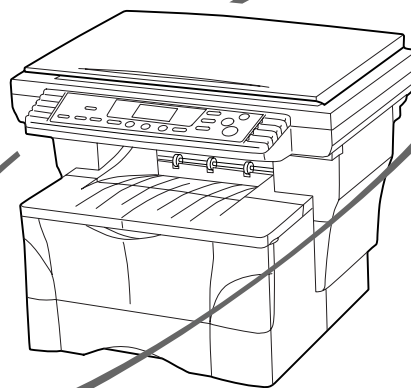


Operation Guide



KM-1500

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Introduction to this Operation Guide

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

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

Section 1 IMPORTANT! PLEASE READ FIRST.

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

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

Section 2 NAMES OF PARTS

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

Section 3 PREPARATIONS

This section contains explanations on loading copy paper and attaching the face-up tray.

Section 4 BASIC OPERATION

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

Section 5 COPY FUNCTIONS

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

Section 6 COPY DEFAULT SETTINGS

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

Section 7 OPTIONAL EQUIPMENT

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

Section 8 TROUBLESHOOTING

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

Section 9 MAINTENANCE AND OPERATION INFORMATION

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

Symbols in this guide

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

The symbols and their meanings are indicated below.



IMPORTANT!

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



NOTE(S)

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

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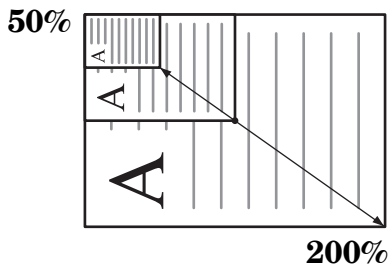
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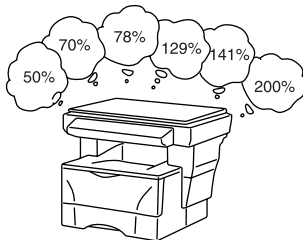
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MAKING FULL USE OF THE COPIER'S ADVANCED FUNCTIONS

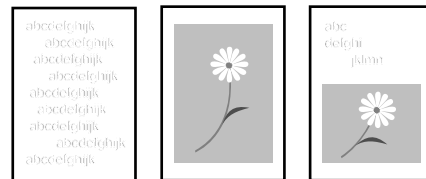
1 Enlarging/reducing copies to a desired size between 50% and 200%
<Zoom mode> (See page 4-4)



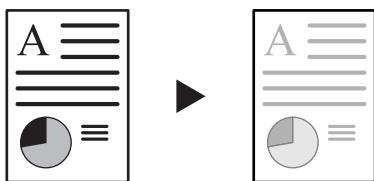
2 Copying at a previously registered magnification ratio
<Preset Zoom mode>
 (See page 4-5)



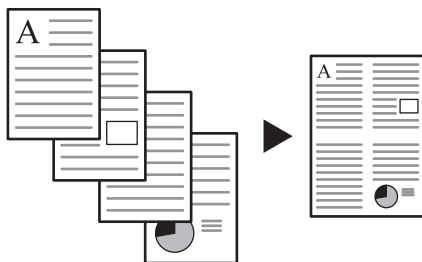
3 Making clear reproductions of photographs
<Image quality selection>
 (See page 4-1)



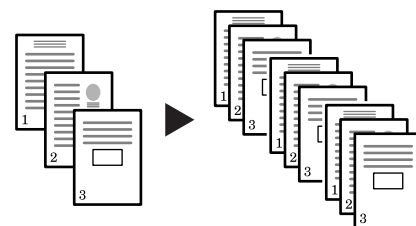
4 Saving on toner use
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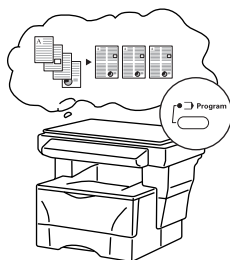
5 Making one copy from either two or four originals
<Layout modes> (See page 5-1)



6 Sorting automatically
<Sort mode> (See page 5-9)

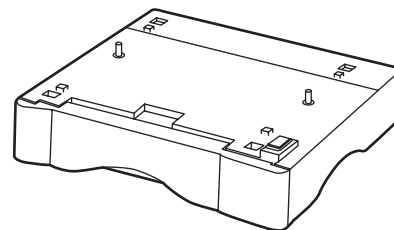
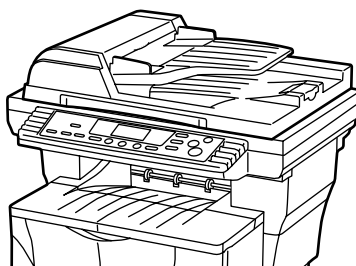


7 Memorizing frequently used settings
<Program function>
 (See page 5-10)

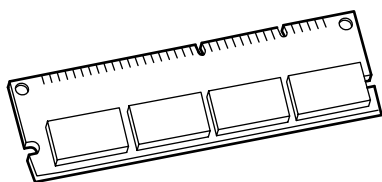


8 A full range of optional equipment is available

- Document Processor (See page 7-1)
- Paper Feeder (See page 7-4)



- Additional Memory (See page 7-4)





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

About the International Energy Star Program

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

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

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

Low Power Mode

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

Off Mode

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

Paper Recycling

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

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

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



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



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



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

Symbols

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



.....[General warning]



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



.....[Warning of high temperature]

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



.....[Warning of prohibited action]



.....[Disassembly prohibited]

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



.....[Alert of required action]



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



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

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

<Note>

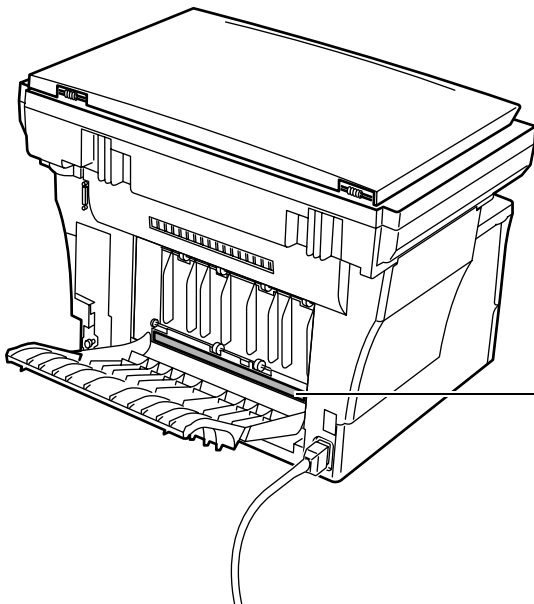
An original which resembles a bank note closely may not be copied properly in some rare cases because this copier is equipped with a counterfeiting prevention function.

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



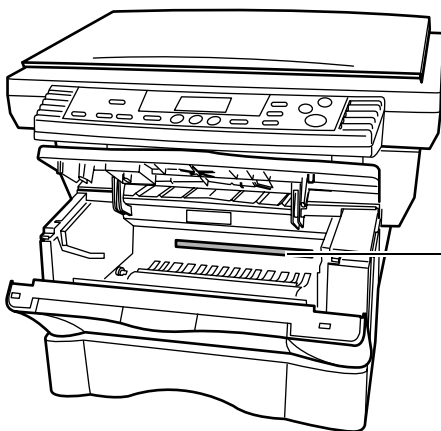
CAUTION LABELS

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



Label 1

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



Label 2

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



NOTE: DO NOT remove these labels.



INSTALLATION PRECAUTIONS

Environment



CAUTION

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



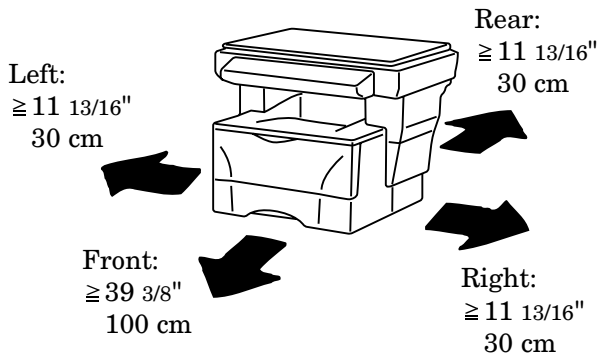
Avoid locations with humidity or dust and dirt. If dust or dirt become attached to the power plug, clean the plug to avoid the danger of fire or electrical shock.



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



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



Other precautions

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

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

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

Power supply/Grounding the copier



WARNING

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



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



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



Other precautions

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

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

Handling of plastic bags



WARNING

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



PRECAUTIONS FOR USE

Cautions when using the copier

WARNING

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



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



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

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



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



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



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



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



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



CAUTION

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



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



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

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



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



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



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



Other precautions

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

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

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

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

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

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

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

Cautions when handling consumables



DO NOT attempt to incinerate the toner container. Dangerous sparks may cause burns.



Keep the toner container out of the reach of children.



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



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

DO NOT attempt to force open or destroy the toner container.



Other precautions

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

Store all consumables in a cool, dark location.

If the copier will not be used for an extended period of time, remove the paper from the drawer, return it to its original package and reseal it.

Laser Safety

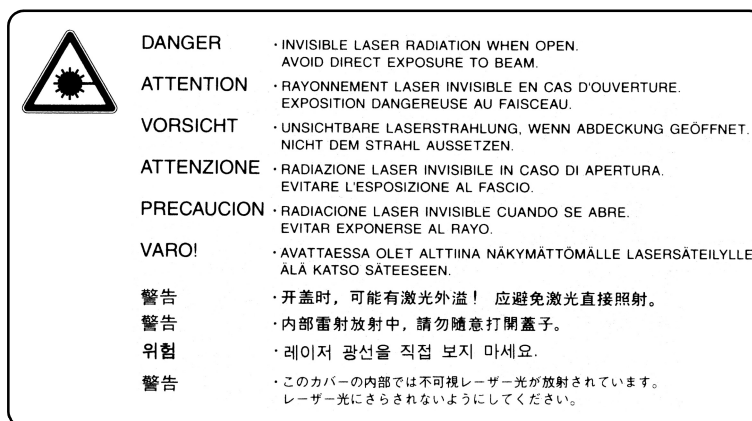
Laser radiation could be hazardous to the human body. For this reason, laser radiation emitted inside this machine is hermetically sealed within the protective housing and external cover. In the normal operation of the product by user, no radiation can leak from the machine.

This machine is classified as Class 1 laser product under IEC 60825.

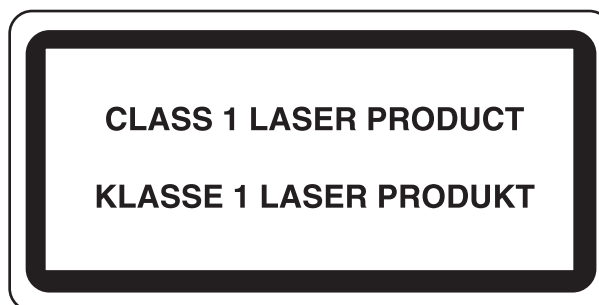
CAUTION

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.



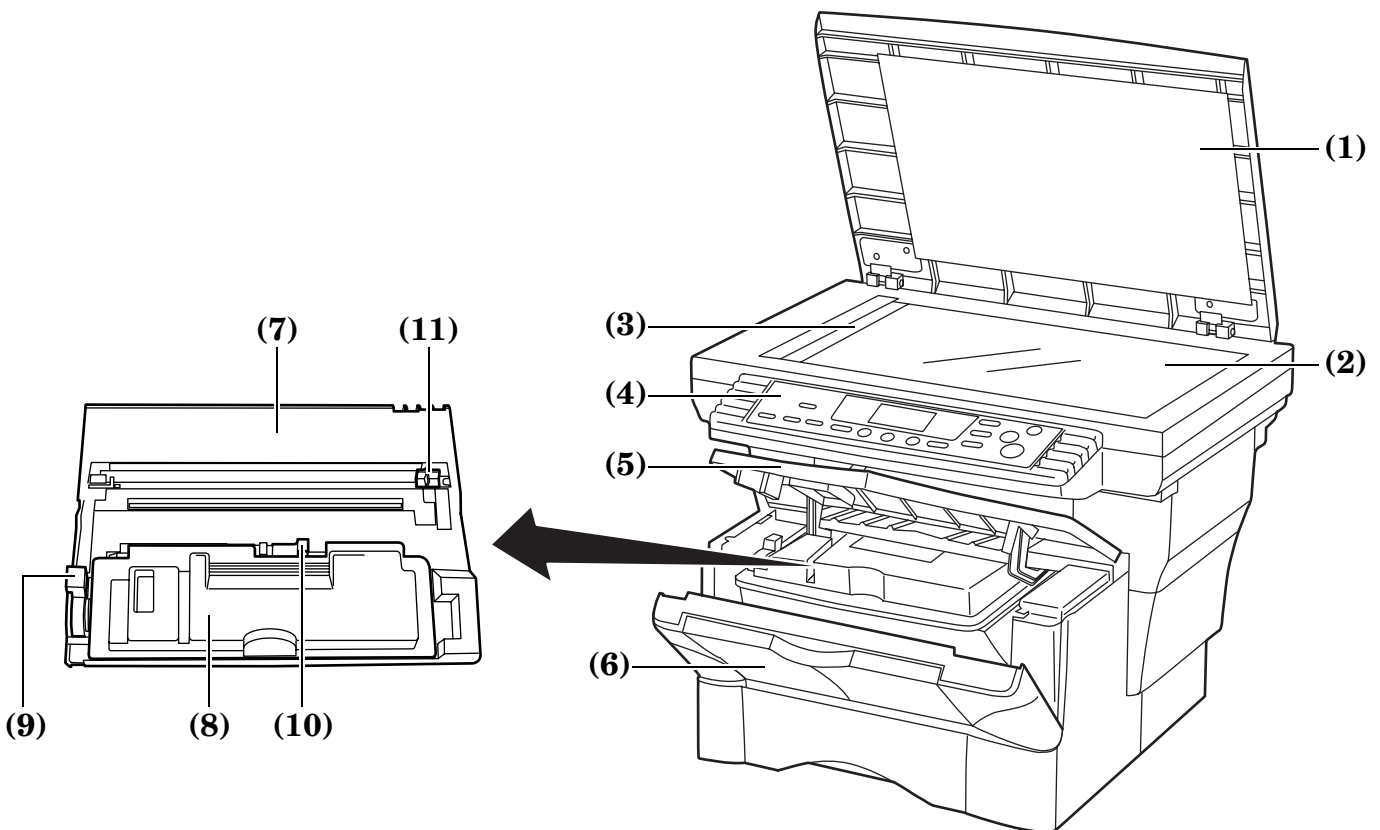
DECLARATION OF CONFORMITY
TO
89/336/EEC, 73/23/EEC and 93/68/EEC

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>

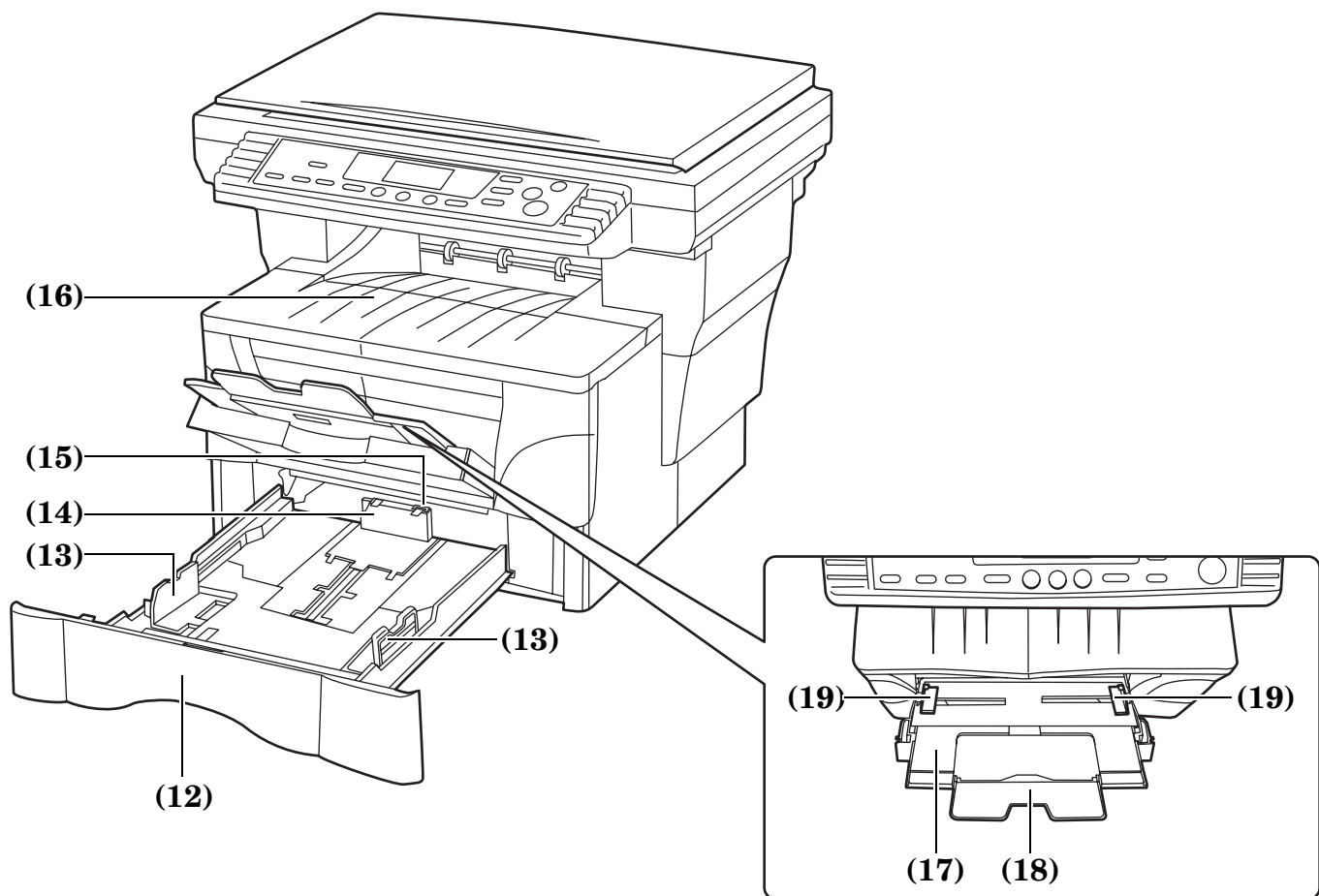
Section 2 NAMES OF PARTS

Main Body



- (1) **Original cover**
(Open/close this cover when you are setting the original on the platen.)
- (2) **Platen**
(Set originals here for copying. Be sure to lay originals face-down and align them flush up against the left rear corner of the platen.)
- (3) **Original size indicator plate**
(Be sure to align originals flush up against this plate when setting them on the platen.)
- (4) **Operation panel**
(Perform copy operations here.)
- (5) **Upper front cover**
(Open this cover when you need to replace the toner container or if a paper jam occurs inside the copier.)
- (6) **Front cover**
(Open this cover when you need to replace the toner container or if a paper jam occurs inside the copier.)
- (7) **Process Unit**
(Open this cover when you need to replace the toner container or if a paper jam occurs inside the copier.)
- (8) **Toner container**
- (9) **Lock lever**
(Operate this lever when you need to replace the toner container.)
- (10) **Toner container release lever**
(Operate this lever when you need to replace the toner container.)
- (11) **Charger cleaner**
(Slide this knob back and forth when you need to clean the charger.)

Section 2 NAMES OF PARTS



(12) Drawer

(This drawer has a storage capacity of 250 sheets of standard copy paper (80 g/m².)

(13) Paper width guides

(Adjust these guides to fit the width of the paper that is to be loaded in the drawer.)

(14) Paper stopper

(Adjust this stopper to fit the length of the paper that is to be loaded in the drawer.)

(15) Stopper extension lock

(Use this lock when loading Folio or Oficio II size paper in the drawer.)

(16) Copy storage table

(Finished copies can be ejected and stored on this table. The copy storage table has a storage capacity of 150 sheets of standard copy paper (80 g/m².)

(17) Multi-bypass tray

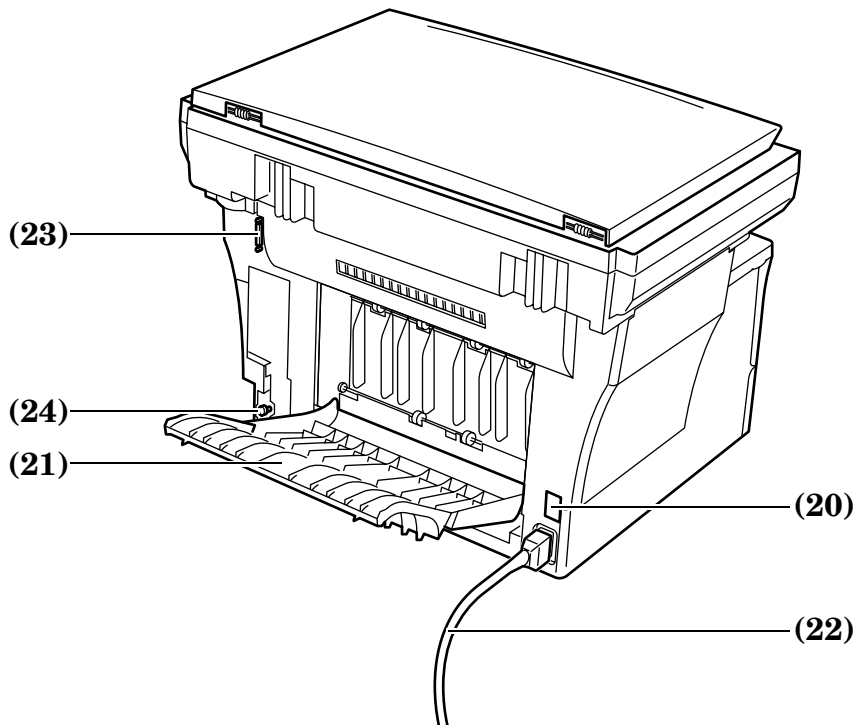
(Set paper on this tray when copying onto small-size or special paper.)

(18) Multi-bypass extension

(Pull out this extension when using the multi-bypass tray.)

(19) Insert guides

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



(20) Power switch

(Turn this switch ON (|) before copying.)

(21) Face-up tray

(Finished copies can be ejected and stored face-up on this tray. The face-up tray should be used when copying onto thick paper and other special paper. This tray has a storage capacity of 30 sheets of standard copy paper (80 g/m²) but only 1 sheet of special paper should be stored there at one time.)

(22) Power cord

(23) Document Processor connector

(Attach the connection cable here when installing the optional Document Processor.)

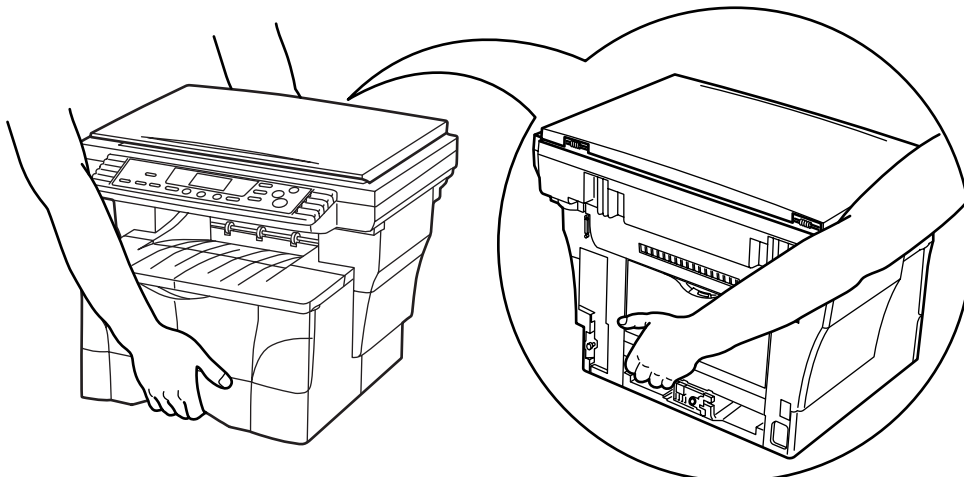
(24) Right cover anchor pin

(This pin must be removed and the right cover opened in order to access the slot for installing additional memory. If you need to add additional memory, contact your service representative or an authorized service center.)

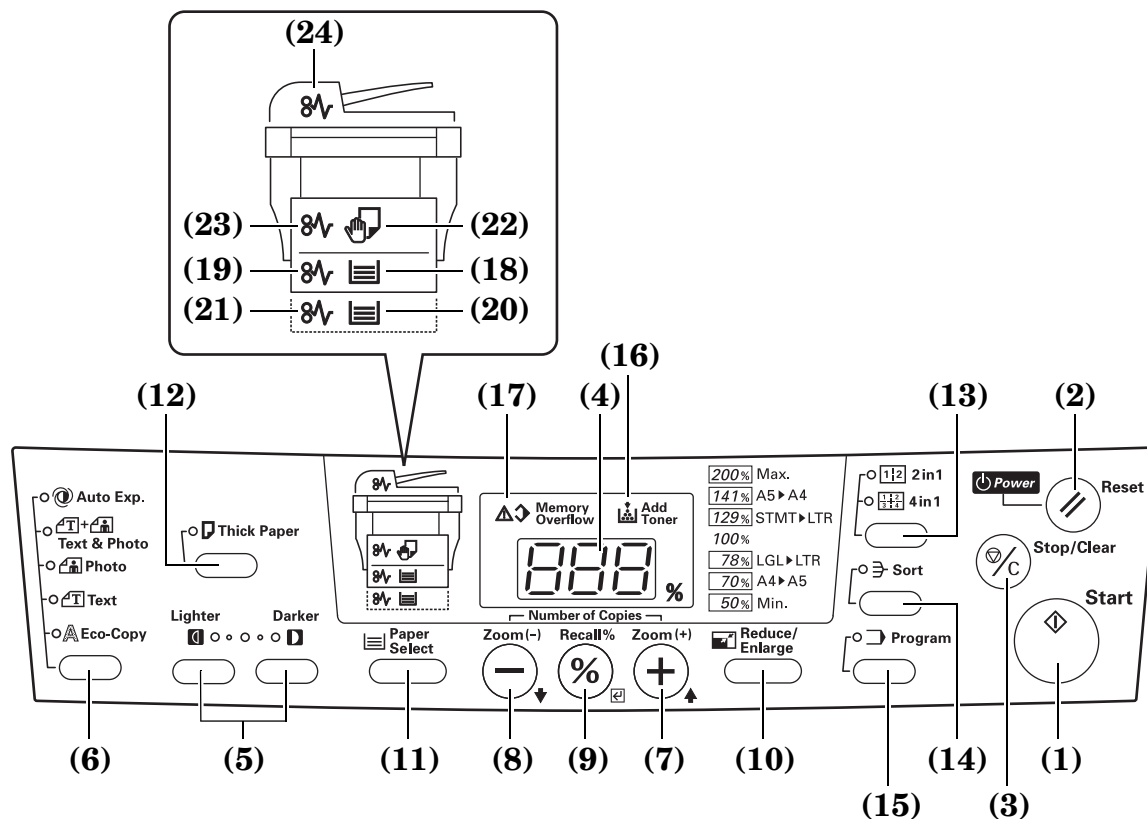


IMPORTANT!

- Be sure to hold both the front and rear sides of the copier when carrying it, as shown in the illustration.
- Be sure not to pull the drawer out when holding the front of the copier.
- Be sure that the original cover is closed whenever transporting the copier.
- DO NOT attempt to carry the copier by holding only the top portion. Doing so may result in you dropping the copier and thereby damaging the copier and/or its covers.



Operation panel



(1) Start key & indicator

(Press this key when you want to start copying. Copying will begin immediately if you press this key when the indicator is lit green.)

(2) Reset/Power key

(Press this key when you want to cancel the currently entered setting(s) and return to those registered for the initial mode. Press down on this key for at least 3 seconds when you want to engage the Off mode. When you want to release the copier from the Off mode, press any one of the keys on the operation panel. See page 2-5 for details on the initial mode and page 4-7 for details on the Off mode.)

(3) Stop/Clear key

(Press this key when you want to stop copying. Press down on this key for at least 3 seconds when you want to view the total copy count. See page 6-11.)

(4) Copy quantity/magnification display

(Displays the number of copies to be made or the currently selected magnification ratio. When the “%” symbol is lit, the displayed number is the currently selected magnification ratio.)

(5) Exposure adjustment keys

(Press the left key when you want to make the copy exposure lighter and the right key to make the exposure darker. Press down on both keys at the same time for at least 3 seconds when you want to access the default settings mode.)

(6) Image quality select key

(Press this key when you want to select the desired image quality mode. See page 4-1.)

(7) Number of Copies / Zoom(+) key

(Press this key when you want to raise the number of copies to be made, as well as to increase the currently selected copy magnification ratio. Press this key as well during default settings in order to select the desired default item or setting.)

(8) Number of Copies / Zoom(-) key

(Press this key when you want to lower the number of copies to be made, as well as to decrease the currently selected copy magnification ratio. Press this key as well during default settings in order to select the desired default item or setting.)

(9) Recall%/Enter key

(Press this key when you want copy in the Zoom mode. Press this key as well during default settings in order to select the current default item or register the currently displayed setting. See page 4-4.)

(10) Reduce/Enlarge key

(Press this key when you want to use the Preset Zoom mode. See page 4-5.)

(11) Paper Select key

(Press this key when you want to switch paper feed between the drawer(s) and the multi-bypass tray. The indicator for the currently selected source of paper feed will be lit green. Press down on this key for at least 3 seconds when you want to access the default items for paper size selection. See page 4-1.)

(12) Thick Paper key & indicator

(Press this key when you want to copy onto thick paper. Make sure that the Thick Paper indicator is lit green. See page 3-9.)

(13) 2in1/4in1 key & indicator

(Press this key when you want to copy with the Layout modes. Make sure that the 2in1 or the 4in1 indicator, as appropriate, is lit green. Press down on this key for at least 3 seconds when you want to access the default items for the Layout modes. See page 5-1 for more information on the Layout modes.)

- (14) **Sort key & indicator**
(Press this key when you want to copy with the Sort mode. Make sure that the Sort indicator is lit green. See page 5-9.)
- (15) **Program key & indicator**
(Press this key when you want to copy with the Program function. Make sure that the Program indicator is lit green. See page 5-10.)
- (16) **Add Toner indicator**
(This indicator lights red when the toner supply has run low. See page 9-2.)
- (17) **Memory Overflow indicator**
(This indicator lights red if the memory becomes full during scanning of originals. See page 8-1.)
- (18) **Upper drawer indicator**
(This indicator lights green when the upper drawer is selected as the source of paper feed and it flashes green when the drawer has run out of paper.)
- (19) **Upper drawer misfeed indicator**
(This indicator lights red if a paper jam occurs in the upper drawer.)
- (20) **Paper Feeder indicator**
(This indicator lights green when the optional Paper Feeder is selected as the source of paper feed and it flashes green when the drawer has run out of paper.)
- (21) **Paper Feeder misfeed indicator**
(This indicator lights red if a paper jam occurs in the optional Paper Feeder.)
- (22) **Multi-bypass tray indicator**
(This indicator lights green when the multi-bypass tray is selected as the source of paper feed and it flashes green when the tray has run out of paper.)
- (23) **Multi-bypass tray misfeed indicator**
(This indicator lights red if a paper jam occurs in the multi-bypass tray.)
- (24) **Document Processor indicator**
(This indicator will light red if an original jam occurs.)

Initial mode (the state that the copier enters at the end of warm-up or when the Reset/Power key is pressed)

The upper drawer is selected as the source for paper feed, the number of copies to be made is set to "1" and "Text & Photo" is selected as the image quality mode.

- * If the optional Paper Feeder is installed on your copier, it is possible for you to change which drawer will be automatically selected in the initial mode. (See "**Default Drawer**" on page 6-2.)
- * It is also possible for you to change which image quality mode will be automatically selected in the initial mode. (See "**Image Quality Mode**" on page 6-1.)

Auto Clear function

A pre-set number of seconds (between 10 and 270) after copying stops, the Auto Clear function will automatically engage and the copier will return to the same settings as those after warm up (initial mode settings). (However, the copy exposure setting will not change.) Copies can continually be made using the same settings (copy mode and number of copies) if the next batch of copying is started before the Auto Clear function engages.

- * See "**Auto Clear Time**" on page 6-4 for information on changing the amount of time before the Auto Clear function automatically engages, and "**Auto Clear ON/OFF**" on page 6-3 for information on turning the Auto Clear function ON and OFF.

Auto Drawer Switching function

If two drawers contain the same size of paper and the paper in one drawer runs out during copying, the Auto Drawer Switching function will switch paper feed from the empty drawer to the other drawer that still contains paper so that copying can continue non-stop.

- * The optional Paper Feeder is required in order to use the Auto Drawer Switching function.
- * It is possible for you to turn the Auto Drawer Switching function OFF. (See "**Auto Drawer Switching ON/OFF**" on page 6-2.)

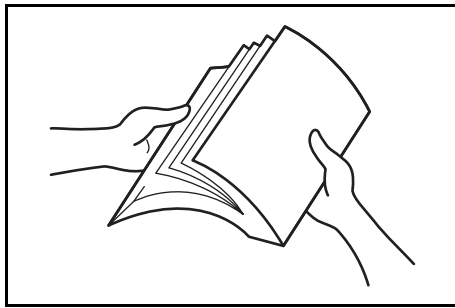
Section 3 PREPARATIONS

Loading paper

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

Note when adding paper

After taking new paper out of its packaging, be sure to fan through them a few times to separate the sheets before loading the paper into a drawer or setting it on the multi-bypass tray.



IMPORTANT!

- If you ever use paper that has already been copied onto, be sure NOT to use paper that still has staples or clips attached to it. Doing so may result in lowered copying quality or even damage to the copier.
- If you are using paper that has been folded or is curled at all, straighten it out before loading the paper into a drawer or setting it on the multi-bypass tray. Failure to do so may result in a paper jam.

Loading paper into a drawer

Standard copy paper (60 g/m² – 90 g/m²), thick paper (90 g/m² – 105 g/m²), recycled paper, or color paper can be loaded into each drawer.

Up to 250 sheets of standard copy paper (80 g/m²) can be loaded into each drawer at one time.

The sizes of paper that can be loaded into the drawers are: A4, A5R, Folio, 8 1/2" × 14" (Legal), 8 1/2" × 11" (Letter) and 8 1/2" × 13" (Oficio II).

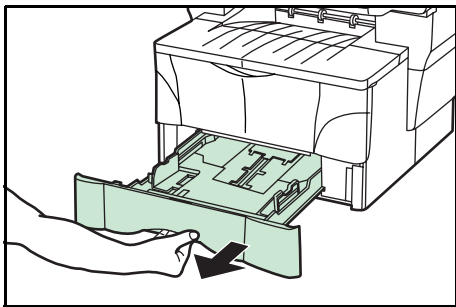


IMPORTANT!

- When loading copy paper for the first time, or when changing paper sizes, be sure to use the operation panel to register the size of paper that will be loaded in the corresponding drawer. (See page 3-4.)
- When using thick copy paper (90 g/m² – 105 g/m²), be sure to select the Thick Paper mode. (See page 3-9.)

Section 3 PREPARATIONS

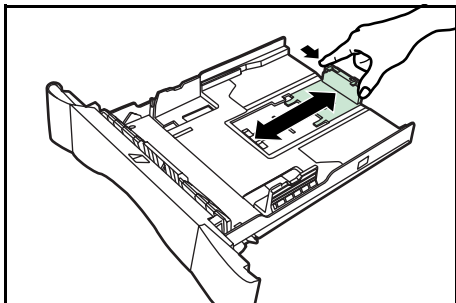
- 1** Pull the drawer all the way out of the copier.



IMPORTANT!

When pulling the drawer out of the copier, be sure to support it so that it doesn't fall out suddenly.

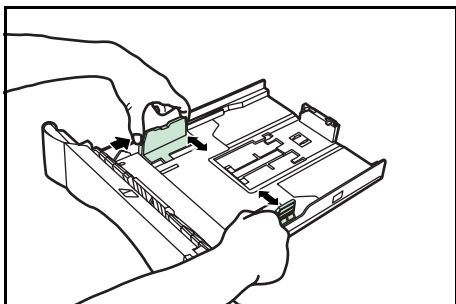
- 2** Adjust the paper stopper in the rear portion of the drawer by pressing in on the release buttons and sliding the paper stopper to fit the size of the paper being loaded.



NOTES

- The paper sizes are marked on the bottom of the drawer.
- The default factory setting is for A4/Letter size paper.
- For information on adjusting the paper stopper for Folio or Oficio II size paper, see “**Adjusting the paper stopper for Folio or Oficio II size paper**” on page 3-3.

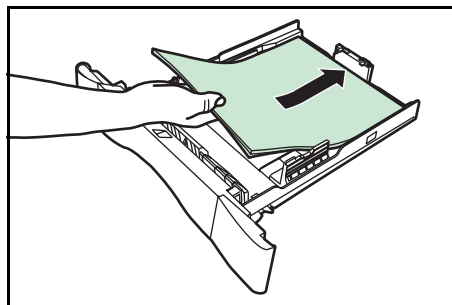
- 3** Adjust the paper width guides on both sides of the drawer by pressing in on the release buttons and sliding the guides to fit the width of the paper being loaded in the drawer.



NOTES

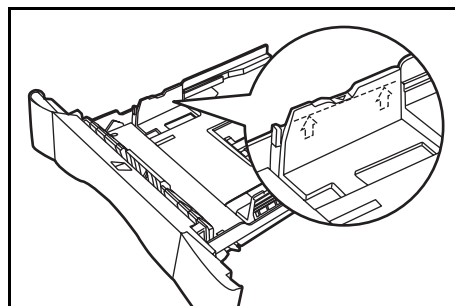
- The paper sizes are marked on the bottom of the drawer.
- The default factory setting is for A4/Letter size paper.

- 4** Set the paper in the drawer so that the leading edge is aligned against the paper stopper, but making sure that none of the paper gets caught on the overhanging tabs.

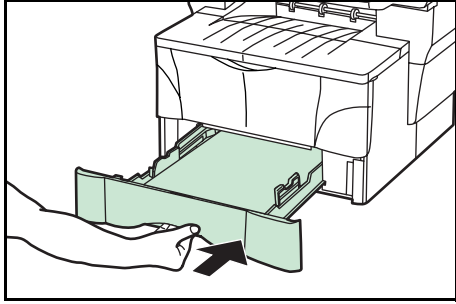


IMPORTANT!

- ALWAYS adjust the paper stopper and paper width guides BEFORE loading paper into the drawer. Failure to do so may result in skewed paper feed and/or a paper jam.
- Make sure that the paper is set securely against the paper stopper and the paper width guides. If there is any gap between the paper and the stopper or guides, readjust the paper stopper and/or the paper width guides, as appropriate.
- When you are loading paper into the drawer, make sure that the side to be copied onto is facing downward.
- Be sure to load paper so that it is not folded or curled, etc.
- DO NOT load more paper than indicated by the lines located on the width guides.



- 5** Push the drawer securely all the way back into the copier until it stops.



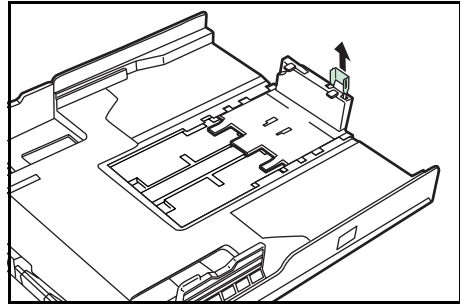
IMPORTANT!

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

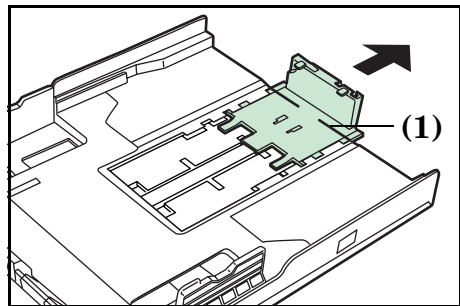
Adjusting the paper stopper for Folio or Oficio II size paper

Perform the following procedure to adjust the paper stopper when you want to load Folio or Oficio II size paper into the drawer.

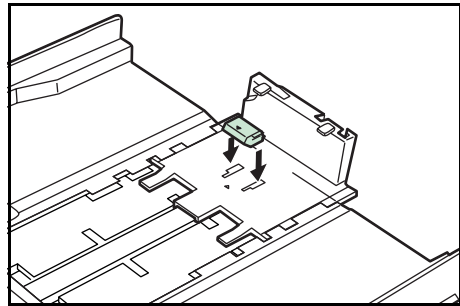
- 1** Remove the stopper extension lock from the paper stopper.



- 2** Slide the paper stopper towards the rear of the drawer until the grooves (1) that are cut into the paper stopper are aligned with the rear edge of the drawer.

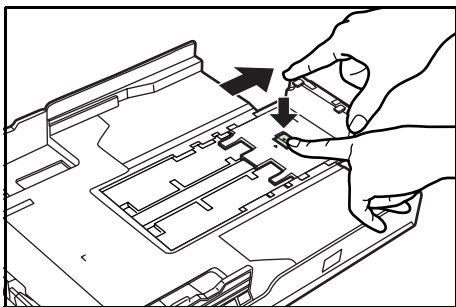


- 3** Insert the stopper extension lock into the holes in the paper stopper.



Section 3 PREPARATIONS

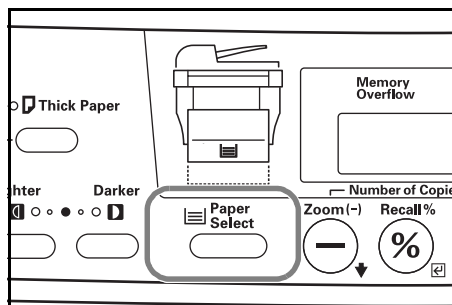
- 4** Press down on the stopper extension lock and slide the paper stopper towards the rear of the drawer to set the lock into place. The paper stopper is now in position for Folio and Oficio II size paper.



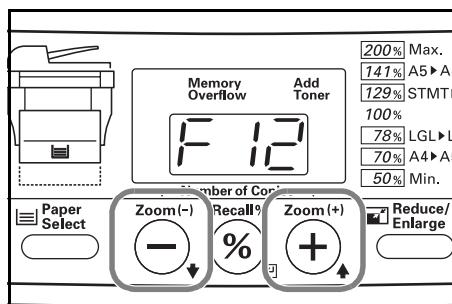
Selecting the paper size

Perform the following procedure to use the operation panel and select the size of paper that is loaded in the drawer.

- 1** Press down on the Paper Select key for at least 3 seconds. The first default item for paper size selection will be shown.



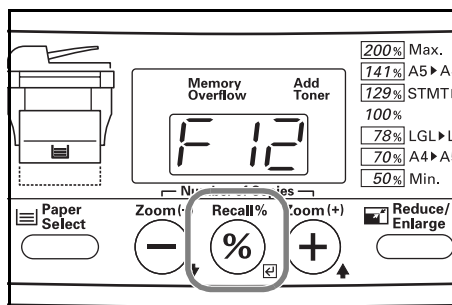
- 2** Press the Number of Copies / Zoom(+) or Number of Copies / Zoom(-) key until "F12" (Default item: Upper Drawer Paper Size) is shown.



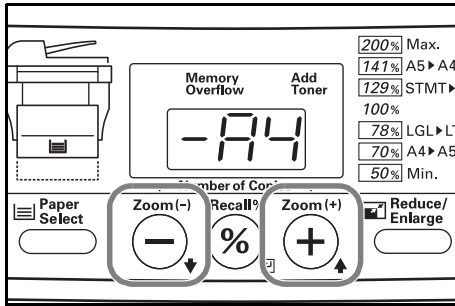
NOTE

To select the size of paper loaded into the optional Paper Feeder, make sure that "F13" (Default item: Paper Feeder Paper Size) is shown.

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

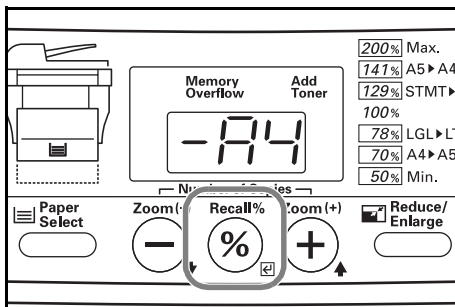


4 Press the Number of Copies / Zoom(+) or Number of Copies / Zoom(-) key to select the appropriate paper size. The displayed code numbers refer to the available paper sizes as explained in the following table.



Code number	Size
-A4	A4
-A5	A5
-Fo	Folio
-Lg	Legal (8 1/2" x 14")
-Lt	Letter (8 1/2" x 11")
-o2	Oficio II (8 1/2" x 13")

5 Press the Recall%/Enter key. The displayed numbers will flash and the copier will return to a copy-ready state.



Setting paper on the multi-bypass tray

Standard copy paper (60 g/m² – 90 g/m²), thick paper (90 g/m² – 163 g/m²), color paper, OHP transparencies and letterhead paper can be set on the multi-bypass tray. ALWAYS use the multi-bypass tray when copying onto special paper.

The sizes of paper that can be set on the multi-bypass tray are as follows:

- Inch Specification**
8 1/2" x 14" (Legal) – 5 1/2" x 8 1/2" (Statement)
- Metric Specification**
A4 – A6R, and Folio

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

- Standard paper (80 g/m²): 50 sheets
- Thick paper (120 g/m²): 25 sheets
- Thick paper (160 g/m²): 10 sheets
- OHP transparencies: 1 sheet

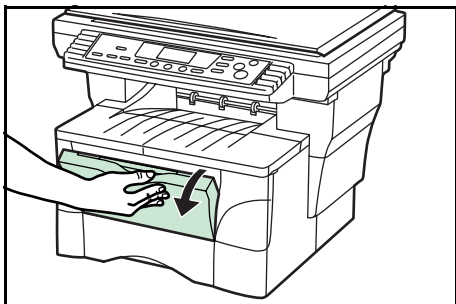


IMPORTANT!

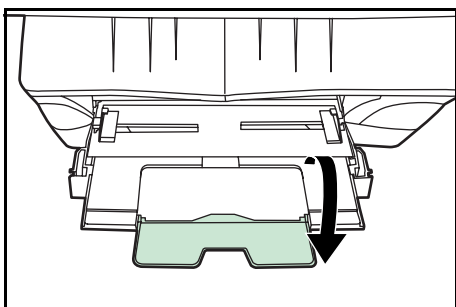
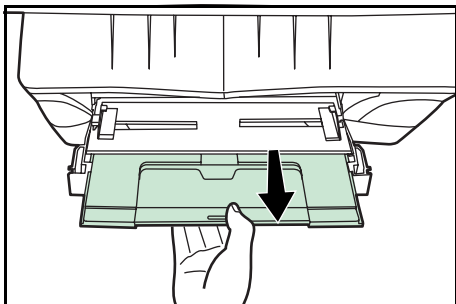
- After setting paper on the multi-bypass tray, be sure to use the operation panel to select the size of that paper. (See page 3-7.)
- If you want to copy onto non-standard size paper, be sure to use the "F15" (Non-Standard Size Paper Width) default item to register the paper size. (See page 6-3.)
- When using thick copy paper (90 g/m² – 105 g/m²), be sure to select the Thick Paper mode. (See page 3-9.)
- When using OHP transparencies, be sure to use a type of film that can withstand the heat of the fixing process. The following products are recommended:
Arkwright (LTR)
3M PP2500 (A4)

Section 3 PREPARATIONS

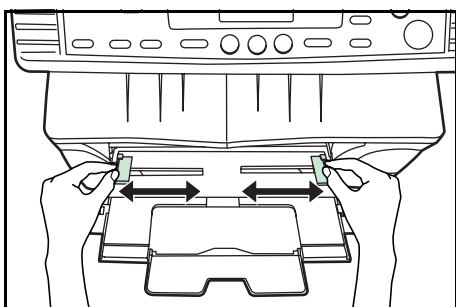
- 1** Open the multi-bypass tray towards you until you hear it click into place.



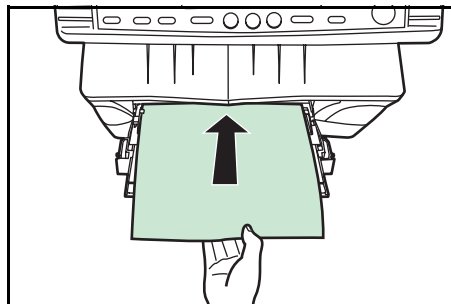
- 2** Pull out the multi-bypass extension and then flip it open.



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



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



IMPORTANT!

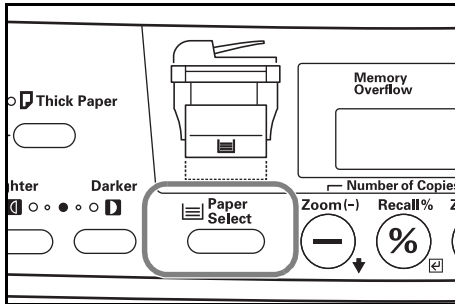
- Only set paper on the multi-bypass tray when you are planning to use that tray to feed paper. **DO NOT** leave paper on the multi-bypass for long periods of time.
- When you are setting paper on the multi-bypass, make sure that the side to be copied onto is facing upward.
- When using 8 1/2" x 14" (Legal), 8 1/2" x 13" (Oficio II) or Folio size paper, it is recommended that you load that paper into the drawer(s) and have paper fed from there. If you do need to use the multi-bypass tray and such paper does not feed smoothly, continue to support the paper by its trailing edge until all of the paper has been fed into the copier.

Selecting the paper size

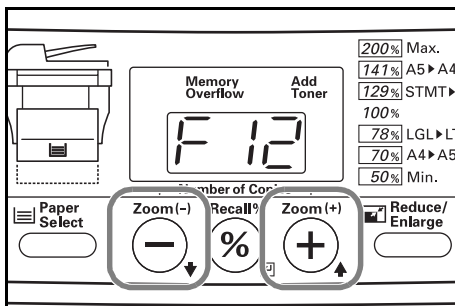
Perform the following procedure to use the operation panel and select the size of paper that is set on the multi-bypass tray. There are two methods of selecting the paper size for the multi-bypass tray: standard and temporary. The standard setting will remain in memory even when the power switch copier is turned OFF, while the temporary setting will be cleared each time the power switch is turned OFF.

Selecting the paper size (standard setting)

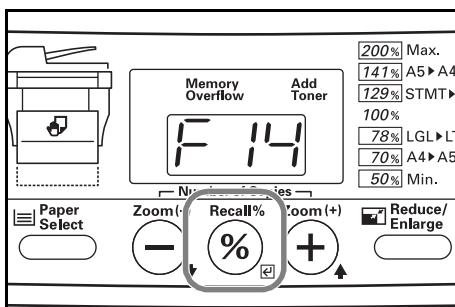
- 1 Press down on the Paper Select key for at least 3 seconds. The first default item for paper size selection will be shown.



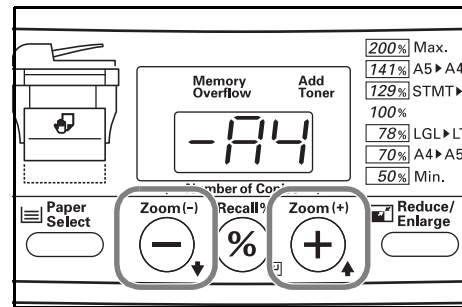
- 2 Press the Number of Copies / Zoom(+) or Number of Copies / Zoom(-) key until "F14" (Default item: Multi-Bypass Tray Paper Size) is shown.



- 3 Press the Recall%/Enter key.



- 4 Press the Number of Copies / Zoom(+) or Number of Copies / Zoom(-) key to select the appropriate paper size. The displayed code numbers refer to the available paper sizes as explained in the following table.



Code number	Size
-A4	A4
-A5	A5
-A6	A6
-Fo	Folio
-Lg	Legal (8 1/2" × 14")
-Lt	Letter (8 1/2" × 11")
-St	Statement (5 1/2" × 8 1/2")
-o2	Oficio II (8 1/2" × 13")
XXX	Non-standard size paper*

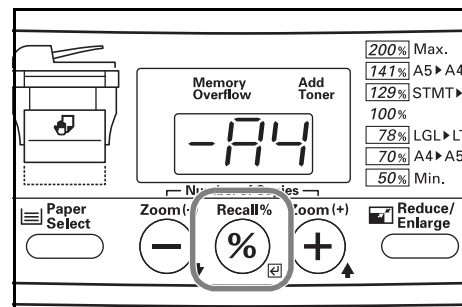
* The "XXX" shown here refers to the actual width of the paper as registered under the "Non-Standard Size Paper Width" default item and it is that registered number which will be shown on the display.



IMPORTANT!

If you want to copy onto non-standard size paper, be sure to use the "F15" (Non-Standard Size Paper Width) default item to register the paper size BEFORE attempting to select that size. (See page 6-3.)

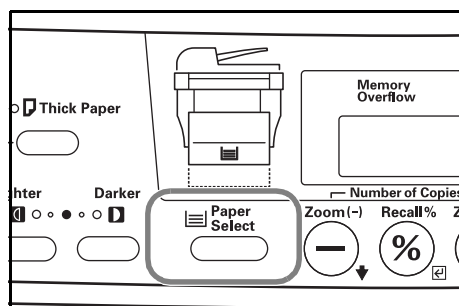
- 5 Press the Recall%/Enter key. The displayed numbers will flash and the copier will return to a copy-ready state.



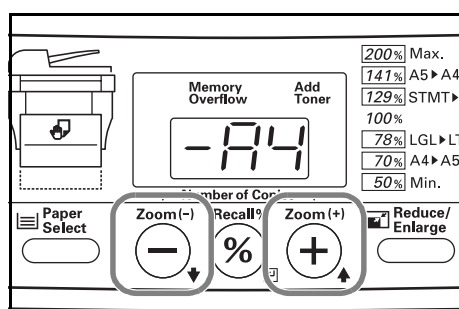
Section 3 PREPARATIONS

Selecting the paper size (temporary setting)

- 1 Press the Paper Select key until the multi-bypass tray indicator is lit.



- 2 Press the Number of Copies / Zoom(+) or Number of Copies / Zoom(-) key to select the appropriate paper size. The displayed code numbers refer to the available paper sizes as explained in the following table.

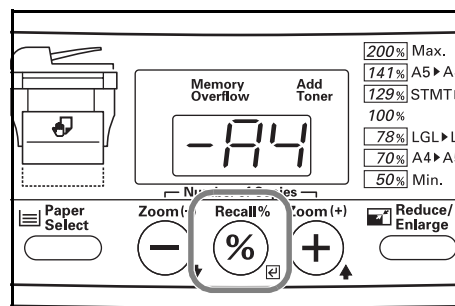


Code number	Size
-A4	A4
-A5	A5
-A6	A6
-Fo	Folio
-Lg	Legal (8 1/2" × 14")
-Lt	Letter (8 1/2" × 11")
-St	Statement (5 1/2" × 8 1/2")
-o2	Oficio II (8 1/2" × 13")
XXX	Non-standard size paper*

* The "XXX" shown here refers to the actual width of the paper as registered under the "Non-Standard Size Paper Width" default item and it is that registered number which will be shown on the display.

3

Press the Recall%/Enter key. The copier will return to a copy-ready state.



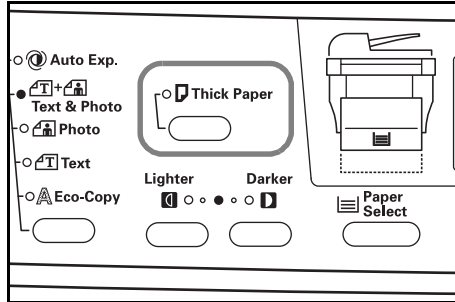
IMPORTANT!

If you want to copy onto non-standard size paper, be sure to use the "F15" (Non-Standard Size Paper Width) default item to register the paper size BEFORE attempting to select that size. (See page 6-3.)

Thick Paper mode

Perform the following procedure to select the Thick Paper mode when copying onto thick copy paper (90 g/m² – 163 g/m²). When this mode is selected, copying will be carried out at a higher fixing temperature and the copy speed will be lowered in order to ensure efficient fixing of the toner to the copy paper.

- 1 Press the Thick Paper key. The Thick Paper indicator will light.



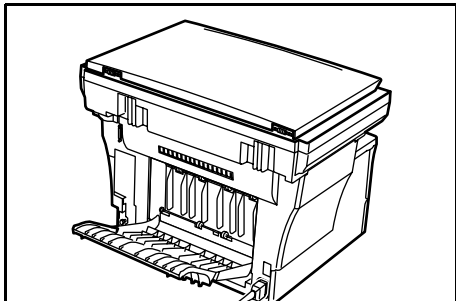
- 2 Perform the standard copying procedure.

**NOTE**

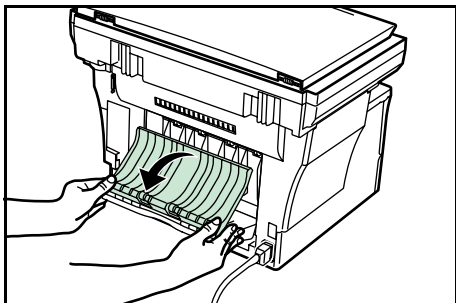
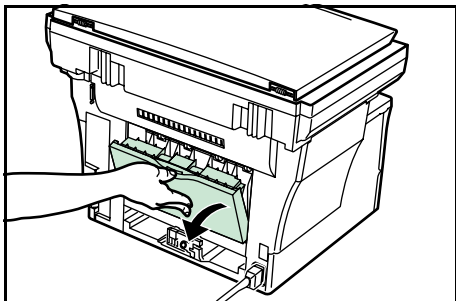
The copy speed will be somewhat lowered in the Thick Paper mode.

Attaching the face-up tray

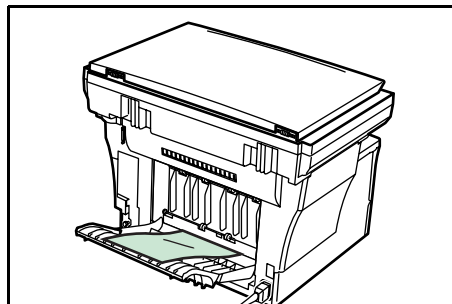
When copying onto special paper, such as thick paper (90 g/m² – 163 g/m²) and OHP transparencies, ALWAYS use the face-up tray. The face-up tray has a storage capacity of 30 sheets of standard copy paper (80 g/m²) but only 1 sheet of special paper should be stored there at one time.



1 Open the face-up tray (located at the rear of the copier).



2 Perform the standard copying procedure. Finished copies will be ejected onto the face-up tray.



NOTES

- Finished copies will be ejected face-up.
- Copies will be stored in reverse order on the face-up tray.



IMPORTANT!

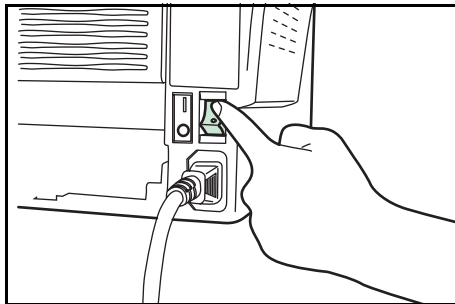
ALWAYS be sure to close the face-up tray after use.
NEVER leave the face-up tray open.

Section 4 BASIC OPERATION

Basic copying procedure

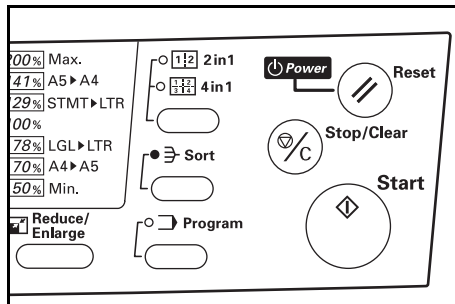
1 Warm-up

Turn the power switch ON (|). At the end of warm-up, the Start indicator will light.



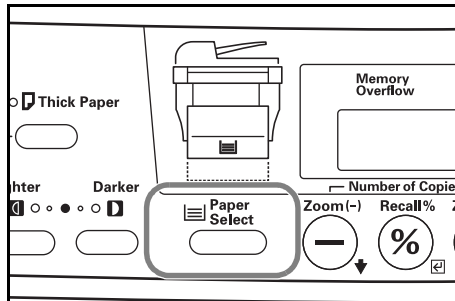
2 Selecting the desired functions

Select from the copier's various functions.



3 Selecting the source of paper feed

Select the location of the paper that you want to copy onto. Press the Paper Select key to select either the upper drawer, the Paper Feeder (option) or the multi-bypass tray.



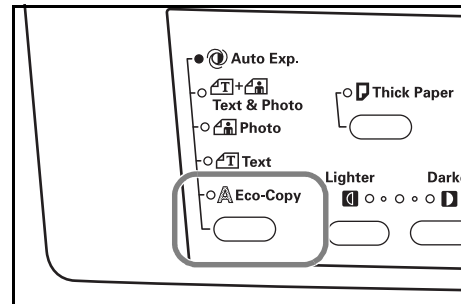
4 Selecting the image quality

The image quality mode can be selected according to the type of original. Press the image quality select key to light the indicator for one of the following image quality modes. Auto Exposure Adjustment mode: Make sure the Auto Exp. indicator is lit.

Text & Photo mode (Originals with both text and photos): Make sure the Text & Photo indicator is lit.

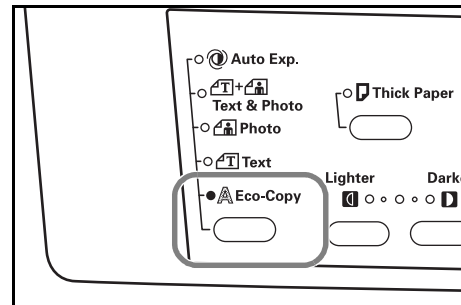
Photo mode (Originals with mainly photos): Make sure the Photo indicator is lit.

Text mode (Originals with mainly text): Make sure the Text indicator is lit.



Selecting the Eco-Copy indicator, and thereby the Eco-Copy mode, will cause the copy exposure to be lightened in order to save on toner use.

Select this mode only when high quality copies are not required.



NOTE

It is possible for you to change the default setting for which drawer will be automatically selected. (See "Default Drawer" on page 6-2.)



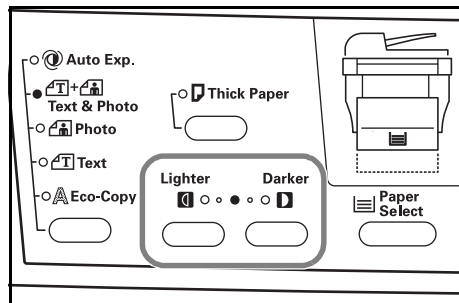
NOTES

- It is possible for you to adjust the default copy exposure in each of the image quality modes. (See "Auto Exposure Adjustment", "Text & Photo Mode Exposure Adjustment", "Photo Mode Exposure Adjustment" and "Text Mode Exposure Adjustment" on page 6-1.)
- It is also possible for you to select which image quality mode will be the default setting in the initial mode. (See "Image Quality Mode" on page 6-1.)

Section 4 BASIC OPERATION

5 Adjusting the copy exposure

The copy exposure can be manually adjusted in all of the image quality modes, except for the Auto Exposure Adjustment mode. If you want to make the exposure darker, press the right exposure adjustment key to move the lit indicator to the right. If you want to make the exposure lighter, press the left exposure adjustment key to move the lit indicator to the left.

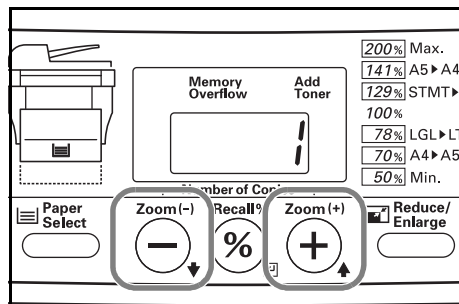


NOTE

The copy exposure scale can be set to either 5 or 7 levels of adjustment. (See “**Exposure Steps**” on page 6-1.)

6 Setting the number of copies to be made

Press the Number of Copies / Zoom(+) key if you want to increase the number of copies to be made and the Number of Copies / Zoom(-) key if you want to decrease the number of copies to be made. You can also press the Number of Copies / Zoom(-) key for at least 3 seconds to shift the number of copies to be made from “1” up to “99” in one step, or the Number of Copies / Zoom(+) key to shift the number of copies to be made from “99” to “1”. Make sure the desired number of copies to be made is shown on the copy quantity/magnification display. The setting can be made to any number up to “99”.

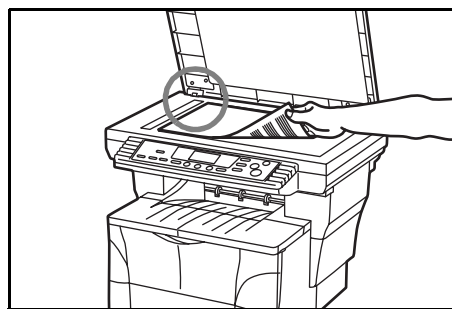


NOTE

It is possible for you to limit the number of copies or copy sets that can be made at one time. (See “**Copy Limit**” on page 6-3.)

7 Setting an original

Open the original cover and set the original that you want to copy face-down onto the platen. Be sure to align the original flush up against the left rear corner of the platen.

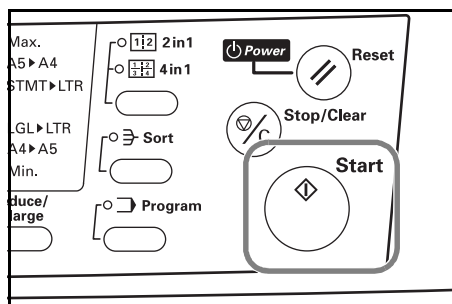


NOTES

- If the optional Document Processor is installed on your copier, set the original(s) in the Document Processor. (See “**Document Processor**” on page 7-1.)
- Shadows may appear around the edges and up the middle of copies made from open-faced originals (such as books, etc.).
- When the copier is in a copy-ready state, the optical lamp will be lit. This does NOT indicate trouble with the copier.

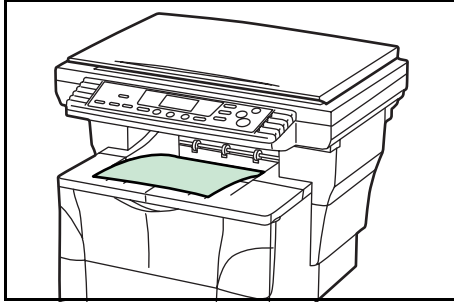
8 Start copying

Press the Start key. Copying will begin immediately once the Start indicator is lit green.



9 At the end of copying

Finished copies will be ejected onto the copy storage table.



NOTE

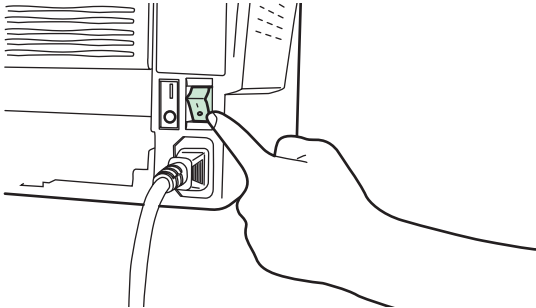
The copy storage table has a storage capacity of 150 sheets of standard copy paper (80 g/m²).



CAUTION

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

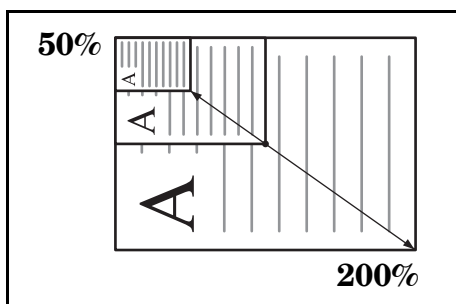
If it will not be used for an extended period of time (vacations, etc.), remove the power plug from the outlet for safety purposes during the time the copier is not in use.



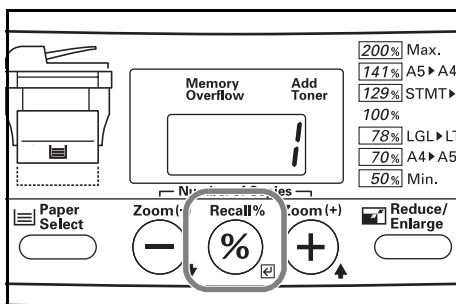
Making enlarged and reduced copies

Zoom mode

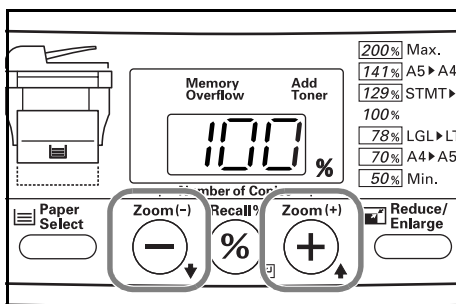
With this mode, the magnification ratio can be set to any 1% increment between 50% and 200%.



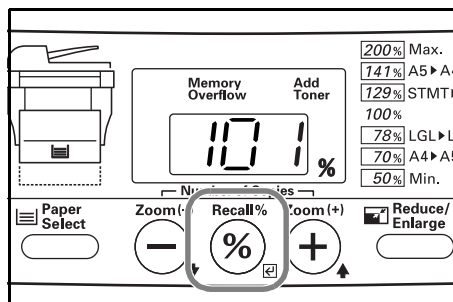
- 1 Press the Recall%/Enter key. The magnification ratio will be shown on copy quantity/magnification display and the “%” symbol will light.



- 2 Press the Number of Copies / Zoom(+) or the Number of Copies / Zoom(-) key, as appropriate, to change the displayed magnification ratio to the desired ratio.



- 3 Press the Recall%/Enter key. The new magnification ratio will be registered and the copy quantity/magnification display will return to showing the number of copies to be made.



Preset Zoom mode

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

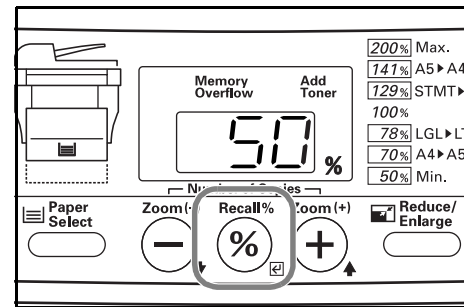
Available magnification ratios (in the order they can be scrolled through*)

100%: (default setting)
78%: 8 1/2" x 14" → 8 1/2" x 11"
70%: A4 → A5
50%:
200%:
141%: A5 → A4
129%: 8 1/2" x 5 1/2" → 8 1/2" x 11"

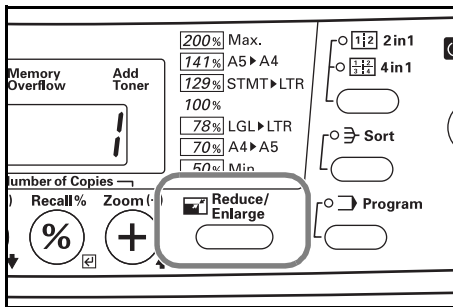
* After the "129%" setting, the display will return to the first setting and show "100%".

3

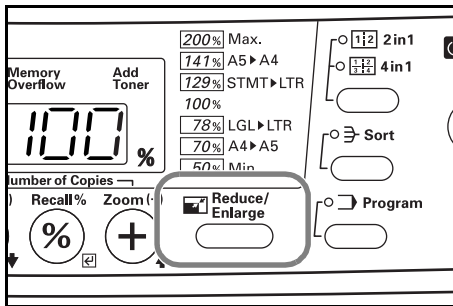
Press the Recall%/Enter key. The new magnification ratio will be registered and the copy quantity/magnification display will return to showing the number of copies to be made.



1 Press the Reduce/Enlarge key. The magnification ratio will be shown on copy quantity/magnification display and the "%" symbol will light.



2 Press the Reduce/Enlarge key again until the desired magnification ratio is shown. The next available magnification ratio will be shown, in order, each time you press the Reduce/Enlarge key.



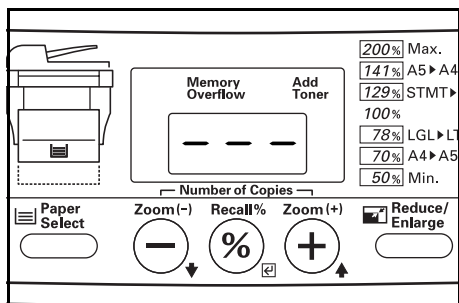
NOTE

The available magnification ratios will be shown in the following order: "100%", "78%", "70%", "50%", "200%", "141%" and then "129%".

Low Power mode

The Low Power mode automatically puts the copier into a state of sleep if no operation has been performed on the copier for a pre-set period of time (between 1 minute and 240 minutes). “---” will be shown on the copy quantity/magnification display, but everything else on the operation panel will go out.

The default factory setting is for 15 minutes.



To enable copying again, press any one of the keys on the operation panel. If the optional Document Processor is installed on your copier, copying will be automatically enabled as soon as you set an original in the Document Processor.



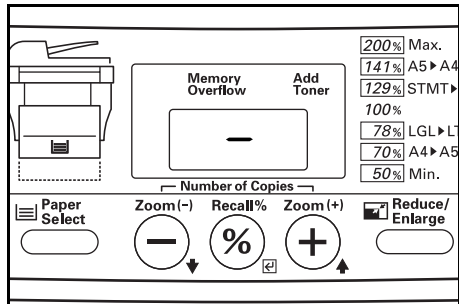
NOTES

- It is possible to set the amount of time before the Low Power mode engages. (See “**Low Power Mode Time**” on page 6-4.)
- Even while the Low Power mode is engaged, the optical lamp will be dimly lit.

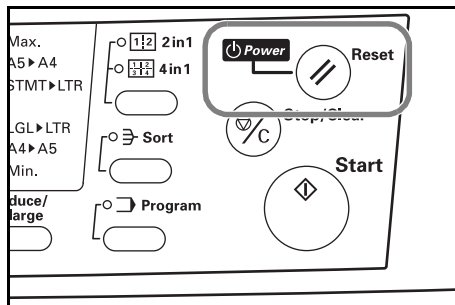
Off mode

The Off mode automatically turns most of the power to the copier off if no operation has been performed on the copier for a pre-set period of time (between 15 and 240 minutes). “-” will be shown on the copy quantity/magnification display, but everything else on the operation panel will go out.

The default factory setting is for 30 minutes.



It is possible to engage the Off mode manually. Press down on the Reset/Power key for at least 3 seconds. The Off mode will engage immediately.



NOTE

When the Off mode is engaged, all power to the copier, except that to the operation panel, is turned off. When the power switch is turned OFF (O), all power to the copier, including to the operation panel, is turned off.

To enable copying again, press any one of the keys on the operation panel.

More about the Off mode

The Off mode is a power-saving feature which automatically turns most of the power to the copier off when a certain time elapses without any operation being performed.

Copiers are generally in a standby mode more than they are in actual operation, so power consumption during this standby period occupies a large part of overall consumption. Having the copier enter the Off mode automatically after a certain amount of time reduces unnecessary power consumption during the standby period or at night if the copier happens to be left on accidentally. The result is a lower electricity bill.



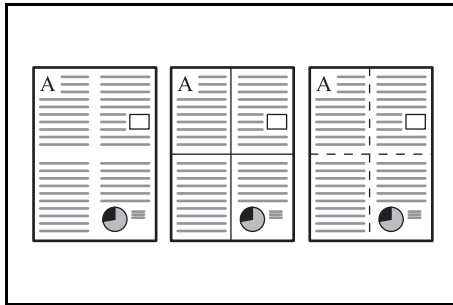
NOTES

- It is possible to set the amount of time before the Off mode engages. (See “Off Mode Time” on page 6-4.)
- It is also possible to disable the Off mode. (See “Off Mode ON/OFF” on page 6-4.)

Section 5 COPY FUNCTIONS

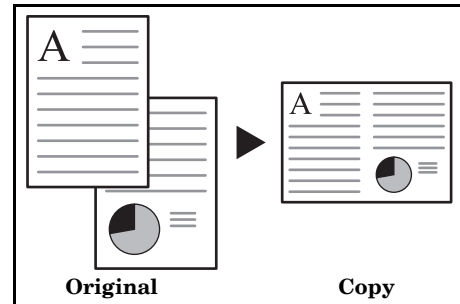
Layout modes

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



2-in-1

Use this mode when you want to copy two originals onto each sheet of copy paper.



NOTES

- It is possible for you to change the default setting for the borderline. (See “**Borderline**” on page 6-3.)

Inch specification

- Only Letter (8 1/2" × 11") and Statement (5 1/2" × 8 1/2") size originals can be used in this mode.
- Only Letter (8 1/2" × 11") size copy paper can be used in this mode.

Metric specification

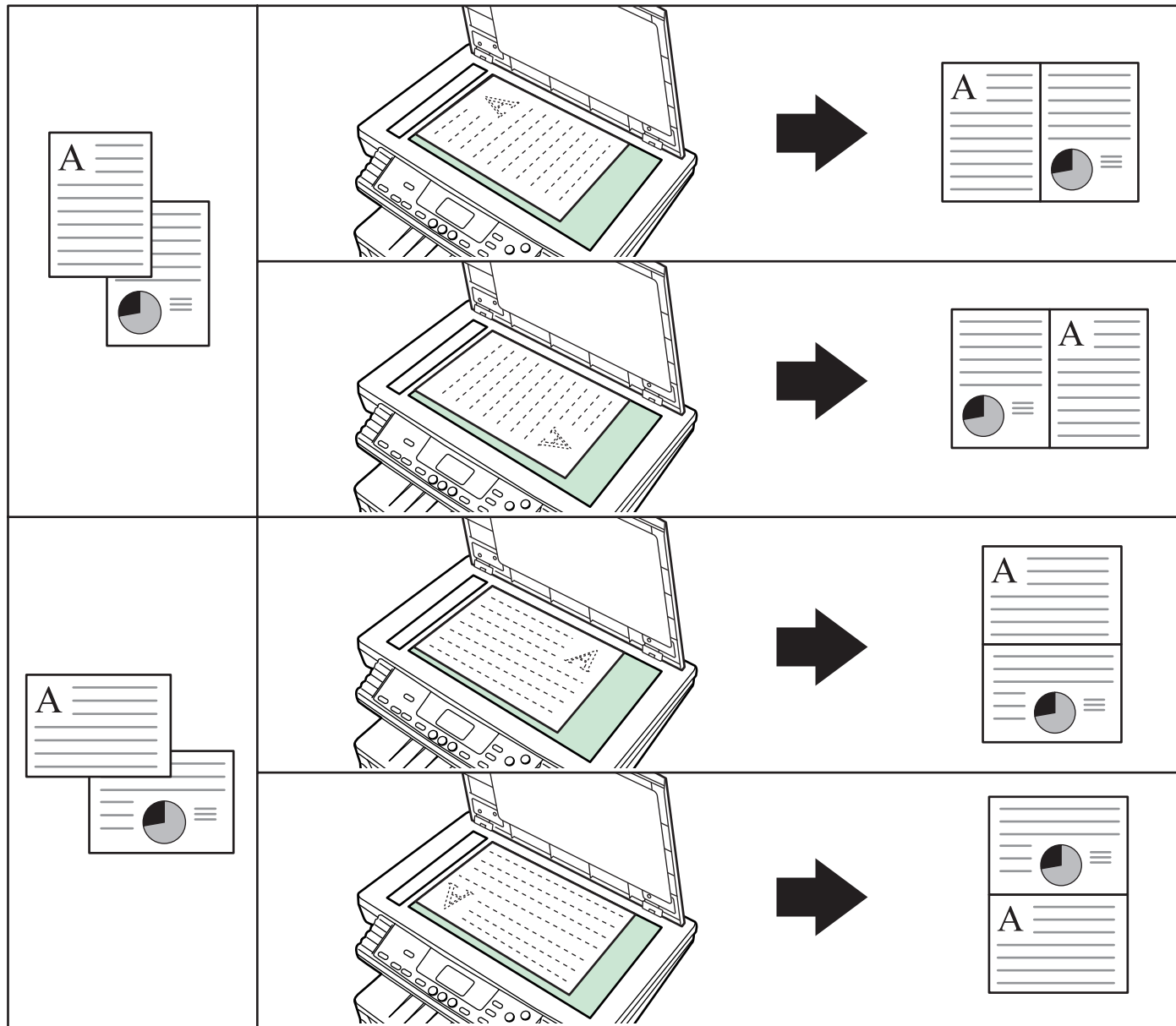
- Only A4 and A5 size originals can be used in this mode.
- Only A4 size copy paper can be used in this mode.

Section 5 COPY FUNCTIONS

Caution on setting the originals

The following illustrations indicate how the orientation of the original will affect the resulting copies.

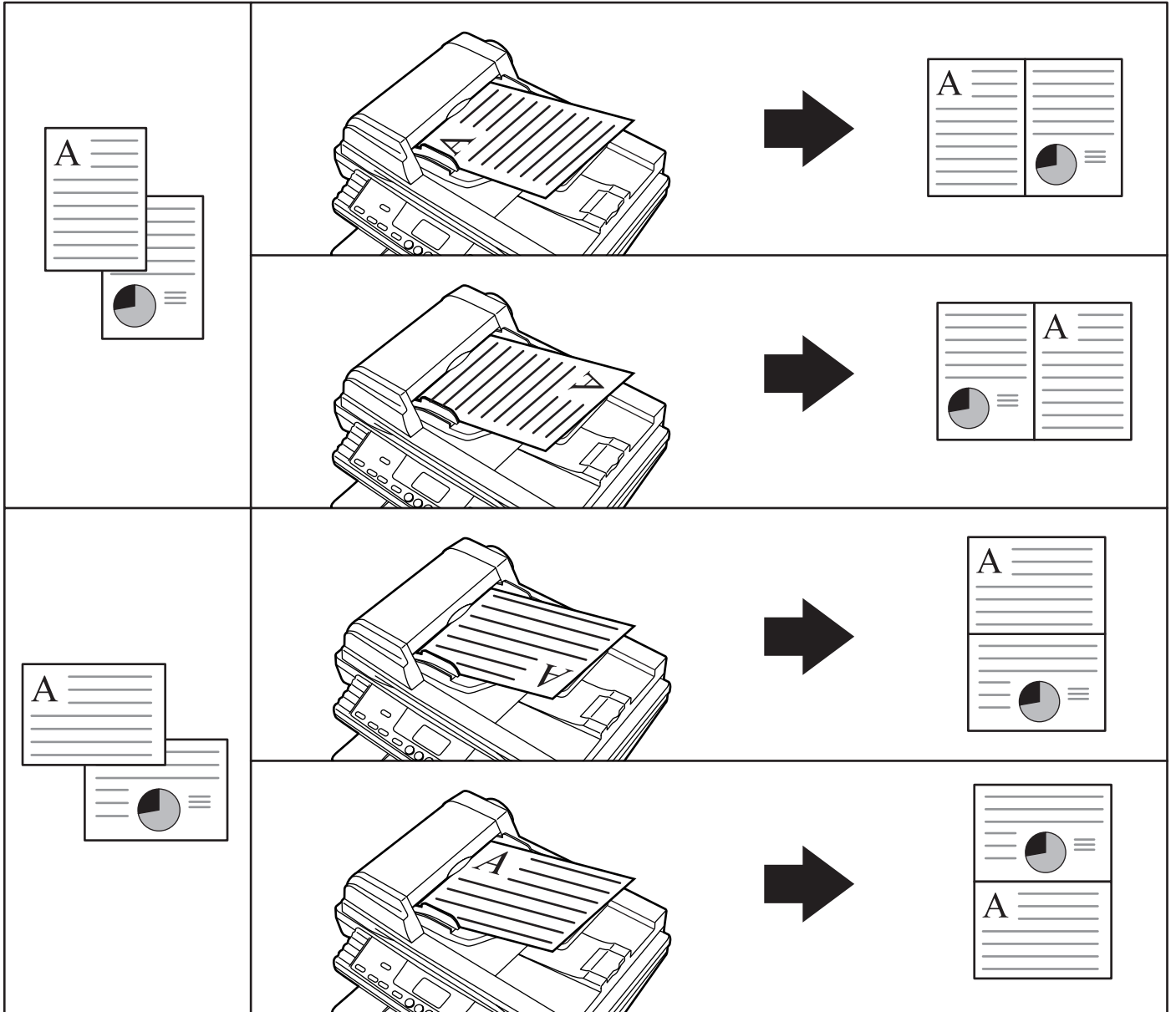
<When setting the originals on the platen>



NOTE

Make sure the originals are set so that the first page is scanned first.

<When setting the originals in the Document Processor>

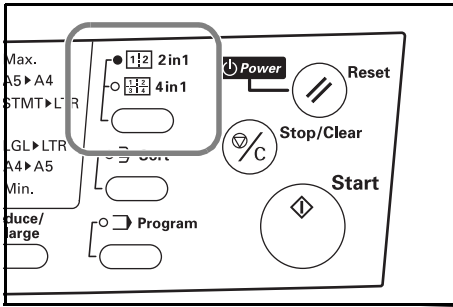


NOTE

Make sure the originals are set so that the first page is scanned first.

Section 5 COPY FUNCTIONS

- 1** Press the 2in1/4in1 key until the 2in1 indicator lights.

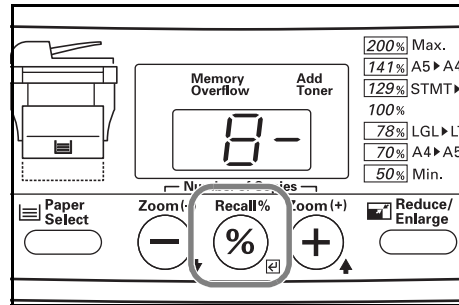


NOTE

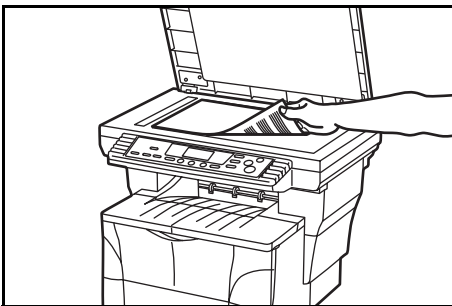


It is possible for you to change the type of borderline. (See “Selecting the borderline” on page 5-6.)

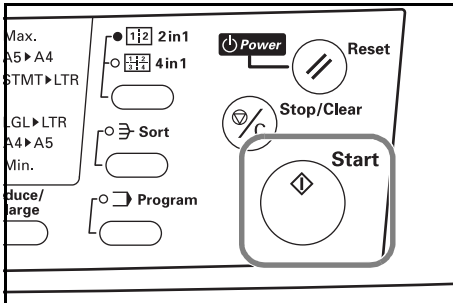
- 5** Once you have finished scanning all of the originals, press the Recall%/Enter key or the 2in1/4in1 key. Copying will start.



- 2** Set the original(s).



- 3** Press the Start key. Scanning of the first original will start.

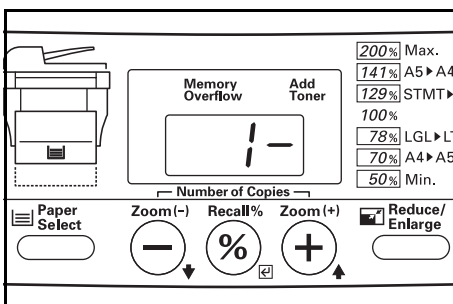


NOTE



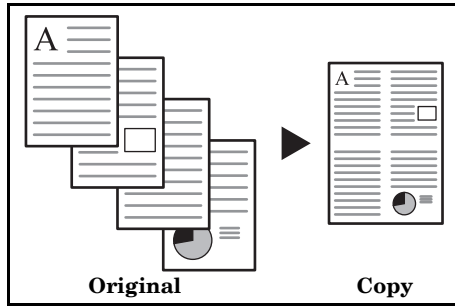
If the optional Document Processor is installed on your copier, all of the originals set there will be scanned and the copy operation will start.

- 4** Once scanning of the first original is completed, “1-” (the number of originals already scanned) will be shown. Set the next original and press the Start key. Carry out this step as well for the rest of the originals that you want to copy.



4-in-1

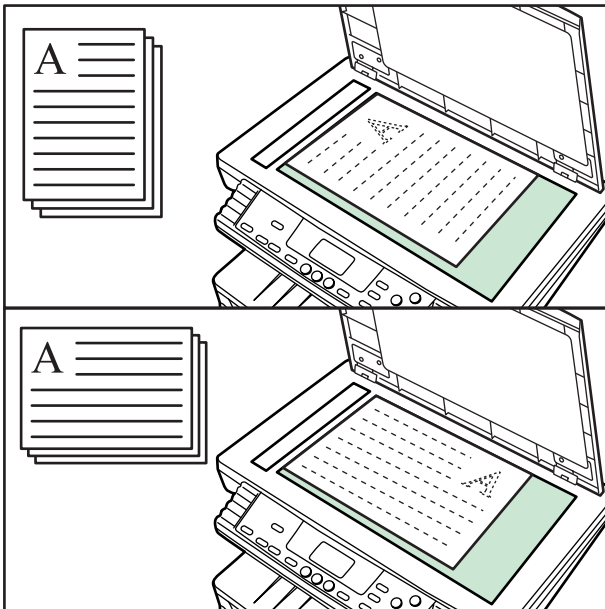
Use this mode when you want to copy four originals onto each sheet of copy paper.



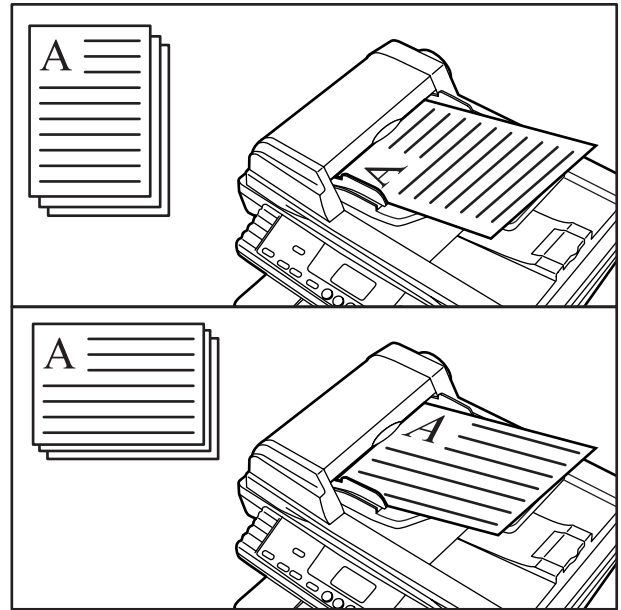
Caution on setting the originals

Be sure to set the originals as shown in the following illustrations.

<When setting the originals on the platen>



<When setting the originals in the Document Processor>

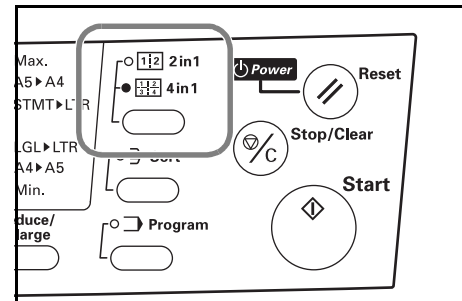


NOTES

- Make sure the originals are set so that the first page is scanned first.
- It is possible to select the order in which the images will appear within the copy page. (See “**Selecting the order of 4-in-1 layout**” on page 5-7.)

1

Press the 2in1/4in1 key until the 4in1 indicator lights.

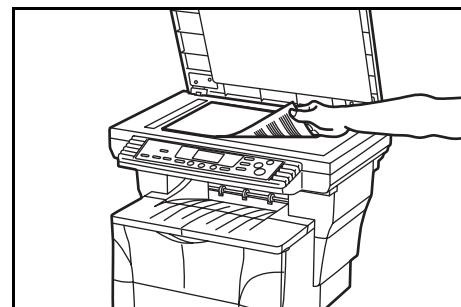


NOTE

It is possible for you to change the type of borderline. (See “**Selecting the borderline**” on page 5-6.)

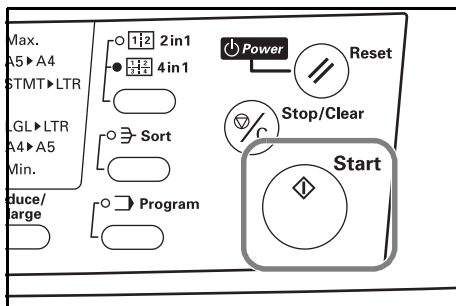
2

Set the original(s).



Section 5 COPY FUNCTIONS

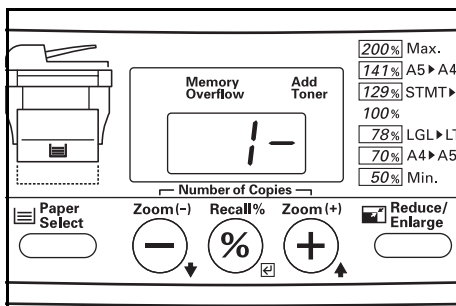
- 3** Press the Start key. Scanning of the first original will start.



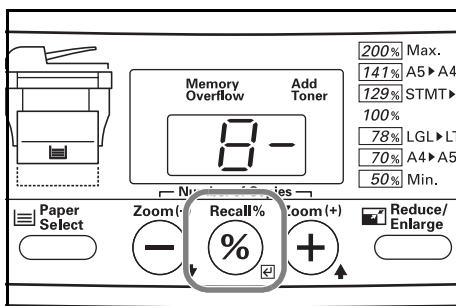
NOTE

If the optional Document Processor is installed on your copier, all of the originals set there will be scanned and the copy operation will start.

- 4** Once scanning of the first original is completed, “1-” (the number of originals already scanned) will be shown. Set the next original and press the Start key. Carry out this step as well for the rest of the originals that you want to copy.

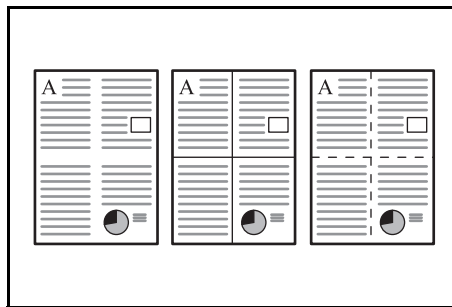


- 5** Once you have finished scanning all of the originals, press the Recall%/Enter key or the 2in1/4in1 key. Copying will start.

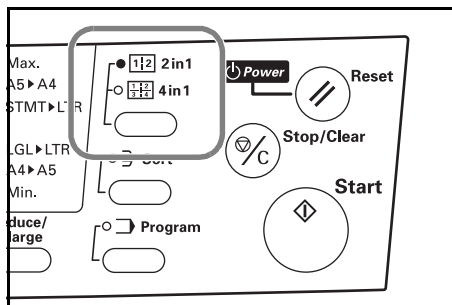


Selecting the borderline

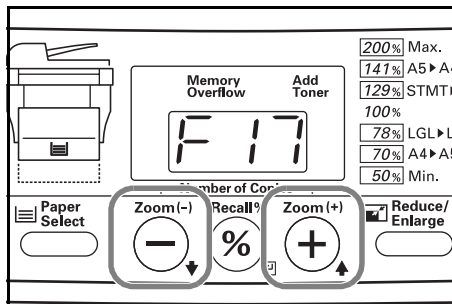
Perform the following procedure when you want to change the type of borderline.



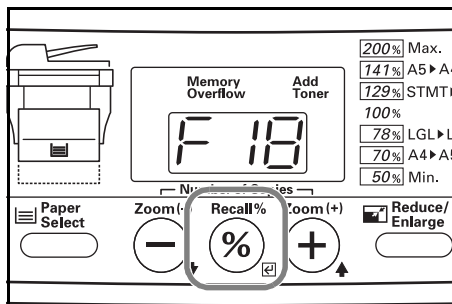
- 1** Press down on the 2in1/4in1 key for at least 3 seconds.



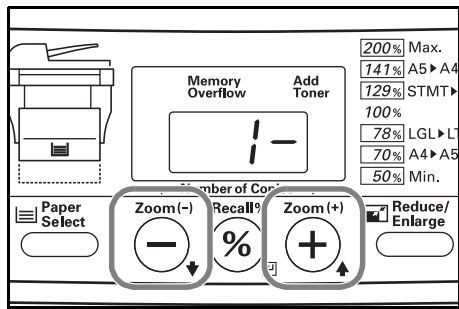
- 2** Press the Number of Copies / Zoom(+) or the Number of Copies / Zoom(-) key until “F18” (Default item: Borderline) is shown.



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

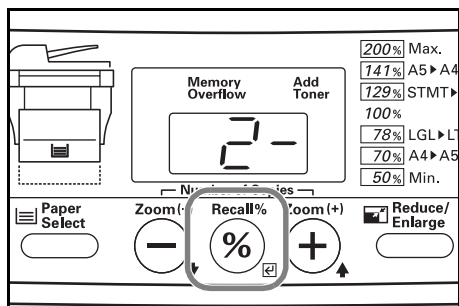


- 4** Press the Number of Copies / Zoom(+) or the Number of Copies / Zoom(-) key to select the desired borderline. The displayed code numbers refer to the available borderline types as explained in the following table.



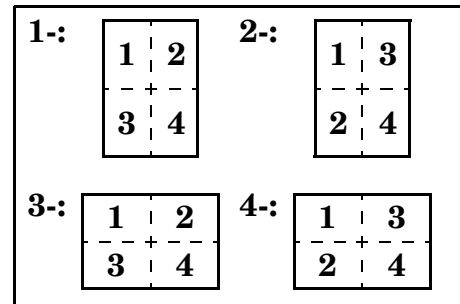
Code number	Borderline types
1-	None
2-	Solid line
3-	Dotted line

- 5** Press the Recall%/Enter key. The displayed numbers will flash and the copier will return to a copy-ready state.

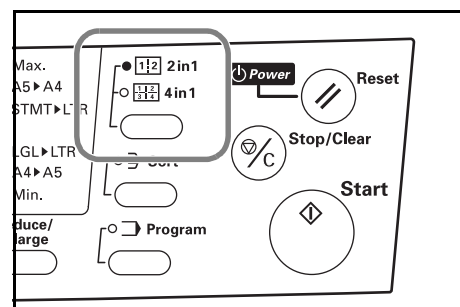


Selecting the order of 4-in-1 layout

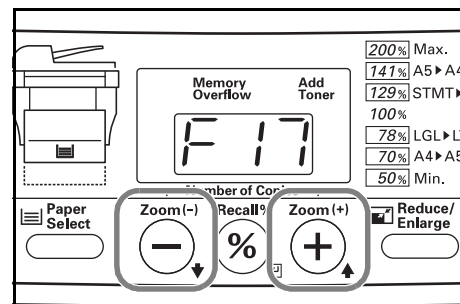
Perform the following procedure if you want to select the order in which the images will appear within the copy page in the 4-in-1 mode.



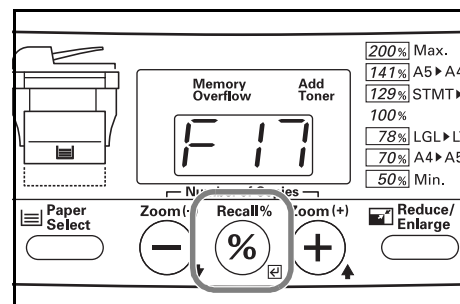
- 1** Press down on the 2in1/4in1 key for at least 3 seconds.



- 2** Press the Number of Copies / Zoom(+) or the Number of Copies / Zoom(-) key until "F17" (Default item: 4-in-1 Layout Order) is shown.

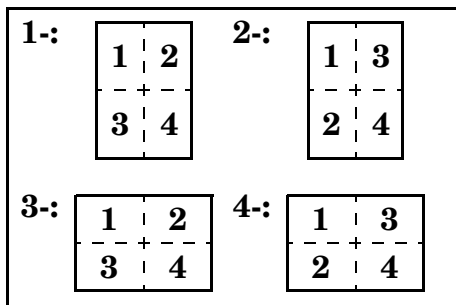


- 3** Press the Recall%/Enter key.

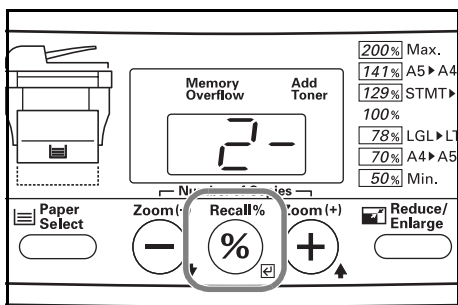


Section 5 COPY FUNCTIONS

- 4** Press the Number of Copies / Zoom(+) or the Number of Copies / Zoom(-) key until the number that corresponds to desired layout order (1 – 4) is shown. The displayed code numbers refer to the available layout orders as explained in the following table.

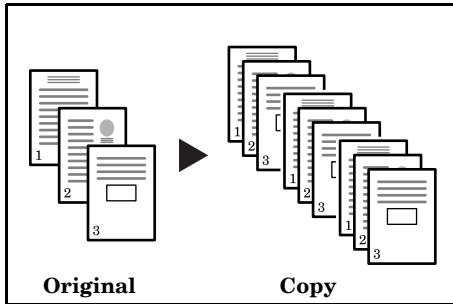


- 5** Press the Recall%/Enter key.
The displayed numbers will flash and the copier will return to a copy-ready state.

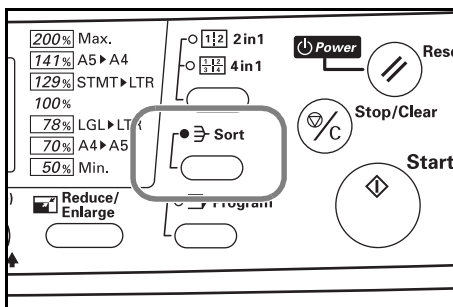


Sort mode

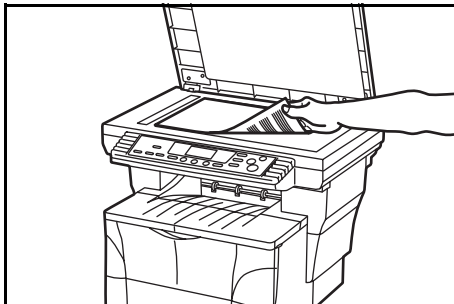
Multiple originals can be scanned into memory in a single operation and then the desired number of copy sets created.



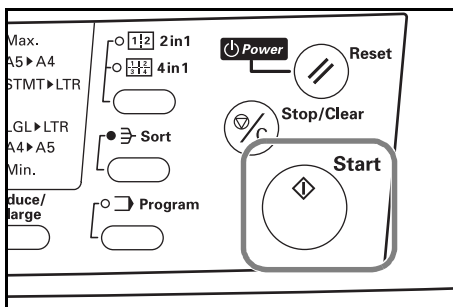
1 Press the Sort key to light the Sort indicator.



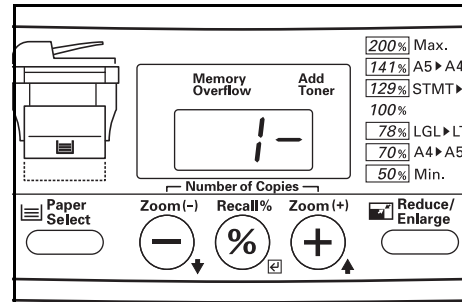
2 Set the original(s).



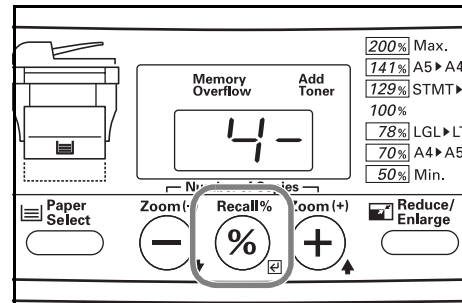
3 Press the Start key. Scanning of the first original will start.



4 Once scanning of the first original is completed, "1-" (the number of originals already scanned) will be shown. Set the next original and press the Start key. Carry out this step as well for the rest of the originals that you want to copy.



5 Once all of the originals have been scanned, press the Recall%/Enter key or the Sort key. Copying will start.

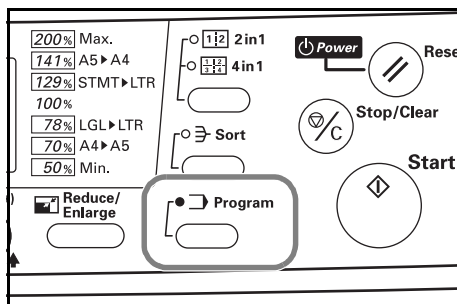


NOTES

- If the optional Document Processor is installed on your copier, the Sort mode will be selected automatically once originals are set there.
- If the optional Document Processor is installed on your copier, all of the originals set there will be scanned and the copy operation will start.

Program function

By registering often used settings in advance as a single program, it is possible for you to make copies using those same settings by simply pressing the Program key.



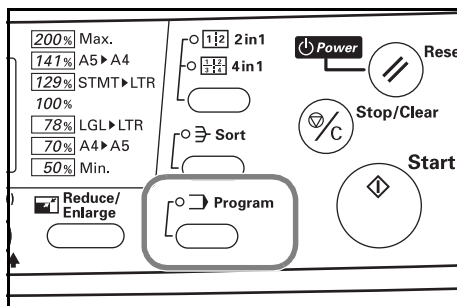
NOTE

A single combination of copy modes and other functions displayed on the operation panel can be registered as a program using this function.

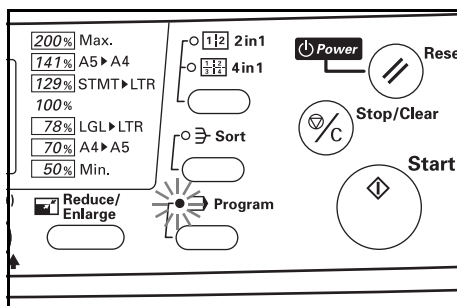
Registering the program

1 Set the desired copy modes and functions that you want to register as the program.

2 Press down on the Program key for at least 3 seconds.



3 The Program indicator will flash twice and registration of the program is complete.

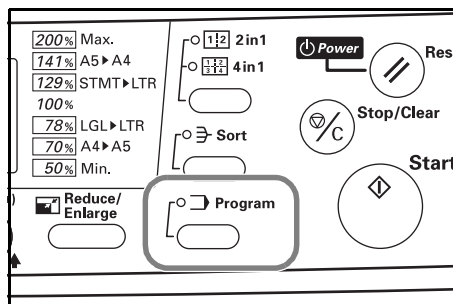


NOTES

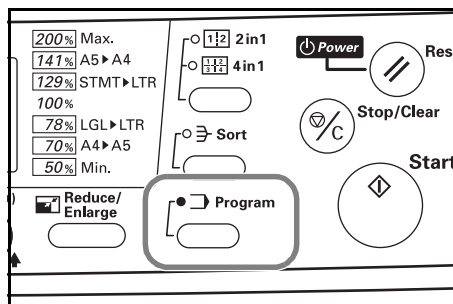
- Copying is now possible at any time using the settings that were registered as the program.
- If you want to clear the settings that are currently registered as the program, simply press the Reset/Power key while the Program key is lit.

Using programmed settings to make copies

1 Press the Program key. The Program indicator will light and the registered settings will be shown on the operation panel.



2 Make copies as desired.



Section 6 COPY DEFAULT SETTINGS

Available default items

The state that the copier enters at the end of warm-up or when the Reset/Power key is pressed is called the “initial mode”. The modes, functions and other settings that are automatically pre-set for use in the initial mode are called “default settings”. These default settings can be changed as desired to suit your copying needs.

Each default item, as well as each of the available settings for each item, are represented by code numbers on the copy quantity/magnification display. Refer to the “Available settings” column in the following tables for the code number that correspond to each setting value. The factory default setting is indicated by an asterisk.

Item number	Default	Description	Available settings	Reference page
F00	Quit Default Settings	Quits the default settings and returns the copier to a copy-ready state.	---	---
F01	User Copy Setting List	Prints out a list of the currently selected default settings.	---	6-6
F02	Image Quality Mode	Sets the image quality mode that will be selected at the time the copier is turned on.	1-: Auto exposure adjustment mode 2-: Text & Photo mode* 3-: Photo mode 4-: Text mode 5-: Eco-copy mode	6-6 6-9
F03	Exposure Steps	Changes the number of exposure steps during manual adjustment of the copy exposure in all image quality modes, except for the Auto Exposure Adjustment mode.	1-: 5 steps* 2-: 7 steps	6-6 6-9
F04	Auto Exposure Adjustment	Changes the overall copy exposure when using the Auto Exposure Adjustment image quality mode. The larger the code number, the darker the exposure.	1-: 1 Lightest 2-: 2 3-: 3* 4-: 4 5-: 5 Darkest	6-6 6-9
F05	Text & Photo Mode Exposure Adjustment	Adjusts the exposure for when the Text & Photo mode is selected as the image quality mode. The larger the code number, the darker the exposure.	1-: 1 Lightest 2-: 2 3-: 3* 4-: 4 5-: 5 Darkest	6-6 6-9
F06	Photo Mode Exposure Adjustment	Adjusts the exposure for when the Photo mode is selected as the image quality mode. The larger the code number, the darker the exposure.	1-: 1 Lightest 2-: 2 3-: 3* 4-: 4 5-: 5 Darkest	6-6 6-9

Section 6 COPY DEFAULT SETTINGS

Item number	Default	Description	Available settings	Reference page
F07	Text Mode Exposure Adjustment	Adjusts the exposure for when the Text mode is selected as the image quality mode. The larger the code number, the darker the exposure.	1-: 1 Lightest 2-: 2 3-: 3* 4-: 4 5-: 5 Darkest	6-6 6-9
F09	Photo Processing	Copies will come out clearer if you select "Error diffusion" when using originals with both text and photos and "Dithering" when using originals with mainly photos.	1-: Error diffusion* 2-: Dithering	6-6 6-9
F10	Default Drawer	Sets the location for feeding paper that will be automatically selected at the end of warm-up, or when the Reset/Power key is pressed. * If the optional Paper Feeder is not installed on your copier, this default setting will not appear.	1-: Upper drawer* 2-: Paper Feeder	6-6 6-9
F11	Auto Drawer Switching ON/OFF	Sets whether the Auto Drawer Switching function (see page 2-5) will be used or not. * If the optional Paper Feeder is not installed on your copier, this default setting will not appear.	ON* OFF	6-6 6-7
F12	Upper Drawer Paper Size	Registers the size of paper that is loaded in the drawer that is included with your copier.	-A4: A4 -A5: A5 -Fo: Folio -Lg: Legal -Lt: Letter -o2: Oficio II (Inch specification default: Letter) (Metric specification default: A4)	6-6 6-9
F13	Paper Feeder Paper Size (option)	Registers the size of paper that is loaded in the optional Paper Feeder. * If the optional Paper Feeder is not installed on your copier, this default setting will not appear.	-A4: A4 -A5: A5 -Fo: Folio -Lg: Legal -Lt: Letter -o2: Oficio II (Inch specification default: Letter) (Metric specification default: A4)	6-6 6-9

Section 6 COPY DEFAULT SETTINGS

Item number	Default	Description	Available settings	Reference page																
F14	Multi-Bypass Tray Paper Size	Registers the size of paper that is to be set on the multi-bypass tray. * The “XXX” shown here refers to the actual width of the paper as registered under the “ Non-Standard Size Paper Width ” and it is that number which will be shown on the display.	- A4 : A4 - A5 : A5 - A6 : A6 - Fo : Folio - Lg : Legal - St : Statement - Lt : Letter - o2 : Oficio II XXX : Non-Standard Size (Inch specification default: Letter) (Metric specification default: A4)	6-6 6-9																
F15	Non-Standard Size Paper Width	Sets the width of the paper to be set on the multi-bypass tray when that paper is of a non-standard size. * Non-standard size paper of up to 14", or 356 mm, in length can be used.	Inch specification: 4.13 – 8.50 (Default: 4.13) Metric specification: 105 – 216 mm (Default: 105 mm)	6-6 6-7																
F16	Copy Limit	Sets the maximum number of copies or copy sets that can be made at one time.	1 – 99 (Default: 99)	6-6 6-8																
F17	4-in-1 Layout Order	Sets the default order in which the images will appear within the copy page in the 4-in-1 Layout mode (see page 5-1). * Select from between code numbers 1 and 2 when making copies length-wise, and from between code numbers 3 and 4 when making copies width-wise.	1- : <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td></tr></table> 2- : <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>1</td><td>3</td></tr><tr><td>2</td><td>4</td></tr></table> 3- : <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td></tr></table> 4- : <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>1</td><td>3</td></tr><tr><td>2</td><td>4</td></tr></table> (Default: 1-)	1	2	3	4	1	3	2	4	1	2	3	4	1	3	2	4	6-6 6-9
1	2																			
3	4																			
1	3																			
2	4																			
1	2																			
3	4																			
1	3																			
2	4																			
F18	Borderline	Sets the default borderline that will be used in the Layout modes (see page 5-1).	1- : None* 2- : Solid line 3- : Dotted line	6-6 6-9																
F19	Silent Mode Time	Sets the amount of time after each copy job is finished until the Silent mode automatically engages and shuts down the motor inside the copier. If you set this value to “0” seconds, the motor will be stopped immediately after copying is completed.	0/5/10/15/30 (seconds) (Default: 10 seconds)	6-6 6-9																
F20	Auto Clear ON/OFF	Sets whether the Auto Clear function (see page 2-5), which returns the copier to its initial mode settings when a pre-set amount of time elapses after each copy job is finished, will engage automatically or not.	ON* OFF	6-6 6-7																

Section 6 COPY DEFAULT SETTINGS

Item number	Default	Description	Available settings	Reference page
F21	Off Mode ON/OFF	<p>Sets whether the Off mode (see page 4-7), which automatically turns most of the power to the copier off when a certain time elapses without any operation being performed, will engage automatically or not.</p> <p>* If the Off mode interferes in any way with your copying operations, turn this function OFF. It is recommended, however, that you try to set a longer time interval until the Off mode engages before you actually turn it OFF.</p>	ON* OFF	6-6 6-7
F22	Auto Clear Time	Sets the amount of time after each copy job is finished until the Auto Clear function (see page 2-5) automatically engages.	10 – 270 (seconds) (Default: 90 seconds)	6-6 6-9
F23	Low Power Mode Time	Sets the amount of time after each copy job is finished until the Low Power mode (see page 4-6) automatically engages.	1/5/15/30/45/60/90/120/ 180/240 (minutes) (Default: 15 minutes)	6-6 6-9
F24	Off Mode Time	<p>Sets the amount of time without any operation being performed until the Off mode (see page 4-7) automatically engages. It is also possible to disable the Off mode. When the Off mode is turned OFF, this default setting will not appear. (See “Off Mode ON/OFF”)</p> <p>* If the Off mode is turned off under the “Off Mode ON/OFF” setting, this default setting will not appear.</p> <p>* It is recommended that you try to set a longer time interval before the Off mode engages if you use the copier frequently, and to a shorter time if it is used less frequently.</p> <p>* In order to disable the Off mode, see “Off Mode ON/OFF”.</p>	15/30/45/60/90/120/180/ 240 (minutes) (Default: 30 minutes)	6-6 6-9
F25	Alarm ON/OFF	Sets whether the alarm which sounds when an error occurs, etc., will be turned ON or OFF.	ON OFF*	6-6 6-7

Section 6 COPY DEFAULT SETTINGS

Item number	Default	Description	Available settings	Reference page
F27	Upper Drawer Skewed Feed Adjustment	Adjusts for off-center printing.	-1.0 – 3.0 (mm) (Adjustment is complete at the time of purchase.)	6-6 6-8
F28	Paper Feeder Skewed Feed Adjustment (option)	Adjusts for off-center printing. * If the optional Paper Feeder is not installed on your copier, this default setting will not appear.	-1.0 – 3.0 (mm) (Adjustment is complete at the time of purchase.)	6-6 6-8
F29	Multi-Bypass Tray Skewed Feed Adjustment	Adjusts for off-center printing.	-1.0 – 3.0 (mm) (Adjustment is complete at the time of purchase.)	6-6 6-8
F30	Document Processor Skewed Feed Adjustment (option)	Adjusts for skewed feeding of originals in the Document Processor. * If the optional Document Processor is not installed on your copier, this default setting will not appear.	-6.6 – 6.6 (mm) (Adjustment is complete at the time of purchase.)	6-6 6-10
F31	Folio Width Adjustment	Sets the width (short-edge) of Folio size paper.	200 – 216 (mm) (Default: 210 mm)	6-6 6-9
F32	Toner Coverage Report	Prints out a report that shows the number of copies made and average amount of toner used.	---	6-6

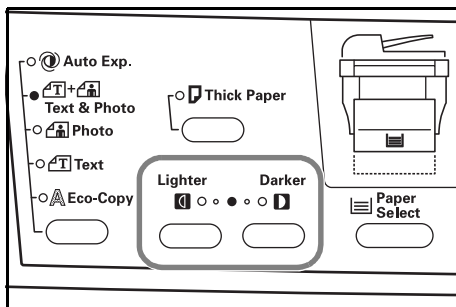
Accessing and changing the default settings



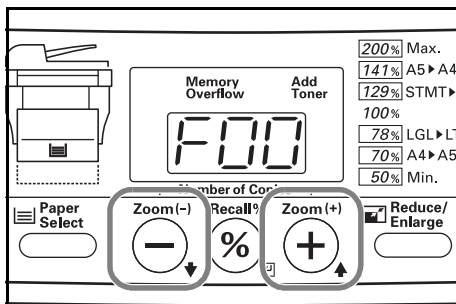
NOTE

If you want to access the “F30” default item (Document Processor Skewed Feed Adjustment), proceed directly to step 20.

- 1 Press down on both exposure adjustment keys for at least 3 seconds. The “F00” default item number will appear on the copy quantity/magnification display. (F01 – F32)

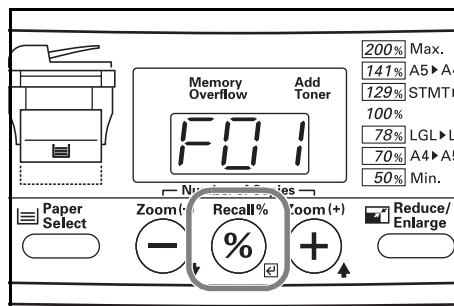


- 2 The default item number will change each time you press the Number of Copies / Zoom(+) or the Number of Copies / Zoom(-) key. Refer to the tables under “Available default items” on page 6-1 to select the number that corresponds to the desired default item. (F01 – F32)



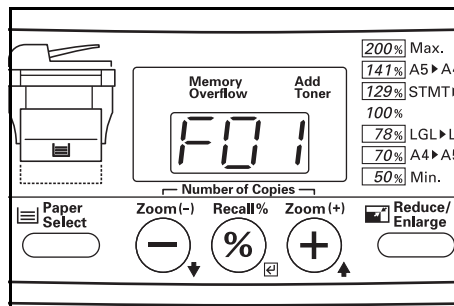
3

- Press the Recall%/Enter key.
- If you selected default items “F01” or “F32”: The corresponding list/report will be printed out. Proceed to step 4.
- If you selected default items “F11”, “F20”, “F21” or “F25”: Proceed to step 5.
- If you selected default item “F15”: Proceed to step 7.
- If you selected default item “F16”: Proceed to step 9.
- If you selected default items “F27”, “F28” or “F29”: Proceed to step 11.
- If you selected default item “F31”: Proceed to step 15.
- If you selected any default items other than the above: Proceed to step 17. (F01 – F29, F31 and F32)



4

- Once the list or report is printed out, the operation panel will return to the display in step 2. Once you are finished accessing default items, proceed to step 19. (F01 and F32)



NOTE

If you are going to print out a list or report, make sure that there is 8 1/2" x 11" (Letter) or A4 paper either loaded in a drawer or set on the multi-bypass tray.

Sample User Copy Setting List

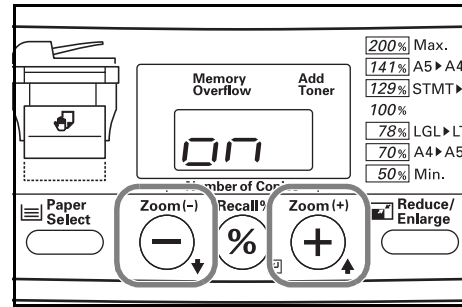
===== USER COPY SETTING LIST =====	
F00:	---- User Setting Mode Exit
F01:	---- User Setting List Out
F02:	1 Default Image Mode (1:Auto,2:Text&Photo,3:Photo,4:Text,5:Eco-Copy)
F03:	1 Manual Density Adjustment (1:5level,2:7level)
F04:	3 AE Adjustment (1:Lighter,-----, 5:Darker)
F05:	3 Text&Photo Orig. density Set (1:Lighter,-----, 5:Darker)
F06:	3 Photo Orig. density Set (1:Lighter,-----, 5:Darker)
F07:	3 Text Orig. density Set (1:Lighter,-----, 5:Darker)
F09:	1 Photo Mode (1:Error diffusion, 2:Dithering)
F10:	1 Default Cassette (1:Cassette 1, 2:Cassette 2)
F11:	on Auto Cassette Change (on, off)
F12:	-A4 Cassette 1 Size (A4:A4,A5:A5,Fo:Folio,Lg:Legal,Lt:Letter,o2:Oficio2)
F13:	-A4 Cassette 2 Size (A4:A4,A5:A5,Fo:Folio,Lg:Legal,Lt:Letter,o2:Oficio2)
F14:	-A4 Bypass Size (A4:A4,A5:A5,A6:A6,Fo:Folio,Lg:Legal Lt:Letter,St:Statement,o2:Oficio2,xxx:Custom)
F15:	105 Bypass Custom Size (105-216mm)
F16:	99 Limited Number of Copies (1-99)
F17:	1 4in1 Collective Copy (1:PORTRAIT Left to Right and Down, 2:PORTRAIT Top to Bottom and Right, 3:LANDSCAPE Left to Right and Down, 4:LANDSCAPE Top to Bottom and Right)
F18:	1 Boundary Line (1:NON,2:SOLID,3:DOTTED)
F19:	10 Silent Mode (0,5,10,15,30 sec)
F20:	on Auto Clear (on,off)
F21:	on Auto Off (on,off)
F22:	90 Auto Clear Time (10-270 Sec (10 Sec))
F23:	15 Auto Preheat Time (1.5,15,30,45,60,90,120,180,240 min)
F24:	30 Auto Off Time (15-240 Sec)
F25:	on Beep (on,off)
F27:	0.0 Adjust Center Position of Horiz. Cassette 1 (-1.0~+3.0mm)
F28:	0.0 Adjust Center Position of Horiz. Cassette 2 (-1.0~+3.0mm)
F29:	0.0 Adjust Center Position of Horiz. Bypass (-1.0~+3.0mm)
F31:	210 Folio Size (200-216mm)
F32:	---- Toner Coverage Report Out

Sample Toner Coverage Report

===== TONER COVERAGE REPORT =====		
Machine No:	000000002	
Total Count:	4583	
PAGE SIZE	COPY COUNT	COVERAGE(%)
A4	4046	2.00
A5	333	2.17
A6	0	0.00
Folio	0	0.00
Legal	0	0.00
Letter	204	3.96
Statement	0	0.00
Other	0	0.00
		2.10 (AVE.)

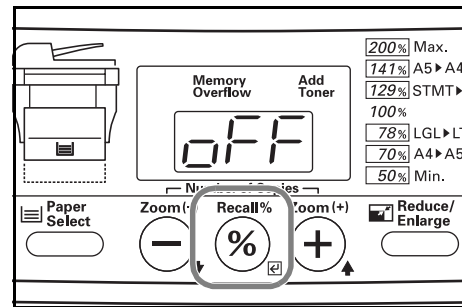
5

Press the Number of Copies / Zoom(+) or the Number of Copies / Zoom(-) key to select either ON or OFF. (F11, F20, F21 and F25)



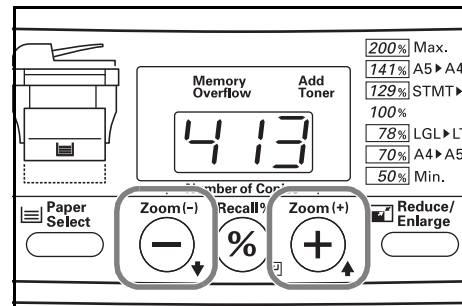
6

Press the Recall%/Enter key. The operation panel will return to the display in step 2. Once you are finished accessing default items, proceed to step 19.



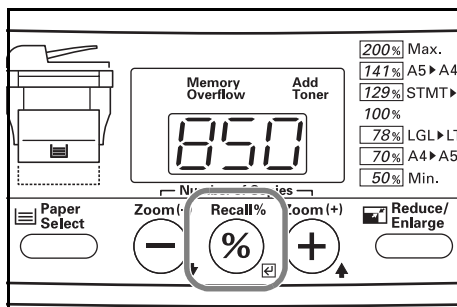
7

Press the Number of Copies / Zoom(+) or the Number of Copies / Zoom(-) key to set the width of the paper. It is possible to enter any number between 4.13" – 8.50" (105 mm – 216 mm). (F15)

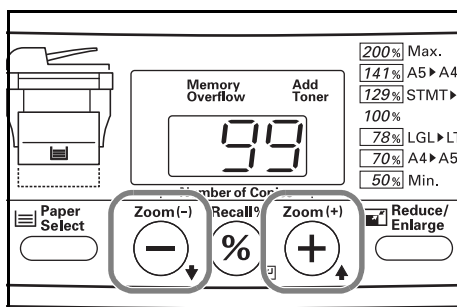


Section 6 COPY DEFAULT SETTINGS

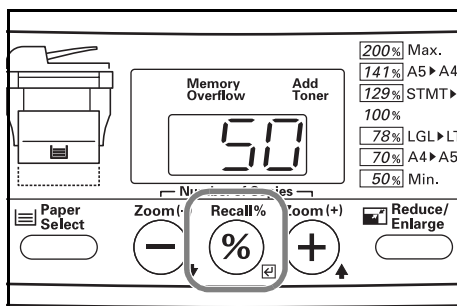
- 8** Press the Recall%/Enter key. The operation panel will return to the display in step 2. Once you are finished accessing default items, proceed to step 19.



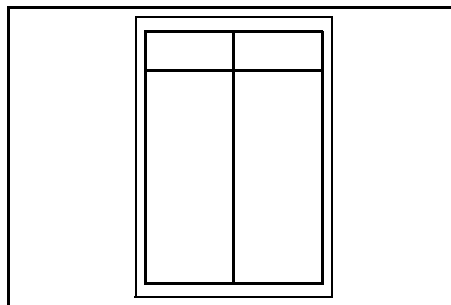
- 9** Press the Number of Copies / Zoom(+) or the Number of Copies / Zoom(-) key to set the copy limit. (The setting can be made to any number up to "99".)
(F16)



- 10** Press the Recall%/Enter key. The operation panel will return to the display in step 2. Once you are finished accessing default items, proceed to step 19.



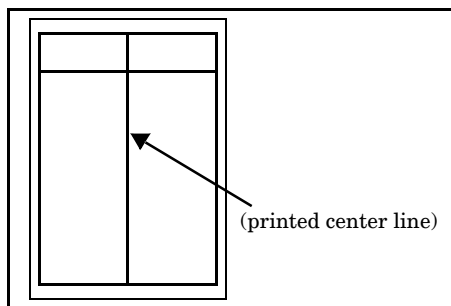
- 11** Press the Start key. A pattern like that shown in the following illustration will be printed out.
(F27, F28 and F29)



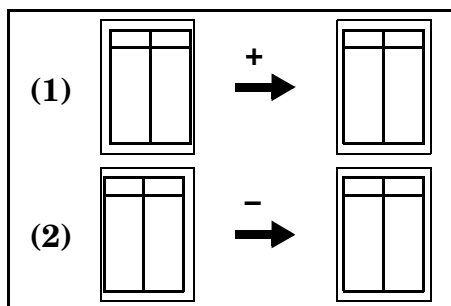
NOTE

Be sure that there is 8 1/2" x 11" (Letter) or A4 size paper in the location (a drawer or the multi-bypass tray) to be adjusted.

- 12** Fold the printed sheet up the middle and compare the true center with the printed center line.



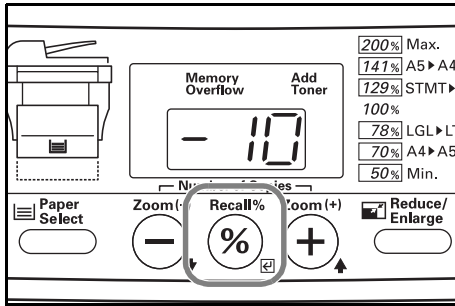
- 13** If the result is as shown in example (1), increase the setting. If the result is as shown in example (2), decrease the setting.



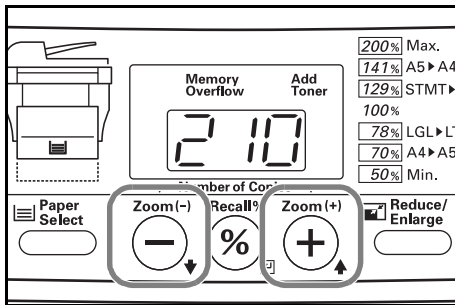
NOTE

For each tenth (0.1) that you increase the setting, the image will be moved 0.1 mm to the left.

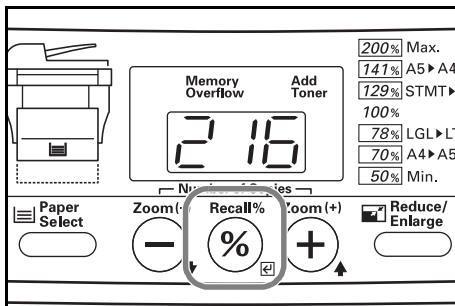
14 Press the Recall%/Enter key. If you are finished making adjustments, press the Stop/Clear key. The operation panel will return to the display in step 2. Once you are finished accessing default items, proceed to step 19.



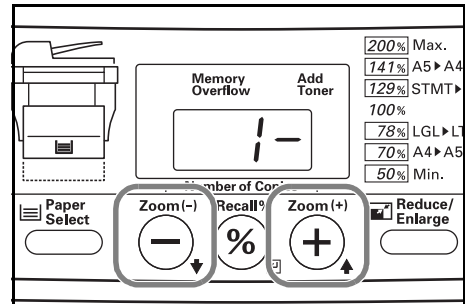
15 Press the Number of Copies / Zoom(+) or the Number of Copies / Zoom(-) key to set the width (short edge) of Folio paper (200 mm – 216 mm). (F31)



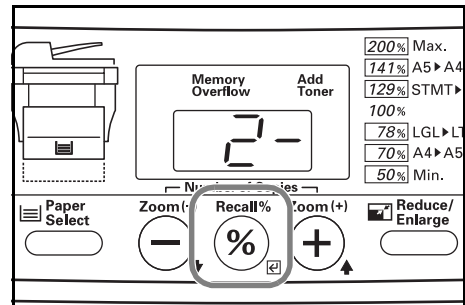
16 Press the Recall%/Enter key. The operation panel will return to the display in step 2. Once you are finished accessing default items, proceed to step 19.



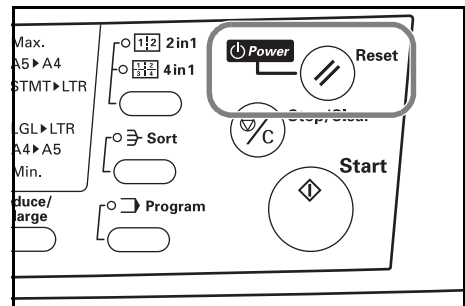
17 The selected setting will change each time you press the Number of Copies / Zoom(+) or the Number of Copies / Zoom(-) key. Refer to the tables under “Available default items” on page 6-1 to select the number that corresponds to the desired default setting. (F02 – F10, F12 – F14, F17 – F19, F22 – F24)



18 Press the Recall%/Enter key. The operation panel will return to the display in step 2. Once you are finished accessing default items, proceed to the next step.



19 Press the Reset/Power key. The copier will return to a copy-ready state.

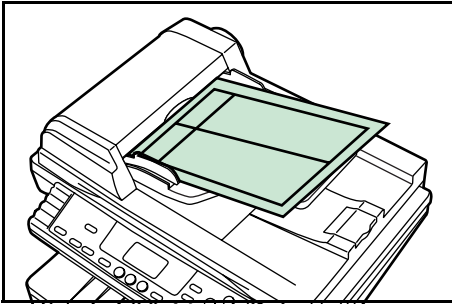


Section 6 COPY DEFAULT SETTINGS

- 20** Prior to performing the adjustment procedure, it is necessary to use the Document Processor to make copies in a standard copy mode in order to check the amount of skewed feed that is produced.

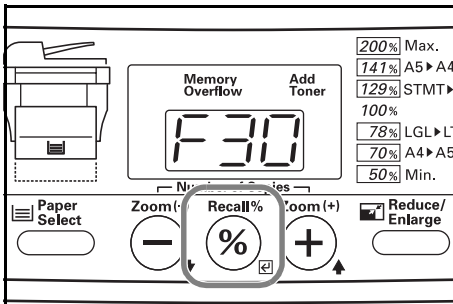
This procedure assumes that you are using the pattern that is printed out using the “F27” default item (Upper Drawer Skewed Feed Adjustment) as an original. (F30)

- 21** Select a standard copy mode and set the original in the Document Processor. Set the original into the Document Processor in the direction shown in the illustration and make a copy.

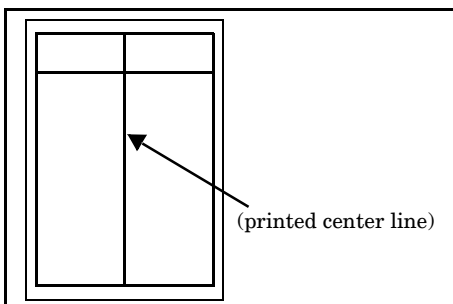


- 22** Refer to steps 1 and 2 and access the actual “F30” default item.

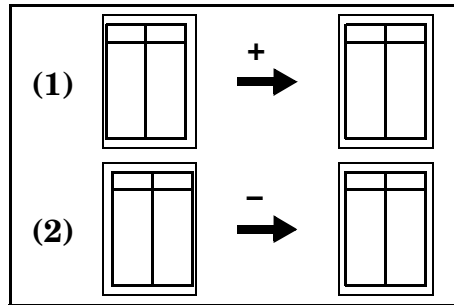
- 23** Press the Recall%/Enter key.



- 24** Fold the printed sheet (that you made in step 21) up the middle and compare the true center with the printed center line.



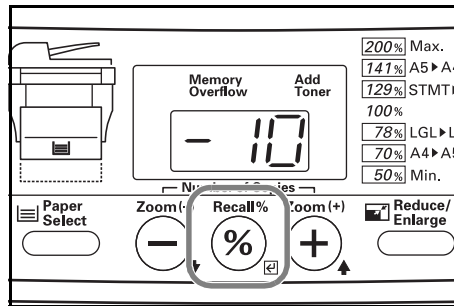
- 25** If the result is as shown in example (1), increase the setting. If the result is as shown in example (2), decrease the setting.



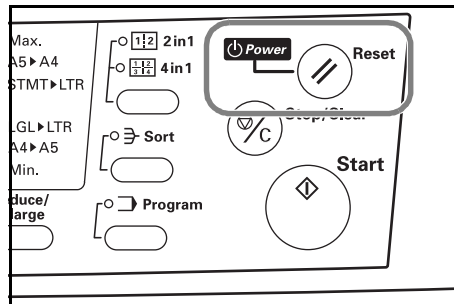
NOTE

For each tenth (0.1) that you increase the setting, the image will be moved 0.1 mm to the right.

- 26** Press the Recall%/Enter key. The operation panel will return to the display in step 2.



- 27** Press the Reset/Power key. The copier will return to a copy-ready state.



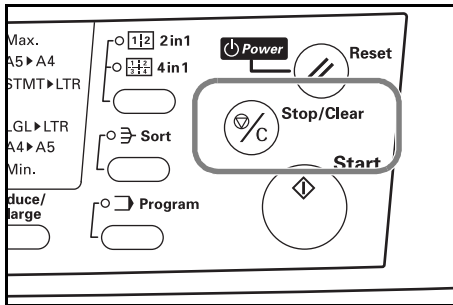
NOTE

Use the Document Processor to make another copy and, if further adjustment is necessary, repeat steps 22 through 27.

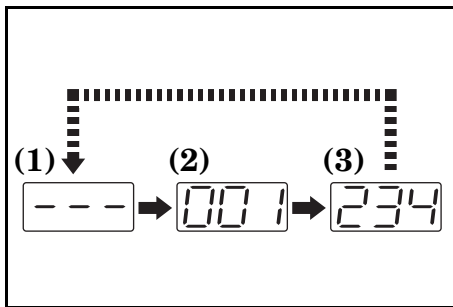
Checking the total copy count and printing out a report

It is possible to use the operation panel to check the total number of copies made. It is also possible to print out that information in the form of a report.

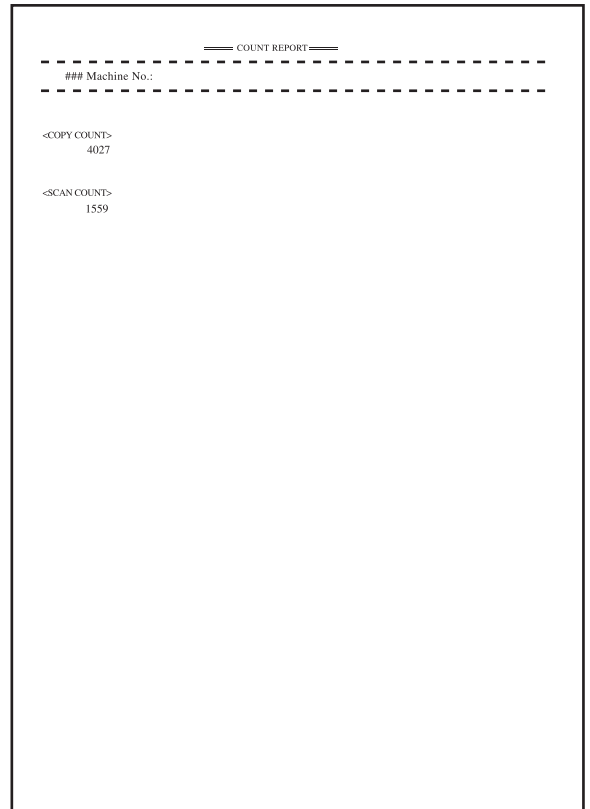
- 1 Press down on the Stop/Clear key for at least 3 seconds. The copy count will begin to be shown on the copy quantity/magnification display.



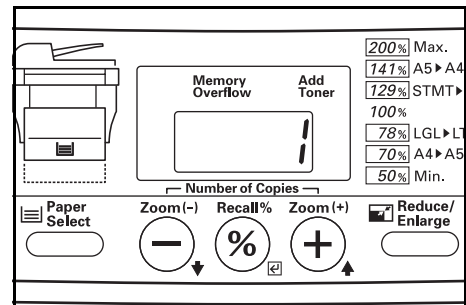
- 2 The copy count will be shown in three portions in the following order. (In this example, the total number of copies made is 1,234.)



Sample Total Count Report



- 3 Once the total copy count has been shown, the copier will return to a copy-ready state.



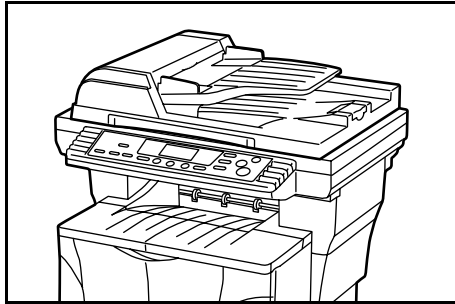
NOTE

If you press the Start key while the total copy count is being shown, the Total Count Report will be printed out. If you are going to print out the Total Count Report, make sure that there is 8 1/2" x 11" (Letter) or A4 paper either loaded in a drawer or set on the multi-bypass tray.

Section 7 OPTIONAL EQUIPMENT

Document Processor

Automatically feeds and scans multiple sheet-originals one by one.



Acceptable originals

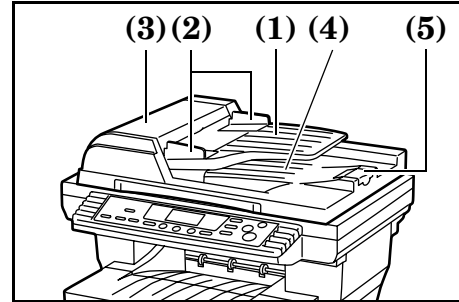
- Use sheet originals only
- Paper weight: 50 g/m² – 120 g/m²
- Sizes:
8 1/2" × 14" – 5 1/2" × 8 1/2", and Oficio II (Inch Specification)
A4 – A5R, and Folio (Metric Specification)
- Number which can be set at one time: 50 sheets (50 g/m² – 80 g/m²)

Notes on acceptable documents

Be sure NOT to use the following as originals in the Document Processor. In addition, originals with punched holes or perforations should be set so that the edge of the paper with the holes or perforations is facing away from the direction of insertion into the Document Processor.

- OHP film or other transparencies.
- Soft originals such as carbon or vinyl paper, or other originals that are curled, wrinkled or creased.
- Irregularly shaped originals, wet originals, or originals that have adhesive tape or glue on them.
- Originals bound with clips or staples. (If you must use such originals, be sure to remove the clips or staples, and straighten any curls, wrinkles or creases, before setting them in the Document Processor. Failure to do so may result in the originals being misfed.)
- Originals with cut-out sections or that have a slippery surface on either side.
- Originals on which any correction fluid is still wet.
- Originals with strong folds. (If you must use such originals, be sure to smooth out the folds before setting them in the Document Processor. Failure to do so may result in the originals being misfed.)

Names of parts



- (1) **Original table**
(Set originals to be copied on this table.)
- (2) **Original insert guides**
(Align these guides to fit the width of the originals to be copied.)
- (3) **Left cover**
(Open this cover if an original jam occurs.)
- (4) **Original eject table**
(Originals that have been copied are ejected and stored here.)
- (5) **Ejection extension**
(Open this extension when using larger sized originals such as 8 1/2" × 13" (Oficio II), 8 1/2" × 14" (Legal) and Folio.)



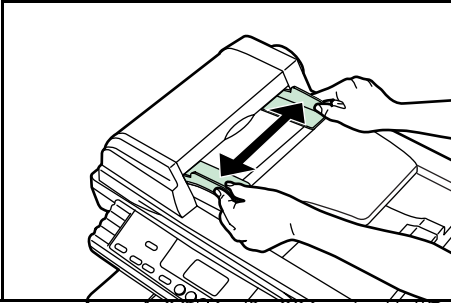
IMPORTANT!

Be sure that the Document Processor is closed whenever transporting the copier.

Section 7 OPTIONAL EQUIPMENT

Setting originals in the Document Processor

- 1** Adjust the original insert guides to fit the width of original(s) to be copied.

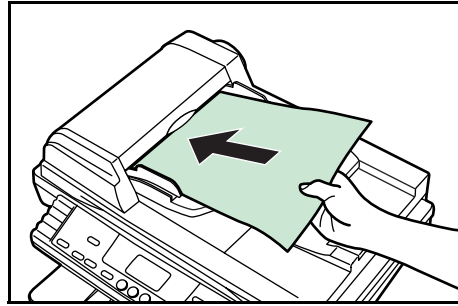


IMPORTANT!

- Before setting new originals, make sure that there are no other originals remaining on the original eject table. Originals left on the eject table can cause other originals to misfeed.
- Be sure to fan through the originals a few times to separate the sheets before setting them in the Document Processor.

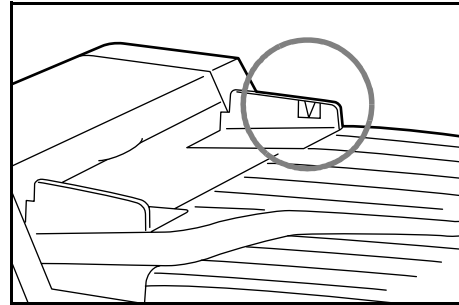
2

Arrange the originals in order and set them face up on the original table. Slide the leading edge of the originals securely into the Document Processor as far as they will go.

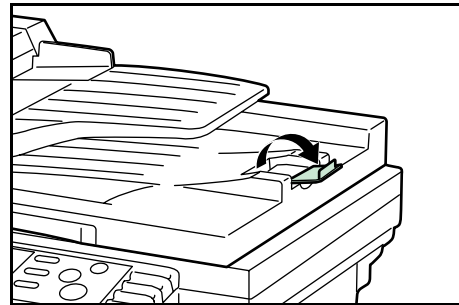


IMPORTANT!

- Be sure to set only a number of originals that is LESS than the level indicator on inside of the rear insert guide. Setting more than the acceptable number of originals can cause the originals to misfeed.



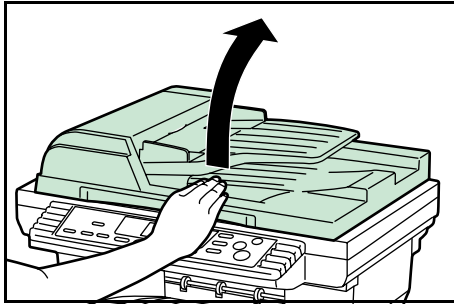
- To keep ejected originals from falling off the copier, open the ejection extension when using larger sized originals such as 8 1/2" x 13" (Oficio II), 8 1/2" x 14" (Legal) and Folio.



Setting originals on the platen

When copying from an original which cannot be set in the Document Processor (books, magazines, etc.), lift open the Document Processor and set the original directly on the platen.

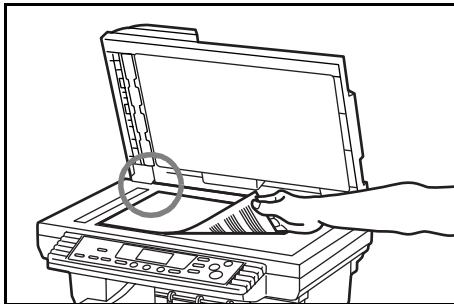
- 1** Lift open the Document Processor.



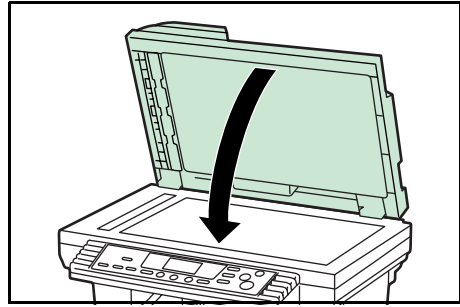
IMPORTANT!

Before opening the Document Processor, make sure that there are no originals remaining on the original table or the original eject table. If there are any originals left on either table, they may fall off the copier when the Document Processor is opened.

- 2** Set the original to be copied face-down. Be sure to align the original flush up against the left rear corner of the platen.



- 3** Close the Document Processor.



IMPORTANT!

DO NOT put undue pressure on the Document Processor when you close it. Doing so might break the platen glass.



NOTE

Shadows may appear around the edges and up the middle of copies made from open-faced originals (such as books, etc.).



CAUTION

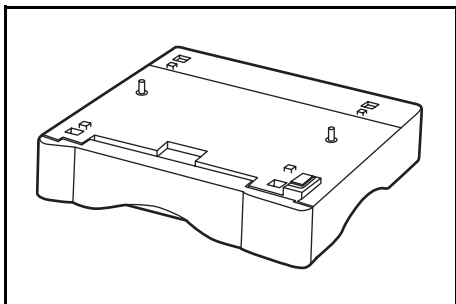
DO NOT leave the Document Processor open as there is a danger of personal injury.

Section 7 OPTIONAL EQUIPMENT

Paper Feeder

An extra drawer can be added below the drawer that is included with this copier.

The type, sizes and amount of paper that can be loaded in the Paper Feeder is the same as with the included drawer.



IMPORTANT!

If the optional Paper Feeder is installed on your copier, ALWAYS detach it before attempting to pick up or transport the copier.

Additional Memory

It is possible to increase the memory in your copier.

Adding additional memory will increase the number of originals that can be scanned at one time. An additional 64 MB or 128 MB is effective when copying from originals with photos, due to their normally low compression ratio.

(Available memory: 16 MB, 32 MB, 64 MB and 128 MB)

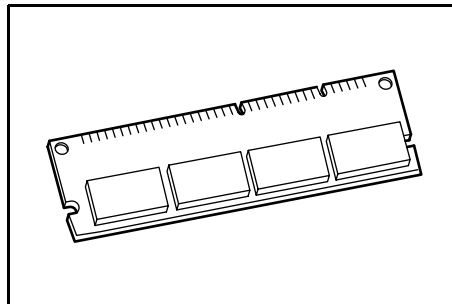
Number of scanable originals (A4, 6% black)

16 MB: 125 sheets

32 MB: 220 sheets

64 MB: 250 sheets

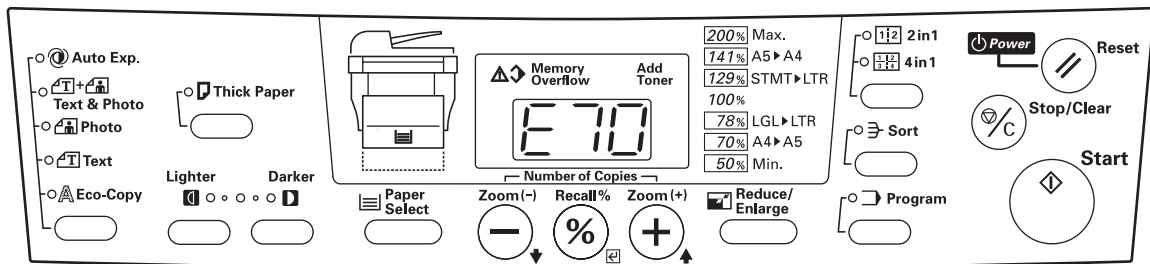
128 MB: 250 sheets



Section 8 TROUBLESHOOTING

If one of the following indications is displayed

When any of the following indications appears on the copy quantity/magnification display, perform the corresponding procedure.



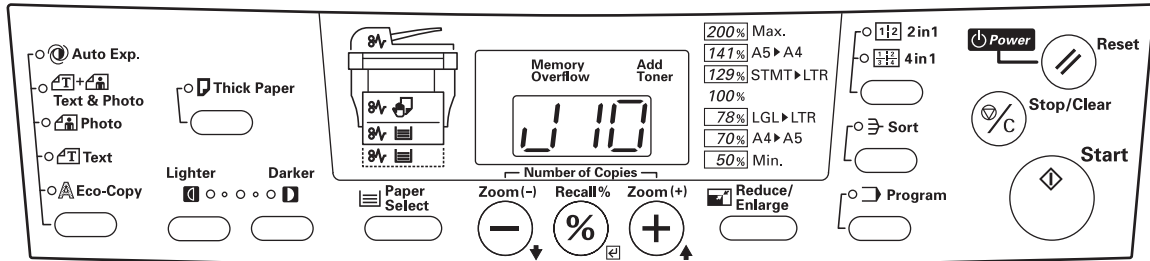
Indication	Procedure	Reference Page
"E07" appears on the copy quantity/magnification display	The size of paper registered in the default settings is different than the size of the paper actually used. Check the paper size. Pull out the corresponding drawer and then push it back in to delete the error indications.	3-1
"E11" appears on the copy quantity/magnification display	The Paper Feeder was selected, but the upper drawer is not installed or is not inserted properly. Push the upper drawer securely into the copier.	—
"E12" appears on the copy quantity/magnification display	When printing out a list or report, there was no 8 1/2" × 11" or A4 size paper available. Press the Paper Select key to select the source of paper feed and then press the Start key. Print out will be performed onto paper from the selected location.	—
"E31" appears on the copy quantity/magnification display	The amount of waste toner in the copier has reach the acceptable limit. Contact your service representative or an authorized service center.	—
"E32" appears on the copy quantity/magnification display	The toner container is not installed in the copier. Install the toner container.	9-2
"E70" appears on the copy quantity/magnification display	If the optional Document Processor is installed on your copier, there are originals remaining on the original table. Remove the originals, reset them on the original table and try to copy again.	—
"E71" appears on the copy quantity/magnification display	The copier will attempt to make copies from any originals that remain uncopied. Reset all of the originals on the original table and try to copy again.	—

Section 8 TROUBLESHOOTING

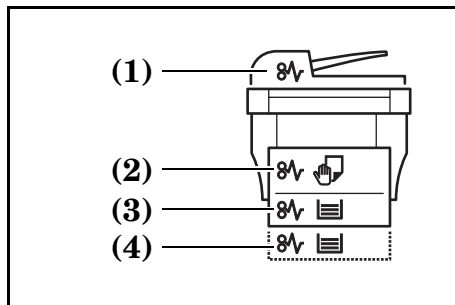
Indication	Procedure	Reference Page
"E72" appears on the copy quantity/magnification display	<p>Originals for another job were set in the optional Document Processor during copying from the platen in the 2-in-1 or 4-in-1 layout mode, or in the Sort mode.</p> <p>Remove the new originals from the Document Processor and, once the copy operation for the 2-in-1 or 4-in-1 layout mode or the Sort mode is completed, reset them on the original table and try to copy again.</p>	—
"E90" appears on the copy quantity/magnification display	<p>The copier's memory is full.</p> <p>To copy from those originals already scanned: Press the Recall%/Enter key and copying will begin. Once those copies have been made, reset the originals that have not yet been copied and press the Start key. Copying will continue.</p> <p>To start the copy procedure once again from the beginning: Press the Stop/Clear key, set a lesser number of originals and try to copy again.</p>	—
"OP" appears on the copy quantity/magnification display	<p>The upper front cover or the front cover to the copier is open.</p> <p>Close the covers securely.</p>	—
"OP1" appears on the copy quantity/magnification display	<p>The left cover to the Document Processor is open.</p> <p>Close the cover securely.</p>	—
"J" and a number appear on the copy quantity/magnification display	<p>A paper jam has occurred.</p> <p>Refer to "If paper jams" on page 8-3 and remove the jammed paper.</p>	8-3
The Add Toner indicator lights	<p>The toner supply has run low.</p> <p>Copying will still be available for awhile, but will then become impossible.</p> <p>Replace the toner container as soon as possible.</p>	9-2
The Add Toner indicator lights and "E33" appears on the copy quantity/magnification display	<p>Toner has run out so further copying is impossible.</p> <p>Replace the toner container.</p>	9-2
"C" and a number appear on the copy quantity/magnification display	<p>Turn the power switch OFF (O) and then back ON () again. If the error indication does not go out, make a note of the "C" and the number. Turn the power switch OFF (O), remove the power cord, and contact your service representative or an authorized service center.</p>	—
"A" and a number appear on the copy quantity/magnification display	<p>Turn the power switch OFF (O) and then back ON () again. If the error indication does not go out, make a note of the "A" and the number. Turn the power switch OFF (O), remove the power cord, and contact your service representative or an authorized service center.</p>	—

If paper jams

If a paper jam occurs, copying will stop. In this case, an indication about the jam will appear on the operation panel. Leave the power switch ON (|) and refer to “**Removal procedures**” on page 8-4 to remove the jammed paper.



Misfeed location indicators



- (1) Lights when an original jams in the Document Processor.
- (2) Lights when a paper jam has occurred either in the multi-bypass tray or inside the copier.
- (3) Lights when a paper jam has occurred in the upper drawer.
- (4) Lights when a paper jam has occurred in the Paper Feeder.

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 jammed paper.
- * If paper is torn during removal, be sure to remove any loose scraps of paper from inside the copier. Failure to do so could cause another paper jam later.
- * Once all jammed paper has been removed, warm-up will begin. The error indications will disappear as well and the copier will return to the same settings as prior to the paper jam.

Removal procedures

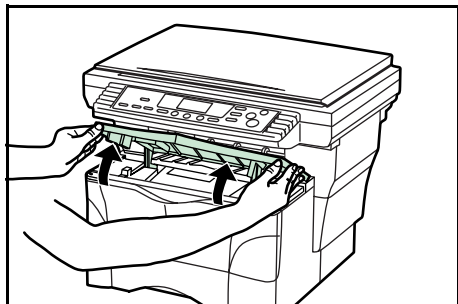
Paper jam inside the copier



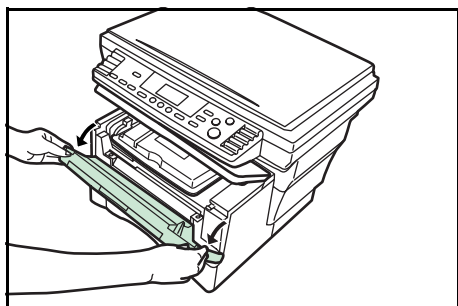
NOTE

If there are any finished copies on the copy storage table, remove them first before performing this procedure.

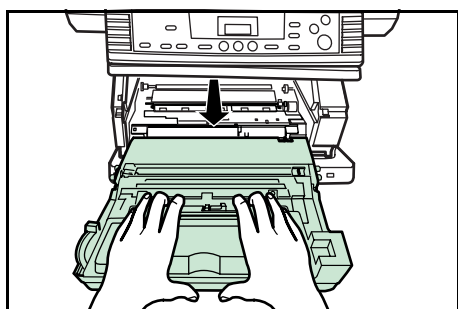
1 Open the upper front cover.



2 Open the front cover.



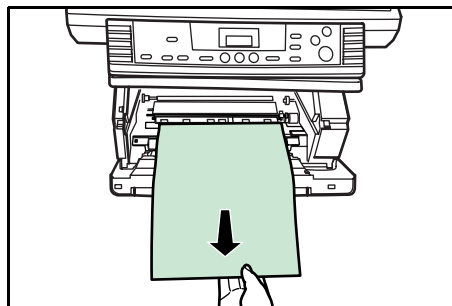
3 Take the Process Unit out of the copier.



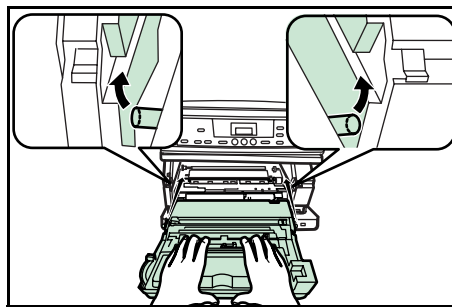
4 If the leading edge of the jammed paper is visible, pull it out towards you.

If the paper is not visible at all, perform the “Paper jam in a drawer” procedure.

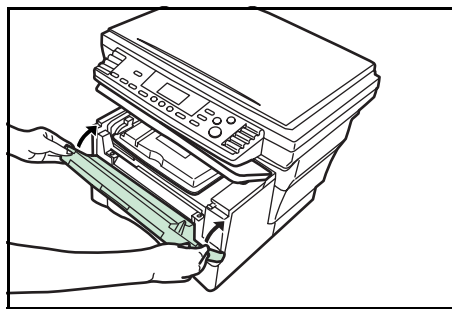
If the paper has been fed to the rear of the copier but the leading edge is not visible, perform the “Paper jam in the paper eject section” procedure.



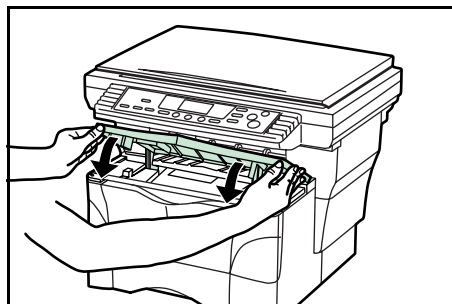
5 Set the Process Unit into the copier by aligning the pins on both sides of the Process Unit with the guides inside the copier, and then slide the Process Unit all the way back into the copier until it stops.



6 Close the front cover.

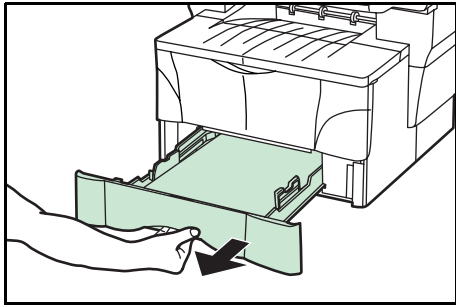


7 Close the upper front cover.

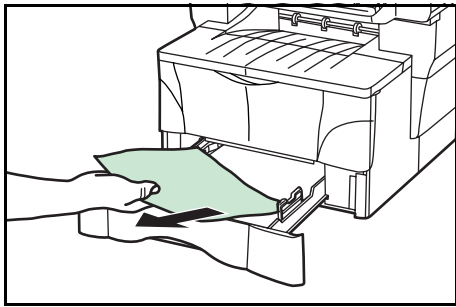


Paper jam in a drawer

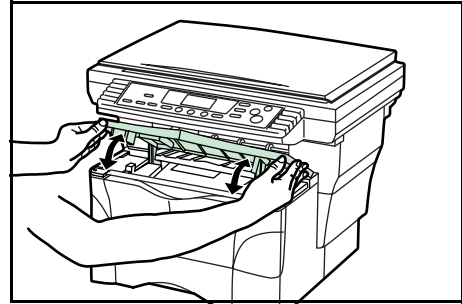
1 Pull out the drawer that is currently being used.



2 Remove the jammed paper.

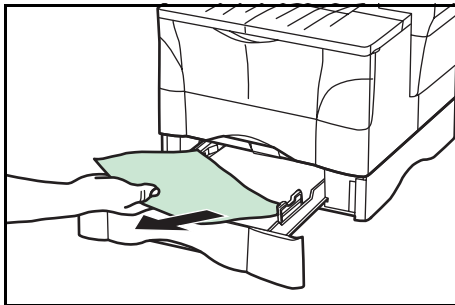


4 Open and then close the upper front cover. The error indications will go out.

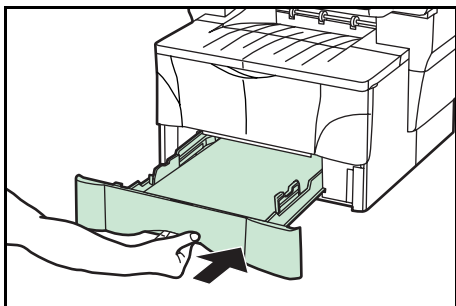


NOTE

If a paper jam occurs in the optional Paper Feeder, the procedure to remove jammed paper is the same as with the included drawer.



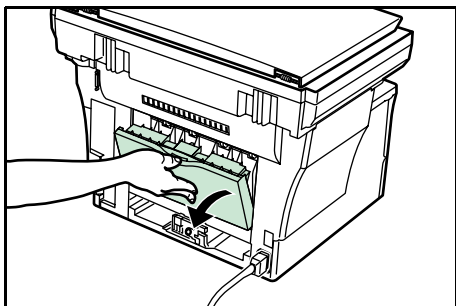
3 Push the drawer back in firmly.



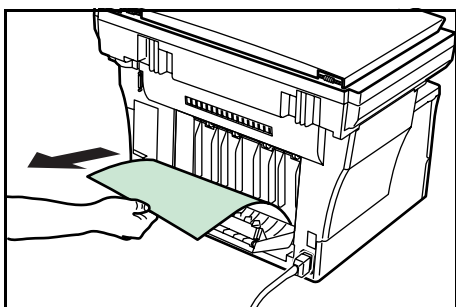
Section 8 TROUBLESHOOTING

Paper jam in the paper eject section

- 1** Open the face-up tray.



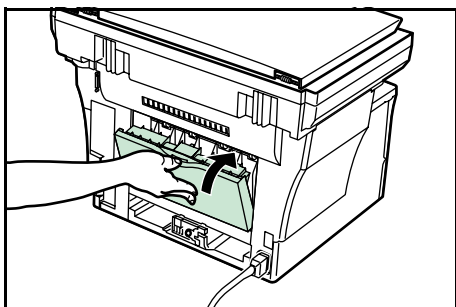
- 2** Remove the jammed paper.



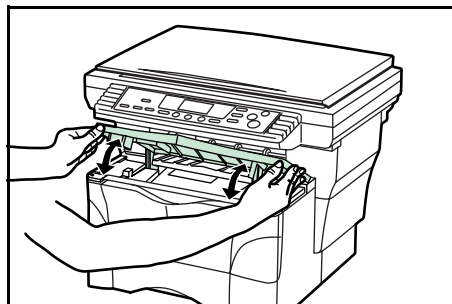
CAUTION

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** Close the face-up tray.

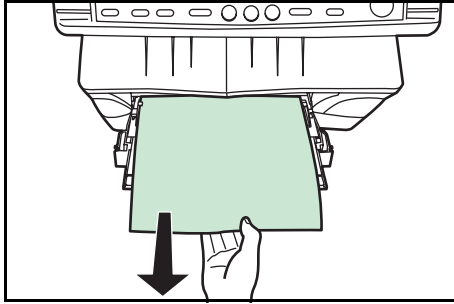


- 4** Open and then close the upper front cover. The error indications will go out.

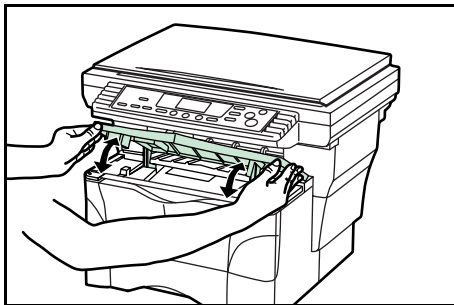


Paper jam in the multi-bypass tray

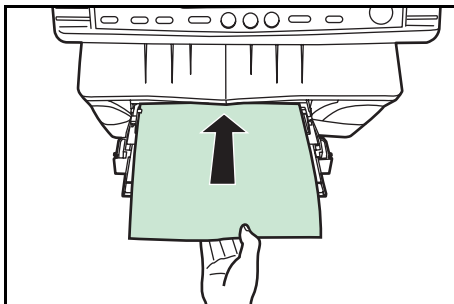
- 1** Remove all of the paper remaining on the multi-bypass tray.



- 2** Open and then close the upper front cover. The error indications will go out.

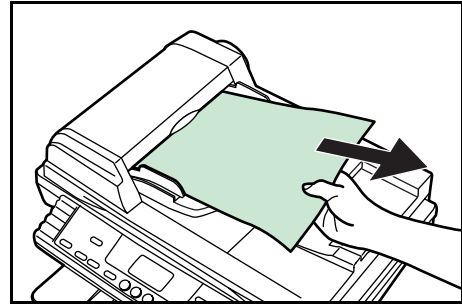


- 3** Reset the paper on the multi-bypass tray.

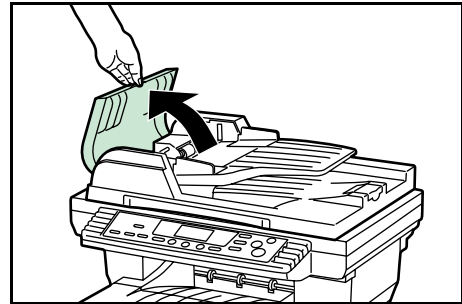


Original jam in the optional Document Processor

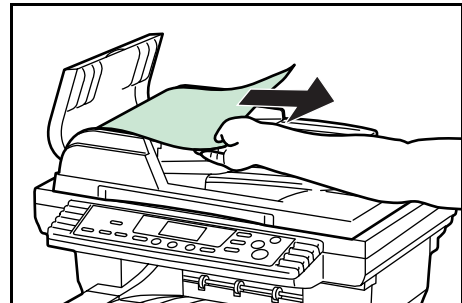
- 1** Remove all of the originals remaining on the original table.



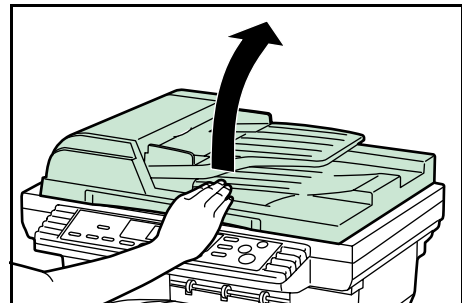
- 2** Open the left cover to the Document Processor.



- 3** Remove the jammed original. If the original is caught in the rollers or difficult to remove at all, proceed to the next step.

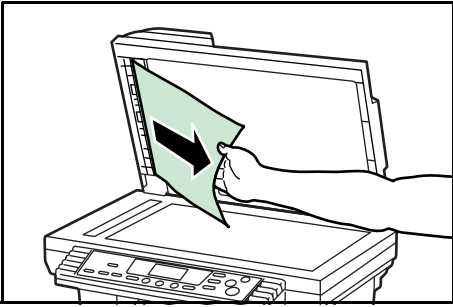


- 4** Open the Document Processor.

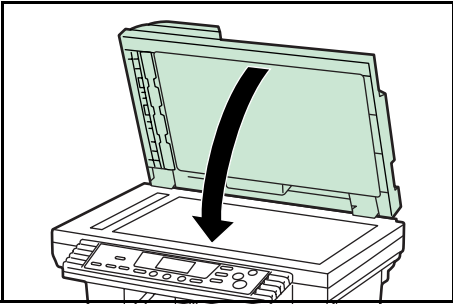


Section 8 TROUBLESHOOTING

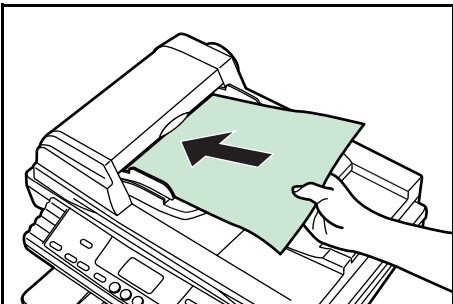
- 5** Remove the jammed original.



- 6** Close the Document Processor.



- 7** Reset the originals.



If other trouble occurs

If trouble occurs with your copier, carry out the applicable checkpoints and procedures indicated on the following pages. If the trouble persists, contact your service representative or authorized service center.

Trouble	Checkpoint	Procedure	Reference Page
Nothing lights on the operation panel when the power switch is turned ON.	Is the power plug connected to an AC outlet?	Connect the plug to an AC outlet.	—
No copies come out when the Start key is pressed.	Is there some indication of the trouble on the operation panel?	Check the appropriate response to that indication and perform the corresponding procedure.	8-1
The copies come out blank.	Were the originals set correctly?	When setting originals on the platen, set them face-down.	4-2
		When setting originals in the optional Document Processor, set them face-up.	7-2
The copies come out too light.	Is the copier in the Auto Exposure Adjustment mode?	In order to adjust the overall exposure level, perform the “ Auto Exposure Adjustment ” procedure.	6-1
	Is the copier in either the Photo, Text & Photo, or Text mode?	Adjust the exposure to the correct level using the copy exposure adjustment keys.	4-2
		To adjust the overall exposure, perform the corresponding exposure adjustment procedure.	6-1
	Is the copier in the Eco-Copy mode?	Select an image quality mode other than the Eco-Copy mode.	4-1
	Is the Add Toner indicator lit?	Replace the toner container.	9-2
	Is the copy paper wet?	Replace the copy paper with new paper.	3-1
The copies come out too dark.	Is the copier in the Auto Exposure Adjustment mode?	In order to adjust the overall exposure level, perform the “ Auto Exposure Adjustment ” procedure.	6-1
	Is the copier in either the Photo, Text & Photo, or Text mode?	Adjust the exposure to the correct level using the copy exposure adjustment keys.	4-2
		To adjust the overall exposure, perform the corresponding exposure adjustment procedure.	6-1
The copies are dirty.	Is the platen or the optional Document Processor dirty?	Clean the platen and/or the optional Document Processor.	9-1
		Remove the Process Unit and perform the cleaning operation on the charger.	9-4

Section 8 TROUBLESHOOTING

Trouble	Checkpoint	Procedure	Reference Page
Black or white vertical bands appear on the copies.	Is the charger cleaner in its home position (marked "CLEANER HOME POSITION")?	Remove the Process Unit and return the charger cleaner to its home position.	9-4
	If you are using the optional Document Processor, is the slit glass dirty?	Clean the slit glass.	9-1
The copy image is skewed.	Were the originals set correctly?	When setting originals on the platen, align them flush up against its upper left corner.	4-2
		When setting originals in the optional Document Processor, align the original insert guides securely before setting the originals.	7-2
Paper jams occur often.	Is the copy paper loaded properly in the drawer?	Load the paper properly.	3-1
	Is the copy paper curled, folded or wrinkled?	Replace the copy paper with new paper.	—
	Is there any jammed paper or loose scraps of paper remaining inside the copier?	Carry out the appropriate procedure to remove the paper.	8-3
	Does the registered paper size match the size you are actually using?	Make sure the registered paper size matches the size you are actually using.	3-1
The Add Toner indicator doesn't go out even after replacing the toner container.	Did you shake the new toner container enough?	Shake the toner container a number of times.	—

Section 9 MAINTENANCE AND OPERATION INFORMATION

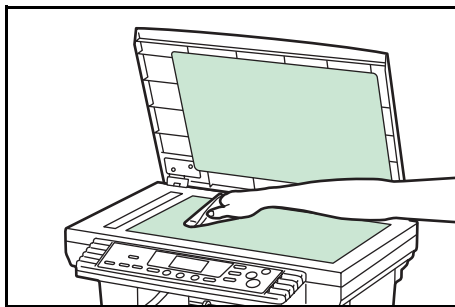
Cleaning the copier



CAUTION

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

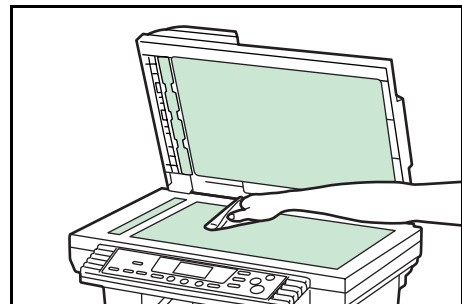
Lift open the original cover and wipe the gray portion, as shown in the illustration, with a soft cloth dampened with alcohol or mild detergent.



IMPORTANT!

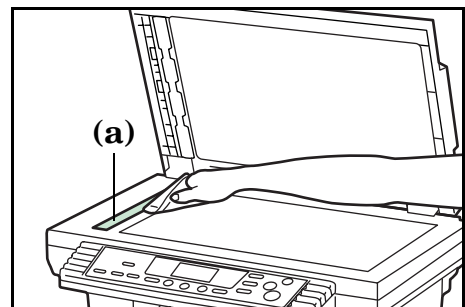
Never use thinner or other organic solvents to clean the original cover.

If the optional Document Processor is installed on your copier, lift open the Document Processor and wipe the gray portion, as shown in the illustration, with a soft cloth dampened with alcohol or mild detergent.



IMPORTANT!

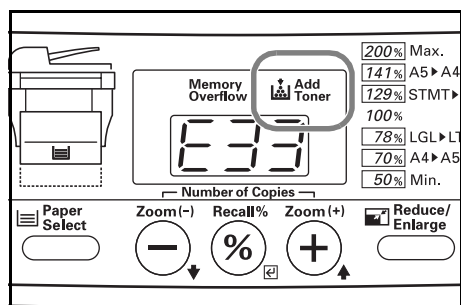
- Never use thinner or other organic solvents to clean the Document Processor.
- If copies appear soiled while using the optional Document Processor, such as black lines appearing on the copy image, the slit glass (a) is dirty. Clean the slit glass with a dry soft cloth, or one dampened with alcohol.
- Never use water, thinner or other organic solvents to clean the slit glass.



Replacing the toner container

When toner runs low, the Add Toner indicator will light. If you continue to make copies while the Add Toner indicator is lit, "E33" will appear on the copy quantity/magnification display and the copier will stop. Replace the toner container right away.

In addition, you should perform the appropriate cleaning operation whenever you replace the toner container.



CAUTION

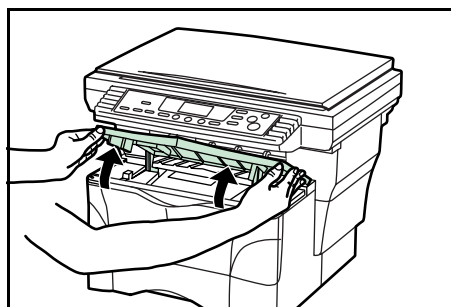
DO NOT attempt to incinerate the toner container. Dangerous sparks may cause burns.



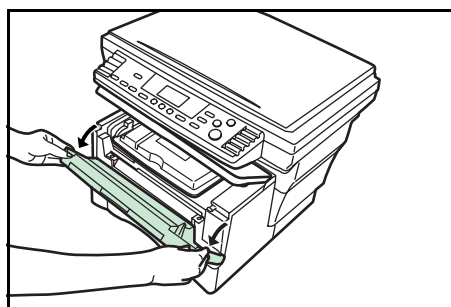
CAUTION

DO NOT attempt to force open or destroy the toner container.

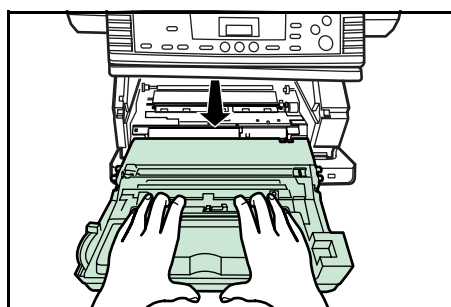
- 1 Open the upper front cover.



- 2 Open the front cover.



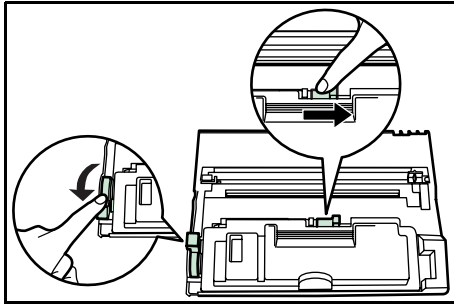
- 3 Lift the Process Unit, together with the toner container, out of the copier.



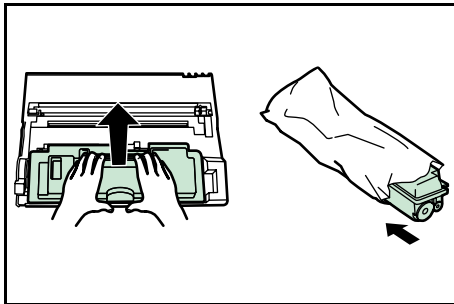
IMPORTANT!

- Place the Process Unit on a clean, level surface.
- The drum in the Process Unit is sensitive to light. Never expose the drum even to normal office lighting (500 lux) for more than five minutes.
- Never stand the Process Unit on end.

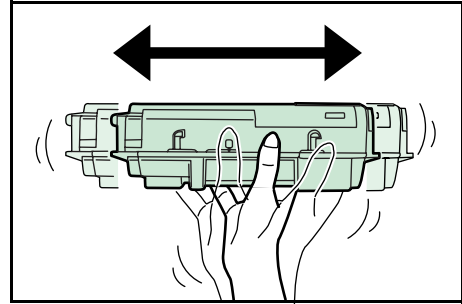
- 4** Pull the lock lever towards you into its release position (marked "UNLOCK"), then pull the toner container release lever to the right as indicated by the arrow (→) in the illustration.



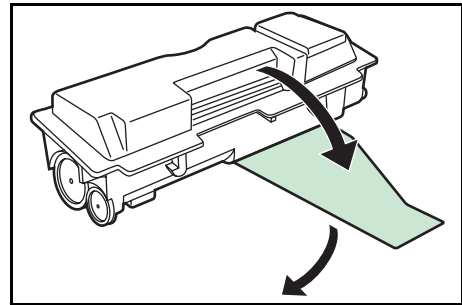
- 5** Gently remove the old toner container. Put it in the supplied plastic bag and dispose of it.



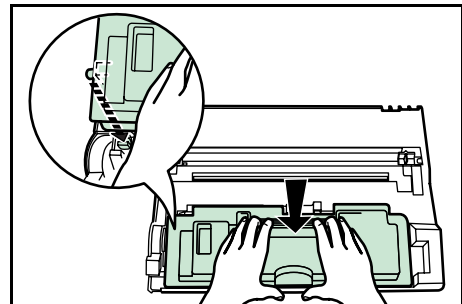
- 6** Shake the new toner container horizontally 5 or 6 times to ensure that the toner is evenly distributed inside.



- 7** Remove the orange protective seal.



- 8** Set the new toner container into the Process Unit.

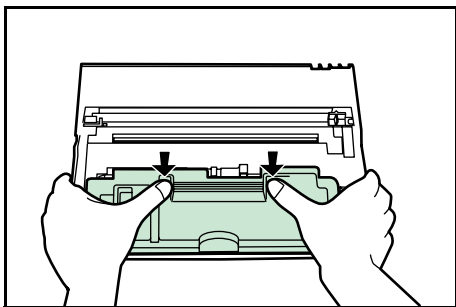


! CAUTION
DO NOT attempt to incinerate the toner container. Dangerous sparks may cause burns.

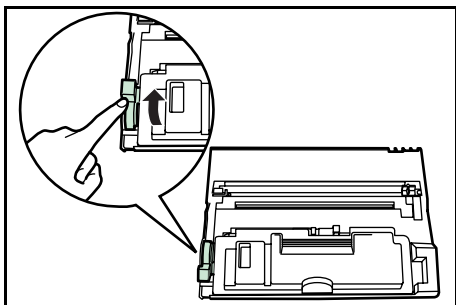
! CAUTION
DO NOT attempt to force open or destroy the toner container.

Section 9 MAINTENANCE AND OPERATION INFORMATION

- 9** Hold the Process Unit stable and push on the areas marked **“PUSH HERE”** on the toner container, until the container clicks into place.



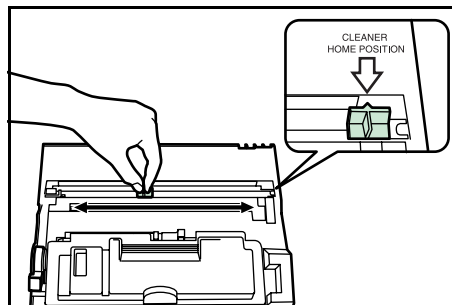
- 10** Push the lock lever back into its locked position (away from you).



Cleaning the charger and the registration roller

Perform the following cleaning operation whenever you replace the toner container.

- 11** Slide the green-colored charger cleaner knob back and forth 2 to 3 times, then return it to its home position (marked **“CLEANER HOME POSITION”**).

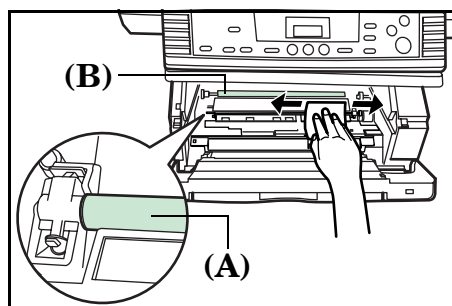


IMPORTANT!



- After cleaning, make sure you restore the charger cleaner to its home position.
- If the charger cleaner is not restored to the **“CLEANER HOME POSITION”**, a black band will appear on subsequent copies.

- 12** Use the cleaning cloth that is supplied with the new toner kit to wipe off any paper dust and dirt that has accumulated on the metal registration roller (A) inside the copier.

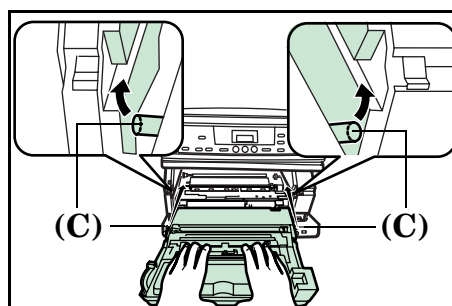


IMPORTANT!

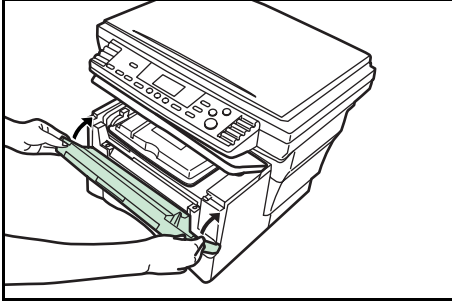


- While cleaning, be careful to avoid touching the black transfer roller (B).

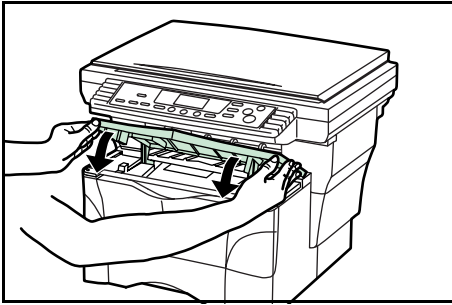
- 13** After cleaning is finished, align the pins (C) on both sides of the Process Unit with the guides inside the copier, and slide the Process Unit slowly back into its original position in the copier until in stops.



- 14** Close the front cover.



- 15** Close the upper front cover.



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

Specifications

Main Body

Type.....	Desktop
Original table	Fixed type
Copying system	Indirect electrostatic system
Acceptable originals	Sheets of paper, books and 3-dimensional objects (Maximum size: 8 1/2" × 14" (Legal) / Folio)
Copy sizes	Drawer: 8 1/2" × 14" (Legal), 8 1/2" × 11" (Letter), 8 1/2" × 13" (Oficio II), A4 (vertical), A5 (vertical), and Folio Multi-bypass tray: 8 1/2" × 14" (Legal), 8 1/2" × 11" (Letter), 5 1/2" × 8 1/2" (Statement), 8 1/2" × 13" (Oficio II), A4 (vertical), A5 (vertical), A6 (vertical), and Folio Print margin loss: 0.5 mm – 6.5 mm (Inch Specification) 0.5 mm – 5.5 mm (Metric Specification)
Copying speed.....	Same size (100%; [1:1]), 8 1/2" × 11" / A4 (vertical): 15 copies/min.
Warm-up time	Within 15 secs. (at room temperature of 73.4°F/23°C, humidity 50%) Recovery from the Low Power mode: Within 10 secs. (at room temperature of 73.4°F/23°C, humidity 50%)
First copy speed.....	Approx. 9.5 secs. (8 1/2" × 11" / A4)
Available magnification ratios.....	Any 1% increment between 50% and 200%
Standard memory.....	16 MB (11 MB of Bitmapping memory and 5 MB of image storage memory) (Approx. 30 pages of memory possible with A4, 6% black originals)
Additional memory.....	1 slot (16 MB, 32 MB, 64 MB or 128 MB)
Resolution	Reading: 600 dpi × 600 dpi Writing: 600 dpi equivalent × 600 dpi
Paper feed system	Automatic feeding from drawer (250-sheet capacity drawer [80 g/m ²]), or from the multi-bypass tray (50 sheet capacity [80 g/m ²])
Acceptable copy paper.....	<Paper weights> Drawer: 60 g/m ² – 90 g/m ² (In the Thick Paper mode: 90 g/m ² – 105 g/m ²) Multi-bypass tray: 60 g/m ² – 90 g/m ² (In the Thick Paper mode: 90 g/m ² – 163 g/m ²) <Paper types> Drawer: Standard copy paper, recycled paper and color paper Multi-bypass tray: Standard copy paper, recycled paper, color paper, OHP transparencies and letterhead
Continuous copying.....	1 – 99 sheets
Light source	Cold cathode lamp
Developing system.....	Single element reversing process
Fixing system	Heat roller
Cleaning system	Blade
Photoconductor	OPC
Standard functions and modes.....	Auto Exposure Adjustment, Eco-Copy mode, Zoom mode, Preset Zoom mode, Off Mode, Low Power mode, Layout modes, Sort mode and Program function
Power source.....	120V AC, 60 Hz, 7.3 A 220V – 240V AC, 50/60 Hz, 2.6 A (Average)
Power consumption	Maximum rated power consumption 854 W
Dimensions (W) × (D) × (H)	19 9/16" × 16 5/8" × 15 3/16" 496 mm × 421 mm × 385 mm
Weight.....	Approx. 30.8 lbs. / Approx. 14 kg
Noise emission.....	≤ 70 dB(A)
Required space (W) × (D)	19 9/16" × 29 3/16" 496 mm × 740 mm
Optional equipment	Paper Feeder, Document Processor and Additional Memory

(Specifications are subject to change without notice.)

Document Processor (option)

Original feed system	Automatic feeding
Acceptable originals	Sheets of paper
Original sizes	Max.: 8 1/2" × 14" (Legal) and Folio Min.: 5 1/2" × 8 1/2" (Statement) and A5R
Original paper weight	50 g/m ² – 120 g/m ²
Acceptable number of originals	Maximum of 50 (50 g/m ² – 80 g/m ²)
Power source	Via electrical connection to the copier
Dimensions (W) × (D) × (H)	17 15/16" × 13 1/16" × 3 11/16" 455 mm × 331 mm × 93 mm
Weight	Approx. 5.06 lbs. / Approx. 2.3 kg

(Specifications are subject to change without notice.)

Paper Feeder (option)

Paper feed system	Automatic feeding from drawer (250-sheet capacity drawer [80 g/m ²])
Paper sizes	8 1/2" × 14" (Legal), 8 1/2" × 11" (Letter), 8 1/2" × 13" (Oficio II), A4 (vertical), A5 (vertical) and Folio
Acceptable copy paper	<Paper weights> 60 g/m ² – 90 g/m ² (In the Thick Paper mode: 90 g/m ² – 105 g/m ²) <Paper types> Standard copy paper, recycled paper and color paper
Power source	Via electrical connection to the copier
Dimensions (W) × (D) × (H)	14 7/8" × 14 3/4" × 3 1/8" 378 mm × 375 mm × 79 mm
Weight	Approx. 4 7/16 lbs. / Approx. 2.0 kg

(Specifications are subject to change without notice.)

Additional Memory (option)

Memory type	100-pin DIMM
Available memory	16 MB, 32 MB, 64 MB and 128 MB
Number of scanable originals	16 MB: 125, 32 MB: 220, 64 MB: 250 and 128 MB: 250 (A4, 6% black)

(Specifications are subject to change without notice.)

Environmental Specifications

- Recovery time from the Low Power mode.....10 seconds
- Transition time to the Low Power mode
(at time of purchase)15 minutes
- Transition time to the Off and Sleep modes
(at time of purchase)30 minutes

Duplex (2-sided) copying

- Not available

Paper feed

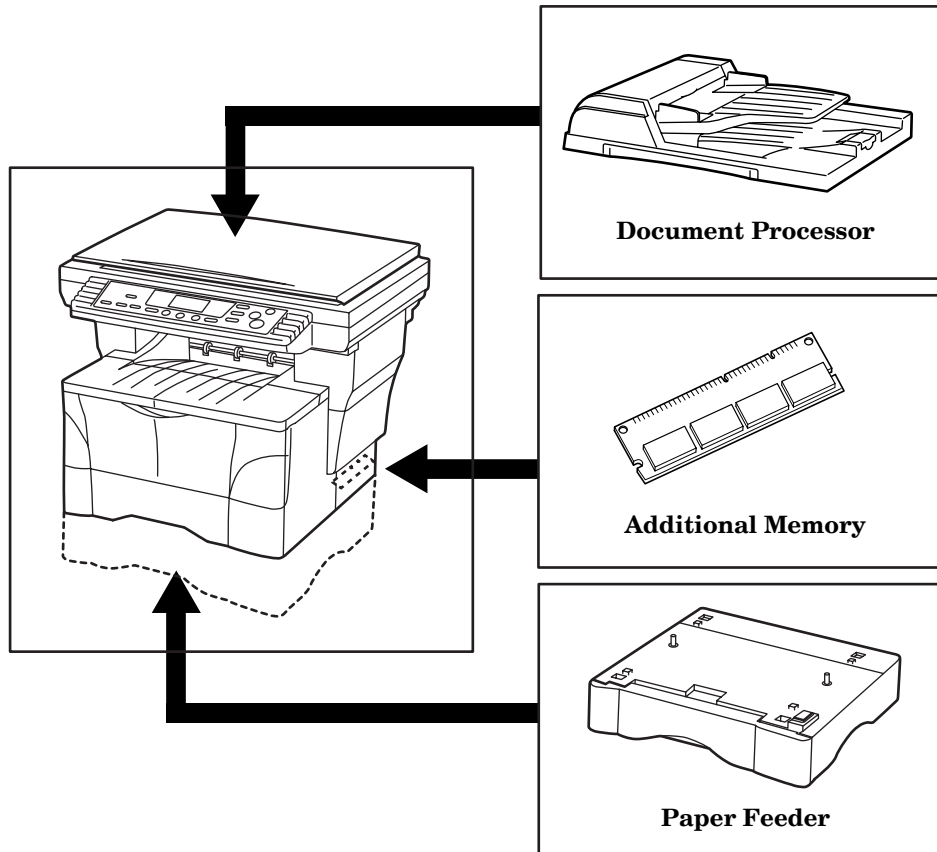
- Recycled paper made from 100% recycled pulp may be used with this product.

Optional equipment

The following explains the locations for attaching option equipment.

Available options

The following optional equipment are available for use with your copier.



Document Processor

Automatically feeds and scans multiple sheet-originals one by one.
Up to 50 originals can be set at one time.

Paper Feeder

An extra drawer can be added below the drawer that is included with this copier.
The type, sizes and amount of paper that can be loaded in the Paper Feeder is the same as with the included drawer.

Additional Memory

By adding additional memory will it is possible to increase the number of originals that can be scanned at one time.

Appendix: Functions and settings combination chart

		Function selected second											
		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Function selected first	(1) Image quality (Text mode)	---	---	---	○	---	○	○	△1	○	○	○	○
	(2) Image quality (Photo mode)	---	---	---	○	---	○	○	△1	○	○	○	○
	(3) Image quality (Text & Photo mode)	---	---	---	○	---	○	○	△1	○	○	○	○
	(4) Image quality (Eco-copy mode)	---	---	---	○	---	○	○	△1	○	○	○	○
	(5) Copy exposure (Manual adjustment)	○	○	○	○	---	○	○	△1	○	○	○	○
	(6) Copy exposure (Auto Exposure Adjustment mode)	---	---	---	---	---	○	○	△1	○	○	○	○
	(7) Zoom mode	○	○	○	○	○	○	---	△1	○	○	△2	○
	(8) Preset Zoom mode	○	○	○	○	○	○	---	△1	○	○	△2	○
	(9) Program function	○	○	○	○	○	○	○	○	○	○	○	○
	(10) Thick Paper mode	○	○	○	○	○	○	○	○	△1	○	○	○
	(11) Sort mode	○	○	○	○	○	○	○	○	△1	○	○	○
	(12) Layout modes	○	○	○	○	○	○	△2	△2	△1	○	○	○

○: Combination is possible

---: Combination is NOT possible

△1: The settings for the registered program will be executed.

△2: The available magnification ratios will be limited.

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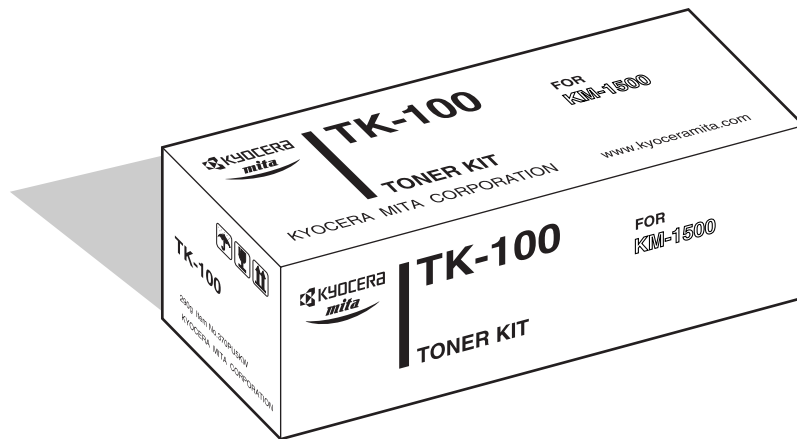
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For best copy results and machine performance, we recommend that you use only KYOCERA MITA original supplies for your KYOCERA MITA copier.



**QUALITY
CERTIFICATE**

This machine has passed
all quality controls and
final inspection

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