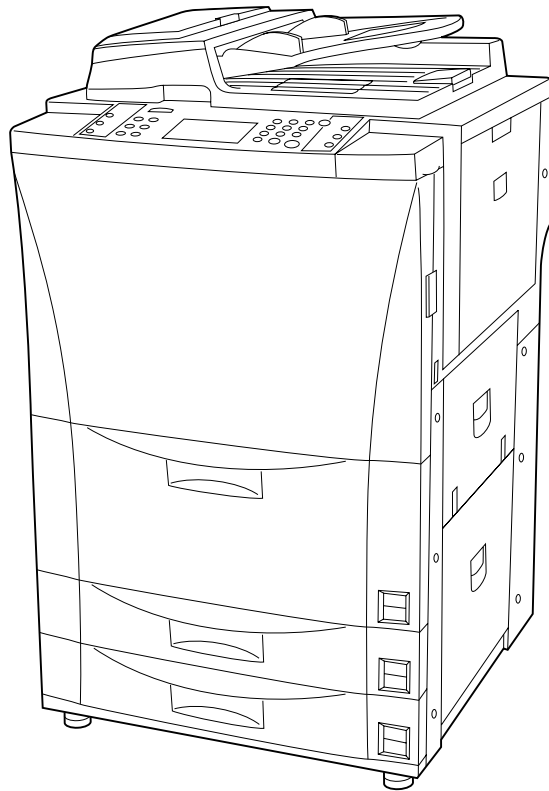




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## INSTRUCTION HANDBOOK

# KM-6230



Please read the instruction handbook before using the copier. Keep it in the designated location for inside front cover.



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

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

The Auto-Shut-off time setting becomes 15 to 120 minutes in the areas corresponding to the Swiss Energy 2000 program.

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

**Please read the instruction handbook before using the copier. Keep it in the designated location for easy reference.**

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




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

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



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

### Symbols




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

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

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

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

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

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

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



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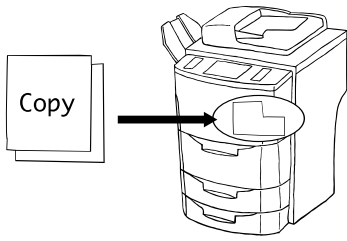
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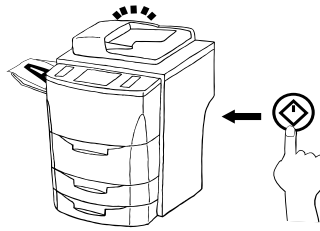
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# ● MAKING FULL USE OF THE MACHINE'S ADVANCED FUNCTIONS

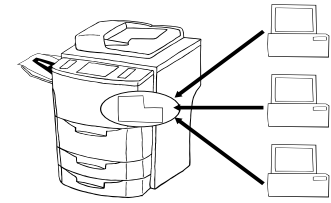
**1** Registering an image for form overlay  
(page 7-1)



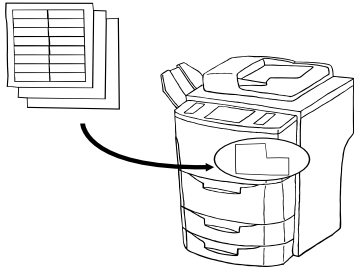
**2** Minimizing copy time <Repeat copying>  
(page 7-4)



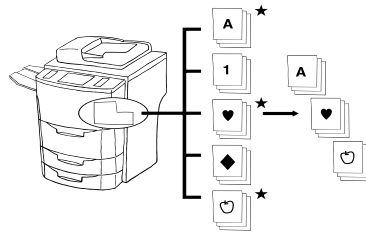
**3** Storing data that is received from your computer <Quick copying> (page 7-4)  
\* The copier must be equipped with the optional Print/Scan System.



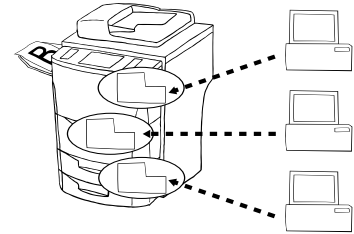
**4** Storing often-used forms, etc.  
<Shared data box> (page 7-6)



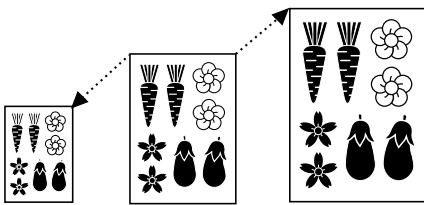
**5** Selecting multiple sets of originals for print out <Synergy print boxes> (page 7-10)



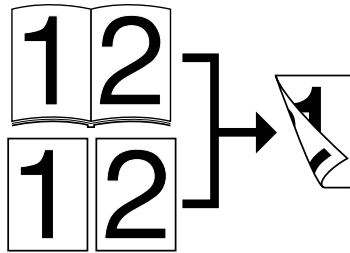
**6** Storing data from different computers <Virtual mailboxes> (page 7-17)  
\* The copier must be equipped with the optional Print/Scan System.



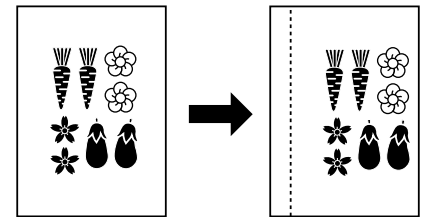
**7** Enlargement/reduction (page 7-3)



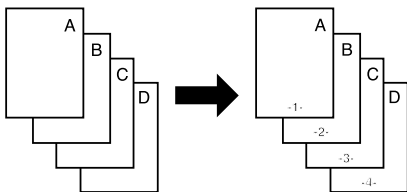
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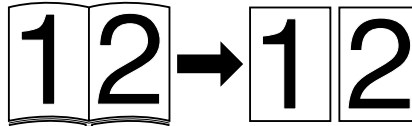
**9** Making a margin space in the copies for binding, etc. <Margin mode> (page 5-1)



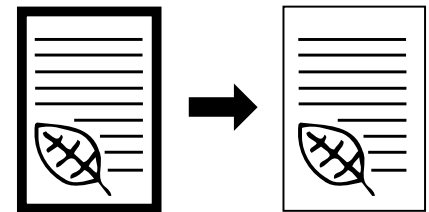
**10** Printing page numbers on the copies <Print page numbers function>  
(page 5-3)



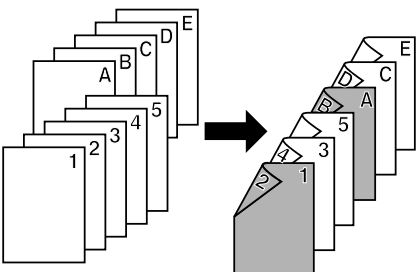
**11** Copying each side of two-page [open-face] originals onto separate sheets <Page separation mode> (page 5-5)



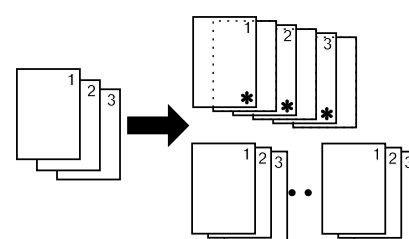
**12** Erasing the edges around copies from books, etc. <Border erase mode> (page 5-6)



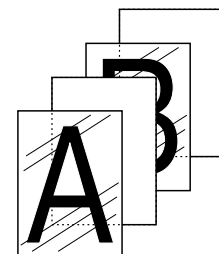
**13** Adding covers for or insert sheets between copies <Sheet copy mode>  
(page 5-7)



**14** Making handout materials together with Transparencies <Presentation mode> (page 5-13)

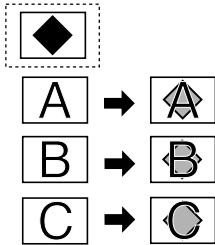


**15** Feeding paper as a backing sheet for transparencies <Transparency + backing sheet modes> (page 5-16)

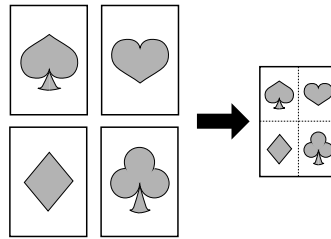


● MAKING FULL USE OF THE MACHINE'S ADVANCED FUNCTIONS

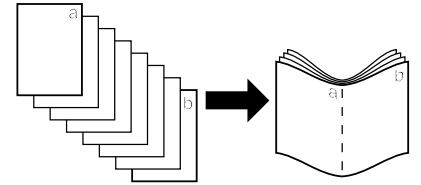
**16** Overlaying images <Form overlay mode> (page 5-18)



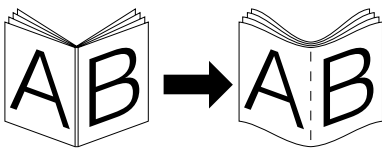
**17** Copying the images from either two or four originals onto a single copy sheet <Combined copy mode> (page 5-19)



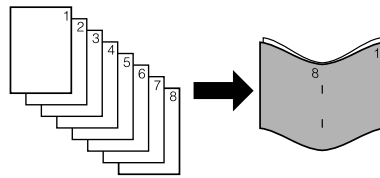
**18** Making a booklet (sheet originals) <Booklet copy mode> (page 5-21)



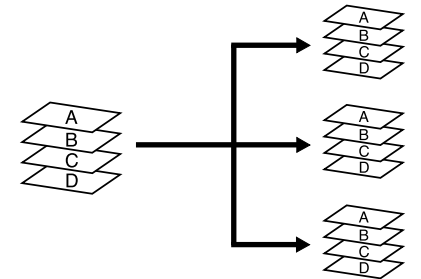
**19** Making a booklet (two-page [open-face] originals) <Booklet + cover copy mode> (page 5-22)



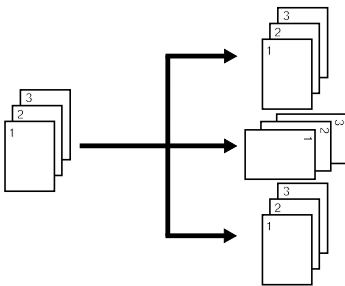
**20** Copying and binding into a booklet (sheet originals) <Binding mode> (page 5-24)  
\* The copier must be equipped with the optional Booklet Stitcher.



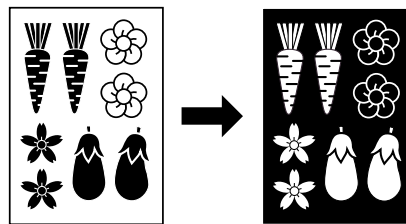
**21** Automated sorting <Sort copy mode> (page 5-27)



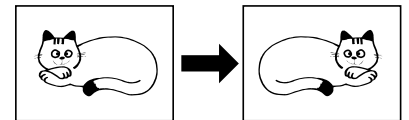
**22** Changing the direction of the copy image for easy sorting <Rotate-Sort copy mode> (page 5-27)



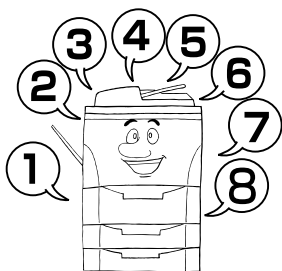
**23** Inverting black and white <Invert copy mode> (page 5-26)



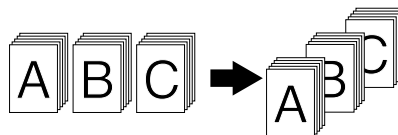
**24** Making mirror-image copies <Mirror image mode> (page 5-26)



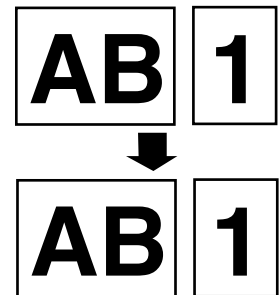
**25** Memorizing frequency used settings <Program mode> (page 5-27)



**26** Copying various originals in one batch <Job build function> (page 6-3)



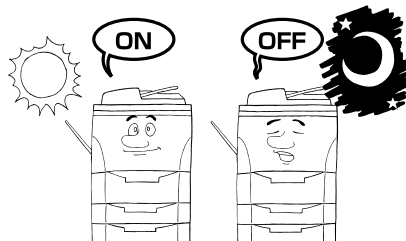
**27** Setting different size originals at the same time <Auto selection> (page 3-5)



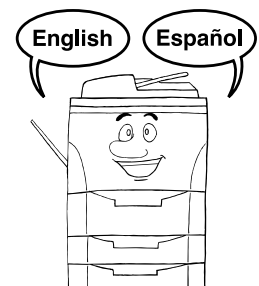
**28** Using department codes to manage the number of copies made by each department <Copy management mode> (page 8-1)



**29** Turning the main switch ON/OFF automatically <Weekly timer> (page 8-7)



**30** Changing the language used on the touch panel <Touch panel language selection> (page 8-27)



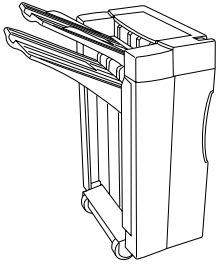


## ● MAKING FULL USE OF THE MACHINE'S ADVANCED FUNCTIONS

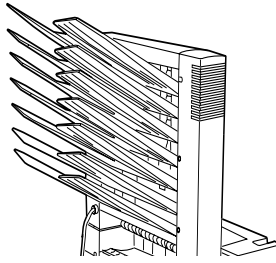
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**31** A full range of optional equipment is available...

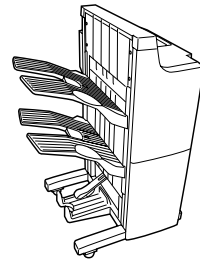
■ **Finisher** (page 9-1)



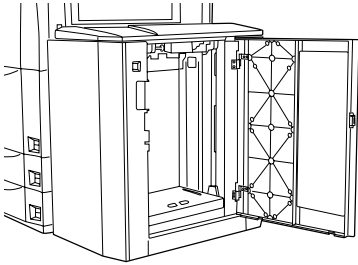
■ **Mailbox Unit** (page 9-12)



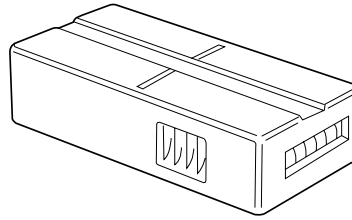
■ **Booklet Sticher** (page 9-10)



■ **Side Deck** (page 9-11)



■ **Key Counter** (page 9-11)



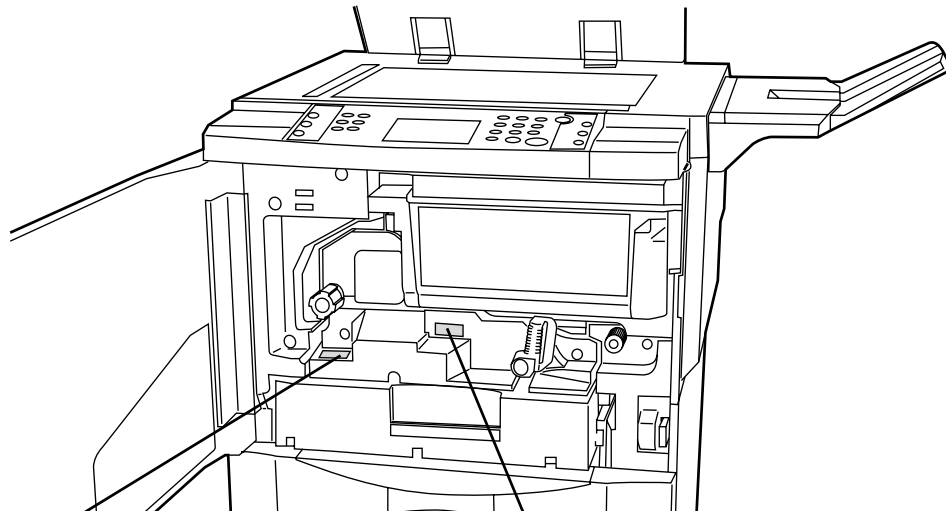
■ **Print/Scan System** (page 9-12)

■ **Tandem Board** (page 9-12)

# 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.



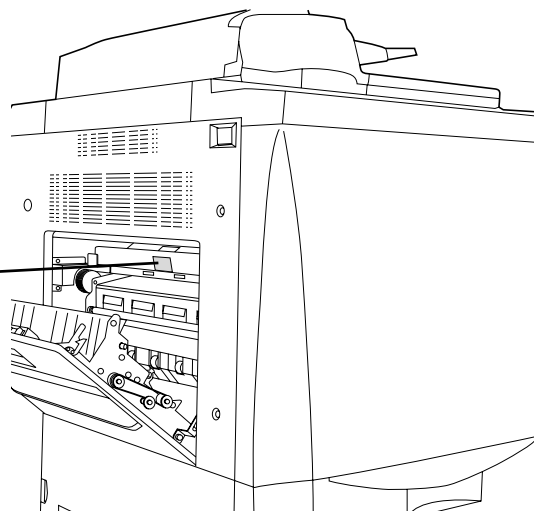
**Label 2**

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



**Label 1**

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



**Label 3**

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







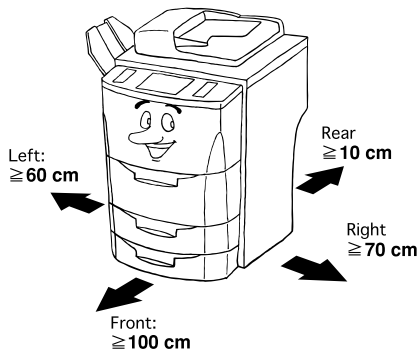
**NOTE: DO NOT remove these labels.**


# INSTALLATION PRECAUTIONS

## ■ Environment

### CAUTION

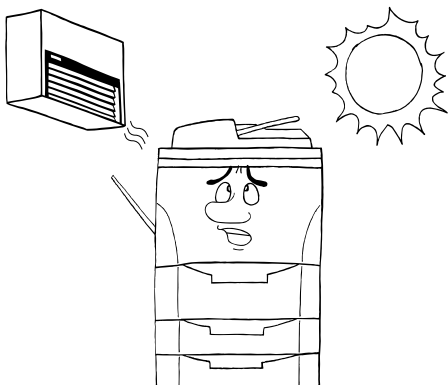
- Avoid placing the copier on or in locations which are unstable or not level. Such locations may cause the copier to fall down or fall over. This type of situation presents a danger of personal injury or damage to the copier. 
- Avoid locations with humidity or dust and dirt. If dust or dirt become 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 left cover, to allow air to be properly ventilated out of the copier. 



- Always use the caster stoppers to stabilize the copier once it is in place to keep it from moving and/or falling over and causing injury. 




### 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 20°C, humidity: around 65%RH) and avoid the following locations when selecting a site for the copier.
  - . Avoid locations near a window or with exposure to direct sunlight.
  - . Avoid locations with vibrations.
  - . Avoid locations with drastic temperature fluctuations.
  - . Avoid locations with direct exposure to hot or cold air.
  - . Avoid poorly ventilated locations.



## ■ Power supply/Grounding the copier

### WARNING


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

### Other precautions

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

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

### CAUTION

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





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

### Other precautions

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

## ■ Cautions when handling consumables

### CAUTION

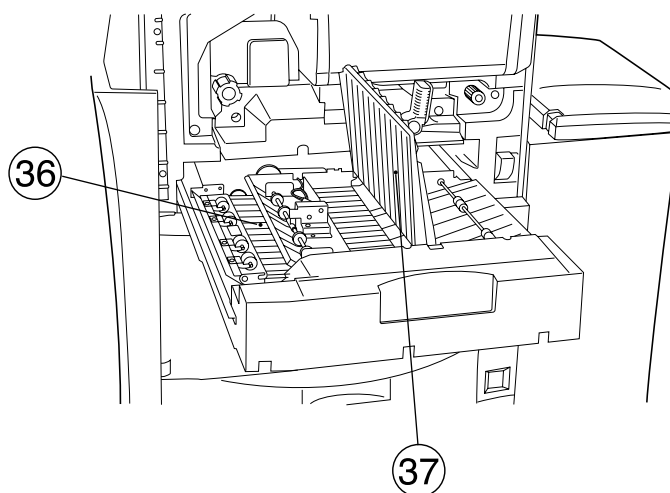
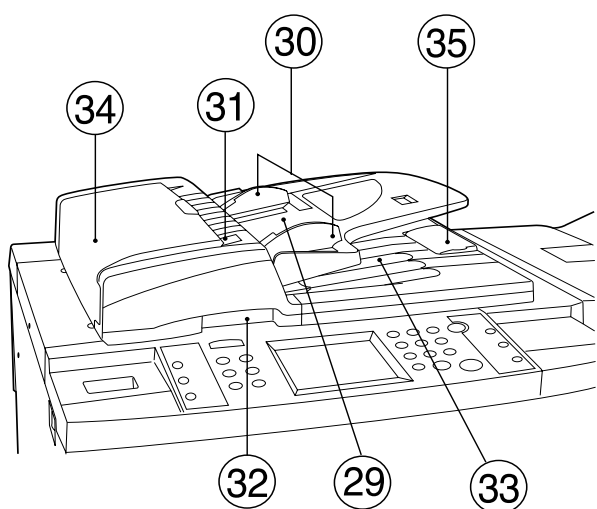
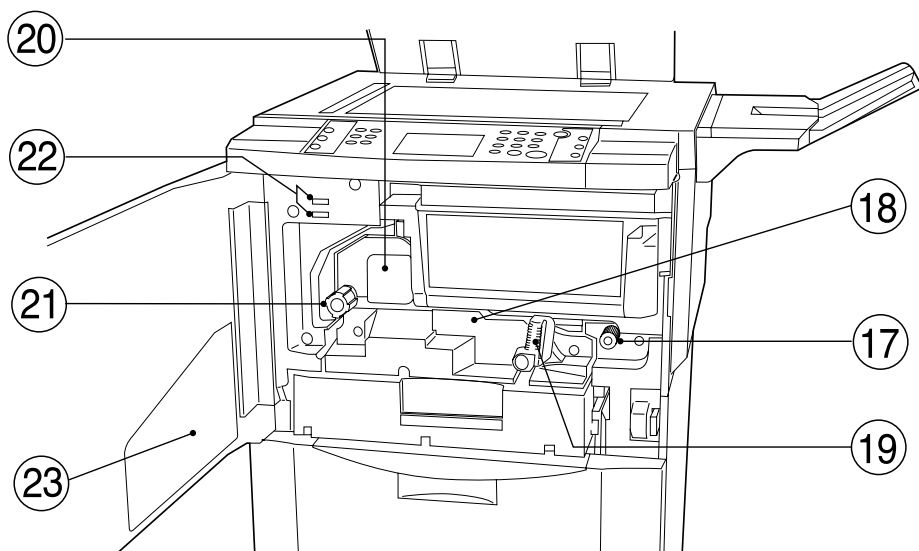
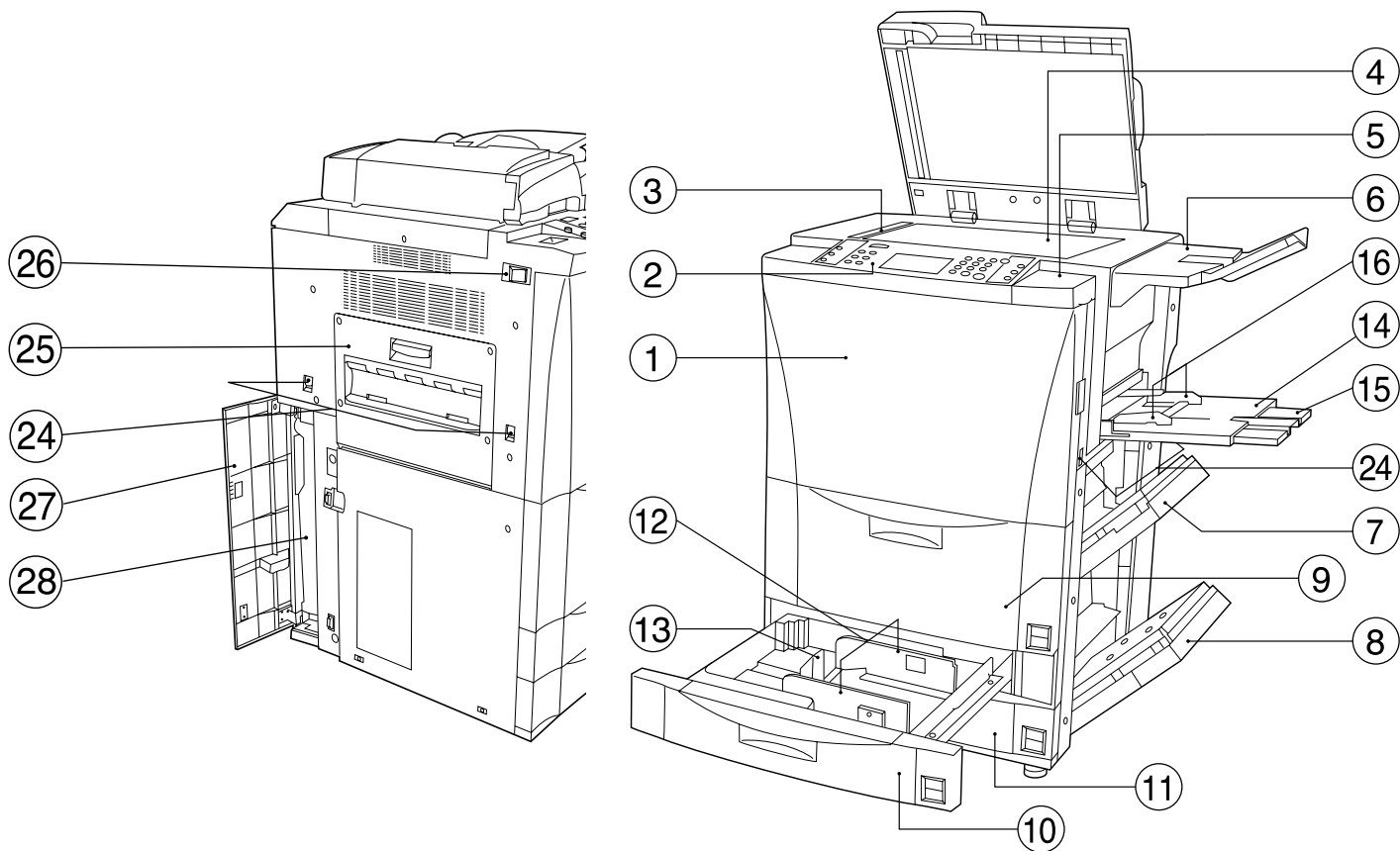
- Avoid inhalation, ingestion, skin or eye contact. If ingestion occurs, dilute stomach contents thoroughly with water and seek medical treatment. If skin contact occurs, wash with soap and water. If contact with eyes occurs, flush thoroughly with water and seek medical treatment. .... 
- Prolonged inhalation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

### Other precautions

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



# Section 2 NAMES OF PARTS



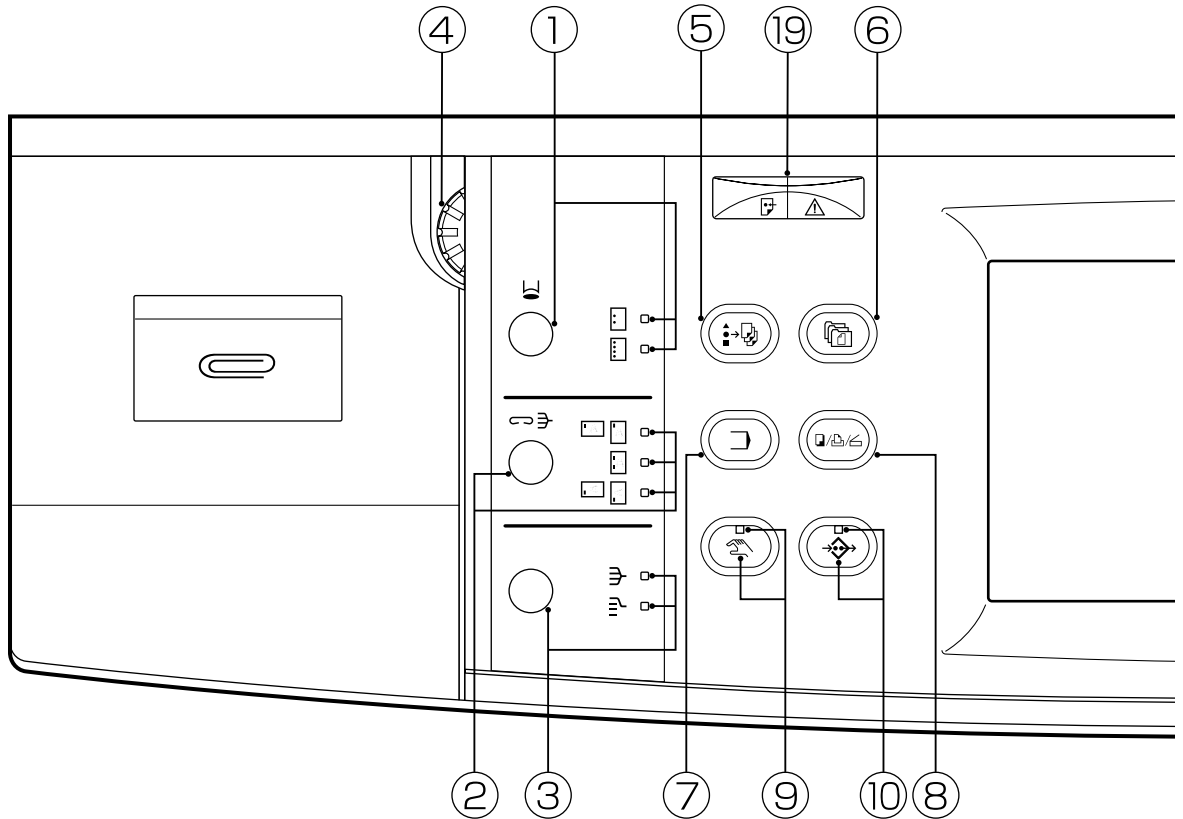
**(1) Main body**

- ① **Front cover**
- ② **Operation panel**
- ③ **Original size indicator lines**  
(When setting an original on the platen, align it with the appropriate lines.)
- ④ **Platen**
- ⑤ **Cover on the right side of the operation panel**  
(Open this cover when adding toner.)
- ⑥ **Original tray**  
(Depending upon the country or region where you purchased your copier, this part may not be included.)
- ⑦ **Right upper cover**  
(Open this cover if paper misfeeds in the paper feed section.)
- ⑧ **Right lower cover**  
(Open this cover if paper misfeeds in the paper feed section.)
- ⑨ **Front Deck**  
(Holds up to 3,000 sheets of standard [75 g/m<sup>2</sup> or 80 g/m<sup>2</sup>] paper.)
- ⑩ **Drawer 1**  
(Holds up to 500 sheets of standard [75 g/m<sup>2</sup> or 80 g/m<sup>2</sup>] paper.)
- ⑪ **Drawer 2**  
(Holds up to 500 sheets of standard [75 g/m<sup>2</sup> or 80 g/m<sup>2</sup>] paper.)
- ⑫ **Paper width guides**
- ⑬ **Paper length guide**
- ⑭ **Stack bypass tray**  
(Load paper here when copying onto small-size or special paper.)
- ⑮ **Support extension**
- ⑯ **Insert guides**
- ⑰ **Paper feed section knob**  
(Turn this knob to remove paper that has been misfed in the paper conveyor section.)
- ⑱ **Paper conveyor section**
- ⑲ **Paper conveyor section release lever**  
(Operate this lever if paper misfeeds in the paper conveyor section.)
- ⑳ **Fixing unit**
- ㉑ **Fixing unit knob**  
(Turn this knob to remove paper that has been misfed in the fixing unit.)
- ㉒ **Total counters**  
(The number displayed on the upper line indicates the number of originals that have been scanned for copying. The bottom line indicates the number of copies made.)
- ㉓ **Instruction handbook box**  
(Keep the instruction handbook here.)
- ㉔ **Transport handles**  
(Use these handles when moving this machine. There are a total of four transport handles in all.)
- ㉕ **Paper ejection cover**  
(Open this cover if paper misfeeds in the fixing unit or ejection section.)
- ㉖ **Main switch**  
(Turn this switch ON ( | ) before copying.)
- ㉗ **Waste toner tank cover**  
(Open this cover when replacing the waste toner tank.)
- ㉘ **Waste toner tank**

**● DF (Document Feeder)**

- (Automatically feeds and scans each original, one by one, for copying.)
- ㉙ **Original table**  
(Set the originals that you want to copy on this table.)
- ㉚ **Original insert guides**  
(Adjust these guides to match the width of the originals set in the DF.)
- ㉛ **Original set indicator**  
(Indicates the status of the originals in the DF.)  
Lights green: The originals are set properly. Press the Start key to start copying.  
Blinks green: The originals are not set properly. Reset the originals in the DF.  
Blinks red: An original has been misfed. See page 10-11 and remove the misfed originals.)
- ㉜ **DF open/close handle**  
(Hold this handle when opening and closing the DF.)
- ㉝ **Original ejection table**  
(Copied originals are stored here.)
- ㉞ **Original reversing cover**  
(Open this cover if an original misfeeds in the DF.)
- ㉟ **Original ejection guide**  
(Open this guide when copying from originals of 8-1/2" x 14" [A4] or larger.)
- **Duplex unit**  
(Paper is turned over in this unit when you make two-sided copies.)
- ㊱ **Re-feeding section**
- ㊲ **Duplex cover**  
(Open this cover if paper misfeeds in the duplex unit.)

## Section 2 NAMES OF PARTS



### (2) Operation panel

#### ① Punch key / Punch mode indicators

(In order to punch holes in your copies with the optional Finisher, press this key until the appropriate indicator [for either 2- or 3-hole punch] is lit. See page 9-1.)

#### ② Staple Sort key / Staple Sort mode indicators

(In order to staple your copies with the optional Finisher, press this key until the indicator that corresponds to the desired stapling style is lit. See page 9-1.)

#### ③ Sort-Group key / Sort and Group indicators

(In order to sort or group your copies, press this key until the indicator that corresponds to the desired mode is lit. See pages 9-1 and 9-10.)

#### ④ Brightness adjustment control dial

(Turn this dial when you want to adjust the brightness of the touch panel [liquid crystal display].)

#### ⑤ Job Build key

(Press this key when you want to access the job build functions of this copier. See page 6-3.)

#### ⑥ Doc. Mgmt. key

(Press this key when you want to access the document management functions of this copier. See page 7-1.)

#### ⑦ Program key

(Press this key when you want to register various copy settings as a single program. See page 5-27.)

#### ⑧ Copier/Printer/Scanner key

(Press this key when you want to use the optional printer or scanner functions of this machine.)

#### ⑨ Manual key and indicator

(Press this key to light the indicator when, rather than using the auto paper selection mode or the auto magnification selection mode, you want to manually select the size of the copy paper or the copy magnification ratio.)

#### ⑩ Add Job key and indicator

(Press this key to light the indicator when you want to access the job reservation functions of this copier.)

#### ⑪ Touch panel

(Displays such information as the number of copies, machine status, operation procedures, etc. By gently touching the displayed keys, you can select a desired item, setting, function, etc. Do not press on the touch panel with wooden, metal or other hard objects, and do not prick it with pointed objects. In this handbook, touch keys are indicated in double quotation marks.)

#### ⑫ Numeric keys

(Press these keys when you want to set the number of copies to be made or to enter a desired value.)

#### ⑬ Reset key (See "● Initial mode" at right.)

#### ⑭ Stop/Clear key

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

#### ⑮ Start key and indicator

(Press this key when the indicator is lit green in order to start copying.)

#### ⑯ Proof Copy key and indicator

(Press this key to light the indicator when you want to make a test copy. See page 4-8.)

#### ⑰ Energy Saver key and indicator

(Press this key to light the indicator when you want to use the energy-saving auto preheat function. See page 4-10.)

#### ⑱ Interrupt key and indicator

(Press this key to light the indicator when you want to use the interrupt copying function. See page 4-7.)

#### ⑲ Data / Error indicator

(This indicator will blink and then light continuously during reception of data from your computer. It will blink and then light red when an error has occurred during data verification, etc.)

● **Initial mode** (at the end of warm-up or when the Reset key is pressed)  
In the initial mode, the copying mode is automatically set to the "auto paper selection mode" where copying is accomplished at 100% magnification (same size) onto paper of the same size as the original, the number of copies to be made is set to "1", and the copy exposure is set to the "manual exposure mode".

\* It is possible to change the default setting in the initial mode to the "auto exposure mode". (See "① Exposure mode" on page 8-15.)

\* It is also possible to change the default setting so that you can manually select the size of paper that you will copy onto. (See "⑧ Paper selection" on page 8-16.)

#### ● Auto clear function

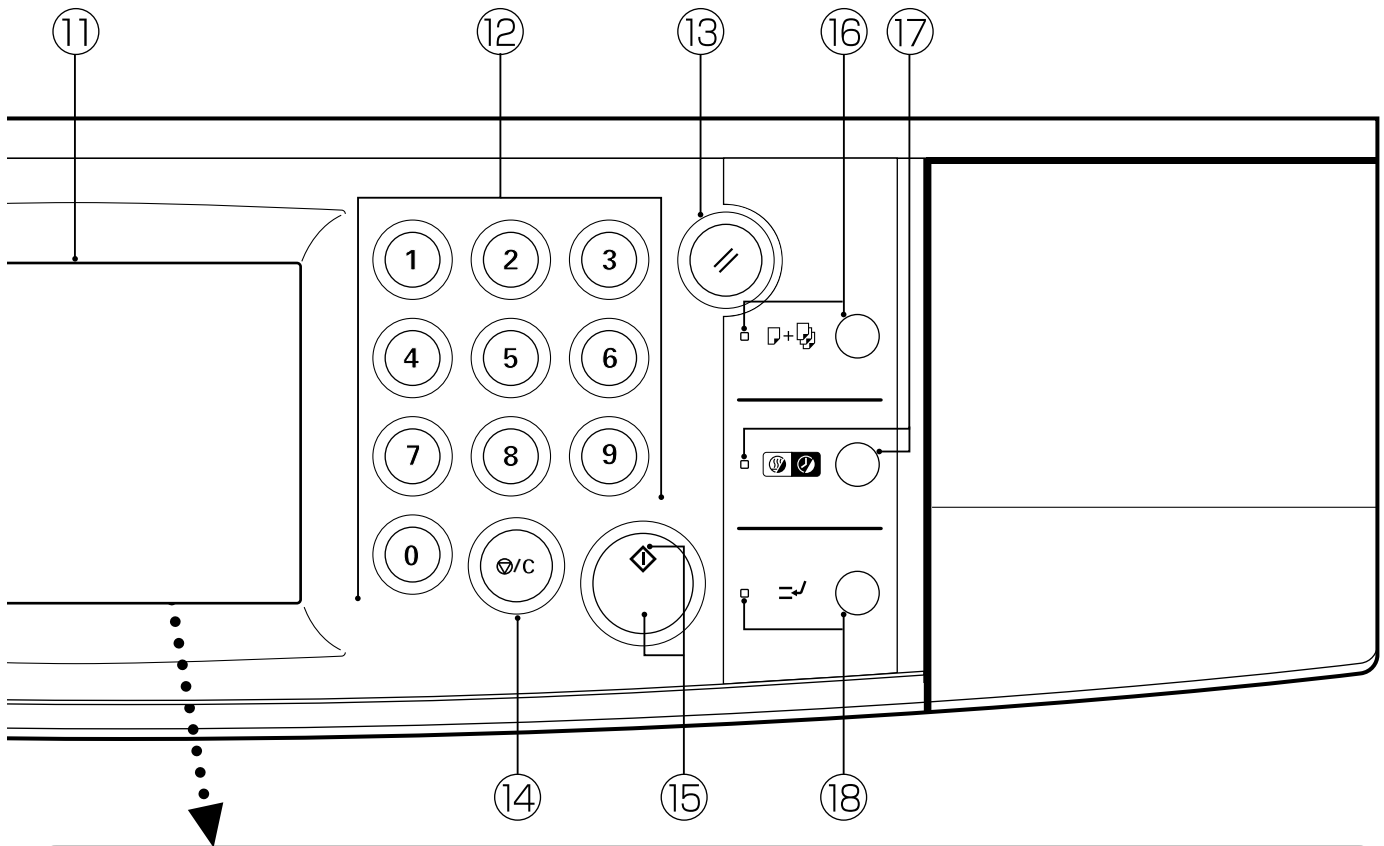
About 90 seconds after copying stops, the copier will automatically return to the same settings as those after warm up. (However, the copy exposure mode will not change.) Copying can be performed repeatedly with the same copy mode, number of copies, and exposure settings as long as copying is started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

#### ● Automatic drawer switching function

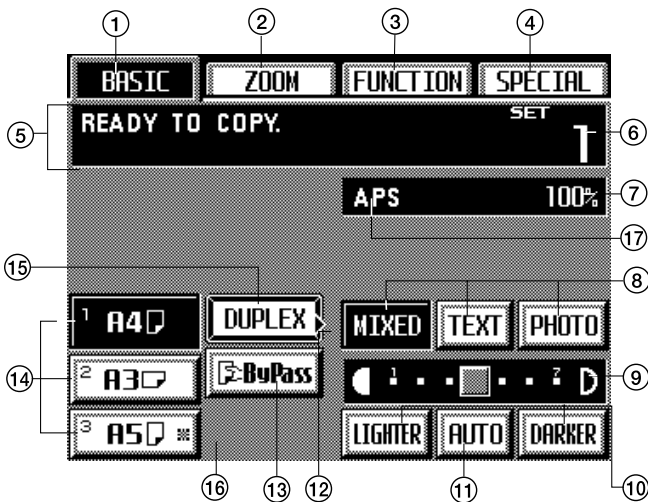
If two drawers contain the same size of paper and one of the drawers runs out of paper during copying, this function will automatically switch to feeding paper from the other drawer.

\* The automatic drawer switching function can be deactivated. (See "② Automatic drawer switching" on page 8-11.)





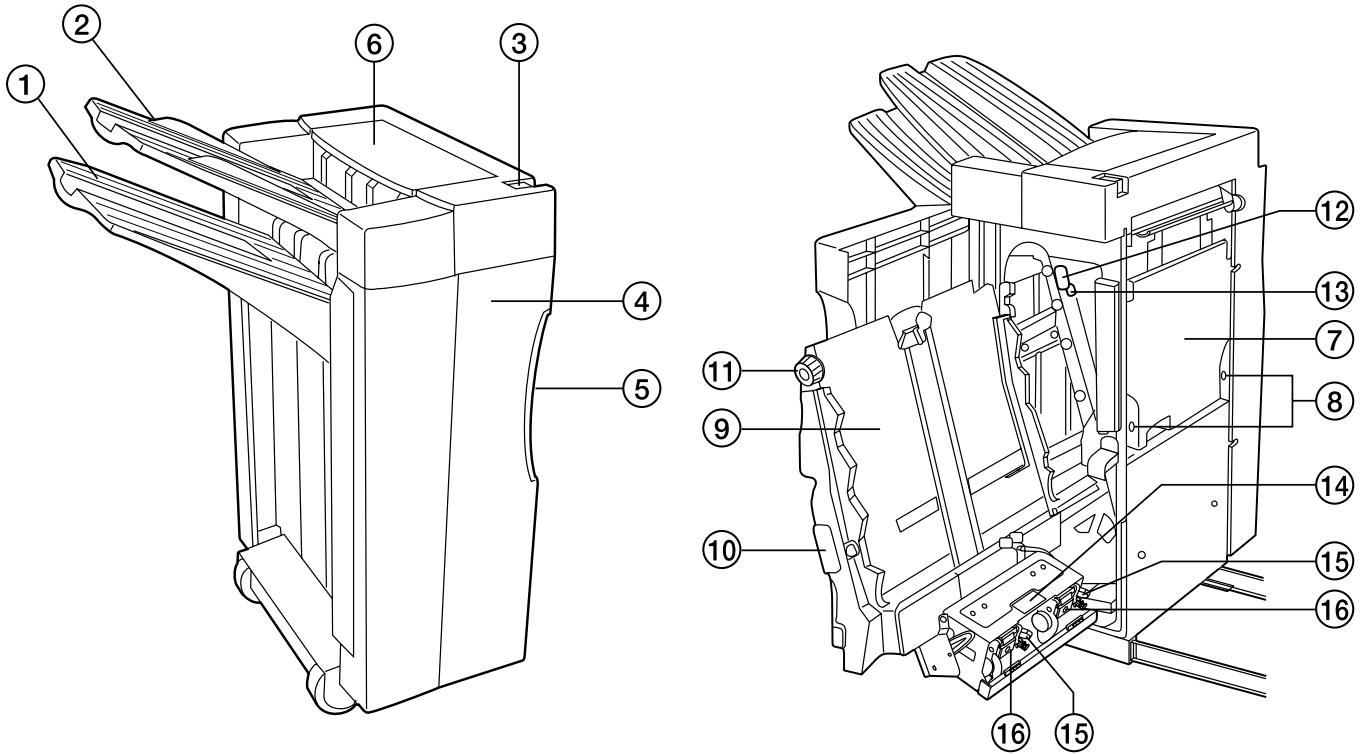
(3) Basic screen on the touch panel



- ① **"BASIC" key**  
(Touch this key when you want to return to the basic screen.)
- ② **"ZOOM" key**  
(Touch this key when you want to change the copy magnification ratio. See page 4-3.)
- ③ **"FUNCTION" key**  
(Touch this key when you want to select the copy function. The function select screen will appear.)
- ④ **"SPECIAL" [Management mode] key**  
(Touch this key when you want to change the language used on the touch panel or to set the weekly timer, etc. The management mode select screen will appear.)
- ⑤ **Message display**  
(Displays messages on how to operate the machine and shows indications of the machine's status.)
- ⑥ **Copy number display**  
(Displays, at the start and end of copying, the number of copies that were set. During copying, it displays the number of copies that have been finished to that point and, above that, the number of copies that were set.)

- ⑦ **Copy magnification ratio display**  
(Displays the selected copy magnification ratio.)
- ⑧ **Copy quality mode selection keys**  
(Touch either the "MIXED" (text and photos), "TEXT" or "PHOTO" keys to select the mode that corresponds to the content of the originals being used. The highlighted key indicates the currently selected mode. See page 4-2.)
- ⑨ **Copy exposure scale**  
(Appears in the manual exposure mode. Move the scroll box within the exposure scale to the right to make darker copies, and move it to left to make lighter copies. The total number of exposure steps can be set to either 7 or 13. See "② Exposure steps" on page 8-15.)
- ⑩ **Copy exposure adjustment keys**  
(Touch the appropriate key when you want to manually adjust the copy exposure. Touch the "LIGHTER" key to lighten the exposure and the "DARKER" key to darken it.)
- ⑪ **"AUTO" [Auto/manual exposure mode selection] key**  
(Touch this key when you want to switch between the auto exposure mode and manual exposure mode. When the key is highlighted, the auto exposure mode is selected. When the manual exposure mode is selected, the copy exposure scale will be displayed.)
- ⑫ **"ECO" key**  
(Touch this key to highlight it when you want to enter the toner economy mode where the exposure level will be lowered and toner consumption reduced. Use this mode as well for test printing and the like when high quality printing is not a requirement. In order to select whether you want this key to be displayed or not, see "③ Toner economy mode" on page 8-15.)
- ⑬ **Stack bypass key**  
(Touch this key when you want to copy onto paper that is set in the stack bypass tray.)
- ⑭ **Paper size keys**  
(Display the size of paper that is set in each of the drawers. When you want to select the drawer from which paper will be fed, touch the appropriate key to highlight that key.)
- ⑮ **"DUPLEX" key**  
(Touch this key when you want to make settings for two-sided copying. The two-sided copy set-up screen will appear. See page 4-6.)
- ⑯ **Paper size key**  
(This key will only be displayed when the copier is equipped with the optional Side Deck.)
- ⑰ **Copy time display**  
(Displays the amount of time that elapsed from the start to finish of each copy job.)

## Section 2 NAMES OF PARTS



### (4) Optional units

#### ● Finisher

##### ① Sort tray

(When you are Sort copying or Group copying, finished copies will be ejected onto this tray. The Sort tray will automatically lower as the number of copies increases and will be raised when the number of copies is minimal.)

##### ② Non-sort tray

(When you are copying in the Non-sort mode, finished copies will be ejected onto the Non-sort tray. The maximum number of copies that can be stored on the Non-sort tray will differ depending on the size of copy paper that is being used. See page 9-5.)

##### ③ Finisher release button

(Hold this button down when you want to separate the Finisher from the copier.)

##### ④ Front cover

(Open this cover if paper misfeeds inside the Finisher or when replenishing staples in the stapler holders.)

##### ⑤ Front cover handle

(Use this handle to open the front cover.)

##### ⑥ Upper cover

(Open this cover if paper misfeeds during ejection onto the Non-sort tray.)

##### ⑦ Scrap hole-punch tank

(The scraps left over from the hole puncher are collected here.)

##### ⑧ Scrap hole-punch tank knobs

(Use these knobs to remove the scrap hole-punch tank.)

##### ⑨ Internal tray

##### ⑩ Internal tray handle

(Use this handle to pull out the internal tray if paper misfeeds or another problem occurs.)

##### ⑪ Conveyor knob

(Use this knob if paper misfeeds between the internal tray and the Sort tray.)

##### ⑫ Conveyor guide handle A

(Use this handle if paper misfeeds.)

##### ⑬ Conveyor guide handle B

(Use this handle if paper misfeeds.)

##### ⑭ Stapling Unit handle

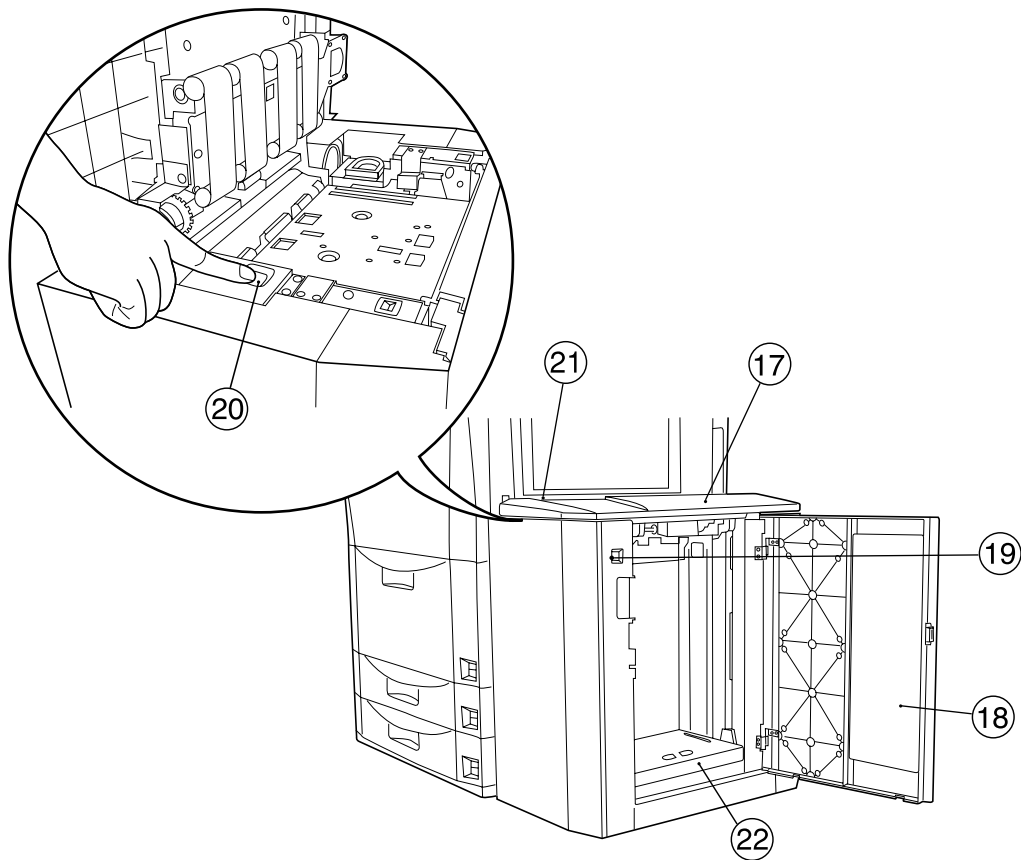
(Use this handle when removing the staple holder.)

##### ⑮ Staple holder release lever

(Use this lever when removing the staple cartridge.)

##### ⑯ Staple holder

(Insert staples here.)



● **Side Deck**

⑰ **Upper cover**

⑱ **Right cover**

(Open this cover when you want to load paper into the Side Deck.)

⑲ **Paper plate up/down switch** (for right cover)

(Hold this switch down when you want to raise or lower the paper plate inside the Side Deck. If either the upper cover or the right cover is open, the paper plate will not move even if you press this switch.)

⑳ **Paper plate up/down switch** (for upper cover)

(Press or hold down this switch when you want to raise or lower the paper plate inside the Side Deck. Press it once to lower the paper plate to a level where 1,000 sheets of paper can be loaded. Hold the switch down to lower the plate to a level where 4,000 sheets of paper can be loaded. If the right cover is open, the paper plate will not move even if you press this switch.)

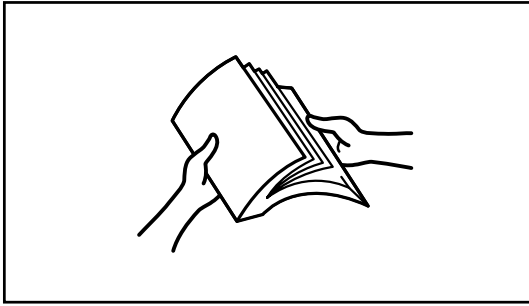
㉑ **Side Deck release button**

(Hold this button down when you want to separate the Side Deck from the copier.)

㉒ **Paper plate**



## Section 3 PREPARATIONS



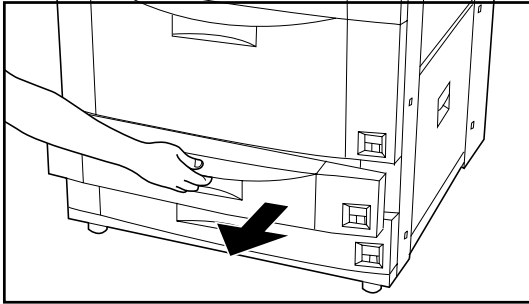
### 1. Loading paper

#### POINT OF INFORMATION

After you remove a stack of paper from its original wrapping, fan it out a few times before loading it into the drawers, decks or the stack bypass tray.

#### (1) How to load copy paper

Paper can be loaded into 4 different locations: the Front Deck, the two drawers and the stack bypass tray.



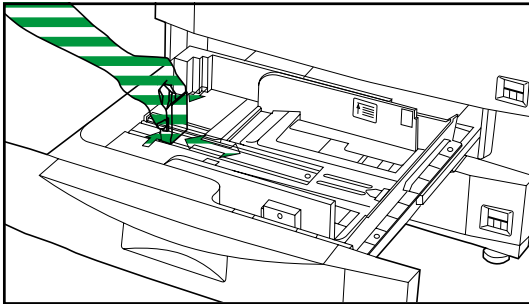
#### ① Loading paper into the drawers

Each drawer will hold up to 500 sheets of standard (75 g/m<sup>2</sup> or 80 g/m<sup>2</sup>) or colored paper. (Inch version)

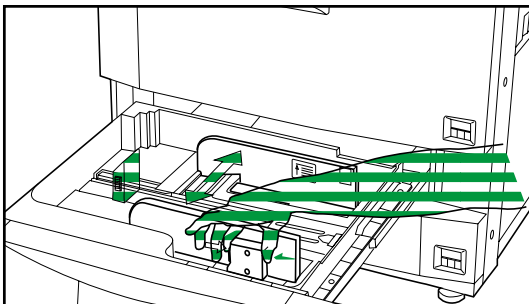
\* Each drawer can be set to hold paper of any size between 5-1/2" x 8-1/2" and 11" x 17". (Metric version)

\* Each drawer can be set to hold paper of any size between A5R and A3.

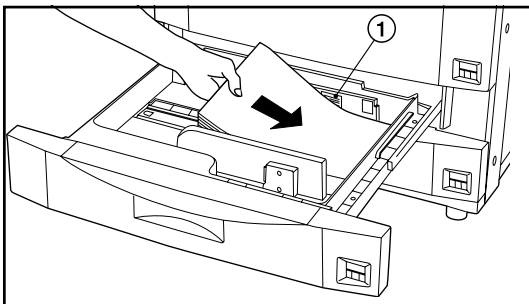
1. Pull out the desired drawer towards you as far as it will go.  
\* DO NOT pull out any other drawer or deck at the same time.



2. Press the button on the paper length guide and slide the guide until it is aligned with the length of the paper that will be loaded in that drawer.



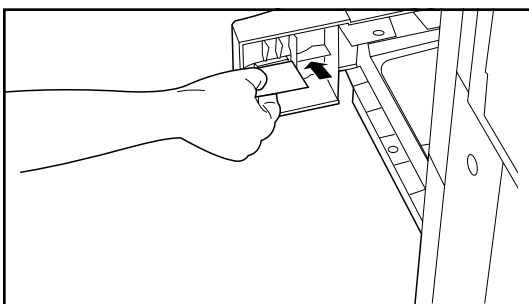
3. Press the button on the closest paper width guide and slide the guides until both of them are aligned with the width of the paper that will be loaded in that drawer.



4. Set the paper against the right-hand side of the drawer first and then let go of the paper so that it rests on the bottom plate of the drawer.

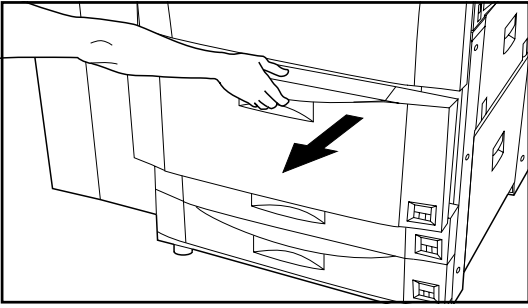
#### IMPORTANT!

- The sticker ① inside the drawer indicates how high paper can be loaded. Do not exceed the limit indicated on that sticker.
- When you load paper into a drawer, set the side that you want to copy onto face down. (The copy side is usually face up in the original wrapping.)
- Make sure that the paper length guide is aligned closely with the edge of the paper. Realign the guide if there is any gap between it and the paper.



5. Set the paper size label into the space provided in the front of the drawer in order to indicate the size of paper loaded in that drawer.
6. Gently push the drawer back into the copier.  
\* The size of paper that was loaded in the drawer will be displayed on the touch panel.  
\* If you will not be using the copier for a prolonged period of time, remove all paper from the drawer(s) and Deck(s), replace it in its original wrapping, and seal it in order to protect it against moisture.

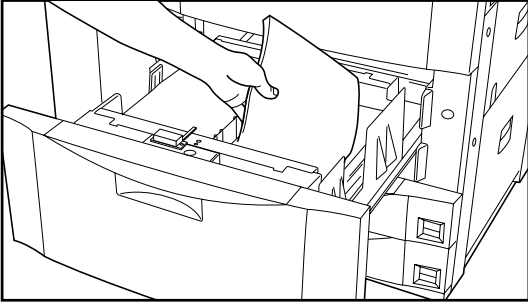
## Section 3 PREPARATIONS



### ② Loading paper into the Front Deck

The Front Deck will hold up to 1,500 sheets of 11" x 8-1/2" [A4] size standard (75 g/m<sup>2</sup> or 80 g/m<sup>2</sup>) or colored paper in each of its two rows for a total capacity of 3,000 sheets.

1. Pull the Front Deck out towards you as far as it will go.  
\* DO NOT pull out any of the drawers when the Front Deck is open.

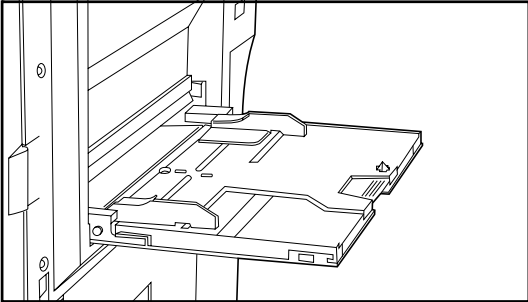


2. Load the paper in both rows.

#### IMPORTANT!

The sticker inside the Front Deck indicates how high paper can be loaded. Do not exceed the limit indicated on that sticker.

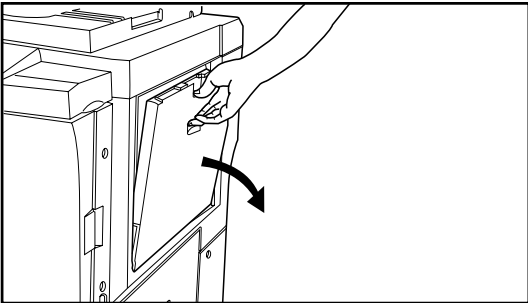
3. Gently push the Front Deck back into the copier.



### ③ Loading paper into the stack bypass tray

The stack bypass will hold up to 100 sheets of standard (75 g/m<sup>2</sup> or 80 g/m<sup>2</sup>) paper. The paper can be of any size between 5-1/2" x 8-1/2" and 11" x 17" [A6R and A3]. When copying onto special paper, always use this tray to feed the paper.

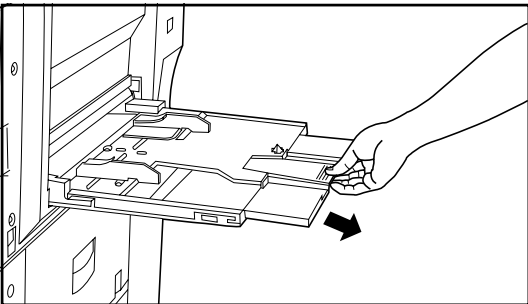
\* If you want to copy onto non-standard size paper, register the size of paper that you want to use in advance. See "● How to register a custom size" on page 8-12.



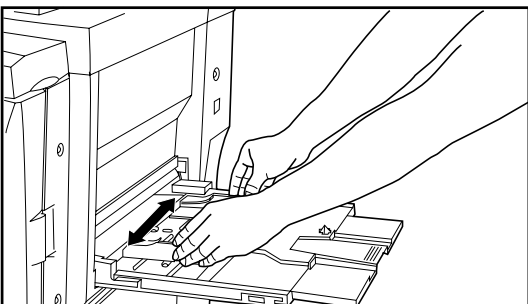
\* Types of paper and the number of sheets that can be set in the stack bypass tray:

- Tracing paper: 1 sheet
- Letterhead: 100 sheets
- Envelopes: 10 envelopes
- Color paper: 100 sheets
- Standard (120 g/m<sup>2</sup>, 160 g/m<sup>2</sup>) paper: 25 sheets
- Transparencies: 25 sheets (When copying onto transparencies, fan them out at least once before setting them in the stack bypass tray.)

1. Open the stack bypass tray.

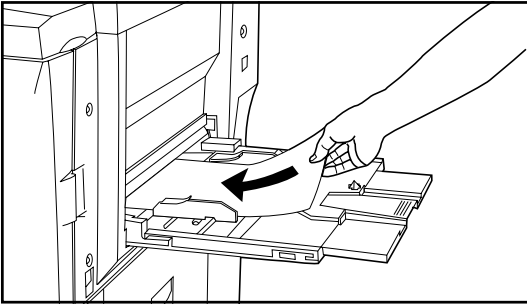


\* When setting large size paper such as 8 1/2" x 11", A4R or larger, pull out the support extension.



2. Adjust the insert guides to fit the width of the paper to be loaded.

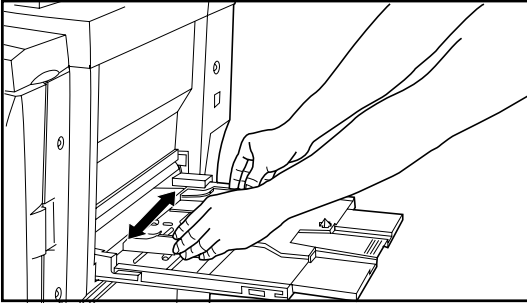
## Section 3 PREPARATIONS



3. Slide the paper along the guides and into the stack bypass tray, as far as they will go.

### IMPORTANT!

When you set paper into the stack bypass tray, set the side that you want to copy onto face up. (The copy side is usually face up in the original wrapping.)



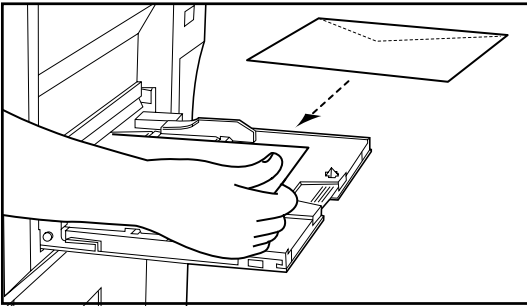
### ● Using envelopes

It is possible to print onto envelopes by feeding them from the stack bypass tray when you are using the optional printer functions of this machine.

### POINT OF INFORMATION

The stack bypass tray can hold up to ten COM-10, Monarch, DL or C5 envelopes at one time.

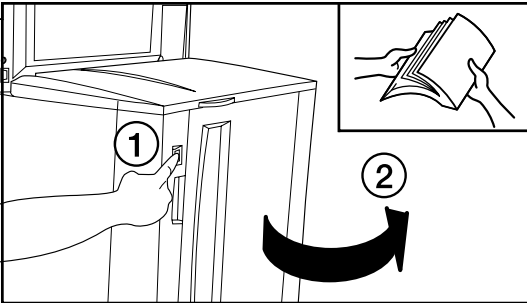
1. Open the stack bypass tray.
2. Adjust the insert guides to fit the width of the envelopes to be loaded.



3. Close the flap on the envelopes and, with the envelopes face up (flap side down) and the flap towards the rear of the copier, slide them along the guides and into the stack bypass tray, as far as they will go.

\* If you do not set the envelopes in the proper orientation, printing may be carried out onto the wrong side or in the wrong direction.

\* To register the size of envelopes that you want to use, see "● How to register a custom size" on page 8-12.



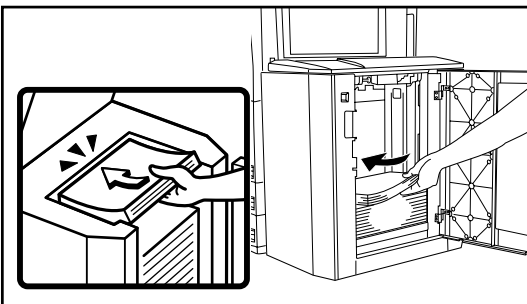
### ④ Loading paper into the Side Deck (option)

The optional Side Deck will hold up to 4,000 sheets of 11" x 8-1/2" [A4] size standard (75 g/m<sup>2</sup> or 80 g/m<sup>2</sup>) paper.

1. Hold down the paper plate up/down switch to lower the paper plate inside the Side Deck to its lowermost position.  
\* If either the upper cover or the right cover of the Side Deck is open, the paper plate will not move even if you press this switch.
2. Open the right cover of the Side Deck.

### IMPORTANT!

Fan out all stacks of paper before loading them in the Side Deck.

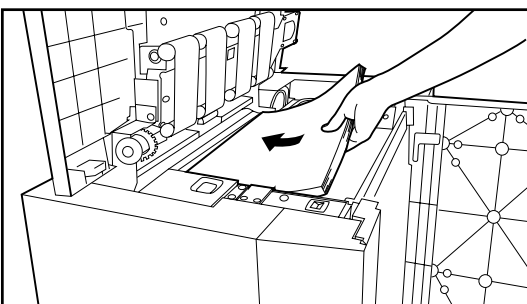


3. Load paper onto the paper plate.

### IMPORTANT!

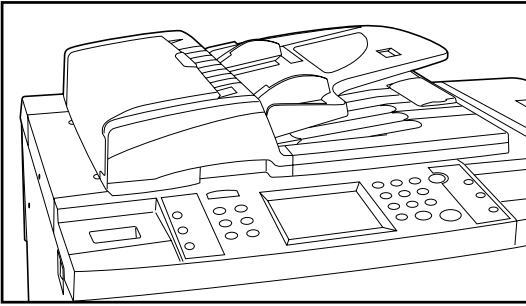
BE SURE to load paper all the way into the Side Deck as far as it will go.

4. Close the right cover.  
\* If you will not be using the copier for a prolonged period of time, remove all paper from the drawer(s) and Deck(s), replace it in its original wrapping, and seal it in order to protect it against moisture.



### ● Loading paper from the top of the Side Deck

1. Open the upper cover of the Side Deck.
2. Press the paper plate up/down switch to lower the paper plate inside the Side Deck.
3. Load paper onto the paper plate.
4. Close the upper cover.



### 2. Setting originals

#### ① What is the DF for?

The DF (Document Feeder) automatically feeds and scans each original, one by one, for copying. When you make copies from two-sided originals, it will automatically turn the originals over in order to copy the reverse side as well.

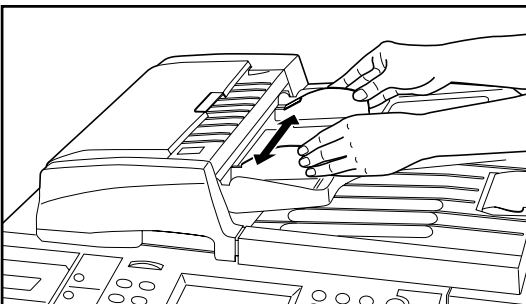
#### ② Originals that can be set in the DF...

- Sheet originals
- Thickness:
  - One-sided originals: between 35 g/m<sup>2</sup> - 160 g/m<sup>2</sup>
  - Two-sided originals: between 50 g/m<sup>2</sup> - 120 g/m<sup>2</sup>
- Size: Max. 11" x 17" (A3) - Min. 5-1/2" x 8-1/2" (A5R)
- Number of sheets:
  - 100 sheets (11" x 8-1/2" [A4] or smaller [75 g/m<sup>2</sup> or 80 g/m<sup>2</sup>])
  - 70 sheets (8-1/2" x 14" [B4] or larger [75 g/m<sup>2</sup> or 80 g/m<sup>2</sup>])
  - (However, 30 sheets maximum when using the auto selection mode)

#### ③ Cautions when using the DF

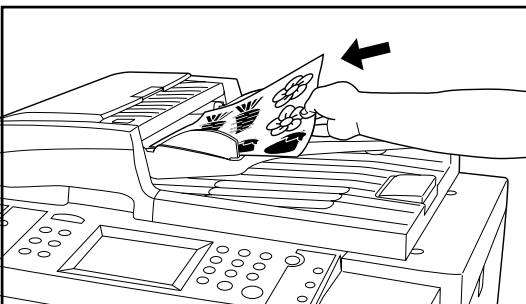
DO NOT set originals of the follow types in the DF. In addition, when using perforated sheets or originals with punch holes, DO NOT insert the end with the perforations or holes first.

- Transparencies
- Carbon paper, crumpled originals or originals with strong folds, and soft originals such as vinyl
- Originals which are not rectangular, wet originals, and originals with adhesive tape or glue
- Originals with clips or staples (In order to use such originals, remove the clips or staples and straighten any crumples or folds before using them.)
- Clippings or originals with very slippery surfaces
- Originals with wet correction fluid
- Originals with folds (If you must use such originals, smooth out the folded portions before setting them in the DF.)



#### ④ Setting originals in the DF

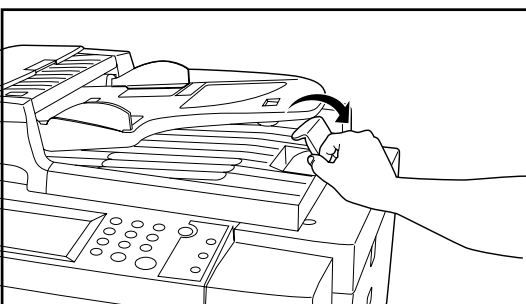
1. Adjust the original insert guides to fit the size of the originals.
  - \* Before setting any new originals, remove any originals that are remaining on the original ejection table. If ejected originals are left on the original ejection table, they may cause other originals to misfeed.



2. Arrange the originals in order and set them face up (first page face up for two-sided originals) onto the original table. The original set indicator will light green. If the indicator does not light, reset the originals in the DF.

#### IMPORTANT!

DO NOT set more originals than indicated on the sticker that is attached to the rear original insert guide. If more than the acceptable number of originals is set, the originals may not feed properly.



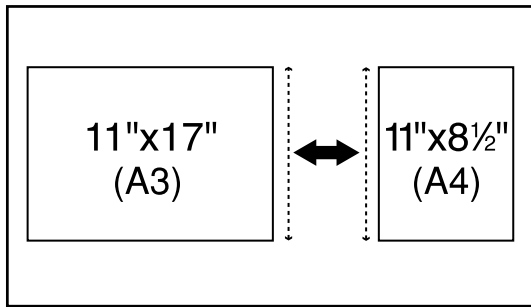
- \* When setting large size originals such as 8-1/2" x 14" and 11" x 17" (B4, Folio, A3), open the original ejection guide to prevent the ejected originals from sliding off the original ejection table.

#### IMPORTANT!

When copying from two-sided originals, each original will be ejected temporarily out of the original reversing cover before being turned over. DO NOT touch or attempt to remove any original at this time as it will cause a misfeed error.



## Section 3 PREPARATIONS

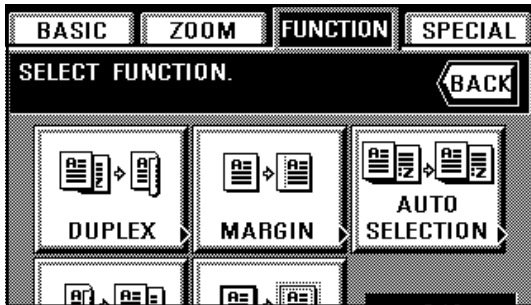


### ⑤ Auto selection mode

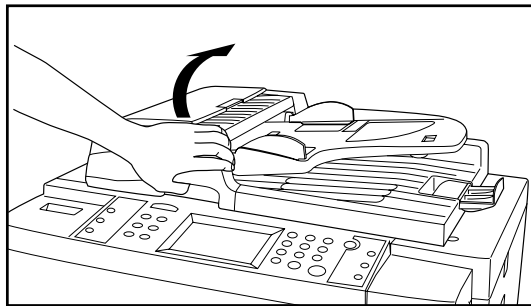
The copier will automatically detect the size of each original and select paper of that same size to copy onto.

#### POINT OF INFORMATION

- A maximum of 50 originals can be set in DF at one time with this mode.
- The size of originals that can be used in this mode is limited to 11" x 17" and 11" x 8-1/2" (A3 and A4) and all originals must be of the same width.



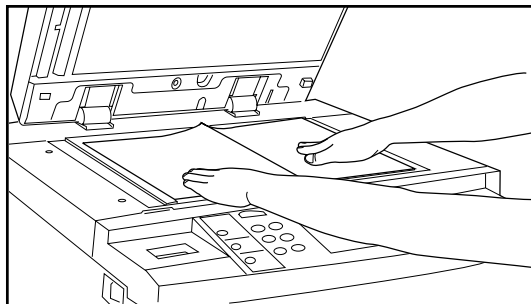
1. Touch the "FUNCTION" key.  
The function select screen will appear.
2. Touch the "AUTO SELECTION" key. (If that key is not displayed, touch the "▼" key or the "▲" key until it is displayed.)  
The touch panel will return to the basic screen.



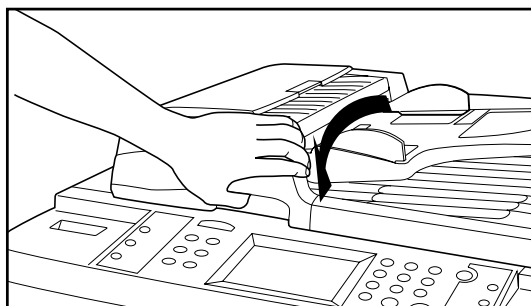
### ⑥ Setting originals on the platen

To make copies from originals that cannot be set in the DF (books, magazines, etc.), lift open the DF and set one original at a time on the platen.

1. Hold the DF open/close handle and lift the DF open.  
\* Before opening the DF, remove any originals that are on the original table and the original ejection table to prevent them from falling off the DF when it is opened.



2. Set the original face down on the platen and align it with original size indicator lines.



3. Hold the DF open/close handle and close the DF.

#### IMPORTANT!

Avoid placing excessive pressure on the platen when closing the DF. Too much pressure on the platen may cause the glass to break.

#### ⚠ CAUTION

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

### 3. Adding toner

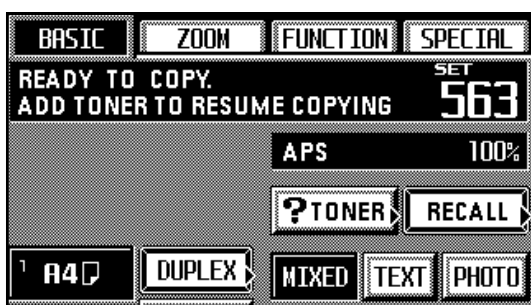
Add toner when "ADD TONER TO RESUME COPYING." appears in the message display.

\* DO NOT add toner unless this message is displayed.

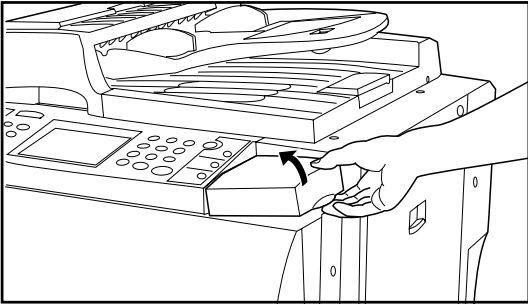
\* Touch the "? TONER" key on the touch panel to display the procedure for adding toner.

#### ⚠ CAUTION

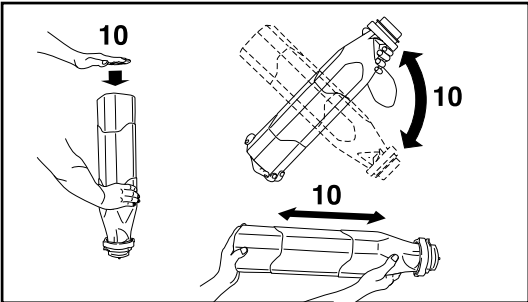
Do not incinerate toner and toner containers. Dangerous sparks may cause burns.



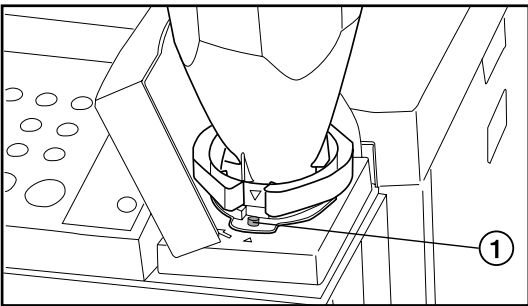
## Section 3 PREPARATIONS



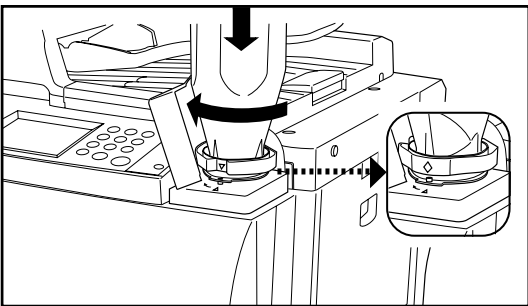
1. Open the cover on the right side of the operation panel.



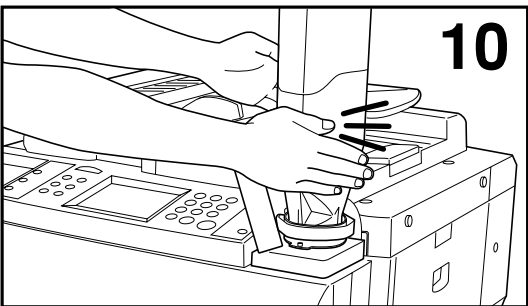
2. Turn the new toner bottle upside down and tap the bottom about 10 times or so.
3. Hold the bottle firmly and shake up the contents by turning it upside down and then right-side up 10 or more times in the manner shown in the illustration.
4. Next, hold the bottle horizontally and shake it back and forth 10 or more times.



5. Fit the hole in the toner bottle (located below the ▼) over the metal pin ① that is protruding out of the toner supply slot.



6. Turn the bottle clockwise 90 degrees and the toner in the bottle will be emptied into the copier.  
\* Be sure to turn the bottle all the way until it stops, so that the ◆ on the bottle is aligned with the ▲ on the main body of the copier.



7. Wait about 60 seconds and then tap the sides of the bottle in order to get all of the remaining toner out.

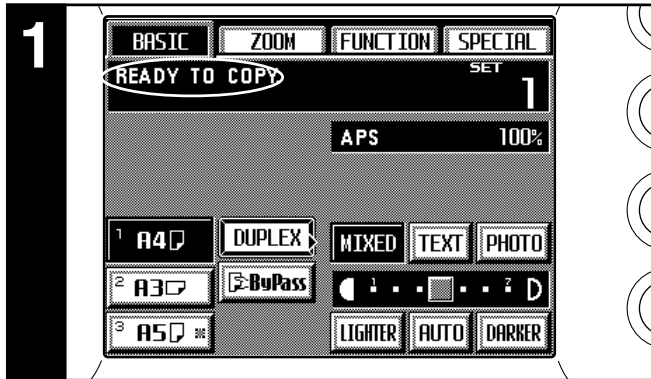


8. Turn the toner bottle back counterclockwise to its original position and slowly remove it from the toner supply slot.
9. Close the cover on the right side of the operation panel.



# Section 4 BASIC OPERATION

## (1) Basic copying procedure

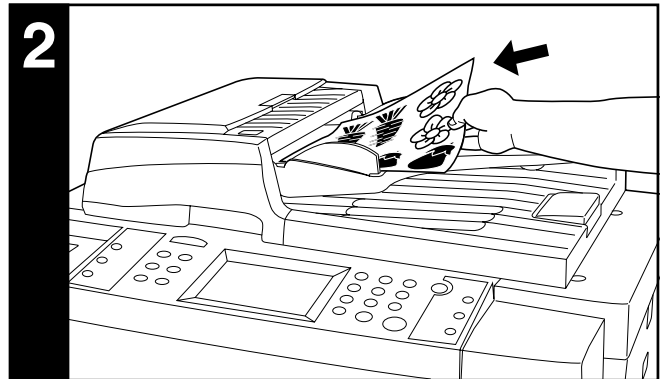


### 1. Warm-up

Turn the main switch ON (1). At the end of warm-up, "READY TO COPY." will appear in the message display.

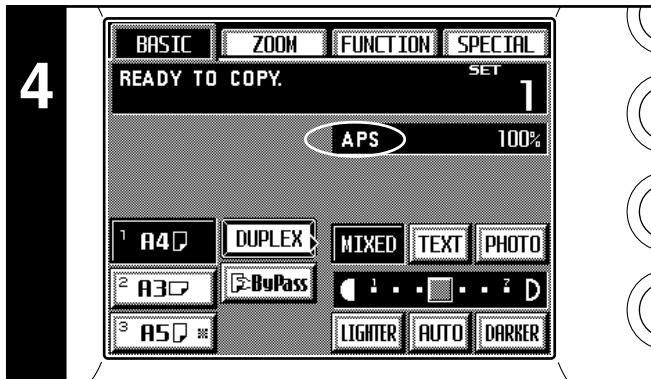
\* If you set the originals that you want to copy and press the Start key while the copier is still warming up, copying will begin as soon as warm-up is finished.

\* If you use job build functions (see page 6-3) or job reservation functions (see page 6-1), scanning of the originals can begin while the copier is still warming up.



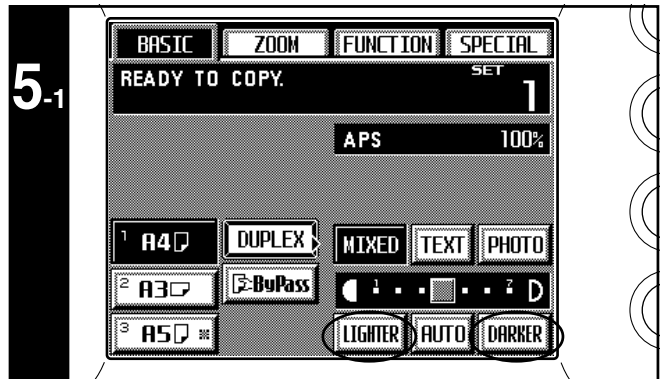
### 2. Setting originals

Set the originals that you want to copy in the DF or on the platen. (See page 3-4.)



### 4. Selecting the paper size

When "APS" is displayed, paper of the same size as the original will be automatically selected. In order to copy the original onto a different size of paper without changing the size of the image, touch the paper size key that corresponds to the paper size that you want to use, and then press the Manual key. To make copies at 100% magnification (same size) onto paper of the same size as the original, no special settings are required.

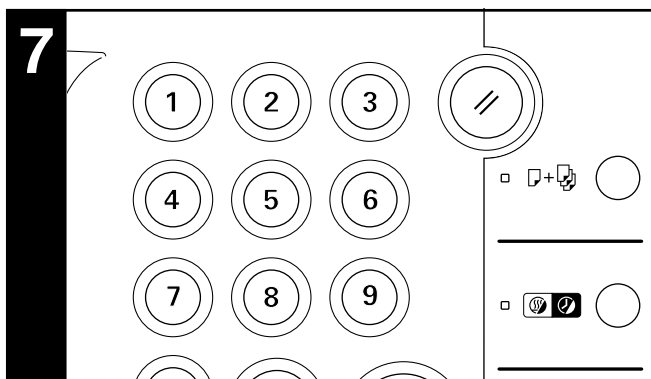


### 5. Copy exposure adjustment

In the initial mode, manual exposure mode is selected, the exposure scale will be displayed and the copy exposure can be adjusted as desired. When you want to darken the exposure, touch the "DARKER" key to move the scroll box within the exposure scale to the right. When you want to lighten the exposure, touch the "LIGHTER" key to move the scroll box to the left.

\* If copies are consistently too dark or too light, the overall exposure level can be adjusted as well. (See "5 Manual exposure adjustment" on page 8-15.)

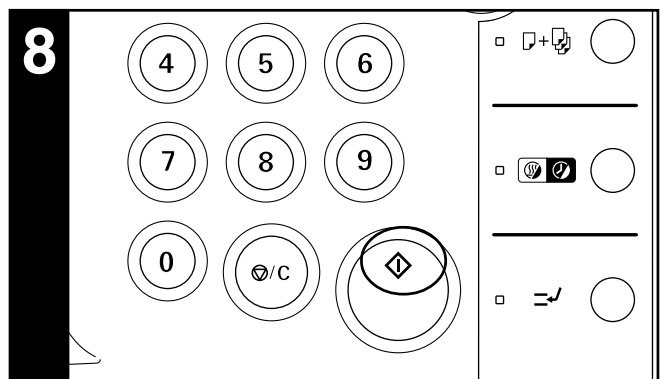
\* The total number of exposure steps can be set to either 7 or 13. (See "2 Exposure steps" on page 8-15.)



### 7. Setting the number of copies

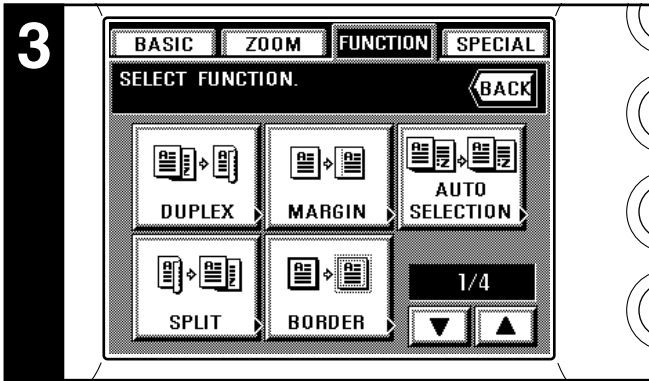
Use the numeric keys to enter the number of copies that you want to make into the copy number display on the touch panel. You may select up to 999 copies to be made at one time.

\* It is possible to place a lower limit on the number of copies that can be made at one time. (See "2 Copy limit" on page 8-16.)



### 8. Start copying

Press the Start key. Copying is possible anytime "READY TO COPY." is shown in the message display and the Start indicator is lit green.



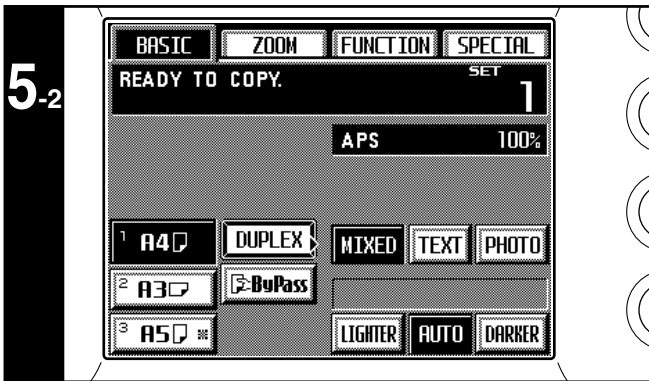
**3. Selecting the desired functions**

Select from among the copier's various functions.

\* Touch the "▼" key or the "▲" key to access all of the available functions.

\* It is possible to select the functions that will be displayed on the screen that appears when you touch the "FUNCTION" key. (See "Ⓜ Customize function display screen (#1 - #5)" on page 8-16.)

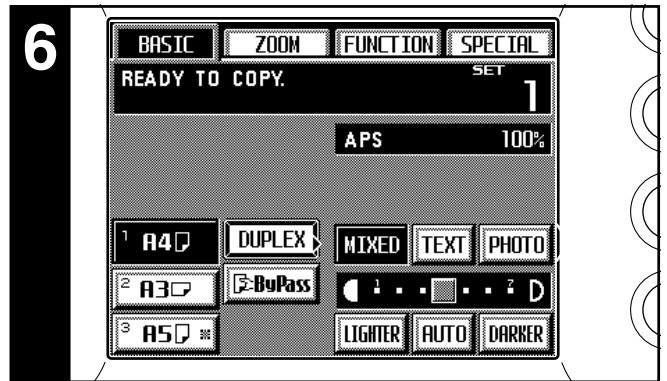
- **Various functions**
- Enlargement/reduction
  - Two-sided copying from various originals
  - Interrupt copying
  - Making a margin space for binding, etc.
  - Printing page numbers on the copies
  - Copying each side of two-page [open-face] originals onto separate sheets
  - Erasing the edges around copies from books, etc.
  - Adding covers for or insert sheets between copies
  - Making copies onto transparencies
  - Feeding paper as a backing sheet for transparencies
  - Overlaying images
  - Copying the images from either two or four originals onto a single copy sheet
  - Making a booklet (sheet originals)
  - Making a booklet (two-page [open-face] originals)
  - Copying and binding into a booklet (sheet originals)
  - Inverting black and white
  - Making mirror-image copies
  - Automated sorting
  - Memorizing frequent used settings



When the "AUTO" key is highlighted on the touch panel, the auto exposure mode is selected. In the auto exposure mode, the exposure of original will be detected and the optimum exposure automatically selected. It is also possible to increase the contrast and thereby have the copier erase the background color of the originals in order to make clearer copies.

\* If copies are consistently too dark or too light, the overall exposure level can be adjusted as well. (See "④ Auto exposure adjustment" on page 8-15.)

\* It is possible to change the exposure mode in the initial mode from "MANUAL" to "AUTO". (See "① Exposure mode" on page 8-15.)



**6. Selecting the copy quality**

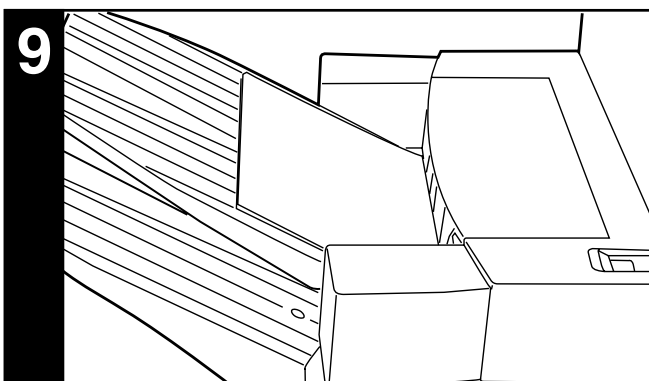
Touch the "TEXT", "PHOTO", or "MIXED" key, as desired, until that key is highlighted.

TEXT: For originals that consist primarily of text

PHOTO: For originals that consist primarily of photos and other half-tone images

MIXED: For originals with both text and photos

\* It is possible to select the default copy quality mode. (See "⑥ Copy quality mode" on page 8-16.)

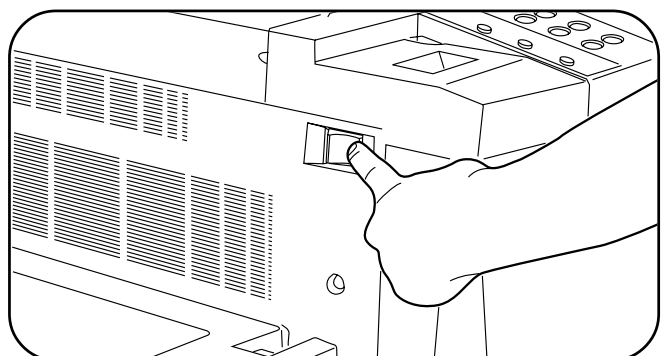


**9. End of copying**

Finished copies will be ejected onto the installed option (the Copy Tray, Finisher or Booklet Stitcher).

\* Depending upon the copy mode, the copies may be ejected face up or face down.

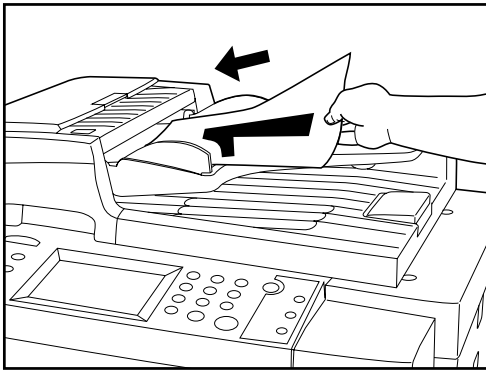
\* If the copier is equipped with the optional Copy Tray, a maximum of 250 copies can be stored at one time.



**⚠ CAUTION**

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

## Section 4 BASIC OPERATION

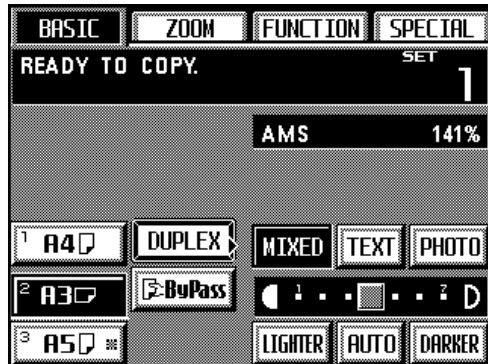


### (2) Enlargement/reduction

#### ① Auto magnification selection mode

Enlargement/reduction is automatically performed in order to fit the size of the selected copy paper.

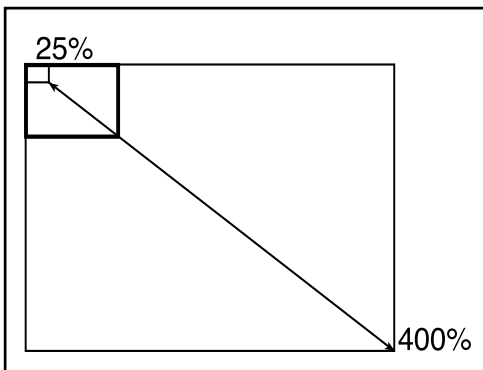
1. Set the originals.  
The copier will automatically detect the size of the originals and select copy paper of that same size.



2. Select the size of paper that you want to copy onto by touching the appropriate paper size key.

The corresponding zoom ratio will be displayed.

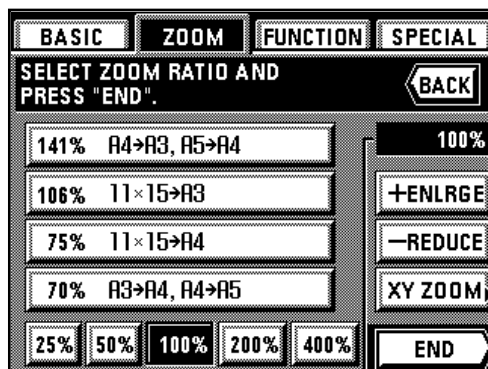
\* Copying will begin when the Start key is pressed.



#### ② Zoom copy mode

The zoom ratio can be set to any 1% increment between 25% and 400%.

\* If you set the originals in the DF, the zoom ratio can be set to any value between 25% and 200%.



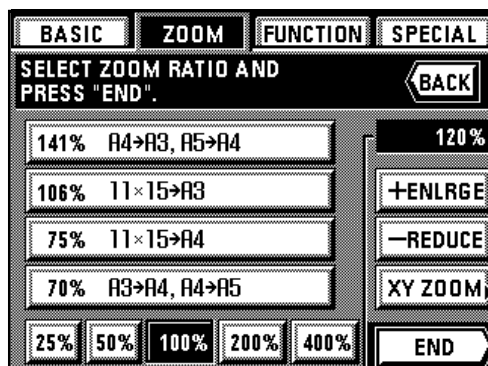
1. Set the originals.

2. Touch the "ZOOM" key.

The zoom mode set-up screen will appear.

3. Touch the "+ ENLARGE" key or the "- REDUCE" key to select the desired zoom ratio.

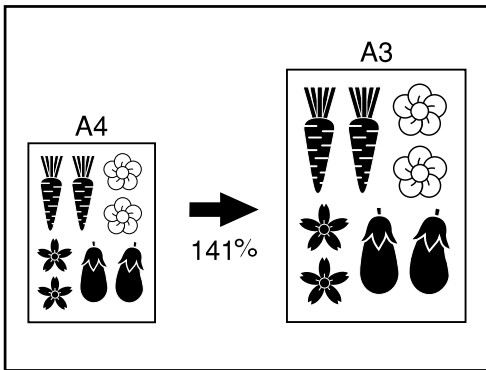
\* The zoom ratio can also be entered directly using the numeric keys.



4. Touch the "END" key.

The touch panel will return to the basic screen and the selected zoom ratio will be displayed.

\* Touch the desired paper size key if you want to change the currently selected paper size.

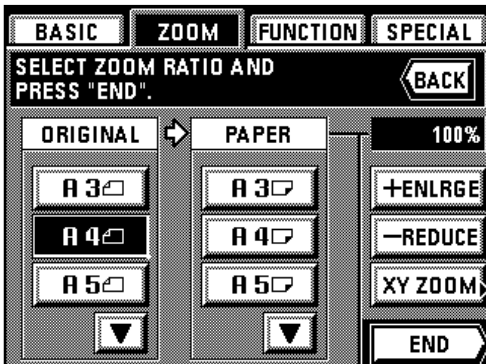


③ Standard zoom mode

The corresponding zoom ratio will be automatically displayed once the size of the originals to be copied and the desired size of copy paper are selected.

\* In order to use this mode, it is necessary in advance to select "STANDARD ZOOM" under "⑪ Zoom mode" on page 8-16.

1. Set the originals.

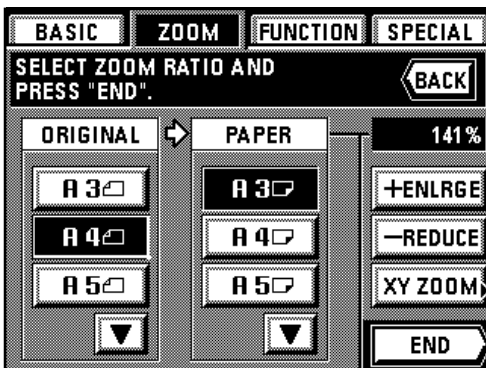


2. Touch the "ZOOM" key.

The zoom mode set-up screen will appear.

3. Select the size of originals being copied.

If the appropriate size is not displayed, touch the "▼" key until it is displayed.



4. Select the desired size of copy paper.

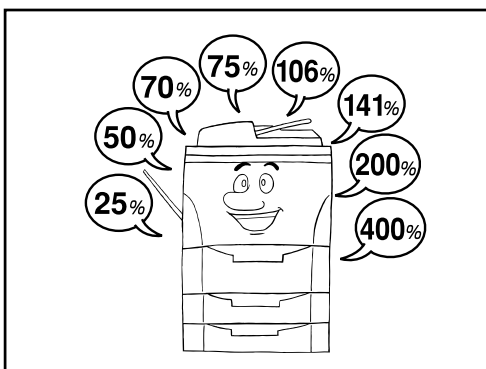
If the size of copy paper that you want to copy onto is not displayed, touch the "▼" key until it is displayed.

\* Once the desired paper size is selected, the corresponding copy zoom ratio will be displayed.

5. Touch the "END" key.

The touch panel will return to the basic screen and selected the zoom ratio will be displayed.

\* Touch the desired paper size key if you want to change the currently selected paper size.

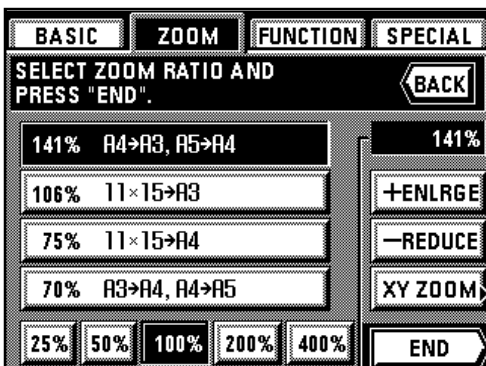


④ Fixed-size zoom mode

Enlargement/reduction is automatically performed to one of the following pre-set ratios: 25%, 50%, 70%, 75%, 106%, 141%, 200% or 400%.

\* In order to use this mode, it is necessary in advance to select "Size zoom" under "⑪ Zoom mode" on page 8-16.

1. Set the originals.



2. Touch the "ZOOM" key.

The zoom mode set-up screen will appear.

3. Touch the key that corresponds to the desired ratio.

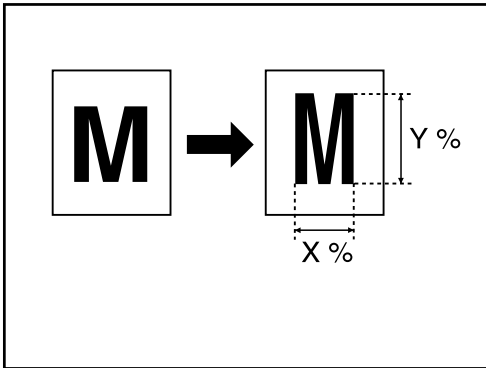
The selected ratio key will be highlighted.

4. Touch the "END" key.

The touch panel will return to the basic screen and the selected zoom ratio will be displayed.

\* Touch the desired paper size key if you want to change the currently selected paper size.

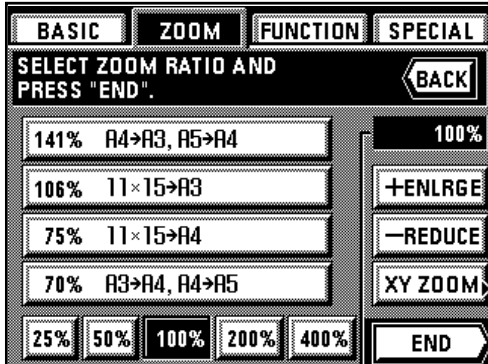
## Section 4 BASIC OPERATION



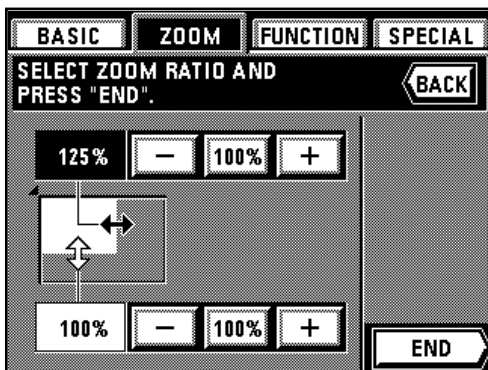
### ⑤ XY zoom mode

It is possible to set the zoom ratio for the length and the width of the copy independently. Each zoom ratio can be set to any 1% increment between 25% and 400% (between 25% and 200% when using the DF).

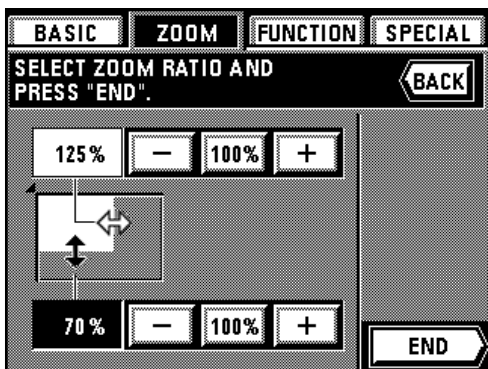
1. Set the originals.
2. Touch the "ZOOM" key.  
The zoom mode set-up screen will appear.
3. Touch the "XY ZOOM" key.



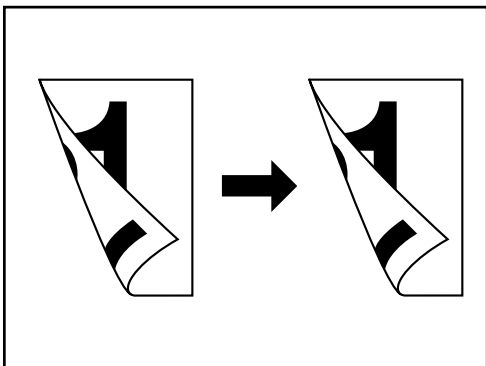
4. Touch the upper "+" key or "-" key to set the zoom ratio for the length. Once you touch one of these keys and thereby highlight the length field, the desired zoom ratio can also be entered directly using the numeric keys.  
\* Touch the "100%" key if you want to return the zoom ratio to 100%.



5. Touch the lower "+" key or "-" key to set the zoom ratio for the width. Once you touch one of these keys and thereby highlight the width field, the desired zoom ratio can also be entered directly using the numeric keys.  
\* Touch the "100%" key if you want to return the zoom ratio to 100%.
6. Touch the "END" key.



The touch panel will return to the basic screen and the selected zoom ratios for both the length and width will be displayed.  
\* Touch the desired paper size key if you want to change the currently selected paper size.



### (3) Two-sided copying from various originals [Two-sided copy mode]

Two-sided copies can be made from various types of originals, such as two-page [open-face] originals and one-sided originals.

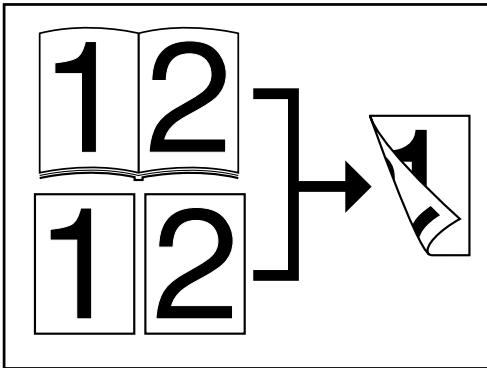
#### POINT OF INFORMATION

The paper size that can be used in this mode is limited to sizes between A3 and A5R.

#### ● Two-sided copying from two-sided originals

Two-sided (front and back) originals are used to produce two-sided copies that look the same as the originals.





● **Two-sided copying from two-page [open-face] originals**

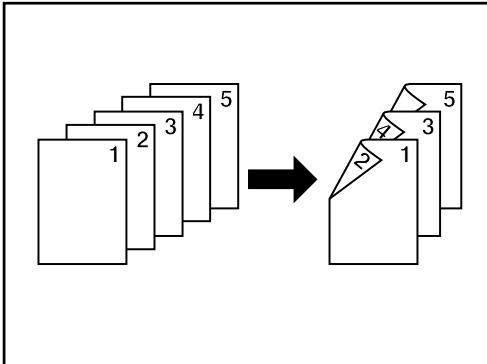
Each page of two-page [open-face] originals, such as magazines and books, is copied on separate sides of the copy paper with a single press of the Start key.

In this operation it is necessary to specify the binding orientation of the originals:

- ① LEFT: The left page of the originals is copied first followed by the right page.
- ② RIGHT: The right page of the originals is copied first followed by the left page.

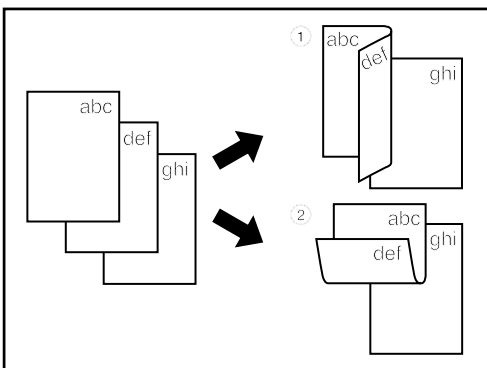
**POINT OF INFORMATION**

The size of originals that can be used in this mode is limited to A3, A4R and A5R.



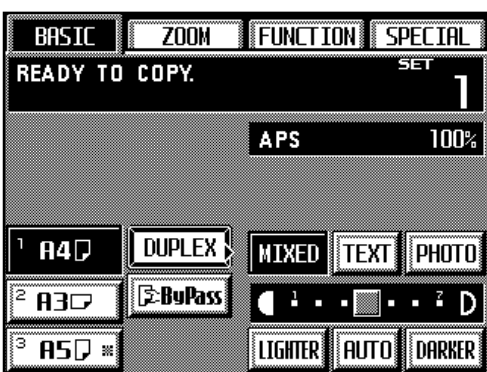
● **Two-sided copying from one-sided originals**

The images from one-sided originals are copied onto both sides (front and back) of the copy paper. When there is an odd number of originals, the back side of the last copy will be blank.

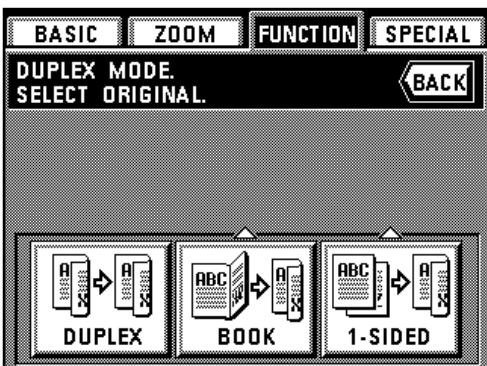


\* It is also possible to have the image on the back side of the copy rotated 180 degrees.

- ① LEFT: The image will be copied in its current direction.
- ② TOP: The image will be rotated 180 degrees and copied. Thus, if the finished copies are then bound at the top edge of the copy set, all of the images can be viewed in the same direction when the pages are opened, just as they are on a wall calendar.

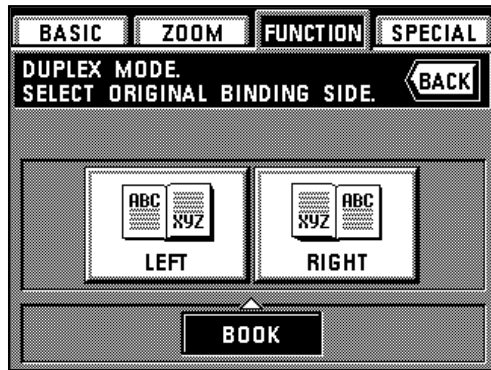


1. Set the originals.
2. Touch the "DUPLICATION" key.  
The two-sided copy set-up screen will appear.  
\* The same screen will also appear if you touch the "DUPLICATION" key on the function select screen.

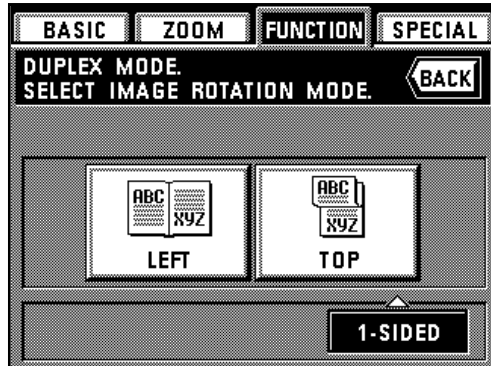


3. Specify the type of the originals that are being used.  
If you selected "DUPLICATION", the touch panel will return to the basic screen.  
If you selected "BOOK", go to the next step.  
If you selected "1-SIDED", go to step 5.

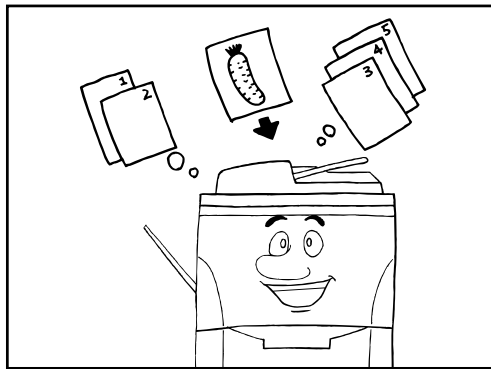
## Section 4 BASIC OPERATION



- Specify the binding orientation of the originals.  
The touch panel will return to the basic screen.

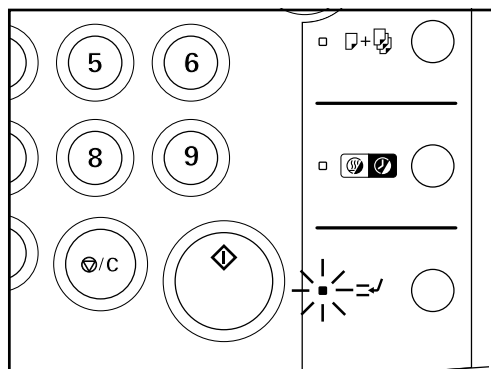


- Select the direction of copying that you want for the back side of the copies.  
The touch panel will return to the basic screen.

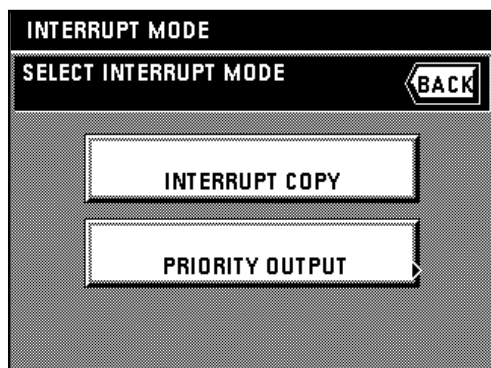


### (4) Interrupt copying

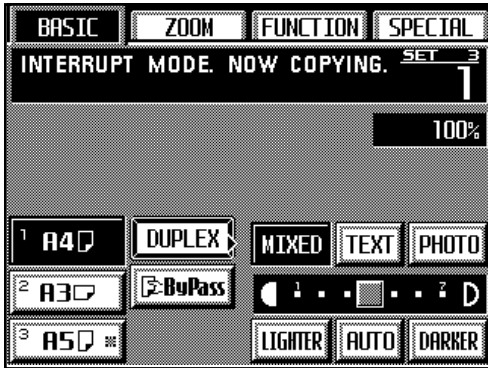
The interrupt copying function is useful when you want to make copies from new originals and at different settings when another copying operation is already in progress. If you want to make copies from originals that were registered using the job reservation function, you can use the copy modes, etc., that were already selected for that job. Once the interrupt copying job is finished, the operation that was interrupted will resume at the same settings it was using before the interruption.



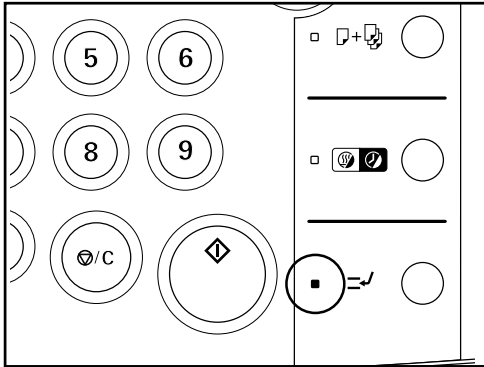
- Press the Interrupt key. The Interrupt indicator will blink.



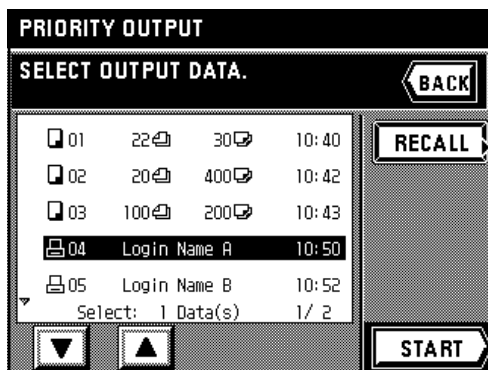
\* If there are any originals that were registered using the job reservation function, "SELECT INTERRUPT MODE" will be displayed. If you want to make copies from those registered originals, touch the "PRIORITY OUTPUT" key and go to step 5. If you want to make copies from different originals, touch the "INTERRUPT COPY" key and go to the next step.



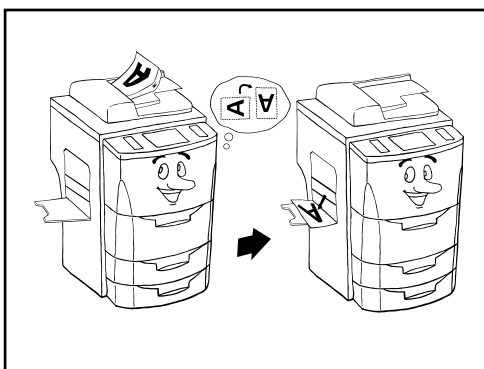
2. Wait until "INTERRUPT MODE." is displayed and the Interrupt indicator lights continuously.
3. Remove the originals that were being copied and put them aside, then set the new originals and perform the desired copy procedure.



4. Once copying is finished, press the Interrupt key once again and replace the newly copied originals with the ones you removed. Then press the Start key to resume the interrupted copy job.



5. A list of originals that were registered using the job reservation function will appear. Select the originals that you want to copy.
  - \* If you want to check the information regarding those originals, touch the "RECALL" key.
6. Touch the "START" key to begin copying the registered originals.
  - \* Once copying of the selected originals is finished, the interrupted copy job will be resumed automatically.

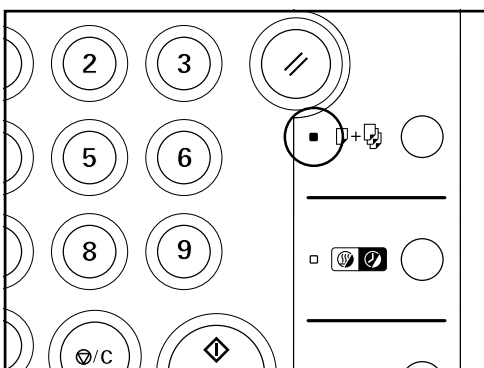


### (5) Rotate copy

When the orientation of the originals is different than that of the paper loaded in the drawers, the image will be turned 90 degrees counterclockwise for copying. No special setting is required to use this function.

### POINT OF INFORMATION

The size of paper that can be used in this mode is limited to A4, A5 and A6.

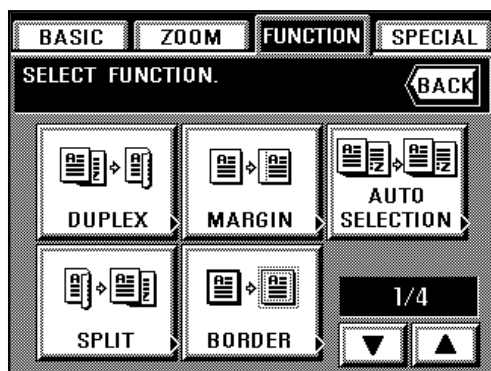


### (6) Before you make a large number of copies at one time [Test copying]

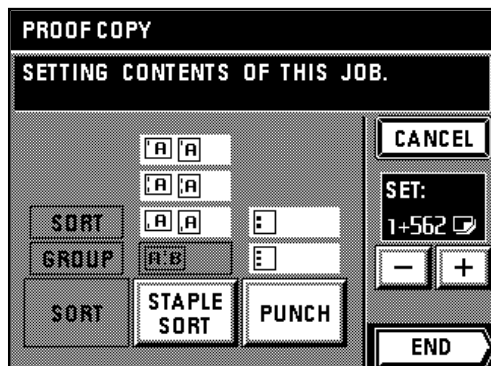
Use this procedure to carry out a test print and check whether or not the current settings are appropriate before you make a large number of copies. Even you make a test copy, the full number of copies that was originally selected will be made after that. It is also possible to change the settings before making the actual copies.

1. Press the Proof Copy key to light the Proof Copy indicator.

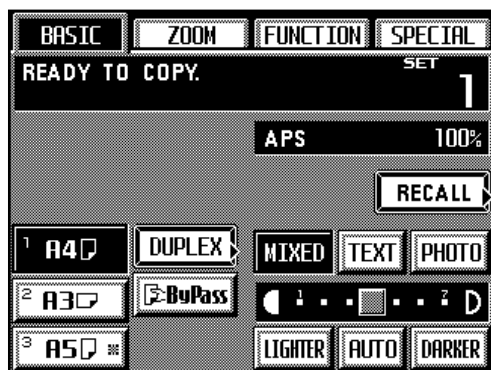
## Section 4 BASIC OPERATION



2. Select the desired copy modes and settings on the operation panel.
3. Set the originals that you want to copy and press the Start key. The test copy will be printed out.

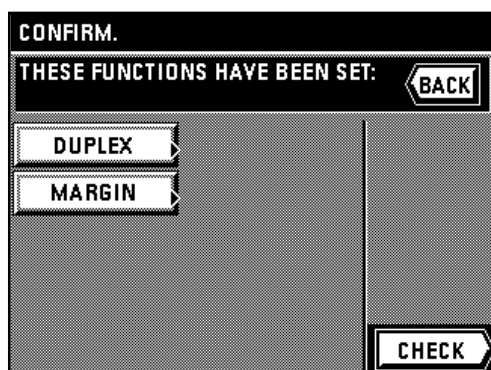


4. Once the test copy has been made, a screen will be displayed that will let you select how you want the copies to be finished. Change any of the settings as desired.  
\* If you want to cancel the copy operation, touch the "CANCEL" key.
5. Touch the "END" key to make the full number of copies that you selected.



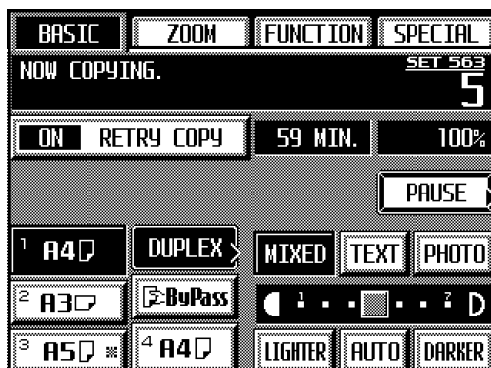
### (7) Recall mode

Once the copy mode is selected, the "RECALL" key will be displayed on the basic screen. Touch the "RECALL" key if you want to check and/or change any of the current settings.



\* Once you are finished checking the settings, touch the "CHECK" key and the touch panel will return to the basic screen.

\* If you want to change any of the settings, touch the corresponding function key on the touch panel and then touch the "CHANGE" key after that. The function select screen will appear. Change the desired settings by following the appropriate procedure for that function.

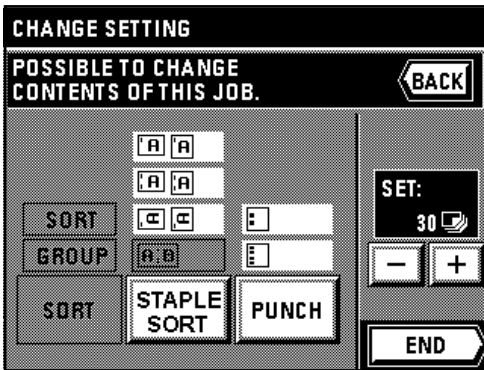


### (8) Change settings function

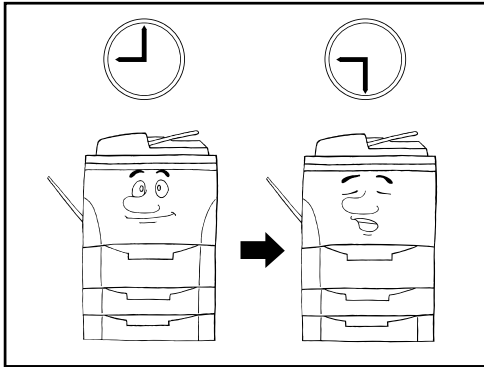
The "PAUSE" key will be displayed on the basic screen during copying. Touch the "PAUSE" key if you want to suspend copying in order to change the number of copies. (Only available in the Sort mode.)

\* If the copier is equipped with the optional Finisher, it is also possible to change the Staple-Sort mode and the Hole Punch mode settings as well. If the copier is equipped with the optional Booklet Stitcher, it is the Staple-Sort mode settings that can also be changed.

1. Touch the "PAUSE" key.  
The copy operation will be suspended and the change setting screen will appear on the touch panel.

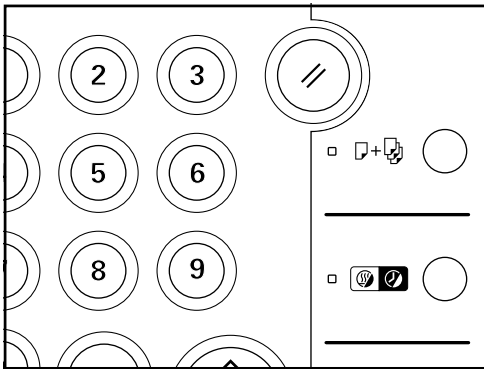


2. Change the number of copies by touching the “+” key or “-” key.
  - \* If the copier is equipped with the optional Finisher, it is also possible to change the Staple-Sort mode and the Hole Punch mode settings as well. If the copier is equipped with the optional Booklet Stitcher, it is the Staple-Sort mode settings that can also be changed.
3. Touch the “END” key to resume copying.
  - \* The copy job will be resumed from the point it was suspended using the newly selected settings.

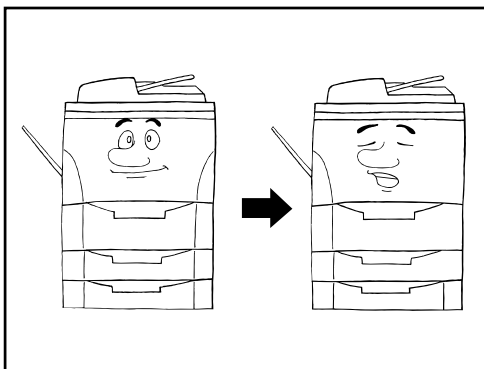


**(9) Energy-saving (auto preheat) function**

This function allows you to save energy by simply pressing the Energy Saver key and shutting down the copier, even though the main switch is still turned ON. When the auto preheat function is engaged, the Energy Saver indicator will be the only lit indication on the operation panel.



- \* To resume copying after the auto preheat function has engaged, press the Energy Saver key once again. The time for recovery from this energy-saving state is 30 seconds or below.
- \* It is also possible to set the auto preheat function to engage automatically if the copier is not used for a certain period of time. (See “⑦ Auto preheat time” on page 8-11.)



**(10) Auto shut-off function**

This function automatically turns the main switch OFF (O) if the copier is not used for a designated period of time (between 15 and back 240 minutes). To make copies again, turn the main switch ON (I).

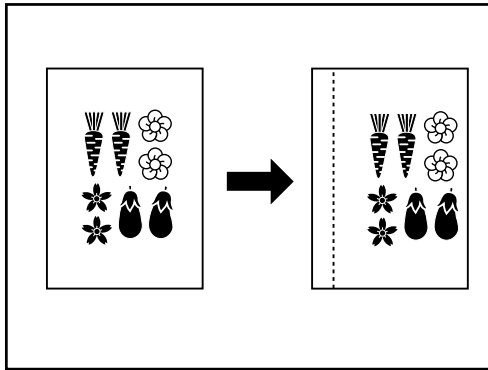
**● More about the auto shut-off function**

The auto shut-off function is an energy-saving function that automatically turns the main switch OFF (O) if a designated amount of time elapses without the copier being used. Copiers generally spend more time in a standby mode than they do in actual copying operation, and the amount of power consumed in this standby mode is a large part of the overall power consumption of the copier. Having the copier turned OFF automatically will reduce unnecessary power consumption while it is in this standby mode, as well as if it is left on at night, thereby resulting in a reduction in power costs.

- \* To change the amount of time that will elapse before the auto shut-off function engages, see “⑧ Auto shut-off time” on page 8-11. To deactivate the auto shut-off function, see “⑩ Auto shut-off ON/OFF” on page 8-11.



# Section 5 OTHER CONVENIENT FUNCTIONS



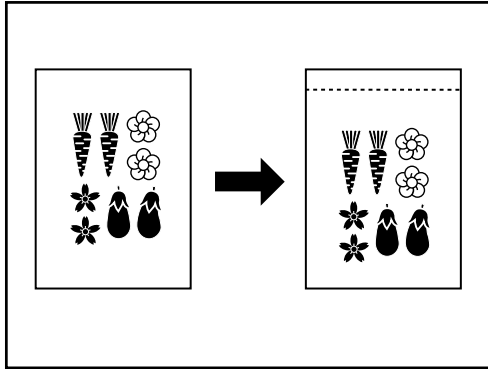
**(1) Making a margin space in the copies for binding, etc. [Margin mode]**

● **Left margin**

The image of the original will be shifted to the right in order to make a margin for binding on the left side of the copy paper. The margin width can be set between 6 mm and 18 mm in 1 mm increments.

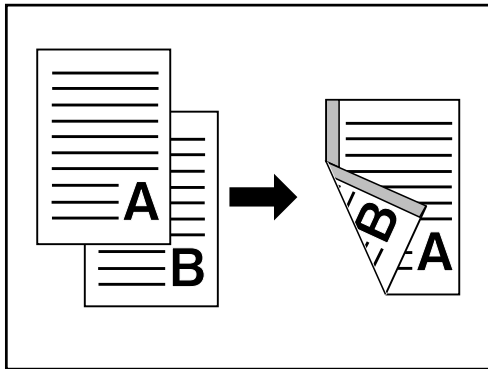
**POINT OF INFORMATION**

If you select to make a left margin when you are making two-sided copies, a right margin – of the same width as you select for the front side – will automatically be set for the back side.



● **Top margin**

The image of the original will be shifted downward in order to make a margin for binding on the top side of the copy paper. The margin width can be set between 6 mm and 18 mm in 1 mm increments.



● **Front & back margin**

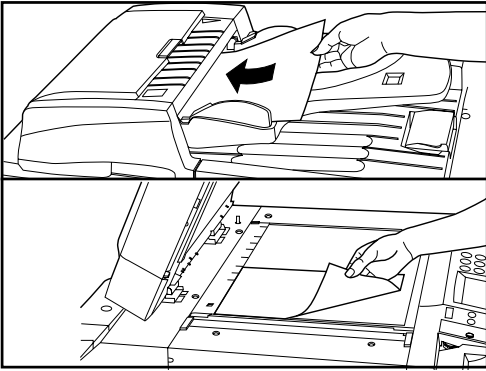
When you are making two-sided copies, the margin positions and margin width can be selected separately for the front and back sides of the copies. The margin width can be set between 1 mm and 18 mm in 1 mm increments.

\* In order to set the front and back margins separately, it is necessary in advance to select “ON” under “⑭ Front & back margin key ON/OFF” on page 8-16.

\* The margin position that is available for the back side will differ depending upon the margin position that is selected for the front side. The circle (“○”) indicates the possible settings.

Back side / Front side	“LEFT M.”	“RIGHT”	“TOP M.”	“BOTTOM”	“NO”
“LEFT M.”	○	○			○
“RIGHT”	○	○			○
“TOP M.”			○	○	○
“BOTTOM”			○	○	
“NO MARGIN”	○	○	○	○	

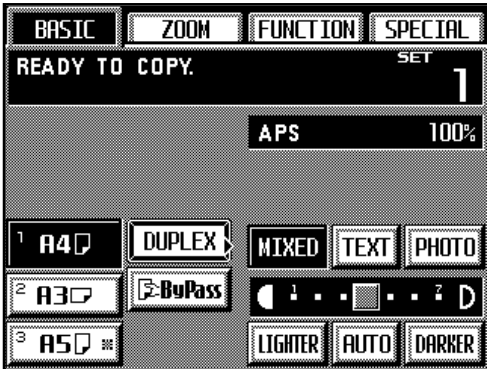
## Section 5 OTHER CONVENIENT FUNCTIONS



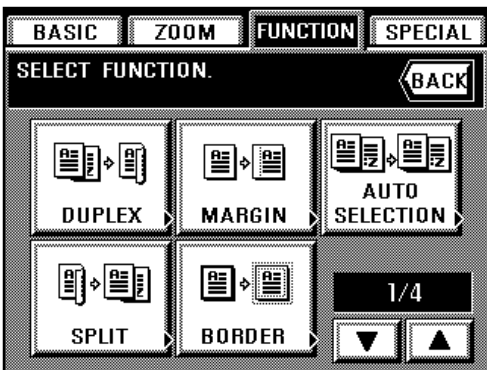
1. Set the originals.

### POINT OF INFORMATION

When you set the originals be sure that their top (or left) side is set towards the rear of the DF or the platen. If you do not set the originals in the proper direction, the margin may be created in the wrong location.



2. Touch the "FUNCTION" key.  
The function select screen will appear.



3. Touch the "MARGIN" key. (If that key is not displayed, touch the "▼" key or the "▲" key until it is displayed.)  
The margin copy set-up screen will appear.  
If you want to select a left or top margin, go to the next step.  
If you want to select both a front and back margin, go to step 6.



4. If you want to change the width of the margin, touch the "+" key or the "-" key until the desired width is displayed.  
The margin width can be set between 6 mm and 18 mm in 1 mm increments.  
\* The previously selected value is set as the default for the margin width. Change this setting as desired.  
\* If you do not want to change the current margin width, go to the next step.
5. Select the margin position that you want by touching either the "LEFT MARG." or "TOP MARGIN" key. The touch panel will return to the basic screen.



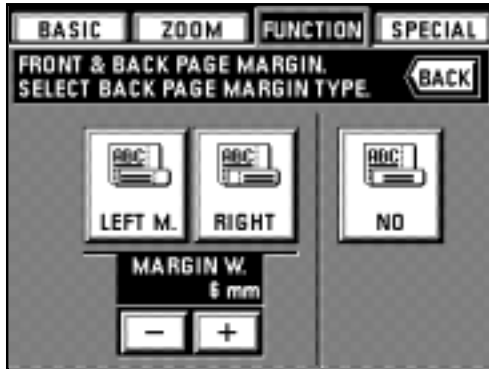
6. To change the settings for the front and back margins, touch the "CHANGE #" key and go to the next step.  
Otherwise, touch the "F&B MARGIN" key. The touch panel will return to the basic screen.  
\* The previously selected values are set as the default for the front and back margins. Change these settings as desired.



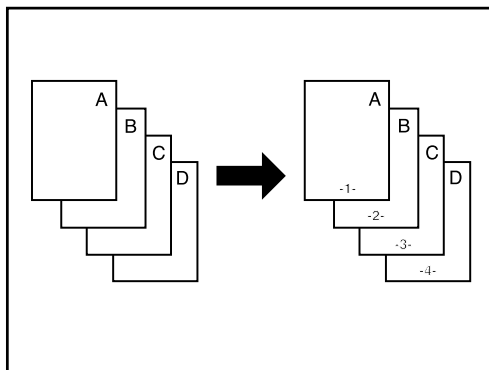
## Section 5 OTHER CONVENIENT FUNCTIONS



7. Select the margin width that you want for the front side by touching the "+" key or the "-" key under the "Margin" field until the desired width is displayed.  
The margin width can be set between 1 mm and 18 mm in 1 mm increments.  
\* If you do not want to change the current margin width, go to the next step.
8. Select the margin position that you want for the front side.  
The margin position can be set to "LEFT M.," "RIGHT," "TOP M." or "BOTTOM".  
If you do not want to make a margin on the front side, touch the "NO MARGIN" key.



9. Select the margin width that you want for the back side by touching the "+" key or the "-" key under the "MARGIN W." field until the desired width is displayed.  
The margin width can be set between 1 mm and 18 mm in 1 mm increments.  
\* If you do not want to change the current margin width, go to the next step.
10. Select the margin position that you want for the back side.  
If you do not want to make a margin on the back side, touch the "NO" key. The margin position that is available for the back side will differ depending upon the margin position that is selected for the front side.  
Once the settings are finished, the touch panel will return to the basic screen and copying will be possible.

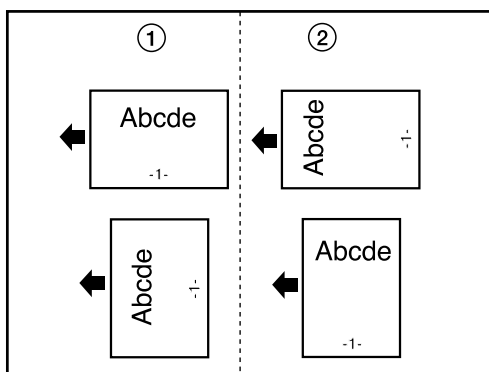


### (2) Printing page numbers on the copies [Print page numbers]

This function can be used to assign page numbers in sequence from the top original first whenever you make copies from multiple originals.

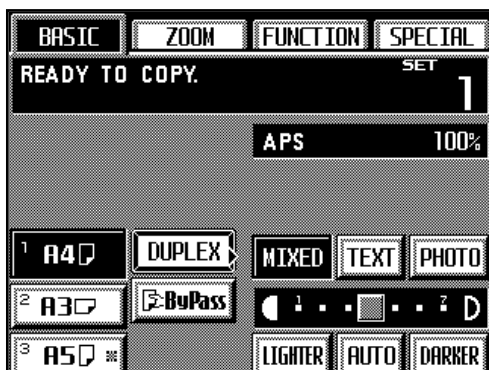
There are three types of numbering styles: "-1-", "P.1" and "1/5".

\* If you select "1/5", the actual number of total pages will be displayed in the denominator (in place of the "5").



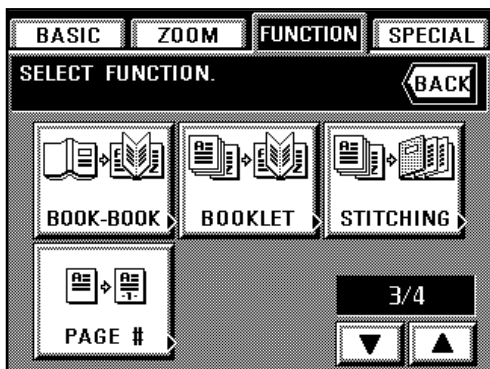
\* It is possible to select the location on the copies where you want the page numbers to be printed. (The arrow in the illustration indicates the direction that the originals are being fed.)

- ① LONG EDGE: The page number will be printed in the middle of the long edge of the copy.
- ② SHORT EDGE: The page number will be printed in the middle of the short edge of the copy.

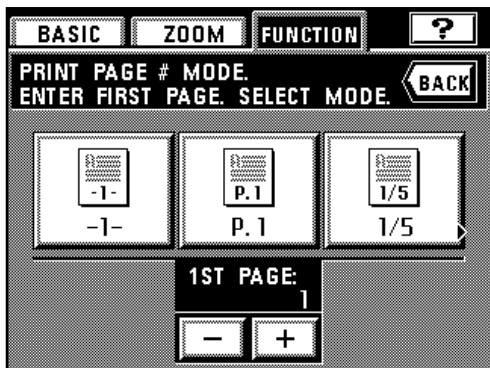


1. Set the originals.
2. Touch the "FUNCTION" key.  
The function select screen will appear.

## Section 5 OTHER CONVENIENT FUNCTIONS



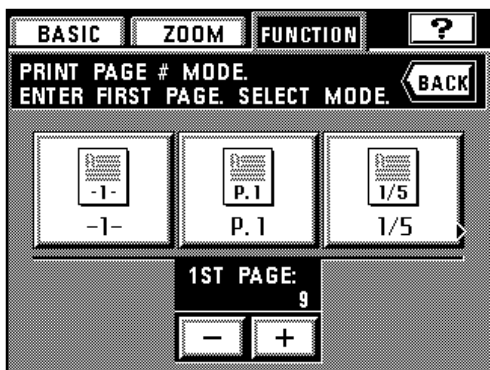
3. Touch the "PAGE #" key. (If that key is not displayed, touch the "▼" key or the "▲" key until it is displayed.)  
The print page number set-up screen will appear.



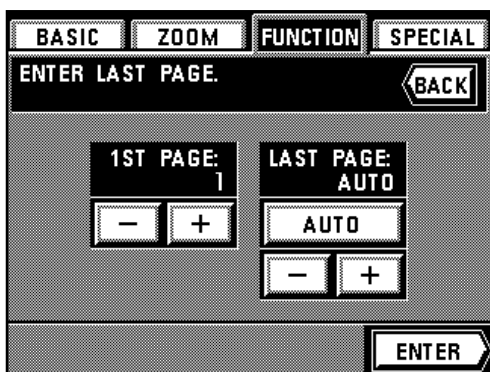
4. If you want to change which sheet the page numbering will start from, touch the "+" key or the "-" key under the "1ST PAGE" field.  
You can select the page numbers to start from any sheet between "-10" and "999".  
\* It is not possible to select "0".

### POINT OF INFORMATION

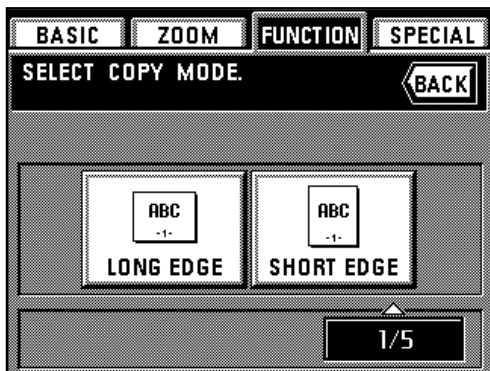
- If you enter a minus (-) figure, it will mean that the printing of page numbers will not begin until that number of originals have been copied. In other words, after the number of originals that is designated (with the minus number) are finished being copied, the page number on the copies that are made from the next original will be shown as page one. For example, when you want the copies for the third original to be designated as page one, enter "-2" under the "1ST PAGE" field.
- In order to have the first original designated as a page number other than one, enter the number (a positive number) that you want to use. For example, when you want the copies for the first original to be designated as page three, enter "3" under the "1ST PAGE" field.



5. Select the numbering style that you want to use from among "-1-", "P.1" and "1/5".  
If you selected "-1-" or "P.1", go to step 8.  
If you selected "1/5", go to the next step.

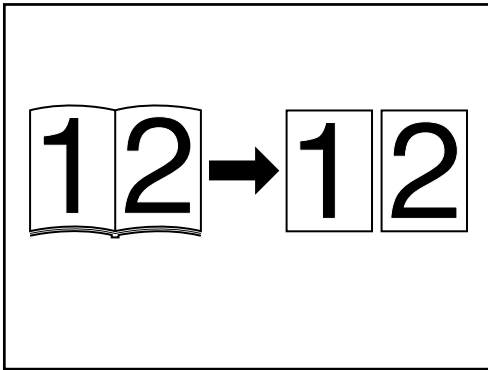


6. Touch the "+" key or the "-" key under the "LAST PAGE" field in order to enter the total number of originals being copied. (You can select any number between "1" and "999".)  
\* If you want the copier to automatically count the total number of pages when the originals are scanned and set the number in the "LAST PAGE" field as well, touch the "AUTO" key.
7. Touch the "ENTER" key.



8. Select the location on the copies where you want the page numbers to be printed.  
The touch panel will return to the basic screen.

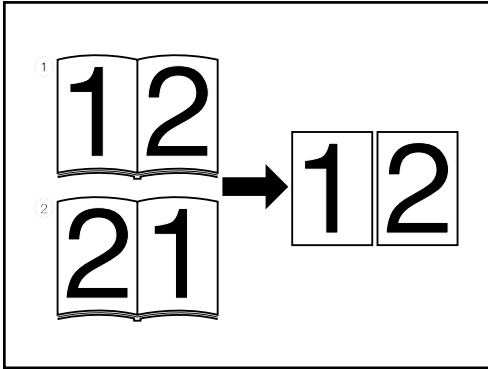
## Section 5 OTHER CONVENIENT FUNCTIONS



### (3) Copying each side of two-page [open-face] originals onto separate sheets [Page separation mode]

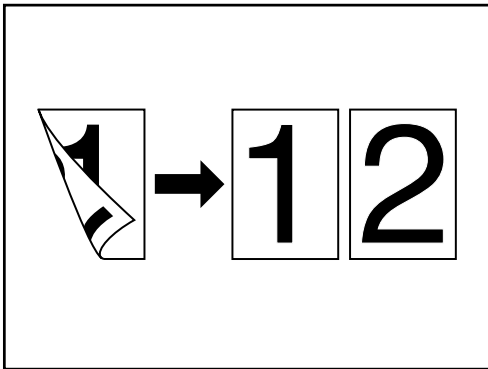
#### ● Page separation from two-page [open-face] originals

Two-page originals, such as magazines and books or the like, are copied onto two separate sheets of paper.



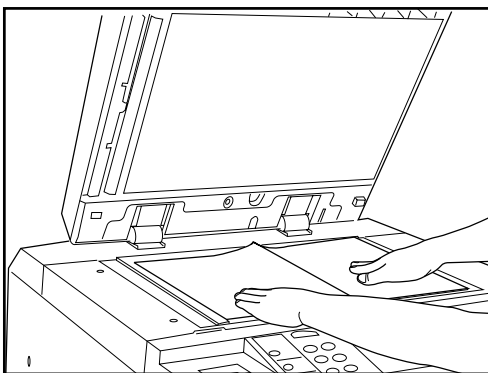
#### POINT OF INFORMATION

- The size of originals that can be used in this mode is limited to A3, A4R or A5 and the paper size is normally limited to A4. However, another paper size may be used if you select a copy magnification ratio that is appropriate to fit that specific size.
- In this operation it is necessary to specify the binding orientation of the originals:
  - ① LEFT: The left page of the originals is copied first followed by the right page.
  - ② RIGHT: The right page of the originals is copied first followed by the left page.



#### ● Page separation from two-sided originals

Each side of two-sided originals is copied onto separate sheets of paper.

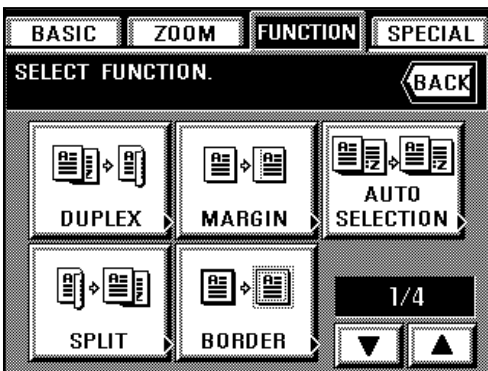


1. Set the originals.

#### POINT OF INFORMATION

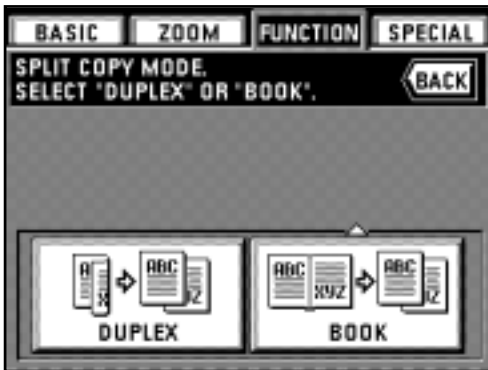
- When setting a two-page [open-face] original, set it as shown in the illustration.
- Two-sided originals must be copied using the DF.

2. Touch the "FUNCTION" key.  
The function select screen will appear.



3. Touch the "DUPLEX" key. (If that key is not displayed, touch the "▼" key or the "▲" key until it is displayed.)  
The page separation set-up screen will appear.

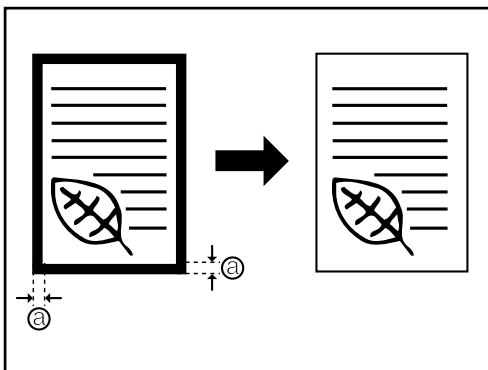
## Section 5 OTHER CONVENIENT FUNCTIONS



4. Specify the type of the originals that are being used by touching either the "DUPLEX" or "BOOK" key.  
 If you selected "BOOK", go to the next step.  
 If you selected "DUPLEX", the touch panel will return to the basic screen.



5. Specify the binding orientation of the originals by touching either the "LEFT" or "RIGHT" key. The touch panel will return to the basic screen.

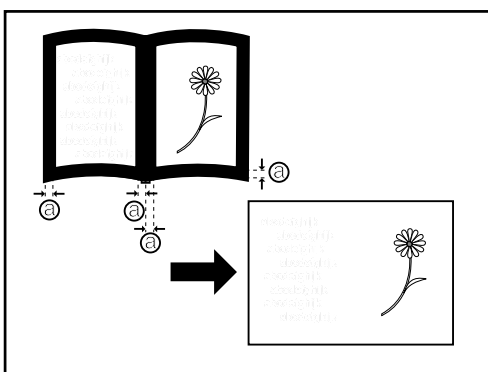


#### (4) Erasing the edges around copies from books, etc. [Border erase mode]

##### ● Erasing blemishes from the edges of copies (Sheet)

Use to erase shadows, lines, etc., which occur around the edges of copies made from sheet originals.

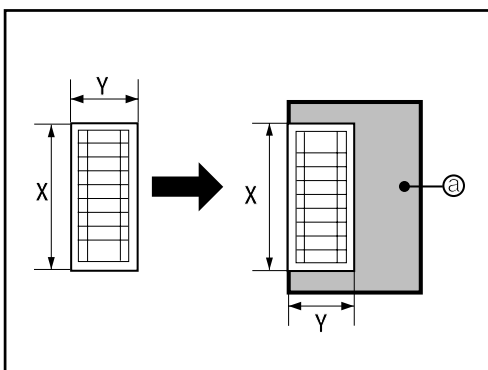
(The ① in the illustration indicates the width of the border that will be erased.)



##### ● Erasing blemishes from the edges and middle of copies (Book)

Use for making neat copies from thick books, etc.

(The ① in the illustration indicates the width of the border that will be erased.)



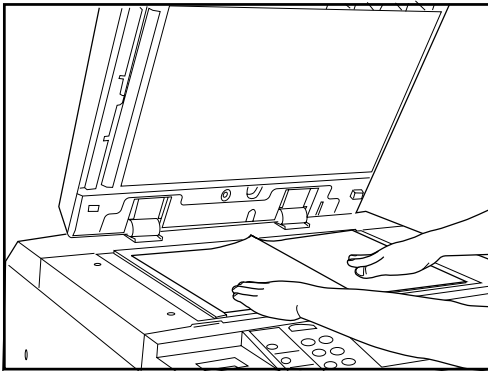
##### ● Selecting the area to be erased (Custom)

For making neat, blemish-free copies from originals of non-standard sizes, i.e. sizes other than A4 etc. (The ① in the illustration indicates the width of the border that will be erased) In this case, however, the size of the originals that you will use must be registered in advance. (See "⑬ Custom border erase size" on page 8-16.)

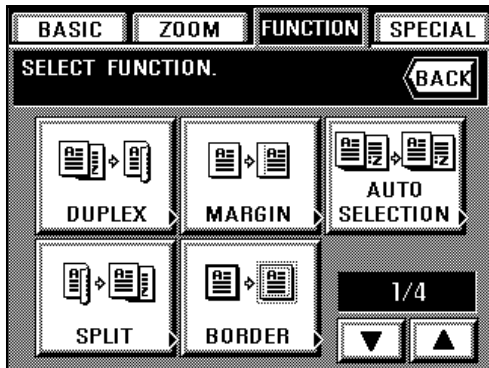
#### POINT OF INFORMATION

The illustration indicates how the copies will be finished when the originals are set in the DF. When setting originals on the platen, the border area will be based on the left rear position of

## Section 5 OTHER CONVENIENT FUNCTIONS



1. Set the originals.  
\* When using a book as the original, set it on the platen as shown in the illustration.
2. Touch the "FUNCTION" key.  
The function select screen will appear.



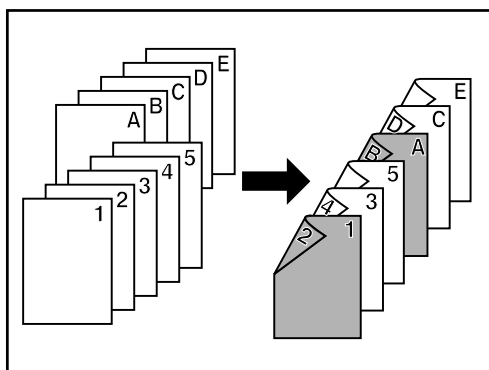
3. Touch the "BORDER" key. (If that key is not displayed, touch the "▼" key or the "▲" key until it is displayed.)  
The border erase set-up screen will appear.



4. If you want to change the width of the border that will be erased under "SHEET" or "BOOK", touch the "+" key or the "-" key. The border width can be set to 6 mm, 12 mm or 18 mm.  
\* In order to use the "CUSTOM" key with non-standard paper sizes, the size of the originals that you will use must be registered in advance. (See "⑬ Custom border erase size" on page 8-16.)



5. Specify the type of the originals that are being used by touching either the "SHEET", "BOOK" or "CUSTOM" key.  
The touch panel will return to the basic screen.



- (5) Adding covers for or insert sheets between copies [Sheet copy mode]**  
The sheet copy mode has three submodes: cover, insert and chapter.

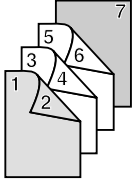
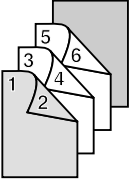
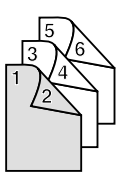
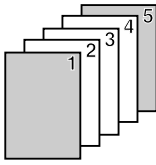
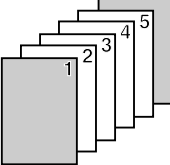
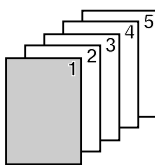
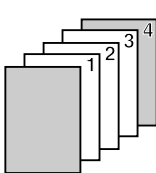
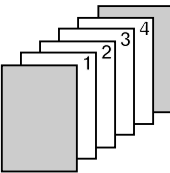
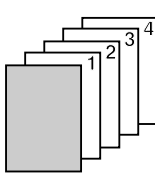
## Section 5 OTHER CONVENIENT FUNCTIONS

### ① Submodes

#### ● Cover mode

Special paper that is set in the stack bypass tray is fed as a front cover, or as both a front and back cover, to the copy sets. With this mode, you can select whether you want both sides or only one side of the front cover to be copied onto, or to have it left completely blank. Select also whether or not you want the back cover to be copied onto as well.

\* See the following table for the combination of available settings and styles of finished copy sets.

“BACK” “FRONT”	“FRONT”	“BLANK”	“NO”
“2-SIDED” *1			
“FRONT” *1			
“BLANK” *2			

\* 1: An example of two-sided copying is illustrated.

\* 2: An example of one-sided copying is illustrated.

#### ● Insert mode

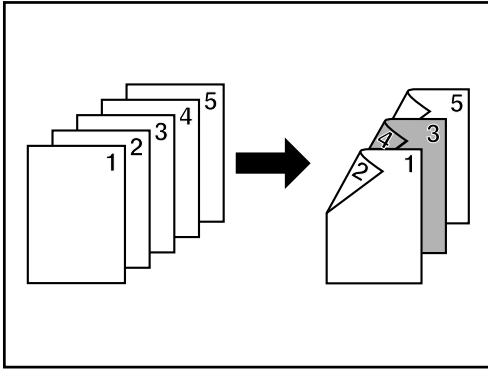
Special paper can be inserted at specified locations among copies made from multiple originals. You can also select whether or not you want the insert sheets themselves to be copied onto.

\* The drawer in which the insert sheets will be loaded must be selected in advance. (See “ Drawer for insert sheets” on page 8-16.)

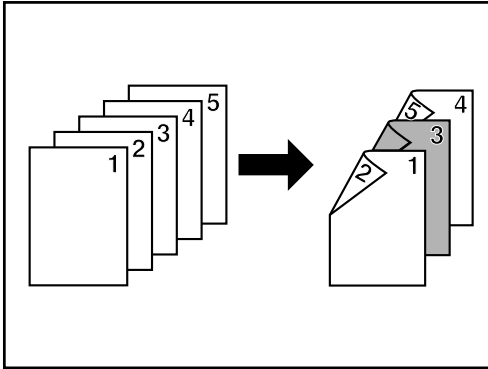
\* The available settings will differ depending upon the type of originals being used and type of copies that you want to make.  
The circle (“○”) indicates the possible settings.

		“FR./BACK COPY”	“FRONT COPY”	“FR./BACK BLANK”
“1-SIDED” copy	“1-SIDED” original		○	○
“DUPLEX” copy	“DUPLEX” original	○	○	○
	“1-SIDED” original	○	○	○
“SPLIT” copy	“DUPLEX” original		○	○

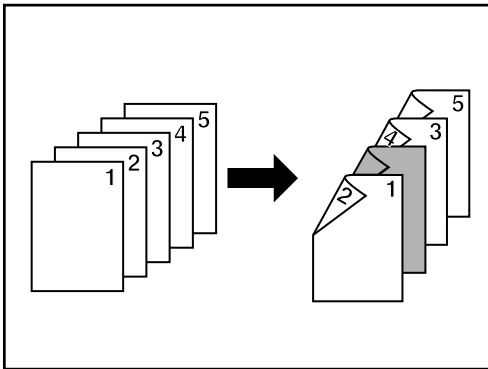
## Section 5 OTHER CONVENIENT FUNCTIONS



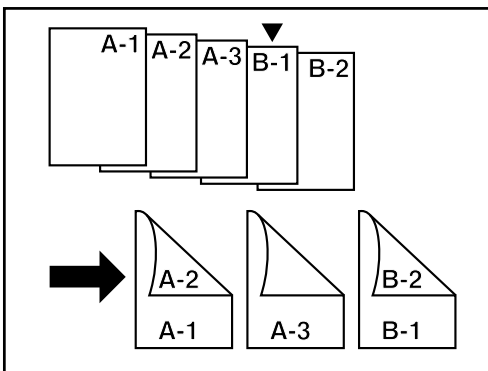
- When copying onto both the front and back side of the insert sheets
- \* The illustration shows an example of two-sided copying.



- When copying only onto the front side of the insert sheets
- \* The illustration shows an example of two-sided copying.



- When leaving both the front and back side of the insert sheets blank
- \* The illustration shows an example of two-sided copying.



### ● Chapter mode

Special paper can be specified as pages that will designate chapters when you make two-sided copies from either one-sided or two-sided originals, and only the front side of these sheets will be copied onto. Only the front side of these specified sheets will be copied onto even if the designated page number is an even number.

## Section 5 OTHER CONVENIENT FUNCTIONS

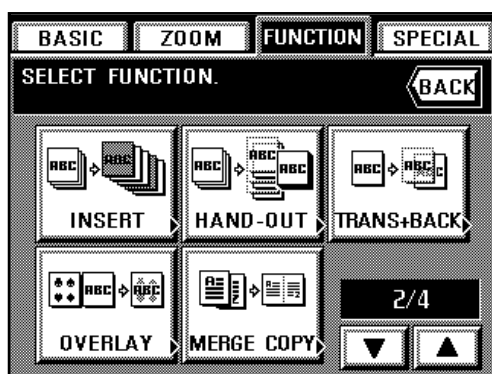
### ② Combining modes

The available mode combinations will differ depending upon the type of originals being used and type of copies that you want to make. See the following table. The circle ("○") indicates the possible combinations.

		"COVER"	"INSERT"	"CHAPTER"	"COVER+ INSERT"	"COVER+ CHAPTER"	"INSERT+ CHAPTER"	"COVER+ INSERT+ CHAPTER"
"1-SIDED" copy		○	○		○			
"DUPLEX" copy	"DUPLEX" original	○	○		○			
	"BOOK" original	○						
	"1-SIDED" original	○	○	○	○	○	○	○
"SPLIT" copy	"DUPLEX" original	○	○		○			
	"BOOK" original	○						

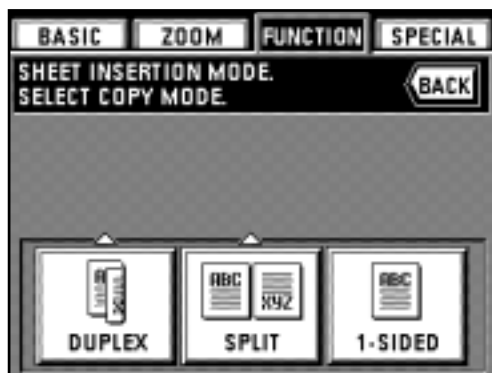
### POINT OF INFORMATION

- If you combine the cover and insert modes when making two-sided copies, the available location for insert sheets may be limited only to even or odd page numbers depending on the type of cover mode that you select.
- If you combine the insert and chapter modes, the settings you make will affect the same page. It is not possible to specify locations for insert sheets and chapter pages separately.



### ③ Making copies with the sheet copy mode

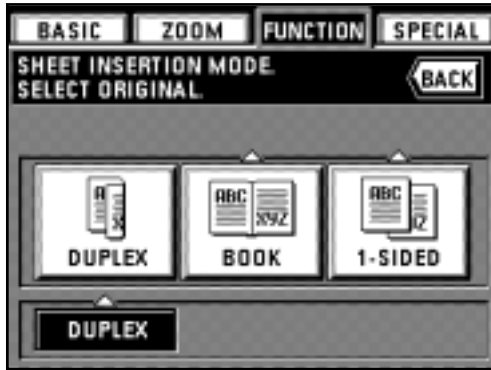
1. Touch the "FUNCTION" key.  
The function select screen will appear.
2. Touch the "INSERT" key. (If that key is not displayed, touch the "▼" key or the "▲" key until it is displayed.)  
The sheet copy mode set-up screen will appear.



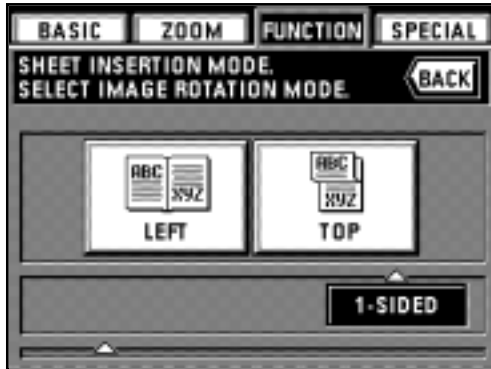
3. Select the type of finished copies that you want to make by touching either the "DUPLEX", "SPLIT" or "1-SIDED" key.  
\* If you selected "DUPLEX", go to the next step.  
If you selected "SPLIT", go to step 6.  
If you selected "1-SIDED", go to step 8.



## Section 5 OTHER CONVENIENT FUNCTIONS



4. Specify the type of the originals that are being used by touching either the "DUPLEX", "BOOK" or "1-SIDED" key.  
 \* If you selected "DUPLEX", go to step 8.  
 If you selected "BOOK", go to step 7.  
 If you selected "1-SIDED", go to the next step.



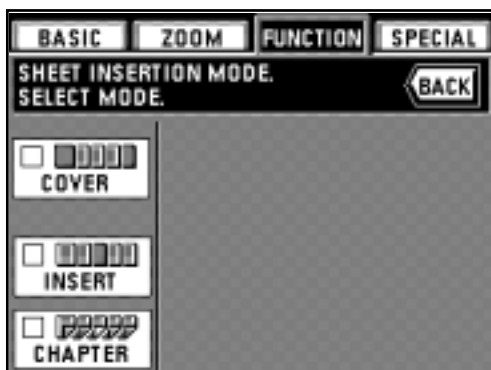
5. Select the direction of copying that you want for the back side of the copies. Then go to step 8.  
 LEFT: The image will be copied in its current direction.  
 TOP: The image will be rotated 180 degrees and copied. Thus, if the finished copies are then bound at the top edge of the copy set, all of the images can be viewed in the same direction when the pages are opened, just as they are on a wall calendar.



6. Specify the type of the originals that are being used by touching either the "DUPLEX" or "BOOK" key.  
 \* If you selected "DUPLEX", go to step 8.  
 If you selected "BOOK", go to the next step.

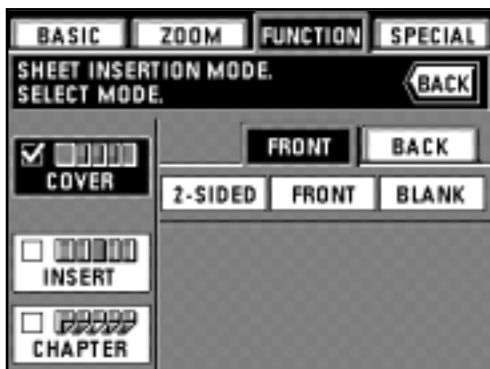


7. Specify the binding orientation of the originals. Then go to the next step.  
 LEFT: The left page of the originals is copied first followed by the right page.  
 RIGHT: The right page of the originals is copied first followed by the left page.



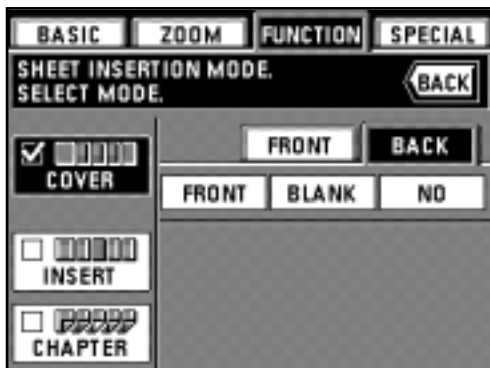
- \* Once the copy mode setting is finished, the touch panel will switch back to the sheet copy mode set-up screen. Make the settings that you want for the desired mode by following the appropriate procedure for that mode.  
 \* It is also possible to combine different modes. (See "② Combining modes" on page 5-10.)

## Section 5 OTHER CONVENIENT FUNCTIONS

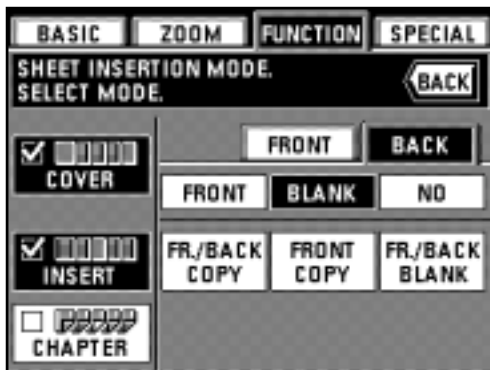


### ● Cover mode settings

8. Touch the "COVER" key, if you want to use the cover mode. If not, go to step 12.  
\* The "CHAPTER" key will only be displayed if you are making two-sided copies from one-sided originals.
9. Select how you want the front cover to be finished by touching either the "DUPLEX", "FRONT" (copy only on the front side) or "BLANK" key.  
\* If you selected "SPLIT" or "1-SIDED" in step 3 as the type of finished copies that you want to make, "DUPLEX" will not be available for selection.

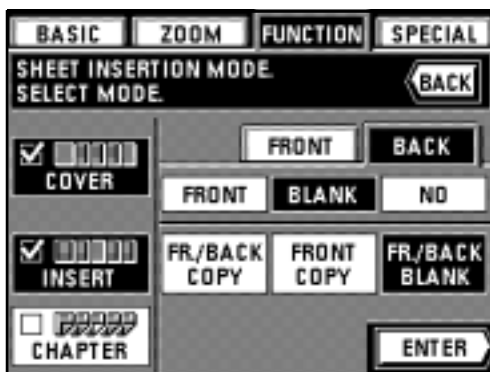


10. Touch the "BACK" key.
11. Select how you want the back cover to be finished by touching either the "FRONT" (copy only on the front side), "BLANK" or "NO" (no back cover at all) key.  
\* If you do not want to use any other modes, go to step 19.



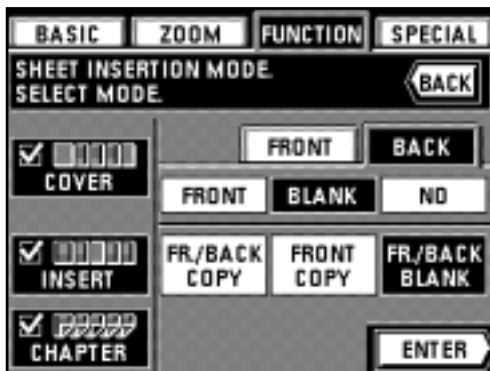
### ● Insert mode settings

12. Touch the "INSERT" key, if you want to use the insert mode. If not, go to step 14.
13. Select how you want the inserts sheet to be finished by touching either the "FR./BACK COPY", "FRONT COPY" or "FR./BACK BLANK" key.  
\* If you do not want to use any other modes, go to step 15.



### ● Chapter mode settings

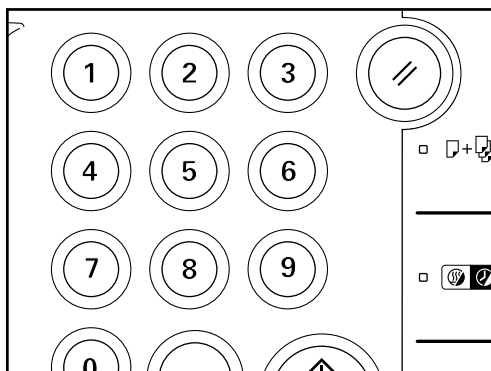
14. Touch the "CHAPTER" key, if you want to use the chapter mode. If not, go to step 12.  
Then go to the next step.



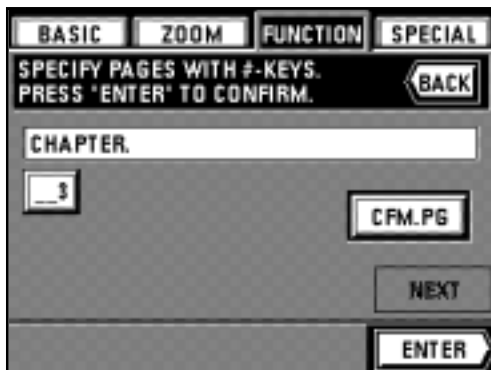
### ● Selecting the location for insert sheets & chapter pages

- \* First check each of the settings you have made. The specified page locations may be deleted if any settings are changed after the pages are specified.
15. Touch the "ENTER" key.  
The screen that will allow you to specify the desired page location will appear.

## Section 5 OTHER CONVENIENT FUNCTIONS



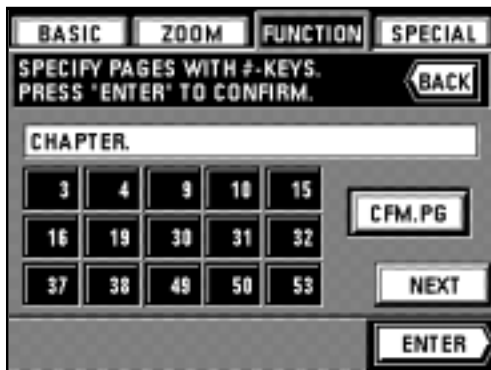
16. Use the numeric keys to enter the page number where you want the insert sheet or chapter page to be inserted.



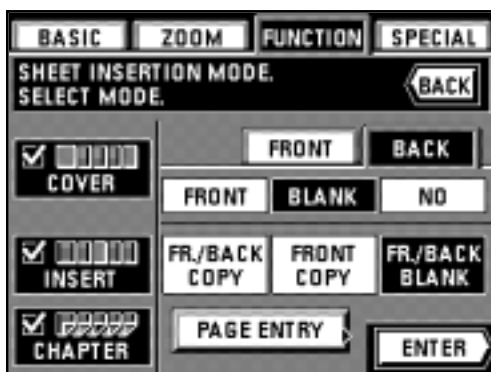
17. Touch the "CFM. PG" key.  
 \* If you want to add more than one insert sheet or chapter page, repeat steps 16 and 17. The screen will show 15 locations at a time. To check your settings for more than 15 locations, touch the "NEXT" key or the "PREVIOUS" key to switch between screens.  
 \* If you want to change any of the specified page numbers, simply touch that page number directly, and repeat steps 16 and 17.

### POINT OF INFORMATION

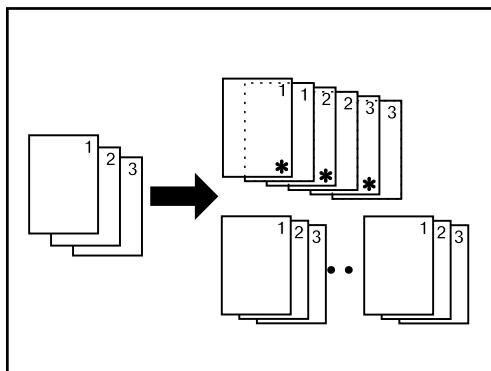
- If you combine the insert and chapter modes, the settings you make will affect the same page. It is not possible to specify locations for insert sheets and chapter pages separately.
- If you use the insert mode or chapter mode when making two-sided copies from two-sided originals, enter the actual page number of the original not the number of the sheet. In other words, calculate each two-sided original as 2 individual pages when entering the page number.



18. Once you are finished entering page numbers, touch the "ENTER" key.  
 \* If you want to perform the procedure to register the page numbers over again, touch the "PAGE ENTRY" key and follow the procedure in steps 16 and 17.



19. Check all of your settings and then touch the "ENTER" key.  
 The touch panel will return to the basic screen.



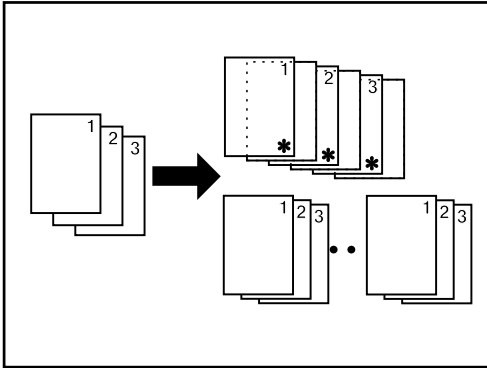
### (6) Making handout materials together with Transparencies [Presentation mode]

This mode combines the transparency + backing sheet mode (see page 5-16) with the creation of multiple copy sets onto standard paper, and is convenient for preparing materials for handout during presentations which use transparencies.

#### ● Presentation mode (copying onto the backing sheet)

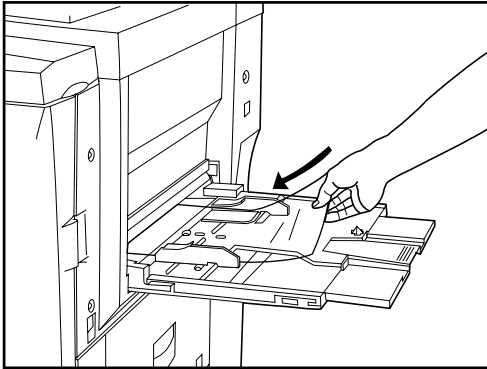
After copying onto the transparency (with copying onto the backing sheets, see page 5-16), the same original is copied onto a specified number of sheets of standard paper. Page separation copying from two-page [open-face] originals can be used in combination with this mode. (The asterisks in the illustration indicate the transparencies.)

## Section 5 OTHER CONVENIENT FUNCTIONS

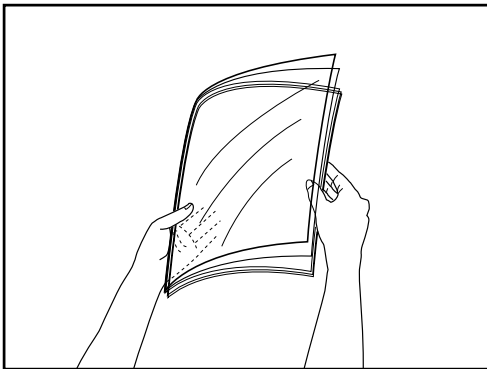


### ● Presentation mode (leaving the backing sheet blank)

After copying onto the transparency (with the backing sheets left blank, see page 5-16), the same original is copied onto a specified number of sheets of standard paper. Page separation copying from two-page [open-face] originals can be used in combination with this mode. (The asterisks in the illustration indicate the transparencies.)

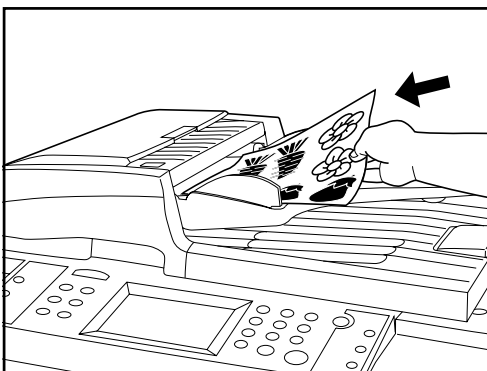


1. Set the transparencies in the stack bypass tray.

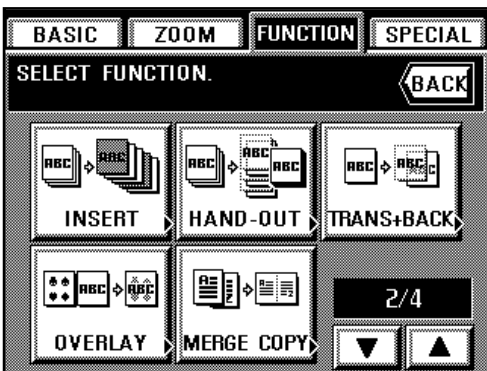


### POINT OF INFORMATION

- Fan out the transparencies at least once before setting them.
- Up to 25 transparencies can be loaded into the stack bypass tray at one time.
- Make sure that paper of the same size as the transparencies is loaded in one of the drawers or decks.

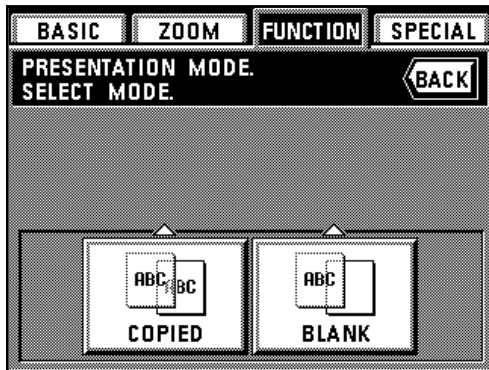


2. Set the originals.
3. Touch the "FUNCTION" key.  
The function select screen will appear.

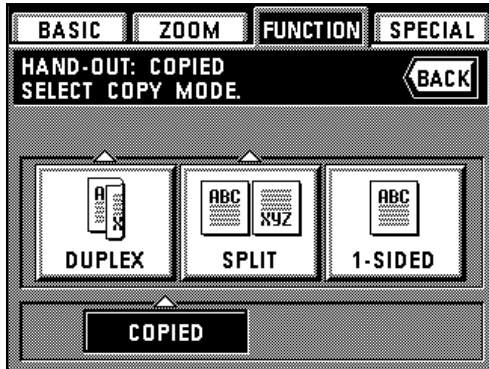


4. Touch the "HAND-OUT" key. (If that key is not displayed, touch the "▼" key or the "▲" key until it is displayed.)  
The presentation mode set-up screen will appear.

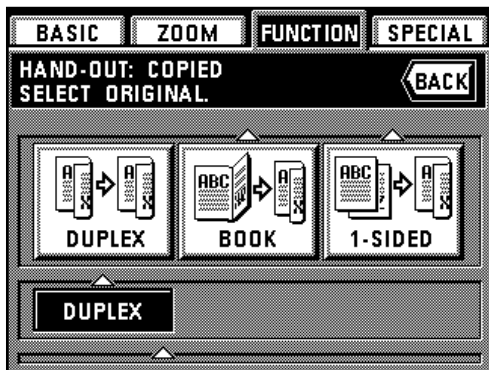
## Section 5 OTHER CONVENIENT FUNCTIONS



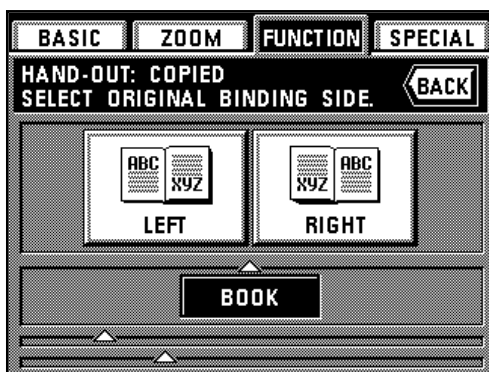
5. Touch the "COPIED" key if you want to copy onto the backing sheets, and touch the "BLANK" key if you want to leave the backing sheets blank.



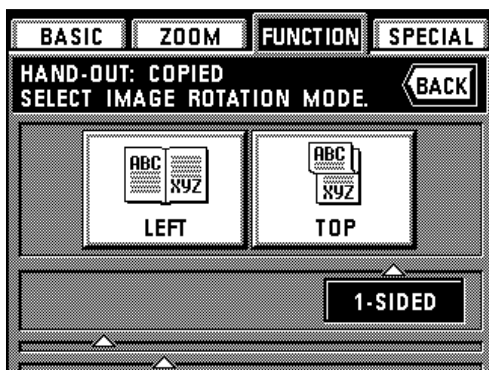
6. Select the type of finished copies that you want to make by touching either the "DUPLEX", "SPLIT" or "1-SIDED" key.  
 \* If you selected "DUPLEX", go to the next step.  
 If you selected "SPLIT", go to step 10.  
 If you selected "1-SIDED", the touch panel will return to the basic screen. In this case, go to step 12.



7. Specify the type of the originals that are being used by touching either the "DUPLEX", "BOOK" or "1-SIDED" key.  
 \* If you selected "DUPLEX", the touch panel will return to the basic screen. In this case, go to step 12.  
 If you selected "BOOK", go to the next step.  
 If you selected "1-SIDED", go to step 9.

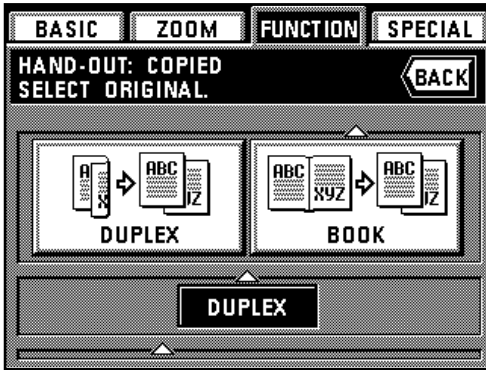


8. Specify the binding orientation of the originals.  
 LEFT: The left page of the originals is copied first followed by the right page.  
 RIGHT: The right page of the originals is copied first followed by the left page.  
 The touch panel will return to the basic screen. Go to step 12.

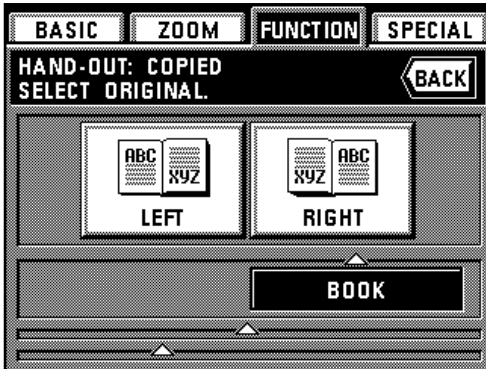


9. Select the direction of copying that you want for the back side of the copies.  
 LEFT: The image will be copied in its current direction.  
 TOP: The image will be rotated 180 degrees and copied.  
 The touch panel will return to the basic screen. Go to step 12.

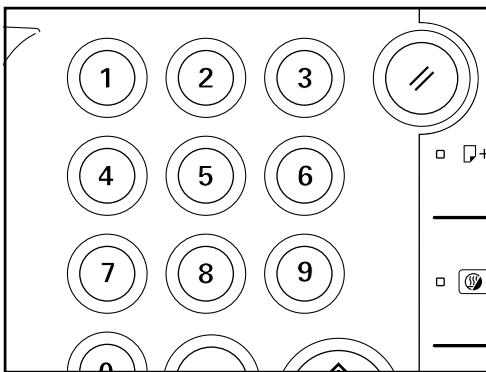
## Section 5 OTHER CONVENIENT FUNCTIONS



10. Specify the type of the originals that are being used by touching either the “DUPLEX” or “BOOK” key.
- \* If you selected “DUPLEX”, the touch panel will return to the basic screen. In this case, go to step 12.  
If you selected “BOOK”, go to the next step.



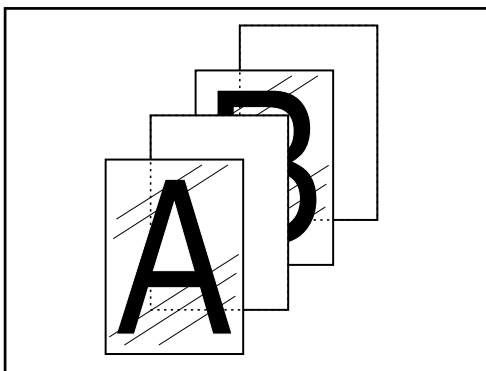
11. Specify the binding orientation of the originals.
- LEFT: The left page of the originals is copied first followed by the right page.  
RIGHT: The right page of the originals is copied first followed by the left page.  
The touch panel will return to the basic screen.



12. Use the numeric keys to enter the number of copies per original that you want to make onto standard paper.
- \* The copies of the transparencies and their backing sheets will be ejected first, and the copies made on standard paper will then be ejected afterward.

### POINT OF INFORMATION

If the copier is equipped with the optional Finisher, the transparencies and their backing sheets will first be ejected onto the Non-sort tray, and the standard paper copies will then be ejected onto the Sort tray. If the copier is equipped with the optional Booklet Stitcher, all copies will be ejected onto tray 1.

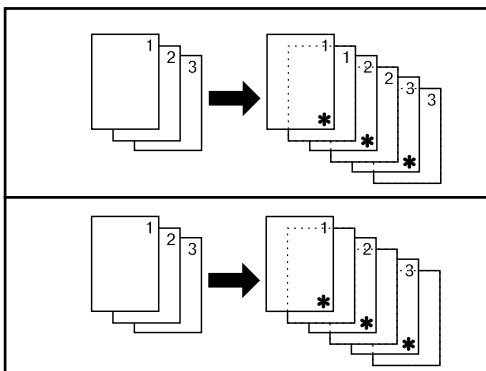


### (7) Feeding paper as a backing sheet for transparencies [Transparency + backing sheet modes]

When 2 or 3 transparencies are stacked on top of one another, static electricity can cause problems. This mode automatically places a backing sheet between the transparencies during copying. It is possible to copy onto the backing sheet from the same original as well as to make multiple copies.

### POINT OF INFORMATION

- Transparencies must be fed from the stack bypass tray.
- When you use the transparency + backing sheet mode, copies will be ejected face up. If the originals are set in the DF, copying will be performed from the last page first after all of the originals have been stored in memory.
- If the copier is equipped with the optional Finisher, the copies will be ejected face up into the Sort tray. If the copier is equipped with the optional Booklet Stitcher, all copies will be ejected onto tray 1.



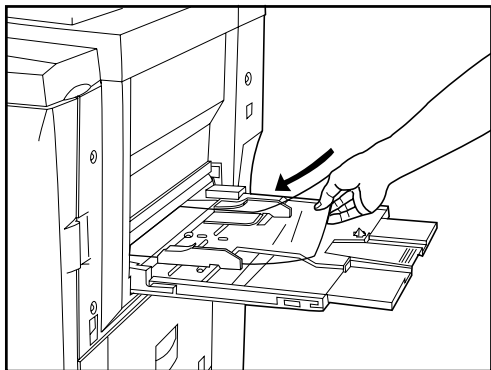
### ● Copying onto the backing sheet

The originals will be copied onto the transparencies and then the same originals will be copied onto the backing sheets as well. (The asterisks in the illustration indicate the transparencies.)

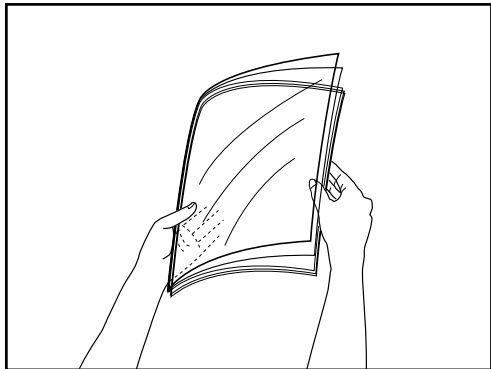
### ● Leaving the backing sheet blank

The originals will be copied onto the transparencies and the backing sheet will be left blank. (The asterisks in the illustration indicate the transparencies.)

## Section 5 OTHER CONVENIENT FUNCTIONS

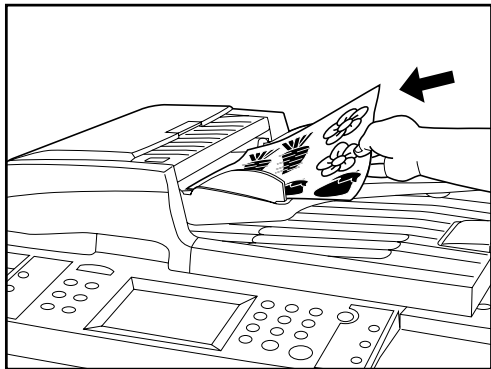


1. Set the transparencies in the stack bypass tray.

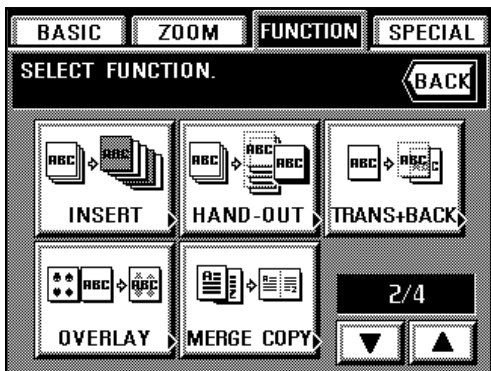


### POINT OF INFORMATION

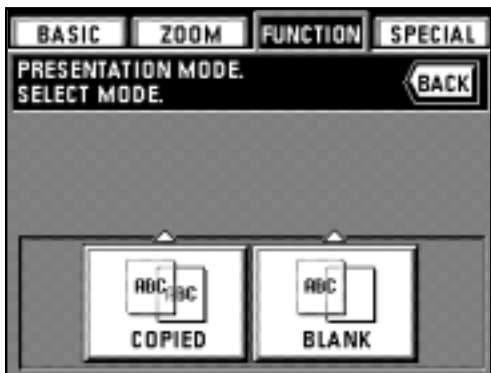
- Fan out the transparencies at least once before setting them.
- Up to 25 transparencies can be loaded into the stack bypass tray at one time.
- Make sure that paper of the same size as the transparencies is loaded in one of the drawers or decks.



2. Set the originals.
3. Touch the "FUNCTION" key.  
The function select screen will appear.

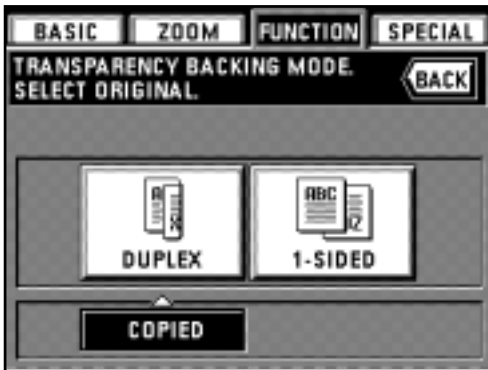


4. Touch the "TRANS + BACK" key. (If that key is not displayed, touch the "▼" key or the "▲" key until it is displayed.)  
The transparency backing mode set-up screen will appear.

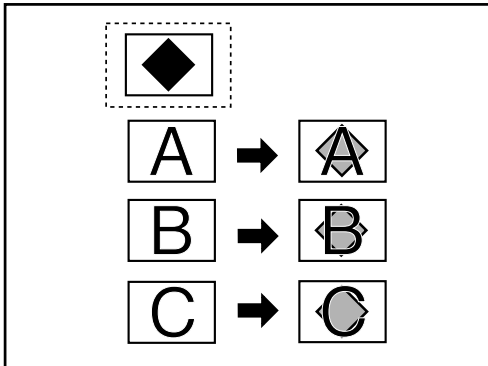


5. Touch the "COPIED" key if you want to copy onto the backing sheet, and the "BLANK" key if you do not want to copy onto the backing sheet.

## Section 5 OTHER CONVENIENT FUNCTIONS



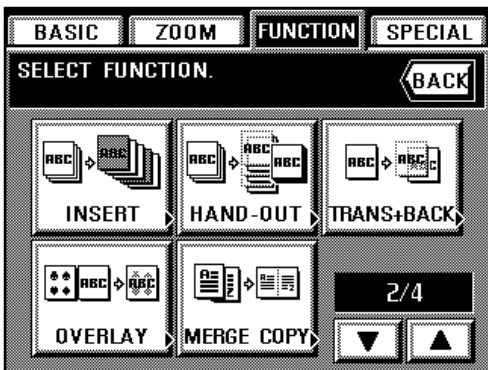
- Specify the type of the originals that are being used by touching either the "DUPLEX" or "1-SIDED" key.  
The touch panel will return to the basic screen.



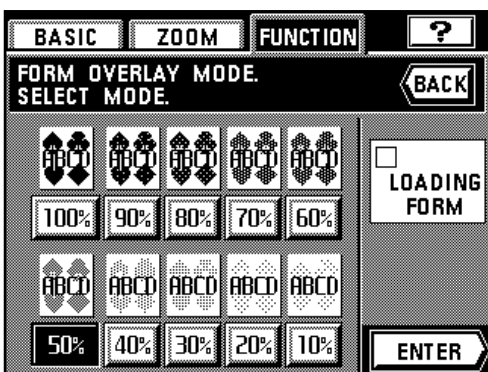
### (8) Overlaying images [Form overlay]

This mode can be used to read the first original into memory and have its image overlaid onto copies made from subsequent originals. It is also possible to register and store in memory, in advance, the images that you want to use as an overlay. The shading level of the overlay image can be adjusted as well.

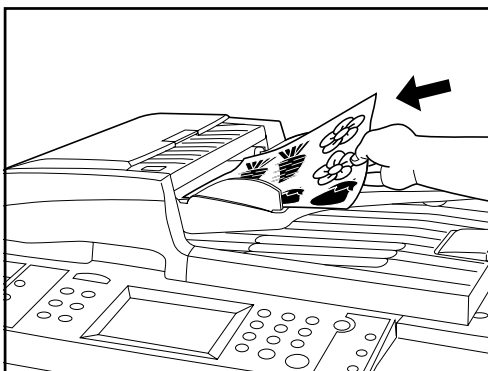
\* See "(1) Registering an image for form overlay" on page 7-1 for the procedure to register images.



- Touch the "FUNCTION" key.  
The function select screen will appear.
- Touch the "OVERLAY" key. (If that key is not displayed, touch the "▼" key or the "▲" key until it is displayed.)  
The form overlay mode set-up screen will appear.



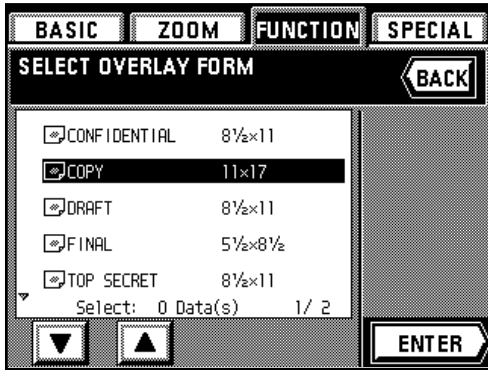
- Touch the key that corresponds to the level of shading that you want to use for the overlay image.  
The shading level can be set to any 10% increment between 10% and 100%.
- If you want to use a previously registered image, select the "LOADING FORM" check box and touch the "ENTER" key.  
If you want to scan in a new image, make sure that the check box remains unchecked.  
\* If you left the check box unselected, go to the next step.  
To select a previously registered image, go to step 6.



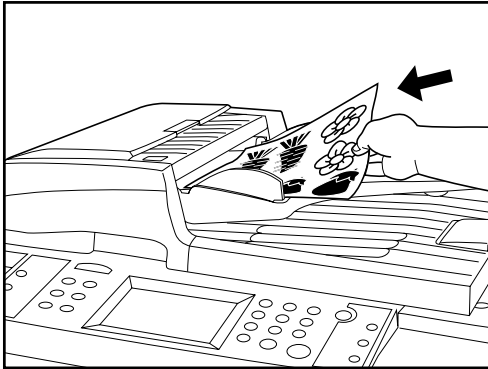
- Set the original that you want to use as an overlay and press the Start key. Then go to step 7.



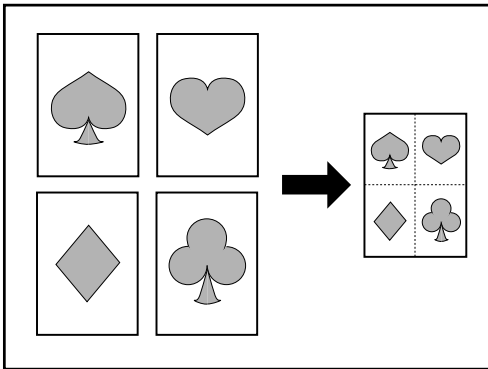
## Section 5 OTHER CONVENIENT FUNCTIONS



6. A list of registered images will appear. Select the image and touch the "ENTER" key.  
 \* If the image that you want to use is not displayed, touch the "▼" key or the "▲" key until it is displayed.



7. Set the originals that you want to copy and press the Start key.  
 Copying will begin.



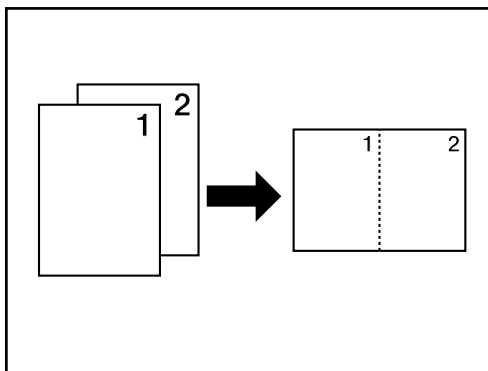
### (9) Copying the images from either two or four originals onto a single copy sheet [Combine copy]

This mode can be used to reduce the images from either 2 or 4 separate originals and combine them onto a single copy.

The borderline of each original can also be indicated with a dotted line, a solid line or registration marks.

#### POINT OF INFORMATION

Both the originals and the copy paper must be of standard paper sizes.



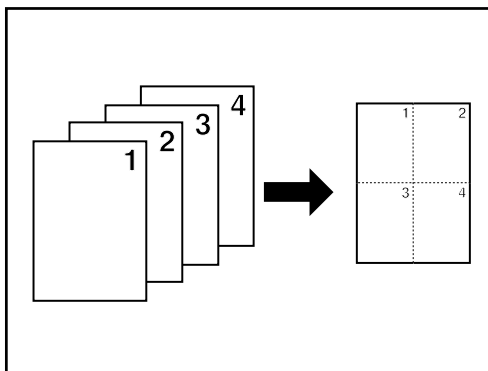
#### ① Combination styles

##### ● 2 in 1

Use this mode to copy two originals onto one sheet. This mode can also be used together with the two-sided copy mode to copy four originals onto one two-sided copy.

(When setting originals on the platen, set them in the normal first-second order.)

\* The actual "2-IN-1" mode that you should use depends on the orientation in which the originals are set.



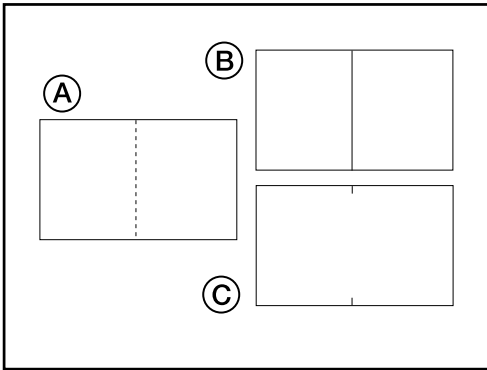
##### ● 4 in 1

Use this mode to copy four originals onto one sheet. This mode can also be used together with the two-sided copy mode to copy eight originals onto one two-sided copy.

(When setting originals on the platen, set them in the normal first-through-fourth order.)

\* The actual "4-IN-1" mode that you should use depends on the orientation in which the originals are set.

## Section 5 OTHER CONVENIENT FUNCTIONS



### ② Borderline indication

#### ① DOTTED

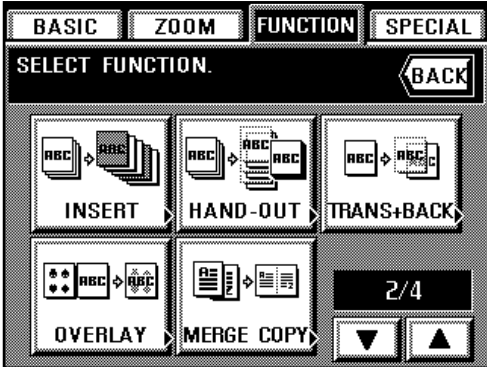
The borderline of the originals will be indicated by a dotted line.

#### ② SOLID

The borderline of the originals will be indicated by a solid line.

#### ③ CROPMRK

The borderline of the originals will be indicated by registration marks.

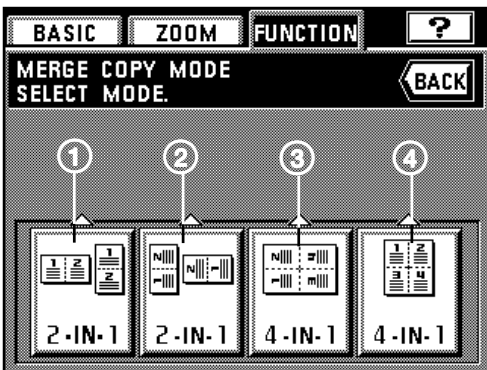


1. Touch the "FUNCTION" key.

The function select screen will appear.

2. Touch the "MERGE COPY" key. (If that key is not displayed, touch the "▼" key or the "▲" key until it is displayed.)


The combine originals mode set-up screen will appear.




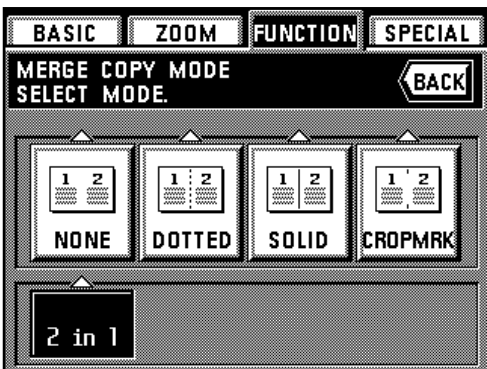
3. Select the combination style that you want to use by touching the "2-IN-1" key or the "4-IN-1" key.

### POINT OF INFORMATION

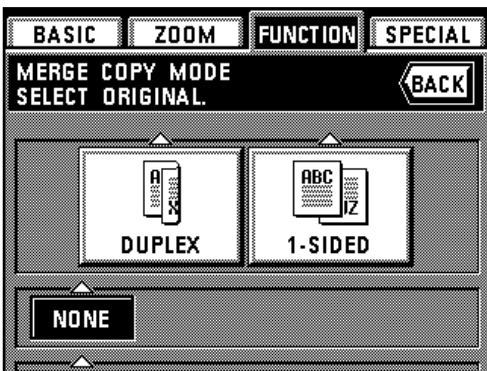
• The mode that you should use depends on the orientation in which the originals are set: Depending upon the key that was touched during selection of the combination style in the panel at left, the originals must be set as shown to the illustrations below.

If you selected "①" or "④"... 

If you selected "②" or "③"... 



4. Select the type of borderline that you want by touching either the "DOTTED", "SOLID" or "CROPMRK" key. If you do not want a borderline on the copies, touch the "NONE" key.

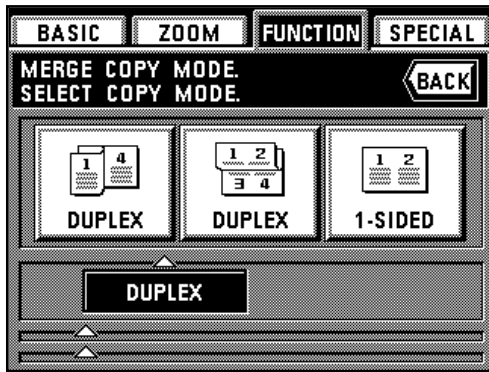


5. Specify the type of the originals that are being used by touching either the "DUPLEX" or "1-SIDED" key.

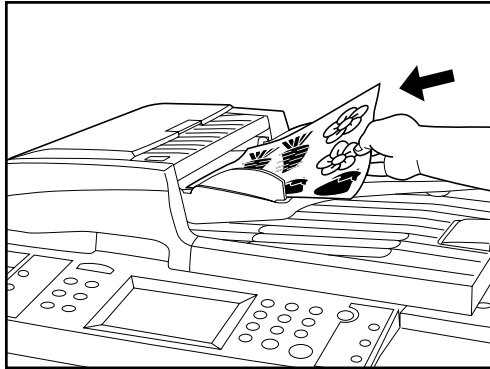
\* If you selected "DUPLEX", go to the next step.

If you selected "1-SIDED", the touch panel will return to the basic screen. In this case, go to step 7.

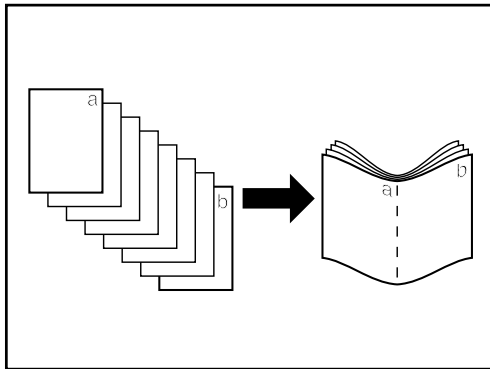
## Section 5 OTHER CONVENIENT FUNCTIONS



6. Select the type of finished copies that you want to make by touching either the "DUPLEX" or "1-SIDED" key. The touch panel will return to the basic screen.  
 \* When selecting "DUPLEX" copies, choose between the left "DUPLEX" key for normal copying (like in a bound book) and the right "DUPLEX" key for rotating the copying direction on the back side of the copies (like on a calendar).



7. Set the originals.  
 \* When setting originals on the platen, make sure that you set them in the correct order. (See page 5-19.)  
 8. Touch the paper size key that corresponds to the paper that you want to copy onto.  
 9. Press the Start key.

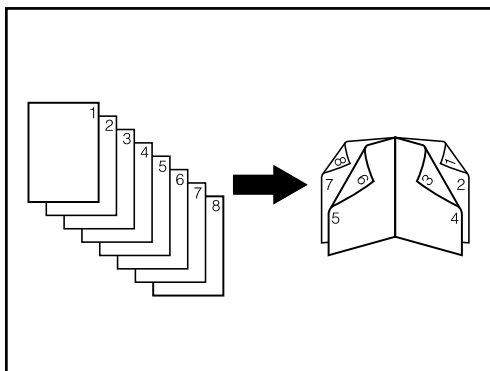


### (10) Making a booklet (sheet originals) [Booklet copy]

This mode can be used to copy one-sided or two-sided originals onto two-page [open-face], two-sided copies in such a way that the finished copies can be stacked and folded into a booklet format.

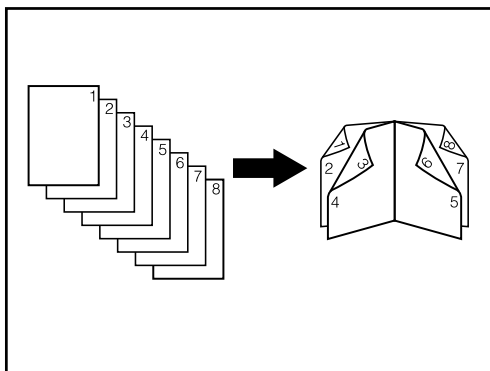
#### POINT OF INFORMATION

The size of originals that can be used in this mode is limited to A4 and the paper size is limited to A3 or A4R.



#### ① Right-side binding orientation

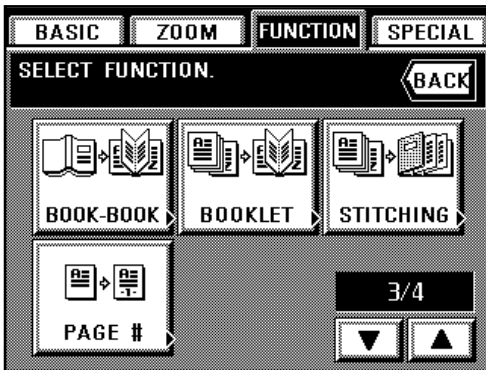
The order of copying will be performed so that the stacked and folded pages of the finished copies will read from right to left.



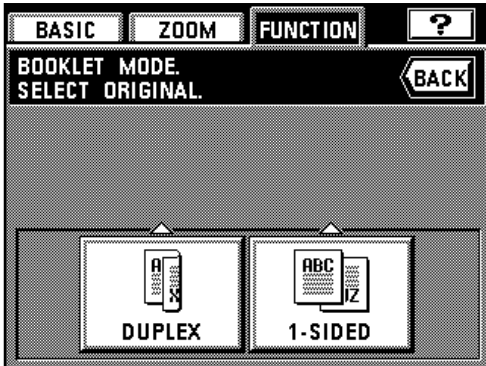
#### ② Left-side binding orientation

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

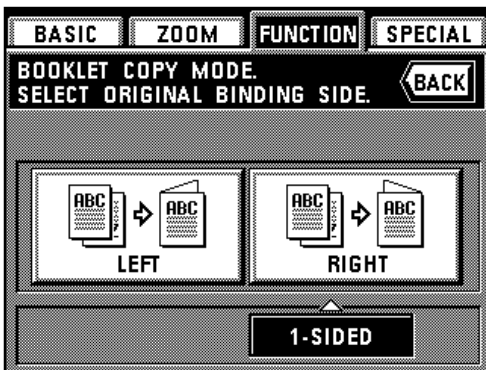
## Section 5 OTHER CONVENIENT FUNCTIONS



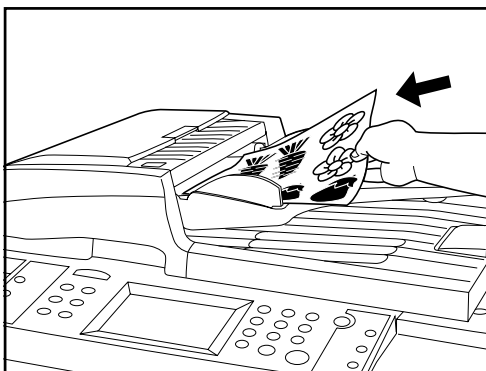
1. Touch the "FUNCTION" key.  
The function select screen will appear.
2. Touch the "BOOKLET" key. (If that key is not displayed, touch the "▼" key or the "▲" key until it is displayed.)  
The booklet mode set-up screen will appear.



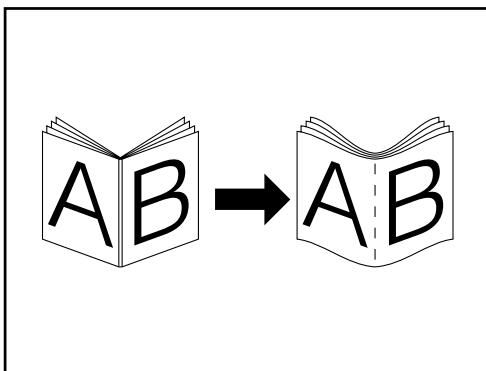
3. Specify the type of the originals that are being used by touching either the "DUPLEX" or "1-SIDED" key.



4. Select the binding orientation that you want for the finished copies by touching either the "LEFT" or "RIGHT" key.  
\* If the copier is equipped with the optional Booklet Stitcher and more than one set of copies is to be stapled, select the finishing settings that you want to use as well.



5. Set the originals.  
\* When setting the originals on the platen, start with the first page.
6. Press the Start key.

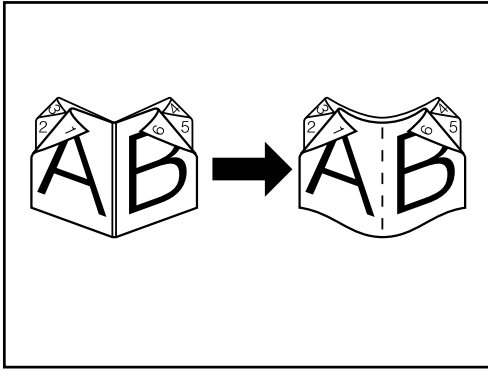


- (11) Making a booklet (two-page [open-face] originals) [Booklet + cover copy mode]**  
This mode can be used to have covers, either blank or with an image copied onto the front cover, included on the copy sets so that they can be bound in a booklet format.

### POINT OF INFORMATION

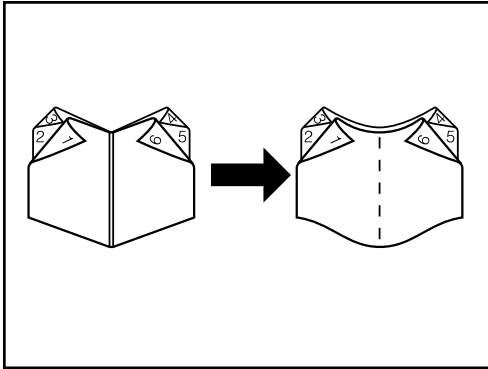
The size of originals and the copy paper that can be used in this mode is limited to A3 or A4R.

## Section 5 OTHER CONVENIENT FUNCTIONS



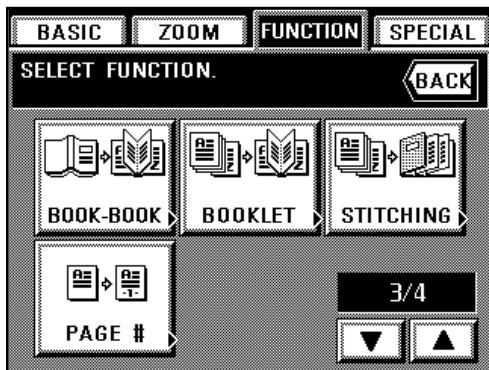
### ● Copy onto the cover

If the original that will be copied onto the front cover is scanned in first, the paper onto which it is copied will be in the front cover position after the copies are finished and folded in the center.

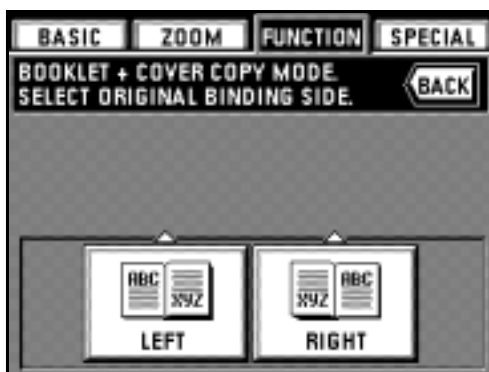


### ● Do not copy onto the cover

When the finished copies are folded in the center, both the front and back covers will be blank.



1. Touch the "FUNCTION" key.  
The function select screen will appear.
2. Touch the "BOOK-BOOK" key. (If that key is not displayed, touch the "▼" key or the "▲" key until it is displayed.)  
The Book-Book mode set-up screen will appear.

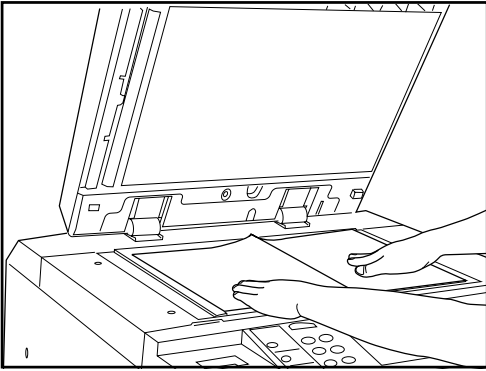


3. Select the binding orientation that you want for the finished copies by touching either the "LEFT" or "RIGHT" key.

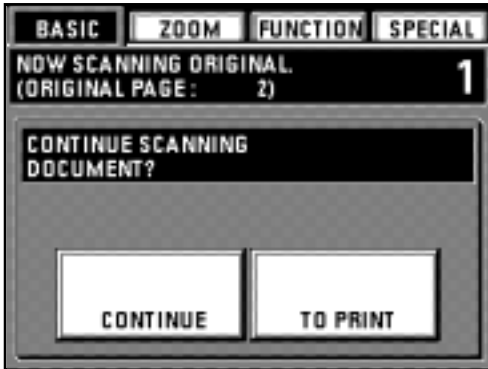


4. Select whether or not you want to copy onto the front cover.  
\* If the copier is equipped with the optional Booklet Stitcher, select the finishing settings that you want to use as well.

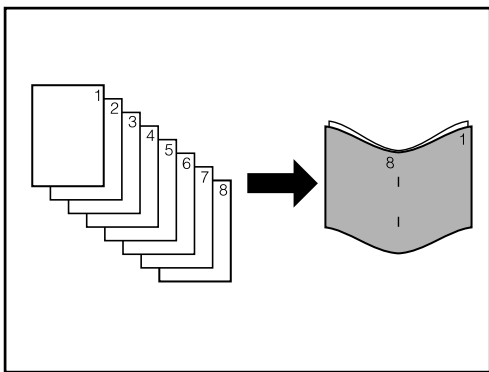
## Section 5 OTHER CONVENIENT FUNCTIONS



5. Set the original in a spread out position.
  - \* The originals can also be set in the DF. Be sure to set the original that will be copied onto the front cover first.
6. Press the Start key. The original will be scanned into memory.
  - \* If you set the first original on the platen, go to the next step.
  - \* If you use the DF, all of the originals will be scanned and copying will be carried out automatically.



7. Once the first original is completely scanned, set the next original and touch the "CONTINUE" key.
  - \* Repeat this operation for all of the originals.
8. When all of the originals are completely scanned, touch the "TO PRINT" key. Copying will begin. After copying is finished, the touch panel will return to the basic screen.

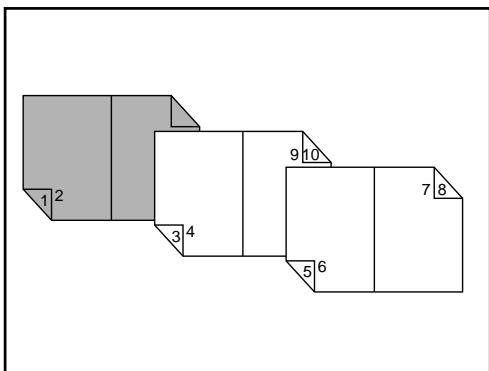


### (12) Copying and binding into a booklet (sheet originals) [Binding mode]

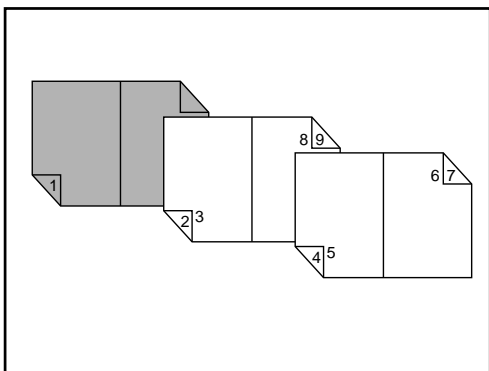
This mode can be used to copy one-sided or two-sided originals onto two-page [open-face], two-sided copies, to add a cover sheet and then staple the arranged copies into a booklet format such as with a weekly magazine or a pamphlet.

#### POINT OF INFORMATION

- To use this mode, it is necessary to select the drawer or deck from which the cover sheet will be fed. (See "⑩ Drawer for cover sheets" on page 8-16.)
- The size of originals that can be used in this mode is limited to A4 and the paper size is limited to A3 or A4R.
- To use this function, the copier must be equipped with the optional Booklet Sticher.

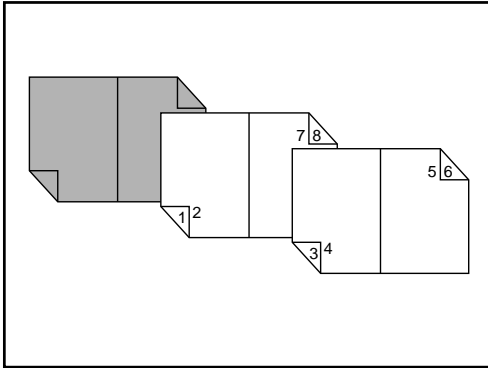


- When you want to copy onto the front and the back of the cover sheet...  
The first page of the originals is copied onto the front of the front cover and the second page onto the back (inside) of the front cover. Copies are then made so that the content can be read sequentially with the pages spread open.

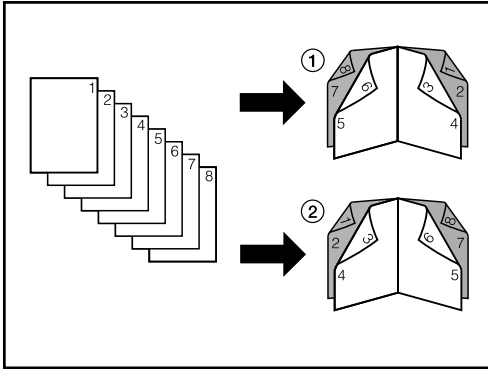


- When you want to copy only onto the front of the cover sheet...  
The first page of the originals is copied onto the front of the front cover and the second page onto the front of the page that comes after the cover sheet. Copies are then made so that the content can be read sequentially with the pages spread open.

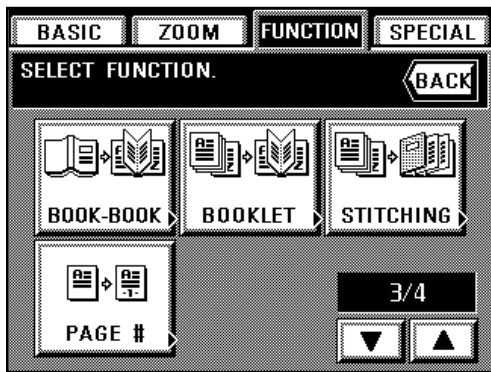
## Section 5 OTHER CONVENIENT FUNCTIONS



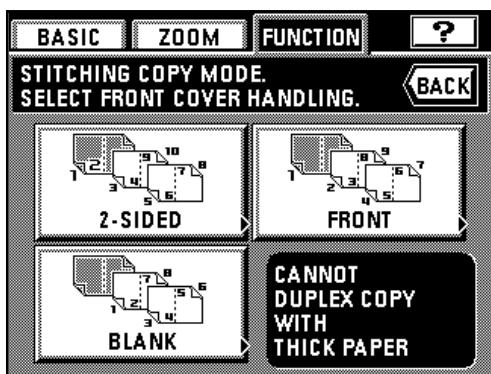
- When you do not want to copy onto the cover sheet...  
The first page of the originals is copied onto the front of the page that comes after the cover sheet and the second page onto the back of that page. Copies are then made so that the content can be read sequentially with the pages spread open.



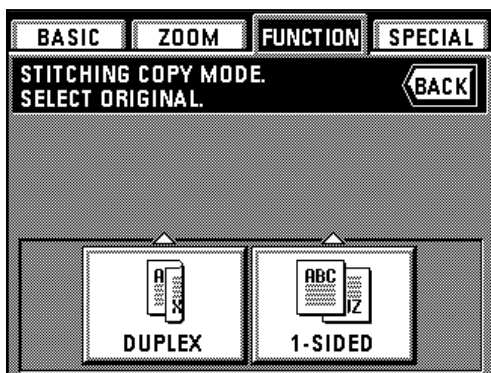
- ① Right-side binding orientation  
The order of copying will be performed so that the stacked and folded pages of the finished copies will read from right to left.
- ② Left-side binding orientation  
The order of copying will be performed so that the stacked and folded pages of the finished copies will read from left to right.



1. Touch the "FUNCTION" key.  
The function select screen will appear.
2. Touch the "STITCHING" key. (If that key is not displayed, touch the "▼" key or the "▲" key until it is displayed.)  
The binding mode set-up screen will appear.

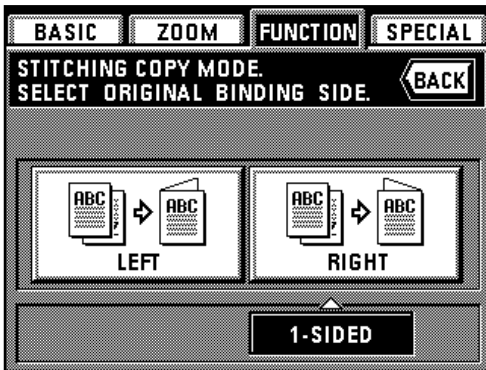


3. Select the front cover copy mode that you want to use by touching either the "DUPLEX", "FRONT" or "BLANK" key.

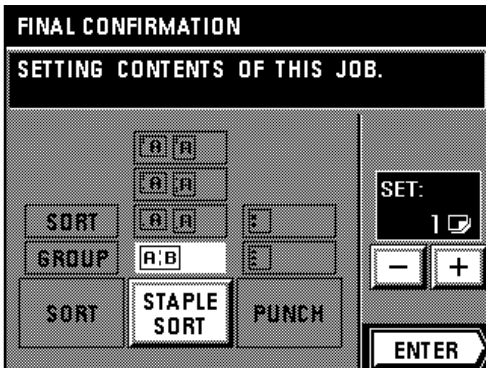


4. Specify the type of the originals that are being used by touching either the "DUPLEX" or "1-SIDED" key.

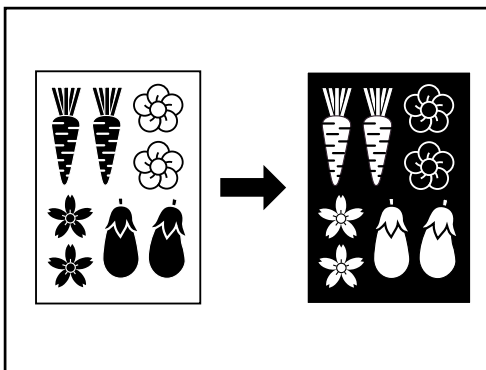
## Section 5 OTHER CONVENIENT FUNCTIONS



5. Select the binding orientation that you want for the finished copies by touching either the "LEFT" or "RIGHT" key.  
The finishing set-up screen will appear.



6. Set the number of copies that you want to make by touching the "+" key or the "-" key.
7. If you want to bind (staple) the finished copy sets, touch the "STAPLE SORT" key.
8. Once you are finished setting the number of copies and selecting the stapling settings that you want, touch the "ENTER" key.
9. Set the originals.  
\* When setting the originals on the platen, start with the first page.
10. Press the Start key.

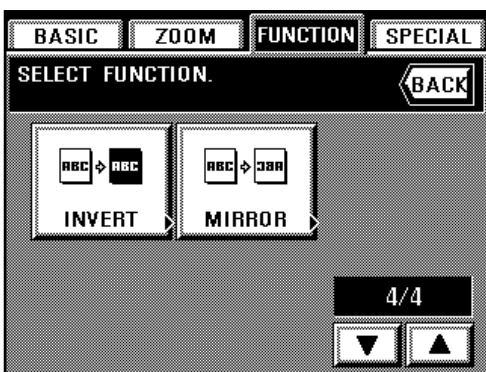


### (13) Inverting black and white [Invert copy mode]

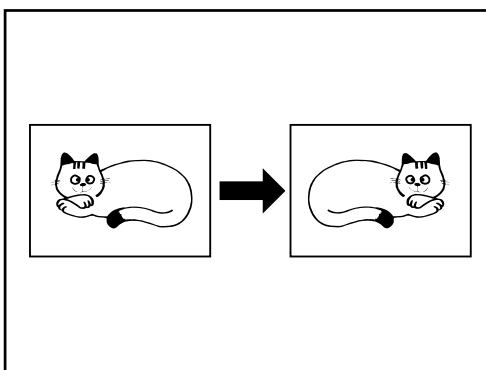
The black and white areas of the image are inverted (reversed) on the copy.

\* When multiple inverted copies are made, "PLEASE WAIT. NOW ADDING TONER." may appear in the message display.

1. Set the originals.



2. Touch the "FUNCTION" key.  
The function select screen will appear.
3. Touch the "INVERT" key. (If that key is not displayed, touch the "▼" key or the "▲" key until it is displayed.)  
The touch panel will return to the basic screen.



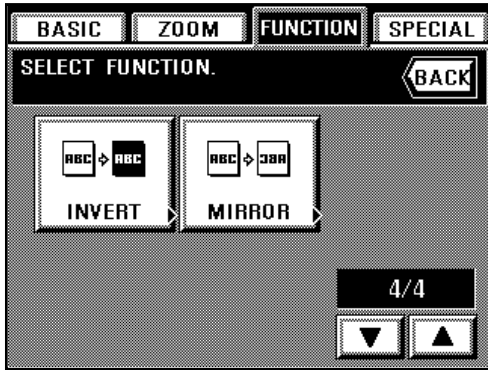
### (14) Making mirror-image copies [Mirror image mode]

This mode can be used to make mirror-image copies.

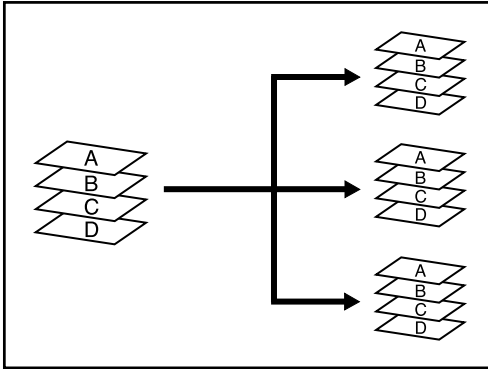
1. Set the originals.



## Section 5 OTHER CONVENIENT FUNCTIONS



2. Touch the "FUNCTION" key.  
The function select screen will appear.
3. Touch the "MIRROR" key. (If that key is not displayed, touch the "▼" key or the "▲" key until it is displayed.)  
The touch panel will return to the basic screen.

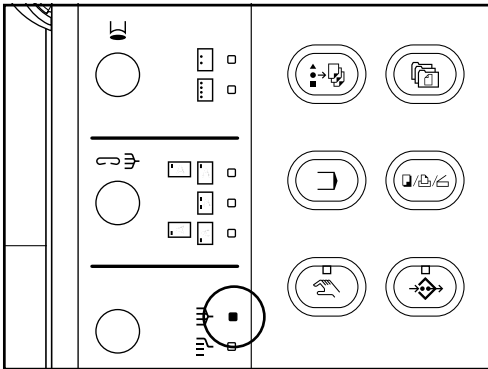


### (15) Automated sorting [Sort copy]

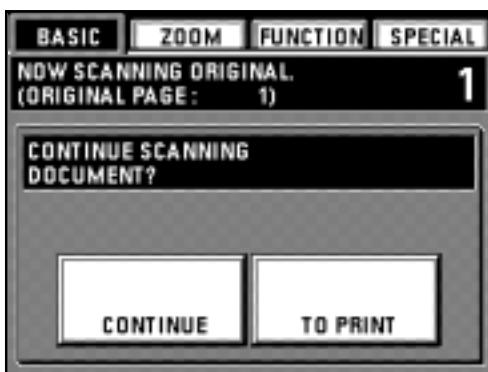
Since copying is performed only after scanning multiple originals into memory, sorting of the required number of copy sets is possible without the optional Finisher or the Booklet Sticher.

#### POINT OF INFORMATION (Rotate sort copy)

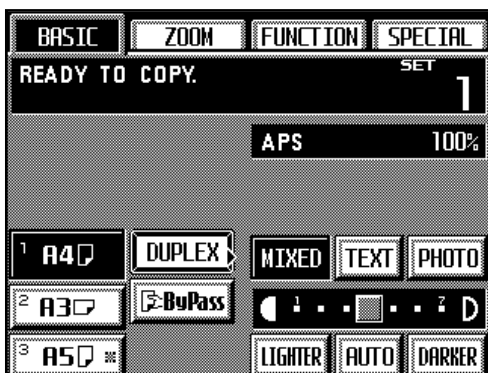
If "ON" is selected under "⑰ Rotate-sort" on page 8-16 and the size of the copy paper is A4, the orientation of each ejected copy set will be shifted in order to make it easy to sort the copies. However, in order to use this setting, there must be A4 size paper loaded both vertically and horizontally in the drawers and/or decks.



1. Set the originals.
2. Press the Sort-Group key to light the Sort indicator.
3. Press the Start key.
  - \* If you set the originals in the DF, scanning will start and copying carried out automatically.
  - \* If you set the first original on the platen, "CONTINUE SCANNING DOCUMENT?" will be displayed.



4. Set the next original and touch the "CONTINUE" key.
  - \* Repeat this operation for all of the originals.
5. When all of the originals are completely scanned, touch the "TO PRINT" key.  
Copying will be performed one set at a time.



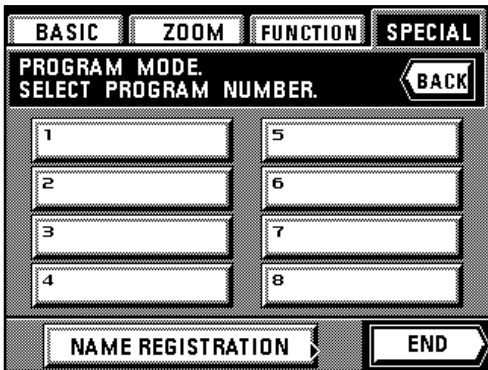
### (16) Memorizing frequency used settings [Program mode]

Up to eight combinations of copy mode settings and functions displayed on the operation panel can be registered as a single program.

#### ① Registering various settings as a single program

1. Select the copy mode settings and functions that you want to register on the operation panel and return to the basic screen.
2. Touch the "SPECIAL" key.  
The management mode select screen will appear.
3. Touch the "REGISTER" key under "PROGRAM".

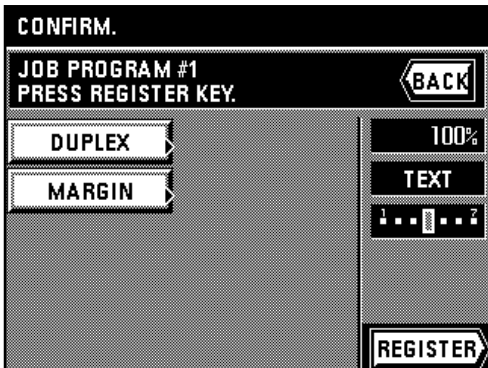
## Section 5 OTHER CONVENIENT FUNCTIONS



4. Touch the program number ("1" to "8") that you want to register the settings under.
  - \* If you also want to register a name for that program, touch the "NAME REGISTRATION" key. (See page 8-29 for the procedure on entering the name.)

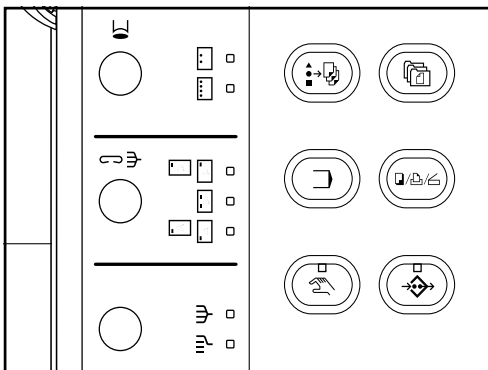
5. Touch the "END" key.
 

The selected copy settings and functions will appear. If you want to check more specific settings for each copy mode, touch the related function key. Once you are finished checking the settings, touch the "CHECK" key.



6. Touch the "REGISTER" key for final registration of the settings.
 

The touch panel will return to the basic screen. Copying is now possible using the settings that are registered under that program number.



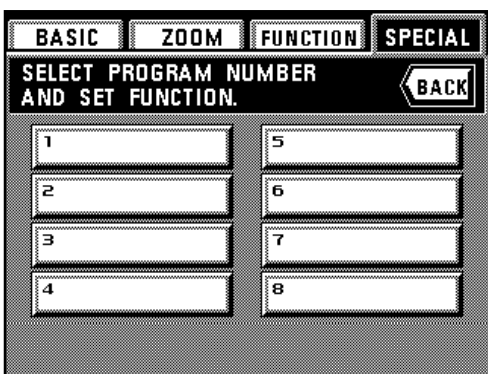
### ② Copying with a registered program

1. Press the Program key.

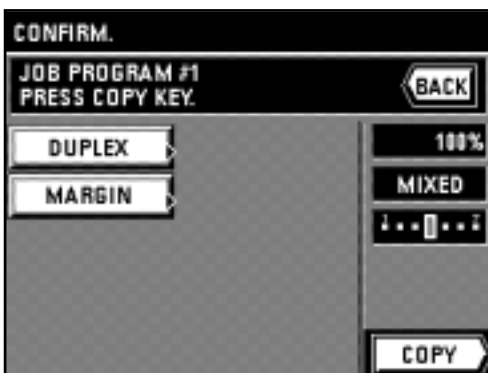
The program select screen will appear.

\* If "OFF THE PLATEN" is selected under "⑨ Job programming" on page 8-16 and there are settings registered under program 1, those copy functions will be automatically displayed. In this case, go to step 4.

\* If "REGULAR" is selected under "⑨ Job programming" on page 8-16, you can select the program you want from among those registered. In this case, go to the next step.



2. Touch the number that corresponds to the program that you want to use.

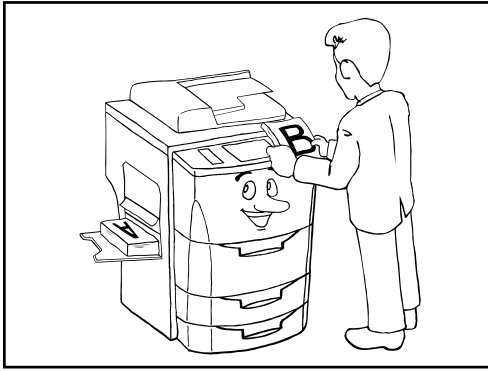


3. The copy functions and settings registered under the selected program will be displayed. Touch the "COPY" key.
 

The touch panel will return to the basic screen.
4. Set the originals and press the Start key to start copying with the displayed functions and settings.

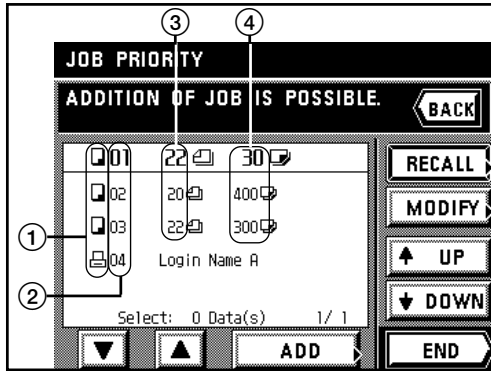


# Section 6 ADVANCED COPY MODES



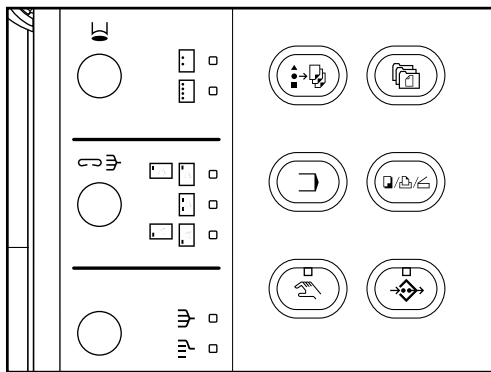
## (1) Scheduling one copy job during copying of another [Job reservation]

Copy jobs can be scheduled even while another copy job is in progress. Up to 9 different jobs can be registered (up to 4 of those from your computer). It is also possible to change which jobs are scheduled and in which order they will be carried out.



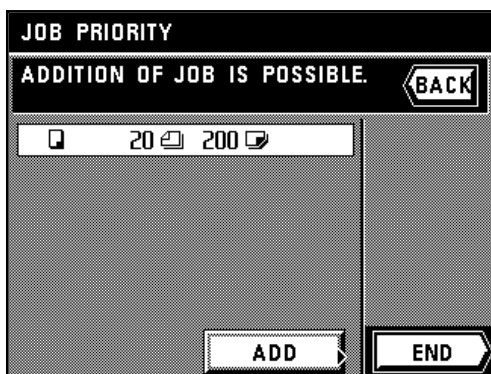
### ● The job reservation screen

- ① Job icons: The indicates jobs scheduled from the copier and the indicates jobs scheduled from your computer.
- ② Job number numbers: A job number is assigned (up to 99) to each job in order of registration. Even if the order is altered or a job is deleted, the job numbers will not change. Copying will be performed in order, starting the topmost job in the display downward.
- ③ No. of copies: Indicates the number of originals in the copy job.
- ④ No. of originals: Indicates the number of copies that will be made.

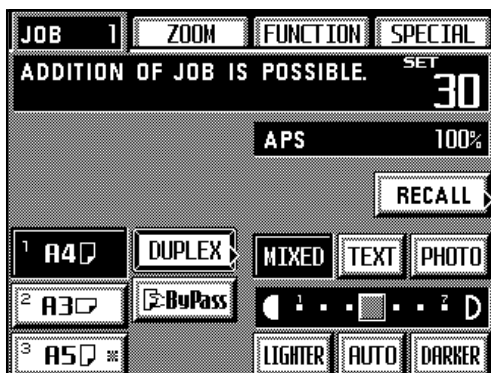


### ① Adding a job

1. Press the Add Job key. A list of the currently reserved jobs will appear. If "ADDITION OF JOB IS POSSIBLE" appears in the message display, additional jobs can be scheduled.
  - \* To stop job reservation, touch either the "END" or "BACK" key.

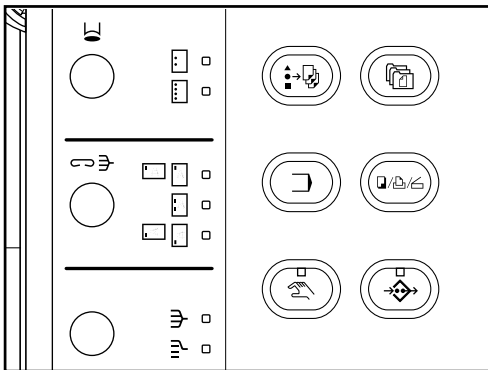


2. Touch the "ADD" key.



3. Select the settings and functions that you want to use for that copy job and press the Start key. Scanning of the originals will start.
4. When all of the originals have been completely scanned, the touch panel will return to the screen for step 2 .
5. Touch the "END" key. Copying will begin in the order that the job was reserved, once the previously reserved copy job is finished.

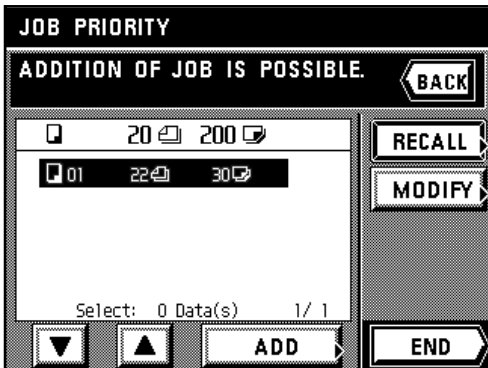
## Section 6 ADVANCED COPY MODES



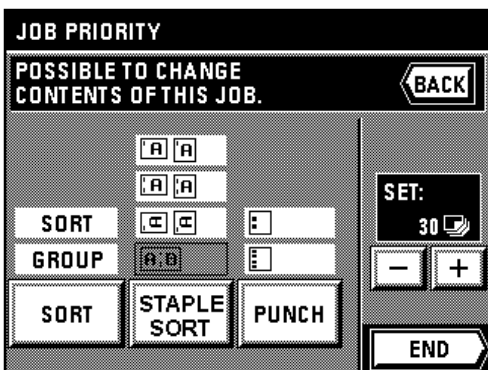
### ② Modifying the settings for a reserved job

The finishing settings for a reserved job (the number of copies and the Sorting, Staple and/ or Hole Punch modes) can be changed.

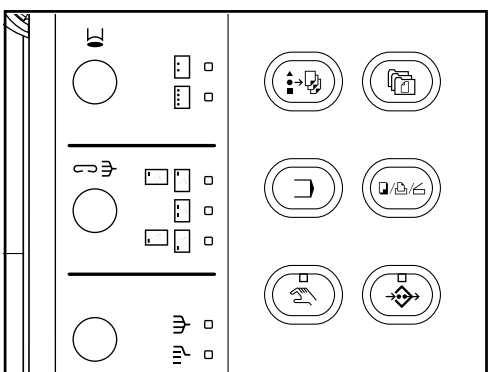
1. Press the Add Job key.  
A list of the currently reserved jobs will appear.



2. Select the job that you want to change the settings for.
3. Touch the "MODIFY" key.

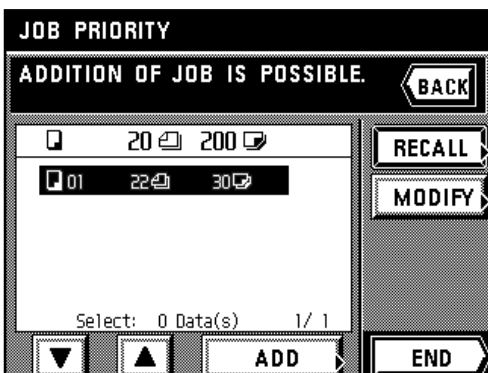


4. If you want to change the number of copies, touch the "+" key or the "-" key to select the desired number.  
\* If you want to change the finishing settings, touch the "SORT" key to select the desired mode.  
\* If the copier is equipped with the optional Finisher, it is also possible to change the Staple-Sort mode and the Hole Punch mode settings as well. If the copier is equipped with the optional Booklet Stitcher, it is the Staple-Sort mode settings that can also be changed.
5. Once you have finished all the desired settings, touch the "END" key. The touch panel will return to the basic screen.



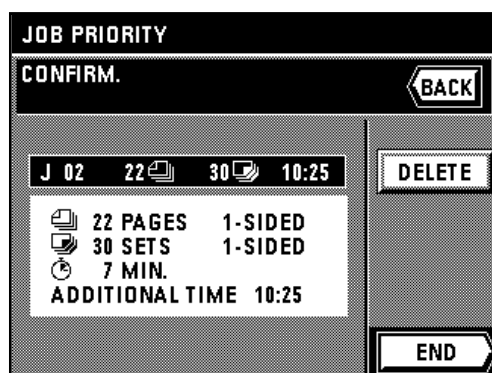
### ③ Deleting a reserved job

1. Press the Add Job key.  
A list of the currently reserved jobs will appear.

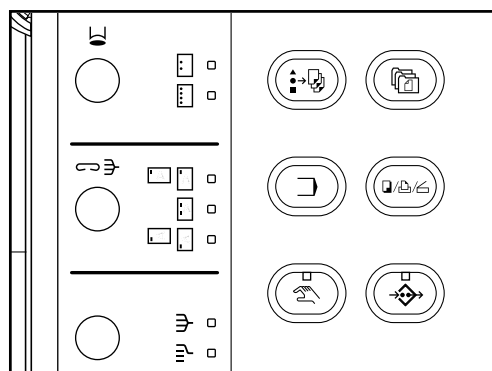


2. Select the job that you want to delete.
3. Touch the "RECALL" key. The details of the settings for that job will be displayed.  
Make sure that the displayed copy job is indeed the one that you want to delete.

## Section 6 ADVANCED COPY MODES



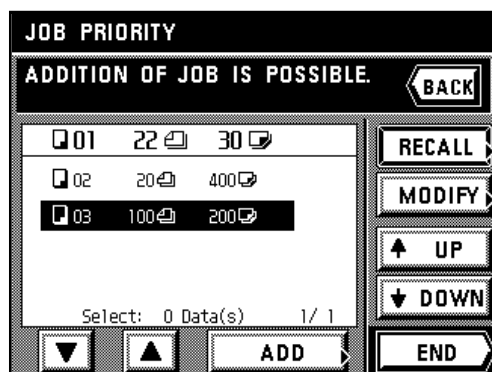
4. Touch the "DELETE" key.
5. Touch the "DELETE" key once again. The touch panel will return to the screen for step 2.  
\* To cancel the deletion operation, touch the "CANCEL" key.
6. Touch the "END" key.  
The touch panel will return to the basic screen.



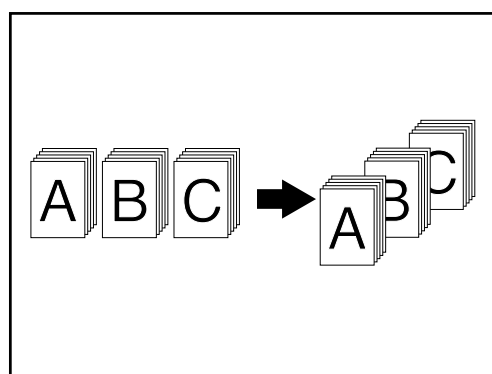
### ④ Changing the order of reserved jobs

Although all of the copy jobs will normally be carried out in the order that they were reserved, that order can be changed after reservation.

1. Press the Add Job key.  
A list of the currently reserved jobs will appear.



2. Select the job for which you want to change the order.
3. Change the order by touching the "↓ DOWN" key or the "↑ UP" key.  
\* Copying will be performed in order, starting the topmost job in the display downward.
4. Touch the "END" key.  
The touch panel will return to the basic screen.



### (2) Copying various originals in one batch [Job build function]

The job build function enables you to scan different sets of originals into memory at different times and then copy them all at one time. A large number of originals or originals of different types can be copied at one time by scanning all of the originals of the same size or type as an individual job and then storing each of those jobs.

Depending on the type of originals or the way that copies are to be finished, you can select from among 9 different modes.

\* The instructions for the job build function can be displayed on the touch panel. To access them, touch the "?" key.

#### ① Memory copying from the DF or platen

##### ● Large number of originals

A large number of originals, even that which exceeds the capacity of the DF, can be scanned into memory by using this function. It is also possible to set originals on the platen in the middle of the operation and have them scanned as well.

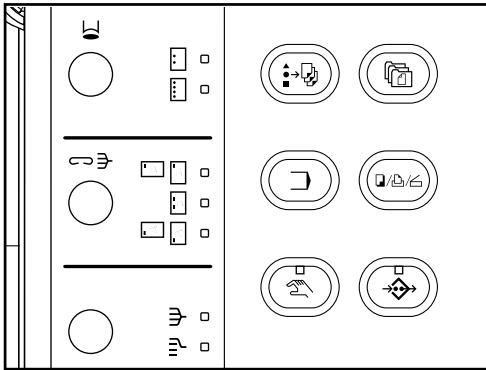
##### ● Uniform copy size [Auto size]

Originals of different sizes will be reduced/enlarged as appropriate in order to copy them all onto a single size of copy paper.

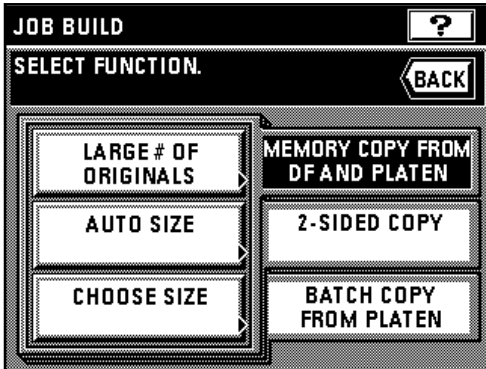
##### ● Continuous manual scanning [Choose size]

When the originals are set on the platen, all of the originals will be scanned into memory first and then the copies will be made at one time. It is also possible to set originals in the DF in the middle of the operation and have them scanned as well.

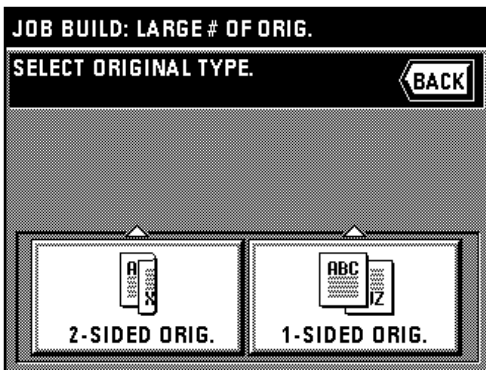
## Section 6 ADVANCED COPY MODES



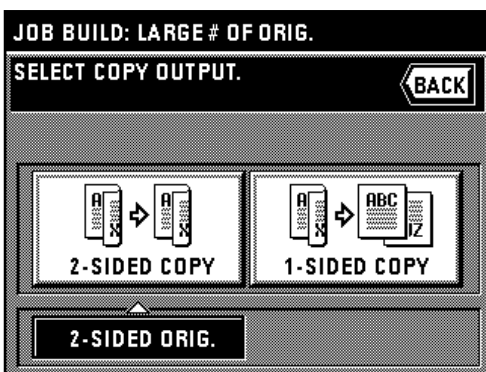
1. Touch the Job Build key.  
The job build select screen will appear.



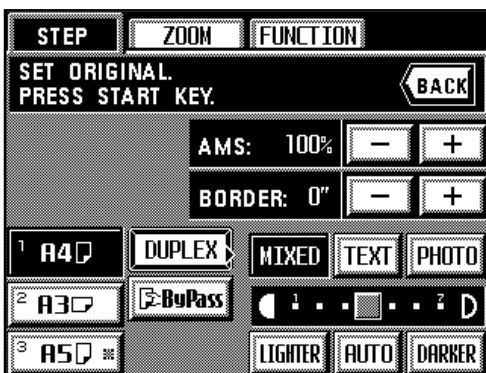
2. Make sure that the "MEMORY COPY FROM DF AND PLATEN" key is highlighted. If it is not, touch that key until it is highlighted.
3. Select the desired function by touching either the "LARGE # OF ORIGINALS", "AUTO SIZE" or "CHOOSE SIZE" key.



4. Specify the type of the originals that are being used by touching either the "2-SIDED ORIG." or "1-SIDED ORIG." key.

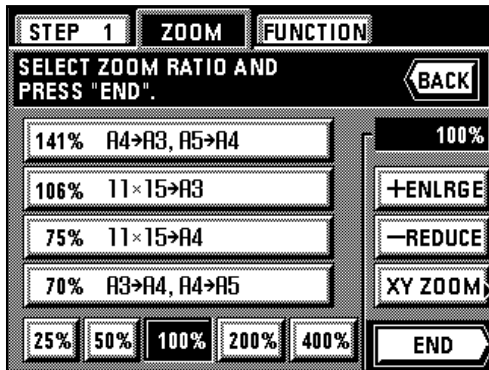


5. Select how you want the copies to be finished by touching either the "2-SIDED COPY" or "1-SIDED COPY" key.

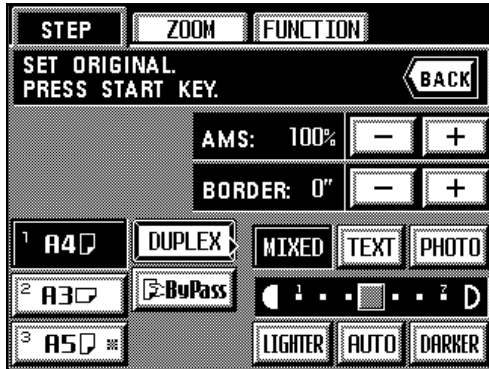


6. The start scanning screen will appear.  
\* Select the size of paper that you want to copy onto.  
\* The auto magnification selection mode is the default setting in the initial mode. When copying onto custom paper sizes or with a custom zoom ratio, press the Manual key until "1:1" appears on the copy magnification ratio display.

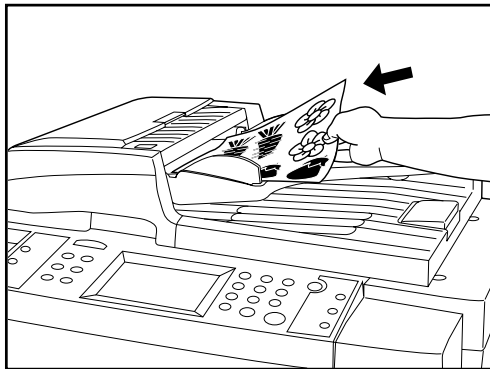
## Section 6 ADVANCED COPY MODES



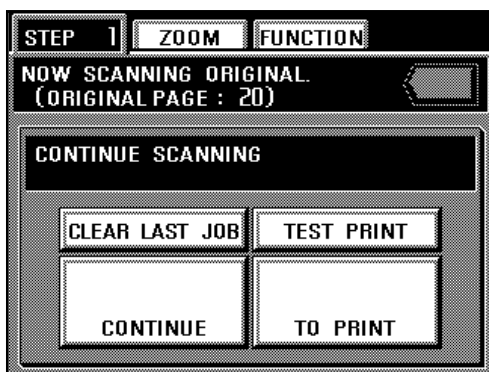
- \* If you want to change the magnification ratio, touch the "+" key or the "-" key at the right of the copy magnification ratio display to select the desired ratio. If you want to change the zoom mode, such as selecting the standard zoom or XY zoom mode, touch the "ZOOM" key and follow the instructions from page 4-4.
- \* The settings for the zoom mode can be changed for each job.



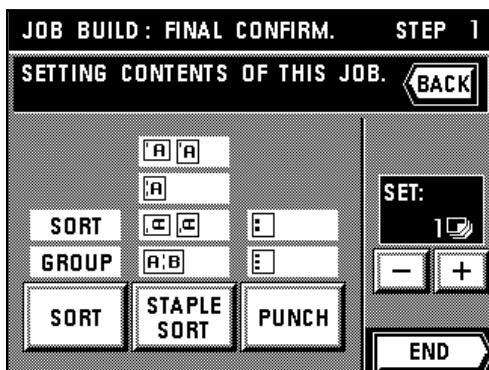
- \* If you want to change the setting for the border erase mode, touch the "+" key or the "-" key at the right of the border width display to select the desired width. The border width can be set to 6 mm, 12 mm or 18 mm.
- \* In this setting, only sheet originals can be selected for use in the border erase mode.
- \* The settings for the border erase mode can be changed for each job.
- \* If you touch the "FUNCTION" key, the following copy functions can be selected.
  - Margin mode: Touch the "MARGIN" key and follow the procedure from step 4 on page 5-2.
  - Combined copy mode: Touch the "MERGE COPY" key and follow the procedure from step 3 on page 5-20.
  - Print page numbers function: Touch the "PAGE #" key and follow the procedure from step 4 on page 5-4.



7. Set the originals.
8. Press the Start key.



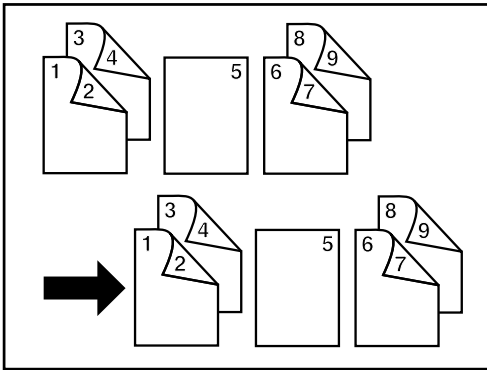
9. If you want to scan in more originals, touch the "CONTINUE" key and repeat the procedure from step 6.
  - \* Once all of the originals have been completely scanned, go to step 10.
  - \* To delete the last set of the originals that you scanned, touch the "CLEAR LAST JOB" key.
  - \* If you want to make a test copy, touch the "TEST PRINT" key. Once the test copy has been made, the touch panel will return to the screen for step 9.
10. Touch the "TO PRINT" key.



11. Select how you want the copies to be finished.
  - \* If you want to change the Sorting mode, touch the "SORT" key to highlight the desired mode (Sort or Group).
  - \* If the copier is equipped with the optional Finisher, it is also possible to change the Staple-Sort mode and the Hole Punch mode settings.
  - \* If the copier is equipped with the optional Booklet Stitcher, it is the Staple-Sort mode settings that can also be changed.
12. Set the number of copies that you want to make by touching the "+" key or the "-" key. This number can also be entered directly with the numeric keys.
13. Touch the "END" key. Copying will begin.



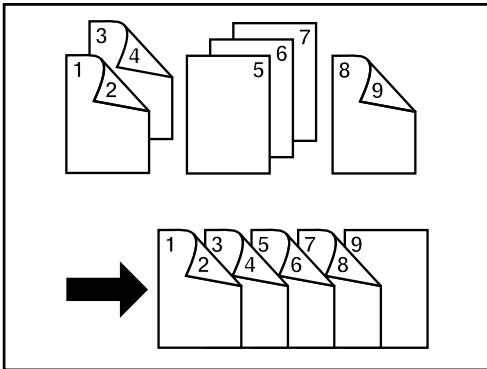
## Section 6 ADVANCED COPY MODES



### ② Two-sided copies from a mixture of one-sided and two-sided originals

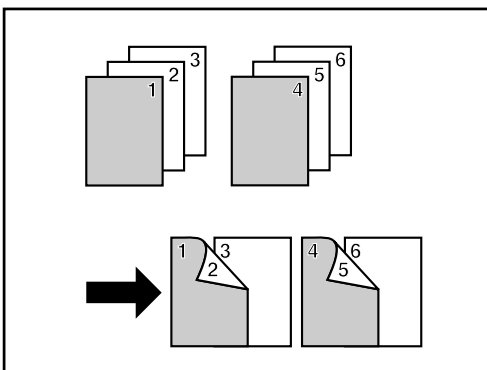
#### ● Making copies like the originals [Print as originals]

By specifying whether each set of originals is either one-sided or two-sided, each set will be scanned and all of the one-sided originals will be made into one-sided copies while the two-sided originals will be made into two-sided copies just like the corresponding originals.



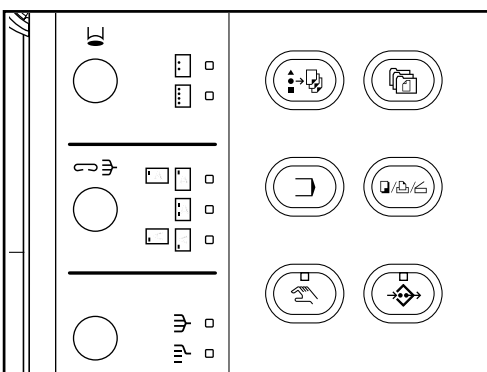
#### ● Two-sided copies from all types of originals [Duplex All Originals]

By specifying whether each set of originals is either one-sided or two-sided, each set will be scanned and all of the originals will be made into two-sided copies without any blank pages.

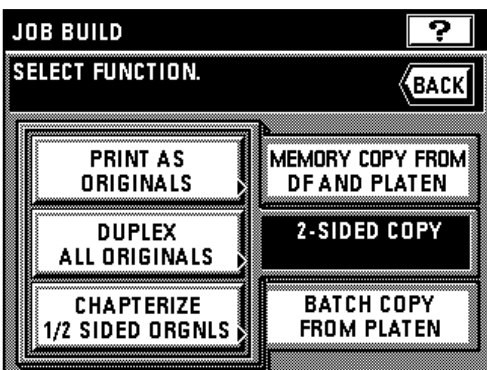


#### ● Copying onto the front side of specified pages [Chapterize]

By scanning in each chapter separately, the front side of the first page of each chapter will always be copied onto.

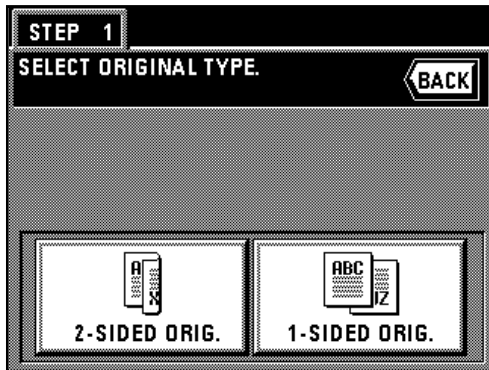


1. Touch the Job Build key.  
The job build select screen will appear.

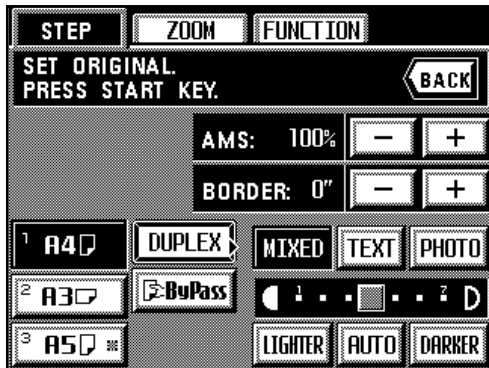


2. Touch the "2-SIDED COPY" key.
3. Select the desired function by touching either the "PRINT AS ORIGINALS", "DUPLEX ALL ORIGINALS" or "CHAPTERIZE 1/2 SIDED ORGNLS." key.

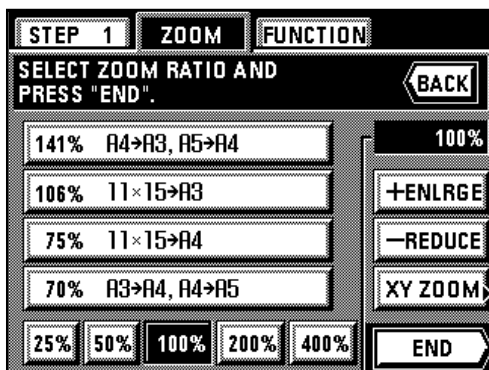
## Section 6 ADVANCED COPY MODES



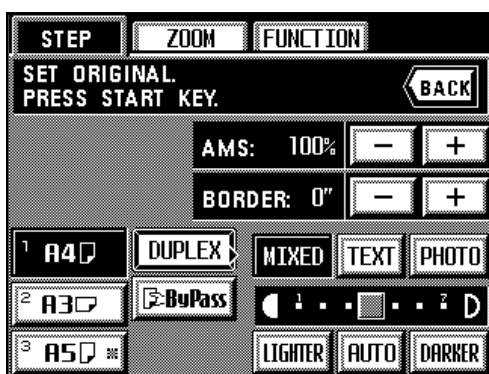
4. Specify the type of the originals that are being used by touching either the "2-SIDED ORIG." or "1-SIDED ORIG." key.



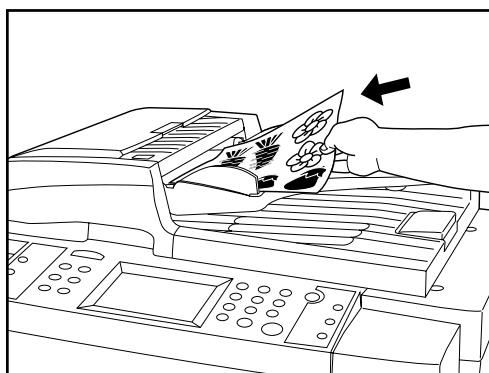
5. The start scanning screen will appear.  
 \* The auto magnification selection mode is the default setting in the initial mode. When copying onto custom paper sizes or with a custom zoom ratio, press the Manual key until "1:1" appears on the copy magnification ratio display.



- \* If you want to change the magnification ratio, touch the "+" key or the "-" key at the right of the copy magnification ratio display to select the desired ratio. If you want to change the zoom mode, such as selecting the standard zoom or XY zoom mode, touch the "ZOOM" key and follow the instructions from page 4-4.  
 \* The settings for the zoom mode can be changed for each job.

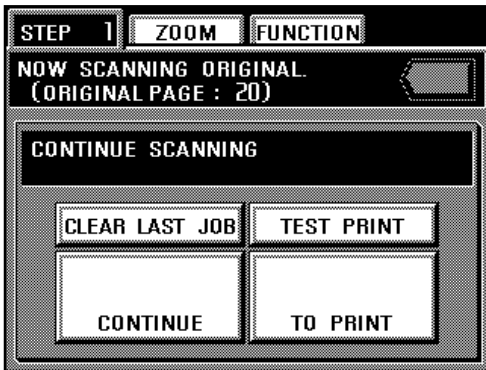


- \* If you want to change the setting for the border erase mode, touch the "+" key or the "-" key at the right of the border width display to select the desired width. The border width can be set to 6 mm, 12 mm or 18 mm.  
 \* In this setting, only sheet originals can be selected for use in the border erase mode.  
 \* The settings for the border erase mode can be changed for each job.  
 \* If you touch the "FUNCTION" key, the following copy functions can be selected.  
 • Margin mode: Touch the "MARGIN" key and follow the procedure from step 3 on page 5-2.  
 • Combined copy mode: Touch the "MERGE COPY" key and follow the procedure from step 3 on page 5-20.  
 • Print page numbers function: Touch the "PAGE #" key and follow the procedure from step 4 on page 5-4.

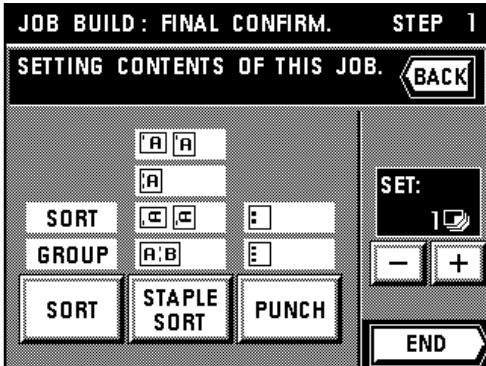


6. Set the originals.  
 \* The originals that may be used for each individual batch of scanning is limited to the type selected in step 4 and all of the originals for that batch must be of the same type. If you want to scan in another type of original, it must be done in a different batch.  
 7. Press the Start key.

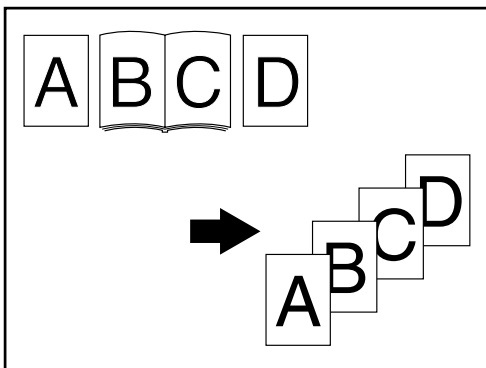
## Section 6 ADVANCED COPY MODES



8. If you want to scan in more originals, touch the "CONTINUE" key and repeating the procedure from step 4.
  - \* Once all of the originals have been completely scanned, go to step 9.
  - \* To delete the last set of the originals that you scanned, touch the "CLEAR LAST JOB" key.
  - \* If you want to make a test copy, touch the "TEST PRINT" key.
    - Once the test copy has been made, the touch panel will return to the screen for step 8.
9. Touch the "TO PRINT" key.



10. Select how you want the copies to be finished.
  - \* If you want to change the Sorting mode, touch the "SORT" key to highlight the desired mode (Sort or Group).
  - \* If the copier is equipped with the optional Finisher, it is also possible to change the Staple-Sort mode and the Hole Punch mode settings.
  - \* If the copier is equipped with the optional Booklet Stitcher, it is the Staple-Sort mode settings that can also be changed.
11. Set the number of copies that you want to make by touching the "+" key or the "-" key. This number can also be entered directly with the numeric keys.
12. Touch the "END" key. Copying will begin.



### ③ Batch copy from the platen

#### ● Sheet originals only

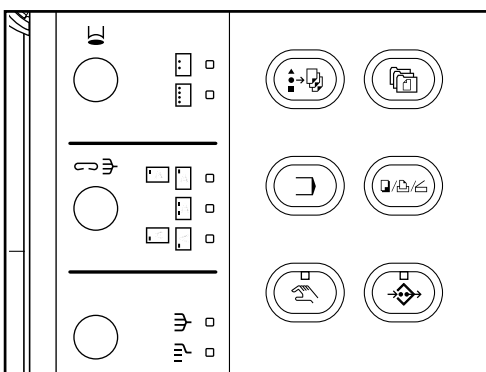
Sheet originals or the like which cannot be set in the DF will be scanned into memory first and then the copies will be made at one time. This mode is convenient for Sort copying of a large number of just such originals.

#### ● Two-page [open-face] originals

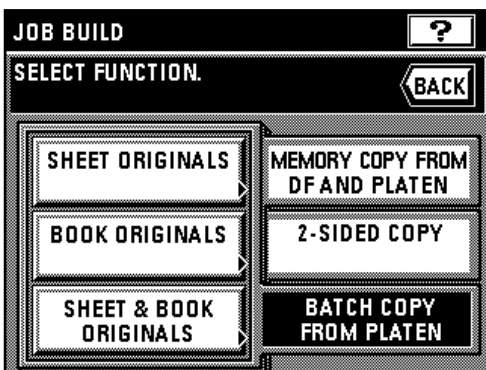
When copying a large number of two-page [open-face] originals, like books and magazines, the originals will be scanned into memory first for batch copying. This mode is convenient for Sort copying of a large number of just such originals.

#### ● Sheet & book originals

Both sheet and two-page [open-face] originals can be scanned into memory together for batch copying. This mode is convenient for Sort copying of a large number of just such originals.

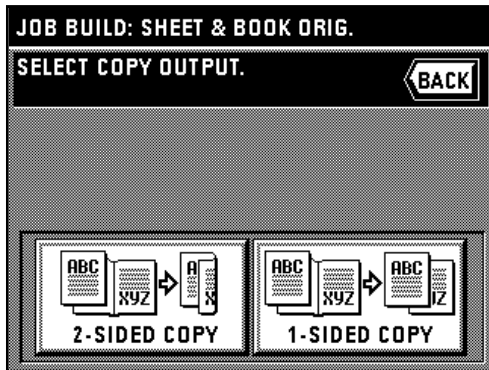


1. Touch the Job Build key.  
The job build select screen will appear.

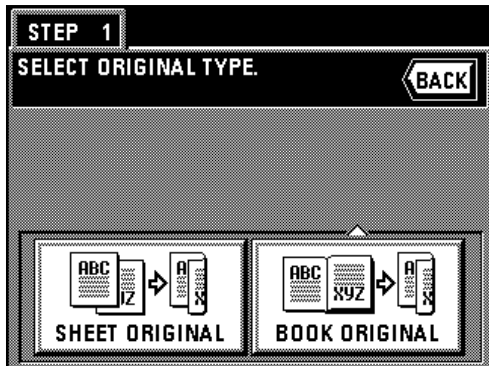


2. Touch the "BATCH COPY FROM PLATEN" key.
3. Specify the type of the originals that are being used by touching either the "SHEET ORIGINALS", "BOOK ORIGINALS" or "SHEET & BOOK ORIGINALS" key.

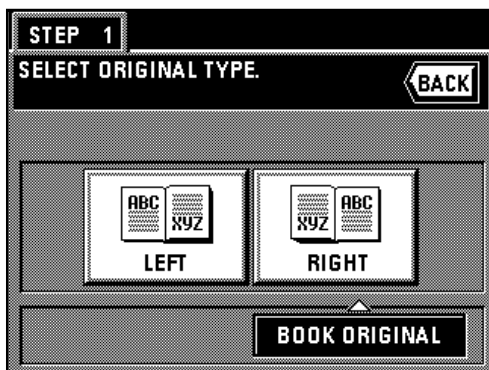
## Section 6 ADVANCED COPY MODES



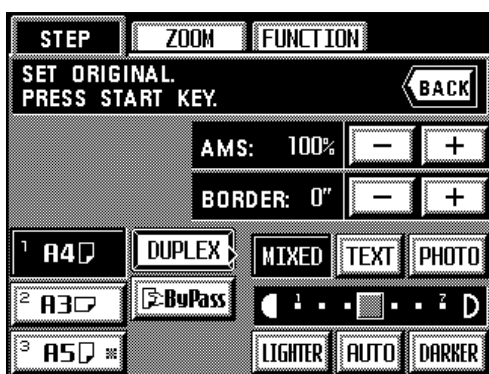
4. Select how you want the copies to be finished by touching either the "2-SIDED COPY" or "1-SIDED COPY" key.
- \* If you selected "SHEET & BOOK ORIGINALS" in step 3, go to the next step. If you selected "BOOK ORIGINALS", go to step 6. If you selected "SHEET ORIGINALS", go to step 7.



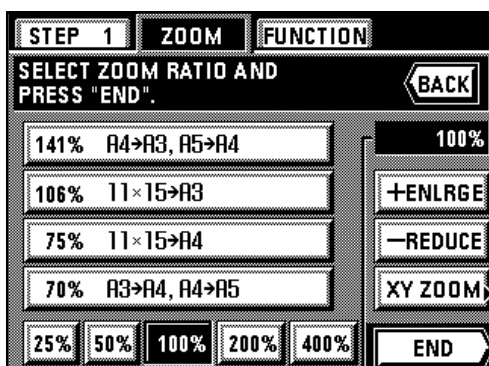
5. Specify the type of the originals that are being used by touching either the "SHEET ORIGINAL" or "BOOK ORIGINAL" key.
- \* If you selected "SHEET ORIGINAL", go to step 7. If you selected "BOOK ORIGINAL", go to next step.



6. Specify the binding orientation of the originals.

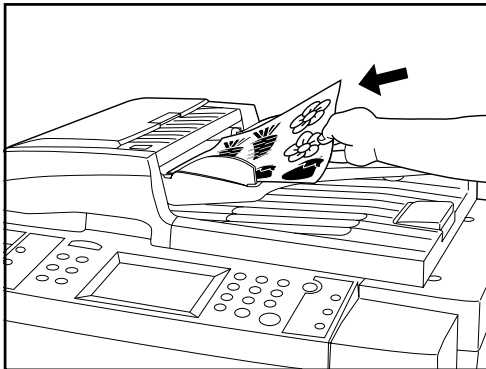
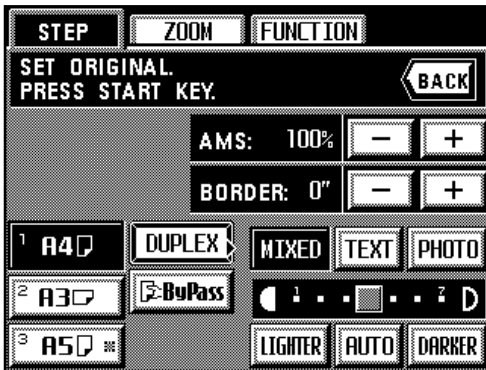


7. The start scanning screen will appear.
- \* The auto magnification selection mode is the default setting in the initial mode. When copying onto custom paper sizes or with a custom zoom ratio, press the Manual key until "1:1" appears on the copy magnification ratio display.



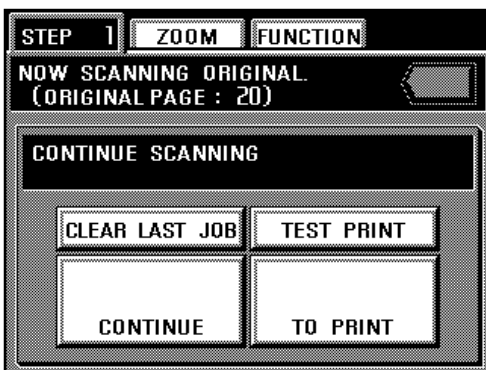
- \* If you want to change the magnification ratio, touch the "+" key or the "-" key at the right of the copy magnification ratio display to select the desired ratio. If you want to change the zoom mode, such as selecting the standard zoom or XY zoom mode, touch the "ZOOM" key and follow the instructions from page 4-4.
- \* The setting of the zoom mode can be changed by each job.

## Section 6 ADVANCED COPY MODES

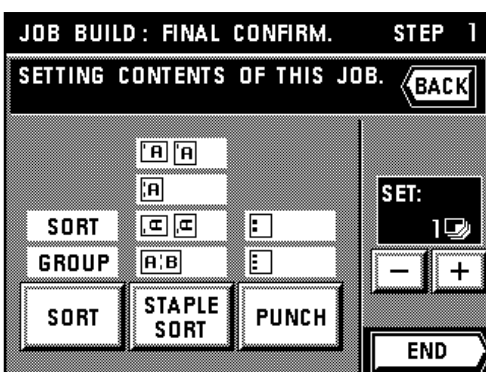


- \* If you want to change the setting for the border erase mode, touch the "+" key or the "-" key at the right of the border width display to select the desired width. The border width can be set to 6 mm, 12 mm or 18 mm.
- \* In this setting, only sheet originals can be selected for use in the border erase mode.
- \* The settings for the border erase mode can be changed for each job.
- \* If you touch the "FUNCTION" key, the following copy functions can be selected.
  - Margin mode: Touch the "MARGIN" key and follow the procedure from step 3 on page 5-2.
  - Combined copy mode: Touch the "MERGE COPY" key and follow the procedure from step 3 on page 5-20.
  - Print page numbers function: Touch the "PAGE #" key and follow the procedure from step 4 on page 5-4.

8. Set the originals.
  - \* Be sure to set the type of originals selected in steps 3 and 5.
9. Press the Start key.



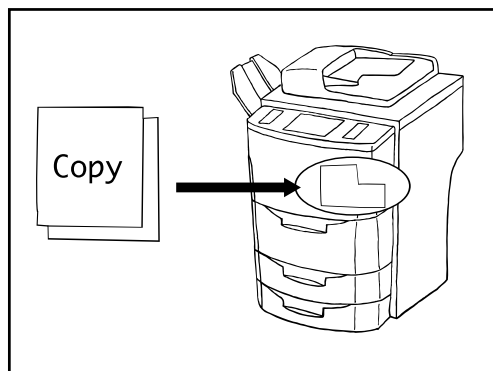
10. If you want to scan in more originals, touch the "CONTINUE" key.
  - \* If you selected "SHEET & BOOK ORIGINALS" in step 3, continue scanning by repeating the procedure from step 5.
  - \* If you selected "BOOK ORIGINALS", continue scanning by repeating the procedure from step 6.
  - \* If you selected "SHEET ORIGINALS", continue scanning by repeating the procedure from step 7.
  - \* Once all of the originals have been completely scanned, go to step 11.
  - \* To delete the last set of the originals that you scanned, touch the "CLEAR LAST JOB" key.
  - \* If you want to make a test copy, touch the "TEST PRINT" key.
  - Once the test copy has been made, the touch panel will return to the screen for step 10.
11. Touch the "TO PRINT" key.



12. Select how you want the copies to be finished.
  - \* If you want to change the Sorting mode, touch the "SORT" key to highlight the desired mode (Sort or Group).
  - \* If the copier is equipped with the optional Finisher, it is also possible to change the Staple-Sort mode and the Hole Punch mode settings.
  - \* If the copier is equipped with the optional Booklet Stitcher, it is the Staple-Sort mode settings that can also be changed.
13. Set the number of copies that you want to make by touch the "+" key or the "-" key. This number can also be entered directly with the numeric keys.
14. Touch the "END" key. Copying will begin.



# Section 7 DOCUMENT MANAGEMENT FUNCTIONS

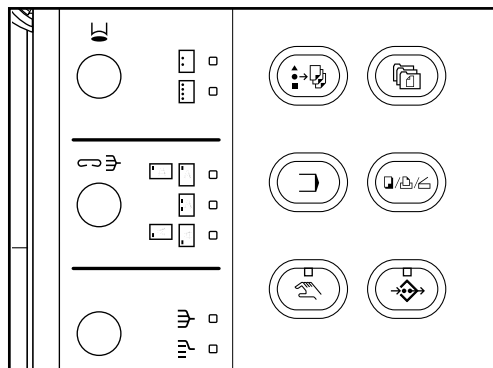


## (1) Registering an image for form overlay

It is possible to register and store in the copier's memory, in advance, images that you want to use as an overlay in the form overlay mode (see page 5-18). This is especially convenient, for example, for registering images such as those that designate confidential documents, so that everyone can use them. Up to 100 such images can be registered in this copier.

\* It is possible to delete at one time all of the images registered for form overlay. (See "① Reset box (delete all)" on page 8-23.)

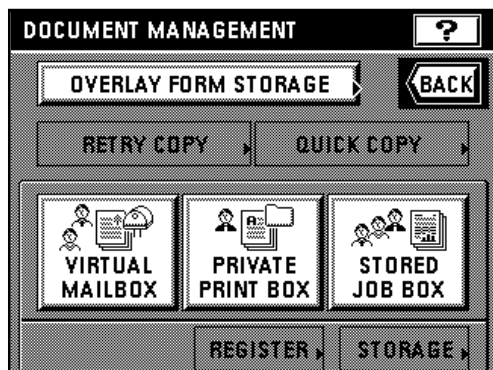
\* It is also possible to print out a list of all of the registered images. (See "④ Document list" on page 8-23.)



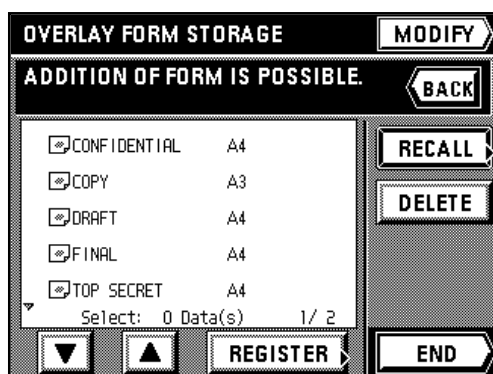
## ① Registering an image

1. Press the Doc. Mgmt. key.

The document management screen will appear.



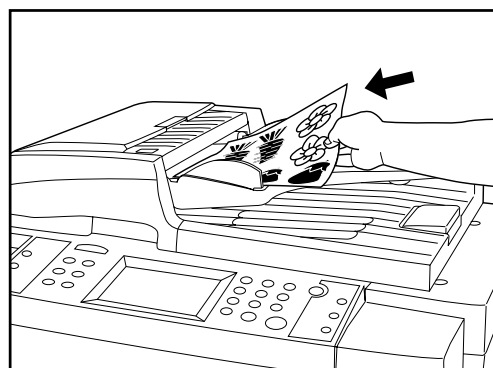
2. Touch the "OVERLAY FORM STORAGE" key.



3. Touch the "REGISTER" key.

4. Enter the name that you want to register for that image.

(See page 8-29 for the procedure on entering the name.)



5. Set the originals.

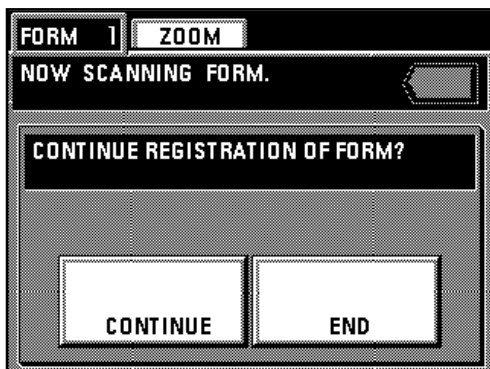
6. Make sure that "SET ORIGINAL, PRESS START KEY." is displayed.

\* Make sure that "AUTO" is displayed under "ORIGINAL".

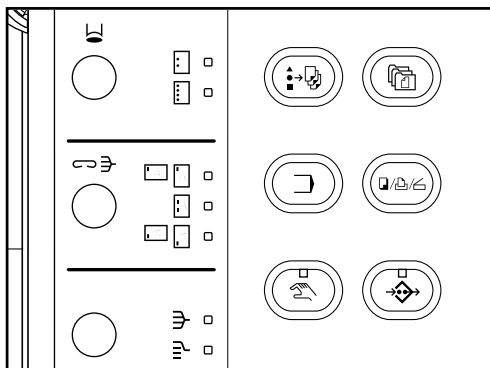
\* If you want to change the size of the copy paper, touch the "PAPER" key and select the size of paper that you want.

7. Press the Start key.

## Section 7 DOCUMENT MANAGEMENT FUNCTIONS



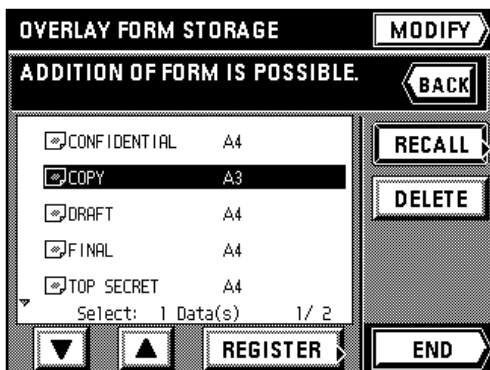
- Once scanning of the original is finished, a message that asks you whether or not you want to continue registering other images will appear. Once you are finished registering images, touch the "END" key. The touch panel will return to the basic screen. If you want to register other images, touch the "CONTINUE" key and repeat steps 4 - 7.



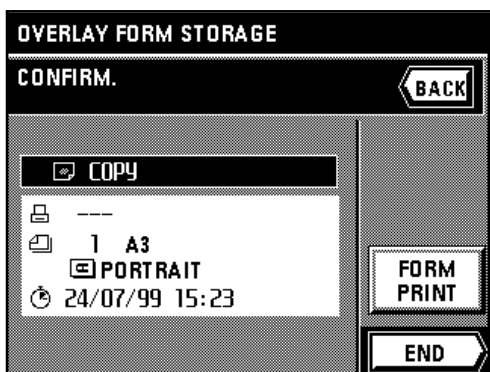
### ② Checking registered images

Follow the procedure below when you want to check the original size of registered images and the date that they were registered, as well as when you want to print out the actual image for verification purposes.

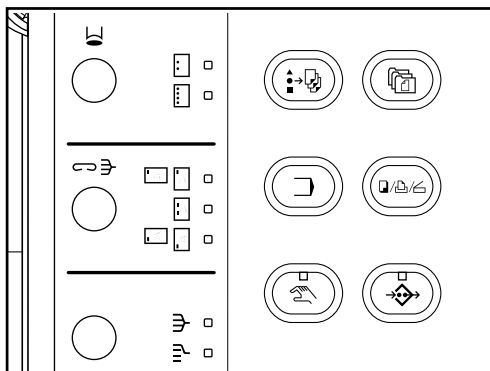
- Press the Doc. Mgmt. key.  
The document management screen will appear.
- Touch the "OVERLAY FORM STORAGE" key.  
A list of registered images will appear.



- If you want to check the information regarding a specific image or to print it out, select the desired image and touch the "RECALL" key.  
\* If the image that you want to check is not displayed, touch the "▼" key or the "▲" key until it is displayed.



- Information about that image will be displayed. Once you are finished checking that information, touch the "END" key.  
\* If you want to print out the image, touch the "FORM PRINT" key. Printing will begin and, once it is finished, the touch panel will return to the screen for step 4.
- Touch the "END" key. The touch panel will return to the screen for step 3. Once you are finished checking information, touch the "END" key. The touch panel will return to the basic screen. If you want to check the information for other images, repeat steps 3 and 4.



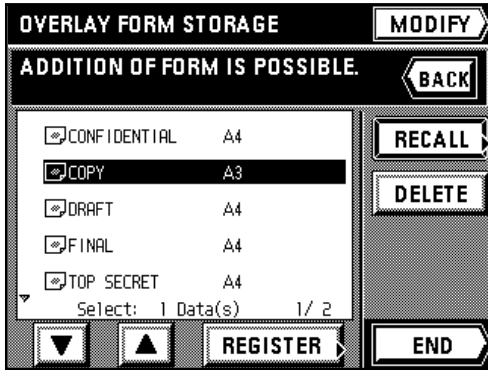
### ③ Deleting an image

Follow the procedure below when you want to delete from memory an image that you no longer need.

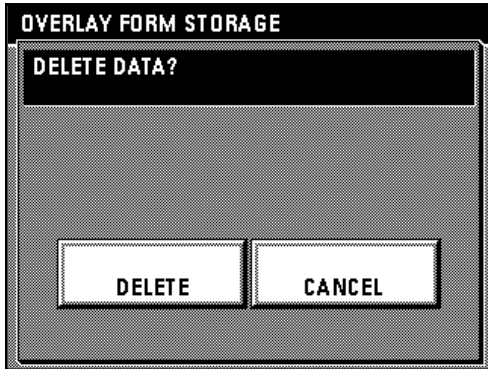
- Press the Doc. Mgmt. key.  
The document management screen will appear.
- Touch the "OVERLAY FROM STORAGE" key.  
A list of registered images will appear.



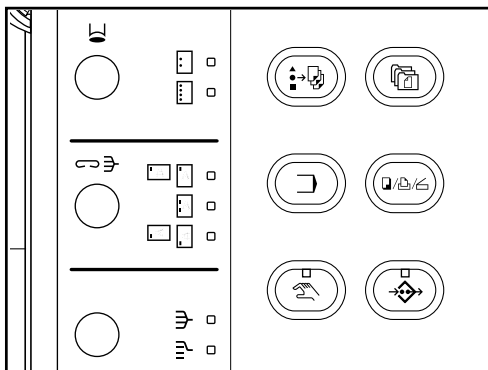
## Section 7 DOCUMENT MANAGEMENT FUNCTIONS



3. Select the image that you want to delete and touch the "DELETE" key.  
\* If the image that you want to delete is not displayed, touch the "▼" key or the "▲" key until it is displayed.



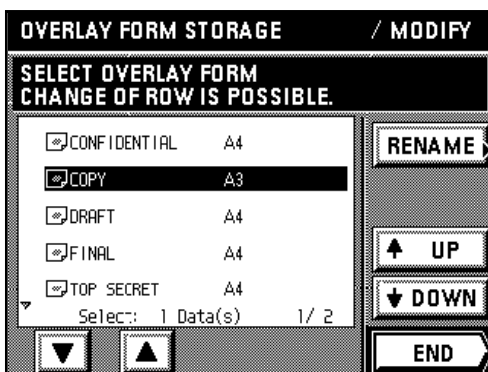
4. If you are certain that you want to delete that image, touch the "DELETE" key once again.  
The touch panel will return to the screen for step 3.  
\* If you do not want to delete that image, touch the "CANCEL" key.
5. If you want to delete other images, repeat steps 3 and 4. Once you are finished deleting images, touch the "END" key. The touch panel will return to the basic screen.



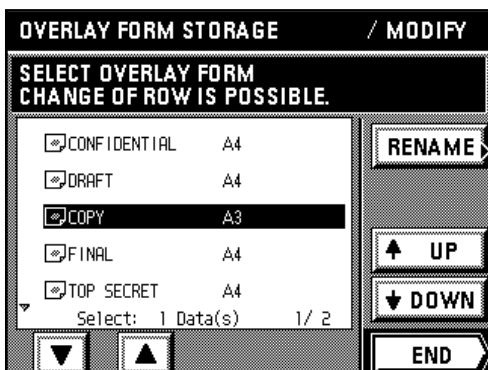
### ④ Modifying information for an image

Follow the procedure below when you want to change the registered name of an image or change the order in which the image names are displayed.

1. Press the Doc. Mgmt. key.  
The document management screen will appear.
2. Touch the "OVERLAY FROM STORAGE" key.  
A list of registered images will appear.

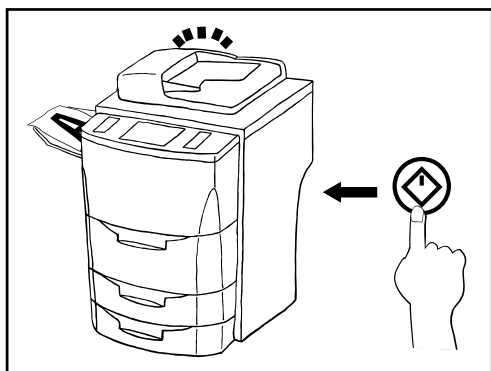


3. Touch the "MODIFY" key.
4. Select the image that corresponds to the information that you want to modify.  
\* If the image that you want to modify the information for is not displayed, touch the "▼" key or the "▲" key until it is displayed.



5. If you want to change the order in which the image name is displayed, touch the "↑ UP" key or the "↓ DOWN" key until that name is in the position that you want.  
\* If you want to change the name of the image, touch the "RENAME" key. (See page 8-29 for the procedure on entering the name.) Once you are finished changing the name, the touch panel will return to the basic screen.
6. Once you are finished modifying information, touch the "END" key. The touch panel will return to the basic screen.

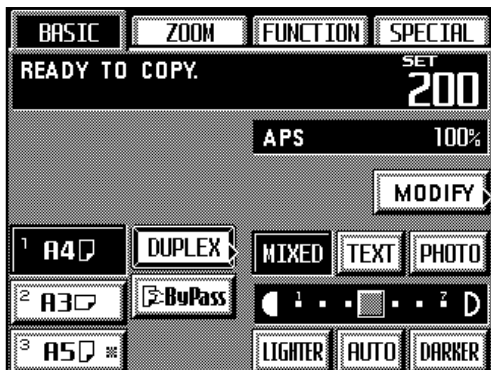
## Section 7 DOCUMENT MANAGEMENT FUNCTIONS



### (2) Repeat copying

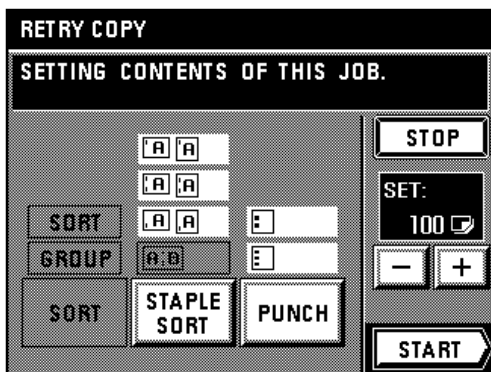
It is possible to make additional copies from the same originals, using the same copy settings but without the need to rescan the originals, as long as copying is started before the auto clear function engages.

\* It is also possible to disable repeat copying capabilities. (See “18 Repeat copying” on page 8-16.)



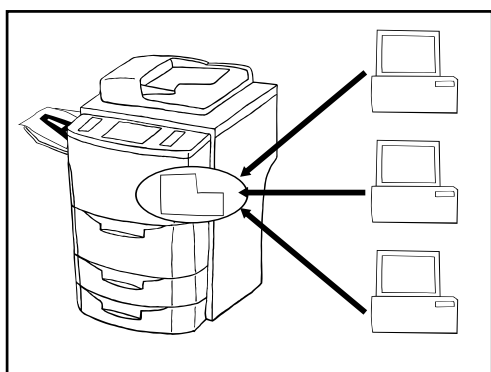
1. Once copying is finished, touch the “MODIFY” key.

\* You can also press the Doc. Mgmt. key and then touch the “RETRY COPY” key. In this case, if the “RETRY COPY” key is not displayed, then the auto clear function has already engaged or the Reset key was pressed and, thus, the copy settings are no longer in memory.



2. Change any copy settings that you want, such as the number of copies to be made, etc.  
3. Touch the “START” key.

Copying will begin. Once copying is finished, the touch panel will return to the basic screen.



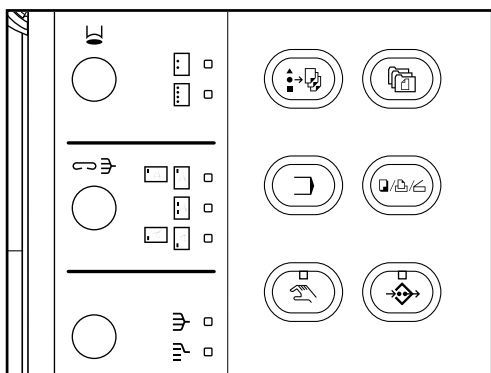
### (3) Quick copying

If the copier is equipped with the optional Print/Scan System that allows you to send data from your computer, that data is stored in the quick-print memory of the copier. Thus, it is possible to reprint that same print job by selecting the corresponding data directly in the copier.

\* Only the 20 most recent print jobs will be retained in quick-print memory.

#### IMPORTANT!

Be aware that all data stored in quick-print memory will be lost whenever the main switch is turned OFF (O).

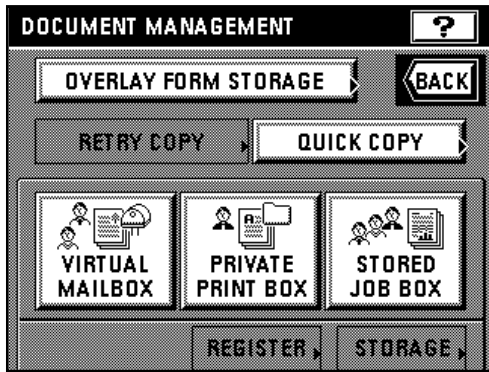


### 1 Printing out data

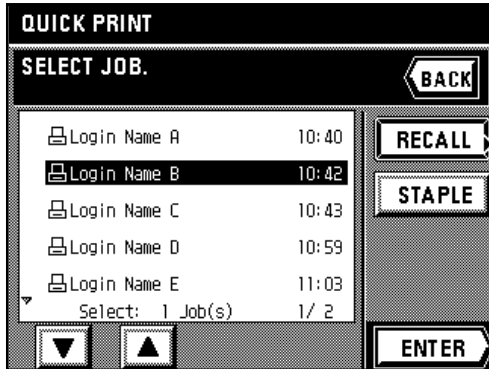
Follow the procedure below when you want to print out the same print job one more time.

1. Press the Doc. Mgmt. key.  
The document management screen will appear.

## Section 7 DOCUMENT MANAGEMENT FUNCTIONS



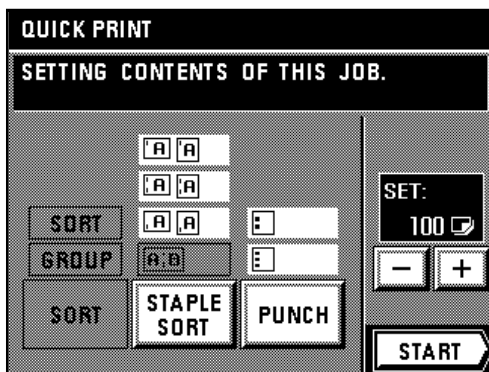
2. Touch the "QUICK PRINT" key.



3. Select the print job that you want to print out.

\* If the print job that you want to print out is not displayed, touch the "▼" key or the "▲" key until it is displayed.

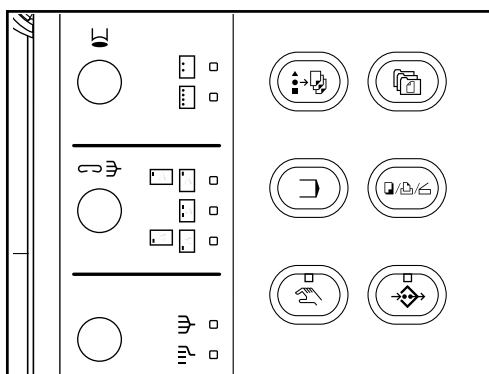
4. Touch the "ENTER" key.



5. Change any copy settings that you want, such as the number of copies to be made, etc.

6. Touch the "START" key.

Copying will begin. Once copying is finished, the touch panel will return to the basic screen.



### ② Checking data for a print job

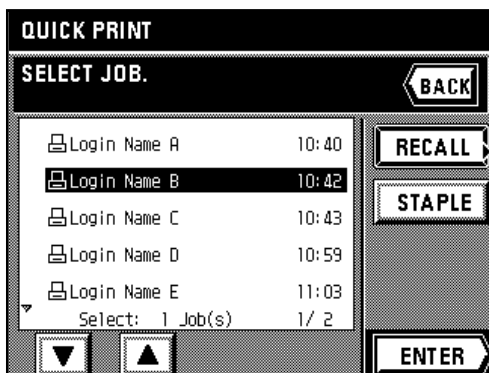
Follow the procedure below when you want to check certain information that corresponds to a specific print job.

1. Press the Doc. Mgmt. key.

The document management screen will appear.

2. Touch the "QUICK PRINT" key.

(If the "Quick Print" key is not displayed, there is no longer data for print jobs in memory.)



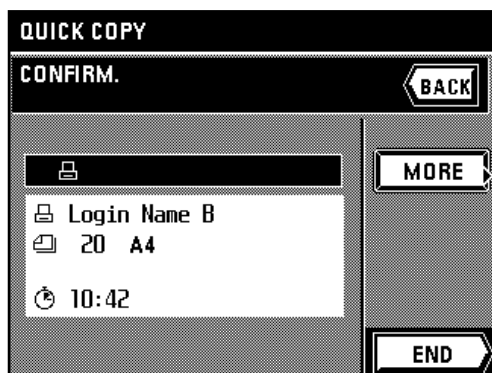
3. Select the print job that you want to check.

\* If the print job that you want to check is not displayed, touch the "▼" key or the "▲" key until it is displayed.

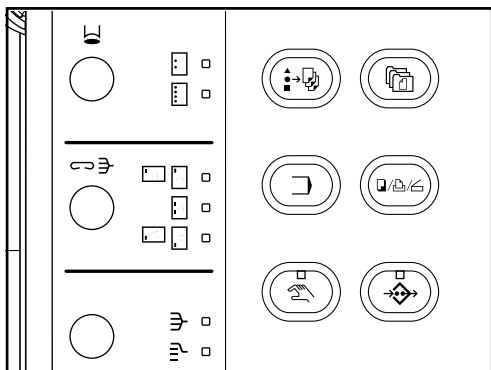
4. Touch the "RECALL" key.

The copy size and number of copies will be displayed.

## Section 7 DOCUMENT MANAGEMENT FUNCTIONS



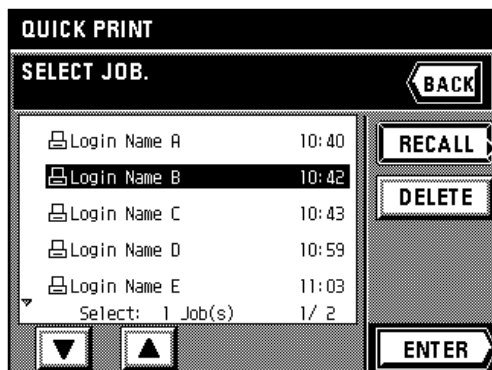
5. Once you are finished checking the information, touch the "END" key.  
The touch panel will return to the screen for step 3.  
\* If there is further information available for that print job, the "MORE" key will be displayed. If you touch this key in order to check that information, touch the "CHECK" key once you are finished. The touch panel will return to the screen for step 3.
6. If you want to check the information for other print jobs, repeat steps 3 - 5. Once you are finished checking information, press the Reset key. The touch panel will return to the basic screen.



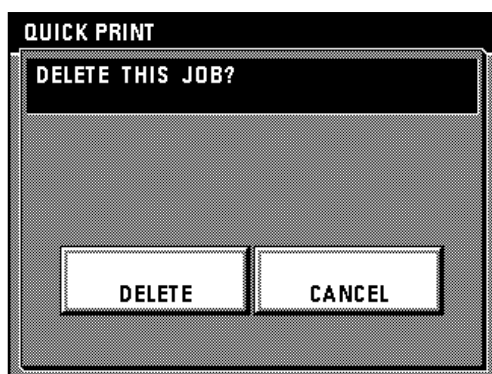
### ③ Deleting data for a print job

Follow the procedure below when you want to delete the data for a print job that you no longer need.

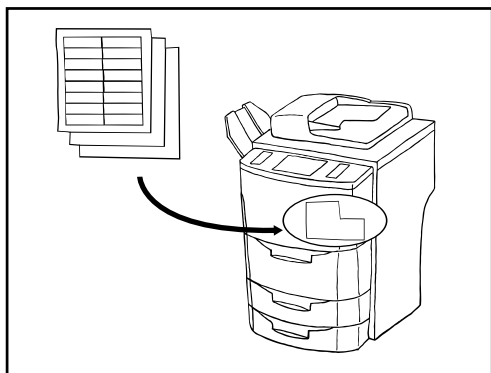
1. Press the Doc. Mgmt. key.  
The document management screen will appear.
2. Touch the "QUICK PRINT" key.  
(If the "QUICK PRINT" key is not displayed, there is no longer data for print jobs in memory.)



3. Select the print job that you want to delete.  
\* If the print job that you want to delete is not displayed, touch the "▼" key or the "▲" key until it is displayed.
4. Touch the "DELETE" key.



5. If you are certain that you want to delete that data, touch the "DELETE" key once again.  
The touch panel will return to the screen for step 3.  
\* If you do not want to delete that data, touch the "CANCEL" key.
6. If you want to delete other print jobs, repeat steps 3 - 5. Once you are finished deleting print jobs, press the Reset key. The touch panel will return to the basic screen.

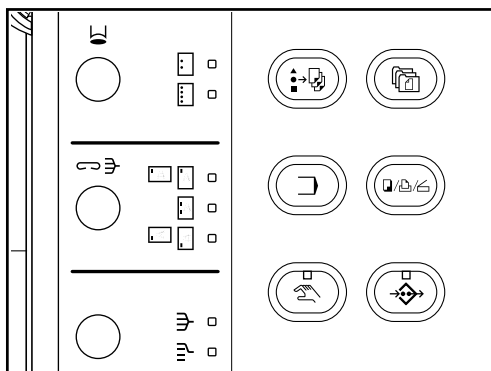


### (4) Shared data box

If you register data that will be shared by all users in the shared data box, it will be possible for each user to print out that data at their own convenience. This is useful, for example, for registering business forms and the like that are frequently used by many people. The data that you register here will be stored permanently until the procedure to delete it is performed.

- \* It is possible to delete at one time all of the data registered in the shared data box. (See "① Reset box (delete all)" on page 8-23.)
- \* It is also possible to print out a list of all of the registered data. (See "④ Document list" on page 8-23.)

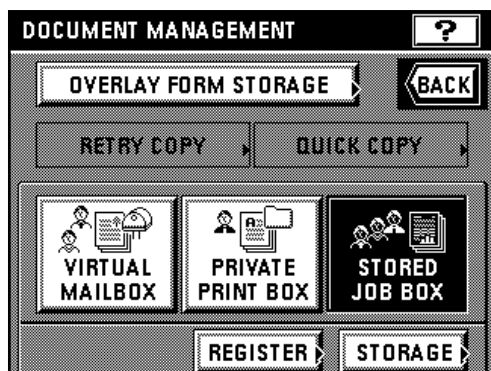
## Section 7 DOCUMENT MANAGEMENT FUNCTIONS



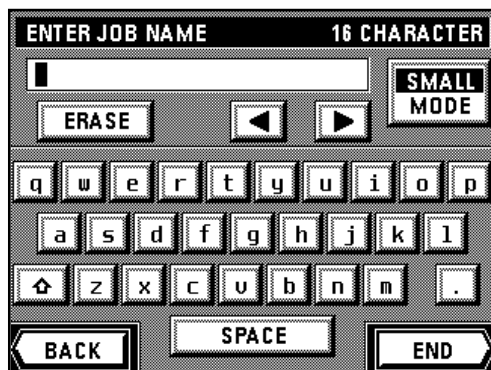
### ① Registering shared data

Originals can be registered both from your computer as well as using the copier itself. Follow the procedure below when you want to use the copier to store the original.

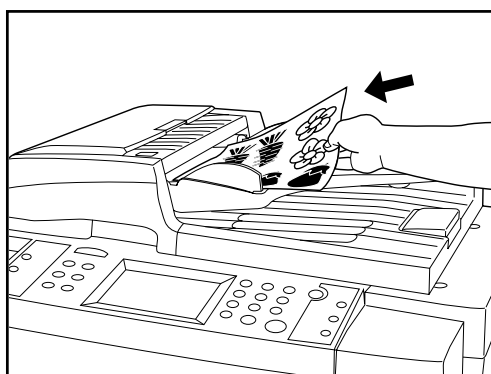
1. Press the Doc. Mgmt. key.  
The document management screen will appear.



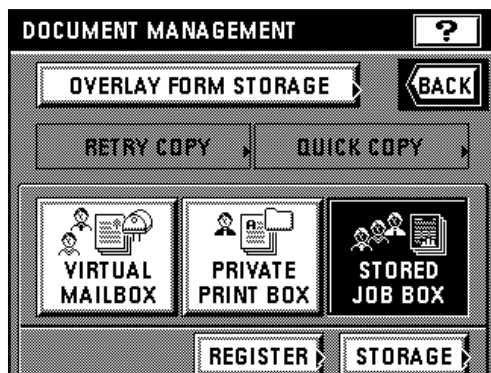
2. Touch the "STORED JOB BOX" key.
3. Touch the "REGISTER" key.



4. Enter the name that you want to register for that data.  
(See page 8-29 for the procedure on entering the name.)



5. Set the originals.
6. Make sure that "SET ORIGINAL. PRESS START KEY." is displayed.  
\* Make sure that "AUTO" is displayed under "ORIGINAL".  
\* If you want to change the size of the copy paper, touch the "PAPER" key and select the size of paper that you want.
7. Press the Start key. Scanning of the originals will begin.
8. Once scanning of the original is finished, a message that asks you whether or not you want to continue registering other data will appear.  
Once you are finished registering data, touch the "END" key. The touch panel will return to the basic screen.  
If you want to register other data, touch the "CONTINUE" key and repeat steps 5 - 7.

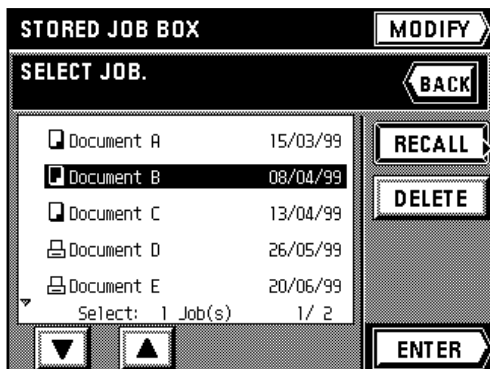




### ② Printing out shared data

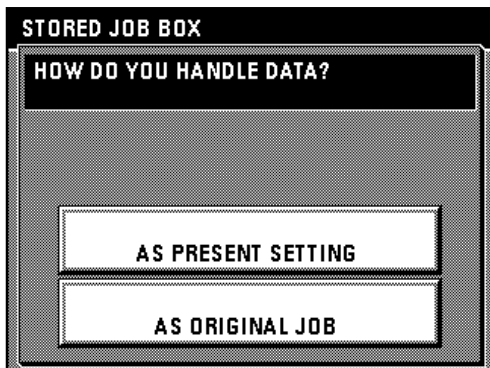
Follow the procedure below when you want to print out data that you have registered in the shared data box.

1. Press the Doc. Mgmt. key.  
The document management screen will appear.
2. Touch the "STORED JOB BOX" key.
3. Touch the "STORAGE" key.

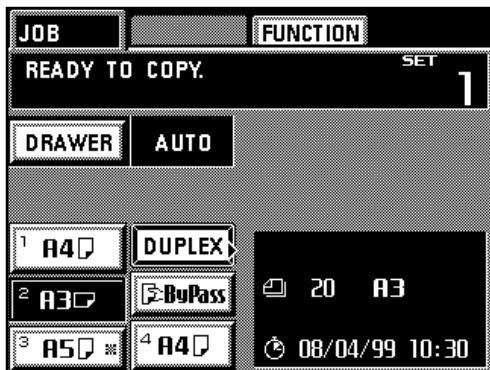
## Section 7 DOCUMENT MANAGEMENT FUNCTIONS



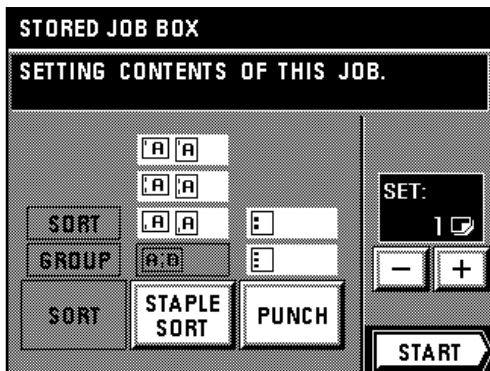
4. Select the data that you want to print out.  
\* If the data that you want to print out is not displayed, touch the “▼” key or the “▲” key until it is displayed.
5. Touch the “ENTER” key.  
\* If the data was registered from your computer  : Go to the next step.  
If the data was registered from the copier  : Go to step 7.



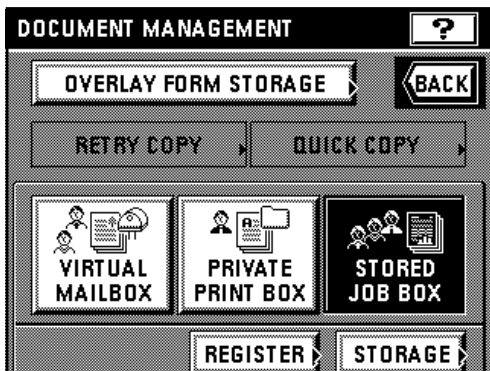
6. If you want to change the copy mode or copy function, touch the “PRINT AS DRIVER SETTING” key and go to the next step. If you only want to change how the copies will be finished, touch the “AS ORIGINAL JOB” key and go to step 8.



7. Select the copy mode and function that you want to use and press the Start key. Copying will begin.  
\* If you touch the “FUNCTION” key, you can select from among the two-sided copy mode, the margin mode, the print page numbers function, the form overlay mode, the sheet copy mode and the booklet + cover copy mode. Refer to the corresponding procedure in Section 4 or 5 for the mode and function that you want to use.

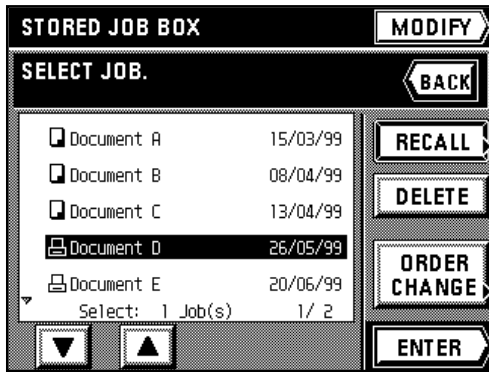


8. Change how the copies will be finished, such as the number of copies to be made, etc., then touch the “START” key. Copying will begin.

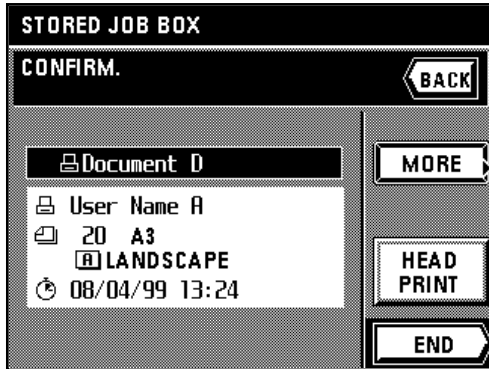


- ③ **Checking shared data**  
Follow the procedure below when you want to check certain information for registered originals, such as the size of the originals and the number of copies that was registered, as well as when you want to print out the first page of the originals for verification purposes.
  1. Press the Doc. Mgmt. key.  
The document management screen will appear.
  2. Touch the “STORED JOB BOX” key.
  3. Touch the “STORAGE” key.

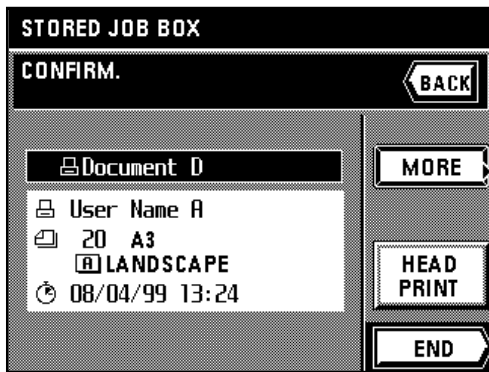
## Section 7 DOCUMENT MANAGEMENT FUNCTIONS



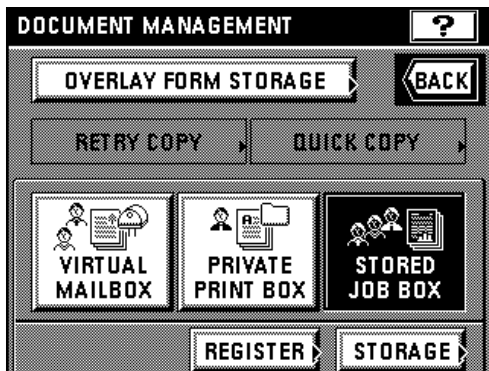
- Select the shared data that you want to check.
  - \* If the data that you want to check is not displayed, touch the “▼” key or the “▲” key until it is displayed.
- Touch the “RECALL” key.
  - Information about that data will be displayed. Once you are finished checking that information, press the Reset key. The touch panel will return to the basic screen.
  - \* If there is further information available for that data, the “MORE” key will be displayed. If you touch this key in order to check that information, touch the “CHECK” key, and then press the Reset key, once you are finished. The touch panel will return to the basic screen.



- \* If you only want to print out the first page of the originals, touch the “HEAD PRINT” key. Once printing is finished, the touch panel will return to the screen that was displayed before printing began. Once you are finished checking information, press the Reset key. The touch panel will return to the basic screen.

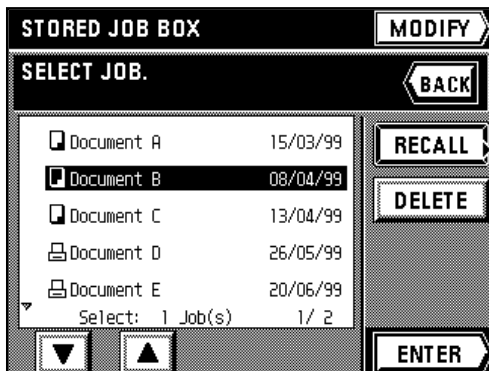


- If you want to check the information for other shared data, touch the “END” key and then, in the next screen, touch the “BACK” key and repeat steps 4 and 5.



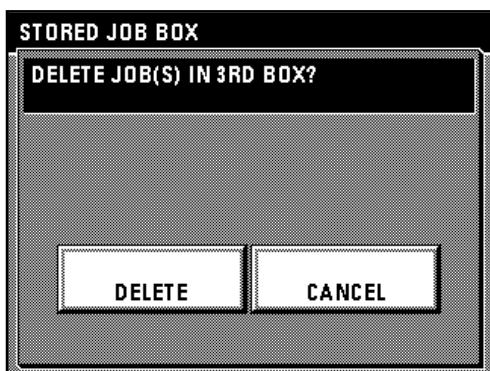
- Deleting shared data**  
Follow the procedure below when you want to delete shared data that you no longer need.

- Press the Doc. Mgmt. key.
  - The document management screen will appear.
- Touch the “STORED JOB BOX” key.
- Touch the “STORAGE” key.

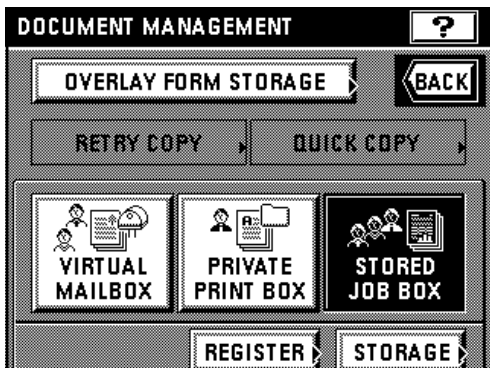


- Select the shared data that you want to delete.
  - \* If the data that you want to delete is not displayed, touch the “▼” key or the “▲” key until it is displayed.
- Touch the “DELETE” key.

## Section 7 DOCUMENT MANAGEMENT FUNCTIONS



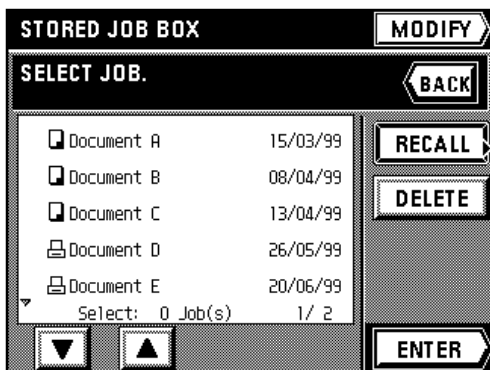
6. If you are certain that you want to delete that data, touch the "DELETE" key once again. The touch panel will return to the screen for step 4.  
\* If you do not want to delete that data, touch the "CANCEL" key.
7. If you want to delete other shared data, repeat steps 4 - 6. Once you are finished deleting data, press the Reset key. The touch panel will return to the basic screen.



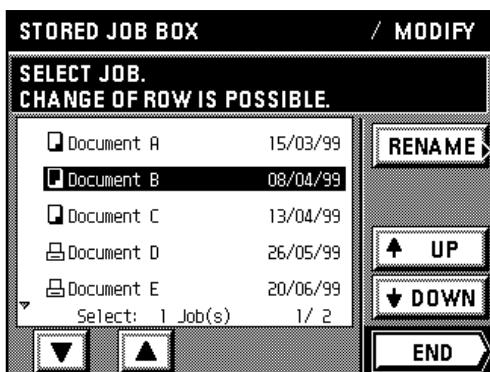
### ⑤ Modifying information for shared data

Follow the procedure below when you want to change the registered name of certain data or change the order in which the names for the shared data are displayed.

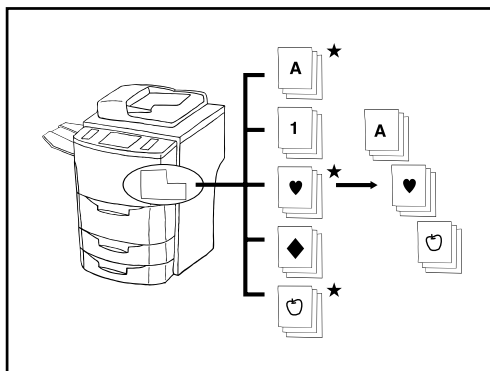
1. Press the Doc. Mgmt. key.  
The document management screen will appear.
2. Touch the "STORED JOB BOX" key.
3. Touch the "STORAGE" key.



4. Touch the "MODIFY" key.



5. Select the data that corresponds to the information that you want to modify.  
\* If the data that you want to modify the information for is not displayed, touch the "▼" key or the "▲" key until it is displayed.
6. If you want to change the order in which the name for the shared data is displayed, touch the "↑ UP" key or the "↓ DOWN" key until that name is in the position that you want.  
\* If you want to change the name of the data, touch the "RENAME" key. (See page 8-29 for the procedure on entering the name.) Once you are finished changing the name, the touch panel will return to the basic screen.
7. Once you are finished modifying information, touch the "END" key and then press the Reset key. The touch panel will return to the basic screen.



### (5) Synergy print boxes

If you store multiple sets of originals in a synergy print box, you can print out up to 10 of these sets at one time. Up to 100 sets of originals can be registered in each synergy print box at one time, and it is possible to register a total combination of 100 synergy print boxes and virtual mailboxes (see page 7-17).

- \* Each synergy print box can have its own name and password for heightened security. It is also possible to delete at one time all of the data registered in any one box. (See "② Box name & password / Clear data in box" on page 8-23.)
- \* It is possible as well to delete at one time all of the data registered in all of the synergy print boxes. (See "① Reset box (delete all)" on page 8-23.)

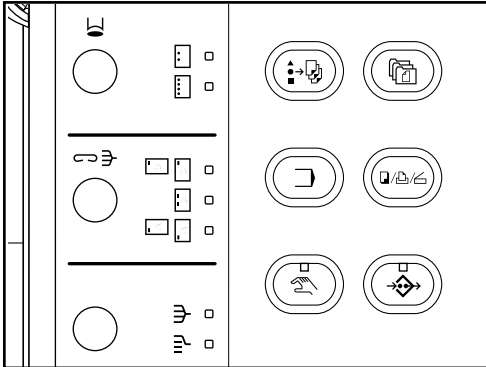


## Section 7 DOCUMENT MANAGEMENT FUNCTIONS

\* It is also possible to print out a list of all of the registered information for each synergy print box. (See “④ Document list” on page 8-23.)

### IMPORTANT!

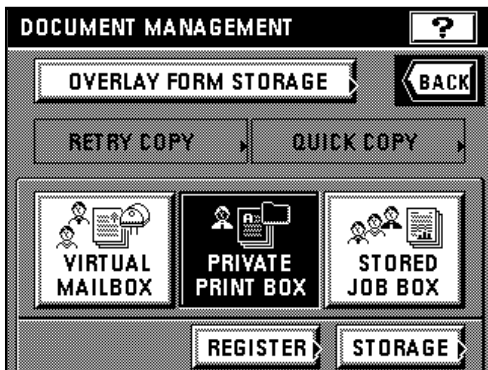
You can additionally select the length of time that you want to elapse before each job file in a synergy print box is automatically deleted. It is possible to set this time to any number of days between 1 and 7. (See “③ Box default” on page 8-23.)



#### ① Registering originals in a synergy print box

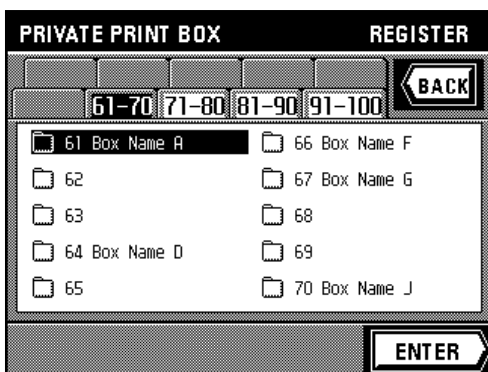
Originals can be registered in a synergy print box both from your computer as well as using the copier itself. Follow the procedure below when you want to use the copier to store the original in a synergy print box.

1. Press the Doc. Mgmt. key.  
The document management screen will appear.



2. Touch the “PRIVATE PRINT BOX” key.
3. Touch the “REGISTER” key.

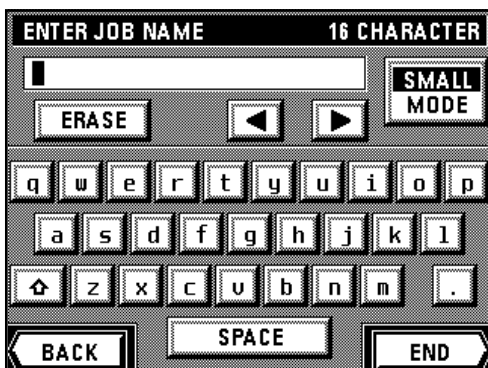
The available synergy print boxes will be displayed in blocks of 10.



4. Select the box that you want to register the originals in.

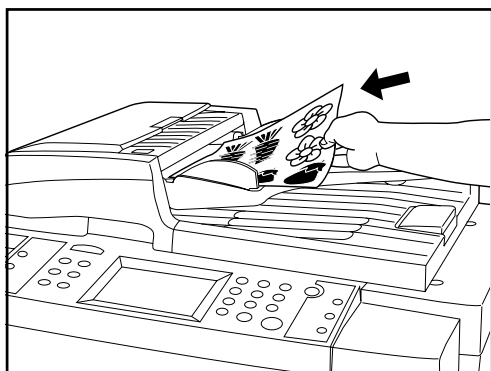
\* The example in the illustration shows that 40 synergy print boxes, from no. 61 to no. 100, are available. If you want to select a box number other than those currently displayed, touch the key on the touch panel that corresponds to the block of ten boxes which contains that number.

5. Touch the “ENTER” key.

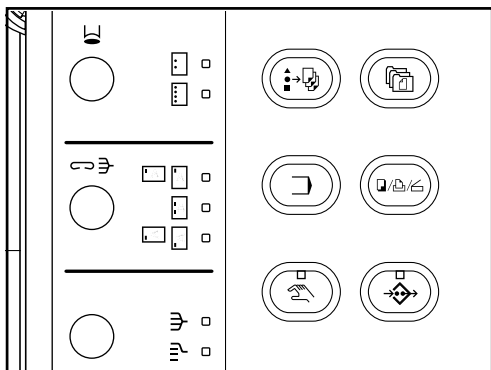


6. Enter the name that you want to register for those originals.  
(See page 8-29 for the procedure on entering the name.)

## Section 7 DOCUMENT MANAGEMENT FUNCTIONS

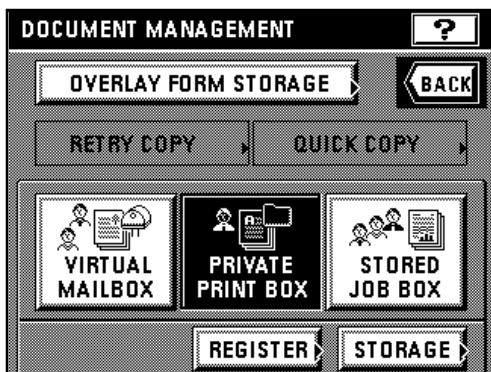


7. Set the originals.
8. Make sure that "SET ORIGINAL. PRESS START KEY." is displayed.
  - \* Make sure that "AUTO" is displayed under "ORIGINAL".
  - \* If you want to change the size of the copy paper, touch the "PAPER" key and select the size of paper that you want.
9. Press the Start key. Scanning of the originals will begin.
10. Once scanning is finished, touch the "END" key. The touch panel will return to the basic screen.
  - To continue registering originals, set the new originals and touch the "CONTINUE" key.

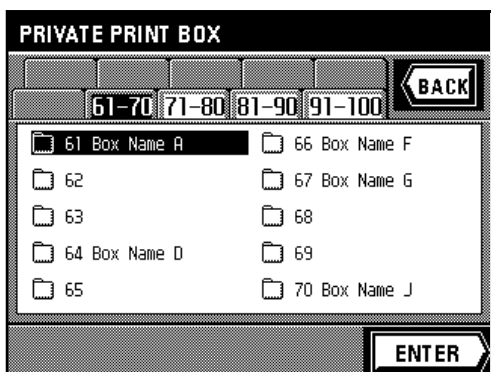


### ② Printing out more than one set of originals from a synergy print box

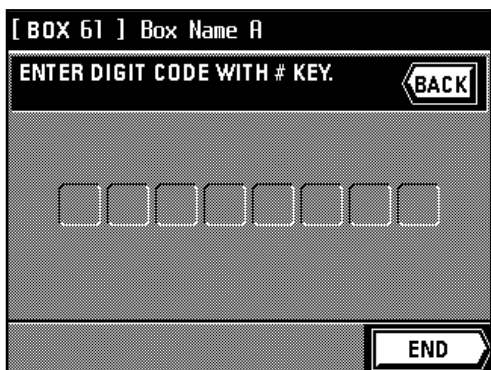
1. Press the Doc. Mgmt. key.  
The document management screen will appear.



2. Touch the "PRIVATE PRINT BOX" key.
3. Touch the "STORAGE" key.  
The available synergy print boxes will be displayed in blocks of 10.

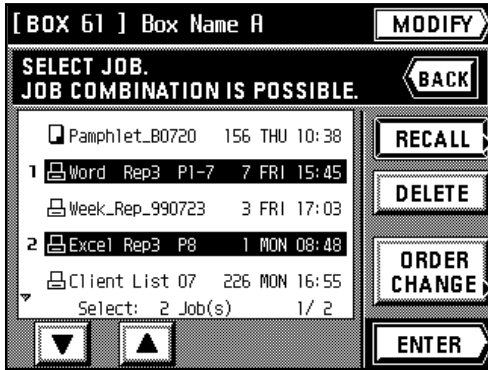


4. Select the box that contains the corresponding originals.
  - \* The example in the illustration shows that 40 synergy print boxes, from no. 61 to no. 100, are available. If you want to select a box number other than those currently displayed, touch the key on the touch panel that corresponds to the block of ten boxes which contains that number.
5. Touch the "ENTER" key.



6. If a password was registered for the selected box, the password input screen will appear. Enter the registered password (8 digits or less) and touch the "END" key. If there was no password registered for that box, go directly to the next step.

## Section 7 DOCUMENT MANAGEMENT FUNCTIONS





7. Select the originals that you want to print out. (You can select up to 10 sets of originals at one time.)

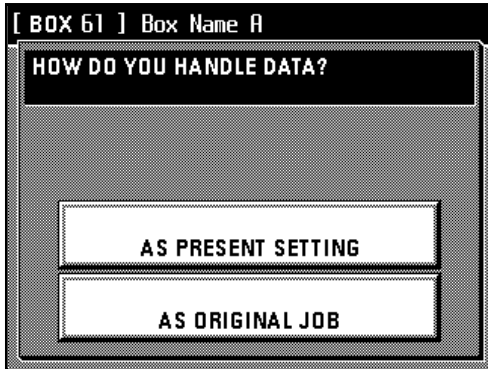
\* If you are going to select more than one set of originals, it is only possible to select originals of the same size at one time.

\* If any original that you want to print out is not displayed, touch the “▼” key or the “▲” key until it is displayed.

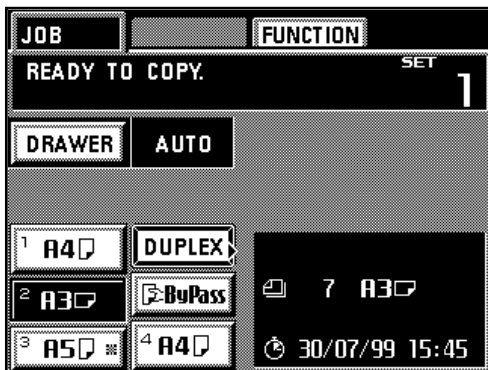
8. Touch the “ENTER” key.

\* If you selected one set of originals that was registered from your computer : Go to the next step.

If you selected one set of originals that was registered from the copier : Go to step 10.  
If you selected more than one set of originals: Go to step 10.

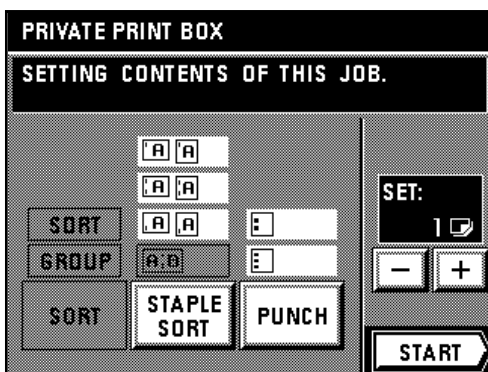


9. If you want to change the copy mode or copy function, touch the “AS PRESENT SETTING” key and go to the next step. If you only want to change how the copies will be finished, touch the “AS ORIGINAL JOB” key and go to step 11.

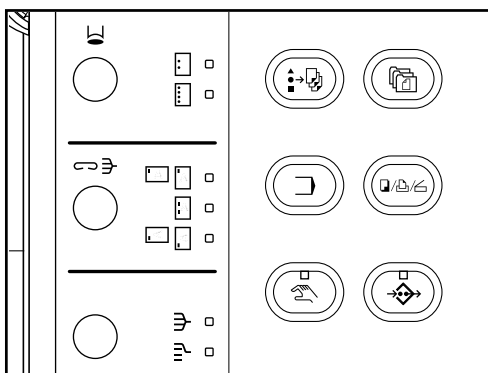


10. Select the copy mode and function that you want to use and press the Start key. Copying will begin.

\* If you touch the “FUNCTION” key, you can select from among the two-sided copy mode, the margin mode, the print page numbers function, the form overlay mode, the sheet copy mode and the booklet + cover copy mode. Refer to the corresponding procedure in Section 4 or 5 for the mode and function that you want to use.



11. Change how the copies will be finished, such as the number of copies to be made, etc., then touch the “START” key. Copying will begin.

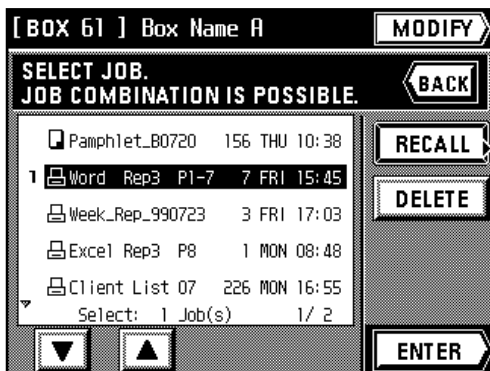


### ③ Checking originals in a synergy print box

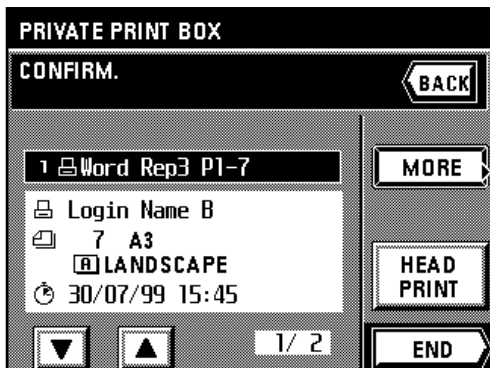
Follow the procedure below when you want to check certain information for originals registered in a synergy print box, such as the size of the originals and the number of copies that was registered, as well as when you want to print out the first page of the originals for verification purposes.

1. Follow steps 1 - 6 on page 7-12.

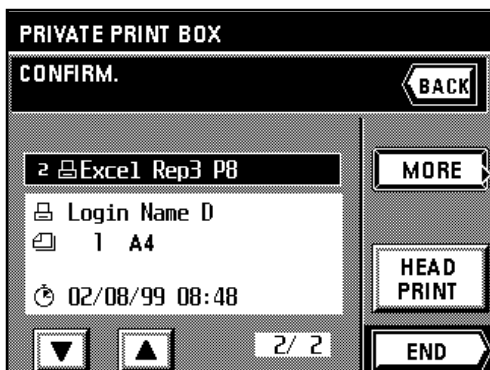
## Section 7 DOCUMENT MANAGEMENT FUNCTIONS



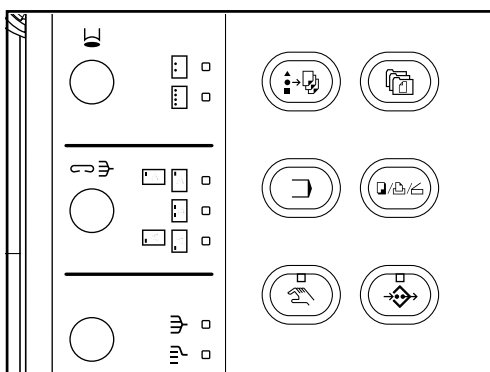
2. Select the originals that you want to check. (You can select up to 10 sets of originals at one time.)
  - \* If any original that you want to check is not displayed, touch the “▼” key or the “▲” key until it is displayed.
3. Touch the “RECALL” key. Information about that originals will be displayed.



- \* If you only want to print out the first page of the originals, touch the “HEAD PRINT” key. Once printing is finished, the touch panel will return to the screen that was displayed before printing began.
- \* If there is further information available for that data, the “MORE” key will be displayed. If you touch this key in order to check that information, touch the “CHECK” key once you are finished. The touch panel will return to the screen for step 2. In this case, go to step 5.
- \* If you selected more than one set of originals, touch the “▼” key or the “▲” key to display the information about the other originals.

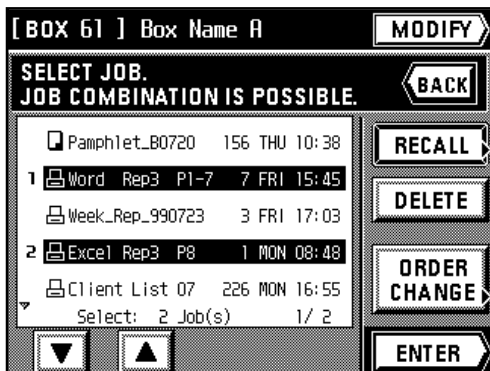


4. Touch the “BACK” key. The touch panel will return to the screen for step 2.
5. If you want to check the information for other originals, repeat steps 2 - 4. Once you are finished checking information, press the Reset key. The touch panel will return to the basic screen.



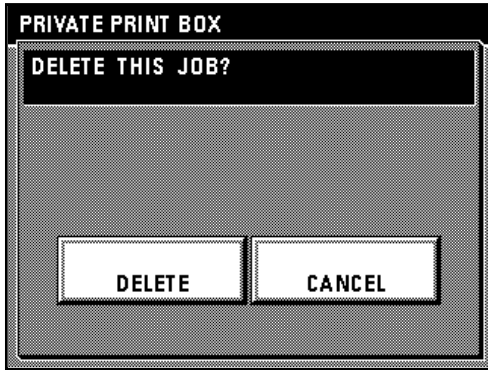
- ④ Deleting originals from a synergy print box**  
Follow the procedure below when you want to delete originals that you no longer need from a synergy print box.

1. Follow steps 1 - 6 on page 7-12.

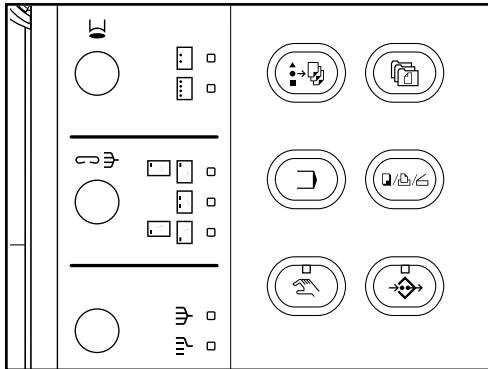


2. Select the originals that you want to delete. (You can select up to 10 sets of originals at one time.)
  - \* If any original that you want to delete is not displayed, touch the “▼” key or the “▲” key until it is displayed.
3. Touch the “DELETE” key.

## Section 7 DOCUMENT MANAGEMENT FUNCTIONS



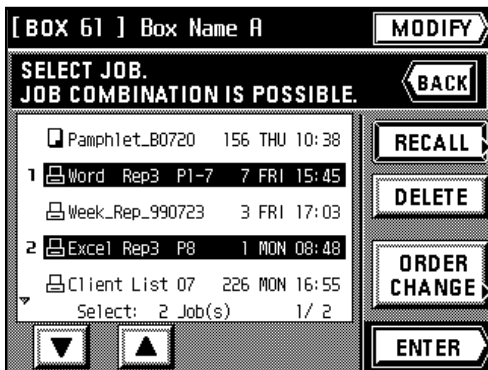
4. If you are certain that you want to delete those originals, touch the "DELETE" key once again. The touch panel will return to the screen for step 2.  
\* If you do not want to delete those originals, touch the "CANCEL" key.
5. If you want to delete other originals, repeat steps 2 - 4. Once you are finished deleting originals, press the Reset key. The touch panel will return to the basic screen.



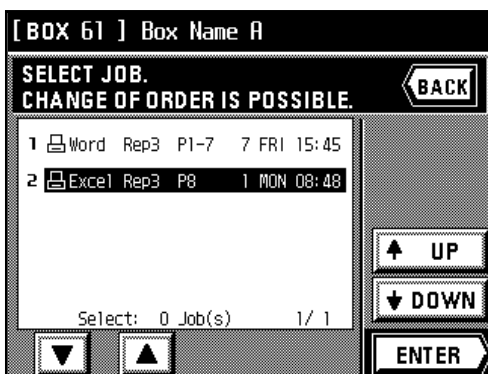
### ⑤ Changing the order of printing

Follow the procedure below when you want to change the order that selected originals will be printed out.

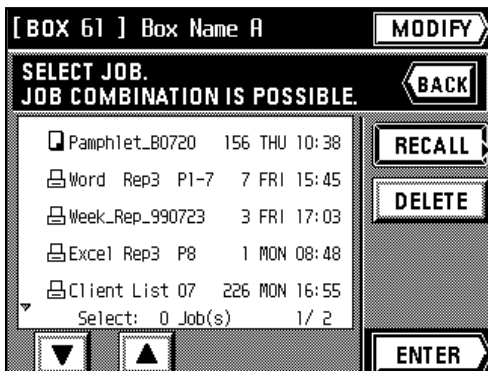
1. Follow steps 1 - 6 on page 7-12.



2. Select the originals that you want to print out. (You can select up to 10 sets of originals at one time.)  
\* If any original that you want to print out is not displayed, touch the "▼" key or the "▲" key until it is displayed.
3. Touch the "ORDER CHANGE" key.  
A list of the originals you selected will appear.



4. Select the original for which you want to change the order of printing and touch the "↑ UP" key or the "↓ DOWN" key until that original is in the position that you want.
5. Touch the "ENTER" key.  
\* Once you are finished changing the order of printing, press the Reset key. The touch panel will return to the basic screen.

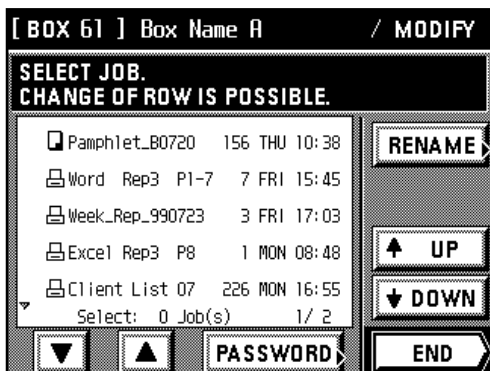


### ⑥ Modifying information for a registered synergy print box

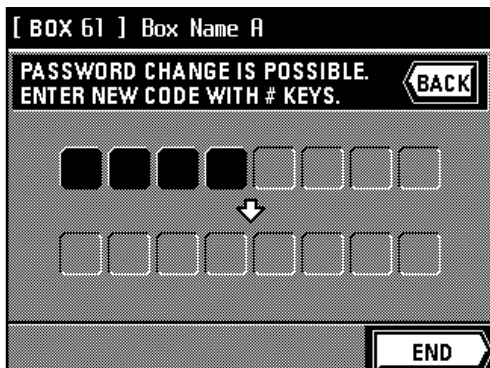
Follow the procedure below when you want to change the password for synergy print box, change the name of an original registered in that box or change the order in which the originals in that box are displayed.

1. Follow steps 1 - 6 on page 7-12.
2. Touch the "MODIFY" key.

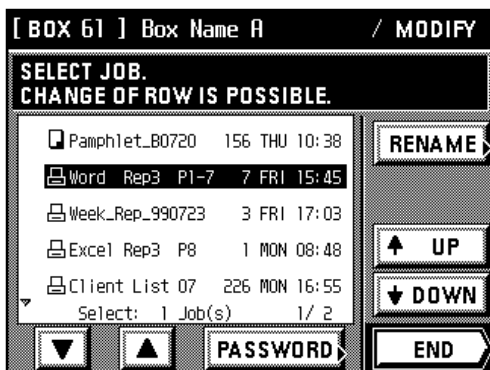
## Section 7 DOCUMENT MANAGEMENT FUNCTIONS



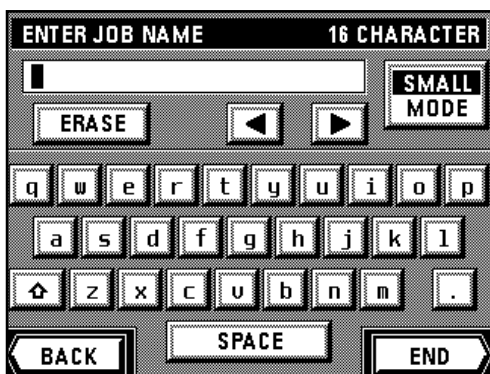
3. If you want to change the password for that synergy print box, touch the "PASSWORD" key.  
If you do not want to change the password, go to step 6.



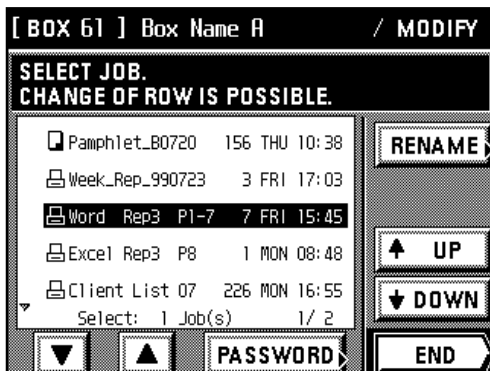
4. Use the numeric keys to enter the new password. (Max. 8 digits)
5. Touch the "END" key. The touch panel will return to the basic screen.



6. If you want to change the name of a set of originals, select the corresponding originals and touch the "RENAME" key.  
If you do not want to change the name, go to step 8.  
\* If the name that you want to change is not displayed, touch the "▼" key or the "▲" key until it is displayed.

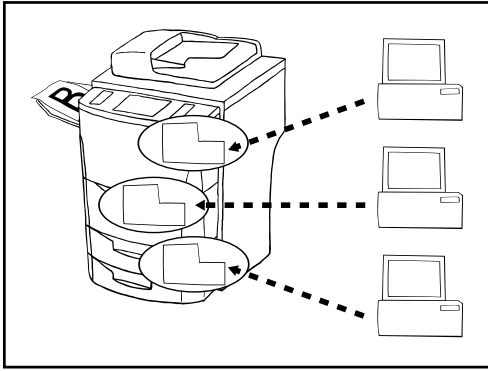


7. Enter the new name that you want to register for those originals.  
(See page 8-9 for the procedure on entering the name.)  
Once you are finished changing the name, the touch panel will return to the basic screen.



8. If you want to change the order in which the name of those originals are displayed, touch the "↑ UP" key or the "↓ DOWN" key until that name is in the position that you want.
9. Touch the "END" key and then press the Reset key. The touch panel will return to the basic screen.

## Section 7 DOCUMENT MANAGEMENT FUNCTIONS



### (6) Virtual mailboxes

If the copier is equipped with the optional Print/Scan System, you can create virtual mailboxes in the copier's memory. Each mailbox can be assigned to an individual user and, if they store their originals in their own box, they can print out that data in a single operation at the copier. Up to 100 sets of originals can be registered in each virtual mailbox at one time.

\* It is possible to register a total combination of 100 virtual mailboxes and synergy print boxes (see page 7-10), however, you must select in advance the total number of virtual mailboxes that you will use. (See “③ Box default” on page 8-23.)

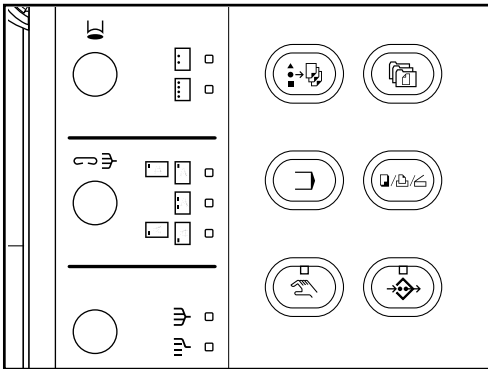
\* Each virtual mailbox can have its own name and password for heightened security. It is also possible to delete at one time all of the data registered in any one box. (See “② Box name & password / Clear data in box” on page 8-23.)

\* It is possible as well to delete at one time all of the data registered in all of the virtual mailboxes. (See “① Reset box (delete all)” on page 8-23.)

\* It is also possible to print out a list of all of the registered information for each virtual mailbox. (See “④ Document list” on page 8-23.)

### IMPORTANT!

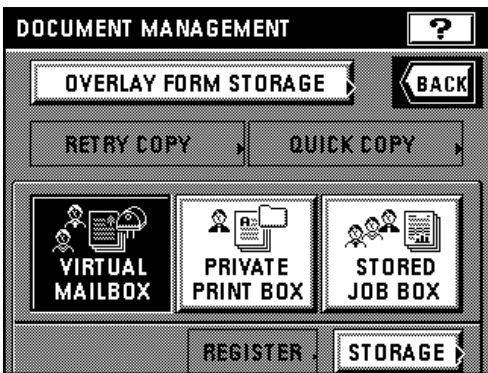
You can additionally select the length of time that you want to elapse before each job file in a virtual mailbox is automatically deleted. It is possible to set this time to any number of days between 1 and 7. (See “③ Box default” on page 8-23.)



### ① Printing out all of the originals in a virtual mailbox

Follow the procedure below when you want to print out all of the originals that you have registered in a virtual mailbox.

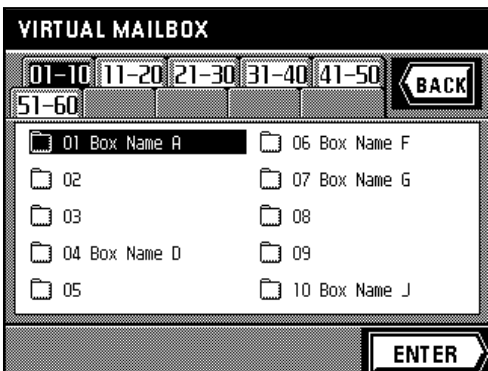
1. Press the Doc. Mgmt. key.  
The document management screen will appear.



2. Touch the “VIRTUAL MAILBOX” key.

3. Touch the “STORAGE” key.

The available virtual mailboxes will be displayed in blocks of 10.

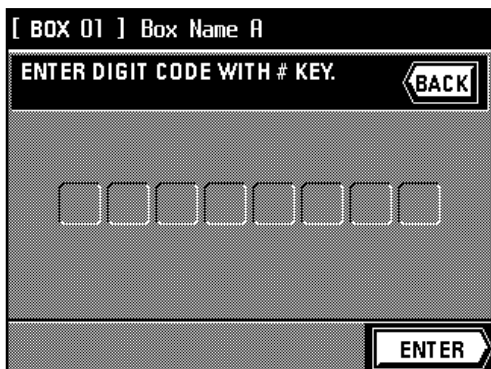


4. Select the box that contains the corresponding originals.

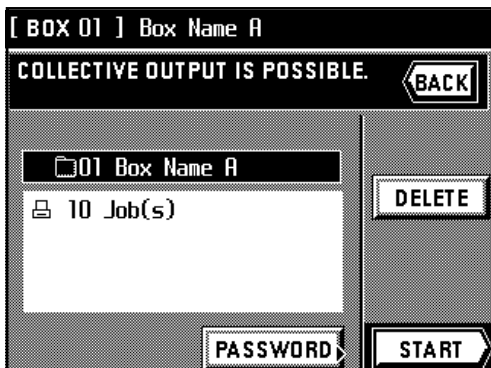
\* The example in the illustration shows that 60 virtual mailboxes, from no. 1 to no. 60, are available. If you want to select a box number other than those currently displayed, touch the key on the touch panel that corresponds to the block of ten boxes which contains that number.

5. Touch the “ENTER” key.

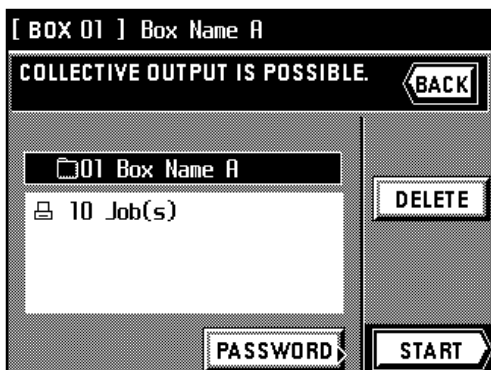
## Section 7 DOCUMENT MANAGEMENT FUNCTIONS



- If a password was registered for the selected box, the password input screen will appear. Enter the registered password (8 digits or less). If there was no password registered for that box, go directly to the next step.

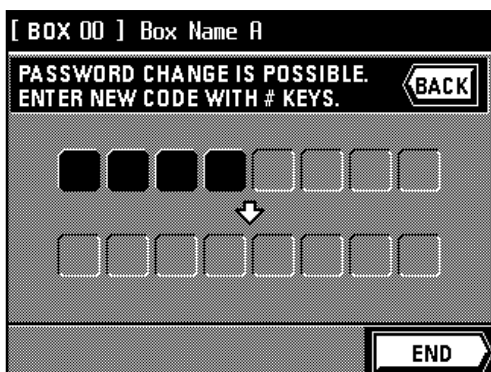


- If the password you entered matches the registered one, a list of the originals stored in that virtual mailbox will appear. Touch the "START" key. Copying will begin.
  - \* If you want to stop print out for the set of originals that are being processed at the moment or cancel print out completely, press the Stop/Clear key. Then, if you want to stop printing completely, touch the "STOP" key. If you want to continue printing from the next set of originals, touch the "CONTINUE FROM NEXT JOB" key.

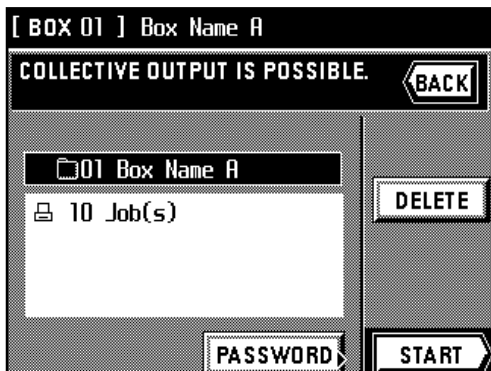


### ② Changing the password

- Follow steps 1 - 6 on page 7-17.
- Touch the "PASSWORD" key.



- Use the numeric keys to enter the new password. (Max. 8 digits)
- Touch the "END" key. The touch panel will return to the basic screen.



### ③ Deleting data from a virtual mailbox

Any data stored in a virtual mailbox will be automatically deleted once it has been there for one week. However, if you want to force-delete all of the data in any virtual mailbox before that time, follow the procedure below.

- Follow steps 1 - 6 on page 7-17.
- Touch the "DELETE" key.
- If you are certain that you want to delete those originals, touch the "DELETE" key once again. The touch panel will return to the screen for step 2.
  - \* If you do not want to delete those originals, touch the "CANCEL" key.





# Section 8 COPIER MANAGEMENT

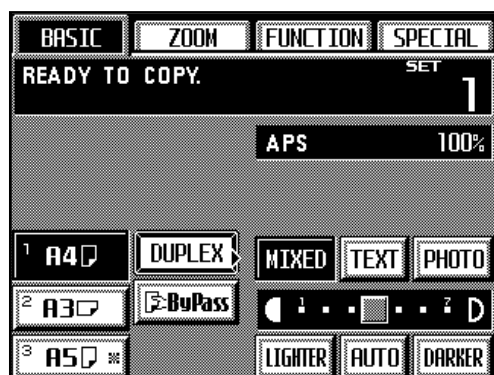


## (1) Copy management

You can set 4-digit department code numbers for up to 1,000 departments in order to manage the total number of copies made by each department. It is also possible to limit the number of copies that can be made by each department.

### ① The copy management procedures and settings

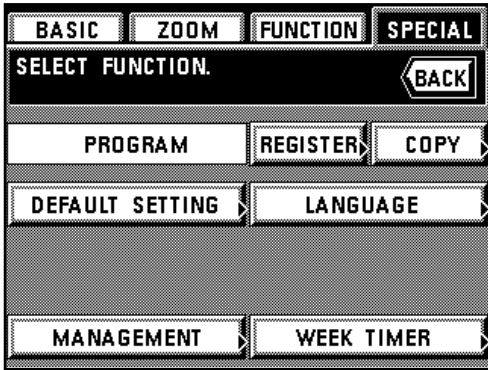
Procedure or setting	Description	Page
● Registering new department codes	Manage use of the copier by assigning 4-digit department codes to each department in your organization, and set limits for the number of copies that can be made by each department. Up to 1,000 department codes can be registered. Copy limits can be set in units of 1,000 sheets, up to a maximum of 999,000. Entering "0" enables unlimited copying. When a department reaches its limit, the copier will not make any more copies under that department code.	8-2
● Deleting department codes	Follow this procedure to delete registered department codes.	8-3
● Changing limits	Follow this procedure to change the limit for the number of copies that can be made by one or more departments, without need to delete and re-register the department codes.	8-4
● Clearing copy counts	Follow this procedure to clear all the copy counts for all of the department codes at one time. Copy counts cannot be cleared for individual departments.	8-5
● Checking copy counts	Follow this procedure to check copy totals. It is possible to view the total number of copies made on the machine, the number of copies made for each paper size and the number of copies made by each department.	8-5
● Printing out the copy management report	Follow this procedure to print out the number of copies made each department in report form.	8-6
● Turning copy management ON/OFF	Turn copy management ON in order to apply the management settings that you registered. Turn it OFF when those settings are not required.	8-6



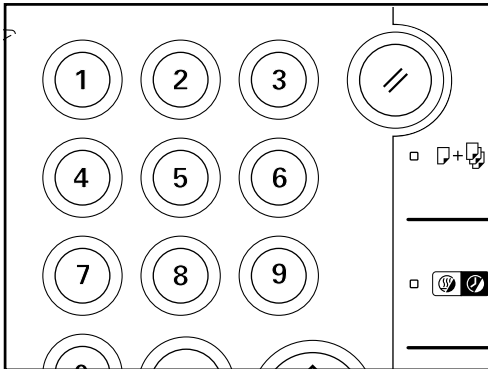
### ② How to enter the copy management select mode

1. Touch the "SPECIAL" key.

The management mode select screen will appear.

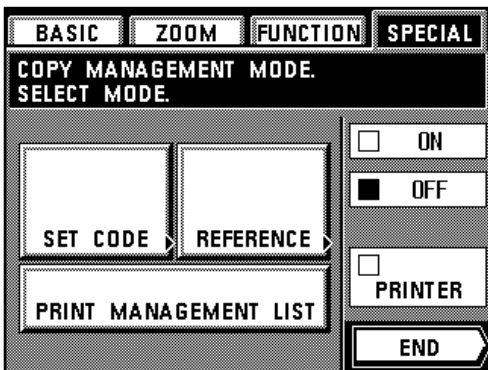


2. Touch the "MANAGEMENT" key.



3. Use the numeric keys to enter the management pin code "6200".  
If the pin code you entered matches the registered one, the screen will change to the copy management mode set-up screen. See "③ How to register the various management settings" in order to make the desired settings.

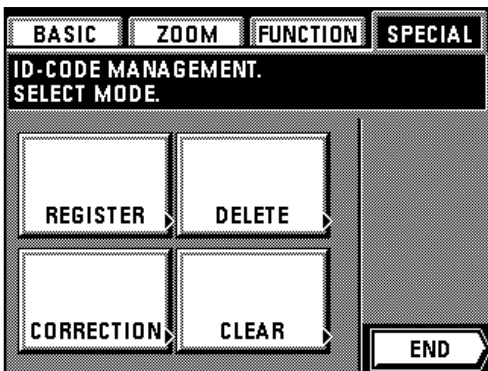
\* You can change the 4-digit management pin code as desired. (See "⑨ Management pin code change" on page 8-11.)



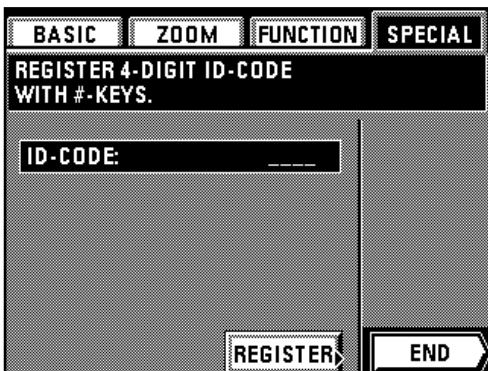
③ How to register the various management settings

● Registering new department codes

1. Enter the copy management select mode. (See page 8-1.)
2. Touch the "SET CODE" key.

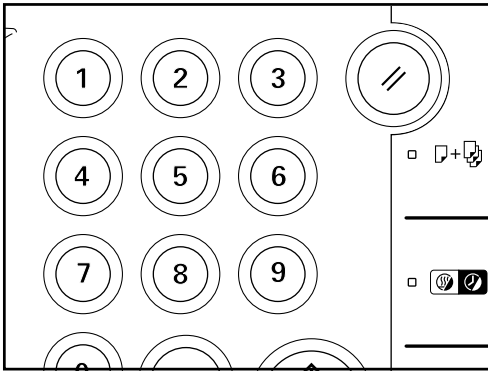


3. Touch the "REGISTER" key.
4. Use the numeric keys to enter the department code (4-digit) that you want to register.

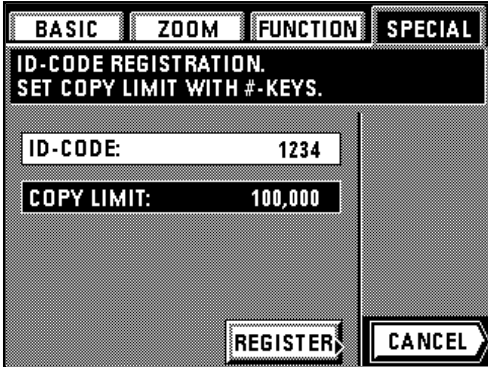


5. Touch the "REGISTER" key.  
\* If that department code has already been registered, "ID-CODE IS ALREADY IN USE." will appear in the message display. Press the "RE-ENTER" key and enter another department code.

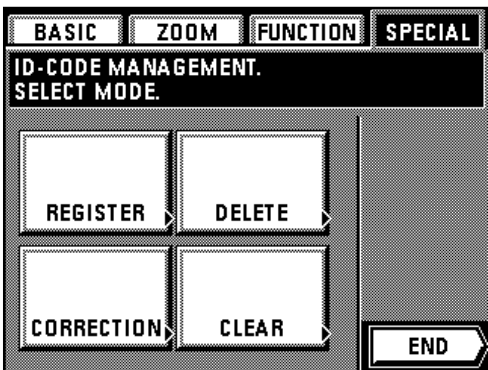
## Section 8 COPIER MANAGEMENT



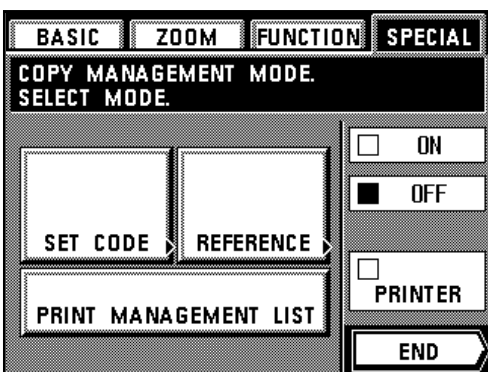
6. Use the numeric keys to enter the limit for the number of copies that can be made by that department. The limit can be set in units of 1,000 sheets, up to a maximum of 999,000.
  - \* Enter "0" to enable unlimited copying.
  - \* If you want to clear the entered department code and enter a new code number, touch the "CANCEL" key.



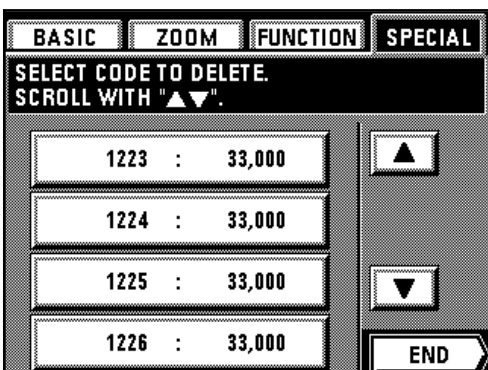
7. Touch the "REGISTER" key. The touch panel will return to the screen for step 4.
  - \* To register another department code, repeat steps 4 - 7.
8. Touch the "END" key. The touch panel will return to the screen for step 3.



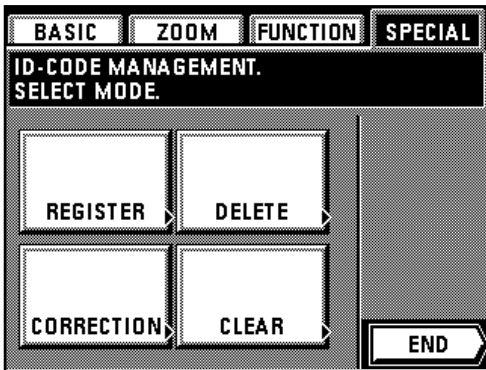
9. Touch the "END" key. The touch panel will return to the copy management mode set-up screen.
10. Touch the "END" key. The touch panel will return to the basic screen.



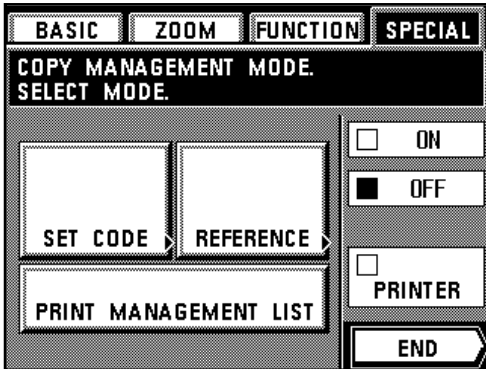
- **Deleting department codes**
  1. Enter the copy management select mode. (See page 8-1.)
  2. Touch the "SET CODE" key.
  3. Touch the "DELETE" key.



4. Touch the department code that you want to delete. [It is possible to select more than one code.] (If the code you want is not displayed, touch the "▼" key or the "▲" key until it is displayed.)
5. Once you are finished deleting department codes, touch the "END" key. The touch panel will return to the screen for step 3.

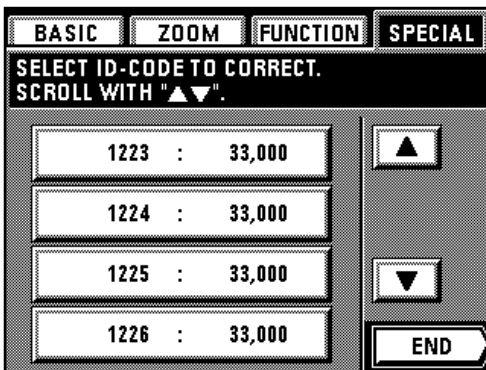


6. Touch the "END" key.  
The touch panel will return to the copy management mode set-up screen.
7. Touch the "END" key.  
The touch panel will return to the basic screen.

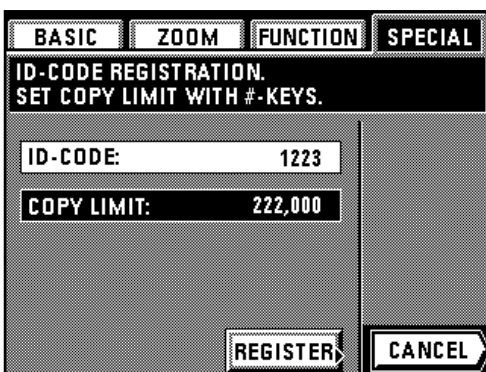


- **Changing limits**

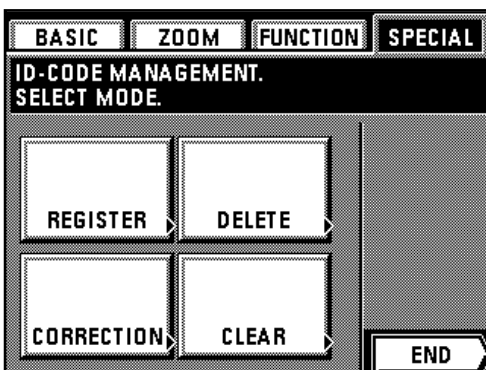
  1. Enter the copy management select mode. (See page 8-1.)
  2. Touch the "SET CODE" key.
  3. Touch the "CORRECTION" key.



4. Touch the department code for which you want to change the copy limit. (If the code you want is not displayed, touch the "▼" key or the "▲" key until it is displayed.)
5. Use the numeric keys to change the limit for the number of copies that can be made under that department code. The limit can be set in units of 1,000 sheets, up to a maximum of 999,000.  
\* Enter "0" to enable unlimited copying.

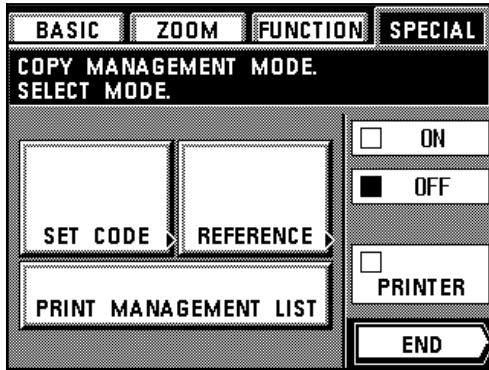


6. Touch the "REGISTER" key.  
The touch panel will return to the screen for step 4.  
\* To change the copy limit for another department, repeat steps 4 - 6.
7. Touch the "END" key.  
The touch panel will return to the screen for step 3.



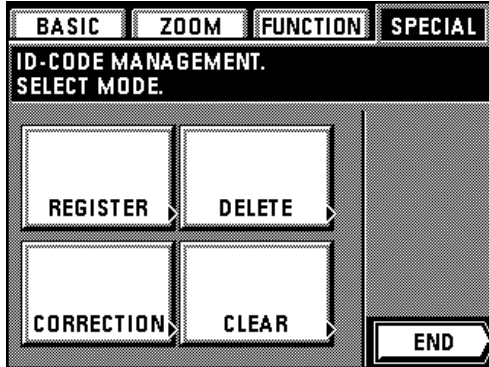
8. Touch the "END" key.  
The touch panel will return to the copy management mode set-up screen.
9. Touch the "END" key.  
The touch panel will return to the basic screen.

## Section 8 COPIER MANAGEMENT

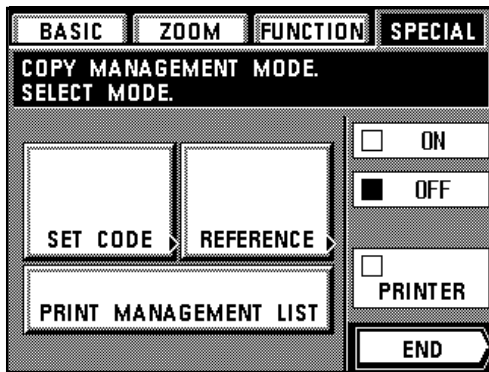


### ● Clearing copy counts

1. Enter the copy management select mode. (See page 8-1.)
2. Touch the "SET CODE" key.

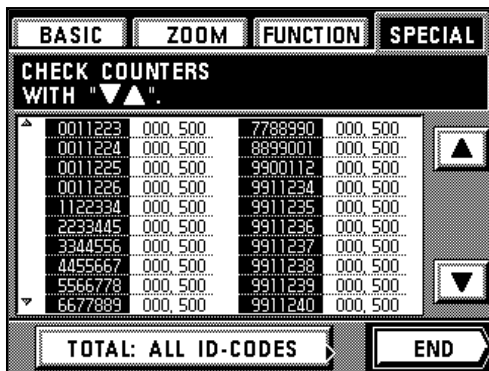


3. Touch the "CLEAR" key.
4. Touch the "YES" key to clear all of the copy counts.  
The touch panel will return to the screen for step 3.
5. Touch the "END" key.  
The touch panel will return to the copy management mode set-up screen.
6. Touch the "END" key.  
The touch panel will return to the basic screen.

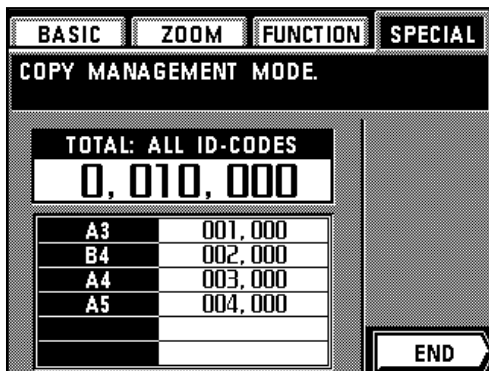


### ● Checking copy counts

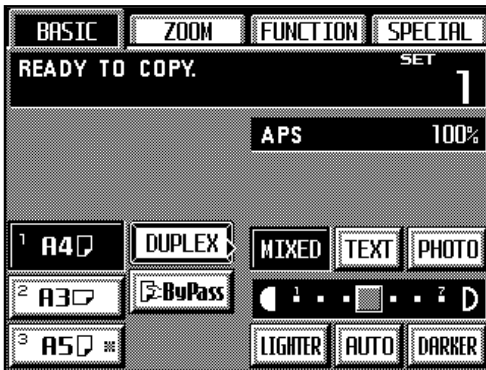
1. Enter the copy management select mode. (See page 8-1.)
2. Touch the "REFERENCE" key.  
The numbers of copies made by each individual department will be displayed.



3. Touch the "TOTAL: ALL ID-CODES" key in order to view the total number of copies made on the machine and the number of copies made for each paper size. (If the information you want is not displayed, touch the "▼" key or the "▲" key until it is displayed.)

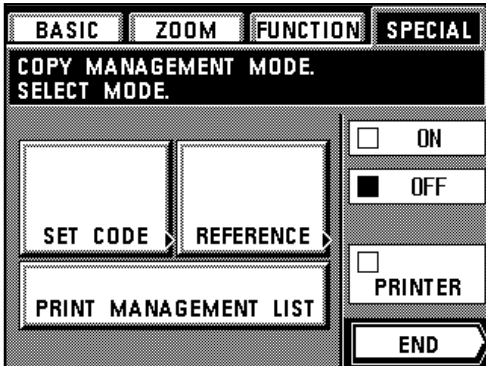


4. Once you have finished checking the copy counts, touch the "END" key.  
The touch panel will return to the copy management mode set-up screen.
5. Touch the "END" key.  
The touch panel will return to the basic screen.

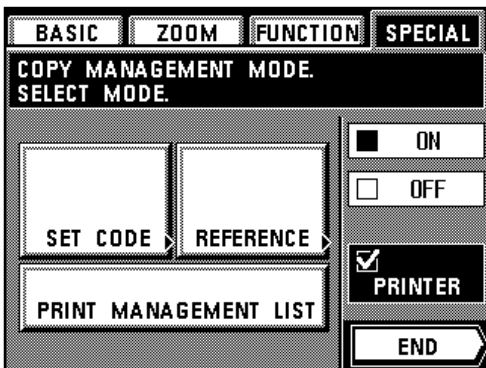


### ● Printing out the copy management report

1. Enter the copy management select mode. (See page 8-1.)
2. Make sure that A4 size paper is loaded in one of the drawers or decks. If not, load paper of that size.



3. Touch the "PRINT MANAGEMENT LIST" key.  
Print out will begin.
4. After printing is finished, the touch panel will return to the screen for step 3.
5. Touch the "END" key.  
The touch panel will return to the basic screen.



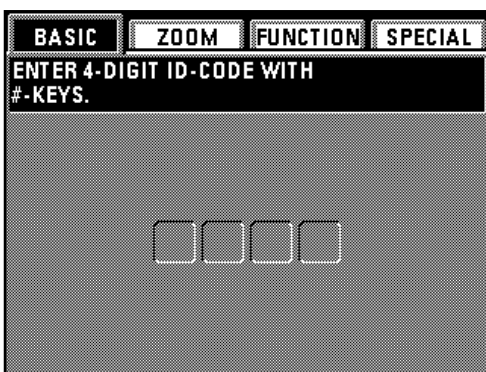
### ● Turning copy management ON/OFF

1. Enter the copy management select mode. (See page 8-1.)
2. To turn copy management ON, touch the "☐ ON" key.  
\* To turn it OFF, touch the "☐ OFF" key.

#### POINT OF INFORMATION

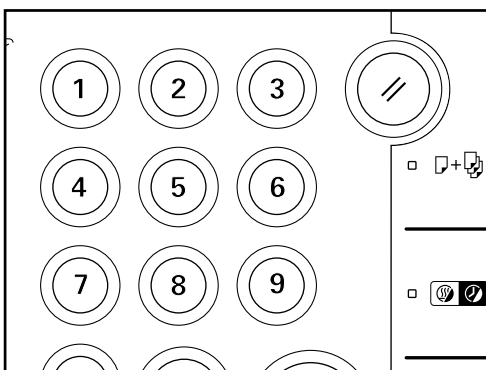
To turn copy management ON when you use this machine as a printer under the optional Print/Scan System, touch "☐ PRINTER" in order to put a checkmark in the check box. A corresponding setting is also required in your computer. See the On-line Manual for the printer for the procedure to set the management mode in your computer.

3. Touch the "END" key.  
The touch panel will return to the basic screen.



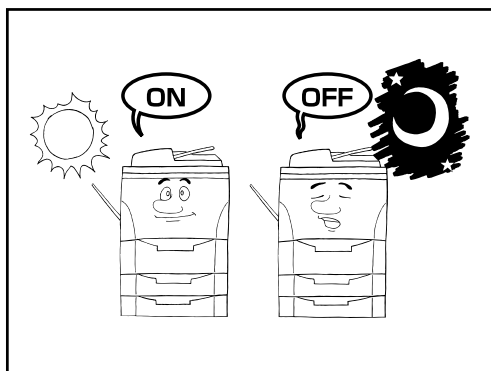
### ④ Making copies when copy management is turned ON

When copy management is turned ON in the copier, "ENTER 4-DIGIT ID-CODE WITH #-KEYS." will appear on the touch panel.



1. Enter the department code for your department.
2. Once "READY TO COPY." is displayed, you can make copies using the normal procedure.  
\* Once copying is finished, press the Energy Saver key or wait until the auto clear function engages. The touch panel will return to the basic copy management screen.

## Section 8 COPIER MANAGEMENT



### (2) Weekly timer

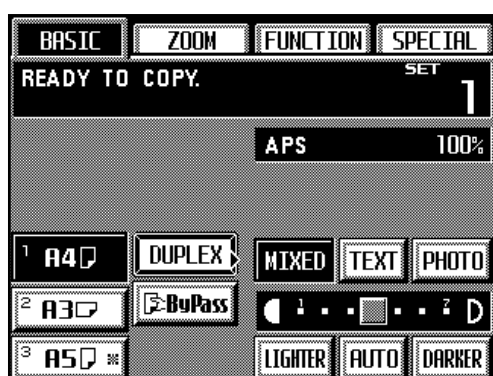
Power to the copier can be turned ON and OFF automatically at specified times on each day of the week between Monday and Sunday.

Set the copier to be turned ON early so that it is warmed up and ready for the start of work in the morning, and set it to be turned OFF automatically in the evening in case nobody remembers to switch it off manually.

\* When the weekly timer is turned ON, do not remove the power plug from its power source and be sure to leave the main switch ON (I) as well.

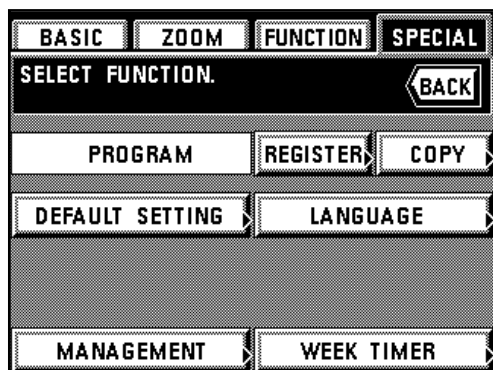
### ① The weekly timer procedures and settings

Procedure or setting	Description	Page
● Setting the time	Follow this procedure to set the present time. If the time is not set correctly here, weekly timer operation will not be triggered at the expected time.	8-8
● Programming the weekly timer	Follow this procedure to register the times at which the copier is to be turned ON and OFF during each day of the week. Leave the main switch ON (I) and the copier will be turned ON and OFF automatically at the times scheduled for each day.	8-8
● Canceling the timer function	When the copier is to be out of use for a whole day (holiday, etc.), cancel the timer function in advance for the day in question. In this case, the copier will remain OFF for that whole day. On the same day of the following week, the timer will resume turning the copier ON and OFF at the times originally registered.	8-9
● Turning the weekly timer ON/OFF	Once you have set the present times using procedure described in “● Setting the time”, follow this procedure to turn the weekly timer ON and thereby activate it, or turn it OFF if it is not required.	8-10



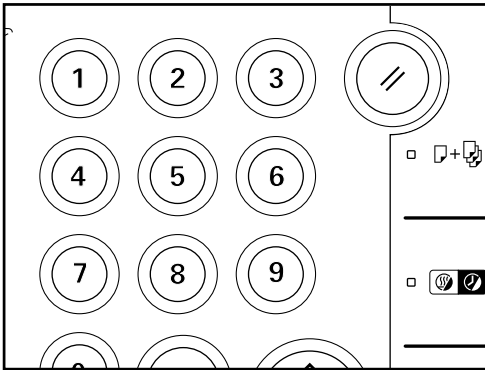
### ② How to enter the weekly timer select mode

1. Touch the “SPECIAL” key.  
The management mode select screen will appear.

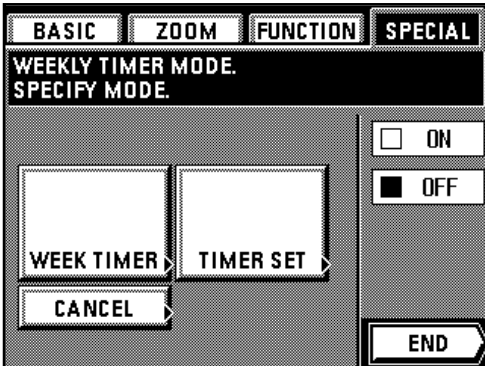


2. Touch the “WEEK TIMER” key.





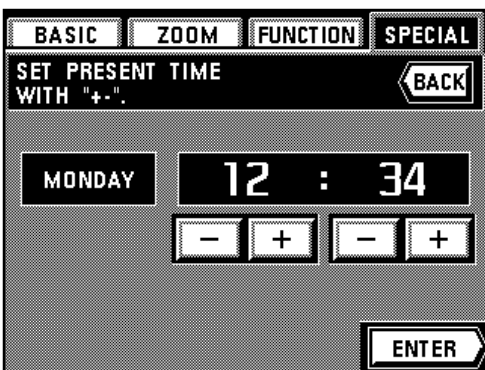
- Use the numeric keys to enter the management pin code "6200".  
If the pin code you entered matches the registered one, the screen will change to the weekly timer set-up screen. See "③ How to register the various timer settings" in order to make the desired settings.  
\* You can change the 4-digit management pin code as desired. (See "⑨ Management pin code change" on page 8-11.)



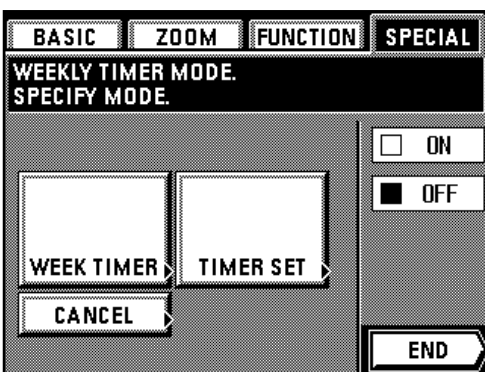
### ③ How to register the various timer settings

#### ● Setting the time

- Enter the weekly timer select mode. (See page 8-7.)
- Touch the "TIMER SET" key.

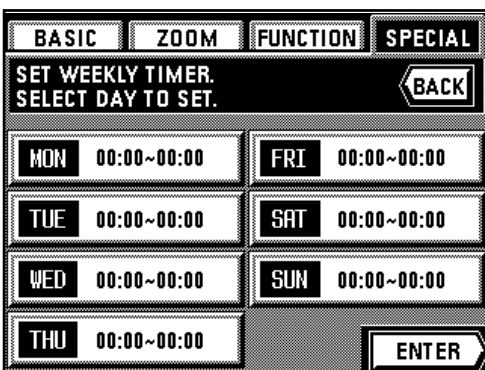


- Set the present time by touching the "+" key or the "-" key for the hour and minutes.  
\* Enter the time on the 24-hour basis (00:00 - 23:95).
- Touch the "ENTER" key.  
The touch panel will return to the weekly timer set-up screen.
- Touch the "END" key.  
The touch panel will return to the basic screen.



#### ● Programming the weekly timer

- Enter the weekly timer select mode. (See page 8-7.)
- Touch the "WEEK TIMER" key.



- Touch the day of the week that you want to set the ON and OFF times for.

## Section 8 COPIER MANAGEMENT

4. Set the time (hour and minutes) that you want the copier to be turned ON by touching the corresponding "+" key or the "-" key.
5. Touch the "OFF" key.
6. Set the time (hour and minutes) that you want the copier to be turned OFF by touching the corresponding "+" key or the "-" key.

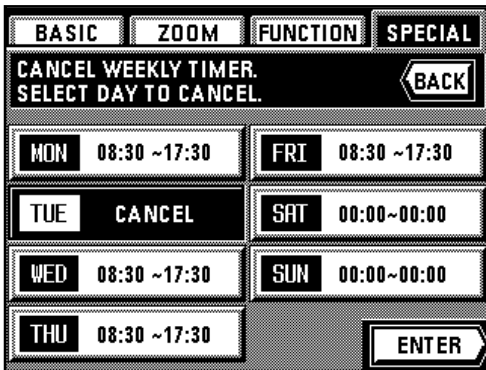
7. Touch the "ENTER" key.  
The touch panel will return to the screen for step 3.  
\* To set the ON/OFF times for other days of the week, repeat steps 3 - 7.

8. Once you are finished setting the ON/OFF times, touch the "ENTER" key.  
The touch panel will return to the weekly timer set-up screen.
9. Touch the "END" key.  
The touch panel will return to the basic screen.

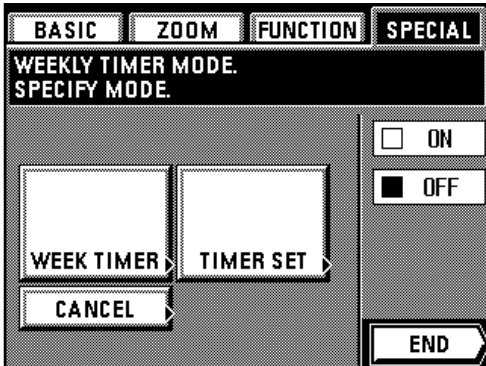
- **Canceling the timer function**

  1. Enter the weekly timer select mode. (See page 8-7.)
  2. Touch the "CANCEL" key.

3. Touch the desired day of the week for which you want to temporarily cancel the weekly timer. "CANCEL" will be displayed on the key for that day.  
\* It is possible to select more than one day.  
\* If you want to remove the "CANCEL" designation, simply touch that day again.  
"CANCEL" will disappear and the originally set ON/OFF times will be displayed.

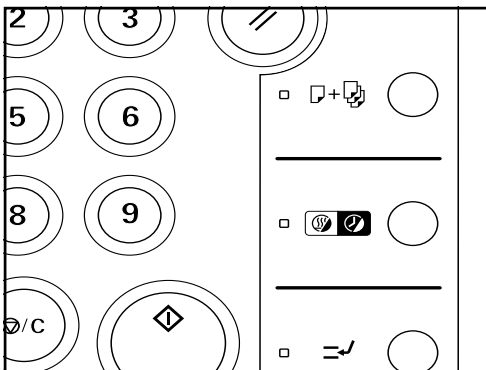


4. Once you are finished setting the days on which the weekly timer will be canceled, touch the "ENTER" key.  
The touch panel will return to the weekly timer set-up screen.
5. Touch the "END" key.  
The touch panel will return to the basic screen.



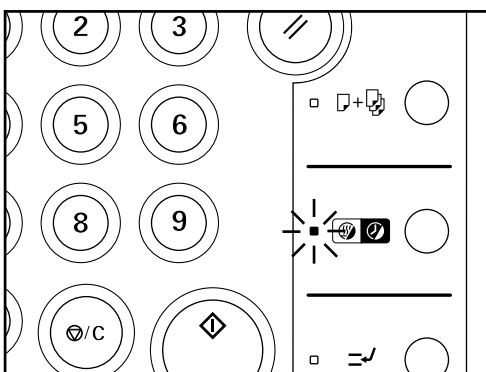
### ● Turning the weekly timer ON/OFF

1. Enter the weekly timer select mode. (See page 8-7.)
2. To turn the weekly timer ON, touch the "ON" key.  
\* To turn it OFF, touch the "OFF" key.
3. Touch the "END" key.  
The touch panel will return to the basic screen.

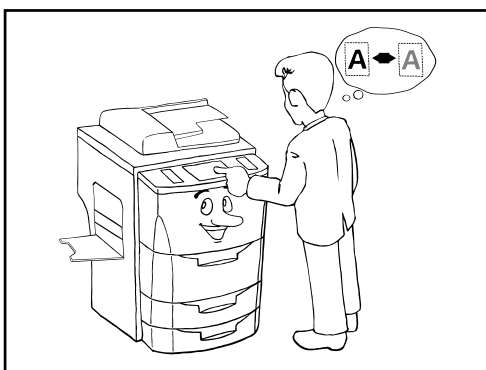


### ④ Making copies after the copier has been turned OFF by the weekly timer

If the Energy Saver indicator is lit but all other indications on the operation panel are out, the weekly timer has engaged. In this case, carry out the following procedure in order to make copies.



1. Press the Energy Saver key. The Energy Saver indicator will blink.  
\* Warm-up has begun. Wait a while.  
\* Another way to start warm-up is to turn the main switch OFF (O) and then back ON (I) again.
2. Once warm-up is finished, you can make copies using the normal procedure.
3. Once copying is finished, press the Energy Saver key again. The Energy Saver indicator will light continuously and the copier will once again enter the energy-saving mode.



### (3) Default settings and procedures

The state that the copier enters at end of warm-up or when the Reset key is pressed is called the "initial mode". The functions and settings that are automatically pre-set for this initial mode are called the "default settings". These default settings and related procedures are divided into the following 5 categories and the corresponding settings can be changed as desired to suit your specific copying needs.

- [1] Machine defaults...Page 8-11
- [2] Copy-related defaults...Page 8-15
- [3] Box management procedures...Page 8-23
- [4] Deleting stored data...Page 8-27
- [5] Toner usage information...Page 8-28

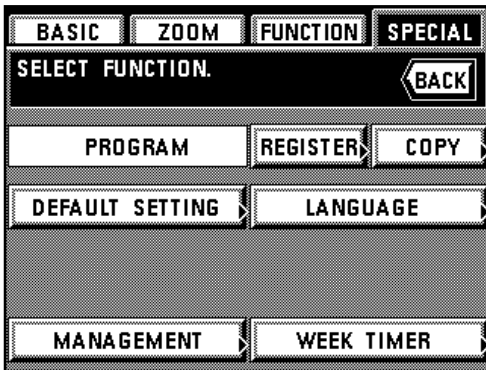
## Section 8 COPIER MANAGEMENT

### [1] Machine defaults

#### ● Types of machine defaults

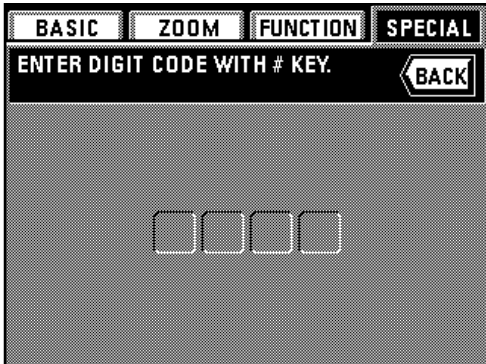
The 11 different default settings defined as “machine defaults” are described below. Change the settings for any or all of them as appropriate to your desired copying conditions.

Default setting	Explanation	Page
① Custom size paper in stack bypass	Select whether you want to use custom size paper in the stack bypass tray or not. Touch the “ON” key to use custom size paper and the “OFF” key to have the standard paper size detected automatically.	8-12
② Automatic drawer switching ON/OFF	Select whether you want the automatic drawer switching function (see page 2-3) to engage or not.	8-13
③ Drawer paper size	Select what paper size will be displayed on the touch panel for each drawer. When “APS” is selected, the paper size that is loaded in each drawer and each deck will be detected automatically and displayed on the touch panel.	8-13
④ Special paper designation	Select whether or not you want an asterisk (*) to be displayed in the paper size key of the basic screen in regard to those drawers that contain such special paper as colored paper or recycled paper.	8-13
⑤ APS mode for special paper	Select whether or not you want the paper in the drawer that was designated in “④ Special paper destination” to be used in the auto paper selection mode and for automatic drawer switching (see page 2-3).	8-14
⑥ Key sound ON/OFF	Select whether you want the “beep” that sounds when you touch the touch panel to be turned ON or OFF.	8-14
⑦ Auto preheat time	Select the length of time that you want to elapse – after copying ends – before the energy-saving auto preheat function (see page 4-10) is engaged. It is possible to set this time to any 5 minute increment between 5 and 45 minutes.	8-14
⑧ Auto shut-off time	Select the length of time that you want to elapse – when the copier is not used – before the auto shut-off function (see page 4-10) automatically turns the power to the copier OFF. It is possible to set this time to any 15 minute increment between 15 and 240 minutes. It is also possible to deactivate the auto shut-off function. (See “⑩ Auto shut-off ON/OFF”.) The factory default setting is 60 minutes. * It is recommended that you extend the time before the auto shut-off function engages if the copier is used relatively frequently, and shorten that time when it is used infrequently.	8-14
⑨ Management pin code change	Change the pin code that gives you access to the various default settings and management modes, such as the weekly timer (see page 8-7) and copy management (see page 8-1). * If you do change the management pin code, however, be sure to keep a note of the new code. If you do happen to forget the pin code, enter “6482”.	8-14
⑩ Auto shut-off ON/OFF	Select whether you want to turn the auto shut-off function, which automatically turns the power to the copier OFF if the copier is not used for a designated period of time, ON or OFF. * If the auto shut-off function interferes with your copying operations, you may consider turning this function OFF so that it does not engage at all. However, it is recommended that you first extend the time before it engages and see if that solution works better before you decide to turn it OFF completely.	8-15
⑪ Date & time	Set the current date and time so that such functions as the weekly timer and certain document management settings will engage at the appropriate time.	8-15

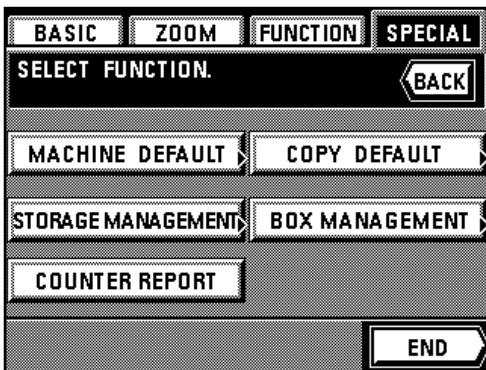


### ● Accessing the machine default setting mode

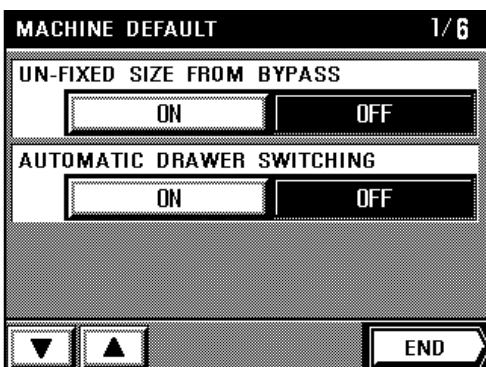
1. Touch the "SPECIAL" key.  
The management mode select screen will appear.
2. Touch the "DEFAULT SETTING" key.



3. Use the numeric keys to enter the management pin code "6200".  
If the pin code you entered matches the registered one, the screen will change to the default select screen.  
\* You can change the 4-digit pin code as desired. (See "⑨ Management pin code change" on page 8-11.)



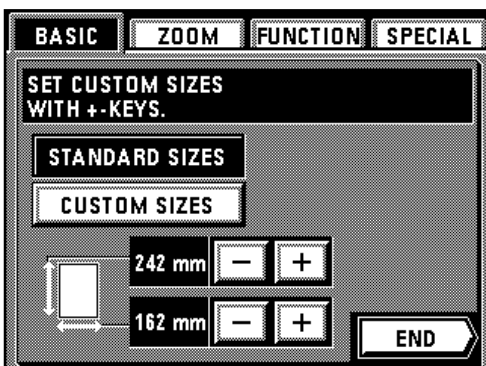
4. Touch the "MACHINE DEFAULT" key.
5. Touch the "▼" key and the "▲" key as necessary to display the machine default setting that you want to access and touch that item.  
\* Follow the procedure below that corresponds to the setting that you want to change.



### ● Changing the default settings

#### ① Custom size paper in stack bypass

1. Select whether to use custom size paper in the stack bypass tray or not by touching the "ON" key or the "OFF" key, as appropriate.  
\* If you want to continue changing other default settings, follow the procedure that corresponds to that setting. Once you are finished, touch the "END" key and then the "BASIC" key. The touch panel will return to the basic screen.



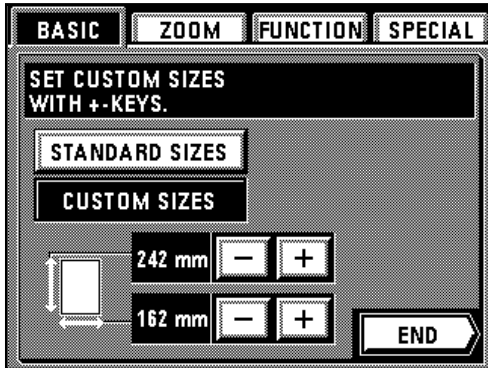
### ● How to register a custom size

When loading paper of other than a standard size such as A4 in the stack bypass tray, set the paper size (custom size) in accordance with the following procedure.

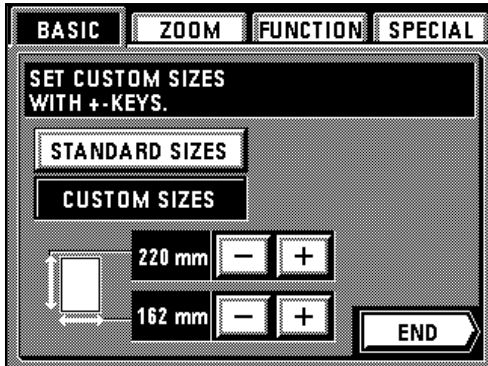
\* In order to access this setting, "ON" must be selected under "① Custom size paper in stack bypass" above.

1. Set the paper in the stack bypass tray (see page 34) and touch the stack bypass key on the touch panel.
2. Select the type of paper that will be set in the stack bypass tray by touching either the "STANDARD SIZES" or "CUSTOM SIZES" key.  
\* If you selected "STANDARD SIZES", go to step 5.  
\* If you selected "CUSTOM SIZES", go to the next step.

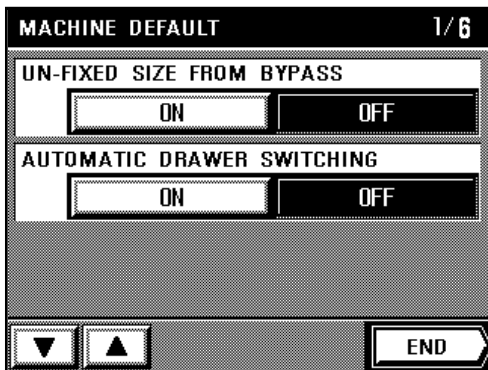
## Section 8 COPIER MANAGEMENT



- Set the width of the custom paper size by touching the upper "+" or "-" key. The paper width can be set between 162 mm and 242 mm in 1 mm increments.
- Set the length of the custom paper size by touching the lower "+" or "-" key. The paper length can be set between 98 mm and 162 mm in 1 mm increments.

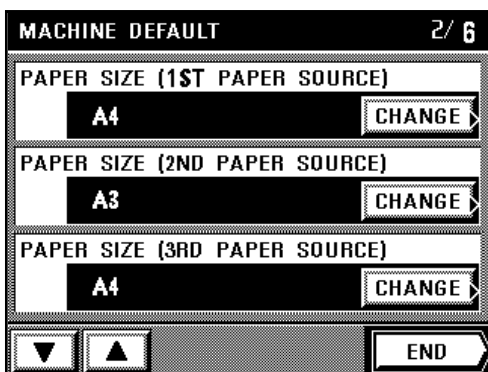


- Touch the "END" key.  
The touch panel will return to the basic screen and copying will be possible.  
\* When the type of paper is set to "CUSTOM SIZE", "-----" will be displayed on the stack bypass key on the basic screen.



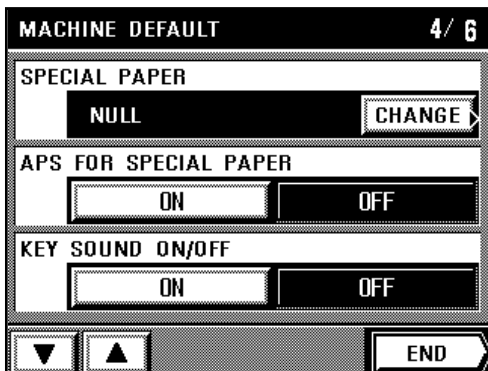
### ② Automatic drawer switching ON/OFF

- Select whether to use the automatic drawer switching function or not by touching the "ON" key or the "OFF" key, as appropriate.  
\* If you want to continue changing other default settings, follow the procedure that corresponds to that setting. Once you are finished, touch the "END" key and then the "BASIC" key. The touch panel will return to the basic screen.



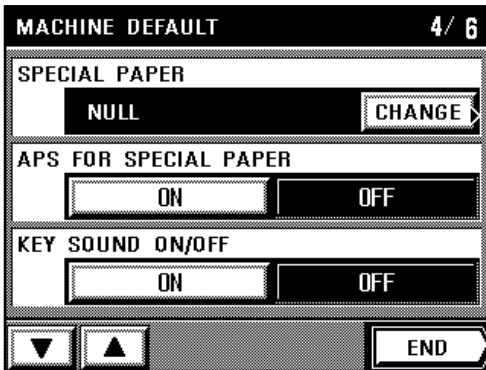
### ③ Drawer paper size

- If you want to change the size of the drawer, touch the "CHANGE" key.
- Touch the desired size of paper to be loaded to the drawer.  
The touch panel will return to the machine default select screen.  
\* If you want to continue changing other default settings, follow the procedure that corresponds to that setting. Once you are finished, touch the "END" key and then the "BASIC" key. The touch panel will return to the basic screen.



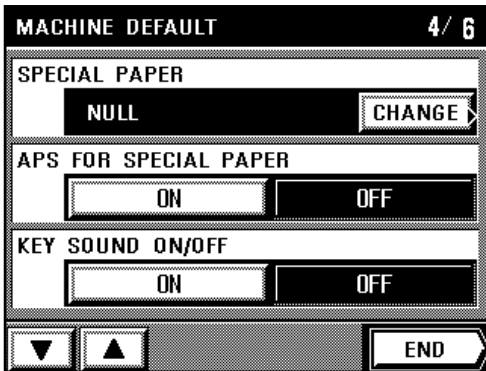
### ④ Special paper designation

- If you want to change the drawer that is designated for special paper, touch the "CHANGE" key.
- Touch the key that corresponds to the drawer which is loaded with special paper. An asterisk (\*) will appear in the paper size key for that drawer.  
\* To delete the asterisk from that key, simply touch the same key once again.  
\* You can add an asterisk to more than one drawer if you want.
- Touch the "END" key.  
The touch panel will return to the machine default select screen.  
\* If you want to continue changing other default settings, follow the procedure that corresponds to that setting. Once you are finished, touch the "END" key and then the "BASIC" key. The touch panel will return to the basic screen.



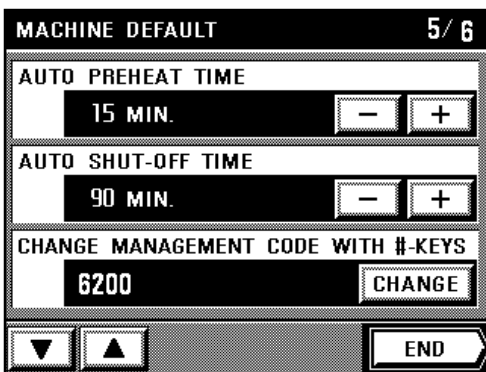
### ⑤ APS mode for special paper

1. Select whether special paper will be used for such functions as automatic drawer switching or not by touching the "ON" key or the "OFF" key, as appropriate.
  - \* If you want to continue changing other default settings, follow the procedure that corresponds to that setting. Once you are finished, touch the "END" key and then the "BASIC" key. The touch panel will return to the basic screen.



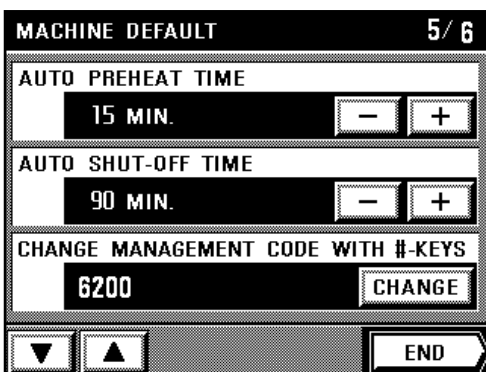
### ⑥ Key sound ON/OFF

1. Select whether you want to hear the "beep" sound or not by touching the "ON" key or the "OFF" key, as appropriate.
  - \* If you want to continue changing other default settings, follow the procedure that corresponds to that setting. Once you are finished, touch the "END" key and then the "BASIC" key. The touch panel will return to the basic screen.



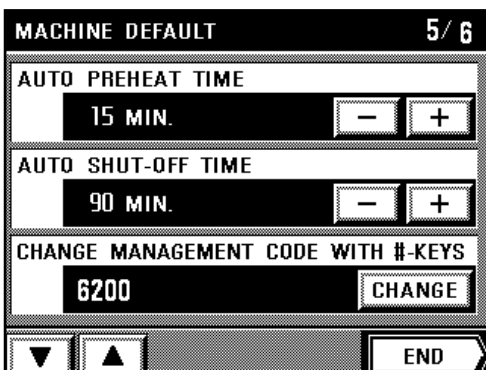
### ⑦ Auto preheat time

1. Select the length of time that will elapse before the auto preheat function engages by touching the "+" key or the "-" key, as appropriate.
  - \* If you want to continue changing other default settings, follow the procedure that corresponds to that setting. Once you are finished, touch the "END" key and then the "BASIC" key. The touch panel will return to the basic screen.



### ⑧ Auto shut-off time

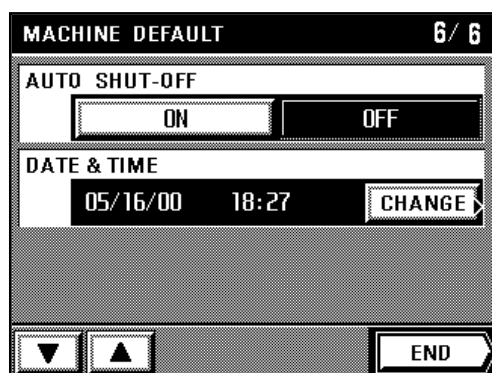
1. Select the length of time that will elapse before the auto shut-off function engages by touching the "+" key or the "-" key, as appropriate.
  - \* If you want to continue changing other default settings, follow the procedure that corresponds to that setting. Once you are finished, touch the "END" key and then the "BASIC" key. The touch panel will return to the basic screen.



### ⑨ Management pin code change

1. If you want to change the management pin code, touch the "CHANGE" key.
2. Use the numeric keys to enter the new pin code (4 digits).
3. Touch the "CHANGE" key.
  - \* If you want to continue changing other default settings, follow the procedure that corresponds to that setting. Once you are finished, touch the "END" key and then the "BASIC" key. The touch panel will return to the basic screen.

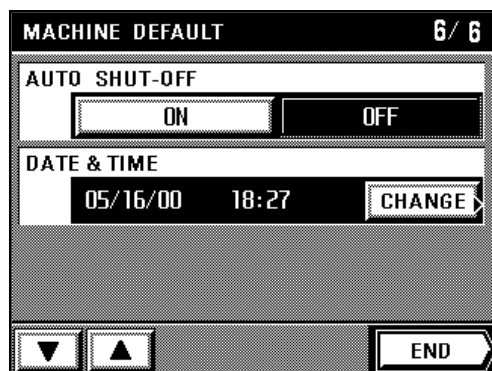
## Section 8 COPIER MANAGEMENT



### ⑩ Auto shut-off ON/OFF

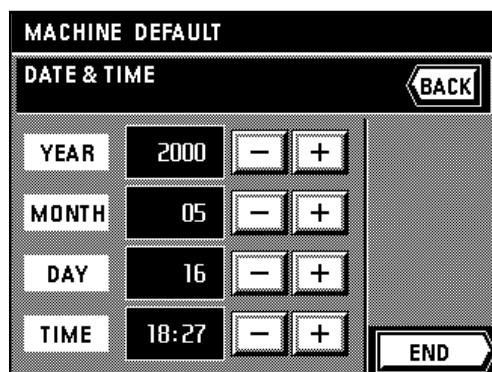
1. Select whether to use the auto shut-off function or not by touching the "ON" key or the "OFF" key, as appropriate.

\* If you want to continue changing other default settings, follow the procedure that corresponds to that setting. Once you are finished, touch the "END" key and then the "BASIC" key. The touch panel will return to the basic screen.



### ⑪ Date & time

1. If you want to change the currently displayed date and time, touch the "CHANGE" key.



2. Change the year, month, date and time by touching the corresponding "+" key or "-" key, as appropriate.

\* Be sure to enter the time on a 24-hour basis (00:00 - 23:59).

3. Once you are finished, touch the "END" key.

4. A message that checks to make sure that you want to register this change will appear. This is because there is a possibility that the data for certain copy jobs saved within synergy print boxes and virtual mailboxes might be deleted if you change the currently registered time. If you are certain that you want to change the time, touch the "OK" key.

\* If you want to continue changing other default settings, follow the procedure that corresponds to that setting. Once you are finished, touch the "END" key and then the "BASIC" key. The touch panel will return to the basic screen.

### [2] Copy-related defaults

#### ● Types of copy defaults

The 20 different default settings defined as "copy defaults" are described below. Change the settings for any or all of them as appropriate to your desired copying conditions.

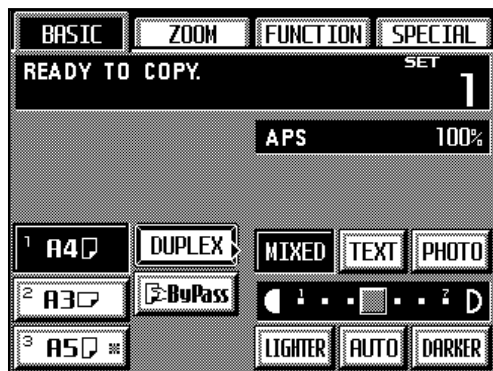
Default setting	Explanation	Page
① Exposure mode	Specify which copy exposure mode you want to be automatically selected each time the copier is turned ON, the auto exposure mode (see page 4-2) or the manual exposure mode (see page 4-1).	8-18
② Exposure step	Select how many exposure levels you want there to be in the manual exposure mode: 7 or 13.	8-18
③ Toner economy mode	Specify whether you want the toner economy mode to be automatically selected or not each time the copier is turned ON. It is also possible to disable selection of the toner economy mode.	8-18
④ Auto exposure adjustment	Adjust the overall exposure level for the auto exposure mode.	8-18



## Section 8 COPIER MANAGEMENT

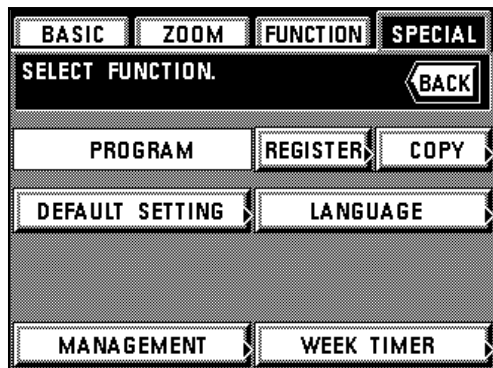
Default setting	Explanation	Page
⑤ <b>Manual exposure adjustment</b>	Adjust the overall exposure level for the manual exposure mode. The exposure level can be set separately for each copy quality mode: "TEXT", "PHOTO" and "MIXED".	<b>8-19</b>
⑥ <b>Copy quality mode</b>	Specify the copy quality mode (see page 4-2) that you want be automatically selected each time the copier is turned ON.	<b>8-19</b>
⑦ <b>Sort mode ON/OFF</b>	Select "SORT:ON" to have the Sort mode selected automatically each time the copier is turned ON. If the copier is equipped with the optional Finisher, the finished copies will be stored in the Non-sort tray. If you select "SORT:OFF", the sort mode will be OFF when the copier is turned ON. To use the Sort mode in this case, press the Sort-Group key to light the Sort indicator.	<b>8-19</b>
⑧ <b>Paper selection</b>	Specify whether you want paper of the same size as the originals to be automatically selected each time originals are set, or whether you want to manually select the paper size.	<b>8-19</b>
⑨ <b>Job Programming</b>	Specify whether you want program number "1" to be automatically selected ("OFF THE PLATEN"), or whether you want to manually select from between program numbers "1" - "8" ("REGULAR"), each time the Program key is pressed.	<b>8-20</b>
⑩ <b>Default drawer</b>	Set the most frequently used drawer to be automatically selected before any other drawer. * The stack bypass tray cannot be selected as the default drawer.	<b>8-20</b>
⑪ <b>Zoom mode</b>	Specify which mode you want to be automatically selected for enlargement/reduction (zoom) copying: the fixed-size zoom mode (see page 4-4) or the standard zoom mode (see page 4-4).	<b>8-20</b>
⑫ <b>Copy limit</b>	Set a limit on the number of copies that can be made at one time (1 - 999).	<b>8-20</b>
⑬ <b>Custom border erase size</b>	Select the size of the area to be designated for the "CUSTOM" setting of the border erase mode (see page 5-6). It is the area outside that defined size that will be erased.	<b>8-20</b>
⑭ <b>Front &amp; back margin key ON/OFF</b>	Select whether you want the key that allows you to set the front and back page margin separately to be displayed in the margin copy set-up screen or not (see page 5-1).	<b>8-21</b>
⑮ <b>Drawer for insert sheets</b>	Specify which drawer you want the insert sheets to be fed from in the insert mode (see page 5-8).	<b>8-21</b>
⑯ <b>Drawer for cover sheet</b>	Specify which drawer you want the cover sheets to be fed from in the binding mode (see page 5-24). * This setting will only appear if the copier is equipped with the optional Booklet Stitcher.	<b>8-21</b>
⑰ <b>Rotate-sort</b>	Select which mode you want to be designated any time the Sort-Group key is pressed, the normal Sort mode or the Rotate-Sort mode. * This setting will not appear if the copier is equipped with the optional Finisher.	<b>8-22</b>
⑱ <b>Repeat copying</b>	Select whether you want to allow repeat copying (see page 7-4) or not.	<b>8-22</b>
⑲ <b>Create shortcut (#1, #2)</b>	By selecting in advance here certain functions that are normally available only when you touch the "FUNCTION" key, they will be displayed as shortcut keys directly on the basic screen.	<b>8-22</b>
⑳ <b>Customize function display screen (#1 - #5)</b>	Select the five functions that you want to be displayed when you touch the "FUNCTION" key. If you register your most frequently used functions here, they will be easier to access. (The "STITCHING" key will only appear if the copier is equipped with the optional Booklet Stitcher.)	<b>8-23</b>

## Section 8 COPIER MANAGEMENT

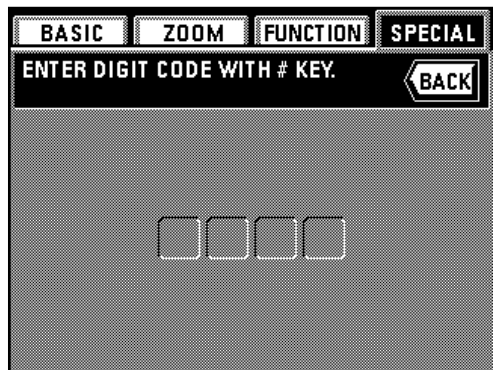


### ● Accessing the copy default setting mode

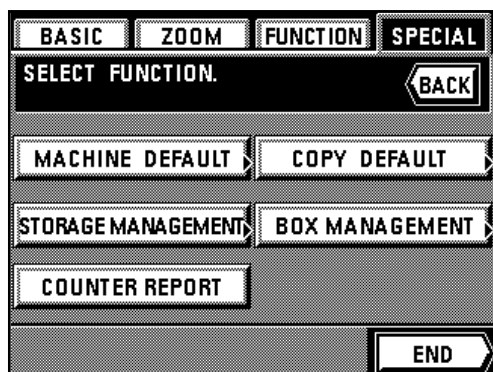
1. Touch the "SPECIAL" key.  
The management mode select screen will appear.



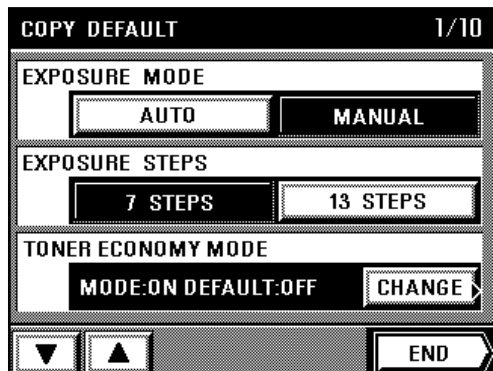
2. Touch the "DEFAULT SETTING" key.



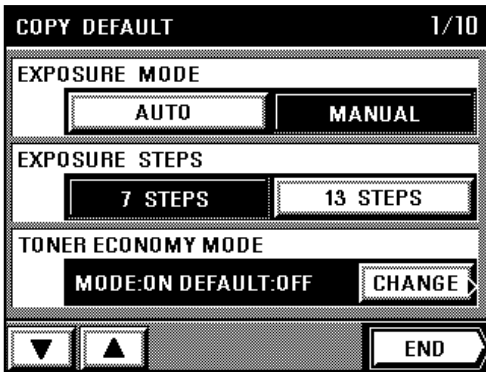
3. Use the numeric keys to enter the management pin code "6200".  
If the pin code you entered matches the registered one, the screen will change to the default select screen.  
\* You can change the 4-digit pin code as desired. (See "⑨ Management pin code change" on page 8-11.)



4. Touch the "COPY DEFAULT" key.



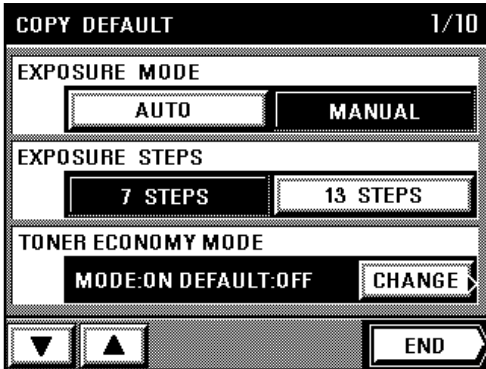
5. Touch the "▼" key and the "▲" key as necessary to display the copy default setting that you want to access and touch that item.  
\* Follow the procedure below that corresponds to the setting that you want to change.



● Changing the default settings

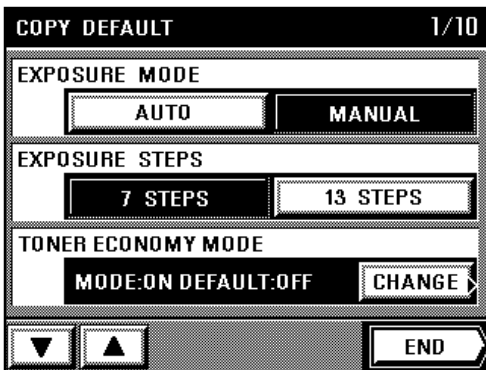
① Exposure mode

1. Select the default copy exposure mode by touching the “AUTO” key or the “MANUAL” key, as appropriate.  
\* If you want to continue changing other default settings, follow the procedure that corresponds to that setting. Once you are finished, touch the “END” key and then the “BASIC” key. The touch panel will return to the basic screen.



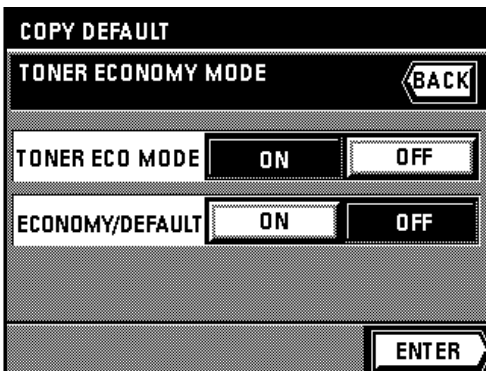
② Exposure step

1. Select the number of exposure steps by touching the “7 STEPS” key or the “13 STEPS” key, as appropriate.  
\* If you want to continue changing other default settings, follow the procedure that corresponds to that setting. Once you are finished, touch the “END” key and then the “BASIC” key. The touch panel will return to the basic screen.

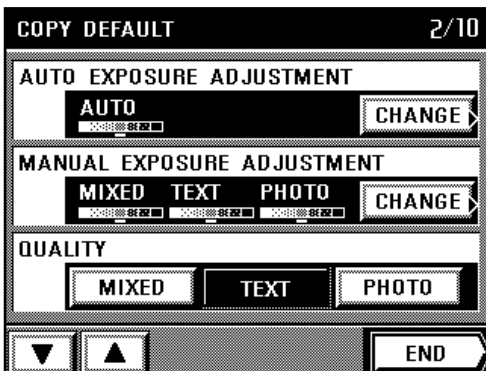


③ Toner economy mode

1. If you want to change the toner economy mode settings, touch the “CHANGE” key.



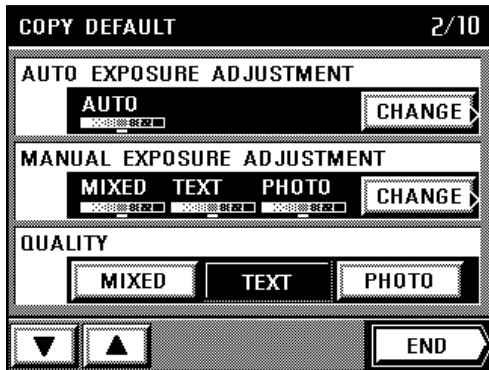
2. Select whether you want the “Eco” key (which allows selection of the toner economy mode) to be displayed or not by touching the “ON” key or the “OFF” key, as appropriate under “TONER ECO MODE”.
3. Select the default setting for the toner economy mode by touching the “ON” key or the “OFF” key, as appropriate under “ECONOMY/DEFAULT”.
4. Touch the “END” key. The touch panel will return to the copy default select screen.  
\* If you want to continue changing other default settings, follow the procedure that corresponds to that setting. Once you are finished, touch the “END” key and then the “BASIC” key. The touch panel will return to the basic screen.



④ Auto exposure adjustment

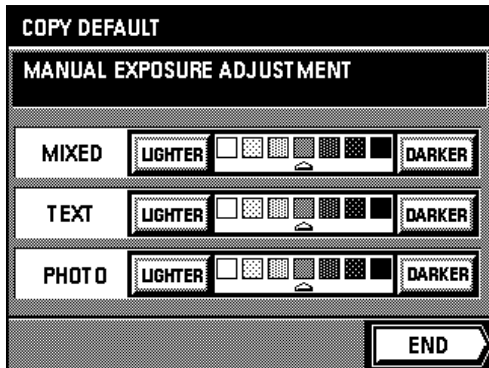
1. If you want to change the exposure level for the auto exposure mode, touch the “CHANGE” key.
2. Touch the “LIGHTER” key or the “DARKER” key to move the scroll box within the exposure scale. Move it to the right in order to darken the exposure and to the left in order to lighten the exposure.
3. Touch the “END” key. The touch panel will return to the copy default select screen.  
\* If you want to continue changing other default settings, follow the procedure that corresponds to that setting. Once you are finished, touch the “END” key and then the “BASIC” key. The touch panel will return to the basic screen.

## Section 8 COPIER MANAGEMENT

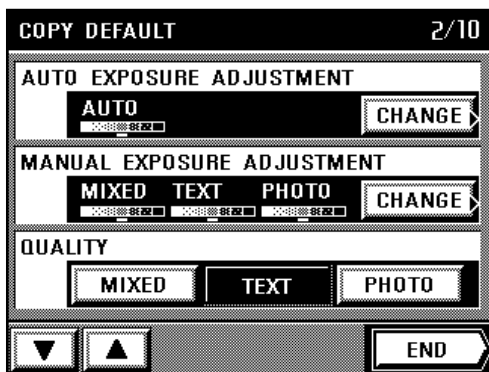


### ⑤ Manual exposure adjustment

1. If you want to change the exposure level for any of the copy quality modes under the manual exposure mode, touch the "CHANGE" key.

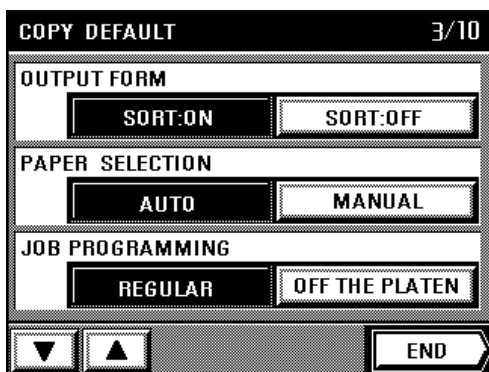


2. Touch the "LIGHTER" key or the "DARKER" key under each copy quality mode to move the scroll box within the corresponding exposure scale. Move it to the right in order to darken the exposure and to the left in order to lighten the exposure for that mode.
3. Once you are finished adjusting the exposure for all of the modes, touch the "END" key. The touch panel will return to the copy default select screen.
  - \* If you want to continue changing other default settings, follow the procedure that corresponds to that setting. Once you are finished, touch the "END" key and then the "BASIC" key. The touch panel will return to the basic screen.



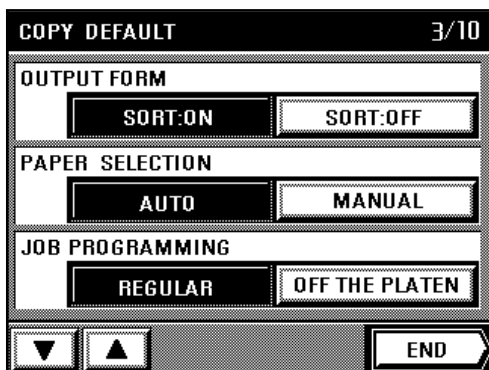
### ⑥ Copy quality mode

1. Select the default copy quality mode by touching the "MIXED" key, the "TEXT" key or the "PHOTO" key, as appropriate.
  - \* If you want to continue changing other default settings, follow the procedure that corresponds to that setting. Once you are finished, touch the "END" key and then the "BASIC" key. The touch panel will return to the basic screen.



### ⑦ Sort mode ON/OFF

1. Select the default setting for the Sort mode by touching the "SORT:ON" key or the "SORT:OFF" key, as appropriate.
  - \* If you want to continue changing other default settings, follow the procedure that corresponds to that setting. Once you are finished, touch the "END" key and then the "BASIC" key. The touch panel will return to the basic screen.



### ⑧ Paper selection

1. Select the default paper selection mode by touching the "AUTO" key or the "MANUAL" key, as appropriate.
  - \* If you want to continue changing other default settings, follow the procedure that corresponds to that setting. Once you are finished, touch the "END" key and then the "BASIC" key. The touch panel will return to the basic screen.

### ⑨ Job programming

1. Select whether program number "1" will be automatically designated or not by touching the "OFF THE PLATEN" key or the "REGULAR" key, as appropriate.
  - \* If you want to continue changing other default settings, follow the procedure that corresponds to that setting. Once you are finished, touch the "END" key and then the "BASIC" key. The touch panel will return to the basic screen.

### ⑩ Default drawer

1. If you want to change the drawer that is automatically selected, touch the "CHANGE" key.
2. Touch the key that corresponds to the drawer that you want as the default.
  - The touch panel will return to the copy default select screen.
  - \* If you want to continue changing other default settings, follow the procedure that corresponds to that setting. Once you are finished, touch the "END" key and then the "BASIC" key. The touch panel will return to the basic screen.

### ⑪ Zoom mode

1. Select the default zoom mode by touching the "SIZE ZOOM" key or the "STANDARD ZOOM" key, as appropriate.
  - \* If you want to continue changing other default settings, follow the procedure that corresponds to that setting. Once you are finished, touch the "END" key and then the "BASIC" key. The touch panel will return to the basic screen.

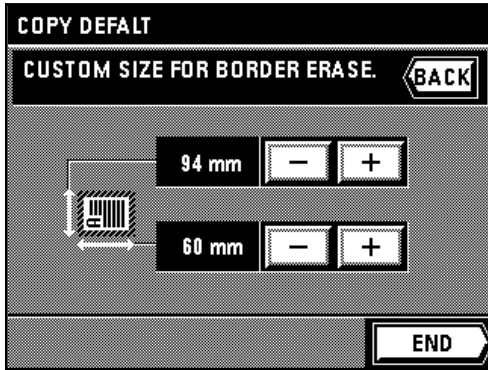
### ⑫ Copy limit

1. If you want to change the limit on the number of copies that can be made at one time, touch the "CHANGE" key.
2. Use the numeric keys to enter the new limit.
3. Touch the "CHANGE" key. The touch panel will return to the copy default select screen.
  - \* If you want to continue changing other default settings, follow the procedure that corresponds to that setting. Once you are finished, touch the "END" key and then the "BASIC" key. The touch panel will return to the basic screen.

### ⑬ Custom border erase size

1. If you want to change the size of the area to be designated for the border erase mode, touch the "CHANGE" key.

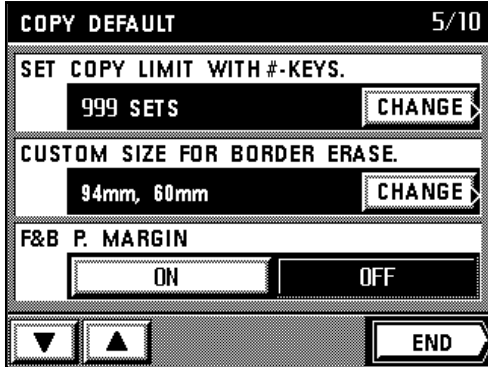
## Section 8 COPIER MANAGEMENT



2. Touch the upper "+" key or "-" key to set the width (horizontal direction). It is possible to set the width between 94 mm and 214 mm in 1 mm increments.
3. Touch the lower "+" key or "-" key to set the length (vertical direction). It is possible to set the length between 60 mm and 296 mm in 4 mm increments.
4. Touch the "END" key.

The touch panel will return to the copy default select screen.

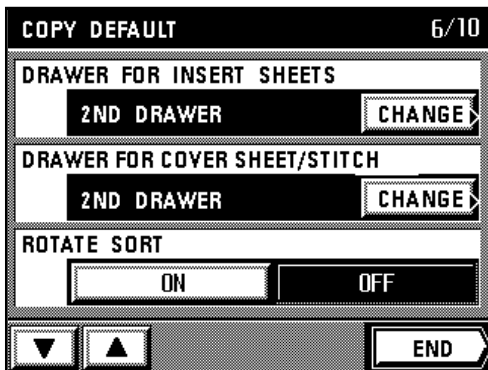
\* If you want to continue changing other default settings, follow the procedure that corresponds to that setting. Once you are finished, touch the "END" key and then the "BASIC" key. The touch panel will return to the basic screen.



### ⑭ Front & back margin key ON/OFF

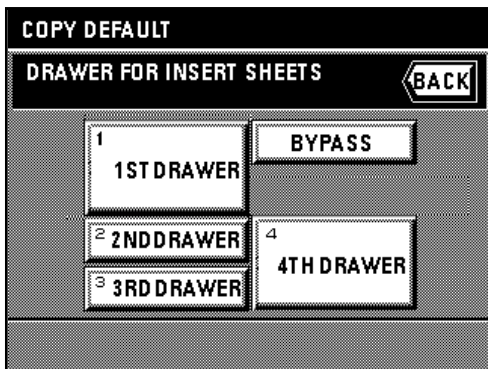
1. Select whether you want the key that allows you to set the front and back page margin separately to be displayed in the margin copy set-up screen or not by touching the "ON" key or the "OFF" key, as appropriate.

\* If you want to continue changing other default settings, follow the procedure that corresponds to that setting. Once you are finished, touch the "END" key and then the "BASIC" key. The touch panel will return to the basic screen.



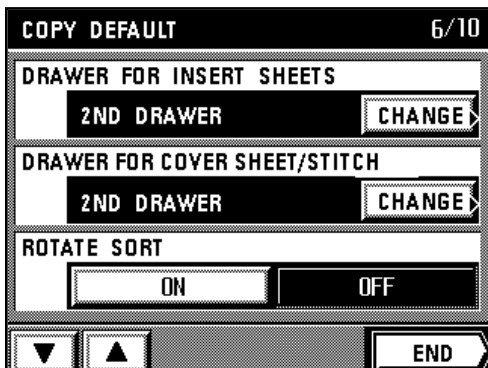
### ⑮ Drawer for insert sheets

1. If you want to change the drawer from which insert sheets are fed, touch the "CHANGE" key.



2. Select the drawer (or stack bypass tray) in which the insert sheets are or will be loaded. The touch panel will return to the copy default select screen.

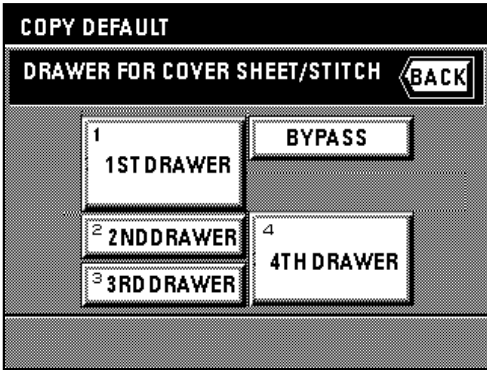
\* If you want to continue changing other default settings, follow the procedure that corresponds to that setting. Once you are finished, touch the "END" key and then the "BASIC" key. The touch panel will return to the basic screen.



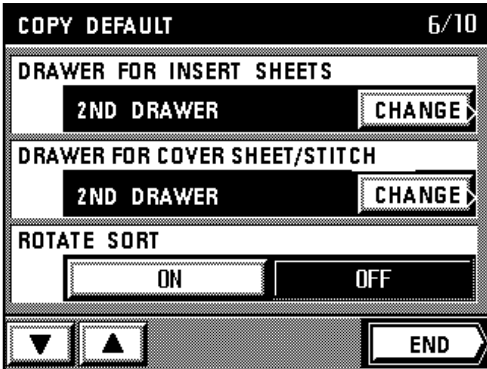
### ⑯ Drawer for cover sheet

\* This setting will only be in effect when the copier is equipped with the optional Booklet Sticher.

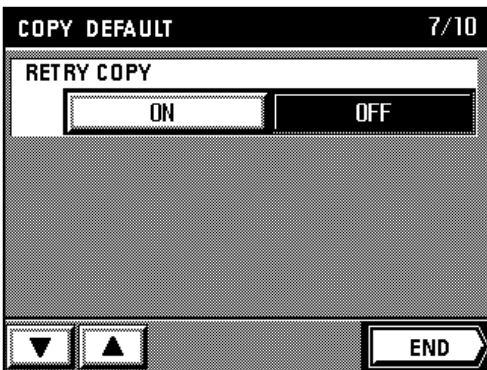
1. If you want to change the drawer from which cover sheets are fed, touch the "CHANGE" key.



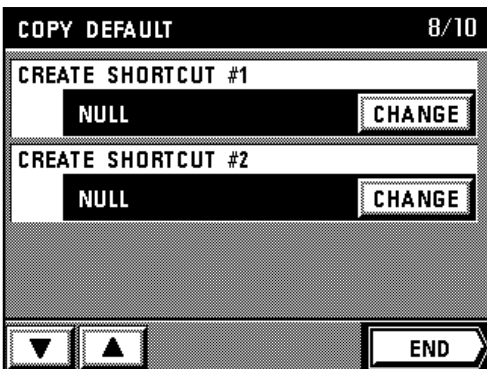
2. Select the drawer (or stack bypass tray) in which the cover sheets are or will be loaded. The touch panel will return to the copy default select screen.
  - \* If you want to continue changing other default settings, follow the procedure that corresponds to that setting. Once you are finished, touch the "END" key and then the "BASIC" key. The touch panel will return to the basic screen.



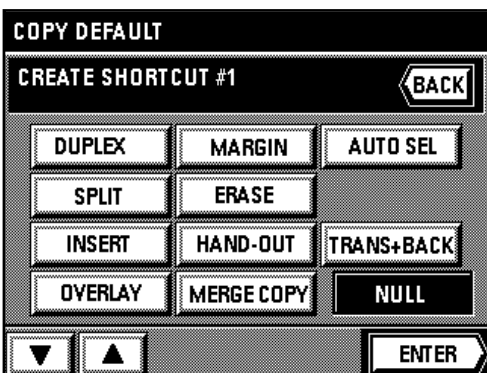
- 17 **Rotate-sort**
  1. Select whether the Rotate-Sort mode will be automatically designated or not by touching the "ON" key or the "OFF" key, as appropriate.
    - \* If you want to continue changing other default settings, follow the procedure that corresponds to that setting. Once you are finished, touch the "END" key and then the "BASIC" key. The touch panel will return to the basic screen.



- 18 **Repeat copying**
  1. Select whether to allow repeat copying or not by touching the "ON" key or the "OFF" key, as appropriate.
    - \* If you want to continue changing other default settings, follow the procedure that corresponds to that setting. Once you are finished, touch the "END" key and then the "BASIC" key. The touch panel will return to the basic screen.



- 19 **Create shortcut (#1, #2)**
  1. If you want shortcut keys to be displayed in the basic screen, touch the "CHANGE" key.



2. Touch the keys corresponding the functions that you want to make shortcuts for.
3. Touch the "ENTER" key. The touch panel will return to the copy default select screen.
  - \* If you want to continue changing other default settings, follow the procedure that corresponds to that setting. Once you are finished, touch the "END" key and then the "BASIC" key. The touch panel will return to the basic screen.

## Section 8 COPIER MANAGEMENT

**COPY DEFAULT** 9/10

CREATE USER CHOICE #1  
NULL CHANGE

CREATE USER CHOICE #2  
NULL CHANGE

CREATE USER CHOICE #3  
NULL CHANGE

▼ ▲ END

### ⑳ Customize function display screen (#1 - #5)

1. If you want to change the functions that appear in the first display of the function select screen, touch the "CHANGE" key.

**COPY DEFAULT**

CREATE USER CHOICE #1 BACK

DUPLEX MARGIN AUTO SEL

SPLIT ERASE

INSERT HAND-OUT TRANS+BACK

OVERLAY MERGE COPY NULL

▼ ▲ ENTER

2. Touch the keys that correspond to the functions that you want to appear in that first display.

3. Touch the "ENTER" key. The touch panel will return to the copy default select screen.

\* If you want to continue changing other default settings, follow the procedure that corresponds to that setting. Once you are finished, touch the "END" key and then the "BASIC" key. The touch panel will return to the basic screen.

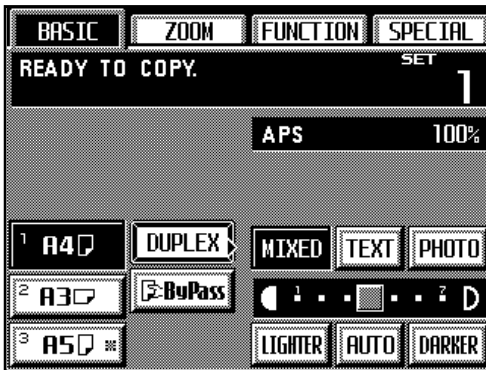
### [3] Box management procedures

#### ● Types of box management procedures

The 4 different settings defined as "box management procedures" are described below.

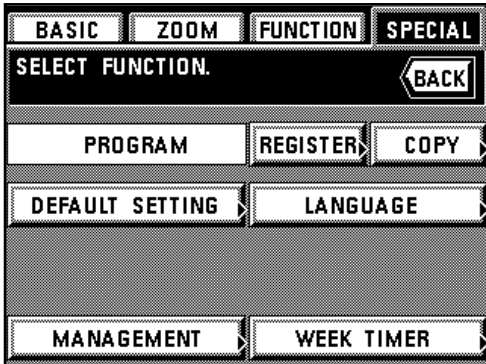
Procedure	Explanation	Page
① Reset box (delete all)	This procedure will delete all of the image data that is registered in one of the various types of storage areas in the copier such as the memory for the form overlay mode, the shared data box, the synergy print boxes and the virtual mailboxes. Make absolutely certain that you do not need the corresponding data before you attempt to delete it.	8-24
② Box name & password / Clear data in box	This procedure will delete at one time all of the data registered in any one box. However, since each synergy print box and virtual mailbox can have its own name and password, if you register a password for any of these boxes you will need to enter the registered password in order to access the data within that box.	8-25
③ Box default	<ul style="list-style-type: none"> <li>This procedure will allow you to select the length of time that will elapse before each job file in a synergy print box or virtual mailbox is automatically deleted. Set this time to any number of days between 1 and 7.</li> <li>* This setting cannot be made independently for each box.</li> <li>You must select in advance the total number of virtual mailboxes that you will use. It is possible to register up to 100 boxes in increments of 10.</li> <li>* The total combined number of synergy print boxes and virtual mailboxes that you can create is 100.</li> </ul>	8-26
④ Document list	This procedure will allow you to print out a list of all of the images registered in memory for the form overlay mode, the data registered in the shared data box, and the information registered	8-27



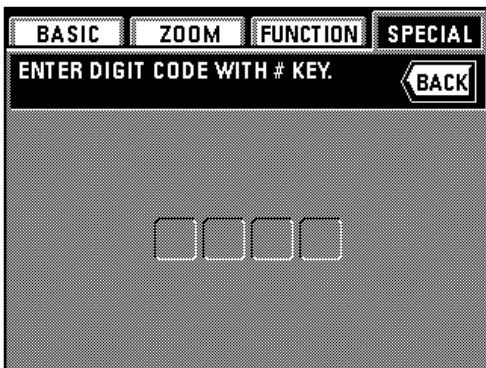


● **Accessing the box management procedures**

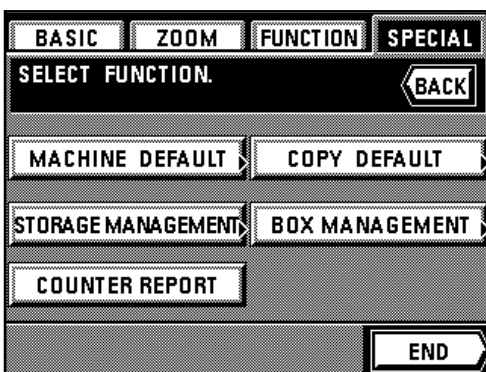
1. Touch the "SPECIAL" key.  
The management mode select screen will appear.



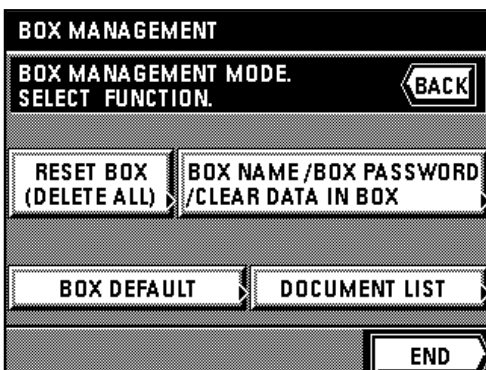
2. Touch the "DEFAULT SETTING" key.



3. Use the numeric keys to enter the management pin code "6200".  
If the pin code you entered matches the registered one, the screen will change to the default select screen.  
\* You can change the 4-digit pin code as desired. (See "Management pin code change" on page 8-11.)



4. Touch the "BOX MANAGEMENT" key.  
The box management select screen will appear. Follow the procedure below that corresponds to the procedure that you want to perform.

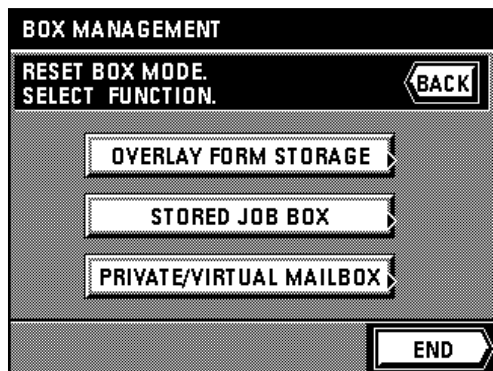


● **Procedures**

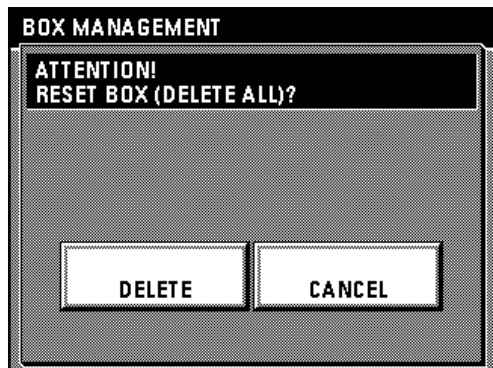
① **Reset box (delete all)**

1. Touch the "RESET BOX (DELETE ALL)" key.

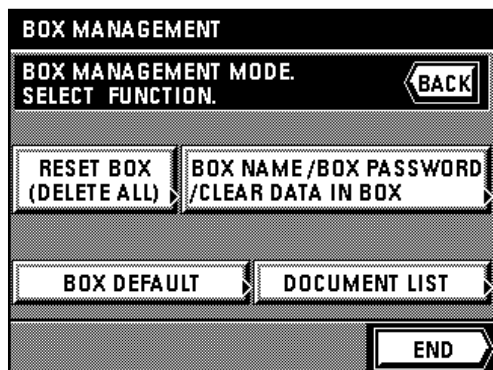
## Section 8 COPIER MANAGEMENT



2. Select the type of box for which you want to delete all of the data.

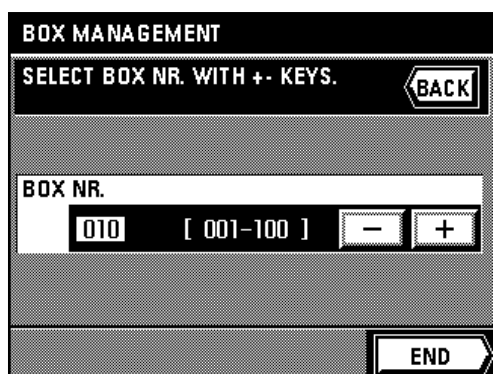


3. A message that checks to make sure that you want to delete the data will appear. If you are certain that you want to delete the data, touch the "DELETE" key.  
\* You can continue to perform other box management procedures. Once you are finished, touch the "END" key and then, in the next screen, touch the "BASIC" key. The touch panel will return to the basic screen.

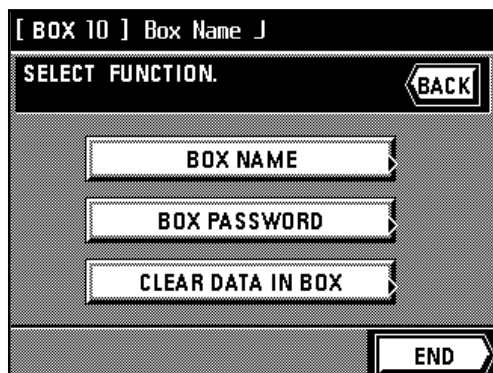


### ② Box name & password / Clear data in box

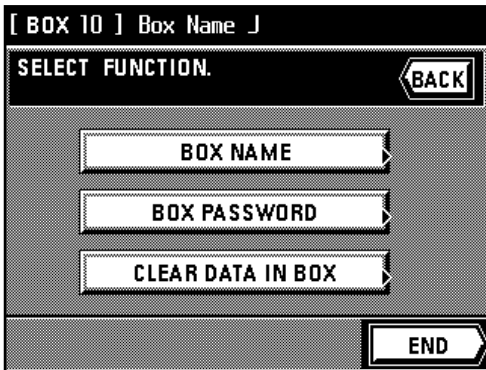
1. Touch the "BOX NAME/BOX PASSWORD/CLEAR DATA IN BOX" key.



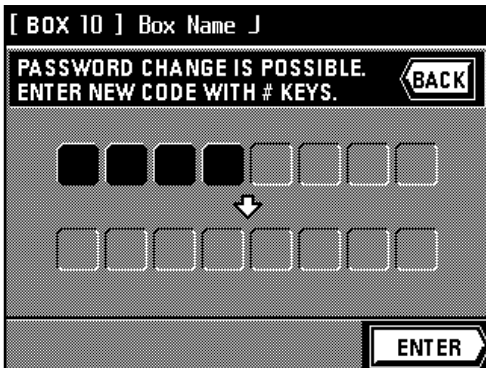
2. Select the number of the box (001 - 100) that you want to access by touching the "+" key or the "-" key, as appropriate.
3. Touch the "END" key.



4. If you want to register a name for that box, touch the "BOX NAME" key.
5. Enter the name that you want to register for that box.  
(See page 8-29 for the procedure on entering the name.)  
\* Once you are finished and have touched the "END" key, the touch panel will return to the screen for step 4.

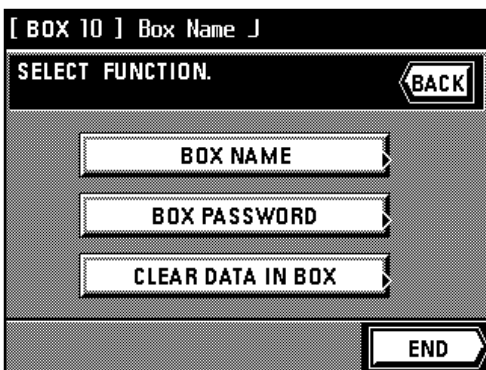


6. If you want to register a password for that box, touch the "BOX PASSWORD" key.



7. Use the numeric keys to enter the desired password. (Max. 8 digits)

8. Touch the "ENTER" key and the touch panel will return to the screen for step 4.



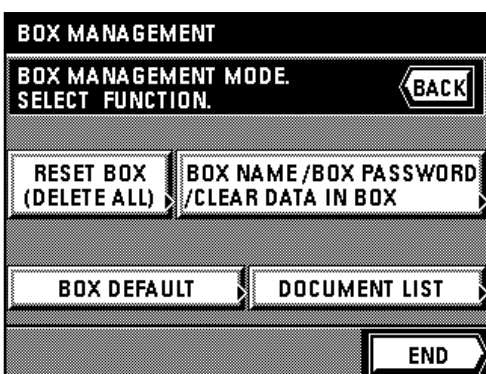
9. If you want to delete all of the data in that box, touch the "CLEAR DATA IN BOX" key.

10. If you are certain that you want to delete that data, touch the "DELETE" key. The touch panel will return to the screen for step 2.

11. Touch the "END" key. The touch panel will return to the screen for step 2.

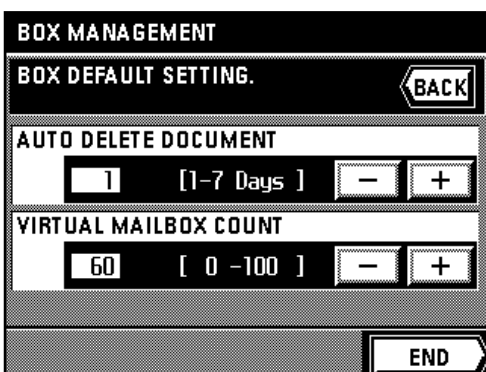
If you want to continue making settings for other boxes, repeat steps 2 - 11.

\* Once you are finished, touch the "END" key and then, in the next screen, touch the "BASIC" key. The touch panel will return to the basic screen.



### ③ Box default

1. Touch the "BOX DEFAULT" key.



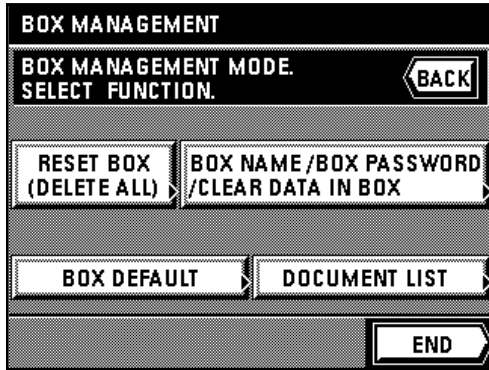
2. Select the number of days that you want each job file to be saved by touching the "+" key or the "-" key, as appropriate, under "AUTO DELETE DOCUMENT".

3. Set the number of virtual mailboxes you want to use by touching the "+" key or the "-" key, as appropriate, under "VIRTUAL MAILBOX COUNT". (This setting must be an increment of 10.)

4. Touch the "END" key.

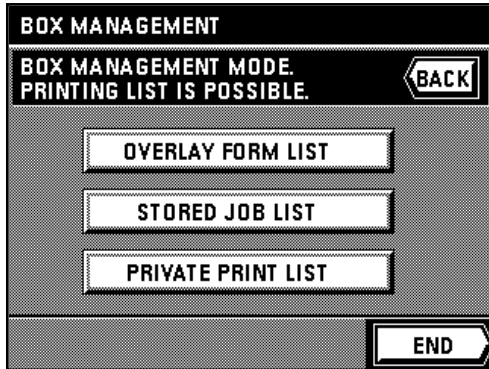
\* You can continue to perform other box management procedures. Once you are finished, touch the "END" key and then, in the next screen, touch the "BASIC" key. The touch panel will return to the basic screen.

## Section 8 COPIER MANAGEMENT



### ④ Document list

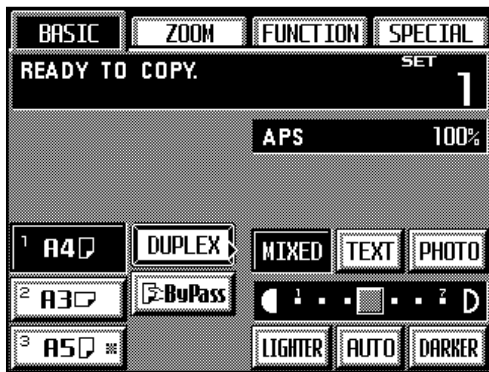
1. Touch the "DOCUMENT LIST" key.



2. Select the type of data for which you want to print out the document list.

\* Once printing is finished, the touch panel will return to the screen for step 2.

You can continue to print out a document list for other types of data. Once you are finished, touch the "END" key and then press the Reset key. The touch panel will return to the basic screen.



### [4] Deleting stored data

This procedure checks the conditions of use on your hard disk and deletes any erroneous data on the disk.

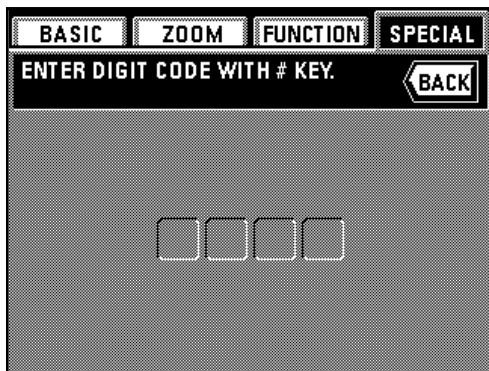
#### IMPORTANT!

The process to delete all of the data can take between 20 to 30 minutes. (Normally is not necessary to delete stored data.)

1. Touch the "SPECIAL" key.

The management mode select screen will appear.

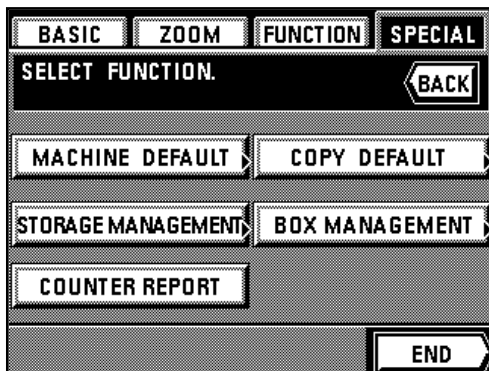
2. Touch the "DEFAULT SETTING" key.



3. Use the numeric keys to enter the management pin code "6200".

If the pin code you entered matches the registered one, the screen will change to the default select screen.

\* You can change the 4-digit pin code as desired. (See "⑨ Management pin code change" on page 8-11.)

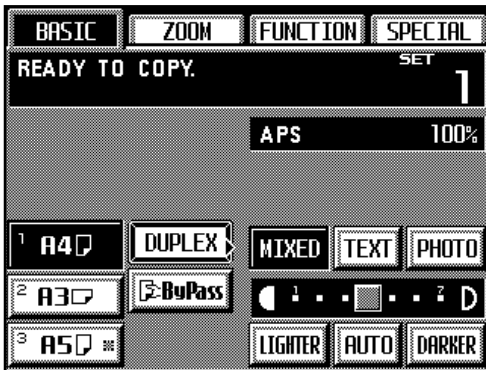


4. Touch the "STORAGE MANAGEMENT" key.

Current information about your hard disk will be displayed.

5. If you want to delete any erroneous data, touch the "CLEAN UP STORAGE" key.

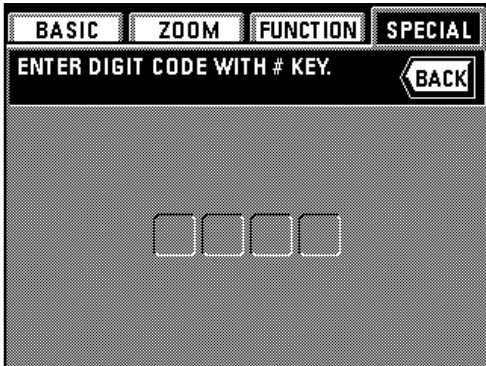
Once the operation to delete the data is finished, the touch panel will return to the basic screen.



### [5] Toner usage information

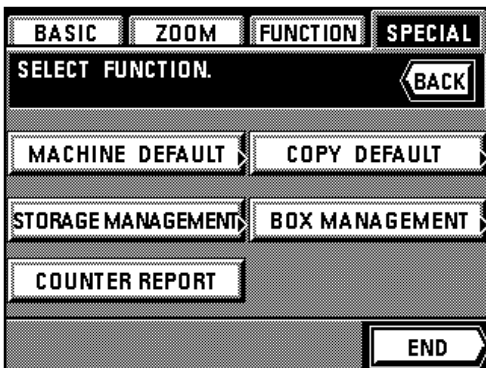
It is possible to print out a report related to toner consumption. Checking the rate of toner use is useful in regard to regulating when toner must be added. For example, if it appears that toner use is excessive, it is suggested that you utilize the toner economy mode (by touching the "Eco" key.)

1. Touch the "SPECIAL" key.  
The management mode select screen will appear.
2. Touch the "DEFAULT SETTING" key.

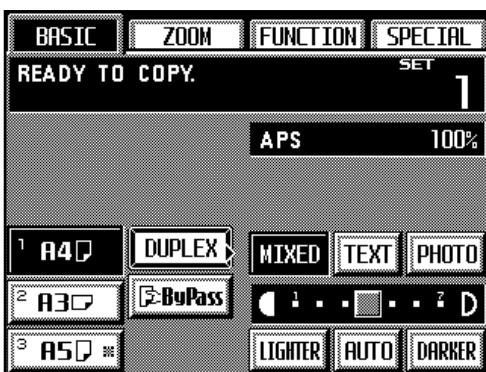


3. Use the numeric keys to enter the management pin code "6200".  
If the pin code you entered matches the registered one, the screen will change to the default select screen.

\* You can change the 4-digit pin code as desired. (See "Management pin code change" on page 8-11.)



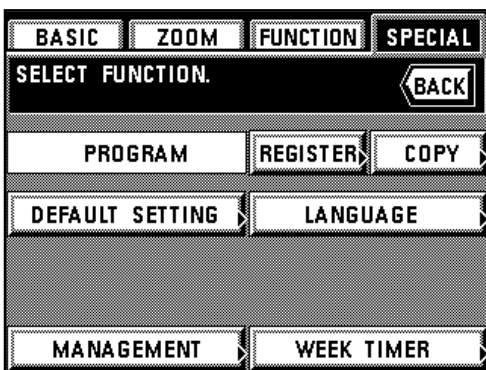
4. Touch the "COUNTER REPORT" key.  
An assessment report will be printed out. Once printing is finished, the touch panel will return to the basic screen.



### (4) Touch panel language selection

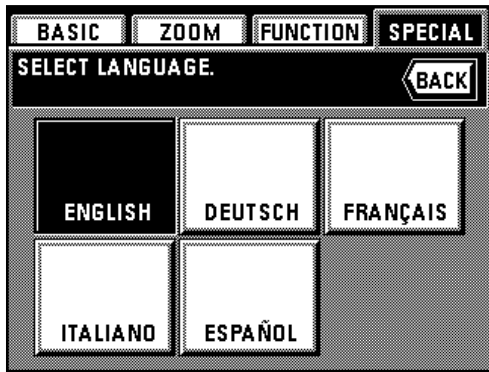
Select the language that you want to use on the touch panel: either English, French, Spanish, German or Italian.

1. Touch the "SPECIAL" key.  
The management mode select screen will appear.



2. Touch the "LANGUAGE" key.  
The available languages will be displayed.

## Section 8 COPIER MANAGEMENT



3. Touch the key that corresponds to the language that you want to use.  
\* The language will be changed and the touch panel will return to the basic screen.

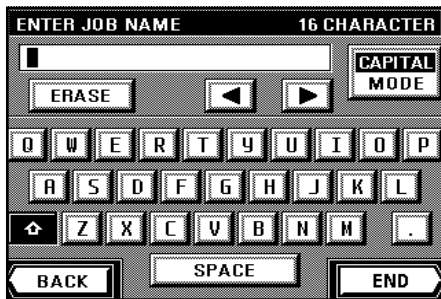
### (5) Entering characters

Follow the procedure below when you want to register names for programs, boxes and other data. Each name can be up to a maximum of 16 characters.

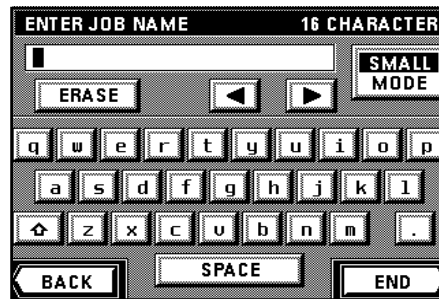
#### ① Character input screen

There are three different character input screen.

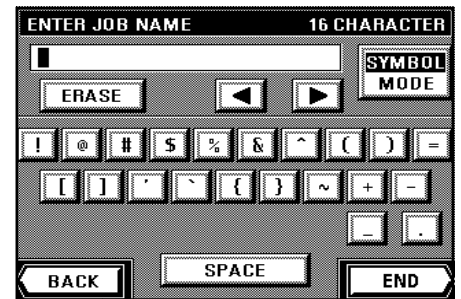
##### Input screen for uppercase letters



##### Input screen for lowercase letters



##### Input screen for symbols



Touch the "⇐" key

Touch the "MODE" key

Touch the "MODE" key

\* Use the numeric keys to enter numbers.

\* The function of each key:

"⇐" key: Touch to switch between the screens for inputting upper- and lowercase letters.

"MODE" key: Touch to switch between the screens for inputting symbols and either upper- or lowercase letters.

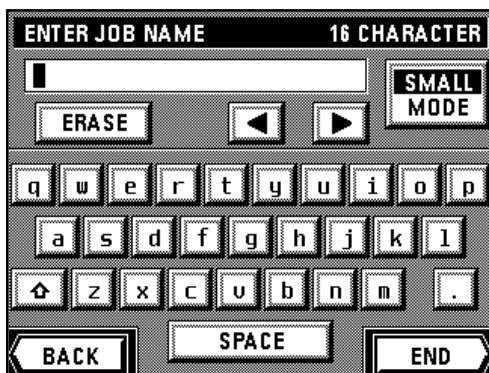
"ERASE" key: Touch to delete all of characters to the right of the cursor.

"◀" key / "▶" key: Touch to move the cursor to the right or left.

"SPACE" key: Touch to input a single space in the name you are registering.

"END" key: Touch to register the name you have entered.

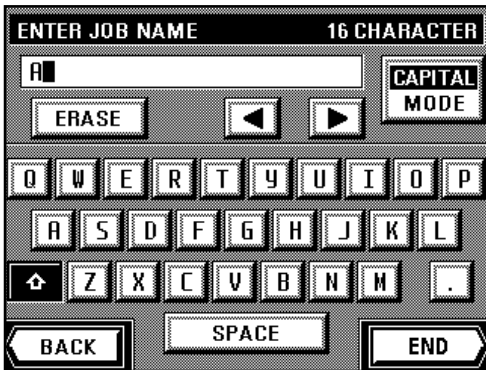
"BACK" key: Touch to return to the screen prior to character input.



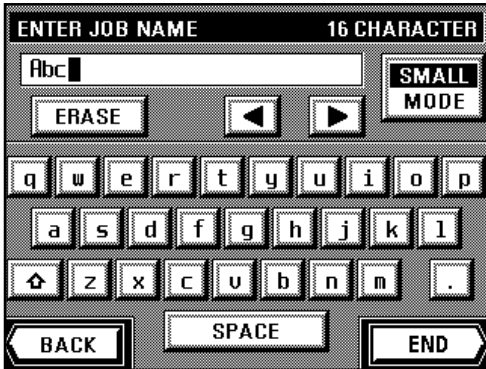
#### ② Name registration example

To register "Abc&Def":

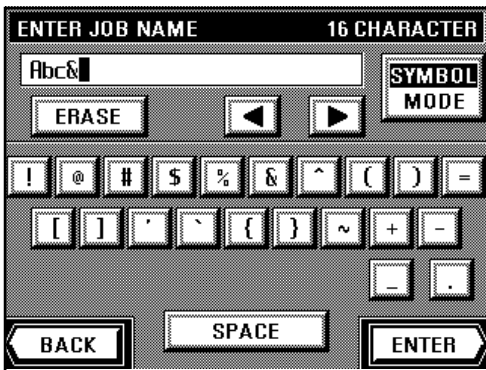
1. Touch the "⇐" key to display the screen for inputting uppercase letters.



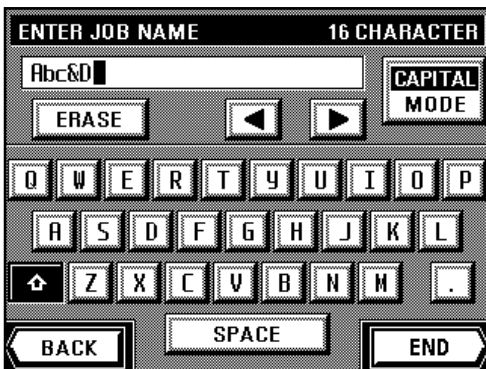
2. Touch the "A" key.
3. Touch the "⇐" key to switch to the screen for inputting lowercase letters.



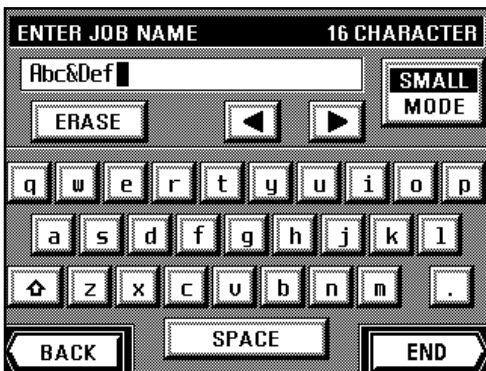
4. Touch the "b" and "c" keys, in that order.
5. Touch the "MODE" key to switch to the screen for inputting symbols.



6. Touch the "&" key.
7. Touch the "MODE" key to switch back to the screen for inputting lowercase letters.



8. Touch the "⇐" key to switch to the screen for inputting uppercase letters.
9. Touch the "D" key.

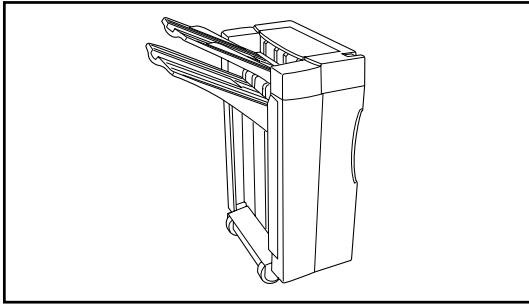


10. Touch the "⇐" key to switch back to the screen for inputting lowercase letters.
11. Touch the "e" and "f" keys, in that order.
12. Touch the "END" key. The name you have entered will be registered and the touch panel will return to the procedure that you were registering characters for.



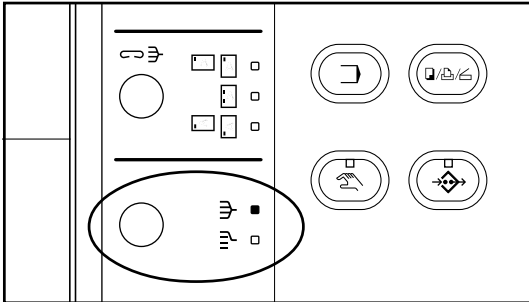


## Section 9 OPTIONAL EQUIPMENT



### (1) Finisher

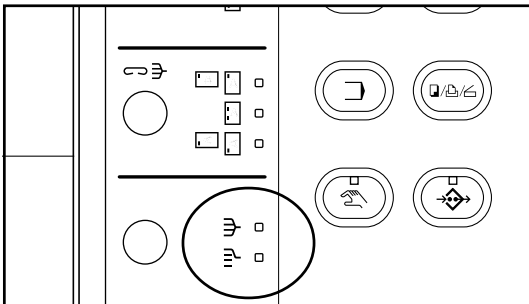
The Finisher stores a large quantity of copies, and sorts multiple sets by shifting the position that each one is ejected. It is also possible to use the Finisher to staple the copy sets or punch holes in them for filing purposes.



#### ① Selecting the desired mode

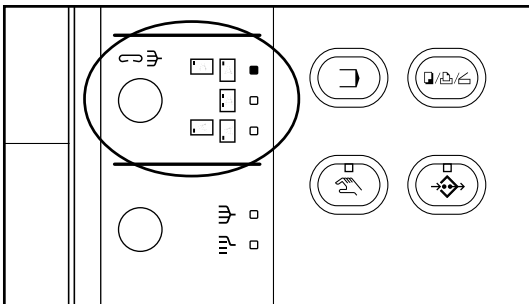
##### • Sorting modes

Press the Sort-Group key until the indicator that corresponds to the mode that you want to use is lit (Sort or Group).



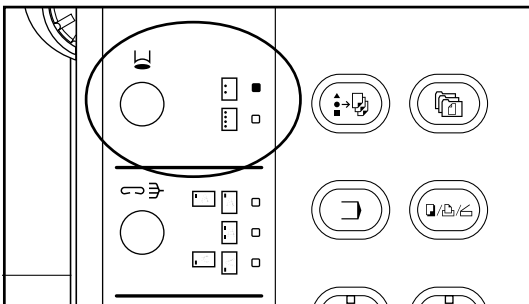
The mode that is selected when both the Sort and Group indicators are out will differ depending upon the setting made under “⑦ Sort mode ON/OFF” on page 8-16.

- SORT:ON...The Sort mode will be selected and copies will be ejected into the Non-sort tray.
- SORT:OFF...The Non-sort mode will be selected and copies will be ejected into the Non-sort tray.



##### • Staple mode

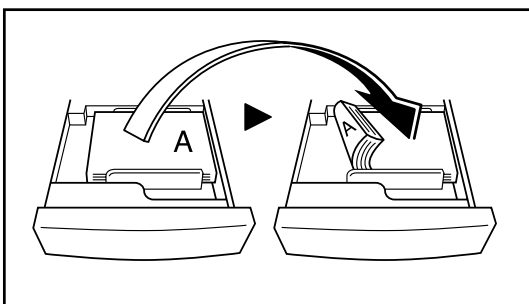
Press the Staple Sort key to select the desired stapling style from among the three styles available.



##### • Hole Punch mode

Press the Punch key to select the desired number of holes from among the two styles available [either 2- or 4-hole punch].

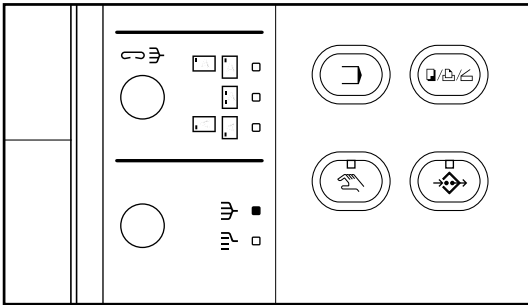
\* The Hole Punch mode may be used in combination with the Sort mode, the Staple-Sort mode or the Group mode.



#### IMPORTANT!

- If copies come out curled or are stacked unevenly, turn the paper in the drawer over.
- When copying onto special paper such as Transparencies, make sure both the Sort and Group indicators are out.

## Section 9 OPTIONAL EQUIPMENT



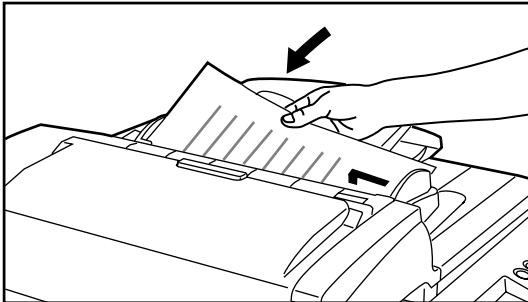
### ② Copying in the Sort mode

This mode automatically sorts copies made from multiple originals into sets identical to the originals.

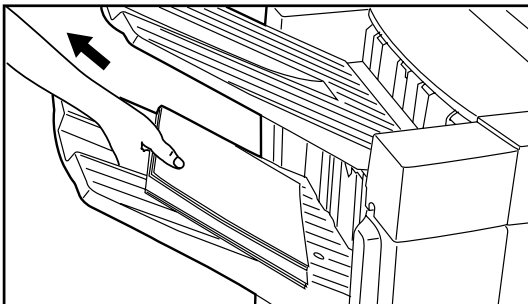
1. Press the Sort-Group key to light the Sort indicator. The Sort mode is now selected.

#### POINT OF INFORMATION

Acceptable copy paper sizes:  
A3, B4, A4, A4R



2. Set the originals to be copied in the DF.
  - \* If the number of originals exceeds the acceptable limit for the DF, use the job build function of your copier to sort your copies. (See page 6-3.)
  - \* When setting an original on the platen, a message will appear after each original is scanned to confirm whether you want to scan another original or not.
3. Set the desired number of copy sets to be made.

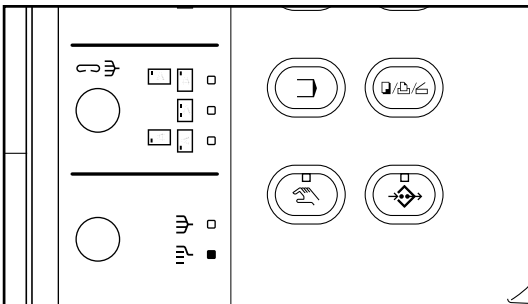


4. Press the Start key. Copying will begin and finished copies will be ejected face down onto the Sort tray with each full set shifted slightly from the previous one.

#### POINT OF INFORMATION

- If the Sort tray reaches its maximum acceptable capacity, "PAPER CAPACITY EXCEEDED. REMOVE PAPER FROM FINISHER." will appear in the message display. In this case, remove all copies from the Sort tray.
- The maximum number of copies that can be stored on the Sort tray will differ depending on the size of copy paper that is being used. See page 9-5.

5. Remove all of the finished copies from the Sort tray.



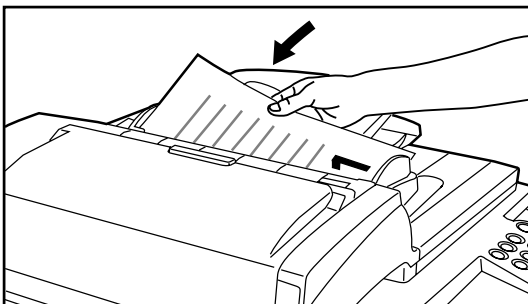
### ③ Copying in the Group mode

This mode automatically groups copies made from multiple originals, with all the copies produced from an individual original stacked together in one set.

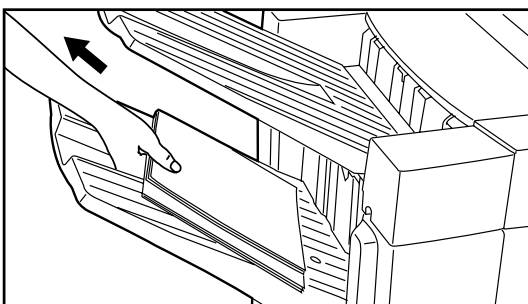
1. Press the Sort-Group key to light the Group indicator. The Group mode is now selected.

#### POINT OF INFORMATION

Acceptable copy paper sizes:  
A3, B4, A4, A4R



2. Set the originals to be copied in the DF.
3. Set the desired number of copy sets to be made.



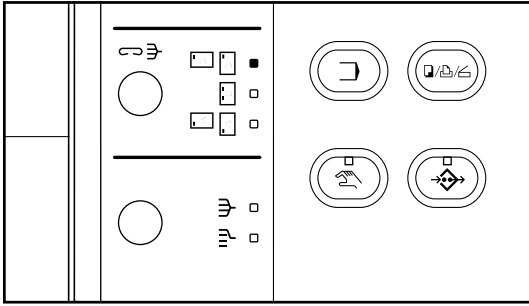
4. Press the Start key. Copying will begin and finished copies will be ejected face down onto the Sort tray with each full set shifted slightly from the previous one.

#### POINT OF INFORMATION

- If the Sort tray reaches its maximum acceptable capacity, "PAPER CAPACITY EXCEEDED. REMOVE PAPER FROM FINISHER." will appear in the message display. In this case, remove all copies from the Sort tray.
- The maximum number of copies that can be stored on the Sort tray will differ depending on the size of copy paper that is being used. Refer to page 9-5.

5. Remove all of the finished copies from the Sort tray.

## Section 9 OPTIONAL EQUIPMENT



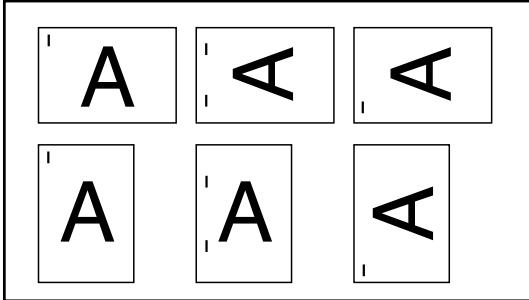
### ④ Copying in the Sort-Staple mode

This mode automatically sorts and then staples each copy set.

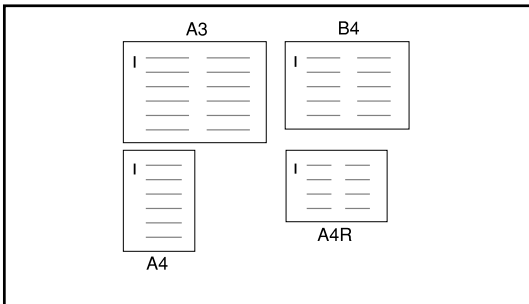
1. Press the Staple Sort key until the indicator that corresponds to the desired stapling style is lit. The Staple-Sort mode is now selected.

#### POINT OF INFORMATION

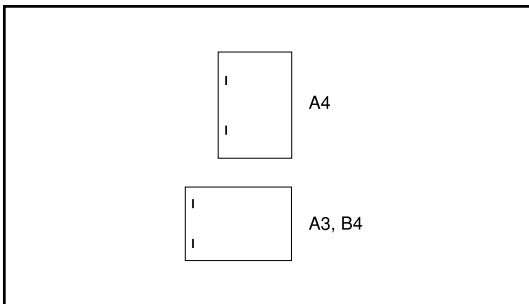
Acceptable copy paper sizes:  
A3, B4, A4, A4R



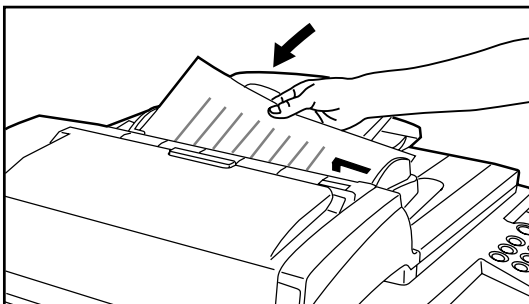
- \* Stapling will be accomplished as shown in the illustration at left (as viewed from the front of the copies).



- \* Acceptable copy paper sizes (1-position stapling):  
A3, B4, A4, A4R



- \* Acceptable copy paper sizes (2-position stapling):  
A3, B4, A4



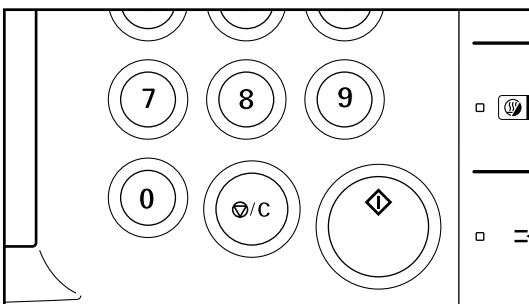
2. Set the originals to be copied in the DF.

\* When setting an original on the platen, a message will appear after each original is scanned to confirm whether you want to scan another original or not.

#### POINT OF INFORMATION

A maximum of fifty A4 or A4R size copies can be stapled at one time. Up to thirty A3 or B4 size copies can be stapled at one time.

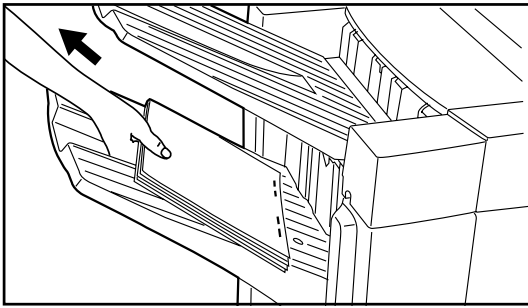
3. Set the desired number of copy sets to be made.



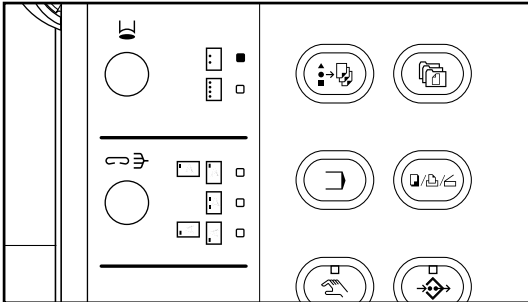
4. Press the Start key. The copies will be automatically stapled and ejected face down onto the Sort tray.

#### POINT OF INFORMATION

- If the Sort tray reaches its maximum acceptable capacity, "PAPER CAPACITY EXCEEDED. REMOVE PAPER FROM FINISHER." will appear in the message display. In this case, remove all copies from the Sort tray.
- The maximum number of copies that can be stored on the Sort tray will differ depending on the size of copy paper that is being used. Refer to page 9-5.



5. Remove all of the finished copies from the Sort tray.



**⑤ Copying in the Hole Punch mode**

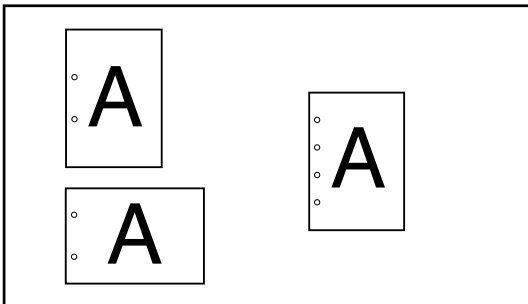
Copies can be automatically hole punched.

1. Press the Punch key until the indicator that corresponds to the desired number of holes is lit [either 2- or 4-hole punch]. The Hole Punch mode is now selected.

\* The Hole Punch mode may be used in combination with the Sort mode, the Staple-Sort mode or the Group mode.

**POINT OF INFORMATION**

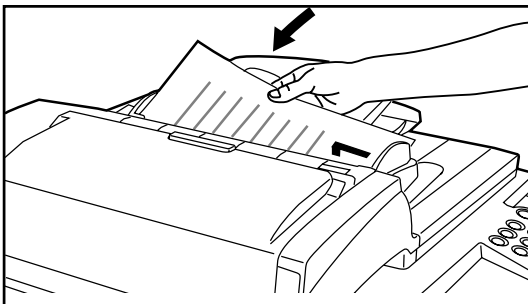
Acceptable copy paper weight:  
45 g/m<sup>2</sup> - 120 g/m<sup>2</sup>



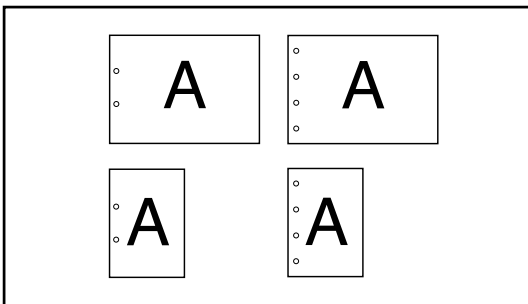
\* Hole punching will be accomplished as shown in the illustration at left (as viewed from the front of the copies).

**IMPORTANT!**

The position of the holes on each page may differ very slightly due to the fact that holes are punched in one sheet at a time.



2. Set the originals to be copied.

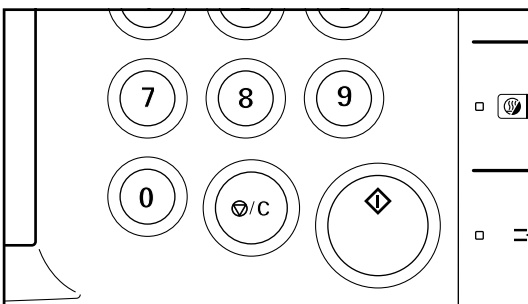


3. Set the desired paper size and number of copy sets to be made, etc.

**POINT OF INFORMATION**

Acceptable copy paper sizes for each hole punch style:

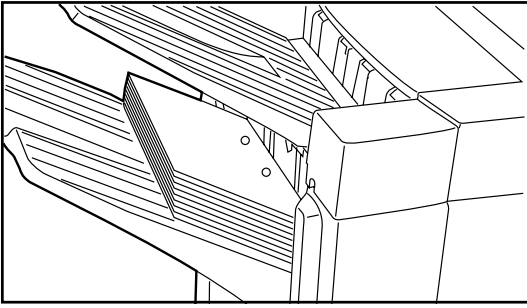
- 2-hole punch: A3, B4, A4, A4R, A5R
- 4-hole punch: A3, A4  
(45 g/m<sup>2</sup> - 120 g/m<sup>2</sup> weight standard copy paper)



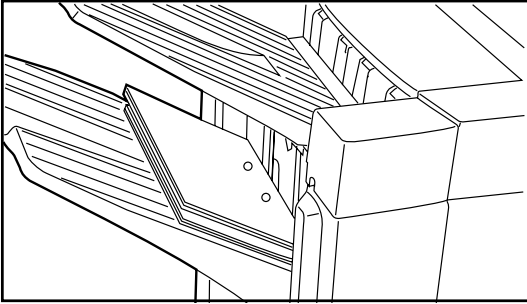
4. Press the Print key. The copies will be automatically hole punched and ejected onto the Non-sort tray.

5. Remove all of the finished copies from the Non-sort tray.

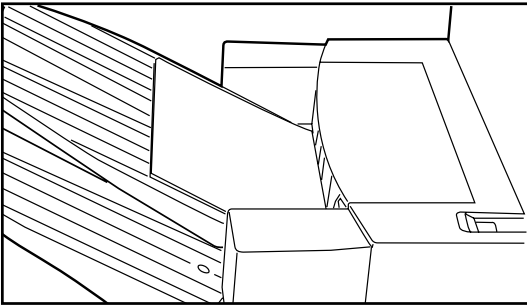
## Section 9 OPTIONAL EQUIPMENT



- \* If the Stacking mode (See below) engages, all of the finished copies will be ejected onto the Sort tray.
- \* If the Stacking mode does not engage and the number of finished copies in the Non-sort tray reaches the acceptable limit, "PAPER CAPACITY EXCEEDED. REMOVE PAPER FROM FINISHER." will appear in the message display and copying will stop. Remove all of the finished copies from the Non-sort tray and then resume copying.



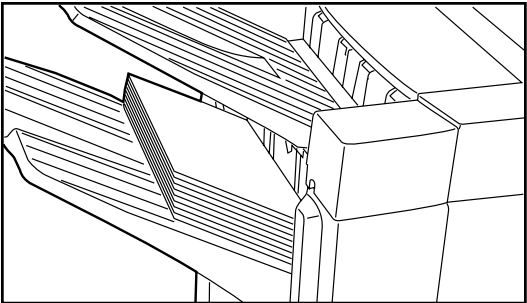
- \* When the Hole Punch mode is used in combination with either the Sort, Sort-Staple or Group mode, the finished copies will be ejected face down onto the Sort tray regardless of where the originals are set.



### ⑥ Copying in the Non-sort mode

If you set the originals in the DF, the finished copies will be ejected face down onto the Non-sort tray. If you set the originals on the platen, the finished copies will conversely be ejected face up onto the Non-sort tray.

- \* If the Stacking mode (See below) engages, all of the finished copies will be ejected onto the Sort tray.
- \* If the Stacking mode does not engage and the number of finished copies in the Non-sort tray reaches the acceptable limit, "Paper capacity exceeded. Remove paper from Finisher." will appear in the message display and copying will stop. Remove all of the finished copies from the Non-sort tray and then resume copying.



### ⑦ Stacking mode

If the number of copies to be made in the Non-sort mode and Hole Punch mode is set to a number greater than the acceptable limit, the finished copies will be ejected onto the Sort tray.

### POINT OF INFORMATION

The number of copies for each paper size that will cause the Stacking mode to engage:

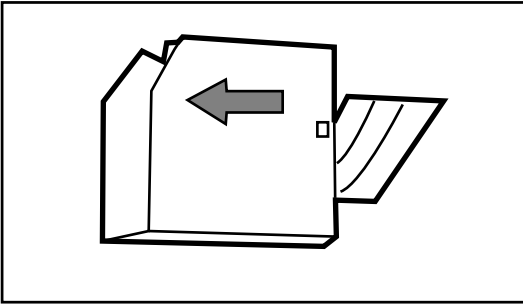
- A3, B4 : over 151 sheets
- A4, A4R : over 251 sheets

### ⑧ Acceptable capacity for the Sort and the Non-sort trays

The number of copies that can be stored in each of the Sort and the Non-sort trays differs depending upon the paper size and whether or not the copies were stapled. See the following table.

Sort tray (75 g/m <sup>2</sup> - 80 g/m <sup>2</sup> weight paper)	When NOT stapling	<ul style="list-style-type: none"> <li>• A3, B4, A4R: 1500 sheets</li> <li>• A4: 3000 sheets</li> </ul>
	When stapling 2 copies	<ul style="list-style-type: none"> <li>• A3, B4, A4R: 400 sheets</li> <li>• A4: 800 sheets</li> </ul>
	When stapling 3 - 4 copies	<ul style="list-style-type: none"> <li>• A3, B4, A4R : 600 sheets</li> <li>• A4: 1200 sheets</li> </ul>
	When stapling 5 - 10 copies	<ul style="list-style-type: none"> <li>• A3, B4, A4R : 1000 sheets</li> <li>• A4: 2000 sheets</li> </ul>
	When stapling 11 - 50 copies	<ul style="list-style-type: none"> <li>• A3, B4, A4R : 1500 sheets</li> <li>• A4: 3000 sheets</li> </ul>
Non-sort tray: (acceptable standard copy weight: 160 g/m <sup>2</sup> )	A3 ,B4, Folio: 150 sheets A4, A4R, A5R, A6R: 250 sheets * When using 75 g/m <sup>2</sup> - 80 g/m <sup>2</sup> weight standard copy paper	

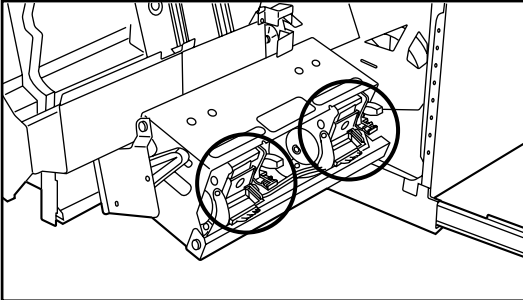
## Section 9 OPTIONAL EQUIPMENT



### ⑨ Stapling Unit

The Stapling Unit has two separate staplers for stapling documents in two different places. Accordingly, when staples run out in either stapler, they must be replenished separately.

\* If the staples run out, contact the service representative for your copier.

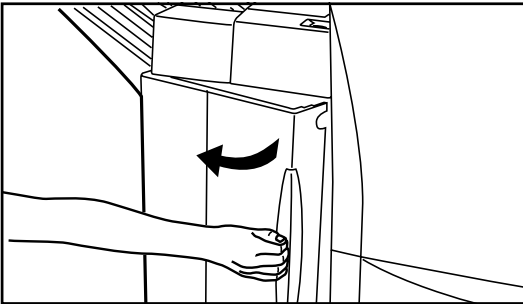


### ⑩ Refilling the Stapling Unit

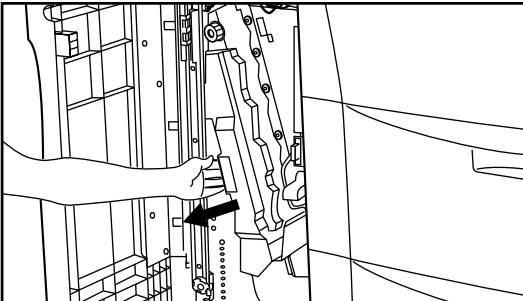
If a message appears on the copier indicating that staples have run out, the staple holder(s) need to be replenished with staples.

\* When "(FRONT)" appears in the message display, the front stapler is empty and when "(REAR)" appears in the message display, the rear stapler is empty.

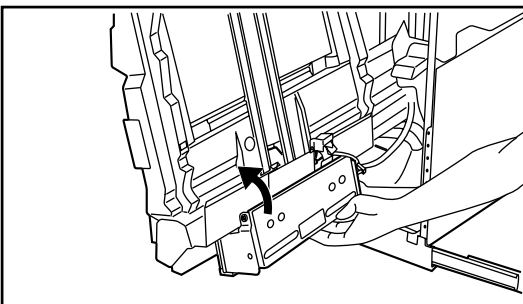
\* The procedure to refill either stapler is the same.



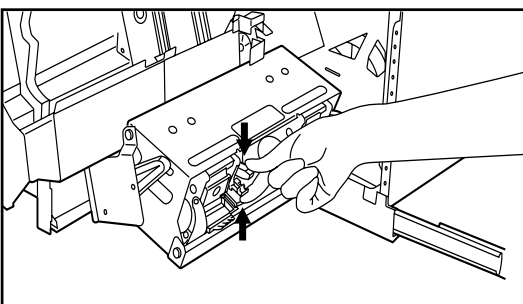
1. Grasp the front cover handle and open the front cover towards you.



2. Grasp the internal tray handle and carefully pull the internal tray out towards you.

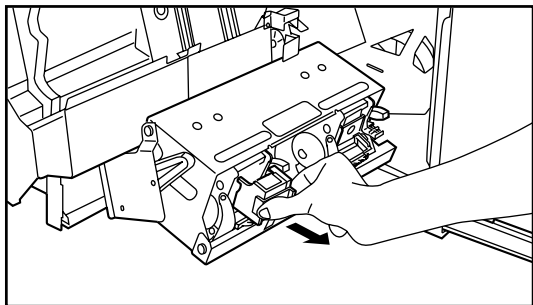


3. Grasp the Stapling Unit handle and lift up the Stapling Unit. The two staplers will become visible.

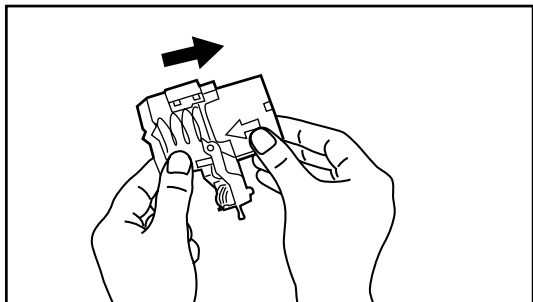


4. Pinch the staple holder release lever as shown in the illustration and lower it to release the lock.

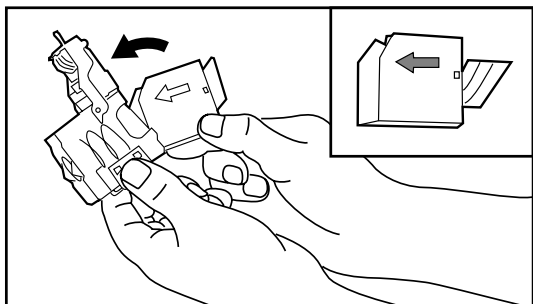
## Section 9 OPTIONAL EQUIPMENT



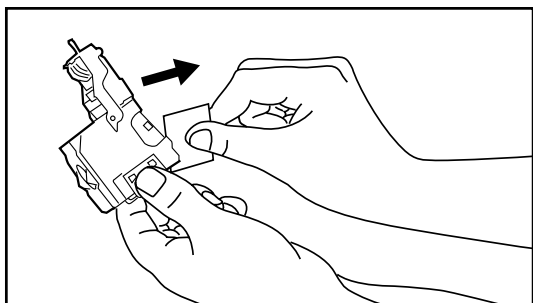
5. Pull out the staple holder.



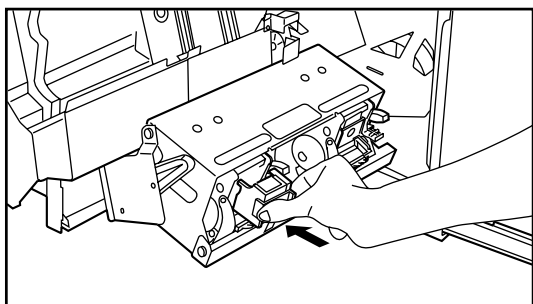
6. Remove the empty staple cartridge from the staple holder.



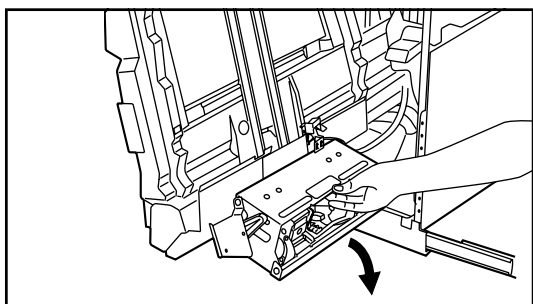
7. Hold the staple holder in one hand and the new staple cartridge in the other and insert the new staple cartridge making sure the direction of insertion is correct.  
\* The arrow on the staple cartridge indicates the correct direction of insertion.



8. Make sure the new staple cartridge is completely inserted all the way into the staple holder and then remove the paper tape covering the staple cartridge.

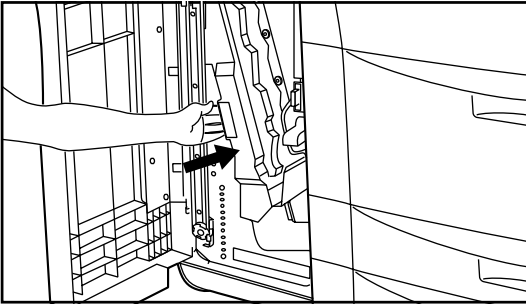


9. Replace the staple holder back in its original position in the Stapling Unit. Once it has been fully inserted, it will click into place.

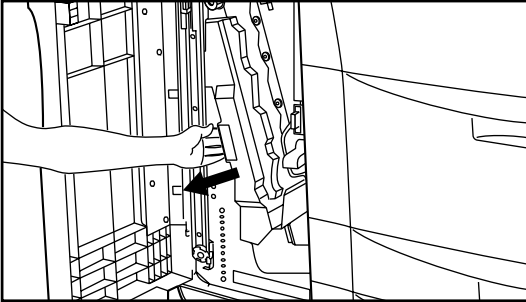


10. Lift up the Stapling Unit slightly and then lower it into its original position.

## Section 9 OPTIONAL EQUIPMENT

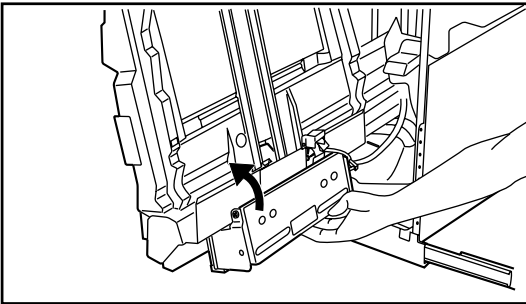


11. Replace the internal tray in its original position all the way into the Finisher.
12. Close the front cover securely.

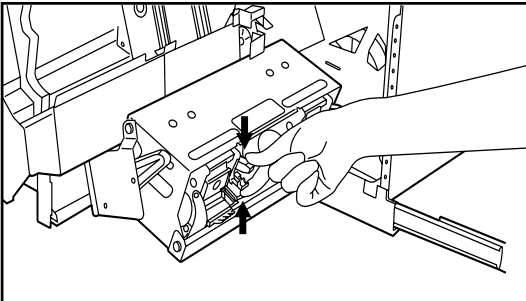


### ⓘ Clearing a staple jam

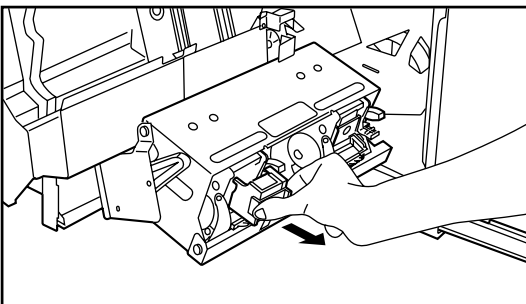
1. Grasp the front cover handle and open the front cover towards you.
2. Grasp the internal tray handle and carefully pull the internal tray out towards you.



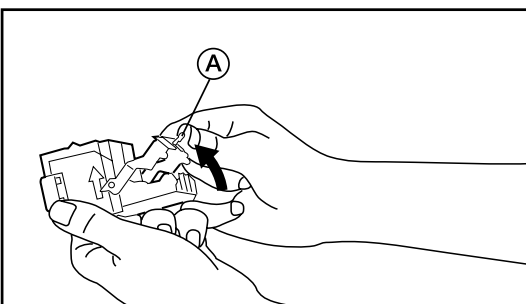
3. Grasp the Stapling Unit handle and lift up the Stapling Unit. The two staplers will become visible.



4. Pinch the staple holder release lever as shown in the illustration and lower it to release the lock.



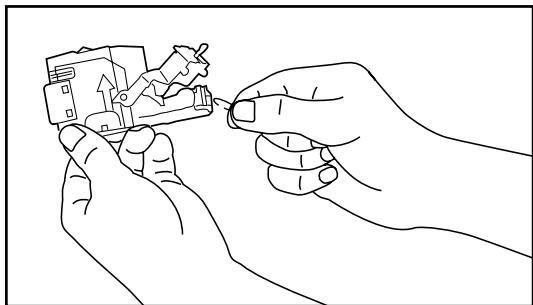
5. Pull out the staple holder.



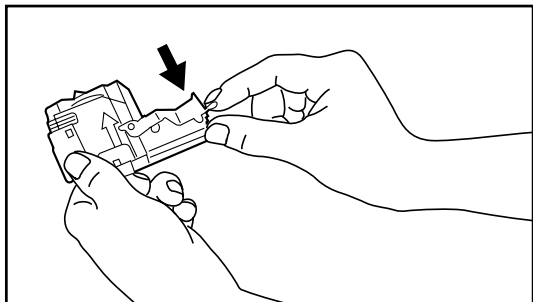
6. Push up on the tab (A) on the protective faceplate in order to raise the faceplate.



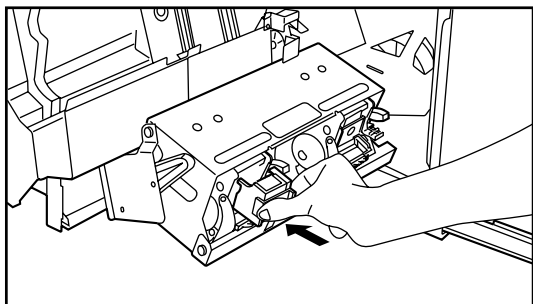
## Section 9 OPTIONAL EQUIPMENT



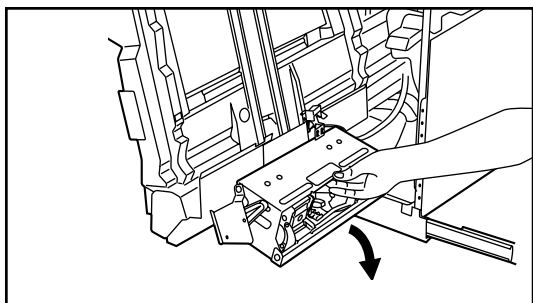
7. Remove the jammed staple from the tip of the staple cartridge (the end where staples are set).



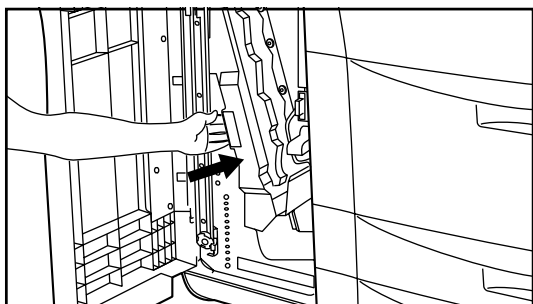
8. Lower the protective faceplate back into its original position.



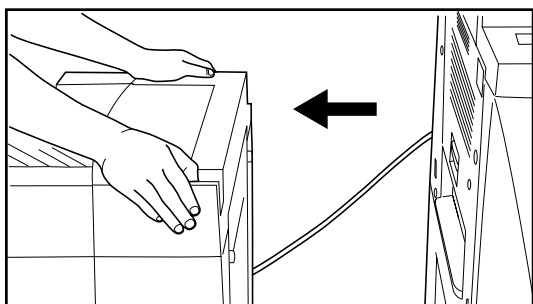
9. Replace the staple holder back in its original position in the Stapling Unit. Once it has been fully inserted, it will click into place.



10. Lift up the Stapling Unit slightly and then lower it into its original position.



11. Replace the internal tray in its original position all the way into the Finisher.  
12. Close the front cover securely.

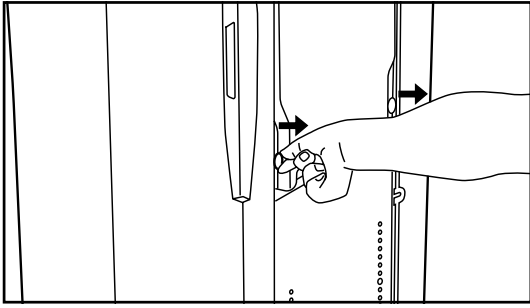


### 12 Disposing of hole-punch scraps

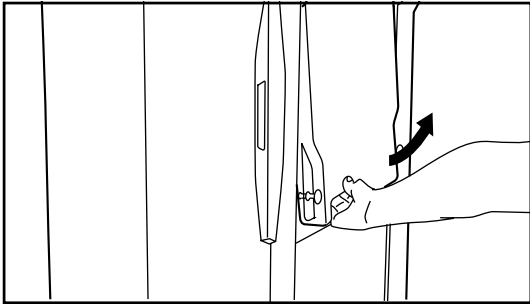
\* The scrap hole-punch tank is located inside the coupling section of the copier. Leave the main switch on your copier turned ON ( I ) while performing the procedure to remove hole-punch scraps.

1. Hold down the Finisher release button and pull the Finisher away from the copier.

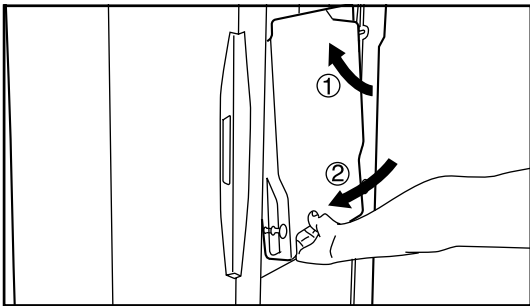
## Section 9 OPTIONAL EQUIPMENT



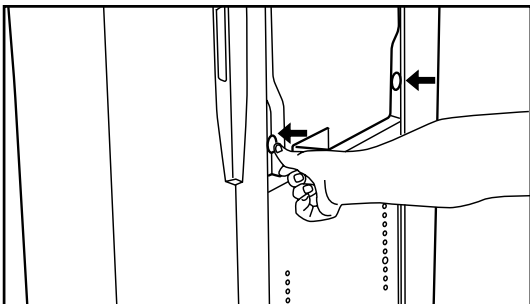
2. Pull on the both of the knobs, one on each side of the scrap hole-punch tank, to release the lock.



3. Grasp the scrap hole-punch tank handle and remove the tank from the Finisher.  
4. Dispose of the hole-punch scraps appropriately.

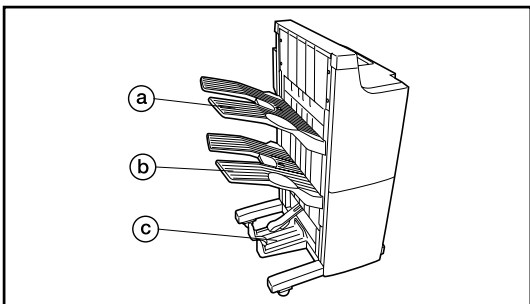


5. Reinsert the tank by first setting the open end of the tank in place. Then set the bottom end of the tank in place as well.



6. Push in on both knobs, one on each side of the scrap hole-punch tank, to lock the tank back in place.

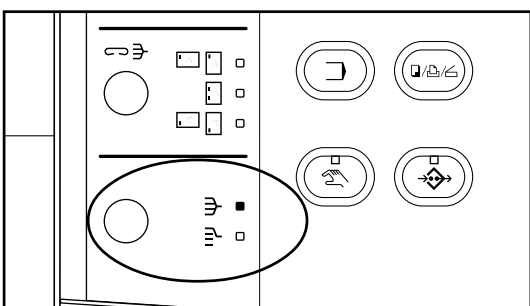
7. Reattach the Finisher to your copier.



### (2) Booklet Sticher

This unit lets you store a large volume of copies and shifts the position of each copy set for ease of sorting. It can staple finished copy sets and bind them. For more detailed information, refer to the instruction handbook for your Booklet Sticher.

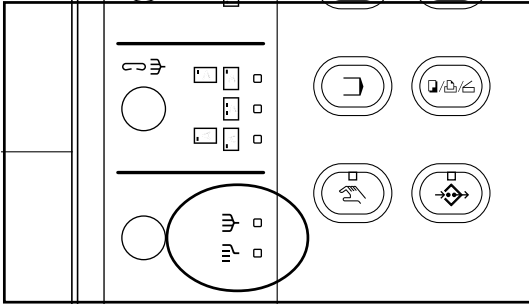
- (a) Tray 1
- (b) Tray 2
- (c) Tray 3



### • Sorting modes

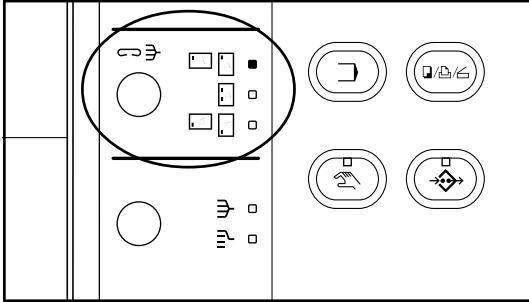
Press the Sort-Group key until the indicator that corresponds to the mode that you want to use is lit (Sort or Group).

## Section 9 OPTIONAL EQUIPMENT



The mode that is selected when both the Sort and Group indicators are out will differ depending upon the setting made under “⑦ Sort mode ON/OFF” on page 8-16.

- SORT:ON...The Sort mode will be selected and copies will be ejected into tray 1.
- SORT:OFF...The Non-sort mode will be selected and copies will be ejected into tray 1.

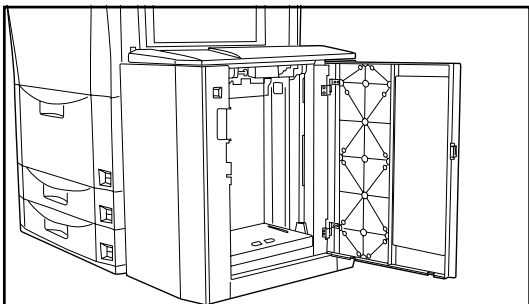


### • Staple mode

Press the Staple Sort key to select the desired stapling style from among the three styles available.

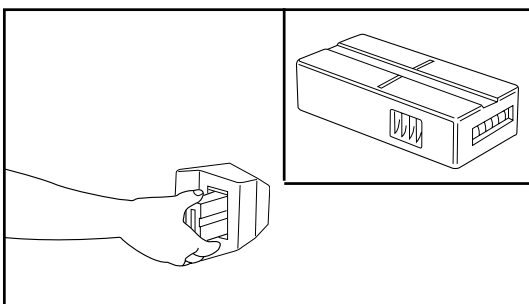
\* The Booklet Stitcher is equipped with three storage locations: trays 1, 2, and 3. The tray into which the copies will be ejected and the direction of ejection (face up or down) will differ depending upon the way the originals are set and the selected mode for finishing the copies. See the following table.

Finishing Mode Original set location	Finishing Mode			
	Non-sort mode	Sort mode	Group mode	Booklet stitching
DF	Ejected from the first page, face down into tray 1	Ejected from the first page, face down into tray 1		Ejected to tray 3
Platen	Ejected face up into tray 1	Ejected from the first page, face down into tray 1		Ejected to tray 3



### (3) Side Deck

This unit is an auxiliary paper feed unit that holds up to 4,000 sheets of standard [80 g/m<sup>2</sup>] A4 size copy paper.



### (4) Key Counter

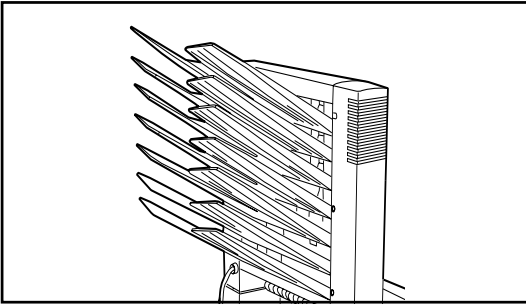
The Key Counter enables you to verify the number of copies that have been made. It is useful for centralized management of the total number of copies made by different departments, or by the company as a whole, etc.

#### ● Setting the Key Counter

Insert the Key Counter securely into the key counter slot.

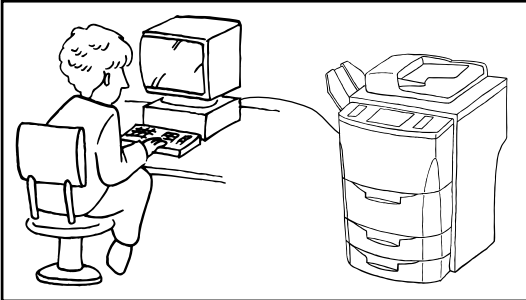
\* When the copier is equipped with the optional Key Counter system, copying will only be possible when the Key Counter is actually inserted into the copier. If the Key Counter is not securely inserted into the slot, “INSERT KEY COUNTER.” will appear in the message display.

## Section 9 OPTIONAL EQUIPMENT



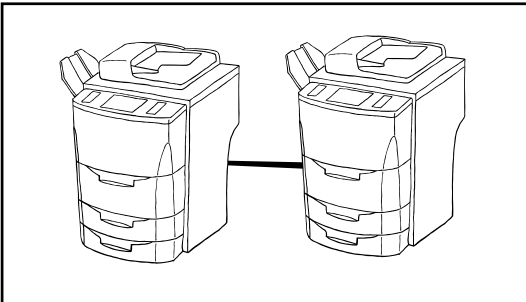
### (5) Mailbox Unit

This unit is convenient when you want to use the copier as a printer. If multiple computer users utilize it as a network printer, print jobs will be ejected into the mailbox tray that is designated specifically for that user. For more detailed information, refer to the instruction handbook for your Mailbox Unit.



### (6) Print/Scan System

If the copier is equipped with the Print/Scan System, the copier can be used as a printer. For more detailed information, refer to the printer edition of your instruction handbook.



### (7) Tandem Board

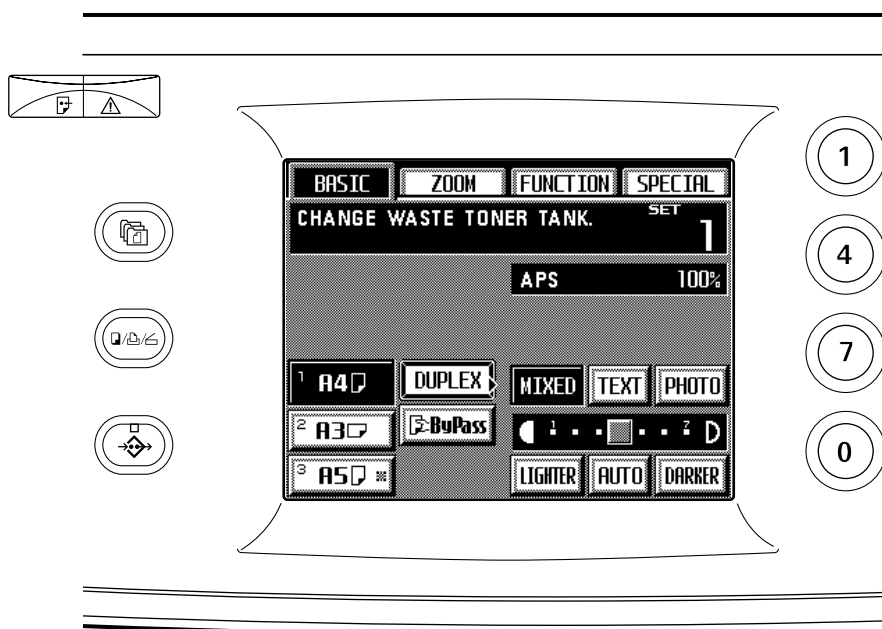
The Tandem Board is required when two copy machines are connected together. Connecting two copy machines will increase copy management speed two-fold. In addition, for example, if copying is stopped in one copier due to insufficient toner or other such reason, the remaining copies will be automatically produced in the other copier.



# Section 10 TROUBLESHOOTING

## 1. Messages during copying

If one of the following messages appears on the touch panel, perform the corresponding procedure to resolve the problem.



Message	Action	Page
<p>"CLOSE FRONT COVER." "CLOSE RIGHT COVER." "CLOSE LEFT COVER."</p>	One or more of the covers on the main body of the copier (front, right upper cover, right lower cover, paper eject cover) is open. Close it/them securely.	_____
"ADD PAPER IN DRAWER. ---- SIZE."	There is no paper of the displayed size in any of the drawers or decks. Load paper of size indicated.	<b>3-1</b>
"PLACE PAPER ON BYPASS."	There is no paper in the stack bypass tray. Set paper in the stack bypass tray.	<b>3-2</b>
"REPOSITION ORIGINAL OR SELECT OTHER PAPER DRAWER."	The orientation of the originals and the paper that you selected is different. Change the orientation of the originals. If you press the Start key without changing the orientation of the originals, copying will be accomplished at 100% magnification	_____
"CLOSE PAPER DRAWER."	One of the drawers or decks is not closed properly. First pull it out and then push it all the way back in.	_____
"ADD TONER TO RESUME COPYING."	There is not enough toner in the copier to make copies. Add toner as soon as possible.	<b>3-5</b>
"CHANGE WASTE TONER TANK."	It is time to replace the waste toner tank. replace the tank as soon as possible.	<b>10-3</b>
"CALL FOR SERVICE."	Open and then close the front cover. If this message does not disappear even then, make a note of other numbers appearing with the letter "C", turn the main	_____
"TIME FOR MAINTENANCE."	Periodic maintenance is necessary to keep your copier in good condition. Contact the service representative for your copier as soon as possible.	_____
"PAPER MISFEED."	Paper has been misfed and the location of the misfeed will be indicated in the message display. Leave the main switch turned ON ( I ) and remove the misfed paper as described in the corresponding procedure.	<b>10-4</b>

<b>Message</b>	<b>Action</b>	<b>Page</b>
“RESET ALL ORIGINALS IN FEEDER AND PRESS START KEY.”	The first original was not fed correctly into the DF. Remove all originals and then set them in the DF once again.	_____
“PAPER DRAWER IS OUT OF ORDER. SELECT OTHER PAPER DRAWER.”	The drawer currently in use is out of order and cannot be used at the moment.	_____
“CANNOT BE COMBINED.”	The functions that you selected on the touch panel cannot be combined. Select other functions.	_____
“COPY LIMIT FOR THIS ID-CODE IS REACHED. NO COPYING POSSIBLE.”	The number of copies that was allotted for that department code under the copy	<b>8-1</b>
“MEMORY FULL.”	The corresponding box has reached its acceptable limit of data under the copy management function. In order to register new data into one of the boxes, it is	<b>8-23</b>
“DUPLEX UNIT IS OUT OF ORDER. 1-SIDED COPYING IS POSSIBLE.”	There is a problem in the duplex unit. Two-sided copying is not possible. Contact the service representative for your copier as soon as possible.	_____
“SYSTEM ERROR. MAIN SWITCH OFF/ON.”	An error has occurred during data management. Turn the main switch OFF (O) and then back ON ( I ) again, then attempt the procedure again from the beginning.	_____
“PLEASE WAIT. NOW MAINTAINING STORED DATA.”	The hard disk is now being optimized. Please wait until optimization is complete.	<b>8-27</b>
“FELT CLEANING MAINTENANCE.”	It is time to replace certain parts in the copier. Contact the service representative for your copier as soon as possible.	_____
“CHANGE FELT CLEAN. -(F.UNIT) CANNNOT COPY.”	It is time to replace certain parts in the copier. Contact the service representative	_____
“PAPER CAPACITY EXCEEDED. REMOVE PAPER FROM FINISHER.”	The number of sheets in the optional Finisher exceeds the acceptable capacity. Remove all finished copies and press the Start key.	_____
“STAPLER EMPTY. ADD STAPLES.”	The optional Finisher has run out of staples. Replace the staple cartridge.	<b>9-6</b>
“PUNCH HOLE CONTAINER FULL.”	The hole-punch waste tank in the optional Finisher is full. Dispose of the punch waste.	<b>9-9</b>
“SCANNER IS OUT OF ORDER. CALL FOR SERVICE.”	There is a problem with the scanning function of the optional Print/Scan System. Contact the service representative for your copier as soon as possible.	_____
“TOO MUCH PAPER IN DRAWER. REMOVE PAPER ABOVE RED LINE.”	The amount of paper loaded in the optional Side Deck exceeds the acceptable capacity of that deck. Remove some of the paper from the Side Deck.	<b>3-3</b>

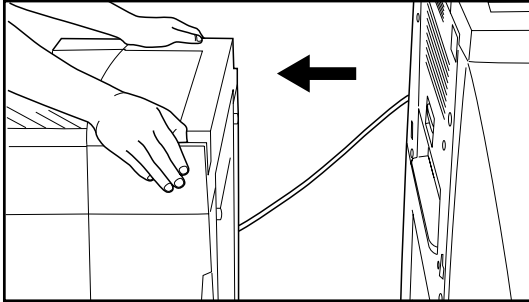
## Section 10 TROUBLESHOOTING



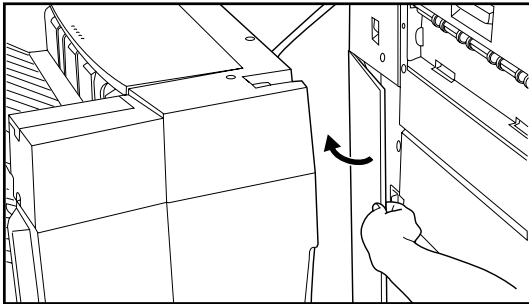
### 2. Replacing the waste toner tank

If "CHANGE WASTE TONER TANK." appears in the message display, replace the waste toner tank as soon as possible.

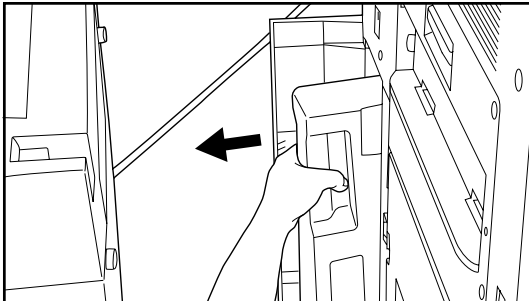
\* DO NOT replace the waste toner tank unless this message is displayed.



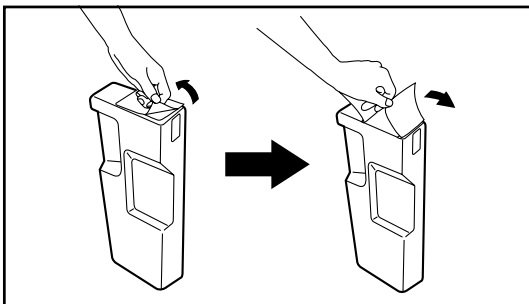
1. If the copier is equipped with the optional Finisher, first detach it from the main body of the copier.



2. Open the waste toner tank cover.



3. Remove the waste toner tank.



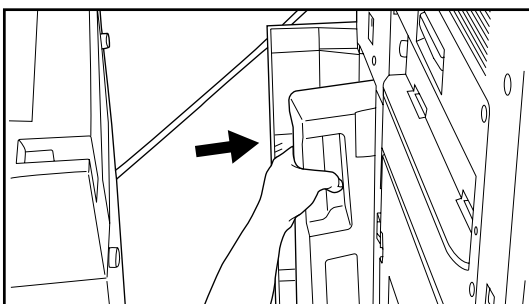
4. Close the opening of the waste toner tank with the attached seal.

#### IMPORTANT!

- Waste toner is NOT reusable.
- Give the old waste toner tank to the service representative for your copier.

#### CAUTION

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



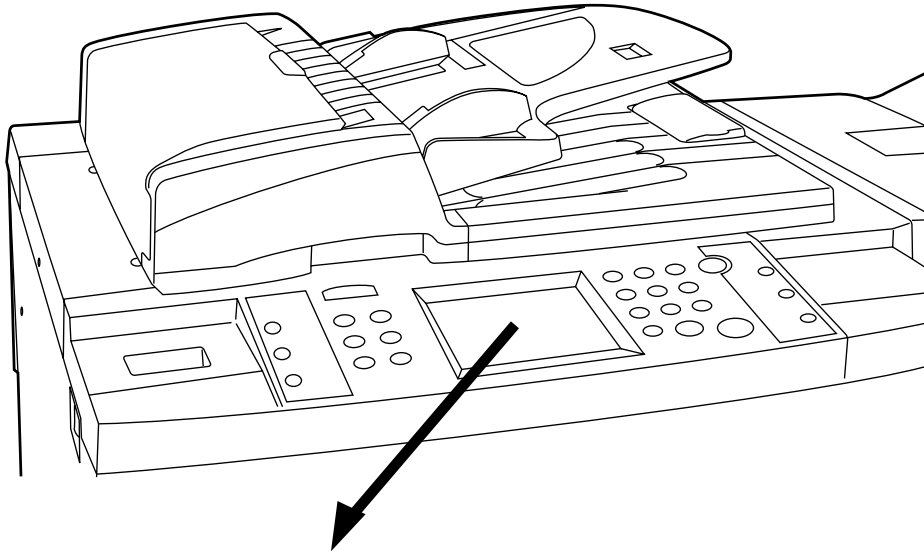
5. Set the new waste toner tank.

6. Close the waste toner tank cover and, if the copier is equipped with the optional Finisher, reattach it to the copier.



3. If paper misfeeds

If a paper misfeed occurs, copying will stop, a message informing you of the misfeed will be displayed on the touch panel, and the location of the misfeed will be displayed as well. Leave the main switch turned ON ( I ) and refer to "(3) Removal procedures" in order to remove the misfed paper.



(1) Misfeed location indicators

- ① Misfeed in the paper feed section (page 10-5)
- ② Misfeed in the paper conveyor section (page 10-7)
- ③ Misfeed in the fixing unit or ejection section (page 10-8)
- ④ Misfeed in the duplex unit (page 10-10)
- ⑤ Misfeed in the DF (page 10-11)
- ⑥ Misfeed in the optional Finisher (page 10-12)
- ⑦ Misfeed in the optional Side Deck (page 10-16)

The procedure to remove misfed paper can be displayed on the touch panel by touching the "?" key.

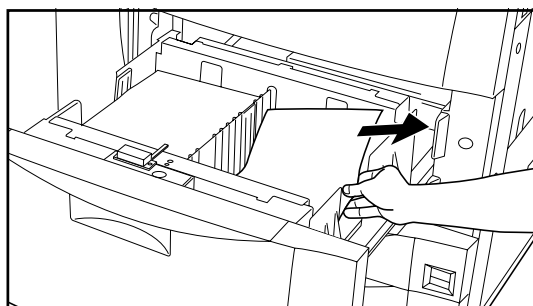
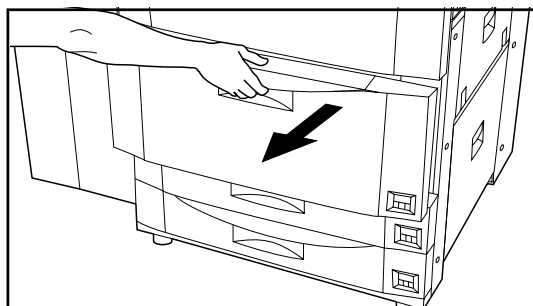
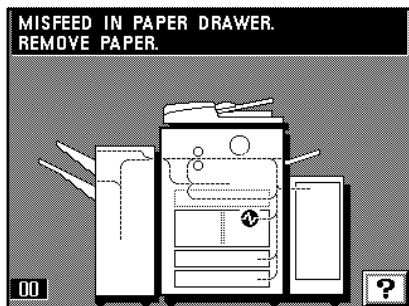
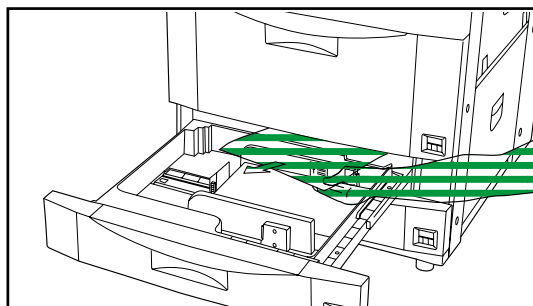
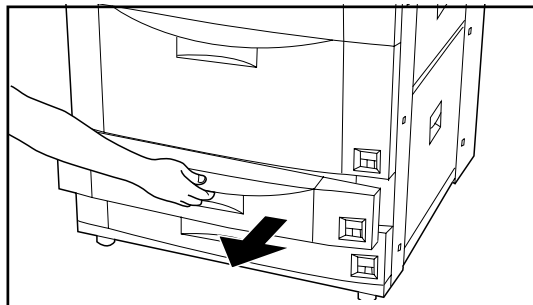
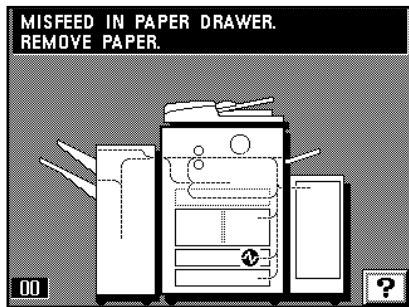
(2) Cautions

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

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

- \* Do not reuse misfed paper.
- \* If paper gets torn during removal, be sure to remove any loose scraps from inside the copier or they could cause further misfeeds later on.
- \* After the misfed paper is removed, warm-up will begin, the misfeed message will disappear, and the copier will return to the same settings as before the misfeed.
- \* Even if a misfeed occurs in the optional Finisher, that copy will be made again so it is not necessary to set any misfed copies into the Sort or Non-sort trays.

## Section 10 TROUBLESHOOTING



### (3) Removal procedures

#### ① Misfeed in the paper feed section

##### ● Misfeed in a drawer

If “MISFEED IN PAPER DRAWER. REMOVE PAPER.” and the misfeed location indicator shown in the illustration appear on the touch panel, paper has misfed in the indicated drawer.

1. Pull out the drawer that was currently in use (the drawer indicated by the misfeed location indicator).

2. Remove the misfed paper without tearing it.

\* If the paper does happen to tear, remove any loose scraps from inside the copier.

3. Push the drawer firmly back into the copier.

##### ● Misfeed in the Front Deck

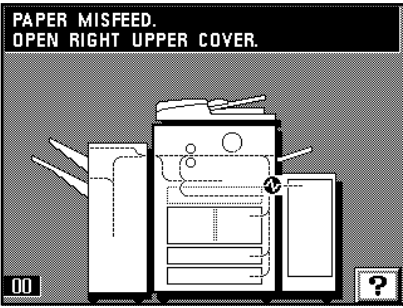
If “MISFEED IN PAPER DRAWER. REMOVE PAPER.” and the misfeed location indicator shown in the illustration appear on the touch panel, paper has misfed in the Front Deck.

1. Pull out the Front Deck.

2. Remove the misfed paper without tearing it.

\* If the paper does happen to tear, remove any loose scraps from inside the copier.

3. Push the Front Deck firmly back into the copier.

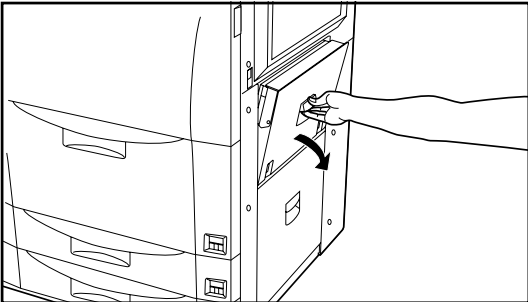


● **Misfeed inside the right upper cover**

If “PAPER MISFEED. OPEN RIGHT UPPER COVER.” and the misfeed location indicator shown in the illustration appear on the touch panel, a misfeed has occurred inside the right upper cover.

\* If the copier is equipped with the optional Side Deck, first pull the Side Deck away from the copier before you perform the following procedure.

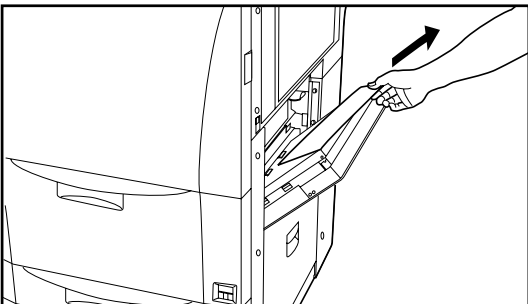
1. Open the right upper cover.



2. Remove the misfed paper without tearing it.

\* If the paper does happen to tear, remove any loose scraps from inside the copier.

3. Close the right upper cover.

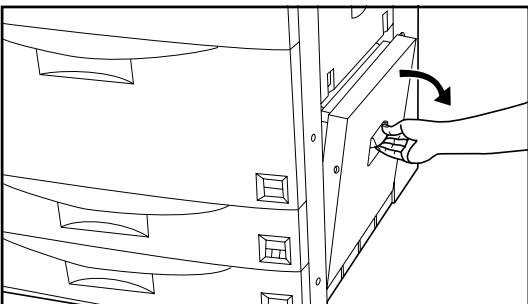


● **Misfeed inside the right lower cover**

If “PAPER MISFEED. OPEN RIGHT LOWER COVER.” and the misfeed location indicator shown in the illustration appear on the touch panel, a misfeed has occurred inside the right lower cover.

\* If the copier is equipped with the optional Side Deck, first pull the Side Deck away from the copier before you perform the following procedure.

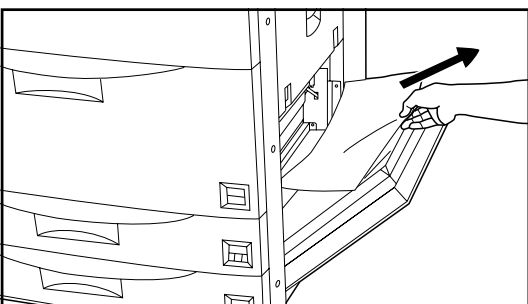
1. Open the right lower cover.



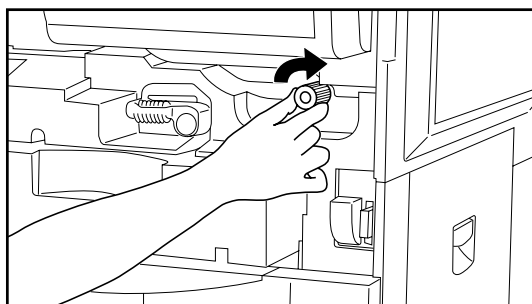
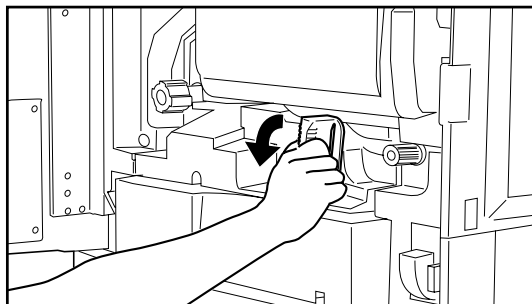
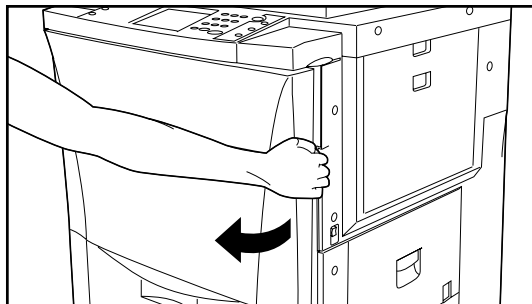
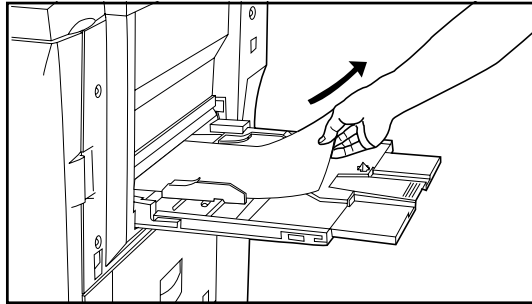
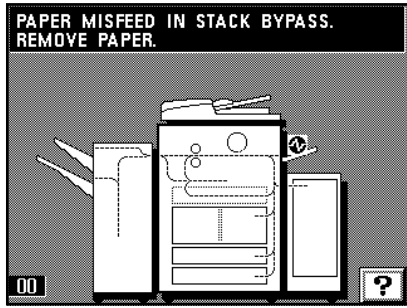
2. Remove the misfed paper without tearing it.

\* If the paper does happen to tear, remove any loose scraps from inside the copier.

3. Close the right lower cover.



## Section 10 TROUBLESHOOTING



### ● Misfeed in the stack bypass tray

If “PAPER MISFEED IN STACK BYPASS. REMOVE PAPER.” and the misfeed location indicator shown in the illustration appear on the touch panel, paper has misfed in the stack bypass tray.

1. Remove all the paper remaining in the stack bypass tray.  
\* If the paper is difficult to remove, do not try to pull it out by force, but refer to “② Misfeed in the paper conveyor section” in order to remove the misfed paper.
2. Make sure that the misfeed message has disappeared from the touch panel.  
Then re-set the paper into the stack bypass tray.

### ② Misfeed in the paper conveyor section

If “PAPER MISFEED. OPEN FRONT COVER.” and the misfeed location indicator shown in the illustration appear on the touch panel, paper has misfed in the paper conveyor section.

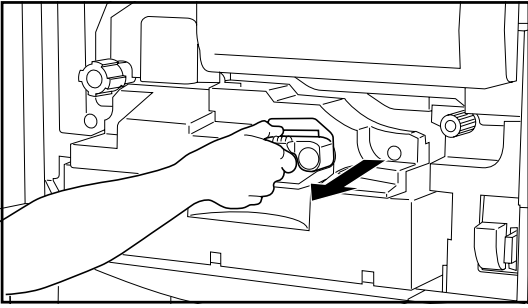
1. Open the front cover.

2. Lower the paper conveyor section release lever to the left.

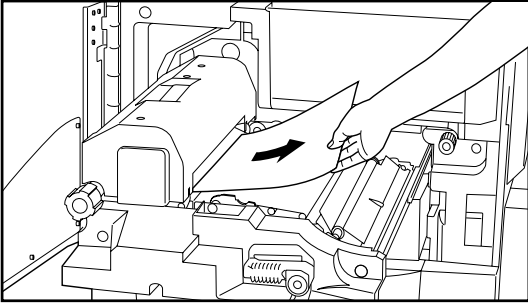
#### ⚠ WARNING

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

3. Turn the paper feed section knob in the direction of the arrow to convey the misfed paper to the conveyor section.

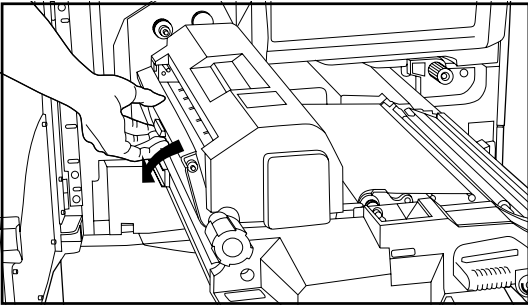


4. Carefully pull out the paper conveyor section.



5. Remove the misfed paper without tearing it.

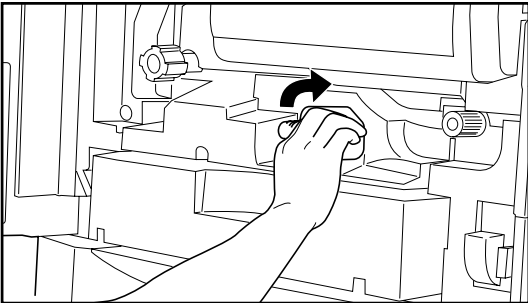
\* If the paper does happen to tear, remove any loose scraps from inside the copier.



6. Open the fixing unit cover and check for the misfed paper. If the misfed paper is visible, remove it without tearing it and then close the fixing unit cover.

**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.



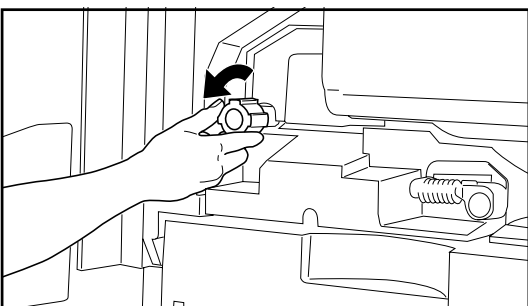
7. Push the conveyor section all the way back into its original position in the copier and return the release lever to its original position as well.

8. Close the front cover.



**③ Misfeed in the fixing unit or ejection section**

If "PAPER MISFEED. REMOVE PAPER FROM FIXING UNIT." and the misfeed location indicators shown in the illustration appear on the touch panel, paper has misfed in the fixing unit or the ejection section.



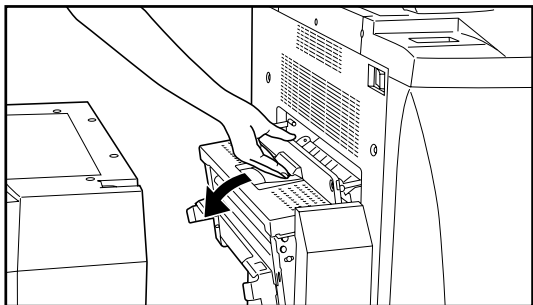
1. Open the front cover.

2. Turn the fixing unit knob in the direction of the arrow to eject the misfed paper.

**CAUTION**

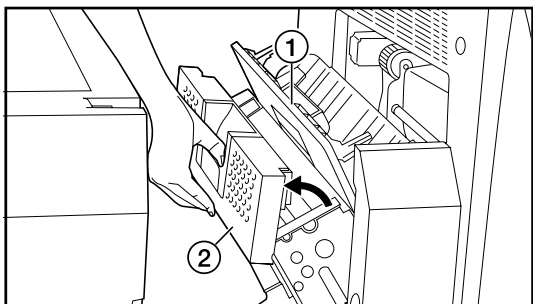
The copier's fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

## Section 10 TROUBLESHOOTING

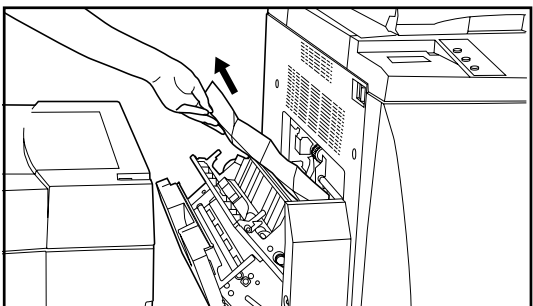


3. If the paper is not ejected, open the paper ejection cover.

\* If the copier is equipped with the optional Finisher, first detach it from the main body of the copier. If the copier is equipped with the optional Copy Tray, first remove the tray.

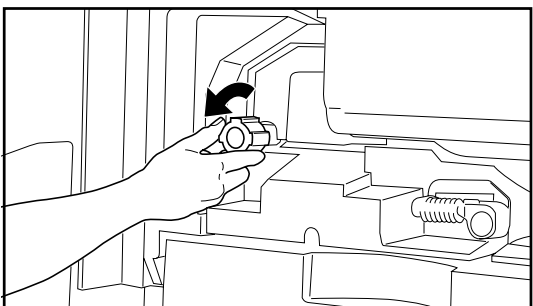


\* If the copier is equipped with the optional Finisher, first open the paper ejection cover ① and then the cover ② to the conveyor attachment.

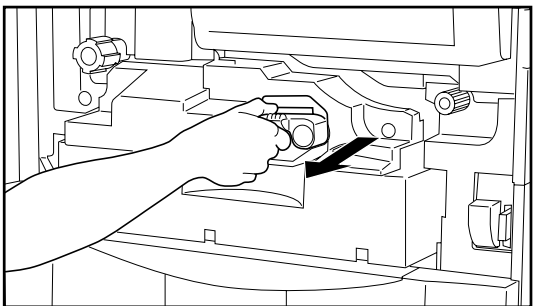


4. If the misfed paper is visible, remove it without tearing it.

\* If the misfed paper is not visible, perform steps 5 - 10.



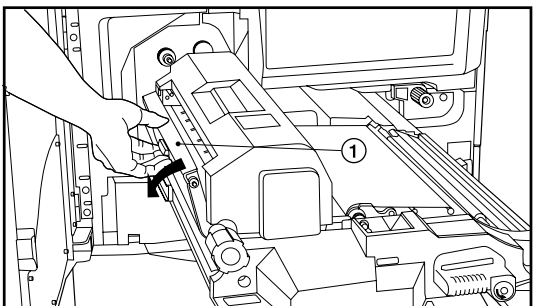
\* If you simply cannot remove the misfed paper easily, turn the fixing unit knob in the direction of the arrow to eject the misfed paper.



5. Lower the paper conveyor section release lever to the left and pull out the paper conveyor section.

### **⚠ 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.

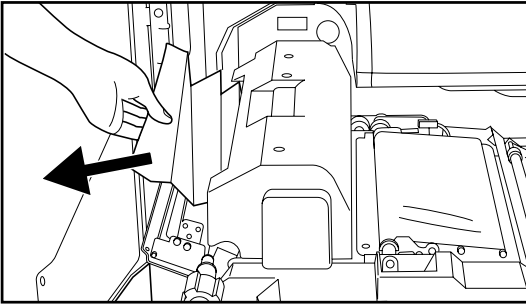


6. Open the fixing unit cover ①.

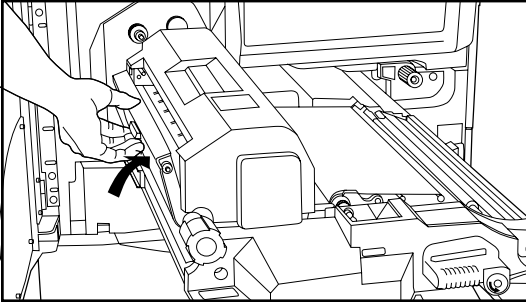
### **⚠ CAUTION**

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

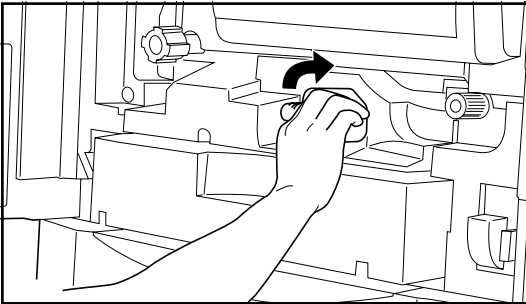
## Section 10 TROUBLESHOOTING



7. Remove the misfed paper without tearing it.



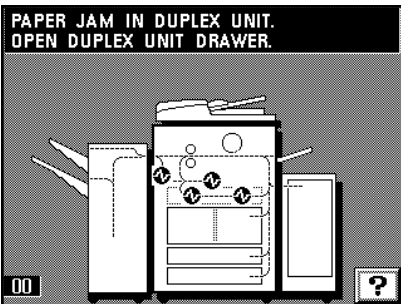
8. Close the fixing unit cover.



9. Push the conveyor section all the way back into its original position in the copier and return the release lever to its original position as well.

10. Close both the paper ejection cover and the front cover.

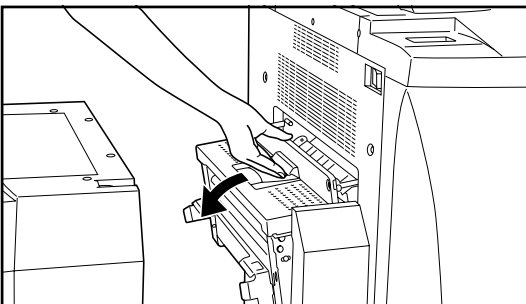
\* If necessary, reattach the Finisher to the copier or replace the Copy Tray in its original position.



### ④ Misfeed in the duplex unit

If "PAPER JAM IN DUPLEX UNIT. OPEN DUPLEX UNIT DRAWER." and the misfeed location

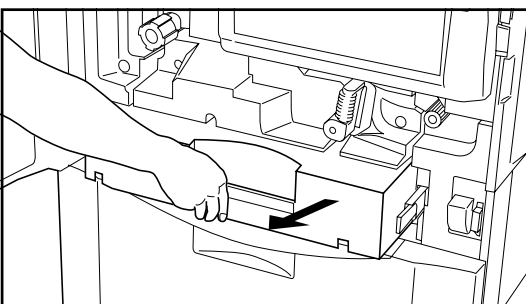
indicators shown in the illustration appear on the touch panel, paper has misfed in the duplex unit.



1. Open the paper ejection cover and, if the misfed paper is visible, remove it.

\* If the copier is equipped with the optional Finisher or optional Copy Tray, first detach or remove it from the copier, as appropriate, and then reattach/replace it in its original position once the procedure to remove the misfed paper is finished.

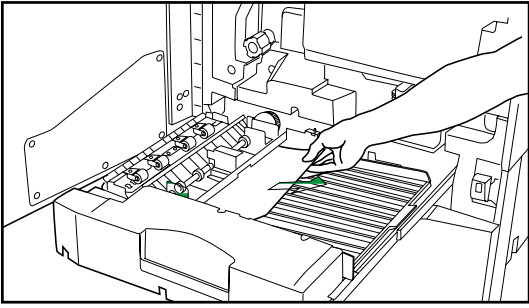
\* If the misfed paper is not visible, go to the next step.



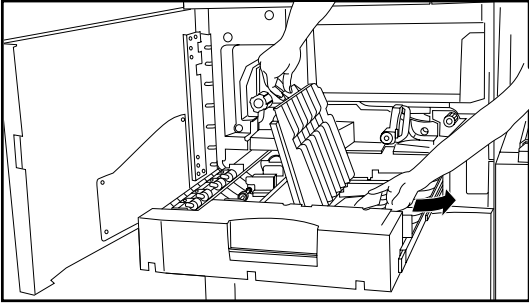
2. Open the front cover.

3. Pull the duplex unit out towards you as far as it will go.

## Section 10 TROUBLESHOOTING



4. If the misfed paper is in the re-feeding section, remove it.

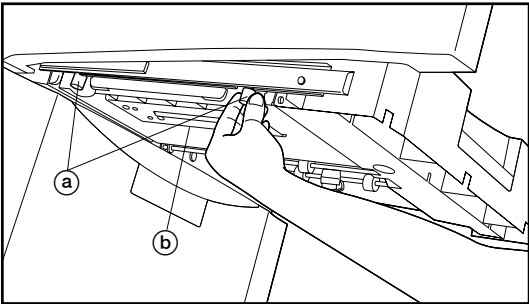


5. If it is not in the re-feeding section, lift up on the duplex cover.

6. If the misfed paper is under that cover, remove it.

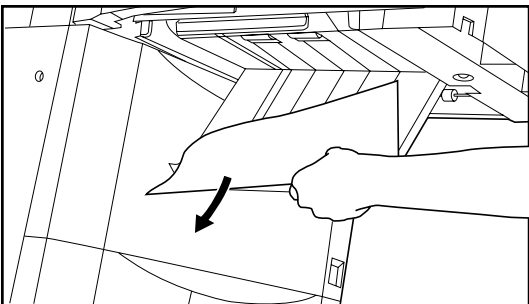
Close the duplex cover and go to step 9.

\* If the misfed paper is still not visible, it should be under the paper reversing cover. In this case, go to the next step.



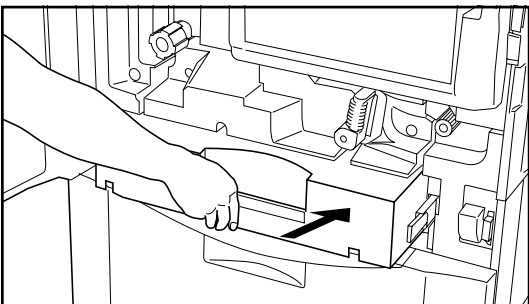
7. Unscrew the two reversing cover screws (a) located on the left side of the duplex unit.

The paper reversing cover (b) will open downwards.



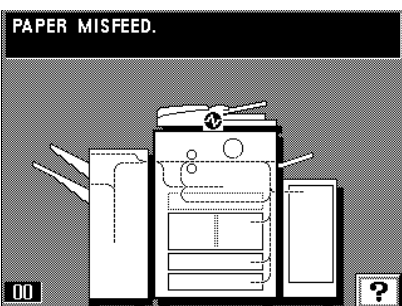
8. Remove the misfed paper without tearing it. Close the paper reversing cover and fasten it with the same 2 screws.

\* If the paper does happen to tear, remove any loose scraps from inside the copier.



9. Push the duplex unit all the way back into its original position in the copier.

10. Close the front cover.

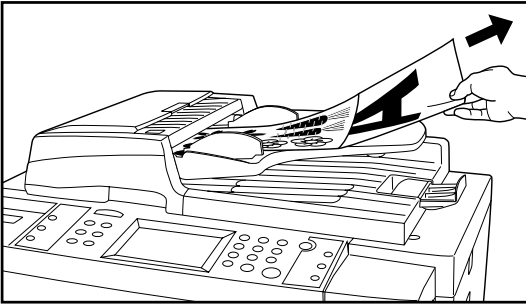


### ⑤ Misfeed in the DF

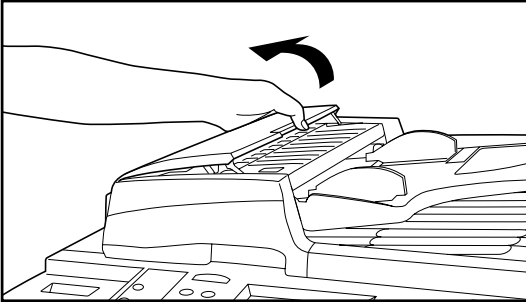
If "PAPER MISFEED." and the misfeed location indicator shown in the illustration appear on the touch panel, an original has misfed in the DF.



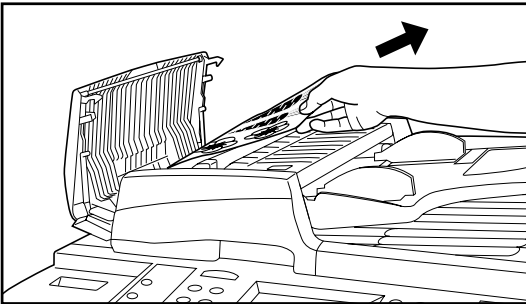
## Section 10 TROUBLESHOOTING



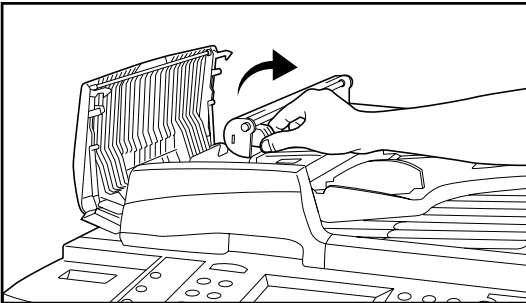
1. Remove all of the originals from the original table. If the original set indicator goes out, copying can be resumed. Reset the originals.  
\* If the originals are difficult to remove, or if the original set indicator continues to blink red even after the originals are removed, go to the next step.
2. Remove all of the originals that have been ejected onto the original ejection table.



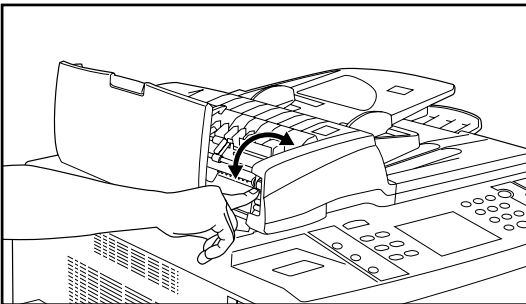
3. Open the original reversing cover.  
\* When opening the original reversing cover, hold the cover by the center lever.



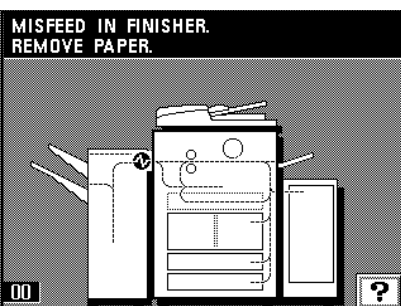
4. Remove any misfed originals without tearing them.



5. If you cannot remove the originals easily, open the reversing unit and remove them from there.



6. If you still cannot remove the originals easily, turn the original misfeed release dial to convey them to the position where they can be easily removed.
7. Once you have removed the misfed originals, close the reversing unit securely.
8. Close the original reversing cover. (Press down on the center lever to close it securely.)

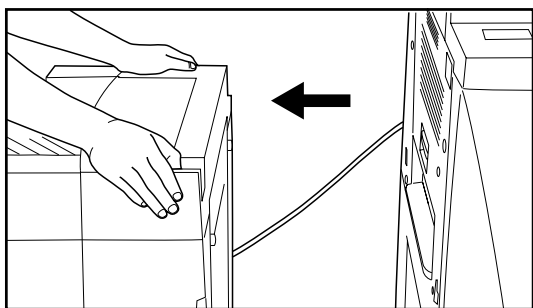


### ⑥ Misfeed in the optional Finisher

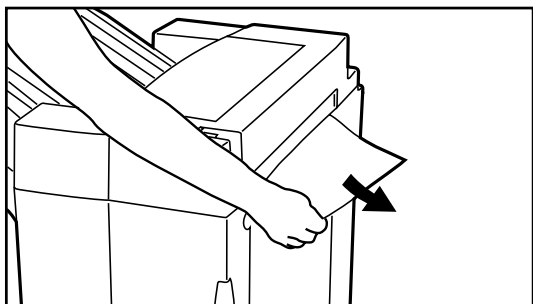
#### ● Misfeed in the coupling section

If "MISFEED IN FINISHER. REMOVE PAPER." and the misfeed location indicator shown in the illustration appear on the touch panel, paper has misfed in the coupling section between the Finisher and the copier.

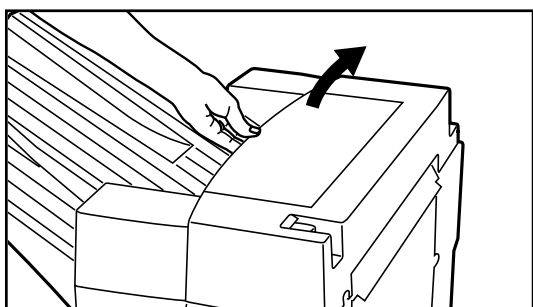
## Section 10 TROUBLESHOOTING



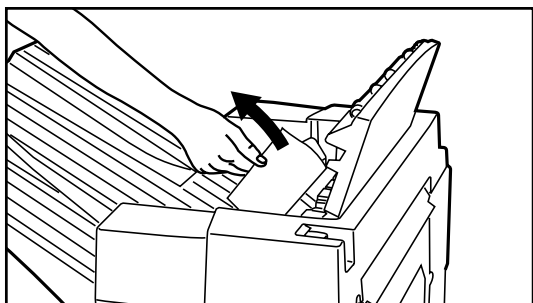
1. Hold down the Finisher release button and pull the Finisher away from the copier.



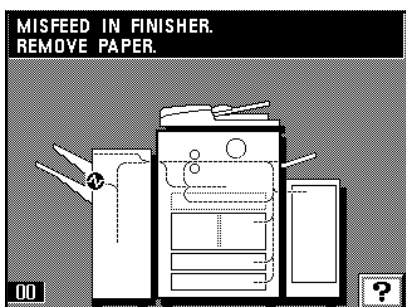
2. Remove the misfed paper from the coupling section without tearing it.



3. If the misfed paper cannot be removed from the coupling section, open the upper cover.

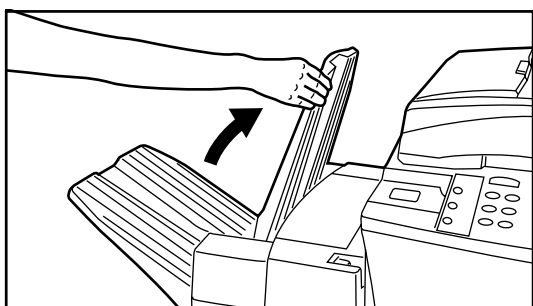


4. Remove the misfed paper from the conveyor section.  
5. Close the upper cover and reattach the Finisher to the copier.



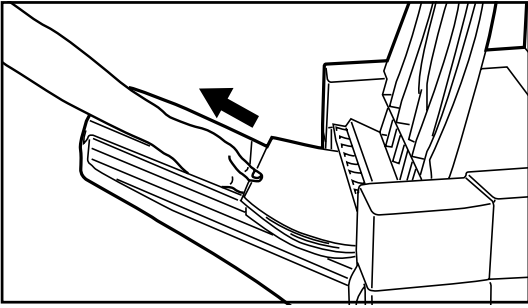
### ● Misfeed in the Sort tray

If "MISFEED IN FINISHER. REMOVE PAPER." and the misfeed location indicator shown in the illustration appear on the touch panel, paper has misfed in the conveyor section to the Sort tray.

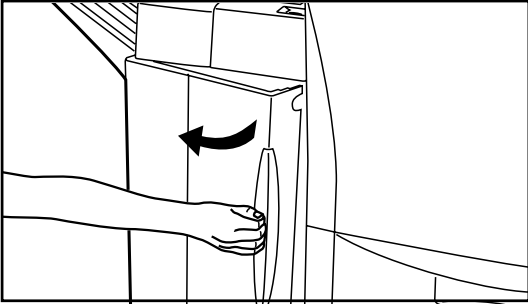


1. Lift up the Non-sort tray.

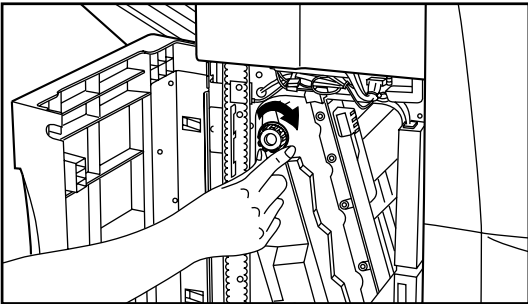
## Section 10 TROUBLESHOOTING



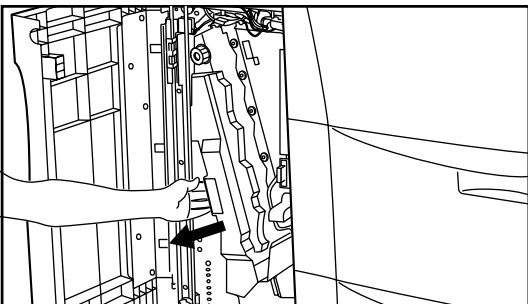
2. If the misfed paper is visible in the ejection slot, pull it out in the direction of ejection without tearing it.



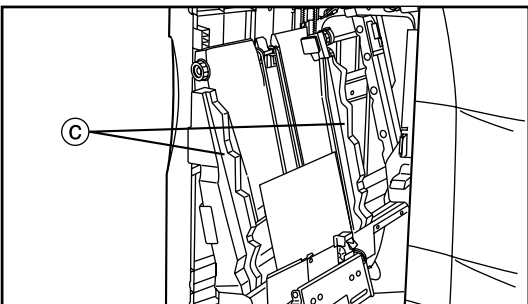
3. Grasp the front cover handle and open the front cover towards you.



4. Turn the conveyor knob in a clockwise direction. The misfed paper will be returned to the internal tray and the internal tray can now be pulled out.



5. Grasp the internal tray handle and carefully pull the internal tray out towards you.

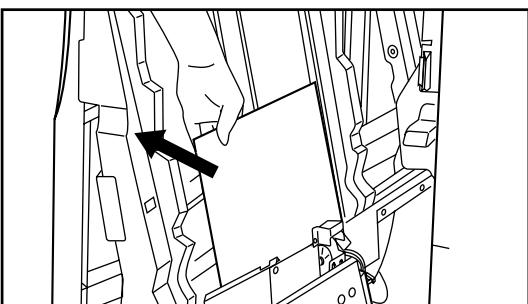


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### IMPORTANT!

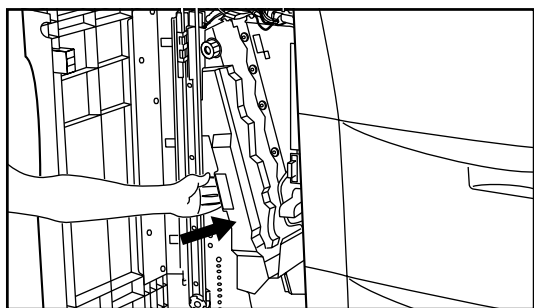
Once the internal tray is pulled out, DO NOT attempt to move the internal tray guides ©. If these guides are moved, there is a danger of damage to the Finisher.

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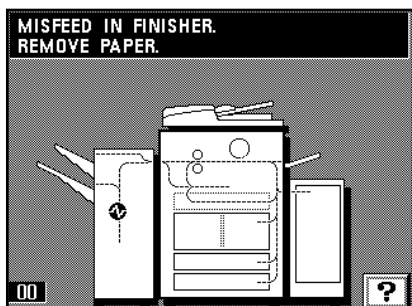


6. Remove the misfed paper without tearing it.

## Section 10 TROUBLESHOOTING

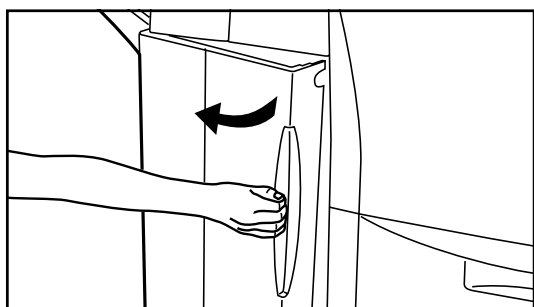


7. Replace the internal tray in its original position all the way into the Finisher.
8. Close the front cover securely.

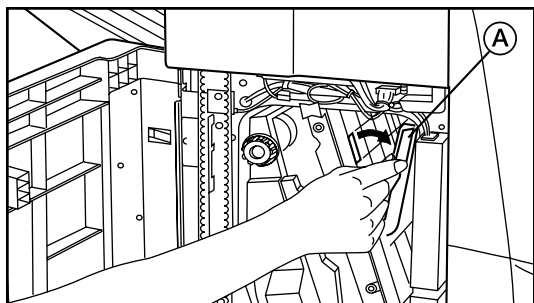


### ● Misfeed in the paper conveyor section

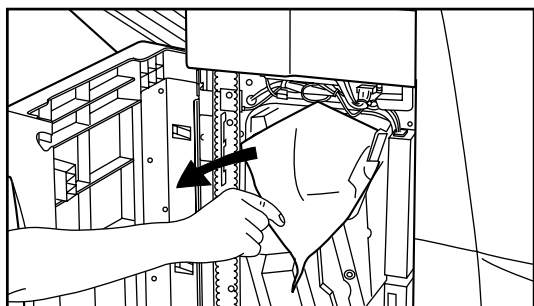
If “MISFEED IN FINISHER. REMOVE PAPER.” and the misfeed location indicator shown in the illustration appear on the touch panel, paper has misfed in the paper conveyor section to the internal tray.



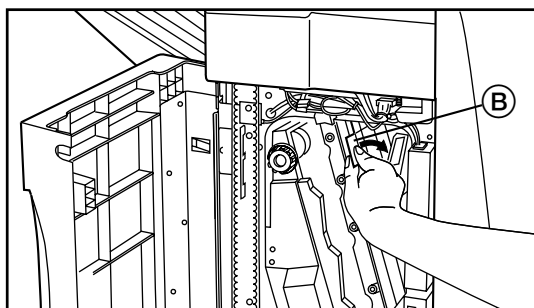
1. Grasp the front cover handle and open the front cover towards you.



2. Grasp the conveyor guide handle (A) and open the conveyor guide to the right.

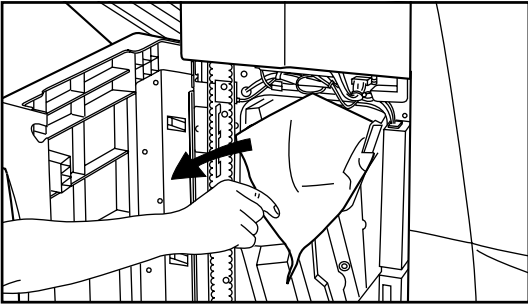


3. If the misfed paper is visible, remove it without tearing it.

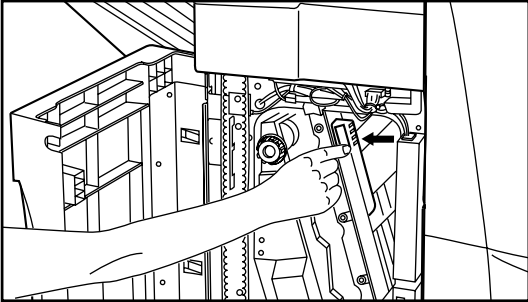


4. Grasp the conveyor guide handle (B) and open the conveyor guide to the right.

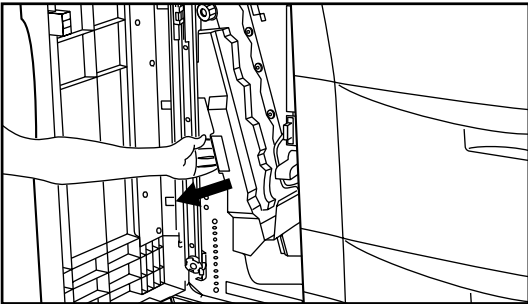
## Section 10 TROUBLESHOOTING



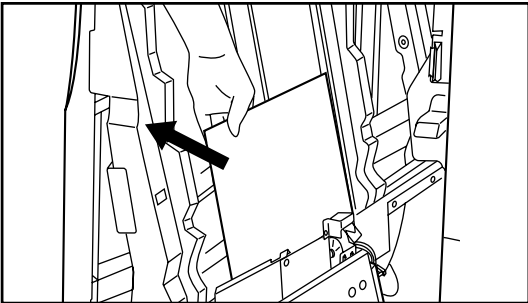
5. If the misfed paper is visible, remove it without tearing it.



6. Replace both conveyor guides in their original positions.



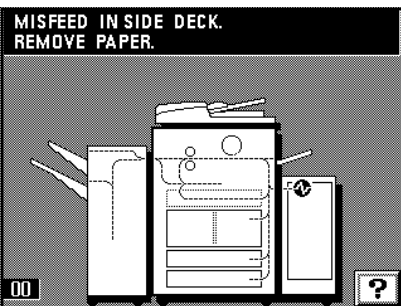
7. Grasp the internal tray handle and carefully pull the internal tray out towards you.



8. If there is any misfed paper visible in the internal tray, remove it without tearing it.

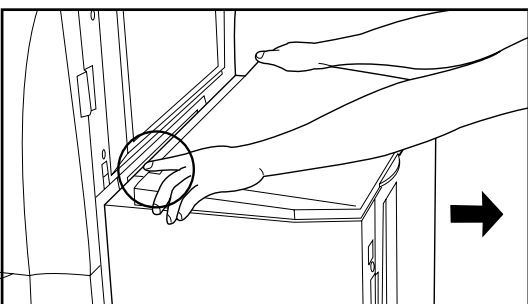
9. Replace the internal tray in its original position all the way into the Finisher.

10. Close the front cover securely.



### ⑦ Misfeed in the optional Side Deck

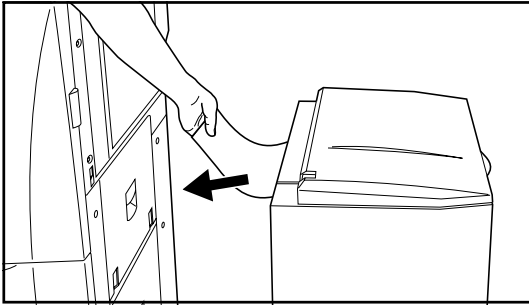
If “MISFEED IN SIDE DECK. REMOVE PAPER.” and the misfeed location indicator shown in the illustration appear on the touch panel, paper has misfed in the Side Deck.



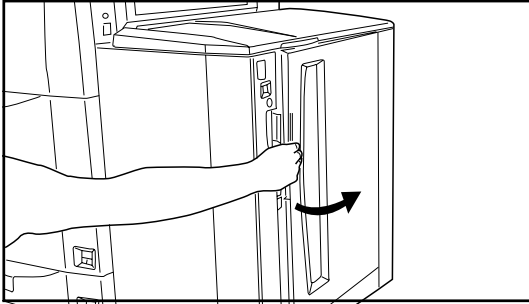
1. Hold down the Side Deck release button and pull the Side Deck away from the copier.

## Section 10 TROUBLESHOOTING

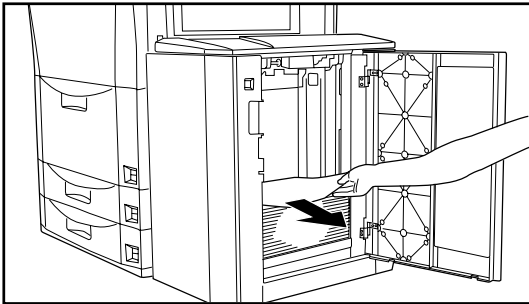
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2. If the misfed paper is visible in the coupling section between the Side Deck and the copier, remove the paper without tearing it.  
\* If you cannot remove the misfed paper easily, go to the next step.



3. Open the right cover to the Side Deck.



4. Remove the misfed paper without tearing it.
5. Close the right cover to the Side Deck and reattach the Side Deck to the copier.

**4. Troubleshooting tables**

If trouble occurs, refer to the tables below to carry out corrective procedures. If the trouble persists, contact the service representative for your copier.

<b>Trouble</b>	<b>Check point</b>	<b>Procedure</b>	<b>Page</b>
Nothing lights on the operation panel even though the main switch is ON ( I ).	Is the power plug connected to an AC outlet?	Connect the plug to an AC outlet.	_____
No copies come out even though the Start key was pressed.	Is there a message in the message display? Confirm the appropriate action based on the	message, and perform the corresponding procedure.	<b>10-1</b>
The finished copies are blank.	Were the originals set correctly ?	When setting originals in the DF, set them face up.	<b>3-4</b>
		When setting an original on the platen, set it face down.	<b>3-5</b>
The finished copies are too light.	Is the copier in the auto exposure mode?	To adjust the overall exposure level, perform the "Auto exposure adjustment" procedure.	<b>8-15</b>
	Is the copier in the manual exposure mode? Use the copy exposure adjustment keys to	adjust the exposure as appropriate.	<b>4-1</b>
		the "Manual exposure adjustment" procedure.	<b>8-16</b>
	Is a message displayed that tells you to add toner?	Add toner.	<b>3-5</b>
	Is the paper damp or wet?	Replace it with new paper.	<b>3-1</b>

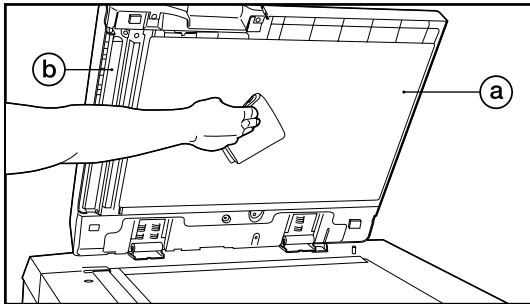
## Section 10 TROUBLESHOOTING

Trouble	Check point	Procedure	Page
The finished copies are too dark.	Is the copier in the auto exposure mode?	To adjust the overall exposure level, perform the "Auto exposure adjustment" procedure.	<b>8-15</b>
	Is the copier in the manual exposure mode?	Use the copy exposure adjustment keys to adjust the exposure as appropriate.	<b>4-1</b>
		To adjust the overall exposure level, perform the "Manual exposure adjustment" procedure.	<b>8-16</b>
The finished copies are dirty.	Is the platen, the slit glass or the original protector under the DF dirty?	Clean the platen, the slit glass and the original protector under the DF.	<b>10-20</b>
The finished copy image is askew.	Were the originals set correctly?	When setting an original on the platen, align it properly with the appropriate original size indicator lines.	<b>3-5</b>
		When setting originals in the DF, align them securely with the original insertion guides.	<b>3-4</b>
Paper is continually misfed.	Is the paper set correctly in the drawers or decks?	Set the paper correctly.	<b>3-1</b>
	Is the paper curled, folded or wrinkled?	Replace it with new paper.	<b>3-1</b>
	Is there misfed paper or loose scraps of paper remaining inside the copier?	Carry out the appropriate procedure to remove the paper.	<b>10-4</b>

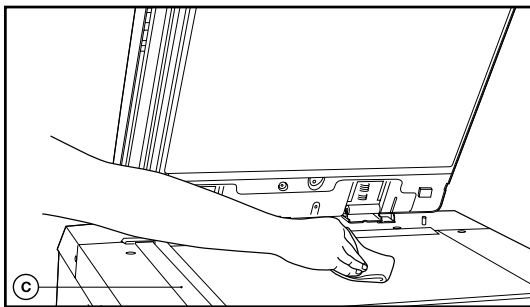


5. Cleaning the copier

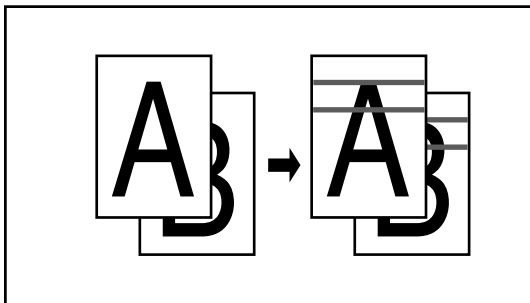
**⚠ CAUTION**  
 For safety purposes, ALWAYS remove the power plug from the outlet when performing cleaning operations.



● **Cleaning the original protector and the DF scanning cover**  
 Lift open the DF and wipe the original protector (a) and the DF scanning cover (b) with a soft cloth dampened with alcohol or mild detergent.  
 \* DO NOT use thinner or other solvents.

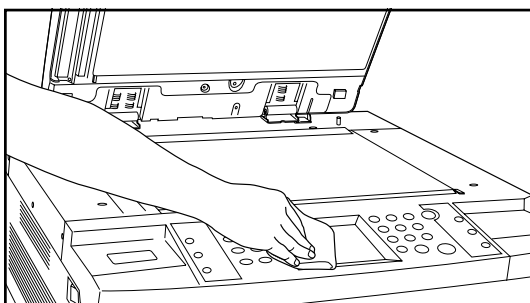


● **Cleaning the platen and the slit glass section**  
 Lift open the DF and wipe the platen and the slit glass section (c) with a soft cloth dampen with alcohol or mild detergent.  
 \* DO NOT use thinner or other solvents.



\* If the slit glass section of the DF becomes dirty, black lines may appear on finished copies (as shown in the illustration at left). If such black lines do appear on your copies, perform the cleaning procedure on the slit glass section as described above.

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



● **Cleaning the touch panel**  
 If the surface of the touch panel becomes dirty, wipe it gently with a dry cloth. If the dirt is difficult to remove, dampen the cloth slightly with alcohol.  
 \* DO NOT use water, thinner or other organic solvents.



# Section 11 SPECIFICATIONS

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Type .....	Desk-top
Original table .....	Stationary-type
Copying system .....	Indirect electrostatic
Acceptable originals .....	Platen: Sheets, books, 3-dimensional (Max. size: A3) DF: Sheets (A3 - A5 [vertical-feed], Folio, one-sided originals: 35 g/m <sup>2</sup> - 160 g/m <sup>2</sup> , two-sided originals: 50 g/m <sup>2</sup> - 120 g/m <sup>2</sup> )
Copy size .....	One-sided copies: A3 - A6 [vertical-feed], envelopes [only when using the printer functions of this machine] Two-sided copies: A3 - A5 [vertical-feed]
Print margin loss .....	0.5 mm - 5.5 mm
Copy speed .....	Same-size/memory copying: A3- 32 copies/min., B4 (257 mm x 364 mm)- 38 copies/min., A4- 62 copies/min., A4 [vertical-feed]- 44 copies/min.
Warm-up time .....	Within 360 sec. (room temperature: 20°C, humidity: 65%RH), from energy saving preheat mode: Within 30 sec. (room temperature: 20°C, humidity: 65%RH)
First copy speed .....	3.6 sec. (A4, manual exposure mode)
Copy magnification ratio .....	Selectable to any 1% increment between 25% and 400% or to standard fixed ratios. (Selectable between 25% and 200% when copying from the DF.)
Bitmap memory .....	64 MB (Installed)
Image storage memory .....	8.5 GB (Installed)
Resolution .....	Scanning: 600 dpi x 600 dpi Printing: 600 dpi x 600 dpi
Paper feed system .....	Automatic feed from drawers/deck (Two 550 sheet [80 g/m <sup>2</sup> ] capacity drawers, one 3,000 sheet [80 g/m <sup>2</sup> ] capacity deck) and stack bypass tray (100 sheet [80 g/m <sup>2</sup> ] capacity)
Acceptable copy paper .....	In drawers, decks, duplex unit: Standard (60 g/m <sup>2</sup> - 160 g/m <sup>2</sup> ) paper In stack bypass tray: Standard (60 g/m <sup>2</sup> - 200 g/m <sup>2</sup> ) or special paper (letterheads, colored paper or Transparencies, etc.), envelopes (DL, C5, COM-10, Monarch) [only when using the printer functions of this machine]
Continuous copying .....	1 - 999 sheets
Light source .....	Inert-gas lamp
Developing system .....	Dual-component dry process
Toner replenishment system .....	From toner bottle to waste toner tank
Fixing system .....	Heat roller
Cleaning system .....	Blade
Photoconductor .....	a-Si
Functions and modes .....	Self-diagnosis, auto preheat mode, auto exposure adjustment, original size detection, auto paper size selection, auto magnification selection, zoom copy mode, fixed-size zoom mode, standard zoom mode, XY zoom mode, photo mode, two-sided copy mode, margin mode, print page numbers function, page separation mode, border erase mode, sheet copy mode, presentation mode, transparency + backing sheet modes, form overlay mode, combined copy mode, booklet copy mode, booklet + cover copy mode, sort copy mode, invert copy mode, mirror image mode, program mode, change settings function, job build function, document management functions, copy management functions, weekly timer mode, default settings, touch panel language selection
Power source .....	220 - 240 V AC, 50 or 60Hz, 8.5 A
Power consumption .....	Rated power consumption (Max. 2040 W)
Dimensions (W) x (D) x (H) .....	685 mm x 795 mm x 1170 mm
Weight .....	Approx. 200 kg
Required space (W) x (D) .....	1369 mm x 795 mm
Optional equipment .....	Side Deck, Finisher, Booklet Stitcher, Mailbox Unit, Key Counter, Print/Scan System, Tandem Board, Copy Tray

(Specifications are subject to change without notice)

# Laser Safety

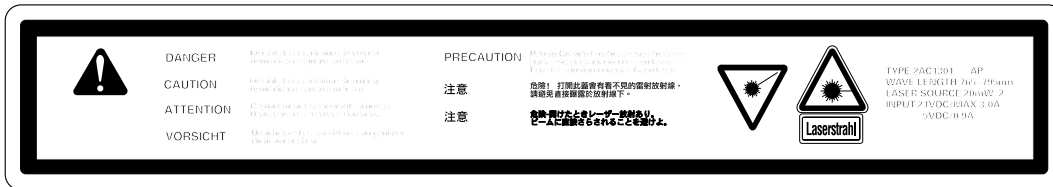
Laser radiation could be hazardous to the human body. For this reason, laser radiation emitted inside this machine is hermetically sealed within the protective housing and external cover. In the normal operation of the product by user, no radiation can leak from the machine.

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

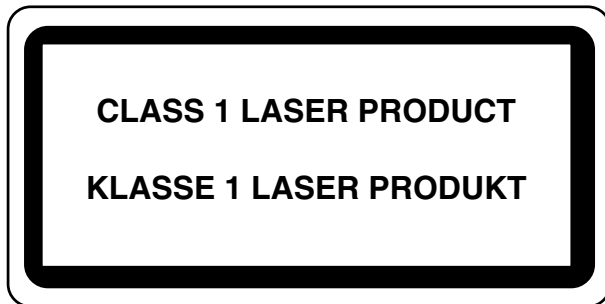
## CAUTION

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

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



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



## CAUTION!

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

## VORSICHT!

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



### DECLARATION OF CONFORMITY

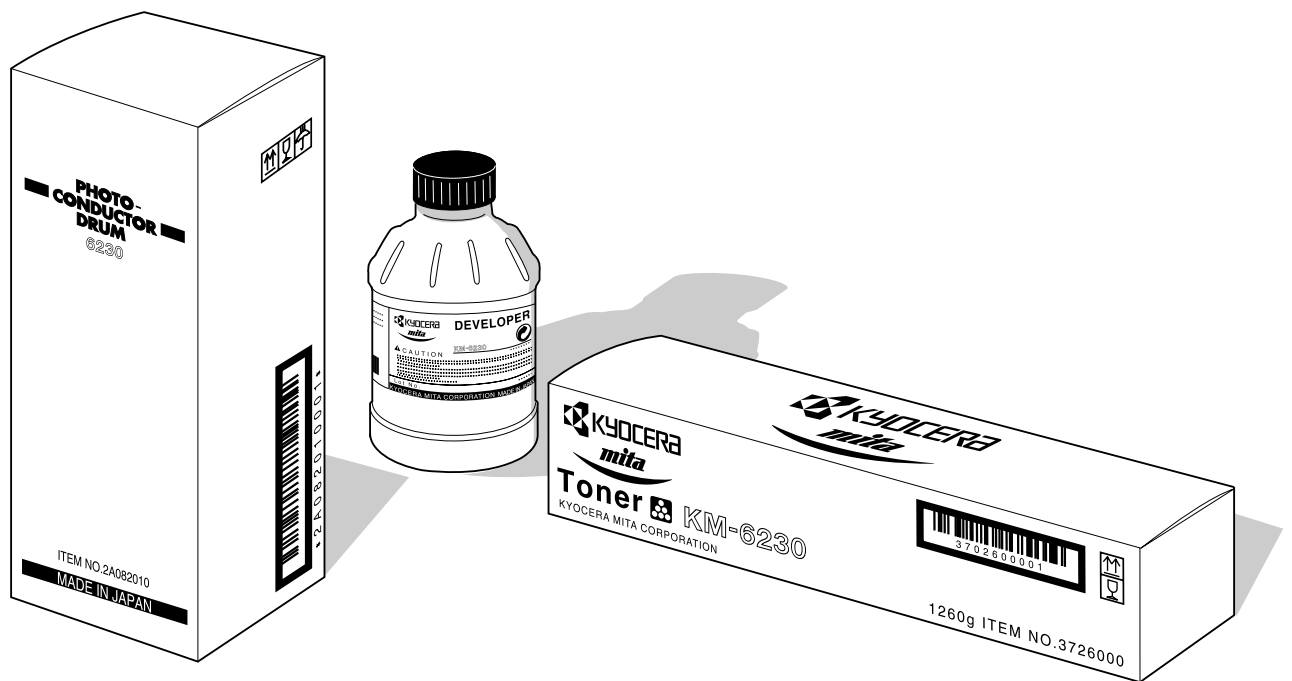
TO

89/336/EEC, 73/23/EEC, 93/68/EEC and 1999/5/EC

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>
The common technical regulation for the attachment requirements for connection to the analogue public switched telephone networks (PSTNs) of terminal equipment (excluding terminal equipment supporting the voice telephony justified case service) in which network addressing, if provided, is by means of dual tone mulch-frequency (DTMF) signaling	<u>CTR 21</u>

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



**QUALITY  
CERTIFICATE**

This machine has passed  
all quality controls and  
final inspection

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