INTRODUCTION

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

Please read the next section before using this copier. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

SAFETY INFORMATION

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

Safety During Operation

In this manual, the following important symbols are used:

⚠ ***WARNING:*** ***Ignoring this warning could cause serious injury or even death.***

⚠ ***Caution:*** ***Ignoring this caution could cause injury or damage to property.***

Examples Of Indications



- ***Symbol ⚠ means a situation that requires you take care.***



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



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

⚠ ***WARNINGS:***



- ***Only connect the copier to the power source described on the inside front cover of this manual. Avoid multi-wiring as it could cause an electric shock or a fire.***
- ***Avoid using an extension cord. Make sure the wall outlet is near the copier and freely accessible so that in event of an emergency it can be unplugged easily.***
- ***Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it, pull it hard or bend it more than necessary. These actions could cause and electric shock or fire.***
- ***Do not plug or unplug the power cord with wet hands or an electric shock might occur.***



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



- ***If the copier looks damaged or breaks down, smoke is coming out, there is a strange smell or anything looks unusual, immediately turn off the main power switch then unplug the power cord from the wall. Do not continue using the copier in this condition. Contact your service representative.***



- ***Do not put any metal objects or containers holding water (e.g. vases, flowerpots, glasses) on the copier. If the contents fall inside the copier a fire or electric shock could occur.***



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



- ***If any metal, liquid or foreign matter falls into the copier, turn off the main switch and unplug the main power cord. Contact your service representative. Do not keep using the copier with a fault or defect.***

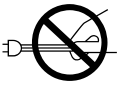


- ***Do not insert your hands between sorter bins when your copier is equipped with the 20-bin sorter stapler. You may be injured.***

⚠ ***Cautions:***



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



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



- ***Keep the copier away from humidity and dust. A fire or an electric shock might occur.***
- ***Do not place the copier on an unstable or tilted surface. If it topples over it could cause injury.***
- ***Do not reuse stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. Otherwise, a fire might occur.***



- ***After you move the copier, fix it with the caster fixture. Otherwise, the copier might move or come down to cause a personal injury.***
- ***If you use this copier in a confined space, make sure there is a continuous air turnover.***



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



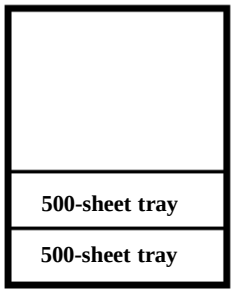
- ***This copier has been tested for safety using this supplier's parts and consumable. We recommend you only use these specified supplies.***

WHERE IS IT
& WHAT IS IT

MODELS

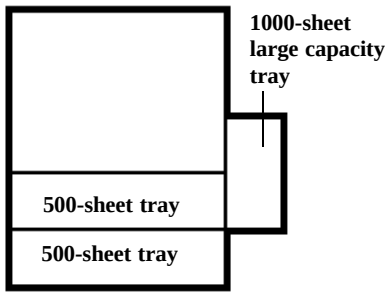
Basic

Two 500-sheet trays



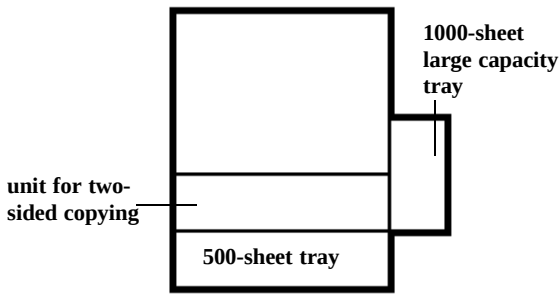
With 1000-sheet large capacity tray

Two 500-sheet trays
A 1000-sheet large capacity tray



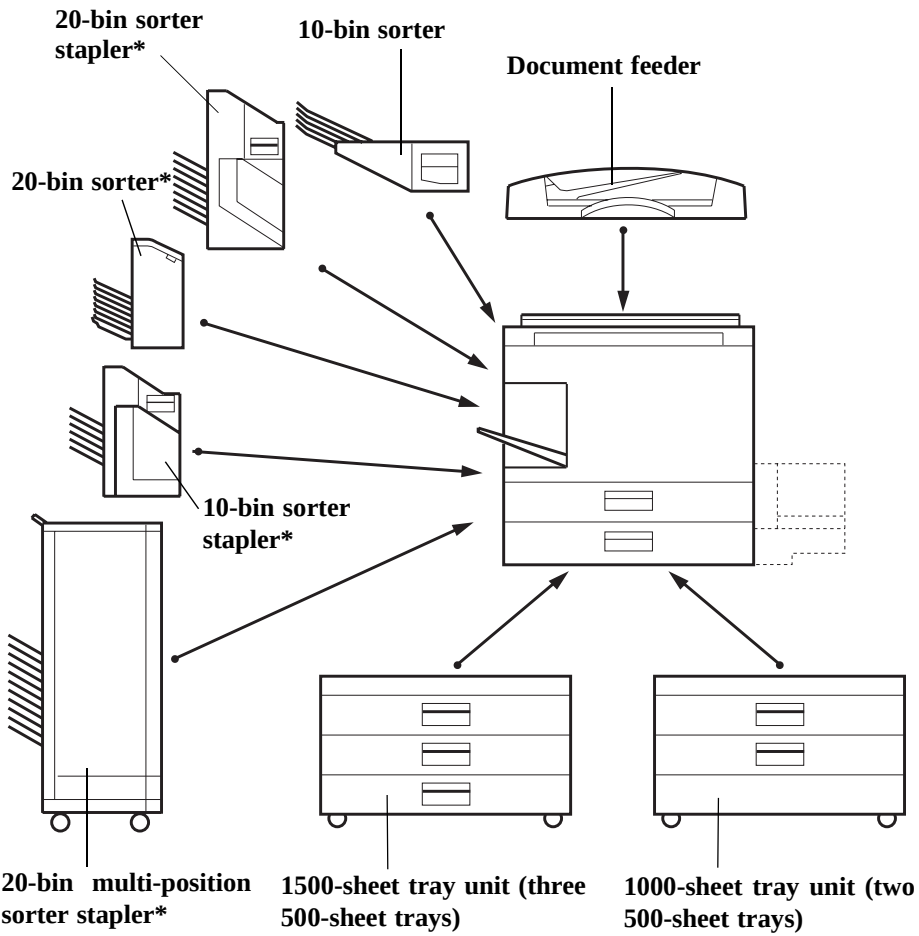
With 1000-sheet large capacity tray and unit for two-sided copying

A 500-sheet tray
A 1000-sheet large capacity tray
A unit for two-sided copying



OPTIONS

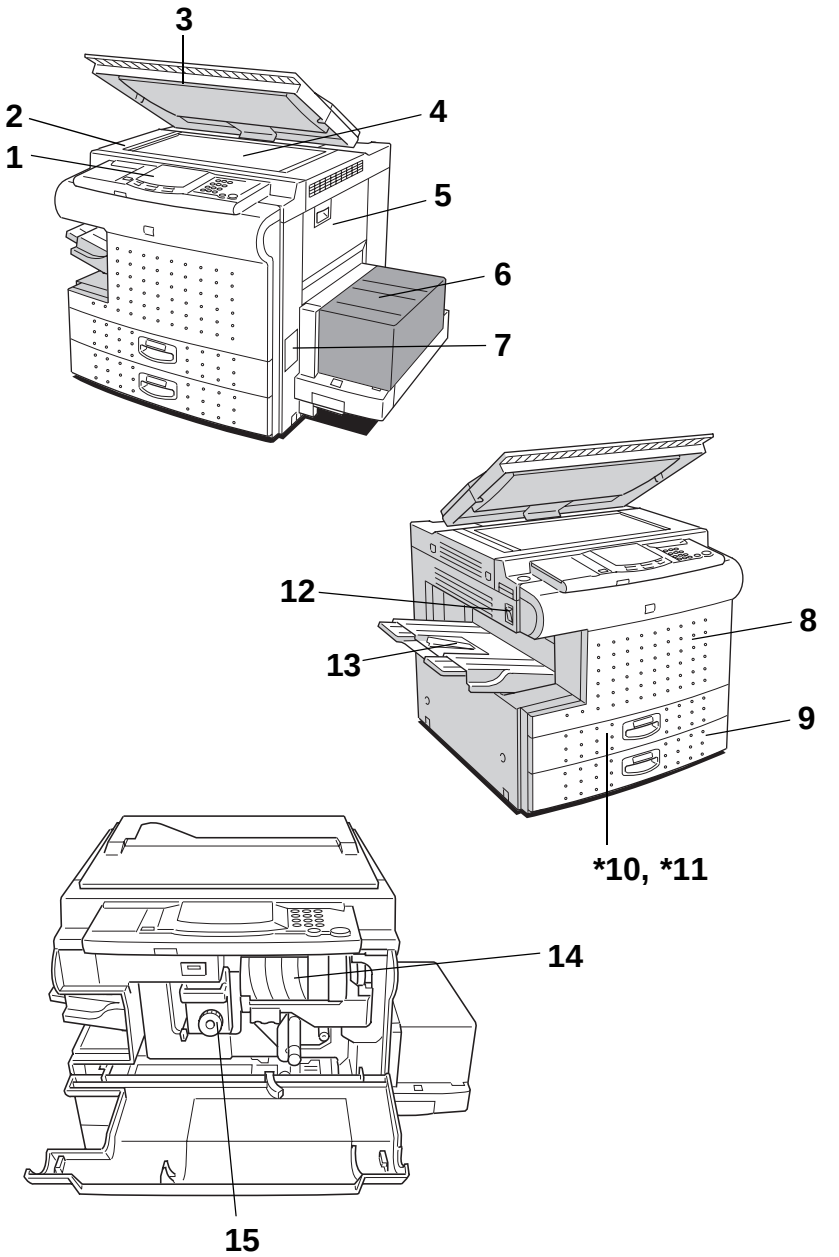
This copier can be provided with the following options:



*Other options: Platen cover (in some areas), key counter

***** These options require the optional sorter adapter.

COPIER EXTERIOR AND INTERIOR

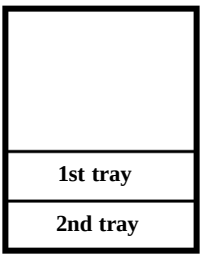


1.	**Operation panel**	Operator controls and indicators are located here.
2.	**Left scale**	Use to align originals on the exposure glass.
3.	**Platen cover (option in some areas)**	Lower this cover over originals for copying.
4.	**Exposure glass**	Position originals here face down for copying.
5.	**Bypass feed table**	Use to copy onto OHP sheets, adhesive labels, translucent paper, post cards, and special size paper.
6.	**1000-sheet large capacity tray**	This tray can hold 1,000 sheets of copy paper. Two of three models have this tray. (☛ See page 2.)
7.	**Key counter holder**	Insert the optional key counter here.
8.	**Front cover**	Open to access the inside of the copier.
9.	**500-sheet tray**	This tray can hold 500 sheets of copy paper.
***10.**	**500-sheet tray**	This tray can hold 500 sheets of copy paper. The model with a unit for two-sided copying does not have this tray. Instead, it has the unit for two-sided copying (*11).
***11.**	**Unit for two-sided copying**	This unit is used to make two-sided copies.
12.	**Main switch**	Switches the copier between on and stand-by conditions. ("stand-by" means that the anticondensation heaters are on.)
13.	**Copy tray**	Completed copies are delivered here.
14.	**Toner Bottle**	Replace the toner bottle when the **Add Toner** indicator is lit or blinking.
15.	**Fusing Unit**	Fuses the copy image to the paper. When accessing the inside of the copier, use caution. This unit may be very hot.

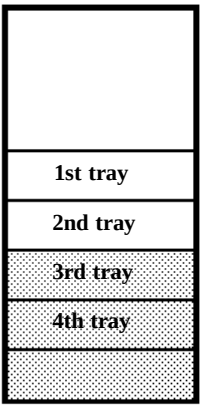
PAPER TRAYS

Each 500-sheet tray's name changes depending on what kind of copier and optional paper tray unit you have. Find your copier among the illustrations below and on the next page. Then, when you find paper tray's name (ex. 1st tray) in this manual, confirm which paper tray is pointed in the case of your copier.

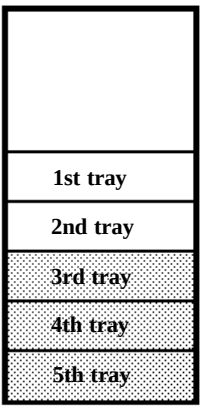
Basic



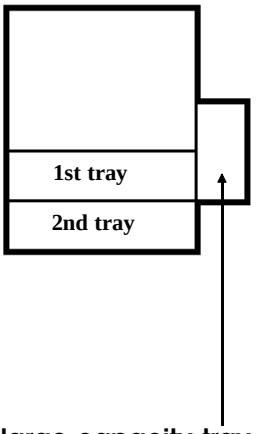
With optional 1000-sheet tray unit



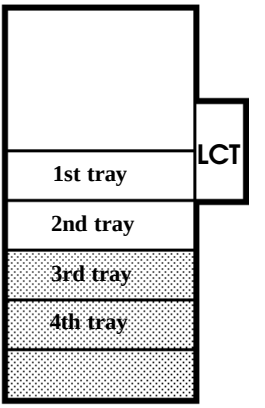
With optional 1500-sheet tray unit



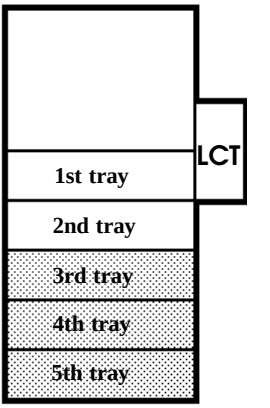
With large capacity tray



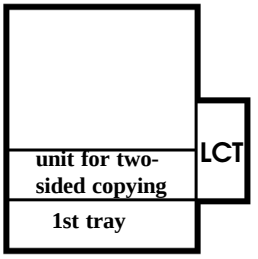
With large capacity tray and optional 1000-sheet tray unit



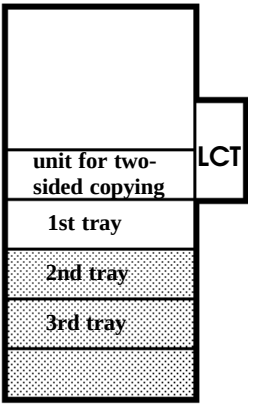
With large capacity tray and optional 1500-sheet tray unit



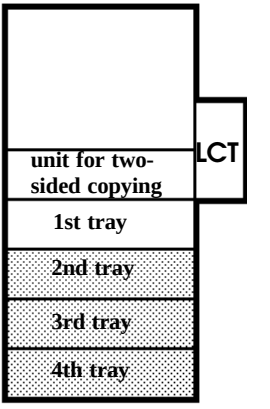
With large capacity tray and unit for two-sided copying



With large capacity tray, unit for two-sided copying, and optional 1000-sheet tray unit

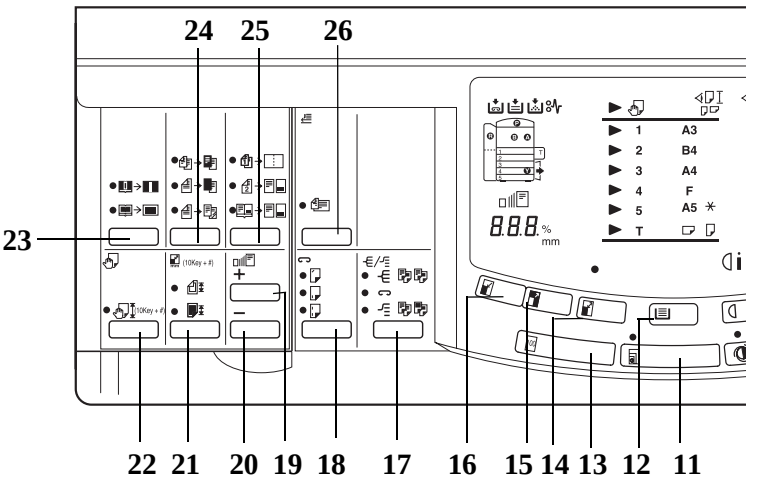


With large capacity tray, unit for two-sided copying, and optional 1500-sheet tray unit

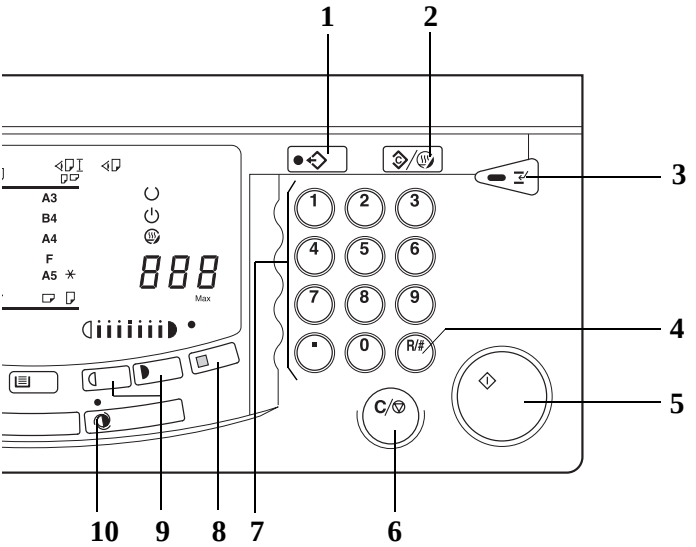


OPERATION PANEL

Keys 1
Basic & With 1000-sheet Large Capacity Tray



1. **Program key** ☛ See page 76.
2. **Clear Modes/Energy Saver key**
   Press to clear the copier of previously entered settings. Press this key for more than 1 second to enter/exit the Energy Saver mode. ☛ See pages 39 and 92.
3. **Interrupt key** ☛ See pages 50 and 51.
4. **Recall/Enter key**
   Use to enter data.
5. **Start key**
   Press to start copying.
   Use to set the Auto Start.
   ☛ See page 56.
6. **Clear/Stop key**
   Press to cancel the copy number entered. While copying, press to stop copying. This key is also used to clear data.
7. **Number keys**
   Use to enter the desired number of copies. They are also used to enter data.
8. **Halftone key**
   ☛ See page 42.
9. **Lighter and Darker keys**
   ☛ See page 41.
10. **Auto Image Density key**
    ☛ See page 41.
11. **Auto Paper Select key**
    ☛ See page 43.
12. **Paper Selection key**
    ☛ See page 40.
13. **Full Size key** ☛ See page 40.



14. Auto Reduce/Enlarge key
☛ See page 45.

15. Enlarge key ☛ See page 52.

16. Reduce key ☛ See page 52.

17. Sorter key (option)
☛ See pages 84 ~ 90.

18. Staple Position key (option)
☛ See pages 88 and 89.

19. Zoom Up key
Enlarges in 1% steps. ☛ See page 53.

20. Zoom Down key
Reduces in 1% steps. ☛ See page 53.

21. Size Magnification key
Copier sets the magnification for your paper and original sizes. ☛ See page 54.
or
10 Key Zoom key ☛ See page 53.

22. Bypass Feed key
☛ See page 49.

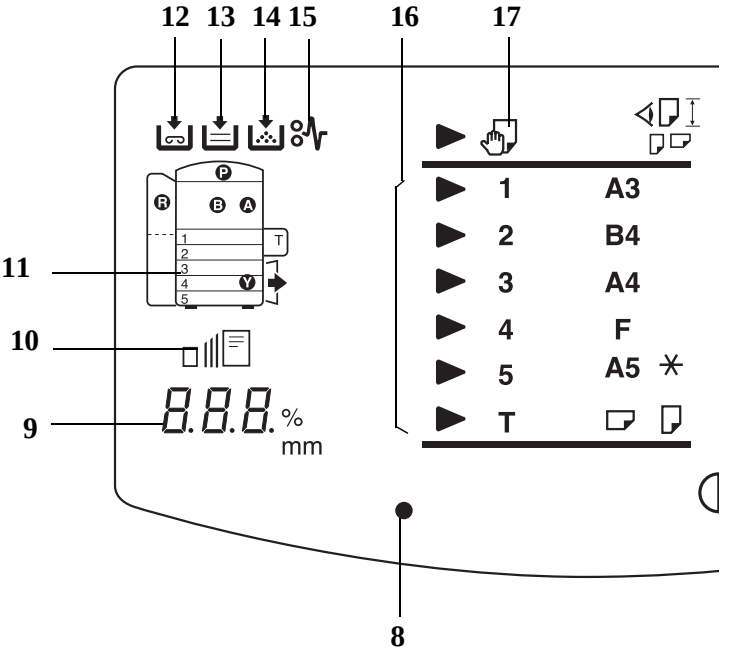
23. Erase key ☛ See page 73.
or
Margin Adjustment key
☛ See page 74.

24. Cover/Slip Sheet key
☛ See pages 62 ~ 71.

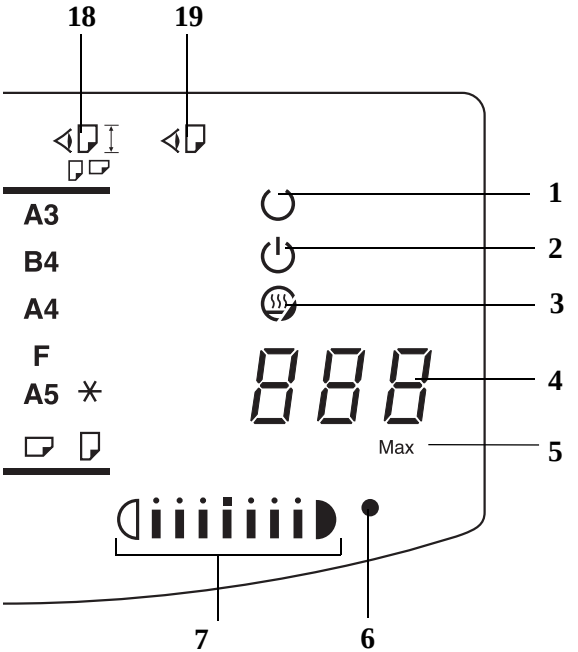
25. Single Copies key
☛ See pages 57 ~ 61.

26. DF key (option)
☛ See page 46.

Indicators 1
Basic & With 1000-sheet Large Capacity Tray



1. **Ready indicator** ☛ See page 38.
2. **Wait indicator** ☛ See page 38.
3. **Energy Saver indicator** ☛ See pages 39 and 92.
4. **Copy Counter**
   Indicates the number of copies.
   Data display. ☛ See pages 99 and 127.
5. **Max indicator** ☛ See page 101.
6. **Halftone indicator** ☛ See page 42.
7. **Manual Image Density indicator** ☛ See pages 41 and 101.
8. **Auto Reduce/Enlarge indicator** ☛ See page 45.
9. **Three Digit indicator**
   Data display.
10. **Zoom indicator**
    Lights when you use the Zoom function.



11. Misfeed Location display
☛ See page 109.

12. Add Staple indicator ☛ See pages 98 and 107.

13. Load Paper indicator
☛ See pages 98 and 104.

14. Add Toner indicator ☛ See pages 98 and 106.

15. Check Paper Path indicator
☛ See pages 98 and 109.

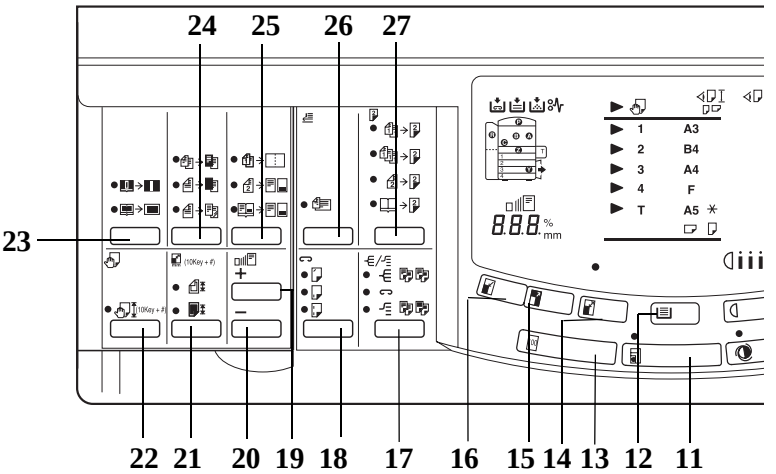
16. Paper Size indicators
Show the selected feed station, copy paper size, and direction.

17. Bypass Feed indicator
☛ See page 47.

18. Check Paper Size/Direction indicator
☛ See page 101.

19. Check Paper Size indicator
☛ See page 100.

Keys 2
With 1000-sheet Large Capacity Tray And Unit For Two-sided Copying



1. **Program key** ☛ See page 76.

2. **Clear Modes/Energy Saver key**
   Press to clear the copier of previously entered settings. Press this key for more than 1 second to enter/exit the Energy Saver mode. ☛ See pages 39 and 92.

3. **Interrupt key** ☛ See pages 50 and 51.

4. **Recall/Enter key**
   Use to enter data in selected mode.

5. **Start key**
   Press to start copying.
   Use to set the Auto Start.
   ☛ See page 56.

6. **Clear/Stop key**
   Press to cancel the copy number entered. While copying, press to stop copying. This key is also used to clear data.

7. **Number keys**
   Use to enter the desired number of copies. They are also used to enter data.

8. **Halftone key**
   ☛ See page 42.

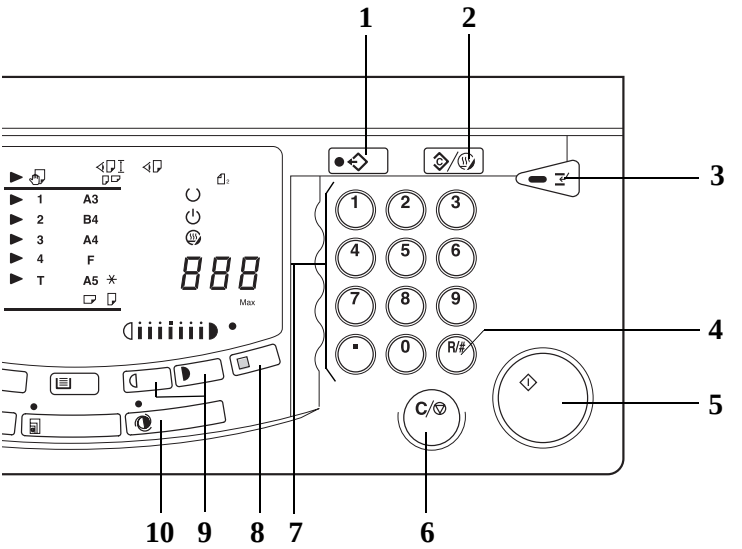
9. **Lighter and Darker keys**
   ☛ See page 41.

10. **Auto Image Density key**
    ☛ See page 41.

11. **Auto Paper Select key**
    ☛ See page 43.

12. **Paper Selection key**
    ☛ See page 40.

13. **Full Size key** ☛ See page 40.



14. Auto Reduce/Enlarge key
☛ See page 45.

15. Enlarge key ☛ See page 52.

16. Reduce key ☛ See page 52.

17. Sorter key (option)
☛ See pages 84 ~ 90.

18. Staple Position key (option)
☛ See pages 88 and 89.

19. Zoom Up key
Enlarges in 1% steps. ☛ See page 53.

20. Zoom Down key
Reduces in 1% steps. ☛ See page 53.

21. Size Magnification key
Copier sets the magnification for your paper and original sizes. ☛ See page 54.
or
10 Key Zoom key ☛ See page 53.

22. Bypass Feed key
☛ See page 49.

23. Erase key ☛ See page 73.
or
Margin Adjustment key
☛ See page 74.

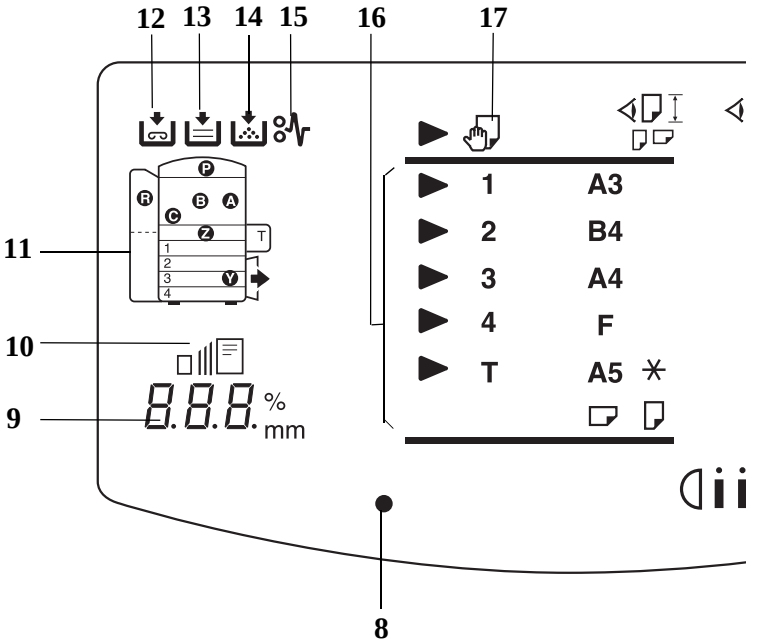
24. Cover/Slip Sheet key
☛ See pages 62 ~ 71.

25. Single Copies key ☛ See pages 57 ~ 61.

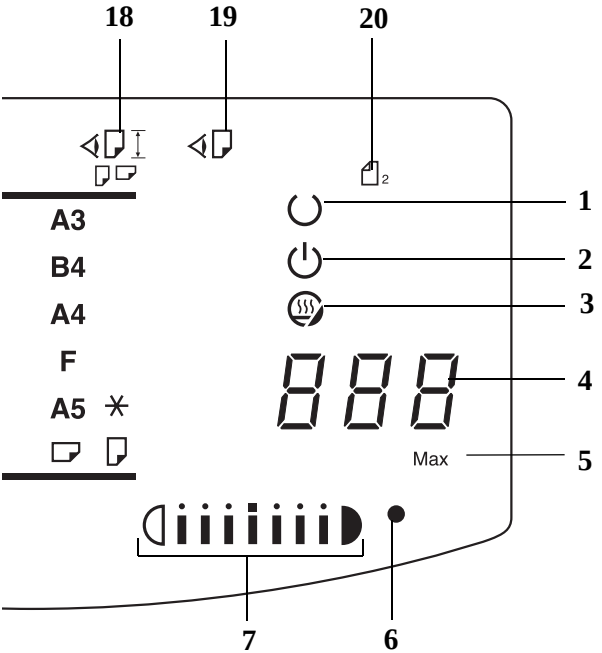
26. DF key (option)
☛ See page 46.

27. Duplex key
☛ See pages 80 ~ 83.

Indicators 2
With 1000-sheet Large Capacity Tray And Unit For Two-sided Copying



1. **Ready indicator** ☛ See page 38.
2. **Wait indicator** ☛ See page 38.
3. **Energy Saver indicator** ☛ See pages 39 and 92.
4. **Copy Counter**
   Indicates the number of copies.
   Data display. ☛ See pages 99 and 127.
5. **Max indicator** ☛ See page 101.
6. **Halftone indicator** ☛ See page 42.
7. **Manual Image Density indicator** ☛ See pages 41 and 101.
8. **Auto Reduce/Enlarge indicator** ☛ See page 45.
9. **Three Digit indicator**
   Data display.
10. **Zoom indicator**
    Lights when you use the Zoom function.



11. Misfeed Location display
☛ See page 109.

12. Add Staple indicator ☛ See pages 98 and 107.

13. Load Paper indicator
☛ See pages 98 and 104.

14. Add Toner indicator ☛ See pages 98 and 106.

15. Check Paper Path indicator
☛ See pages 98 and 109.

16. Paper Size indicators
Show the selected feed station, copy paper size, and direction.

17. Bypass Feed indicator
☛ See page 47.

18. Check Paper Size/Direction indicator ☛ See page 101.

19. Check Paper Size indicator
☛ See page 100.

20. Second Original indicator
☛ See page 101.

WHAT YOU CAN DO WITH THIS COPIER

FUNCTIONS

Auto image density

☛ See page 41.

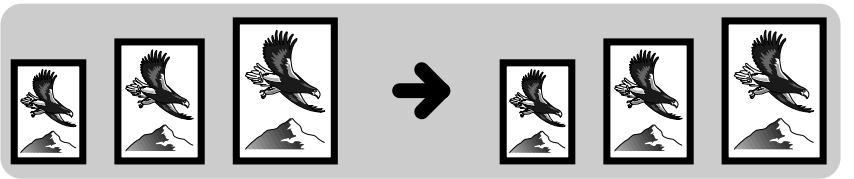
Manual image density

☛ See page 41.

Halftone copying

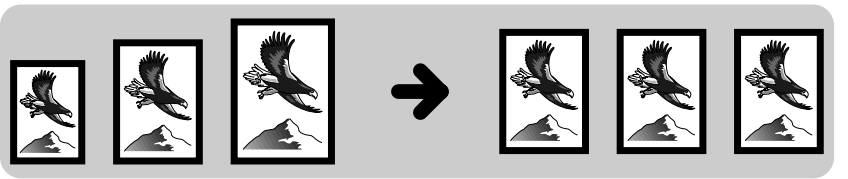
☛ See page 42.

Having the copier choose the paper size



☛ See page 43.

Having the copier choose the reproduction ratios



☛ See page 45.

Copying originals of different sizes in the optional document feeder

☛ See page 46.

Copying from the bypass feed table

☛ See page 47.

Copying special paper sizes from the bypass feed table

☛ See page 49.

Temporarily stopping one job to copy something else

☛ See page 50.

Reducing and enlarging

Reducing and enlarging using preset ratios



Reducing and enlarging with the Zoom Up (+) and Zoom Down (-) keys
Reducing and enlarging with Number keys



Fitting the original to a copy of a different size



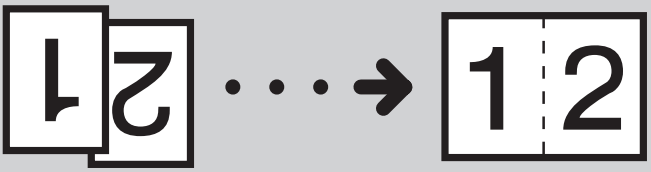
☛ See page 52.

Entering copy job settings during the warm-up period

☛ See page 56.

Making one-sided copies from various originals

From 2 one-sided originals to 1 one-sided copy



From 1 two-sided original to 2 one-sided copies

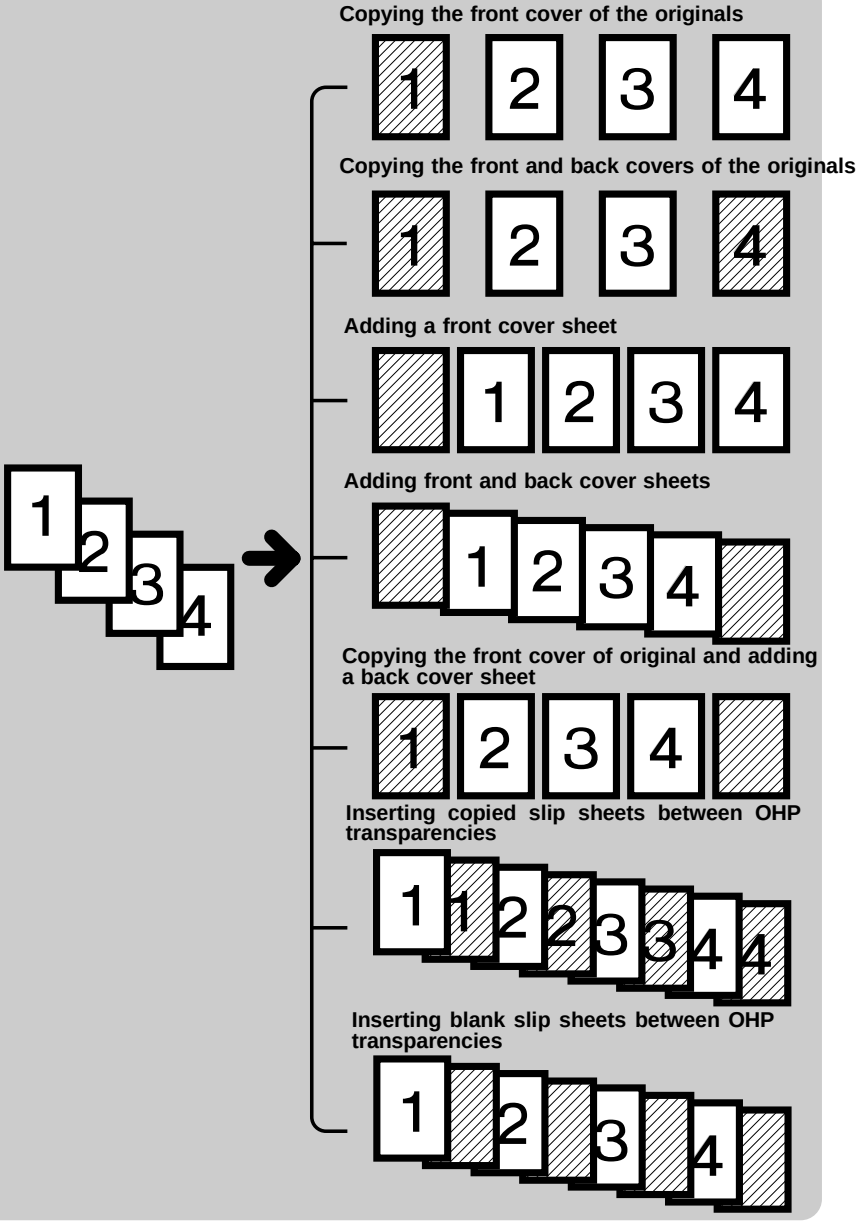


From 2 facing pages to 2 one-sided copies



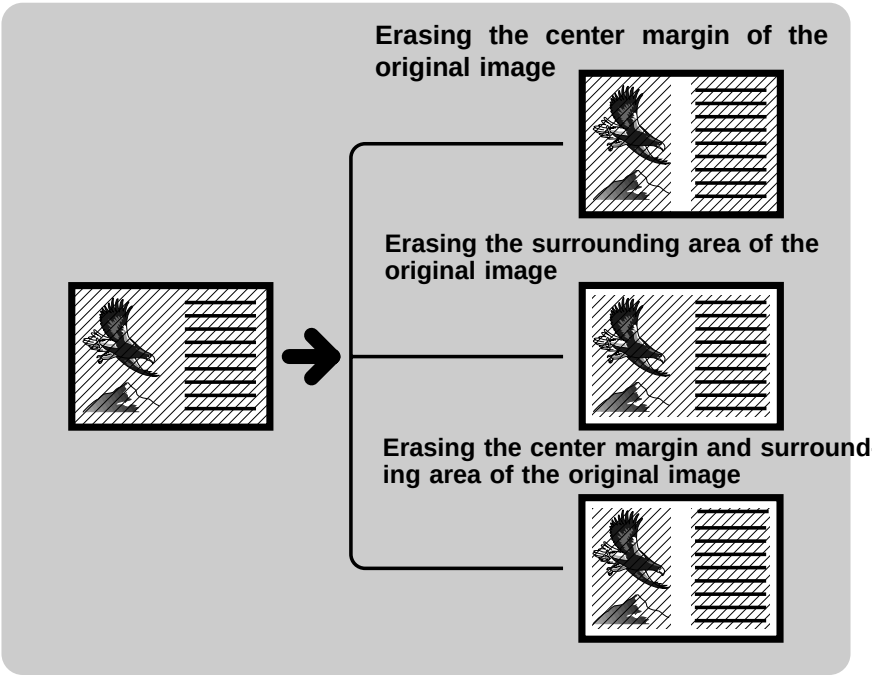
☛ See page 57.

Adding or inserting sheets



☛ See page 62.

Erasing parts of the copy image



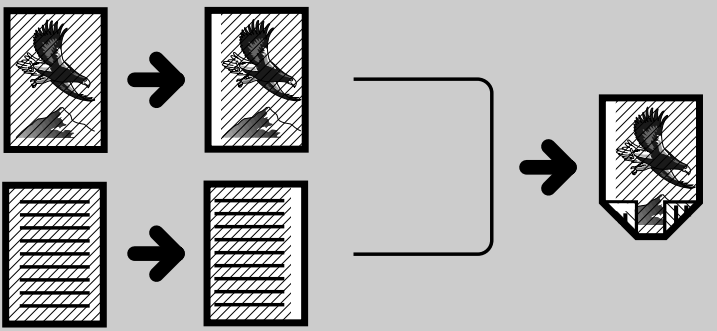
☛ See page 72.

Adding margins for binding

Margin for one-sided copying



Margin for two-sided copying



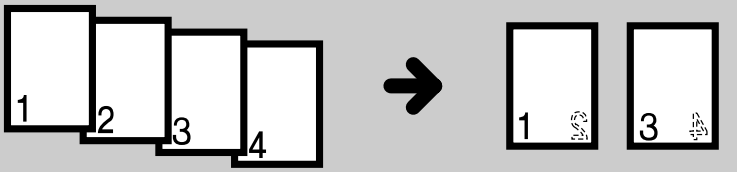
☛ See page 74.

Storing your copy settings in memory

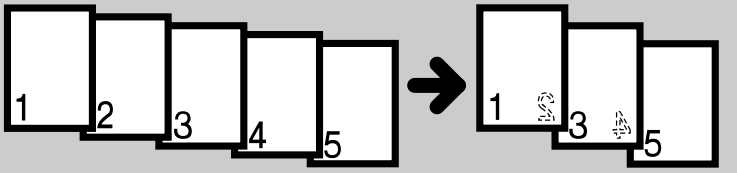
☛ See page 76.

Making two-sided copies

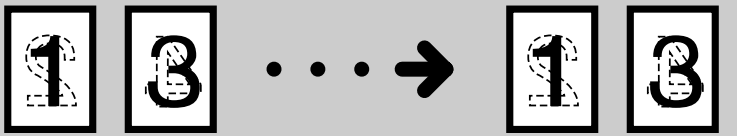
From an even number of one-sided originals



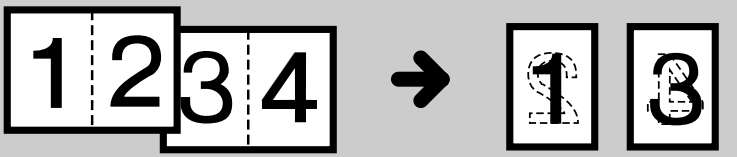
From an odd number of one-sided originals



From two-sided originals

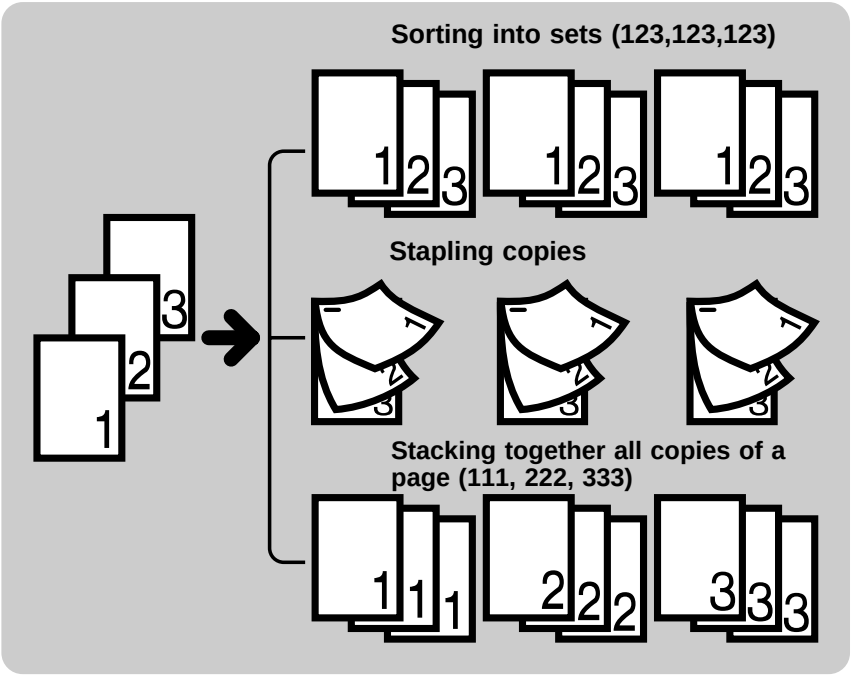


From facing pages



☛ See page 80.

Finishing



☛ See page 84.

HINTS

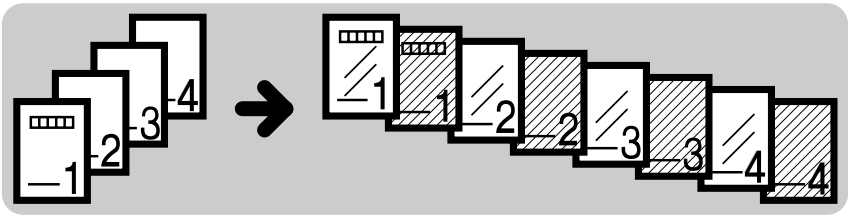
Example 1

You have to give a presentation of your company's new products to your clients tomorrow. Now, you have finished making the material but you still have to copy this material to OHP sheets and also make copies for your clients.

- ❒ For copying your material onto OHP sheets, you'll use the optional document feeder.
- ❒ For copying your material for your clients, you'll use the 20-bin multi-position (or 10-bin, 20-bin) sorter stapler options.

Copying your material onto OHP sheets

If you make copies following the procedure below, sheets will be inserted between OHP sheets to prevent friction between OHP sheets. This way, you can smoothly take and set your OHP sheets.



⇨ **Inserting copied slip sheets between OHP transparencies** ☛ See page 69.

Copying and stapling your material for your clients

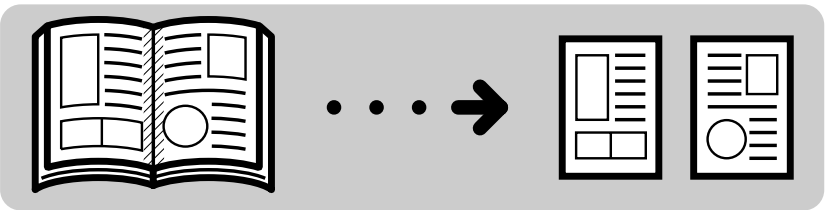
Make the required number of stapled copies.



⇨ **Stapling copies** ☛ See page 85.

Example 2

You are studying for an examination, but because you were absent from your classes for two days and you could not take notes, you have to ask your friend to lend you his notebook to make copies of it.



⇨ Making 2 one-sided copies from 2 facing pages

☛ See page 60.

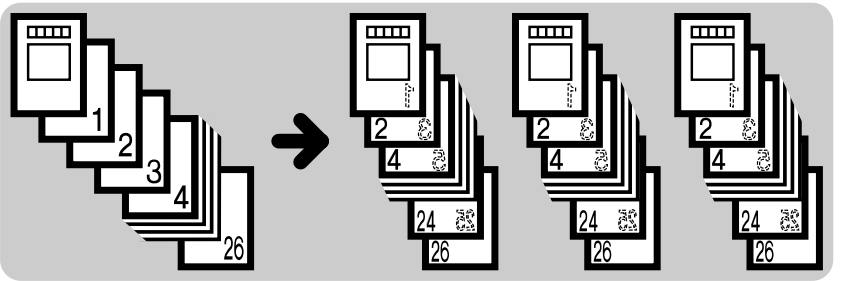
⇨ Erasing the surrounding area of the original image

☛ See page 72.

Example 3

Every Monday, you distribute a report named "Weekly events at the head office" to local branches. Your report is always 27 pages. You want to make required number of 2-sided copies.

❒ Your copier has a large capacity tray and a unit for two-sided copying and a 20-bin sorter.



⇨ **Making two sided copies from an odd number of one sided originals** ☛ See page 81.

⇨ **Sorting into sets (123, 123, 123)** ☛ See page 84.

Because you make the same copies every Monday, we suggest that you store these settings in the copier's memory.

⇨ **Storing your copy settings in memory** ☛ See page 76.

SETTING ORIGINALS

ORIGINALS

Recommended Originals

❒ Regarding originals that the optional document feeder can handle, ☛ see page 167.

Non-recommended Originals For The Optional Document Feeder

NOTE: The following types of originals are not recommended for use with the document feeder. Place them directly on the exposure glass.

❒ Originals thicker than 128 g/m^2

❒ Originals thicker than 105 g/m^2 when using two-sided originals

❒ Originals thinner than 40 g/m^2. But for originals between 40 and 52 g/m^2, the document feeder must be set to Thin Original mode. ☛ See page 139.

❒ Originals larger than A3

❒ Originals smaller than B6

❒ Originals smaller than B6 ▯ when you use Combine Originals ☛ See page 57.

❒ Paper with any kind of coating (such as carbon) on the back

❒ Folded, curled, creased, or damaged originals

❒ Mailing labels, or perforated originals

❒ Bound, stapled, or clipped originals

❒ OHP transparencies

❒ Translucent paper

❒ Pasted originals

❒ Damp originals

❒ Sticky originals

❒ Wavy originals

❒ Originals that are not made from paper

❒ Originals written in pencil on both sides, or two-sided carbon originals

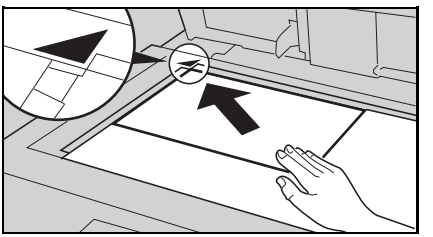
❒ Thermal fax paper

SETTING ORIGINALS ON THE EXPOSURE GLASS

1 Lift the platen cover or the optional document feeder.



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



3 Lower the platen cover or the optional document feeder.

SETTING A STACK OF ORIGINALS IN THE OPTIONAL DOCUMENT FEEDER

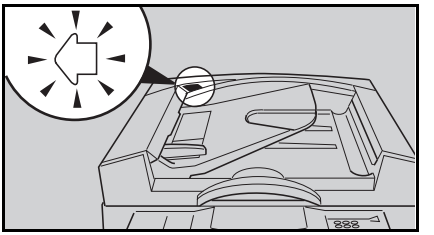
You can insert a stack of originals (one-sided or two-sided) of the same size into the document feeder. These originals are individually fed onto and removed from the exposure glass.

❒ If you want to set originals of different sizes at the same time, ☛ See page 46.

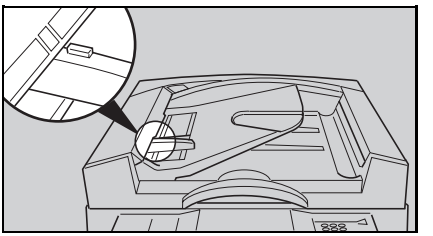
1 Correct any curl, fold, or crease in the originals before setting.

2 Confirm that the **Insert Original** indicator is lit before setting the originals.

3 Confirm that no previous originals remain on the exposure glass.



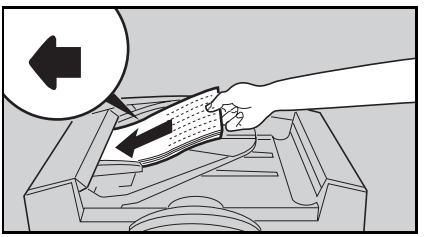
4 Adjust the guide to the original size.



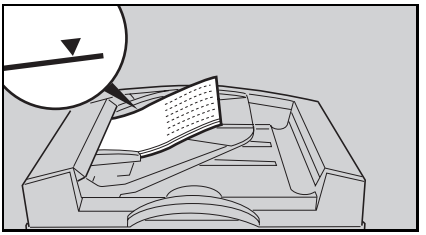
5 Set the originals *face up* into the document feeder until the **Insert Original** indicator goes off.

❒ The last page should be on the bottom.

❒ The guide must touch the front side of the originals.



❒ Do not stack originals above the limit mark.



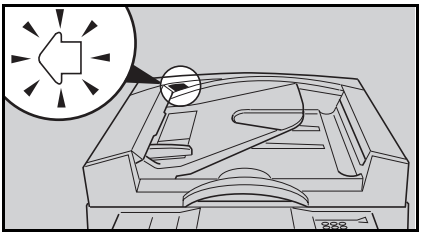
SETTING ONE ORIGINAL AT A TIME IN THE OPTIONAL DOCUMENT FEEDER

You can insert one original at a time into the document feeder. The original is automatically fed onto and removed from the exposure glass.

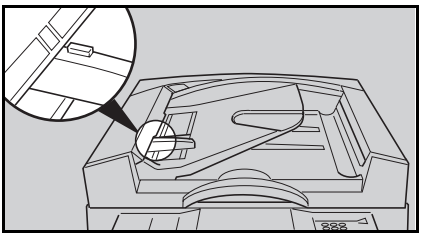
1 Correct any curl, fold, or crease in the originals before setting.

2 Confirm that the **Insert Original** indicator is lit before setting the originals.

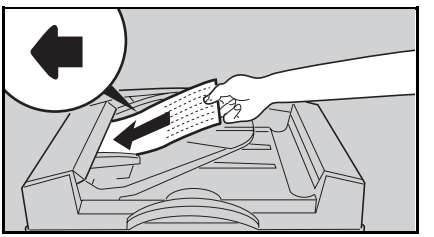
3 Confirm that no previous originals remain on the exposure glass.



4 Adjust the guide to the original size.



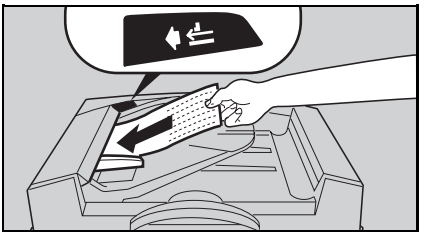
5 Set the original *face up* into the document feeder until the **Insert Original** indicator goes off.



- ❒ If you are copying a stack of originals one sheet at a time and you want to keep them in order, start with the last page of the originals.
- ❒ The original guide must touch the front side of the original.

6 Press the **Start** key.

7 While the **Auto Feed** indicator is lit after an original is fed, set the next original. The original is automatically fed and copied.



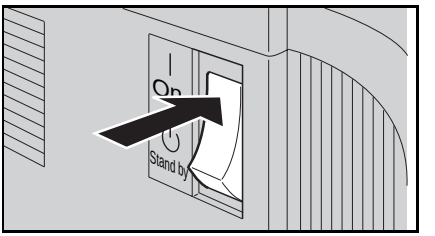
❒ If you have set two or more originals, the **Auto Feed** indicator is not lit after the last original is fed. In this case, press the **Start** key again after setting an original.

COPYING

STARTING THE COPIER

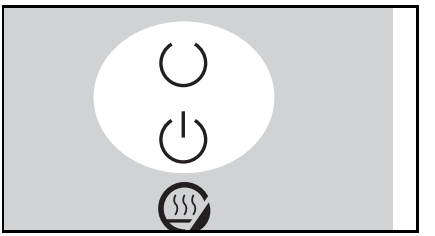
When The Main Switch Is In The Stand-by Position

1 Turn on the main switch.



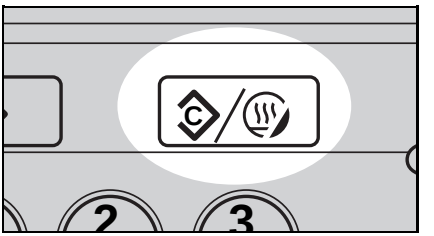
2 Wait for the copier to warm-up. During the warm-up period (less than 110 seconds), the ⏻ **Wait** indicator is on.

3 After the warm-up, the ∪ **Ready** indicator lights.



When The Energy Saver Indicator Is On

The copier is in the Energy Saver or Auto Off mode.
Press the **Clear Modes/Energy Saver** key to return to the ready condition.



❒ For details about Energy Saver, ☛ see pages 92 and 133.

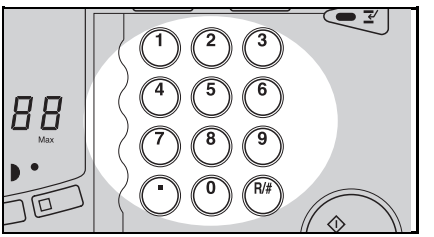
❒ For details about Auto Off, ☛ see page 134.

❒ The following actions will also make the copier ready:

- The copier detects anyone operating it.
- Opening or closing the platen cover.
- Opening or closing the optional document feeder.
- Opening any covers.
- Setting originals in the optional document feeder.
- Opening or closing the bypass feed table.
- Setting copy paper in the bypass feed table.
- Pressing any key except the **Start** key.

When The Copier Is Set For User Codes

Input your user code (3 digits) using the **Number** keys. Press the **Recall/Enter** key.



❒ To prevent others from making copies using your user code, press the **Clear/Stop** and **Clear Modes/Energy Saver** key simultaneously after copying.

❒ Regarding user codes, ☛ see page 141.

❒ To set your copier for user codes, contact your service representative. ☛ See page 149.

FREQUENTLY USED FUNCTIONS

One-to-one Copying

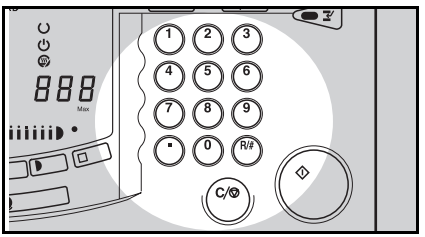
You can make copies that are the same size as your originals.



1 Set your original on the exposure glass or in the optional document feeder. ☛ See page 31, 32, or 34.

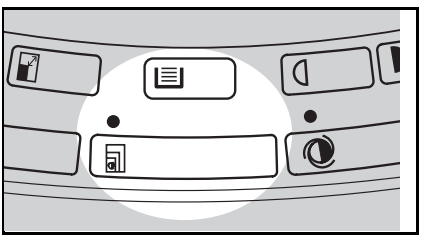
2 Enter the number of copies required using the **Number** keys.

❒ To change the number entered, press the **Clear/Stop** key, then enter the new number.

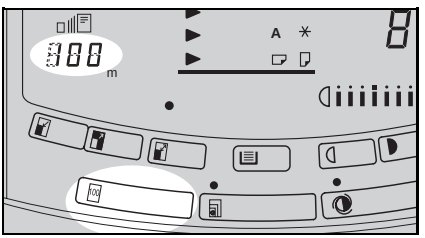


3 Confirm that the **Auto Paper Select** indicator is on. If not, press the **Auto Paper Select** key, or select the copy paper using the **Paper Selection** key.

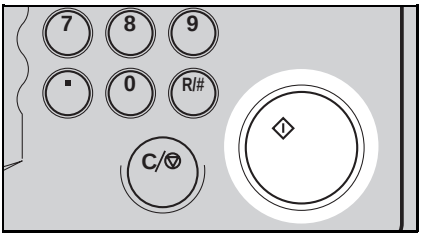
❒ Regarding Auto Paper Select, ☛ see page 43.



4 Make sure that the magnification ratio is set to 100%. If not, press the **Full Size** key.



5 Press the **Start** key.



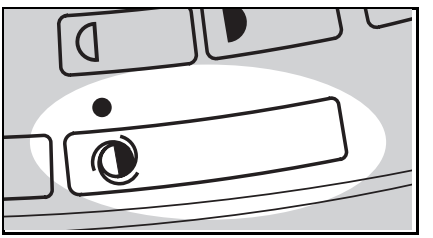
- To stop the copier during the multi-copy run, press the **Clear/Stop** key.
- Press the **Start** key to resume copying, or press the **Clear/Stop** key again to clear the entered copy number.

Adjusting Copy Image Density

To match the type of originals, adjust the image density.

Auto image density

If the **Auto Image Density** indicator is lit, the copier automatically controls the image density. If the indicator is not lit, press the **Auto Image Density** key.

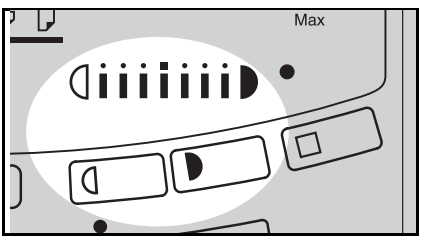


- Regarding functions that cannot used together with this function, ☛ see page 94.

Manual image density

If you have dark or light originals, adjust the image density yourself.

Press the **Lighter** (left) key to lower the image density. Press the **Darker** (right) key to increase the image density.

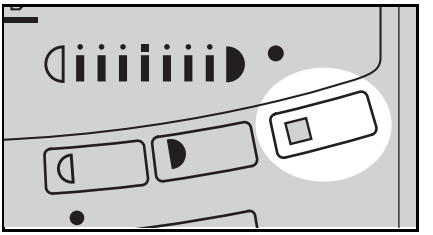


Halftone Copying

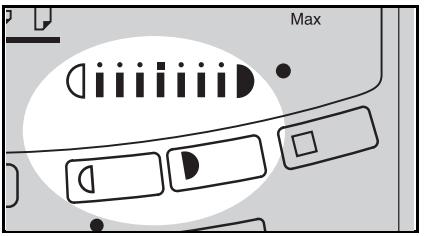
Use this function to reproduce tinted image. This function is suitable for copying photographic originals.

❒ Regarding functions that cannot be used together with this function, ☛ see page 94.

1 Press the **Halftone** key.

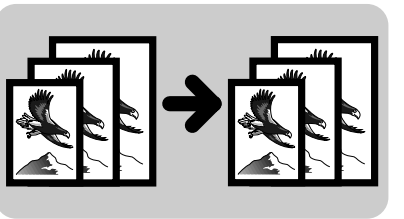


2 Adjust the image density using the **Lighter** (left) key or **Darker** (right) key. ☛ See page 41.



Having The Copier Choose The Paper Size (Auto Paper Select)

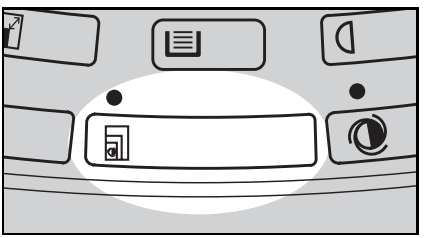
The copier selects a suitable size of copy paper based on the original size and the reproduction ratio.



- ❒ If you use translucent or transparent originals or originals with tags, the original size might not be detected correctly.
- ❒ When placing the original on the exposure glass directly, make sure that the platen cover or optional document feeder is lowered before pressing the **Start** key. If not, the original size might not be detected correctly.
- ❒ Regarding functions that cannot be used together with this function, ☛ see page 94.

Example 1: When making full size copies

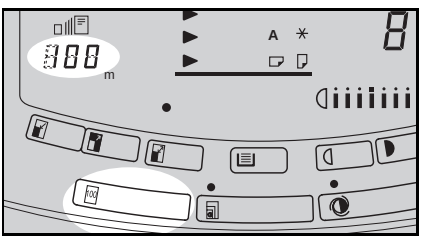
1 Make sure that the **Auto Paper Select** indicator is lit. If not, press the **Auto Paper Select** key.



2 Make sure that the magnification ratio is set to 100%. If not, press the **Full Size** key.

3 Set your original on the exposure glass or in the optional document feeder. ☛ See page 31, 32 or 34.

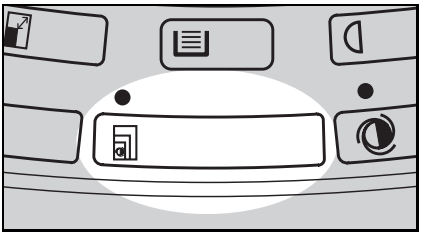
4 Press the **Start** key.
The copier selects paper of the same format and orientation as the original.



Example 2: When making reduced copies

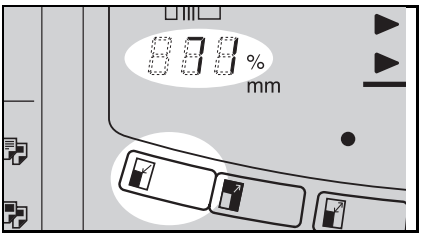
Example: Original: A3 ▱
Reproduction ratio: 71%

1 Make sure that the **Auto Paper Select** indicator is lit. If not, press the **Auto Paper Select** key.



2 Select 71% using the **Reduce** key.

3 Set your original on the exposure glass or in the optional document feeder. ☛ See page 31, 32, or 34.

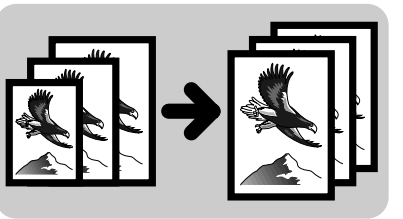


4 Press the **Start** key.

A4 ▱ copy paper will be selected.

Having The Copier Choose The Reproduction Ratios (Auto Reduce/Enlarge)

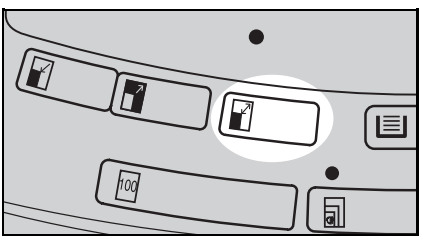
The copier can select the proper reproduction ratio based on the selected paper size and the original size.



- ❒ If you use translucent or transparent originals or originals with tags, the original size might not be detected correctly.
- ❒ When placing the original on the exposure glass directly, make sure that the platen cover or optional document feeder is lowered before pressing the **Start** key. If not, the original size might not be detected correctly.
- ❒ Regarding functions that cannot be used together with this function, ☛ see page 94.

Example: Original size: A3 ▭
Copy paper size: A4 ▭

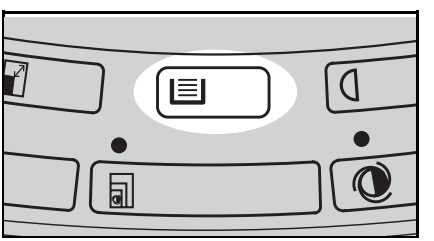
1 Press the **Auto/Reduce Enlarge** key.



2 Set your original on the exposure glass or in the optional document feeder. ☛ See page 31, 32, or 34.

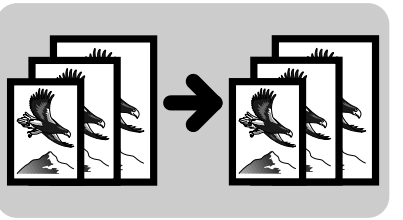
3 Select the copy paper using the **Paper Selection** key.

4 Press the **Start** key. 71% will be selected.



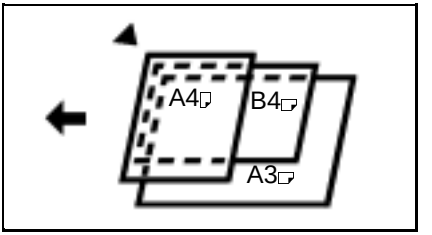
Copying Originals Of Different Sizes In The Optional Document Feeder

As a default setting, you cannot use originals of different sizes when you set originals in the optional document feeder. You can cancel this setting using the **DF** key.



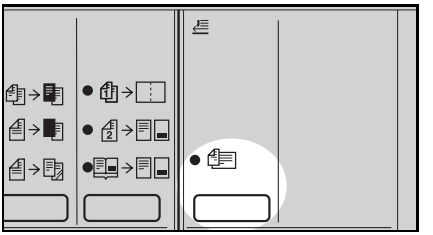
- ❒ You can use originals between 52 and 81.4 g/m^2 in this function.
- ❒ If you set the copier in this mode, the copying speed becomes slower in some modes.
- ❒ Regarding functions that cannot be used together with this function, ☛ see page 94.
- ❒ The original guide must be adjusted to the largest original width. It may cause narrow originals to be distorted.

1 Set your originals in the optional document feeder. They should be aligned to the rear left corner.



2 Adjust the original guide to the largest original size (width).

3 Press the **DF** key.



4 Press the **Start** key.

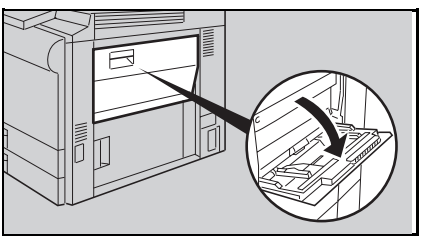
Copying From The Bypass Feed Table

Use the bypass feed table to copy onto OHP transparencies, adhesive labels, translucent paper, and post cards.

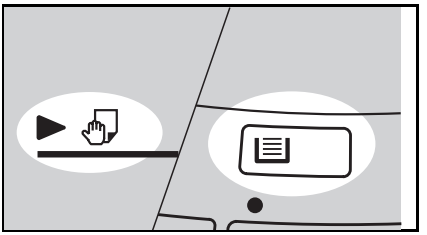
- ❒ When you set the special size paper into the bypass feed table, use the **Bypass Feed** key. ☛ See page 49.
- ❒ Adhesive labels should be fed from the bypass feed table one sheet at a time.
- ❒ OHP transparencies should be fed from the bypass feed table. You can set ten sheets at a time. However, if misfeed or multi-feed occurs, set sheets one at a time.
- ❒ OHP transparencies should be fanned to get air between the sheets before loading.
- ❒ Translucent paper should be fed from the bypass feed table.
- ❒ Translucent paper should be fed so that the paper grain is oriented with the paper path.
- ❒ Postcards should be fed from the bypass feed table. Correct any curls they might have before loading them.
- ❒ It is recommended to feed one post card at a time.
- ❒ When you use the bypass feed table while placing the original directly on the exposure glass, lower the platen cover or optional document feeder before pressing the **Start** key.
- ❒ Regarding functions that cannot be used together with this function, ☛ see page 94.

1 Set your original on the exposure glass or in the optional document feeder. ☛ See page 31, 32, or 34.

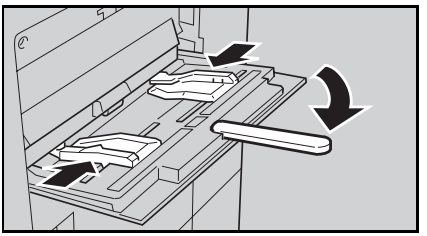
2 Open the bypass feed table.



3 Make sure that the **Bypass Feed** indicator is lit. If it is not lit, press the **Paper Selection** key to select the bypass feed table.

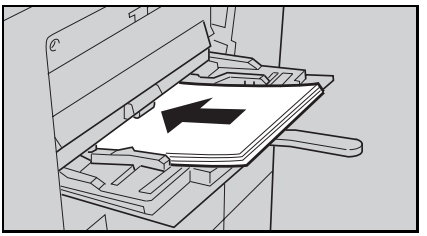


4 Slide the paper guides to the paper width and, if necessary, swing out the extender to support large size copy paper.



5 Insert the copy paper into the bypass feed table.

- Approximately 40 sheets of copy paper (80 g/m2) can be inserted at a time.
- Do not insert copy paper after the **Load Paper** indicator turns off.



6 Press the **Start** key.

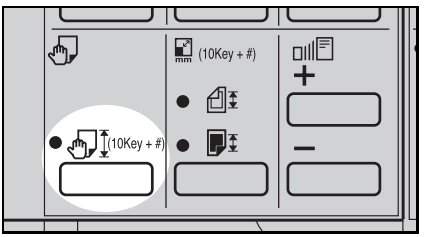
Copying Special Paper Sizes From The Bypass Feed Table

Use the **Bypass Feed** key to copy onto special size paper.

- ❒ When you use adhesive labels, OHP transparencies, translucent paper or post-cards, follow the notes on page 47.
- ❒ When you use the bypass feed table while placing the original directly on the exposure glass, lower the platen cover or optional document feeder before pressing the **Start** key.
- ❒ Regarding functions that cannot be used together with this function, ☛ see page 94.

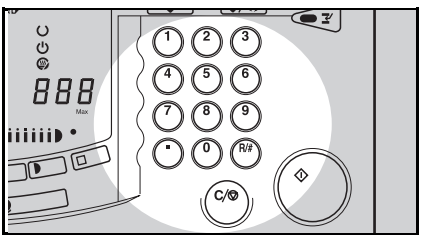
1 Follow the steps 1 to 5 on pages 47 and 48.

2 Press the **Bypass Feed** key.



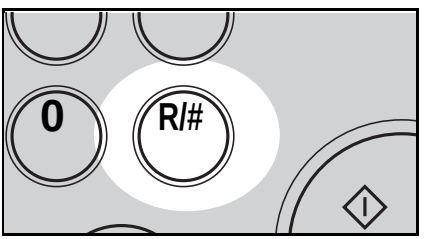
3 Enter the paper width using the **Number** key.

- ❒ To change the number entered, press the **Clear/Stop** key and enter the new number.
- ❒ You can enter the widths between 100 mm to 297 mm.



4 Press the **Recall/Enter** key.

5 Press the **Start** key.



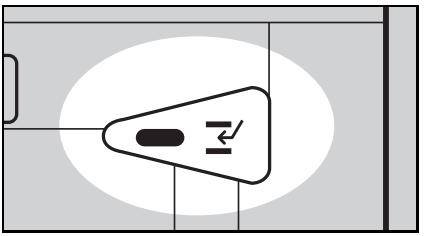
Temporarily Stopping One Job To Copy Something Else (Interrupt Copying)

Use the **Interrupt** key to interrupt a multicopy run to make urgently needed copies.

❒ Regarding functions that cannot be used together with this function, ☛ see page 94.

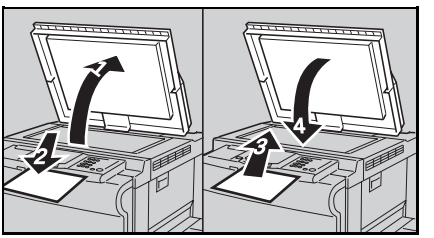
Without the optional document feeder

1 Press the **Interrupt** key. The copier will stop the copy run and store the present settings in the memory. The copier will return to the ready condition.

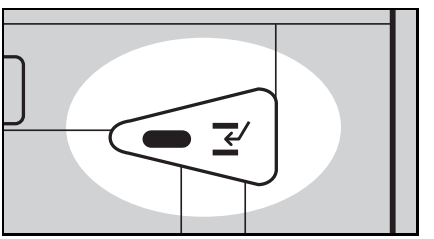


2 Remove the previous original. Set your original for interrupt copying on the exposure glass. ☛ See page 31.

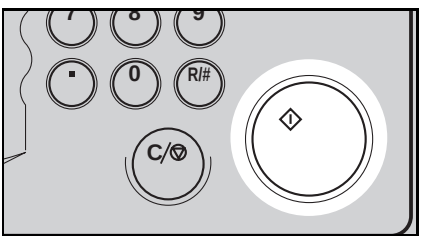
3 Make your copies.



4 After interrupt copying is completed, press the **Interrupt** key again. The copier will recall the previous copy settings.

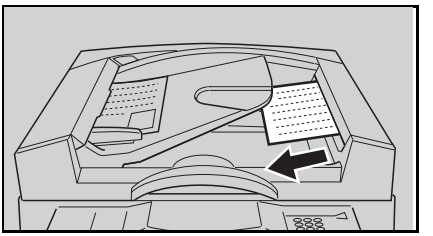


5 Reset the previous original and press the **Start** key to resume the previous run.



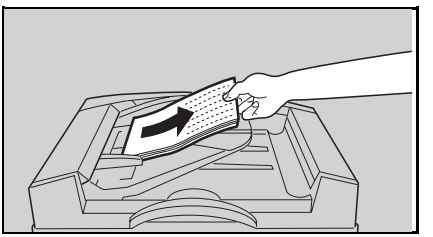
With the optional document feeder

1. Press the **Interrupt** key. The copier will stop the copy run and store the present settings in the memory. The original on the exposure glass will exit from the document feeder. The copier will return to the ready condition.



2. Take the originals from the exit stack.

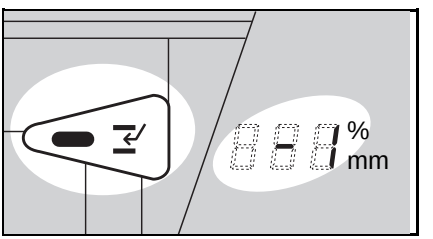
3. Separately take the remaining originals off the original table.



4. Make your copies.

5. After interrupt copying is completed, press the **Interrupt** key. The copier will recall the previous copy settings.

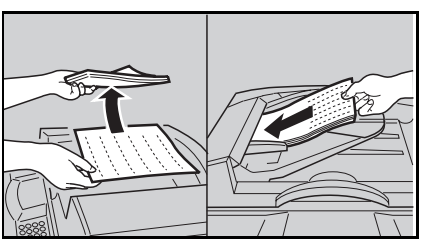
6. Some originals in the exit stack (step 2) weren't completely copied. Read the number in the **Three Digit** indicator and take that number of pages from the *top* of the exit stack.



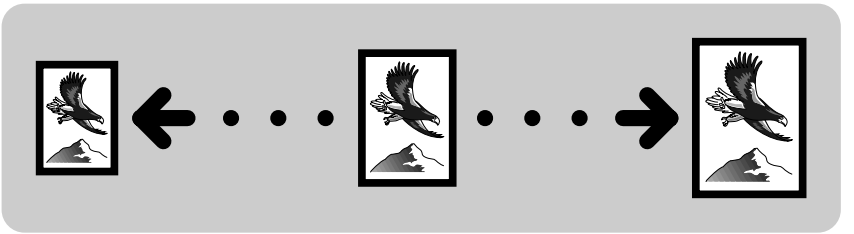
7. Place the sheets you just took on the bottom of the stack you took from the original table (step 3).

8. Place the stack you just made in the original table.

9. Press the **Start** key.



Reducing And Enlarging

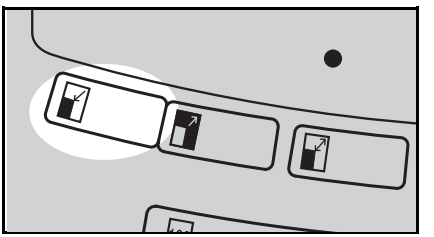


❒ Regarding functions that cannot be used together with this function, ☛ see page 94.

Reducing and enlarging using preset ratios

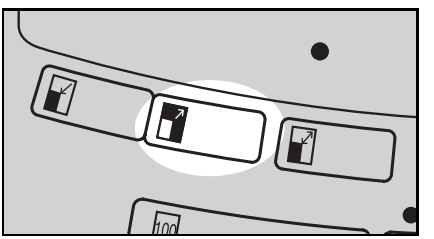
Reducing
Press the **Reduce** key to select the preset reducing ratios. The reducing ratio will change as follows:

93%→82%→75%→71%→65%→50%



Enlarging
Press the **Enlarge** key to select the preset enlarging ratios. The enlarging ratio will change as follows:

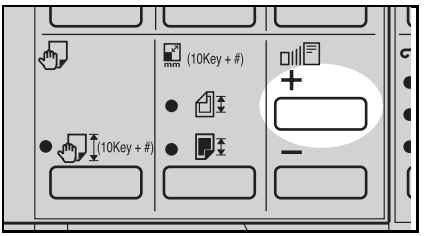
115% → 122% → 141% → 200%



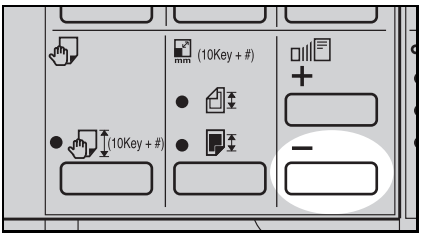
Reducing and enlarging with the Zoom Up (+) and Zoom Down (-) keys (+- Zoom)

You can change the reproduction ratio from 50% to 200% in 1% steps.

Press the **Zoom Up (+)** key repeatedly, or hold down the key continuously, to increase the ratio in 1% steps.



Press the **Zoom Down (-)** key repeatedly, or hold down the key continuously, to reduce the ratio in 1% steps.



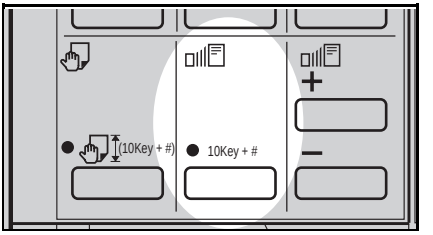
Reducing and enlarging with the number keys (10 key Zoom)

Note: ***Before using the 10 Key Zoom, you have to change copier's default settings with the user tools. (☞ See page 136.) If you select the 10 Key Zoom, the Size Magnification key is used as 10 Key Zoom key. In this case, you cannot use Size Magnification.***

Note: ***After selecting the 10 Key Zoom, put the sticker (key name sheet) for the 10 Key Zoom on the operation panel. The sticker is enclosed as an accessory.***

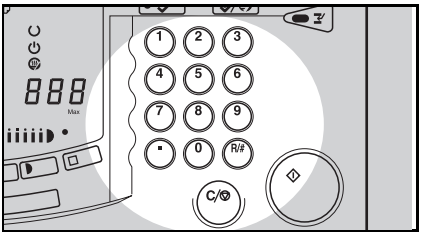
You can enter any reproduction ratio between 50% and 200% using the **Number** keys.

1 Press the **10 Key Zoom (Size Magnification)** key.

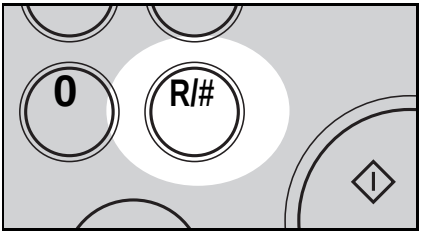


2 Enter the desired reproduction ratio using the **Number** keys.

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



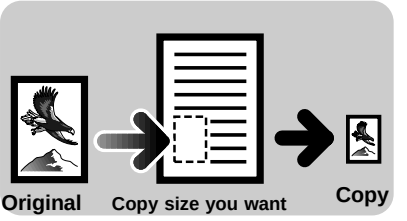
3 Press the **Recall/Enter** key.



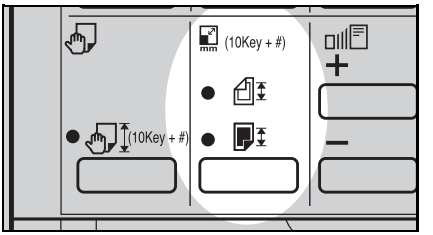
Fitting the original to a copy of a different size (Size Magnification)

Note: If you select the 10 Key Zoom using the user tool, you cannot use Size Magnification. ***☛ See page 53.***

The suitable reproduction ratio will be automatically selected when you enter the lengths of the original and copy image you want.

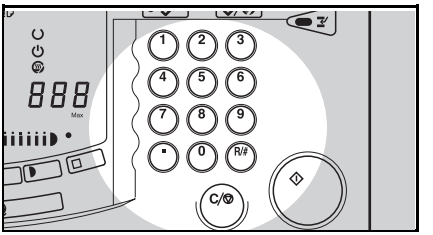


1 Press the **Size Magnification** key.

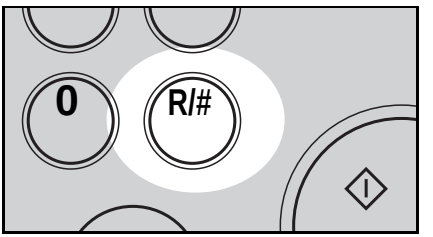


2 Enter the original size using the **Number** keys.

- Up to 999 mm can be entered.
- To change the number entered, press the **Clear/Stop** key and enter the new number.

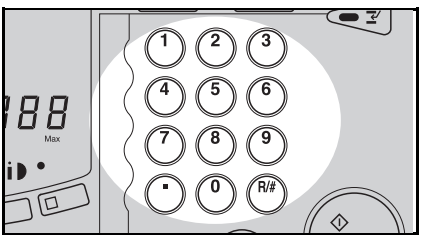


3 Press the **Recall/Enter** key.



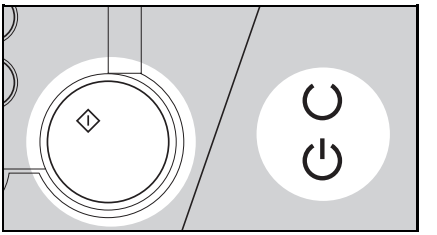
4 Enter the copy size using the **Number** keys.

5 Press the **Recall/Enter** key.



Entering Copy Job Settings During The Warm-up Period (Auto Start)

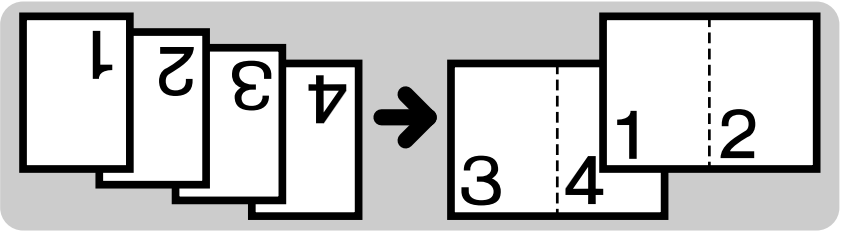
If you press the **Start** key during the warm-up period, the ∪ **Ready** indicator will blink, then the copier will start copying after the warm-up period. Set your copy settings during warm-up period, then press the **Start** key.



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

MAKING ONE-SIDED COPIES FROM VARIOUS ORIGINALS (Single Copies)

From 2 One-sided Originals To 1 One-sided Copy (Combine Originals)



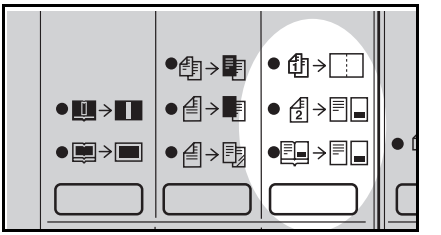
Note: This function can be used only when your copier is equipped with the optional document feeder.

- ❒ The number of originals should be a multiple of two. If not, add a blank sheet to your originals.
- ❒ Original sizes (▯ only) that can be used are as follows:
  A4, A5, B5, B6
- ❒ Please refer to the following table when you select the copy paper size and reproduction ratio.

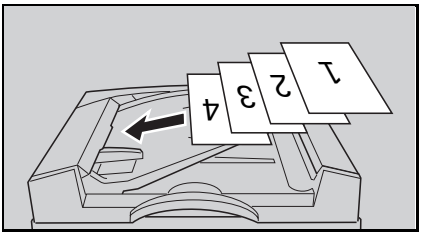
Original	Copy paper	Ratio
A4 ▯	A4 ▯	71%
	A3 ▯	100%
A5 ▯	A4 ▯	100%
	A3 ▯	141%
B5 ▯	A4 ▯	82%
	A3 ▯	115%
B6 ▯	A4 ▯	115%

- ❒ Regarding functions that cannot be used together with this function, ☛ see page 94.

1 Press the **Single Copies** key to light the **Combine Originals** indicator.

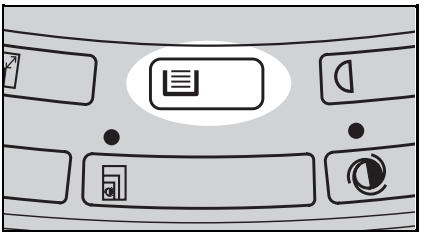


2 Set your originals in the optional document feeder. (☛ See page 32.) When setting originals, the top and bottom originals should be placed upside down as shown in the illustration to make copies that read from left to right.

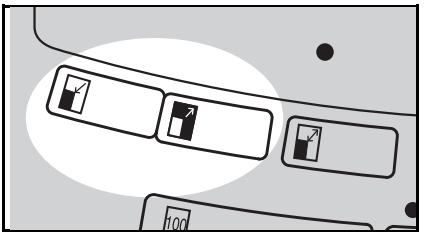


❒ If you want to make copies that read from right to left, set your originals as usual.

3 Select the copy paper size using the **Paper Selection** key.

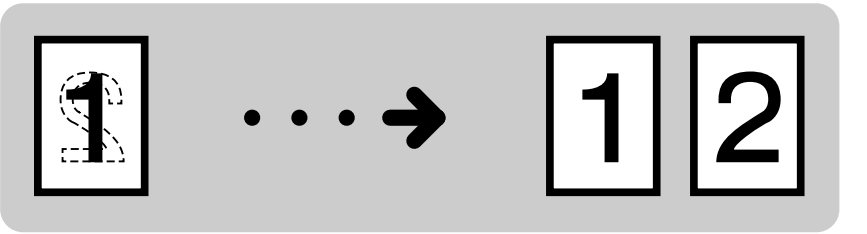


4 Select the reproduction ratio using the **Reduce** or **Enlarge** key.



5 Press the **Start** key.

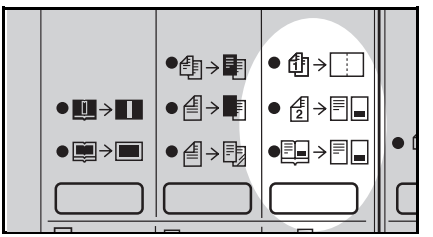
From 1 Two-sided Original To 2 One-sided Copies (2 Sided Original)



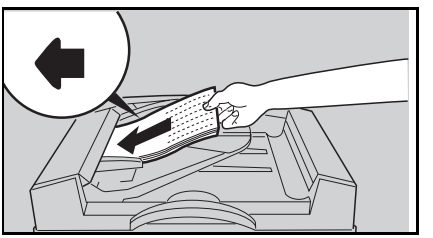
Note : We recommend using this function with the optional document feeder.

❒ Regarding functions that cannot be used together with this function, ☛ see page 94.

1 Press the **Single Copies** key to light the **2 Sided Original** indicator.

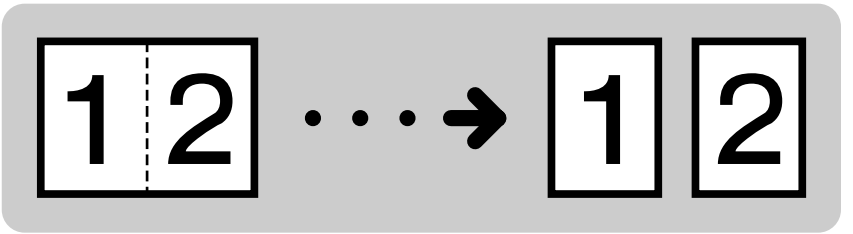


2 Set your originals in the optional document feeder. ☛ See page 32.



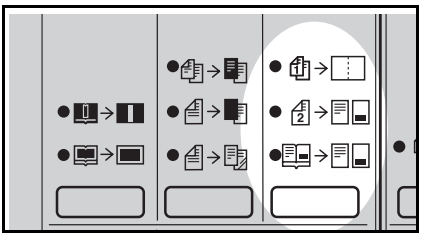
3 Press the **Start** key.

From 2 Facing Pages To 2 One-sided Copies (Book Original)

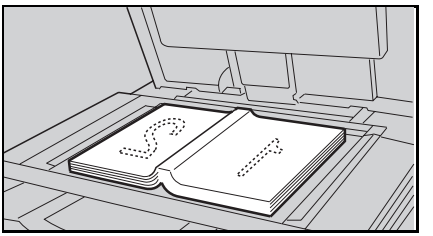


- Copy paper sizes (⇩ only) that can be used are as follows:
  A4, A5, B5
- Regarding functions that cannot be used together with this function, ☛ see page 94.

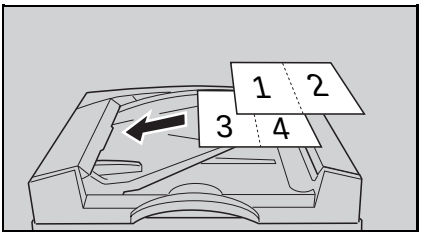
1 Press the **Single Copies** key to light the **Book Original** indicator.



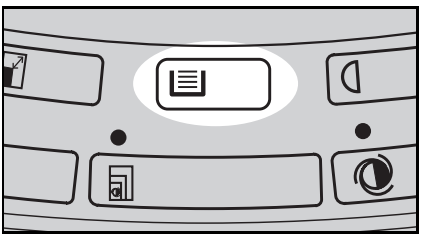
2 Start with the last page of your book original and work your way to the beginning.
Place the original *face down* on the exposure glass and align the last page with the left scale.



Or, set the facing original in the optional document feeder. ☛ See page 32 or 34.



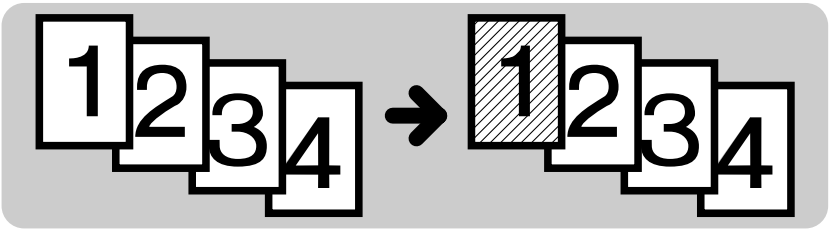
3 Select the copy paper size using the **Paper Selection** key.



4 Press the **Start** key.

ADDING OR INSERTING SHEETS (Cover/Slip Sheet)

Copying The Front Cover Of The Originals (Copy Cover)

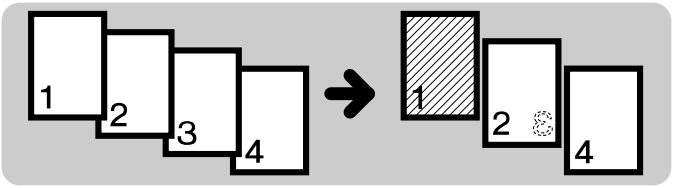


Note: This function can be used only when your copier is equipped with the optional document feeder.

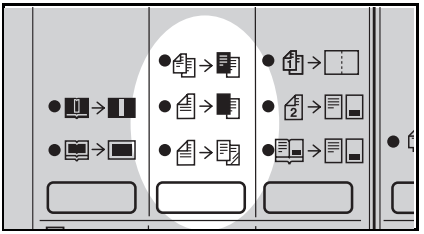
Note: The copier can also copy the back cover of the originals. Set the copier with the user tools. (☛ See page 135.) If you do, ☛ see page 63.

❒ Regarding functions that cannot be used together with this function, ☛ see page 94.

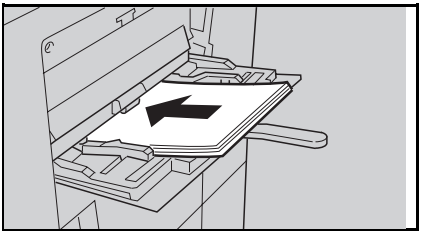
❒ When you use this function with 1-sided even number of originals to 2-sided copies mode, you will get the following copies.



1 Press the **Cover/Slip Sheet** key to light the **Copy Cover** indicator.

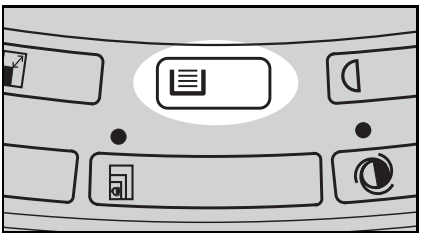


2 Set paper for cover sheets in the bypass feed table.
Make sure to set paper that is identical in size and direction with the paper to which you are copying (step 3).



3 Select copy paper using the **Paper Selection** key.

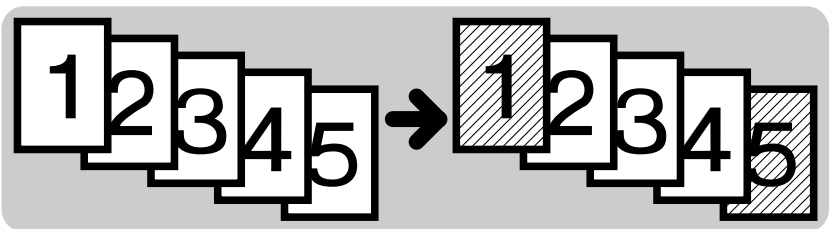
❒ You cannot select the large capacity tray.



4 Set your originals in the optional document feeder. ☛ See page 32.

5 Press the **Start** key.

Copying The Front And Back Covers Of The Originals

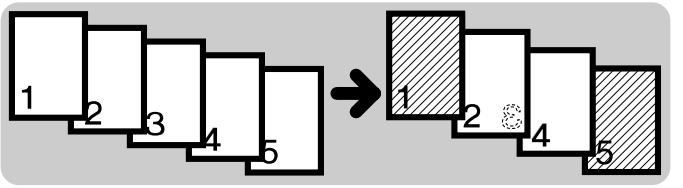


Note: This function can be used only when your copier is equipped with the optional document feeder.

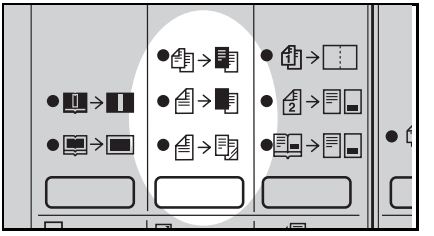
Note: You can select this setting with the user tools. (☛ See page 135.) If you do not select this setting, only the first page of the originals is copied. (☛ See page 62.)

❒ Regarding functions that cannot be used together with this function, ☛ see page 94.

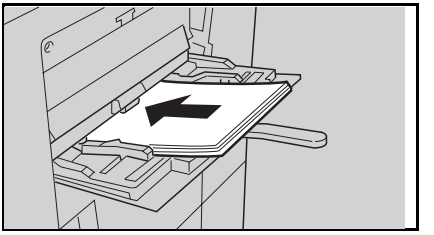
❒ When you use this function with 1 sided odd number of originals to 2 sided copies mode, you will get the following copies.



1 Press the **Cover/Slip Sheet** key to light the **Copy Cover** indicator.

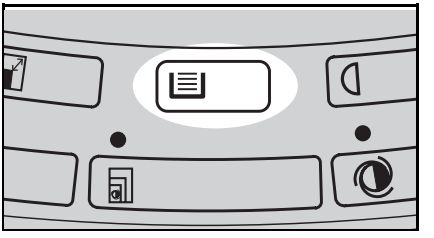


2 Set paper for cover sheets in the bypass feed table.
Make sure to set paper that is identical in size and direction with the paper to which you are copying (step 3).



3 Select copy paper using the **Paper Selection** key.

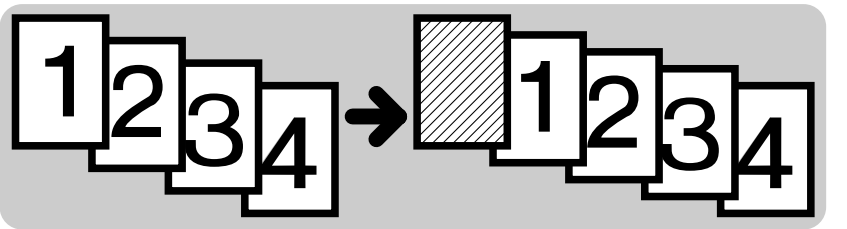
❒ You cannot select the large capacity tray.



4 Set your originals in the optional document feeder. ☛ See page 32.

5 Press the **Start** key.

Adding A Front Cover Sheet (Blank Cover)

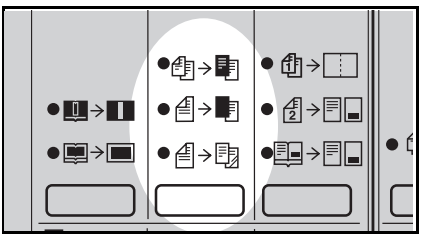


Note: This function can be used only when your copier is equipped with the optional document feeder.

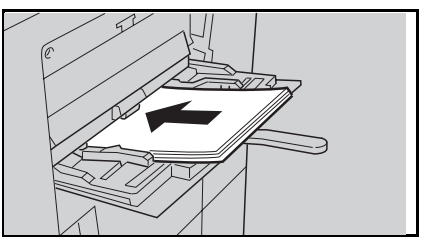
Note: The copier can also add the back cover. Set the copier with the user tools. (☛ See page 135.) If you do, ☛ see page 66.

❒ Regarding functions that cannot be used together with this function, ☛ see page 94.

1 Press the **Cover/Slip Sheet** key to light the **Blank Cover** indicator.

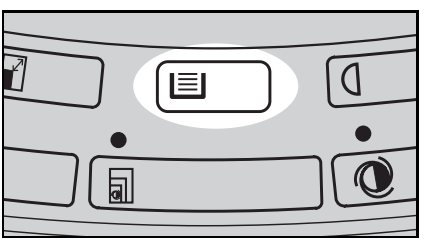


2 Set paper for cover sheets in the bypass feed table.
Make sure to set paper that is identical in size and direction with the paper to which you are copying (step 3).



3 Select copy paper using the **Paper Selection** key.

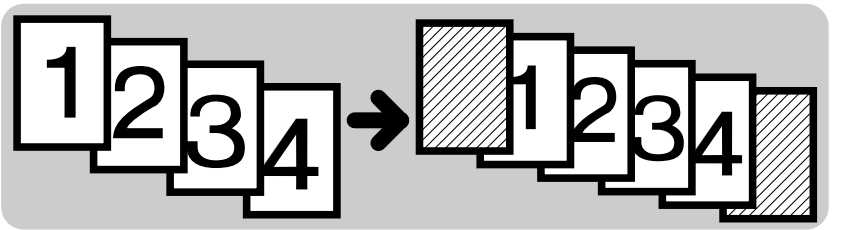
❒ You cannot select the large capacity tray.



4 Set your originals in the optional document feeder. ☛ See page 32.

5 Press the **Start** key.

Adding Front And Back Cover Sheets

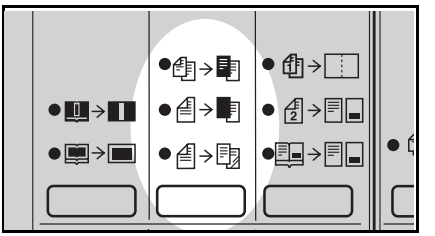


Note: This function can be used only when your copier is equipped with the optional document feeder.

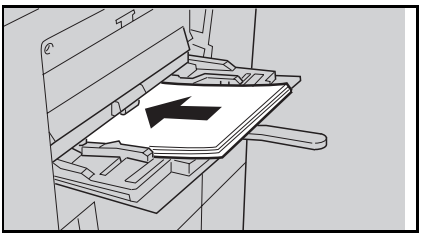
Note: You can select this setting with the user tools. (☛ See page 135.) If you do not select this setting, only the front cover is added. (☛ See page 65.)

❒ Regarding functions that cannot be used together with this function, ☛ see page 94.

1 Press the **Cover/Slip Sheet** key to light the **Blank Cover** indicator.

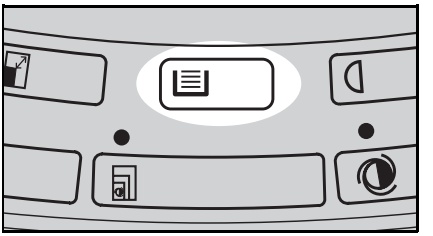


2 Set paper for cover sheets in the bypass feed table.
Make sure to set paper that is identical in size and direction with the paper to which you are copying (step 3).



3 Select copy paper using the **Paper Selection** key.

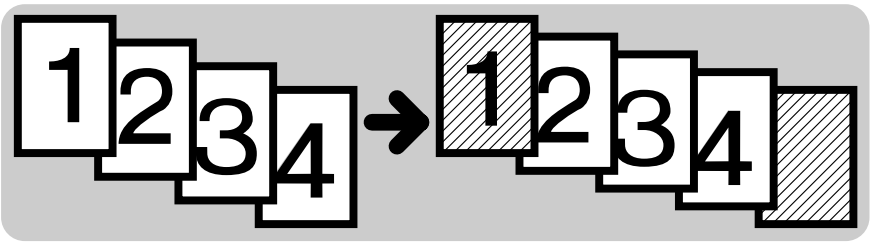
❒ You cannot select the large capacity tray.



4 Set your originals in the optional document feeder. ☛ See page 32.

5 Press the **Start** key.

Copying The Front Cover Of Original And Adding A Back Cover Sheet (Copy And Blank Covers)

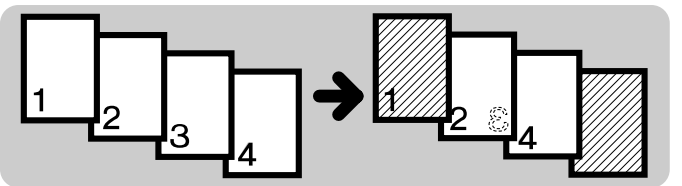


Note: This function can be used only when your copier is equipped with the optional document feeder.

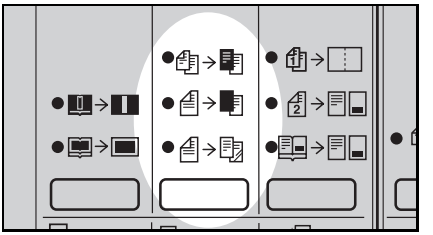
Note: You can select this setting with the user tools. (☛ See page 135.) If you do not select this setting, only the first page is copied. (☛ See page 62.)

❒ Regarding functions that cannot be used together with this function, ☛ see page 94.

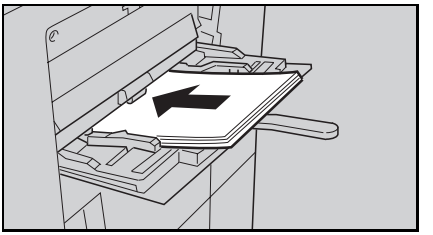
❒ When you use this function with 1 sided even number of originals to 2 sided copies mode, you will get the following copies.



1 Press the **Cover/Slip Sheet** key to light the **Copy Cover** indicator.

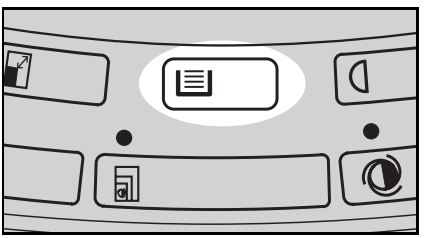


2 Set paper for cover sheets in the bypass feed table.
Make sure to set paper that is identical in size and direction with the paper to which you are copying (step 3).



3 Select copy paper using the **Paper Selection** key.

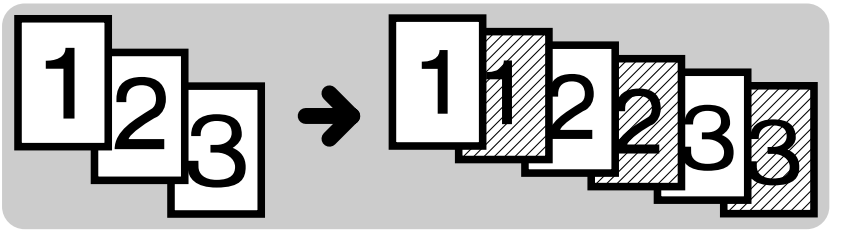
❒ You cannot select the large capacity tray.



4 Set your originals in the optional document feeder. ☛ See page 32.

5 Press the **Start** key.

Inserting Copied Slip Sheets Between OHP Transparencies (OHP Copied Slip Sheet)

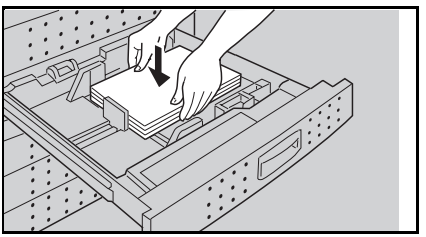


Note: The copier can also insert a blank slip sheet. Set the copier with the user tools. (☛ See page 140.) If you do, ☛ see page 70.

❒ Regarding functions that cannot be used together with this function, ☛ see page 94.

1 Set the slip sheets in the 500-sheet paper tray.

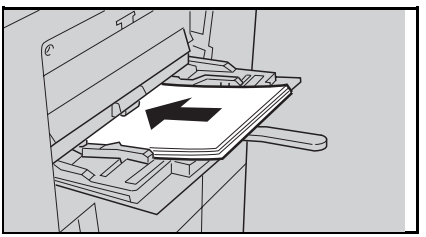
❒ Do not set the slip sheets in the large capacity tray.



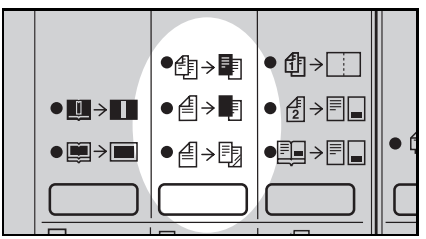
2 Set the OHP transparencies in the bypass feed table.

❒ You can set ten sheets at a time. However, if misfeed or multi-feed occurs, feed one sheet at a time.

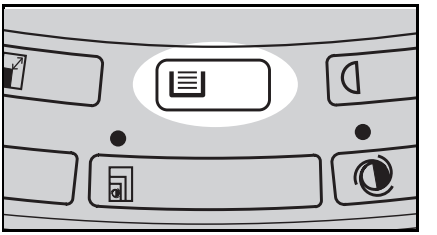
❒ OHP transparencies should be fanned to get air between the sheets before loading.



3 Press the **Cover/Slip Sheet** key to light the **OHP Slip Sheet** indicator.



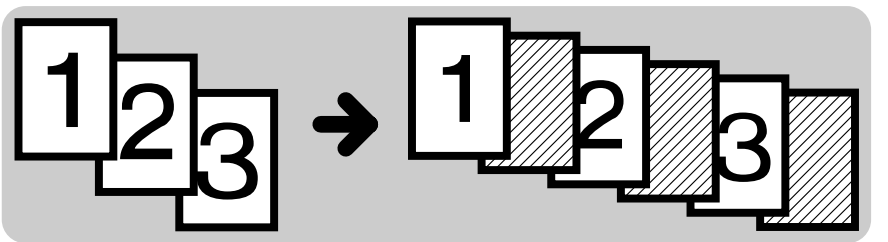
4 Using the **Paper Selection** key, select the paper tray where you have set the slip sheets (step 1).



5 Set your original on the exposure glass or in the optional document feeder. ☛ See page 31, 32, or 34.

6 Press the **Start** key.

Inserting Blank Slip Sheets Between OHP Transparencies (OHP Blank Slip Sheet)

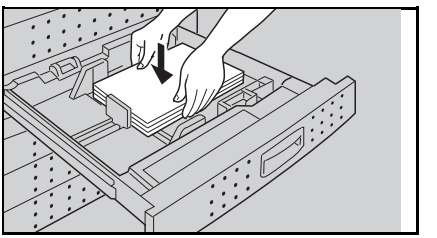


Note: You can select this setting with the user tools. (☛ See page 140.) If you do not select this setting, original images are copied onto slip sheets. (☛ See page 69.)

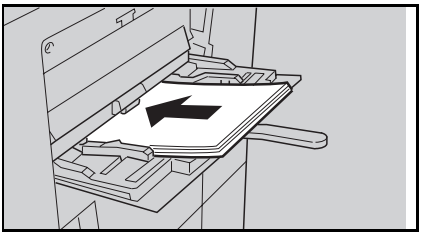
❒ Regarding functions that cannot be used together with this function, ☛ see page 94.

1 Set the slip sheets in the 500-sheet paper tray.

❒ Do not set the slip sheets in the large capacity tray.

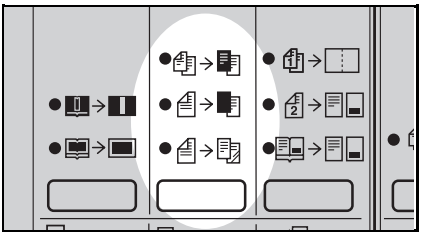


2 Set the OHP transparencies in the bypass feed table.

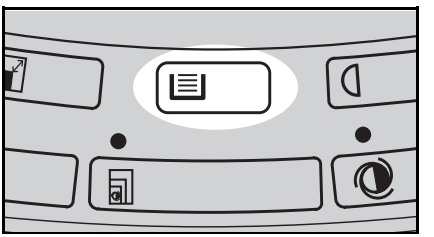


- ❒ You can set ten sheets at a time. However, if misfeed or multi-feed occurs, feed one sheet at a time.
- ❒ OHP transparencies should be fanned to get air between the sheets before loading.

3 Press the **Cover/Slip Sheet** key to light the **OHP Slip Sheet** indicator.



4 Using the **Paper Selection** key, select the paper tray where you have set the slip sheets (step 1).



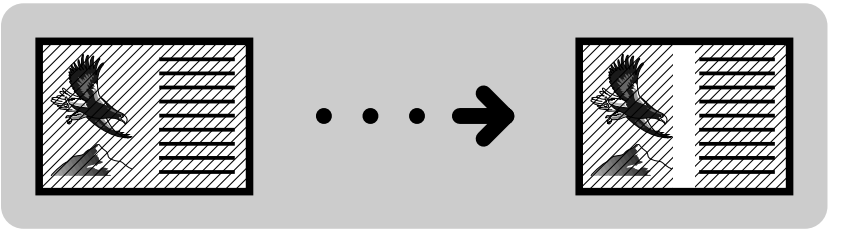
5 Set your original on the exposure glass or in the optional document feeder. ☛ See page 31, 32, or 34.

6 Press the **Start** key.

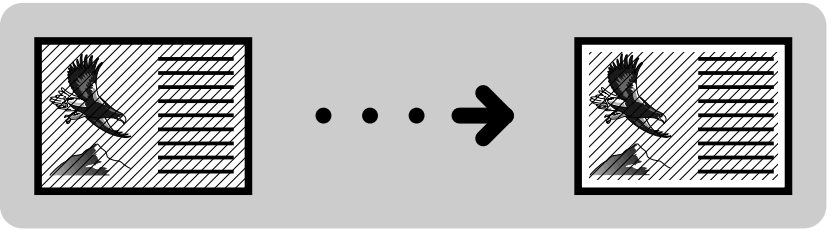
ERASING PARTS OF THE COPY IMAGE (Erase)

Note: The Erase key can instead be used as the Margin Adjustment key (☞ See page 136.) In this case, this function cannot be used.

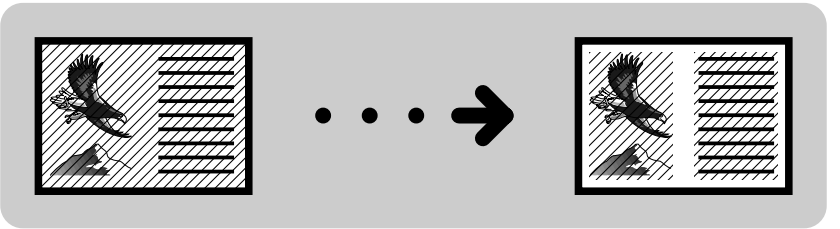
Erasing The Center Margin Of The Original Image (Erase Center)



Erasing The Surrounding Area Of The Original Image (Erase Border)

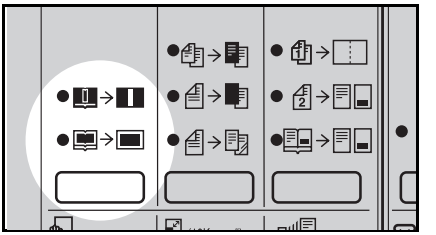


Erasing The Center Margin And Surrounding Area Of The Original Image



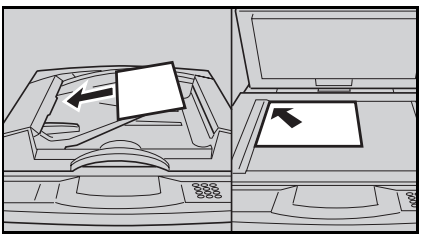
- ❒ The position of the margin to be erased is determined according to the selected copy paper and reproduction ratio. Make sure to select copy paper suitable for your original.
- ❒ The width of the margin to be erased can be changed with the user tools. ☛ See page 138.
- ❒ Regarding functions that cannot be used together with this function, ☛ see page 94.

1 Press the **Erase** key once to select the Erase Center, twice to select the Erase Border, or three times to select both of them.



2 Set your original on the exposure glass or in the optional document feeder. ☛ See page 31, 32, or 34.

- ❒ If you place a book original on the exposure glass, the original must be aligned to the rear left corner.



3 Press the **Start** key.

ADDING MARGINS FOR BINDING (Margin Adjustment)

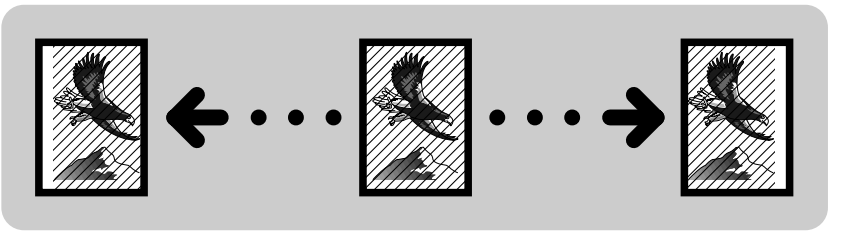
Note: ***Before using Margin Adjustment, you have to change copier's default settings with the user tools. (☛ See page 136.) If you do this, the Erase key is used as the Margin Adjustment key. In this case, you cannot use the Erase function.***

Note: ***After selecting Margin Adjustment, put the sticker (key name sheet) for Margin Adjustment on the operation panel. The sticker is enclosed as an accessory.***

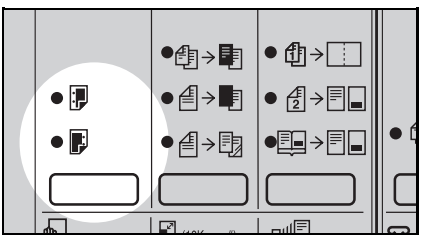
❒ The width of the margin can be changed with the user tools. ☛ See page 137.

❒ Regarding functions that cannot be used together with this function, ☛ see page 94.

Margin For One-sided Copying

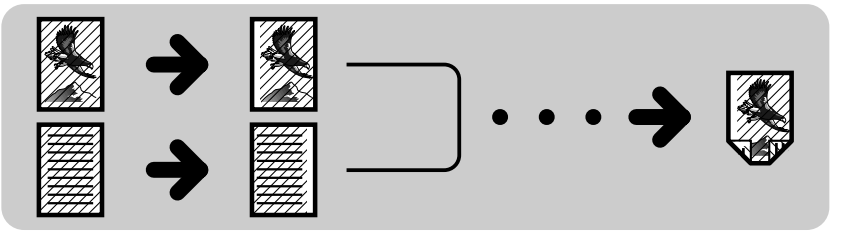


1 Press the **Margin Adjustment (Erase)** key once to set the left margin or twice to set the right margin.



2 Make your copies.

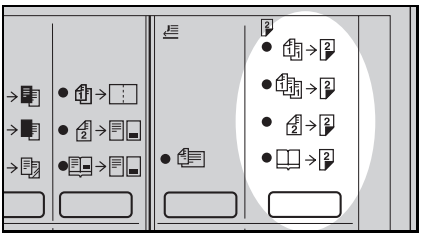
Margin For Two-sided Copying



Note: This function can be used only when your copier has a unit for two-sided copying.

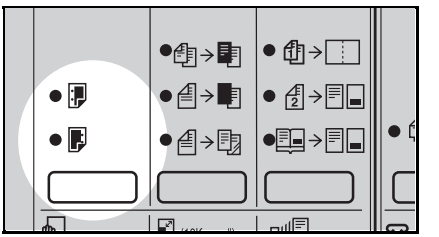
Follow the steps below when you want to set the left margin for the front side and right margin for the back side for binding when making two-sided copies that read from left to right.

1 Press the **Duplex** key to set the copier to make two-sided copies.
☛ See pages 80 ~ 83.



2 Press the **Margin Adjustment (Erase)** key once to set the left margin for the front side and the right margin for the back side.

❒ If you want to set the right margin for the front side and the left margin for the back side (binding for copies that read from right to left), press the **Margin Adjustment (Erase)** key twice.



3 Make your copies.

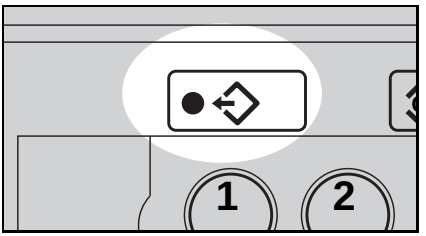
STORING YOUR COPY SETTINGS IN MEMORY (Program)

You can store up to five frequently used copy job settings in machine memory, and recall for future use.

Storing Your Settings

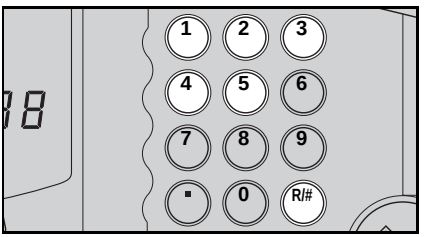
1 Set the copy settings you want to put into memory.

2 Press the **Program** key.



❒ If you want to cancel storing, press the **Program** key again.

3 While pressing the **Recall/Enter** key, press the **Number** key (**1**, **2**, **3**, **4**, or **5**) that you want to store settings in.



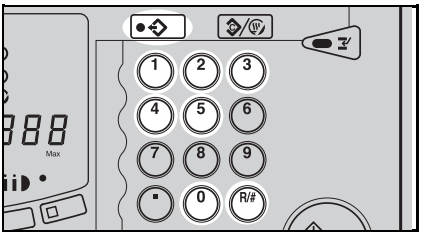
❒ **PE** will be displayed on the copy counter while holding the **Recall/Enter** key if you select a protected program number. In this case, repeat steps 2 and 3 with another program number.

❒ If you want to protect your program, follow the procedure in the next section.

4 Release the **Recall/Enter** key.

Protecting Your Settings From Being Overwritten

1 Press the **Program** key.

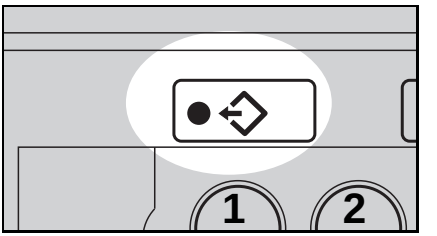


2 Hold down the **Recall/Enter** key and press the **Number** key (**1**, **2**, **3**, **4**, or **5**) to be protected. While still holding down the **Recall/Enter** key, press the **Number** (**0**) key.

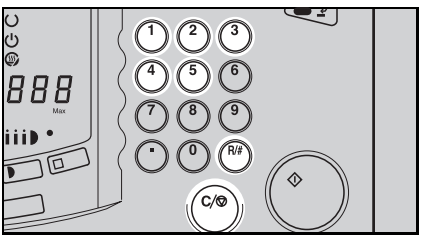
Deleting Your Protected Settings

❒ You can delete the settings that are stored in the protected program number.

1 Press the **Program** key.

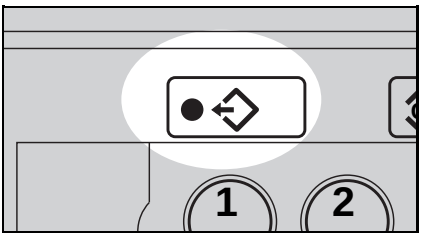


2 Hold down the **Recall/Enter** key and press the **Number** key (1, 2, 3, 4, or 5) that contains the program you wish to delete. While still holding down the **Recall/Enter** key, press the **Clear/Stop** key.

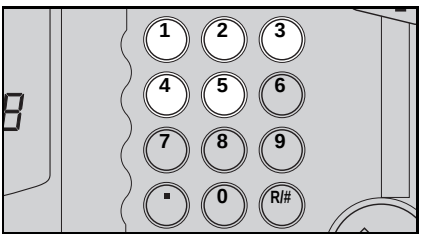


Recalling Your Settings

1 Press the **Program** key.



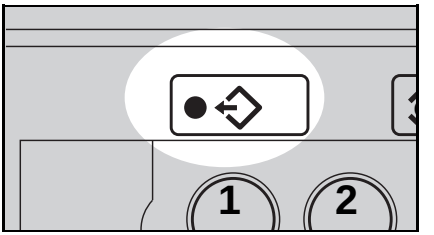
2 Enter the program number by pressing the **Number** key (**1**, **2**, **3**, **4**, or **5**).



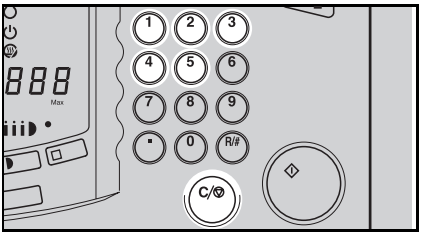
- If you enter a program number not registered, **EP** will be displayed on the copy counter while holding the **Number** key.
- If you recall a protected program number, **P1**, **P2**, **P3**, **P4**, or **P5** is displayed on the copy counter while holding the **Number** key.

Unprotecting Your Settings

1 Press the **Program** key.



2 While holding the **Number** key (**1**, **2**, **3**, **4**, or **5**) that you want to remove protection from, press the **Clear/Stop** key.



❒ While holding the **Number** key, the program number (**P1**, **P2**, **P3**, **P4**, or **P5**) to be unprotected appeared in the copy counter.

The settings remain as they were, but are no longer protected. You can store new settings under this number.

MAKING TWO-SIDED COPIES (ONLY WITH MODEL HAVING THIS FEATURE)

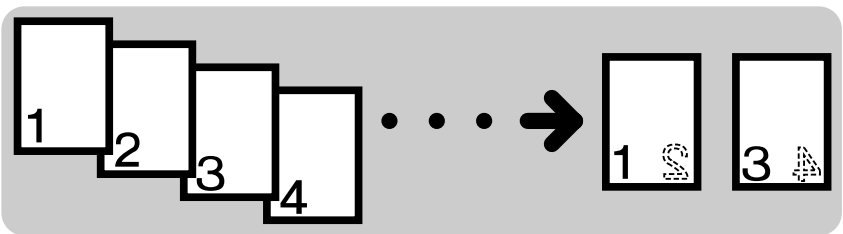
Note: This function can be used only if your copier has a unit for two-sided copying.

- ❒ To avoid problems caused by curly copies, try turning over the paper stack in the 500-sheet or large capacity tray. If there is no improvement, change to copy paper with less curl.
- ❒ The following paper limitations apply:

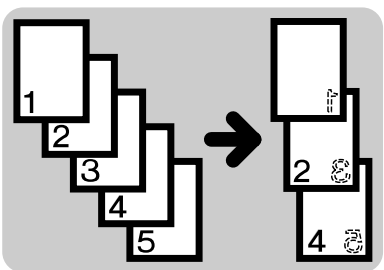
Maximum size:	A3
Minimum size:	A5 ▯
Weight:	64 ~ 105 g/m²

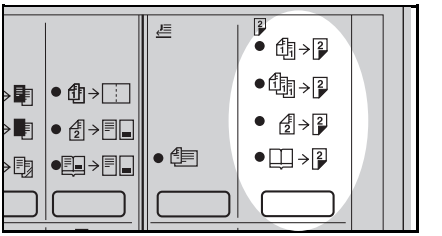
- ❒ Up to 50 copies (64 ~ 80 g/m² paper) can be made at one time. If you use A3 81 ~ 105 g/m² paper, 30 copies can be made at one time.
- ❒ Regarding functions that cannot be used together with this function, ☛ see page 94.

From An Even Number Of One-Sided Originals (1 Sided Originals, even)



- ❒ A right margin of 5 mm is set on the back side automatically.
- ❒ If you select the Even Number setting when you have an odd number of originals, the first page of your copies will be blank, as shown in the illustration. Be sure to count your originals before copying.





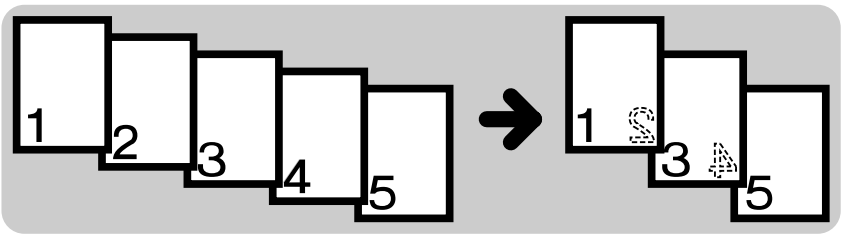
1 Press the **Duplex** key to light the **1 Sided Originals (even)** indicator.

2 Set your original on the exposure glass or in the optional document feeder. ☛ See page 31, 32, or 34.

❒ Start with the last page of the originals.

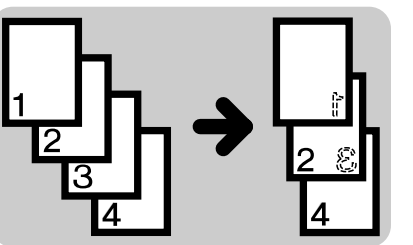
3 Press the **Start** key.

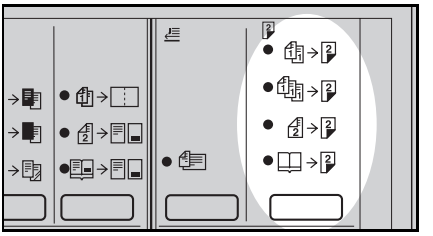
From An Odd Number Of One-Sided Originals (1 Sided Originals, odd)



❒ A right margin of 5 mm is set on the back side automatically.

❒ If you select the Odd Number setting when you have an even number of originals, the first page of your copies will be blank, as shown in the illustration. Be sure to count your originals before copying.





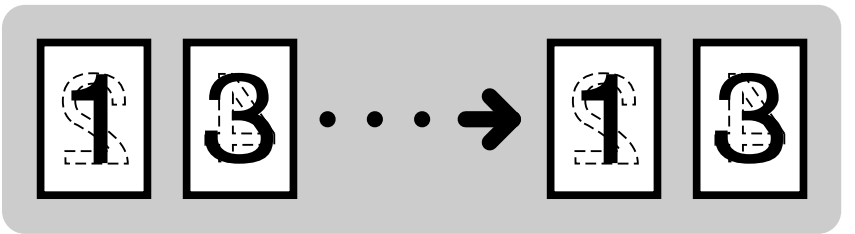
1 Press the **Duplex** key to light the **1 Sided Originals (odd)** indicator.

2 Set your original on the exposure glass or in the optional document feeder. ☛ See page 31, 32, or 34.

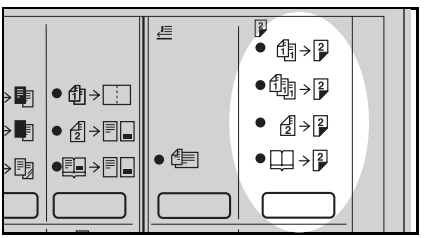
❒ Start with the last page of the originals.

3 Press the **Start** key.

From Two-Sided Originals (2 Sided Original)



Note: It is recommended to use this function with the optional document feeder.



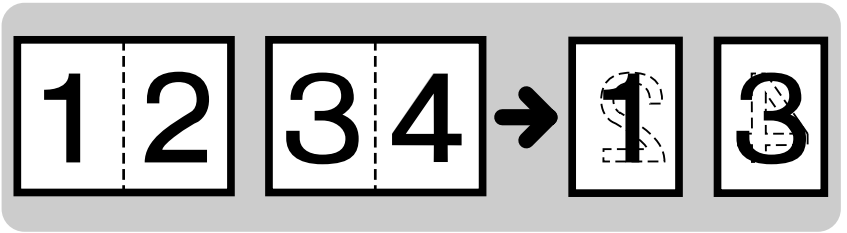
1 Press the **Duplex** key to light the **2 Sided Original** indicator.

2 Set your original in the optional document feeder. ☛ See page 32 or 34.

❒ Start with the last page of the originals.

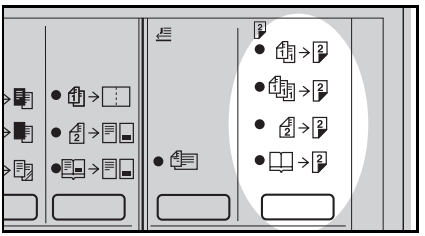
3 Press the **Start** key.

From Facing Pages (Book Original)

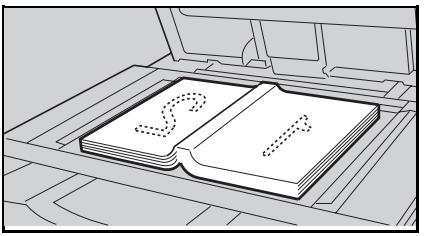


❒ Copy paper sizes (▯ only) that can be used are as follows:
A4, A5, B5

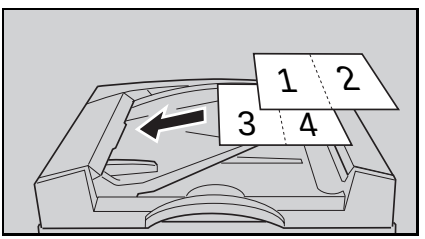
1 Press the **Duplex** key to light the **Book Original** indicator.



2 Start with the last page of your book original and work your way to the beginning.
Place the original face down on the exposure glass and align the last page with the left scale.



Or, set the facing original in the optional document feeder.

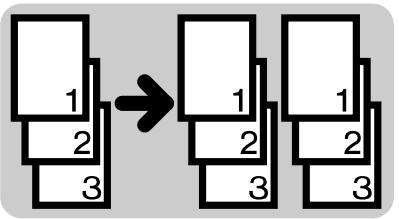


3 Press the **Start** key.

FINISHING (OPTION)

Sorting Into Sets (Sort)

One copy of each originals is delivered to each bin and copies are collated into sets.



Note: This function can be used only when your copier is equipped with the optional 10-bin sorter, 20-bin sorter, 10-bin sorter stapler, 20-bin sorter stapler, or 20-bin multi-position sorter stapler.

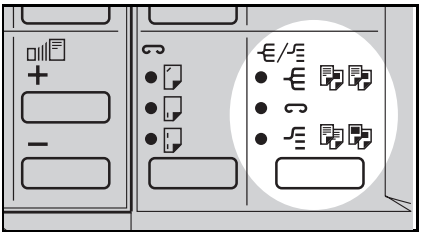
❒ For Sorting, the following limitations apply:

	20-bin multi-position sorter stapler	20-bin sorter stapler	10-bin sorter stapler	20-bin sorter	10-bin sorter
Maximum paper size	▭: A3 ▯: A4	▭: A3 ▯: A4	▭: A3 ▯: A4	▭: A3 ▯: A4	▭: A3 ▯: A4
Minimum paper size	▭: B5 ▯: A5	▭: B5 ▯: A5	▭: B5 ▯: A5	▭: B5 ▯: A5	▭: B5 ▯: A5
Maximum paper weight	157 g/m2	157 g/m2	157 g/m2	90 g/m2	90 g/m2
Minimum paper weight	52 g/m2	52 g/m2	52 g/m2	52 g/m2	64 g/m2
Maximum capacity of bins	50 copies	A4 or smaller: 30 copies B4 or larger: 25 copies	A4 or smaller: 30 copies B4 or larger: 25 copies	A4 or smaller: 30 copies: B4: 15 copies A3: 10 copies	A4 or smaller: 20 copies B4: 15 copies A3: 10 copies
Paper that cannot be used	post cards, translucent paper, OHP transparencies, and adhesive labels				

❒ To avoid problems caused by curly copies, try turning over the paper stack in the 500-sheet or large capacity tray. If there is no improvement, change to copy paper with less curl.

❒ Regarding functions that cannot be used together with this function, ☛ see page 94.

1 Press the **Sorter** key to light the **Sort** indicator.

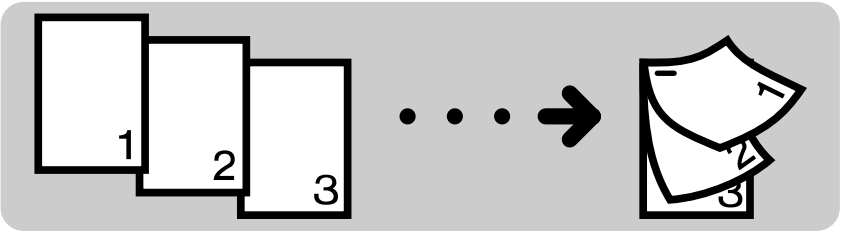


2 Set your original on the exposure glass or in the optional document feeder. ☛ See page 31, 32, or 34.

3 Press the **Start** key.

❒ If you set your originals on the exposure glass in step 2, repeat steps 2 and 3 until your copying is completed.

Stapling Copies (Staple)



Note: This function can be used only when your copier is equipped with the optional 10-bin sorter stapler, 20-bin sorter stapler, or 20-bin multi-position sorter stapler.

❒ If you select Stapling, Sorting is automatically selected.

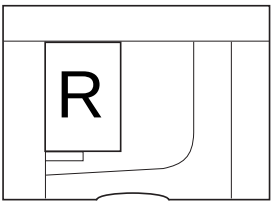
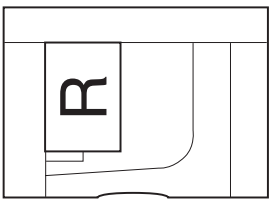
❒ You cannot use Stapling with Stacking.

❒ To avoid problems caused by curly copies, try turning over the paper stack in the 500-sheet or large capacity tray. If there is no improvement, change to copy paper with less curl.

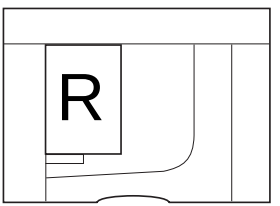
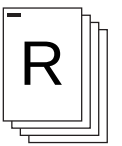
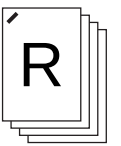
❒ Regarding functions that cannot be used together with this function, ☛ see page 94.

Stapling position and orientation

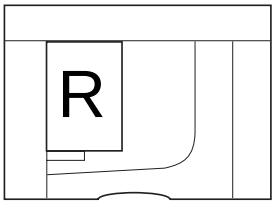
20-bin multi-position sorter stapler

Original setting in the optional document feeder	Copies
	
	
	

20-bin sorter stapler

Original setting in the optional document feeder	Copies
	
	

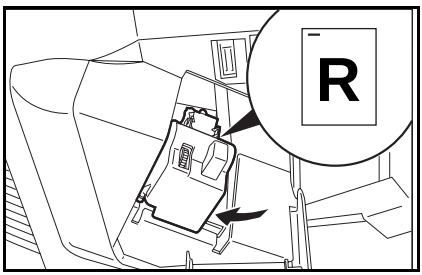
10-bin sorter stapler

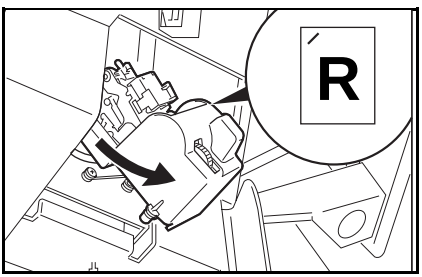
Original setting in the optional document feeder	Copies
	

Changing the staple position

If your copier is equipped with the 20-bin sorter stapler, you can select one of two stapling positions by changing the position of the stapler. Open the front cover of the sorter stapler and perform the actions illustrated below.

- ❒ After changing the position of the stapler, the stapler should be clicked in position.
- ❒ When your copier is equipped with the 20-bin multi-position sorter stapler, you can also change the staple position using the **Staple Position** key. ☛ See pages 88 and 89.





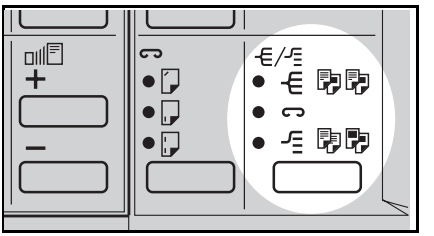
- ❒ For Stapling, the following limitations apply:

	20-bin multi-position sorter stapler	20-bin sorter stapler	10-bin sorter stapler
Maximum paper size	▭: A3 ▯: A4	▭: A3 ▯: A4	▭: A3 ▯: A4
Minimum paper size	B5	B5	B5
Maximum paper weight	157 g/m2	157 g/m2	80 g/m2
Minimum paper weight	52 g/m2	52 g/m2	52 g/m2
Stapler capacity	2 ~ 50 copies	2 ~ 20 copies	2 ~ 20 copies
Paper that cannot be used	post cards, translucent paper, OHP transparencies, and adhesive labels		

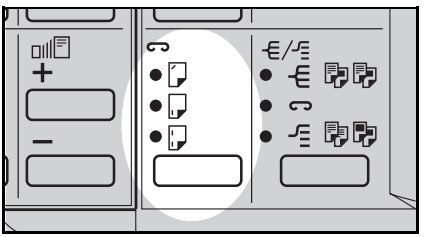
Stapling copies automatically after copying

Note: This function can be used only when your copier is equipped with the optional document feeder.

1. Press the **Sorter** key to light the **Sort** and **Staple** indicators.



2. If your machine is equipped with the 20-bin multi-position sorter stapler, select the staple position using the **Staple Position** key.



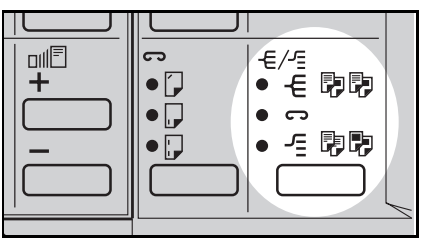
3. Set originals in the optional document feeder. ☛ See page 32.

4. Press the **Start** key.

Stapling copies manually after copying

Use this function when you place originals on the exposure glass, or in the optional document feeder, one sheet at a time.

1. Press the **Sorter** key to light the **Sort** indicator.

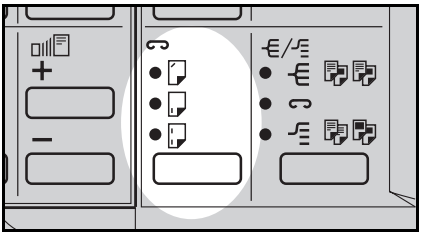


2 Place originals on the exposure glass, or set originals in the optional document feeder *one sheet at a time.*

❒ Start with the last page of the originals.

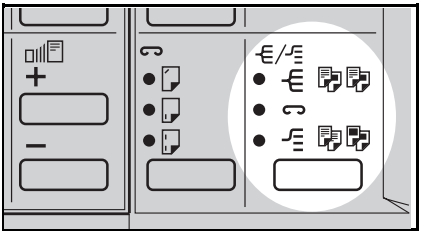
3 Make your copies.

4 If your machine is equipped with the 20-bin multi-position sorter stapler, select the staple position using the **Staple Position** key before the **Staple** indicator stops blinking.



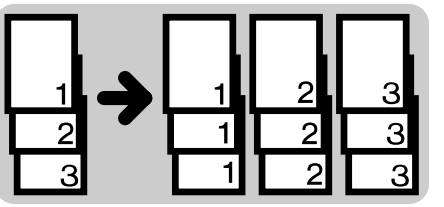
5 After copying is completed, press the **Sorter** key before the **Staple** indicator stops blinking.

❒ The **Staple** indicator blinks for about 20 seconds. You can change this time using the user tools. ☛ See page 138.



Stacking Together All Copies Of A Page (Stack)

All copies of each original are delivered to the same bin.

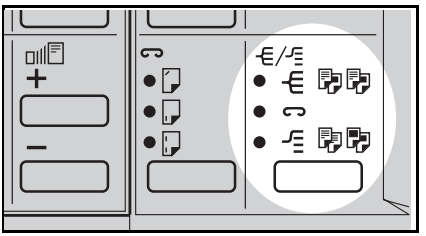


Note: This function can be used only when your copier is equipped with the optional 10-bin sorter, 20-bin sorter, 10-bin sorter stapler, 20-bin sorter stapler, or 20-bin multi-position sorter stapler.

- To avoid problems caused by curly copies, try turning over the paper stack in the 500-sheet or large capacity tray. If there is no improvement, change to copy paper with less curl.
- Regarding functions that cannot be used together with this function, ☛ see page 94.
- For Stacking, the following limitations apply:

	20-bin multi-position sorter stapler	20-bin sorter stapler	10-bin sorter stapler	20-bin sorter	10-bin sorter
Maximum paper size	▭: A3 ▯: A4	▭: A3 ▯: A4	▭: A3 ▯: A4	▭: A3 ▯: A4	▭: A3 ▯: A4
Minimum paper size	▭: B5 ▯: A5	▭: B5 ▯: A5	▭: B5 ▯: A5	▭: B5 ▯: A5	▭: B5 ▯: A5
Maximum paper weight	157 g/m²	157 g/m²	157 g/m²	90 g/m²	90 g/m²
Minimum paper weight	52 g/m²	52 g/m²	52 g/m²	52 g/m²	64 g/m²
Maximum capacity of bins	50 copies	A4 or smaller: 25 copies B4 or larger: 20 copies	A4 or smaller: 25 copies B4 or larger: 20 copies	A4 or smaller: 30 copies B4 or larger: 10 copies	A4 or smaller: 20 copies B4: 15 copies A3: 10 copies
Paper that cannot be used	post cards, translucent paper, OHP transparencies, and adhesive labels				

1 Press the **Sorter** key to light the **Stack** indicator.

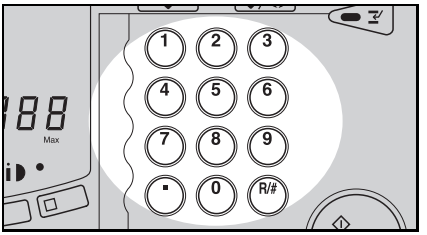


2 Set your original on the exposure glass or in the optional document feeder. ☛ See page 31, 32, or 34.

3 Press the **Start** key.

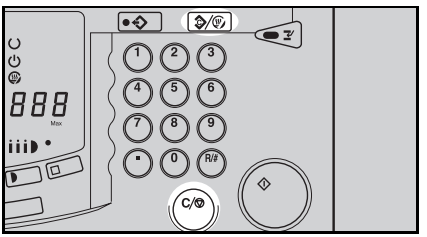
COPYING WITH USER CODES

1 Input your user code (3 digits) using the **Number** keys. Press the **Recall/Enter** key.



2 Make your copies.

3 To prevent from others from making copies using your user code, press the **Clear/Stop** and **Clear Modes/Energy Saver** key simultaneously after copying.



- ❒ Regarding user codes, ☛ see page 141.
- ❒ To set your copier for user codes, contact your service representative. ☛ See page 149.

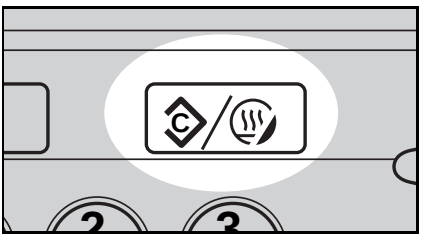
SAVING ENERGY

With the Energy Saver, the copier is reset and uses less electricity.

- To have this function turn on automatically or even have the copier turn itself off, set the user tools. ☛ See pages 133 and 134.
- Your service representative can select one of two levels for the saving ratio. (☛ See page 148.) The greater the saving ratio, the more time the copier will need to return to the ready condition.

1 Press the **Clear Modes/Energy Saver** key more than one second to enter the Energy Saver condition.

- All indicators except the **Energy Saver** indicator turn off.



COMBINATION CHART

This combination chart shows which modes can be used together.

☆ means that these modes can be used together.

★ means that one of these modes will be selected automatically.

✗ means that these modes cannot be used together.

Mode you have selected \ Mode you try to select			Erase				Reduce/Enlarge					Two-sided copies			
			1	2	3	4	5	6	7	8	9	10	11	12	13
Erase	1	Erase Center		★	★	✗	☆	☆	☆	☆	☆	☆	☆	☆	☆
	2	Erase Edge	★		★	✗	☆	☆	☆	☆	☆	☆	☆	☆	☆
	3	Erase Center & Border	★	★		✗	☆	☆	☆	☆	☆	☆	☆	☆	☆
	4	Margin Adjustment	✗	✗	✗		☆	☆	☆	☆	☆	☆	☆	☆	☆
Reduce/Enlarge	5	Preset Reduce/Enlarge	☆	☆	☆	☆		★	★	★	★	☆	☆	☆	☆
	6	+- Zoom	☆	☆	☆	☆	★		★	★	★	☆	☆	☆	☆
	7	Size Magnification	☆	☆	☆	☆	★	★		★	✗	☆	☆	☆	☆
	8	Auto Reduce/Enlarge	☆	☆	☆	☆	★	★	★		★	☆	☆	★	☆
	9	10 Key Zoom	☆	☆	☆	☆	★	★	✗	★		☆	☆	☆	☆
Two-sided copies	10	From Even One-sided Originals	☆	☆	☆	☆	☆	☆	☆	☆	☆		★	★	★
	11	From Two-sided Originals	☆	☆	☆	☆	☆	☆	☆	☆	☆	★		★	★
	12	From Book Original	☆	☆	☆	☆	☆	☆	☆	✗	☆	★	★		★
	13	From Odd One-sided Originals	☆	☆	☆	☆	☆	☆	☆	☆	☆	★	★	★	
One-sided copies	14	From Two-sided Original	☆	☆	☆	☆	☆	☆	☆	☆	☆	★	★	★	★
	15	From Book Original	☆	☆	☆	☆	☆	☆	☆	✗	☆	★	★	★	★
	16	From 2 One-sided Originals	☆	☆	☆	☆	☆	☆	☆	✗	☆	☆	✗	✗	✗
Finishing	17	Sorting	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	18	Stacking	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	19	Stapling	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	20	Proof Tray Copying	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Cover/Slip Sheet	21	Copied Front Cover	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	✗	☆
	22	Blank Front Cover	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	✗	☆
	23	OHP Slip Sheet	☆	☆	☆	☆	☆	☆	☆	☆	☆	✗	✗	✗	✗
Others	24	Auto Paper Select	☆	☆	☆	☆	☆	☆	☆	★	☆	☆	☆	★	☆
	25	Bypass Feed Copying	✗	✗	✗	✗	☆	☆	☆	✗	☆	✗	✗	✗	✗
	26	Interrupt Copying	☆	☆	☆	☆	☆	☆	☆	☆	☆	✗	✗	✗	✗
	27	Auto Image Density	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	28	Halftone	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	29	Different Sized Originals in DF	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	30	Special Paper Size Copying	✗	✗	✗	✗	☆	☆	☆	✗	☆	✗	✗	✗	✗

		One-sided copies			Finishing				Cover/Slip sheet			Others						
		14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Erase	1	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	✗	★	☆	☆	☆	✗
	2	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	✗	★	☆	☆	☆	✗
	3	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	✗	★	☆	☆	☆	✗
	4	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	✗	★	☆	☆	☆	✗
Reduce/Enlarge	5	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	★	☆	☆	☆	☆
	6	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	★	☆	☆	☆	☆
	7	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	✗	☆	☆	☆	✗
	8	★	★	★	☆	☆	☆	☆	☆	☆	☆	★	✗	★	☆	☆	☆	✗
	9	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	★	☆	☆	☆	✗
Two-sided copies	10	★	★	☆	☆	☆	☆	☆	☆	☆	✗	☆	✗	★	☆	☆	☆	★
	11	★	★	★	☆	☆	☆	☆	☆	☆	✗	☆	✗	★	☆	☆	☆	✗
	12	★	★	★	☆	☆	☆	☆	✗	✗	✗	✗	✗	★	☆	☆	☆	✗
	13	★	★	★	☆	☆	☆	☆	☆	☆	✗	☆	✗	★	☆	☆	☆	✗
One-sided copies	14		★	★	☆	☆	☆	☆	✗	✗	✗	☆	☆	★	☆	☆	☆	☆
	15	★		★	☆	☆	☆	☆	✗	✗	☆	✗	✗	★	☆	☆	☆	✗
	16	★	★		☆	☆	☆	☆	✗	✗	✗	✗	✗	★	☆	☆	✗	✗
Finishing	17	☆	☆	☆		★	☆	★	☆	☆	★	☆	✗	★	☆	☆	☆	✗
	18	☆	☆	☆	★		★	★	★	★	★	☆	✗	★	☆	☆	☆	✗
	19	☆	☆	☆	☆	★		★	☆	☆	★	☆	✗	★	☆	☆	☆	✗
	20	☆	☆	☆	★	★	★		☆	☆	☆	☆	☆	★	☆	☆	☆	☆
Cover/Slip Sheet	21	✗	✗	✗	☆	✗	☆	☆		★	★	✗	★	★	☆	☆	☆	✗
	22	✗	✗	✗	☆	✗	☆	☆	★		★	✗	★	★	☆	☆	☆	✗
	23	✗	☆	✗	✗	✗	✗	☆	★	★		✗	★	★	☆	☆	☆	✗
Others	24	☆	★	★	☆	☆	☆	☆	★	★	★		★	★	☆	☆	☆	★
	25	☆	✗	✗	✗	✗	✗	☆	★	★	★	★		★	☆	☆	☆	★
	26	☆	☆	☆	✗	✗	✗	☆	✗	✗	✗	☆	☆		☆	☆	☆	☆
	27	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆		★	☆	☆
	28	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	★		☆	☆
	29	☆	☆	✗	☆	☆	☆	☆	☆	☆	☆	☆	☆	★	☆	☆		☆
	30	☆	✗	✗	✗	✗	✗	☆	✗	✗	✗	✗	☆	★	☆	☆	☆	

WHAT TO DO IF SOMETHING GOES WRONG

IF YOUR COPIER DOES NOT OPERATE AS YOU WANT

Check the followings:

Copier's condition	Action
Nothing happens when the main switch is turned on.	Check the power cord. Is it properly plugged into the outlet? ➠ Plug it in firmly.
is lit.	Load paper. ☛ See page 103.
is blinking or lit.	Add toner. ☛ See page 106.
is lit.	Add staples. If you use the 20-bin multi-position sorter stapler, ☛ see page 107. If you use the 20-bin sorter stapler, ☛ see page 107. If you use the 10-bin sorter stapler, ☛ see page 108.
is lit.	Remove misfed paper. ☛ See page 109.
Staples do not come out at all.	After loading a new staple cartridge, staples might not be ejected the first few times you try to use the stapler.
	There are jammed staples in the stapler. Remove the jammed staples. If you use the 20-bin multi-position sorter stapler, ☛ see page 114. If you use the 20-bin sorter stapler, ☛ see page 114. If you use the 10-bin sorter stapler, ☛ see page 115.
	A few sheets might not be stapled. To correct this, try turning over the paper stack in the 500-sheet or large capacity tray. If there is no improvement, change to copy paper with less curl.
is lit.	Your machine is in the Energy Saver or Auto Off condition. ➠ Press any key except the **Start** key to return to the ready condition.

Copier's condition		Action
C code is displayed on the copy counter.	**C1**	Close the copier's front cover.
	C2	Close the exit cover of the copier.
	C3	Close the side cover of the optional paper tray unit.
	C4	Close the cover of the large capacity tray.
	C5	Close the cover of the optional 20-bin multi-position sorter stapler, or set the sorter stapler correctly.
		Close the cover of the optional 20-bin sorter stapler, or set the sorter stapler correctly.
		Close the cover of the optional 10-bin sorter stapler, or set the sorter stapler correctly.
		Close the cover of the optional 20-bin sorter.
		Set the optional 10-bin sorter correctly.
	C6	Close the cover of the optional document feeder.
	C7	Close the copier's side cover or large capacity tray.
U code is displayed on the copy counter.	**U2**	The copier is set for user codes. Enter your user code (3 digits).
		Insert the optional key counter.
	U6	Set the fusing unit correctly. ☛ See page 4 for the position of the fusing unit.
	U7	Set the unit for two-sided copying correctly. ☛ See page 4 for the position of the unit.
	U8	Set the stapler unit of the 20-bin multi-position sorter stapler. ☛ See page 107.
E code is displayed on the copy counter.		Turn the main switch off, wait a few seconds, and then turn it on. If the E code appears again, call your service representative and tell which code is on. Check the code as follows: ex.) E 1 0 1 By pressing the **Decimal Point** ⊙ key, this code is displayed. This code is displayed first.

Copier's condition	Action
◁▯ is lit.	You've selected an improper paper size. Copying is impossible. Select the proper paper size.
	When making two-sided copies: ➠ You cannot use the bypass feed table. Close the bypass feed table and select another paper tray. ➠ Improper paper size is selected. Select the proper paper size. ☛ See page 80. ➠ You cannot change the paper size when copying the back side after copying the front side. ➠ You cannot select Cover/Slip Sheet mode.
	When making 2 one-sided copies from 2 facing pages (Book Original mode): ➠ You cannot select the ▭ copy paper for the book originals. Select ▯ copy paper. ➠ You cannot select Auto Reduce/Enlarge. ➠ You cannot select Cover mode. ➠ You cannot select Auto Paper Select.
	When adding cover or slip sheets (Cover/Slip Sheet mode): ➠ The bypass feed table is closed. Open it to set cover sheets in Cover mode or OHP transparencies in OHP Slip Sheet mode. (In OHP Slip Sheet mode, OHP transparencies should be set in the bypass feed table. Slip sheets should be set in a paper tray.) ➠ You cannot use Single Copies function. (However, you can use the OHP Slip Sheet and Single Copies from Book Originals functions together.) ➠ You cannot select two-sided copies from Book Originals function.

Copier's condition	Action
◁□I is blinking.	Original size or direction does not match the copy paper size or direction. ➠ Select the proper paper size or direction.
	When making copies in Auto Paper Select: ➠ There is no proper copy paper size or direction. (copying is possible.) Select the proper paper size, or press the **Start** key to continue copying. ➠ If you use translucent or transparent originals, or originals with tags, the original size might not be correctly detected. Do not use such originals.
	When making copies in Auto Reduce/Enlarge: ➠ The copy paper direction does not match the original direction. (Copying is possible.) Change the original direction, select copy paper oriented proper direction, or press the **Start** key to continue copying. ➠ The original size might not be detected correctly. Use originals of a standard size. ➠ If you use translucent or transparent originals, or originals with tags, the original size might not be detected correctly. Do not use such originals.
Max indicator blinks.	Entered data is over the maximum or under the minimum allowed. The data is automatically corrected within range.
The indicator of the **Auto Image Density** key blinks.	Turn the main switch off and on. If this condition re-occurs, call your service representative and explain the problem.
The **Manual Image Density** indicator blinks.	
□₂ is blinking.	Press the **Start** key to get the remaining copies out.
Misfeeds occur frequently.	Is the right kind of paper in the paper tray? ➠ Paper size and weight must be within the specifications for this copier.
	Is folded, wrinkled, damp, or curled paper in the paper tray? ➠ Always use dry, undamaged paper.

Copier's condition	Action
Misfeeds occur frequently.	Is the paper properly set in the paper tray? ➠ Always load paper correctly.
	Are there any pieces of misfed paper or other foreign objects in the machine? ➠ Make sure that the paper path is completely clear of paper and other material after a misfeed.

❒ If you cannot correct the problem by taking the above actions, please contact your service representative.

IF YOU CANNOT MAKE COPIES AS YOU WANT

Problem	Cause	Action
Copies appear dirty.	The original has a gray or colored background.	Adjust the image density. ☛ See page 41.
	The image density is too dark.	
	The platen cover, exposure glass, or document feeder belt is dirty.	Clean them. ☛ See pages 152 and 153.
The reverse side of an original image is copied.	The image density is too dark.	Adjust the image density. ☛ See page 41.
Copies are too light.	The original has a low contrast image.	Adjust the image density. ☛ See page 41.
	The image density is too light.	
	Damp or rough grain paper is used.	Use dry paper without rough grain.
The same copy area is dirty whenever making copies.	The platen cover, exposure glass, or document feeder belt is dirty.	Clean them. ☛ See pages 152 and 153.
Copies are blank or parts of the image are not copied.	The original is not set correctly.	Set originals correctly. ☛ See page 31, 32, or 34.
	An improper paper size is selected.	Select the proper paper size.

❒ If you cannot correct the problem by taking the above actions, please contact your service representative.

IS LIT: LOADING PAPER

NOTE: Regarding paper sizes that can be set, ☛ see pages 120, 122 and 123.

NOTE: If you want to change the paper size, ☛ see page 120.

Non-recommended Paper For Paper Trays

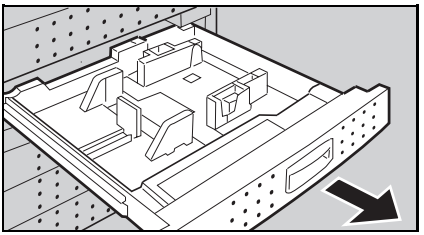
- ❒ Folded, curled, creased, or damaged paper
- ❒ Torn paper
- ❒ Perforated paper
- ❒ Paper with conductive or low electrical resistance coating such as carbon or silver coating
- ❒ Thermal paper, art paper
- ❒ Thin paper that has low stiffness

Notes For Paper

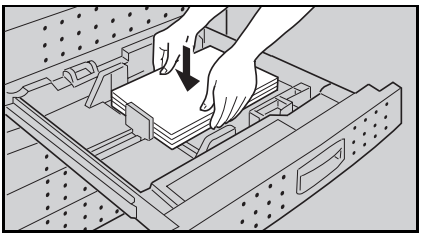
- ❒ Load paper with the copy side *down* in the 500-sheet trays, and with the copy side *up* in the large capacity tray. If copies are curled, try turning the copy paper over in the tray. If there is no improvement, change to copy paper with less curl.
- ❒ Do not use copy paper that has been already copied on.
- ❒ The following types of paper cannot be fed from the paper tray. Load them in the bypass feed table. ☛ See pages 47 and 49.
  - OHP transparencies
  - adhesive labels
  - translucent paper
  - post cards
  - special size paper
- ❒ Correct curls in copy paper before loading.
- ❒ Fan copy paper to get air between the sheets before loading.

Loading Paper In The 500-sheet Tray

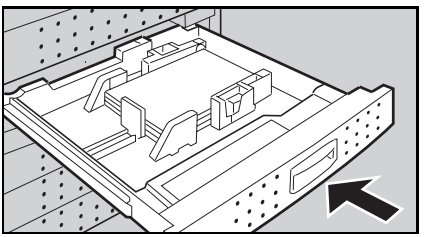
1 Pull out the paper tray until it stops.



2 Load paper in the paper tray.
Do not stack paper above the limit mark inside the paper tray.



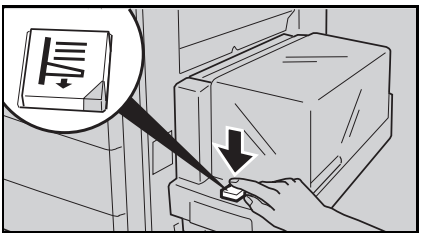
3 Push the tray in until it stops.



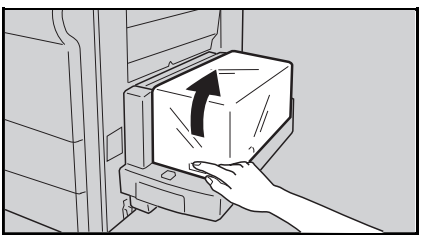
Loading Paper In The Large Capacity Tray (only with models having this tray)

1 If the **Down** key is not lit, press it to lower the bottom plate. The key will blink while the bottom plate is moving down.

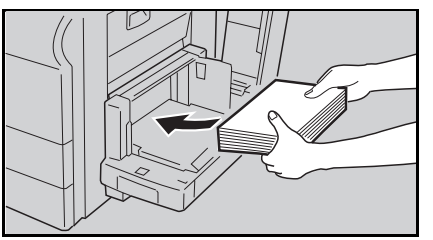
❒ If the key is lit or blinking, proceed to step 2.



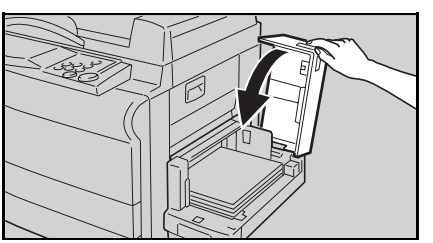
2 After the **Down** key stops blinking and lights, open the cover.



3 Load paper into the tray (not more than 1,000 sheets).
The paper stack must be flush with the left side.



4 Close the cover.



IS LIT OR BLINKING: ADDING TONER

When the **Add Toner** indicator blinks, it is time to supply toner (copying is still possible). When the **Add Toner** indicator is continuously on, copies cannot be made until the toner bottle is replaced.

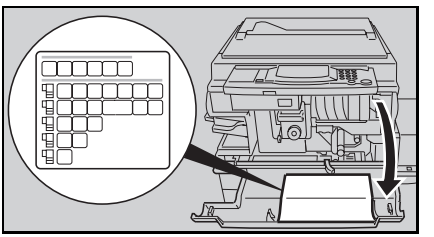
⚠ ***WARNING:*** ***Do not incinerate the used toner or toner containers. Toner dust might ignite when exposed to open flame. Dispose of the used toner containers according to local regulations for plastics.***

NOTE: When adding toner, do not turn off the main switch. If you do, your copy settings are cleared.

NOTE: Before setting the new toner bottle, shake it well at least 5 or 6 times.

NOTE: Do not remove the inner cap of the new toner bottle.

1. Open the copier's front cover.
2. You can find the sticker explaining how to add toner inside the front cover, as shown in the illustration.

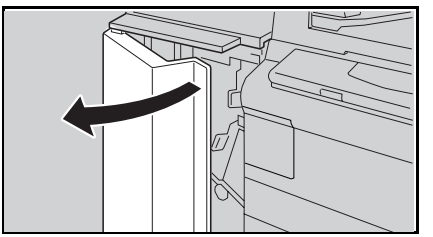


3. Load the new toner bottle following the instructions on the sticker.

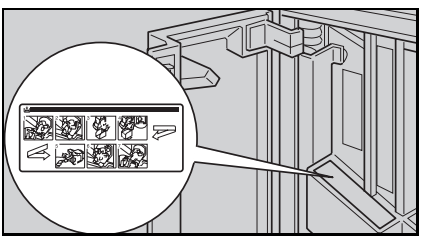
IS LIT: ADDING STAPLES

If Your Copier Is Equipped With The 20-bin Multi-position Sorter Stapler

1 Open the front door of the sorter stapler.



2 You can find a sticker (with IS LIT at the top) explaining how to add a staple cartridge, inside the front door as shown in the illustration.

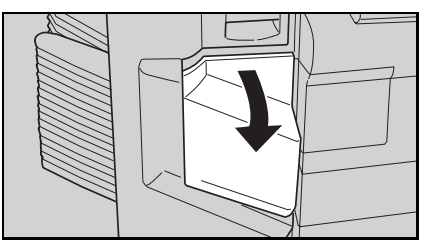


3 Add the new staple cartridge following the instructions on the sticker.

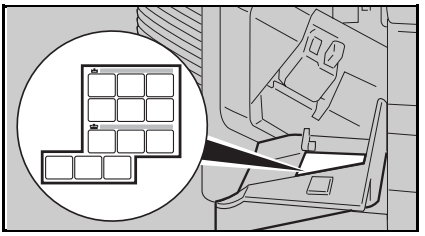
If Your Copier Is Equipped With The 20-bin Sorter Stapler

❒ If any staples extend from the mouth of the new staple cartridge after removing the plastic clip from the cartridge, push them back into the cartridge.

1 Open the front cover of the sorter stapler.



2 You can find a sticker (with at the top) explaining how to add a staple cartridge, inside the front cover as shown in the illustration.

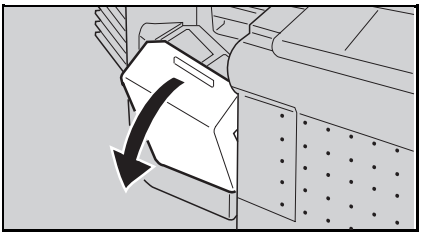


3 Add the new staple cartridge following the instructions on the sticker.

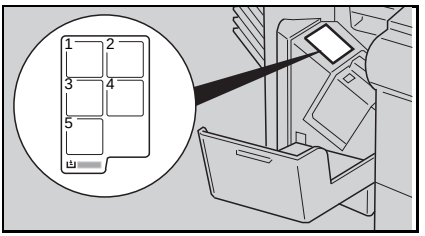
If Your Copier Is Equipped With The 10-bin Sorter Stapler

❒ If any staples extend from the mouth of the new staple cartridge after removing the plastic clip from the cartridge, push them back into the cartridge.

1 Open the front cover of the sorter stapler.



2 You can find a sticker (with on the tab) explaining how to add a staple cartridge, inside the front cover as shown in the illustration.



3 Add the new staple cartridge following the instructions on the sticker.

IS LIT: CLEARING MISFEEDS

⚠ ***WARNING:*** ***Since some parts of the copier are at a high voltage and could give you an electric shock. When the copier needs to be checked, adjusted or repaired, contact your service representative.***

⚠ ***Caution:*** ***When removing misfed paper, do not touch the fusing section because it could be very hot. (☛ See page 4 for the position of the fusing section.)***

NOTE: Do not leave any torn scraps within the machine.

NOTE: When clearing misfeeds, do not turn off the main switch. If you do, your copy settings are cleared.

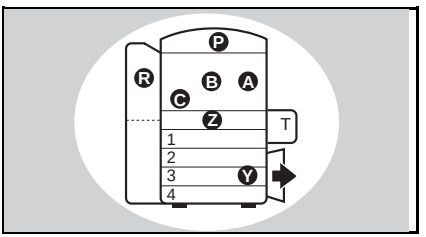
NOTE: After clearing misfeeds, make sure that all units and levers are returned to their original positions and all covers are closed.

NOTE: Do not touch originals in the optional document feeder when a paper misfeed occurs in the copier. If you do, the copier cannot know which originals have been copied, and which should be copied.

NOTE: When removing misfed paper, touch only the parts specified in the instructions on the sticker inside the machine's cover.

Check The Misfeed Location Display

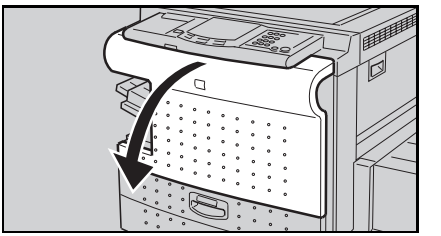
The display shows the location of misfed paper. When there is an original misfeed, **P** is lit.



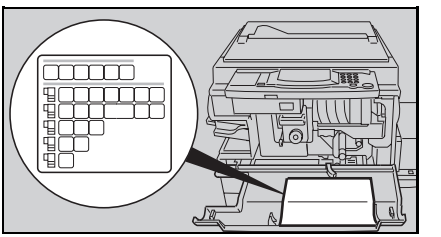
When A, B, C, Y, Or Z Is Lit:

1 Open the front cover of the copier.

- ❒ C and Z are lit only when your copier has the unit for two-sided copying.
- ❒ Y is lit only when your copier has the optional 1000-sheet or 1500-sheet tray unit.



2 You can find a sticker (with at the top) explaining how to remove misfed paper, inside the front cover as shown in the illustration.

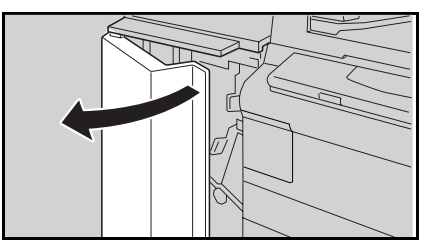


3 Remove misfed paper following the instructions on the sticker.

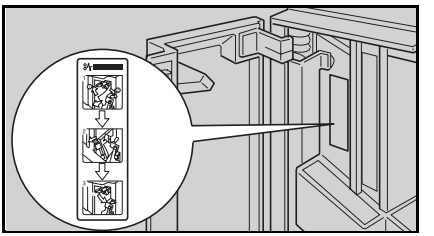
When R Is Lit:

If your copier is equipped with the 20-bin multi-position sorter stapler

1 Open the front door of the sorter stapler.



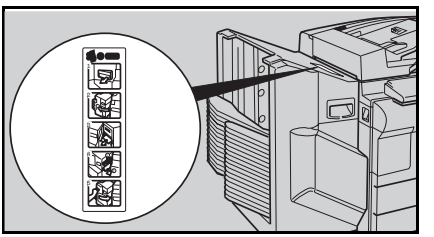
2 You can find a sticker (with at the top) explaining how to remove misfed paper, inside the front door of the sorter stapler as shown in the illustration.



3 Remove the misfed paper following the instructions on the sticker.

If your copier is equipped with the 20-bin sorter stapler

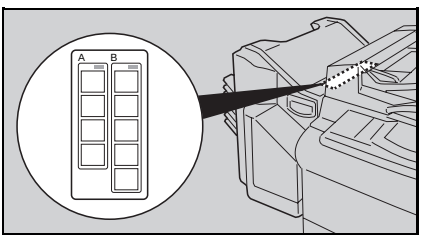
1 You can find a sticker (with at the top) explaining how to remove misfed paper, on the cover of the sorter stapler as shown in the illustration.



2 Remove the misfed paper following the instructions on the sticker.

If your copier is equipped with the 10-bin sorter stapler

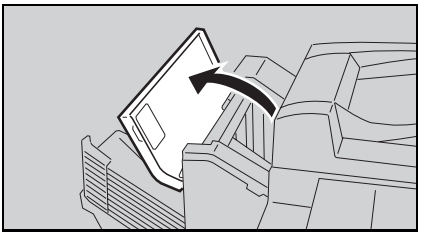
1 You can find a sticker (with at the top) explaining how to remove misfed paper, on the cover of the sorter stapler as shown in the illustration.



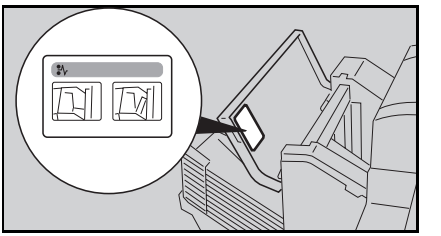
2 Remove the misfed paper following the instructions on the sticker.

If your copier is equipped with the 20-bin sorter

1 Open the top cover of the sorter.



2 You can find a sticker (with at the top) explaining how to remove misfed paper, on the back side of the cover of the sorter as shown in the illustration.

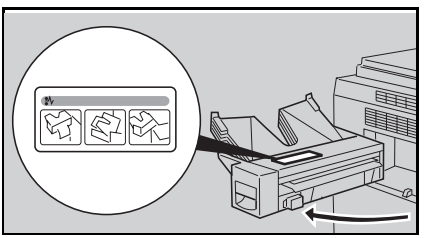


3 Remove the misfed paper following the instructions on the sticker.

If your copier is equipped with the 10-bin sorter

1 Open the sorter.

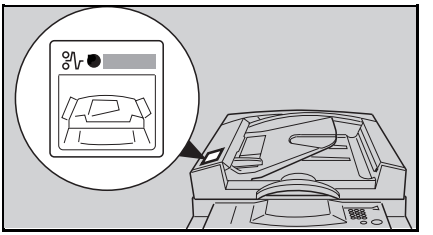
2 You can find the sticker (with at the top), explaining how to remove the misfed paper, on the cover of the sorter, as shown in the illustration.



3 Remove the misfed paper following the instructions on the sticker.

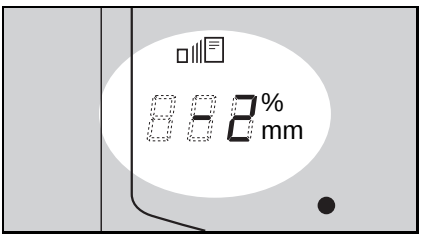
When P Is Lit (Original Misfeed):

1 You can find a sticker, explaining how to remove the misfed paper, on the optional document feeder as shown in the illustration.



2 Remove the misfed original referring to the sticker.

3 The number of originals that should be reset is displayed in the **Three Digit** indicator. Reset the originals in the optional document feeder.

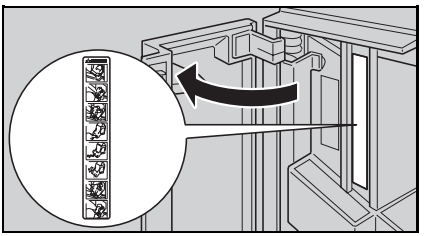


REMOVING JAMMED STAPLES

If Your Copier Is Equipped With The 20-bin Multi-position Sorter Stapler

1. Open the front door of the sorter stapler.

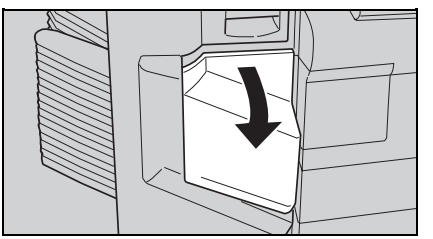
2. You can find a sticker (with ⚠ at the top), explaining how to remove jammed staples, inside the front door as shown in the illustration.



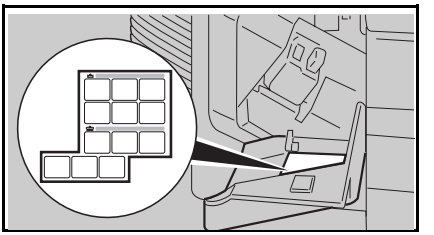
3. Remove the jammed staples following the instructions on the sticker.

If Your Copier Is Equipped With The 20-bin Sorter Stapler

1. Open the front cover of the sorter stapler.



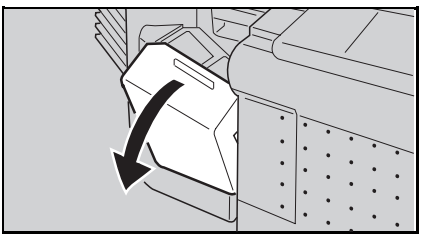
2 You can find a sticker (with ⚓ at the top), explaining how to remove jammed staples, inside the front cover as shown in the illustration.



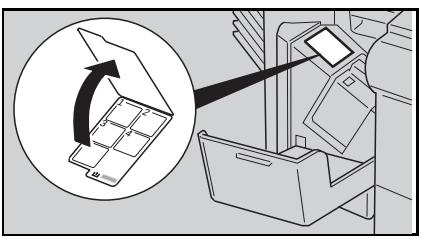
3 Remove the jammed staples following the instructions on the sticker.

If Your Copier Is Equipped With The 10-bin Sorter Stapler

1 Open the front cover of the sorter stapler.



2 You can find a sticker (with ⚓ on the tab), explaining how to remove jammed staples, inside the front cover as shown in the illustration.



3 Remove the jammed staples following the instructions on the sticker.

CHANGING THE COPIER'S SETTINGS

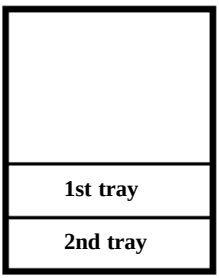
CHANGING PAPER SIZE

Paper Trays

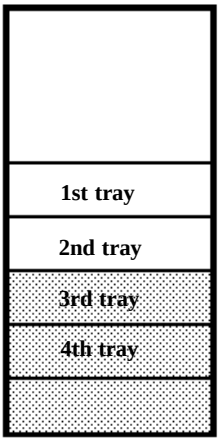
Each 500-sheet tray's name changes depending on what kind of copier and optional paper tray unit you have. Find your copier type among the illustrations below and on the next page. Then, when you come upon the paper tray's name (e.g. 1st tray) as used, for example, in the user tools section of this manual, check the instructions to see which paper tray is applicable to your copier.

❒ The trays for the paper tray unit are shaded.

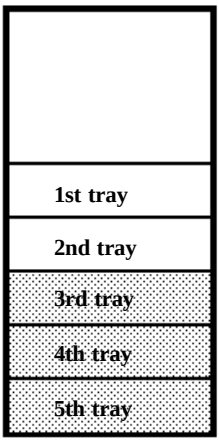
Basic



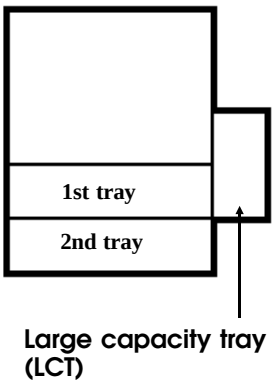
With optional 1000-sheet tray unit



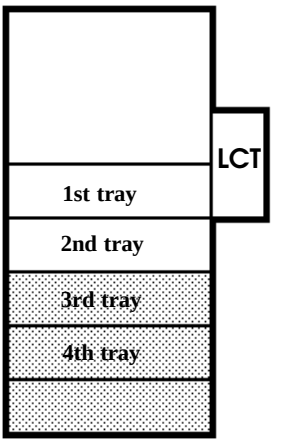
With optional 1500-sheet tray unit



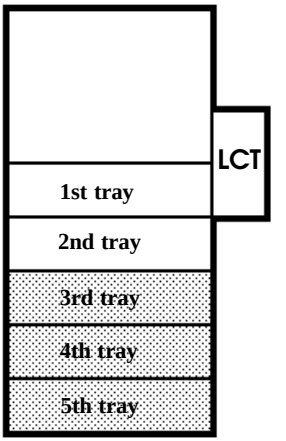
With large capacity tray



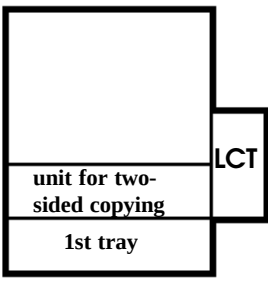
With large capacity tray and optional 1000-sheet tray unit



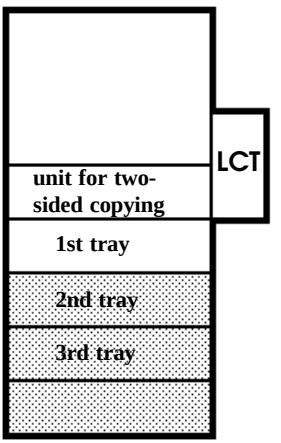
With large capacity tray and optional 1500-sheet tray unit



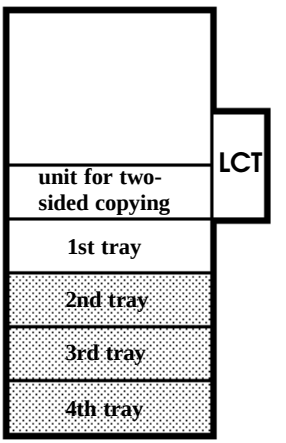
With large capacity tray and unit for two-sided copying



With large capacity tray, unit for two-sided copying and optional 1000-sheet tray unit



With large capacity tray, unit for two-sided copying and optional 1500-sheet tray unit

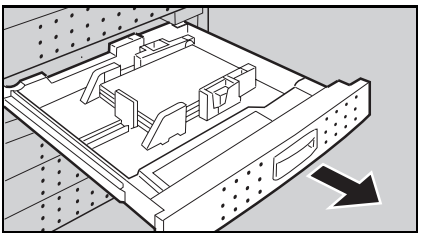


Copier's 500-sheet Trays

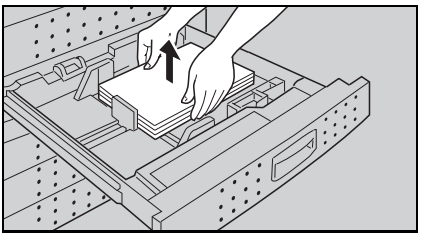
- ❒ When you want to change the paper size of the optional 1000-sheet or 1500-sheet paper tray unit, ☛ see page 122.
- ❒ You can have a fixed size assigned to the bypass feed table. ☛ See page 123.
- ❒ You can set only A4 ▯ paper in the large capacity tray.
- ❒ You can select paper of the following size:
  - A3 ▯, B4 ▯, A4 ▯▯, B5 ▯▯, A5 ▯, 8 1/2" x 11" ▯▯, 11" x 17" ▯, 8 1/2" x 13" ▯
- ❒ The 1st tray can accept sizes other than those above. Contact your service representative. For details about sizes, ☛ see page 149.

How to change the paper size of the copier's 500-sheet trays

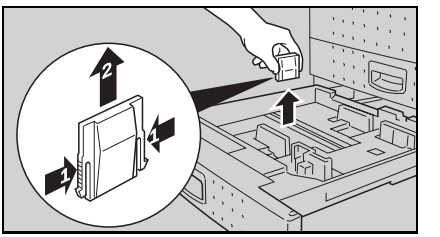
1 Pull the paper tray out until it stops.



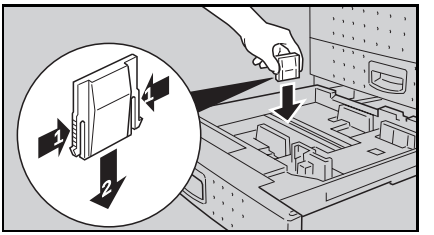
2 Remove the copy paper.



3 Remove the left guide as shown in the illustration.

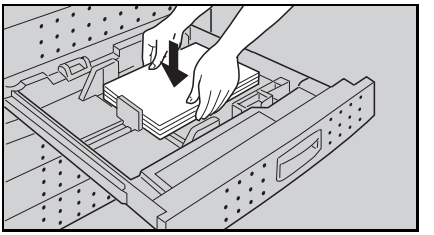


4 Set the left guide to the paper size you want to use as shown in the illustration.

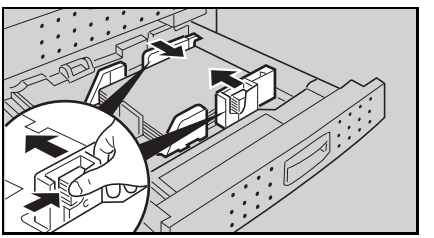


5 Load paper in the tray.

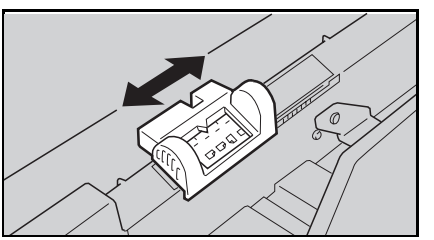
❒ Do not stack paper over the limit mark.



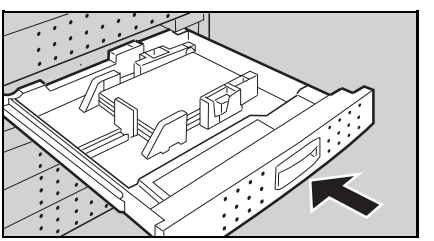
6 While pressing the release lever on the front guide, slide the front and rear guides to the paper size you want to use.



7 Select the paper size by adjusting the paper size selector on the back side of the tray.



8 Push the paper tray in until it stops.



Optional 1000-sheet Or 1500-sheet Paper Tray Unit And Bypass Feed Table

❒ When you want to change the paper size of the copier's 500-sheet trays, ☛ see page 120.

❒ As a default setting, you can set the following sizes in each optional paper tray.

- Basic:
- With 1000-sheet large capacity tray:

Paper feed options	Setting	Paper size you can set
3rd tray	1	A3 ▭
4th tray	3	A4 ▯
5th tray	3	A4 ▯
Bypass feed table	0	Paper size the copier detects

- With 1000-sheet large capacity tray and unit for two-sided copying:

Paper feed options	Setting	Paper size you can set
2nd tray	1	A3 ▭
3rd tray	3	A4 ▯
4th tray	3	A4 ▯
Bypass feed table	0	Paper size the copier detects

❒ The bypass feed table can be set to use any kind of paper that the copier can detect (default) or it can be set to only one size. ☛ See page 123.

❒ You can select following sizes in each optional paper tray and the bypass feed table.

- Optional paper tray unit

Setting	Paper size you can set
1	A3 ▭
2	B4 ▭
3	A4 ▯
4	A4 ▭
5	B5 ▯
6	B5 ▭
8	8" x 13" ▭
9	8 1/2" x 13" ▭
10	8 1/4" x 13" ▭
11	8 1/2" x 11" ▯
12	8 1/2" x 11" ▭
13	267 x 390 mm ▭
14	195 x 267 mm ▯
15	195 x 267 mm ▭

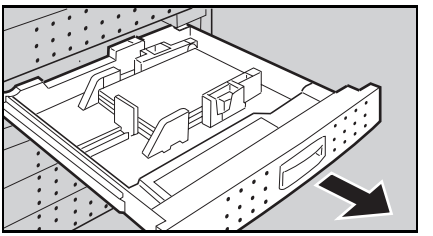
- Bypass feed table
  The bypass feed table can be set to only one size.

Setting	Paper size you can set
0	Paper size the copier detects
1	8 1/2" x 11" ▭
2	B5 ▭
3	A6 ▭
4	8" x 13" ▭
5	8 1/2" x 13" ▭
6	8 1/4" x 13" ▭
7	10" x 14" ▭
8	267 x 390 mm ▭
9	195 x 267 mm ▯
10	195 x 267 mm ▭

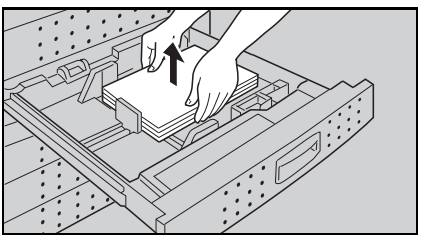
How to change the paper size of the optional paper tray units

❒ Make sure to follow steps 7 through 12 when you change the paper size of the optional paper tray.

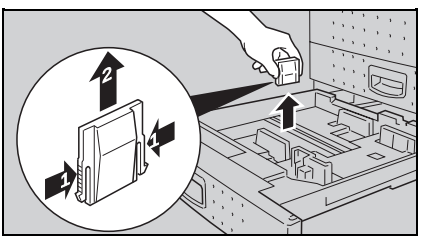
1 Pull the paper tray out until it stops.



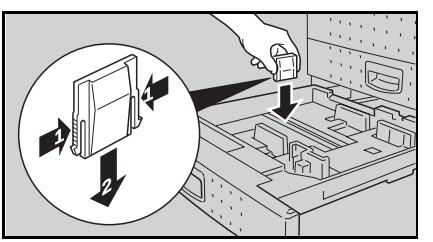
2 Remove the copy paper.



3 Remove the left guide as shown in the illustration.

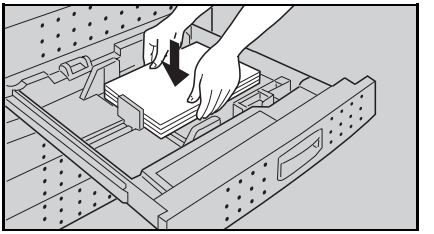


4 Set the left guide to the paper size you want to use as shown in the illustration.

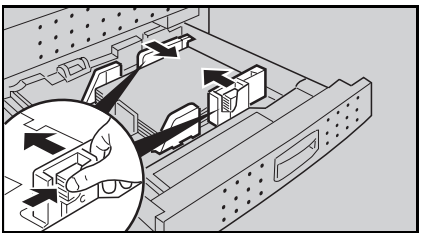


5 Load paper in the tray.

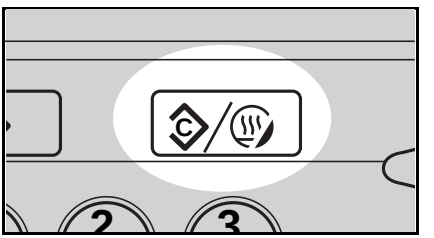
❒ Do not stack paper over the limit mark.



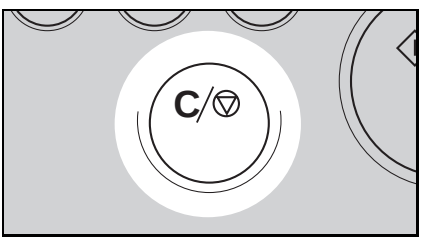
6 While pressing the release lever on the front guide, slide the front and rear guides to the paper size you want to use.



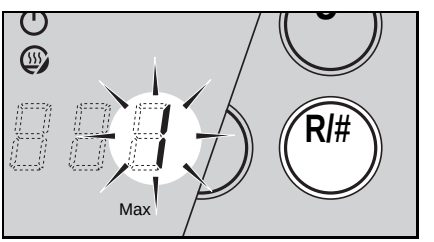
7 Press the **Clear Modes/Energy Saver** key.



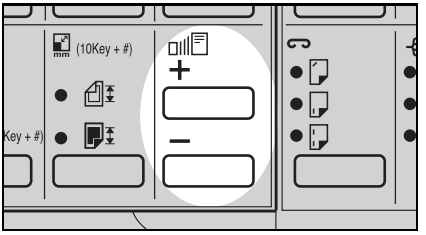
8 Press the **Clear/Stop** key until the copy counter blinks.



9 Confirm that "1" blinks on the copy counter. Then, press the **Recall/Enter** key.

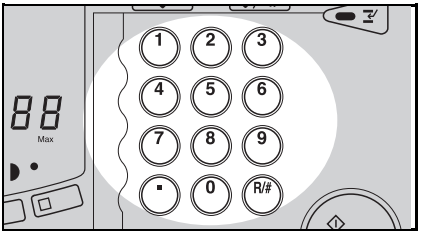


10 Select paper trays using the **Zoom Up (+)** key or **Zoom Down (-)** key.



❒ The selected paper size indicator will be lit.

11 Enter the required setting (paper size) using the **Number** keys and press the **Recall/Enter** key.

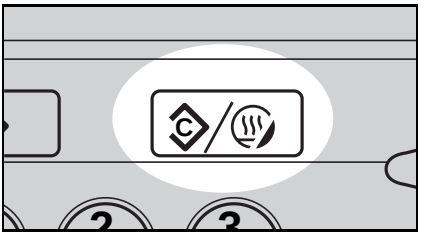


❒ ☛ See page 123 for the settings (paper size).

❒ Example:

Paper size	Setting
A3 ▭	1
A4 ▯	3
A4 ▭	4

12 To exit the user tools, press the **Clear Modes/Energy Saver** key twice.

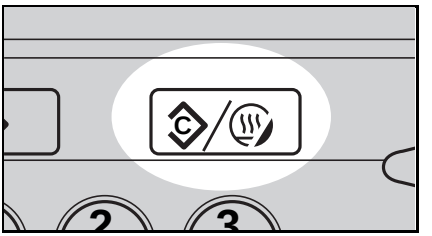


USER TOOLS

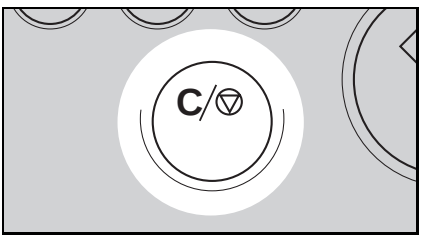
You can change or set the copier's settings using the following user tools.

How To Access User Tools

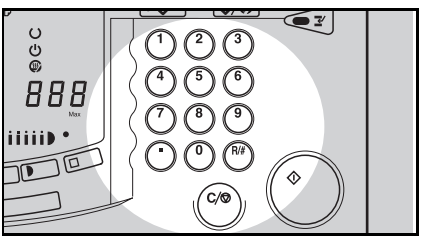
1 Press the **Clear Modes/Energy Saver** key.



2 Press the **Clear/Stop** key until the copy counter blinks.



3 Enter the required user tool's number using the **Number** keys.



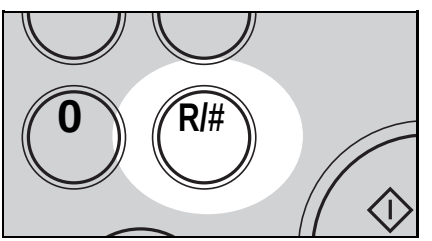
- For the user tool's number, refer to pages 130 to 147.

  Example: 1. **Paper size set**

  This is the user tool's number.

- If you input the wrong number, press the **Clear/Stop** key. Then, input the correct number.

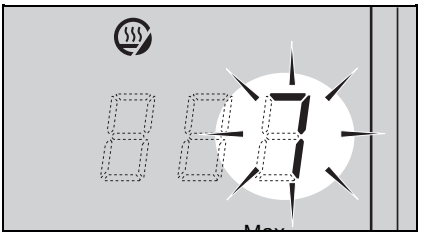
4 Press the **Recall/Enter** key.



How To Change Adjustment Values Or Modes

❒ The following user tools *cannot* be adjusted by following the procedures below.
- For No. 1, ☛ see page 122.
- For No. 16, ☛ see page 137.
- For No. 23, ☛ see page 142.
- For No. 24, ☛ see page 143.
- For No. 25, ☛ see page 145.
- For No. 26, ☛ see page 146.

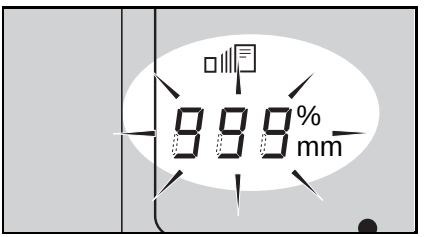
1 Access the user tool you want to adjust. (☛ See page 127.) The number of the user tool you select will blink in the copy counter.



2 The default setting will blink in the **Three Digit** indicator. Enter the required setting using the **Number** keys.

❒ For the settings, refer to pages 130 to 147.

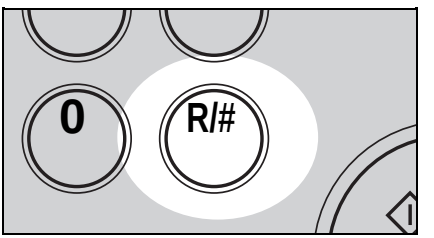
❒ If you input a wrong number, press the **Clear/Stop** key. Then, enter the correct number



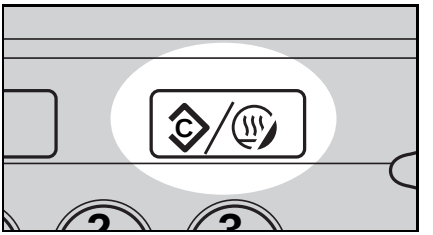
3 Press the **Recall/Enter** key to store the required setting.

❒ Both the user tool's number and setting will continue blinking even if you press the **Recall/Enter** key. However, they are stored.

❒ If you would like to adjust another user tool, press the **Clear Modes/ Energy Saver** key. Then, enter the user tool's number.



4 To exit the user tools, press the **Clear Modes/Energy Saver** key twice.



User Tool Menu

1. Paper size set

Select the size of the paper set in the optional 1000-sheet or 1500-sheet paper tray unit or the bypass feed table. ☛ See page 122.

2. Feed station priority selection

The 1st tray or large capacity tray is selected as default setting if the main switch or auto reset is turned on, or after pressing the **Clear Modes/Energy Saver** key. You can cancel this setting and select another tray.

❒ For how to change the paper tray, ☛ see page 128.

Basic:

Default: 1st tray (Setting:1)

Setting	Paper tray
1	1st tray
2	2nd tray
3	3rd tray☆
4	4th tray☆
5	5th tray☆

With 1000-sheet large capacity tray:

Default: Large capacity tray (Setting: 6)

Setting	Paper tray
1	1st tray
2	2nd tray
3	3rd tray☆
4	4th tray☆
5	5th tray☆
6	Large capacity tray

With 1000-sheet large capacity tray and unit for two-sided copying:

Default: Large capacity tray (Setting: 5)

Setting	Paper tray
1	1st tray
2	2nd tray☆
3	3rd tray☆
4	4th tray☆
5	Large capacity tray

☆ *These paper trays are not always equipped with your copier, depending on the kind of optional paper tray unit you have, if any.* ☛ *See page 118 for the position of each paper tray.*

3. APS priority selection

As a default setting, Auto Paper Select is on. You can cancel this setting.

❒ For how to change modes, ☛ see page 128.

Default: Yes (APS priority is selected.) (Setting: 1)

Setting	Mode
0	No (APS priority is not selected.)
1	Yes (APS priority is selected.)

4. Auto APS select (DF)

As a default setting, the Auto Paper Select is selected when you set originals in the optional document feeder. You can cancel this setting.

❒ For how to change modes, ☛ see page 128.

Default: Yes (Auto APS is selected.) (Setting: 1)

Setting	Mode
0	No (Auto APS is not selected.)
1	Yes (Auto APS is selected.)

5. Auto tray shift

If you load paper of the same size and in the same direction in two or more paper trays, the machine automatically shifts to another tray when the tray in use runs out of paper. You can cancel this setting.

❒ Tray priority: Large capacity tray☆ → 1st tray → 2nd tray☆ → 3rd tray☆ → 4th tray☆ → 5th tray☆

☆ *If you do not have this tray, it is skipped.*

❒ For how to change settings, ☛ see page 128.

Default: Yes (Auto tray shift is selected.) (Setting: 1)

Setting	Definition
0	No (Auto tray shift is not selected.)
1	Yes (Auto tray shift is selected.)

6. Counter up/down

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

❒ For how to change settings, ☛ see page 128.

Default: Up (Setting: 1)

Setting	Definition
1	Up
2	Down

7. Maximum copy quantity set

The maximum copy quantity can be set between 1 and 999.

❒ For how to change settings, ☛ see page 128.

Default: 999 sheets (Setting: 999)

Setting	Definition
1	1 sheet
2	2 sheets
~	~
999	999 sheets

8. Auto reset time set

As a default setting, the copier can reset itself 60 seconds after the final copy is made, after the last time any key is pressed, or after the copier last detects any operation. If a 60 second reset time is not appropriate, you can change this time.

❒ For how to change settings, ☛ see page 128.

Default: 60 seconds (Setting: 60)

Setting	Definition
0	Auto reset is turned off.
1	1 second
~	~
999	999 seconds

❒ Auto reset is not effective when the copier is in the following conditions:

- There are copies in the unit for two-sided copying.
- There are originals in the optional document feeder.
- When the copier detects anyone operating it.
- While waiting for Auto Start.
- While accessing the user tools.
- When the ⏻ **Wait** indicator is lit.

9. Auto energy saver time

With the Energy Saver function, the copier is reset and the copier uses less electricity. The copier can be set to start the Energy Saver after the selected time. You can select this time, or cancel Auto Energy Saver mode.

❒ To start the Energy Saver yourself, ☛ see page 92.

❒ To stop the Energy Saver, ☛ see page 39.

❒ For how to change settings, ☛ see page 128.

Default: 1 minute (Setting: 1)

Setting	Definition
0	Auto energy saver is turned off.
1	1 minute
~	~
120	120 minutes

❒ Auto energy saver is not effective when the copier is in the following conditions:
- There are copies in the unit for two-sided copying.
- There are originals in the optional document feeder.
- When the copier detects anyone operating it.
- While waiting for Auto Start.
- While a copy job is interrupting another.
- While accessing the user tools.
- While the **Program** indicator is lit.
- While setting the Size Magnification function.
- While setting the 10 Key Zoom function.
- When the ⏻ **Wait** indicator is lit.

10. Auto off time set

The copier turns itself off after the selected time since copying is finished, since the last time any key is pressed, or since the copier detects anyone who operates the copier.

❒ As a default setting, this function is turned off. To turn it on, contact your service representative.

❒ To exit the Auto Off, ☛ see page 39.

❒ For how to change settings, ☛ see page 128.

Default: 60 minutes (Setting: 60)

Setting	Definition
1	1 minute
~	~
999	999 minutes

❒ Auto off is not effective when the copier is in the following conditions:
- There are copies in the unit for two-sided copying.
- There are originals in the optional document feeder.
- When the copier detects anyone operating it.
- While waiting for Auto Start.
- While a copy job is interrupting another.
- While entering the user tools.
- While the **Program** indicator is lit.
- While setting the Size Magnification function.
- While setting the 10 Key Zoom function.
- When the ⏻ **Wait** indicator is lit.

11. ADS priority selection

As a default setting, Auto Image Density is selected. You can cancel this setting.

❒ For how to change modes, ☛ see page 128.

Default: Yes (ADS priority is selected.) (Setting: 1)

Setting	Mode
0	No (ADS priority is not selected.)
1	Yes (ADS priority is selected.)

12. Image density level selection

Auto Image Density levels can be adjusted to lighter or darker.

❒ For how to change settings, ☛ see page 128.

Default: Normal (Setting: 2)

Setting	Definition
0	Darker
1	Dark
2	Normal
3	Light
4	Lighter

13. Cover mode selection

You can select to have a front cover or both front and back covers added to copies or to have a front cover copied on the first page of the originals and a back cover added to copies in Cover mode.

❒ For how to change modes, ☛ see page 128.

Default: Front (Setting: 2)

Setting	Mode
1	Front/Back
2	Front
3	Front cover has an original image/Back cover is blank.

14. Image shift/erase

You can switch to the Margin Adjustment function instead of the Erase function.

❒ For how to change modes, ☞ see page 128.

Default: Erase (Setting: 1)

Setting	Mode
1	Erase
2	Shift (Margin Adjustment)

15. 10 key zoom/size magnification

You can switch to the 10 Key Zoom function instead of the Size Magnification function.

❒ For how to change modes, ☞ see page 128.

Default: Size Magnification (Setting: 1)

Setting	Mode
1	Size Magnification
2	10 key zoom

16. Image shift margin adjustment

You can adjust the margin width in Margin adjustment mode.

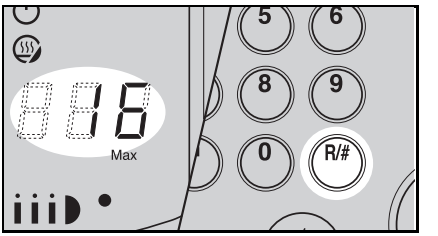
❒ For how to change settings, ☛ see page 128.

Default: 5 mm (Setting: 5)

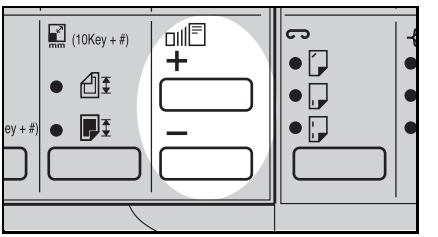
Setting	Definition
0	0 mm
~	~
15	15 mm

How to make a margin:

1 Enter user tool number 16 and press the **Recall/Enter** key.

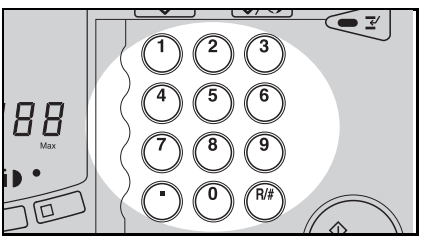


2 You will find "1" blinking in the copy counter. Select the required number (see below) using the **Zoom Up** or **Zoom Down** keys.



No.	Mode
1	When making a left margin on front side of copies
2	When making a right margin on front side of copies
3	When making a left margin on back side of copies
4	When making a right margin on back side of copies

3 Enter the required margin width using the **Number** keys and press the **Recall/Enter** key.



17. Edge erase margin adjustment

You can adjust the edge margin width in Erase Edge mode.

❒ The margins of the erased edges change a little depending on the paper size you use.

❒ For how to change settings, ☛ see page 128.

Default: 10 mm (Setting: 2)

Setting	Definition
1	5 mm
2	10 mm

18. Center erase margin adjustment

You can adjust the center margin width in Erase Center mode.

❒ The erased center margin changes a little depending on the paper size you use.

❒ For how to change settings, ☛ see page 128.

Default: 20 mm (Setting: 20)

Setting	Definition
8	8 mm
~	~
25	25 mm

19. Manual staple reset time set

After copies are made in Sort mode, you can staple copies manually for a selected time. You can adjust this time.

❒ For how to change settings, ☛ see page 128.

Default: 20 seconds (Setting: 20)

Setting	Definition
1	1 second
~	~
999	999 seconds

20. SADF auto reset

When you set one original at a time in the optional document feeder, the **Auto Feed** indicator lights for a selected time after an original is fed to show that the document feeder is ready for another original. You can adjust this time.

❒ For how to change settings, ☛ see page 128.

Default: 5 seconds (Setting: 5)

Setting	Definition
1	1 second
~	~
99	99 seconds

22. Thick/Thin original mode selection

In thin original mode, thin originals (lighter than 52 g/m^2) are not damaged when being fed into the optional document feeder. With the default setting, this mode is not selected.

❒ For how to change modes, ☛ see page 128.

Default: No (Thin paper mode is not selected.) (Setting: 0)

Setting	Mode
0	No (Thin paper mode is not selected.)
1	Yes (Thin paper mode is selected.)

29. OHP slip sheet mode selection

You can select to have a image on the OHP slip sheets or not.

❒ For how to change modes, ☛ see page 128.

Default: Yes (Copying a image on slip sheets.) (Setting: 1)

Setting	Mode
0	No (Slip sheets are blank.)
1	Yes (Copying a image on slip sheets.)

31. User code reset time setting

When you set user code mode, the copier can reset itself so that it cannot be operated until a user code is input 60 seconds after the final copy is made, after the last time any key is pressed, or after the copier last detects anyone who operates the copier. If a 60 second reset time is not appropriate, you can change this time.

❒ For details about the user code mode, ☛ see page 141.

❒ For how to change modes, ☛ see page 128.

Default: 60 seconds (Setting: 60)

Setting	Definition
1	1 second
~	~
999	999 seconds

User Tools for User Codes

If the copier is set to use the user codes, operators must input their user codes before the copier can be operated. The copier keeps count of the number of copies made under each user code. To have the copier set for user codes, contact your sales or service representative.

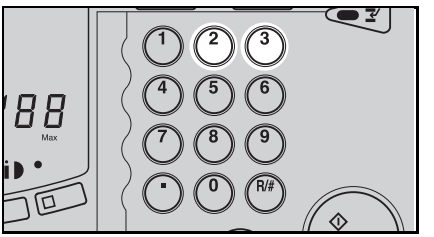
❒ To prevent others from making copies using your user code, press the **Clear/Stop** key and **Clear Modes/Energy Saver** key simultaneously after copying.

23. User code counter check

You can check the number of copies made using each user code.

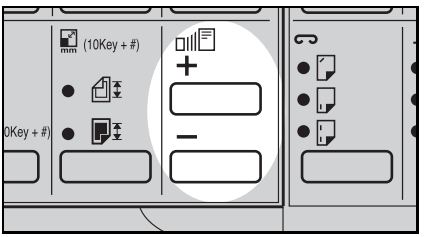
How to check the copy count

1 Access user tool 23. ☛ See page 127.

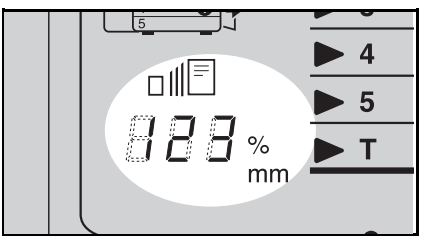


2 The lowest user code appears on the copy counter. Press the **Zoom Up (+)** key until you reach required user code.

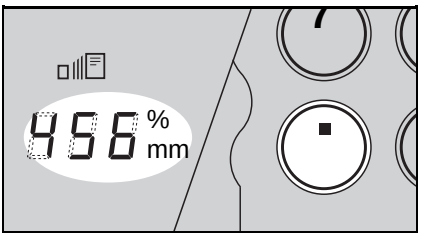
❒ To display the previous user code, press the **Zoom Down (-)** key.



❒ The first 3 digits of the total copy quantity made under this user code are displayed in the **Three Digit** indicator.
Example: when 123456 copies are made under one user code, "123" is displayed in the **Three Digit** indicator.



3 Hold the **Decimal Point (.)** key down.



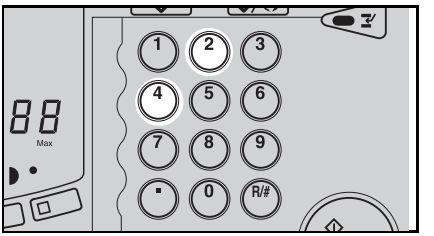
❒ The last 3 digits of the total copy quantity made under this user code are displayed in the **Three Digit** indicator.
Example: when 123456 copies are made under one user code, "456" is displayed in the **Three Digit** indicator while you hold the **Decimal Point (.)** key.

24. User code counter clear

You can clear the user code counters.

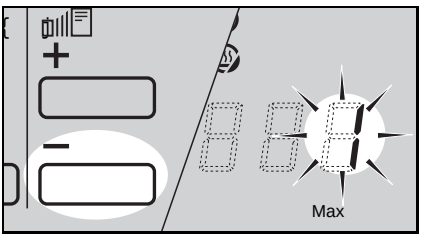
How to reset a designated user code counter

1 Access user tool 24. ☛ See page 127.



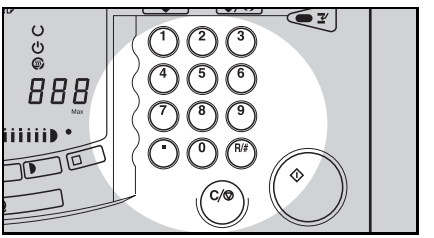
2 Confirm that "1" blinks on the copy counter.

❒ If you find "2" is blinking, press the **Zoom Down (-)** key. "1" will blink on the copy counter.

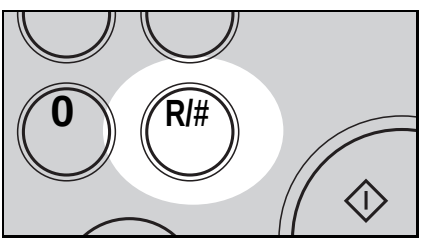


3 Enter the user code for which you want to reset the counter.

❒ If you input the wrong code, press the **Clear/Stop** key. Then, input the correct code.

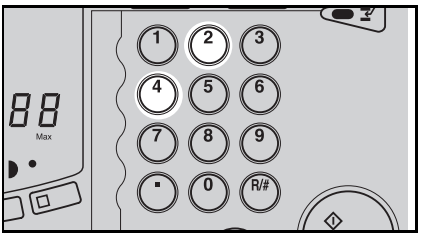


4 Press the **Recall/Enter** key.

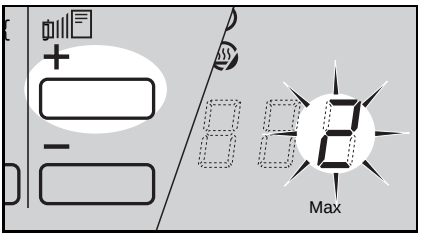


How to reset all user code counters

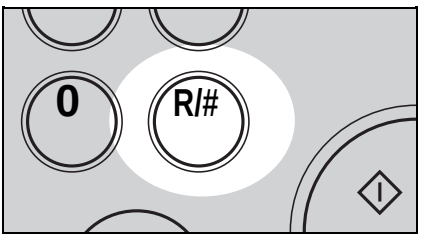
1. Access user tool 24. ☛ See page 127.



2. Press the **Zoom Up (+)** key to display "2" on the copy counter.



3. Press the **Recall/Enter** key.



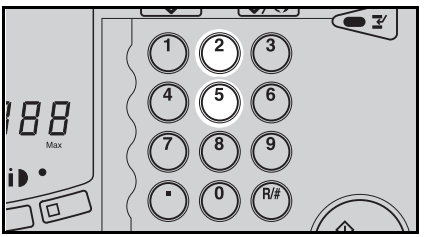
25. User code number set

Use to register your user code (3 digits).

❒ Up to 50 user codes can be registered.

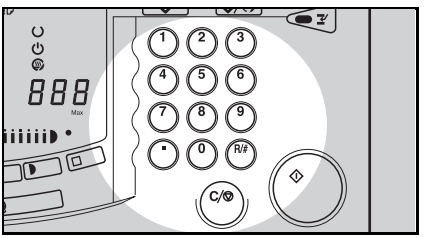
How to register user codes

1 Access user tool 25. ☛ See page 127.

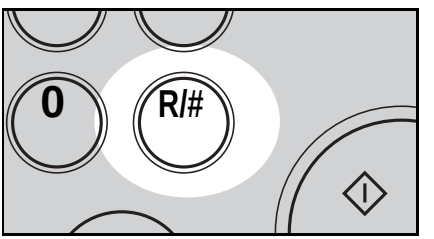


2 Enter the user code with the **Number** keys.

❒ If you input the wrong code, press the **Clear/Stop** key. Then, input the correct code.



3 Press the **Recall/Enter** key.

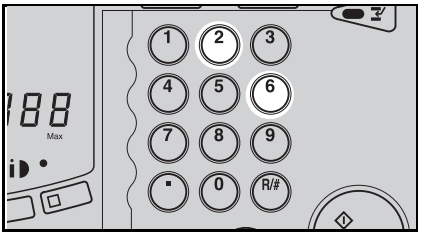


26. User code clear

Use to delete user codes.

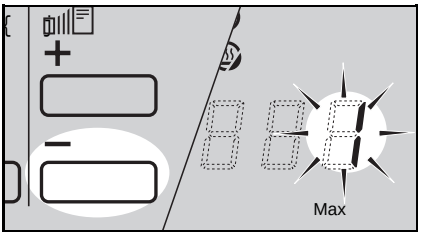
How to delete a designated user code

1 Access user tool 26. ☛ See page 127.



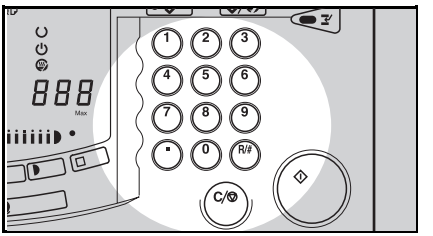
2 Confirm that "1" blinks on the copy counter.

❒ If "2" blinks, press the **Zoom Down (-)** key. "1" will appear on the indicator.



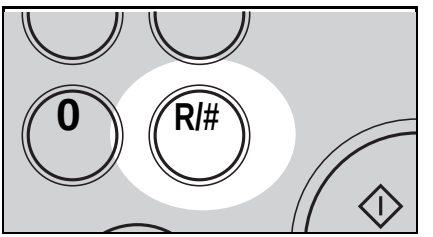
3 Enter the user code you want to delete.

❒ If you input the wrong code, press the **Clear/Stop** key. Then, input the correct code.



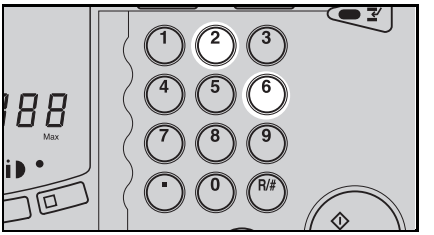
4 Press the **Recall/Enter** key.

❒ The counter is also deleted.

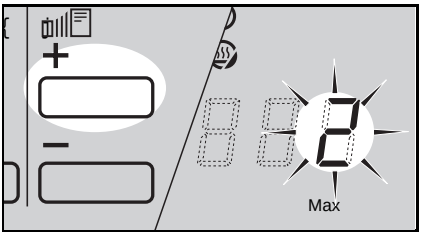


How to delete all the user codes

1. Access user tool 26. ☛ See page 127.

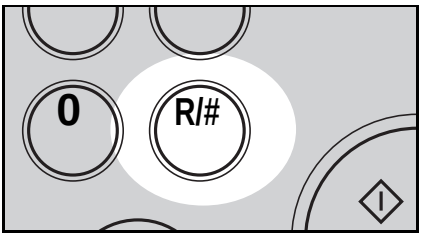


2. Press the **Zoom Up (+)** key to display "2" on the copy counter.



3. Press the **Recall/Enter** key.

❒ The counters for all user codes are also deleted.



SERVICE REPRESENTATIVE SETTING

Some features can be adjusted by your service representative to suit your needs. This section gives a brief description of these features. For more information, contact your service representative.

Energy saver

With this function, all input modes are reset and the copier uses less electricity. If you select this function, the copier can automatically turn the energy saver function on. Your service representative can set one of two ratios. Note that the greater the saving ratio is, the more time the copier will need to return to the ready condition.

APS A5 detection

Your service representative can set the copier to detect the original size that is set on the exposure glass as A5 ▱ whenever the copier cannot detect it with Auto Paper Select.

APS size priority (8 1/2" x 13")

As a default setting, when you use 8 1/2" x 13" originals, the copier selects the same size paper in Auto Paper Select mode. Your service representative can change the paper size to 8" x 13" or 8 1/4" x 13".

APS 8K/16K detection

If you use 267 x 390 mm and 195 x 267 mm size paper often, your service representative can set the copier to select the following paper sizes when you set the following size of originals in Auto Paper Select.

Original Size	Paper Size to be selected
B4 ▱	267 x 390 mm ▱
A4 ▱	195 x 267 mm ▱
B5 ▯	195 x 267 mm ▯

Special paper size set

If you would like to use following paper sizes in the 1st tray, contact your service representative.

200 x 148 mm ▯, 297 x 432 mm ▯, 210 x 340 mm ▯, 210 x 182 mm ▯, 210 x 170 mm ▯, 8 1/2" x 14" ▯, 5 1/2" x 8 1/2" ▯, 11" x 15" ▯, 10" x 14" ▯, 8" x 10 1/2" ▯, 8" x 10" ▯, 267 x 390 mm ▯, 195 x 267 mm ▯▯, 8" x 13" ▯, 8 1/4" x 13" ▯

A3 double count

When you use A3 paper with user codes, your service representative can set the copier to count each A3 sheet as two copies.

Back side margin

With the default setting, a 5 mm margin is made on the right of the reverse side of copies when making two-sided copies from one-sided originals. Your service representative can cancel this setting.

❒ If you use the Margin Adjustment function, this setting does not come in effect.

Auto off mode

With this function, all input modes are reset and the fusing unit is turned off. Your service representative can set the copier to turn Auto off mode on automatically.

User code mode

Your service representative can set the copier for user code. If the copier is set for user code, operators must input a user code before the copier will operate. The copier keeps a count of the number of copies made under each user code. Also, your service representative can check how many user codes are stored in the copier.

❒ For setting user codes and other functions relating to them, ☛ see page 141.

APS A4/8 1/2" x 11" ▯

If you often use 8 1/2" x 11" size paper, the copier can be made to select 8 1/2" x 11" ▯ when you set A4 ▯ originals in the Auto Paper Select function.

Auto sort selection

When you insert 2 or more originals in the optional document feeder and make 2 to 20 copies from each original, the copier selects Sort mode.

Deliver 2 sided copy with its reverse side blank

With a default setting, the first page of your copies will be delivered with one side blank when making two-sided copies in the following conditions:

- ❒ When you set *odd* number of originals in the optional document feeder with the two-sided copies from *even* number of one-sided originals function.
- ❒ When you set *even* number of originals in the optional document feeder with the two-sided copies from *odd* number of one-sided originals function.

Your service representative can cancel this setting and the last copy will instead be stored in the unit for two-sided copying until you press the **Start** key.

Maximum sorter bin capacity

With the default setting, sorter bin capacities are limited (☛ see pages 84 and 90). If you have the 20-bin sorter stapler, 10-bin sorter stapler, 20-bin sorter, or 10-bin sorter, your service representative can cancel this limitation.

Maximum stapler capacity

With the default setting, the number of copies that can be stapled is limited (☛ see page 87). Your service representative can change the limitation to 25 sheets of paper when you have 20-bin sorter stapler or 10-bin sorter stapler regardless of paper size.

Staple position adjustment

When your copier is equipped with the optional 20-bin multi-position sorter stapler, you can select one of three stapling positions. Your service representative can adjust these positions in 0.5 mm steps.

MAINTAINING YOUR COPIER

DO'S AND DON'TS

WHERE TO PUT YOUR COPIER

REMARKS

USE AND STORAGE OF SUPPLIES

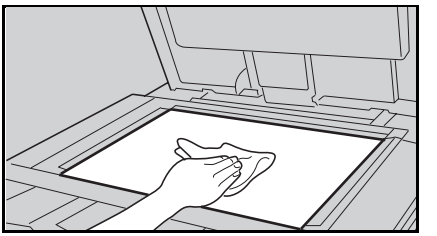
MAINTAINING YOUR COPIER

To maintain high copy quality, clean the following parts and units regularly.

Copier

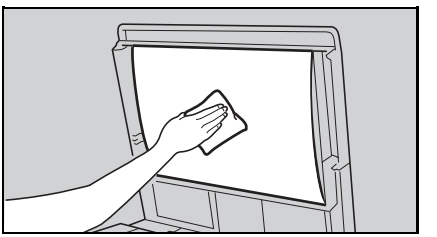
Exposure glass

Clean the exposure glass with a damp cloth and wipe it with a dry cloth.



Platen cover (option in some areas)

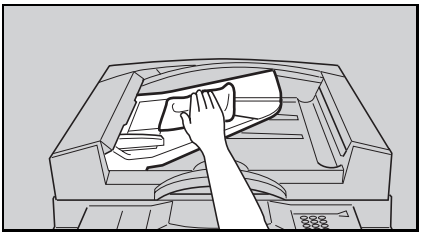
Clean the platen cover with a damp cloth and wipe it with a dry cloth.



Document Feeder (Option)

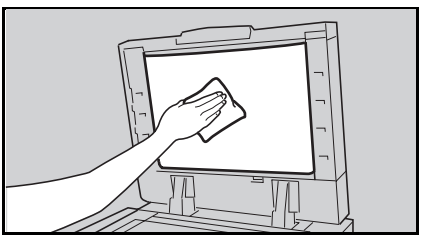
Feed-in unit

Clean the original table and original guide with a damp cloth and wipe it with a dry cloth.



Belt

Lift the document feeder. Clean the belt with a damp cloth and wipe it with a dry cloth.



DO'S AND DON'TS

Copier

General operation

- ❒ When you use the bypass feed table while placing the original directly on the exposure glass, lower the platen cover or optional document feeder before pressing the **Start** key.
- ❒ Do not place sheets of paper or originals on the cover of the large capacity tray. If you do, they might be fed when you make copies.
- ❒ While copying, do not turn off the main switch.
- ❒ While copying, do not open the front cover.
- ❒ While copying, do not lift the platen cover, or the optional document feeder.
- ❒ While copying, do not unplug the power cord.
- ❒ Do not lay anything weighing more than 10 kg on the exposure glass.
- ❒ Do not place tools or other hard objects on the exposure glass.
- ❒ Keep corrosive liquids, such as acid, off the machine.

When adding toner

- ❒ When adding toner, do not turn off the main switch. If you do, your copy settings are cleared.
- ❒ Before setting the new toner bottle, shake it well, at least 5 or 6 times.
- ❒ Do not remove the inner cap of the new toner bottle.
- ❒ Do not eat or swallow toner, and keep it out of reach of children.

When removing misfed paper

- ❒ Do not leave any torn scraps within the machine.
- ❒ When clearing misfeeds, do not turn off the main switch. If you do, your copy settings are cleared.
- ❒ After clearing misfeeds, make sure that all units and levers are returned to their original positions and all covers are closed.

Document Feeder (Option)

- ❒ While originals are fed from the original table to the exposure glass, do not pull out the originals.
- ❒ Do not lift the document feeder until the last original has been completely fed out.
- ❒ Do not press down or hold originals after inserting them.
- ❒ Do not press any parts of the document feeder strongly.

10-bin Sorter (Option)

- ❒ Do not touch moving bins.
- ❒ Do not place object on the sorter when it is open.
- ❒ Do not press the sorter when it is open.

20-bin Sorter (Option)

- ❒ Do not touch moving bins.

20-bin Sorter Stapler and 10-bin Sorter Stapler (Option)

- ❒ Do not touch moving bins.
- ❒ Do not remove copies from the bins while stapling.

20-bin Multi-position Sorter Stapler (Option)

- ❒ Do not remove copies from the bins while stapling.

WHERE TO PUT YOUR COPIER

Copier Environment

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

Optimum environmental conditions

- ❒ Temperature: 10 - 30°C (50 - 86°F)
- ❒ Humidity: 15 - 90%
- ❒ A strong and level base.
- ❒ The copier must be level within 5 mm both front to rear and left to right.
- ❒ Make sure to locate this copier in a large well ventilated room that has an air turnover of more than 30 m^3/hr/person.

Environments to avoid

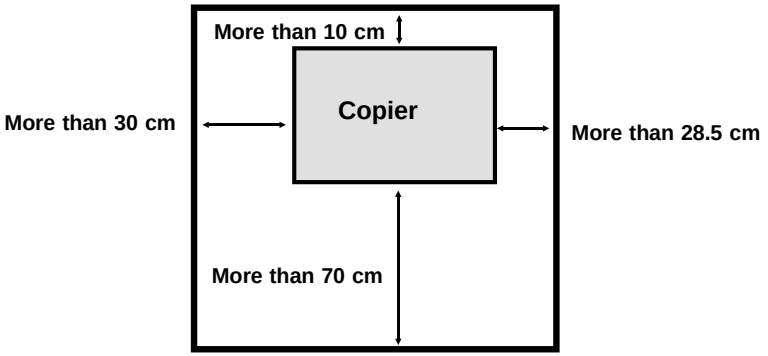
- ❒ Locations exposed to direct sunlight or strong light (more than 1,500 lux.)
- ❒ Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes might cause condensation within the copier.)
- ❒ Places where the copier might be subjected to frequent strong vibration.
- ❒ Dusty areas.
- ❒ Areas with corrosive gases.
- ❒ Places higher than 2,000 m above sea level.

Power connection

- ❒ Make sure the plug is firmly inserted in the outlet.
- ❒ Voltage must not fluctuate more than 10%.
- ❒ Do not set anything on the power cord.
- ❒ Always turn the copier off when you have finished copying for the day, but leave it plugged in.

Access to copier

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

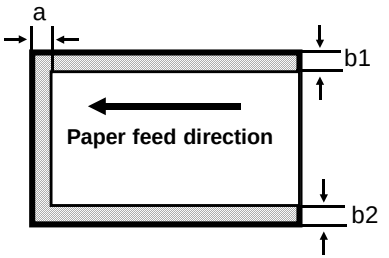


REMARKS

Copier

- If translucent paper cannot be stacked well on the copy tray, change the paper direction so that the paper grain is oriented with the paper path.
- To avoid problems caused by curly copies, try turning over the paper stack in the 500-sheet or large capacity tray. If there is no improvement, change to copy paper with less curl.
- Load paper with the copy side *down* in the 500-sheet trays, and with the copy side *up* in the large capacity tray. If copies are curled, try turning the copy paper over in the tray. If there is no improvement, change to copy paper with less curl.

❒ Leading and side edges of the original image are not copied, as shown in the illustration.



<One-sided copy>
Full Size magnification
a = 3.5 ± 2.5 mm b1 + b2 ≤ 4 mm
Other
a = 3.5 ± 2.5 mm b1 + b2 ≤ 10 mm
<Two-sided copy>
(from one-sided originals to a two-sided copy)
Full Size magnification
*a = 8.5 ± 3 mm b1 + b2 ≤ 4 mm
*As a right margin (5 mm) is set on the back side, this value varies.
Other
a ≤ 4 mm b1 + b2 ≤ 4 mm

20-bin Multi-position Sorter Stapler (Option)

❒ To avoid problems caused by curly copies, try turning over the paper stack in the 500-sheet or large capacity tray. If there is no improvement, change to copy paper with less curl.

20-bin Sorter Stapler (Option)

❒ To avoid problems caused by curly copies, try turning over the paper stack in the 500-sheet or large capacity tray. If there is no improvement, change to copy paper with less curl.

10-bin Sorter Stapler (Option)

❒ To avoid problems caused by curly copies, try turning over the paper stack in the 500-sheet or large capacity tray. If there is no improvement, change to copy paper with less curl.

❒ If you stack translucent paper or 52 g/m2 paper in the proof tray (not in Sort or Stack mode), we recommend that the paper grain be oriented with the paper path.

❒ If copies are curled in the Sort or Stack mode, cancel Sort or Stack mode. Stack copies in the proof tray.

20-bin Sorter (Option)

- To avoid problems caused by curly copies, try turning over the paper stack in the 500-sheet or large capacity tray. If there is no improvement, change to copy paper with less curl.
- Whenever an OHP transparency is delivered to the proof tray, it should be taken out right away. (It is not necessary to do this when you use the OHP Slip Sheet mode.)
- If copies smaller than B5 fed ▱ are not stacked well, arrange them after taking them from the bins.

10-bin Sorter (Option)

- To avoid problems caused by curly copies, try turning over the paper stack in the 500-sheet or large capacity tray. If there is no improvement, change to copy paper with less curl.
- Whenever an OHP transparency is delivered to the proof tray, it should be taken out right away. (It is not necessary to do this when you use the OHP Slip Sheet mode.)
- If copies smaller than A4 fed ▱ are not stacked well, arrange them after taking them from the bins.

USE AND STORAGE OF SUPPLIES

Copy Paper

- ❒ Copy paper of the types or in the conditions listed below are not recommended for this copier.
  - Folded, curled, creased, or damaged paper
  - Torn paper
  - Damp paper
  - Perforated paper
  - Paper with conductive or low electrical resistance such as carbon or sliver coating.
  - Wavy paper
  - Thermal paper, art paper
  - Thin paper that has low stiffness
- ❒ Adhesive labels should be fed from the bypass feed table one sheet at a time.
- ❒ OHP transparencies should be fed from the bypass feed table. You can set ten sheets at a time. However, if misfeed or multi-feed occurs, feed them one sheet at a time.
- ❒ OHP transparencies should be fanned to get air between the sheets before loading.
- ❒ Translucent paper should be fed from the bypass feed table.
- ❒ Translucent paper should be fed so that the paper grain is oriented with the paper path.
- ❒ Postcards should be fed from the bypass feed table. Correct any curls they might have before loading them.
- ❒ It is recommended to feed one post card at a time.
- ❒ Do not touch copy paper if your fingers are wet or oily; finger prints may appear on the copy.
- ❒ Do not use the copy paper that has been already copied on.
- ❒ Load paper with the copy side *down* in the 500-sheet trays, and with the copy side *up* in the large capacity tray. If copies are curled, try turning the copy paper over in the tray. If there is no improvement, change to copy paper with less curl.

Paper Storage

Paper should always be stored properly. Improperly stored paper might result in poor image reproduction, creased copies, and paper misfeeds. Generally, avoid curling and absorption of moisture.

- ❒ Avoid storing paper in humid areas. Under high temperature and high humidity, or low temperature and low humidity conditions, store paper in a vinyl bag.
- ❒ Do not store paper where it will be exposed to heat.
- ❒ Store on a flat surface.
- ❒ Use older stock first.
- ❒ Do not lay heavy objects on paper.
- ❒ Keep open reams of paper in the package, and store as you would unopened paper.

Toner Storage

- ❒ Store horizontally in a cool, dark place.
- ❒ Store toner bottles vertically.
- ❒ Never store toner where it will be exposed to heat.
- ❒ Do not lay heavy objects on toner bottles.

SPECIFICATIONS

COPIER

Configuration: Desktop

Process: Dry electrostatic transfer system

Originals: Sheet, book

Original size: Maximum: A3

Copy paper size: See pages 120, 122 and 123.

Copy paper weight:
500-sheet tray:
52 ~ 128 g/m2
Bypass feed table:
52 ~ 157 g/m2
Large capacity tray (only with models having this tray)
52 ~ 128 g/m2
When making two-sided copies:
64 ~ 105 g/m2

Copy paper capacity:
Basic:
Two 500-sheet trays (less than 53 mm for a tray)
Bypass feed table (40 sheets or less than 4 mm)
With large capacity tray
Two 500-sheet trays (less than 53 mm for a tray)
One large capacity tray
(1,000 sheets or less than 120 mm)
Bypass feed table (40 sheets or less than 4 mm)
With large capacity tray & unit for two-sided copying:
One 500-sheet tray (less than 53 mm for a tray)
One large capacity tray
(1,000 sheets or less than 120 mm)
Bypass feed table (40 sheets or less than 4 mm)

Copying speed:
32 copies/minute (A4 ▯)
17 copies/minute (A3)
*If feeding A3 from the bypass feed table, copying speed is 16 copies/minute.

First copy time:
Basic:
With large capacity tray:
less than 4.9 seconds
(A4 ▯, feeding from the 1st tray)

With large capacity tray & unit for two-sided copying:
less than 5.4 seconds
(A4 ▯, feeding from the 1st tray)

Toner replenishment: Bottle exchange (415 g)

Power source: See the inside front cover of this manual.

Warm-up time: less than 110 seconds (20°C)

Reproduction ratio: 4 enlargement and 6 reduction

Enlargement	200%
	141%
	122%
	115%
Full size	100%
Reduction	93%
	82%
	75%
	71%
	65%
	50%

Power consumption:

	Copier only	Full system*
Warm up	0.98 kW	1.0 kW
Stand-by	0.16 kW	0.18 kW
Copying	0.9 kW	1.0 kW
Maximum	1.35 kW	1.4 kW

* Full system: Copier with document feeder, 20-bin multi-position sorter stapler, and 1500-sheet paper tray unit

Noise Emission:

Sound pressure level (The measurements are made according to ISO 7779.)

	Copier only
operator position	63 dB(A)
bystander position	58 dB(A)

Sound power level (The measurements are made according to ISO 7779.)

	Copier only
Stand-by	43 dB(A)
Copying	69 dB(A)

Dimensions:

Basic

	Width	Depth	Height
With copy tray and platen cover	900 mm	655 mm	606 mm
With document feeder and 20-bin multi-position sorter stapler	1186 mm	655 mm	978 mm
With document feeder and 20-bin sorter stapler	1050 mm	655 mm	692 mm
With document feeder and 10-bin sorter stapler	1001 mm	655 mm	692 mm
With document feeder and 20-bin sorter	966 mm	655 mm	692 mm
With document feeder and 10-bin sorter	905 mm	655 mm	692 mm

* When the bypass feed table is closed.

With large capacity tray

With large capacity tray and unit for two-sided copying

	Width	Depth	Height
With copy tray and platen cover	1128 mm	655 mm	606 mm
With document feeder and 20-bin multi-position sorter stapler	1414 mm	655 mm	978 mm
With document feeder and 20-bin sorter stapler	1278 mm	655 mm	692 mm
With document feeder and 10-bin sorter stapler	1229 mm	655 mm	692 mm
With document feeder and 20-bin sorter	1194 mm	655 mm	692 mm
With document feeder and 10-bin sorter	1133 mm	655 mm	692 mm

*When the cover of the large capacity tray is closed.

Weight:

Basic: less than 72 kg
With large capacity tray: less than 80 kg
With large capacity tray & unit for two-sided copying:
less than 82 kg

Optional equipment:

Document feeder
20-bin multi-position sorter stapler
20-bin sorter stapler
10-bin sorter stapler
20-bin sorter
10-bin sorter
1000-sheet tray unit
1500-sheet tray unit
Platen cover (in some areas)
Key counter

❒ Specifications are subject to change without notice.

DOCUMENT FEEDER (OPTION)

Original Feed:

Automatic reverse document feed (ARDF)
2 sided originals mode
Automatic document feed (ADF)
1 sided originals mode
Semi-automatic document feed (SADF)
Single copies mode

Original size:
Original weight:
Number of originals to be set:

Paper Weight (g/m^2)		40	47	53	64	81	105	128
Maximum number of originals to be set		50	50	50	50	50	30	25
A3	▭	☆	☆	❍	❍	❍	❍	☆
A4	▭	☆	☆	❍	❍	❍	❍	☆
	▯	☆	☆	●	●	●	●	★
A5	▭	☆	☆	❍	❍	❍	❍	☆
	▯	☆	☆	●	●	●	●	★
B4	▭	☆	☆	❍	❍	❍	❍	☆
B5	▭	☆	☆	❍	❍	❍	❍	☆
	▯	☆	☆	●	●	●	●	★
B6	▭			☆	☆	☆	☆	☆
	▯	☆	☆	★	★	★	★	★

●: ARDF (2 sided originals), ADF (1 sided originals), SADF, Single copies mode
❍: ARDF, ADF, SADF
★: ADF, SADF, Single copies mode
☆: ADF, SADF

Original set: Face up, first sheet on top

Original transport: One flat belt

Power source: DC 24V ± 10% (from copier)

Power consumption: 45 W

Weight: less than 10.5 kg

Dimensions (W x D x H): 610 x 507 x 130 mm

❒ Specifications are subject to change without notice.

20-BIN MULTI-POSITION SORTER STAPLER (OPTION)

Paper size for bins:
Sorting: See page 84.
Stapling: See page 87.
Stacking: See page 90.

Paper weight for bins:
Sorting: See page 84.
Stapling: See page 87.
Stacking: See page 90.

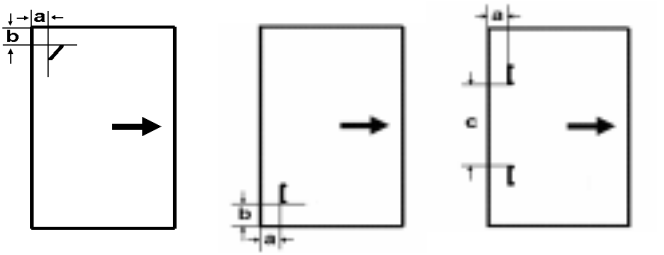
Bin capacity:
Sorting: See page 84.
Stacking: See page 90.

Stapler capacity: See page 87.

Proof tray capacity: 250 sheets (80 g/m^2)

Number of bins: 20 bins + proof tray

Stapling position:



a = 6 ± 3 mm
b = 6 ± 3 mm
c = 132 ± 2 mm

Staple replenishment: Cartridge exchange (5,000 pieces/cartridge)

Power source: DC 24 V ± 10 % (from copier)

Power consumption:
Average: less than 50 W
Average in Sorting: less than 45 W
Average in Stapling: less than 50 W

Weight: 48 kg

Dimensions (W x D x H): 566 x 583 x 978 mm

❒ Specifications are subject to change without notice.

20-BIN SORTER STAPLER (OPTION)

Paper size for bins:
Sorting: See page 84.
Stapling: See page 87.
Stacking: See page 90.

Paper weight for bins:
Sorting: See page 84.
Stapling: See page 87.
Stacking: See page 90.

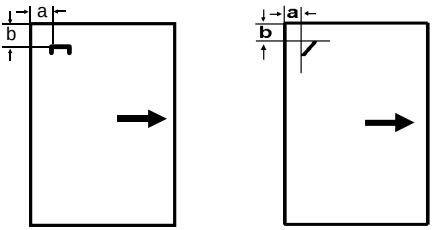
Bin capacity:
Sorting: See page 84.
Stacking: See page 90.

Stapler capacity: See page 87.

Proof tray capacity: 100 sheets (80 g/m^2)

Number of bins: 20 bins + proof tray

Stapling position:



a = 6 ± 3 mm
b = 6 ± 3 mm

Staple replenishment: Cartridge exchange (2,000 pieces/cartridge)

Power source: DC 24V (from copier)

Power consumption:
Average: less than 35 W
Average in Sorting: less than 30 W
Average in Stapling: less than 33 W

Weight: 20.5 kg

Dimensions (W x D x H): 430 x 570 x 680 mm

❒ Specifications are subject to change without notice.

10-BIN SORTER STAPLER (OPTION)

Paper size for bins:
Sorting: See page 84.
Stapling: See page 87.
Stacking: See page 90.

Paper weight for bins:
Sorting: See page 84.
Stapling: See page 87.
Stacking: See page 90.

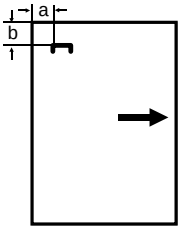
Bin capacity:
Sorting: See page 84.
Stacking: See page 90.

Stapler capacity: See page 87.

Proof tray capacity:
100 sheets (52 ~ 80 g/m^2)
50 sheets (81 ~ 128 g/m^2)
30 sheets (129 ~ 157 g/m^2)

Number of bins: 10 bins + proof tray

Stapling position:



a = 6 ± 3 mm
b = 6 ± 3 mm

Staple replenishment: Cartridge exchange (2,000 pieces/cartridge)

Power source: DC 24V, 5V (from copier)

Power consumption:
Average: less than 33W
Average in Sorting: less than 25W
Average in Stapling: less than 33W

Weight: 12.4 kg

Dimensions (W x D x H): 381 x 548 x 443 mm

❒ Specifications are subject to change without notice.

20-BIN SORTER (OPTION)

Paper size for bins:	Sorting:	See page 84.
	Stacking:	See page 90.
Paper weight for bins:	Sorting:	See page 84.
	Stacking:	See page 90.
Bin capacity:	Sorting:	See page 84.
	Stacking:	See page 90.
Proof tray capacity:	100 sheets	
Number of bins:	20 bins + proof tray	
Power source:	DC 24V, 5V (from copier)	
Power consumption:	Average:	24VA
Weight:	12.5 kg	
Dimensions (W x D x H):	346 x 474 x 338 mm	

❒ Specifications are subject to change without notice.

10-BIN SORTER (OPTION)

Paper size for bins:	Sorting:	See page 84.
	Stacking:	See page 90.
Paper weight for bins:	Sorting:	See page 84.
	Stacking:	See page 90.
Bin capacity:	Sorting:	See page 84.
	Stacking:	See page 90.
Proof tray (1st bin) capacity:	100 sheets	
Number of bins:	10 bins	
Power source:	DC 24V, 5V (from copier)	
Power consumption:	Average:	15 VA
Weight:	7.5 kg	
Dimensions (W x D x H):	402 x 455 x 217 mm	

❒ Specifications are subject to change without notice.

1000-SHEET TRAY UNIT (OPTION)

Paper size:	See pages 122 and 123.
Paper weight:	52 ~ 105 g/m2
Paper capacity:	1,000 sheets (500 sheets (80 g/m2) for each tray)
Power source:	DC 24V, 5V, AC 220 ~ 240V (from copier)
Power consumption:	Average: less than 50W (copying) Maximum: less than 110.5W (copying)
Weight:	Approximately 36 kg
Dimensions (W x D x H):	620 x 632 x 390 mm

❒ Specifications are subject to change without notice.

1500-SHEET TRAY UNIT (OPTION)

Paper size:	See pages 122 and 123.
Paper weight:	52 ~ 105 g/m2
Paper capacity:	1,500 sheets (500 sheets (80 g/m2) for each tray)
Power source:	DC 24V, 5V, AC 220 ~ 240V (from copier)
Power consumption:	Average: less than 50W (copying) Maximum: less than 110.5W (copying)
Weight:	Approximately 38 kg
Dimensions (W x D x H):	620 x 632 x 390 mm

❒ Specifications are subject to change without notice.

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