

## MP 1813L/2001L/2501L

# Operating Instructions Copy Reference



- 1 Placing Originals
- 2 Copying
- 3 Troubleshooting
- 4 User Tools (Copier Features)
- 5 Remarks
- 6 Specifications

#### 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:**

This machine complies with the requirements of IEC60825-1:2007 for class 1 laser product. This machine contains one AlGalnP 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. The following label is attached on the rear side of the machine:



#### **Caution:**

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

#### Notes

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see page 20 "Machine Types".)

- Type 1: MP 2001L
- Type 2: MP 2501L
- Type 3: MP 1813L

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

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

For good 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**

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

Please be sure to connect the power cord to a power source as above. For details about power source, see page 101 "Power Connection".

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## Manuals for This Machine

The following manuals describe the operational procedures of this machine. For particular functions, see the relevant parts of the manual.



- Manuals provided are specific to machine type.
- Adobe<sup>®</sup> Acrobat<sup>®</sup> Reader<sup>®</sup>/Adobe Reader must be installed in order to view the manuals as PDF files.
- Two CD-ROMs are provided:
  - CD-ROM 1 "Operating Instructions"
  - CD-ROM 2 "Printer and Scanner Drivers"

#### **General Settings Guide**

Provides an overview of the machine and describes System Settings (paper trays, Administrator Tools, etc.), and troubleshooting.

#### **Network Guide**

Describes procedures for configuring the machine and computers in a network environment.

#### Copy Reference (this manual)

Describes operations, functions, and troubleshooting for the machine's copier function.

#### **Printer/Scanner Reference**

Describes system settings, functions, troubleshooting and operations for the machine's printer and scanner functions.

## **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.

#### **EMC Directive**

#### Installing the Ferrite Core

A network interface cable with a ferrite core must be used for RF interference suppression.

## User Information on Electrical and Electronic Equipment

## Users in the countries where this symbol shown in this section has been specified in national law on collection and treatment of E-waste

Our Products contain high quality components and are designed to facilitate recycling.

Our products or product packaging are marked with the symbol below.



The symbol indicates that the product must not be treated as municipal waste. It must be disposed of separately via the appropriate return and collection systems available. By following these instructions you ensure that this product is treated correctly and help to reduce potential impacts on the environment and human health, which could otherwise result from inappropriate handling. Recycling of products helps to conserve natural resources and protect the environment.

For more detailed information on collection and recycling systems for this product, please contact the shop where you purchased it, your local dealer or sales/service representatives.

#### **All Other Users**

If you wish to discard this product, please contact your local authorities, the shop where you bought this product, your local dealer or sales/service representatives.

#### For Users in India

This product complies with the "India E-waste Rule 2011" and prohibits use of lead, mercury, hexavalent chromium, polybrominated biphenyls or polybrominated diphenyl ethers in concentrations exceeding 0.1 weight % and 0.01 weight % for cadmium, except for the exemptions set in Schedule 2 of the Rule.

## 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.



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.

## Ш

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

## Names 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.



#### **ACAUTION**

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.

### **ACAUTION**

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

## **ACAUTION**

• 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.

#### **ACAUTION**

 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.

## **MARNING**

• 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.

## **<b>⚠WARNING**

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

## **MARNING**

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

### **MARNING**

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

#### **MARNING**

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.

## **MARNING**

 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.

## **MARNING**

- 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.

## **MARNING**

- 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.

### **ACAUTION**

• 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.

## **ACAUTION**

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.

## **ACAUTION**

• 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.

## **ACAUTION**

• 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.

## **MARNING**

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.

#### **MARNING**

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

## **MARNING**

- 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.

## **ACAUTION**

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.

## **ACAUTION**

• 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.

#### **ACAUTION**

• 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.

## **ACAUTION**

• 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.

#### **ACAUTION**

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

## **ACAUTION**

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

## **ACAUTION**

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

## **ACAUTION**

 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.

## **ACAUTION**

 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.

### **MARNING**

- 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.

#### **ACAUTION**

 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.

#### **ACAUTION**

 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.

## **ACAUTION**

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

### **ACAUTION**

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.

## **ACAUTION**

• 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 a vacuum cleaner to remove spilled toner (including used toner). Absorbed toner
may cause a fire or explosion due to electrical contact flickering inside the vacuum cleaner.
However, it is possible to use a vacuum cleaner that is explosion-proof and dust ignition-proof. If
toner is spilled on the floor, remove the spilled toner slowly using a wet cloth, so that the toner is
not scattered.

## **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.

## **ACAUTION**

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

## **ACAUTION**

• 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.

## **ACAUTION**

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

### **ACAUTION**

 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.

#### **ACAUTION**

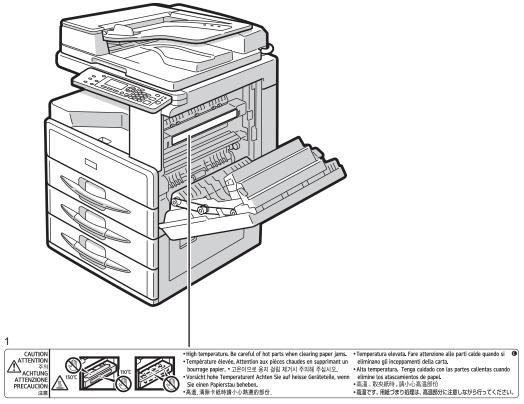
 When removing jammed paper or replacing toner, avoid getting toner (new or used) on your skin. If toner comes into contact with your skin, wash the affected area thoroughly with soap and water.

## **ACAUTION**

• 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

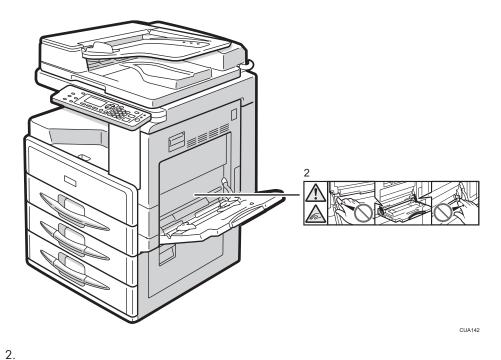
This machine has labels for  $\triangle$ WARNING and  $\triangle$ CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.



CUA101

1.

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



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.

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## **Machine Types**

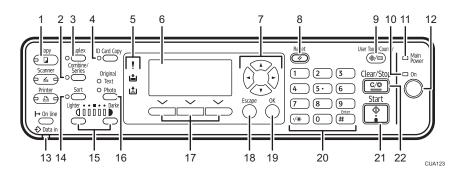
This machine comes in three models which vary by copy speed. To make sure which model you have, see the inside front cover of this manual.

	Type 1	Туре 2	Туре 3
Copy Speed	20 copies/minute (A4 D, 8 <sup>1</sup> / <sub>2</sub> " × 11"D)	25 copies/minute (A4 D, 8 <sup>1</sup> / <sub>2</sub> " × 11"D)	18 copies/minute (A4 D, 8 <sup>1</sup> / <sub>2</sub> " × 11"D)
Duplex unit	Available	Can be installed	Not available



• Type 1 and 2 scan originals in full color. Type 3 scans originals in black and white.

## **Control Panel**



#### 1. [Copy] key

Press to activate the copier function.

#### 2. [Combine/Series] key

Press to make combine or series copies.

#### ■ Reference

- page 62 "One-Sided Combine"
- page 65 "Two-Sided Combine"
- page 68 "Series Copies"

#### 3. [Duplex] key

Makes two-sided copies. Some models do not have the [Duplex] key.

## **■** Reference

• See page 59 "Duplex".

#### 4. [ID Card Copy] key

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

#### 5. Indicators

Display errors and machine status.

- !: Error indicator
  See "Control Panel", General Settings Guide.
- 🕍: Add Toner indicator See page 85 "Adding Toner".
- 🖆: Load Paper indicator
  See page 80 "Loading Paper".

#### 6. Display

Displays operation status and messages.

#### 7. Scroll keys

Press to select an item.

- [▲]: scroll upward
- [♥]: scroll downward
- [►]: scroll right
- [◀]: scroll left
- Reference
  - See page 24 "Reading the Display and Using Keys".

#### 8. [Reset] key

Press to clear the current settings.

#### 9. [User Tools/Counter] key

Press to change default or operation parameters according to requirement.

#### 10. On indicator

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

#### 11. Main power indicator

Lights when the main power switch is turned on.

### Mportant (

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

#### Reference

• page 25 "Turning On the Power"

#### 12. Operation switch

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



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

## Reference

• page 25 "Turning On the Power"

#### 13. Data In indicator

Blinks while the printer is receiving data from a computer or printing. Lit when preparing to print.

#### 14. [Sort] key

Automatically sorts copies.

#### 15. [Lighter] and [Darker] keys

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

#### 16. [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.

#### 17. Selection keys

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

#### 18. [Escape] key

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

#### 19. [OK] key

Press to set a selected item or entered numeric value.

#### 20. Number keys

Press to enter numeric values.

#### 21. [Start] key

Press to start copying, printing, or scanning.

#### 22. [Clear/Stop] key

• Clear:

Clears an entered numeric value.

Stop

Stops a job in progress, such as scanning or printing.

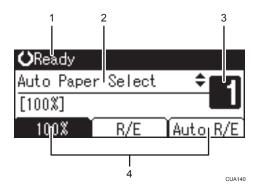
## Display

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



• The copy display is set as the default screen when the machine is turned on.

#### Initial copy display



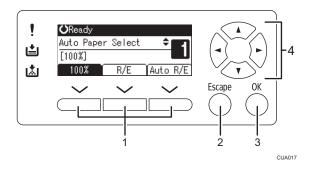
- 1. Operational status or messages
- 2. Messages and the selected tray appear here. Currently selected items appear in brackets.
- 3. Number of copies set.
- 4. Reduce/Enlarge ratio function for non-fixed ratios.

#### Reading the Display and Using Keys

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



• The copy display is set as the default screen when the machine is turned on.



#### 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  $[ \blacktriangle ]$ ,  $[ \blacktriangledown ]$ , or  $[ \blacktriangledown ]$  key appears in this manual, press the scroll key of the same direction.

## **Turning On the Power**

This machine has two power switches.

#### 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.

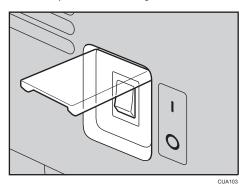


 This machine automatically turns the panel off or turns itself off if you do not use it for a while. See General Settings Guide.

#### 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.

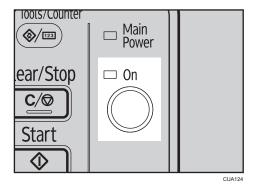


 Do not turn off the main power switch immediately after turning it on. Doing so may result in damage to the memory, leading to malfunctions.

## Turning On the Power

1. Press the operation switch.

The On indicator goes on.



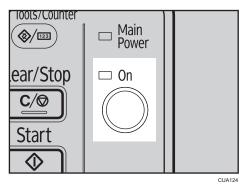


• If the power does not come on when the operation switch is pressed, check the main power switch is on. If it is off, turn it on.

## Turning Off the Power

1. Press the operation switch.

The On indicator goes off.





- Even if you press the operation switch, the indicator does not go out, but blinks in the following cases:
  - · During communication with external equipment.

## **Turning Off the Main Power**



• 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".



- You can change the Auto Off time. See "Timer Settings", General Settings Guide.
- 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
  - When the printer or other functions are active
  - When operations are suspended during printing
  - When the Data In indicator is on or blinking

## 1. 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:	40-128 g/m <sup>2</sup>
	Two-sided originals:	52-105 g/m <sup>2</sup> 11" × 17"□: 64-105 g/m <sup>2</sup>

#### Inch version

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



• 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 29 "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



• 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	A4D	B5 JIS *1 <b>□</b> -	B5 JIS *1 <b>_</b>	A5Ū	11"× 17"□	8 <sup>1</sup> / <sub>2</sub> " × 13"	8 <sup>1</sup> / <sub>2</sub> " × 11"
Exposure glass	0	0	0	×	0	×	×	0	×
ADF	0	0	0	0	0	0	0	0	0

O: Detectable size ×: Undetectable size

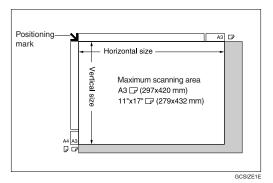
\* 1 JIS: Japanese Industrial Standard

#### Inch version

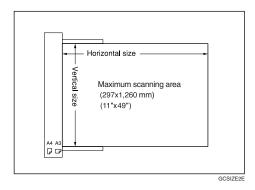
Original location	]]"× ] <i>7</i> "□	10"× 14"□	8 <sup>1</sup> / <sub>2</sub> "× 14"□	8 <sup>1</sup> / <sub>2</sub> "× 11"DD	7 <sup>1</sup> / <sub>4</sub> " × 10 <sup>1</sup> / <sub>2</sub> "	5 <sup>1</sup> / <sub>2</sub> "× 8 <sup>1</sup> / <sub>2</sub> "D	A3 <b>□</b>	A4DD
Exposure glass	0	×	0	0	×	×	×	×
ADF	0	0	0	0	0	0	0	0

O: Detectable size ×: Undetectable size

#### **Exposure glass**



#### **ADF**



**U**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 37 "Placing custom size originals" or page 39
"Placing custom size originals".

#### Sizes difficult to detect

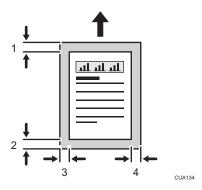
It is difficult for the machine to detect the sizes of the following originals, so select the paper size manually.

- 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



- 1. Leading edge: 3 ± 2 mm (0.12" ± 0.08")
- 2. Trailing edge:  $3 \pm 2$  mm (0.12"  $\pm$  0.08") (4.2  $\pm$  2 mm (0.17"  $\pm$  0.08") for even pages when using the duplex function.)
- 3. Left edge:  $2 \pm 1.5 \text{ mm} (0.08" \pm 0.06")$
- 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").

7

## **Placing Originals**



• 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 29 "Originals".

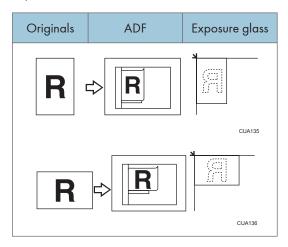
#### **Original Orientation**

You can set the original orientation in the following ways.

This function is useful for copying torn or large originals.



• 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.

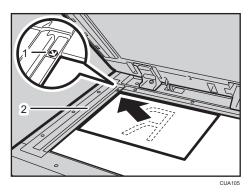


 Do not lift the exposure glass cover or ADF forcefully. If you do, the ADF cover might open or be damaged.





- 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.



- 1. Positioning mark
- 2. Left scale



- Start with the first page to be copied.
- 3. Lower the exposure glass cover or ADF.



 For details about how to specify the size of the originals, see page 35 "Specifying the Original Size When a Paper Tray is Selected" or page 38 "Specifying the Original Size When the Bypass Tray is Selected".

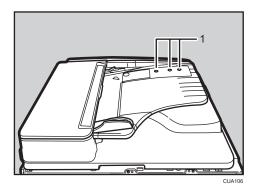
## **Placing Originals in the ADF**

Settings should be made in the following situations:



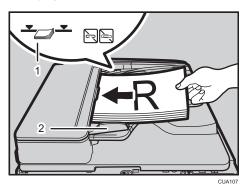
- Do not stack originals over the limit mark on the side fence of the ADF.
- The last page should be on the bottom.
- Do not cover the sensors with your hands, or place objects on them. Doing so could cause the size
  to be detected incorrectly, or the paper misfeed error message to appear. Also, do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



- 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 35 "Specifying the Original Size When a Paper Tray is Selected" or page 38 "Specifying the Original Size When the Bypass Tray is Selected".

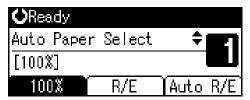
# Specifying the Original Size When a Paper Tray is Selected

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

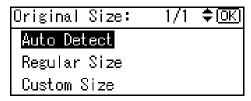
## Placing regular size originals

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.

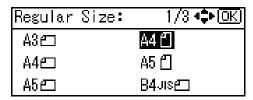


2. Select [Regular Size] using the [▲] or [▼] key, and then press the [OK] key.



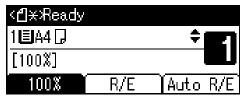


- When [Auto Detect] is selected, the size of the placed original will be detected automatically.
- 3. Select the paper size using the scroll keys, and then press the [OK] key.



The "Programmed" message appears.

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





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

П

#### 1

## Placing custom size originals

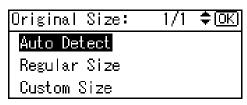
When placing custom size originals on the exposure glass or in the ADF, specify the size of the originals using the number keys.



- 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.

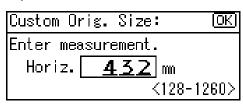


2. Select [Custom Size] using the [▲] or [▼] key, and then press the [OK] key.





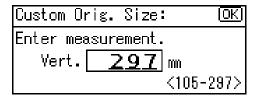
- When [Auto Detect] is selected, the size of the placed original will be detected automatically.
- 3. Enter the horizontal size of the original using the number keys, and then press the [OK] key.





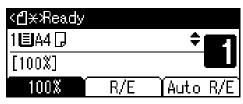
• If you make a mistake, press the [Clear/Stop] key, and then enter the value again.

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, \*\*\*\* appears on the top of copy display.





• 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.

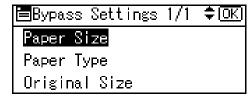
#### Placing regular size originals

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.

Select [Byp.] using the [▲] or [▼] key, and then press the [#] key.



2. Select [Original Size] using the  $[ ^{\blacktriangle} ]$  or  $[ ^{\blacktriangledown} ]$  key, and then press the [OK] key.

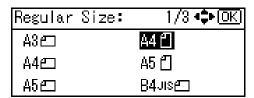


3. Select [Regular Size] using the [▲] or [▼] key, and then press the [OK] key.





- 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, \*\*\*C±\*\*Ready\*\* appears on the top of copy display.





• 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.

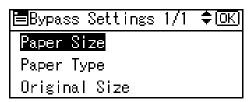


 Originals that have a vertical length of 105–297 mm (4.2"–11.6") and a horizontal length of 128–1,260 mm (5.1"–49.6") can be specified. 1

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



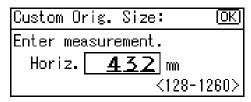
2. Select [Original Size] using the [▲] or [▼] key, and then press the [OK] key.



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

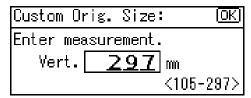


4. Enter the horizontal size of the original (Horiz.) with the number keys, and then press the [OK] key.





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



The "Programmed" message appears.

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





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

# 2. Copying

# **Basic Procedure**

 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.



- For user codes, see "Administrator Tools", General Settings Guide.
- 2. Make sure "OReady" appears on the display.

## Initial copy display

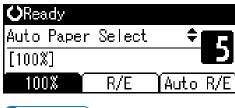


If any other function is displayed, press the [Copy] key.

3. Make sure no previous settings remain.



- When there are previous settings remaining, press the [Reset] key.
- 4. Place your originals.
  - Reference
    - page 33 "Placing Originals"
- 5. Make the necessary settings.
  - Reference
    - See the explanations for each function.
- 6. Enter the number of copies using the number keys.





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

## 7. Press the [Start] key.

Copying starts.



• 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.

#### 2

# 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.



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



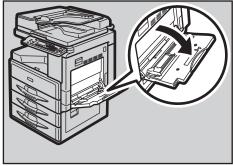
• If you do not use standard size copy paper, or if you use special paper, you should enter its vertical and horizontal dimensions. The sizes you can enter are as follows:

Metric version	<ul><li>Vertical: 90–297 mm</li><li>Horizontal: 148–600 mm</li></ul>
Inch version	<ul> <li>Vertical: 3.55"-11.69"</li> <li>Horizontal: 5.83"-23.62"</li> </ul>

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

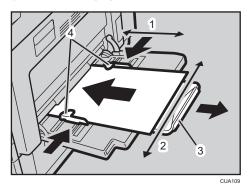
Metric version	A3C, B4 JISC, A4CC, B5 JISCC, A5CC, B6 JISC
Inch version	

- 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.



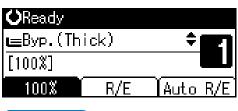
CUA108

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



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

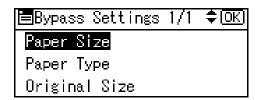
The bypass tray is selected on the display.



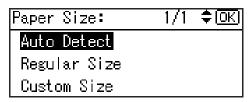
- **U** Note
  - If the guides are not flush against the copy paper, images might be skewed or paper misfeeds might occur.
  - Load only as much paper as can be held between the guides on the bypass tray.
     Overloading the bypass tray can result in misfeeds and skewed images.
  - Pull the extender out to support paper sizes larger than A4 $\square$ , 8 $^1/_2$ " × 11" $\square$ .
  - 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.

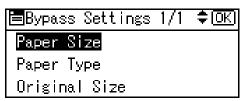
Regular Size:	1/5 <b>♣</b> • <u>OK</u> )
A3 □∂	A4 🖫
A4□₽	A5 🖵
A5 □ -	B4uis⊟a

The "Programmed" message appears.

#### When copying onto custom size paper



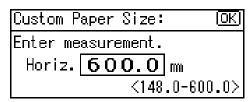
- You should specify the size of copy paper to avoid paper misfeeds.
- 1. Select [Paper Size] using the  $[^{\blacktriangle}]$  or  $[^{\blacktriangledown}]$  key, and then press the [OK] key.



2. Select [Custom Size] using the  $[ \blacktriangle ]$  or  $[ \blacktriangledown ]$  key, and then press the [ OK ] key.

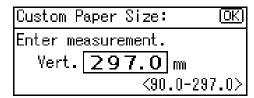


3. Enter the horizontal size of the original using the number keys, and then press the [OK] key.





- 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.



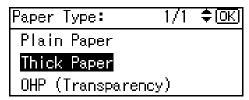
The "Programmed" message appears.

### When copying onto special paper

1. Select [Paper Type] using the  $[ ^{\blacktriangle} ]$  or  $[ ^{\blacktriangledown} ]$  key, and then press the [ OK ] key.



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



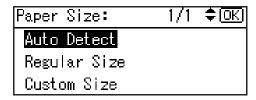
The "Programmed" message appears.

## When copying onto envelopes

1. Select [Paper Size] using the  $[ ^{\blacktriangle} ]$  or  $[ ^{\blacktriangledown} ]$  key, and then press the [OK] key.



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

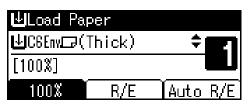


3. Select the envelope size from [C6 Env□], [C5 Env□], or [DL Env□], and then press the [OK] key.

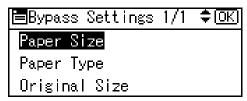


The "Programmed" message appears.

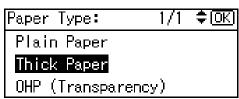
4. Press the [#] key.



5. Select [Paper Type] using the  $[ ^{\blacktriangle} ]$  or  $[ ^{\blacktriangledown} ]$  key, and then press the [OK] key.



6. Select [Thick Paper] using the  $[^{\blacktriangle}]$  or  $[^{\blacktriangledown}]$  key, and then press the [OK] key.



The "Programmed" message appears.

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



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

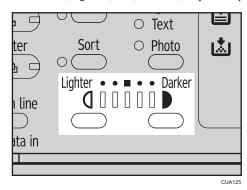
# **Copier Functions**

## **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

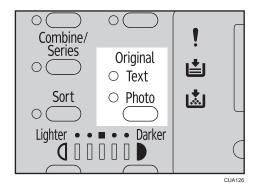
This can reproduce delicate tones of photographs and pictures.

## Reference

• page 91 "Original Type Setting"

2

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





- 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.



• page 31 "Sizes difficult to detect"



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

#### **Auto Paper Select**

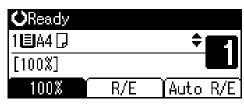
1. Make sure [Auto Paper Select] is selected.



### **Manual Paper Select**

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

The selected tray and the paper size appear.

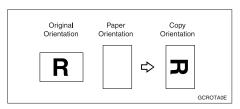




• page 45 "Copying from the Bypass Tray"

## **Rotated copy**

If the orientation in which your original is placed ( $\square$  or  $\square$ ) 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.



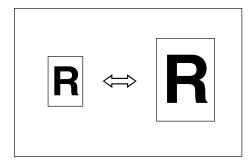


You cannot use the Rotated Copy function when enlarging onto A3, B4 JIS, 11" × 17", 8<sup>1</sup>/<sub>2</sub>" × 13", or 8<sup>1</sup>/<sub>2</sub>" × 14" size paper. To do this, place your original in the □ orientation.

	Original size orientation			Original size orientation	
You cannot rotate:	A4, B5 JIS, or A5D	GCROTA1E	When enlarging to:	B4 JIS, A3	GCROTA2E
However, you can use:	A4, B5 JIS, or A5D	R	When enlarging to:	B4 JIS, A3	R

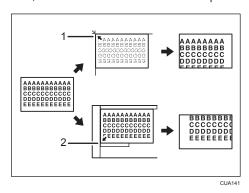
# Preset Reduce/Enlarge

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.



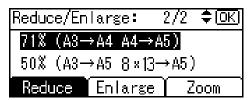
- 1. Base point when placing on the exposure glass.
- 2. Base point when placing in the ADF.

# Reference

- page 93 "Reproduction Ratio"
- page 94 "Preset R/E Priority"
- 1. Press [R/E].



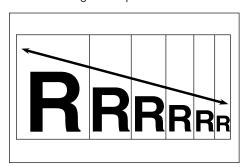
2. Press [Reduce] or [Enlarge].



- 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.

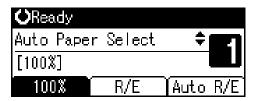
#### Zoom

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

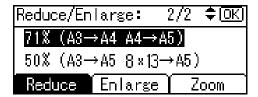




- You can also select a preset ratio close to the desired ratio using [Reduce] or [Enlarge], and then adjust the ratio using the [▲] or [▼] key.
- 1. Press [R/E].



2. Press [Zoom].

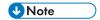


3. Enter the ratio.



## To select the ratio using the scroll keys

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



- 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  $[^{\blacktriangle}]$  or  $[^{\blacktriangledown}]$  key.
- 2. Press the [OK] key.

The "Programmed" message appears.

## To enter the ratio using the number keys

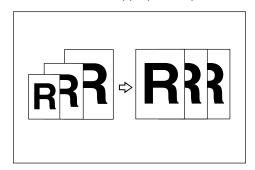
- 1. Enter the desired ratio using the number keys.
- 2. Press the [OK] key.

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.





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

#### Metric version

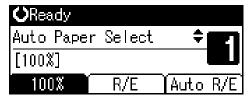
Original location	Original size and orientation
Exposure glass	A3 <sup>-</sup> , B4 JIS <sup>-</sup> , A4 <sup>-</sup> -, B5 JIS <sup>-</sup> , 8 <sup>1</sup> / <sub>2</sub> " × 13"
ADF	A30, B4 JIS0, A400, B5 JIS00, A500, 11" × 17"0, 8 <sup>1</sup> / <sub>2</sub> " × 13"0, 8 <sup>1</sup> / <sub>2</sub> " × 1100

#### Inch version

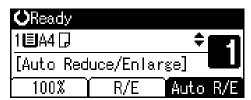
Original location	Original size and orientation
Exposure glass	
ADF	11" × 17" □, 10" × 14" □, 8 <sup>1</sup> / <sub>2</sub> " × 14" □, 8 <sup>1</sup> / <sub>2</sub> " × 11" □ □, 7 <sup>1</sup> / <sub>4</sub> " × 10 <sup>1</sup> / <sub>2</sub> " □, 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> " □ □, A3 □, A4 □ □

## ■ Reference

- page 31 "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

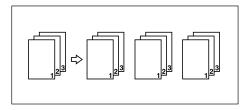
You can scan originals into memory and automatically sort copies.

## ■ Reference

- page 91 "Auto Tray Switching"
- page 94 "Rotate Sort"
- page 94 "Rotate Sort:Auto Continue"

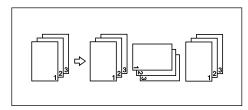
#### Sort

Copies are assembled as sequentially ordered sets.



#### **Rotate Sort**

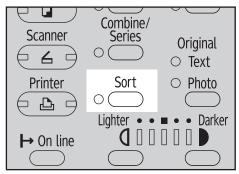
Every other copy set is rotated by 90° DD and delivered to the copy tray.



# **U**Note

- To use the Rotate Sort function, select [On] in [Rotate Sort] under [Copier Features] (User Tools).
   See page 94 "Rotate Sort".
- To use the Rotate Sort function, two paper trays loaded with the same size and type paper, but in different orientation (DD), are required. See "Tray Paper Settings", General Settings Guide.

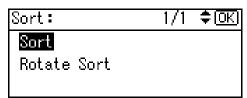
## 1. Press the [Sort] key.



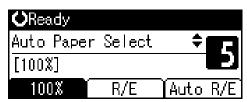
CUA127



- 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.



- 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.



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

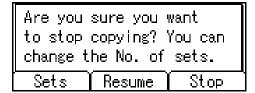
# Changing the number of sets

You can change the number of copy sets during copying.

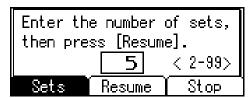


- This function can only be used when the Sort function is selected.
- 1. While "Copying..." is displayed, press the [Clear/Stop] key.

## 2. Press [Sets].



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



Copying starts again.



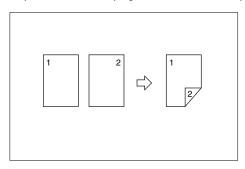
• The number of sets you can enter differs depending on when the [Clear/Stop] key is pressed.

# Duplex

There are two types of duplex:

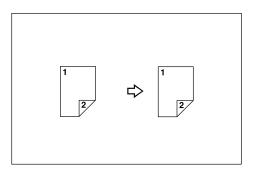
#### 1 Sided → 2 Sided

Copies 2 one-sided pages onto 1 two-sided page.



### 2 Sided → 2 Sided

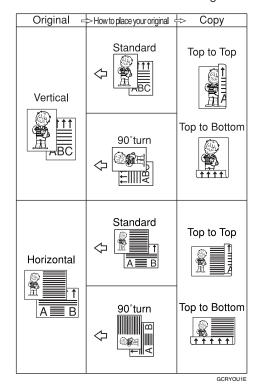
Copies 1 two-sided page onto 1 two-sided page.



## Original orientation and completed copies

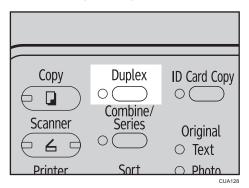
The resulting copy image will differ according to the orientation in which you place the originals (vertical  $\square$  or horizontal  $\square$ ).

The table shows the orientation of images on the front and back of copies, not the orientation of delivery.

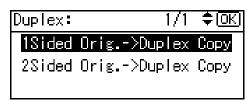


- **U**Note
  - You cannot use the bypass tray with this function.
  - The maximum paper weight that can be used with duplex copying is  $60-90 \text{ g/m}^2$ , 16-24 lb.
  - You can change the margin. See page 94 "Duplex Margin".

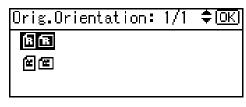
1. Press the [Duplex] key.



Select the setting of original and copy type using the [▲] or [▼] key, and then press the [OK] key.

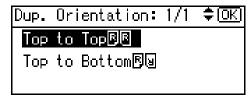


3. Select the orientation using the [▲] or [▼] key, and then press the [OK] key.





- You can select the orientation of originals and copying paper when [Always Specify] is specified for [Orientation] under [Copier Features] (User Tools). See page 92 "Orientation".
   If it was not specified for, proceed to step 5.
- 4. When selecting two-sided copying, select the orientation [Top to Top] or [Top to Bottom] using the [▲] or [▼] key, and then press the [OK] key.





 To change the copy orientation, select the original icon whose orientation is that required. See page 60 "Original orientation and completed copies". The "Programmed" message appears.

5. Place your originals.

## When placing originals on the exposure glass

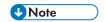
1. Place the original, and then press the [Start] key.



- Start from the first page to be copied.
- 2. Place the next original, and then press the [Start] key.

### When placing a stack of originals in the ADF

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



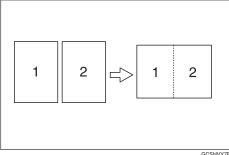
• Place the first page on top.

## **One-Sided Combine**

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

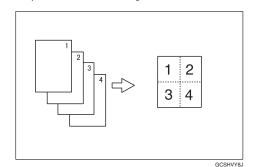
# 1 Sided 2 Pages → Combine 1 Side

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.

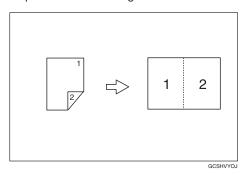


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#### 2

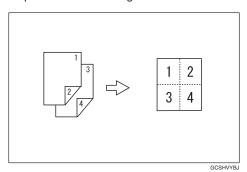
# 2 Sided 1 Page → Combine 1 Side

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



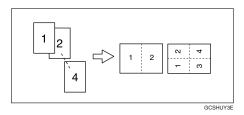
## 2 Sided 2 Pages → Combine 1 Side

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

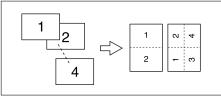


# Orientation of the original and image position of combine

Open to left 🗗 originals



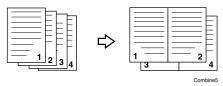
Open to top  $\square$  originals



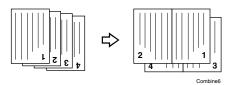
GCSHUY4E

## Placing originals (in the ADF)

· Originals read from left to right

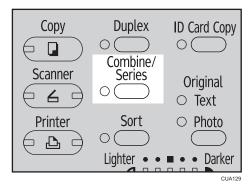


• Originals read from top to bottom

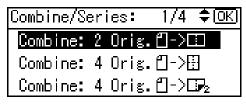




- You cannot use the bypass tray with this function.
- 1. Press the [Combine/Series] key.



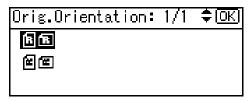
2. Select the combine mode using the  $[ ^{\blacktriangle} ]$  or  $[ ^{\blacktriangledown} ]$  key, and then press the [ OK ] key.



**■** Reference

• page 60 "Original orientation and completed copies"

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

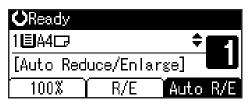




- You can select the orientation of originals and copying paper when [Always Specify] is specified for [Orientation] under [Copier Features] (User Tools). See page 92 "Orientation".
   If it was not specified for, proceed to step 4.
- To change the copy orientation, select the icon which orientation of originals is used.

The "Programmed" message appears.

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



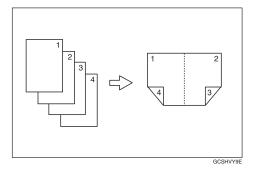
5. Place your originals, and then press the [Start] key.

### Two-Sided Combine

You can combine various pages of originals into one sheet with two sides.

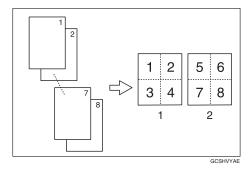
### 1 Sided 4 Pages → Combine 2 Side

Copies 4 one-sided originals onto one sheet with two pages per side.



## 1 Sided 8 Pages → Combine 2 Side

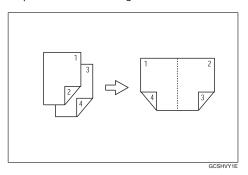
Copies 8 one-sided originals onto one sheet with four pages per side.



- 1. Front
- 2. Back

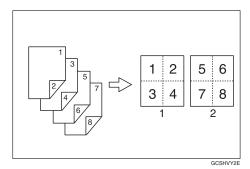
# 2 Sided 4 Pages → Combine 2 Side

Copies 2 two-sided originals onto one sheet with two pages per side.

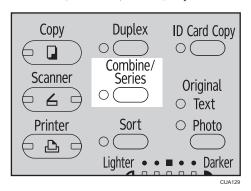


# 2 Sided 8 Pages → Combine 2 Side

Copies 4 two-sided originals onto one sheet with four pages per side.



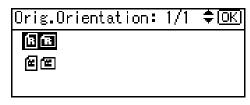
1. Press the [Combine/Series] key.



2. Select the combine mode using the  $[ ^{\blacktriangle} ]$  or  $[ ^{\blacktriangledown} ]$  key, and then press the [ OK ] key.

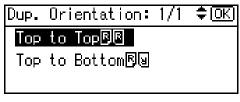


3. Select the orientation using the [▲] or [▼] key, and then press the [OK] key.





- You can select the orientation of originals and two-sided copying paper when [Always Specify] is specified for [Orientation] under [Copier Features] (User Tools). See page 92 "Orientation". If it was not specified for, proceed to step 5.
- Select the orientation [Top to Top] or [Top to Bottom] using the [▲] or [▼] key, and then
  press the [OK] key.

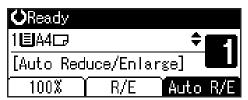




 To change the copy orientation, select the original icon whose orientation is that required. See page 60 "Original orientation and completed copies".

The "Programmed" message appears.

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



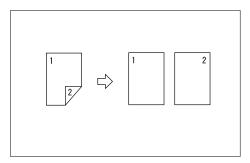
6. Place your originals, and then press the [Start] key.

## **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.

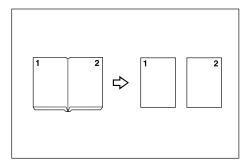
## 2 Sided→1 Sided

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



## Book→1 Sided

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





- 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.

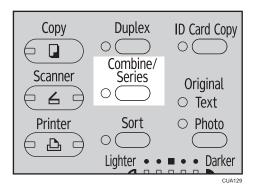
### Metric version

Original	Paper for one-sided copy
A3D	A4D × 2 sheets
B4 JIS□	B5 JISD × 2 sheets
A4D	A5D × 2 sheets

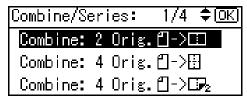
#### Inch version

Original	Paper for one-sided copy
	8 <sup>1</sup> / <sub>2</sub> " × 11"  × 2 sheets
8 <sup>1</sup> / <sub>2</sub> "×11"□	$5^1/2$ " × $8^1/2$ " $\square$ × 2 sheets

1. Press the [Combine/Series] key



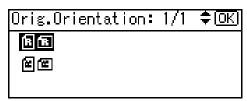
2. Select [Series: Book Orig.] or [Series:2Sided Orig.] using the [▲] or [▼] key, and then press the [OK] key.



**U** 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.





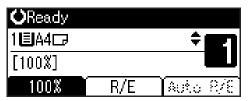
• You can select the orientation of originals when [Always Specify] is specified for [Orientation] under [Copier Features] (User Tools). See page 92 "Orientation".

The "Programmed" message appears.

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



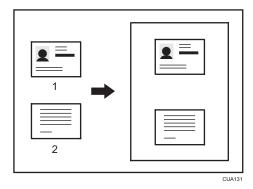
• When you select [Series: Book Orig.], the following display appears.



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

# **ID Card Copy**

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.



- 1. Front
- 2. Back

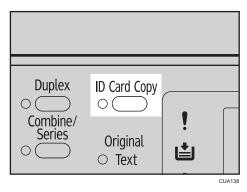


• Duplex function cannot be used with this function.

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 $^1/_2$ " × 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 $^1/_2$ " × 8 $^1/_2$ ") $\square$  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 A4DD or  $8^{1}/_{2}$ " × 11"DD size paper with this function.

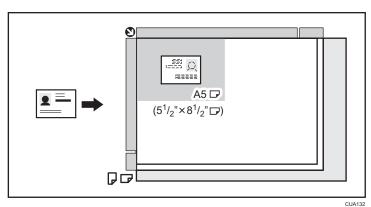
1. Press the [ID Card Copy] key.



- 2. Select the paper tray.
- 3. Place the original front side down on the exposure glass.

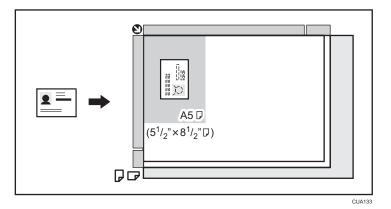
## When copying onto A4 (8 $^{1}/_{2}$ " × 11") $\Box$ size paper

1. Place the original in  $\Box$  orientation and in the center of the A5 (5 $^1/_2$ " × 8 $^1/_2$ ") $\Box$  scan area.



When copying onto A4 (8<sup>1</sup>/<sub>2</sub>" × 11")□ size paper

1. Place the original in  $\square$  orientation and in the center of the A5 (5 $^1/_2$ " × 8 $^1/_2$ ") $\square$  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.



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

## 3. Troubleshooting

# If Your Machine Does Not Operate As You Want

## When a Message Is Displayed

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



• For messages not listed here, see General Settings Guide.

Message	Causes	Solutions
"Cannot detect original size"	Improper original is placed. See page 31 "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.
		Place the original on the exposure glass. See page 33 "Placing Originals on the Exposure Glass".
	Original is not placed.	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 56 "Sort".

Message	Causes	Solutions
"Cannot dup. copy this size."	A paper size not available with the Duplex function has been selected.	For details about a paper size for Duplex, see page 109 "Supplementary Information".
"Max. number of sets is *."	The number of copies exceeds maximum copy quantity.	You can change the maximum copy quantity. See page 93 "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 50 "Adjusting Image Density".
The reverse side of an original image is copied.	Image density is too dark.	Adjust the image density. See page 50 "Adjusting Image Density".
A shadow appears on copies if you use pasted originals.	Image density is too dark.	Adjust the image density. See page 50 "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 105 "Maintaining Your Machine".
Copies are too light.	Image density is too light.	Adjust the image density. See page 50 "Adjusting Image Density".
	A light copy may result when you use damp or rough grain	Use the recommended paper.
	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 85 "Adding Toner".
Parts of the paper are not copied.	The original is not placed correctly.	Place originals correctly. See page 33 "Placing Originals".
	An improper paper size is selected.	Select the proper paper size.

Problem	Causes	Solutions
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 33 "Placing Originals".
A moire pattern is produced on copies.   □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	Your original has a dot pattern image or many lines.	Place the original on the exposure glass at a slight angle.

## If You Cannot Make Copies As You Want

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.	Check the combination of functions and make the settings again.  F Reference  • page 107 "Combination Chart"

#### Edit

Problem	Causes	Solutions
When using the Duplex Margin function, parts of the original image are not copied.	You set a wide erased margin.  There is a lack of margin space on the opposite side of the binding position.	Set a narrower margin with User Tools. You can set the width between 0–50 mm (0"– 2"). See page 94 "Duplex Margin".

#### 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.	When you specify a reproduction ratio using the Manual Paper Select function, make sure the ratio matches your originals and the copy paper.  Note  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.

Problem	Causes	Solutions
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.

## Duplex

Problem	Causes	Solutions
Order of copies is not correct.	You set originals in the incorrect order.	When setting a stack of originals in the ADF, the last page should be on the bottom.
		If you set an original on the exposure glass, start with the first page to be copied.
In Duplex Margin mode, parts of the original image are not copied.	The margin is too wide.	Set a narrower margin with the user tools. See page 94 "Duplex Margin".
When using Duplex, copy is made Top to Top even though Top to Bottom is selected.	You placed the originals in the wrong orientation.	Place the originals in the correct orientation. See page 33 "Original Orientation".

## When Memory Is Full

Messages	Causes	Solutions
"Memory is full. [Print] scanned orig., [Clear] to cancel/clear memory."  [Clear] [Print]  ••• Note	The scanned original exceeds the number of pages that can be stored in memory.	Press [Print] to copy scanned originals and cancel the scanning data. Press [Clear] to cancel the scanning data and not copy.
Copying will stop and this message will be displayed when the memory is full.		

Messages	Causes	Solutions
"Memory is full. Cannot scan."	Memory reached capacity.	Reduce the number of originals, and then try print or copy again.
"Reset * orig., then press [Resume] to scan and copy the remaining originals."  [Stop] [Resume]	The machine checks if the remaining originals should be copied, after the scanned original has been printed.	To continue copying, remove all copies, and then press [Resume]. To stop copying, press [Stop].

## **Loading Paper**

### **Precautions for Loading Paper**

## **CAUTION**

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

## 

• Do not stack paper over the limit mark.



- 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 "Recommended Paper Sizes and Types", General Settings Guide.
- 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.

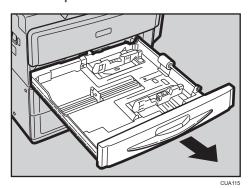
In the following example procedure, paper is loaded into Tray 1.

## 

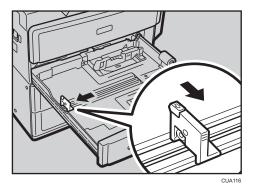
- If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.
- Check the paper edges are aligned at the right side.
- When loading a low number of sheets, be sure not to squeeze the side fences in too tightly. If the
  side fences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

3

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

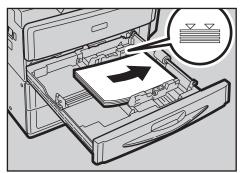


2. While pinching the release lever of the end fence, slide the end fence outward.



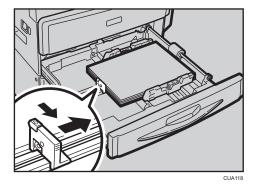
3. Square the paper and load it print side up.

Do not stack paper over the limit mark.



CUA117

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



5. Carefully slide the paper tray fully in.



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

## 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.



• page 95 "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. When printing with the printer function, placing orientation is the same.

#### Original orientation and paper orientation

The meanings of the icons are as follows:

lcon	Meaning
R	Place or load paper scanned or printed side face up.

lcon	Meaning
	Place or load paper scanned or printed side face down.
······	

### • Original orientation

Original orientation	Exposure glass	ADF
Readable orientation		R
Unreadable orientation	• One-sided  • Two-sided*1	*1
	• Iwo-sided	

\* ] 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		
		00

Copy side	Paper trays	Bypass tray
Two-sided	[10	Unavailable

## **Adding Toner**

When disappears, it is time to add toner.

#### **Handling Toner**



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.

## **MARNING**

Do not use a vacuum cleaner to remove spilled toner (including used toner). Absorbed toner
may cause a fire or explosion due to electrical contact flickering inside the vacuum cleaner.
However, it is possible to use a vacuum cleaner that is explosion-proof and dust ignition-proof. If
toner is spilled on the floor, remove the spilled toner slowly using a wet cloth, so that the toner is
not scattered.

## **ACAUTION**

• 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.

## **ACAUTION**

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

## **ACAUTION**

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

## **ACAUTION**

• 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.

## **ACAUTION**

 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.

## 

- 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.



• 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:

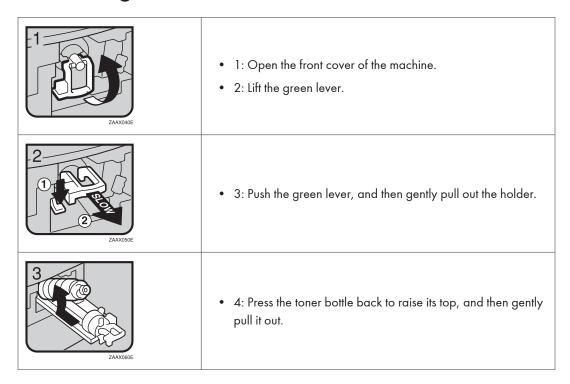
- Store toner containers in a cool, dry place free from direct sunlight.
- Store on a flat surface.

#### **Used Toner**



• Toner cannot be re-used.

## **Removing Toner**



## **Inserting Toner**

1 05~6  ZAAXOTOE	<ul> <li>1: Hold the new bottle horizontally and shake it from side to side five or six times.</li> <li>2: Remove the black cap.</li> <li>Note</li> <li>Do not remove the black cap before shaking.</li> <li>Do not remove the inner cap.</li> </ul>
2 2 2 ZAAX080E	3: Put the toner bottle on the holder, and then pull its top forward.
ZAAXOBOE	• 4: Push in the green lever until it clicks.
ZAAX100E	<ul><li>5: Press down the green lever.</li><li>6: Close the machine's front cover.</li></ul>

3

## 4. User Tools (Copier Features)

## **Accessing User Tools (Copier Features)**

This section is for administrators in charge of this machine.

Administrators can change or make default settings.



- Be sure to quit User Tools and return to the initial copy display when all settings are complete. This section describes system settings for the copier function.
- Selected settings are highlighted.
- Any changes made with User Tools remain in effect even if the main power switch or operation switch is turned off, or the [Reset] key is pressed.

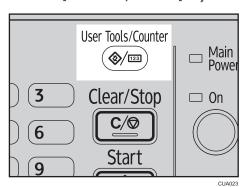
## Reference

• For details, see "User Tools (System Settings)", General Settings Guide.

## **Changing Default Settings**

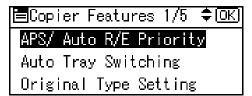


- If an administrator code is set, the administrator code input display appears before you can change the default settings. For details about access codes, see "Administrator Tools", General Settings Guide.
- 1. Press the [User Tools/Counter] key.

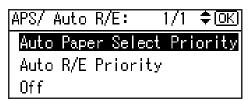




3. Select the menu using the [▲] or [▼] key, and then press the [OK] key.



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



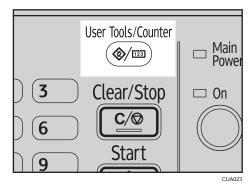
The "Programmed" message appears.



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

## **Quitting User Tools**

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



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

4

## Settings You Can Change with User Tools

#### 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].



• 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.



- 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)



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

## **Duplex Mode Priority**

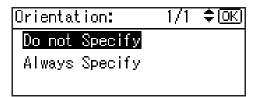
You can select the type of Duplex function effective when the machine is turned on, reset, or modes are cleared.



• Default: 1 Sided → 1 Sided

#### Orientation

You can select the original orientation when using the Combine/Series, or two-sided originals to one-sided Duplex function.





- · 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.



• 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.



• 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.



- 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.



• Default:

• Metric version: 71%

• Inch version: 65%

### **Duplex Margin**

You can specify left margin on the back side of copies, and top margin on the front side. Select [Top Margin] or [Left Margin], and then set the required value.

• Top Margin: 0-50 mm, 0"-2"

• Left Margin: 0-50 mm, 0"-2"



• Default:

• Metric version: 5 mm

• Inch version: 0.2 inch

#### **Rotate Sort**

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

When you select [On], you can select [Rotate Sort]. See page 56 "Sort".

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



• Default: Off

• When using Type 1 or 3 without the optional tray, you cannot use this setting.

#### 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.

**U**Note

• Default: Off

4

• When using Type 1 or 3 without the optional tray, you cannot use this setting.

## Letterhead Setting

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



- Default: Off
- Orientation-fixed (top to bottom) or two-sided 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 82 "Orientation-Fixed Paper or Two-Sided Paper".

## 5. 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.

## **<b>∴** WARNING

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

## **ACAUTION**

 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.

## Mportant (

- 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 26 "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 or printing. Make sure all copying or printing 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 or printing. If you do, misfeeds might occur.
- Do not move the machine during copying or printing.
- 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

## **<b>∴** 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 m<sup>3</sup>/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.

## **ACAUTION**

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.

## **ACAUTION**

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.

## **ACAUTION**

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.

### Mportant (

- Be careful when moving the machine. Take the following precautions:
  - Turn off the main power. See page 26 "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**

## **MARNING**

• 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.

## **<b>∴** WARNING

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

## **MARNING**

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

## **<b>MARNING**

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

## **MARNING**

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.

### **MARNING**

• 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.

## **<b>⚠** 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.

## **MARNING**

- 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.

### **ACAUTION**

• 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**

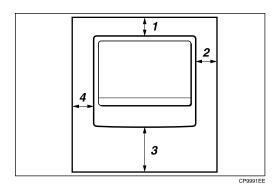
Be sure to disconnect the plug from the wall outlet and clean the prongs and the area around
the prongs at least once a year. Allowing dust to build up on the plug constitutes a fire hazard.

### **ACAUTION**

- 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 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



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

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## **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.

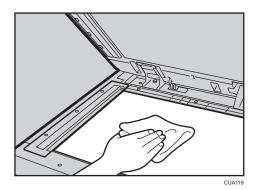
#### Cleaning the machine

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

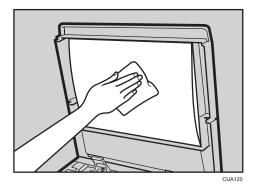


- Do not use chemical cleaner or organic solvents such as thinner or benzene. If such substances get inside the machine or melt plastic parts, a failure might occur.
- Do not clean parts other than those explicitly specified in this manual. Other parts should only be cleaned by your service representative.

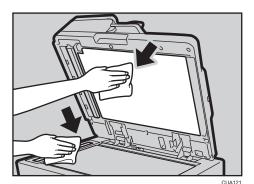
## **Cleaning the Exposure Glass**



## Cleaning the Exposure Glass Cover



## Cleaning the ADF



5

# 6. Specifications

## **Combination Chart**

The combination chart below shows which functions can be used together. When you read the chart, see the following table:

0	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.

		Г																	$\neg$
\						_		F	uncti	on se	electe	d aft	er	_	_				$\dashv$
		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	1 Sided → 2 Sided	2 Sided → 2 Sided	Sort	Rotate Sort
	Auto Paper Select		X	X	•	0	0	0	•	0	0	•	•	•	0	0	0	0	0
	Custom Size Originals	X			0	0	0	0	0	0	0	0	0	0	*1	0	*1	0	0
	Regular Size Originals	X			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
to.	Bypass Tray		0	0		0	0	0	*3	0	0	*3	*3	*3	0	*3	*3	*2	X
	Manual Image Density	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0
	Text Originals	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0
	Photo Originals	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0
ed fire	Auto Reduce/Enlarge	X	0	0	*3	0	0	0					*4		0	0	0	0	0
electe	Preset Reduce/Enlarge	0	0	0	0	0	0	0					0	0	0	0	0	0	0
Function Selected first	Zoom	0	0	0	0	0	0	0						0	0	0	0	0	
	ID Card Copy	X	0	0	*3	0	0	0	X	0	0							0	0
	Combine	X	0	0	*3	0	0	0	0	0	0							0	
	Book → 1 Sided	X	0	0	*3	0	0	0	X	0	0							0	
	2 Sided → 1 Sided	0	*1	0	0	0	0	0	0	0	0							0	0
	1 Sided → 2 Sided	0	0	0	*3	0	0	0	0	0	0							0	0
	2 Sided → 2 Sided	0	*1	0	*3	0	0	0	0	0	0							0	0
	Sort	0	0	0	*2	0	0	0	0	0	0	0	0	0	0	0	0		
	Rotate Sort	0	0	0	X	0	0	0	0	0	0	0	0	0	0	0	0		

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<sup>\*1</sup> 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 untill you cancel one function.
\*4 Auto Reduce/Enlarge can be set to [ON] by selecting the Combine function.

#### 6

## **Supplementary Information**

#### **Bypass Tray Copy**

• The following paper sizes can be selected as standard sizes:

A3D, A4DD, A5DD, B4 JISD, B5 JISDD, B6 JISD, 
$$11" \times 17"D$$
,  $8^{1}/_{2}" \times 14"D$ ,  $8^{1}/_{2}" \times 11"DD$ ,  $5^{1}/_{2}" \times 8^{1}/_{2}"D$ ,  $7^{1}/_{4}" \times 10^{1}/_{2}"DD$ ,  $8" \times 13"D$ ,  $8^{1}/_{2}" \times 13"D$ ,  $8^{1}/_{4}" \times 13"D$ ,  $8KD$ ,  $16KDD$ ,  $4^{1}/_{8}" \times 9^{1}/_{2}"D$ ,  $3^{7}/_{8}" \times 7^{1}/_{2}"D$ , C5 EnvD, C6 EnvD, DL EnvD

 When the beeper is turned off, it will not sound if you insert paper into the bypass tray. See General Settings Guide.

#### 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

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	ľ	ρ		4	١

Ratio (%)	Original → Copy paper size
200 (enlarge area by 4)	$5^{1}/_{2}" \times 8^{1}/_{2}" \rightarrow 11" \times 17"$
155 (enlarge area by 2)	$5^{1}/_{2}$ " × $8^{1}/_{2}$ " $\rightarrow$ $8^{1}/_{2}$ " × 14"
129	$8^{1}/_{2}" \times 11" \rightarrow 11" \times 17"$
121	$8^{1}/_{2}" \times 14" \rightarrow 11" \times 17"$
93	_
85	$8^{1}/_{2}" \times 13" \rightarrow 8^{1}/_{2}" \times 11"$
78	$8^{1}/_{2}" \times 14" \rightarrow 8^{1}/_{2}" \times 11"$
73	$11" \times 15" \rightarrow 8^{1}/2" \times 11"$
65	$11" \times 17" \rightarrow 8^{1}/2" \times 11"$
50 (reduce area by $^1/_4$ )	$11" \times 17" \rightarrow 5^{1}/_{2}" \times 8^{1}/_{2}"$

#### 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 $\square\square$ , B5 JIS  $\square\square$ , A5 $\square\square$ , 8 $^1/_2$ " × 11" $\square\square$ ,  $7^1/_4$ " × 10 $^1/_2$ " $\square\square$ ,  $5^1/_2$ " × 8 $^1/_2$ " $\square\square$ , and 16K $\square\square$ .

#### **Duplex**

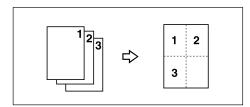
- You cannot use the following copy paper with this function:
  - Paper smaller than  $5^1/2$ " ×  $8^1/2$ "  $\square$ .
  - Paper thicker than 90 g/m<sup>2</sup>, 24 lb.
  - Paper thinner than 60 g/m<sup>2</sup>, 16 lb.
  - Translucent paper
  - OHP transparencies
  - Label paper (adhesive labels)
  - Postcards
- When an odd number of originals is placed in the ADF, the back of the last page of copied paper is blank.
- During copying, the image is shifted to allow for the binding margin.

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• The following paper sizes can be duplexed: A3D, B4 JISD, A4DD, B5 JISDD, A5DD, 11"  $\times$  17"D,  $8^1/_2$ "  $\times$  14"D,  $8^1/_2$ "  $\times$  11"DD,  $7^1/_4$ "  $\times$  10 $^1/_2$ "DD,  $8^1$   $\times$  13"D,  $8^1/_2$ "  $\times$  13"D,  $8^1/_4$ "  $\times$  13"D,  $8^1/_4$ "  $\times$  14"D, 8KD, 16KDD

#### **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.



#### **Duplex Margin**

- If you set a binding margin that is too wide, part of the image may not be copied.
- When making copies using the Combine function, the binding margin is added to the copies when combining is finished.

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

means POWER ON.
O means POWER OFF.
U means STAND BY.

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