal components get very hot. For this reason, take care when removing misfed paper. Not doing so could result in burns.

CAUTION

- The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise, an injury might occur.

CAUTION

- When removing jammed paper, make sure not to trap or injure your fingers.

CAUTION

- When loading paper, take care not to trap or injure your fingers.

CAUTION

- During operation, rollers for transporting the paper and originals revolve. A safety device has been installed so that the machine can be operated safely. But take care not to touch the machine during operation. Otherwise, an injury might occur.

CAUTION

- If the machine's interior is not cleaned regularly, dust will accumulate. Fire and breakdown can result from heavy accumulation of dust inside this machine. Contact your sales or service representative for details about and charges for cleaning the machine's interior.

Handling the machine's supplies

This section explains safety precautions about handling the machine's supplies.

WARNING

- Do not incinerate toner (new or used) or toner containers. Doing so risks burns. Toner will ignite on contact with naked flame.

WARNING

- Do not store toner (new or used) or toner containers anywhere near naked flames. Doing so risks fire and burns. Toner will ignite on contact with naked flame.

WARNING

- Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.

WARNING

- Do not use the cleaner to suck spilled toner (including used toner). Sucked toner may cause firing or explosion due to electrical contact flickering inside the cleaner. However, it is possible to use the cleaner designed for dust explosion-proof purpose. If toner is spilled over the floor, sweep up spilled toner slowly and clean remainder with wet cloth.

WARNING

- The following explains the warning messages on the plastic bag used in this product's packaging.
 - Keep the polythene materials (bags, etc.) supplied with this machine away from babies and small children at all times. Suffocation can result if polythene materials are brought into contact with the mouth or nose.

CAUTION

- Do not crush or squeeze toner containers. Doing so can cause toner spillage, possibly resulting in dirtying of skin, clothing, and floor, and accidental ingestion.

CAUTION

- Store toner (new or used), toner containers, and components that have been in contact with toner out of reach of children.

CAUTION

- If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.

⚠ CAUTION

- If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.

⚠ CAUTION

- If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.

⚠ CAUTION

- When removing jammed paper or replacing toner, avoid getting toner (new or used) on your clothing. If toner comes into contact with your clothing, wash the stained area with cold water. Hot water will set the toner into the fabric and make removing the stain impossible.

⚠ CAUTION

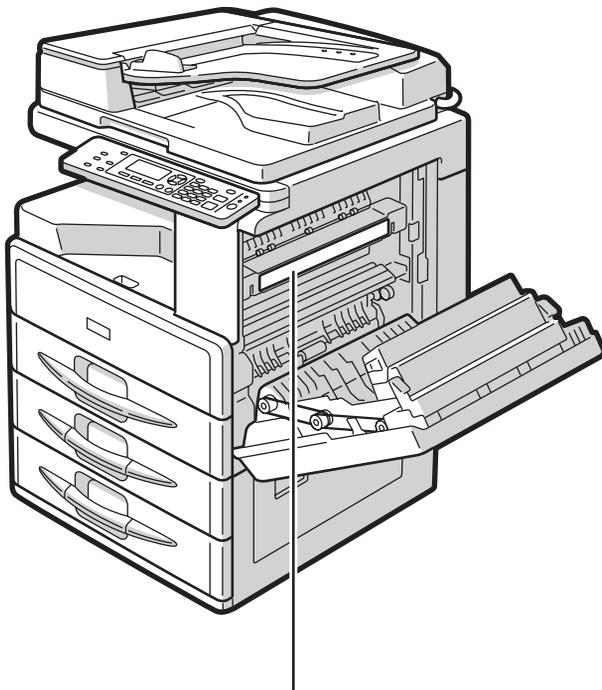
- When removing jammed paper or replacing toner, avoid getting toner (new or used) on your skin. If toner comes into contact with your skin, wash the affected area thoroughly with soap and water.

⚠ CAUTION

- Do not attempt to print on stapled sheets, aluminum foil, carbon paper, or any kind of conductive paper. Doing so risks fire.

Positions of WARNING and CAUTION labels

This machine has labels for ⚠WARNING and ⚠CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.



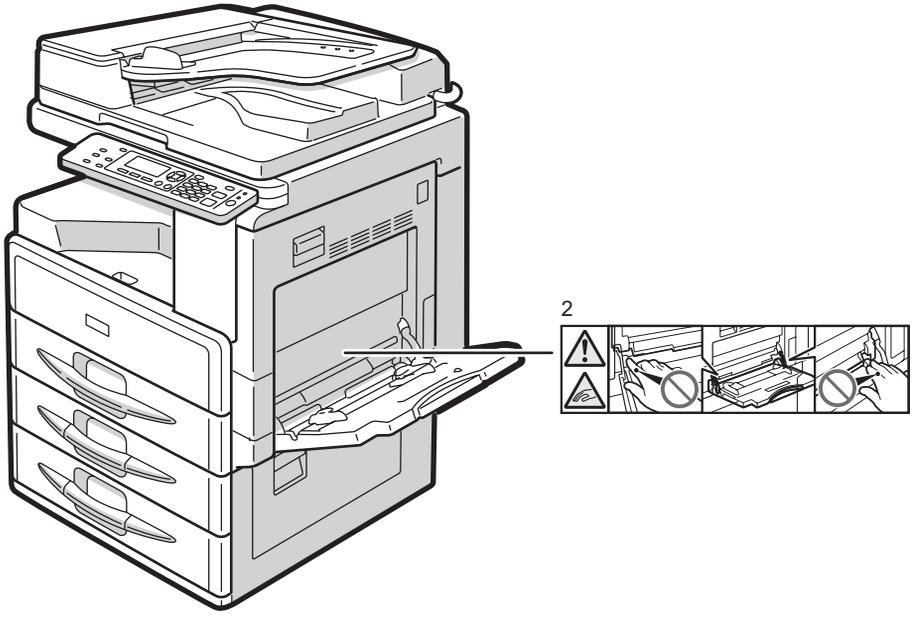
1

<p>CAUTION ATTENTION 주의 ACHTUNG ATTENZIONE PRECAUCION 注意</p>		<ul style="list-style-type: none"> • High temperature. Be careful of hot parts when clearing paper jams. • Température élevée. Attention aux pièces chaudes en supprimant un bourrage papier. • 고온이므로 용지 걸림 제거시 주의해 주십시오. • Vorsicht hohe Temperaturen! Achten Sie auf heisse Geräteteile, wenn Sie einen Papierstau beheben. • 高温, 清除卡纸時請小心熱燙的部份。 	<ul style="list-style-type: none"> • Temperatura elevata. Fare attenzione alle parti calde quando si eliminano gli inceppamenti della carta. • Alta temperatura. Tenga cuidado con las partes calientes cuando elimine los atascamientos de papel. • 高温。取夾紙時，請小心高溫部份 • 高温です。用紙づまり処理は、高温部分に注意しながら行ってください。
--	--	--	--

CUA101

1.

High temperature. Be careful of hot parts when clearing paper jams.



CUA142

2.

Be careful not to injure your fingers or get them caught in the rotating cams on either side of the bypass tray when printing or making copies from the bypass tray, when turning on the main power, or when removing misfed paper.

ENERGY STAR Program

ENERGY STAR® Program Requirements for Imaging Equipment



The ENERGY STAR® Program Requirements for Imaging Equipment encourage energy conservation by promoting energy efficient computers and other office equipment.

The program backs the development and dissemination of products that feature energy saving functions.

It is an open program in which manufacturers participate voluntarily.

Targeted products are computers, monitors, printers, facsimiles, copiers, scanners, and multifunction devices. Energy Star standards and logos are internationally uniform.

↓ Note

- For details about the "default delay time", see "Energy Saving Functions".

📖 Reference

- page 21 "Energy Saving Functions"

Energy Saving Functions

To reduce its power consumption, this machine has the following functions:

Sleep Mode

- If this machine remains idle for a specified period, it automatically enters Sleep Mode to reduce its electrical consumption.
- The default delay time the machine waits before entering Sleep Mode is 1 minute. This default time can be changed.
- The machine can print jobs from computers while in Sleep Mode.

	Specifications
Reduced Electrical Consumption by Sleep Mode ^{*1}	0.5 W
Time of Switch into Sleep Mode	1 minute
Time of Switch out from Sleep Mode ^{*1}	9.8 seconds

*1 The time it takes to switch out from energy saving functions and electrical consumption may differ depending on the conditions and environment of the machine.

Note

- For details about how to change the default interval, see "Timer Settings".
- If you want to operate this product while it is in either of these modes, do one of the following:
 - Turn on the operation switch.
 - Place originals in the ADF.
 - Lift the exposure glass cover or ADF.
- Specifications can vary depending on which options are installed on the machine.
- The machine enters sleep mode directly in the following situations:
 - Energy Saver timer and Sleep Mode timer are set to the same time
 - Sleep Mode timer is set to a shorter time than Energy Saver timer

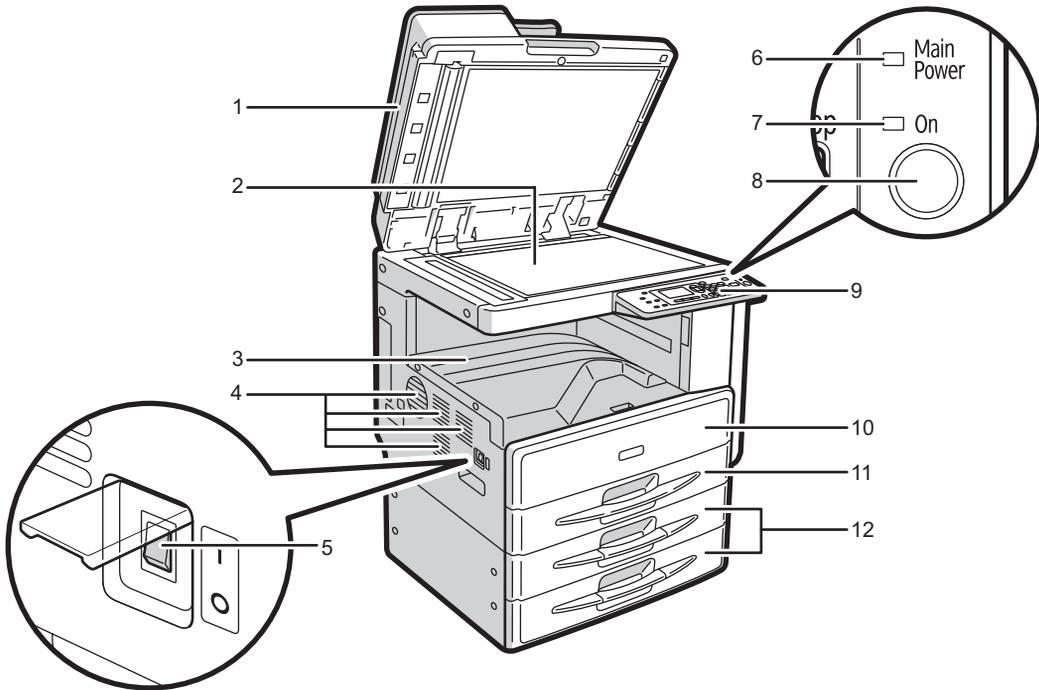
Reference

- page 81 "Timer Settings"



1. Getting Started

Guide to Components



CJA015

1. Exposure glass cover (optional) or ADF (optional)

See page 25 "External Options".

(The illustration shows the ADF.)

2. Exposure glass

Place originals here face down.

3. Internal tray

Copied paper is delivered here.

4. Ventilation holes

Prevents overheating. Do not obstruct the ventilation holes by placing objects near them or leaning things against them. If the machine overheats, a fault might occur.

5. Main power switch

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

6. Main power indicator

Lights when the main power switch is turned on, and goes off when the switch is turned off.

7. On indicator

The On indicator lights when the operation switch is turned on.

8. Operation switch

Press to turn the power on. The On indicator lights. To turn the power off, press again.

9. Control panel

See page 26 "Control Panel".

10. Front cover

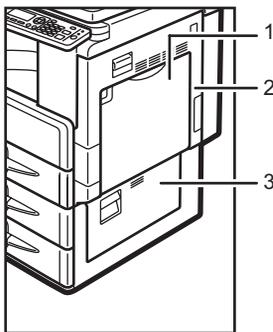
Open to access the inside of the machine.

11. Paper tray

Load paper here.

12. Paper tray unit (optional)

See page 25 "External Options".



CUB014

1. Bypass tray

Use to copy onto OHP transparencies, adhesive labels, translucent paper, envelopes, and custom size paper.

2. Right cover

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

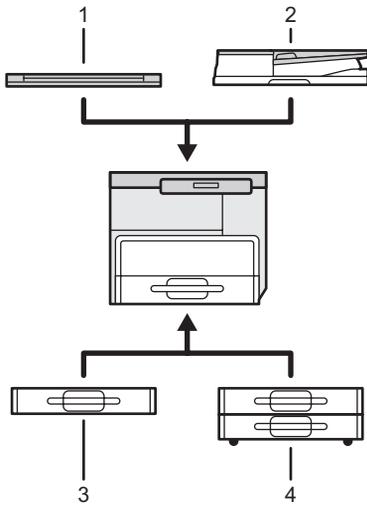
3. Lower right cover

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

Options

External Options

1



CUB026

1. Exposure glass cover

Lower this cover over originals.

2. ADF

Place stacks of originals here.

They will feed in automatically. This document feeder can be used for two-sided originals.

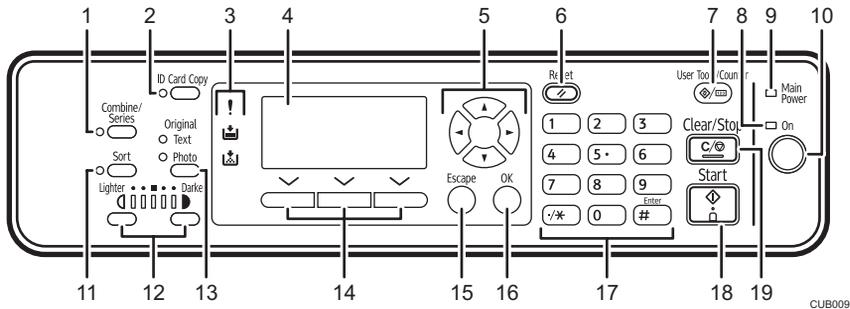
3. Paper tray unit (1-tray type)

Holds 500 sheets.

4. Paper tray unit (2-tray type)

Holds up to 1,000 sheets of paper. Each paper tray holds 500 sheets.

Control Panel



1. [Combine/Series] key

Press to make combine or series copies.

Reference

- page 63 "One-Sided Combine"
- page 66 "Series Copies"

2. [ID Card Copy] key

Press to enter ID card copy mode for the current job.

3. Indicators

Display errors and machine status.

- **!**: Error indicator
See page 110 "Clearing Misfeeds".
- **⚠**: Add Toner indicator
See page 106 "Adding Toner".
- **📄**: Load Paper indicator
See page 102 "Loading Paper".

4. Display

Displays operation status and messages.

5. Scroll keys

Press to select an item.

[▲]: scroll upward

[▼]: scroll downward

[▶]: scroll right

[◀]: scroll left

Reference

- See page 28 "Reading the Display and Using Keys".

6. [Reset] key

Press to clear the current settings.

7. [User Tools/Counter] key

Press to change default or operation parameters according to requirement.

8. On indicator

The On indicator lights when the operation switch is turned on.

9. Main power indicator

Lights when the main power switch is turned on.

★ Important

- Do not turn off the main power switch while the On indicator is lit or blinking. Doing so may damage the memory.

📖 Reference

- page 30 "Turning On the Power"

10. Operation switch

Press to turn the power on. The On indicator lights. To turn the power off, press again.

⬇ Note

- This key is inactivated during scanning or while setting defaults.

📖 Reference

- page 30 "Turning On the Power"

11. [Sort] key

Automatically sorts copies.

12. [Lighter] and [Darker] keys

Press to change the image density setting. Select the image density in five increments, Lighter to Darker.

13. [Original Type] key

Press to select the original type registered in [Original Type 1 (Text)] or [Original Type 2 (Photo)]. When the original type is selected, the corresponding indicator lights.

14. Selection keys

Correspond to items on the display. Press to select the corresponding item.

15. [Escape] key

Press to cancel an operation or return to the previous display.

16. [OK] key

Press to set a selected item or entered numeric value.

17. Number keys

Press to enter numeric values.

18. [Start] key

Press to start copying.

19. [Clear/Stop] key

- Clear:
Clears an entered numeric value.
- Stop:
Stops copying.

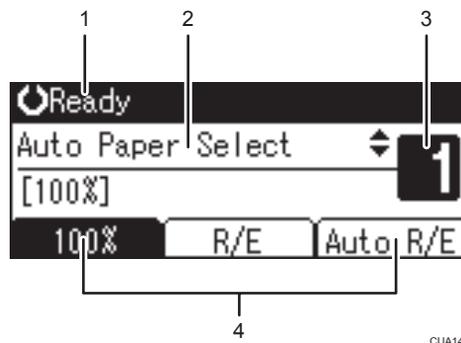
Display

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

★ Important

- A force or impact of more than 30 N (about 3 kgf) will damage the display.

Initial copy display

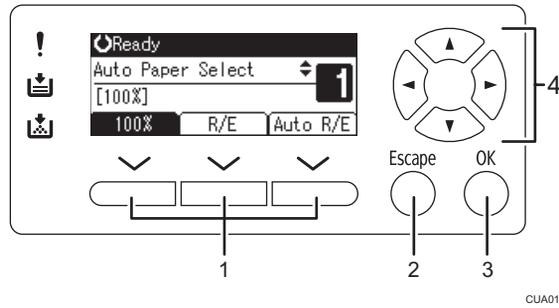


1. Operational status or messages
2. Messages and the selected tray appear here. Currently selected items appear in brackets.
3. Number of copies set.
4. Reduce/Enlarge ratio function for non-fixed ratios.

When you select or specify an item on the display, it is highlighted like **100%**

Reading the Display and Using Keys

This section explains how to read the display and use the selection keys.



1. Selection keys

Correspond to items at the bottom line on the display.

Example: initial copy display

- When the instruction "press [100%]" appears in this manual, press the left selection key.
- When the instruction "press [R/E]" appears in this manual, press the center selection key.
- When the instruction "press [Auto R/E]" appears in this manual, press the right selection key.

2. [Escape] key

Press to cancel an operation or return to the previous display.

3. [OK] key

Press to set a selected item or entered numeric value.

4. Scroll keys

Press to move the cursor to each direction one by one.

When the [▲], [▼], [▶], or [◀] key appears in this manual, press the scroll key of the same direction.

Common key operations

The following keys are common to all screens:

Key list

[Cancel]	Deletes a selected function or entered values, and then the previous display returns.
[Exit]	The previous display returns.
[Stop]	Stops a job in progress.
[Yes]	Acknowledges a selected function or an entered values.
[Stop]	Cancels a selected function or entered values, and then the previous display returns.

Turning On the Power

This machine has two power switches.

1

Operation switch (right side of the control panel)

Press to activate the machine. When the machine has finished warming up, you can operate the machine.

Main power switch (left side of the machine)

Turning off this switch makes the main power indicator on the right side of the control panel go off. When this is done, machine power is completely off.

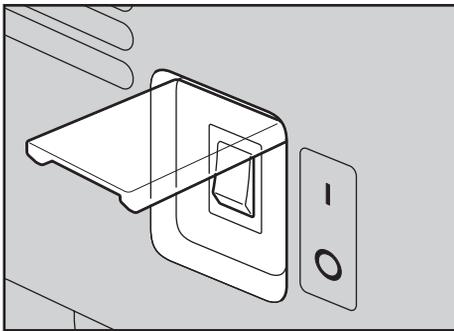
↓ Note

- This machine automatically turns the panel off or turns itself off if you do not use it for a while.

Turning On the Main Power

1. Make sure the power cord is firmly plugged into the wall outlet.
2. Turn on the main power switch.

The main power indicator goes on.



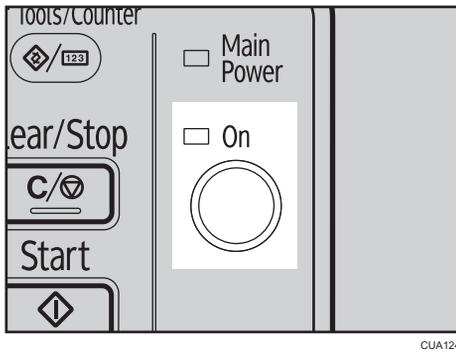
★ Important

- Do not turn off the main power switch immediately after turning it on. Doing so may result in damage to the memory, leading to malfunctions.

Turning On the Power

1. Press the operation switch.

The On indicator goes on.



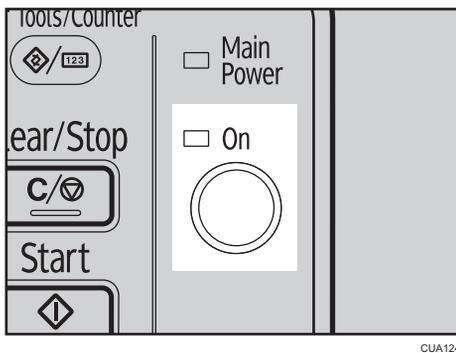
↓ Note

- If the power does not come on when the operation switch is pressed, check the main power switch is on. If it is off, turn it on.

Turning Off the Power

1. Press the operation switch.

The On indicator goes off.



Turning Off the Main Power

★ Important

- Do not turn off the main power switch when the On indicator is lit or blinking. Doing so may result in damage to the memory.
- Be sure to turn off the main power switch before pulling out the power plug. Not doing this may result in damage to the memory.

1. Be sure the On indicator is not lit.

2. Turn off the main power switch.

The main power indicator goes out.

Saving Energy

Auto Off

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

Note

- You can change the Auto Off time. See page 81 "Timer Settings".
- The Auto Off function will not operate in the following cases:
 - When a warning message appears
 - When the service call message appears
 - When paper is jammed
 - When the cover is open
 - When the "Add toner" message appears
 - When toner is being replenished
 - When the User Tools screen is displayed
 - When fixed warm-up is in progress

2. Placing Originals

Originals

Sizes and Weights of Recommended Originals

Metric version

Original location	Original size	Original weight
Exposure glass	Up to A3	–
ADF	One-sided originals: A3 – A5	40–128 g/m ²
	Two-sided originals: A3 – A5	52–105 g/m ² 11" × 17": 64–105 g/m ²

Inch version

Original location	Original size	Original weight
Exposure glass	Up to 11" × 17"	–
ADF	One-sided originals: 11" × 17" – 5 ¹ / ₂ " × 8 ¹ / ₂ "	11–34 lb.
	Two-sided originals: 11" × 17" – 5 ¹ / ₂ " × 8 ¹ / ₂ "	14–28 lb. 11" × 17": 17–28 lb.

Note

- About 50 originals can be placed in the ADF.

Non-compatible originals for the ADF

Placing the following types of originals in the ADF can cause paper misfeeds or result in damage to the originals. Place these originals on the exposure glass instead.

- Originals other than those specified on page 33 "Sizes and Weights of Recommended Originals"
- Stapled or clipped originals
- Perforated or torn originals

- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin, highly flexible originals
- Thick originals such as postcards
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper

Note

- The original might become dirty if it is written with a pencil or a similar tool.

Sizes Detectable with Auto Paper Select

Metric version

Original location	A3	B4 JIS *1	A4	B5 JIS *1	B5 JIS *1	A5	11" x 17"	8 1/2" x 13"	8 1/2" x 11"
Exposure glass	○	○	○	×	○	×	×	○	×
ADF	○	○	○	○	○	○	○	○	○

○: Detectable size ×: Undetectable size

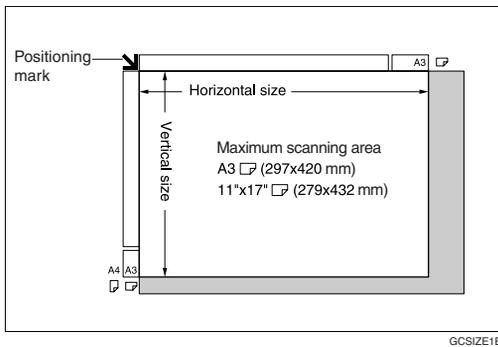
*1 JIS: Japanese Industrial Standard

Inch version

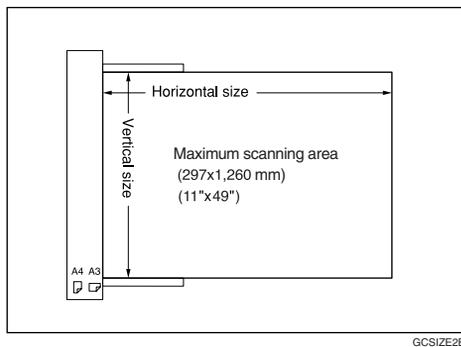
Original location	11" x 17"	10" x 14"	8 1/2" x 14"	8 1/2" x 11"	7 1/4" x 10 1/2"	5 1/2" x 8 1/2"	A3	A4
Exposure glass	○	×	○	○	×	×	×	×
ADF	○	○	○	○	○	○	○	○

○: Detectable size ×: Undetectable size

Exposure glass



ADF



Note

- When you copy custom size originals, make sure you specify the size of the originals. If not, the image may not be copied properly. See page 41 "Placing custom size originals" or page 43 "Placing custom size originals".

Sizes difficult to detect

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

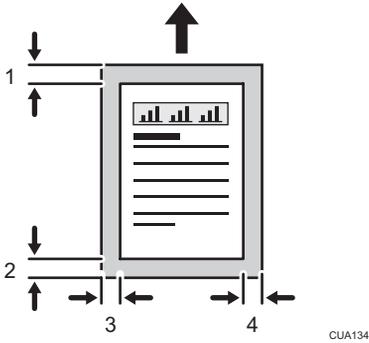
- Originals with indexes, tags, or other projecting parts
- Transparent originals such as OHP transparencies or translucent paper
- Dark originals with lots of text and drawings
- Originals partially consisting of a solid image
- Originals that have solid images around their edges

Missing Image Area

Even if you place originals in the ADF or on the exposure glass correctly, margins of a few millimeters on all four sides of the original might not be copied.

Missing Image Area

2



1. Leading edge: 3 ± 2 mm ($0.12'' \pm 0.08''$)
2. Trailing edge: 3 ± 2 mm ($0.12'' \pm 0.08''$) (4.2 ± 2 mm ($0.17'' \pm 0.08''$) for even pages when using the duplex function.)
3. Left edge: 2 ± 1.5 mm ($0.08'' \pm 0.06''$)
4. Right edge: $2 +2.5/-1.5$ mm ($0.08'' +0.1''/-0.06''$)

Missing image area of envelopes is 10 mm (0.40") and that of Thick Paper is 5 mm (0.20").

Placing Originals

↓ Note

- Take care to place originals only after any correction fluid and ink has completely dried. Not taking this precaution could cause marks on the exposure glass that will be copied onto paper.

📖 Reference

- For original sizes you can set, see page 33 "Originals".

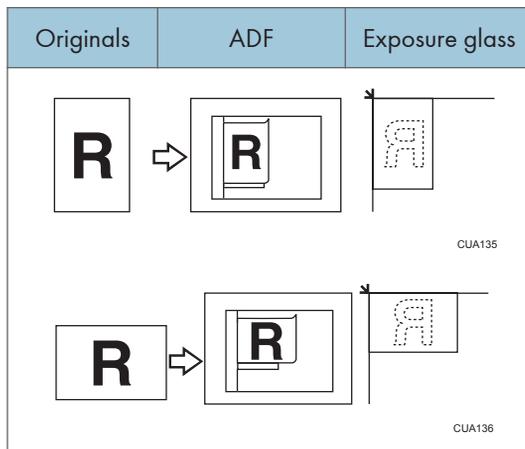
Original Orientation

You can set the original orientation in the following ways.

This function is useful for copying torn or large originals.

↓ Note

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



Placing Originals on the Exposure Glass

1. Lift the exposure glass cover or ADF.

★ Important

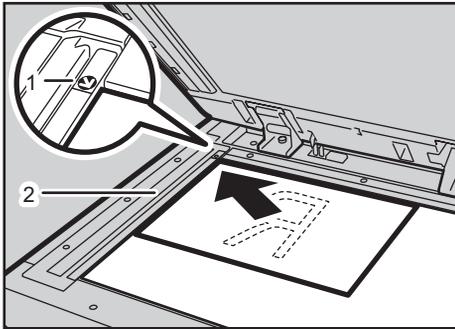
- Do not lift the exposure glass cover or ADF forcefully. If you do, the ADF cover might open or be damaged.

Note

- Be sure to lift the exposure glass cover or ADF by more than 30°. Otherwise, the size of the original might not be detected correctly.

2. Place the original face down on the exposure glass. It should be aligned with the rear left corner.

2



CUA105

1. Positioning mark
2. Left scale

Note

- Start with the first page to be copied.

3. Lower the exposure glass cover or ADF.

Note

- For details about how to specify the size of the originals, see page 39 "Specifying the Original Size When a Paper Tray is Selected" or page 42 "Specifying the Original Size When the Bypass Tray is Selected".

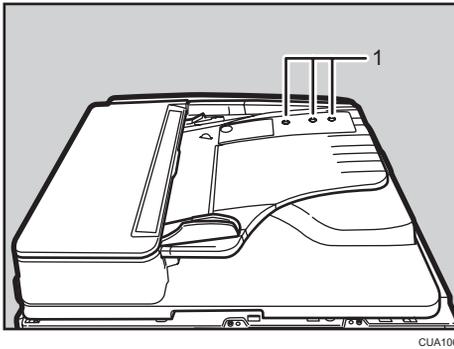
Placing Originals in the ADF

Settings should be made in the following situations:

Note

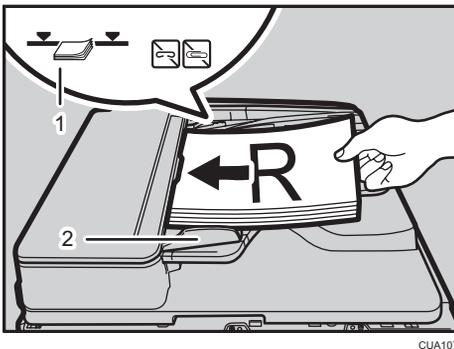
- Do not stack originals over the limit mark on the side fence of the ADF.
- The last page should be on the bottom.
- Do not cover the sensors with your hands, or place objects on them. Doing so could cause the size to be detected incorrectly, or the paper misfeed error message to appear. Also, do not place anything on the cover, as this too could cause a malfunction.

ADF



1. Sensor

1. Set the document guide to the original size.
2. Align the edges of the originals and place them in the ADF with the side to be copied facing up.



1. Limit mark

2. Document guide

↓ Note

- Straighten curls in the originals before placing them in the ADF.
- To prevent multiple sheets feeding in at once, fan the originals before placing them in the ADF.
- Set the original squarely.
- For details about how to specify the size of the originals, see page 39 "Specifying the Original Size When a Paper Tray is Selected" or page 42 "Specifying the Original Size When the Bypass Tray is Selected".

Specifying the Original Size When a Paper Tray is Selected

You can select either regular or custom for the size of the original when a paper tray is selected.

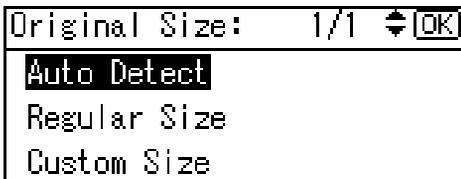
Placing regular size originals

When placing regular size originals on the exposure glass or in the ADF, select the size of the originals from the regular sizes shown on the display.

1. Select the paper tray using the [▲] or [▼] key, and then press the [#] key.



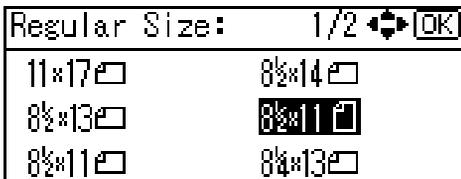
2. Select [Regular Size] using the [▲] or [▼] key, and then press the [OK] key.



↓ Note

- When [Auto Detect] is selected, the size of the placed original will be detected automatically.

3. Select the paper size using the scroll keys, and then press the [OK] key.



The "Programmed" message appears.

When the regular size originals settings are registered, **Ready** appears on the top of copy display.



↓ Note

- To cancel the size you have set, press the [Reset] key.

Placing custom size originals

When placing custom size originals on the exposure glass or in the ADF, specify the size of the originals using the number keys.

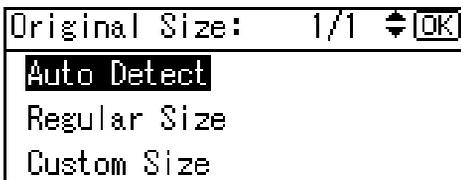
Note

- Originals that have a vertical length of 105–297 mm (4.2"–11.6") and a horizontal length of 128–1260 mm (5.1"–49.6") can be specified.
- For 2-sided originals, the horizontal size is 128–432 mm (5.1"–17").

1. Select the paper tray using the [▲] or [▼] key, and then press the [#] key.



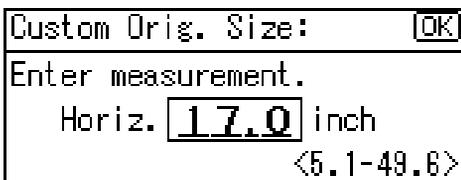
2. Select [Custom Size] using the [▲] or [▼] key, and then press the [OK] key.



Note

- When [Auto Detect] is selected, the size of the placed original will be detected automatically.

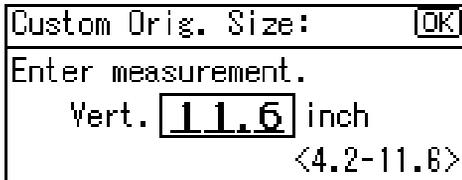
3. Enter the horizontal size of the original using the number keys, and then press the [OK] key.



Note

- If you make a mistake, press the [Clear/Stop] key, and then enter the value again.

4. Enter the vertical size of the original using the number keys, and then press the [OK] key.



The "Programmed" message appears with your set original size.

When the custom size originals settings are registered, **<[*]Ready** appears on the top of copy display.



Note

- To cancel the size you have set, press the [Reset] key.

Specifying the Original Size When the Bypass Tray is Selected

You can select either regular or custom for the size of the original when the bypass tray is selected.

Placing regular size originals

When placing regular size originals on the exposure glass or in the ADF, select the size of the originals from the regular sizes shown on the display.

1. Select the paper tray using the [▲] or [▼] key, and then press the [#] key.



2. Select [Original Size] using the [▲] or [▼] key, and then press the [OK] key.



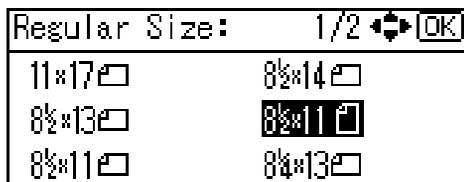
3. Select [Regular Size] using the [▲] or [▼] key, and then press the [OK] key.



↓ Note

- When [Auto Detect] is selected, the size of the placed original will be detected automatically.

4. Select the original size using the scroll keys, and then press the [OK] key.



The "Programmed" message appears.

When the regular size originals settings are registered, Ready appears on the top of copy display.



↓ Note

- To cancel the size you have set, press the [Reset] key.

Placing custom size originals

When placing custom size originals on the exposure glass or in the ADF, specify the size of the originals using the number keys.

★ Important

- Originals that have a vertical length of 105–297 mm (4.2"–11.6") and a horizontal length of 128–1,260 mm (5.1"–49.6") can be specified.

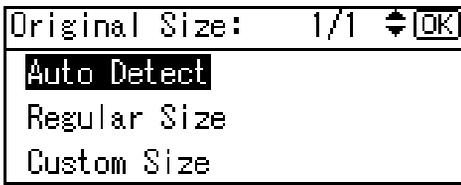
1. Select the paper tray using the [▲] or [▼] key, and then press the [#] key.



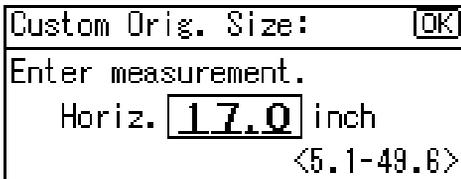
1. Select [Original Size] using the [▲] or [▼] key, and then press the [OK] key.



2. Select [Custom Size] using the [▲] or [▼] key, and then press the [OK] key.



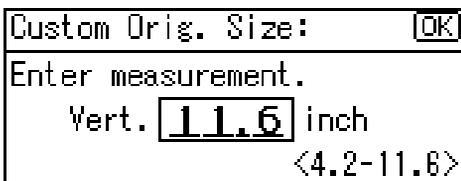
3. Enter the horizontal size of the original (Horiz.) with the number keys, and then press the [OK] key.



Note

- If you make a mistake, press the [Clear/Stop] key, and then enter the value again.

4. Enter the vertical size of the original (Vert.) with the number keys, and then press the [OK] key.



The "Programmed" message appears with your set original size.

When the custom size originals settings are registered, **Ready** appears on the top of copy display.

**Note**

- To cancel the size you have set, press the [Reset] key.

3. Copying

Basic Procedure

1. If the machine has user codes set, enter a user code (up to eight digits) using the number keys, and then press the [OK] or [#] key.

The machine is ready to copy.

Reference

- For user codes, see page 82 "Administrator Tools".

2. Make sure "Ready" appears on the display.

Initial copy display



3. Make sure no previous settings remain.

Note

- When there are previous settings remaining, press the [Reset] key.

4. Place your originals.

Reference

- page 37 "Placing Originals"

5. Make the necessary settings.

Reference

- See the explanations for each function.

6. Enter the number of copies using the number keys.



Note

- The maximum copy quantity that can be set is 99.

7. Press the [Start] key.

Copying starts.

Note

- Copies are delivered face down.

How to operate

- To switch between pages or select functions:
Press the scroll key.
- To stop the machine during a multicopy run:
Press the [Clear/Stop] key.
- To return the machine to the initial condition after copying:
Press the [Reset] key.
- To clear an entered value.
Press the [Clear/Stop] key.

Copying from the Bypass Tray

Use the bypass tray to copy onto OHP transparencies, thick paper, envelopes and copy paper that cannot be loaded in the paper trays.

★ Important

- Paper longer than 433 mm may become wrinkled, may not feed in, and may jam.

↓ Note

- If you do not use standard size copy paper, or if you use special paper, you should enter its vertical and horizontal dimensions. The sizes you can enter are as follows:

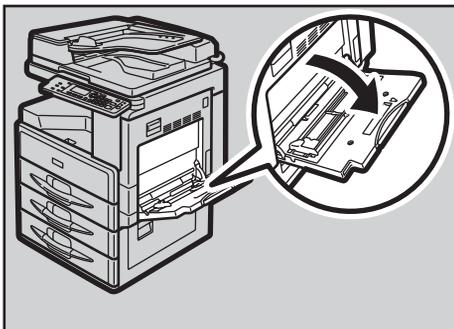
Metric version	<ul style="list-style-type: none"> • Vertical: 90–297 mm • Horizontal: 148–600 mm
Inch version	<ul style="list-style-type: none"> • Vertical: 3.55"–11.69" • Horizontal: 5.83"–23.62"

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

Metric version	A3☐, B4 JIS☐, A4☐☐, B5 JIS☐☐, A5☐☐, B6 JIS☐☐
Inch version	11" × 17"☐, 8 1/2" × 11"☐☐, 5 1/2" × 8 1/2"☐

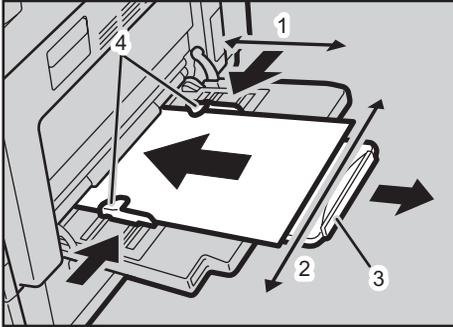
- When copying onto OHP transparencies or paper heavier than 82 g/m² (about 20 lb.), you need to specify the paper type.
- The maximum number of sheets you can load at the same time depends on paper type. Load only as much paper as can be held between the paper guides on the bypass tray.

1. Open the bypass tray.



CUA108

2. Insert the paper with the side you want to copy facing down, and then adjust the paper guide with the paper size.



CUA109

1. Horizontal size
2. Vertical size
3. Extender
4. Paper guides

The bypass tray is selected on the display.



Note

- If the guides are not flush against the copy paper, images might be skewed or paper misfeeds might occur.
- Load only as much paper as can be held between the guides on the bypass tray. Overloading the bypass tray can result in misfeeds and skewed images.
- Pull the extender out to support paper sizes larger than A4, 8 1/2" x 11".
- Fan paper to get air between the sheets and avoid a multi-sheet feed.
- If [Byp.] is not selected on the display, select [Byp.] using the [▲] or [▼] key, and then press the [#] key.

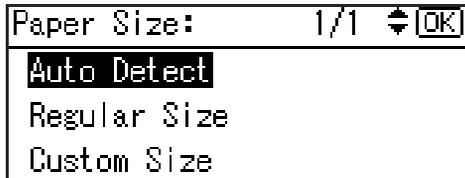
3. Press the [#] key, and then select the paper size and type.

When copying onto regular size paper

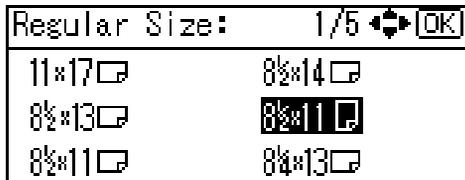
1. Select [Paper Size] using the [▲] or [▼] key, and then press the [OK] key.



2. Select [Regular Size] using the [▲] or [▼] key, and then press the [OK] key.



3. Select the paper size using the scroll keys, and then press the [OK] key.



The "Programmed" message appears.

When copying onto custom size paper

★ Important

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

1. Select [Paper Size] using the [▲] or [▼] key, and then press the [OK] key.



2. Select [Custom Size] using the [▲] or [▼] key, and then press the [OK] key.



3. Enter the horizontal size of the original using the number keys, and then press the [OK] key.

```

Custom Paper Size: [OK]
Enter measurement.
  Horiz. 23.62 inch
          <5.83-23.62>
  
```

Note

- If you make a mistake, press the [Clear/Stop] key, and then enter the value again.
4. Enter the vertical size of the original using the number keys, and then press the [OK] key.

```

Custom Paper Size: [OK]
Enter measurement.
  Vert. 11.69 inch
          <3.55-11.69>
  
```

The "Programmed" message appears.

When copying onto special paper

1. Select [Paper Type] using the [▲] or [▼] key, and then press the [OK] key.

```

Bypass Settings 1/1 [OK]
Paper Size
Paper Type
Original Size
  
```

2. Select the paper type, and then press the [OK] key.

```

Paper Type: 1/1 [OK]
Plain Paper
Thick Paper
OHP (Transparency)
  
```

The "Programmed" message appears.

When copying onto envelopes

1. Select [Paper Size] using the [▲] or [▼] key, and then press the [OK] key.

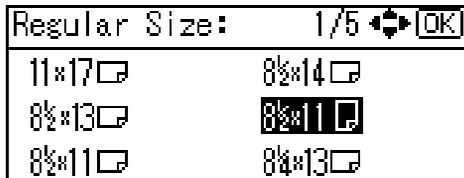
```

Bypass Settings 1/1 [OK]
Paper Size
Paper Type
Original Size
  
```

2. Select [Regular Size] using the [▲] or [▼] key, and then press the [OK] key.



3. Select the envelope size from [C6 Env], [C5 Env], or [DL Env], and then press the [OK] key.



The "Programmed" message appears.

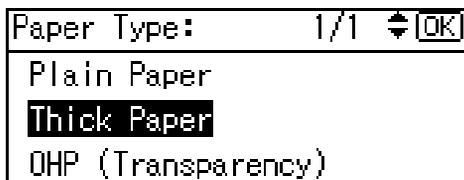
4. Press the [#] key.



5. Select [Paper Type] using the [▲] or [▼] key, and then press the [OK] key.



6. Select [Thick Paper] using the [▲] or [▼] key, and then press the [OK] key.



The "Programmed" message appears.

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

↓ Note

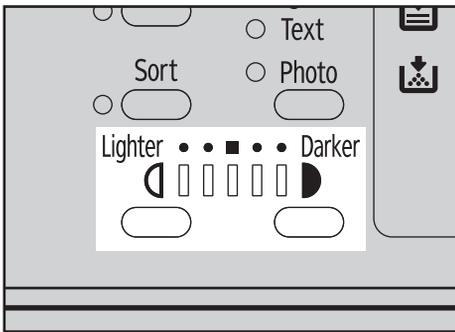
- When copying onto OHP transparencies, remove copied sheets one by one.

Copier Functions

Adjusting Image Density

You can adjust copy image density to match your originals.
If you require darker or lighter copies, adjust image density accordingly.

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



Selecting Original Type Setting

Select one of the following two types to match your originals:

Text

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

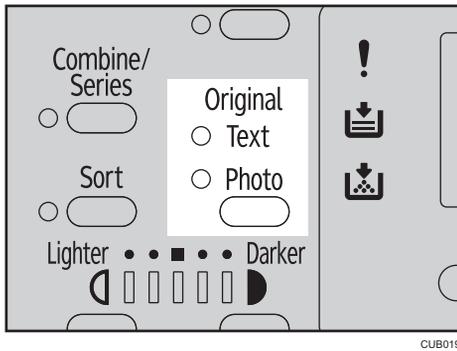
Photo

This can reproduce delicate tones of photographs and pictures.

Reference

- page 85 "Original Type Setting"

1. Press the [Original Type] key and select the original type.



↓ Note

- Press the [Original Type] key to go through the following types:
 - Upper indicator lit: Text
 - Lower indicator lit: Photo

Selecting Copy Paper

There are two ways to select copy paper:

Auto Paper Select

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

Manual Paper Select

Choose the tray containing the paper you want to copy onto: a paper tray or the bypass tray.

📖 Reference

- page 35 "Sizes difficult to detect"

↓ Note

- If you specify all paper trays as containing special paper, you cannot use the Auto Paper Select function.

Auto Paper Select

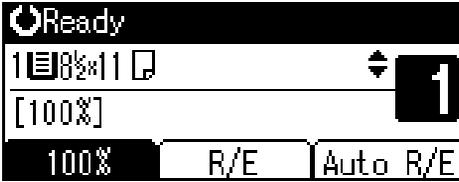
1. Make sure [Auto Paper Select] is selected.



Manual Paper Select

1. Select the paper tray or bypass tray using the [▲] or [▼] key.

The selected tray and the paper size appear.

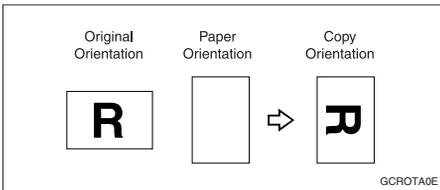


Reference

- page 49 "Copying from the Bypass Tray"

Rotated copy

If the orientation in which your original is placed (⏏ or ⏚) is different from that of the paper you are copying onto, this function rotates the original image by 90° to fit it on the copy paper. This function works when [Auto Paper Select] or [Auto Reduce/Enlarge] is selected.



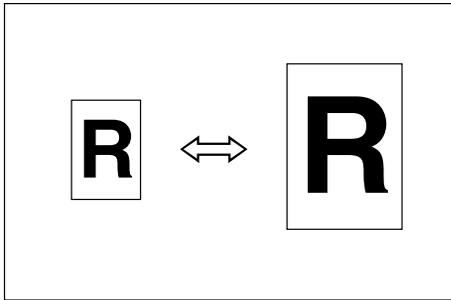
Note

- You cannot use the Rotated Copy function when enlarging onto A3, B4 JIS, 11" × 17", 8 1/2" × 13", or 8 1/2" × 14" size paper. To do this, place your original in the ⏚ orientation.

	Original size and orientation			Original size and orientation	
You cannot rotate:	A4, B5 JIS, or A5⏏		When enlarging to:	B4 JIS, A3	
However, you can use:	A4, B5 JIS, or A5⏚		When enlarging to:	B4 JIS, A3	

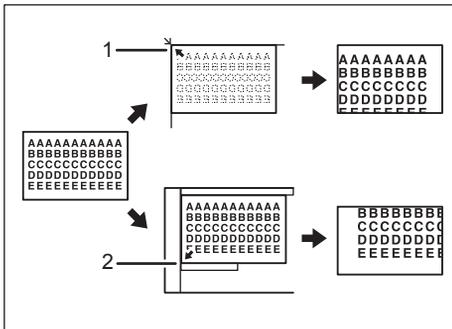
Preset Reduce/Enlarge

You can select a preset ratio for copying.



Base Point

The base point of Reduce/Enlarge differs depending on how the original is scanned. When the original is placed on the exposure glass, the upper left corner is the base point. When placed in the ADF, the bottom left corner is the base point.



CUA141

1. Base point when placing on the exposure glass.
2. Base point when placing in the ADF.

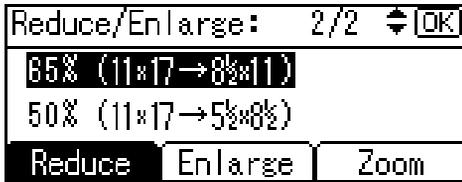
Reference

- page 87 "Reproduction Ratio"
- page 87 "Preset R/E Priority"

1. Press [R/E].



2. Press [Reduce] or [Enlarge].



3. Select a ratio using the [▲] or [▼] key, and then press the [OK] key.

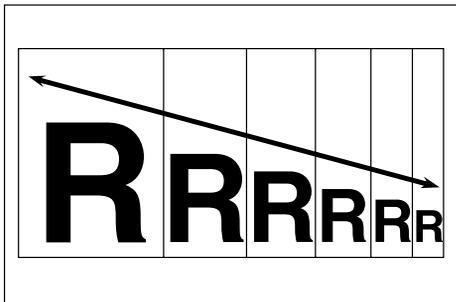
The "Programmed" message appears.

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

3

Zoom

You can change the reproduction ratio in increments of 1%.



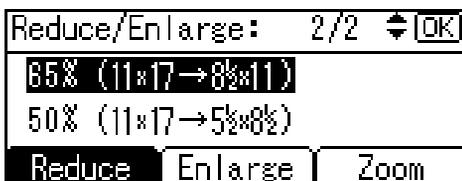
Note

- You can also select a preset ratio close to the desired ratio using [Reduce] or [Enlarge], and then adjust the ratio using the [▲] or [▼] key.

1. Press [R/E].



2. Press [Zoom].



3. Enter the ratio.



To select the ratio using the scroll keys

1. Adjust the ratio using the [▲] or [▼] key.

↓ Note

- If you have incorrectly entered the ratio, readjust using the [▲] or [▼] key.
- To change the ratio in increments of 10%, press and hold down the [▲] or [▼] key.

2. Press the [OK] key.

The "Programmed" message appears.

To enter the ratio using the number keys

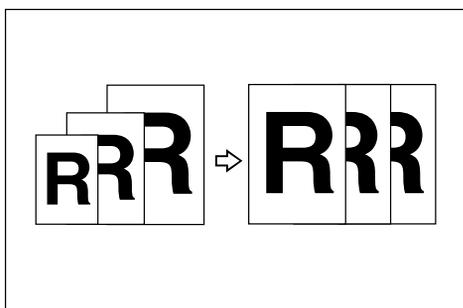
1. Enter the desired ratio using the number keys.
2. Press the [OK] key.

The "Programmed" message appears.

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

Auto Reduce/Enlarge

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



↓ Note

- You cannot use the bypass tray with this function.
- See the following table for original sizes and orientations you can use:

Metric version

Original location	Original size and orientation
Exposure glass	A3, B4 JIS, A4, B5 JIS, 8 1/2" x 13"
ADF	A3, B4 JIS, A4, B5 JIS, A5, 11" x 17", 8 1/2" x 13", 8 1/2" x 11"

Inch version

Original location	Original size and orientation
Exposure glass	11" x 17", 8 1/2" x 14", 8 1/2" x 11"
ADF	11" x 17", 10" x 14", 8 1/2" x 14", 8 1/2" x 11", 7 1/4" x 10 1/2", 5 1/2" x 8 1/2", A3, A4

Reference

- page 35 "Sizes difficult to detect"

1. Press [Auto R/E].



2. Select the paper tray using the [▲] or [▼] key.



3. Place your originals, and then press the [Start] key.

Sort

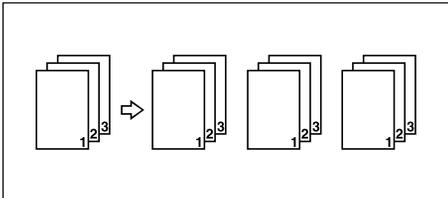
You can scan originals into memory and automatically sort copies.

Reference

- page 85 "Auto Tray Switching"
- page 88 "Rotate Sort"
- page 88 "Rotate Sort:Auto Continue"

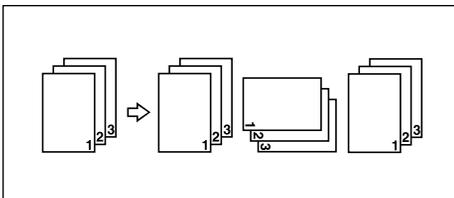
Sort

Copies are assembled as sequentially ordered sets.



Rotate Sort

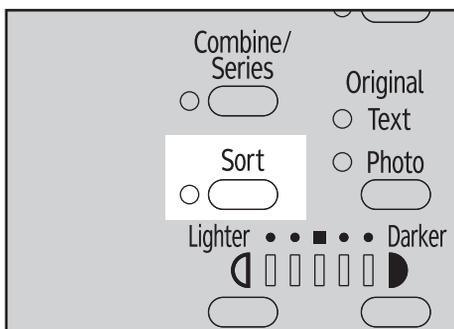
Every other copy set is rotated by 90° and delivered to the copy tray.



Note

- To use the Rotate Sort function, select [On] in [Rotate Sort] under [Copier Features] (User Tools). See page 88 "Rotate Sort".
- To use the Rotate Sort function, two paper trays loaded with the same size and type paper, but in different orientation (landscape/portrait), are required. For details, see page 80 "Tray Paper Settings".

1. Press the [Sort] key.

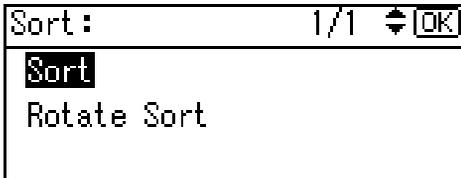


CUB021

↓ **Note**

- When canceling the Sort function, press the [Sort] key, and make sure the [Sort] key indicator is off.

2. Select [Sort] or [Rotate Sort], and then press the [OK] key.



3. Enter the number of copy sets using the number keys.



4. Place your originals.

↓ **Note**

- When placing originals on the exposure glass, start from the first page to be copied. When placing originals in the ADF, set the first page on top.

5. Press the [Start] key.

↓ **Note**

- When placing originals on the exposure glass, press the [#] key after all originals are scanned.

Changing the number of sets

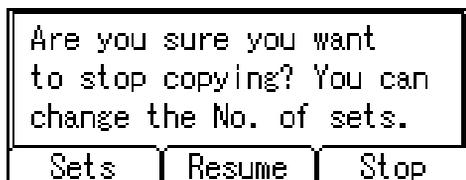
You can change the number of copy sets during copying.

↓ **Note**

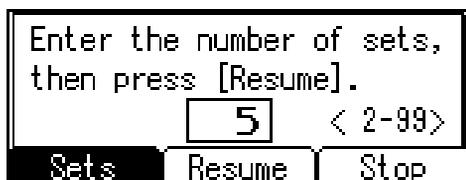
- This function can only be used when the Sort function is selected.

1. While "Copying..." is displayed, press the [Clear/Stop] key.

2. Press [Sets].



3. Enter the number of copy sets with the number keys, and then press [Resume].



Copying starts again.

Note

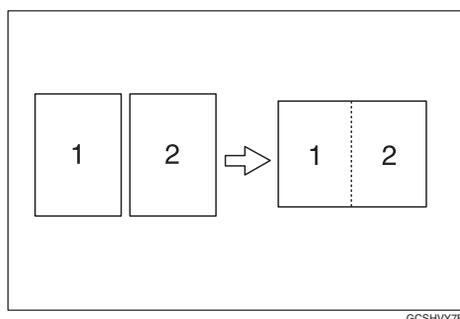
- The number of sets you can enter differs depending on when the [Clear/Stop] key is pressed.

One-Sided Combine

You can combine several pages onto one side of a sheet.

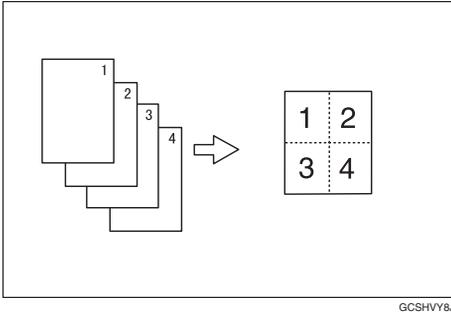
1 Sided 2 Pages → Combine 1 Side

Copies 2 one-sided originals onto one side of a sheet.



1 Sided 4 Pages → Combine 1 Side

Copies 4 one-sided originals onto one side of a sheet.

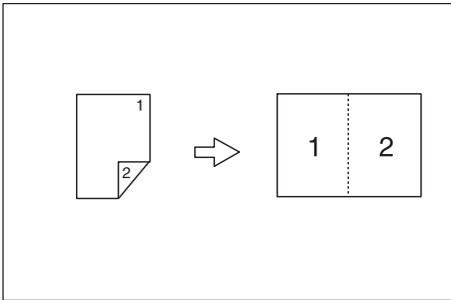


GCSHVY6J

3

2 Sided 1 Page → Combine 1 Side

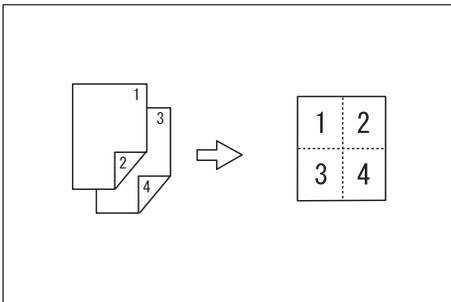
Copies 1 two-sided original onto one side of a sheet.



GCSHVY0J

2 Sided 2 Pages → Combine 1 Side

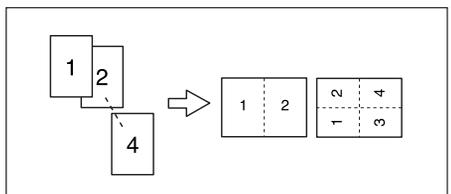
Copies 2 two-sided originals onto one side of a sheet.



GCSHVYBJ

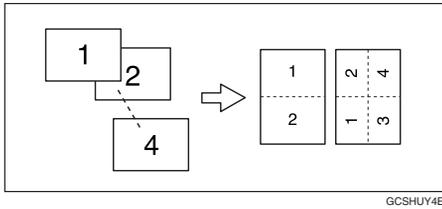
Orientation of the original and image position of combine

Open to left  originals



GCSHUY3E

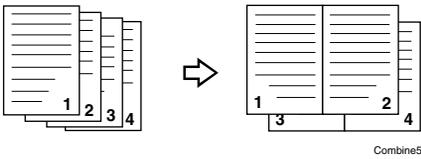
Open to top  originals



GCSHU4E

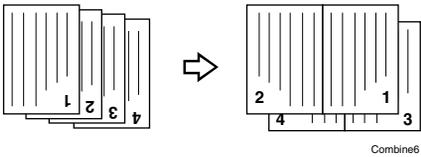
Placing originals (in the ADF)

- Originals read from left to right



Combine5

- Originals read from top to bottom

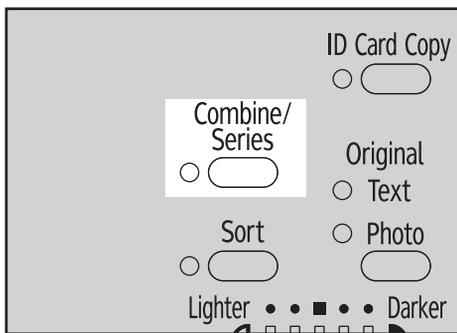


Combine6

Note

- You cannot use the bypass tray with this function.

1. Press the [Combine/Series] key.

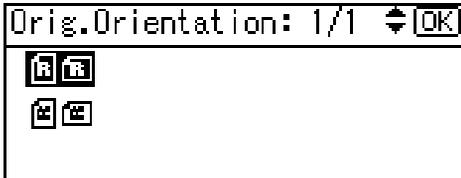


CUB023

2. Select the combine mode using the [▲] or [▼] key, and then press the [OK] key.



3. Select the orientation using the [▲] or [▼] key, and then press the [OK] key.



Note

- You can select the orientation of originals and copying paper when [Always Specify] is specified for [Orientation] under [Copier Features] (User Tools). See page 86 "Orientation". If it was not specified for, proceed to step 4.
- To change the copy orientation, select the icon which orientation of originals is used.

The "Programmed" message appears.

4. Select the paper size using the [▲] or [▼] key.



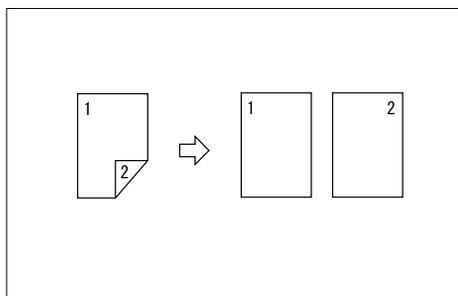
5. Place your originals, and then press the [Start] key.

Series Copies

You can separately copy the front and back of a two-sided original or two facing pages of a bound original onto two sheets.

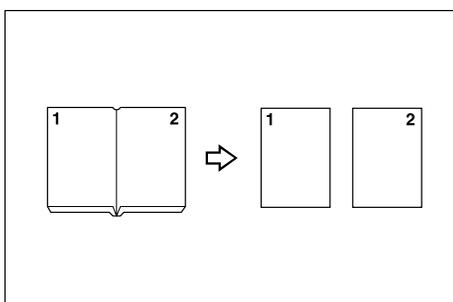
2 Sided → 1 Sided

Copies each side of a two-sided original onto two separate pages.



Book→1Sided

Copies two facing pages of a bound original (book) onto two separate pages.



Note

- You cannot use the ADF with Book→1 Sided function.
- You cannot use the bypass tray with Book→1 Sided function.
- See the following table for original and copy paper sizes when using a 100% ratio with Book→1 Sided function.

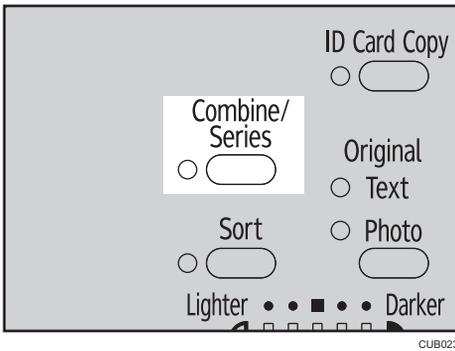
Metric version

Original	Paper for one-sided copy
A3	A4 × 2 sheets
B4 JIS	B5 JIS × 2 sheets
A4	A5 × 2 sheets

Inch version

Original	Paper for one-sided copy
11" × 17"	8 1/2" × 11" × 2 sheets
8 1/2" × 11"	5 1/2" × 8 1/2" × 2 sheets

1. Press the [Combine/Series] key



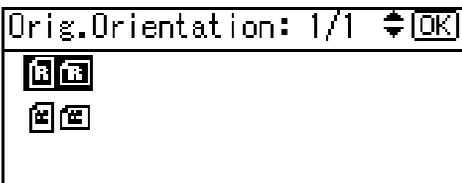
2. Select [Series: Book Orig.] or [Series:2Sided Orig.] using the [▲] or [▼] key, and then press the [OK] key.



↓ Note

- When selecting [Series: Book Orig.], proceed to step 4.

3. When selecting [Series:2Sided Orig.], select the orientation using the [▲] or [▼] key, and then press the [OK] key.



↓ Note

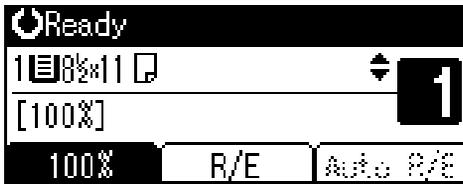
- You can select the orientation of originals when [Always Specify] is specified for [Orientation] under [Copier Features] (User Tools). See page 86 "Orientation".

The "Programmed" message appears.

4. Select the paper tray using the [▲] or [▼] key.

↓ Note

- When you select [Series: Book Orig.], the following display appears.

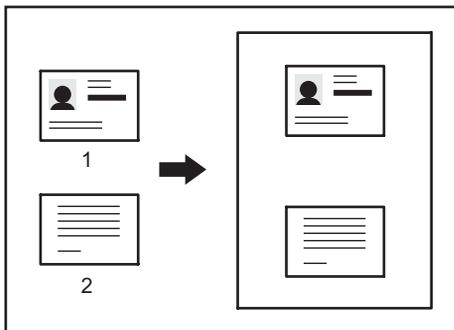


5. Place your original, and then press the [Start] key.

ID Card Copy

3

This section describes how to copy the front and back sides of an ID card, or other small original, onto one side of a sheet of paper.



CUA131

1. Front
2. Back

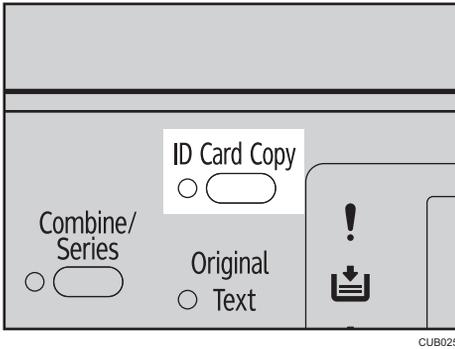
★ Important

- Duplex function cannot be used with this function.

This function copies the original on to the top and bottom halves of \square paper or the right and left halves of \square paper. For example, when copying onto an A4 ($8\frac{1}{2}'' \times 11''$) \square size sheet of paper, the front of the original is copied onto the top half of the paper in a space the same as A5 ($5\frac{1}{2}'' \times 8\frac{1}{2}''$) \square and the back of the original is copied onto the bottom half. Place the original in the center of the scanning area when using this function.

We recommend that you use A4 \square or $8\frac{1}{2}'' \times 11''$ \square size paper with this function.

1. Press the [ID Card Copy] key.

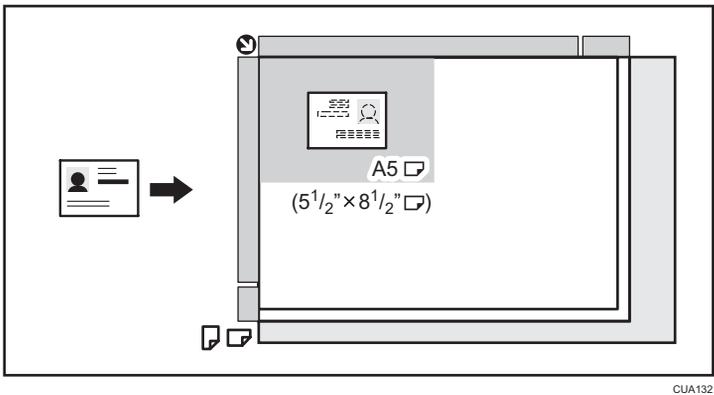


2. Select the paper tray.

3. Place the original front side down on the exposure glass.

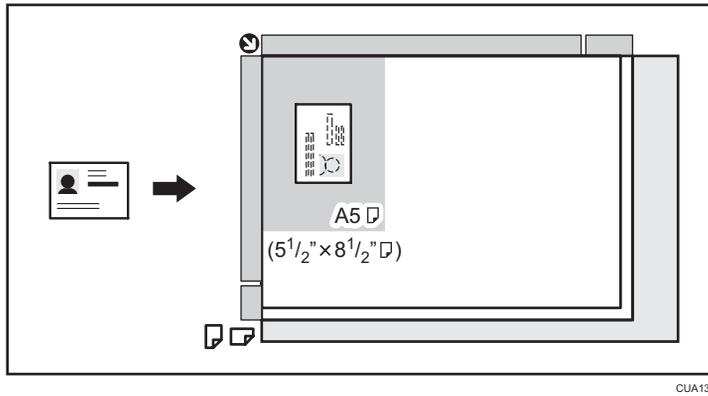
When copying onto A4 (8 1/2" × 11") size paper

1. Place the original in portrait orientation and in the center of the A5 (5 1/2" × 8 1/2") scan area.



When copying onto A4 (8 1/2" × 11") size paper

1. Place the original in portrait orientation and in the center of the A5 (5 1/2" × 8 1/2") scan area.



4. Press the [Start] key.
5. Press the original back side down on the exposure glass, and then press the [Start] key again.

Note

- If you press the [ID Card Copy] key after specifying the reproduction ratio, the reproduction ratio is canceled.

4. User Tools

User Tools Menu (System Settings)

General Features (See page 79 "General Features".)

	Default
Panel Key Sound	On
Copy Count Display	Up
Display Contrast	Center
Key Repeat	On
Measurement Unit	Metric version: mm
	Inch version: inch

4

Tray Paper Settings (See page 80 "Tray Paper Settings".)

	Default
Paper Size:Tray 1	Auto Detect
Paper Size:Tray 2	Auto Detect
Paper Size:Tray 3	Auto Detect
Paper Type:Bypass Tray	Thick Paper
Ppr Tray Priority:Copier	Tray 1

Timer Settings (See page 81 "Timer Settings".)

	Default
Sleep Mode	1 min.
Energy Saver	1 min.
System Auto Reset Timer	On, 60 sec.
Copier Auto Reset Timer	On, 60 sec.

Administrator Tools (See page 82 "Administrator Tools".)

		Default
User Code Man.:Copier		Off
Key Counter Management		Off
Administrator Code		Off
Display/Print Counter		-
Counter per User Code	Display	-
	Print	-
	Clear	-
Program/Change User Code	Program	-
	Change	-
	Delete	-
AOF (Always On)		On

User Tools Menu (Copier Features)

Copier Features (See page 85 "Copier Features".)

	Default
APS/ Auto R/E Priority	Auto Paper Select Priority
Auto Tray Switching	On
Original Type Setting	Original Type 1 (Text): Text Mode 1
	Original Type 2 (Photo): Photo Mode 1
Orientation	Do not Specify
Max. Number of Sets	99 sheets
Original Count Display	Off
Reproduction Ratio	Metric version: <ul style="list-style-type: none"> • Ratio 1: 50% • Ratio 2: 71% • Ratio 3: 82% • Ratio 4: 93% • Ratio 5: 122% • Ratio 6: 141% • Ratio 7: 200%
	Inch version: <ul style="list-style-type: none"> • Ratio 1: 50% • Ratio 2: 65% • Ratio 3: 78% • Ratio 4: 93% • Ratio 5: 121% • Ratio 6: 129% • Ratio 7: 155%
Preset R/E Priority	<ul style="list-style-type: none"> • Metric version: 71% • Inch version: 65%
Rotate Sort	Off

	Default
Rotate Sort:Auto Continue	On
Letterhead Setting	Off

Accessing User Tools

This section is for administrators in charge of this machine.

User Tools allow you to change or set defaults.

↓ Note

- Operations for system settings differ from normal operations. Always quit User Tools when you have finished. See page 78 "Quitting User Tools".
- Selected settings are highlighted.
- Any changes you make with User Tools remain in effect even if the main power switch or operation switch is turned off, or the [Reset] key is pressed.

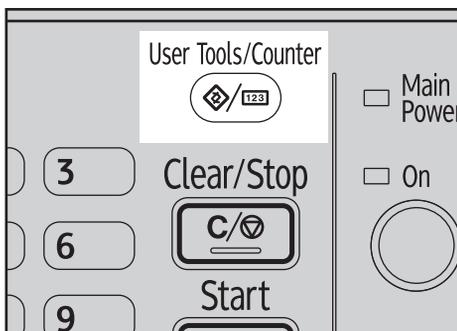
4

Changing Default Settings

↓ Note

- If an administrator code is already set, the administrator code entry display appears. Enter the administrator code, and then press the [OK] key. See page 82 "Administrator Tools".

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



2. Select [System Settings] or [Copier Features] using the [▲] or [▼] key, and then press the [OK] key.

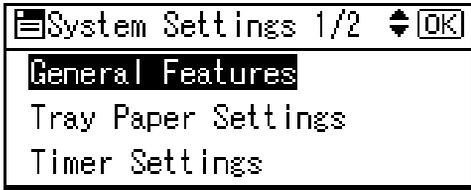


📖 Reference

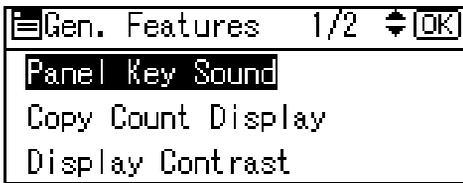
- page 73 "User Tools Menu (System Settings)"

- page 75 "User Tools Menu (Copier Features)"

3. Select the menu using the [▲] or [▼] key, and then press the [OK] key.



4. Select the item using the [▲] or [▼] key, and then press the [OK] key.



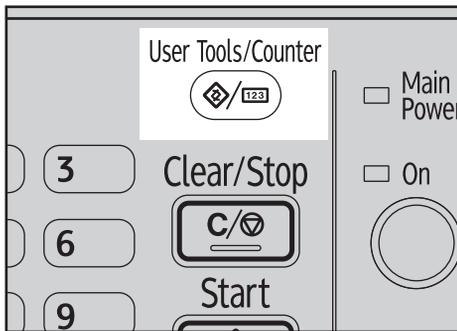
5. Change settings by following instructions on the display, and then press the [OK] key.

↓ Note

- To cancel changes made to settings and return to the initial display, press the [User Tools/Counter] key.

Quitting User Tools

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



CUA023

The change is made, and the machine is ready to copy.

Settings You Can Change with User Tools

Reference

- To access User Tools, see page 77 "Accessing User Tools".

System Settings

General Features

Panel Key Sound

The beeper (key tone) sounds when a key is pressed.

Note

- Default: On

Copy Count Display

The copy counter can be set to show the number of copies made (count up), or the number of copies yet to be made (count down).

Note

- Default: Up (count up)

Display Contrast

You can adjust the brightness of the display.

Key Repeat

You can select whether or not to use the key repeat function.

Note

- Default: On

Measurement Unit

You can switch the measurement between "mm" and "inch".

Note

- Default:
 - Metric version: mm
 - Inch version: inch

Tray Paper Settings

Paper Size:Tray 1–3

Select the size of the paper loaded in the paper tray.

- The paper sizes you can set for Tray 1 are as follows:

A3, B4JIS (Japanese Industrial Standard), A4, B5JIS, A5, 11" × 17", 8 1/2" × 14", 8 1/2" × 13", 8 1/4" × 14", 8 1/4" × 13", 8" × 13", 8 1/2" × 11", 7 1/4" × 10 1/2", 5 1/2" × 8 1/2", 8K, 16K, custom size

- The paper sizes you can set for Tray 2 and 3 are as follows:

A3, B4 JIS, A4, B5 JIS, A5, 11" × 17", 8 1/2" × 14", 8 1/2" × 13", 8 1/4" × 14", 8 1/4" × 13", 8" × 13", 8 1/2" × 11", 7 1/4" × 10 1/2", 5 1/2" × 8 1/2", 8K, 16K, custom size

★ Important

- If the specified paper size differs from the actual size of the paper loaded in the paper tray, a misfeed might occur because the correct paper size was not detected.

↓ Note

- Default: Auto Detect

📖 Reference

- page 112 "Changing the Paper Size"

Paper Type:Bypass Tray

Set the display so you can see what type of paper is loaded in the bypass tray.

The paper types you can set for the bypass tray are as follows:

recycled paper, special paper, color paper, letterhead, prepunched paper, label paper, bond paper, thick paper, OHP, cardstock

↓ Note

- Default: Thick Paper
- Paper types you can set in the bypass tray for machines with the copy function only are plain paper, thick paper and OHP.

Ppr Tray Priority:Copier

You can specify the tray to supply paper for output.

↓ Note

- Default: Tray 1

Timer Settings

Sleep Mode

After a specified period has passed, following job completion, the machine automatically turns off, in order to conserve energy. This function is called "Auto Off".

The machine status after the Auto Off operation is referred to as "Sleep mode". For the Sleep Mode timer, specify the time to elapse before Auto Off.

↓ Note

- Default: 1 min.
- The time can be set from 1 to 240 minutes, using the number keys.
- From "Sleep mode", the machine is ready to use within 10 seconds.
- Auto Off may not work when error messages appear.

Energy Saver

Set the amount of time the machine waits before switching the panel off after a job is finished.

↓ Note

- Default: 1 min.
- The time can be set from 1 to 240 minutes, using the number keys.
- Energy Saver may not work when error messages appear.

System Auto Reset Timer

The System Reset setting automatically switches the screen to the copier display when no operations are in progress, or when an interrupted job is cleared. This setting determines the system reset interval.

↓ Note

- Default: On, 60 sec.
- The time can be set from 10 to 999 seconds in 1 second increments, using the number keys.
- When the set time has passed, the control panel returns to the menu that was displayed before the [User Tools/Counter] key was pressed.

Copier Auto Reset Timer

Specify the time to elapse before copier modes reset.

↓ Note

- If [Off] is selected, the machine does not automatically switch to the user code entry screen.
- Default: On, 60 sec.
- The time can be set from 10 to 999 seconds, using the number keys.

Administrator Tools

The administrator must set the following items. For settings or more information, contact the administrator. It is recommended that the administrator program an administrator code when performing the settings.

User Code Man.: Copier

Allows you to control who uses the machine by setting codes for users.

User codes must be registered for user code management.

↓ Note

- Default: Off

Key Counter Management

Use the key counter to specify whether users are restricted or not.

↓ Note

- Default: Off
- [Key Counter Management] will only be displayed when the key counter is set.

Administrator Code

Specify whether or not to use passwords (max. eight digits) to control Administrator Tools settings for administrator code.

↓ Note

- Default: Off
- If you select [On], enter the administrator code (max. eight digits) using the number keys, and then select [On:Partial] or [On:All] to set the access limit.
 - If you selected [On:Partial]

An administrator code is only required for the Timer Settings and Administrator Tools for System Settings.
 - If you selected [On:All]

An administrator code is required to access all items in System Settings and Copier Features.
- If you select [On:Partial] or [On:All], you must enter an administrator code to access the Administrator Code display.

Display/Print Counter

Allows you to view and print the number of prints.

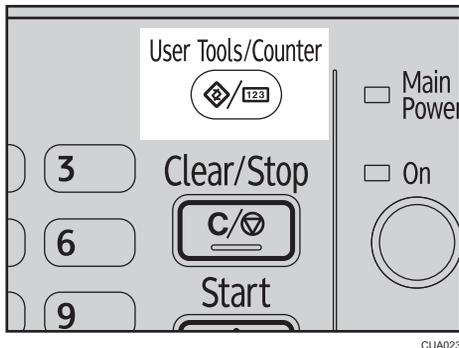
- Display/Print Counter

Displays the number of prints for each function (Total and A3/DLT).
- Print Counter List

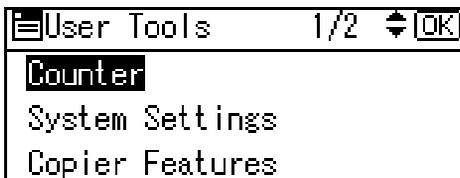
Prints out a list of the number of prints made under each function.

To print the counter list

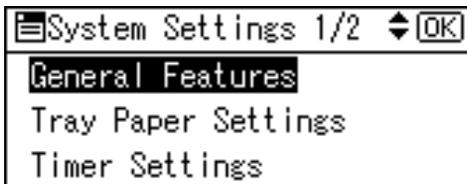
1. Press the [User Tools/Counter] key.



2. Select [System Settings] using the [▲] or [▼] key, and then press the [OK] key.



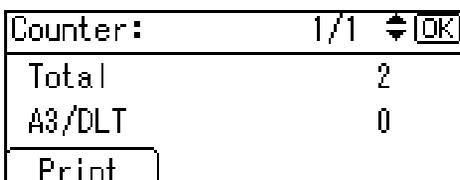
3. Select [Administrator Tools] using the [▲] or [▼] key, and then press the [OK] key.



4. Select [Display/Print Counter] using the [▲] or [▼] key, and then press the [OK] key.



5. Press [Print].



6. Press the [Start] key.



7. Press the [User Tools/Counter] key.

Counter per User Code

Allows you to view and print the numbers of prints accessed with user codes, and to set those values to 0.

↓ Note

- Press the [▲] or [▼] keys to show all the numbers of prints.
- The number of prints may differ from the counter value shown in Display/Print Counter.
- You can print or clear the counter value.
 - Print counter for all user codes
Prints the number of prints made under all user codes.
 - Clear counter for all user codes
Sets the number of prints made under all user codes to 0.
- For details about how to print the counter value, see page 92 "Printing the Counter for Each User Code".

Program/Change User Code

You can register, change, and delete user codes. For details about these operations, see page 89 "User Code".

↓ Note

- You can register up to 50 user codes.

AOF (Always On)

Specify whether or not to use Auto Off.

↓ Note

- Default: On

Copier Features

APS/ Auto R/E Priority

You can select [Auto Paper Select Priority] (APS Priority) or [Auto R/E Priority] (Auto Reduce/Enlarge Priority). When you cancel this setting, select [Off].

↓ Note

- Default: Auto Paper Select Priority

Auto Tray Switching

If you load same size paper in two or more trays, the machine automatically shifts to the other tray using image rotation when the first tray runs out of paper (if [On] is selected.) This function is called "Auto Tray Switching". This setting specifies whether to use Auto Tray Switching or not.

↓ Note

- Default: On
- Off: When a paper tray runs out of paper, copying is interrupted and the "Load paper" message appears.

Original Type Setting

You can adjust copy finish quality level according to original type. You can choose these functions after selecting [Original Type 1 (Text)] or [Original Type 2 (Photo)].

- Text Mode 1
Normal text originals
- Text Mode 2
Newspapers, semi-transparent originals (reverse side print faintly visible)
- Photo Mode 1
Text/photo images containing mostly photo areas
- Photo Mode 2
Text/photo images containing mostly text areas
- Photo Mode 3
Actual photographic paper
- Special Mode 1
Highly transparent originals (reverse side clearly visible), or light text on a colored background.
Also for originals with very grainy backgrounds (some newspapers) and light text.

- Special Mode 2
Originals with colored text and lines
- Special Mode 3
Photo images created by dithering (visible dots), such as newspaper photos - normal resolution
- Special Mode 4
Photo images created by dithering (visible dots), such as newspaper photos - coarse resolution
- Special Mode 5
Normal text originals (reproducing the background)

Note

- Default:
 - Original Type 1 (Text): Text Mode 1
 - Original Type 2 (Photo): Photo Mode 1

Orientation

You can select the original orientation when using the Combine/Series function.



Note

- Default: Do not Specify
- When you select [Always Specify], you must select the orientation of originals.

Max. Number of Sets

The maximum copy quantity can be set between 1 and 99 using number keys.

Note

- Default: 99 sheets

Original Count Display

You can set to display the count of originals and copying pages on the display when [On] is selected.

Note

- Default: Off

Reproduction Ratio

You can select which reduce, enlarge, or input ratio is shown on the display with priority when [Reduce] or [Enlarge] is selected.

Note

- Default:
 - Metric version:
 - Ratio 1: 50%
 - Ratio 2: 71%
 - Ratio 3: 82%
 - Ratio 4: 93%
 - Ratio 5: 122%
 - Ratio 6: 141%
 - Ratio 7: 200%
 - Inch version:
 - Ratio 1: 50%
 - Ratio 2: 65%
 - Ratio 3: 78%
 - Ratio 4: 93%
 - Ratio 5: 121%
 - Ratio 6: 129%
 - Ratio 7: 155%

Preset R/E Priority

You can set the ratio with priority when [R/E] is selected.

Note

- Default:
 - Metric version: 71%
 - Inch version: 65%

Rotate Sort

You can select a Sort function: [On] or [Off].

When you select [On], you can select [Rotate Sort]. See page 60 "Sort".

When you select [Off], you cannot select [Rotate Sort]. If you press the [Sort] key, only Sort is enabled.

Note

- Default: Off
- You cannot use this setting without the optional tray.

Rotate Sort:Auto Continue

If you select [Off] when the paper tray in use runs out of paper, the machine stops, allowing you to add paper so all copies can be rotate-sorted.

Note

- Default: Off
- You cannot use this setting without the optional tray.

Letterhead Setting

If you select [On] for this function, the machine rotates the image correctly.

Note

- Default: Off
- Orientation-fixed (top to bottom) paper might not print correctly, depending on how the originals and paper are placed.

Reference

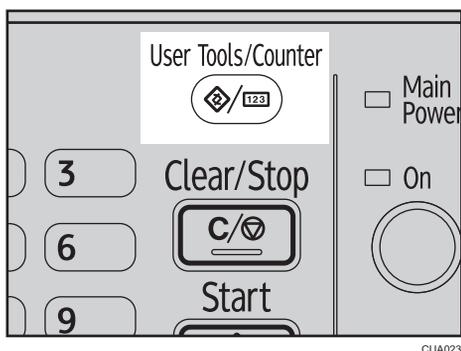
- When using letterhead paper, check its orientation is correct. See page 104 "Orientation-Fixed Paper or Two-Sided Paper".

User Code

Register user codes to restrict copier functions to certain users, and check on their use of copier functions:

Registering a New User Code

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

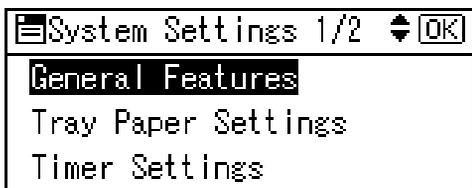


CUA023

2. Select [System Settings] using the [▲] or [▼] key, and then press the [OK] key.



3. Select [Administrator Tools] using the [▲] or [▼] key, and then press the [OK] key.



4. Select [Program/Change User Code] using the [▲] or [▼] key, and then press the [OK] key.



5. Select [Program] using the [▲] or [▼] key, and then press the [OK] key.



6. Enter the user code using the number keys, and then press the [OK] or [#] key.



The "Programmed" message appears, and then the "User Code" display returns.

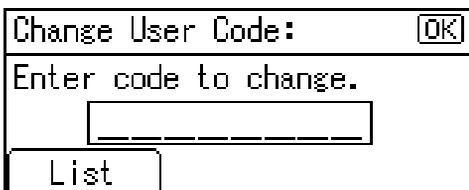
7. Press the [User Tools/Counter] key.

Changing a User Code

↓ Note

- Even if you change a user code, the counter value will not be cleared.

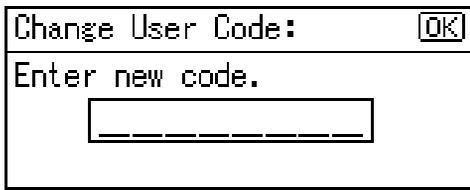
1. Press the [User Tools/Counter] key.
2. Select [System Settings] using the [▲] or [▼] key, and then press the [OK] key.
3. Select [Administrator Tools] using the [▲] or [▼] key, and then press the [OK] key.
4. Select [Program/Change User Code] using the [▲] or [▼] key, and then press the [OK] key.
5. Select [Change] using the [▲] or [▼] key, and then press the [OK] key.
6. Enter the registered user code you want to change using the number keys, and then press the [OK] or [#] key.



↓ Note

- When you select the user code from the User Code List, press [List]. Select the user code you want to change using the [▲] or [▼] key, and then press the [OK] key twice.

7. Enter the new user code using the number keys, and then press the [OK] or [#] key.



The "Programmed" message appears, and then the "User Code" display returns.

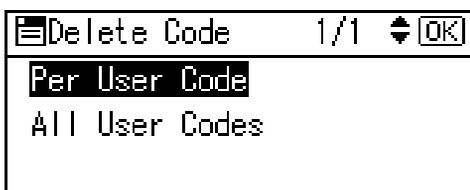
8. Press the [User Tools/Counter] key.

Deleting a User Code

4

★ Important

- This operation also deletes user codes registered to multiple functions. User control via the deleted user code is no longer possible.
1. Press the [User Tools/Counter] key.
 2. Select [System Settings] using the [▲] or [▼] key, and then press the [OK] key.
 3. Select [Administrator Tools] using the [▲] or [▼] key, and then press the [OK] key.
 4. Select [Program/Change User Code] using the [▲] or [▼] key, and then press the [OK] key.
 5. Select [Delete] using the [▲] or [▼] key, and then press the [OK] key.
 6. Select [Per User Code] or [All User Codes] using the [▲] or [▼] key, and then press the [OK] key.



When selecting [All User Codes], a confirmation message appears. Press [Yes], and then proceed to step 9.

7. Enter the registered user code you want to delete using the number keys, and then press the [OK] or [#] key.



↓ Note

- When you select the user code from the User Code List, press [List]. Select the user codes you want to delete using the [▶] key, and then press the [OK] key.

A confirmation message appears.

8. Press [Yes].

The "Deleted." message appears, and then the "User Code" display returns.

9. Press the [User Tools/Counter] key.

Displaying the Counter for Each User Code

You can check the counter for each user code.

1. Press the [User Tools/Counter] key.
2. Select [System Settings] using the [▲] or [▼] key, and then press the [OK] key.
3. Select [Administrator Tools] using the [▲] or [▼] key, and then press the [OK] key.
4. Select [Counter per User Code] using the [▲] or [▼] key, and then press the [OK] key.
5. Select [Display] using the [▲] or [▼] key, and then press the [OK] key.



The counter for each user code will be displayed.

6. Press the [User Tools/Counter] key.

Printing the Counter for Each User Code

You can print out the counter for each user code.

1. Press the [User Tools/Counter] key.
2. Select [System Settings] using the [▲] or [▼] key, and then press the [OK] key.
3. Select [Administrator Tools] using the [▲] or [▼] key, and then press the [OK] key.
4. Select [Counter per User Code] using the [▲] or [▼] key, and then press the [OK] key.
5. Select [Print] using the [▲] or [▼] key, and then press the [OK] key.
6. Press the [Start] key.
The counter list prints out.
7. Press the [User Tools/Counter] key.

Clearing the Counter

4

1. Press the [User Tools/Counter] key.
2. Select [System Settings] using the [▲] or [▼] key, and then press the [OK] key.
3. Select [Administrator Tools] using the [▲] or [▼] key, and then press the [OK] key.
4. Select [Counter per User Code] using the [▲] or [▼] key, and then press the [OK] key.
5. Select [Clear] using the [▲] or [▼] key, and then press the [OK] key.
A confirmation message appears.
6. Press [Yes].
The "Counter has been cleared." message appears, and then the "Codes:Counters" display returns.
7. Press the [User Tools/Counter] key.

5. Troubleshooting

If Your Machine Does Not Operate As You Want

The following chart gives explanations of common problems and messages. If other messages appear, follow the instructions displayed.

Problem	Causes	Solutions
"Please wait." appears.	This message appears when you turn on the operation switch or change the toner bottle.	Wait for the machine to get ready.
The display is off.	Energy Saver worked.	Turn on the operation switch.
	The operation switch is turned off.	
Nothing happens when the operation switch is turned on.	The main power switch is turned off.	Turn on the main power switch.
The user code entry display appears.	Users are restricted by user management.	Enter the user code (up to eight digits), and then press the [OK] or [#] key.
Original images are printed on the reverse side of the paper.	You may have loaded the paper incorrectly.	Load paper correctly. Load paper into Tray 1–3 with the print side up, and bypass tray with the print side down.
Misfeeds occur frequently.	The tray's side fences may not be locked.	Check the side fences are locked. See page 112 "Changing the Paper Size".
	The tray's end fence may not be set properly.	Check the end fence is set properly. See page 112 "Changing the Paper Size".
	You may have loaded paper of a size not shown on the paper size selector.	When using paper of a size that cannot be detected automatically, use Tray Paper Settings to set the paper size. See page 80 "Tray Paper Settings" and page 140 "Copy Paper".

Problem	Causes	Solutions
An error message remains, even if misfed paper is removed.	When a misfeed message appears, it remains until you open and close the cover, as required.	Clear misfed paper, and then open and close the front cover. See page 110 "Clearing Misfeeds".
You forgot the administrator code.	–	Contact your service representative.

When a Message Is Displayed

The following chart contains explanations for common messages. If other messages appear, follow the instructions as they are displayed.

5

Message	Causes	Solutions
"Cannot detect original size"	Improper original is placed. See page 35 "Sizes difficult to detect".	Select paper manually, not with the Auto Paper Select function, and do not use the Auto Reduce/Enlarge function. Input the both horizontal and vertical sizes of the non-standard original.
	Original is not placed.	Place the original on the exposure glass. See page 37 "Placing Originals on the Exposure Glass". Place your originals.
"Check original orientation."	Original is not placed in the proper orientation.	Change original orientation.
"Check paper size."	Improper paper size is set.	If you press the [Start] key, copy will start onto the selected paper.
"Rotate Sort is unavailable with this paper size."	A size of paper for which Rotate Sort is not available is selected.	Select a proper paper size. See page 60 "Sort".

Message	Causes	Solutions
"Max. number of sets is *."	The number of copies exceeds maximum copy quantity.	You can change the maximum copy quantity. See page 86 "Max. Number of Sets".

If You Cannot Make Clear Copies

Problem	Causes	Solutions
Copies appear dirty.	Image density is too dark.	Adjust the image density. See page 54 "Adjusting Image Density".
The reverse side of an original image is copied.	Image density is too dark.	Adjust the image density. See page 54 "Adjusting Image Density".
A shadow appears on copies if you use pasted originals.	Image density is too dark.	Adjust the image density. See page 54 "Adjusting Image Density". Change the orientation of the original. Put mending tape over the pasted areas.
The same copy area is dirty whenever making copies.	The exposure glass or ADF is dirty.	Clean them. See page 125 "Maintaining Your Machine".
Copies are too light.	Image density is too light.	Adjust the image density. See page 54 "Adjusting Image Density".
	A light copy may result when you use damp or rough grain paper.	<ul style="list-style-type: none"> Use the recommended paper. Use paper that has been stored in the recommended temperature and humidity conditions. See "Copy Paper", General Settings Guide.
	Toner bottle is almost empty.	Add toner. See page 106 "Adding Toner".
Parts of the paper are not copied.	The original is not placed correctly.	Place originals correctly. See page 37 "Placing Originals".
	An improper paper size is selected.	Select the proper paper size.
Copies are blank.	The original is not placed correctly.	When using the exposure glass, place originals face down. When using the ADF, place them face up. See page 37 "Placing Originals".

Problem	Causes	Solutions
<p>A moire pattern is produced on copies.</p> 	<p>Your original has a dot pattern image or many lines.</p>	<p>Place the original on the exposure glass at a slight angle.</p>

If You Cannot Make Copies As You Want

This section explains causes and remedies when copy results are not as expected.

Basic

Problem	Causes	Solutions
You cannot combine several functions.	Selected functions cannot be used together.	<p>Check the combination of functions and make the settings again.</p> <p> Reference</p> <ul style="list-style-type: none"> page 135 "Combination Chart"

Combine

Problem	Causes	Solutions
When using Combine, parts of the image are not copied.	You specified a reproduction ratio that does not match the sizes of your originals and copy paper.	<p>When you specify a reproduction ratio using the Manual Paper Select function, make sure the ratio matches your originals and the copy paper.</p> <p> Note</p> <ul style="list-style-type: none"> Select the correct reproduction ratio before using the Combine function.
	Your originals are not identical in size and direction.	Use originals that are identical in size and direction.
Copies are not in correct order.	You placed the originals in the incorrect order.	When placing a stack of originals in the ADF, the last page should be on the bottom.
		If you place an original on the exposure glass, start with the first page to be copied.

When Memory Is Full

Message	Causes	Solutions
<p>"Memory is full. [Print] scanned orig., [Clear] to cancel/clear memory." [Clear] [Print]</p> <p>Note</p> <ul style="list-style-type: none"> Copying will stop and this message will be displayed when the memory is full. 	<p>The scanned original exceeds the number of pages that can be stored in memory.</p>	<p>Press [Print] to copy scanned originals and cancel the scanning data. Press [Clear] to cancel the scanning data and not copy.</p>
<p>"Memory is full. Cannot scan."</p>	<p>Memory reached capacity.</p>	<p>Reduce the number of originals, and then try print or copy again.</p>
<p>"Reset * orig., then press [Resume] to scan and copy the remaining originals." [Stop] [Resume]</p>	<p>The machine checks if the remaining originals should be copied, after the scanned original has been printed.</p>	<p>To continue copying, remove all copies, and then press [Resume]. To stop copying, press [Stop].</p>

Loading Paper

Precautions for Loading Paper

CAUTION

- When loading paper, take care not to trap or injure your fingers.

Important

- Do not stack paper over the limit mark.

Note

- To prevent multiple sheets from being fed at once, fan the paper before loading it.
- If you load paper when only a few sheets of paper remain in the tray, multiple sheet feeding may occur. Remove any remaining paper, stack them with the new sheets of paper, and then fan the entire stack before loading it into the tray.
- Straighten curled or warped paper before loading.
- For details about paper sizes and types, see page 140 "Recommended Paper Sizes and Types".
- You might at times hear a rustling noise from paper moving through the machine. This noise does not indicate a malfunction.

Loading Paper into Paper Trays

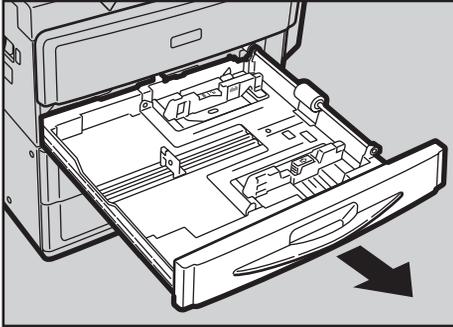
Every paper tray is loaded in the same way.

In the following example procedure, paper is loaded into Tray 1.

Important

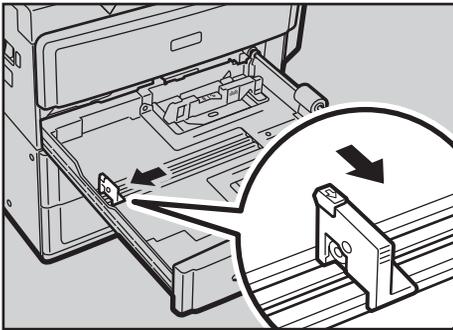
- If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.
- Check the paper edges are aligned at the right side.
- When loading a low number of sheets, be sure not to squeeze the side fences in too tightly. If the side fences are squeezed too tightly against the paper, the edges may crease or the paper may be misfed.

1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



CUA115

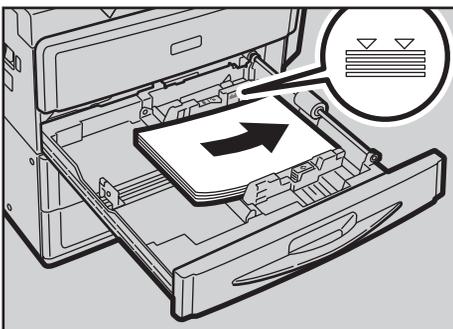
2. While pinching the release lever of the end fence, slide the end fence outward.



CUA116

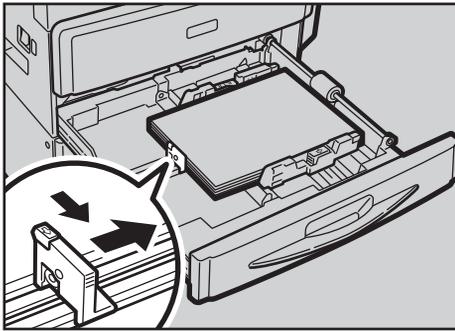
3. Square the paper and load it print side up.

Do not stack paper over the limit mark.



CUA117

4. Align the end fence gently against the paper you loaded.



CUA118

5. Carefully slide the paper tray fully in.

Note

- Various sizes of paper can be loaded in the paper trays by adjusting the positions of side fences and end fence. For details, see page 112 "Changing the Paper Size".

Orientation-Fixed Paper or Two-Sided Paper

Orientation-fixed (top to bottom) or two-sided paper (for example, letterhead paper, prepunched paper, or copied paper) might not print correctly, depending on how the originals and paper are placed.

Reference

- page 88 "Letterhead Setting"

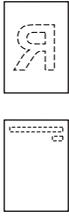
Settings for the User Tools

Select [On] in [Letterhead Setting] under [Copier Features] (User Tools), and then place the original and paper as shown below.

Original orientation and paper orientation

The meanings of the icons are as follows:

Icon	Meaning
 	Place or load paper scanned or printed side face up.

Icon	Meaning
	Place or load paper scanned or printed side face down.

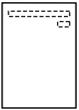
- Original orientation

Original orientation	Exposure glass	ADF
Readable orientation		
Unreadable orientation	<ul style="list-style-type: none"> One-sided  Two-sided*¹  	 *1

*1 When copying in this orientation using the duplex function, select [Always Specify] in [Orientation] under [Copier Features] (User Tools). Place originals, and then select  as the original orientation.

- Paper orientation

When placing originals in the ADF and copying on orientation-fixed paper from the bypass tray, specify the paper size.

Copy side	Paper trays	Bypass tray
One-sided	 	 

Adding Toner

When  appears, it is time to add toner.

Handling Toner

WARNING

- Do not incinerate toner (new or used) or toner containers. Doing so risks burns. Toner will ignite on contact with naked flame.

WARNING

- Do not store toner (new or used) or toner containers anywhere near naked flames. Doing so risks fire and burns. Toner will ignite on contact with naked flame.

WARNING

- Do not use the cleaner to suck spilled toner (including used toner). Sucked toner may cause firing or explosion due to electrical contact flickering inside the cleaner. However, it is possible to use the cleaner designed for dust explosion-proof purpose. If toner is spilled over the floor, sweep up spilled toner slowly and clean remainder with wet cloth.

CAUTION

- Do not crush or squeeze toner containers. Doing so can cause toner spillage, possibly resulting in dirtying of skin, clothing, and floor, and accidental ingestion.

CAUTION

- Store toner (new or used), toner containers, and components that have been in contact with toner out of reach of children.

CAUTION

- If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.

CAUTION

- If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.

CAUTION

- If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.

CAUTION

- When removing jammed paper or replacing toner, avoid getting toner (new or used) on your clothing. If toner comes into contact with your clothing, wash the stained area with cold water. Hot water will set the toner into the fabric and make removing the stain impossible.

CAUTION

- When removing jammed paper or replacing toner, avoid getting toner (new or used) on your skin. If toner comes into contact with your skin, wash the affected area thoroughly with soap and water.

Important

- Faults may occur if you use toner other than the recommended type.
- When adding toner, do not turn off the operation switch. If you do, settings will be lost.
- Always add toner when the machine instructs you.
- Do not repeatedly install and remove toner bottles. This will result in toner leakage.
- Do not shake the removed toner bottle. Remaining toner might scatter.

Note

- You can make about 50 copies even after the  symbol begins flashing, but replace toner early to prevent poor copy quality.

Toner Storage

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

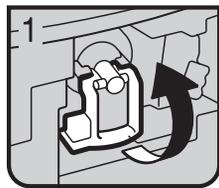
- Store toner containers in a cool, dry place free from direct sunlight.
- Store on a flat surface.

Used Toner

Note

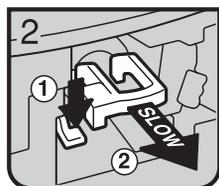
- Toner cannot be re-used.

Removing Toner



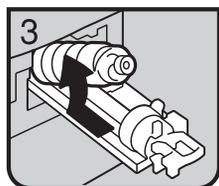
ZAA040E

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



ZAA050E

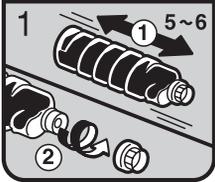
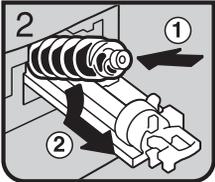
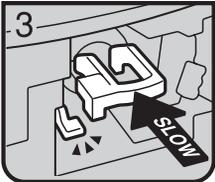
- 3: Push the green lever, and then gently pull out the holder.



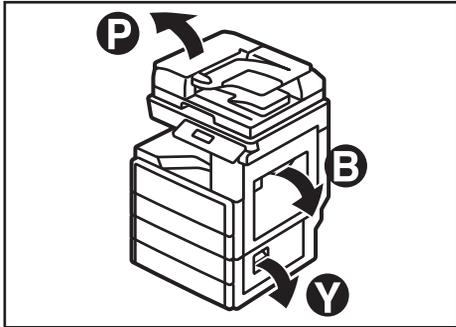
ZAA060E

- 4: Press the toner bottle back to raise its top, and then gently pull it out.

Inserting Toner

 <p>ZAA070E</p>	<ul style="list-style-type: none"> • 1: Hold the new bottle horizontally and shake it from side to side five or six times. • 2: Remove the black cap. <p>Note</p> <ul style="list-style-type: none"> • Do not remove the black cap before shaking. • Do not remove the inner cap.
 <p>ZAA080E</p>	<ul style="list-style-type: none"> • 3: Put the toner bottle on the holder, and then pull its top forward.
 <p>ZAA090E</p>	<ul style="list-style-type: none"> • 4: Push in the green lever until it clicks.
 <p>ZAA100E</p>	<ul style="list-style-type: none"> • 5: Press down the green lever. • 6: Close the machine's front cover.

Clearing Misfeeds



CUB011

⚠ CAUTION

- Some of this machine's internal components get very hot. For this reason, take care when removing misfed paper. Not doing so could result in burns.

⚠ CAUTION

- When removing jammed paper, make sure not to trap or injure your fingers.

⚠ CAUTION

- The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise, an injury might occur.

★ Important

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

↓ Note

- More than one misfeed area may be indicated. If this is the case, check every applicable area. Refer to the following charts: B, P, Y.
- You can find a sticker explaining how to remove misfed paper inside the right cover.
- When the machine instructs you to reset originals, reset them in the feeding position. The display will show you the number of originals to return.

■ When P is displayed

- 1 · Open the ADF cover.
- 2 · Remove the misfed originals.
- 3 · Remove the misfed originals.
- 4 · If you cannot remove the misfed originals, open the ADF external cover, and then remove the misfed originals.
- 5 · Close the ADF cover.
- 6 · Open the ADF.

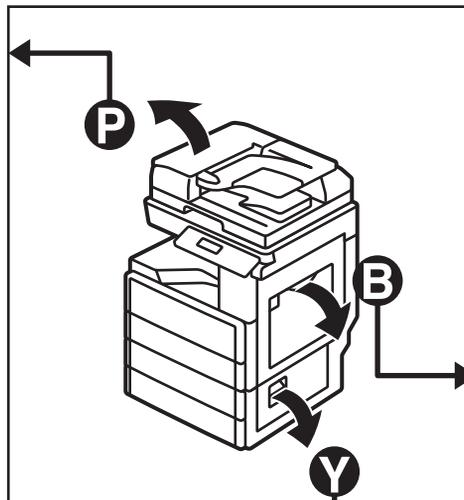
- 7 · Pull the lever in the upper left corner, and then remove the misfed originals.
- Close the ADF.

■ When Y is displayed

- 1 · Open the lower right cover of the optional paper tray unit, and then remove the misfed paper.
- Close the right cover.

■ When B is displayed

- 1 · Open the right cover of the machine.
- Remove the misfed paper.
- 2 · Move lever B up and down five to eight times, and then remove the misfed paper
- Close the right cover.



Changing the Paper Size

Precautions for Changing the Paper Size

CAUTION

- When loading paper, take care not to trap or injure your fingers.

Important

- Do not stack paper over the limit mark.

Note

- After changing the paper size, be sure to specify the appropriate paper size in the User Tools menu. If you do not, misfeeds might occur. See page 80 "Tray Paper Settings".
- To prevent multiple sheets from being fed at once, fan the paper before loading.
- Straighten curled or warped paper before loading.
- For details about paper sizes and types, see page 140 "Recommended Paper Sizes and Types".

Changing the Paper Size in the Paper Trays

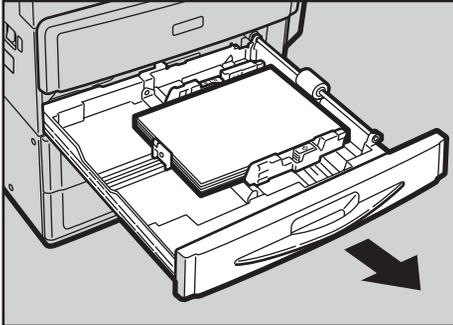
The paper size setting is changed in the same way for every paper tray.

In the following example procedure, the paper size setting for Tray 1 is changed.

Important

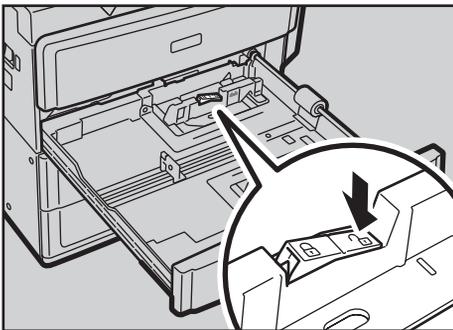
- Check the paper edges are aligned at the right side.
- Slide the side fences until they are aligned with the sides of the paper, and then re-lock the side fences. If there is space between the side fences and the paper, it may cause the image to be misaligned.
- If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.
- When loading a low number of sheets, be sure not to squeeze the side fences in too tightly. If the side fences are squeezed too tightly against the paper, the edges may crease or the paper may be misfed.

1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



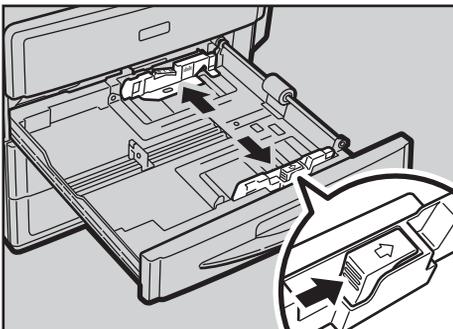
CUA008

2. Remove paper if loaded.
3. Release the lock on the side fence.



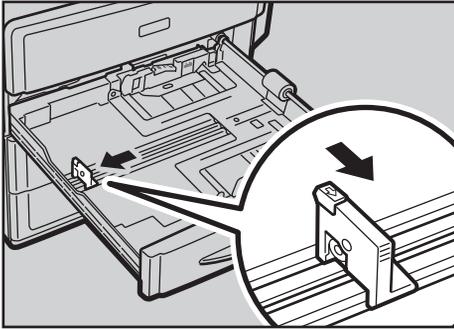
CUA009

4. While pressing down the release lever of the side fence, slide the side fences outward.



CUA010

5. While pinching the release lever of the end fence, slide the end fence outward.

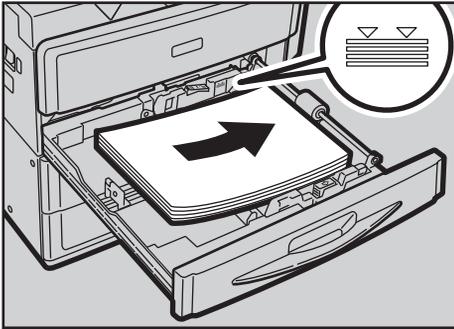


CUA011

6. Square the paper and load it print side up.

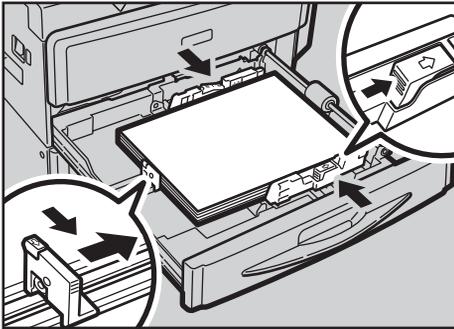
Do not stack paper over the limit mark.

5



CUA012

7. Align the back and side fences gently against the paper you loaded.



CUA013

8. Re-lock the side fences.
9. Carefully slide the paper tray fully in.
10. Check the size on the display.

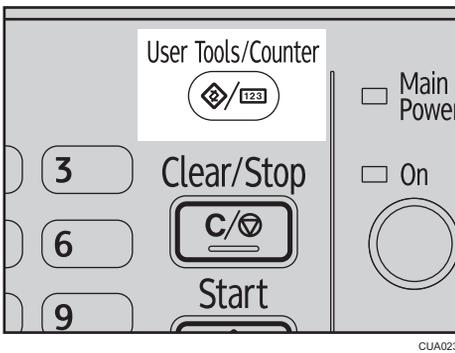
6. Other Functions

Other Functions

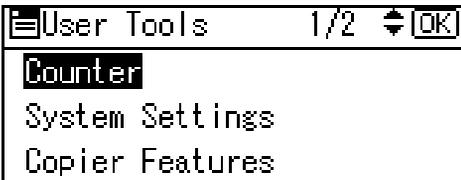
Displaying the Total Counter

You can display the total counter value used for all functions.

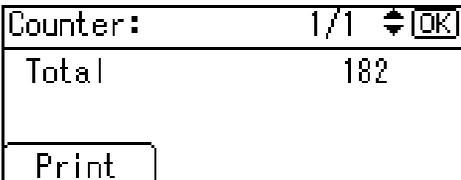
1. Press the [User Tools/Counter] key.



2. Select [Counter] using the [▲] or [▼] key, and then press the [OK] key.



3. To print the counter list, press [Print].



Note

- To print the counter list, set the paper size to A4 or 8 1/2" x 11" or larger.

4. Press the [Start] key.

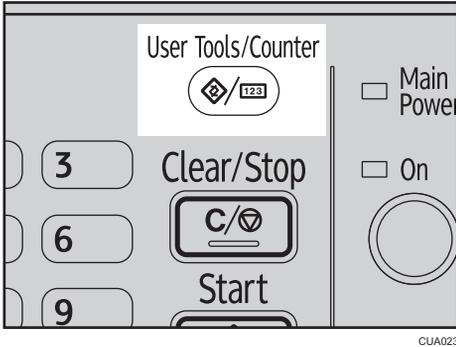
A counter list prints out.

5. Press the [User Tools/Counter] key.

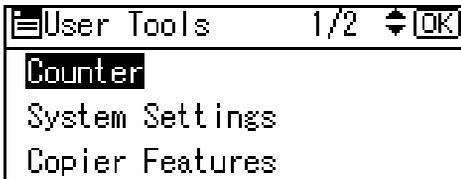
Changing the Language

You can change the language used on the display. English is set as default.

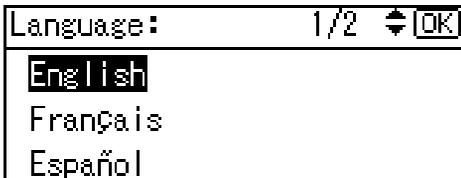
1. Press the [User Tools/Counter] key.



2. Select [Language] using the [▲] or [▼] key, and then press the [OK] key.



3. Select the language using the [▲] or [▼] key, and then press the [OK] key.



The "Programmed" message appears, and then the "User Tools" display returns.

4. Press the [User Tools/Counter] key.

7. Remarks

Do's and Don'ts

WARNING

- Do not place vases, plant pots, cups, toiletries, medicines, small metal objects, or containers holding water or any other liquids, on or close to this machine. Fire or electric shock could result from spillage or if such objects or substances fall inside this machine.

WARNING

- Do not use flammable sprays or solvents in the vicinity of this machine. Doing so could result in fire or electric shock.

CAUTION

- Do not obstruct the machine's vents. Doing so risks fire caused by overheated internal components.

CAUTION

- Unplug the power cord from the wall outlet before you move the machine. While moving the machine, take care that the power cord is not damaged under the machine. Failing to take these precautions could result in fire or electric shock.

Important

- Do not turn the power off while the On indicator is lit or blinking. Doing so may damage the memory.
- Turn off the main power switch before unplugging the power cord. See page 31 "Turning Off the Main Power".
- When you use this machine for a long time in a confined space without good ventilation, you may detect an odd smell. To keep the workplace comfortable, we recommend that you keep it well ventilated.
- Do not touch areas on or around the fusing unit. These areas get hot.
- After making copies continuously, the exposure glass may become warm—this is not a malfunction.
- The area around the ventilation hole might feel warm. This is caused by exhaust air and is not a malfunction.
- When the machine is not in use and in stand-by mode, you may hear a small noise inside. This is caused by the image stabilization process and is not a malfunction.
- Do not turn off the operation switch while copying. Make sure all copying has finished first.

- The machine might not produce good copy images if condensation forms inside as a result of rapid temperature change.
- Do not open the covers of the machine while copying. If you do, misfeeds might occur.
- Do not move the machine during copying.
- If you operate the machine improperly or a machine failure occurs, settings might be lost. Be sure to make a note of your machine settings.
- The manufacturer shall not be liable for any loss or damage resulting from mechanical failure, loss of settings, or use of the machine.

Where to Put Your Machine

Machine Environment

Choose your machine's location carefully. Environmental conditions greatly affect its performance.

Optimum environmental conditions

WARNING

- Be sure to locate the machine as close as possible to a wall outlet. This will allow easy disconnection of the power cord in the event of an emergency.

CAUTION

- Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.

CAUTION

- Make sure the room where you are using the machine is well ventilated and spacious. Good ventilation is especially important when the machine is used heavily.
- Temperature: 10–32°C (50–89.6°F) (humidity to be 54% at 32°C, 89.6°F)
- Humidity: 15–80% (temperature to be 27°C, 80.6°F at 80%)
- A strong and level base.
- The machine must be level within 5 mm, 0.2 inches: both front to rear, and left to right.
- To avoid possible buildup of ozone, be sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m³/hr/person.

Environments to avoid

CAUTION

- Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.

CAUTION

- Keep the machine away from salt-bearing air and corrosive gases. Also, do not install the machine in places where chemical reactions are likely (laboratories, etc.), as doing so will cause the machine to malfunction.
- Locations exposed to direct sunlight or other sources of strong light (more than 1,500 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes can cause condensation to form inside the machine.)
- Locations close to machines generating ammonia, such as a diazo copy machine.
- Places where the machine will be subject to frequent strong vibration.
- Dusty areas.
- Areas with corrosive gases.

Moving

WARNING

- It is dangerous to handle the power cord plug with wet hands. Doing so could result in electric shock.

CAUTION

- Unplug the power cord from the wall outlet before you move the machine. While moving the machine, take care that the power cord is not damaged under the machine. Failing to take these precautions could result in fire or electric shock.

CAUTION

- If you have to move the machine when the optional paper tray unit is attached, do not push on the main unit's top section. Doing so can cause the optional paper tray unit to detach, possibly resulting in injury.

CAUTION

- When disconnecting the power cord from the wall outlet, always pull the plug, not the cord. Pulling the cord can damage the power cord. Use of damaged power cords could result in fire or electric shock.

CAUTION

- Do not hold the control panel while moving the machine. Doing so may damage the control panel, cause a malfunction, or result in injury.

⚠ CAUTION

- After you move the machine, use the caster fixture to fix it in place. Otherwise the machine might move or come down to cause an injury.

★ Important

- Be careful when moving the machine. Take the following precautions:
 - Turn off the main power. See page 31 "Turning Off the Main Power".
 - Unplug the power cord from the wall outlet. When you pull out the plug from the socket, grip the plug to avoid damaging the cord, thereby reducing the risk of fire or electric shock.
 - Close all covers and trays, including the front cover and bypass tray.
- Do not take off the holding stand.
- Protect the machine from strong shocks. Impact can damage the memory.

Power Connection**⚠ WARNING**

- Do not use any power sources other than those that match the specifications shown on the inside front cover of this manual. Doing so could result in fire or electric shock.

⚠ WARNING

- Do not use any frequencies other than those that match the specifications shown. Doing so could result in fire or electric shock.

⚠ WARNING

- Do not use multi-socket adaptors. Doing so could result in fire or electric shock.

⚠ WARNING

- Do not use extension cords. Doing so could result in fire or electric shock.

⚠ WARNING

- Do not use power cords that are damaged, broken, or modified. Also, do not use power cords that have been trapped under heavy objects, pulled hard, or bent severely. Doing so could result in fire or electric shock.

⚠ WARNING

- Touching the prongs of the power cable's plug with anything metallic constitutes a fire and electric shock hazard.

⚠ WARNING

- The supplied power cord is for use with this machine only. Do not use it with other appliances. Doing so could result in fire or electric shock.

⚠ WARNING

- It is dangerous to handle the power cord plug with wet hands. Doing so could result in electric shock.

⚠ WARNING

- If the power cord is damaged and its inner wires are exposed or broken, contact your service representative for a replacement. Use of damaged power cords could result in fire or electric shock.

⚠ WARNING

- Be sure to disconnect the plug from the wall outlet at least once a year and check for the following:
 - There are burn marks on the plug.
 - The prongs on the plug are deformed.
- If any of the above conditions exist, do not use the plug and consult your dealer or service representative. Use of the plug could result in fire or electric shock.

⚠ WARNING

- Be sure to disconnect the power cord from the wall outlet at least once a year and check for the following:
 - The power cord's inner wires are exposed, broken, etc.
 - The power cord's coating has a crack or dent.
 - When bending the power cord, the power turns off and on.
 - Part of the power cord becomes hot.
 - The power cord is damaged.
- If any of the above conditions exist, do not use the power cord and consult your dealer or service representative. Use of the power cord could result in fire or electric shock.

⚠ CAUTION

- Be sure to push the plug of the power cord fully into the wall outlet. Partially inserted plugs create an unstable connection that can result in unsafe buildup of heat.

⚠ CAUTION

- If this machine is not going to be used for several days or longer at a time, disconnect its power cord from the wall outlet.

⚠ CAUTION

- When disconnecting the power cord from the wall outlet, always pull the plug, not the cord. Pulling the cord can damage the power cord. Use of damaged power cords could result in fire or electric shock.

⚠ CAUTION

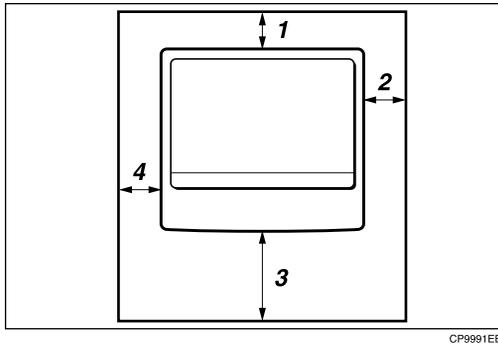
- Be sure to disconnect the plug from the wall outlet and clean the prongs and the area around the prongs at least once a year. Allowing dust to build up on the plug constitutes a fire hazard.

⚠ CAUTION

- When performing maintenance on the machine, always disconnect the power cord from the wall outlet.
- When the main power switch is in the stand-by position, the optional anti-condensation heaters are on. In an emergency, unplug the machine's power cord.
- When you unplug the power cord, the anti-condensation heaters turn off.
- Make sure the plug is inserted firmly in the wall outlet.
- Voltage must not fluctuate by more than +8.66% or less than -10%.
- The wall outlet shall be installed near the machine and shall be easily accessible.

Access to the Machine

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



1. Rear: 6 cm (2.4") or more
2. Right: 26.5 cm (10.5") or more
3. Front: 42 cm (16.6") or more
4. Left: 8.5 cm (3.4") or more

Note

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

Maintaining Your Machine

If the exposure glass, exposure glass cover or ADF belt is dirty, copy clarity may be reduced. Clean these parts if they are dirty.

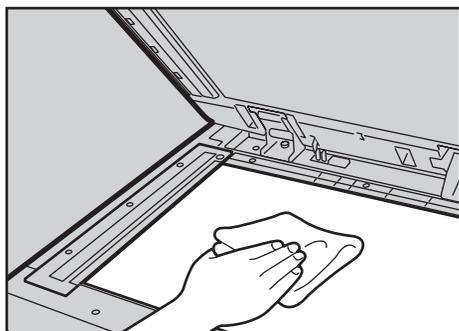
Cleaning the machine

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

★ Important

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

Cleaning the Exposure Glass



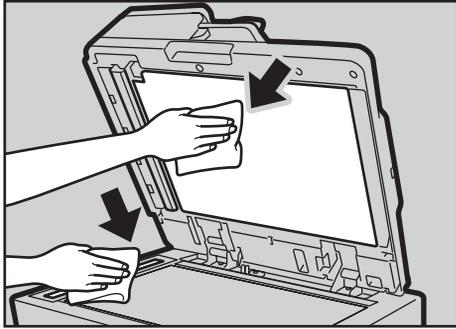
CUA119

Cleaning the Exposure Glass Cover



CUA120

Cleaning the ADF



CUA121

8. Security

Security

Confidential information is always at risk of being copied without permission or subject to unauthorized access through the network. To protect documents from such intrusion, not only can passwords be set, but also the Extended Security function can be used to strengthen security.

For those who require increased document protection, we recommend the Extended Security function.

Primary Security Functions

Protecting Image Data Remaining in Memory

Protects image data remaining in memory. When a copy job is completed, or a job is canceled, the data is secure.

Authenticating Administrator

Protects essential functions for administrating document security using an access code. See page 82 "Administrator Tools".

Operating Environment and Notes

Security for this machine is assured on the premises that the machine is used under the following conditions:

Operating Environment

- The condition of the machine is normal. (For example, it is not damaged, modified, or lacking components.)
- The machine is managed by an administrator with thorough knowledge of the machine and capable of providing the proper conditions under which users can use the machine safely.

For Administrator

- Security of this machine cannot be assured if any hardware component is detached or replaced with an inappropriate component. If these things have the possibility of occurring, other security measures are necessary.
- Avoid using a single number or consecutive numbers for an administrator code such as "00000000" or "12345678". Since the numbers like this are easy to guess, using them will not provide the appropriate level of security.
- User code is a function to help manage the use of the machine. It is not to protect confidential documents from others.

9. Specifications

Main Unit

Configuration:

Desktop

Photosensitivity type:

OPC drum

Original scanning:

One-dimensional solid scanning system through CIS

Copy process:

Laser beam scanning and dry electrostatic transfer system

Development:

Dry two-component magnetic brush development system

Fusing:

Heating roll pressure system

Resolution:

- Scanning originals: 300 dpi
- Copying: 600 dpi

Exposure glass:

Stationary original exposure type

Original reference position:

Rear left corner

Warm-up time:

9.3 seconds (23°C (73.4°F), rated voltage)

Originals:

Sheet, book, three-dimensional object

Maximum original size:

A3□, 11" × 17"□

Copy paper size:

- Tray: A3□–A5□, 11" × 17"□–5¹/₂" × 8¹/₂"□
- Bypass: A3□–A6□, 11" × 17"□–5¹/₂" × 8¹/₂"□
- Bypass (custom size):

Vertical: 90–297 mm, 3.55"–11.69"

Horizontal: 148–600 mm, 5.83"–23.62"

Copy paper weight:

- Paper tray (Standard size): 60–105 g/m², 16–28 lb.
- Bypass tray: 52–162 g/m², 14–43 lb.

Missing image area:

- Leading edge: 3 ± 2 mm (0.12" ± 0.08")
- Trailing edge: 3 ± 2 mm (0.12" ± 0.08") (4.2 ± 2 mm (0.17" ± 0.08") for even pages when using the duplex function.)
- Left edge: 2 ± 1.5 mm (0.08" ± 0.06")
- Right edge: 2 + 2.5/-1.5 mm (0.08" + 0.1"/-0.06")

Missing image area of envelopes is 10 mm (0.40") and that of Thick Paper is 5 mm (0.20").

First copy time:

5.9 seconds

(A4□, 8 1/2" × 11"□, 100%, feeding from Tray 1)

Copying speed:

20 copies/minute (A4□, 8 1/2" × 11"□)

Reproduction ratio:

Preset reproduction ratios:

	Metric version	Inch version
Enlargement	200%	155%
	141%	129%
	122%	121%
Full Size	100%	100%
Reduction	93%	93%
	82%	78%
	71%	65%
	50%	50%

Zoom: From 50% to 200% in 1% steps.

Continuous copying count:

1–99 copies

Copy paper capacity:

- Tray 1: 250 sheets (80 g/m², 20 lb.)
- Bypass tray: 100 sheets (80 g/m², 20 lb.)

Power consumption:

- Main unit only
 - Ready: 106 W
 - During printing: 442 W
 - Maximum: 1,550 W

The power level when the main switch is turned off and the power cord is plugged into an outlet: 1 W or less

- Complete system
 - Maximum: 1,550 W

The complete system consists of the main unit, ADF, and paper tray unit (2-tray type).

Dimensions (W × D × H up to exposure glass):

587 × 568 × 431 mm (23.2" × 22.4" × 17.0")

Noise Emission:

- Sound power level:

	Main unit only	Complete system
Stand-by	40 dB (A)	40 dB (A)
Copying	63.0 dB (A)	67.0 dB (A)

- Sound pressure level:

	Main unit only	Complete system
Stand-by	34 dB (A)	34 dB (A)
Copying	57.0 dB (A)	61.0 dB (A)

- Sound power level and sound pressure level are actual values measured in accordance with ISO 7779.
- Sound pressure level is measured from the position of the bystander.
- The complete system consists of the main unit, ADF, and paper tray unit (2-tray type).

Weight:

35 kg (78 lb.) or less

Note

- Specifications are subject to change without notice.

Options

Exposure Glass Cover

Lower this over originals.

Auto Document Feeder (ADF)

Original size:

- A3□–A5□□
- 11" × 17"□–5¹/₂" × 8¹/₂"□□

Original weight:

- One-sided originals: 40–128 g/m² (11–34 lb.)
- Two-sided originals: 52–105 g/m² (14–28 lb.) (64–105 g/m², 17–28 lb. for 11" × 17"□)

Number of originals to be set:

50 sheets (80 g/m², 20 lb.)

Maximum power consumption:

Less than 33 W (power is supplied from the main unit.)

Dimensions (W × D × H):

550 × 496 × 120 mm, 21.7" × 19.6" × 4.8"

Weight:

10 kg (22 lb.) or less

↓ Note

- Specifications are subject to change without notice.

Paper Tray Unit (1-tray type)

Paper weight:

60–105 g/m² (16–28 lb.)

Paper size:

A3□, B4 JIS□, A4□□, B5 JIS□□, A5□, 11" × 17"□, 8¹/₂" × 14"□, 8¹/₂" × 13"□, 8¹/₂" × 11"□□, 8¹/₄" × 13"□, 8" × 13"□, 7¹/₄" × 10¹/₂"□□, 8¹/₄" × 14"□, 5¹/₂" × 8¹/₂"□, 8K□, 16K□□, custom size

Maximum power consumption:

15 W or less (power is supplied from the main frame.)

Paper capacity:

500 sheets (80 g/m², 20 lb.)

Dimensions (W × D × H):

553 × 548.5 × 137 mm, 21.8" × 21.6" × 5.4"

Weight:

12 kg (26 lb.) or less

Note

- Specifications are subject to change without notice.

Paper Tray Unit (2-tray type)

Paper weight:

60–105 g/m² (16–28 lb.)

Paper size:

A3, B4 JIS, A4, B5 JIS, A5, 11" × 17", 8 1/2" × 14", 8 1/2" × 13", 8 1/2" × 11", 8 1/4" × 13", 8" × 13", 7 1/4" × 10 1/2", 8 1/4" × 14", 5 1/2" × 8 1/2", 8K, 16K, custom size

Maximum power consumption:

35 W or less (power is supplied from the main frame.)

Paper capacity:

500 sheets (80 g/m², 20 lb.) × 2 trays

Dimensions (W × D × H):

553 × 548.5 × 271 mm, 21.8" × 21.6" × 10.7"

Weight:

25 kg (55 lb.) or less

Note

- Specifications are subject to change without notice.

Combination Chart

The combination chart below shows which functions can be used together.

When you read the chart, see the following table:

○	These functions can be used together.
×	These functions cannot be used together. The first function selected will be the function you are working in.
●	These functions cannot be used together. The second function selected will be the function you are working in.

The following shows the combinations of functions.

		Function selected after															
		Auto Paper Select	Custom Size Originals	Regular Size Originals	Bypass Tray	Manual Image Density	Text Originals	Photo Originals	Auto Reduce/Enlarge	Preset Reduce/Enlarge	Zoom	ID Card Copy	Combine	Book → 1 Sided	2 Sided → 1 Sided	Sort	Rotate Sort
Function Selected first	Auto Paper Select		X	X	●	○	○	○	●	○	○	●	●	●	○	○	○
	Custom Size Originals	X		●	○	○	○	○	○	○	○	○	○	○	*1	○	○
	Regular Size Originals	X	●		○	○	○	○	○	○	○	○	○	○	○	○	○
	Bypass Tray	●	○	○		○	○	○	*3	○	○	*3	*3	*3	○	*2	X
	Manual Image Density	○	○	○	○		○	○	○	○	○	○	○	○	○	○	○
	Text Originals	○	○	○	○	○		●	○	○	○	○	○	○	○	○	○
	Photo Originals	○	○	○	○	○	●		○	○	○	○	○	○	○	○	○
	Auto Reduce/Enlarge	X	○	○	*3	○	○	○		●	●	●	*4	●	○	○	○
	Preset Reduce/Enlarge	○	○	○	○	○	○	○	●		●	●	○	○	○	○	○
	Zoom	○	○	○	○	○	○	○	●	●		●	●	○	○	○	○
	ID Card Copy	X	○	○	*3	○	○	○	X	○	○		●	●	●	○	○
	Combine	X	○	○	*3	○	○	○	○	○	○	●		●	●	○	○
	Book → 1 Sided	X	○	○	*3	○	○	○	X	○	○	●	●		●	○	○
	2 Sided → 1 Sided	○	*1	○	○	○	○	○	○	○	○	●	●	●		○	○
	Sort	○	○	○	*2	○	○	○	○	○	○	○	○	○	○		●
	Rotate Sort	○	○	○	X	○	○	○	○	○	○	○	○	○	○	●	

*1 You cannot combine two-sided original functions with originals longer than 432mm (□).

*2 This function cannot be combined copy paper longer than 432 mm (□).

*3 When you select these functions together, the error message appears.
You cannot copy until you cancel one function.

*4 Auto Reduce/Enlarge can be set to [ON] by selecting the Combine function.

CUB005

Supplementary Information

Bypass Tray Copy

- The following paper sizes can be selected as standard sizes:
A3, A4, A5, B4 JIS, B5 JIS, B6 JIS, 11" × 17",
8 1/2" × 14", 8 1/2" × 11", 5 1/2" × 8 1/2", 7 1/4" × 10 1/2", 8" × 13",
8 1/2" × 13", 8 1/4" × 13", 8K, 16K, 4 1/8" × 9 1/2", 3 7/8" × 7 1/2",
C5 Env, C6 Env, DL Env
- When the beeper is turned off, it will not sound if you insert paper into the bypass tray.

Preset Enlarge/Reduce

- You can select one of 7 preset ratios (3 enlargement ratios, 4 reduction ratios).
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- Copies can be reduced or enlarged as follows:

Metric version

Ratio (%)	Original → Copy paper size
200 (enlarge area by 4)	A5 → A3
141 (enlarge area by 2)	A4 → A3, A5 → A4
122	8" × 13" → A3, A4 → B4 JIS
115	B4 JIS → A3
93	–
87	A3 → B4 JIS
82	8" × 13" → A4, B4 JIS → 8" × 13"
71 (reduce area by 1/2)	A3 → A4, A4 → A5
65	A3 → 8" × 13"
50 (reduce area by 1/4)	A3 → A5, 8" × 13" → A5

Inch version

Ratio (%)	Original → Copy paper size
200 (enlarge area by 4)	5 1/2" × 8 1/2" → 11" × 17"

Ratio (%)	Original → Copy paper size
155 (enlarge area by 2)	5 ¹ / ₂ " × 8 ¹ / ₂ " → 8 ¹ / ₂ " × 14"
129	8 ¹ / ₂ " × 11" → 11" × 17"
121	8 ¹ / ₂ " × 14" → 11" × 17"
93	–
85	8 ¹ / ₂ " × 13" → 8 ¹ / ₂ " × 11"
78	8 ¹ / ₂ " × 14" → 8 ¹ / ₂ " × 11"
73	11" × 15" → 8 ¹ / ₂ " × 11"
65	11" × 17" → 8 ¹ / ₂ " × 11"
50 (reduce area by 1/4)	11" × 17" → 5 ¹ / ₂ " × 8 ¹ / ₂ "

Zoom

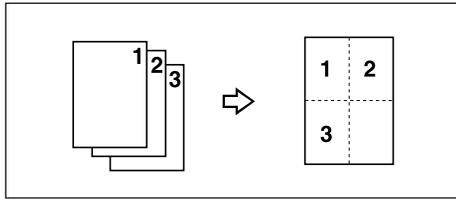
- The reproduction ratios you can specify are 50–200%.
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.

Sort, Rotate Sort

- Paper sizes and orientations that can be used with the Rotate Sort function are A4□□, B5 JIS □□, A5□□, 8¹/₂" × 11"□□, 7¹/₄" × 10¹/₂"□□, 5¹/₂" × 8¹/₂"□□, and 16K□□.

Combine

- When using this function, the machine selects the reproduction ratio automatically. This reproduction ratio depends on copy paper sizes and the number of originals.
- The reproduction ratios you can specify are 50–200%.
- If the calculated ratio is under the minimum ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied.
- You cannot use custom size paper.
- If the orientation of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.
- If the number of originals placed is less than the number specified for combining, the last page segment is left blank as shown.



Copy Paper

Recommended Paper Sizes and Types

The following limitations apply to each tray:

		Paper size	Paper weight	Paper capacity
Paper tray 1	Standard Size	A3☐, B4 JIS☐, A4☐☐, B5 JIS☐☐, A5☐, 11" × 17"☐, 8 1/2" × 14"☐, 8 1/2" × 13"☐, 8 1/4" × 14"☐, 8 1/4" × 13"☐, 8" × 13"☐, 8 1/2" × 11"☐☐, 7 1/4" × 10 1/2"☐☐, 5 1/2" × 8 1/2"☐, 8K☐ *3, 16K☐☐ *4	60–105 g/m ² , 16– 28lb.	250 sheets *1
	Custom Size	<ul style="list-style-type: none"> Horizontal: 152.0–432.0 mm, 5.99"–17.00" Vertical: 182.0–297.0 mm, 7.17"–11.69" 		

Note

- You can specify the paper size with the User Tools. See page 80 "Tray Paper Settings".

		Paper size	Paper weight	Paper capacity
Paper tray unit (optional)	Standard Size	A3☐, B4 JIS☐, A4☐☐, B5 JIS☐☐, A5☐, 11" × 17"☐, 8½" × 14"☐, 8½" × 13"☐, 8¼" × 14"☐, 8¼" × 13"☐, 8" × 13"☐, 8½" × 11"☐☐, 7¼" × 10½"☐☐, 5½" × 8½"☐, 8K☐ *3, 16K☐☐ *4	60–105 g/m ² , 16–28 lb	500 sheets *1
	Custom size	<p>Note</p> <ul style="list-style-type: none"> You can specify the paper size with the User Tools. See page 80 "Tray Paper Settings". Horizontal: 152.0–432.0 mm, 5.99"–17.00" Vertical: 182.0–297.0 mm, 7.17"–11.69" 		

		Paper size	Paper weight	Paper capacity
Bypass tray	Standard Sizes	A3☐, B4 JIS☐	52–162 g/m ² , 14–43 lb.	10 sheets *1
		A4☐☐, B5 JIS☐☐, A5☐☐, B6 JIS☐☐		100 sheets *1
		11" × 17"☐, 8 1/2" × 14"☐, 8 1/2" × 13"☐, 8 1/4" × 13"☐, 8" × 13"☐, 8 1/2" × 11"☐☐, 7 1/4" × 10 1/2"☐☐, 5 1/2" × 8 1/2"☐, 8K☐ *3, 16K☐☐ *4		
		A3☐, B4 JIS☐	60–157 g/m ² , 16–42 lb.	10 sheets *1
		A4☐☐, B5 JIS☐☐, A5☐☐, B6 JIS☐☐		40 sheets *1
		11" × 17"☐, 8 1/2" × 14"☐, 8 1/2" × 13"☐, 8 1/4" × 13"☐, 8" × 13"☐, 8 1/2" × 11"☐☐, 7 1/4" × 10 1/2"☐☐, 5 1/2" × 8 1/2"☐, 8K☐ *3, 16K☐☐ *4		
		<p>Note</p> <ul style="list-style-type: none"> You can specify the paper size. See page 49 "Copying from the Bypass Tray". 		

		Paper size	Paper weight	Paper capacity
Bypass tray	Custom sizes *2*5	OHP transparencies (A4☐, 8 1/2" × 11"☐)		10 sheets
		Translucent paper (A3☐, B4 JIS☐, A4☐☐, B5 JIS☐☐)		10 sheets
		Adhesive labels (B4 JIS☐, A4☐)		1 sheet
		Envelope (C5 Env☐, C6 Env☐, DL Env☐, 4 1/8" × 9 1/2"☐, 3 7/8" × 7 1/2"☐)		*6
		<ul style="list-style-type: none"> Horizontal: 148.0–600.0 mm, 5.83"–23.62" Vertical: 90.0–297.0 mm, 3.55"–11.69" 	52–157 g/m ² , 14–42 lb.	<ul style="list-style-type: none"> 52–105 g/m², 14–28 lb.: 100 sheets 106–157 g/m², 28–42 lb.: 40 sheets

*1 Paper weight: 80 g/m², 20 lb.

*2 When you set custom size paper in the bypass tray, you can specify the size. See Copy Reference.

*3 8K(Ba-Kai) = 267 × 390 mm, 10.6" × 15.4"

*4 16K(Shi-Lui-Kai) = 195 × 267 mm, 7.7" × 10.6"

*5 Set one sheet at a time for your needs. See Copy Reference.

*6 Do not press on the stack of envelopes while determining if the stack exceeds the maximum height.

★ Important

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

↓ Note

- When using the bypass tray, we recommend you set the copy paper direction to ☐.
- If you load paper of the same size and in the same direction in two or more trays, the machine automatically shifts to another tray when the tray in use runs out of paper. This function is called

Auto Tray switching. This saves interrupting a copy run to replenish paper even when making a large number of copies. You can cancel this setting.

 **Reference**

- To change the paper size, see page 112 "Changing the Paper Size".

Unusable Paper

CAUTION

- Do not attempt to print on stapled sheets, aluminum foil, carbon paper, or any kind of conductive paper. Doing so risks fire.

 **Important**

- Do not use any of the following kinds of paper or a fault might occur:
 - Art paper
 - Aluminum foil
 - Carbon paper
 - Conductive paper
- Do not use copy paper that has been already copied on. Otherwise, a paper misfeed might occur.

 **Note**

- Do not use any of the following kinds of paper or a misfeed might occur.
 - Bent, folded, or creased paper
 - Torn paper
 - Slippery paper
 - Perforated paper
 - Rough paper
 - Thin paper that has low stiffness
 - Paper with a dusty surface
- If you make copies on rough grain paper, the copy image might come out blurred.
- Do not use paper already copied or printed on.

Paper Storage

 **Note**

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

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

INDEX

A

Access to the machine.....	123
Accessing User Tools.....	77
Adding toner.....	106
ADF.....	7, 25, 133
Administrator Code.....	82
Administrator Tools.....	82
AOF (Always On).....	84
APS/ Auto R/E priority.....	85
Auto	
paper select.....	55
reduce/enlarge.....	59
Auto Document Feeder.....	7, 133
Auto Off.....	32
Auto Paper Select.....	55
Auto tray switching.....	85

B

Basic procedure.....	47
Bypass tray.....	24

C

CAUTION labels.....	18
Changing a user code.....	90
Changing default settings.....	77
Changing the language.....	116
Changing the paper size.....	112
Cleaning	
ADF.....	126
exposure glass.....	125
exposure glass cover.....	125
Clear key.....	28
Clearing misfeeds.....	110
Clearing the counter.....	93
Combination chart.....	135
Combine.....	63
Combine key.....	26
Common key operations.....	29
Control panel.....	24, 26
Copier Auto Reset Timer.....	81
Copier Features.....	85
APS/ Auto R/E priority.....	85
Auto Tray Switching.....	85
Letterhead Setting.....	88

Max. Number of Sets.....	86
Orientation.....	86
Original Count Display.....	86
Original Type Setting.....	85
Preset R/E Priority.....	87
Reproduction Ratio.....	87
Rotate Sort.....	88
Rotate Sort Auto Continue.....	88
Copy Count Display.....	79
Copy functions.....	54
auto reduce/enlarge.....	59
image density.....	54
one-sided combine.....	63
original type setting.....	54
paper select.....	55
preset reduce/enlarge.....	56
series copies.....	66
sort.....	60
zoom.....	58
Copy paper.....	140
Copying.....	47
Copying from bypass tray.....	49
onto custom size paper.....	51
onto envelopes.....	52
onto regular size paper.....	50
onto special paper.....	52
Counter key.....	27
Counter per User Code.....	84

D

Darker key.....	27
Deleting a user code.....	91
Display.....	28
Display Contrast.....	79
Display/Print Counter.....	82
Displaying the counter for each user code.....	92
Displaying the total counter.....	115
Do's and Don'ts.....	117

E

Energy Saver.....	81
Energy saving functions.....	21
ENERGY STAR Program.....	20
Environment.....	119
Environments where the machine can be used.....	9
Escape key.....	27

Exposure glass.....	23	Max. Number of Sets.....	86
Exposure glass cover.....	25, 133	Measurement Unit.....	79
External options.....	25	Messages.....	96
F		Missing image area.....	36
For administrator.....	128	Moving.....	120
Front cover.....	24	N	
G		Name of major option.....	7
General Features.....	79	Non-compatible originals for the ADF.....	33
Guide to components.....	23	Number keys.....	27
H		O	
Handling power cords and power cord plugs... 10		OK key.....	27
Handling the machine's interior.....	14	On indicator.....	24, 27
Handling the machine's supplies.....	15	One-sided combine.....	63
Handling the main machine.....	12	Operating environment.....	128
Handling toner.....	106	Operating environment and notes.....	128
I		Operation switch.....	24, 27, 30
ID card copy.....	69	Options.....	25, 133
ID Card Copy key.....	26	Orientation.....	86
If your machine does not operate as you want.. 95		Orientation-fixed paper or two-sided paper....	104
Image density.....	54	Original Count Display.....	86
Indicators.....	26	Original orientation.....	37
Inserting toner.....	109	Original Type key.....	27
Internal tray.....	23	Original Type Setting.....	85
K		Originals.....	33
Key Counter Management.....	82	Other functions.....	115
Key Repeat.....	79	P	
L		Panel Key Sound.....	79
Letterhead Setting.....	88	Paper	
Lighter key.....	27	loading.....	102
Loading paper.....	102	Paper Size.....	80
Lower right cover.....	24	Paper storage.....	144
M		Paper tray.....	24
Machine environment.....	119	Paper tray unit.....	24
Main power indicator.....	24, 27	Paper tray unit (1-tray type).....	25, 133
Main power switch.....	23, 30	Paper tray unit (2-tray type).....	25, 134
Main unit.....	129	Paper trays.....	102
Maintaining.....	125	Paper Type Bypass Tray.....	80
Manual paper select.....	55, 56	Photo.....	54
		Placing	
		custom size originals.....	41, 43
		originals.....	37, 38, 40, 41, 42, 43
		originals in ADF.....	38

originals on exposure glass.....	37
regular size originals.....	40, 42
Placing Originals.....	33
Power connection.....	121
Ppr Tray Priority Copier.....	80
Precautions for changing the paper size.....	112
Preset R/E Priority.....	87
Primary security functions.....	127
Printing the counter for each user code.....	92
Program/Change User Code.....	84

Q

Quitting User Tools.....	78
--------------------------	----

R

Reading display.....	28
Recommended paper sizes and types.....	140
Registering a new user code.....	89
Remarks.....	117
Removing toner.....	108
Reproduction Ratio.....	87
Reset key.....	27
Right cover.....	24
Rotate Sort.....	88
Rotate Sort Auto Continue.....	88
Rotated copy.....	56

S

Safety information.....	9
Safety precautions to be followed.....	9
Saving energy.....	32
Scroll keys.....	26
Security.....	127
Selecting	
copy paper.....	55
original type setting.....	54
Selection keys.....	27
Series copies.....	66
Series key.....	26
Settings you can change with User Tools.....	79
Sizes	
detectable by auto paper select.....	34
difficult to detect.....	35
of recommended originals.....	33
Sleep mode.....	21

Sleep Mode.....	81
Sort.....	61
rotate sort.....	61
Sort key.....	27
Specifications.....	129
Start key.....	27
Stop key.....	28
Supplementary information.....	137
bypass tray copy.....	137
combine.....	138
preset enlarge/reduce.....	137
rotate sort.....	138
sort.....	138
zoom.....	138

Symbols.....	7
--------------	---

System Auto Reset Timer.....	81
------------------------------	----

System Settings.....	79
----------------------	----

Administrator Code.....	82
Administrator Tools.....	82
AOF (Always On).....	84
Copier Auto Reset Timer.....	81
Copy Count Display.....	79
Counter per User Code.....	84
Display Contrast.....	79
Display/Print Counter.....	82
Energy Saver.....	81
General Features.....	79
Key Counter Management.....	82
Key Repeat.....	79
Measurement Unit.....	79
Panel Key Sound.....	79
Paper Size.....	80
Paper Type Bypass Tray.....	80
Ppr Tray Priority Copier.....	80
Program/Change User Code.....	84
Sleep Mode.....	81
System Auto Reset Timer.....	81
Timer Settings.....	81
Tray Paper Settings.....	80
User Code Man. Copier.....	82

T

Text.....	54
-----------	----

Timer Settings.....	81
---------------------	----

Toner	
adding.....	106
handling.....	106

inserting.....	109
removing.....	108
storage.....	107
used.....	107
Toner storage.....	107
Trademarks.....	5
Tray Paper Settings.....	80
Troubleshooting.....	95
memory is full.....	101
you cannot make clear copies.....	98
you cannot make copies as you want.....	100
Turning Off	
main power.....	31
power.....	31
Turning On.....	30
main power.....	30
power.....	30

U

Unusable paper.....	144
Used toner.....	107
User code.....	89
User Code Man. Copier.....	82
User Tools key.....	27
User Tools menu (Copier Features).....	75
User Tools menu (System Settings).....	73
Using keys.....	28

V

Ventilation holes.....	23
------------------------	----

W

WARNING labels.....	18
Weights	
of recommended originals.....	33

MEMO

MEMO

The meanings of the symbols for the switches on this machine are as follows:

 means POWER ON.

 means POWER OFF.

 means STAND BY.

