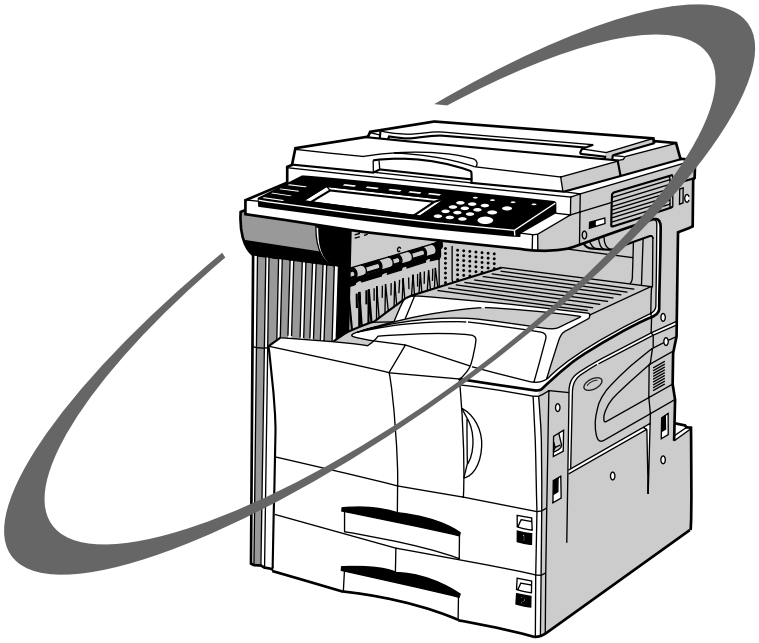
KYOCERA mita

Operation Guide



KM-3035
KM-4035
KM-5035

* The above illustration includes the optional original cover.

Please read the Operation Guide before using the copier
Keep it close to the copier for easy reference

In areas of the GEEA, the available settings for engaging the auto sleep function are 1 minute, 5 minutes, 15 minutes, 30 minutes, 45 minutes, 60 minutes, 90 minutes and 120 minutes, and the available settings for engaging the auto low power function are 1 minute, 5 minutes, 15 minutes, 30 minutes, 45 minutes, 60 minutes, 90 minutes and 120 minutes.

<IMPORTANT>
The instructions contained herein are based on the 30 cpm (copies-per-minute) KM-3035 copier, the 40 cpm KM-4035 copier and the 50 cpm KM-5035 copier.

NOTE:
This Operation Guide contains information that corresponds to using both the inch and metric versions of this copier. Within the text we have generally indicated messages by listing that for the inch version followed, in brackets, by the corresponding information for the metric version. However, when a message is essentially the same, or when the difference is only one of upper- and lower-case spelling, we have listed the information specifically as it is displayed in the inch version of this machine.

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Introduction to this Operation Guide

The explanations contained in this Operation Guide have been separated into different sections in order to allow even those using a copier for the first time to use this machine efficiently, properly and with relative ease.
A basic introduction to each section can be found below for reference. Refer to the related section when using this copier.

Section 1 IMPORTANT! PLEASE READ FIRST.
This section contains explanations on information that is necessary for you to know prior to using this copier for the first time after purchase.
For example, it contains notes and cautions on installation and operation that should be strictly obeyed in order to ensure its safe and proper operation.

Section 2 NAMES OF PARTS
This section contains explanations on the names and functions of the parts of the copier and its operation panel.

Section 3 PREPARATIONS
This section contains explanations on procedures for loading copy paper.

Section 4 BASIC OPERATION
This section contains explanations on the basic procedures required to make simple copies.

Section 5 OTHER CONVENIENT FUNCTIONS
This section contains explanations on using the various convenient functions of this copier.

Section 6 COPIER MANAGEMENT
This section contains explanations on the procedures for changing the various default settings available for adjusting the copier to fit your copy needs and on the procedures for managing copy us.

Section 7 TROUBLESHOOTING
This section contains explanations on handling problems that may occur during operation of this copier, such as when an error indication appears or if a paper jam occurs.

Section 8 MAINTENANCE AND OPERATION INFORMATION
This section contains explanations on maintaining the copier in proper condition and on replacing the toner container, as well as information on the specifications for this copier.

CONTENTS

Section 1
IMPORTANT! PLEASE READ FIRST. 1-1

⚠ CAUTION LABELS 1-1
⚠ INSTALLATION PRECAUTIONS 1-2
⚠ PRECAUTIONS FOR USE 1-3

Section 2
NAMES OF PARTS 2-1

1. Main body 2-1
2. Operation panel 2-3
3. Touch panel 2-5

Section 3
PREPARATIONS 3-1

1. Loading paper 3-1
   (1) Note when adding paper 3-1
   (2) Loading paper into the drawer[cassette] 3-2
   (3) Loading paper into the multi-bypass tray 3-3

Section 4
BASIC OPERATION 4-1

1. Basic copying procedure 4-1
2. Enlarging/reducing the copy image 4-5
   (1) Auto magnification selection mode 4-5
   (2) Zoom mode 4-6
   (3) Preset zoom mode 4-7
3. Interrupt copying 4-8
4. Job reservation 4-9

Section 5
OTHER CONVENIENT FUNCTIONS 5-1

1. Making 2-sided copies from various types of originals [2-sided copy modes] 5-1
   (1) Making 2-sided copies from a 2-sided original 5-1
   (2) Making 2-sided copies from an open-faced (books, etc.) original 5-1
   (3) Making 2-sided copies from one-sided originals 5-2
2. Copying two-page originals onto separate sheets [Page separation/Split copy modes] 5-4
   (1) Page separation/Split copy from book originals 5-4
   (2) Page separation/Split copy from 2-sided originals 5-4
3. Fitting the image of either two or four originals onto a single copy page [Combine/Merge Copy modes] 5-6
   (1) 2 in 1 5-6
   (2) 4 in 1 5-6
4. Printing page numbers on copies [Print page numbers mode] 5-9
5. Overlaying one image over another [Form overlay mode] 5-13
6. Making booklets from sheet originals [Booklet/Stitching mode] 5-15
7. Making booklets from book originals [Book to Booklet mode] 5-19
8. Automatic sorting of copy sets without the Document Finisher [Sort/Finished mode] 5-22
9. Adding a front and/or back cover to your copy sets [Cover mode] 5-23
10. Making more of the same copies after a copy job is finished [Repeat copy mode] 5-26
    (1) Registering a copy job for repeat copying 5-26
    (2) Printing out with the repeat copy mode 5-27
11. Copying a large volume of originals in one operation [Batch scanning mode] 5-31

Section 6
COPIER MANAGEMENT FUNCTIONS 6-1

1. Copy management mode 6-1
   (1) Copy management procedures 6-2
   (2) Accessing the copy management menu screen 6-3
   (3) Editing copy management information 6-4
   (4) Checking the copy management counts 6-21
   (5) Turning the copy management function ON/OFF 6-25
   (6) Changing the copy management default settings 6-25
   (7) Making copies when copy management is turned ON .. 6-37
2. Default settings 6-38
   (1) Machine default settings 6-38
   (2) Accessing the machine default settings 6-39
   (3) Making machine default settings 6-40
3. Multi-bypass tray paper settings 6-44
   (1) Paper size and type 6-44
   (2) Selecting other standard sizes 6-45
4. Drum refresh 6-47
5. Checking the total counter and printing out the counter report 6-49
6. Hard disk management 6-50
7. Report print out 6-52
8. Changing the language used for messages 6-54

Section 7
TROUBLESHOOTING 7-1

1. If one of the following messages is displayed 7-1
2. If one of these indicators lights or flashes 7-3
3. When paper misfeeds 7-4
   (1) Cautions 7-4
   (2) Removal procedures 7-4
4. If other trouble occurs 7-13

Section 8
MAINTENANCE AND OPERATION INFORMATION 8-1

1. Cleaning the copier 8-1
2. Replacing the toner container and waste toner box 8-3
3. Specifications 8-7
4. Environmental Specifications 8-9

We have determined as a participating company in the International Energy Star Program that this product is compliant with the standards laid out in the International Energy Star Program.

About the International Energy Star Program

International Energy Star Program has as its basic goals the promotion of efficient energy use and the reduction of the environmental pollution that accompanies energy consumption by promoting the manufacture and sale of products that fulfill program standards.

International Energy Star Program standards require that copies come equipped with a “Low Power Mode” where energy consumption is reduced after a certain amount of time elapses since the device was last used, as well as an “Off Mode” where the device automatically turns itself off after there is no activity within a set amount of time. When the copier includes printer and fax functions, the printer and fax must enter a “Low Power Mode” where power consumption is automatically reduced after a certain amount of time elapses since they were last used, and they must also support a “Sleep Mode” where power consumption is reduced to a minimum when there is no activity within a set amount of time.
This product is equipped with the following features as a result of its compliance with International Energy Star Program standards.

● **Low Power Mode**
The device automatically enters “Low Power Mode” when 15 minutes have passed since the device was last used. The amount of time of no activity that must pass before “Low Power Mode” is activated may be lengthened.

● **Off Mode** (Only when using the copier functions of this machine)
The device automatically enters “Off Mode” when 60 minutes have passed since the device was last used. The amount of time of no activity that must pass before “Off Mode” is activated may be lengthened.

● **Sleep Mode** (If the copier has printer and/or facsimile function)
The device automatically enters “Sleep Mode” when 60 minutes have passed since the device was last used. The amount of time of no activity that must pass before “Sleep Mode” is activated may be lengthened.

● **Automatic 2-Sided Copy Function**
The Energy Star Program encourages the use of 2-sided copying which reduces the load on the environment and this device includes 2-sided copying as a standard function. For example, by copying two 1-sided originals onto a single sheet of paper as a 2-sided copy, it is possible to lower the amount of paper used.
For more information see “1. Making 2-sided copies from various types of originals [2-sided copy modes]” on page 5-1.

● **Paper Recycling**
The Energy Star Program encourages the use of environmentally friendly recycled paper. Your sales or service representative can provide information about recommended paper types.

* When you are using the copier functions of this machine, replace all references to the “Sleep Mode” with the “Off Mode”.

Please read this Operation Guide before using the copier. Keep it close to the copier for easy reference.

The sections of this guide and parts of the copier marked with symbols are safety warnings meant to protect the user, other individuals and surrounding objects, and ensure correct and safe usage of the copier. The symbols and their meanings are indicated below.

DANGER: Indicates that serious injury or even death will very possibly result from insufficient attention to or incorrect compliance with the related points.

WARNING: Indicates that serious injury or even death may result from insufficient attention to or incorrect compliance with the related points.

CAUTION: Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

Symbols

The △ symbol indicates that the related section includes safety warnings. Specific points of attention are indicated inside the symbol.

 ..... [General warning]

 ..... [Warning of danger of electrical shock]

 ..... [Warning of high temperature]

The ⃠ symbol indicates that the related section includes information on prohibited actions. Specifics of the prohibited action are indicated inside the symbol.

 ..... [Warning of prohibited action]

 ..... [Disassembly prohibited]

The ● symbol indicates that the related section includes information on actions which must be performed. Specifics of the required action are indicated inside the symbol.

 ..... [Alert of required action]

 ..... [Remove the power plug from the outlet]

 ..... [Always connect the copier to an outlet with a ground connection]

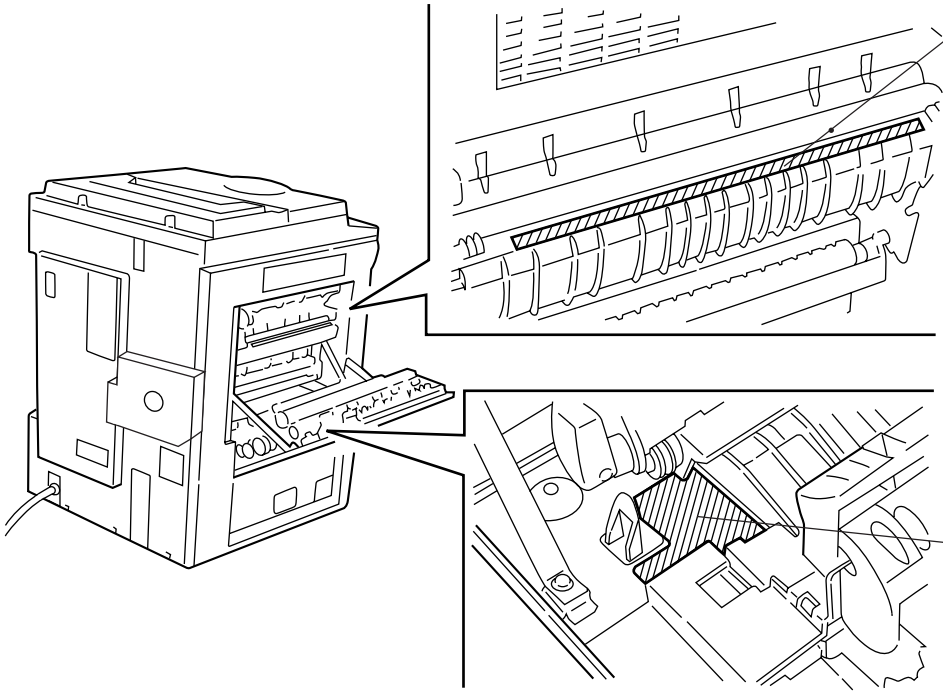
Please contact your service representative to order a replacement if the safety warnings in this Operation Guide are illegible or if the guide itself is missing. (fee required)

Section 1 IMPORTANT! PLEASE READ FIRST.

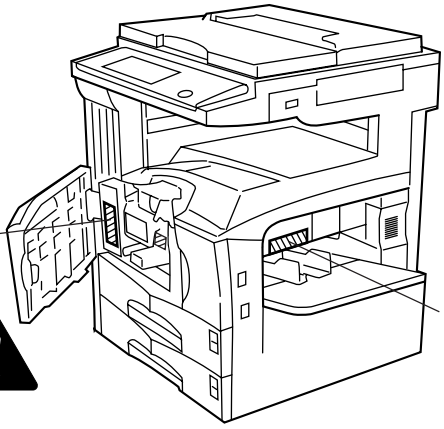
⚠ CAUTION LABELS

Caution labels have been attached to the copier at the following locations for safety purposes.
BE SUFFICIENTLY CAREFUL to avoid fire or electric shock when removing a paper jam or when replacing toner.

Label 1
High temperature inside. Do not touch parts in this area, because there is a danger of getting burned.



Label 4
High temperature inside. Do not touch parts in this area, because there is a danger of getting burned.



Label 2
Do not incinerate toner and toner container. Dangerous sparks may cause burn. .....

Label 3
Moving parts inside. May cause personal injury. Do not touch moving parts. .....

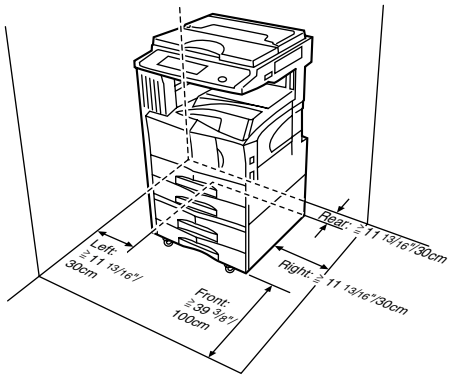
NOTE: DO NOT remove these labels.

INSTALLATION PRECAUTIONS

■ Environment

CAUTION

- Avoid placing the copier on or in locations which are unstable or not level. Such locations may cause the copier to fall down or fall over. This type of situation presents a danger of personal injury or damage to the copier. .....
- Avoid locations with humidity or dust and dirt. If dust or dirt become attached to the power plug, clean the plug to avoid the danger of fire or electrical shock. .....
- Avoid locations near radiators, heaters, or other heat sources, or locations near flammable items, to avoid the danger of fire. .....
- To keep the copier cool and facilitate changing of parts and maintenance, allow access space as shown below. Leave adequate space, especially around the vents, to allow air to be properly ventilated out of the copier. .....



Other precautions

- Adverse environmental conditions may affect the safe operation and performance of the copier. Install in an air-conditioned room (recommended room temperature: around 73.4°F (23°C), humidity: around 50%) and avoid the following locations when selecting a site for the copier.

  · Avoid locations near a window or with exposure to direct sunlight.
  · Avoid locations with vibrations.
  · Avoid locations with drastic temperature fluctuations.
  · Avoid locations with direct exposure to hot or cold air.
  · Avoid poorly ventilated locations.

- Delicate floor material may be damaged if this product is moved after installation.
- During copying, some ozone is released, but the amount does not cause any ill effect to one's health. If, however, the copier is used over a long period of time in a poorly ventilated room or when making an extremely large number of copies, the smell may become unpleasant. To maintain the appropriate environment for copy work, it is suggested that the room be properly ventilated.

■ Power supply/Grounding the copier

WARNING

- DO NOT use a power supply with a voltage other than that specified. Avoid multiple connections in the same outlet. These types of situations present a danger of fire or electrical shock. .....
- Plug the power cord securely into the outlet. If metallic objects come in contact with the prongs on the plug, it may cause a fire or electric shock.
- Always connect the copier to an outlet with a ground connection to avoid the danger of fire or electrical shock in case of an electric short. If an earth connection is not possible, contact your service representative. .....

Other precautions

- Connect the power plug to the closest outlet possible to the copier.
- The power supply cord is used as the main disconnect device. Ensure that the socket/outlet is located/installed near the equipment and is easily accessible.

■ Handling of plastic bags

WARNING

- Keep the plastic bags that are used with the copier away from children. The plastic may cling to their nose and mouth causing suffocation. .....

PRECAUTIONS FOR USE

■ Cautions when using the copier

WARNING

- DO NOT place metallic objects or containers with water (flower vases, flower pots, cups, etc.) on or near the copier. This of situation presents a danger of fire or electrical shock should they fall inside. .....



- DO NOT remove any of the covers from the copier as there is a danger of electrical shock from high voltage parts inside the copier. .....



- DO NOT damage, break or attempt to repair the power cord. DO NOT place heavy objects on the cord, pull it, bend it unnecessarily or cause any other type of damage.
  These types of situations present a danger of fire or electrical shock. .....



- NEVER attempt to repair or disassemble the copier or its parts as there is a danger of fire, electrical shock or damage to the laser. If the laser beam escapes, there is a danger of it causing blindness. .....



- If the copier becomes excessively hot, smoke appears from the copier, there is an odd smell, or any other abnormal situation occurs, there is a danger of fire or electrical shock. Turn the power switch OFF (O) immediately, BE ABSOLUTELY CERTAIN to remove the power plug from the outlet and then contact your service representative. .....



- If anything harmful (paper clips, water, other fluids, etc.) falls into the copier, turn the power switch OFF (O) immediately. Next, BE ABSOLUTELY CERTAIN to remove the power plug from the outlet to avoid the danger of fire or electrical shock. Then contact your service representative. .....



- DO NOT remove or connect the power plug with wet hands, as there is a danger of electrical shock. .....



- ALWAYS contact your service representative for maintenance or repair of internal parts. .....



CAUTION

- DO NOT pull the power cord when removing it from the outlet. If the power cord is pulled, the wires may become broken and there is a danger of fire or electrical shock. (ALWAYS grasp the power plug when removing the power cord from the outlet.) .....



- ALWAYS remove the power plug from the outlet when moving the copier. If the power cord is damaged, there is a danger of fire or electrical shock. .....



- If the copier will not be used for a short period of time (overnight, etc.), turn the power switch OFF (O).
  If it will not be used for an extended period of time (vacations, etc.), remove the power plug from the outlet for safety purposes during the time the copier is not in use. .....



- ALWAYS hold the designated parts only when lifting or moving the copier. .....



- For safety purposes, ALWAYS remove the power plug from the outlet when performing cleaning operations. .....



- If dust accumulates within the copier, there is a danger of fire or other trouble. It is therefore recommended that you consult with your service representative in regard to cleaning of internal parts. This is particularly effective if accomplished prior to seasons of high humidity. Consult with your service representative in regard to the cost of cleaning the internal parts of the copier. .....



Other precautions

- DO NOT place heavy objects on the copier or cause other damage to the copier.
- DO NOT open the front cover, turn off the power switch, or pull out the power plug during copying.
- When lifting or moving the copier, contact your service representative.
- Do not touch electrical parts, such as connectors or printed circuit boards. They could be damaged by static electricity.
- DO NOT attempt to perform any operations not explained in this handbook.
- CAUTION : Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.
- Do not look directly at the light from the scanning lamp as it may cause your eyes to feel tired or painful.

■ Cautions when handling consumables

⚠ CAUTION

- DO NOT attempt to incinerate the toner container or the waste toner box. Dangerous sparks may cause burns. .....
- Keep the toner container and the waste toner box out of the reach of children. .....
- If toner happens to spill from the toner container or the waste toner box, avoid inhalation and ingestion, as well as contact with your eyes and skin. .....
  - · If you do happen to inhale toner, move to a place with fresh air and gargle thoroughly with a large amount of water. If coughing develops, contact a physician.
  - · If you do happen to ingest toner, rinse your mouth out with water and drink 1 or 2 cups of water to dilute the contents of your stomach. If necessary, contact a physician.
  - · If you do happen to get toner in your eyes, flush them thoroughly with water. If there is any remaining tenderness, contact a physician.
  - · If toner does happen to get on your skin, wash with soap and water.
- DO NOT attempt to force open or destroy the toner container or the waste toner box. .....

Other precautions

- After use, ALWAYS dispose of the toner container and the waste toner box in accordance with Federal, State and Local rules and regulations.
- Store all consumables in a cool, dark location.
- If you will not be using the copier for a prolonged period of time, remove all paper from the drawer(s)[cassette(s)] and the multi-bypass tray and seal in its original packaging.

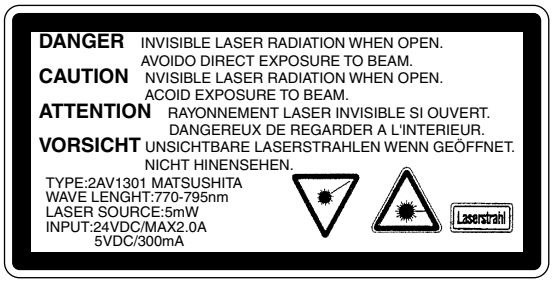
Laser Safety

Laser radiation could be hazardous to the human body. For this reason, laser radiation emitted inside this machine is hermetically sealed within the protective housing and external cover. In the normal operation of the product by user, no radiation can leak from the machine.

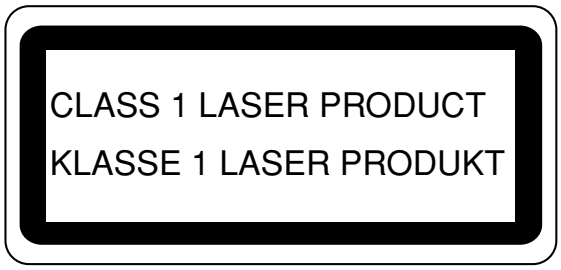
This machine is classified as Class 1 laser product under IEC 825.

CAUTION
Performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This label is attached to the laser scanner unit inside the machine and is not in a user access area.



The labels shown below is attached on the right side of the machine.



CAUTION!

The power plug is the main isolation device! Other switches on the equipment are only functional switches and are not suitable for isolating the equipment from the power source.

VORSICHT!

Der Netzstecker ist die Hauptisoliervorrichtung! Die anderen Schalter auf dem Gerät sind nur Funktionsschalter und können nicht verwendet werden, um den Stromfluß im Gerät zu unterbrechen.

CE

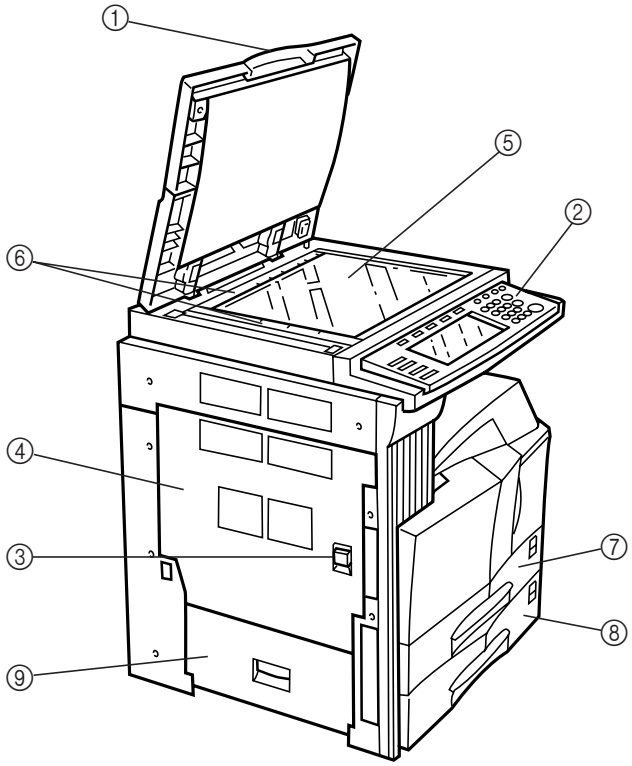
DECLARATION OF CONFORMITY
TO
89/336/EEC, 73/23/EEC and 93/68/EEC

We declare under our sole responsibility that the product to which this declaration relates is in conformity with the following specifications.

Limits and methods of measurement for immunity characteristics of information technology equipment	**EN55024**
Limits and methods of measurement for radio interference characteristics of information technology equipment	**EN55022 Class B**
Limits for harmonic currents emissions for equipment input current ≦ 16A per phase	**EN61000-3-2**
Limitation of voltage fluctuations and flicker in low-voltage supply systems for equipment with rated current ≦ 16A	**EN61000-3-3**
Safety of information technology equipment, including electrical equipment	**EN60950**
Radiation Safety of laser products, equipment classification, requirements and user's guide	**EN60825-1**

Section 2 NAMES OF PARTS

1. Main body



① **Original cover (Option)**
(Open/close to set the original on the platen.)

② **Operation panel**
(Contains the keys and indicators for operating the copier.)

③ **Left cover 1 handle**
(Pull up to open the left cover 1.)

④ **Left cover 1**
(Open when a paper misfeed occurs.)

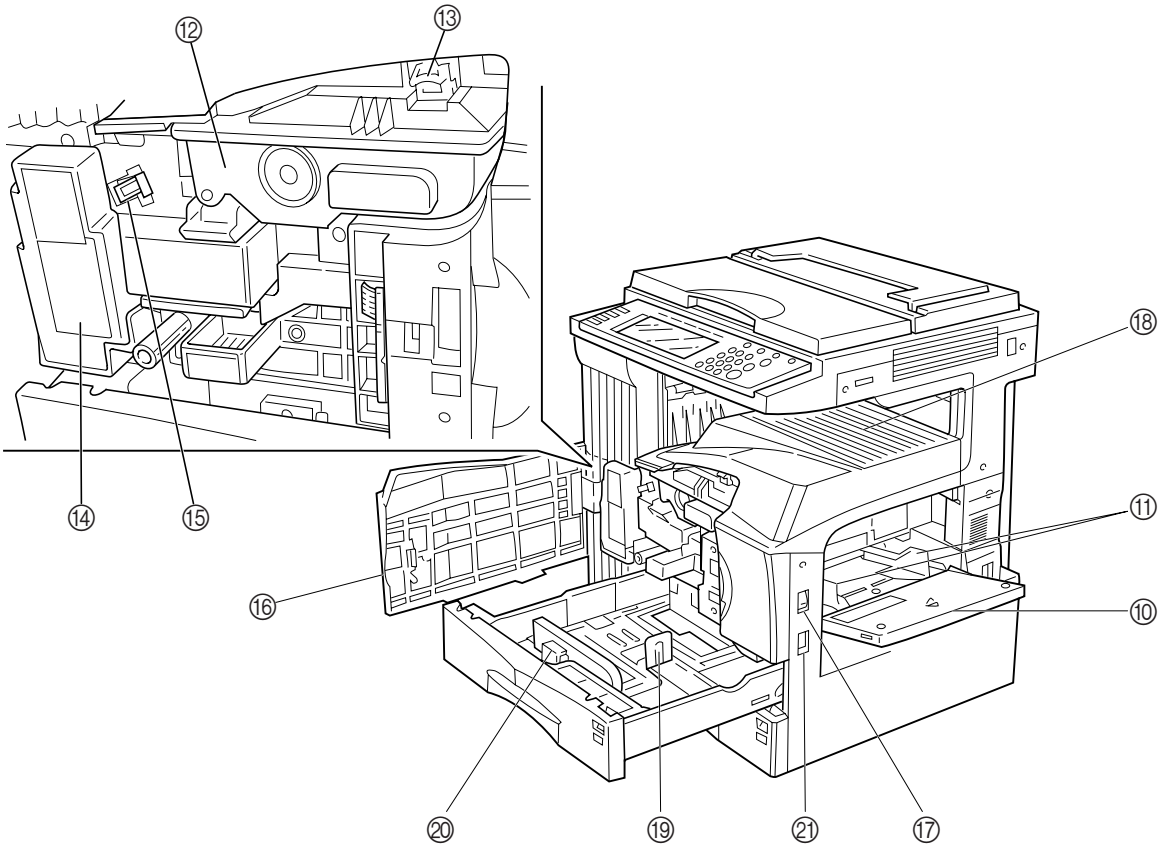
⑤ **Platen**
(Set originals here for copying. Place originals face-down with the edges aligned with the size scales on the left and rear sides of the platen.)

⑥ **Original size scales**
(Be sure to align the original with these when setting the original on the platen.)

⑦ **Drawer[Cassette] 1**
(Holds up to 500 sheets of standard paper [standard paper specified by our company].)

⑧ **Drawer[Cassette] 2**
(Holds up to 500 sheets of standard paper [standard paper specified by our company].)

⑨ **Left cover 2**
(Open when a paper misfeed occurs inside the left cover 2.)



⑩ **Multi-bypass tray**
(Load paper here when copying onto small-size or special paper.)

⑪ **Insert guides**
(Be sure to set the paper width when loading paper on the multi-bypass tray.)

⑫ **Toner container**

⑬ **Toner container release lever**
(Operate to replace the toner container.)

⑭ **Waste toner box**

⑮ **Cleaning shaft**
(Pull and push back in after toner container replacement or when copy images become soiled with toner.)

⑯ **Front cover**
(Open to replace the toner container or waste toner box.)

⑰ **Power switch**
(Turn ON (I) before starting to make copies.)

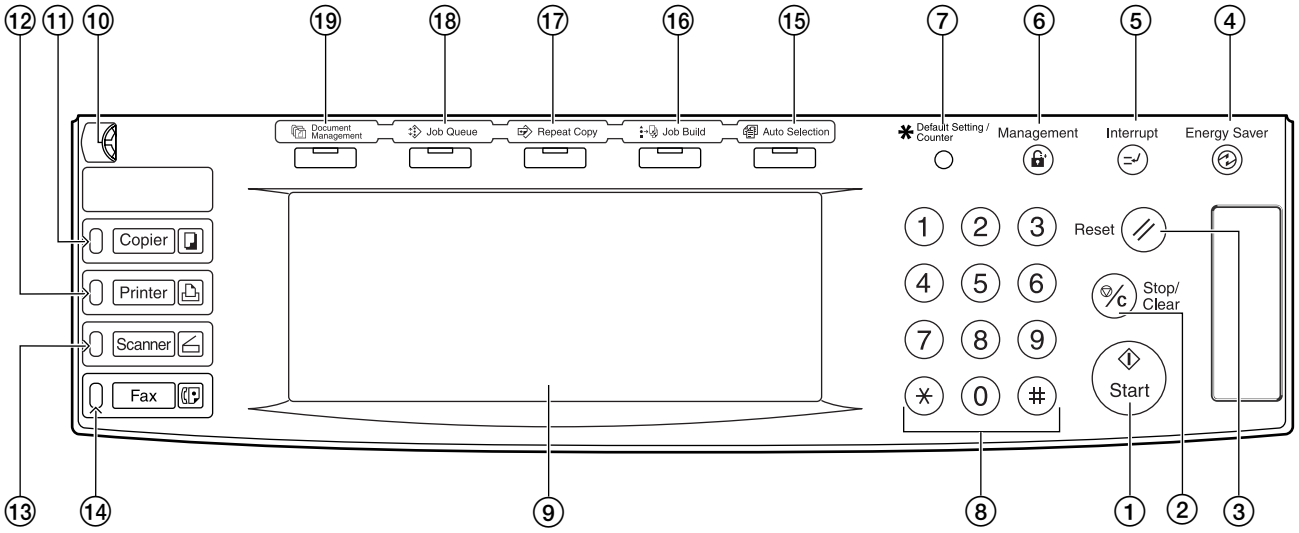
⑱ **Copy store section**
(Copied paper is stored here.)

⑲ **Length adjustment plate**
(Adjust to the length of the paper to be set in the drawer[cassette].)

⑳ **Width adjustment lever**
(Hold the lever and adjust the width guide to the width of the paper to be set in the drawer[cassette].)

㉑ **Handles for transport**
(Become handles when pulled out.)

2. Operation panel



① **[Start] key & indicator lamp**
(Press this key when the lamp in that key is lit green and you want to start copying.)

② **[Stop/Clear] key**
(Press this key when you want to stop copying or change the number of copies to be made.)

③ **[Reset] key**
(Press this key to reset all functions to their initial mode settings. See “Initial mode” on page 2-4.)

④ **[Energy Saver] key & indicator lamp**
(Press this key when you want to turn the energy-saving mode ON. Press the same key again to turn the energy-saving mode OFF.)

⑤ **[Interrupt] key & indicator lamp**
(Press this key to light the lamp in that key when you want to perform interrupt copying. See page 4-8.)

⑥ **[Management] key**
(When copy management is turned ON, press this key after copying in order to return to the department ID-code entry display. See page 6-1.)

⑦ **[Default Setting/Counter] key**
(Press this key when you want to perform default settings as well as those related to copy management, etc.)

⑧ **Keypad**
(Use these keys when you want to set the number of copies to be made or enter other values.)

⑨ **Touch panel**
(This panel displays such information as operation procedures, machine status, and the various function keys.)

⑩ **Brightness adjustment control dial**
(Turn this dial when you want to adjust the brightness of the touch panel.)

⑪ **[Copier] key, lamp & indicator**
(Press this key to light the indicator to the right of the key when you want to use the copier functions of this machine.)

⑫ **[Printer] key, lamp & indicator**
(Press this key when you want to use the optional printer functions of this machine. The indicator to the right of the key will light when the machine is in the printer operation mode. The lamp to the left of the key will either light green or orange, or will flash one of those colors, depending upon the status of the machine. See page 7-3.)

⑬ **[Scanner] key, lamp & indicator**
(Press this key when you want to use the optional scanner functions of this machine. The indicator to the right of the key will light when the machine is in the scanner operation mode. The lamp to the left of the key will either light green or orange, or will flash one of those colors, depending upon the status of the machine. See page 7-3.)

⑭ **[Fax] key, lamp & indicator**
(Press this key when you want to use the optional fax functions of this machine. The indicator to the right of the key will light when the machine is in the fax operation mode. The lamp to the left of the key will either light or flash green, depending upon the status of the machine.)

⑮ **[Auto Selection] key & indicator lamp**
(Press this key to light the lamp in that key when you want to use the auto selection mode. The optional Document Processor must be installed in your copier in order to use this mode.)

⑯ **[Job Build] key & indicator lamp**
(Press this key to light the lamp in that key when you want to use the job build mode.)

⑰ **[Repeat Copy] key & indicator lamp**
(Press this key to light the lamp in that key when you want to use the repeat copy mode. The optional Hard Disk must be installed on this copier in order to use this mode. See page 5-26.)

⑱ **[Job Queue] key & indicator lamp**
(Press this key to light the lamp in that key when you want to use the output management functions of the copier.)

⑲ **[Document Management] key & indicator lamp**
(Press this key to light the lamp in that key when you want to use the document management functions of the copier. The optional Hard Disk must be installed on this copier in order to use this function.)

● **Initial mode (at the end of warm-up or when the [Reset] key is pressed)**

In the default settings prepared at the factory, paper of the same size as the original is selected automatically and the copy magnification ratio is set to “100%” [1:1] (under the auto paper selection mode), the number of copies to be made is set to “1” and the image quality is set to the text+photo mode.

NOTES

- The default settings for the initial mode can be changed using the corresponding “copy default settings” procedure.
- It is possible for you to change the default setting for the copy exposure in the initial mode from the “manual exposure mode” to the “auto exposure mode”.

● **Auto clear function**

Once a designated amount of time has passed after copying stops (between 10 and 270 seconds), the auto clear function will automatically engage and the copier will return to the same settings as those after warm up (initial mode settings). (However, the copy exposure mode and the image quality mode will not change.) Copies can continually be made using the same settings (copy mode, number of copies and exposure mode) if the next batch of copying is started before the auto clear function engages.

● **Automatic drawer[cassette] switching function**

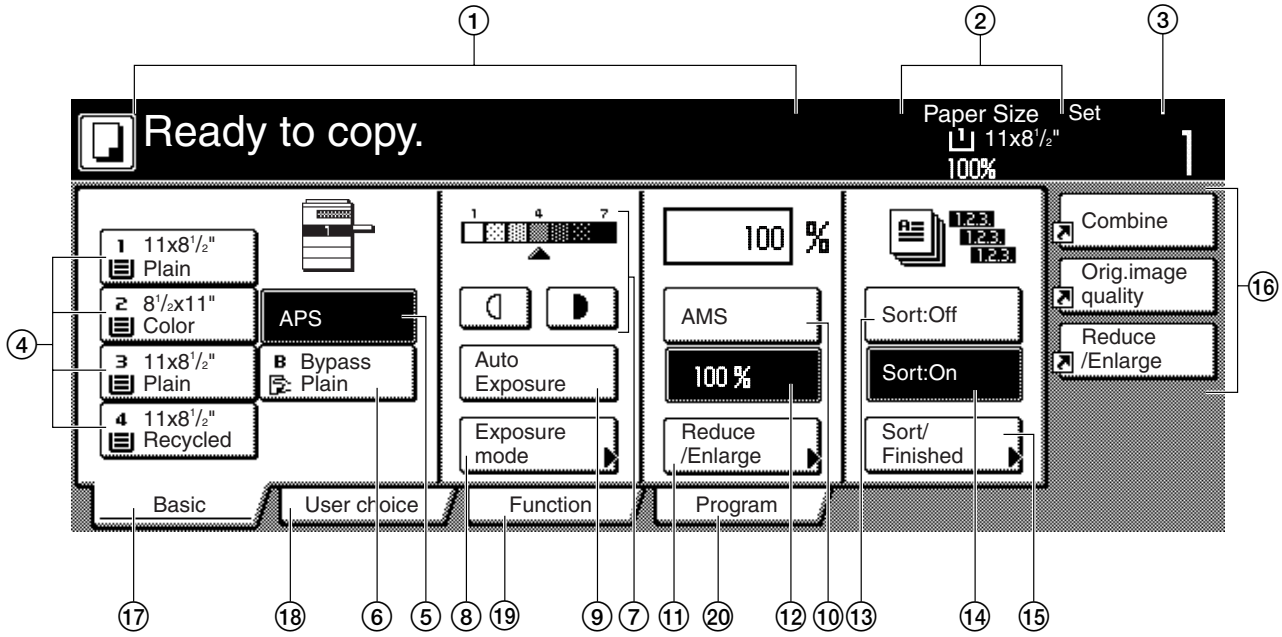
If two drawers[cassettes] contain the same size of paper and the paper in one drawer[cassette] runs out during copying, the automatic drawer[cassette] switching function will switch to paper feed from the other drawer[cassette] that still contains paper.

NOTES

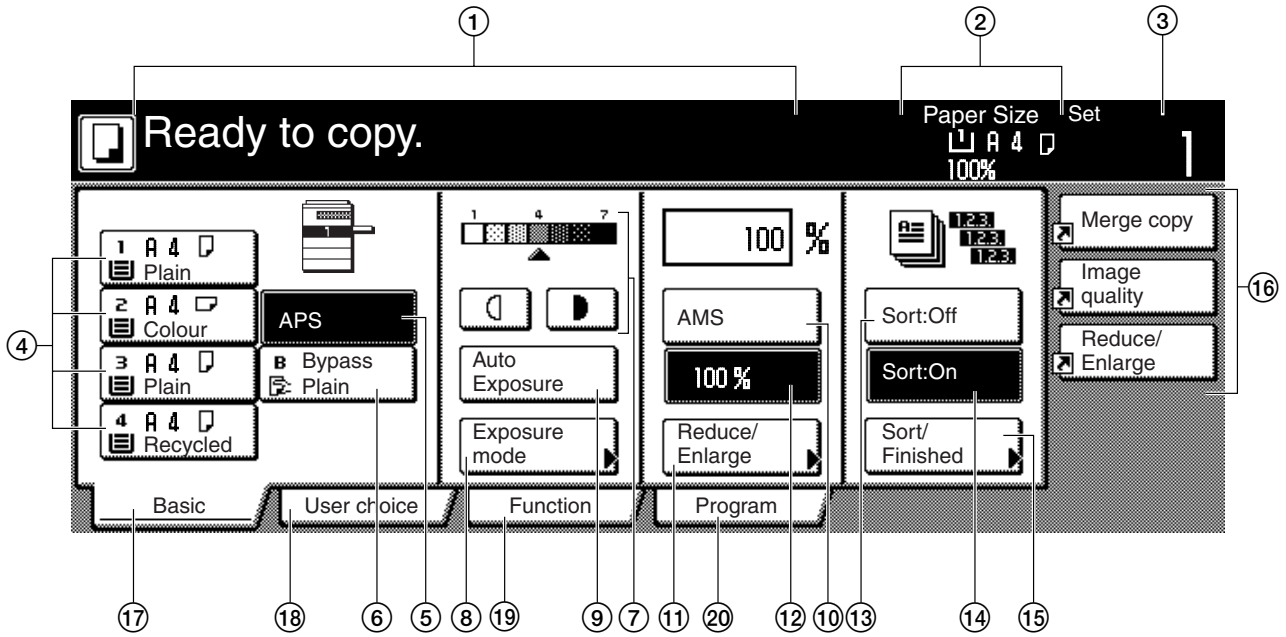
- Paper must be loaded in the same orientation in both drawers[cassettes].
- Only drawers[cassettes] that are loaded with the same type of paper can be used with the automatic drawer[cassette] switching function.

3. Touch panel

Inch specifications



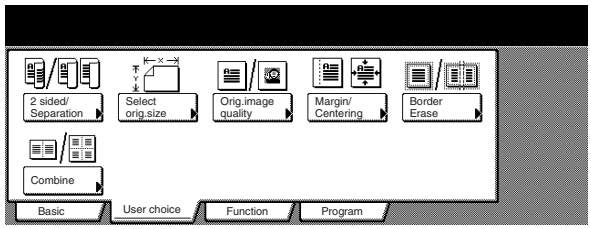
Metric specifications



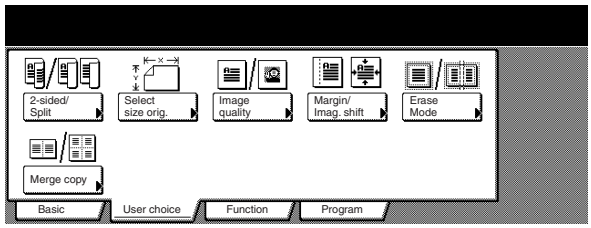
① This area displays messages on the machine's status and on operational procedures.
② This area displays information on the size of paper in the drawer[cassette] and the current copy magnification ratio.
③ This area displays the current number of copies to be made.
④ **Paper size keys (Remaining paper volume icons)**
(Touch these keys when you want to change the currently selected drawer[cassette] in order to change the size of paper that will be used. The drawer[cassette] that holds the currently selected paper size and type of paper will be highlighted. Drawer[Cassette] No.3 and drawer[cassette] No.4 will be displayed when the optional Paper Feeder is installed on your copier.)
⑤ **"APS" key**
(Touch this key until it is highlighted when you want to have the paper size selected automatically. See page 4-2.)
⑥ **"Bypass" key**
(Touch this key when you want to copy onto paper that is set on the multi-bypass tray. The type of paper registered for use on the multi-bypass tray will be indicated in the key.)
⑦ **Copy exposure adjustment keys / Copy exposure scale**
(Touch the appropriate key when you want to manually adjust the copy exposure. The copy exposure scale will indicate the currently selected setting. See page 4-2.)
⑧ **"Exposure mode" key**
(Touch this key when you want to access the "Exposure Mode" screen.)
⑨ **"Auto Exposure" key**
(Touch this key until it is highlighted when you want to select the auto exposure mode. In the auto exposure mode, the contrast of the original will be detected and the most suitable exposure level selected automatically. See page 4-2.)
⑩ **"AMS" key**
(Touch this key until it is highlighted when you want to have the copy magnification ratio selected automatically. See page 4-5.)
⑪ **"Reduce/Enlarge" key**
(Touch this key when you want to manually change the copy magnification ratio. See page 4-6.)
⑫ **"100%" (same size) key**
(Touch this key when you want to copy the original image at its actual size "100%".)
⑬ **"Sort:OFF" key**
(Touch this key when you want to make copies without sorting them.)
⑭ **"Sort:ON" key**
(Touch this key when you want to make copies in the sort mode.)
⑮ **"Sort/Finish" key**
(Touch this key when you want to access the "Sort/Finish" screen. See page 5-22.)
⑯ **Registration keys**
(Touch the appropriate key when you want to access the corresponding function or mode. Any function or mode in the "Function" tab can be registered to be displayed as one of the registration key.)
⑰ **"Basic" tab**
(Touch this tab when you want to return the display to the contents of the "Basic" tab.)

⑱ **"User choice" tab**
(Touch this tab when you want to display the contents of the "User choice" tab.)

Inch specifications

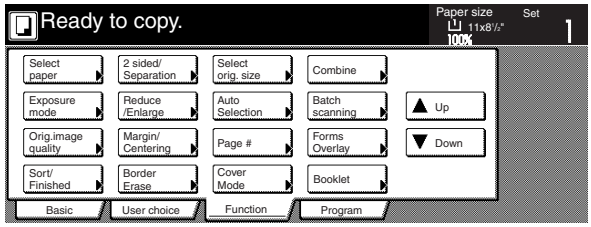


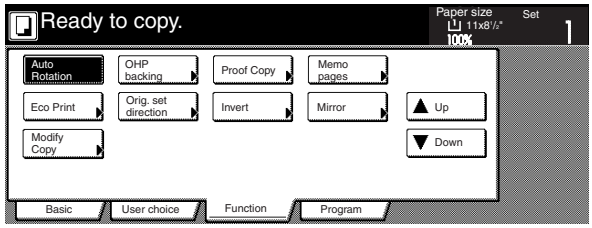
Metric specifications



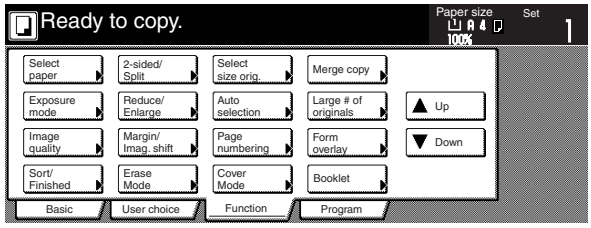
⑲ **"Function" tab**
(Touch this tab when you want to display the contents of the "Function" tab.)

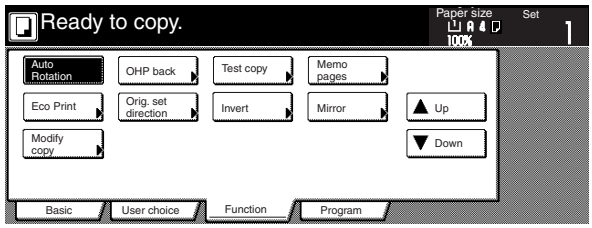
Inch specifications





Metric specifications



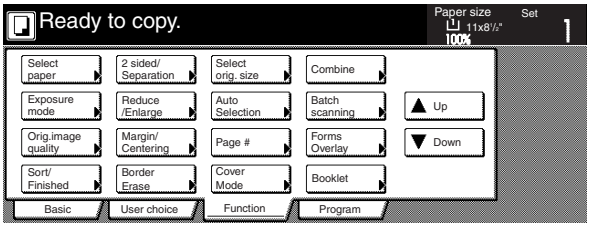


⑳ **"Program" tab**
(Touch this tab when you want to register the currently selected settings as a program, or to delete a previously registered program.)

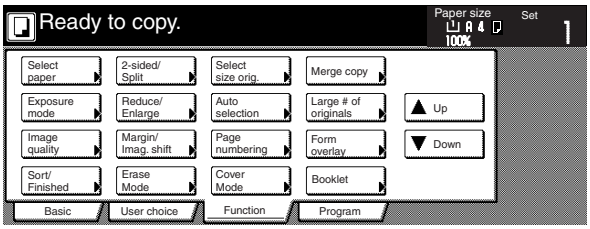
NOTE

If you press any key that has an arrow (▶) in its bottom right corner, the corresponding setting screen will be displayed.

Inch specifications



Metric specifications

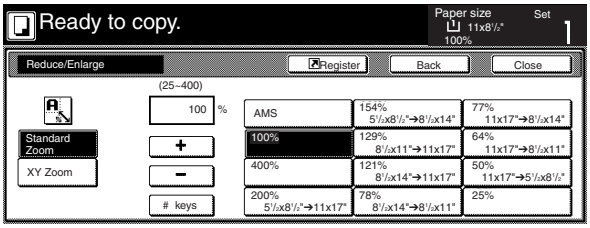


"Register" key
(Touch this key when you want to register the currently selected function or mode under a registration key.)

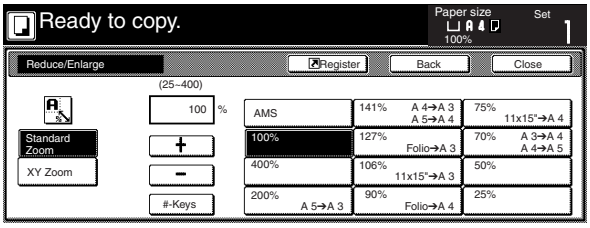
"Back" key
(Touch this key when you want to return the settings for the currently selected mode back to their previous values.)

"Close" key
(Touch this key when you want to return to the previous screen.)

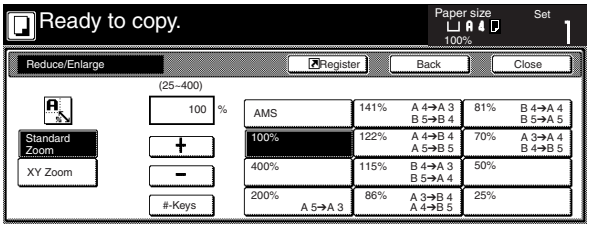
Inch specifications



Metric specifications



Metric specifications (Asia Pacific)



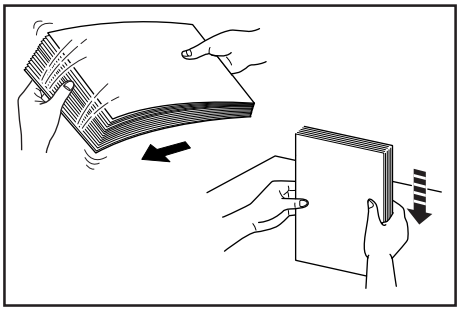
Section 3 PREPARATIONS

1. Loading paper

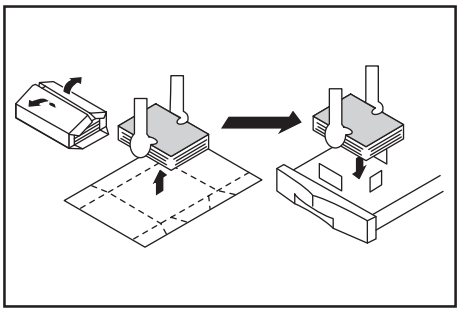
Paper can be loaded into the two drawers[cassettes] and the multi-bypass tray.

(1) Note when adding paper

After taking new paper out of its packaging, be sure to fan through them a few times to separate the sheets and use a flat surface to align the leading edges of the paper before loading that paper into a drawer[cassette] or setting it on the multi-bypass tray.



Set the paper in the drawer[cassette] with the side that was facing upward when you opened the package facing upward.



IMPORTANT!

- When copying onto used paper (paper which has already been copied onto at least one side), DO NOT use paper that is stapled or clipped together as this can be the cause of damage to the copier and/or create problems in the copy image.
- If you use paper that is curled at all, straighten the paper out before loading it into a drawer[cassette] or setting it on the multi-bypass tray, or it can cause a paper jam.

IMPORTANT!

Using special paper
In this copier, the type of paper loaded in each drawer[cassette] and on the multi-bypass tray can be specified under "(1) Paper size and type" on page 6-44, respectively.
Among the special paper that can be use with this copier, there is a wide range in paper quality and construction, especially in those types of paper noted below. For that reason, there is a greater possibility of problems occurring during copying with these type of paper.
Whenever you do use such special paper as noted here, it is recommended that you first make a test copy and verify the results.

<Special paper for which extra caution is recommended>
- Preprinted
- Labels *1
- Prepunched
- Envelopes *2

*1 When using label sheets, be absolutely certain that there is no possibility that the backing glue will come into contact with any part of the copier, and that none of the labels will come off the sheet during copying.
If glue does happen to come into contact with the drum or rollers, or one of the labels comes off inside the copier, it can be the cause of major damage.

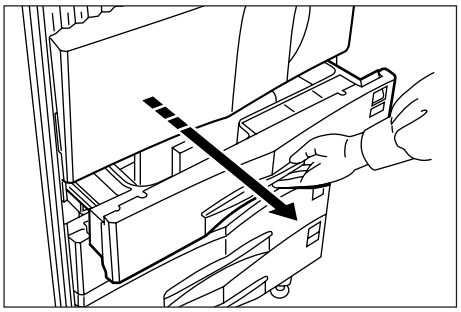
*2 The following types of envelopes should never be used:
- Those on which the glue is exposed.
- Those whereby glue will be exposed if the protective paper is removed. (If the paper protecting the glue comes off inside the copier it can be the cause of major damage.)
- Those of special construction.
- Those which have a round tab on the back and are closed with string.
- Those which have an open window.
- Those which have a transparent film window.

(2) Loading paper into the drawer[cassette]

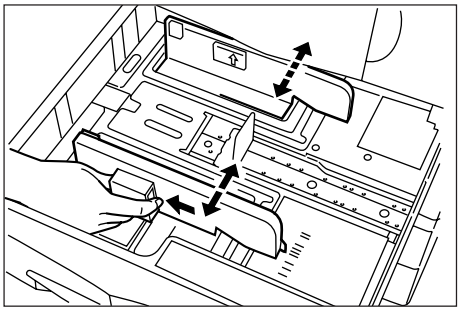
Up to 500 sheets of standard paper (75 or 80 g/m^2/standard paper as specified by our company) or colored paper can be loaded into the each drawer[cassette].

The each drawer[cassette] can be set to hold paper of any desired size from 5 1/2" x 8 1/2", 8 1/2" x 11", 11" x 8 1/2", 8 1/2" x 13", 8 1/2" x 14", 11" x 17", A5R, B5R, B5, A4R, A4, B4, A3 and Folio.

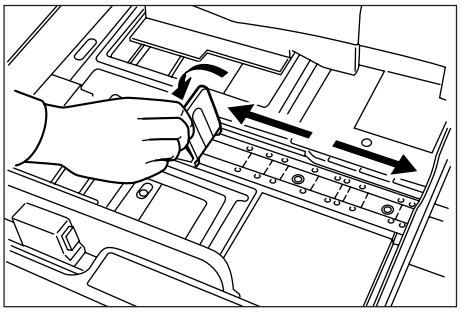
1 Pull the drawer[cassette] out toward you as far as it will go.
* Do not pull more than one drawer[cassette] out at a time.



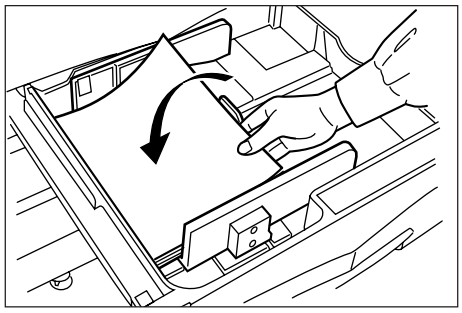
2 Hold the width adjustment lever and move it to align the width guide with the required paper width.
Paper sizes are marked inside the drawer[cassette].



3 Hold the length adjustment plate and move it to align with the required paper length.

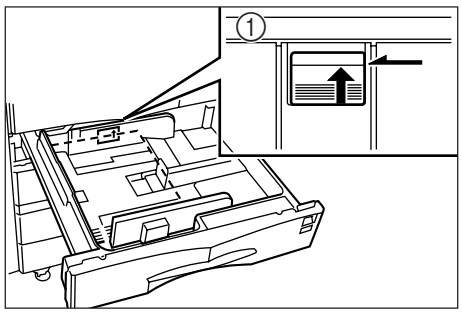


4 Set the paper flush against the left-hand wall of the drawer[cassette].

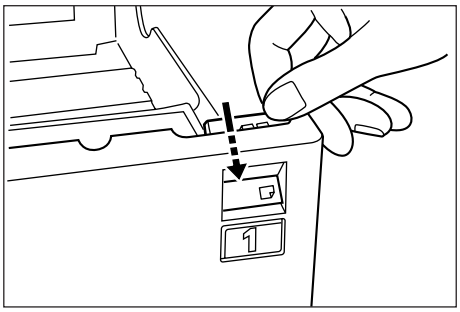


IMPORTANT!

- Make sure that there are no folds, etc., in the paper when it is set in a drawer[cassette]. Such paper may be the cause of paper jams.
- There is a sticker (① in the illustration) indicating paper capacity attached to the inside of the drawer[cassette]. Do not load paper above this limit.
- When you are loading paper into a drawer[cassette], make sure that the side facing upward when the package is opened is the side that is facing upward in the drawer[cassette].
- Adjust the length adjustment plate and the width guide BEFORE loading paper into a drawer[cassette]. Failure to do so may result in skewed paper feed or a paper jam.
- Make sure that the paper is set securely against the length adjustment plate and the width guide. If there is a gap between the paper and the adjustment plate or the width guide, readjust the plate and the guide to fit the paper snugly.



5 Set the supplied paper size sheet so that the size of the paper loaded can be checked by looking at the front of the drawer[cassette].



6 Gently push the drawer[cassette] back in.

NOTE

Before leaving the copier in disuse for a prolonged period of time, remove the paper from the drawer(s)[cassette(s)] and seal it in its original packaging to protect from moisture. Also, when storing paper in a high temperature and high humidity environment, seal it in a moisture-proof bag.

(3) Loading paper into the multi-bypass tray

Up to 200 sheets of standard copy paper (75 g/m^2 – 80 g/m^2), of a size between 11" x 17" [A3] and 5 1/2" x 8 1/2" [A6R] can be set on the multi-bypass tray at one time. When copying onto special paper, be sure to use the multi-bypass tray.

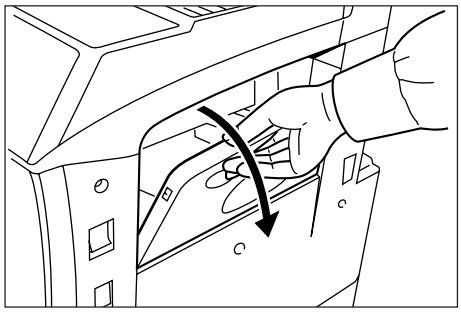
NOTE

The types of special paper and the number of sheets that can be loaded in the multi-bypass tray are:
- Transparencies: 25 sheets
- Standard paper (120 g/m^2): 130 sheets
- Standard paper (160 g/m^2): 100 sheets

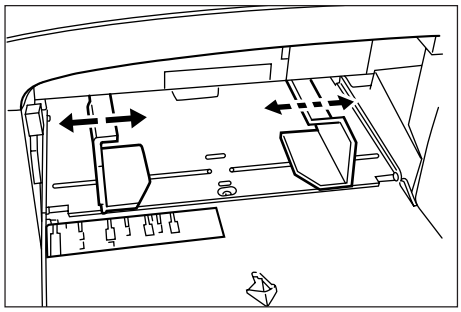
IMPORTANT!

- When copying onto OHP transparencies, be sure to fan through them a few times to separate the sheets before setting them on the multi-bypass tray.
- When copying onto non-standard size paper, perform the procedure in “(1) Paper size and type” on page 6-44 and select the paper size.
- When setting special paper such as OHP transparencies and thick paper on the multi-bypass tray, the type of paper must be specified under “(1) Paper size and type” on page 6-44.

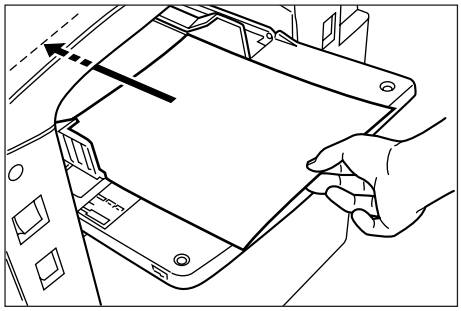
1 Open the multi-bypass tray.



2 Adjust the insert guides to the size of the paper to be loaded.



3 Insert the paper along the guides as far as it will go.



IMPORTANT!

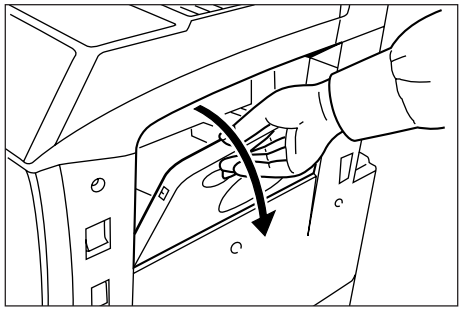
- When you are setting paper onto the multi-bypass tray, make sure that the side facing upward when the package is opened is the side that is facing upward on the multi-bypass tray as well. In addition, if the leading edge of the paper is curled at all, straighten it out before setting it on the multi-bypass tray.
- ALWAYS straighten out curled paper before setting it on the multi-bypass tray.

● **Setting envelopes**

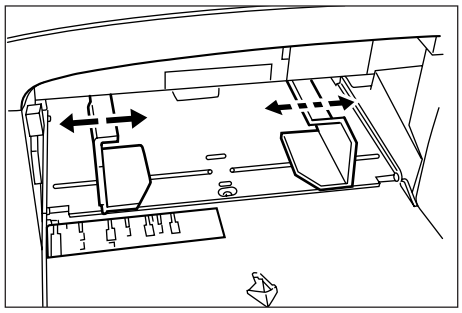
Up to 20 envelopes can be set on the multi-bypass tray at a time. Refer to the following table for the types and sizes of envelopes that can be used in this machine.

Acceptable envelope types	Size
Monarch	3 1/8" x 7 1/2"
Comm. #10	3 3/8" x 9 1/2"
Envelope DL	110 x 220 (mm)
Envelope C5	162 x 229 (mm)
Executive	7 1/4" x 10 1/2"
Comm. #9	3 7/8" x 8 7/8"
Comm. #6-3/4	3 5/8" x 6 1/2"
ISO B5	176 x 250 (mm)
Envelope C4	229 x 324 (mm)
Oufuku Hagaki	200 x 148 (mm)
YOUKEI 2	162 x 114 (mm)
YOUKEI 4	234 x 105 (mm)

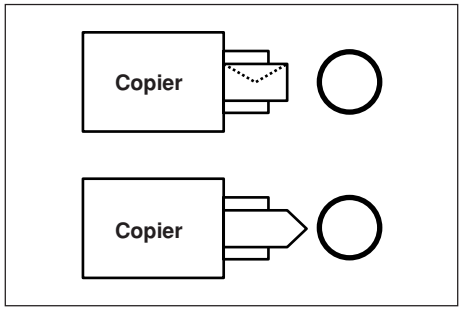
1 Open the multi-bypass tray.



2 Align the insert guides with the envelope size.



3 When using envelopes that are wider than they are tall, leave the flap closed and set the envelopes with the copy side facing upward and the flap facing towards the rear of the copier. Then slide the envelopes into the slot along the insert guides as far as they will go.
When using envelopes that are taller than they are wide, open the flap and set the envelopes with the copy side facing upward and the flap facing away from the direction of insertion. Then slide the envelopes into the slot along the insert guides as far as they will go.

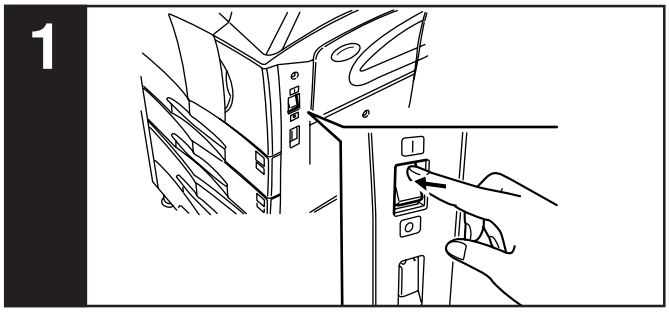


NOTES

- The proper orientation will actually depend upon the type of envelope being used.
- Incorrectly loading envelopes can result in printing in the wrong orientation or on the wrong side.
- When setting envelopes on the multi-bypass tray, BE SURE to specify the type of envelopes that will be used under “3. Multi-bypass tray paper settings” on page 6-44.

Section 4 BASIC OPERATION

1. Basic copying procedure

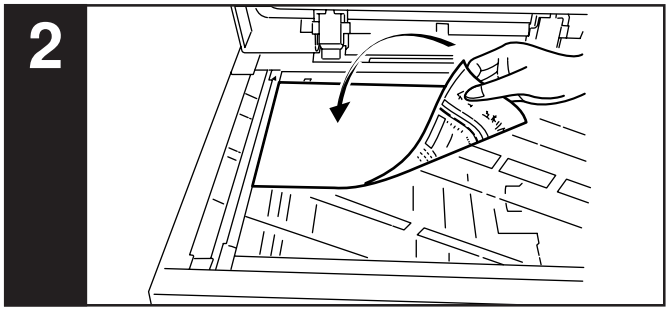


1. Warm-up

Turn the power switch ON (|). At the end of warm-up, "Ready to copy." will be displayed.

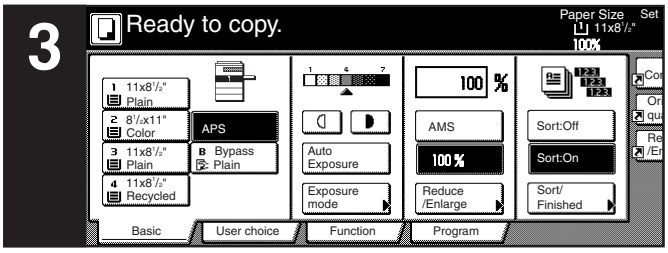
NOTE

If you set the originals that you want to copy and press the [Start] key while the copier is still warming up, copying will begin as soon as warm-up is finished.

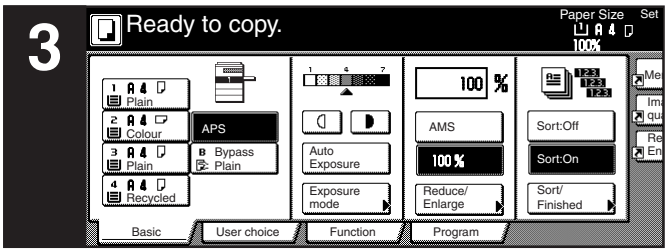


2. Setting the originals

Open the original cover and set the original that you want to copy face-down on the platen. Be sure to align originals with the upper left corner of the platen (towards the left-rear portion of the copier).



Inch specifications

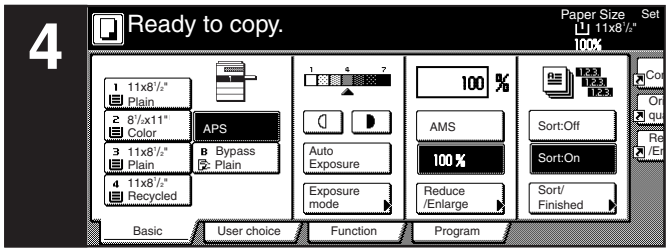


Metric specifications

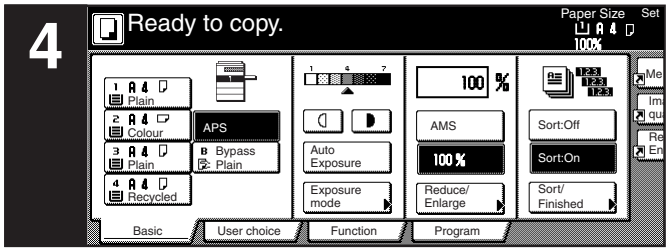
3. Selecting the desired functions

Select from among the copier's various modes and functions.

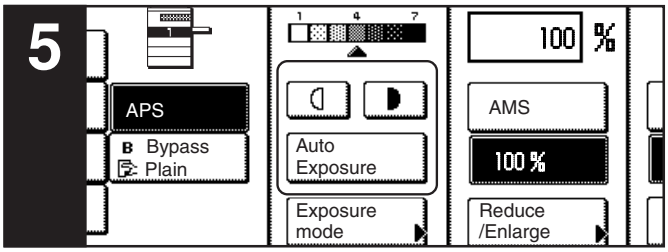
- Enlarging/reducing the copy image (Page 4-5.)
- Interrupt copying (Page 4-8.)
- Making 2-sided copies from various types of originals (Page 5-1.)
- Copying each image of open-faced (books, magazines, etc.) or 2-sided originals onto separate sheets (Page 5-4.)
- Fitting the image of either two or four originals onto a single copy page (Page 5-6.)
- Printing page numbers on the copies (Page 5-9.)
- Overlaying one image over another (Page 5-13.)
- Making booklets from sheet originals (Page 5-15.)
- Making booklets from book originals (Page 5-19.)
- Automatic sorting of copy sets without the Document Finisher (Page 5-22.)
- Adding a front and/or back cover to your copy sets (Page 5-23.)
- Making more of the same copies after a copy job is finished (Page 5-26.)
- Copying a large volume of originals in one operation (Page 5-31.)



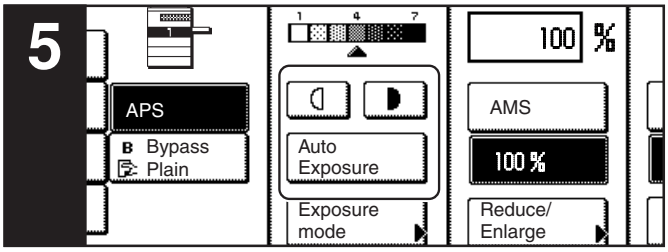
Inch specifications



Metric specifications



Inch specifications



Metric specifications

4. Selecting the paper size

When the “APS” key is highlighted on the touch panel, copy paper of the same size as the original will be automatically selected. In order to copy the original onto a different size of paper without changing the size of the image, touch the paper size key that corresponds to the paper size that you want to use.

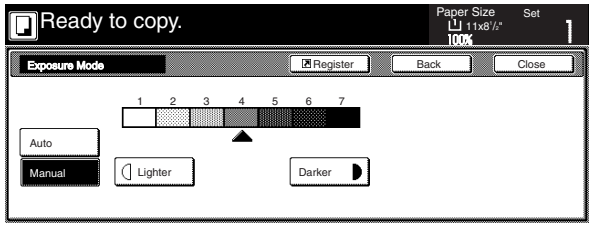
5. Adjusting the copy exposure

Adjustment of the copy exposure is generally accomplished manually. If you want to make the exposure darker, touch the right exposure adjustment key to move the arrow under the exposure scale to the right; If you want to make the exposure lighter, touch the left exposure adjustment key to move the arrow under the exposure scale to the left.

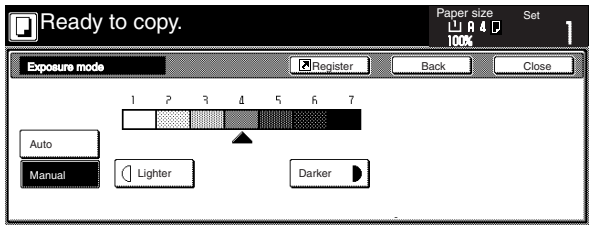
If you want the copy exposure to be adjusted automatically, touch the “Auto Exposure” key until it is highlighted. The contrast of the original will be detected and the most suitable exposure level selected automatically.

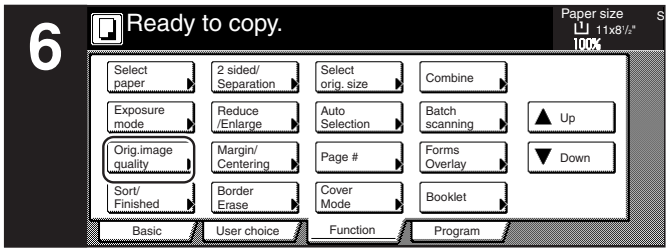
* It is also possible for you to adjust the copy exposure by touching the “Exposure mode” key to access the “Exposure Mode” screen. Copy exposure adjustment can then be performed in this screen using the same methods as above.

Inch specifications

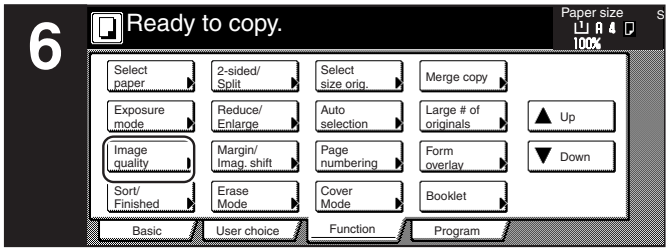


Metric specifications

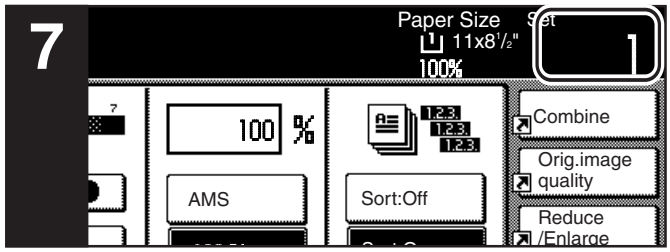




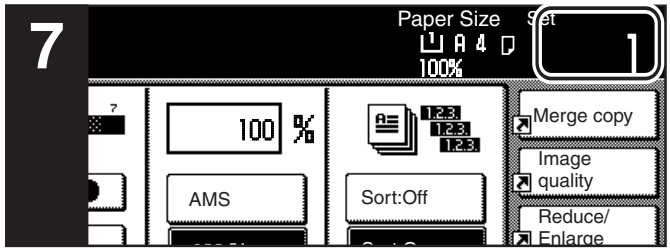
Inch specifications



Metric specifications



Inch specifications

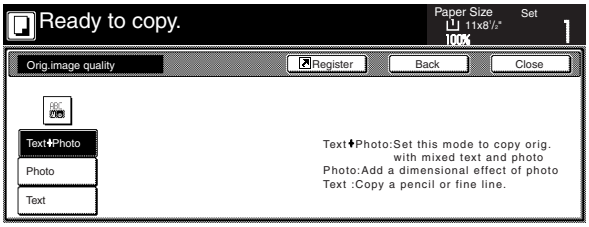


Metric specifications

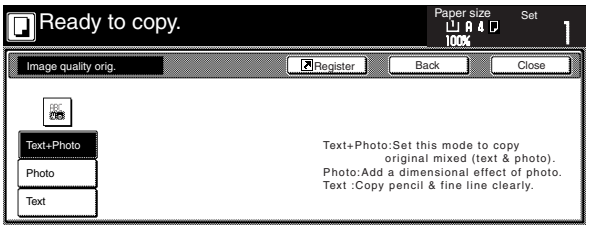
6. Selecting the image quality

The image quality is selected according to the type of original. Touch the "Function" tab and then the resulting "Orig. image quality" ["Image quality"] key that is displayed within that tab in order to access the "Orig.image quality" ["Image quality orig."] screen.

Inch specifications



Metric specifications



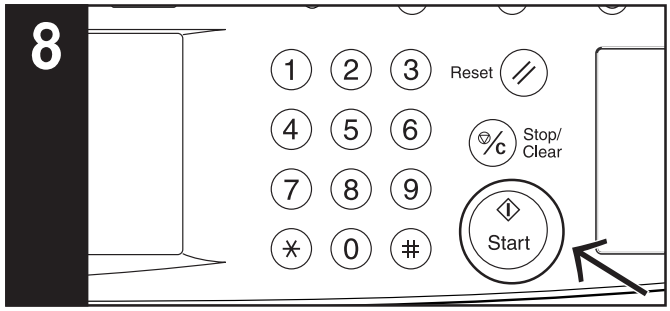
Text+photo mode: Touch the "Text+Photo" key until it is highlighted. Select this mode when the original contains a mixture of both text and photographs.

Photo mode: Touch the "Photo" key until it is highlighted. Select this mode to bring out the depth in photographs.

Text mode: Touch the "Text" key until it is highlighted. Select this mode especially to reproduce originals written in pencil of which contain thin lines.

7. Setting the number of copies to be made

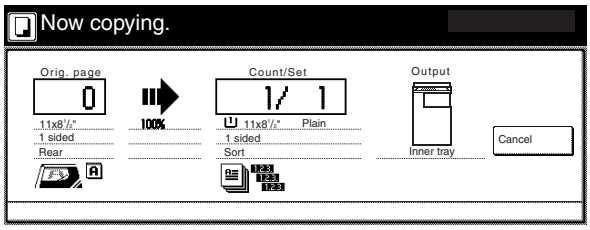
Use the keypad to change the number of copies to be made that is displayed on the touch panel to the actual number that you want to make. Up to 999 copies can be made at one time.



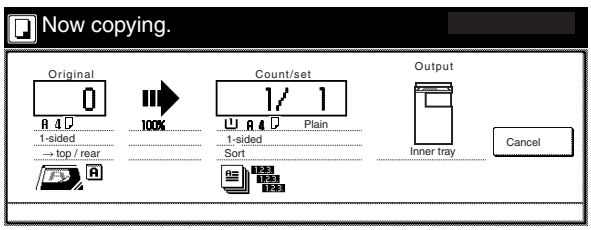
8. Start copying

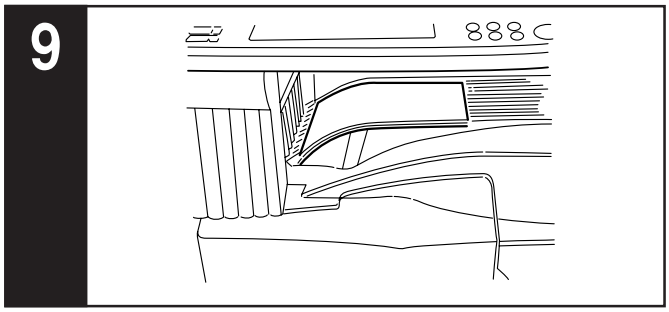
Press the [Start] key. Once the lamp in the [Start] key is lit green and "Ready to copy." is displayed, copying is possible.

Inch specifications



Metric specifications



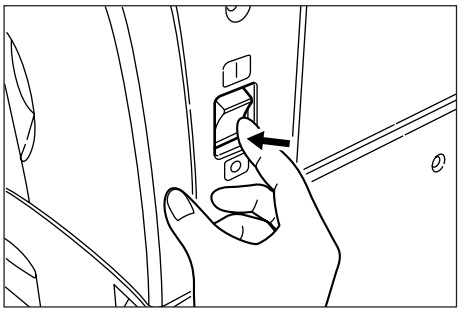


9. At the end of copying

Finished copies will be ejected onto the copy store section.

IMPORTANT!

- Up to 250 copies can be stored on the copy store section.
- If “The output tray exceeds capacity. Remove the paper.” [“Too much paper in output tray. Remove paper.”] is displayed, there are too many copies on the top tray. Remove the copies from the copy store section and then press the [Start] key to resume copying.
- If ejected copies come out curled, or are otherwise not stored cleanly, remove the paper from the drawer[cassette] or the multi-bypass tray (whichever is currently being used), turn the paper over, set it again in that location and try to copy again.



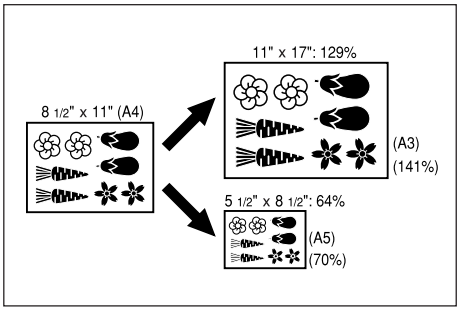
⚠ CAUTION

If the copier will not be used for a short period of time (overnight, etc.), turn the power switch OFF (O).
If it will not be used for an extended period of time (vacations, etc.), remove the power plug from the outlet for safety purposes during the time the copier is not in use.

2. Enlarging/reducing the copy image

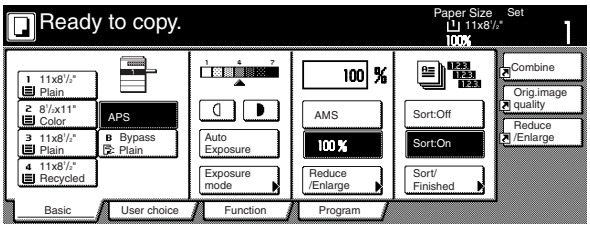
(1) Auto magnification selection mode

With this mode, the original image is enlarged/reduced automatically according to the selected paper size.

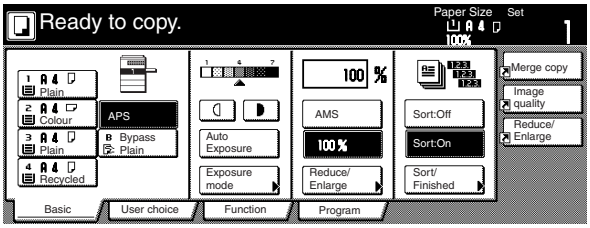


1 Set the original to be copied.
The copier will automatically detect the size of the originals and select copy paper of that same size.

Inch specifications

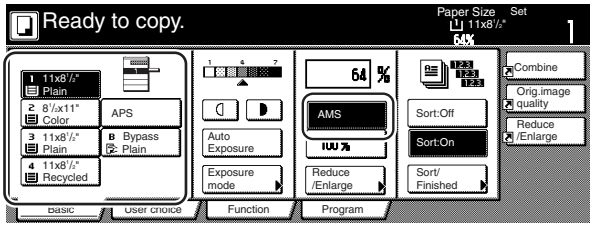


Metric specifications

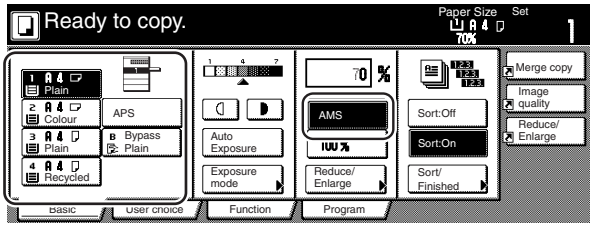


2 Select the size of paper that you want to copy onto by touching the appropriate paper size key.
Touch the “AMS” key. The corresponding magnification ratio will be displayed.

Inch specifications



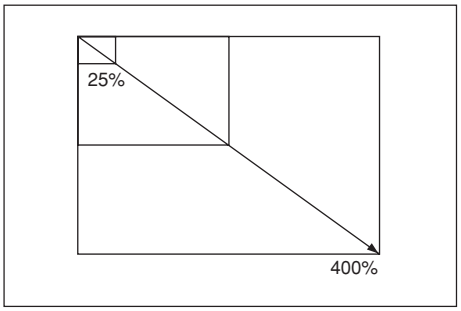
Metric specifications



3 Press the [Start] key to begin the copying procedure.

(2) Zoom mode

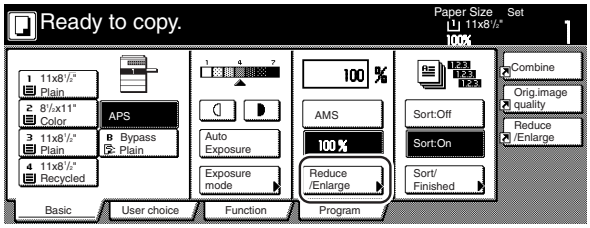
With this mode, the magnification ratio can be set to any 1% increment between 25% and 400%.



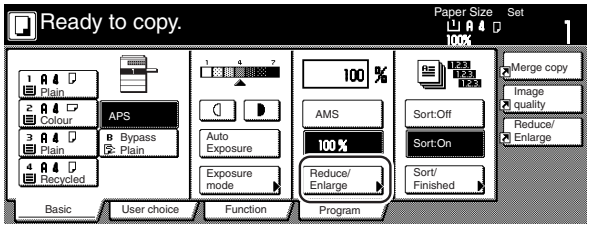
1 Set the original to be copied.

2 Touch the “Reduce/Enlarge” key. The “Reduce/Enlarge” screen will be displayed.

Inch specifications



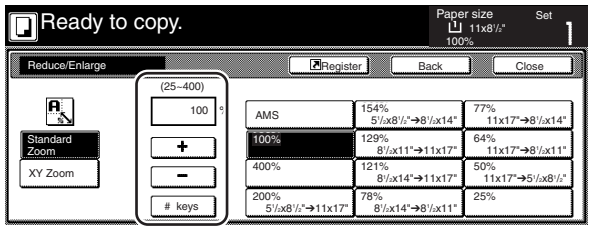
Metric specifications



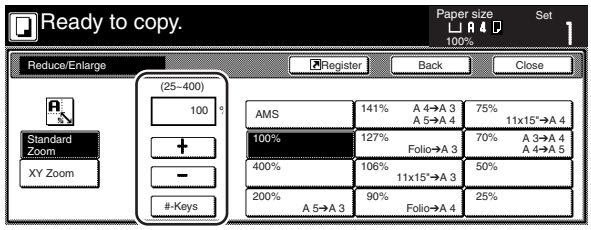
3 Touch the “+” key or the “-” key to change the displayed magnification ratio to the desired setting.

* The desired magnification ratio can also be entered directly by touching the “# keys” [“#-Keys”] key and then using the keypad.

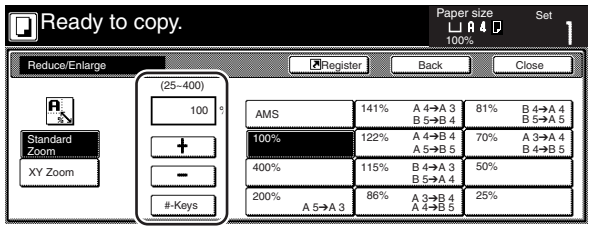
Inch specifications



Metric specifications



Metric specifications (Asia Pacific)



4 Press the [Start] key to begin the copying procedure.

(3) Preset zoom mode

With this mode, the magnification ratio can be set to one of the preset ratios:

[Available magnification ratios]

Inch specification
- Reduction 25%
  50% (11" x 17" → 5 1/2" x 8 1/2")
  64% (11" x 17" → 8 1/2" x 11")
  77% (11" x 17" → 8 1/2" x 14")
  78% (8 1/2" x 14" → 8 1/2" x 11")
- Enlargement 121% (8 1/2" x 14" → 11" x 17")
  129% (8 1/2" x 11" → 11" x 17")
  154% (5 1/2" x 8 1/2" → 8 1/2" x 14")
  200% (5 1/2" x 8 1/2" → 11" x 17")
  400%

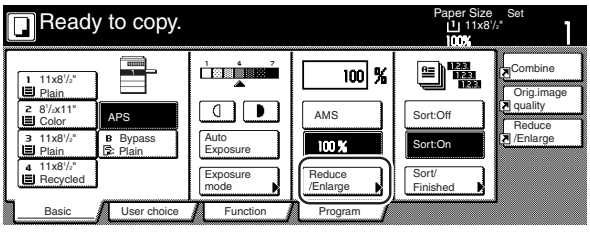
Metric specification
- Reduction 25%
  50%
  70% (A3 → A4, A4 → A5)
  75% (11" x 15" → A4)
  90% (Folio → A4)
- Enlargement 106% (11" x 15" → A3)
  127% (Folio → A3)
  141% (A4 → A3, A5 → A4)
  200% (A5 → A3)
  400%

Metric specification (Asia Pacific)
- Reduction 25%
  50%
  70% (A3 → A4, B4 → B5)
  81% (B4 → A4, B5 → A5)
  86% (A3 → B4, A4 → B5)
- Enlargement 115% (B4 → A3, B5 → A4)
  122% (A4 → B4, A5 → B5)
  141% (A4 → A3, B5 → B4)
  200% (A5 → A3)
  400%

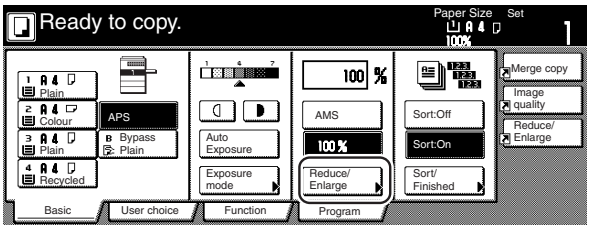
1 Set the original to be copied.

2 Touch the “Reduce/Enlarge” key.
The “Reduce/Enlarge” screen will be displayed.

Inch specifications

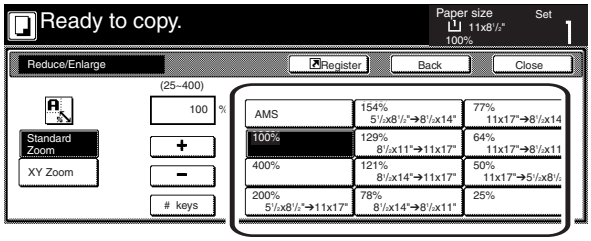


Metric specifications

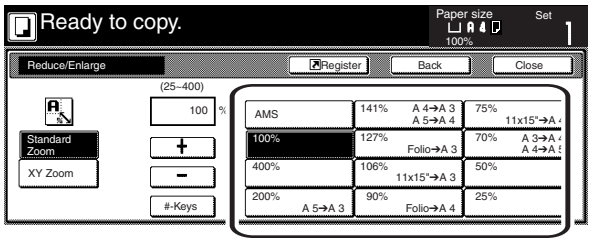


3 Touch the preset zoom key that corresponds to the magnification ratio that you want to use.

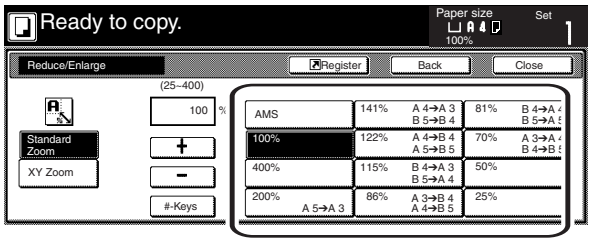
Inch specifications



Metric specifications



Metric specifications (Asia Pacific)



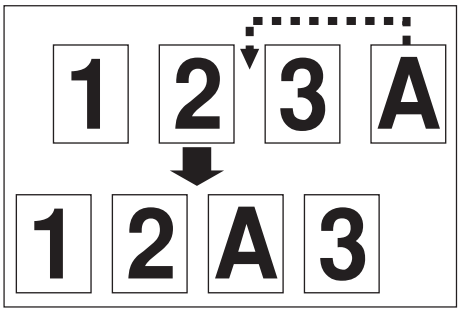
NOTE

You can also change the magnification ratio in 1% increments by touching the “+” key or the “-” key, as appropriate.

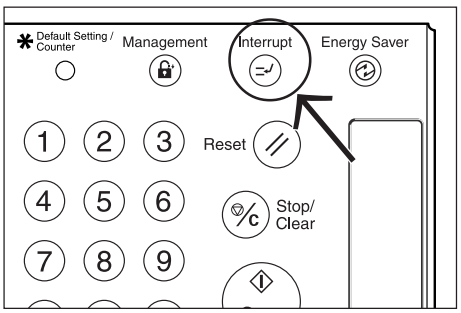
4 Press the [Start] key to begin the copying procedure.

3. Interrupt copying

Interrupt copying is useful if, during one copy job, you want to copy other originals at different settings. Once the rush job is completed, the interrupted copy job can be resumed at the same settings as before.

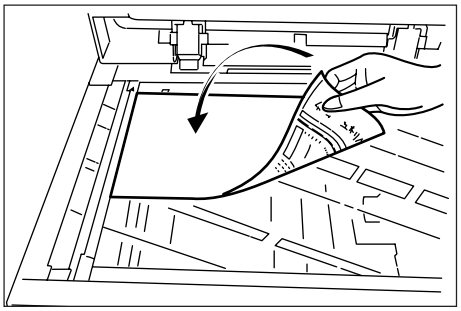


1 Press the [Interrupt] key to light the lamp in the [Interrupt] key. “Interrupt mode OK” will be displayed.

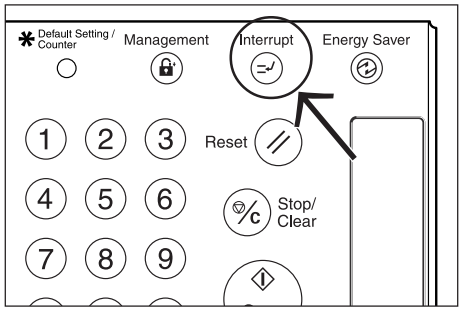


2 Remove the originals that were currently being copied and put them aside.

3 Set the new originals and perform the desired copy procedure.



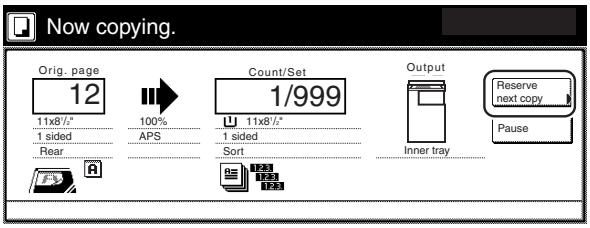
4 When copying is completed, press the [Interrupt] key once again. The lamp in the [Interrupt] key will go out. Replace the newly copied originals with the ones removed before. Then, press the [Start] key. The interrupted copy job will be resumed.



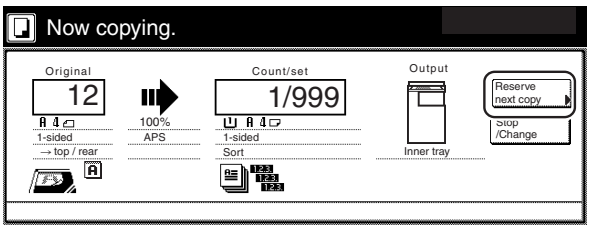
4. Job reservation

Copy jobs can be scheduled even while another copy job is in progress any time the “Reserve next copy” key is displayed.

Inch specifications



Metric specifications



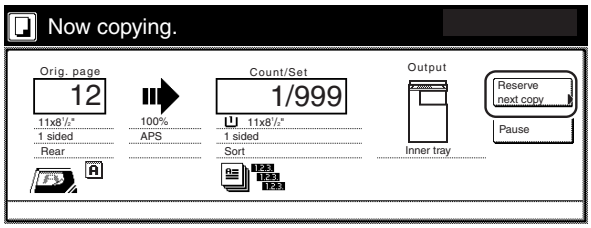
You can enter the corresponding copy settings and scan in the originals in preparation for your copy job even before the other job is completed.
Once that job is finished and print out is possible, the operation for the reserved job will begin automatically.

NOTES

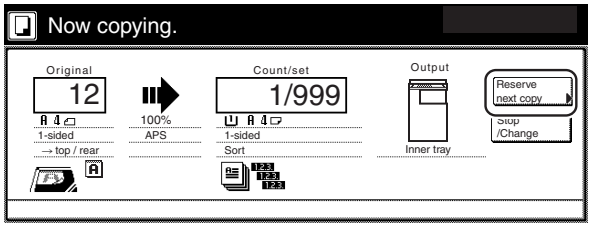
- The optional Hard Disk must be installed on your copier in order to use this function.
- If the optional Fax Kit, Printer Kit or Printer/Scanner Kit are installed in your copier, job reservation will be possible during print out of both received fax jobs and print jobs.

1 Touch the “Reserve next copy” key.
The “Ready to copy. (Job reservation)” screen will be displayed.

Inch specifications



Metric specifications



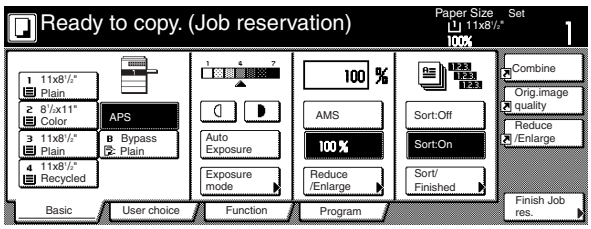
NOTE

Job reservation is not available if the “Reserve next copy” key isn’t displayed.

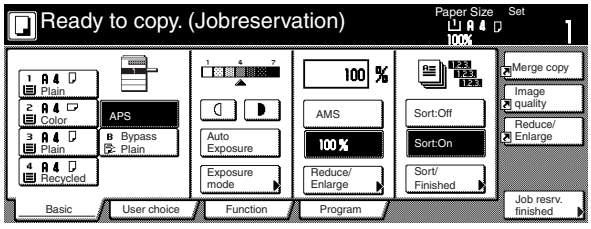
2 Set the originals to be copied.

3 Select the settings and functions that you want to use for that copy job.

Inch specifications



Metric specifications



4 Press the [Start] key. Scanning of the originals will start. Once all of the originals have been completely scanned, the touch panel will return to the screen in step 1.

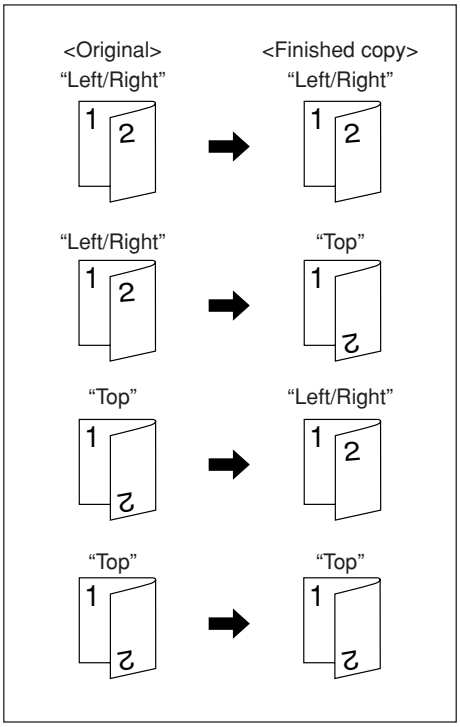
Section 5 OTHER CONVENIENT FUNCTIONS

1. Making 2-sided copies from various types of originals [2-sided copy modes]

With these modes, 2-sided copies can be made from a variety of originals including open-faced (books, etc.) or 2-sided originals.

(1) Making 2-sided copies from a 2-sided original

With this mode, a 2-sided original is copied and the front and back sides of the copy paper are used so that the copy looks just like the original.

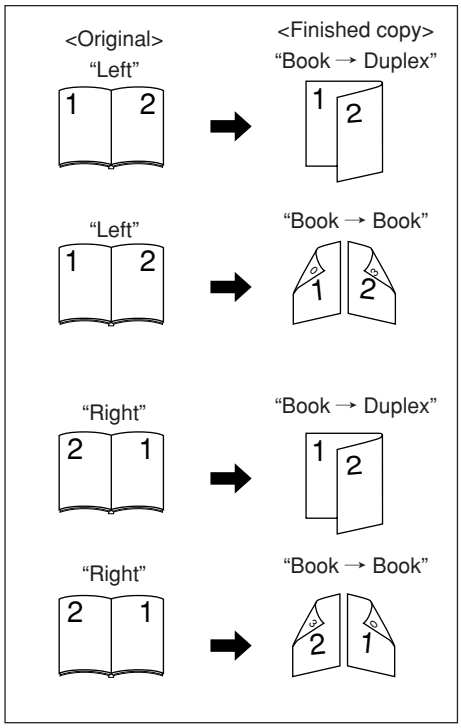


NOTES

- Only paper sizes between 5 1/2" x 8 1/2", 8 1/2" x 11", 11" x 8 1/2", 8 1/2" x 13", 8 1/2" x 14", 11" x 17", A5R, B5R, B5, A4R, A4, B4, A3 and Folio can be used in this mode.
- The Document Processor (option) must be installed on your copier in order to use this mode.

(2) Making 2-sided copies from an open-faced (books, etc.) original

With this mode, the two facing pages of a book or magazine are copied separately onto the front and back sides of the copy paper by simply pressing the [Start] key.

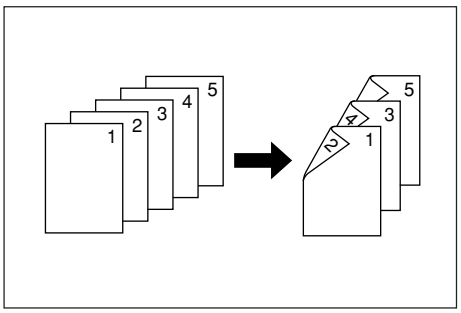


NOTE

Only 8 1/2" x 11", 11" x 17", A5R, B5R, A4R, B4 and A3 size originals can be used in this mode.

(3) Making 2-sided copies from one-sided originals

With this mode, multiple one-sided originals are copied onto the front and back sides of the copy paper. If you are copying an odd number of originals, the back side of the last copy page will be blank.

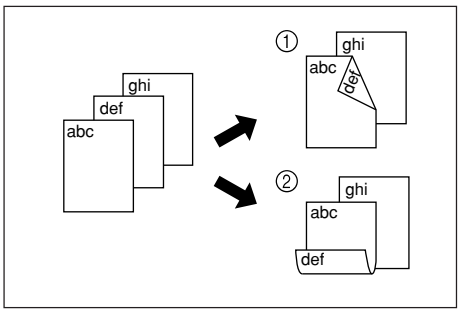


NOTE

The image that is copied onto the back side of the copies can also be rotated 180 degrees.

① If you chose the “Left/Right” [“Left/Right binding”] setting for finished copies:
The back side of the copies will be created with the same orientation as the originals.

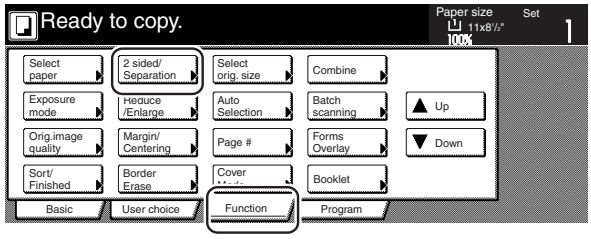
② If you chose the “Top” [“Top binding”] setting for finished copies:
The image that is copied onto the back side of the copies will be rotated 180 degrees. If you then bind the copy set at the top, the images will be oriented in the same direction when flipped up like a calendar, etc.



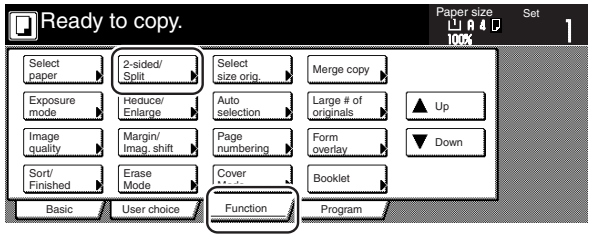
1 Set the originals to be copied.

2 Touch the “Function” tab. The content of the “Function” tab will be displayed.
Touch the “2 sided/Separation” [“2-sided/Split”] key.
The “2 sided/Separation” [“2-sided/Split”] screen will be displayed.

Inch specifications

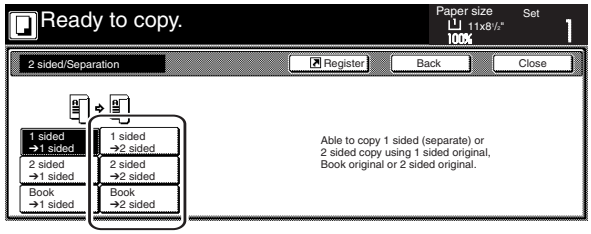


Metric specifications

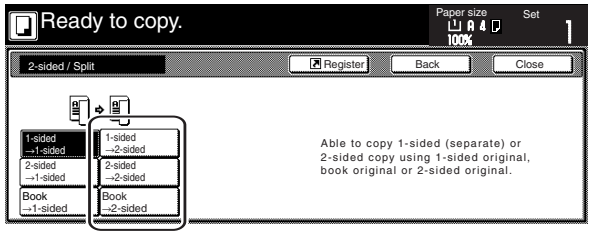


3 If you are copying from 2-sided originals, touch the “2 sided → 2 sided” [“2-sided → 2-sided”] key. If you are copying from open-faced originals, touch the “Book → 2 sided” [“Book → 2-sided”] key. If you are copying from 1-sided originals, touch the “1 sided → 2 sided” [“1-sided → 2-sided”] key.
If you selected “2 sided → 2 sided” [“2-sided → 2-sided”] or “Book → 2 sided” [“Book → 2-sided”], go to the next step.
If you selected “1 sided → 2 sided” [“1-sided → 2-sided”], go directly to step 5.

Inch specifications



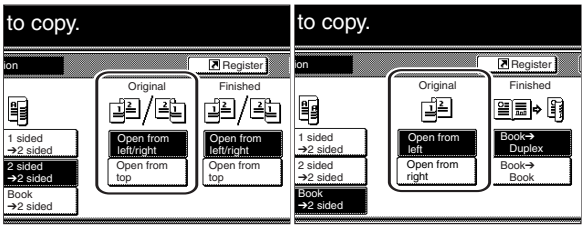
Metric specifications



4 Specify the binding direction of the originals.

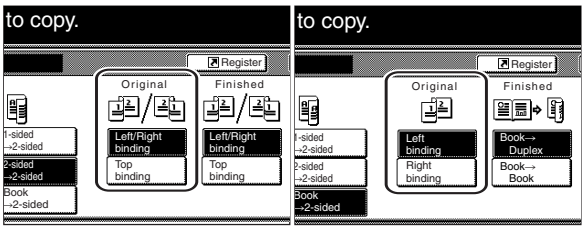
Inch specifications

<for 2-sided originals> <for open-faced originals>



Metric specifications

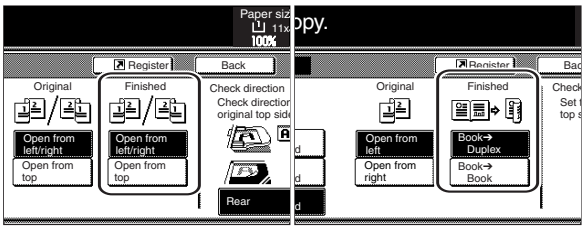
<for 2-sided originals> <for open-faced originals>



5 Select the binding direction you want for the finished copies.

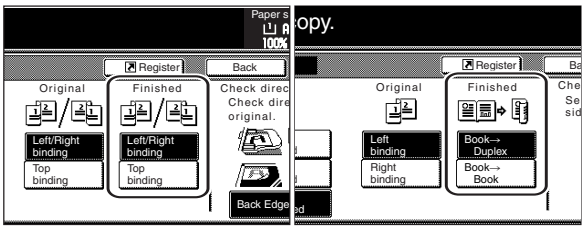
Inch specifications

<for 1-sided or 2-sided originals> <for open-faced originals>



Metric specifications

<for 1-sided or 2-sided originals> <for open-faced originals>



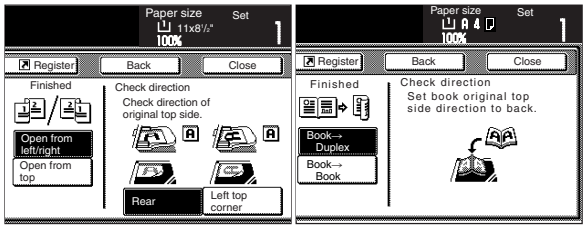
6 Follow the instructions on the right side of the touch panel and verify the direction in which the originals were set.

IMPORTANT!

If the designation for the direction that the originals are set is not correct, copying may be accomplished incorrectly.

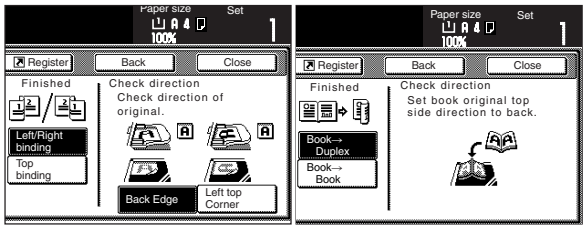
Inch specifications

<for 1-sided or 2-sided originals> <for open-faced originals>



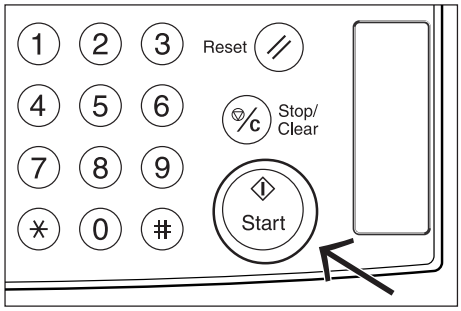
Metric specifications

<for 1-sided or 2-sided originals> <for open-faced originals>



7 Press the [Start] key.
Scanning of the originals will start.

If you set the originals in the optional Document Processor, copying will start automatically.
If you set an original on the platen, a message will appear telling you to set the next original. In this case, go to the next step.



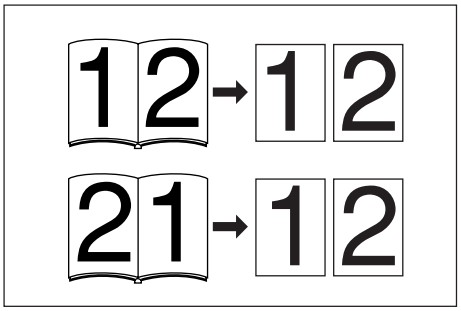
8 Replace the first original with the next one and press the [Start] key. Scanning of that next original will start.

9 Once you have finished scanning all of the originals, touch the “Scanning finished” key. Copying will start.

2. Copying two-page originals onto separate sheets [Page separation/Split copy modes]

(1) Page separation/Split copy from book originals

With this mode, the two facing pages of an open-faced original such as a book, a magazine, and the like are each copied onto a separate sheet of paper.



NOTES

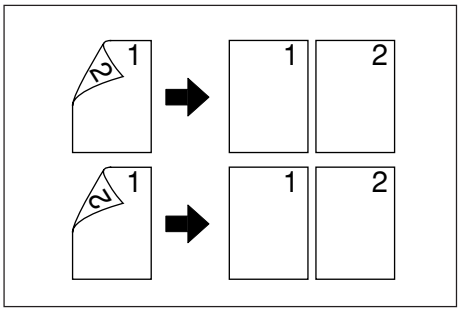
Inch specifications
- Only 8 1/2" x 11", 11" x 17", A5R, B5R, A4R, B4 and A3 size originals and 11" x 8 1/2" size copy paper can be used in this mode. Depending upon the size of the originals, the image will be enlarged or reduced to fit the size of the copy paper.

Metric specifications
- Only A5R, B5R, A4R, B4, A3, 8 1/2" x 11" and 11" x 17" size originals and A4 size copy paper can be used in this mode. Depending upon the size of the originals, the image will be enlarged or reduced to fit the size of the copy paper.

Metric specifications (Asia Pacific)
- Only A5R, B5R, A4R, B4, A3, 8 1/2" x 11" and 11" x 17" size originals and B5 or A4 size copy paper can be used in this mode. Depending upon the size of the originals, the image will be enlarged or reduced to fit the size of the copy paper.

(2) Page separation/Split copy from 2-sided originals

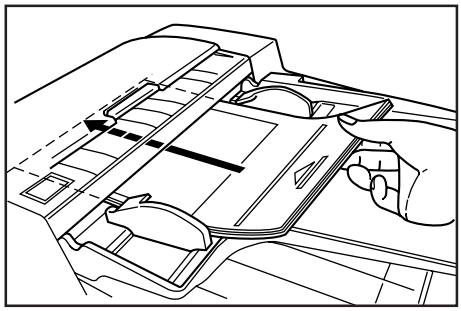
With this mode, the two sides of a 2-sided original are each copied onto a separate sheet of paper.



NOTE

The Document Processor (option) must be installed on your copier in order to use this mode.

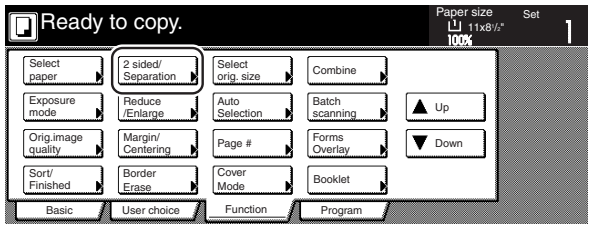
1 Set the originals to be copied.



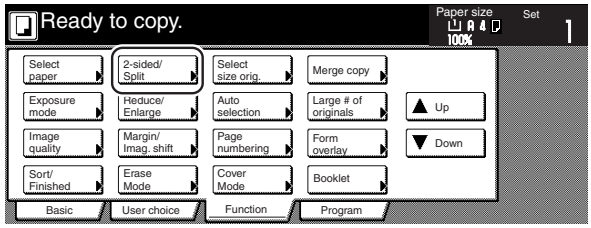
2 Touch the “Function” tab. The content of the “Function” tab will be displayed.

3 Touch the “2 sided/Separation” [“2-sided/Split”] key. The “2 sided/Separation” [“2-sided/Split”] screen will be displayed.

Inch specifications

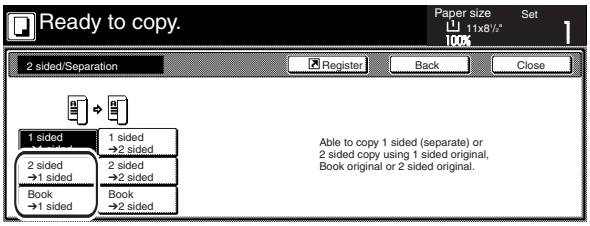


Metric specifications

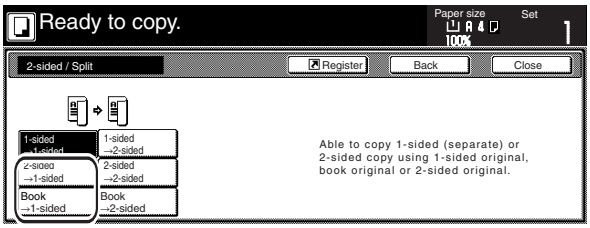


4 Touch the “2 sided → 1 sided” [“2-sided → 1-sided”] key or the “Book → 1 sided” [“Book → 1-sided”] key, as appropriate to the type of originals being copied and the type of finished copies to be made.

Inch specifications



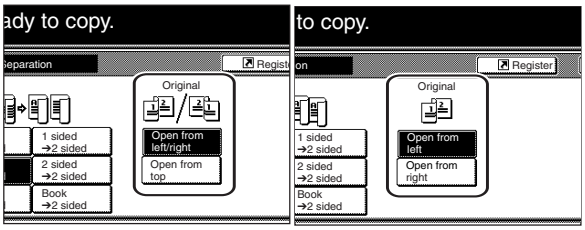
Metric specifications



5 Specify the binding direction of the originals.

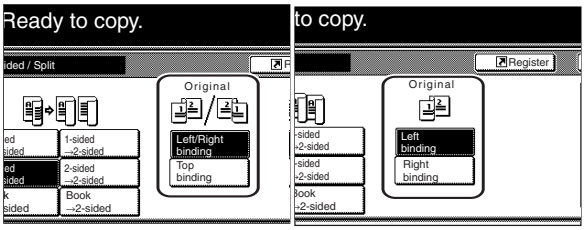
Inch specifications

<for 2-sided originals> <for open-faced originals>



Metric specifications

<for 2-sided originals> <for open-faced originals>



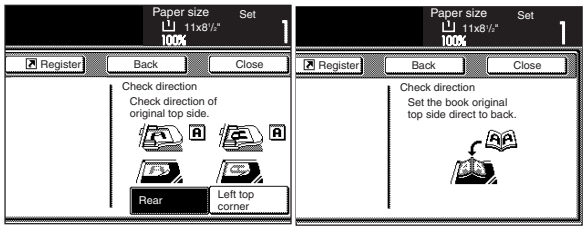
6 Follow the instructions on the right side of the touch panel and verify the direction in which the originals were set.

IMPORTANT!

If the designation for the direction that the originals are set is not correct, copying may be accomplished incorrectly.

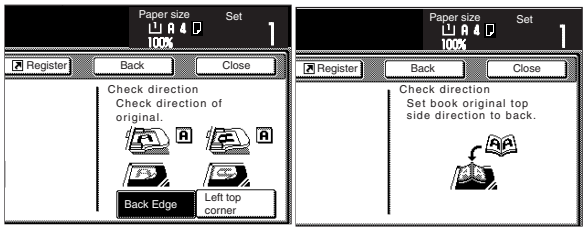
Inch specifications

<for 1-sided or 2-sided originals> <for open-faced originals>



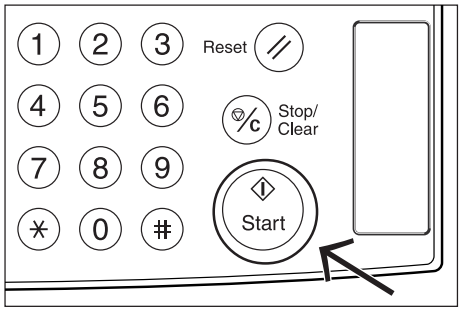
Metric specifications

<for 1-sided or 2-sided originals> <for open-faced originals>



7 Press the [Start] key. Scanning of the originals will start.

If you set the originals in the optional Document Processor, copying will start automatically.
If you set an original on the platen, a message will appear telling you to set the next original. In this case, go to the next step.

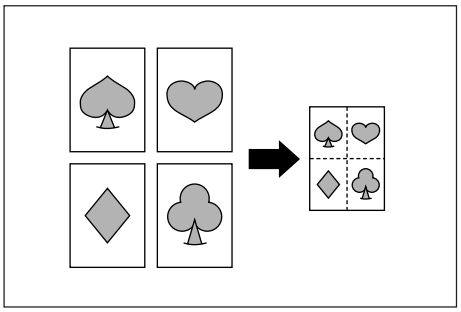


8 Replace the first original with the next one and press the [Start] key. Scanning of that next original will start.

9 Once you have finished scanning all of the originals, touch the “Scanning finished” key. Copying will start.

3. Fitting the image of either two or four originals onto a single copy page [Combine/Merge Copy modes]

With this mode, the images from either 2 or 4 originals can be reduced and then combined onto a single copy. The borderline of each original can also be marked with either a solid line or a dotted line.

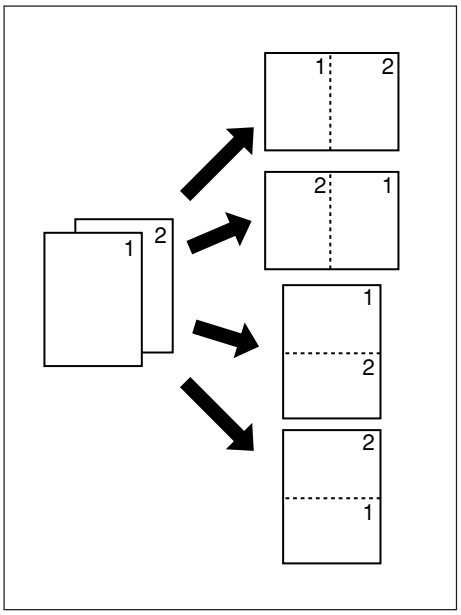


NOTE

Only 8 1/2" x 11", 11" x 8 1/2", 11" x 17", B5R, B5, A4R, A4, B4 and A3 size copy paper can be used in this mode.

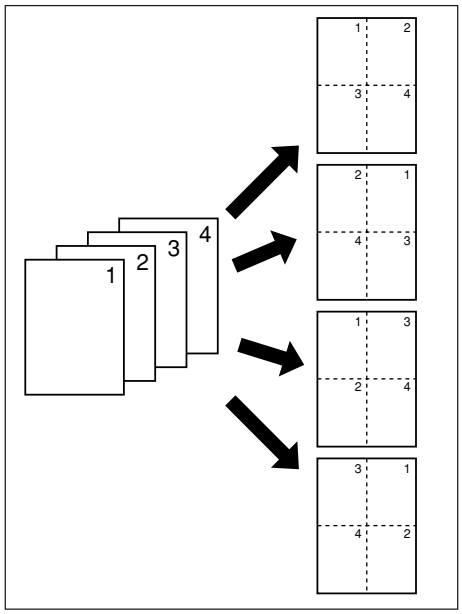
(1) 2 in 1

Use this mode when you want to copy two originals onto one sheet. This mode can also be used in conjunction with the 2-sided copy modes in order to copy four originals onto one sheet.
(When setting the originals on the platen, be sure to set the originals in the correct order: 1 and then 2.)



(2) 4 in 1

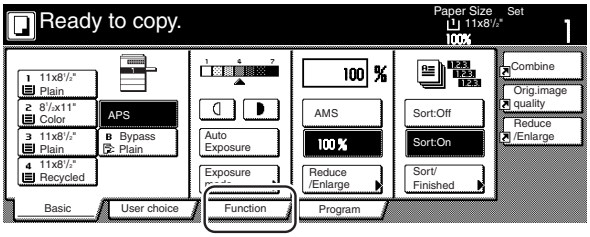
Use this mode when you want to copy four originals onto one sheet. This mode can also be used in conjunction with the 2-sided copy modes in order to copy eight originals onto one sheet.
(When setting the originals on the platen, be sure to set the originals in the correct order: 1, 2, 3 and then 4.)



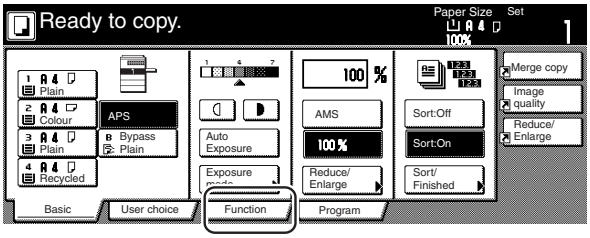
1 Set the originals to be copied.

2 Touch the “Function” tab. The content of the “Function” tab will be displayed.

Inch specifications

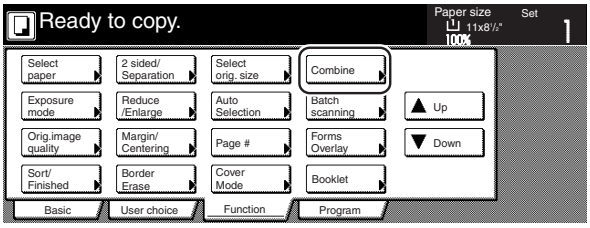


Metric specifications

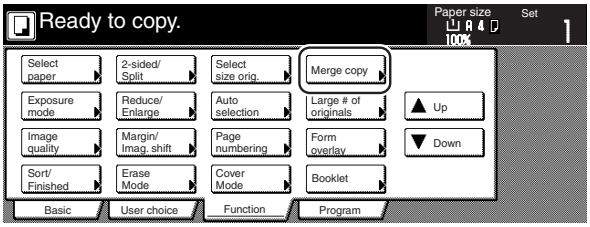


3 Touch the “Combine” [“Merge copy”] key. The “Combine” [“Merge copy”] screen will be displayed.

Inch specifications

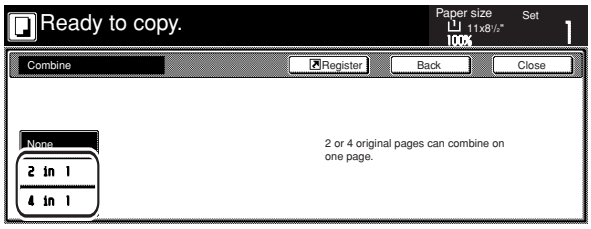


Metric specifications

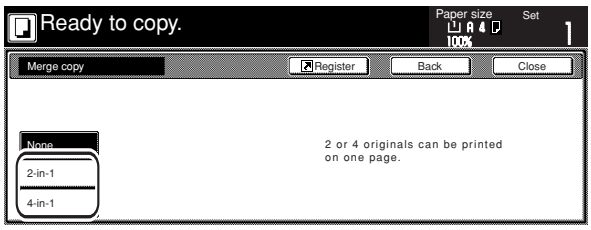


4 Touch the “2 in 1” [“2-in-1”] key or the “4 in 1” [“4-in-1”] key, as appropriate.
The screen to make the layout settings will be displayed.

Inch specifications

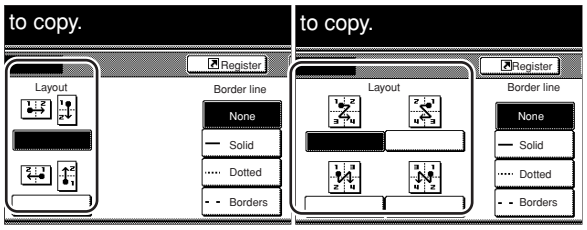


Metric specifications

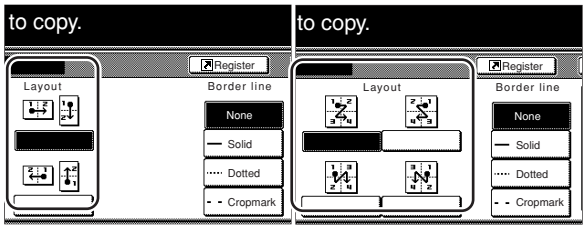


5 Select the desired direction of the layout.

Inch specifications



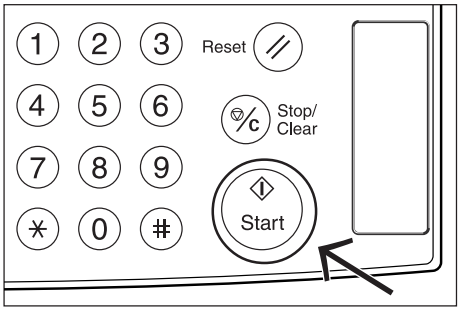
Metric specifications



6 Select the type of the borderline that you want to use to separate the images.

7 Press the [Start] key.
Scanning of the originals will start.

If you set the originals in the optional Document Processor, copying will start automatically.
If you set an original on the platen, a message will appear telling you to set the next original. In this case, go to the next step.



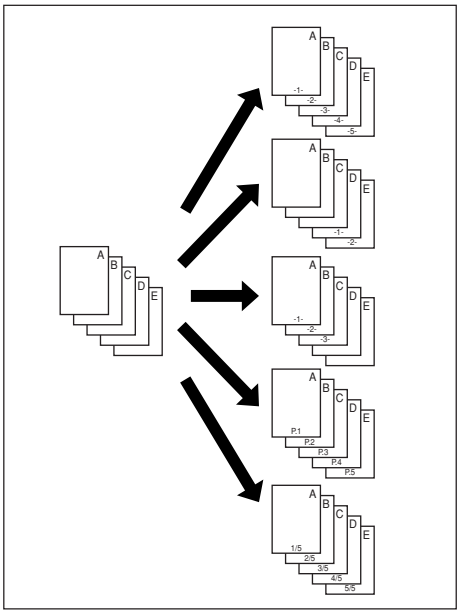
8 Replace the first original with the next one and press the [Start] key. Scanning of that next original will start.

9 Once you have finished scanning all of the originals, touch the “Scanning finished” key. Copying will start.

4. Printing page numbers on copies [Print page numbers mode]

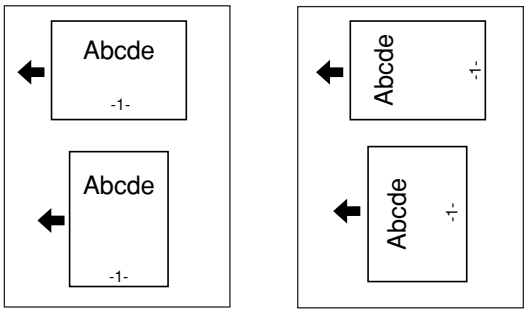
When you make copies from multiple originals, you can have page numbers printed on the corresponding copies in numerical order from the first original. There are three styles of page numbers to choose from: “-1-”, “P.1” and “1/n”.

* If you select “1/n” as the style of page numbers, the denominator will indicate the total number of pages.



NOTE

Page numbers will be printed relative to the middle of the bottom of the page. (The arrow in the illustration indicates the direction in which the originals are set.)

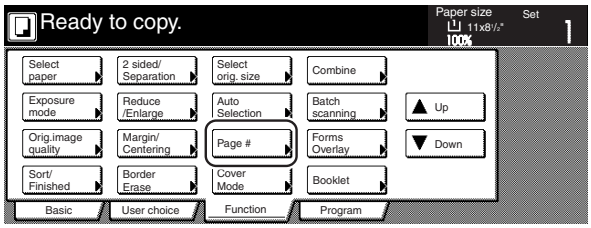


1 Set the originals to be copied.

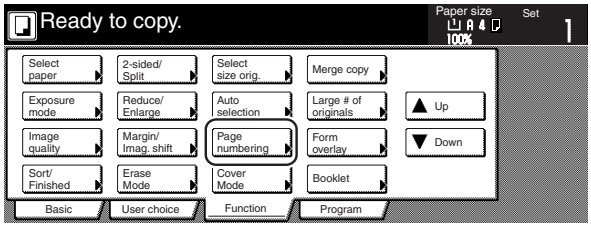
2 Touch the “Function” tab. The content of the “Function” tab will be displayed.

3 Touch the “Page #” [“Page numbering”] key. The “Page #” [“Page numbering”] screen will be displayed.

Inch specifications

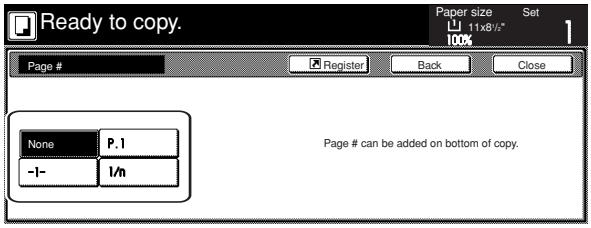


Metric specifications

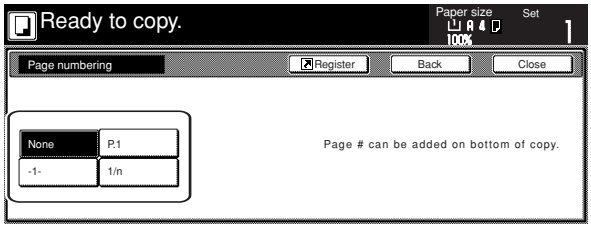


4 Touch the key that corresponds to the style of page numbers that you want to use. The screen to make settings for that style will be displayed.

Inch specifications

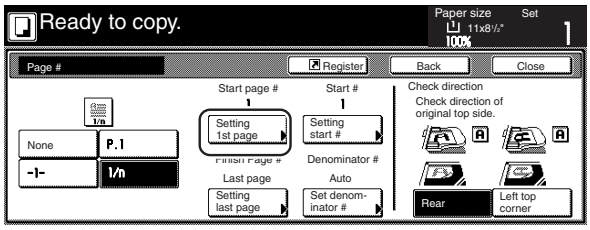


Metric specifications

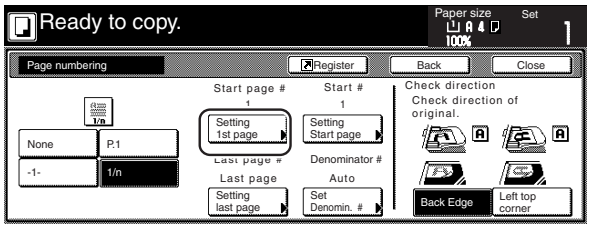


5 If you want printing of the page numbers to be started from a page other than the first page, touch the “Setting 1st page” key.
The “Setting 1st page” screen will be displayed.

Inch specifications

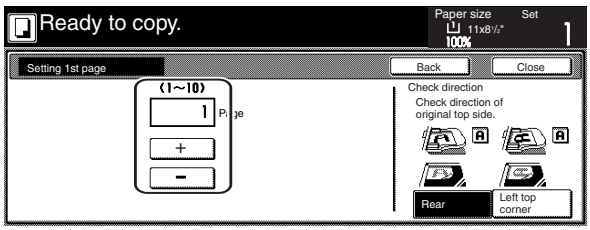


Metric specifications

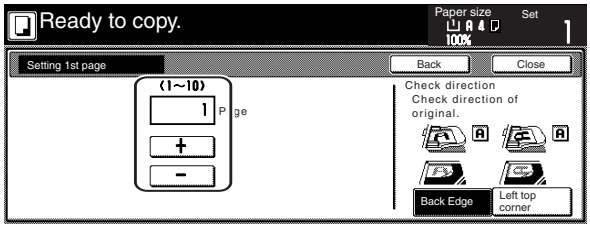


6 Touch the “+” key or the “-” key to select from which page printing of the page numbers will start.

Inch specifications



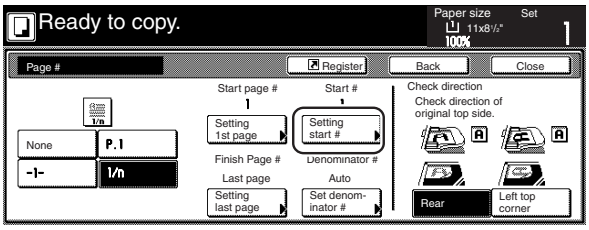
Metric specifications



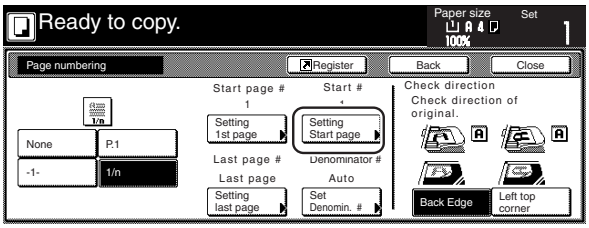
7 Touch the “Close” key. The touch panel will return to the screen in step 5.

8 If you want the first page number that is printed to be something other than “1”, touch the “Setting start #” [“Setting Start page”] key. The “Setting start #” screen will be displayed.

Inch specifications

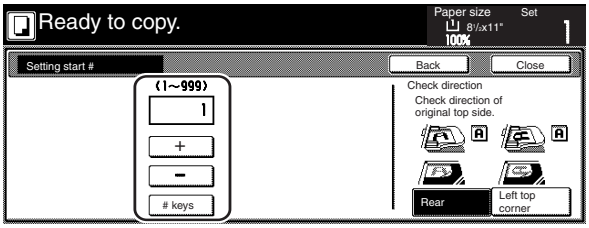


Metric specifications

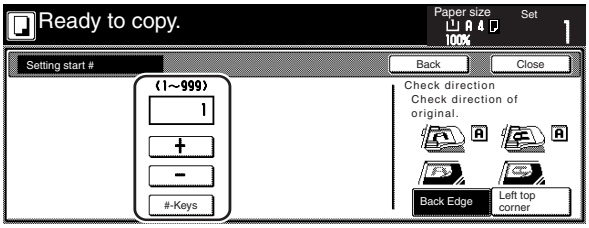


9 Touch the “+” key or the “-” key to select the first page number that will be printed.
* The desired page number can also be entered directly by touching the “# keys” [“#-Keys”] key and then using the keypad.

Inch specifications



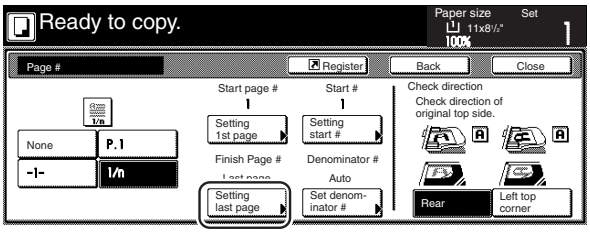
Metric specifications



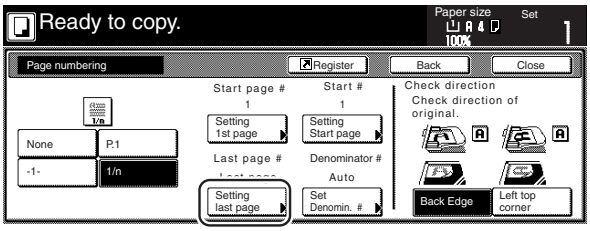
10 Touch the “Close” key. The touch panel will return to the screen in step 8.

11 If you want the last page number that is printed to be on a copy other than that for the last original, touch the “Setting last page” key. The “Setting last page” screen will be displayed.

Inch specifications

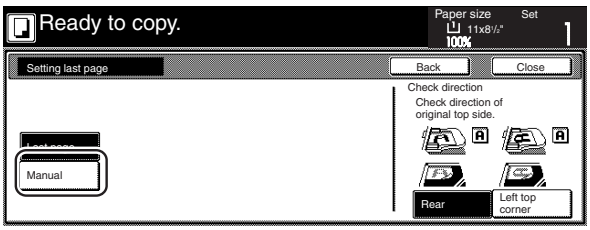


Metric specifications

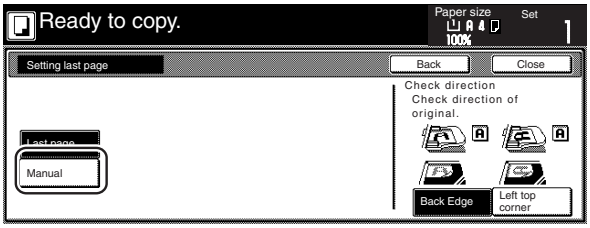


12 Touch the “Manual” key.
The screen to designate the last page will be displayed.

Inch specifications

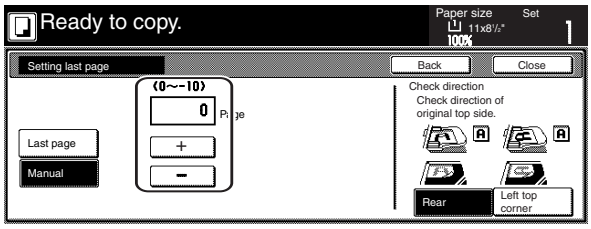


Metric specifications

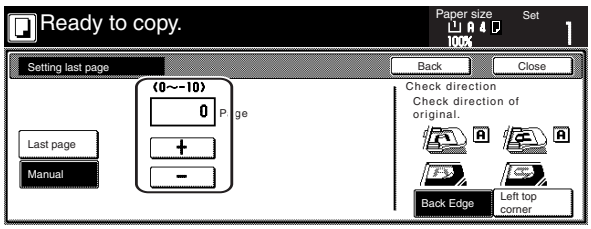


13 Touch the “+” key or the “-” key to select, counting from the final copy, how many pages you do NOT want to have page numbers printed on.

Inch specifications



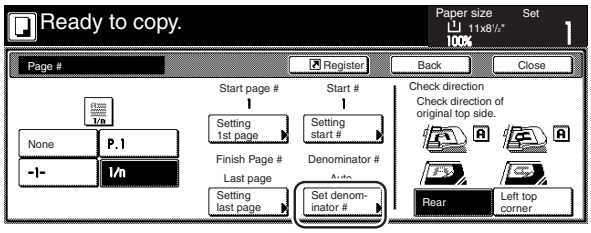
Metric specifications



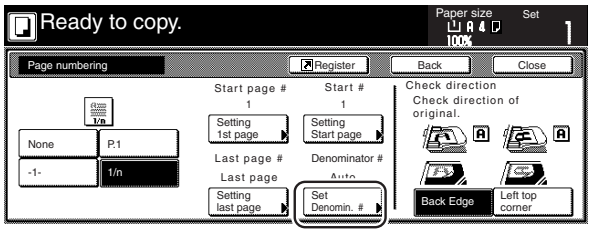
14 Touch the “Close” key. The touch panel will return to the screen in step 11.
If you selected the “1/n” style, the “Set denominator #” [“Set Denomin. #”] key will be displayed.

15 If you want to manually select the denominator for the page numbers, touch the “Set denominator #” [“Set Denomin. #”] key. The “Setting denominator #” screen will be displayed.

Inch specifications

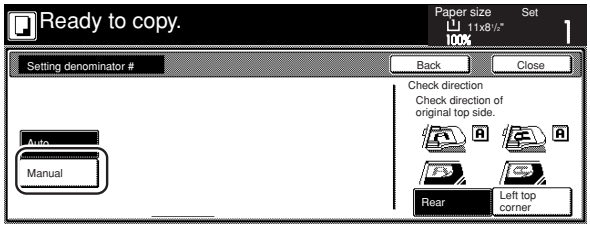


Metric specifications

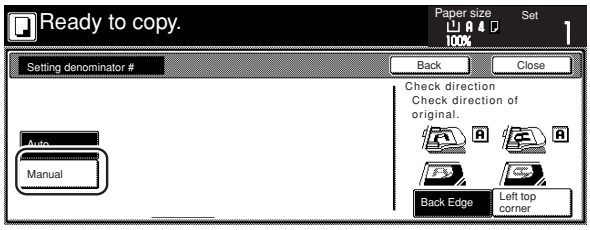


16 Touch the “Manual” key.
The screen to designate the denominator will be displayed.

Inch specifications



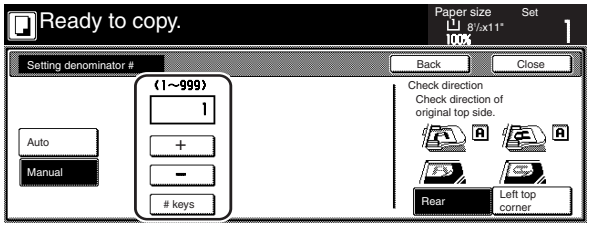
Metric specifications



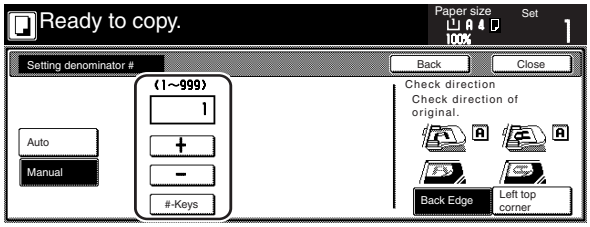
17 Touch the “+” key or the “-” key to select the desired denominator for the page numbers.

* The desired denominator can also be entered directly by touching the “# keys” [“#-Keys”] key and then using the keypad.

Inch specifications

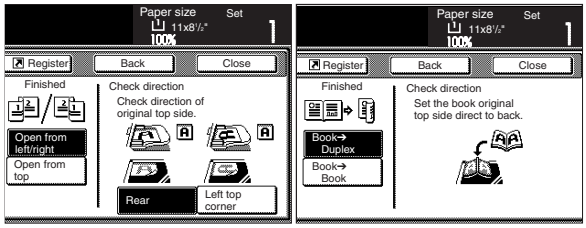


Metric specifications

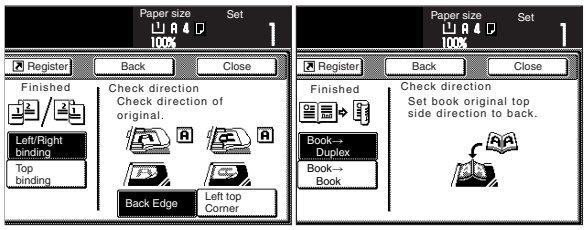


18 Follow the instructions on the right side of the touch panel and verify the direction in which the originals were set.

Inch specifications



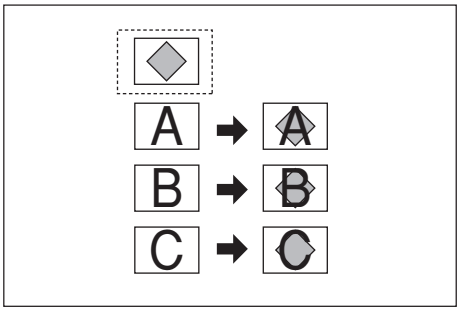
Metric specifications



19 Press the [Start] key.
Copying will start.

5. Overlaying one image over another [Form overlay mode]

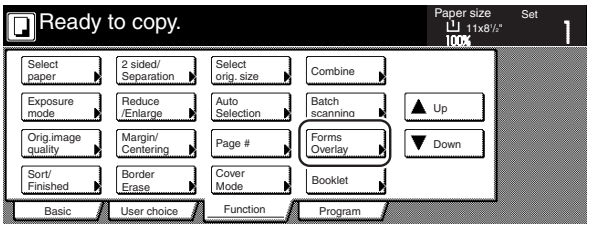
This mode can be used to scan the first original (the “form”) into memory and have its image overlaid onto copies made from subsequent originals. If the optional Hard Disk is installed on your copier, it is also possible to register and store in memory, in advance, the images that you want to use as original forms.



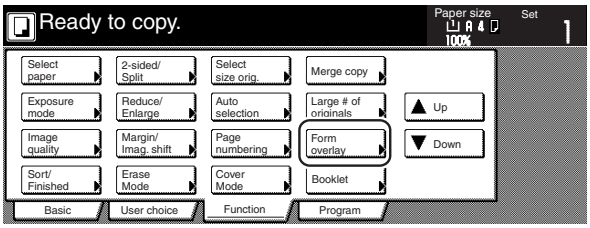
1 Touch the “Function” tab. The content of the “Function” tab will be displayed.

2 Touch the “Forms Overlay” [“Form overlay”] key. The “Forms Overlay” [“Form overlay”] screen will be displayed.

Inch specifications

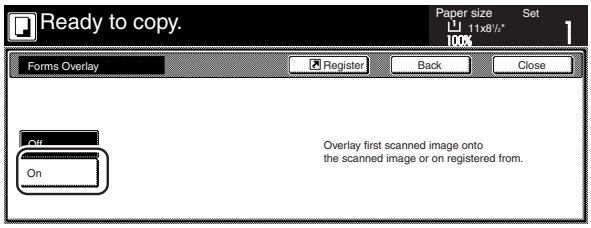


Metric specifications

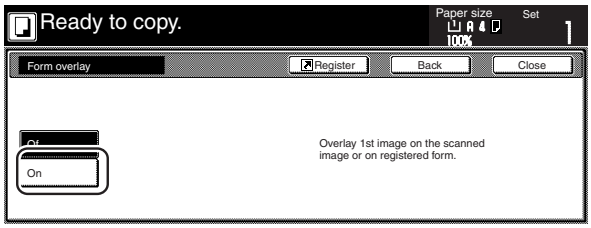


3 Touch the “On” key.
The screen to set the shading level of the form image will be displayed.

Inch specifications



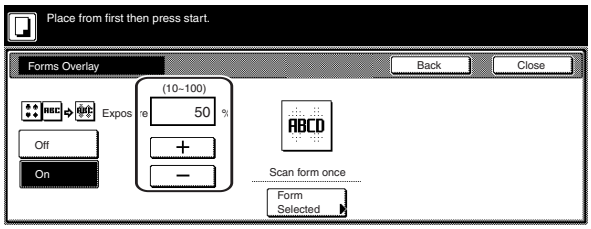
Metric specifications



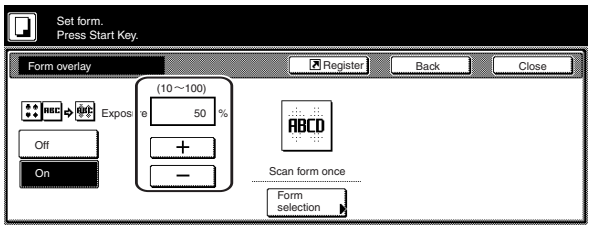
4 Touch the “+” key or the “-” key to select the level of shading that you want to use for the original form.
The desired shading level can be set to any 10% increment between 10% and 100%.

* A sample of the effect that the selected shading level will produce will be displayed to the right of the entry field.

Inch specifications



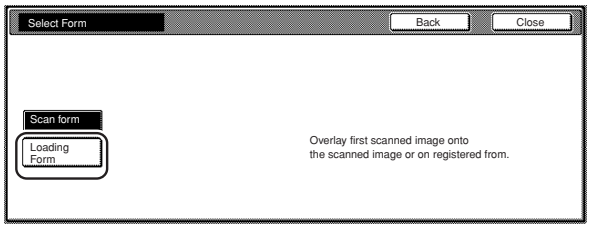
Metric specifications



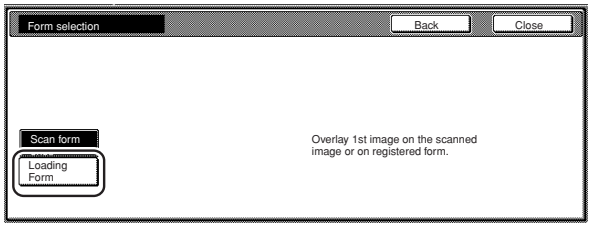
5 If the optional Hard Disk is installed on your copier, it is also possible to register and store in memory, in advance, the images that you want to use as original forms. If you want to use a previously registered image as the form, touch the “Form Selected” [“Form selection”] key and go to the next step.
If you want to scan in a new image, go directly to step 9.

6 Touch the “Loading Form” key.
A list of registered forms will be displayed.

Inch specifications

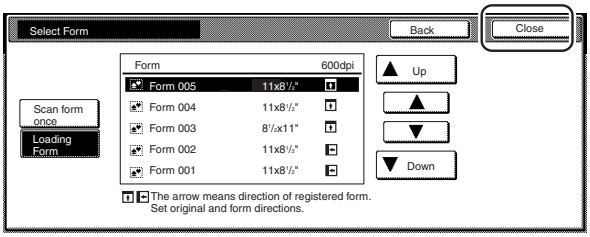


Metric specifications

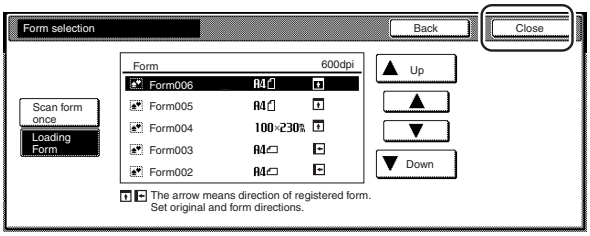


7 Select from that list the image that you want to use and then touch the “Close” key. The touch panel will return to the screen in step 4.

Inch specifications



Metric specifications



8 Set the originals that you want to copy and go directly to step 10.

9 If you are using the optional Document Processor, make sure that the original that you want to use as the form is on top of the originals that you want to copy.

If you are using the platen, set the original that you want to use as the form.

10 Press the [Start] key.
Copying will start.

If a message appears telling you to set the next original, go to the next step.

11 Replace the first original with the next one and press the [Start] key. Scanning of that next original will start.

12 Once you have finished scanning all of the originals, touch the “Scanning finished” key. Copying will start.

6. Making booklets from sheet originals [Booklet/Stitching mode]

With this mode, you can use 1-sided or 2-sided originals to make open-faced, two-sided copies in such a way that the finished copies can be stacked and folded into a booklet format. You can also select to have color paper or relatively thick paper fed as front and/or back covers to the copy sets.

NOTES

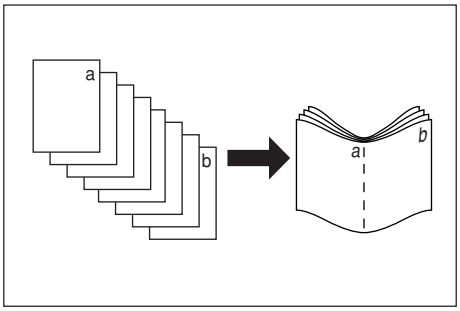
- Only 8 1/2" x 11", 11" x 8 1/2", 11" x 17", B5R, B5, A4R, A4, B4 and A3 size copy paper can be used in this mode.

Inch specifications

- If the optional Document Finisher with Center Bind & Fold Unit is installed on your copier, you will be able to select center binding (stapling) and folding. Only 8 1/2" x 11" and 11" x 17" size copy paper can be center folded and stapled.

Metric specifications

- If the optional Document Finisher with Center Bind & Fold Unit is installed on your copier, you will be able to select center binding (stapling) and folding. Only A4R, B4 and A3 size copy paper can be center folded and stapled.

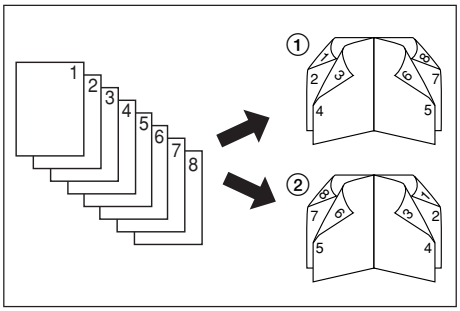


① If "Left" is selected as the binding direction...

Copying will be performed so that the stacked and folded pages of the finished copies read from left to right.

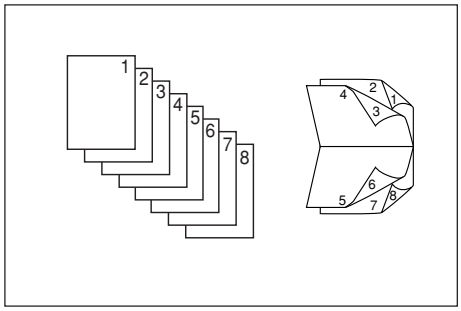
② If "Right" is selected as the binding direction...

Copying will be performed so that the stacked and folded pages of the finished copies read from right to left.



③ If "Top" is selected as the binding direction...

Copying will be performed so that the stacked and folded pages of the finished copies read from top to bottom.



④ It is possible for you to select whether or not to copy onto the front and/or back cover sheets.

	Front cover	Back cover
Do NOT copy		
Copy on outside		
Copy on inside		
Copy on both sides		

NOTES

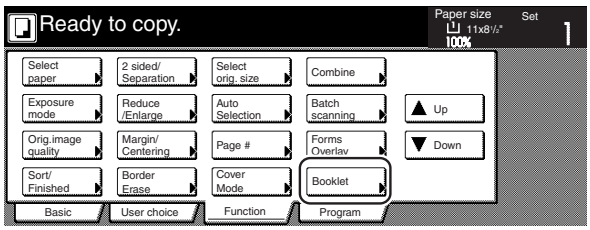
- The asterisk "☆" indicates the side of the cover on which copying will be accomplished.
- The illustrations above are an example of when "Left" is selected as the binding direction.

1 Set the first original to be copied.

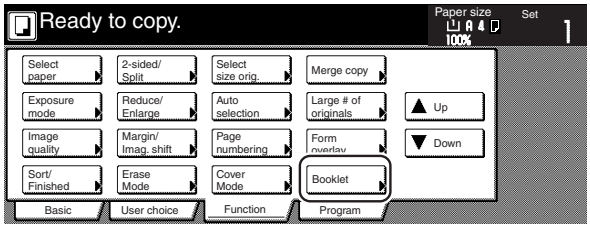
2 Touch the “Function” tab. The content of the “Function” tab will be displayed.

3 Touch the “Booklet” key. The “Booklet” screen will be displayed.

Inch specifications

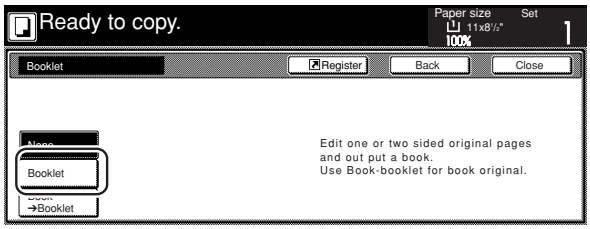


Metric specifications

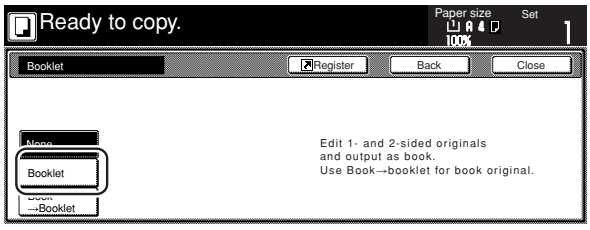


4 Touch the “Booklet” key. The screen to specify the binding direction of the originals and the finished copies will be displayed.

Inch specifications

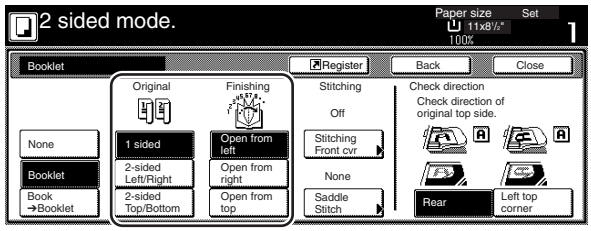


Metric specifications

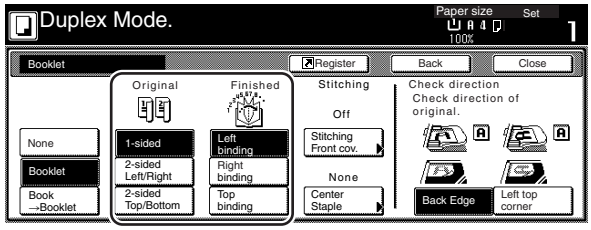


5 Specify the binding direction of both the originals and the finished copies.

Inch specifications

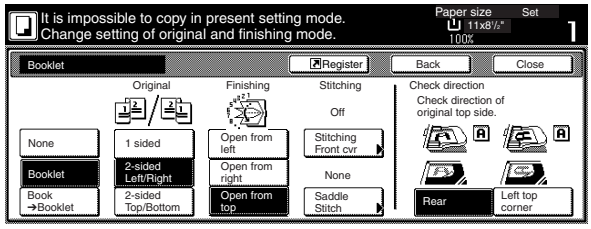


Metric specifications

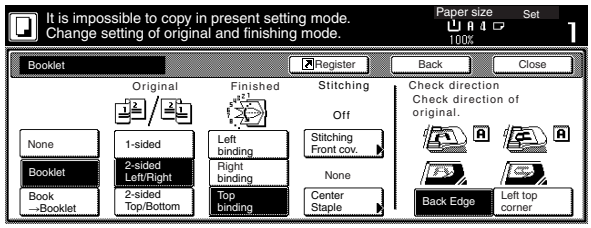


6 If “It is impossible to copy in present setting mode. Change setting of original and finishing mode.” appears, check (on the right side of the touch panel) whether both the orientation of the originals and the finish mode setting are correct or not.

Inch specifications



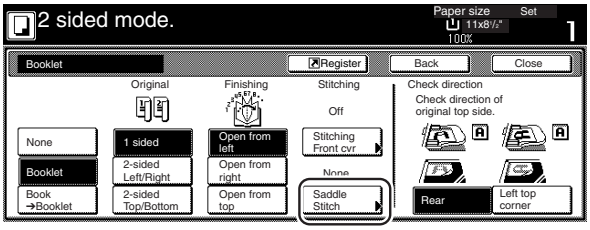
Metric specifications



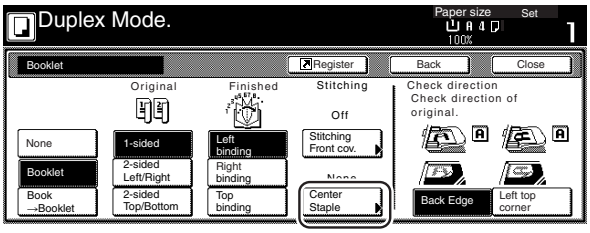
7 If the optional Document Finisher with Center Bind & Fold Unit is installed on your copier, the “Saddle Stitch” [“Center Staple”] key will be displayed and you will be able to select center binding (stapling) and folding of the copy sets. In this case, if you DO want the center stapling and folding operation to be performed, touch the “Saddle Stitch” [“Center Staple”] key and go to the next step.

If you do NOT want the stapling and folding operation to be performed, go directly to step 9.

Inch specifications



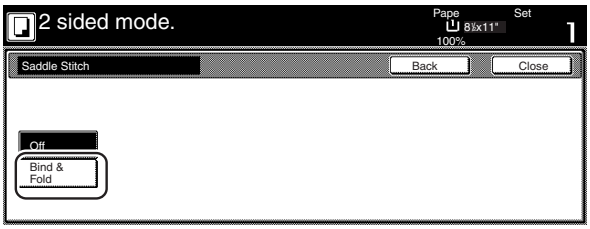
Metric specifications



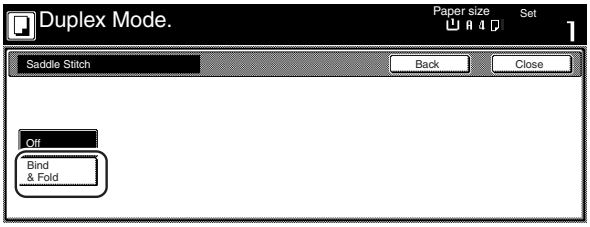
8 Touch the “Bind & Fold” key.

* It is possible for you to center staple and fold, up to 10 copy sheets (40 layout pages) at one time.

Inch specifications

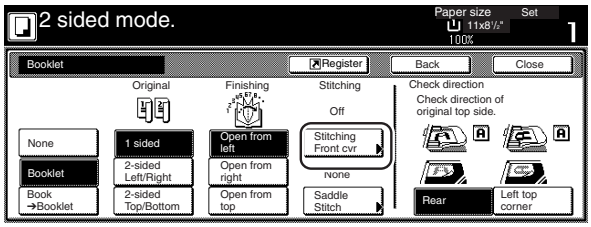


Metric specifications

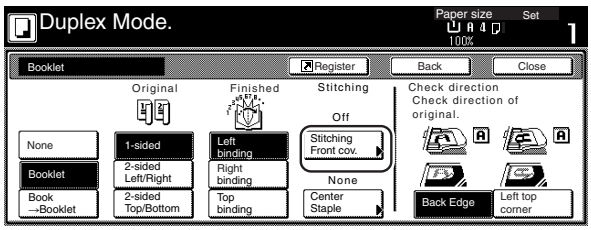


9 If you want to add covers, touch the “Stitching Front cvr” [“Stitching Front cov.”] key and go to the next step.
If you do NOT want to add covers, go directly to step 11.

Inch specifications

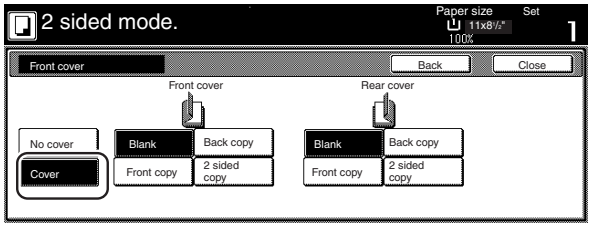


Metric specifications

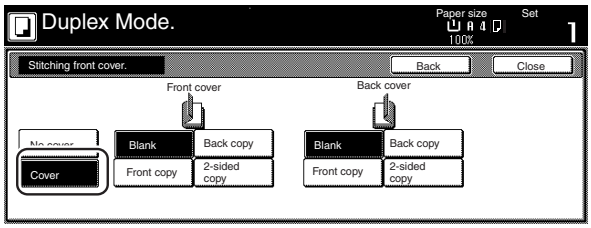


10 Touch the “Cover” key and select whether or not (and where) to copy on each of the front and back covers.

Inch specifications

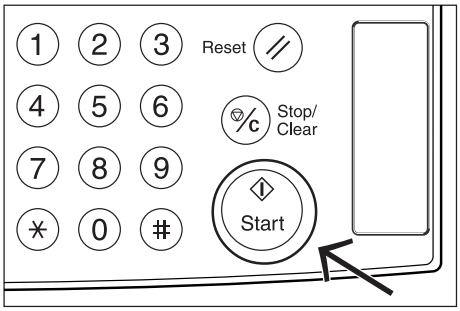


Metric specifications



11 Press the [Start] key.
Scanning of the originals will start.

If you set the originals in the optional Document Processor, copying will start automatically.
If you set an original on the platen, a message will appear telling you to set the next original. In this case, go to the next step.



12 Replace the first original with the next one and press the [Start] key. Scanning of that next original will start.

13 Once you have finished scanning all of the originals, touch the “Scanning finished” key. Copying will start.

7. Making booklets from book originals [Book to Booklet mode]

With this mode, you can add covers, and either copy onto them or not, so that the finished copy sets will appear like a magazine, etc.

NOTES

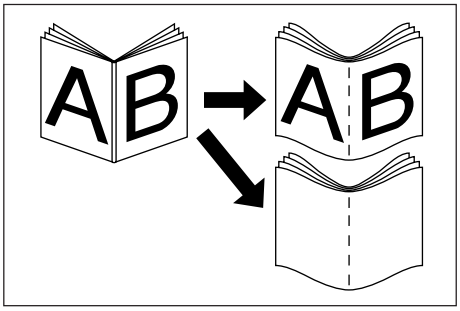
- Only 8 1/2" x 11", 11" x 8 1/2", 11" x 17", A5R, B5R, A4R, B4 and A3 size originals and 8 1/2" x 11", 11" x 8 1/2", 11" x 17", B5R, B5, A4R, A4, B4 and A3 size copy paper can be used in this mode.

Inch specifications

- If the optional Document Finisher with Center Bind & Fold Unit is installed on your copier, you will be able to select center binding (stapling) and folding. Only 8 1/2" x 11" and 11" x 17" size copy paper can be center folded and stapled.

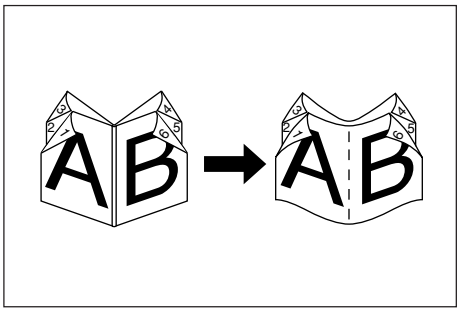
Metric specifications

- If the optional Document Finisher with Center Bind & Fold Unit is installed on your copier, you will be able to select center binding (stapling) and folding. Only A4R, B4 and A3 size copy paper can be center folded and stapled.



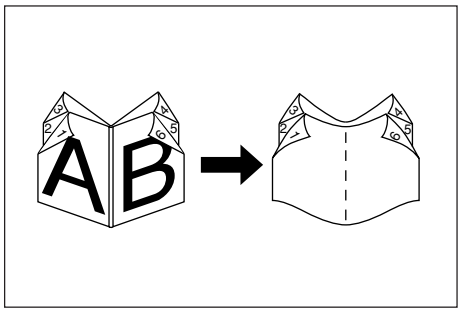
● **With a cover**

The original that will be used as the cover will be scanned first so that, when the finished copies are folded, that page will act as the front and back cover to the copy set.

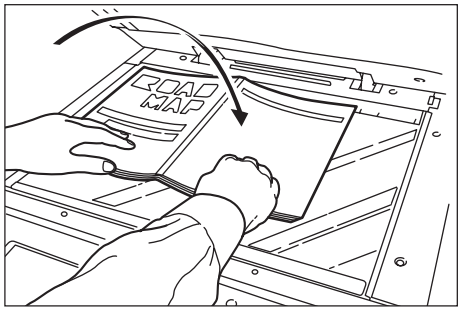


● **Without a cover**

When the finished copies are folded, the front and back of the copy set will be blank.



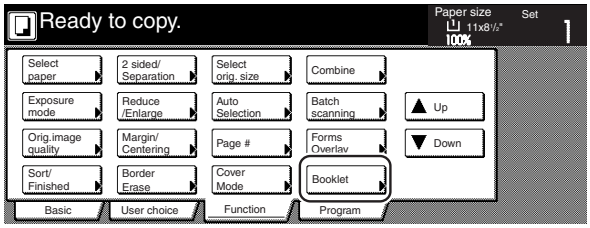
1 Set the open-faced (book, etc.) original to be copied.



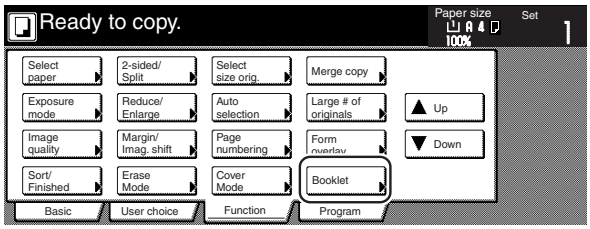
2 Touch the “Function” tab. The content of the “Function” tab will be displayed.

3 Touch the “Booklet” key. The “Booklet” screen will be displayed.

Inch specifications

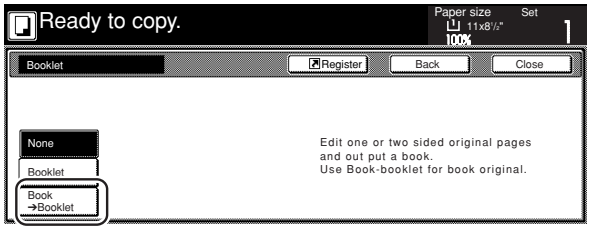


Metric specifications

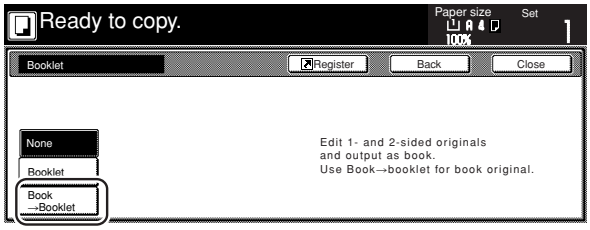


4 Touch the “Book → Booklet” key. The screen to specify the binding direction of the originals and the finished copies will be displayed.

Inch specifications

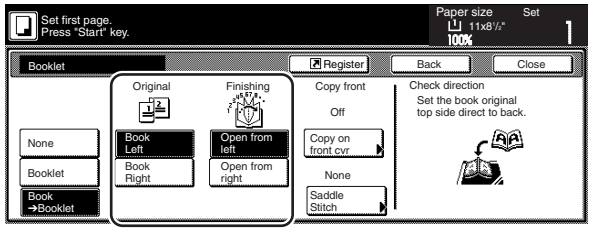


Metric specifications

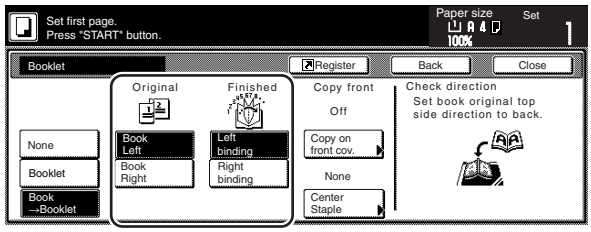


5 Specify the binding direction of both the originals and the finished copies.

Inch specifications



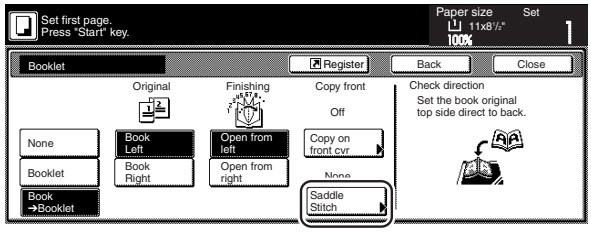
Metric specifications



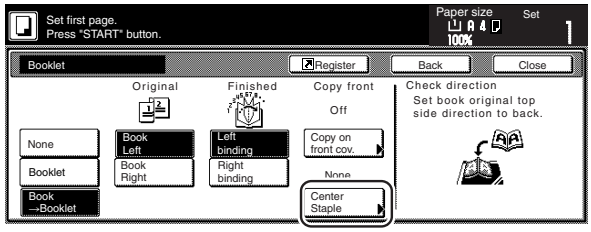
6 If the optional Document Finisher with Center Bind & Fold Unit is installed on your copier, the “Saddle Stitch” [“Center Staple”] key will be displayed and you will be able to select center binding (stapling) and folding of the copy sets. In this case, if you DO want the center stapling and folding operation to be performed, touch the “Saddle Stitch” [“Center Staple”] key and go to the next step.

If you do NOT want the stapling and folding operation to be performed, go directly to step 8.

Inch specifications

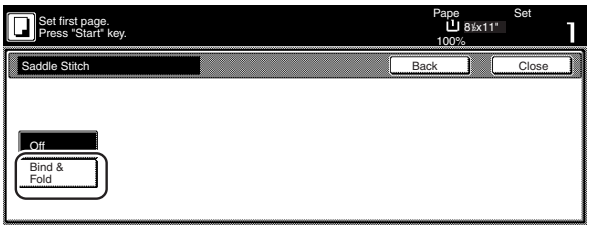


Metric specifications

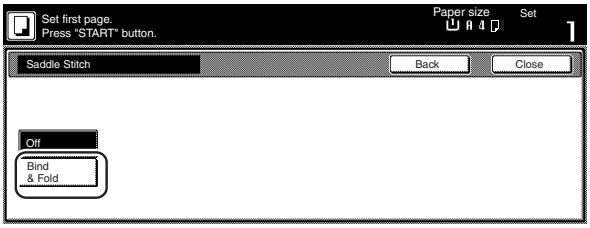


7 Touch the “Bind & Fold” key.
* It is possible for you to center staple and fold, up to 10 copy sheets (40 layout pages) at one time.

Inch specifications

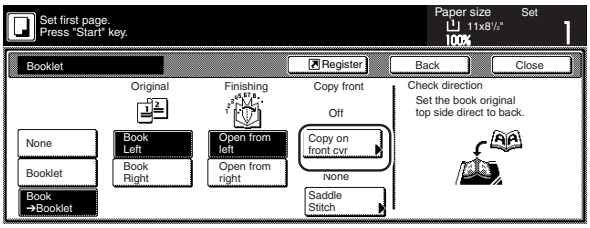


Metric specifications

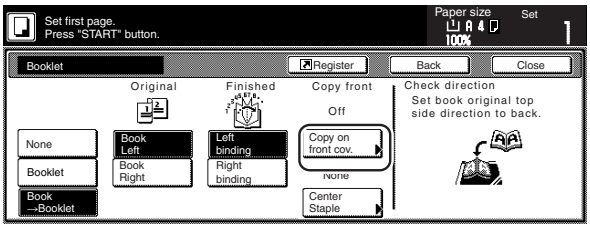


8 If you want to add covers, touch the “Copy on front cvr” [“Copy on front cov.”] key. The “Copy on front cover” screen will be displayed.
At this point, if you do NOT want to copy onto the covers, go directly to step 10.

Inch specifications

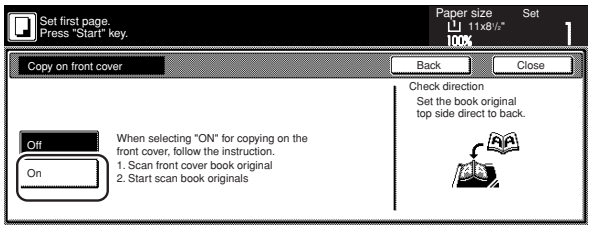


Metric specifications

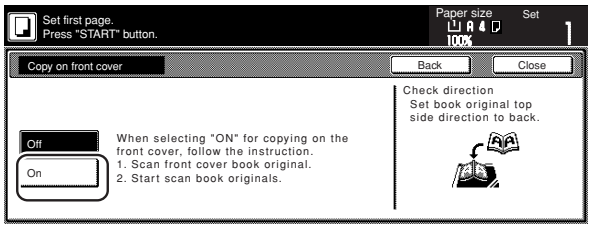


9 Touch the “On” key.

Inch specifications



Metric specifications

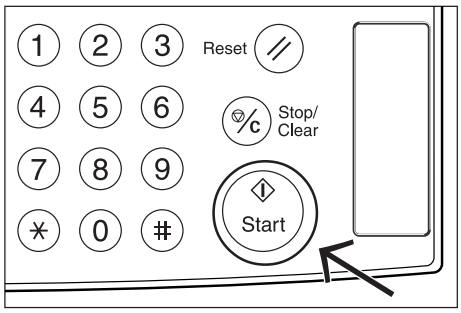


IMPORTANT!

If you DO want to copy onto the covers, be absolutely certain to set the original that you want to have copied onto the cover first.

10 Press the [Start] key.
Scanning of the original will start.

When a message appears telling you to set the next original, go to the next step.



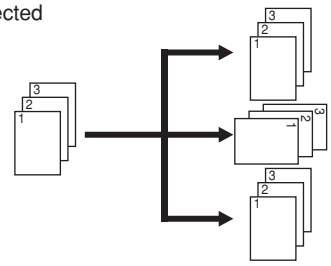
11 Replace the first original with the next one and press the [Start] key. Scanning of that next original will start.

12 Once you have finished scanning all of the originals, touch the “Scanning finished” key. Copying will start.

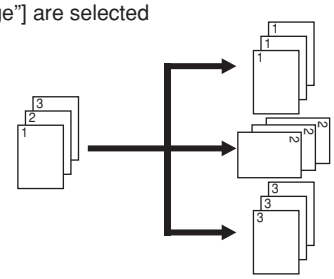
8. Automatic sorting of copy sets without the Document Finisher [Sort/Finished mode]

Since copying in this mode is performed after multiple originals are scanned and memorized, copies can be sorted into the required number of sets even without the optional Document Finisher.

When "Sort:ON" and "On" ["1 set"] are selected



When "Sort:OFF" and "On" ["Output each page"] are selected



(when there is paper loaded of the same size but different orientation)

NOTE

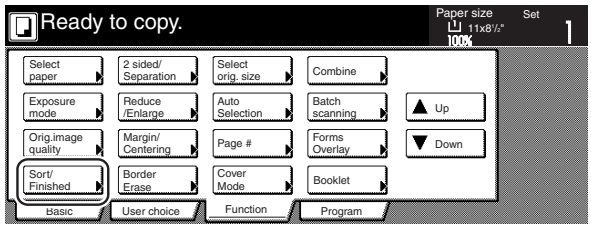
If you do not have paper of the same size but different orientations available for paper feed, copies will be ejected without being "sorted" in this way.

1 Set the originals to be copied.

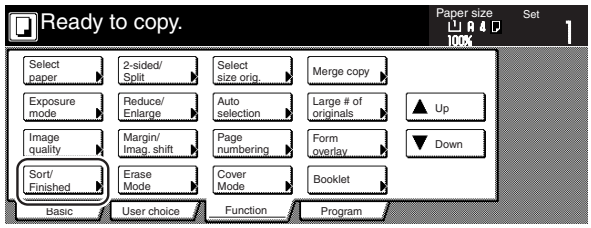
2 Touch the "Function" tab. The content of the "Function" tab will be displayed.

3 Touch the "Sort/Finished" key. The "Sort/Finished" screen will be displayed.

Inch specifications

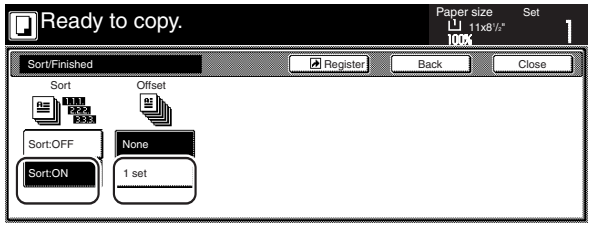


Metric specifications

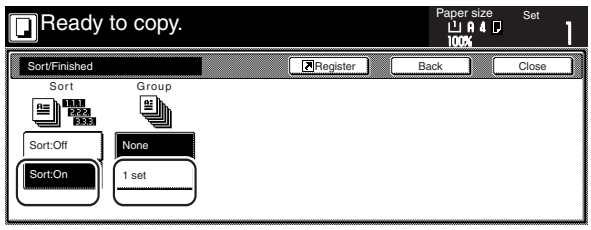


4 Touch the "Sort:ON" key.

Inch specifications

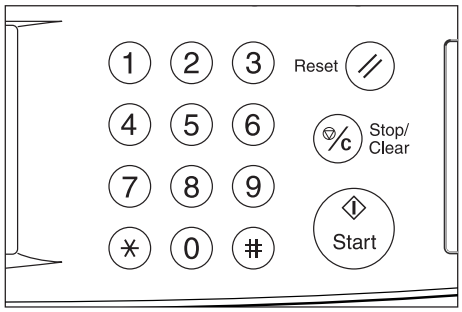


Metric specifications



5 Touch the "1 set" key.

6 Use the keypad to set the number of copies to be made.

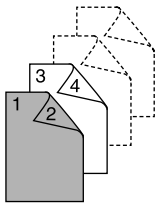
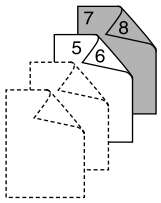
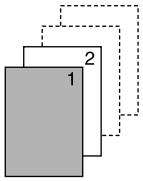
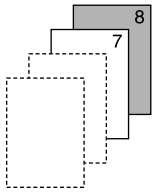
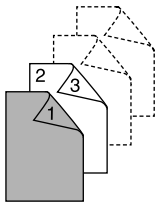
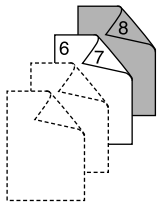
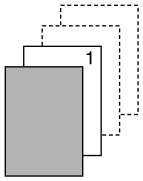
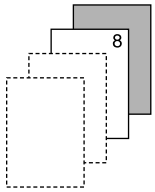
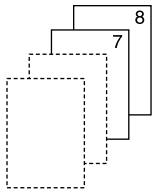


7 Press the [Start] key.
Copying will start.

9. Adding a front and/or back cover to your copy sets [Cover mode]

With this mode, you can select to have color paper or relatively thick paper fed as front and/or back covers to your copy sets.

You can select separately whether you want both sides or only one side of both the front and back covers to be copied onto, or to have either or both of them left completely blank. Select also whether or not you even want to include a back cover at all.

	Front cover	Back cover
2 sided copy[Duplex Copy]*		
Front copy		
Back copy*		
Blank		
No back cover		

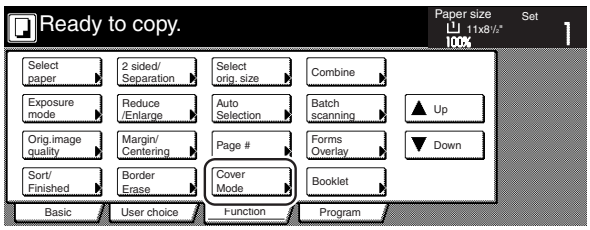
* The illustrations above show the result when sets of 2-sided copies are being made.
If you are making sets of 1-sided copies, copying will not be performed on the rear side of the covers even if the 2-sided copy [Duplex Copy] or Back copy settings are selected.

1 Set the originals to be copied.

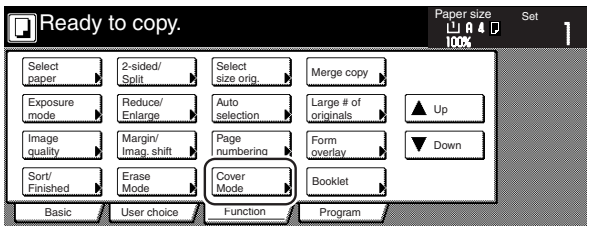
2 Touch the “Function” tab. The content of the “Function” tab will be displayed.

3 Touch the “Cover Mode” key. The “Cover Mode” screen will be displayed.

Inch specifications

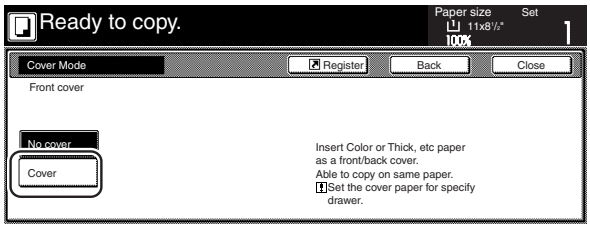


Metric specifications

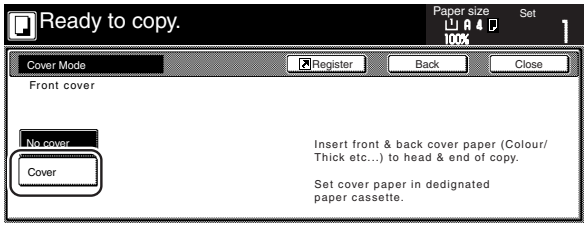


4 Touch the “Cover” key. The screen to make the front cover settings will be displayed.

Inch specifications

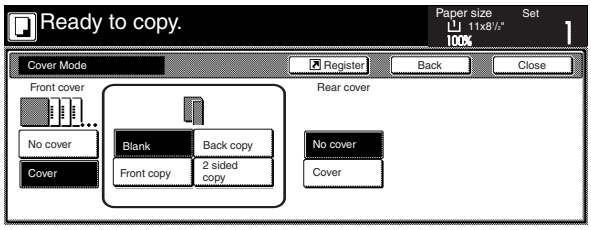


Metric specifications

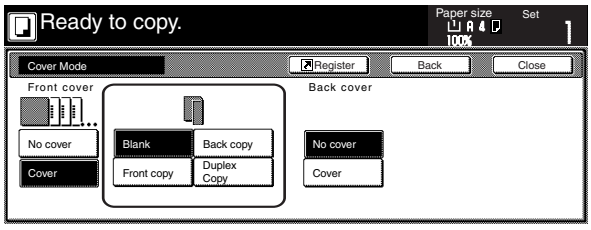


5 Select the desired settings for the front cover.

Inch specifications

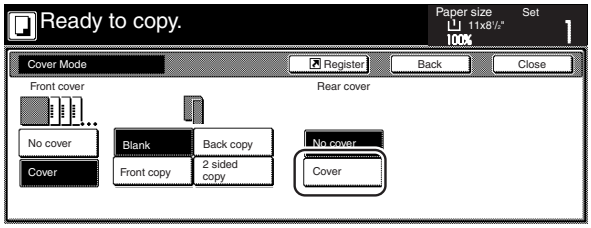


Metric specifications

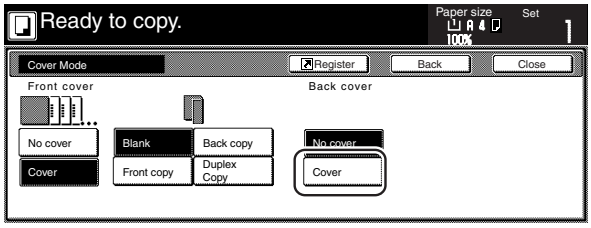


6 Touch the “Cover” key or the “No cover” key, as appropriate, to select whether or not you want to include a back cover. If you selected “Cover”, the screen to make the back cover settings will be displayed.

Inch specifications

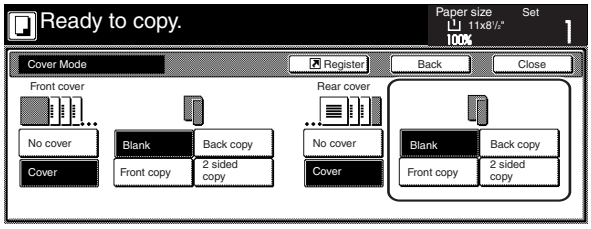


Metric specifications

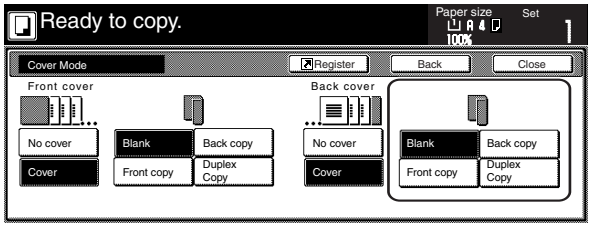


7 Select the desired settings for the back cover.

Inch specifications

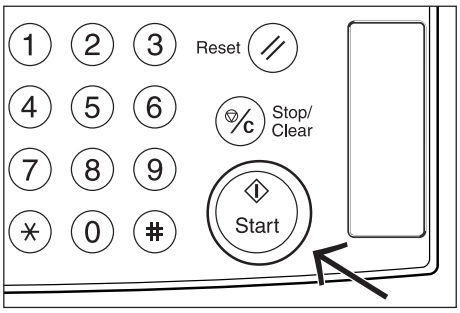


Metric specifications



8 Press the [Start] key.
Scanning of the originals will start.

If you set the originals in the optional Document Processor, copying will start automatically.
If you set an original on the platen, a message will appear telling you to set the next original. In this case, go to the next step.

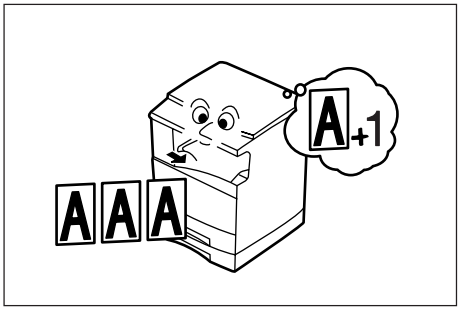


9 Replace the first original with the next one and press the [Start] key. Scanning of that next original will start.

10 Once you have finished scanning all of the originals, touch the “Scanning finished” key. Copying will start.

10. Making more of the same copies after a copy job is finished [Repeat copy mode]

With this mode, if you think you might want to make another set of the same copies even after the initial copy job is finished, simply turn the repeat copy mode ON and you can make the necessary number of additional copies later. In order to maintain privacy, you can make it necessary to enter a security code in order to use the repeat copy mode so that, if the entered code doesn't match the registered security code, it will not be possible to use the repeat copy mode.



NOTES

- The optional Hard Disk must be installed on this copier in order to use this mode.
- All data for repeat copying will be deleted when the power switch is turned OFF.
- Repeat copying registration is not available for print out under document management or with the form overlay mode.

(1) Registering a copy job for repeat copying

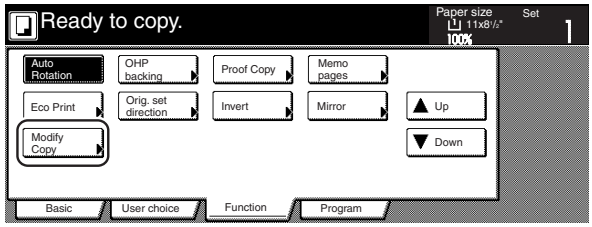
1 Set the originals to be copied.

2 Touch the "Function" tab. The content of the "Function" tab will be displayed.

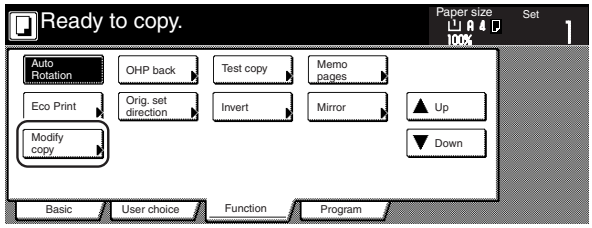
3 Touch the "▼ Down" key. The content of the next portion of the "Function" tab will be displayed.

4 Touch the "Modify Copy" key. The "Modify Copy" screen will be displayed.

Inch specifications

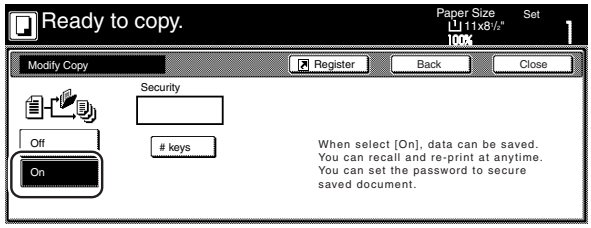


Metric specifications

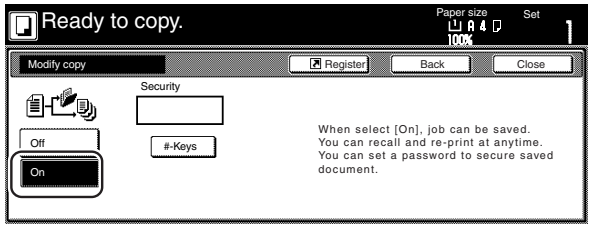


5 Touch the "On" key.

Inch specifications



Metric specifications

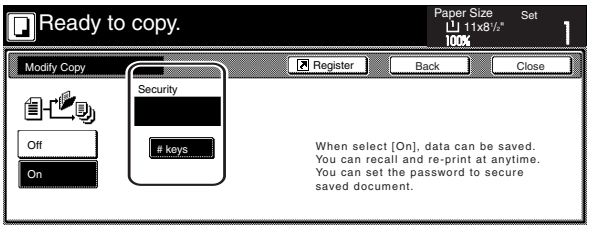


If you want to register a security code, go to the next step.

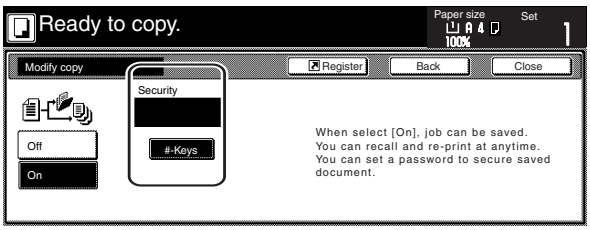
If you do NOT want to register a security code, go directly to step 7.

6 Touch the "# keys" ["#-Keys"] key to highlight that key and then enter the security code that will enable repeat copying for these originals.

Inch specifications



Metric specifications



NOTES

- The security code can be between 1 and 8 digits long.
- If you forget the security code that you enter here, repeat copying will not be possible for these originals. Be sure to keep some sort of record of the security code.

7 Press the [Start] key.
Copying will start.

If a message appears telling you to set the next original, go to the next step.

8 Replace the first original with the next one and press the [Start] key. Scanning of that next original will start.

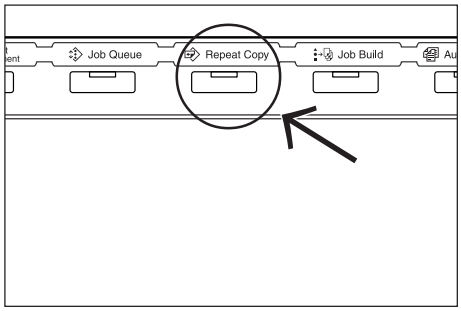
9 Once you have finished scanning all of the originals, touch the "Scanning finished" key. Copying will start.

(2) Printing out with the repeat copy mode

Once you press the [Repeat Copy] key, the "Modify copy" list will be displayed so that you can verify the copy jobs that are registered for repeat copying. It is possible to reprint, check the contents of, and delete the copy jobs that are registered in this list.

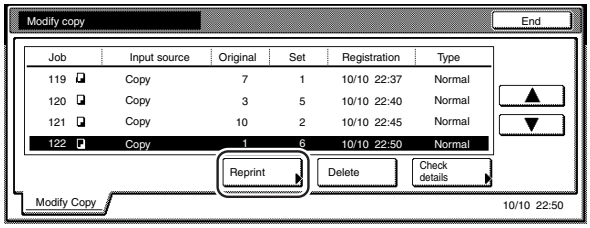
① Reprinting a registered copy job

1 Press the [Repeat Copy] key. The "Modify copy" list will be displayed.

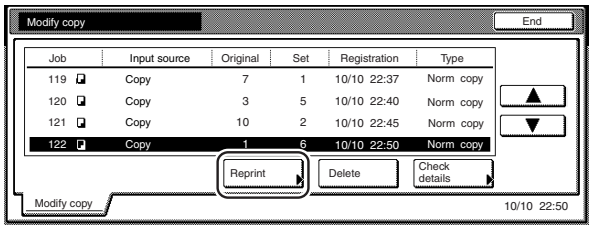


2 Select the copy job that you want to reprint and touch the "Reprint" key.

Inch specifications



Metric specifications

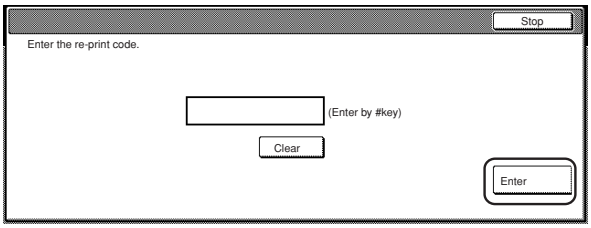


If you designated a security code when you registered the copy job for repeat copying, the code input screen will be displayed. In this case, go to the next step.

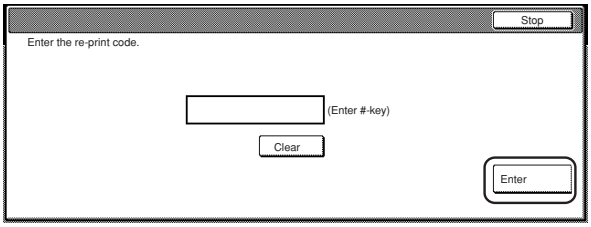
If you did NOT designate a security code when you registered the copy job for repeat copying, the screen to select the number of copies or copy sets to be made will be displayed. In this case, go directly to step 4.

3 Use the keypad to enter the appropriate security code and the touch the “Enter” key. If the entered code matches the registered one, the screen to select the number of copies or copy sets to be made will be displayed.

Inch specifications



Metric specifications

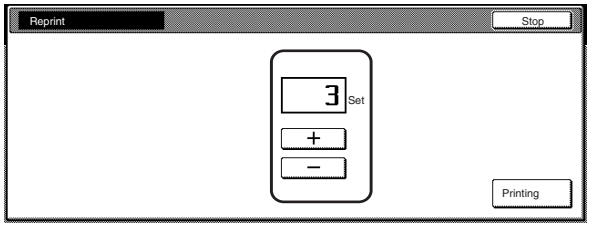


NOTES

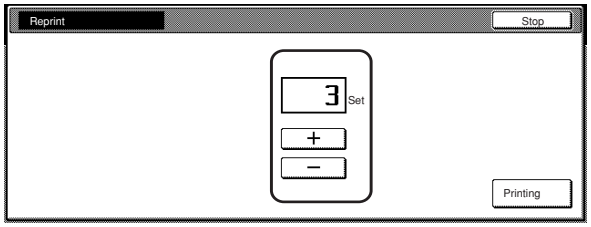
- To reenter a mistaken security code, touch the “Clear” key.
- If you touch the “Stop” key, the touch panel will return to the screen in step 2.

4 Touch the “+” key or the “-” key to set the number of copies or copy sets to be made.

Inch specifications



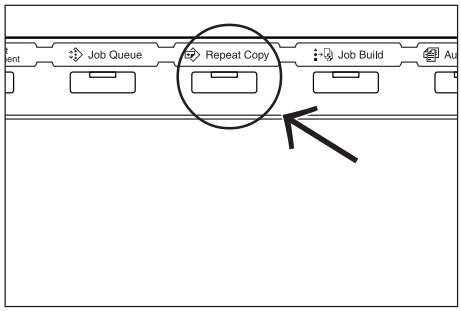
Metric specifications



5 Touch the “Printing” key.
Print out will start.

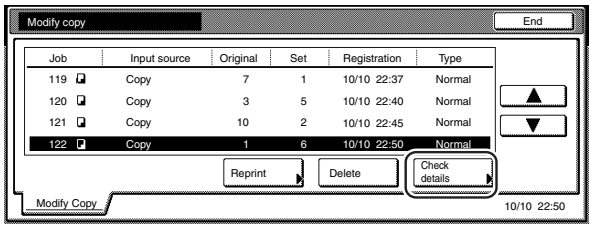
②Checking the contents of registered copy jobs

1 Press the [Repeat Copy] key. The “Modify copy” list will be displayed.

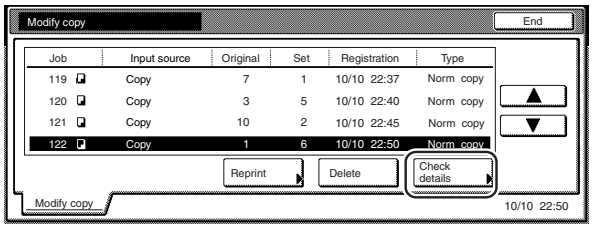


2 Select the copy job that you want to check the content of and touch the “Check detail” key.

Inch specifications



Metric specifications

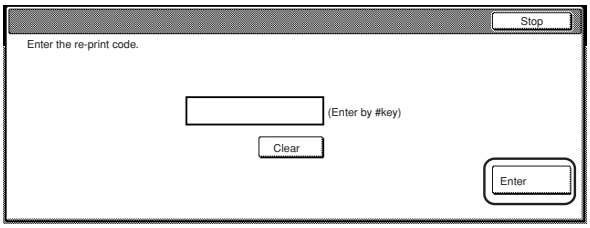


If you designated a security code when you registered the copy job for repeat copying, the code input screen will be displayed. In this case, go to the next step.

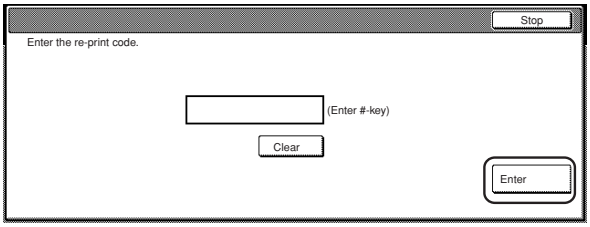
If you did NOT designate a security code when you registered the copy job for repeat copying, the “Check details / Reprint” screen will be displayed. In this case, go directly to step 4.

3 Use the keypad to enter the appropriate security code and the touch the “Enter” key. If the entered code matches the registered one, the “Check details / Reprint” screen will be displayed.

Inch specifications

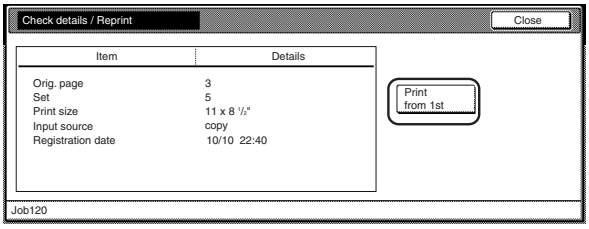


Metric specifications

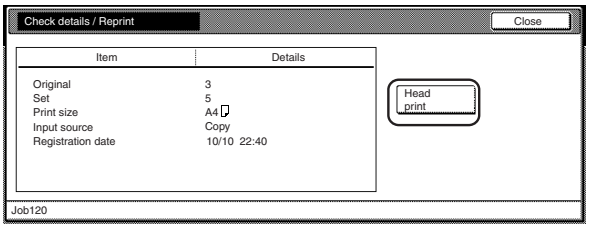


4 Check the contents of the selected job. You can also check the content of the first page of the copy job by touching the “Print from 1st” [“Head print”] key.

Inch specifications



Metric specifications



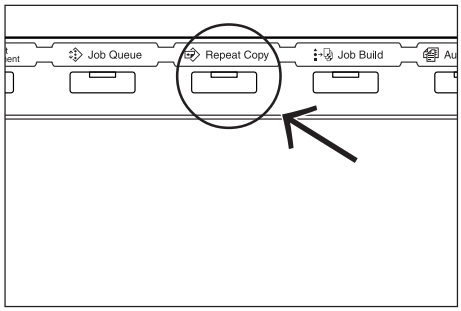
5 Once you have finished checking the content of the copy job, touch the “Close” key. The touch panel will return to the screen in step 2.

6 If you want to check the contents of another registered copy job, repeat steps 2 through 5.

7 Touch the “Close” key. The touch panel will return to the contents of the “Basic” tab.

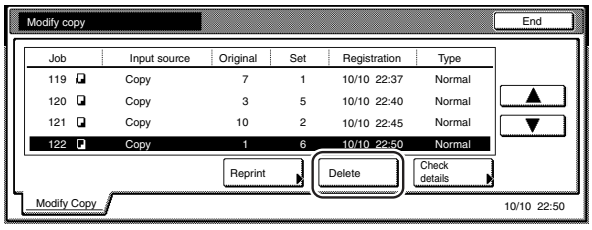
③ Deleting a registered copy jobs

1 Press the [Repeat Copy] key. The “Modify copy” list will be displayed.

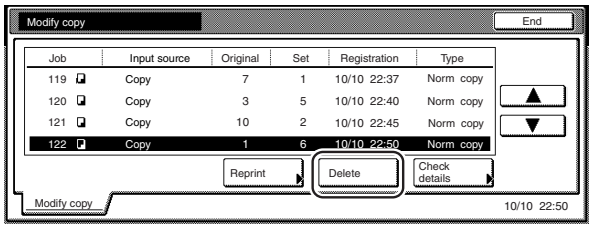


2 Select the copy job that you want to delete and touch the “Delete” key. A verification screen will be displayed.

Inch specifications

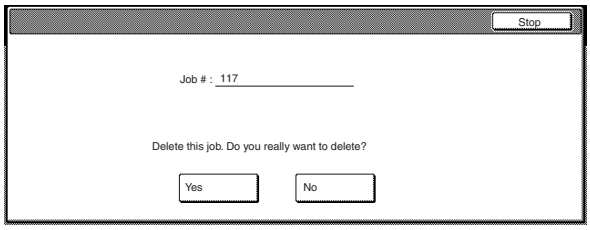


Metric specifications

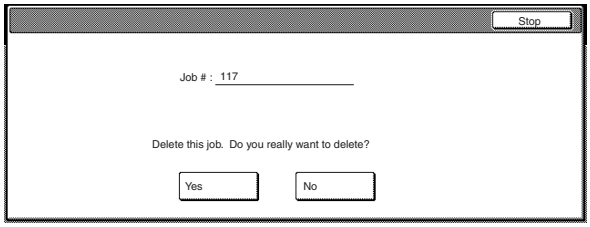


3 Touch the “Yes” key or the “No” key, as appropriate.

Inch specifications



Metric specifications



If you selected “Yes”, the selected copy job will be canceled and the touch panel will return to the screen in step 2.

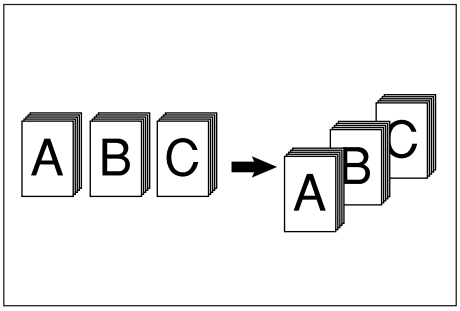
If you selected “No”, the touch panel will return to the screen in step 2 without canceling the selected job.

4 If you want to cancel another registered copy job, repeat steps 2 through 3.

5 Touch the “Close” key. The touch panel will return to the contents of the “Basic” tab.

11. Copying a large volume of originals in one operation [Batch scanning mode]

With this mode, you can scan multiple sets of originals and then have them all copied at the same time. Scan one set of originals of the same type and then register that as a single step in the copy job, and you can copy an extremely large volume of originals in one batch.

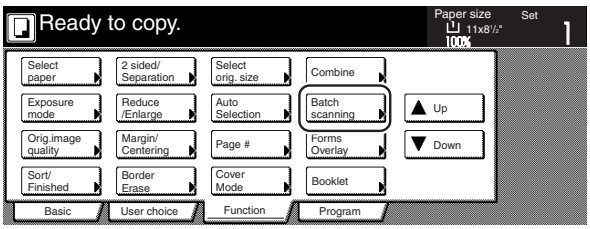


1 Set the originals to be copied.

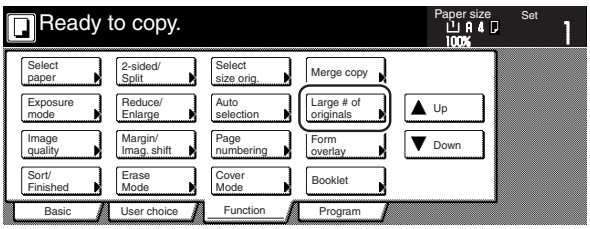
2 Touch the “Function” tab. The content of the “Function” tab will be displayed.

3 Touch the “Batch scanning” [“Large # of originals”] key. The “Continuous scanning” [“Multiple scanning”] screen will be displayed.

Inch specifications

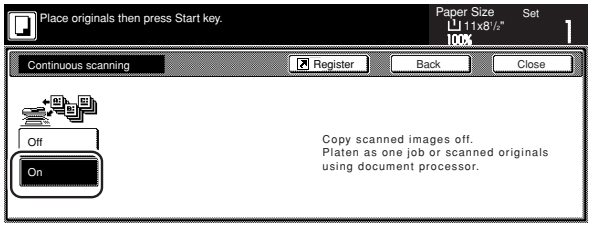


Metric specifications

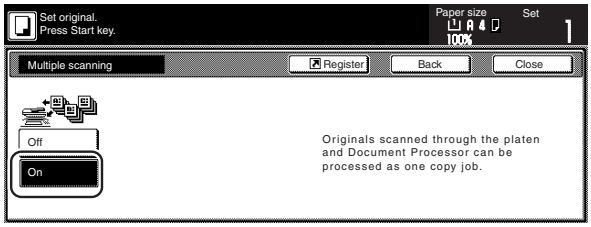


4 Touch the “On” key.

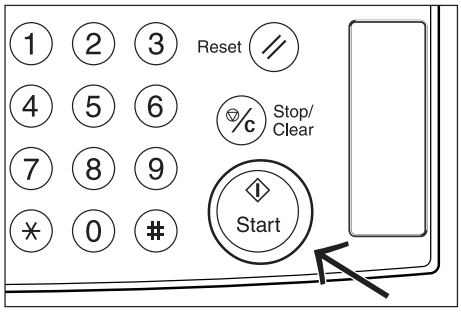
Inch specifications



Metric specifications



5 Press the [Start] key.
Scanning of the originals will start.



6 Replace the first originals with the next set and press the [Start] key. Scanning of those next originals (the next step in the copy job) will start.

7 Once you have finished scanning all of the originals, touch the “Scanning finished” key. Copying will start.

Section 6 COPIER MANAGEMENT FUNCTIONS

1. Copy management mode

By registering a different department ID-code for each individual department that uses the copier, the copy management function will help you manage the overall number of copies made by each department.
The copy management function in this copier offers the following features.

- Manage use of all optional functions (printer, scanner and fax) utilized by the same department ID-code.
- Manage up to 100 individual departments. (Up to 1000 when the optional Hard Disk is installed on this copier.)
- Register department ID-codes of up to 8 digits (between 0 and 99999999).
- Check the total number of copies made under all department ID-codes as a whole or by each individual department.
- Set copy limits to any 1-page increment up to 999,999.
- Clear the copy counts for all department ID-codes at one time or for each individual department.
- Check copy counts for your own department without the need to enter the management code. Just enter the corresponding department ID-code.

IMPORTANT!

In order to access the “Change restrictions for use” procedure under “Editing copy management information”, it is necessary to select “On” under “Copier function management ON/OFF”. When the optional Printer Kit, Printer/Scanner Kit or Fax Kit are installed in your copier, it is necessary to select “On” under the corresponding “Printer function management ON/OFF”, “Scanner function management ON/OFF” or “Fax function management ON/OFF” procedure. (See “(6) Changing the copy management default settings” on page 6-25.)

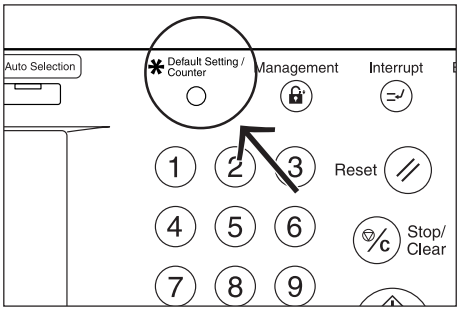
(1) Copy management procedures

Procedure	Description	Reference page
Editing copy management information	• Register new department ID-codes Perform this procedure when you want to register a new department ID-code and set the restrictions for using the copier under that ID-code. Up to 100 department ID-codes can be registered. (When the optional Hard Disk is installed on this copier, up to 1000 department ID-codes can be registered.)	6-4
	• Delete department ID-codes Perform this procedure when you want to delete registered department ID-codes.	6-16
	• Change registered information Perform this procedure when you want to change a department name or the corresponding ID-code.	6-17
	• Change restrictions for use Perform this procedure when you want to change the restrictions for using the copier under each department ID-code.	6-20
Checking the copy management counts	• Check all departments Perform this procedure when you want to check the total number of copies made under all department ID-codes as a whole, print out a copy management report and clear the copy counts for all of the registered department ID-codes.	6-21
	• Check individual departments Perform this procedure when you want to check the total number of copies made under each individual department ID-code and/or clear the copy counts for individual departments as well.	6-23
Turning the copy management function ON/OFF	Perform this procedure and touch the “On” key when you want to turn the copy management function ON, or touch the “Off” key to turn the copy management function OFF.	6-25
Changing the copy management default settings	Perform this procedure when you want to change the default settings for the copy management function.	6-25

(2) Accessing the copy management menu screen

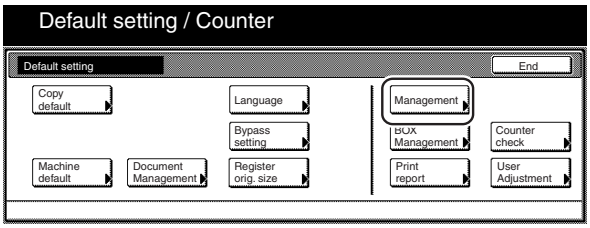
Perform the following procedure in order to access the copy management menu screen.

1 With the content of the “Basic” tab displayed, press the [Default Setting/Counter] key.
The “Default setting”screen will be displayed.

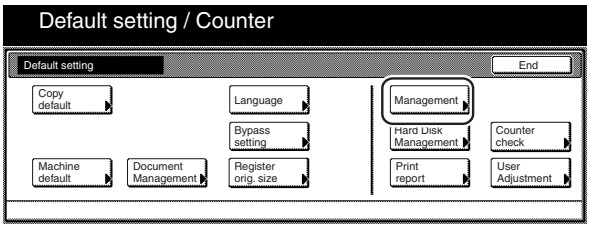


2 Touch the “Management” key on the right side of the touch panel.

Inch specifications

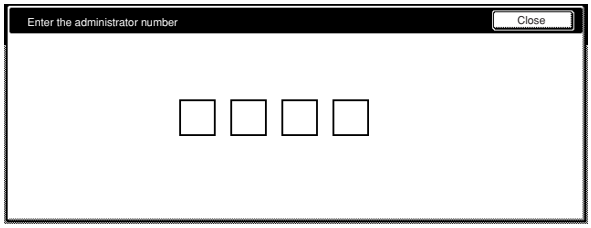


Metric specifications

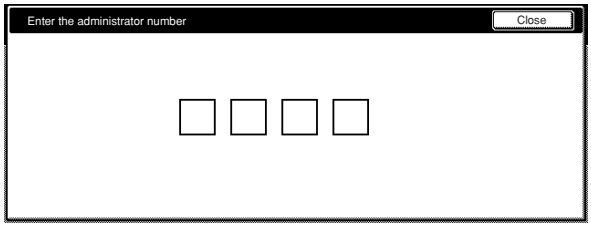


3 Use the numeric keys on the keypad to enter the 4-digit management code.
The factory default management code for 30 cpm copiers is “3000”, for 40 cpm copiers is “4000” and for 50 cpm copiers is “5000”.
If the entered management code matches the currently registered one, the copy management menu screen will be displayed.

Inch specifications

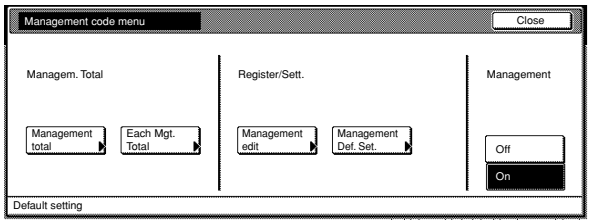


Metric specifications

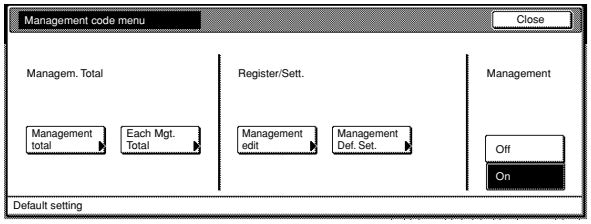


4 Touch the key that corresponds to the desired procedure.
The setting screen for that procedure will be displayed.

Inch specifications



Metric specifications



NOTE

Perform the following procedure that corresponds to the desired setting.

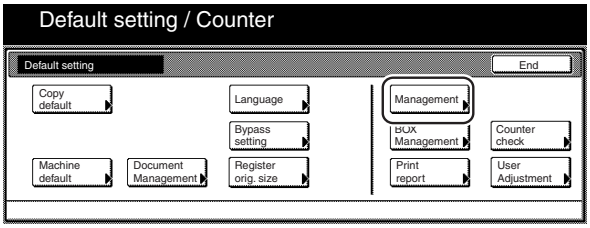
(3) Editing copy management information

● Register new department ID-codes

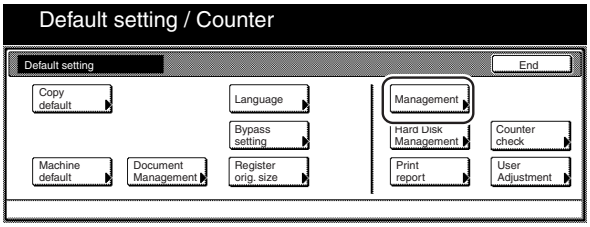
Perform the following procedure when you want to register department ID-codes (up to 8-digits per ID-code) and the corresponding department name, and set certain restrictions for using the copier under that ID-code.

1 Access the copy management menu screen.
(See “Accessing the copy management menu screen”.)

Inch specifications

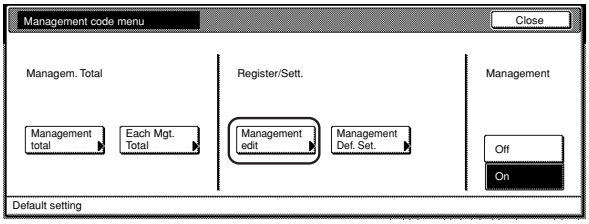


Metric specifications

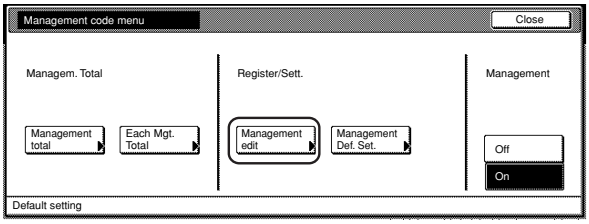


2 Touch the “Management edit” key.
The “Management edit” screen will be displayed.

Inch specifications

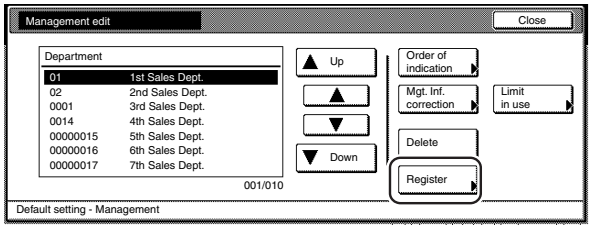


Metric specifications

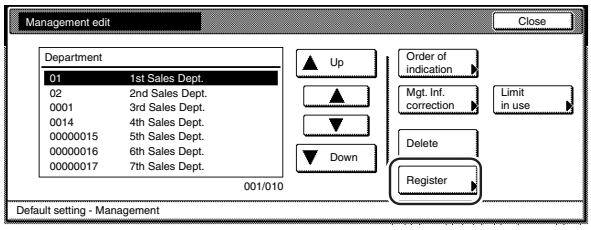


3 Touch the “Register” key.
The “New register” screen will be displayed.

Inch specifications

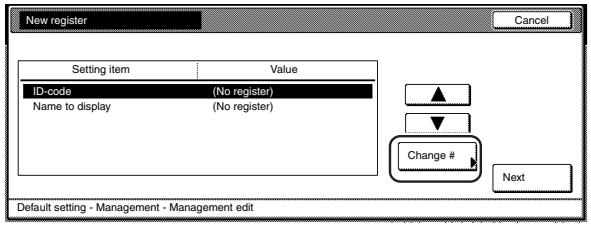


Metric specifications

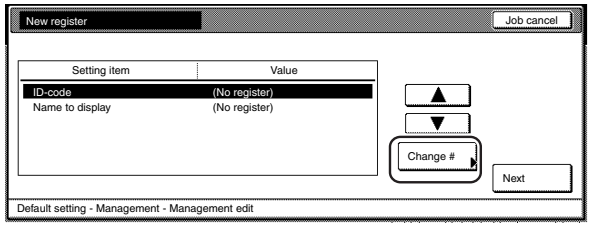


4 Select “ID-code” under the “Setting item” column on the left side of the touch panel and then touch the “Change #” key.
The “ID-code” screen will be displayed.

Inch specifications

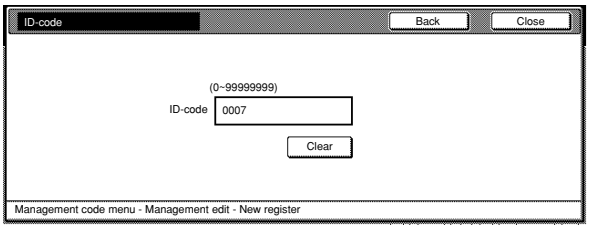


Metric specifications

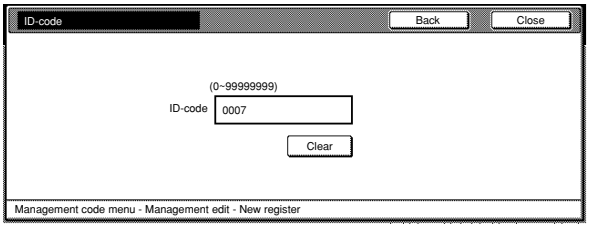


5 Use the numeric keys on the keypad to enter the department ID-code that you want to register (up to 8 digits).
You can enter any number between “0” and “99999999”.

Inch specifications



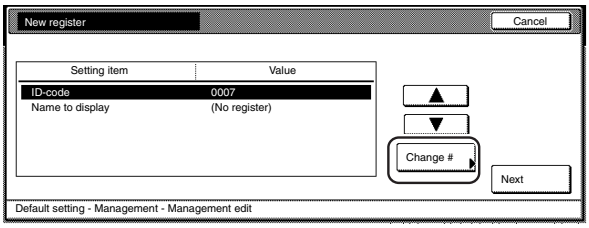
Metric specifications



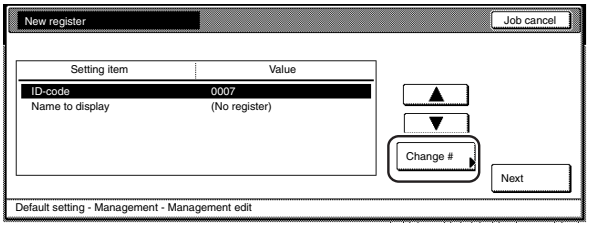
6 Touch the “Close” key.
The touch panel will return to the screen in step 4.

7 Select “Name to display” under the “Setting item” column on the left side of the touch panel and then touch the “Change #” key.
The “Name to display” screen will be displayed.

Inch specifications

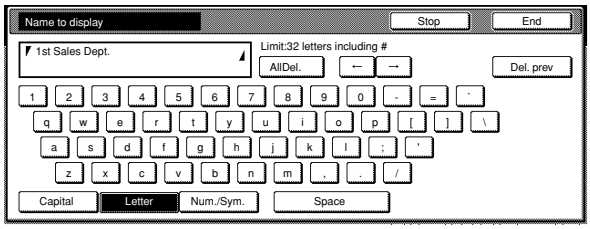


Metric specifications

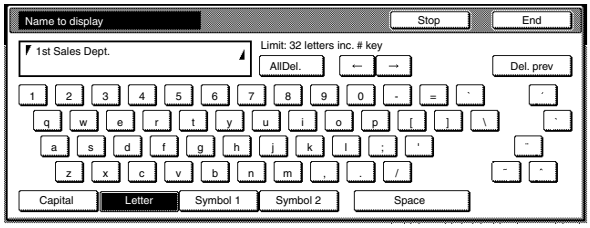


8 Enter the name for that department, and then touch the “End” key.
The touch panel will return to the screen in step 4.

Inch specifications

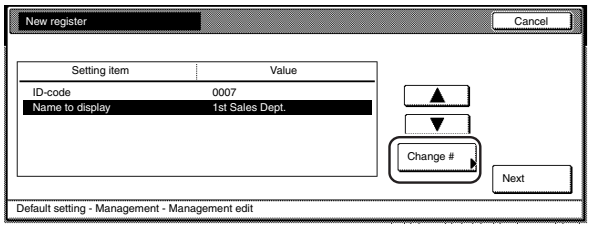


Metric specifications

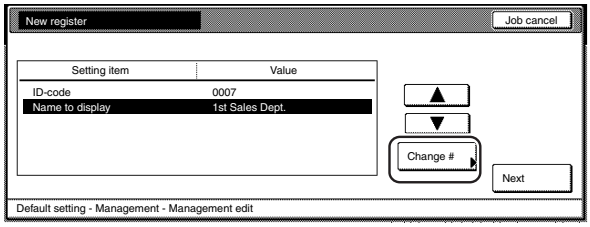


9 Once you are finished registering that department's ID-code and name, touch the “Next” key.

Inch specifications



Metric specifications

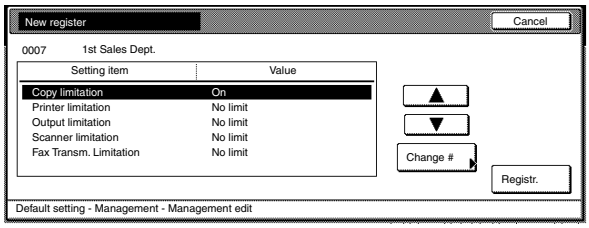


NOTES

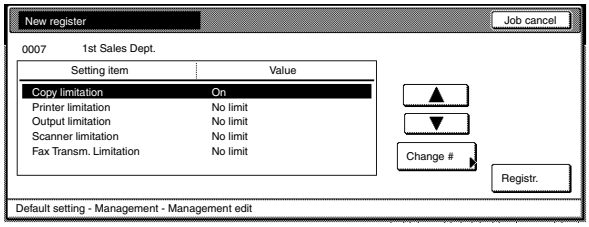
- Be sure to register both of the setting items above, If you do not, an error will occur and you will be unable to continue to the next step.
- If you attempt to register a department ID-code or a department name that is already registered, an error will occur and you will be unable to continue to the next step. In this case, select a different ID-code and/or name, as appropriate.

10 Set the restrictions for using the copier under that department ID-code.

Inch specifications



Metric specifications

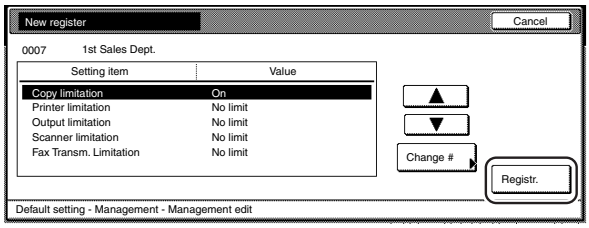


NOTE

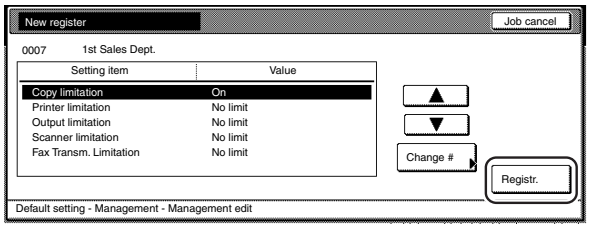
For information on how to set restrictions, refer to “Setting the restrictions for use” on page 6-7.

11 Once you are finished setting the restrictions for that department ID-code, touch the “Registr.” key.
The touch panel will return to the screen in step 3.

Inch specifications

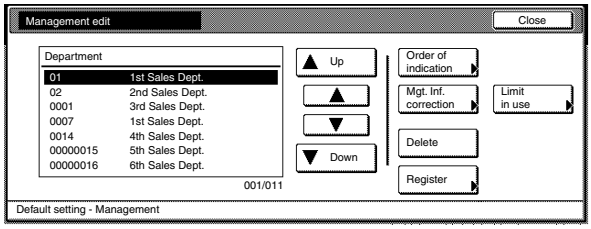


Metric specifications

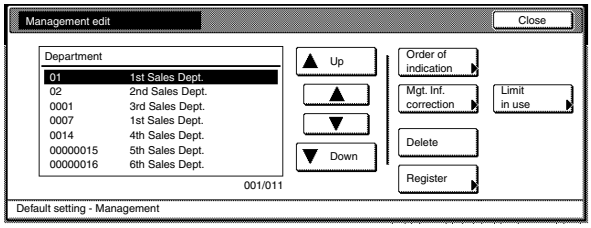


12 Touch the “Close” key.
The touch panel will return to the screen in step 2.

Inch specifications



Metric specifications



NOTE

If you want to register an ID-code for a new department, touch the “Register” key and repeat steps 4 through 12.

13 Touch the “Close” key.

● **Setting the restrictions for use**

Perform the following procedure when you want to set certain restrictions for using the copier under each department ID-code.
The setting items available for restriction will differ depending upon whether you have selected “All” or “Each” as the “Copy/Printer output management” setting. (See “Copy/Printer output management” on page 6-30.)
The following settings are available.

If “All” is selected as the “Copy/Printer output management” setting (“All” is the factory default setting)

	Copier	Printer	Scanning	Fax transmission	Reference page
Copying privileges ON/OFF	●				6-8
Printing privileges ON/OFF		●			6-9
Output limitation	△	△			6-10
Scanning restrictions			○		6-11
Fax transmission restrictions				○	6-12

○: The available settings are “No limit”, “Counter limit” and “Is not permitted”
△: The available settings are “No limit” and “Counter limit”
●: The available settings are “Can use” and “Is not permitted”

If “Each” is selected as the “Copy/Printer output management” setting

	Copier	Printer	Scanning	Fax transmission	Reference page
Copying restrictions (All)	○				6-13
Printing restrictions (All)		○			6-14
Scanning restrictions			○		6-11
Fax transmission restrictions				○	6-12

○: The available settings are “No limit”, “Counter limit” and “Is not permitted”

Copying privileges ON/OFF

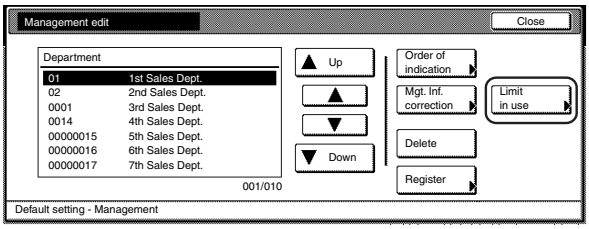
Perform the following procedure when you want to turn copying privileges ON or OFF for the corresponding department ID-code.

NOTE

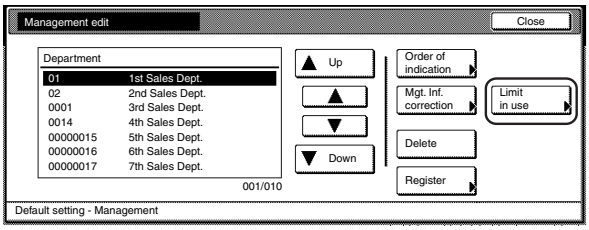
This setting will only be available when “On” is selected as the “Copier function management ON/OFF” setting.

1 Access the screen that contains the copy restriction setting items. (See “Register new department ID-codes” on page 6-4 or “Change restrictions for use” on page 6-20.)

Inch specifications

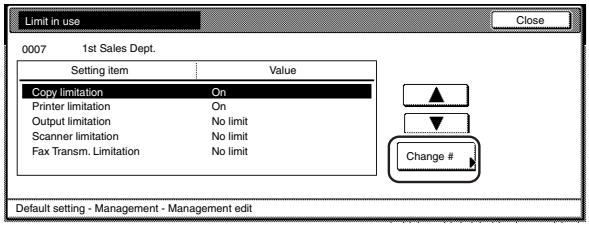


Metric specifications

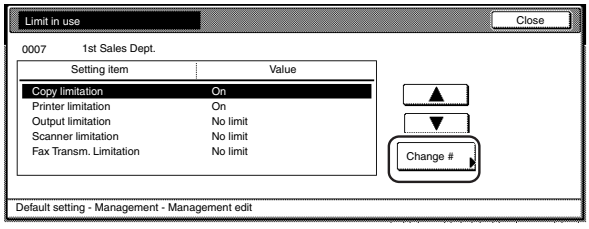


2 Select “Copy limitation” under the “Setting item” column on the left side of the touch panel and then touch the “Change #” key.
The “Copy limitation” screen will be displayed.

Inch specifications

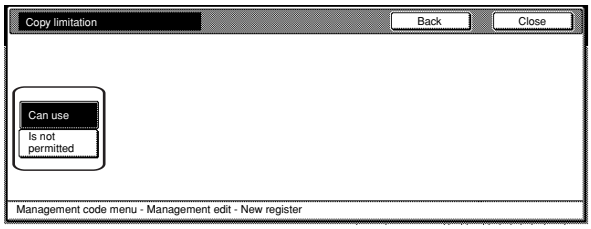


Metric specifications

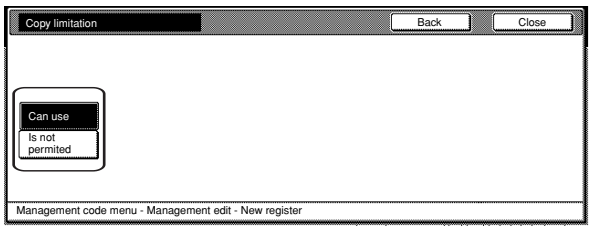


3 To allow copying privileges for this ID-code, touch the “Can use” key. To cancel copying privileges completely, touch the “Is not permitted” key.

Inch specifications



Metric specifications



NOTE

If you want to quit the displayed setting without changing it, touch the “Back” key. The touch panel will return to the screen in step 2.

4 Touch the “Close” key.
The touch panel will return to the screen in step 2.

Printing privileges ON/OFF

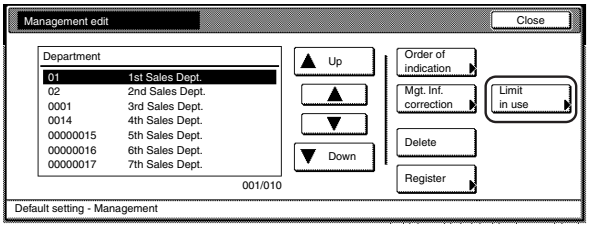
Perform the following procedure when the optional Printer Kit or Printer/Scanner Kit is installed in your copier and you want to turn printing privileges ON or OFF for the corresponding department ID-code.

NOTE

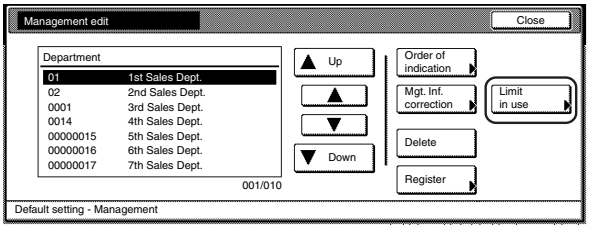
This setting will only be available when “On” is selected as the “Printer function management ON/OFF” setting.

1 Access the screen that contains the copy restriction setting items.
(See “Register new department ID-codes” on page 6-4 or “Change restrictions for use” on page 6-20.)

Inch specifications

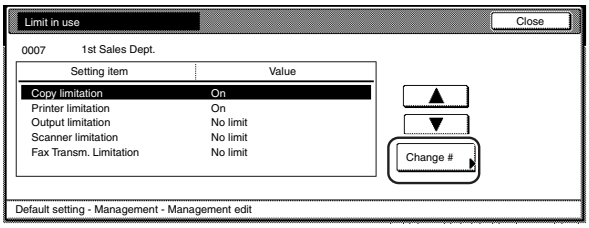


Metric specifications

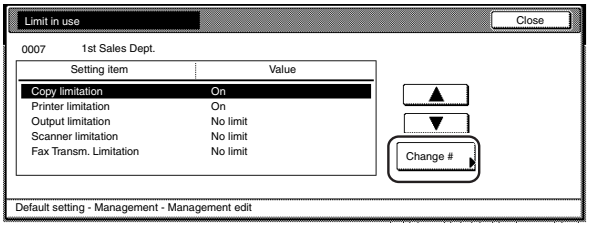


2 Select “Printer limitation” under the “Setting item” column on the left side of the touch panel and then touch the “Change #” key.
The “Printer limitation” screen will be displayed.

Inch specifications

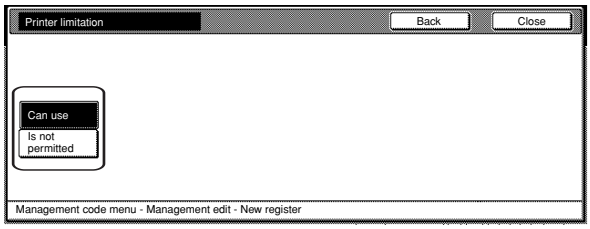


Metric specifications

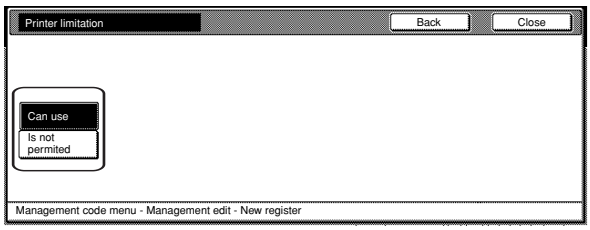


3 To allow printing privileges for this ID-code, touch the “Can use” key. To cancel printing privileges completely, touch the “Is not permitted” key.

Inch specifications



Metric specifications



NOTE

If you want to quit the displayed setting without changing it, touch the “Back” key. The touch panel will return to the screen in step 2.

4 Touch the “Close” key.
The touch panel will return to the screen in step 2.

Output limitation

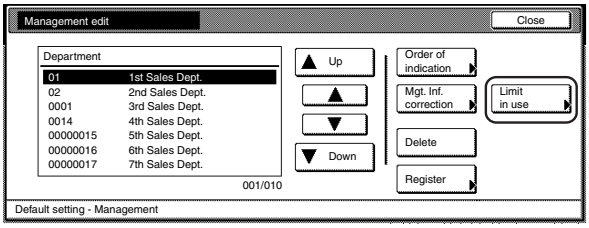
Perform the following procedure when you want to set the maximum number of copies and printouts that can be made under the corresponding department ID-code. If the optional Printer Kit or Printer/Scanner Kit is installed in your copier, this limit will apply to the number of copies AND printouts that can be made in total.

NOTE

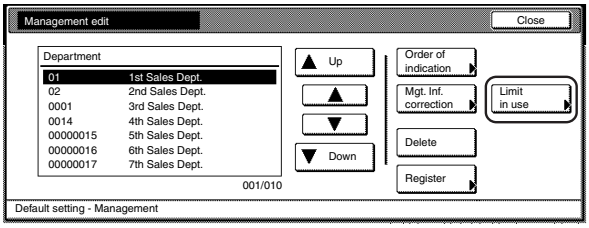
This setting will not be available when “Is not permitted” is selected for both the “Copying privileges ON/OFF” and the “Printing privileges ON/OFF” settings, or when “Is not permitted” is selected as the “Copying privileges ON/OFF” setting and the optional Printer Kit or Printer/Scanner Kit is NOT installed in your copier.

1 Access the screen that contains the copy restriction setting items.
(See “Register new department ID-codes” on page 6-4 or “Change restrictions for use” on page 6-20.)

Inch specifications

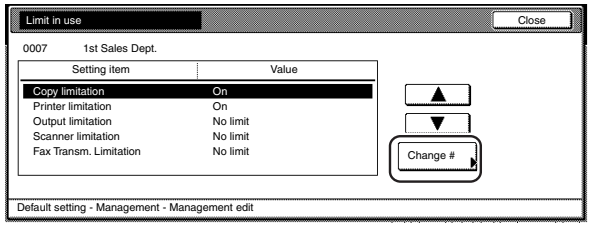


Metric specifications

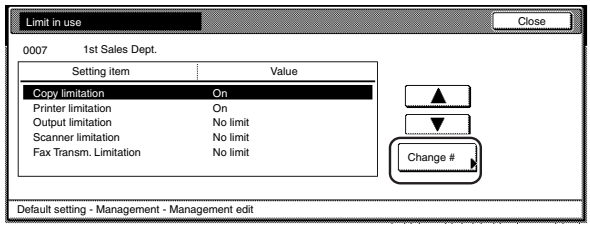


2 Select “Output limitation” under the “Setting item” column on the left side of the touch panel and then touch the “Change #” key.
The “Output limitation” screen will be displayed.

Inch specifications

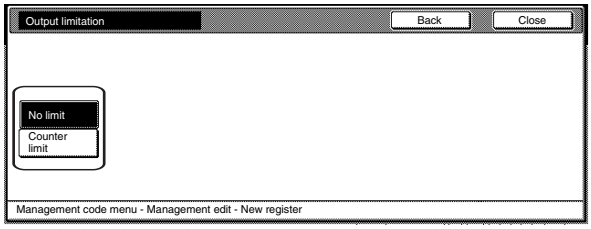


Metric specifications

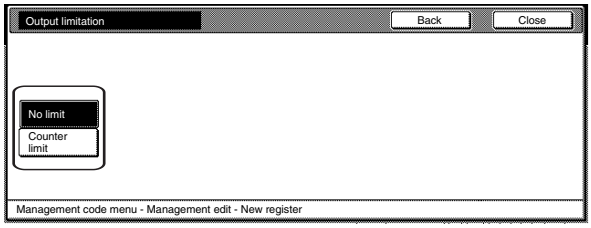


3 To set the maximum limit for copying and printing under this ID-code, touch the “Counter limit” key and proceed to the next step.
To allow unlimited copying and printing, touch the “No limit” key and then proceed to step 5.

Inch specifications



Metric specifications

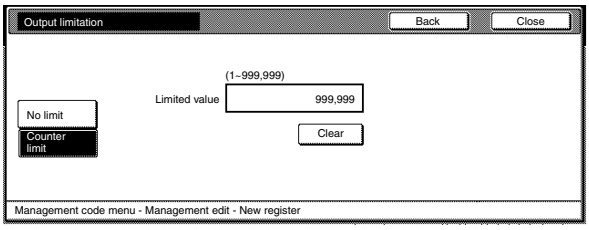


NOTE

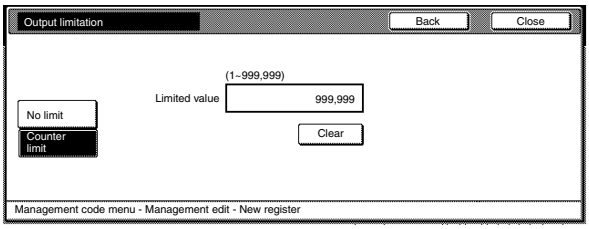
If you want to quit the displayed setting without changing it, touch the “Back” key. The touch panel will return to the screen in step 2.

4 Use the numeric keys on the keypad to enter the maximum number of copies and printouts that can be made in total under this ID-code. The limit can be set to any 1-page increment up to 999,999.

Inch specifications



Metric specifications



5 Touch the “Close” key.
The touch panel will return to the screen in step 2.

Scanning restrictions

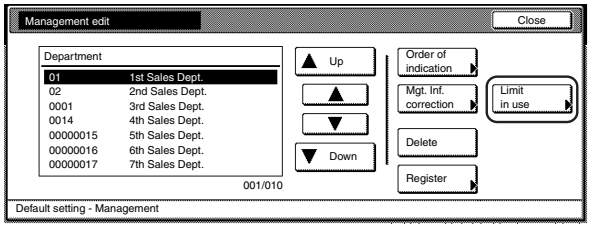
Perform the following procedure when you want to set the maximum number of originals that can be scanned under the corresponding department ID-code when the optional Printer/Scanner Kit is installed in your copier.

NOTE

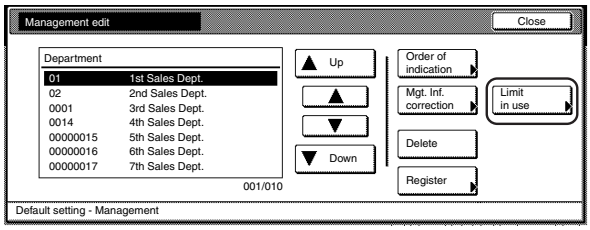
This setting will only be available when “On” is selected as the “Scanner function management ON/OFF” setting.

1 Access the screen that contains the copy restriction setting items.
(See “Register new department ID-codes” on page 6-4 or “Change restrictions for use” on page 6-20.)

Inch specifications

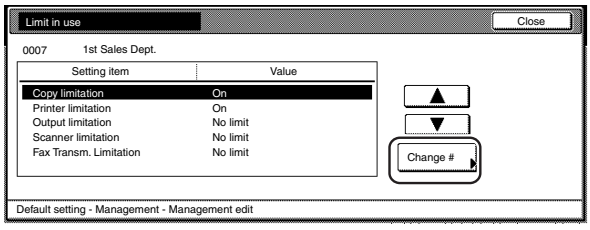


Metric specifications

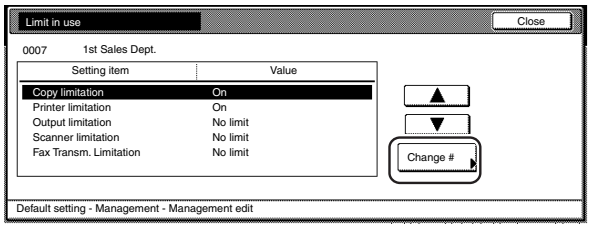


2 Select “Scanner limitation” under the “Setting item” column on the left side of the touch panel and then touch the “Change #” key.
The “Scanner limitation” screen will be displayed.

Inch specifications

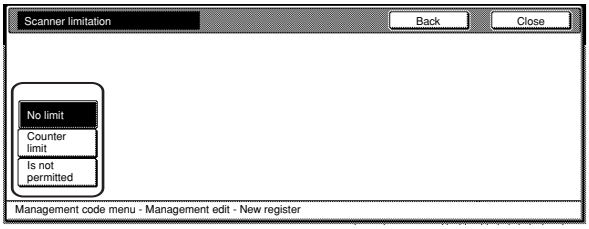


Metric specifications

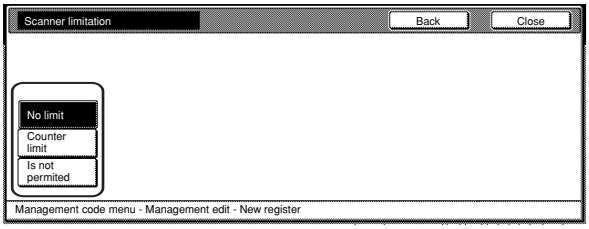


3 To set the maximum number of originals that can be scanned under this ID-code, touch the “Counter limit” key and proceed to the next step.
To allow unlimited scanning, touch the “No limit” key, and to cancel scanning privileges completely, touch the “Is not permitted” key and proceed to step 5.

Inch specifications



Metric specifications

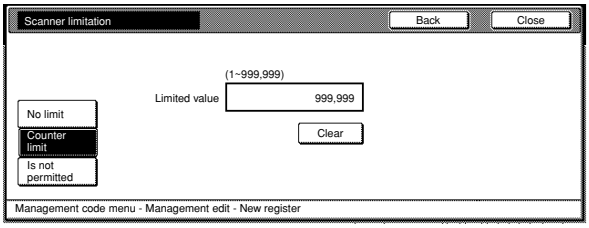


NOTE

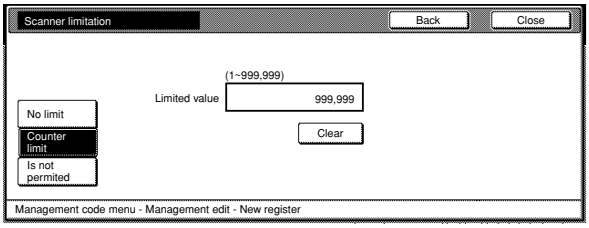
If you want to quit the displayed setting without changing it, touch the “Back” key. The touch panel will return to the screen in step 2.

4 Use the numeric keys on the keypad to enter the maximum number of originals that can be scanned under this ID-code. The scanning limit can be set to any 1-page increment up to 999,999.

Inch specifications



Metric specifications



5 Touch the “Close” key.
The touch panel will return to the screen in step 2.

Fax transmission restrictions

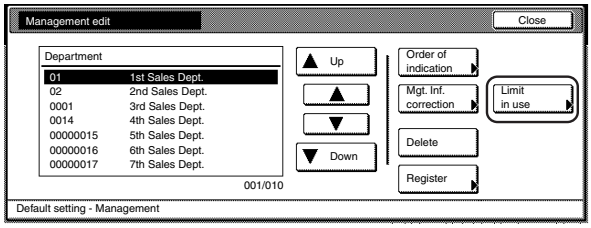
Perform the following procedure when you want to set the maximum number of documents that can be transmitted under the corresponding department ID-code when the optional Fax Kit is installed in your copier.

NOTE

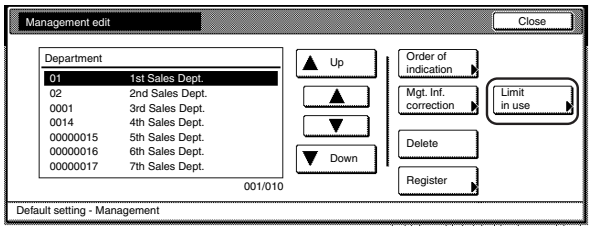
This setting will only be available when “On” is selected as the “Fax function management ON/OFF” setting.

1 Access the screen that contains the copy restriction setting items.
(See “Register new department ID-codes” on page 6-4 or “Change restrictions for use” on page 6-20.)

Inch specifications

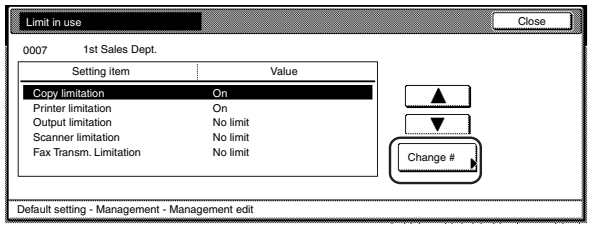


Metric specifications

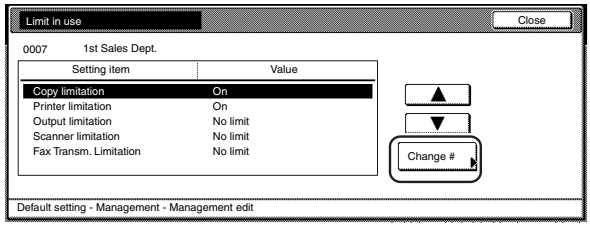


2 Select “Fax transm. Limitation” under the “Setting item” column on the left side of the touch panel and then touch the “Change #” key.
The “Fax transm. Limitation” screen will be displayed.

Inch specifications

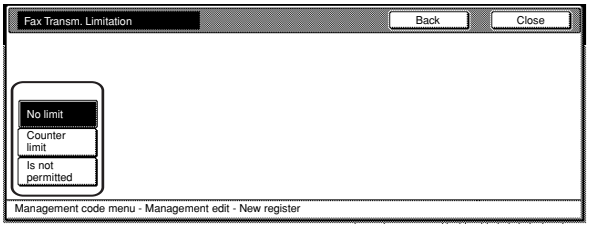


Metric specifications

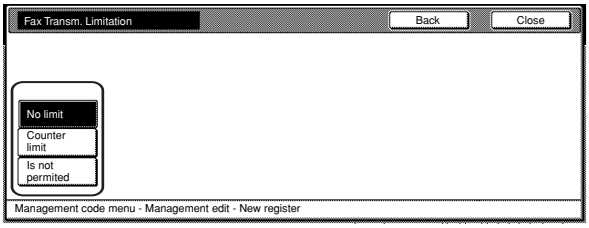


3 To set the maximum number of documents that can be transmitted under this ID-code, touch the “Counter limit” key and proceed to the next step.
To allow unlimited fax transmission, touch the “No limit” key, and to cancel fax transmission privileges completely, touch the “Is not permitted” key and proceed to step 5.

Inch specifications



Metric specifications

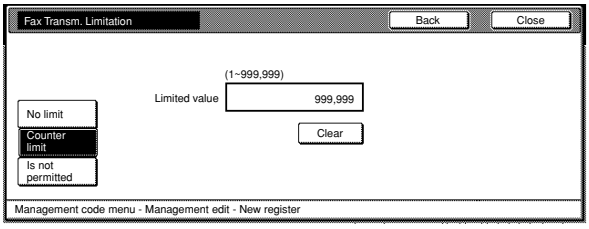


NOTE

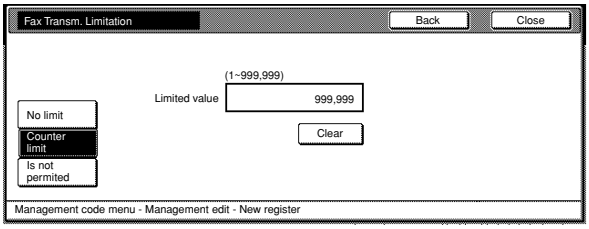
If you want to quit the displayed setting without changing it, touch the “Back” key. The touch panel will return to the screen in step 2.

4 Use the numeric keys on the keypad to enter the maximum number of documents that can be transmitted under this ID-code. The document limit can be set to any 1-page increment up to 999,999.

Inch specifications



Metric specifications



5 Touch the “Close” key.
The touch panel will return to the screen in step 2.

Copying restrictions (All)

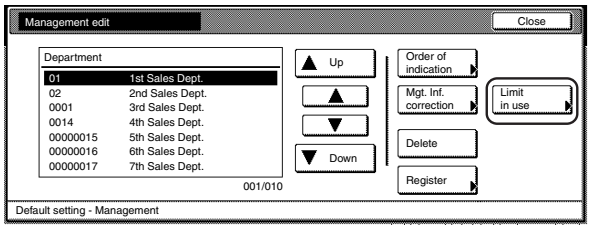
Perform the following procedure when you want to set the maximum number of copies that can be made under the corresponding department ID-code.

NOTES

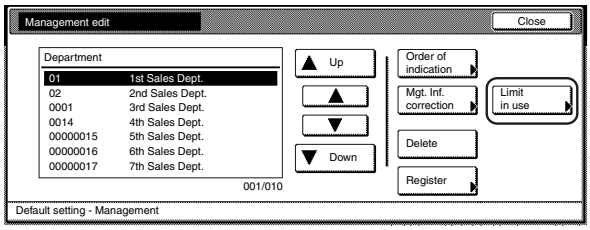
- This setting will only be available when “On” is selected as the “Copier function management ON/OFF” setting.

1 Access the screen that contains the copy restriction setting items.
(See “Register new department ID-codes” on page 6-4 or “Change restrictions for use” on page 6-20.)

Inch specifications

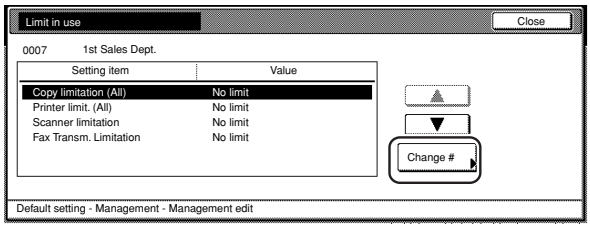


Metric specifications

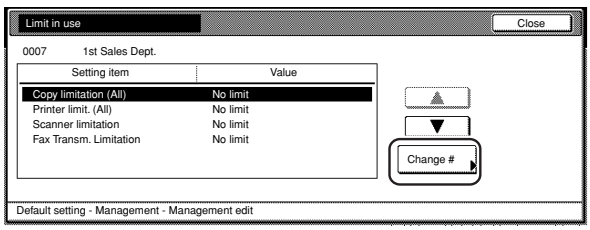


2 Select “Copy limitation (All)” under the “Setting item” column on the left side of the touch panel and then touch the “Change #” key.
The “Copy limitation (All)” screen will be displayed.

Inch specifications

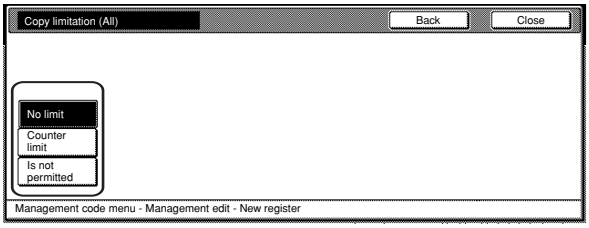


Metric specifications

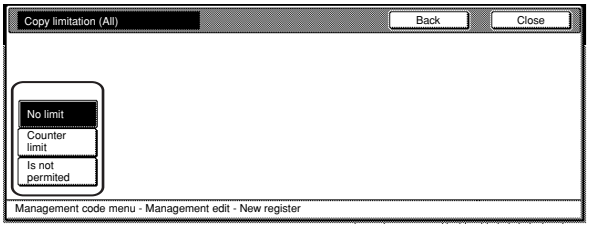


3 To set the maximum number of copies that can be made under this ID-code, touch the “Counter limit” key and proceed to the next step.
To allow unlimited copies, touch the “No limit” key, and to cancel copying privileges completely, touch the “Is not permitted” key and proceed to step 5.

Inch specifications



Metric specifications

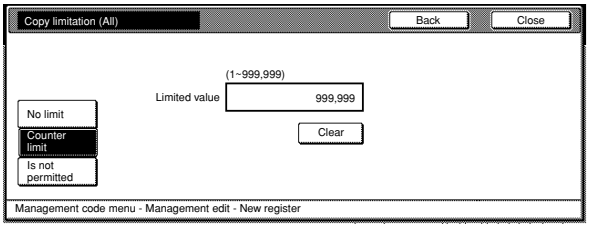


NOTE

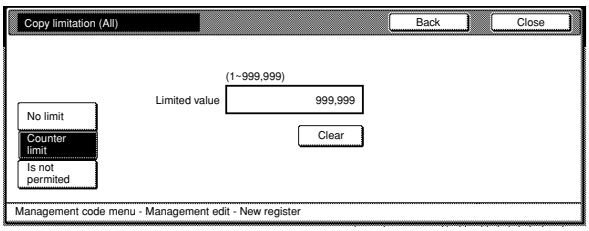
If you want to quit the displayed setting without changing it, touch the “Back” key. The touch panel will return to the screen in step 2.

4 Use the numeric keys on the keypad to enter the maximum number of copies that can be made under this ID-code. The copy limit can be set to any 1-page increment up to 999,999.

Inch specifications



Metric specifications



5 Touch the “Close” key.
The touch panel will return to the screen in step 2.

Printing restrictions (All)

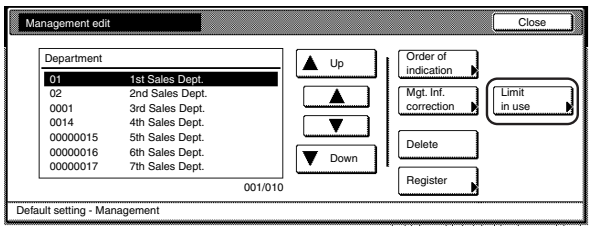
Perform the following procedure when the optional Printer Kit or Printer/Scanner Kit is installed in your copier and you want to set the maximum number of printouts that can be made under the corresponding department ID-code.

NOTE

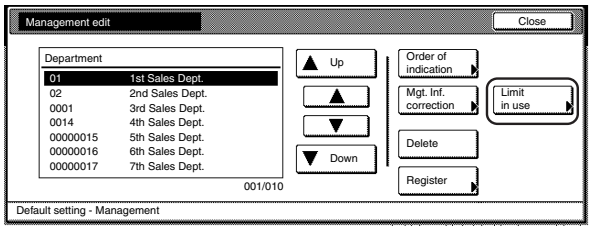
This setting will only be available when “On” is selected as the “Printer function management ON/OFF” setting.

1 Access the screen that contains the copy restriction setting items.
(See “Register new department ID-codes” on page 6-4 or “Change restrictions for use” on page 6-20.)

Inch specifications

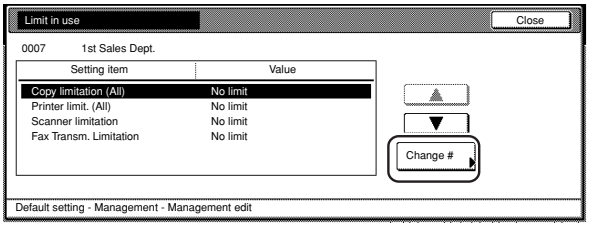


Metric specifications

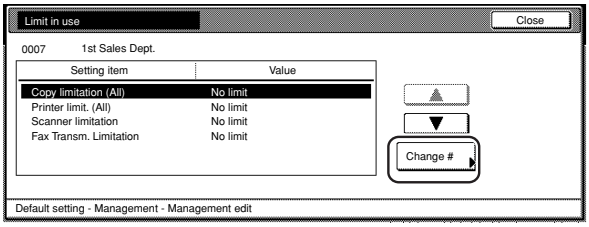


2 Select “Printer limit. (All)” under the “Setting item” column on the left side of the touch panel and then touch the “Change #” key.
The “Printer limit. (All)” screen will be displayed.

Inch specifications

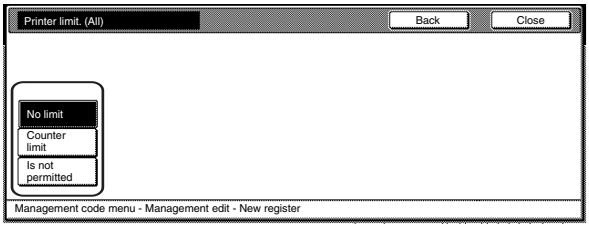


Metric specifications

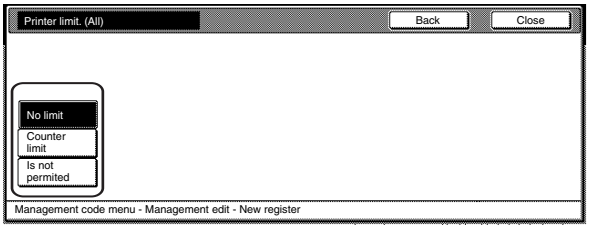


3 To set the maximum number of printouts that can be made under this ID-code, touch the “Counter limit” key and proceed to the next step.
To allow unlimited printing, touch the “No limit” key, and to cancel printing privileges completely, touch the “Is not permitted” key and proceed to step 5.

Inch specifications



Metric specifications

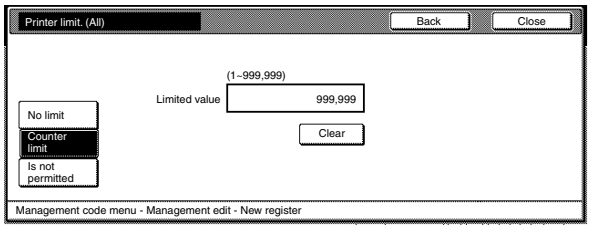


NOTE

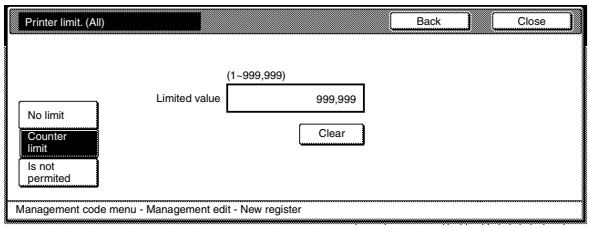
If you want to quit the displayed setting without changing it, touch the “Back” key. The touch panel will return to the screen in step 2.

4 Use the numeric keys on the keypad to enter the maximum number of printouts that can be made under this ID-code. The printing limit can be set to any 1-page increment up to 999,999.

Inch specifications



Metric specifications



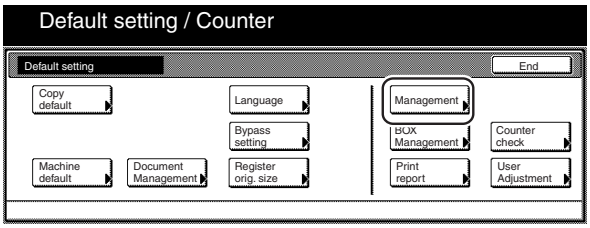
5 Touch the “Close” key.
The touch panel will return to the screen in step 2.

● **Delete department ID-codes**

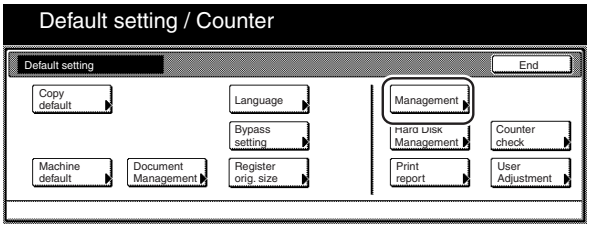
Perform the following procedure when you want to delete registered department ID-codes.

1 Access the copy management menu screen.
(See "(2) Accessing the copy management menu screen" on page 6-3.)

Inch specifications

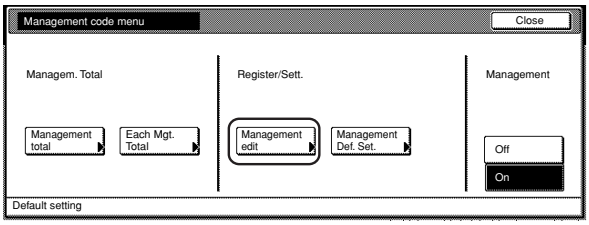


Metric specifications

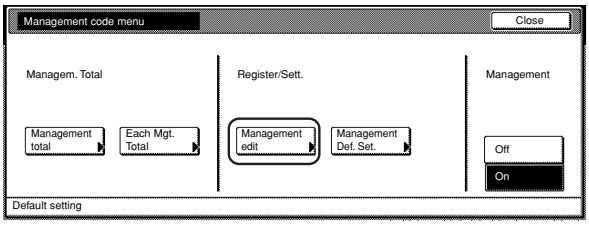


2 Touch the "Management edit" key.
The "Management edit" screen will be displayed.

Inch specifications

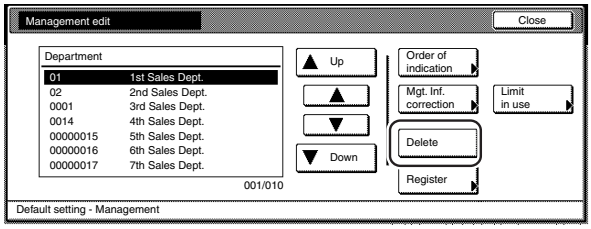


Metric specifications

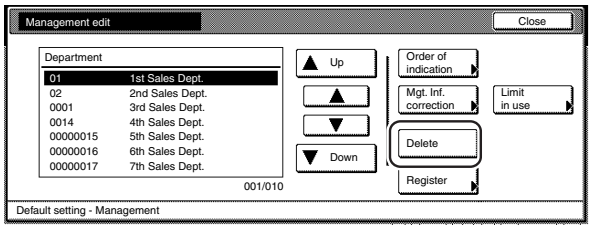


3 Select the department ID-code that you want to delete, and then touch the "Delete" key.

Inch specifications



Metric specifications

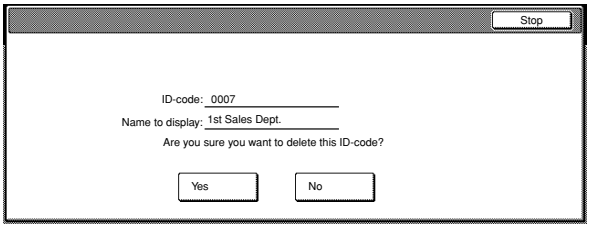


NOTE

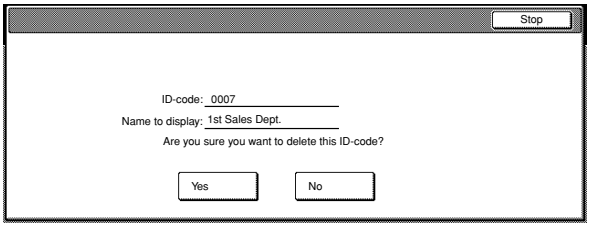
It is possible for you to change the order of how the list of ID-codes is displayed.
To so, touch the "Order of indication" key and then touch the "Sort by code" key (and select either "1 → 9" or "9 → 1") or the "Sort by Name" key (and select either "A → Z" or "Z → A"), as appropriate.

4 Verify that this is the ID-code that you want to delete, and touch the “Yes” key.
The touch panel will return to the screen in step 3.

Inch specifications



Metric specifications



NOTE

If you want to delete another ID-code, repeat steps 3 and 4.

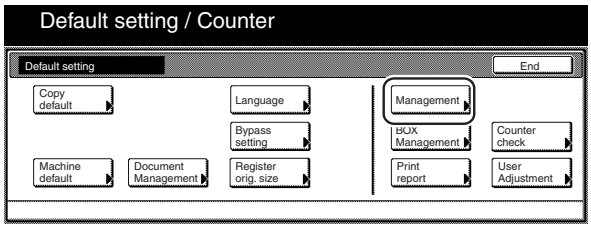
5 Touch the “Close” key.
The touch panel will return to the screen in step 2.

● **Change registered information**

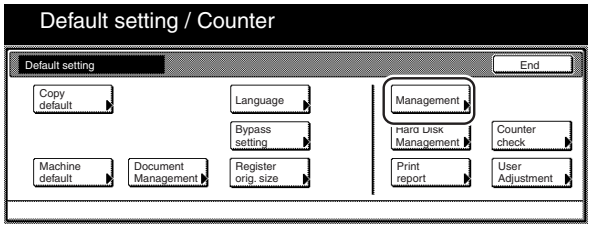
Perform the following procedure when you want to change a previously registered department name or the corresponding ID-code.

1 Access the copy management menu screen.
(See “(2) Accessing the copy management menu screen” on page 6-3.)

Inch specifications

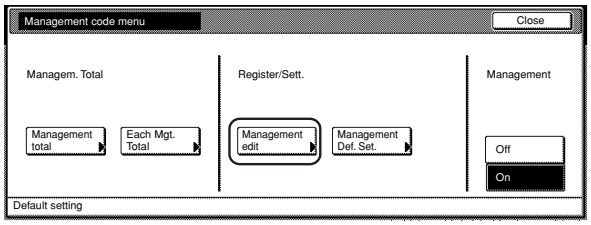


Metric specifications

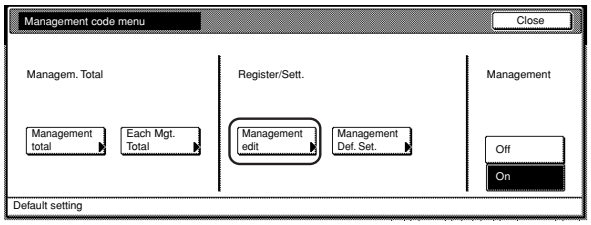


2 Touch the “Management edit” key.
The “Management edit” screen will be displayed.

Inch specifications

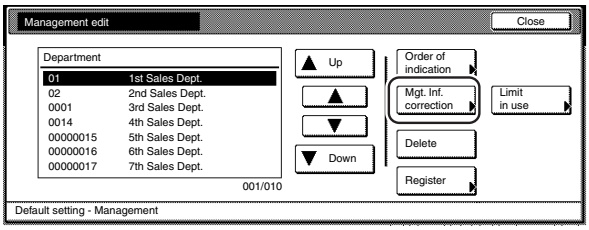


Metric specifications

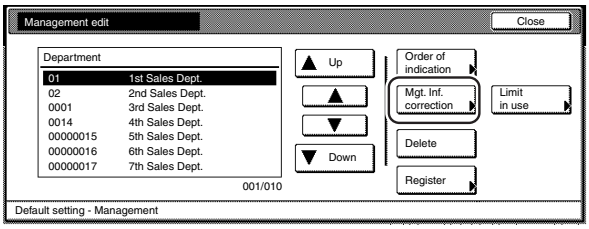


3 Select the department ID-code for which you want to change the registered information, and then touch the “Mgt. Inf. Correction” key.
The “Department inform. edit” [“Department info. Editing”] screen will be displayed.

Inch specifications



Metric specifications



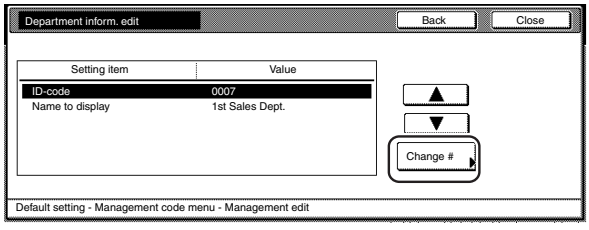
To change the registered ID-code, proceed to the next step.
To change the registered department name, proceed to step 7.

NOTE

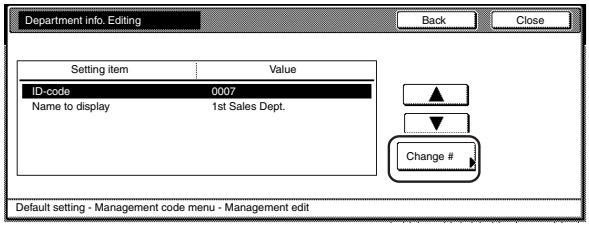
It is possible for you to change the order of how the list of ID-codes is displayed.
To so, touch the “Order of indication” key and then touch the “Sort by code” key (and select either “1 → 9” or “9 → 1”) or the “Sort by Name” key (and select either “A → Z” or “Z → A”), as appropriate.

4 Select “ID-code” under the “Setting item” column on the left side of the touch panel and then touch the “Change #” key.
The “ID-code” screen will be displayed.

Inch specifications

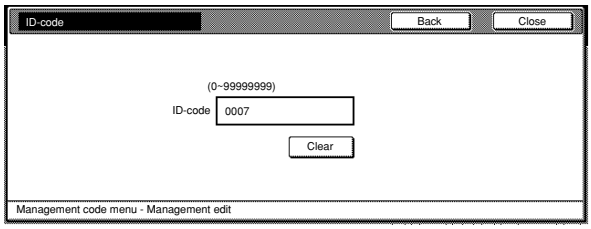


Metric specifications

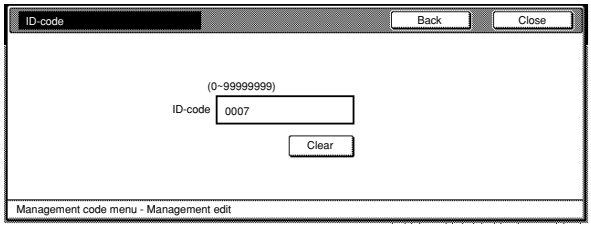


5 Touch the “Clear” key to delete the old ID-code. Use the numeric keys on the keypad to enter the new ID-code (up to 8 digits).

Inch specifications

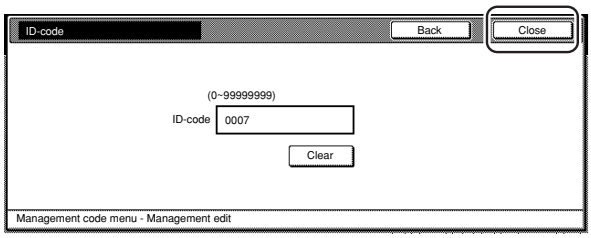


Metric specifications

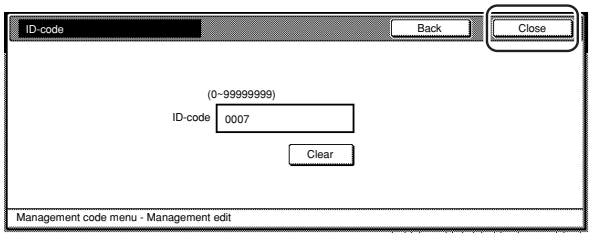


6 Touch the “Close” key.
The touch panel will return to the screen in step 4. Proceed to step 10.

Inch specifications

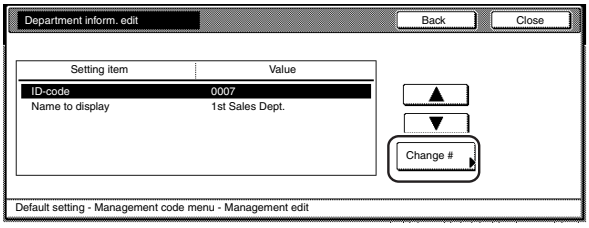


Metric specifications

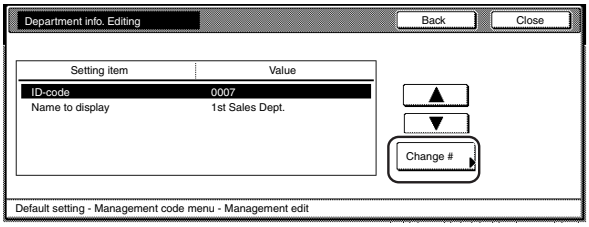


7 Select “Name to display” under the “Setting item” column on the left side of the touch panel and then touch the “Change #” key.
The “Name to display” screen will be displayed.

Inch specifications

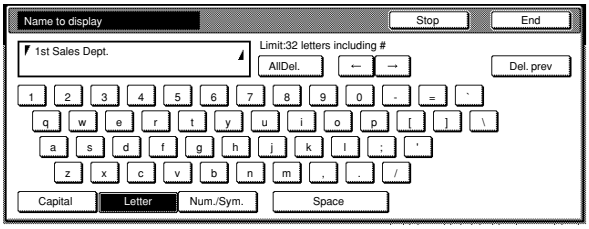


Metric specifications

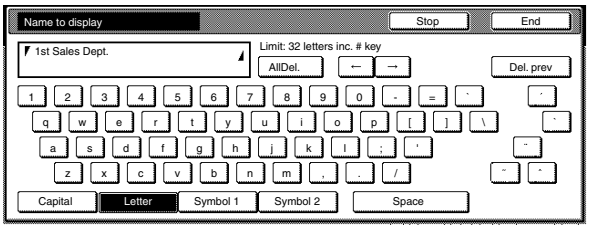


8 Touch the “AllDel.” key to delete the old department name, then enter the new name.

Inch specifications



Metric specifications



9 Touch the “End” key.
The touch panel will return to the screen in step 7.

10 Touch the “Close” key.
The touch panel will return to the screen in step 3.

11 Touch the “Close” key.
The touch panel will return to the screen in step 2.

12 Touch the “Close” key.

● **Change restrictions for use**

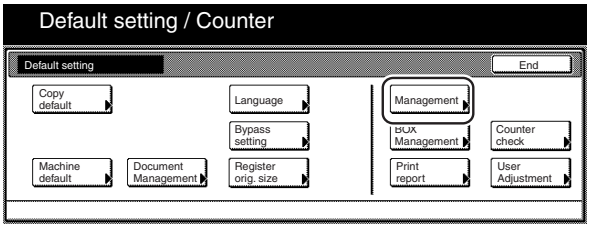
Perform the following procedure when you want to change the restrictions for using the copier under each department ID-code.

IMPORTANT!

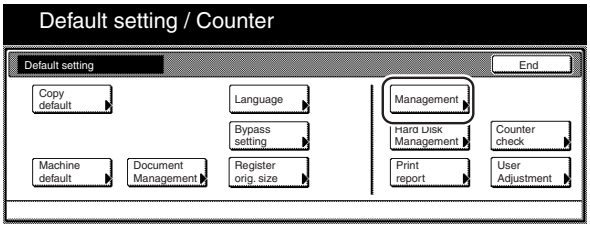
In order to access the “Change restrictions for use” procedure under “Editing copy management information”, it is necessary to select “On” under “Copier function management ON/OFF”. When the optional Printer Kit, Printer/Scanner Kit or Fax Kit are installed in your copier, it is necessary to select “On” under the corresponding “Printer function management ON/OFF”, “Scanner function management ON/OFF” or “Fax function management ON/OFF” procedure. (See “(6) Changing the copy management default settings” on page 6-25.)

1 Access the copy management menu screen.
(See “(2) Accessing the copy management menu screen” on page 6-3.)

Inch specifications

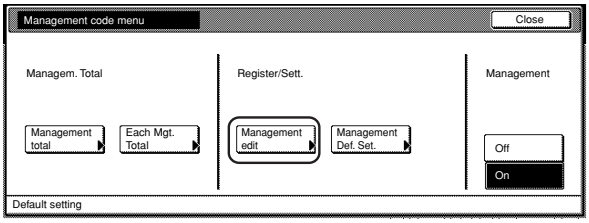


Metric specifications

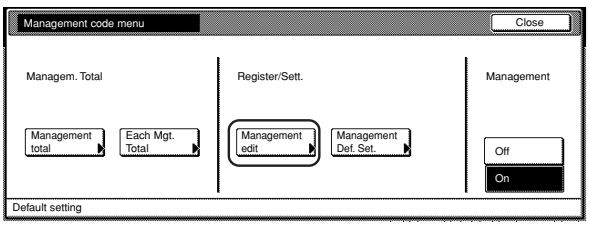


2 Touch the “Management edit” key.
The “Management edit” screen will be displayed.

Inch specifications

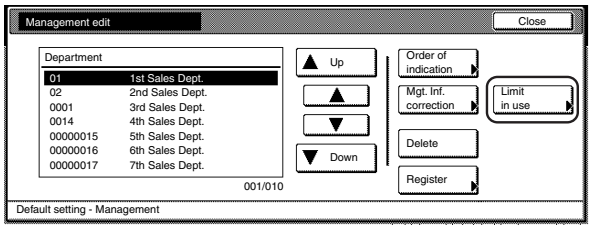


Metric specifications

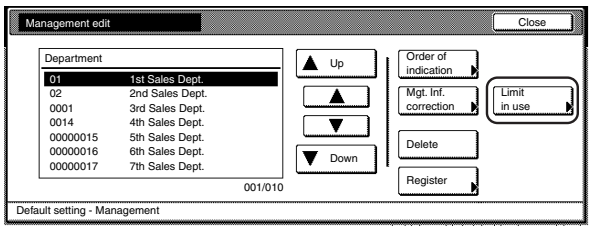


3 Select the department ID-code for which you want to change the restrictions, and then touch the “Limit in use” key.
The “Limit in use” screen will be displayed.

Inch specifications



Metric specifications

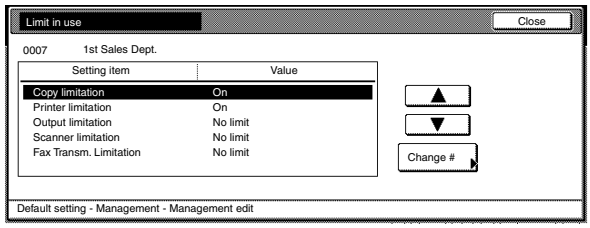


NOTE

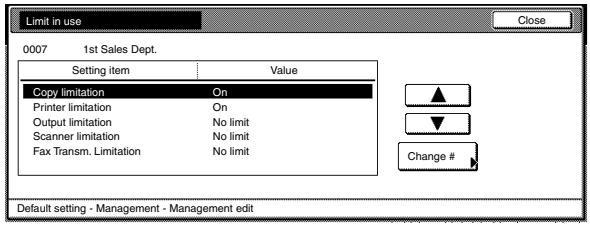
It is possible for you to change the order of how the list of ID-codes is displayed.
To so, touch the “Order of indication” key and then touch the “Sort by code” key (and select either “1 → 9” or “9 → 1”) or the “Sort by Name” key (and select either “A → Z” or “Z → A”), as appropriate.

4 Change the restrictions for using the copier under that department ID-code as desired.

Inch specifications



Metric specifications

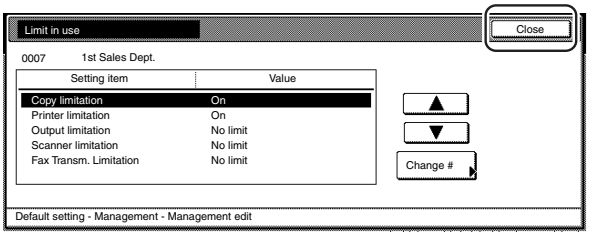


NOTE

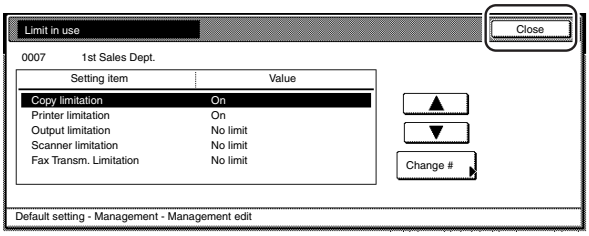
For information on how to change restrictions, refer to “Setting the restrictions for use” on page 6-7.

5 Touch the “Close” key.
The touch panel will return to the screen in step 3.

Inch specifications



Metric specifications



6 Touch the “Close” key.
The touch panel will return to the screen in step 2.

7 Touch the “Close” key.

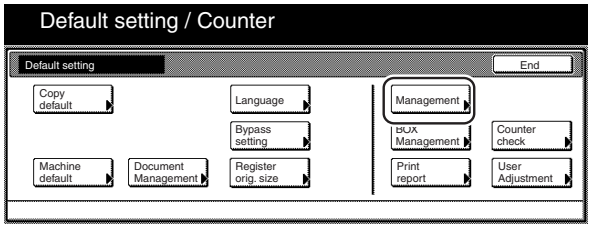
(4) Checking the copy management counts

● Check all departments

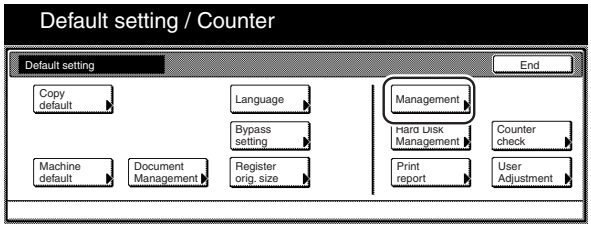
Perform the following procedure when you want to check the total number of copies made under all department ID-codes as a whole, print out a copy management report and clear the copy counts for all of the registered department ID-codes.

1 Access the copy management menu screen.
(See “(2) Accessing the copy management menu screen” on page 6-3.)

Inch specifications

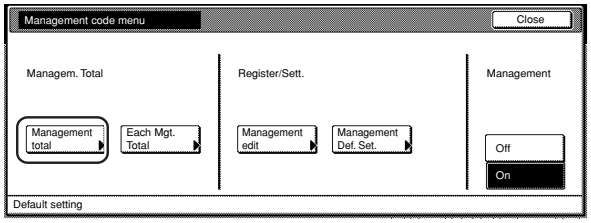


Metric specifications

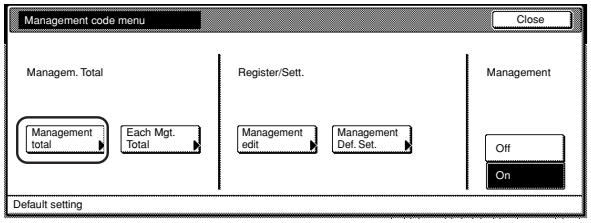


2 Touch the “Management total” key.
The “Management total” screen will be displayed.

Inch specifications

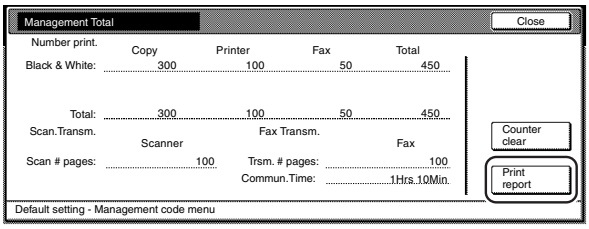


Metric specifications

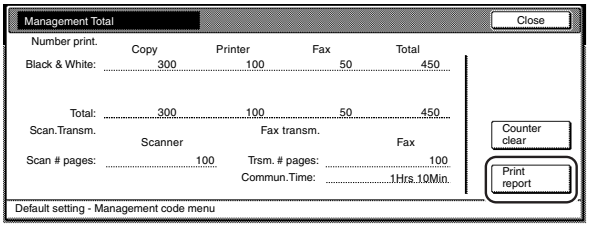


3 The total number of copies made under all department ID-codes as a whole will be displayed. If you want to print out a copy management report, touch the “Print report” key.

Inch specifications



Metric specifications

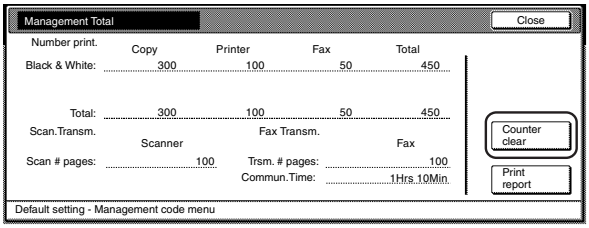


NOTES

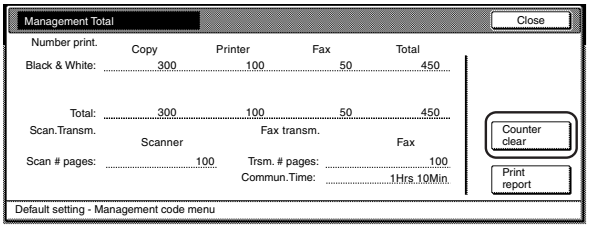
- The type of report printed out will vary according the setting selected for “Copy/Printer output management” under the copy management default settings.
- If any of the “Total size 1” through “Total size 5” settings is selected under the copy management default settings, the total size report will also be printed out.

4 To clear all of the copy counts, touch the “Counter clear” key.

Inch specifications

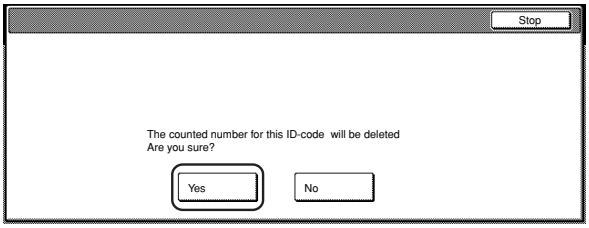


Metric specifications

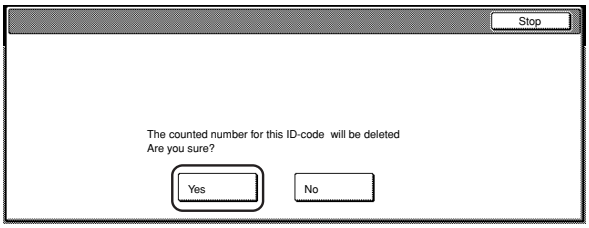


5 When the confirmation message appears, touch the “Yes” key.

Inch specifications



Metric specifications



6 Touch the “Close” key.
The touch panel will return to the screen in step 2.

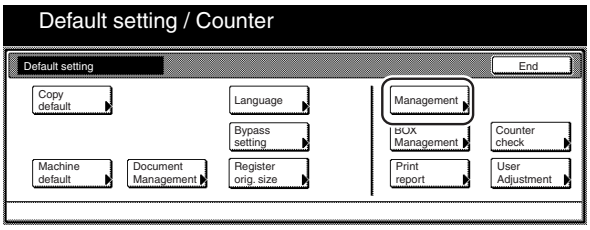
7 Touch the “Close” key.

● **Check individual departments**

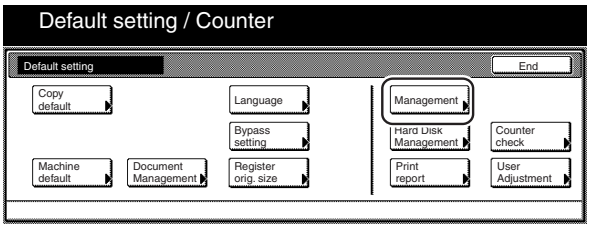
Perform the following procedure when you want to check the total number of copies made under each individual department ID-code and/or clear the copy counts for individual departments as well.

1 Access the copy management menu screen.
(See "(2) Accessing the copy management menu screen" on page 6-3.)

Inch specifications

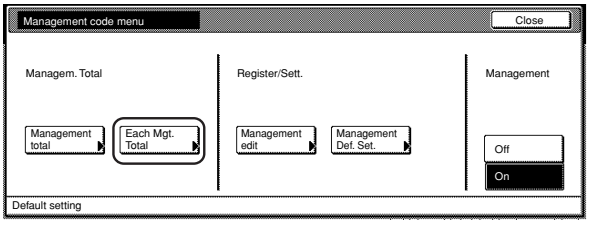


Metric specifications

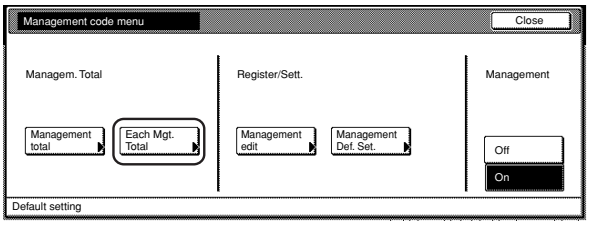


2 Touch the "Each Mgt. Total" key.
The "Each Management Total" screen will be displayed.

Inch specifications

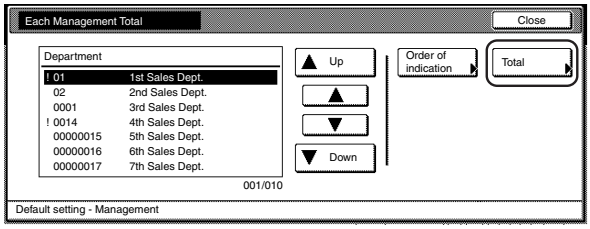


Metric specifications

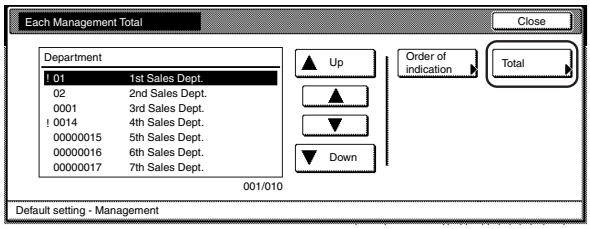


3 Select the department ID-code for which you want to check the copy counts, and then touch the "Total" key.

Inch specifications



Metric specifications

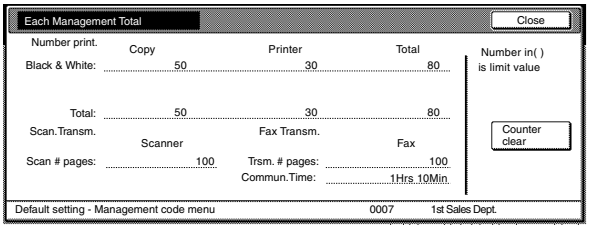


NOTES

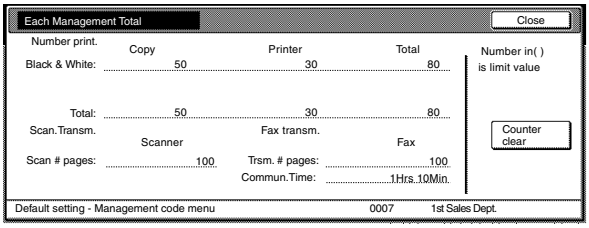
- The "---ETC" displayed in the list indicates the number of printouts that were made without entering an ID-code.
  - The printouts included under "---ETC" are as follows:
  - Report print out
  - Printer error report print out
  - Print out from a computer for which an ID-code is not set (When the "Non-standard printer driver printout (Printer)" is set to "ON" under the copy management default settings.)
  - Fax reception print out
  - Fax report print out
- It is possible for you to change the order of how the list of ID-codes is displayed. To so, touch the "Order of indication" key and then touch the "Sort by code" key (and select either "1 → 9" or "9 → 1") or the "Sort by Name" key (and select either "A → Z" or "Z → A"), as appropriate.

4 The total number of copies made under that department ID-code will be displayed.

Inch specifications



Metric specifications

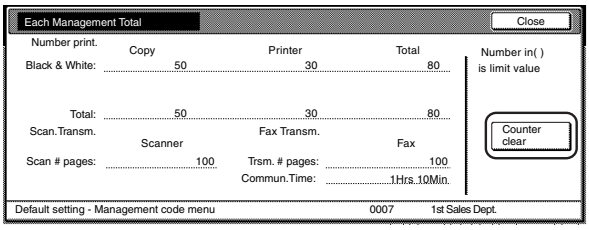


NOTE

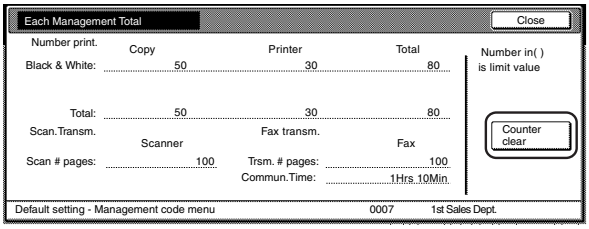
On the “Each Management Total” screen, the number in the brackets following the number of copies made indicates the maximum number of copies that can be made.

5 To clear all of the copy counts for that ID-code, touch the “Counter clear” key.

Inch specifications

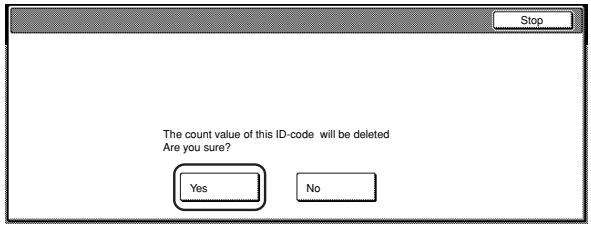


Metric specifications

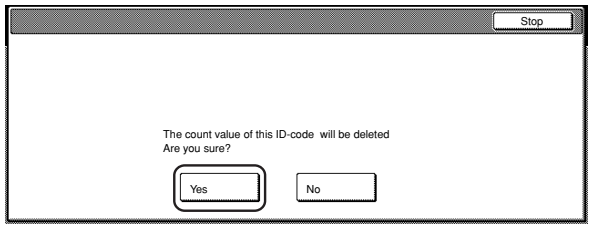


6 When the confirmation message appears, touch the “Yes” key.

Inch specifications



Metric specifications



7 Touch the “Close” key.
The touch panel will return to the screen in step 3.

8 Touch the “Close” key.
The touch panel will return to the screen in step 2.

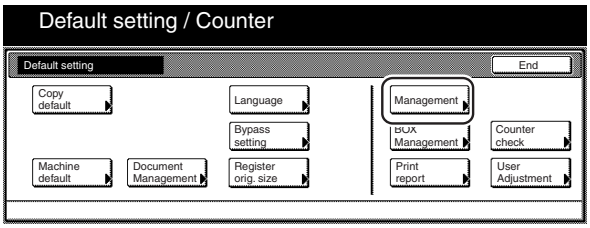
9 Touch the “Close” key.

(5) Turning the copy management function ON/OFF

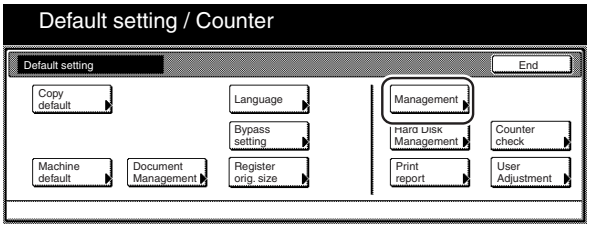
Perform the following procedure when you want to turn copy management ON or OFF.

1 Access the copy management menu screen.
(See "(2) Accessing the copy management menu screen" on page 6-3.)

Inch specifications

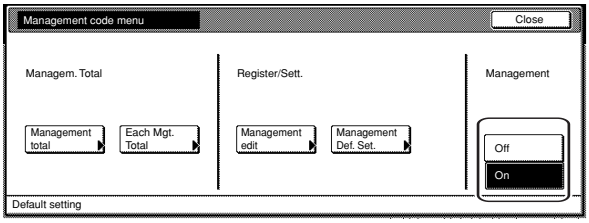


Metric specifications

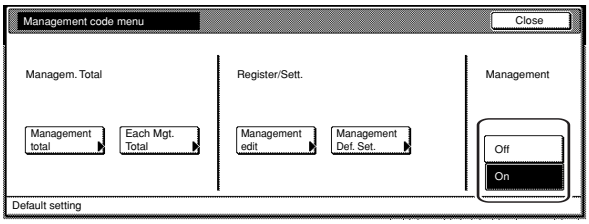


2 To turn copy management ON, touch the "On" key. To turn copy management OFF, touch the "Off" key.

Inch specifications



Metric specifications



3 Touch the "Close" key.

(6) Changing the copy management default settings

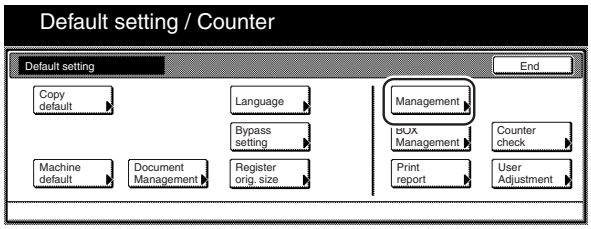
Perform the following procedure when you want to change the default settings for the copy management function.
The following default settings are available.

- Copier function management ON/OFF (Page 6-26.)
- Printer function management ON/OFF (Page 6-27.)
- Printer error report (Page 6-28.)
- Non-standard printer driver printout (Printer) (Page 6-29.)
- Copy/Printer output management (Page 6-30.)
- Scanner function management ON/OFF (Page 6-31.)
- Fax function management ON/OFF (Page 6-32.)
- Response to exceeded restriction (Page 6-33.)
- Default copy limit (Page 6-34.)
- Total count for specified paper size (1 to 5) (Page 6-35)

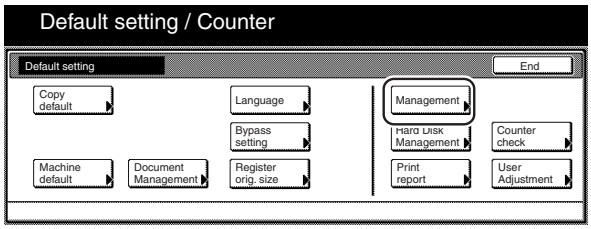
● Accessing the copy management default settings

1 Access the copy management menu screen.
(See "(2) Accessing the copy management menu screen" on page 6-3.)

Inch specifications

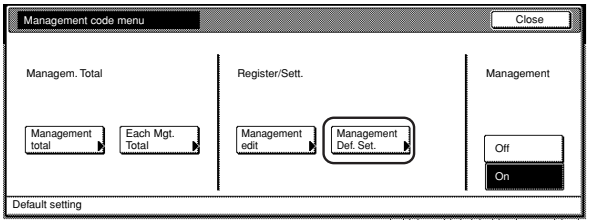


Metric specifications

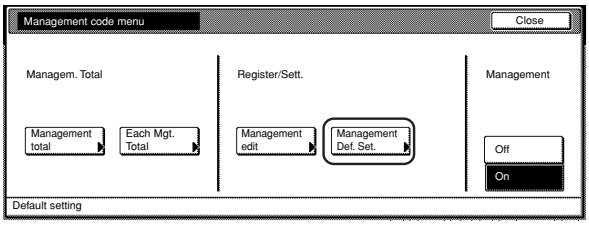


2 Touch the “Management Def. Set.” key.
The “Managem. Def. Set.” screen will be displayed.

Inch specifications

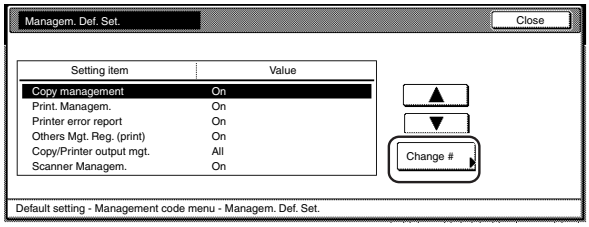


Metric specifications

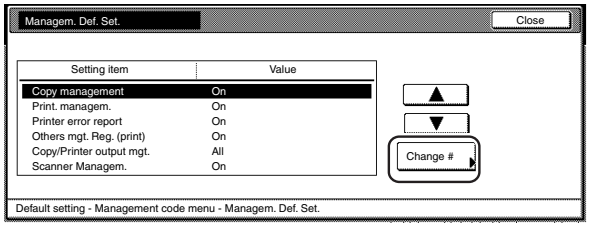


3 Select the default setting that you want to change and then touch the “Change #” key.

Inch specifications



Metric specifications



NOTE

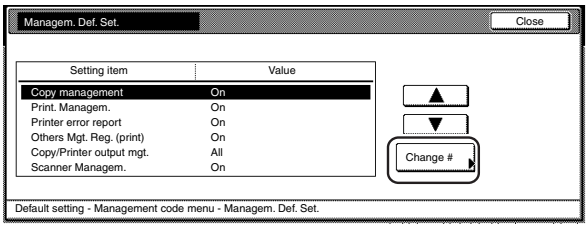
Perform the following procedure that corresponds to the desired setting.

● **Copier function management ON/OFF**

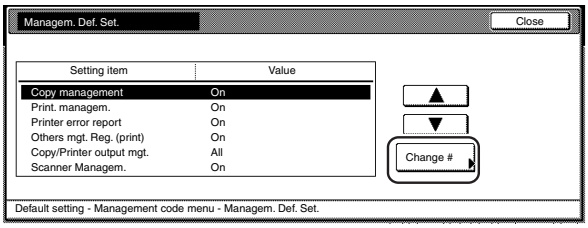
Perform the following procedure when you want to turn copy management ON or OFF for the copier functions of this machine.

1 Select “Copy management” under the “Setting item” column on the left side of the touch panel and then touch the “Change #” key.
The “Copy management” screen will be displayed.

Inch specifications

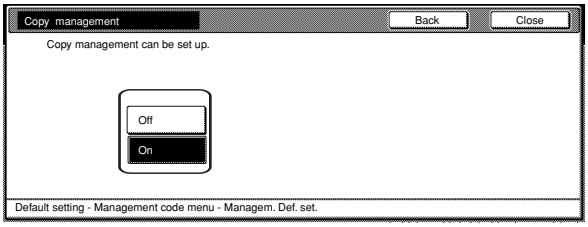


Metric specifications

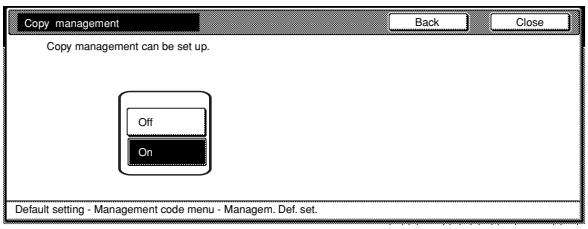


2 To turn copy management ON for the copier functions of this machine, touch the “On” key.

Inch specifications



Metric specifications



NOTE

If you want to quit the displayed setting without changing it, touch the “Back” key. The touch panel will return to the screen in step 1.

3 Touch the “Close” key.
The touch panel will return to the screen in step 1.

● **Printer function management ON/OFF**

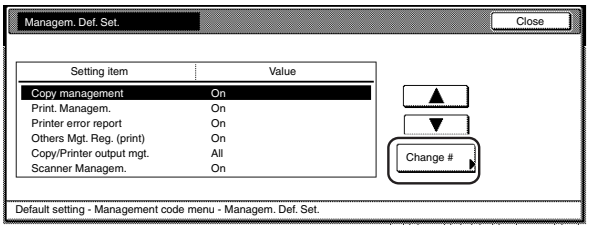
Perform the following procedure when you want to turn copy management ON or OFF for the printer functions of this machine.

NOTE

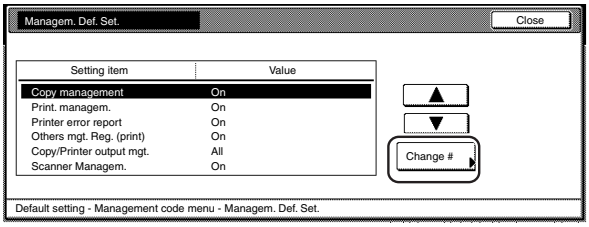
This setting is only available when the optional Printer Kit or Printer/ Scanner Kit is installed in your copier.

1 Select “Print. Managem.” under the “Setting item” column on the left side of the touch panel and then touch the “Change #” key.
The “Print. Managem.” screen will be displayed.

Inch specifications

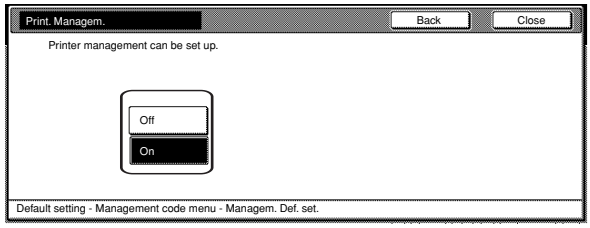


Metric specifications

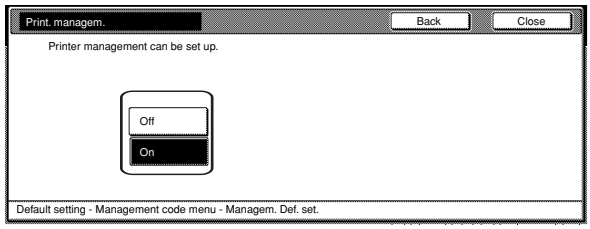


2 To turn copy management ON for the printer functions of this machine, touch the “On” key.

Inch specifications



Metric specifications



NOTE

If you want to quit the displayed setting without changing it, touch the “Back” key. The touch panel will return to the screen in step 1.

3 Touch the “Close” key.
The touch panel will return to the screen in step 1.

● **Printer error report**

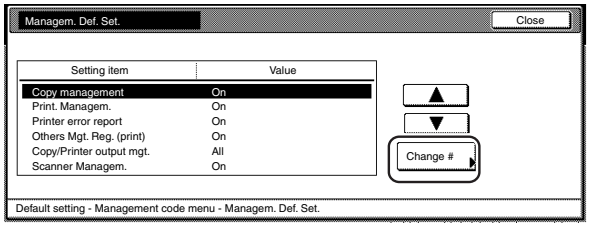
Perform the following procedure if you want an error report printed anytime “On” is selected as the “Printer function management ON/OFF” setting and printing is attempted with an invalid department ID-code.

NOTE

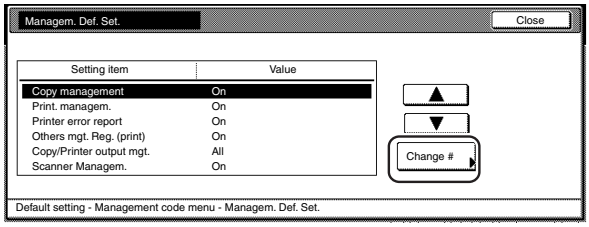
This setting will only be available when “On” is selected as the “Printer function management ON/OFF” setting.

1 Select “Printer error report” under the “Setting item” column on the left side of the touch panel and then touch the “Change #” key.
The “Printer error report” screen will be displayed.

Inch specifications

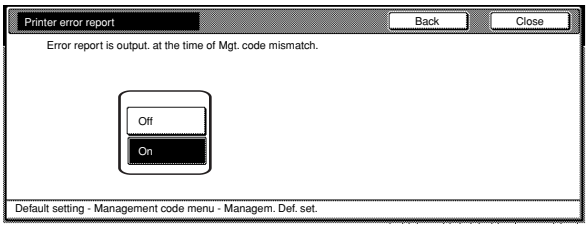


Metric specifications

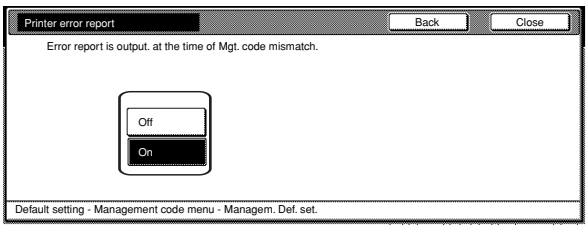


2 To have a printer error report printed out, touch the “On” key. If you do not want the printer error report printed out, touch the “Off” key.

Inch specifications



Metric specifications



NOTE

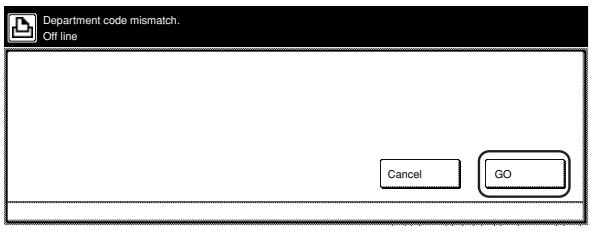
If you want to quit the displayed setting without changing it, touch the “Back” key. The touch panel will return to the screen in step 1.

3 Touch the “Close” key.
The touch panel will return to the screen in step 1.

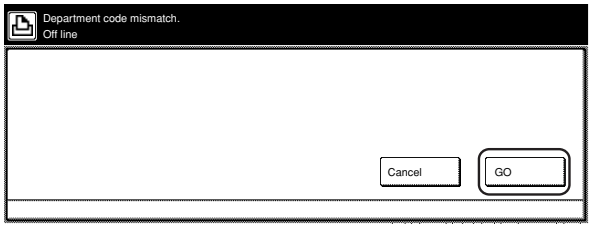
NOTE

If anyone attempts to print using an invalid department ID-code, an error will occur under the printing functions and printout will not be possible. When the [Printer] key is touched, “Department ID-code mismatch.” will be displayed. Touch the “GO” key to print out an error report.

Inch specifications



Metric specifications



● **Non-standard printer driver printout (Printer)**

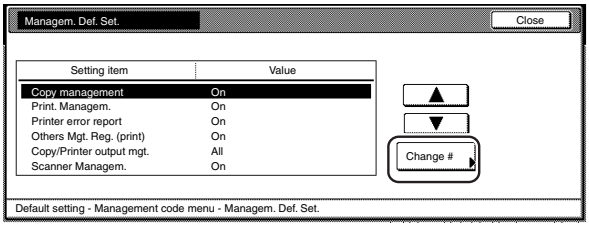
Perform the following procedure when “On” is selected as the “Printer function management ON/OFF” setting and you want to want to allow the use of printer drivers other than those available under copy management.

NOTE

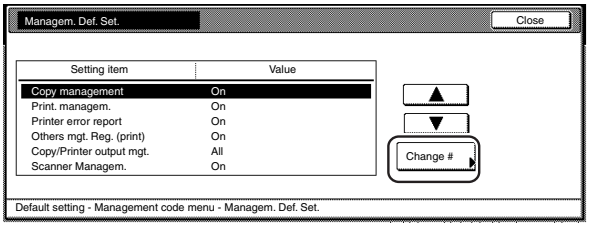
This setting will only be available when “On” is selected as the “Printer function management ON/OFF” setting.

1 Select “Others Mgt. Reg. (print)” under the “Setting item” column on the left side of the touch panel and then touch the “Change #” key.
The “Others Mgt. Reg. (print)” screen will be displayed.

Inch specifications

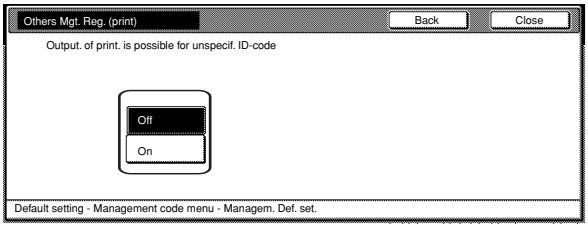


Metric specifications

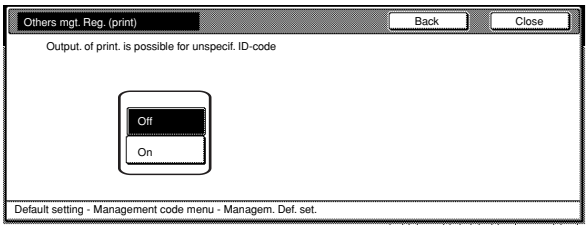


2 To allow the use of printer drivers other than those available under copy management, touch the “On” key.

Inch specifications



Metric specifications



NOTE

If you want to quit the displayed setting without changing it, touch the “Back” key. The touch panel will return to the screen in step 1.

3 Touch the “Close” key.
The touch panel will return to the screen in step 1.

● **Copy/Printer output management**

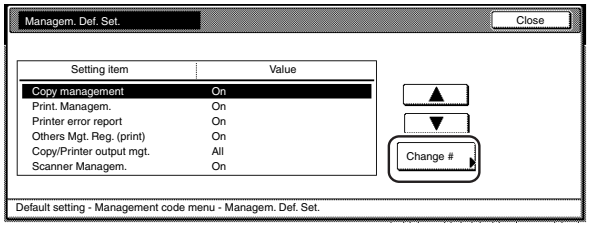
Perform the following procedure to determine whether management of copier and printer functions will be handled together or separately.

NOTE

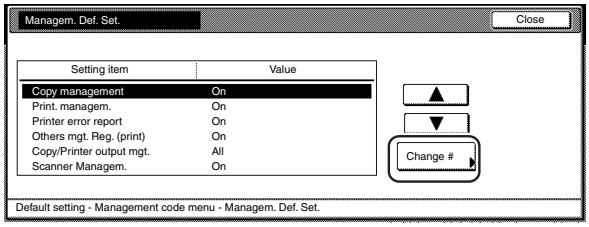
If this setting is changed, it will affect which setting items are available for restriction under the copy management function. (See “Setting the restrictions for use” on page 6-7.)

1 Select “Copy/Printer output mgt.” under the “Setting item” column on the left side of the touch panel and then touch the “Change #” key.
The “Copy/Printer output mgt.” screen will be displayed.

Inch specifications

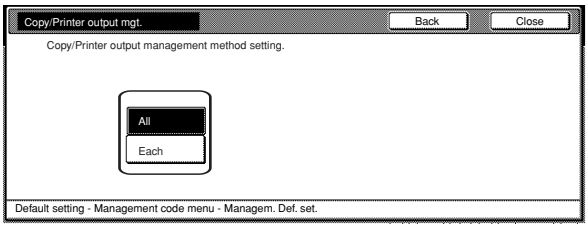


Metric specifications

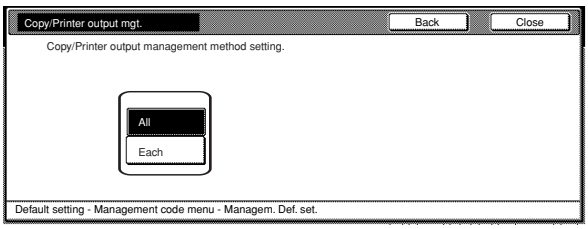


2 To have copier and printer functions both handled together, touch the “All” key. To have copier and printer functions each handled separately, touch the “Each” key.

Inch specifications



Metric specifications



NOTE

If you want to quit the displayed setting without changing it, touch the “Back” key. The touch panel will return to the screen in step 1.

3 Touch the “Close” key.
The touch panel will return to the screen in step 1.

● **Scanner function management ON/OFF**

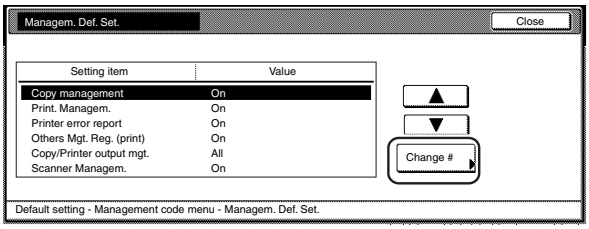
Perform the following procedure when you want to turn copy management ON or OFF for the scanner functions of this machine.

NOTE

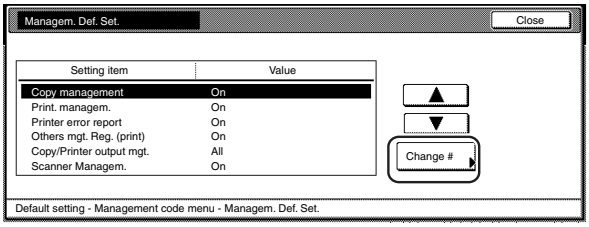
This setting is only available when the optional Printer/Scanner Kit is installed in your copier.

1 Select “Scanner Managem.” under the “Setting item” column on the left side of the touch panel and then touch the “Change #” key.
The “Scanner Managem.” screen will be displayed.

Inch specifications

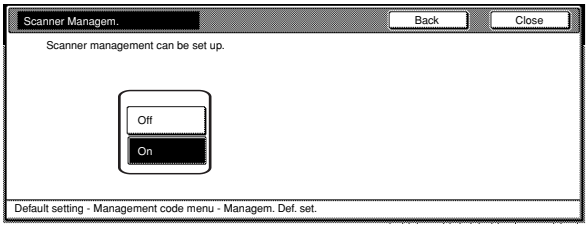


Metric specifications

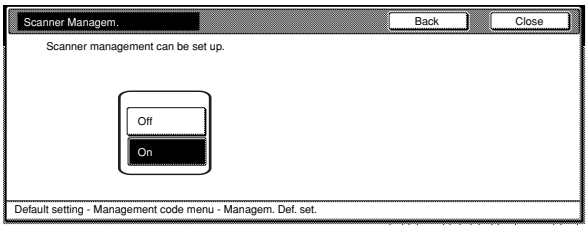


2 To turn copy management ON for the scanner functions of this machine, touch the “On” key.

Inch specifications



Metric specifications



NOTE

If you want to quit the displayed setting without changing it, touch the “Back” key. The touch panel will return to the screen in step 1.

3 Touch the “Close” key.
The touch panel will return to the screen in step 1.

● **Fax function management ON/OFF**

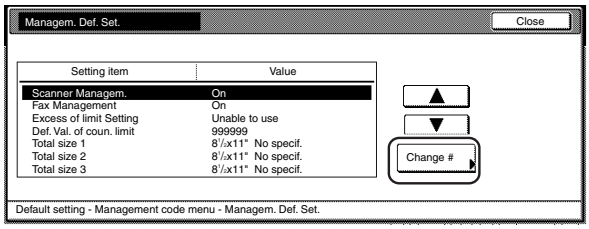
Perform the following procedure when you want to turn copy management ON or OFF for the fax functions of this machine.

NOTE

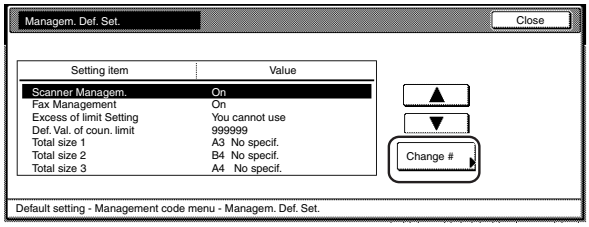
This setting is only available when the optional Fax Kit is installed in your copier.

1 Select “Fax Management” under the “Setting item” column on the left side of the touch panel and then touch the “Change #” key.
The “Fax Management” screen will be displayed.

Inch specifications

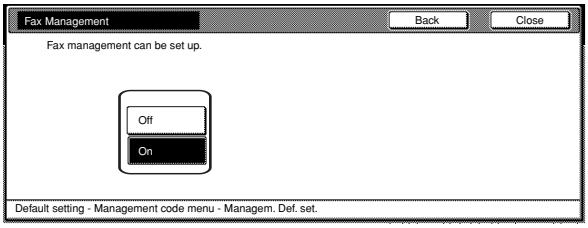


Metric specifications

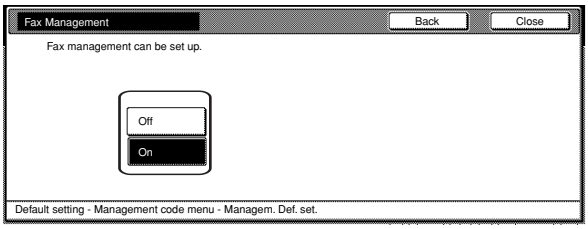


2 To turn copy management ON for the fax functions of this machine, touch the “On” key.

Inch specifications



Metric specifications



NOTE

If you want to quit the displayed setting without changing it, touch the “Back” key. The touch panel will return to the screen in step 1.

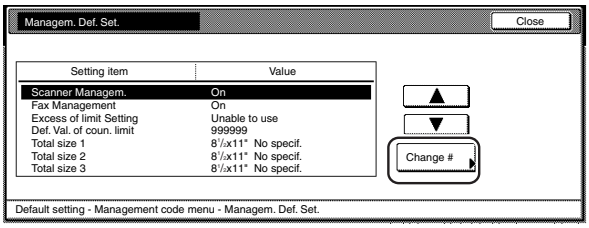
3 Touch the “Close” key.
The touch panel will return to the screen in step 1.

● **Response to exceeded restriction**

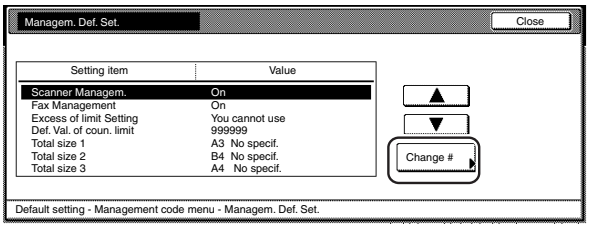
Perform the following procedure to determine whether further use of the machine will be canceled or an error message will be generated when a department ID-code has exceeded its set limit.

1 Select “Excess of limit Setting” under the “Setting item” column on the left side of the touch panel and then touch the “Change #” key.
The “Excess of limit Setting” screen will be displayed.

Inch specifications

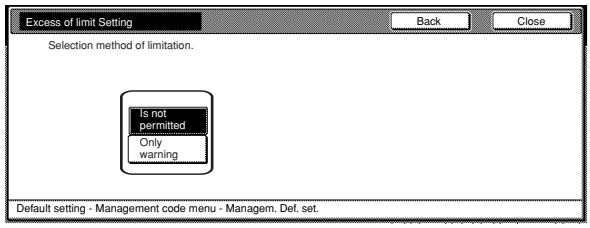


Metric specifications

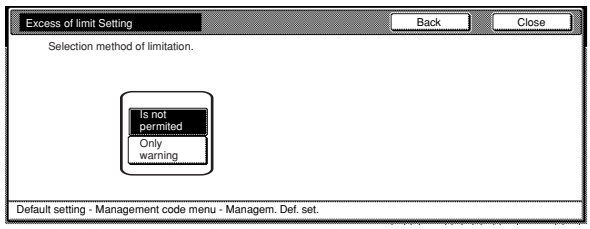


2 To cancel further use of the machine, touch the “Is not permitted” key. To have an error message generated, touch the “Only warning” key.

Inch specifications



Metric specifications



NOTE

If you want to quit the displayed setting without changing it, touch the “Back” key. The touch panel will return to the screen in step 1.

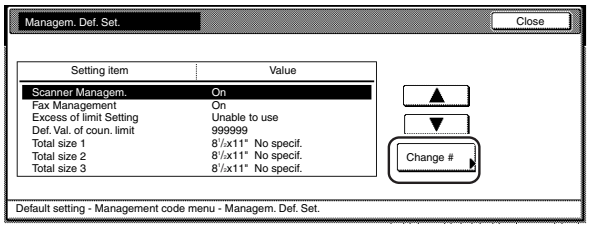
3 Touch the “Close” key.
The touch panel will return to the screen in step 1.

● **Default copy limit**

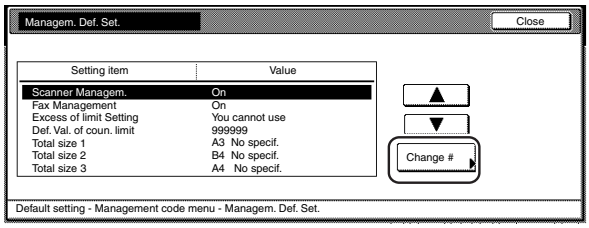
Perform the following procedure when you want to change the default copy limit for new department ID-codes.

1 Select “Def. Val. of coun. limit” under the “Setting item” column on the left side of the touch panel and then touch the “Change #” key.
The “Def. Val. of coun. limit” screen will be displayed.

Inch specifications

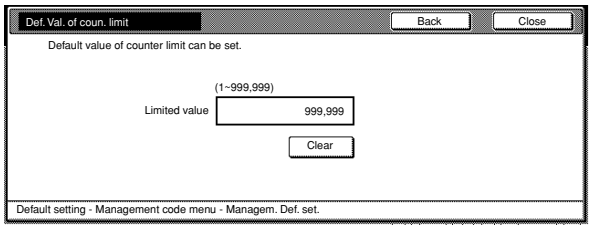


Metric specifications

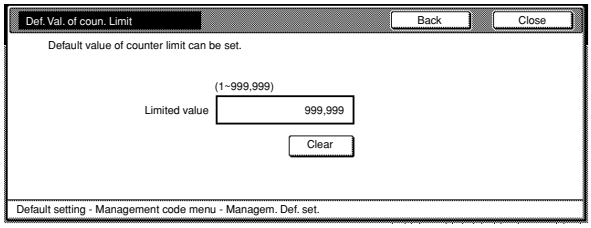


2 Use the numeric keys on the keypad to enter the default copy limit. The limit can be set to any 1-page increment up to 999,999.

Inch specifications



Metric specifications



NOTE

If you want to quit the displayed setting without changing it, touch the “Back” key. The touch panel will return to the screen in step 1.

3 Touch the “Close” key.
The touch panel will return to the screen in step 1.

● **Total count for specified paper size (1 to 5)**

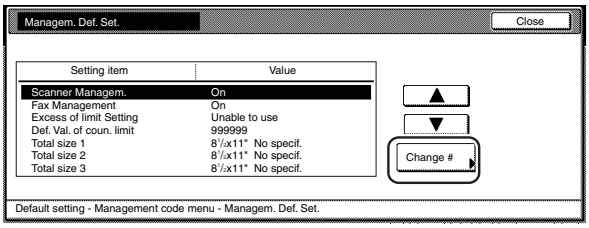
Perform the following procedure when you want to register a specific paper size in order to calculate and check the copy counts for that particular size of paper. It is also possible to register a paper size AND type.

NOTES

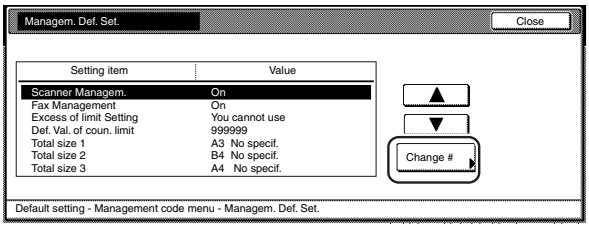
- You can register up to 5 different paper sizes for this function.
- If the type of paper is not registered in any of the settings, the corresponding copy counts for that size of paper will be calculated regardless of the type of paper that is used. However, if the same size of paper is registered in another setting along with a paper type, the counts for the first setting will NOT include copies made with the type of paper that is registered in the second setting.

1 Select one of the “Total size 1” through “Total size 5” settings under the “Setting item” column on the left side of the touch panel and then touch the “Change #” key.
The corresponding setting screen will be displayed.

Inch specifications

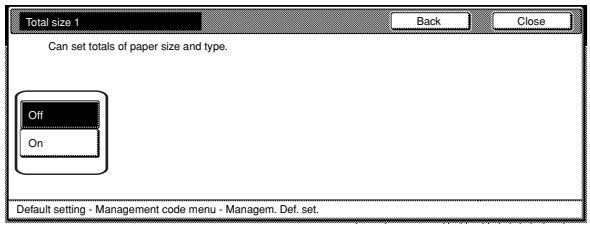


Metric specifications

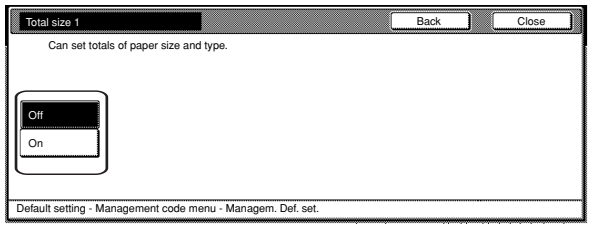


2 Touch the “On” key.

Inch specifications

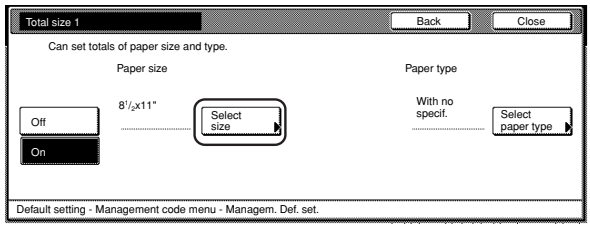


Metric specifications

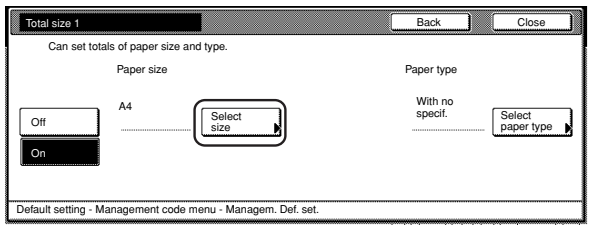


3 Touch the “Select size” key.

Inch specifications



Metric specifications

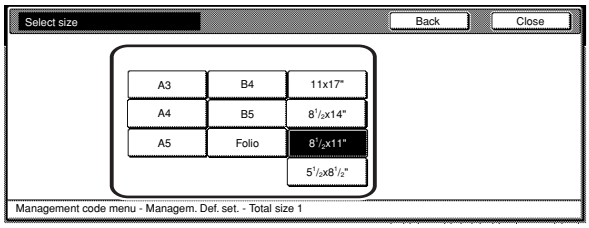


NOTE

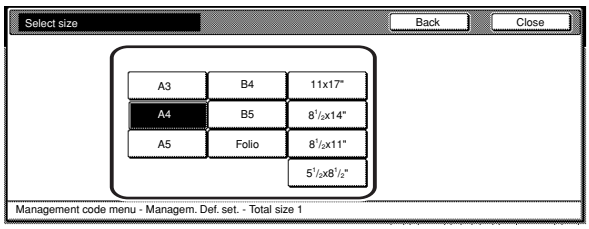
If you want to quit the displayed setting without changing it, touch the “Back” key. The touch panel will return to the screen in step 1.

4 Touch the key that corresponds to the desired paper size, and then touch the “Close” key.

Inch specifications

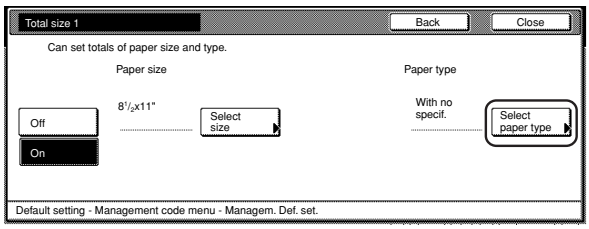


Metric specifications

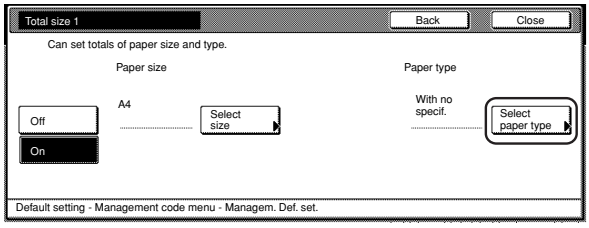


5 To specify a paper type as well, touch the “Select paper type” key and proceed to the next step. If you do not want to specify a paper type, proceed to step 7.

Inch specifications

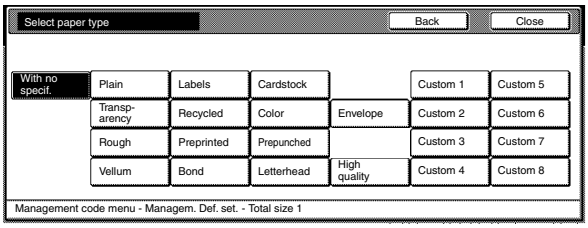


Metric specifications

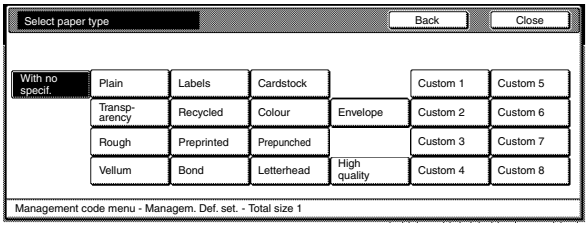


6 Touch the key that corresponds to the desired paper type, and then touch the “Close” key.

Inch specifications



Metric specifications



7 Touch the “Close” key.
The touch panel will return to the screen in step 1.

NOTE

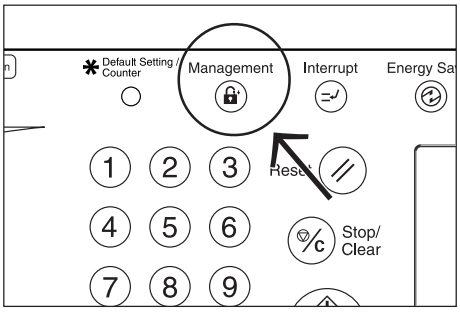
You can check the copy counts for the paper sizes registered under the “Total size 1” through “Total size 5” settings on the total size report that is printed together with the copy management report. For information on how to print out a copy management report, refer to “Check all departments” on page 6-21.

(7) Making copies when copy management is turned ON

When copy management is turned ON, copying will only be possible when a valid department ID-code is entered.

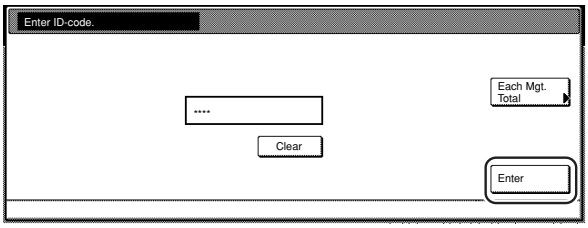
IMPORTANT!

Once you are finished copying, BE SURE to press the [Management] key so that the “Enter ID-code” screen is displayed again.

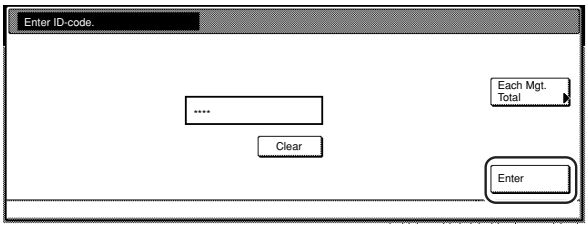


1 Use the numeric keys on the keypad to enter your department ID-code, and then touch the “Enter” key. The “Basic” screen will be displayed.

Inch specifications



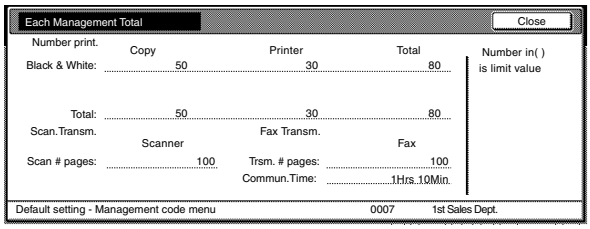
Metric specifications



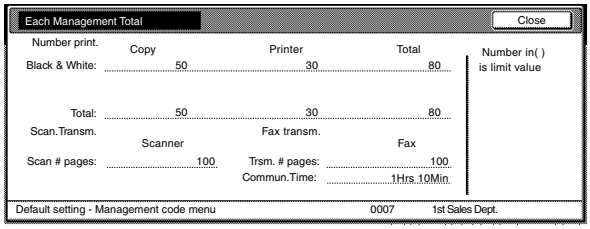
NOTES

- If you enter the wrong ID-code, touch the “clear” key and reenter the correct ID-code.
- If an invalid (unregistered) department ID-code is entered, an error alarm will sound. Enter the correct ID-code.
- If you enter your department ID-code and touch the “Each Mgt. Total” key, you can check the copy counts for your own department.

Inch specifications

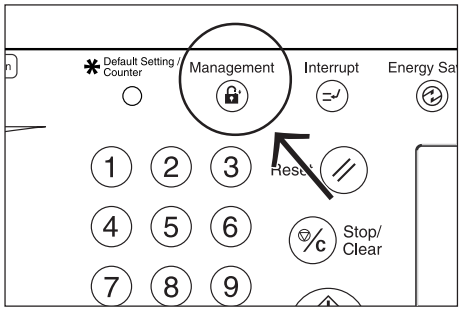


Metric specifications



2 Perform the desired copy operation as usual.

3 Once you are finished copying, press the [Management] key.



2. Default settings

The state that the copier enters at the end of warm-up or when the [Reset] key is pressed is called the “initial mode”. The modes, functions and other settings that are automatically pre-set for the initial mode are called “default settings”. These default settings are separated into two categories: “Copy defaults” and “Machine defaults” and can be changed as desired to suit your copying needs.

(1) Machine default settings

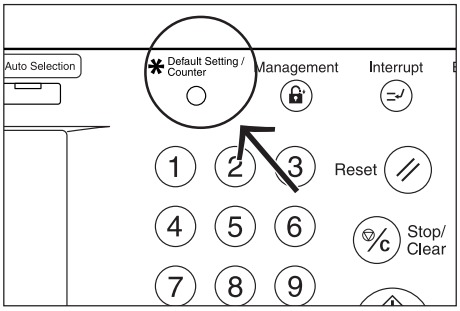
The following table indicates the machine default settings available in this copier. Change any or all of the settings as desired in order to make the most effective use of your copier.

Default setting	Description	Available settings	Factory setting	Reference page
Paper size (drawer[cassette] No.1 – No.4)	Sets the size of paper that is loaded in drawers[cassettes] No.1 through No.4. If you want the size to be detected automatically, select “Auto Detection” (Automatic size detection). If you want to manually set the size of paper, select “Standard sizes”.	Auto Detection / Standard sizes	Auto Detection	6-40
	<If you select “Auto Detection”> You can also select the desired unit of measurement: “Inch” or “Centimeter”.	Inch Centimeter	Inch specification: Inch Metric specification: Centimeter	
	<If you select “Standard sizes”> You can then select the paper size. * The setting for drawer[cassette] No.3 and No.4 will only be available when the optional Paper Feeder is installed on your copier.	A3 A4 A4R A5R B4 B5 B5R Folio 11 x 17 8 1/2 x 14 11 x 8 1/2 8 1/2 x 11 5 1/2 x 8 1/2 8 1/2 x 13	– – –	
Day & time	Sets the current date and time.	Year: 2001-2049 Month: 1 – 12 Day: 1 – 31 Time: 00:00 – 23:59	Year: 2001 Month: 01 Day: 01 Time: 00:00	6-41
Time difference	Sets the time difference from the world standard time (GMT).	+12:00 – -12:00	00:00	6-42
Changing the energy-saving mode	Changes the energy-saving mode that will be entered into when the [Energy Saver] key is pressed. * This setting is displayed when the optional Printer Kit or Printer/Scanner Kit is installed. If you are using a standard copier, or if the optional Fax Kit is installed in your copier, you can press the [Energy Saver] key to engage the Low power mode.	Low power mode Sleep mode	Low power mode	6-43

(2) Accessing the machine default settings

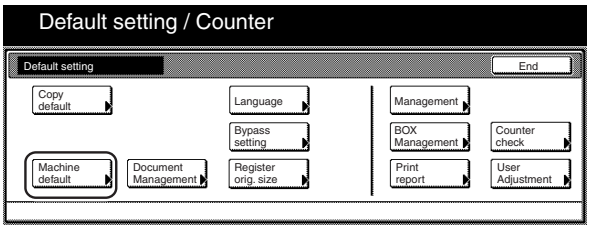
Perform the following procedure when you want to access the screens for each of the various machine default settings.

1 With the content of the “Basic” tab displayed, press the [Default Setting/Counter] key.
The “Default setting”screen will be displayed.

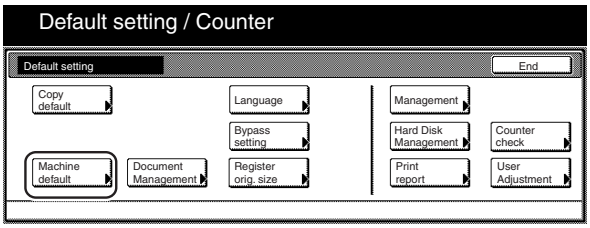


2 Touch the “Machine default” key on the left side of the touch panel.

Inch specifications

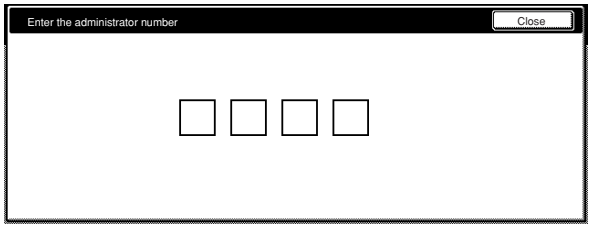


Metric specifications

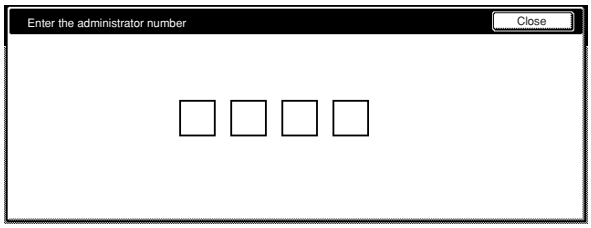


3 Use the keypad to enter the 4-digit management code.
The factory default setting for 30 cpm copiers is “3000”, for 40 cpm copiers is “4000” and for 50 cpm copiers is “5000”.

Inch specifications

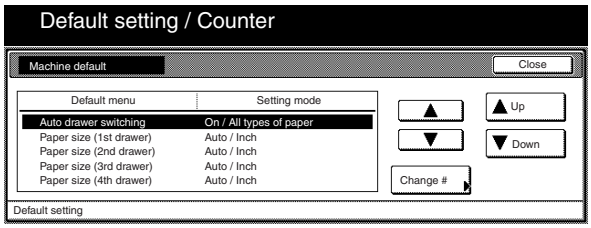


Metric specifications

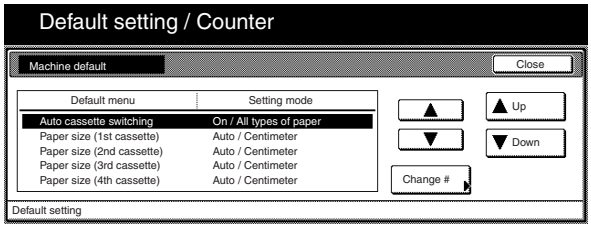


4 If the entered code matched the registered one, the “Machine default” screen will be displayed.

Inch specifications



Metric specifications



NOTE

Refer to the desired procedure(s) explained under “(3) Making machine default settings” and perform the corresponding setting(s).

(3) Making machine default settings

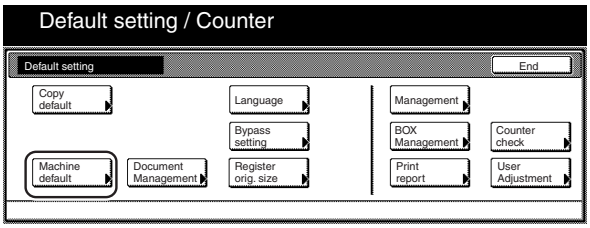
Perform the following procedure that corresponds to the desired setting.

● **Paper size (drawer[cassette] No.1 – No.4)**

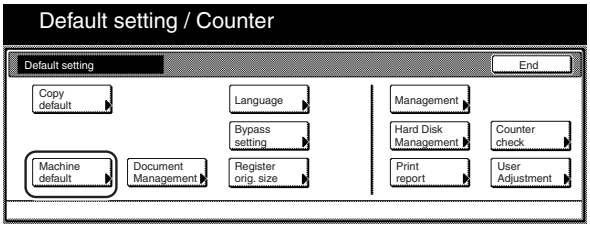
Perform the following procedure to set the size of paper that is loaded in drawer[cassette] No.1 through No.4.

1 Display the “Machine default” screen.
(See “(2) Accessing the machine default settings” on page 6-39.)

Inch specifications

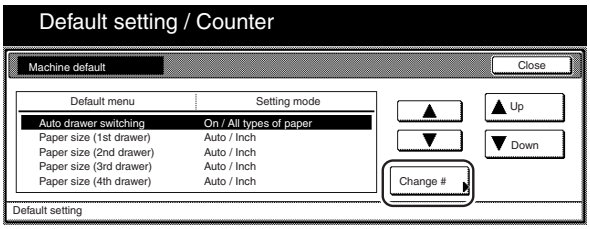


Metric specifications

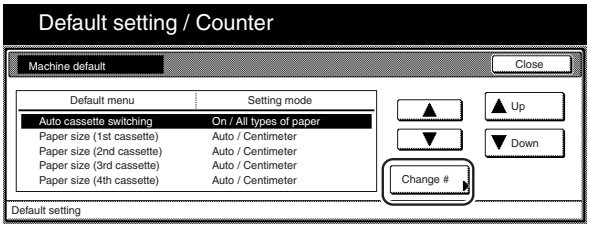


2 Select one of the “Paper size” settings (“1st drawer[cassette]” through “4th drawer[cassette]”) in the settings list on the left side of the touch panel and then touch the “Change #” key.
The screen to set the paper size for that drawer[cassette] will be displayed.

Inch specifications

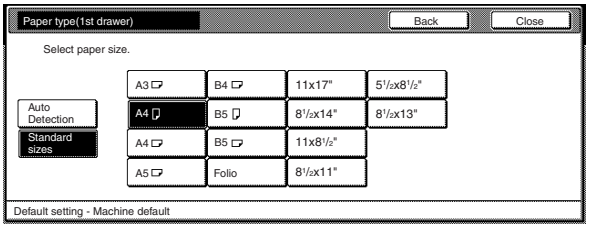


Metric specifications

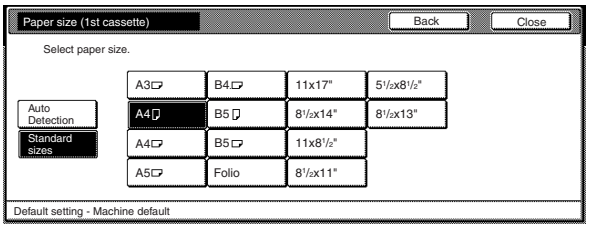


3 If you select “Auto Detection” (automatic size detection) here, select the desired unit of measure (“Centimeter” or “Inch”) as well.
If you select “Standard sizes” (standard paper size) here, simply touch the key that corresponds to the size of paper that is loaded in that drawer[cassette].

Inch specifications



Metric specifications



NOTES

- If you want to quit the displayed setting without changing it, touch the “Back” key. The touch panel will return to the screen in step 2.
- The setting for drawer[cassette] No.3 and No.4 will only be available when the optional Paper Feeder is installed on your copier.

4 Touch the “Close” key. The touch panel will return to the screen in step 2.

5 Touch the “Close” key once again. The touch panel will return to the “Default setting”screen.

6 Touch the “End” key. The touch panel will return to the contents of the “Basic” tab.

● **Day & time**

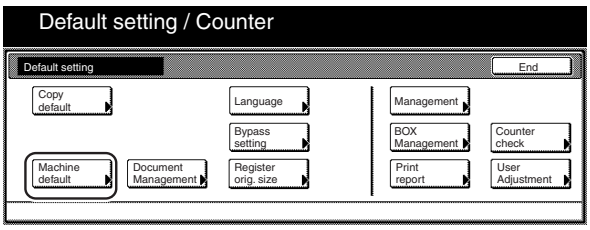
Perform the following procedure to set the current date and time.

NOTE

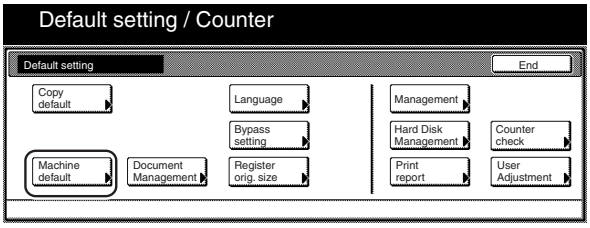
BE SURE to perform the “Time difference” setting prior to setting the day and time.

1 Display the “Machine default” screen.
(See “(2) Accessing the machine default settings” on page 6-39.)

Inch specifications

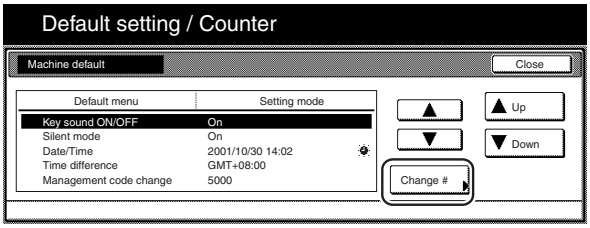


Metric specifications

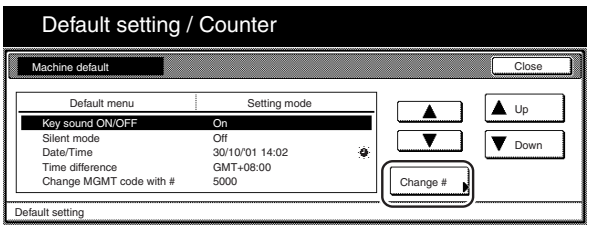


2 Select “Date/Time” in the settings list on the left side of the touch panel and then touch the “Change #” key.
The “Date/Time” screen will be displayed.

Inch specifications

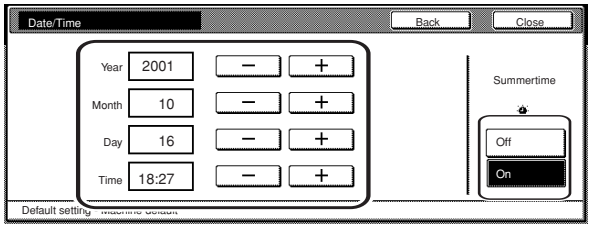


Metric specifications

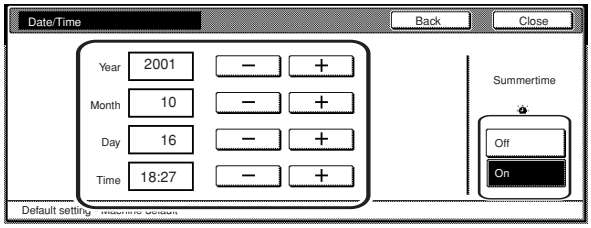


3 Touch the “+” key or the “–” key to change the displayed information for each field (“Year”, “Month”, “Day” and “Time”) to the current time and date.
If you want the time to be automatically calculated for daylight savings time, touch the “On” key under “Summertime”.

Inch specifications



Metric specifications



NOTE

If you want to quit the displayed setting without changing it, touch the “Back” key. The touch panel will return to the screen in step 2.

4 Touch the “Close” key. The touch panel will return to the screen in step 2.

5 Touch the “Close” key once again. The touch panel will return to the “Default setting”screen.

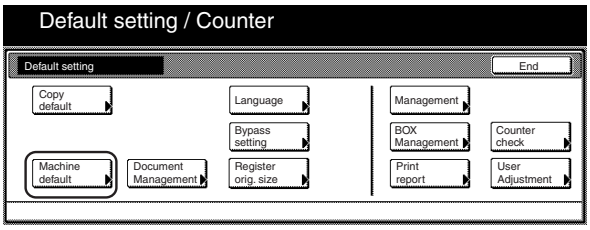
6 Touch the “End” key. The touch panel will return to the contents of the “Basic” tab.

● **Time difference**

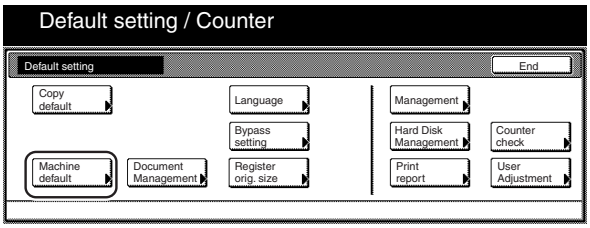
Perform the following procedure to set a designated time difference from the world standard time (GMT).

1 Display the “Machine default” screen.
(See “(2) Accessing the machine default settings” on page 6-39.)

Inch specifications

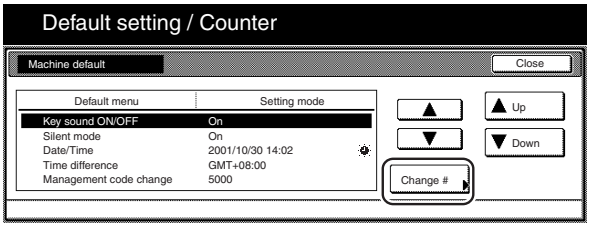


Metric specifications

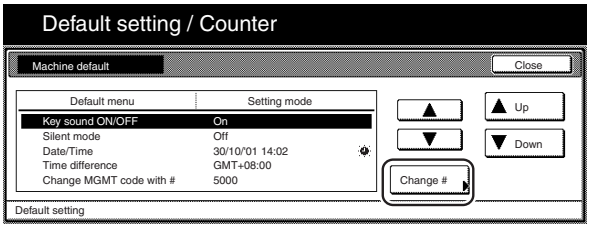


2 Select “Time difference” in the settings list on the left side of the touch panel and then touch the “Change #” key.
The “Time difference” screen will be displayed.

Inch specifications

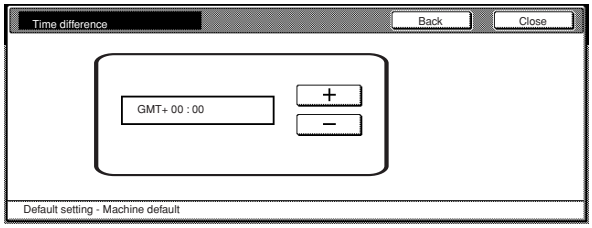


Metric specifications

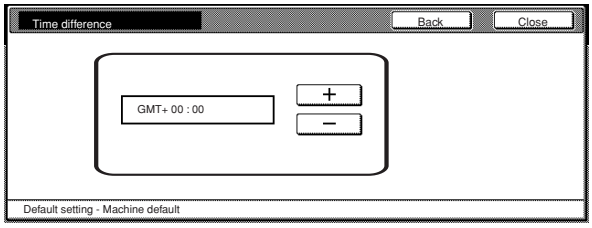


3 Touch the “+” key or the “–” key to change the displayed time difference to the desired setting.

Inch specifications



Metric specifications



NOTE

If you want to quit the displayed setting without changing it, touch the “Back” key. The touch panel will return to the screen in step 2.

4 Touch the “Close” key. The touch panel will return to the screen in step 2.

5 Touch the “Close” key once again. The touch panel will return to the “Default setting”screen.

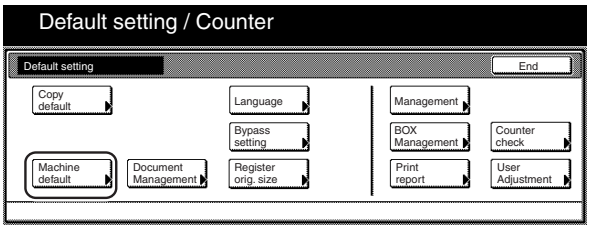
6 Touch the “End” key. The touch panel will return to the contents of the “Basic” tab.

● **Changing the energy-saving mode**

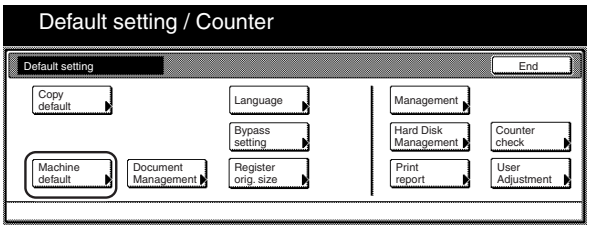
Perform the following procedure to change the energy-saving mode (the Low power mode or the Sleep mode) that will be entered into when the [Energy Saver] key is pressed.

1 Display the “Machine default” screen.
(See “(2) Accessing the machine default settings” on page 6-39.)

Inch specifications

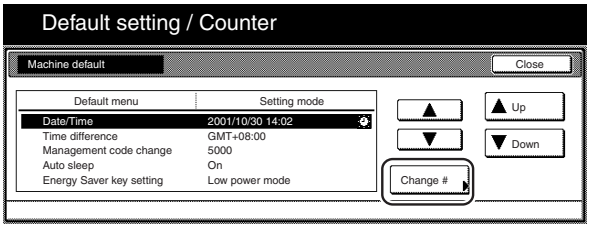


Metric specifications

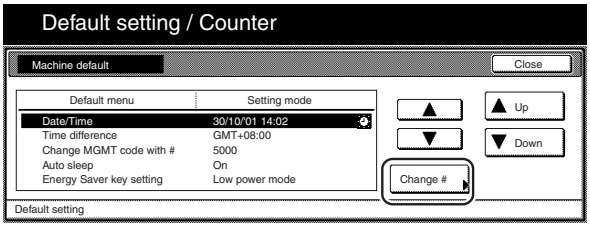


2 Select “Energy Saver key setting” in the settings list on the left side of the touch panel and then touch the “Change #” key.
The “Energy Saver key setting” screen will be displayed.

Inch specifications

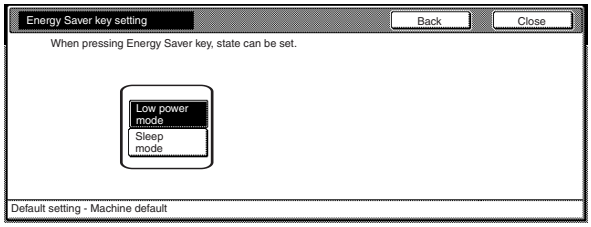


Metric specifications

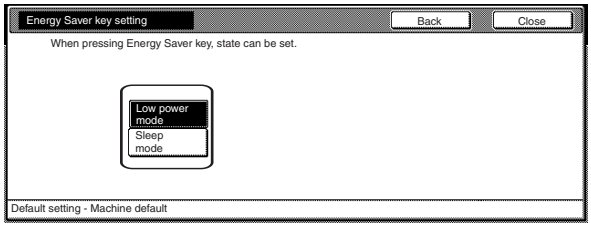


3 Touch the “Low power mode” key or the “Sleep mode” key, as desired.

Inch specifications



Metric specifications



NOTE

If you want to quit the displayed setting without changing it, touch the “Back” key. The touch panel will return to the screen in step 2.

4 Touch the “Close” key. The touch panel will return to the screen in step 2.

5 Touch the “Close” key once again. The touch panel will return to the “Default setting”screen.

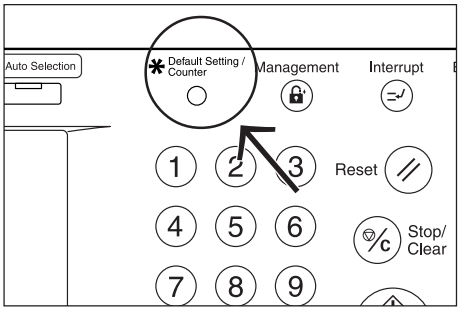
6 Touch the “End” key. The touch panel will return to the contents of the “Basic” tab.

3. Multi-bypass tray paper settings

(1) Paper size and type

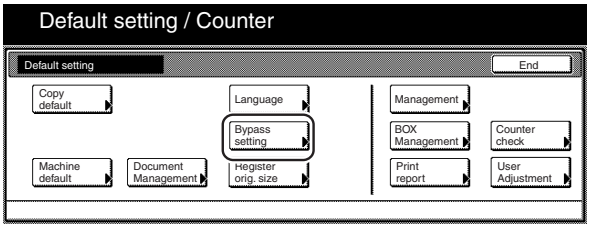
Perform the following procedure in order to use the multi-bypass tray to feed copy paper.

1 With the content of the “Basic” tab displayed, press the [Default Setting/Counter] key.
The “Default setting” screen will be displayed.

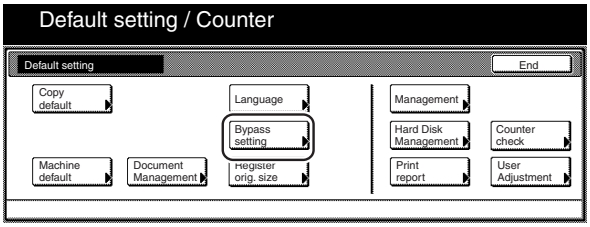


2 Touch the “Bypass setting” key.
The “Bypass setting” screen will be displayed.

Inch specifications

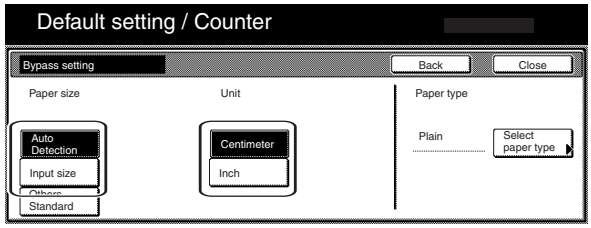


Metric specifications

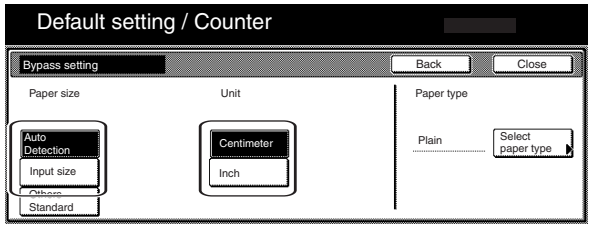


3 Specify the desired method of selecting the paper size.
If you select “Auto Detection” here, select the desired unit of measure (“Centimeter” or “Inch”) as well, and then go directly to step 5. If you want to select a custom paper size, touch the “Input size” and then go to the next step.

Inch specifications

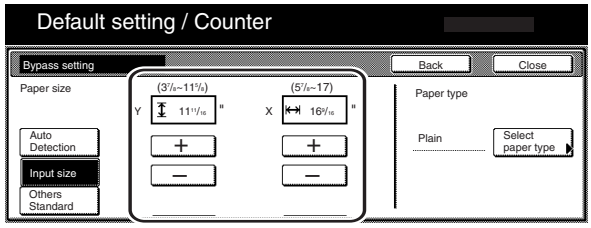


Metric specifications

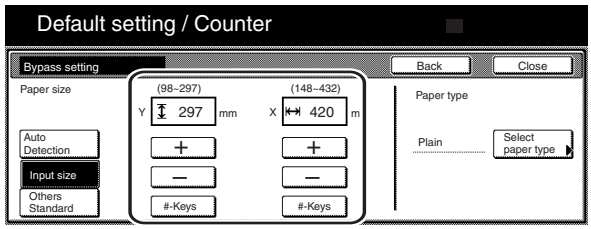


4 Touch the “+” key or the “-” key to change each of the displayed sizes (length and width) to the desired settings.
* In metric specification copiers, the desired sizes can also be entered directly by touching the corresponding “#-Keys” key and then using the keypad.

Inch specifications



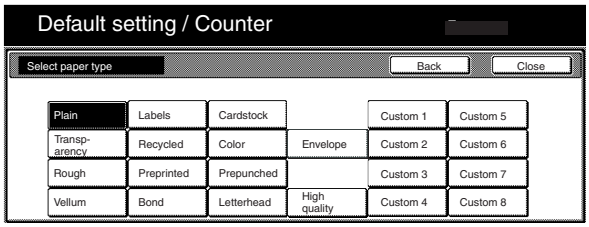
Metric specifications



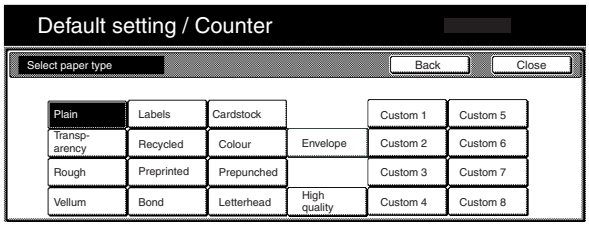
5 Touch the “Select paper type” key.
The “Select paper type” screen will be displayed.

6 Touch the key that corresponds to the type of paper to be used, and then touch the “Close” key. The touch panel will return to the screen in step 4.

Inch specifications



Metric specifications

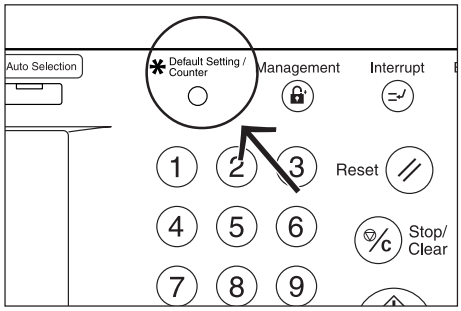


7 Touch the “Close” key once again. The touch panel will return to the screen in step 2. Touch the “End” key. The touch panel will return to the contents of the “Basic” tab.

(2) Selecting other standard sizes

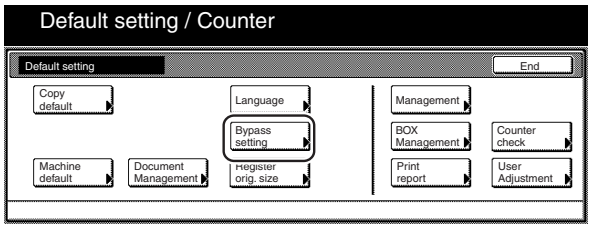
Perform the following procedure when you want to print out onto other standard sizes of special paper.

1 With the content of the “Basic” tab displayed, press the [Default setting/Counter] key.
The “Default setting” screen will be displayed.

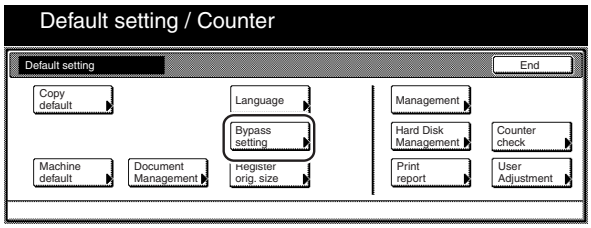


2 Touch the “Bypass setting” key.
The “Bypass setting” screen will be displayed.

Inch specifications

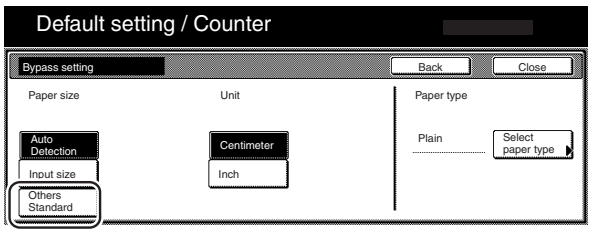


Metric specifications

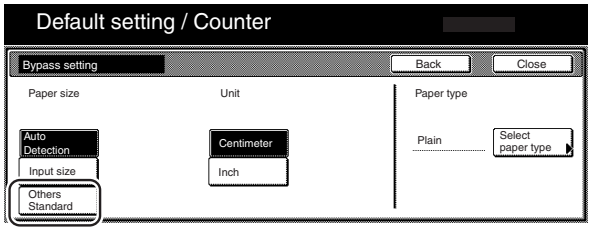


3 Touch the “Others Standard” key.

Inch specifications

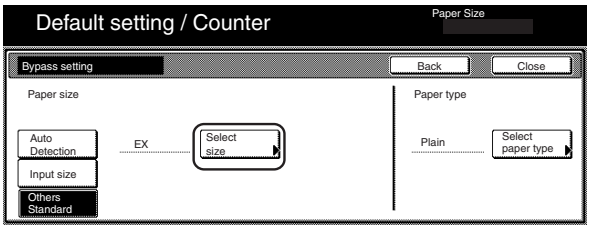


Metric specifications

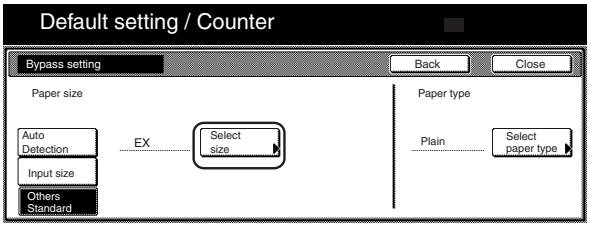


4 Touch the “Select size” key. The “Select size” screen will be displayed.

Inch specifications

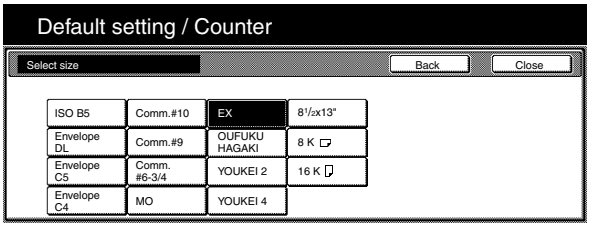


Metric specifications

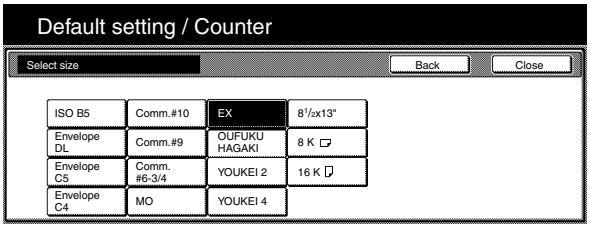


5 Touch the key that corresponds to the size of paper you want to use, and then touch the “Close” key. The touch panel will return to the screen in step 4.

Inch specifications

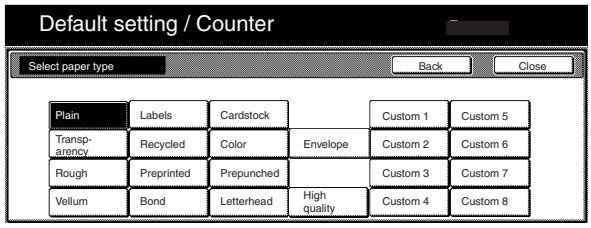


Metric specifications

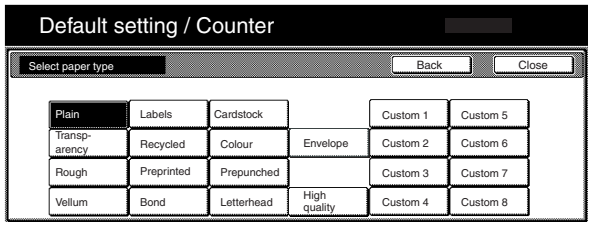


6 Touch the “Select paper type” key. The “Select paper type” screen will be displayed. Touch the key that corresponds to the type of paper you want to use, and then touch the “Close” key. The touch panel will return to the screen in step 4.

Inch specifications



Metric specifications



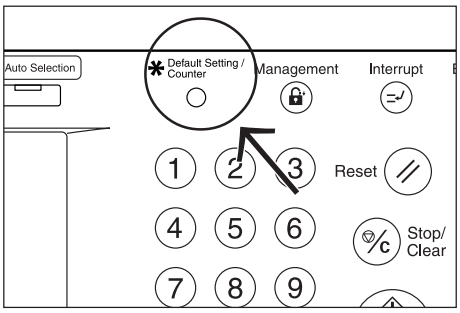
7 Touch the “Close” key. The touch panel will return to the screen in step 2. Touch the “End” key. The touch panel will return to the contents of the “Basic” tab.

4. Drum refresh

Perform the following procedure if the copy image becomes blurred or if white spots which are not on the originals appear on the copies. The drum refreshing operation will take approximately 5 minutes.

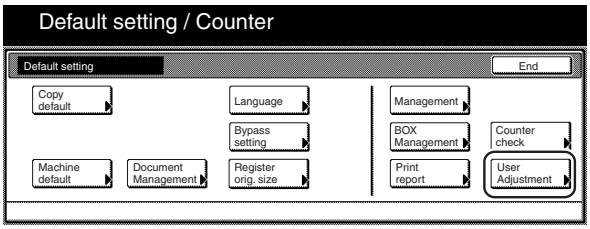
1 Set 11" x 8 1/2", 11" x 17", A4 or A3 size paper on the multi-bypass tray.

2 With the content of the “Basic” tab displayed, press the [Default Setting/Counter] key.
The “Default setting” screen will be displayed.

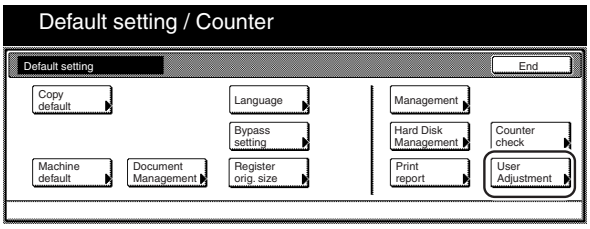


3 Touch the “User adjustment” key.

Inch specifications

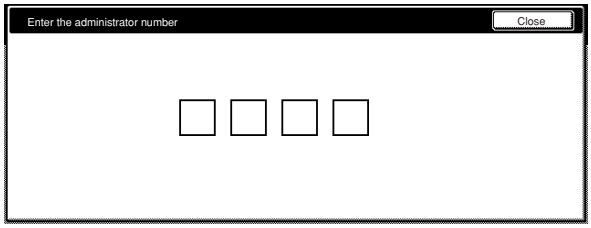


Metric specifications

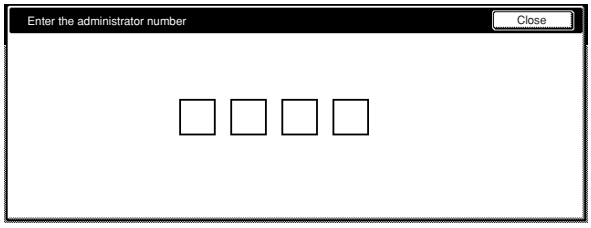


4 Use the keypad to enter the 4-digit management code.
The factory default setting for 30 cpm copiers is “3000”, for 40 cpm copiers is “4000” and for 50 cpm copiers is “5000”.
If the entered code matches the registered one, the “User adjustment” screen will be displayed.

Inch specifications

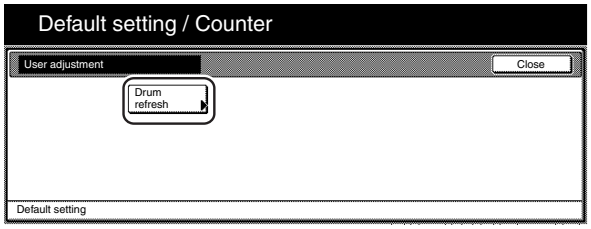


Metric specifications

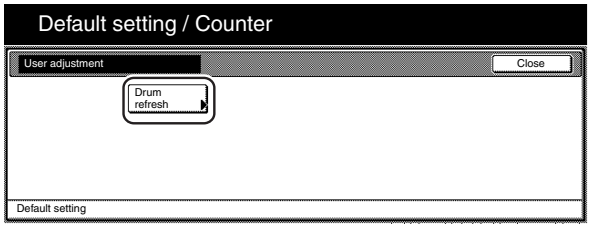


5 Touch the “Drum refresh” key. The “Drum refresh” screen will be displayed.

Inch specifications

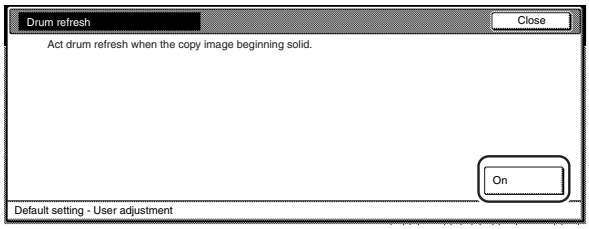


Metric specifications

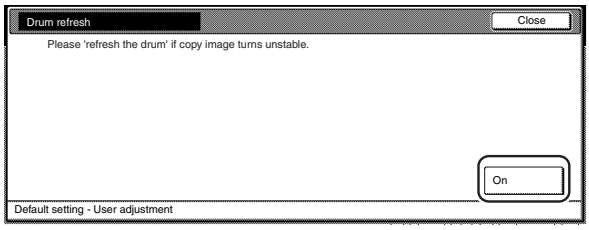


6 Touch the “On” key. The drum refreshing process will begin.

Inch specifications

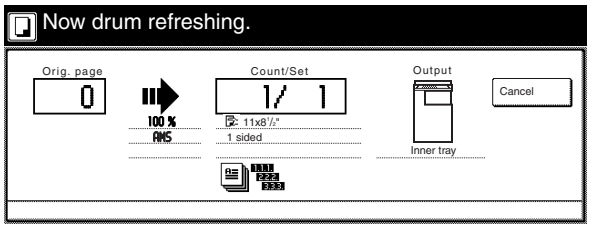


Metric specifications

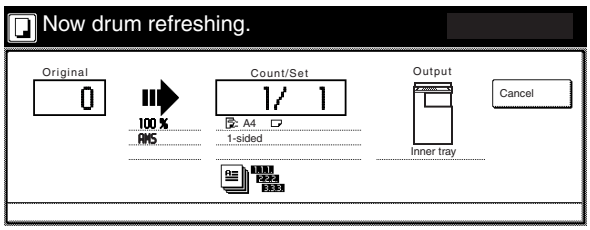


The “Now drum refreshing.” message will appear and the paper is fed from the multi-bypass tray to execute drum refreshing.

Inch specifications



Metric specifications



NOTE

To cancel drum refreshing, touch the “Cancel” key.

When drum refreshing completes after ejecting the paper, the touch panel will return to the screen in step 6.

7 Touch the “Close” key.
The touch panel will return to the screen in step 5.

8 Touch the “Close” key.
The touch panel will return to the screen in step 3.

9 Touch the “End” key.
The touch panel will return to the contents of the “Basic” tab.

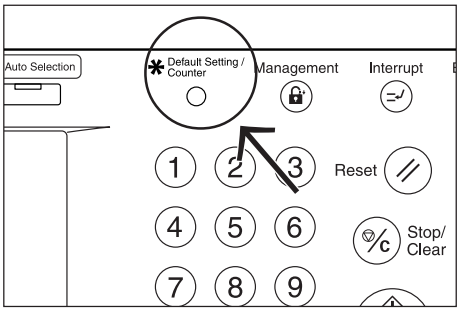
5. Checking the total counter and printing out the counter report

Perform this procedure when you want to check, on the touch panel, the total count of copies, etc., made on this machine as a whole. You can also print out the information as a counter report.

NOTES

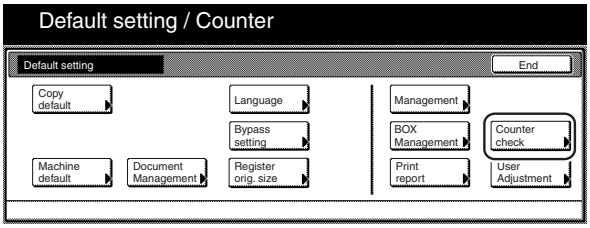
- You can also check the total number of printouts made under each of the optional printer, scanner a fax functions.
- You can additionally check the number of originals scanned on this machine.

1 With the content of the “Basic” tab displayed, press the [Default Setting/Counter] key.
The “Default setting”screen will be displayed.

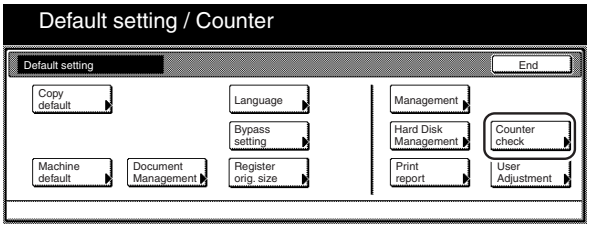


2 Touch the “Counter check” key.
The “Counter check” screen will be displayed.

Inch specifications

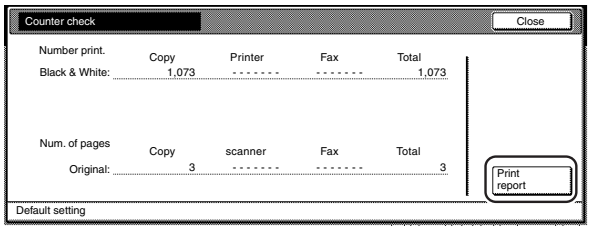


Metric specifications

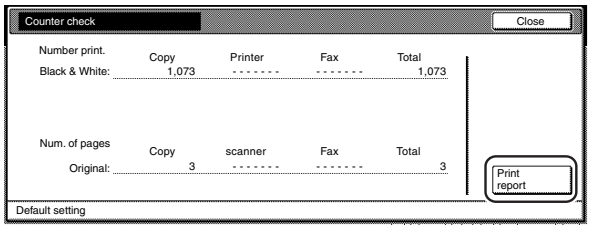


3 The total number of copies and printouts made will be displayed.
If you want to print out a counter report, touch the “Print report” key.

Inch specifications



Metric specifications

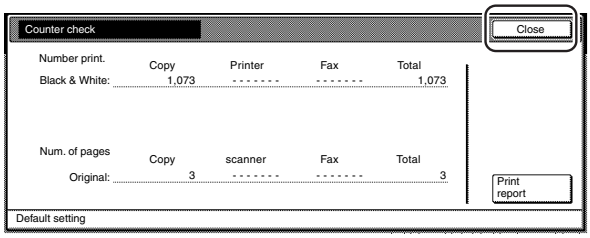


NOTE

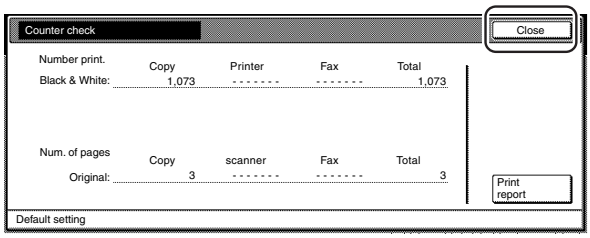
Make sure there is 11" x 8 1/2" [A4] size paper loaded in one of the drawers[cassettes] when you print out the counter report.

4 Once you are finished checking the counts, touch the “Close” key.
The touch panel will return to the screen in step 2.

Inch specifications



Metric specifications

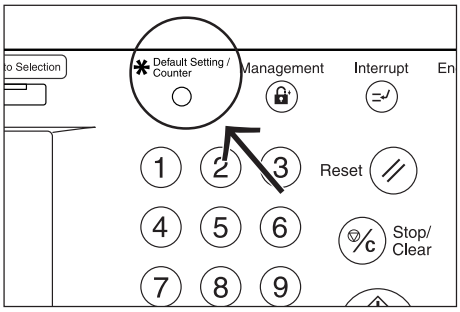


5 Touch the “End” key.
The touch panel will return to the contents of the “Basic” tab.

6. Hard disk management

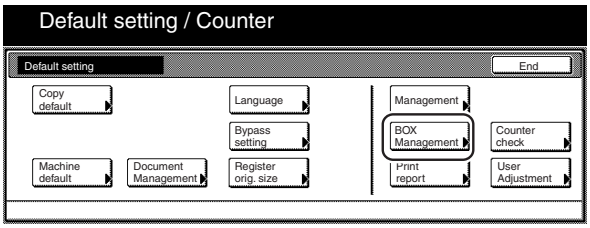
Perform the following procedure to access the “HDD management mode” screen and check available space and/or delete any invalid data on the optional Hard Disk.

1 With the content of the “Basic” tab displayed, press the [Default setting/Counter] key.
The “Default setting” screen will be displayed.

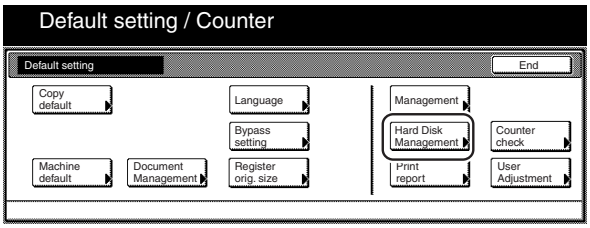


2 Touch the “BOX Management” [“Hard Disk Management”] key.

Inch specifications

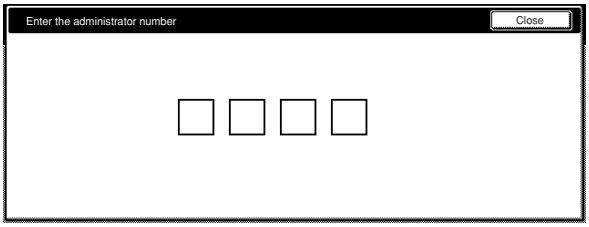


Metric specifications

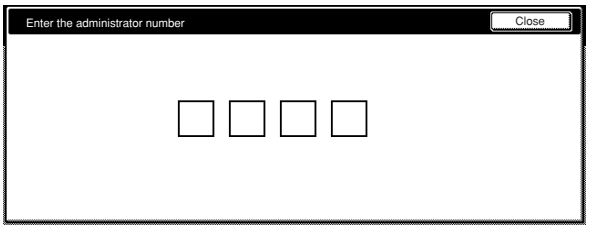


3 Use the keypad to enter the 4-digit management code. The factory default setting for 30 cpm copiers is “3000”, for 40 cpm copiers is “4000” and for 50 cpm copiers is “5000”. If the entered code matched the registered one, the “HDD Management mode” [“HDD Management”] screen will be displayed.

Inch specifications

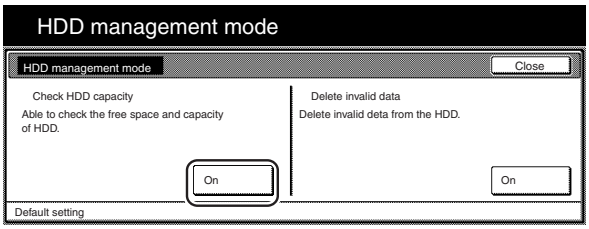


Metric specifications

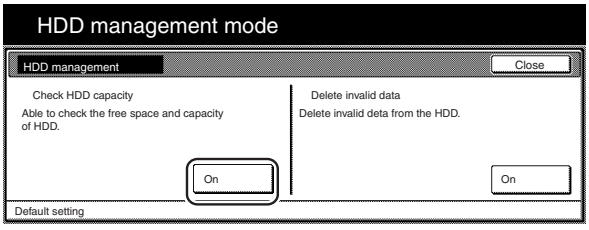


4 Touch the “On” key under “Check HDD capacity” (left side of the touch panel). The overall size of the hard disk, as well as the currently available space, will be displayed. If you want to delete any invalid data, go to the next step. If you are finished with this procedure, go directly to step 6.

Inch specifications

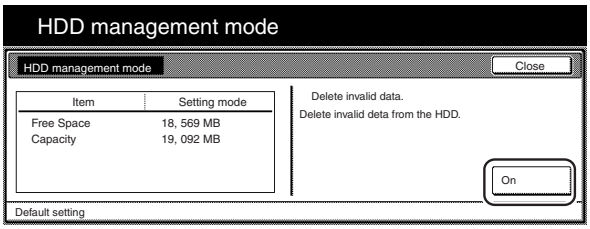


Metric specifications

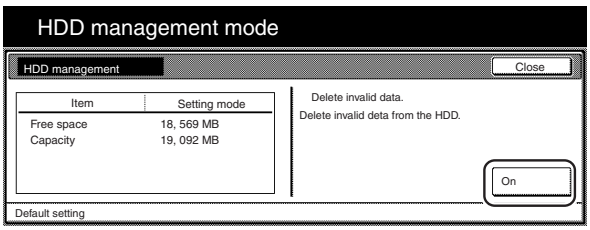


5 Touch the “On” key under “Delete invalid data” (right side of the touch panel). The operation to delete invalid data will start.

Inch specifications



Metric specifications



6 Touch the “Close” key. The touch panel will return to the screen in step 2. Touch the “End” key. The touch panel will return to the contents of the “Basic” tab.

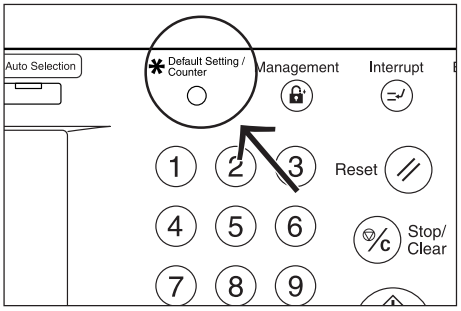
7. Report print out

Perform the following procedure to print out one of the following reports.
< Copy report >
Lists all of the values for the copy default settings.
< Machine report >
Lists all of the values for the machine default settings.
< Toner coverage report>
Lists the average toner density (black ratio) for each size of copy paper used under each of the copy, printer and fax functions of this machine.

NOTE

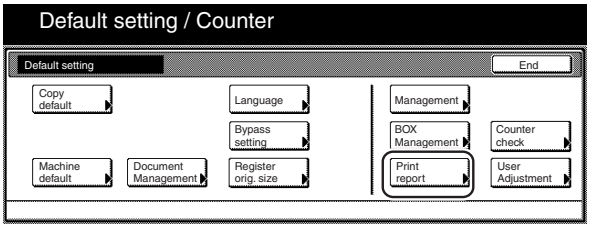
Make sure that 11" x 8 1/2" [A4] size paper is loaded in one of the drawers[cassettes].

1 With the content of the “Basic” tab displayed, press the [Default Setting/Counter] key.
The “Default setting” screen will be displayed.

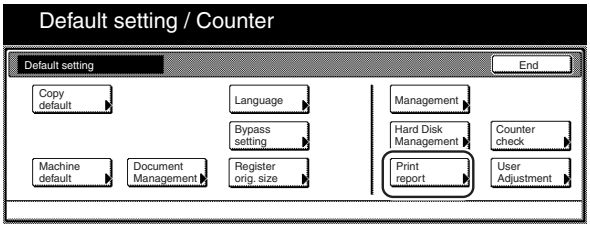


2 Touch the “Print report” key.

Inch specifications

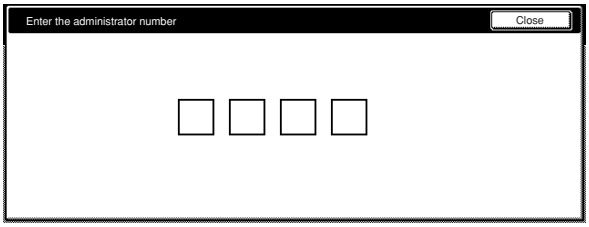


Metric specifications

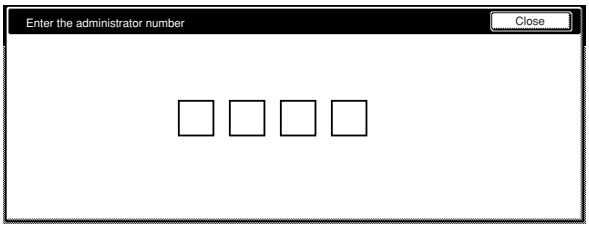


3 Use the keypad to enter the 4-digit management code.
The factory default setting for 30 cpm copiers is “3000”, for 40 cpm copiers is “4000” and for 50 cpm copiers is “5000”.

Inch specifications

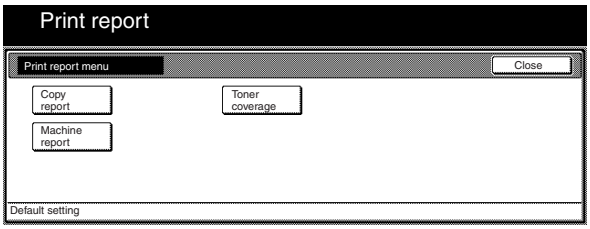


Metric specifications

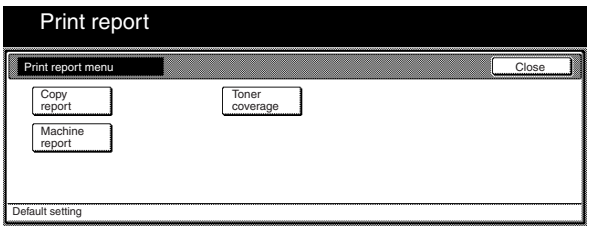


4 Once the “Print report menu” screen is displayed, touch the “Copy report” key, the “Machine report” key or the “Toner coverage” key, as appropriate.

Inch specifications

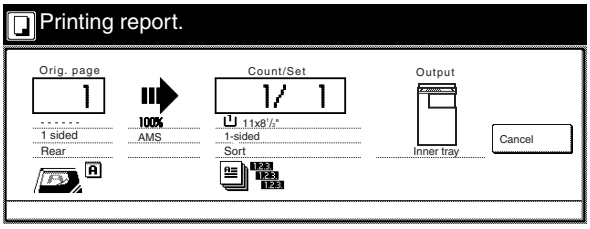


Metric specifications

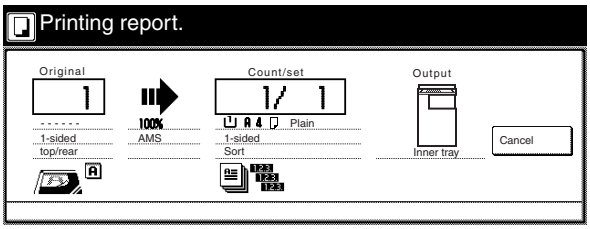


5 The “Printing report” screen will be displayed and printing of the corresponding report will start.

Inch specifications



Metric specifications



NOTE

If you want to cancel print out of the corresponding report, touch the “Cancel” key.

When the report is complete, the touch panel will return to the screen in step 4.

6 Touch the “Close” key. The touch panel will return to the screen in step 2.

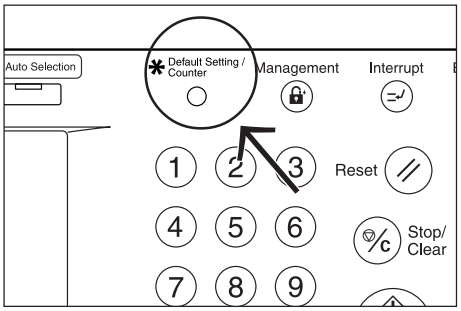
7 Touch the “End” key. The touch panel will return to the contents of the “Basic” tab.

8. Changing the language used for messages

You can select the language that will be used on the touch panel.

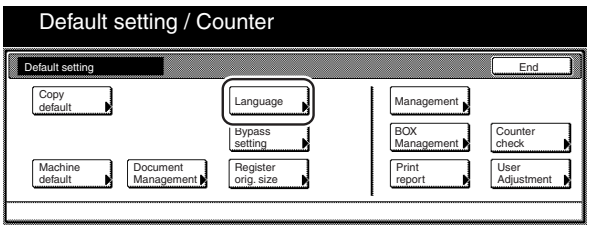
The available languages are as follows:
Inch specification copiers:
English, French (“Français”), Spanish (“Español”) and Japanese (“日本語”)
Metric specification copiers:
English, German (“DEUTSCH”), French (“FRANÇAIS”), Italian (“ITALIANO”) and Spanish (“ESPAÑOL”)

1 With the content of the “Basic” tab displayed, press the [Default Setting/Counter] key.
The “Default setting/Counter” screen will be displayed.

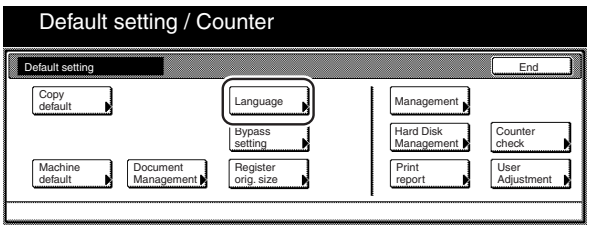


2 Touch the “Language” key. The “Language” screen will be displayed.

Inch specifications

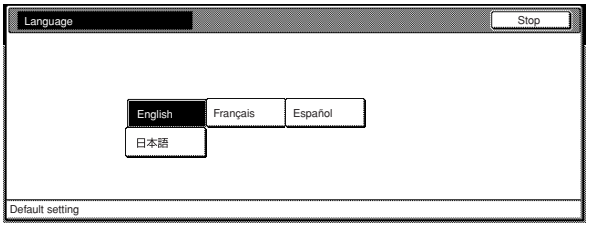


Metric specifications

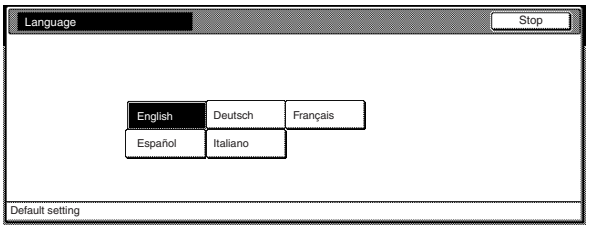


3 Touch the key that corresponds to the language that you want to use.
The language used on the touch panel will change to that selected.

Inch specifications



Metric specifications



Section 7 TROUBLESHOOTING

1. If one of the following messages is displayed

When any of the following messages appears on the message display, take the indicated action.

Message	Procedure	Reference page
“Close xxx cover x.”	The cover indicated is open. Close the cover securely.	——
“Add paper in drawer.” [“Add paper in cassette.”]	There is no paper in the drawer[cassette] indicated. Load paper.	3-1
“Set drawer. ” [“Close paper cassette.”]	One of the drawers[cassettes] is not closed properly. Pull it out and push it back in all the way.	——
“Paper drawer is out of order. Select another paper drawer.” [“Paper cassette is out of order. Select other paper cassette. ”]	The drawer[cassette] currently in use is out of order and cannot be used. Contact your service representative immediately. Continue copying using another drawer[cassette].	——
“Check paper size.”	No paper that can be used in the selected mode is loaded. Check the paper.	——
“Reposition original.”	The orientation of the original and the selected paper are different. Change the orientation of the original. If the [Start] key is pressed, same-size copying will be performed.	——
“Exceeds pre registered copying quantity.” [“Copy limit for this ID-code has been reached. No copying possible.”]	The number of copies reached the limit set in the copy management mode and no more copies can be made. Clear the copy count from the management mode.	6-1
“Ready to copy. Add toner.”	There is not enough toner in the copier. Replace the toner container immediately as only one copy can be made at a time.	8-3
“Add toner to resume copying.”	There is not enough toner in the copier to make copies. Replace the toner container immediately.	8-3
“System error. Main switch off/on.”	A system error has occurred. Turn the power switch OFF and then ON.	——
“System error. Disconnect power plug from the socket.”	A system error has occurred. Disconnect the power plug from the outlet and connect it again.	——

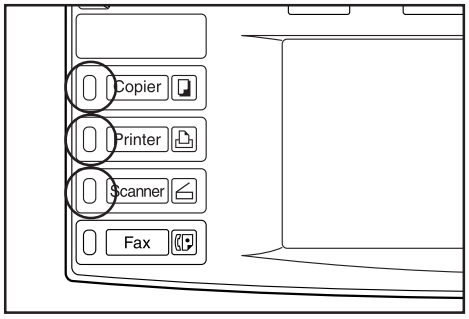
* If the optional Fax Kit is installed in your copier, when the power cord is unplugged from the outlet, original data or reserved communication information stored in the memory may be lost.

Message	Procedure	Reference page
“Call service.”	Open and close the front cover. If the same message appears again, make a note of the “C” and the number appearing with it, turn the power switch OFF (O), unplug the power cord from the outlet, and contact your service representative or authorized service center.	——
“Time for maintenance.”	Periodic maintenance is necessary to keep your copier in good condition. Contact your service representative or an authorized service center as soon as possible.	——
“Close Document processor cover.”	The Document Processor original cover of the optional document processor is open. Close the cover securely.	——
“Memory full.”	The copier memory is full. Either print out or clear all scanned data. It is not possible to copy or scan another original until one of these two operations is performed. The copier memory size and the capacity for scanning originals are shown below. Number of originals that can be scanned* Standard memory (64MB): approximately 322 pages When the optional Hard Disk is installed (20GB): approximately 70,000 pages** * When using our standard original (A4 original, 6% text) ** The maximum number of originals that can be scanned at one time is 999 (11" x 8 1/2" [A4]).	——
“Paper misfeed.” “Paper misfeed. Careful for Drum.”	If paper is misfed, the copier will stop and the location of the misfeed will appear on the message display. Remove the misfed paper with the power switch turned ON (|) by following the appropriate procedure. If “Careful for Drum.” is displayed, be sure not to touch the drum area that is located inside the machine when removing the jammed paper.	7-4
“Duplex tray inoperable, call service.” [“Duplex unit is out of order. Call service.”]	The duplex unit is out of order and duplex copying is not possible. Contact your service representative immediately.	——
“Attach Finisher.”	Connect the optional Document Finisher securely to the copier.	——
“Finisher is out of order. Detach Finisher.”	The optional Document Finisher is out of order and cannot be used for the moment. Contact your service representative or an authorized service center as soon as possible.	——
“Paper capacity exceeded. Remove paper from Finisher.”	The maximum number of sheets that can be stored on the optional Document Finisher has been exceeded. Remove the copies from the Document Finisher.	——
“Remove paper form inner tray of Finisher.”	Paper has been misfed inside the optional Document Finisher. See the Document Finisher’s Operation Guide and remove the paper.	——

Message	Procedure	Reference page
“Out of staples. Add staples.” [“Stapler empty. Add staples.”]	There are no staples in the optional Document Finisher. See the Document Finisher’s Operation Guide and replace the staple cartridge.	——
“Cannot staple this size.” [“Cannot staple this paper size.”]	Stapling is not possible with small size paper. For details, see the optional Document Finisher’s Operation Guide.	——
“Empty waste punch box.”	The hole punch chad container in the optional Document Finisher is full. Refer to the Operation Guide for your Document Finisher and dispose of the waste hole punch chads.	——
“Check the waste punch box.” [“Check Punch Hole box.”]	The hole punch chad container in the optional Document Finisher is not set properly. Refer to the Operation Guide for your Document Finisher and set the hole punch chad container properly.	——
“Replace the waste toner box.”	The waste toner box is filled with waste toner. Replace the waste toner box with a new one.	8-3

2. If one of these indicators lights or flashes

If one of the indicators to the left of the [Copier] key, the [Printer] key, or the [Scanner] key either lights orange or flashes orange, carry out the appropriate procedure indicated below.

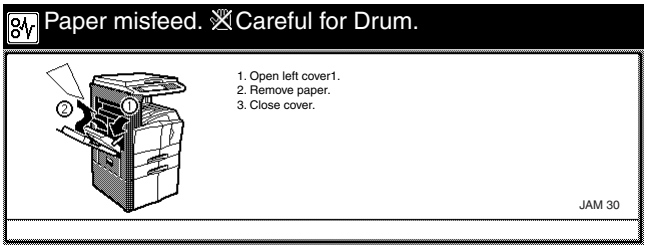


Indication	Procedure	Reference page
Lights orange or flashes orange	Check the appropriate response to the message, and perform the corresponding procedure.	–

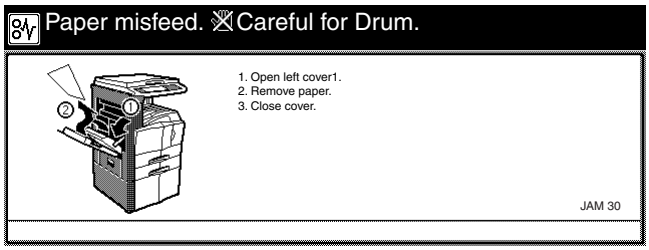
3. When paper misfeeds

If a paper misfeed occurs, a message will be displayed in the touch panel about the misfeed and copying will stop. Leave the power switch ON (|) and refer to “(2) Removal procedures” to remove the jammed paper.

Inch specification



Metric specification



(1) Cautions

WARNING

High voltage is present in the charger section. Take sufficient care when working in this area, as there is a danger of electrical shock.

CAUTION

The copier’s fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

- Do not reuse misfed paper.
- If paper is torn during removal, be sure to remove all loose scraps from inside the copier, or they could cause misfeed later.
- After misfed paper has been removed, warm-up will begin. The Misfeed indicator will turn off and the copier will return to the same settings prior to the misfeed.

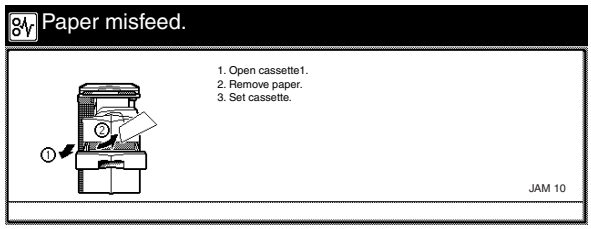
(2) Removal procedures

① Misfeed in paper feed section

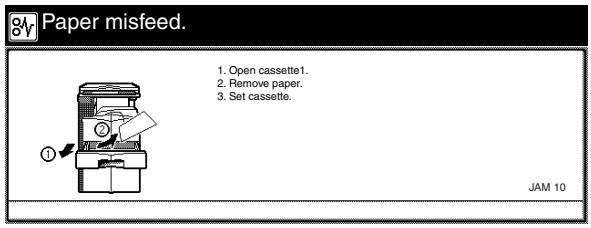
- **Misfeed in drawer[cassette] (JAM 10 to 13, 15 to 17)**

If the message below appears, a misfeed has occurred in the drawer[cassette] (or optional Paper Feeder). Remove the misfed paper using the procedure given below.

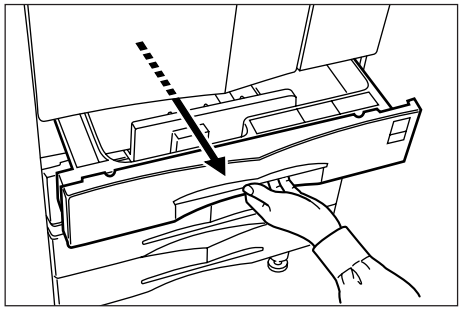
Inch specifications



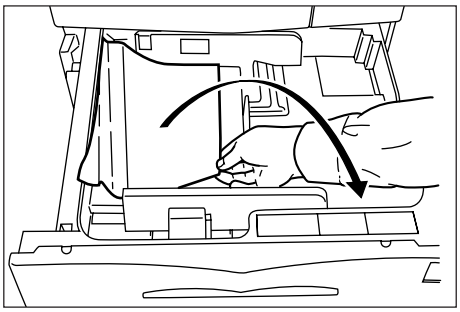
Metric specifications



1 Open the drawer[cassette].



2 Remove the misfed paper while taking care not to tear it.
* If the paper should be torn, remove all the scraps from the inside the copier.

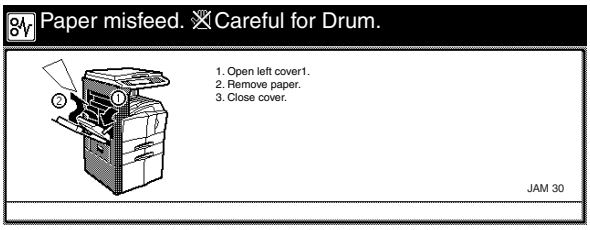


3 Close the drawer[cassette] slowly.

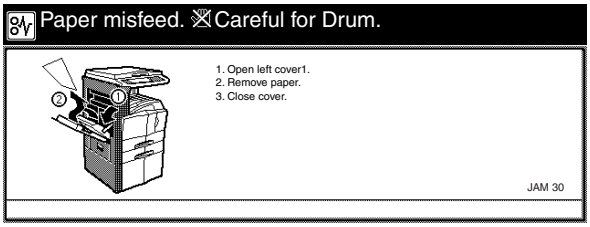
- **Misfeed in left cover 1 (JAM 30, 40 to 44, 46, 47, 50 to 53, 60, 61)**

If the message below appears, a misfeed has occurred in the left cover 1. Remove the misfed paper using the procedure given below.

Inch specifications



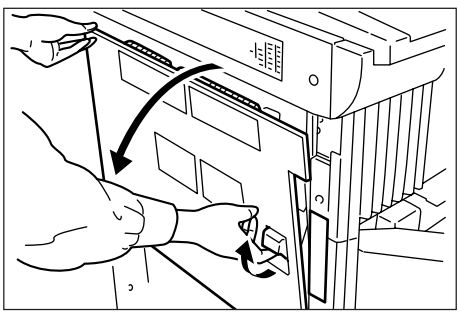
Metric specifications



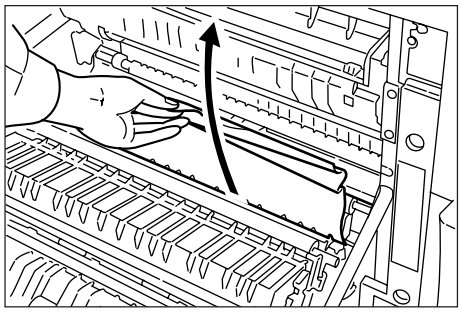
NOTE

The drum area inside the copier is extremely sensitive to dirt and damage. When removing the jammed paper, be sure not to touch the drum area that is located inside the machine with your hands, or with jewelry such as watches and rings, etc.

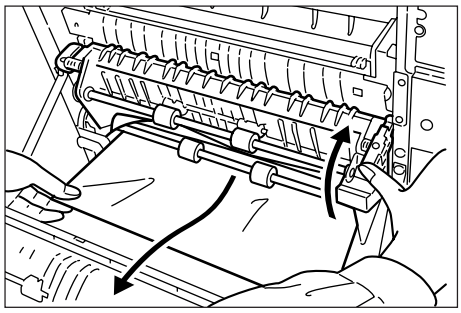
1 Pull up the left cover 1 handle to open the left cover 1.



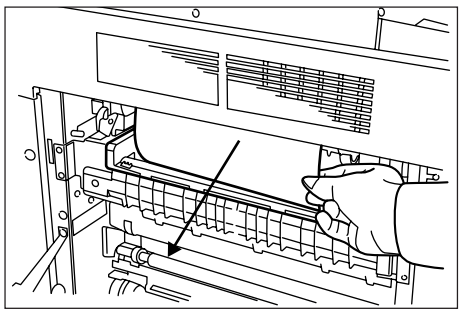
2 Remove the misfed paper.



3 Raise the duplex unit to remove the misfed paper.



4 Remove the misfed paper in the output section.



⚠ CAUTION

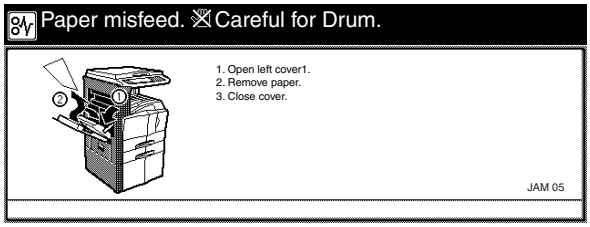
The copier's fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

5 Close the left cover 1.

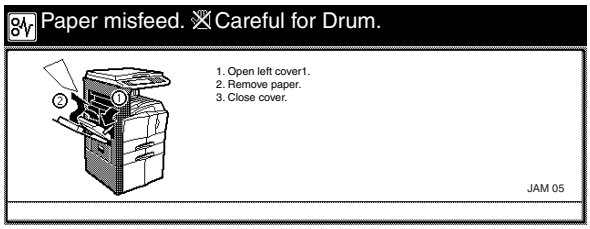
- **Misfeed in left cover 1 (JAM 05)**

If the message below appears, a misfeed has occurred in the left cover 1. Remove the misfed paper using the procedure given below.

Inch specifications



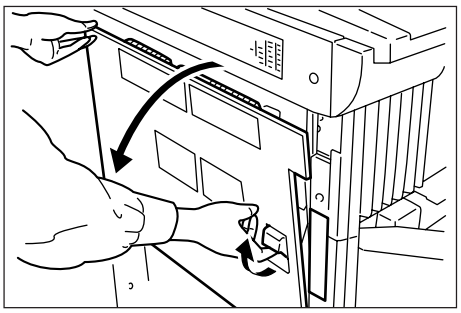
Metric specifications



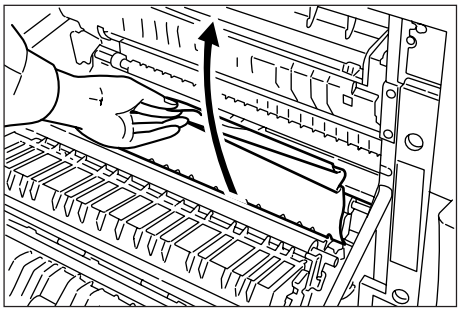
NOTE

The drum area inside the copier is extremely sensitive to dirt and damage. When removing the jammed paper, be sure not to touch the drum area that is located inside the machine with your hands, or with jewelry such as watches and rings, etc.

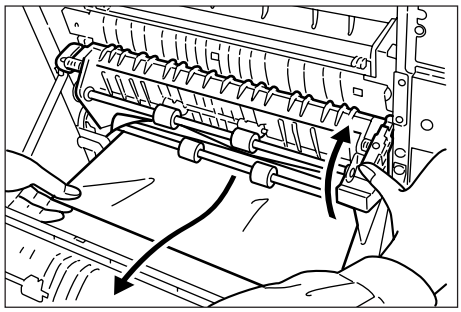
1 Pull up the left cover 1 handle to open the left cover 1.



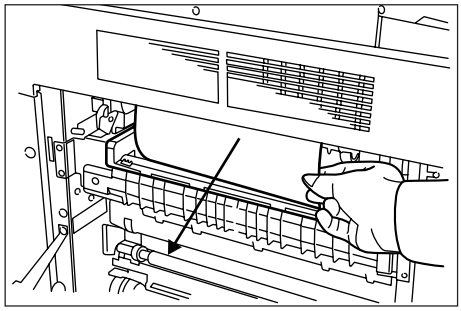
2 Remove the misfed paper.



3 Raise the duplex unit to remove the misfed paper.



4 Remove the misfed paper in the output section.



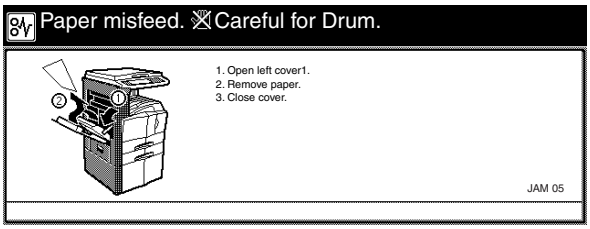
CAUTION

The copier's fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

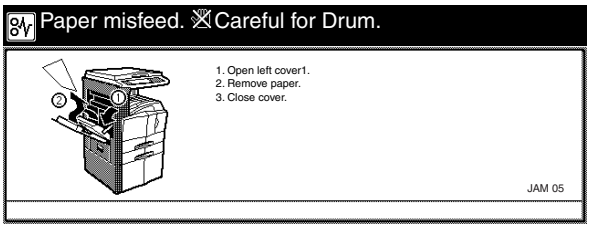
5 Close the left cover 1.

6 Press the [Start] key after the “Press Start Key. Re-starting.” message appears.
If the message below appears, proceed to the next step.

Inch specifications



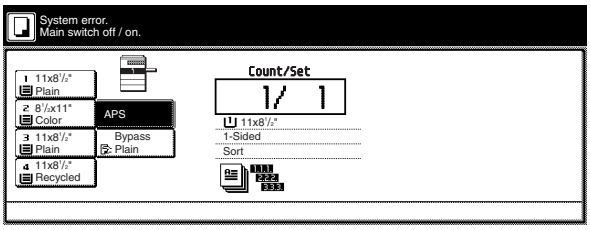
Metric specifications



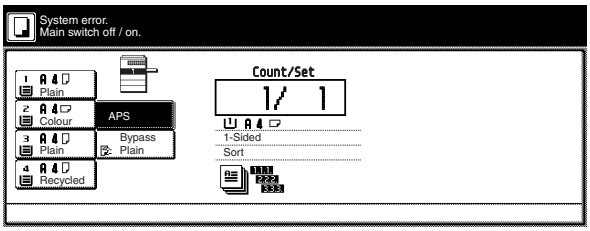
7 Repeat the steps 1 to 5.

8 The message below appears. Perform the appropriate action by following the message.

Inch specifications

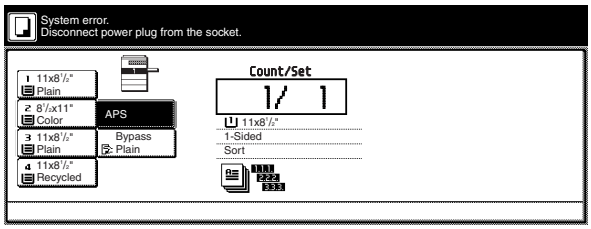


Metric specifications

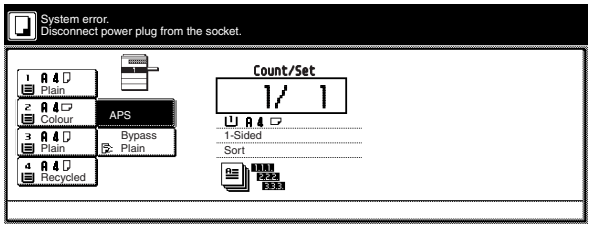


9 When the optional Fax Kit is installed, the message below appears. Perform the appropriate action by following the message.

Inch specifications



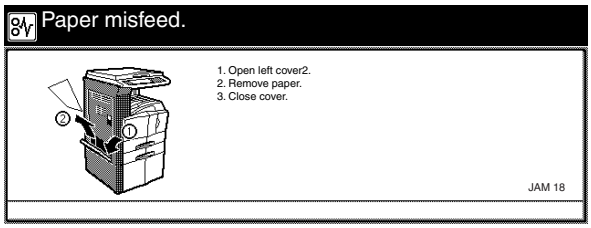
Metric specifications



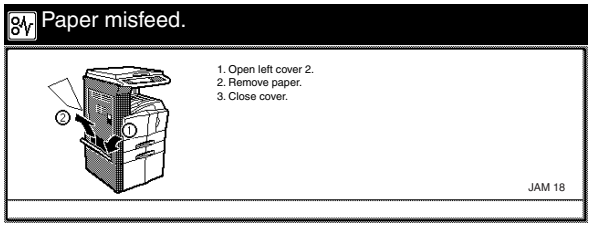
- **Misfeed in left cover 2 (JAM 18, 22)**

If the message below appears, a misfeed has occurred in the left cover 2. Remove the misfed paper using the procedure given below.

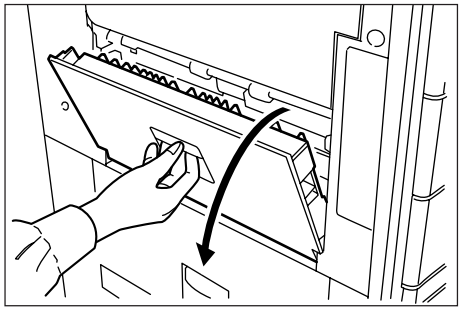
Inch specifications



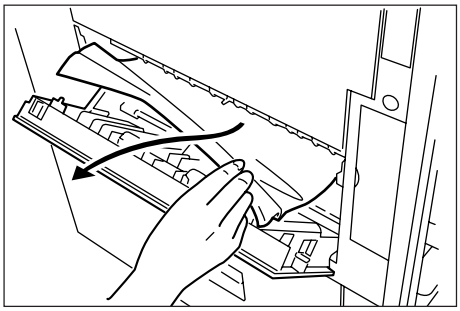
Metric specifications



1 Open the left cover 2.



2 Remove the misfed paper.

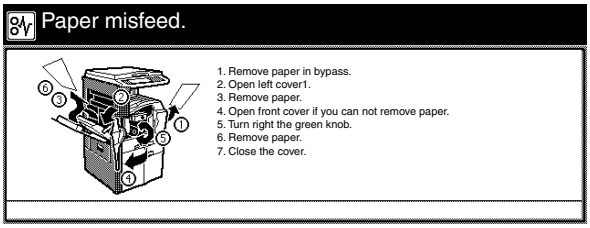


3 Close the left cover 2.

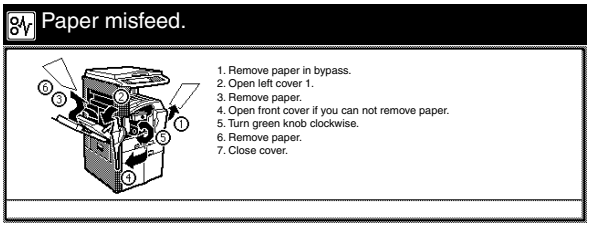
- **Misfeed in multi-bypass tray (JAM14, 20, 21, 23)**

If the message below appears, a misfeed has occurred in the multi-bypass tray.
Remove the misfed paper using the procedure given below.

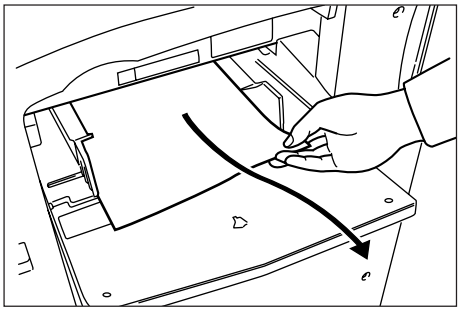
Inch specifications



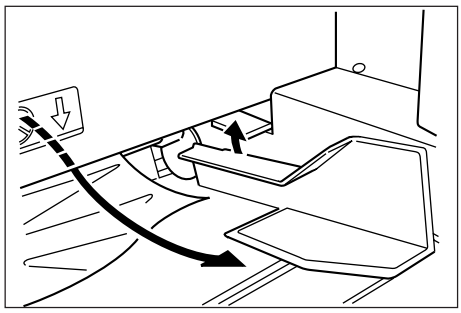
Metric specifications



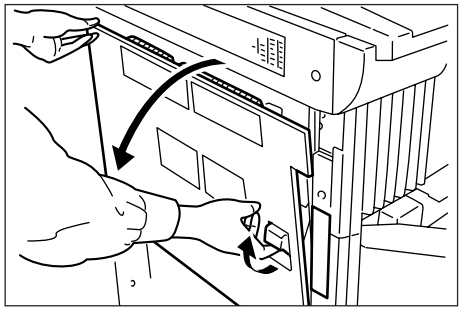
1 Remove all the paper remaining in the multi-bypass tray.



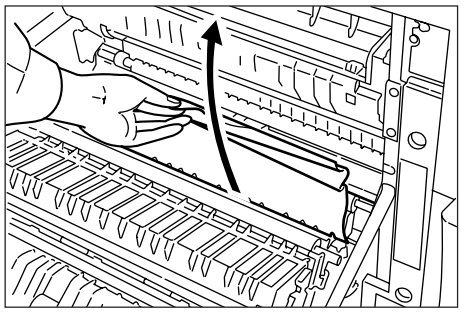
2 Pull up the lever to remove the misfed paper.
If the misfed paper cannot be removed, go to the next step.



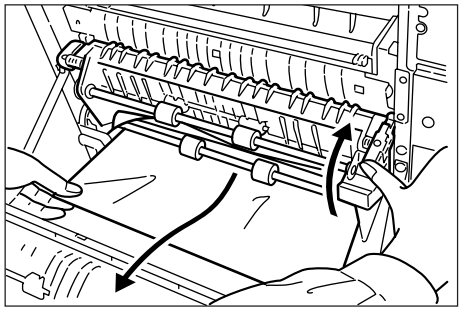
3 Pull up the left cover 1 handle to open the left cover 1.



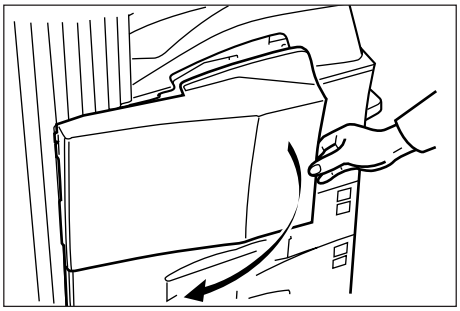
4 Remove the misfed paper.



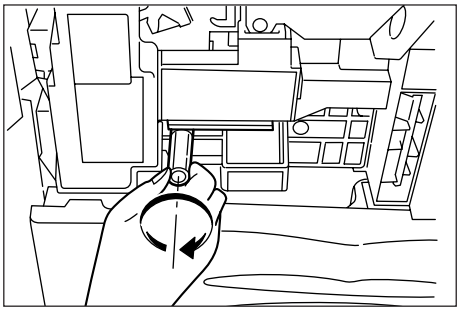
5 Raise the duplex unit to remove the misfed paper.
If the misfed paper cannot be removed, go to the next step.



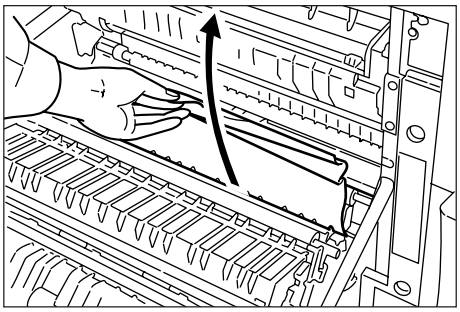
6 Open the front cover.



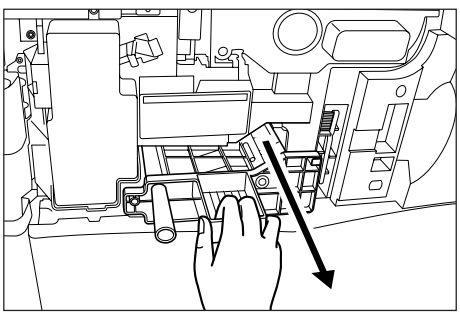
7 Turn the knob clockwise to release the misfed paper from the internal tray section.



8 Remove the misfed paper.
If the misfed paper cannot be removed, go to the next step.



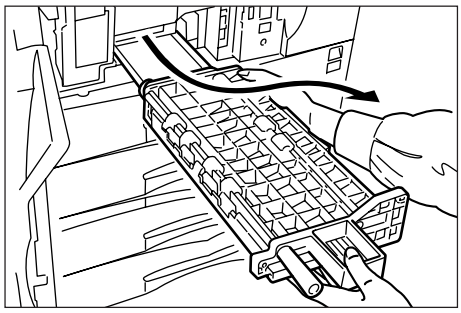
9 Pull out the internal tray.



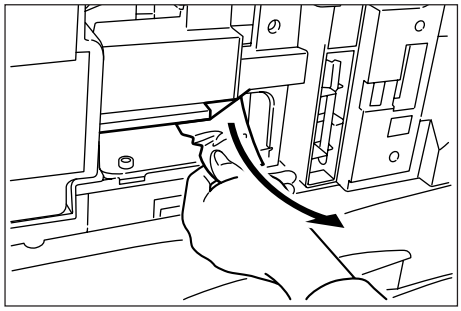
10 Open the internal tray cover to remove the misfed paper.



11 If the paper has been torn, remove the internal tray.



12 Remove the misfed paper.

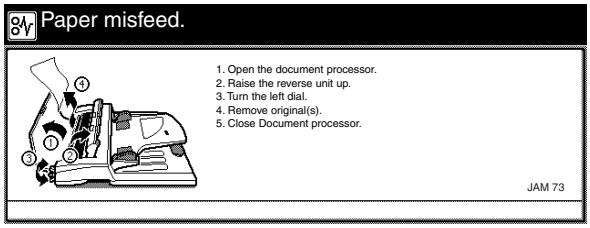


13 Replace the internal tray in its original position.
Close the front cover.

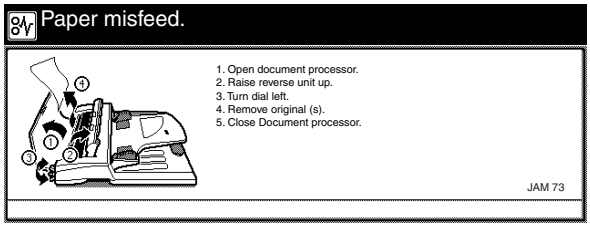
②Misfeed in Document Processor (optional) (JAM 70 to 76)

If the message below appears, a misfeed has occurred in the Document Processor. Remove the misfed original using the procedure given below.

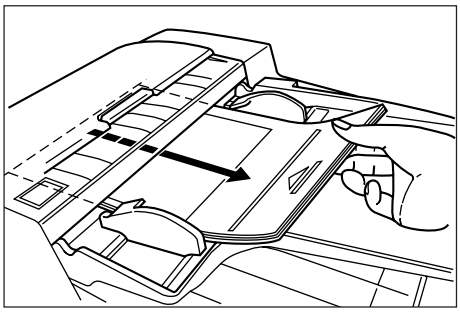
Inch specifications



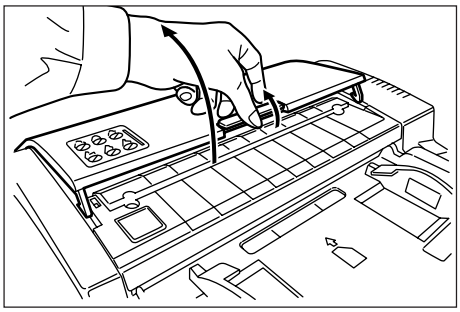
Metric specifications



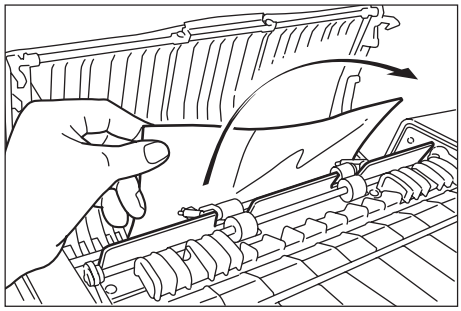
1 If the original is on the original table, remove it.



2 Open the Document Processor original cover.

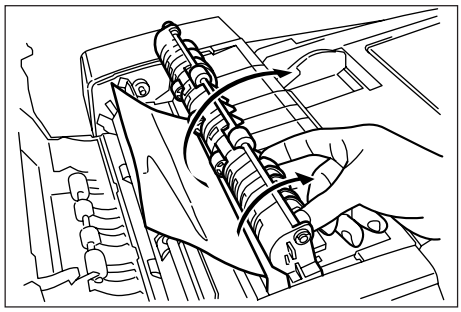


3 If the misfed original is found, remove it.
* If paper is torn during removal, be sure to remove all loose scraps from inside the copier, or they could cause misfeed later.

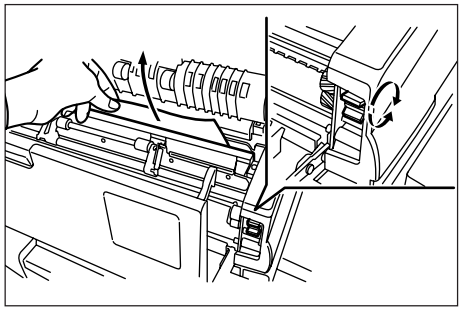


4 Raise the reversing unit.

5 If the misfed original is found, remove it.
* If paper is torn during removal, be sure to remove all loose scraps from inside the copier, or they could cause misfeed later.



6 Turn the left knob to eject and remove the misfed original.

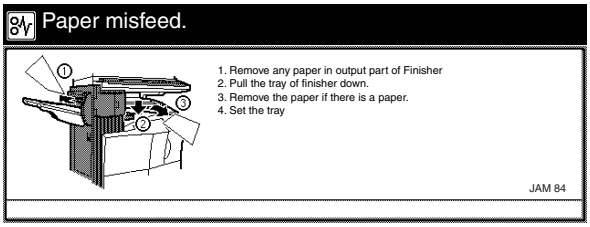


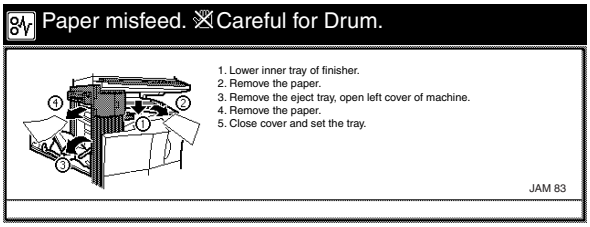
7 Close the Document Processor original cover.

③ Misfeed in Built-in Finisher (optional) (JAM 80 to 84)

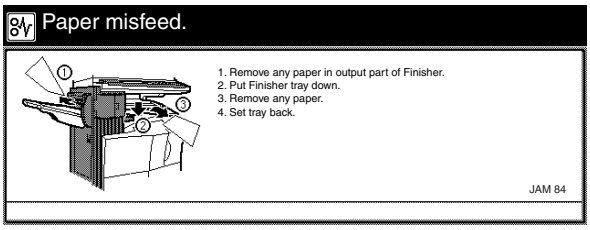
If the message below appears, a misfeed has occurred in the Built-in Finisher. Remove the misfed paper using the procedure below.

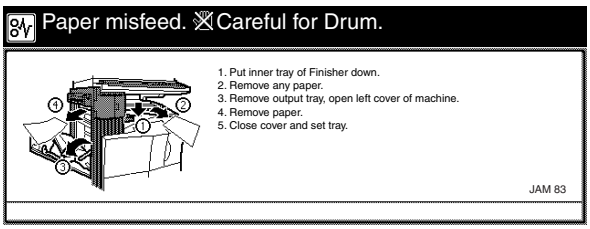
Inch specifications





Metric specifications



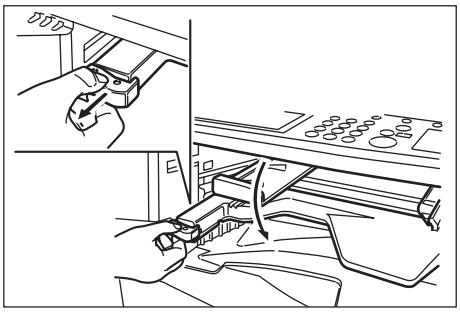


NOTE

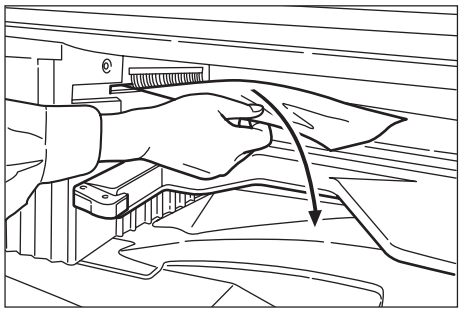
The drum area inside the copier is extremely sensitive to dirt and damage. When removing the jammed paper, be sure not to touch the drum area that is located inside the machine with your hands, or with jewelry such as watches and rings, etc.

1 Remove the misfed paper in the Built-in Finisher output section.

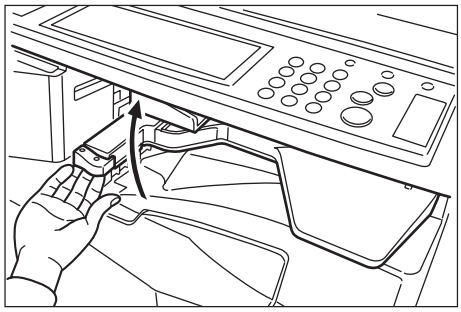
2 Lower the Built-in Finisher tray.



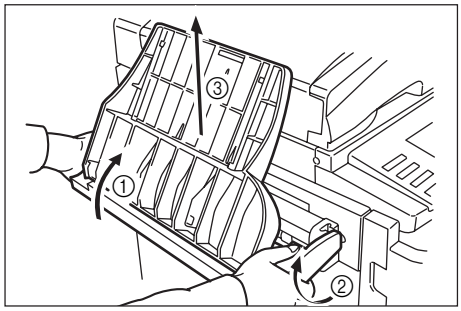
3 Remove the misfed paper.



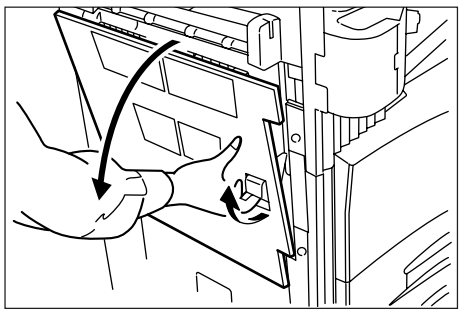
4 Raise the Built-in Finisher tray back into its original position.



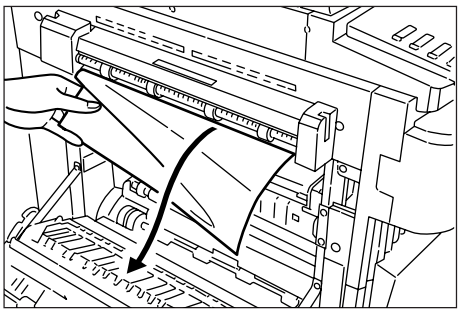
5 Remove the tray.



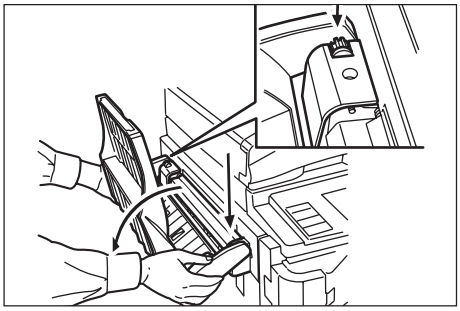
6 Pull up the left cover 1 handle to open the left cover 1.



7 Remove the misfed paper.



8 Install the tray.



9 Close the left cover 1.

④Misfed in Document Finisher (optional) (JAM 80 to 89)

If a misfeed has occurred in the Document Finisher, remove the misfed paper referring to the Operation Guide for the Document Finisher.

4. If other trouble occurs

If trouble occurs with your copier, carry out the applicable checkpoints and procedures indicated on the following pages.
If the trouble persists, contact your service representative or authorized service center.

Trouble	Checkpoint	Procedure	Reference page
Nothing lights on the operation panel when the power switch is turned ON.	Is the power plug connected to an AC outlet?	Connect the plug to an AC outlet.	——
No copies come out when the [Start] key is pressed.	Is there any message appearing on the message display?	Perform the corrective action corresponding to the message.	7-1
Copies come out blank.	Are the originals set correctly?	When setting originals on the platen, place them face-down.	4-1
		When setting originals in the optional Document Processor, place them face-up.	——
Copies come out too light.	Is the copier in the auto exposure mode?	To change the overall exposure, perform the auto exposure adjustment.	——
	Is the copier in the manual exposure mode?	Adjust the exposure to the correct degree using the copy exposure adjustment keys.	4-2
		To change the overall exposure, perform the exposure adjustment for the each copy quality mode.	——
	Is the add toner message displayed?	Replace the toner container.	8-3
	Is paper wet?	Replace the paper with new paper.	3-1

Trouble	Checkpoint	Procedure	Reference page
Copies come out too dark.	Is the copier in the auto exposure mode?	To change the overall exposure, perform the auto exposure adjustment.	——
	Is the copier in the manual exposure mode?	Adjust the exposure to the correct degree using the copy exposure adjustment keys.	4-2
		To change the overall exposure, perform the exposure adjustment for the each copy quality mode.	——
Copies are dirty.	Is the platen or the original cover dirty?	Clean the platen and/or the original cover.	8-1
		Open the front cover and pull and push back in the cleaning shaft.	8-5
	Is the transfer roller contaminated?	Clean the transfer roller with the cleaning brush.	8-2
Copy image is askew.	Are the originals set correctly?	When setting originals on the platen, align their edges with the correct original size scale for their size.	4-1
		When setting originals in the optional Document Processor, adjust the original insertion guides to the size of the originals correctly.	——
Misfeed occurs frequently.	Is the paper set correctly in the drawer[cassette]?	Set paper properly.	3-1
	Is paper curled, folded or wrinkled?	Replace the paper with new paper.	3-1
	Is there any misfed paper or loose scraps of paper remaining inside the copier?	Carry out the appropriate procedure to remove the paper.	7-4
Copies are wrinkled.	Is the separation in the paper feed section dirty?	Clean the separator.	8-1
Black or white lines appear on the copy.	Is the electrostatic section dirty?	Open the front cover and pull and push back in the cleaning shaft.	8-5

Section 8 MAINTENANCE AND OPERATION INFORMATION

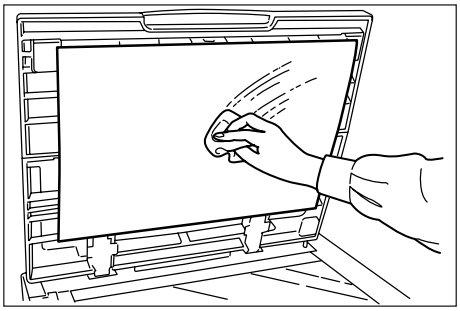
1. Cleaning the copier

⚠ CAUTION

For safety purposes, ALWAYS remove the power plug from the outlet when performing cleaning operations.

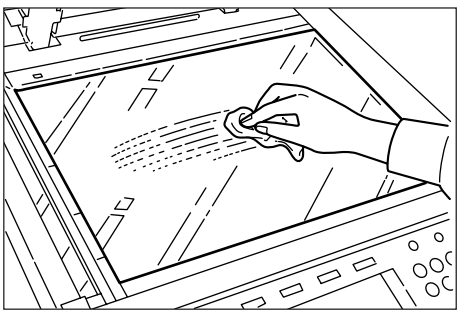
● **Cleaning the original cover**

Lift open the original cover. Wipe the back side of the original cover with a soft cloth dampened with alcohol or a mild detergent.
* Never use thinner or other organic solvents for this purpose.

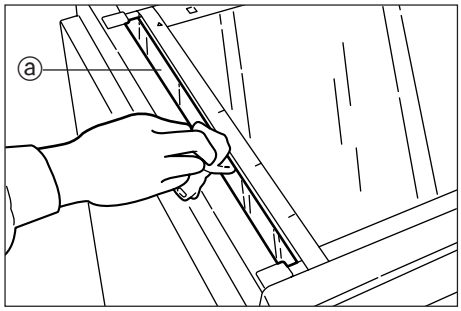


● **Cleaning the platen**

Lift open the original cover. Wipe the platen with a soft cloth dampened with alcohol or a mild detergent.
* Never use thinner or other organic solvents for this purpose.



* If soiling, such as black lines appear on the copy while using the optional Document Processor, the slit glass ⓐ is soiled. Wipe the slit glass with a soft dry cloth.
* Never use water, thinner, organic solvents or alcohol.

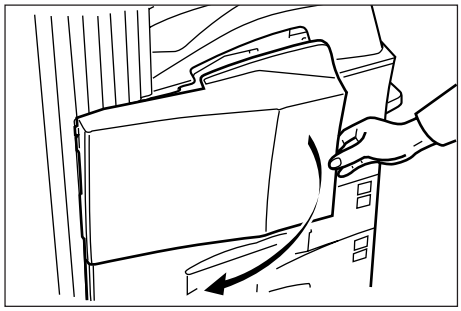


● **Cleaning the separator**

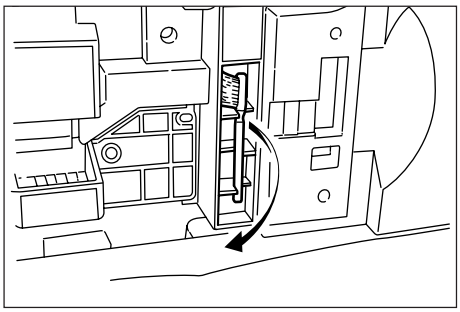
NOTE

To keep the best copying quality, perform cleaning periodically (approximately once a month) using the following procedure.

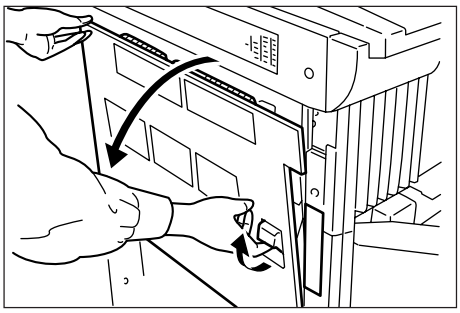
1 Open the front cover.



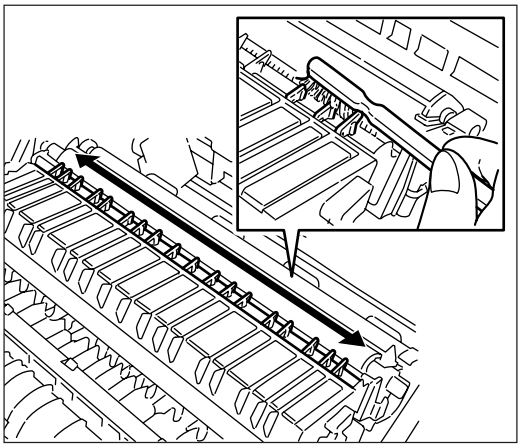
2 Remove the cleaning brush.



3 Pull up the left cover 1 handle to open the left cover 1.



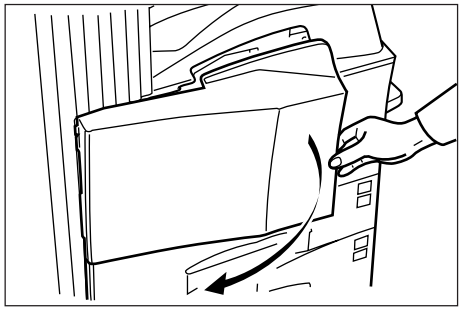
4 Clean the separator by moving the cleaning brush from left to right several times along with the separator.



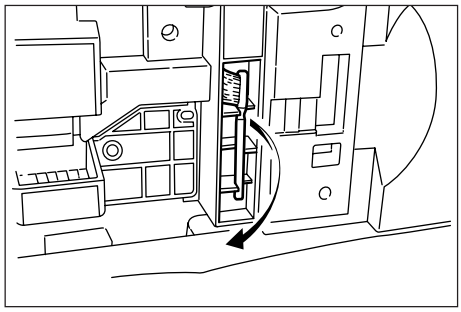
5 Close the left cover 1.

● **Cleaning the transfer roller**

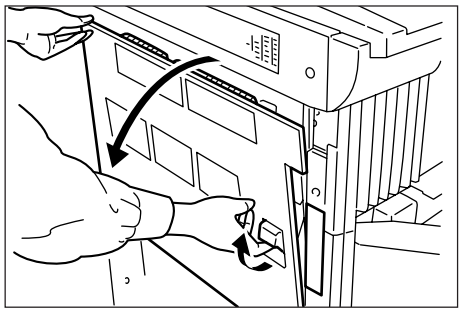
1 Open the front cover.



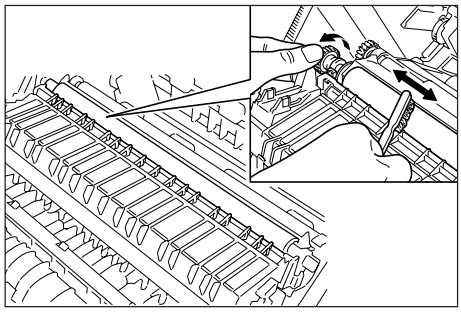
2 Remove the cleaning brush.



3 Pull up the left cover 1 handle to open the left cover 1.



4 While rotating the gear as shown, clean the transfer roller by moving the cleaning brush from left to right along with the transfer roller.



5 Close the left cover 1.

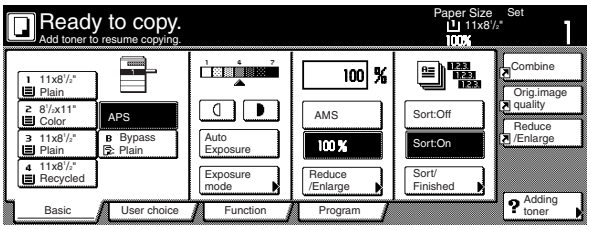
2. Replacing the toner container and waste toner box

If “Add toner to resume copying.” appears on the message display, replenish the toner. Although several copies can be made after the message appears, it is recommended that you replace the toner container immediately. After replacing the toner container, be sure to also replace the waste toner box.
Also be sure to clean the related parts when you replace a toner container. Dirty parts can cause lower performance by your copier.

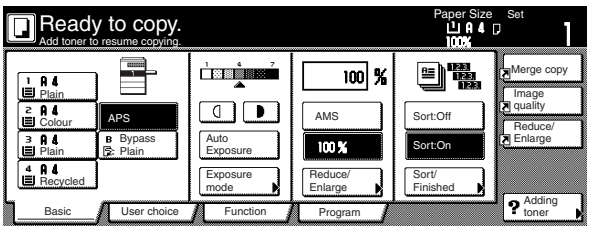
IMPORTANT!

- Replenish toner only when the message is displayed.
- When replacing a toner container, do not leave any items such as floppy disks, etc., nearby.

Inch specifications



Metric specifications



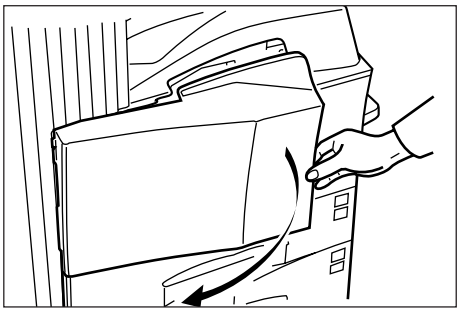
CAUTION

DO NOT attempt to incinerate the toner container or the waste toner box. Dangerous sparks may cause burns.

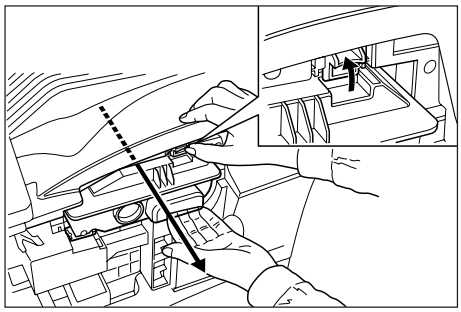
CAUTION

DO NOT attempt to force open or destroy the toner container or the waste toner box.

1 Open the front cover.



2 Push up the toner container release lever and slowly pull the old toner container out until the handle can be seen.



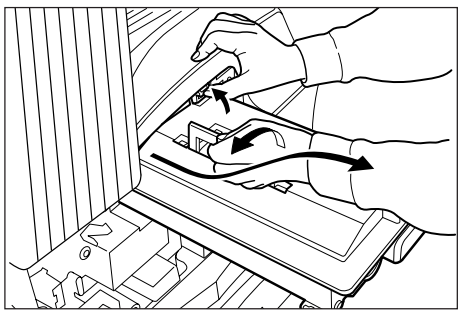
WARNING

High voltage is present in the charger section. Take sufficient care when working in this area, as there is a danger of electrical shock.

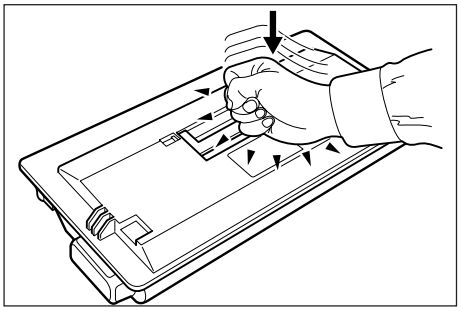
CAUTION

Do not pull the toner container all the way as it can fall off.

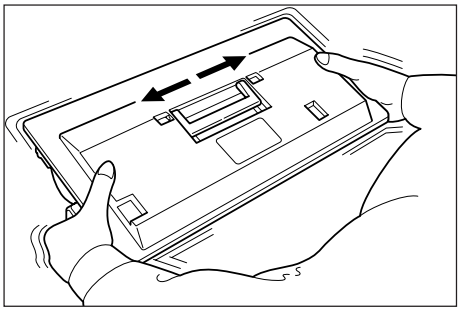
3 Grasp the handle on the toner container, push the left cover 1 handle up again and gently lift the toner container.



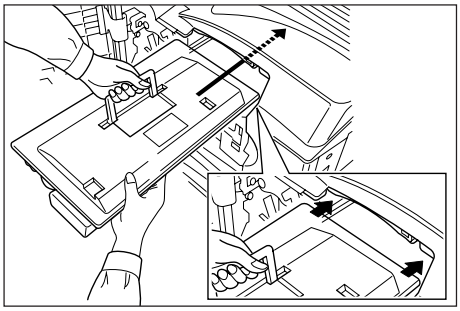
4 Take out the new toner container from the bag, and then tap it on the top 5 to 6 times.



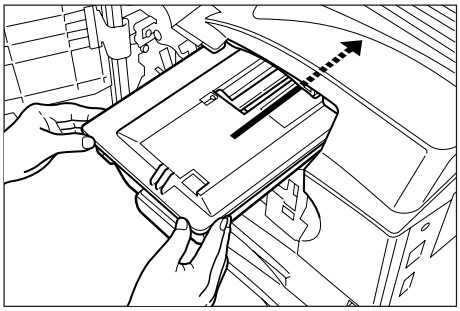
5 Thoroughly shake the toner container (in the direction of the arrow) ten times or more to loosen and mix the toner inside.



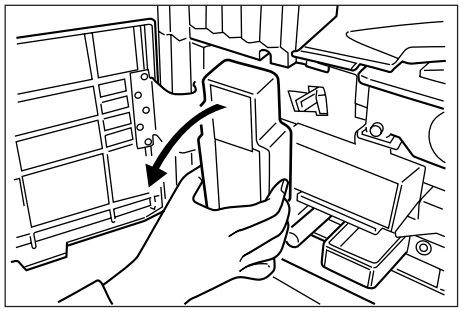
6 Grasp the handle on the toner container and insert the toner container along the rail of the copier.



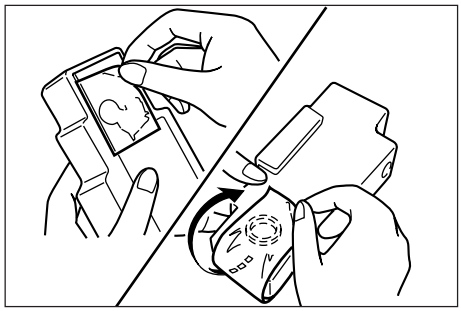
7 Hold the toner container by hands and fully insert it into the copier.



8 Remove the waste toner box.



9 Close the opening of the waste toner box with its seal.



⚠ CAUTION

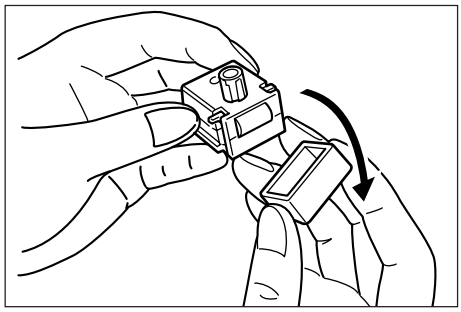
DO NOT attempt to incinerate the toner container or the waste toner box. Dangerous sparks may cause burns.

⚠ CAUTION

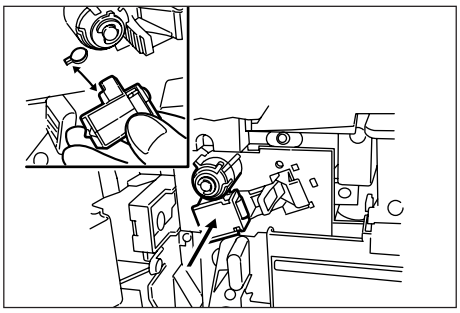
DO NOT attempt to force open or destroy the toner container or the waste toner box.

<Cleaning the related parts>

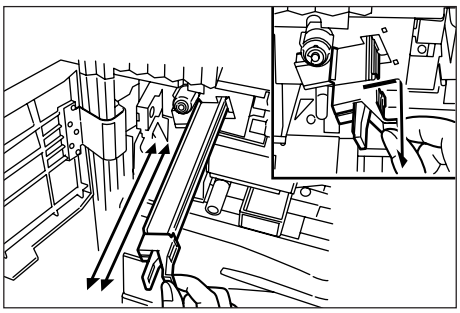
10 Remove the cap from the grid cleaner.



11 Attach the grid cleaner to the machine body aligning with the notches.

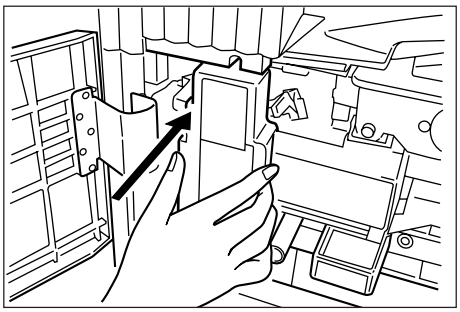


12 Gently pull the electrostatic section as far as it will go, push and pull it several times, and then push it back in.

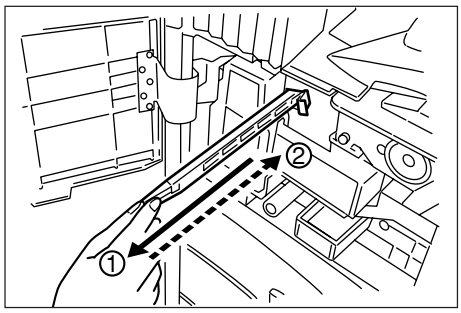


13 Remove the grid cleaner and replace the cap.

14 Fit the new waste toner box into the copier.



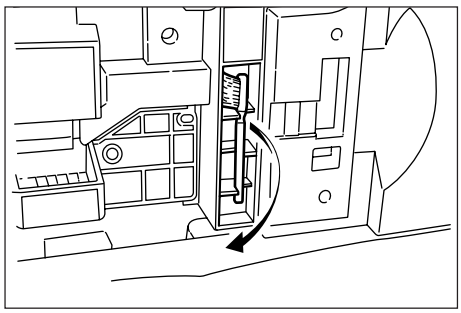
15 Gently pull the cleaning shaft as far as it will go, push and pull it several times, and then push it back in.



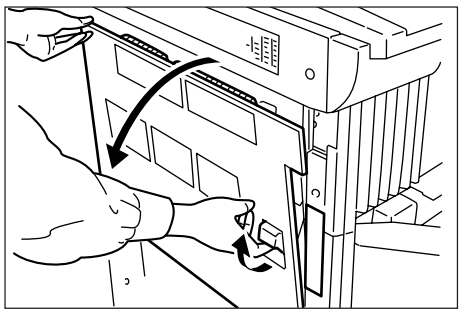
IMPORTANT!

Do not pull the cleaning shaft with force or pull it out completely.

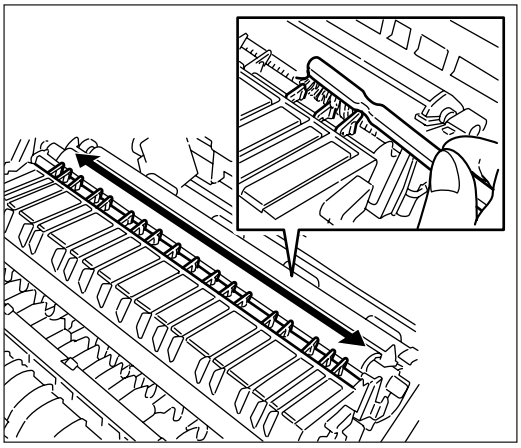
16 Remove the cleaning brush.



17 Pull up the left cover 1 handle to open the left cover 1.



18 Clean the separator by moving the cleaning brush from left to right several times along with the separator.



19 Close the front cover and left cover 1.

NOTE

To keep the best copying quality, perform cleaning of steps 15 and 18 described above periodically (approximately once a month) in addition to the time of toner container replacement.

- After use, ALWAYS dispose of the toner container and the waste toner box in accordance with Federal, State and Local rules and regulations.

3. Specifications

Type	Desk-top
Original table	Fixed type
Copying system	Indirect electrostatic
Originals	Sheets, books and 3-dimensional objects (Maximum original size: 11" x 17"/A3)
Copy sizes	Drawers[Cassettes]: 11" x 17" / A3, 8 1/2" x 14" / B4 (257 mm x 364 mm), 11" x 8 1/2" / A4, 8 1/2" x 11" / A4R, 5 1/2" x 8 1/2" / A5R, 8 1/2" x 13" and Folio, B5, and B5R (Asia Pacific specification copiers) Multi-bypass tray: 11" x 17" / A3, 8 1/2" x 14" / B4 (257 mm x 364 mm), 11" x 8 1/2" / A4, 8 1/2" x 11" / A4R, 5 1/2" x 8 1/2" / A5R, A6R, 8 1/2" x 13" and Folio, B5, and B5R (Asia Pacific specification copiers) For 2-sided copying: 11" x 17" / A3 – 5 1/2" x 8 1/2" / A5R Print margin loss: 0.5 mm – 5.5 mm
Copying speed	30 cpm copiers: Same-size copying/memory copying; 11" x 17"/A3: 20 copies/min., 8 1/2" x 14"/B4: 20 copies/min., 11" x 8 1/2"/A4: 30 copies/min., 8 1/2" x 11"/A4R: 22 copies/min., B5: 30 copies/min., B5R: 18 copies/min. 40 cpm copiers: Same-size copying/memory copying; 11" x 17"/A3: 23 copies/min., 8 1/2" x 14"/B4: 23 copies/min., 11" x 8 1/2"/A4: 40 copies/min., 8 1/2" x 11"/A4R: 27 copies/min., B5: 40 copies/min., B5R: 27 copies/min. 50 cpm copiers: Same-size copying/memory copying; 11" x 17"/A3: 26 copies/min., 8 1/2" x 14"/B4: 26 copies/min., 11" x 8 1/2"/A4: 50 copies/min., 8 1/2" x 11"/A4R: 31 copies/min., B5: 50 copies/min., B5R: 24 copies/min.
Warm-up time	Within 25 seconds (at room temperature of 73.4°F (23°C), humidity 50%RH) From Low power mode: Within 10 seconds
First copy time	30 cpm copiers: From 3.9 seconds (11" x 8 1/2"/A4) 40 cpm copiers, 50 cpm copiers: From 3.5 seconds (11" x 8 1/2"/A4)
Zoom ratio	Any ratio between 25 and 400% (in increments of 1%). Alternatively, standard ratios.
Standard amount of memory	64 MB
Resolution	Reading: 600 x 600 dpi Writing: 600 x 600 dpi
Paper feed system	Automatic feeding from drawers[cassettes] (2 drawers[cassettes], capacity 500 sheets each [80 g/m^2/standard paper specified by our company]), automatic feeding from multi-bypass (capacity 200 sheets [80g/m^2])
Copy paper	<Paper weights> Drawers[Cassettes]: 60 g/m^2 – 105 g/m^2 Duplex Unit: 64 g/m^2 – 80 g/m^2 Multi-bypass tray: 45 g/m^2 – 200 g/m^2; 110 lbs. <Paper types> Drawers[Cassettes]: Standard copy paper and color paper Duplex Unit: Standard copy paper and color paper Multi-bypass tray: Standard copy paper, letterhead, color paper, tracing paper, OHP transparencies, envelopes, etc.
Continuous copying	1 – 999 sheets
Light source	Rare gas lamp
Developing system	Dry process
Fixing system	Heat roller
Cleaning system	Blade and cleaning roller
Photoconductor	a-Si
Standard functions and modes	Auto paper selection mode, Image quality selection, Auto magnification selection mode, Zoom mode, Preset zoom mode, XY zoom mode, 2-sided copy modes, Page separation/ Split copy modes, Margin mode, Centering/Image shift mode, Memo mode, Border erase modes, Combine/Merge Copy modes, Print page numbers mode, Form overlay mode, Booklet/Stitching mode, Book to Booklet mode, Sort/Finished mode, Auto rotation function, Cover mode, Transparency + backing sheet mode, Invert mode, Mirror image mode, Proof mode, Repeat copy mode*, Batch scanning mode, Eco print mode, Program function, Job build mode, Form registration*, Shared data box*, Synergy print boxes*, Copy management mode, Language selection function * Requires the optional Hard Disk

Power source	Inch specifications: 120 V AC, 60 Hz, 12 A Max. Metric specifications: 220-240 V AC, 50 or 60 Hz, 6.5 A Max.
Dimensions	23"(W) x 25 2/5"(D) x 29 1/3"(H) 585 mm (W) x 646 mm (D) x 745 mm (H)
Weight	Approx. 165 lbs. Approx. 82 kg
Noise emission	≦ 70dB (A)
Required space	23"(W) x 25 2/5"(D) 585 mm (W) x 646 mm (D)
Optional equipment	Document Processor, Paper Feeder, Document Finisher, Bult-in Finisher, Job Separator, Hard Disk, Key Counter, Document Tray, Printer Kit, Printer/Scanner Kit, Fax Kit

(Specifications are subject to change without notice.)

4. Environmental Specifications

- Recovery time from the Low Power mode ..... 10 seconds
- Transition time to the Low Power mode
  (at time of purchase) ..... 15 minutes
- Transition time to the Off and Sleep modes
  (at time of purchase) ..... 60 minutes

● **Duplex (2-sided) copying**

- Comes as standard equipment

● **Paper feed**

- Recycled paper made from 100% recycled pulp may be used with this product.

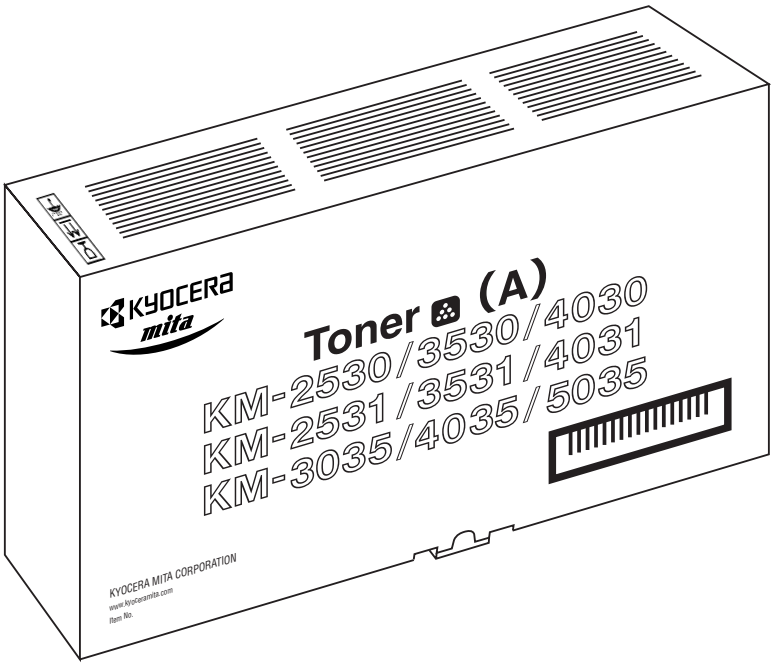
* Contact your sales or service representative for information on recommended paper types, etc.

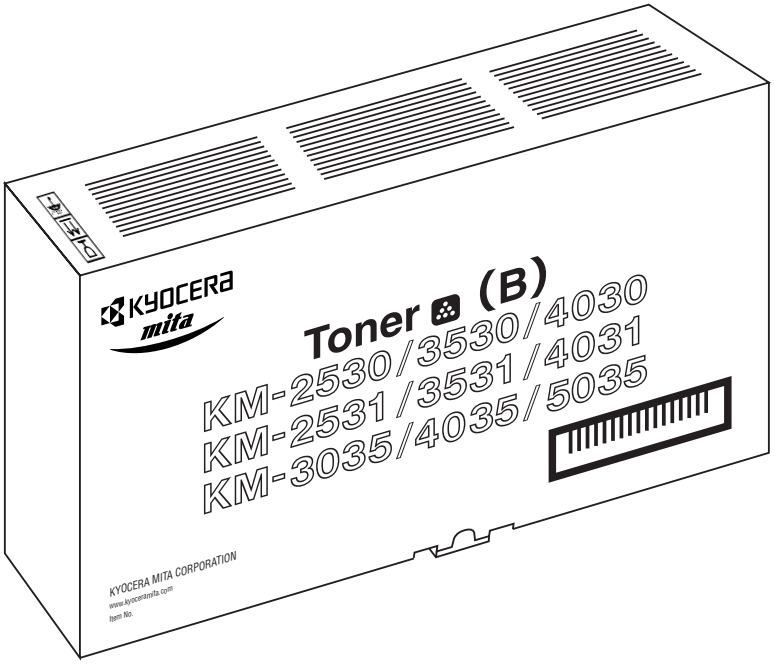
MEMO

MEMO

MEMO

*** For best copy results and machine performance, we recommend that you use only KYOCERA MITA original supplies for your KYOCERA MITA copier.**





QUALITY CERTIFICATE

This machine has passed all quality controls and final inspection

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