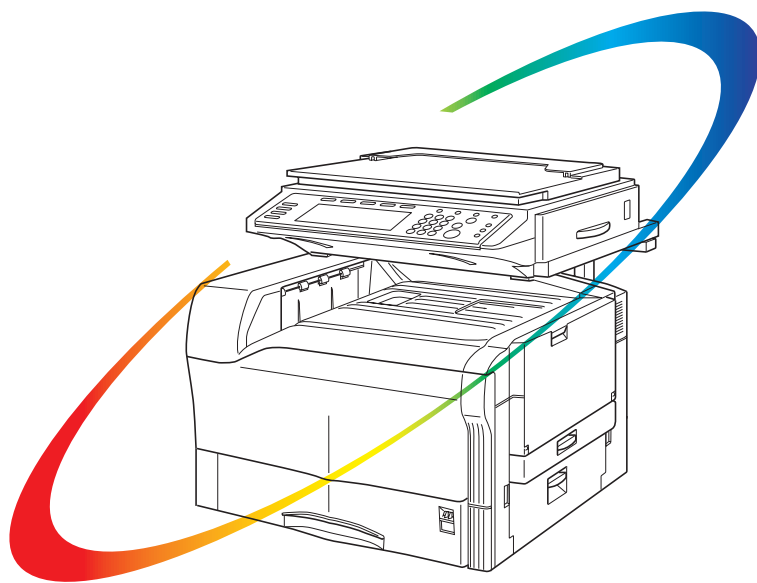




# Operation Guide



**C2630**  
**C2630D**

\*The above illustration includes the optional original cover.  
Please read the Operation Guide before using the copier  
Keep it close to the copier for easy reference

**<IMPORTANT>**

This Operation Guide is for the C2630 and C2630D copiers.

Inch specifications are standard for the duplex unit. Installing the optional Duplex Unit and Memory Copy Board on the metric specification C2630 standard copier (for 1-sided copies) enables the same functions as the C2630D duplex copier (for 2-sided copies). For information about available functions and operational procedures for such a configuration, see the items in this manual that cover the C2620D duplex copier.

**NOTE:**

This Operation Guide contains information that corresponds to using both the inch and metric versions of this copier.

When the difference in a message is only one of upper- and lower-case spelling, we have listed the information as it specifically pertains to the inch version of this machine.

When there is even a slight difference in the message, we have listed the information for the inch version followed, in brackets, by the corresponding information for the metric version.

All rights reserved. No part of this material may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording or by any information storage and retrieval system, without permission in writing from the Publisher.

**Legal Restriction On Copying**

- It may be prohibited to copy copyrighted material without permission of the copyright owner.
- It is prohibited under any circumstances to copy domestic or foreign currencies.
- Copying other items may be prohibited.

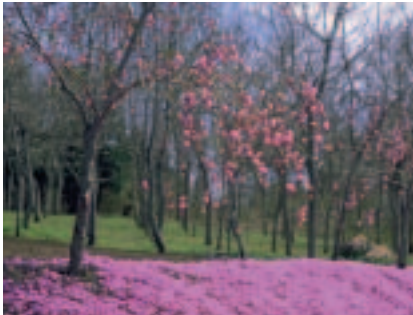
## One-touch image quality adjustment

One-touch selection of the image quality, for example “Vivid” or “Dull” [“Calm”], is possible according to the type of copy image you want. (See “One-touch image quality adjustment” on page 5-5 for the actual setting procedure.)

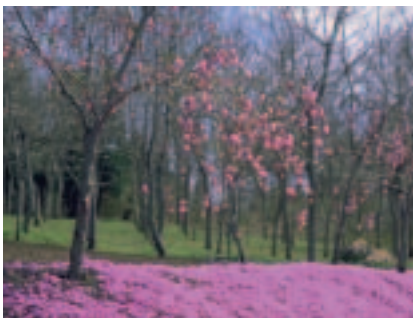
“Sharper” [“Modulation”] setting selected



Original



“Smooth” setting selected



“Dull” [“Calm”] setting selected



Original



“Vivid” setting selected



“Light” setting selected



Original



“Dark” [“Heavy”] setting selected



**NOTE:**

Samples in this operation guide were created in order to simply indicate the different effects of each function, and the resulting colors will, therefore, differ somewhat from the actual copies made with this copier.

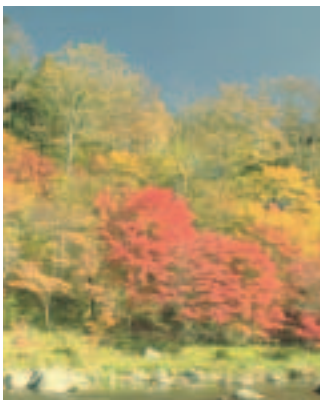
### Adjusting the color balance

If the overall color of the copies appears reddish or yellowish, etc., the overall color balance can be fine-adjusted by increasing or decreasing the intensity of each of the colors: cyan, magenta, yellow or black. (See “**Adjusting the color balance**” on page 5-1 for the actual setting procedure.)

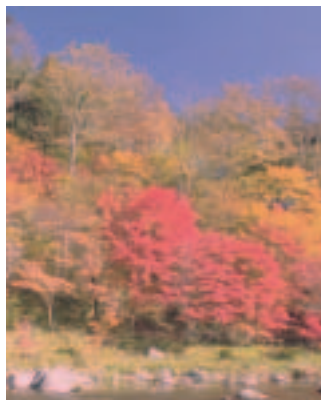
#### Original



#### Yellow intensity increased



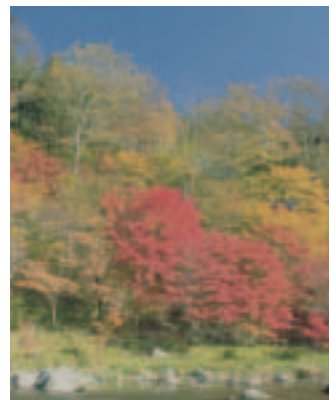
#### Magenta intensity increased



#### Cyan intensity increased



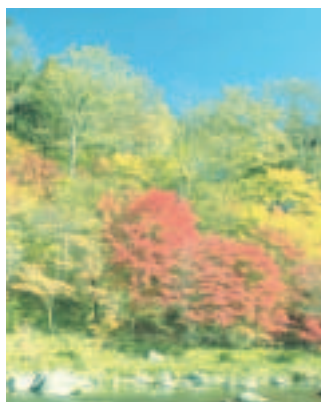
#### Black intensity increased



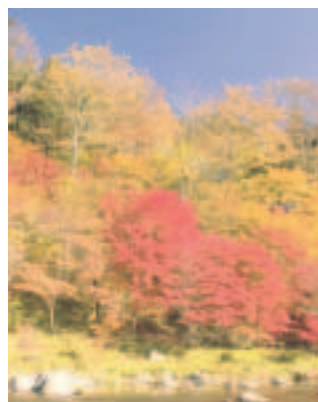
#### Yellow intensity decreased



#### Magenta intensity decreased



#### Cyan intensity decreased



#### Black intensity decreased



**NOTE:**  
Samples in this operation guide were created in order to simply indicate the different effects of each function, and the resulting colors will, therefore, differ somewhat from the actual copies made with this copier.



## Gloss mode

Select the gloss mode when you want to make high-gloss copies. (See “Gloss mode ON/OFF” on page 5-7 for the actual setting procedure.)

Original



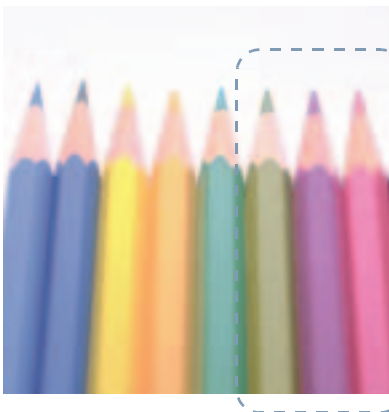
Gloss mode selected



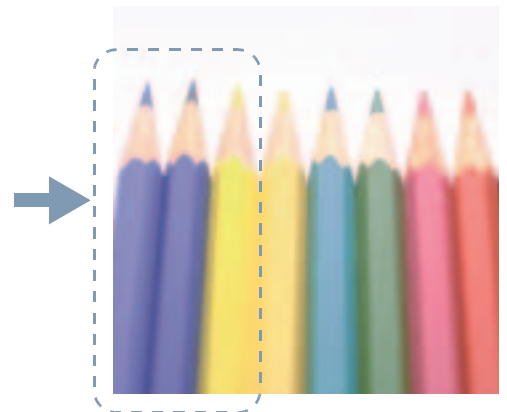
## Adjusting the color hue

It is possible for you to change the color hue and create copies of interesting colors. For example, this adjustment turns reds into reddish-yellows or yellows into yellow-greens. (See “Adjusting the color hue” on page 5-3 for the actual setting procedure.)

Original



“Y-B” and a minus value selected...  
Greens near yellow are intensified towards yellow, and magentas near blue intensified towards blue. ... (1)



“Y-B” and a plus value selected...  
Reds near yellow are intensified towards yellow, and cyans near blue intensified towards blue. ... (2)

### NOTE:

Samples in this operation guide were created in order to simply indicate the different effects of each function, and the resulting colors will, therefore, differ somewhat from the actual copies made with this copier.

### Adjusting the sharpness

Adjusting the sharpness setting makes the contours of the image softer or sharper, as appropriate. (See “Adjusting the sharpness” on page 6-57 for the actual setting procedure.)

**Original**



**Sharpness setting increased**



**Original**



**Sharpness setting decreased**



**NOTE:**  
Samples in this operation guide were created in order to simply indicate the different effects of each function, and the resulting colors will, therefore, differ somewhat from the actual copies made with this copier.

## Introduction to this Operation Guide

The explanations contained in this Operation Guide have been separated into different sections in order to allow even those using a copier for the first time to use this machine efficiently, properly and with relative ease.

A basic introduction to each section can be found below for reference. Refer to the related section when using this copier.

### Section 1 IMPORTANT! PLEASE READ FIRST.

This section contains explanations on information that is necessary for you to know prior to using this copier for the first time after purchase.

For example, it contains notes and cautions on installation and operation that should be strictly obeyed in order to ensure its safe and proper operation.

### Section 2 NAMES OF PARTS

This section contains explanations on the names and functions of the parts of the copier and its operation panel.

### Section 3 PREPARATIONS

This section contains explanations on procedures for loading copy paper.

### Section 4 BASIC OPERATION

This section contains explanations on the basic procedures required to make simple copies.

### Section 5 COLOR COPY SETTINGS

This section contains explanations on the procedures for adjusting the various settings related to making color copies.

### Section 6 OTHER CONVENIENT FUNCTIONS

This section contains explanations on using the various convenient functions of this copier.

### Section 7 COPIER MANAGEMENT

This section contains explanations on the procedures for changing the various default settings available for adjusting the copier to fit your copy needs and on the procedures for managing copy use.

### Section 8 OPTIONAL EQUIPMENT

This section contains explanations on the optional equipment that are available for use with this copier.

### Section 9 TROUBLESHOOTING

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

### Section 10 MAINTENANCE AND OPERATION INFORMATION

This section contains explanations on maintaining the copier in proper condition and on replacing the toner container, as well as information on the specifications for this copier.

## Symbols in this guide

This Operation Guide contains certain symbols to indicate points of caution and additional information that is important for you to know.

The symbols and their meanings are indicated below.



### IMPORTANT!

This symbol indicates information on procedures that should or should not be performed in order to avoid trouble.



### NOTE(S)

This symbol indicates information on additional explanations or procedures for your reference.

# CONTENTS

Energy Star Program .....	xi
Please read this Operation Guide before using the copier. Keep it close to the copier for easy reference. ....	xii

## Section 1 **IMPORTANT! PLEASE READ FIRST. .1-1**

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

## Section 2 **NAMES OF PARTS .....2-1**

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

## Section 3 **PREPARATIONS .....3-1**

Loading paper .....	3-1
Note when adding paper .....	3-1
Loading paper into drawer[cassette] .....	3-2
Setting paper on the multi-bypass tray .....	3-4

## Section 4 **BASIC OPERATION .....4-1**

Basic copying procedure .....	4-1
-------------------------------	-----

## Section 5 **COLOR COPY SETTINGS .....5-1**

Adjusting the color balance .....	5-1
Adjusting the color hue .....	5-3
One-touch image quality adjustment .....	5-5
Mono-color mode .....	5-6
Gloss mode ON/OFF .....	5-7

## Section 6 **OTHER CONVENIENT FUNCTIONS ..6-1**

Enlarging/reducing the copy image .....	6-1
Auto magnification selection mode .....	6-1
Zoom mode .....	6-2
Preset zoom mode .....	6-3
XY zoom mode .....	6-4
Interrupt copying .....	6-5
Making 2-sided copies from various types of originals [2-sided copy modes] (Only available in duplex copiers) .....	6-6
Making 2-sided copies from a 2-sided original .....	6-6
Making 2-sided copies from an open-faced original (books, etc.) .....	6-6
Making 2-sided copies from one-sided originals .....	6-7
Copying two-page originals onto separate sheets [Page separation/Split copy modes] .....	6-9
Page separation/Split copy from book originals .....	6-9
Page separation/Split copy from 2-sided originals .....	6-9

Making a margin space on the copies [Margin mode] .....	6-12
Standard margin .....	6-12
Separate front and back margin settings .....	6-12
Centering the copy image [Centering/Image shift mode] .....	6-15
Adding a space next to the copy images for making notes [Memo mode] .....	6-17
Making copies with clean edges [Border erase modes] .....	6-19
Erasing blemishes from edges of copies (Sheet erase mode) .....	6-19
Erasing blemishes from the edges and middle of copies made from books (Book erase mode) .....	6-19
Fitting the image of either two or four originals onto a single copy page [Combine/Merge Copy modes] .....	6-21
2 in 1 .....	6-21
4 in 1 .....	6-21
Printing page numbers on the copies [Print page numbers mode] .....	6-23
Enlarging the image and printing it out onto multiple sheets [Poster mode] .....	6-27
Making booklets from sheet originals [Booklet/Stitching mode] (Only available in duplex copiers) .....	6-29
Making booklets from book originals [Book to Booklet mode] (Only available in duplex copiers) .....	6-33
Automatic sorting of copy sets without the Document Finisher [Sort/Finished mode] .....	6-36
Auto rotation function .....	6-38
Adding a front and/or back cover to your copy sets [Cover mode] .....	6-39
Original size selection mode .....	6-42
Feeding paper as a backing sheet for OHP transparencies [Transparency + backing sheet mode] .....	6-44
Inverting black and white AND color [Invert mode] .....	6-46
Making mirror image copies [Mirror image mode] .....	6-47
Making a test copy prior to large volume copying [Proof mode] .....	6-48
Making more of the same copies after a copy job is finished [Repeat copy mode] .....	6-50
Registering a copy job for repeat copying .....	6-50
Printing out with the repeat copy mode .....	6-51
Copying a large volume of originals in one operation [Batch scanning mode] .....	6-54
Making both color AND black & white copies at the same time [Color/BW selection mode] .....	6-55
Adjusting the sharpness .....	6-57
Saving on toner use [Eco print mode] .....	6-58
Original set direction .....	6-59
Memorizing frequently used settings [Program function] .....	6-60
Registering a program .....	6-60
Using programmed settings to make copies .....	6-61
Changing a registered program name .....	6-62
Deleting a registered program .....	6-63
Registration keys .....	6-64
Registering a function or mode under a registration key .....	6-64
Deleting a registration key .....	6-66
Easily add covers and insert sheets between various sets of originals in one operation [Job build mode] .....	6-68
Using the job build mode .....	6-68
Selecting the settings and functions .....	6-73
Energy-saving Low power mode .....	6-86
Auto sleep function .....	6-87



## **Section 7**

### **COPIER MANAGEMENT ..... 7-1**

Copy management function .....	7-1
Copy management procedures .....	7-2
Accessing the copy management menu screen .....	7-3
Editing copy management information .....	7-4
Checking the copy management counts .....	7-25
Turning the copy management function ON/OFF .....	7-29
Changing the copy management default settings .....	7-29
Making copies when copy management is turned ON .....	7-41
Default settings .....	7-42
Machine default settings .....	7-42
Accessing the machine default settings .....	7-45
Making machine default settings .....	7-46
Copy default settings .....	7-65
Accessing the copy default settings .....	7-69
Making copy default settings .....	7-70
Multi-bypass tray paper settings .....	7-99
Paper size and type .....	7-99
Selecting other standard sizes .....	7-100
Original size registration .....	7-102
Auto color adjustment .....	7-104
Color Calibration .....	7-106
B&W Density Adjustment .....	7-107
Color registration [Colour registration] .....	7-108
Drum refresh .....	7-111
Checking the total counter and printing out the counter report .....	7-113
Status report print out .....	7-115
Language selection function .....	7-118
Entering characters .....	7-119
Character input screens .....	7-119
Character input procedure .....	7-121

## **Section 8**

### **OPTIONAL EQUIPMENT ..... 8-1**

Document Processor .....	8-1
Paper Feeder (A) .....	8-6
Paper Feeder (B) .....	8-6
Paper Feeder (C) .....	8-7
Document Finisher (A) .....	8-8
Document Finisher (B) .....	8-15
Memory Copy Board .....	8-15
Key Counter .....	8-16
Printer Kit .....	8-16
Fax Kit .....	8-16
Network Scanner Kit .....	8-16
Duplex Unit .....	8-16

## **Section 9**

### **TROUBLESHOOTING ..... 9-1**

If one of the following messages is displayed .....	9-1
If one of the following indicators lights .....	9-4
If paper jams .....	9-5
Cautions .....	9-5
Misfeed location indicators .....	9-5
Clearing paper jams .....	9-6
If other trouble occurs .....	9-18

## **Section 10**

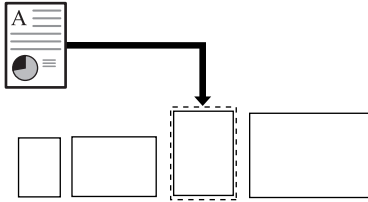
### **MAINTENANCE AND OPERATION INFORMATION ..... 10-1**

Cleaning the copier .....	10-1
Replacing the toner containers .....	10-5
Replacing the waste toner box .....	10-7
Specifications .....	10-9
Main Body .....	10-9
Document Processor (option) .....	10-11
Document Finisher (A) (option) .....	10-11
Document Finisher (B) (option) .....	10-12
Paper Feeder (A) (option) .....	10-13
Paper Feeder (B) (option) .....	10-13
Paper Feeder (C) (option) .....	10-13
Duplex Unit (option) .....	10-13
Environmental specifications .....	10-14
Installing the optional equipment .....	10-15

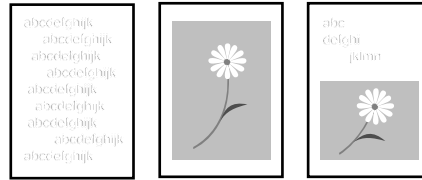
### **Appendix: Functions and settings combination chart .. 10-17**

# MAKING FULL USE OF THE COPIER'S ADVANCED FUNCTIONS

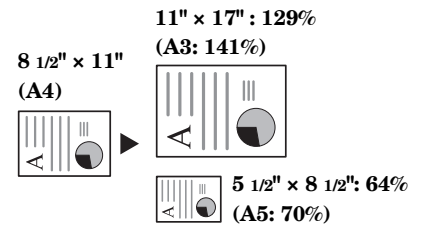
- 1** Having the copier automatically select copy paper of the same size as the original  
**<Auto paper selection mode>**  
 (Page 4-2)



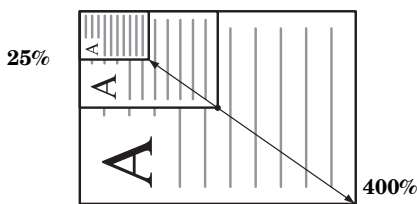
- 2** Making clear reproductions of photographs  
**<Image quality selection>**  
 (Page 4-4)



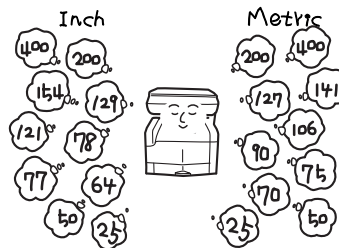
- 3** Various functions for making enlarged and reduced copies
- Enlarging/reducing the copy image to fit the size of paper in a specified drawer [cassette]
- <Auto magnification selection mode>**  
 (Page 6-1)



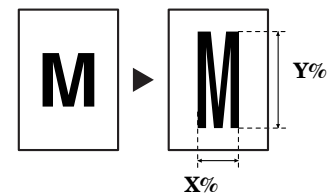
- Enlarging/reducing the copy image to a desired size between 25% and 400%
- <Zoom mode>** (Page 6-2)



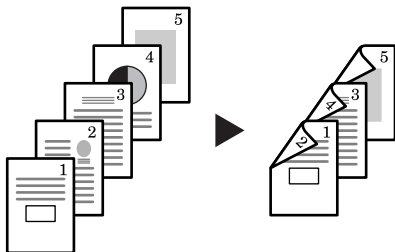
- One-touch selection of the copy magnification ratio
- <Preset zoom mode>** (Page 6-3)



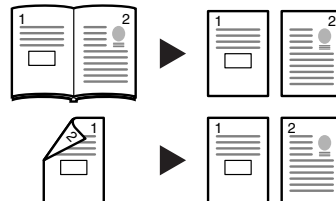
- Enlarging/reducing the length and width of the image to separate magnification ratios
- <XY zoom mode>** (Page 6-4)



- 4** Making 2-sided copies from various types of originals  
**<2-sided copy modes>**  
 (Page 6-6)



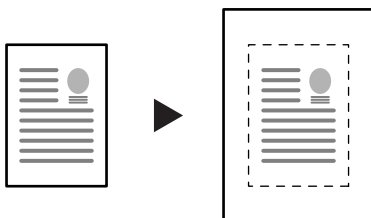
- 5** Copying two-page originals onto separate sheets  
**<Page separation/Split copy modes>** (Page 6-9)



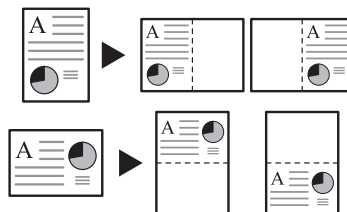
- 6** Making a margin space on the copies  
**<Margin mode>** (Page 6-12)



- 7** Centering the copy image  
**<Centering/Image shift mode>**  
 (Page 6-15)



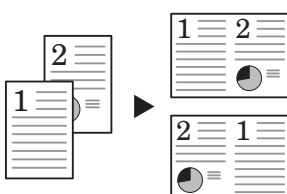
- 8** Adding a space next to the copy images for making notes  
**<Memo mode>** (Page 6-17)



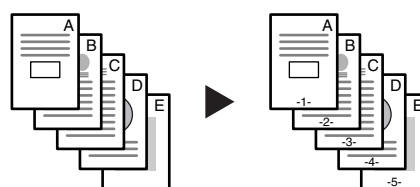
- 9** Making copies with clean edges  
**<Border erase modes>**  
 (Page 6-19)



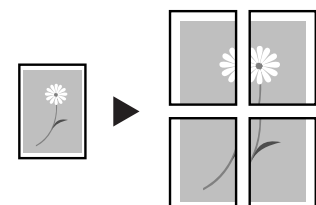
- 10** Fitting the image of either two or four originals onto a single copy page  
**<Combine/Merge Copy modes>**  
 (Page 6-21)



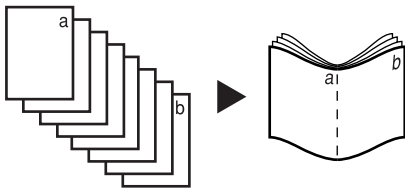
- 11** Printing page numbers on the copies  
**<Print page numbers mode>**  
 (Page 6-23)



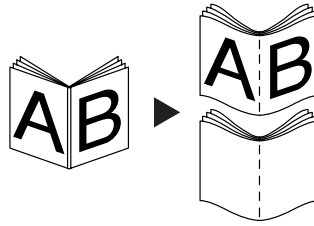
- 12** Enlarging the image and printing it out onto multiple sheets  
**<Poster mode>** (Page 6-27)



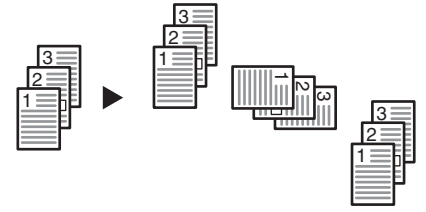
**13** Making booklets from sheet originals  
 <Booklet/Stitching mode>  
 (Page 6-29)



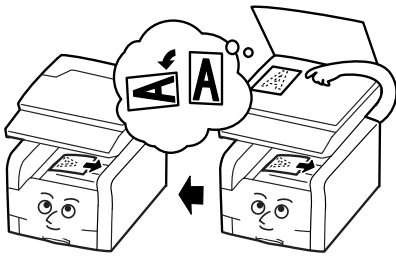
**14** Making booklets from book originals  
 <Book to Booklet mode>  
 (Page 6-33)



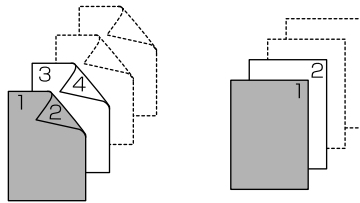
**15** Automatic sorting of copy sets without the Document Finisher  
 <Sort/Finished mode>  
 (Page 6-36)



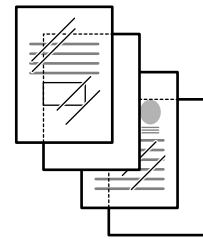
**16** Automatic rotation of the copy image  
 <Auto rotation function>  
 (Page 6-38)



**17** Adding a front and/or back cover to your copy sets  
 <Cover mode>  
 (Page 6-39)



**18** Feeding paper as a backing sheet for OHP transparencies  
 <Transparency + backing sheet mode> (Page 6-44)



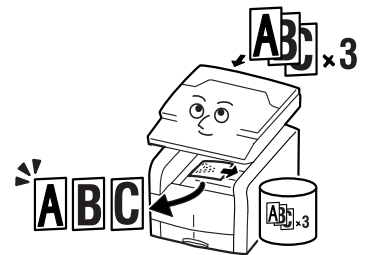
**19** Inverting black and white AND colors  
 <Invert mode> (Page 6-46)



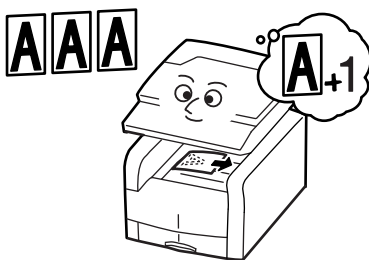
**20** Making mirror image copies  
 <Mirror image mode>  
 (Page 6-47)



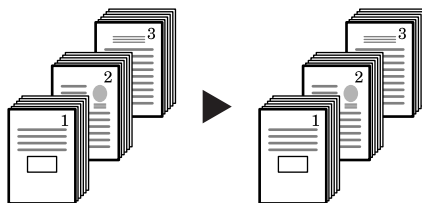
**21** Making a test copy prior to large volume copying  
 <Proof mode>  
 (Page 6-48)



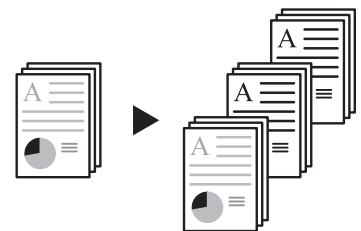
**22** Making more of the same copies after a copy job is finished  
 <Repeat copy mode>  
 (Page 6-50)



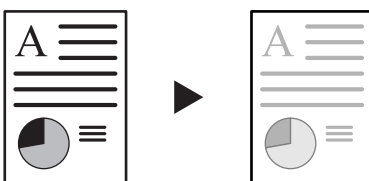
**23** Copying a large volume of originals in one operation  
 <Batch scanning mode>  
 (Page 6-54)



**24** Making both color AND black & white copies at the same time  
 <Color/BW selection mode>  
 (Page 6-55)



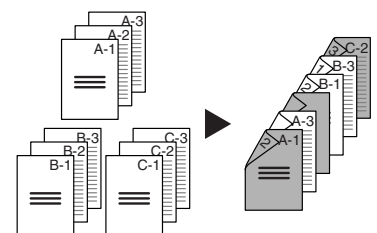
**25** Saving on toner use  
 <Eco print mode> (Page 6-58)



**26** Memorizing frequently used settings  
 <Program function>  
 (Page 6-60)



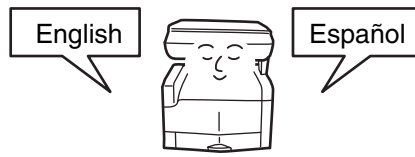
**27** Easily add covers and insert sheets between various sets of originals in one operation  
 <Job build mode>  
 (Page 6-68)



**28** Using department codes to control the number of copies made  
<Copy management mode>  
(Page 7-1)

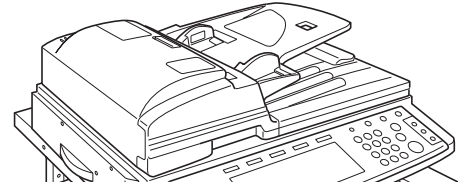


**29** Changing the language used in the touch panel  
<Language selection function>  
(Page 7-118)

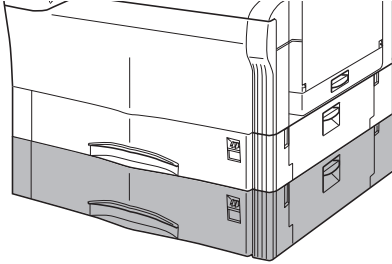


**30** A full range of optional equipment is available

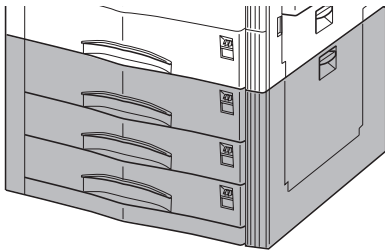
- Document Processor (Page 8-1)



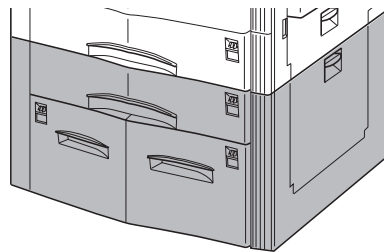
- Paper Feeder (Page 8-6)



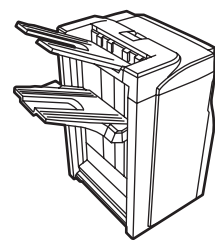
- Paper Feeder (Page 8-6)



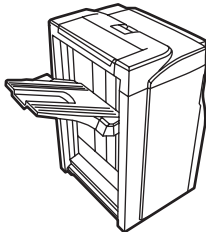
- Paper Feeder (Page 8-7)



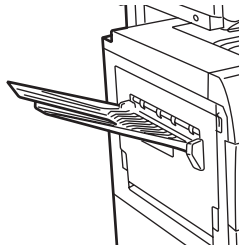
- Document Finisher (Page 8-8)



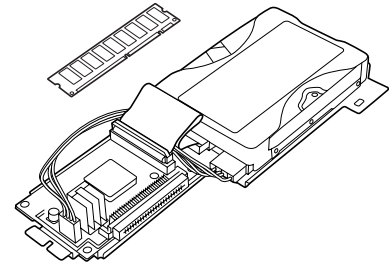
- Document Finisher (Page 8-15)



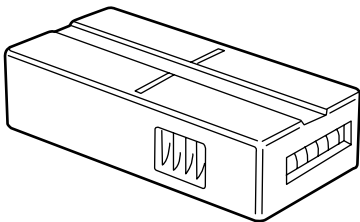
- Left tray



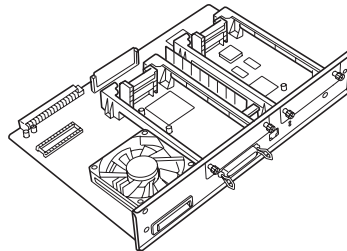
- Memory Copy Board (Page 8-15)



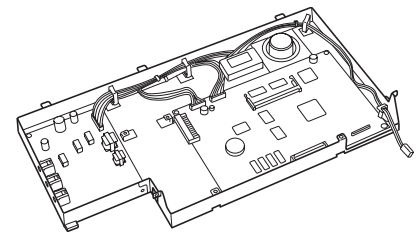
- Key Counter (Page 8-16)



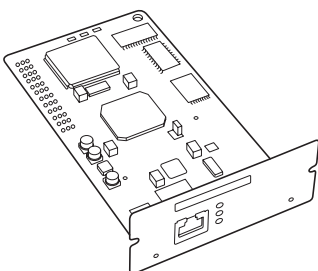
- Printer Kit (Page 8-16)



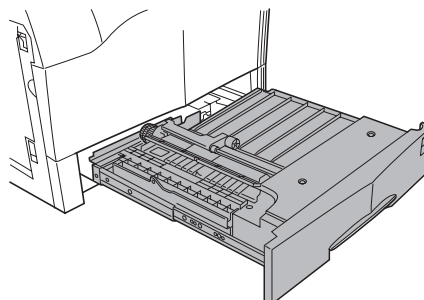
- Fax Kit (Page 8-16)



- Network Scanner Kit (Page 8-16)



- Duplex Unit (Page 8-16)







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

### About the International Energy Star Program

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

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

This product is equipped with the following features as a result of its compliance with International Energy Star Program standards.

#### Low Power Mode

The device automatically enters "Low Power Mode" when 15 minutes have passed since the device was last used. The amount of time of no activity that must pass before "Low Power Mode" is activated may be lengthened. See "**Energy-saving Low power mode**" for more information.

#### Off Mode

The device automatically enters "Off Mode" when 60 minutes have passed since the device was last used. The amount of time of no activity that must pass before "Off Mode" is activated may be lengthened. For more information see "**Auto sleep function**".

#### Sleep Mode (If the copier has printer and/or facsimile function)

The device automatically enters "Sleep Mode" when 60 minutes have passed since the device was last used. The amount of time of no activity that must pass before "Sleep Mode" is activated may be lengthened. For more information see "**Auto sleep function**".

#### Automatic 2-Sided Copy Function (Only in duplex copiers)

The Energy Star Program encourages the use of 2-sided copying which reduces the load on the environment and this device includes 2-sided copying as a standard function. For example, by copying two 1-sided originals onto a single sheet of paper as a 2-sided copy, it is possible to lower the amount of paper used.

For more information see "**Making 2-sided copies from various types of originals [2-sided copy modes] (Only available in duplex copiers)**".

#### Paper Recycling

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

\* If the Fax Kit and the Network Scanner Kit are both installed in the copier, this product will not be compliant with the standards laid out in the International Energy Star Program.

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

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



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



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



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

### Symbols

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



.....[General warning]



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



.....[Warning of high temperature]

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



.....[Warning of prohibited action]



.....[Disassembly prohibited]

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



.....[Alert of required action]



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



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

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

### <Note>

An original which resembles a bank note closely may not be copied properly in some rare cases because this copier is equipped with a counterfeiting prevention function.

# **Section 1**    **IMPORTANT! PLEASE READ FIRST.**

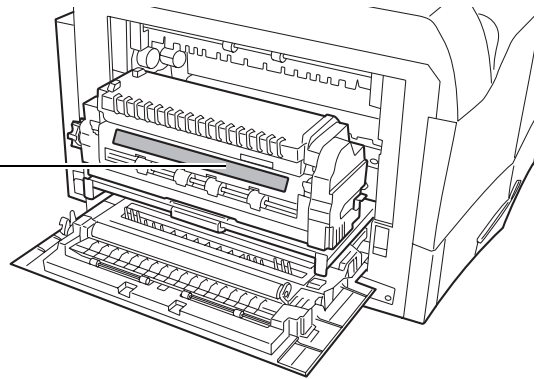


## **CAUTION LABELS**

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

**Label 1** \_\_\_\_\_

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



**NOTE: DO NOT remove these labels.**



# INSTALLATION PRECAUTIONS

## Environment



# CAUTION

Avoid placing the copier on or in locations which are unstable or not level. Such locations may cause the copier to fall down or fall over. This type of situation presents a danger of personal injury or damage to the copier. ....



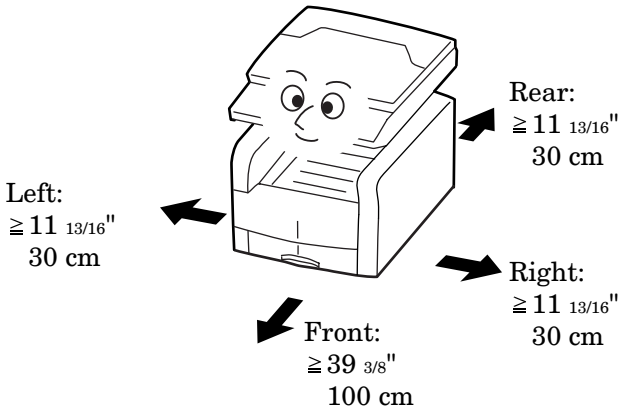
Avoid locations with humidity or dust and dirt. If dust or dirt become attached to the power plug, clean the plug to avoid the danger of fire or electrical shock. ....



Avoid locations near radiators, heaters, or other heat sources, or locations near flammable items, to avoid the danger of fire. ....



To keep the copier cool and facilitate changing of parts and maintenance, allow access space as shown below. Leave adequate space, especially around the vents, to allow air to be properly ventilated out of the copier. ....



### Other precautions

Adverse environmental conditions may affect the safe operation and performance of the copier. Install in an air-conditioned room (recommended room temperature: around 68°F (20°C), humidity: around 65%) and avoid the following locations when selecting a site for the copier.

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

If the floor is delicate against casters, when this product is moved after installation, the floor material may be damaged.

To prevent the possibility of accidents due to tilting the copier body, always turn the desk's stopper bolts until they make firm contact with the floor during initial installation or whenever the machine is moved.

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

## Power supply/Grounding the copier



# WARNING

DO NOT use a power supply with a voltage other than that specified. Avoid multiple connections in the same outlet. These types of situations present a danger of fire or electrical shock. ....



Plug the power cord securely into the outlet. If metallic objects come in contact with the prongs on the plug, it may cause a fire or electric shock. ....



Always connect the copier to an outlet with a ground connection to avoid the danger of fire or electrical shock in case of an electric short. If an earth connection is not possible, contact your service representative. ....



### Other precautions

Connect the power plug to the closest outlet possible to the copier.

The power supply cord is used as the main disconnect device. Ensure that the socket/outlet is located/installed near the equipment and is easily accessible.

## Handling of plastic bags



# WARNING

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







# PRECAUTIONS FOR USE

## Cautions when using the copier



# WARNING

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



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



DO NOT damage, break or attempt to repair the power cord. DO NOT place heavy objects on the cord, pull it, bend it unnecessarily or cause any other type of damage.



These types of situations present a danger of fire or electrical shock. ....

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



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



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



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



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



# CAUTION

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



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



If the copier will not be used for a short period of time (overnight, etc.), turn the power switch OFF (O).

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



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



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



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



### Other precautions

DO NOT place heavy objects on the copier or cause other damage to the copier.

DO NOT open the front cover, turn off the power switch, or pull out the power plug during copying.

When lifting or moving the copier, contact your service representative.

Do not touch electrical parts, such as connectors or printed circuit boards. They could be damaged by static electricity.

DO NOT attempt to perform any operations not explained in this handbook.

Do not open any cover or turn the power off while the motor inside can be heard regardless of the condition of the copier.

CAUTION: Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Do not look directly at the light from the scanning lamp as it may cause your eyes to feel tired or painful.

Duplex copiers come equipped with a HDD (hard disk).

DO NOT attempt to move the copier while the power is still ON; Since any resulting shock or vibration may cause damage to the hard disk, be sure to turn off the power BEFORE attempting to move the copier.

## Cautions when handling consumables

# CAUTION

---

DO NOT attempt to incinerate the toner containers or the waste toner box.  
Dangerous sparks may cause burns. ....



Keep the toner containers and the waste toner box out of the reach of children. ....



If toner happens to spill from the toner containers or the waste toner box, avoid inhalation and ingestion, as well as contact with your eyes and skin.....



- If you do happen to inhale toner, move to a place with fresh air and gargle thoroughly with a large amount of water. If coughing develops, contact a physician.
- If you do happen to ingest toner, rinse your mouth out with water and drink 1 or 2 cups of water to dilute the contents of your stomach. If necessary, contact a physician.
- If you do happen to get toner in your eyes, flush them thoroughly with water. If there is any remaining tenderness, contact a physician.
- If toner does happen to get on your skin, wash with soap and water.

DO NOT attempt to force open or destroy the toner containers or the waste toner box.



### Other precautions

After use, ALWAYS dispose of the toner containers and the waste toner box in accordance with Federal, State and Local rules and regulations.

Store all consumables in a cool, dark location.

If you will not be using the copier for a prolonged period of time, remove all paper from the drawer(s)[cassette(s)] and the multi-bypass tray and seal in its original packaging.

**CAUTION!**

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

**ATTENTION!**

Le débranchement de la fiche secteur est le seul moyen de mettre l'appareil hors tension. Les interrupteurs sur l'appareil ne sont que des interrupteurs de fonctionnement : ils ne mettent pas l'appareil hors tension.

## **WARNING**

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

**CAUTION** – The changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

\* The above warning is valid only in the United States of America.

## NEW C2630/C2630D COPIER LIMITED WARRANTY

1. Kyocera Mita America, Inc. and Kyocera Mita Canada, Ltd. (both referred to as "Kyocera Mita") warrant the Customer's new copier, and the new accessories installed with the initial installation of the copier, against any defects in material and workmanship for a period of one year, or 300,000 copies/prints from date of installation by an Authorized Kyocera Mita Dealer for the C2630 and the C2630D, whichever first occurs. In the event the copier or an accessory is found to be defective within the warranty period, Kyocera Mita's only obligation and the Customer's exclusive remedy shall be replacement of any defective parts. It is understood that Kyocera Mita shall have no obligation to furnish labor.
2. This warranty is valid only as to the original retail purchaser (referred to as the "Customer") of a new Kyocera Mita copier in the United States of America, or Canada based upon the country of purchase.
3. In order to obtain performance of this warranty, the Customer must immediately notify the Authorized Kyocera Mita Dealer from whom the product was purchased. If the Kyocera Mita Dealer is not able to provide service, write to Kyocera Mita at the address below for the name and address of the Authorized Kyocera Mita Dealer in your area.
4. This warranty does not cover copiers or accessories: (a) which have become damaged due to operator negligence, misuse, accidents, improper storage or unusual physical or electrical stress, (b) which have used parts or supplies which are not genuine Kyocera Mita brand parts or supplies, (c) which have been serviced by a technician not employed by Kyocera Mita or an Authorized Kyocera Mita Dealer, or (d) which have had the serial number modified, altered, or removed.
5. This warranty does not cover Maintenance Kits or the components of Maintenance Kits, which consist of the drum unit, the fixing unit, and the developing unit. Kyocera Mita shall give the Customer a separate warranty for these items.
6. This warranty gives the Customer specific legal rights. The Customer may also have other rights, which vary from state to state, or province to province. Neither the seller, nor any other person is authorized to extend the time period, or expand this warranty on behalf of Kyocera Mita.
7. THIS WARRANTY IS MADE IN LIEU OF ALL OTHER WARRANTIES AND (CONDITIONS), EXPRESS OR IMPLIED, AND KYOCERA MITA SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY (OR CONDITION) OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THIS WARRANTY SHALL NOT EXTEND TO, AND KYOCERA MITA SHALL NOT BE LIABLE FOR, ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES WHICH MAY ARISE OUT OF THE USE, OR INABILITY TO USE, THE COPIER.

### KYOCERA MITA AMERICA, INC.

**Headquarters:**

225 Sand Road,  
Fairfield, New Jersey 07004-0008  
TEL : (973) 808-8444  
FAX : (973) 882-6000

### KYOCERA MITA CANADA, LTD.

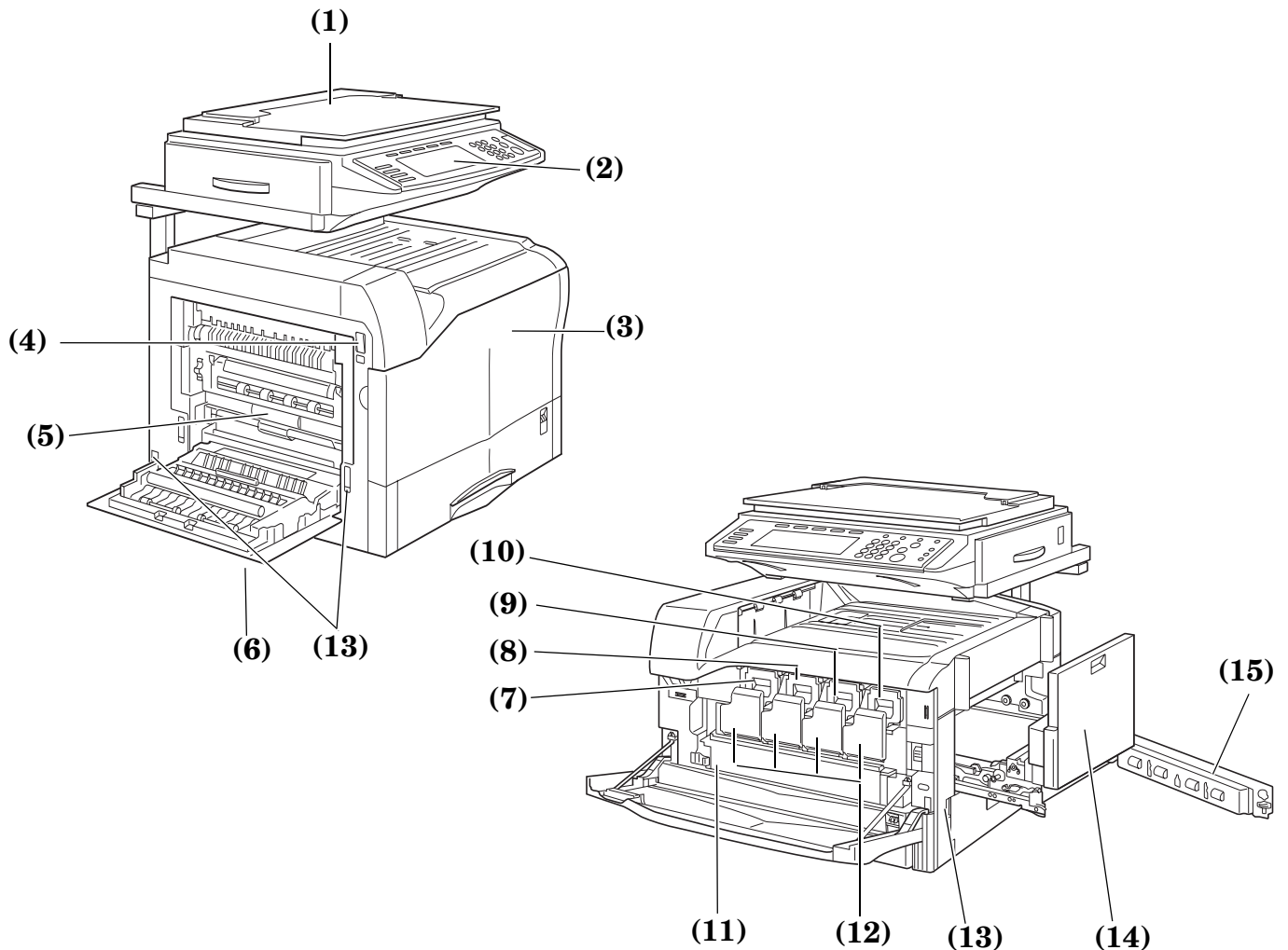
6120 Kestrel Road, Mississauga,  
Ontario L5T 1S8, Canada  
TEL : (905) 670-4425  
FAX : (905) 670-8116





## Section 2 NAMES OF PARTS

### Main body



**(1) Original cover <optional>**

Open/close this cover when you are setting the original on the platen.

**(2) Operation panel**

Perform copy operations here.

**(3) Front cover**

Open this cover to replace toner containers and the waste toner box, and for cleaning.

**(4) Power switch**

Turn this switch ON ( | ) before copying.

**(5) Fixer unit**

**(6) Left cover**

Open this cover if a paper misfeed occurs inside the copier.

**(7) Toner container (black)**

**(8) Toner container (yellow)**

**(9) Toner container (cyan)**

**(10) Toner container (magenta)**

**(11) Waste toner box**

**(12) Toner container cover**

Open these covers to replace toner containers and for cleaning.

**(13) Handle**

Pulling out the handle provides a handhold when moving the copier. Two handles are provided, one on the left side and one on the right side of the copier.

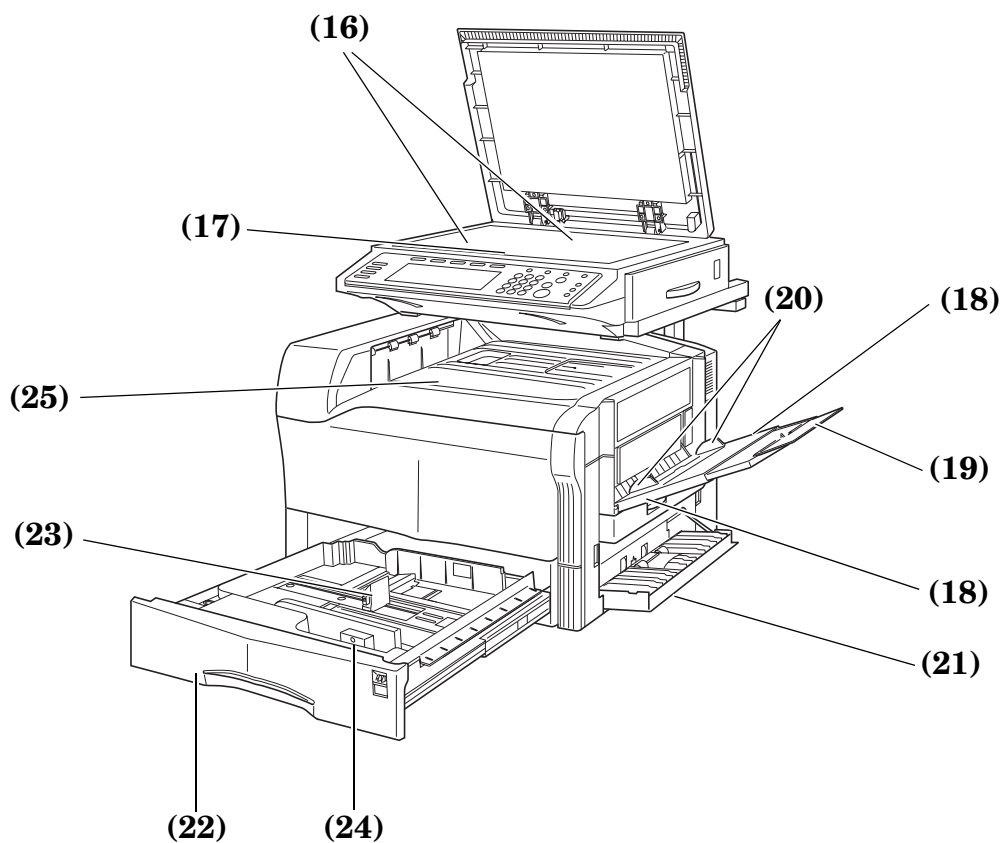
**(14) Paper conveyor unit**

**(15) Right cover 1**

Operate this lever if a paper misfeed occurs inside the copier.

## Section 2 NAMES OF PARTS

---



**(16) Original size indicator plate**

Be sure to align the original with this plate when setting an original on the platen.

**(17) Platen**

Set originals here for copying. Lay originals face-down and align them with the upper left corner of the platen (towards the left-rear portion of the copier).

**(18) Multi-bypass tray**

Load the paper here when printing on to small-size paper or special paper.

**(19) Multi-bypass extension**

Pull out this extension when copying onto 8 1/2" × 11" [A4R] size paper or larger.

**(20) Insert guides**

Align these guides to fit the width of the paper that is to be set on the multi-bypass tray.

**(21) Right cover**

Open this cover if a paper misfeed occurs inside the copier.

**(22) Drawer[Cassette] No.1 (in standard copiers [for 1-sided copies only])**

This drawer[cassette] has a storage capacity of 500 sheets of copy paper.

**Duplex Unit (in duplex copiers [for 2-sided copies])**

This unit allows you to make duplex [2-sided] copies.

**(23) Paper length guide release levers**

Pinch these levers and adjust the guide plate to fit the length of the paper that is to be loaded in that drawer[cassette].

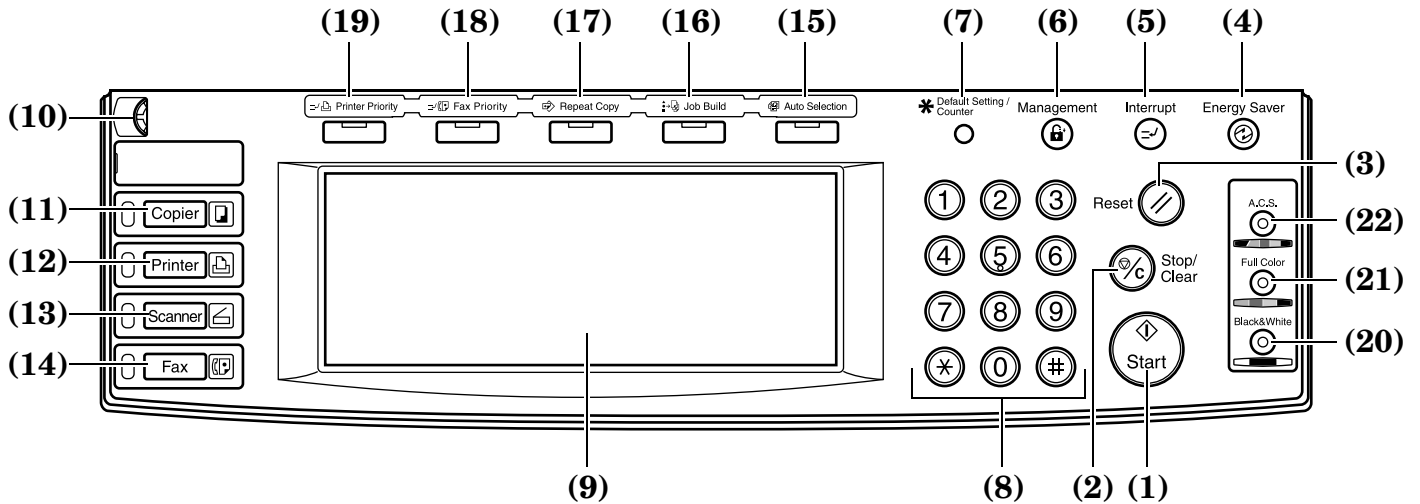
**(24) Paper width guide release levers**

Pinch these levers and adjust the guide plates to fit the width of the paper that is to be loaded in that drawer[cassette].

**(25) Top tray**

Finished copies can be ejected and stored on this tray.

## Operation panel



### (1) [Start] key & indicator lamp

Press this key when the lamp in that key is lit green and you want to start copying.

### (2) [Stop/Clear] key

Press this key when you want to stop copying or change the number of copies to be made.

### (3) [Reset] key

Press this key to reset all functions to their initial mode settings. (See “Initial mode (at the end of warm-up or when the [Reset] key is pressed)” on page 2-4.)

### (4) [Energy Saver] key & indicator lamp

Press this key when you want to turn the energy-saving Low power mode ON. Press the same key again to turn the Low power mode OFF. (See page 6-86.)

### (5) [Interrupt] key & indicator lamp

Press this key to light the lamp in that key when you want to perform interrupt copying. (See page 6-5.)

### (6) [Management] key

When copy management is turned ON, press this key after copying in order to return to the department ID-code entry display. (See page 7-1.)

### (7) [Default Setting/Counter] key

Press this key when you want to access default settings as well as those related to copy management, etc.

### (8) Keypad

Use these keys when you want to set the number of copies to be made or enter other values.

### (9) Touch panel

This panel displays such information as operation procedures, machine status, and the various function keys.

### (10) Brightness adjustment control dial

Turn this dial when you want to adjust the brightness of the touch panel.

### (11) [Copier] key, lamp & indicator

Press this key to light the indicator to the right of the key when you want to use the copier functions of this machine.

### (12) [Printer] key, lamp & indicator

Press this key when you want to use the optional printer functions of this machine. The indicator to the right of the key will light when the machine is in the printer operation mode. The lamp to the left of the key will either light green or orange, or will flash one of those colors, depending upon the status of the machine.

(See page 9-4.)

### (13) [Scanner] key, lamp & indicator

Press this key when you want to use the optional scanner functions of this machine. The indicator to the right of the key will light when the machine is in the scanner operation mode. The lamp to the left of the key will either light green or orange, or will flash one of those colors, depending upon the status of the machine.

(See page 9-4.)

### (14) [Fax] key, lamp & indicator

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

### (15) [Auto Selection] key & indicator lamp

Press this key to light the lamp in that key when you want to use the auto selection mode. The optional Document Processor must be installed in your copier in order to use this mode. (See page 8-4.)

### (16) [Job Build] key & indicator lamp

Press this key to light the lamp in that key when you want to use the job build mode. The optional Memory Copy Board must be installed in your copier in order to use this mode. (See page 6-68.)

### (17) [Repeat Copy] key & indicator lamp

Press this key to light the lamp in that key when you want to use the repeat copy mode. The optional Memory Copy Board must be installed in your copier in order to use this mode. (See page 6-50.)

## Section 2 NAMES OF PARTS

---

### (18) [Fax Priority] key & indicator lamp

Press this key when you want to use the fax priority printout function. The lamp in that key will light when fax priority printout is selected. The optional Fax Kit must be installed in your copier in order to use this mode. Refer to the Operation Guide for the optional Fax Kit for more detailed information.

### (19) [Printer Priority] key & indicator lamp

Press this key when you want to use the printer priority printout function. The lamp in that key will light when printer priority printout is selected. The optional Printer Kit must be installed in your copier in order to use this mode. Refer to the Operation Guide for the optional Printer Kit for more detailed information.

### (20) [Black & White] key & indicator lamp

Press this key when you want to make monochrome [B/W] copies. (See page 4-1.)

### (21) [Full Color] key & indicator lamp

Press this key when you want to make full color copies. (See page 4-1.)

### (22) [A.C.S.] key & indicator lamp

Press this key when you want the copier to automatically make full color copies from color originals, and black and white copies from monochrome [B/W] originals. (See page 4-1.)

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

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



#### NOTES

- The default settings for the initial mode can be changed using the corresponding "copy default settings" procedure.
  - It is possible for you to change the default setting for the copy exposure in the initial mode from the "manual exposure mode" to the "auto exposure mode". (See "Exposure mode" on page 7-70.)
- 

### Automatic drawer[cassette] switching function

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

It is also possible to designate which drawers[cassettes] will hold the same size and type of paper for automatic switching.



#### NOTE

The automatic drawer[cassette] switching function can be turned OFF. (See "Auto drawer[cassette] switching ON/OFF" on page 7-46.)

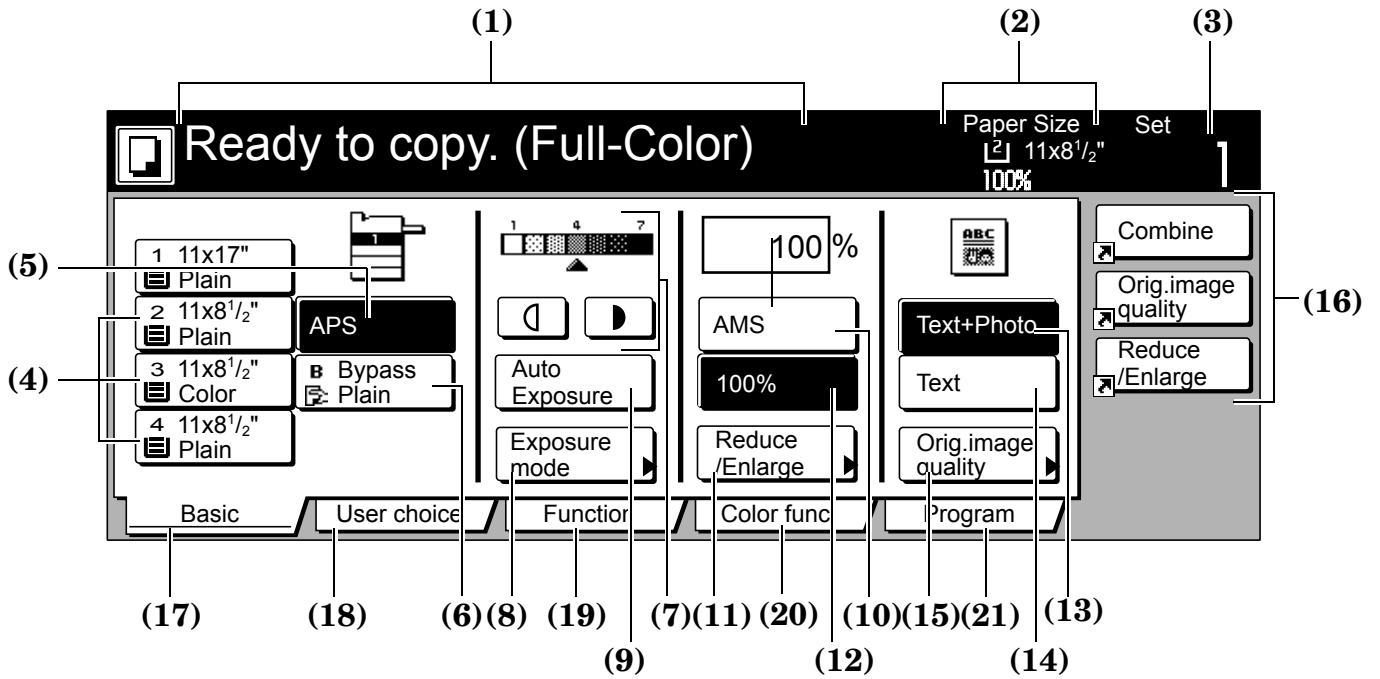
---

### Auto clear function

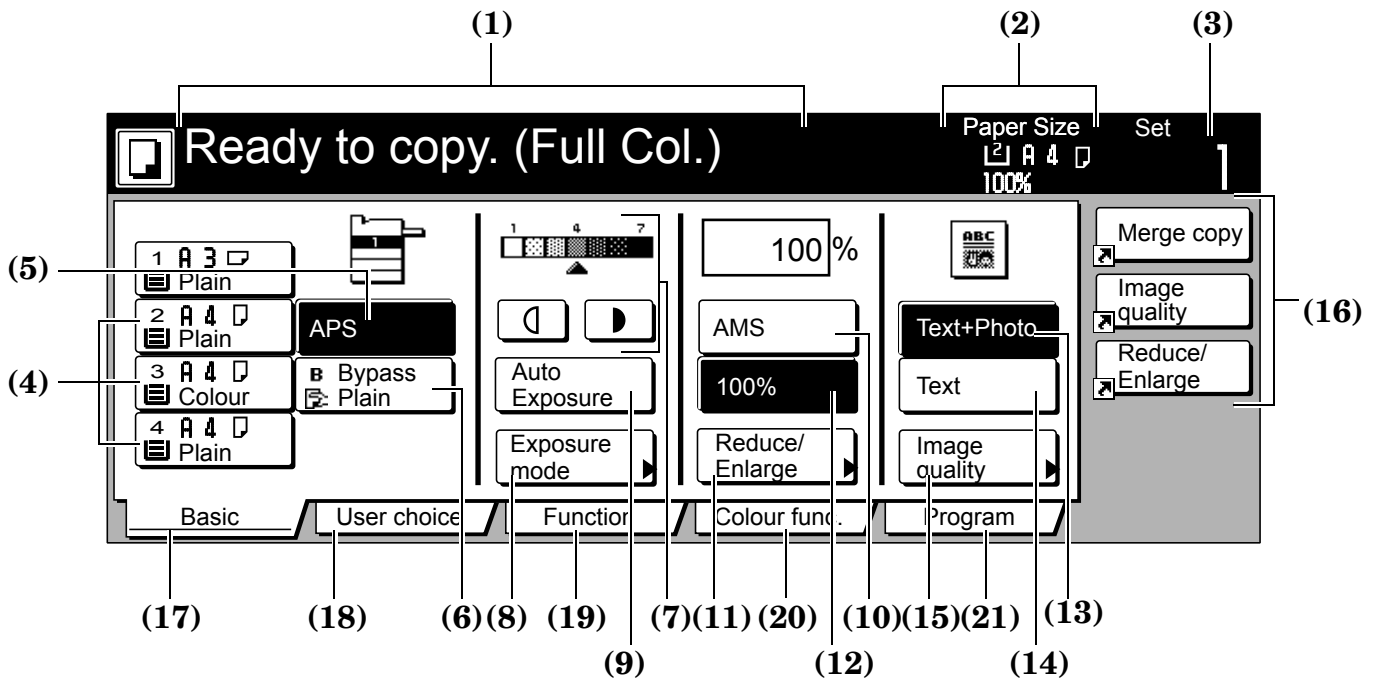
Once a designated amount of time has passed after copying stops (between 10 and 270 seconds), the auto clear function will automatically engage and the copier will return to the same settings as those after warm up (initial mode settings). (However, the copy exposure mode and the image quality mode will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

# Touch panel

## Inch specifications



## Metric specifications



## Section 2 NAMES OF PARTS



### NOTE

Keys related to operational procedures which appear on the touch panel with their name displayed are indicated in this Operation Guide within double quotation marks. (Ex.: Press the "xxx" key.)

- (1) **This area displays messages on the machine's status and on operational procedures.**
- (2) **This area displays information on the size of paper in the drawer[cassette] and the current copy magnification ratio.**
- (3) **This area displays the current number of copies to be made.**
- (4) **Paper size keys (Remaining paper volume icons)**  
Press these keys when you want to change the currently selected drawer[cassette] in order to change the size of paper that will be used. The drawer[cassette] that holds the currently selected paper size and type of paper will be highlighted.  
Drawer[Cassette] No. 1 will not be displayed on duplex copiers. Drawer[Cassette] No. 2, Drawer[Cassette] No. 3, and Drawer[Cassette] No. 4 will be displayed when the optional Paper Feeder is installed on your copier.
- (5) **"APS" key**  
Press this key until it is highlighted when you want to have the paper size selected automatically. (See page 4-2.)
- (6) **"Bypass" key**  
Press this key when you want to copy onto paper that is set on the multi-bypass tray. The type of paper registered for use on the multi-bypass tray will be indicated in the key.
- (7) **Copy exposure adjustment keys / Copy exposure scale**  
Press the appropriate key when you want to manually adjust the copy exposure. The copy exposure scale will indicate the currently selected setting. (See page 4-3.)
- (8) **"Exposure mode" key**  
Press this key when you want to access the "Exposure mode" screen.
- (9) **"Auto Exposure" key**  
Press this key until it is highlighted when you want to select the auto exposure mode. When making monochrome [B/W] copies in the auto exposure mode, the contrast of the original will be detected and the most suitable exposure level selected automatically. When making full color copies in this mode, the copier will automatically perform the corresponding background exposure adjustment. (See page 4-3.)
- (10) **"AMS" key**  
Press this key until it is highlighted when you want to have the copy magnification ratio selected automatically. (See page 6-1.)
- (11) **"Reduce/Enlarge" key**  
Press this key when you want to manually change the copy magnification ratio. (See page 6-2.)
- (12) **"100%" (same size) key**  
Press this key when you want to copy the original image at its actual size "100%".
- (13) **"Text+Photo" key**  
Press this key when you want to copy originals that contain a mixture of both text and photographs.
- (14) **"Text" key**  
Press this key when you want to copy originals that contain large amounts of text, such as documents, etc.
- (15) **"Orig.image quality" ["Image quality"] key**  
Press this key when you want to access the "Orig.image quality" ["Image quality orig."] screen. (See page 4-4.)

### (16) Registration keys

Press the appropriate key when you want to access the corresponding function or mode. Any function or mode in the "Function" tab can be registered to be displayed as one of the registration keys. (See page 6-64.)

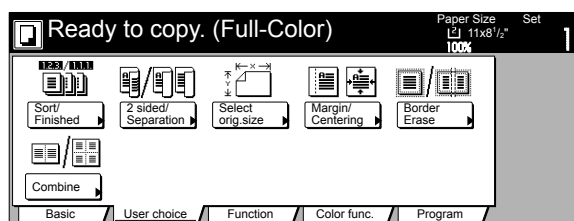
### (17) "Basic" tab

Press this tab when you want to return the display to the contents of the "Basic" tab.

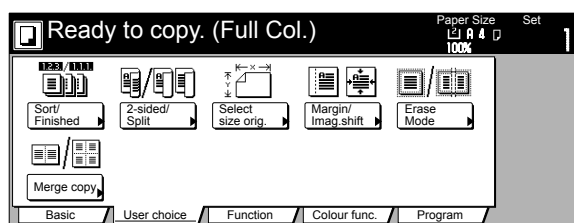
### (18) "User choice" tab

Press this tab when you want to display the contents of the "User choice" tab.

Inch specifications



Metric specifications

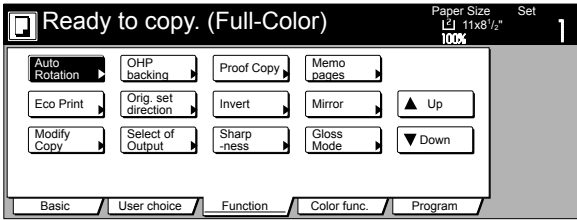
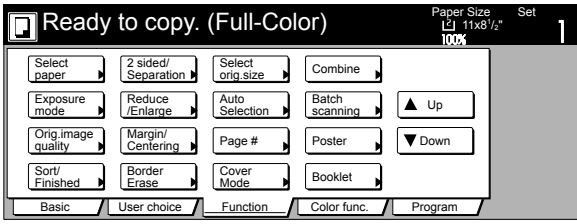




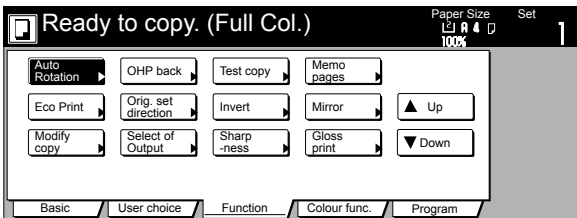
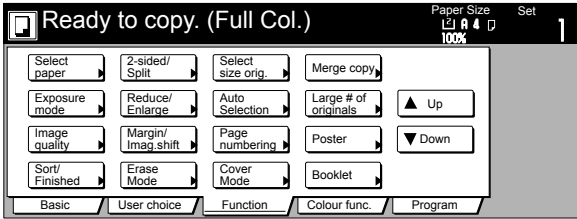
(19) "Function" tab

Press this tab when you want to display the contents of the "Function" tab.

Inch specifications



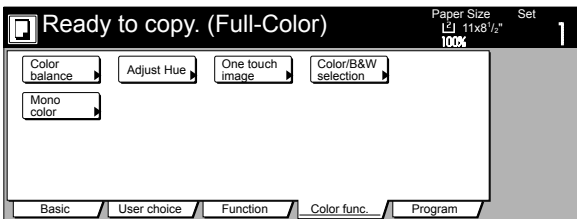
Metric specifications



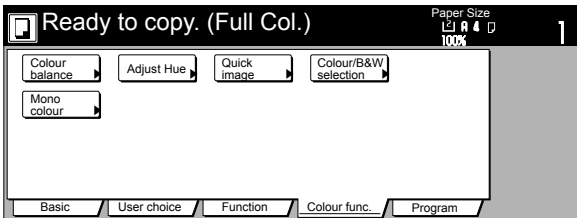
(20) "Color func.," ["Colour func.,"] tab

Press this tab when you want to display the contents of the "Color func.," ["Colour func.,"] tab.

Inch specifications



Metric specifications



(21) "Program" tab

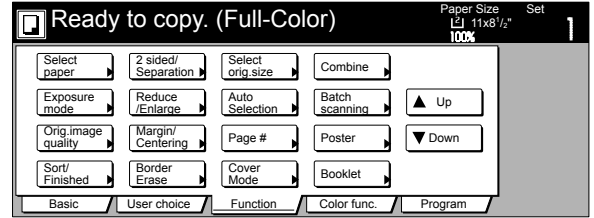
Press this tab when you want to register the currently selected settings as a program, or to delete a previously registered program. (See page 6-60.)



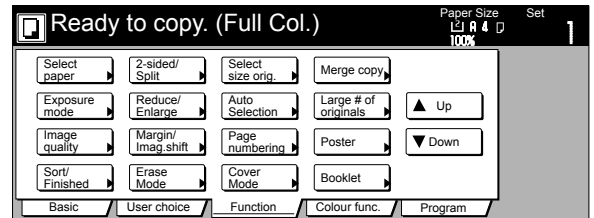
NOTE

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

Inch specifications



Metric specifications



"Register" key

Press this key when you want to register the currently selected function or mode under a registration key. (See page 6-64.)

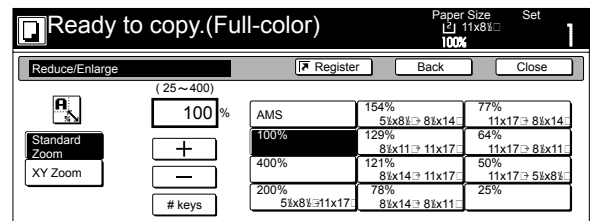
"Back" key

Press this key when you want to return the settings for the currently selected mode back to their previous values.

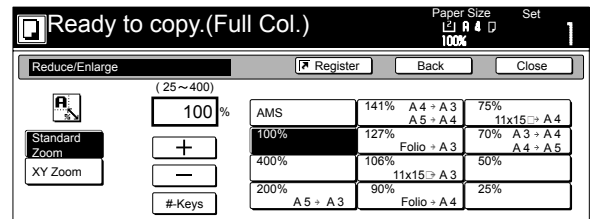
"Close" key

Press this key when you want to return to the previous screen.

Inch specifications



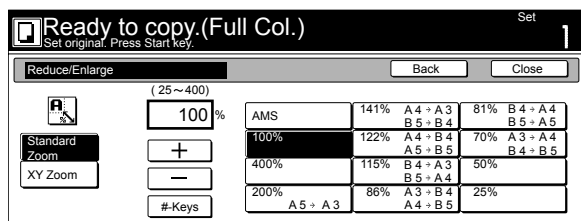
Metric specifications



## Section 2 NAMES OF PARTS

---

Metric specifications (Asia Pacific)



### NOTE

You can change or add new keys to those displayed in the “Basic” and the “User choice” tabs by following the “**Customize screen layout (Main functions)**” procedure on page 7-97 or the “**Customize screen layout (Add functions)**” procedure on page 7-98, as appropriate.

---

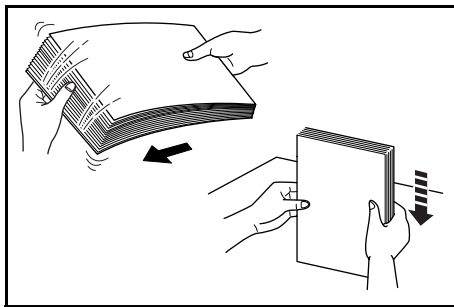
# Section 3 PREPARATIONS

## Loading paper

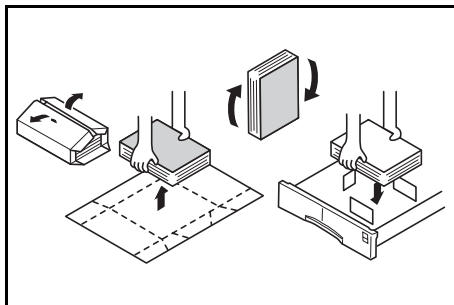
Copy paper can either be loaded into the drawer(s)[cassette(s)] or set on the multi-bypass tray.

### Note when adding paper

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



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



### IMPORTANT!

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



### IMPORTANT!

Using special paper

In this copier, the type of paper loaded in each drawer[cassette] and on the multi-bypass tray can be specified under “**Paper type (drawer[cassette] No.1 - No.4)**” on page 7-48 and “**Paper size and type**” on page 7-99, respectively.

Among the special paper that can be use with this copier, there is a wide range in paper quality and construction, especially in those types of paper noted below. For that reason, there is a greater possibility of problems occurring during copying with these type of paper. Whenever you do use such special paper as noted here, it is recommended that you first make a test copy and verify the results.

<Special paper for which extra caution is recommended>

- Preprinted
- Labels<sup>\*1</sup>
- Prepunched
- Envelopes<sup>\*2</sup>

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

\*2 The following types of envelopes should never be used:

- Those on which the glue is exposed.
- Those whereby glue will be exposed if the protective paper is removed. (If the paper protecting the glue comes off inside the copier it can be the cause of major damage.)
- Those of special construction.
- Those which have a round tab on the back and are closed with string.
- Those which have an open window.
- Those which have a transparent film window.

## Section 3 PREPARATIONS

### Loading paper into drawer[cassette]

You can load up to 500 sheets of standard paper  
(Inch specifications: 60 g/m<sup>2</sup> – 105 g/m<sup>2</sup> [Metric specifications:  
60 g/m<sup>2</sup> – 90 g/m<sup>2</sup>]) or color paper into the drawer [cassette].

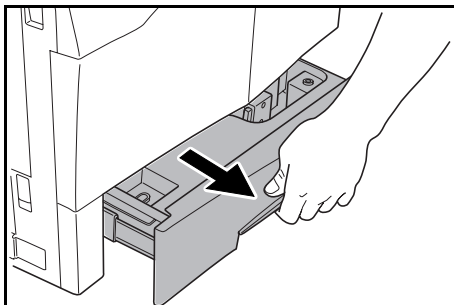
- Standard drawer [cassette]
  - 1-sided copier: One 500-sheet drawer [cassette]
  - Duplex copier: Drawer [cassette] supplied as option.
- Acceptable sizes of paper
  - 11" × 17", 8 1/2" × 14", 8 1/2" × 11", 11" × 8 1/2", 5 1/2" × 8 1/2", Folio,  
A5R, B5R, B5, A4R, A4, B4 and A3



#### IMPORTANT!

- BE SURE to use paper that is specified for color copy use in order to make clear color copies.
- DO NOT use paper such as that designated for inkjet printers or any paper treated with special coating.
- Specify the type of paper that is loaded into each drawer[cassette] (plain, recycled, etc.) under "Paper type (drawer[cassette] No.1 - No.4)" on page 7-48.

- 1 Pull the drawer[cassette] out toward you as far as it will go.

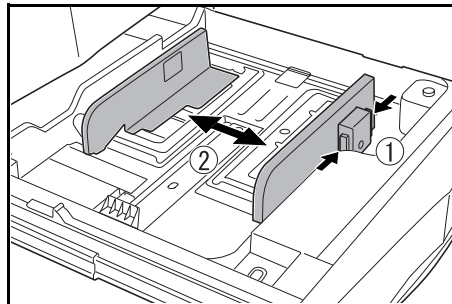


#### NOTE

DO NOT pull more than one drawer[cassette] out at a time.

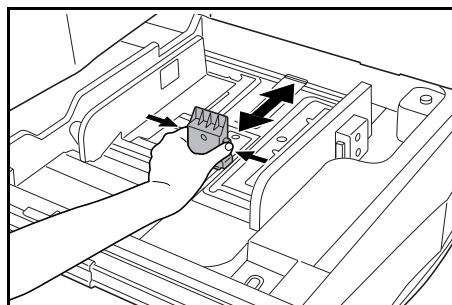
2

Pinch the levers for the paper width guide plates and move the plates to fit the width of the paper that is to be loaded in that drawer[cassette].  
The paper sizes are marked on the bottom of the drawer[cassette].

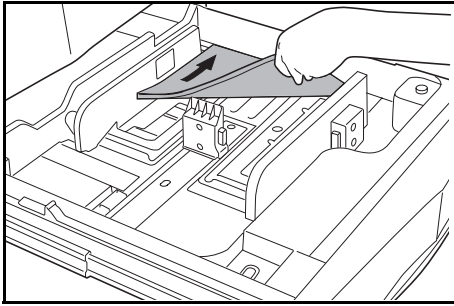


3

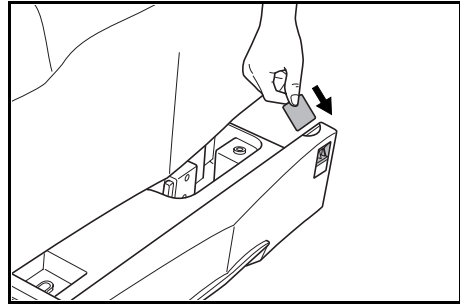
Pinch the levers for the paper length guide plate and move the plate to fit the length of the paper that is to be loaded in that drawer[cassette].  
The paper sizes are marked on the bottom of the drawer[cassette].



- 4** Align the paper flush against the right side of the drawer[cassette], and then set the paper in the drawer[cassette].

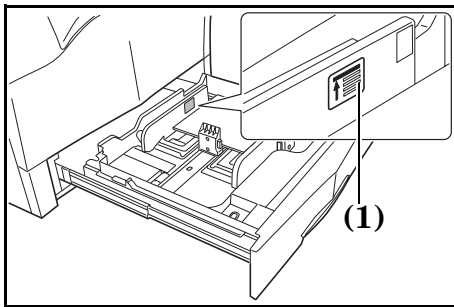


- 5** Insert the appropriate paper size label into the front of the drawer[cassette] to indicate the size of paper that is loaded into that drawer[cassette].

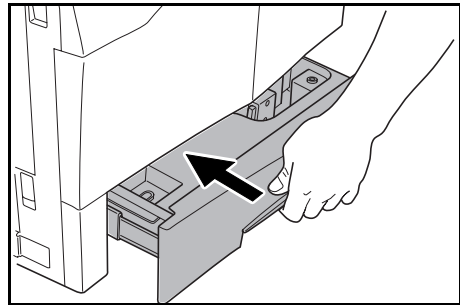


**IMPORTANT!**

- Make sure that there are no folds, etc., in the paper when it is set in a drawer[cassette]. Such paper may be the cause of paper jams.
- DO NOT load more paper than indicated by the sticker located on the inside of the drawer[cassette] (1).
- When you are loading paper into a drawer[cassette], make sure that the side facing downward when the package is opened is the side that is facing upward in the drawer[cassette] as well.
- Make sure to adjust the paper length and width guide plates to the size of the paper before setting the paper. Misaligned paper may be the cause of paper jams.
- Make sure that the paper is set securely against the paper length and width guide plates. If there is a gap between the paper and any guide plate, readjust the guides to fit the paper snugly. Anytime paper does not fit snugly against the guide plates, the message display may not indicate the correct size of paper for that drawer[cassette].



- 6** Gently push the drawer[cassette] back in.



**NOTE**

If you will not be using the copier for a prolonged period of time, remove all paper from the drawer(s)[cassette(s)] and seal in its original packaging in order to protect it against moisture.



**NOTE**

When you are loading paper into a drawer[cassette], make sure that the side to be copied onto is facing downward.

## Section 3 PREPARATIONS

### Setting paper on the multi-bypass tray

Up to 150 sheets of standard paper (Inch specifications: 60 g/m<sup>2</sup> - 105 g/m<sup>2</sup> [Metric specifications: 60 g/m<sup>2</sup> - 90 g/m<sup>2</sup>]) can be set on the multi-bypass tray.

- Acceptable sizes of paper

#### Inch specifications

5 1/2" × 8 1/2", 8 1/2" × 11", 11" × 8 1/2", 8 1/2" × 13", 8 1/2" × 14", 11" × 17", 12" × 18", A6R, B6R, A5R, B5R, B5, A4R, A4, B4 and A3

#### Metric specifications

A6R, B6R, A5R, B5R, B5, A4R, A4, B4, A3, A3 wide (305 mm × 457 mm), Folio, 5 1/2" × 8 1/2", 8 1/2" × 11", 11" × 8 1/2", 8 1/2" × 13", 8 1/2" × 14", 11" × 17" and 12" × 18"

When copying onto special paper, be sure to use the multi-bypass tray.



#### NOTES

- The following types of special paper and the number of sheets that can be set on the multi-bypass tray at one time are as follows:

OHP transparencies: 25 sheets (ALWAYS fan through transparencies before setting them on the multi-bypass tray.)

Thick paper (91 g/m<sup>2</sup> - 220 g/m<sup>2</sup>): 25 - 100 sheets (Depending on the paper size and weight)

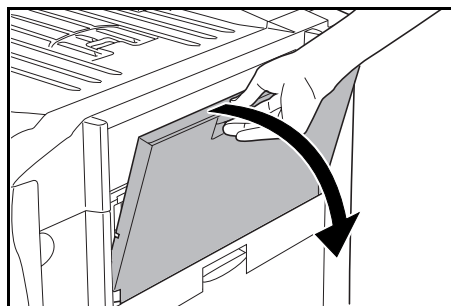
- When using thick A4-size paper (200 g/m<sup>2</sup> or thicker), load the paper with a long side as the leading edge. Loading such paper with a short side as the leading edge can cause paper jamming.
- The acceptable paper weight for thick paper actually differs depending upon the size of the paper:  
Under 11" × 8 1/2" [A4]: 91 g/m<sup>2</sup> - 220 g/m<sup>2</sup>  
Over 11" × 8 1/2" [A4]: Inch specifications: 106 g/m<sup>2</sup> - 135 g/m<sup>2</sup> [Metric specifications: 91 g/m<sup>2</sup> - 135 g/m<sup>2</sup>]
- When the optional Document Finisher is installed on your copier, paper of the following weights can be used:  
When ejecting onto the sub tray: 60 g/m<sup>2</sup> - 105 g/m<sup>2</sup>  
When ejecting onto the main tray: 60 g/m<sup>2</sup> - 220 g/m<sup>2</sup>  
When stapling: 60 g/m<sup>2</sup> - 105 g/m<sup>2</sup>  
When hole punching: 60 g/m<sup>2</sup> - 105 g/m<sup>2</sup>



#### IMPORTANT!

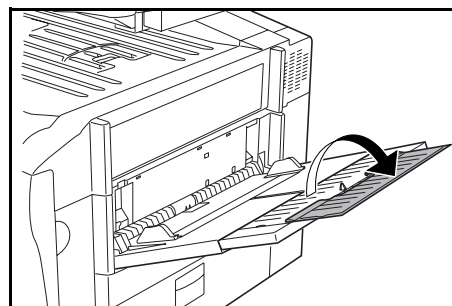
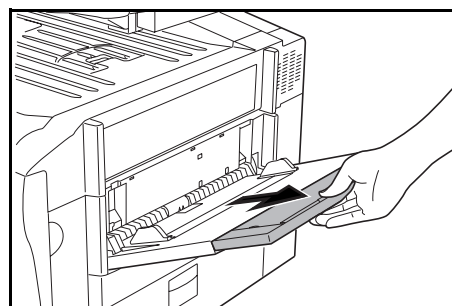
- BE SURE to use paper that is specified for color copy use in order to make clear color copies.
- DO NOT use paper such as that designated for inkjet printers or any paper treated with special coating.
- When you press the "Bypass" key in the "Basic" tab on the touch panel, the "Bypass setting" screen will be displayed. In this case, you should refer to "**Multi-bypass tray paper settings**" on page 7-99 and follow the procedure, starting from step 3, to specify the size and type of paper to be used.

- 1 Open the multi-bypass tray.

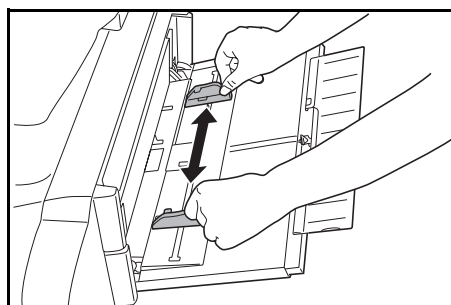


#### NOTE

When loading 8 1/2" × 11" (A4R) size or larger paper, be sure to pull out the multi-bypass extension to match the size of the paper.

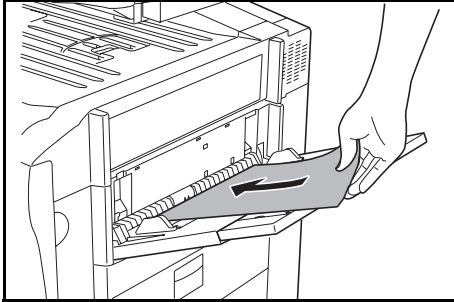


- 2 Adjust the insert guides to fit the width of the paper that is to be set on the multi-bypass tray.



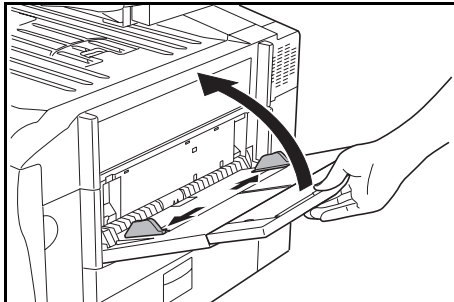


- 3** Slide the paper all the way in, along the insert guides, as far as it will go.



**IMPORTANT!**

- When you are setting paper onto the multi-bypass tray, make sure that the side facing upward when the package is opened is the side that is facing upward on the multi-bypass tray as well. In addition, if the leading edge of the paper is curled at all, straighten it out before setting it on the multi-bypass tray.
- ALWAYS straighten out curled paper before setting it on the multi-bypass tray (Amount of curl: Copy paper – under 10 mm, Envelopes – under 5 mm)
- If you are copying onto special paper, be sure to have finished copies ejected onto the top tray. (See “Copy eject location” on page 7-54.)
- Be sure to push the multi-bypass extension back in, and open the insert guides as far as they will go BEFORE closing the multi-bypass tray.



**NOTE**

When you are loading paper onto the multi-bypass tray, make sure that the side to be copied onto is facing upward.

**When printing onto envelopes**

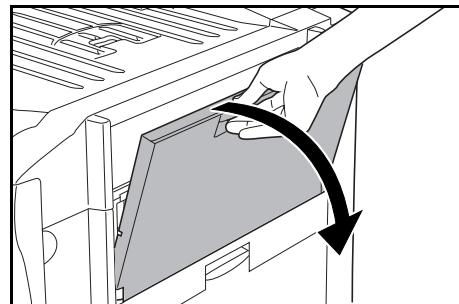
When you are using the optional printer functions of this machine, envelopes can be set in the multi-bypass tray for printing. Up to 10 (Inch specifications) [20 (Metric specifications)] envelopes can be set on the multi-bypass tray at a time. For more details, refer to the Operation Guide for the Printer Kit. Refer to the following table for the types and sizes of envelopes that can be used in this machine.

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

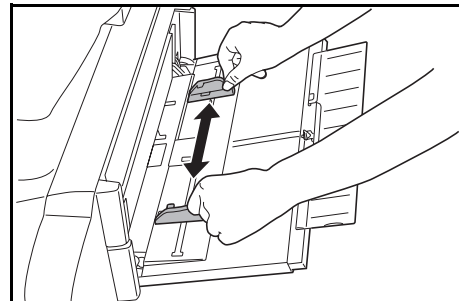
**Setting the envelopes on the multi-bypass tray**

Perform the following procedure and set the envelopes on the multi-bypass tray.

- 1** Open the multi-bypass tray.



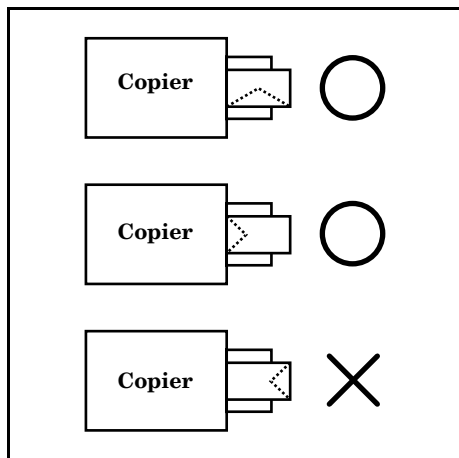
- 2** Adjust the insert guides to fit the width of the envelopes that are to be set on the multi-bypass tray.



## Section 3 PREPARATIONS

---

- 3** Keeping the flap closed, situate envelopes with the print side face-up and the flap side towards the front of the copier or towards the leading edge of insertion. Then slide them all the way into the multi-bypass tray, along the insert guides, as far as they will go.



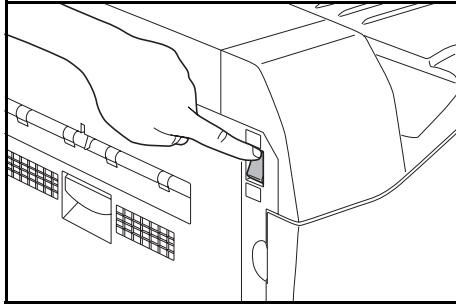
### NOTES

- The proper orientation will actually depend upon the type of envelope being used.
  - Make sure that the flaps of all the envelopes are closed before inserting them into the multi-bypass tray. Make sure all envelopes are folded well at each crease so they lay flat on the by-pass tray.
  - DO NOT set the flap towards the trailing edge of insertion as there is a danger of it jamming.
  - When setting envelopes on the multi-bypass tray, BE SURE to specify the type of envelopes that will be used under "**Multi-bypass tray paper settings**" on page 7-99.
-

# Section 4 BASIC OPERATION

## Basic copying procedure

### 1 Warm-up



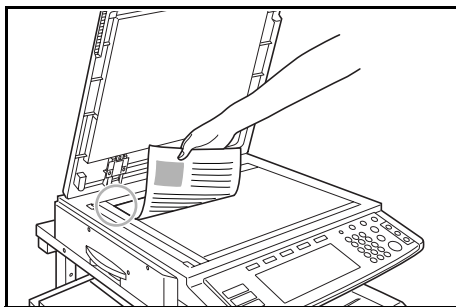
Turn the power switch ON ( | ). At the end of warm-up, “Ready to copy.” will be displayed in the message area of the touch panel.



#### NOTE

If a Memory Copy Board is installed in your copier, and you set the original that you want to copy and press the [Start] key while the copier is still warming up, copying will begin as soon as warm-up is completed.

### 2 Setting an original



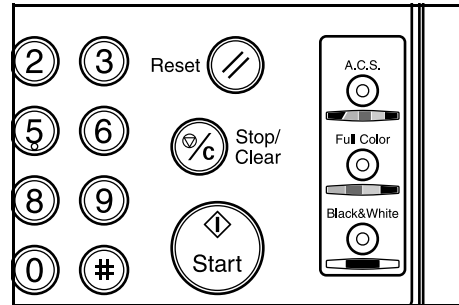
Open the original cover and set the original that you want to copy face-down on the platen. Be sure to align originals with the upper left corner of the platen (towards the left-rear portion of the copier).



#### NOTE

See “Setting originals in the Document Processor” on page 8-2 for instructions on how to set originals in your Document Processor (option).

### 3 Selecting the color mode



Press the [Full Color] key, the [A.C.S.] key or the [Black & White] key, as desired, to light the lamp in that key.

**Full color copy mode:** Press the [Full Color] key to light the lamp in that key. Select this mode when you want to make full color copies.

**Auto Color Selection mode:** Press the [A.C.S.] key to light the lamp in that key. The copier will automatically detect the difference between color and monochrome (B/W) originals, and will select the full color copy mode for color originals and the black and white copy mode for monochrome (B/W) originals.

**Black and white copy mode:** Press the [Black & White] key to light the lamp in that key. Select this mode when you want to make black and white copies.

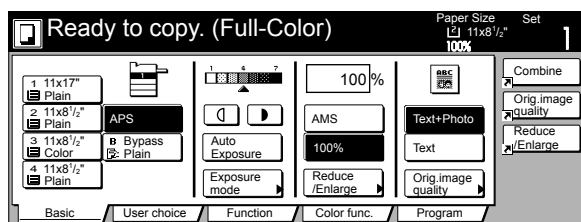


#### NOTES

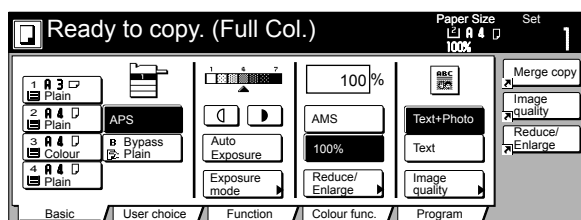
- If the mono-color mode is selected, the currently selected color for that mode will be displayed: “CYAN”, “MAGENTA”, “YELLOW”, “RED”, “GREEN” or “BLUE”. (See “Mono-color mode” on page 5-6.)
- It is also possible for you to make other adjustments to color copying.
  - Adjusting the color balance (Page 5-1.)
  - Adjusting the color hue (Page 5-3.)
  - One-touch image quality adjustment (Page 5-5.)
  - Gloss mode ON/OFF (Page 5-7.)

### 4 Selecting functions

Inch specifications



Metric specifications



Select from the copier's various functions.

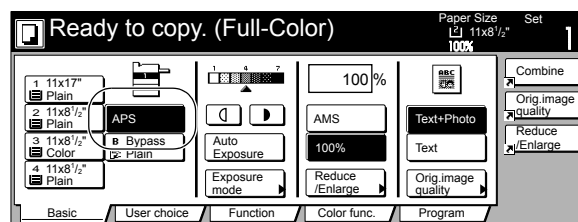
- Enlarging/reducing the copy image (Page 6-1)
- Interrupt copying (Page 6-5)
- Adjusting the color balance (Page 5-1)
- Adjusting the color hue (Page 5-3)
- One-touch image quality adjustment (Page 5-5)
- Mono-color mode (Page 5-6)
- Gloss mode ON/OFF (Page 5-7)
- Making 2-sided copies from various types of originals (Page 6-6)<sup>\*1</sup>
- Copying two-page originals onto separate sheets (Page 6-9)
- Making a margin space on the copies (Page 6-12)
- Centering the copy image (Page 6-15)
- Adding a space next to the copy images for making notes (Page 6-17)<sup>\*2</sup>
- Making copies with clean edges (Page 6-19)
- Fitting the image of either two or four originals onto a single copy page (Page 6-21)<sup>\*1</sup>
- Printing page numbers on the copies (Page 6-23)<sup>\*2</sup>
- Enlarging the image and printing it out onto multiple sheets (Page 6-27)<sup>\*2</sup>
- Making booklets from sheet originals (Page 6-29)<sup>\*1</sup>
- Making booklets from book originals (Page 6-33)<sup>\*1</sup>
- Automatic sorting of copy sets without the Document Finisher (Page 6-36)<sup>\*2</sup>
- Automatic rotation of the copy image (Page 6-38)
- Adding a front and/or back cover to your copy sets (Page 6-39)<sup>\*2</sup>
- Feeding paper as a backing sheet for OHP transparencies (Page 6-44)<sup>\*2</sup>
- Inverting black and white AND colors (Page 6-46)
- Making mirror image copies (Page 6-47)
- Making a test copy prior to large volume copying (Page 6-48)<sup>\*2</sup>
- Making more of the same copies after a copy job is finished (Page 6-50)<sup>\*2</sup>
- Copying a large volume of originals in one operation (Page 6-54)<sup>\*2</sup>
- Making both color AND black & white copies at the same time (Page 6-55)<sup>\*2</sup>
- Adjusting the sharpness (Page 6-57)
- Selecting the location for paper ejection (Page 8-14)
- Easily add covers and insert sheets between various sets of originals in one operation (Page 6-68)<sup>\*2</sup>

\*1 Only available in duplex copiers.

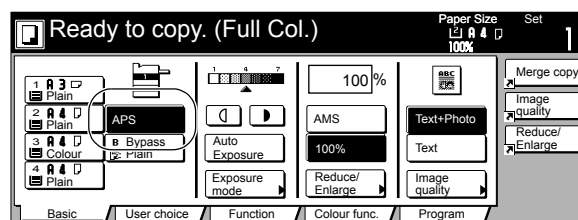
\*2 The optional Memory Copy Board must be installed in order to use this mode or function in standard copiers.

### 5 Selecting the paper size

Inch specifications



Metric specifications



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

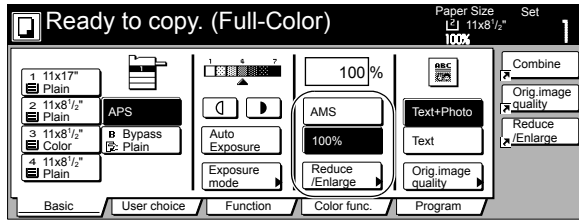


#### NOTES

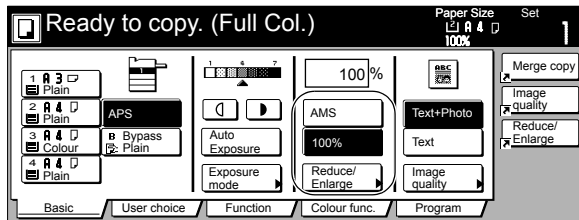
- It is possible for you to specify a paper size that will be selected automatically even without setting any originals. (See “**Paper selection**” on page 7-76.)
- It is also possible for you to specify one drawer[cassette] that will be selected automatically even without setting any originals. (See “**Default drawer[cassette]**” on page 7-79.)

## 6 Adjusting the copy exposure

Inch specifications



Metric specifications

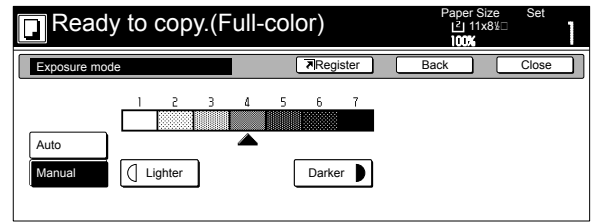


The copy exposure can be adjusted manually. If you want to make the exposure darker, press the right exposure adjustment key to move the arrow under the copy exposure scale to the right. If you want to make the exposure lighter, press the left exposure adjustment key to move the arrow under the copy exposure scale to the left.

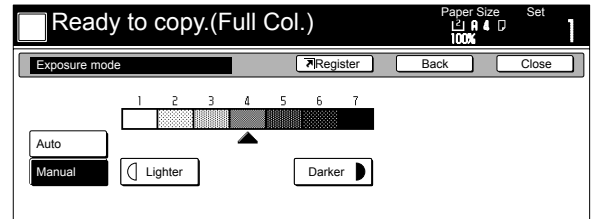
If you want the copy exposure to be adjusted automatically, press the “Auto Exposure” key. When making black and white copies in the auto exposure mode, the contrast of the original will be detected and the most suitable exposure level selected automatically. When making full color copies in this mode, the copier will automatically perform the corresponding background exposure adjustment.

The copy exposure can also be adjusted by pressing the “Exposure mode” key to access the “Exposure mode” screen and performing the same exposure adjustment procedure there.

Inch specifications



Metric specifications



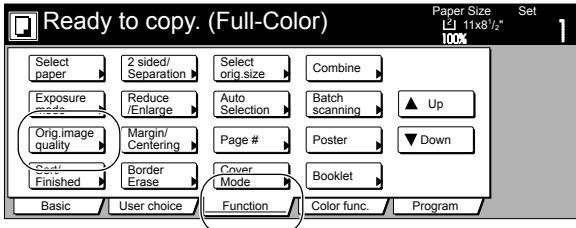
### NOTES

- It is possible for you to make adjustments to the auto exposure mode if the overall copies come out too dark or too light. (See “Auto exposure adjustment (color)” on page 7-82 and “Auto exposure adjustment (B/W)” on page 7-83.)
- It is possible for you to change the default setting for the copy exposure to the auto exposure mode. (See “Exposure mode” on page 7-70.)

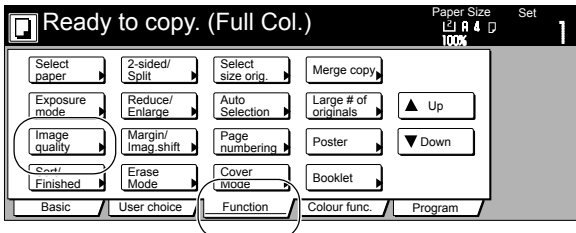
## Section 4 BASIC OPERATION

### 7 Selecting the image quality

Inch specifications

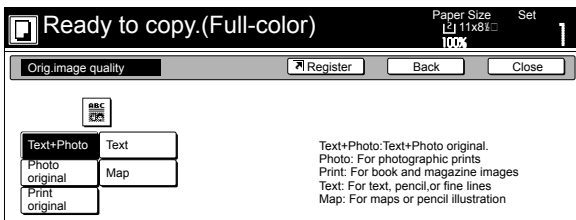


Metric specifications

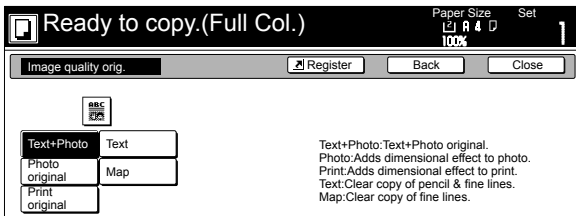


The image quality is selected according to the type of original. Press the “Function” tab and then the “Orig. image quality” [“Image quality”] key. The “Orig. image quality” [“Image quality orig.”] screen will be displayed.

Inch specifications



Metric specifications



**Text+Photo (text&photo mode):** Select this mode when the original contains a mixture of both text and photographs.

**Text (text mode):** Select this mode when the original contains mostly text.

**Photo original (photo mode):** Select this mode when the original contains mostly photographs taken by a camera.

**Print original (printed photo mode):** Select this mode when you are copying a magazine, etc., that contains printed photographs.

**Map (map mode):** Select this mode when you are copying a map.

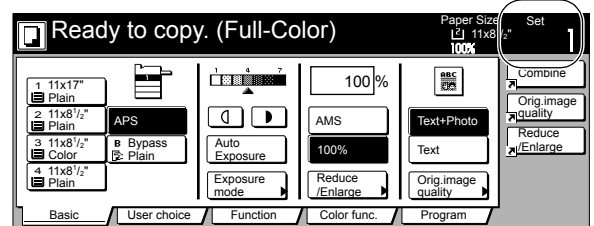


### NOTES

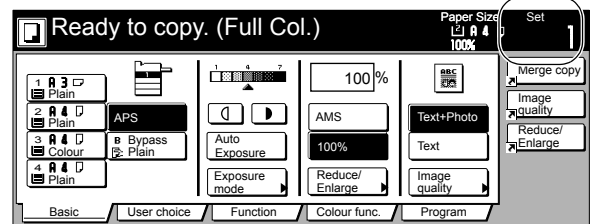
- It is possible for you to select the image quality mode that will be the default setting in the initial mode. (See “Original quality” on page 7-72.)
- It is also possible for you to adjust the copy exposure in each of the image quality modes. (See “Manual exposure adjustment (text+photo mode)” on page 7-85, “Manual exposure adjustment (text mode)” on page 7-88, “Manual exposure adjustment (print mode)” on page 7-87, “Manual exposure adjustment (photo mode)” on page 7-86 and “Manual exposure adjustment (map mode)” on page 7-89.)

### 8 Setting the number of copies to be made

Inch specifications



Metric specifications



Use the numeric keys on the keypad to change the touch panel to indicate the desired number of copies to be made. Up to 999 copies (or copy sets) can be made at one time.

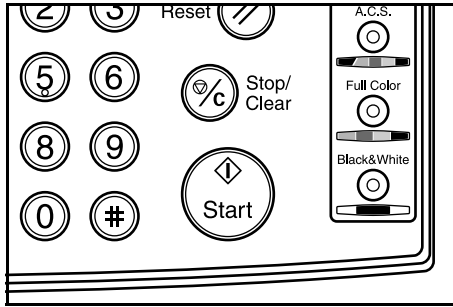


### NOTE

It is possible for you to limit the number of copies that can be made at a time. (See “Copy limit” on page 7-94.)



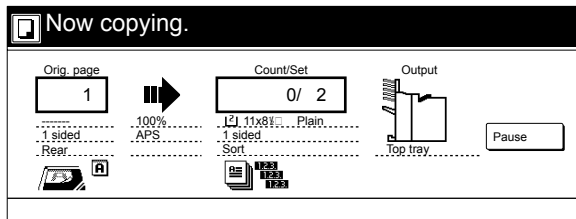
**9 Start copying**



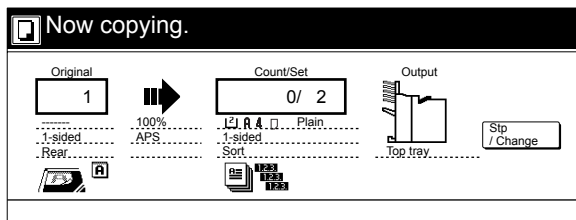
Press the [Start] key.

\* Copying is possible once the lamp in the [Start] key is lit green and "Ready to copy" is displayed.

Inch specifications



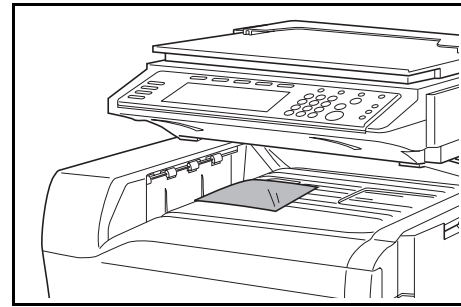
Metric specifications



**NOTE**

You can change the number of copies while a copy operation is in progress. Press the "Pause" ["Stop/Change"] key, and then use the [Change preset] key on the display to specify the number of copies.

**10 At the end of copying**

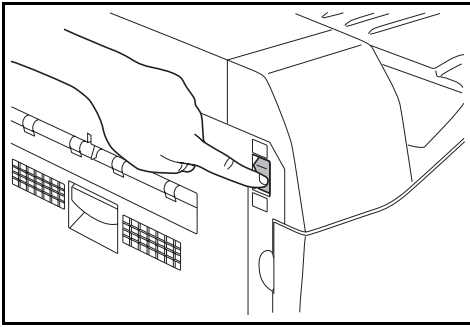


Copies will be output to the top tray.



**IMPORTANT!**

- Up to 500 copies (standard copy paper: 60 g/m<sup>2</sup> - 90 g/m<sup>2</sup>) can be stored on the top tray. However, this limit may differ depending upon the type and conditions of the paper being used.
- If "The top tray exceeds capacity. Remove the paper." ["Too much paper in top tray. Remove paper."] is displayed, there are too many copies on the top tray. Remove the copies from the top tray and then press the [Start] key to resume copying.
- If ejected copies come out curled, or are otherwise not stored cleanly, remove the paper from the drawer[cassette] or the multi-bypass tray (whichever is currently being used), turn the paper over, set it again in that location and try to copy again.



## CAUTION

If the copier will not be used for a short period of time (overnight, etc.), turn the power switch OFF (○).

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

# Section 5 COLOR COPY SETTINGS

## Adjusting the color balance

The color balance can be fine-adjusted by increasing or decreasing the intensity of each of the colors: cyan, magenta, yellow or black.



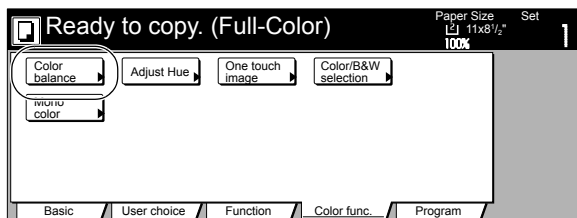
### IMPORTANT!

- These adjustments are only available with full color and A.C.S. copying.
- These adjustments are NOT available in the auto exposure mode.
- These adjustments are NOT available in combination with one-touch image quality adjustment.
- For a sample of copies made with an adjusted color balance, see “Adjusting the color balance” on page ii.

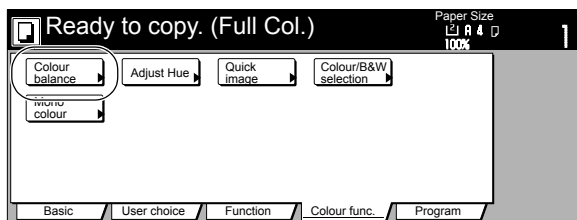
**1** Press the “Color func.” [“Colour func.”] tab.  
The “Color func.” [“Colour func.”] tab will be displayed.

**2** Press the “Color balance” [“Colour balance”] key.  
The “Color balance” [“Colour balance”] screen will be displayed.

Inch specifications

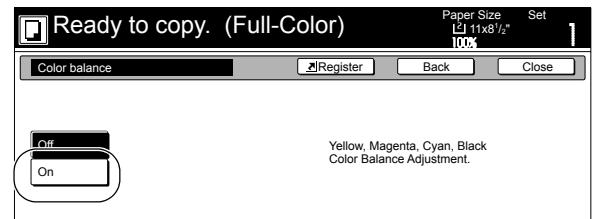


Metric specifications

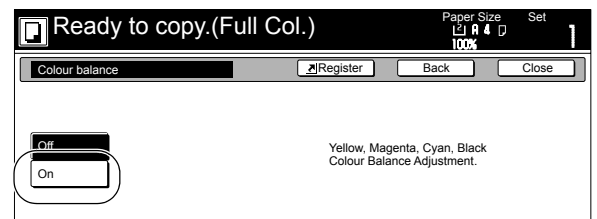


**3** Press the “On” key.

Inch specifications



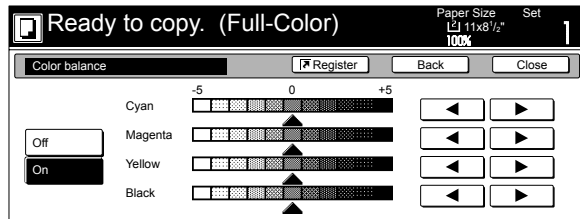
Metric specifications



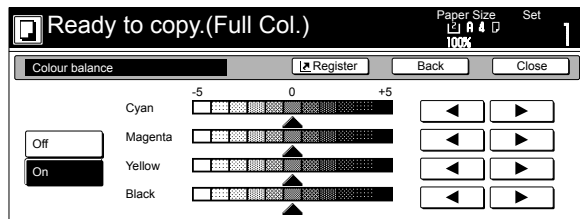
## Section 5 COLOR COPY SETTINGS

- 4** Use the “◀” cursor or the “▶” key located to the right of each color scale (Cyan, Magenta, Yellow and Black) to adjust the value for that color, as desired.

Inch specifications



Metric specifications



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

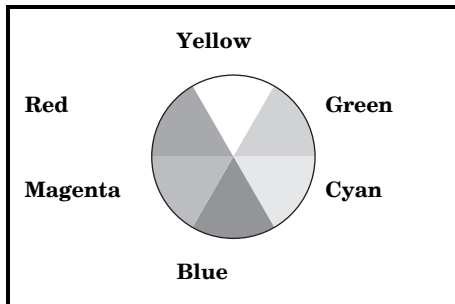
## Adjusting the color hue

It is possible for you to change the color hue and create copies of interesting colors. For example, you can turn reds into reddish-yellows or yellows into yellow-greens.



### NOTES

- These adjustments are only available with full color and A.C.S. copying.
- These adjustments are NOT available in the auto exposure mode.
- These adjustments are NOT available in combination with one-touch image quality adjustment.
- Selection is possible from among the following settings:  
**All:** Makes adjustment to the overall color wheel.  
**Yellow-Green & Blue-Magenta:** Makes adjustment to the yellow-green and blue-magenta portions of the color wheel.  
**Green-Cyan & Magenta-Red:** Makes adjustment to the green-cyan and magenta-red portions of the color wheel.  
**Cyan-Blue & Red-Yellow:** Makes adjustment to the cyan-blue and red-yellow portions of the color wheel.

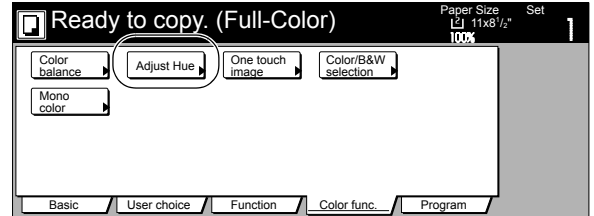


- These adjustments are especially effective for images with clear colors.

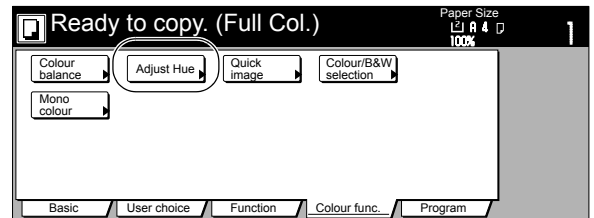
**1** Press the “Color func.” [“Colour func.”] tab.  
The “Color func.” [“Colour func.”] tab will be displayed.

**2** Press the “Adjust Hue” key.  
The “Adjust Hue” screen will be displayed.

Inch specifications

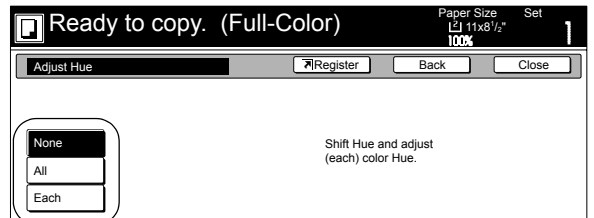


Metric specifications

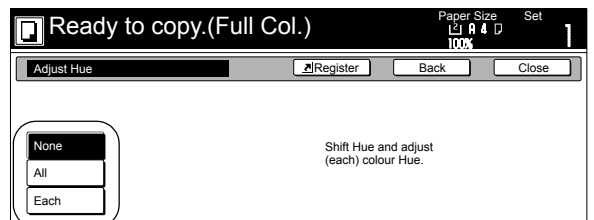


**3** Press the “All” key or the “Each” key, as desired.  
If you selected the “All” key, go to the next step.  
If you selected the “Each” key, go directly to step 6.

Inch specifications



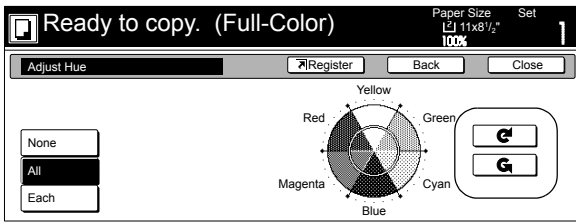
Metric specifications



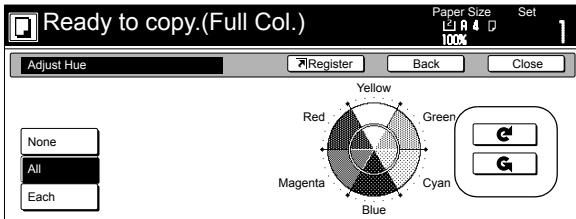
## Section 5 COLOR COPY SETTINGS

- 4** Use the “C” key or the “G” key to adjust the hue of the overall color wheel.

Inch specifications

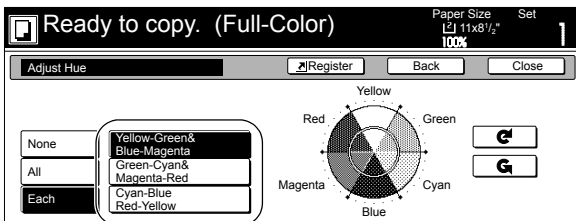


Metric specifications

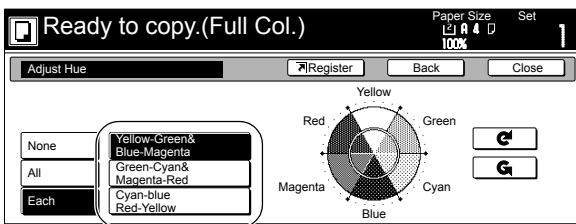


- 5** Press the “Close” key.  
The touch panel will return to the screen in step 2.

- 6** Select the portions of the color wheel to be adjusted.  
Inch specifications



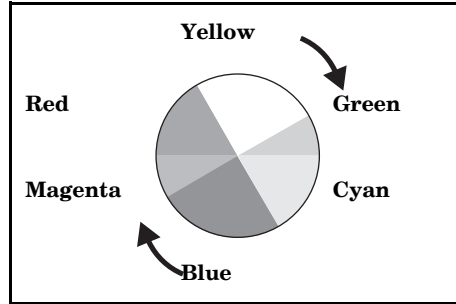
Metric specifications



- 7** Use the “C” key or the “G” key to adjust the hue for the selected color range, as desired.

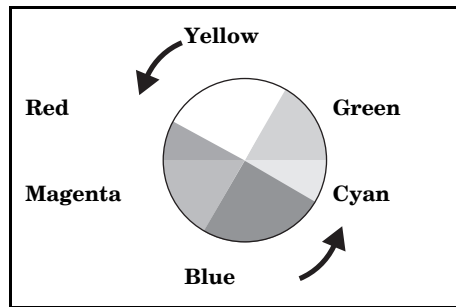
[Example 1]

If you select “Yellow-Green & Blue-Magenta” and then press the “C” key, greens near yellow will be intensified towards yellow and magentas near blue towards blue. (See sample (1) on page iii.)



[Example 2]

If you select “Cyan-Blue & Red-Yellow” and then press the “G” key, reds near yellow will be intensified towards yellow and cyans near blue towards blue. (See sample (2) on page iii.)



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

## One-touch image quality adjustment

Select the image quality, for example “Vivid” or “Dull” [“Calm”], according to the type of copy image you want.



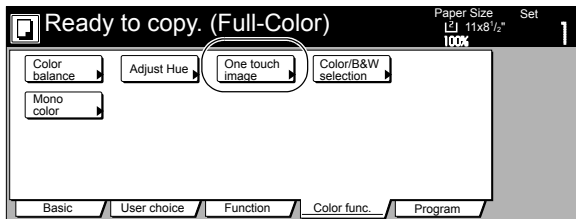
### NOTES

- These adjustments are only available with full color and A.C.S. copying.
- These adjustments are NOT available in the auto exposure mode.
- This setting is NOT available for use together with the color balance adjustment.
- Select one of the 6 available image quality settings. Multiple selections are NOT possible.
- Selection is possible between 6 settings: “Vivid”, “Dull” [“Calm”], “Sharper” [“Modulation”], “Smooth”, “Light” and “Dark” [“Heavy”]. For a sample of copies made under each setting, see “One-touch image quality adjustment” on page i.

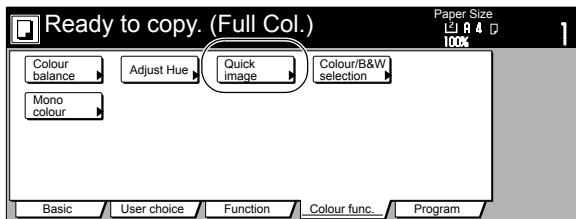
**1** Press the “Color func.” [“Colour func.”] tab.  
The “Color func.” [“Colour func.”] tab will be displayed.

**2** Press the “One touch image” [“Quick image”] key.  
The “One touch image” [“Quick image”] screen will be displayed.

Inch specifications

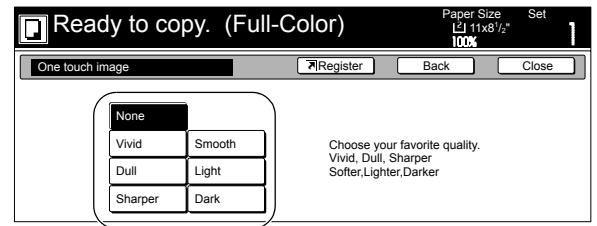


Metric specifications

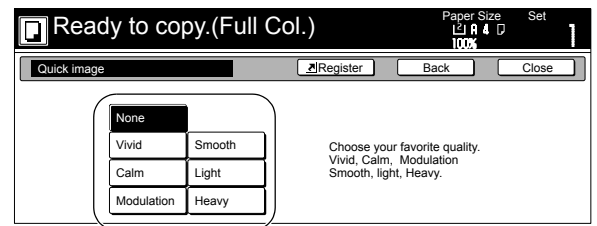


**3** Select the image quality setting that you want to use.

Inch specifications



Metric specifications



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

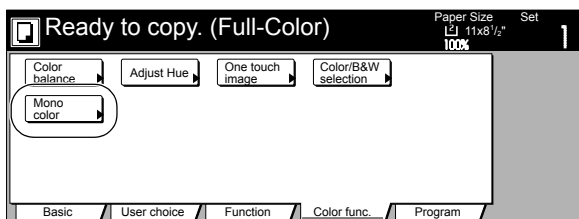


## Mono-color mode

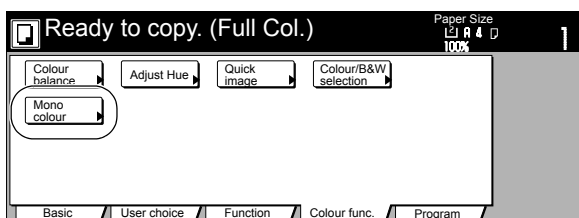
By selecting one color between cyan, magenta, yellow, red, green and blue, it is possible for you to make copies of that color, regardless of the type of original being copied.

- 1** Press the “Color func.” [“Colour func.”] tab.  
The “Color func.” [“Colour func.”] tab will be displayed.
- 2** Press the “Mono color” [“Mono colour”] key.  
The “Monocolor” [“Monocolour”] screen will be displayed.

Inch specifications



Metric specifications



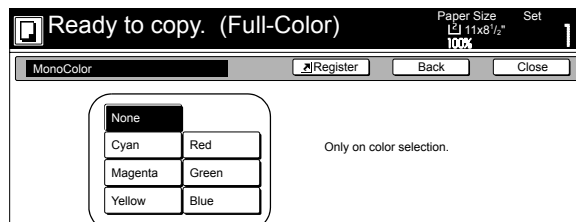
- 3** Select the desired color.



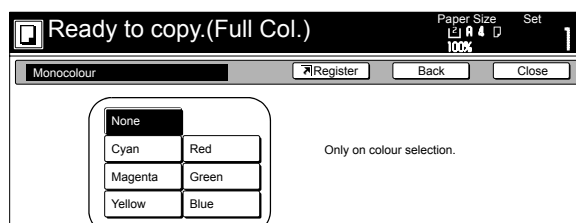
### NOTE

Selection is possible between 6 colors: cyan, magenta, yellow, red, green and blue.

Inch specifications



Metric specifications



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

## Gloss mode ON/OFF

Select the gloss mode when you want to make high-gloss copies.



### NOTES

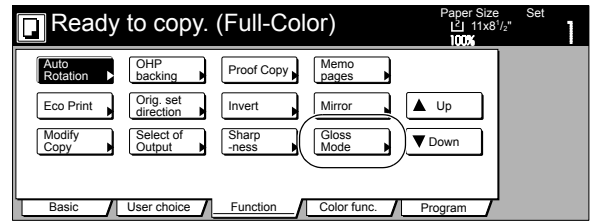
- Copying will take more time than usual when the gloss mode is selected.
- The effect from the gloss mode may not be evident with some types of originals.
- Depending upon the type of paper and the ambient conditions, paper may become wrinkled during printing with the gloss mode selected. If this does occur, use slightly thicker paper that doesn't wrinkle so easily or copy in a normal copy mode (cancel the gloss mode).
- For a sample of copies made under the gloss mode, see “Gloss mode” on page iii.

**1** Press the “Function” tab.  
The “Function” tab will be displayed.

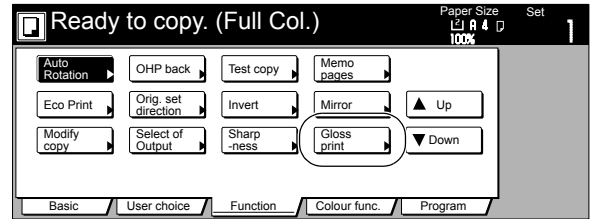
**2** Press the “▼ Down” key.  
The content of the next portion of the “Function” tab will be displayed.

**3** Press the “Gloss Mode” [“Gloss print”] key.  
The “Gloss Mode” [“Gloss Print”] screen will be displayed.

Inch specifications

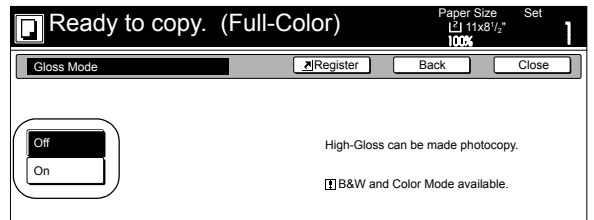


Metric specifications

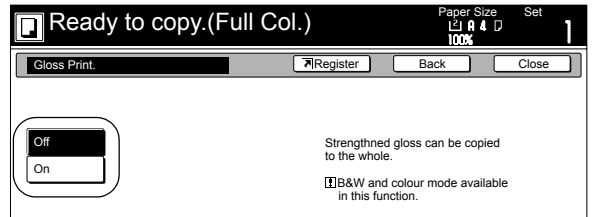


**4** Press the “On” key or the “Off” key, as appropriate.

Inch specifications



Metric specifications



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

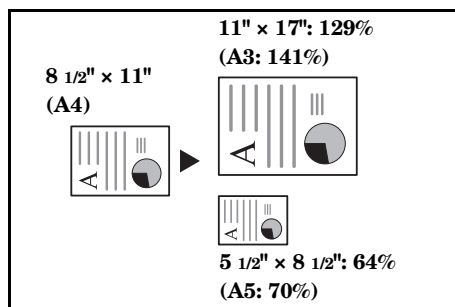


# Section 6 OTHER CONVENIENT FUNCTIONS

## Enlarging/reducing the copy image

### Auto magnification selection mode

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

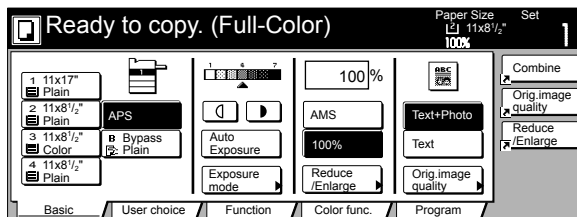


#### IMPORTANT!

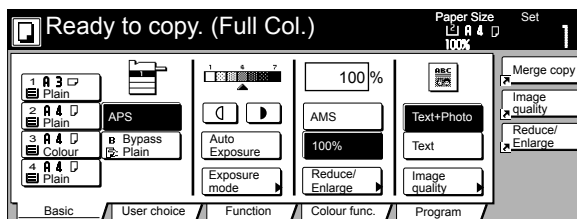
If you use this mode most often, select “AMS” under “Default magnification ratio” on page 7-81.

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

Inch specifications

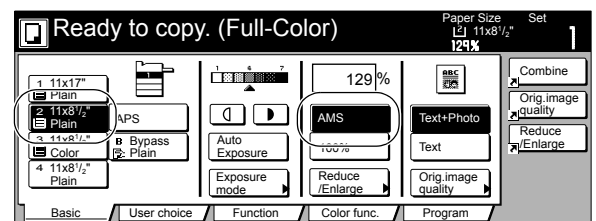


Metric specifications

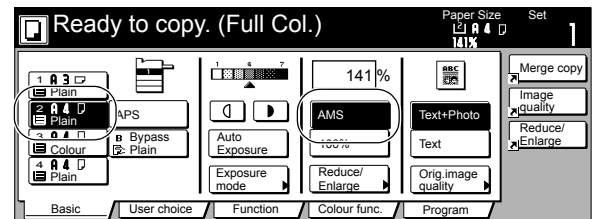


- 2 Select the size of paper that you want to copy onto by pressing the appropriate paper size key.  
Press the “AMS” key.  
The corresponding magnification ratio will be displayed.

Inch specifications



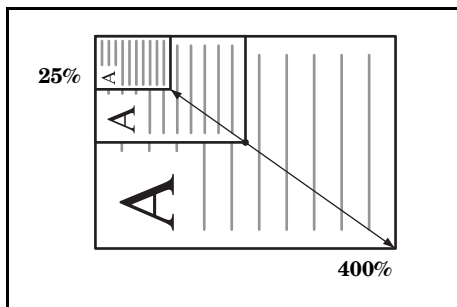
Metric specifications



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

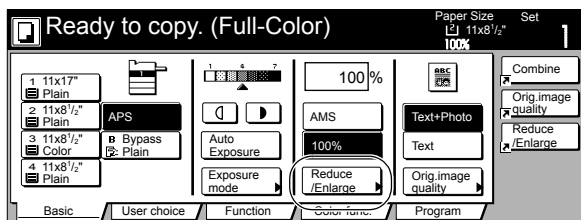
## Zoom mode

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

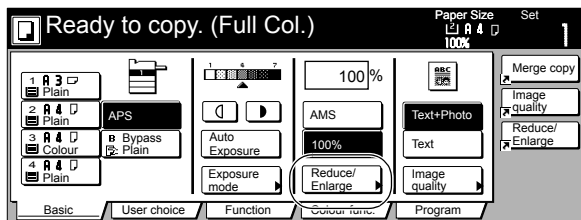


- 1 Set the original to be copied.
- 2 Press the “Reduce/Enlarge” key. The “Reduce/Enlarge” screen will be displayed.

Inch specifications

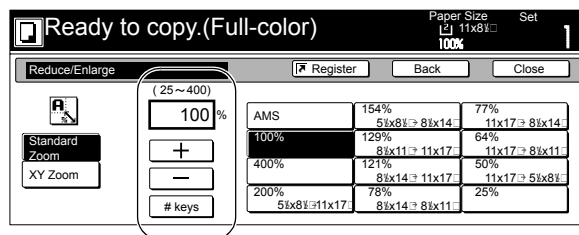


Metric specifications

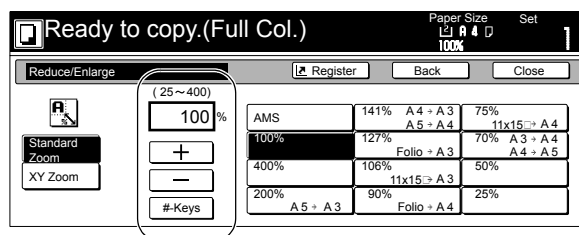


- 3 Press the “+” key or the “-” key to change the displayed magnification ratio to the desired setting. The desired magnification ratio can also be entered directly by pressing the “# keys” [“#-Keys”] key and then using the keypad.

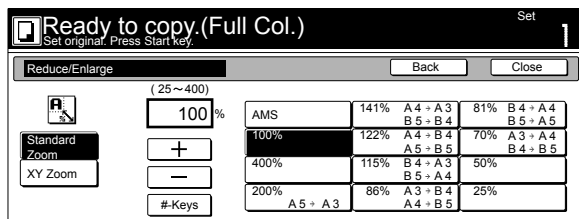
Inch specifications



Metric specifications



Metric specifications (Asia Pacific)



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

## Presets zoom mode

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

### Inch specifications

[Available magnification ratios]

Reduction	25%	
	50%	11" × 17" → 5 1/2" × 8 1/2"
	64%	11" × 17" → 5 1/2" × 11"
	77%	11" × 17" → 8 1/2" × 14"
	78%	8 1/2" × 14" → 8 1/2" × 11"
Enlargement	121%	8 1/2" × 14" → 11" × 17"
	129%	8 1/2" × 11" → 11" × 17"
	154%	5 1/2" × 8 1/2" → 8 1/2" × 14"
	200%	5 1/2" × 8 1/2" → 11" × 17"
	400%	

### Metric specifications

[Available magnification ratios]

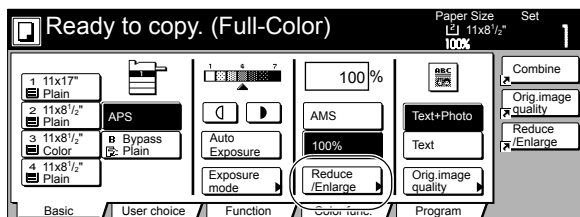
Reduction	25%	
	50%	
	70%	A3 → A4, A4 → A5
	75%	11" × 15" → A4
	90%	Folio → A4
Enlargement	106%	11" × 15" → A3
	127%	Folio → A3
	141%	A4 → A3, A5 → A4
	200%	A5 → A3
	400%	

### Metric specifications (Asia Pacific)

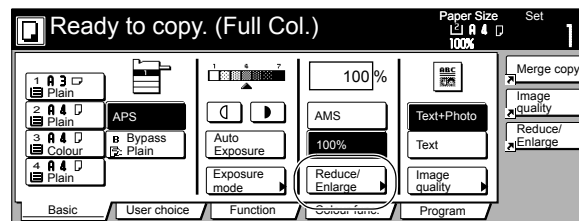
[Available magnification ratios]

Reduction	25%	
	50%	
	70%	A3 → A4, B4 → B5
	81%	B4 → A4, B5 → A5
	86%	A3 → B4, A4 → B5
Enlargement	115%	B4 → A3, B5 → A4
	122%	A4 → B4, A5 → B5
	141%	A4 → A3, B5 → B4
	200%	A5 → A3
	400%	

- 1 Set the original to be copied.
  - 2 Press the "Reduce/Enlarge" key. The "Reduce/Enlarge" screen will be displayed.
- Inch specifications

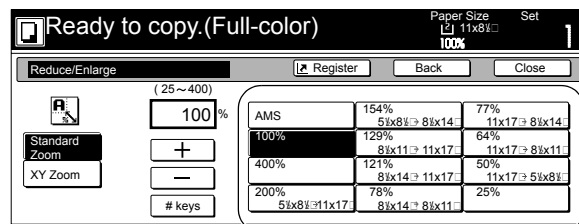


### Metric specifications

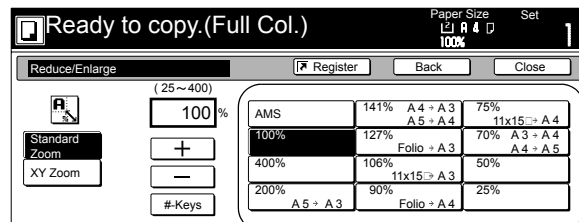


- 3 Press the preset zoom key that corresponds to the magnification ratio that you want to use.

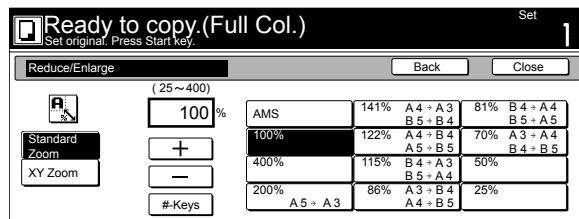
### Inch specifications



### Metric specifications



### Metric specifications (Asia Pacific)



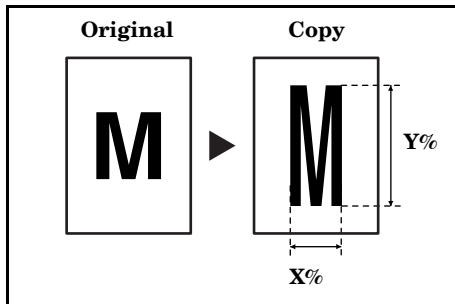
- NOTES**
- You can also change the magnification ratio in 1% increments by pressing the "+" key or the "-" key, as appropriate.
  - The desired magnification ratio can also be entered directly by pressing the corresponding "# keys" ["#-Keys"] key and then using the keypad.

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

## Section 6 OTHER CONVENIENT FUNCTIONS

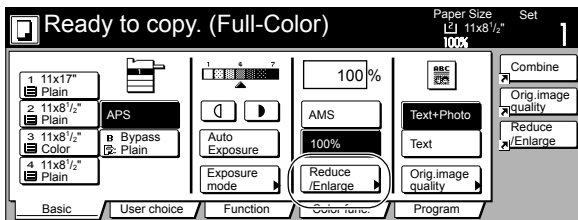
### XY zoom mode

With this mode, it is possible for you to select the length and width of the copy image separately. The magnification ratio can be set to any 1% increment between 25% and 400%.

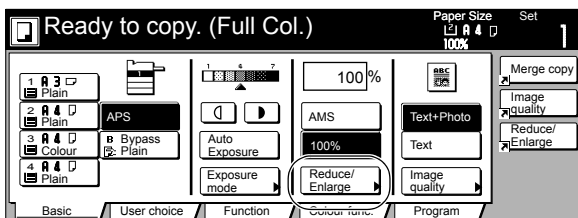


- 1 Set the originals to be copied.
- 2 Press the “Reduce/Enlarge” key. The “Reduce/Enlarge” screen will be displayed.

Inch specifications



Metric specifications

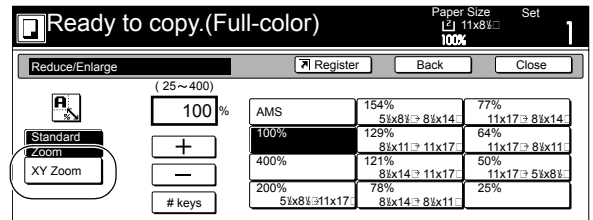


3

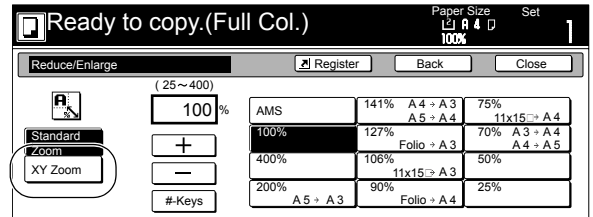
Press the “XY Zoom” key.

The screen to select the magnification ratio will be displayed.

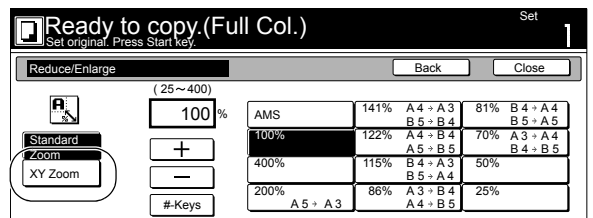
Inch specifications



Metric specifications



Metric specifications (Asia Pacific)

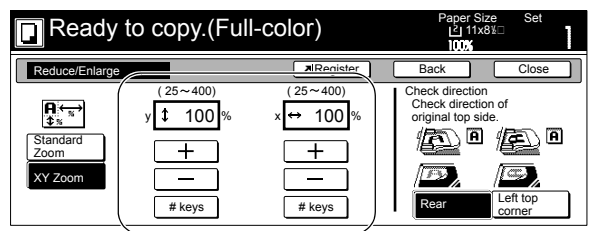


4

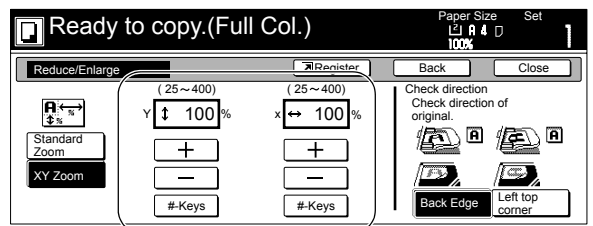
Press the “+” key or the “-” key, as appropriate, specify the desired magnification ratio for the width and then the length of the image.

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

Inch specifications



Metric specifications



5

Press the appropriate key on the right side of the touch panel to specify the direction in which the original was set.

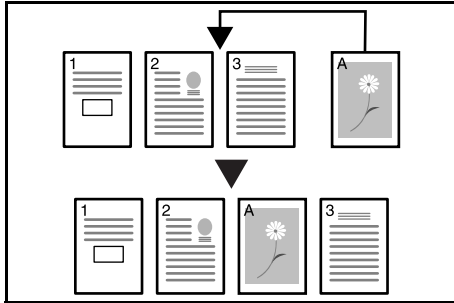
6

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

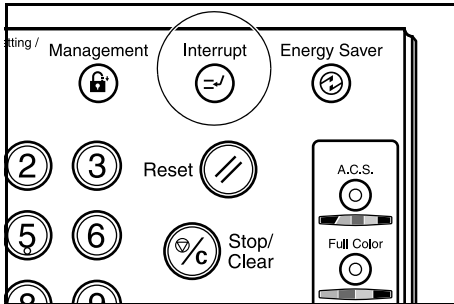


## Interrupt copying

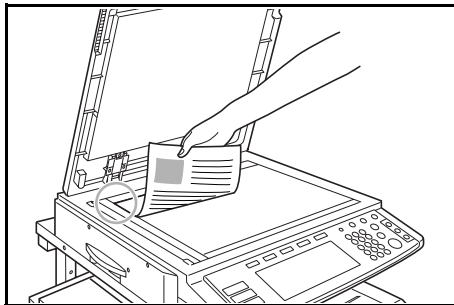
Interrupt copying is useful if, during one copy job, you want to copy other originals at different settings. Once the rush job is completed, the interrupted copy job can be resumed at the same settings as before.



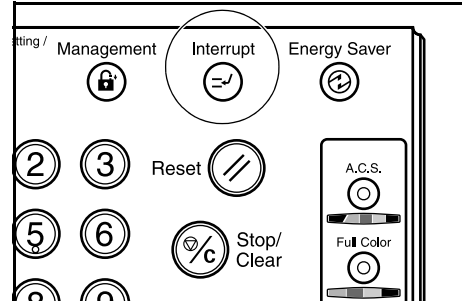
- 1 Press the [Interrupt] key to light the lamp in the [Interrupt] key. "Interrupt mode OK" will be displayed.



- 2 Remove the originals that were currently being copied and put them aside.
- 3 Set the new originals and perform the desired copy procedure.



- 4 When copying is completed, press the [Interrupt] key once again, and replace the newly copied originals with the ones removed before. Then, press the [Start] key. The interrupted copy job will be resumed.



### NOTE

When the Memory Copy Board is installed on your copier, or when you are using a duplex copier, copy will be resumed using the data that was scanned into the hard disk. There is no need to rescan the same original data.

## Making 2-sided copies from various types of originals [2-sided copy modes] (Only available in duplex copiers)

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

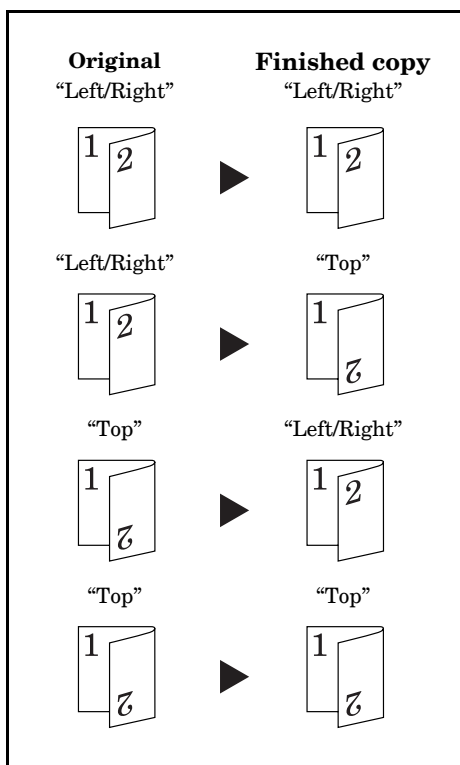


**NOTE**

These modes are only available in duplex copiers.

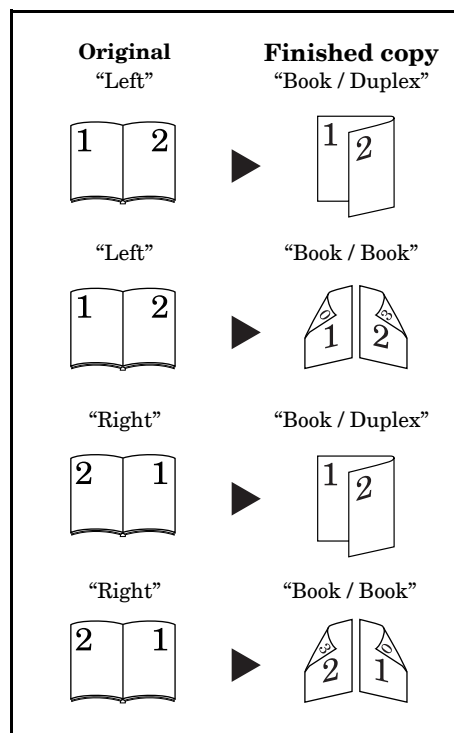
### Making 2-sided copies from a 2-sided original

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



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

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

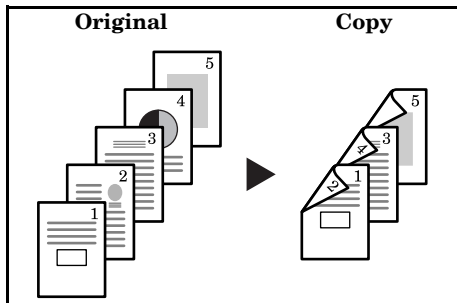


**NOTE**

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

## Making 2-sided copies from one-sided originals

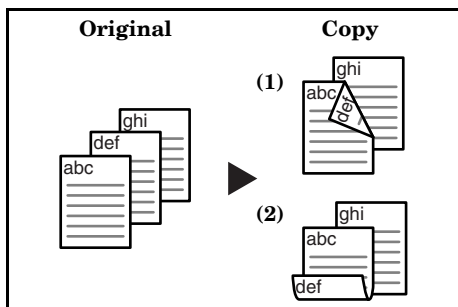
With this mode, multiple one-sided originals are copied onto the front and back sides of the copy paper. If you are copying an odd number of originals, the back side of the last copy page will be blank.



### NOTE

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

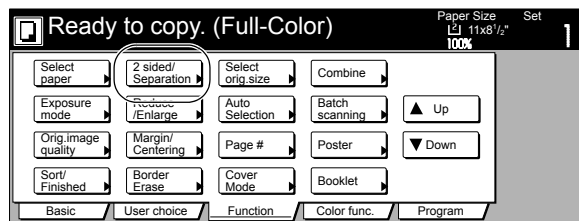
- (1) If you chose the “Open from left/right” [“Left/Right binding”] setting for finished copies:  
The back side of the copies will be created with the same orientation as the originals.
- (2) If you chose the “Open from top” [“Top binding”] setting for finished copies:  
The image that is copied onto the back side of the copies will be rotated 180 degrees. If you then bind the copy set at the top, the images will be oriented in the same direction when flipped up like a calendar, etc.



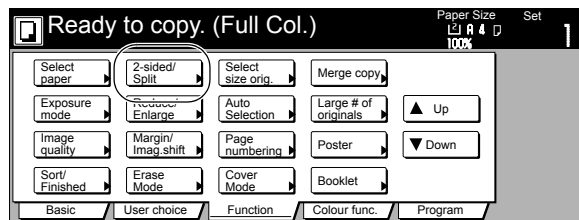
- 1 Set the originals to be copied.
- 2 Press the “Function” tab.  
The content of the “Function” tab will be displayed.

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

Inch specifications

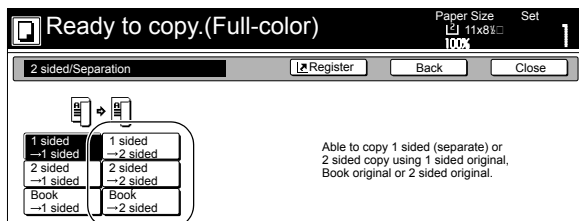


Metric specifications

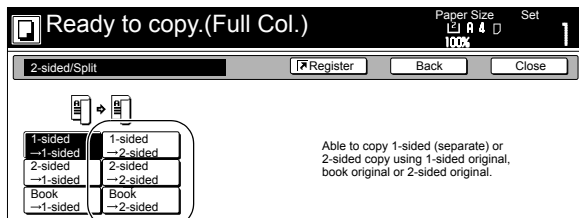


- 4 If you are copying from 2-sided originals, press the “2 sided→2 sided” [“2-sided→2-sided”] key. If you are copying from open-faced originals, press the “Book→2 sided” [“Book→2-sided”] key. If you are copying from 1-sided originals, press the “1 sided→2 sided” [“1-sided→2-sided”] key.  
If you selected “2 sided→2 sided” [“2-sided→2-sided”] or “Book→2 sided” [“Book→2-sided”], go to the next step.  
If you selected “1 sided→2 sided” [“1-sided→2-sided”], go directly to step 6.

Inch specifications



Metric specifications

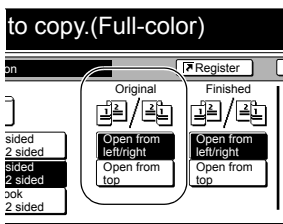


## Section 6 OTHER CONVENIENT FUNCTIONS

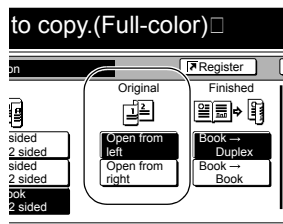
### 5 Specify the binding direction of the originals.

Inch specifications

for 2-sided originals

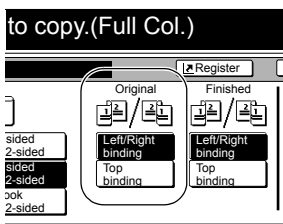


for open-faced originals

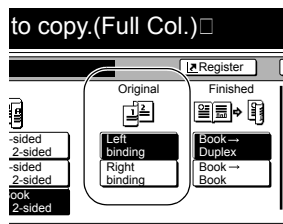


Metric specifications

for 2-sided originals



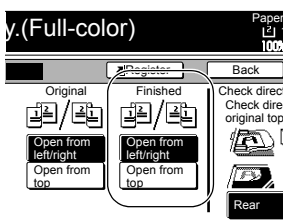
for open-faced originals



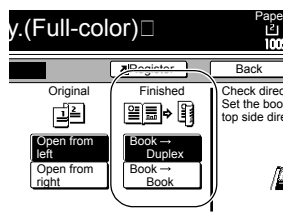
### 6 Select the binding direction you want for the finished copies.

Inch specifications

for 1-sided or 2-sided originals

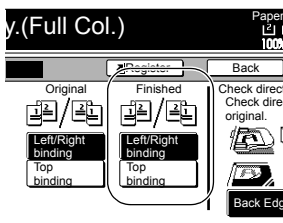


for open-faced originals

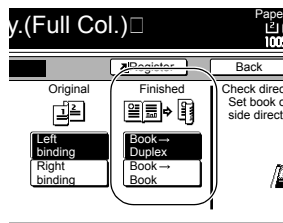


Metric specifications

for 1-sided or 2-sided originals



for open-faced originals



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

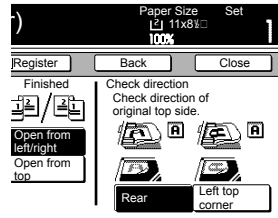


#### IMPORTANT!

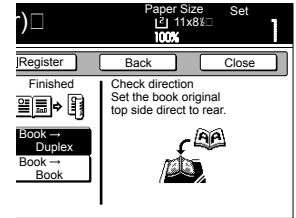
If the designation for the direction that the originals are set is not correct, copying may be accomplished incorrectly.

Inch specifications

for 1-sided or 2-sided originals

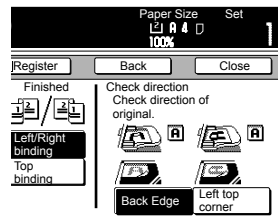


for open-faced originals

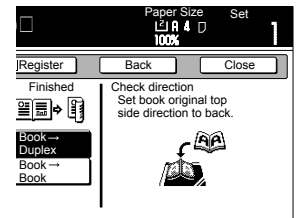


Metric specifications

for 1-sided or 2-sided originals



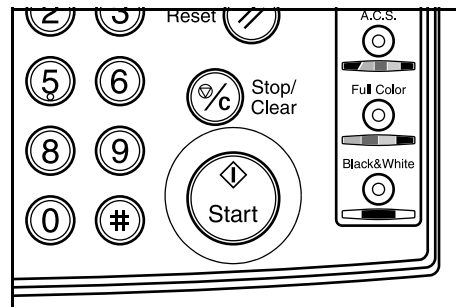
for open-faced originals



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

If you set the originals in the optional Document Processor, copying will start automatically.

If you set an original on the platen, a message will be displayed telling you to set the next original. In this case, go to the next step.



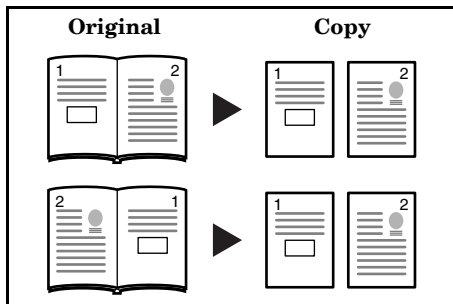
### 9 Replace the first original with the next one and press the [Start] key. Scanning of that next original will start.

### 10 Once you have finished scanning all of the originals, press the "Scanning finished" key. Copying will start.

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

### Page separation/Split copy from book originals

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



#### NOTE

##### Inch specifications

Only 8 1/2" × 11", 11" × 17", A5, B5R, A4R, B4 and A3 size originals and 11" × 8 1/2" or 8 1/2" × 11" size copy paper can be used in this mode. Depending upon the size of the originals, the image will be enlarged or reduced to fit the size of the copy paper.

##### Metric specifications

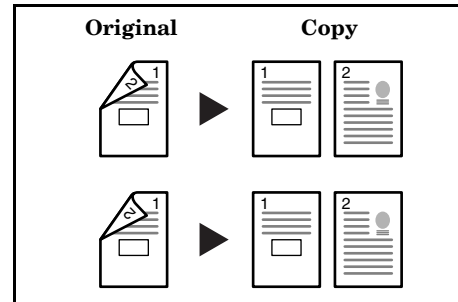
Only 8 1/2" × 11", 11" × 17", A5, B5R, A4R, B4 and A3 size originals and A4R and A4 (B5R or B5 for B4 originals) size copy paper can be used in this mode. Depending upon the size of the originals, the image will be enlarged or reduced to fit the size of the copy paper.

##### Metric specifications (Asia Pacific)

Only 8 1/2" × 11", 11" × 17", A5, B5R, A4R, B4 and A3 size originals and B5R, B5, A4R or A4 size copy paper can be used in this mode. Depending upon the size of the originals, the image will be enlarged or reduced to fit the size of the copy paper.

### Page separation/Split copy from 2-sided originals

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

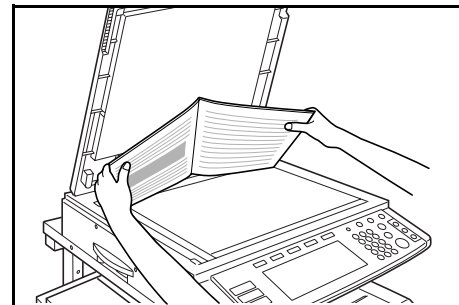


#### NOTE

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

**1**

Set the originals to be copied.



**2**

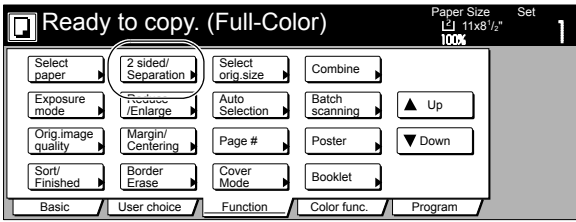
Press the "Function" tab.

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

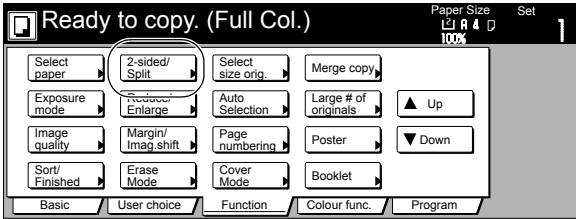
## Section 6 OTHER CONVENIENT FUNCTIONS

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

Inch specifications

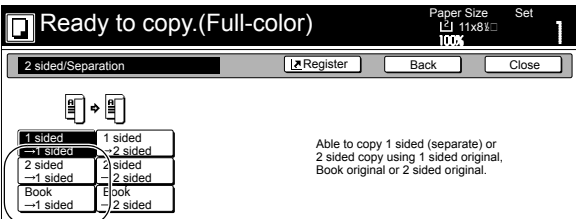


Metric specifications

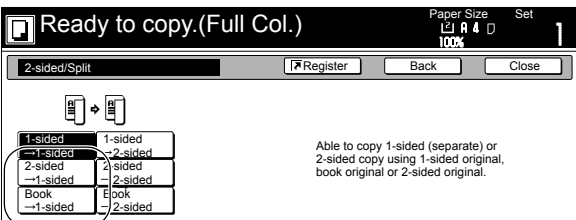


- 4** Press the “Book→1 sided” [“Book→1-sided”] key or the “2 sided→1 sided” [“2-sided→1-sided”] key, as appropriate to the type of originals being copied and the type of finished copies to be made.

Inch specifications



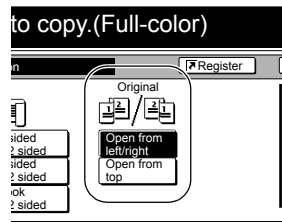
Metric specifications



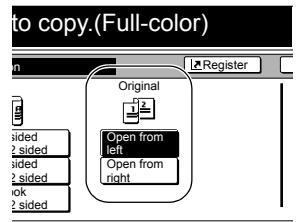
- 5** Specify the binding direction of the originals.

Inch specifications

for 2-sided originals

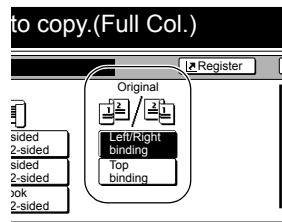


for open-faced originals

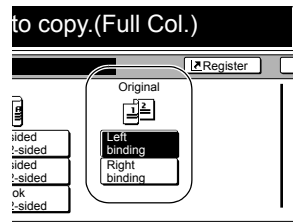


Metric specifications

for 2-sided originals



for open-faced originals



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

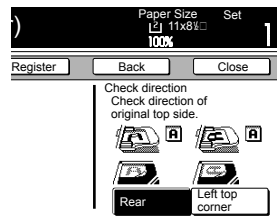


### IMPORTANT!

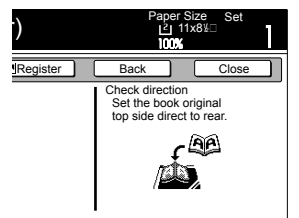
If the designation for the direction that the originals are set is not correct, copying may be accomplished incorrectly.

Inch specifications

for 2-sided originals

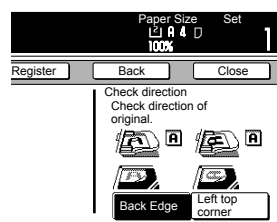


for open-faced originals

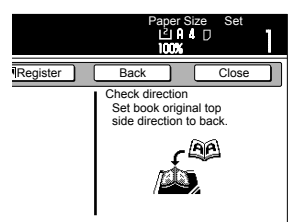


Metric specifications

for 2-sided originals



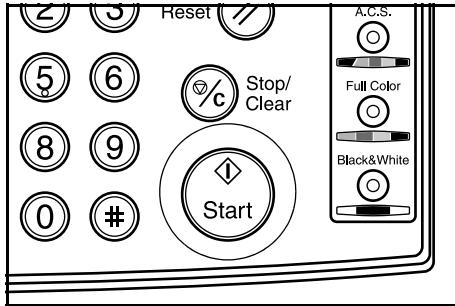
for open-faced originals



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

If you set the originals in the optional Document Processor, copying will start automatically.

If you set an original on the platen, a message will be displayed telling you to set the next original. In this case, go to the next step.



- 8** Replace the first original with the next one and press the [Start] key.  
Scanning of that next original will start.
- 9** Once you have finished scanning all of the originals, press the "Scanning finished" key.  
Copying will start.

## Making a margin space on the copies [Margin mode]

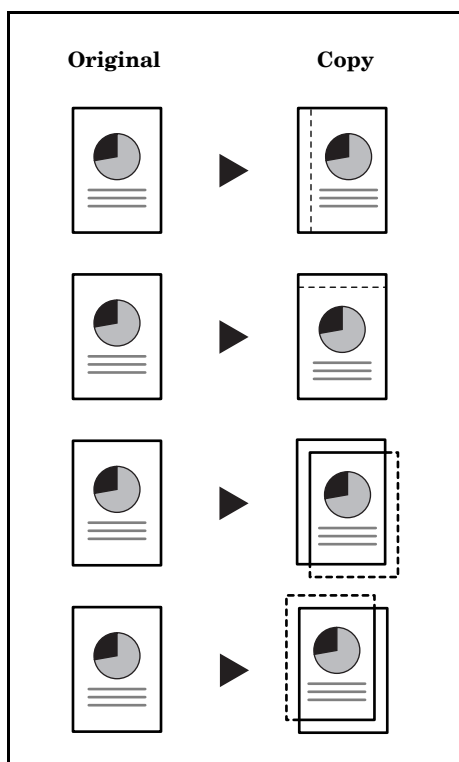
### Standard margin

#### Inch specifications

The image of the original can be shifted to the left or right and up or down to make a margin (blank) space on the copy. The width of each margin can be set to any 1/8" increment between 0" and 3/4". A setting of "0" will leave no margin space.

#### Metric specifications

The image of the original can be shifted to the left or right and up or down to make a margin (blank) space on the copy. The width of each margin can be set to any 1 mm increment between 0 mm and 18 mm. A setting of "0" will leave no margin space.



#### NOTES

- It is also possible for you to select the default setting for the location and width of the margins. (See "Margin width" on page 7-92.)
- If you select to have a left margin created during 2-sided copying and the location for the back side margin is set to "Auto", a right margin that is the same width as the margin on the front side will be automatically created on the back side of the copies.

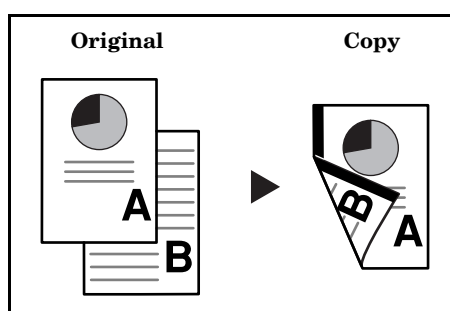
### Separate front and back margin settings

#### Inch specifications

When you are making 2-sided copies, the margin positions and widths can be selected separately for the front and back sides. The width of each margin can be set to any 1/8" increment between 0" and 3/4". A setting of "0" will leave no margin space.

#### Metric specifications

When you are making 2-sided copies, the margin positions and widths can be selected separately for the front and back sides. The width of each margin can be set to any 1 mm increment between 0 mm and 18 mm. A setting of "0" will leave no margin space.



#### NOTE

This mode is only available in duplex copiers.

- 1 Set the originals to be copied.



#### IMPORTANT!

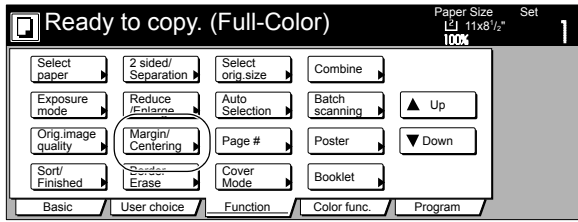
Set originals so that the top edge is facing either the back or the left of the copier. Setting them in the wrong direction may cause the margin to be created in the incorrect position.

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

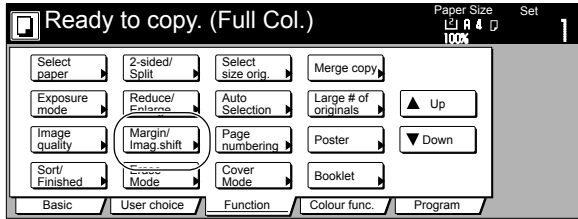


- 3** Press the “Margin/Centering” [“Margin/Imag.shift”] key. The “Margin/Centering” [“Margin/Image shift”] screen will be displayed.

Inch specifications

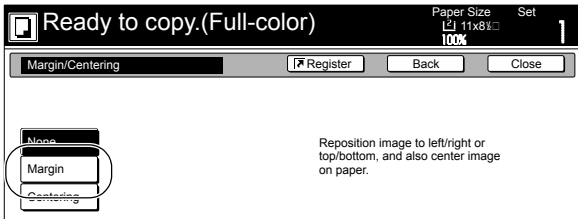


Metric specifications

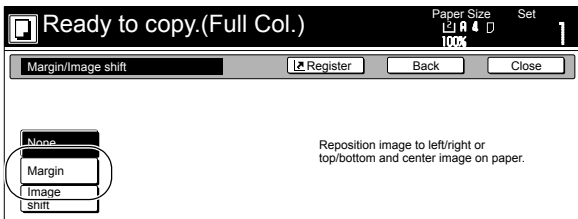


- 4** Press the “Margin” key. The screen to set the front side margin will be displayed.

Inch specifications

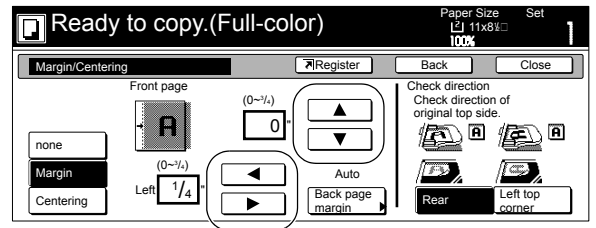


Metric specifications

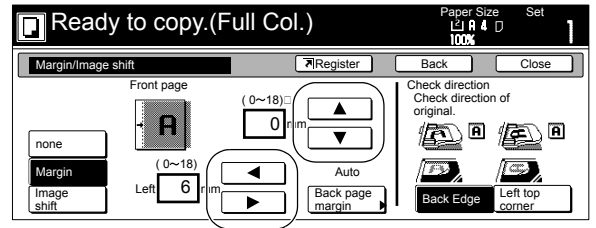


- 5** Use the “▲” key, the “▼” key, the “◀” key and the “▶” key to select the desired location and width of each margin.

Inch specifications

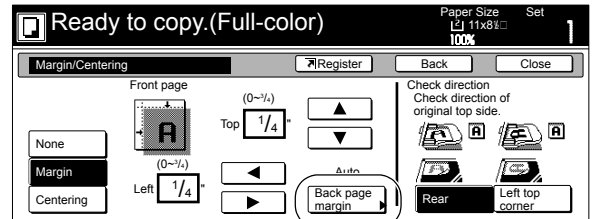


Metric specifications

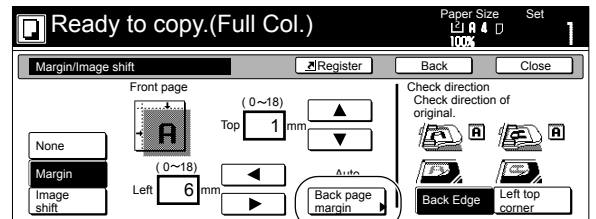


- 6** If you are making 2-sided copies, press the “Back page margin” key. The “Back page margin” screen will be displayed.

Inch specifications



Metric specifications



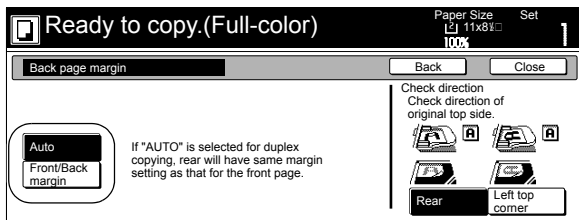
## Section 6 OTHER CONVENIENT FUNCTIONS

- 7** If you want to create a margin on the back side of the copies that lines up with that on the front side, press the “Auto” key.

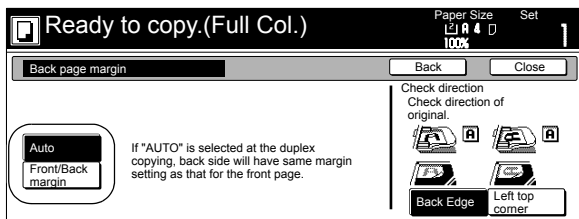
If you want to set the margins for the front and back sides separately, press the “Front/Back margin” key.

The screen to set the back side margin will be displayed.

Inch specifications

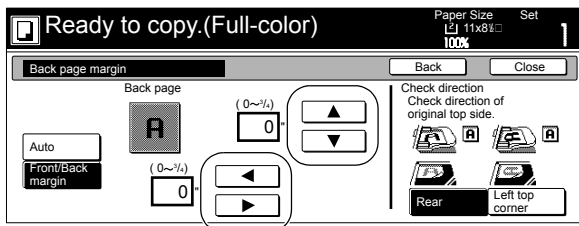


Metric specifications

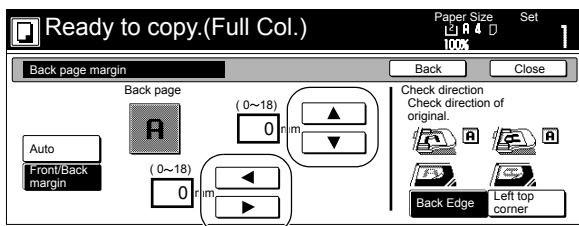


- 8** Use the “▲” key, the “▼” key, the “◀” key and the “▶” key to select the desired location and width of each margin.

Inch specifications

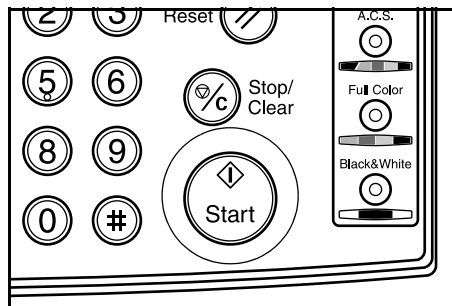


Metric specifications



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

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

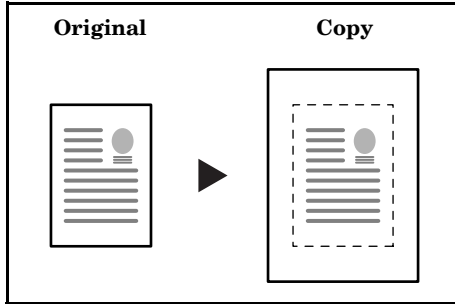


### IMPORTANT!

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

## Centering the copy image [Centering/Image shift mode]

With this mode you can center the image on the copy paper when you copy onto a paper size that is larger than that of the original.



**1** Set the originals to be copied.



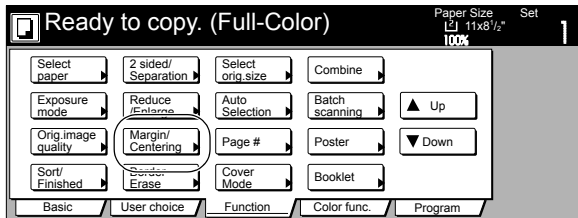
**IMPORTANT!**

Set originals so that the top edge is facing either the back or the left of the copier. Setting them in the wrong direction may cause the image to be copied in the incorrect position.

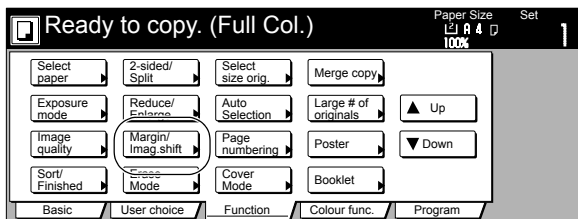
**2** Press the “Function” tab.  
The content of the “Function” tab will be displayed.

**3** Press the “Margin/Centering” [“Margin/Imag.shift”] key.  
The “Margin/Centering” [“Margin/Image shift”] screen will be displayed.

Inch specifications

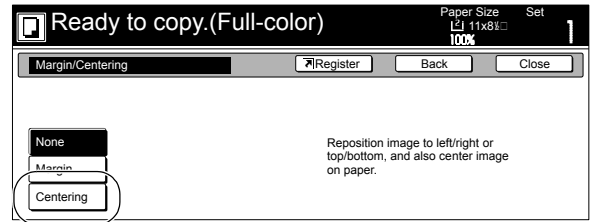


Metric specifications

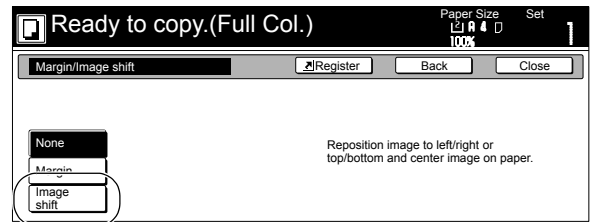


**4** Press the “Centering” [“Image shift”] key.

Inch specifications

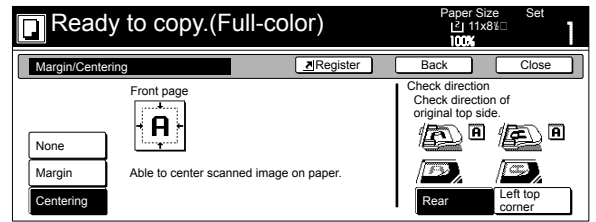


Metric specifications

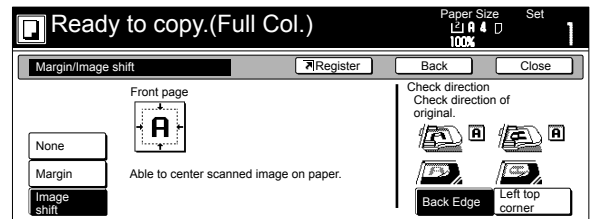


**5** Follow the instructions on the right side of the touch panel and verify the direction in which the originals were set.

Inch specifications



Metric specifications



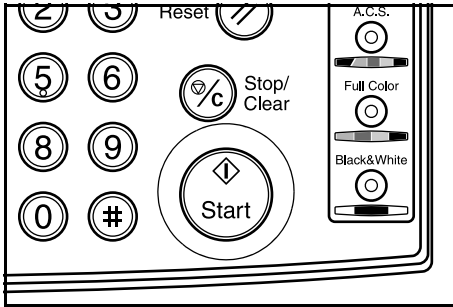
**IMPORTANT!**

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

## Section 6 OTHER CONVENIENT FUNCTIONS

---

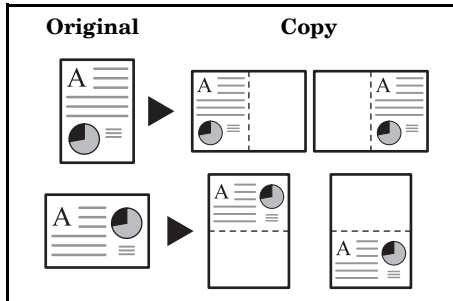
- 6** Press the [Start] key.  
Copying will start.



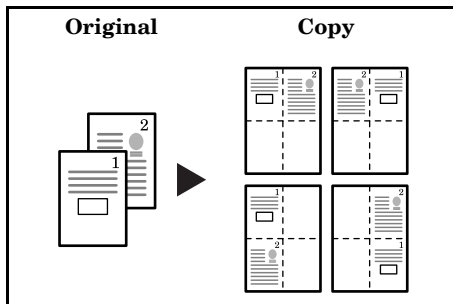
## Adding a space next to the copy images for making notes [Memo mode]

With this mode you can leave a space for adding notes next to the copied image. It is also possible to fit the images of 2 originals onto the same copy page along with a blank space for each.

### Copying one original onto one copy page (layout A)



### Copying two originals onto one copy page (layout B)



#### NOTES

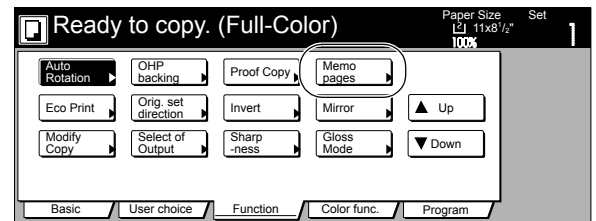
- Only originals and copy paper of standard sizes can be used in this mode.
- The optional Memory Copy Board must be installed in order to use this mode or function in standard copiers.

**1** Set the originals to be copied.

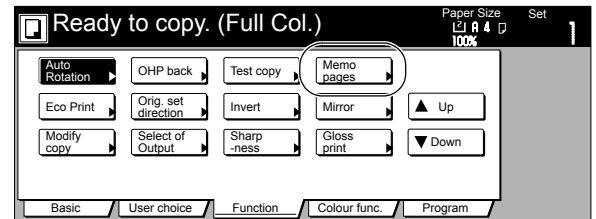
**2** Press the “Function” tab and then the “▼ Down” key. The content of the next portion of the “Function” tab will be displayed.

**3** Press the “Memo pages” key. The “Memo pages” screen will be displayed.

Inch specifications

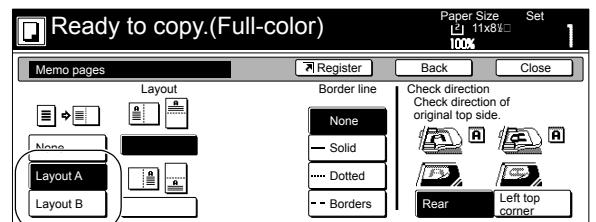


Metric specifications

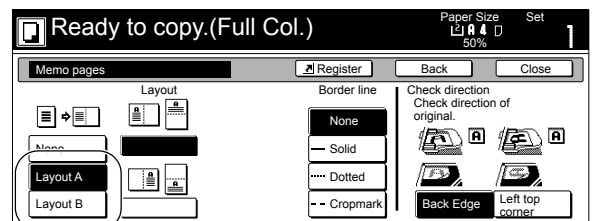


**4** Press the “Layout A” key or the “Layout B” key, as appropriate. The screen to make the layout settings will be displayed.

Inch specifications



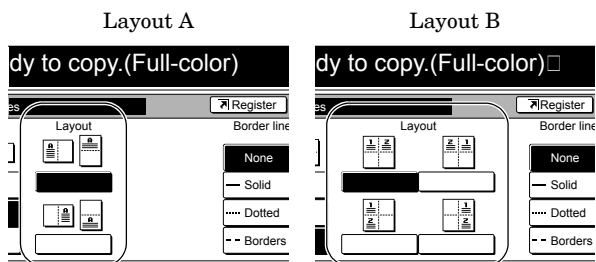
Metric specifications



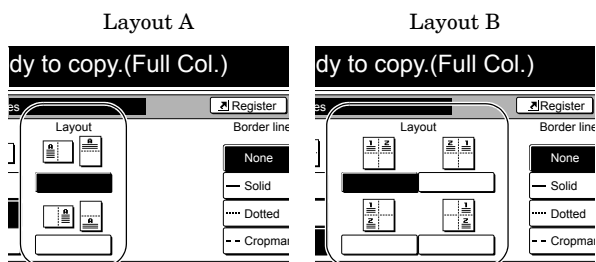
## Section 6 OTHER CONVENIENT FUNCTIONS

- 5** Select the desired direction of the layout.

Inch specifications



Metric specifications

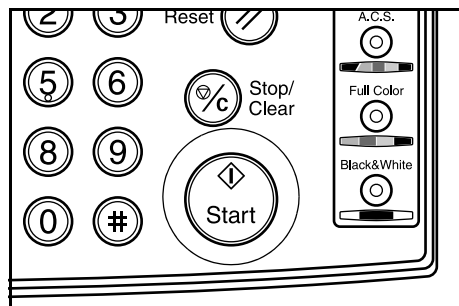


- 6** Select the type of the borderline that you want to use to separate the different areas.

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

If you set the originals in the optional Document Processor, copying will start automatically.

If you set an original on the platen, a message will be displayed telling you to set the next original. In this case, go to the next step.



- 8** Replace the first original with the next one and press the [Start] key.  
Scanning of that next original will start.
- 9** Once you have finished scanning all of the originals, press the "Scanning finished" key.  
Copying will start.

## Making copies with clean edges [Border erase modes]

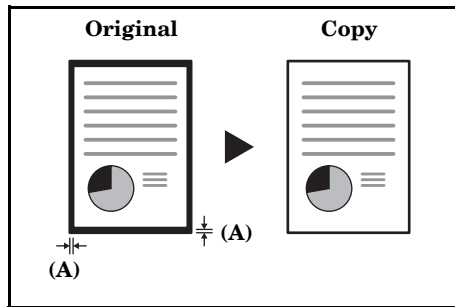
### Erasing blemishes from edges of copies (Sheet erase mode)

#### Inch specifications

With this mode, shadows, lines, etc., that occur around the edges of copies made from sheet originals can be erased. The width of the border to be erased can be set to any 1/8" increment between 0" and 3/4". A setting of "0" will result in no border being erased. (The width of the border that will be erased is shown as (A) in the illustration.)

#### Metric specifications

With this mode, shadows, lines, etc., that occur around the edges of copies made from sheet originals can be erased. The width of the border to be erased can be set to any 1 mm increment between 0 mm and 18 mm. A setting of "0" will result in no border being erased. (The width of the border that will be erased is shown as (A) in the illustration.)



#### NOTE

It is possible for you to change the default setting for the width of the erased border. (See "Erased border width" on page 7-93.)

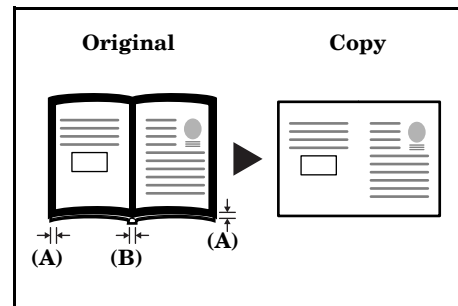
### Erasing blemishes from the edges and middle of copies made from books (Book erase mode)

#### Inch specifications

With this mode, you can make clean copies, even from thick books. The width of the outside border to be erased can be set to any 1/8" increment between 0" and 3/4". The width of the center area to be erased can be set to any 1/8" increment between 0" and 1 1/2". A setting of "0" will result in no border being erased. (The width of the outside border that will be erased is shown as (A) in the illustration, while the width of the center area is shown as (B).)

#### Metric specifications

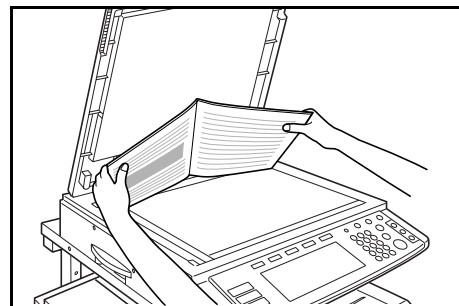
With this mode, you can make clean copies, even from thick books. The width of the outside border to be erased can be set to any 1 mm increment between 0 mm and 18 mm. The width of the center area to be erased can be set to any 1 mm increment between 0 mm and 36 mm. A setting of "0" will result in no border being erased. (The width of the outside border that will be erased is shown as (A) in the illustration, while the width of the center area is shown as (B).)



#### NOTE

It is possible for you to change the default setting for the width of the erased borders. (See "Erased border width" on page 7-93.)

- 1 Set the original to be copied.

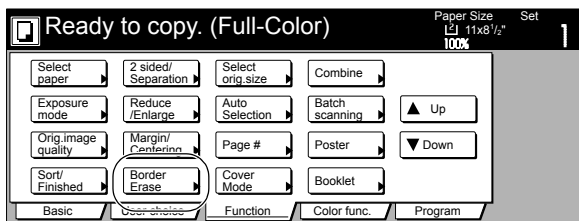


- 2 Press the "Function" tab.  
The content of the "Function" tab will be displayed.

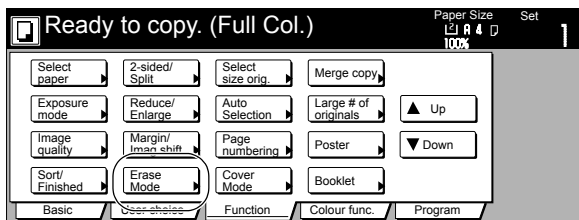
## Section 6 OTHER CONVENIENT FUNCTIONS

- 3** Press the “Border Erase” [“Erase Mode”] key.  
The “Border Erase” [“Erase Mode”] screen will be displayed.

Inch specifications

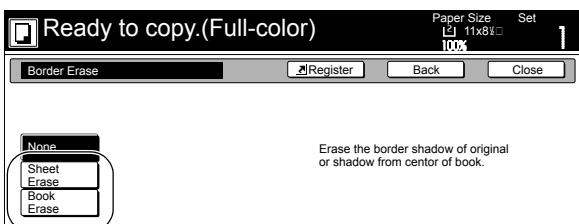


Metric specifications

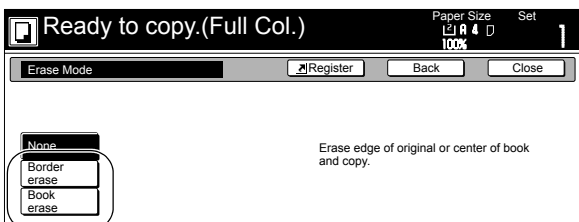


- 4** Press the “Sheet Erase” [“Border erase”] key or the “Book Erase” key, as appropriate.  
The screen to set the outside border and the center area will be displayed.

Inch specifications

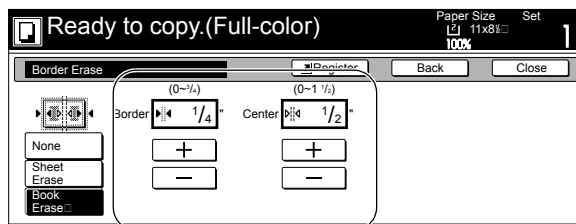


Metric specifications

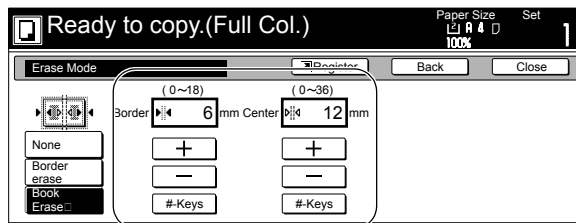


- 5** Press the “+” key or the “-” key to change the displayed border width to that desired.  
In metric specification copiers, the desired border width can also be entered directly by pressing the “#-Keys” key and then using the keypad.

Inch specifications



Metric specifications

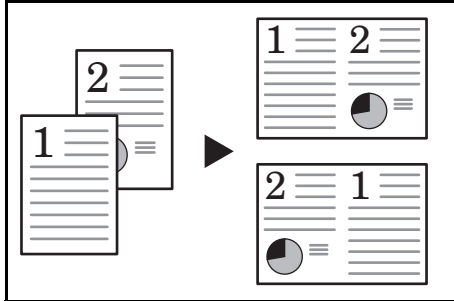


- 6** Press the [Start] key.  
Copying will start.



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

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

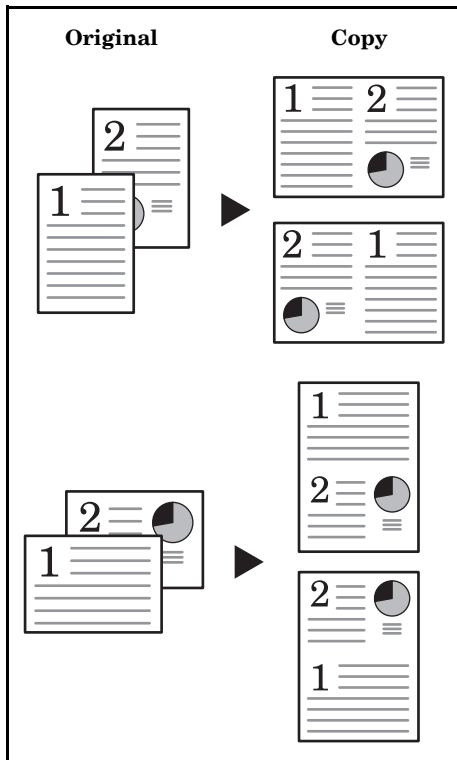


### NOTES

- Only originals and copy paper of standard sizes can be used in this mode.
- The optional Memory Copy Board must be installed in order to use this mode or function in standard copiers.

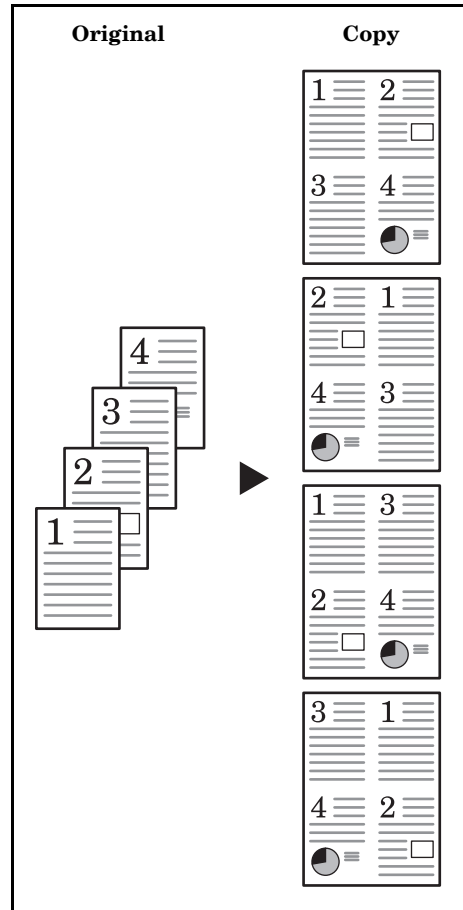
### 2 in 1

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



### 4 in 1

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

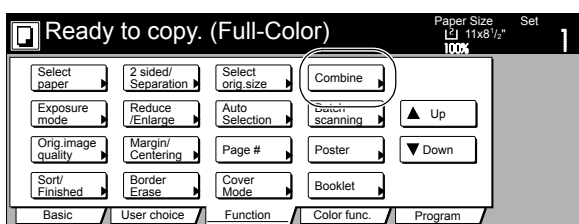


- 1** Set the originals to be copied.
- 2** Press the "Function" tab. The content of the "Function" tab will be displayed.

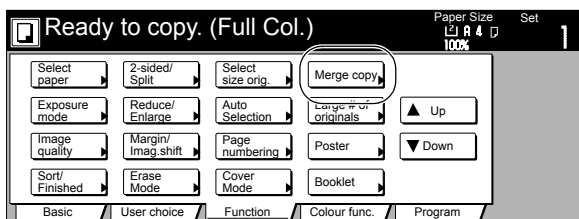
## Section 6 OTHER CONVENIENT FUNCTIONS

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

Inch specifications

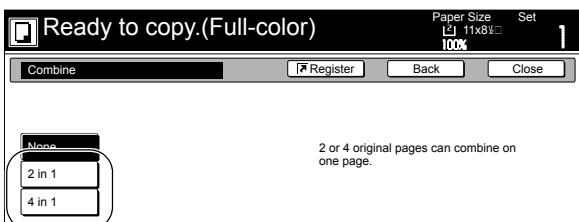


Metric specifications

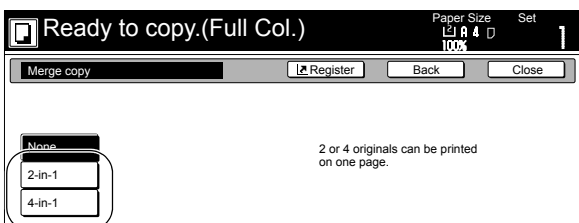


- 4** Press the “2 in 1” [“2-in-1”] key or the “4 in 1” [“4-in-1”] key, as appropriate.  
The screen to make the layout settings will be displayed.

Inch specifications

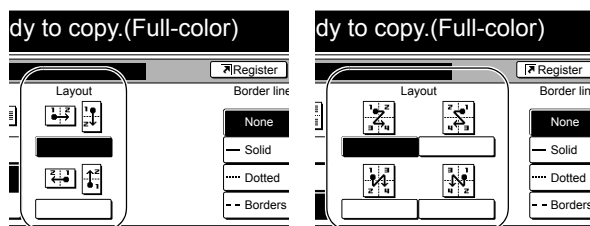


Metric specifications

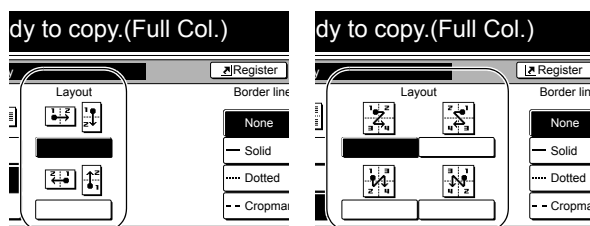


- 5** Select the desired direction of the layout.

Inch specifications



Metric specifications

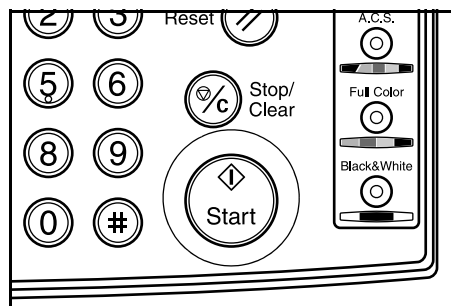


- 6** Select the type of the borderline that you want to use to separate the images.

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

If you set the originals in the optional Document Processor, copying will start automatically.

If you set an original on the platen, a message will be displayed telling you to set the platen the next original. In this case, go to the next step.



- 8** Replace the first original with the next one and press the [Start] key.

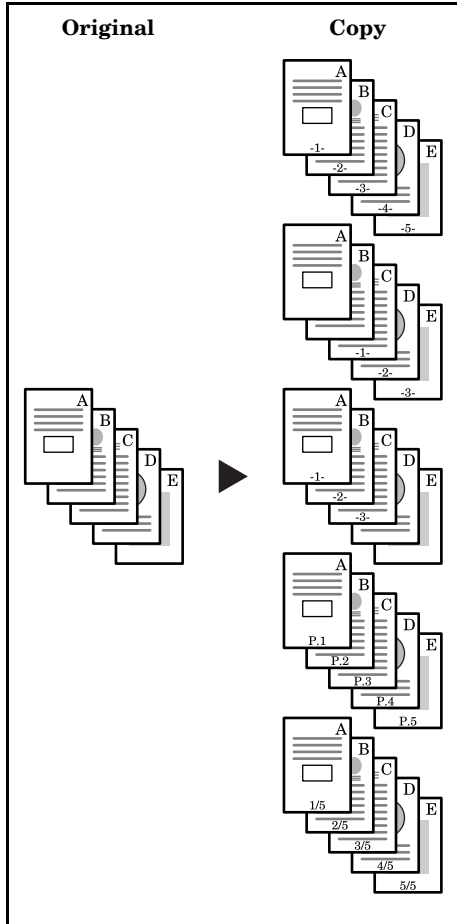
Scanning of that next original will start.

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

## Printing page numbers on the copies [Print page numbers mode]

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

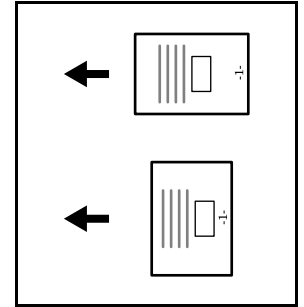
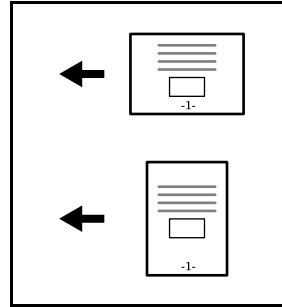
- If you select "1/n" as the style of page numbers, the denominator will indicate the total number of pages.



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

Direction the top of the original is set: towards the rear of the copier

Direction the top of the original is set: towards the left of the copier

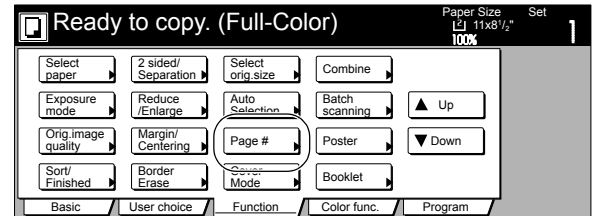


### NOTE

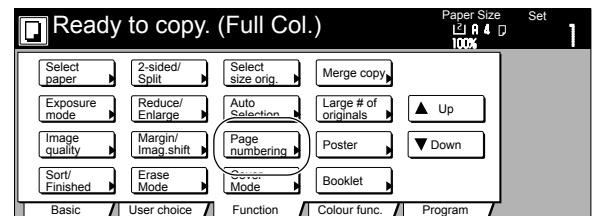
The optional Memory Copy Board must be installed in order to use this mode or function in standard copiers.

- 1 Set the originals to be copied.
- 2 Press the "Function" tab. The content of the "Function" tab will be displayed.
- 3 Press the "Page #" ["Page numbering"] key. The "Page #" ["Page numbering"] screen will be displayed.

Inch specifications



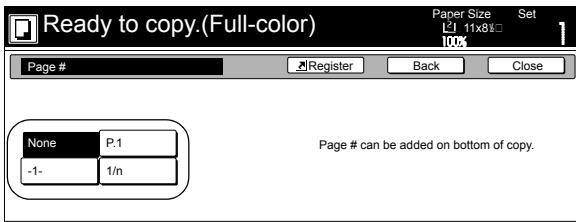
Metric specifications



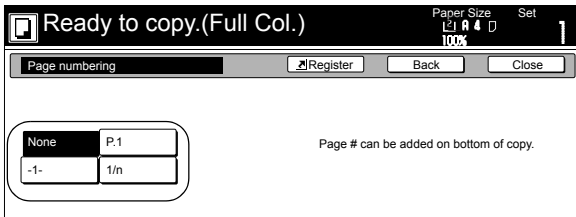
## Section 6 OTHER CONVENIENT FUNCTIONS

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

Inch specifications

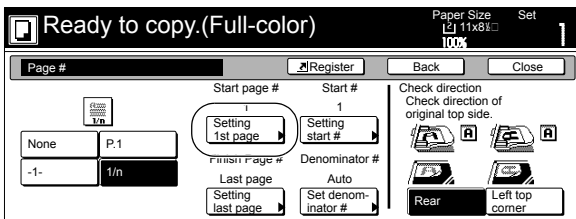


Metric specifications

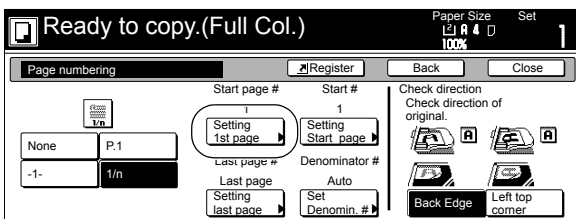


- 5** If you want printing of the page numbers to be started from a page other than the first page, press the “Setting 1st page” key. The “Setting 1st page” screen will be displayed.

Inch specifications

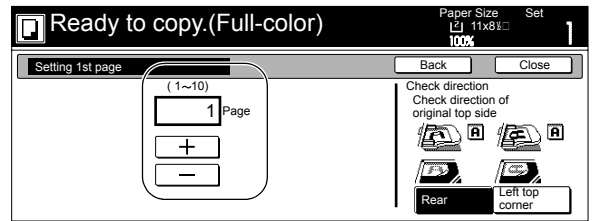


Metric specifications

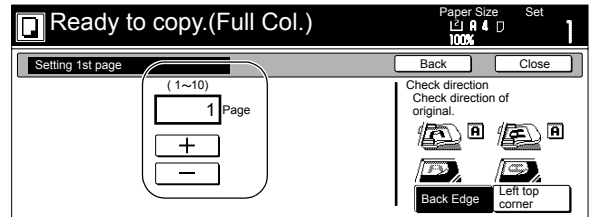


- 6** Press the “+” key or the “-” key to select from which page printing of the page numbers will start.

Inch specifications



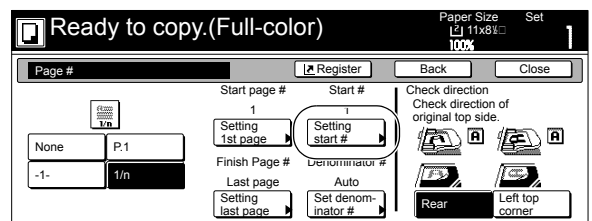
Metric specifications



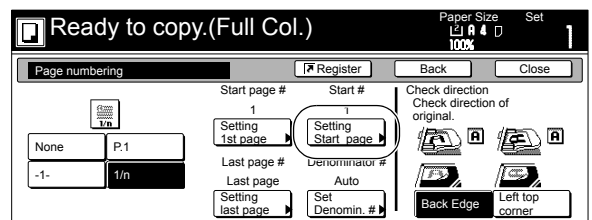
- 7** Press the “Close” key. The touch panel will return to the screen in step 5.

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

Inch specifications

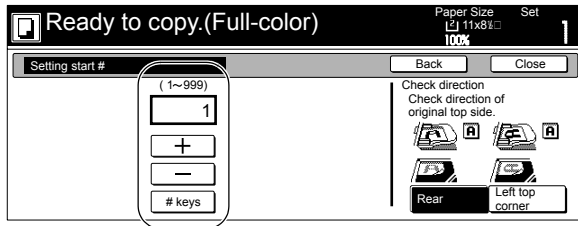


Metric specifications

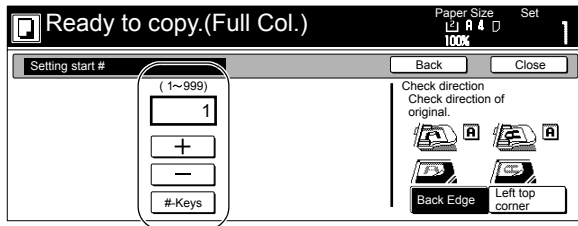


- 9** Press the “+” key or the “-” key to select the first page number that will be printed.  
The desired page number can also be entered directly by pressing the “# keys” [“#-Keys”] key and then using the keypad.

Inch specifications



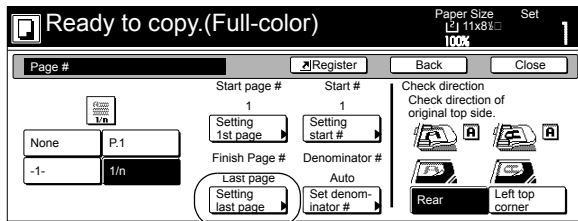
Metric specifications



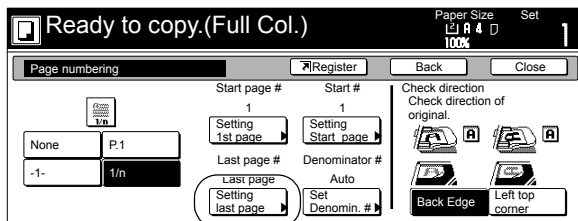
- 10** Press the “Close” key.  
The touch panel will return to the screen in step 8.

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

Inch specifications

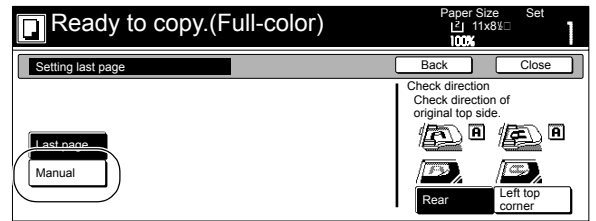


Metric specifications

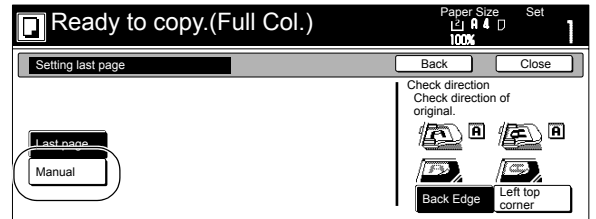


- 12** Press the “Manual” key.  
The screen to designate the last page will be displayed.

Inch specifications

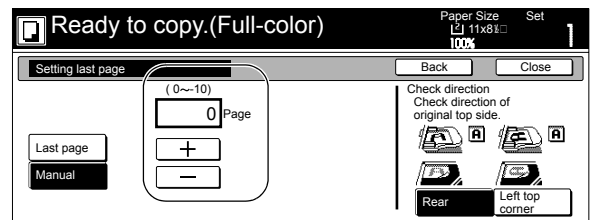


Metric specifications

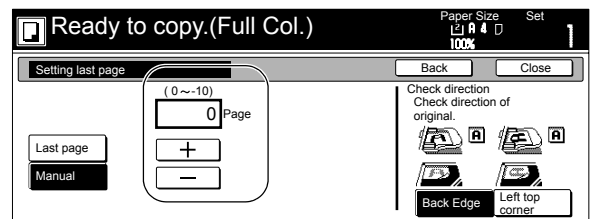


- 13** Press the “+” key or the “-” key to select, counting from the final copy, how many pages you do NOT want to have page numbers printed on.

Inch specifications



Metric specifications

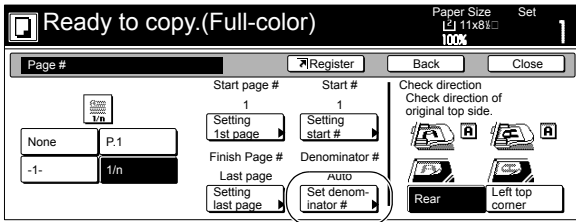


- 14** Press the “Close” key.  
The touch panel will return to the screen in step 11.  
If you selected the “1/n” style, the “Set denominator #” [“Set Denomin. #”] key will be displayed.

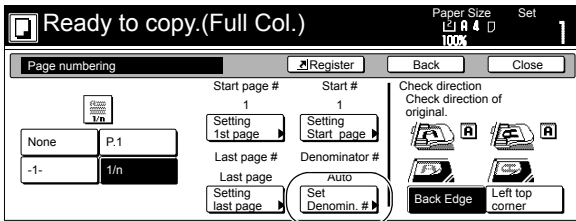
## Section 6 OTHER CONVENIENT FUNCTIONS

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

Inch specifications

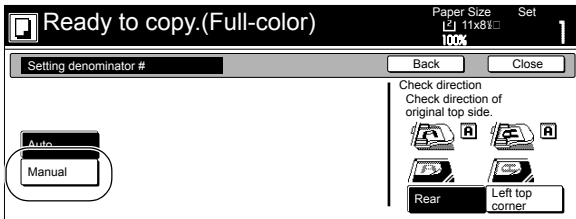


Metric specifications

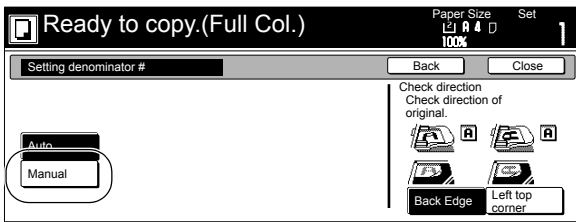


- 16** Press the “Manual” key.  
The screen to designate the denominator will be displayed.

Inch specifications

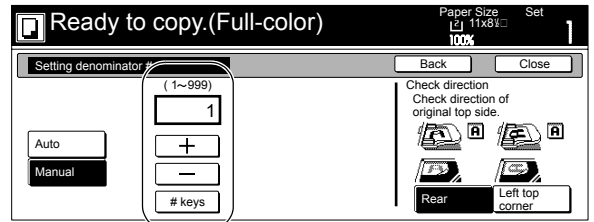


Metric specifications

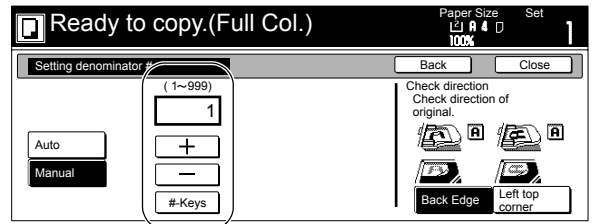


- 17** Press the “+” key or the “-” key to select the desired denominator for the page numbers.  
The desired denominator can also be entered directly by pressing the “# keys” [“#-Keys”] key and then using the keypad.

Inch specifications

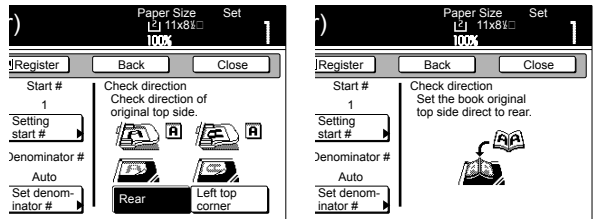


Metric specifications

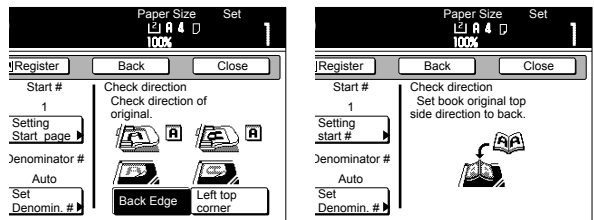


- 18** Follow the instructions on the right side of the touch panel and verify the direction in which the originals were set.

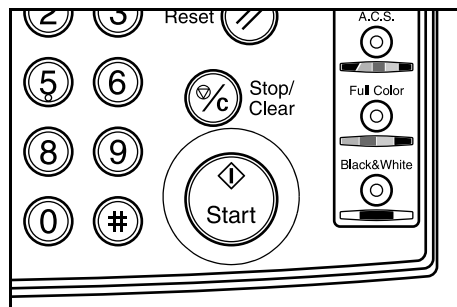
Inch specifications



Metric specifications

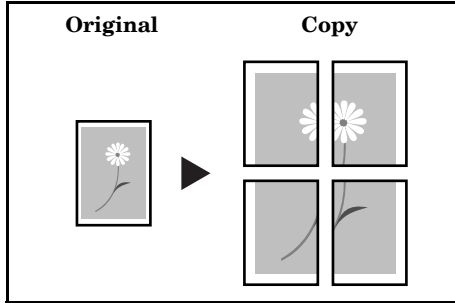


- 19** Press the [Start] key.  
Copying will start.



## Enlarging the image and printing it out onto multiple sheets [Poster mode]

With this mode, if the size of the copy image after enlargement is greater than the size of available copy paper, you can have the copy image split and printed out onto multiple sheets of copy paper.



### NOTES

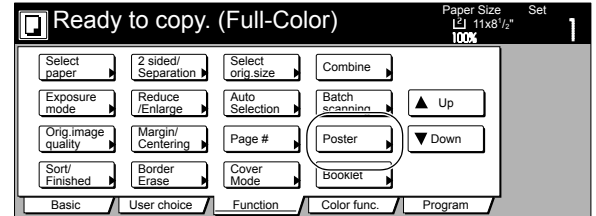
- The optional Memory Copy Board must be installed in order to use this mode or function in standard copiers.
- As there will be some duplication of a portion of the image on each finished copy, if you overlay these areas you can create a single enlarged image.
- Only 8 1/2" x 11" and 11" x 17" [A4R and A3] size originals and 11" x 17" [A3] size paper can be used in this mode.
- There are two methods of making copies in the poster mode: priority towards a standard magnification ratio according to the sizes of the original and the finished copies (Copy size), and priority towards a custom copy size at a desired magnification ratio (Auto zoom priority).

**1** Set the originals to be copied.

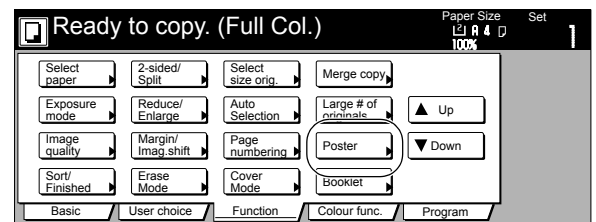
**2** Press the "Function" tab. The content of the "Function" tab will be displayed.

**3** Press the "Poster" key. The "Poster" screen will be displayed.

Inch specifications



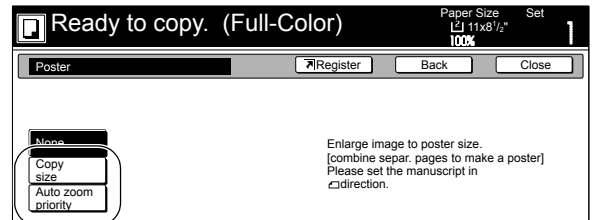
Metric specifications



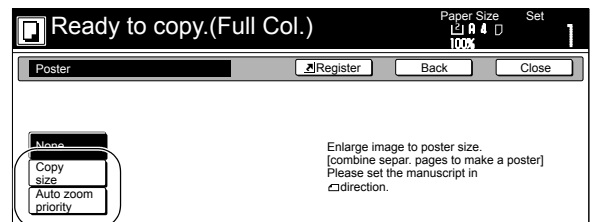
**4** Press the "Copy size" key or the "Auto zoom priority" key, as desired.

If you selected the "Copy size" key, go to the next step. If you selected the "Auto zoom priority" key, go directly to step 7.

Inch specifications



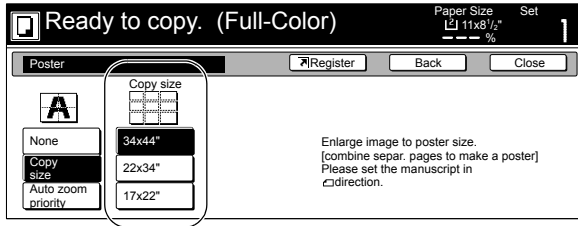
Metric specifications



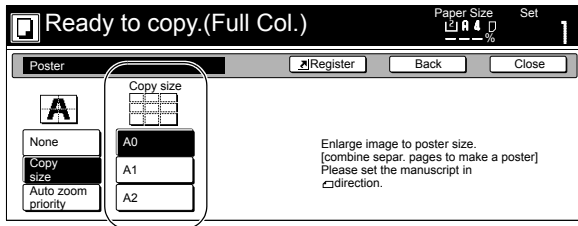
## Section 6 OTHER CONVENIENT FUNCTIONS

**5** Specify the size of the finished copy image.

Inch specifications



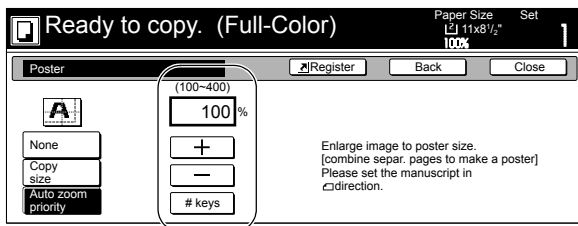
Metric specifications



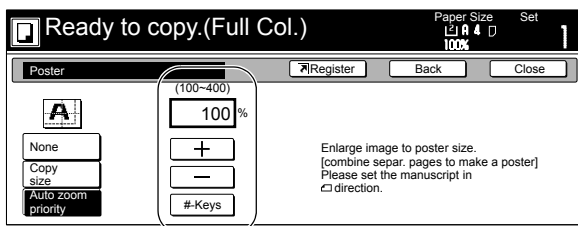
**6** Press the [Start] key.  
Copying will start.

**7** Press the “+” key or the “-” key to change the displayed magnification ratio to the desired setting.  
The desired magnification ratio can also be entered directly by pressing the “# keys” [“#-Keys”] key and then using the keypad.

Inch specifications



Metric specifications



**8** Press the [Start] key.  
Copying will start.

**Number of copy pages that will be made when you specify the size of the original being copied and the size of the finished copy image**

Inch specifications

Size of original	Size of finished copy image	Number of copy sheets
8 1/2" × 11"	34" × 44"	12 pages (11" × 17")
8 1/2" × 11"	22" × 34"	4 pages (11" × 17")
8 1/2" × 11"	17" × 22"	4 pages (11" × 17")
11" × 17"	34" × 44"	12 pages (11" × 17")
11" × 17"	22" × 34"	4 pages (11" × 17")
11" × 17"	17" × 22"	4 pages (11" × 17")

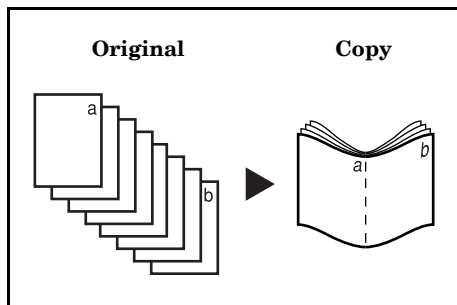
Metric specifications

Size of original	Size of finished copy image	Number of copy sheets
A4R	A0	9 pages (A3)
A4R	A1	4 pages (A3)
A4R	A2	4 pages (A3)
A3	A0	9 pages (A3)
A3	A1	4 pages (A3)
A3	A2	4 pages (A3)



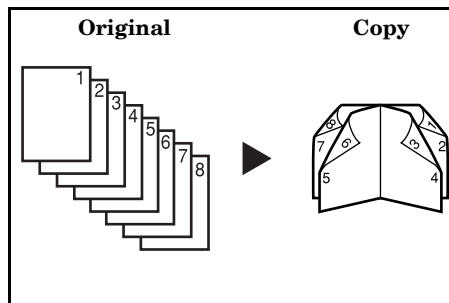
## Making booklets from sheet originals [Booklet/Stitching mode] (Only available in duplex copiers)

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



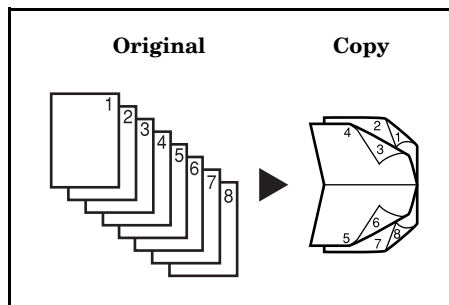
### If “Right” is selected as the binding direction...

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



### If “Top” is selected as the binding direction...

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



#### NOTES

- This mode is only available in duplex copiers.
- Stapling of copies is also possible when an optional Document Finisher is installed. When the optional Folder Unit is installed, copies can also be folded and stapled.
- It is possible for you to change the drawer[cassette] that will be used to feed the cover sheets. (See “Cover drawer[cassette]” on page 7-80.)

#### Inch specifications

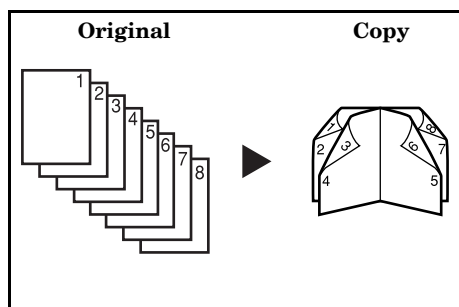
- Only 8 1/2" × 11", 11" × 8 1/2", 11" × 17", B5R, A4, B4 or A3 size copy paper can be used in this mode.

#### Metric specifications

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

### If “Left” is selected as the binding direction...

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



### If you choose to add covers to your copy set(s)

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

	Front cover	Back cover
<b>Do NOT copy</b>		
<b>Copy on outside</b>		
<b>Copy on inside</b>		
<b>Copy on both sides</b>		



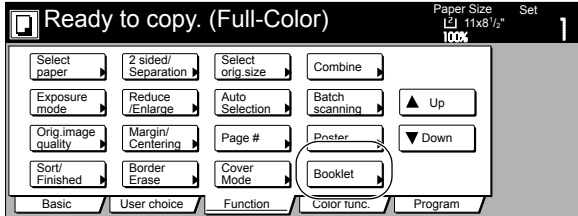
#### NOTES

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

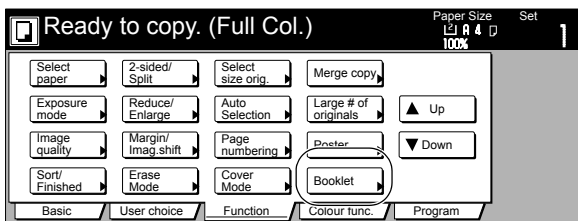
## Section 6 OTHER CONVENIENT FUNCTIONS

- 1 Set the first original to be copied.
- 2 Press the "Function" tab.  
The content of the "Function" tab will be displayed.
- 3 Press the "Booklet" key.  
The "Booklet" screen will be displayed.

Inch specifications

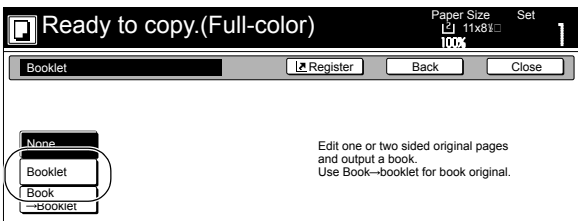


Metric specifications

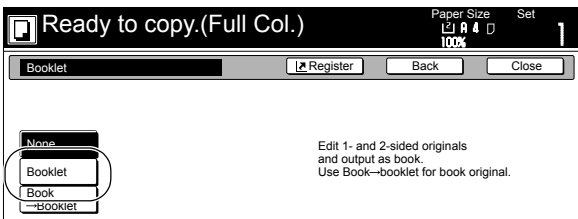


- 4 Press the "Booklet" key.  
The screen to specify the binding direction of the originals and the finished copies will be displayed.

Inch specifications

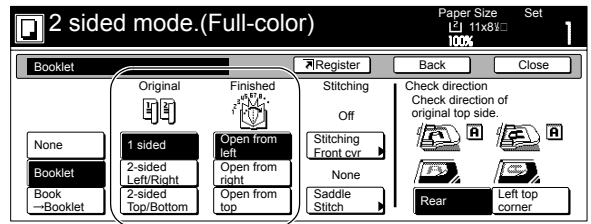


Metric specifications

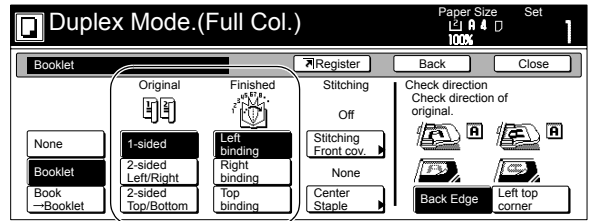


- 5 Specify the binding direction of both the originals and the finished copies.

Inch specifications

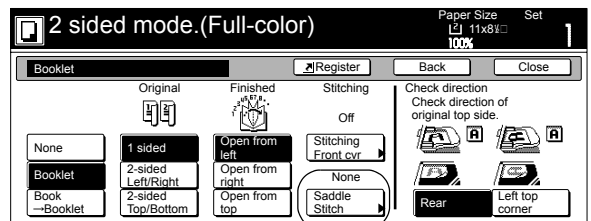


Metric specifications

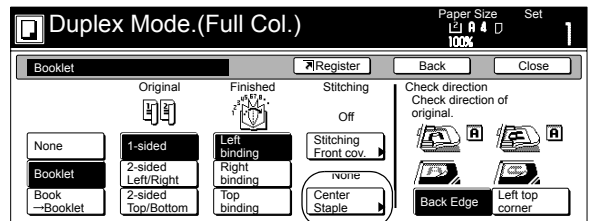


- 6 A "Saddle Stitch" ["Center Staple"] key also appears on the display when an optional Document Finisher is installed. If you want to perform stapling or folding and stapling, press the "Saddle Stitch" ["Center Staple"] key and then perform the following steps.  
If you don't want to configure this setting, advance to step 8.

Inch specifications

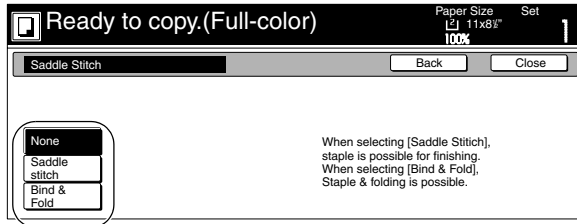


Metric specifications

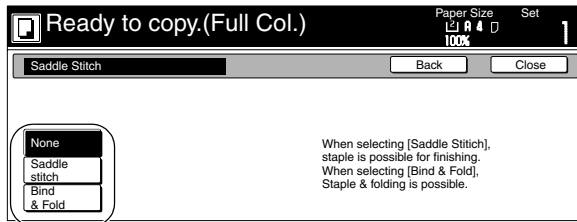


**7** Select “Saddle stitch” or “Bind & Fold”.

Inch specifications



Metric specifications

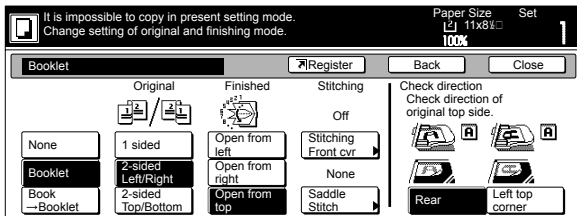


**NOTE**

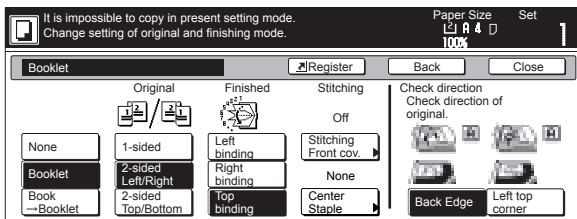
“Bind & Fold” is displayed only when the optional Folder Unit is installed.

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

Inch specifications



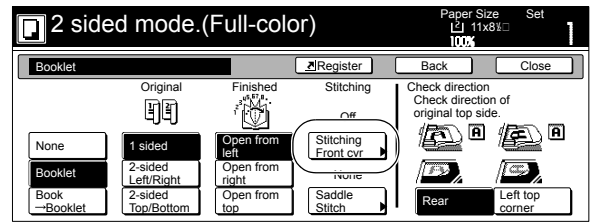
Metric specifications



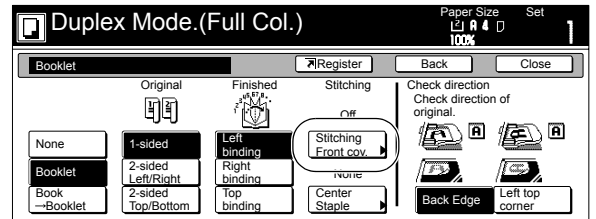
**9** If you want to add covers, press the “Stitching Front cvr” [“Stitching Front cov.”] key and go to the next step.

If you do NOT want to add covers, go directly to step 11.

Inch specifications

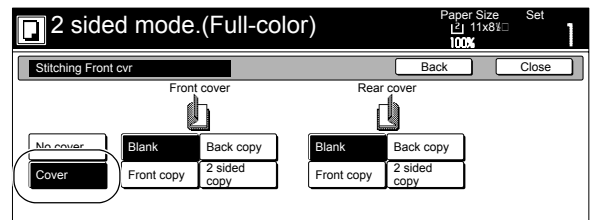


Metric specifications

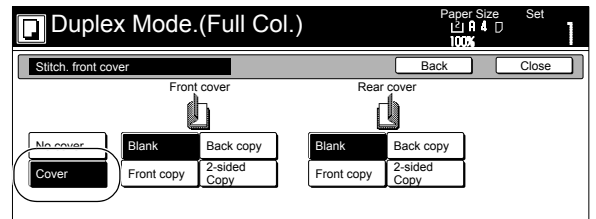


**10** Press the “Cover” key and select whether or not (and where) to copy on each of the front and back covers.

Inch specifications



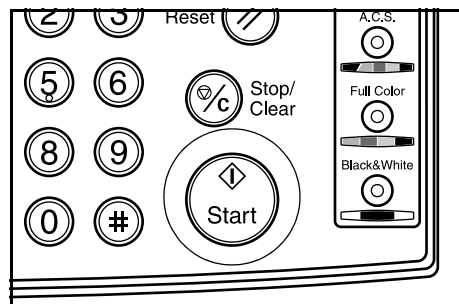
Metric specifications



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

If you set the originals in the optional Document Processor, copying will start automatically.

If you set an original on the platen, a message will be displayed telling you to set the next original. In this case, go to the next step.



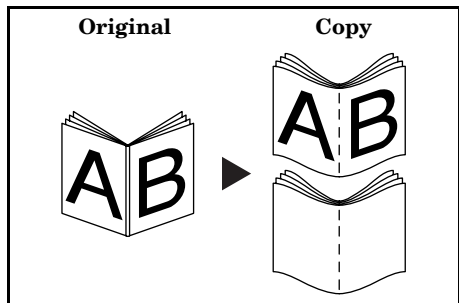
## Section 6 OTHER CONVENIENT FUNCTIONS

---

- 12** Replace the first original with the next one and press the [Start] key.  
Scanning of that next original will start.
- 13** Once you have finished scanning all of the originals, press the "Scanning finished" key.  
Copying will start.

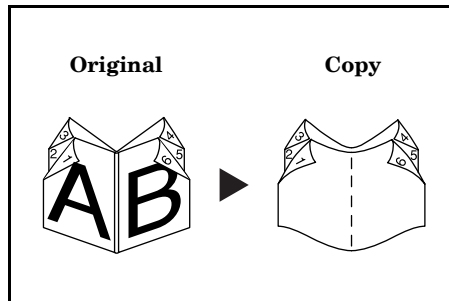
## Making booklets from book originals [Book to Booklet mode] (Only available in duplex copiers)

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



### Without a cover

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



### NOTES

- This mode is only available in duplex copiers.
- Stapling of copies is also possible when an optional Document Finisher is installed. When the optional Folder Unit is installed, copies can also be folded and stapled.
- It is possible for you to change the drawer[cassette] that will be used to feed the cover sheets. (See “Cover drawer[cassette]” on page 7-80.)

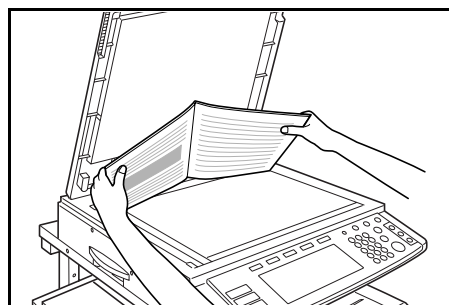
### Inch specifications

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

### Metric specifications

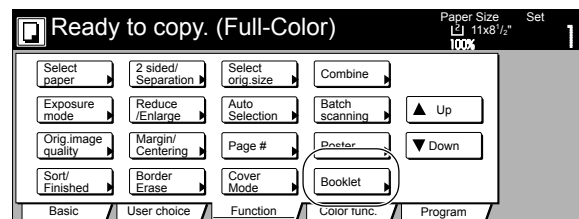
- Only A5R, B5R, A4R, B4, A3, 8 1/2" × 11" and 11" × 17" size originals and B5R, A4R, A4, B4, A3, 11" × 8 1/2" or 11" × 17" size copy paper can be used in this mode.

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

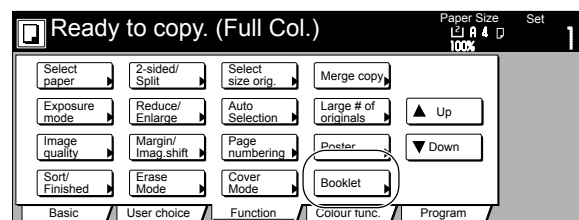


- 2 Press the “Function” tab.  
The content of the “Function” tab will be displayed.
- 3 Press the “Booklet” key.  
The “Booklet” screen will be displayed.

Inch specifications

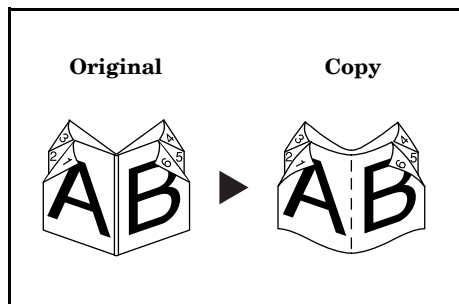


Metric specifications



### With a cover

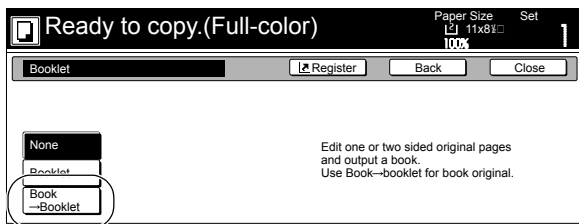
The original that will be used as the cover will be scanned first so that, when the finished copies are folded, that page will act as the front and back cover to the copy set.



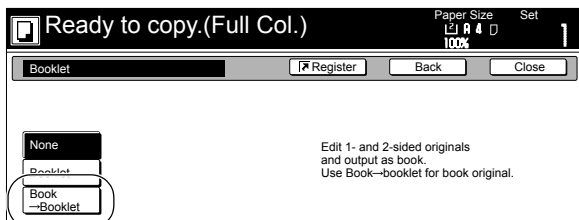
## Section 6 OTHER CONVENIENT FUNCTIONS

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

Inch specifications

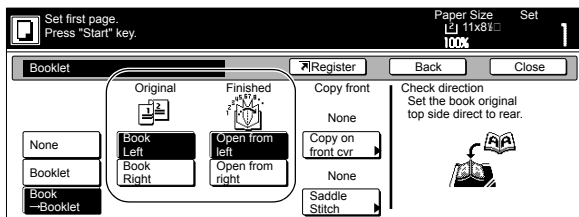


Metric specifications

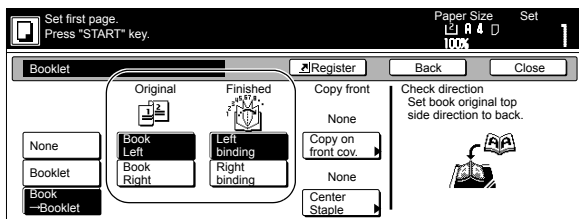


- 5** Specify the binding direction of both the originals and the finished copies.

Inch specifications



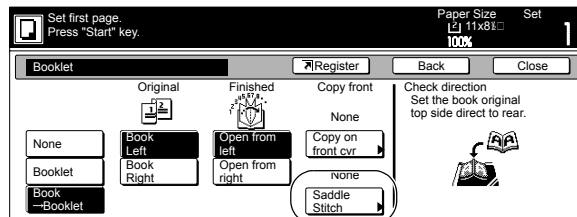
Metric specifications



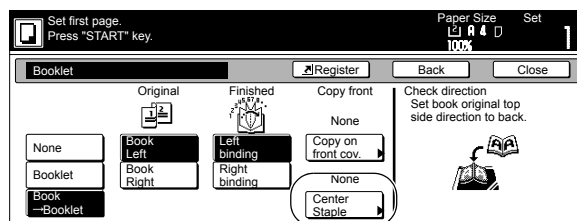
- 6** A “Saddle Stitch” [“Center Staple”] key also appears on the display when an optional Document Finisher is installed. If you want to perform stapling or folding and stapling, press the “Saddle Stitch” [“Center Staple”] key and then perform the following steps.

If you don't want to configure this setting, advance to step 8.

Inch specifications

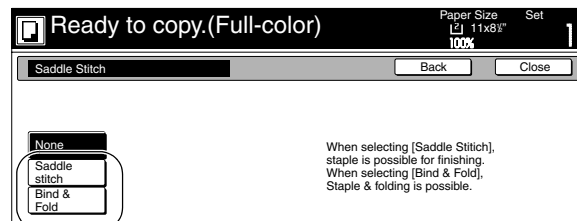


Metric specifications

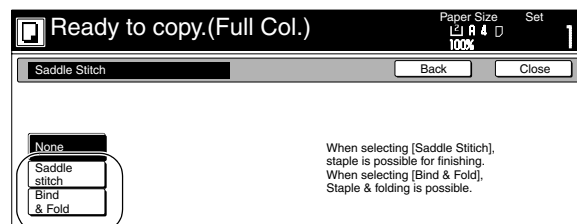


- 7** Select “Saddle Stitch” or “Bind & Fold”.

Inch specifications



Metric specifications

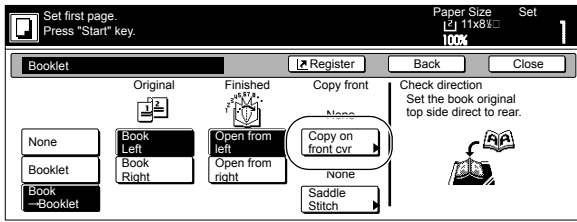


### NOTE

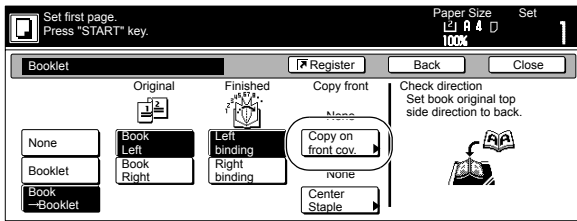
[Bind & Fold] is displayed only when the optional Folder Unit is installed.

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

Inch specifications

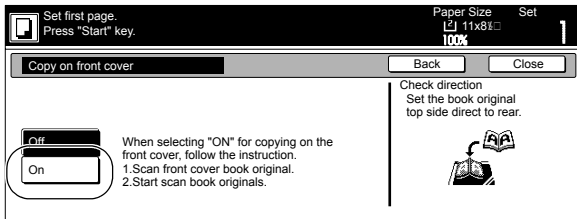


Metric specifications

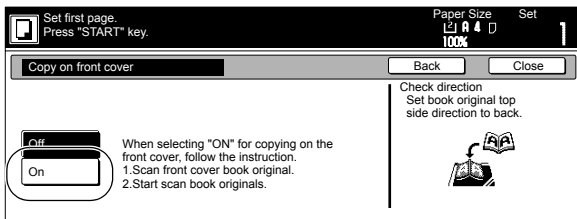


- 9** Press the “On” key.

Inch specifications

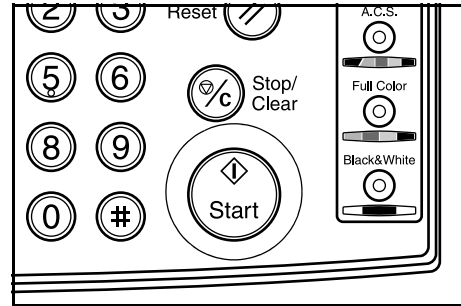


Metric specifications



- 10** Press the [Start] key.  
Scanning of the originals will start.

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



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

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

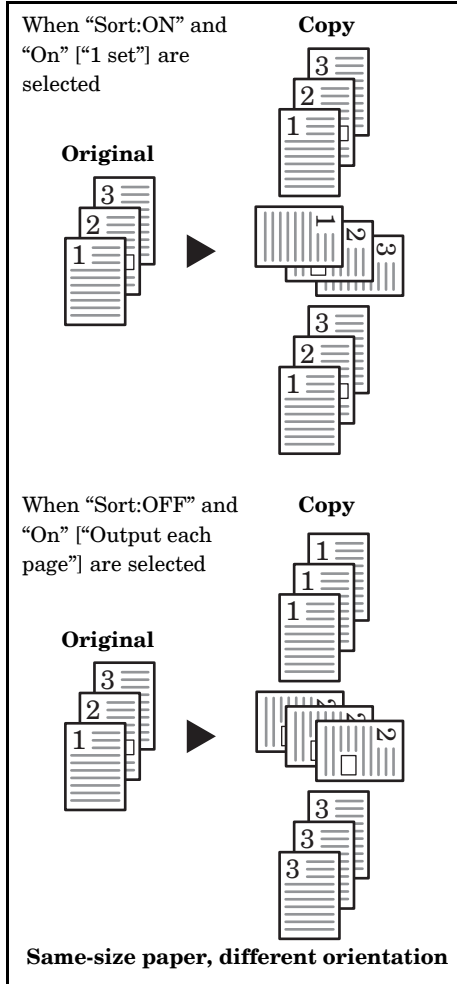


**IMPORTANT!**

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

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

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

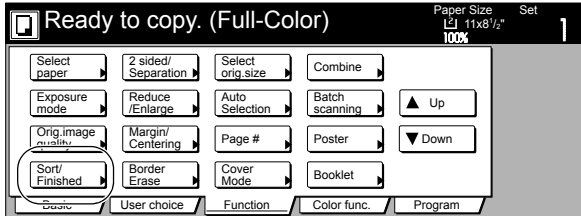


- NOTES**
- The optional Memory Copy Board must be installed in order to use this mode or function in standard copiers.
  - If you do not have paper of the same size but different orientations available for paper feed, copies will be ejected without being “sorted” in this way.
  - You can also select whether or not the Sort mode will be the default setting in the initial mode. (See “Sort mode ON/OFF” on page 7-90.)

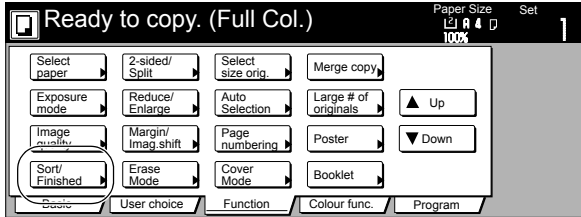
- 1 Set the originals to be copied.
- 2 Press the “Function” tab.  
The content of the “Function” tab will be displayed.

- 3 Press the “Sort/Finished” key.  
The “Sort/Finished” screen will be displayed.

Inch specifications

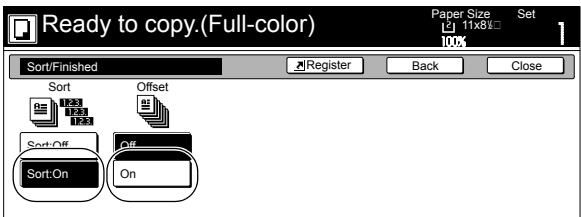


Metric specifications

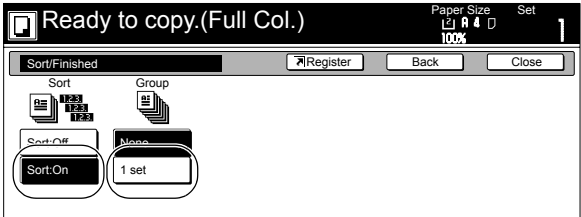


- 4 Press the “Sort:ON” key.

Inch specifications

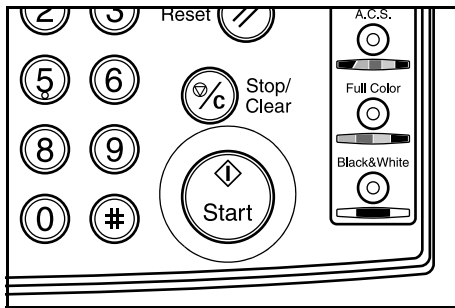


Metric specifications



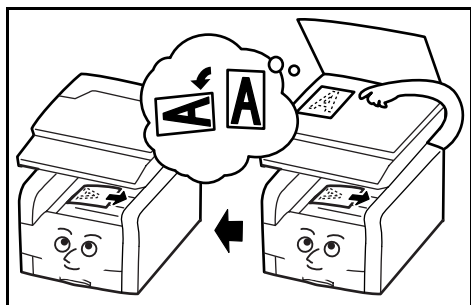


- 5 Press the "On" ["1 set"] key.
- 6 Use the keypad to set the number of copies to be made.
- 7 Press the [Start] key.  
Copying will start.



### Auto rotation function

If the orientation of the original is different from that of the paper loaded in the drawers[cassettes], the image will automatically be turned 90 degrees counter-clockwise for copying. No special setting is required in order to use this function.



#### NOTES

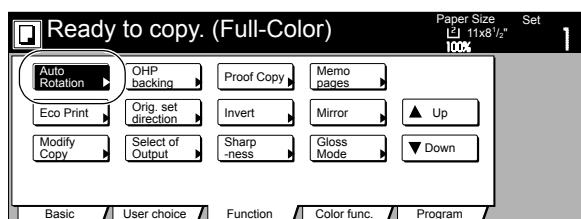


- This function will only work with copy paper 11" x 8 1/2" [A4] size or smaller. The auto rotation function is not available for 8 1/2" x 14", 11" x 17", B4 and A3 size copy paper.
- You can also select whether or not the Auto Rotation mode will be the default setting in the initial mode. (See "Auto Rotation mode ON/OFF" on page 7-91.)

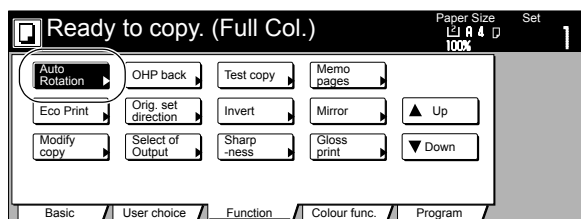
If you want to disengage the auto rotation function, perform the following procedure.

- 1 Press the "Function" tab.  
The content of the "Function" tab will be displayed.
- 2 Press the "▼ Down" key.  
The content of the next portion of the "Function" tab will be displayed.
- 3 Press the "Auto Rotation" key.  
The "Auto Rotation" screen will be displayed.

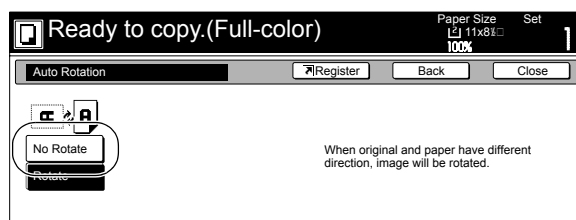
Inch specifications



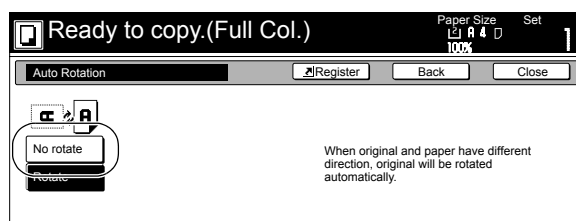
Metric specifications



- 4 Press the "No rotate" key.  
Inch specifications



Metric specifications



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

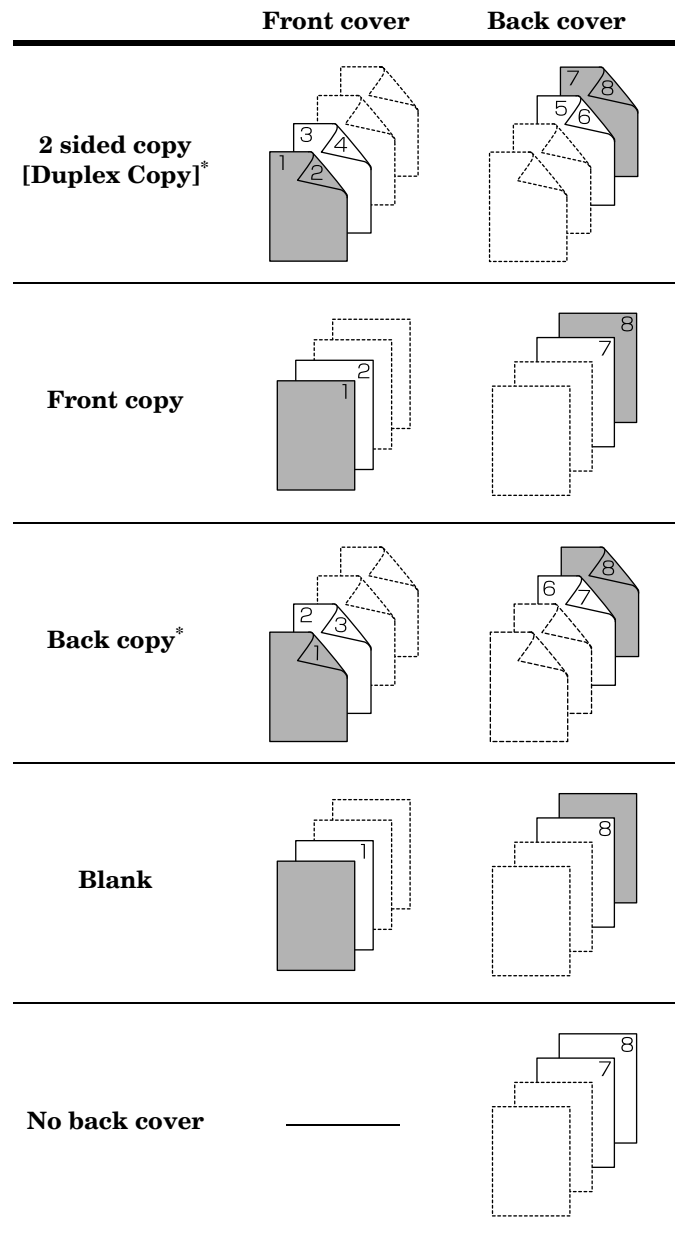
With this mode, you can select to have color paper or relatively thick paper fed as front and/or back covers to your copy sets.



### NOTES

- The optional Memory Copy Board must be installed in order to use this mode or function in standard copiers.
- The 2-sided copy [Duplex Copy] and Back copy settings are only available in duplex copiers.
- It is possible for you to change the drawer[cassette] that will be used to feed the cover sheets. (See “Cover drawer[cassette]” on page 7-80.)

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



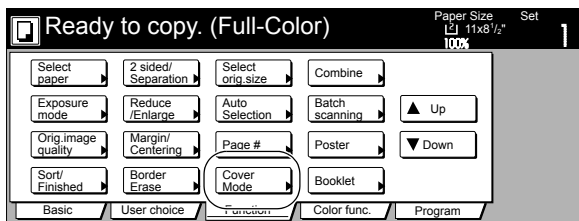
\* The illustrations above show the result when sets of 2-sided copies are being made. If you are making sets of 1-sided copies, copying will not be performed on the rear side of the covers even if the 2-sided copy [Duplex Copy] or Back copy settings are selected.

- 1** Set the originals to be copied.
- 2** Press the “Function” tab. The content of the “Function” tab will be displayed.

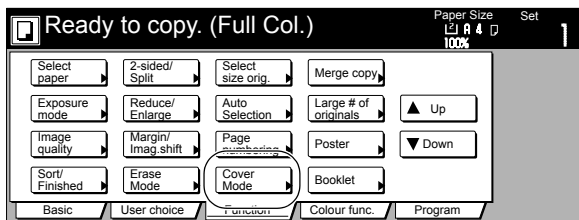
## Section 6 OTHER CONVENIENT FUNCTIONS

- 3** Press the “Cover Mode” key.  
The “Cover Mode” screen will be displayed.

Inch specifications

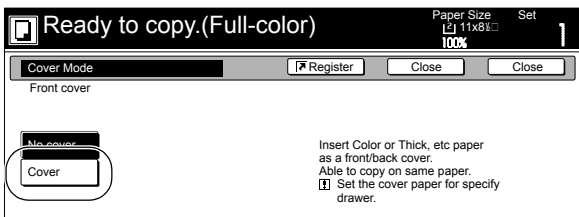


Metric specifications

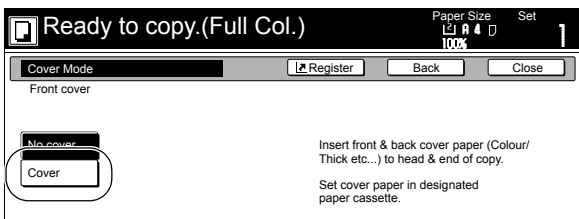


- 4** Press the “Cover” key.  
The screen to make the front cover settings will be displayed.

Inch specifications

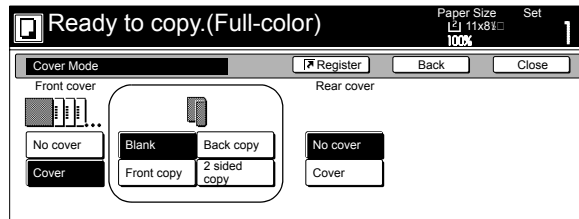


Metric specifications

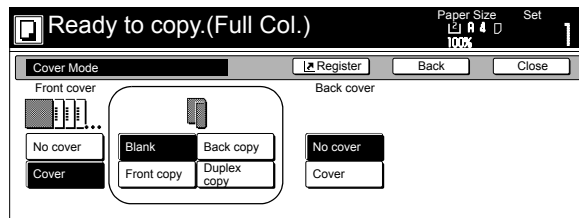


- 5** Select the desired settings for the front cover.

Inch specifications

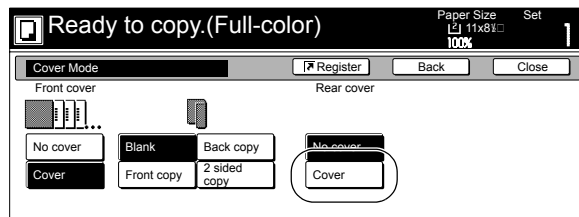


Metric specifications

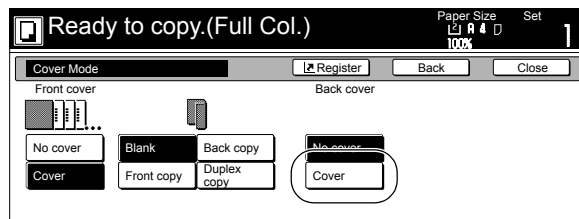


- 6** Press the “Cover” key or the “No cover” key, as appropriate, to select whether or not you want to include a back cover. If you selected “Cover”, the screen to make the back cover settings will be displayed.

Inch specifications

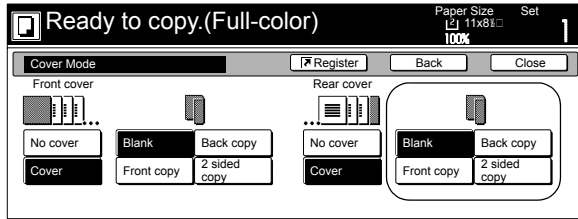


Metric specifications

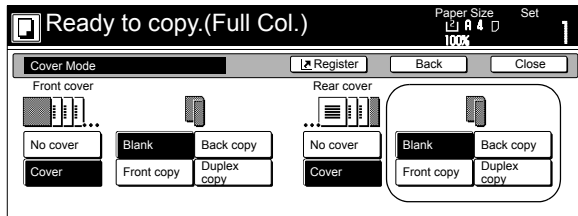


**7** Select the desired settings for the back cover.

Inch specifications



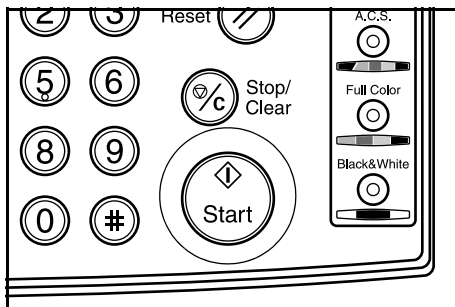
Metric specifications



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

If you set the originals in the optional Document Processor, copying will start automatically.

If you set an original on the platen, a message will be displayed telling you to set the next original. In this case, go to the next step.



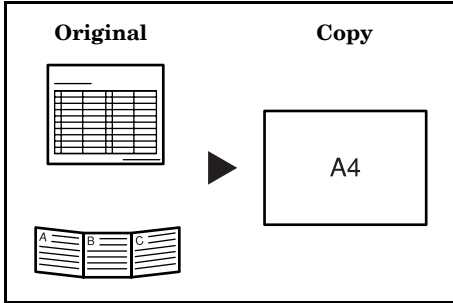
**9** Replace the first original with the next one and press the [Start] key.  
Scanning of that next original will start.

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

## Original size selection mode

With this mode, if you manually select a size for the original, only that size image will be scanned for copying.

Use this mode as well when copying from originals of non-standard sizes.



### NOTES

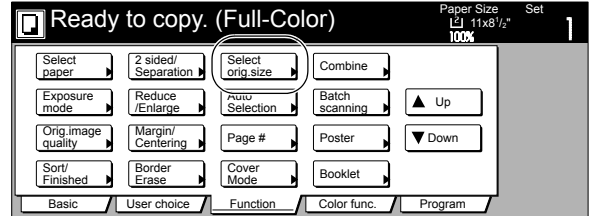
- You can register the size of non-standard originals that you often use as a custom original size. (See “**Original size registration**” on page 7-102.)
- ALWAYS set non-standard sized originals on the platen.
- Once you select the original size under this mode, you can copy with originals set on the platen even with the original cover (or the optional Document Processor) open.
- If this mode is used in combination with the Centering/Image shift mode, you can, for example, have the image of non-standard sized originals centered on standard sized copy paper. (See “**Centering the copy image [Centering/Image shift mode]**” on page 6-15.)

**1** Set the originals to be copied.

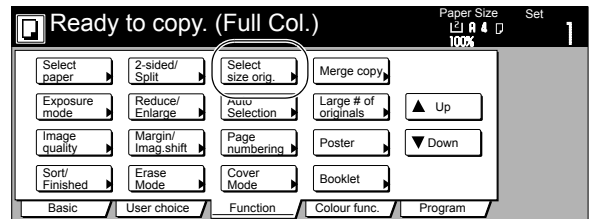
**2** Press the “Function” tab.  
The content of the “Function” tab will be displayed.

**3** Press the “Select orig.size” [“Select size org.”] key.  
The “Select original size” [“Select size original”] screen will be displayed.

Inch specifications



Metric specifications

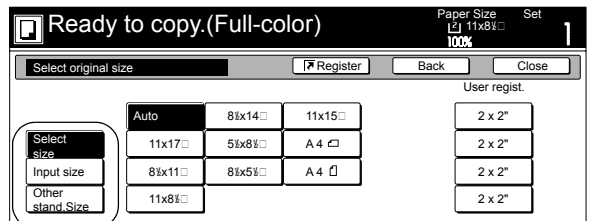


**4** Select the size of the originals.  
If you want to select a standard scanning size, press the key that corresponds to the desired size and then go directly to step 9.

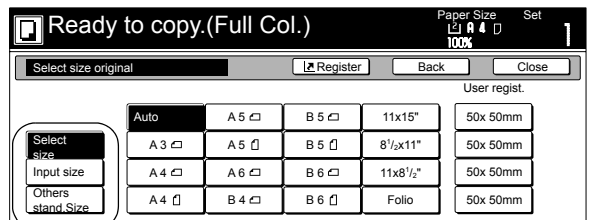
If you want to select a standard size other than those displayed, go to the next step.

If you want to select the dimensions of the scan area manually, go directly to step 7.

Inch specifications



Metric specifications



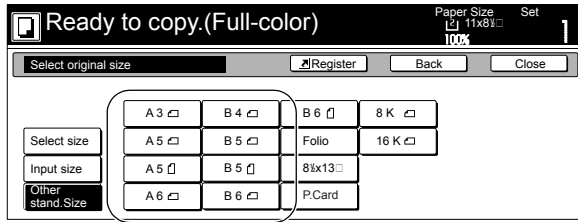
### NOTE

If you have registered a custom original size, you will be able to select that size for use in this mode. (See “**Original size registration**” on page 7-102.)

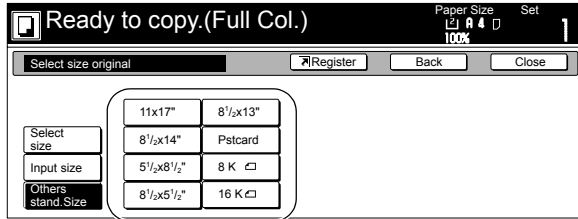
5 Press the “Other stand.Size” [“Others stand.Size”] key.

6 Select the size of the originals and then proceed to step 9.

Inch specifications



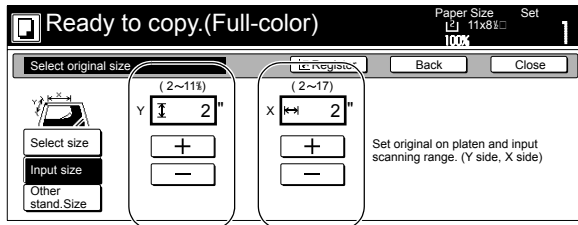
Metric specifications



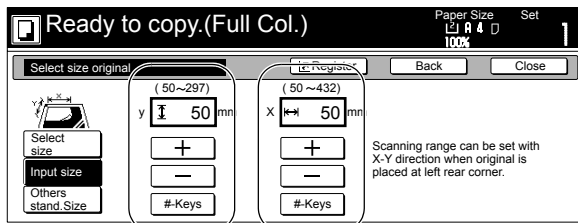
7 Press the “Input size” key.  
The screen to set the dimensions of the scan area will be displayed.

8 Based on the left rear corner of the platen being a setting of “0”, press the “+” key or the “-” key to change the dimensions of the scan area to the desired setting.  
In metric specification copiers, the dimensions can also be entered directly by pressing the “#-Keys” key and then using the keypad.

Inch specifications



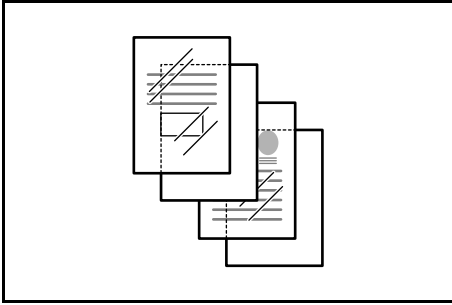
Metric specifications



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

## Feeding paper as a backing sheet for OHP transparencies [Transparency + backing sheet mode]

When 2 or 3 transparencies are piled on top of one another, static electricity can cause problems. This mode automatically places a backing sheet between the transparencies during copying for easy handling. You can also select whether or not to have the image of the original copied onto the backing sheet, or even make multiple copies from the same original.



**IMPORTANT!**

When copying onto transparencies, ALWAYS use the multi-bypass tray.

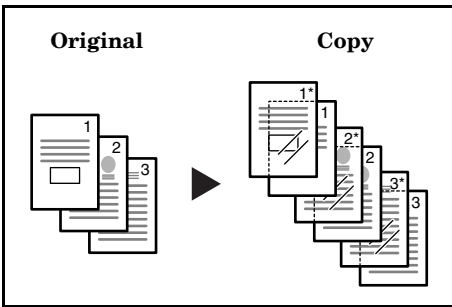


**NOTE**

The optional Memory Copy Board must be installed in order to use this mode or function in standard copiers.

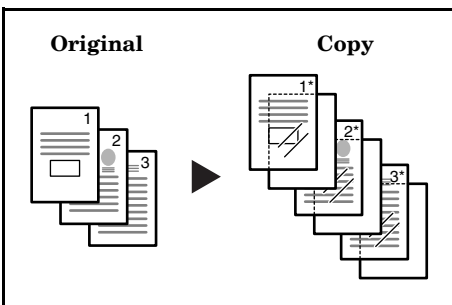
### Copying onto the backing sheet

With this setting, after the original is copied onto the transparency, the same image will be copied onto the backing sheet as well. (The asterisk "\*" in the illustration indicates the transparencies.)



### Leaving the backing sheet blank

With this setting, the original will be copied onto the transparency but the backing sheet will be left blank. (The asterisk "\*" in the illustration indicates the transparencies.)

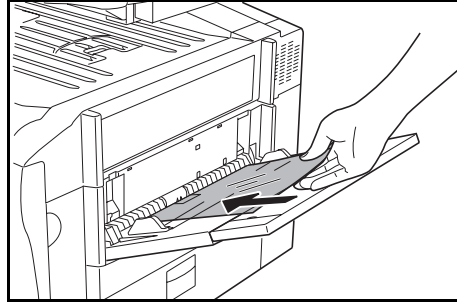


**1**

Set the originals to be copied.

**2**

Set the transparency film on the multi-bypass tray.



**IMPORTANT!**

- Fan through the transparencies before setting them.
- Up to 25 transparencies can be set on the multi-bypass tray at one time.
- Make sure that paper of the same size and orientation as the transparencies has been loaded into a drawer [cassette].

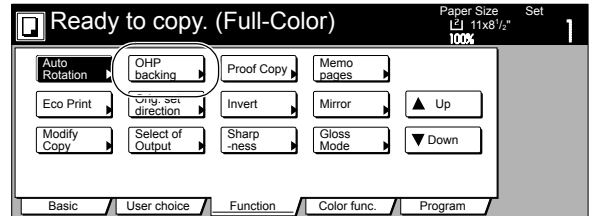
**3**

Press the "Function" tab and then the "▼ Down" key. The content of the next portion of the "Function" tab will be displayed.

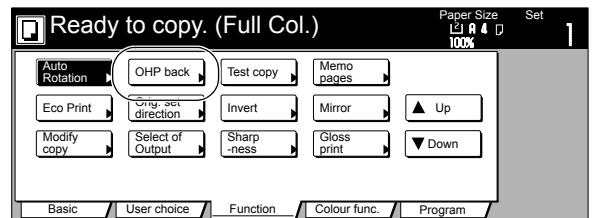
**4**

Press the "OHP backing" ["OHP back"] key. The "OHP backing" ["OHP back"] screen will be displayed.

Inch specifications



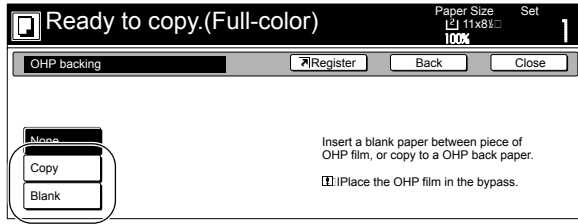
Metric specifications



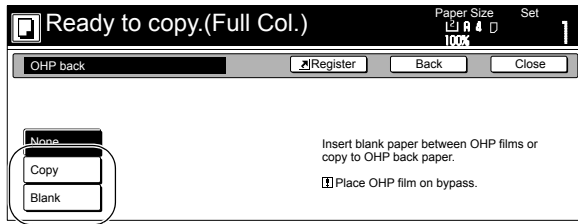


**5** Press the “Copy” key or the “Blank” key, as appropriate.

Inch specifications



Metric specifications

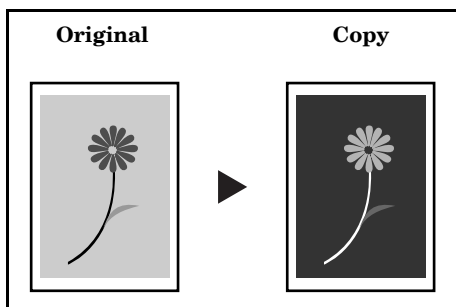


**6** Press the [Start] key.  
Copying will start.

## Inverting black and white AND color [Invert mode]

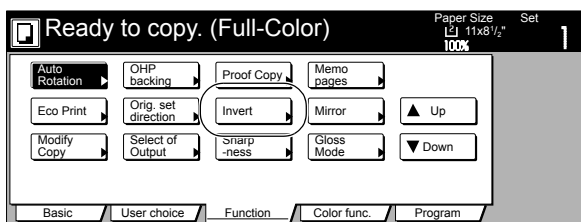
With this mode, you can make copies where the dark and light, as well as the color, areas of the image are inverted (reversed).

\* If multiple inverted copies are being made, "Please wait Now cleaning" may be displayed.

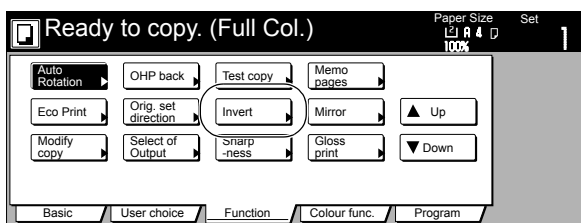


- 1** Set the originals to be copied.
- 2** Press the "Function" tab.  
The content of the "Function" tab will be displayed.
- 3** Press the "▼ Down" key.  
The content of the next portion of the "Function" tab will be displayed.
- 4** Press the "Invert" key.  
The "Invert" screen will be displayed.

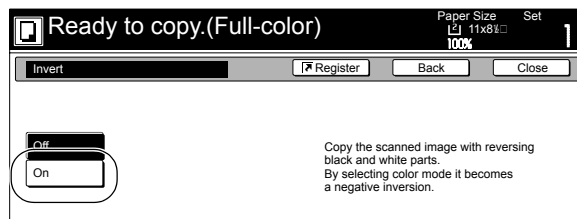
Inch specifications



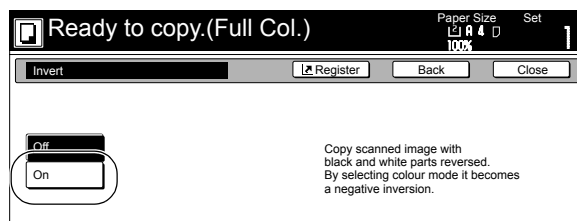
Metric specifications



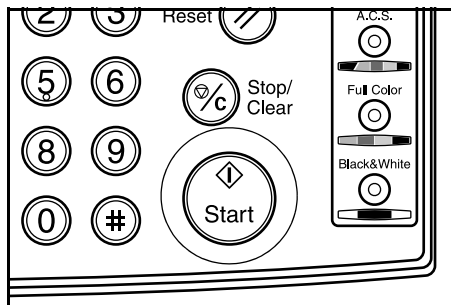
- 5** Press the "On" key.  
Inch specifications



Metric specifications

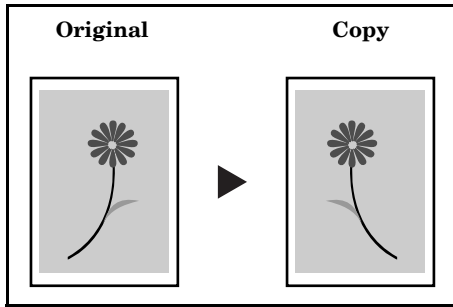


- 6** Press the [Start] key.  
Copying will start.



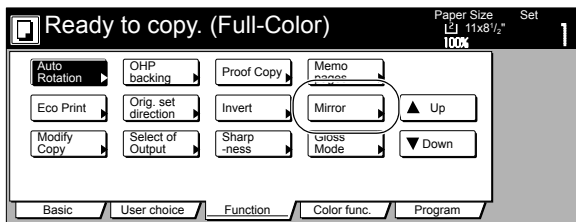
## Making mirror image copies [Mirror image mode]

With this mode, you can make mirror image copies.

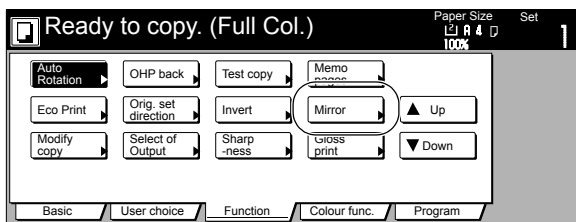


- 1** Set the originals to be copied.
- 2** Press the “Function” tab.  
The content of the “Function” tab will be displayed.
- 3** Press the “▼ Down” key.  
The content of the next portion of the “Function” tab will be displayed.
- 4** Press the “Mirror” key.  
The “Mirror” screen will be displayed.

Inch specifications

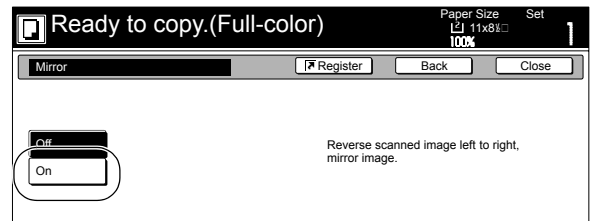


Metric specifications

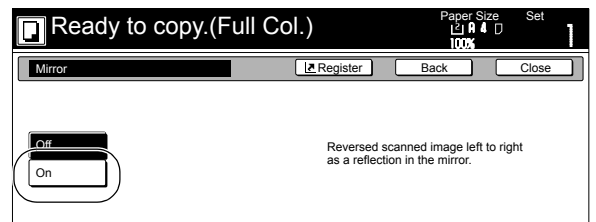


- 5** Press the “On” key.

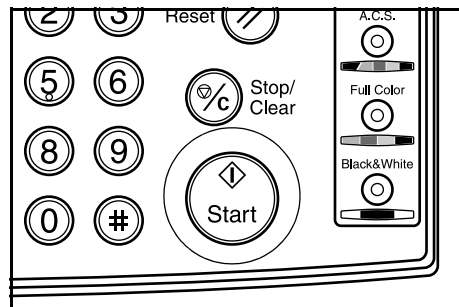
Inch specifications



Metric specifications

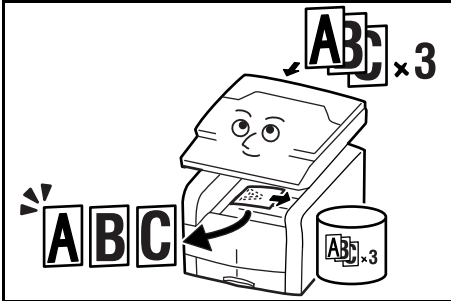


- 6** Press the [Start] key.  
Copying will start.



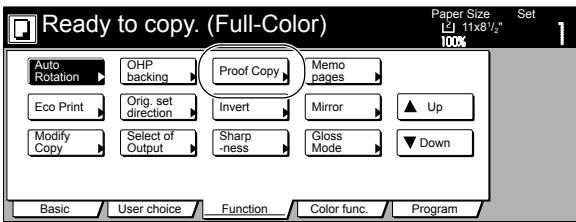
## Making a test copy prior to large volume copying [Proof mode]

With this mode, you can use the same settings to create a single set of test copies in order to verify the results prior to actually starting to make a large number of copies or copy sets. This way, if there is a problem with the copies, you can cancel print out in order to change the settings and eliminate a great majority of miss-copying.

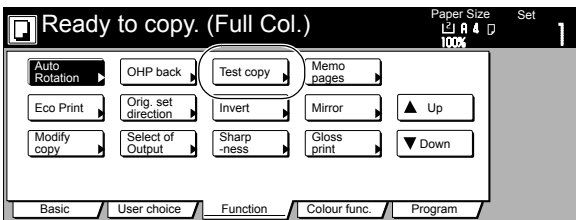


**NOTE**  
The optional Memory Copy Board must be installed in order to use this mode or function in standard copiers.

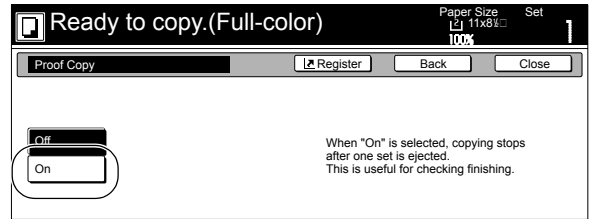
- 1 Set the originals to be copied.
- 2 Press the “Function” tab.  
The content of the “Function” tab will be displayed.
- 3 Press the “▼ Down” key.  
The content of the next portion of the “Function” tab will be displayed.
- 4 Press the “Proof Copy” [“Test copy”] key.  
The “Proof Copy” [“Test copy”] screen will be displayed.  
Inch specifications



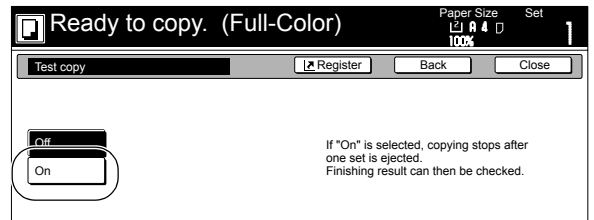
Metric specifications



- 5 Press the “On” key.  
Inch specifications



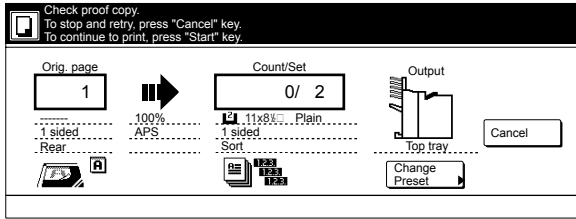
Metric specifications



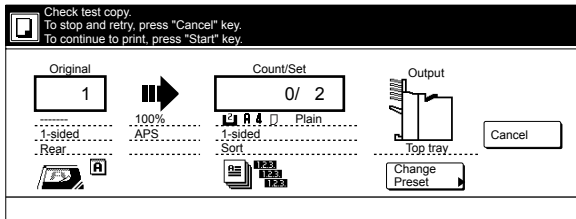
- 6 Press the [Start] key.  
Copying will start.  
If a message appears telling you to set the next original, go to the next step.
- 7 Replace the first original with the next one and press the [Start] key.  
Scanning of that next original will start.
- 8 Once you have finished scanning all of the originals, press the “Scanning finished” key.  
Copying of the test copy set will start.

- 9** Once the test copy set is complete, a screen will be displayed in order to verify whether or not you want to make the initially designated number of copy sets at the present settings, and the copier will enter a waiting-to-copy state. Check the test copies.

Inch specifications



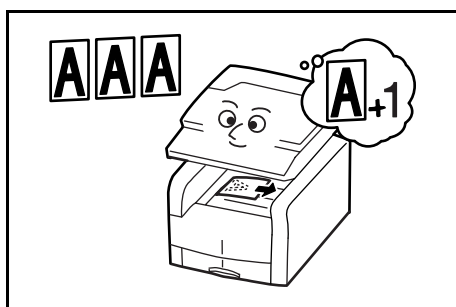
Metric specifications



- If there is no problem with the copies  
Press the [Start] key and copying of the initially designated number of copy sets will start. If you want to change the number of copies to be made, press the "Change Preset" key and enter the actual number of copies you do want to make.
- If there is some problem with the copies  
Press the "Cancel" key to cancel the copy job and start the procedure from the beginning.

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

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



### NOTES



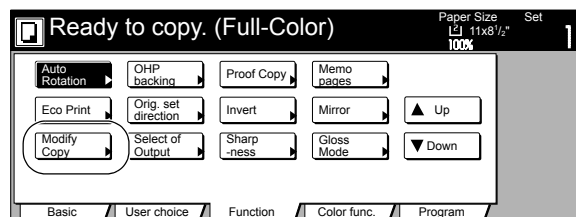
- Only one set of originals can be saved at one time for repeat copying. Once you scan in new originals for repeat copying, the data for the old originals will be deleted.
- All data for repeat copying will be deleted in cases such as when the power switch is turned OFF or the optional scanner functions of the copier are used.
- The optional Memory Copy Board must be installed in order to use this mode or function in standard copiers.
- You can prohibit repeat copying as well as make repeat copying the default setting in the initial mode. (See "Repeat copying ON/OFF" on page 7-95.)

## Registering a copy job for repeat copying

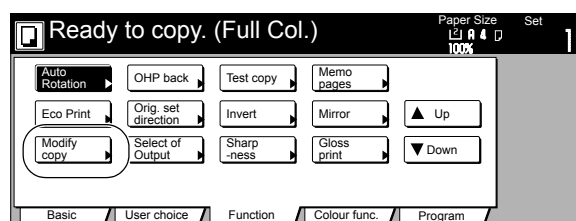
- 1 Set the originals to be copied.
- 2 Press the "Function" tab.  
The content of the "Function" tab will be displayed.
- 3 Press the "▼ Down" key.  
The content of the next portion of the "Function" tab will be displayed.

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

Inch specifications

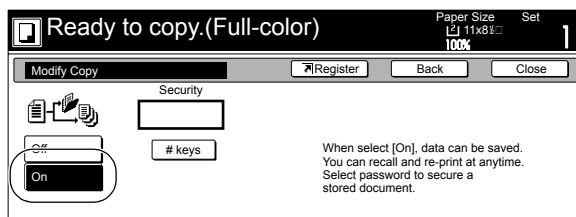


Metric specifications

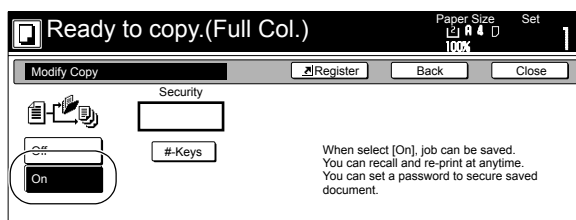


- 5 Press the "On" key.

Inch specifications



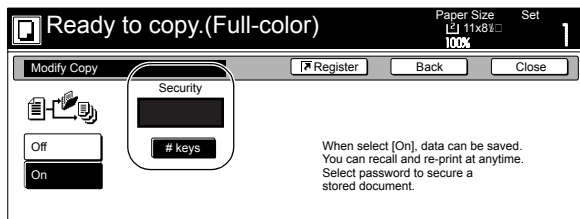
Metric specifications



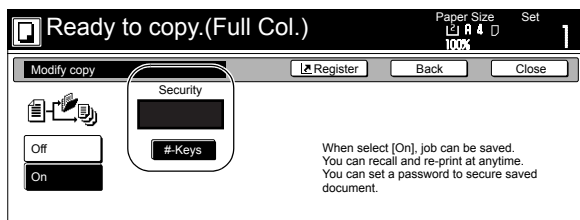
If you want to register a security code, go to the next step. If you do NOT want to register a security code, go directly to step 7.

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

Inch specifications



Metric specifications

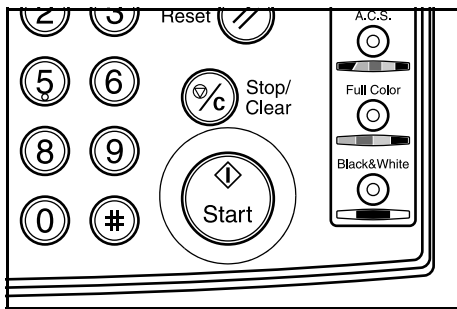


**NOTES**

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

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

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



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

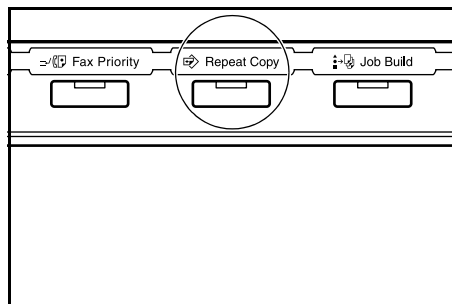
- Once you have finished scanning all of the originals, press the “Scanning finished” key. Copying will start.

**Printing out with the repeat copy mode**

By pressing the [Repeat Copy] key you can access the “Modify copy” screen and verify the content of the registered copy job. You can print out the first page of that copy job, reprint the full job or delete the data for that job.

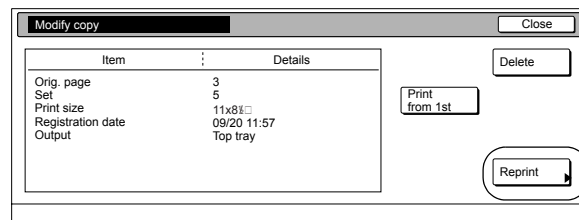
**Reprinting a registered copy job**

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

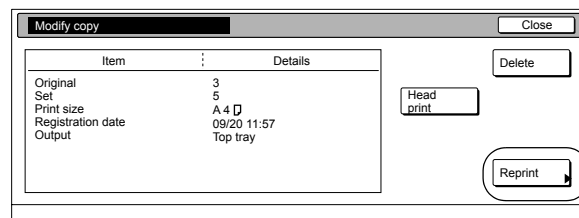


- Press the “Reprint” key.

Inch specifications



Metric specifications



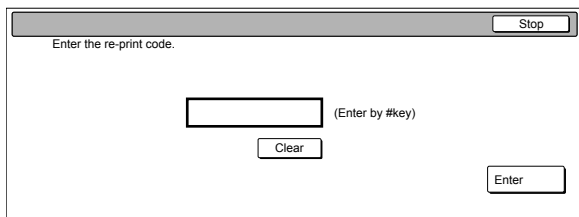
If you designated a security code when you registered the copy job for repeat copying, the code input screen will be displayed. In this case, go to the next step.

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

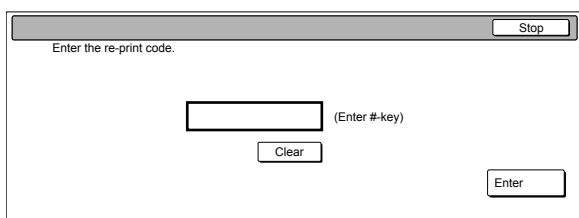
## Section 6 OTHER CONVENIENT FUNCTIONS

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

Inch specifications



Metric specifications



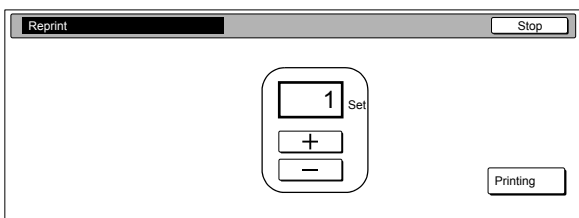
### NOTES



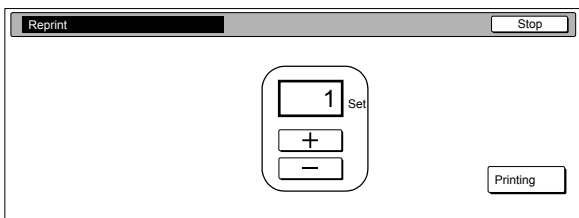
- To reenter a mistaken security code, press the “Clear” key.
- If you press the “Stop” key, the touch panel will return to the screen in step 2.

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

Inch specifications



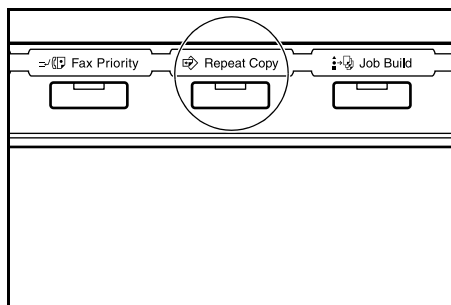
Metric specifications



- 5** Press the “Printing” key. Print out will start.

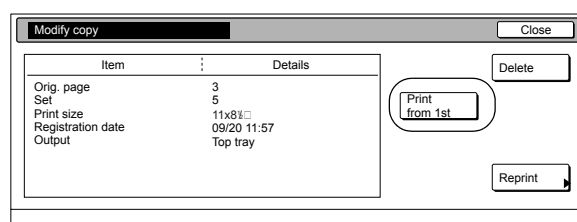
## Printing out the first page of a registered copy job

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

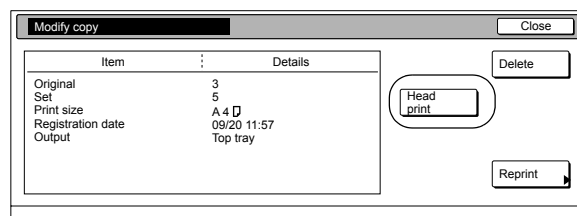


- 2** Press the “Print from 1st” [“Head print”] key.

Inch specifications



Metric specifications



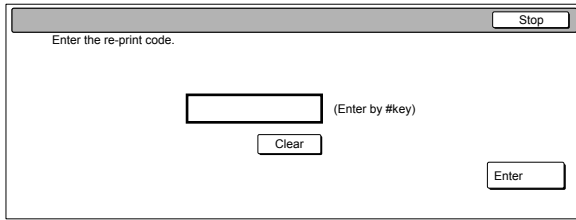
If you designated a security code when you registered the copy job for repeat copying, the code input screen will be displayed. In this case, go to the next step.

If you did NOT designate a security code when you registered the copy job for repeat copying, print out of the first page of that job will start.

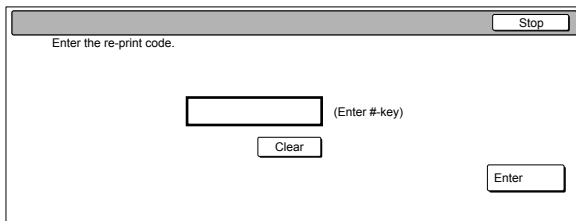


- Use the keypad to enter the appropriate security code and then press the “Enter” key. If the entered code matches the registered one, print out of the first page of the registered copy job will start.

Inch specifications

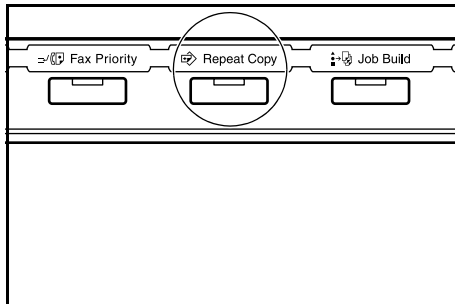


Metric specifications



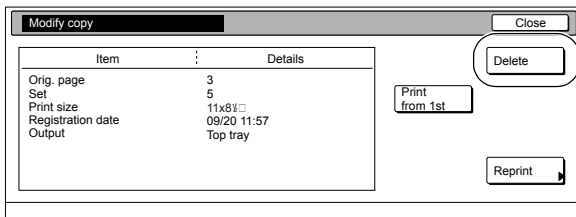
### Deleting a registered copy job

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

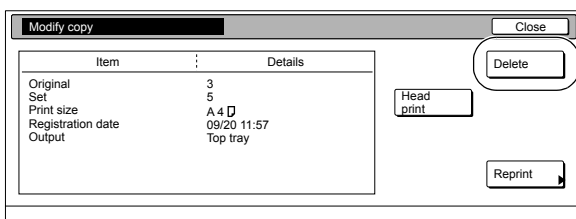


- Press the “Delete” key. A verification screen will be displayed.

Inch specifications

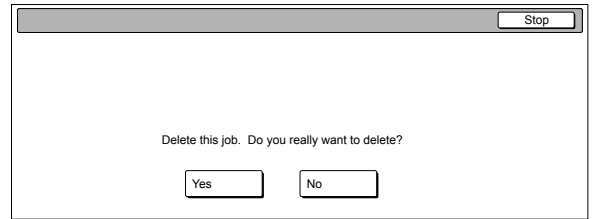


Metric specifications

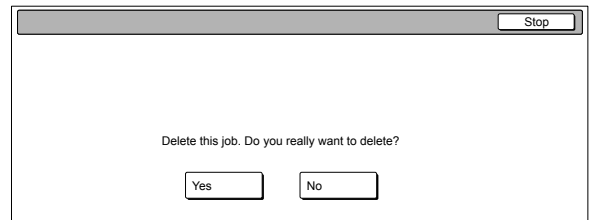


- Press the “Yes” key or the “No” key, as appropriate.

Inch specifications



Metric specifications

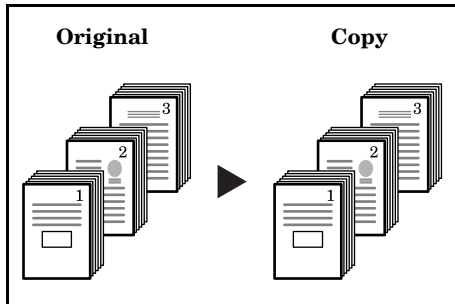


If you selected “Yes”, the job data will be delete and the touch panel will return to the contents of the “Basic” tab.

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

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

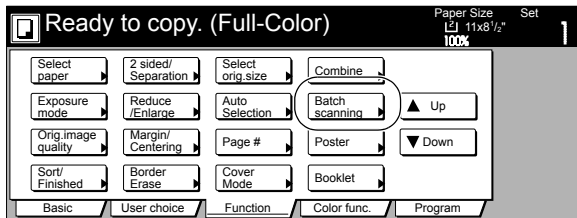
With this mode, you can scan multiple sets of originals and then have them all copied at the same time. Scan one set of originals of the same type and then register that as a single step in the copy job, and you can copy an extremely large volume of originals in one batch.



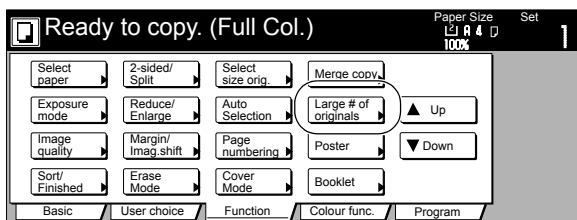
**NOTE**  
The optional Memory Copy Board must be installed in order to use this mode or function in standard copiers.

- 1 Set the originals to be copied.
- 2 Press the “Function” tab.  
The content of the “Function” tab will be displayed.
- 3 Press the “Batch scanning” [“Large # of originals”] key.  
The “Continuous scanning” [“Multiple scanning”] screen will be displayed.

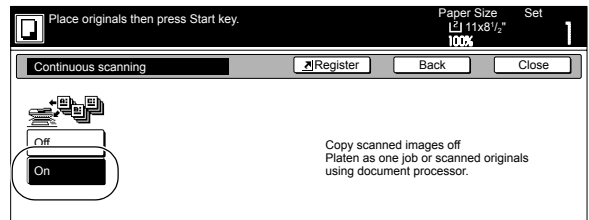
Inch specifications



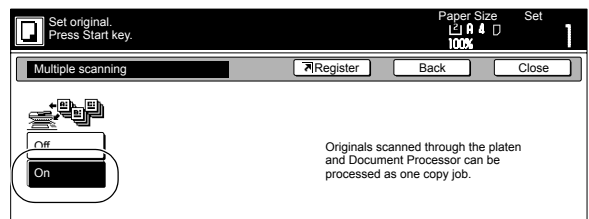
Metric specifications



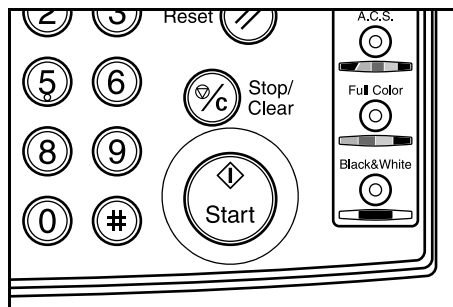
- 4 Press the “On” key.  
Inch specifications



Metric specifications



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

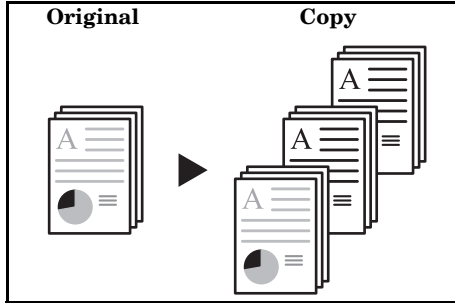


- 6 Replace the first original with the next one and press the [Start] key.  
Scanning of those next originals (the next step in the copy job) will start.

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

## Making both color AND black & white copies at the same time [Color/BW selection mode]

This mode is convenient when you do not necessarily need all of the copies to be in color, and some of them can be made in black and white.

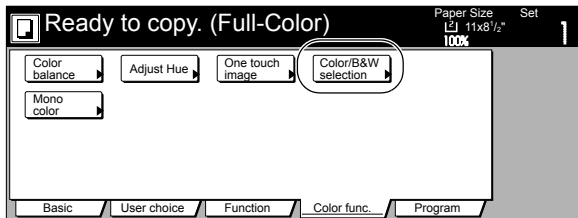


**NOTE**

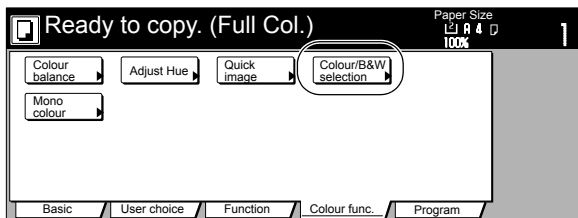
The optional Memory Copy Board must be installed in order to use this mode or function in standard copiers.

- 1** Set the originals to be copied.
- 2** Press the “Color func.” [“Colour func.”] tab. The content of the “Color func.” [“Colour func.”] tab will be displayed.
- 3** Press the “Color/B&W selection” [“Colour/B&W selection”] key. The “Color/B&W selection” [“Colour/B&W selection”] screen will be displayed.

Inch specifications

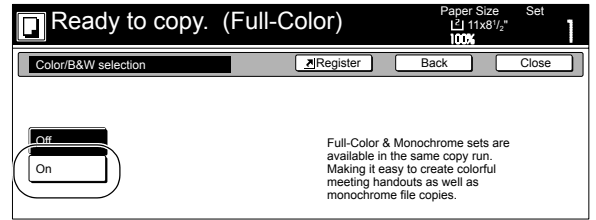


Metric specifications

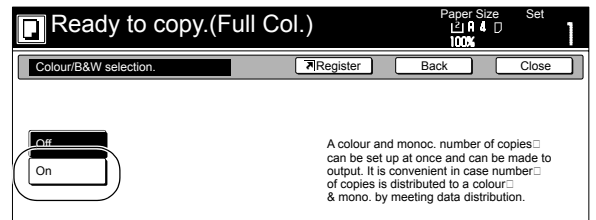


- 4** Press the “On” key.

Inch specifications

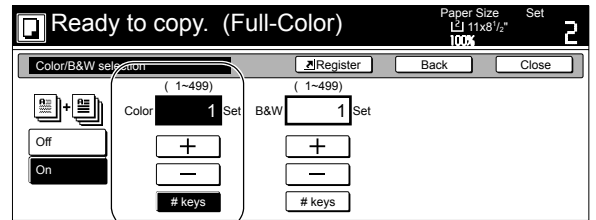


Metric specifications

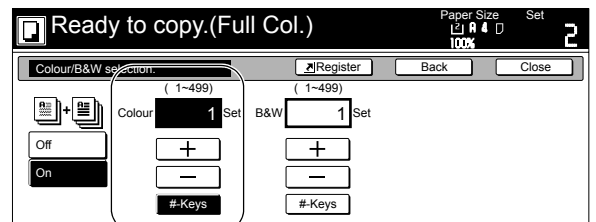


- 5** Press the left side “+” key or the “-” key to select the number of color copies (or copy sets) you want to make. The desired number of color copies can also be entered directly by pressing the left side “# keys” [“#-Keys”] key and then using the keypad.

Inch specifications



Metric specifications

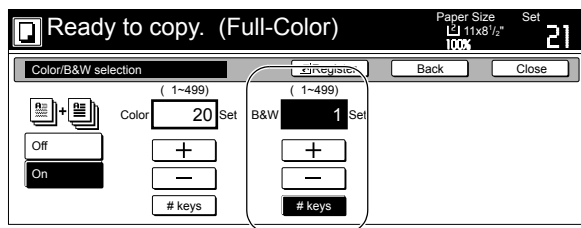


## Section 6 OTHER CONVENIENT FUNCTIONS

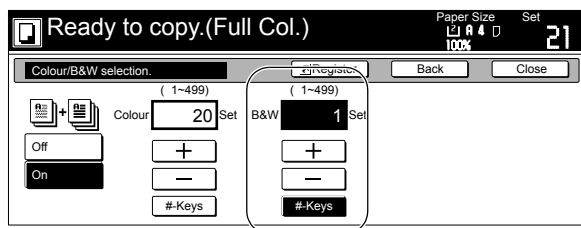
- 6** Press the right side “+” key or the “-” key to select the number of black and white copies (or copy sets) you want to make.

The desired number of black and white copies can also be entered directly by pressing the right side “# keys” [“#-Keys”] key and then using the keypad.

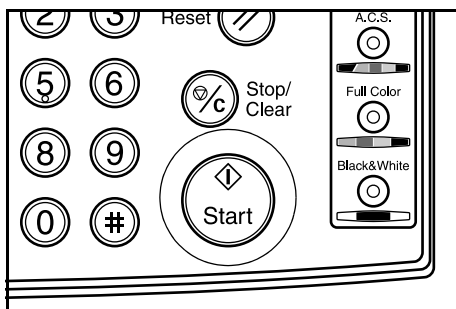
Inch specifications



Metric specifications



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



## Adjusting the sharpness

This setting adjusts the contours of the image. When, for example, copying originals that were written in pencil, if the text or lines are blurred or broken, increase the sharpness setting (select a plus value) and the text and lines should be copied more clearly. When copying pictures from magazines and the like where the dots in the photograph are evident and a moiré effect occurs (the phenomenon where the dots do not appear to be lined up properly but seem to be grouped together in patterns), decrease the sharpness (select a minus value) to lighten the contours and reduce the moiré effect.

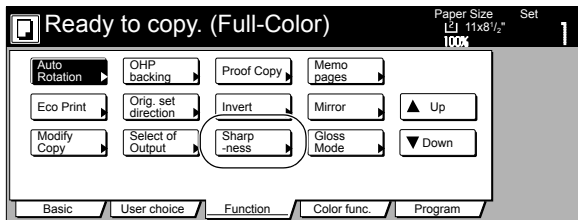


**NOTE**

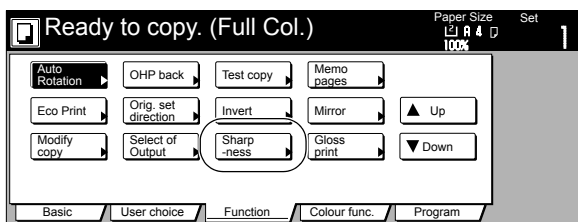
For a sample of copies made with an adjusted sharpness, see “Adjusting the sharpness” on page iv.

- 1 Set the originals to be copied.
- 2 Press the “Function” tab.  
The content of the “Function” tab will be displayed.
- 3 Press the “▼ Down” key.  
The content of the next portion of the “Function” tab will be displayed.
- 4 Press the “Sharpness” key.  
The “Sharpness” screen will be displayed.

Inch specifications

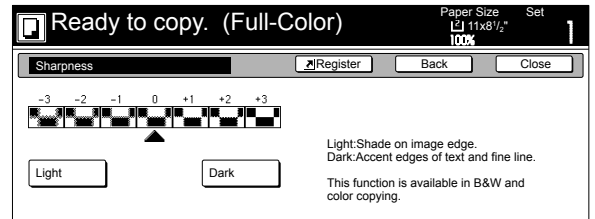


Metric specifications

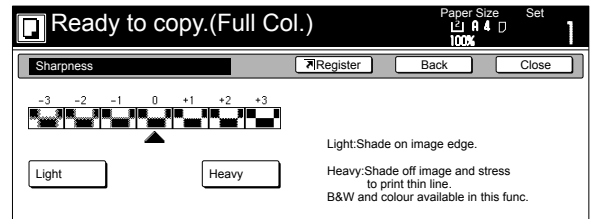


- 5 Use the “Dark” [“Heavy”] key or the “Light” key to adjust the sharpness as desired.

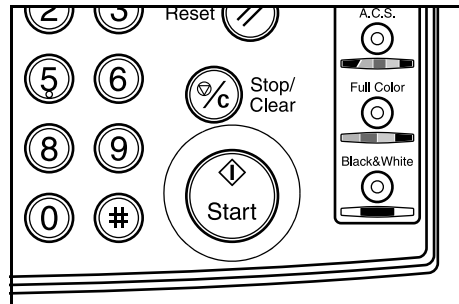
Inch specifications



Metric specifications



- 6 Press the [Start] key.  
Copying will start.

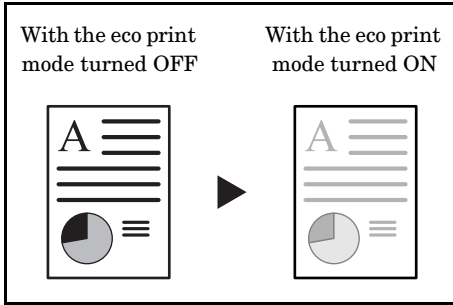


## Saving on toner use [Eco print mode]

With this mode, you can reduce the amount of toner that is used to make the copies.

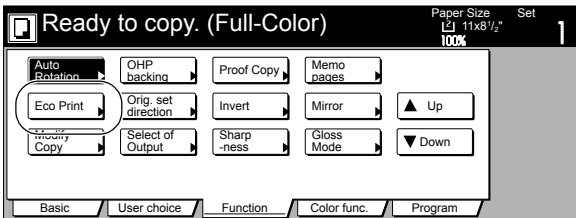
Use this mode with, for example making test copies, when you do not especially need to print out high quality copies. You can also make the eco print mode the default setting in the initial mode. (See “Eco print mode ON/OFF” on page 7-75.)

\* Images will be printed out relatively lighter than normal.

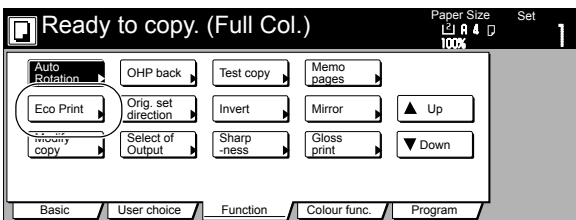


- 1 Set the originals to be copied.
- 2 Press the “Function” tab.  
The content of the “Function” tab will be displayed.
- 3 Press the “▼ Down” key.  
The content of the next portion of the “Function” tab will be displayed.
- 4 Press the “Eco print” key.  
The “Eco print” screen will be displayed.

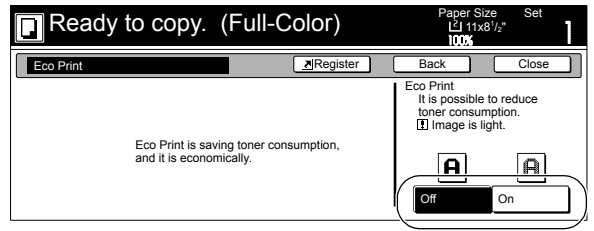
Inch specifications



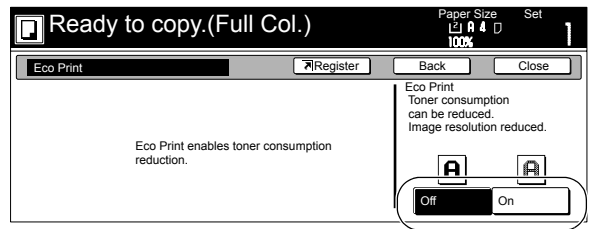
Metric specifications



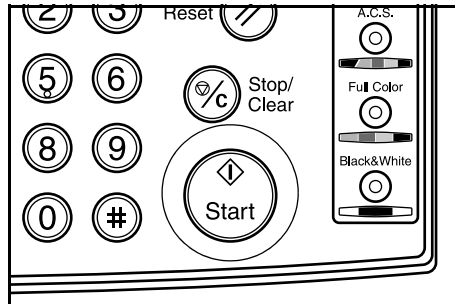
- 5 Press the “Off” key or the “On” key, as appropriate.  
Inch specifications



Metric specifications



- 6 Press the [Start] key.  
Copying will start.

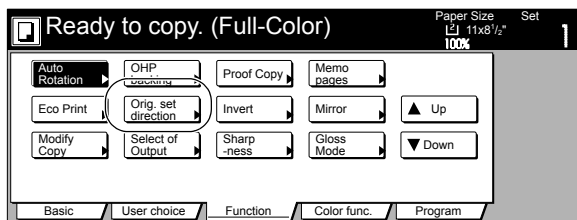


## Original set direction

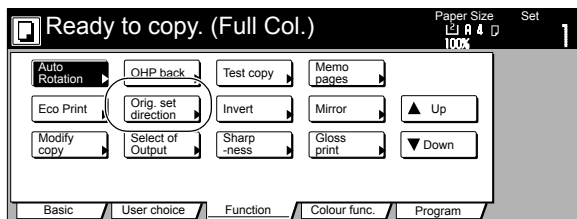
It is necessary to specify the direction in which the originals were set whenever you use the 2-sided copy modes, the page separation/split copy modes, the margin mode, the centering/image shift mode, the memo mode, the border erase modes, the combine/merge copy modes, the print page numbers mode, the booklet/stitching mode, the auto selection/filing mode (optional), the staple mode (optional) and the punch mode (optional). You can also use the following procedure to perform the setting as well.

- 1** Press the “Function” tab.  
The content of the “Function” tab will be displayed.
- 2** Press the “▼ Down” key.  
The content of the next portion of the “Function” tab will be displayed.
- 3** Press the “Orig.set direction” key.  
The “Orig.set direction” screen will be displayed.

Inch specifications

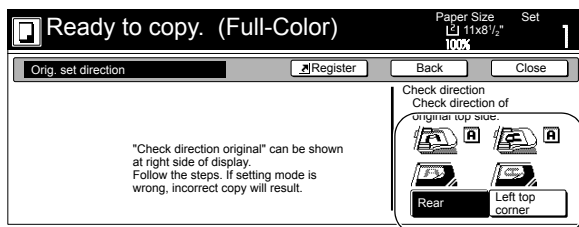


Metric specifications

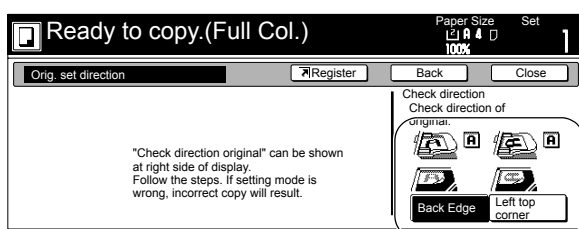


- 4** Press the “Rear” [“Back Edge”] key or the “Left top corner” key, as appropriate.

Inch specifications



Metric specifications



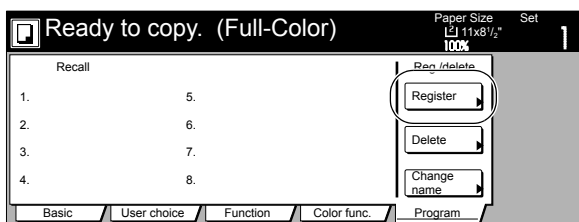
## Memorizing frequently used settings [Program function]

Up to eight combinations of copy modes and other functions displayed on the operation panel can be registered as a single program using this function. You can also register a name for each registered program.

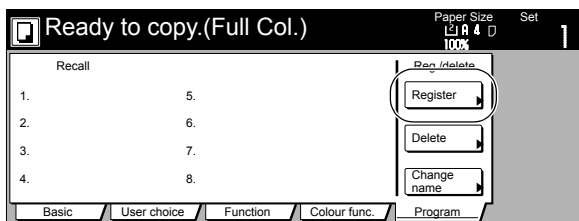
### Registering a program

- 1 Set the desired copy modes, etc., to be registered.
- 2 Press the “Program” tab.  
The content of the “Program” tab will be displayed.
- 3 Press the “Register” key.

Inch specifications



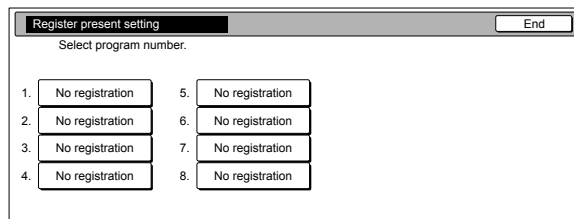
Metric specifications



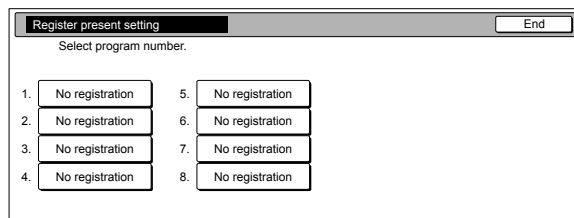
- 4 Press any key that is marked “No registration” and that corresponds to the program key (1 - 8) under which you want to register the settings.

The screen to register a name for that program will be displayed.

Inch specifications

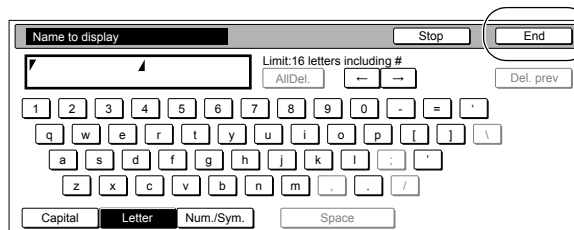


Metric specifications

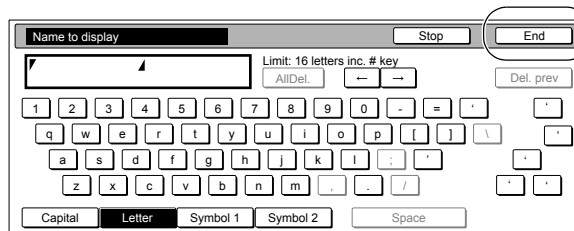


- 5 Use the displayed keyboard to enter the desired name and then press the “End” key.

Inch specifications



Metric specifications



**NOTE**

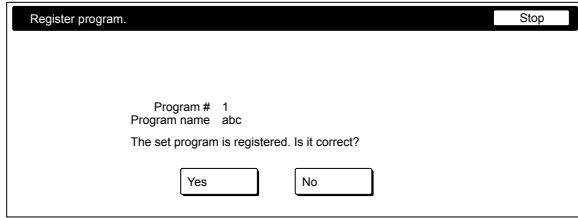
Refer to “Entering characters” on page 7-119 for information on entering characters.



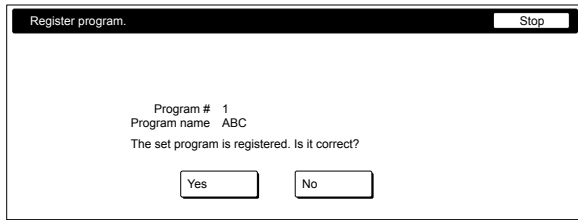
**6** Press the “Yes” key or the “No” key, as appropriate. If you selected “Yes”, the selected program will be registered and the touch panel will return to the screen in step 3.

Copying is now possible using the settings that were registered under that program.

Inch specifications



Metric specifications

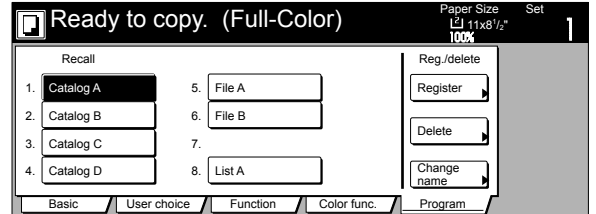


## Using programmed settings to make copies

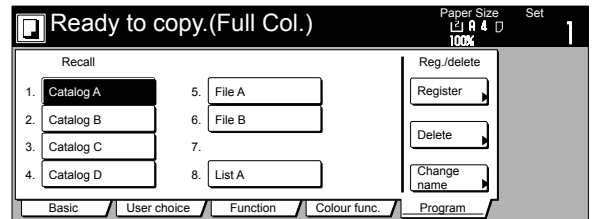
**1** Press the “Program” tab. The content of the “Program” tab will be displayed.

**2** Press the program key under which the settings that you want to use are registered.

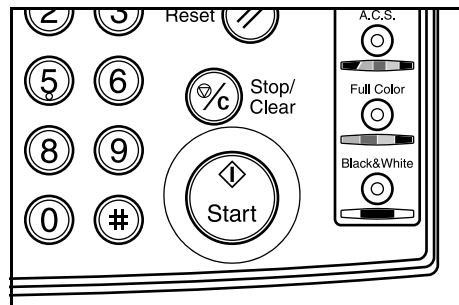
Inch specifications



Metric specifications



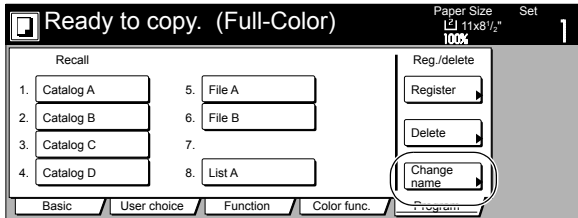
**3** Set the originals to be copied and press the [Start] key. Copying will start using the settings that were registered under that program.



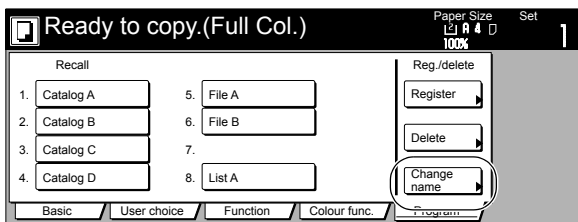
## Changing a registered program name

**1** Press the “Program” tab.  
The content of the “Program” tab will be displayed.

**2** Press the “Change name” key.  
Inch specifications

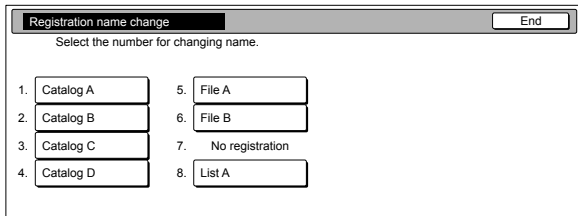


Metric specifications

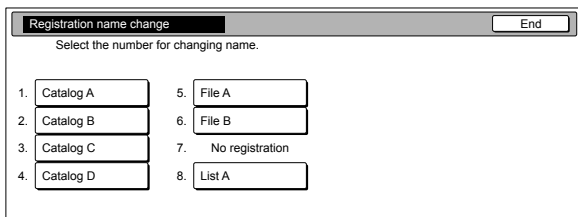


**3** Press the program key (1 - 8) for which you want to change the registered name.  
The screen to register a name for that program will be displayed.

Inch specifications

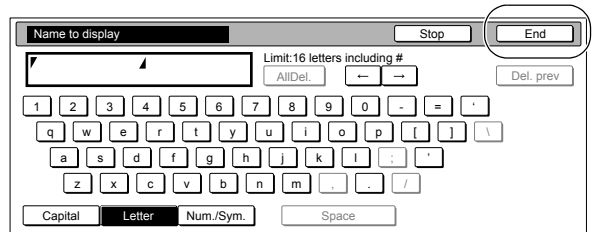


Metric specifications

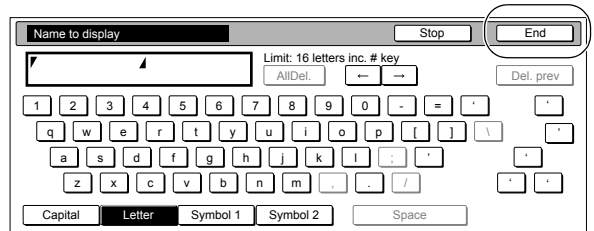


**4** Once you have deleted the old name and entered the new one, press the “End” key.

Inch specifications



Metric specifications



**NOTE**

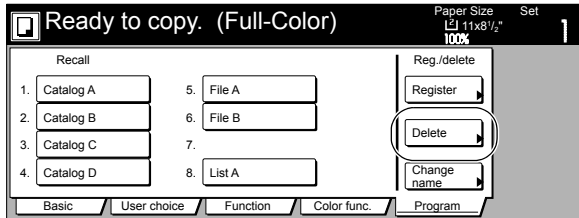
Refer to “Entering characters” on page 7-119 for information on entering characters.

**5** Once “The set program is registered. Is it correct?” is displayed, check the entered name and, if it is correct, press the “Yes” key.  
The touch panel will return to the screen in step 2.

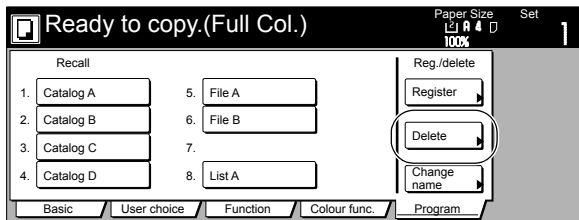
## Deleting a registered program

**1** Press the “Program” tab.  
The content of the “Program” tab will be displayed.

**2** Press the “Delete” key.  
Inch specifications

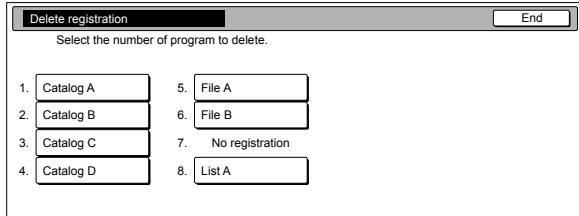


Metric specifications

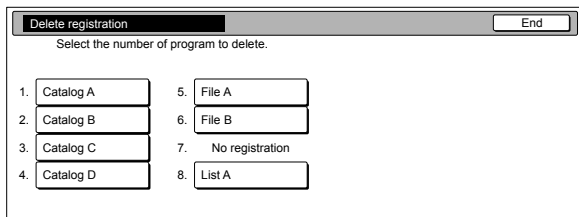


**3** Press the program key (1 - 8) that corresponds to the program that you want to delete.

Inch specifications

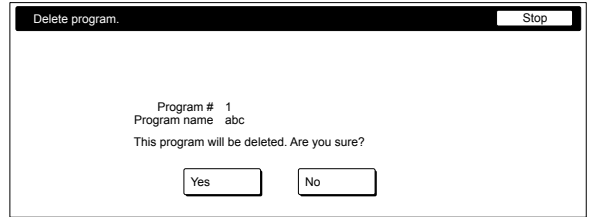


Metric specifications

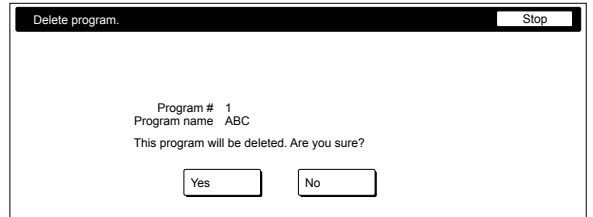


**4** Press the “Yes” key or the “No” key, as appropriate.

Inch specifications



Metric specifications



If you selected “Yes”, the selected program will be deleted and the touch panel will return to the screen in step 2. If you selected “No”, the touch panel will return to the screen in step 3 without deleting the selected program.

## Registration keys

You can register up to 3 functions and/or modes, from among those displayed in the “Function” tab, under the registration keys. The functions and modes in the “Basic” tab and the “User choice” tab can be registered under registration keys as well.

### Registering a function or mode under a registration key

Perform the following procedure when you want to register a function or mode under a registration key.

To register a function or mode under a registration key, refer to the following sample procedure (which shows how to register the “4 in 1” combine/merge copy mode under a registration key).



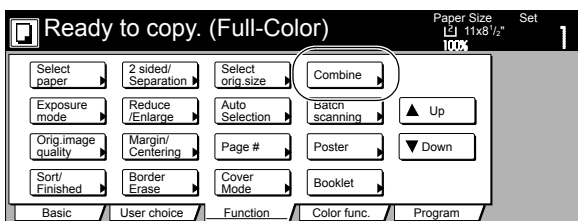
#### IMPORTANT!

In order to register functions and/or modes under registration keys, you must first turn the setting ON under “Registration keys ON/OFF” on page 7-96.

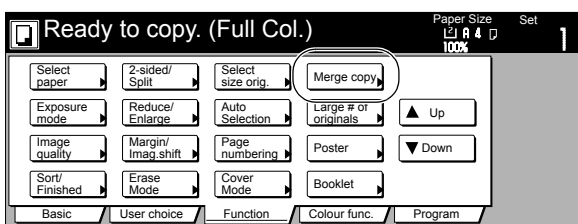
**1** Press the “Function” tab.  
The content of the “Function” tab will be displayed.

**2** Press the “Combine” [“Merge copy”] key.  
The “Combine” [“Merge copy”] screen will be displayed.

Inch specifications

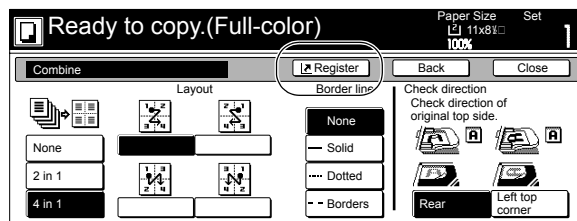


Metric specifications

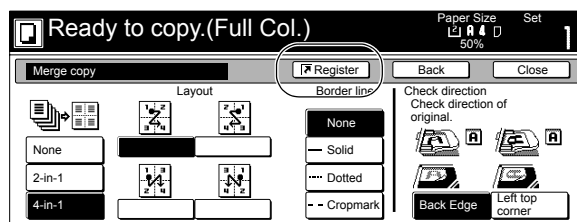


**3** Press the “4 in 1” [“4- in-1”] key and then the “Register” key.

Inch specifications



Metric specifications



**4** In the “Register” screen, press the “Register” key once again.

The screen to register functions and/or modes under registration keys will be displayed.

Inch specifications



Metric specifications



- 5** Press the registration key under which you want to register the function.  
 “Register this selecting mode. OK?” will be displayed.

Inch specifications

Metric specifications

- 6** Press the “Yes” key.  
 The “Combine” [“Merge copy”] screen will be displayed again.

Inch specifications

Metric specifications



**NOTE**

If, in the screen to register functions and/or modes under registration keys, you select a previously registered key, the following screen will be displayed.

Inch specifications

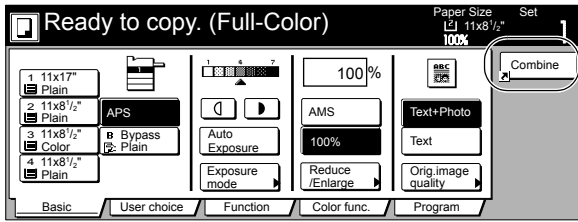
Metric specifications

If you selected “Yes”, the selected function will be registered under the registration key.  
 If you selected “No”, the touch panel will return to the screen in step 5 without registering the selected function.

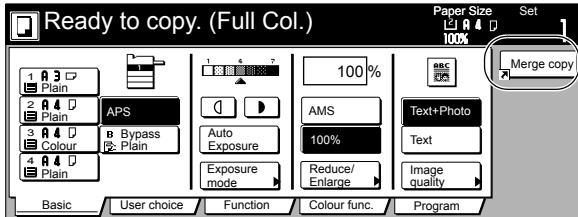
## Section 6 OTHER CONVENIENT FUNCTIONS

- 7** Press the “Close” key. The “Combine” [“Merge copy”] key will now appear on the right side of the touch panel as a registration key.

Inch specifications



Metric specifications



### NOTE

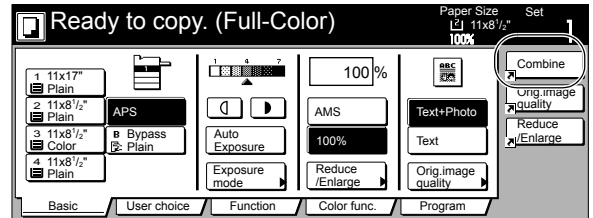
The functions and modes in the “Basic” tab and the “User choice” tab can be registered under registration keys as well. A “Register” key will be displayed in the screen for those function and modes which can be registered under the registration keys.

## Deleting a registration key

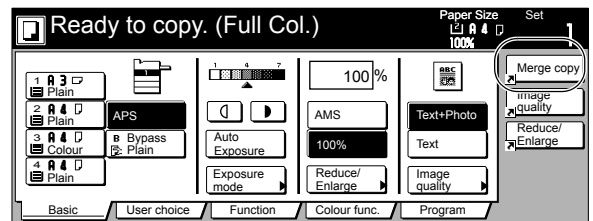
Perform the following procedure when you want to delete a registration key.

- 1** Press the registration (to the right of the “Basic” tab) that you want to delete. (Example: “Combine” [“Merge copy”]) The “Combine” [“Merge copy”] screen will be displayed.

Inch specifications



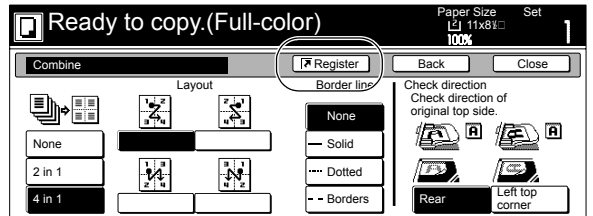
Metric specifications



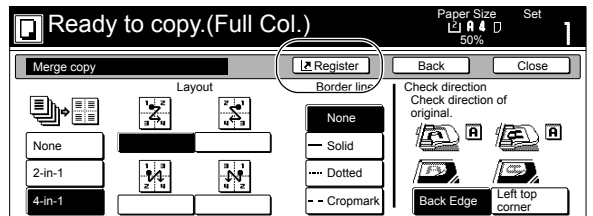
- 2** In the resulting screen for that function or mode (example: the “Combine” [“Merge copy”] screen), press the “Register” key.

The “Register” screen will be displayed.

Inch specifications



Metric specifications



- 3** In the “Register” screen, press the “Delete” key once again. The screen to delete registration keys will be displayed.

Inch specifications

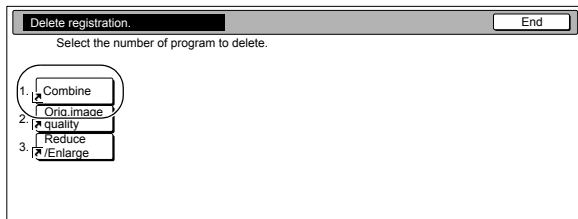


Metric specifications

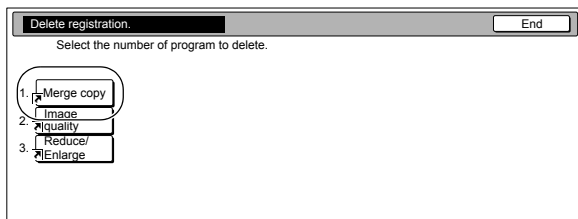


- 4** Press the registration key (1 - 3) that corresponds to the program that you want to delete. “Are you sure you want to delete?” will be displayed.

Inch specifications

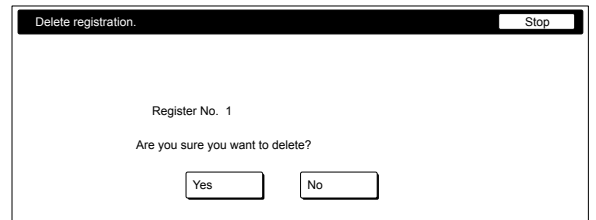


Metric specifications

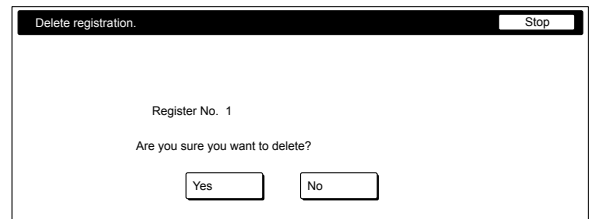


- 5** Press the “Yes” key. The “Combine” [“Merge copy”] screen will be displayed again.

Inch specifications

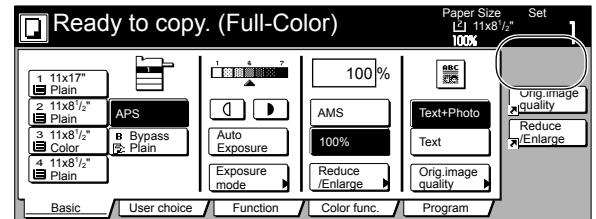


Metric specifications

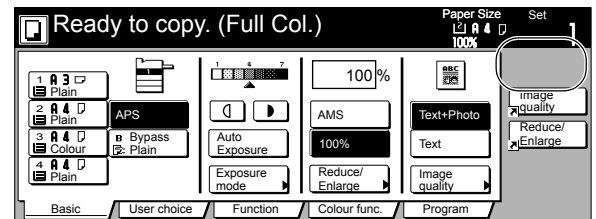


- 6** Press the “Close” key. The “Combine” [“Merge copy”] key will be deleted from on the right side of the touch panel.

Inch specifications

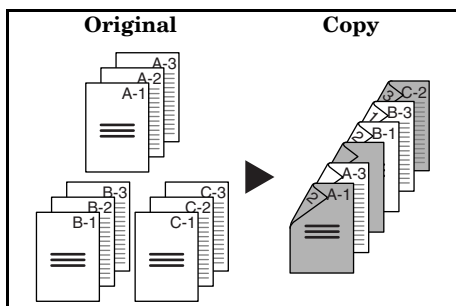


Metric specifications



## Easily add covers and insert sheets between various sets of originals in one operation [Job build mode]

The job build function enables you to scan different sets of originals into memory in separate steps and then copy them all at one time. Each set of scanned originals is then seen as one step in the copy process and you can select different copy modes for each step (enlarge/reduce, border erase, original type [2-sided originals, 1-sided originals or open-faced book originals]). You can choose to have a blank sheet of paper fed in between each set of originals, as well as have front and rear covers included for the full set, AND do this all during 2-sided copying!



**NOTE**

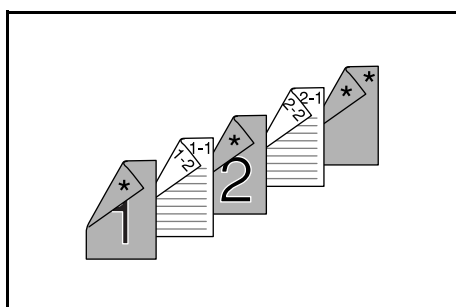
The optional Memory Copy Board must be installed in order to use this mode or function in standard copiers.

### Using the job build mode

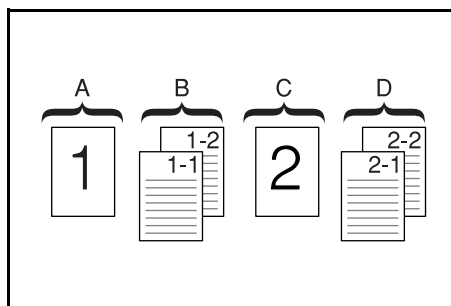
The following procedure shows one way of using the job build mode and explains how to perform that operation under the situation indicated in the examples below.

[Example]

<Finished copies> (The asterisk "\*" in the illustration indicates the blank sheets.)



<Originals>

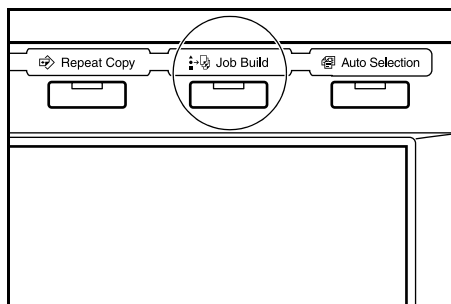


**NOTE**

This procedure will assume that the color paper to be used as the front cover is loaded in cassette No.2 in the optional paper feeder, and that there is plain copy paper loaded in cassette No.3 in the optional Paper Feeder.

### Step 1: Accessing the "Job build" screen

- 1 Press the [Job build] key. The "Job build" screen will be displayed.



### Making the settings that apply to all steps

First, the settings for the 2-sided copy modes and the repeat copy mode must be made.



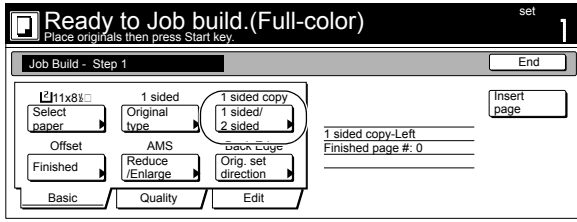
**NOTES**

- The repeat copy mode is used to enable you to make an additional number of copy sets later.
- It is also possible to select other settings and functions, as desired, besides those given in the example procedure. (See "Selecting the settings and functions" on page 6-73.)

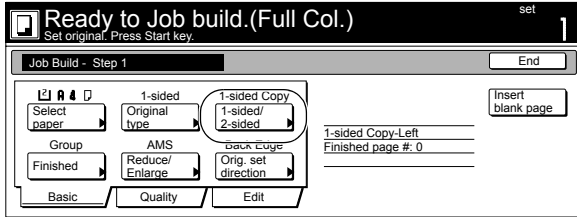


- 2** Press the “1 sided/2 sided” [“1-sided/2-sided”] key.  
The “1 sided/2 sided copy” [“1-sided/2-sided copy”] screen will be displayed.

Inch specifications

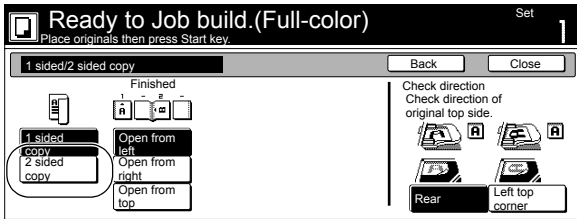


Metric specifications

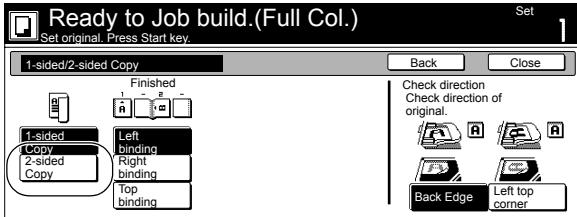


- 3** Press the “2 sided copy” [“2-sided Copy”] key and then press the “Open from left” [“Left binding”] key.  
Finally, press the “Close” key. The touch panel will return to the screen in step 2.

Inch specifications

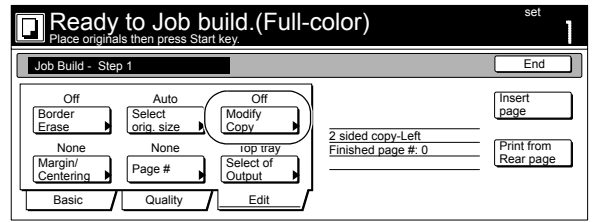


Metric specifications

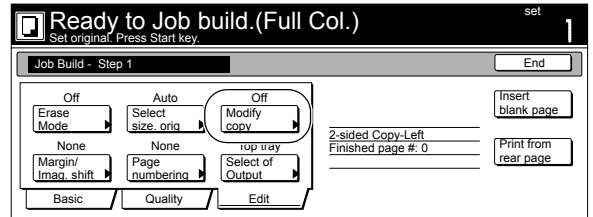


- 4** Press the “Edit” key.  
Then, in the resulting screen, press the “Modify Copy” key.  
The “Modify Copy” screen will be displayed.

Inch specifications

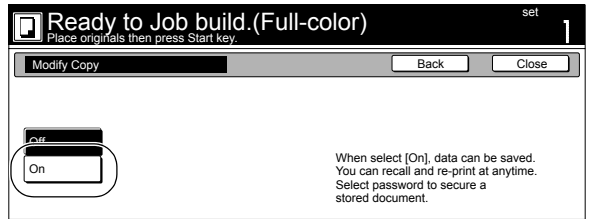


Metric specifications

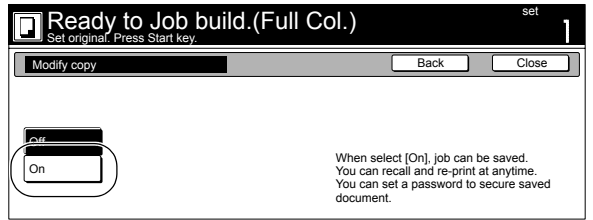


- 5** Press the “On” key.  
Press the “Close” key. The touch panel will return to the screen in step 4.

Inch specifications



Metric specifications



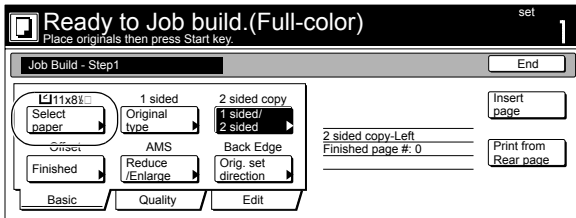
## Section 6 OTHER CONVENIENT FUNCTIONS

### Making the settings for the first original (“A” in the illustration on page 6-68.)

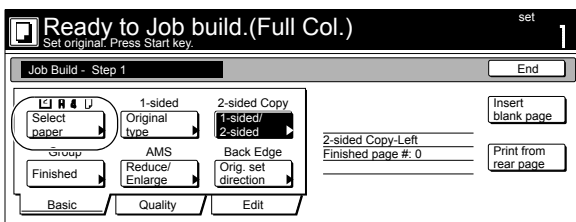
Drawer[Cassette] No.2 is to be selected for color paper feed under the “Select paper” screen.

- 6** Press the “Select paper” key.  
The “Select paper” screen will be displayed.

Inch specifications

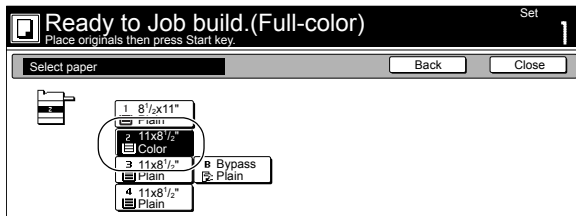


Metric specifications

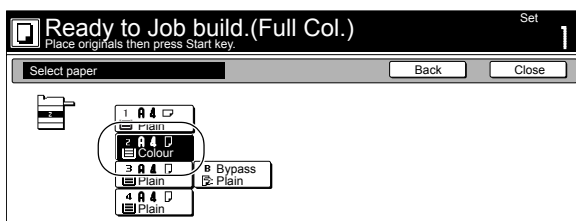


- 7** Press the key that corresponds to drawer[cassette] No.2.  
Press the “Close” key. The touch panel will return to the screen in step 6.

Inch specifications



Metric specifications

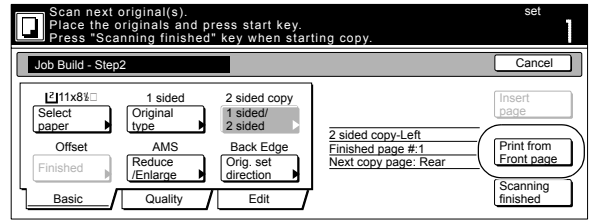


- 8** Set the first original (“A”) to be copied. Press the [Start] key.  
Scanning of the originals will start.

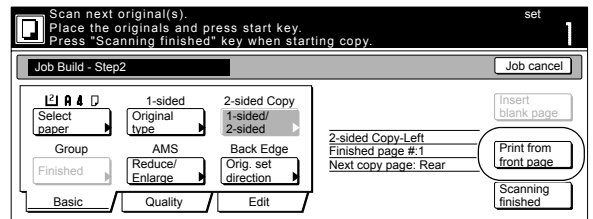
### Step 2: Leaving the back side of the first original (“A”) blank

- 9** Press the “Print from Front page” key.  
Leaving the back side of the original blank will allow the next copy to start on the front side of the next page.

Inch specifications



Metric specifications

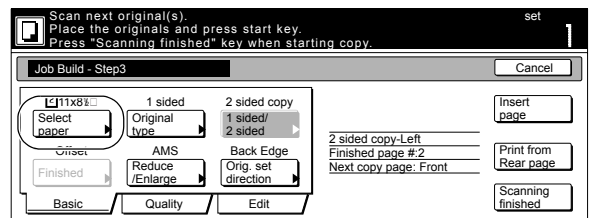


### Step 3: Making the settings for the second originals (“B” in the illustration on page 6-68.)

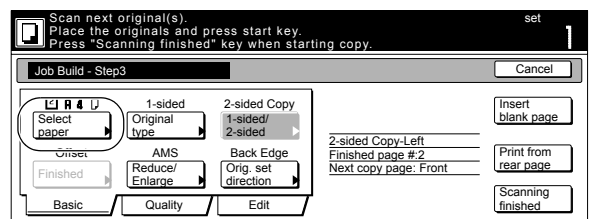
Drawer[Cassette] No.3 is to be selected for plain paper feed under the “Select paper” screen.

- 10** Press the “Select paper” key.  
The “Select paper” screen will be displayed.

Inch specifications

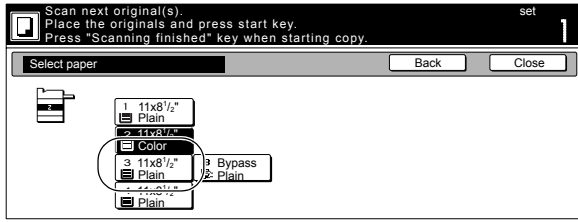


Metric specifications

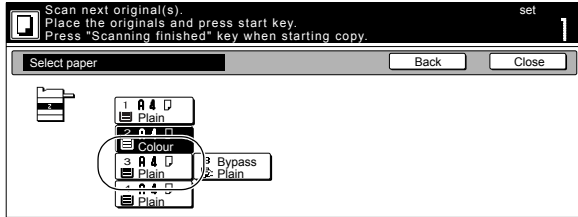


- 11** Press the key that corresponds to drawer[cassette] No.3. Press the “Close” key. The touch panel will return to the screen in step 10.

Inch specifications



Metric specifications



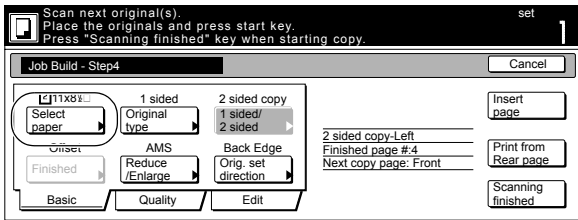
- 12** Set the second originals (“B”) to be copied. Press the [Start] key. Scanning of the originals will start.

**Step 4: Making the settings for the third original (“C” in the illustration on page 6-68.)**

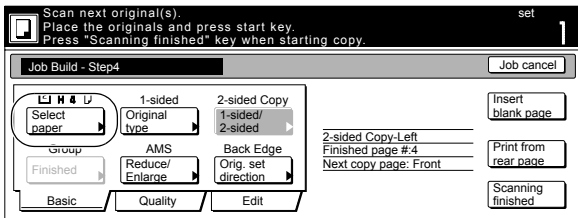
Drawer[Cassette] No.2 is to be selected for color paper feed under the “Select paper” screen.

- 13** Press the “Select paper” key. The “Select paper” screen will be displayed.

Inch specifications

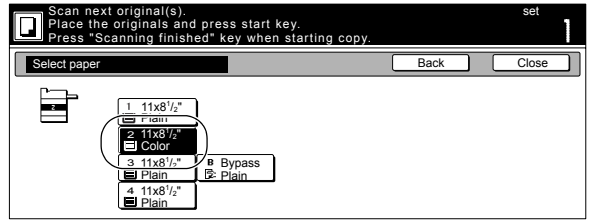


Metric specifications

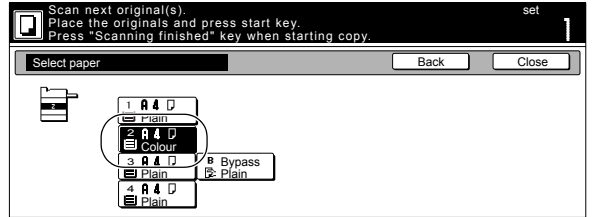


- 14** Press the key that corresponds to drawer[cassette] No.2. Press the “Close” key. The touch panel will return to the screen in step 13.

Inch specifications



Metric specifications

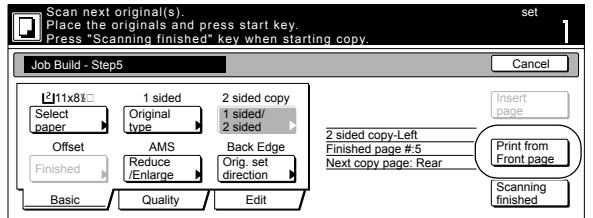


- 15** Set the third original (“C”) to be copied. Press the [Start] key. Scanning of the original will start.

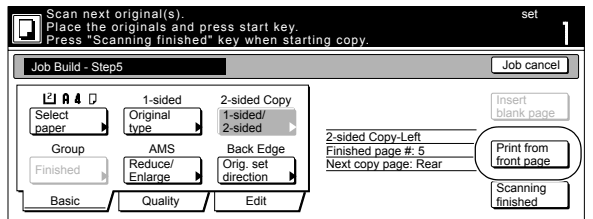
**Step 5: Leaving the back side of the third original (“C”) blank**

- 16** Press the “Print from Front page” key. Leaving the back side of the original blank will allow the next copy to start on the front side of the next page.

Inch specifications



Metric specifications



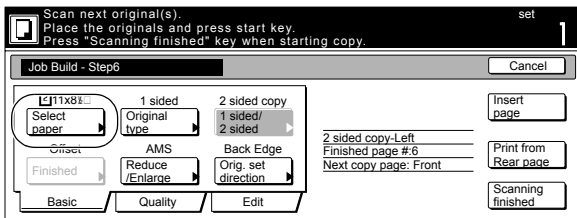
## Section 6 OTHER CONVENIENT FUNCTIONS

### Step 6: Making the settings for the fourth originals (“D” in the illustration on page 6-68.)

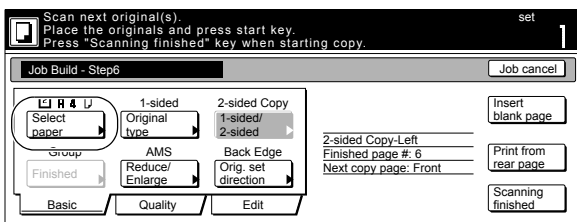
Drawer[Cassette] No.3 is to be selected for plain paper feed under the “Select paper” screen.

- 17** Press the “Select paper” key.  
The “Select paper” screen will be displayed.

Inch specifications

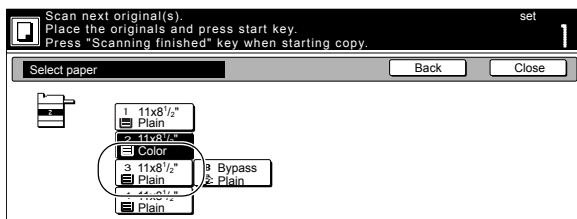


Metric specifications

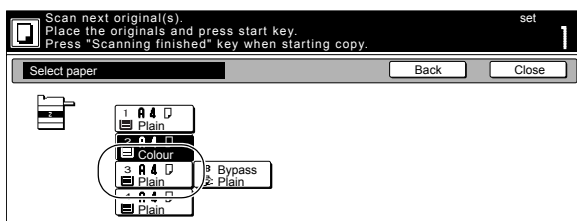


- 18** Press the key that corresponds to drawer[cassette] No.3.  
Press the “Close” key. The touch panel will return to the screen in step 17.

Inch specifications



Metric specifications



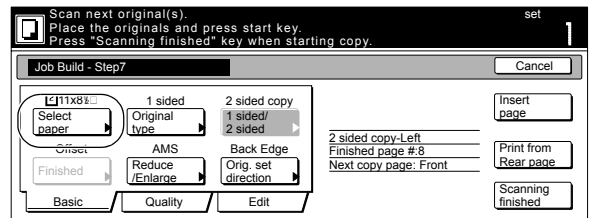
- 19** Set the fourth originals (“D”) to be copied. Press the [Start] key.  
Scanning of the originals will start.

### Step 7: Making the settings for a blank rear cover

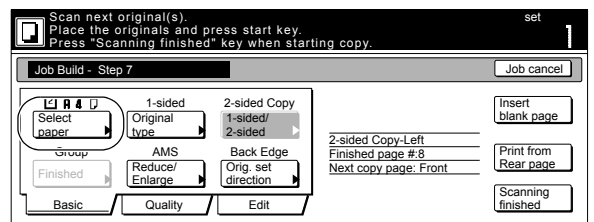
Drawer[Cassette] No.2 is to be selected for color paper feed under the “Select paper” screen.

- 20** Press the “Select paper” key.  
The “Select paper” screen will be displayed.

Inch specifications

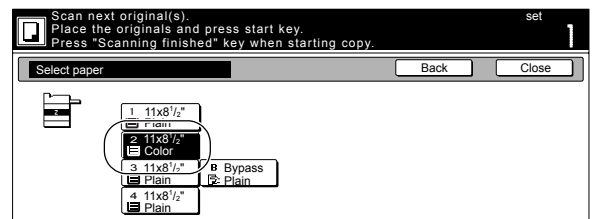


Metric specifications

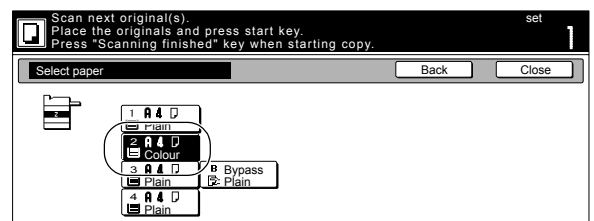


- 21** Press the key that corresponds to drawer[cassette] No.2.  
Press the “Close” key. The touch panel will return to the screen in step 20.

Inch specifications

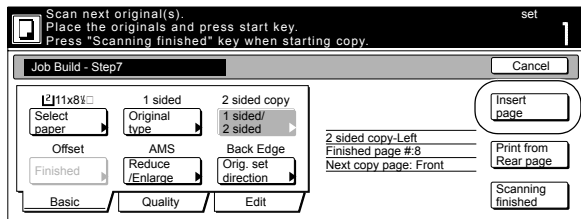


Metric specifications

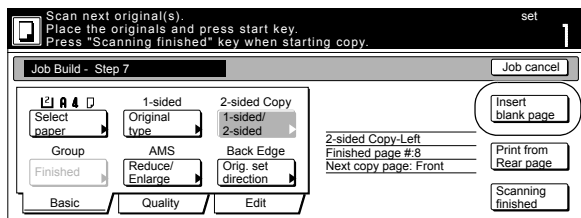


**22** Press the “Insert page” [“Insert blank page”] key.

Inch specifications

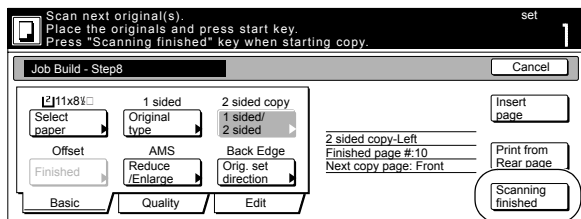


Metric specifications

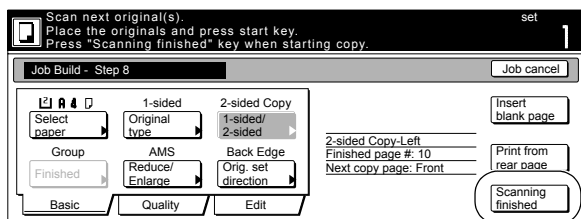


**23** The job build set-up procedure is complete. Press the “Scanning finished” key. Copying will start.

Inch specifications



Metric specifications



**24** If there are no problems with the copy set you made, then you can use the repeat copy mode to make any additional number of copy sets as desired (see “Printing out with the repeat copy mode” on page 6-51).

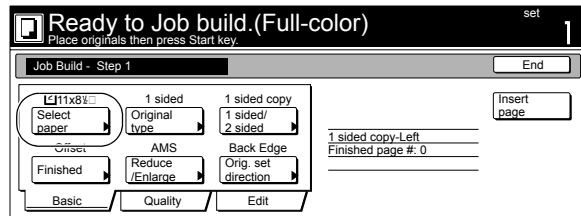
**Selecting the settings and functions**

**Selecting the paper**

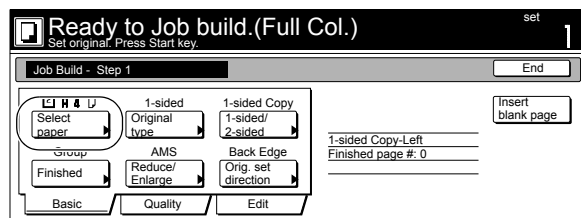
This procedure selects the size of the copy paper.

- 1 With the content of the “Basic” tab displayed, press the “Select paper” key. The “Select paper” screen will be displayed.

Inch specifications

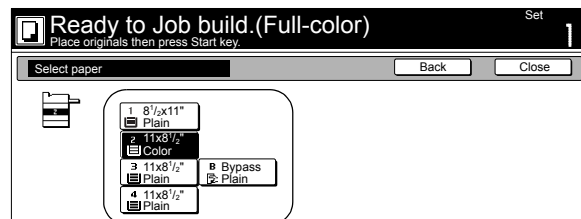


Metric specifications

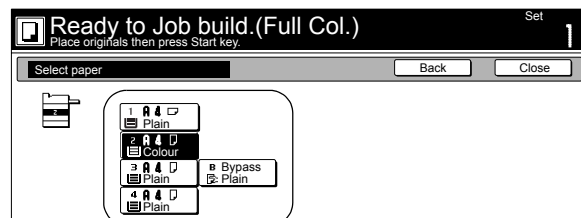


- 2 Press the key that corresponds to the drawer[cassette] which contains the desired size of copy paper, and then press the “Close” key. The touch panel will return to the screen in step 1.

Inch specifications



Metric specifications



## Section 6 OTHER CONVENIENT FUNCTIONS

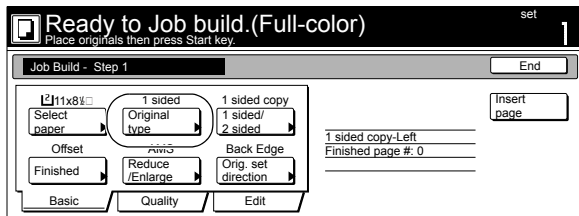
### Specifying the type of originals

This procedure specifies the type of originals being copied between 1-sided, 2-sided and open-faced.

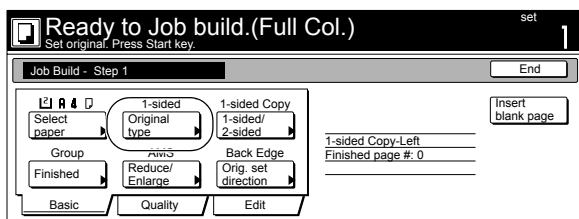
- 1 With the content of the “Basic” tab displayed, press the “Original type” key.

The “Original type” screen will be displayed.

Inch specifications

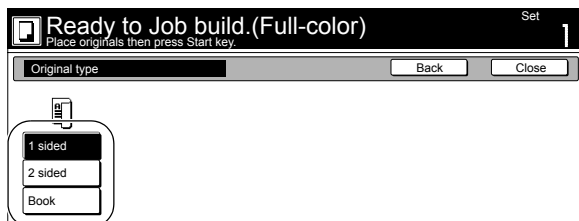


Metric specifications

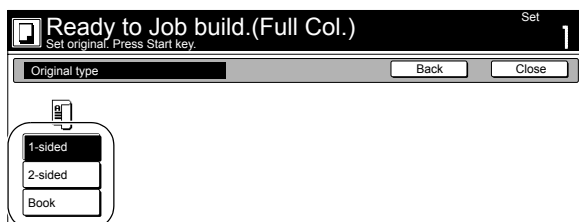


- 2 Select between “1 sided” [“1-sided”], “2 sided” [“2-sided”] and “Book”, in accordance with the originals being copied.

Inch specifications



Metric specifications



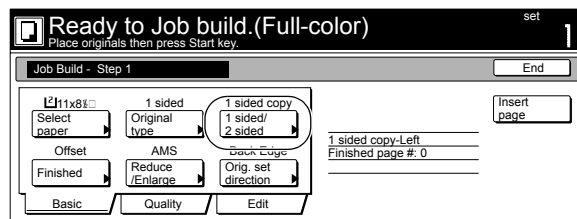
### Selecting between 1-sided or 2-sided copies

This procedure selects the type of finished copies to be made between 1-sided and 2-sided.

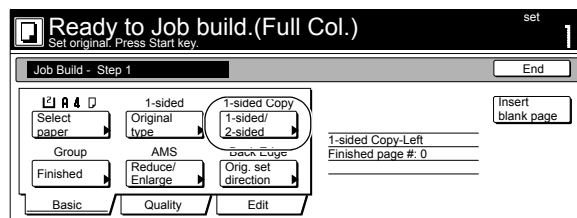
- 1 With the content of the “Basic” tab displayed, press the “1 sided/2 sided” [“1-sided/2-sided”] key.

The “1 sided/2 sided copy” [“1-sided/2-sided copy”] screen will be displayed.

Inch specifications



Metric specifications



#### NOTE

The setting in regard to making either 1-sided or 2-sided copies can only be made in the first step of the job build mode and will apply to all steps in the copy job.

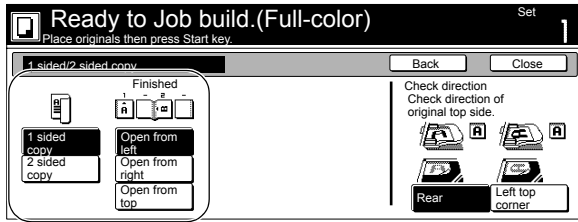
#### NOTES

- If you selected “1 sided” [“1-sided”], verify the direction in which the originals were set.
- If you selected “2 sided” [“2-sided”], specify the binding direction of the originals and then verify the direction in which the originals were set.
- If you selected “Book”, specify the binding direction of the originals.
- The “2 sided” [“2-sided”] key will be displayed when the optional Document Processor is installed on your copier.

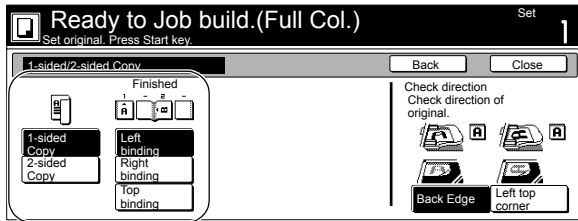
- 3 Press the “Close” key.  
The touch panel will return to the screen in step 1.

- Press the “1 sided copy” [“1-sided Copy”] key or the “2 sided copy” [“2-sided Copy”] key, as appropriate, and then select the binding direction you want for the finished copies. Follow the instructions on the right side of the touch panel and verify the direction in which the originals were set.

Inch specifications



Metric specifications



**IMPORTANT!**

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



**NOTE**

The “2 sided copy” [“2-sided Copy”] key will not be displayed on standard copiers.

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

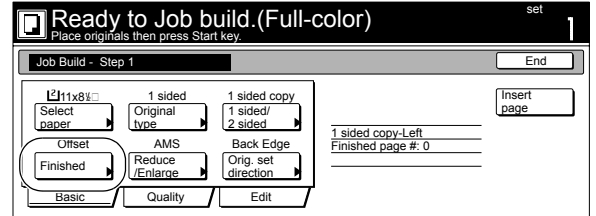
**Selecting how to finished up the copy sets**

If the optional Document Finisher is installed on your copier, this procedure lets you select whether to staple or hole punch the finished copy sets.

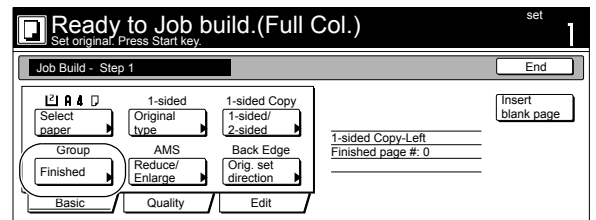
**1**

- With the content of the “Basic” tab displayed, press the “Finished” key. The “Finished” screen will be displayed.

Inch specifications



Metric specifications



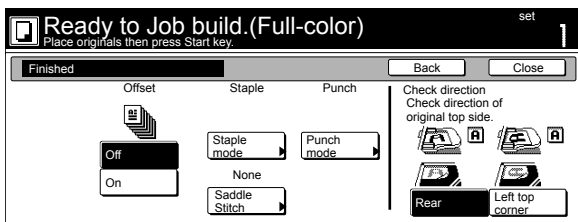
**NOTE**

The setting in regard to how the copy sets will be finished can only be made in the first step of the job build mode and will apply to all steps in the copy job.

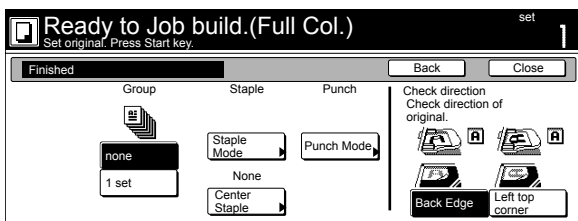
## Section 6 OTHER CONVENIENT FUNCTIONS

- 2** Configure the finisher settings. You can select “Staple mode” [“Staple Mode”] or “Saddle Stitch” [“Center Staple”] for stapling, or “Punch mode” [“Punch Mode”] for punching. Follow the instructions on the right side of the touch panel and verify the direction in which the originals were set.

Inch specifications



Metric specifications



### IMPORTANT!

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

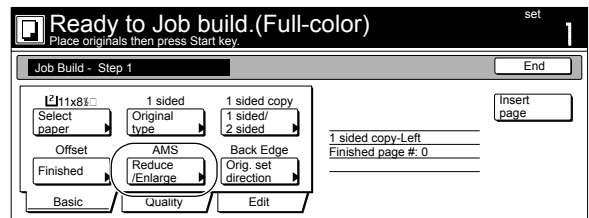
- 3** Press the “Close” key.  
The touch panel will return to the screen in step 1.

## Making copies at an enlarged or reduced magnification ratio

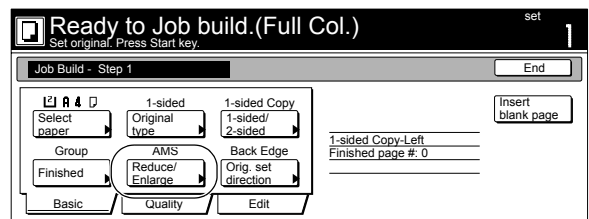
This procedure selects the magnification ratio of the finished copies.

- 1** With the content of the “Basic” tab displayed, press the “Reduce/Enlarge” key.  
The “Reduce/Enlarge” screen will be displayed.

Inch specifications



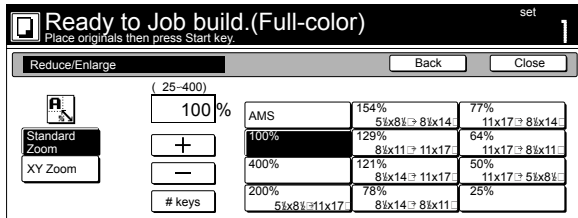
Metric specifications



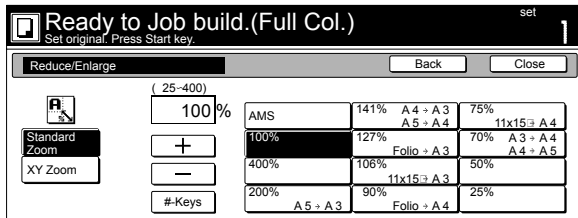


- Select the desired magnification ratio.  
If you want to have the copy magnification ratio selected automatically, press the “AMS” key.  
If you want to manually set the magnification ratio, press the “# keys” [“#-Keys”] key and then enter the desired ratio with the keypad, or press the “+” key or the “-” key to change the displayed magnification ratio to the desired setting in 1% increments.  
You can also select the magnification ratio by pressing the preset zoom ratio keys at the right that corresponds to the desired ratio.

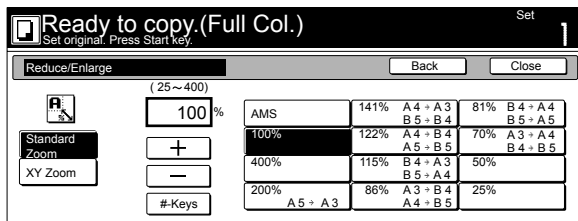
Inch specifications



Metric specifications



Metric specifications (Asia Pacific)



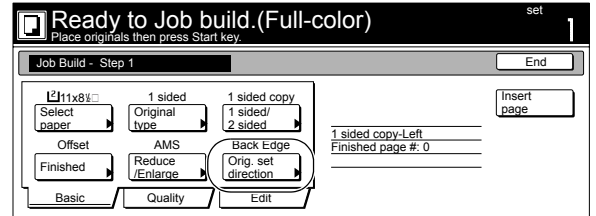
- Press the “Close” key.  
The touch panel will return to the screen in step 1.

Specifying the direction that the originals were set

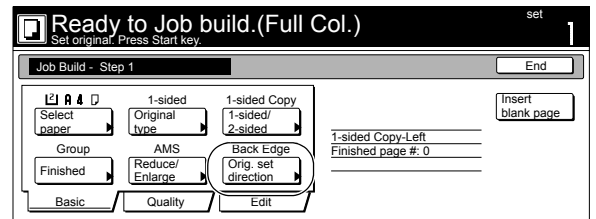
This procedure specifies the direction of the set originals.

- With the content of the “Basic” tab displayed, press the “Orig.set direction” key.  
The “Orig.set direction” screen will be displayed.

Inch specifications

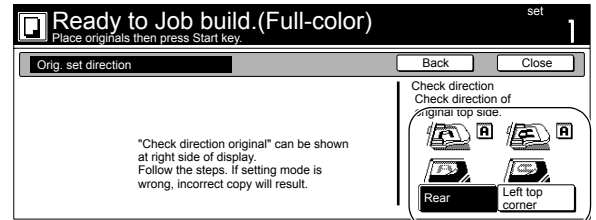


Metric specifications

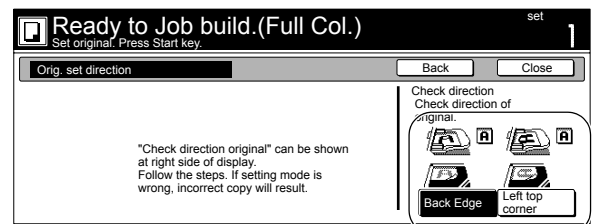


- Press the “Rear” [“Back Edge”] key or the “Left top corner” key, as appropriate, according to the direction of the originals.

Inch specifications



Metric specifications



**IMPORTANT!**

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

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

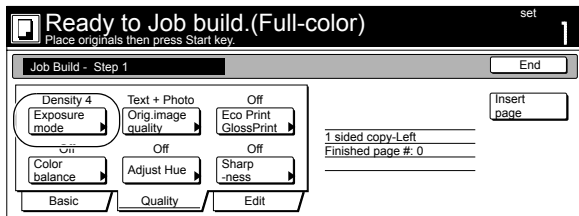
## Section 6 OTHER CONVENIENT FUNCTIONS

### Setting the scanning density

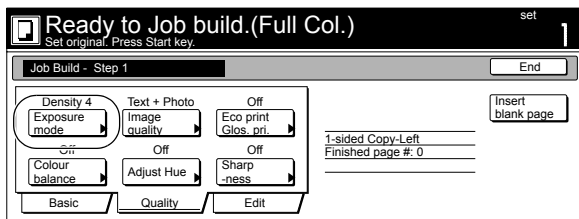
This procedure sets the copy exposure for the finished copies.

- 1 Press the “Quality” key. Then, in the resulting screen, press the “Exposure mode” key. The “Exposure mode” screen will be displayed.

Inch specifications

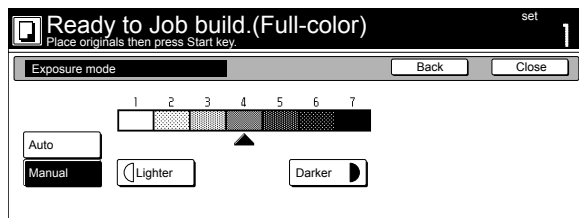


Metric specifications

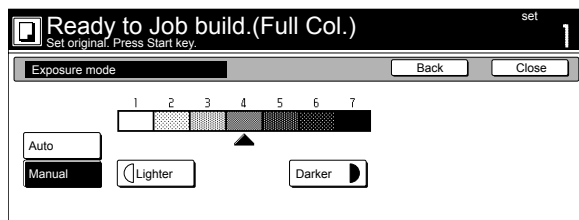


- 2 If you want to have the copy exposure selected automatically, press the “Auto” key. If you want to manually set the exposure, press the “Manual” key and then press the “Lighter” key or the “Darker” key to move the cursor on the exposure scale and adjust the exposure as desired.

Inch specifications



Metric specifications



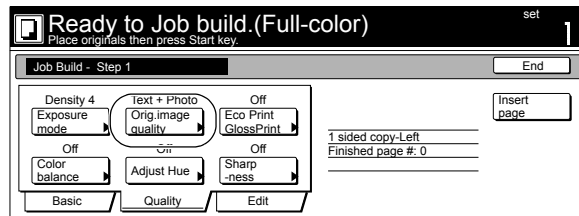
- 3 Press the “Close” key. The touch panel will return to the screen in step 1.

### Setting the image quality

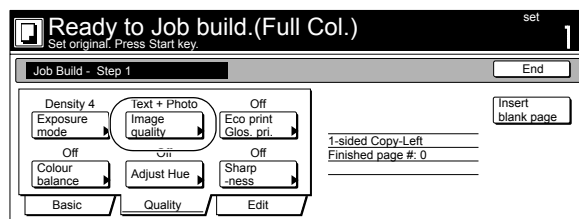
This procedure sets the image quality according to the type of originals being copied.

- 1 Press the “Quality” key. Then, in the resulting screen, press the “Orig. image quality” key. The “Orig. image quality” screen will be displayed.

Inch specifications

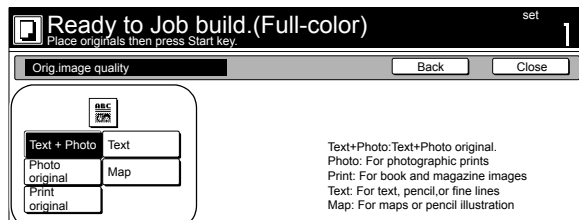


Metric specifications

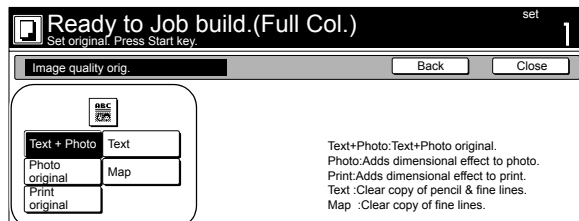


- 2 Select the image quality from among those available: “Text+Photo”, “Photo original”, “Print original”, “Text” and “Map”.

Inch specifications



Metric specifications



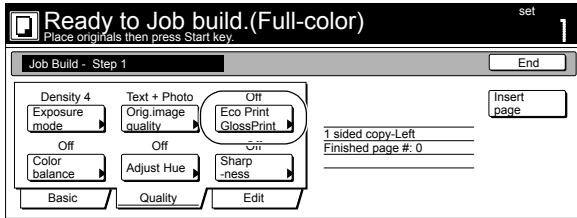
- 3 Press the “Close” key. The touch panel will return to the screen in step 1.

**Turning the eco print mode ON**

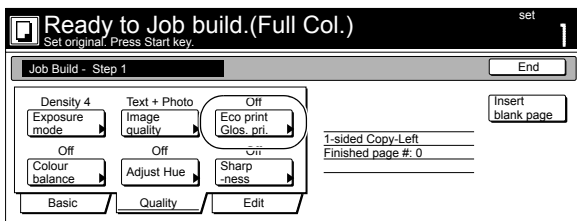
This procedure allows you to turn the eco print mode ON in order to save on toner use.

- 1 Press the “Quality” key. Then, in the resulting screen, press the “Eco Print GlossPrint” [“Eco print Glos. pri.”] key. The “EcoPrint/GlossPrint” screen will be displayed.

Inch specifications



Metric specifications

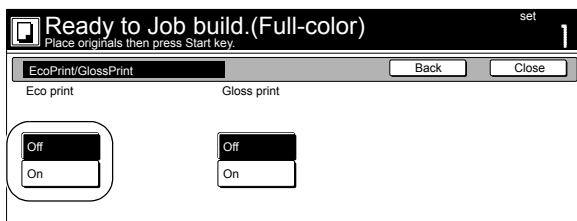


**NOTE**

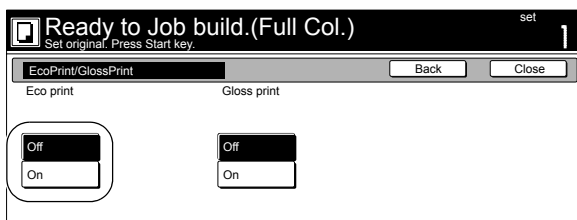
The setting in regard to whether or not to use the eco print mode can only be made in the first step of the job build mode and will apply to all steps in the copy job.

- 2 Press the “On” key to turn the eco print mode ON.

Inch specifications



Metric specifications



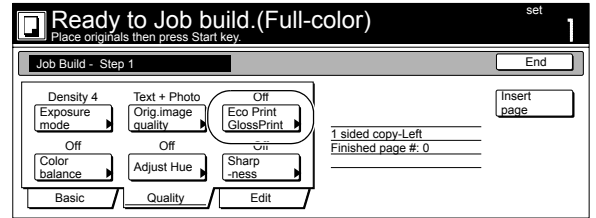
- 3 Press the “Close” key. The touch panel will return to the screen in step 1.

**Gloss mode ON/OFF**

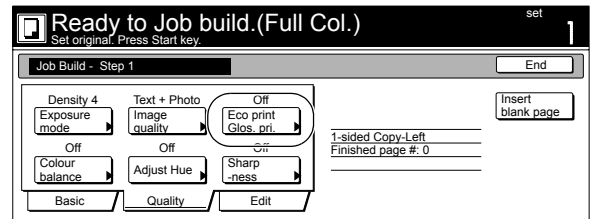
Select the gloss mode when you want to make high-gloss copies.

- 1 Press the “Quality” key. Then, in the resulting screen, press the “Eco Print GlossPrint” [“Eco print Glos. pri.”] key. The “EcoPrint/GlossPrint” screen will be displayed.

Inch specifications



Metric specifications

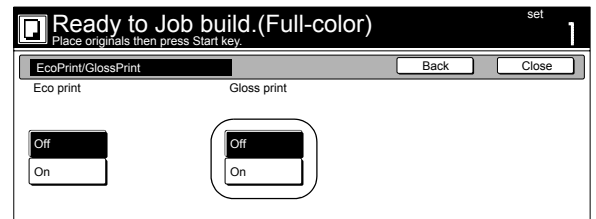


**NOTE**

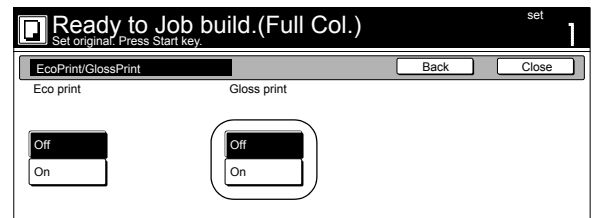
The setting in regard to the gloss mode can only be made in the first step of the job build mode and will apply to all steps in the copy job.

- 2 Press the “On” key or the “Off” key, as appropriate.

Inch specifications



Metric specifications



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

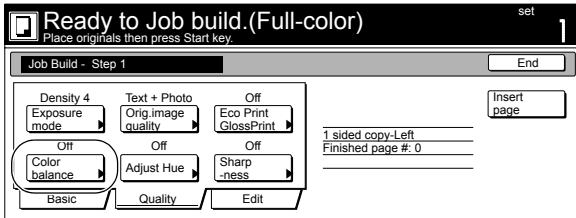
## Section 6 OTHER CONVENIENT FUNCTIONS

### Adjusting the color balance

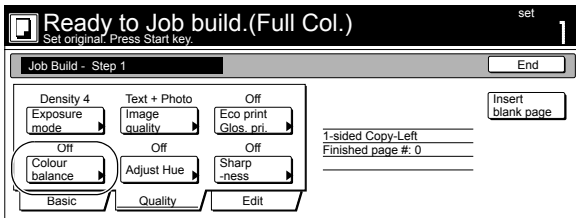
The color balance can be fine-adjusted by increasing or decreasing the intensity of each of the colors: cyan, magenta, yellow or black.

- 1 Press the “Quality” key. Then, in the resulting screen, press the “Color balance” [“Colour balance”] key.  
The “Color balance” [“Colour balance”] screen will be displayed.

Inch specifications

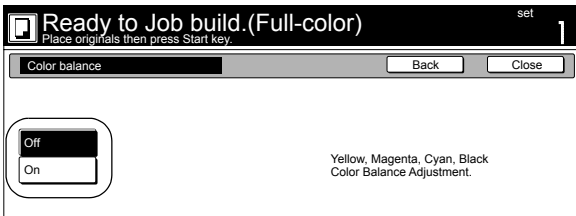


Metric specifications

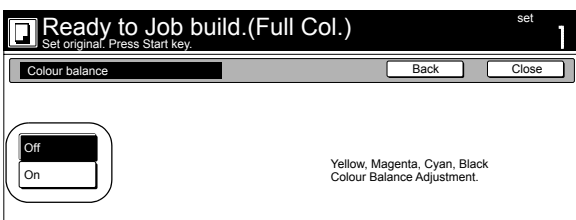


- 2 Refer to “Adjusting the color balance” on page 5-1 for the actual procedure to adjust the color balance.

Inch specifications



Metric specifications



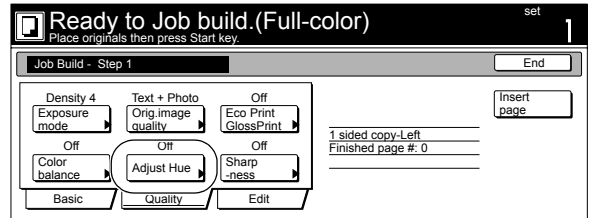
- 3 Press the “Close” key.  
The touch panel will return to the screen in step 1.

### Adjusting the color hue

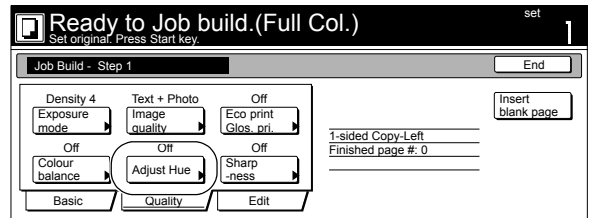
It is possible for you to change the color hue and create copies of interesting colors. For example, you can turn reds into reddish-yellows or yellows into yellow-greens.

- 1 Press the “Quality” key. Then, in the resulting screen, press the “Adjust Hue” key.  
The “Adjust Hue” screen will be displayed.

Inch specifications

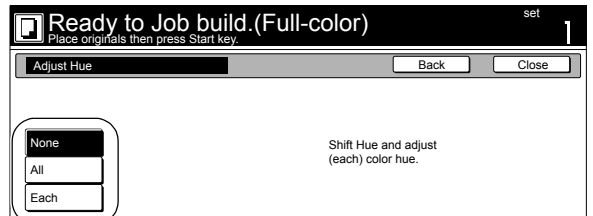


Metric specifications

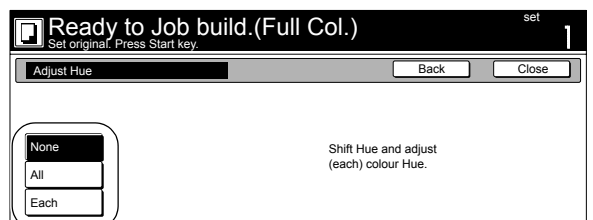


- 2 Refer to “Adjusting the color hue” on page 5-3 for the actual procedure to adjust the color hue.

Inch specifications



Metric specifications



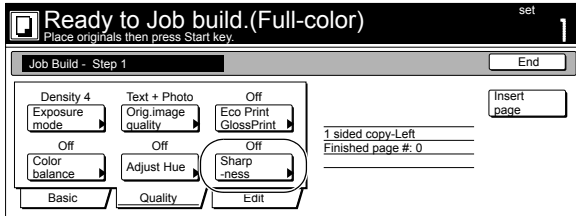
- 3 Press the “Close” key.  
The touch panel will return to the screen in step 1.

### Adjusting the sharpness

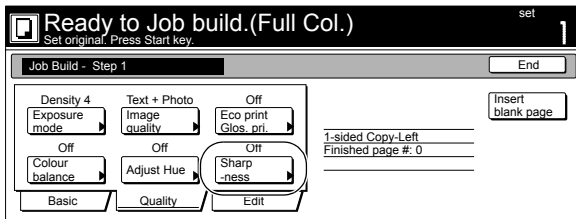
It is possible for you to adjust the contours of the image.

- 1 Press the “Quality” key. Then, in the resulting screen, press the “Sharpness” key. The “Sharpness” screen will be displayed.

Inch specifications

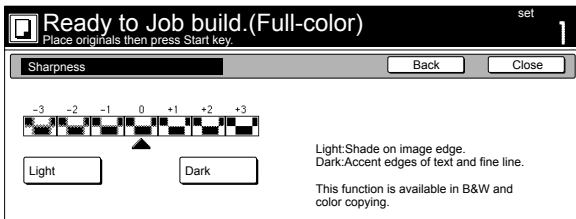


Metric specifications

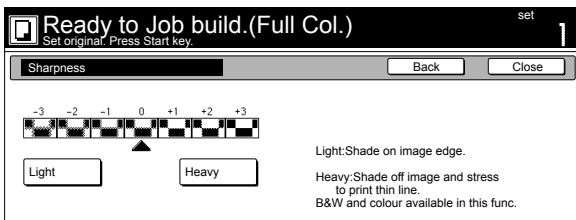


- 2 Refer to “Adjusting the sharpness” on page 6-57 for the actual procedure to adjust the color sharpness.

Inch specifications



Metric specifications



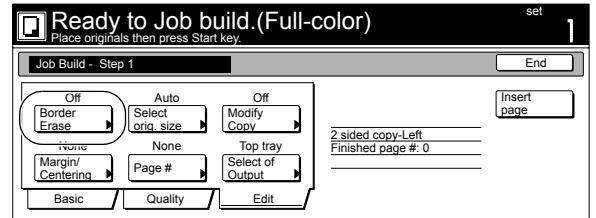
- 3 Press the “Close” key. The touch panel will return to the screen in step 1.

### Selecting the sheet erase mode

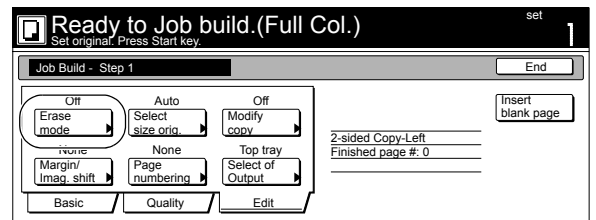
This procedure selects the sheet erase mode in order to erase the shadows, lines, etc., that can occur around the edges of copies.

- 1 Press the “Edit” key. Then, in the resulting screen, press the “Border Erase” [“Erase Mode”] key. The “Border Erase” [“Erase Mode”] screen will be displayed.

Inch specifications

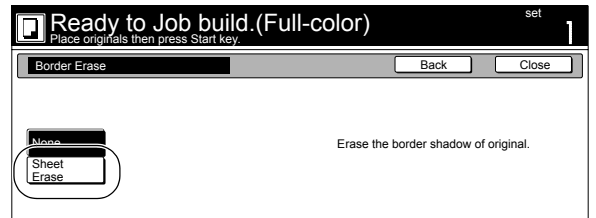


Metric specifications

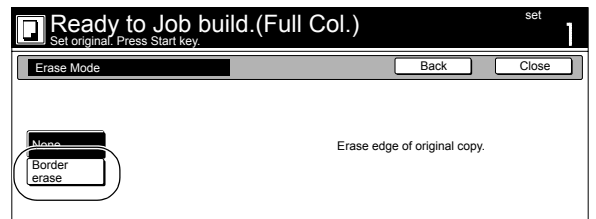


- 2 Press the “Sheet Erase” [“Border erase”] key and then set the desired border width.

Inch specifications



Metric specifications



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

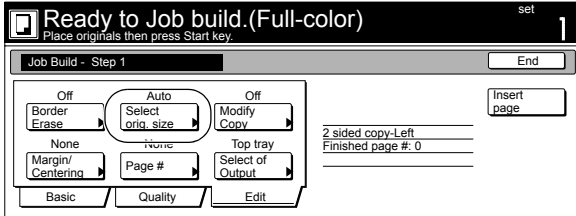
## Section 6 OTHER CONVENIENT FUNCTIONS

### Manually selecting the size of the originals

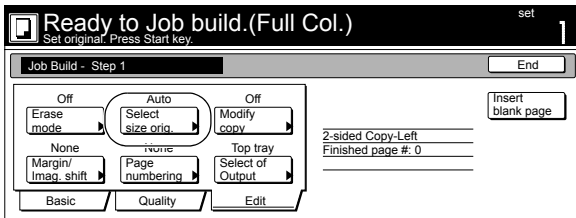
This procedure allows you to select the size of the originals manually using the touch panel.

- 1 Press the “Edit” key. Then, in the resulting screen, press the “Select orig. size” [“Select size orig.”] key. The “Select orig. size” [“Select size original”] screen will be displayed.

Inch specifications

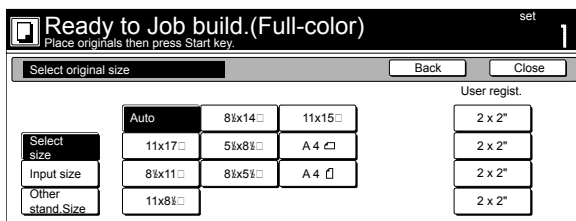


Metric specifications

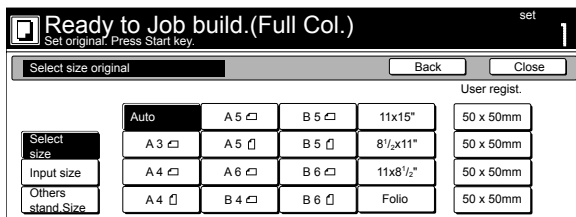


- 2 If you want the size of the originals to be detected automatically, press the “Auto” key. If you want to select a standard original size, press the key that corresponds to the desired size. If you want to select a standard size other than those displayed, press the “Other stand.Size” [“Others stand.Size”] key. If you want to select the dimensions of the originals manually, press the “Input size” key and then set the corresponding dimensions.

Inch specifications



Metric specifications



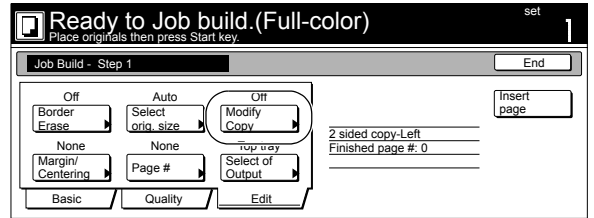
- 3 Press the “Close” key. The touch panel will return to the screen in step 1.

### Selecting the repeat copy mode

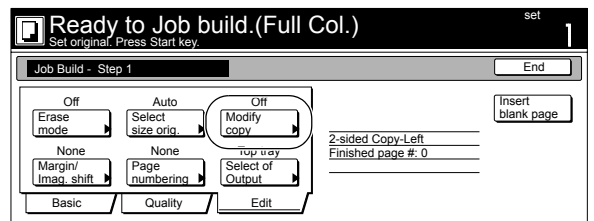
This procedure allows you to select the repeat copy mode so that you can make any necessary number of additional copies later.

- 1 Press the “Edit” key. Then, in the resulting screen, press the “Modify Copy” key. The “Modify Copy” screen will be displayed.

Inch specifications



Metric specifications



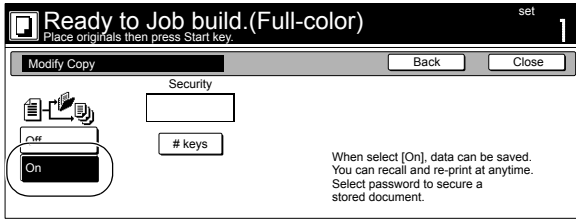
### NOTES



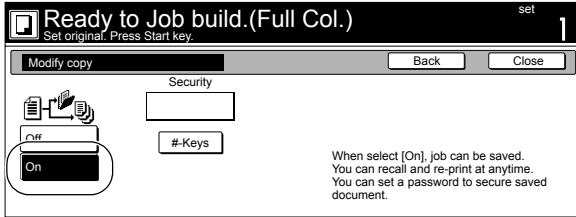
- To make additional copies with the repeat copy mode, refer to “**Printing out with the repeat copy mode**” on page 6-51.
- The setting in regard to whether or not to use the repeat copy mode can only be made in the first step of the job build mode and will apply to all steps in the copy job.

**2** Press the “On” key to select the repeat copy mode.

Inch specifications



Metric specifications



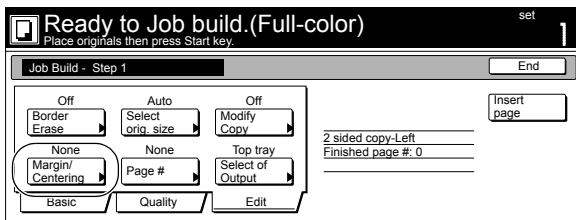
**3** Press the “Close” key.  
The touch panel will return to the screen in step 1.

### Selecting the margin mode or the centering/image shift mode

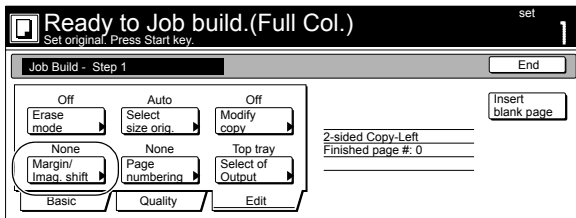
This procedure selects the margin mode or the centering/image shift mode in order to create a margin space or center the copy image.

**1** Press the “Edit” key. Then, in the resulting screen, press the “Margin/Centering” [“Margin/Imag. shift”] key. The “Margin/Centering” [“Margin/Imag. shift”] screen will be displayed.

Inch specifications



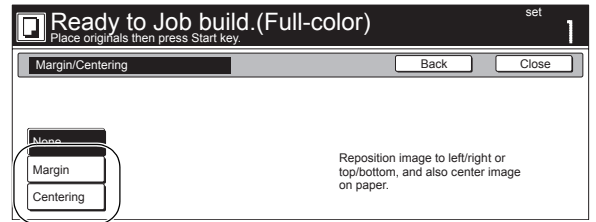
Metric specifications



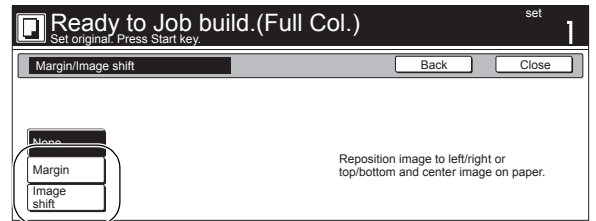
**2** Press the “Margin” key or the “Centering” [“Imag.shift”] key, as appropriate.

For more detailed information on these two settings, refer to the explanation for the margin mode on page 6-12 or the centering/image shift mode on page 6-15, as appropriate.

Inch specifications



Metric specifications



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



**NOTE**

The setting in regard to the margin mode or the centering/image shift mode can only be made in the first step of the job build mode and will apply to all steps in the copy job.

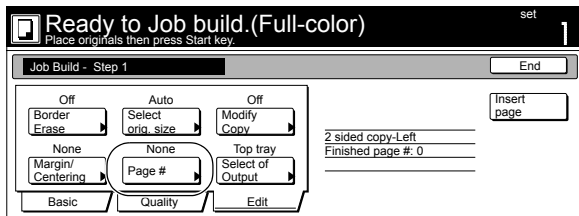
## Section 6 OTHER CONVENIENT FUNCTIONS

### Selecting the print page numbers mode

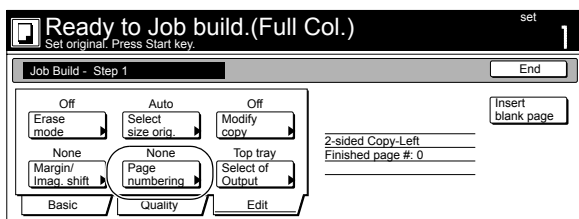
This procedure selects the print page numbers mode in order to have page numbers printed on the corresponding copies.

- 1 Press the “Edit” key. Then, in the resulting screen, press the “Page #” [“Page numbering”] key.  
The “Page #” [“Page numbering”] screen will be displayed.

Inch specifications



Metric specifications



#### NOTE

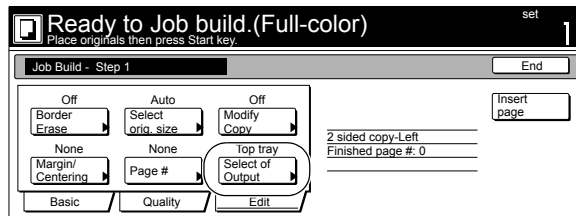
The setting in regard to the print page numbers mode can only be made in the first step of the job build mode and will apply to all steps in the copy job.

### Selecting the location of copy ejection

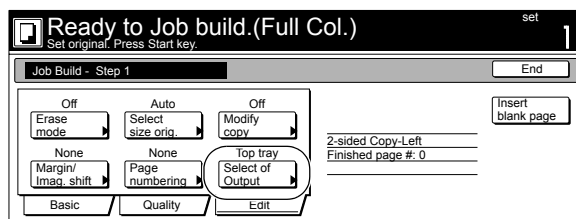
You can specify an optional Document Finisher for the copy eject location of the copies.

- 1 Press the “Edit” key. Then, in the resulting screen, press the “Select of Output” key.  
The “Select of Output” screen will be displayed.

Inch specifications



Metric specifications

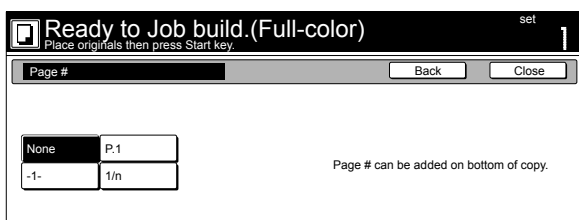


#### NOTE

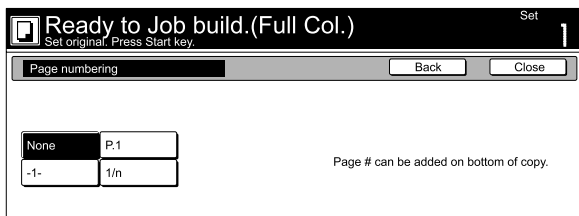
The setting in regard to the location of copy ejection can only be made in the first step of the job build mode and will apply to all steps in the copy job.

- 2 For more detailed information on this setting, refer to the explanation for the print page numbers mode on page 6-23.

Inch specifications



Metric specifications

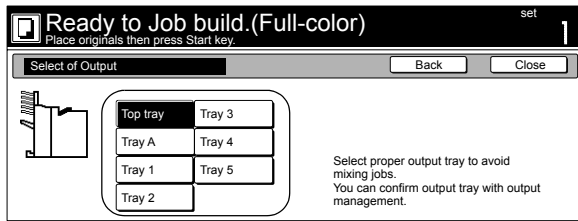


- 3 Press the “Close” key.  
The touch panel will return to the screen in step 1.

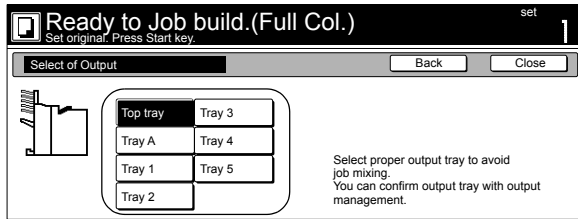


**2** Select the desired location for the ejection of finished copies.

Inch specifications



Metric specifications



**NOTES**

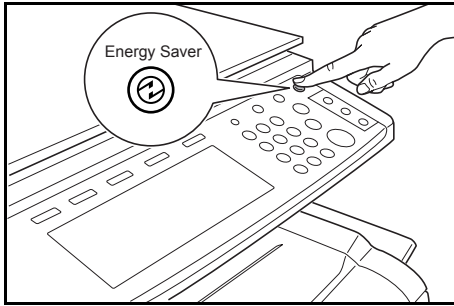
- When an optional Document Finisher is installed, Select “Top Tray” and “Finisher.” When the Multi Job Tray is installed, you can select from among “Top Tray,” “Tray A,” and “Tray 1” through “Tray 5.”
- “Top tray” and “Left tray” options are available when the optional Left Tray is installed.

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

### Energy-saving Low power mode

If you press the [Energy Saver] key, even while the power switch is still turned ON, the copier will enter the energy-saving Low power mode. When the copier is in this Low power mode, the light the lamp in the [Energy Saver] key will be the only lit indication on the operation panel.

To resume copying after the Low power mode has been activated, press the [Energy Saver] key once again. It will take the copier less than 30 seconds to return to a copy-ready state.



#### NOTE

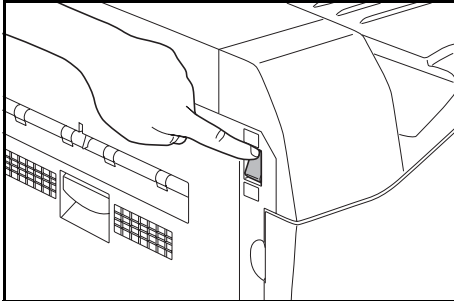
The energy-saving Low power mode will also engage automatically in this copier if no operation is performed for a predetermined period of time. (See “**Auto low power time**” on page 7-53.)

---

## Auto sleep function

This function automatically turns the power switch OFF (○) if no operation has been performed on the copier for a certain period of time (1 to 240 minutes). When you want to make copies again, simply turn the power switch back ON (| ).

The factory default setting is for the auto sleep function to engage after 60 minutes.



### More about the auto sleep function

The auto sleep function is a power-saving feature which automatically turns the power switch to the copier OFF (○) when a certain time elapses without any operation being performed. Copiers are generally in a standby mode more than they are in actual operation, so power consumption in the standby mode occupies a large part of overall consumption. Having the copier turned OFF (○) automatically after a certain amount of time reduces unnecessary power consumption in the standby mode or at night if the copier happens to be left on accidentally. The result is a lower electricity bill.



#### NOTES

- In order to change the amount of time that will elapse before the auto sleep function engages, see “**Auto sleep time**” on page 7-52. In order to disable the auto sleep function, see “**Auto sleep ON/OFF**” on page 7-61.
- If the optional Printer Kit or Fax Kit is installed in your copier, the copier will enter a sleep mode when the auto sleep function engages. In this state, when the copier detects the presence of data to be printed out, it will automatically revert to a copy-ready state and begin printing out that data.



# Section 7 COPIER MANAGEMENT

## Copy management function

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

The copy management function in this copier offers the following features.

- Manage use of all optional functions (printer, scanner and fax) utilized by the same department ID-code.
- Manage up to 500 individual departments.
- Register department ID-codes of up to 8 digits (between 0 and 99999999).
- Check the total number of copies made under all department ID-codes as a whole or by each individual department.
- Set copy limits to any 1-page increment up to 999,999.
- Clear the copy counts for all department ID-codes at one time or for each individual department.
- Check copy counts for your own department without the need to enter the management code. Just enter the corresponding department ID-code.



### IMPORTANT!

In order to access the “Change restrictions for use” procedure under “Editing copy management information”, it is necessary to select “On” under “Copier function management ON/OFF”. When the optional Printer Kit, Network Scanner Kit or Fax Kit are installed in your copier, it is necessary to select “On” under the corresponding “Printer function management ON/OFF”, “Scanner function management ON/OFF” or “Fax function management ON/OFF” procedure. (See “**Changing the copy management default settings**” on page 7-29.)



### NOTE

The optional Memory Copy Board must be installed in order to use the copy management function in standard copiers.

## Section 7 COPIER MANAGEMENT

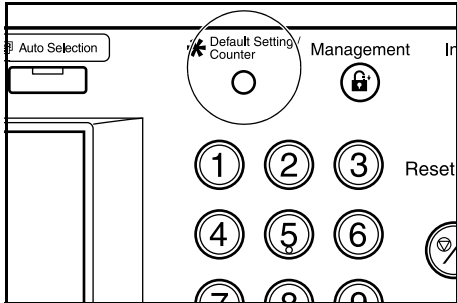
### Copy management procedures

Procedure	Description	Reference page
Editing copy management information	<ul style="list-style-type: none"><li>• Register new department ID-codes</li></ul> Perform this procedure when you want to register a new department ID-code and set the restrictions for using the copier under that ID-code. Up to 500 department ID-codes can be registered.	7-4
	<ul style="list-style-type: none"><li>• Delete department ID-codes</li></ul> Perform this procedure when you want to delete registered department ID-codes.	7-20
	<ul style="list-style-type: none"><li>• Change registered information</li></ul> Perform this procedure when you want to change a department name or the corresponding ID-code.	7-21
	<ul style="list-style-type: none"><li>• Change restrictions for use</li></ul> Perform this procedure when you want to change the restrictions for using the copier under each department ID-code.	7-24
Checking the copy management counts	<ul style="list-style-type: none"><li>• Check all departments</li></ul> Perform this procedure when you want to check the total number of copies made under all department ID-codes as a whole, print out a copy management report and clear the copy counts for all of the registered department ID-codes.	7-25
	<ul style="list-style-type: none"><li>• Check individual departments</li></ul> Perform this procedure when you want to check the total number of copies made under each individual department ID-code and/or clear the copy counts for individual departments as well.	7-27
Turning the copy management function ON/OFF	Perform this procedure and press the “On” key when you want to turn the copy management function ON, or press the “Off” key to turn the copy management function OFF.	7-29
Changing the copy management default settings	Perform this procedure when you want to change the default settings for the copy management function.	7-29

# Accessing the copy management menu screen

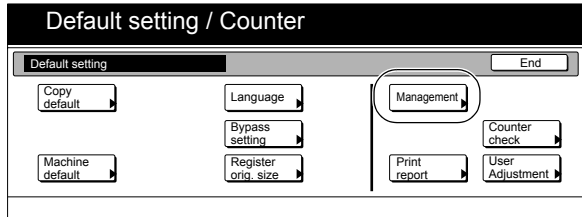
Perform the following procedure in order to access the copy management menu screen.

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

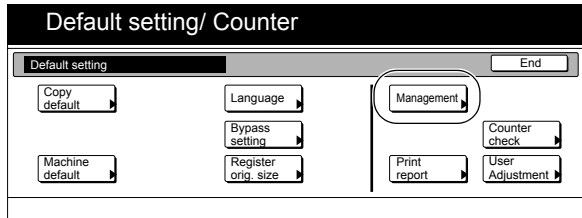


- 2 Press the “Management” key on the right side of the touch panel.

Inch specifications

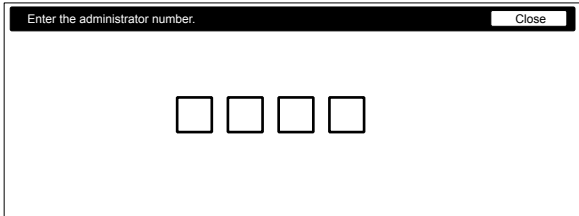


Metric specifications

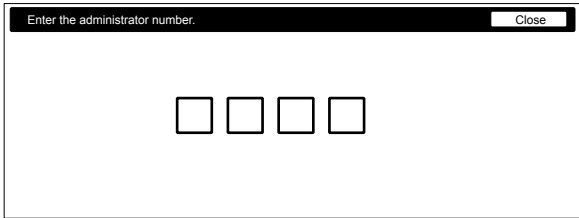


- 3 Use the numeric keys on the keypad to enter the 4-digit management code. The factory default management code is “2600”. If the entered management code matches the currently registered one, the copy management menu screen will be displayed.

Inch specifications

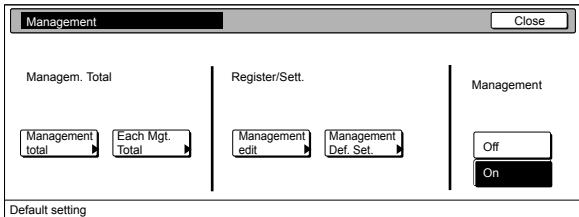


Metric specifications

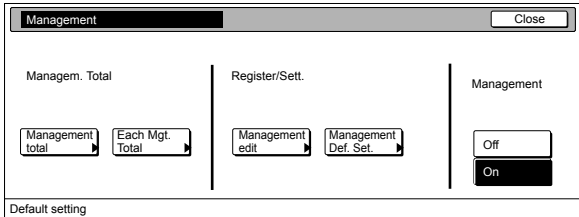


- 4 Press the key that corresponds to the desired procedure. The setting screen for that procedure will be displayed.

Inch specifications



Metric specifications



### NOTES

- It is possible for you to change the 4-digit management code. (See “Changing the management code” on page 7-60.)
- Perform the following procedure that corresponds to the desired setting.

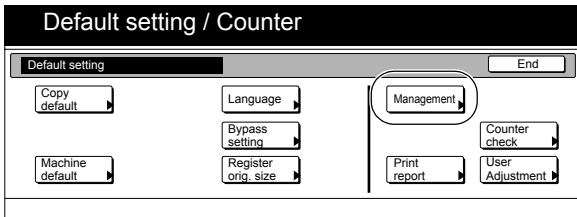
Editing copy management information

Register new department ID-codes

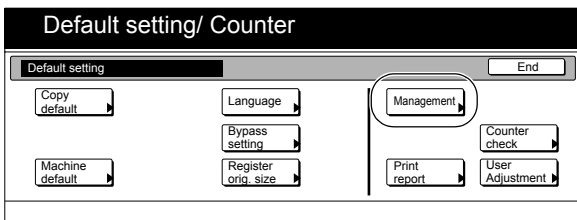
Perform the following procedure when you want to register department ID-codes (up to 8-digits per ID-code) and the corresponding department name, and set certain restrictions for using the copier under that ID-code.

**1** Access the copy management menu screen.  
(See “Accessing the copy management menu screen” on page 7-3.)

Inch specifications

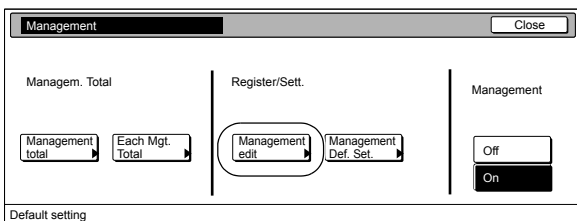


Metric specifications

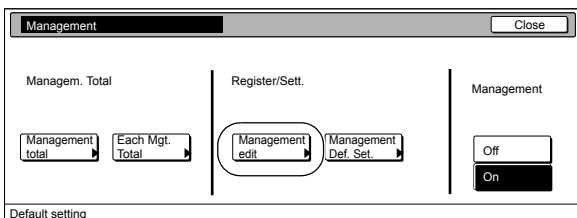


**2** Press the “Management edit” key.  
The “Management edit” screen will be displayed.

Inch specifications

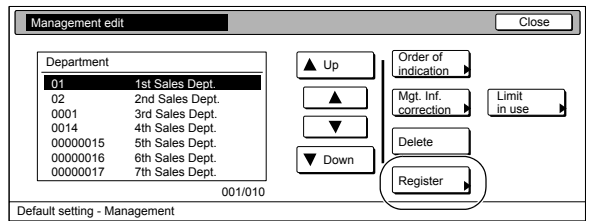


Metric specifications

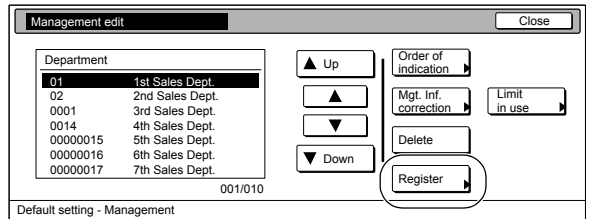


**3** Press the “Register” key.  
The “New register” screen will be displayed.

Inch specifications

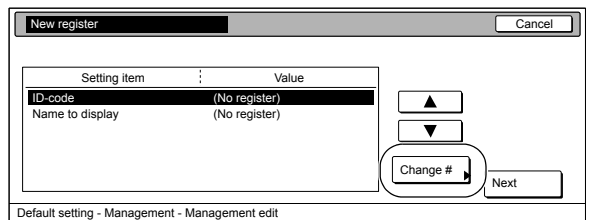


Metric specifications

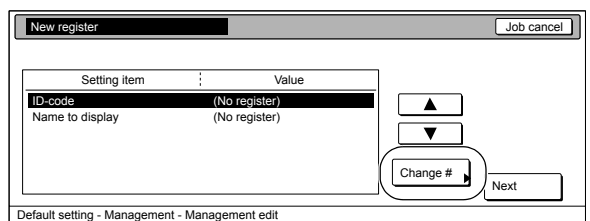


**4** Select “ID-code” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.  
The “ID-code” screen will be displayed.

Inch specifications



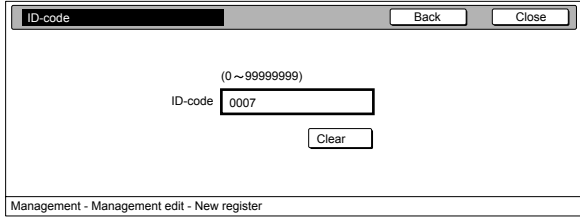
Metric specifications



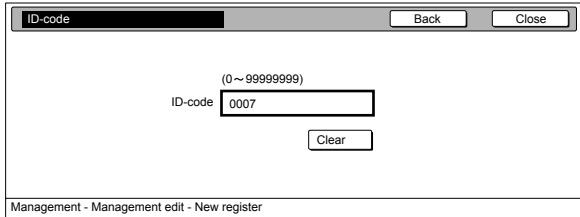


**5** Use the numeric keys on the keypad to enter the department ID-code that you want to register (up to 8 digits).  
You can enter any number between “0” and “99999999”.

Inch specifications



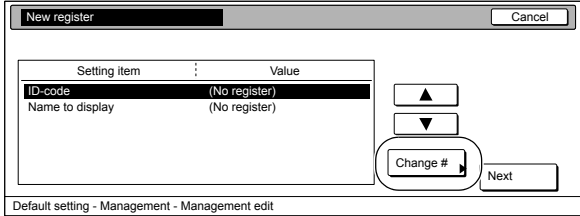
Metric specifications



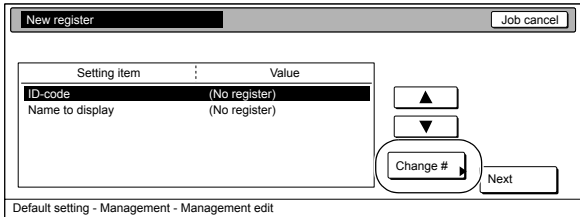
**6** Press the “Close” key.  
The touch panel will return to the screen in step 4.

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

Inch specifications



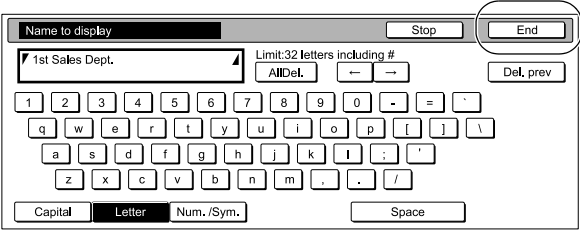
Metric specifications



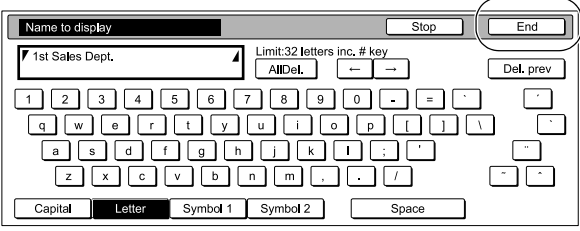
**8** Enter the name for that department, and then press the “End” key.

The touch panel will return to the screen in step 4.

Inch specifications



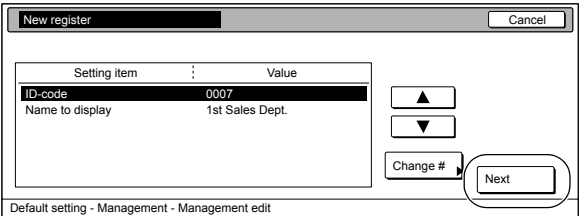
Metric specifications



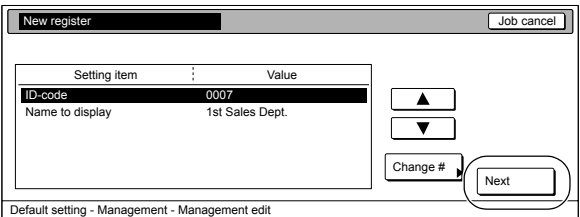
**NOTE**  
For information on how to enter the department name, refer to “Entering characters” on page 7-119.

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

Inch specifications



Metric specifications



**NOTES**

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

## Section 7 COPIER MANAGEMENT

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

Inch specifications

New register Cancel

0007 1st Sales Dept.

Setting item	Value
Copy limitation	On
Printer limitation	On
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

▲  
▼  
Change #   Registr.

Default setting - Management - Management edit

Metric specifications

New register Job cancel

0007 1st Sales Dept.

Setting item	Value
Copy limitation	On
Printer limitation	On
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

▲  
▼  
Change #   Registr.

Default setting - Management - Management edit



### NOTE

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

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

Inch specifications

New register Cancel

0007 1st Sales Dept.

Setting item	Value
Copy limitation	On
Printer limitation	On
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

▲  
▼  
Change #   Registr.

Default setting - Management - Management edit

Metric specifications

New register Job cancel

0007 1st Sales Dept.

Setting item	Value
Copy limitation	On
Printer limitation	On
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

▲  
▼  
Change #   Registr.

Default setting - Management - Management edit

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

Inch specifications

Management edit Close

Department	Value
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

▲ Up  
▲  
▼  
▼ Down

Order of indication  
Mgt. Inf. correction  
Delete  
Limit in use  
Register

001/010

Default setting - Management

Metric specifications

Management edit Close

Department	Value
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

▲ Up  
▲  
▼  
▼ Down

Order of indication  
Mgt. Inf. correction  
Delete  
Limit in use  
Register

001/010

Default setting - Management



### NOTE

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

- 13** Press the “Close” key.

**Setting the restrictions for use**

Perform the following procedure when you want to set certain restrictions for using the copier under each department ID-code. The setting items available for restriction will differ depending upon whether you have selected “All” or “Each” as the “Copy/Printer output management” setting. (See “Copy/Printer output management” on page 7-34.) The following settings are available.

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

	Copier		Printer		Scanner	Fax	Reference page
	B/W	F/C	B/W	F/C	Scanning	Fax transmission	
Copying privileges ON/OFF	●	●					7-8
Printing privileges ON/OFF			●	●			7-9
Restrictions (All)	△	△	△	△			7-10
Restrictions (Full color)		○		○			7-11
Scanning restrictions					○		7-13
Fax transmission restrictions						○	7-14

○: The available settings are “No limit”, “Counter limit” and “Is not permitted”  
 △: The available settings are “No limit” and “Counter limit”  
 ●: The available settings are “Can use” and “Is not permitted”  
 B/W: Black and white copying or printing  
 F/C: Full color copying or printing

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

	Copier		Printer		Scanner	Fax	Reference page
	B/W	F/C	B/W	F/C	Scanning	Fax transmission	
Copying restrictions (All)	○	○					7-15
Copying restrictions (Full color)		○					7-16
Printing restrictions (All)			○	○			7-17
Printing restrictions (Full color)				○			7-18
Scanning restrictions					○		7-13
Fax transmission restrictions						○	7-14

○: The available settings are “No limit”, “Counter limit” and “Is not permitted”  
 B/W: Black and white copying or printing  
 F/C: Full color copying or printing

## Section 7 COPIER MANAGEMENT

### Copying privileges ON/OFF

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



#### NOTE

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

- 1 Access the screen that contains the copy restriction setting items. (See “Accessing the copy management menu screen” on page 7-3 or “Change restrictions for use” on page 7-24.)

Inch specifications

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
0000015	5th Sales Dept.
0000016	6th Sales Dept.
0000017	7th Sales Dept.

001/010

Default setting - Management

Metric specifications

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
0000015	5th Sales Dept.
0000016	6th Sales Dept.
0000017	7th Sales Dept.

001/010

Default setting - Management

- 2 Select “Copy limitation” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.

The “Copy limitation” screen will be displayed.

Inch specifications

Setting item	Value
Copy limitation	Can use
Printer limitation	Can use
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

0007 1st Sales Dept.

Default setting - Management - Management edit

Metric specifications

Setting item	Value
Copy limitation	Can use
Printer limitation	Can use
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

0007 1st Sales Dept.

Default setting - Management - Management edit

3

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

Inch specifications

Copy limitation

Back Close

Can use  
Is not permitted

Management - Management edit - Limit in use

Metric specifications

Copy limitation

Back Close

Can use  
Is not permitted

Management - Management edit - Limit in use



#### NOTE

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

4

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

**Printing privileges ON/OFF**

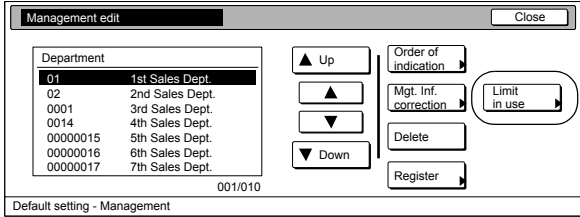
Perform the following procedure when the optional Printer Kit is installed in your copier and you want to turn printing privileges ON or OFF for the corresponding department ID-code.



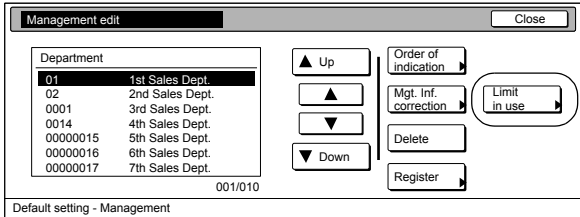
**NOTE**  
This setting will only be available when “On” is selected as the “**Printer function management ON/OFF**” setting.

**1** Access the screen that contains the copy restriction setting items.  
(See “**Accessing the copy management menu screen**” on page 7-3 or “**Change restrictions for use**” on page 7-24.)

Inch specifications

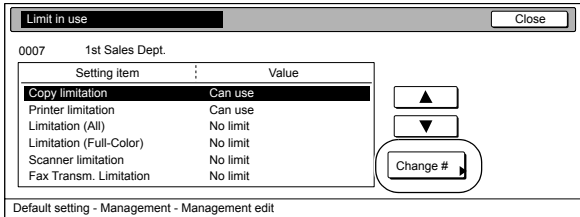


Metric specifications

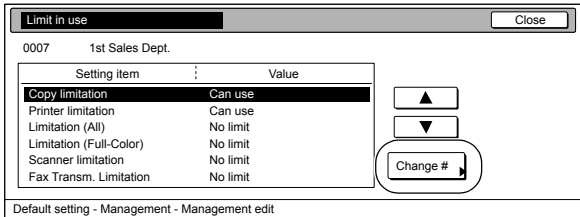


**2** Select “Printer limitation” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.  
The “Printer limitation” screen will be displayed.

Inch specifications

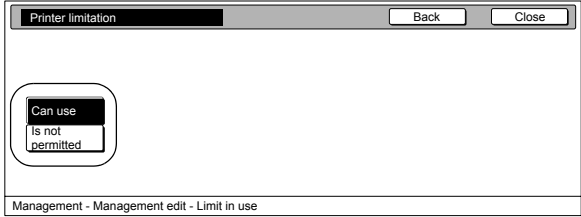


Metric specifications

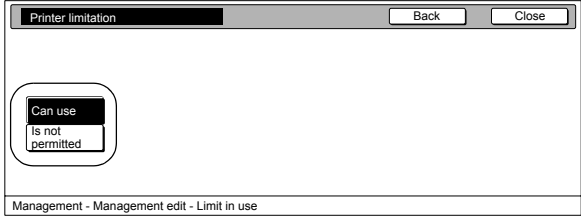


**3** To allow printing privileges for this ID-code, press the “Can use” key. To cancel printing privileges completely, press the “Is not permitted” key.

Inch specifications



Metric specifications



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

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

## Section 7 COPIER MANAGEMENT

### Restrictions (All)

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



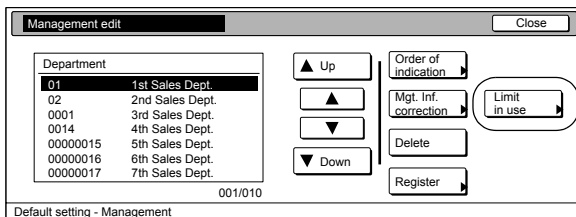
#### NOTES

- This setting limits the maximum number of copies and printouts that can be made in all color modes (full color and black and white).
- This setting will not be available when “Is not permitted” is selected for both the “**Copying privileges ON/OFF**” and the “**Printing privileges ON/OFF**” settings, or when “Is not permitted” is selected as the “**Copying privileges ON/OFF**” setting and the optional Printer Kit is NOT installed in your copier.

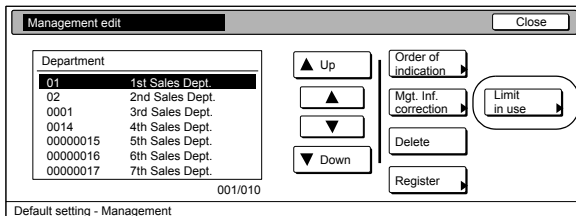
**1** Access the screen that contains the copy restriction setting items.

(See “**Accessing the copy management menu screen**” on page 7-3 or “**Change restrictions for use**” on page 7-24.)

Inch specifications



Metric specifications

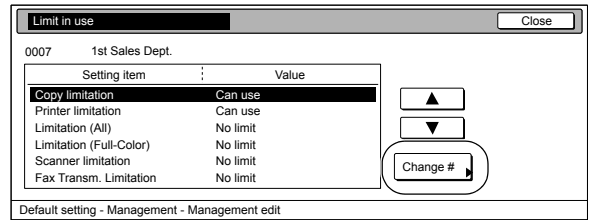


**2**

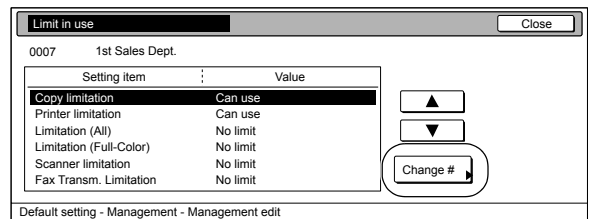
Select “Limitation (All)” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.

The “Limitation (All)” screen will be displayed.

Inch specifications



Metric specifications

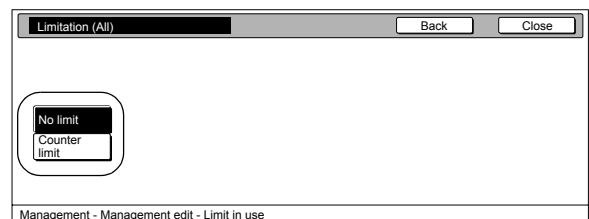


**3**

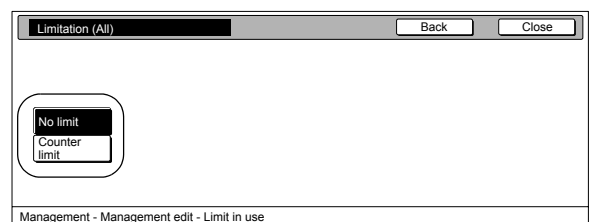
To set the maximum limit for copying and printing under this ID-code, press the “Counter limit” key and proceed to the next step.

To allow unlimited copying and printing, press the “No limit” key and then proceed to step 5.

Inch specifications



Metric specifications

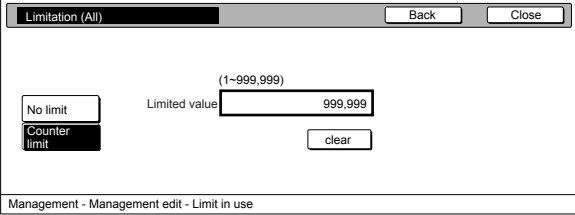


#### NOTE

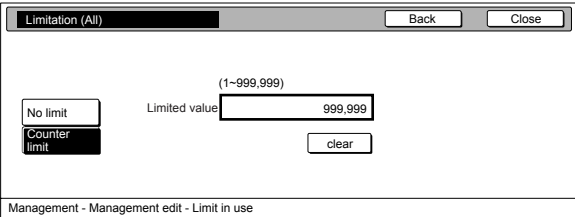
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

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

Inch specifications



Metric specifications



5 Press the "Close" key. The touch panel will return to the screen in step 2.

Restrictions (Full color)

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

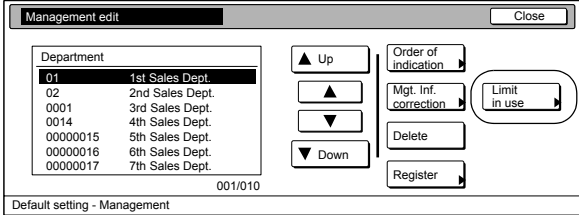


NOTES

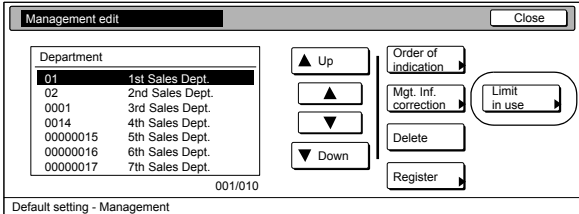
- This setting will not be available when "Is not permitted" is selected for both the "Copying privileges ON/OFF" and the "Printing privileges ON/OFF" settings, or when "Is not permitted" is selected as the "Copying privileges ON/OFF" setting and the optional Printer Kit is NOT installed in your copier.
• Even if the maximum number of copies defined by this restriction is not exceeded, further operation will be disabled or a warning message will appear if the maximum number of copies specified by "Restrictions (All)" is exceeded.

1 Access the screen that contains the copy restriction setting items. (See "Accessing the copy management menu screen" on page 7-3 or "Change restrictions for use" on page 7-24.)

Inch specifications



Metric specifications



## Section 7 COPIER MANAGEMENT

- 2** Select “Limitation (Full-Color)” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.

The “Limitation (Full-Color)” screen will be displayed.

Inch specifications

Setting item	Value
Copy limitation	Can use
Printer limitation	Can use
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

▲  
▼  
Change #

Metric specifications

Setting item	Value
Copy limitation	Can use
Printer limitation	Can use
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

▲  
▼  
Change #

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

Inch specifications

Management - Management edit - Limit in use

Metric specifications

Management - Management edit - Limit in use

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

Inch specifications

Limitation (Full-Color)

(1-999,999)

Limited value: 999,999

clear

Management - Management edit - Limit in use

Metric specifications

Limitation (Full-Color)

(1-999,999)

Limited value: 999,999

clear

Management - Management edit - Limit in use

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



### NOTE

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



**Scanning restrictions**

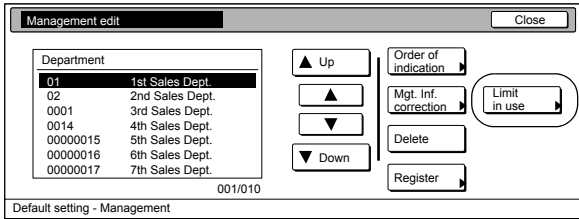
Perform the following procedure when you want to set the maximum number of originals that can be scanned under the corresponding department ID-code when the optional Network Scanner Kit is installed in your copier.



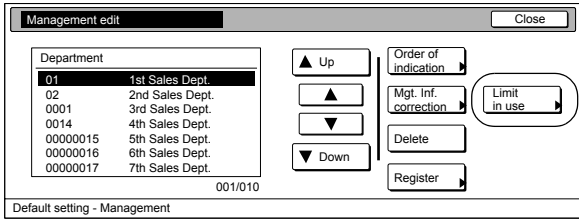
**NOTE**  
This setting will only be available when “On” is selected as the “**Scanner function management ON/OFF**” setting.

**1** Access the screen that contains the copy restriction setting items.  
(See “**Accessing the copy management menu screen**” on page 7-3 or “**Change restrictions for use**” on page 7-24.)

Inch specifications

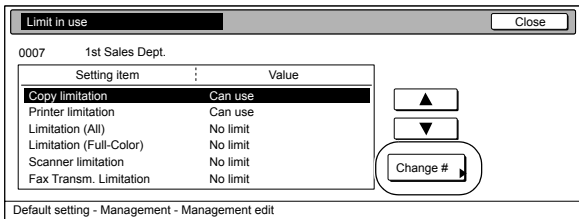


Metric specifications

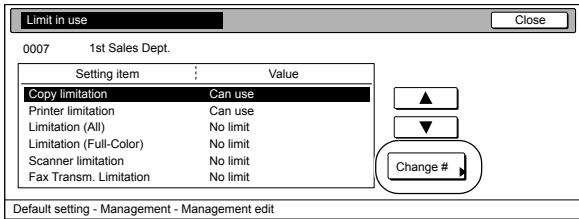


**2** Select “Scanner limitation” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.  
The “Scanner limitation” screen will be displayed.

Inch specifications

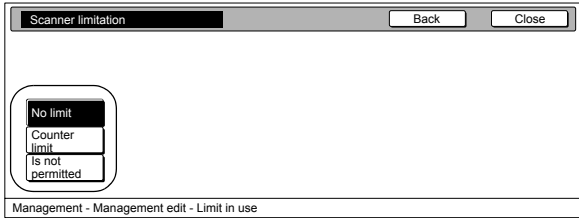


Metric specifications

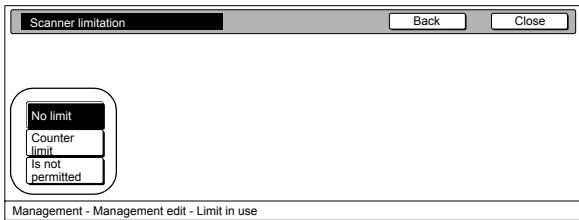


**3** To set the maximum number of originals that can be scanned under this ID-code, press the “Counter limit” key and proceed to the next step.  
To allow unlimited scanning, press the “No limit” key, and to cancel scanning privileges completely, press the “Is not permitted” key and proceed to step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

Inch specifications



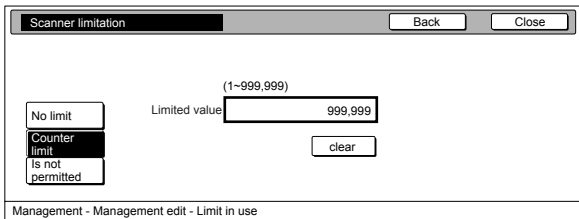
Metric specifications



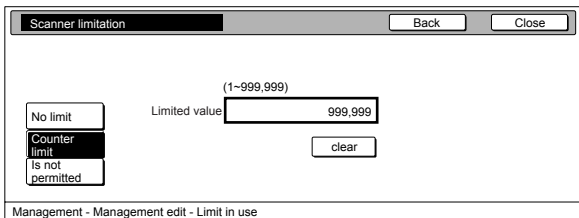
**NOTE**  
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

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

Inch specifications



Metric specifications



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

## Section 7 COPIER MANAGEMENT

### Fax transmission restrictions

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



#### NOTE

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

- 1 Access the screen that contains the copy restriction setting items.  
(See “Accessing the copy management menu screen” on page 7-3 or “Change restrictions for use” on page 7-24.)

Inch specifications

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

001/010  
Default setting - Management

Metric specifications

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

001/010  
Default setting - Management

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

Inch specifications

Setting item	Value
Copy limitation	Can use
Printer limitation	Can use
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

0007 1st Sales Dept.  
Default setting - Management - Management edit

Metric specifications

Setting item	Value
Copy limitation	Can use
Printer limitation	Can use
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

0007 1st Sales Dept.  
Default setting - Management - Management edit

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

Inch specifications

001/010  
Management - Management edit - Limit in use

Metric specifications

001/010  
Management - Management edit - Limit in use



#### NOTE

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

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

Inch specifications

001/010  
Management - Management edit - Limit in use

Metric specifications

001/010  
Management - Management edit - Limit in use

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

**Copying restrictions (All)**

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

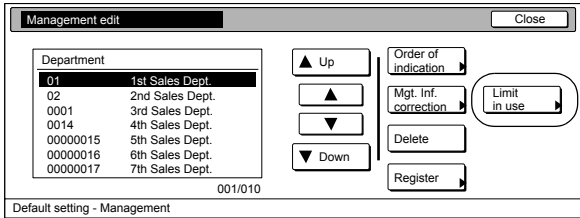


**NOTES**

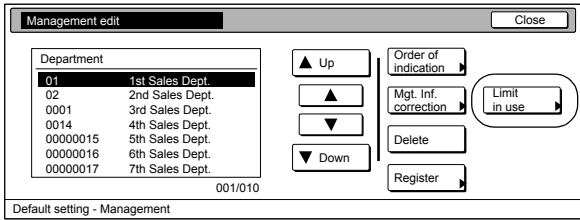
- This setting limits the maximum number of copies that can be made in all color modes (full color and black and white).
- This setting will only be available when “On” is selected as the “Copier function management ON/OFF” setting.

**1** Access the screen that contains the copy restriction setting items.  
 (See “Accessing the copy management menu screen” on page 7-3 or “Change restrictions for use” on page 7-24.)

Inch specifications

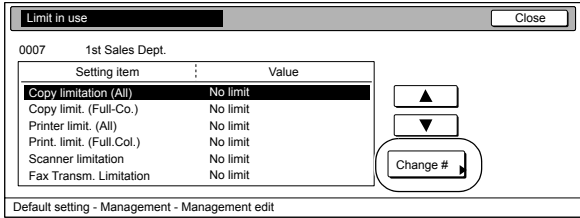


Metric specifications

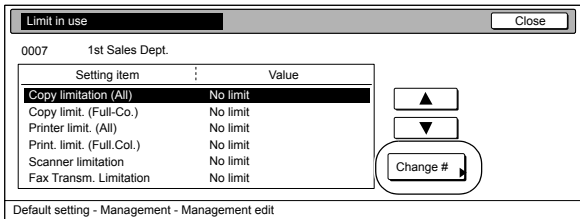


**2** Select “Copy limitation (All)” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.  
 The “Copy limitation (All)” screen will be displayed.

Inch specifications

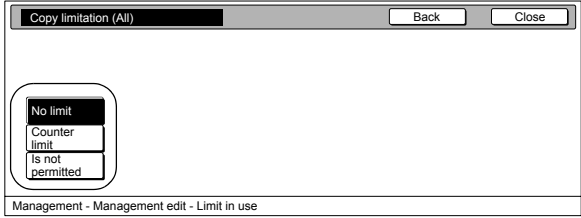


Metric specifications

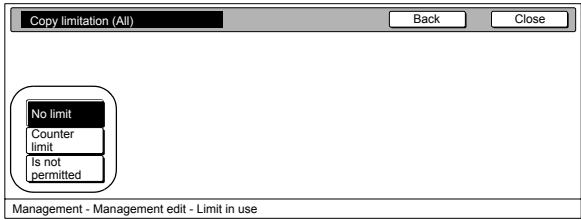


**3** To set the maximum number of copies that can be made under this ID-code, press the “Counter limit” key and proceed to the next step.  
 To allow unlimited copies, press the “No limit” key, and to cancel copying privileges completely, press the “Is not permitted” key and proceed to step 5.

Inch specifications



Metric specifications

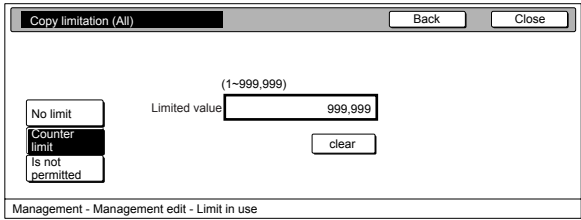


**NOTE**

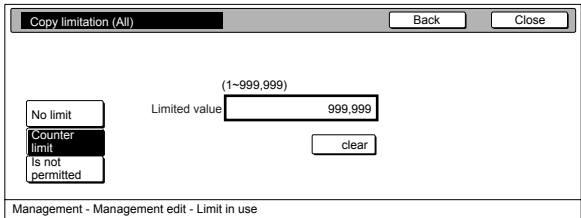
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

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

Inch specifications



Metric specifications



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

## Section 7 COPIER MANAGEMENT

### Copying restrictions (Full color)

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



#### NOTES

- This setting will not be available when “Is not permitted” is selected as the “**Copying restrictions (All)**” setting.
- Even if the maximum number of copies defined by this restriction is not exceeded, further operation will be disabled or a warning message will appear if the maximum number of copies specified by “**Copying restrictions (All)**” is exceeded.

- Access the screen that contains the copy restriction setting items.  
(See “**Accessing the copy management menu screen**” on page 7-3 or “**Change restrictions for use**” on page 7-24.)

Inch specifications

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

001/010

Default setting - Management

Metric specifications

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

001/010

Default setting - Management

- Select “Copy limit. (Full-Co.)” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.  
The “Copy limit. (Full-Co.)” screen will be displayed.

Inch specifications

Setting Item	Value
Copy limitation (All)	No limit
Copy limit. (Full-Co.)	No limit
Printer limit. (All)	No limit
Print. limit. (Full.Col.)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

0007 1st Sales Dept.

Default setting - Management - Management edit

Metric specifications

Setting Item	Value
Copy limitation (All)	No limit
Copy limit. (Full-Co.)	No limit
Printer limit. (All)	No limit
Print. limit. (Full.Col.)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

0007 1st Sales Dept.

Default setting - Management - Management edit

- To set the maximum number of full color copies that can be made under this ID-code, press the “Counter limit” key and proceed to the next step.

To allow unlimited full color copies, press the “No limit” key, and to cancel full color copying privileges completely, press the “Is not permitted” key. Then proceed to step 5.

Inch specifications

Copy limit. (Full-Co.)

Back Close

No limit  
Counter limit  
Is not permitted

Management - Management edit - Limit in use

Metric specifications

Copy limit. (Full-Co.)

Back Close

No limit  
Counter limit  
Is not permitted

Management - Management edit - Limit in use



#### NOTE

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

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

Inch specifications

Copy limit. (Full-Co.)

Back Close

No limit  
Counter limit  
Is not permitted

Limited value (1-999,999) 999,999

clear

Management - Management edit - Limit in use

Metric specifications

Copy limit. (Full-Co.)

Back Close

No limit  
Counter limit  
Is not permitted

Limited value (1-999,999) 999,999

clear

Management - Management edit - Limit in use

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

**Printing restrictions (All)**

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

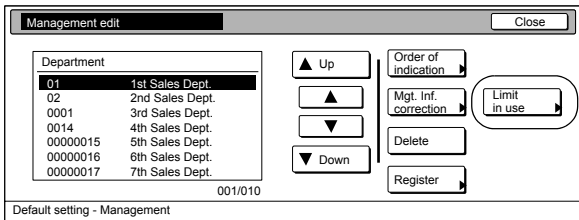


**NOTES**

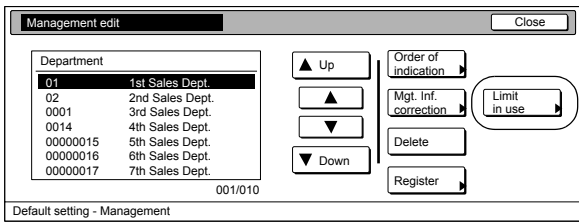
- This setting limits the maximum number of full-color and black and white printouts that can be made in total.
- This setting will only be available when “On” is selected as the **“Printer function management ON/OFF”** setting.

**1** Access the screen that contains the copy restriction setting items.  
 (See **“Accessing the copy management menu screen”** on page 7-3 or **“Change restrictions for use”** on page 7-24.)

Inch specifications

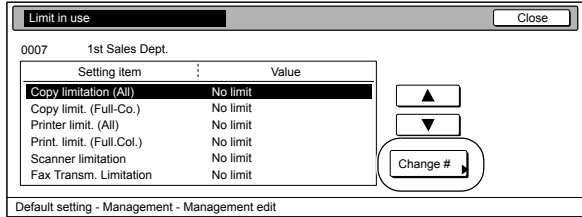


Metric specifications

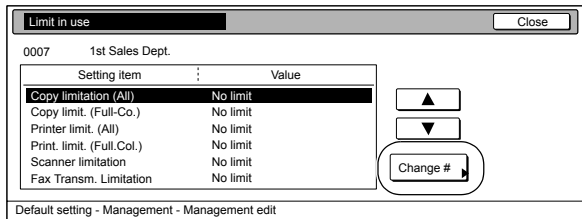


**2** Select “Printer limit. (All)” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.  
 The “Printer limit. (All)” screen will be displayed.

Inch specifications

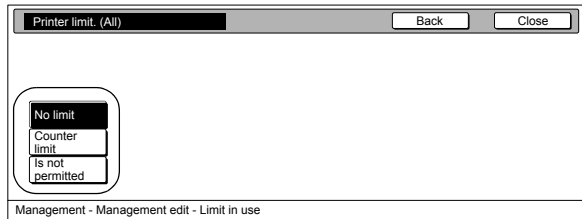


Metric specifications

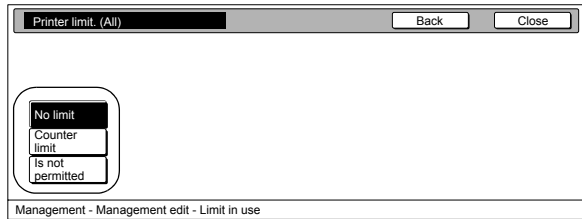


**3** To set the maximum number of printouts that can be made under this ID-code, press the “Counter limit” key and proceed to the next step.  
 To allow unlimited printing, press the “No limit” key, and to cancel printing privileges completely, press the “Is not permitted” key and proceed to step 5.

Inch specifications



Metric specifications



**NOTE**

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

## Section 7 COPIER MANAGEMENT

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

Inch specifications

Printer limit. (All) [Back] [Close]

No limit  
Counter limit  
Is not permitted

Limited value (1-999,999) 999,999 [clear]

Management - Management edit - Limit in use

Metric specifications

Printer limit. (All) [Back] [Close]

No limit  
Counter limit  
Is not permitted

Limited value (1-999,999) 999,999 [clear]

Management - Management edit - Limit in use

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

### Printing restrictions (Full color)

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



#### NOTES

- This setting will not be available when “Is not permitted” is selected as the “**Printing restrictions (All)**” setting.
- Even if the maximum number of copies defined by this restriction is not exceeded, further operation will be disabled or a warning message will appear if the maximum number of copies specified by “**Printing restrictions (All)**” is exceeded.

- 1** Access the screen that contains the copy restriction setting items. (See “**Accessing the copy management menu screen**” on page 7-3 or “**Change restrictions for use**” on page 7-24.)

Inch specifications

Management edit [Close]

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

001/010

Default setting - Management

▲ Up  
▼ Down  
Order of indication  
Mgt. Inf. correction  
Delete  
Register  
Limit in use

Metric specifications

Management edit [Close]

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

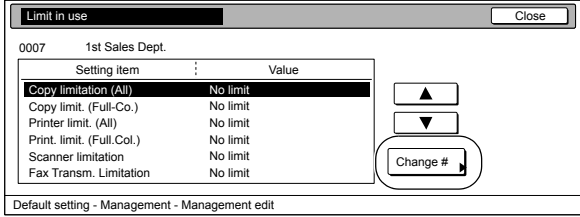
001/010

Default setting - Management

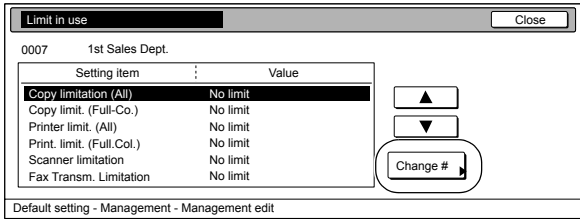
▲ Up  
▼ Down  
Order of indication  
Mgt. Inf. correction  
Delete  
Register  
Limit in use

2 Select "Print. limit. (Full.Col.)" under the "Setting item" column on the left side of the touch panel and then press the "Change #" key. The "Print. limit. (Full.Col.)" screen will be displayed.

Inch specifications

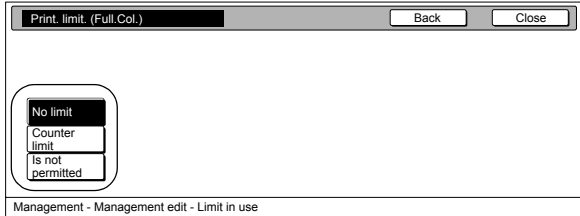


Metric specifications

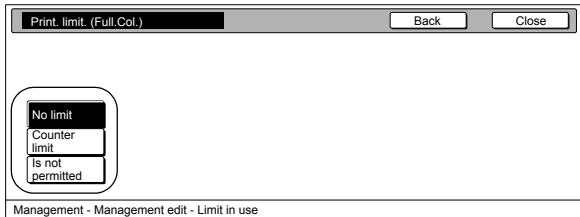


3 To set the maximum number of full color printouts that can be made under this ID-code, press the "Counter limit" key and proceed to the next step. To allow unlimited full color printing, press the "No limit" key, and to cancel full color printing privileges completely, press the "Is not permitted"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

Inch specifications

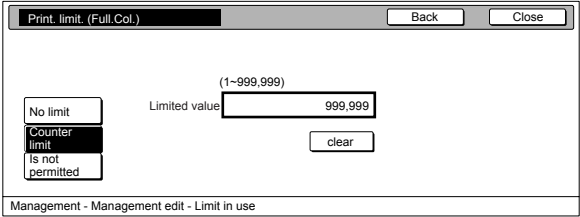


Metric specifications

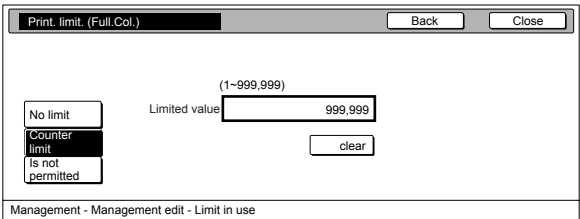


4 Use the numeric keys on the keypad to enter the maximum number of full color printouts that can be made under this ID-code. The printing limit can be set to any 1-page increment up to 999,999.

Inch specifications



Metric specifications



5 Press the "Close" key. The touch panel will return to the screen in step 2.



NOTE

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

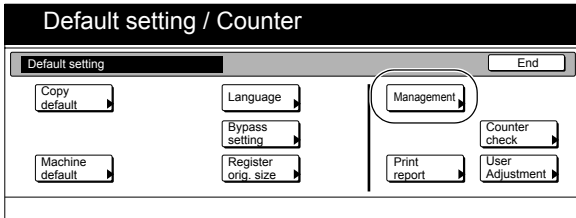
## Section 7 COPIER MANAGEMENT

### Delete department ID-codes

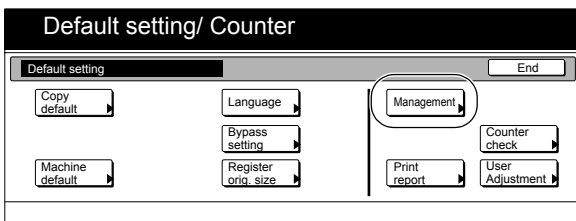
Perform the following procedure when you want to delete registered department ID-codes.

- 1 Access the copy management menu screen.  
(See “Accessing the copy management menu screen” on page 7-3.)

Inch specifications

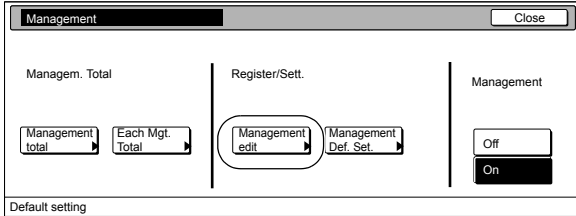


Metric specifications

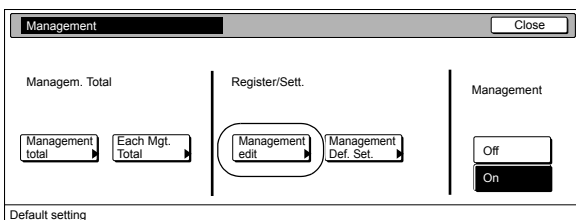


- 2 Press the “Management edit” key.  
The “Management edit” screen will be displayed.

Inch specifications

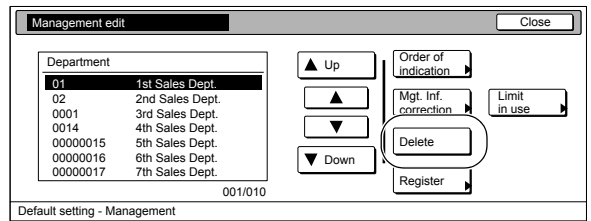


Metric specifications

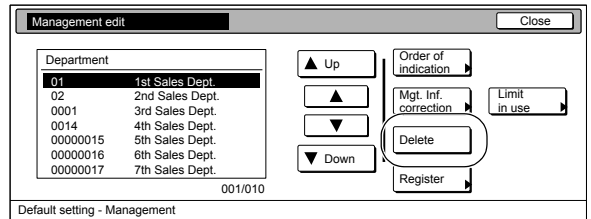


- 3 Select the department ID-code that you want to delete, and then press the “Delete” key.

Inch specifications



Metric specifications



#### NOTE

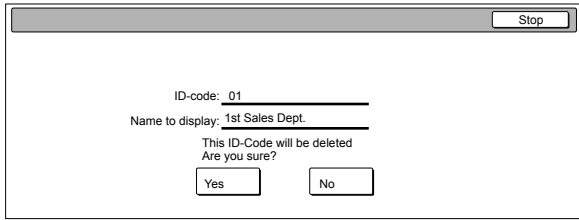
It is possible for you to change the order of how the list of ID-codes is displayed.

To so, press the “Order of indication” key and then press the “Sort by code” key or the “Sort by Name” key, as appropriate.

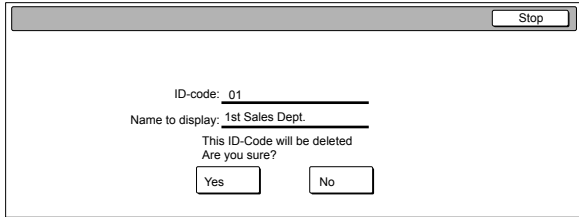


- 4 Verify that this is the ID-code that you want to delete, and press the “Yes” key. The touch panel will return to the screen in step 3.

Inch specifications



Metric specifications



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

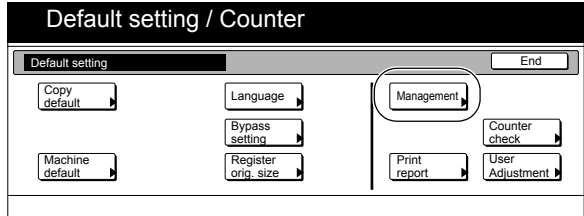
- 5 Press the “Close” key. The touch panel will return to the screen in step 2.

**Change registered information**

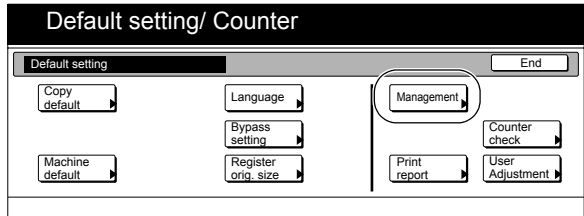
Perform the following procedure when you want to change a previously registered department name or the corresponding ID-code.

- 1 Access the copy management menu screen. (See “Accessing the copy management menu screen” on page 7-3.)

Inch specifications

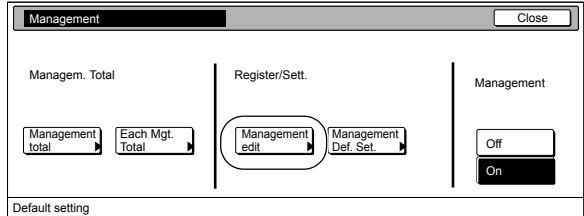


Metric specifications

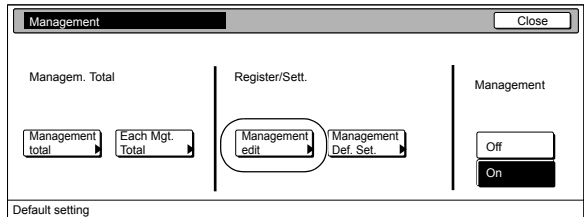


- 2 Press the “Management edit” key. The “Management edit” screen will be displayed.

Inch specifications



Metric specifications



## Section 7 COPIER MANAGEMENT

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

Inch specifications

Metric specifications

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

**NOTE**  
It is possible for you to change the order of how the list of ID-codes is displayed. To do so, press the “Order of indication” key and then press the “Sort by code” key or the “Sort by Name” key, as appropriate.

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

Inch specifications

Metric specifications

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

Inch specifications

Metric specifications

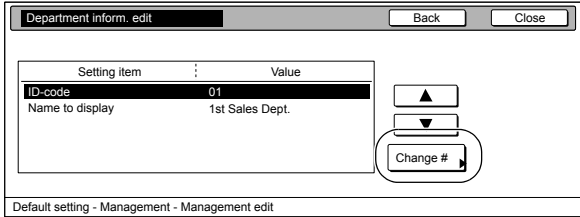
- 6** Press the “Close” key. The touch panel will return to the screen in step 4. Proceed to step 10.

Inch specifications

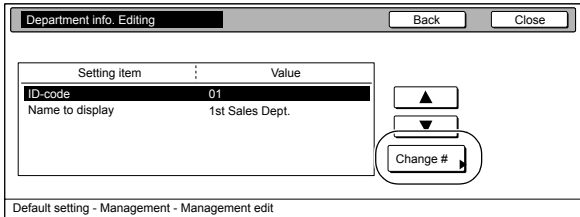
Metric specifications

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

Inch specifications

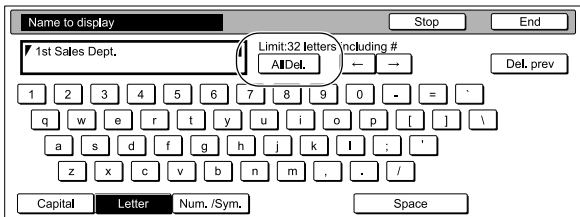


Metric specifications

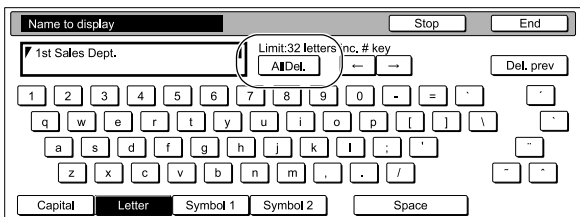


8 Press the "AllDel." key to delete the old department name, then enter the new name.

Inch specifications



Metric specifications



- 9 Press the "End" key. The touch panel will return to the screen in step 7.
- 10 Press the "Close" key. The touch panel will return to the screen in step 3.
- 11 Press the "Close" key. The touch panel will return to the screen in step 2.
- 12 Press the "Close" key.



**NOTE** For information on how to enter the department name, refer to "Entering characters" on page 7-119.

## Section 7 COPIER MANAGEMENT

### Change restrictions for use

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



#### IMPORTANT!

In order to access the “Change restrictions for use” procedure under “Editing copy management information”, it is necessary to select “On” under “Copier function management ON/OFF”. When the optional Printer Kit, Network Scanner Kit or Fax Kit are installed in your copier, it is necessary to select “On” under the corresponding “Printer function management ON/OFF”, “Scanner function management ON/OFF” or “Fax function management ON/OFF” procedure.  
(See “**Changing the copy management default settings**” on page 7-29.)

- 1 Access the copy management menu screen.  
(See “**Accessing the copy management menu screen**” on page 7-3.)

Inch specifications

Default setting / Counter

Default setting [End]

Copy default Language Management

Machine default Bypass setting Counter check

Register orig. size Print report User Adjustment

Metric specifications

Default setting / Counter

Default setting [End]

Copy default Language Management

Machine default Bypass setting Counter check

Register orig. size Print report User Adjustment

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

Inch specifications

Management [Close]

Managem. Total Register/Sett. Management

Management total Each Mgt. Total Management edit Management Def. Set.

Off On

Default setting

Metric specifications

Management [Close]

Managem. Total Register/Sett. Management

Management total Each Mgt. Total Management edit Management Def. Set.

Off On

Default setting

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

Inch specifications

Management edit [Close]

Department

01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

001/010

Default setting - Management

▲ Up

▲

▼

▼ Down

Order of indication

Mgt. Inf. correction

Limit in use

Delete

Register

Metric specifications

Management edit [Close]

Department

01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

001/010

Default setting - Management

▲ Up

▲

▼

▼ Down

Order of indication

Mgt. Inf. correction

Limit in use

Delete

Register



#### NOTE

It is possible for you to change the order of how the list of ID-codes is displayed.  
To do so, press the “Order of indication” key and then press the “Sort by code” key or the “Sort by Name” key, as appropriate.

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

Inch specifications

Limit in use [Close]

0007 1st Sales Dept.

Setting item	Value
Copy limitation	Can use
Printer limitation	Can use
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

Default setting - Management - Management edit

▲

▼

Change #

Metric specifications

Limit in use [Close]

0007 1st Sales Dept.

Setting item	Value
Copy limitation	Can use
Printer limitation	Can use
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

Default setting - Management - Management edit

▲

▼

Change #

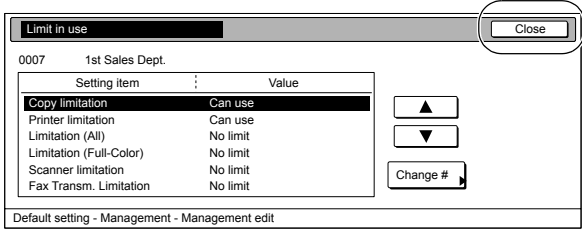


#### NOTE

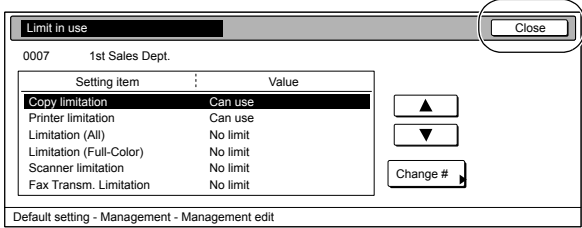
For information on how to change restrictions, refer to “**Setting the restrictions for use**” on page 7-7.

5 Press the "Close" key.  
The touch panel will return to the screen in step 3.

Inch specifications



Metric specifications



6 Press the "Close" key.  
The touch panel will return to the screen in step 2.

7 Press the "Close" key.

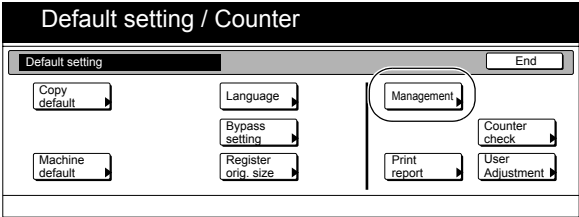
Checking the copy management counts

Check all departments

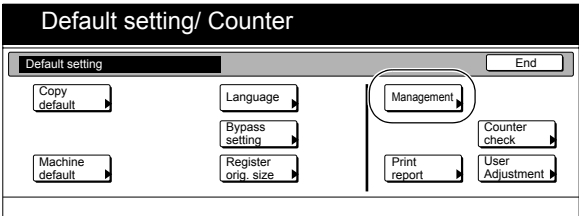
Perform the following procedure when you want to check the total number of copies made under all department ID-codes as a whole, print out a copy management report and clear the copy counts for all of the registered department ID-codes.

1 Access the copy management menu screen.  
(See "Accessing the copy management menu screen" on page 7-3.)

Inch specifications

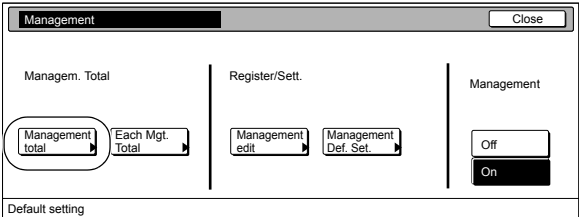


Metric specifications

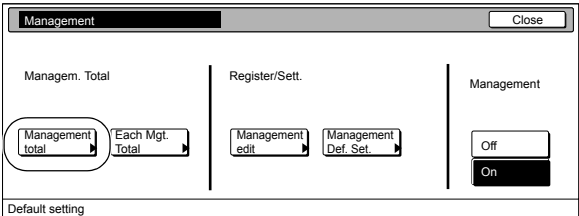


2 Press the "Management total" key.  
The "Management total" screen will be displayed.

Inch specifications



Metric specifications



## Section 7 COPIER MANAGEMENT

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

Inch specifications

Number print.	Copy	Printer	Fax	Total
Black & White:	300	100	50	450
Monocolor:	0			0
Full-color:	90	10		90
Total:	390	110		490

Scan.Transm. Scanner Fax transm. FAX

Scan # pages: 100 Trsm. # pages: 100  
Commun.Time: 1Hrs. 10Min.

Default setting - Management

Metric specifications

Number print.	Copy	Printer	Fax	Total
Black & White:	300	100	50	450
Monocolor:	0			0
Full-colour:	90	10		90
Total:	390	110		490

Scan.Transm. Scanner Fax transm. FAX

Scan # pages: 100 Trsm. # pages: 100  
Commun.Time: 1Hrs. 10Min.

Default setting - Management

Sample copy management report (for all departments)

DEPT ID	TOTAL	FULL COLOR	MONO-COLOR	BW (COPY)	SCANNER	FAX TX	TIME	FAX RX
11	0	0	0	0	0	0	00:00:00	0
1	0	0	0	0	0	0	00:00:00	0
11	0	0	0	0	0	0	00:00:00	0
1	0	0	0	0	0	0	00:00:00	0
ERC	0	0	0	0	0	0	00:00:00	0
1	0	0	0	0	0	0	00:00:00	0
TOTAL	0	0	0	0	0	0	00:00:00	0

Sample copy management report (for an individual department)

DEPT ID	TOTAL (COPY)	FULL (COPY)	MONO (COPY)	BW (COPY)	SCANNER	FAX TX	TIME	FAX RX
11	0	0	0	0	0	0	00:00:00	0
1	0	0	0	0	0	0	00:00:00	0
11	0	0	0	0	0	0	00:00:00	0
1	0	0	0	0	0	0	00:00:00	0
ERC	0	0	0	0	0	0	00:00:00	0
1	0	0	0	0	0	0	00:00:00	0
TOTAL	0	0	0	0	0	0	00:00:00	0

- 4** To clear all of the copy counts, press the “Counter clear” key.

Inch specifications

Number print.	Copy	Printer	Fax	Total
Black & White:	300	100	50	450
Monocolor:	0			0
Full-color:	90	10		90
Total:	390	110		490

Scan.Transm. Scanner Fax transm. FAX

Scan # pages: 100 Trsm. # pages: 100  
Commun.Time: 1Hrs. 10Min.

Default setting - Management

Metric specifications

Number print.	Copy	Printer	Fax	Total
Black & White:	300	100	50	450
Monocolor:	0			0
Full-colour:	90	10		90
Total:	390	110		490

Scan.Transm. Scanner Fax transm. FAX

Scan # pages: 100 Trsm. # pages: 100  
Commun.Time: 1Hrs. 10Min.

Default setting - Management

- 5** When the confirmation message appears, press the “Yes” key.

Inch specifications

The count value for all ID-codes will be deleted

ARE YOU SURE?

Yes No

Metric specifications

The count value for all ID-codes will be deleted

ARE YOU SURE?

Yes No

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

- 7** Press the “Close” key.



### NOTES

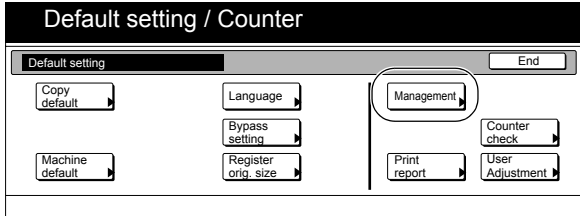
- The type of report printed out will vary according the setting selected for “Copy/Printer output management” under the copy management default settings.
- If any of the “Total size 1” through “Total size 5” settings is selected under the copy management default settings, the total size report will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

**Check individual departments**

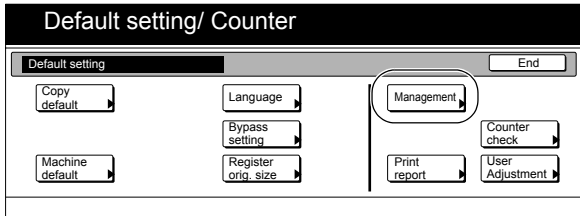
Perform the following procedure when you want to check the total number of copies made under each individual department ID-code and/or clear the copy counts for individual departments as well.

**1** Access the copy management menu screen. (See “Accessing the copy management menu screen” on page 7-3.)

Inch specifications

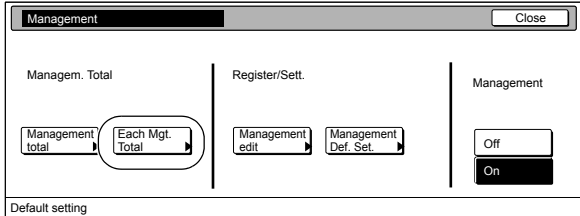


Metric specifications

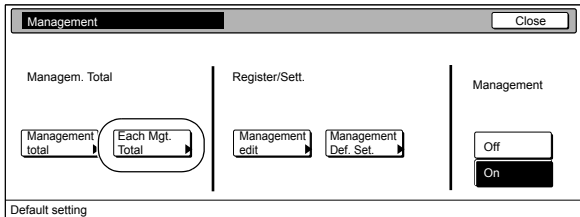


**2** Press the “Each Mgt. Total” key. The “Each Management Total” screen will be displayed.

Inch specifications

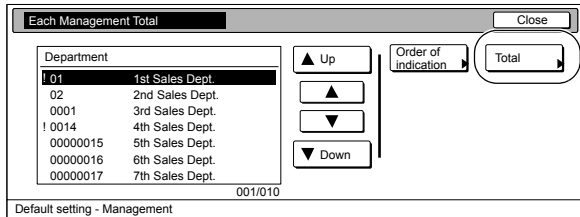


Metric specifications

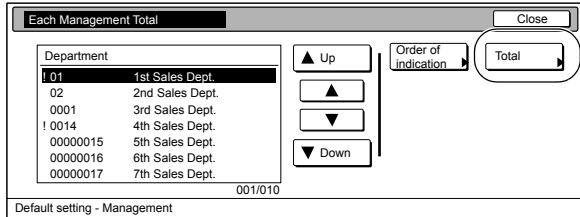


**3** Select the department ID-code for which you want to check the copy counts, and then press the “Total” key.

Inch specifications



Metric specifications



**NOTES**

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

## Section 7 COPIER MANAGEMENT

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

Inch specifications

Each Management Total				Close
Number print.		Copy	Printer	Total
Black & White:	50	30	80	
Monocolour:	0			0
Full-colour:	13	5	18 (1,000)	
Total:	63	35	98 (5,000)	
Scan.Transm.	Fax transm.		FAX	
Scanner	FAX			
Scan # pages:	100	Trsm. # pages:	100	
		Commun.Time:	1Hrs., 10Min.	
Default setting - Management		01	1st Sales Dept.	
		Counter clear		

Metric specifications

Each Management Total				Close
Number print.		Copy	Printer	Total
Black & White:	50	30	80	
Monocolour:	0			0
Full-colour:	13	5	18 (1,000)	
Total:	63	35	98 (5,000)	
Scan.Transm.	Fax transm.		FAX	
Scanner	FAX			
Scan # pages:	100	Trsm. # pages:	100	
		Commun.Time:	1Hrs., 10Min.	
Default setting - Management		01	1st Sales Dept.	
		Counter clear		



### NOTE

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

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

Inch specifications

Each Management Total				Close
Number print.		Copy	Printer	Total
Black & White:	50	30	80	
Monocolour:	0			0
Full-colour:	13	5	18 (1,000)	
Total:	63	35	98 (5,000)	
Scan.Transm.	Fax transm.		FAX	
Scanner	FAX			
Scan # pages:	100	Trsm. # pages:	100	
		Commun.Time:	1Hrs., 10Min.	
Default setting - Management		01	1st Sales Dept.	
		Counter clear		

Metric specifications

Each Management Total				Close
Number print.		Copy	Printer	Total
Black & White:	50	30	80	
Monocolour:	0			0
Full-colour:	13	5	18 (1,000)	
Total:	63	35	98 (5,000)	
Scan.Transm.	Fax transm.		FAX	
Scanner	FAX			
Scan # pages:	100	Trsm. # pages:	100	
		Commun.Time:	1Hrs., 10Min.	
Default setting - Management		01	1st Sales Dept.	
		Counter clear		

- 6** When the confirmation message appears, press the “Yes” key.

Inch specifications

		Stop
The count value for this ID-code will be deleted		
Are you sure?		
Yes	No	

Metric specifications

		Stop
The count value for this ID-code will be deleted		
Are you sure?		
Yes	No	

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

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

- 9** Press the “Close” key.

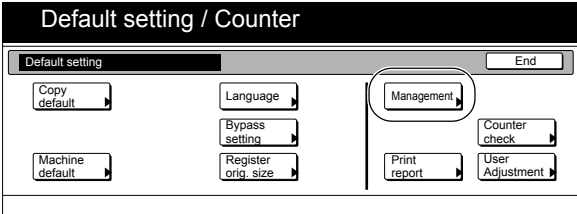


# Turning the copy management function ON/OFF

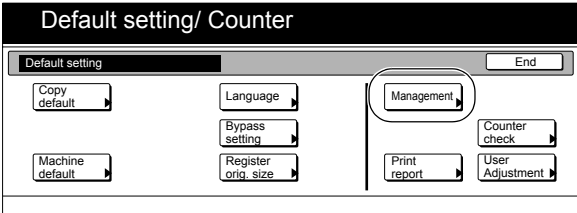
Perform the following procedure when you want to turn copy management ON or OFF.

**1** Access the copy management menu screen. (See “Accessing the copy management menu screen” on page 7-3.)

Inch specifications

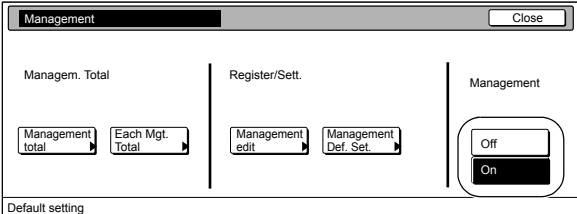


Metric specifications

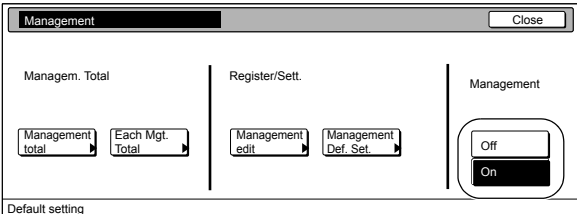


**2** To turn copy management ON, press the “On” key. To turn copy management OFF, press the “Off” key.

Inch specifications



Metric specifications



**3** Press the “Close” key.

# Changing the copy management default settings

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

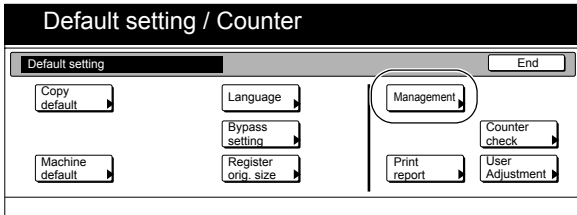
The following default settings are available.

- Copier function management ON/OFF (Page 7-30.)
- Printer function management ON/OFF (Page 7-31.)
- Printer error report (Page 7-32.)
- Non-standard printer driver printout (Printer) (Page 7-33.)
- Copy/Printer output management (Page 7-34.)
- Scanner function management ON/OFF (Page 7-35.)
- Fax function management ON/OFF (Page 7-36.)
- Response to exceeded restriction (Page 7-37.)
- Default copy limit (Page 7-38.)
- Total count for specified paper size (1 to 5) (Page 7-39)

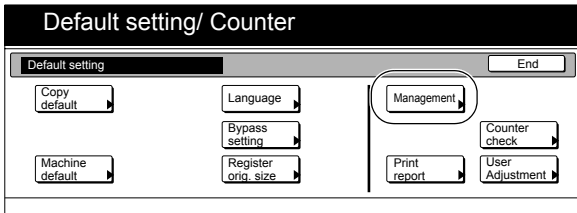
## Accessing the copy management default settings

**1** Access the copy management menu screen. (See “Accessing the copy management menu screen” on page 7-3.)

Inch specifications



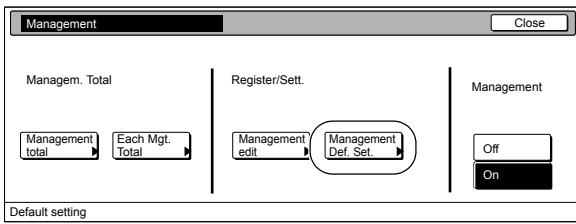
Metric specifications



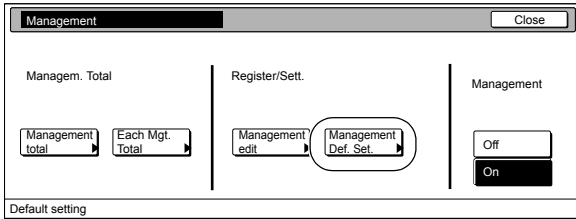
## Section 7 COPIER MANAGEMENT

- 2** Press the “Management Def. Set.” key.  
The “Managem. Def. Set.” screen will be displayed.

Inch specifications

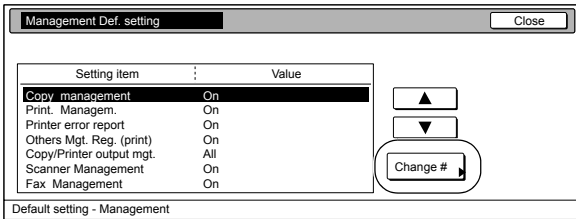


Metric specifications

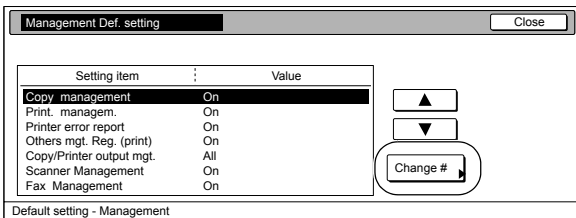


- 3** Select the default setting that you want to change and then press the “Change #” key.

Inch specifications



Metric specifications



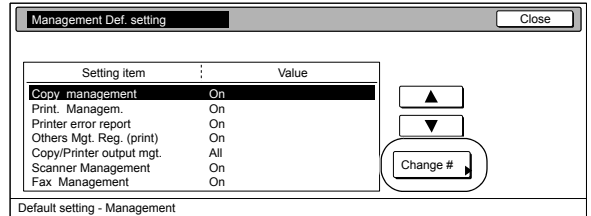
**NOTE**  
Perform the following procedure that corresponds to the desired setting.

## Copier function management ON/OFF

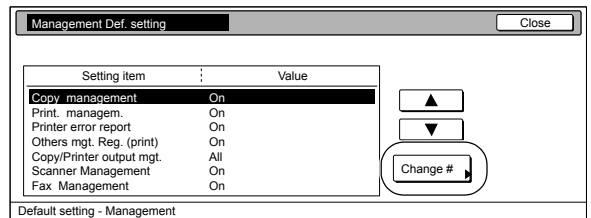
Perform the following procedure when you want to turn copy management ON or OFF for the copier functions of this machine.

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

Inch specifications

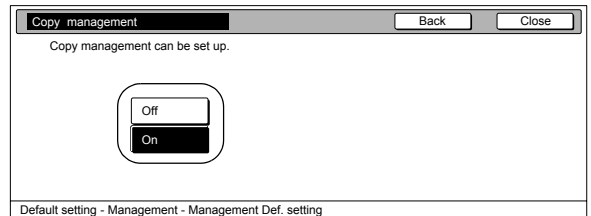


Metric specifications

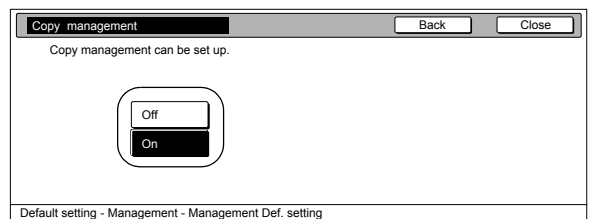


- 2** To turn copy management ON for the copier functions of this machine, press the “On” key.

Inch specifications



Metric specifications



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

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

Printer function management ON/OFF

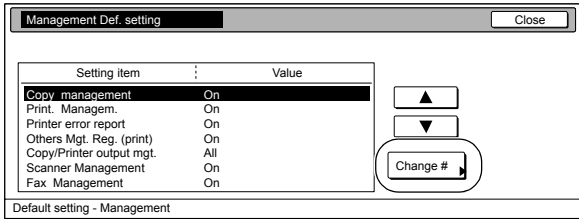
Perform the following procedure when you want to turn copy management ON or OFF for the printer functions of this machine.



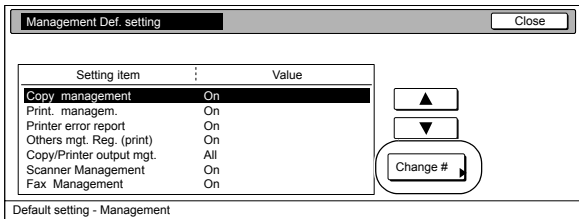
**NOTE**  
This setting is only available when the optional Printer Kit is installed in your copier.

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

Inch specifications

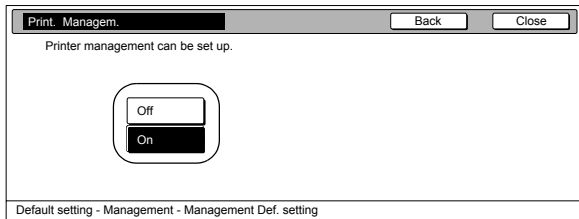


Metric specifications

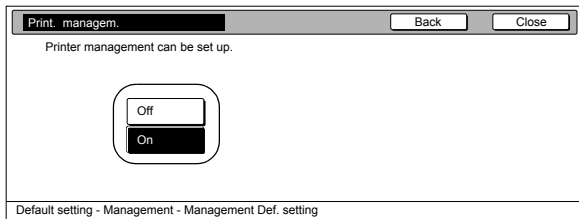


**2** To turn copy management ON for the printer functions of this machine, press the "On" key.

Inch specifications



Metric specifications



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

**3** Press the "Close" key.  
The touch panel will return to the screen in step 1.

## Section 7 COPIER MANAGEMENT

### Printer error report

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



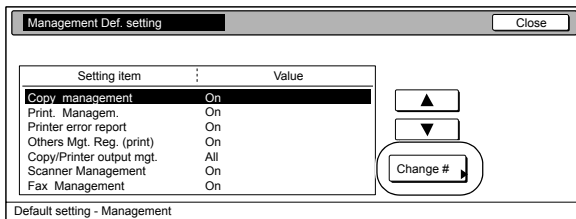
#### NOTE

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

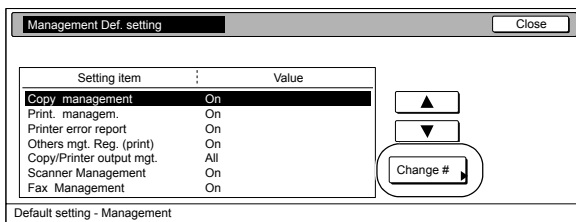
- 1 Select “Printer error report” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.

The “Printer error report” screen will be displayed.

Inch specifications



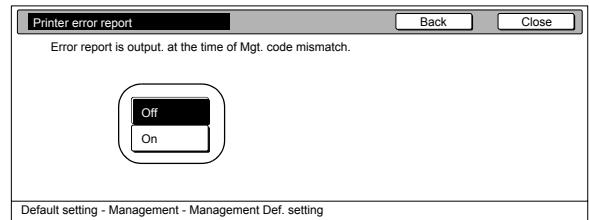
Metric specifications



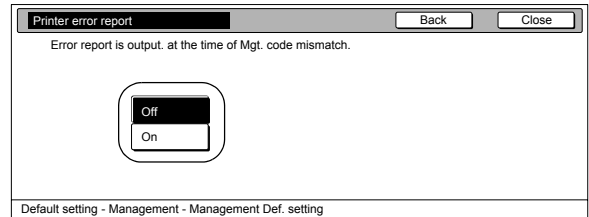
2

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

Inch specifications



Metric specifications



#### NOTE

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

3

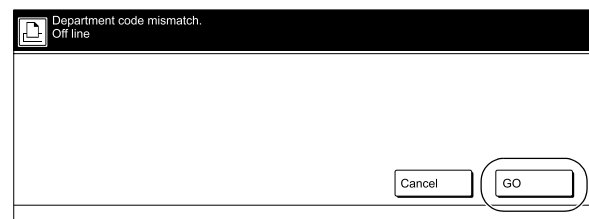
Press the “Close” key. The touch panel will return to the screen in step 1.



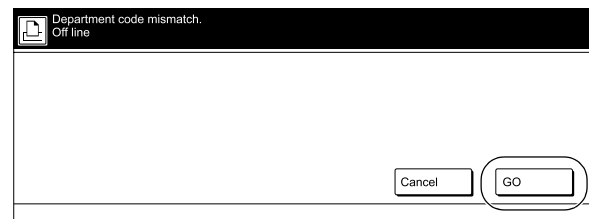
#### NOTE

If anyone attempts to print using an invalid department ID-code, an error will occur under the printing functions and printout will not be possible. When the [Printer] key is pressed, “Department ID-code mismatch.” will be displayed. Press the “GO” key to print out an error report. If you want to cancel printing, press the “Cancel” key. For more details, refer to the Operation Guide for the Printer Kit.

Inch specifications



Metric specifications



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

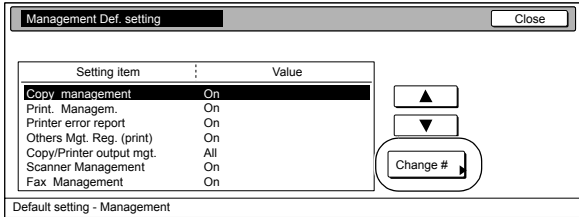
Perform the following procedure when “On” is selected as the “Printer function management ON/OFF” setting and you want to allow the use of printer drivers other than those available under copy management.



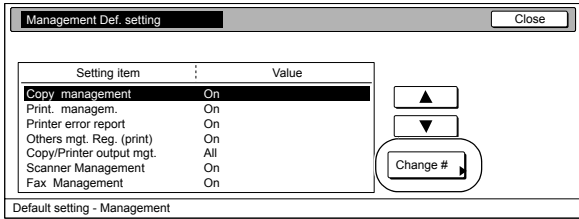
**NOTE**  
This setting will only be available when “On” is selected as the “Printer function management ON/OFF” setting.

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

Inch specifications

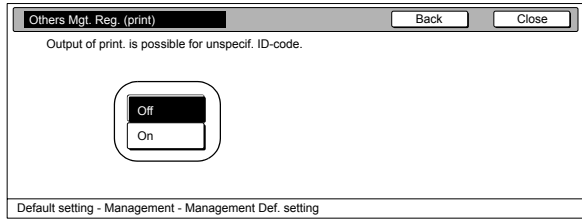


Metric specifications

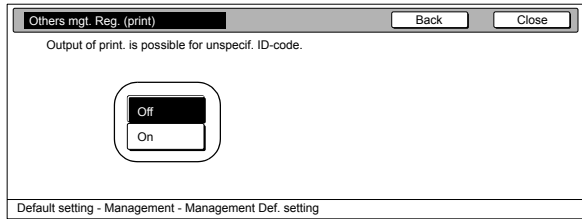


**2** To allow the use of printer drivers other than those available under copy management, press the “On” key.

Inch specifications



Metric specifications



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

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

## Section 7 COPIER MANAGEMENT

### Copy/Printer output management

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



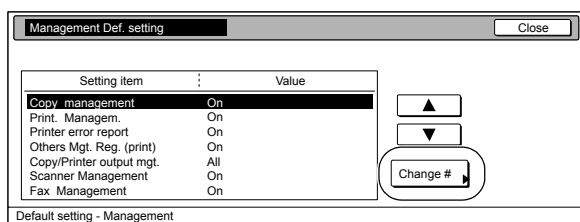
#### NOTE

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

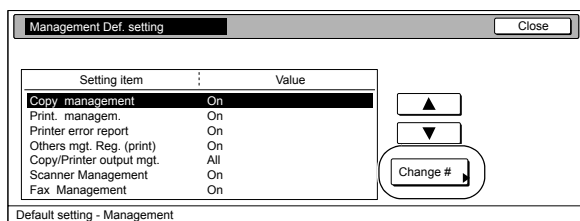
**1** Select “Copy/Printer output mgt.” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.

The “Copy/Printer output mgt.” screen will be displayed.

Inch specifications



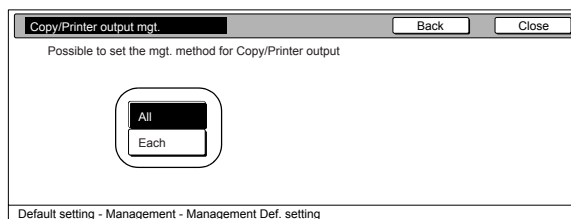
Metric specifications



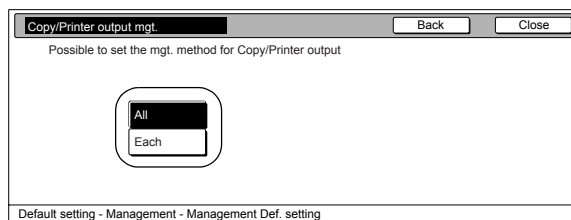
**2**

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

Inch specifications



Metric specifications



#### NOTE

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

**3**

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

Scanner function management ON/OFF

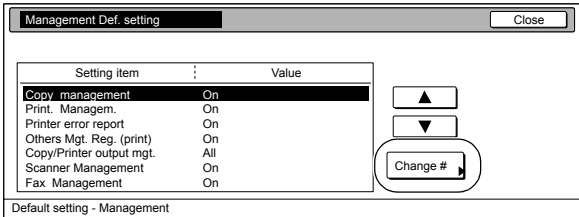
Perform the following procedure when you want to turn copy management ON or OFF for the scanner functions of this machine.



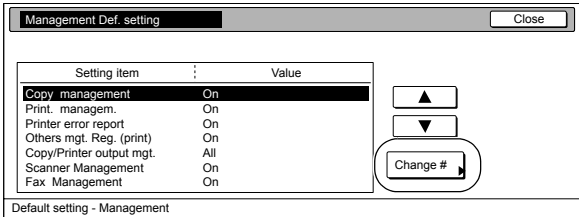
**NOTE** This setting is only available when the optional Network Scanner Kit is installed in your copier.

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

Inch specifications

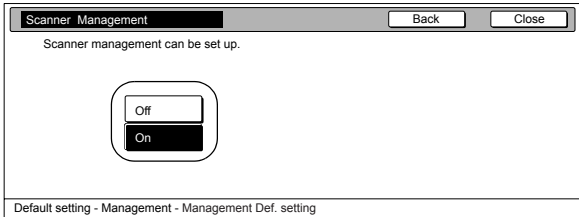


Metric specifications

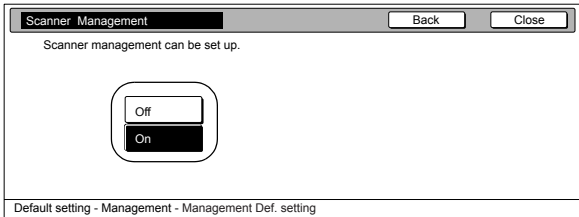


**2** To turn copy management ON for the scanner functions of this machine, press the "On" key.

Inch specifications



Metric specifications



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

**3** Press the "Close" key. The touch panel will return to the screen in step 1.

## Section 7 COPIER MANAGEMENT

### Fax function management ON/OFF

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



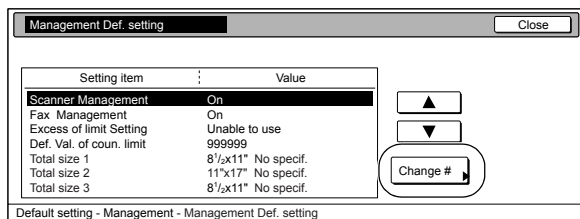
#### NOTE

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

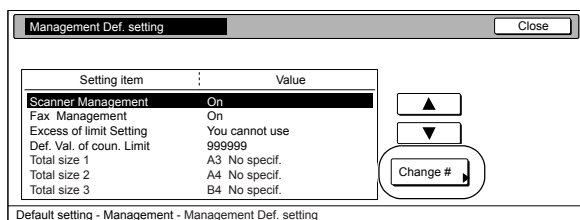
- 1 Select "Fax Management" under the "Setting item" column on the left side of the touch panel and then press the "Change #" key.

The "Fax Management" screen will be displayed.

Inch specifications



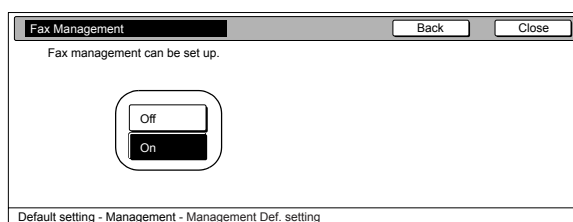
Metric specifications



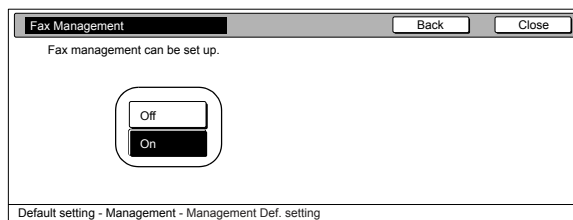
2

To turn copy management ON for the fax functions of this machine, press the "On" key.

Inch specifications



Metric specifications



#### NOTE

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

3

Press the "Close" key.

The touch panel will return to the screen in step 1.

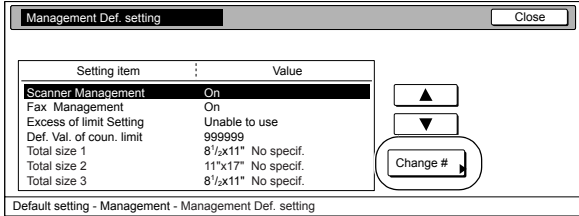


Response to exceeded restriction

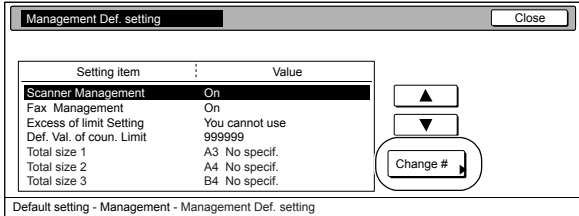
Perform the following procedure to determine whether further use of the machine will be canceled or an error message will be generated when a department ID-code has exceeded its set limit.

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

Inch specifications

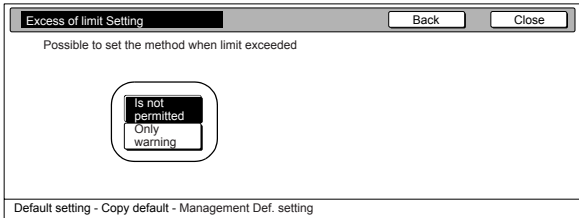


Metric specifications

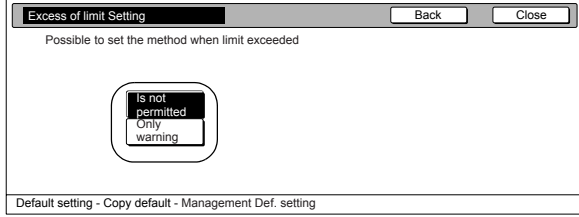


- 2 To cancel further use of the machine, press the "Is not permitted" key. To have an error message generated, press the "Only warning" key.

Inch specifications



Metric specifications



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

- 3 Press the "Close" key. The touch panel will return to the screen in step 1.

## Section 7 COPIER MANAGEMENT

### Default copy limit

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

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

Inch specifications

Setting item	Value
Scanner Management	On
Fax Management	On
Excess of limit Setting	Unable to use
Def. Val. of coun. limit	999999
Total size 1	8 1/2"x11" No specif.
Total size 2	11"x17" No specif.
Total size 3	8 1/2"x11" No specif.

Default setting - Management - Management Def. setting

Metric specifications

Setting item	Value
Scanner Management	On
Fax Management	On
Excess of limit Setting	You cannot use
Def. Val. of coun. Limit	999999
Total size 1	A3 No specif.
Total size 2	A4 No specif.
Total size 3	B4 No specif.

Default setting - Management - Management Def. setting

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

Inch specifications

Def. Val. of coun. limit

Default value of counter limit can be set.

(1~999,999)

Limited value

clear

Back Close

Default setting - Management - Management Def. setting

Metric specifications

Def. Val. of coun. Limit

Default value of counter limit can be set.

(1~999,999)

Limited value

clear

Back Close

Default setting - Management - Management Def. setting



#### NOTE

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

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

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

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

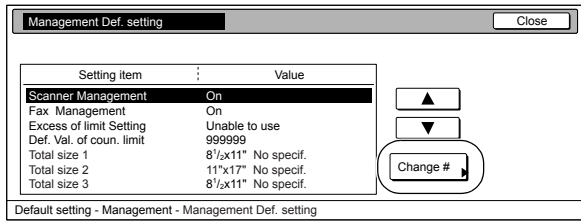


**NOTES**

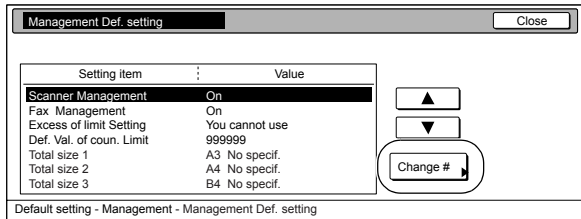
- You can register up to 5 different paper sizes for this function.
- If the type of paper is not registered in any of the settings, the corresponding copy counts for that size of paper will be calculated regardless of the type of paper that is used. However, if the same size of paper is registered in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

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

Inch specifications

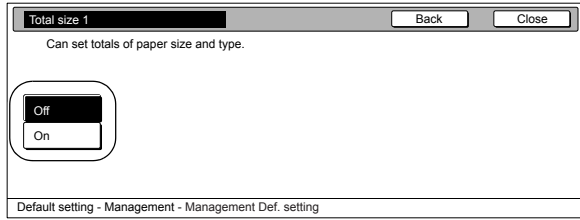


Metric specifications

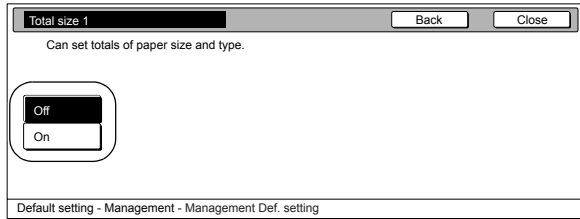


**2** Press the “On” key.

Inch specifications

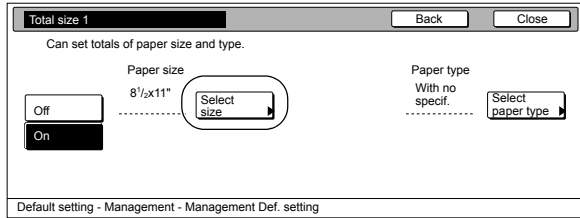


Metric specifications

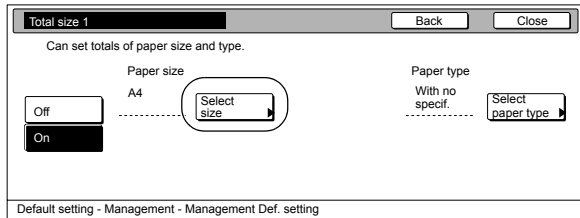


**3** Press the “Select size” key.

Inch specifications



Metric specifications



**NOTE**

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

## Section 7 COPIER MANAGEMENT

- 4** Press the key that corresponds to the desired paper size, and then press the “Close” key.

Inch specifications

Select size		
A3	B4	11x17"
A4	B5	8 1/2 x 14"
A5	Folio	8 1/2 x 11"
		5 1/2 x 8 1/2"

Management - Management Def. setting - Total size 1

Metric specifications

Select size		
A3	B4	11x17"
A4	B5	8 1/2 x 14"
A5	Folio	8 1/2 x 11"
		5 1/2 x 8 1/2"

Management - Management Def. setting - Total size 1

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

Inch specifications

Total size 1	
Can set totals of paper size and type.	
Paper size	Paper type
8 1/2 x 11"	With no specif.
<input type="button" value="Off"/> <input checked="" type="button" value="On"/>	<input type="button" value="Select paper type"/>
<input type="button" value="Select size"/>	

Default setting - Management - Management Def. setting

Metric specifications

Total size 1	
Can set totals of paper size and type.	
Paper size	Paper type
A4	With no specif.
<input type="button" value="Off"/> <input checked="" type="button" value="On"/>	<input type="button" value="Select paper type"/>
<input type="button" value="Select size"/>	

Default setting - Management - Management Def. setting

- 6** Press the key that corresponds to the desired paper type, and then press the “Close” key.

Inch specifications

Select paper type						
With no specif.	Plain	Labels	Cardstock	Thick paper	Custom 1	Custom 5
	Transparency	Recycled	Color	Envelope	Custom 2	Custom 6
	Rough	Preprinted	Prepunched	Coated	Custom 3	Custom 7
	Vellum	Bond	Letterhead	High quality	Custom 4	Custom 8

Management - Management Def. setting - Total size 1

Metric specifications

Select paper type						
With no specif.	Plain	Labels	Cardstock	Thick paper	Custom 1	Custom 5
	Transparency	Recycled	Colour	Envelope	Custom 2	Custom 6
	Rough	Preprinted	Prepunched	Coated	Custom 3	Custom 7
	Vellum	Bond	Letterhead	High quality	Custom 4	Custom 8

Management - Management Def. setting - Total size 1

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



### NOTE

You can check the copy counts for the paper sizes registered under the “Total size 1” through “Total size 5” settings on the total size report that is printed together with the copy management report. For information on how to print out a copy management report, refer to “Checking the copy management counts” on page 7-25.

Sample: Total size report

Inch specifications

09/29/03 DEPT. SIZE REPORT P. 1						
DEPT. ID	11x17"	8 1/2 x 14"	8 1/2 x 11"	5 1/2 x 8 1/2"		ETC
0000	1	0	0	0	0	0
1000	1	0	0	0	0	0
2000	1	0	0	0	0	0
ETC	1	0	0	0	0	0
TOTAL	1	0	0	0	0	0

Metric specifications

09/29/03 DEPT. SIZE REPORT P. 1						
DEPT. ID	A3	B4	A4	B5	A5	ETC
0000	1	0	0	0	0	0
1000	1	0	0	0	0	0
2000	1	0	0	0	0	0
ETC	1	0	0	3	0	0
TOTAL	1	0	0	0	0	0

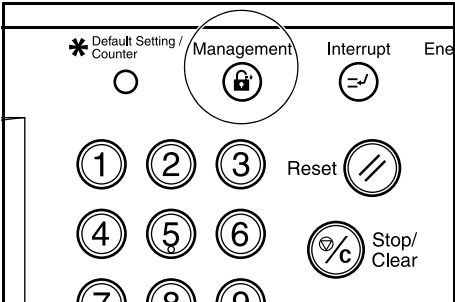
# Making copies when copy management is turned ON

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



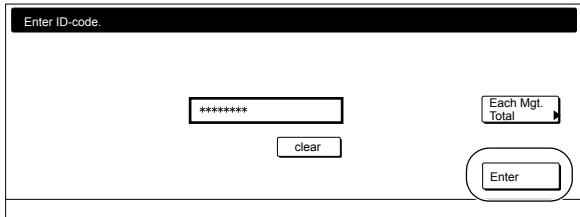
### IMPORTANT!

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

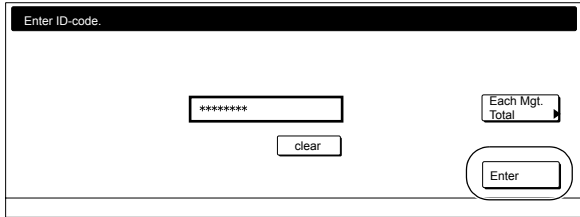


**1** Use the numeric keys on the keypad to enter your department ID-code, and then press the "Enter" key. The "Basic" screen will be displayed.

Inch specifications



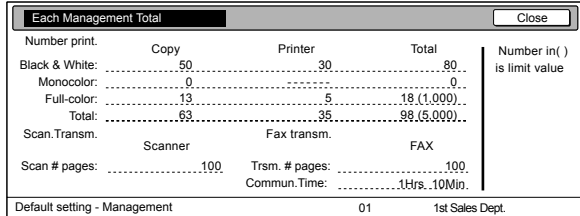
Metric specifications



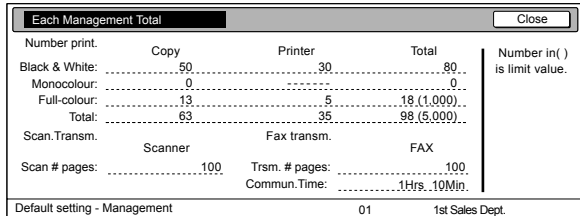
### NOTES

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

Inch specifications

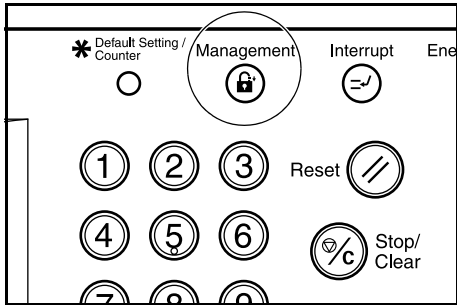


Metric specifications



**2** Perform the desired copy operation as usual.

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



### Default settings

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

### Machine default settings

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

Default setting	Description	Available settings	Factory setting	Reference page
Auto drawer[cassette] switching ON/OFF	If the paper in one drawer[cassette] runs out during copying, the automatic drawer[cassette] switching function will switch paper feed from the empty drawer[cassette] to another drawer[cassette] that contains the same size of paper in the same orientation for uninterrupted copying. To enable this function, it is necessary to turn the related setting “On”.	On / Off	On	7-46
	In order to prevent a drawer[cassette] that holds a different type of paper from being switched to when the automatic drawer[cassette] switching function is turned ON, it is necessary to select “Feed same paper type” as well.	All types of paper / Feed same paper type	All types of paper	
Paper size (drawer[cassette] No.1 - No.4)	Sets the size of paper that is loaded in drawers[cassettes] No.1 through No.4. If you want the size to be detected automatically, select “Auto Detection” (Automatic size detection). If you want to manually set the size of paper, select “Standard sizes”. * The setting for drawer [cassette] No.1 is not available on duplex copiers because the Duplex Unit is installed in its place. * This setting is only available when the optional Paper Feeder is installed on your copier.	Auto Detection / Standard sizes	Auto Detection	7-47
	When “Auto” is selected Select “Centimeter” or “Inch”.	Centimeter Inch	Centimeter	
	<If you select “Standard sizes”> You can then select the paper size.	A3 A4 A4R A5R B4 B5 B5R Folio 11" × 17" 8 1/2" × 14" 11" × 8 1/2" 8 1/2" × 11" 5 1/2" × 8 1/2" 8 1/2" × 13"	---	
Paper type (drawer[cassette] No.1 - No.4)	Sets the paper type for drawers [cassettes] No. 1 through No. 4. * The setting for drawer[cassette] No.1 will not be available on duplex copiers because the Duplex Unit is installed in its place. * The setting for drawer[cassette] No.2 through No.4 will only be available when the optional Paper Feeder is installed on your copier. * When an optional Document Finisher is installed, be sure to configure this setting to match the paper weight. An incorrect setting can cause paper jams.	Plain Preprinted Recycled Letterhead Color [Colour] Prepunched Bond High quality Rough Custom 1 – Custom 8	Plain	7-48

Default setting	Description	Available settings	Factory setting	Reference page
Multi-bypass tray settings display ON/OFF	Turn this setting ON if you want the "Bypass setting" screen to be displayed whenever the "Bypass" key is pressed in the "Basic" tab.	On / Off	Off	7-49
Paper weight	Sets the weight of each paper type. Use the following weights (g/m <sup>2</sup> ) when configuring this setting. Light: Approx. 60 g/m <sup>2</sup> Normal 1: 60 – 74 g/m <sup>2</sup> Normal 2: 75 – 89 g/m <sup>2</sup> Normal 3: 90 – 105 g/m <sup>2</sup> Heavy 1: 91 – 120 g/m <sup>2</sup> Heavy 2: 121 – 160 g/m <sup>2</sup> Heavy 3: 161 – 220 g/m <sup>2</sup> * When an optional Document Finisher is installed, be sure to configure this setting to match the paper type (drawer [cassette] No.1 – No.4). An incorrect setting can cause paper jams.	Light Normal 1 – 3 Heavy 1 – 3 Extra Heavy	Depends on the paper type. See "Paper weight" on page 7-50 for details.	7-50
Custom paper type for 2-sided copying	Sets whether or not each custom paper type (custom 1 – custom 8) will be available for use in 2-sided copying.	On / Off	On	7-51
Auto sleep time	Sets the amount of time that will elapse after copying, or if no operation is performed, before the auto sleep function engages and turns the copier OFF. * It is recommended that you try to set a longer time interval before auto sleep function engages if you use the copier frequently, and to a shorter time if there are long intervals between use.	1, 5, 15, 30, 45, 60, 90, 120, 180 and 240 (minutes)	60 (minutes)	7-52
Auto low power time	Sets the amount of time between the point that copying ends and the energy-saving Low power mode engages.	1, 5, 15, 30, 45, 60, 90, 120, 180 and 240 (minutes)	15 (minutes)	7-53
Copy eject location	Sets the location for ejection of finished copies. * This setting is displayed when an optional Document Finisher or the Left Tray is installed on the copier. * When an optional Document Finisher is installed, Select "Top tray" and "Finisher." When the Multi Job Tray is installed, you can select from among "Top Tray," "Tray A," and "Tray 1" through "Tray 5." * "Top tray" and "Left tray" options are available when the optional Left Tray is installed.	Top tray Tray A Tray 1 – 5 (Finisher) (Left Tray)	Top tray	7-54
Fax eject location	Sets the location for ejection of received faxes and for printed reports. * This setting is only available when the optional Fax Kit and Document Finisher are installed on your copier. * When an optional Document Finisher is installed, Select "Top tray" and "Finisher." When the Multi Job Tray is installed, you can select from among "Top Tray," "Tray A," and "Tray 1" through "Tray 5."	Top tray Tray A Tray 1 – 5 (Finisher)	Top tray	7-55
Default operation mode	Sets which operation mode, the copy operation mode or the fax operation mode, will be selected when the power is turned on to the copier.	Copy mode FAX mode	Copy mode	7-56
Touch panel sound ON/OFF	Sets whether or not the touch panel will emit a "beep" sound each time a key is touched.	On / Off	On	7-57

## Section 7 COPIER MANAGEMENT

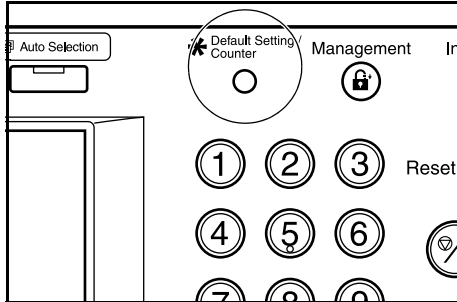
Default setting	Description	Available settings	Factory setting	Reference page
Day & time	Sets the current date and time.	Year: 2001 – 2049 Month: 1 – 12 Day: 1 – 31 Time: 00:00 – 23:59	The time is set at the factory	7-58
Time difference	Sets the time difference from the world standard time (GMT).	+12:00 – -12:00	00:00	7-59
Changing the management code	Changes the management code that is used by the copy manager. <b>IMPORTANT:</b> * If you change the management code from its factory default, be sure to keep some sort of record of the new management code. If, for any reason, you forget the registered management code, you will need to contact your service representative.	0000 – 9999	2600	7-60
Auto sleep ON/OFF	Sets whether or not to have the auto sleep function automatically turn the power switch OFF a certain amount of time after copying, or if no operation has been performed on the copier during that time. * If auto sleep interferes with your copying operations, turn this function OFF. However, it is recommended that you try to set a longer time interval until auto sleep engages before you actually turn it OFF.	On / Off	On	7-61
Color/B&W Mix [Colour/B&W Mix]	Sets the priority mode when copying a document that mixes color and monochrome Color priority: Color copy cyan, magenta, yellow, and black mechanisms are operated, regardless of original type. Use this setting to give precedence to copy speed. B&W priority: Only the black mechanism is operated when making black and white copies.	Color priority [Colour priority] B&W priority	B&W priority	7-62
High Density Print	Sets the priority mode for continuous copying of high-density documents. Fast Mode: Puts priority on copy speed. Quality Mode: Puts priority on copy quality. Copy speed is slower. High Quality Mode: Puts maximum priority on copy quality for printing photographs and other high-density documents. Copy speed is even slower than with the “Quality Mode” setting.	Fast Mode Quality Mode High Quality Mode	Fast Mode	7-63



## Accessing the machine default settings

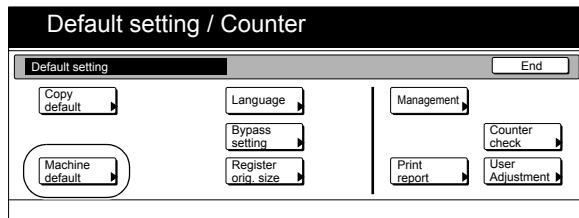
Perform the following procedure when you want to access the screens for each of the various machine default settings.

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

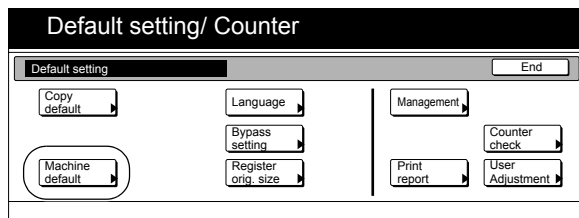


- 2 Press the “Machine default” key on the left side of the touch panel.

Inch specifications

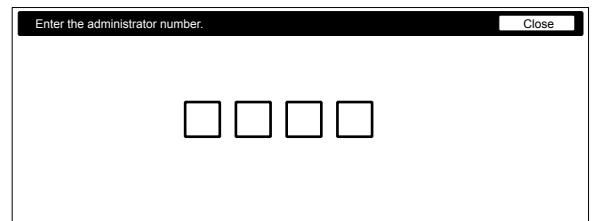


Metric specifications

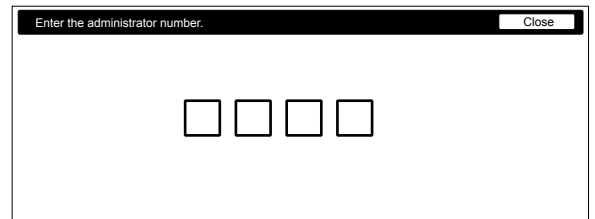


- 3 Use the keypad to enter the 4-digit management code. The factory default setting is “2600”.

Inch specifications

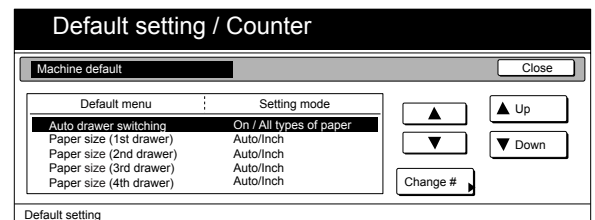


Metric specifications

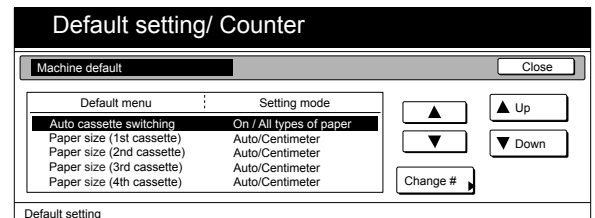


- 4 If the entered code matches the registered one, the “Machine default” screen will be displayed.

Inch specifications



Metric specifications



### NOTES

- It is possible for you to change the 4-digit management code. (See “Changing the management code” on page 7-60.)
- Refer to the desired procedure(s) explained under “Making machine default settings” and perform the corresponding setting(s).

## Making machine default settings

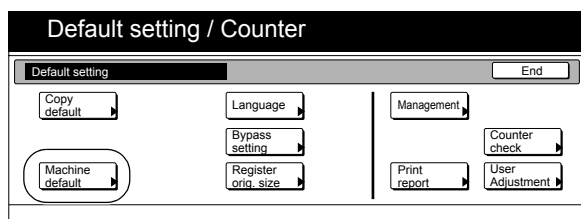
Perform the following procedure that corresponds to the desired setting.

### Auto drawer[cassette] switching ON/OFF

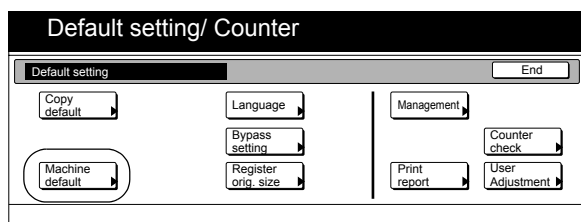
Perform the following procedure to turn automatic drawer[cassette] switching ON or OFF, as desired.

- 1 Display the “Machine default” screen.  
(See “**Accessing the machine default settings**” on page 7-45.)

Inch specifications

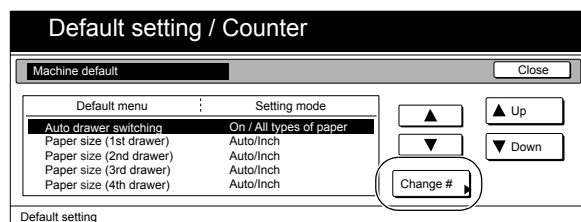


Metric specifications

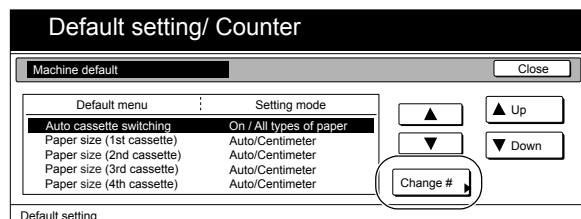


- 2 Select “Auto drawer switching” [“Auto cassette switching”] under the “Default menu” column on the left side of the touch panel and then press the “Change #” key. The “Auto drawer switching” [“Auto cassette switching”] screen will be displayed.

Inch specifications

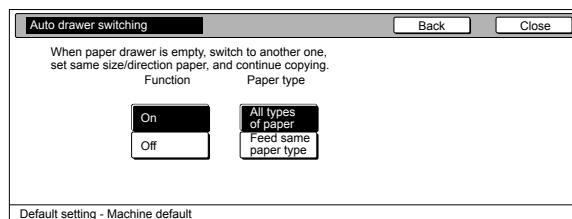


Metric specifications

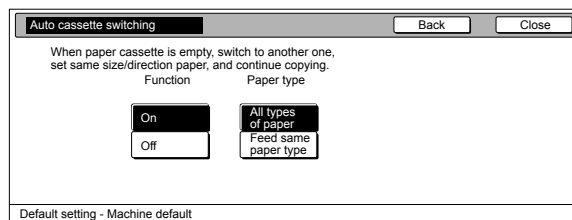


- 3 Press the “On” key to automatic drawer[cassette] switching ON.

Inch specifications



Metric specifications



- 4 In order to prevent a drawer[cassette] that holds a different type of paper from being switched to when the automatic drawer[cassette] switching function is turned ON, press the “Feed same paper type” key under “Paper type”.



#### NOTE

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

- 5 Press the “Close” key.  
The touch panel will return to the screen in step 2.
- 6 Press the “Close” key once again.  
The touch panel will return to the “Default setting” screen.
- 7 Press the “End” key.  
The touch panel will return to the contents of the “Basic” tab.

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

Perform the following procedure to set the size of paper that is loaded in drawer[cassette] No.3 and No.4.

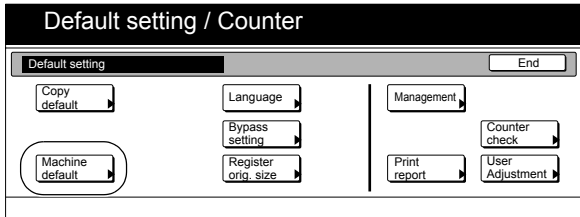


**NOTES**

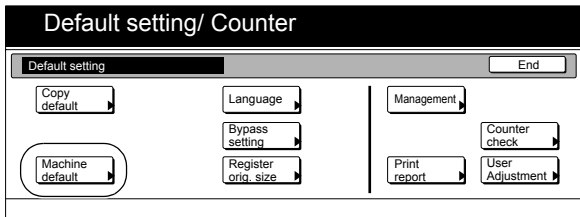
- The setting for drawer[cassette] No.1 will not be available on duplex copiers because the Duplex Unit is installed in its place.
- The setting for drawer[cassette] No.2 through No.4 will only be available when the optional Paper Feeder is installed on your copier.

**1** Display the “Machine default” screen.  
(See “**Accessing the machine default settings**” on page 7-45.)

Inch specifications

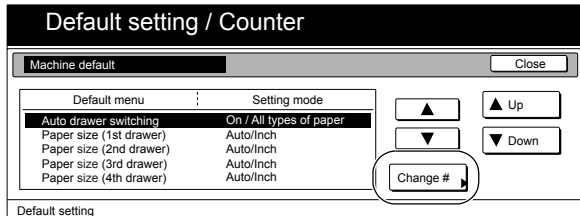


Metric specifications

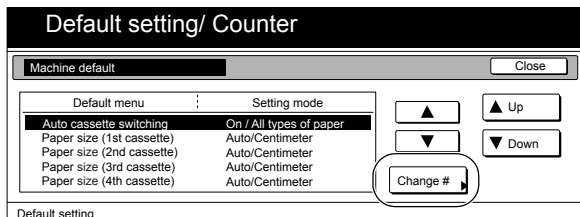


**2** Select one of the “Paper size” settings (“3rd drawer[cassette]” or “4th drawer[cassette]”) under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.  
The screen to set the paper size for that drawer[cassette] will be displayed.

Inch specifications

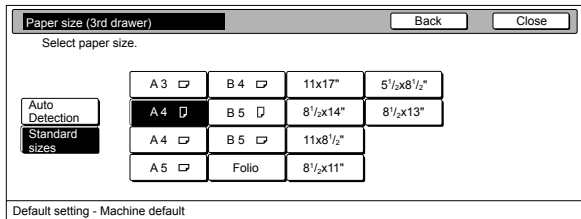


Metric specifications

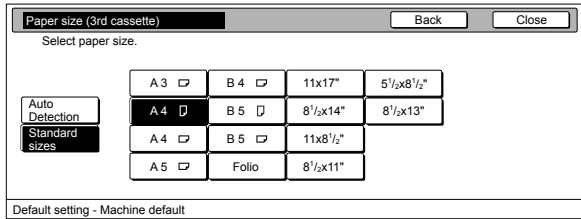


**3** If you selected “Auto Detection”, select the measurement unit. If you selected “Standard sizes”, select the paper size.

Inch specifications



Metric specifications



**NOTE**

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

- 4** Press the “Close” key.  
The touch panel will return to the screen in step 2.
- 5** Press the “Close” key once again.  
The touch panel will return to the “Default setting” screen.
- 6** Press the “End” key.  
The touch panel will return to the contents of the “Basic” tab.

## Section 7 COPIER MANAGEMENT

### Paper type (drawer[cassette] No.1 - No.4)

Perform the following procedure to set the type of paper that is loaded in drawers[cassettes] No.1 through No.4.

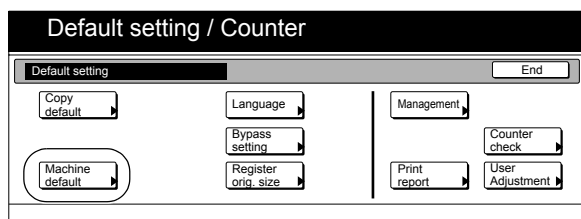


#### NOTES

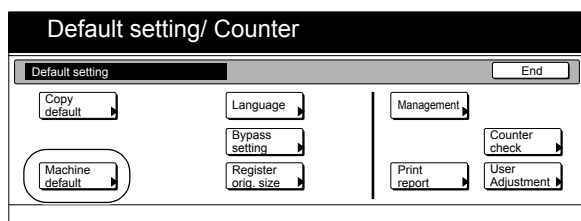
- The setting for drawer[cassette] No.1 will not be available on duplex copiers because the Duplex Unit is installed in its place.
- The setting for drawer[cassette] No.2 through No.4 will only be available when the optional Paper Feeder is installed on your copier.

- 1 Display the "Machine default" screen.  
(See "Accessing the machine default settings" on page 7-45.)

Inch specifications

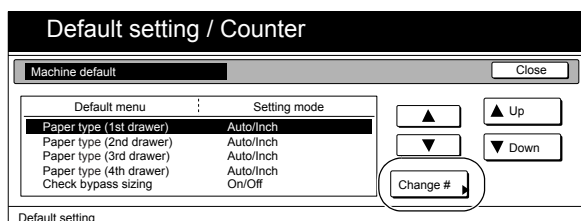


Metric specifications

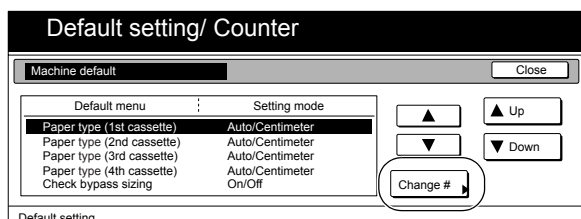


- 2 Select one of the "Paper type" settings ("1st drawer[cassette]" through "4th drawer[cassette]") under the "Default menu" column on the left side of the touch panel and then press the "Change #" key. The screen to set the paper type for that drawer[cassette] will be displayed.

Inch specifications

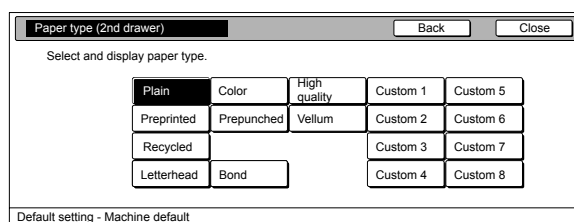


Metric specifications

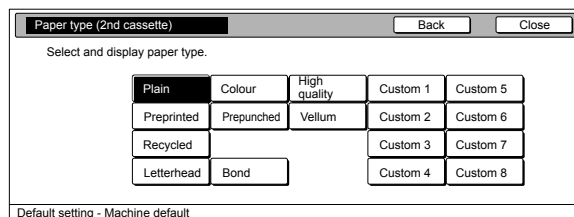


- 3 Press the key that corresponds to the type of paper that is loaded in that drawer[cassette].

Inch specifications



Metric specifications



#### NOTE

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

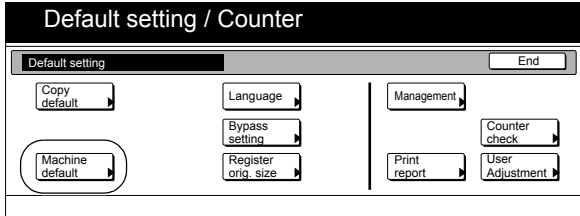
- 4 Press the "Close" key. The touch panel will return to the screen in step 2.
- 5 Press the "Close" key once again. The touch panel will return to the "Default setting" screen.
- 6 Press the "End" key. The touch panel will return to the contents of the "Basic" tab.

Multi-bypass tray settings display ON/OFF

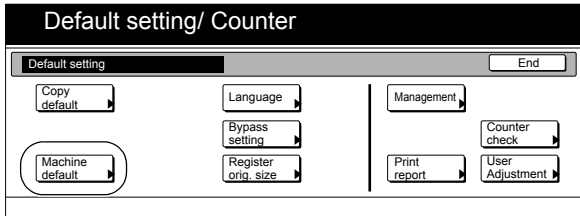
Perform the following procedure to have the "Bypass setting" screen appear whenever the "Bypass" key is pressed in the "Basic" tab.

1 Display the "Machine default" screen. (See "Accessing the machine default settings" on page 7-45.)

Inch specifications

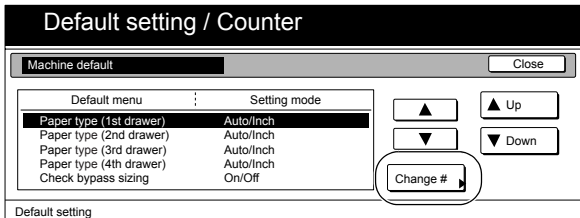


Metric specifications

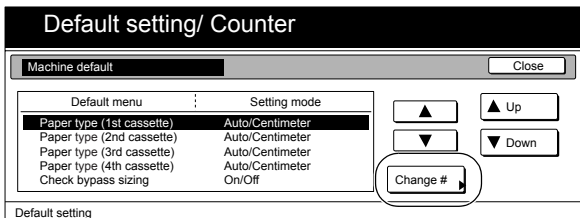


2 Select "Check bypass sizing" under the "Default menu" column on the left side of the touch panel and then press the "Change #" key. The "Check bypass sizing" screen will be displayed.

Inch specifications

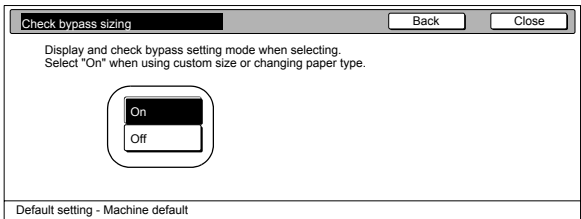


Metric specifications

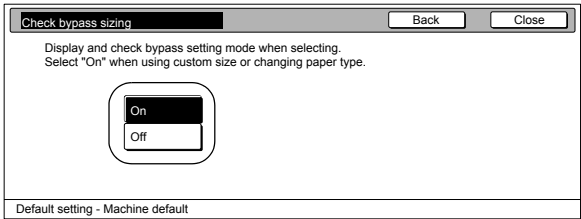


3 Press the "On" key if you want to have the "Check bypass setting" screen appear.

Inch specifications



Metric specifications



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

4 Press the "Close" key. The touch panel will return to the screen in step 2.

5 Press the "Close" key once again. The touch panel will return to the "Default setting" screen.

6 Press the "End" key. The touch panel will return to the contents of the "Basic" tab.

## Section 7 COPIER MANAGEMENT

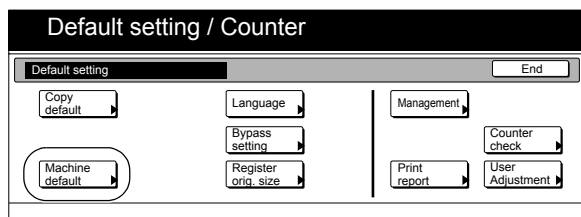
### Paper weight

Use the following steps to specify the weight of each paper type.

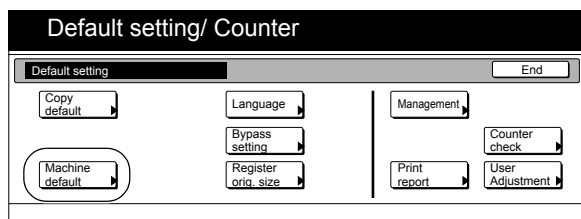
Paper type	Factory default settings
Plain	Normal 2
Transparency	Extra Heavy
Preprinted	Normal 3
Labels	Heavy 1
Bond	Normal 2
Recycled	Normal 2
Vellum	Light (Thin)
Rough	Normal 2
Letter Head	Normal 3
Color	Normal 2
Prepunched	Normal 2
Envelope	Heavy 3
Cardstock	Heavy 3
Coated	Normal 2
Thick paper	Heavy 3
High quality	Normal 3
Custom 1-8	Normal 2

- 1 Display the “Machine default” screen.  
(See “Accessing the machine default settings” on page 7-45.)

Inch specifications



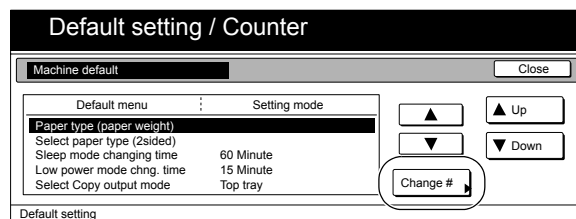
Metric specifications



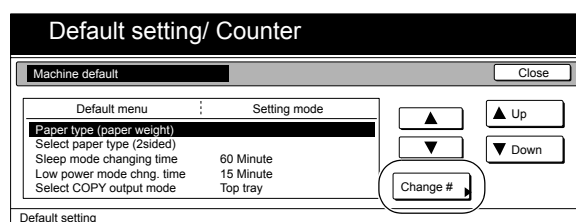
2

- 2 Select “Paper type (Paper weight)” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.  
The “Paper type (paper weight)” screen will be displayed.

Inch specifications



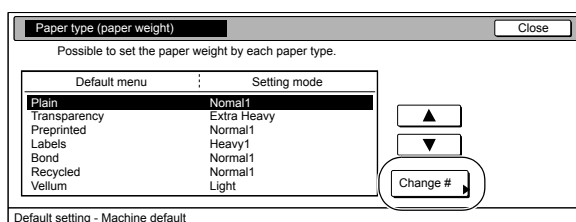
Metric specifications



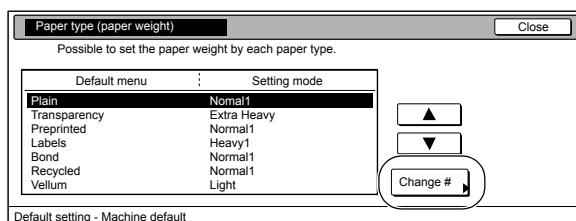
3

- 3 Select the paper type whose setting you want to change, and then press the “Change #” key.

Inch specifications

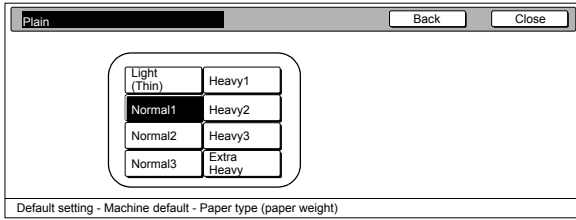


Metric specifications

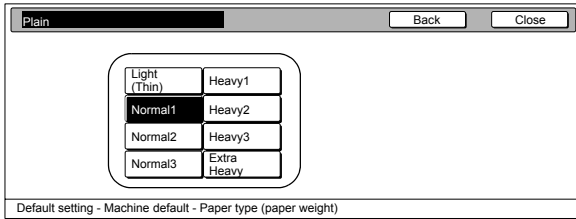


**4** Select a paper weight.

Inch specifications



Metric specifications



**NOTES**

- The keys that appear for selection depend on the paper type.
- If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 3.
- If you want to use the same paper type and select a different paper weight, configure the setting of one of the paper types named Custom 1 through Custom 8.

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

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

**7** Press the “Close” key once again.  
The touch panel will return to the “Default setting” screen.

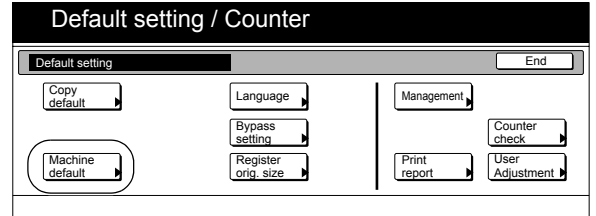
**8** Press the “End” key.  
The touch panel will return to the contents of the “Basic” tab.

**Custom paper type for 2-sided copying**

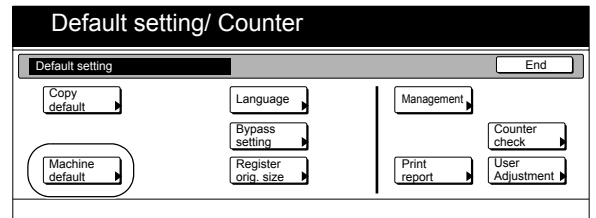
Perform the following procedure to set whether or not each custom type of paper (custom 1 – custom 8) will be available for use in 2-sided copying.

**1** Display the “Machine default” screen.  
(See “Accessing the machine default settings” on page 7-45.)

Inch specifications

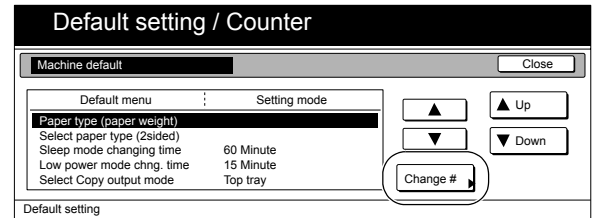


Metric specifications

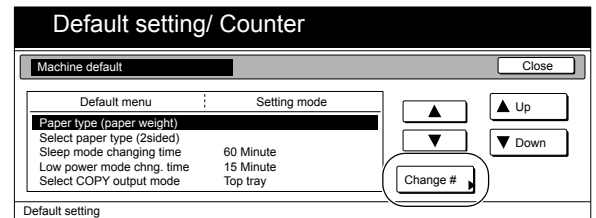


**2** Select “Select paper type (2sided)” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.  
The “Select paper type (2sided)” screen will be displayed.

Inch specifications



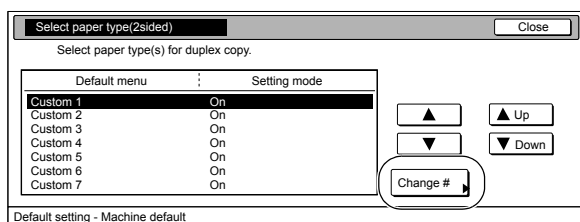
Metric specifications



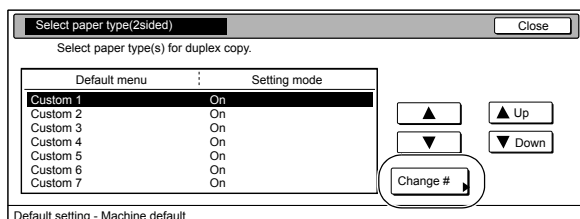
## Section 7 COPIER MANAGEMENT

- 3** Select the custom paper type whose setting you want to change, and then press the “Change #” key.

Inch specifications

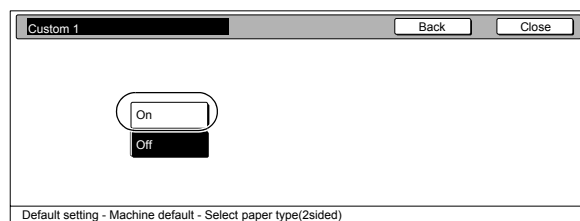


Metric specifications

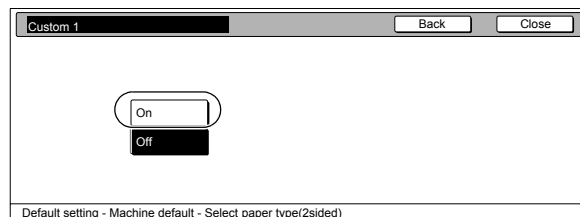


- 4** If you want to use the paper for duplex printing, press the “On” key.

Inch specifications



Metric specifications



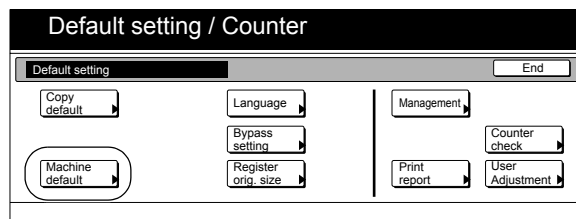
- 5** Press the “Close” key.  
The touch panel will return to the screen in step 2.
- 6** Press the “Close” key once again.  
The touch panel will return to the “Default setting” screen.
- 7** Press the “End” key.  
The touch panel will return to the contents of the “Basic” tab.

## Auto sleep time

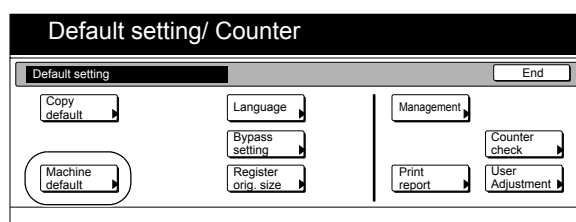
Perform the following procedure to set the amount of time that will elapse after copying, or if no operation is performed, before the auto sleep function turns the copier OFF.

- 1** Display the “Machine default” screen.  
(See “Accessing the machine default settings” on page 7-45.)

Inch specifications

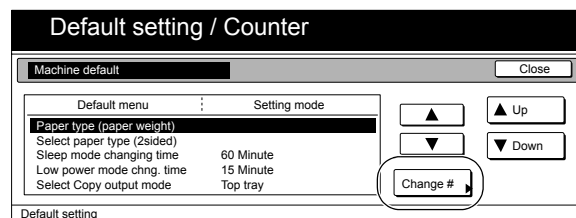


Metric specifications

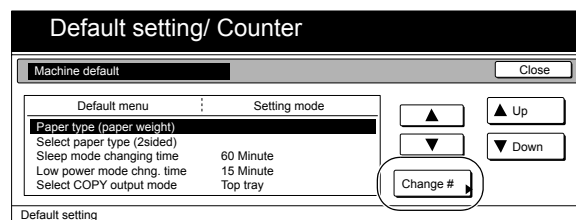


- 2** Select “Sleep mode changing time” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.  
The “Sleep mode changing time” screen will be displayed.

Inch specifications



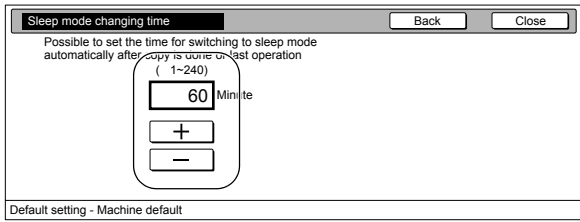
Metric specifications



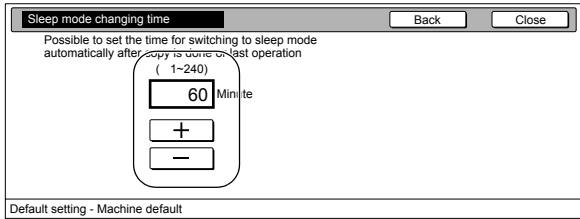


**3** Press the “+” key or the “-” key to change the displayed time to the desired setting (between 1 minute and 240 minutes).

Inch specifications



Metric specifications



**NOTES**

- It is recommended that you try to set a longer time interval before auto sleep engages if you use the copier frequently, and to a shorter time if there are long intervals between use.
- If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

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

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

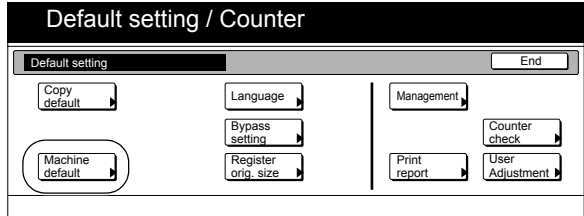
**6** Press the “End” key. The touch panel will return to the contents of the “Basic” tab.

**Auto low power time**

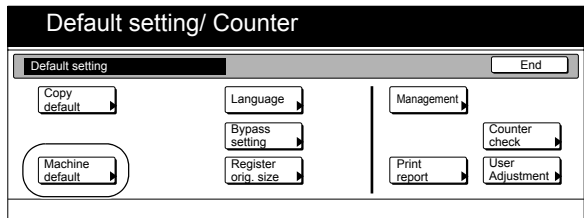
Perform the following procedure to set the amount of time between the point that copying ends and the energy-saving Low power mode engages.

**1** Display the “Machine default” screen. (See “Accessing the machine default settings” on page 7-45.)

Inch specifications

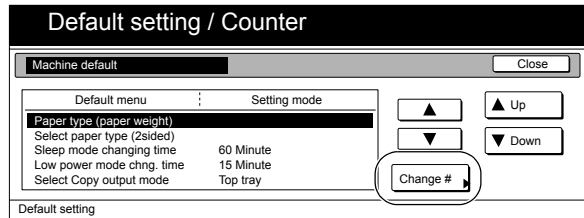


Metric specifications

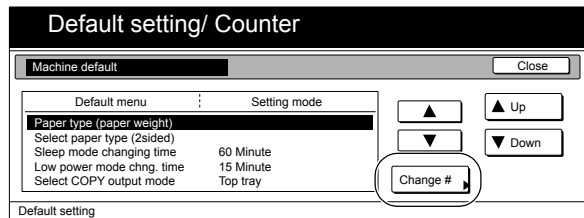


**2** Select “Low power mode chng. time” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key. The “Low power mode chng. time” screen will be displayed.

Inch specifications

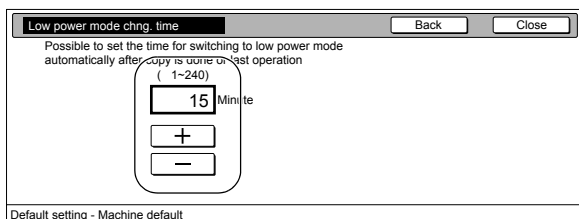


Metric specifications

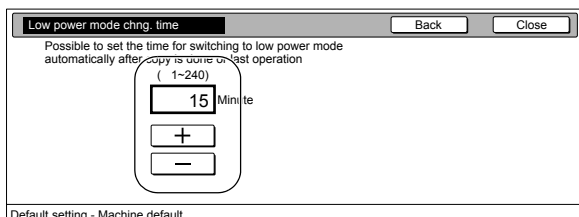


- 3** Press the “+” key or the “-” key to change the displayed time to that desired (any available setting between 1 minute and 240 minutes).

Inch specifications



Metric specifications



### NOTES

- The setting can be made to any 1-minute increment between 1 minute, 5 minutes, 15 minutes, 30 minutes, 45 minutes, 60 minutes, 90 minutes, 120 minutes, 180 minutes or 240 minutes.
- If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

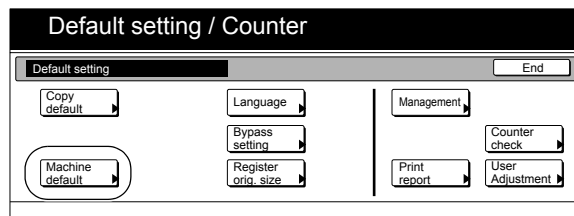
- 4** Press the “Close” key.  
The touch panel will return to the screen in step 2.
- 5** Press the “Close” key once again.  
The touch panel will return to the “Default setting” screen.
- 6** Press the “End” key.  
The touch panel will return to the contents of the “Basic” tab.

## Copy eject location

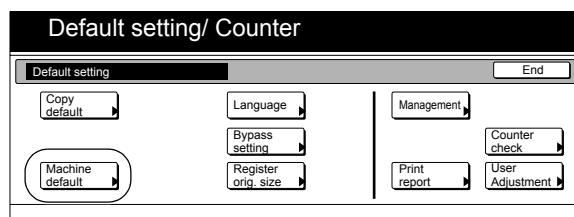
Sets the location for the ejection of finished copies.

- 1** Display the “Machine default” screen.  
(See “**Accessing the machine default settings**” on page 7-45.)

Inch specifications

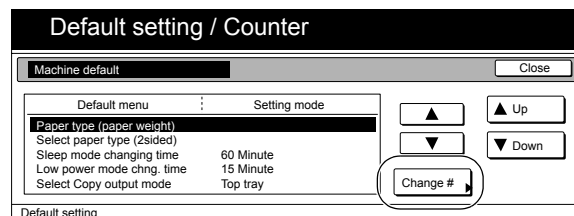


Metric specifications

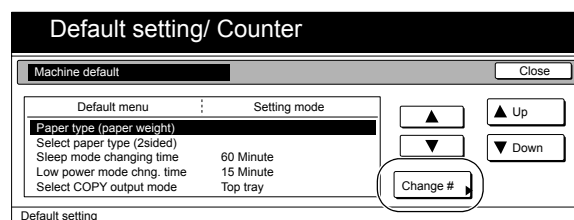


- 2** Select “Select Copy output mode” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.  
The “Select Copy output mode” screen will be displayed.

Inch specifications

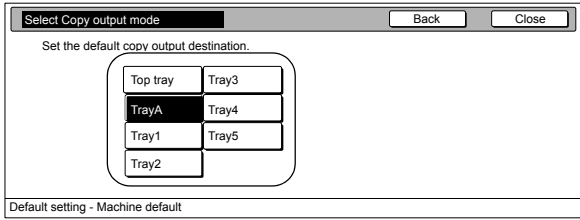


Metric specifications

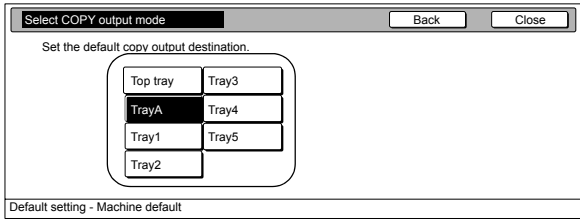


3 Press the key that corresponds to the desired location.

Inch specifications



Metric specifications



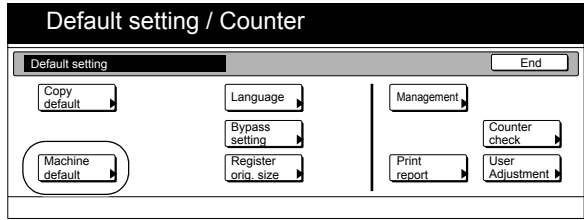
Fax eject location

Sets the location for ejection of received faxes and for printed reports.

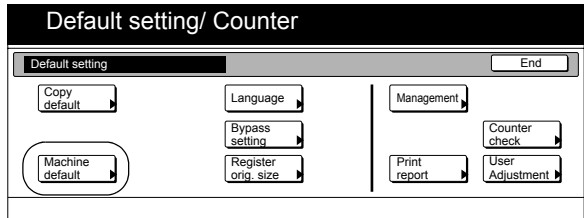
NOTE This setting is displayed only when the optional Document Finisher or Left Tray is installed.

1 Display the "Machine default" screen. (See "Accessing the machine default settings" on page 7-45.)

Inch specifications



Metric specifications



NOTES

- If you want to quit the displayed setting without changing it, press the "Back" key. The touch panel will return to the screen in step 2.
• When an optional Document Finisher is installed, Select "Top Tray" and "Finisher tray." When the Multi Job Tray is installed, you can select from among "Top Tray," "Tray A," and "Tray 1" through "Tray 5."
• "Top tray" and "Left tray" options are available when the optional Left Tray is installed.

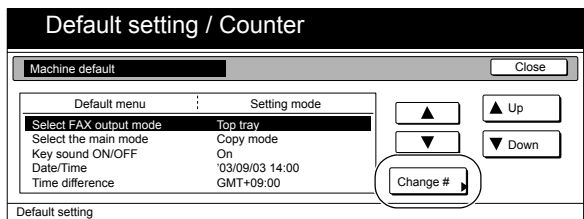
4 Press the "Close" key. The touch panel will return to the screen in step 2.

5 Press the "Close" key once again. The touch panel will return to the "Default setting" screen.

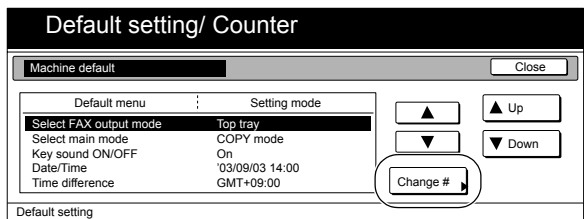
6 Press the "End" key. The touch panel will return to the contents of the "Basic" tab.

2 Select "Select FAX output mode" under the "Default menu" column on the left side of the touch panel and then press the "Change #" key. The "Select FAX output mode" screen will be displayed.

Inch specifications

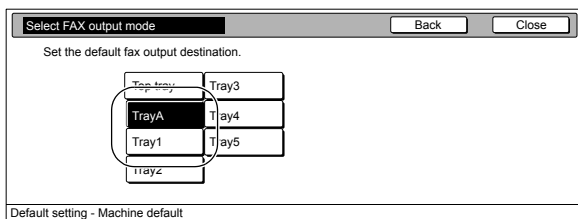


Metric specifications

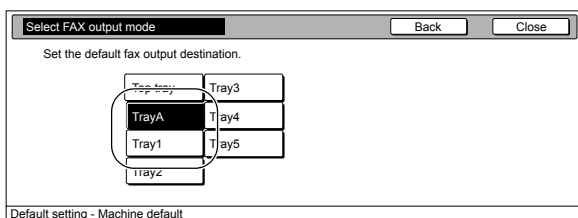


**3** Press the key that corresponds to the desired location.

Inch specifications



Metric specifications



### NOTES



- If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.
- When an optional Document Finisher is installed, Select “Top Tray” and “Finisher.” When the Multi Job Tray is installed, you can select from among “Top Tray,” “Tray A,” and “Tray 1” through “Tray 5.”

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

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

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

## Default operation mode

Perform the following procedure to set whether the display that appears after power is turned on to the copier will be the one for the copy operation mode or for the fax operation mode.

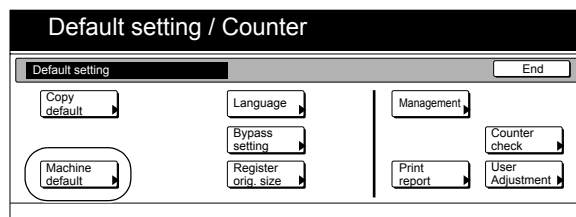


### NOTE

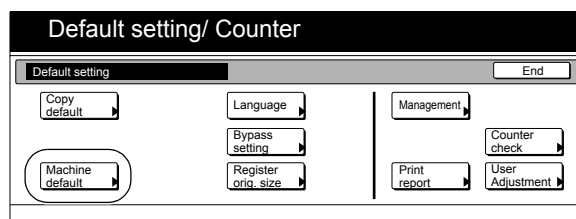
This setting is only available when the optional Fax Kit is installed in your copier.

**1** Display the “Machine default” screen.  
(See “Accessing the machine default settings” on page 7-45.)

Inch specifications

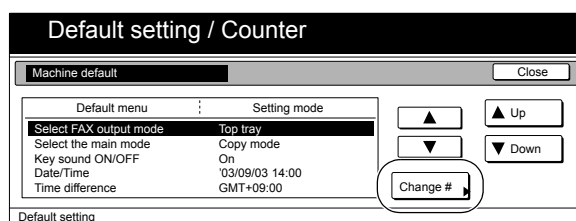


Metric specifications

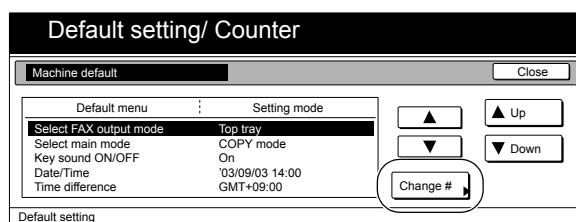


**2** Select “Select the main mode” [“Select main mode”] under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.  
The “Select the main mode” [“Select main mode”] screen will be displayed.

Inch specifications

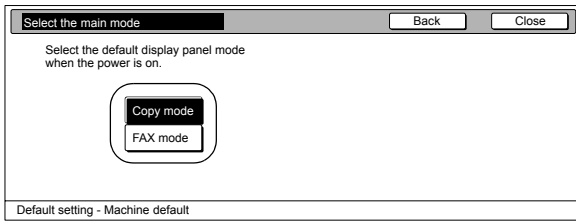


Metric specifications

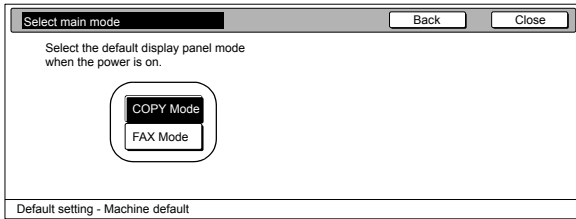


- 3 Select the “Copy mode” key or the “FAX mode” key, as appropriate.

Inch specifications



Metric specifications



**NOTE**

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

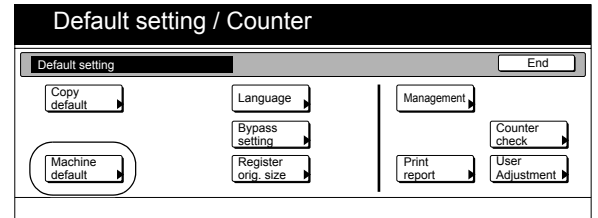
- 4 Press the “Close” key. The touch panel will return to the screen in step 2.
- 5 Press the “Close” key once again. The touch panel will return to the “Default setting” screen.
- 6 Press the “End” key. The touch panel will return to the contents of the “Basic” tab.

**Touch panel sound ON/OFF**

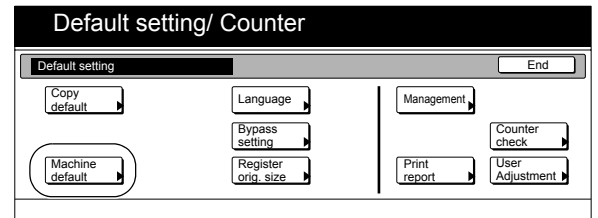
Perform the following procedure to set whether or not the touch panel will emit a “beep” sound each time a key is pressed. Select “Off” if you want to turn the sound OFF.

- 1 Display the “Machine default” screen. (See “Accessing the machine default settings” on page 7-45.)

Inch specifications

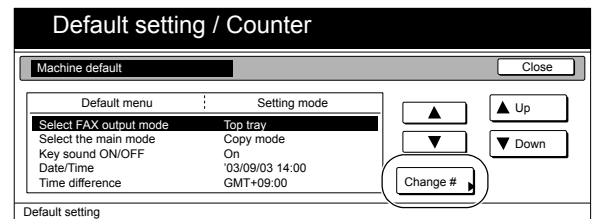


Metric specifications

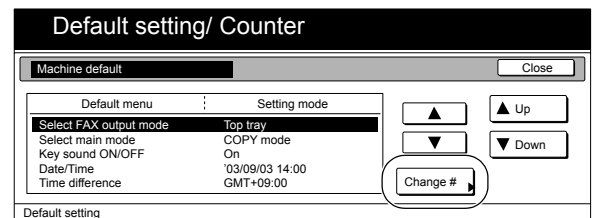


- 2 Select “Key sound ON/OFF” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key. The “Key sound ON/OFF” screen will be displayed.

Inch specifications



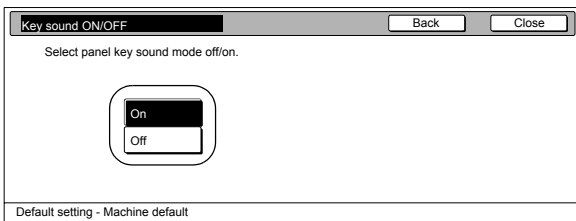
Metric specifications



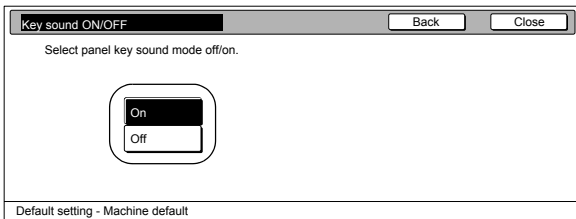
## Section 7 COPIER MANAGEMENT

- 3** Press the “On” key or the “Off” key to turn the sound on the touch panel ON or OFF, as desired.

Inch specifications



Metric specifications



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

- 4** Press the “Close” key.  
The touch panel will return to the screen in step 2.
- 5** Press the “Close” key once again.  
The touch panel will return to the “Default setting” screen.
- 6** Press the “End” key.  
The touch panel will return to the contents of the “Basic” tab.

## Day & time

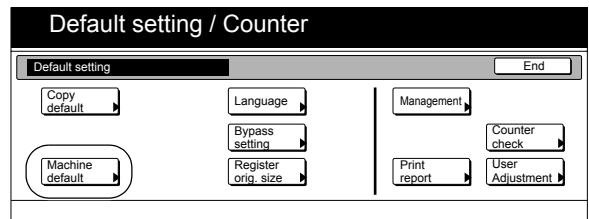
Perform the following procedure to set the current date and time.



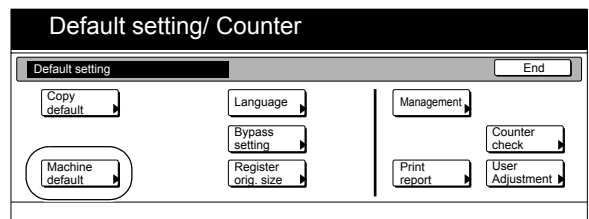
- NOTE**  
BE SURE to perform the “Time difference” setting prior to setting the day and time.

- 1** Display the “Machine default” screen.  
(See “Accessing the machine default settings” on page 7-45.)

Inch specifications

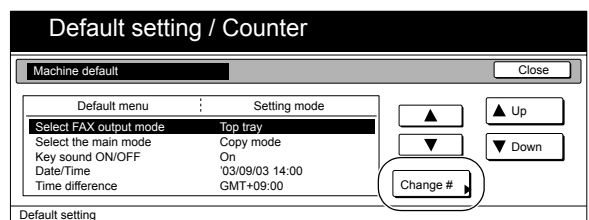


Metric specifications

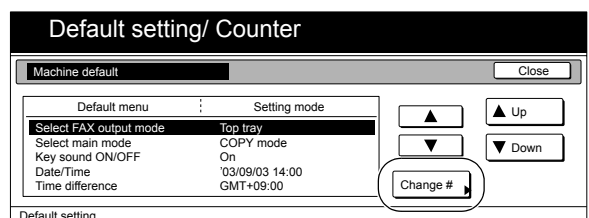


- 2** Select “Date/Time” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.  
The “Date/Time” screen will be displayed.

Inch specifications

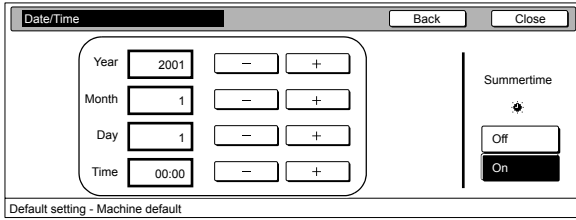


Metric specifications

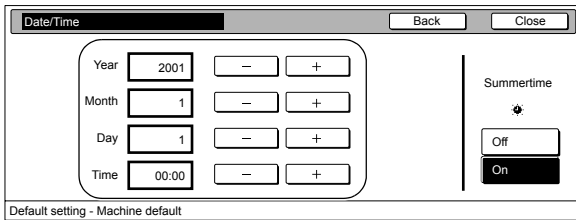


- Press the “+” key or the “-” key to change the displayed information for each field (“Year”, “Month”, “Day” and “Time”) to the current time and date.  
If you want the time to be automatically calculated for daylight savings time, press the “On” key under “Summertime”.

Inch specifications



Metric specifications



**NOTE**

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

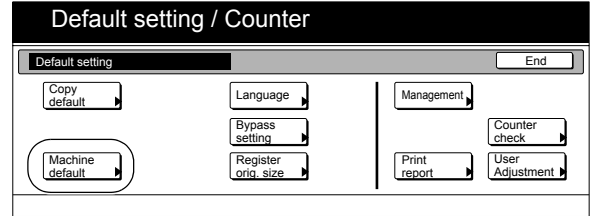
- Press the “Close” key.  
The touch panel will return to the screen in step 2.
- Press the “Close” key once again.  
The touch panel will return to the “Default setting” screen.
- Press the “End” key.  
The touch panel will return to the contents of the “Basic” tab.

**Time difference**

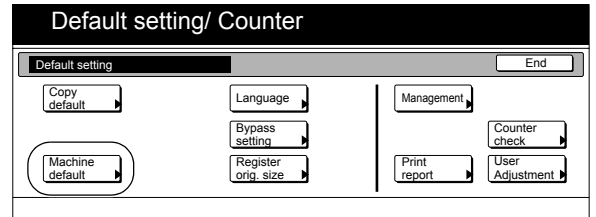
Sets the time difference from the world standard time (GMT).

- Display the “Machine default” screen.  
(See “Accessing the machine default settings” on page 7-45.)

Inch specifications

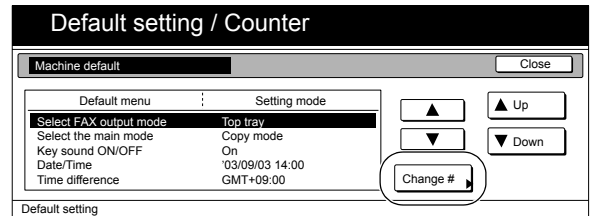


Metric specifications

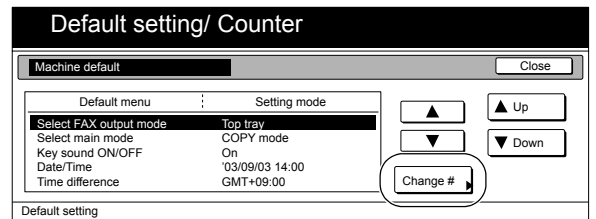


- Select “Time difference” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.  
The “Time difference” screen will be displayed.

Inch specifications



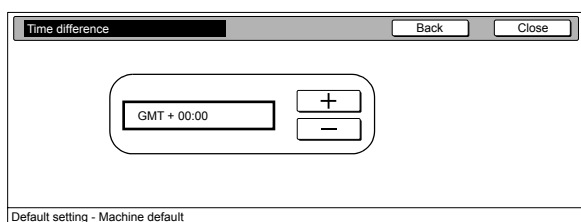
Metric specifications



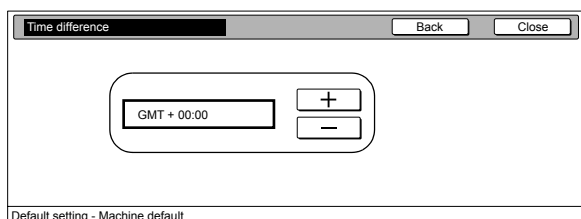
## Section 7 COPIER MANAGEMENT

- 3** Press the “+” key or the “-” key to change the displayed time difference to the desired setting.

Inch specifications



Metric specifications



### NOTE

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

- 4** Press the “Close” key.  
The touch panel will return to the screen in step 2.
- 5** Press the “Close” key once again.  
The touch panel will return to the “Default setting” screen.
- 6** Press the “End” key.  
The touch panel will return to the contents of the “Basic” tab.

## Changing the management code

Perform the following procedure to change the management code used by the copy manager.

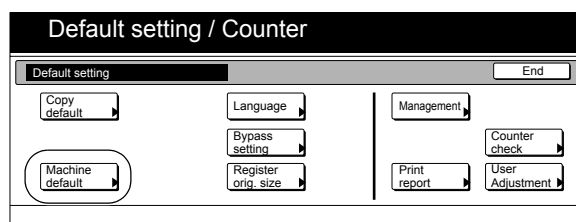


### IMPORTANT!

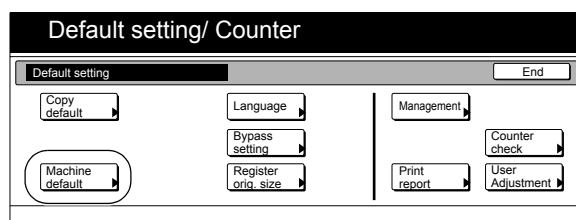
If you change the management code from its factory default, be sure to keep some sort of record of the new management code. If, for any reason, you forget the registered management code, you will need to contact your service representative.

- 1** Display the “Machine default” screen.  
(See “**Accessing the machine default settings**” on page 7-45.)

Inch specifications

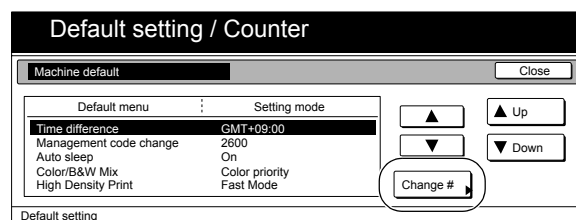


Metric specifications

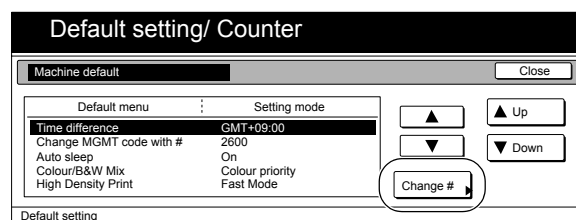


- 2** Select “Management code change” [“Change MGMT code with #”] under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.  
The “Management code change” [“Change MGMT code with #”] screen will be displayed.

Inch specifications



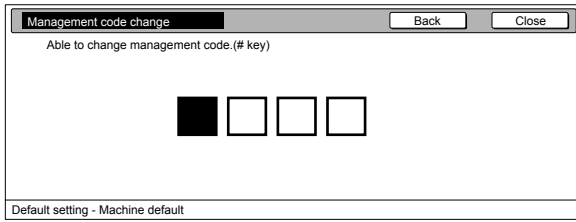
Metric specifications



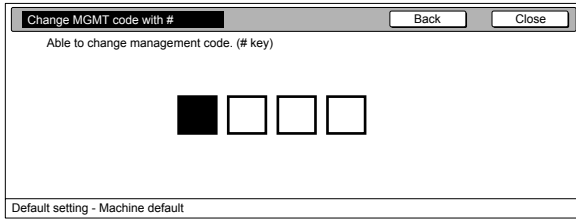


**3** Use the keypad to enter a new 4-digit management code.

Inch specifications



Metric specifications



**NOTE**

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

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

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

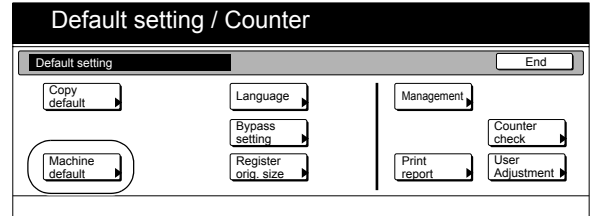
**6** Press the “End” key.  
The touch panel will return to the contents of the “Basic” tab.

**Auto sleep ON/OFF**

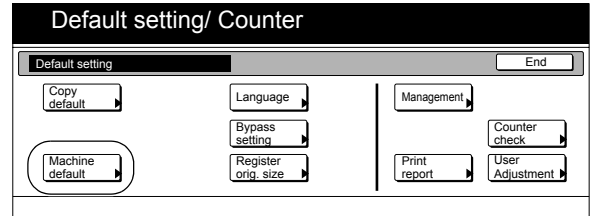
Perform the following procedure to set whether or not to have the auto sleep function automatically turn the power switch OFF a certain amount of time after copying, or if no operation has been performed on the copier during that time.

**1** Display the “Machine default” screen.  
(See “Accessing the machine default settings” on page 7-45.)

Inch specifications



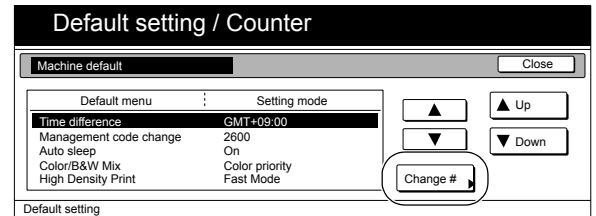
Metric specifications



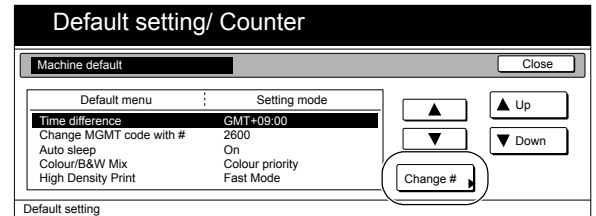
**2** Select “Auto sleep” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.

The “Auto sleep” screen will be displayed.

Inch specifications



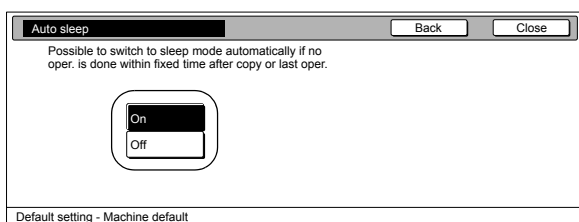
Metric specifications



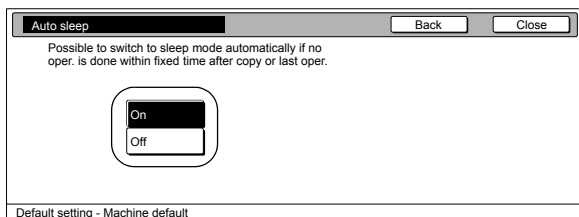
## Section 7 COPIER MANAGEMENT

- 3** Press the “On” key if you want to use the auto sleep function.

Inch specifications



Metric specifications



### NOTES

- If auto sleep interferes with your copying operations, turn this function OFF. However, it is recommended that you try to set a longer time interval until auto sleep engages before you actually turn it OFF.
- If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

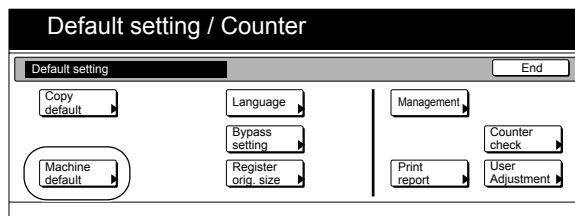
- 4** Press the “Close” key.  
The touch panel will return to the screen in step 2.
- 5** Press the “Close” key once again.  
The touch panel will return to the “Default setting” screen.
- 6** Press the “End” key.  
The touch panel will return to the contents of the “Basic” tab.

## Color/B&W Mix [Colour/B&W Mix]

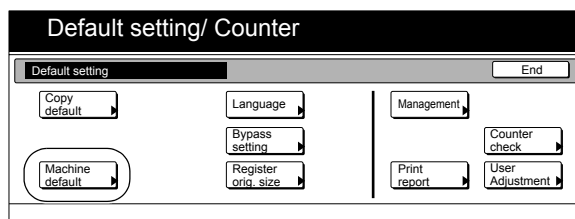
Use the following steps to select the priority mode when copying documents that mix color and monochrome.

- 1** Display the “Machine default” screen.  
(See “**Accessing the machine default settings**” on page 7-45.)

Inch specifications

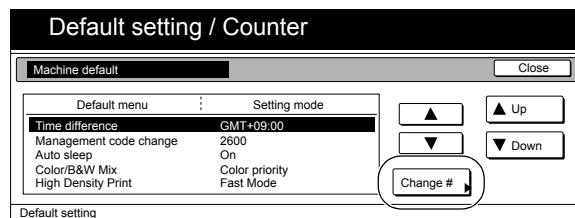


Metric specifications

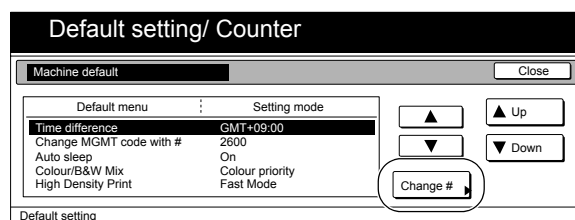


- 2** Select mixed color/monochrome from the menu items on the left, and then press the “Change #” key. This displays the “Color/B&W Mix” [“Colour/B&W Mix”] screen.

Inch specifications

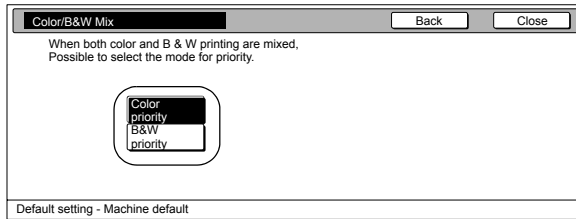


Metric specifications

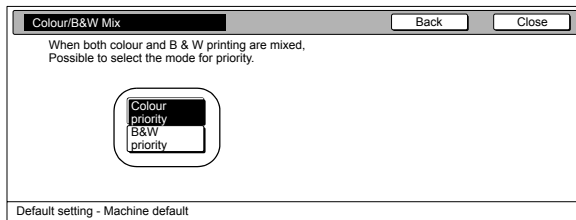


**3** Select the priority mode.

Inch specifications



Metric specifications



**NOTE**

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

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

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

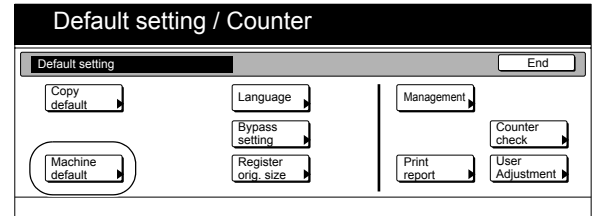
**6** Press the “End” key.  
The touch panel will return to the contents of the “Basic” tab.

**High Density Print**

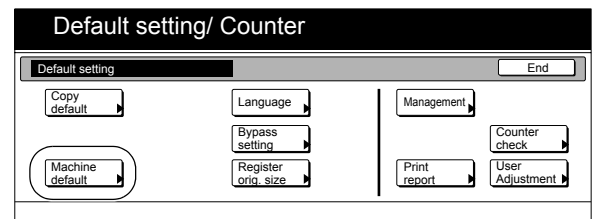
You can specify the priority mode for continuous copying of high-density documents.

**1** Display the “Machine default” screen.  
(See “Accessing the machine default settings” on page 7-45.)

Inch specifications

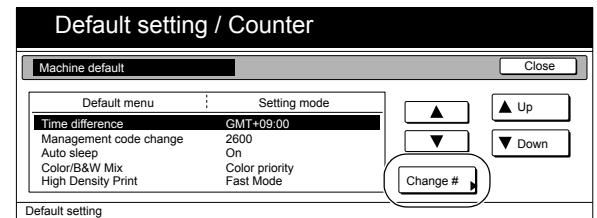


Metric specifications

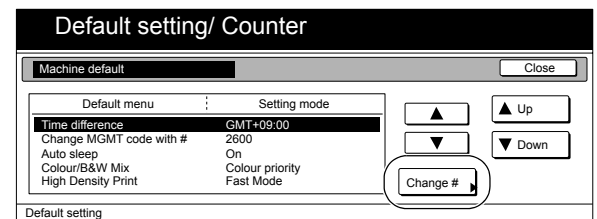


**2** Select “High Density Print” from the list on the left, and then press the “Change #” key.  
This displays the “High Density Print” screen.

Inch specifications



Metric specifications

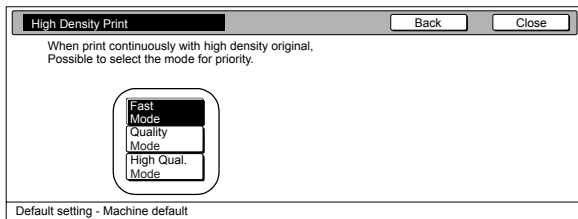


## Section 7 COPIER MANAGEMENT

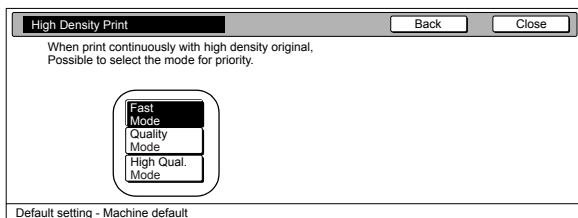
---

**3** Select the priority mode.

Inch specifications



Metric specifications



### NOTE

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

---

**4** Press the "Close" key.  
The touch panel will return to the screen in step 2.

**5** Press the "Close" key once again.  
The touch panel will return to the "Default setting" screen.

**6** Press the "End" key.  
The touch panel will return to the contents of the "Basic" tab.

## Copy default settings

The following table indicates the copy default settings available in this copier.

Change any or all of the settings as desired in order to make the most effective use of your copier.

Default setting	Description	Available settings	Factory setting	Reference page
Exposure mode	Selects between auto exposure and manual exposure as the default copy exposure mode in the initial mode.	Manual / Auto	Manual	7-70
Exposure adjustment step	Changes the incremental step to be used during adjustment of the copy exposure.	1 step / 0.5 step	1 step	7-71
Original quality	Determines the default setting that will be used for the image quality in the initial mode.	Text+Photo/ Photo original / Print original / Text/ Map	Text+Photo	7-72
Copy mode	Sets the default mode for color copying.	Auto color (Auto colour) / Full color (Full colour) / Black white	Full color (Full colour)	7-73
A.C.S. adjustment	Adjusts the sensitivity level that the copier will use to differentiate between color originals and black and white originals when the A.C.S. (Auto Color Selection) mode is selected. The lower the setting, the more originals will be identified as color originals, and the higher the setting, the more originals will be identified as black and white originals.	1 – 5	3	7-74
Eco print mode ON/OFF	Determines whether the Eco print mode will be the default setting in the initial mode. In this case, the amount of toner that is used to make the copies will be reduced, and images will be printed out relatively lighter than normal.	Off / On	Off	7-75
Paper selection	Sets whether the copier will automatically select the same size of copy paper as the original once an original is set (APS: auto paper selection mode), or whether the drawer[cassette] selected “Default drawer” [“Default cassette”] setting will be automatically selected.	APS / Default drawer[cassette]	APS	7-76
Paper type (Auto color paper selection)	Selects the types of paper that are available for selection under the APS (Auto Paper Selection) mode when making color copies. * It is possible to select the type of paper that has been designated for the drawer[cassette] currently in use.	Off / On Plain Preprinted Recycled Letterhead Color [Colour] Prepunched Bond High quality Vellum Custom 1 – Custom 8	On Plain	7-77

## Section 7 COPIER MANAGEMENT

Default setting	Description	Available settings	Factory setting	Reference page
Paper type (Auto B/W paper selection)	<p>Selects the types of paper that are available for selection under the APS (Auto Paper Selection) mode when making black and white copies.</p> <p>* It is possible to select the type of paper that has been designated for the drawer[cassette] currently in use.</p>	<p>Off / On</p> <p>Plain Preprinted Recycled Letterhead Color [Colour] Prepunched Bond High quality Vellum Custom 1 – Custom 8</p>	<p>On</p> <p>Plain</p>	7-78
Default drawer[cassette]	<p>Sets one drawer[cassette] that will be selected automatically regardless of the size of paper loaded in that drawer[cassette].</p> <p>* It is NOT possible to select the multi-bypass tray as the default drawer[cassette].</p> <p>* The setting for drawer[cassette] No.1 will not be available on duplex copiers because the Duplex Unit is installed in its place.</p> <p>* The setting for drawer[cassette] No.2 through No.4 will only be available when the optional Paper Feeder is installed on your copier.</p>	<p>1st paper 2nd paper 3rd paper 4th paper</p>	2nd paper	7-79
Cover drawer[cassette]	<p>Sets which drawer[cassette] will be used to feed the cover sheets in the cover mode, the booklet/stitching mode and the book to booklet mode.</p> <p>* The setting for drawer[cassette] No.1 will not be available on duplex copiers because the Duplex Unit is installed in its place.</p> <p>* The setting for drawer[cassette] No.2 through No.4 will only be available when the optional Paper Feeder is installed on your copier.</p>	<p>1st paper 2nd paper 3rd paper 4th paper Bypass</p>	Bypass	7-80
Default magnification ratio	<p>Sets whether or not the auto magnification selection mode will be used to automatically calculate the appropriate magnification ratio when you select the size of copy paper.</p>	Manual / AMS	Manual	7-81
Auto exposure adjustment (color)	<p>Adjusts the overall exposure level for the auto exposure mode when making color copies.</p>	-3 – +3	Standard setting (0)	7-82
Auto exposure adjustment (B/W)	<p>Adjusts the overall exposure level for the auto exposure mode when making black and white copies.</p>	-3 – +3	Standard setting (0)	7-83
Auto exposure adjustment (OCR)	<p>Adjusts the overall exposure level for scanning with OCR (Optical Character Recognition) software when using the optional scanner functions of this copier.</p>	-3 – +3	Standard setting (0)	7-84

## Section 7 COPIER MANAGEMENT

Default setting	Description	Available settings	Factory setting	Reference page
Manual exposure adjustment (text+photo mode)	Adjusts the median exposure value when the text+photo mode is selected for the image quality.	-3 – +3	Standard setting (0)	7-85
Manual exposure adjustment (photo mode)	Adjusts the median exposure value when the photo mode is selected for the image quality.	-3 – +3	Standard setting (0)	7-86
Manual exposure adjustment (print mode)	Adjusts the median exposure value when the print mode is selected for the image quality.	-3 – +3	Standard setting (0)	7-87
Manual exposure adjustment (text mode)	Adjusts the median exposure value when the text mode is selected for the image quality.	-3 – +3	Standard setting (0)	7-88
Manual exposure adjustment (map mode)	Adjusts the median exposure value when the map mode is selected for the image quality.	-3 – +3	Standard setting (0)	7-89
Sort mode ON/OFF	Determines whether or not the Sort mode will be the default setting in the initial mode.	Sort:On / Sort:Off	Sort:On	7-90
Auto Rotation mode ON/OFF	Determines whether or not the Auto Rotation mode will be the default setting in the initial mode. If Auto Rotation is turned ON, the image will be automatically rotated even if the orientation of the original is different from that of the paper loaded in the drawers[cassettes].	Rotate / No Rotate	Rotate	7-91
Margin width	Determines the default value of the location and width of the margins in the margin mode.	<b>Inch specifications</b> Left/right: 0 – 3/4 (inches) Top/bottom: 0 – 3/4 (inches)	<b>Inch specifications</b> Left: 1/4 (inches) Top: 0 (inches)	7-92
		<b>Metric specifications</b> Left/right: 0 – 18 (mm) Top/bottom: 0 – 18 (mm)	<b>Metric specifications</b> Left: 6 (mm) Top: 0 (mm)	
Erased border width	Determines the default value for the width of the border to be erased in the two border erase modes.	<b>Inch specifications</b> Outside border: 0 – 3/4 (inches) Center area: 0 – 1 1/2 (inches)	<b>Inch specifications</b> Outside border: 1/4 (inches) Center area: 1/2 (inches)	7-93
		<b>Metric specifications</b> Outside border: 0 – 18 (mm) Center area: 0 – 36 (mm)	<b>Metric specifications</b> Outside border: 6 (mm) Center area: 12 (mm)	
Copy limit	Sets the limit for the number of copies (or copy sets) that can be made at a time.	1 – 999	999	7-94

## Section 7 COPIER MANAGEMENT

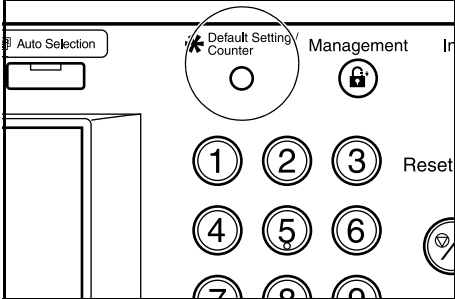
Default setting	Description	Available settings	Factory setting	Reference page
Repeat copying ON/OFF	Sets whether or not to prohibit repeat copying, as well as whether or not to make repeat copying the default setting in the initial mode. Sets whether to turn the repeat copy mode ON or OFF.	Off / On	On	7-95
	Sets whether or not to make repeat copying the default setting in the initial mode.	Off / On	Off	
Registration keys ON/OFF	Sets whether or not to allow a "Register" key to be displayed in the screen for those function and modes which can be registered under the registration keys. Functions and/or modes can only be registered under registration keys through the "Register" key.	Off / On	On	7-96
Customize screen layout (Main functions)	Changes the order of the main functions and modes that are displayed in the "Basic" and the "User choice" tabs in order to make the display more appropriate to the way you use the copier. * Up to 6 functions and modes can be listed and displayed.	<ul style="list-style-type: none"> <li>• Exposure Mode</li> <li>• Reduce/Enlarge</li> <li>• Orig. quality [Quality orig.]</li> <li>• Sort/Finish</li> <li>• 1/2 sided</li> <li>• Original size</li> </ul>	1 Exposure Mode 2 Reduce/Enlarge 3 Orig. quality [Quality orig.] 4 Sort/Finish 5 1/2 sided 6 Original size	7-97
Customize screen layout (Add functions)	Adds often-used functions and/or modes, and changes the order of their layout, in order to make the display more appropriate to the way you use the copier.	All functions and modes other than those in the "Basic" tab and the "main functions" in the "User choice" tab.	7 Margin 8 Border Erase [Erase] 9 Combine [Merge] 10 None 11 None 12 None 13 None	7-98



Accessing the copy default settings

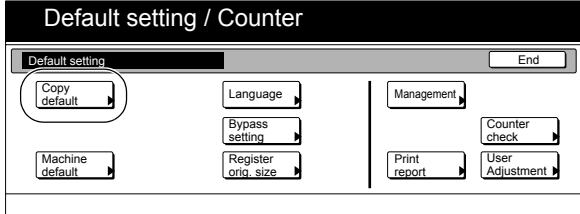
Perform the following procedure when you want to access the screens for each of the various copy default settings.

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

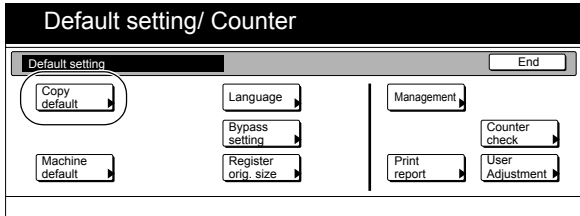


- 2 Press the “Copy default” key on the left side of the touch panel.

Inch specifications

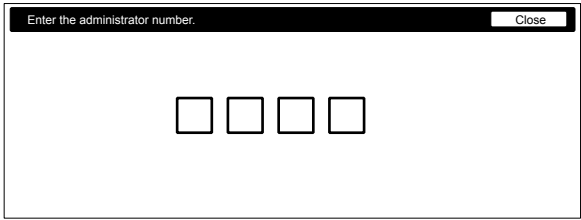


Metric specifications

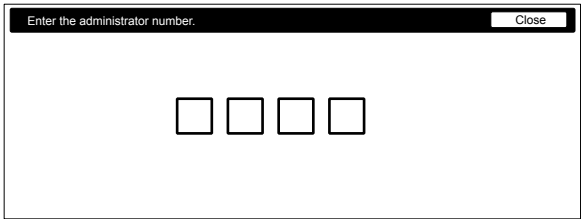


- 3 Use the keypad to enter the 4-digit management code. The factory default setting is “2600”.

Inch specifications

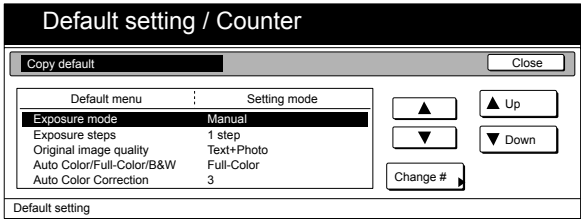


Metric specifications

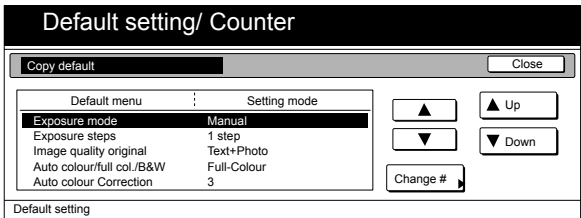


- 4 If the entered code matches the registered one, the “Copy default” screen will be displayed.

Inch specifications



Metric specifications



- NOTES**
- It is possible for you to change the 4-digit management code. (See “Changing the management code” on page 7-60.)
  - Refer to the desired procedure(s) explained under “Making copy default settings” and perform the corresponding setting(s).

## Making copy default settings

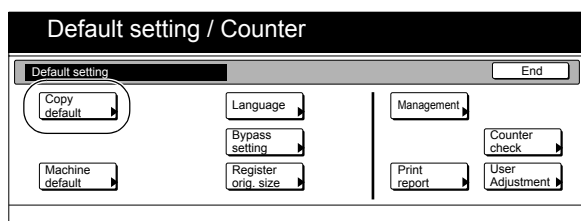
Perform the following procedure that corresponds to the desired setting.

### Exposure mode

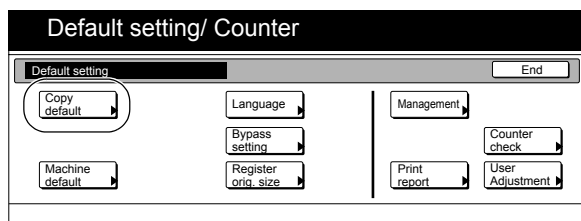
Perform the following procedure to select between auto exposure and manual exposure as the default copy exposure mode in the initial mode.

- 1 Display the “Copy default” screen.  
(See “Accessing the copy default settings” on page 7-69.)

Inch specifications



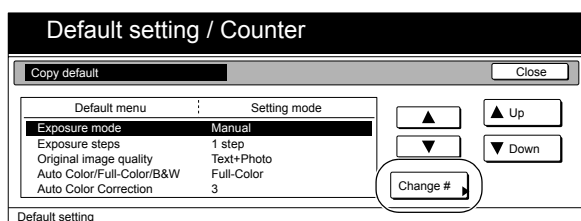
Metric specifications



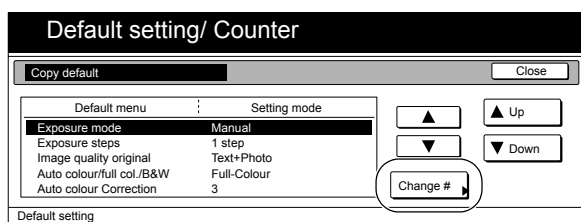
- 2 Select “Exposure mode” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.

The “Exposure mode” screen will be displayed.

Inch specifications

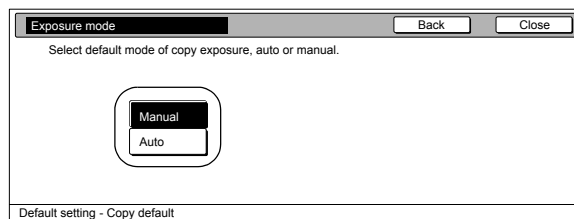


Metric specifications

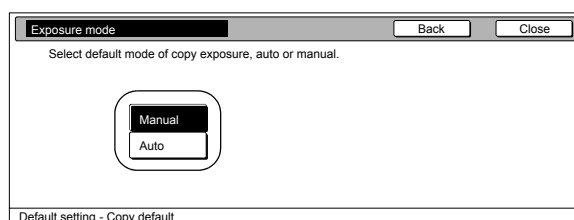


- 3 Press the “Manual” key or the “Auto” key, as appropriate.

Inch specifications



Metric specifications



### NOTE

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

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

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

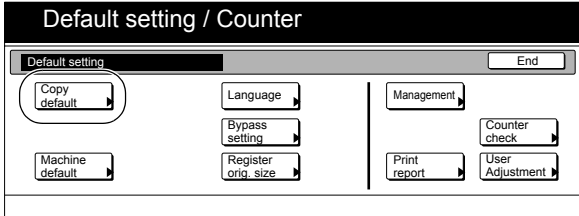
- 6 Press the “End” key.  
The touch panel will return to the contents of the “Basic” tab.

Exposure adjustment step

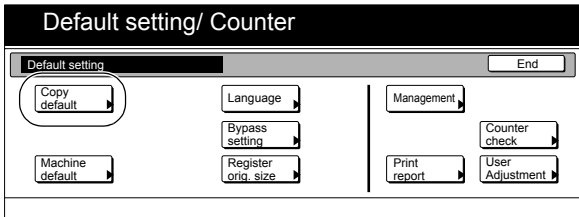
Perform the following procedure to change the incremental step to be used during adjustment of the copy exposure.

1 Display the "Copy default" screen. (See "Accessing the copy default settings" on page 7-69.)

Inch specifications



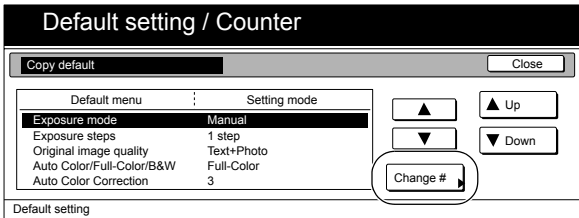
Metric specifications



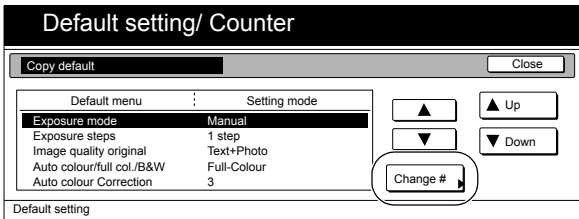
2 Select "Exposure steps" under the "Default menu" column on the left side of the touch panel and then press the "Change #" key.

The "Exposure steps" screen will be displayed.

Inch specifications

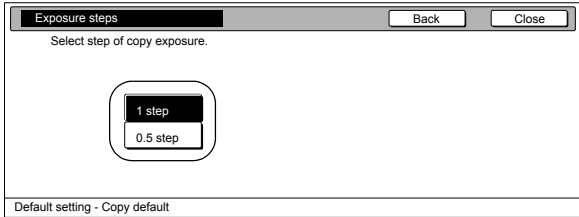


Metric specifications

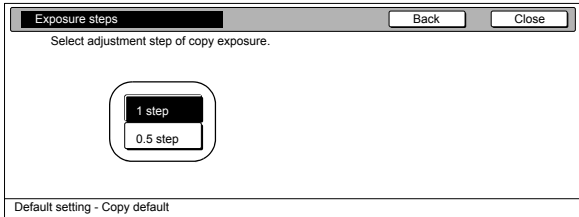


3 Press the "1 step" key or the "0.5 step" key, as appropriate.

Inch specifications



Metric specifications



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

4 Press the "Close" key. The touch panel will return to the screen in step 2.

5 Press the "Close" key once again. The touch panel will return to the "Default setting" screen.

6 Press the "End" key. The touch panel will return to the contents of the "Basic" tab.

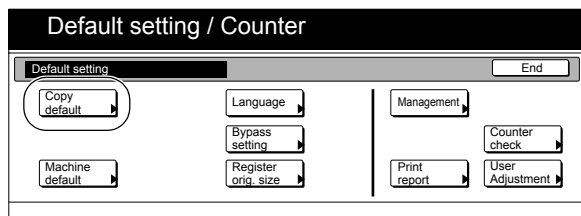
## Section 7 COPIER MANAGEMENT

### Original quality

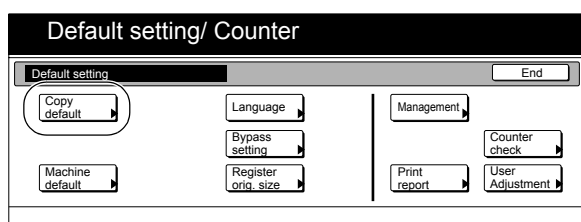
Perform the following procedure to determine the default setting that will be used for the image quality in the initial mode.

- 1 Display the “Copy default” screen.  
(See “Accessing the copy default settings” on page 7-69.)

Inch specifications

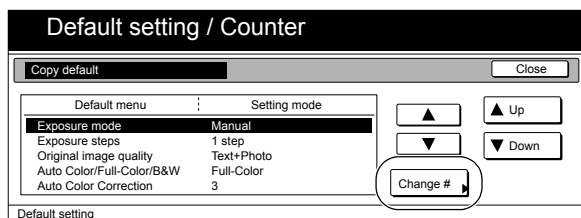


Metric specifications

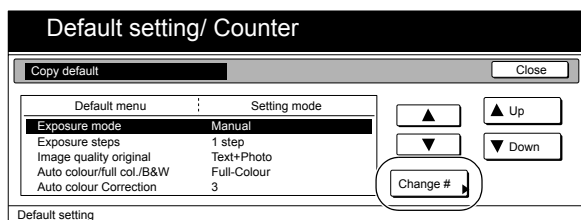


- 2 Select “Original image quality” [“Image quality original”] under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.  
The “Original image quality” [“Image quality original”] screen will be displayed.

Inch specifications

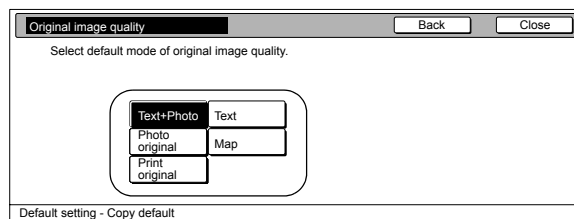


Metric specifications

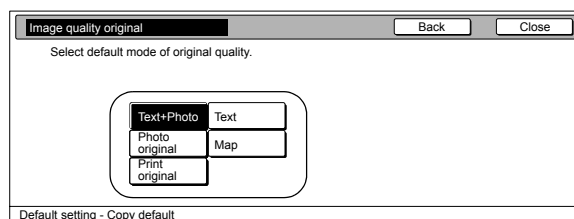


- 3 Press the “Text+Photo” key, the “Photo original” key, the “Print original” key, the “Text” key or the “Map” key, as appropriate.

Inch specifications



Metric specifications



#### NOTE

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

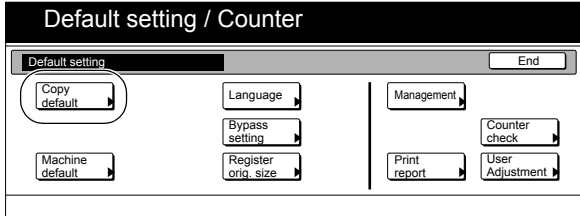
- 4 Press the “Close” key.  
The touch panel will return to the screen in step 2.
- 5 Press the “Close” key once again.  
The touch panel will return to the “Default setting” screen.
- 6 Press the “End” key.  
The touch panel will return to the contents of the “Basic” tab.

Copy mode

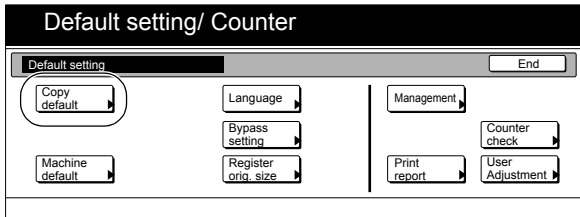
Perform the following procedure to set the default mode for color copying.

1 Display the "Copy default" screen. (See "Accessing the copy default settings" on page 7-69.)

Inch specifications

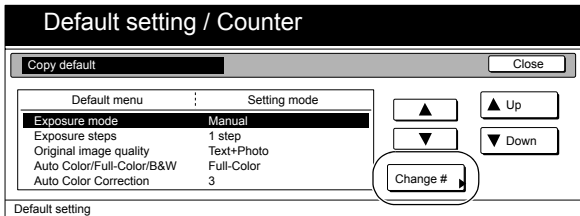


Metric specifications

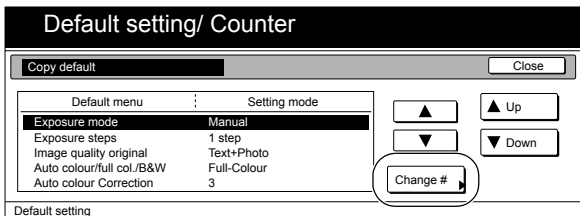


2 Select "Auto Color/Full-Color/B&W" ["Auto colour/full col./ B&W"] under the "Default menu" column on the left side of the touch panel and then press the "Change #" key. The "Auto Color/Full-Color/B&W" ["Auto colour/full col./ B&W"] screen will be displayed.

Inch specifications

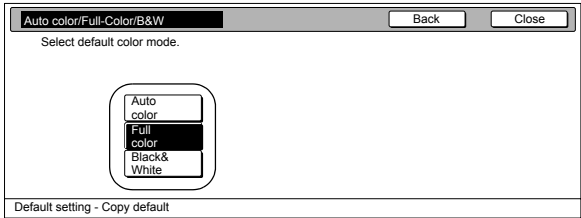


Metric specifications

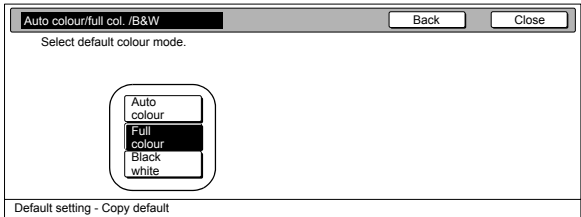


3 Press the "Auto color" ["Auto colour"] key, the "Full color" ["Full colour"] key or the "Black&White" ["Black white"] key, as appropriate.

Inch specifications



Metric specifications



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

4 Press the "Close" key. The touch panel will return to the screen in step 2.

5 Press the "Close" key once again. The touch panel will return to the "Default setting" screen.

6 Press the "End" key. The touch panel will return to the contents of the "Basic" tab.

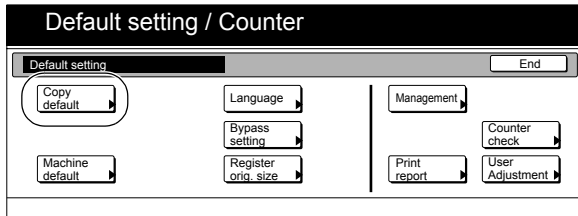
## Section 7 COPIER MANAGEMENT

### A.C.S. adjustment

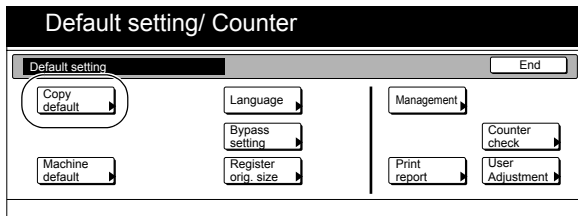
Perform the following procedure to adjust the sensitivity level that the copier will use to differentiate between color originals and black and white originals when the A.C.S. (Auto Color Selection) mode is selected.

- 1 Display the “Copy default” screen.  
(See “Accessing the copy default settings” on page 7-69.)

Inch specifications

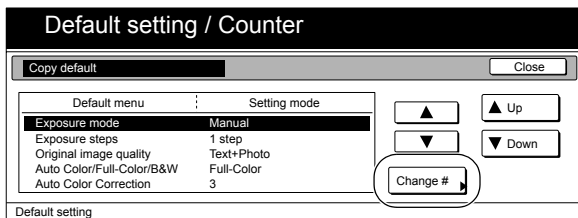


Metric specifications

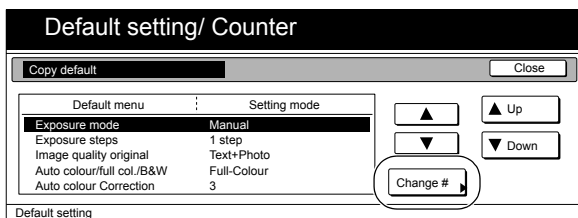


- 2 Select “Auto Color Correction” [“Auto colour Correction”] under the “Default menu” column on the left side of the touch panel and then press the “Change #” key. The “Auto Color Correction” [“Auto colour Correction”] screen will be displayed.

Inch specifications

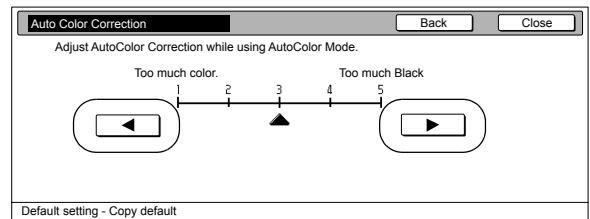


Metric specifications

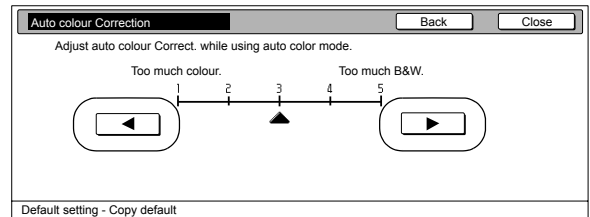


- 3 Press the “◀” key or the “▶” key, as desired, to move the arrow on the scale and adjust the sensitivity level.

Inch specifications



Metric specifications



### NOTES

- Select a lower value to have more originals detected as color originals, and a higher value to have more originals detected as black and white originals.
- If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

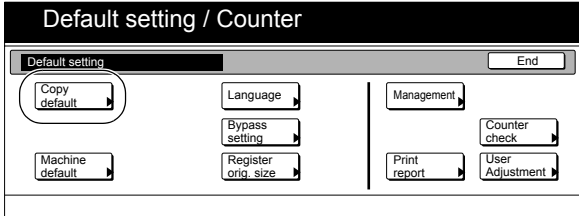
- 4 Press the “Close” key.  
The touch panel will return to the screen in step 2.
- 5 Press the “Close” key once again.  
The touch panel will return to the “Default setting” screen.
- 6 Press the “End” key.  
The touch panel will return to the contents of the “Basic” tab.

Eco print mode ON/OFF

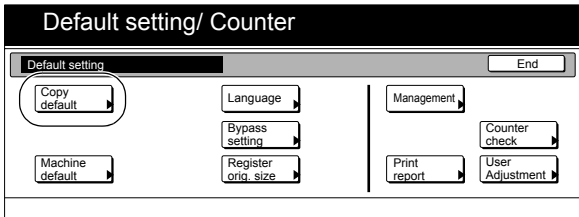
Perform the following procedure to determine whether or not the eco print mode will be the default setting in the initial mode.

1 Display the "Copy default" screen. (See "Accessing the copy default settings" on page 7-69.)

Inch specifications



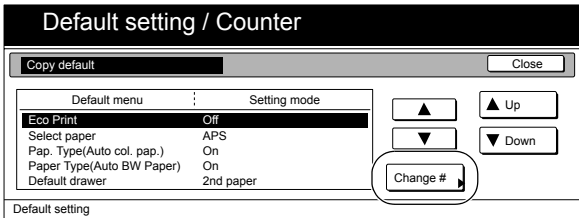
Metric specifications



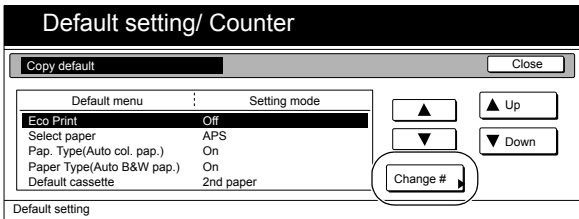
2 Select "Eco Print" under the "Default menu" column on the left side of the touch panel and then press the "Change #" key.

The "Eco Print" screen will be displayed.

Inch specifications

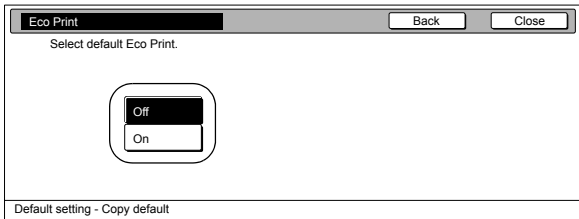


Metric specifications

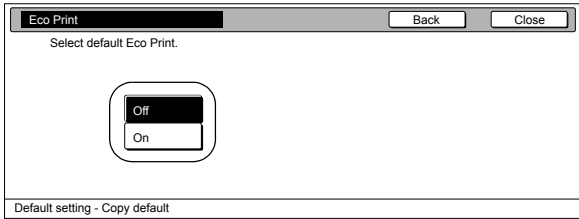


3 Press the "On" key if you want to make the eco print mode the default setting in the initial mode.

Inch specifications



Metric specifications



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

4 Press the "Close" key. The touch panel will return to the screen in step 2.

5 Press the "Close" key once again. The touch panel will return to the "Default setting" screen.

6 Press the "End" key. The touch panel will return to the contents of the "Basic" tab.

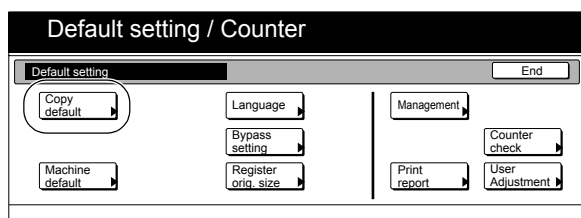
## Section 7 COPIER MANAGEMENT

### Paper selection

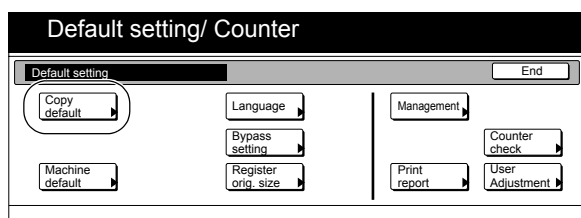
Perform the following procedure to set whether the copier will automatically select the same size of copy paper as the original once an original is set, or whether the designated default drawer[cassette] will be automatically selected.

- 1 Display the “Copy default” screen.  
(See “Accessing the copy default settings” on page 7-69.)

Inch specifications



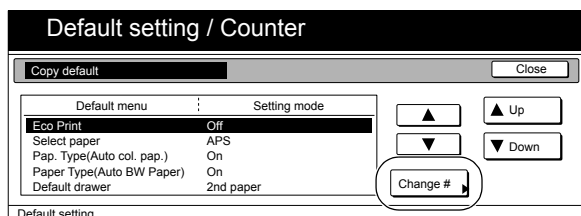
Metric specifications



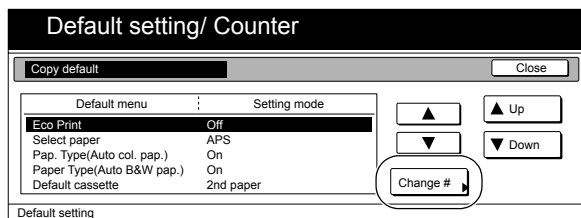
- 2 Select “Select paper” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.

The “Select paper” screen will be displayed.

Inch specifications

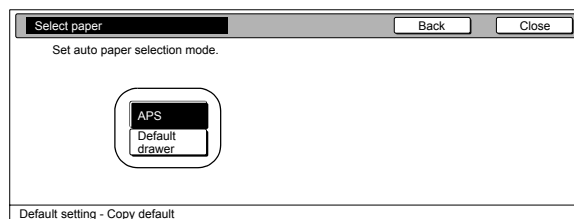


Metric specifications

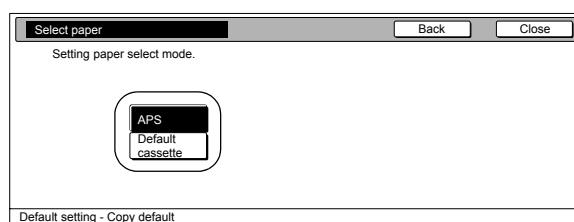


- 3 Press the “APS” key to have the same size copy paper as the original selected automatically, and the “Default drawer[cassette]” key to have paper fed from the designated default drawer[cassette].

Inch specifications



Metric specifications



#### NOTE

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

- 4 Press the “Close” key.  
The touch panel will return to the screen in step 2.
- 5 Press the “Close” key once again.  
The touch panel will return to the “Default setting” screen.
- 6 Press the “End” key.  
The touch panel will return to the contents of the “Basic” tab.

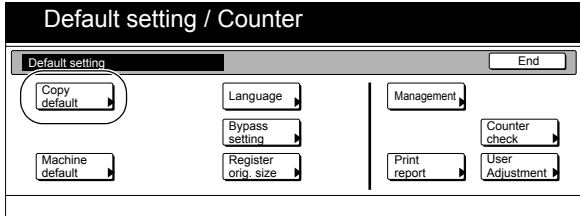


Paper type (Auto color paper selection)

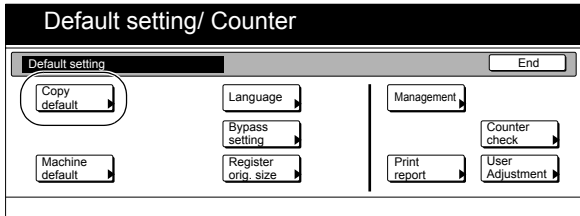
Perform the following procedure to select the types of paper that will be available for selection under the APS (Auto Paper Selection) mode when making color copies.

- 1 Display the "Copy default" screen. (See "Accessing the copy default settings" on page 7-69.)

Inch specifications

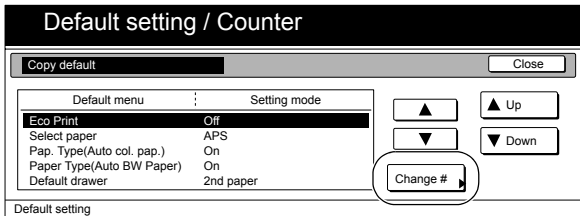


Metric specifications

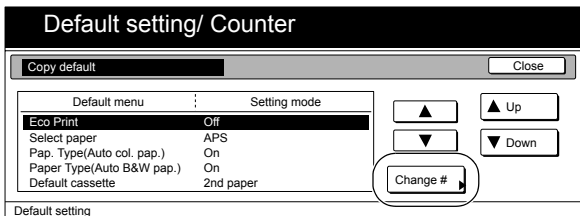


- 2 Select "Pap. Type(Auto col. pap.)" under the "Default menu" column on the left side of the touch panel and then press the "Change #" key. The "Pap. Type(Auto col. pap.)" screen will be displayed.

Inch specifications

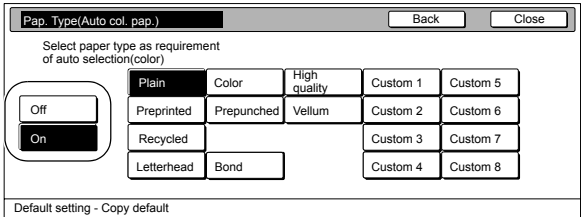


Metric specifications

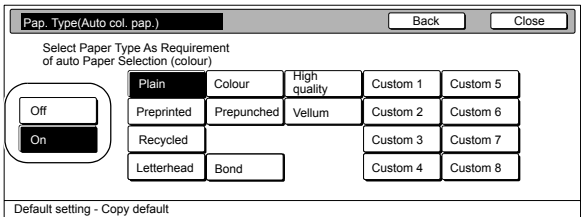


- 3 Press the "On" key and then press the keys that correspond to the types of paper you want to allow to be used under the auto paper selection mode. If you do NOT want to limit the types of paper that will be available for use in that mode, press the "Off" key.

Inch specifications



Metric specifications



- NOTES
- It is possible to select the type of paper that has been designated for the drawer[cassette] currently in use.
- If you want to quit the displayed setting without changing it, press the "Back" key. The touch panel will return to the screen in step 2.

- 4 Press the "Close" key. The touch panel will return to the screen in step 2.
5 Press the "Close" key once again. The touch panel will return to the "Default setting" screen.
6 Press the "End" key. The touch panel will return to the contents of the "Basic" tab.

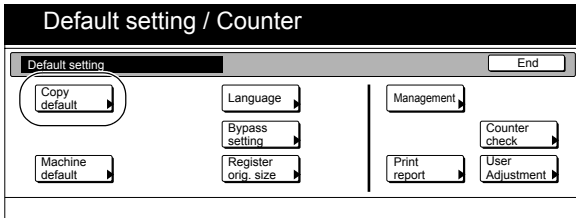
## Section 7 COPIER MANAGEMENT

### Paper type (Auto B/W paper selection)

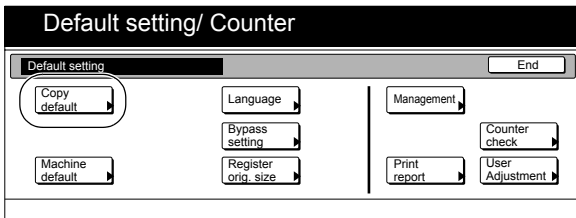
Perform the following procedure to select the types of paper that will be available for selection under the APS (Auto Paper Selection) mode when making black and white copies.

- 1 Display the “Copy default” screen.  
(See “Accessing the copy default settings” on page 7-69.)

Inch specifications

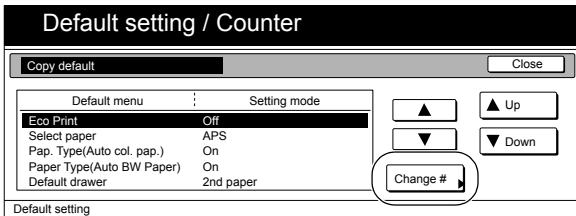


Metric specifications

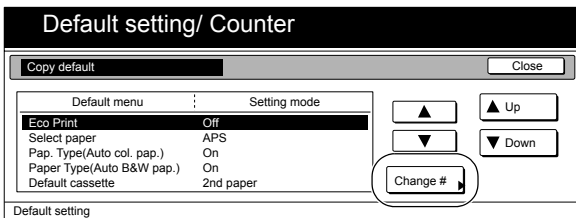


- 2 Select “Paper Type(Auto BW Paper)” [“Paper Type (Auto B&W paper)”] under the “Default menu” column on the left side of the touch panel and then press the “Change #” key. The “Paper Type(Auto BW Paper)” [“Paper Type (Auto B&W paper)”]screen will be displayed.

Inch specifications

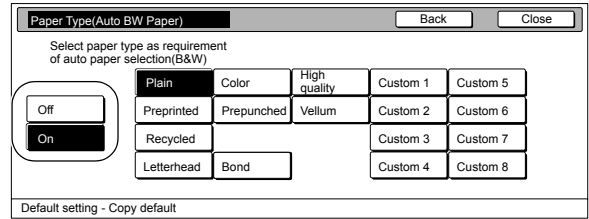


Metric specifications

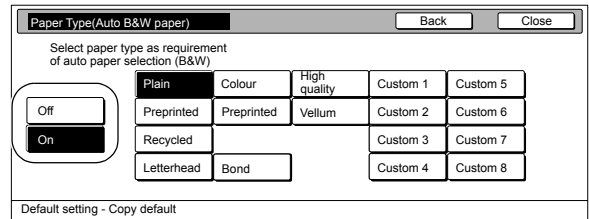


- 3 Press the “On” key and then press the keys that correspond to the types of paper you want to allow to be used under the auto paper selection mode. If you do NOT want to limit the types of paper that will be available for use in that mode, press the “Off” key.

Inch specifications



Metric specifications



#### NOTES

- It is possible to select the type of paper that has been designated for the drawer[cassette] currently in use.
- If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

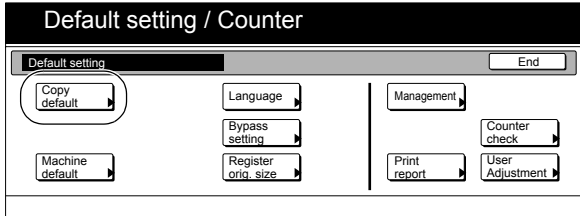
- 4 Press the “Close” key.  
The touch panel will return to the screen in step 2.
- 5 Press the “Close” key once again.  
The touch panel will return to the “Default setting” screen.
- 6 Press the “End” key.  
The touch panel will return to the contents of the “Basic” tab.

Default drawer[cassette]

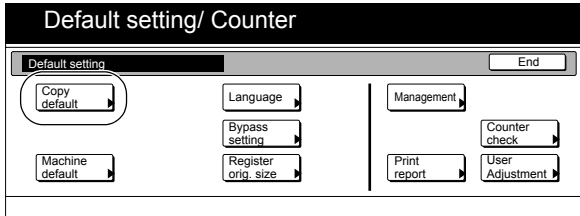
Perform the following procedure to set one drawer[cassette] that will be selected automatically regardless of the size of paper loaded in that drawer[cassette]. It is NOT possible to select the multi-bypass tray as the default drawer[cassette].

- 1 Display the "Copy default" screen. (See "Accessing the copy default settings" on page 7-69.)

Inch specifications

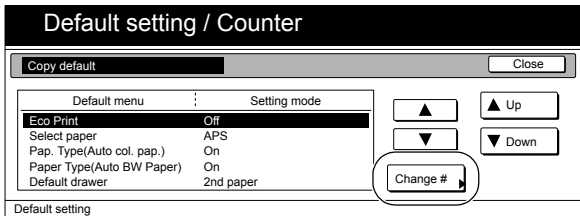


Metric specifications

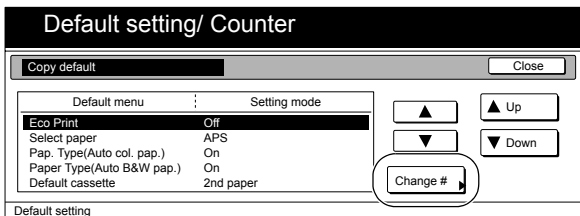


- 2 Select "Default drawer[cassette]" under the "Default menu" column on the left side of the touch panel and then press the "Change #" key. The "Default drawer[cassette]" screen will be displayed.

Inch specifications

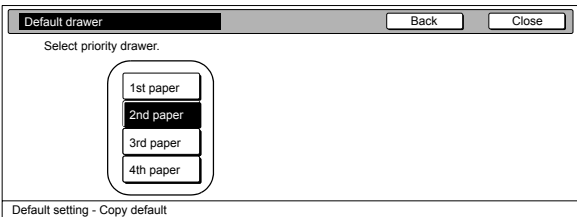


Metric specifications

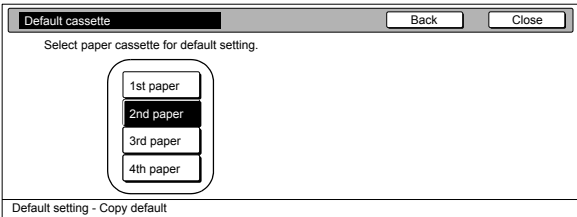


- 3 Press the key that corresponds to the desired drawer[cassette].

Inch specifications



Metric specifications



- NOTES
• If you want to quit the displayed setting without changing it, press the "Back" key. The touch panel will return to the screen in step 2.
• The setting for drawer[cassette] No.1 will not be available on duplex copiers because the Duplex Unit is installed in its place.
• The setting for drawer[cassette] No.2 through No.4 will only be available when the optional Paper Feeder is installed on your copier.

- 4 Press the "Close" key. The touch panel will return to the screen in step 2.
5 Press the "Close" key once again. The touch panel will return to the "Default setting" screen.
6 Press the "End" key. The touch panel will return to the contents of the "Basic" tab.

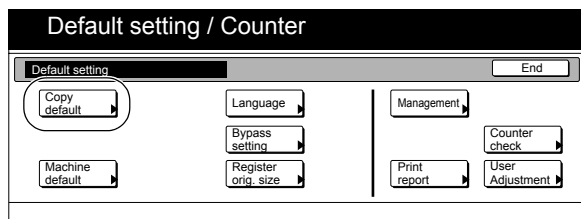
## Section 7 COPIER MANAGEMENT

### Cover drawer[cassette]

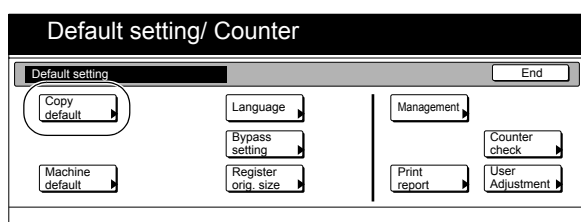
Perform the following procedure to set which drawer[cassette] will be used to feed the cover sheets in the cover mode, the booklet/stitching mode and the book to booklet mode.

- 1 Display the “Copy default” screen.  
(See “Accessing the copy default settings” on page 7-69.)

Inch specifications

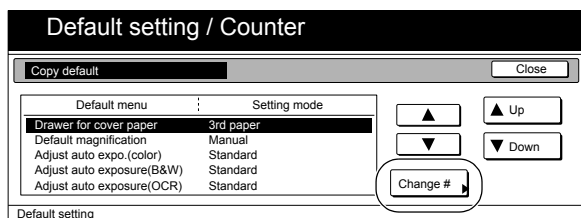


Metric specifications

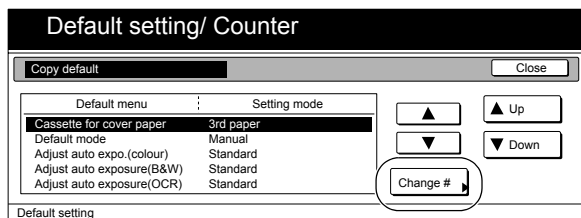


- 2 Select “Drawer for cover paper” [“Cassette for cover paper”] under the “Default menu” column on the left side of the touch panel and then press the “Change #” key. The “Drawer for cover paper” [“Cassette for cover paper”] screen will be displayed.

Inch specifications

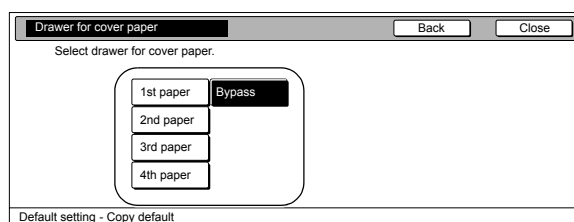


Metric specifications

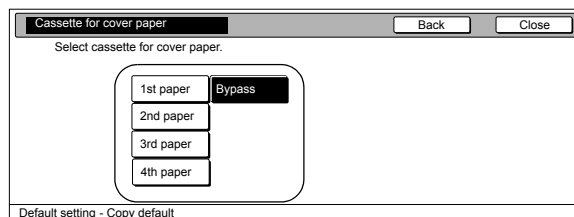


- 3 Press the key that corresponds to the desired drawer[cassette].

Inch specifications



Metric specifications



### NOTES

- If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.
- The setting for drawer[cassette] No.1 will not be available on duplex copiers because the Duplex Unit is installed in its place.
- The setting for drawer[cassette] No.2 through No.4 will only be available when the optional Paper Feeder is installed on your copier.

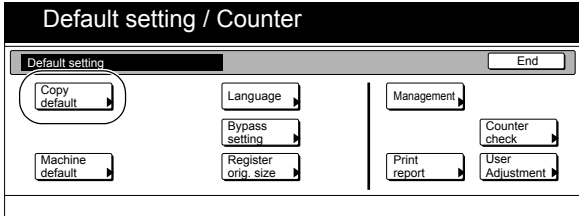
- 4 Press the “Close” key.  
The touch panel will return to the screen in step 2.
- 5 Press the “Close” key once again.  
The touch panel will return to the “Default setting” screen.
- 6 Press the “End” key.  
The touch panel will return to the contents of the “Basic” tab.

Default magnification ratio

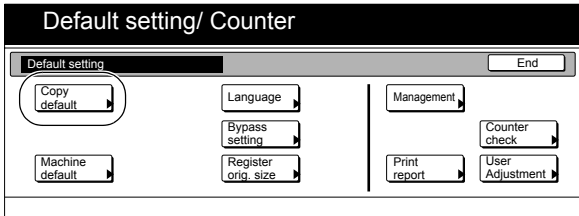
Perform the following procedure to set whether or not the appropriate magnification ratio is to be calculated automatically when you select the size of copy paper.

- 1 Display the "Copy default" screen. (See "Accessing the copy default settings" on page 7-69.)

Inch specifications

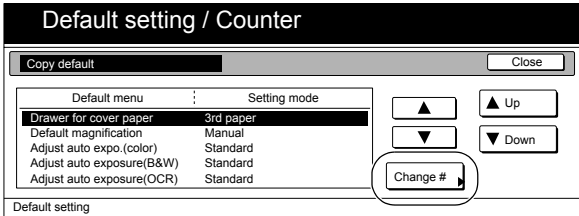


Metric specifications

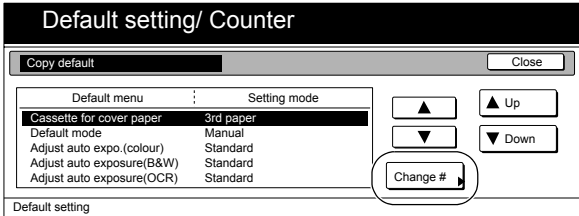


- 2 Select "Default magnification" ["Default mode"] under the "Default menu" column on the left side of the touch panel and then press the "Change #" key. The "Default magnification" ["Default mode"] screen will be displayed.

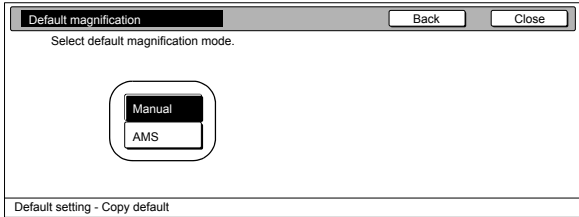
Inch specifications



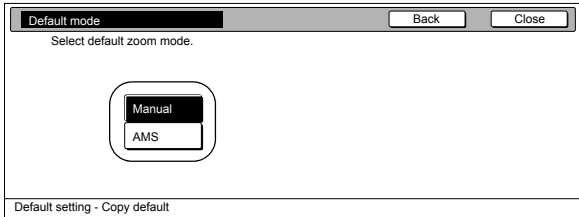
Metric specifications



- 3 Press the "Manual" key or the "AMS" key, as appropriate. Inch specifications



Metric specifications



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

- 4 Press the "Close" key. The touch panel will return to the screen in step 2.
- 5 Press the "Close" key once again. The touch panel will return to the "Default setting" screen.
- 6 Press the "End" key. The touch panel will return to the contents of the "Basic" tab.

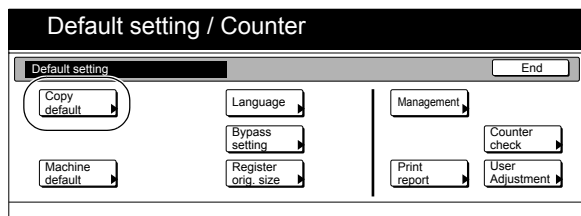
## Section 7 COPIER MANAGEMENT

### Auto exposure adjustment (color)

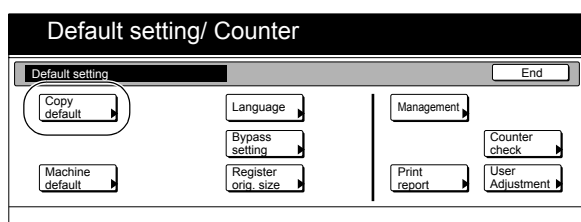
Perform the following procedure to adjust the overall exposure level for the auto exposure mode when making color copies.

- 1 Display the “Copy default” screen.  
(See “Accessing the copy default settings” on page 7-69.)

Inch specifications

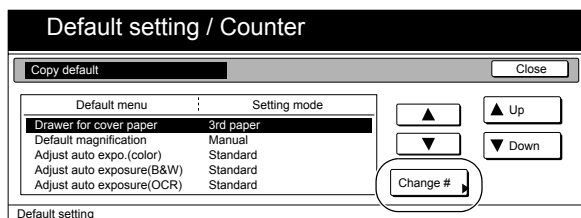


Metric specifications

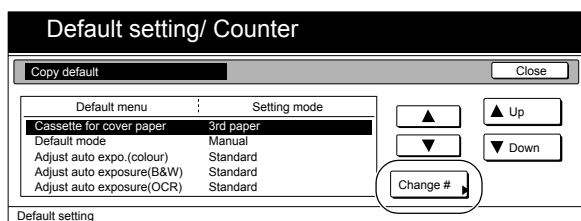


- 2 Select “Adjust auto expo.(color)” [“Adjust auto expo.(colour)”] under the “Default menu” column on the left side of the touch panel and then press the “Change #” key. The “Adjust auto expo.(color)” [“Adjust auto expo.(colour)”] screen will be displayed.

Inch specifications

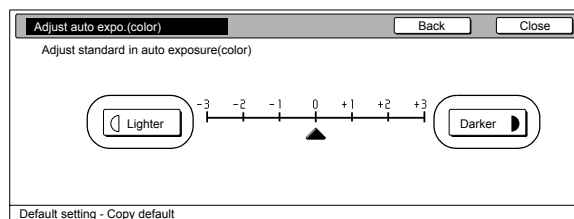


Metric specifications

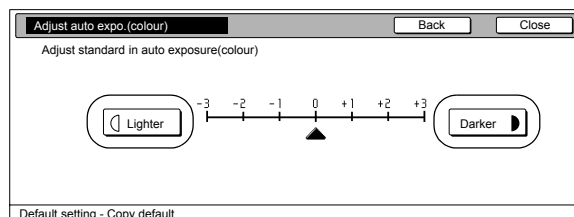


- 3 Press the “Lighter” key or the “Darker” key, as appropriate, to move the cursor on the exposure scale and adjust the exposure as desired.

Inch specifications



Metric specifications



#### NOTE

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

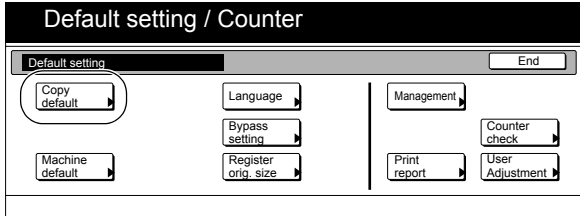
- 4 Press the “Close” key.  
The touch panel will return to the screen in step 2.
- 5 Press the “Close” key once again.  
The touch panel will return to the “Default setting” screen.
- 6 Press the “End” key.  
The touch panel will return to the contents of the “Basic” tab.

**Auto exposure adjustment (B/W)**

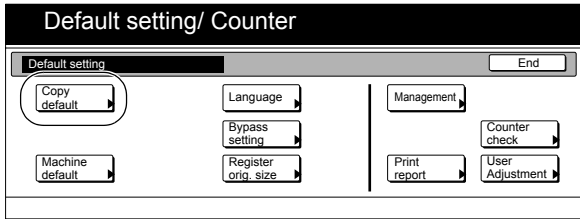
Perform the following procedure to adjust the overall exposure level for the auto exposure mode when making black and white copies.

**1** Display the “Copy default” screen.  
(See “Accessing the copy default settings” on page 7-69.)

Inch specifications

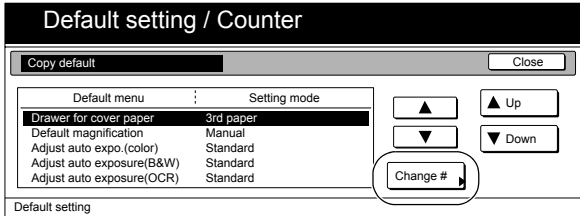


Metric specifications

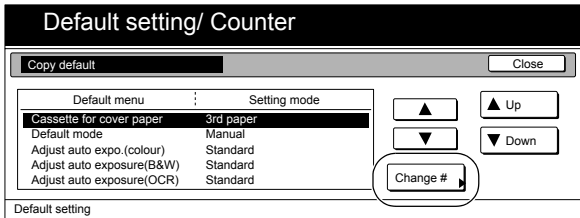


**2** Select “Adjust auto exposure(B&W)” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.  
The “Adjust auto exposure(B&W)” screen will be displayed.

Inch specifications

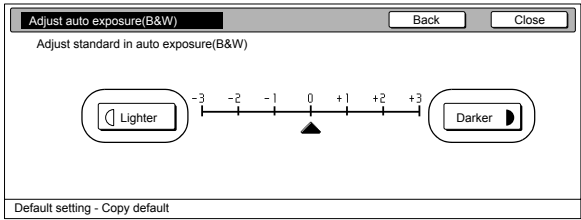


Metric specifications

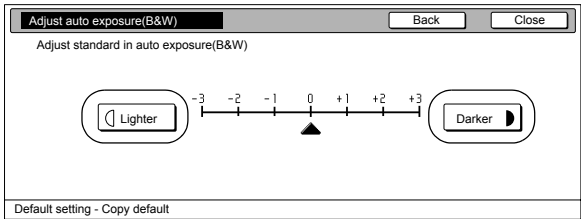


**3** Press the “Lighter” key or the “Darker” key, as appropriate, to move the cursor on the exposure scale and adjust the exposure as desired.

Inch specifications



Metric specifications



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

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

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

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

## Section 7 COPIER MANAGEMENT

### Auto exposure adjustment (OCR)

Perform the following procedure to adjust the overall exposure level for scanning with OCR (Optical Character Recognition) software when using the optional scanner functions of this copier.

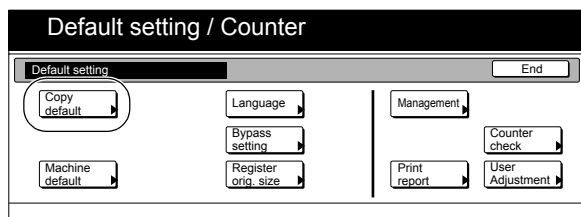


#### NOTE

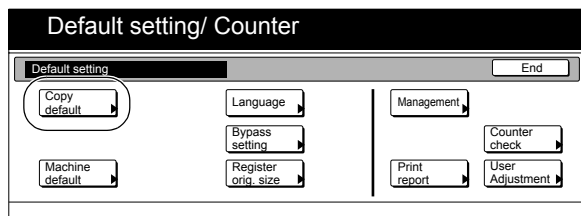
This setting is only available when the optional Network Scanner Kit is installed in your copier.

- 1 Display the “Copy default” screen.  
(See “**Accessing the copy default settings**” on page 7-69.)

Inch specifications

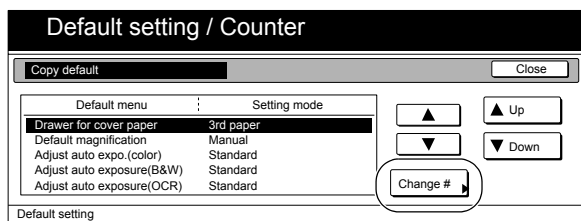


Metric specifications

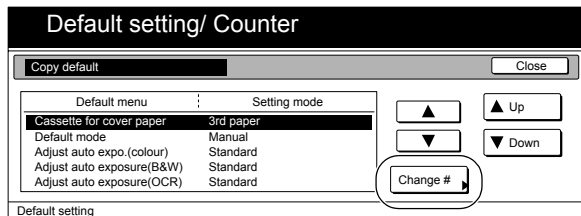


- 2 Select “Adjust auto exposure (OCR)” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.  
The “Adjust auto exposure (OCR)” screen will be displayed.

Inch specifications

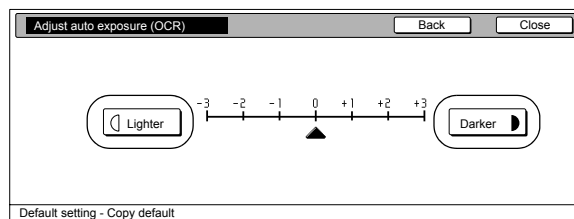


Metric specifications

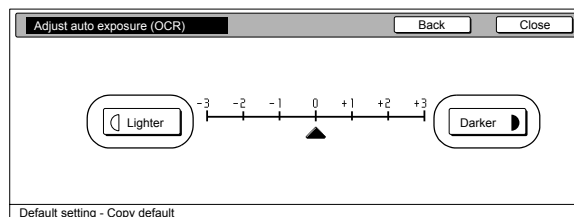


- 3 Press the “Lighter” key or the “Darker” key, as appropriate, to move the cursor on the exposure scale and adjust the exposure as desired.

Inch specifications



Metric specifications



#### NOTE

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

- 4 Press the “Close” key.  
The touch panel will return to the screen in step 2.
- 5 Press the “Close” key once again.  
The touch panel will return to the “Default setting” screen.
- 6 Press the “End” key.  
The touch panel will return to the contents of the “Basic” tab.

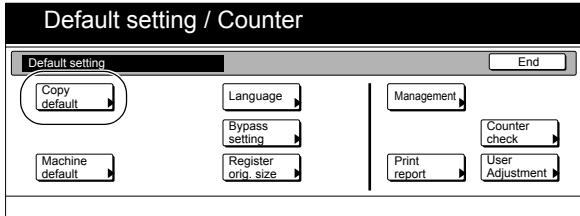


Manual exposure adjustment (text+photo mode)

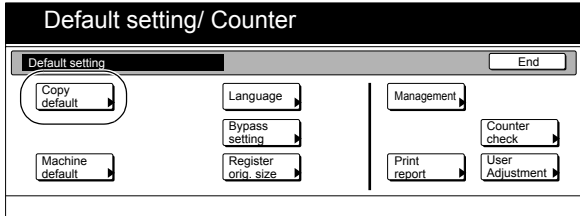
Perform the following procedure to adjust the median exposure value when the Text+Photo (text&photo mode) is selected for the image quality.

1 Display the "Copy default" screen. (See "Accessing the copy default settings" on page 7-69.)

Inch specifications

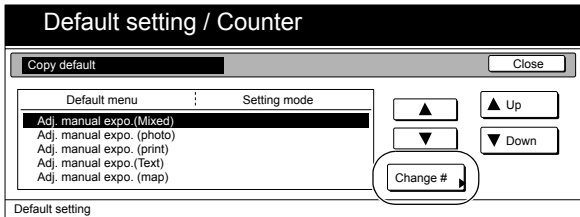


Metric specifications

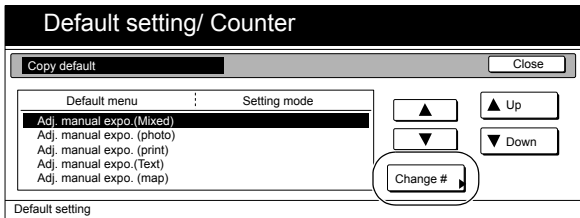


2 Select "Adj. manual expo. (Mixed)" under the "Default menu" column on the left side of the touch panel and then press the "Change #" key. The "Adj. manual expo. (Mixed)" screen will be displayed.

Inch specifications

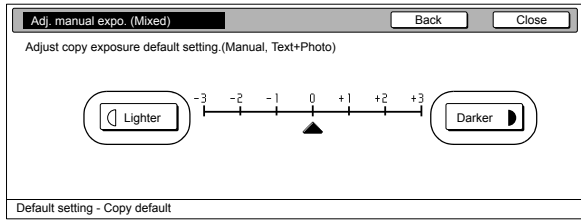


Metric specifications

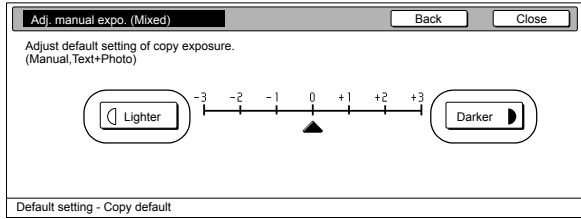


3 Press the "Lighter" key or the "Darker" key, as appropriate, to move the cursor on the exposure scale and adjust the exposure as desired.

Inch specifications



Metric specifications



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

4 Press the "Close" key. The touch panel will return to the screen in step 2.

5 Press the "Close" key once again. The touch panel will return to the "Default setting" screen.

6 Press the "End" key. The touch panel will return to the contents of the "Basic" tab.

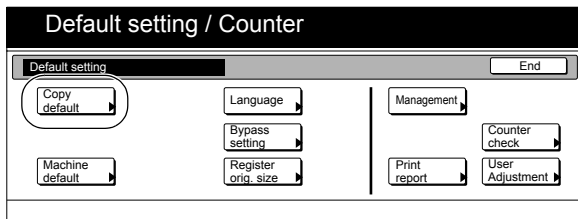
## Section 7 COPIER MANAGEMENT

### Manual exposure adjustment (photo mode)

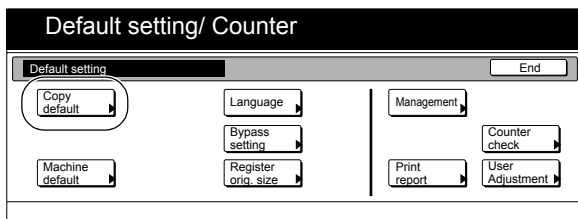
Perform the following procedure to adjust the median exposure value when the photo mode is selected for the image quality.

- 1 Display the “Copy default” screen.  
(See “Accessing the copy default settings” on page 7-69.)

Inch specifications

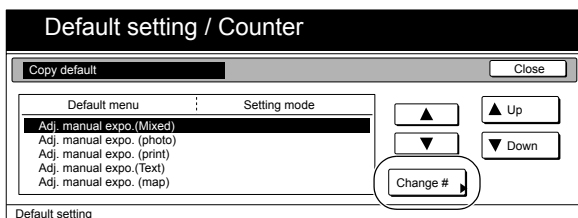


Metric specifications

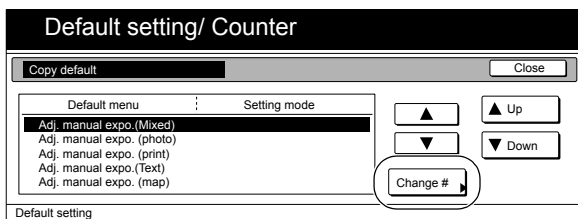


- 2 Select “Adj. manual expo. (photo)” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.  
The “Adj. manual expo. (photo)” screen will be displayed.

Inch specifications

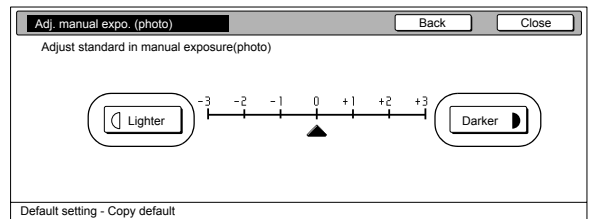


Metric specifications

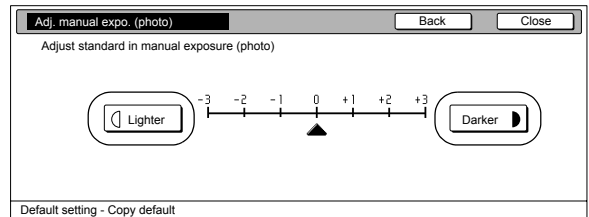


- 3 Press the “Lighter” key or the “Darker” key, as appropriate, to move the cursor on the exposure scale and adjust the exposure as desired.

Inch specifications



Metric specifications



#### NOTE

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

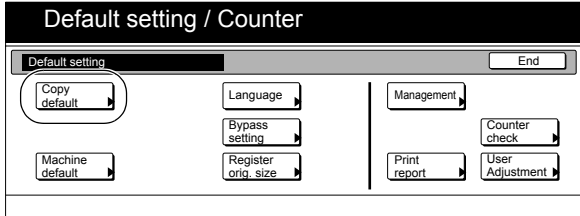
- 4 Press the “Close” key.  
The touch panel will return to the screen in step 2
- 5 Press the “Close” key once again.  
The touch panel will return to the “Default setting” screen.
- 6 Press the “End” key.  
The touch panel will return to the contents of the “Basic” tab.

Manual exposure adjustment (print mode)

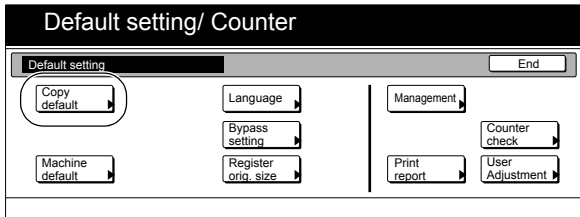
Perform the following procedure to adjust the median exposure value when the print mode is selected for the image quality.

1 Display the "Copy default" screen. (See "Accessing the copy default settings" on page 7-69.)

Inch specifications

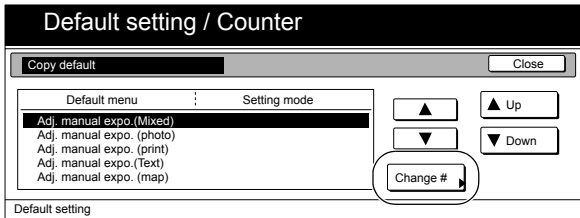


Metric specifications

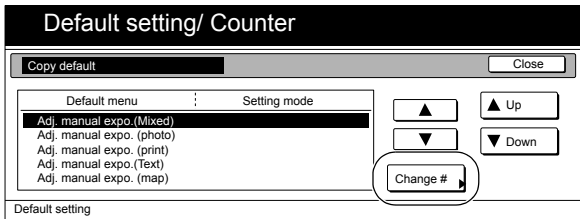


2 Select "Adj. manual expo. (print)" under the "Default menu" column on the left side of the touch panel and then press the "Change #" key. The "Adj. manual expo. (print)" screen will be displayed.

Inch specifications

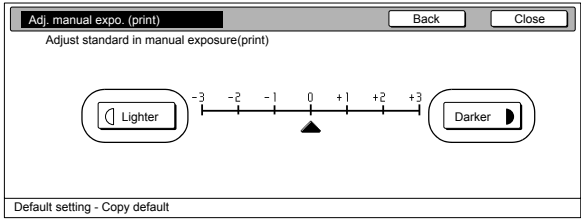


Metric specifications

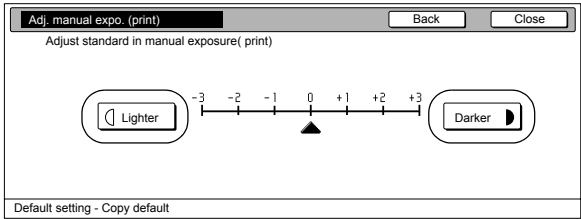


3 Press the "Lighter" key or the "Darker" key, as appropriate, to move the cursor on the exposure scale and adjust the exposure as desired.

Inch specifications



Metric specifications



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

4 Press the "Close" key. The touch panel will return to the screen in step 2.

5 Press the "Close" key once again. The touch panel will return to the "Default setting" screen.

6 Press the "End" key. The touch panel will return to the contents of the "Basic" tab.

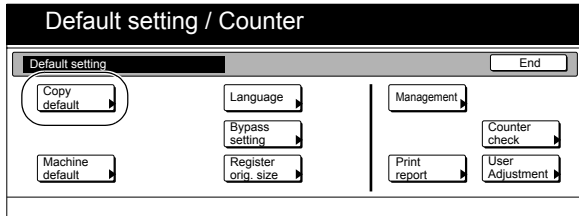
## Section 7 COPIER MANAGEMENT

### Manual exposure adjustment (text mode)

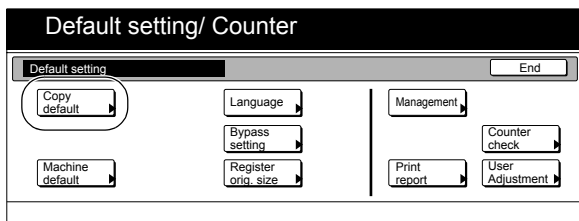
Perform the following procedure to adjust the median exposure value when the text mode is selected for the image quality.

- 1 Display the “Copy default” screen.  
(See “Accessing the copy default settings” on page 7-69.)

Inch specifications



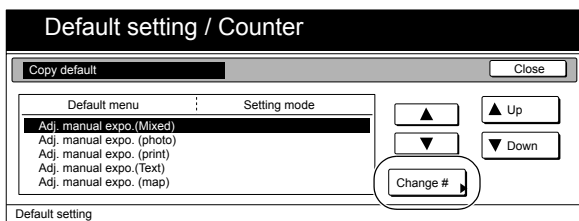
Metric specifications



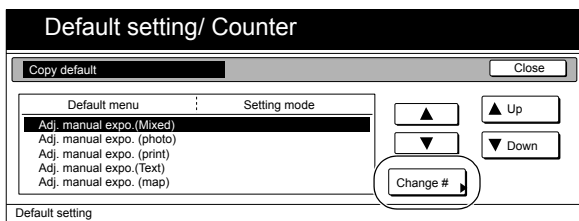
- 2 Select “Adj. manual expo. (Text)” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.

The “Adj. manual expo. (Text)” screen will be displayed.

Inch specifications

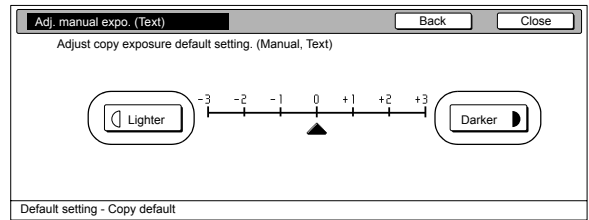


Metric specifications

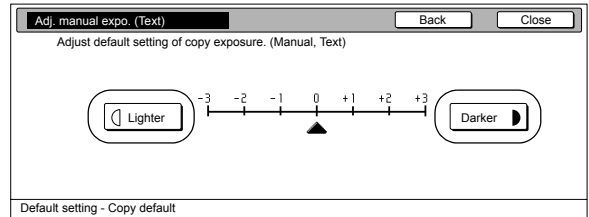


- 3 Press the “Lighter” key or the “Darker” key, as appropriate, to move the cursor on the exposure scale and adjust the exposure as desired.

Inch specifications



Metric specifications



#### NOTE

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

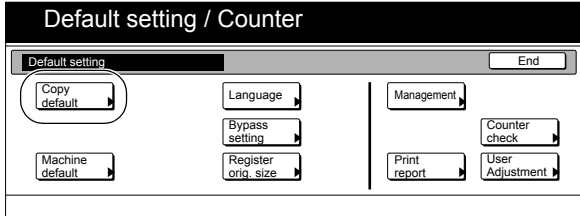
- 4 Press the “Close” key.  
The touch panel will return to the screen in step 2.
- 5 Press the “Close” key once again.  
The touch panel will return to the “Default setting” screen.
- 6 Press the “End” key.  
The touch panel will return to the contents of the “Basic” tab.

Manual exposure adjustment (map mode)

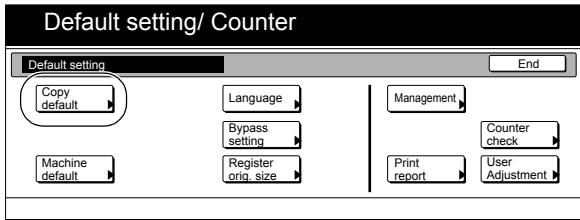
Perform the following procedure to adjust the median exposure value when the map mode is selected for the image quality.

1 Display the "Copy default" screen. (See "Accessing the copy default settings" on page 7-69.)

Inch specifications

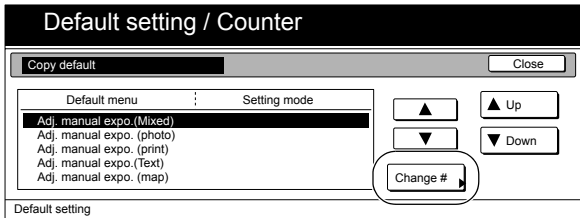


Metric specifications

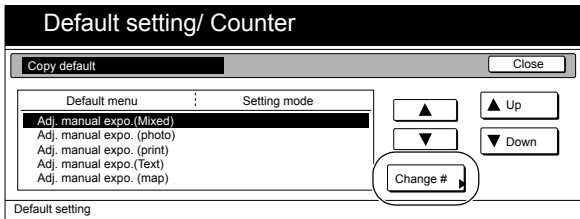


2 Select "Adj. manual expo. (map)" under the "Default menu" column on the left side of the touch panel and then press the "Change #" key. The "Adj. manual expo. (map)" screen will be displayed.

Inch specifications

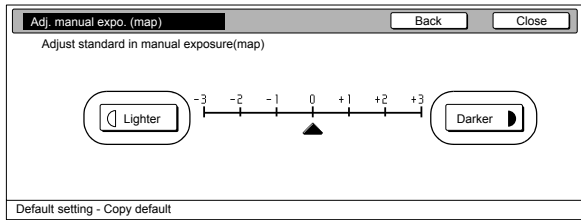


Metric specifications

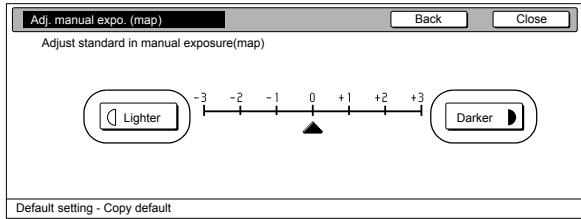


3 Press the "Lighter" key or the "Darker" key, as appropriate, to move the cursor on the exposure scale and adjust the exposure as desired.

Inch specifications



Metric specifications



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

4 Press the "Close" key. The touch panel will return to the screen in step 2.

5 Press the "Close" key once again. The touch panel will return to the "Default setting" screen.

6 Press the "End" key. The touch panel will return to the contents of the "Basic" tab.

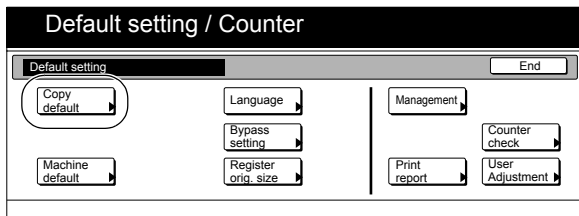
## Section 7 COPIER MANAGEMENT

### Sort mode ON/OFF

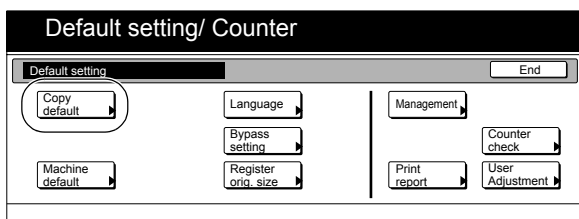
Perform the following procedure to determine whether or not the Sort mode will be the default setting in the initial mode.

- 1 Display the “Copy default” screen.  
(See “Accessing the copy default settings” on page 7-69.)

Inch specifications

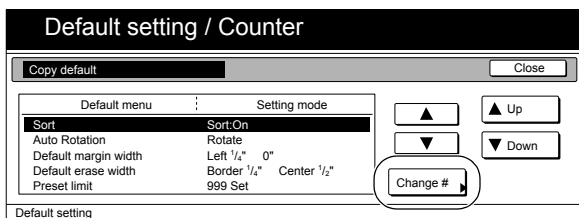


Metric specifications

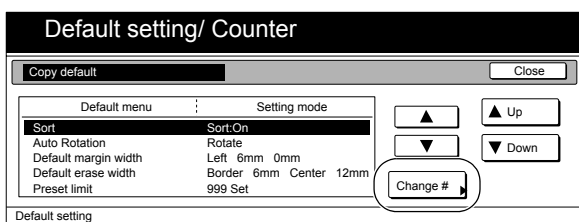


- 2 Select “Sort” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key. The “Sort” screen will be displayed.

Inch specifications

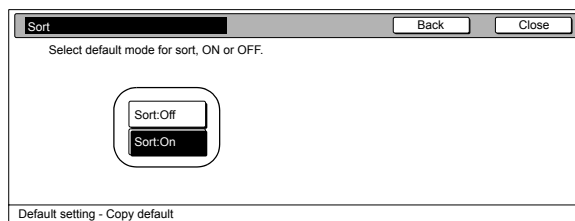


Metric specifications

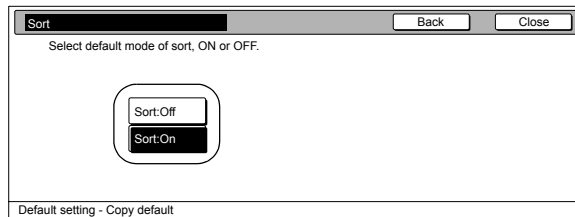


- 3 Press the “Sort:On” key if you want to make the Sort mode the default setting in the initial mode.

Inch specifications



Metric specifications



#### NOTE

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

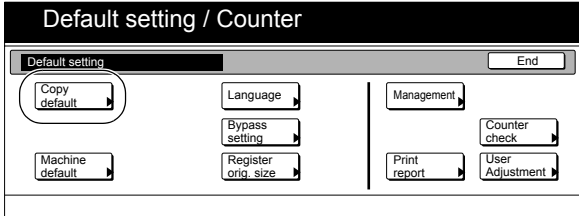
- 4 Press the “Close” key.  
The touch panel will return to the screen in step 2.
- 5 Press the “Close” key once again.  
The touch panel will return to the “Default setting” screen.
- 6 Press the “End” key.  
The touch panel will return to the contents of the “Basic” tab.

Auto Rotation mode ON/OFF

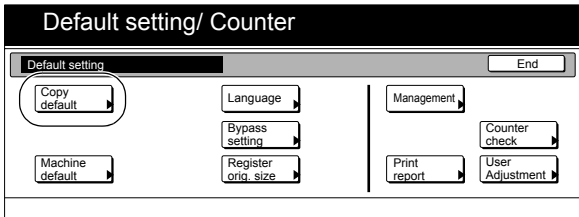
Perform the following procedure to determine whether or not the Auto Rotation mode will be the default setting in the initial mode.

1 Display the "Copy default" screen. (See "Accessing the copy default settings" on page 7-69.)

Inch specifications



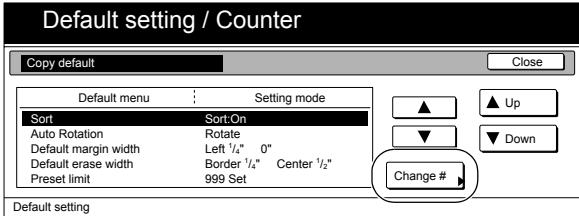
Metric specifications



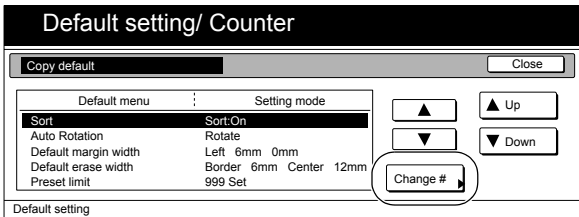
2 Select "Auto Rotation" under the "Default menu" column on the left side of the touch panel and then press the "Change #" key.

The "Auto Rotation" screen will be displayed.

Inch specifications

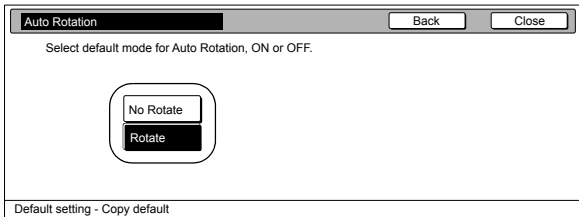


Metric specifications

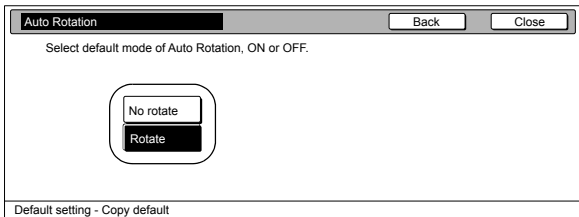


3 Press the "Rotate" key if you want to make the Auto Rotation mode the default setting in the initial mode.

Inch specifications



Metric specifications



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

4 Press the "Close" key. The touch panel will return to the screen in step 2.

5 Press the "Close" key once again. The touch panel will return to the "Default setting" screen.

6 Press the "End" key. The touch panel will return to the contents of the "Basic" tab.

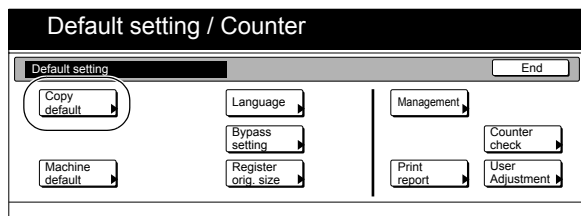
## Section 7 COPIER MANAGEMENT

### Margin width

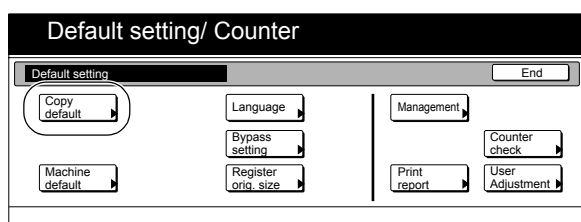
Perform the following procedure to determine the default value of the location and width of the margins in the margin mode.

- 1 Display the “Copy default” screen.  
(See “Accessing the copy default settings” on page 7-69.)

Inch specifications



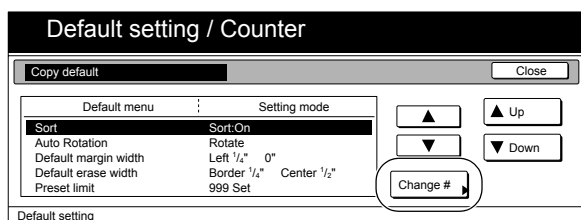
Metric specifications



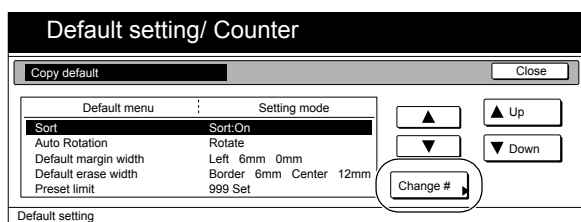
- 2 Select “Default margin width” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.

The “Default margin width” screen will be displayed.

Inch specifications

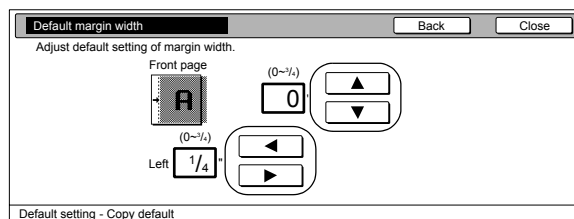


Metric specifications

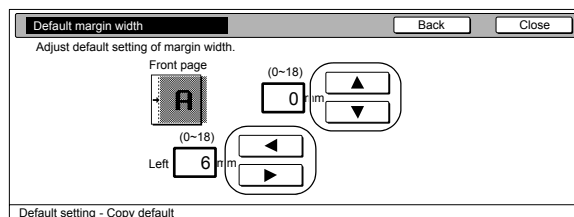


- 3 Press the “▲” key, the “▼” key, the “◀” key or the “▶” key, as desired, to change the default margins and margin widths to the desired setting.

Inch specifications



Metric specifications



#### NOTE

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

- 4 Press the “Close” key.  
The touch panel will return to the screen in step 2.
- 5 Press the “Close” key once again.  
The touch panel will return to the “Default setting” screen.
- 6 Press the “End” key.  
The touch panel will return to the contents of the “Basic” tab.

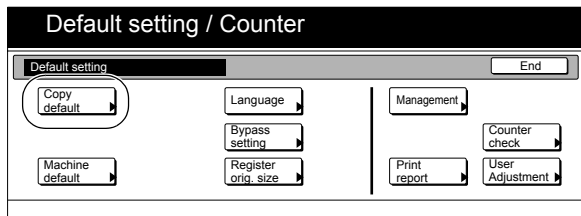


**Erased border width**

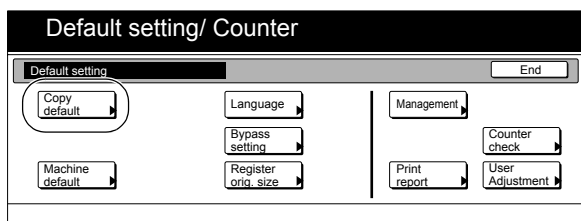
Perform the following procedure to determine the default value for the width of the border to be erased in the two border erase modes.

- 1 Display the “Copy default” screen. (See “Accessing the copy default settings” on page 7-69.)

Inch specifications

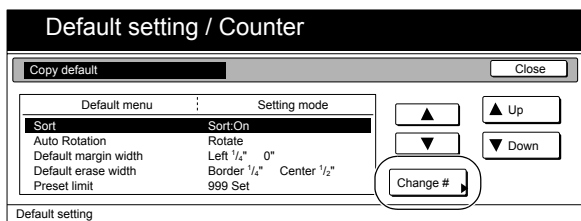


Metric specifications

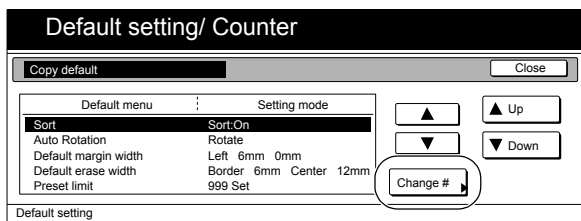


- 2 Select “Default erase width” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key. The “Default erase width” screen will be displayed.

Inch specifications

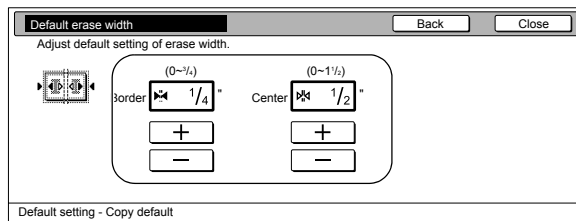


Metric specifications

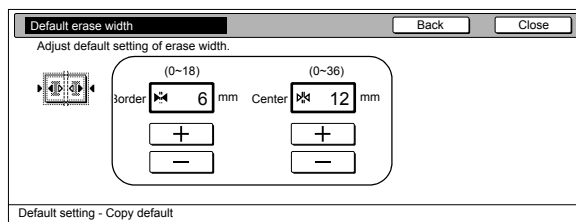


- 3 Press the “+” key or the “-” key under the “Border” and “Center” fields to change the displayed widths to those desired.

Inch specifications



Metric specifications



**NOTE**

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

- 4 Press the “Close” key. The touch panel will return to the screen in step 2.
- 5 Press the “Close” key once again. The touch panel will return to the “Default setting” screen.
- 6 Press the “End” key. The touch panel will return to the contents of the “Basic” tab.

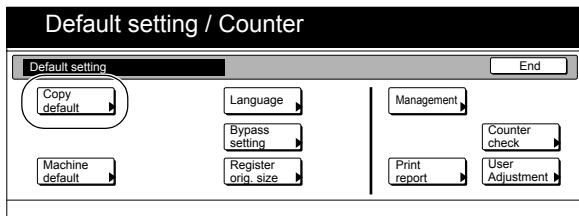
## Section 7 COPIER MANAGEMENT

### Copy limit

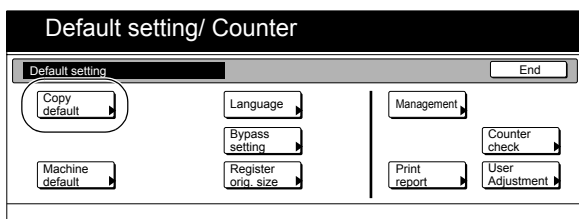
Perform the following procedure to set the limit for the number of copies (or copy sets) that can be made at a time.

- 1 Display the “Copy default” screen.  
(See “Accessing the copy default settings” on page 7-69.)

Inch specifications



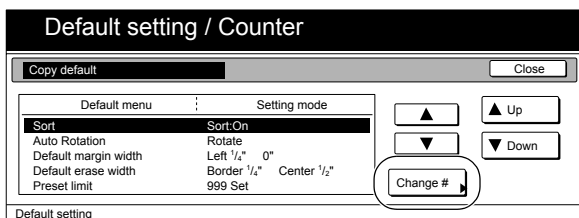
Metric specifications



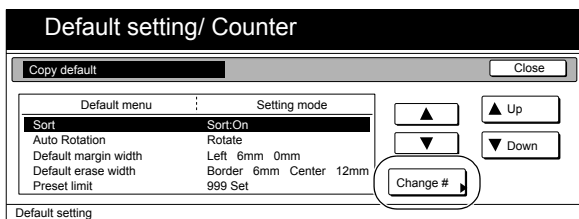
- 2 Select “Preset limit” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.

The “Preset limit” screen will be displayed.

Inch specifications

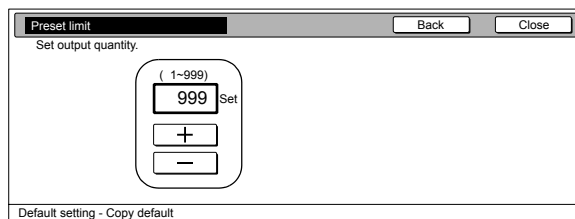


Metric specifications

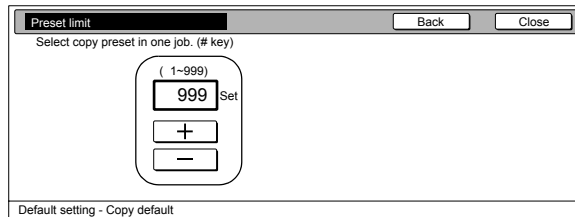


- 3 Press the “+” key or the “-” key to change the copy limit to the desired setting.

Inch specifications



Metric specifications



#### NOTE

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

- 4 Press the “Close” key.  
The touch panel will return to the screen in step 2.
- 5 Press the “Close” key once again.  
The touch panel will return to the “Default setting” screen.
- 6 Press the “End” key.  
The touch panel will return to the contents of the “Basic” tab.

Repeat copying ON/OFF

Perform the following procedure to set whether or not to prohibit repeat copying, as well as whether or not to make repeat copying the default setting in the initial mode.

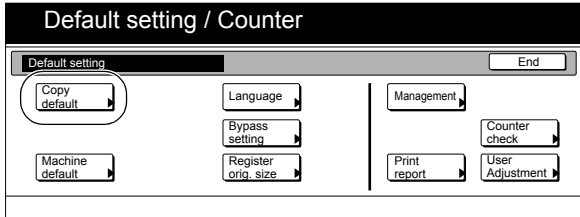


NOTE

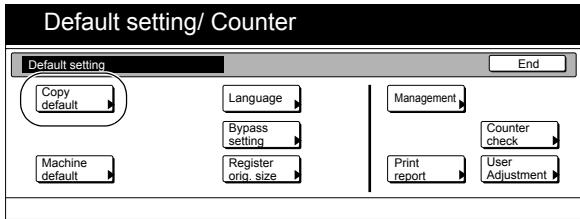
This setting is displayed on duplex copiers or when the optional Memory Copy Board is installed.

- 1 Display the "Copy default" screen. (See "Accessing the copy default settings" on page 7-69.)

Inch specifications

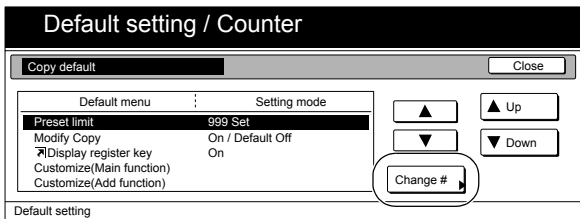


Metric specifications

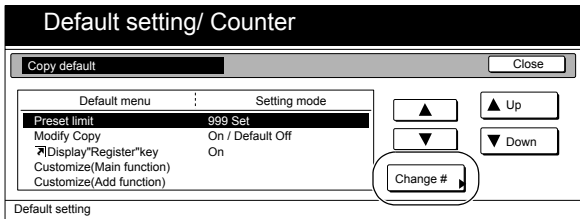


- 2 Select "Modify Copy" under the "Default menu" column on the left side of the touch panel and then press the "Change #" key. The "Modify Copy" screen will be displayed.

Inch specifications

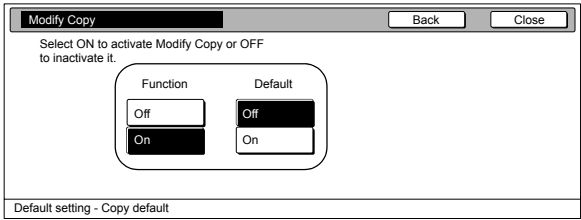


Metric specifications

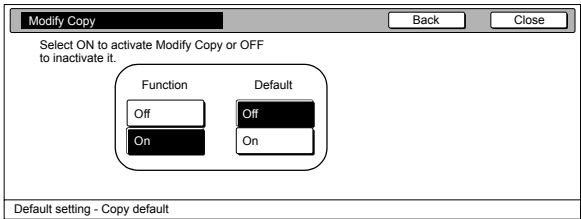


- 3 If you want to prohibit repeat copying, press the "Off" key. If you want to make repeat copying the default setting in the initial mode, press the "On" key.

Inch specifications



Metric specifications



NOTE

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

- 4 Press the "Close" key. The touch panel will return to the screen in step 2.
- 5 Press the "Close" key once again. The touch panel will return to the "Default setting" screen.
- 6 Press the "End" key. The touch panel will return to the contents of the "Basic" tab.

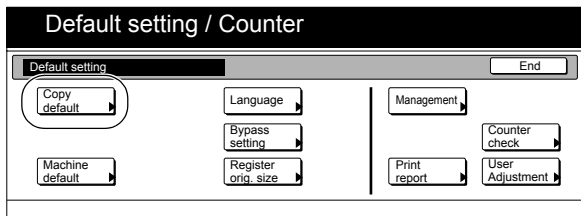
## Section 7 COPIER MANAGEMENT

### Registration keys ON/OFF

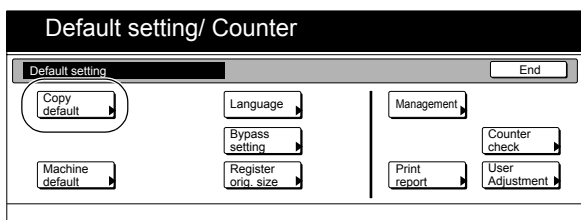
Perform the following procedure to set whether or not to allow a “Register” key to be displayed in the screen for those function and modes which can be registered under the registration keys. Functions and/or modes can only be registered under registration keys through the “Register” key.

- 1 Display the “Copy default” screen.  
(See “Accessing the copy default settings” on page 7-69.)

Inch specifications

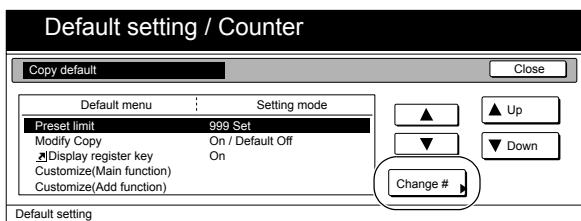


Metric specifications

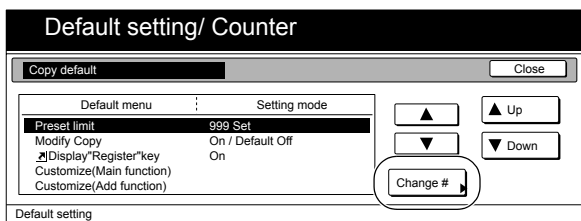


- 2 Select “Display register key” [“Display “Register” key”] under the “Default menu” column on the left side of the touch panel and then press the “Change #” key. The “Display register key” [“Display “Register” key”] screen will be displayed.

Inch specifications

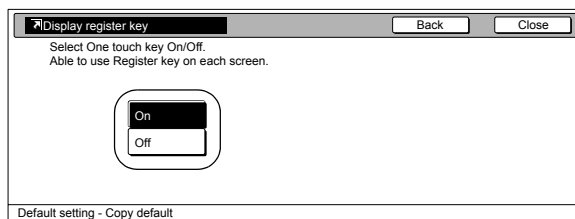


Metric specifications

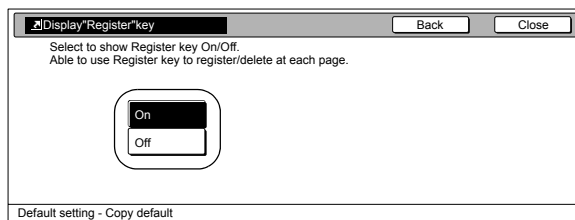


- 3 If you want the “Register” key to be displayed, press the “On” key. If you do NOT want it to be displayed, press the “Off” key.

Inch specifications



Metric specifications



#### NOTE

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

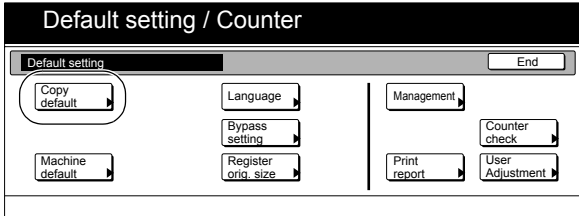
- 4 Press the “Close” key.  
The touch panel will return to the screen in step 2.
- 5 Press the “Close” key once again.  
The touch panel will return to the “Default setting” screen.
- 6 Press the “End” key.  
The touch panel will return to the contents of the “Basic” tab.

Customize screen layout (Main functions)

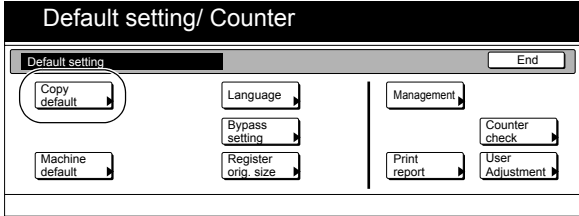
Perform the following procedure to change the order of the main functions and modes that are displayed in the "Basic" and the "User choice" tabs in order to make the display more appropriate to the way you use the copier.

- 1 Display the "Copy default" screen. (See "Accessing the copy default settings" on page 7-69.)

Inch specifications

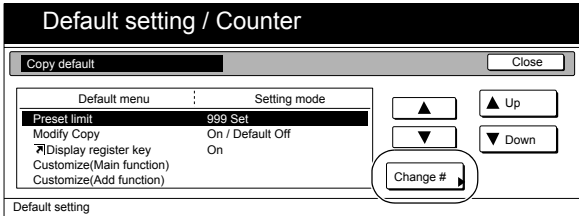


Metric specifications

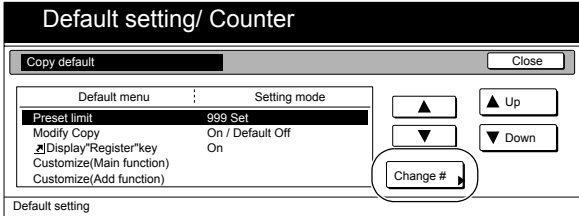


- 2 Select "Customize(Main function)" under the "Default menu" column on the left side of the touch panel and then press the "Change #" key. The "Customize(Main function)" screen will be displayed.

Inch specifications

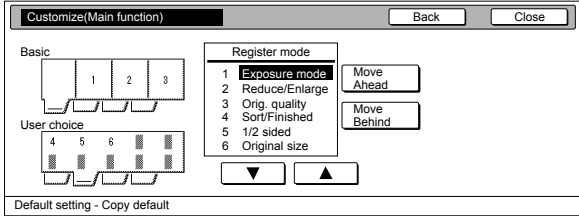


Metric specifications

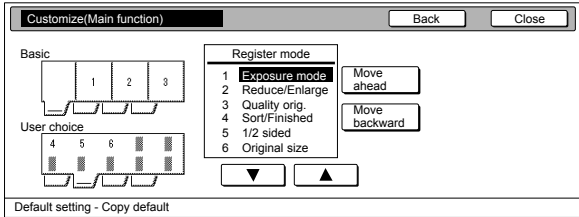


- 3 If you want to change the order of the basic functions and modes, press the "v" or the "^" cursor key to select the item you want to move. Then press the "Move Ahead" key or the "Move Behind" ["Move backward"] key to move that item and change the order of display. The final display of the basic functions and modes will be in accordance with the numbers in the list and those shown in the tabs to the left of that list.

Inch specifications



Metric specifications



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

- 4 Press the "Close" key. The touch panel will return to the screen in step 2.
- 5 Press the "Close" key once again. The touch panel will return to the "Default setting" screen.
- 6 Press the "End" key. The touch panel will return to the contents of the "Basic" tab.

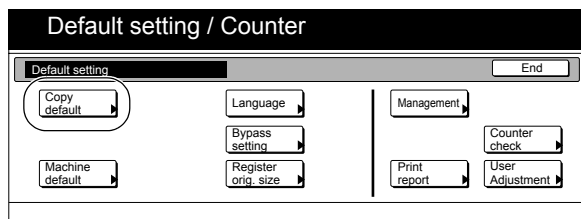
## Section 7 COPIER MANAGEMENT

### Customize screen layout (Add functions)

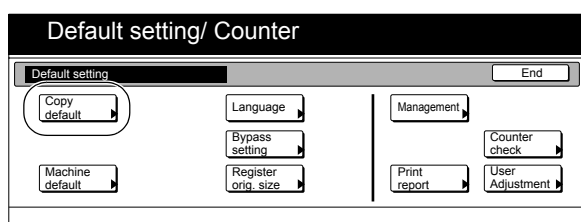
Perform the following procedure to add often-used functions and/or modes, or to change the order of their layout, in order to make the display more appropriate to the way you use the copier.

- 1 Display the “Copy default” screen.  
(See “Accessing the copy default settings” on page 7-69.)

Inch specifications

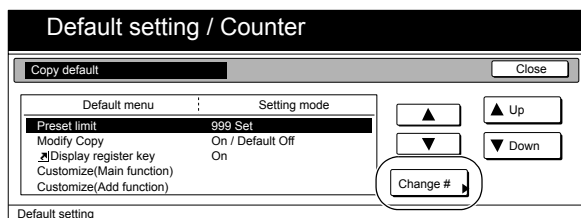


Metric specifications

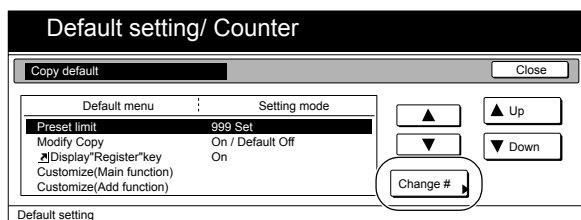


- 2 Select “Customize(Add function)” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.  
The “Customize(Add function)” screen will be displayed.

Inch specifications

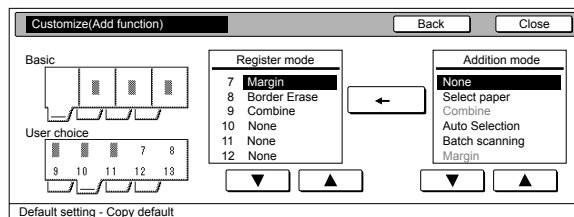


Metric specifications

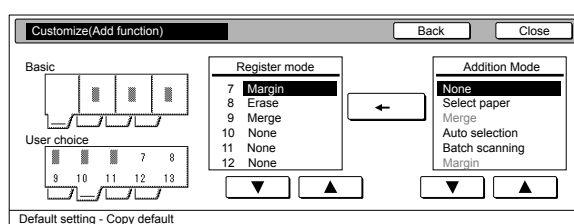


- 3 If you want to add functions and/or modes to the “User choice” tab, press the “▼” or the “▲” cursor key under the list on the right to select the item you want to add. Then press the “▼” or the “▲” cursor key under the list on the left to select in what order you want it to be added in that tab. Finally, press the “←” key to add the selected item to the “User choice” tab.

Inch specifications



Metric specifications



#### NOTE

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

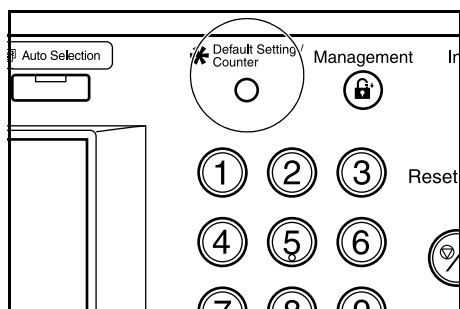
- 4 Press the “Close” key.  
The touch panel will return to the screen in step 2.
- 5 Press the “Close” key once again.  
The touch panel will return to the “Default setting” screen.
- 6 Press the “End” key.  
The touch panel will return to the contents of the “Basic” tab.

## Multi-bypass tray paper settings

### Paper size and type

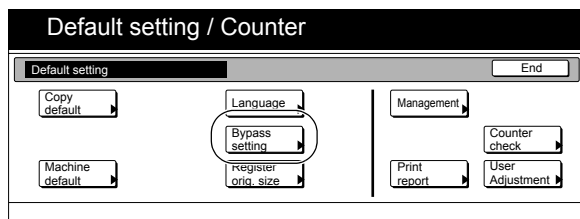
Perform the following procedure in order to use the multi-bypass tray to feed copy paper.

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

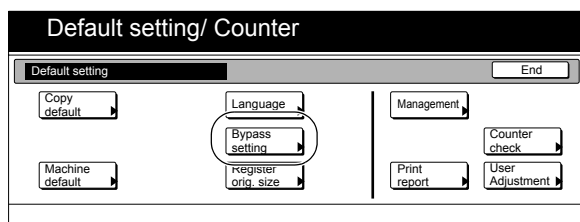


- 2 Press the “Bypass setting” key. The “Bypass setting” screen will be displayed.

Inch specifications

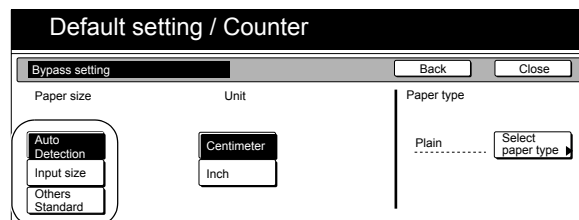


Metric specifications

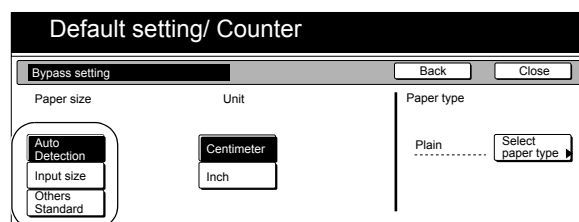


- 3 Press the key that corresponds to the size of paper to be used, and then proceed to step 5. If you want to enter a custom size, press the “Input size” key and then proceed to the next step.

Inch specifications

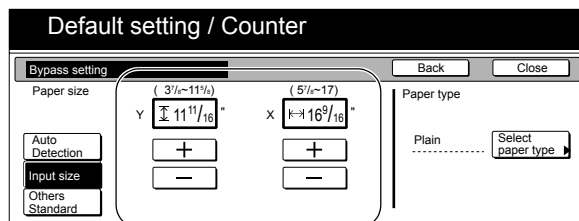


Metric specifications

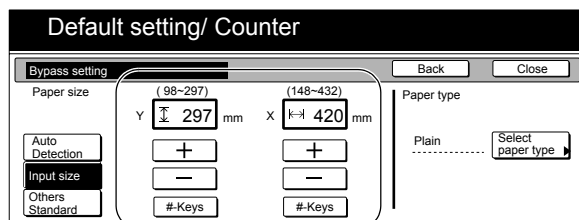


- 4 Press the “+” key or the “-” key to change each of the displayed sizes (length and width) to the desired settings. In metric specification copiers, the desired sizes can also be entered directly by pressing the corresponding “#-Keys” key and then using the keypad.

Inch specifications



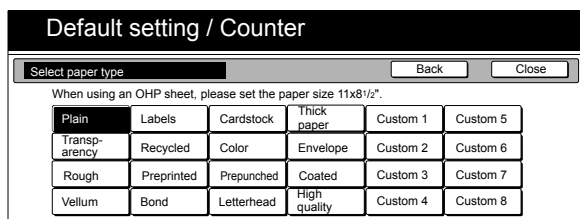
Metric specifications



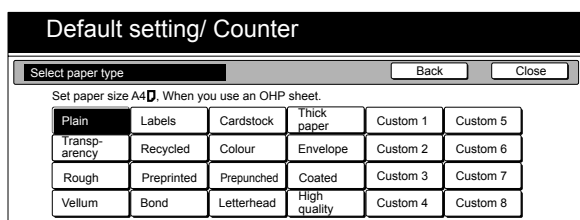
## Section 7 COPIER MANAGEMENT

- 5 Press the “Select paper type” key.  
The “Select paper type” screen will be displayed.
- 6 Press the key that corresponds to the type of paper to be used, and then press the “Close” key. The touch panel will return to the screen in step 4.

Inch specifications



Metric specifications

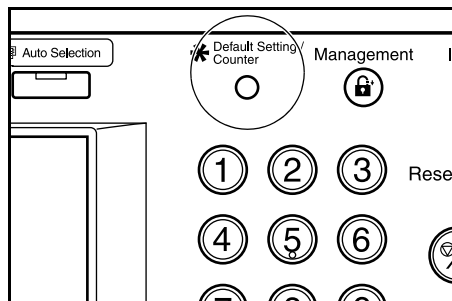


- 7 Press the “Close” key once again.  
The touch panel will return to the screen in step 2.  
Press the “End” key.  
The touch panel will return to the contents of the “Basic” tab.

## Selecting other standard sizes

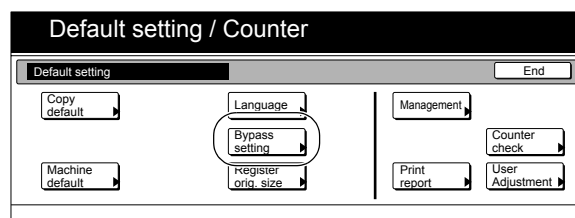
Perform the following procedure when you want to print out onto other standard sizes of special paper.

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

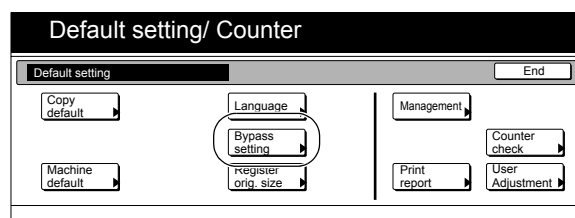


- 2 Press the “Bypass setting” key.  
The “Bypass setting” screen will be displayed.

Inch specifications

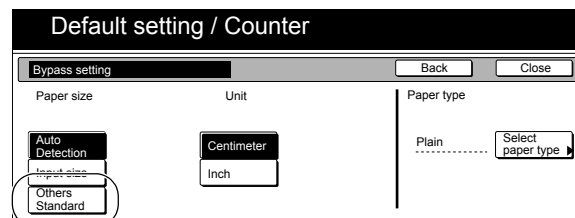


Metric specifications

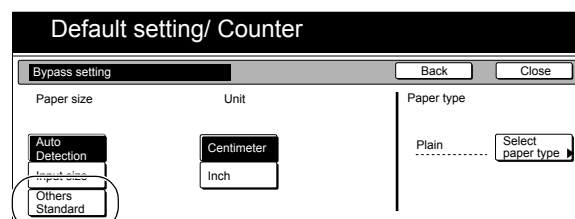


- 3 Press the “Others Standard” key.

Inch specifications



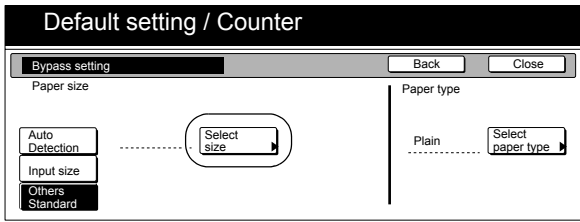
Metric specifications



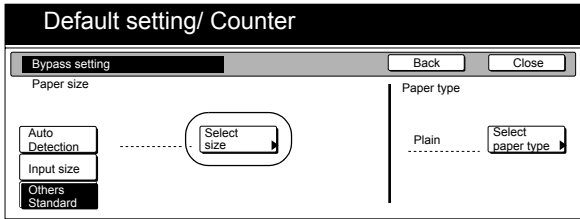


4 Press the “Select size” key.  
The “Select size” screen will be displayed.

Inch specifications

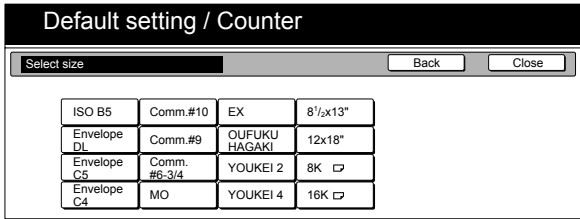


Metric specifications

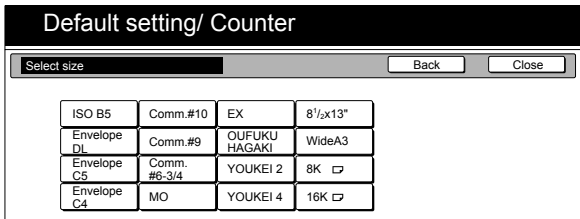


5 Press the key that corresponds to the size of paper you want to use, and then press the “Close” key. The touch panel will return to the screen in step 4.

Inch specifications



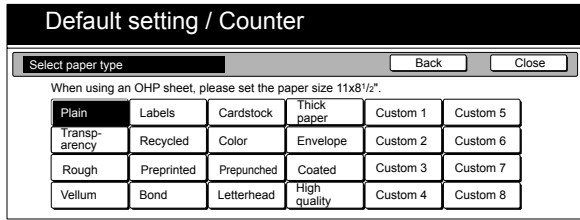
Metric specifications



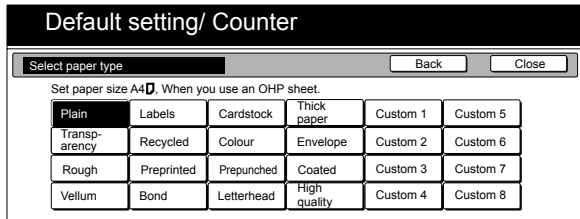
6 Press the “Select paper type” key. The “Select paper type” screen will be displayed.

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

Inch specifications



Metric specifications

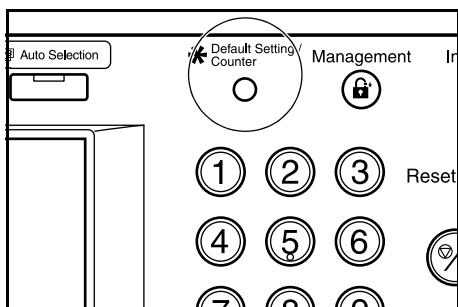


7 Press the “Close” key.  
The touch panel will return to the screen in step 2.  
Press the “End” key.  
The touch panel will return to the contents of the “Basic” tab.

## Original size registration

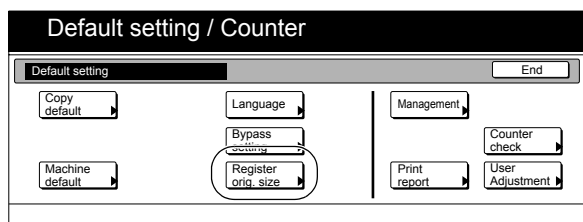
Perform the following procedure in order to register a custom original size that can be used under the “Select original size” [“Select size original”] procedure.

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

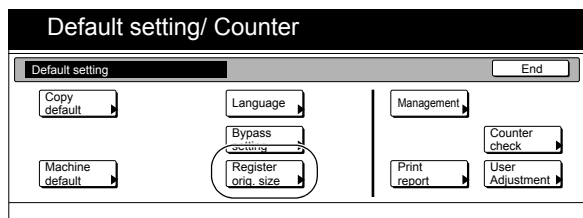


- 2 Press the “Register orig. size” key. The “Register orig. size” screen will be displayed.

Inch specifications



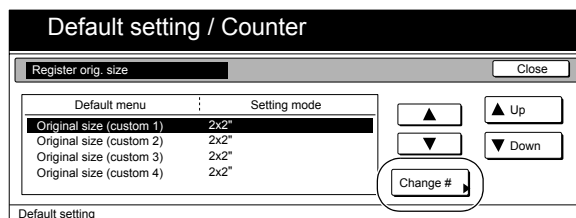
Metric specifications



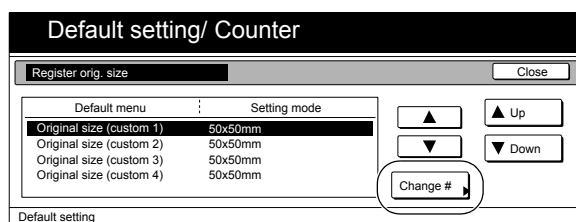
- 3 Select of the “Original size (custom 1)” to “Original size (custom 4)” settings under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.

The corresponding setting screen will be displayed.

Inch specifications

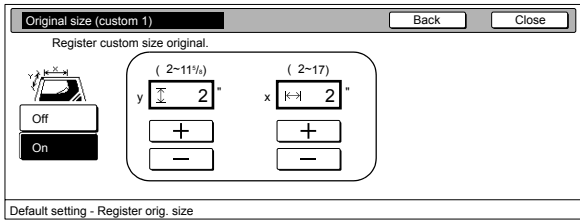


Metric specifications

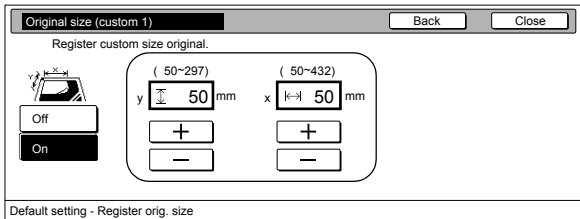


- 4 Press the “+” key or the “-” key to change each of the displayed sizes (Y = width and X = length) to the desired settings.  
If you do not want to register a custom original size, press the “Off” key.

Inch specifications



Metric specifications

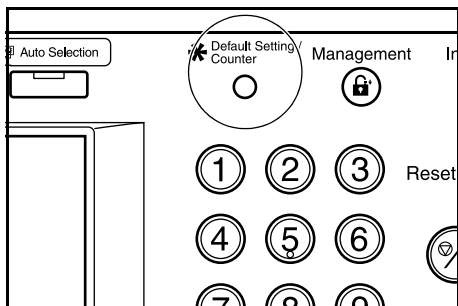


- 5 Press the “Close” key. The touch panel will return to the screen in step 3.
- 6 Press the “Close” key. The touch panel will return to the screen in step 2. Press the “End” key. The touch panel will return to the contents of the “Basic” tab.

## Auto color adjustment

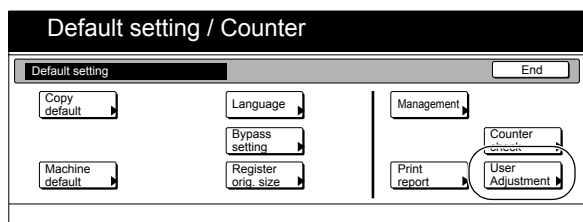
Slight changes in color copying may take place if your color copier is used over a long period of time. If the color of the originals and that which appears on the copies begins to differ greatly, use this procedure to adjust the color.

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

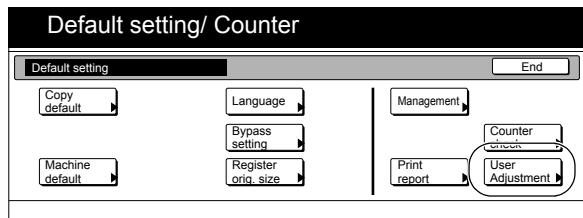


- 2 Press the “User adjustment” key.

Inch specifications

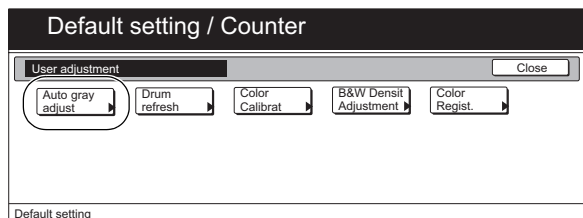


Metric specifications

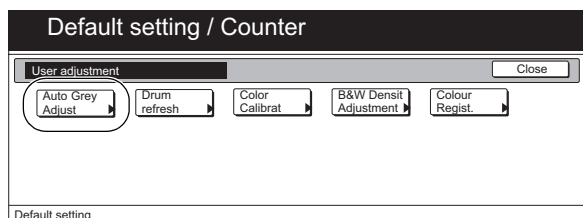


- 3 Press the “Auto gray adjust” [“Auto Gray Adjust”] key.

Inch specifications

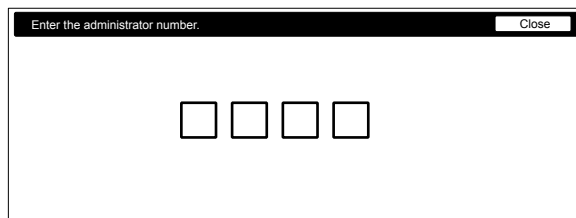


Metric specifications

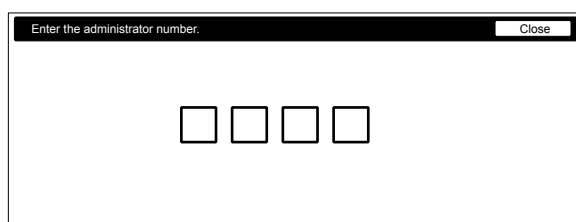


- 4 Use the keypad to enter the 4-digit management code. The factory default setting is “2600”. If the entered code matches the registered one, the “Auto gray adjust” screen will be displayed.

Inch specifications

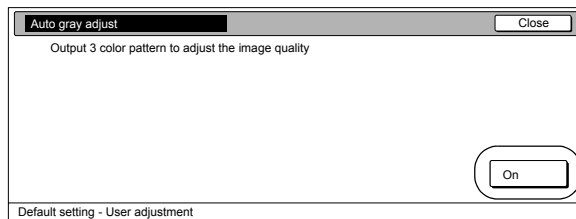


Metric specifications

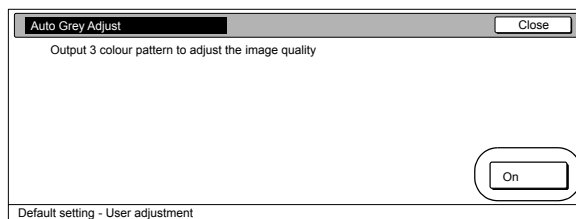


- 5 Press the “On” key. A corresponding color pattern will be printed out.

Inch specifications



Metric specifications



**NOTE**

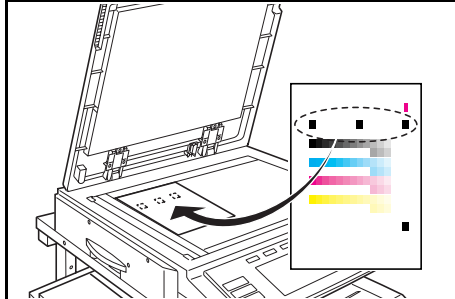
Make sure there 11" × 8 1/2" [A4] size paper loaded in one of the drawers[cassettes].

**6** Once that pattern has been printed out, set it on the platen.



**NOTES**

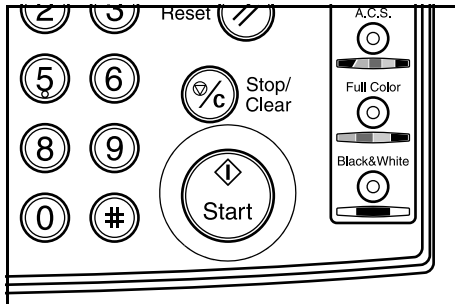
- Check to make sure that there is on magenta colored box (■) in the upper right corner of the color pattern.
- Set the color pattern on the platen so that the 3 squares are located towards the rear of the platen as shown in the illustration.



- **BE SURE** to place the color pattern face-down on the platen.
- To cancel the auto color adjustment procedure, simply press the “Cancel” key.

**7** Close the original cover.

**8** Press the [Start] key.  
The color pattern will be scanned and auto color adjustment performed automatically.

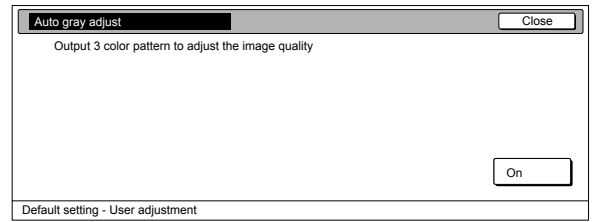


**NOTE**

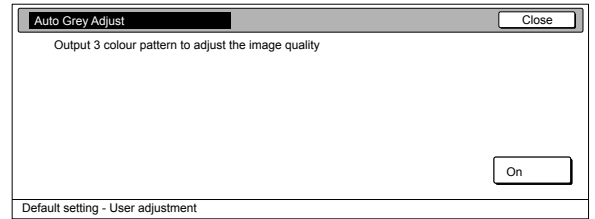
There are a total of three color patterns, and the next color pattern is output after step 8 is complete. Repeat steps 6 through 8 three times to output all three color patterns. The number of magenta colored boxes (■) in the upper right corner of each color pattern indicates which one it is (first, second, or third). Be sure that you use the color patterns in the proper sequence.

**9** Once adjustment is completed, the touch panel will return to the screen in step 5.

Inch specifications



Metric specifications



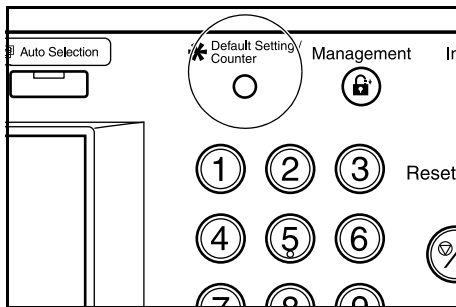
**10** Press the “Close” key.  
The touch panel will return to the screen in step 4.

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

## Color Calibration

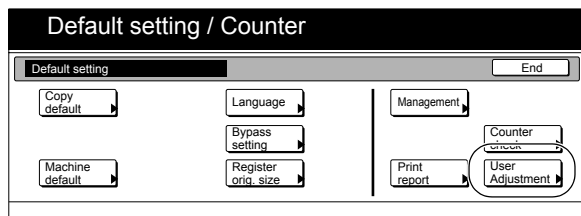
The tint of color copies can be affected by such factors as use of the copier over a long period, changes in ambient temperature and humidity, etc. You can use the color calibration mode to correct the color calibration and enable optimal color printing.

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

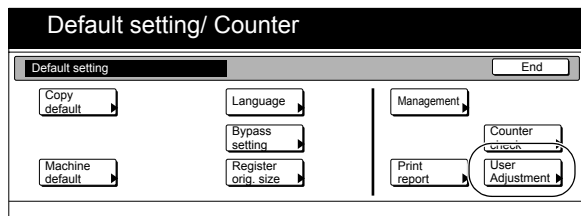


- 2 Press the “User adjustment” key.

Inch specifications

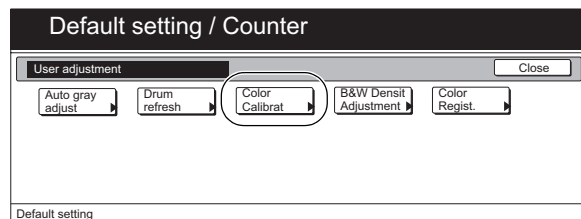


Metric specifications

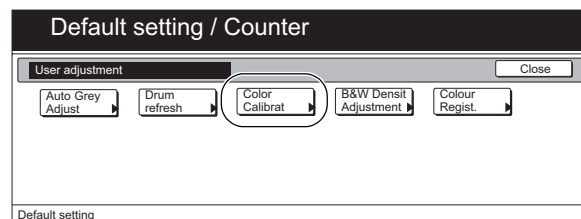


- 3 Press the “Color Calibrat” [“Colour Calibrat”] key. The “Color Calibration” screen will be displayed.

Inch specifications

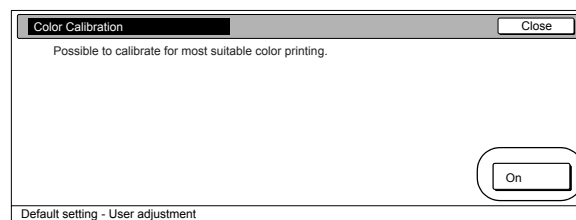


Metric specifications

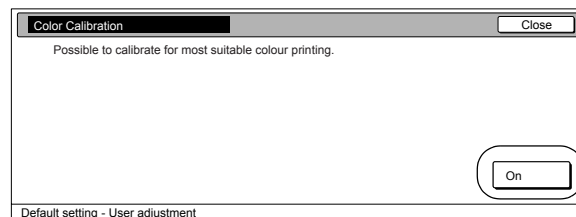


- 4 Press the “On” key. The color calibration process will begin. This operation will take approximately 2 to 3 minutes.

Inch specifications



Metric specifications

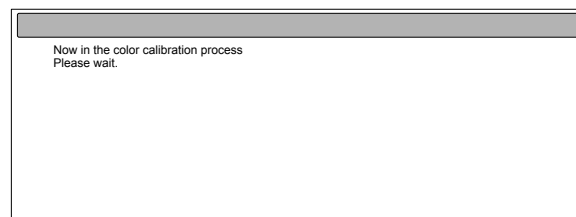


### NOTE

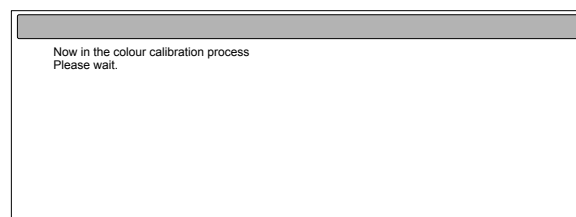
Depending on the current status of the copier, this process may take considerable time.

- 5 Once the operation is completed, press the “Close” key. The touch panel will return to the screen in step 3.

Inch specifications



Metric specifications

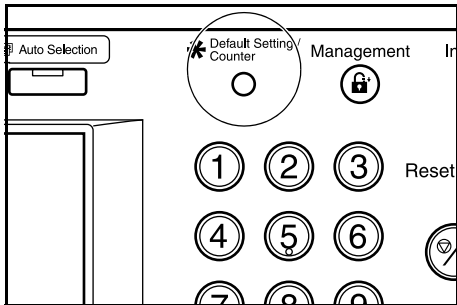


- 6 Press the “Close” key. The touch panel will return to the screen in step 2. Press the “End” key. The touch panel will return to the contents of the “Basic” tab.

# B&W Density Adjustment

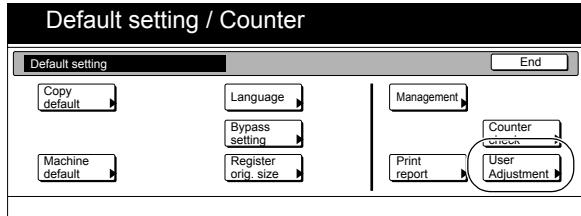
Certain types of paper can cause the non-text portions of black and white copies to appear relatively lighter than the text portions. You can use this mode to adjust the black and white density.

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

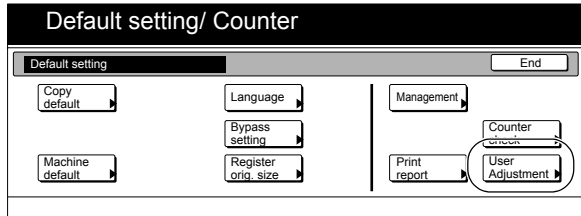


**2** Press the “User adjustment” key.

Inch specifications

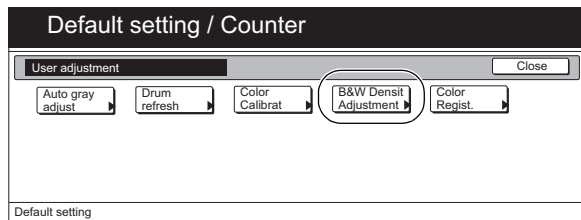


Metric specifications

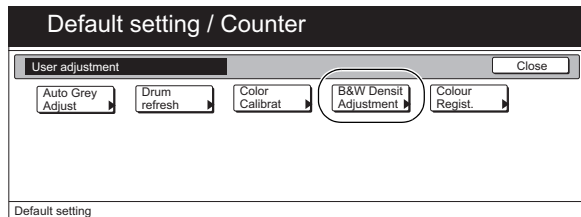


**3** Press the “B&W Densit Adjustment” key. The “B&W Density Adjustment” screen will be displayed.

Inch specifications

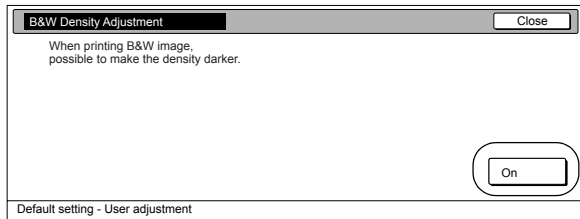


Metric specifications

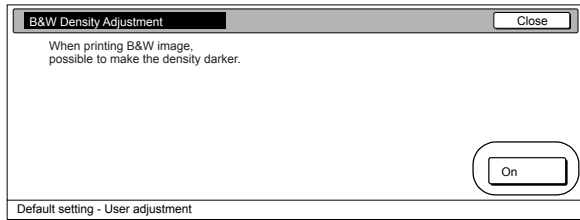


**4** Press the “On” key. The B&W density adjustment process will begin.

Inch specifications

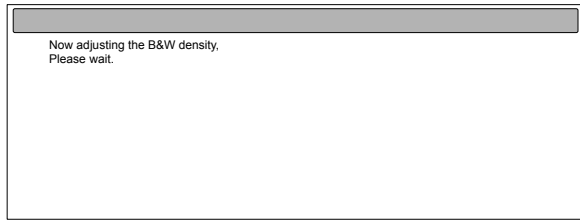


Metric specifications

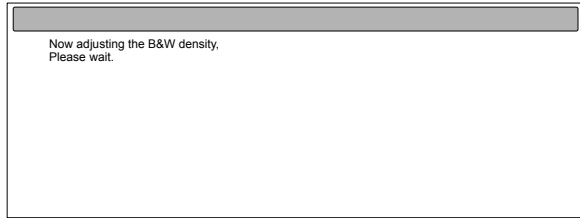


**5** Once the operation is completed, press the “Close” key. The touch panel will return to the screen in step 3.

Inch specifications



Metric specifications



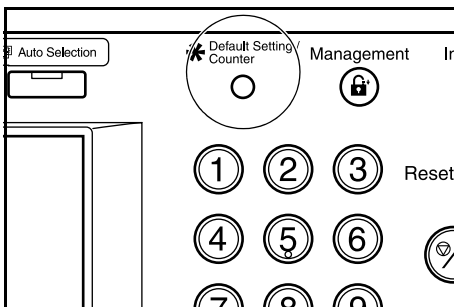
**6** Press the “Close” key. The touch panel will return to the screen in step 2. Press the “End” key. The touch panel will return to the contents of the “Basic” tab.

**NOTE** Turning off the copier clears this setting to its default.

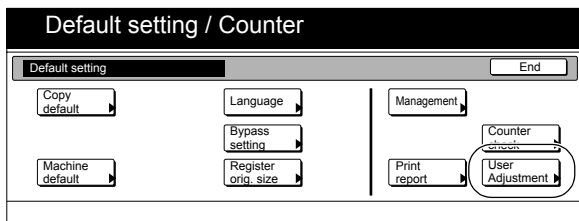
## Color registration [Colour registration]

A color [colour] shear may occur when the copier is first installed, when it is moved to another place and reinstalled, or when printing is carried out. In such a case, you can use this color registration [colour] mode to correct the printing position of each color [colour] (Cyan, Magenta, Yellow) and cancel the color [colour] shear.

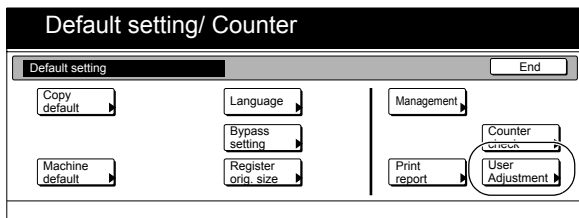
- 1 With the content of the “Basic” tab displayed, press the [Default Setting/Counter] key. The “Default setting” screen will be displayed.



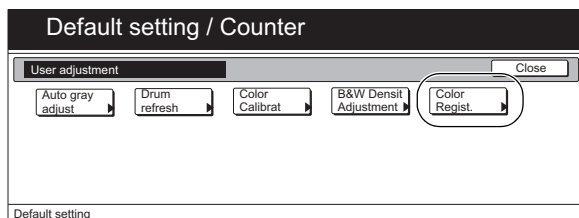
- 2 Press the “User adjustment” key. Inch specifications



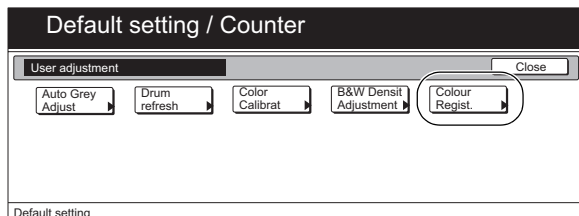
Metric specifications



- 3 Press the “Color Regist.” [“Colour Regist.”] key. Inch specifications

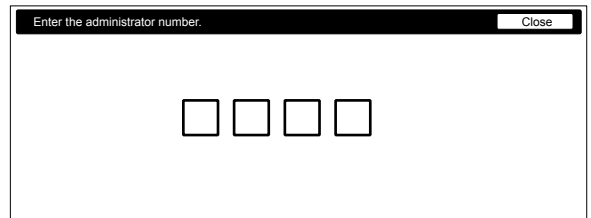


Metric specifications

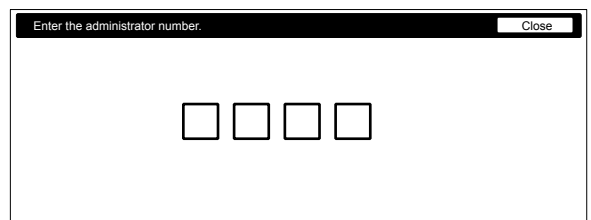


- 4 Use the keypad to enter the 4-digit management code. The factory default setting is “2600”. If the entered code matches the registered one, the “Color Registration” [“Colour Registration”] screen will be displayed.

Inch specifications

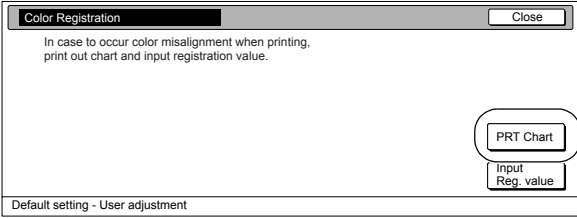


Metric specifications

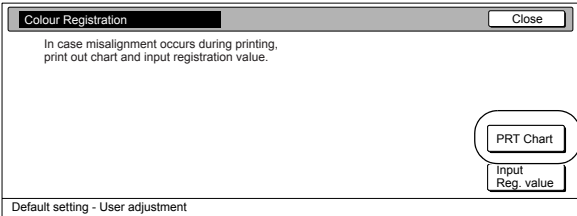




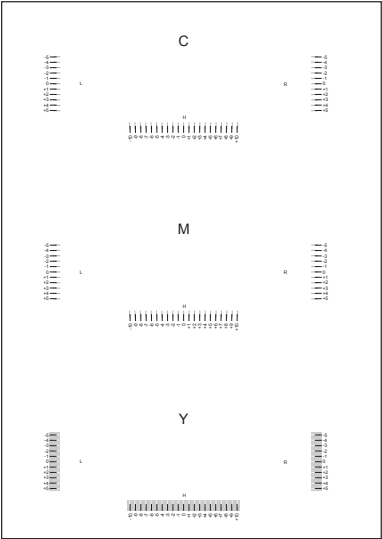
**5** Press the “PRT Chart” key. The chart will be printed out.  
Inch specifications



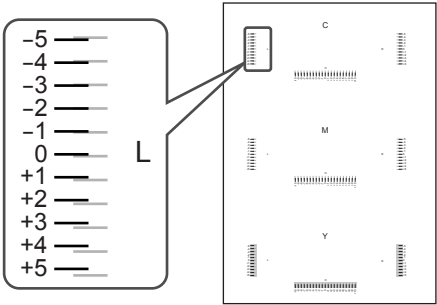
Metric specifications



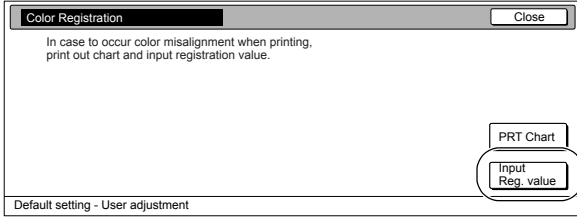
The printing directions of left (L), right (R) and horizontal (H) positions for each color (Cyan, Magenta, Yellow) are printed on the color [colour] chart.  
After the chart is printed out, the touch panel will return to the original screen.  
<Chart>



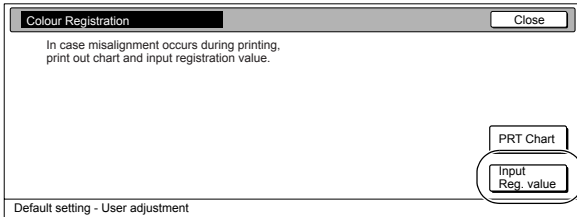
**6** Check the chart and find the item where two lines overlap each other most closely.  
If this item is located at the position “0”, no registration is required.  
In the figure below, “-2” should be registered.



**7** Press the “Input Reg. value” key. The “Color Registration(C)” [“Colour Registration(C)”] screen will be displayed.  
Inch specifications

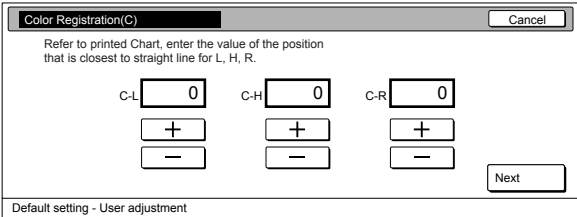


Metric specifications

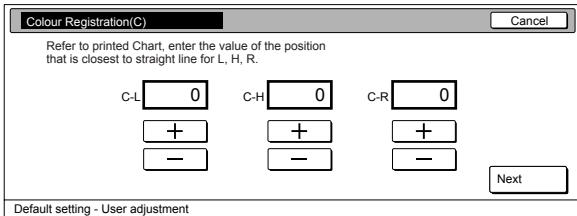


**8** Use the [+ ] and [- ] keys to enter the value where two lines overlap each other most closely.

Inch specifications



Metric specifications



**9** Press the [Next] key. The “Color Registration(M)” [“Colour Registration(M)”] screen and “Color Registration(Y)” [“Colour Registration(Y)”] screen will be displayed in turn.  
Enter the value as described in step 7.

**NOTE**  
To return to the previous screen, press the [Back] key.

## Section 7 COPIER MANAGEMENT

- 10** After entering the values for all the colors [colours], press the [Completed.] key on the “Color Registration(Y)” [“Colour Registration(Y)”] screen.  
The color [colour] registration process will begin.

Inch specifications

The screenshot shows the 'Color Registration(Y)' screen with a 'Cancel' button in the top right. Below the title bar, there is a text instruction: 'Refer to printed Chart, enter the value of the position that is closest to straight line for L, H, R.' There are three input fields labeled 'Y-L', 'Y-H', and 'Y-R', each containing the number '0'. Below each input field are two buttons: a '+' button above a '-' button. To the right of these fields are two buttons: 'Back' and 'Completed.', with the 'Completed.' button circled in red. At the bottom left, it says 'Default setting - User adjustment'.

Metric specifications

The screenshot shows the 'Colour Registration(Y)' screen with a 'Cancel' button in the top right. Below the title bar, there is a text instruction: 'Refer to printed Chart, enter the value of the position that is closest to straight line for L, H, R.' There are three input fields labeled 'Y-L', 'Y-H', and 'Y-R', each containing the number '0'. Below each input field are two buttons: a '+' button above a '-' button. To the right of these fields are two buttons: 'Back' and 'Completed.', with the 'Completed.' button circled in red. At the bottom left, it says 'Default setting - User adjustment'.

- 11** Once the operation is completed, press the “Close” key.  
The touch panel will return to the screen in step 3.

Inch specifications

The screenshot shows a screen with a grey header bar. Below the header, the text reads: 'Processing Color Registration. Please wait.'

Metric specifications

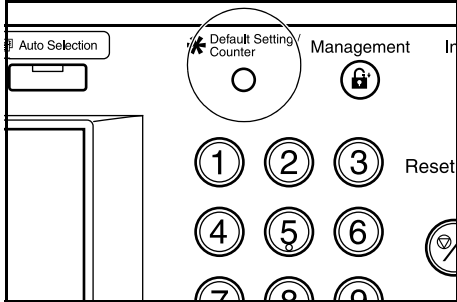
The screenshot shows a screen with a grey header bar. Below the header, the text reads: 'Processing Colour Registration. Please wait.'

- 12** Press the “Close” key.  
The touch panel will return to the screen in step 2.  
Press the “End” key.  
The touch panel will return to the contents of the “Basic” tab.

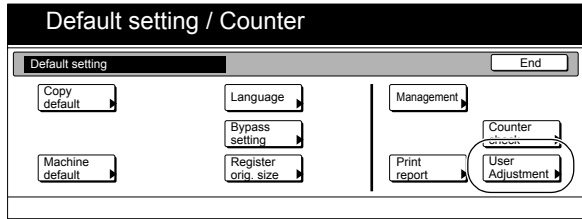
# Drum refresh

Perform the following procedure if it seems like the printed image is blurred or running, or if there are unprinted white areas on the page. The drum refreshing operation will take approximately 5 minutes.

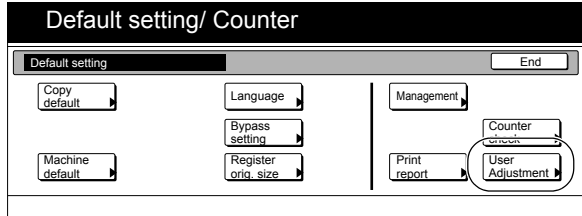
- 1** With the content of the “Basic” tab displayed, press the [Default Setting/Counter] key. The “Default setting” screen will be displayed.



- 2** Press the “User adjustment” key. Inch specifications

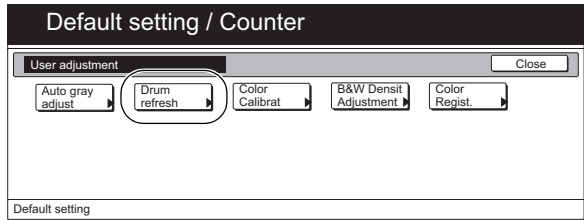


Metric specifications

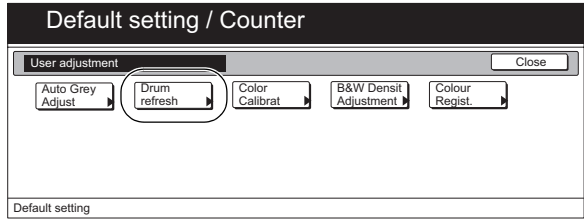


- 3** Press the “Drum refresh” key. The “Drum refresh” screen will be displayed.

Inch specifications

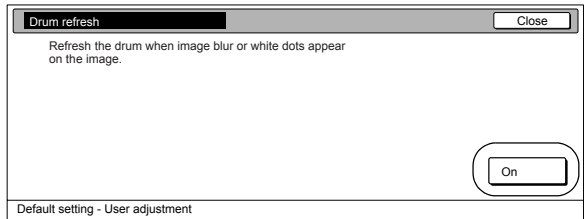


Metric specifications

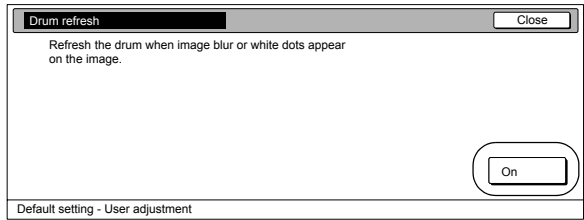


- 4** Press the “On” key. The drum refreshing process will begin. This operation will take approximately 5 minutes.

Inch specifications



Metric specifications

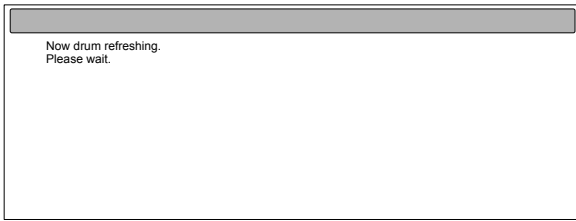


## Section 7 COPIER MANAGEMENT

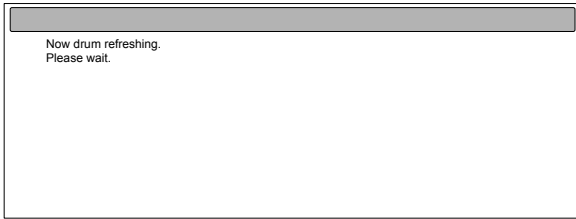
---

- 5** Once the operation is completed, press the “Close” key.  
The touch panel will return to the screen in step 4.

Inch specifications



Metric specifications



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

# Checking the total counter and printing out the counter report

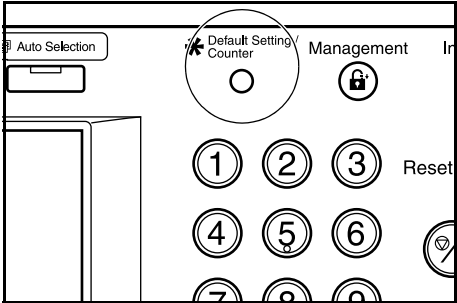
Perform this procedure when you want to check, on the touch panel, the total count of copies, etc., made on this machine as a whole. You can also print out the information as a counter report.



### NOTES

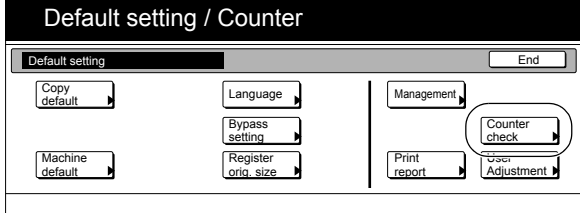
- This procedure lets you individually check the total number of full color and black and white copies made on this machine as a whole.
- You can also check the total number of printouts made under each of the optional printer, scanner a fax functions.
- You can additionally check the number of originals scanned on this machine.

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

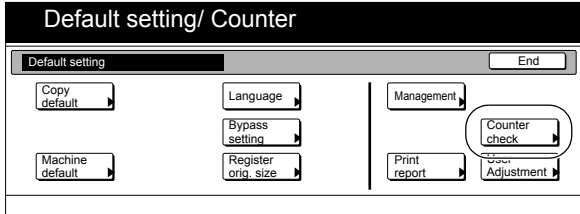


**2** Press the “Counter check” key. The “Counter check” screen will be displayed.

Inch specifications

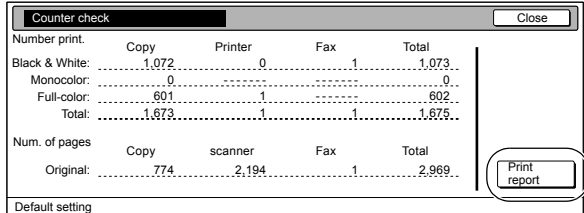


Metric specifications

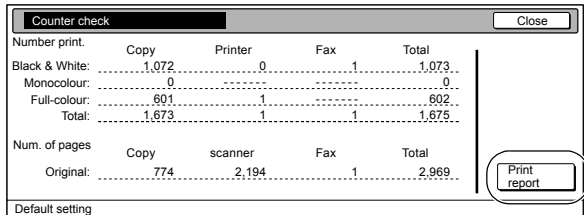


**3** The total number of copies and printouts made will be displayed. If you want to print out a counter report, press the “Print report” key.

Inch specifications



Metric specifications



### NOTE

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

## Section 7 COPIER MANAGEMENT

- 4** Once you are finished checking the counts, press the “Close” key.

The touch panel will return to the screen in step 2.

Inch specifications

Counter check					Close
Number print.	Copy	Printer	Fax	Total	
Black & White:	1,072	0	1	1,073	
Monocolor:	0			0	
Full-color:	801	1		802	
Total:	1,873	1	1	1,875	
Num. of pages	Copy	scanner	Fax	Total	
Original:	774	2,194	1	2,969	Print report
Default setting					

Metric specifications

Counter check					Close
Number print.	Copy	Printer	Fax	Total	
Black & White:	1,072	0	1	1,073	
Monocolor:	0			0	
Full-colour:	801	1		802	
Total:	1,873	1	1	1,875	
Num. of pages	Copy	scanner	Fax	Total	
Original:	774	2,194	1	2,969	Print report
Default setting					

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

Sample counter report

==== COUNT REPORT ====				
### Machine No. :	ACV3000064	Date:	09/29/03	
<Output Count>				
	Copy	Printer	Fax	Total
B/W	319	69	3	391
Mono Color	12			12
Full Color	882	20		902
Total	1,213	0	0	41
<Scan Count>				
	Copy	Scanner	Fax	Total
Document	1,309	17	8	1,334

# Status report print out

Perform the following procedure to print out one of the status report.



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

### <Copy status report>

#### Inch specification

===== USER COPY SETTING LIST =====	
[ Manual	] Exposure mode
[ 1 step	] Exposure steps
[ Text+Photo	] Original image quality
[ Full Color	] Auto Color/Full-Color/B&W
[ 3	] Auto Color Correction
[ Off	] Eco Print
[ APS	] Select paper
[ Plain	] Pap. Type(Auto col. pap.)
[ Plain	] Paper Type(Auto BW Paper)
[ 2nd paper	] Default drawer
[ Bypass	] Drawer for cover paper
[ Manual	] Default magnification
[ Standard	] Adjust auto expo. (color)
[ Standard	] Adjust auto exposure(B&W)
[ Standard	] Adjust auto exposure(OCR)
[ Standard	] Adj. manual expo. (Mixed)
[ Standard	] Adj. manual expo. (photo)
[ Standard	] Adj. manual expo. (print)
[ Standard	] Adj. manual expo. (Text)
[ Standard	] Adj. manual expo. (map)
[ Sort: On	] Sort
[ Rotate	] Auto Rotation
[ Left 1/4" 0"	] Default margin width
[ Border 1/4" Center 1/4"	] Default erase width
[ +999	] Preset limit
[ On Default Off	] Modify Copy
[ On	] Display register key

#### Metric specification

===== USER COPY SETTING LIST =====	
[ Manual	] Exposure mode
[ 1 step	] Exposure steps
[ Text+Photo	] Original image quality
[ Full Color	] Auto Color/Full-Color/B&W
[ 3	] Auto Color Correction
[ Off	] Eco Print
[ APS	] Select paper
[ Plain	] Pap. Type(Auto col. pap.)
[ Plain	] Paper Type(Auto BW Paper)
[ 2nd paper	] Default drawer
[ Bypass	] Drawer for cover paper
[ Manual	] Default magnification
[ Standard	] Adjust auto expo. (color)
[ Standard	] Adjust auto exposure(B&W)
[ Standard	] Adjust auto exposure(OCR)
[ Standard	] Adj. manual expo. (Mixed)
[ Standard	] Adj. manual expo. (photo)
[ Standard	] Adj. manual expo. (print)
[ Standard	] Adj. manual expo. (Text)
[ Standard	] Adj. manual expo. (map)
[ Sort: On	] Sort
[ Rotate	] Auto Rotation
[ Left 6 0	] Default margin width
[ Border 6 Center 12	] Default erase width
[ +999	] Preset limit
[ On Default Off	] Modify Copy
[ On	] Display register key

### <Machine status report>

===== USER MACHINE SETTING LIST =====	
[ On All types of paper	] Auto drawer switching
[ Auto Inch	] Paper size(1st drawer)
[ Auto Inch	] Paper size(2nd drawer)
[ Auto Inch	] Paper size(3rd drawer)
[ Auto Inch	] Paper size(4th drawer)
[ Plain	] Paper type(1st drawer)
[ Plain	] Paper type(2nd drawer)
[ Plain	] Paper type(3rd drawer)
[ Plain	] Paper type(4th drawer)
[ Off	] Check bypass sizing
[ Normal1	] paper type(paper weight)(Plain)
[ Extra Heavy	] paper type(paper weight)(Transparency)
[ Normal1	] paper type(paper weight)(Preprinted)
[ Heavy1	] paper type(paper weight)(Labels)
[ Normal1	] paper type(paper weight)(Bond)
[ Normal1	] paper type(paper weight)(Recycled)
[ Light	] paper type(paper weight)(Vellum)
[ Normal1	] paper type(paper weight)(Letterhead)
[ Normal1	] paper type(paper weight)(Color)
[ Normal1	] paper type(paper weight)(Prepunched)
[ Heavy1	] paper type(paper weight)(Envelope)
[ Heavy3	] paper type(paper weight)(Cards stock)
[ Normal1	] paper type(paper weight)(Coated)
[ Heavy3	] paper type(paper weight)(Thick paper)
[ Normal1	] paper type(paper weight)(High quality)
[ Normal1	] paper type(paper weight)(Custom 1)
[ Normal1	] paper type(paper weight)(Custom 2)
[ Normal1	] paper type(paper weight)(Custom 3)
[ Normal1	] paper type(paper weight)(Custom 4)

# Section 7 COPIER MANAGEMENT

## <Toner coverage report> Inch specification

09/29/03 TONER COVERAGE REPORT ( FAX COVERAGE) P.4/4

09/29/03 TONER COVERAGE REPORT ( PRINTER COVERAGE) P.3/4

09/29/03 TONER COVERAGE REPORT ( COPY COVERAGE) P.2/4

09/29/03 TONER COVERAGE REPORT ( TOTAL COVERAGE) P.1/4  
 MACHINE NUM: ACV3000064 TOTAL DEPT.: 0  
 PRINT TOTAL: 3935 (COPY+PRINTER+FAX: 3789+ 144+ 2) SCAN TOTAL: 1334

< B/W BLACK > TOTAL

PAGE SIZE	COUNT	COVERAGE(%)
11x17	0	0.00
8.5x14	0	0.00
8.5x11	0	0.00
5.5x8.5	0	0.00
OTHER	404	2.95
404		2.95

< 4-COL. BLACK > TOTAL < 4-COL. CYAN > TOTAL

PAGE SIZE	COUNT	COVERAGE(%)	PAGE SIZE	COUNT	COVERAGE(%)
11x17	0	0.00	11x17	0	0.00
8.5x14	0	0.00	8.5x14	0	0.00
8.5x11	421	1.79	8.5x11	421	3.18
5.5x8.5	0	0.00	5.5x8.5	0	0.00
OTHER	448	1.15	OTHER	473	2.55
869		1.46	894		2.84

< 4-COL. MAGENTA > TOTAL < 4-COL. YELLOW > TOTAL

PAGE SIZE	COUNT	COVERAGE(%)	PAGE SIZE	COUNT	COVERAGE(%)
11x17	0	0.00	11x17	0	0.00
8.5x14	0	0.00	8.5x14	0	0.00
8.5x11	421	3.08	8.5x11	421	4.92
5.5x8.5	0	0.00	5.5x8.5	0	0.00
OTHER	477	3.38	OTHER	449	5.63
898		3.24	870		5.29

## Metric specification

09/29/03 TONER COVERAGE REPORT ( FAX COVERAGE) P.4/4

09/29/03 TONER COVERAGE REPORT ( PRINTER COVERAGE) P.3/4

09/29/03 TONER COVERAGE REPORT ( COPY COVERAGE) P.2/4

09/29/03 TONER COVERAGE REPORT ( TOTAL COVERAGE) P.1/4  
 MACHINE NUM: ACV3000064 TOTAL DEPT.: 0  
 PRINT TOTAL: 3935 (COPY+PRINTER+FAX: 3789+ 144+ 2) SCAN TOTAL: 1334

< B/W BLACK > TOTAL

PAGE SIZE	COUNT	COVERAGE(%)
A3	78	2.45
B4	0	0.00
A4	310	2.43
B5	0	0.00
A5	0	0.00
B6	0	0.00
POST	0	0.00
OTHER	0	0.00
388		2.44

< 4-COL. BLACK > TOTAL < 4-COL. CYAN > TOTAL

PAGE SIZE	COUNT	COVERAGE(%)	PAGE SIZE	COUNT	COVERAGE(%)
A3	28	1.93	A3	34	3.34
B4	0	0.00	B4	0	0.00
A4	419	0.94	A4	438	2.15
B5	0	0.00	B5	0	0.00
A5	0	0.00	A5	0	0.00
B6	0	0.00	B6	0	0.00
POST	0	0.00	POST	0	0.00
OTHER	422	1.74	OTHER	422	3.08
869		1.38	894		2.66

< 4-COL. MAGENTA > TOTAL < 4-COL. YELLOW > TOTAL

PAGE SIZE	COUNT	COVERAGE(%)	PAGE SIZE	COUNT	COVERAGE(%)
A3	33	4.53	A3	29	3.50
B4	0	0.00	B4	0	0.00
A4	443	2.86	A4	419	5.37
B5	0	0.00	B5	0	0.00
A5	0	0.00	A5	0	0.00
B6	0	0.00	B6	0	0.00
POST	0	0.00	POST	0	0.00
OTHER	422	2.98	OTHER	422	4.77
898		3.03	870		4.97



### NOTE

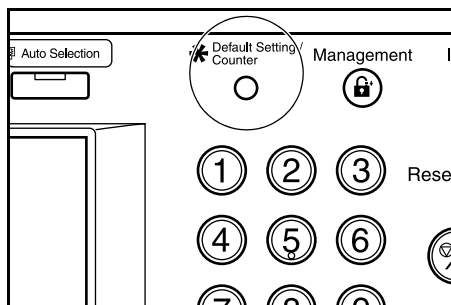
The toner coverage report indicates the number of copies and the average black ratio for each copy paper size. The following 4 different toner coverage reports can be printed out:

- Total toner coverage report
- Copy toner coverage report
- Printer toner coverage report
- Fax toner coverage report

## 1

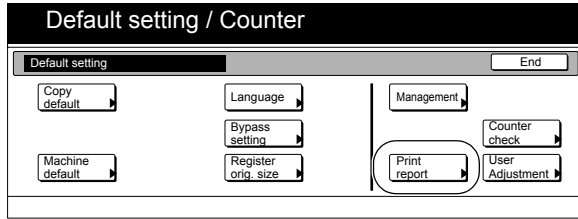
With the content of the “Basic” tab displayed, press the [Default Setting/Counter] key.

The “Default setting” screen will be displayed.

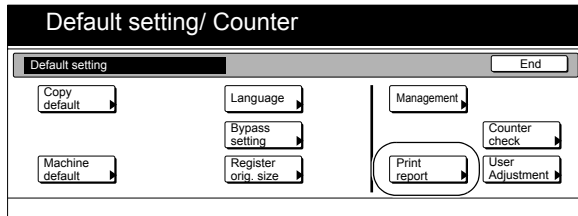




- 2** Press the “Print report” key.  
Inch specifications

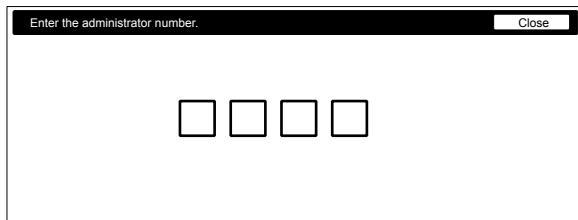


Metric specifications

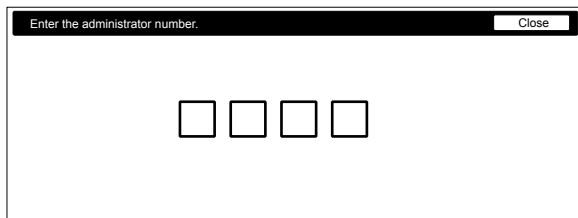


- 3** Use the keypad to enter the 4-digit management code.  
The factory default setting is “2600”.

Inch specifications



Metric specifications

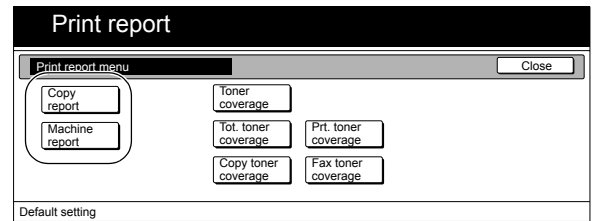


**NOTE**

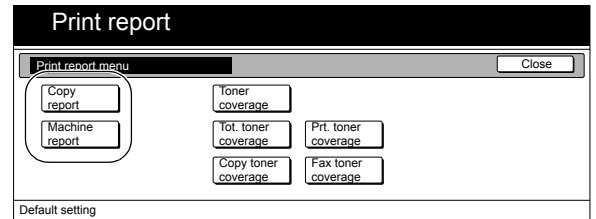
It is possible for you to change the 4-digit management code. (See “Changing the management code” on page 7-60.)

- 4** Once the “Print report menu” screen is displayed, press the key of the report that you want to print out.

Inch specifications



Metric specifications

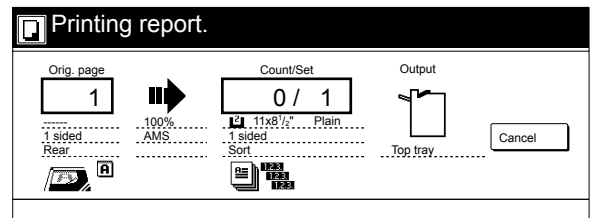


**NOTES**

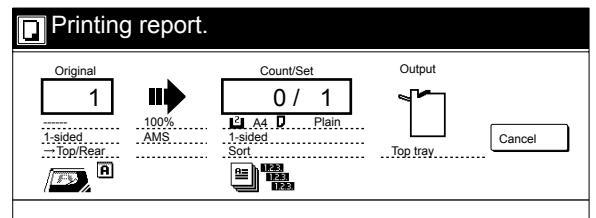
- Make sure there is 11" x 8 1/2" [A4] size paper loaded in one of the drawers[cassettes] when you print out a status report.
- If you press the “Toner coverage” key, the 4 different toner coverage reports will be printed out together.

- 5** The “Printing report.” screen will be displayed and the selected status report will be printed out.

Inch specifications



Metric specifications



**NOTE**

To cancel print out of the report, simply press the “Cancel” key.

Once the report is printed out, the touch panel will return to the screen in step 4.

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

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

## Language selection function

You can select the language that will be used in the touch panel.  
Available languages:

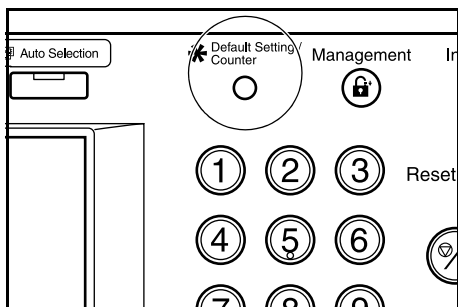
**Inch specifications**

English, French (Français) and Spanish (Español),  
Japanese (日本語)

**Metric specifications**

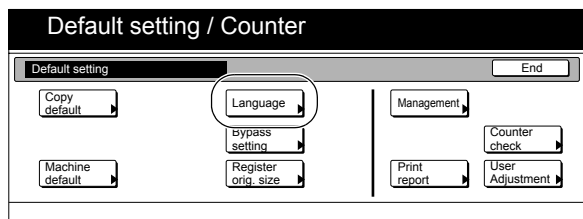
English, German (Deutsch), French (Français), Spanish (Español)  
and Italian (Italiano)

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

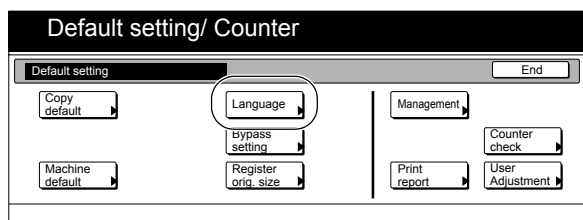


- Press the “Language” key.  
The “Language” screen will be displayed.

Inch specifications

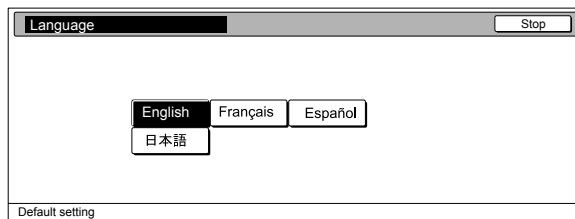


Metric specifications

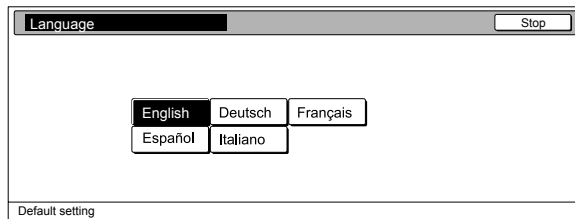


- Press the key that corresponds to the language that you want to use.

Inch specifications



Metric specifications



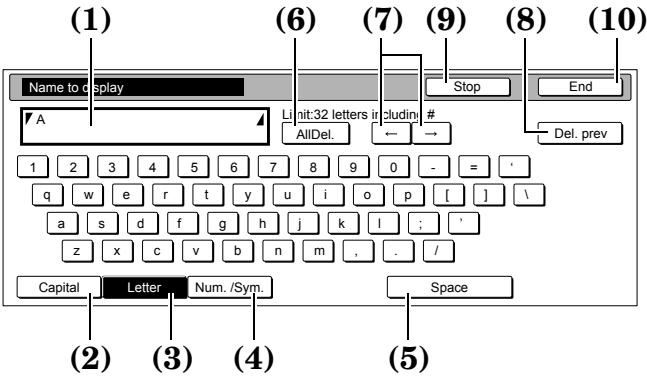
# Entering characters

Use the following screens to enter characters when registering names for programs and for departments, etc.

## Character input screens

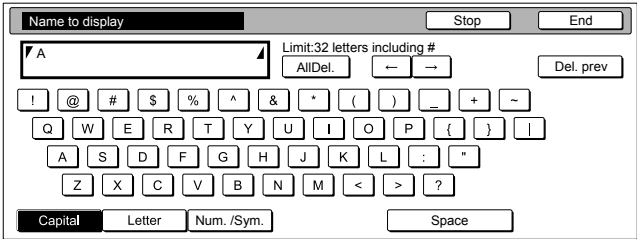
### Inch specifications

Letter keyboard

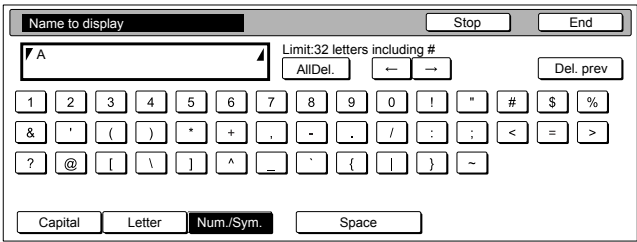


- (1) **Entry field**  
Displays entered information.
- (2) **“Capital” key**  
Press this key when you want to enter uppercase letters.
- (3) **“Letter” key**  
Press this key when you want to enter lowercase letters.
- (4) **“Num.Sym.” key**  
Press this key when you want to enter numerals and symbols.
- (5) **“Space” key**  
Press this key when you want to enter a space.
- (6) **“AllDel.” key**  
Press this key when you want to delete all characters that have been entered to this point.
- (7) **“←” and “→” key**  
Press these keys when you want to move the cursor.
- (8) **“Del.prev” key**  
Press this key when you want to delete the character to the left of the cursor.
- (9) **“Stop” key**  
Press this key when you want to cancel character input and return to the previous screen.
- (10) **“End” key**  
Press this key when you want to register the entered information.

Capital keyboard



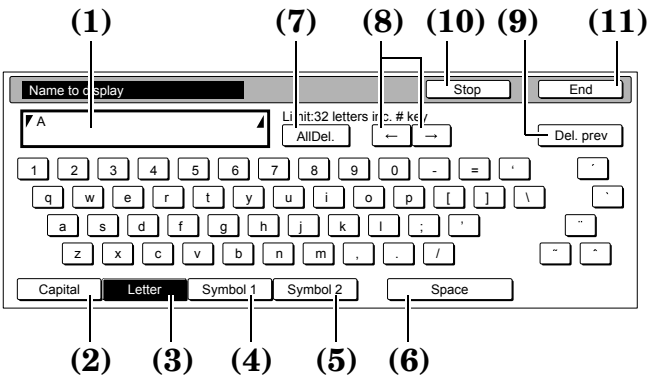
Numeral/Symbol keyboard



## Section 7 COPIER MANAGEMENT

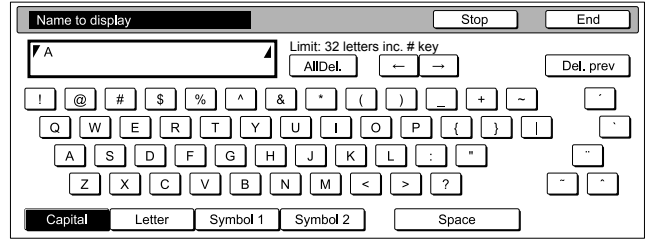
### Metric specifications

#### Letter keyboard

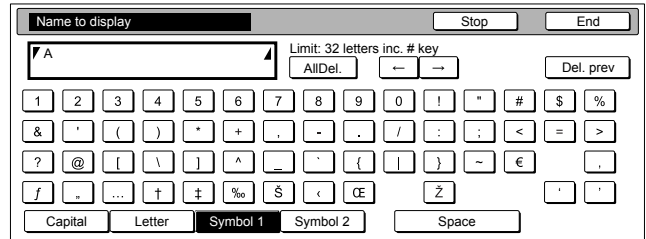


- (1) **Entry field**  
Displays entered information.
- (2) **“Capital” key**  
Press this key when you want to enter uppercase letters.
- (3) **“Letter” key**  
Press this key when you want to enter lowercase letters.
- (4) **“Symbol 1” key**  
Press this key when you want to enter certain symbols.
- (5) **“Symbol 2” key**  
Press this key when you want to enter certain symbols.
- (6) **“Space” key**  
Press this key when you want to enter a space.
- (7) **“AllDel.” key**  
Press this key when you want to delete all characters that have been entered to this point.
- (8) **“←” and “→” keys**  
Press these keys when you want to move the cursor.
- (9) **“Del. prev” key**  
Press this key when you want to delete the character to the left of the cursor.
- (10) **“Stop” key**  
Press this key when you want to cancel character input and return to the previous screen.
- (11) **“End” key**  
Press this key when you want to register the entered information.

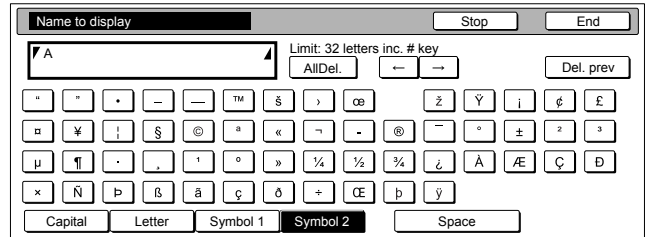
#### Capital keyboard



#### Symbol 1 keyboard



#### Symbol 2 keyboard

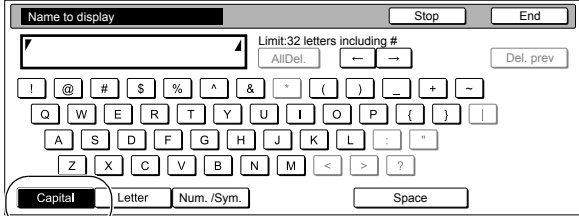


# Character input procedure

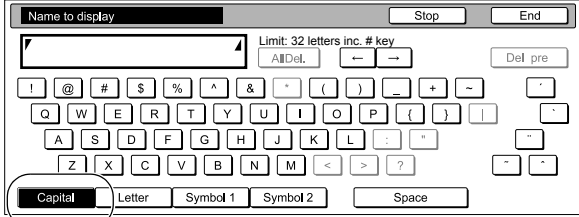
## [Example] "Abcde"

**1** Press the "Capital" key. The "Capital" will be displayed. Press the "A" key on the keyboard.

Inch specifications

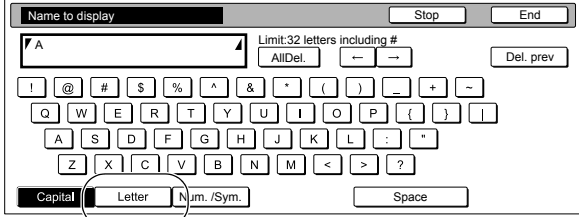


Metric specifications

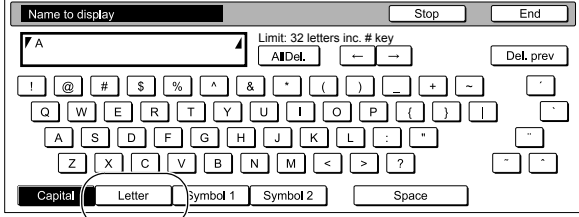


**2** Press the "Letter" key.

Inch specifications

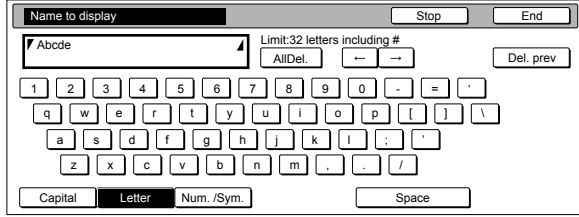


Metric specifications

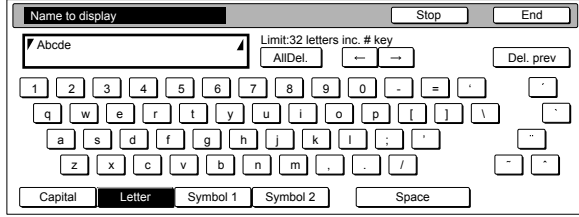


**3** Press the "b", "c", "d" and "e" keys, in that order, on the keyboard.

Inch specifications

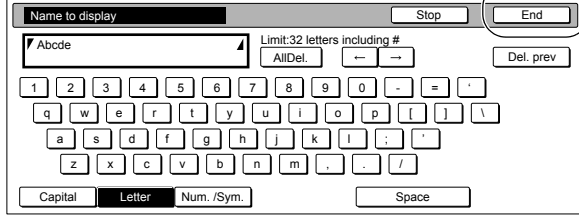


Metric specifications

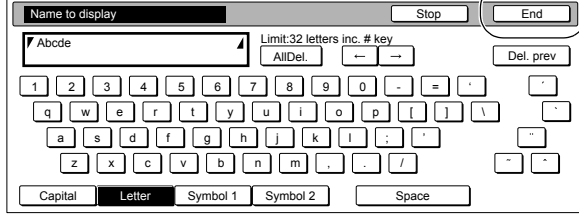


**4** Once you have finished entering the information, press the "End" key.

Inch specifications



Metric specifications





# Section 8      OPTIONAL EQUIPMENT

## Document Processor

Automatically feeds and scans multiple sheet-originals one by one. Two-sided originals are automatically turned over so that both sides can be scanned and copied.

### Acceptable originals

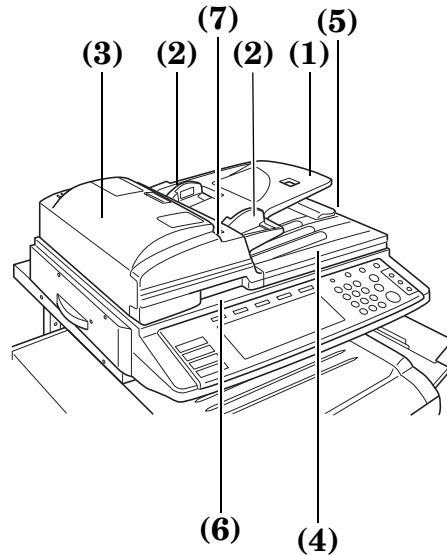
- Use sheet originals only
- Paper weight
  - One-sided originals: Use only originals with a paper weight of between 35 g/m<sup>2</sup> and 160 g/m<sup>2</sup>.
  - Two-sided originals: Use only originals with a paper weight of between 50 g/m<sup>2</sup> and 120 g/m<sup>2</sup>.
- Sizes: 5 1/2" × 8 1/2" - 11" × 17" [A5R - A3]
- Number which can be set at one time
  - 100 sheets (11" × 8 1/2" [A4] size or smaller, between 50 g/m<sup>2</sup> and 80 g/m<sup>2</sup>)
  - 70 sheets (8 1/2" × 14" [B4] size or larger, between 50 g/m<sup>2</sup> and 80 g/m<sup>2</sup>)(The maximum number of originals that can be set when using the auto selection mode is 30 sheets.)

### Notes on acceptable documents

Be sure NOT to use the following as originals in the Document Processor:

- OHP film and other transparencies
- Carbon paper, crumpled originals or originals with strong folds, and soft originals such as vinyl
- Originals which are not rectangular, wet originals, and originals with adhesive tape or glue
- Originals with clips or staples (In order to use such originals, remove the clips or staples and straighten any crumples or folds before using them. Failure to do so may cause originals to misfeed.)
- Clippings or originals with very slippery surfaces
- Originals with wet correction fluid
- Originals with folds (If you must use such originals, smooth out the folded portions before setting them in the Document Processor. Failure to do so may cause originals to misfeed.)

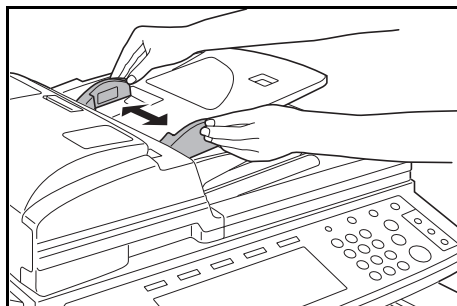
### Names of parts



- (1) **Original table**  
Set originals to be copied on this table.
- (2) **Original insert guides**  
Align these guides to fit the width of the originals to be copied.
- (3) **Left cover**  
Open this cover if an original misfeed occurs.
- (4) **Original eject table**  
Originals that have been copied are ejected and stored here.
- (5) **Ejection extension**  
Open this extension when using larger sized originals such as 8 1/2" × 14" and 11" × 17" [B4 and A3].
- (6) **Document Processor release lever**  
Operate this lever when you want to open the Document Processor.
- (7) **Original set indicator**  
Indicates the status of originals set in the Document Processor.  
Lit green: The originals are set properly. Copying will begin when you press the [Start] key.  
Blinking green: The originals need to be reset.  
Blinking red: An original has jammed. See page 9-16 and removed the jammed original.

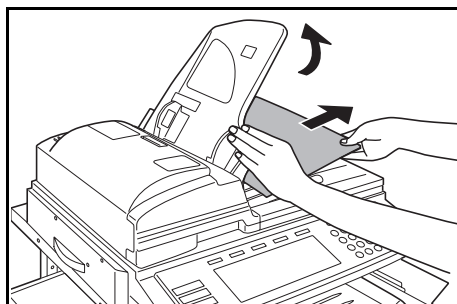
### Setting originals in the Document Processor

- 1** Adjust the original insert guides to fit the width of original(s) to be copied.



#### NOTES

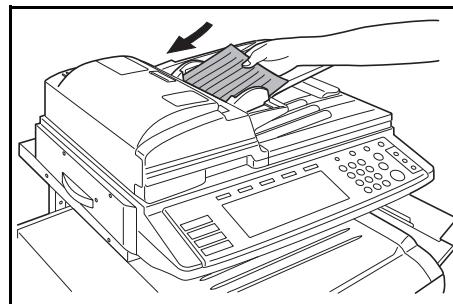
- Before copying, make sure that there are no originals remaining on the original eject table. Originals left on the eject table can cause other originals to misfeed.



- If you are setting multiple originals at one time, ALWAYS use originals of the same size. It is, however, possible to use different size originals of the same width (ex.: 11" × 8 1/2" and 11" × 17" [A4 and A3]) at the same time if you use the auto selection mode. See page 8-4.)

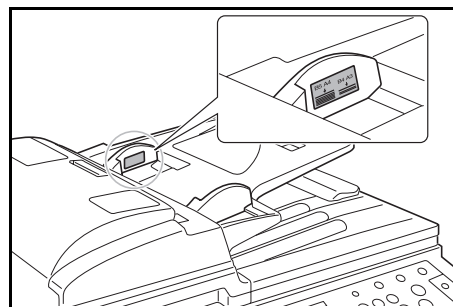
**2**

Arrange the originals in order and set them face up (front side up for 2-sided copies) on the original table. The original set indicator will light green. If the indicator doesn't light, set the originals once again.

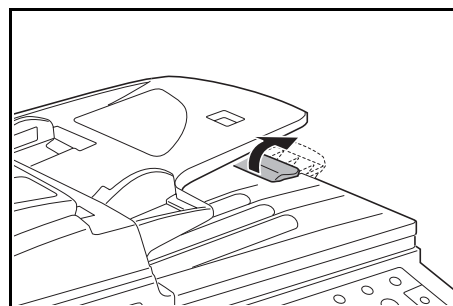


#### IMPORTANT!

- Be sure to set only a number of originals that is LESS than the level indicator on inside of the rear insert guide. Also, DO NOT set originals outside the acceptable range as this can cause the originals to misfeed. (See page 8-1 for details on acceptable originals.)



- To keep ejected originals from falling off the copier, open the ejection extension when using larger sized originals such as 8 1/2" × 14" and 11" × 17" [B4 and A3].



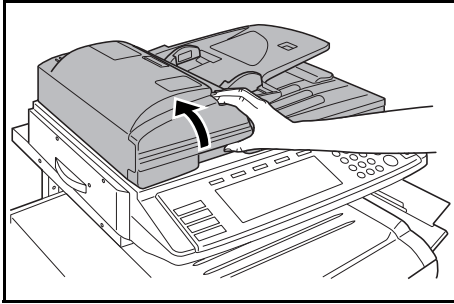
- When copying from 2-sided originals, the originals will be temporarily ejected from the left cover in order to turn them over and copy the reverse side. Do NOT touch them at this point! Any attempt to remove them can cause the originals to misfeed.



### Setting originals on the platen

When copying from an original which cannot be set in the Document Processor (books, magazines, etc.), lift open the Document Processor and set the original directly on the platen.

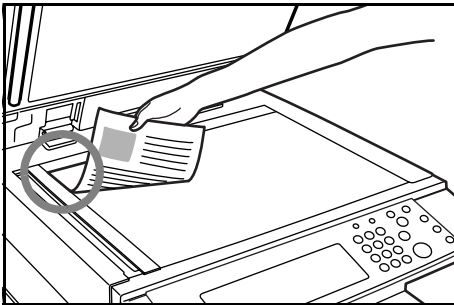
- 1 Operate the Document Processor release lever and open the Document Processor.



#### NOTE

Before opening the Document Processor, make sure that there are no originals remaining on the original table or on the original eject table. If there are originals left in either place, they may fall off the copier when the Document Processor is opened.

- 2 Set the original to be copied face-down and align the edges with the original size indicator lines.



- 3 Hold the Document Processor release lever and close the Document Processor.



#### IMPORTANT!

Do NOT put undue pressure on the Document Processor when you close it or there is a chance that you might break the platen glass.

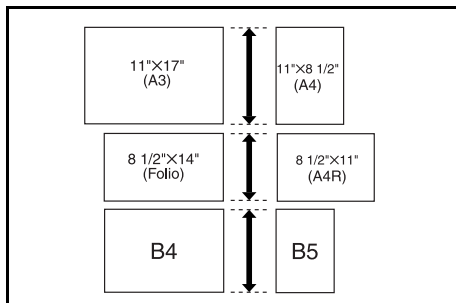
**! CAUTION**

DO NOT leave the Document Processor open as there is a danger of personal injury.

## Section 8 OPTIONAL EQUIPMENT

### Auto selection/Filing mode

With this mode, when you are using the Document Processor without pressing one of the paper size keys, and thereby, specifying a desired paper size, originals will be checked one by one for their size, and you can select to either have paper of the same size as each original selected automatically (auto selection) or to have the originals all copied onto one single size of copy paper (filing).



#### IMPORTANT!

- You can set up to 30 originals in the Document Processor in this mode.

#### Inch specifications

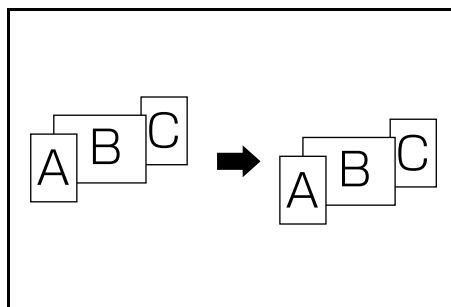
- Only 11" × 8 1/2" and 11" × 17", or 8 1/2" × 14" and 8 1/2" × 11", size originals can be used together in this mode, and the originals must be arranged together so that their widths coincide.

#### Metric specifications

- Only A4 and A3, B5 and B4, or A4R and Folio, size originals can be used together in this mode, and the originals must be arranged together so that their widths coincide.

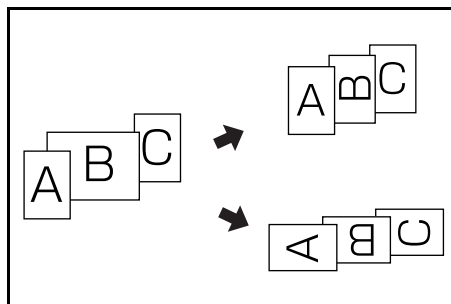
### Differing finished sizes (Auto selection)

Each original will be copied onto the same size copy paper as that original.



### Matching finished sizes (Filing)

All originals will be copied onto the same size copy paper.

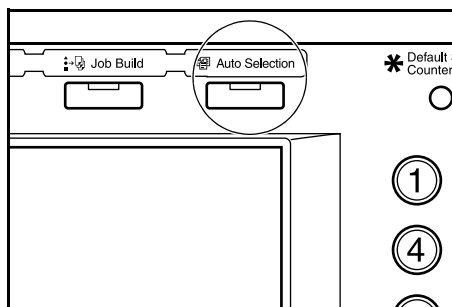


**1**

Set the originals to be copied in the Document Processor.

**2**

Press the [Auto Selection] key. The lamp in the [Auto Selection] key will light and the auto selection/filing mode screen will be displayed.

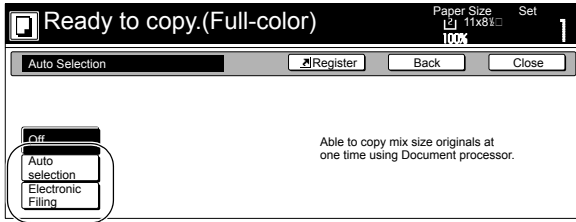


- 3** Press the “Auto selection” key or the “Electronic Filing” key, as appropriate.

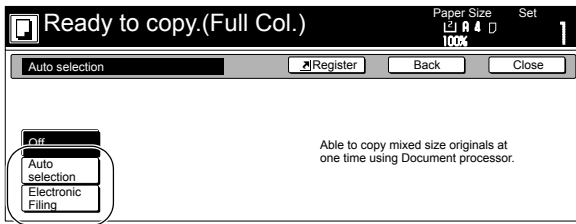
If you selected “Auto selection”, go directly to step 6.

If you selected “Electronic Filing”, go to the next step.

Inch specifications

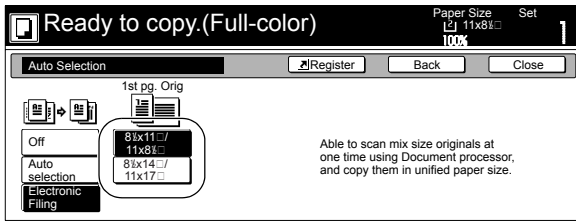


Metric specifications

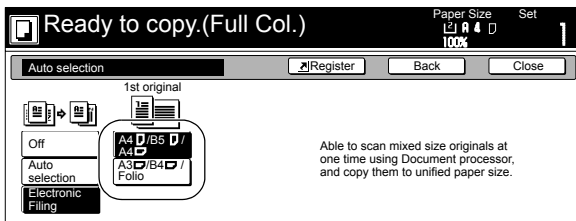


- 4** Specify the size of the very first original to be copied and then press the “Close” key. The touch panel will return to the contents of the “Basic” tab.

Inch specifications

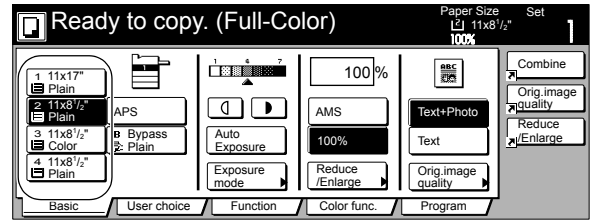


Metric specifications

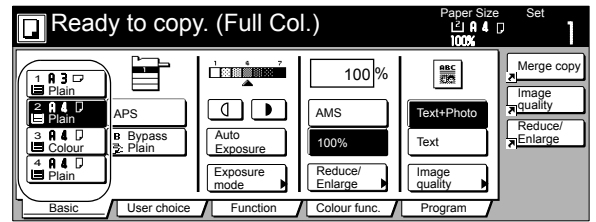


- 5** Select the desired drawer[cassette].

Inch specifications



Metric specifications



- 6** Press the [Start] key. Copying will start.



**NOTE**

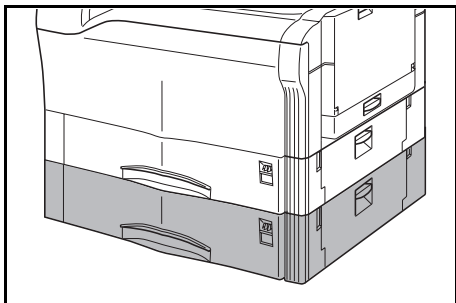
In order to have the binding direction set properly for stapling or hole punching, etc., finished copies, be sure to specify the size of the very first original being copied.

## Section 8 OPTIONAL EQUIPMENT

### Paper Feeder (A)

You can add paper drawers (single 500-sheet capacity cassettes), which are identical to the copier's standard drawer. The paper capacity and paper loading procedures are the same as those for the standard cassette (see page 3-1).

\* Use right cover 3 to clear paper jams.



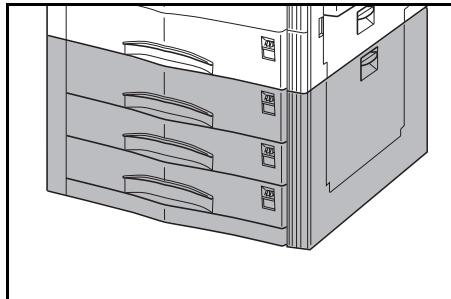
\* To prevent the copier from tipping over because of weight in the copier and the upper paper drawers[cassettes], the caster kit must be installed at the bottom-most Paper Feeder, when an optional Paper Feeder is installed with the copier.

### Paper Feeder (B)

You can add paper drawers (triple 500-sheet capacity cassettes), which are identical to the copier's standard drawer. The paper capacity and paper loading procedures are the same as those for the standard cassette (see page 3-1).

\* Use right cover 3 to clear paper jams.

\* Casters are attached to the bottom of the Paper Feeder.



## CAUTION

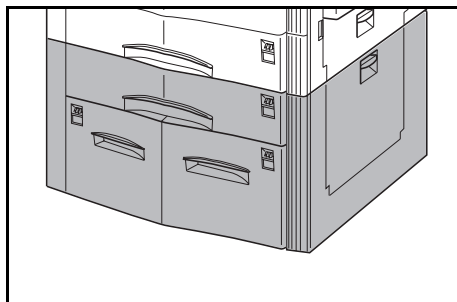
To prevent the possibility of accidents due to tilting the copier body, always turn the desk's stopper bolts until they make firm contact with the floor during initial installation or whenever the machine is moved.

## Paper Feeder (C)

In addition to additional drawers [cassettes] that are the same as the one equipped as standard, you can also add 11x8 1/2", A4 or B5-size drawers up to a total capacity of 3000 sheets (one 500-sheet built-in drawer [cassette]).

Paper loading procedures for the 500-sheet drawer [cassette] are the same as those for the standard drawer (page 3-1).

- \* Use right cover 3 to clear paper jam.
- \* Casters are attached to the bottom of the Paper Feeder.
- \* B5 is for Asia-Pacific specification copiers only.

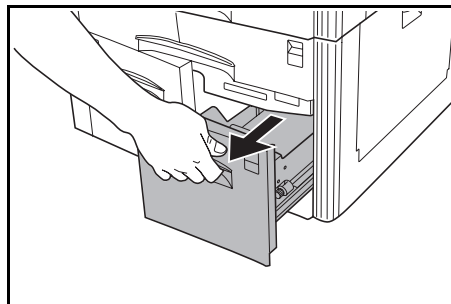


# ! CAUTION

To prevent the possibility of accidents due to tilting the copier body, always turn the desk's stopper bolts until they make firm contact with the floor during initial installation or whenever the machine is moved.

## Loading paper into the large-capacity drawer [cassette]

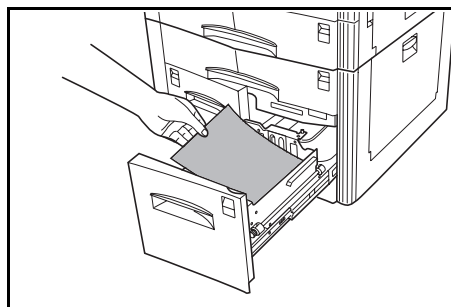
- 1 Pull out the drawer [cassette] as far as it will go.



### NOTE

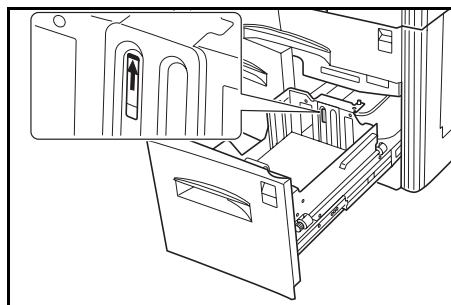
Do not pull multiple drawers [cassettes] out at the same time.

- 2 Load the paper, aligning it along the right side of the drawer [cassette].



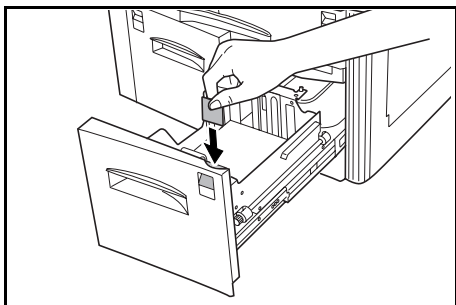
### IMPORTANT!

- When loading paper, make sure there is no creasing or any other abnormality that can cause a paper jam.
- A sticker (1) is provided inside the drawer [cassette] to indicate the maximum allowable level. The surface of the paper stack should not be higher than the indicated level.
- When you are loading paper into a drawer [Cassette], make sure that the side facing downward when the package is opened is the side that is facing upward in the drawer [cassette] as well.

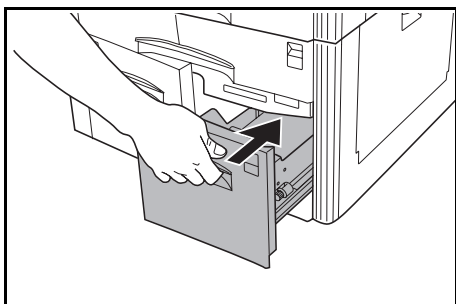


## Section 8 OPTIONAL EQUIPMENT

- 3** Insert one of the included paper size labels into the slot on the drawer [cassette] so the loaded paper size is visible when the drawer [cassette] is closed.



- 4** Carefully slide the drawer [cassette] closed.



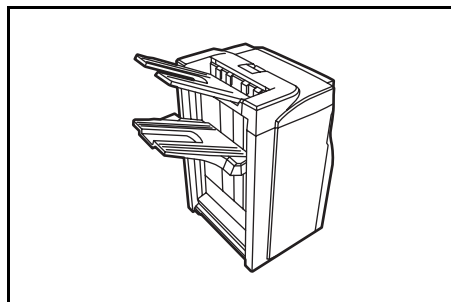
### NOTE

If you do not plan to use the copier for a long time, remove the paper from the drawer [cassette] and seal it in its original package. This will protect it against moisture.

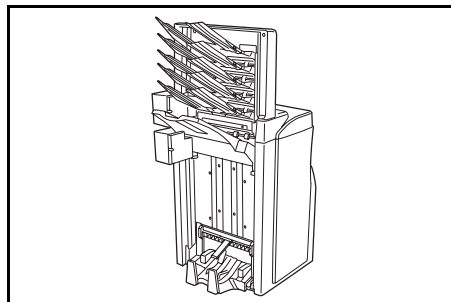
## Document Finisher (A)

Document Finisher (A) enables high-capacity eject capacity, stacking of multiple copies of a document by document (sorted copy), or stacking of multiple copies of a document by page (unsorted copy). It also makes it possible to align pages and staple copies or punch holes in them (option).

Installing an optional Folding Unit makes it possible to fold and staple copies, while an optional Multi Job Tray lets you eject copies to specified trays. See the user documentation that comes with the Document Finisher for more information.



- Document Finisher + Multi Tray + Folder Unit



### IMPORTANT!

#### Copying Precautions

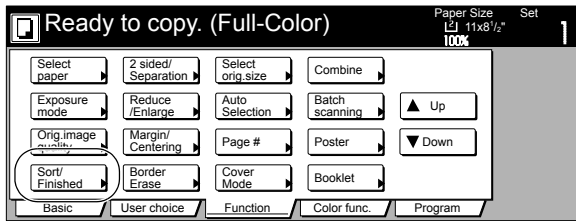
- If copies are curled or not aligned correctly when using the Document Finisher, turn over the paper loaded in the drawer [cassette]. When copying onto transparencies or other special paper, specify a multi-bypass tray paper type.

Copying in the Sort mode

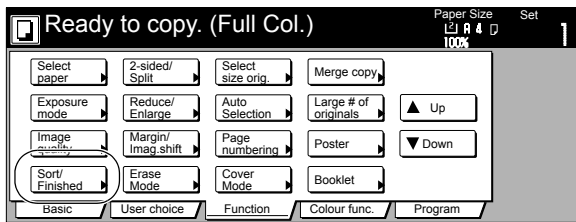
1 Press the “Function” tab and then press the “Sort/Finished” key.

The “Sort/Finished” screen will be displayed.

Inch specifications

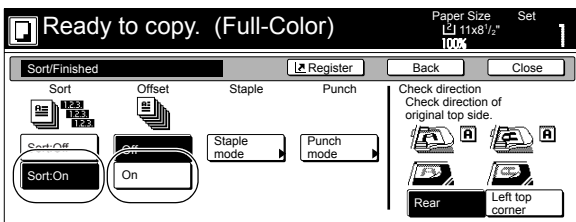


Metric specifications

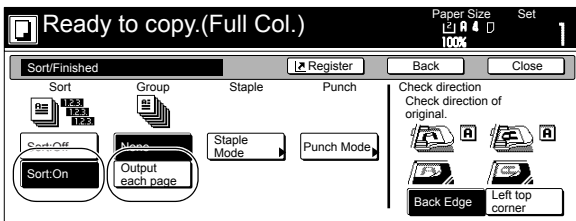


2 Press the “Sort:ON” key.

Inch specifications



Metric specifications



3 Press the “On” [“1 set”] key.

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

5 Set the originals to be copied.

6 Press the [Start] key. Scanning of the originals will start and the number of originals that was set will be displayed.

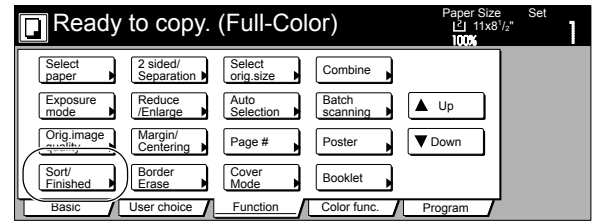
7 Copying will start and each of the finished copy sets will be stacked separately by shifting their position of ejection.

8 Once copying is completed, removed the finished copy sets from the Finisher.

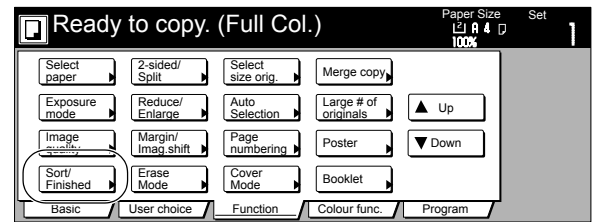
Copying in the Group mode

1 Press the “Function” tab and then press the “Sort/Finished” key. The “Sort/Finished” screen will be displayed.

Inch specifications

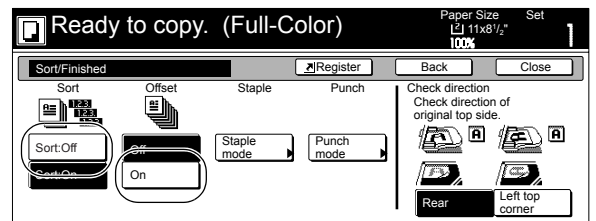


Metric specifications

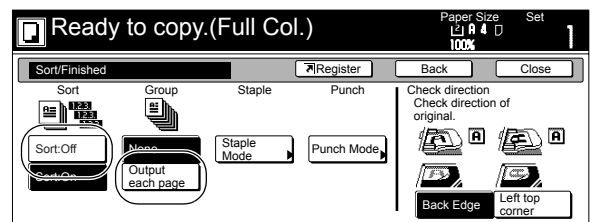


2 Press the “Sort:OFF” key.

Inch specifications



Metric specifications

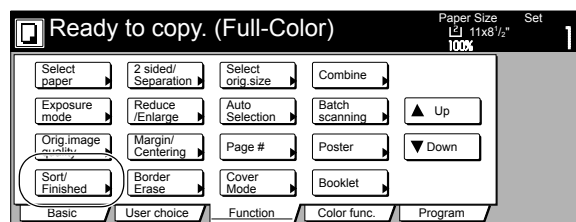


## Section 8 OPTIONAL EQUIPMENT

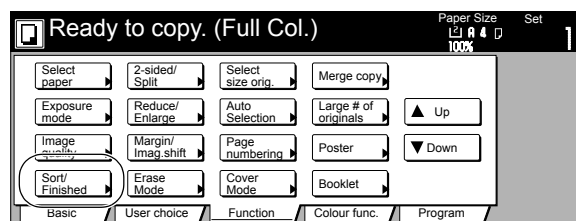
- 3** Press the “On” [“Output each page”] key.
- 4** Press the “Close” key.  
The touch panel will return to the screen in step 1.
- 5** Set the originals to be copied.
- 6** Press the [Start] key.  
Scanning of the originals will start and the number of originals that was set will be displayed.
- 7** Copying will start and each set of copies made from each original will be stacked separately by shifting their position of ejection.
- 8** Once copying is completed, remove the finished copy sets from the Finisher.

### Copying in the Sort-Staple mode

- 1** Press the “Function” tab and then press the “Sort/Finished” key.  
The “Sort/Finished” screen will be displayed.  
Inch specifications

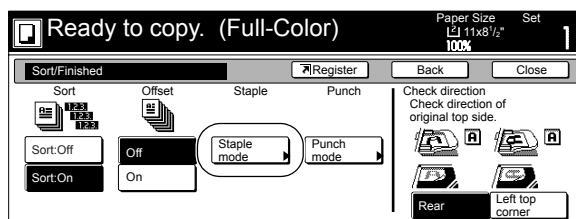


Metric specifications

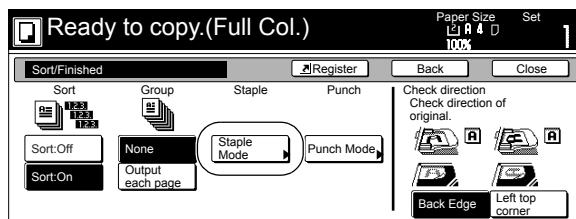


- 2** Press the “Staple mode” key.  
The “Staple mode” screen will be displayed.

Inch specifications



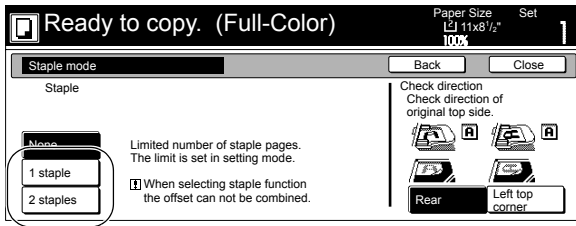
Metric specifications



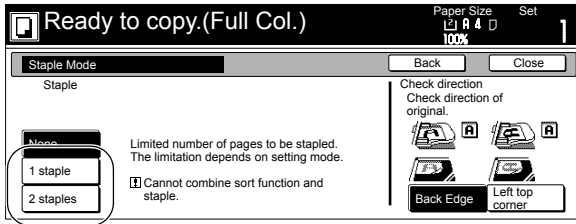


**3** Press the key that corresponds to the desired number of staples.















Inch specifications



Metric specifications



\* The stapling position will be displayed on the image of the finished copies that appears in the touch panel, as shown in the illustration below. Verify the number and position of the staples before copying. When the combination of the selected functions does not allow stapling, the staple marks will not be displayed on the displayed image.

No. and position of staples	Orientation of originals	
		
1 staple Top left stapling		
1 staple Top right stapling		
2 staples Left side stapling		
2 staples Right side stapling		
2 staples Top stapling		
Stapling Not possible		

**4** Set the originals to be copied.  
Verify the direction in which the originals were set.

**5** Press the [Start] key.  
Scanning of the originals will start and the number of originals that were set will be displayed.



**NOTE**

If you do not set the originals in the Document Processor, perform the appropriate procedure to set all of the originals to be copied. Once all of the originals have been completely scanned, press the “Scanning finished” key.

**6** Copying will start and each finished copy set will be automatically stapled and ejected onto the Finisher.

**7** Once copying is completed, remove the finished copy sets from the Finisher.

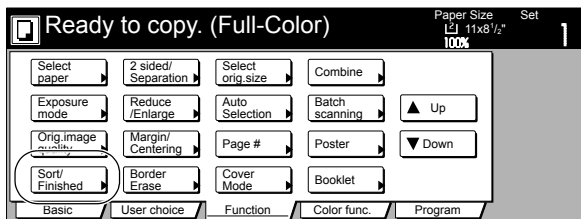
## Section 8 OPTIONAL EQUIPMENT

### Copying in the Hole Punch mode

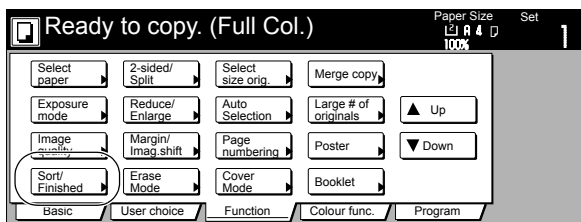
**1** Press the “Function” tab and then press the “Sort/Finished” key.

The “Sort/Finished” screen will be displayed.

Inch specifications



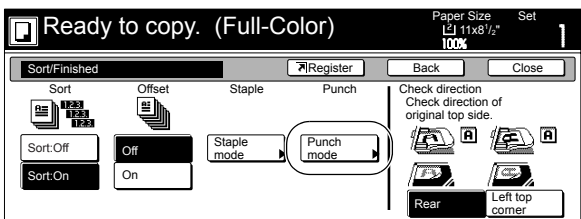
Metric specifications



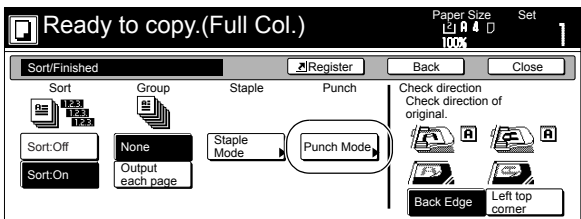
**2** Press the “Punch mode” key.

The “Punch mode” screen will be displayed.

Inch specifications



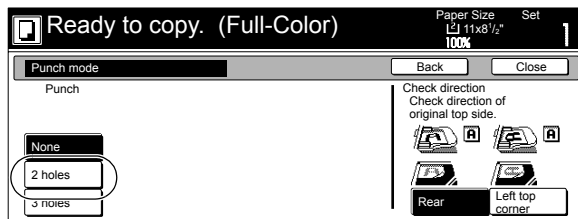
Metric specifications



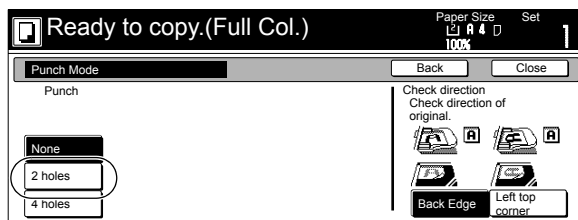
**3**

Press the “2 holes” key or the “3 holes” key, as appropriate (select between the “2 holes” key or the “4 holes” key in metric specification copiers). The screen to select the hole positioning will be displayed.

Inch specifications



















Metric specifications



















\* The hole punching position will be displayed on the image of the finished copies that appears in the touch panel, as shown in the illustration below. Verify the number and position of the holes before copying. When the combination of the selected functions does not allow hole punching, the hole marks will not appear on the displayed image.

**Inch specifications**

No. and position of holes	Orientation of originals	
		
2 holes Left side		
2 holes Right side		
2 holes Top		
3 holes Left side		
3 holes Right side		
3 holes Top		
Punching Not possible		

**Metric specifications**

No. and position of holes	Orientation of originals	
		
2 holes Left side		
2 holes Right side		
2 holes Top		
4 holes Left side		
4 holes Right side		
4 holes Top		
Punching Not possible		



**IMPORTANT!**

The position of the holes on each page may differ very slightly. This may be especially true if the automatic drawer[cassette] switching function engages and changes to paper feed from a different drawer[cassette].

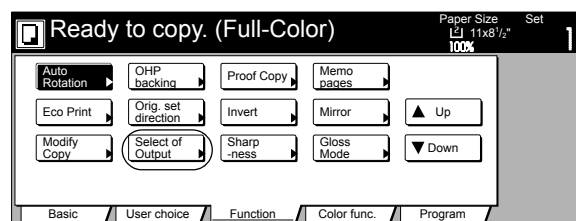
## Section 8 OPTIONAL EQUIPMENT

- 4 Set the originals to be copied.  
Verify the direction in which the originals were set.
- 5 Press the [Start] key.  
Scanning of the originals will start and the number of originals that was set will be displayed.
- 6 Copying will start and each finished copy will be automatically hole punched and ejected onto the Finisher.
- 7 Once copying is completed, remove the finished copies from the Finisher.

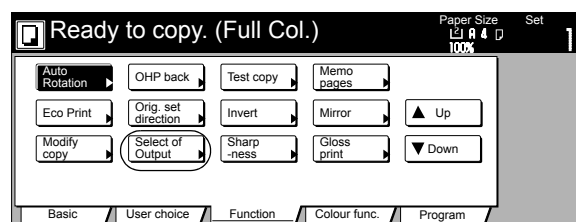
### Selecting the copy eject location

- 1 Press the “Function” key, “Down” key, and then the “Select of Output” key.  
This will display the Select of Output screen

Inch specifications

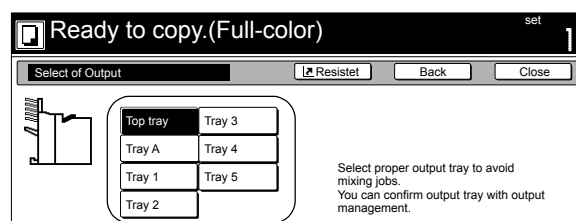


Metric specifications

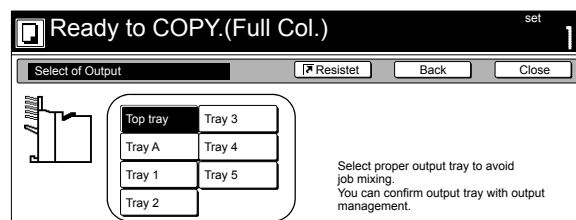


- 2 Select the copy eject location.

Inch specifications



Metric specifications



- 3 Press the “Close” key.  
This will return to the screen in step 1.
- 4 Place the document on the copier.
- 5 Press the [Start] key.  
This will start scanning of the document and display the number of pages.



#### NOTE

If you are not using a document processor, repeat steps 4 and 5 for all of the document pages. After all of the pages have been scanned, press the “End” key.

- 6 As copying is performed, the pages are ejected to the tray you selected.
- 7 Remove the ejected copies after copying is complete.

## Stacking Mode

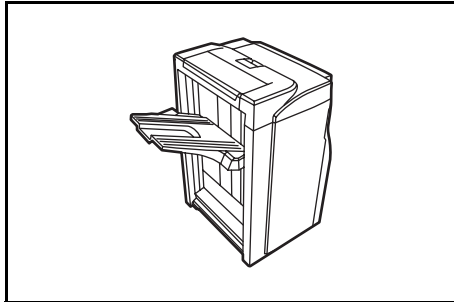
When performing an unsorted copy operation, ejection of copies is switched to Tray A when the capacity of Tray B (200 sheets) is reached.

## Document Finisher (B)

Document Finisher (B) enables high-capacity eject capacity, stacking of multiple copies of a document, by document, (sorted copy), or stacking of multiple copies of a document, by page, (unsorted copy). It also makes it possible to align pages and staple copies in them (option).

Installing an optional Multi Job Tray makes it possible to eject copies to specified trays. See the user documentation that comes with the Document Finisher for more information.

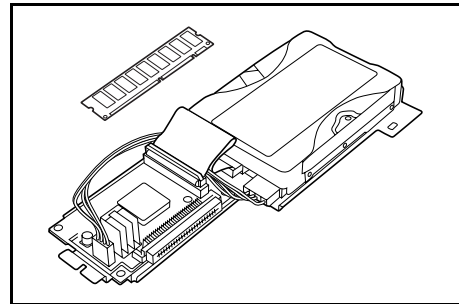
For information about Document Finisher operation, see "Document Finisher (A)" on page 8-8.



## Memory Copy Board

The Memory Copy Board is required in order to use the following modes and functions of your copier.

- Combine/Merge Copy modes
- Auto selection/Filing mode
- Batch scanning mode
- Print page numbers mode
- Poster mode
- Sort/Finished mode
- Cover mode
- Booklet/Stitching & Book to Booklet modes
- Transparency + backing sheet mode
- Proof mode
- Memo mode
- Repeat copy mode
- Color/BW selection mode
- Job build mode
- Copy management function



### NOTE

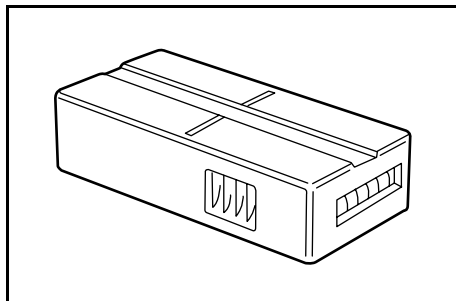
The Memory Copy Board is standard in duplex copiers.

## Section 8 OPTIONAL EQUIPMENT

### Key Counter

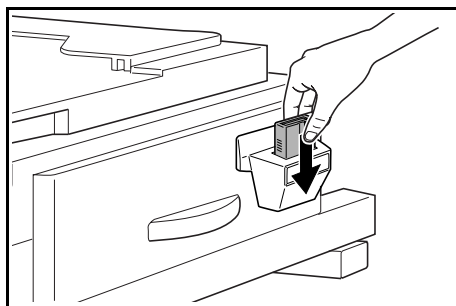
The Key Counter is used for checking copier use and is convenient for centralized management of the number of copies made by each department as well as the total number of copies made overall on the machine.

\* There are cases when printouts made using the optional printer functions of this machine are counted on the Key Counter.



#### Installing the Key Counter

Insert the Key Counter securely into the Key Counter opening.

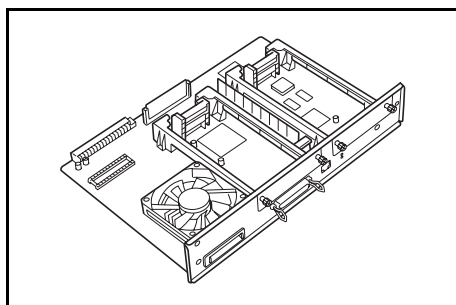


#### NOTE

When you are using the Key Counter function, copies cannot be made unless the Key Counter is inserted into the copier. If the Key Counter is not securely inserted into its opening, "Insert key counter." will be displayed on the touch panel.

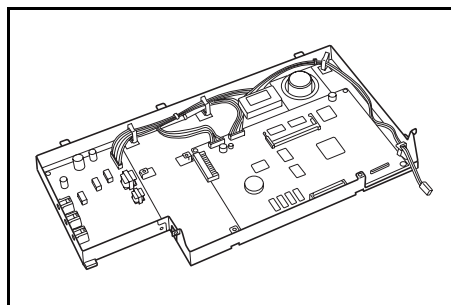
### Printer Kit

If the Printer Kit is installed in your copier, you can use the copier as a printer. For more details, refer to the Operation Guide for the Printer Kit.



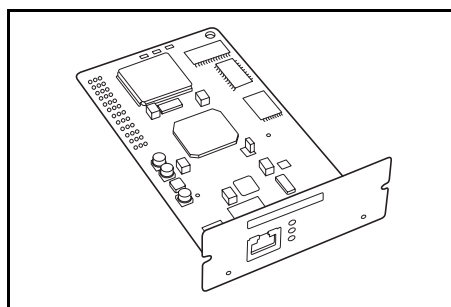
### Fax Kit

If the Fax Kit is installed in your copier, you can use the copier as a facsimile. Also if the Fax Kit is used together with the optional Network Scanner Kit, this copier can be used as a network fax, allowing transmission and reception by a computer. For more details, refer to the Operation Guide for the Fax Kit.



### Network Scanner Kit

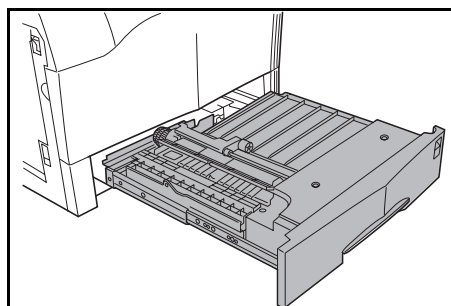
If the Network Scanner Kit is installed in your copier, you can use the copier as a scanner from multiple computers over your network.



### Duplex Unit

Installing the Duplex Unit makes it possible to copy on both sides of paper.

Paper sizes supported for duplex printing are: 11" × 17" - 5-1/2" × 8-1/2" (60 g/m<sup>2</sup> - 105 g/m<sup>2</sup>) A3 - A5R, Folio.



# Section 9 TROUBLESHOOTING

## If one of the following messages is displayed

When any of the following messages appears in the message area of the touch panel, take the indicated action.

Message	Procedure	Reference page
“The top tray exceeds capacity. Remove the paper.” [“Too much paper in top tray. Remove paper.”]	There are already 500 sheets of paper stored on the top tray. Remove the jammed paper. Next, press the [Start] key to resume copying.	---
“Set drawer.”[“Close paper cassette.”]	One of the drawers[cassettes] is not closed properly. First pull it out, and then push it all the way back in.	---
“Close xxx cover.”	The indicated cover is open. Close all covers securely.	---
“Paper misfeed.”	If paper misfeeds, the copier will stop, and the location of the misfeed will be indicated in the touch panel. Leave the power switch ON (   ) and follow the appropriate procedure to remove the jammed paper.	9-5
“Check original size. Original size:11 × 17",8 1/2 × 11" [“Check original size. Original size:A3,A4R”]	Originals of a size other than 8 1/2" × 11" or 11" × 17" [A4R or A3] have been set. The sizes of originals that can be used in the poster mode is limited to 8 1/2" × 11" and 11" × 17" [A4R and A3].	---
“Reposition original or change drawer.” [“Reset original or select another paper cassette.”]	The orientation of the original and the selected paper are different. Change the orientation of the original. If you press the [Start] key without changing the original, copying will be performed at a 100% (1:1) magnification ratio.	---
“Change original destination. Original size:8 1/2 × 11" [“Change original destination. Original size:A4R”]	The current orientation of the originals is not appropriate for the poster mode. When using 11" × 8 1/2" [A4] size originals, set them length-wise.	---
“Paper drawer is out of order. Select another paper drawer.” [“Paper cassette is out of order. Select other paper cassette.”]	The drawer[cassette] currently in use is out of order and cannot be used for the moment. Contact your service representative or authorized service center immediately. If you want to continue copying, use another drawer[cassette].	---
“Cannot offset this paper size.” [“Cannot group this paper size.”]	The optional Document Finisher does not support sorting of small sizes (such as 5 1/2" × 8 1/2" [A5R and B5R]) in the sort mode. Use the top tray or the left tray when copying onto such paper.	---
“Cannot staple this size.” [“Cannot staple this paper size.”]	Stapling of small size paper, such as 5 1/2" × 8 1/2" [A5R and B5R], is not possible. Refer to the Operation Guide for the Document Finisher.	---
“Ready to copy. Toner will be empty soon.(K,C,M,Y)”	You will soon need to replace the indicated toner container (K = black, C = cyan, M = magenta, and Y = yellow). Make sure you have the appropriate replacement toner container ready.	10-5
“Unable to copy.(Full-color) ID-code capacity has limit.” [“You cannot copy.(Full Colour) ID-code capacity has limit.”]	Full color copying is not available because it has been restricted. To make full color copies, use the copy management function to change the corresponding restriction.	7-1
“Unable to copy.(Full-color) Exceeded the limitation of management” [“You cannot copy.(Full Colour) Exceeded the limitation of management”]	Full color copying is not available as you have reached the limit that was set under the copy management function for that type of copying. To continue making full color copies, use the copy management function to clear the corresponding copy count.	7-1

## Section 9 TROUBLESHOOTING

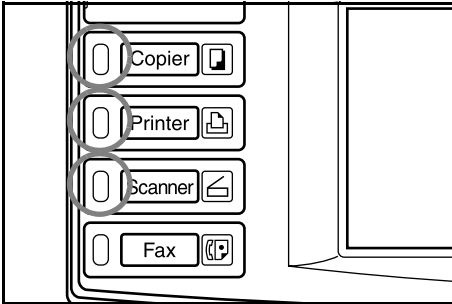
Message	Procedure	Reference page
“Paper capacity is over limit unable to copy. Change preset of color or B&W selection.” [“Limit of set was exceeded, can not copy. Change preset of colour or B&W selection.”]	You are attempting use the Color/BW selection mode to make a number of copies that will exceed the designated copy limit. Change the total number of copies to be made (both color AND black and white) to a lesser number that will not exceed that copy limit.	---
“Error has occurred. Call service.”	Open and then close the front cover. If this message still remains, make a note of the number that is displayed together with the letter “C”. Then, turn the power switch OFF (O), and contact your service representative or authorized service center.	---
“System error. Main switch off / on.” [“System error. Main switch Off / On.”]	An error has occurred. Turn the power switch OFF (O) and then back ON (   ) again.	---
“System error. Disconnect power plug from the socket.”	An error has occurred. Remove the power plug from the wall outlet.	---
“The ID-Code is checked. Remote edit.” [“The ID-Code is checked. Remote editing.”]	A computer on your network is currently performing one of the “Editing copy management information” procedures. Copying will not be possible until that operation is completed.	---
“Out of staples. Add staples.” [“Stapler empty. Add staples.”]	There are no staples left in the optional Document Finisher. Refer to the Operation Guide for the Document Finisher and load staples.	---
“Check paper size. Copy paper is not the same size as original.” [“Paper size in cassette differs from actual size. Check paper size in cassette.”]	The size of the paper set on the multi-bypass tray and that size selected in the paper size setting are different. Press the [Stop/Clear] key to delete the error message. Make sure the size of paper on the multi-bypass tray and that size selected in the paper size setting are the same and restart the copy operation from the beginning.	3-4 7-99
“Time for maintenance.”	Periodic maintenance is required to keep your copier in good condition. Contact your service representative or authorized service center immediately.	---
“Check paper size.”	There is no paper loaded of a size that can be used in the currently selected mode. Check the paper.	---
“Change the size of bypass.”	Copying is not possible with the paper size selected for the multi-bypass tray. Change the paper size setting.	7-99
“Set toner container.”	One or more of the toner containers is not set at all or is not set properly. Set the toner containers properly. There is insufficient toner left in the indicated toner container.	10-5
“Add toner.(K,C,M,Y)”	The copier has run out of toner of the color indicated. Replace the corresponding toner cartridge immediately (K = black, C = cyan, M = magenta and Y = yellow).	10-5
“Replace the waste toner box.”	The waste toner box is full of toner. Replace the waste toner box immediately.	10-7
“Check the waste toner box.”	The waste toner box is not set properly. Set the waste toner box properly.	10-8
“Empty waste punch box.”	The hole punch chad container in the optional Document Finisher is full. Refer to the Operation Guide for your Document Finisher and dispose of the waste hole punch chads.	---
“Check the waste punch box.” [“Check Punch Hole box.”]	The hole punch chad container in the optional Document Finisher is not set properly. Refer to the Operation Guide for your Document Finisher and set the hole punch chad container properly.	---
“The left tray exceeds capacity. Remove the paper.” [“Too much paper in left tray. Remove paper.”]	The capacity of the optional Left Tray has been exceeded. Remove the papers from the Left Tray.	---
“Paper capacity exceeded. Remove paper from Finisher.”	The capacity of the optional Document Finisher has been exceeded. Remove the papers from the Document Finisher.	---



<b>Message</b>	<b>Procedure</b>	<b>Reference page</b>
"Memory full."	Operation has been stopped because the copier's memory is full. Press the "OK" key. If the error occurred during scanning of originals, press either the "Continue" key or the "Cancel" key, as appropriate. "Continue": Copies will be made for those originals that have already been scanned. "Cancel": Delete all of the scanned data.	---
"Add paper in drawer x." ["Add paper cassette x."]	There is no paper in the indicated drawer[cassette]. Load paper of the indicated size.	3-1
"Duplex tray inoperable, call service." ["Duplex unit is out of order. Call service."]	The Duplex Unit is out of order and 2-sided copying is not possible. Contact your service representative or authorized service center immediately.	---
"Remove paper from duplex unit."	There is paper remaining inside the Duplex Unit. Remove that paper.	---
"Install duplex unit."	(Only in duplex copiers) The Duplex Unit is not inserted properly. First pull it out, and then push it all the way back in.	---
"Clean the main charger"	Open the front cover and clean the main charger. This will improve copy quality.	10-3

### If one of the following indicators lights

If the lamp in either the [Copier], [Printer] or [Scanner] key lights or blinks orange, take the appropriate action to resolve that error.

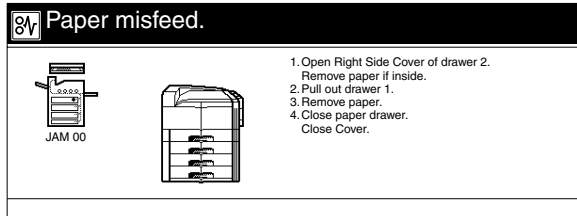


Indication	Procedure	Reference page
Lit or blinking orange	Check the appropriate response to that indication, and perform the corresponding procedure.	---

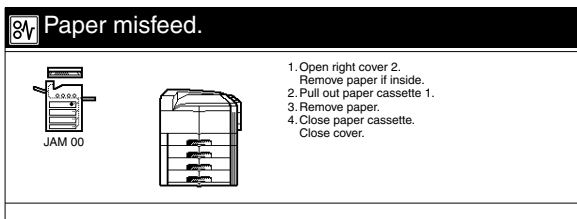
## If paper jams

If a paper misfeed occurs, a message will be displayed in the touch panel about the misfeed and copying will stop. Leave the power switch ON ( | ) and refer to “**Clearing paper jams**” on page 9-6 to remove the jammed paper.

### Inch specifications



### Metric specifications



## Cautions



# WARNING

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

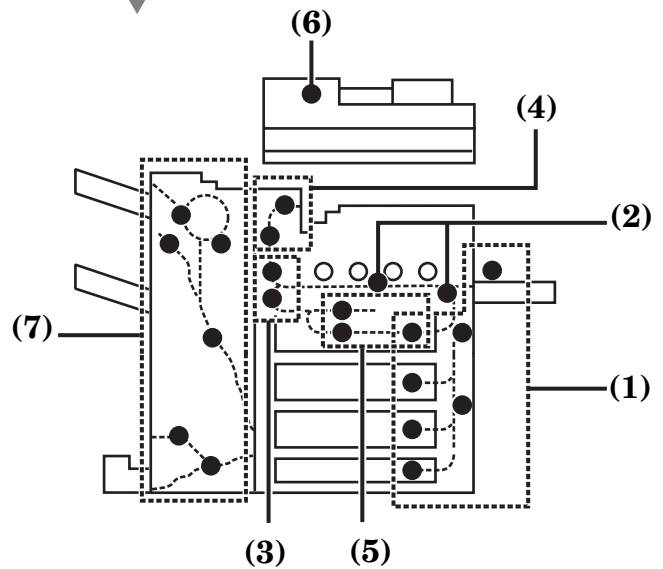
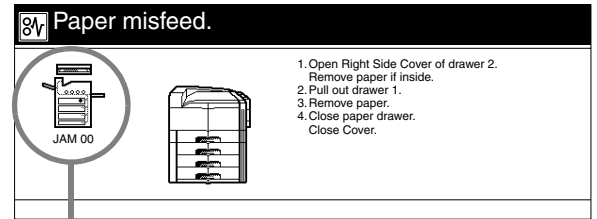


# CAUTION

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

- \* Do not reuse misfed paper.
- \* If paper is torn during removal, be sure to remove any loose scraps of paper from inside the copier. Loose scraps inside the copier could cause another misfeed later.
- \* Once misfed paper has been removed, warm-up will begin. The misfeed indications will disappear, and the copier will return to the same settings prior to the misfeed.
- \* If a misfeed occurs in the optional Document Finisher, do not add the misfed copy to the other copies in the Document Finisher tray, as that copy will be automatically made again.
- \* When a misfeed occurs, if the power switch is turned OFF (O) without removing the jammed paper, a message about the misfeed and “J00” will be displayed the next time the power switch is turned ON ( | ) again.  
In such a case, follow the procedure displayed on the touch panel to remove the jammed paper.

## Misfeed location indicators



- (1) Misfeed in the paper feed section (Page 9-6.)
- (2) Misfeed in the paper conveyor unit (Page 9-11.)
- (3) Misfeed in the fixing section (Page 9-12.)
- (4) Misfeed inside the left cover (Page 9-14.)
- (5) Misfeed in the Duplex Unit (Duplex copiers only) (Page 9-15.)
- (6) Misfeed in the optional Document Processor (Page 9-16.)
- (7) Misfeed in the optional Document Finisher (Page 9-17.)


## Clearing paper jams


### Misfeed in the paper feed section

#### Misfeed in one of the drawers [cassettes] - No. 1 through No. 4

The screens shown below indicate that there is a misfeed in one of the drawers [cassettes]. Perform the following procedure to remove the jammed paper.

Inch specifications


 Paper misfeed.




JAM

1. Open Right Side Cover of drawer 2. Remove paper if inside.
2. Pull out drawer 1.
3. Remove paper.
4. Close paper drawer. Close Cover.

Metric specifications

 Paper misfeed.

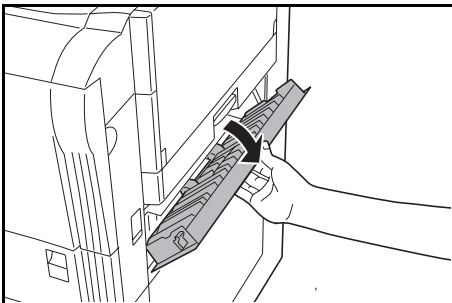


JAM

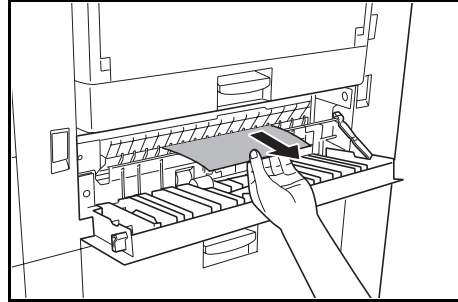
1. Open right cover 2. Remove paper if inside.
2. Pull out paper cassette 1.
3. Remove paper.
4. Close paper cassette. Close cover.

\* Drawers [cassettes] No.2 and No.4 refer to the optional Paper Feeder.

- 1** Open the right cover of the specified paper feeder.



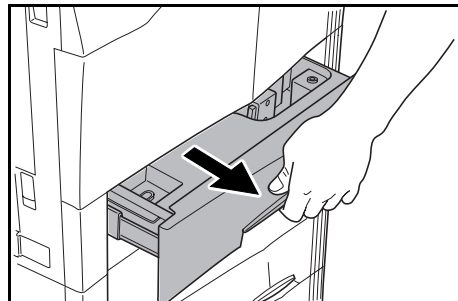
- 2** Taking care not to tear the jammed paper, pull it from the copier.



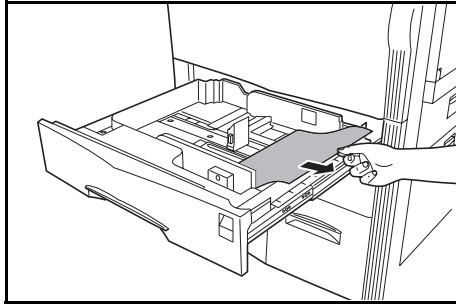
#### NOTES

- If the paper tears, remove all of the remaining pieces from inside the copier.
- If the paper is jammed below the primary paper guide, raise the primary paper guide and pull the paper out.

- 3** Pull out the drawer [cassette] that is currently being used.

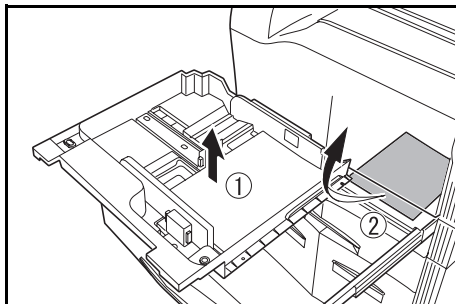


- 4** Taking care not to tear the jammed paper, pull it from the drawer [cassette].



**IMPORTANT!**

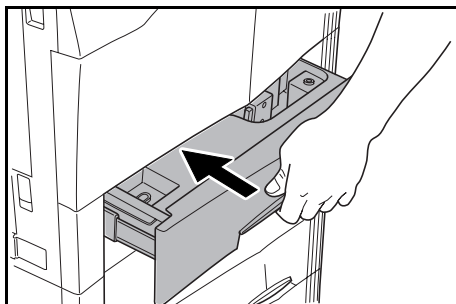
- If there is still paper jammed inside the copier, remove the drawer [cassette] and pull out the paper.



**NOTE**

If the paper tears, remove all of the remaining pieces from inside the drawer [cassette].

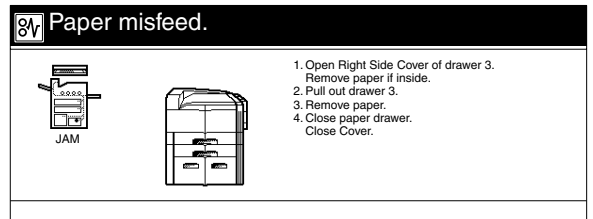
- 5** Push the drawer [cassette] back into the copier.



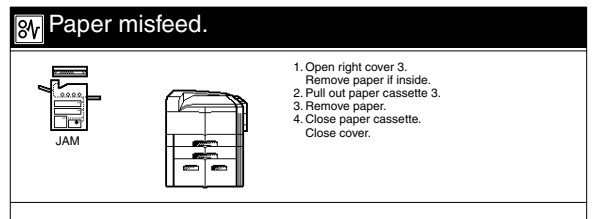
**Misfeed inside optional drawer [cassette] 3**

The screens shown below indicate that there is a misfeed in optional drawer [cassette] 3. Perform the following procedure to remove the jammed paper.

Inch specifications

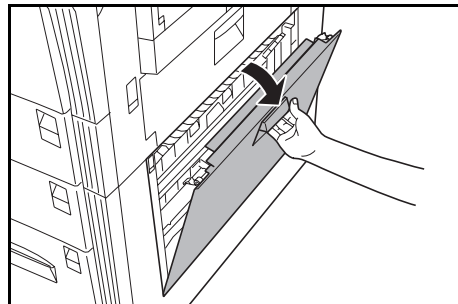


Metric specifications

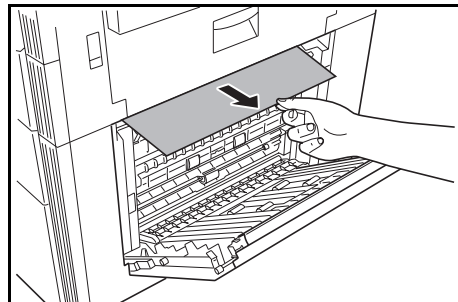


- \* Drawer [cassette] 3 refers to the optional Paper Feeder.
- \* Right cover 3 refers to the Paper Feeder right cover.

- 1** Open right cover 3.



- 2** Taking care not to tear the jammed paper, pull it from the copier.

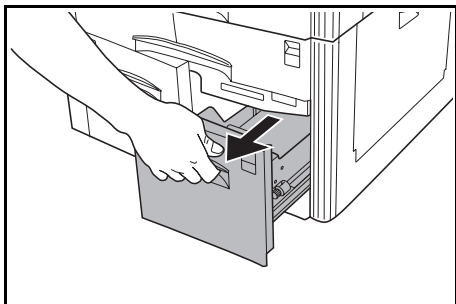


**NOTE**

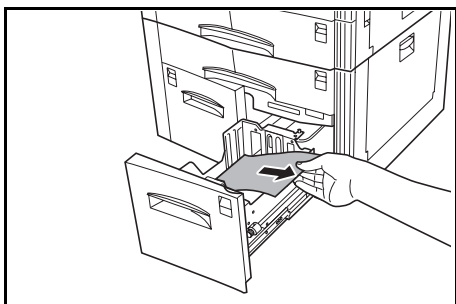
If the paper tears, remove all of the remaining pieces from inside the copier.

## Section 9 TROUBLESHOOTING

- 3** Pull out drawer [cassette] 3.



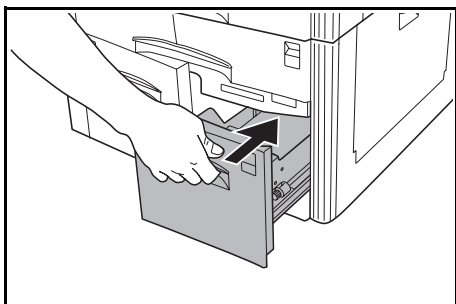
- 4** Taking care not to tear the jammed paper, pull it from the drawer [cassette].



### NOTE

If the paper tears, remove all of the remaining pieces from inside the drawer [cassette].


- 5** Push drawer [cassette] 3 back into the copier.





### Misfeed inside optional drawer [cassette] 4

The screens shown below indicate that there is a misfeed in optional drawer [cassette] 4. Perform the following procedure to remove the jammed paper.


#### Inch specifications



 Paper misfeed.

1. Open Right Side Cover of drawer 3. Remove paper if inside.
2. Pull out drawer 4.
3. Remove paper.
4. Pull out drawer 3, pull out feeding unit, open cover.
5. Remove paper.
6. Close feeding unit for paper drawer, close Cover.

#### Metric specifications

 Paper misfeed.

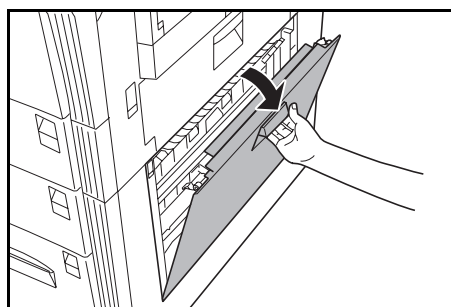
 

1. Open right cover 3. Remove paper if inside.
2. Pull out paper cassette 4.
3. Remove paper.
4. Pull out drawer 3, pull out feeding unit, open cover.
5. Remove paper.
6. Close feeding unit for paper drawer, close cover.

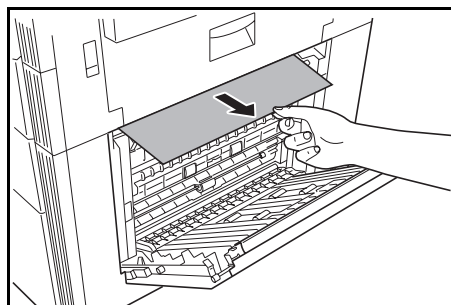
\* Drawer [cassette] 4 refers to the optional Paper Feeder.

\* Right cover 3 refers to the Paper Feeder right cover.

- 1** Open right cover 3.



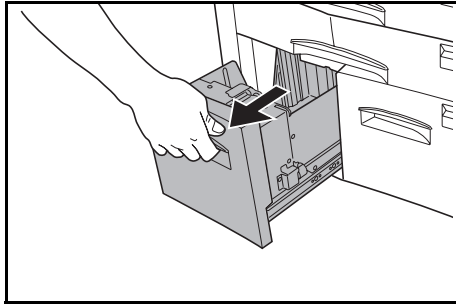
- 2** Taking care not to tear the jammed paper, pull it from the copier.



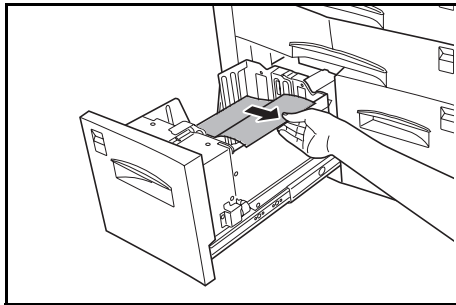
### NOTE

If the paper tears, remove all of the remaining pieces from inside the copier.

**3** Pull out drawer [cassette] 4.



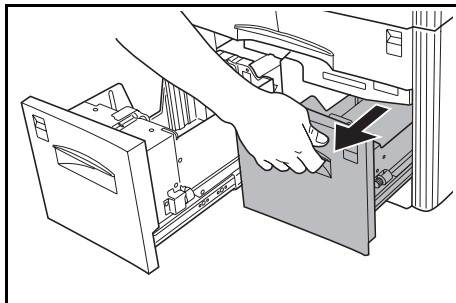
**4** Taking care not to tear the jammed paper, pull it from the drawer [cassette].



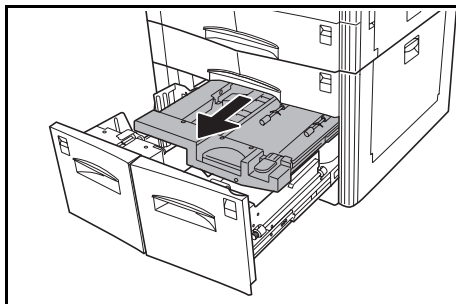
**NOTE**

If the paper tears, remove all of the remaining pieces from inside the drawer [cassette].

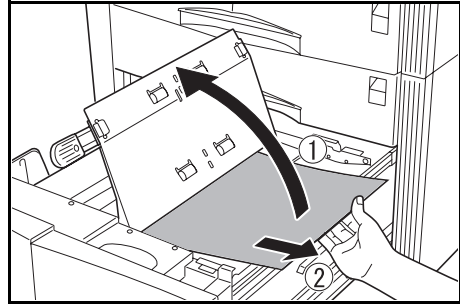
**5** With drawer [cassette] 4 still open, pull out drawer [cassette] 3.



**6** Pull out the paper feeder unit.



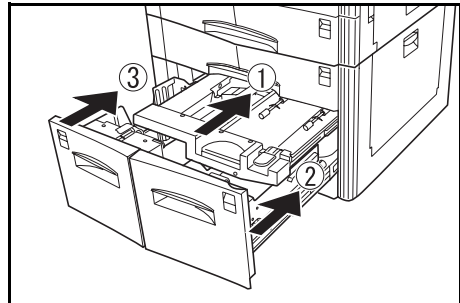
**7** Open the paper feeder unit cover. Taking care not to tear the jammed paper, pull it from the paper feeder unit.)



**NOTE**

If the paper tears, remove all of the remaining pieces from inside the drawer [cassette].

**8** Push the paper feeder unit, drawer [cassette] 3, and drawer 4 back into the copier.



**Misfed inside the right side drawer [cassette] cover No.2 or No.3**

The screens shown below indicate that there is a misfeed inside right side drawer [cassette] cover No.2 or No.3. Perform the following procedure to remove the jammed paper.

Inch specifications

Paper misfeed.	
<p>JAM</p>	<ol style="list-style-type: none"> <li>1. Open Right Side Cover of drawer 2.</li> <li>2. Remove paper.</li> <li>3. Close Cover.</li> </ol>

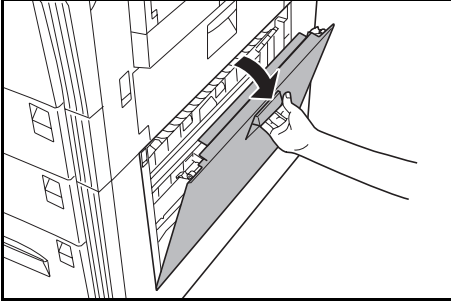
Metric specifications

Paper misfeed.	
<p>JAM</p>	<ol style="list-style-type: none"> <li>1. Open right cover 2.</li> <li>2. Remove paper.</li> <li>3. Close cover.</li> </ol>

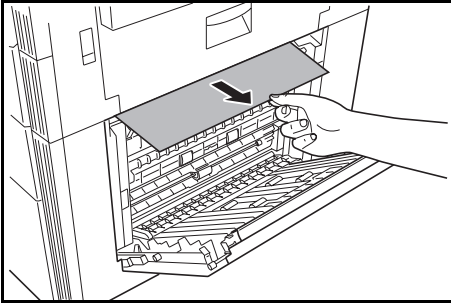
\* The right side drawer [cassette] cover No.3 is part of the optional Paper Feeder.

## Section 9 TROUBLESHOOTING

- 1 Open the right cover of the specified paper feeder.

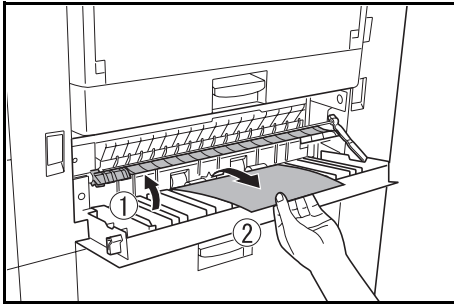


- 2 Taking care not to tear the jammed paper, pull it from the copier.



### NOTES

- If the paper tears, remove all of the remaining pieces from inside the copier.
- If the paper is jammed below the primary paper guide, raise the primary paper guide and pull the paper out.

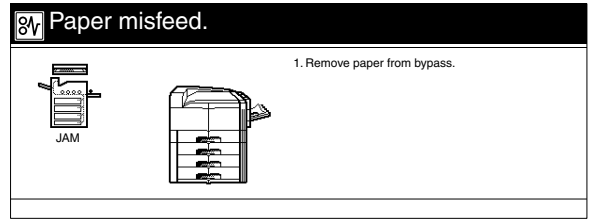


- 3 Push the drawer [cassette] back into the copier.

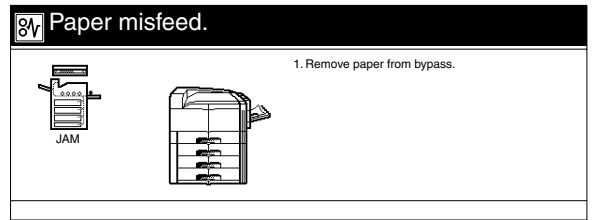
### Misfeed in the multi-bypass tray

The screens shown below indicate that there is a misfeed in the multi-bypass tray. Perform the following procedure to remove the jammed paper.

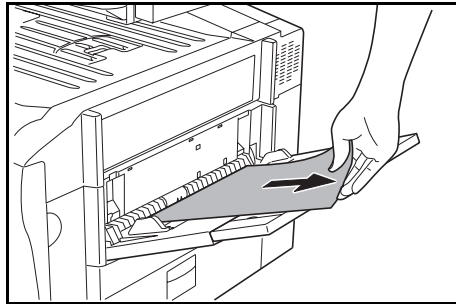
Inch specifications



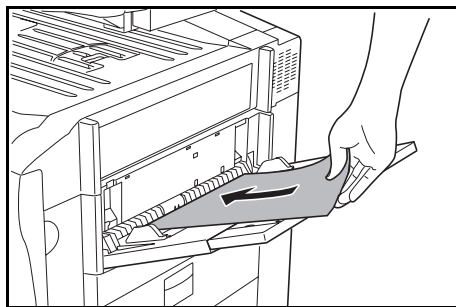
Metric specifications



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



- 2 Reload the paper into the multi-bypass tray.



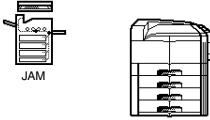


**Misfeed in the paper conveyor unit**

If a misfeed occurs in the paper conveyor unit, perform the following procedure to remove the jammed paper.

Inch specifications

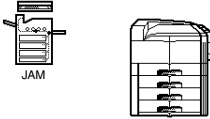
**3M Paper misfeed.**



1. Pull out transfer unit, Remove paper.  
2. Open Right Side Cover of drawer 1. Remove paper.  
3. Close Cover. Close transfer unit.

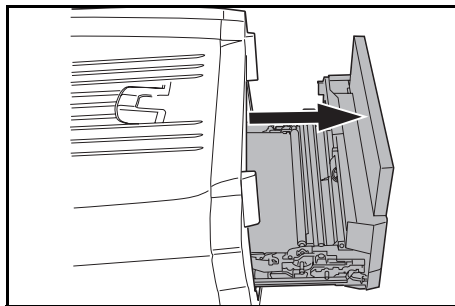
Metric specifications

**3M Paper misfeed.**

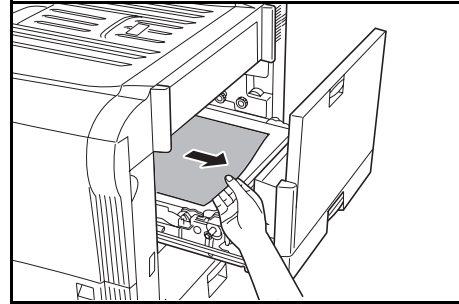


1. Pull out transfer unit, Remove paper.  
2. Open right cover 1. Remove paper.  
3. Close cover. Close transfer unit.

**1** Grasping the paper conveyor unit handle, pull it out of the copier.

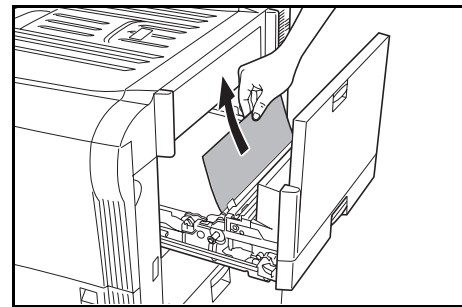


**2** Taking care not to tear the jammed paper, pull it from the paper conveyor unit.

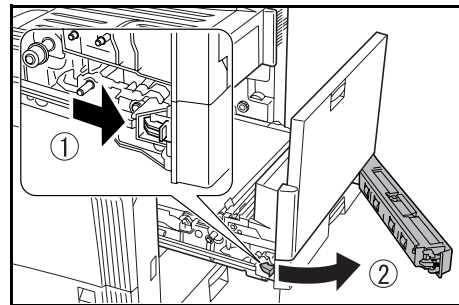


**NOTES**

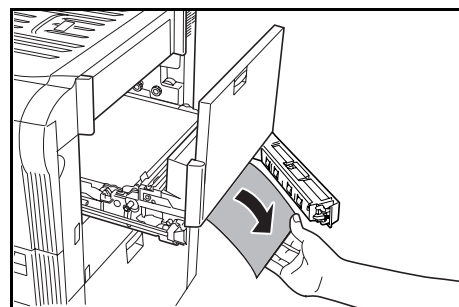
- If the paper tears, remove all of the remaining pieces from inside the paper conveyor unit.
- If edge of the paper inside the paper conveyor unit is soiled, lift the paper straight up to remove it.



**3** Pull the green lever on the bottom of the paper conveyor unit in the direction indicated by the arrow, and then open right cover 1.



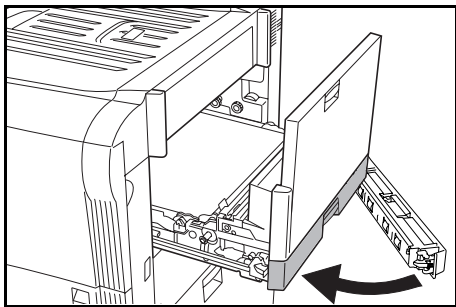
**4** Taking care not to tear the jammed paper, pull it from the copier.



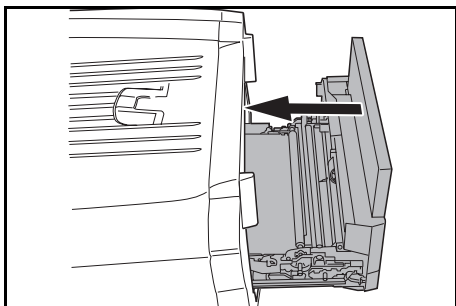
**NOTE**

If the paper tears, remove all of the remaining pieces from inside the paper conveyor unit.

**5** Close right cover 1.



**6** Push the paper conveyor unit back into the copier.



**Misfeed in the fixing section**

The screens shown below indicate that there is a misfeed in the fixing section. Perform the following procedure to remove the jammed paper.

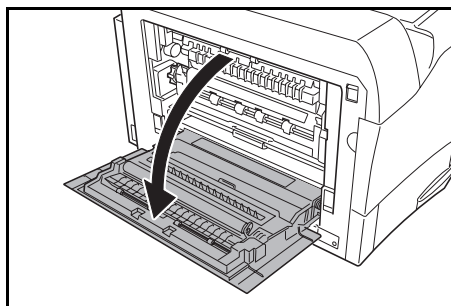
Inch specifications

Paper misfeed.	
 JAM	<ol style="list-style-type: none"> <li>1. Open left cover.</li> <li>2. Remove paper.</li> <li>3. Pull out fuser unit.</li> <li>4. Check the inside of machine and Remove paper if inside.</li> <li>5. Open cover of fuser unit. Remove paper if inside.</li> <li>6. Close fuser unit, close cover.</li> </ol>

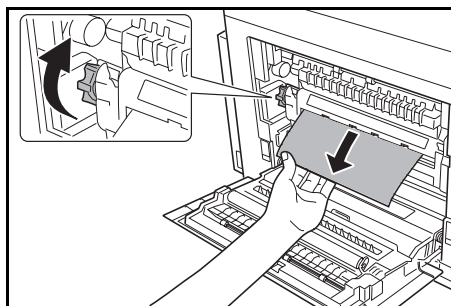
Metric specifications

Paper misfeed.	
 JAM	<ol style="list-style-type: none"> <li>1. Open left cover.</li> <li>2. Remove paper.</li> <li>3. Pull out fuser unit.</li> <li>4. Check the inside of machine and Remove paper if inside.</li> <li>5. Open cover of fuser unit. Remove paper if inside.</li> <li>6. Close fuser unit, close cover.</li> </ol>

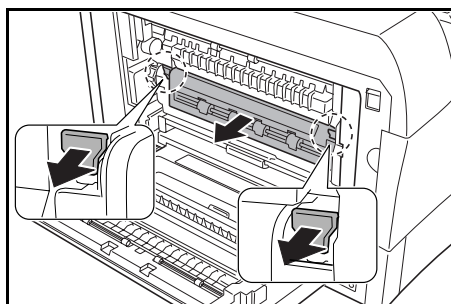
**1** Open the left cover.



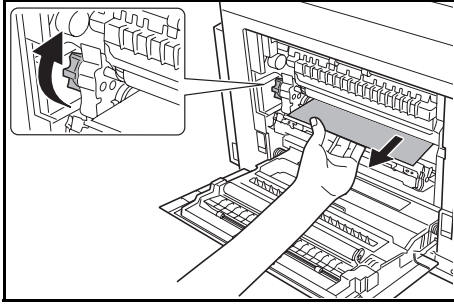
**2** If you see jammed paper, pull it from the fuser unit taking care not to tear it. If the jammed paper is difficult to pull out, rotate the green fuser unit gear as you pull.



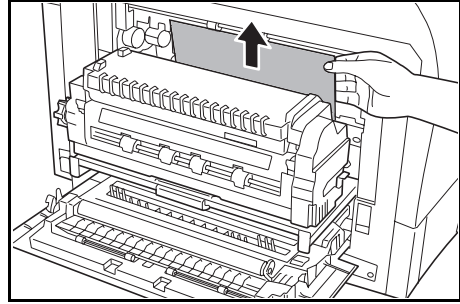
**3** Pull the green lock levers on the right and left towards you, and open the fuser unit cover.



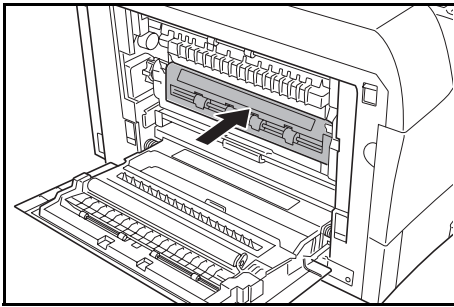
- 4 Rotate the green fuser unit gear as you pull the jammed paper from the fuser unit.



- 7 If there is paper jammed on the inside of the mechanism, pull it out taking care not to tear it.

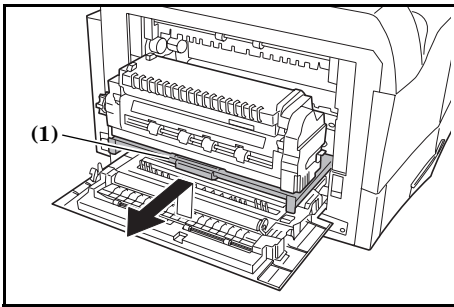


- 5 Close the fuser unit cover.

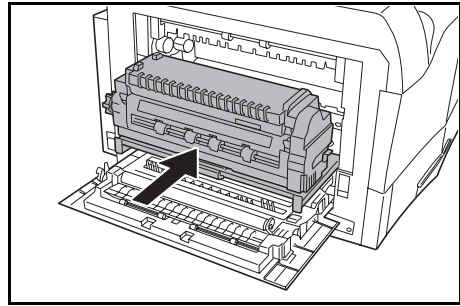


**NOTE**  
If the paper tears, remove all of the remaining pieces from inside the paper conveyor unit.

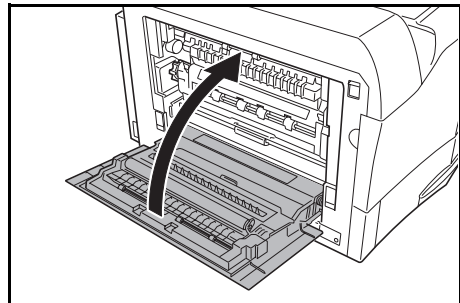
- 6 Lift up on the fuser unit lower lever (1) to pull the fuser unit from the copier.



- 8 Push the fuser unit back into the copier.



- 9 Close the left cover.



# CAUTION


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



## Section 9 TROUBLESHOOTING

### Misfeed inside the left cover

The screens shown below indicate that there is a misfeed inside left side drawer or in the copy eject area. Perform the following procedure to remove the jammed paper.


Inch specifications



 Paper misfeed.

1. Open left cover.
2. Remove paper.
3. Pull out fuser unit.
4. Check the inside of machine and  
Remove paper if inside.
5. Open cover of fuser unit.  
Remove paper if inside.
6. Close fuser unit,  
close cover.

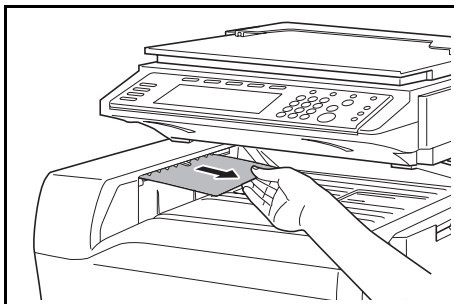
Metric specifications

 Paper misfeed.

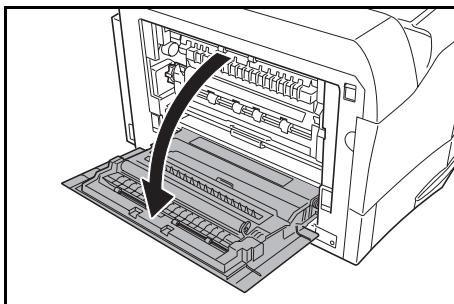
 

1. Open left cover.
2. Remove paper.
3. Pull out fuser unit.
4. Check the inside of machine and  
Remove paper if inside.
5. Open cover of fuser unit.  
Remove paper if inside.
6. Close fuser unit,  
close cover.

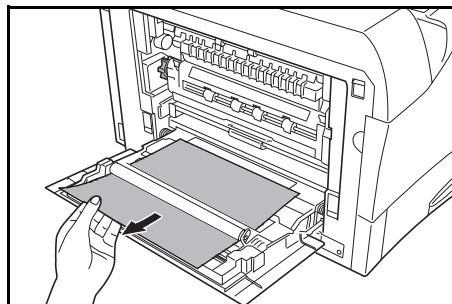
**1** Remove all of the copies from the copy storage table.



**2** Open the left cover.



**3** Taking care not to tear the jammed paper, pull it from the left cover.



#### NOTE

If the paper tears, remove all of the remaining pieces from inside the left cover.

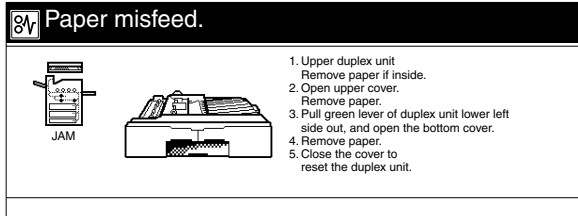
**4** Close the left cover.

**Misfeed in the Duplex Unit (Duplex copiers only)**

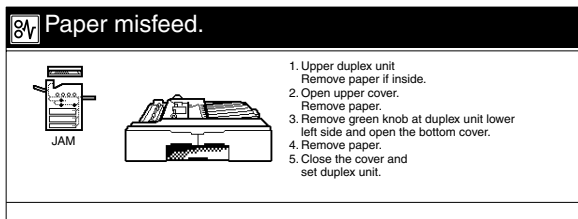
The screens shown below indicate that there is a misfeed in the Duplex Unit. Perform the following procedure to remove the jammed paper.

\* In this case, the screens shown below will appear when you pull out the Duplex Unit in step 1, below.

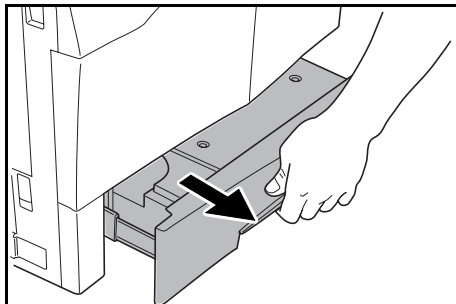
Inch specifications



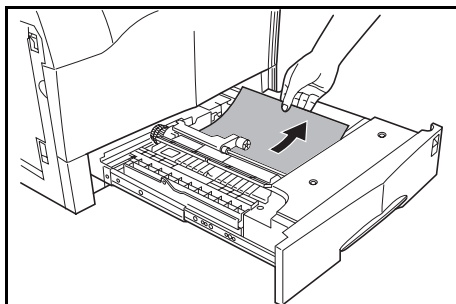
Metric specifications



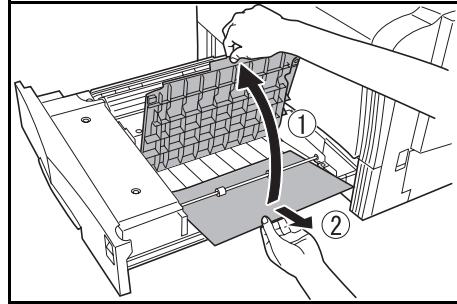
**1** Pull the Duplex Unit out of the copier.



**2** If there is paper jammed on top of the Duplex Unit, pull it out.



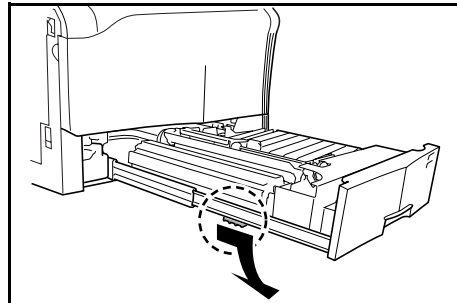
**3** Open the Duplex Unit cover. Taking care not to tear the jammed paper, pull it from the Duplex Unit.



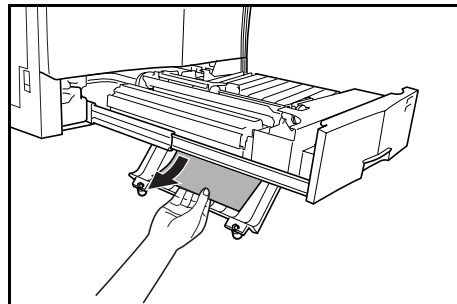
**NOTE**

If the paper tears, remove all of the remaining pieces from inside the Duplex Unit.

**4** Pull the lever on the bottom left side of the Duplex Unit and open the lower cover.



**5** Taking care not to tear the jammed paper, pull it from the Duplex Unit.



**NOTE**

If the paper tears, remove all of the remaining pieces from inside the Duplex Unit.

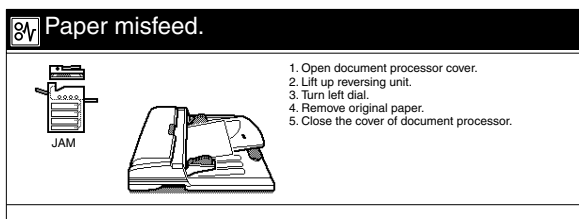
**6** Close the covers and push the Duplex Unit back into the copier.

## Section 9 TROUBLESHOOTING

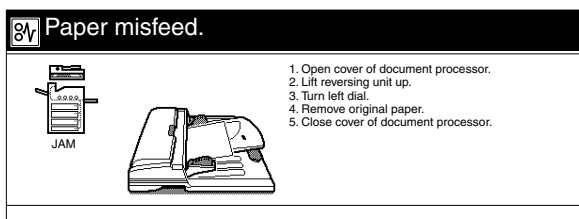
### Misfeed in the optional Document Processor

The screens shown below indicate that there is a misfeed in the Document Processor. At this time the original set indicator will also flash red. Perform the following procedure to remove the jammed paper.

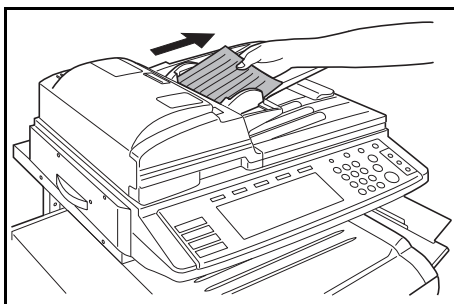
Inch specifications



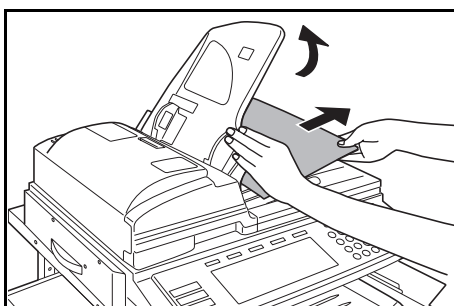
Metric specifications



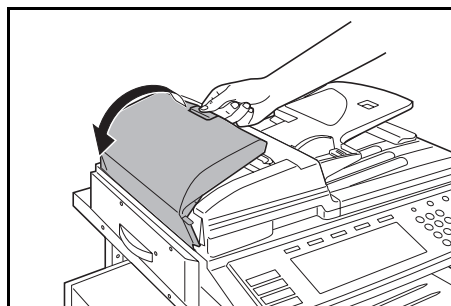
**1** Remove all of the originals remaining in the original table.



**2** Remove all of the originals that have been ejected onto the original eject.



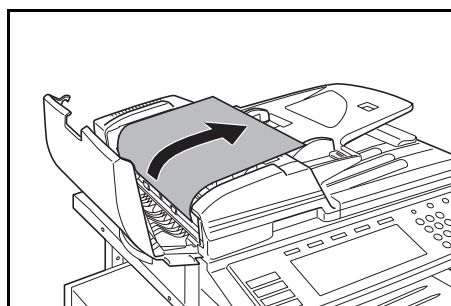
**3** Open the left cover of the Document Processor.



#### NOTE

When opening the cover, be sure to hold the handle in the middle.

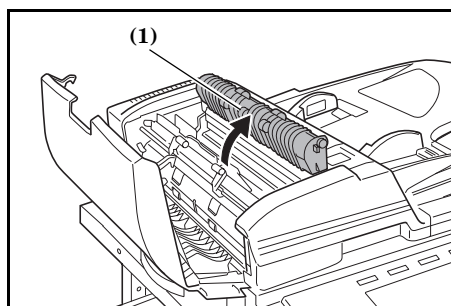
**4** If there is an original jammed there, remove it while taking care not to tear it.



#### NOTE

If the paper tears, remove all of the remaining pieces from inside the Document Processor.

**5** Open the paper reversing unit (1).

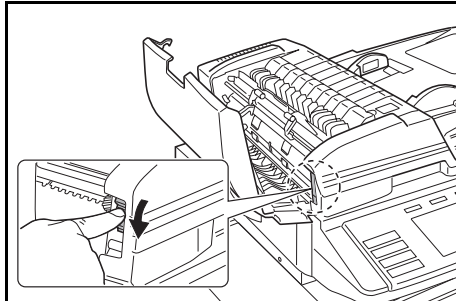


- 6** If there is an original jammed there, remove it while taking care not to tear it.



**NOTES**

- If the paper tears, remove all of the remaining pieces from inside the Document Processor.
- If you have trouble removing the original, rotate the green dial until the paper is fed to a point where it is easier to remove.



- 7** Close the paper reversing unit.

- 8** Close the left cover. The original set indicator should go out. Reload the document and start copying again.



**NOTE**

Be sure to hold the handle in the middle of the cover when closing it.

**Misfeed in the optional Document Finisher**

See the Operation Guide for the Document Finisher for information about what you should do to clear a paper jam caused by a misfeed in the Document Finisher.

## Section 9 TROUBLESHOOTING

### If other trouble occurs

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

Trouble	Checkpoint	Procedure	Reference page
Nothing lights on the operation panel when the power switch is turned ON.	Is the power plug connected to an AC outlet?	Connect the plug to an AC outlet.	---
No copies come out when the [Start] key is pressed.	Is there an error message in the message area of the touch panel?	Check the appropriate response to that message, and perform the corresponding procedure.	9-1
The copies come out blank.	Were the originals set correctly?	When setting originals on the platen, set them face-down and align them with original size indicators.	4-1
		When setting originals in the optional Document Processor, set them face-up	8-2
The copies come out too light.	Is the copier in the auto exposure mode?	In order to adjust the overall exposure level, perform the "Auto exposure adjustment" procedure.	7-82
	Is the copier in the manual exposure mode?	Adjust the exposure to the correct level using the copy exposure adjustment keys.	4-3
		To adjust the overall exposure, change the default value for manual exposure in each image quality mode.	7-85
	Is a message that tells you to add toner displayed?	Replace the corresponding toner container(s).	10-5
	Is the copy paper wet?	Replace the copy paper with new paper.	---
The copies come out too dark.	Is the copier in the auto exposure mode?	In order to adjust the overall exposure level, perform the "Auto exposure adjustment" procedure.	7-82
	Is the copier in the manual exposure mode?	Adjust the exposure to the correct level using the copy exposure adjustment keys.	4-3
		To adjust the overall exposure, change the default value for manual exposure in each image quality mode.	7-85



<b>Trouble</b>	<b>Checkpoint</b>	<b>Procedure</b>	<b>Reference page</b>
A moiré pattern (the phenomenon where the dots do not appear to be lined up properly but seem to be grouped together in patterns) appears on the copies.	Is the original that you are copying a printed photograph?	Set the image quality to the printed photo mode.	4-4
The color of the originals and the copies seem different.	Are the color adjustment settings correct?	Perform the “Adjusting the color balance” color copy setting.	5-1
		Perform the auto color adjustment procedure.	7-104
The copies are not clear.	Did you select an image quality that was appropriate to the original being copied?	Select an appropriate image quality.	4-4
The copies are dirty.	Is the platen or the original cover dirty?	Clean the platen and/or the original cover.	10-1
The copies are blurred or faded.	Is the copier being used in an environment of high humidity?	Perform the drum refresh procedure.	7-111
The copy image is skewed.	Were the originals set correctly?	When setting originals on the platen, align them securely with the original size indicator plate. When setting originals in the optional Document Processor, align the original insert guides securely before setting the originals.	4-1  8-2
	Was the paper set correctly?	Set paper securely against the guide plates.	3-1
Paper jams occur often.	Is the copy paper loaded properly in the drawer[cassette]?	Load the paper properly.	3-1
		Depending upon the type and condition of the copy paper, finished copies can curl and may be the cause of paper jams. Remove the paper from the drawer[cassette], turn it over, and set it in the drawer[cassette] again.	3-1
	Is the copy paper curled, folded over or wrinkled?	Replace the copy paper with new paper.	---
	Is there any jammed paper or loose scraps of paper remaining inside the copier?	Carry out the appropriate procedure to remove the paper.	9-5
	Does the size of the paper actually set in the multi-bypass match the size you selected in the touch panel?	Make sure the size of the paper set in the multi-bypass matches the size you select in the touch panel.	7-99
Black lines appear on copies when copying from the optional Document Processor.	Is the slit glass dirty?	Clean the slit glass.	10-1
When making multiple copies of a document that contains a photographic image, the photographic image is not included in the copy.	Is “Fast Mode” selected for the “High Density Print” setting?	Change the “High Density Print” setting to “Quality Mode” or “High Quality Mode”.	7-44



# Section 10 MAINTENANCE AND OPERATION INFORMATION

## Cleaning the copier



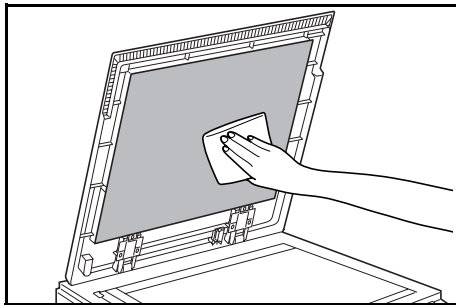
### CAUTION

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

#### Cleaning the original cover

Lift open the original cover. Wipe the back side of the original cover with a soft cloth dampened with alcohol or mild detergent.

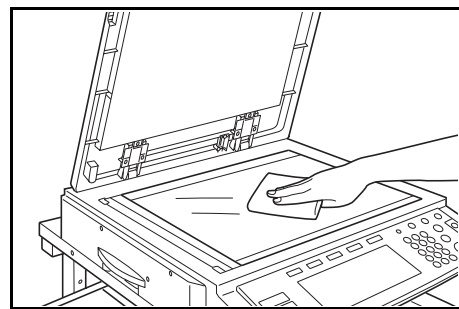
- \* Never use thinner or other organic solvents to clean the original cover.



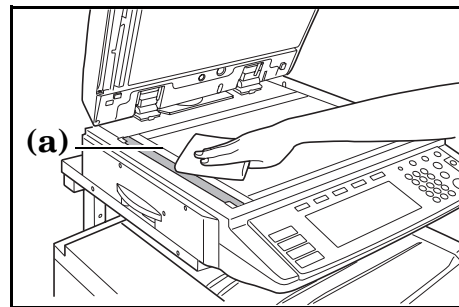
#### Cleaning the platen

Lift open the original cover. Wipe the platen with a soft cloth dampened with alcohol or mild detergent.

- \* Never use thinner or other organic solvents to clean the platen.



- \* If you are using the optional Document Processor and copies come out with black lines on them, it means that the slit glass (a) is dirty. Wipe the slit glass with a soft, dry cloth or with a soft cloth moistened with alcohol.
- \* Never use water, thinner or organic solvents to clean the slit glass.



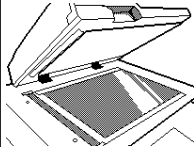


### NOTE

The message “Clean the slit glass for original fed from DP.” [“Clean the slit glass for original fed.”] will appear when the slit glass becomes dirty. Clean the slit glass as described above, and then press the [End] key.

Inch specifications

**!** Clean the slit glass for original fed from DP.



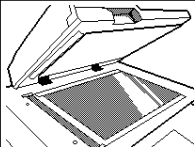
1. Open the document processor
2. Clean the surface of the slit glass located at left side with a dry cloth
3. Close the document processor
4. Press the END key

If the slit glass is dirty, black lines might appear on the copy image

End

Metric specifications

**!** Clean the slit glass for original fed.



1. Open the document processor
2. Clean the surface of the slit glass located at left side with a dry cloth
3. Close the document processor
4. Press the END key

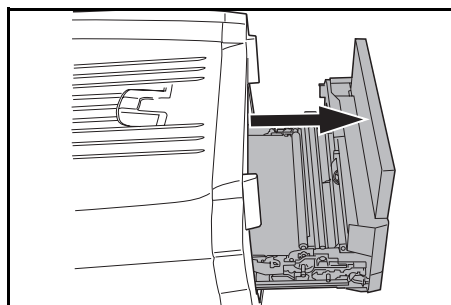
If the slit glass is dirty, black lines might appear on the copy image

End

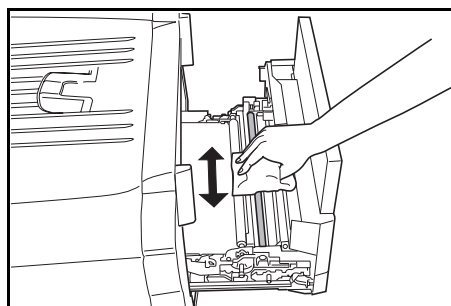
### Cleaning the resisting roller

Clean the resisting roller when you notice that the reverse sides of your printed pages are soiled.

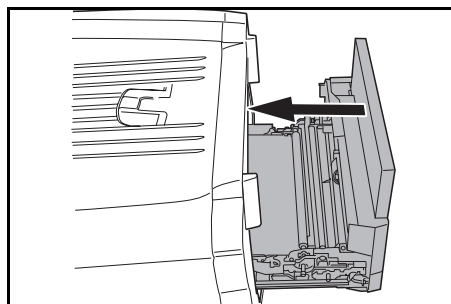
- 1** Grasping the paper conveyor unit handle, pull it out of the copier.



- 2** Use the cleaning cloth that comes with the toner kit to clean the metal resisting roller.



- 3** Push the paper conveyor unit back into the copier.

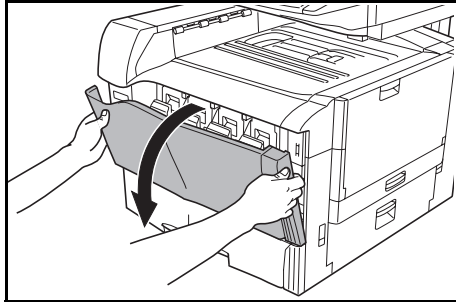


**Cleaning the main charger**

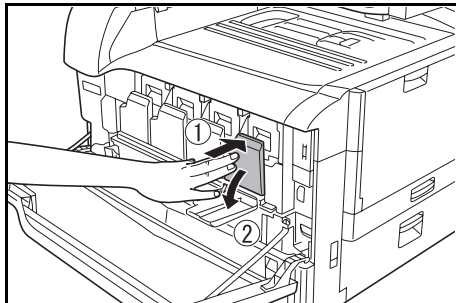
Perform the following cleaning operation on the main charger if black lines appear on the copy image.

The following shows how to clean the magenta toner main charger as an example.

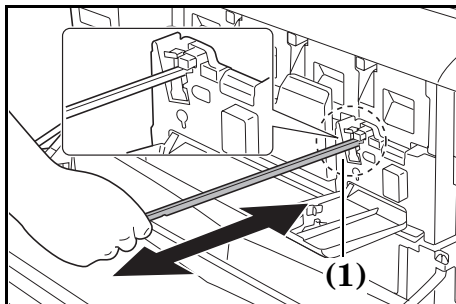
**1** Open the front cover.



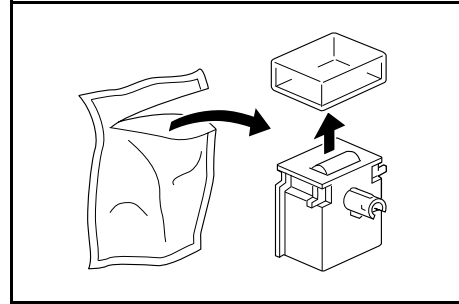
**2** Press the toner container cover and then open it.



**3** Grasp the green cleaning shaft (1), pull it out slowly as far as it will go and then push it back in all the way. Repeat this step 5 to 10 times.

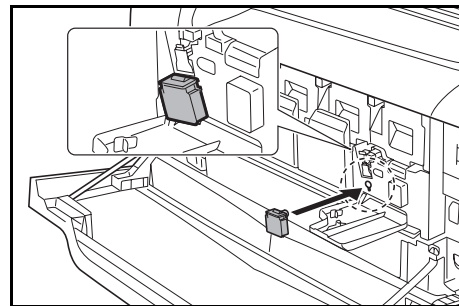


**4** Take the supplied grid cleaner out of its package and remove the cap.

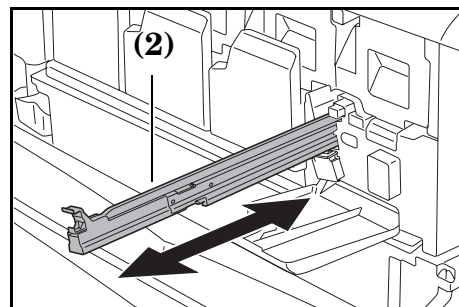


**NOTE**  
The sponge portion of the grid cleaner contains fluid. Perform the cleaning operation as quickly as possible to prevent it from drying out.

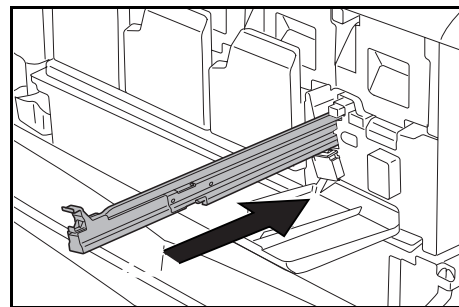
**5** With the sponge portion of the grid cleaner up, attach it to the copier as shown in the illustration.



**6** Lift up a little on the main charger unit (2), carefully pull it out as far as it will go, and then push it back in all the way. Repeat this step two or three times.



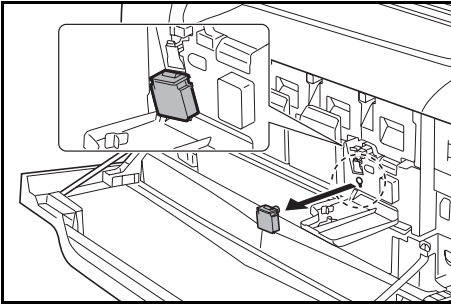
**7** Return the main charger unit to its original position.



## Section 10 MAINTENANCE AND OPERATION INFORMATION

---

- 8** Remove the grid cleaner.

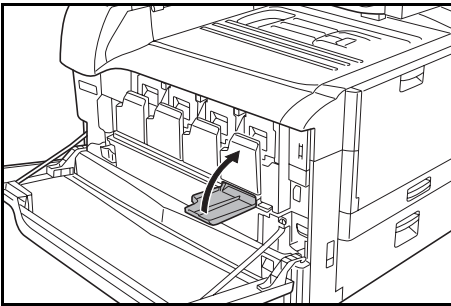


**NOTE**

DO NOT attempt to reuse the grid cleaner after it is used once.

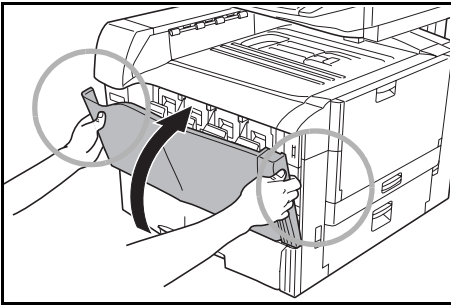
---

- 9** Close the toner container cover.



Repeat the same steps to clean the main chargers of the other toners.

- 10** Close the front cover.



**NOTE**

Be sure to hold both the left and right sides of the front cover and close it securely.

---

## Replacing the toner containers

This copier uses 4 colors of toner (yellow, cyan, magenta and black).

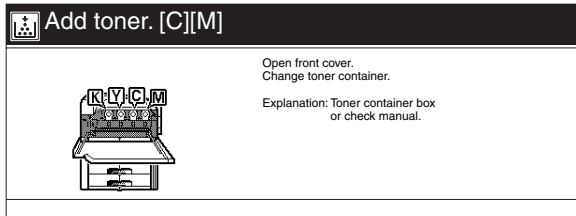
When “Toner will be empty soon.” appears in the message area of the touch panel, you will soon need to replace the indicated toner container. Make sure you have the appropriate replacement toner container ready. Once “Add toner” appears, the machine will stop operation. Replace the indicated toner container at this time.



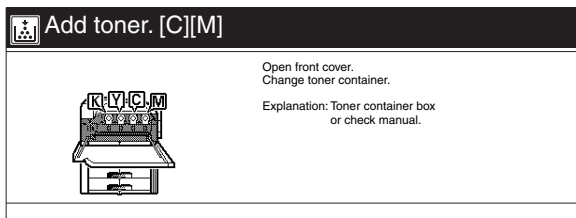
### IMPORTANT!

- Be sure to always clean the main charger unit (“Cleaning the main charger,” page 10-3) whenever you replace a toner container.
- Only replace the toner containers when “Add toner” appears in the message area of the touch panel.
- Be sure to always replace the waste toner box after changing a toner container.
- When replacing a toner container, do not leave any items such as floppy disks, etc., nearby.

#### Inch specifications

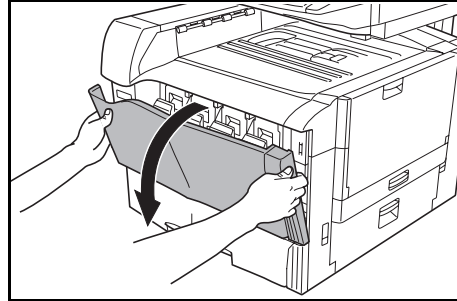


#### Metric specifications

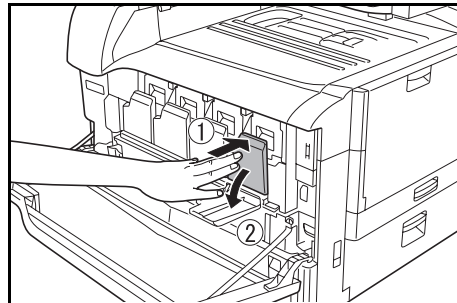


The illustrations in the following procedure will show replacement of the black toner container.

- 1 Open the front cover.



- 2 Press the cover to the toner container you want to replace, and then open it.



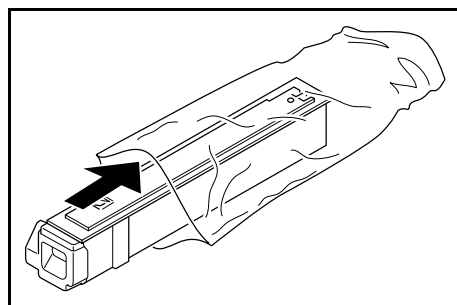
- 3 Unlock the toner container by pressing the lock lever until you hear it click, and then pull the toner container towards you until it stops. Next, lift up the toner container and then pull it out.



### IMPORTANT!

Do not tilt the old container.

- 4 Insert the old container into the supplied disposable plastic bag.



## CAUTION

DO NOT attempt to incinerate the toner containers or the waste toner box. Dangerous sparks may cause burns.

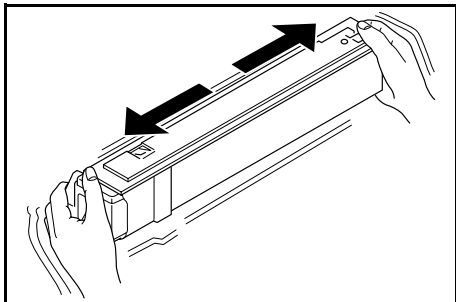


## CAUTION

DO NOT attempt to force open or destroy the toner containers or the waste toner box.

## Section 10 MAINTENANCE AND OPERATION INFORMATION

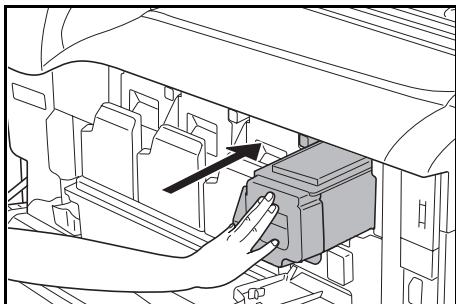
- 5** Shake the new toner container 5 times or more from side to side.



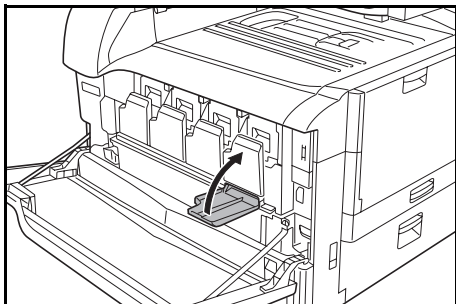
### IMPORTANT!

If you install the toner container in the copier without shaking it sufficiently, an error may occur due to incomplete toner replenishment.

- 6** Insert the new toner container into the copier. You will hear the container lock into place with a click when it is seated properly.

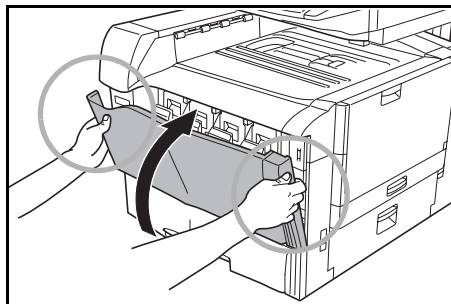


- 7** Close the toner container cover.



Follow this same procedure and replace the other toner containers, as necessary.

- 8** Close the front cover.



### NOTE

Be sure to hold both the left and right sides of the front cover and close it securely.



### IMPORTANT!

In order to ensure superior-quality copies, be sure to periodically (once a month) clean the main charger unit (steps 1 through 3 on page 10-3), in addition to cleaning it whenever you replace a toner container.

After use, ALWAYS dispose of the toner containers and the waste toner box in accordance with Federal, State and Local rules and regulations.



## Replacing the waste toner box

When “Replace the waste toner box.” appears in the message area of the touch panel, replace the waste toner box.



### IMPORTANT!

Replace the waste toner box when a message appears telling you to do so, and whenever you replace a toner container.

#### Inch specifications

**Replace the waste toner box.**

Waste toner box is full.

Open the front cover and replace waste toner box.

See the operation manual for the procedure.

#### Metric specifications

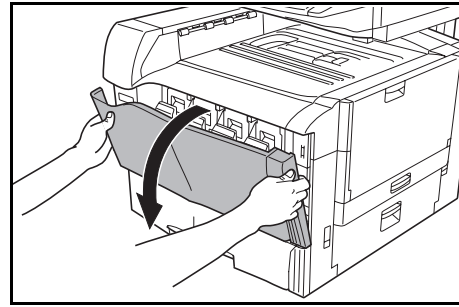
**Replace the waste toner box.**

Waste toner box is full.

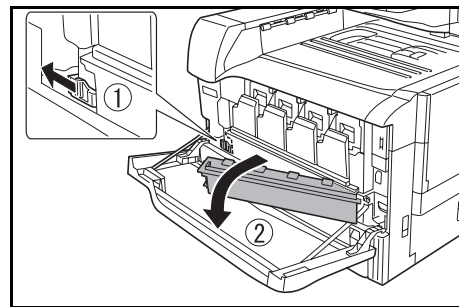
Open the front cover and replace waste toner box.

See the operation manual for the procedure.

- 1** Open the front cover.



- 2** Push the lock lever to the left. Swing out the left side of the waste toner box and then remove the waste toner box.



### IMPORTANT!

DO NOT turn the waste toner box upside down after you remove it from the copier.



## CAUTION

DO NOT attempt to incinerate the toner containers or the waste toner box. Dangerous sparks may cause burns.



## CAUTION

DO NOT attempt to force open or destroy the toner containers or the waste toner box.



## CAUTION

DO NOT attempt to incinerate the toner containers or the waste toner box. Dangerous sparks may cause burns.

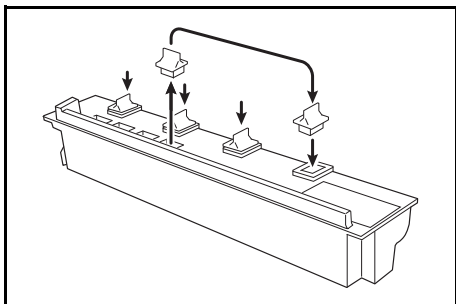


## CAUTION

DO NOT attempt to force open or destroy the toner containers or the waste toner box.

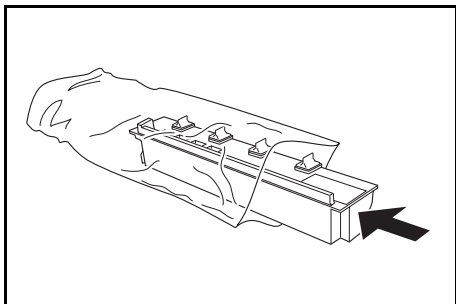
## Section 10 MAINTENANCE AND OPERATION INFORMATION

- 3** Use the caps provided on the top of the waste toner box to seal the four openings in the box.

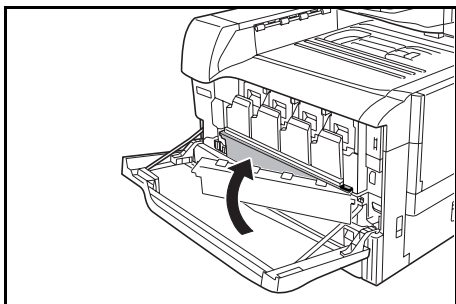


After use, ALWAYS dispose of the toner containers and the waste toner box in accordance with Federal, State and Local rules and regulations.

- 4** Insert the old box into the supplied disposable plastic bag.



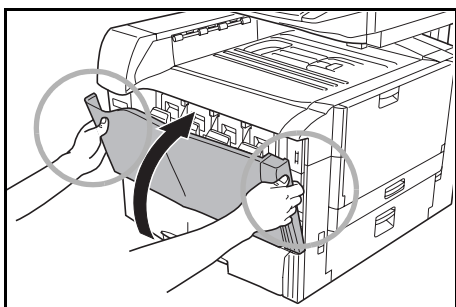
- 5** Insert the right side of the new waste toner box and then swing the waste toner box into position.



### IMPORTANT!

Do not close the cap to the opening of the new waste toner box. This may cause mechanical trouble in the copier.

- 6** Close the front cover.



### NOTE

Be sure to hold both the left and right sides of the front cover and close it securely.

## Specifications

### Main Body

Type .....	Desktop with separate type scanner
Original table .....	Fixed type
Copying system .....	Color electro-photographic 4-drum tandem
Acceptable originals .....	Sheets of paper, books and 3-dimensional objects (Maximum size: 11" × 17" [A3])
Acceptable copy paper sizes .....	Drawers[cassettes]: 5 1/2" × 8 1/2", 11" × 8 1/2", 8 1/2" × 11", 8 1/2" × 14", 11" × 17", Folio, A6R, A5R, B5R, B5, A4R, A4, B4 (257 mm × 364 mm) and A3 Multi-bypass tray: 5 1/2" × 8 1/2", 8 1/2" × 11", 11" × 8 1/2", 8 1/2" × 13", 8 1/2" × 14", 11" × 17", 12" × 18", A6R, B6R, A5R, B5R, B5, A4R, A4, B4 (257 mm × 364 mm), A3, A3 wide (305 mm × 457 mm, metric specification copiers) and Folio (metric specification copiers) During 2-sided copying: 11" × 17" [A3] – 5 1/2" × 8 1/2" [A5R] Print margin loss: 0.5 mm – 5.5 mm
Copying speed .....	11" × 17" size original at 100% (1:1): 11 copies/min. (full color); 11 copies/min. (monochrome) A3 size original at 100% (1:1): 13 copies/min. (full color); 13 copies/min. (monochrome) 8 1/2" × 14" [B4] size original at 100% (1:1): 13 copies/min. (full color); 13 copies/min. (monochrome) 11" × 8 1/2" [A4] size original at 100% (1:1) magnification ratio: 26 copies/min. (full color); 26 copies/min. (monochrome) 8 1/2" × 11" [A4R] size original at 100% (1:1): 13 copies/min. (full color); 13 copies/min. (monochrome) B5 size original at 100% (1:1): 26 copies/min. (full color); 26 copies/min. (monochrome) 11" × 8 1/2" [A4] size original during 2-sided copying: 24.5 copies/min. (full color); 24.5 copies/min. (monochrome)
Warm-up time .....	179 sec. or less (at room temperature of 68°F/20°C, humidity 65%)
First copy speed .....	Full color: 9.4 sec. or less Monochrome or monocolour: 9.4 sec. or less
Available magnification ratios .....	Any 1% increment between 25% and 400% or standard pre-set ratios
Memory .....	Standard copiers: 256 MB of Bitmapping memory Duplex copiers: 512 MB of Bitmapping memory and 20 GB of image storage memory
Resolution .....	Reading: 600 × 600 dpi Writing: 600 × 600 dpi (equivalent to 9600 dpi)
Paper feed system .....	<Automatic feeding from drawers[cassettes]> Standard copiers: One 500-sheet capacity drawers (cassettes) (80 g/m <sup>2</sup> ) <Manual feed from the multi-bypass tray> 150-sheet capacity [80 g/m <sup>2</sup> ]
Acceptable copy paper .....	<Weight> Drawers[cassettes]: Inch specifications: 60 g/m <sup>2</sup> – 105 g/m <sup>2</sup> [Metric specifications: 60 g/m <sup>2</sup> – 90 g/m <sup>2</sup> ] Duplex Unit: 60 g/m <sup>2</sup> – 105 g/m <sup>2</sup> Multi-bypass tray: 60 g/m <sup>2</sup> – 220 g/m <sup>2</sup> <Types> Drawers[cassettes]: Standard copy paper, color paper Duplex Unit: Standard copy paper, color paper Multi-bypass tray: Standard copy paper, special paper (Color paper, OHP transparencies, etc.) and envelopes [only available when the optional printer functions are used]
Continuous copying .....	1 – 999 sheets
Light source .....	Rare gas lamp
Developing system .....	Dry dual-element process
Fixing system .....	Heat roller
Cleaning system .....	Blade
Photoconductor .....	a-Si (amorphous silicon)

## Section 10 MAINTENANCE AND OPERATION INFORMATION

---

Standard functions and modes .....	Adjusting the color balance, Adjusting the color hue, One-touch image quality adjustment, Mono-color mode, Gloss mode, Auto paper selection mode, Image quality selection, Auto magnification selection mode, Zoom mode, Preset zoom mode, XY zoom mode, 2-sided copy modes <sup>*1</sup> , Page separation/Split copy modes, Margin mode, Centering/Image shift mode, Memo mode <sup>*2</sup> , Border erase modes, Combine/Merge Copy modes <sup>*2</sup> , Print page numbers mode <sup>*2</sup> , Poster mode <sup>*2</sup> , Booklet/Stitching mode <sup>*1</sup> , Book to Booklet mode <sup>*1</sup> , Sort/Finished mode <sup>*2</sup> , Auto rotation function, Cover mode <sup>*2</sup> , Transparency + backing sheet mode <sup>*2</sup> , Invert mode, Mirror image mode, Proof mode <sup>*2</sup> , Repeat copy mode <sup>*2</sup> , Batch scanning mode <sup>*2</sup> , Color/BW selection mode <sup>*2</sup> , Eco print mode, Program function, Job build mode <sup>*2</sup> , Copy management mode <sup>*2</sup> , Language selection function <sup>*1</sup> : Only available in duplex copiers <sup>*2</sup> : Requires the optional Memory Copy Board in standard copiers
Power source.....	120V AC, 60 Hz, 12.0 A 220V – 240V AC, 50/60 Hz, 7.5 A
Dimensions (W) × (D) × (H) .....	27 1/2" × 31 5/8" × 44 3/16" 699 mm × 804 mm × 1122 mm
Weight.....	Approx. 253.5 lbs. / Approx. 115 kg (standard copiers) Approx. 264.6 lbs. / Approx. 120 kg (duplex copiers)
Noise emission.....	≤ 70 dB(A)
Required space (W) × (D) .....	40 1/8" × 31 5/8" 1019 mm × 804 mm
Optional equipment .....	Document Processor, Paper Feeder, Document Finisher, Memory Copy Board <sup>*3</sup> , Key Counter, Printer Kit, Fax Kit and Network Scanner Kit <sup>*3</sup> : Standard equipment in duplex copiers

(Specifications are subject to change without notice.)

**Document Processor (option)**

Original feed system.....	Automatic feeding
Acceptable originals.....	Sheets of paper
Original sizes .....	Max.: 11" × 17" / A3 Min.: 5 1/2" × 8 1/2" / A5R
Original paper weight.....	One-sided originals: 35 g/m <sup>2</sup> – 160 g/m <sup>2</sup> Two-sided originals: 50 g/m <sup>2</sup> – 120 g/m <sup>2</sup>
Acceptable number of originals.....	100 sheets (smaller than 11" × 8 1/2" [A4] size, between 50 g/m <sup>2</sup> and 80 g/m <sup>2</sup> ) 70 sheets (larger than 8 1/2" × 14" [B4] size, between 50 g/m <sup>2</sup> and 80 g/m <sup>2</sup> )
Power source .....	Via electrical connection to the copier
Dimensions (W) × (D) × (H).....	21 13/16" × 18 13/16" × 5 7/16" 553 mm × 478 mm × 137 mm
Weight .....	Approx. 23.1 lbs. / Approx. 10.5 kg

(Specifications are subject to change without notice.)

**Document Finisher (A) (option)**

Number of trays .....	Tray A: 1, Tray B: 1 (5 trays when Multi Job Tray is installed)
Tray capacity	

**Inch specifications**

Tray A (75 g/m<sup>2</sup> weight paper)

- When NOT stapling — 11" × 17", 8 1/2" × 14": 1500 sheets / 8 1/2" × 11", 11" × 8 1/2": 3000 sheets
- When stapling 2 copies — 11" × 17": 700 sheets / 8 1/2" × 14": 700 sheets / 8 1/2" × 11": 1000 sheets / 11" × 8 1/2": 1000 sheets
- When stapling 3 – 4 copies — 11" × 17": 700 sheets / 8 1/2" × 14": 700 sheets / 8 1/2" × 11": 1000 sheets / 11" × 8 1/2": 1000 sheets
- When stapling 5 – 10 copies — 11" × 17": 800 sheets / 8 1/2" × 14": 800 sheets / 8 1/2" × 11", 11" × 8 1/2": 1100 sheets
- When stapling 11 – 20 copies — 11" × 17": 1000 sheets / 8 1/2" × 14": 1200 sheets / 8 1/2" × 11", 11" × 8 1/2": 1200 sheets
- When stapling 21 – 30 copies — 11" × 17": 1500 sheets / 8 1/2" × 14": 1500 sheets
- When stapling 21 – 49 copies — 8 1/2" × 11", 11" × 8 1/2": 2000 sheets
- When stapling 50 copies — 8 1/2" × 11", 11" × 8 1/2": 3000 sheets

Tray B: 11" × 17", 8 1/2" × 14": 200 sheets / 11" × 8 1/2", 8 1/2" × 11", 5 1/2" × 8 1/2": 200 sheets

\* When using 75 g/m<sup>2</sup> weight paper

**Metric specifications**

Tray A (80 g/m<sup>2</sup> weight paper)

- When NOT stapling — A3, B4 (257mm × 364mm): 1500 sheets / A4R, A4, Folio: 3000 sheets
- When stapling 2 copies — A3, B4 (257mm × 364mm): 700 sheets / A4R, A4: 1000 sheets
- When stapling 3 – 4 copies — A3, B4 (257mm × 364mm): 700 sheets / A4R, A4: 1000 sheets
- When stapling 5 – 10 copies — A3, B4 (257mm × 364mm): 800 sheets / A4R, A4: 1100 sheets
- When stapling 11 – 20 copies — A3, B4 (257mm × 364mm): 1000 sheets / A4R, A4: 1200 sheets
- When stapling 21 – 30 copies — A3, B4 (257mm × 364mm): 1500 sheets
- When stapling 21 – 49 copies — A4R, A4: 2000 sheets
- When stapling 50 copies — A4R, A4: 3000 sheets

Tray B: A3, B4 (257 mm × 364 mm), Folio, A4, A4R, A5R, A6R: 200 sheets

\* When using 80 g/m<sup>2</sup> weight paper

Paper weight .....	When ejected onto the Tray B: 60 g/m <sup>2</sup> - 105 g/m <sup>2</sup> When ejected onto the Tray A: 60 g/m <sup>2</sup> - 220 g/m <sup>2</sup> When stapling: 60 g/m <sup>2</sup> - 105 g/m <sup>2</sup> When punching: 60 g/m <sup>2</sup> - 160 g/m <sup>2</sup>
Stapling capacity.....	A3, B4 (257 mm × 364 mm), 11" × 17", 8 1/2" × 14": 30 sheets / A4, A4R, B5, 11" × 8 1/2", 8 1/2" × 11": 50 sheets * When using 75 g/m <sup>2</sup> – 80 g/m <sup>2</sup> weight paper * The specified stapling capacity may not be possible when using color copy paper. This is due to the characteristics of the paper.
Power source .....	Via electrical connection to the copier
Dimensions (W) × (D) × (H).....	31 5/16" × 25 3/16" × 37 3/8" 796 mm × 640 mm × 950 mm
Weight .....	Approx. 171.6 lbs. / Approx. 78 kg

(Specifications are subject to change without notice.)

## Section 10 MAINTENANCE AND OPERATION INFORMATION

### Document Finisher (B) (option)

Number of trays .....Tray A: 1, Sub tray (when Multi Job Tray is installed): 5

Tray capacity

#### Inch specifications

Tray A (75 g/m<sup>2</sup> weight paper)

- When NOT stapling — 11" × 17", 8 1/2" × 14": 1000 sheets / 8 1/2" × 11", 11" × 8 1/2": 2000 sheets
- When stapling 2 copies — 11" × 17": 500 sheets / 8 1/2" × 14": 500 sheets / 8 1/2" × 11": 1000 sheets / 11" × 8 1/2": 1000 sheets
- When stapling 3 – 4 copies — 11" × 17": 500 sheets / 8 1/2" × 14": 500 sheets / 8 1/2" × 11": 1000 sheets / 11" × 8 1/2": 1000 sheets
- When stapling 5 – 10 copies — 11" × 17": 500 sheets / 8 1/2" × 14": 500 sheets / 8 1/2" × 11", 11" × 8 1/2": 1100 sheets
- When stapling 11 – 20 copies — 11" × 17": 750 sheets / 8 1/2" × 14": 750 sheets / 8 1/2" × 11", 11" × 8 1/2": 1200 sheets
- When stapling 21 – 30 copies — 11" × 17": 1000 sheets / 8 1/2" × 14": 1000 sheets
- When stapling 21 – 49 copies — 8 1/2" × 11", 11" × 8 1/2": 2000 sheets
- When stapling 50 copies — 8 1/2" × 11", 11" × 8 1/2": 2000 sheets

#### Metric specifications

Tray A (80 g/m<sup>2</sup> weight paper)

- When NOT stapling — A3, B4 (257mm × 364mm): 1000 sheets / A4R, A4, Folio: 2000 sheets
- When stapling 2 copies — A3, B4 (257mm × 364mm): 500 sheets / A4R, A4: 1000 sheets
- When stapling 3 – 4 copies — A3, B4 (257mm × 364mm): 500 sheets / A4R, A4: 1000 sheets
- When stapling 5 – 10 copies — A3, B4 (257mm × 364mm): 500 sheets / A4R, A4: 1100 sheets
- When stapling 11 – 20 copies — A3, B4 (257mm × 364mm): 750 sheets / A4R, A4: 1200 sheets
- When stapling 21 – 30 copies — A3, B4 (257mm × 364mm): 1000 sheets
- When stapling 21 – 49 copies — A4R, A4: 2000 sheets
- When stapling 50 copies — A4R, A4: 2000 sheets

Paper weight.....When ejected onto the Tray A: 60 g/m<sup>2</sup> - 220 g/m<sup>2</sup>

When stapling: 60 g/m<sup>2</sup> - 105 g/m<sup>2</sup>

Stapling capacity.....A3, B4 (257 mm × 364 mm), 11" × 17", 8 1/2" × 14": 30 sheets /

A4, A4R, B5, 11" × 8 1/2", 8 1/2" × 11": 50 sheets

\* When using 75 g/m<sup>2</sup> – 80 g/m<sup>2</sup> weight paper

\* The specified stapling capacity may not be possible when using color copy paper.

This is due to the characteristics of the paper.

Power source.....Via electrical connection to the copier

Dimensions (W) × (D) × (H) .....31 5/16" × 25 3/16" × 37 3/8"

796 mm × 640 mm × 950 mm

Weight.....Approx. 169.4 lbs. / Approx. 77 kg

(Specifications are subject to change without notice.)

**Paper Feeder (A) (option)**

Paper feed system .....	Automatic feeding from 1 drawer[cassette] (500-sheet [80 g/m <sup>2</sup> ] capacity)
Acceptable copy paper sizes .....	11" × 17" [A3], 8 1/2" × 14" [B4] (257 mm × 364 mm), 11" × 8 1/2" [A4], 8 1/2" × 11" [A4R], 5 1/2" × 8 1/2" [B5R], B5, A5R and Folio
Acceptable copy paper .....	<Weight> Inch specifications: 60 g/m <sup>2</sup> – 105 g/m <sup>2</sup> Metric specifications: 60 g/m <sup>2</sup> – 90 g/m <sup>2</sup> <Types> Standard copy paper and color paper
Power source .....	Via electrical connection to the copier
Dimensions (W) × (D) × (H).....	26 3/4" × 25 1/4" × 5 9/16" 679 mm × 641.9 mm × 141.6 mm
Weight .....	Approx. 30.86 lbs. / Approx. 14 kg

(Specifications are subject to change without notice.)

**Paper Feeder (B) (option)**

Paper feed system .....	Automatic feeding from 3 drawers[cassettes] (500-sheet [80 g/m <sup>2</sup> ] capacity each)
Acceptable copy paper sizes .....	11" × 17" [A3], 8 1/2" × 14" [B4] (257 mm × 364 mm), 11" × 8 1/2" [A4], 8 1/2" × 11" [A4R], 5 1/2" × 8 1/2" [B5R], B5, A5R and Folio
Acceptable copy paper .....	<Weight> Inch specifications: 60 g/m <sup>2</sup> – 105 g/m <sup>2</sup> Metric specifications: 60 g/m <sup>2</sup> – 90 g/m <sup>2</sup> <Types> Standard copy paper and color paper
Power source .....	Via electrical connection to the copier
Dimensions (W) × (D) × (H).....	26 3/4" × 17 1/16" × 25 1/4" 679 mm × 434.2 mm × 641.6 mm
Weight .....	Approx. 91.48 lbs. / Approx. 41.5 kg

(Specifications are subject to change without notice.)

**Paper Feeder (C) (option)**

Paper feed system .....	Automatic feeding from 1 drawer[cassette] (500-sheet [80 g/m <sup>2</sup> ] capacity/1000-sheet [80 g/m <sup>2</sup> ] capacity/1500-sheet [80 g/m <sup>2</sup> ] capacity)
Acceptable copy paper sizes .....	11" × 17" [A3], 8 1/2" × 14" [B4] (257 mm × 364 mm), 11" × 8 1/2" [A4], 8 1/2" × 11" [A4R], 5 1/2" × 8 1/2" [B5R] , B5, A5R and Folio
Acceptable copy paper .....	<Weight> Inch specifications: 60 g/m <sup>2</sup> – 105 g/m <sup>2</sup> Metric specifications: 60 g/m <sup>2</sup> – 90 g/m <sup>2</sup> <Types> Standard copy paper and color paper
Power source .....	Via electrical connection to the copier
Dimensions (W) × (D) × (H).....	26 3/4" × 17 1/16" × 25 1/4" 679 mm × 434.2 mm × 641.6 mm
Weight .....	Approx. 108 lbs. / Approx. 49 kg

(Specifications are subject to change without notice.)

**Duplex Unit (option)**

Type .....	Non-stack
Acceptable copy paper sizes .....	A3, B4, A4, A4R, B5, B5R, A5, A5R, Folio, 11" × 17", 8 1/2" × 14", 8 1/2" × 11", 11 × 8 1/2", 5 1/2" × 8 1/2"
Acceptable copy paper .....	<Weight> 60 g/m <sup>2</sup> – 105 g/m <sup>2</sup> <Types> Standard copy paper and color paper
Power source .....	Via electrical connection to the copier
Dimensions (W) × (D) × (H).....	Main Duplex Unit: 547 mm × 560 mm × 122 mm Paper Feeder case: 679 mm × 641.6 mm × 141.6 mm
Weight .....	Approx. 14 kg

(Specifications are subject to change without notice.)

## **Environmental specifications**

- Recovery time from the Low Power mode .....30 Sec.
- Transition time from the Low Power mode  
(at time of purchase) .....15 min.
- Transition time from the Off and Sleep modes  
(at time of purchase) .....60 min.

### **2-sided copy function**

- Standard in duplex copiers. Not available in standard copiers.

### **Paper feed**

- Recycled paper made from 100% recycled pulp may be used with this product.

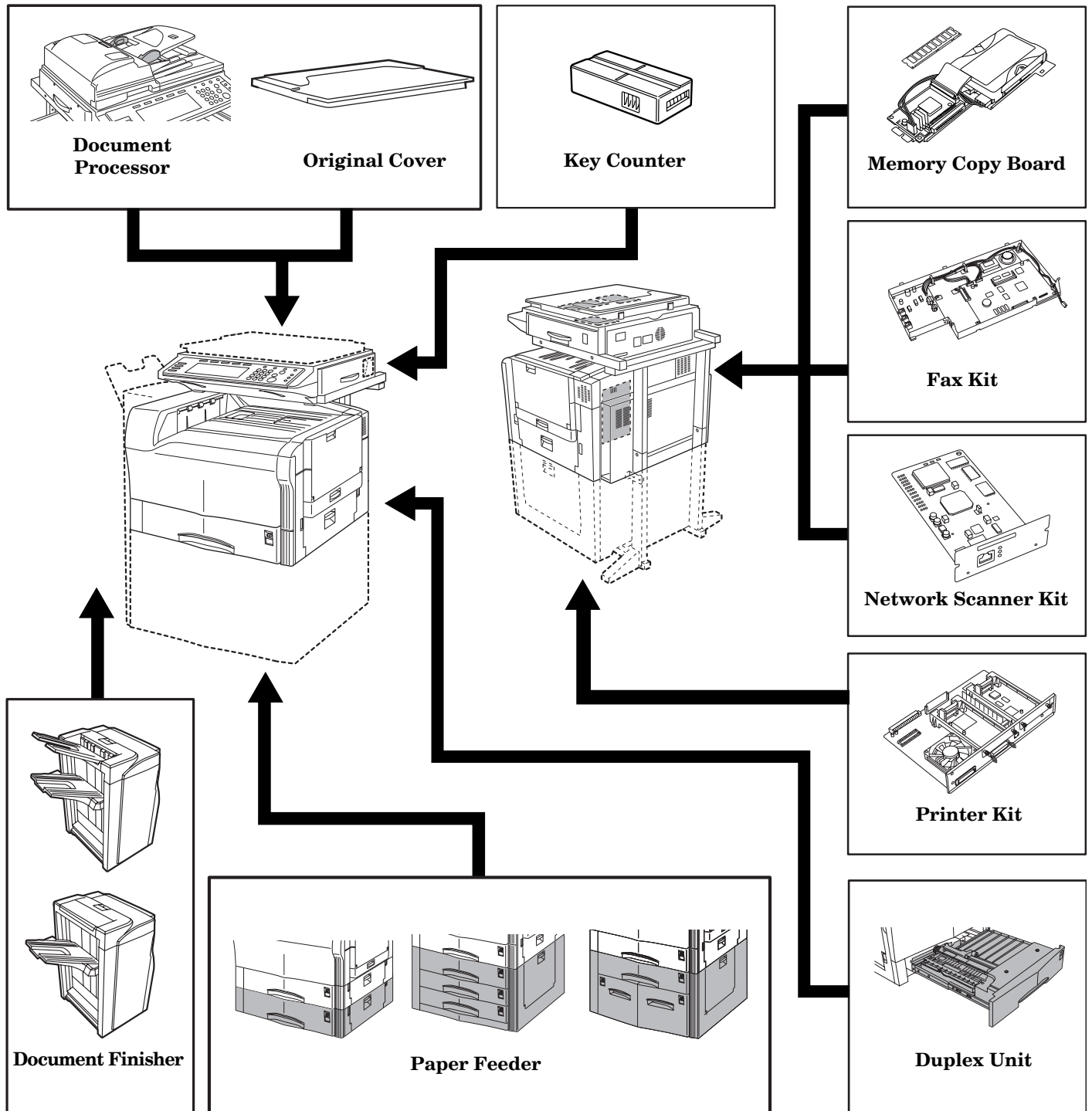


## Installing the optional equipment

This section shows where to install the optional units for this copier. For more details, refer to the Operation Guide for the corresponding optional unit.

### Available optional units

The following optional units can be installed on your copier.



## Section 10 MAINTENANCE AND OPERATION INFORMATION

---

### Document Processor

Automatically feeds and scans multiple sheet-originals one by one. Two-sided originals are automatically turned over so that both sides can be scanned and copied.

### Original Cover

Open/close this cover when you are setting the original on the platen.

### Paper Feeder (A)

The Paper Feeder (one 500-sheet capacity drawer[cassette]) can be used in addition to the standard drawers[cassettes].

### Paper Feeder (B)

The Paper Feeder (three 500-sheet capacity drawers[cassettes]) can be used in addition to the standard drawers[cassettes]. This Paper Feeder includes casters that are attached to its bottom.

### Paper Feeder (C)

The Paper Feeder (one 500-sheet capacity drawer [cassette], one 1000-sheet capacity drawer [cassette], one 1500-sheet capacity drawer [cassette]) can be used in addition to the standard drawers [cassettes]. This Paper Feeder includes casters that are attached to its bottom.

### Document Finisher (A)

The Document Finisher stores a large quantity of copies and can sort multiple copy sets by shifting the position of ejection for each one. It can also staple the copy sets and/or punch holes in them as well. Installing an optional Folding Unit makes it possible to fold and staple copies, while an optional Multi Job Tray ejects copies to specified trays.

### Document Finisher (B)

The Document Finisher stores a large quantity of copies and can sort multiple copy sets by shifting the position of ejection for each one. It can also staple the copy sets. An optional Multi Job Tray ejects copies to specified trays.

### Memory Copy Board

The Memory Copy Board is required in order to use the following modes and functions of your copier:

Combine/Merge Copy modes, Auto selection/Filing mode, Batch scanning mode, Print page numbers mode, Poster mode, Sort/Finished mode, Cover mode, Booklet/Stitching & Book to Booklet modes, Transparency + backing sheet mode, Proof mode, Memo mode, Repeat copy mode, Color/BW selection mode, Job build mode, Copy management function

\* The Memory Copy Board is standard in duplex copiers.

### Key Counter

The Key Counter is used for checking copier use and is convenient for centralized management of the number of copies made by each department as well as the total number of copies made overall on the machine.

### Printer Kit

If the Printer Kit is installed in your copier, you can use the copier as a printer.

### Fax Kit

If the Fax Kit is installed in your copier, you can use the copier as a facsimile. Also if the Fax Kit is used together with the optional Network Scanner Kit, this copier can be used as a network fax, allowing transmission and reception by a computer.

### Network Scanner Kit

If the Network Scanner Kit is installed in your copier, you can use the copier as a scanner from multiple computers over your network.

### Duplex Unit

Installing the Duplex Unit makes it possible to copy to both sides of paper.

Paper sizes supported for duplex printing are: 11" × 17" - 5 1/2" × 8 1/2" (60 g/m<sup>2</sup> - 105 g/m<sup>2</sup>) A3 - A5R, Folio.





# Index

## Numerics

2 in 1 .....	6-21
2-sided copy modes.....	6-6
4 in 1 .....	6-21

## A

A.C.S. adjustment (copy default setting).....	7-65
Acceptable originals.....	8-1
Accessing the copy default settings .....	7-69
Accessing the copy management menu screen.....	7-3
Accessing the machine default settings.....	7-45
Adjusting the color balance .....	ii, 5-1
Adjusting the color hue.....	iii, 5-3
Adjusting the copy exposure .....	4-3
Adjusting the sharpness .....	iv, 6-57
At the end of copying .....	4-5
Auto clear function.....	2-4
Auto color adjustment .....	7-104
Auto Color Selection mode .....	4-1
Auto drawer[cassette] switching ON/OFF (machine default setting).....	7-42
Auto exposure adjustment (B/W) (copy default setting).....	7-66
Auto exposure adjustment (color) (copy default setting) .....	7-66
Auto exposure adjustment (OCR) (copy default setting) .....	7-66
Auto low power time (machine default setting) .....	7-43
Auto magnification selection mode .....	6-1
Auto rotation function .....	6-38
Auto Rotation mode ON/OFF (copy default setting).....	7-67
Auto selection mode.....	8-4
Auto selection/Filing mode .....	8-4
Auto sleep function .....	6-87
Auto sleep ON/OFF (machine default setting).....	7-44
Auto sleep time (machine default setting).....	7-43
Automatic drawer[cassette] switching function.....	2-4

## B

B&W Density Adjustment.....	7-107
BASIC OPERATION .....	4-1
Batch scanning mode.....	6-54
Black and white copy mode .....	4-1
Book erase mode .....	6-19
Book to Booklet mode .....	6-33
Booklet/Stitching mode.....	6-29
Border erase modes.....	6-19

## C

CAUTION LABELS .....	1-1
Centering/Image shift mode.....	6-15
Changing a registered program name.....	6-62
Changing the copy management default settings .....	7-29
Changing the management code (machine default setting).....	7-44
Checking the copy management counts .....	7-25
Checking the total counter and printing out the counter report.....	7-113
Cleaning the copier.....	10-1
Cleaning the main charger .....	10-3
Cleaning the original cover .....	10-1
Cleaning the platen .....	10-1
Cleaning the resisting roller .....	10-2
Color Calibration .....	7-106
Color registration [Colour registration] .....	7-108
Color/B&W Mix [Colour/B&W Mix] (machine default setting)..	7-44
Color/BW selection mode.....	6-55
Combine/Merge Copy modes.....	6-21
COPIER MANAGEMENT .....	7-1
Copy default settings.....	7-65
Copy eject location (machine default setting) .....	7-43
Copy limit (copy default setting).....	7-67
Copy management function .....	7-1
Copy mode (copy default setting).....	7-65
Copying in the Group mode .....	8-9
Copying in the Hole Punch mode .....	8-12
Copying in the Sort mode.....	8-9
Copying in the Sort-Staple mode.....	8-10
Cover drawer[cassette] (copy default setting).....	7-66
Cover mode .....	6-39
Custom paper type for 2-sided copying (machine default setting) .....	7-43
Customize screen layout (Add functions) (copy default setting).....	7-68
Customize screen layout (Main functions) (copy default setting).....	7-68

## D

Day & time (machine default setting).....	7-44
Default drawer[cassette] (copy default setting).....	7-66
Default magnification ratio (copy default setting).....	7-66
Default operation mode (machine default setting) .....	7-43
Default settings .....	7-42
Delete department ID-codes .....	7-20
Deleting a registered program.....	6-63
Deleting a registration key .....	6-66
Differing finished sizes (Auto selection).....	8-4
Document Finisher.....	8-8, 8-15
Document Processor .....	8-1
Drawer[Cassette].....	3-2
Drum refresh .....	7-111
Duplex Unit .....	8-16

## E

Eco print mode.....	6-58
Eco print mode ON/OFF (copy default setting) .....	7-65
Editing copy management information.....	7-4
Energy-saving Low power mode .....	6-86
Enlarging/reducing the copy image .....	6-1
Entering characters.....	7-119
Environmental specifications .....	10-14
Erased border width (copy default setting).....	7-67
Exposure adjustment step (copy default setting) .....	7-65
Exposure mode (copy default setting) .....	7-65

## F

Fax eject location (machine default setting).....	7-43
Fax Kit.....	8-16
Filing mode.....	8-4
Full color copy mode.....	4-1
Functions and settings combination chart.....	10-17

## G

Gloss mode.....	iii, 5-7
-----------------	----------

## H

High Density Print (machine default setting).....	7-44
---	------

## I

If one of the following indications lights.....	9-4
If one of the following messages is displayed.....	9-1
If other trouble occurs.....	9-18
If paper jams.....	9-5
Initial mode.....	2-4
INSTALLATION PRECAUTIONS.....	1-2
Installing the Key Counter.....	8-16
Installing the optional equipment.....	10-15
Interrupt copying.....	6-5
Invert mode.....	6-46

## J

Job build mode.....	6-68
---------------------	------

## K

Key Counter.....	8-16
------------------	------

## L

Language selection function.....	7-118
Loading paper.....	3-1
Loading paper into the large-capacity drawer [cassette].....	8-7

## M

Machine default settings.....	7-42
Maintenance and operation.....	10-1
Making copies when copy management is turned ON.....	7-41
Making copy default settings.....	7-70
Making machine default settings.....	7-46
Manual exposure adjustment (map mode) (copy default setting).....	7-67
Manual exposure adjustment (photo mode) (copy default setting).....	7-67
Manual exposure adjustment (print mode) (copy default setting).....	7-67
Manual exposure adjustment (text mode) (copy default setting).....	7-67
Manual exposure adjustment (text+photo mode) (copy default setting).....	7-67
Map mode.....	4-4
Margin mode.....	6-12
Margin width (copy default setting).....	7-67
Matching finished sizes (Filing).....	8-4
Memo mode.....	6-17
Memory Copy Board.....	8-15
Mirror image mode.....	6-47
Misfeed in one of the drawers[cassettes] No.1 through No.4.....	9-6
Misfeed in the Duplex Unit (Duplex copiers only).....	9-15
Misfeed in the fixing section.....	9-12
Misfeed in the multi-bypass tray.....	9-10
Misfeed in the optional Document Finisher.....	9-17
Misfeed in the optional Document Processor.....	9-16
Misfeed in the paper conveyor unit.....	9-11
Misfeed in the paper feed section.....	9-6
Misfeed inside optional drawer [cassette] 3.....	9-7
Misfeed inside optional drawer [cassette] 4.....	9-8
Misfeed inside the left cover.....	9-14
Misfeed inside the right side drawer [cassette] cover No.2 or No.3.....	9-9
Mono-color mode.....	5-6
Multi-bypass tray.....	3-4
Multi-bypass tray paper settings.....	7-99
Multi-bypass tray settings display ON/OFF (machine default setting).....	7-43

## N

NAMES OF PARTS.....	2-1
Network Scanner Kit.....	8-16
Notes on acceptable documents.....	8-1

## O

One-touch image quality adjustment.....	i, 5-5
OPTIONAL EQUIPMENT.....	8-1
Original quality (copy default setting).....	7-65
Original set direction.....	6-59
Original size registration.....	7-102
Original size selection.....	6-42

## P

Page separation/Split copy modes.....	6-9
Paper Feeder.....	8-6, 8-7
Paper selection (copy default setting).....	7-65
Paper size (drawer[cassette] No.1 - No.4) (machine default setting).....	7-42
Paper type (Auto B/W paper selection) (copy default setting)....	7-66
Paper type (Auto color paper selection) (copy default setting)...	7-65
Paper type (drawer[cassette] No.1 - No.4) (machine default setting).....	7-42
Paper weight (Machine default).....	7-43
Photo mode.....	4-4
Poster mode.....	6-27
PRECAUTIONS FOR USE.....	1-3
Preset zoom mode.....	6-3
Print page numbers mode.....	6-23
Printed photo mode.....	4-4
Printer Kit.....	8-16
Printing out with the repeat copy mode.....	6-51
Program function.....	6-60
Proof mode.....	6-48

## R

Register new department ID-codes.....	7-4
Registering a copy job for repeat copying.....	6-50
Registering a function or mode under a function key.....	6-64
Registering a program.....	6-60
Registration keys.....	6-64
Registration keys ON/OFF (copy default setting).....	7-68
Repeat copy mode.....	6-50
Repeat copying ON/OFF (copy default setting).....	7-68

## S

Saving on toner use.....	6-58
Selecting functions.....	4-2
Selecting the color mode.....	4-1
Selecting the copy eject location.....	8-14
Selecting the image quality.....	4-4
Selecting the paper size.....	4-2
Separate front and back margin settings.....	6-12
Setting an original.....	4-1
Setting originals in the Document Processor.....	8-2
Setting the number of copies to be made.....	4-4
Sheet erase mode.....	6-19
Sort mode ON/OFF (copy default setting).....	7-67
Sort/Finished mode.....	6-36
Specifications.....	10-9
Stacking Mode.....	8-15
Standard margin.....	6-12
Start copying.....	4-5
Status report print out.....	7-115

## T

Text mode.....	4-4
Text&photo mode.....	4-4
Time difference (machine default setting).....	7-44
Toner containers.....	10-5
Touch panel sound ON/OFF (machine default setting).....	7-43
Transparency + backing sheet mode.....	6-44
Turning the copy management function ON/OFF.....	7-29

## U

Using programmed settings to make copies.....	6-61
---	------

## W

Warm-up.....	4-1
Waste toner box.....	10-7

## X

XY zoom mode.....	6-4
-------------------	-----

## Z

Zoom mode.....	6-2
----------------	-----





**For best copy results and machine performance, we recommend that you use only KYOCERA MITA original supplies for your KYOCERA MITA copier.**



## KYOCERA MITA AMERICA, INC.

### **Headquarters:**

225 Sand Road,  
Fairfield, New Jersey 07004-0008  
TEL : (973) 808-8444  
FAX : (973) 882-6000

### **New York Branch:**

1410 Broadway 23rd floor  
New York, NY 10018  
TEL : (917) 286-5400  
FAX : (917) 286-5404

### **Northeastern Region:**

225 Sand Road,  
Fairfield, New Jersey 07004-0008  
TEL : (973) 808-8444  
FAX : (973) 882-4401

### **Midwestern Region:**

201 Hansen Court Suite 119  
Wood Dale, Illinois 60191  
TEL : (630) 238-9982  
FAX : (630) 238-9487

### **Western Region:**

14101 Alton Parkway,  
Irvine, California 92618-7006  
TEL : (949) 457-9000  
FAX : (949) 457-9119

### **Southeastern Region:**

1500 Oakbrook Drive,  
Norcross, Georgia 30093  
TEL : (770) 729-9786  
FAX : (770) 729-9873

### **Southwestern Region:**

2825 West Story Road,  
Irving, Texas 75038-5299  
TEL : (972) 550-8987  
FAX : (972) 570-4704

### **Dallas Parts Distribution Center & National Training Center:**

2825 West Story Road,  
Irving, Texas 75038-5299  
TEL : (972) 659-0055  
FAX : (972) 570-5816

## KYOCERA MITA CANADA, LTD.

6120 Kestrel Road, Mississauga,  
Ontario L5T 1S8, Canada  
TEL : (905) 670-4425  
FAX : (905) 670-8116

## KYOCERA MITA MEXICO, S.A. DE C.V.

Av. 16 de Septiembre #407  
Col. Santa Inés,  
02130 Azcapotzalco  
México, D.F. México  
TEL : (55) 5383-2741  
FAX : (55) 5383-7804