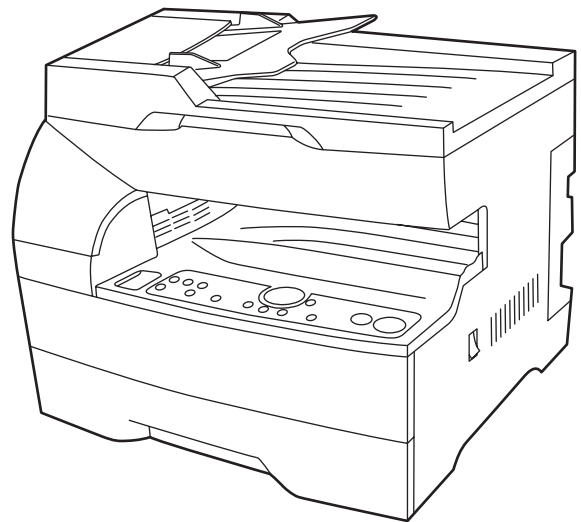
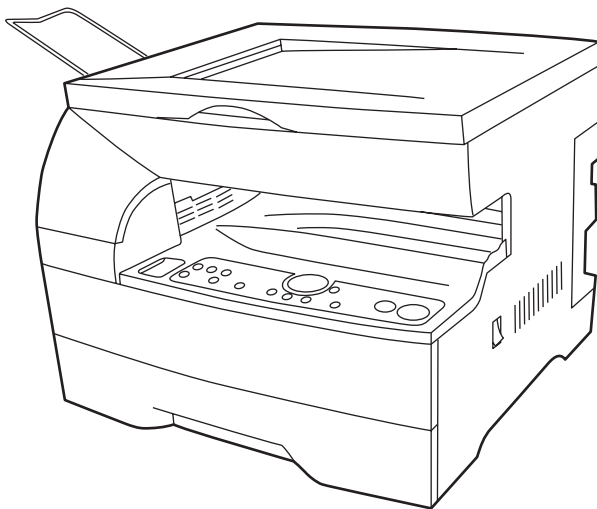




INSTRUCTION HANDBOOK

KM-1510
KM-1810



Please read the instruction handbook before using the copier.
Keep it close to the copier for easy reference.



As an ENERGY STAR Partner, KYOCERA MITA CORPORATION has determined that this product meets the ENERGY STAR guidelines for energy efficiency. The ENERGY STAR program is an energy reduction plan introduced by the United States Environmental Protection Agency in response to environmental issues and for the purpose of advancing the development and utilization of more energy efficient office equipment.

* ENERGY STAR is a U.S. registered mark.

In this Instruction Handbook, the 1810 is referred to as the **18 ppm** (pages per minute) **copier** and the 1510 is referred to as the **15 ppm copier**.

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- It is prohibited under any circumstances to copy domestic or foreign currencies.
- Copying other items may be prohibited.

Please read the instruction handbook before using the copier. Keep it close to the copier for easy reference.

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




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

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



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

Symbols




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

-  [General warning]
-  [Warning of danger of electrical shock]
-  [Warning of high temperature]

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

-  [Warning of prohibited action]
-  [Disassembly prohibited]

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

-  [Alert of required action]
-  [Remove the power plug from the outlet]
-  [Always connect the copier to an outlet with a ground connection]

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

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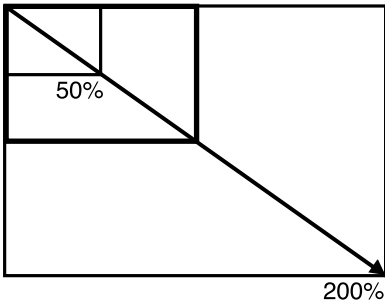
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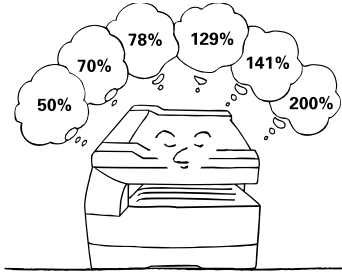
MAKING FULL USE OF THE MACHINE'S ADVANCED FUNCTIONS

1 Various functions for making enlarged and reduced copies

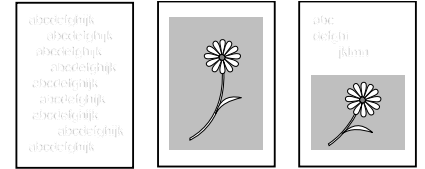
- Enlarging/reducing copies to any size in the 50 - 200% range
<Zoom copy mode> (page 4-3)



- Making copies using the magnification ratios preset in the copier
<Standard zoom mode> (page 4-3)

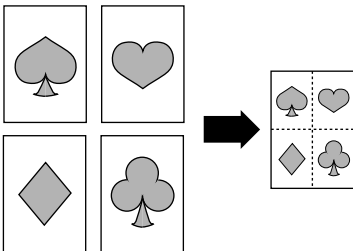


2 Making clear reproductions of photographs <Copy quality selection> (page 4-1)



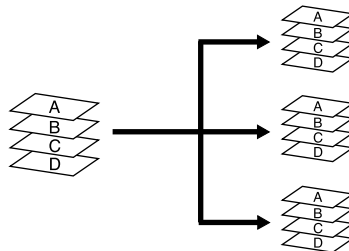
3 Making one copy from two or four originals <Layout copy> (page 5-1)

- * The 15 ppm copier requires the optional memory copy board.



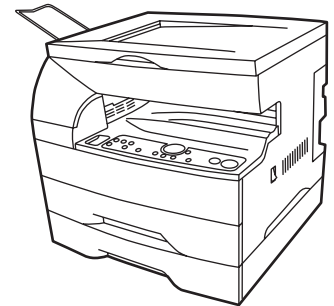
4 Sorting automatically <Sort copy> (page 5-4)

- * The 15 ppm copier requires the optional memory copy board.



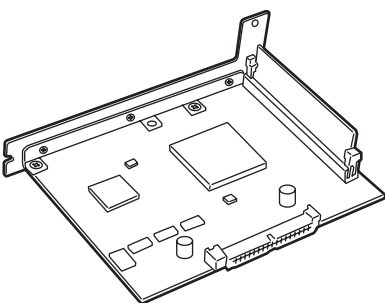
5 A full range of optional equipment is available

- Drawer
A drawer of the same type as the copier drawer can be added.
* This drawer is equipped with a cover on the left side for removing misfed paper.

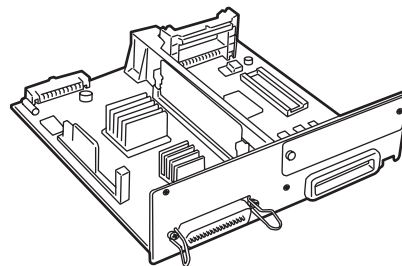


- Memory copy board (for 15 ppm copier)
This memory copy board is required in order to use various functions of this copier, such as layout copying and sort copying. Up to 30 originals of 6% black coverage can be scanned with this board.

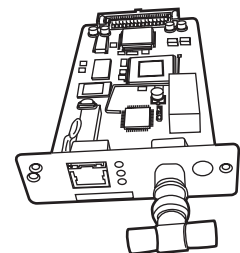
- * The 18 ppm copier comes standard with a memory copy board installed.



- Printer board
If the printer board is installed, this copier can be used as a printer. For details, see the instruction handbook for this option.



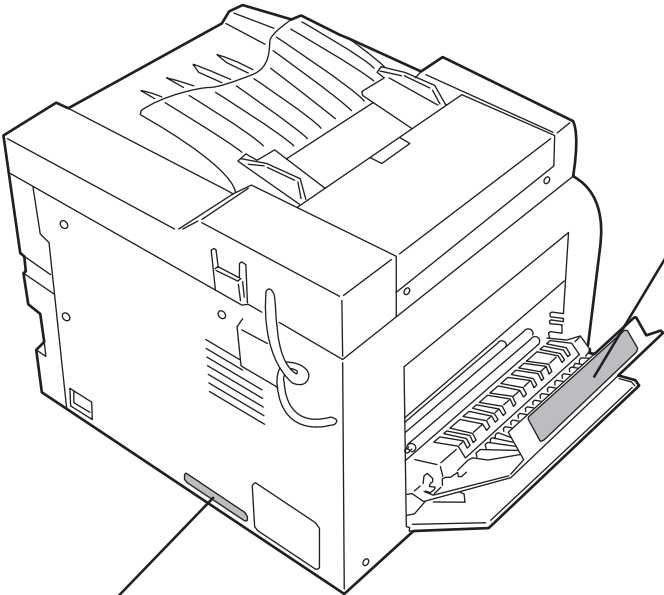
- Printer network board
If the network board is installed along with the optional printer board, this copier can be used as a network printer, allowing access from multiple computers. For details, see the instruction handbook for this option.



CHAPTER 1 IMPORTANT! PLEASE READ FIRST.

CAUTION LABELS

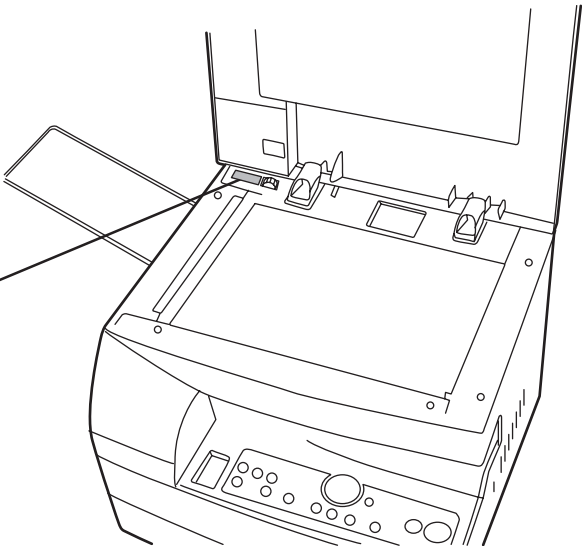
Caution labels have been attached to the copier at the following locations for safety purposes.
BE SUFFICIENTLY CAREFUL to avoid fire or electric shock when removing a paper jam or when replacing toner.



Label 1
High voltage inside. NEVER touch parts in this area, because there is a danger of electric shock.



Label 2
High temperature inside. Do not touch parts in this area, because there is a danger of getting burned.



Label 3
Drive mechanism inside. Do not touch parts in this area, because there is a danger of injury.







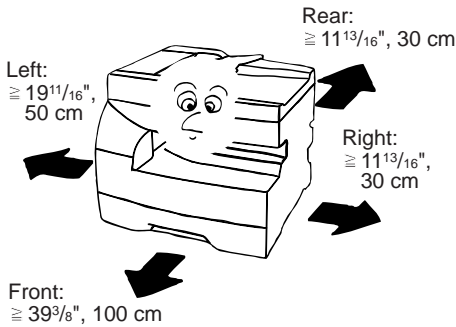
NOTE: DO NOT remove these labels.

INSTALLATION PRECAUTIONS

■ Environment

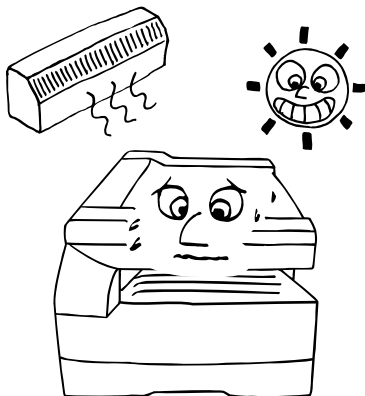
CAUTION

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






Other precautions

- Adverse environmental conditions may affect the safe operation and performance of the copier. Install in an air-conditioned room (recommended room temperature: around 68°F(20°C), humidity: around 65%RH) and avoid the following locations when selecting a site for the copier.
 - . Avoid locations near a window or with exposure to direct sunlight.
 - . Avoid locations with vibrations.
 - . Avoid locations with drastic temperature fluctuations.
 - . Avoid locations with direct exposure to hot or cold air.
 - . Avoid poorly ventilated locations.



■ Power supply/Grounding the copier

WARNING


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

Other precautions

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

■ Handling of plastic bags

WARNING









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









PRECAUTIONS FOR USE

■ Cautions when using the copier

WARNING

- DO NOT place metallic objects or containers with water (flower vases, flower pots, cups, etc.) on or near the copier. This situation presents a danger of fire or electrical shock should they fall inside. 
- DO NOT remove any of the covers from the copier as there is a danger of electrical shock from high voltage parts inside the copier. 
- DO NOT damage, break or attempt to repair the power cord. DO NOT place heavy objects on the cord, pull it, bend it unnecessarily or cause any other type of damage. These types of situations present a danger of fire or electrical shock. 
- NEVER attempt to repair or disassemble the copier or its parts as there is a danger of fire, electrical shock or damage to the laser. If the laser beam escapes, there is a danger of it causing blindness. 
- If the copier becomes excessively hot, smoke appears from the copier, there is an odd smell, or any other abnormal situation occurs, there is a danger of fire or electrical shock. Turn the main switch OFF (O) immediately, remove the power plug from the outlet and contact your service representative. 
- If anything harmful (paper clips, water, other fluids, etc.) falls into the copier, turn the main switch OFF (O) immediately. Next, remove the power plug from the outlet to avoid the danger of fire or electrical shock. Then contact your service representative. 
- DO NOT remove or connect the power plug with wet hands, as there is a danger of electrical shock. 
- ALWAYS contact your service representative for maintenance or repair of internal parts. 

CAUTION





- DO NOT pull the power cord when removing it from the outlet. If the power cord is pulled, the wires may become broken and there is a danger of fire or electrical shock. (ALWAYS grasp the power plug when removing the power cord from the outlet.) 
- ALWAYS remove the power plug from the outlet when moving the copier. If the power cord is damaged, there is a danger of fire or electrical shock. 
- If the copier will not be used for a short period of time (overnight, etc.), turn the main switch OFF (O). If it will not be used for an extended period of time (vacations, etc.), remove the power plug from the outlet for safety purposes during the time the copier is not in use. 
- ALWAYS hold the designated parts only when lifting or moving the copier. 
- For safety purposes, ALWAYS remove the power plug from the outlet when performing cleaning operations. 
- If dust accumulates within the copier, there is a danger of fire or other trouble. It is therefore recommended that you consult with your service representative in regard to cleaning of internal parts. This is particularly effective if accomplished prior to seasons of high humidity. Consult with your service representative in regard to the cost of cleaning the internal parts of the copier. 

Other precautions

- DO NOT place heavy objects on the copier or cause other damage to the copier.
- DO NOT open the front cover, turn off the main switch, or pull out the power plug during copying.
- During copying, some ozone is released, but the amount does not cause any ill effect to one's health. If, however, the copier is used over a long period of time in a poorly ventilated room or when making an extremely large number of copies, the smell may become unpleasant. To maintain the appropriate environment for copy work, it is suggested that the room be properly ventilated.
- When lifting or moving the copier, contact your service representative.
- Do not touch electrical parts, such as connectors or printed circuit boards. They could be damaged by static electricity.
- DO NOT attempt to perform any operations not explained in this handbook.
- CAUTION : Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.
- Do not open any cover or turn the power off while the motor inside can be heard regardless of the condition of the copier.

■ Cautions when handling consumables

CAUTION

- Avoid inhalation, ingestion, skin or eye contact. If ingestion occurs, dilute stomach contents thoroughly with water and seek medical treatment. If skin contact occurs, wash with soap and water. If contact with eyes occurs, flush thoroughly with water and seek medical treatment. 
- Prolonged inhalation of excessive dusts may cause lung damage. Use of this product, as intended, does not result in inhalation of excessive dusts. 
- Keep away from children. 
- Do not incinerate toner and toner containers. Dangerous sparks may cause burn. 

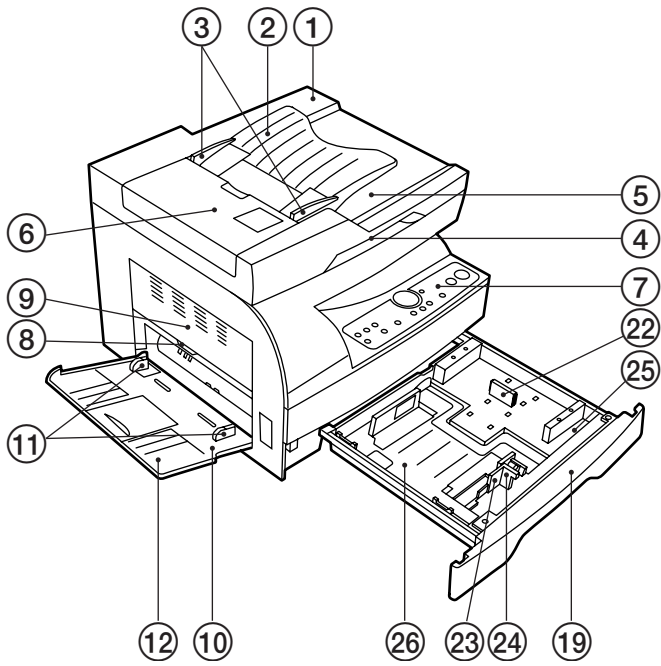
Other precautions

- Always read the safety instructions which are included in the box or printed on the container when handling consumables.
- Dispose of the toner or toner containers in accordance with Federal, State and Local rules and regulations.
- Store consumables in a cool, dark location.
- If the copier will not be used for an extended period of time, remove the paper from the cassette, return it to its original package and reseal it.

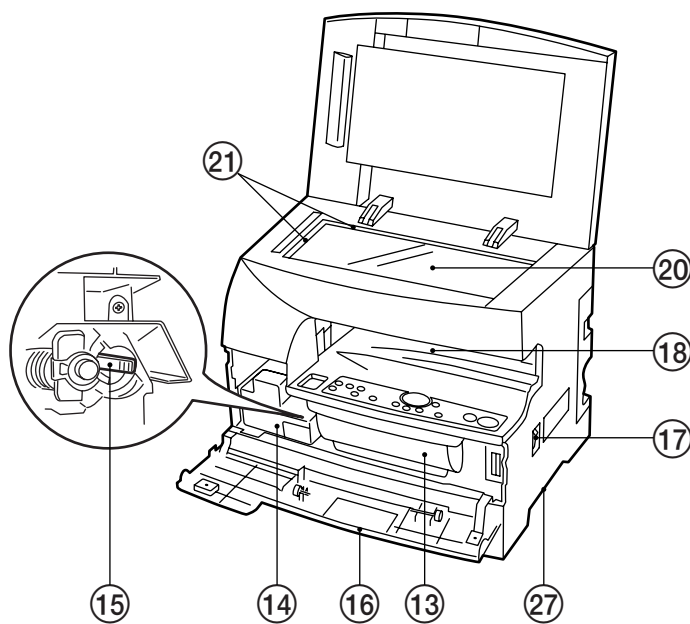
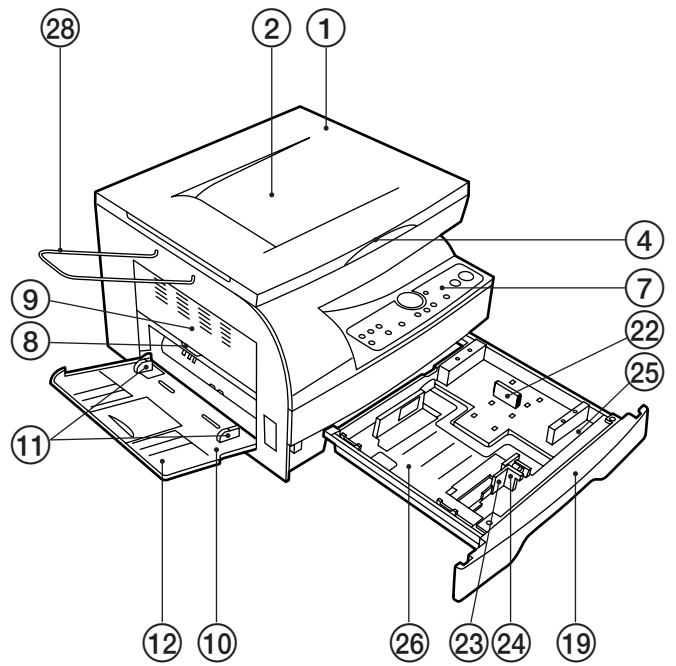
CHAPTER 2 NAMES OF PARTS

(1) Main body

18 ppm copier



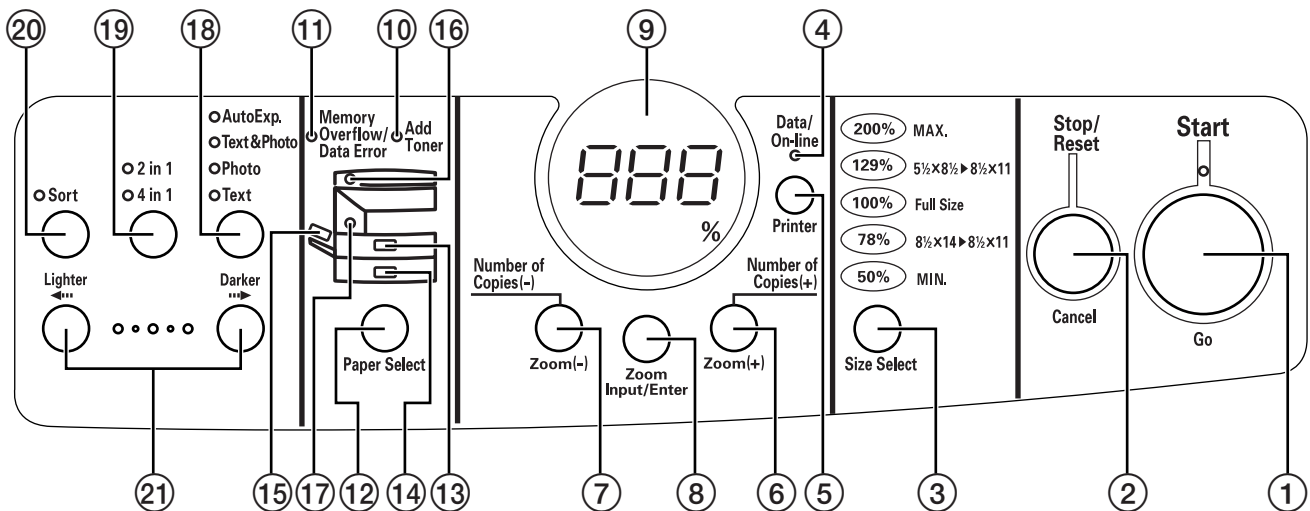
15 ppm copier



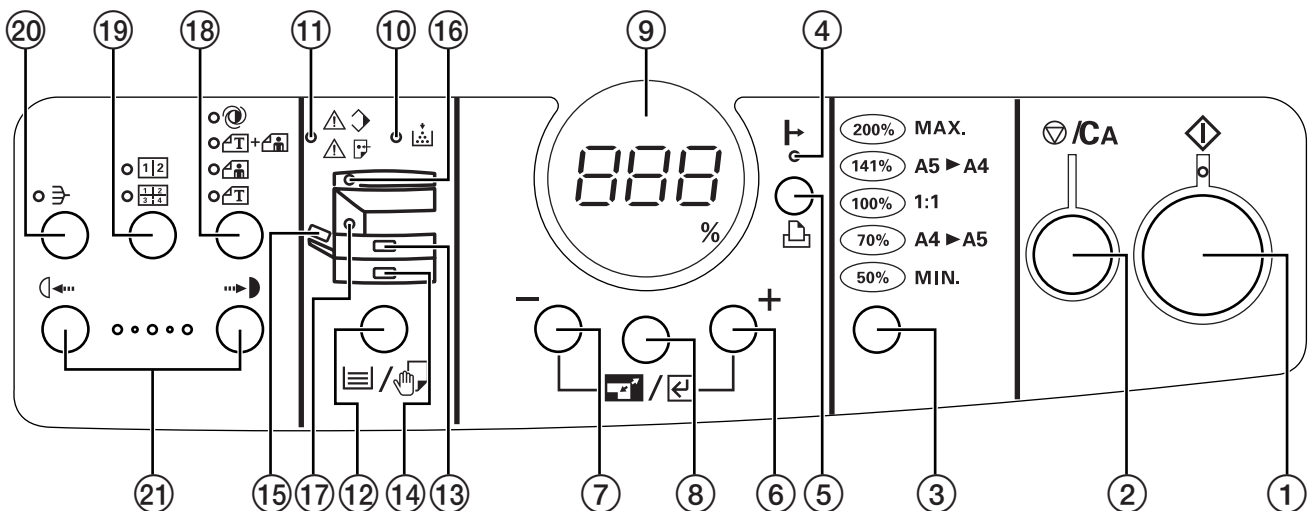
- ① DF (Document Feeder)
(Open/close to set the original on the platen.)
- ② Original table
(Place the originals here.)
- ③ Original insertion guides
(Adjust the guides to the width of the originals.)
- ④ DF open/close handle
(Hold this handle when opening and closing the DF.)
- ⑤ Original eject cover
(Copied originals are stored here.)
- ⑥ DF original switchback cover
(Open this cover to remove a misfed original from the DF.)
- ⑦ Operation panel
(Contains the keys and indicators for operating the copier.)
- ⑧ Left cover handle
(Hold to open the left cover.)
- ⑨ Left cover
(Open when a paper misfeed occurs.)
- ⑩ Multi-Bypass
(Load paper here when copying onto small-size or special paper.)
- ⑪ Insert guides
(Align the guides with the paper width when loading paper on the multi-bypass.)
- ⑫ Support guide
(Pull out when loading paper into the multi-bypass.)
- ⑬ Toner container
- ⑭ Waste toner tank
- ⑮ Cleaning shaft
(Pull out and push back in several times after toner container replacement or when copy images are soiled with toner.)
- ⑯ Front cover
(Open to replace the toner container and waste toner tank.)
- ⑰ Main switch
(Turn ON (I) before starting to make copies.)
- ⑱ Copy storage section
(Copied paper is stored here.)
- ⑲ Drawer
(Holds up to 250 sheets of standard paper [standard paper as specified by our company].)
- ⑳ Platen
(Set originals here for copying. Place originals face-down with the edges aligned with the size scales on the left and rear sides of the platen.)
- ㉑ Original size scales
(Be sure to align the original with these when setting the original on the platen.)
- ㉒ Length guide
(Adjust to the length of the paper to be set in the drawer.)
- ㉓ Width guide
(Adjust to the width of the paper to be set in the drawer.)
- ㉔ Width adjustment lever
(Hold the lever and adjust the width guide to the width of the paper to be set in the drawer.)
- ㉕ Length guide storage section
(Store the length guide here when it is not used.)
- ㉖ Drawer bottom plate
(Push down when loading paper.)
- ㉗ Handles for transport
(The handles are located on the right and left sides of the copier. Hold these two handles when moving the copier.)
- ㉘ Original holder (15 ppm copier)
(Copied originals are ejected onto this holder.)

CHAPTER 2 NAMES OF PARTS

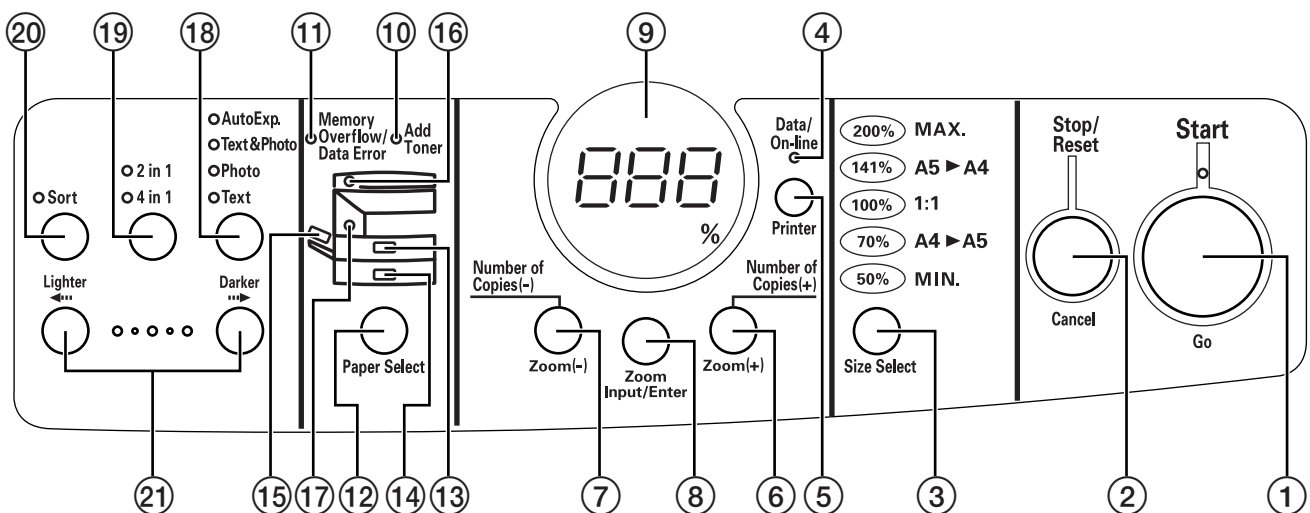
Inch specifications



European metric specifications



Asia and Oceania metric specifications



(2) Operation panel

- ① Start key (indicator)
(Press to start copying. Copying is possible when the indicator is lit green.)
- ② Stop/Reset key
(Stop: Interrupts or aborts copying and printing.
Reset: Cancels settings and returns the copier in the initial mode.)
- ③ Size Select key
(Press when copying using the standard zoom mode. See page 4-3.)
- ④ Data/On-line indicator
(Lights while using the optional printer function or receiving data from a computer.)
- ⑤ Printer key
(Press to use the optional printer function.)
- ⑥ Number of Copies/Zoom (+) key
(Press to increase the number of copies or magnification ratio.)
- ⑦ Number of Copies/Zoom (-) key
(Press to decrease the number of copies or magnification ratio.)
- ⑧ Zoom Input/Enter key
(Press when copying using the zoom copy mode. See page 4-3.)
- ⑨ Copy quantity/magnification display
(Displays the number of copies to be made and magnification ratio for reduction/enlargement copying. When displaying a magnification ratio, % will light.)
- ⑩ Add Toner indicator
(Flashes when the level of toner becomes low; lights when toner is used up. See page 3-7.)
- ⑪ Memory Overflow/Data Error indicator
(Lights when the memory becomes full while scanning originals. Also lights when an error occurs while using the optional printer function.)
- ⑫ Paper Select key
(Press to select a drawer or the multi-bypass. The indicator for the selected paper source will light.)
- ⑬ Upper drawer indicator
(Lights when the upper drawer is selected; flashes when a paper misfeed occurs or paper is used up.)
- ⑭ Lower drawer indicator
(Lights when the optional lower drawer is selected; flashes when a paper misfeed occurs or paper is used up.)
- ⑮ Multi-bypass indicator
(Lights when the multi-bypass is selected; flashes when a paper misfeed occurs or paper is used up.)
- ⑯ DF indicator
(Lights green when an original is placed in the DF; lights red when an original misfeed occurs.)
- ⑰ Misfeed indicator
(Lights when a misfeed occurs.)
- ⑱ Image mode selection key
(Press to select the type of the original.)
- ⑲ 2 in 1/4 in 1 key
(Press when using the 2 in 1 or 4 in 1 function. See page 5-1.)
- ⑳ Sort key (indicator)
(Press to sort copies into separate sets. See page 5-4.)
- ㉑ Copy exposure adjustment keys
(Press the left key to make the copy density lighter; press the right key to make it darker.)

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

In the initial mode, the upper drawer is selected as the paper feed drawer, the number of copies is set to "1" and the image mode is set to "Text & Photo".

* If the optional drawer is installed, the drawer selected in the initial mode can be changed (see "Default drawer" on page 6-2).

* The image mode selected in the initial mode can be changed (see "Image mode" on page 6-1).

- **Auto clear function**

About 90 seconds after copying stops, the copier will automatically return to the same settings as those after warm-up. (However, the exposure mode will not change.) Copying can be performed at the same settings (copy mode, number of copies and exposure) if copying is started before the auto clear function clears settings.

- **Automatic drawer switching function**

If two drawers contain paper of the same size and the paper in one drawer runs out during copying, this function switches paper feed from the empty drawer to the full drawer without interrupting copying.

* This function requires the optional drawer.

* The automatic drawer switching function can be disabled (see "Automatic drawer switching" on page 6-2).

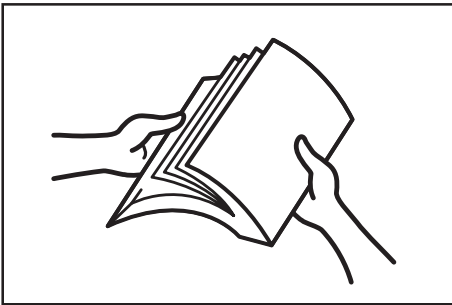
CHAPTER 3 PREPARATIONS BEFORE USE

1. How to load paper

Paper can be loaded into the drawer and the multi-bypass.

(1) Precautions for loading paper

After unpacking the paper, ruffle it several times and then load into the tray.



(2) Loading paper into the drawer

Up to 250 sheets of standard paper (64 to 80 g/m²/standard paper as specified by our company) or colored paper can be loaded into the drawer.

Set the drawer paper size according to the size of paper to be loaded (see "Upper drawer paper size" and "Lower drawer paper size (optional)" on pages 6-2, 6-3 and 6-7). It is set to 8 1/2" x 11" (letter)/A4 at the factory.

(Inch specifications)

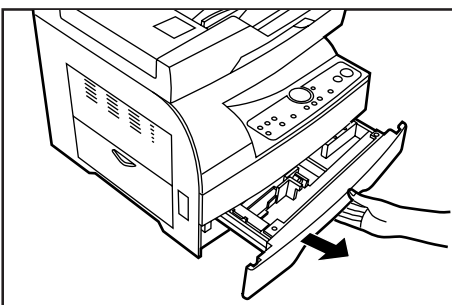
* The drawer can hold paper of 8 1/2" x 14" (legal), 8 1/2" x 11" and 5 1/2" x 8 1/2" (vertical) sizes.

(Metric specifications)

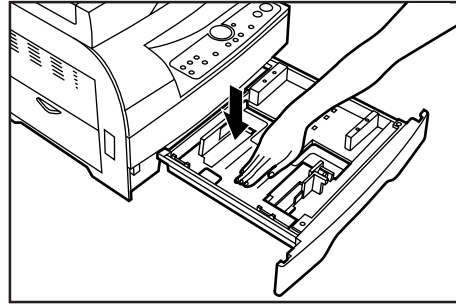
* The drawer can hold paper of A4, A5 (vertical) and folio sizes.

1 Pull the drawer out toward you as far as it will go.

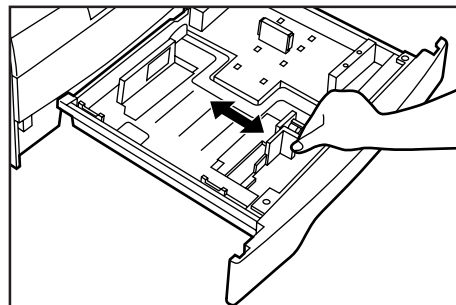
* If the optional drawer is installed, do not pull more than one drawer out at a time.



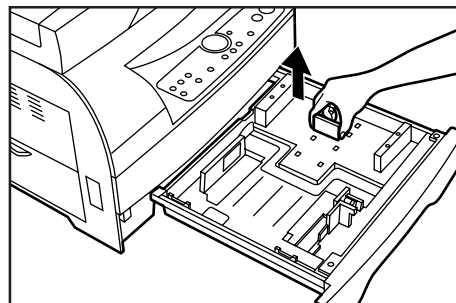
2 Press the drawer bottom plate down and lock it there.



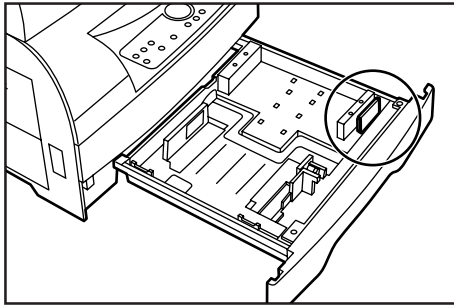
3 Holding the width adjustment lever, move it to align the width guide with the required paper width. Paper sizes are marked inside the drawer.



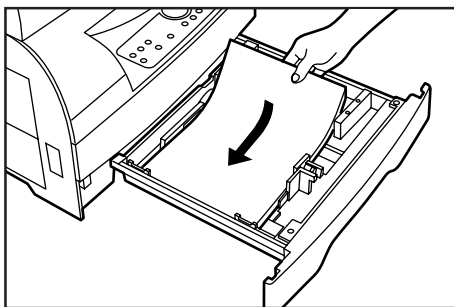
4 While squeezing the presses on the sides, remove the length guide and then insert it into the holes of the required paper length. Paper sizes are marked inside the drawer.



* If the paper reaches the right-hand wall of the drawer, the length guide is not used. Store it in the space shown in the illustration.

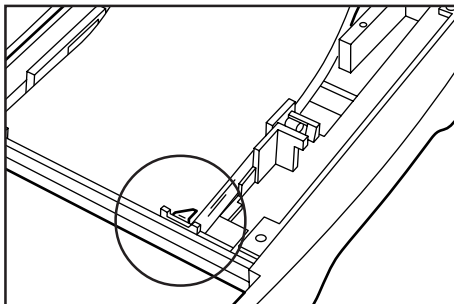


5 Set the paper flush against the left-hand wall of the drawer.



IMPORTANT

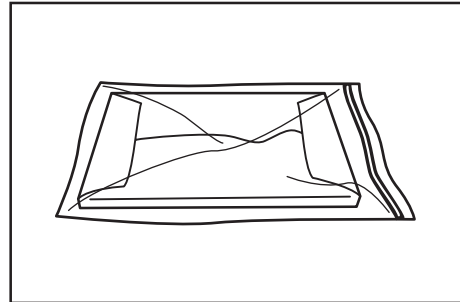
- * Load paper so that it is kept under the claw of the drawer.
- * When loading paper into the drawer, make sure that the copy side is facing upward (the copy side is the side facing upward when the package is opened.)
- * Check that the length and width guides securely contact the paper. If there is a gap, adjust the position of the length or width guide to close it.
- * Load paper all at once and do not add paper until all sheets are used up. If you add paper to a drawer that still contains paper, a paper misfeed may occur.
- * Do not use paper with curls, creases, folds, or with rough or uneven edges caused by improper cutting. Depending on the type, cut condition, or storage condition of the paper, copied paper may become extremely curled or a paper misfeed may occur. Should such problems occur, remove the paper from the drawer and turn the paper upside down.



6 Gently push the drawer back in.
* Check that the paper is kept under the claw of the drawer. If not, reload the paper.

NOTE

Leaving paper out of its package under high temperature and high humidity conditions may lead to problems caused by ambient moisture. After loading paper into drawers, store the remaining paper sealed in the paper storage bag. Also, before leaving the copier in disuse for a prolonged period of time, remove the paper from the drawer(s) and seal it in the paper storage bag to protect it from moisture.



(3) Loading paper into the multi-bypass

Standard paper (60 - 160 g/m²/standard paper as specified by our company), colored paper and special paper can be loaded into the multi-bypass.

The multi-bypass can hold up to 50 sheets of standard paper of 64 to 80 g/m².

(Inch specifications)

The multi-bypass can hold paper of any size from 8 1/2" x 14" (legal) to 5 1/2" x 8 1/2" (vertical).

(Metric specifications)

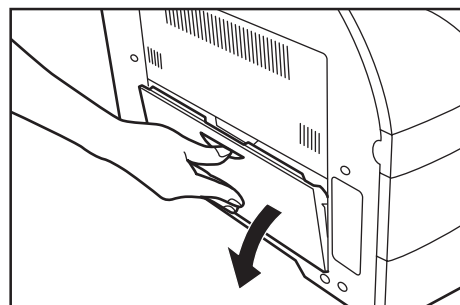
The multi-bypass can hold paper of any size from folio to A6 (vertical).

The types of special paper that can be used with the multi-bypass and the number of sheets that can be loaded are as follows:

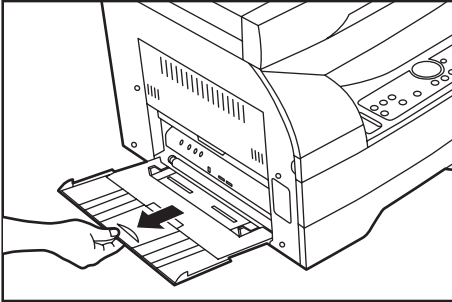
- Transparencies: 1 sheet
- Standard paper (160 g/m²): 1 sheet

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

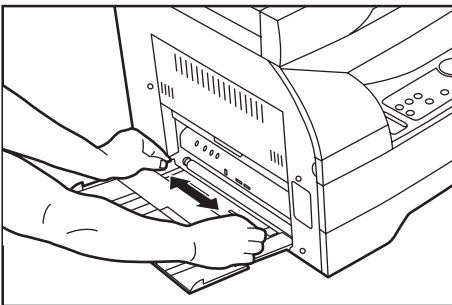
1 Open the multi-bypass.



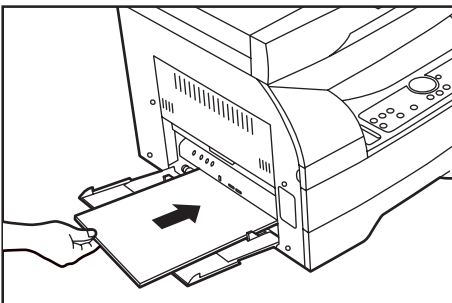
2 Pull out the support guide.



3 Adjust the insert guides to the width of the paper to be loaded.

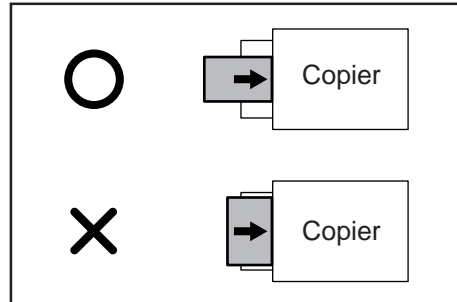


4 Insert the paper along the insert guides as far as it will go.



IMPORTANT

- * When loading paper into the multi-bypass, make sure that the copy side is facing downward. (The copy side is the side facing upward when the package is opened.) If the leading edge of the paper is curled, straighten it out before loading the paper in the multi-bypass.
- * Do not leave paper loaded in the multi-bypass when it is not used. If you do, a paper misfeed may occur.
- * When loading paper into the multi-bypass, place it lengthwise as shown in the illustration. Do not load paper widthwise.



● **Setting the paper size for the multi-bypass**

Set the paper size for the multi-bypass according to the paper to be loaded.

1 When you select the multi-bypass by pressing the Paper Select key, the multi-bypass indicator flashes and the current paper size of the multi-bypass is indicated on the copy quantity/magnification display.

(Inch specifications)

- L-: Legal, letter
- S-: Statement

XXX: Setting of non-standard size paper width for multi-bypass

(Metric specifications)

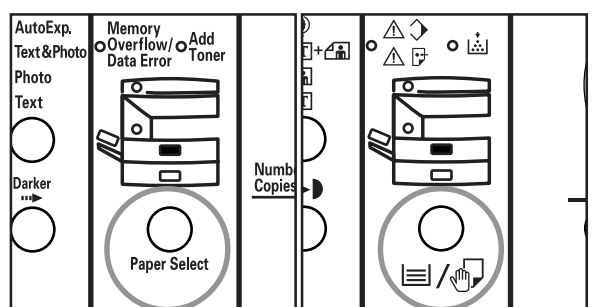
- A4: A4
- A5: A5
- A6: A6
- FL: Folio

XXX: Setting of non-standard size paper width for multi-bypass

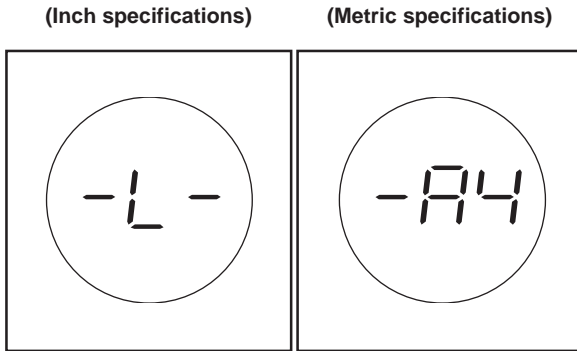
* Setting of non-standard size paper width for multi-bypass will not be displayed if "OFF" is selected in "Turning multi-bypass non-standard size paper setting ON/OFF" (see page 6-3).

(English text panel)

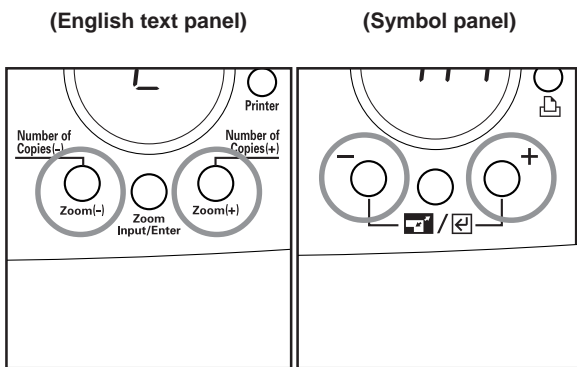
(Symbol panel)



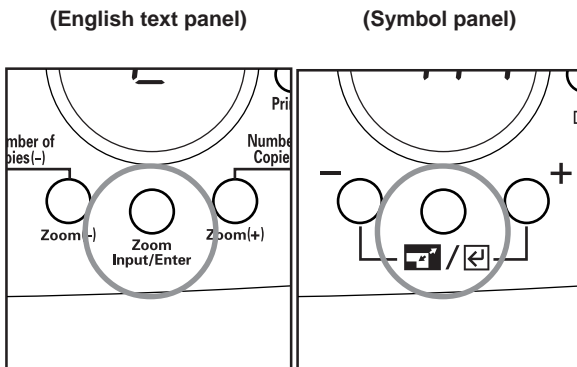
- 2 Select the paper size by changing the display indication using the Paper Select key.



The display indication can also be changed using the Number of Copies/Zoom (+) key or Number of Copies/Zoom (-) key.



- 3 Press the Zoom Input/Enter key. The multi-bypass indicator will light and normal copying is enabled.



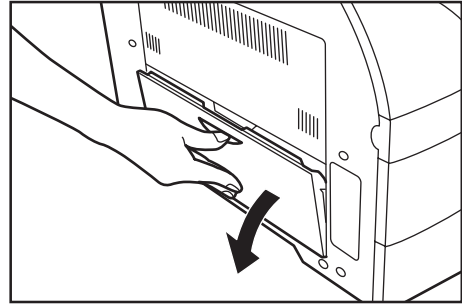
● **Setting envelopes**

When using the optional printer function, envelopes can be set in the multi-bypass.

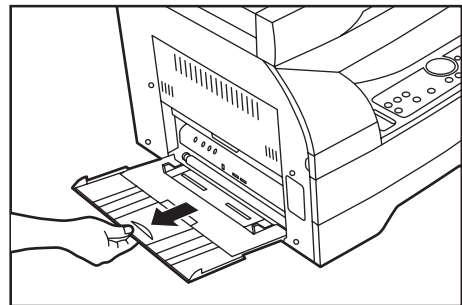
NOTE

The types of envelopes that can be used are COM-10, Monarch, DL and C5. Up to 6 envelopes can be loaded in the multi-bypass at a time.

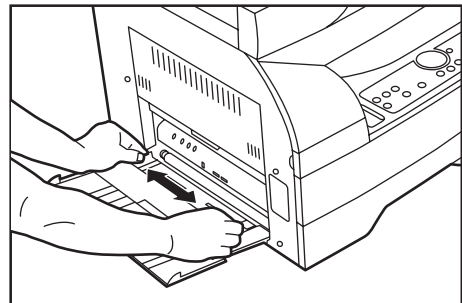
- 1 Open the multi-bypass.



- 2 Pull out the support guide.

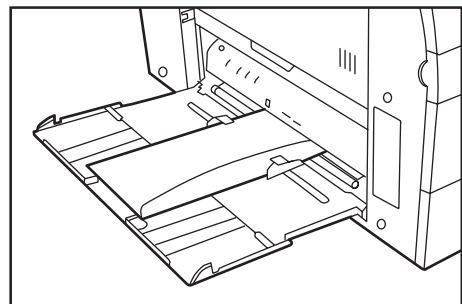


- 3 Adjust the insert guides to the width of the envelope to be loaded.



- 4 Set the envelope with the print side face-down and the flap toward you and then insert it along the insert guides as far as it will go.

* Incorrectly loading envelopes can result in printing in the wrong orientation or on the wrong side.



2. How to set originals

(1) Setting originals into the DF

Precautions for the use of DF

Do not use any of the originals given below with the DF. Also do not set originals with punch holes or tear-off strips positioned as the leading edge.

- Transparency films
- Carbon paper and extremely creased or folded originals, originals of soft material such as vinyl
- Non-square originals, wet originals, originals with adhesive tape or glue
- Originals bundled with a paper clip or staple (if inevitable, remove the paper clip or staple and straighten out the creases and folds before setting the originals)
- Clipped out originals, originals with slippery surfaces
- Originals with still-wet whiteout
- Originals with creases (if inevitable, straighten out the creases before setting the originals)

● 18 ppm copier

The DF automatically feeds multiple sheet originals one by one for scanning.

Originals that can be used with the DF

(Inch specifications)

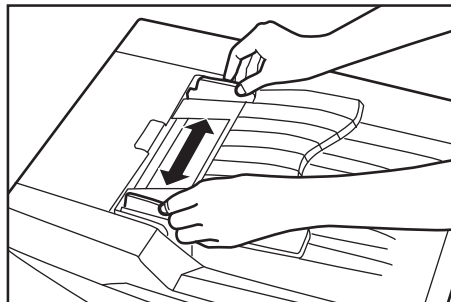
- Sheet originals only
- Original weights: Single-sided original of 50 to 120 g/m²
- Original sizes: 8 1/2" x 11", 5 1/2" x 8 1/2" (vertical), 8 1/2" x 14"
- Capacity:
 - Up to 30 sheets of standard paper of 50 to 80 g/m²
 - As many sheets of standard paper of 80 to 120 g/m² (excluding 80 g/m²) as can be loaded up to the limit indicated on the sticker attached on the rear original insertion guide
 - 1 sheet of special paper (art paper, thermal paper)

(Metric specifications)

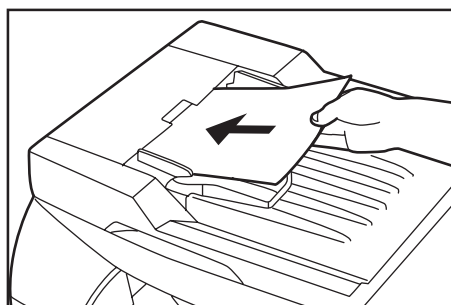
- Sheet originals only
- Original weights: Single-sided original of 50 to 120 g/m²
- Original sizes: A4, A5 (vertical), folio
- Capacity:
 - Up to 30 sheets of standard paper of 50 to 80 g/m²
 - As many sheets of standard paper of 80 to 120 g/m² (excluding 80 g/m²) as can be loaded up to the limit indicated on the sticker attached on the rear original insertion guide
 - 1 sheet of special paper (art paper, thermal paper)

Setting originals

- 1** Adjust the original insertion guides to the original size.
 - * Before setting the originals in the DF, check that no original from the previous operation remains on the original eject cover. Originals remaining on the original eject cover may cause an original misfeed.



- 2** Set the originals on the original table in correct sequence with the side to be copied facing upward. Securely insert the leading edge of the originals into the DF as far as they will go.



IMPORTANT

Do not set originals exceeding the limit indicated on the sticker attached on the rear original insertion guide. Setting more originals than specified may cause an original misfeed.

● 15 ppm copier

When an original is set in the DF, copying will automatically start (see "DF auto start" on page 6-3).

* Enlargement and reduction copying is not possible when the DF is used.

Originals that can be used with the DF

(Inch specifications)

- Sheet originals only
- Original weights: Single-sided original of 50 to 120 g/m²
- Original sizes: 8 1/2" x 11", 8 1/2" x 14"
- Capacity: 1 sheet

(Metric specifications)

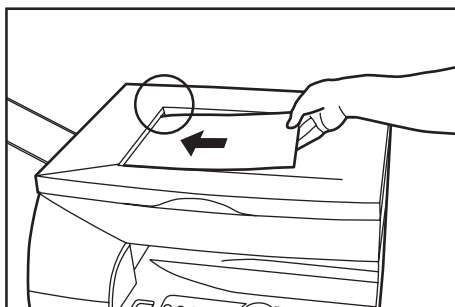
- Sheet originals only
- Original weights: Single-sided original of 50 to 120 g/m²
- Original sizes: A4, folio
- Capacity: 1 sheet

Setting an original

* Before setting an original in the DF, check that no original remains on the original holder. Originals remaining on the original holder may cause an original misfeed.

* The original holder can hold up to 10 originals.

Set the original against the rear of the DF with the side to be copied facing downward.



* On rare occasions, the copy image may become slightly distorted when the DF is used depending on the condition of the original. If this problem occurs, make copies by placing originals on the platen.

IMPORTANT

When copying two or more originals, wait until the preceding original is completely ejected before setting another original in the DF. Setting an original while another original is being ejected may cause an original misfeed.

(2) Setting an original on the platen

When using an original that cannot be set in the DF, such as a book or magazine, open the DF and place it on the platen.

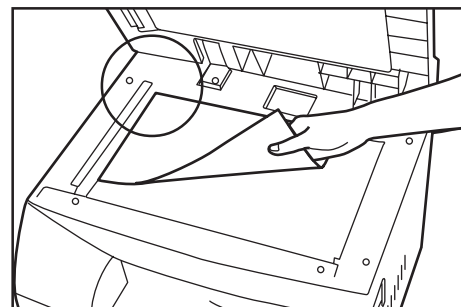
1 Holding the DF open/close handle, open the DF.

* Before opening the DF, check that no original is present on the original table or original eject cover. If present, the originals may fall off when the DF is opened.



2 Set the original with the side to be copied facing downward.

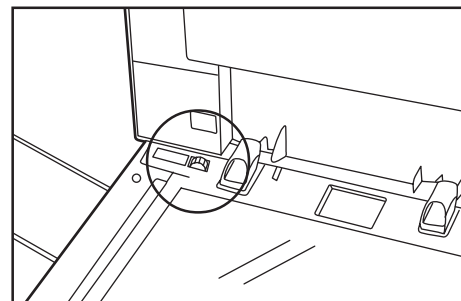
Be sure to align a corner of the original with the rear left corner of the platen.



IMPORTANT

15 ppm copier

Do not touch the gear near the rear left corner of the platen. If you do, your hands may be soiled or injury may result.



CAUTION

DO NOT leave the document feeder open as there is a danger of personal injury.

3. Replacing the toner container and waste toner tank

When the level of toner becomes low, the Add Toner indicator flashes. If you continue copying with the Add Toner indicator flashing, the indicator eventually remains lit and a toner replacement message will be printed out. When the message is printed, replace the toner container and waste toner tank immediately. Be sure to replace the waste toner tank when replacing the toner container. Use the new waste toner tank that is supplied with the toner container.

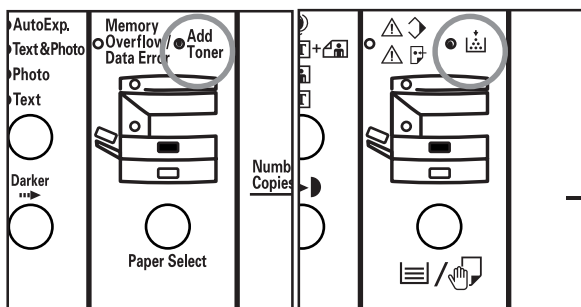
The toner replacement message is as follows:

"Replace waste toner tank at the time of toner container exchange surely, and do charge wire cleaning."

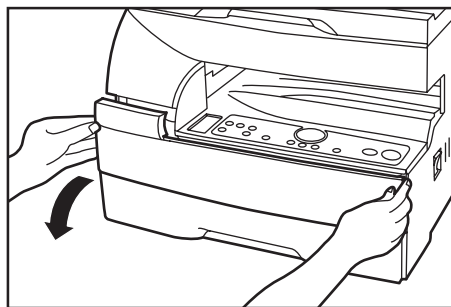
* Replenish toner only when the Add Toner indicator is lit.

(English text panel)

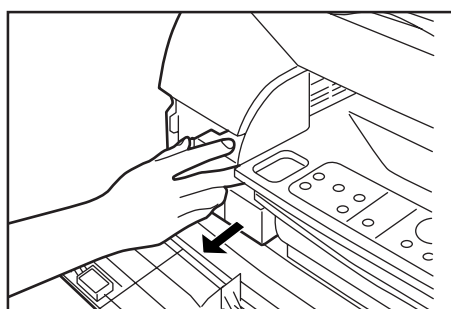
(Symbol panel)



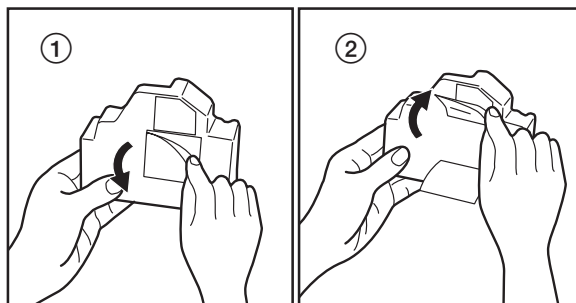
1 Open the front cover.



2 Remove the waste toner tank.



3 Close the opening of the waste toner tank with its seal.

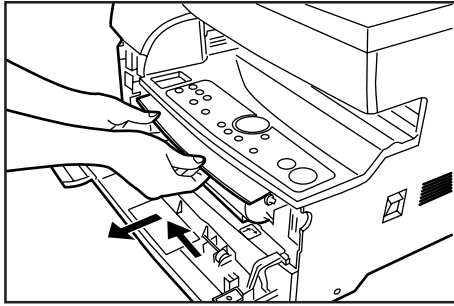


CAUTION
Do not incinerate toner and toner containers. Dangerous sparks may cause burns.

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

CAUTION
Do not incinerate toner and toner containers. Dangerous sparks may cause burns.

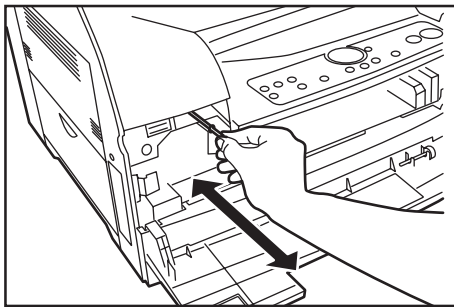
- 4** Slide the toner container to the left and then pull it out toward you.



⚠ WARNING

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

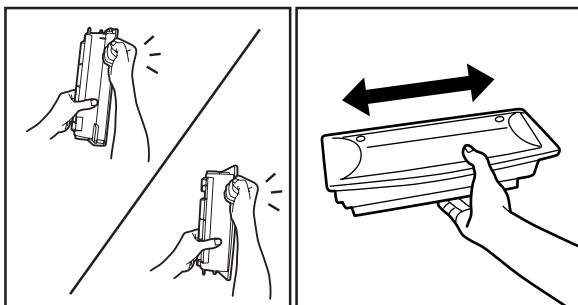
- 5** Gently pull the cleaning shaft out as far as it will go and push it back in 2 to 3 times.



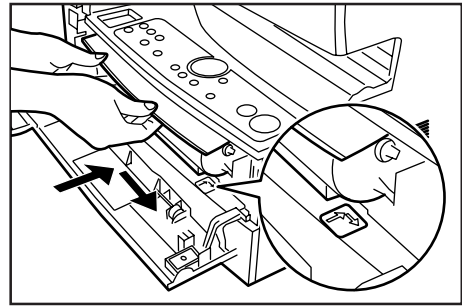
IMPORTANT

Do not pull the cleaning shaft with force or pull it out completely.

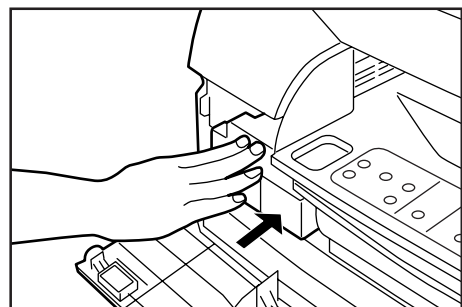
- 6** Hold the new toner container vertically and tap the top 15 times. Turn the container upside-down and tap the top 15 times. Then, hold the container horizontally and shake it from side to side 10 times.



- 7** Install the toner container.
* First insert the toner container into the copier as far as it will go and then slide it to the right as indicated by the marked arrows.



- 8** Install the waste toner tank.



NOTE

If the waste toner tank is not installed correctly, the front cover will not close.

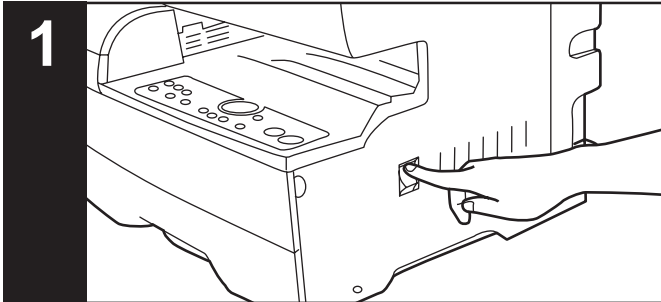
- 9** Close the front cover.
Toner replenishment requires 2 to 3 minutes.

NOTE

If the Add Toner indicator does not turn off 2 to 3 minutes after the start of toner replenishment, repeat step 6.

CHAPTER 4 BASIC OPERATIONS

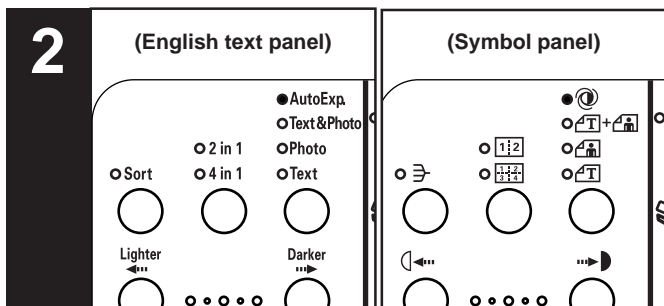
1. Basic copying procedure



1. Warm-up

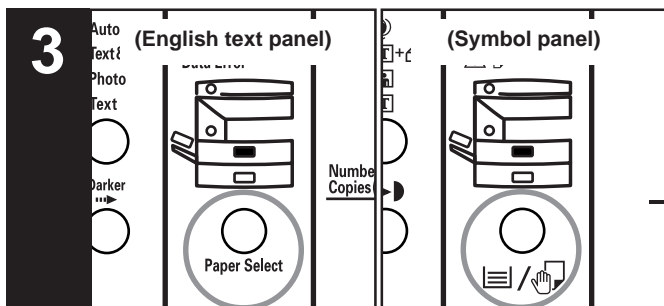
Turn the main switch ON (I). When warm-up ends, the Start indicator lights.

* If you set an original and press the Start key before warm-up ends, copying automatically starts at the end of warm-up.



2. Function selection

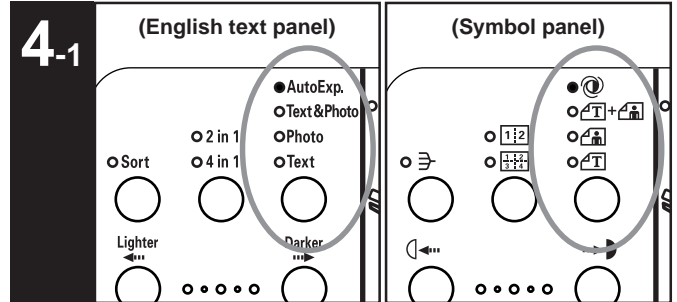
Set copy functions as desired.



3. Paper size selection

Select the paper source that contains the paper to be used from the upper drawer, lower drawer (optional) and multi-bypass using the Paper Select key.

* The drawer to be selected by default can be specified (see "Default drawer" on page 6-2).



4. Copy quality selection

Copy quality can be selected according to the original type. Press the image mode selection key to light the respective indicators.

To adjust automatically: Auto Exp. indicator

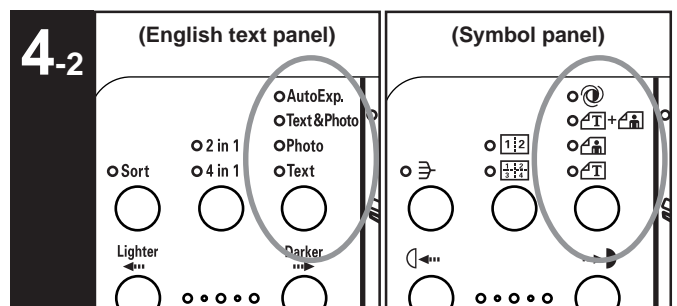
Text and photo originals: Text & Photo indicator

Photo originals: Photo indicator

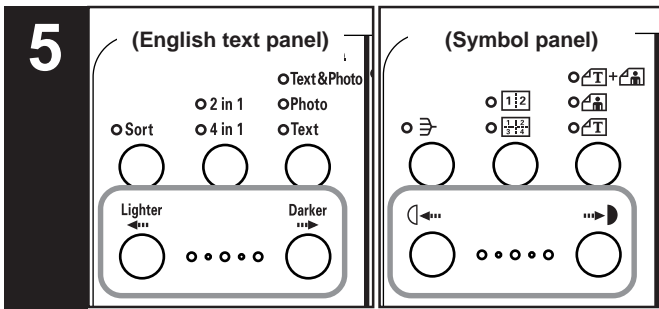
Text originals: Text indicator

* The copy exposure can be adjusted in all image modes (see "Auto exposure adjustment", "Text and photo original exposure adjustment", "Text original exposure adjustment" and "Photo original exposure adjustment" on pages 6-1 and 6-2).

* The image mode used in the initial mode can be selected (see "Image mode" on page 6-1).



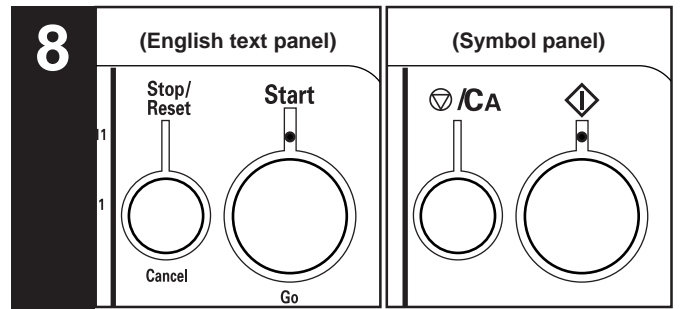
When the Auto Exp., Text & Photo, Photo and Text indicators are all turned off, the copier is in the economy mode. In the economy mode, the image density becomes lighter to reduce toner consumption. Use this mode when high quality printing is not required.



5. Copy exposure adjustment

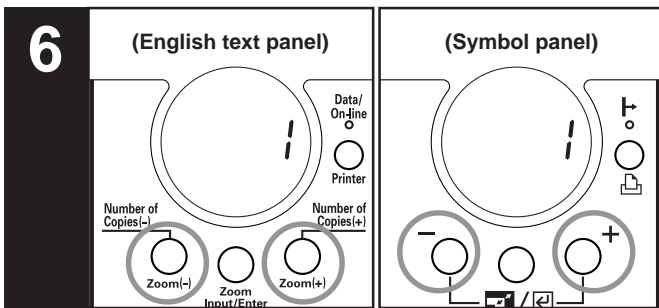
Copy exposure can be selected for all the image modes excluding the auto exposure mode. To make the copy density darker, press the right copy exposure adjustment key to move the indication on the exposure scale to the right; to make the copy density lighter, press the left copy exposure adjustment key to move the indication on the exposure scale to the left.

* The number of exposure adjustment levels can be selected from 3 and 5 (see "Exposure steps" on page 6-1).



8. Starting copying

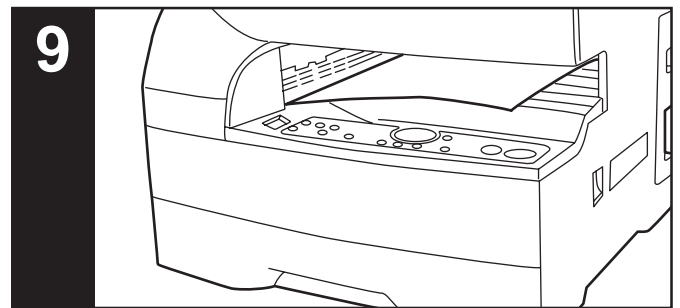
Press the Start key. Copying is possible when the indicator is lit green.



6. Setting the number of copies

Pressing the Number of Copies/Zoom (+) key increases the number of copies and pressing the Number of Copies/Zoom (-) key decreases the number of copies. If you hold down the Number of Copies/Zoom (+) key for approximately 2 seconds when the number of copies is "1", the number jumps to "99"; if you hold down the Number of Copies/Zoom (-) key for approximately 2 seconds when the number of copies is "99", the number jumps down to "1". Display the desired number of copies on the copy quantity display. The number of copies can be set to up to 99.

* It is possible to lower the limit on the number of copies that can be set at a time (see "Copy limit" on page 6-3).

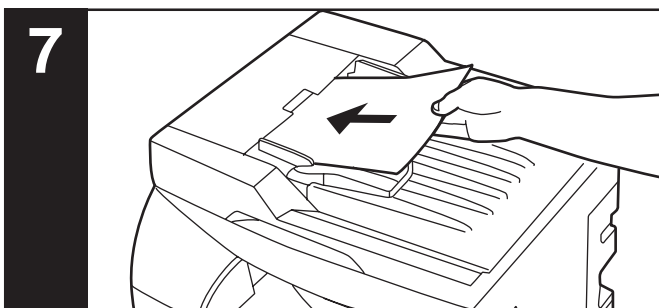


9. At the end of copying

Copied sheets are ejected onto the copy storage section.

* Up to 100 sheets of standard paper (80 g/m²) can be stored.

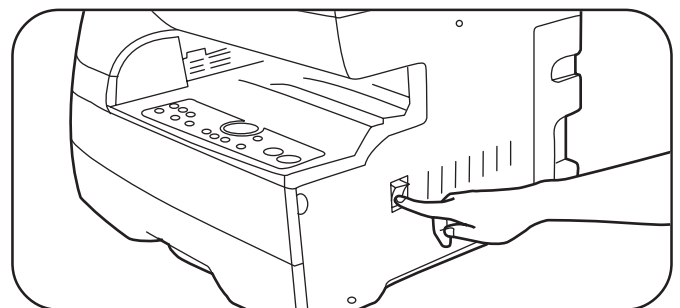
Note that the number of sheets that can be stored varies depending on the condition of the paper used.



7. Setting originals

Set the original into the DF (Document Feeder) or on the platen (see "2. How to set originals" on page 3-5).

* With the 15 ppm copier, copying can be started simply by placing an original in the DF. Proceed to step 9.



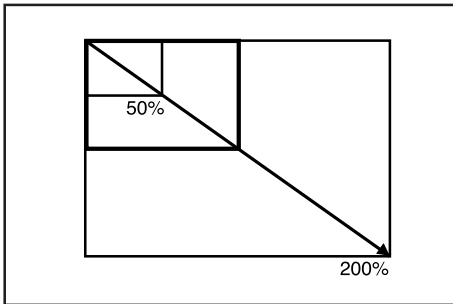
CAUTION

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

2. Enlargement/reduction

(1) Zoom copy

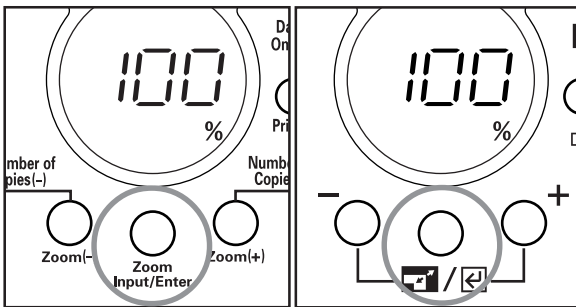
The zoom ratio can be set to any value from 50 to 200% in 1% increments.



- 1 Press the Zoom Input/Enter key. The zoom ratio appears on the copy magnification display, with "%" lit.

(English text panel)

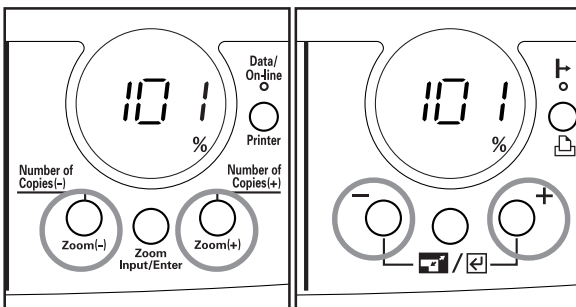
(Symbol panel)



- 2 Change the displayed zoom ratio using the Number of Copies/Zoom (+) key or Number of Copies/Zoom (-) key.

(English text panel)

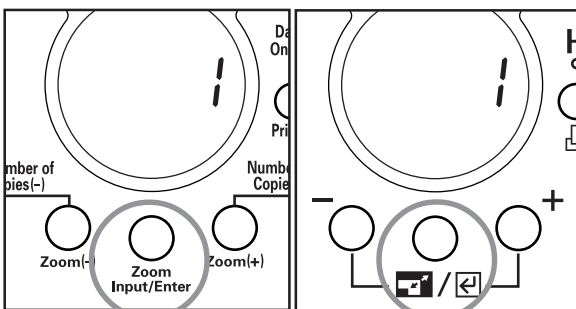
(Symbol panel)



- 3 Press the Zoom Input/Enter key. The zoom ratio will be set and the display indication changes from the magnification to the number of copies.

(English text panel)

(Symbol panel)



(2) Standard zoom copy

Copying is possible using the ratios preset in the copier.

Available ratios

(Inch specifications)

200%:

129%: 5 1/2" x 8 1/2" ▶ 8 1/2" x 11"

100%: Initial setting

78%: 8 1/2" x 14" ▶ 8 1/2" x 11"

50%:

(Metric specifications)

200%:

141%: A5 ▶ A4

100%: Initial setting

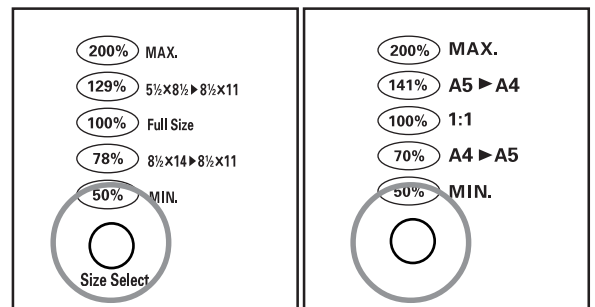
70%: A4 ▶ A5

50%:

- 1 Press the Size Select key. The zoom ratio appears on the copy magnification display, with "%" lit.

(Inch specifications)

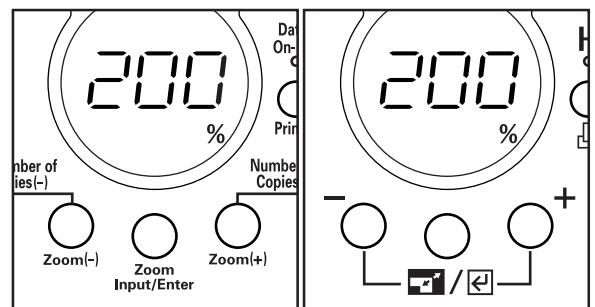
(Metric specifications)



- 2 Each time you press the Size Select key, the standard zoom ratios appear on the copy magnification display in order. Display the desired zoom ratio.

(English text panel)

(Symbol panel)

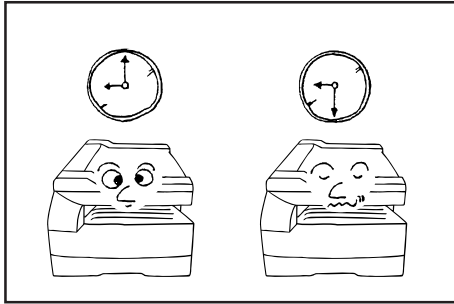


- 3 Press the Zoom Input/Enter key. The zoom ratio will be set and the display indication changes from the magnification to the number of copies.

3. Energy saver (auto preheat) function

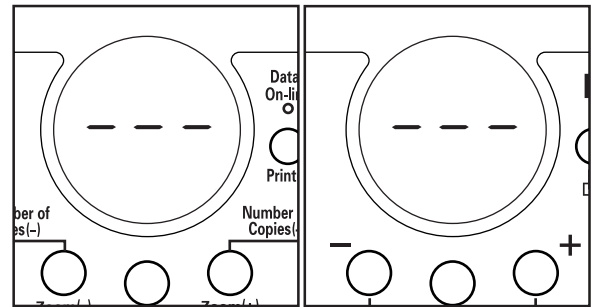
This function automatically puts the copier in the sleep mode if no copying operation is performed for a certain period of time (5 to 45 minutes). In sleep mode, "---" is displayed on the copy quantity/magnification display and all other indicators are turned off.

* To resume copying after the energy saver (auto preheat) function has been activated, press any of the operation section keys. The length of time that the copier uses to recover from the energy saver (auto preheat) function can be selected between within 10 seconds (priority to recovery) and within 30 seconds (priority to power save). (See "Auto preheat time" on page 6-4 and "Preheat recovery time" on page 6-5.)



(English text panel)

(Symbol panel)



4. Auto shut-off function

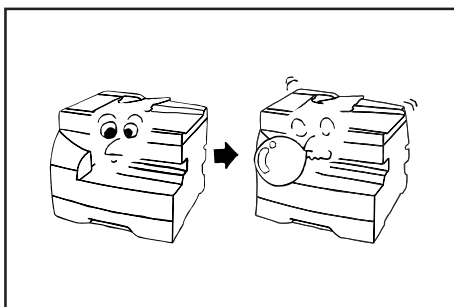
This function automatically turns the main switch OFF (O) if no copying operation is performed for a certain period of time (15 to 120 minutes). To make copies again, set the main switch to the ON (I) position.

* If the optional printer board is installed, copying will be enabled when any of the operation keys is pressed or data is received from the computer.

● Auto shut-off function

The auto shut-off function is a power-saving feature which automatically turns OFF (O) the main switch when a certain time elapses without copying being performed. Copiers are generally in the standby mode more than operation mode, and power consumption in the standby mode occupies a large part of overall consumption. Having the copier turn OFF (O) automatically reduces unnecessary power consumption in the standby mode or at night when the copier is left on. The result is a lower electricity bill.

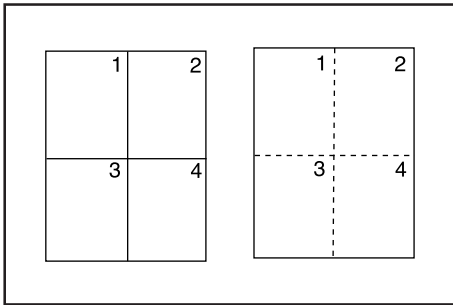
* To change the time until the auto shut-off function starts, see "Auto shut-off time" on page 6-4. To cancel the auto shut-off function, see "Auto shut-off" on page 6-4.



CHAPTER 5 FUNCTIONS

1. Layout copying

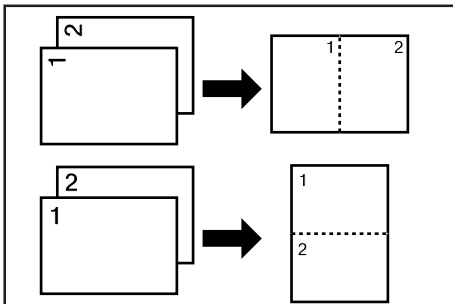
Two or four originals can be combined into a single copy.
The borderline of each original can also be marked with a solid line or dotted line.



- * The 15 ppm copier requires the optional memory copy board to perform layout copying.
- * The default borderline can be set (see "Layout (borderline)" on page 6-4).
- * The original and copy paper must be a standard size.

● 2 in 1

Use this mode to copy two originals onto one sheet.
(When scanning the originals individually, originals are arranged in the order of 1 and 2.)



Setting originals (18 ppm copier)

| Original | Original setting location | |
|----------|---------------------------|--------|
| | DF | Platen |
| | | |
| | | |

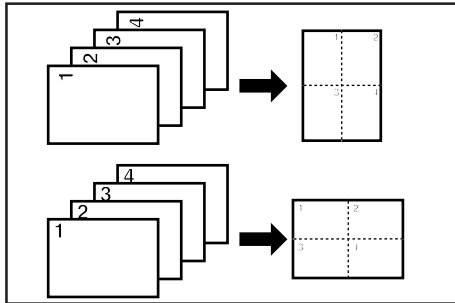
(15 ppm copier)

| Original | Original setting location | |
|----------|---------------------------|--------|
| | DF | Platen |
| | | |
| | | |

● 4 in 1

Use this mode to copy four originals onto one sheet.
 (When scanning the originals individually, originals are arranged in the order of 1, 2, 3 and then 4.)

* In the 4 in 1 mode, the page arrangement can be selected (see "Layout (4 in 1)" on page 6-3).



Setting originals
 (18 ppm copier)

| Original | Original setting location | |
|----------|---------------------------|--------|
| | DF | Platen |
| | | |
| | | |

(15 ppm copier)

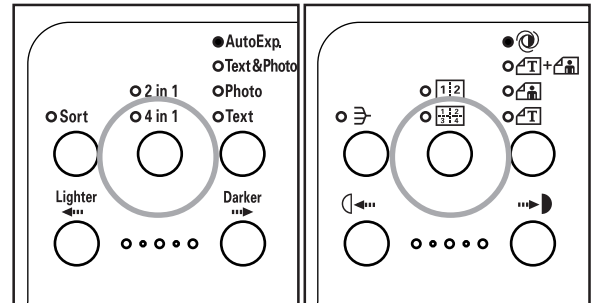
| Original | Original setting location | |
|----------|---------------------------|--------|
| | DF | Platen |
| | | |
| | | |

1 To change the type of the borderline, hold down the 2 in 1 key for 5 seconds. "F17" appears on the copy quantity display and then a number appears. The number displayed indicates the type of the borderline as follows:

- 1: None
- 2: Solid line
- 3: Dotted line

(English text panel)

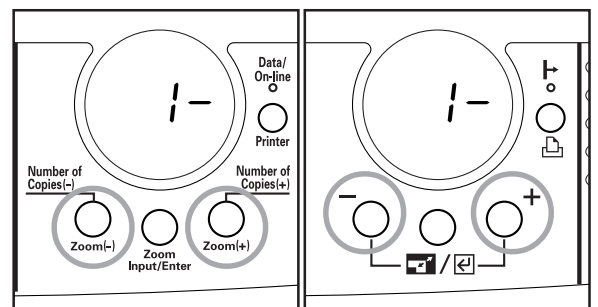
(Symbol panel)



2 Press the Number of Copies/Zoom (+) key or Number of Copies/Zoom (-) key and change the number to select the type of the borderline.

(English text panel)

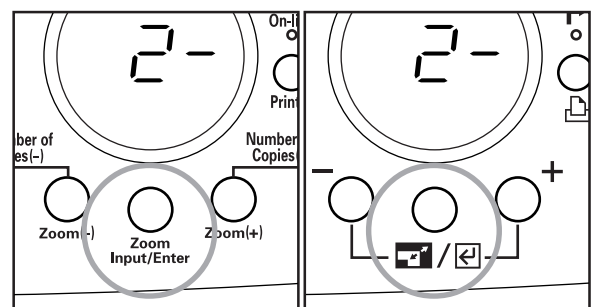
(Symbol panel)



3 Press the Zoom Input/Enter key. The number of copies appears on the display.

(English text panel)

(Symbol panel)

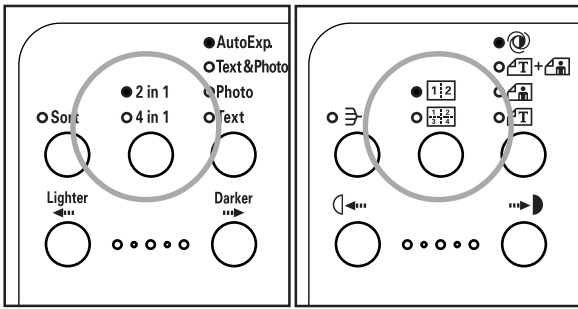


CHAPTER 5 FUNCTIONS

- 4** Press the 2 in 1/4 in 1 key to light the 2 in 1 indicator or 4 in 1 indicator.

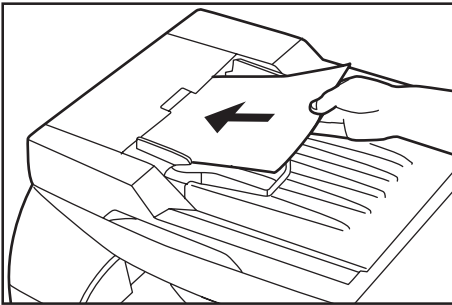
(English text panel)

(Symbol panel)



- 5** Set the originals.

- * Before setting originals on the platen, make sure they are in the correct sequence.
- * With the 15 ppm copier, if "ON" is selected for "DF auto start", scanning starts automatically when an original is set in the DF (see page 6-3). Proceed to step 7.

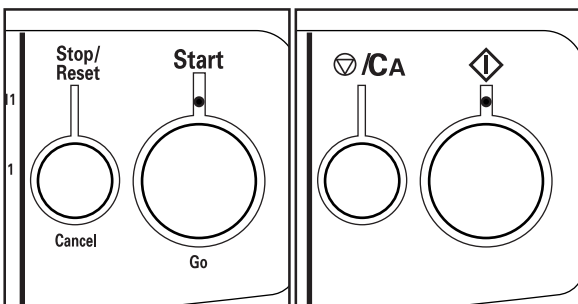


- 6** Press the Start key.

- * If originals are set in the DF on the 18 ppm copier, originals are scanned one by one and copied.

(English text panel)

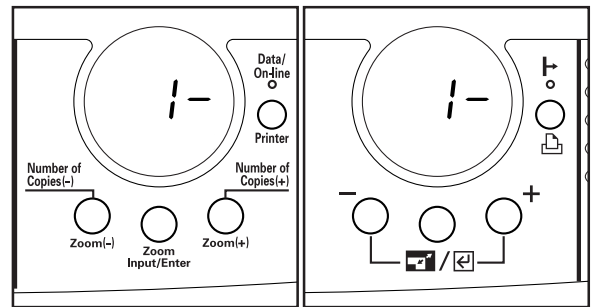
(Symbol panel)



- 7** When scanning of the first original ends, "1" (number of scanned originals) appears on the display. Place the next original. When using the platen, press the Start key. Repeat the same procedure for all the originals.

(English text panel)

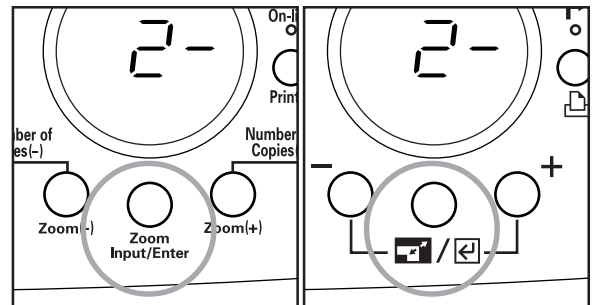
(Symbol panel)



- 8** When scanning of all the originals ends, press the Zoom Input/Enter key or 2 in 1/4 in 1 key. Copying will start.

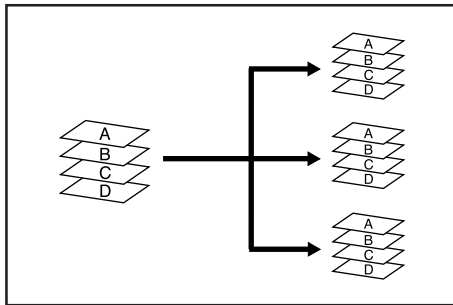
(English text panel)

(Symbol panel)



2. Sort copying

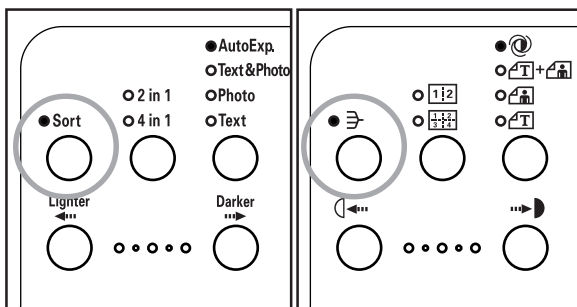
Copies can be sorted into the required number of sets by storing original images in the memory before performing copying.



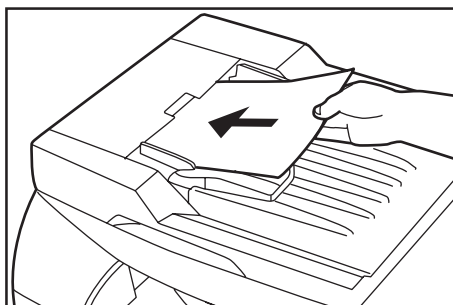
* The 15 ppm copier requires the optional memory copy board to perform sort copying.

- 1 Press the Sort key to light the indicator.
* With the 18 ppm copier, the Sort indicator automatically turns on when originals are set in the DF.

(English text panel) (Symbol panel)

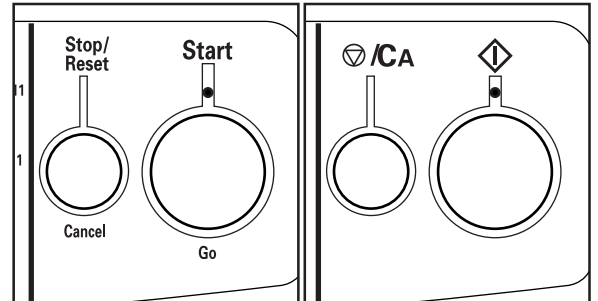


- 2 Set the number of copies to be made.
- 3 Set the originals.
* When using the platen, make sure that the originals are in the correct sequence.
* With the 15 ppm copier, if "ON" is selected for "DF auto start", scanning starts automatically when an original is set in the DF (see page 6-3). Proceed to step 5.



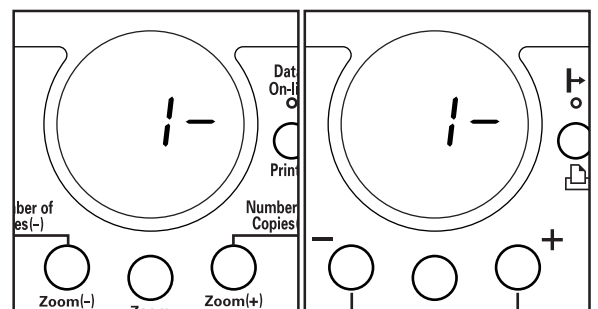
- 4 Press the Start key.
* If originals are set in the DF on the 18 ppm copier, originals are scanned one by one and copied.

(English text panel) (Symbol panel)



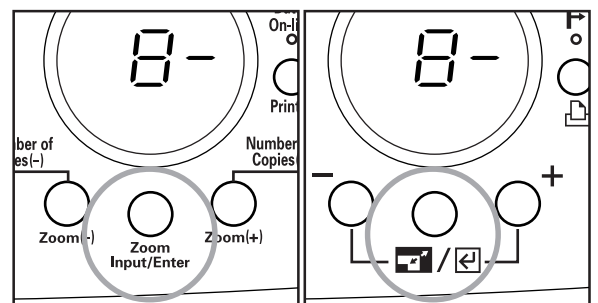
- 5 When scanning of the first original ends, "1" (number of scanned originals) appears on the display. Place the next original. When using the platen, press the Start key. Repeat the same procedure for all the originals.

(English text panel) (Symbol panel)



- 6 When scanning of all the originals ends, press the Zoom Input/Enter key or Sort key. Copying will start.

(English text panel) (Symbol panel)



CHAPTER 6 COPIER DEFAULT SETTING

1. Default settings

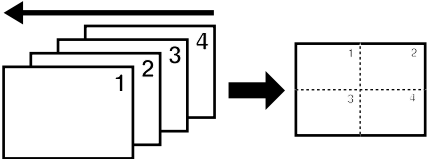
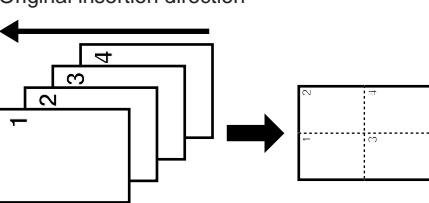
The state the copier is in at the end of warm-up or when the Reset key is pressed is called the initial mode, and the function settings that are automatically set for the initial mode are called the default settings. The default settings can be changed according to how you wish to use the copier.

Setting codes are provided for the default setting items that have selection items. Only the number of the setting code appears on the copy quantity display. See the "Setting code" column in the table below for the meanings of those numbers. Initial settings are indicated with an asterisk (*).

| Default code | Setting item | Setting contents | Setting code |
|--------------|---|--|---|
| F01 | User status report | Prints the details of the default settings. | |
| F02 | Image mode | Selects the image mode at power-on. | 1: Auto Exposure 2: Text & Photo* 3: Photo 4: Text |
| F03 | Exposure steps | Changes the number of exposure steps for the manual exposure mode. | 1: 3 steps* 2: 5 steps |
| F04 | Auto exposure adjustment | Adjusts the overall exposure when using the auto exposure mode. The larger the setting code number, the darker the copy density. | 1: 1 Light 2: 2 3: 3* 4: 4 5: 5 Dark |
| F05 | Text and photo original exposure adjustment | Adjusts the exposure for when text and photo original is selected for the image mode. The larger the setting code number, the darker the copy density. | 1: 1 Light 2: 2 3: 3* 4: 4 5: 5 Dark |

| Default code | Setting item | Setting contents | Setting code |
|--------------|------------------------------------|--|--|
| F06 | Photo original exposure adjustment | Adjusts the exposure for when photo original is selected for the image mode. The larger the setting code number, the darker the copy density. | 1: 1 Light 2: 2 3: 3* 4: 4 5: 5 Dark |
| F07 | Text original exposure adjustment | Adjusts the exposure for when text original is selected for the image mode. The larger the setting code number, the darker the copy density. | 1: 1 Light 2: 2 3: 3* 4: 4 5: 5 Dark |
| F08 | Default drawer | Specifies the paper feed drawer to be selected automatically when warm-up ends or when the Reset key is pressed. * This setting item will not be displayed if the optional drawer is not installed. | 1: Upper drawer* 2: Lower drawer |
| F09 | Automatic drawer switching | Sets whether or not to use the automatic drawer switching function (see page 2-4). * This setting item will not be displayed if the optional drawer is not installed. | 1: ON* 2: OFF |
| F10 | Upper drawer paper size | Sets the size of paper loaded in the upper drawer. | (Inch) 1: 8 1/2" x 14" 2: 8 1/2" x 11" 3: 5 1/2" x 8 1/2" (Metric) 1: A4 2: A5 3: Folio |

CHAPTER 6 COPIER DEFAULT SETTING

| Default code | Setting item | Setting contents | Setting code |
|--------------|---|---|---|
| F11 | Lower drawer paper size (optional) | Sets the size of paper loaded in the lower drawer. * This setting item will not be displayed if the optional drawer is not installed. | (Inch) 1: 8 1/2" x 14" 2: 8 1/2" x 11" 3: 5 1/2" x 8 1/2" (Metric) 1: A4 2: A5 3: Folio |
| F12 | Turning multi-bypass non-standard size paper setting ON/OFF | Set to "ON" when using non-standard size paper with the multi-bypass. | 1: ON 2: OFF* |
| F13 | Non-standard size paper width setting for multi-bypass | Sets the paper width for the multi-bypass to use non standard size paper. * The maximum paper length is 14"/355.6 mm. * This setting item will not be displayed if "OFF" is selected in "Turning multi-bypass non-standard size paper setting ON/OFF". | (Inch) 4.13" to 8.50" (4.13" *) (Metric) 105 to 216 mm (105 mm*) * The maximum width of the print area is 210 mm, with respect to the paper centerline. |
| F14 | Copy limit | Limits the number of copies that can be made at a time. | 1 to 99 copies (99 copies*) |
| F15 | DF auto start | Set to "OFF" when not wanting copies to be made automatically when an original is placed in the DF. * This setting item is not displayed on the 18 ppm copier. | 1: ON* 2: OFF |
| F16 | Layout (4 in 1) | When using the 4 in 1 layout copying function (see page 5-1), the page arrangement can be selected. 1 Originals of landscape orientation Original insertion direction  2 Originals of portrait orientation Original insertion direction  * With the 15 ppm copier, this setting item will not be displayed if the optional memory copy board is not installed. | 1: Landscape 2: Portrait* |

| Default code | Setting item | Setting contents | Setting code |
|--------------|---------------------|--|--|
| F17 | Layout (borderline) | <p>Selects the type of borderline for layout copying (see page 5-1).</p> <p>* With the 15 ppm copier, this setting item will not be displayed if the optional memory copy board is not installed.</p> | <p>1: None*</p> <p>2: Solid line</p> <p>3: Dotted line</p> |
| F18 | Silent mode | <p>Selects the length of time from when copying ends to when entering the silent mode, which stops the motors inside the copier. When "0 seconds" is selected, the motors stop immediately after copying has been finished.</p> | <p>1: 0 seconds</p> <p>2: 5 seconds</p> <p>3: 10 seconds*</p> <p>4: 15 seconds</p> <p>5: 30 seconds</p> |
| F19 | Auto shut-off | <p>Turns the auto shut-off function (page 4-4) ON or OFF. The auto shut-off function automatically turns the main switch OFF if copying is not performed for a certain period of time.</p> <p>* If auto shut-off interferes with your copying operations, turn this function OFF. It is recommended to set a longer interval for triggering the auto shut-off rather than turn it OFF.</p> | <p>1: ON*</p> <p>2: OFF</p> |
| F20 | Auto preheat time | <p>Selects the length of time from when copying ends to when the energy saver (auto preheat) function (page 4-4) is triggered.</p> | <p>1: 5 minutes</p> <p>2: 10 minutes</p> <p>3: 15 minutes*</p> <p>4: 20 minutes</p> <p>5: 25 minutes</p> <p>6: 30 minutes</p> <p>7: 35 minutes</p> <p>8: 40 minutes</p> <p>9: 45 minutes</p> |
| F21 | Auto shut-off time | <p>Selects the length of time from when the copier is not used to when the auto shut-off function (page 4-4) turns the main switch OFF automatically. The auto shut-off function can also be turned OFF. If turned OFF, this setting cannot be made (see "Auto shut-off").</p> <p>* This setting item will not be displayed if "OFF" is selected for "Auto shut-off".</p> <p>* It is recommended to set a long period of time to trigger the auto shut-off if the copier is used frequently, and set a short period of time if the copier is used only occasionally.</p> <p>* For how to cancel the auto shut-off function, see "Auto shut-off".</p> | <p>1: 15 minutes</p> <p>2: 30 minutes*</p> <p>3: 45 minutes</p> <p>4: 60 minutes</p> <p>5: 75 minutes</p> <p>6: 90 minutes</p> <p>7: 105 minutes</p> <p>8: 120 minutes</p> |

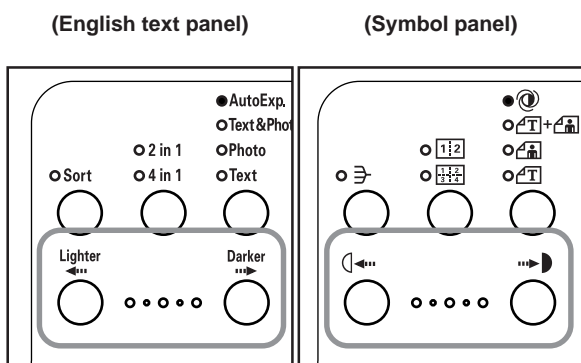
CHAPTER 6 COPIER DEFAULT SETTING

| Default code | Setting item | Setting contents | Setting code |
|--------------|---|---|---|
| F22 | Preheat recovery time | Selects the mode of the energy saver (auto preheat) function (page 4-4) from the recovery priority mode and power save priority mode. The length of time that the copier uses to recover from the energy saver (auto preheat) function can be selected between within 10 seconds (recovery priority mode) and within 30 seconds (power save priority mode). | 1: Recovery priority mode 2: Power save priority mode* |
| F23 | Viewing total counter value | Displays the total number of copies made. The total number of copies are displayed on the copy quantity display three digits at a time. Example When the total number of copies is 1,234 “---” → “001” → “234” * The total counter value can also be checked in the following way: ① Hold down the Stop/Reset key for 5 seconds. ② The total counter value is displayed. | |
| F24 | Toner counter report | Prints a report on the toner consumption ratio. Using this toner consumption ratio, you can manage when the toner container needs replacing. If the toner consumption ratio is very high, it is recommended to combine the use of the economy mode (page 4-1) with the regular use. | |
| F25 | Toner replacement message output setting | When the toner is used up and toner container replacement is required, a message requesting the user to replace the toner container will be printed. Select “OFF” when not printing the message. | 1: ON* 2: OFF |
| F26 | Paper feed shifting adjustment (upper drawer) | Adjusts displacement of the copy image. | -3.0 to 3.0 (0*) in increments of 0.1 |

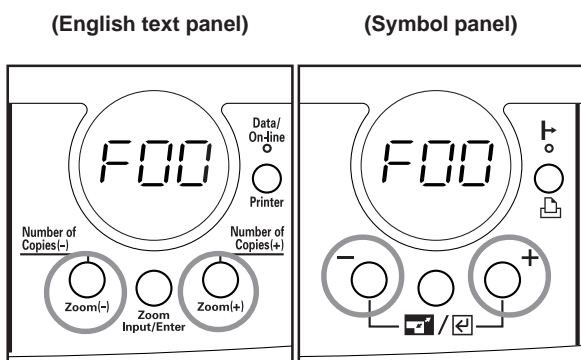
| Default code | Setting item | Setting contents | Setting code |
|--------------|---|---|---|
| F27 | Paper feed shifting adjustment (lower drawer) | Adjusts displacement of the copy image. * This setting item will not be displayed if the optional drawer is not installed. | -3.0 to 3.0 (0*) in increments of 0.1 |
| F28 | Paper feed shifting adjustment (multi-bypass) | Adjusts displacement of the copy image. * Be sure to use 8 1/2" x 11" (letter)/A4 paper. | -3.0 to 3.0 (0*) in increments of 0.1 |
| F29 | Inch/metric specifications setting | Switches the copier specifications setting between inch and metric. * Since the specifications setting is made at the factory, it is not necessary to make this setting under normal circumstances. * If "A" and "011" alternate on the copy quantity display, the copier initializes the data to remedy an error. If this occurs, make the specifications setting. | 1: Inch 2: Metric 3: Metric (Japan) |
| F30 | Folio length setting (drawer) | When folio is selected as the paper size, this sets the length of folio. * This setting item is available only when metric is selected for the copier specifications. | 1: 210 mm* 2: 216 mm |
| F31 | Folio length setting (bypass) | When folio is used, this sets the length of folio. * This setting item is available only when metric is selected for the copier specifications. | 200 to 216 mm (210 mm*) |

2. How to make default settings

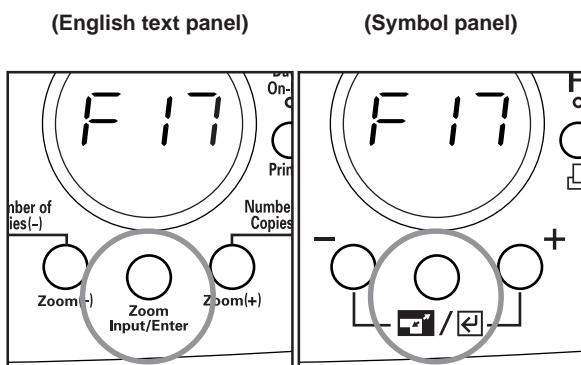
- 1 Hold down both of the copy exposure adjustment keys for 3 seconds. "F00" (default code) appears on the copy quantity display.



- 2 The default code changes each time the Number of Copies/Zoom (+) key or Number of Copies/Zoom (-) key is pressed. Select a default code by referring to the table shown in "1. Default settings".



- 3 Press the Zoom Input/Enter key.
 - If "F01" or "F24" is selected, a report will be printed out. Proceed to step 4.
 - If "F13" is selected, proceed to step 5.
 - If "F14" is selected, proceed to step 7.
 - If "F26", "F27" or "F28" is selected, proceed to step 9.
 - If "F31" is selected, proceed to step 13.
 - If a code other than the above is selected, proceed to step 15.

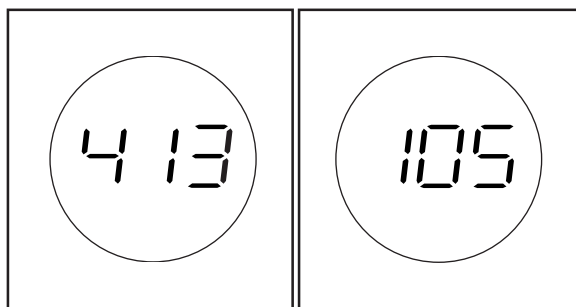


- 4 When the report is printed out, the display returns to that for step 2. To make other settings, perform the respective procedures (see below). To end the making of default settings, proceed to step 17.

- 5 Enter the paper width by pressing the Number of Copies/Zoom (+) key or Number of Copies/Zoom (-) key. The paper width can be set from 4.13" to 8.50" (105 to 216 mm).

(Inch specifications)

(Metric specifications)

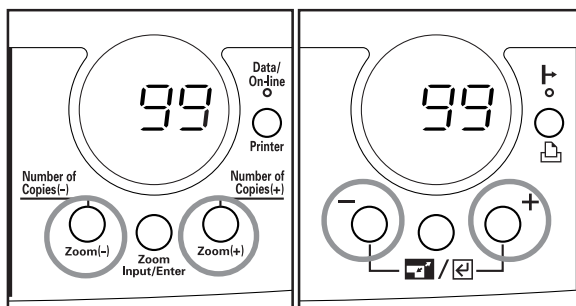


- 6 Press the Zoom Input/Enter key. The display returns to that for step 2. To end the making of default settings, proceed to step 17.

- 7 Enter the copy limit (99 copies or lower) by pressing the Number of Copies/Zoom (+) key or Number of Copies/Zoom (-) key.

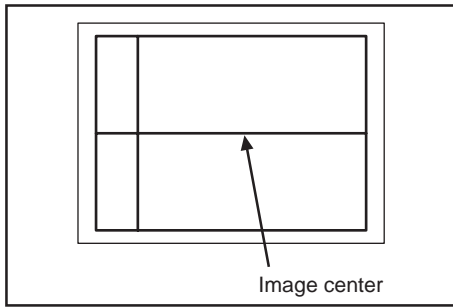
(English text panel)

(Symbol panel)

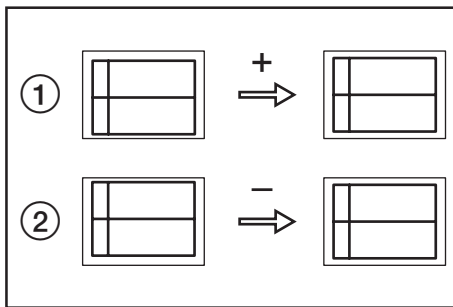


- 8 Press the Zoom Input/Enter key. The display returns to that for step 2. To end the making of default settings, proceed to step 17.

- 9** Press the Start key. The image pattern shown in the illustration will be printed out.
 * When adjusting paper feed shifting of the multi-bypass, be sure to use 8 1/2" x 11" (letter)/A4 paper.

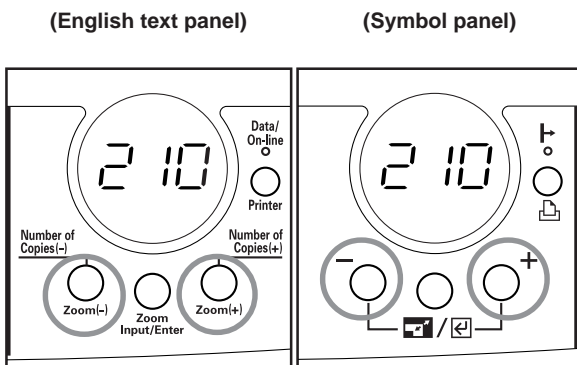


- 10** Fold the paper precisely into two to obtain the center line of the paper and then compare it with the center line of the image.
11 Adjust the value using the Number of Copies/Zoom (+) key or Number of Copies/Zoom (-) key. Adjustment can be made between -3.0 and 3.0 (changing the value by 0.1 moves the image center line by 0.1 mm).



If the image looks like ①, increase the value.
 If the image looks like ②, decrease the value.

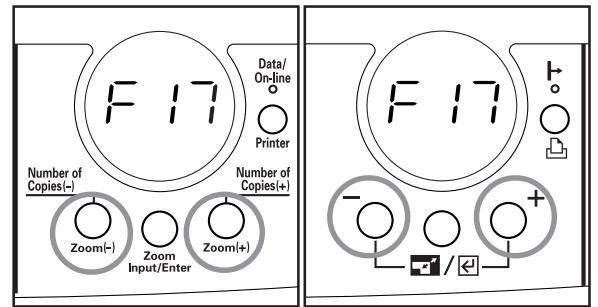
- 12** Press the Zoom Input/Enter key. The display returns to that for step 2. To end the making of default settings, proceed to step 17.
13 Set the length of folio (200 to 216 mm) by pressing the Number of Copies/Zoom (+) key or Number of Copies/Zoom (-) key.



- 14** Press the Zoom Input/Enter key. The display returns to that for step 2. To end the making of default settings, proceed to step 17.
15 The setting code changes each time the Number of Copies/Zoom (+) key or Number of Copies/Zoom (-) key is pressed. Select a setting code by referring to the table shown in "1. Default settings".

(English text panel)

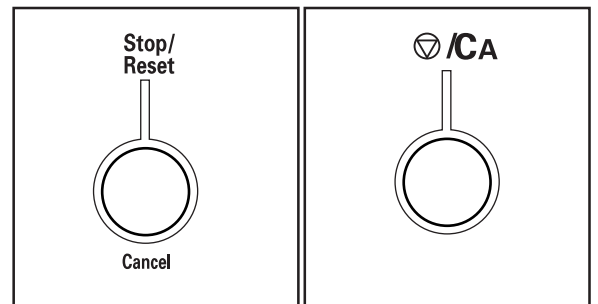
(Symbol panel)



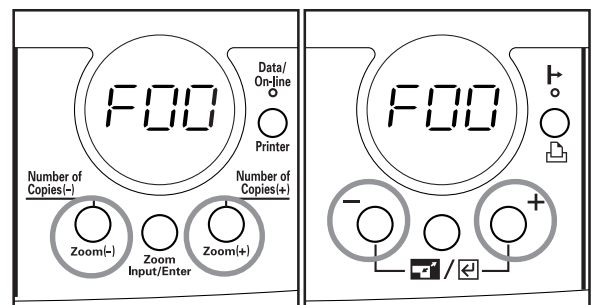
- 16** Press the Zoom Input/Enter key. The display returns to that for step 2. To end the making of default settings, proceed to the next step.
17 Press the Stop/Reset key. The display indication changes from the default code to the number of copies.

(English text panel)

(Symbol panel)



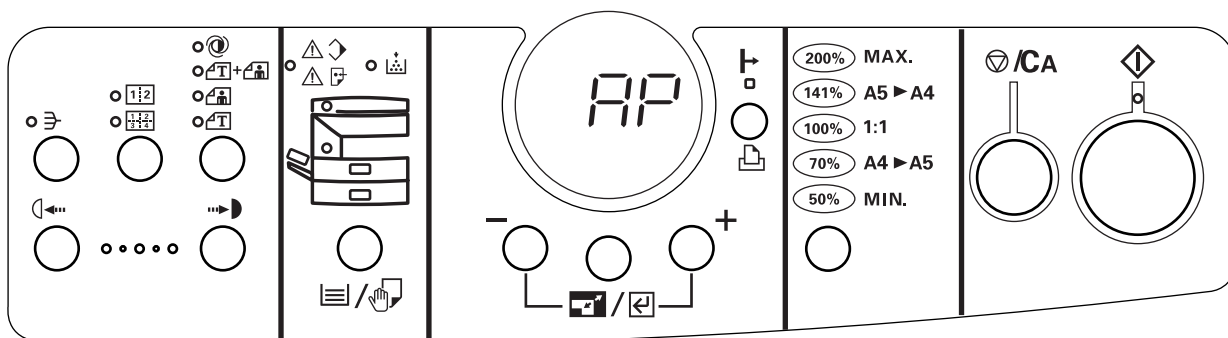
* You can also end the making of default settings by pressing the Zoom Input/Enter key when "F00" is displayed.



CHAPTER 7 WHEN A PROBLEM OCCURS

1. Error display

When any of the indications listed in the table below appears on the operation panel, take the corrective action as instructed.



| Indication | Action | Page |
|--|---|------|
| "A" and "100" alternate on the copy quantity display. | Turn the main switch OFF and ON and check that the lamp under the platen turns on during copying. If the lamp turns on, leave the power turned on for approximately 1 hour. If the same indication appears again, contact your service representative. If the lamp does not turn on, contact your service representative. | — |
| "C" and "610", "620", "630" or "710" alternate on the copy quantity display. | Contact your service representative. | — |
| "A" and "310", "400" or "401" alternate on the copy quantity display. | Turn the main switch OFF and ON. If the same indication appears again, contact your service representative. | — |

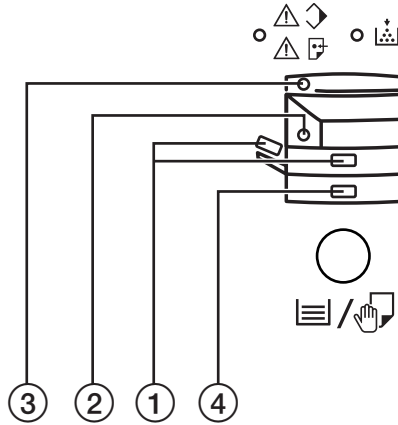
| Indication | Action | Page |
|--|--|------------------------------------|
| <p>"A" and "011" alternate on the copy quantity display.</p> | <p>An error message will automatically be printed out. Turn the main switch OFF and ON. If this indication appears, the copier initializes the data to remedy the error. Make the specifications setting (F29 Inch/metric specifications setting) before using the copier again. If the same indication appears again, print a user status report and contact your service representative with the details on the report. The error message is as follows: "Default data was initialized. Need initial setting to use the machine. Input F29: User Code. cf. User manual."</p> | <p>6-6 6-7</p> |
| <p>"A" and "040", "041" or "043" alternate on the copy quantity display.</p> | <p>When you installed the memory copy board/DIMM, it was not installed correctly. Check the installation of the memory copy board/DIMM and turn the main switch OFF and ON. If the same indication appears when the memory copy board/DIMM is installed correctly, remove the memory copy board/DIMM, print a user status report and contact your service representative with the details on the report.</p> | <p>6-1 6-7</p> |
| <p>The Add Toner indicator flashes.</p> | <p>Copying is still possible for some time with the indicator flashing but it will eventually be disabled. Replace the toner container and waste toner tank as soon as possible.</p> | <p>3-7</p> |
| <p>"AP" appears on the copy quantity display.</p> | <p>Toner is being replenished inside the copier. Wait a few minutes. * Although the lamp under the platen may remain lit while "AP" is displayed, it is not a problem.</p> | <p>—</p> |
| <p>"PF" appears on the copy quantity display.</p> | <ul style="list-style-type: none"> • A paper misfeed occurred in the drawer of the flashing indicator. Remove the misfed paper. • The drawer of the flashing indicator is not inserted correctly. Close the drawer securely. • There is no paper in the drawer of the flashing indicator. Load paper. | <p>7-4 3-1</p> |
| <p>"E07" appears on the copy quantity display.</p> | <p>The set paper size is different from that of the paper used. Check the paper size setting and the actual paper size, and set the paper size to the size of the actual paper or use a paper of the set size.</p> | <p>3-3 6-2 6-3 6-7</p> |
| <p>"E30" appears on the copy quantity display.</p> | <p>Installation may not have been performed correctly. Install the copier again by referring to the installation manual.</p> | <p>—</p> |

CHAPTER 7 WHEN A PROBLEM OCCURS

| Indication | Action | Page |
|---|--|------------|
| "E70" appears on the copy quantity display. | While using the DF, the last of the ejected originals failed to be copied. Set that original back onto the original table and resume the copying operation. | 7-7 7-8 |
| "E71" appears on the copy quantity display. | Originals that were not copied can be copied. Set all the ejected originals back onto the original table and resume the copying operation. | 7-7 7-8 |
| "E72" appears on the copy quantity display. | While using the DF, an original is still in the original insertion section. Remove that original and set it back onto the original table and then resume the copying operation. | 7-7 7-8 |
| "E90" appears on the copy quantity display. | <p>The memory is full.</p> <p>To make copies of the scanned originals: Press the Enter key. All the scanned originals will be copied. When copying ends, set the remaining originals and press the Start key. The copying operation resumes.</p> <p>To make copies from the beginning again: Press the Reset key, reduce the number of originals and repeat copying operation again.</p> | — |
| "J98" appears on the copy quantity display. | Open the drawer and left cover and check for any misfed paper. If the same indication appears, contact your service representative. | 7-4 |
| "OP" appears on the copy quantity display. | The front or left cover is open. Close the cover. | — |
| "OP1" appears on the copy quantity display. | The DF original switchback cover is open. Close the cover. | — |
| "OP2" appears on the copy quantity cover. | The left cover of the optional drawer is open. Close the cover. | — |

2. When paper misfeeds

If a paper misfeed occurs, copying will stop. An indication signaling a paper misfeed appears on the operation panel and an indicator lights showing the location of a paper misfeed. Remove the misfed paper by referring to “(3) Removal procedures” on page 7-5, with the main switch in the ON (I) position.



(1) Misfeed location indications

- ① **Misfeed in paper feed section (page 7-5)**
“PF” appears on the copy quantity display and the upper drawer indicator, lower drawer indicator or multi-bypass indicator flashes green.
- ② **Misfeed in left cover (page 7-5)**
“J15”, “J20”, “J22”, “J30”, “J40”, “J50” or “J95” appears on the copy quantity display and the misfeed indicator lights red.
- ③ **Misfeed in DF (page 7-7)**
“J70”, “J72” or “J73” appears on the copy quantity display and the DF indicator lights red.
* When “E70”, “E71” or “E72” is displayed, see page 7-3.
- ④ **Misfeed in drawer <optional> (page 7-8)**
“J15” appears on the copy quantity display and the lower drawer indicator flashes green.

* When “J98” is displayed, see page 7-3.

(2) Cautions

⚠ WARNING

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

⚠ CAUTION

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

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

(3) Removal procedures

① Misfeed in paper feed section

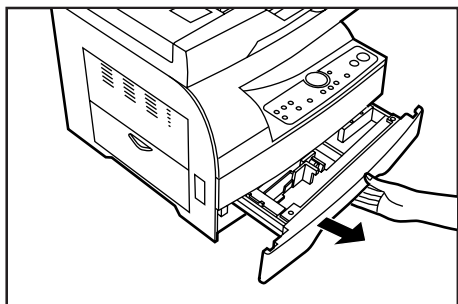
● Misfeed in drawer

If the upper drawer indicator flashes green when the drawer is used, a misfeed has occurred in the drawer. Remove the misfed paper using the procedure given below.

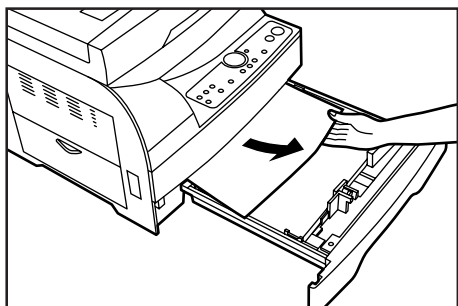
NOTE

If a paper misfeed occurs in the lower drawer, remove the misfed paper using the same procedure.

- 1 Open the drawer.



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

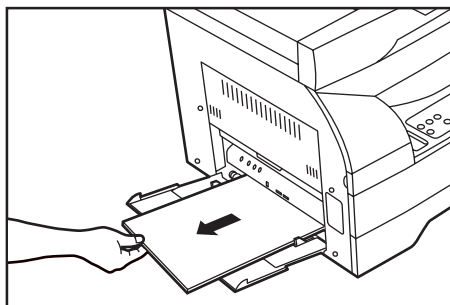


- 3 Close the drawer slowly.
* Check that the paper is kept under the claw of the drawer. If not, reload the paper.

● Misfeed in multi-bypass

If the multi-bypass indicator flashes green when the multi-bypass is used, a misfeed has occurred in the multi-bypass. Remove the misfed paper using the procedure given below.

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

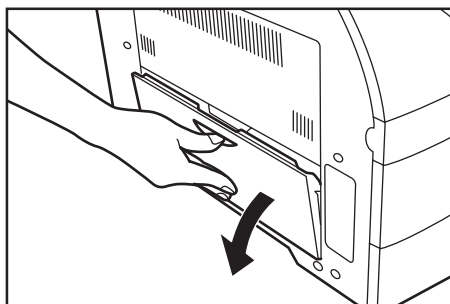


- 2 Check that the indicator showing the location of the paper misfeed has turned off and re-load the paper into the multi-bypass.

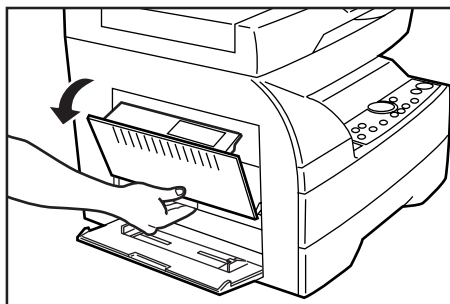
② Misfeed in left cover

If the misfeed indicator lights red, a misfeed has occurred in the left cover. Remove the misfed paper using the procedure given below.

- 1 Open the multi-bypass.



- 2 Open the left cover.



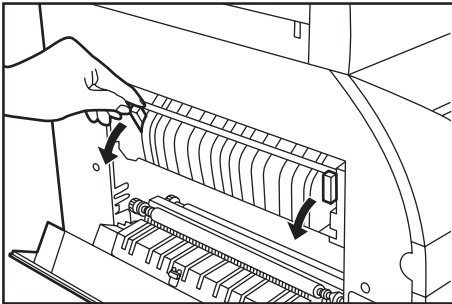
⚠ WARNING

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

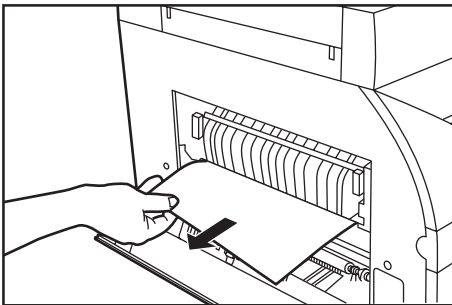
⚠ CAUTION

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

- 3** Holding the green handles, lower the two fixing section release levers.

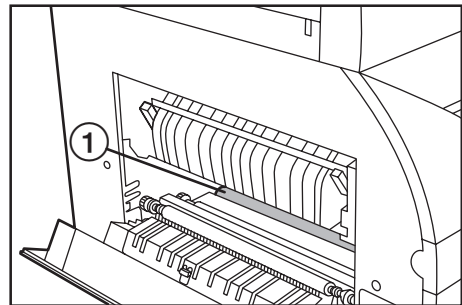


- 4** Remove the misfed paper while taking care not to tear it. If the paper is not easy to remove, proceed to the next step. If the paper is removed successfully, proceed to step 9.
* If the paper should be torn, remove all the scraps from the inside the copier.

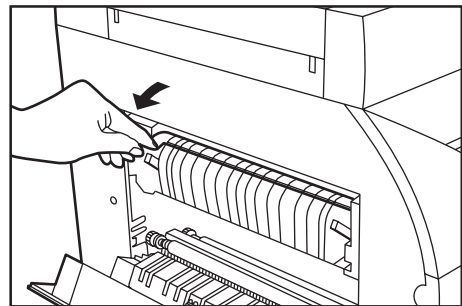


IMPORTANT

The drum ① is highly sensitive to light and dirt. Be careful not to expose it to strong light such as room lighting or to touch the drum with the hands.



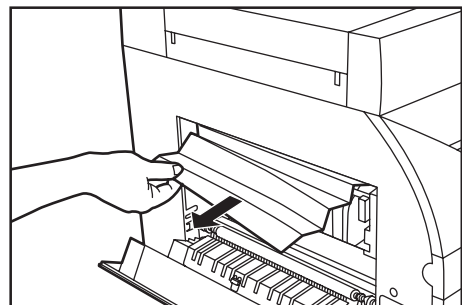
- 5** Holding the green handle, open the ejection guide.



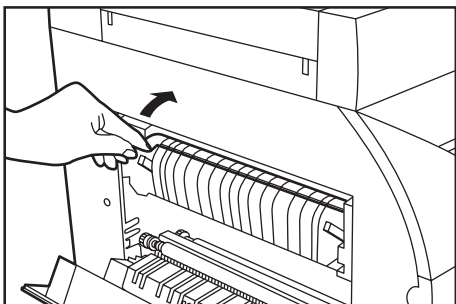
⚠ CAUTION

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

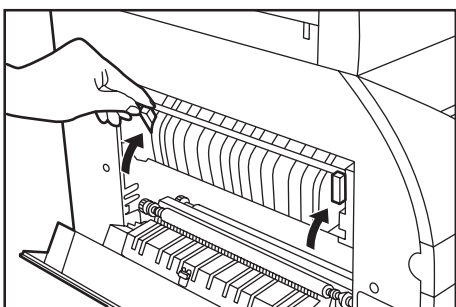
- 6** Remove the misfed paper while taking care not to tear it.



- 7** Close the ejection guide.



- 8** Lift the fixing section release levers.



NOTE

If the fixing section release levers are lowered, the left cover does not close.

- 9** Close the left cover and multi-bypass.

- 10** Pull the drawer out and check that no paper is misfed.

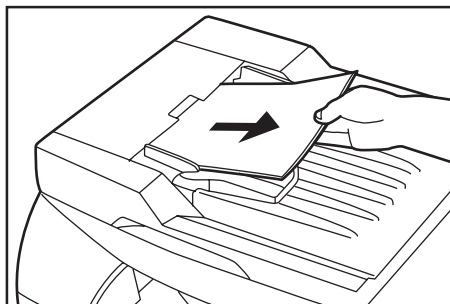
- 11** Close the drawer slowly.

③ Misfeed in DF

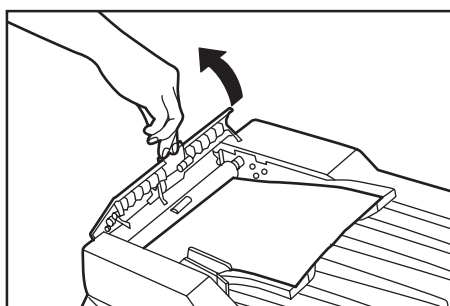
If the DF indicator lights red, a misfeed has occurred in the DF. Remove the misfed original using the procedure given below.

● 18 ppm copier

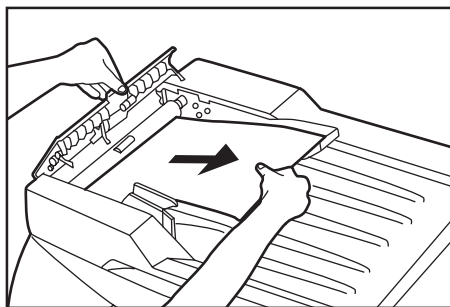
- 1** Remove all the originals from the original table.



- 2** Open the DF original switchback cover.



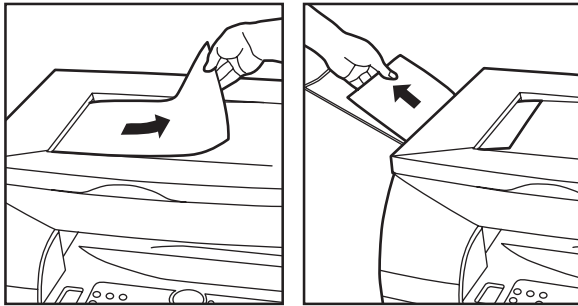
- 3** Remove the misfed original.



- 4** Close the DF original switchback cover. Set the misfed original together with those moved back onto the original table and resume the copying operation.

● 15 ppm copier

- 1 Remove the original on the original table to the right or left, whichever direction that is easier to remove the original.

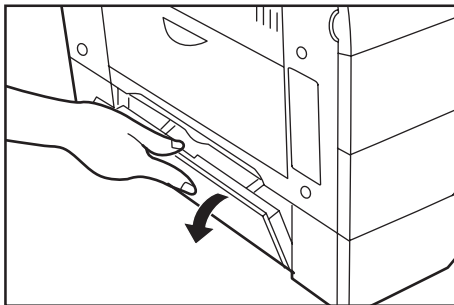


- 2 Place the original on the original table again and resume the copying operation.

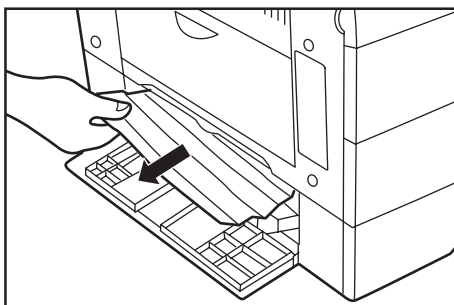
④ Misfeed in drawer <optional>

If the lower drawer indicator flashes green, a misfeed has occurred in the lower drawer. Remove the misfed paper using the procedure given below.

- 1 Open the left cover of the optional drawer.



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



- 3 Close the left cover of the optional drawer.

3. Troubleshooting

If trouble occurs, carry out the applicable checks and actions given below.

If the trouble persists, print out a user status report and contact your service representative.

| Trouble | Checks | Action | Page |
|--|---|--|-------------------|
| Nothing lights on the operation panel when the main switch is turned ON. | Is the power plug connected to an AC outlet? | Connect the plug to an AC outlet. | — |
| No copies come out when the Start key is pressed. | Is there any indication appearing on the operation panel? | Perform the corrective action corresponding to the indication. | 7-1 |
| Copies come out blank. | Are the originals set correctly? | When setting originals on the platen, place them face-down. | 3-6 |
| | | 18 ppm copier When setting originals in the DF, place them face-up. 15 ppm copier When setting an original in the DF, place it face-down. | 3-5 3-6 |
| Copies come out too light. | Is the copier in the auto exposure mode? | To change the overall exposure, perform auto exposure adjustment. | 6-1 6-7 |
| | Is the copier in the Photo, Text & Photo or Text mode? | Adjust the exposure to the correct degree using the copy exposure adjustment keys. | 4-2 |
| | | To change the overall exposure, perform the exposure adjustment for each mode. | 6-1 6-2 6-7 |
| | Is the Add Toner indicator lit? | Replace the toner container. | 3-7 |
| Is paper wet? | Replace the paper with new paper. | 3-1 | |

| Trouble | Checks | Action | Page |
|--|---|--|--------------------------|
| Copies come out too dark. | Is the copier in the auto exposure mode? | To change the overall exposure, perform auto exposure adjustment. | 6-1 6-7 |
| | Is the copier in the Photo, Text & Photo or Text mode? | Adjust the exposure to the correct degree using the copy exposure adjustment keys. | 4-2 |
| | | To change the overall exposure, perform the exposure adjustment for each mode. | 6-1 6-2 6-7 |
| Copies are dirty. | Is the platen or the DF dirty? | Clean the platen and/or the DF. | 8-1 |
| | | Open the front cover, pull out and push back in the cleaning shaft. | 3-7 |
| Copy image is askew. | Are the originals set correctly? | When setting an original on the platen, be sure to align a corner of it with the rear left corner of the platen. | 3-6 |
| | | 18 ppm copier When setting originals in the DF, be sure to adjust the original insertion guides to the original size. 15 ppm copier When setting an original in the DF, be sure to align the original to the rear of the DF. If copy images become askew when originals are correctly placed in the DF, make copies by placing originals on the platen. | 3-5 3-6 |
| Misfeed occurs frequently. | Is the paper set correctly in the drawer(s)? | Set paper properly. | 3-1 |
| | Is paper curled, folded or wrinkled? | Replace the paper with new paper. | 3-1 |
| | Is there any misfed paper or loose scraps of paper remaining inside the copier? | Carry out the appropriate procedure to remove the paper. | 7-4 |
| | Is the set paper size different from that of the paper used? | Set the paper size to the size of the actual paper, or use a paper of the set size. | 3-3 6-2 6-3 6-7 |
| The Add Toner indicator does not turn off after toner replenishment. | Has the new toner container been shaken sufficiently? | Shake the toner container again. | 3-7 |
| Printing cannot be preformed from a computer when the optional printer board is installed. | Is the printer board installed correctly? | Install the printer board correctly. | — |

CHAPTER 8 CLEANING AND SPECIFICATIONS

1. Cleaning the copier

⚠ CAUTION

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

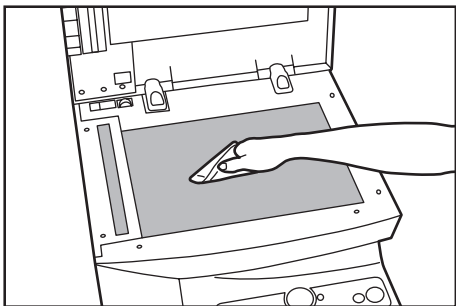
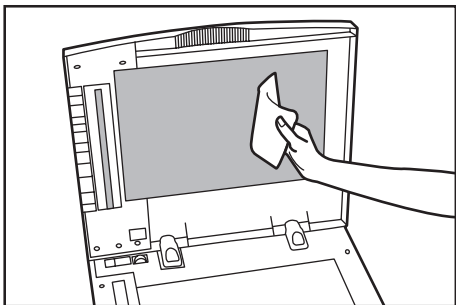
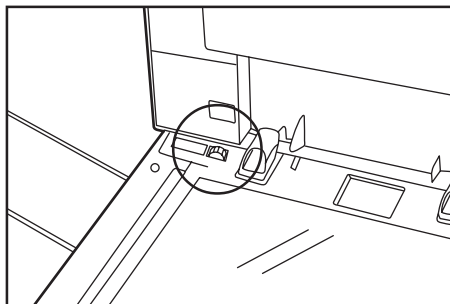
IMPORTANT

15 ppm copier

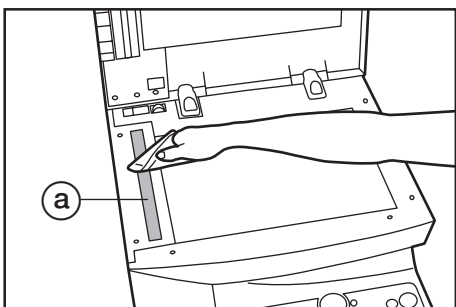
Do not touch the gear near the rear left corner of the platen. If you do, your hands may be soiled or injury may result.

Lift open the DF. Wipe the shaded areas shown in the below illustrations with a soft cloth dampened with alcohol or a mild detergent.

* Never use thinner or other organic solvents for this purpose.



* If black lines appear on the copy image when the DF is used, the slit glass (a) is soiled.



2. Specifications

| | |
|---------------------------|---|
| Type | Desk-top |
| Original table | Fixed type |
| Copying system | Indirect electrostatic |
| Originals | DF (18 ppm copier): Sheets of paper (Maximum original size: 8 1/2" x 14"/folio) DF (15 ppm copier): Sheets of paper (8 1/2" x 11", 8 1/2" x 14"/A4, folio) Platen: Sheets of paper, books, 3-dimensional objects (Maximum original size: 8 1/2" x 14"/folio) |
| Copy sizes | 8 1/2" x 14", 8 1/2" x 11", 5 1/2" x 8 1/2" A4, A5 (vertical), A6 (vertical), folio Print margin loss: 0.5 - 5.5 mm |
| Copying speed | Same-size copying 8 1/2" x 11"/A4: 18 copies/min. (18 ppm copier) 15 copies/min. (15 ppm copier) |
| Warm-up time | Within 30 seconds (at room temperature of 68°F/20°C, humidity 65%RH) From energy saver (auto preheat) mode: Within 10 seconds [priority to recovery], within 30 seconds [priority to power save] (at room temperature of 68°F/20°C, humidity 65%RH) |
| First copy speed | Approximately 6.3 seconds (8 1/2" x 11"/A4, original placed on the platen) |
| Zoom ratios | Any ratio between 50 and 200% (in increments of 1%) |
| Memory | 16 MB (optional for the 15 ppm copier) Image storage memory: 11.5 MB (approximately 30 8 1/2" x 11"/A4 originals of 6% black coverage can be saved) Bitmap memory: 4.5 MB |
| Resolution | Reading: 600 x 600 dpi Writing: 600 x 600 dpi |
| Paper feed system | Automatic feeding from the drawer (1 drawer, capacity 250 sheets [80 g/m ² /standard paper as specified by our company]) and multi-bypass (capacity 50 sheets [80 g/m ² /standard paper as specified by our company]) |
| Copy paper | Drawer: Standard paper (64 - 80 g/m ²) Multi-bypass: Standard paper (60 - 160 g/m ²), special paper (colored paper, letterhead, etc.), envelopes (COM-10, Monarch, DL, C5) [when using the printer function only] |
| Continuous copying | 1 - 99 sheets |
| Light source | Rare gas lamp |
| Developing system | 2-componet, reverse developing |
| Fixing system | Heat roller |
| Cleaning system | Blade |
| Photoconductor | OPC |
| Functions and modes | Auto exposure adjustment, photo mode, economy mode, zoom copy mode, standard zoom mode, auto shut-off function, energy saver (auto preheat) function, self-diagnosis function, layout copying*, sort copying* * The 15 ppm copier requires the optional memory copy board. |
| Power source | 120 V AC, 60 Hz, 9 A 220 - 240 V AC, 50/60 Hz, 4.8 A (average 2.5 A) |
| Dimensions | 18 ppm copier: 19 9/16" (W) x 19 9/16" (D) x 17 1/2" (H) 497 mm (W) x 497 mm (D) x 445 mm (H) 15 ppm copier: 19 9/16" (W) x 19 9/16" (D) x 14 13/16" (H) 497 mm (W) x 497 mm (D) x 376 mm (H) |
| Weight | 18 ppm copier: Approx. 59.4 lbs (27 kg) 15 ppm copier: Approx. 55 lbs (25 kg) |
| Noise emission | ≤ 70 dB (A) |
| Required space | 19 9/16" (W) x 19 9/16" (D) 497 mm (W) x 497 mm (D) |
| Optional equipment | Drawer, memory copy board (standard for the 18 ppm copier), printer board, printer network board |

(Specifications are subject to change without notice.)

Laser Safety

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

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

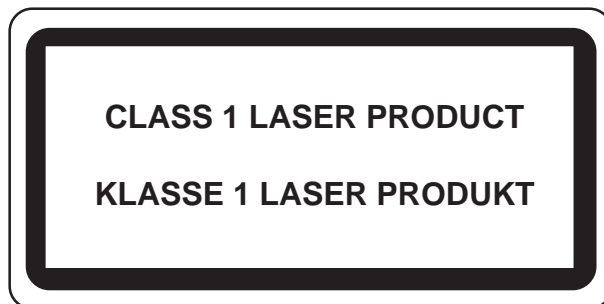
CAUTION

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

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



The labels shown below are attached on the rear side of the machine.



CAUTION!

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

VORSICHT!

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

WARNING

This is Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

* The above warning is valid only in Australia and New Zealand.



DECLARATION OF CONFORMITY

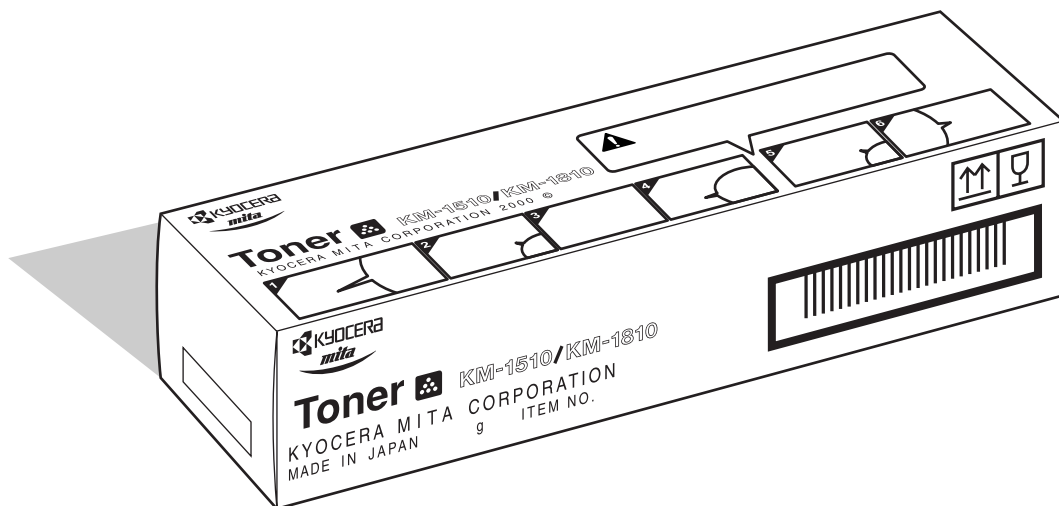
TO

89/336/EEC, 73/23/EEC and 93/68/EEC

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

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

* For best copy results and machine performance, we recommend that you use only KYOCERA MITA original supplies for your KYOCERA MITA copier.



**QUALITY
CERTIFICATE**

This machine has passed
all quality controls and
final inspection.

KYOCERA MITA EUROPE B.V.

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