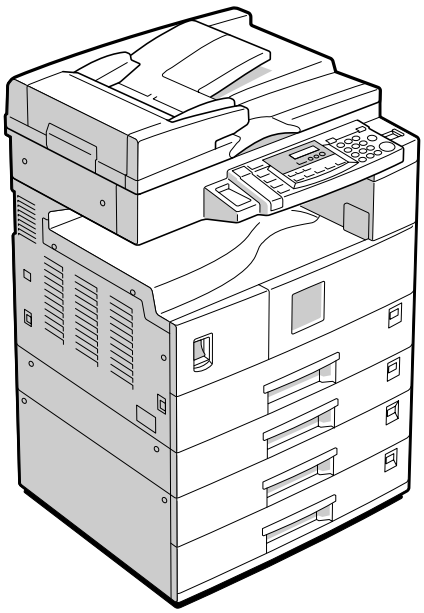
RICOH

Aficio™ 1015/1018

Operating Instructions
Copy Reference



ZENH010E

Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

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Aficio™ 1015/1018 Operating Instructions

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Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information in the Copy Reference before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes:

Some illustrations might be slightly different from your machine.

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

Operator Safety:

This machine is considered a class I laser device, safe for office/EDP use. The machine contains a 5-milliwatt, 760 - 800 nanometer wavelength, GaAIAs laser diode. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

The following label is attached on the back side of the machine.



Laser Safety:

The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement of the optical subsystem is required.

Warning:

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

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual.

- Type 1: Aficio 1015
- Type 2: Aficio 1018

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

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

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

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

Power Source:

220-240V, 50/60Hz, 7A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see P.69 *“Power Connection”*.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

| means POWER ON.

⏻ means STAND BY.

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Safety Information

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

Safety During Operation

In this manual, the following important symbols are used:

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

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

⚠ ***WARNING:***

- ***Connect the power cord directly into a wall outlet and never use an extension cord.***
- ***Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.***
- ***To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.***
- ***Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following conditions exists:***
  - ***You spill something into the equipment.***
  - ***You suspect that your equipment needs service or repair.***
  - ***Your equipment's cover has been damaged.***
- ***Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.***
- ***Disposal can take place at our authorized dealer or at appropriate collection sites.***
- ***Dispose of the used toner cartridge in accordance with the local regulation.***

⚠ *CAUTION:*

- *Protect the equipment from dampness or wet weather, such as rain, snow, and so on.*
- *Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the equipment.*
- *Keep toner (used or unused) and toner cartridge out of the reach of children.*
- *For environmental reasons, do not dispose of the equipment or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer or at appropriate collection sites.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise it could cause a personal burn.*
- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

How to Read this Manual

Symbols

In this manual, the following symbols are used:

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

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

* The statements above are notes for your safety.

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

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

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

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

Reference
This symbol indicates a reference.

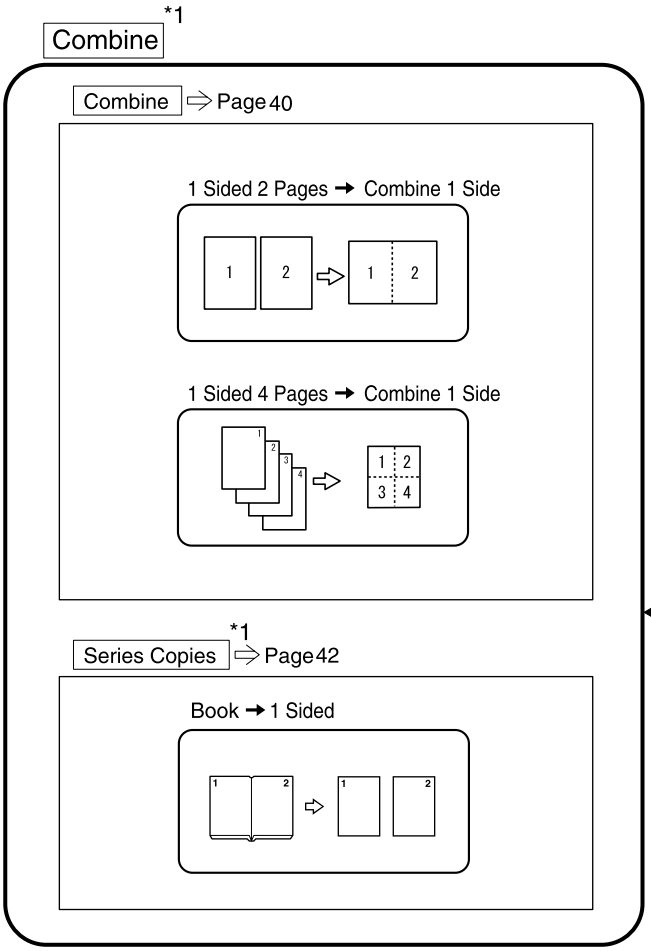
【 】
Keys built into the machine's operation panel.

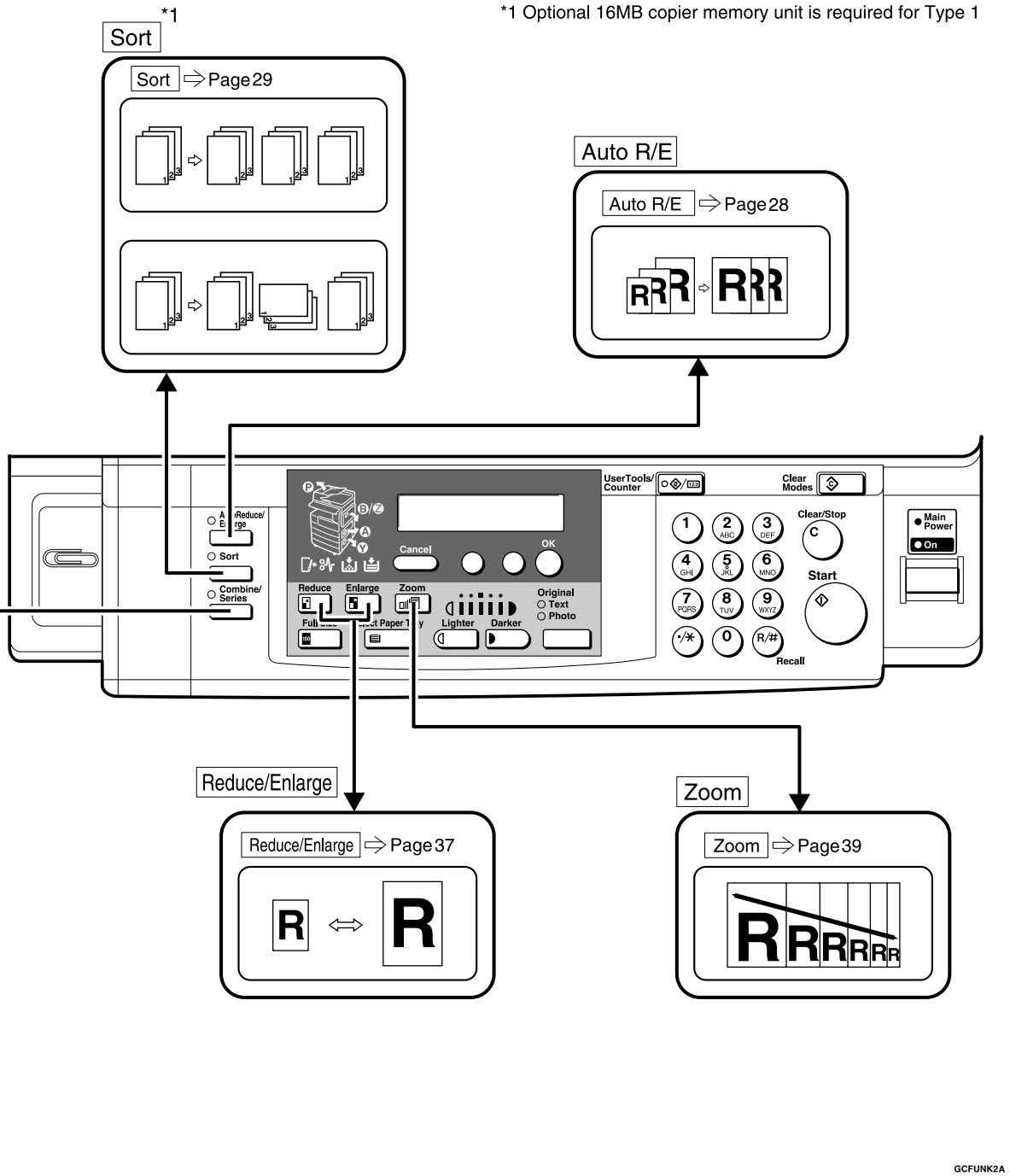
Machine Types

This machine comes in two models which vary in copy speed. To make sure which model you have, see the inside front cover.

	Type 1	**Type 2**
Copy speed	15 copies/minute (A4 ▯, $8^1/_2$" × 11" ▯)	18 copies/minute (A4 ▯, $8^1/_2$" × 11" ▯)
Fax unit	Option	Option
Printer unit	Option	Option

What You Can Do with This Machine





*1 Optional 16MB copier memory unit is required for Type 1

GCFUNK2A

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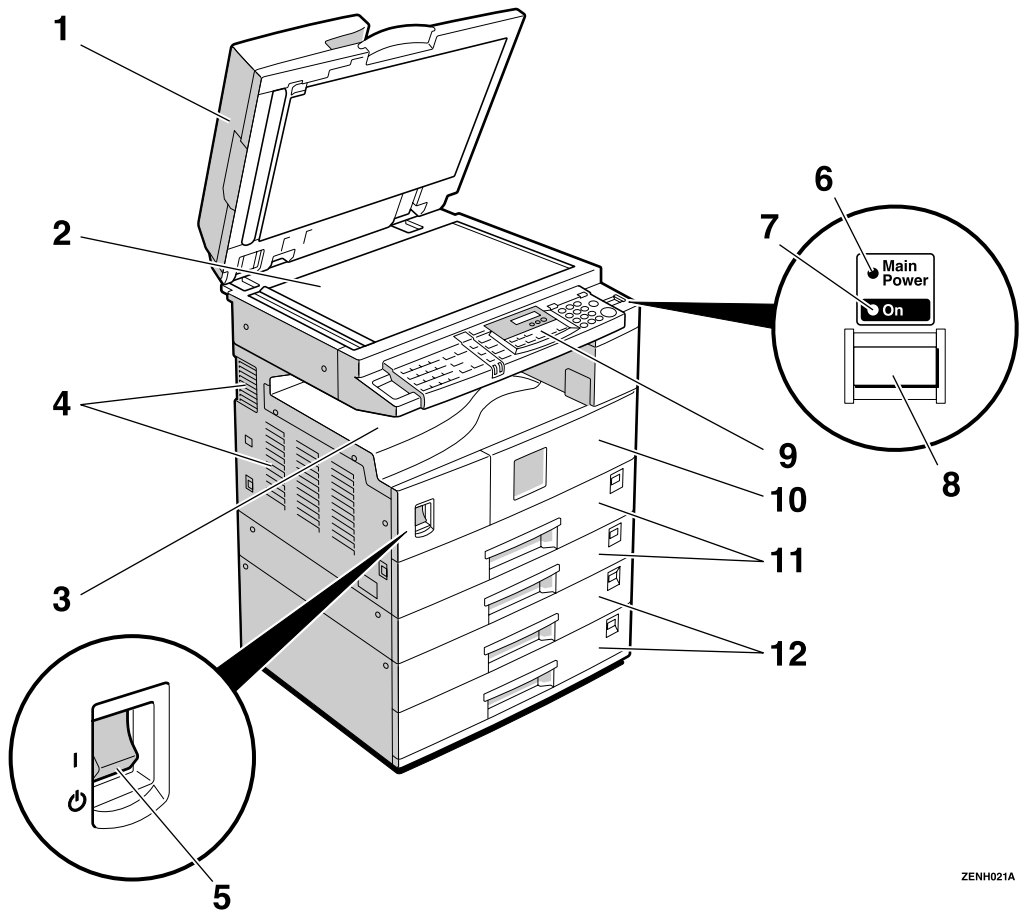
Guide to Components



1. Platen cover or document feeder (ADF) (option)

Lower the platen cover over originals placed on the exposure glass for copying. If you have the document feeder, insert a stack of originals here. They will be fed automatically.

2. Exposure glass

Position originals here face down for copying. See P.10 *"Originals"*.

3. Internal tray

Copied paper is delivered here face down.

4. Ventilation hole

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

5. Main power switch

If the machine does not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on. However, if the machine is installed with the fax option, do not turn the main power off.

6. Main Power indicator

This indicator lights up when the main power switch is turned on, and goes off when the switch is turned off.

7. On indicator

This indicator lights up when the operation switch is turned on, and goes off when the switch is turned off.

8. Operation switch

Press this switch to turn the power on (the On indicator lights up). To turn the power off, press this switch again (the On indicator goes off).

9. Operation panel

See P.4 *"Operation Panel"*.

10. Front cover

Open to access the inside of the machine.

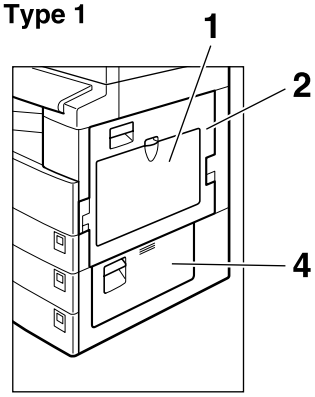
11. Paper tray

Set paper here. See P.47 *"Loading Paper"*.

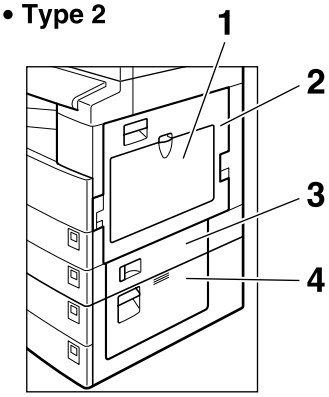
12. Paper tray unit (option)

There are two types of paper tray unit, 1–tray type and 2–tray type, and each tray holds 500 sheets of paper.

• Type 1



• Type 2



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1. Bypass tray

Use to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, and non-standard size paper. See P.31 *"Copying from the Bypass Tray"*.

2. Right cover

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

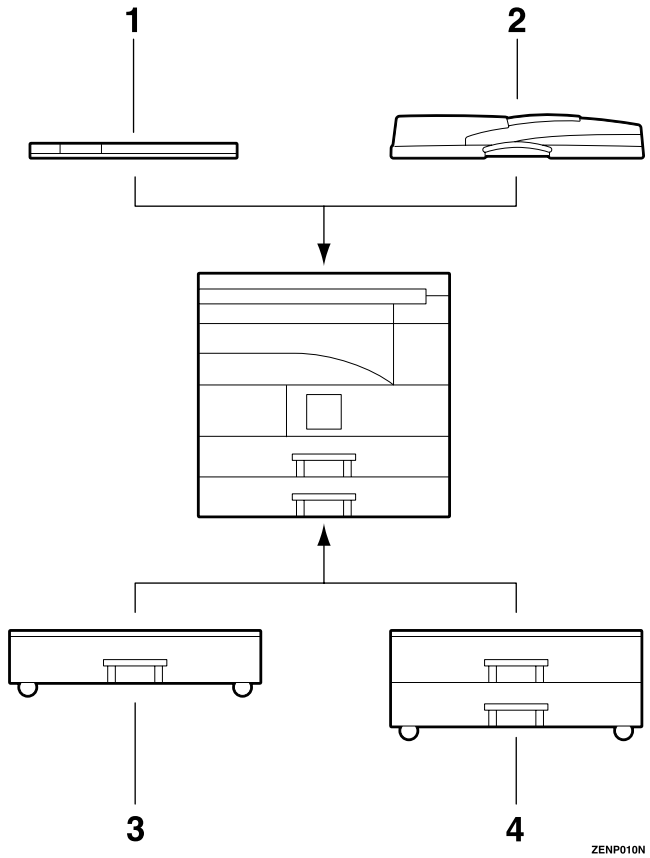
3. Lower right cover (Type 2 only)

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

4. Lower right cover

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

Options



1. Platen cover

Lower this cover over originals for copying.

2. Document feeder (ADF)

Insert a stack of originals here.

They will be fed automatically.

3. Paper tray unit (1-tray type)

Holds 500 sheets of paper.

4. Paper tray unit (2-tray type)

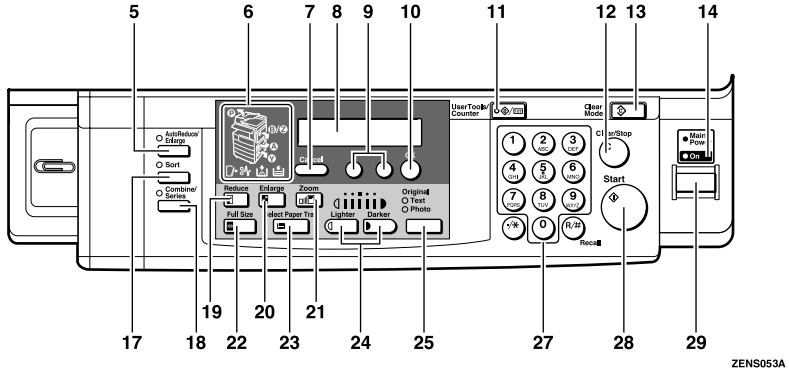
Holds up to 1,000 sheets of paper. Each paper tray holds 500 sheets of paper.

Other options:

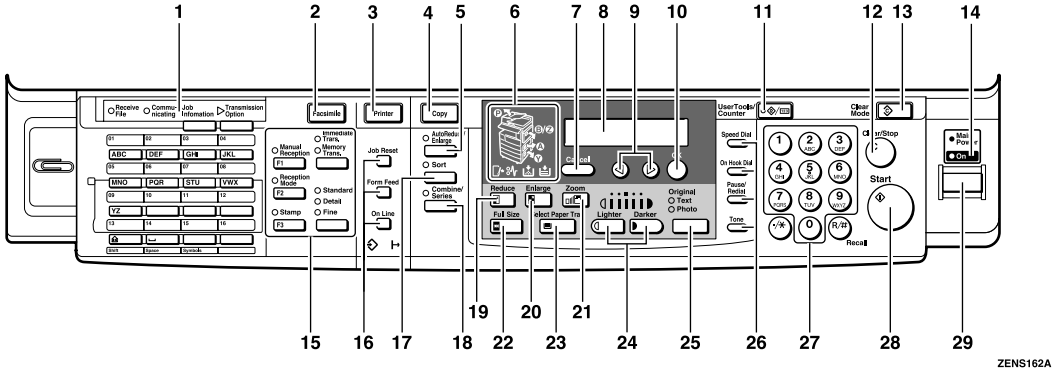
- 16MB copier memory unit (Type 1 only)
  Increases copier features, allowing you to use Sort or Combine features.
- 32MB DIMM
  Increases memory capacity, allowing you to increase the data of originals to be stored. For Type 1, it is available only when the optional 16MB copier memory unit is installed.

Operation Panel

❖ Copier only



❖ Fax or printer installed



1. **Indicators for fax mode (for machines with the optional fax function)**

See the Facsimile Reference manual.

2. **【Facsimile】 key (for machines with the optional fax function)**

Press to use facsimile functions.

3. **【Printer】 key (for machines with the optional printer function)**

Press to use printer functions.

4. **【Copy】 key (for machines with the optional fax or printer function)**

Press to use copy functions.

5. **【Auto R/E】 key**

Enlarges or reduces the image automatically according to the specified paper size.

6. **Indicators**

These indicators show errors or the status of the machine. See P.43 *"Troubleshooting"*.

7. **【Cancel】 key**

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

8. **Panel display**

Shows operation status, error messages, and function menu. See P.6 *"Panel Display"*.

9. **◁▷ keys (Cursor keys)**

Press to select an item on the panel display.

10. **【OK】 key**

11. **【User Tools/Counter】 key**

Press to change the default settings and conditions to meet your requirements. See P.59 *"User Tools (Copier Features)"*.

12. 【Clear/Stop】 key

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

13. 【Clear Modes】 key

Press to clear the previously entered copy job settings.

14. On indicator

This indicator lights up when the operation switch is turned on, and goes off when the operation switch is turned off.

15. Fax function keys (Fax installed machine only)

Press to change modes. To use copy functions, press the 【Copy】 key.

16. Printer function keys (Printer installed machine only)

Press to change modes. To use copy functions, press the 【Copy】 key.

17. 【Sort】 key

Automatically sorts copies. Type 1 requires the optional 16MB copier memory unit.

18. 【Combine/Series】 key

- Combine (Type 1 requires the optional 16MB copier memory unit)
  Press to make combine copies. See P.38 *"Combine"*.
- Series (Type 1 requires the optional 16MB copier memory unit)
  Press to make series copies. See P.40 *"Series Copies"*.

19. 【Reduce】 key

Press to make reduced copies. See P.36 *"Preset Reduce/Enlarge"*.

20. 【Enlarge】 key

Press to make enlarged copies. See P.36 *"Preset Reduce/Enlarge"*.

21. 【Zoom】 key

Changes the reproduction ratio in 1% steps.

22. 【Full Size】 key

For making full size copies.

23. 【Select Paper Tray】 key

Press to select the paper tray.

24. 【Lighter】 and 【Darker】 keys

Adjusts the copy image density.

25. 【Original Type】 key

Press to select the type of your originals.

26. Dial Function keys (for machines with the optional fax function)

See the Facsimile Reference manual.

27. Number keys

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

28. 【Start】 key

Press to start copying. Also use to initiate Auto Start. See P.35 *"Auto Start"*.

29. Operation switch

Press this switch to turn the power on or return from the low power mode (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off).

Panel Display

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

Important

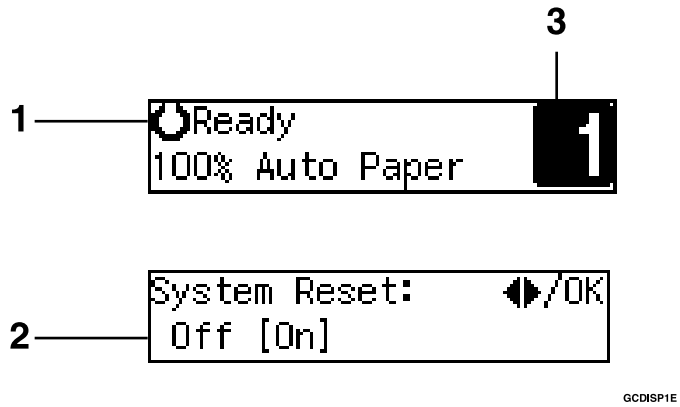
❒ Do not apply a strong shock or force of about 30N (about 3kgf) or more to the panel display. Otherwise, the display might be damaged.

Note

❒ By default, the machine is in Copy mode when you switch on. This can be changed. See "Settings You Can Change with the User Tools" in the System Settings manual.

Displays and Key Operations

❖ Copy display



1. **Upper line: The machine status or currently selected functions appear here.**

2. **Bottom line: Items which can be selected or specified, or messages appear here. Currently selected items are displayed with brackets.**

3. **Number of copies set.**

❖ Common keys

◁ or ▷	Press to move between pages or select function.
【Cancel】	Press to cancel an operation or return to the previous display.
【Clear /Stop】	While entering numbers, press to cancel a number you have entered. While copying, press to stop copying.
【Clear Modes】	Press to cancel the settings and return to the standby mode.
【OK】	Press to sets a selected function or entered value.

Turning on the Power

To turn the machine on, press the operation switch.

Note

❒ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. See "6.Auto Off Timer" in the System Settings manual.

Power switches

This machine has two power switches.

❖ **Operation switch (right side of the operation panel)**
Press this switch to activate the machine. When the machine has warmed up, you can make copies.

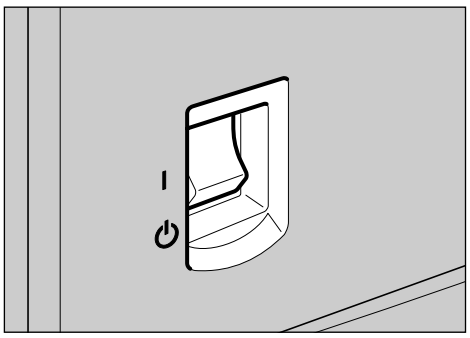
❖ **Main power switch (left side of the machine)**
When the machine is not to be used for an extended period of time, turn off the main power switch.

Turning on the Main Power

1 Make sure that the power cord is firmly plugged into the wall outlet.

2 Turn on the main power switch.

The **main power** indicator on the operation panel goes on.



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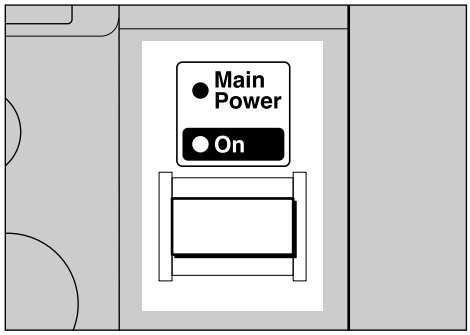
Starting the Machine

1 **Press the operation switch to make the On indicator go on.**

The display panel will come on.



Note

- ❒ If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If off, turn it on.
- ❒ During the warm-up period (less than 25 seconds), you can use the Auto Start function. See P.35 *"Auto Start"*.
- ❒ You can set up a copy job and press the 【Start】 key while the "Select Modes and Press Start" message is displayed.
- ❒ When "Input User Code and Press OK" is displayed, enter your user code.

Shutting Down the Machine

1 **Press the operation switch to make the On indicator go off and change to Low Power mode.**

Turning Off the Main Power

1 **Turn off the main power switch.**

The **main power** indicator of the operation panel goes off.

Important

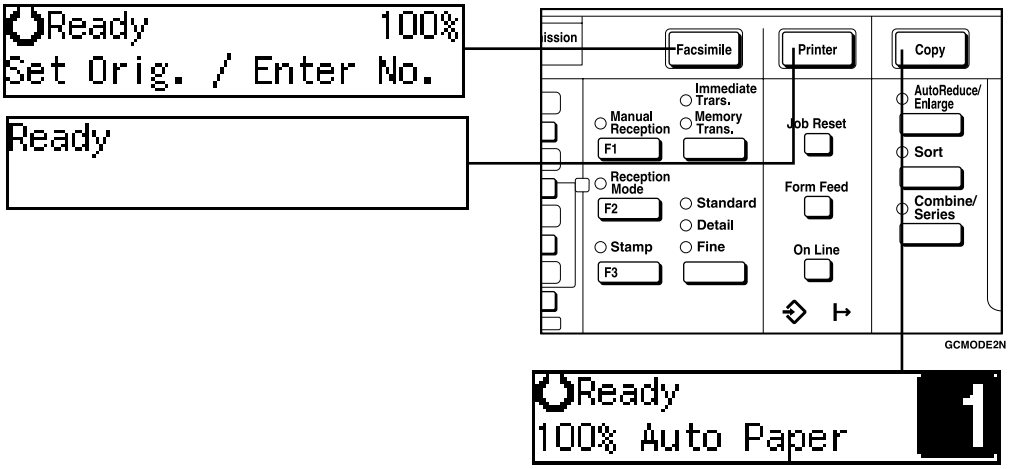
- ❒ Fax files stored in memory will be lost an hour after you turn the main power switch off or you unplug the power cord.

Changing Modes

You can use this machine not only as a copier, but optionally as a fax machine or a printer as well. Press the **【Copy】** key to use copy functions, or press the **【Facsimile】** key to use facsimile functions.

If the display shows a mode other than copy mode, press the **【Copy】** key to switch to copy mode.

For how to change the mode the machine starts in when you turn the operation switch on, see "1.Function Priority" in the System Settings manual.



Limitation

❒ You cannot switch modes in any of the following cases:

- When scanning in a fax message for transmission.
- During immediate transmission.
- When accessing the user tools.
- During on hook dialing for fax transmission.
- During Energy Saver mode.

Originals

Sizes and Weights of Recommended Originals

❖ Metric version

Where original is set	Original Size	Original Weight
Exposure glass	Up to A3	--
Document feeder	1-sided originals: A3 – A5	40 – 128g/m^2

❖ Inch version

Where original is set	Original Size	Original Weight
Exposure glass	Up to 11" × 17"	--
Document feeder	1-sided originals: 11" × 17" – $5^1/_2$" × $8^1/_2$"	11 – 34 lb

Non-recommended originals for the document feeder

Setting the following originals in the document feeder might cause paper misfeeds or damage to the originals. Set these originals on the exposure glass.

- Originals other than those specified in P.10 *"Sizes and Weights of Recommended Originals"*
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin originals that have low stiffness
- Originals of inappropriate weight P.10 *"Sizes and Weights of Recommended Originals"*
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper

Sizes Difficult to Detect

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

- Originals with indexes, tags, or other projecting parts
- Transparent originals such as OHP transparencies or translucent paper
- Dark originals with many letters and drawings
- Originals which partially contain solid images
- Originals which have solid images at their edges
- Originals other than those (marked by ❍) in the table below. See P.11 *"Sizes detectable by the Auto Paper Select"*.

Sizes detectable by the Auto Paper Select

❖ Metric version

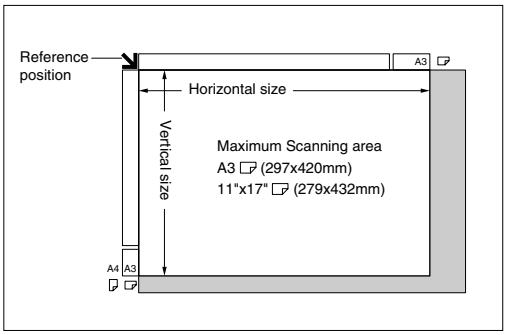
Size / Where setting original	A3	B4 JIS	A4	B5 JIS	B5 JIS	A5	A5	11" × 17"	11" × 15"	8 1/2" × 14"	8 1/2" × 13"	8 1/2" × 11"	5 1/2" × 8 1/2"
Exposure glass	❍	❍	❍	❍	×	×	×	×	×	×	❍	×	×
Document feeder	❍	❍	❍	❍	❍	❍	❍	×	×	×	❍	×	×

❖ Inch version

Size / Where setting original	A3	B4 JIS	A4	B5 JIS	A5	11" × 17"	10" × 14"	8 1/2" × 14"	8 1/2" × 13"	8 1/2" × 11"	8" × 10"	5 1/2" × 8 1/2"
Exposure glass	×	×	×	×	×	❍	×	❍	❍	❍	×	×
Document feeder	×	×	×	×	×	❍	×	❍	❍	❍	×	❍

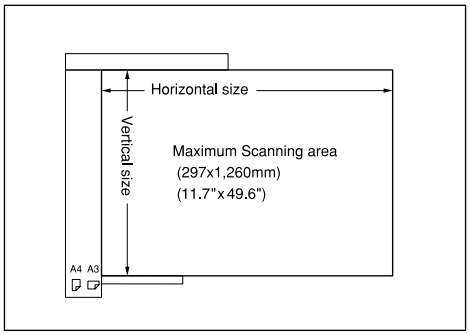
Original Sizes and Scanning Area/Missing Image Area

❖ Exposure glass



CP01AEE

❖ Document feeder



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❗ Limitation

❒ Even if you correctly set originals in the document feeder or on the exposure glass, 4mm, 0.2" margins on all four sides might not be copied.

Copy Paper

Recommended Paper Sizes and Types

The following limitations apply to each tray:

	Metric version	Inch version	Paper weight	Paper capacity
Paper Tray 1, 2	A3□, B4JIS□, A4□□, B5JIS□□, A5□, 11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 13"□, 8 1/4" × 14"□, 8 1/4" × 13"□, 8" × 13"□, 8 1/2" × 11"□□, 7 1/4" × 10 1/2"□, 5 1/2" × 8 1/2"□, 8K□ *3, 16K□□ *4 **Note** ❒ You can specify the paper size with the user tools or the paper size selector. See P.54 *"Changing the Paper Size"*.		60 – 90g/m², 16 – 24 lb	250 sheets *1
Paper tray unit (option)	A3□, B4JIS□, A4□□, B5JIS□□, A5□□, 11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 13"□, 8 1/4" × 14"□, 8 1/4" × 13"□, 8" × 13"□, 8 1/2" × 11"□□, 7 1/4" × 10 1/2"□□, 5 1/2" × 8 1/2"□, 8K□ *3, 16K□□ *4 **Note** ❒ You can specify the paper size with the user tools or the paper size selector. See P.54 *"Changing the Paper Size"*.		60 – 105g/m², 16 – 28 lb	500 sheets *1

		Metric version	Inch version	Paper weight	Paper capacity
Bypass tray	Standard Sizes	A3□, B4JIS□		52 – 162g/m², 14 – 43 lb	10 sheets *1
		A4□□, B5JIS□□, A5□□, B6JIS□	A4□□, B5JIS□□, A5□□, B6JIS□		100 sheets *1
		11"×17"□ *2, 8 1/2"×14"□, 8 1/2"×13"(F4)□, 8 1/4"×13"□, 8"×13"(F)□, 8 1/2"×11"□□, 7 1/4"×10 1/2"□□, 5 1/2"×8 1/2"□, 8K□ *3, 16K□□ *4	11"×17"□ *2, 8 1/2"×14"□, 8 1/2"×13"(F4)□, 8 1/4"×13"□, 8"×13"(F)□, 8 1/2"×11"□□, 7 1/4"×10 1/2"□□, 5 1/2"×8 1/2"□, 8K□ *3, 16K□□ *4		
		A3□, B4JIS□		60 – 157g/m², 16 – 42 lb	10 sheets *1
		A4□□, B5JIS□□, A5□□, B6JIS□			40 sheets *1
		11"×17"□, 8 1/2"×14"□, 8 1/2"×13"□, 8 1/4"×13"□, 8"×13"□, 8 1/2"×11"□□, 7 1/4"×10 1/2"□□, 5 1/2"×8 1/2"□, 8K□ *3, 16K□□ *4			
	Non-standard sizes *5	Translucent paper (A3□, B4JIS□), OHP transparencies			10 sheets
		Translucent paper (A4□□, B5JIS□□), postcards			40 sheets
		Adhesive labels (B4JIS□, A4□)			1 sheets

Note

❒ You can specify the paper size. See P.31 *"Copying from the Bypass Tray"*.

*1 Paper weight: 80g/m², 20 lb
*2 When you set non-standard size paper in the bypass tray, You can specify the size. See P.31 *"Copying from the Bypass Tray"*.
*3 8K(Ba-Kai) = 267 × 390 mm, 10.6" × 15.4"
*4 16K(Shi-Lui-Kai) = 195 × 267 mm, 7.7" × 10.6"
*5 Set one sheet at a time for your needs. See P.31 *"Copying from the Bypass Tray"*.

Important

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

Note

❒ When you use the bypass tray, it is recommended to set the copy paper direction to ▭.

❒ Postcards should be fed from the bypass tray.

❒ If you load paper of the same size and in the same direction in two or more trays, the machine automatically shifts to another tray when the tray in use runs out of paper. This function is called Auto Tray Switch. This saves interrupting a copy run to replenish paper even when you make a large number of copies. You can cancel this setting. See "10Auto Tray Switch" of the System Settings manual.

Reference

If you want to add paper, see P.47 *"Loading Paper"*.

If you want to change the paper size, see P.54 *"Changing the Paper Size"*.

Non-recommended Paper

⚠ ***CAUTION:***

- *Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or equipment failure.*

Important

❒ Do not use any of the following kinds of paper or a fault might occur.

- Thermal fax paper
- Art paper
- Aluminum foil
- Carbon paper
- Conductive paper

❒ Do not use copy paper that has been already copied on. Otherwise, a paper misfeed might occur.

Note

❒ Do not use any of the following kinds of paper or a misfeed might occur.

- Bent, folded, or creased paper
- Torn paper
- Slippery paper
- Perforated paper
- Rough paper
- Thin paper that has low stiffness
- Paper with much paper dust on its surface

❒ If you make copies on rough grain paper, the copy image might be blurred.

❒ Do not use paper which has been copied or printed on.

Paper Storage

Note

❒ When storing paper, the following precautions should always be followed:
- Do not store paper where it will be exposed to direct sunlight.
- Avoid storing paper in humid areas (humidity: 70% or less).
- Store on a flat surface.

❒ Keep open reams of papers in the package, and store as you would unopened paper.

❒ Under high temperature and high humidity, or low temperature and low humidity conditions, store papers in a plastic bag.

Toner

Handling Toner

⚠ ***WARNING:***

- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations for plastics.***

⚠ ***CAUTION:***

- *Keep toner (used or unused) and toner containers out of reach of children.*

⚠ ***CAUTION:***

- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

Important

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

Reference

If you want to add toner, see P.49 *"Changing the Toner Cartridge"*.

Toner Storage

Note

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

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

Used Toner

Note

❒ Used toner cannot be re-used.

Basic Procedure

1 **Make sure that the machine is in Copy mode.**



Note

❒ If not, press the 【Copy】 key.

2 **When the machine is set for user codes, enter the user code with the number keys and then press the 【#】 or 【OK】 key.**

Reference

See P.35 *"User Codes"*.

3 **Make sure that there are no previous settings remaining.**

Note

❒ To clear settings, press the 【Clear Modes】 key.

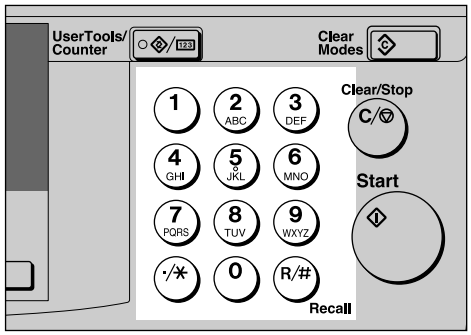
4 **Set your originals.**

Reference

See P.21 *"Setting Originals"*.

5 **Set the desired settings.**

6 **Enter the number of copies required with the number keys.**



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Note

❒ The maximum copy quantity can be set between 1 and 99 (default: *99*). See "2.Max. Copy Q'ty" in P.62 *"Copier Features"*.

❒ To change the number entered, press the 【Clear/Stop】 key and enter the new number.

7 **Press the 【Start】 key.**

The machine starts copying.

Note

❒ To stop the machine during the multi-copy run, press the 【Clear/Stop】 key.

❒ To return the machine to the initial condition after copying, press the 【Clear Modes】 key.

❒ For Type 1 without the optional 16MB copier memory unit, you cannot copy more than 1 page from the document feeder.

System Reset

The machine returns to its prioritized mode automatically after your job is finished, after a certain period of time. This function is called "System Reset".

Note

❒ You can change the System Reset time. See "3.System Reset" in the System Settings manual.

Auto Off

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

Note

❒ How to exit Auto Off mode depends on your machine configuration:

- Copier only — press the main power switch
- Copier and fax or printer — press the operation switch

❒ You can change the Auto Off time. See "6.Auto Off Timer" in the System Settings manual.

Setting Originals

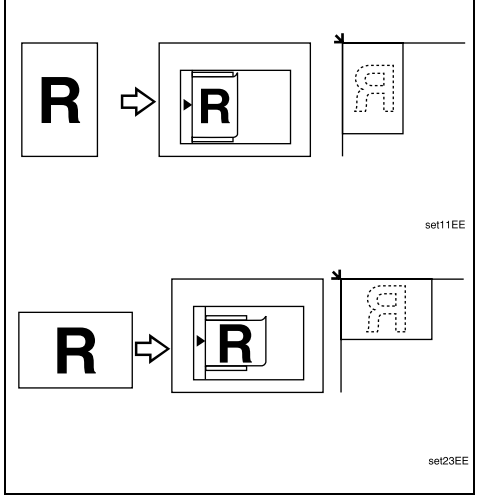
Limitation

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

Note

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

Originals	Document feeder	Exposure glass



Reference

See P.10 *"Originals"*.

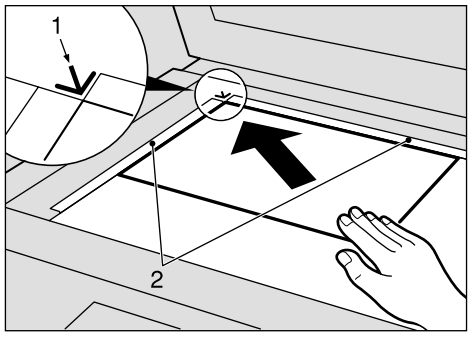
Placing Originals on the Exposure Glass

1 **Lift the platen cover or the document feeder.**

Note

❒ Be sure to open the platen cover or the document feeder by more than 30°, otherwise the original size might not be detected correctly.

2 **Set the original face down on the exposure glass. The original should be aligned to the rear left corner.**



1. **Reference mark**

2. **Scale**

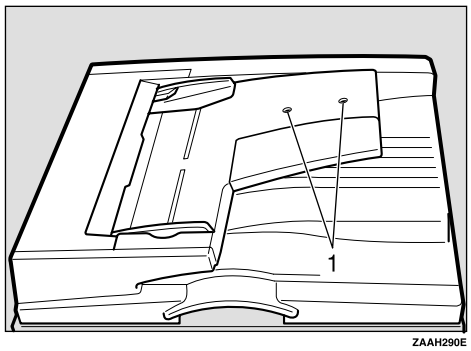
3 **Lower the platen cover or the document feeder.**

Loading Originals in the Document Feeder

Note

- ❒ The original might become dirty if it is written with a pencil or similar tools.
- ❒ You cannot set a multi-page original with pages of different sizes in the document feeder. If your original contains pages of different sizes, use the SADF function and set each page one at a time. Alternatively, set pages one at a time on the exposure glass.
- ❒ Do not place any foreign objects on the document feeder or cover it with your hand. This could cause the size not to be detected properly.

❖ **ADF**



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1. **Sensor**

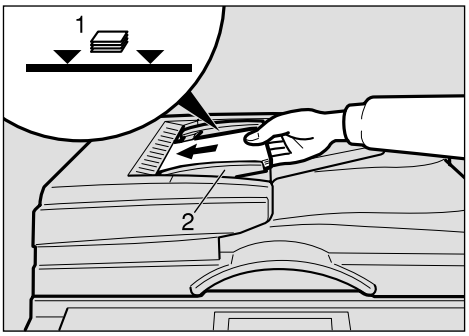
Reference

Regarding originals that the document feeder can handle, see P.10 *"Originals"*.

Setting a stack of originals in the document feeder

1 Adjust the guide to the original size.

2 Set the aligned originals face up into the document feeder.



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1. **Limit mark**

2. **Document guide**

Note

- ❒ Do not stack originals above the limit mark.
- ❒ To avoid a multi-sheet feed, shuffle the originals before setting them in the document feeder.

When SADF mode is selected

1 **Set one original face up into the document feeder. Then press the 【Start】 key.**

2 **When the machine instructs you to set another original, set the next page.**

The second and subsequent originals can be fed automatically without pressing the 【Start】 key.



Note

❒ You can adjust the time the machine waits before being ready for the next original. See "6.SADF Auto Reset"in P.62 *"Settings You Can Change with the User Tools"*.

Setting Custom Original Size in the Document Feeder

Limitation

❒ Enter the size of your original if it is not one of the following: A3, B4JIS, A4, B5JIS, A5, 11"× 17", 11"× 15", $8^1/_2$" × 14", $8^1/_2$" × 13", $8^1/_2$" × 11", $5^1/_2$" × $8^1/_2$"

❒ For ADF, the paper size that can be set with this function is vertical 105–297mm, 4" × 12", horizontal 128–1,260mm, 5" × 50".

❒ The maximum copy paper size is 297 × 432mm, 11" × 17".

❒ You cannot use the Auto Paper Select function with this function.

1 **Set one original face up into the document feeder.**

2 **Press the 【Select Paper Tray】 to select your desired paper tray or bypass tray.**





Selecting paper from a paper tray

❶ **Press the [#] key.**

```
Custom Orig.:
Horiz.[ 432]mm
```

❷ **Enter the horizontal size of the original with the number keys, then press the [OK] key.**

```
Custom Orig.:Press OK
Horiz.[ 211]mm
```

❸ **Enter the vertical size of the original with the number keys, then press the [OK] or [#] key.**

```
Custom Orig.:
Vert.[297]mm
```

Selecting paper from the bypass tray

❶ **Press the [#] key.**

```
Bypass Setting:
1.Paper Size      ◆▶
```

❷ **Press the ◁ or ▷ key until "3.Custom Orig. Size" is displayed, then press the [OK] key.**

```
Bypass Setting:
3.Custom Orig. Size ◆▶
```

❸ **Enter the horizontal size of the original with the number keys, then press the [OK] key.**

```
Custom Orig.:Press OK
Horiz.[ 211]mm
```

❹ **Enter the vertical size of the original with the number keys, then press the [OK] or [#] key.**

```
Custom Orig.:
Vert.[297]mm
```

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

Basic Functions

The following basic functions are explained in this section.

❖ **Adjusting Copy Image Density**

❖ **Selecting an Original Type**
Text and Photo

❖ **Selecting Copy Paper**
Auto Paper Select and Manual Paper Select

❖ **Auto Reduce/Enlarge**
The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.

Note

❒ You can select functions to be activated when System Reset is turned on, when Energy Saver is turned off, or after the machine is powered on. See P.62 *"Copier Features"*.

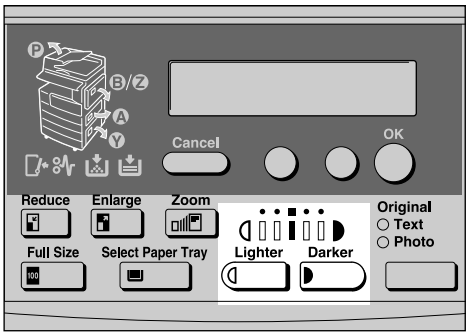
❒ You can change default settings for basic functions. See P.62 *"Settings You Can Change with the User Tools"*.

Adjusting Copy Image Density

You can adjust the copy image density to match your originals.

If you require darker or lighter copies, adjust the image density yourself.

1 Press the 【Lighter】 or 【Darker】 key to adjust the image density.



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Selecting an Original Type

There are two ways to match your originals:

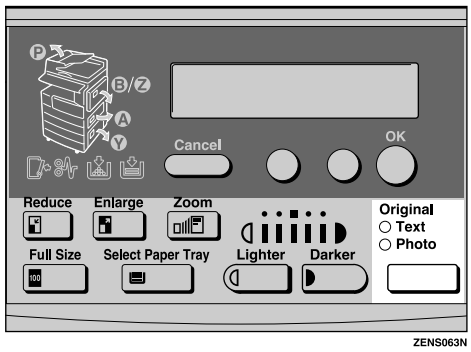
❖ **Text**
If you do not select either mode, your originals will be scanned with the settings suitable for text originals (Text mode).

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

Note

❒ You can change the detailed settings for Text and Photo each with the User Tools. See P.62 *"Settings You Can Change with the User Tools"*.

1 **Press the【Original Type】key and select the original type.**



Note

❒ Press the【Original Type】key to step through the following types:

Upper indicator lit	Text
Lower indicator lit	Photo

Selecting Copy Paper

There are two ways to select copy paper:

❖ Auto Paper Select

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

Note

❒ When the original is set at a different direction from the copy paper in the paper tray the machine automatically rotates the original image by 90° to match the copy paper direction (Type 1 requires the optional 16MB copier memory unit). This applies to the following paper sizes:

Metric version	A4 ⬓⬓, B5JIS ⬓⬓, A5 ⬓⬓
Inch version	$8^1/_2$" × 11" ⬓⬓, $5^1/_2$" × $8^1/_2$" ⬓⬓ (document feeder)

❖ Manual Paper Select

You can select the desired copy paper size manually. You can also select the bypass tray.

Reference

See P.31 *"Copying from the Bypass Tray"*.

Note

❒ When you use Auto Paper Select, refer to the following table for possible copy paper sizes and directions (if the ratio is 100%).

❖ Metric version

Where original is set	Paper size and direction
Exposure glass	A3 ⬓, B4JIS ⬓, A4 ⬓⬓, B5JIS ⬓, $8^1/_2$" × 13" ⬓
Document feeder	A3 ⬓, B4JIS ⬓, A4 ⬓⬓, B5JIS ⬓⬓, A5 ⬓⬓, $8^1/_2$" × 13"⬓

❖ Inch version

Where original is set	Paper size and direction
Exposure glass	11"× 17"⬓, $8^1/_2$" × 14" ⬓, $8^1/_2$" × 13" ⬓, $8^1/_2$" × 11" ⬓⬓
Document feeder	11"×17"⬓, $8^1/_2$" × 14" ⬓, $8^1/_2$" × 13" ⬓, $8^1/_2$" × 11" ⬓⬓, $5^1/_2$" × $8^1/_2$"⬓⬓

❒ For some originals, the original size might not be detected correctly. See P.11 *"Sizes Difficult to Detect"*.

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

1 **Select the copy paper.**

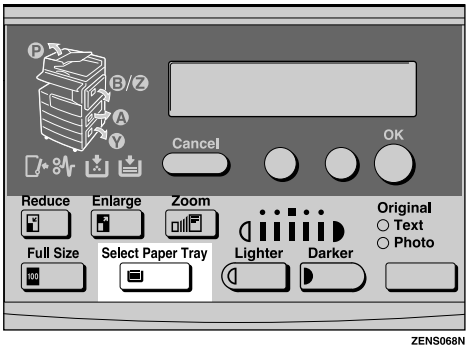
Auto Paper Select

❶ **Make sure that "Auto Paper" (Auto Paper Select) is selected.**



Manual Paper Select

❶ **Select the paper tray or bypass tray by pressing the 【Select Paper Tray】 key.**





Rotate Copy (Type 1 requires the optional 16MB copier memory unit)

If the direction in which your original is set (landscape or portrait) is different from the paper you are copying onto, this function rotates the original image by 90° and fits it on the copy paper. This function works when Auto Paper Select or Auto Reduce/Enlarge are selected. See "Auto Paper Select" in P.26 *"Selecting Copy Paper"* and P.28 *"Auto Reduce/Enlarge"*.

Original orientation	Paper orientation	Rotates the image and copies it
R		R

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Limitation

❒ You cannot use the Rotated Copy function when enlarging onto B4JIS or A3 size paper. In this case, set your original in the landscape direction.

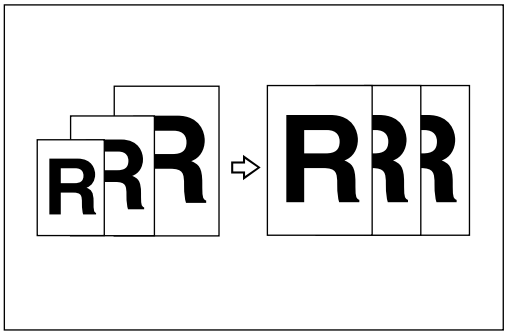
	You cannot rotate:	However, you can rotate:
Original Size and Direction	A4, B5JIS, or A5 portrait *1	A4, B5JIS, or A5 landscape
	R	R
	↓ when enlarging to	↓ when enlarging to
Copy paper Size and Direction	B4JIS, A3 *1	B4JIS, A3
	R	R

*1 For inch version, 11" × 17", $8\frac{1}{2}$" × 14", $8\frac{1}{2}$" × 13", $8\frac{1}{4}$" × 14", $8\frac{1}{4}$" × 13" and 8" × 13".

2

Auto Reduce/Enlarge

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



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Limitation

- ❒ You cannot use the bypass tray with this function.

Note

- ❒ When you use Auto Reduce/Enlarge, refer to the following table for possible original sizes and directions:

❖ Metric version

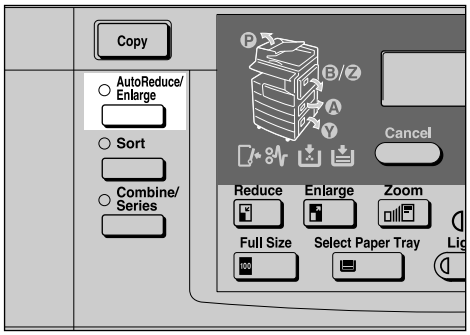
Where original is set	Original size and direction
Exposure glass	A3▭ , B4JIS ▭, A4 ▯▭, B5JIS ▯, $8^1/_2$" × 13" ▭
Document feeder	A3 ▭, B4JIS ▭, A4 ▯▭, B5JIS ▯▭, A5 ▯▭, $8^1/_2$" × 13"▭

❖ Inch version

Where original is set	Original size and direction
Exposure glass	11" × 17" ▭, $8^1/_2$" × 14" ▭, $8^1/_2$" × 13" ▭, $8^1/_2$" × 11" ▯▭
Document feeder	11" × 17"▭, $8^1/_2$" × 14" ▭, $8^1/_2$" × 11" ▯▭, $5^1/_2$" × $8^1/_2$" ▯▭

- ❒ You can change the reproduction ratio from 50 – 200 %.
- ❒ For some originals, the original size might not be detected correctly. See P.11 *"Sizes Difficult to Detect"*.

1 **Press the 【Auto R/E】 key.**



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2 **Select the paper tray by pressing the 【Select Paper Tray】 key.**



3 **Press the 【Start】 key.**

Sort

Type 1 requires the optional 16MB copier memory unit.

The machine can scan your originals into memory and automatically sort the copies.

- Sort
- Rotate Sort

Limitation

❒ The maximum paper length for the sort function is less than 433 mm.

❒ You cannot use the bypass tray with the Rotate Sort.

Note

❒ The maximum tray capacity is as follows. When the number of copies exceeds the tray capacity, remove copies from the tray.

❖ Metric version

Internal tray	• B4JIS or larger: 250 sheets (80g/m^2) • A4 or smaller: 500 sheets (80g/m^2)

❖ Inch version

Internal tray	• $8^1/_2$" × 14" or larger: 250 sheets (20 lb) • $8^1/_2$" × 11" or smaller: 500 sheets (20 lb)

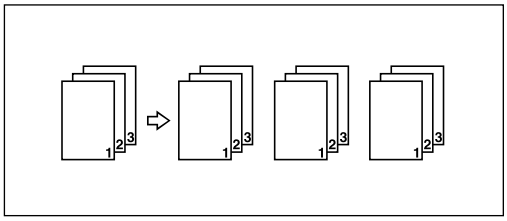
❒ The maximum tray capacity might be less than the above when you use the Rotate Sort.

❒ The maximum tray capacity might also be reduced when copy paper is considerably curled.

Sort

Copies can be assembled as sets in sequential order.

❖ Sort



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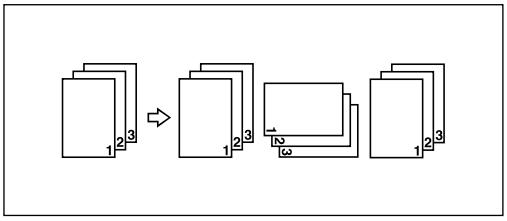
❖ Rotate Sort



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Two sorting methods are available:

❖ Sort

Copies can be assembled as sets in sequential order.

❖ Rotate Sort

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

Note

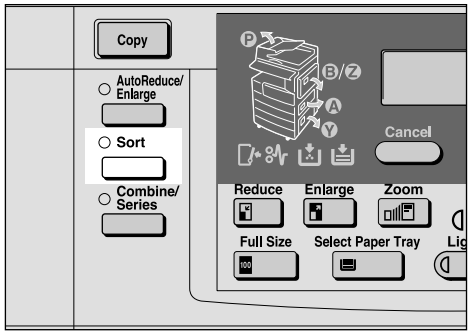
❒ To switch between Sort and Rotate Sort modes, access the user tools. See "9.Sort" in P.62 *"Settings You Can Change with the User Tools"*.

❒ The paper sizes that can be used with the Rotate Sort function are as follows:

Metric version	A4 B5JIS
Inch version	$8^1/_2$" × 11"

❒ To use the Rotate Sort function, two paper trays identical in size and different in direction (▯ ▭) are required.

1 Press the 【Sort】 key.



ZENS176N

2 Enter the number of copy sets with the number keys.

Note

❒ By default, the maximum number of sets is 99. You can change the default number with "2.Max. Copy Q'ty" in the copier features. See P.62 *"Settings You Can Change with the User Tools"*.

3 Set your originals.

When setting a stack of originals in the document feeder

❶ **Set a stack of originals in the document feeder, then press the 【Start】 key.**

After all the originals are scanned, the copies are delivered to the tray.

Note

❒ If an original is misfed, reset your originals in the document feeder according to the instruction on the display. The display will indicate the number of originals you should return.

When setting an original on the exposure glass or in the document feeder

Reference

See P.23 *"When SADF mode is selected"*

❶ **Set the original, then press the 【Start】 key.**

❷ **Set the next original, then press the 【Start】 key.**

Note

❒ Set the original in the same direction as the first one.

❸ **After all originals are scanned, press the 【#】 key.**

The copies are delivered to the tray.

Copying from the Bypass Tray

Use the bypass tray to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, and copy paper that cannot be set in the paper tray.

Note

❒ The machine can automatically detect the following sizes as standard size copy paper:

Metric version	A3□, A4□, A5□, 8" × 13"□
Inch version	11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 13"□, 8 1/2" × 11"□, 5 1/2" × 8 1/2" □

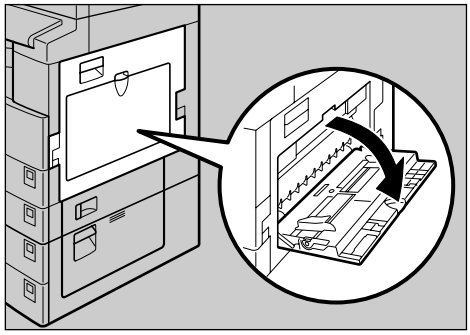
❒ If you do not use standard size copy paper, you should input vertical and horizontal dimensions. The sizes that you can input are as follows:

Metric version	• Vertical: 90 – 305mm • Horizontal: 148 – 1,260 mm
Inch version	• Vertical: 3.5" – 12" • Horizontal: 5.8" – 49.6"

Reference

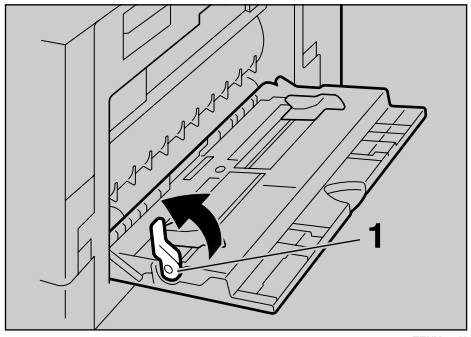
For details about paper capacity of the bypass tray, see P.13 *"Copy Paper"*.

1 Open the bypass tray.



ZENY100N

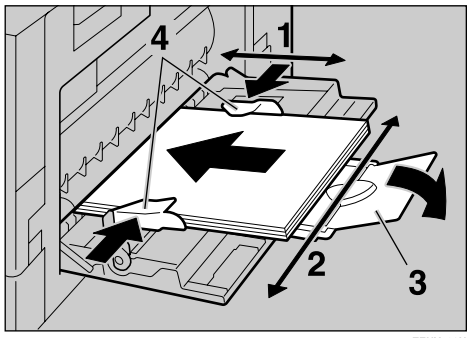
2 Push up the paper guide release lever.



ZENY110N

1. **Paper guide release lever**

3 Lightly insert the copy paper face down and adjust the paper guides.



ZENY120N

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

Important

❒ If the guides are not flush with the copy paper, a skew image or paper misfeeds might occur.

Note

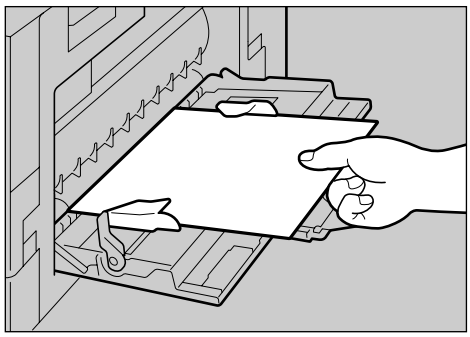
❒ Set the direction of the copy paper to ⬓.

❒ Swing out the extender to support paper sizes larger than A4⬓, $8^1/_2$" × 11"⬓.

❒ Fan paper to get air between the sheets and avoid a multi-sheet feed.

When copying onto OHP transparencies

❶ **Lightly insert the OHP transparencies face down and adjust the paper guide.**



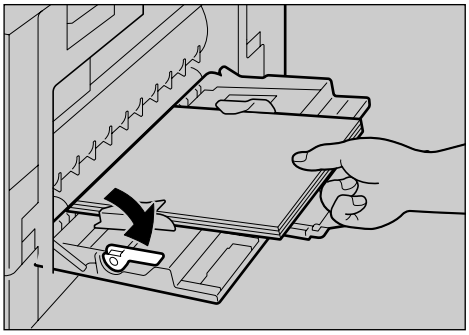
ZENY130N

Important

❒ The side of OHP transparencies that is copied is fixed. Before you set the OHP transparencies in the bypass tray, check the cutting position of the OHP transparencies.

❹ **Push down the paper guide release lever.**

"≡Bypass" is selected automatically.



ZENY140N



Note

❒ If you set A4, $8^1/_2$" × 11" or larger copy paper, hold the edge of the paper and push down the paper guide release lever.

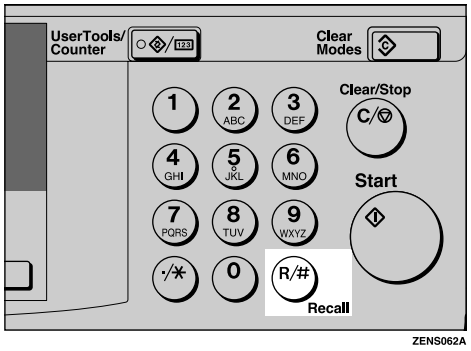
❒ If you do not push down the paper guide release lever, a misfeed might occur.

When copying onto custom size copy paper

Important

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

❶ **Press the 【#】 key.**




```
Bypass Setting:
1.Paper Size
```

❷ **Make sure that "1.Paper Size" is displayed, then press the 【OK】 key.**

❸ **Press the ◁ or ▷ key until "Custom Size"is displayed, then press the 【OK】 key.**

```
Paper Size:        ◆/OK
 Custom Size
```

❹ **Enter the horizontal size of the paper with the number keys, then press the 【OK】 key.**

```
Custom Size:
Horiz.[1260]mm
```

Note

❒ To change the number entered, press the 【Clear/Stop】 key and enter the new number.

❺ **Enter the vertical size of the paper with the number keys, then press the 【OK】 key.**

```
Custom Size:
Vert.[305]mm
```

Note

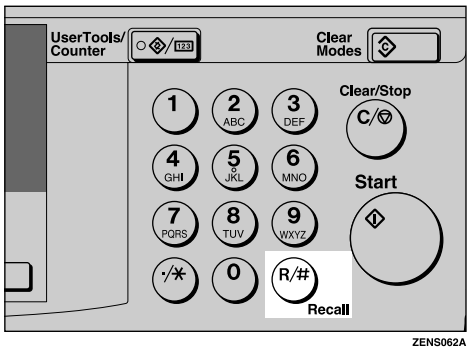
❒ To change the number entered, press the 【Clear/Stop】 key and enter the new number.

When copying onto non-detected standard size paper

Important

❒ You should specify the size of paper to avoid paper misfeeds.

❶ **Press the 【#】 key.**




```
Bypass Setting:
1.Paper Size
```

❷ **Make sure that "1.Paper Size" is displayed, then press the 【OK】 key.**

```
Paper Size:        ◆/OK
[Auto Detect]
```

❸ **Press the ◁ or ▷ key until "Standard Size"is displayed and press the 【OK】 key.**

```
Paper Size:        ◆/OK
 Standard Size
```

❹ **Press the ◁ or ▷ key until the desired size is displayed, then press the 【OK】 key.**

```
Standard Size:    ◀▶/OK
 A5
```

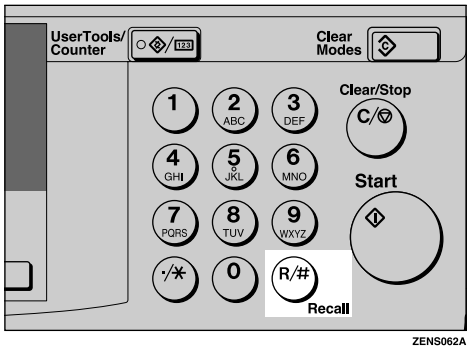
2

When copying onto envelopes

Note

❒ Use envelopes approximately 100mm, 4″ wide.

❶ **Press the 【#】 key.**




```
Bypass Setting:
1.Paper Size        ◀▶
```

❷ **Press the ▷ key to select ″2. Paper Type″, then press the 【OK】 key.**

```
Bypass Setting:
2.Paper Type        ◀▶
```

❸ **Press the ◁ or ▷ key until "Special" the desired paper type is displayed, then press the 【OK】 key.**

```
Paper Type:       ◀▶/OK
 Special
```

5 **Set your originals, then press the 【Start】 key.**

Other Functions

User Codes

When user codes are turned on, operators must input their user codes before the machine can be operated. The machine keeps count of the number of copies made under each user code.

Note

❒ When user codes are turned on, the machine will prompt you for your user code after the power switch is turned on or System Reset comes into effect.

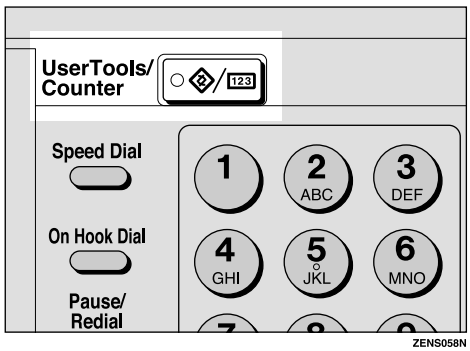
❒ To prevent others from making copies using your user code, press the 【Clear Modes】 and 【Clear/Stop】 keys simultaneously after copying.

Reference

For details about user codes, see P.62 *"Settings You Can Change with the User Tools"*.

Setting the User Code

1 **Press the 【User Tools/Counter】 key.**



2 **Press the ◀ or ▶ key to display "3.Copier Features", then press the 【OK】 key.**

```
User Tools:
3.Copier Features
```

3 **Press the ◀ or ▶ key until "12Key Op. Tools" is displayed, then press the 【OK】 key.**

```
Copier Features:
12Key Op. Tools
```

4 **Press the ◀ or ▶ key until "Program User Code" is displayed, then press the 【OK】 key.**

```
Program User Code:
[        ]     ( 0/50)
```

5 **Enter the desired user code with the number keys, then press the 【OK】 key.**

```
Program User Code: /OK
[12345678]     ( 0/50)
```

Auto Start

If you press the 【Start】 key during the warm-up period, the 【Start】 key will blink and your copies will be made as soon as warm-up finishes.

1 **Make any adjustments to copy settings during the warm-up period.**

2 **Set your originals.**

3 **Press the 【Start】 key.**

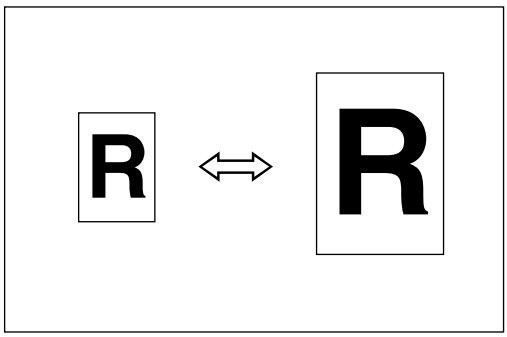
The 【Start】 key indicator alternately flashes red and green.

Note

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

Preset Reduce/Enlarge

You can select a preset ratio for copying.



Note

- ❒ You can select one of 7 preset ratios (3 enlargement ratios, 4 reduction ratios).
- ❒ You can change the preset ratios to other ratios you frequently use. See "4.Set Ratio" in P.62 *"Copier Features"*.
- ❒ You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- ❒ Copies can be reduced or enlarged as follows:

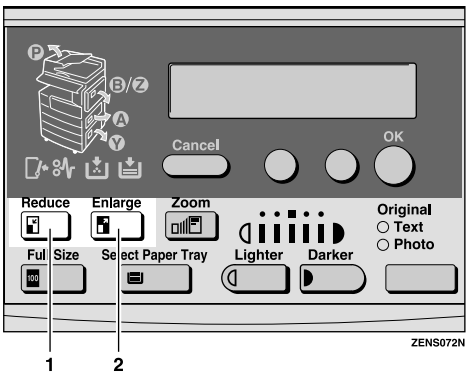
❖ Metric version

Ratio (%)	Original → Copy paper size
200 (enlarge area by 4)	A5→A3
141 (enlarge area by 2)	A4→A3, A5→A4
122	8″× 13″→A3, A4→B4JIS
93	A little reduced. (Create Margin)
82	8″× 13″→A4, B4JIS→8″× 13″
71 (reduce area by $^1/_2$)	A3→A4, A4→A5
50 (reduce area by $^1/_4$)	A3→A5, F→A5

❖ Inch version

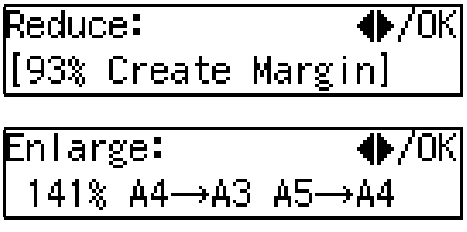
Ratio (%)	Original → Copy paper size
155 (enlarge area by 2)	$5^1/_2$" × $8^1/_2$"→$8^1/_2$" × 14"
129	$8^1/_2$" × 11"→11" × 17"
121	$8^1/_2$" × 14"→11" × 17"
93	A little reduced. (Create Margin)
78	$8^1/_2$" × 14"→$8^1/_2$" × 11"
65	11" × 17"→$8^1/_2$" × 11"
50 (reduce area by $^1/_4$)	11" × 17"→$5^1/_2$" × $8^1/_2$"

1 **Press the【Reduce】or【Enlarge】key.**



1. **Reduce key**

2. **Enlarge key**



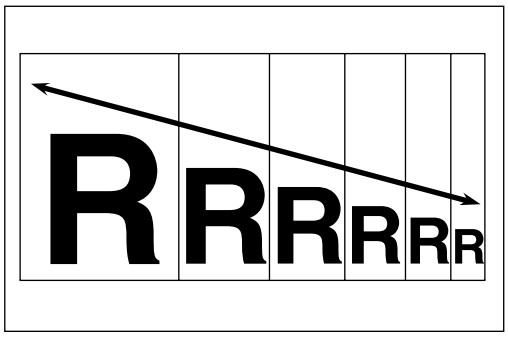
2 **Press the ◁ or ▷ key until the desired reduce/enlarge size is displayed.**

3 **Press the【OK】key.**

4 **Set your originals, then press the【Start】key.**

Zoom

You can change the reproduction ratio in 1% steps.

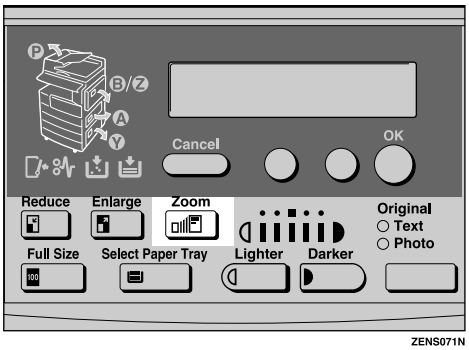


CP2Z0100

Note

- ❒ You can change the reproduction ratio from 50–200 %.
- ❒ You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- ❒ You can select a preset ratio which is near the desired ratio, then adjust the ratio with the ◁ or ▷ key.

1 Press the 【Zoom】 key.



ZENS071N

2 Enter the ratio.

When using the ◁ or ▷ key

❶ Enter the desired reproduction ratios with the ◁ or ▷ key.



When using the number keys

❶ Enter the desired ratio with the number keys.

Note

- ❒ To change the ratio entered, press the 【Clear/Stop】 key and enter the new ratio.

3 Press the 【OK】 key.

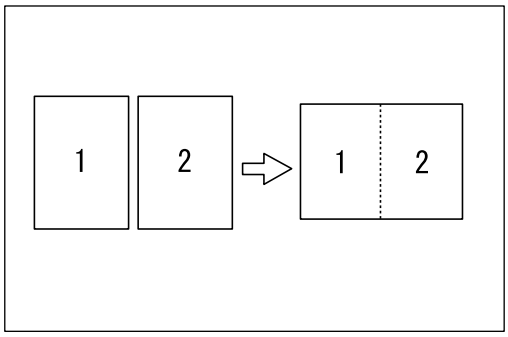
4 Set your originals, then press the 【Start】 key.

Combine

The optional 16MB copier memory unit is required for Type 1 to use this function .

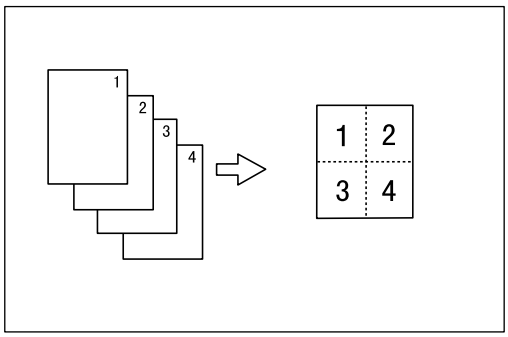
Use this feature to combine several original images onto one or more pages.

❖ 1sided 2 pages→Combine 1 Side



GC SHVY 7J

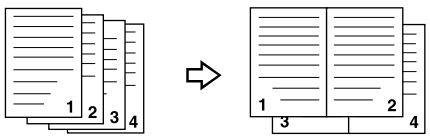
❖ 1sided 4 pages→Combine 1 Side



GC SHVY 8J

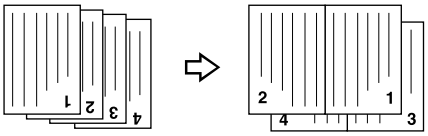
❖ Setting originals (Originals set in the document feeder)

- Originals reading from left to right



Combine5

- Originals reading from top to bottom



Combine6

Limitation

❒ You cannot use the bypass tray with this function.

❒ The machine cannot copy originals different in size and direction.

Note

❒ The number of originals copied (combined) can be 2 or 4.

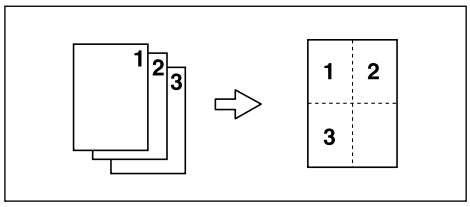
❒ In this mode, the machine selects the reproduction ratio automatically. This reproduction ratio depends on the copy paper sizes and the number of originals.

❒ You can change the reproduction ratio from 50–200 %.

❒ If the calculated ratio is under the minimum ratio, it is corrected within the range of the ratio automatically. However, with some ratios, parts of the image might not be copied or blank margins appear on copies.

❒ Even if the direction of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly. (When the Auto Reduce/Enlarge function is selected)

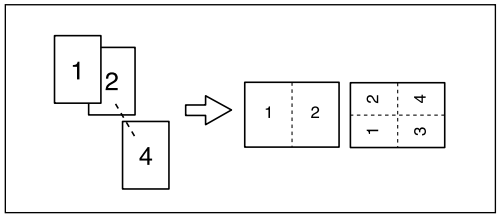
❒ When the number of originals placed is less than the number specified for combining, the last page(s) will be copied blank as shown in the illustration.



CP95-B1

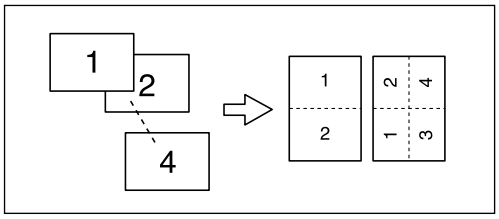
❒ Direction of the originals and arrangement of combined images.

❖ **Portrait (▯) originals**



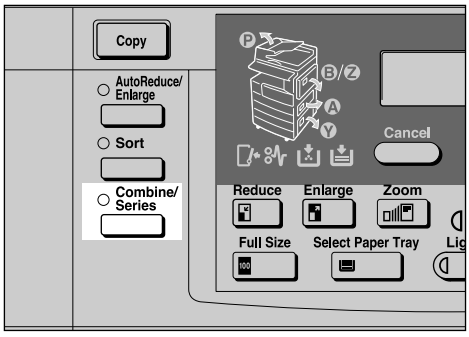
GCSHUY3E

❖ **Landscape (▭) originals**



GCSHUY4E

1 **Press the 【Combine/Series】 key.**

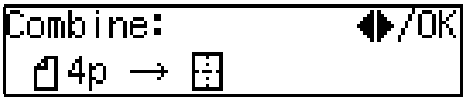


ZENS177N

2 **Make sure that "Combine"is selected, then press the 【OK】 key.**



3 **Press the ◁ or ▷ key until the desired combine mode is displayed, then press the 【OK】 key.**



4 **Press the 【Select Paper Tray】 key to select the copy paper.**

5 **Set your originals.**

When setting an original on the exposure glass or in the document feeder

❶ **Set the original, then press the 【Start】 key.**

❷ **Set the next original, then press the 【Start】 key.**

Note

❒ To finish copying, press the 【#】 key to eject the copy.

When setting a stack of originals in the document feeder

❶ **Set your originals, then press the 【Start】 key.**

Series Copies

The optional 16MB copier memory unit is required for Type 1 to use this function .

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

2

❖ Book→1 Sided

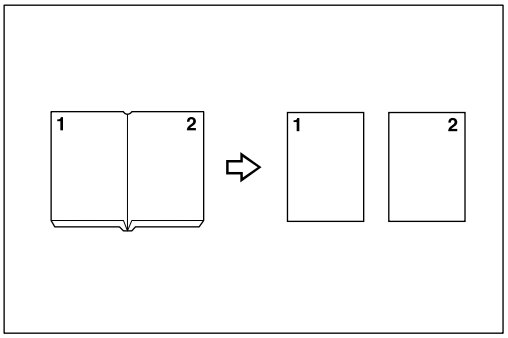
You can make one-sided copies from two facing pages of a bound original (book).

Limitation

❒ You cannot use the bypass tray with this function.

Book→1 Sided

You can make 1–sided copies from 2 facing page of a bound original (Book).



CP2B0100

Note

❒ Refer to the following table when you select original and copy paper sizes with a ratio of 100%:

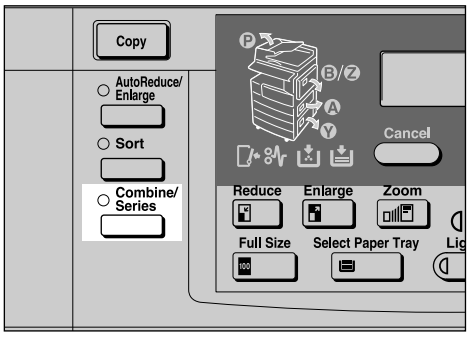
❖ Metric version

Original	Copy paper
A3	A4 × 2 sheets
B4JIS	B5JIS × 2 sheets
A4	A5 × 2 sheets

❖ Inch version

Original	Copy paper
11" × 17"	8 1/2" × 11" × 2 sheets
8 1/2" × 11"	5 1/2" × 8 1/2" × 2 sheets

1 **Press the 【Combine/Series】 key.**



ZENS177N

```
Combine/Series:    ◆/OK
[Combine] Series
```

2 **Press the ⊙ key to select "Series", then press the 【OK】 key.**

```
Combine/Series:    ◆/OK
 Combine [Series]
```

3 **Make sure that "Book→1 Sided"is selected, and press the 【OK】 key.**

```
Series:            ◆/OK
[ □→□□ ]
```

4 **Select the paper by pressing the 【Select Paper Tray】 key until the paper you require is displayed.**

5 **Set your originals, then press the 【Start】 key.**

Combination Chart

The combination chart given below shows which modes can be used together. When you read the chart, please refer to the following table.

☆	means that these modes can be used together.
→	means that these modes cannot be used together. The mode after you select will be the mode you're working in.
×	means that these modes cannot be used together. The mode before you select will be the mode you're working in.

The following shows the combinations of functions.

Mode before you select \ Mode after you select		Non-standard Originals	Original Type Selection	Auto Paper Select	Auto Reduce/Enlarge	Sort	Copying From The Bypass Tray	Zoom	Combine: 2 pages → 1-sided	Combine: 4 pages → 1-sided	Series Copies: Book → 1-sided
Non-standard Originals		--	☆	×	☆	☆	☆	☆	☆	☆	☆
Original Type Selection		☆	--	☆	☆	☆	☆	☆	☆	☆	☆
Auto Paper Select		×	☆	--	→	☆	→	☆	→	→	→
Auto Reduce/Enlarge		☆	☆	×	--	☆	×	→	☆	☆	→
Sort		☆	☆	☆	☆	--	☆	☆	☆	☆	☆
Copying From The Bypass Tray		☆	☆	→	×	☆	--	×	×	×	×
Zoom		☆	☆	☆	→	☆	☆	--	→	→	☆
Combine		☆	☆	×	☆	☆	×	☆	--	→	→
Series Copies	Book → 1-sided	☆	☆	×	×	☆	×	☆	→	→	--

If Your Machine does not Operate as You Want

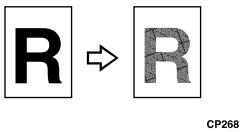
Message

Machine's Condition	Problem/Cause	Action
The machine instructs you to wait.	The machine is warming up.	Wait for the machine to warm-up. **Reference** You can use Auto Start mode during the warm-up period. See P.35 *"Auto Start"*.
The machine cannot detect the original size.	Unsuitable original is set. See P.11 *"Sizes Difficult to Detect"*.	Set custom size original on the exposure glass.
		Input the both horizontal and vertical sizes of the non-standard original. See P.21 *"Placing Originals on the Exposure Glass"*.
		Select paper manually, not in Auto Paper Select mode.
		Do not use Auto Reduce/Enlarge mode.
	Original is not set.	Set your originals.
The machine instructs you to check the original direction.	There is no copy paper that is the same direction as the originals.	Set the original in the same direction as the copy paper.
The machine instructs you to check paper size.	Unsuitable original size is set.	Select the proper paper size.
You cannot enter the desired copy set number.	The number of copies exceeds the maximum copy quantity.	You can change the maximum copy quantity that you can make at a time. See "2.Max. Copy Q'ty" in P.62 *"Copier Features"*.
The machine instructs you to enter the user code (8-digit number).		Enter the user codes. See P.35 *"User Codes"*.

Display

Problem	Cause	Action
The panel display is off.	The machine is in Energy Saver mode.	Turn on the operation switch.
	The operation switch is turned off.	
	The main power switch is turned off.	Turn on the main power switch.
Nothing happens when the operation switch is turned on.	The main power switch is turned off.	Turn on the main power switch. See P.1 *"Guide to Components"*.
	The power cord is unplugged.	Maker sure that the power cord is plugged into the wall outlet firmly.

If You Cannot Make Clear Copies

Problem	Cause	Action
Copies appear dirty.	The image density is too dark.	Adjust the image density. See P.25 *"Adjusting Copy Image Density"*.
The reverse side of an original image is copied.	The image density is too dark.	Adjust the image density. See P.25 *"Adjusting Copy Image Density"*.
A shadow appears on copies if you use the pasted originals.	The image density is too dark.	Adjust the image density. See P.25 *"Adjusting Copy Image Density"*.
		Change the direction of the original.
		Put mending tape on the pasted part.
The same copy area is dirty whenever making copies.	The exposure glass, platen cover, or document feeder white sheet is dirty.	Clean them. See P.71 *"Maintaining Your Machine"*.
Copies are too light.	The image density is too light.	Adjust the image density. See P.25 *"Adjusting Copy Image Density"*.
	Damp or rough grain paper is used.	Use dry paper without rough grain.
	Toner cartridge is almost empty.	Add toner. See P.49 *"Changing the Toner Cartridge"*.
Parts of the image are not copied.	The original is not set correctly.	Set originals correctly. See P.21 *"Setting Originals"*.
	An improper paper size is selected.	Select the proper paper size.
Copies are blank.	The original is not set correctly.	Set originals correctly. See P.21 *"Setting Originals"*.
A moire pattern is produced on copies.  CP268	Your original has a dot pattern image or many lines.	Change the original direction.
When copying with the document feeder, black lines appear in a copy.	Your document feeder might be dirty.	Clean the document feeder with a cloth. See P.71 *"Maintaining Your Machine"*.

If You Cannot Make Copies as You Want

Problem	Cause	Action
Misfeeds occur frequently.	Copy paper size setting is not correct.	Set the proper paper size. See P.54 *"Changing the Paper Size"*.
You cannot combine several functions.	Selected functions cannot be used together.	Refer to the combination chart. See P.41 *"Combination Chart"*.

Combine

Problem	Cause	Action
Parts of the image are not copied.	You specified an improper reproduction ratio that does not meet the sizes of your originals and copy paper.	When you specify a reproduction ratio using Manual Paper Select mode, make sure the ratio matches your originals and the copy paper. **Note** ❒ Select the correct reproduction ratio before using Combine mode.
	Your originals are not identical in size and direction.	Use originals that are identical in size and direction.
Order of copies is not correct.	You set originals in the incorrect order.	When setting a stack of original in the document feeder, the last page should be on the bottom.
		If you set an original on the exposure glass, start with the first page to be copied.

Loading Paper

Note

❒ If you want to change the paper size, see P.54 *"Changing the Paper Size"*.

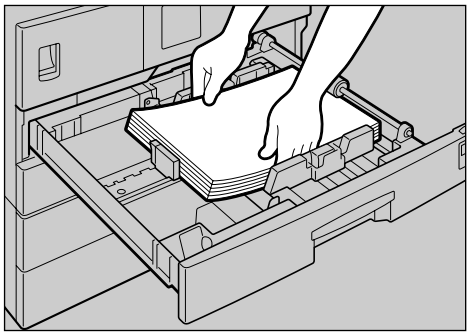
Reference

Regarding paper types and sizes that can be set, see P.13 *"Copy Paper"*.

1 Make sure that the paper tray is not being used.

2 Pull out the paper tray until it stops.

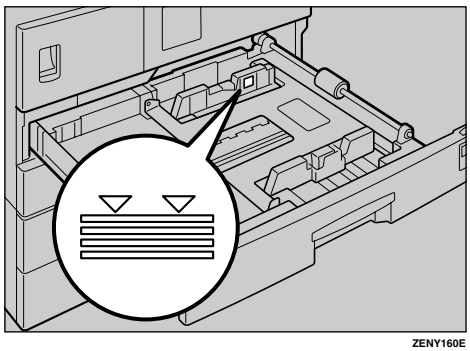
3 Push the metal plate down, then square the paper and set it in the tray.



ZENY150E

Important

❒ Do not stack paper over the limit mark.



ZENY160E

❒ If paper is left in the paper tray and then you add paper, a misfeed might occur.

Note

❒ Shuffle the paper before setting it in the tray.

4 Reinstall the back fence.

5 Push the paper tray in until it stops.

Loading paper in the optional paper tray unit

Note

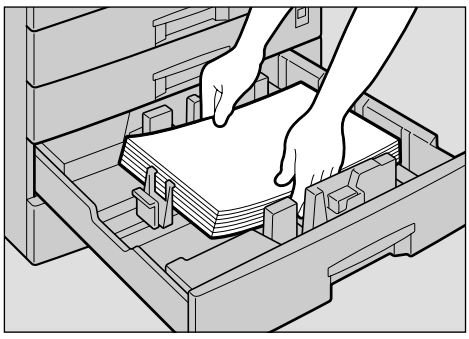
❒ The optional paper tray unit has 2 types, 1–tray type and 2–tray type, however the procedure for loading paper is the same.

1 Make sure that the optional paper tray unit is not being used.

2 Pull out the paper tray until it stops.

3 While pinching the release lever, adjust the back fence.

4 Square the paper and set it in the tray.



ZENY440E

Important

❒ If paper is left in the paper tray and then you add paper, a misfeed might occur.

Note

❒ Shuffle the paper before setting it in the tray.

❒ If the paper is curled, set the paper up side down.

5 **Reinstall the back fence.**

6 **Push the paper tray in until it stops.**

Changing the Toner Cartridge

When is displayed, it is time to supply toner.

⚠ ***WARNING:***

- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations for plastics.***

⚠ ***CAUTION:***

- *Keep toner (used or unused) and toner containers out of reach of children.*

⚠ ***CAUTION:***

- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

Important

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

❒ When adding toner, do not turn off the power switch. If you do, your settings are cleared.

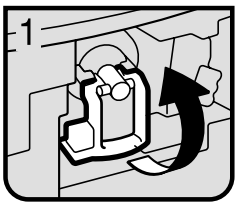
❒ Always add toner after the machine instructs you to add toner.

Note

❒ You can still make about 50 copies after the symbol is flashing, but replace the toner early to prevent poor copy quality.

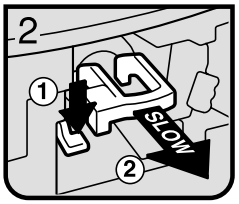
Reference

Regarding toner storage, see P.17 *"Toner Storage"*.



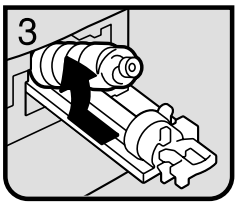
ZAAX040E

- Open the front cover of the machine.
- Lift the green holder.



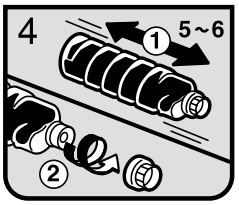
ZAAX050E

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



ZAAX060E

- Press the Toner Cartridge backward to raise its head, then gently pull out the bottle.



ZAAX070E

- Hold the new bottle horizontally and shake it 5 or 6 times.

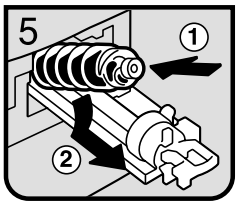
Note

❒ Do not remove the black cap when shaking.

- Remove the black cap.

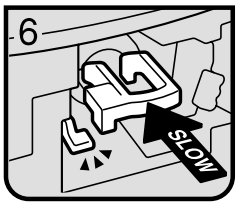
Note

❒ Do not remove the inner cap.



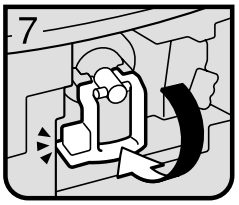
ZAAX080E

- Put the Toner Cartridge on the holder, then press its head forward.



ZAAX090E

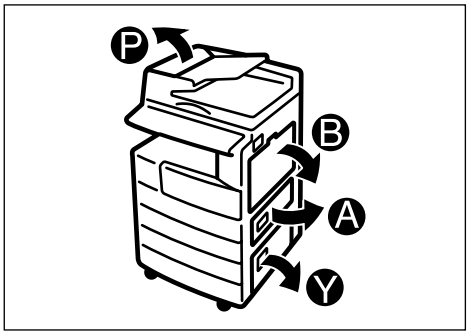
- Push the holder until it clicks.



ZAAX100E

- Push down the green holder.
- Close the front cover of the machine.

Clearing Misfeeds



ZENY170N

⚠ ***CAUTION:***

- *The fusing section of this equipment might be very hot. You should be very careful that you don't touch this section when removing the misfed paper.*

Important

❒ When clearing misfeeds, do not turn off the power switch. If you do, your copy settings are cleared.

❒ To prevent misfeeds, do not leave any torn scraps of paper within the machine.

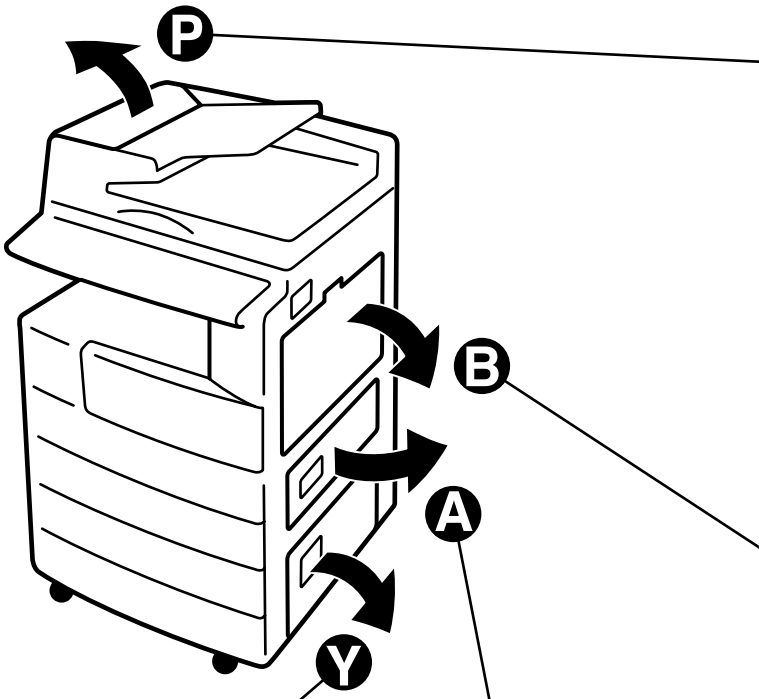
❒ If paper misfeeds occur repeatedly, contact your service representative.

Note

❒ More than one misfed areas may be indicated. In this case, check every applicable area. Refer to the following charts: A, B, P, Y.

❒ You can find a sticker explaining how to remove misfed paper inside of the right cover.

❒ When the machine instructs you to reset originals, reset your originals to the feeding position. The display will indicate the number of originals you should return.



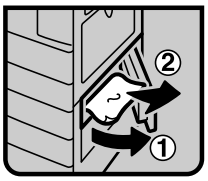
When Y is lit



1. Open the lower right cover of the optional paper tray unit and remove the misfed paper.

2. Close the cover.

When A is lit



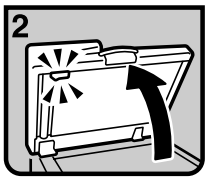
1. Open the lower right cover and remove the misfed paper.

2. Close the cover.

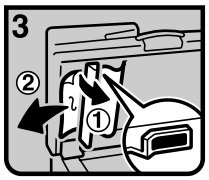
When P is lit



1.Open the cover of the document feeder and remove the misfed original.



2. Open the document feeder.



3. Pull the green knob of upper left corner and remove misfed original.

When B is lit



1. Open the right cover and remove the misfed paper.



2. Remove the misfed paper.

3. Close the right cover.

GCPJAM5N

Changing the Paper Size

Important

❒ Select the paper size with the user tools or the paper size selector. Otherwise, misfeeds might occur.

Reference

For paper sizes, weight, and capacity that can be set in each tray, see P.13 *"Copy Paper"*.

Changing the Paper Size in the Paper Tray

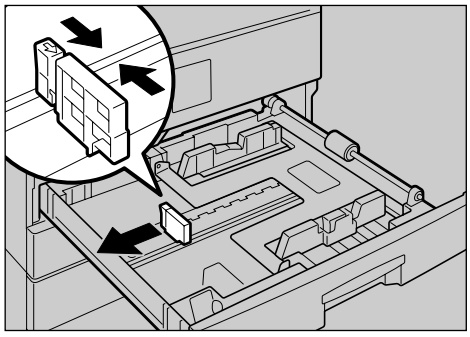
1 **Make sure that the paper tray is not being used.**

2 **Pull out the paper tray until it stops.**

Note

❒ Remove any remaining copy paper.

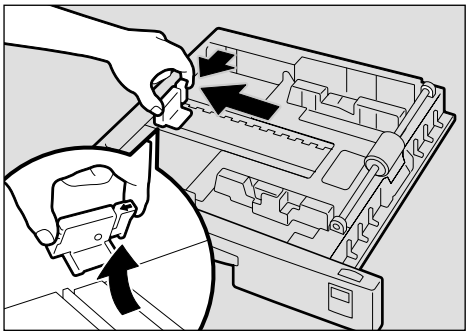
3 **While pressing the release lever, adjust the back fence.**



ZENY380E

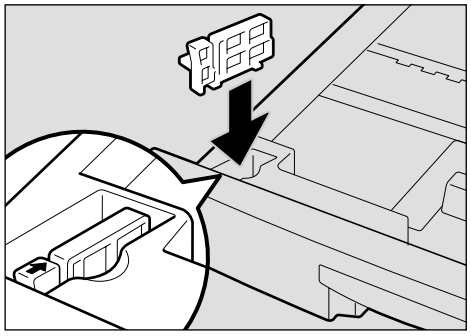
When using 11"× 17"size paper

❶ **Pull the back fence off from the tray.**



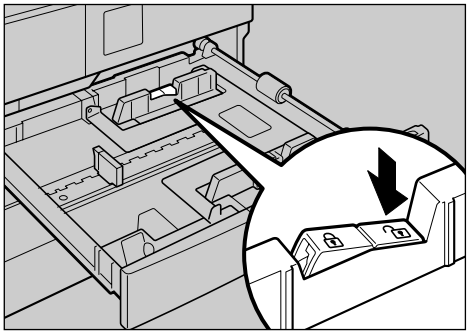
ZENY410E

❷ **Place it in the corner pocket on the left.**



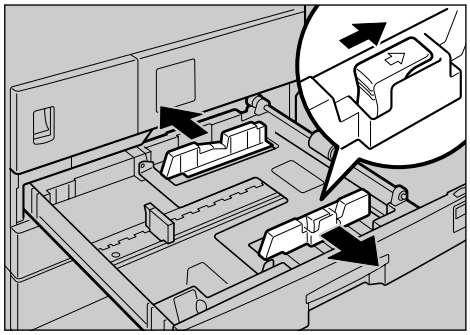
ZENY420E

4 **Press down the release button.**



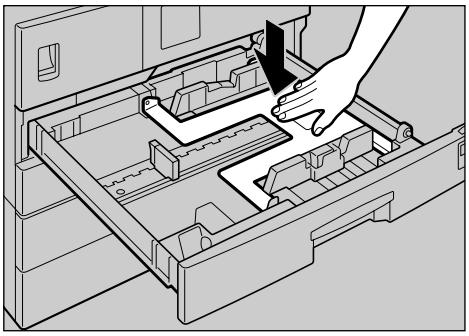
ZENY291E

5 **While pressing the release lever, adjust the side fences.**



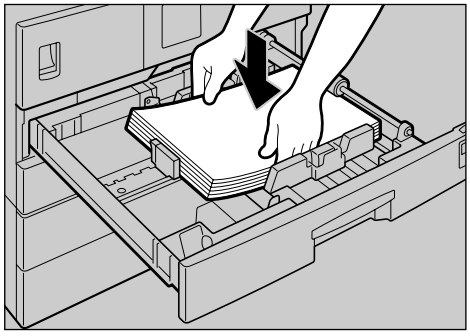
ZENY390E

6 **Push the metal plate down.**



ZENY300E

7 **Square the paper and set it in the tray.**

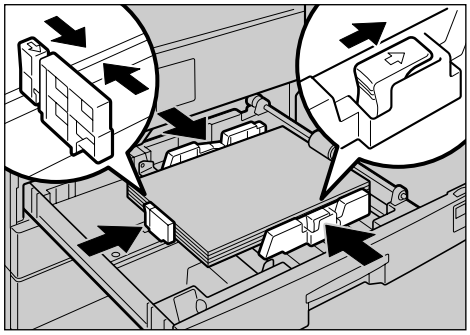


ZENY310E

Important

❒ Do not stack paper over the limit mark.

8 **While pressing the release lever, adjust the side and back fences to the new paper size.**



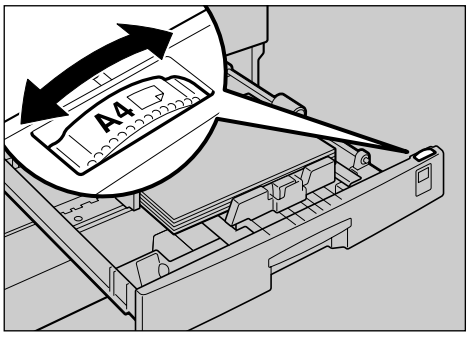
ZENY320E

Important

❒ When setting small quantities of copy paper, be careful not to squeeze in the side fence too much or paper will not be fed properly.

9 **Press down the lock button.**

10 **Adjust the tray size with the paper size selector to the new paper size.**



ZENY281E

Note

❒ Be sure to set the correct size, otherwise paper jam might occur.

❒ If you cannot find the desired paper size, select "✱", then set the copy paper size with the "8.Special Paper Size" setting in the System Settings manual.

11 **Push the paper tray in until it stops.**

Changing the Paper Size in the Optional Paper tray unit

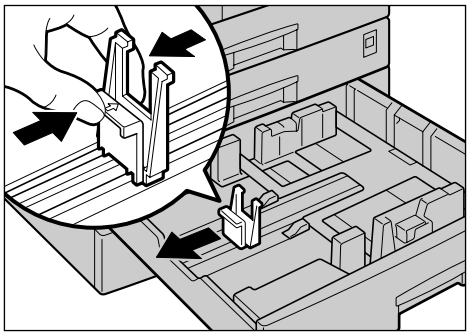
1 **Make sure that the paper tray is not being used.**

2 **Pull out the paper tray until it stops.**

Note

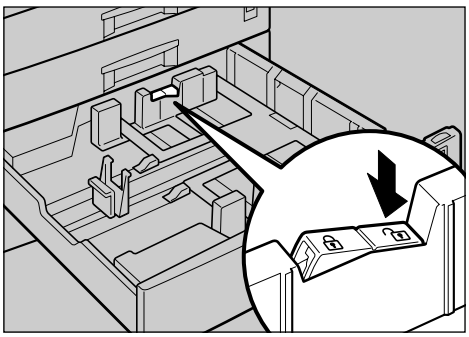
❒ Remove any remaining copy paper.

3 **While pinching the release lever, adjust the back fence.**



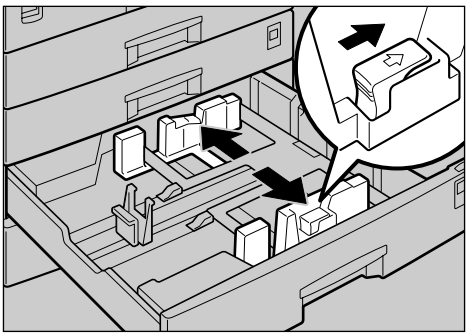
ZENY460E

4 **Press down the release button.**



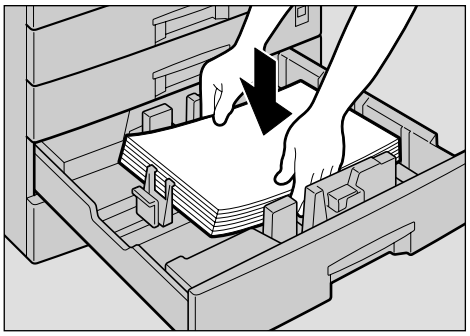
ZENY470E

5 **While pressing the release lever, adjust the side fences.**



ZENY480E

6 **Square the paper and set it in the tray.**

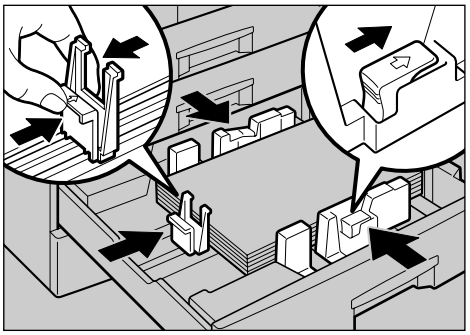


ZENY490E

Important

❒ Do not stack paper over the limit mark.

7 **While pinching the release lever, adjust the side and back fences to the new paper size.**



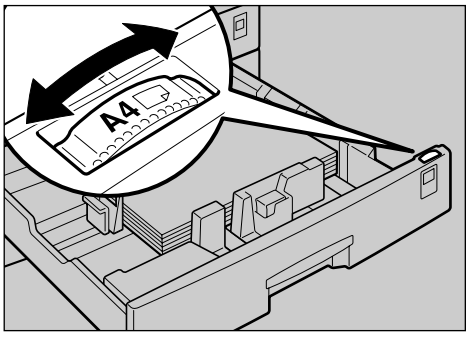
ZENY500E

Important

❒ When setting small quantities of copy paper, be careful not to squeeze in the side fence too much or paper will not be fed properly.

8 **Press down the lock button.**

9 **Adjust the tray size with the paper size selector to the new paper size.**



ZENY510E

Note

❒ Be sure to set the correct size, otherwise paper jam might occur.

❒ If you cannot find the desired paper size, select "✱", then set the copy paper size with the "8.Special Paper Size" setting in the System Settings manual.

10 **Push the paper tray in until it stops.**

4. User Tools (Copier Features)

Accessing the User Tools (Copier Features)

This section is for the key operators in change of this machine. The user tools allow you to change or set the machine's default settings.

Preparation

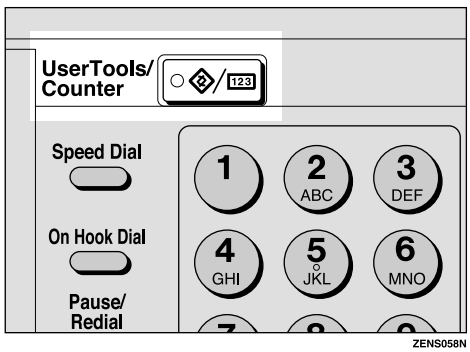
Always exit the user tools when you have finished.

Reference

For how to access the system settings, see "Accessing The User Tools (System Settings)" in the System Settings manual.

For information the Fax user tools, see the Facsimile Reference manual.

1 **Press the 【User Tools/Counter】 key.**



2 **Press the ◁ or ▷ key to display "3.Copier Features", then press the 【OK】 key.**



3 **Press the ◁ or ▷ key until desired User Tools menu is displayed, then press the 【OK】 key.**



4 **Search for the desired setting with the ◁ or ▷ key.**

Note

❒ ▷ key : Press to go to the next menu.

❒ ◁ key : Press to go back to the previous menu.

Reference

See P.59 *"User Tools (Copier Features)"*.

5 **Change the settings by following the instructions on the panel display. Then press the 【OK】 key.**

Reference

See P.62 *"Settings You Can Change with the User Tools"*.

Note

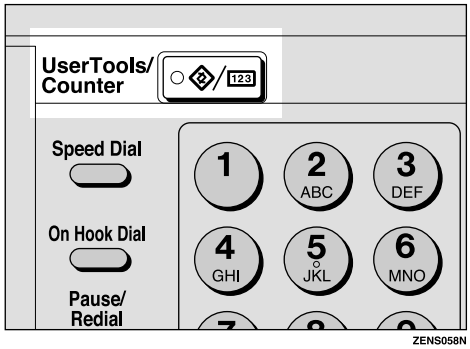
❒ 【OK】 key: Press to set the new settings and return to the previous menu.

❒ 【Cancel】 key: Press to return to the previous menu without changing any data.

❒ The settings are not canceled even if the power switch is turned off or the 【Clear Modes】 key is pressed.

Exiting the User Tools

1 Press the【User Tools/Counter】key.

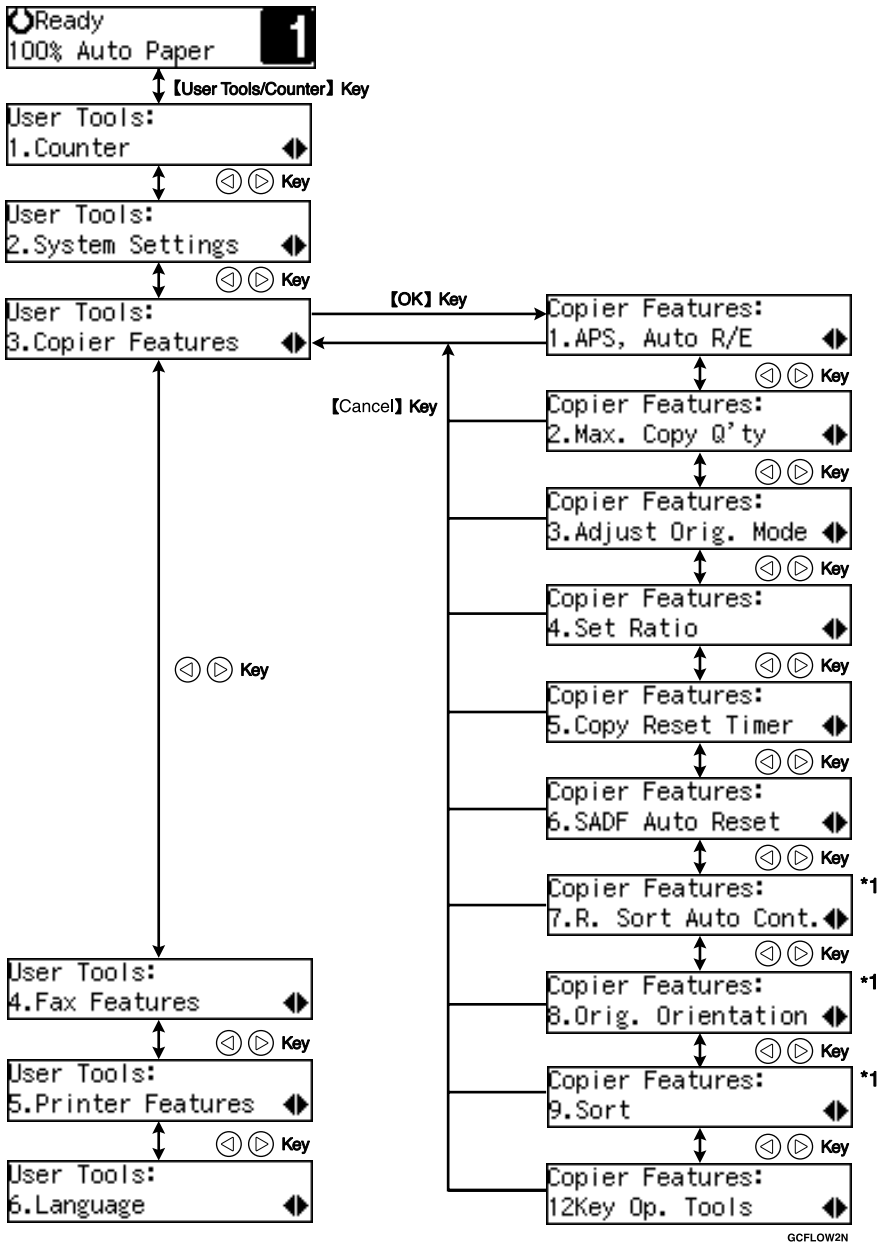


Note

❒ You can exit the User Tools mode by pressing the【Cancel】key.

❒ If you want to return to the previous mode (copy, facsimile or printer), press the【User Tools/Counter】key.

User Tools Menu (Copier Features)



*1 Displays when using Type 2, or when using Type 1 with the optional 16MB copier memory unit.

Settings You Can Change with the User Tools

Reference

For how to access the user tools, see P.59 *"Accessing the User Tools (Copier Features)"*.

Copier Features

Menu	Description
1. Auto Paper Select, Auto Reduce/Enlarge (APS. Auto R/E)	You can select Auto Paper Select (APS Priority) or Auto Reduce/Enlarge (Auto R/E Priority). When you cancel this setting, select "Off". **Note** ❒ Default: *APS Priority*
2. Maximum copy quantity (2.Max. Copy Q'ty)	The maximum copy quantity can be set between 1 and 99. **Note** ❒ Default: *99*
3. Adjust original mode (3.Adjust Orig. Mode)	You can adjust the finish quality level of copies depending on the type of the original. You can choose these mode after selecting" 1. Text" or "2. Photo". • Text Mode 1 For normal text originals • Text Mode 2 For newspapers, originals through which the rear side is moderately visible with light text • Photo Mode 1 For text/photo images which contain mainly photo areas • Photo Mode 2 For text/photo images which contain mainly text areas • Photo Mode 3 For actual photographic paper

Menu	Description
3. Adjust original mode (3.Adjust Orig. Mode)	• Special Mode 1 For originals trough which the rear side is extremely visible (or have a colored background) with light text. Also for originals with very grainy backgrounds (some newspapers) and light text • Special Mode 2 For originals with colored text and lines • Special Mode 3 For photo images created by dither patterns (dots visible), such as newspaper photos — normal resolution • Special Mode 4 For photo images created by dither patterns (dots visible), such as newspaper photos — coarse resolution • Special Mode 5 For normal text originals (when preserving the background) **Note** ❒ Default: • *1.Text : Text Mode 1* • *2.Photo : Photo Mode 1*
4.Set Ratio	Select which Reduce, Enlarge or Input Ratio is shown on the panel display with priority when the【Reduce】key or【Enlarge】key is pressed. **Note** ❒ Default: • *Ratio 1 : 50% A3→A5, 8" ×13"→A5* • *Ratio 2 : 71% A3→A4, A4→A5* • *Ratio 3 : 82% 8" ×13"→A4, B4JIS→8" ×13"* • *Ratio 4 : 93%* • *Ratio 5 : 122% 8" ×13"→A3, A4→B4JIS* • *Ratio 6 : 141% A4→A3, A5→A4* • *Ratio 7 : 200% A5→A3*
5.Copy Reset Timer	The machine returns to its initial condition automatically after your job is finished. When you set the time, select"1. On/Off" to "On"then set the "2. Timer"to the desired time. The time can be selected from 10 to 999 seconds. **Note** ❒ Default: • *1. On/Off : On* • *2. Timer : 60 sec.*

Menu	Description
6.SADF Auto Reset	When you set one original at a time in the optional document feeder, the message is displayed. It shows the document feeder is ready for another original. You can adjust this time from 3 seconds to 99 seconds in 1 second steps. **Limitation** ❒ The optional document feeder is required. **Note** ❒ Default: *4 seconds*
7.R. Sort Auto Cont.	If you select "Off" when the paper tray in use runs out of paper, the machine stops allowing you to add paper to the tray so you can have all the copies rotate-sorted. **Limitation** ❒ The optional 16MB copier memory unit is required for Type 1. **Note** ❒ Default: *Off*
8.Orientation	When you set to "On", you can select the orientation of originals with Combine/Series mode. **Limitation** ❒ The optional 16MB copier memory unit is required for Type 1. **Note** ❒ Default: *Off*
9.Sort	You can select a Sort function. "Sort" or "Rotate Sort" can be selected. See, P.29 *"Sort"*. **Limitation** ❒ The optional 16MB copier memory unit is required for Type 1. **Note** ❒ Default:*Rotate Sort*
12Key Op. Tools	If the machine is set to use the User Code function, operators must input their user codes before the machine can operate. The machine can keep count of the number of copies made under each user code.

Menu	Description
1.User Code Access	Specify whether to employ user codes to restrict copier users and manage the number of copies made. **Note** ❒ Default: *Off*
2.Check Copy Counter	You can check the number of copies made under each user code.
3.Print Counter List	You can print counter lists. **Limitation** ❒ The optional 16MB copier memory unit is required for Type 1.
4.Reset Counter	You can check the number of copies made under each user code. You can also reset each user code's counter to 0.
5. Clear all User Codes (5.Clr All User Codes)	You can clear all user codes. **Note** ❒ The number of copies made under the old code is added to that made under the new user code. ❒ The number of copies made under the deleted code is also deleted.
6.Reset All Counters	You can reset each user code's counter to 0.
7.Program User Code(Prog. User Code)	You can register user codes. **Note** ❒ Up to 50 user codes (8 digits or less) can be registered.
8.Change User Code	You can change user codes. **Note** ❒ The number of copies made under the old code is added to that made under the new user code.
9.Delete User Code	You can delete user codes. **Note** ❒ The number of copies made under the deleted code is also deleted.

Do's and Don'ts

⚠ ***CAUTION:***

- *Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.*

Important

❒ Make sure the remaining memory space is 100%, before you unplug the power cord.

❒ While the machine is unplugged, you can neither send nor receive a fax.

Reference

For details, see the Facsimile Reference manual.

- When you use this machine for a long time in a confined space without good ventilation, you may notice an odd smell. To keep the workplace comfortable, we recommend that you keep it well ventilated.
- Do not touch areas on or around the fusing unit. These areas get hot.
- After making copies continuously, you may feel the exposure glass is heated. This is not a malfunction.
- You may feel warm around the ventilation hole. This is caused by exhaust air, and is not a malfunction.
- Do not turn off the operation switch while copying or printing. When turning off the operation switch, copying with memory and printing continue. However, scanning of copy originals is interrupted.
- The machine might fail to produce good copy images if condensation forms inside the machine due to temperature change.
- Do not open the covers of the machine while copying or printing. If you do, misfeeds might occur.
- Do not move the machine while copying or printing.
- If you operate the machine improperly or a failure occurs, your settings might be lost. Be sure to take a note of your machine settings.
- Supplier shall not be liable for any loss or damages resulting from a failure on the machine, loss of machine settings, and use of the machine.

Where to Put Your Machine

Machine Environment

Your machine's location should be carefully chosen because environmental conditions greatly affect its performance.

Optimum environmental conditions

⚠ ***CAUTION:***

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

⚠ ***CAUTION:***

- *Before moving the equipment, be sure to pull all four handles fully out. Not doing this may result in an injury, such as getting your fingers pinched. After moving the equipment, return the four handles to their original positions.*
- *When the optional paper tray unit is installed, do not push the upper part of the main unit horizontally. If the paper tray unit becomes detached from the main unit, this could cause an injury.*

⚠ ***CAUTION:***

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

- Temperature: 10 – 32°C (50 – 89.6°F), humidity 54% at 32°C, 89.6°F
- Humidity: 15 – 80%, temperature 23°C, 80.6°F at 80%
- A strong and level base.
- The machine must be level within 5mm, 0.2" both front to rear and left to right.
- To avoid possible build-up of ozone, be sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m^3/hr/person.

Environments to avoid

- Locations exposed to direct sunlight or strong light (more than 1,500 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes might cause condensation within the machine.)
- Locations close to such machines generating ammonia as diazo copy machine.

- Places where the machine might be subjected to frequent strong vibration.
- Dusty areas.
- Areas with corrosive gases.

Power Connection

⚠ ***WARNING:***

- ***Only connect the machine to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.***
- ***Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.***

⚠ ***WARNING:***

- ***Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.***

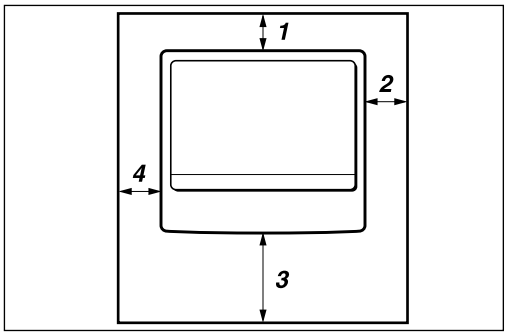
⚠ ***CAUTION:***

- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*

- When the main switch is in the Stand-by positions, the optional anti-condensation heaters are on. In case of emergency, unplug the machine's power cord.
- When you unplug the power cord, the anti-condensation heaters turn off.
- Make sure the plug is firmly inserted in the outlet.
- Voltage must not fluctuate more than 10%.
- The socket-outlet shall be installed near the equipment and shall be easily accessible.

Access to Machine

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



1. **Rear: more than 1cm (0.4")**
2. **Right: more than 1cm (0.4")**
3. **Front: more than 75cm (29.6")**
4. **Left: more than 1cm (0.4")**

Note

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

Maintaining Your Machine

If the exposure glass, platen cover or document feeder white sheet is dirty, you might not be able to make copies as you want. Clean them if you find them dirty.

❖ **Cleaning the machine**

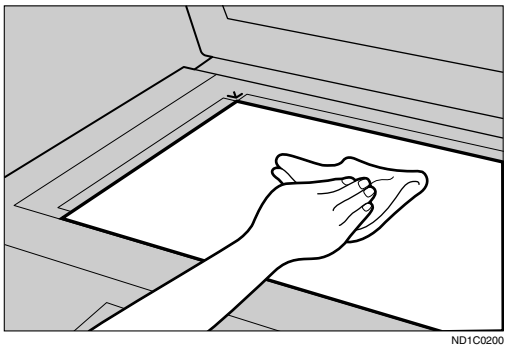
Wipe the machine with a soft, damp cloth. Then wipe it with a dry cloth to remove the water.

Important

❒ Do not use chemical cleaner or organic solvent such as thinner or benzene. If they get into the machine or melt plastic parts, a failure might occur.

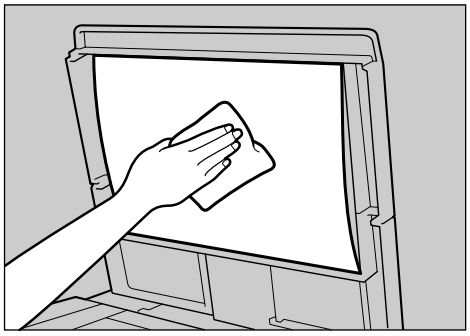
❒ Do not clean parts other than those specified in this manual. Such parts should be cleaned by your service representative.

Cleaning the Exposure Glass



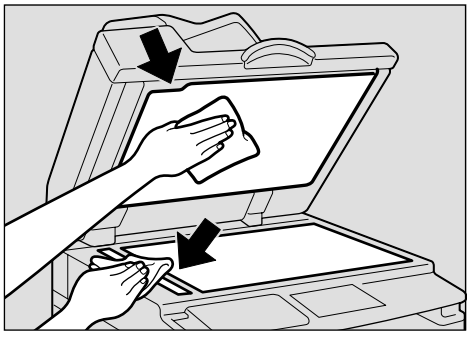
ND1C0200

Cleaning the Platen Cover



TRSR140E

Cleaning the Document Feeder



ZAAH211E

Mainframe

- **Configuration:**
  Desktop
- **Photosensitivity type:**
  OPC drum (Φ30)
- **Original scanning:**
  One-dimensional solid scanning system through CCD
- **Copy process:**
  Dry electrostatic transfer system
- **Development:**
  Dry two-component magnetic brush development system
- **Fusing:**
  Heating roll system
- **Resolution:**
  600dpi
- **Exposure glass:**
  Stationary original exposure type
- **Original reference position:**
  Rear left corner
- **Warm-up time:**
  Less than 25 seconds (20°C)
- **Originals:**
  Sheet/book/objects
- **Maximum original size:**
  A3, 11" × 17"
- **Copy paper size:**
  - Trays: A3 – A5, 11" × 17" – $5^1/_2$" × $8^1/_2$"
  - Bypass: A3 – A6, 11" × 17" – $5^1/_2$" × $8^1/_2$"
  - Bypass (custom size):
    Vertical: 90 – 305mm, 3.5" – 12.0"
    Horizontal: 148 – 1,260mm, 5.8" – 49.6"
  - Paper tray unit: A3 – A5, 11" × 17" – $5^1/_2$" × $8^1/_2$"

❖ **Copy paper weight:**

- Paper trays (Standard size): 60 – 90g/m^2, 16 – 24 lb
- Bypass tray: 52 – 162g/m^2, 14 – 43 lb
- Paper tray unit: 60 – 105g/m^2, 16 – 28 lb

❖ **Non-reproduction area:**

- Leading edge: 2 ± 1.5mm
- Trailing edge: more than 0.5mm
- Left edge: 2 ± 1.5mm
- Right edge: more than 0.5mm

❖ **First copy time:**

6.9 seconds or less
(A4 ▯, $8^1/_2$" × 11" ▯ 100%, feeding from 1st paper tray)

❖ **Copying speed: (Type 1 with the optional 16MB copier memory unit)**

- 9 copies/minute (A3▭, 11" × 17"▭)
- 10 copies/minute (B4JIS▭)
- 15 copies/minute (A4 ▯, $8^1/_2$" × 11" ▯)

❖ **Copying speed: (Type 1 without the optional 16MB copier memory unit)**

- 8 copies/minute (A3▭, 11" × 17"▭)
- 9 copies/minute (B4JIS▭)
- 15 copies/minute (A4 ▯, $8^1/_2$" × 11" ▯)

❖ **Copying speed: (Type 2)**

- 10 copies/minute (A3▭, 11" × 17"▭)
- 12 copies/minute (B4JIS▭)
- 18 copies/minute (A4 ▯ , $8^1/_2$" × 11"▭)

❖ Reproduction ratio:

Preset reproduction ratios:

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

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

❖ Continuous copying count:

1 – 99 copies

❖ Copy paper capacity:

- 1st and 2nd paper trays: 250 sheets (80g/m^2, 20 lb)

❖ Power consumption:

	Mainframe only	Full system [*1]
Warm up	About 780W	About 790W
Stand-by	About 120Wh	About 130Wh
During printing	About 480Wh	About 480Wh
Maximum	Less than 1,000W	Less than 1,000W

[*1] Mainframe with the optional document feeder, paper tray unit, and 16MB copier memory unit (Type 1 only) or 32MB DIMM.

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

- Type 1: 550 × 568 × 420mm, 21.65" × 22.36" × 16.54"
- Type 2: 550 × 568 × 518mm, 21.65" × 22.36" × 20.39"

❖ Noise Emission [*1] :

- Sound power level

	Mainframe only	Complete System [*3]
Stand-by	39.6dB (A)	39.6dB (A)
During printing	60.1dB (A)	62.9dB (A)

- Sound pressure level [*2]

	Mainframe only	Complete System [*3]
Stand-by	28.2dB (A)	28.2dB (A)
During printing	51.0dB (A)	53.6dB (A)

[*1] The above measurements made in accordance with ISO 7779 are actual value.
[*2] It is measured at the position of the operator.
[*3] The Complete System consists of mainframe with full options.

❖ Weight:

- Type 1: Approx. 35kg, 77.16 lb
- Type 2: Approx. 42kg, 92.81 lb

Note

❒ Specifications are subject to change without notice.

Document Feeder (ADF) (Option)

❖ **Mode:**
- ADF mode, SADF mode

❖ **Original size:**
- A3 A5
- 11" × 17" $5^1/_2$" × $8^1/_2$"

❖ **Original weight:**
- 1-sided originals: 52 105g/m^2 (14 28 lb)

❖ **Number of originals to be set:**
- 30 sheets (80g/m^2, 20 lb)

❖ **Maximum power consumption:**
- less than 25W (power is supplied from the main frame.)

❖ **Dimensions (W × D × H):**
- 550 × 470 × 90mm, 21.7" × 18.6" × 3.6"

❖ **Weight:**
- Approx. 7kg, 15.4 lb

Note

❒ Specifications are subject to change without notice.

Paper Tray Unit (1-tray type) (Option)

❖ **Copy paper weight:**
60 – 105g/m^2 (16 – 28 lb)

❖ **Available paper size:**
A3⬓, B4JIS⬓, A4⬓⬓, B5JIS⬓⬓, A5⬓⬓, 11" × 17"⬓, $8^1/_2$" × 14"⬓, $8\ ^1/_2$" × 13"⬓, $8^1/_4$" × 14"⬓, $8^1/_4$" × 13"⬓, 8" × 13"⬓, $8\ ^1/_2$" × 11"⬓⬓, $7^1/_4$" × $10^1/_2$"⬓⬓, $5\ ^1/_2$" × $8\ ^1/_2$"⬓, 8K⬓, 16K⬓⬓

❖ **Maximum power consumption:**
23W (power is supplied from the main frame.)

❖ **Paper capacity:**
500 sheets (80g/m^2, 20 lb)

❖ **Dimensions (W × D × H):**
550 × 520 × 134mm, 21.7" × 20.5" × 5.36"

❖ **Weight:**
Approx. 12kg, 26.4 lb

Note

❒ Specifications are subject to change without notice.

Paper Tray Unit (2-tray type) (Option)

❖ **Copy paper weight:**
60 – 105g/m^2 (16 – 28 lb)

❖ **Available paper size:**
A3▭, B4JIS▭, A4▯▭, B5JIS▯▭, A5▯▭, 11" × 17"▭, $8^1/_2$" × 14"▭, $8\ ^1/_2$" × 13"▭, $8^1/_4$" × 14"▭, $8^1/_4$" × 13"▭, 8" × 13"▭, $8\ ^1/_2$" × 11"▯▭, $7^1/_4$" × $10^1/_2$"▯▭, $5\ ^1/_2$" × $8\ ^1/_2$"▭, 8K▭, 16K▯▭

❖ **Maximum power consumption:**
28W (power is supplied from the main frame.)

❖ **Paper capacity:**
500 sheets (80g/m^2, 20 lb) × 2 trays

❖ **Dimensions (W × D × H):**
550 × 520 × 271mm, 21.7" × 20.5" × 10.7"

❖ **Weight:**
Approx. 25kg, 55.2 lb

Note

❒ Specifications are subject to change without notice.

16MB Copier Memory Unit (Option)

❖ **Memory capacity:**
16MB (For Type 1 only)

❖ **Additional functions:**
Increases copier features, allowing you to use the optional document feeder (ADF), Sort, Combine or Printing counter features.

❖ **Number of originals that can be stored: about 30 pages**
(reference value based on ITU-T No.4 chart)

32MB DIMM (Option)

❖ **Memory capacity:**
32MB DIMM (For Type 1, it is available only when the optional 16MB copier memory unit is installed.)

❖ **Additional functions:**
Increased memory capacity

❖ **Number of originals that can be stored: about 99 pages**
ITU-T No.4 chart

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MEMO

MEMO

MEMO