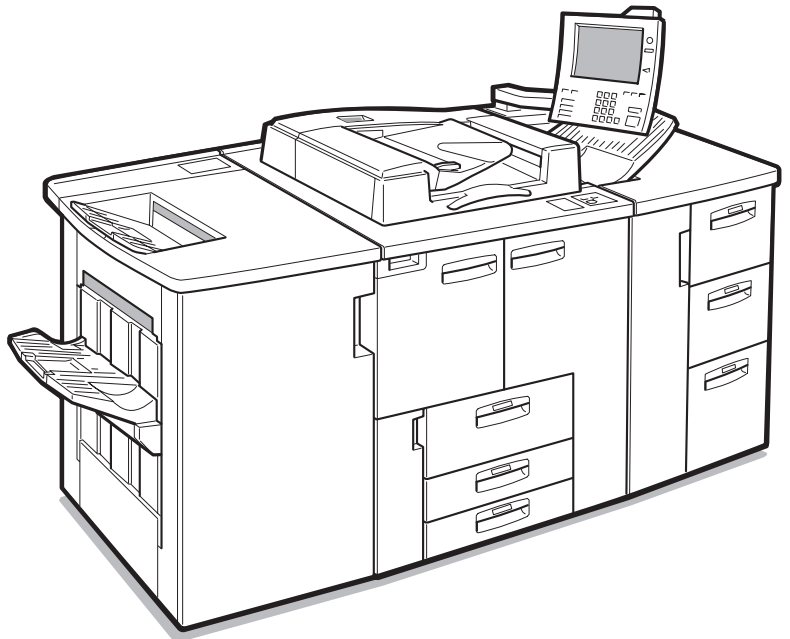




# Operating Instructions **COPY REFERENCE**




Read this manual carefully before you use this product and keep it handy for future reference.

For safety, please follow the instructions in this manual.

# 5. What to do if Something Goes Wrong

## If Your Machine Does Not Operate as You Want

### General

Machine Status	Problem/Cause	Action
The machine instructs you to wait.	The machine is warming up.	Wait for the machine to warm-up.   <b>Reference</b> You can use Auto Start mode during warm-up. See ⇒ P.69 "Auto Start".
	Copy paper is moving in tray 1 (Tandem Tray).	Please wait until paper has moved.
The machine cannot detect the original size.	Improper original is set. See ⇒ P.16 "Sizes Difficult to Detect".	Set non-standard size originals on the exposure glass.
		Input the both horizontal and vertical sizes of the non-standard original. See ⇒ P.26 "Setting Originals on the Exposure Glass".
		Select paper manually. Do not use Auto Paper Select.
	Do not use Auto Reduce/Enlarge.	
	Original is not set.	Set your originals.
The machine instructs you to check the original direction.	There is no copy paper that is the same direction as the originals.	Set the original in the same direction as the copy paper.
The machine instructs you to check the paper size.	Improper original size is set.	Select the proper paper size.
Staple mode has been reset.	The paper size was changed during stapling.	You can only staple together pages of the same size. Select copy paper of the same size.





Machine Status	Problem/Cause	Action
The number of sheets that can be stapled has been exceeded.	--	Check the stapler capacity. See ⇒ P.49 "Staple".
The machine cannot staple this size paper.	--	Select a paper size that can be used in Staple mode. See ⇒ P.49 "Staple"
This paper is not available in Duplex mode.	A paper size not available in Duplex mode has been selected.	Select a paper size that can be used in Duplex mode. See ⇒ P.84 "Duplex"
You cannot enter the desired copy set number.	The number of copies exceeds the maximum copy quantity.	You can change the maximum copy quantity. See "Maximum Copy Quantity" ⇒ P.314 "General Features".




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**Document Server**

Problem	Action
"Exceeded max. disk memory (50 files)." is displayed.	The maximum number of files you can store is 250 in the HDD, 50 files in the CD-R/RW (option). Delete any unnecessary files and then scan the document again.
"Insufficient memory. The selected file cannot be transmitted." is displayed.	Delete any unnecessary files and then scan the document again. See ⇒ P.332 "Document Server"
	Change the Memory Allocation. See "Memory Allocation" in the System Settings manual. However if you change this setting, the documents in the HDD will be deleted. Print the stored documents in the HDD.
"Cannot recognize" is displayed.	Change the disk in the CD-R/RW. The disk must be unformatted one that has already been used in this machine.
"The selected file(s) currently in use." is displayed.	Make sure the selected file is not using in document server or document editor function.

## Connect Copy

Machine Status	Cause	Action
You cannot use Connect Copy.	The sub-unit has a paper misfeed or needs a fresh supply of toner or other replenishable supply.	<p>Press the <b>[Cancel]</b>, key on the master unit and follow the instructions given on the sub-unit display.</p> <p> <b>Reference</b></p> <p>See ⇒ P.286 “ Changing the Toner Bottle”</p> <p>See ⇒ P.289 “ Clearing Misfeeds”</p> <p>See ⇒ P.304 “ Removing Jammed Staples”</p> <p>If the sub-unit display shows that a cover is open, follow the instructions given. For all other situations, follow the instructions on the display.</p>
	The User Tools menu is open on the sub-unit.	Press the <b>[Cancel]</b> key on the master unit. Then on the sub-unit press the <b>[User Tools]</b> key to close the User Tools menu.


Machine Status	Cause	Action
<p>You cannot use Connect Copy.</p>	<p>The sub-unit is busy copying or printing with another function.</p>	<p>Press the <b>[Cancel]</b> key on the master unit then stop the sub-unit from copying/printing.</p>
	<p>The sub-unit is in Interrupt mode.</p>	<p>Press the <b>[Cancel]</b> key on the master unit. Then press the <b>[Interrupt]</b> key on the sub-unit to exit Interrupt mode.</p> <p> <b>Reference</b> See ⇒ P.67 “Interrupt Copy”</p>
	<p>The sub-unit has been switched off automatically by the Weekly Timer function and is waiting for the Key Operator Off Code to be entered.</p>	<p>Press the <b>[Cancel]</b> key on the master unit. Then on the sub-unit enter the code and press the <b>[#]</b> key.</p> <p> <b>Reference</b> See “Key Operator Code For Off Setting” in the System Settings manual</p>
	<p>The sub-unit is not in Copy mode (i.e., Document Server mode).</p>	<p>Press the <b>[Cancel]</b> key on the master unit. Then press the <b>[Copy]</b> key on the sub-unit to switch over to copy mode.</p>
	<p>The <b>[Connect]</b> key was pressed simultaneously on both the master unit and sub-unit.</p>	<p>Press the <b>[Cancel]</b> key on both the master unit and sub-unit, then press the <b>[Connect]</b> key on just one of them.</p>
	<p> indicator is lit on the sub-unit.</p>	<p>Follow the instructions shown on the display.</p>
<p>You cannot use Connect Copy. The other machine is in use.</p>	<p>The master unit is not in Copy mode (i.e. Document Server mode).</p>	<p>Press the <b>[Cancel]</b> key on the master unit. Then press the <b>[Copy]</b> key on the master unit to switch over to the copy function.</p>



## Display

Problem	Cause	Action
The display panel is off.	The screen contrast is set too dark.	Turn the screen contrast knob to adjust the contrast.
	The machine is in Energy Saver mode.	Press the <b>[Energy Saver]</b> key to exit Energy Saver mode.
	The operation switch is turned off.	Turn on the operation switch.
Nothing happens when the operation switch is turned on.	The main power switch is turned off.	Turn on the main power switch. See ⇒ P.5 "Guide to Components"
	The circuit breaker has cut out.	Call your service representative.

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## Connect Copy

Machine Status	Cause	Action
The <b>[Connect]</b> key does not appear on the display.	The main power switch on the sub-unit is off.	Turn on the sub-unit main power switch.
	The operation switch on the sub-unit is off.	Press the operation switch on the right side of the operation panel. The <b>On</b> indicator will light.   <b>Note</b> <input type="checkbox"/> The machine will be ready to operate about five minutes after turning power on.
	The master unit is not in Copy mode.	Press the <b>[Copy]</b> key on the master unit to switch to the copy function.
	The master unit is in Interrupt mode.	Press the <b>[Interrupt]</b> key on the master unit to exit Interrupt mode.

Machine Status	Cause	Action
The <b>[Connect]</b> key does not appear on the display.	The master unit is in Preset Jobs mode.	Exit Preset Jobs mode in one of the following ways. <ul style="list-style-type: none"> <li>❖ <b>If you are still selecting copy settings and copying has not started yet :</b> Press the <b>[Clear]</b> key then remove the originals set in the master unit document feeder.</li> <li>❖ <b>If Preset Jobs mode is in progress :</b> Press the <b>[Stop]</b> key, follow the instructions on the display then press the <b>[Cancel]</b> key.</li> </ul> <p> <b>Reference</b> See "Preset Jobs" ⇒ P.60 "Job Preset"</p>
The <b>[Connect]</b> key does not appear on the display.	The "Connect Copy" of User Tools setting is set to "No".	Change the setting to "Yes" or press the <b>[Connect]</b> key on the other unit. <p> <b>Reference</b> See "Connect Copy" ⇒ P.269 "Connect Copy"</p>
	The Connect Copy cable is damaged.	Please contact your service representative.
	! indicator is lit.	Follow the instructions shown on the display.



Machine Status	Cause	Action
The <b>[Connect]</b> key is grayed out.	The master unit is now copying or copying will start as soon as the warm-up finished.	Press the master unit <b>[Stop]</b> key to cancel copying.
	Copying has stopped because there is a paper misfeed or toner has run out on the unit you wish to use as the master unit.	Solve the problem on the master unit.
	Functions are programmed that cannot be used with Connect Copy.	Press the master unit <b>[Clear Modes]</b> key to clear the programmed functions.

## Document Server




Problem	Cause	Action
Nothing displayed when you press the <b>[Delete From CD-ROM]</b> key.	The power of the CD-R/RW is not turned on.	Press the power switch on the CD-R/RW.
	The disk in the CD-R/RW is not a recommended one.	Change the disk in the CD-R/RW. The disk must be unformatted one that has already been used in this machine.
The password dialog is displayed when you select the document.	This document has been assigned a password.	<p>You cannot edit documents unless you know the password.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> To delete all HDD files, see ⇒ P.332 "Document Server"</p>








## If Connect Copy is Cleared

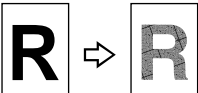
Machine Status	Cause	Action
Exited Connect Copy.	The master unit main power switch has been turned off or the operation switch has been pressed.	On the master unit, either turn on the main power switch or press the operation switch, then press the <b>[Connect]</b> key and start your copy job again.
	Either the sub-unit main power switch has been turned off or the operation switch has been pressed.	A message requesting you to check the sub-unit is displayed on the master unit. Press the <b>[Cancel]</b> key to clear connect-copying. Either turn on the main power switch on the sub-unit or press the operation switch. Then press the <b>[Connect]</b> key.
	The Weekly Timer function has automatically turned the master unit off.	Press the master unit operation switch. Then press the <b>[Connect]</b> key and copy.   <b>Reference</b> See "Weekly Timer" in the System Settings manual.
An error message indicating a breakdown is shown on the master unit display.	 indicator is lit.	Follow the instructions displayed in the error message. Copying is not possible.

## If You Cannot Exit Connect Copy

Machine Status	Cause	Action
Nothing happens when you press the <b>[Connect]</b> key.	Originals are being scanned or copied.	Press the master unit <b>[Stop]</b> key and then press <b>[Yes]</b> key to cancel scanning or copying.
	There is a paper misfeed in either the master unit or sub-unit.	<p>Clear the paper jam in the master unit or sub-unit.</p> <p> <b>Reference</b>            See ⇒ P.289 “ Clearing Misfeeds”            See ⇒ P.304 “ Removing Jammed Staples”</p> <p>If the “Cover Open” display appears, follow the instructions given.</p> <p>For any other problems, follow the instructions that are displayed.</p> <p>To exit Connect Copy mode, press the master unit <b>[Stop]</b> key, then press the <b>[Connect]</b> key.</p>
	The master unit <b>[Stop]</b> key was pressed and scanning of the original has been interrupted.	To exit Connect Copy mode, follow the instructions on the display, then press the <b>[Cancel]</b> key.
	The <b>[Stop]</b> key was pressed on either the master unit or sub-unit and copying has been interrupted.	To exit Connect Copy mode, follow the instructions on the display, then press the <b>[Cancel]</b> key.

Machine Status	Cause	Action
Nothing happens when you press the <b>[Connect]</b> key.	The master unit or sub-unit needs a fresh supply of toner or staples.	<p>Solve the problem in the appropriate unit.</p> <p> <b>Reference</b></p> <p>See ⇒ P.281 “ Loading Paper”</p> <p>See ⇒ P.286 “ Changing the Toner Bottle”</p> <p>See ⇒ P.301 “ Adding Staples”</p> <p>See ⇒ P.307 “ Removing Punch Waste”</p> <p>For any other problems, follow the instructions that are displayed.</p> <p>To exit Connect Copy mode, press the master unit <b>[Stop]</b> key. then press the <b>[Cancel]</b> key.</p>
	A paper misfeed occurred during stapling.	<p>Remove the misfed paper.</p> <p>To exit Connect Copy mode, press the <b>[Stop]</b> key, then press the <b>[Connect]</b> key.</p>

# If You Cannot Make Clear Copies

Problem	Cause	Action
Copies appear dirty.	The image density is too dark.	Adjust the image density ⇒ P.34 "Adjusting Copy Image Density".
	Auto Image Density is not selected.	Select Auto Image Density.
The reverse side of an original image is copied.	The image density is too dark.	Adjust the image density ⇒ P.34 "Adjusting Copy Image Density".
	Auto Image Density is not selected.	Select Auto Image Density.
A shadow appears on copies when copying pasted originals.	The image density is too dark.	Adjust the image density ⇒ P.34 "Adjusting Copy Image Density".
		Set the original in a different direction.
		Fix mending tape to the pasted part.
The same copy area is dirty whenever making copies.	The exposure glass or document feeder belt is dirty.	Clean them ⇒ P.338 "Maintaining Your Machine".
Copies are too light.	The image density is too light.	Adjust the image density ⇒ P.34 "Adjusting Copy Image Density".
	Damp or rough grain copy paper is being used.	Use dry paper without a rough grain.
	Toner cartridge is almost empty.	Add toner ⇒ P.286 "Change the Toner Bottle".
Parts of the image are not copied.	The original is not set correctly.	Set originals correctly ⇒ P.26 "Setting Originals".
	An improper paper size is selected.	Select the proper paper size.
Copies are blank.	The original is not set correctly.	Set originals correctly ⇒ P.26 "Setting Originals".
A moiré pattern is produced on copies. 	Your original has a dot pattern image or many lines.	Place the original on the exposure glass at a slight angle.

## If You Cannot Make Copies As You Want

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Problem	Cause	Action
Copies are not stapled.	There are jammed staples in the stapler.	Remove jammed staples. See ⇒ P.304 “  Removing Jammed Staples”.
	The number of copies exceeds the capacity of the stapler.	Check the stapler capacity. See ⇒ P.49 “Staple”.
Staples are wrongly positioned.	Originals are not set correctly.	Set originals correctly. See ⇒ P.49 “Staple”.
Misfeeds occur frequently.	The copy paper size setting is not correct.	Set the proper paper size. See ⇒ P.296 “Changing the Paper Size”.
		Make sure the back fence in the paper tray is set correctly.
You cannot combine several functions.	Selected functions cannot be used together.	Refer to the combination chart. See ⇒ P.194 “Combination Chart”.
When sorting the pages are divided into two blocks.	Memory ran out during sorting and the pages were ejected in two blocks.	You can interrupt copying when memory runs out. See “Memory Full Auto Scan Restart” ⇒ P.330 “Input/Output”.

## Adjust Image

Problem	Cause	Action
In Double Copies mode, parts of the original image are not copied.	The original and copy paper do not match.	Select the proper original and copy paper. See ⇒ P.144 "Double Copies".
In Centre/Border mode, parts of the original image are not copied.	You set too wide an erased margin.	Make the margin narrower with the User Tools. See "Border Erase Width" and "Centre Erase Width" ⇒ P.320 "Adjust Image".
	Your original has narrow margins on four sides.	
In Margin Adjustment mode, parts of the original image are not copied.	You set too wide an erased margin.	Set a narrower margin with the User Tools. See "Front Margin: Left/Right" and "Back Margin: Left/Right" ⇒ P.320 "Adjust Image".
In Image Repeat mode, the original image is not copied repeatedly.	You selected the same size copy paper as originals, and did not select the proper reproduction ratio.	Select copy paper larger than the originals.
		Select the proper reproduction ratio.


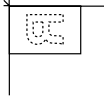
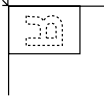
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## Combine

Problem	Cause	Action
You cannot make a book from a booklet or magazine by folding copies.	Combine Original Booklet Format or Combine Original Magazine Format is not correct.	Change the setting ⇒ P.90 "Combine".
Parts of the image are not copied.	You specified an improper reproduction ratio that does not meet the sizes of your originals and copy paper.	When you specify a reproduction ratio using Manual Paper Select mode, make sure the ratio matches your originals and the copy paper.   <b>Note</b> <input type="checkbox"/> Select the correct reproduction ratio before using Combine mode.
	Your originals are not identical in size and direction.	Use originals that are identical in size and direction.

Problem	Cause	Action
Order of copies is not correct.	You set originals in the incorrect order.	When setting a stack of originals in the document feeder, the last page should be on the bottom.
		If you set an original on the exposure glass, start with the first page to be copied.

## Duplex

Problem	Cause	Action
Order of copies is not correct.	You set originals in the incorrect order.	When setting a stack of originals in the document feeder, the last page should be on the bottom.
		If you set an original on the exposure glass, start with the first page to be copied.
Orientation of copies (Top to Top, or Top to Bottom) is not correct.	You set originals in an incorrect direction or the orientation setting is incorrect.	<p>Set the original orientation to Select the correct orientation, or set originals correctly ⇒ P.84 "Duplex". P.28 "Original Orientation"</p> <p> <b>Note</b></p> <p><input type="checkbox"/> If you set A3, 11" × 17" or B4, 8<sup>1</sup>/<sub>2</sub>" × 14" originals as shown below, select <b>[Top to Bottom]</b> to make copies with "Top to Top" orientation. Alternatively select <b>[Top to Top]</b> to make copies with "Top to Bottom" orientation.</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p style="text-align: right; font-size: small;">CP270-A</p>

## Stamp

Problem	Cause	Action
The wrong date is printed.	The machine main power has been turned off for more than 20 days.	Set the date correctly again. See "Date Settings" in the "System Settings".
The stamp position is wrong.	The paper orientation is wrong.	Check the paper orientation and stamp position.
The stamp does not appear.	Stamp is too large to print.	Check the size of the user stamp and register it again. See ⇒ P.175 "Program/Delete User Stamp"

## Document Server

Problem	Cause	Action
You want to find out what is stored in a file.	--	Check the date/time column in the File List.
		Print the first page of the documents. See ⇒ P.212 "Print Selected Page"
Memory is full.	The Document Server Memory is full.	Delete any unnecessary files and then scan the document again. See ⇒ P.332 "Document Server"
		Change the Memory Allocation. See "Memory Allocation" in the System Settings manual. However if you change this setting, the documents in the HDD will be deleted. Print the stored documents in the HDD.
You cannot store documents.	The Document Server is full.	The maximum number of files you can store is 250 in the HDD, 50 files in the CD-R/RW (option). Delete any unnecessary files and then scan the document again.



## Connect Copy

Machine Status	Cause	Action
You can not use the Punch function.	The sub-unit does not have the optional punch kit.	Press the <b>[Connect Copy]</b> key to disconnect, then start copying.
The copied images differ.	The "Original Mode" of the user tools (Copy Features) settings are not the same.	See ⇒ P.320 "Adjust Image"
	The user stamp settings are not the same on the master unit and sub-unit.	Register the same stamp in each user stamp.

## When Memory is Full

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If the number of originals exceeds a certain limit, the machine will run out of memory, for Connect Copy scans in all your originals into memory.

### Limitation

- If memory is full on either the master unit or sub-unit, Interrupt will not be available.

### Note

- If you set the "Memory Full Auto Scan Restart" setting in the User Tools (Copier/Document Server Features) to "Yes", the memory overflow message will not be displayed, but originals scanned so far will be copied automatically. Connect Copy continues scanning and copying until finishing the job. Please note that copy sets will be printed out separated by scanning at this time.

Machine Status	Action
The memory is full.	Press the <b>[Output]</b> key to copy scanned originals and clear the scanning data. Press the <b>[Clear]</b> key to clear the scanning data and not copy.
The machine asks you whether you want to scan the remaining originals.	To continue copying, remove all copies then press the <b>[Resume]</b> key. To stop copying, press the <b>[Cancel]</b> key.

# Loading Paper

## Note

- For how to change the paper size of tray 2 (500-sheet tray), see ⇒ P.296 “Changing the Paper Size”.

## Reference

For information on paper types and sizes, see ⇒ P.18 “Copy Paper”.

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## To load paper in tray 1 (Tandem Tray)

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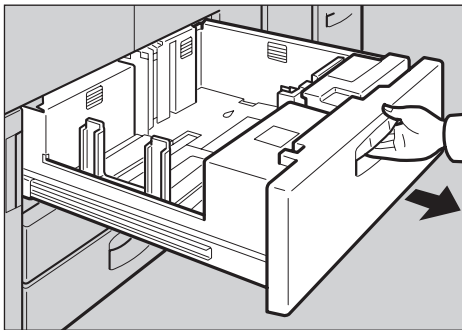
### Important

- When the paper on the right side in tray 1 runs out, the paper on the left side will automatically move to the right side. While the paper on the left side is moving, the machine instructs you to wait. At this time, do not pull out the tray.

### Note

- You can load paper even while you are copying onto paper loaded in Tray 1 by pulling out the left half of the tray.
- Load the same size and direction paper in the other half of the tray.

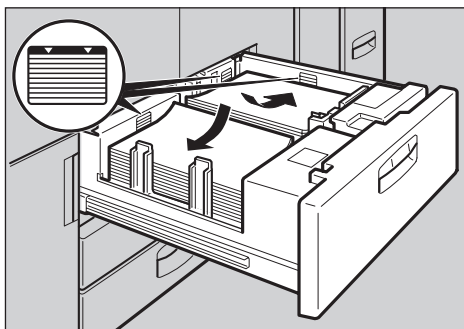
### 1 Pull out the paper tray until it stops.



ZAKY010E

## 2 Square the paper and set it in the tray.

❖ When the whole tray is pulled out:

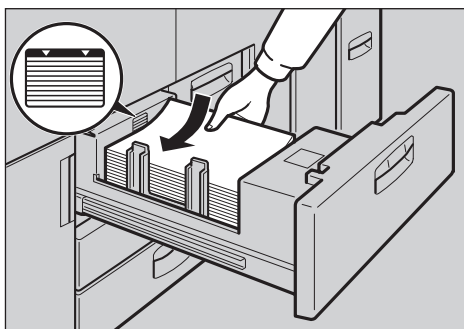


### Important

❑ Push the right paper to the right side, and the left paper to the left side.

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❖ When the left half of the tray is pulled out:



### Important

❑ Do not stack paper over the limit mark.

❑ Make sure that the paper stack is flush with the left side fence.

### Note

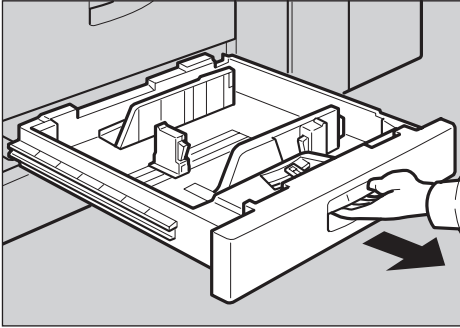
❑ Fan the paper before placing it in the tray.

❑ If paper is curled or warped, correct the curl or warp before placing it in the tray.

## 3 Push the paper tray in until it stops.

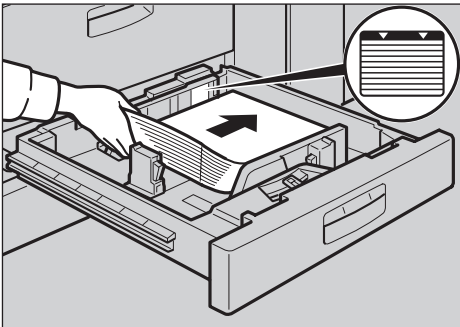
## Loading paper in Tray 2 or 3

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



ZAJY040E

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



ZAJY050E

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### Important

- Do not stack paper over the limit mark.
- Make sure that the paper stack is flush with the right side fence.

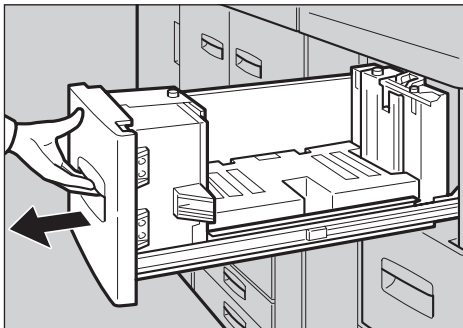
### Note

- Fan the paper before placing it in the tray.
- If paper is curled or warped, correct the curl or warp before placing it in the tray.

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

## Loading Paper in the Large Capacity Tray

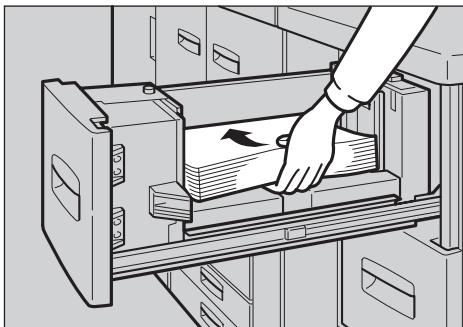
**1** Pull out the Large Capacity Tray until it stops.



ZAJY090E

**2** Place the paper in the tray along the edge on the left.

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ZAKY090E

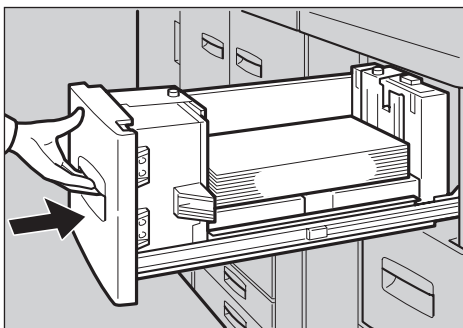
### Important

Do not stack paper over the limit mark.

### Note

Tray 4 and Tray 5 can hold up to 1,000 sheets, and the tray 6 can hold up to 2,550 sheets.

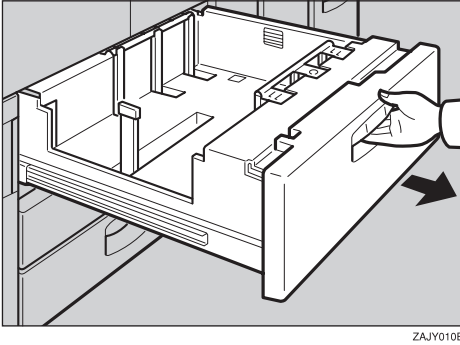
**3** Push the Large Capacity Tray in until it stops.



ZAKY100E

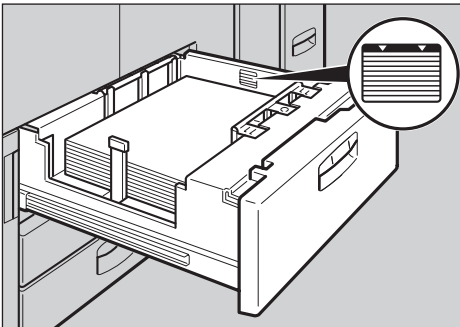
## Loading Paper in the Optional A3/11" × 17" Tray Kit

- 1** Pull out the A3/11" × 17" Tray until it stops.



ZAJY010E

- 2** Place the paper in the tray along the edge on the left.



ZAJY020E

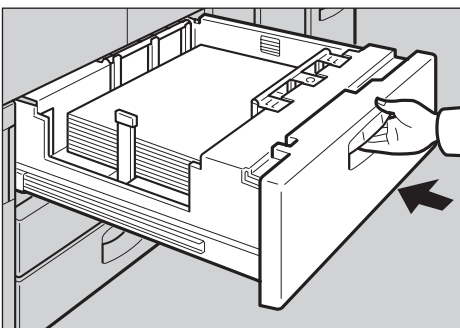
### **Important**

- Do not stack paper over limit mark.
- Make sure that the paper stack is flush with the right side fence.

### **Note**


- Fan the paper before placing it in the tray.
- If paper is curled or warped, correct the curl or warp before placing it in the tray.

- 3** Push the paper tray in until it stops.



ZAJY520E

## Changing the Toner Bottle

When  is displayed, it is time to supply toner.

### **WARNING:**

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

### **CAUTION:**

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

### **CAUTION:**



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

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### **Important**

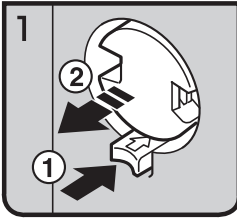
- If you use toner other than that recommended, a fault might occur.
- When changing toner, do not turn off the operation switch or your settings will be cleared.
- Always add toner after the machine instructs you to.
- Do not add used toner. This will damage the machine.
- During the toner adding, the toner bottle is rotating. Do not touch the toner bottle.
- Be sure to set the new toner bottle in the lower hole first.

### **Note**

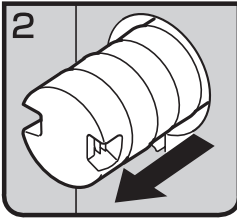
- If the both toner bottles are empty,  will appear.
- You can still make about 200 copies after  appears, but replace the toner early to prevent poor copy quality.
- If one of the toner bottle is empty, you can keep copying by using the other bottle.
- You can change the toner bottle during copying.
- If toner remain in the bottle, you cannot pull it out.
- When you change one toner bottle, do not touch the other one.

### **Reference**

For how to store toner, see ⇒ P.21 "Toner Storage".



- 1: Open the toner cover.
- 2: Push the green button to release the toner bottle.

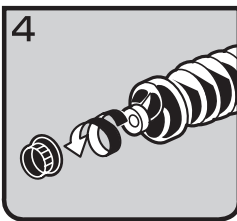


- 3: Pull out the toner bottle gently.



**Note**

- Do not shake the toner bottle strongly or toner might spill out.



- 4: Remove the outer cap.

**Note**

- Do not remove the inner cap.



- 5: Place the toner bottle in position, then push it in until the green button clicks.

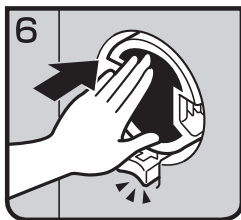
**Important**

- Be sure to set the new toner bottle in the lower hole first.

**Note**

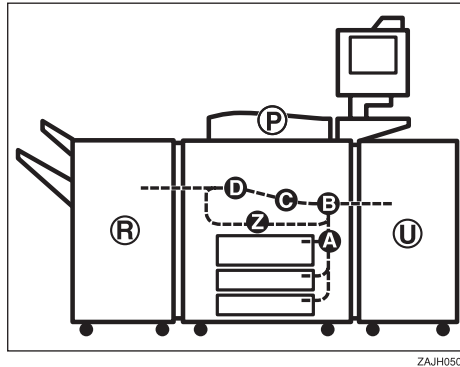
- If you can't get it to click in, pull out the toner bottle a little, slightly rotate it to the left or right, then try again.





- 7: Return the button under the toner bottle to its original position.
- 8: Close the toner cover.

# Clearing Misfeeds



## ⚠ CAUTION:

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

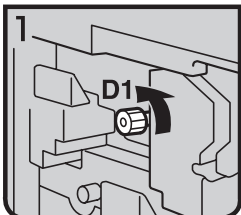
## ⚠ Important

- When clearing misfeeds, do not turn off the operation switch or your copy settings will be cleared.
- To prevent misfeeds, do not leave any torn scraps of paper within the machine.
- If paper misfeeds occur repeatedly, contact your service representative.

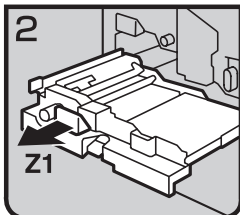
## 📝 Note

- More than one misfeed area may be indicated. In this case, check every applicable area. Refer to the following charts: A, B, C, D, U, P, R (R1 – R6), Z
- You can find a sticker explaining how to remove misfeed paper inside of the front cover or inside of the finisher.

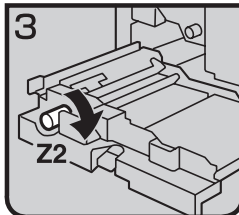
## When Z is lit



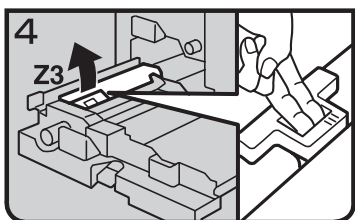
- ① Open the front cover of the machine.  
② Turn knob D1 counterclockwise a few times.



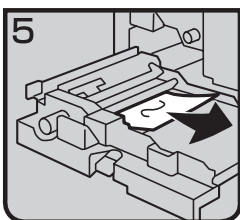
- ③ Pull handle Z1 and fully pull out the duplex unit.



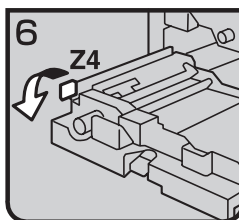
- ④ Turn knob Z2.



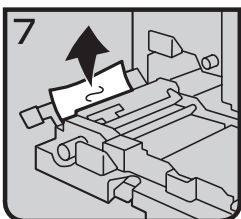
- ⑤ Hold up lever Z3.



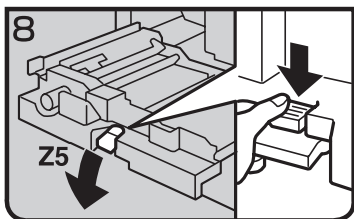
- ⑥ Remove misfed paper.



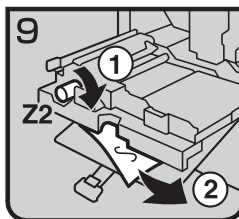
- ⑦ Turn lever Z4.



- ⑧ Remove misfed paper.



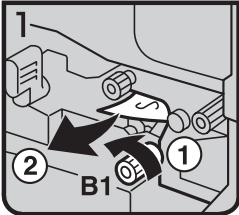
- ⑨ Hold down handle Z5.



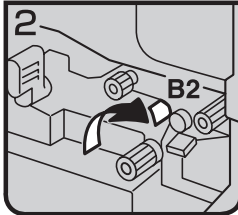
- ⑩ Turn knob Z2 and remove misfed paper.  
⑪ Return handle Z5 to its original position.  
⑫ Push the duplex unit  
⑬ Close the front cover.



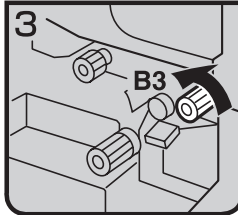
## When B is lit



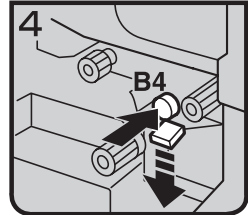
- ① Open the front cover of the machine.
- ② Turn knob B1 and remove misfed paper.



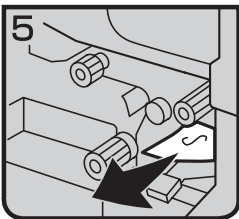
- ③ Hold down lever B2.



- ④ Turn knob B3.
- ⑤ Return lever B2 to its original position.

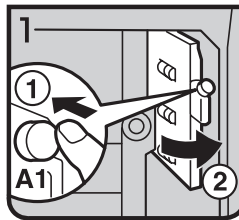


- ⑥ Push button B4 and open the guide plate.

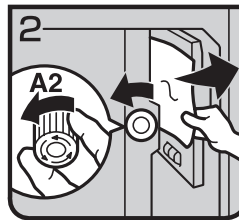


- ⑦ Remove misfed paper.
- ⑧ Close the guide plate.
- ⑨ Close the front cover.

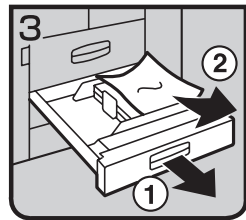
## When A is lit



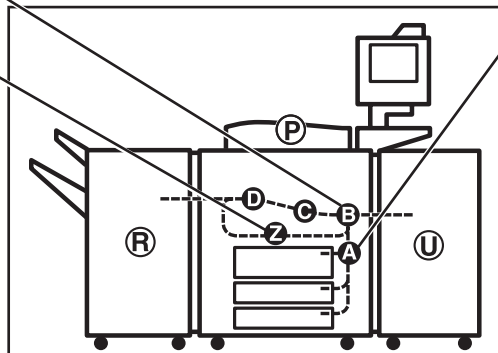
- ① Open the front cover of the machine.
- ② Push button A1 and open the guide plate.



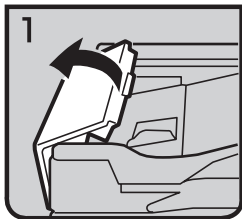
- ③ Turn knob A2 and remove misfed paper.
- ④ Close the guide plate.
- ⑤ Close the front cover.



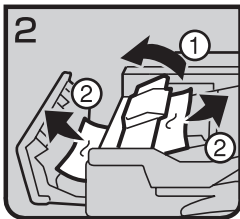
- ⑥ If you can not remove misfed paper, pull the paper tray and remove it.



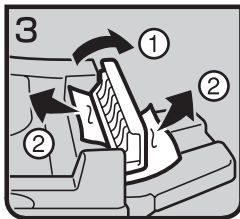
### When P is lit



① Open the cover of the auto document feeder.



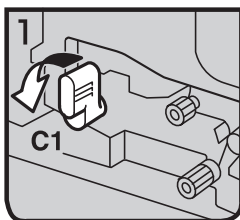
② Remove misfed originals.  
③ Close the cover of the auto document feeder.



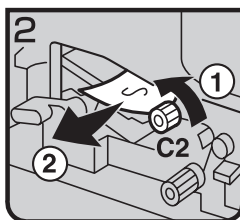
④ Open the cover of the auto document feeder and remove misfed originals.  
⑤ Close the cover of the auto document feeder.

5

### When C is lit

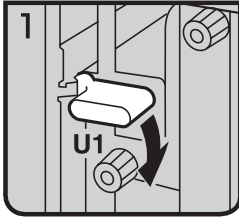


① Open the front cover of the machine.  
② Hold lever C1 with your right hand, then pull it down towards the left.

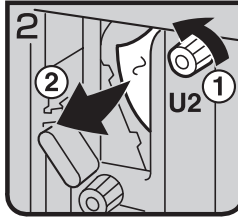


③ Turn the C2 knob and remove misfed paper.  
④ Return lever C1 to original position.  
⑤ Close the front cover.

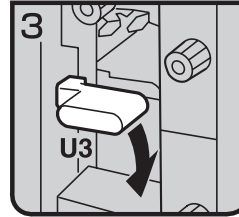
## When U is lit



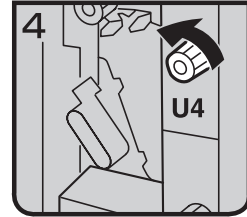
- ① Open the front cover of the machine.
- ② Hold down lever U1.



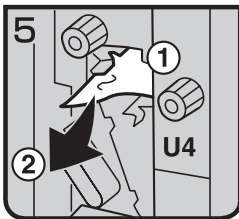
- ③ Turn knob U2 and remove misfed paper.
- ④ Return lever U1 to original position.



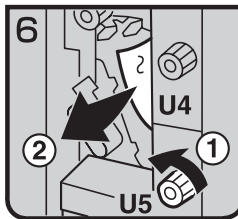
- ⑤ Hold down lever U3



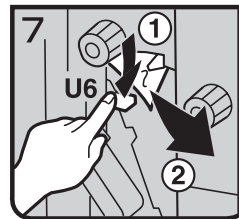
- ⑥ Turn knob U4.



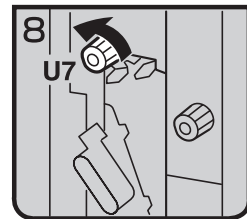
- ⑦ Remove misfed paper.



- ⑧ Turn knob U5 and remove misfed paper.

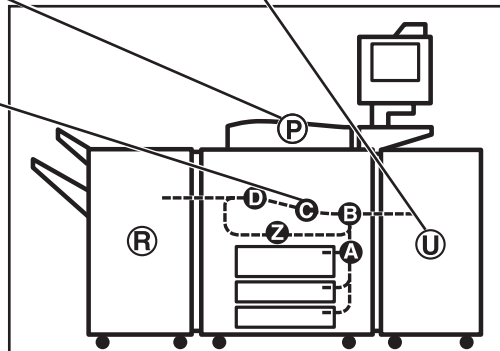


- ⑨ Hold down lever U6 and remove misfed paper.

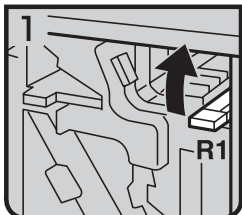


- ⑩ Turn knob U7 and remove misfed paper.
- ⑪ Return lever U3 to original position.
- ⑫ Close the front cover.

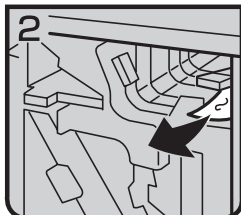
5



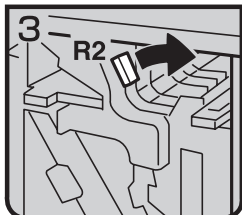
## When R is lit



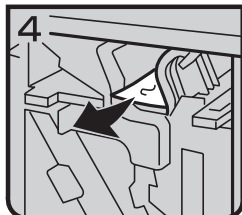
- 1 Open the front cover of the machine.
- 2 Hold up lever R1 and remove misfed paper.



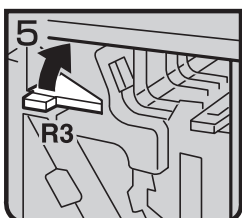
- 3 Remove misfed paper and return lever R1.



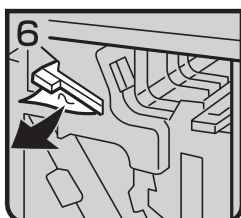
- 4 If you can not remove misfed paper, hold down lever R2.



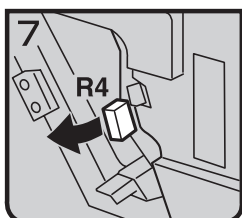
- 5 Remove misfed paper and return lever R2.



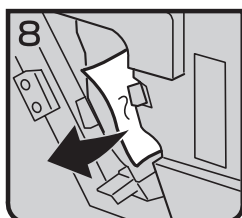
- 6 If you can not remove misfed paper, hold up lever R3.



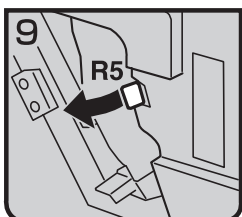
- 7 Remove misfed paper and return lever R3.



- 8 Hold up lever R4.



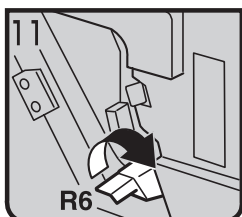
- 9 Remove misfed paper.



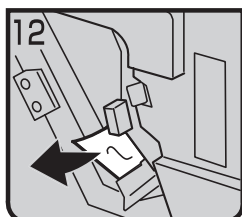
- 10 If you can not remove misfed paper, hold up lever R5.



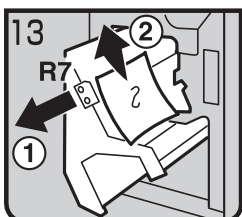
- 11 Remove misfed paper.
- 12 Return lever R5 and R4 to the original position.



- 13 Hold up lever R6.

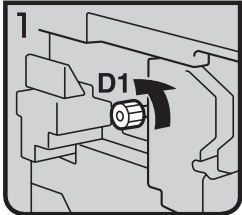


- 14 Remove misfed paper.
- 15 Return lever R6 to the original position.

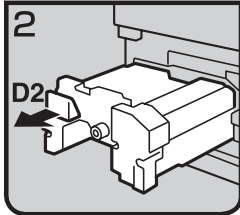


- 16 Pull lever R7 and fully pull out the staple unit, then remove misfed paper.
- 17 Return Staple unit to original position.
- 18 Close the front cover.

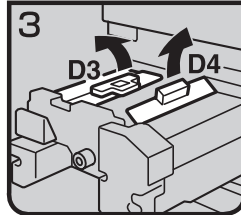
## When D is lit



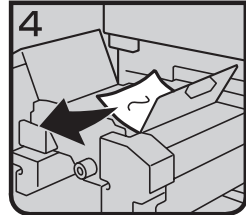
- ① Open the front cover of the machine.
- ② Turn knob D1 counterclockwise a few times.



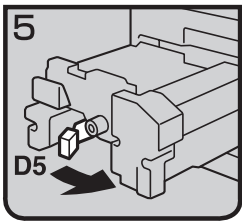
- ③ Pull lever D2 and fully pull out the fuser unit.



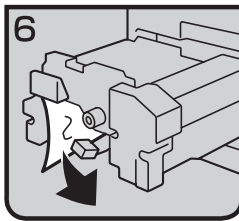
- ④ Hold up lever D3 and D4.



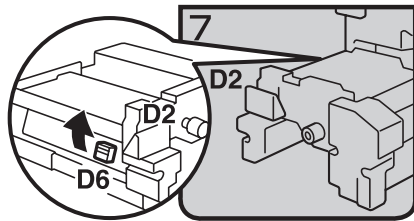
- ⑤ Remove misfed paper and return lever D3 and lever D4 to original position.



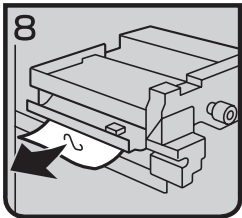
- ⑥ Turn lever D5.



- ⑦ Remove misfed paper.



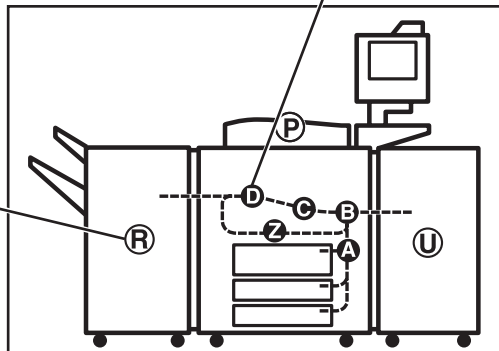
- ⑧ Hold up lever D6.



- ⑨ Remove misfed paper.
- ⑩ Return the fuser unit to original position.
- ⑪ Close the front cover.



Z  
③ - ⑥





## Changing the Paper Size

### Important

- Always select the paper size loaded with the User Tools. If you do not, mis-feeds might occur.

### Reference

For paper sizes, weight, and the amount of paper that can be set in each tray, see ⇒ P.18 “Copy Paper”.

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### Changing the paper size in Tray 1

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#### Note

- The fences of tray 1 (tandem tray) are fixed to A4, 8<sup>1</sup>/<sub>2</sub>" × 11" size. To change the paper size for this tray, please contact your service representative.

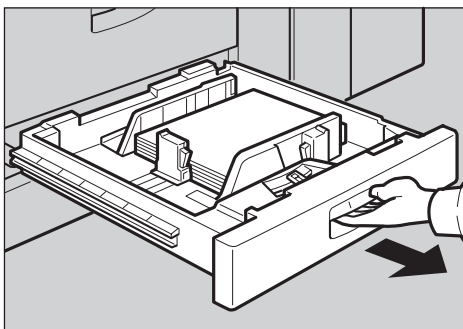
5

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### Changing the paper size in Tray 2 and Tray 3

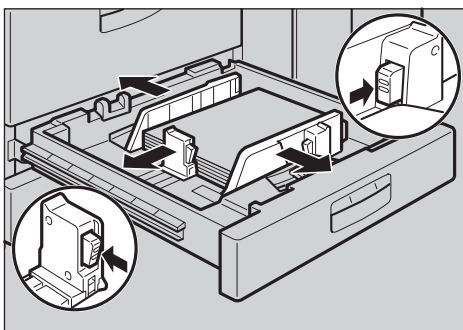
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- 1** Make sure that the paper tray is not being used. Then fully pull out the tray.



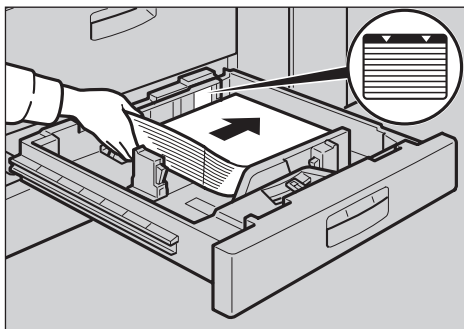
ZAJY011E

- 2** While pushing the release lever, adjust the side fences and back fence to the new paper size.



ZAKY400E

### 3 Square the paper and set it in the tray.



ZAJY050E

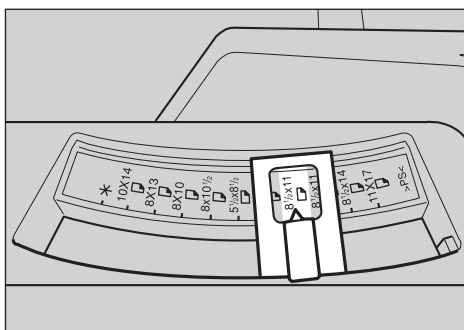
#### **!** Important

- Do not set more than the capacity of the tray.
- Make sure that the paper stack is flush with the right side fence.

#### **!** Note

- Fan the paper before placing it in the tray.
- Correct the paper, if curled or warped, before placing it in the tray.

### 4 Set the paper size selector at the outermost part of the tray to the new paper size.



ZAJY450N

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To adjust the paper size to one not available with the paper size selector

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- 1 Set the paper size selector knob to the \* mark on the left.
- 2 Press the **[User Tools]** key.
- 3 Press the **[System Settings]** key.
- 4 Press the **[Paper Size Setting]** key.
- 5 Press the **[Tray 2:Paper Size Setting]** key.
- 6 Select the paper size then press the **[OK]** key.
- 7 Press the **[Exit]** key or press the **[User Tools]** key to exit the User Tools.

 **Reference**

For details, see “User Tools” in the System Settings manual.

**5** Push the paper tray until it stops.

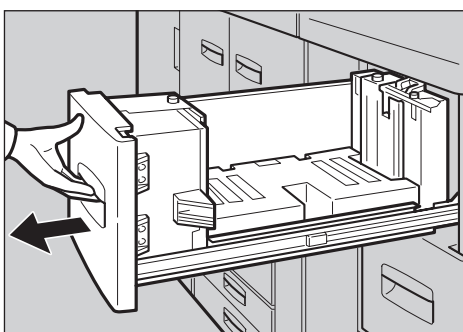
**6** Check the paper size displayed on the display panel.

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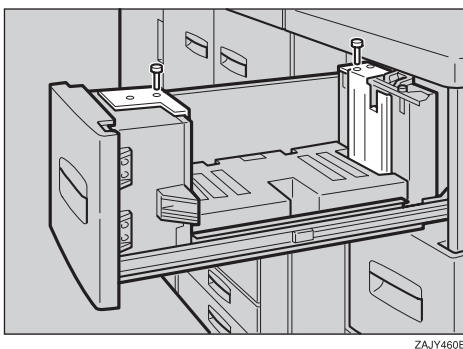
## Changing The Paper Size Of The Optional Large Capacity Tray (Tray 4 and Tray 5)

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**1** Make sure that the paper tray is not being used. Then fully pull out the tray.

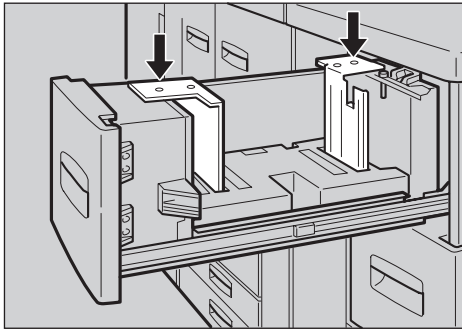


**2** Pull out the screw fixed the side fence.



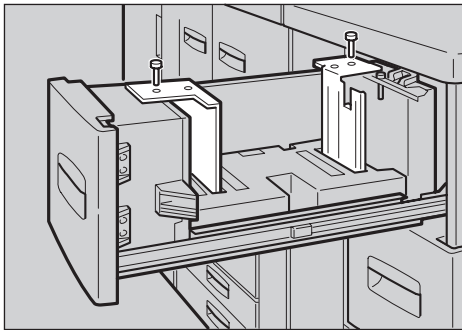
5

**3** Set the side fence on the size you wish.



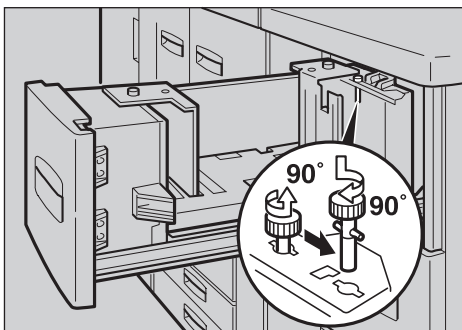
ZAJY470E

**4** Fasten the side fence with the screw.



ZAJY480E

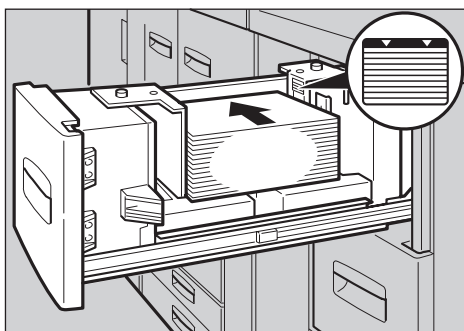
**5** Set the end fence along the paper size.



ZAJY490E

5

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



ZAJY500E

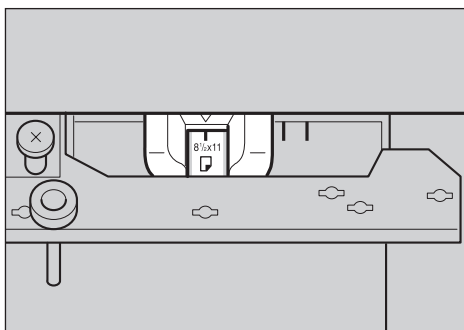
**Important**

- Do not load up over the mark of the least upper bound.

**Note**

- Fan the paper before placing it in the tray.
- If paper is curled or warped, correct the curl or warp before placing it in the tray.

**7** Set the paper size selector at the innermost part of the tray to the new paper size.



ZAJY510N

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## Changing The Paper Size Of The Optional Large Capacity Tray (Tray 6)

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**Note**

- The fence of the optional large capacity tray (Tray 6) is fixed to A4, 8<sup>1</sup>/<sub>2</sub>" × 11" size.
- When you set the tab stocks in the tray, always use the end fence.

To change the paper size of this tray, contact your service representative.

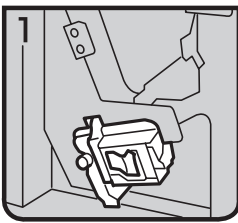
# Adding Staples

**CAUTION:**

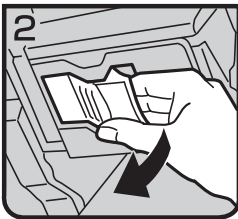
- Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.

**Important**

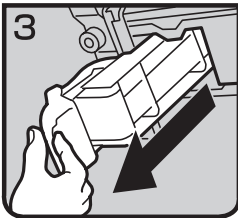
- If you use a staple cartridge other than that recommended, staple failure or staple jams might occur.



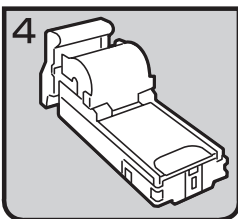
- 1: Open the front cover of the finisher.



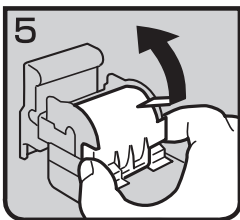
- 2: Pull out the staple unit lever.



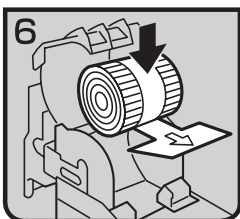
- 3: Pull out the staple unit gently.



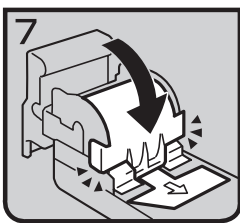
- 4: Put down the staple unit on a level surface.



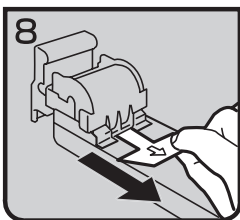
- 5: Raise the cover up.



- 6: Set the new refill.



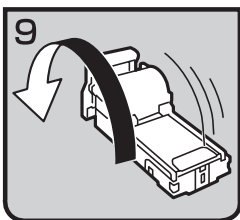
- 7: Lower the cover until it clicks.



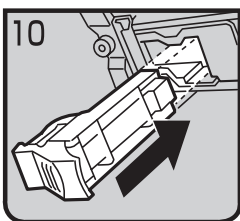
- 8: Pull out the ribbon towards you horizontally to remove it.

 **Note**

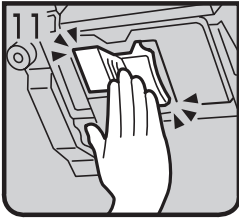
- Do not pull the ribbon upwards.



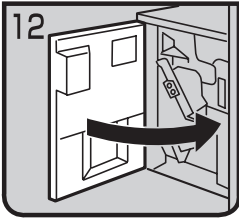
- 9: Turn the staple unit around.



- 10: Reinstall the staple unit.



- 11: Push the staple unit until it clicks.



- 12: Close the front cover of the finisher.



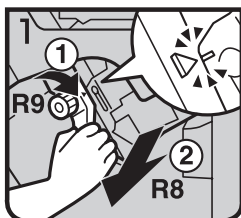
## Removing Jammed Staples

### Important

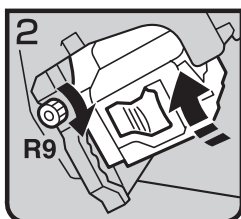
- ❑ After removing jammed staples, always carry out step 10 and 11. If you do not do this, the stapler cartridge could be damaged.

### Note

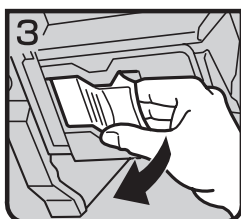
- ❑ Staples might be jammed because of curled copies. In this case, try turning the copy paper over in the tray. If there is no improvement, change to copy paper with less curl.
- ❑ After removing jammed staples, staples might not be ejected the first few times you try to use the stapler.



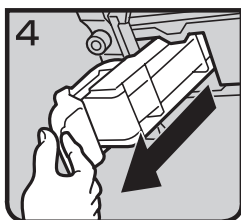
- 1: Open the front cover of the finisher.
- 2: Pull lever R8 and fully pull out the staple unit.
- 3: Turn knob R9 until the marks are aligned.



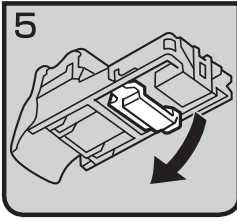
- 4: Turn knob R9 more and raise the staple unit towards you.



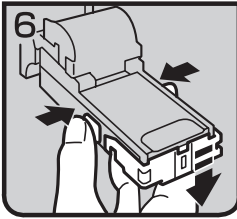
- 5: Pull out the staple unit lever.



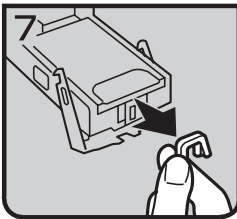
- 6: Pull out the staple unit gently.



- 7: Raise the blue lever.

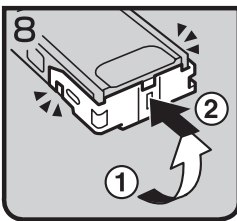


- 8: Push the buttons on the both sides of the staple unit and open the face plate.

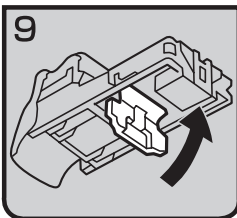


- 9: Pull out the jammed staples.

5



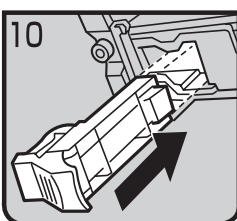
- 10: Lower the face plate until it clicks.



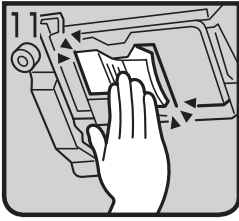
- 11: Lower the blue lever.

**Note**

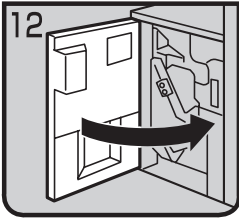
- ☐ Always carry out steps 10 and 11 in this order.



- 12: Reinstall the staple unit.



- 13: Push the staple unit until it clicks.



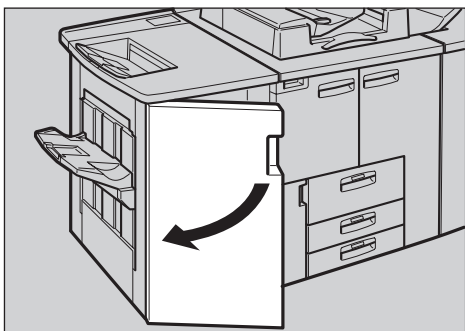
- 14: Replace the staple unit.
- 15: Close the front cover of the finisher.

# Removing Punch Waste

**Note**

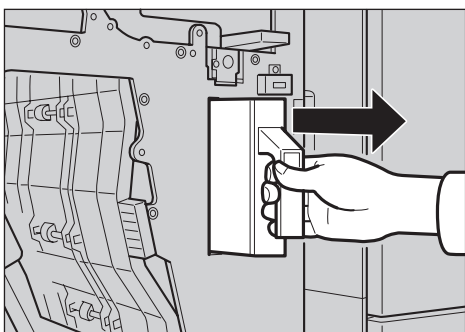
- While the indicator is lit you cannot use the punch function.

**1** Open the front cover of the finisher.



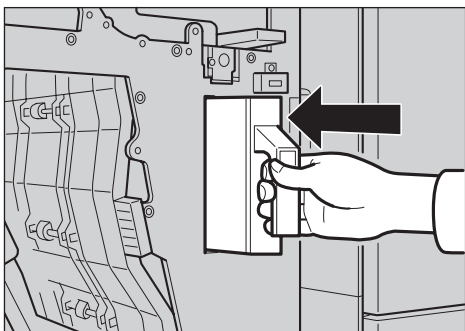
ZAKP010E

**2** Pull out the punch waste box and remove punch waste.



ZAKP020E

**3** Reinstall the punch waste box.



ZAKP030E

**4** Close the front cover of the finisher.

The indicator goes off.

**Note**

- If the indicator is still lit, reinstall the punch waste box.



# 6. User Tools (Copier/Document Server Features)

## Accessing User Tools (Copier/Document Server Features)

This section is for the key operators in charge of this machine. The User Tools permit you to change or set the machine's default settings.

### Preparation

Always exit the User Tools menu when you have finished making settings.

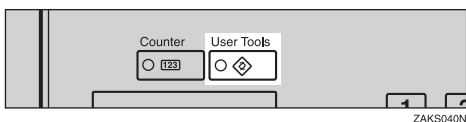
Any changes you make with the User Tools remain in effect even if the main power switch or operation switch is turned off, or the **【Clear Modes】** key is pressed.

The key selected is highlighted.

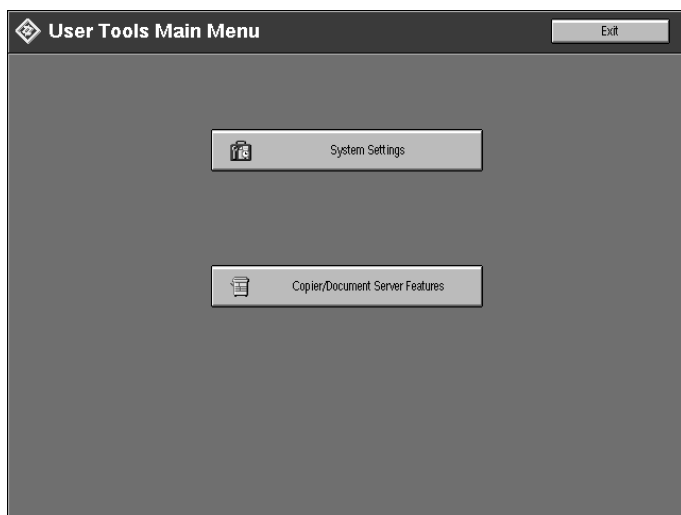
### Reference

For more information, see “Accessing The User Tools (System Settings)” in the System Settings manual.

### **1** Press the **【User Tools】** key.



### **2** Press the **【Copier/Document Server Features】** key.



The main menu of the copy features is displayed.

### 3 Select the desired User Tools menu.

#### Reference

See ⇒ P.312 “*User Tools Menu (Copier/Document Server Features)*”.

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### 4 Change the settings by following the instructions on the display panel. Then press the [OK] key.

#### Reference

See ⇒ P.314 “*Settings You Can Change with the User Tools*”.

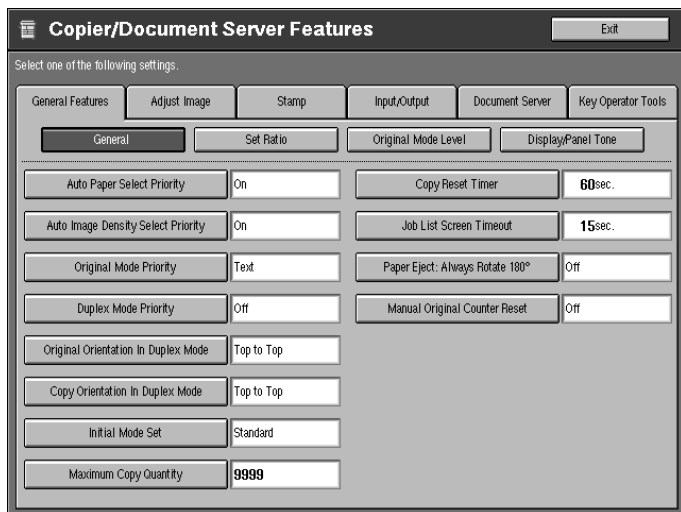
#### Note

- [OK] key: Press to confirm the new settings and return to the previous menu.
- [Cancel] key: Press to return to the previous menu without changing any settings.

## Exiting User Tools

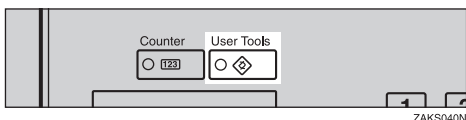
**1** Press the [Exit] key.

The initial copy display reappears and you can make copies.



### Note

- User Tool settings are not canceled even if the operation switch is turned off or the **[User Tools]** key is pressed.
- You can exit User Tools by touching the **[User Tools]** key.









# Settings You Can Change with the User Tools

## Reference

For how to access the User Tools, see ⇒ P.309 “Accessing User Tools (Copier/Document Server Features)”.






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## General Features

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### General Features

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Menu	Description
Auto Paper Select Priority	By default, Auto Paper Select is selected. You can cancel this setting.   <b>Note</b> <input type="checkbox"/> Default: <i>On</i>
Auto Image Density Select Priority	By default, Auto Image Density is selected. You can change this setting.   <b>Note</b> <input type="checkbox"/> Default: <i>On</i>
Original Mode Priority	By default, Text is selected as the Original Type. You can change it to Auto Text/Photo, Photo, Pale, or Generation.   <b>Note</b> <input type="checkbox"/> Default: <i>Text</i>
Duplex Mode Priority	You can select the type of Duplex function effective when the machine is turned on, Energy Saver mode exited, or an Auto Reset occurs.   <b>Note</b> <input type="checkbox"/> Default: <i>1 Sided → 2 Sided</i>
Original Orientation In Duplex Mode	You can set the original orientation when making two-sided copies.   <b>Note</b> <input type="checkbox"/> Default: <i>Top to Top</i>


Menu	Description
Copy Orientation In Duplex Mode	<p>You can set the copy orientation when making two-sided copies.</p> <p> <b>Note</b>  <input type="checkbox"/> Default: <i>Top to Top</i></p>
Initial Mode Set	<p>You can select the initial mode or Program No. 25 as the mode effective when the machine is turned on, or modes are cleared.</p> <p> <b>Note</b>  <input type="checkbox"/> Default: <i>Standard</i></p>
Maximum Copy Quantity	<p>The maximum copy quantity can be set between 1 and 9999.</p> <p> <b>Note</b>  <input type="checkbox"/> Default: <i>9999</i></p>
Copy Reset Timer	<p>The machine returns to the initial condition automatically after your job is finished. The time can be set from 10 to 999 seconds, or off.</p> <p> <b>Note</b>  <input type="checkbox"/> Default: <i>60 Sec.</i>  <input type="checkbox"/> To turn the Copy Reset Timer off, select “Off”.  <input type="checkbox"/> Note that when the Copy Reset Timer is turned off, the machine will not return to the user code input display automatically.</p>
Job List Screen Timeout	<p>The machine returns to its initial condition automatically from the Job List Screen. The time can be set from 10 to 999 seconds, or off.</p> <p> <b>Note</b>  <input type="checkbox"/> Default: <i>15 Sec.</i>  <input type="checkbox"/> To turn the Job List Screen Timeout off, select “Off”.</p>
Paper Eject : Always Rotate 180°	<p>If you want to copy on the paper with letterhead, the machine rotate the image correctly. To use this function turn it on.</p> <p> <b>Note</b>  <input type="checkbox"/> Default: <i>Off</i></p>
Manual Original Counter Reset	<p>You can select the Manual Original Counter display turns on or off. The Original Counter can be reset by touching this key.</p> <p> <b>Note</b>  <input type="checkbox"/> Default: <i>Off</i></p>





## Set Ratio

Menu	Description
Preset Reduce/Enlarge	<p>When you use preset reduce/enlarge, you can select the ratios first displayed.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: 25, 50, 65, 73, 78, 85, 93, 121, 129, 155, 200, 400 %</p>
Preset Reduce/Enlarge Priority	<p>You can select the ratio that is detected by priority in preset reduce/ enlarge mode.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: 73%</p>
Shortcut R/E	<p>Up to 2 reproduction ratios which you frequently use can be registered.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> <li>• Shortcut R/E 1 : 73 %</li> <li>• Shortcut R/E 2 : 129 %</li> </ul>
Create Margin Ratio	<p>You can set the ratio of Create Margin.</p> <p>The ratio can be set from 90 to 99 %.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: 93 %</p>

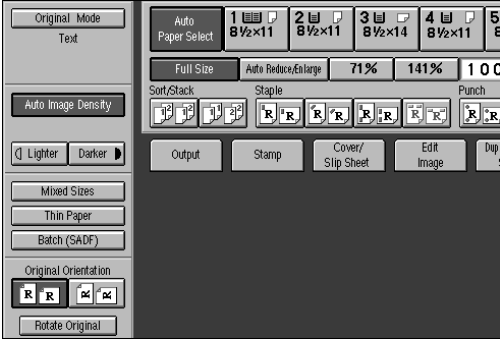
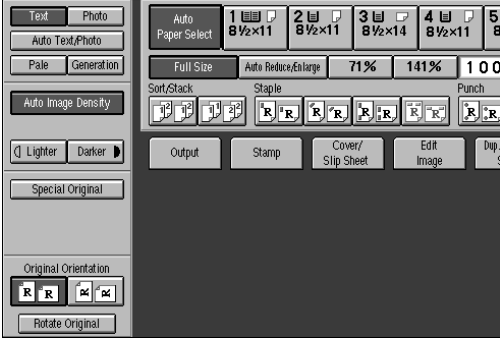
## Original Mode Level


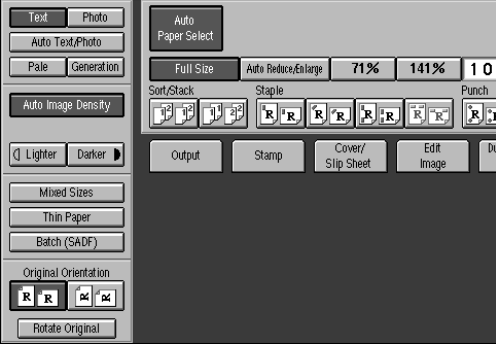


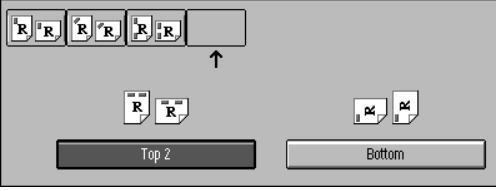

You can adjust the quality level of copies for each of the original types (Text, Auto Text/Photo, Photo, Pale, Generation).

Menu	Description
Text	<p>① Adjust the sharpness of text.</p> <p>② Adjust the density of text.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>Normal</i></p> <p><input type="checkbox"/> <b>[Service Mode]</b> is the value set during service setup.</p> <p><input type="checkbox"/> Choosing <b>[Soft]</b> or <b>[Sharp]</b> affects the outline sharpness of text.</p>



Menu	Description
Auto Text/Photo	<p>① When there are photo(s) and text on the original, this setting determines whether photo or text takes priority.</p> <p>② Adjust the density of Auto Text/Photo.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Normal</i></li> <li><input type="checkbox"/> <b>[Service Mode]</b> is the value set during service setup.</li> <li><input type="checkbox"/> <b>[Normal]</b> achieves a good balance between text and photos.</li> </ul>
Photo	<p>① For a photo original, adjust the finish quality level to match the type of photo original.</p> <p>② Adjust the density.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Normal</i></li> <li><input type="checkbox"/> If you change this setting during the document server function is using the finish image may differ.</li> <li><input type="checkbox"/> <b>[Service Mode]</b> is the value set during service setup.</li> <li><input type="checkbox"/> Select <b>[Press Print]</b> for printed photo originals with coarse dots, and <b>[Glossy Photo]</b> for printed photo originals with fine dots.</li> <li><input type="checkbox"/> "Normal" is a well-balanced quality level for printed Photo, Pale, Photo, and Text.</li> </ul>
Pale	<p>① Adjust the quality level for the finish of a pale original with normal density.</p> <p>② Adjust the density.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Normal</i></li> <li><input type="checkbox"/> <b>[Service Mode]</b> is the value set during service setup.</li> </ul>
Generation	<p>① Adjust the quality level so as not to thicken the lines of the finish image.</p> <p>② Adjust the density.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Normal</i></li> <li><input type="checkbox"/> <b>[Service Mode]</b> is the value set during service setup.</li> </ul>

## Display/Panel Tone

Menu	Description
<p>Original Mode Display</p>	<p>You can choose whether the original modes are shown on the initial display.</p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Display</i></li> <li><input type="checkbox"/> If you choose “Hide”, the display is shown as below.</li> </ul> 
<p>Special Original Display</p>	<p>You can choose whether the special original modes are shown on the initial display.</p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Display</i></li> <li><input type="checkbox"/> If you choose “Hide”, the display is shown as below.</li> </ul> 




Menu	Description
Paper Type Display	<p>You can choose whether the available paper trays/sizes are shown on the initial display.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Display</i></li> <li><input type="checkbox"/> If you choose “Hide”, the display is shown as below. When the <b>[Auto Paper Select]</b> is touched, paper sizes appear on the display.</li> </ul> 
Panel Features Default	<p>You can select the other tab function that is selected automatically just after the machine is turned on or when modes are cleared.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Off</i></li> </ul>
Image Adjustment Priority	<p>You can select the function that is priority detected in Image Adjustment mode.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Off</i></li> </ul>
Staple Position	<p>You can select the staple position to be displayed as the 4th icon.</p>  <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Top 2</i></li> </ul>









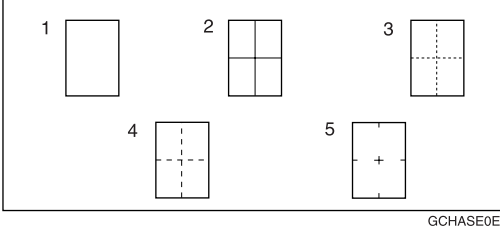

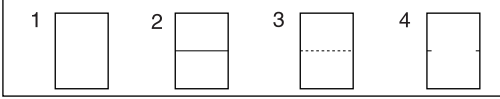

Menu	Description
Original Tone	<p>The tone sounds when you forget to remove originals after copying.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>On</i></p> <p><input type="checkbox"/> If the Panel Tone is turned off, (see System Settings manual), the tone does not sound irrespective of the Original Tone function setting.</p>
Job End Call	<p>You can choose whether or not the tone sounds when copying is complete. You can set the volume of the tone that with the User Tools (System Settings), and the tone that sounds when the paper tray runs out of paper or when there is a paper jam.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>On</i></p>

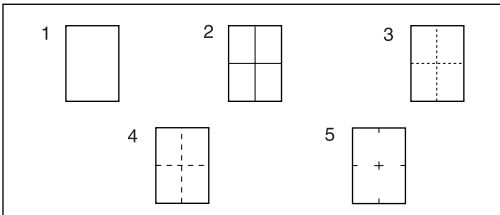


## Adjust Image




6

Menu	Description
Copy Back Cover	<p>When copying single sided covers, choose whether the outside back cover is delivered face up or face down.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>Image Back Of Cover</i></p>
Front Margin: Left/Right	<p>You can specify left or right margins on the front side of copies in Margin Adjust mode.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> <li>• Metric version: <i>Left 5 mm</i></li> <li>• Inch version: <i>Left 0.2"</i></li> </ul>
Back Margin: Left/Right	<p>You can specify left or right margins on the back side of copies in Margin Adjust mode.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> <li>• Metric version: <i>Right 5 mm</i></li> <li>• Inch version: <i>Right 0.2"</i></li> </ul>

Menu	Description
Front Margin: Top/Bottom	<p>You can specify front top and bottom margins on the front side of copies in Margin Adjust mode.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> <li>• Metric version: <i>Bottom 0 mm</i></li> <li>• Inch version: <i>Bottom 0.0"</i></li> </ul>
Back Margin: Top/Bottom	<p>You can specify the top, or bottom margins on the back side of copies in Margin Adjust mode.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> <li>• Metric version: <i>Bottom 0 mm</i></li> <li>• Inch version: <i>Bottom 0.0"</i></li> </ul>
1 → 2 Duplex Auto Margin Adjust	<p>In 1 sided → 2 sided Duplex mode, you can specify whether to automatically set the margins on the back side.</p> <p>The margin is set the same value of the "Back Margin: Left/Right".</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>On</i></p>
Border Erase Width	<p>The default width of erased margins in Border Erase mode can be changed as follows:</p> <ul style="list-style-type: none"> <li>• Metric version: 3–50 mm in 1 mm steps</li> <li>• Inch version: 0.1–2.0" in 0.1" steps</li> </ul> <p> <b>Note</b></p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> <li>• Metric version: <i>10 mm</i></li> <li>• Inch version: <i>0.4"</i></li> </ul>
Combine Orig. Shadow Erase	<p>In Combine Copy or Booklet/Magazine Copy mode, you can specify whether to erase a 3 mm, 0.1" binding margin around all four edges of each copy.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>Yes</i></p>

Menu	Description
Center Erase Width	<p>The default width of erased margins in Erase Center mode can be changed as follows:</p> <ul style="list-style-type: none"> <li>• Metric version: 3–50 mm in 1 mm steps</li> <li>• Inch version: 0.1–2.0" in 0.1" steps</li> </ul> <p> <b>Note</b></p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> <li>• Metric version: 10 mm</li> <li>• Inch version: 0.4"</li> </ul>
Repeat Separation Line	<p>You can select a the kind of separation line in Image Repeat mode from the following:</p> <div data-bbox="504 658 1002 884" style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div> <p style="text-align: right; font-size: small;">GCHASE0E</p> <ul style="list-style-type: none"> <li>• 1: None</li> <li>• 2: Solid</li> <li>• 3: Broken 1</li> <li>• 4: Broken 2</li> <li>• 5: Crop Marks</li> </ul> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>None</i></p>
Double Copies Separation Line	<p>You can select the kind of separation line in Double Copy mode from the following:</p> <div data-bbox="504 1315 1002 1412" style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div> <p style="text-align: right; font-size: small;">GCHASE1E</p> <ul style="list-style-type: none"> <li>• 1: None</li> <li>• 2: Solid</li> <li>• 3: Broken</li> <li>• 4: Crop Marks</li> </ul> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>None</i></p>

Menu	Description																																																																																																							
<p>Combine Separation Line</p>	<p>You can select the kind of separation line in Combine mode from the following:</p>  <p style="text-align: right; font-size: small;">GCHASE0E</p> <ul style="list-style-type: none"> <li>• None</li> <li>• Solid</li> <li>• Broken 1</li> <li>• Broken 2</li> <li>• Crop Marks</li> </ul> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>None</i></p>																																																																																																							
<p>Copy Order In Combine Mode</p>	<p>You can set the copy order in Combine mode to “Left to Right” or “Top to Bottom”.</p> <table border="1" data-bbox="504 962 1002 1711"> <thead> <tr> <th></th> <th>Top to Top</th> <th>Top to Bottom</th> </tr> </thead> <tbody> <tr> <td style="writing-mode: vertical-rl; transform: rotate(180deg); font-size: small;">1 Sided 4 originals Combine 1 Side</td> <td style="text-align: center;"> <table border="1" style="border-collapse: collapse; width: 60px; height: 60px;"> <tr><td style="text-align: center;">1</td><td style="text-align: center;">2</td></tr> <tr><td style="text-align: center;">3</td><td style="text-align: center;">4</td></tr> </table> </td> <td style="text-align: center;"> <table border="1" style="border-collapse: collapse; width: 60px; height: 60px;"> <tr><td style="text-align: center;">1</td><td style="text-align: center;">3</td></tr> <tr><td style="text-align: center;">2</td><td style="text-align: center;">4</td></tr> </table> </td> </tr> <tr> <td style="writing-mode: vertical-rl; 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Menu	Description
Copy Orientation In Booklet/Magazine	You can select the type of originals for Booklet or Magazine mode.   <b>Note</b> <input type="checkbox"/> Default: <i>Forward</i>
Front Cover Copy In Combine Mode	You can specify whether to make a combined copy on the front cover sheet when you select <b>[copy]</b> in Front Cover mode.   <b>Note</b> <input type="checkbox"/> Default: <i>Combine</i>
Designated Slip Sheet Copy In Combine Mode	You can specify whether to make a combined copy on the inserted slip sheets in Designate: Copy mode.   <b>Note</b> <input type="checkbox"/> Default: <i>Combine</i>

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## Stamp




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### Background Numbering

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Menu	Description
Size	You can set the size of the numbers.   <b>Note</b> <input type="checkbox"/> Default: <i>Normal</i> <ul style="list-style-type: none"> <li>• Small: 8 × 4mm, 0.32" × 0.16"</li> <li>• Normal: 32 × 16mm, 1.28" × 0.64"</li> <li>• Large: 64 × 32mm, 2.56" × 1.28"</li> </ul>
Density	You can set the density of the numbers.   <b>Note</b> <input type="checkbox"/> Default: <i>Normal</i>
Superimpose	You can select whether the numbering is printed negative when it overlaps black parts of the image.   <b>Note</b> <input type="checkbox"/> Default: <i>Off</i>

## Preset Stamp






Menu	Description
Stamp Language	<p>You can select the language of the message that is printed in Stamp mode.</p> <p> <b>Note</b>  <input type="checkbox"/> Default: <i>English</i></p>
Stamp Priority	<p>You can select the stamp type priority detected in Stamp mode.</p> <p> <b>Note</b>  <input type="checkbox"/> Default: <i>COPY</i></p>
<p><b>Stamp Format</b>            You can adjust the position, size, density and print page for the stamp.</p>	
Position Priority	<p>You can set the stamp position.</p> <p> <b>Note</b>  <input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> <li>• Metric version:           <ul style="list-style-type: none"> <li>• Position: <i>Top Right</i></li> <li>• Top/Bottom Margin: <i>24mm</i></li> <li>• Left/Right Margin: <i>24mm</i></li> </ul> </li> <li>• Inch version:           <ul style="list-style-type: none"> <li>• Position: <i>Top Right</i></li> <li>• Top/Bottom Margin: <i>10"</i></li> <li>• Left/Right Margin: <i>10"</i></li> </ul> </li> </ul> <p><input type="checkbox"/></p>
Size	<p>You can set the size of the stamp.</p> <p> <b>Note</b>  <input type="checkbox"/> Default: <i>1x</i></p>
Density	<p>You can set the pattern used to print the stamp.</p> <p> <b>Note</b>  <input type="checkbox"/> Default: <i>Normal</i></p> <p><input type="checkbox"/> Normal: The stamp is printed on the image. You cannot confirm which parts overlap the image.</p> <p><input type="checkbox"/> Lighter: The image can be seen through the stamp.</p> <p><input type="checkbox"/> Light: You can see the image even more than the "Lighter" setting.</p>

Menu	Description
Print Page	You can select whether the stamp is printed on the first page or all pages.   <b>Note</b> <input type="checkbox"/> Default: <i>All Pages</i>
Superimpose	You can select whether the Preset Stamp is printed negative when it overlaps black parts of the image.   <b>Note</b> <input type="checkbox"/> Default: <i>Off</i>

## User Stamp








Menu	Description
Program/Delete Stamp	You can register up to 5 custom stamps with your favorite design. You can register/change/delete your favorite design as a user stamp. How to Program/Delete Stamp See ⇒ P.175 “ <i>Program/Delete User Stamp</i> ”
Position : Stamp Format 1-5	You can set the position at which the stamp is printed. Press the arrow keys to adjust the position.   <b>Note</b> <input type="checkbox"/> Default: <ul style="list-style-type: none"> <li>• Metric version: <ul style="list-style-type: none"> <li>• Position: <i>Top Right</i></li> <li>• Top/Bottom Margin: <i>24mm</i></li> <li>• Left/Right Margin: <i>24mm</i></li> </ul> </li> <li>• Inch version: <ul style="list-style-type: none"> <li>• Position: <i>Top Right</i></li> <li>• Top/Bottom Margin: <i>10”</i></li> <li>• Left/Right Margin: <i>10”</i></li> </ul> </li> </ul>
Print Page	You can select whether the stamp is printed on the first page or all pages.   <b>Note</b> <input type="checkbox"/> Default: <i>All Pages</i>


## Date Stamp

Menu	Description
Format	<p>You can select the date format for Date Stamp mode.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>01/01/2000</i></p>
Font	<p>You can select the Date Stamp font.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>Gothic</i></p> <p><input type="checkbox"/> This setting is linked with Page Numbering.</p>
Position Priority	<p>You can set the position at which the stamp is printed. Press the arrow keys to adjust the position.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> <li>• Metric version <ul style="list-style-type: none"> <li>• Position: <i>Top Left</i></li> <li>• Top/Bottom Margin: <i>8mm</i></li> <li>• Left/Right Margin: <i>32mm</i></li> </ul> </li> <li>• Inch version <ul style="list-style-type: none"> <li>• Position: <i>Top Left</i></li> <li>• Top/Bottom Margin: <i>0.3"</i></li> <li>• Left/Right Margin: <i>0.8"</i></li> </ul> </li> </ul>
Size	<p>You can set the Date Stamp size.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>Auto Select</i></p> <p><input type="checkbox"/> This setting is linked with Page Numbering.</p>
Superimpose	<p>You can select whether the Preset Stamp is printed negative it overlaps black parts of the image.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>Off</i></p> <p><input type="checkbox"/> This setting is linked with Page Numbering.</p>










## Page Numbering

Menu	Description
Format	<p>You can select the page number format that is printed in Page Numbering mode.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>P1, P2</i></p>
Font	<p>You can select the font of the page number that is printed in Page Numbering mode.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>Gothic</i></p> <p><input type="checkbox"/> This setting is linked with the Date Stamp.</p>
Size	<p>You can set the size of the stamp that is printed in Page Numbering mode.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>Auto Select</i></p> <p><input type="checkbox"/> This setting is linked with the Date Stamp.</p>
Duplex Back Page Number Position	<p>You can set the position of the duplex back page number that is printed in Duplex mode.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>Opposite Position</i></p>
Page Numbering In Combine Mode	<p>You can set how the pages are numbered when you use the Combine function and Page Numbering function together.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>Per Original</i></p>
Copy On Slip Sheet In Designate Mode	<p>You can select whether to print the page number onto slip sheets when you combine Designate: Copy function with Page Numbering.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>Off</i></p> <p><input type="checkbox"/> If you combine with the Designate function, you can use only 1-1, 1-2... format.</p>
Superimpose	<p>You can select whether page numbers are printed negative when they overlap black parts of the image.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>Off</i></p>







Menu	Description
Position Priority Position : P1, P2, Position : 1/5, 2/5 Position : -1-, -2- Position : P.1, P.2 Position : 1, 2 Position : 1-1, 1-2	You can set the position. Press the arrow keys to adjust the position.   <b>Note</b> <input type="checkbox"/> Default: <ul style="list-style-type: none"> <li>• Metric version               <ul style="list-style-type: none"> <li>• Position: P.1, P1, 1, 1/5: <i>Top Right, -1-, 1-1: Bottom Center</i></li> <li>• Margin: P.1, P1, 1, 1/5: <i>12mm, -1-, 1-1: 8mm</i></li> </ul> </li> <li>• Inch version               <ul style="list-style-type: none"> <li>• Position: P.1, P1, 1, 1/5: <i>Top Right, -1-, 1-1: Bottom Center</i></li> <li>• Margin: P.1, P1, 1, 1/5: <i>5", -1-, 1-1: 3"</i></li> </ul> </li> </ul>

# Input/Output

Menu	Description
SADF Auto Reset Timer	<p>When you set one original at a time in the optional document feeder, the Auto Feed indicator lights for a time after the last original is fed to show that the document feeder is ready for another original. You can adjust this time from 3 seconds to 99.</p> <p> <b>Note</b>  <input type="checkbox"/> Default: <i>10 seconds</i></p>
ADF Original Table Rise Time	<p>You can set the document feeder original table rise time.</p> <p> <b>Note</b>  <input type="checkbox"/> Default: <i>Original is Set</i></p>
Face-up/down Eject From Platen	<p>When copying an original placed on the exposure glass or one original loaded in the document feeder, you can specify the way copies are delivered.</p> <p> <b>Note</b>  <input type="checkbox"/> Default: <i>Face Up</i></p>
Auto Sort Mode	<p>You can specify whether Sort mode is selected when the machine is turned on or when modes are cleared.</p> <p> <b>Note</b>  <input type="checkbox"/> Default: <i>Off</i></p>
Memory Full Auto Scan Restart	<p>If memory runs out while scanning originals, the machine can make copies of the scanned originals first, then automatically proceed with scanning the remaining originals. You can enable or disable this function.</p> <ul style="list-style-type: none"> <li>• If you select <b>[On]</b>: When the memory becomes full, the machine stops allowing you to remove the copy pages delivered on the output tray.</li> <li>• If you select <b>[Off]</b>: You can leave the machine unattended to make all the copies, but the resulting sorted pages will not be in sequence.</li> </ul> <p> <b>Note</b>  <input type="checkbox"/> Default: <i>Off</i></p>
Shift Tray	<p>You can have copies shifted in sort or stack mode.</p> <p> <b>Note</b>  <input type="checkbox"/> Default: <i>Standard</i></p>




Menu	Description
Separation Sheet	<p>You can set the number of separation sheets that is inserted (1-999).</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: 1</p>


# Document Server

Menu	Description
File List Sort Priority	<p>You can select how files that are listed in Document Server mode.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>Time : Sort Descending</i></p>
Store Mode Priority	<p>By default, "Store And Print" is selected.</p> <p>You can cancel this setting.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>Store And Print</i></p>
Auto File Delete	<p>Old files stored on the Document Server can be deleted automatically.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>Do Not Delete</i></p> <p><input type="checkbox"/> When you select Delete, input the time using the number keys. The time can be set from 1 to 180 days in 1 day steps.</p>
Delete All The Saved Files, Delete All The Saved Files In CD	<p>You can delete all saved files.</p> <p>If you have registered the access code, you need to input the code before you can delete files.</p> <p> <b>Limitation</b></p> <p><input type="checkbox"/> You can not delete files that are currently in use.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> The message dialog is displayed. If you want to delete all files, press <b>[Yes]</b> key, If you do not, press <b>[No]</b> key to cancel.</p>
CD Read/Write Speed Control	<p>You can select the access speed for CD-R/RW.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>Auto</i></p>

# Key Operator Tools

If the key operator code has been registered beforehand, you cannot access the Key Operator Tools unless you enter the key operator code (up to 8 digits).

Menu	Description
Check/Reset/Print Copy Counter	<p>You can check or print the number of copies made under each user code.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> You can also reset each user code counter to 0.</li> <li><input type="checkbox"/> If more than 20 user codes are registered, you can view all the counters using the <b>[Previous]</b> or <b>[Next]</b> key.</li> </ul>
Print Counter List	<p>You can print the number of copies under each user code.</p> <p>To start printing, press the <b>[Print Counter List]</b> key. To stop printing, touch the <b>[Cancel]</b> key.</p>
Reset Counters	You can reset each user code counter to 0.
Reset All Counters	You can reset all counters to 0.
Program/Change/Delete User Code	<p>You can register, change, or delete user codes (8 digits or less).</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Up to 500 user codes can be registered.</li> <li><input type="checkbox"/> Even if you have changed a user code, the counter value will not be cleared.</li> <li><input type="checkbox"/> When the user code is deleted, the counter value will be automatically deleted.</li> </ul>
Program	<p>You can register user codes.</p> <ol style="list-style-type: none"> <li>① Press the <b>[Program]</b> key.</li> <li>② Enter the User Code using the number keys.</li> <li>③ Press the <b>[OK]</b> key.</li> </ol>
Change	<p>You can change user codes.</p> <ol style="list-style-type: none"> <li>① Press the <b>[Change]</b> key.</li> <li>② Press the User Code you want to change.</li> <li>③ Enter new User Code using the number keys.</li> <li>④ Press the <b>[OK]</b> key.</li> </ol> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The number of copies made under the old code is added to that made under the new user code.</li> </ul>

Menu	Description
Delete User Code	You can delete user codes. ① Press the <b>[Delete User Code]</b> key. ② Press the User Code you want to delete. ③ Press the <b>[OK]</b> key. ④ Press the <b>[Yes]</b> key.
Delete All User Codes	You can delete all user codes. ① Press the <b>[Delete All User Code]</b> key. ② Press the <b>[Yes]</b> key.
Connect Copy Master	You can choose whether the original modes are shown on the initial display.   <b>Note</b> <input type="checkbox"/> Default: <i>On</i>

## Do's And Don'ts

### **CAUTION:**

- *Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.*
- Do not press areas on or around the fusing unit. These areas get hot.
- After making copies continuously, the exposure glass may feel warm—this is not a malfunction.
- You might feel warm around the ventilation hole. This is caused by exhaust air, and is not a malfunction.
- Do not turn off the operation switch while copying or printing. Make sure that all copying or printing has finished.
- The machine might fail to produce good copy images if condensation forms inside the machine due to rapid temperature change. To prevent this problem, the machine has an anti-condensation function. Even after the main power switch is in the stand-by position, the anti-condensation heater is active, thus keeping the machine body slightly warm.
- Do not open the covers of machine while copying or printing. If you do, mis-feeds might occur.
- Do not move the machine while copying or printing.
- If you operate the machine improperly or a failure occurs on the machine, your machine settings might be lost. Be sure to take a note of your machine settings.
- Supplier shall not be liable for any loss or damages resulting from a failure on the machine, loss of machine settings, and use of the machine.



# Where to Put Your Machine

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## Machine Environment

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

---

### Optimum Environmental Conditions

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**⚠ CAUTION:**

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

**⚠ CAUTION:**

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

- Temperature: 10 – 32°C (50 – 89.6°F) (humidity to be 54 % at 32°C, 89.6°F)
- Humidity: 15 – 80 % (temperature to be 27°C, 80.6°F at 80 %)
- A strong and level base.
- The machine must be level within 5 mm, 0.2" both front to rear and left to right.
- To avoid possible buildup of ozone, make sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m<sup>3</sup>/hr/person.

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### Environments To Avoid

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- Locations exposed to direct sunlight or strong light (more than 1,500 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes might cause condensation within the machine.)
- Locations close to such machines generating ammonia as diazo copy machine.
- Places where the machine might be subjected to frequent strong vibration.
- Dusty areas.
- Areas with corrosive gases.

## Power Connection

### ⚠ **WARNING:**

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

### ⚠ **CAUTION:**

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

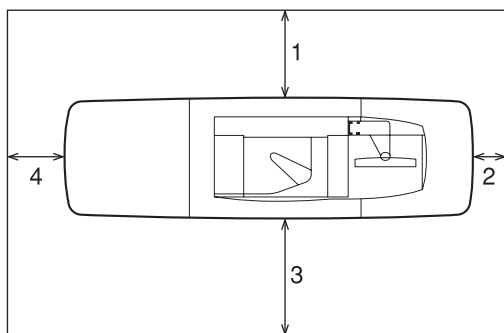
### ⚠ **CAUTION:**

- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- When the main switch is in the Stand-by position, the optional anti-condensation heaters are on. In case of emergency, unplug the machine's power cord.
- When you unplug the power cord, the anti-condensation heaters turn off.
- Make sure the plug is firmly inserted in the outlet.
- Voltage must not fluctuate more than 10 %.

7

## Access to Machine

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



GCSPAC0E

**1. Rear: more than 20cm (7.8")**

**3. Front: more than 55.5cm (21.6")**

**2. Right: more than 3cm (1.1")**

**4. Left: more than 40cm (15.7")**

### **Note**

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

# Maintaining Your Machine

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

❖ **Cleaning the machine**

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

⚠ **Important**

- ❑ Do not use chemical cleaner or organic solvent, such as thinner or benzene. If they get into the machine or melt plastic parts, a failure might occur.
- ❑ Do not clean parts other than those specified in this manual. Such parts should be cleaned by your service representative.

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## Cleaning the Exposure Glass

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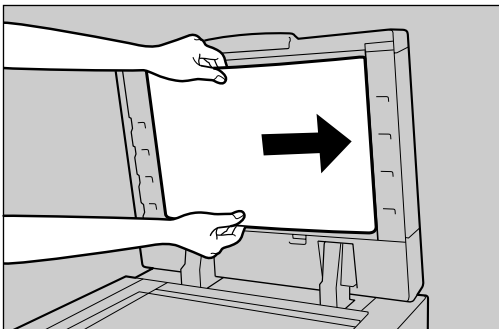


ND1C0200

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## Cleaning the Document Feeder

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A1P0100E

# Stapling Position

When there is copy paper identical in size and direction to your original, the stapling position is as follows:

Original				Rotate Original +	Rotate Original +	Staple position

GGSTAP1E



# 8. Specification





## Mainframe

- ❖ **Configuration:**  
Console
- ❖ **Photosensitivity type:**  
OPC drum (Ø100)
- ❖ **Original scanning:**  
One-dimensional solid scanning system through CCD
- ❖ **Copy process:**  
Dry electrostatic transfer system
- ❖ **Development:**  
Dry two-component magnetic brush development system
- ❖ **Fusing:**  
Heating roll pressure system
- ❖ **Resolution:**  
600 dpi
- ❖ **Exposure glass:**  
Stationary original exposure type
- ❖ **Original reference position:**  
Rear left corner
- ❖ **Warm-up time:**  
Less than 360 seconds (23°C)
- ❖ **Originals:**  
Sheet/Book/Objects
- ❖ **Original size:**  
A3☐ - A5☐☐, 11" × 17"☐ - 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>" ☐☐
- ❖ **Copy paper size:**
  - Tray1: A4☐, 8<sup>1</sup>/<sub>2</sub>" × 11"☐
  - Tray2, Tray3: A5☐☐ - A3☐
  - Tray4 - 6: A5☐☐ - A4☐, 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"☐☐ - 8<sup>1</sup>/<sub>2</sub>" × 11"☐
- ❖ **Copy paper weight:**
  - Tray 1 - Tray 3, Tray 6 : 52 - 163g/m<sup>2</sup>, 16 lb. Bond - 90 lb. Index
  - Tray 4, Tray 5: 52 - 216g/m<sup>2</sup>, 16 lb. Bond - 80 lb. Cover









❖ **Non-reproduction area:**

- Leading edge: Less than  $3 \pm 2\text{mm}$
- Trailing edge: More than  $2 + 2 / -1.7\text{mm}$
- Left edge: More than  $2 \pm 1.5\text{mm}$
- Right edge: More than  $2 \pm 1.5\text{mm}$

❖ **First copy time:**

Type 1	4.1 seconds or less (A4  , 8 <sup>1</sup> / <sub>2</sub> " × 11"  , 100 %, feeding from tray 1 to Finisher Proof Tray, on the exposure glass, Text/Photo mode, Auto Image Density)
Type 2	3.8 seconds or less (A4  , 8 <sup>1</sup> / <sub>2</sub> " × 11"  , 100 %, feeding from tray 1 to Finisher Proof Tray, on the exposure glass, Text/Photo mode, Auto Image Density)

❖ **Copying speed:**

Type 1	85 copies/minute (A4  , 8 <sup>1</sup> / <sub>2</sub> " × 11"  )	41 copies/minute (A3  )	42 copies/minute (11" × 17"  )
Type 2	105 copies/minute (A4  , 8 <sup>1</sup> / <sub>2</sub> " × 11"  )model	49 copies/minute (A3  )	51 copies/minute (11" × 17"  )

❖ **Reproduction ratio:**

Preset reproduction ratios:

	Metric version	Inch version
Enlargement	400 %	400 %
	200 %	200 %
	141 %	155 %
	122 %	129 %
	115 %	121 %
Full Size	100 %	100 %
Reduction	93 %	93 %
	82 %	85 %
	75 %	78 %
	71 %	73 %
	65 %	65 %
	50 %	50 %
	25 %	25 %

Zoom: From 25 % to 400 % in 1 % steps.

❖ **Maximum number of continuous copy sets**

1 – 9999 copies

❖ **Copy paper capacity:**

- Tray 1 (Tandem tray) : 2,000 sheets (1,000 sheets × 2) (80g/m<sup>2</sup>, 20 lb Bond)
- Tray 2 (500-sheet tray) : 500 sheets (80g/m<sup>2</sup>, 20 lb Bond)
- Tray 3 (500-sheet tray) : 500 sheets (80g/m<sup>2</sup>, 20 lb Bond)
- Tray 4 (LCT): 1,000 sheets (80g/m<sup>2</sup>, 20 lb Bond)
- Tray 5 (LCT): 1,000 sheets (80g/m<sup>2</sup>, 20 lb Bond)
- Tray 6 (LCT): 2,550 sheets (80g/m<sup>2</sup>, 20 lb Bond)

❖ **Power consumption (Type 1: 85copies/minute model):**

	Mainframe Only	Full System <sup>*1</sup>
Warm-up	about 1.96 kW	about 1.98 kW
Stand-by	about 0.79 kW	about 0.8 kW
Copying	about 2.24 kW	about 2.3 kW
Maximum	less than 2.35 kW	less than 2.38 kW

<sup>\*1</sup> Mainframe with the finisher, large capacity tray

❖ **Power consumption (Type 2: 105copies/minute model):**

	Mainframe Only	Full System <sup>*1</sup>
Warm-up	about 2.51 kW	about 2.52 kW
Stand-by	about 0.93 kW	about 0.95 kW
Copying	about 2.67 kW	about 2.68 kW
Maximum	less than 2.77 kW	less than 2.84 kW

<sup>\*1</sup> Mainframe with the finisher, large capacity tray

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

2,096 × 735 × 1,476mm, 82.5" × 28.9" × 58.1"

❖ **Space for main frame (W × D):**

- 1,202 × 735 mm, 47.3" × 28.9" (ADF external extender is not used, optional Output tray is installed.)
- 2,218 × 735 mm, 87.3" × 28.9" (ADF external extender is used for larger size originals, optional Finisher Proof Tray is installed.)
- 2,314 × 735 mm, 91.1" × 28.9" (ADF external extender is used for larger size originals, optional Finisher Proof Tray is installed.)



❖ **Noise Emission \*1 (Type 1):**

Sound Power Level

	Mainframe Only	Complete System *3
When printing	74 dB (A)	78 dB (A)
Stand-by	59 dB (A)	58 dB (A)

Sound Pressure Level \*2

	Mainframe Only	Complete System *3
During printing	59 dB (A)	68 dB (A)

\*1 The above measurements made ISO 7779 are actual value.

\*2 It is measured at the position of the bystander or the operator. During Printing.

\*3 Mainframe with the full options.

❖ **Noise Emission \*1 (Type 2):**

Sound Power Level

	Mainframe Only	Complete System *3
When printing	75 dB (A)	78 dB (A)
Stand-by	59 dB (A)	58 dB (A)

Sound Pressure Level \*2

	Mainframe Only	Complete System *3
During printing	61 dB (A)	67 dB (A)

\*1 The above measurements made ISO 7779 are actual value.

\*2 It is measured at the position of the bystander or the operator. During Printing.

\*3 Mainframe with the full options.

❖ **Weight:**







Approx. 252kg, 555.6 lb (mainmachine with document feeder)

# Document Feeder

## ❖ Mode:

ADF mode, ARDF mode, Batch(SADF) mode, Mixed Sizes mode, Thin mode

## ❖ Original size:

- A3  - A5  
- 11" × 17"  - 8<sup>1</sup>/<sub>2</sub>" × 5<sup>1</sup>/<sub>2</sub>"  



## ❖ Original weight:

- 1-sided originals: 52 - 157g/m<sup>2</sup> (14 - 42 lb. Bond)
- 2-sided originals: 52 - 128g/m<sup>2</sup> (14 - 34 lb. Bond) (Duplex)
- Thin paper mode: 40 - 156g/m<sup>2</sup> (11 - 42 lb. Bond)

## ❖ Number of originals that can be set:

100 sheets (80g/m<sup>2</sup>, 20 lb. Bond) or less than 12 mm, 0.5"

## ❖ Copying speed:

72 copies/minute (A4 , 8<sup>1</sup>/<sub>2</sub>" × 11" , 1 to 1 copying)

## ❖ Power Source:








Power is supplied from the main frame.








## Note










- Specifications are subject to change without notice.










# Finisher

## ❖ Paper size:

Proof Tray: A3  - A5  , 8 1/2" × 5 1/2"   - 11" × 17"  

Shift Tray: A3  - A5  , 8 1/2" × 5 1/2"   - 11" × 17"  

Staple Mode: A3  - A4  , 11" × 17"  , 8 1/2" × 11"   - 11" × 17"  

Punch Mode: A3  - A4  , 11" × 17"  , 8 1/2" × 11"   - 11" × 17"  

## ❖ Paper weight:

Stack: 52 - 216 g/m<sup>2</sup>, 14 lb. Bond - 80 lb. Covers

Staple: 64 - 80 g/m<sup>2</sup>, 17 - 20 lb. Bond

Punch:

- 4 holes: 52 - 128 g/m<sup>2</sup>, 16 lb - 34 lb. Bond
- 2 or 3 holes: 52 - 163 g/m<sup>2</sup>, 16 - 42 lb. Bond, 50 to 60 lb. Cover, 90 lb. Index (no Tab)

## ❖ Stack capacity:

Proof Tray:

- 500 sheets (A4, 8 1/2" × 11" or smaller) (80g/m<sup>2</sup>, 20 lb. Bond)
- 250 sheets (B4, 8 1/2" × 14" or larger) (80g/m<sup>2</sup>, 20 lb. Bond)

Shift Tray (without Punch):

- 3,000 sheets (A4, 8 1/2" × 5 1/2" or smaller) (80g/m<sup>2</sup>, 20 lb. Bond)
- 1,500 sheets (B4, 8 1/2" × 14" or larger) (80g/m<sup>2</sup>, 20 lb. Bond)

Shift Tray (with Punch):

- 2,500 sheets (A4, 8 1/2" × 5 1/2" or smaller) (80g/m<sup>2</sup>, 20 lb. Bond)
- 1,500 sheets (B4, 8 1/2" × 14" or larger) (80g/m<sup>2</sup>, 20 lb. Bond)

Shift Tray (with Staple):

- 10 - 100 originals = 200 - 30 sets (A4, 8 1/2" × 5 1/2") (80g/m<sup>2</sup>, 20 lb. Bond)
- 1,500 sheets (B4, 8 1/2" × 14" or larger) (80g/m<sup>2</sup>, 20 lb. Bond)

## ❖ Staple capacity:

- 2 - 100 sheets (A4, 8 1/2" × 11") (80g/m<sup>2</sup>, 20 lb. Bond)
- 2 - 50 sheets (Others) (80g/m<sup>2</sup>, 20 lb. Bond)

## ❖ Staple position:

Five positions (Top, Top Slant, Bottom, Left 2, Top 2)

## ❖ Power consumption:

140W (power is supplied from the main frame.)

## ❖ Dimensions (W × D × H):

800 × 728 × 980mm, 31.5" × 28.7" × 38.6"

## ❖ Weight:

Approx. 50kg, 130.1 lb

## Note

- Specifications are subject to change without notice.

## CD-R/RW (Option)

❖ **Storage: Number of files**

Up to 50 files

❖ **Maximum number of writes/deletes**

- CD-R Disk: 10
- CD-RW Disk: 1000

❖ **Power consumption:**

100-240V, 50/60Hz

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

350 × 215mm × 300mm, 13.7" × 8.4" × 11.8"

❖ **Weight:**

Approx. 2.5kg, 5.5 lb

## A3/11" × 17" Tray Kit (Option)

❖ **Paper Size:**

A3, B4, A4, 11" × 17", 8<sup>1</sup>/<sub>2</sub>" × 11", LG

❖ **Paper weight:**

52-163g/m<sup>2</sup>, 14 lb. Bond-90 lb. Index

❖ **Copy paper capacity:**

1000 sheets (80g/m<sup>2</sup>, 20 lb. Bond)

# Punch Kit (Option)

## ❖ Paper size:

2 holes

- A3, B4, A4, B5, A5, 11" × 17", 11" × 15", 10" × 14", 8 1/2" × 14", 8 1/2" × 13", 8 1/4" × 13", 8" × 13", 8 1/2" × 11", 8" × 10 1/2", 8" × 10", 5 1/2" × 8 1/2", 210 × 340mm, 210 × 182mm, 210 × 170mm

3 holes

- A3, B4, A4, B5, 11" × 17", 11" × 15", 10" × 14", 8 1/2" × 11"

## ❖ Paper weight:

- 2 holes version: 52g/m<sup>2</sup> – 163g/m<sup>2</sup>, 16 – 42 lb. Bond, 50 to 60 lb. Cover, 90 lb. Index
- 3 holes version: 52g/m<sup>2</sup> – 163g/m<sup>2</sup>, 16 – 42 lb. Bond, 50 to 60 lb. Cover, 90 lb. Index (no Tab)
- 4 holes version: 52g/m<sup>2</sup> – 128g/m<sup>2</sup>, 16 – 34 lb. Bond

## ❖ Power consumption:

33.6 W (power is supplied from the mainframe.)

## ❖ Dimensions (W × D × H):

92 × 463 × 100 mm, 3.7" × 18.3" × 4.0"

## ❖ Weight:

Approx. 3kg, 6.6 lb

## Note

- ❑ Specifications are subject to change without notice.

# Large Capacity Tray (LCT) (Option)

❖ **Paper size:**

A4  – A5  , 8<sup>1</sup>/<sub>2</sub>" × 5<sup>1</sup>/<sub>2</sub>"   – 8<sup>1</sup>/<sub>2</sub>" × 11"

❖ **Paper weight:**

Tray 4, Tray 5

- 52 - 216g/m<sup>2</sup>, 16 lb. Bond - 80 lb. Covers

Tray 6

- 52 - 157g/m<sup>2</sup>, 16 lb. Bond - 43 lb. Bond

❖ **Paper capacity:**

Tray 4, Tray 5

- 1,000 sheets (80 g/m<sup>2</sup>, 20 lb. Bond)

Tray 6

- 2,550 sheets (80 g/m<sup>2</sup>, 20 lb. Bond)

❖ **Power consumption**

Maximum. 60 W (power is supplied from the main frame.)

❖ **Dimensions (W × D × H, option unit):**

540 × 727 × 986mm, 21.3" × 28.6" × 38.8"

❖ **Weight:**









Approx. 78.8kg, 173.7 lb



 **Note**



Specifications are subject to change without notice.

# Copy Connector Cable (Option)

## ❖ Continuous copying speed:

	Type 1 <sup>*1</sup>	Type 2 <sup>*2</sup>
Type 1	170 copies/ minute (A4  , 8 <sup>1</sup> / <sub>2</sub> " × 11"  )	190 copies/ minute (A4  , 8 <sup>1</sup> / <sub>2</sub> " × 11"  )
Type 2	190 copies/ minute (A4  , 8 <sup>1</sup> / <sub>2</sub> " × 11"  )	210 copies/ minute (A4  , 8 <sup>1</sup> / <sub>2</sub> " × 11"  )

<sup>\*1</sup> Type 1: 85 copies/minute (A4 , 8<sup>1</sup>/<sub>2</sub>" × 11" ) machine

<sup>\*2</sup> Type 2: 105 copies/minute (A4 , 8<sup>1</sup>/<sub>2</sub>" × 11" ) machine

## ❖ Dimensions (W × D × H):

310 × 310 × 65mm, 12.2" × 12.2" × 2.5"

## ❖ Weight:

Approx. 500g, 1.1 lb

## ❖ Length:

10m



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