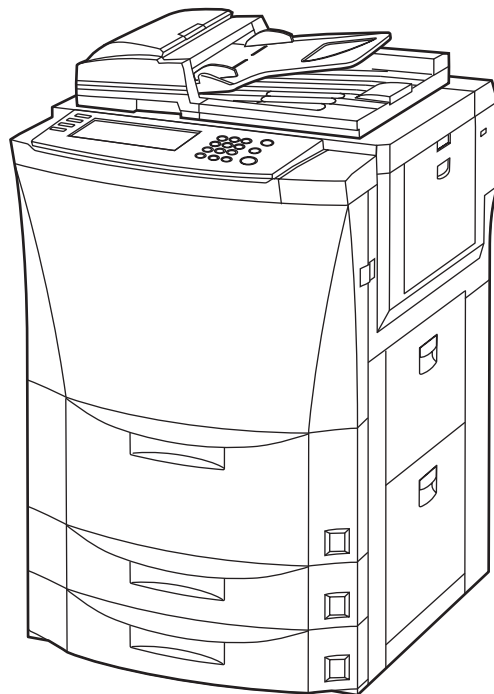




## Operation Guide

# KM-6330

# KM-7530



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



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

#### About the International Energy Star Program

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

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

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

#### ● Low Power Mode

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

In areas of the GEEA, the available setting for the auto shut-off function to engage is between 15 and 120 minutes, and the available setting for the energy-saving preheat function to engage is any 1-minute increment between 1 minute and 45 minutes, 60 minutes, 90 minutes or 120 minutes.

#### <IMPORTANT>

The instructions contained herein are based on the 63 cpm (copies-per-minute) KM-6330 copier and the 75 cpm KM-7530 copier.

#### NOTE:

This Operation Guide contains information that corresponds to using both the inch and metric versions of this copier. Within the text we have generally indicated messages by listing that for the inch version followed, in brackets, by the corresponding information for the metric version. However, when a message is essentially the same, or when the difference is only one of upper- and lower-case spelling, we have listed the information specifically as it is displayed in the inch version of this machine.

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

#### Legal Restriction On Copying

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

#### ● Off Mode

The device automatically enters "Off Mode" when 90 minutes have passed since the device was last used. The amount of time of no activity that must pass before "Off Mode" is activated may be lengthened. For more information see "Auto shut-off function".

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

The device automatically enters "Sleep Mode" when 90 minutes have passed since the device was last used. The amount of time of no activity that must pass before "Sleep Mode" is activated may be lengthened. For more information see "Auto shut-off function".

#### ● Automatic 2-Sided Copy Function

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

For more information see "Making 2-sided copies from various types of originals [2-sided copy modes]".

#### ● Paper Recycling

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

---

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

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



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



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



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

### Symbols

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



..... [General warning]



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



..... [Warning of high temperature]

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



..... [Warning of prohibited action]



..... [Disassembly prohibited]

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



..... [Alert of required action]



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



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

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




### <Note>

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

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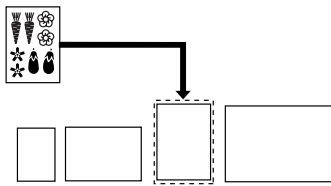
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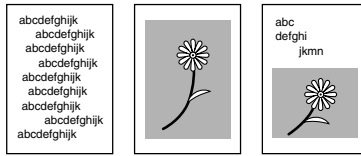
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# ● MAKING FULL USE OF THE COPIER'S ADVANCED FUNCTIONS

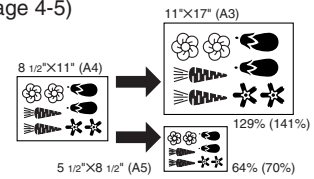
**1** Having the copier automatically select copy paper of the same size as the original  
**<Auto paper selection mode>**  
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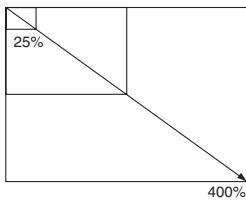
**2** Making clear reproductions of photographs  
**<Image quality selection>**  
 (Page 4-3)



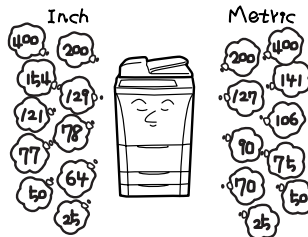
**3** Various functions for making enlarged and reduced copies  
 ■ Enlarging/reducing the copy image to fit the size of paper in a specified drawer[cassette]  
**<Auto magnification selection mode>**  
 (Page 4-5)



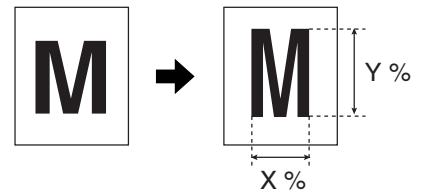
■ Enlarging/reducing the copy image to a desired size between 25% and 400% (between 25% and 200% when using the Document Processor)  
**<Zoom mode>** (Page 4-6)



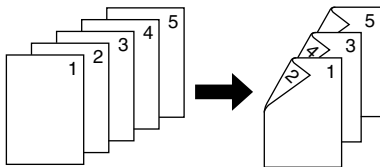
■ One-touch selection of the copy magnification ratio  
**<Preset zoom mode>**  
 (Page 4-7)



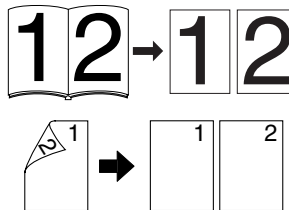
■ Enlarging/reducing the length and width of the image to separate magnification ratios  
**<XY zoom mode>**  
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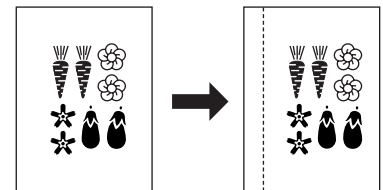
**4** Making 2-sided copies from various types of originals  
**<2-sided copy modes>**  
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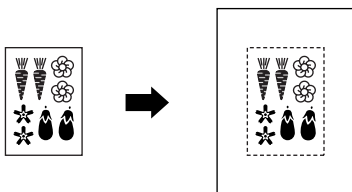
**5** Copying each image of open-faced (books, etc.) or 2-sided originals onto separate sheets  
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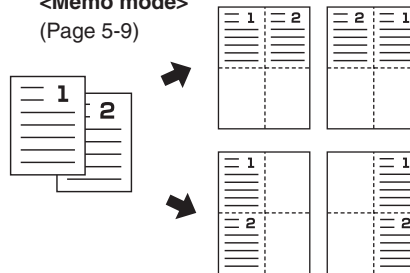
**6** Creating a margin on the copies  
**<Margin mode>**  
 (Page 5-6)



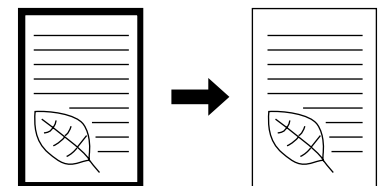
**7** Centering the copy image  
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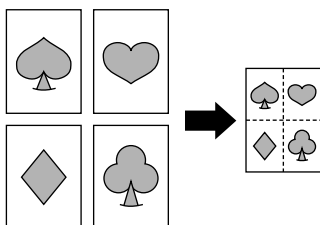
**8** Adding a space next to the copy images for making notes  
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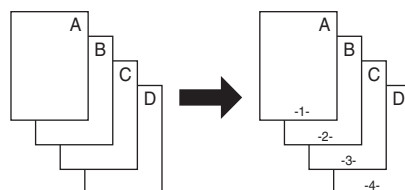
**9** Making copies with clean edges  
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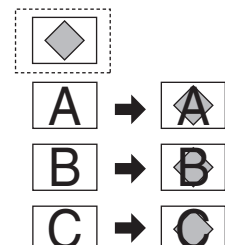
**10** Fitting the image of either two or four originals onto a single copy page  
**<Combine/Merge Copy modes>**  
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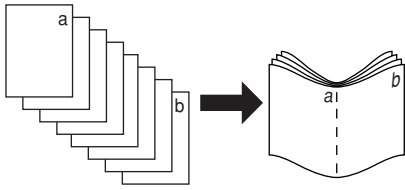
**11** Printing page numbers on the copies  
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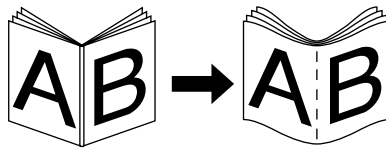
**12** Overlaying one image over another  
**<Form overlay mode>**  
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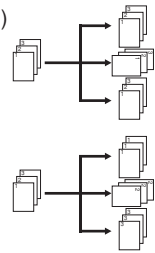
**13** Making booklets from sheet originals  
**<Booklet/Stitching mode>**  
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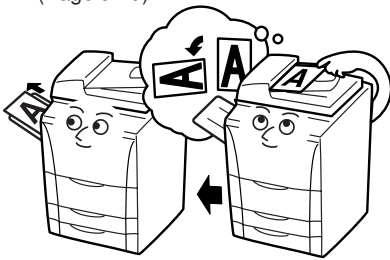
**14** Making booklets from books  
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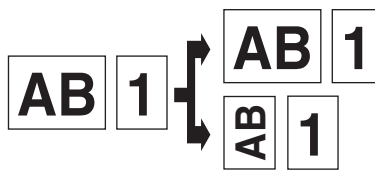
**15** Automatic sorting of copy sets without the Document Finisher  
**<Sort/Finished mode>**  
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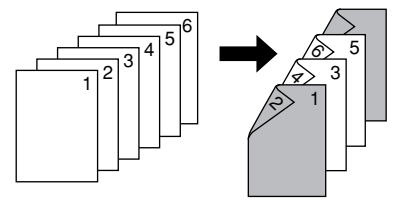
**16** Automatic rotation of the copy image  
**<Auto rotation function>**  
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**17** Copying different sized originals at the same time  
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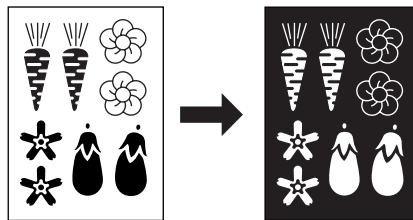
**18** Adding a front and/or back cover to your copy sets  
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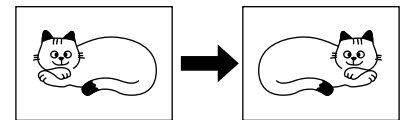
**19** Feeding paper as a backing sheet for OHP transparencies  
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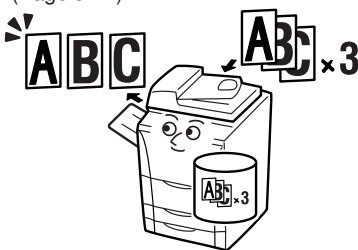
**20** Inverting black and white  
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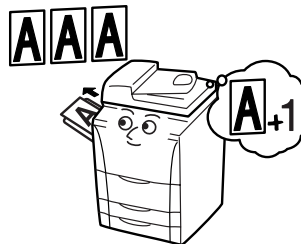
**21** Making mirror image copies  
**<Mirror image mode>**  
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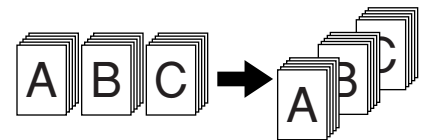
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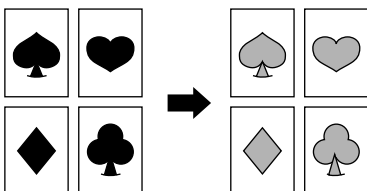
**23** Making more of the same copies after a copy job is finished  
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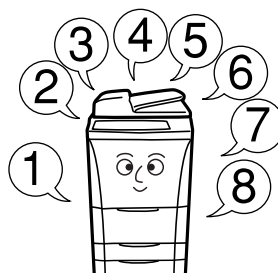
**24** Copying a large volume of originals in one operation  
**<Batch scanning mode>**  
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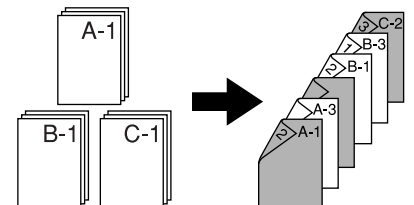
**25** Saving on toner use  
**<Eco print mode>**  
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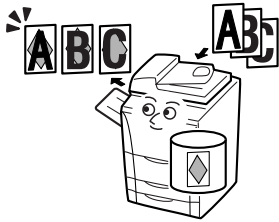
**26** Memorizing frequently used settings  
**<Program function>**  
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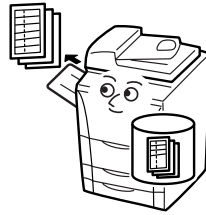
**27** Easily add covers and insert sheets between various sets of originals in one operation  
**<Job build mode>**  
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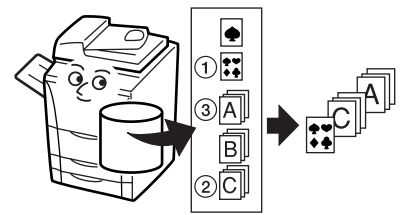
**28** Registering images to be used for form overlay  
 <Form registration>  
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**29** Managing shared forms  
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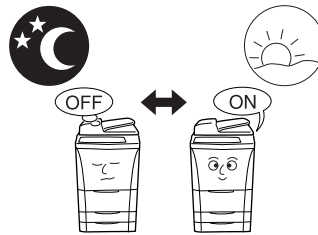
**30** Printing out different stored originals in one operation  
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**31** Using department ID-codes to manage the number of copies made by each department  
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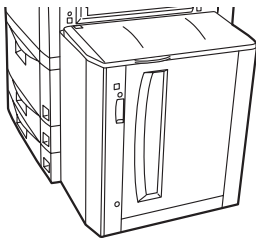
**32** Turning the power to the copier ON/OFF automatically on a set schedule  
 <Weekly timer function>  
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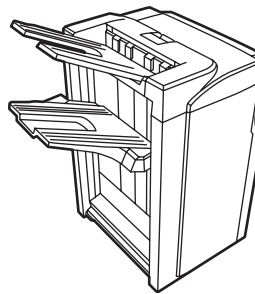
**33** Changing the language used in the touch panel  
 <Language selection function>  
 (Page 7-78)



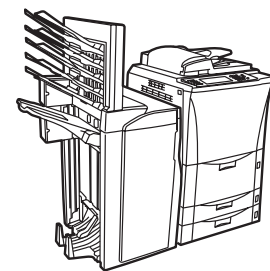
**34** A full range of optional equipment is available  
 ■ Side Feeder  
 (Page 8-1)



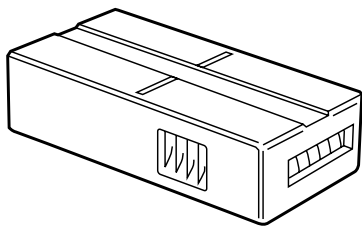
■ Document Finisher  
 (Page 8-1)



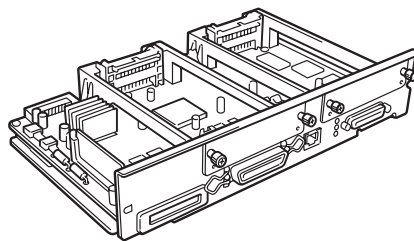
■ Document Finisher + Multi Job Tray + Center-Folding Unit  
 (Page 8-1)



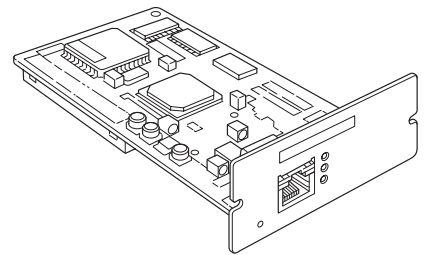
■ Key Counter  
 (Page 8-7)



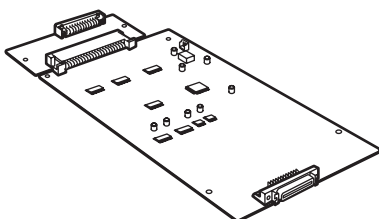
■ Printer Kit  
 (Page 8-7)



■ Network Scanner Kit  
 (Page 8-7)



■ Tandem Copier Kit  
 (Page 8-8)

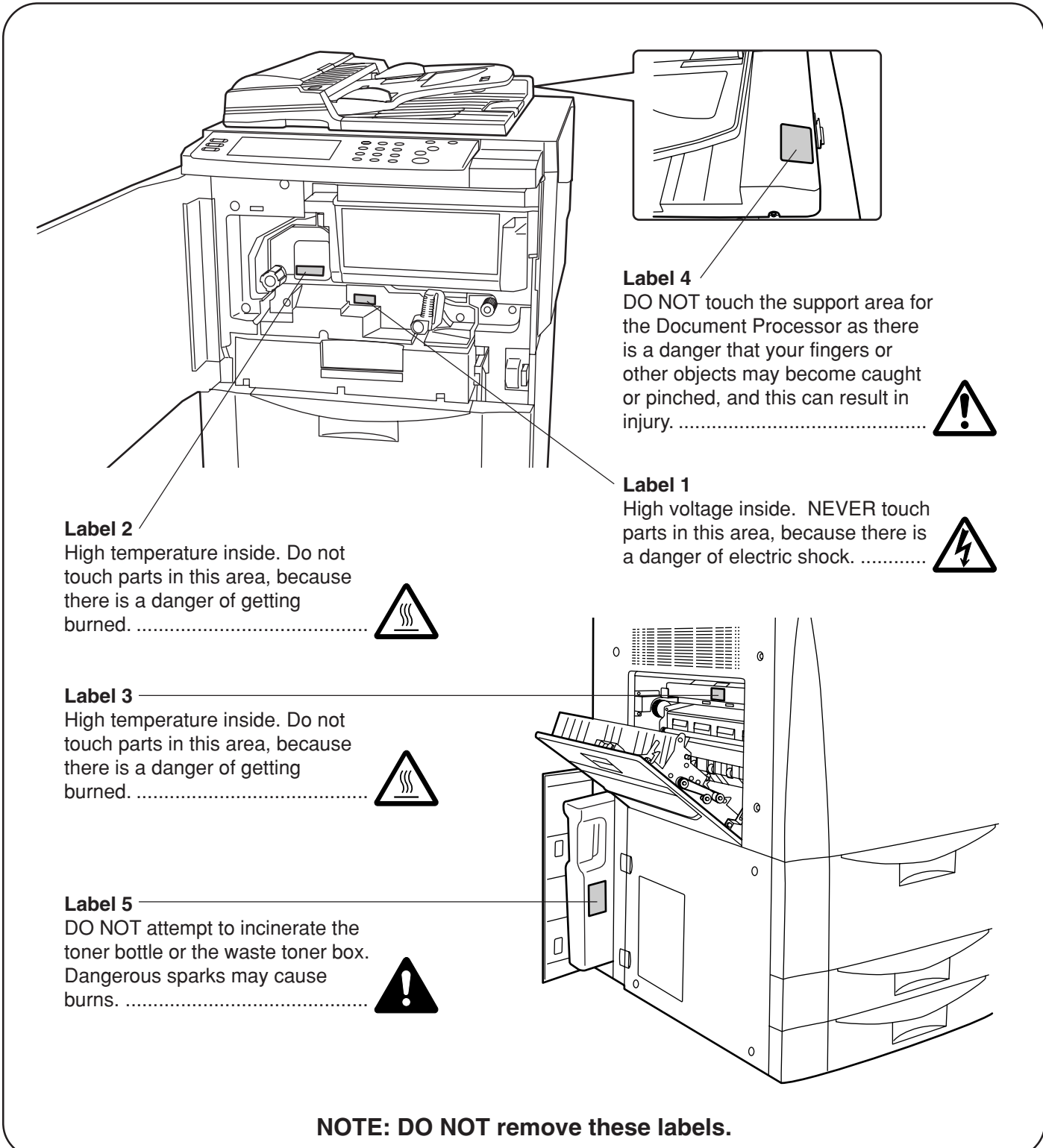






# Section 1 IMPORTANT! PLEASE READ FIRST.


## CAUTION LABELS


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




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

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

**Label 3**  
High temperature inside. Do not touch parts in this area, because there is a danger of getting burned. .... 

**Label 4**  
DO NOT touch the support area for the Document Processor as there is a danger that your fingers or other objects may become caught or pinched, and this can result in injury. .... 





**Label 5**  
DO NOT attempt to incinerate the toner bottle or the waste toner box. Dangerous sparks may cause burns. .... 

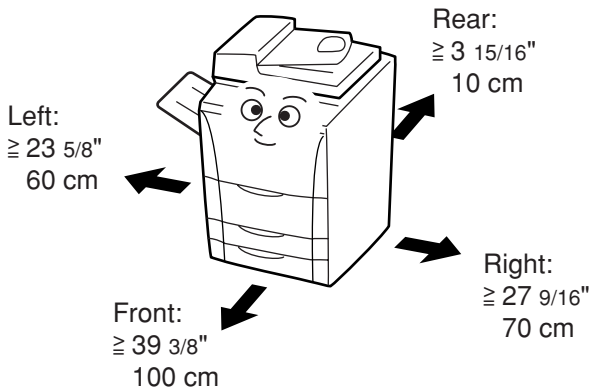
**NOTE: DO NOT remove these labels.**


# INSTALLATION PRECAUTIONS

## ■ Environment

### CAUTION

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



- 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 68°F (20°C), humidity: around 65%) and avoid the following locations when selecting a site for the copier.
  - Avoid locations near a window or with exposure to direct sunlight.
  - Avoid locations with vibrations.
  - Avoid locations with drastic temperature fluctuations.
  - Avoid locations with direct exposure to hot or cold air.
  - Avoid poorly ventilated locations.
- If the floor is delicate against casters, when this product is moved after installation, the floor material may be damaged.

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

## ■ Power supply/Grounding the copier

### WARNING


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

#### Other precautions

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

## ■ Handling of plastic bags

### WARNING









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










# PRECAUTIONS FOR USE

## ■ Cautions when using the copier

### WARNING

- DO NOT place metallic objects or containers with water (flower vases, flower pots, cups, etc.) on or near the copier. This 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, BE ABSOLUTELY CERTAIN to remove the power plug from the outlet and then contact your service representative. .... 
- If anything harmful (paper clips, water, other fluids, etc.) falls into the copier, turn the main switch OFF (O) immediately. Next, BE ABSOLUTELY CERTAIN to remove the power plug from the outlet to avoid the danger of fire or electrical shock. Then contact your service representative. .... 
- DO NOT remove or connect the power plug with wet hands, as there is a danger of electrical shock. .... 
- ALWAYS contact your service representative for maintenance or repair of internal parts. .... 

### CAUTION

- DO NOT pull the power cord when removing it from the outlet. If the power cord is pulled, the wires may become broken and there is a danger of fire or electrical shock. (ALWAYS grasp the power plug when removing the power cord from the outlet.) ..... 
- ALWAYS remove the power plug from the outlet when moving the copier. If the power cord is damaged, there is a danger of fire or electrical shock. .... 
- If the copier will not be used for a short period of time (overnight, etc.), turn the 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 Processor open as there is a danger of personal injury. .... 





## PRECAUTIONS FOR USE

### 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.
- When lifting or moving the copier, contact your service representative.
- Do not touch electrical parts, such as connectors or printed circuit boards. They could be damaged by static electricity.
- DO NOT attempt to perform any operations not explained in this handbook.
- CAUTION : Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.
- Do not look directly at the light from the scanning lamp as it may cause your eyes to feel tired or painful.
- This copier comes equipped with an HDD (hard disk). DO NOT attempt to move the copier while the power is still ON; Since any resulting shock or vibration may cause damage to the hard disk, be sure to turn off the power BEFORE attempting to move the copier.

### ■ Cautions when handling consumables

## CAUTION

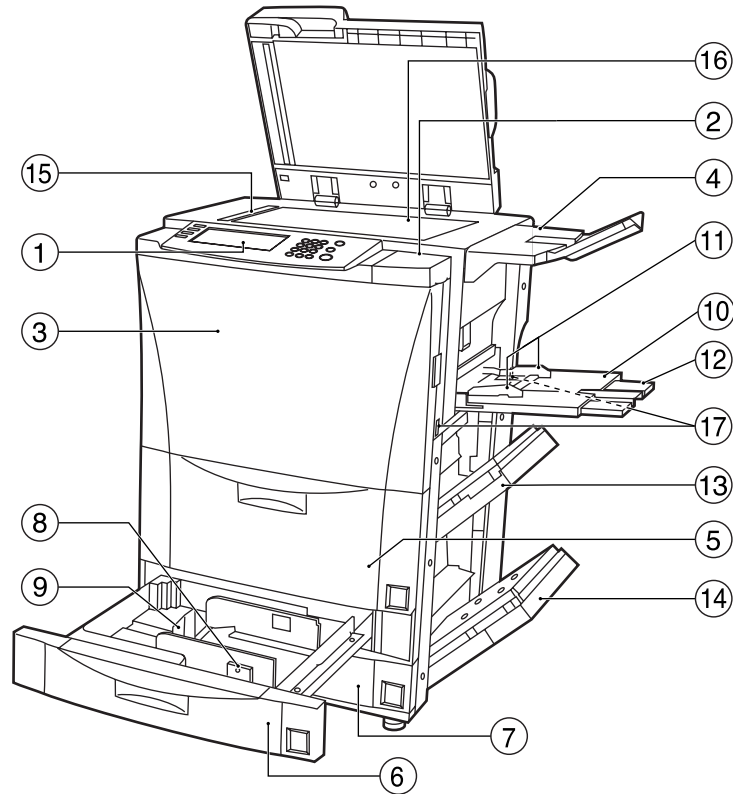
- DO NOT attempt to incinerate the toner bottle or the waste toner box. Dangerous sparks may cause burns. .... 
- Keep the toner bottle and the waste toner box out of the reach of children. .... 
- If toner happens to spill from the toner bottle or the waste toner box, avoid inhalation and ingestion, as well as contact with your eyes and skin. .... 
  - If you do happen to inhale toner, move to a place with fresh air and gargle thoroughly with a large amount of water. If coughing develops, contact a physician.
  - If you do happen to ingest toner, rinse your mouth out with water and drink 1 or 2 cups of water to dilute the contents of your stomach. If necessary, contact a physician.
  - If you do happen to get toner in your eyes, flush them thoroughly with water. If there is any remaining tenderness, contact a physician.
  - If toner does happen to get on your skin, wash with soap and water.
- DO NOT attempt to force open or destroy the toner bottle or the waste toner box. .... 

### Other precautions

- After use, ALWAYS dispose of the toner bottle and the waste toner box in accordance with Federal, State and Local rules and regulations.
- Store all consumables in a cool, dark location.
- If the copier will not be used for an extended period of time, remove the paper from the cassette, return it to its original package and reseal it.

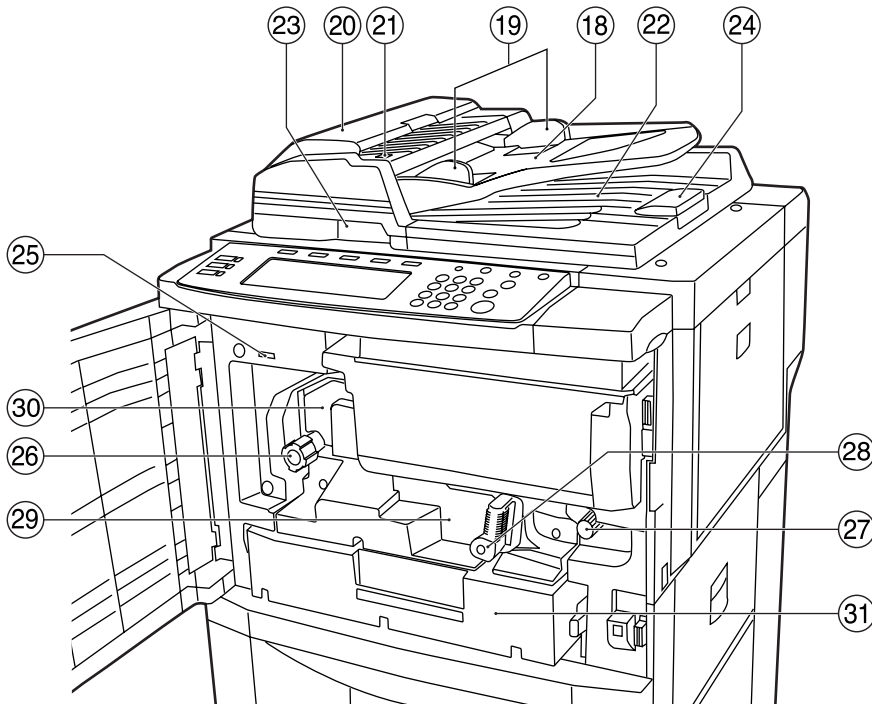
# Section 2 NAMES OF PARTS

## 1. Main body



- ① **Operation panel**  
(Perform copy operations here.)
- ② **Cover on the right side of the operation panel**  
(Open this cover when you need to add toner.)
- ③ **Front cover**  
(Open this cover if a paper misfeed occurs inside the copier.)
- ④ **Original tray**  
(Depending upon the country or region where you purchased your copier, this part may not be included.)
- ⑤ **Drawer[Cassette] No.1**  
(This drawer[cassette] has a storage capacity of 3,000 sheets of standard copy paper.)
- ⑥ **Drawer[Cassette] No.2**  
(This drawer[cassette] has a storage capacity of 500 sheets of standard copy paper.)
- ⑦ **Drawer[Cassette] No.3**  
(This drawer[cassette] has a storage capacity of 500 sheets of standard copy paper.)
- ⑧ **Paper width guide release levers**  
(Pinch these levers and adjust the guide plates to fit the width of the paper that is to be loaded in that drawer[cassette].)
- ⑨ **Paper length guide release levers**  
(Pinch these levers and adjust the guide plate to fit the length of the paper that is to be loaded in that drawer[cassette].)
- ⑩ **Multi-bypass tray**  
(Set copy paper on this tray when you want to copy onto small paper sizes or onto special types of paper.)
- ⑪ **Insert guides**  
(Align these guides to fit the width of the paper that is to be set on the multi-bypass tray.)
- ⑫ **Multi-bypass extension**  
(Pull out this extension when copying onto 8 1/2" x 11", 8 1/2" x 14", 11" x 17", A4R, B4 or A3 size paper.)
- ⑬ **Right upper cover**  
(Open this cover if a paper misfeed occurs inside the copier.)
- ⑭ **Right lower cover**  
(Open this cover if a paper misfeed occurs inside the copier.)
- ⑮ **Original size indicator lines**  
(Be sure to align the original with these lines whenever setting an original on the platen.)
- ⑯ **Platen**  
(Set originals here for copying. Lay originals face-down and align the edges with the size indicator lines located on the left and rear sides of the platen.)
- ⑰ **Handles for transport**  
(Pull these bars out - two on both the left and right sides of the copier - in order to use them as handles.)

## Section 2 NAMES OF PARTS



**18 Original table**

(Set originals to be copied on this table.)

**19 Original insert guides**

(Align these guides to fit the width of the originals to be copied.)

**20 Document Processor cover**

(Open this cover if an original misfeed occurs.)

**21 Original set indicator**

(This indicator lights when originals are set in the Document Processor.)

**22 Original eject table**

(Originals that have been copied are ejected and stored here.)

**23 Document Processor handle**

(Hold this handle when you want to open the Document Processor.)

**24 Ejection extension**

(Open this extension when using larger sized originals such as 8 1/2" x 14", 11" x 17", B4 and A3.)

**25 Total counter**

(This counter displays the total number of copies made on the copier up to this point.)

**26 Fixing unit handle**

(Operate this handle out if a paper misfeed occurs inside the copier.)

**27 Transfer unit handle**

(Operate this handle out if a paper misfeed occurs inside the copier.)

**28 Transfer unit release lever**

(Operate this lever when you need to pull out the transfer unit.)

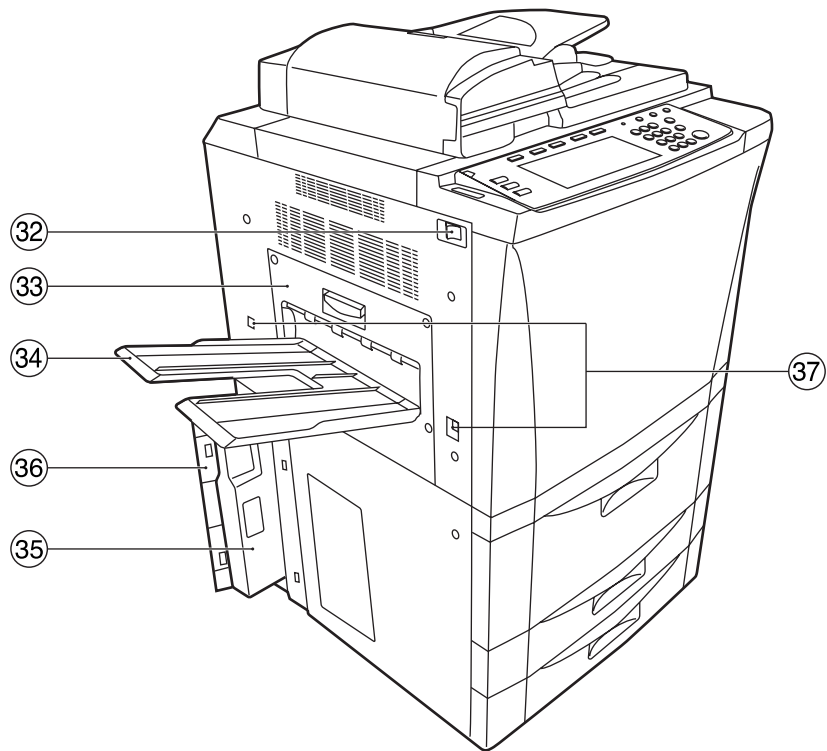
**29 Transfer unit**

(Pull this unit out if a paper misfeed occurs inside the copier.)

**30 Fixing unit**

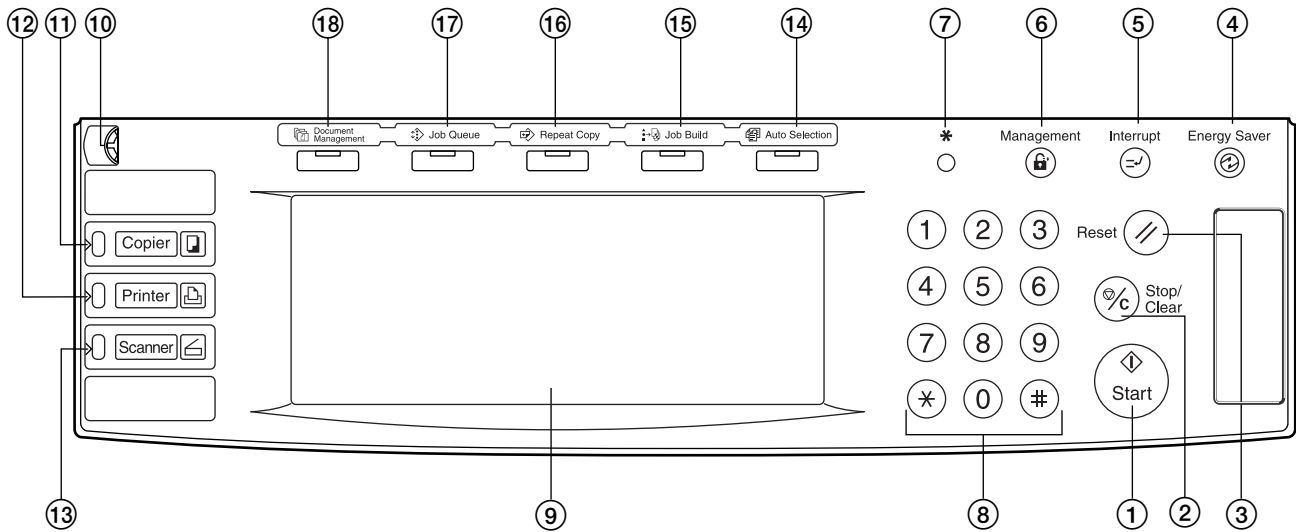
**31 Duplex Unit**

(Pull this unit out if a paper misfeed occurs inside the copier.)



- ③② **Main switch**  
(Turn this switch ON ( | ) before copying.)
- ③③ **Left cover**  
(Open this cover if a paper misfeed occurs inside the copier.)
- ③④ **Copy eject tray**  
(Finished copies are ejected and stored on this tray.)
- ③⑤ **Waste toner box**
- ③⑥ **Waste toner box cover**  
(Open this cover when replacing the waste toner box.)
- ③⑦ **Handles for transport**  
(Pull these bars out - two on both the left and right sides of the copier - in order to use them as handles.)

## 2. Operation panel



- ① **[Start] key & indicator lamp**  
(Press this key when the lamp in that key is lit green and you want to start copying.)
- ② **[Stop/Clear] key**  
(Press this key when you want to stop copying or change the number of copies to be made.)
- ③ **[Reset] key**  
(Press this key to reset all functions to their initial mode settings. See "Initial mode" on page 2-5.)
- ④ **[Energy Saver] key & indicator lamp**  
(Press this key when you want to turn the energy-saving preheat mode ON. Press the same key again to turn the preheat mode OFF. See page 4-11.)
- ⑤ **[Interrupt] key & indicator lamp**  
(Press this key to light the lamp in that key when you want to perform interrupt copying. See page 4-9.)
- ⑥ **[Management] key**  
(When copy management is turned ON, press this key after copying in order to return to the department ID-code entry display. See page 7-1.)
- ⑦ **[\*] (default setting) key**  
(Press this key when you want to perform default settings as well as those related to copy management, etc.)
- ⑧ **Keypad**  
(Use these keys when you want to set the number of copies to be made or enter other values.)
- ⑨ **Touch panel**  
(This panel displays such information as operation procedures, machine status, and the various function keys.)
- ⑩ **Brightness adjustment control dial**  
(Turn this dial when you want to adjust the brightness of the touch panel.)
- ⑪ **[Copier] key & indicator lamp**  
(Press this key to light the lamp in that key when you want to use the copier functions of this machine.)
- ⑫ **[Printer] key & indicator lamp**  
(Press this key when you want to use the optional printer functions of this machine. The lamp in that key will light when the machine is in the printer operation mode. The indicator to the left of the key will either light green or orange, or will flash, depending upon the status of the machine. See page 9-6.)
- ⑬ **[Scanner] key & indicator lamp**  
(Press this key when you want to use the optional scanner functions of this machine. The lamp in that key will light when the machine is in the scanner operation mode. The indicator to the left of the key will either light green or orange, or will flash, depending upon the status of the machine. See page 9-6.)
- ⑭ **[Auto Selection] key & indicator lamp**  
(Press this key to light the lamp in that key when you want to use the auto selection mode. See page 5-30.)
- ⑮ **[Job Build] key & indicator lamp**  
(Press this key to light the lamp in that key when you want to use the job build mode. See page 5-58.)
- ⑯ **[Repeat Copy] key & indicator lamp**  
(Press this key to light the lamp in that key when you want to use the repeat copy mode. See page 5-43.)
- ⑰ **[Job Queue] key & indicator lamp**  
(Press this key to light the lamp in that key when you want to use the output management functions of the copier. See page 6-20.)
- ⑱ **[Document Management] key & indicator lamp**  
(Press this key to light the lamp in that key when you want to use the document management functions of the copier. See page 6-1.)



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

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

---

#### NOTES

- The default settings for the initial mode can be changed using the corresponding "copy default settings" procedure.
  - It is possible for you to change the default setting for the copy exposure in the initial mode from the "manual exposure mode" to the "auto exposure mode". (See "Exposure mode" on page 7-40.)
- 

### ● Auto clear function

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

### ● Automatic drawer[cassette] switching function

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

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

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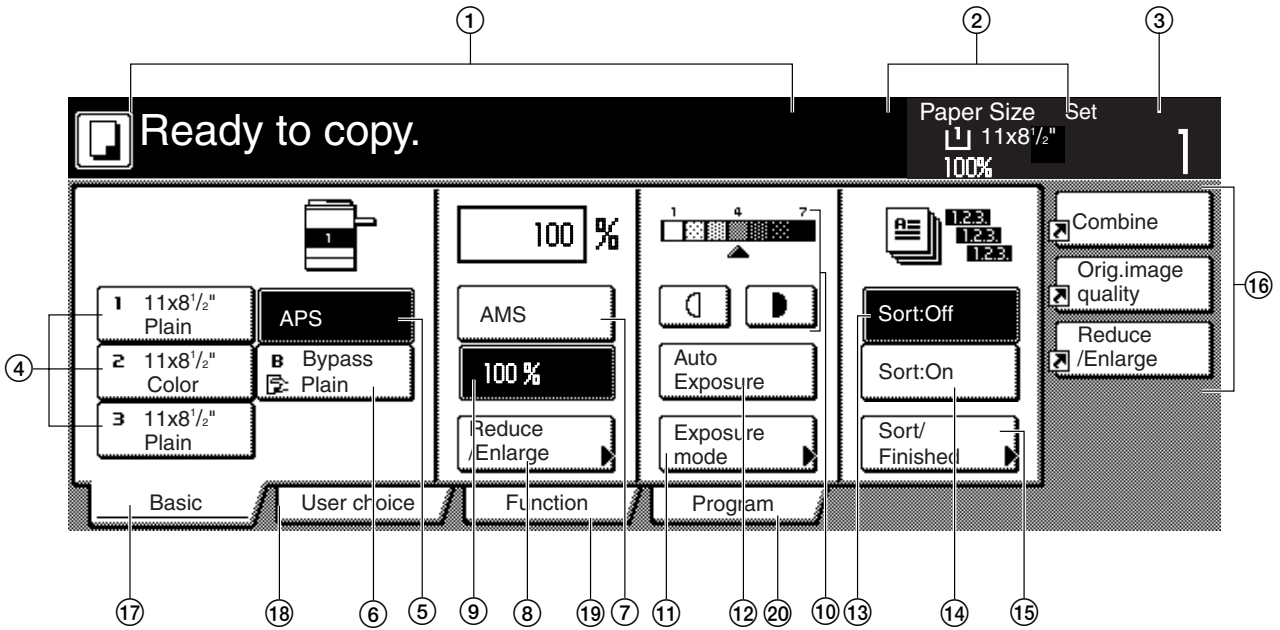
#### NOTE

The automatic drawer[cassette] switching function can be turned OFF. (See "Auto drawer[cassette] switching ON/OFF" on page 7-22.)

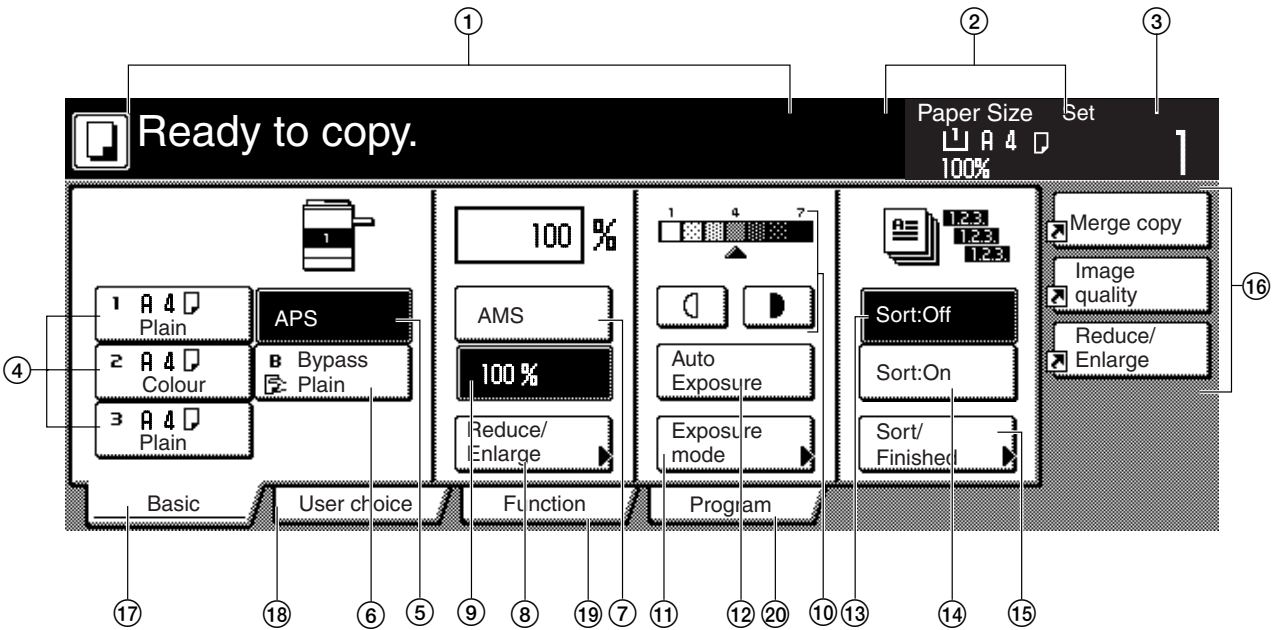
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3. Touch panel

Inch specifications



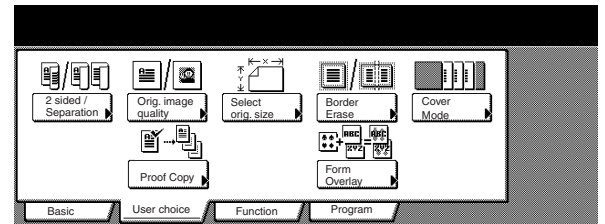
Metric specifications



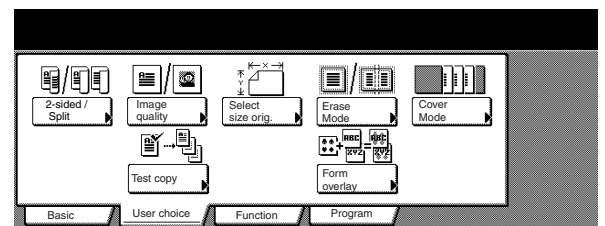
- ① This area displays messages on the machine's status and on operational procedures.
- ② This area displays information on the size of paper in the drawer[cassette] and the current copy magnification ratio.
- ③ This area displays the current number of copies to be made.
- ④ **Paper size keys**  
(Touch these keys when you want to change the currently selected drawer[cassette] in order to change the size of paper that will be used. The drawer[cassette] that holds the currently selected paper size and type of paper will be highlighted.)
- ⑤ **“APS” key**  
(Touch this key until it is highlighted when you want to have the paper size selected automatically. See page 4-2.)
- ⑥ **“Bypass” key**  
(Touch this key when you want to copy onto paper that is set on the multi-bypass tray. The type of paper registered for use on the multi-bypass tray will be indicated in the key.)
- ⑦ **“AMS” key**  
(Touch this key until it is highlighted when you want to have the copy magnification ratio selected automatically. See page 4-5.)
- ⑧ **“Reduce/Enlarge” key**  
(Touch this key when you want to manually change the copy magnification ratio. See page 4-6.)
- ⑨ **“100%” (same size) key**  
(Touch this key when you want to copy the original image at its actual size “100%”.)
- ⑩ **Copy exposure adjustment keys / Copy exposure scale**  
(Touch the appropriate key when you want to manually adjust the copy exposure. The copy exposure scale will indicate the currently selected setting. See page 4-2.)
- ⑪ **“Exposure mode” key**  
(Touch this key when you want to access the “Exposure Mode” screen.)
- ⑫ **“Auto Exposure” key**  
(Touch this key until it is highlighted when you want to select the auto exposure mode. In the auto exposure mode, the contrast of the original will be detected and the most suitable exposure level selected automatically. See page 4-2.)
- ⑬ **“Sort:OFF” key**  
(Touch this key when you want to make copies without sorting them.)
- ⑭ **“Sort:ON” key**  
(Touch this key when you want to make copies in the sort mode.)
- ⑮ **“Sort/Finish” key**  
(Touch this key when you want to access the “Sort/Finish” screen. See page 5-28.)
- ⑯ **Registration keys**  
(Touch the appropriate key when you want to access the corresponding function or mode. Any function or mode in the “Function” tab can be registered to be displayed as one of the registration key. See page 5-54.)
- ⑰ **“Basic” tab**  
(Touch this tab when you want to return the display to the contents of the “Basic” tab.)

- ⑱ **“User choice” tab**  
(Touch this tab when you want to display the contents of the “User choice” tab.)

Inch specifications

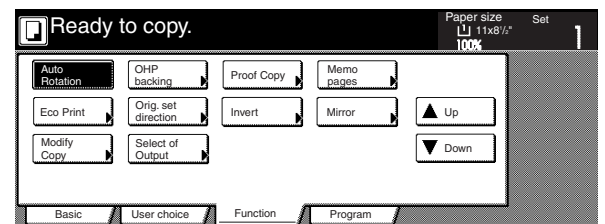
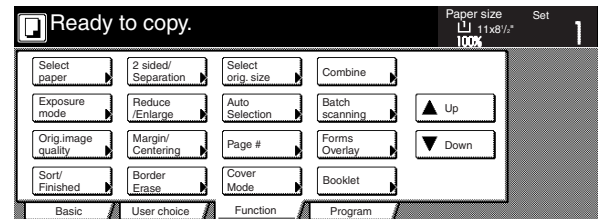


Metric specifications

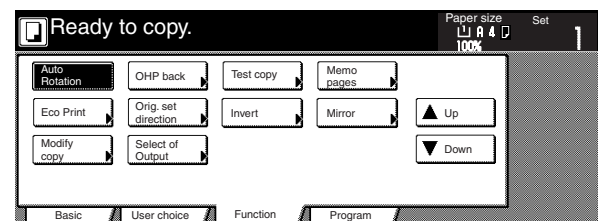
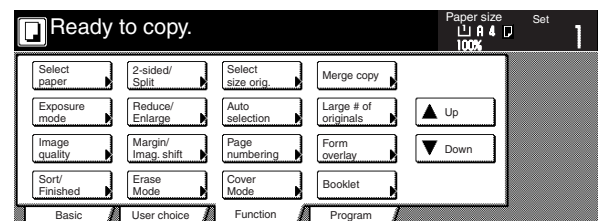


- ⑲ **“Function” tab**  
(Touch this tab when you want to display the contents of the “Function” tab.)

Inch specifications



Metric specifications



## Section 2 NAMES OF PARTS

### ② “Program” tab

(Touch this tab when you want to register the currently selected settings as a program, or to delete a previously registered program. See page 5-51.)

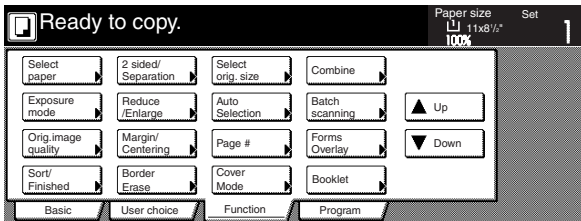
### NOTE

You can change or add new keys to those displayed in the “Basic” and the “User choice” tabs by following the “Customize screen layout (Main functions)” procedure on page 7-64 or the “Customize screen layout (Add functions)” procedure on page 7-65, as appropriate.

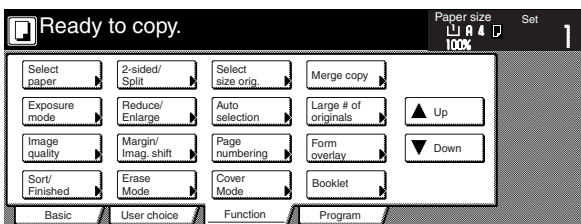
### NOTE

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

#### Inch specifications



#### Metric specifications



### “Register” key

(Touch this key when you want to register the currently selected function or mode under a registration key. See page 5-54.)

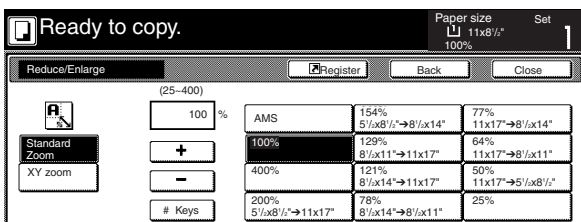
### “Back” key

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

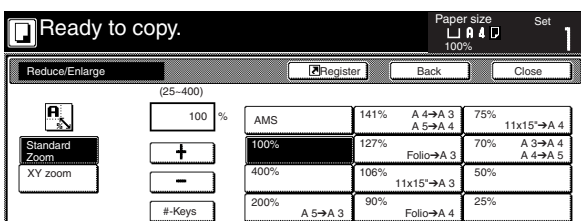
### “Close” key

(Touch this key when you want to return to the previous screen.)

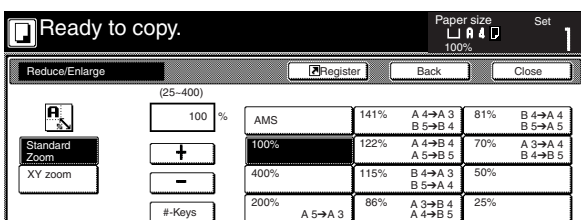
#### Inch specifications



#### Metric specifications



#### Metric specifications (Asia Pacific)



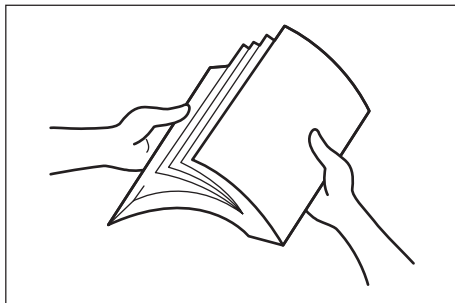
# Section 3 PREPARATIONS

## 1. Loading paper

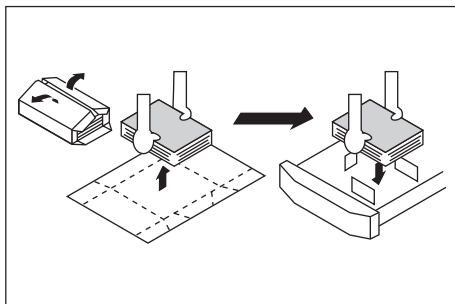
Paper can be loading into 4 locations in this copier: the 3 drawers[cassettes] and the multi-bypass tray.

### (1) Note when adding paper

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



Set the paper in the drawer[cassette] or on the multi-bypass tray with the side that was facing upward when you opened the package still facing upward.



### IMPORTANT!

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

### IMPORTANT!

#### Using special paper

In this copier, the type of paper loaded in each drawer[cassette] and on the multi-bypass tray can be specified under "Paper type (drawer[cassette] No.1 - No. 4)" on page 7-24 and "(1) Paper size and type" on page 7-66, respectively.

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

<Special paper for which extra caution is recommended>

- Preprinted
- Labels \*1
- Prepunched
- Envelopes \*2

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

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

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

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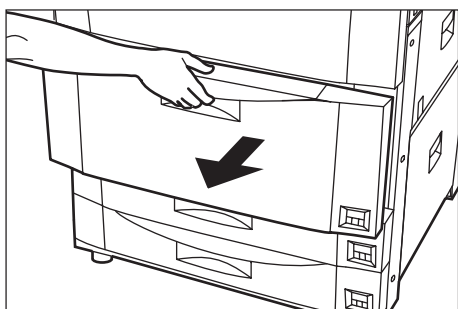
### (2) Loading paper into drawer[cassette] No.1

Up to 3000 sheets of standard copy paper (75 g/m<sup>2</sup> – 80 g/m<sup>2</sup>) or color paper (1500 sheets side-by-side) can be loaded into drawer[cassette] No.1.

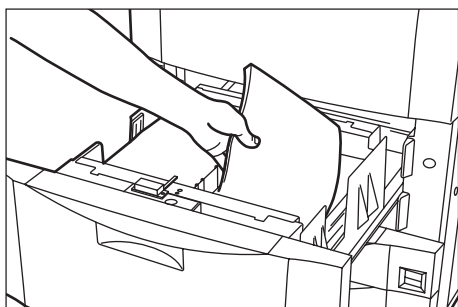
#### IMPORTANT!

The type of paper loaded in each drawer[cassette] must be specified under "Paper type (drawer[cassette] No.1 - No.4)" on page 7-24.

- 1** Pull the drawer[cassette] that you want to load paper into out toward you as far as it will go.  
\* DO NOT pull out more than one drawer[cassette] at a time.

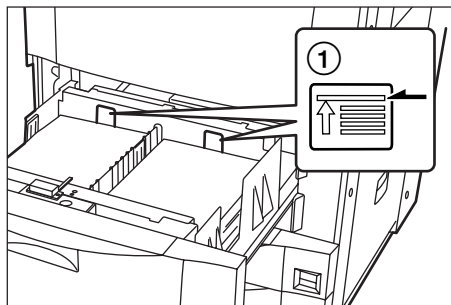


- 2** Set paper in both sides of the drawer[cassette].



#### IMPORTANT!

- Make sure there are no folds, etc., in the paper you load into the drawer[cassette]. Folds, etc., can cause paper jams.
- DO NOT load more paper than is indicated by the sticker located on the inside of the drawer[cassette] (shown as ① in the illustration).
- When you are loading paper into the drawer[cassette], make sure that the side that was facing upward when you opened the package is still facing upward.



#### NOTE

When you load paper into the drawer[cassette], the side facing downward is the side that will be copied.

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

#### NOTE

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

**(3) Loading paper into drawers[cassettes] No.2 and No.3**

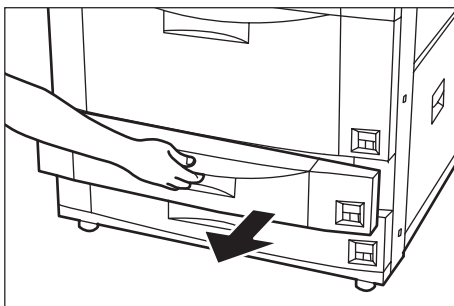
Up to 500 sheets of standard copy paper (75 g/m<sup>2</sup> – 80 g/m<sup>2</sup>) or color paper can be loaded into drawers[cassettes] No.2 and No.3.

- Inch specifications  
Each drawer[cassette] can hold paper of any size between 11" x 17" and 5 1/2" x 8 1/2".
- Metric specifications  
Each drawer[cassette] can hold paper of any size between A3 and A5R.

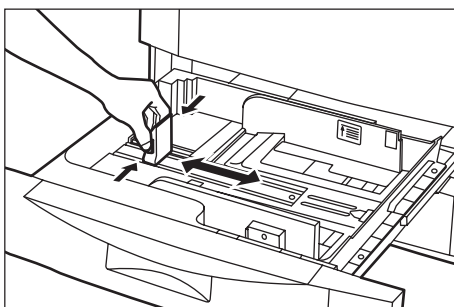
**IMPORTANT!**

- In metric specification copiers, the size of paper loaded in each drawer[cassette] must be specified under "Paper size (drawer[cassette] No.2 & No.3)" on page 7-23.
- The type of paper loaded in each drawer[cassette] must be specified under "Paper type (drawer[cassette] No.1 - No.4)" on page 7-24.

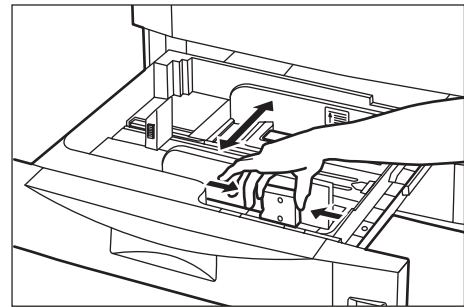
- 1** Pull the drawer[cassette] that you want to load paper into out toward you as far as it will go.  
\* DO NOT pull out more than one drawer[cassette] at a time.



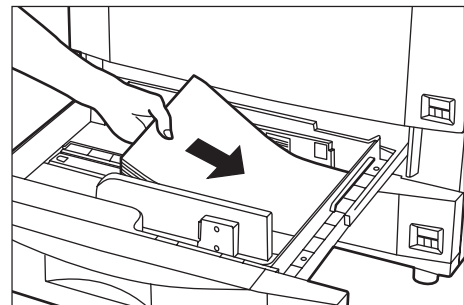
- 2** Pinch the release levers and move the paper length guide plate to fit the length of the paper that is to be loaded in that drawer[cassette]. The paper sizes are marked on the bottom of the drawer[cassette].



- 3** Pinch the release levers and move the paper width guide plates to fit the width of the paper that is to be loaded in that drawer[cassette].

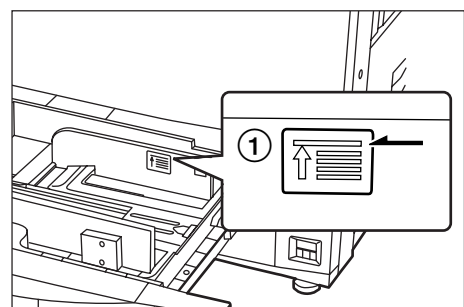


- 4** Align the paper flush against the right side of the drawer[cassette], and then set the paper in the drawer[cassette].



**IMPORTANT!**

- Make sure there are no folds, etc., in the paper you load into the drawer[cassette]. Folds, etc., can cause paper jams.
- DO NOT load more paper than is indicated by the sticker located on the inside of the drawer[cassette] (shown as ① in the illustration).
- When you are loading paper into the drawer[cassette], make sure that the side that was facing upward when you opened the package is still facing upward.
- Be absolutely certain to adjust the paper length and width guides to the appropriate size before setting the paper. Improper setting of these guides may be the cause of skewed paper feed or paper jams.
- Make sure that the paper is set securely against the paper length and width guide plates. If there is a gap between the paper and any guide plate, readjust the guide plates to fit the paper snugly.

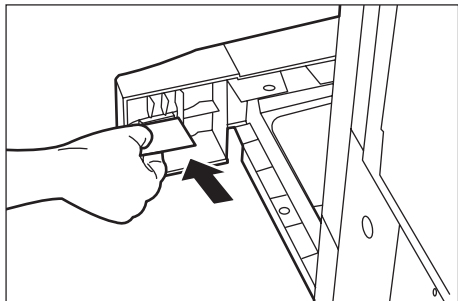


## Section 3 PREPARATIONS

### NOTE

When you load paper into the drawer[cassette], the side facing downward is the side that will be copied.

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



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

### NOTE

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

### (4) Setting paper on the multi-bypass tray

Up to 100 sheets of standard copy paper (75 g/m<sup>2</sup> – 80 g/m<sup>2</sup>), of a size between 11" x 17"[A3] and 5 1/2" x 8 1/2"[A6R] can be set on the multi-bypass tray at one time. When copying onto special paper, be sure to use the multi-bypass tray.

### NOTE

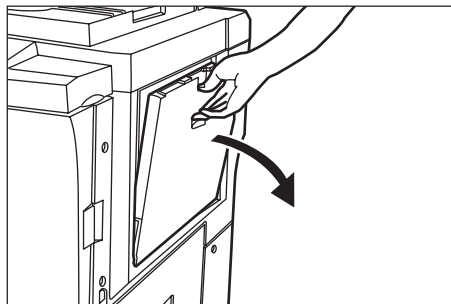
The types of special paper and the number of sheets that can be set on the multi-bypass tray at one time are as follows:

- Tracing paper: 1 sheet
- Letterhead: 100 sheets
- Color paper: 100 sheets
- OHP transparencies: 25 sheets
- Standard paper (120 g/m<sup>2</sup>, 160 g/m<sup>2</sup>): 25 sheets

### IMPORTANT!

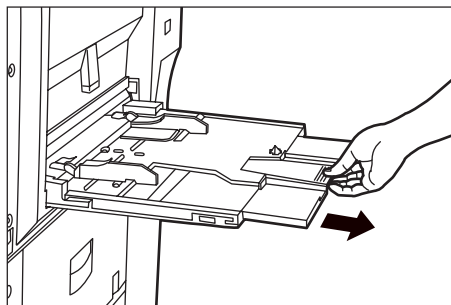
- When copying onto OHP transparencies, be sure to fan through them a few times to separate the sheets before setting them on the multi-bypass tray.
- When copying onto non-standard size paper, perform the procedure in "(1) Paper size and type" on page 7-66 and select the paper size.
- When setting special paper such as OHP transparencies and thick paper on the multi-bypass tray, the type of paper must be specified under "(1) Paper size and type" on page 7-66.

- 1 Open the multi-bypass tray.

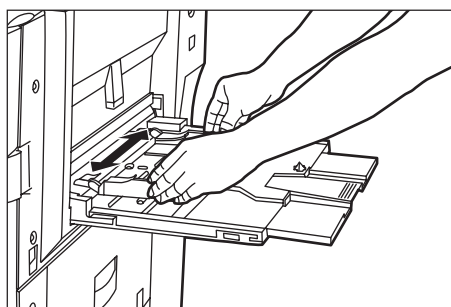


### NOTE

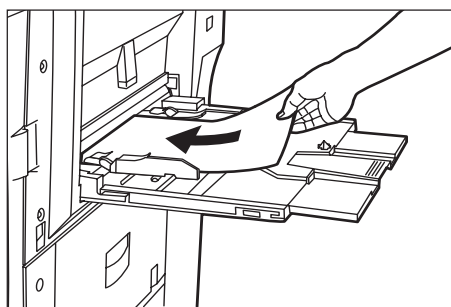
When copying onto paper of a size larger than 8 1/2" x 11" or A4R, be sure to pull out the multi-bypass extension.



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



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





**IMPORTANT!**

- When you are loading paper onto the multi-bypass tray, make sure that the side that was facing upward when you opened the package is still facing upward. Especially if the leading edge of the paper is curled at all, straighten it out before setting it on the multi-bypass tray.
- If the paper is curled at all, straighten it out before setting it on the multi-bypass tray. (The amount of paper curl should be under 10 mm for standard copy paper and 5 mm for postcards.) Depending upon the paper quality, paper might not be fed properly into the multi-bypass tray.
- Make sure there are no folds, etc., in the paper you set onto the multi-bypass tray. Folds, etc., can cause paper jams.
- Make sure the insert guides are fully opened whenever you close the multi-bypass tray.

**NOTE**

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

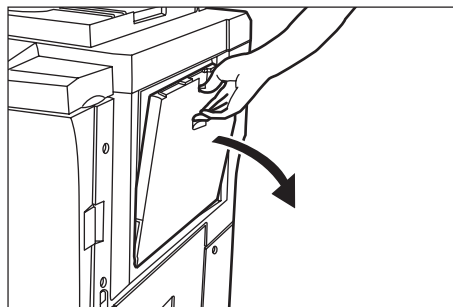
• **Setting envelopes onto the multi-bypass tray**

It is possible to print onto envelopes when you are using the optional printer functions of this machine. Up to 10 envelopes can be set onto the multi-bypass tray at one time. Refer to the following chart for the types and sizes of envelopes which can be used.

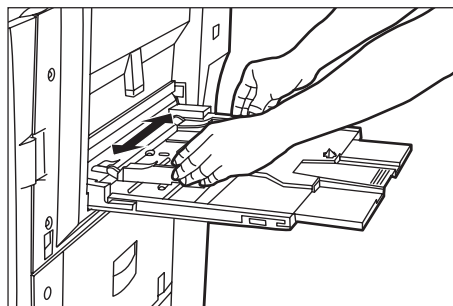
Type	Size
Business (Com 10)	4 1/8" x 9 1/2"
ISO DL	110 mm x 220 mm
ISO C5	162 mm x 229 mm
YOUKEI2	162 mm x 114 mm
YOUKEI4	234 mm x 105 mm

Perform the following procedure when setting envelopes onto the multi-bypass tray.

- 1** Open the multi-bypass tray.

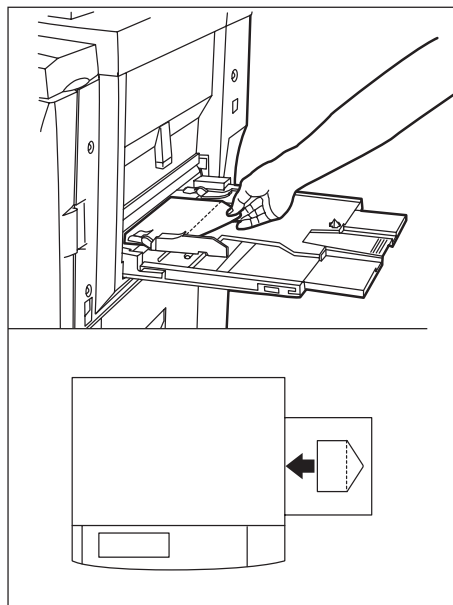


- 2** Adjust the insert guides to fit the width of the envelopes that are to be set on the multi-bypass tray.



- 3** Open the flap and, with the flap facing away from the direction of insertion, slide the envelopes all the way into the multi-bypass tray, along the insert guides, 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 "Multi-bypass tray paper settings" on page 7-66.



## Section 3 PREPARATIONS

### (5) Loading paper into the Side Feeder (an optional drawer[cassette])

Up to 4000 sheets of 11" x 8 1/2", A4 or B5 size standard copy paper (75 g/m<sup>2</sup> – 80 g/m<sup>2</sup>) can be loaded into the optional Side Feeder.

#### IMPORTANT!

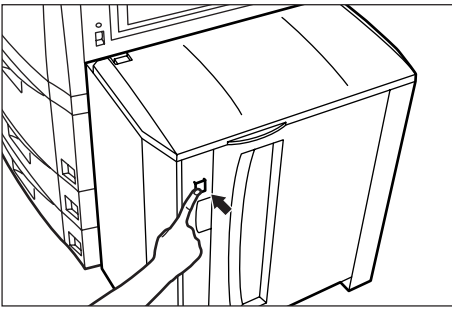
The type of paper loaded in the Side Feeder must be specified under "Paper type (drawer[cassette] No.1 - No.4)" on page 7-24.

#### NOTE

(Only for metric specification copiers produced for the Asia-Pacific region)

- The standard setting for the Side Feeder is for A4 size paper. Contact your service representative or authorized service center if you want to change it for use with B5 size paper.

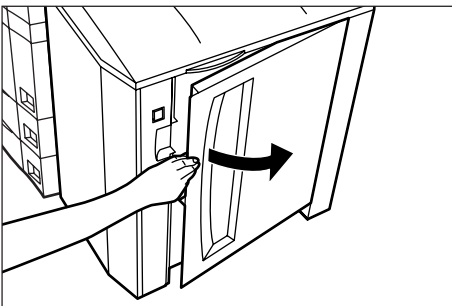
- 1 Hold down the paper plate up/down switch located on the right side of the Side Feeder.



#### NOTES

- If there is no paper in the Side Feeder, the paper plate inside the Side Feeder will already have been lowered automatically to its lowermost position.
- If the right cover to the Side Feeder is open, the paper plate will not move even if you press this switch.

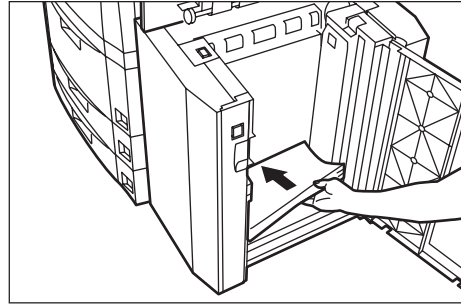
- 2 Open the right cover to the Side Feeder.



#### NOTE

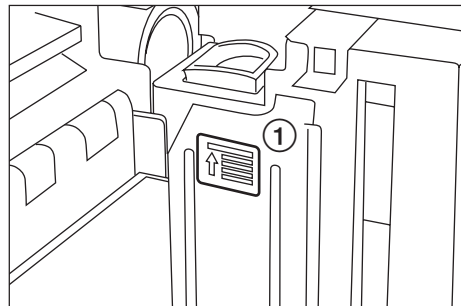
If you open the upper cover as well, it will be easier to load paper into the Side Feeder.

- 3 Align the paper flush against the left side of the paper plate, and then set the paper in the Side Feeder.



#### IMPORTANT!

- Make sure there are no folds, etc., in the paper you load into the Side Feeder. Folds, etc., can cause paper jams.
- DO NOT load more paper than is indicated by the label located on the inside of the Side Feeder (shown as ① in the illustration).
- When you are loading paper into the Side Feeder, make sure that the side that was facing upward when you opened the package is still facing upward.



#### NOTE

When you are loading paper onto the Side Feeder, make sure that the side to be copied onto is facing upward.

- 4 Close the upper cover, if necessary, and then close the right cover.

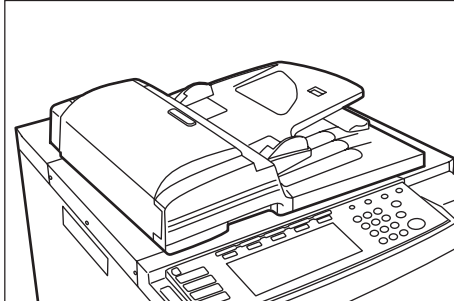
#### NOTE

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

## 2. Setting originals

### (1) Setting originals in the Document Processor

The Document Processor automatically feeds and scans each original, one by one, for copying. You can also have two-sided originals turned over automatically in order to make two-sided copies or separate copies from each side.



### ① Cautions when using the Document Processor

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

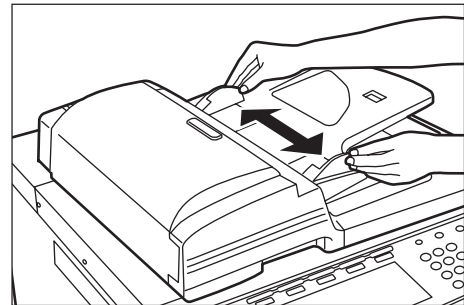
- OHP film and other transparencies
- Carbon paper, crumpled originals or originals with strong folds, and soft originals such as vinyl
- Originals which are not rectangular, wet originals, and originals with adhesive tape or glue
- Originals with clips or staples (In order to use such originals, remove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

### ② Originals that can be set in the Document Processor

- Sheet originals
- Paper weight:
  - 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" or A3 - Min. 5 1/2" x 8 1/2" or A5R
- Number of sheets:
  - 100 sheets (under 11" x 8 1/2" or A4 size [75 g/m<sup>2</sup> or 80 g/m<sup>2</sup>])
  - 70 sheets (over 8 1/2" x 14" or B4 size [75 g/m<sup>2</sup> or 80 g/m<sup>2</sup>])
  - 30 sheets (when using the auto selection mode)

### ③ How to set originals in the Document Processor

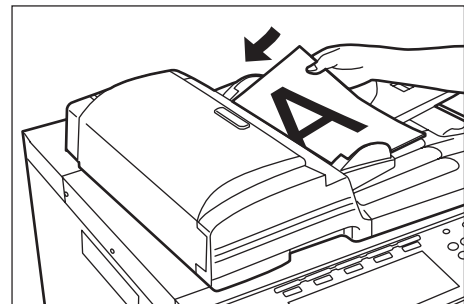
- 1** Adjust the original insert guides to fit the size of the originals.



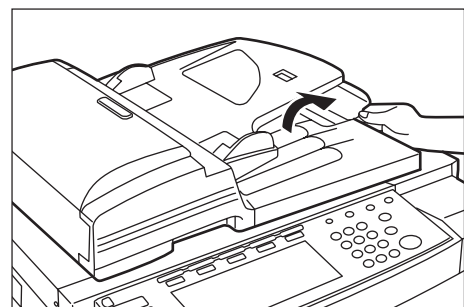
### NOTES

- Before setting any new originals, remove any originals that are remaining on the original ejection table. If ejected originals are left on the original eject table, they may cause other originals to misfeed.
- Be sure to fan through them a few times to separate the sheets before setting originals in the Document Processor.

- 2** Arrange the originals in order and set them face up (first page face up for two-sided originals) onto the original table. Slide the leading edge of the originals all the way into the Document Processor, as far as they will go.



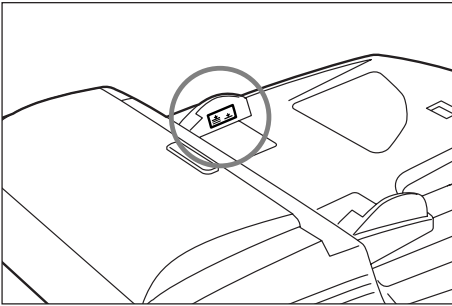
\* When setting large size originals such as 8 1/2" x 14", 11" x 17", B4 or A3, be sure to open the ejection extension.



## Section 3 PREPARATIONS

### 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.



**3** Hold the Document Processor handle and close the Document Processor.

\* Leave the Document Processor open whenever you are using an original that is over 4 cm thick.

### IMPORTANT!

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

### NOTE

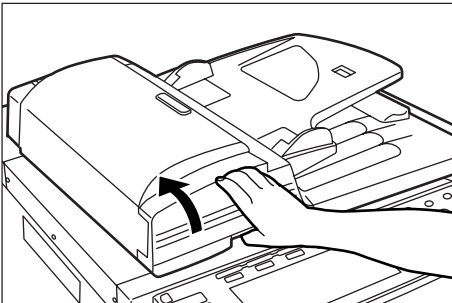
When copying from open-faced originals (books, etc.), shadows may appear around the outside edges of, or up the middle between, the copy images.

### (2) Setting originals on the platen

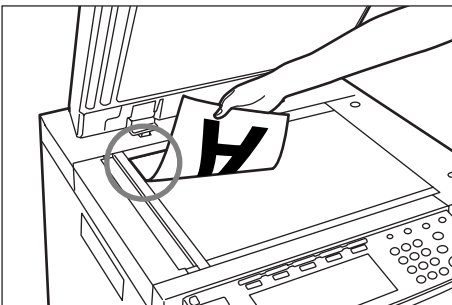
To make copies from originals that cannot be set in the Document Processor (books, magazines, etc.), lift open the Document Processor and set one original at a time on the platen.

**1** Hold the Document Processor handle and lift the Document Processor open.

\* Before opening the Document Processor, remove any originals that are on the original table and the original eject table to prevent them from falling off the Document Processor when it is opened.



**2** Set the original face down on the platen and align it with the appropriate original size indicator lines on the left side of the platen.



## CAUTION

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

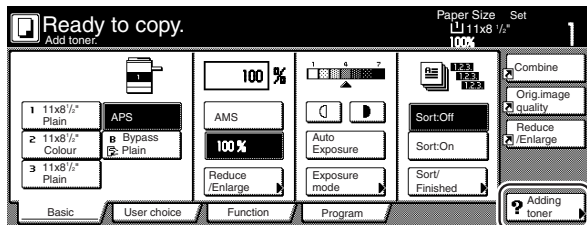
### 3. Adding toner

Add toner when "Add toner" is displayed. Although a few copies can still be made once this message is displayed, you should add toner as soon as possible.

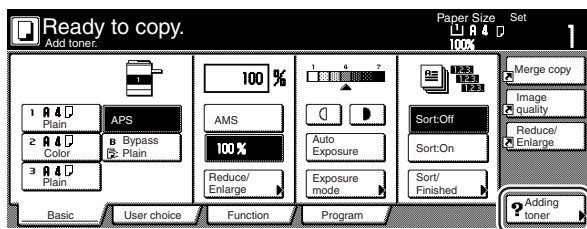
\* DO NOT add toner unless this message is displayed.

\* Touch the "Adding toner" key.

Inch specifications



Metric specifications



## CAUTION

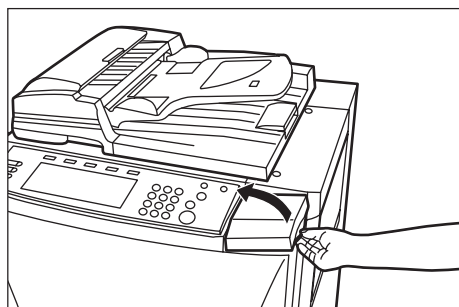
DO NOT attempt to incinerate the toner bottle or the waste toner box. Dangerous sparks may cause burns.



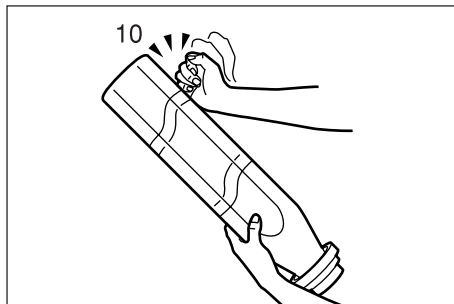
## CAUTION

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

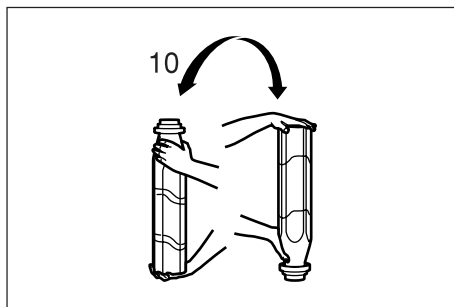
- 1 Open the cover on the right side of the operation panel.



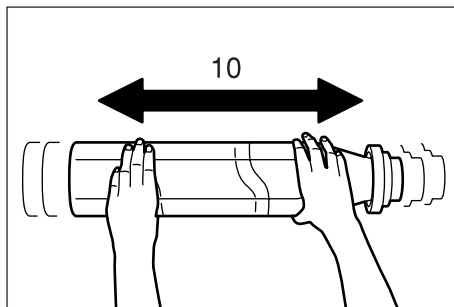
- 2 Turn the new toner bottle upside down and tap the bottom portion about 10 times or so.



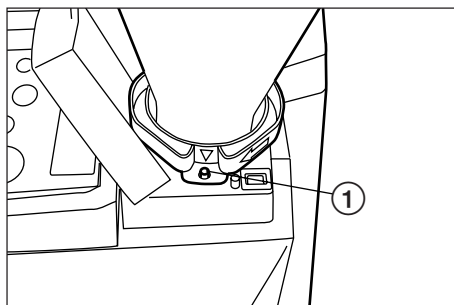
- 3 Hold the bottle firmly and shake up the contents by turning it upside down and then right-side up 10 or more times in the manner shown in the illustration.



- 4 Next, hold the bottle horizontally and shake it back and forth 10 or more times.

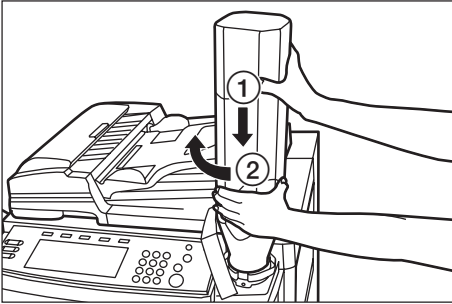


- 5 Fit the hole in the toner bottle (located below the ▼) over the metal pin (shown as 1 in the illustration) that is protruding out of the toner supply slot.

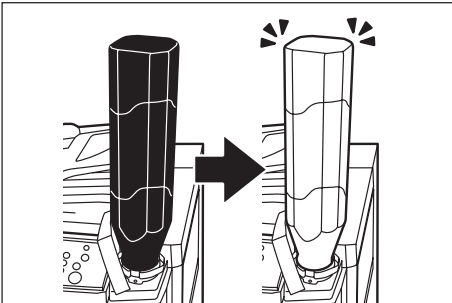


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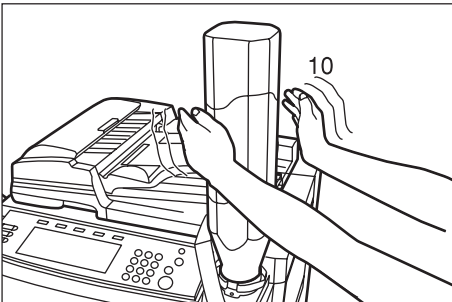
- 6** Turn the bottle clockwise 90 degrees and the toner in the bottle will be emptied into the copier.  
\* Be sure to turn the bottle all the way until it stops, so that the ■ on the bottle is aligned with the ▲ on the main body of the copier.



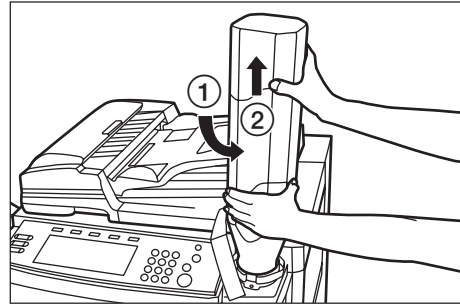
- 7** Wait until all of the toner is out of the bottle.



- 8** Tap the sides of the bottle about 10 times or so in order to get all of the remaining toner out.



- 9** Pushing down on the toner bottle, turn it back counterclockwise to its original position and slowly remove it from the toner supply slot.



**! CAUTION**

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

**! CAUTION**

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

- 10** Close the cover on the right side of the operation panel.

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

### IMPORTANT!

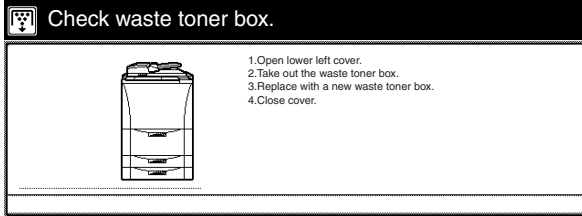
DO NOT tap the top (bottom) of the bottle as there is a danger that toner might spill.

## 4. Replacing the waste toner box

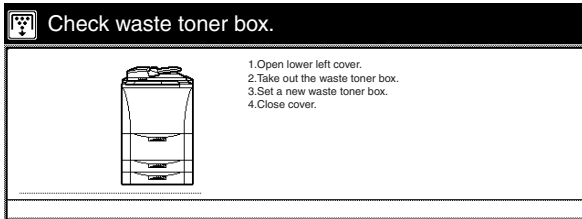
Replace the waste toner box when "Check waste toner box." is displayed.

\* DO NOT replace the waste toner box unless this message is displayed.

Inch specifications



Metric specifications



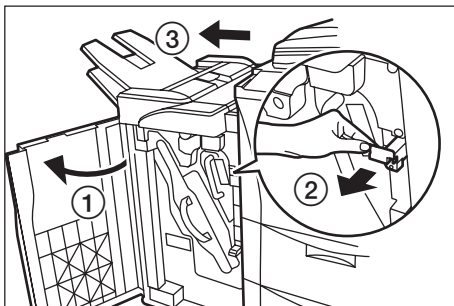
### ! CAUTION

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

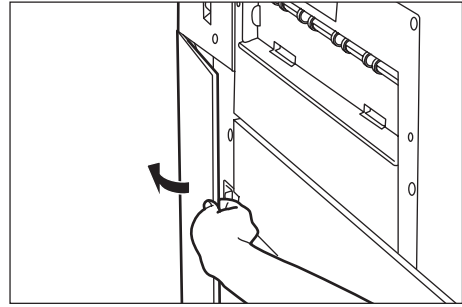
### ! CAUTION

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

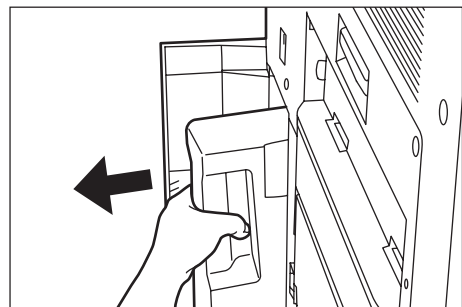
- 1 If the optional Document Finisher is installed on your copier, open the front cover to the Document Finisher, pull the release lever towards you and detach the Document Finisher from the copier.



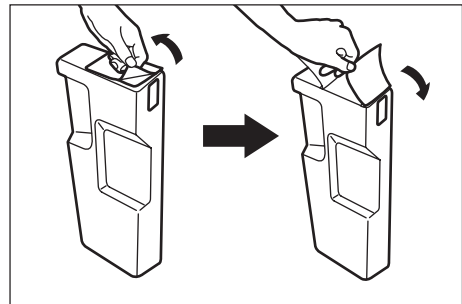
- 2 Open the cover to the waste toner box.



- 3 Remove the waste toner box from the copier.



- 4 Cover the opening to the waste toner box with the attached seal.



#### IMPORTANT!

- The waste toner box is NOT reusable.
- Give all used waste toner boxes to your service representative.

## Section 3 PREPARATIONS

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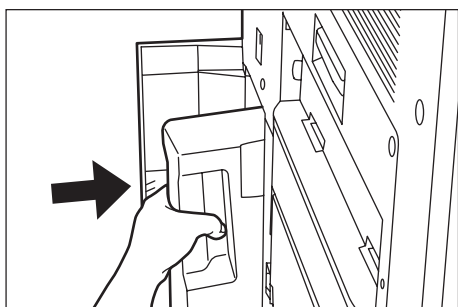
### CAUTION

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

### CAUTION

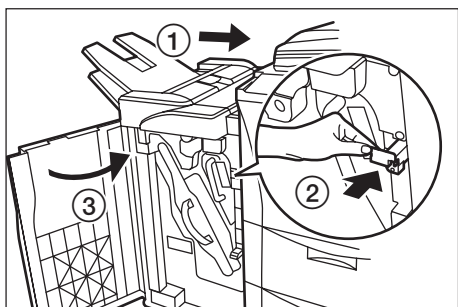
DO NOT attempt to force open or destroy the toner bottle or the waste toner box.

- 5** Set the new waste toner box into the copier.



- 6** Close the cover to the waste toner box.

- 7** If necessary, reattach the Document Finisher to the copier. Then, push the release lever back into its original position and close the front cover to the Document Finisher.

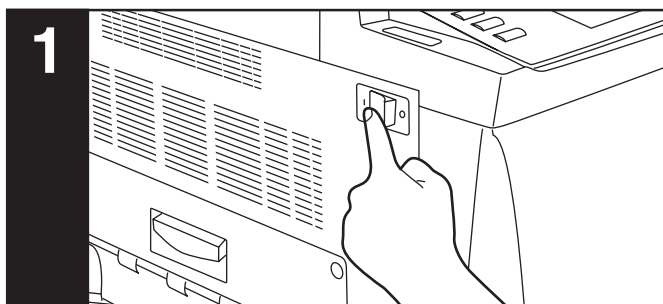


- After use, ALWAYS dispose of the toner bottle and the waste toner box in accordance with Federal, State and Local rules and regulations.



# Section 4 BASIC OPERATION

## 1. Basic copying procedure

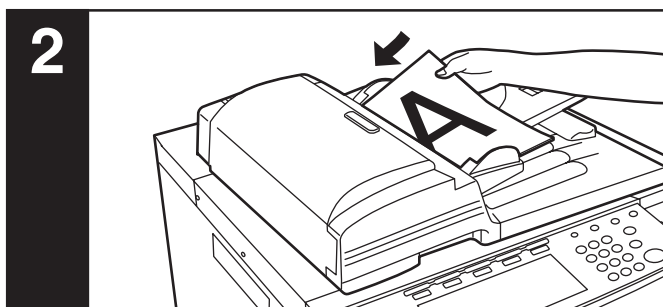


### 1. Warm-up

Turn the main switch ON ( | ). At the end of warm-up, "Ready to copy." will be displayed.

#### NOTE

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.

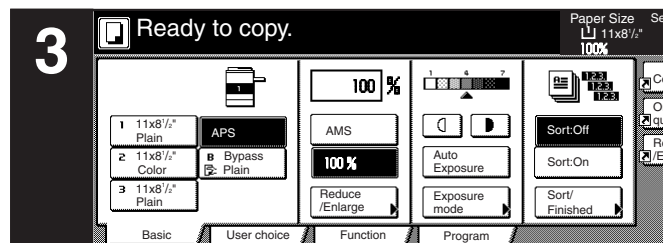


### 2. Setting the originals

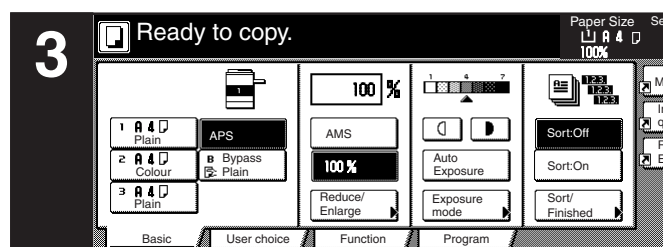
Set the original(s) that you want to copy in the Document Processor or on the platen. If you set an original on the platen, place it at the left-rear corner of the platen and align it with the appropriate original size indicator lines.

#### NOTE

Refer to "2. Setting originals" on page 3-7 for more detailed information on setting originals.



Inch specifications



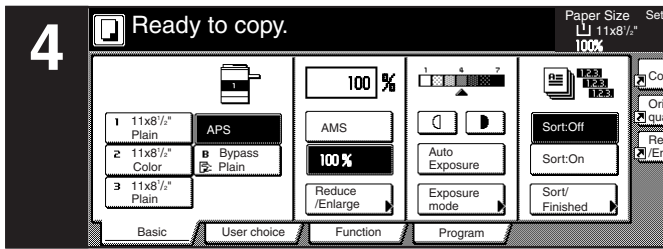
Metric specifications

### 3. Selecting the desired functions

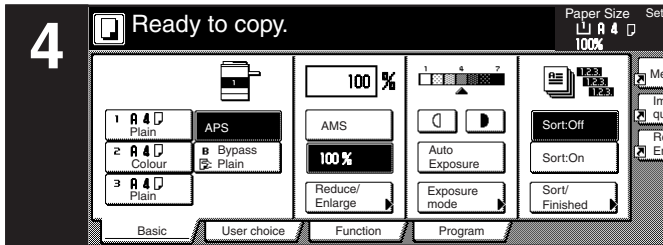
Select from among the copier's various modes and functions.

- Enlarging/reducing the copy image (Page 4-5.)
- Interrupt copying (Page 4-9.)
- Making 2-sided copies from various types of originals (Page 5-1.)
- Copying each image of open-faced (books, magazines, etc.) or 2-sided originals onto separate sheets (Page 5-4.)
- Creating a margin on the copies (Page 5-6.)
- Centering the copy image (Page 5-8.)
- Adding a space next to the copy images for making notes (Page 5-9.)
- Making copies with clean edges (Page 5-11.)
- Fitting the image of either two or four originals onto a single copy page (Page 5-13.)
- Printing page numbers on the copies (Page 5-16.)
- Overlaying one image over another (Page 5-20.)
- Making booklets from sheet originals (Page 5-22.)
- Making booklets from books (Page 5-25.)
- Automatic sorting of copy sets without the Document Finisher (Page 5-28.)
- Automatic rotation of the copy image (Page 5-29.)
- Copying different sized originals at the same time (Page 5-30.)
- Adding a front and/or back cover to your copy sets (Page 5-32.)
- Feeding paper as a backing sheet for OHP transparencies (Page 5-37.)
- Inverting black and white (Page 5-39.)
- Making mirror image copies (Page 5-40.)
- Making a test copy prior to large volume copying (Page 5-41.)
- Making more of the same copies after a copy job is finished (Page 5-43.)
- Copying a large volume of originals in one operation (Page 5-48.)
- Easily add covers and insert sheets between various sets of originals in one operation (Page 5-58.)

## Section 4 BASIC OPERATION



Inch specifications



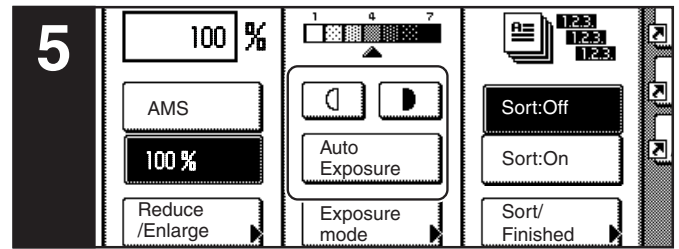
Metric specifications

### 4. Selecting the paper size

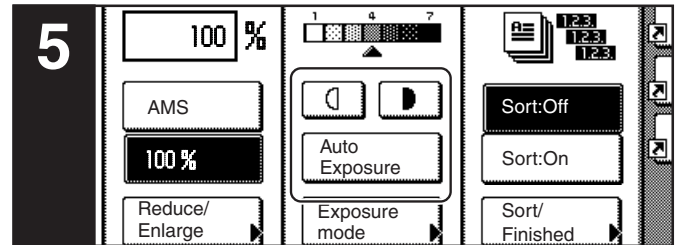
When the “APS” key is highlighted on the touch panel, copy paper of the same size as the original will be automatically selected. In order to copy the original onto a different size of paper without changing the size of the image, touch the paper size key that corresponds to the paper size that you want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

#### NOTES

- You can stop the copier from automatically selecting the paper size. (See “Paper selection” on page 7-46.)
- It is also possible for you to specify one drawer[cassette] that will be selected automatically regardless of the size of paper loaded in that drawer. (See “Default drawer[cassette]” on page 7-48.)



Inch specifications



Metric specifications

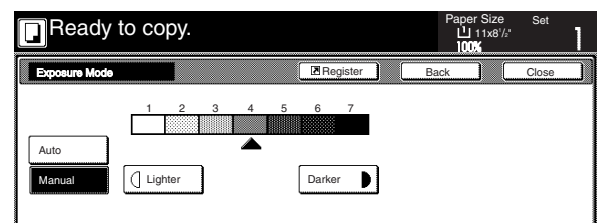
### 5. Adjusting the copy exposure

Adjustment of the copy exposure is generally accomplished manually. If you want to make the exposure darker, touch the right exposure adjustment key to move the arrow under the exposure scale to the right; If you want to make the exposure lighter, touch the left exposure adjustment key to move the arrow under the exposure scale to the left.

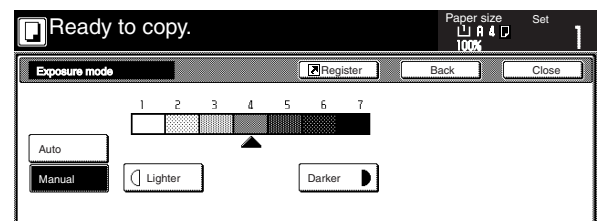
If you want the copy exposure to be adjusted automatically, touch the “Auto Exposure” key until it is highlighted. The contrast of the original will be detected and the most suitable exposure level selected automatically.

- \* It is also possible for you to adjust the copy exposure by touching the “Exposure Mode” key to access the “Exposure Mode” screen. Copy exposure adjustment can then be performed in this screen using the same methods as above.

Inch specifications

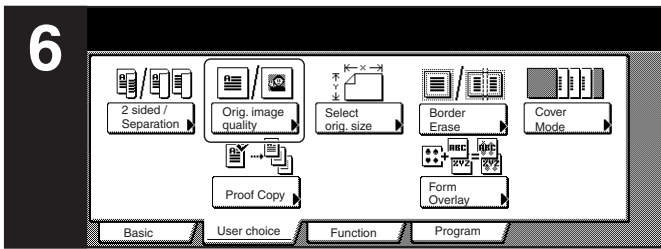


Metric specifications

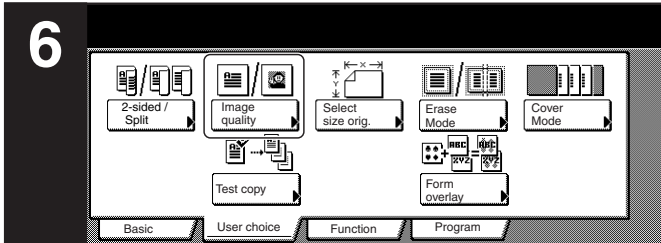


#### NOTES

- It is possible for you to make adjustments to the auto exposure mode if the overall copies come out too dark or too light. (See “Auto exposure adjustment” on page 7-51.)
- It is also possible for you to change the default setting for the copy exposure to the auto exposure mode. (See “Exposure mode” on page 7-40.)



Inch specifications

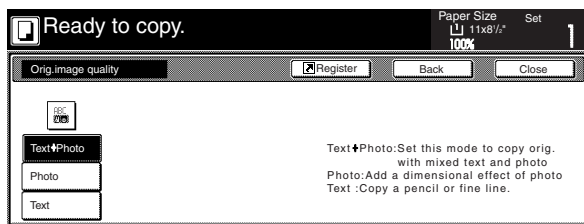


Metric specifications

### 6. Selecting the image quality

The image quality is selected according to the type of original. Touch the “User choice” tab and then the resulting “Orig. image quality” [“Image quality”] key that is displayed within that tab in order to access the “Orig.image quality” [“Image quality orig.”] screen.

Inch specifications



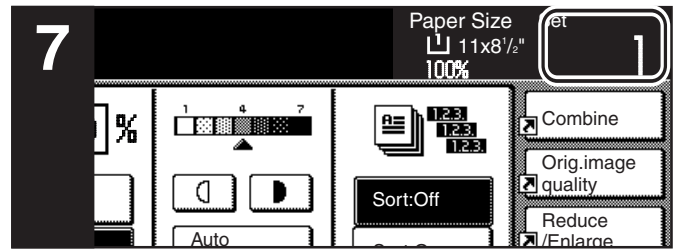
Metric specifications



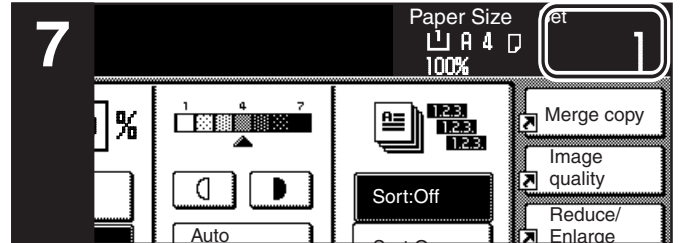
- Text+photo mode:** Touch the “Text+Photo” key until it is highlighted. Select this mode when the original contains a mixture of both text and photographs.
- Photo mode:** Touch the “Photo” key until it is highlighted. Select this mode to bring out the depth in photographs.
- Text mode:** Touch the “Text” key until it is highlighted. Select this mode especially to reproduce originals written in pencil of which contain thin lines.

### NOTES

- It is possible for you to select the image quality mode that will be the default setting in the initial mode. (See “Original quality” on page 7-42.)
- It is also possible for you to adjust the copy exposure in each of the image quality modes. (See “Manual exposure adjustment (text+photo mode)” on page 7-53, “Manual exposure adjustment (text mode)” on page 7-54 and “Manual exposure adjustment (photo mode)” on page 7-55.)



Inch specifications



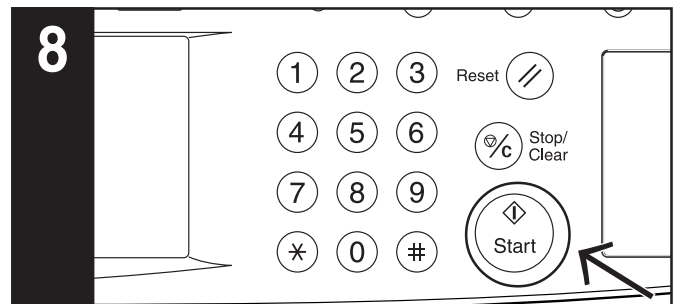
Metric specifications

### 7. Setting the number of copies to be made

Use the keypad to change the number of copies to be made that is displayed on the touch panel to the actual number that you want to make. Up to 999 copies can be made at one time.

### NOTE

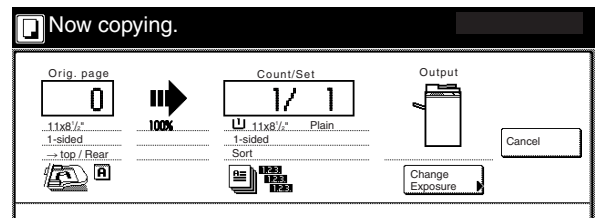
It is possible for you to limit the number of copies (or copy sets) that can be made at a time. (See “Copy limit” on page 7-60.)



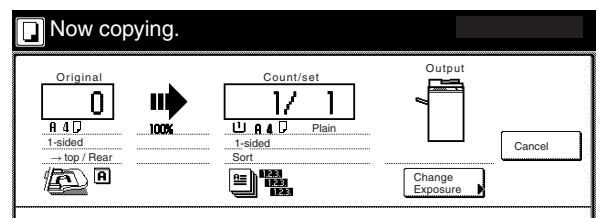
### 8. Start copying

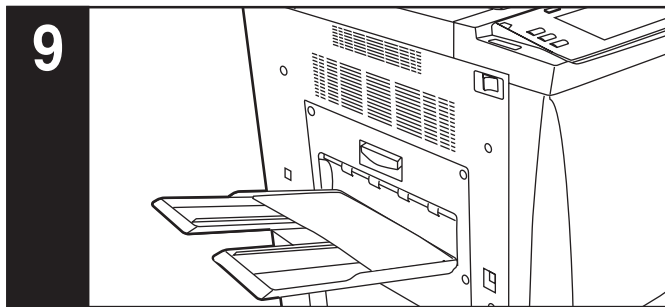
Press the [Start] key. Once the lamp in the [Start] key is lit green and “Ready to copy.” is displayed, copying is possible.

Inch specifications



Metric specifications





### 9. At the end of copying

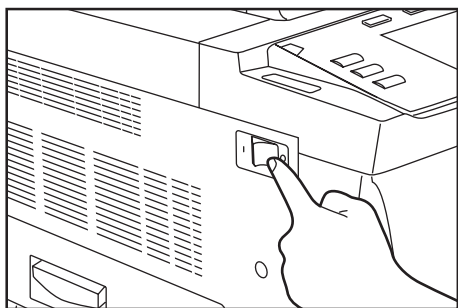
Finished copies will be ejected onto the copy eject tray.

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#### **IMPORTANT!**

Up to 250 copies can be stored on the copy eject tray.

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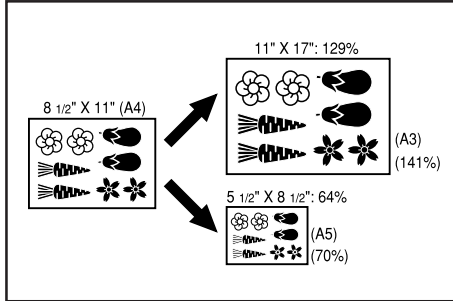
## CAUTION

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

## 2. Enlarging/reducing the copy image

### (1) Auto magnification selection mode

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

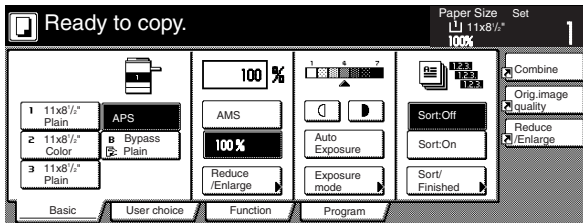


### IMPORTANT!

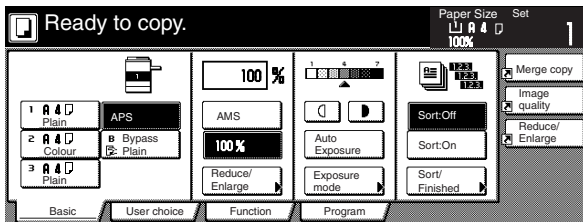
If you use this mode most often, select "AMS" under "Default magnification ratio" on page 7-50.

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

Inch specifications

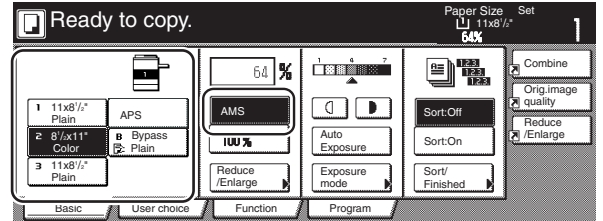


Metric specifications

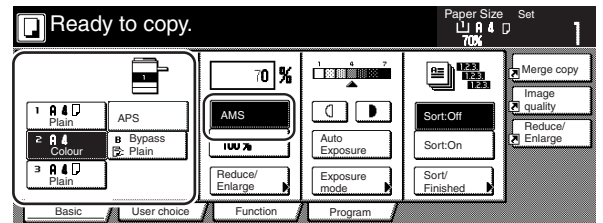


- 2 Select the size of paper that you want to copy onto by touching the appropriate paper size key.  
Touch the "AMS" key. The corresponding magnification ratio will be displayed.

Inch specifications



Metric specifications

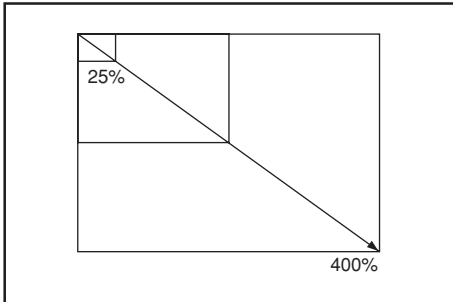


- 3 Press the [Start] key to begin the copying procedure.

## Section 4 BASIC OPERATION

### (2) Zoom mode

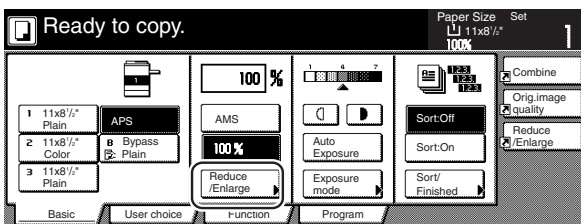
With this mode, the magnification ratio can be set to any 1% increment between 25% and 400% (between 25% and 200% when using the Document Processor).



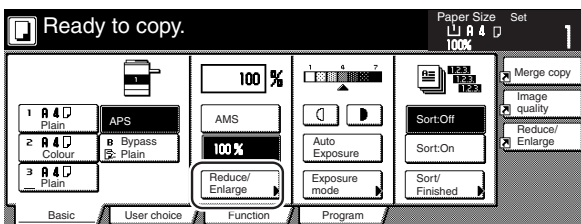
**1** Set the original to be copied.

**2** Touch the “Reduce/Enlarge” key. The “Reduce/Enlarge” screen will be displayed.

Inch specifications



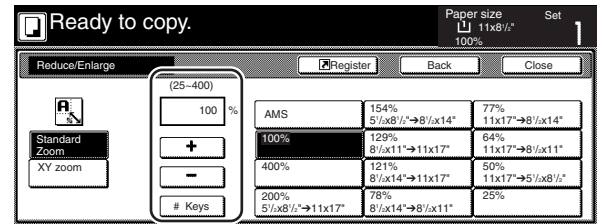
Metric specifications



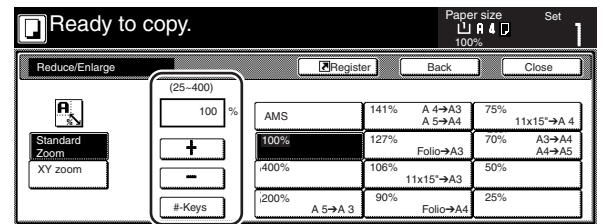
**3** Touch the “+” key or the “-” key to change the displayed magnification ratio to the desired setting.

\* The desired magnification ratio can also be entered directly by touching the “#keys” key and then using the keypad.

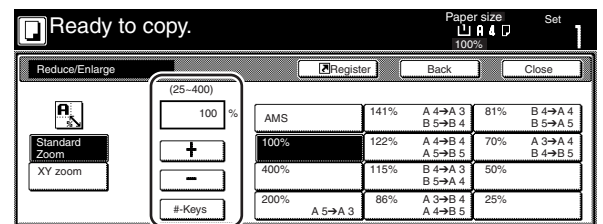
Inch specifications



Metric specifications



Metric specifications (Asia Pacific)



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

**(3) Preset zoom mode**

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

[Available magnification ratios]

**Inch specification**

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

**Metric specification**

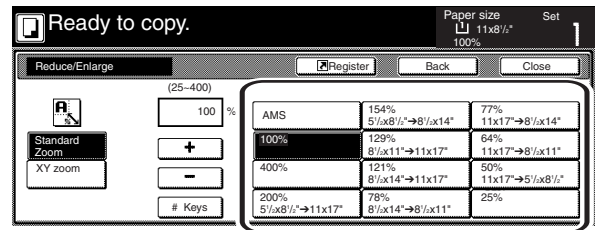
- Reduction
  - 25%
  - 50%
  - 70% (A3 → A4, A4 → A5)
  - 75% (11" x 15" → A4)
  - 90% (Folio → A4)
- Enlargement
  - 106% (11" x 15" → A3)
  - 127% (Folio → A3)
  - 141% (A4 → A3, A5 → A4)
  - 200% (A5 → A3)
  - 400%

**Metric specification (Asia Pacific)**

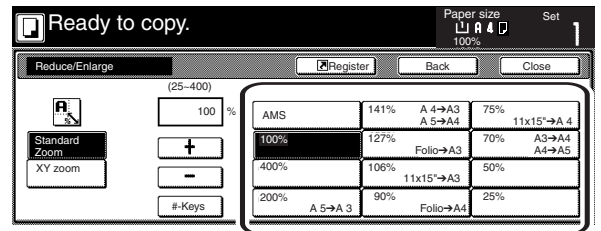
- Reduction
  - 25%
  - 50%
  - 70% (A3 → A4, B4 → B5)
  - 81% (B4 → A4, B5 → A5)
  - 86% (A3 → B4, A4 → B5)
- Enlargement
  - 115% (B4 → A3, B5 → A4)
  - 122% (A4 → B4, A5 → B5)
  - 141% (A4 → A3, B5 → B4)
  - 200% (A5 → A3)
  - 400%

**3** Touch the preset zoom key that corresponds to the magnification ratio that you want to use.

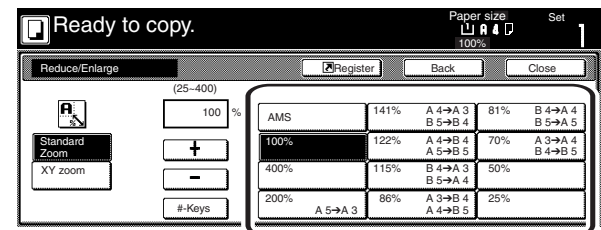
**Inch specifications**



**Metric specifications**



**Metric specifications (Asia Pacific)**



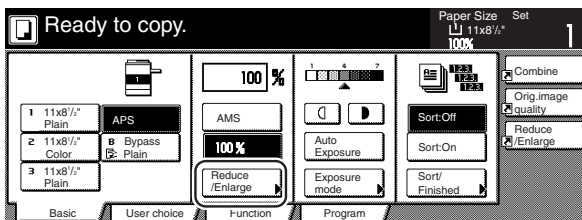
**NOTE**

You can also change the magnification ratio in 1% increments by touching the "+" key or the "-" key, as appropriate.

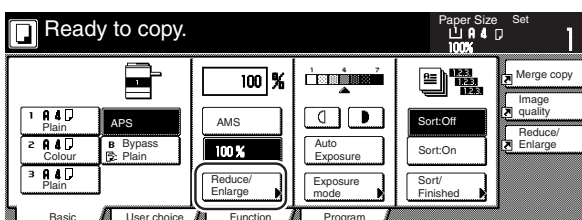
**1** Set the original to be copied.

**2** Touch the "Reduce/Enlarge" key.  
The "Reduce/Enlarge" screen will be displayed.

**Inch specifications**



**Metric specifications**

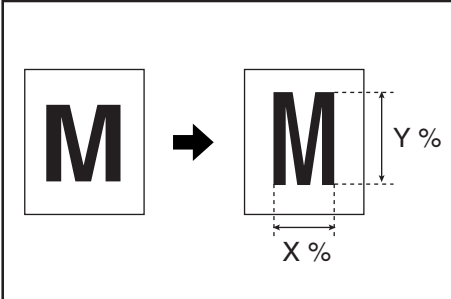


**4** Press the [Start] key to begin the copying procedure.

## Section 4 BASIC OPERATION

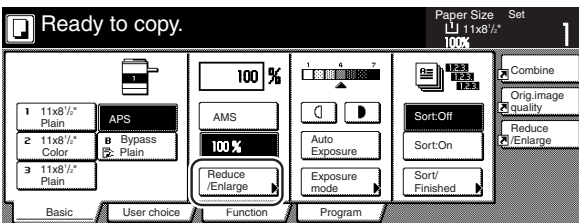
### (4) XY zoom mode

With this mode, it is possible for you to select the length and width of the copy image separately. The magnification ratio can be set to any 1% increment between 25% and 400% (between 25% and 200% when using the Document Processor).

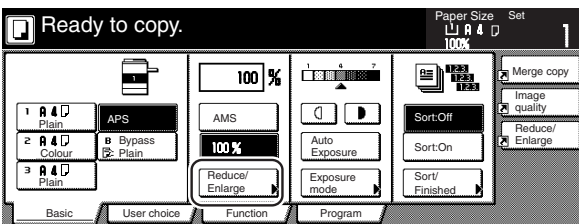


- 1 Set the originals to be copied.
- 2 Touch the "Reduce/Enlarge" key.  
The "Reduce/Enlarge" screen will be displayed.

Inch specifications

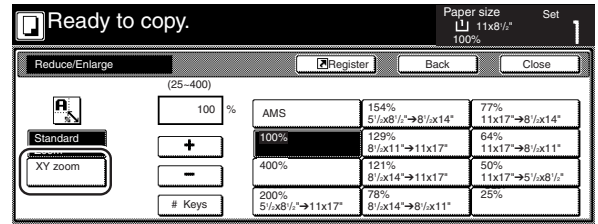


Metric specifications

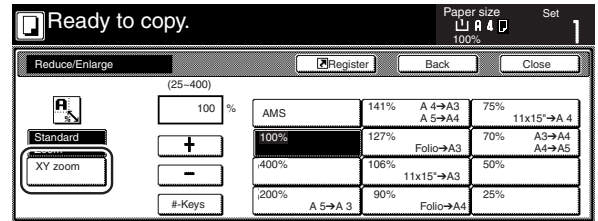


- 3 Touch the "XY zoom" key.  
The screen to select the magnification ratio will be displayed.

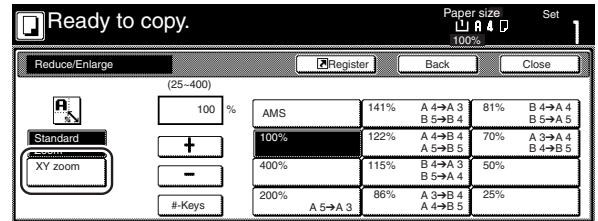
Inch specifications



Metric specifications

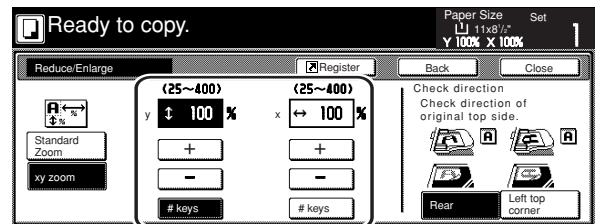


Metric specifications (Asia Pacific)

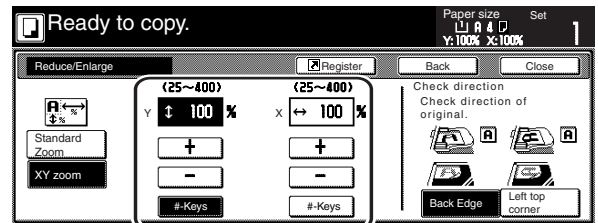


- 4 Touch the "+" key or the "-" key, as appropriate, specify the desired magnification ratio for the width and then the length of the image. It is also possible for you to enter the desired ratio directly by touching the corresponding "#keys" key and then using the keypad.

Inch specifications



Metric specifications

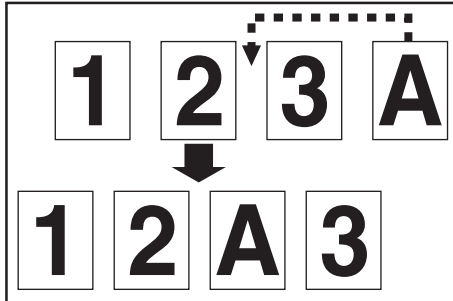


- 5 Touch the appropriate key on the right side of the touch panel to specify the direction in which the original was set.
- 6 Press the [Start] key to begin the copying procedure.

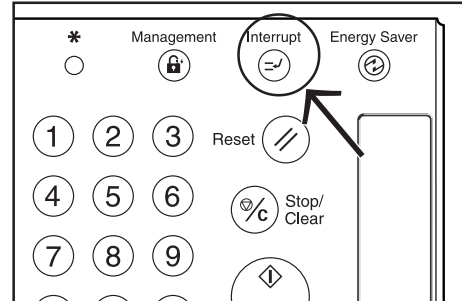


### 3. Interrupt copying

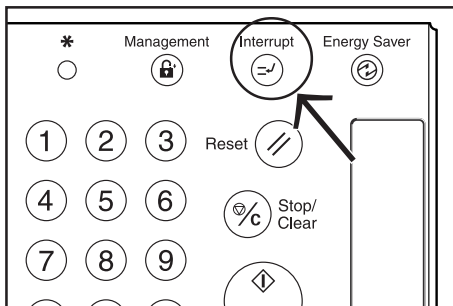
Interrupt copying is useful if, during one copy job, you want to copy other originals at different settings. Once the rush job is completed, the interrupted copy job can be resumed at the same settings as before.



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

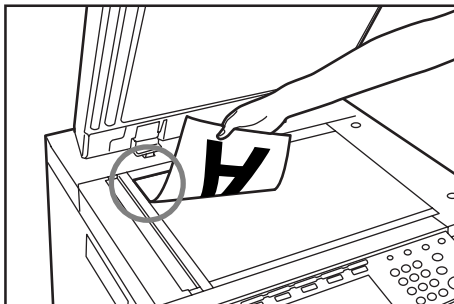


- 1** Press the [Interrupt] key to light the lamp in the [Interrupt] key. "Interrupt mode OK" will be displayed.



- 2** Remove the originals that were currently being copied and put them aside.

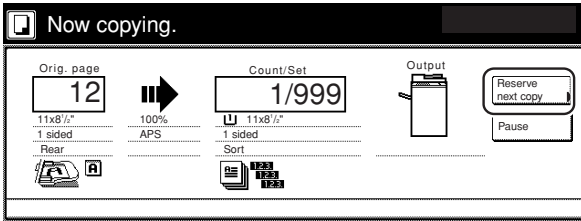
- 3** Set the new originals and perform the desired copy procedure.



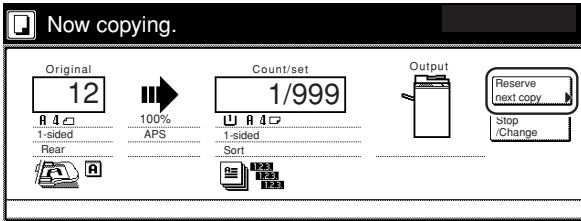
## 4. Job reservation

Copy jobs can be scheduled even while another copy job is in progress any time the “Reserve next copy” key is displayed.

Inch specifications



Metric specifications

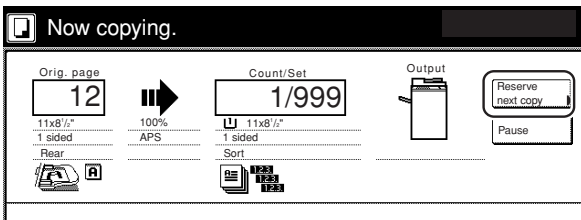


You can enter the corresponding copy settings and scan in the originals in preparation for your copy job even before the other job is completed.

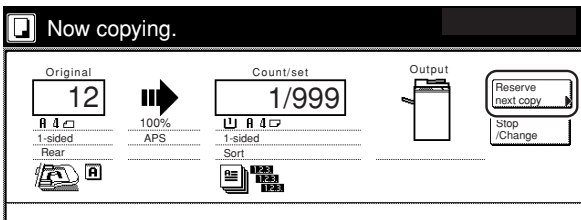
Once that job is finished and print out is possible, the operation for the reserved job will begin automatically.

- 1 Touch the “Reserve next copy” key. The “Ready to copy. (Job reservation)” screen will be displayed.

Inch specifications



Metric specifications

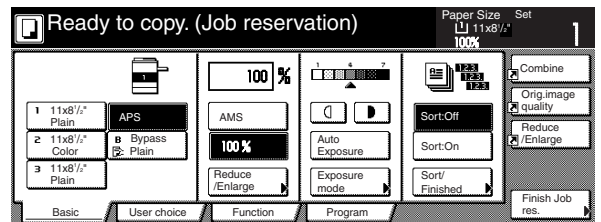


### NOTE

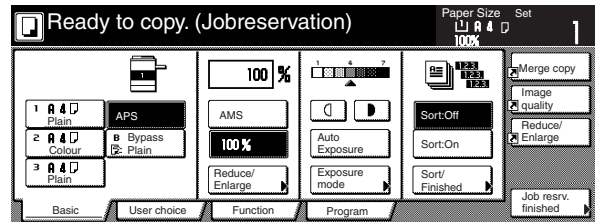
Job reservation is not available any time the “Reserve next copy” key is grayed out or when it isn't displayed at all.

- 2 Set the originals to be copied.
- 3 Select the settings and functions that you want to use for that copy job.

Inch specifications



Metric specifications

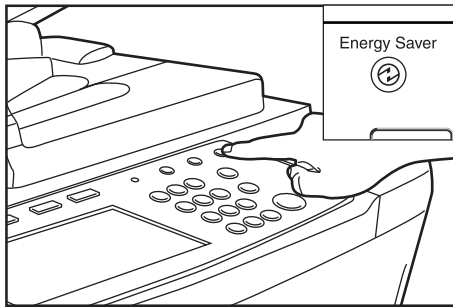


- 4 Press the [Start] key. Scanning of the originals will start. Once all of the originals have been completely scanned, the touch panel will return to the screen in step 1.

## 5. Energy-saving preheat function

If you press the [Energy Saver] key, even while the main switch is still turned ON, the copier will enter the energy-saving preheat mode. When the copier is in this preheat mode, the light the lamp in the [Energy Saver] key will be the only lit indication on the operation panel.

To resume copying after the preheat function has been activated, press the [Energy Saver] key once again. It will take the copier less than 30 seconds to return to a copy-ready state.



### NOTE

The energy-saving preheat mode will also engage automatically in this copier if no operation is performed for a predetermined period of time. (See "Auto preheat time" on page 7-28.)

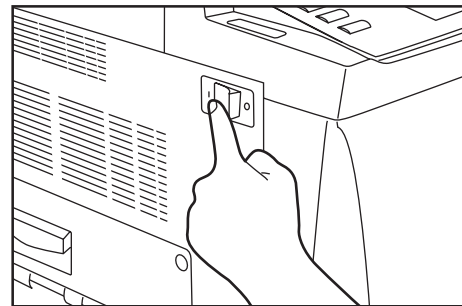
## 6. Auto shut-off function

This function automatically turns the main switch OFF ( O ) if no operation has been performed on the copier for a certain period of time (15 to 240 minutes). When you want to make copies again, simply turn the main switch back ON ( | ).

\* The factory default setting is for the auto shut-off function to engage after 90 minutes.

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

The auto shut-off function is a power-saving feature which automatically turns the main switch to the copier OFF ( O ) when a certain time elapses without any operation being performed. Copiers are generally in a standby mode more than they are in actual operation, so power consumption in the standby mode occupies a large part of overall consumption. Having the copier turned OFF ( O ) automatically after a certain amount of time reduces unnecessary power consumption in the standby mode or at night if the copier happens to be left on accidentally. The result is a lower electricity bill.



### NOTES

- In order to change the amount of time that will elapse before the auto shut-off function engages, see "Auto shut-off time" on page 7-27. In order to disable the auto shut-off function, see "Auto shut-off ON/OFF" on page 7-35.
- If the optional Printer kit is installed in your copier, the copier will enter the sleep mode whenever the auto shut-off function engages. In this state, when the copier detects data for a print job, it will automatically recover to a print-ready state and printout of the corresponding information will begin.



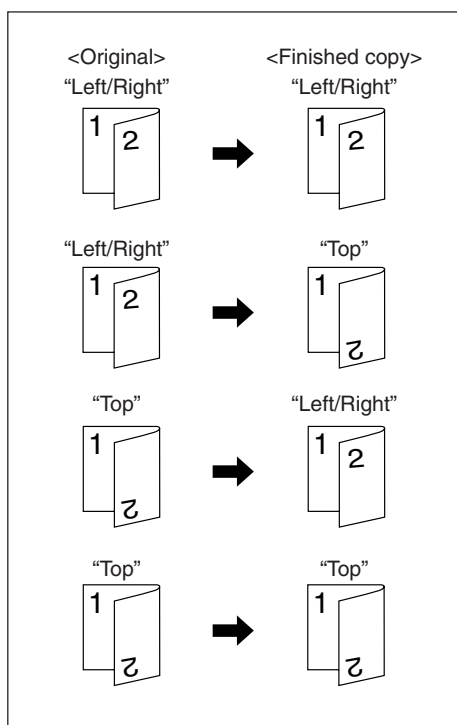
# Section 5 OTHER CONVENIENT FUNCTIONS

## 1. Making 2-sided copies from various types of originals [2-sided copy modes]

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

### (1) Making 2-sided copies from a 2-sided original

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

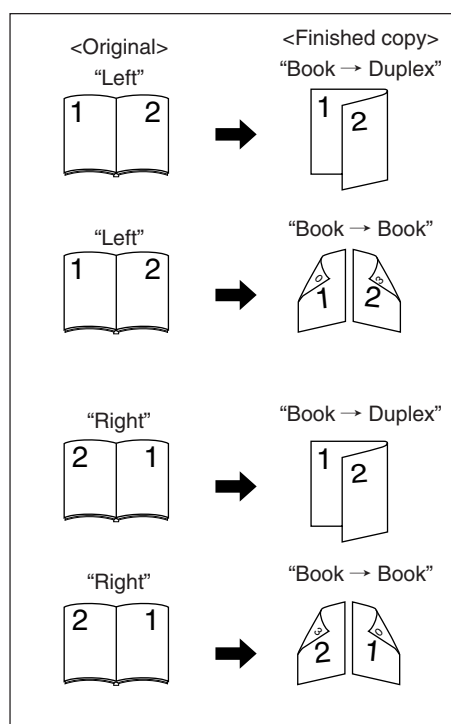


#### IMPORTANT!

- Inch specifications  
Only paper sizes between 11" x 17" and 5 1/2" x 8 1/2" can be used in this mode.
- Metric specifications  
Only paper sizes between A5R and A3 can be used in this mode.

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

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



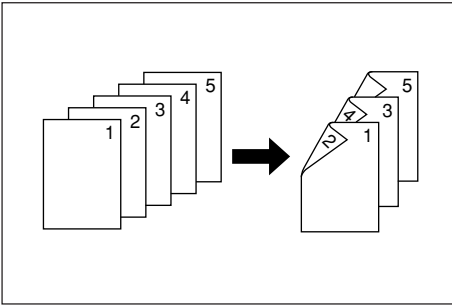
#### IMPORTANT!

- Inch specifications  
Only 11" x 17" and 8 1/2" x 11" size originals can be used in this mode.
- Metric specifications  
Only A5R, A4R and A3 size originals can be used in this mode.
- Metric specifications (Asia Pacific)  
Only A5R, B5R, A4R, B4 and A3 size originals can be used in this mode.

## Section 5 OTHER CONVENIENT FUNCTIONS

### (3) Making 2-sided copies from one-sided originals

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



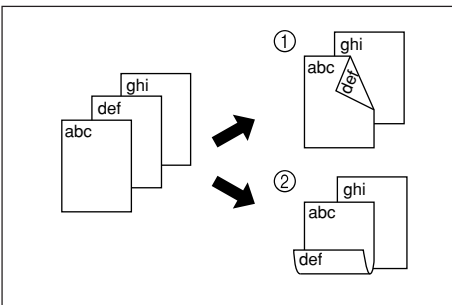
#### NOTE

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

- ① If you chose the “Left/Right” [“Left/Right binding”] setting for finished copies:

The back side of the copies will be created with the same orientation as the originals.

- ② If you chose the “Top” [“Top binding”] setting for finished copies: The image that is copied onto the back side of the copies will be rotated 180 degrees. If you then bind the copy set at the top, the images will be oriented in the same direction when flipped up like a calendar, etc.



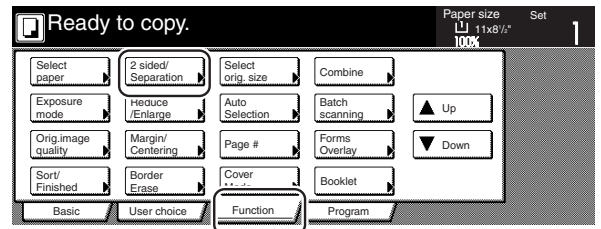
- 1 Set the originals to be copied.

- 2 Touch the “Function” tab. The content of the “Function” tab will be displayed.

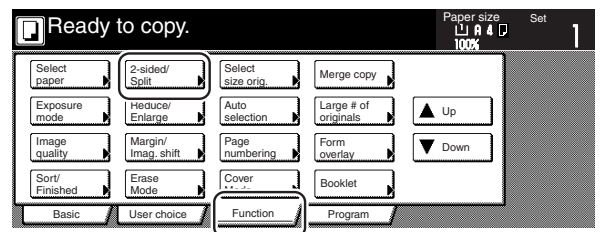
Touch the “2 sided/Separation” [“2-sided/Split”] key.

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

Inch specifications

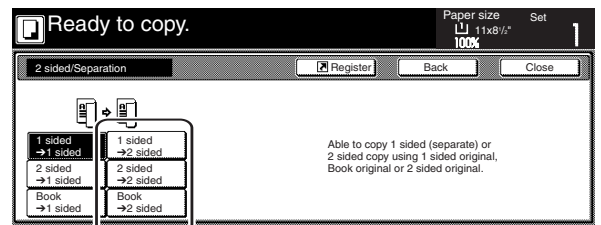


Metric specifications

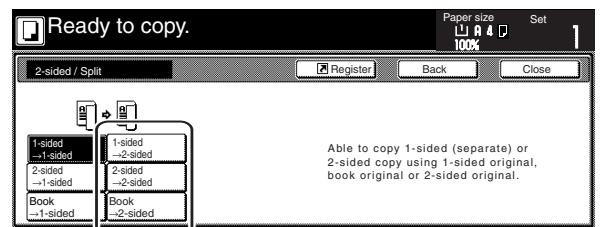


- 3 If you are copying from 2-sided originals, touch the “2 sided → 2 sided” key. If you are copying from open-faced originals, touch the “Book → 2 sided” key. If you are copying from 1-sided originals, touch the “1 sided → 2 sided” key. If you selected “2 sided → 2 sided” or “Book → 2 sided”, go to the next step. If you selected “1 sided → 2 sided”, go directly to step 5.

Inch specifications

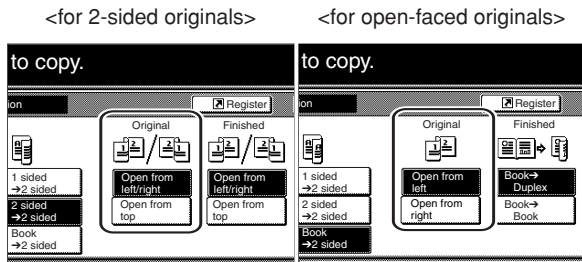


Metric specifications

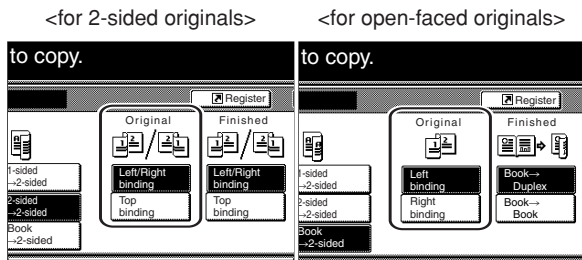


**4** Specify the binding direction of the originals.

Inch specifications

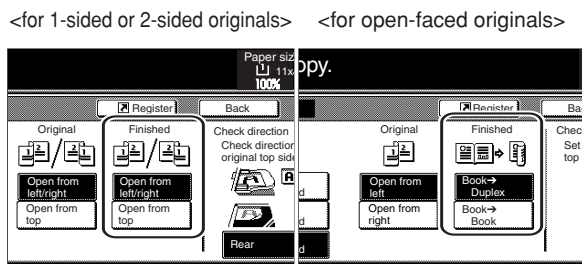


Metric specifications

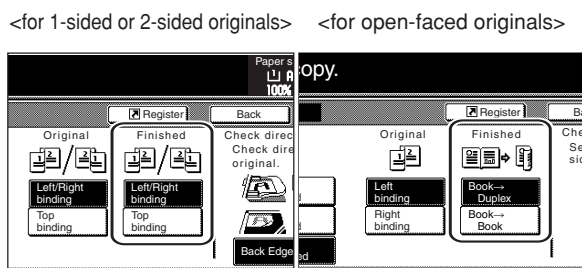


**5** Select the binding direction you want for the finished copies.

Inch specifications



Metric specifications

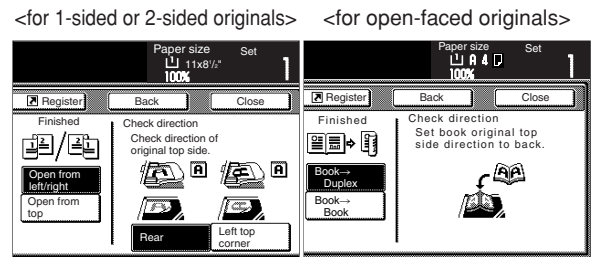


**6** Follow the instructions on the right side of the touch panel and verify the direction in which the originals were set.

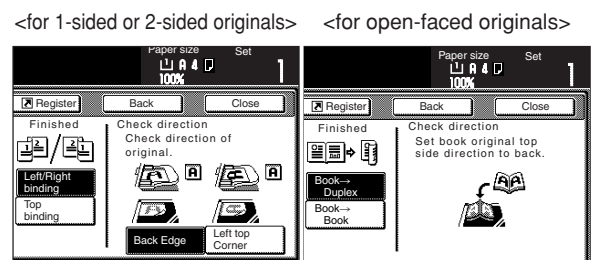
**IMPORTANT!**

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

Inch specifications



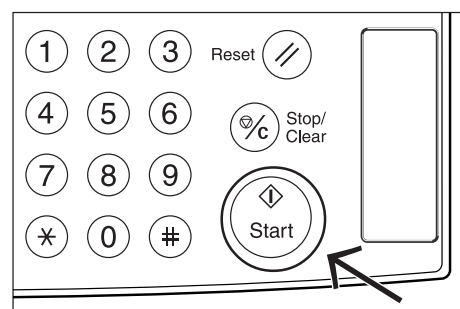
Metric specifications



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

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

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



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

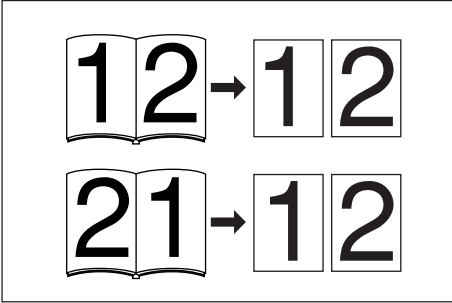
**9** Once you have finished scanning all of the originals, touch the "Scanning finished" key. Copying will start.

## 2. Copying two-page originals onto separate sheets

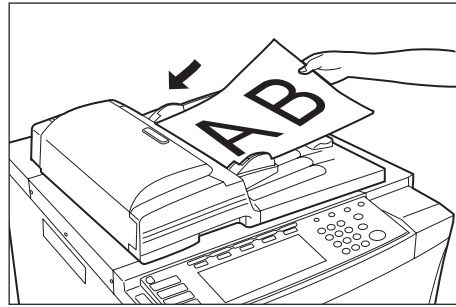
### [Page separation/Split copy modes]

#### (1) Page separation/Split copy from book originals

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



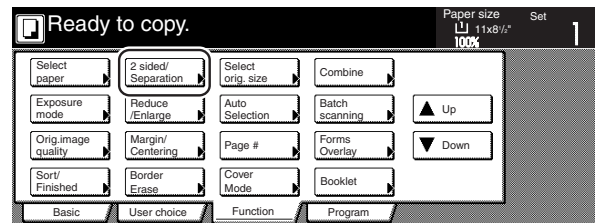
**1** Set the originals to be copied.



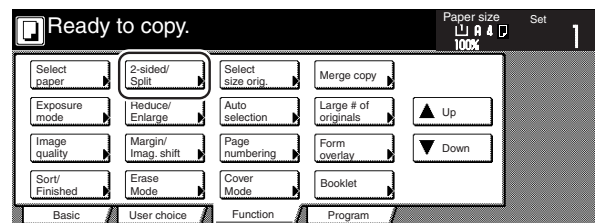
**2** Touch the "Function" tab. The content of the "Function" tab will be displayed.

**3** Touch the "2 sided/Separation" ["2-sided/Split"] key. The "2 sided/Separation" ["2-sided/Split"] screen will be displayed.

Inch specifications



Metric specifications



#### IMPORTANT!

Inch specifications

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

Metric specifications

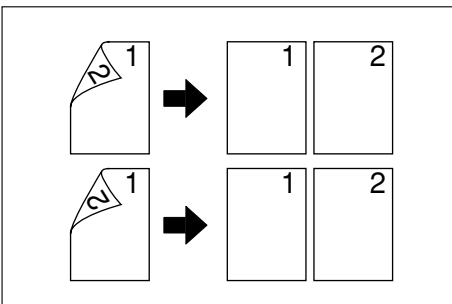
- Only A3 size originals and A4 size copy paper can be used in this mode.

Metric specifications (Asia Pacific)

- Only A3, B4, A4R, B5R and A5R size originals and A4 or B5 size copy paper can be used in this mode. Depending upon the size of the originals, the image will be enlarged or reduced to fit the size of the copy paper.

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

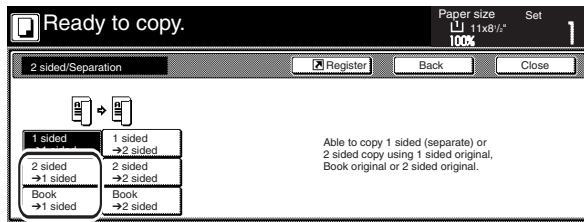
With this mode, the two sides of a 2-sided original are each copied onto a separate sheet of paper.



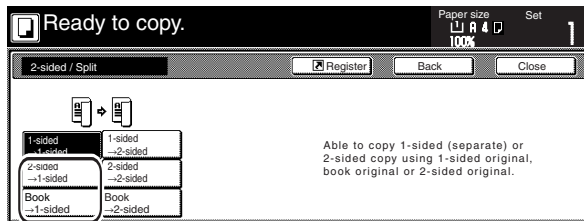


- Touch the “2 sided → 1 sided” key or the “Book → 2 sided” key, as appropriate to the type of originals being copied and the type of finished copies to be made.

Inch specifications



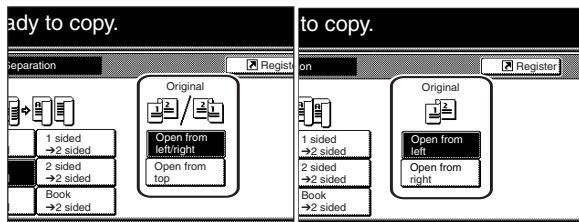
Metric specifications



- Specify the binding direction of the originals.

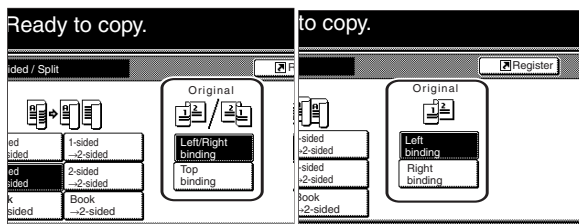
Inch specifications

<for 2-sided originals>      <for open-faced originals>



Metric specifications

<for 2-sided originals>      <for open-faced originals>



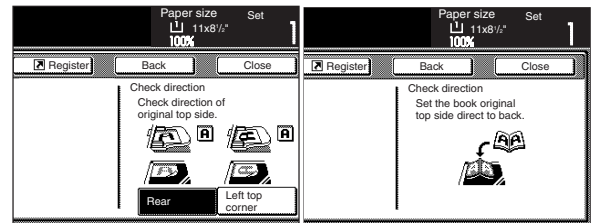
- Follow the instructions on the right side of the touch panel and verify the direction in which the originals were set.

**IMPORTANT!**

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

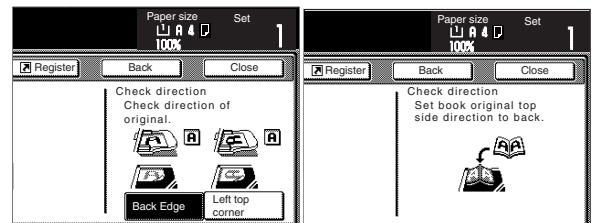
Inch specifications

<for 1-sided or 2-sided originals>      <for open-faced originals>



Metric specifications

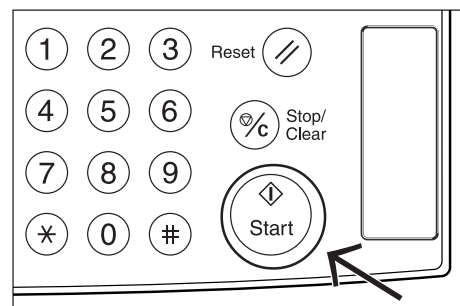
<for 1-sided or 2-sided originals>      <for open-faced originals>



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

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

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



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

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

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

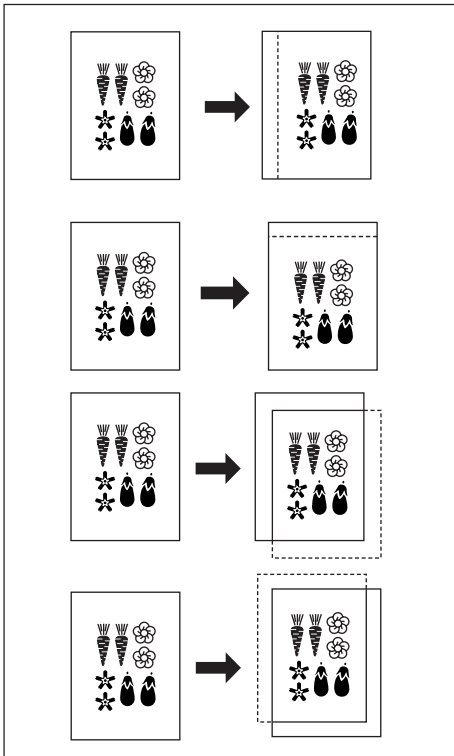
#### (1) Standard margin

Inch specifications

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

Metric specifications

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



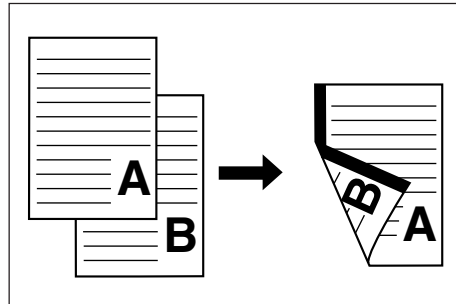
#### (2) Separate front and back margin settings

Inch specifications

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

Metric specifications

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



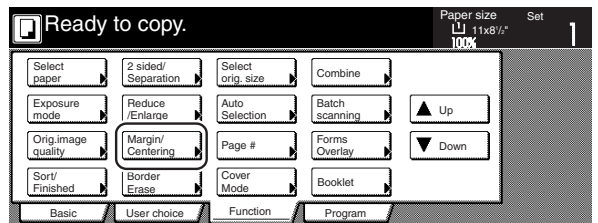
- 1 Set the originals to be copied.

#### IMPORTANT!

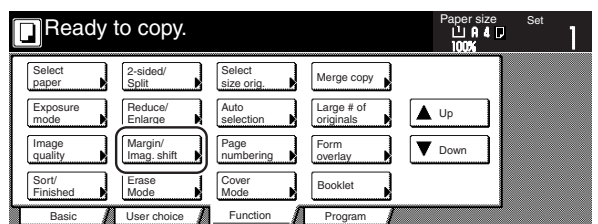
Set originals so that the top edge is facing either the back or the left of the copier. Setting them in the wrong direction may cause the margin to be created in the incorrect position.

- 2 Touch the "Function" tab. The content of the "Function" tab will be displayed.
- 3 Touch the "Margin/Centering" ["Margin/Imag.shift"] key. The "Margin/Centering" ["Margin/Image shift"] screen will be displayed.

Inch specifications



Metric specifications

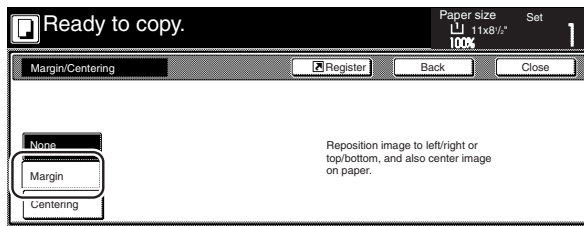


#### NOTES

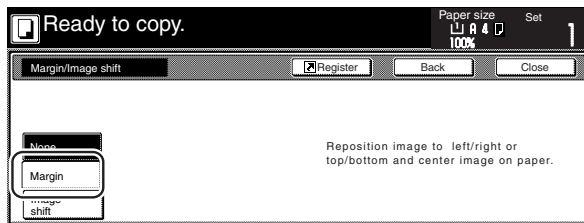
- It is also possible for you to select the default setting for the location and width of the margins. (See "Margin width" on page 7-58.)
- If you select to have a left margin created during 2-sided copying and the location for the back side margin is set to "Auto", a right margin that is the same width as the margin on the front side will be automatically created on the back side of the copies.

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

Inch specifications

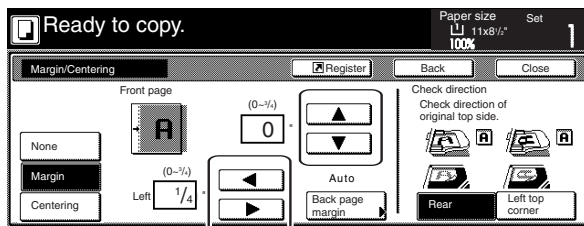


Metric specifications

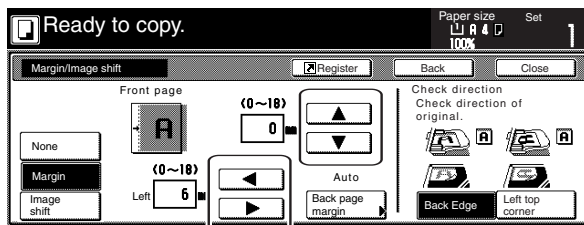


- 5 Use the up/down and left/right cursor keys to select the desired location and width of each margin.

Inch specifications

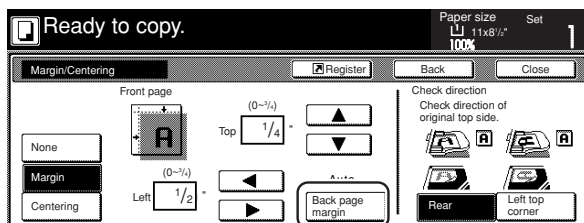


Metric specifications

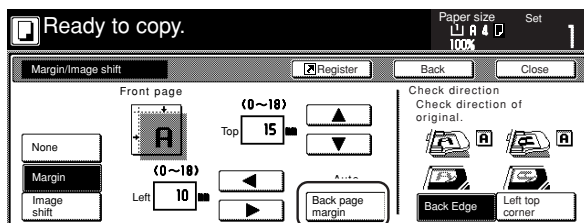


- 6 If you are making 2-sided copies, touch the “Back page margin” key. The “Back page margin” screen will be displayed.

Inch specifications

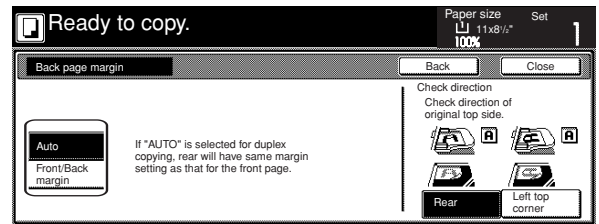


Metric specifications

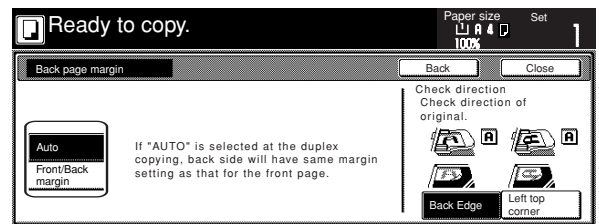


- 7 If you want to create a margin on the back side of the copies that lines up with that on the front side, touch the “Auto” key. If you want to set the margins for the front and back sides separately, touch the “Front/Back margin” key. The screen to set the back side margin will be displayed.

Inch specifications

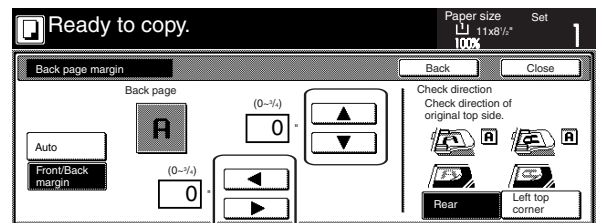


Metric specifications

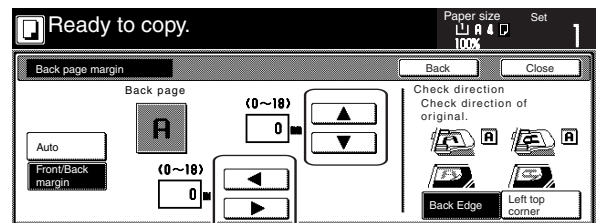


- 8 Use the up/down and left/right cursor keys to select the desired location and width of each margin.

Inch specifications



Metric specifications



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

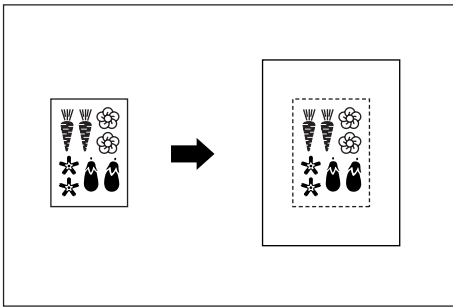
**IMPORTANT!**

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

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

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

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



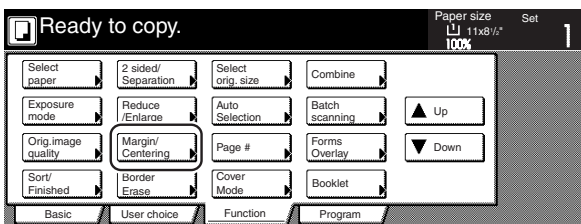
- 1 Set the originals to be copied.

### IMPORTANT!

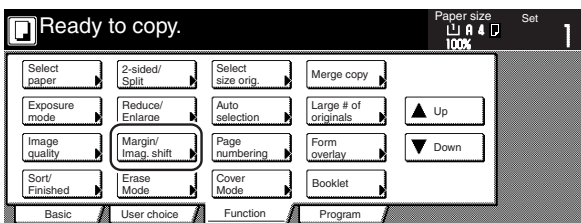
Set originals so that the top edge is facing either the back or the left of the copier. Setting them in the wrong direction may cause the image to be copied in the incorrect position.

- 2 Touch the “Function” tab. The content of the “Function” tab will be displayed.
- 3 Touch the “Margin/Centering” [“Margin/Imag.shift”] key. The “Margin/Centering” [“Margin/Image shift”] screen will be displayed.

Inch specifications

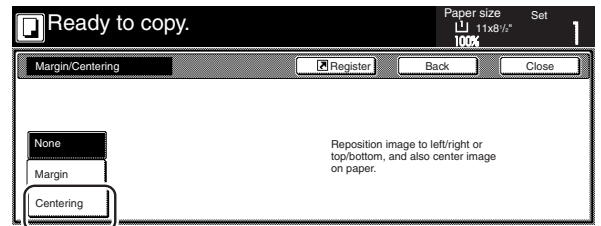


Metric specifications

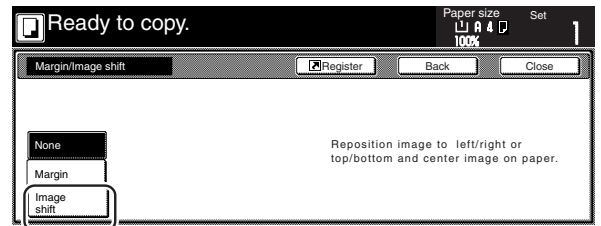


- 4 Touch the “Centering” [“Imag.shift”] key. The “Centering” [“Imag.shift”] screen will be displayed.

Inch specifications

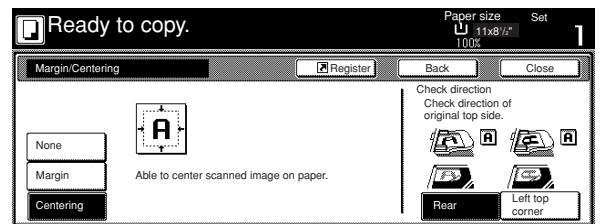


Metric specifications

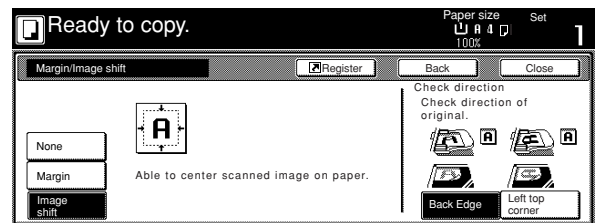


- 5 Follow the instructions on the right side of the touch panel and verify the direction in which the originals were set.

Inch specifications



Metric specifications



### IMPORTANT!

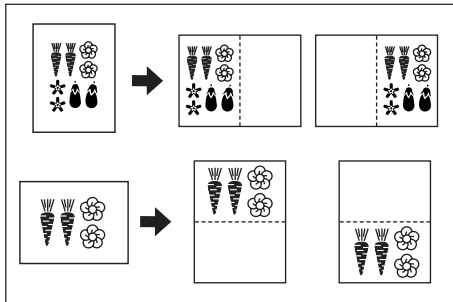
If the designation for the direction that the originals are set is not correct, copying may be accomplished incorrectly.

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

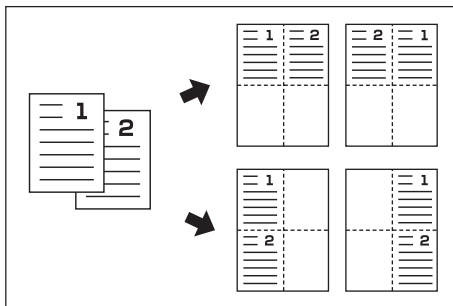
## 5. Adding a space next to the copy images for making notes [Memo mode]

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

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



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

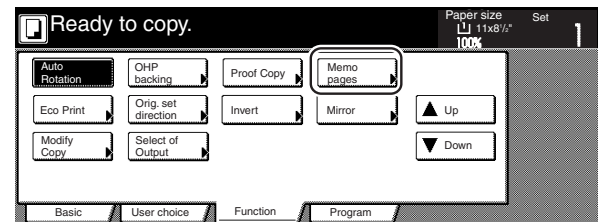


### NOTE

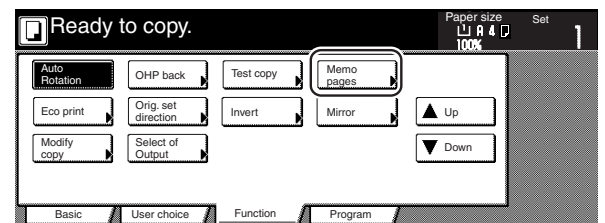
Only originals and copy paper of standard sizes can be used in this mode.

- 1 Set the originals to be copied.
- 2 Touch the “Function” tab and then the “▼ Down” key. The content of the next portion of the “Function” tab will be displayed.
- 3 Touch the “Memo pages” key. The “Memo pages” screen will be displayed.

Inch specifications

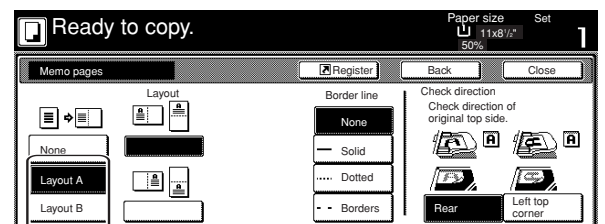


Metric specifications

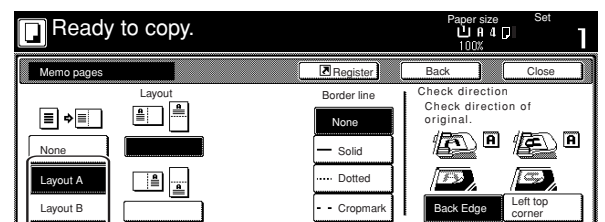


- 4 Touch the “Layout A” key or the “Layout B” key, as appropriate. The screen to make the layout settings will be displayed.

Inch specifications



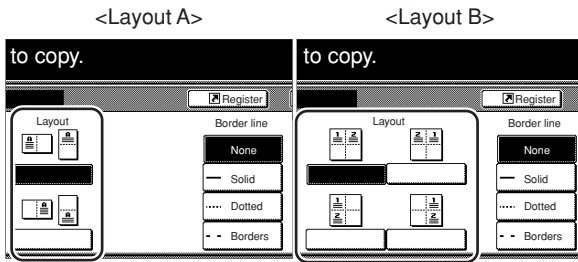
Metric specifications



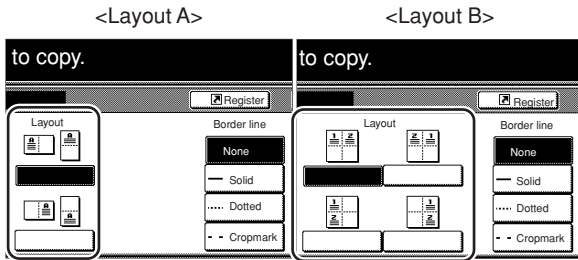
## Section 5 OTHER CONVENIENT FUNCTIONS

### 5 Select the desired direction of the layout.

Inch specifications



Metric specifications

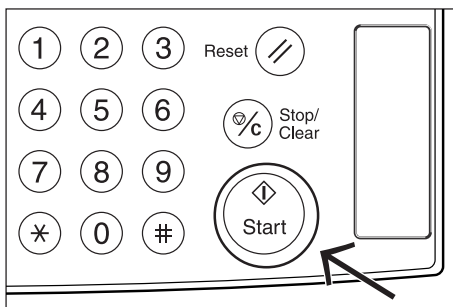


### 6 Select the type of the borderline that you want to use to separate the different areas.

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

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

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



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

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

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

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

#### Inch specifications

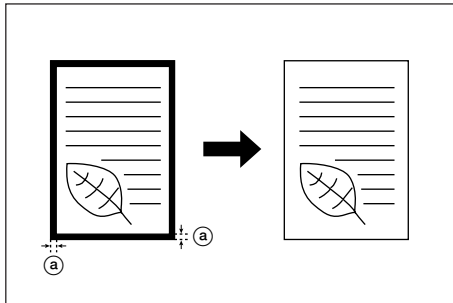
With this mode, shadows, lines, etc., that occur around the edges of copies made from sheet originals can be erased. The width of the border to be erased can be set to any 1/8" increment between 1/8" and 3/4". A setting of "0" will result in no border being erased.

(The width of the border that will be erased is shown as (a) in the illustration.)

#### Metric specifications

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

(The width of the border that will be erased is shown as (a) in the illustration.)



#### NOTE

It is possible for you to change the default setting for the width of the erased border. (See "Erased border width" on page 7-59.)

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

#### Inch specifications

With this mode, you can make clean copies, even from thick books. The width of the outside border to be erased can be set to any 1/8" increment between 1/8" and 3/4". The width of the center area to be erased can be set to any 1/8" increment between 1/8" and 1 1/2".

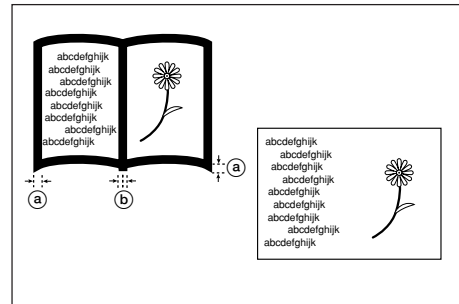
A setting of "0" will result in no border being erased. (The width of the outside border that will be erased is shown as (a) in the illustration, while the width of the center area is shown as (b).)

#### Metric specifications

With this mode, you can make clean copies, even from thick books.

The width of the outside border to be erased can be set to any 1 mm increment between 1 mm and 18 mm. The width of the center area to be erased can be set to any 1 mm increment between 1 mm and 36 mm. A setting of "0" will result in no border being erased.

(The width of the outside border that will be erased is shown as (a) in the illustration, while the width of the center area is shown as (b).)

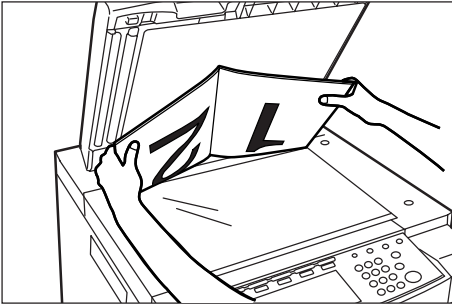


#### NOTE

It is possible for you to change the default setting for the width of the erased borders. (See "Erased border width" on page 7-59.)

## Section 5 OTHER CONVENIENT FUNCTIONS

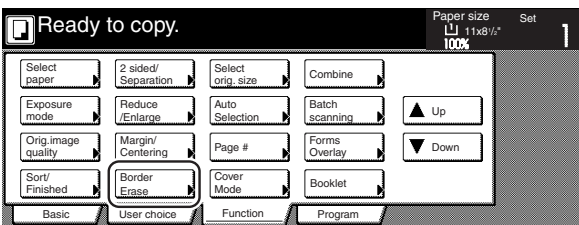
- 1 Set the original to be copied.



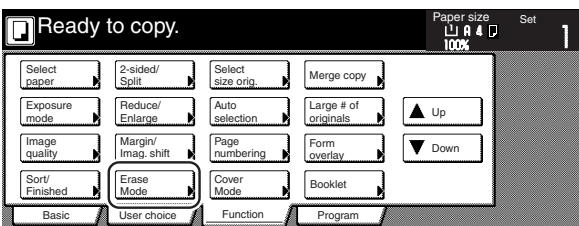
- 2 Touch the "Function" tab. The content of the "Function" tab will be displayed.

- 3 Touch the "Border Erase" ["Erase Mode"] key. The "Border Erase" ["Erase Mode"] screen will be displayed.

Inch specifications

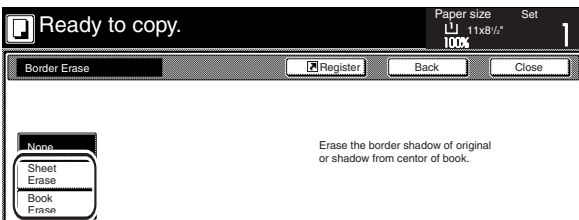


Metric specifications

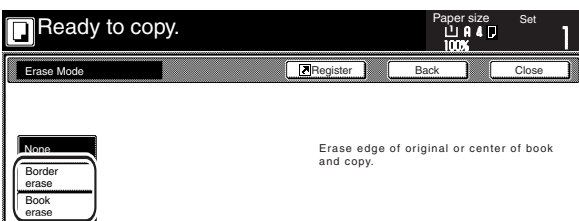


- 4 Touch the "Sheet Erase" ["Border erase"] key or the "Book Erase" key, as appropriate. The screen to set the outside border and the center area will be displayed.

Inch specifications



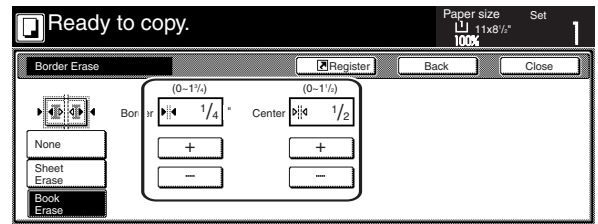
Metric specifications



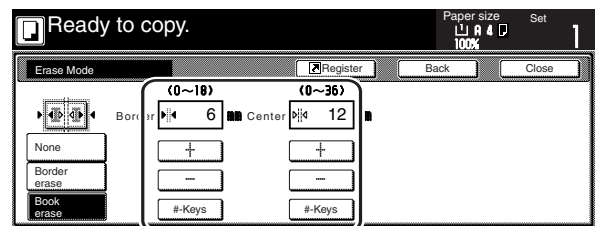
- 5 Touch the "+" key or the "-" key to change the displayed border width to that desired.

\* In metric specification copiers, the desired border width can also be entered directly by touching the "#Keys" key and then using the keypad.

Inch specifications



Metric specifications

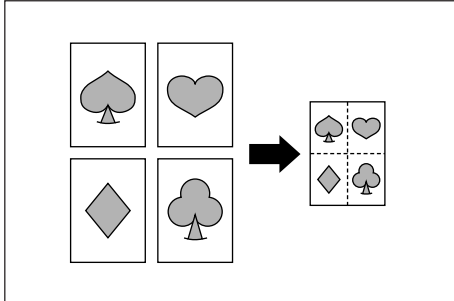


- 6 Press the [Start] key. Copying will start.



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

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

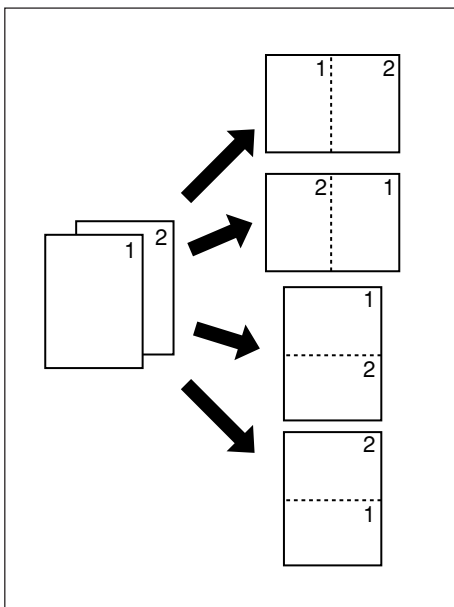


### NOTE

Only originals and copy paper of standard sizes can be used in this mode.

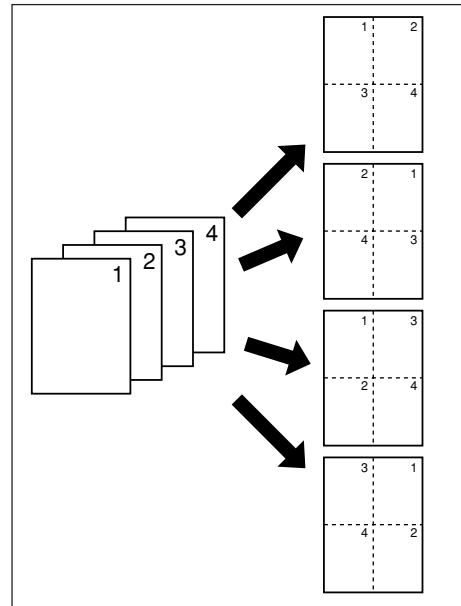
### (1) 2 in 1

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



### (2) 4 in 1

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

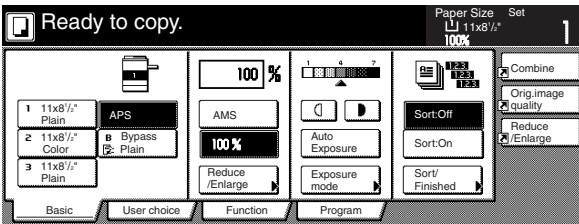


## Section 5 OTHER CONVENIENT FUNCTIONS

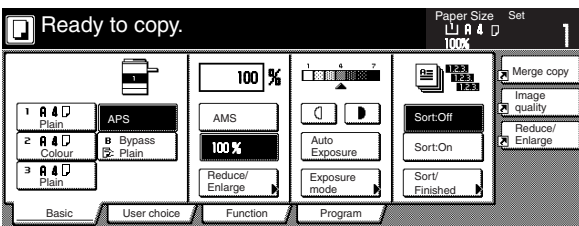
**1** Set the originals to be copied.

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

Inch specifications

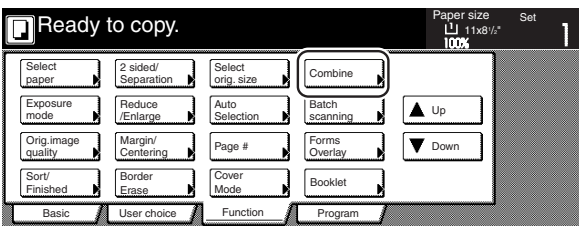


Metric specifications

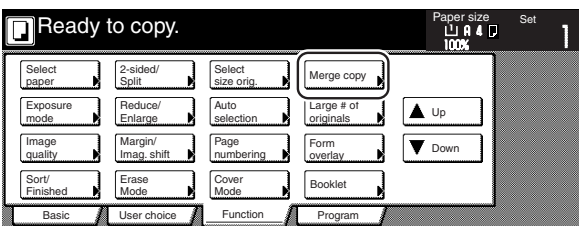


**3** Touch the “Combine” [“Merge copy”] key. The “Combine” [“Merge copy”] screen will be displayed.

Inch specifications

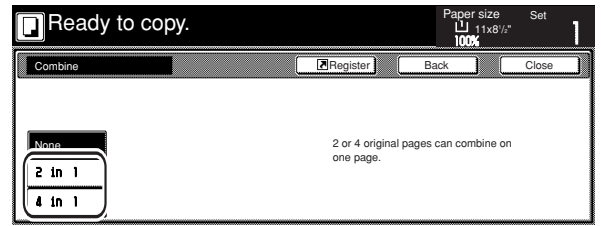


Metric specifications

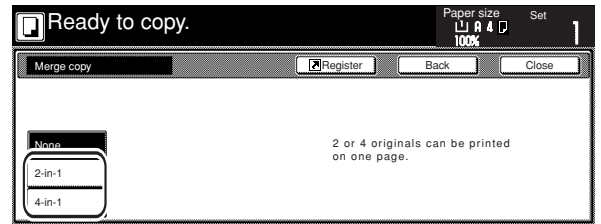


**4** Touch the “2 in 1” key or the “4 in 1” key, as appropriate. The screen to make the layout settings will be displayed.

Inch specifications

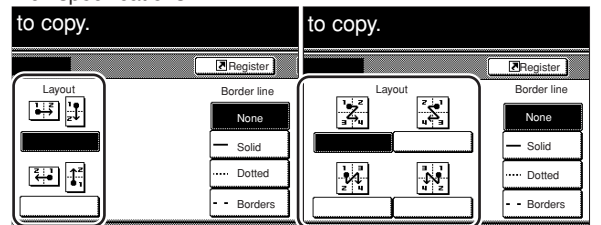


Metric specifications

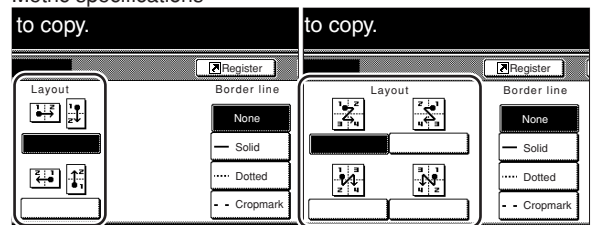


**5** Select the desired direction of the layout.

Inch specifications



Metric specifications

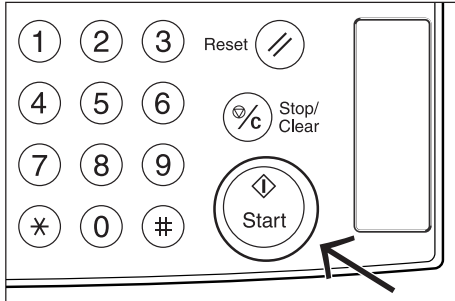


**6** Select the type of the borderline that you want to use to separate the images.

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

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

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

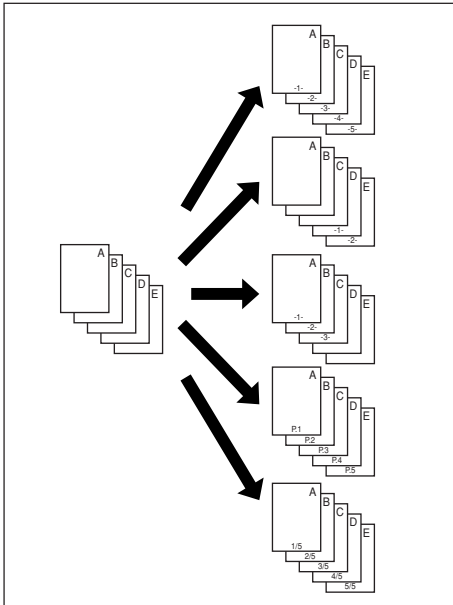


- 8 Replace the first original with the next one and press the [Start] key. Scanning of that next original will start.
- 9 Once you have finished scanning all of the originals, touch the "Scanning finished" key. Copying will start.

## 8. Printing page numbers on copies [Print page numbers mode]

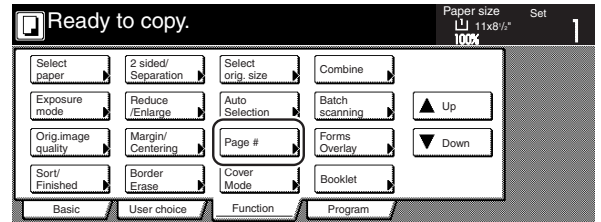
When you make copies from multiple originals, you can have page numbers printed on the corresponding copies in numerical order from the first original. There are three styles of page numbers to choose from: “-1-”, “P.1” and “1/n”.

\* If you select “1/n” as the style of page numbers, the denominator will indicate the total number of pages.

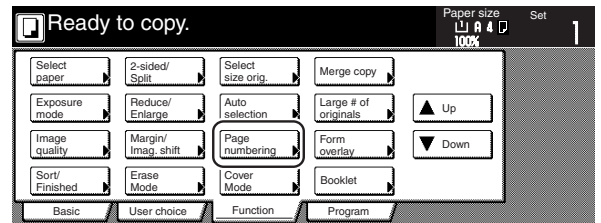


**3** Touch the “Page #” [“Page numbering”] key. The “Page #” [“Page numbering”] screen will be displayed.

Inch specifications

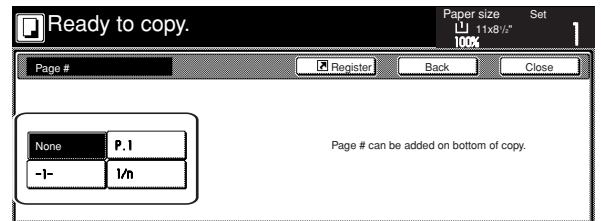


Metric specifications

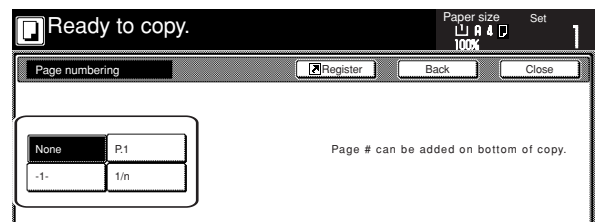


**4** Touch the key that corresponds to the style of page numbers that you want to use. The screen to make settings for that style will be displayed.

Inch specifications

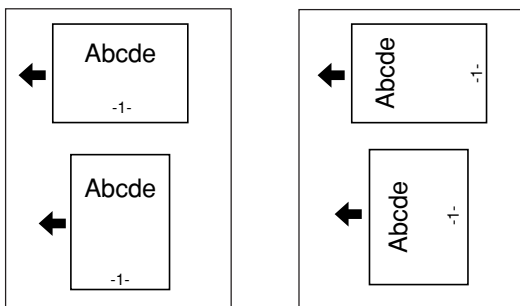


Metric specifications



**NOTE**

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



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

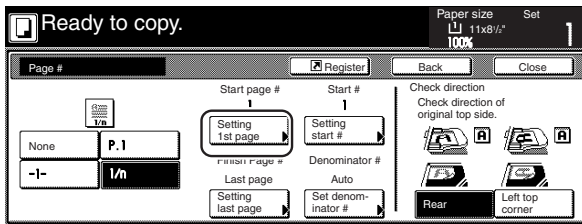
**2** Touch the “Function” tab. The content of the “Function” tab will be displayed.

## Section 5 OTHER CONVENIENT FUNCTIONS

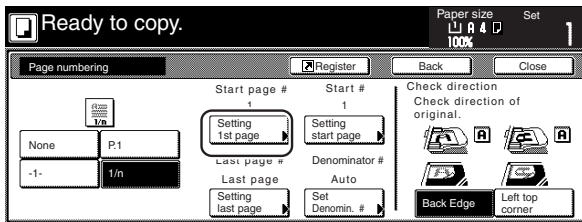
- 5** If you want printing of the page numbers to be started from a page other than the first page, touch the “Setting 1st page” key.

The “Setting 1st page” screen will be displayed.

Inch specifications

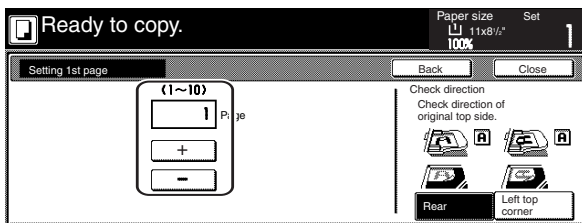


Metric specifications

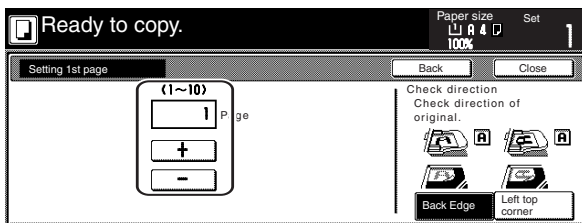


- 6** Touch the “+” key or the “-” key to select from which page printing of the page numbers will start.

Inch specifications



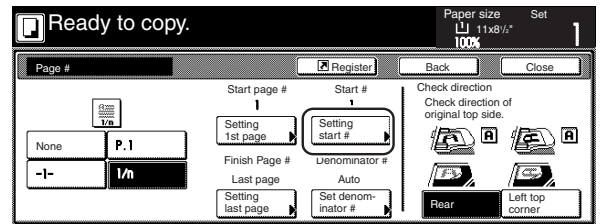
Metric specifications



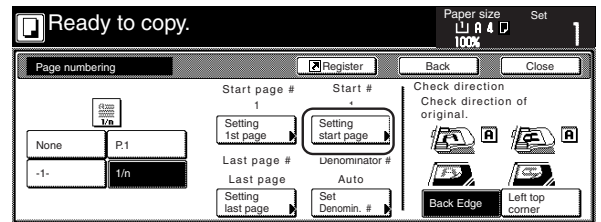
- 7** Touch the “Close” key. The touch panel will return to the screen in step 5.

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

Inch specifications



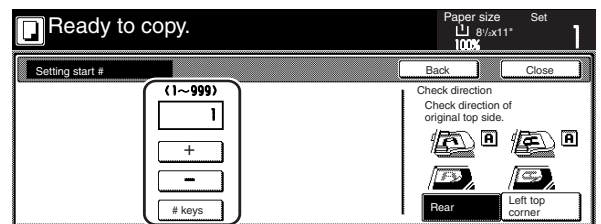
Metric specifications



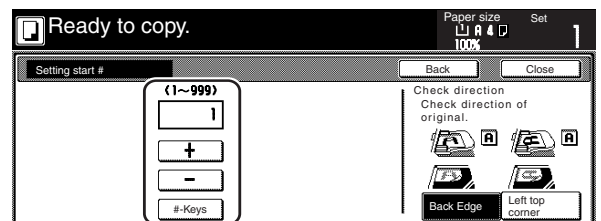
- 9** Touch the “+” key or the “-” key to select the first page number that will be printed.

\* The desired page number can also be entered directly by touching the “#keys” key and then using the keypad.

Inch specifications



Metric specifications

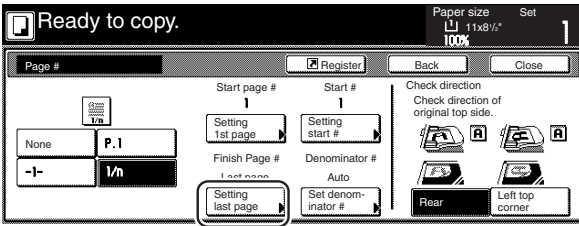


- 10** Touch the “Close” key. The touch panel will return to the screen in step 8.

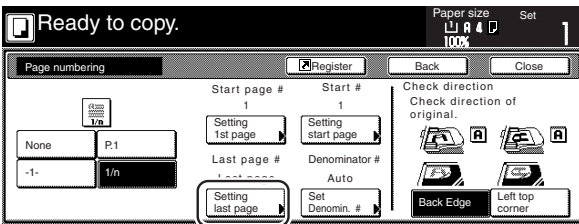
## Section 5 OTHER CONVENIENT FUNCTIONS

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

Inch specifications

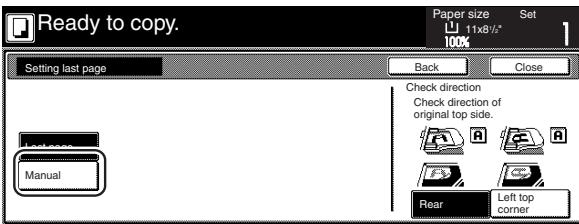


Metric specifications

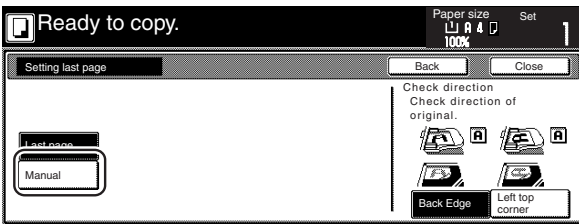


- 12** Touch the “Manual” key. The screen to designate the last page will be displayed.

Inch specifications

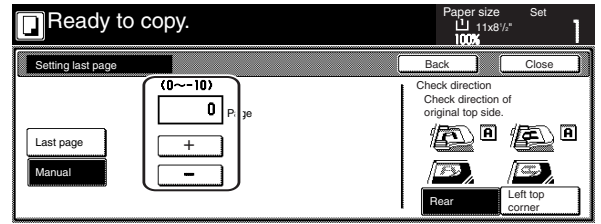


Metric specifications

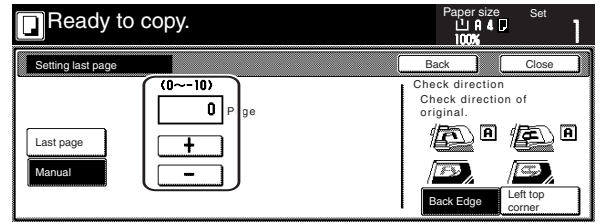


- 13** Touch the “+” key or the “-” key to select, counting from the final copy, how many pages you do NOT want to have page numbers printed on.

Inch specifications



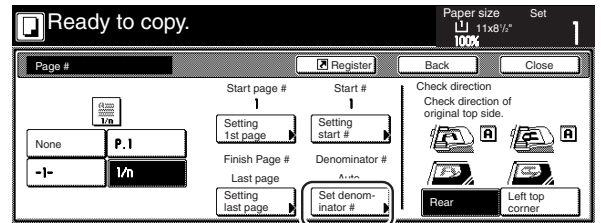
Metric specifications



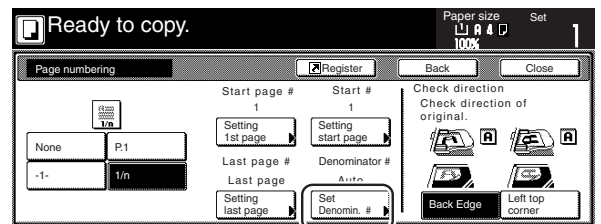
- 14** Touch the “Close” key. The touch panel will return to the screen in step 11. If you selected the “1/n” style, the “Set denominator #” [“Set Denomin. #”] key will be displayed.

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

Inch specifications

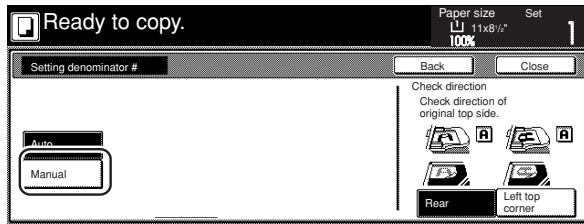


Metric specifications

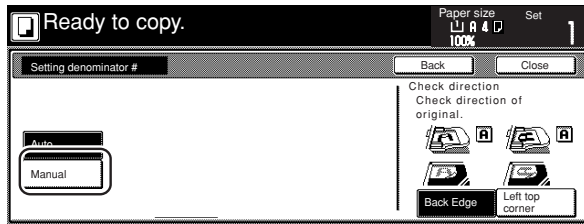


- 16** Touch the “Manual” key.  
The screen to designate the denominator will be displayed.

Inch specifications

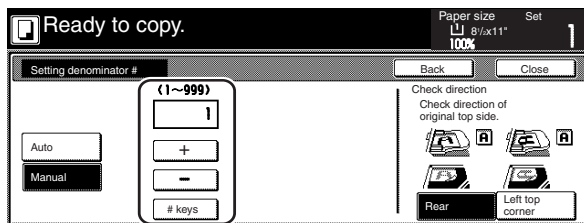


Metric specifications

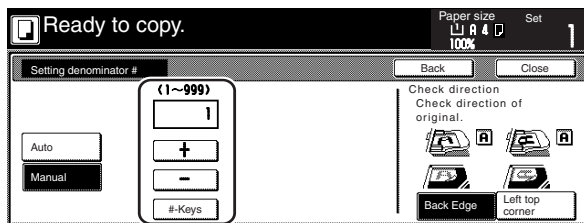


- 17** Touch the “+” key or the “-” key to select the desired denominator for the page numbers.  
\* The desired denominator can also be entered directly by touching the “#keys” key and then using the keypad.

Inch specifications

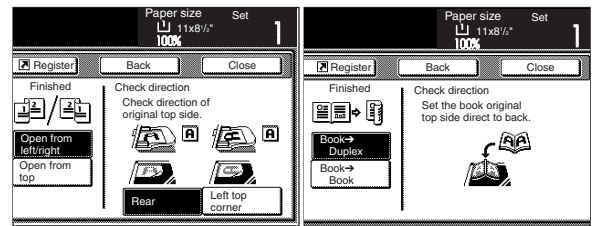


Metric specifications

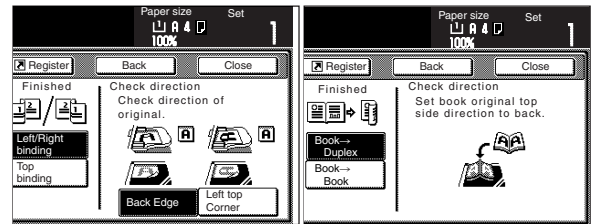


- 18** Follow the instructions on the right side of the touch panel and verify the direction in which the originals were set.

Inch specifications



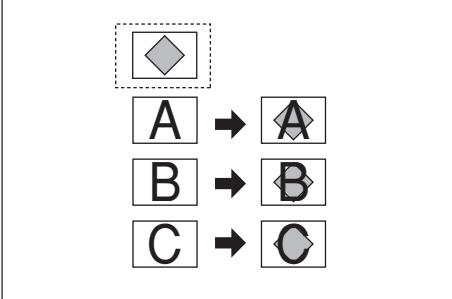
Metric specifications



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

## 9. Overlaying one image over another [Form overlay mode]

This mode can be used to scan the first original (the “form”) 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 original forms.



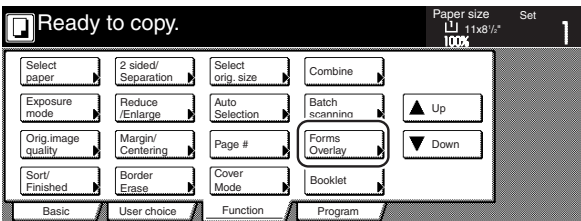
### NOTE

Refer to “(2) Form registration” on page 6-1 for the procedure to register images as forms.

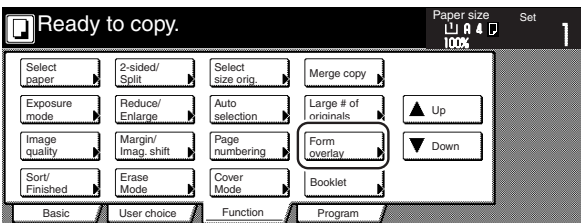
**1** Touch the “Function” tab. The content of the “Function” tab will be displayed.

**2** Touch the “Forms Overlay” [“Form overlay”] key. The “Forms Overlay” [“Form overlay”] screen will be displayed.

Inch specifications

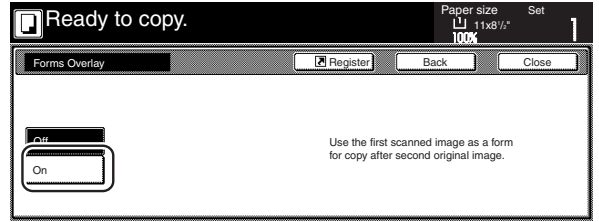


Metric specifications

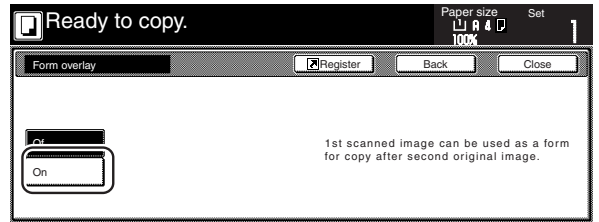


**3** Touch the “On” key. The screen to set the shading level of the form image will be displayed.

Inch specifications



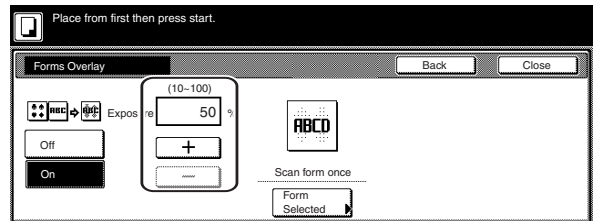
Metric specifications



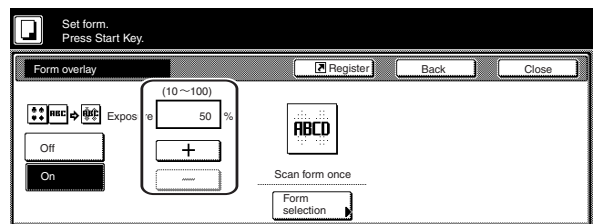
**4** Touch the “+” key or the “-” key to select the level of shading that you want to use for the original form. The desired shading level can be set to any 10% increment between 10% and 100%.

\* A sample of the effect that the selected shading level will produce will be displayed to the right of the entry field.

Inch specifications



Metric specifications



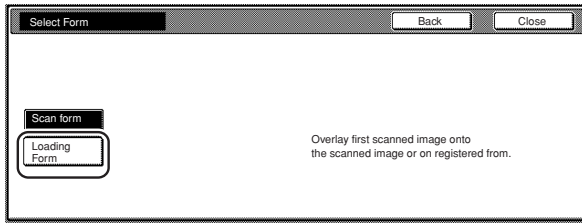
**5** If you want to use a previously registered image as the form, touch the “Form Selected” [“Form selection”] key and go to the next step.

If you want to scan in a new image, go directly to step 9.

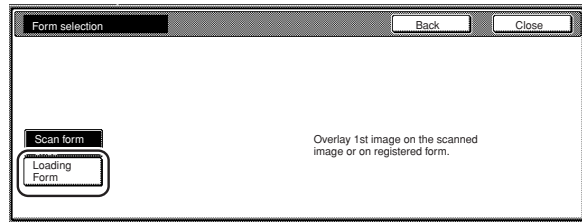


- 6** Touch the “Loading Form” key.  
A list of registered forms will be displayed.

Inch specifications

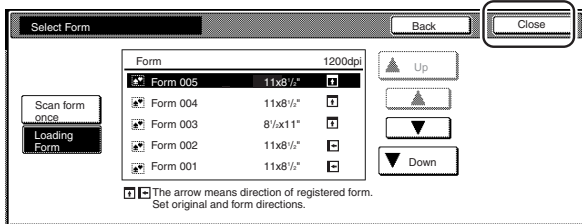


Metric specifications

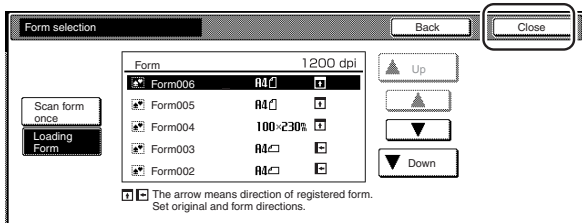


- 7** Select from that list the image that you want to use and then touch the “Close” key. The touch panel will return to the screen in step 4.

Inch specifications



Metric specifications



- 8** Set the originals that you want to copy and go directly to step 10.

- 9** If you are using the Document Processor, make sure that the original that you want to use as the form is on top of the originals that you want to copy.

If you are using the platen, set the original that you want to use as the form.

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

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

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

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

## 10. Making booklets from sheet originals [Booklet/Stitching mode]

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

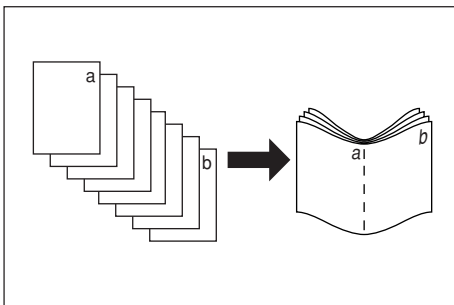
### NOTES

Inch specifications

- Only 11" x 8 1/2", 8 1/2" x 11" and 11" x 17" size copy paper can be used in this mode.
- If the optional Document Finisher is installed on your copier, you will be able to select center stapling. If the optional Center-Folding Unit is installed as well, you will be able to center fold those stapled sets. Only 11" x 17" and 8 1/2" x 11" size copy paper can be center folded and stapled.
- It is possible for you to change the drawer[cassette] that will be used to feed the cover sheets. (See "Cover drawer[cassette]" on page 7-49.)

Metric specifications

- Only A3, B4, A4, and A4R size copy paper can be used in this mode.
- If the optional Document Finisher is installed on your copier, you will be able to select center stapling. If the optional Center-Folding Unit is installed as well, you will be able to center fold those stapled sets. Only A3, B4, and A4R size copy paper can be center folded and stapled.
- It is possible for you to change the drawer[cassette] that will be used to feed the cover sheets. (See "Cover drawer[cassette]" on page 7-49.)

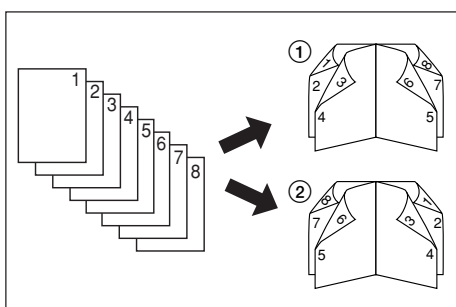


#### ① If "Left" is selected as the binding direction...

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

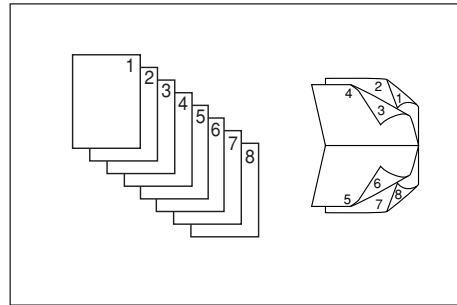
#### ② If "Right" is selected as the binding direction...

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



#### ③ If "Top" is selected as the binding direction...

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



#### ④ It is possible for you to select whether or not to copy onto the front and/or back cover sheets.

	Front cover	Back cover
Do NOT copy		
Copy on outside		
Copy on inside		
Copy on both sides		

### NOTES

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

- 1 Set the originals to be copied in the Document Processor.

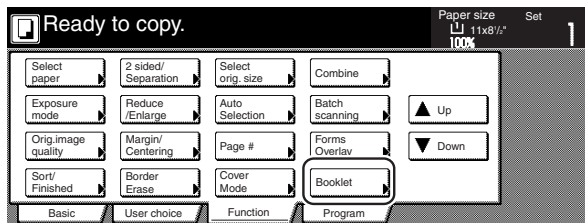
**IMPORTANT!**

If you are using the platen, be absolutely certain to set the first original first.

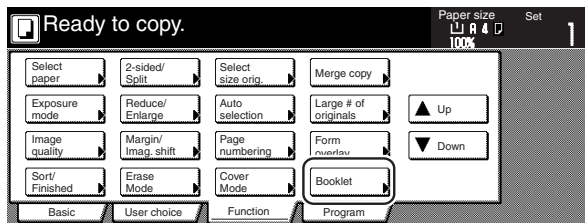
- 2 Touch the "Function" tab. The content of the "Function" tab will be displayed.

- 3 Touch the "Booklet" key. The "Booklet" screen will be displayed.

Inch specifications

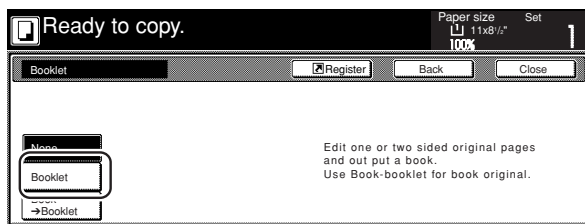


Metric specifications

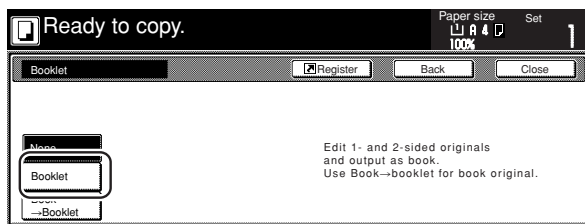


- 4 Touch the "Booklet" key. The screen to specify the binding direction of the originals and the finished copies will be displayed.

Inch specifications

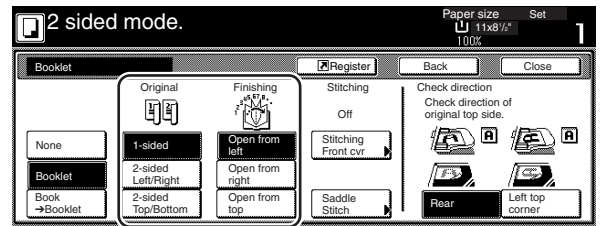


Metric specifications

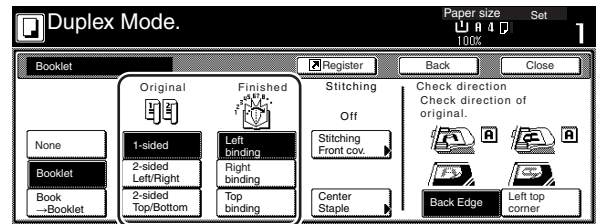


- 5 Specify the binding direction of both the originals and the finished copies.

Inch specifications

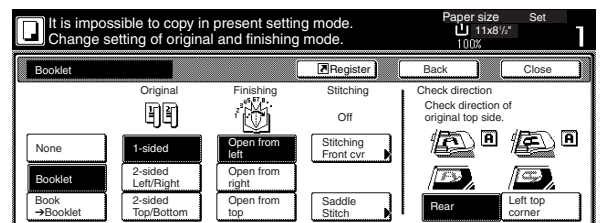


Metric specifications

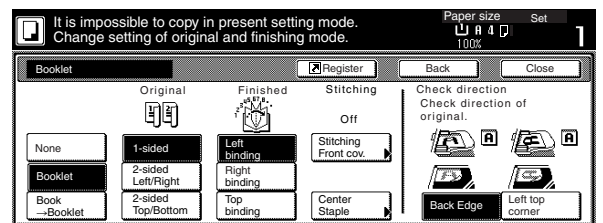


- 6 If "It is impossible to copy in present setting mode. Change setting of original and finishing mode." appears, check (on the right side of the touch panel) whether both the orientation of the originals and the finish mode setting are correct or not.

Inch specifications



Metric specifications

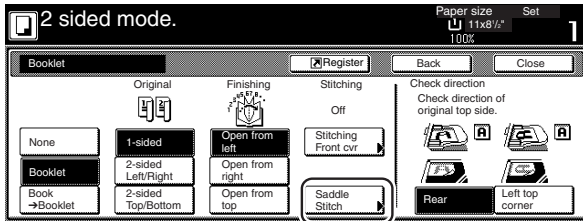


## Section 5 OTHER CONVENIENT FUNCTIONS

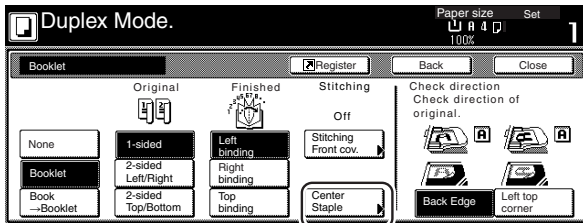
- 7** If the optional Document Finisher is installed on your copier, the “Saddle Stitch” [“Center Staple”] key will be displayed and you will be able to select center stapling. If the optional Center-Folding Unit is installed as well, you will be able to center fold those stapled sets. In this case, if you DO want the center stapling operation, or the center stapling and folding operation, to be performed, touch the “Saddle Stitch” [“Center Staple”] key and go to the next step.

If you do NOT want either operation to be performed, go directly to step 9.

Inch specifications

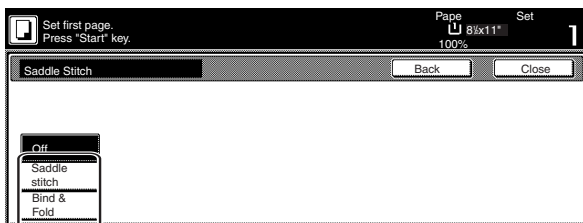


Metric specifications

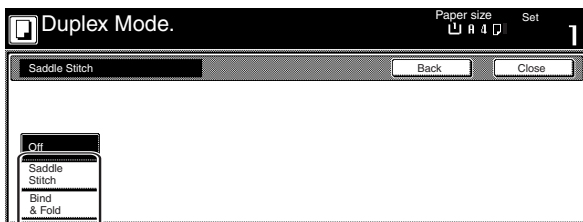


- 8** Touch the “Saddle stitch” key or the “Bind & Fold” key, as appropriate.  
\* It is possible for you to center staple, or center staple and fold, up to 16 copy sheets (64 layout pages) at one time.

Inch specifications

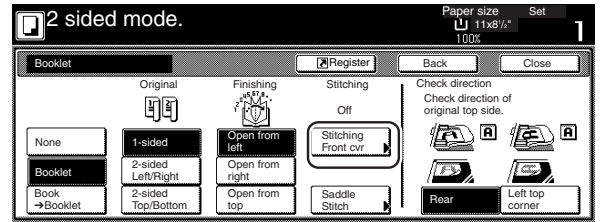


Metric specifications

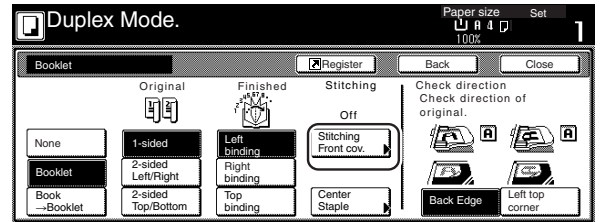


- 9** If you want to add covers, touch the “Stitching Front cvr” [“Stitching Front cov.”] key and go to the next step. If you do NOT want to add covers, go directly to step 11.

Inch specifications

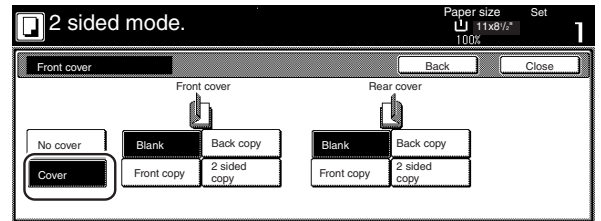


Metric specifications

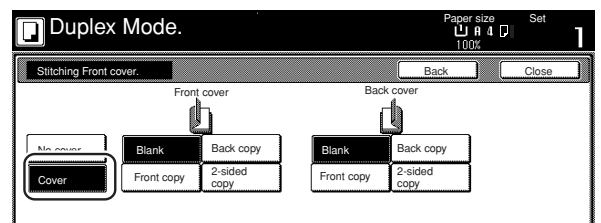


- 10** Touch the “Cover” key and select whether or not (and where) to copy on each of the front and back covers.

Inch specifications



Metric specifications



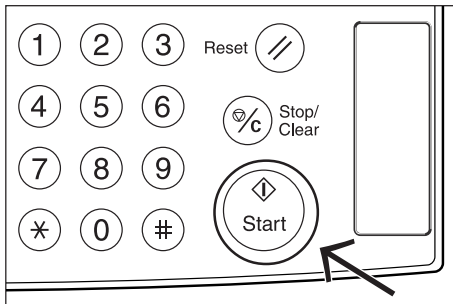
### NOTE

The “Bind & Fold” key will only be displayed when the optional Center-Folding Unit is installed on your copier.

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

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

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



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

- 13** Once you have finished scanning all of the originals, touch the "Scanning finished" key. Copying will start.

## 11. Making booklets from book originals [Book to Booklet mode]

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

### NOTES

#### Inch specifications

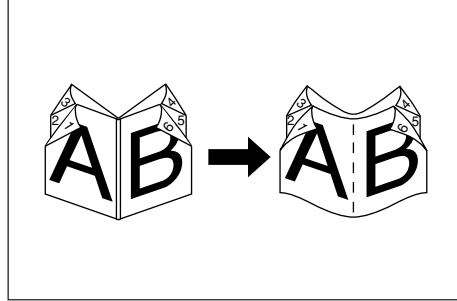
- Only 8 1/2" x 11" and 11" x 17" size originals and 11" x 8 1/2", 8 1/2" x 11", and 11" x 17" size copy paper can be used in this mode.
- If the optional Document Finisher is installed on your copier, you will be able to select center stapling. If the optional Center-Folding Unit is installed as well, you will be able to center fold those stapled sets. Only 11" x 17" and 8 1/2" x 11" size copy paper can be center folded and stapled.
- It is possible for you to change the drawer[cassette] that will be used to feed the cover sheets. (See "Cover drawer[cassette]" on page 7-49.)

#### Metric specifications

- Only A3, A4R, and A5R size originals and A3, A4, and A4R size copy paper can be used in this mode.
- In metric specification copiers produced for the Asia-Pacific region, only A3, B4, A4R, B5R and A5R size originals and A3, B4, A4, A4R, B5 and B5R size copy paper can be used in this mode.
- If the optional Document Finisher is installed on your copier, you will be able to select center stapling. If the optional Center-Folding Unit is installed as well, you will be able to center fold those stapled sets. Only A3, B4, and A4R size copy paper can be center folded and stapled.
- It is possible for you to change the drawer[cassette] that will be used to feed the cover sheets. (See "Cover drawer[cassette]" on page 7-49.)

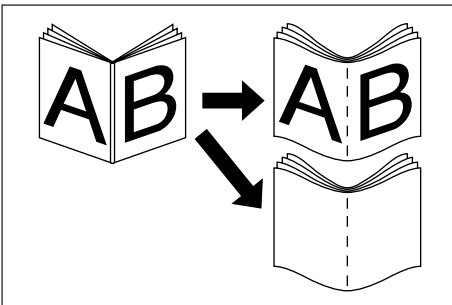
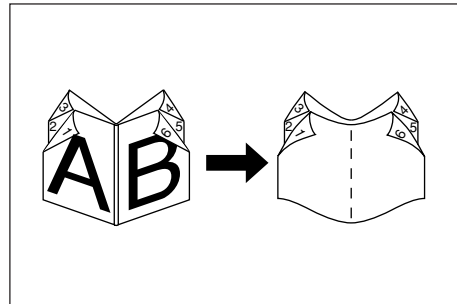
### ● With a cover

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

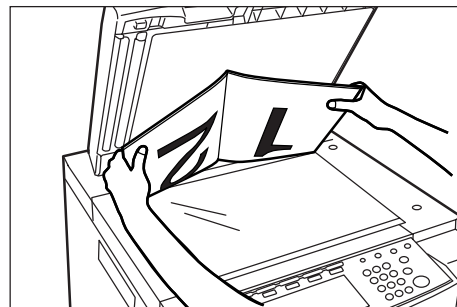


### ● Without a cover

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



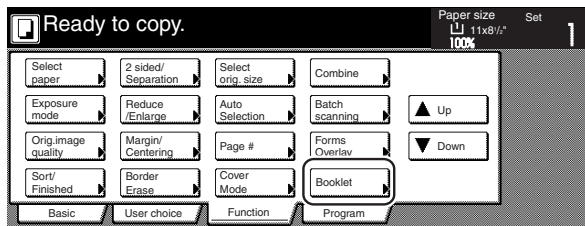
- 1 Set the open-faced (book, etc.) original to be copied.



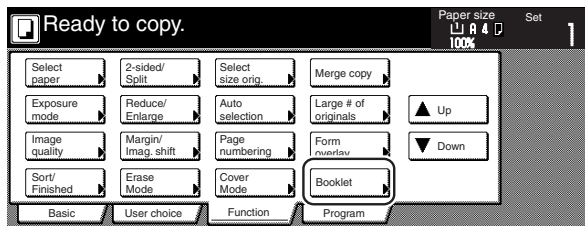
- 2 Touch the "Function" tab. The content of the "Function" tab will be displayed.

- 3** Touch the “Booklet” key. The “Booklet” screen will be displayed.

Inch specifications

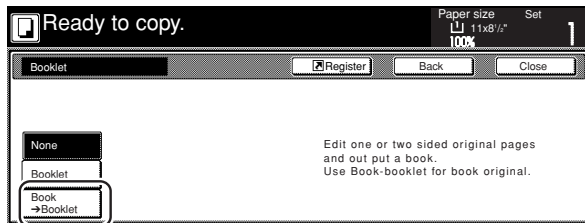


Metric specifications

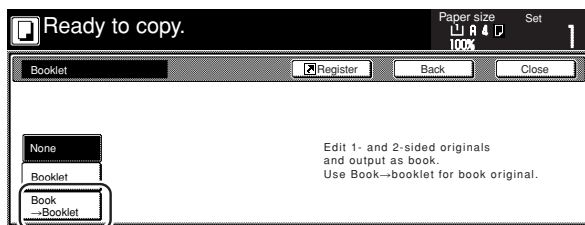


- 4** Touch the “Book → Booklet” key. The screen to specify the binding direction of the originals and the finished copies will be displayed.

Inch specifications

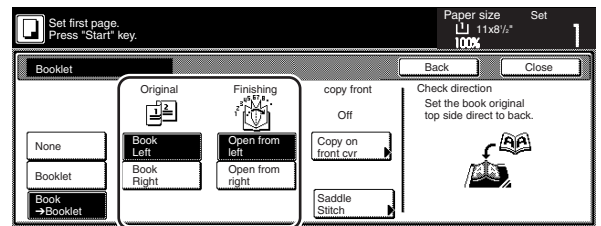


Metric specifications

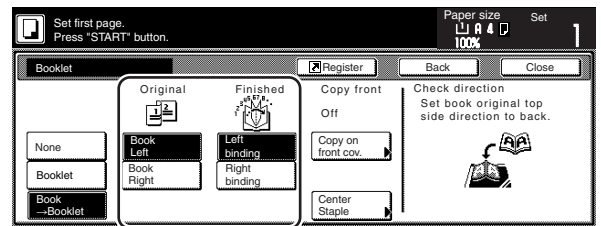


- 5** Specify the binding direction of both the originals and the finished copies.

Inch specifications



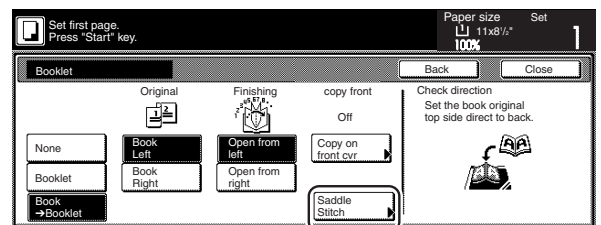
Metric specifications



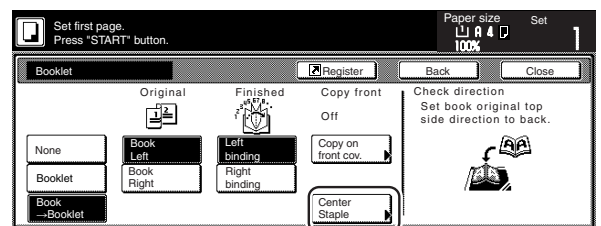
- 6** If the optional Document Finisher is installed on your copier, the “Saddle Stitch” [“Center Staple”] key will be displayed and you will be able to select center stapling. If the optional Center-Folding Unit is installed as well, you will be able to center fold those stapled sets.

In this case, if you DO want the center stapling operation, or the center stapling and folding operation, to be performed, touch the “Saddle Stitch” [“Center Staple”] key and go to the next step.

Inch specifications



Metric specifications



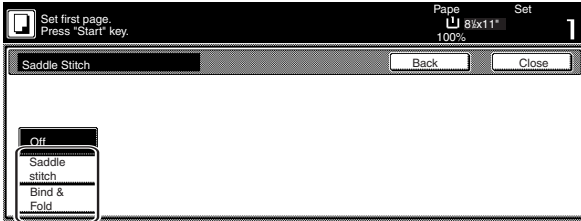
If you do NOT want either operation to be performed, go directly to step 8.

## Section 5 OTHER CONVENIENT FUNCTIONS

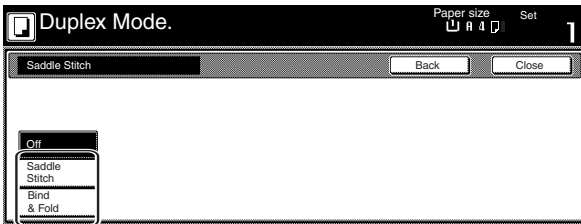
- 7** Touch the “Saddle Stitch” key or the “Bind & Fold” key, as appropriate.

\* It is possible for you to center staple, or center staple and fold, up to 16 copy sheets (64 layout pages) at one time.

Inch specifications

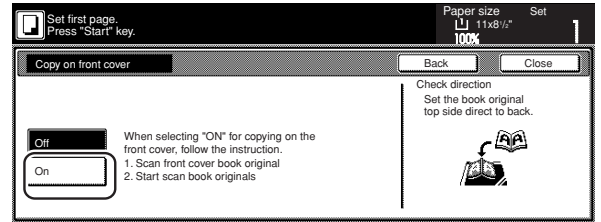


Metric specifications

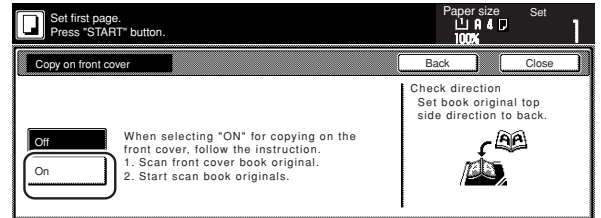


- 9** Touch the “On” key.

Inch specifications



Metric specifications



### IMPORTANT!

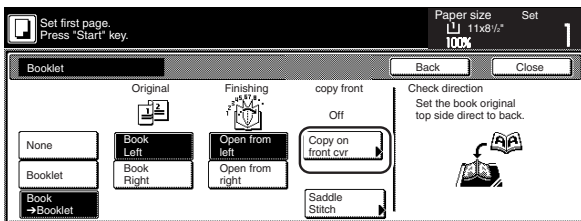
If you DO want to copy onto the covers, be absolutely certain to set the original that you want to have copied onto the cover first.

### NOTE

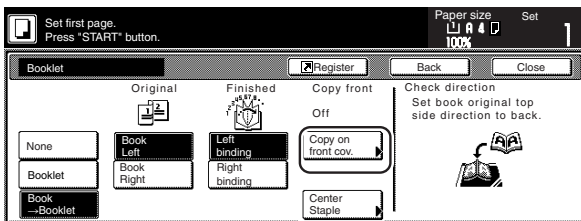
The “Bind & Fold” key will only be displayed when the optional Center-Folding Unit is installed on your copier.

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

Inch specifications

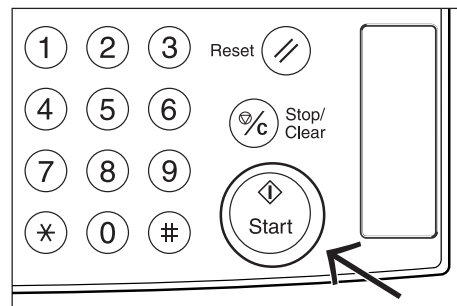


Metric specifications



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

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





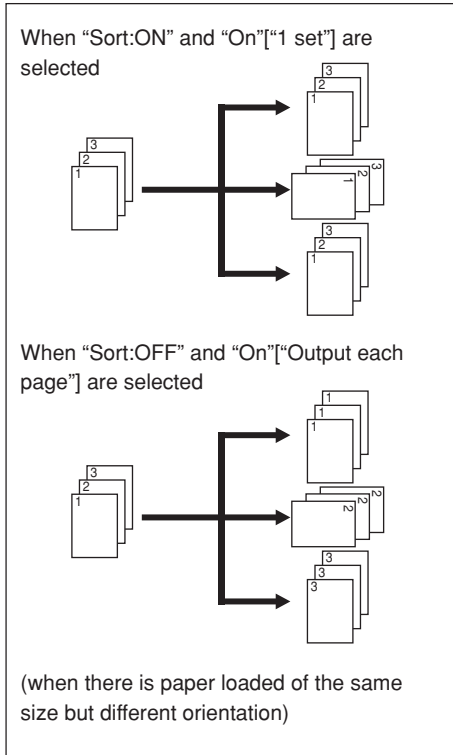
**11** Replace the first original with the next one and press the [Start] key. Scanning of that next original will start.

**12** Once you have finished scanning all of the originals, touch the "Scanning finished" key. Copying will start.

## 12. Automatic sorting of copy sets without the Document Finisher

### [Sort/Finished mode]

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



#### NOTES

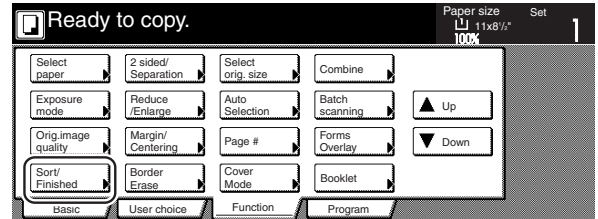
- If you do not have paper of the same size but different orientations available for paper feed, copies will be ejected without being “sorted” in this way.
- You can also select whether or not the Sort mode will be the default setting in the initial mode. (See “Sort mode ON/OFF” on page 7-56.)

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

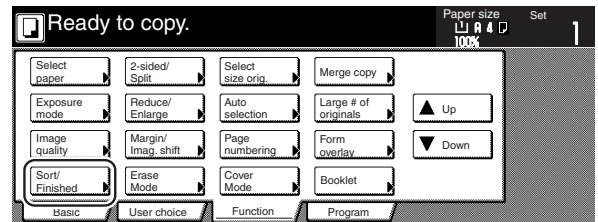
**2** Touch the “Function” tab. The content of the “Function” tab will be displayed.

**3** Touch the “Sort/Finished” key. The “Sort/Finished” screen will be displayed.

Inch specifications

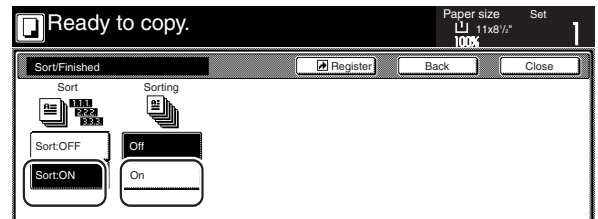


Metric specifications

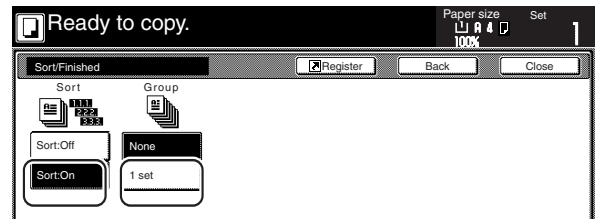


**4** Touch the “Sort:ON” key.

Inch specifications

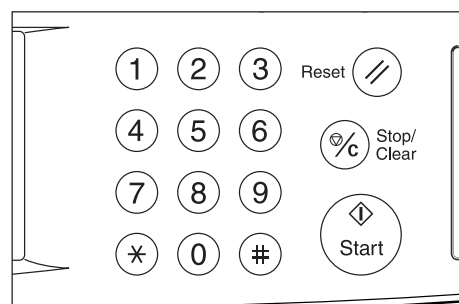


Metric specifications



**5** Touch the “On”[“1 set”] key.

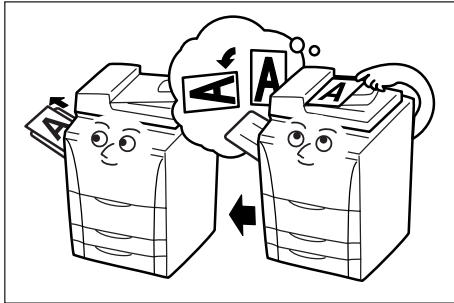
**6** Use the keypad to set the number of copies to be made.



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

### 13. Auto rotation function

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



**IMPORTANT!**

- Inch specifications  
This function will only work with 5 1/2" x 8 1/2" or 8 1/2" x 11" size copy paper.
- Metric specifications  
This function will only work with A5R or A4 size copy paper.

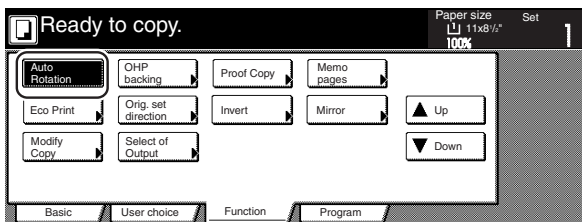
**NOTE**

You can also select whether or not the Auto Rotation mode will be the default setting in the initial mode. (See "Auto Rotation mode ON/OFF" on page 7-57.)

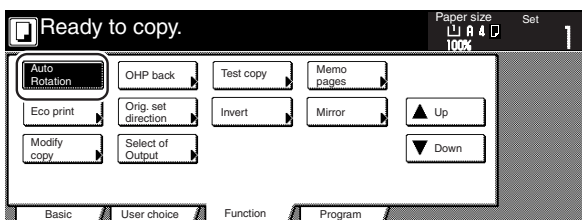
If you want to disengage the auto rotation function, perform the following procedure.

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

Inch specifications

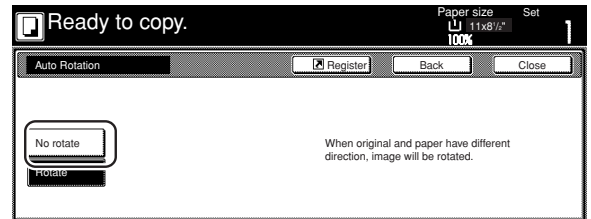


Metric specifications

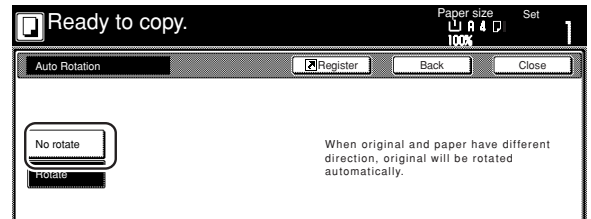


- 3 Touch the "No rotate" key.

Inch specifications

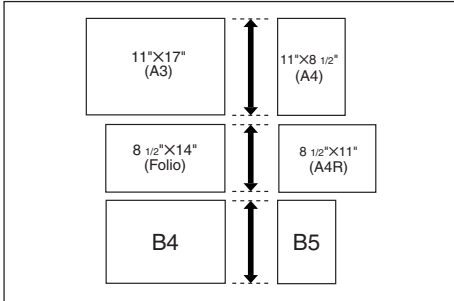


Metric specifications



# 14. Auto selection/Filing mode

With this mode, when you are using the Document Processor without pressing one of the paper size keys, and thereby, specifying a desired paper size, originals will be checked one by one for their size, and you can select to either have paper of the same size as each original selected automatically (auto selection) or to have the originals all copied onto one single size of copy paper (filing).

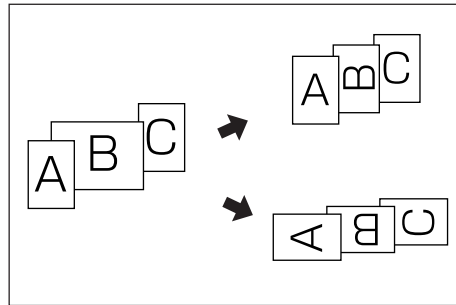


**NOTES**

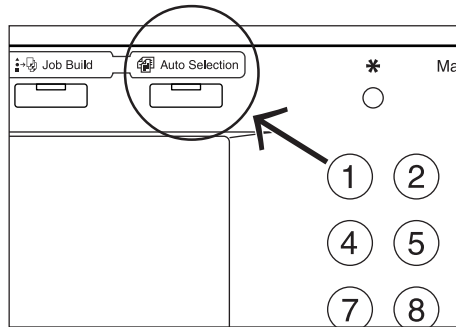
- You can set up to 30 originals in the Document Processor in this mode.
- Inch specifications**
- Only 11" x 8 1/2" and 11" x 17", or 8 1/2" x 14" and 8 1/2" x 11", size originals can be used together in this mode, and the originals must be arranged together so that their widths coincide.
- Metric specifications**
- Only A4 and A3, B5 and B4, or A4R and Folio, size originals can be used together in this mode, and the originals must be arranged together so that their widths coincide.

**● Matching finished sizes (Filing)**

All originals will copied onto the same size copy paper.



- 1 Set the originals to be copied in the Document Processor.
- 2 Press the [Auto Selection] key. The lamp in the [Auto Selection] key will light and the auto selection/filing mode screen will be displayed.

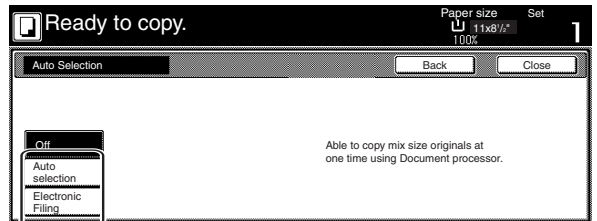


- 3 Touch the "Auto selection" key or the "Electronic Filing" key, as appropriate.

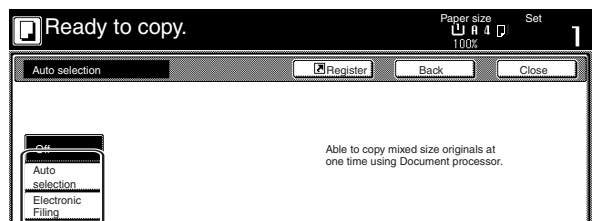
If you selected "Auto selection", go directly to step 6.

If you selected "Electronic Filing", go to the next step.

**Inch specifications**

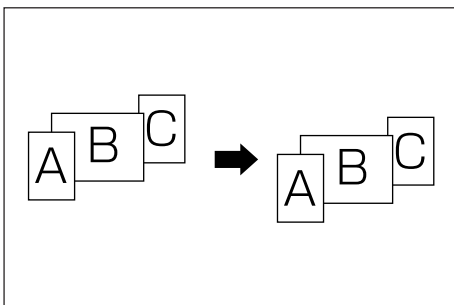


**Metric specifications**



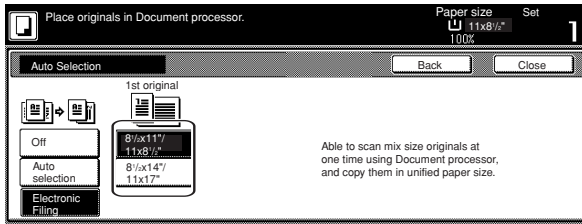
**● Differing finished sizes (Auto selection)**

Each original will copied onto the same size copy paper as that original.

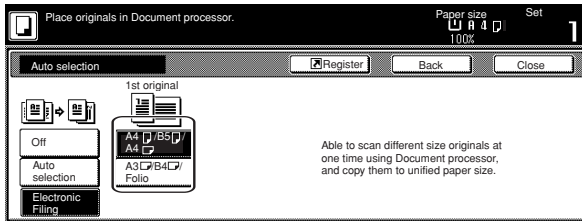


- Specify the size of the very first original to be copied and then touch the “Close” key. The touch panel will return to the contents of the “Basic” tab.

Inch specifications



Metric specifications

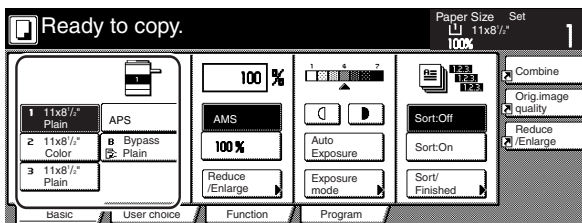


**NOTE**

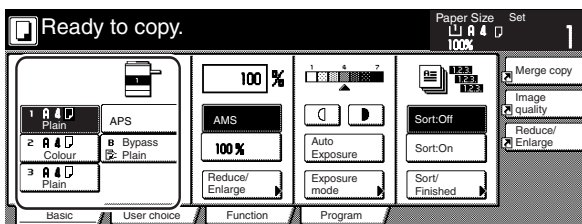
In order to have the binding direction set properly for stapling or hole punching, etc., finished copies, be sure to specify the size of the very first original being copied.

- Select the desired drawer[cassette].

Inch specifications



Metric specifications



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

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

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

**NOTE**

It is possible for you to change the drawer[cassette] that will be used to feed the cover sheets. (See "Cover drawer[cassette]" on page 7-49.)

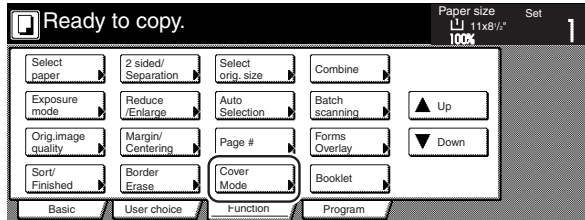
You can select separately whether you want both sides or only one side of both the front and back covers to be copied onto, or to have either or both of them left completely blank. Select also whether or not you even want to include a back cover at all.

	Front cover	Back cover
2 sided copy[Duplex Copy]*		
Front copy		
Back copy*		
Blank		
No back cover		

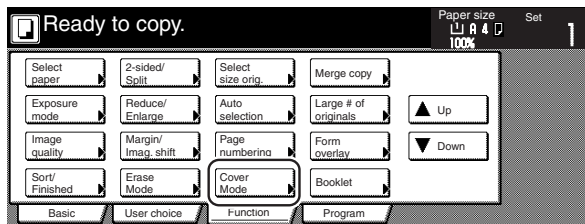
\* The illustrations above show the result when sets of 2-sided copies are being made. If you are making sets of 1-sided copies, copying will not be performed on the rear side of the covers even if the 2-sided copy [Duplex Copy] or Back copy settings are selected.

- 1 Set the originals to be copied.
- 2 Touch the "Function" tab. The content of the "Function" tab will be displayed.
- 3 Touch the "Cover Mode" key. The "Cover Mode" screen will be displayed.

Inch specifications

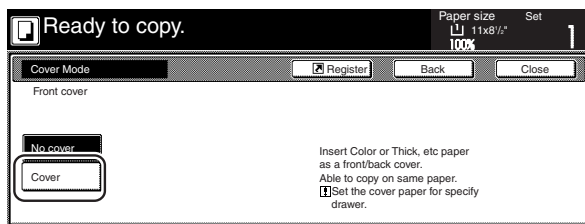


Metric specifications

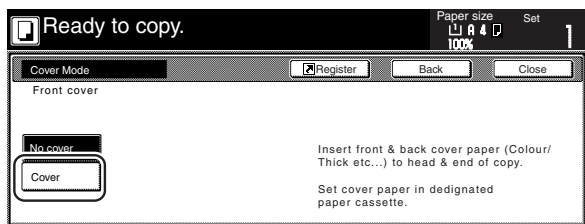


- 4 Touch the "Cover" key. The screen to make the front cover settings will be displayed.

Inch specifications

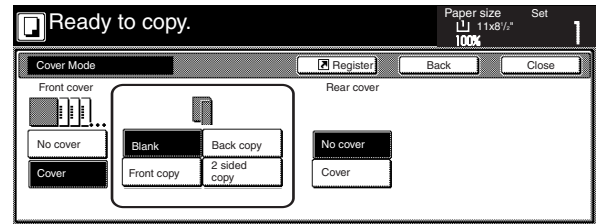


Metric specifications

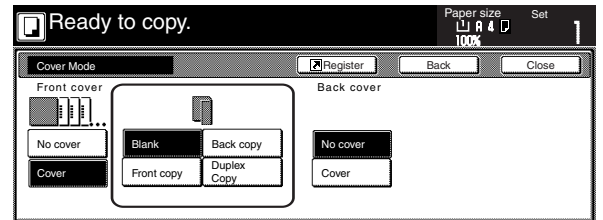


- 5 Select the desired settings for the front cover.

Inch specifications

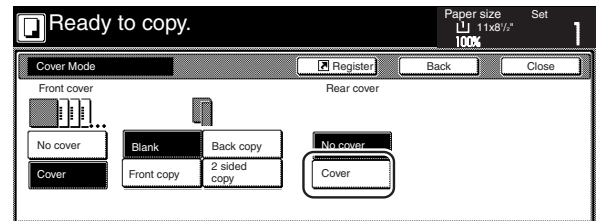


Metric specifications

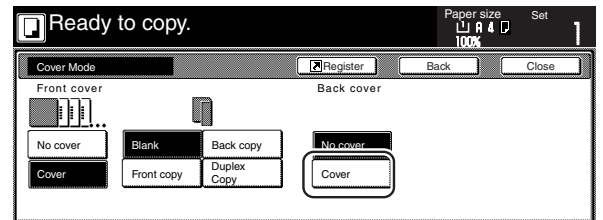


- 6 Touch the "Cover" key or the "No cover" key, as appropriate, to select whether or not you want to include a back cover. If you selected "Cover", the screen to make the back cover settings will be displayed.

Inch specifications

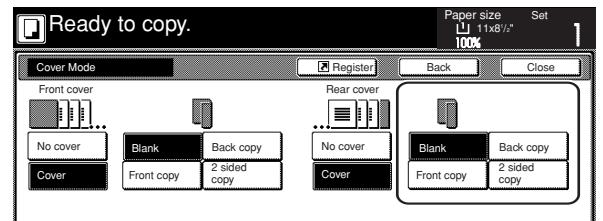


Metric specifications

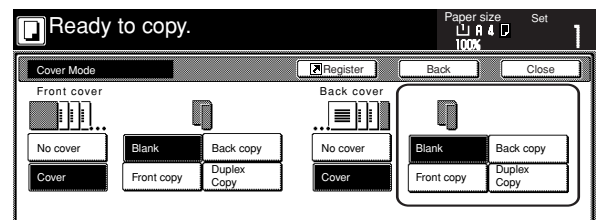


- 7 Select the desired settings for the back cover.

Inch specifications



Metric specifications



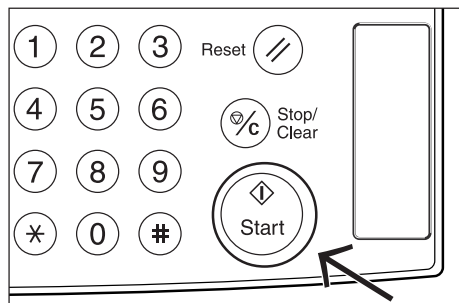
## Section 5 OTHER CONVENIENT FUNCTIONS

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

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

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



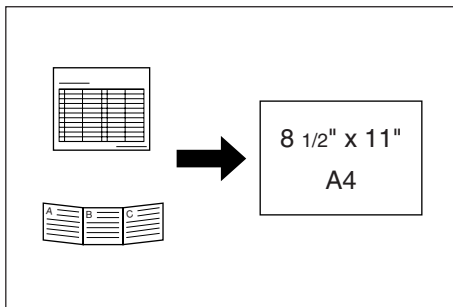
- 9** Replace the first original with the next one and press the [Start] key. Scanning of that next original will start.

- 10** Once you have finished scanning all of the originals, touch the "Scanning finished" key. Copying will start.



## 16. Original size selection mode

With this mode, if you manually select a size for the original, only that size image will be scanned for copying. Use this mode as well when copying from originals of non-standard sizes.



### NOTES

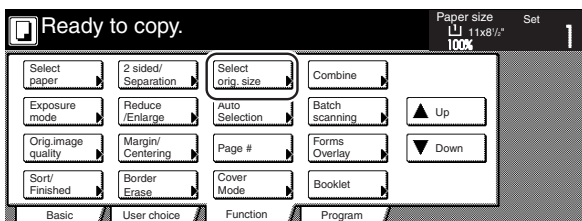
- You can register the size of non-standard originals that you often use as a custom original size. (See “Custom original size” on page 7-43.)
- ALWAYS set non-standard sized originals on the platen.
- Once you select the original size under this mode, you can copy with originals set on the platen even with the Document Processor open.
- If this mode is used in combination with the Centering/Image shift mode, you can, for example, have the image of non-standard sized originals centered on standard sized copy paper. (See “Centering/Image shift mode” on page 5-8.)

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

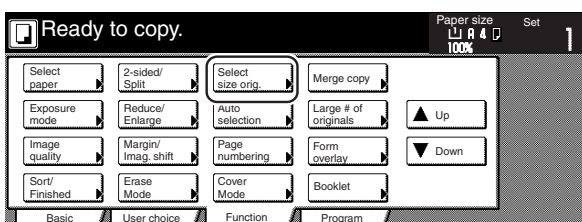
**2** Touch the “Function” tab. The content of the “Function” tab will be displayed.

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

Inch specifications



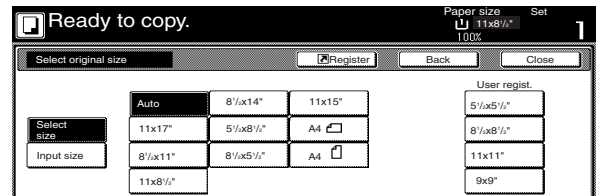
Metric specifications



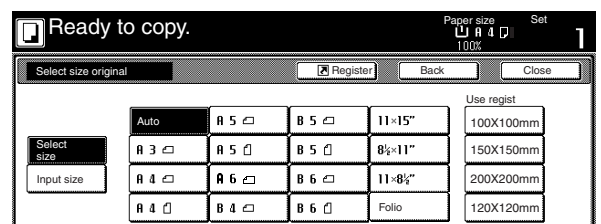
**4** If you want to select a standard scanning size, touch the key that corresponds to the desired size and then go directly to step 7.

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

Inch specifications



Metric specifications



### NOTE

If you have registered a custom original size, you will be able to select that size for use in this mode. (See “Custom original size” on page 7-43.)

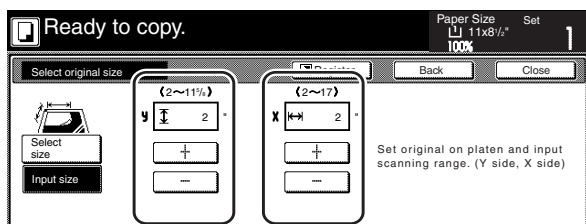
**5** Touch the “Input size” key. The screen to set the dimensions of the scan area will be displayed.

## Section 5 OTHER CONVENIENT FUNCTIONS

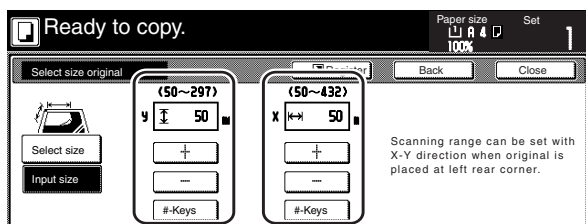
- 6** Based on the left rear corner of the platen being a setting of "0", touch the "+" key or the "-" key to change the dimensions of the scan area to the desired setting.

\* In metric specification copiers, the dimensions can also be entered directly by touching the "#keys" key and then using the keypad.

Inch specifications



Metric specifications



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

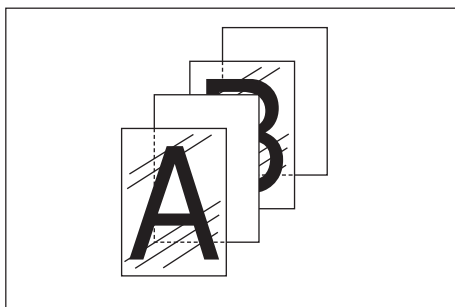
## 17. Feeding paper as a backing sheet for OHP transparencies

### [Transparency + backing sheet mode]

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

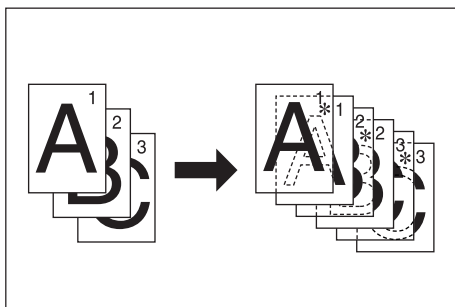
#### IMPORTANT!

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



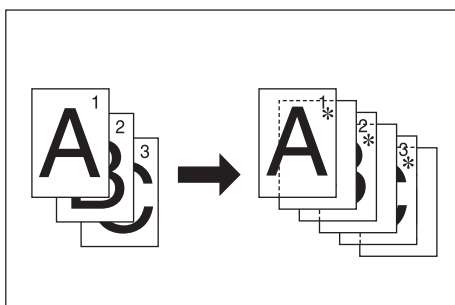
#### ● Copying onto the backing sheet

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



#### ● Leaving the backing sheet blank

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



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

**2** Set the transparency film on the multi-bypass tray.



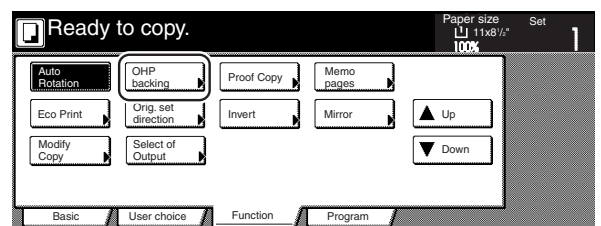
#### IMPORTANT!

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

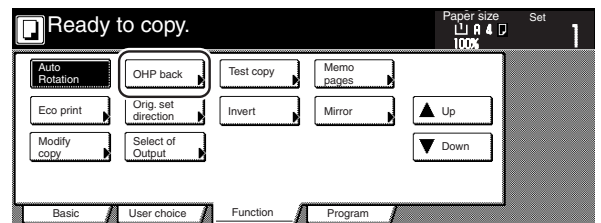
**3** Touch the "Function" tab and then the "▼ Down" key. The content of the next portion of the "Function" tab will be displayed.

**4** Touch the "OHP backing" ["OHP back"] key. The "OHP backing" ["OHP back"] screen will be displayed.

Inch specifications



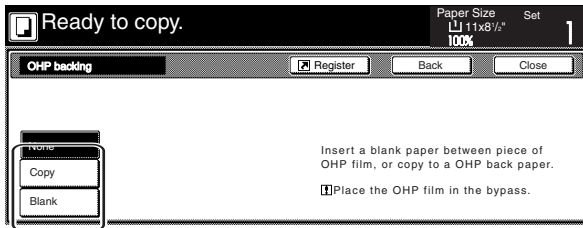
Metric specifications



## Section 5 OTHER CONVENIENT FUNCTIONS

- 5 Touch the “Copy” key or the “Blank” key, as appropriate.

Inch specifications



Metric specifications

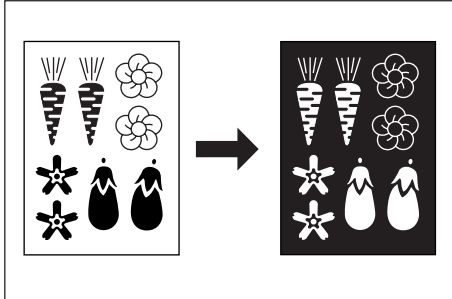


- 6 Press the [Start] key.  
Copying will start.

## 18. Inverting black and white [Invert mode]

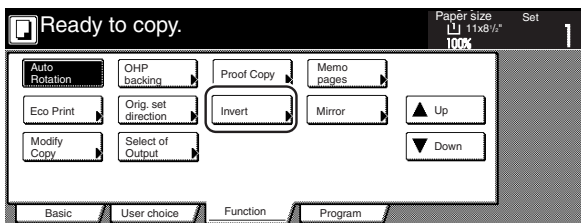
With this mode, you can make copies where the black and white areas of the image are inverted (or reversed).

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

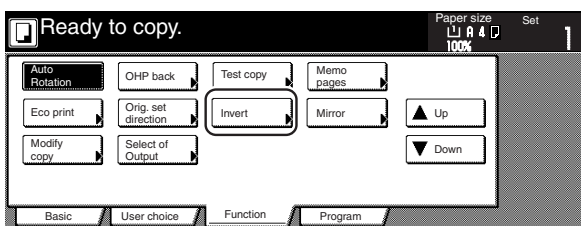


- 1 Set the originals to be copied.
- 2 Touch the "Function" tab. The content of the "Function" tab will be displayed.
- 3 Touch the "▼ Down" key. The content of the next portion of the "Function" tab will be displayed.
- 4 Touch the "Invert" key. The "Invert" screen will be displayed.

Inch specifications

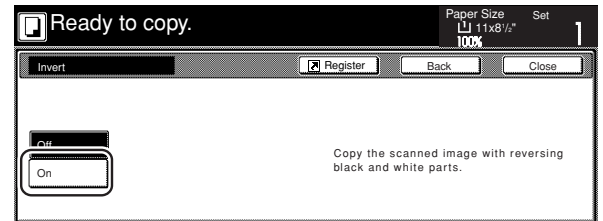


Metric specifications

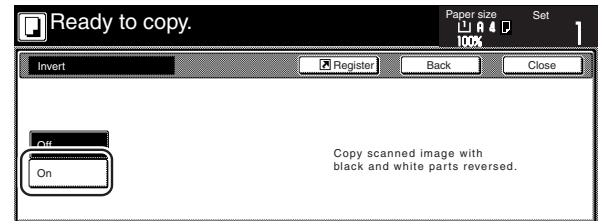


- 5 Touch the "On" key.

Inch specifications



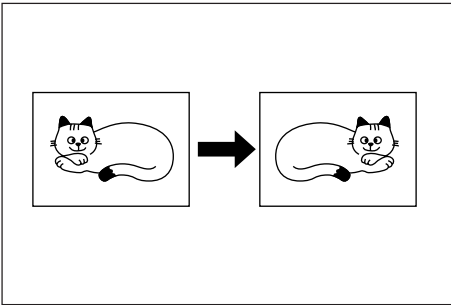
Metric specifications



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

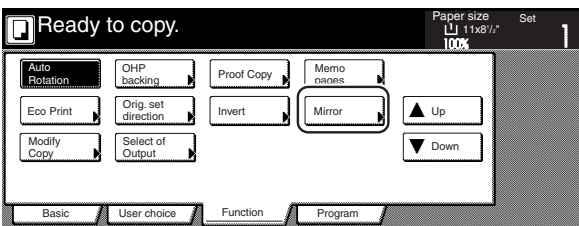
## 19. Making mirror image copies [Mirror image mode]

With this mode, you can make mirror image copies.

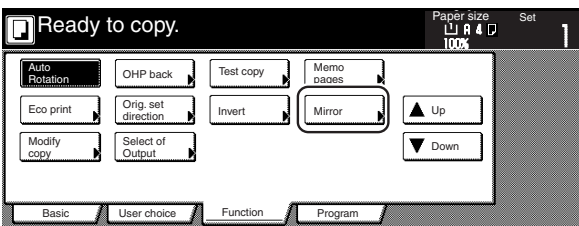


- 1** Set the originals to be copied.
- 2** Touch the “Function” tab. The content of the “Function” tab will be displayed.
- 3** Touch the “▼ Down” key. The content of the next portion of the “Function” tab will be displayed.
- 4** Touch the “Mirror” key. The “Mirror” screen will be displayed.

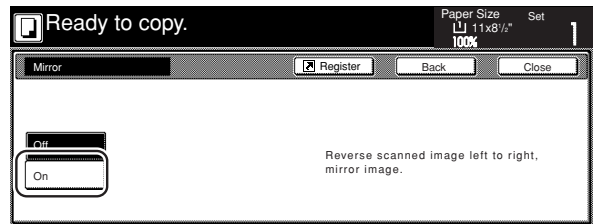
Inch specifications



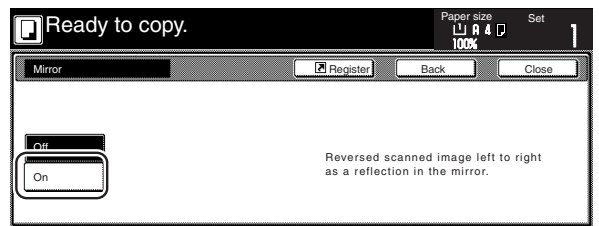
Metric specifications



- 5** Touch the “On” key.  
Inch specifications



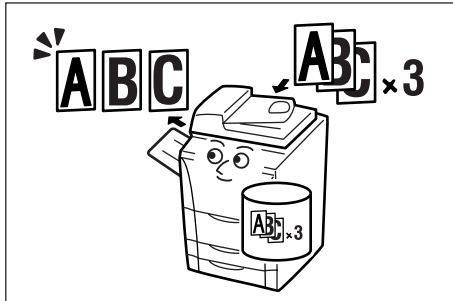
Metric specifications



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

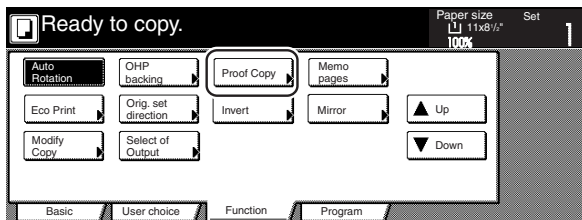
## 20. Making a test copy prior to large volume copying [Proof mode]

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

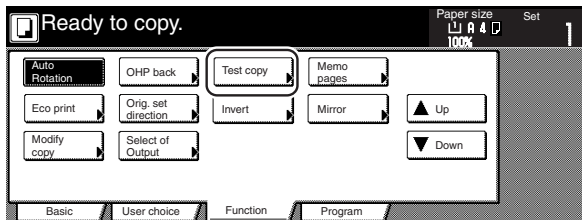


- 1 Set the originals to be copied.
- 2 Touch the "Function" tab. The content of the "Function" tab will be displayed.
- 3 Touch the "▼ Down" key. The content of the next portion of the "Function" tab will be displayed.
- 4 Touch the "Proof Copy" ["Test copy"] key. The "Proof Copy" ["Test copy"] screen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

Inch specifications

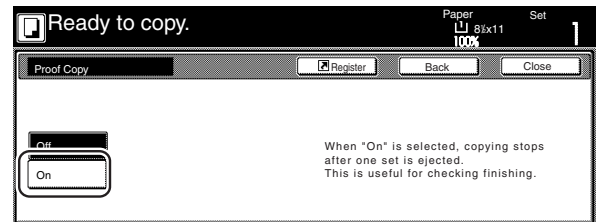


Metric specifications

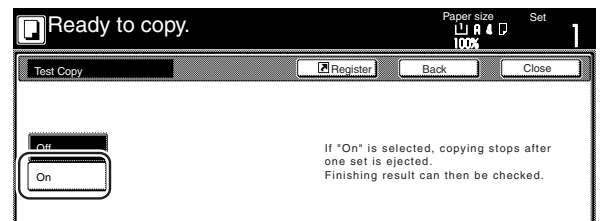


- 5 Touch the "On" key.

Inch specifications



Metric specifications



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

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

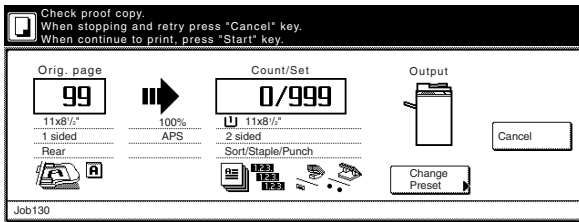
- 7 Replace the first original with the next one and press the [Start] key. Scanning of that next original will start.

- 8 Once you have finished scanning all of the originals, touch the "Scanning finished" key. Copying of the test copy set will start.

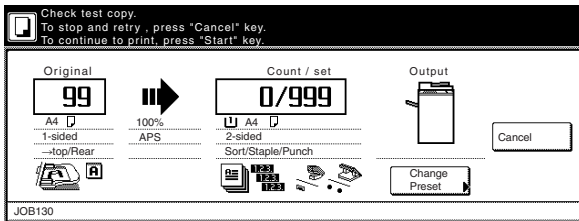
## Section 5 OTHER CONVENIENT FUNCTIONS

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

Inch specifications



Metric specifications



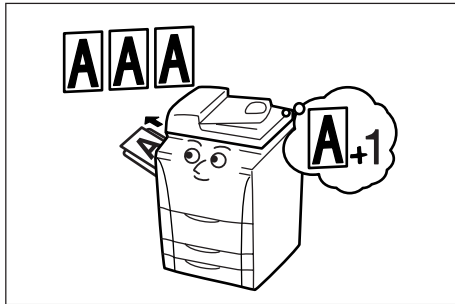
- If there is no problem with the copies...  
Press the [Start] key and copying of the initially designated number of copy sets will start.  
If you want to change the number of copies to be made, press the [Change Preset] key and enter the actual number of copies you do want to make.
- If there is some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



## 21. Making more of the same copies after a copy job is finished

### [Repeat copy mode]

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



#### NOTES

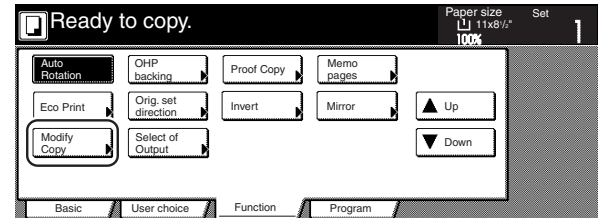
- All data for repeat copying will be deleted when the main switch is turned OFF.
- Repeat copying registration is not available for print out under document management or with the form overlay mode.
- You can prohibit repeat copying as well as make repeat copying the default setting in the initial mode. (See "Repeat copying ON/OFF" on page 7-61.)

#### (1) Registering a copy job for repeat copying

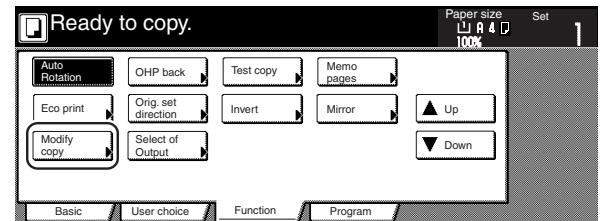
- 1 Set the originals to be copied.
- 2 Touch the "Function" tab. The content of the "Function" tab will be displayed.
- 3 Touch the "▼ Down" key. The content of the next portion of the "Function" tab will be displayed.

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

Inch specifications

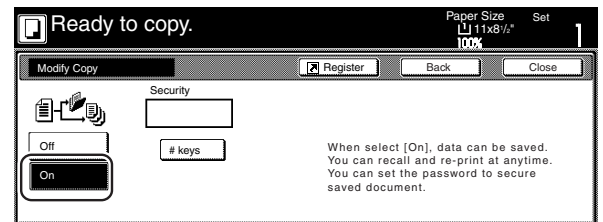


Metric specifications

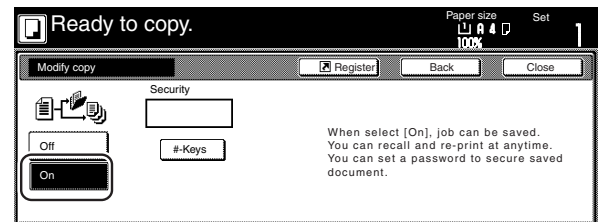


- 5 Touch the "On" key.

Inch specifications



Metric specifications



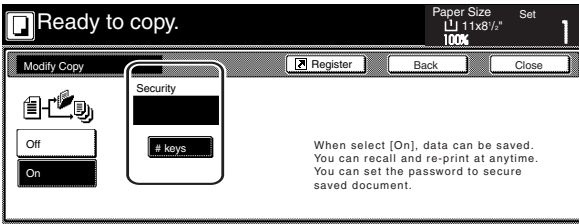
If you want to register a security code, go to the next step.

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

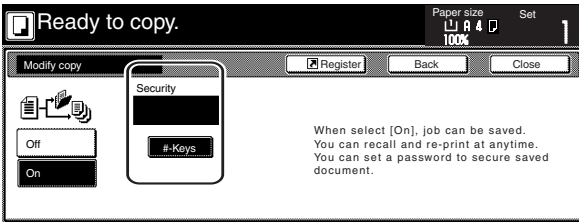
## Section 5 OTHER CONVENIENT FUNCTIONS

- 6** Touch the “#keys” key to highlight that key and then enter the security code that will enable repeat copying for these originals.

Inch specifications



Metric specifications

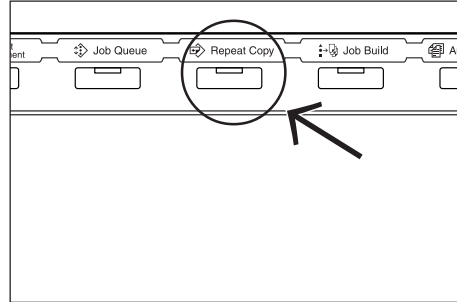


### (2) Printing out with the repeat copy mode

Once you press the [Repeat Copy] key, the “Modify copy” list will be displayed so that you can verify the copy jobs that are registered for repeat copying. It is possible to reprint, check the contents of, and delete the copy jobs that are registered in this list.

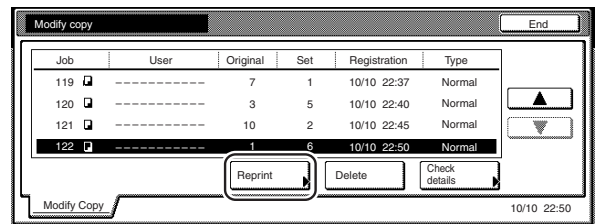
#### ① Reprinting a registered copy job

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

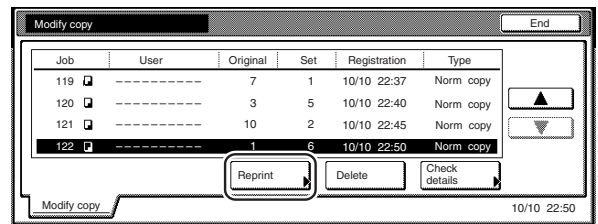


- 2** Select the copy job that you want to reprint and touch the “Reprint” key.

Inch specifications



Metric specifications



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

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

### NOTES

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

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

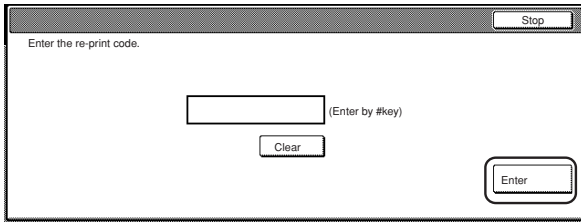
If a message appears telling you to set the next original, go to the next step.

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

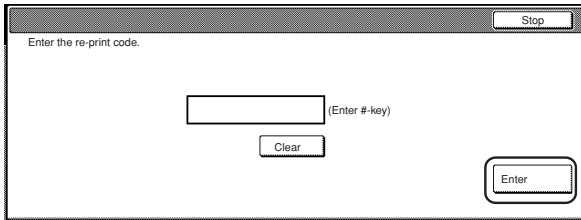
- 9** Once you have finished scanning all of the originals, touch the “Scanning finished” key. Copying will start.

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

Inch specifications



Metric specifications

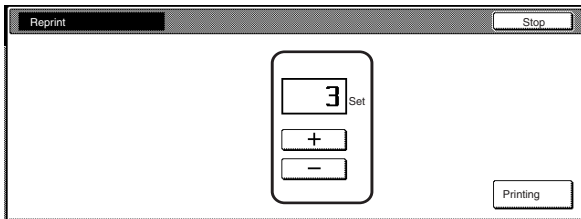


**NOTES**

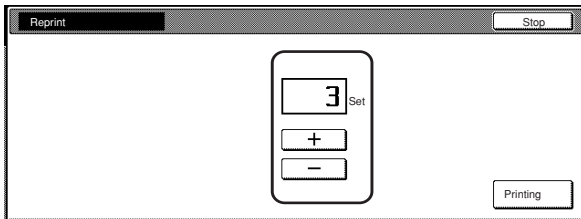
- To reenter a mistaken security code, touch the “Clear” key.
- If you touch the “Stop” key, the touch panel will return to the screen in step 2.

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

Inch specifications



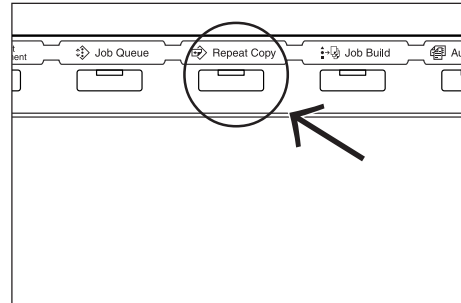
Metric specifications



- Touch the “Printing” key. Print out will start.

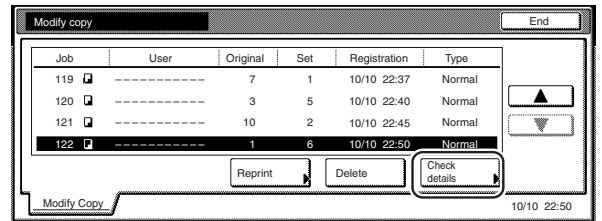
② Checking the contents of registered copy jobs

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

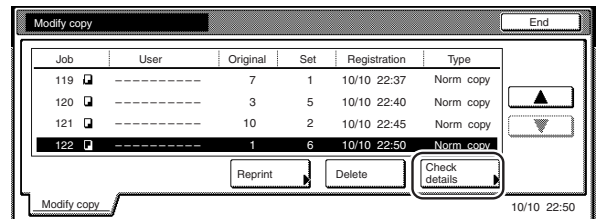


- Select the copy job that you want to check the content of and touch the “Check detail” key.

Inch specifications



Metric specifications



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

If you did NOT designate a security code when you registered the copy job for repeat copying, the “Check details / Reprint” screen will be displayed. In this case, go directly to step 4.

## Section 5 OTHER CONVENIENT FUNCTIONS

- 3** Use the keypad to enter the appropriate security code and then touch the “Enter” key. If the entered code matches the registered one, the “Check details / Reprint” screen will be displayed.

Inch specifications

Metric specifications

- 4** Check the contents of the selected job. You can also check the content of the first page of the copy job by touching the “Print from 1st” [“Head print”] key.

Inch specifications

Item	Details
User name	-----
Job name	-----
Orig. page	3
Set	5
Print size	11 x 8 1/2"
Input source	copy
Registration date	10/10 22:40
Output	Output tray

Metric specifications

Item	Details
User name	-----
Job name	-----
Original	3
Set	5
Print size	A4
Input source	Copy
Registration date	10/10 22:40
Output	Output tray

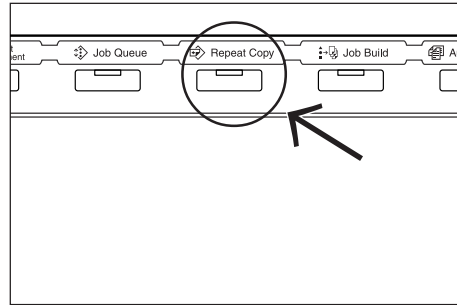
- 5** Once you have finished checking the content of the copy job, touch the “Close” key. The touch panel will return to the screen in step 2.

- 6** If you want to check the contents of another registered copy job, repeat steps 2 through 5.

- 7** Touch the “Close” key. The touch panel will return to the contents of the “Basic” tab.

### ③ Deleting a registered copy jobs

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



- 2** Select the copy job that you want to delete and touch the “Delete” key. A verification screen will be displayed.

Inch specifications

Job	User	Original	Set	Registration	Type
119	-----	7	1	10/10 22:37	Normal
120	-----	3	5	10/10 22:40	Normal
121	-----	10	2	10/10 22:45	Normal
122	-----	1	6	10/10 22:50	Normal

Metric specifications

Job	User	Original	Set	Registration	Type
119	-----	7	1	10/10 22:37	Norm copy
120	-----	3	5	10/10 22:40	Norm copy
121	-----	10	2	10/10 22:45	Norm copy
122	-----	1	6	10/10 22:50	Norm copy

- 3** Touch the “Yes” key or the “No” key, as appropriate.

Inch specifications

Job # : 117  
 User name : .....  
 Job name : .....  
 Delete this job. Do you really want to delete?

Metric specifications

Job # : 117  
 User name : .....  
 Job name : .....  
 Delete this job. Do you really want to delete?

If you selected “Yes”, the selected copy job will be canceled and the touch panel will return to the screen in step 2.

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

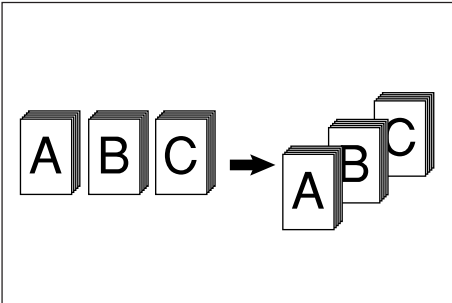
**4** If you want to cancel another registered copy job, repeat steps 2 through 3.

**5** Touch the “Close” key. The touch panel will return to the contents of the “Basic” tab.

## 22. Copying a large volume of originals in one operation

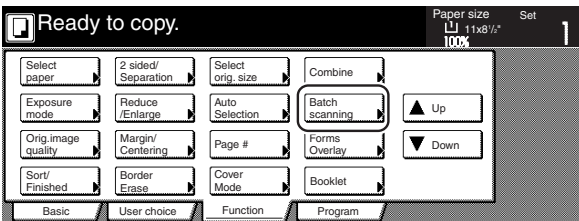
### [Batch scanning mode]

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

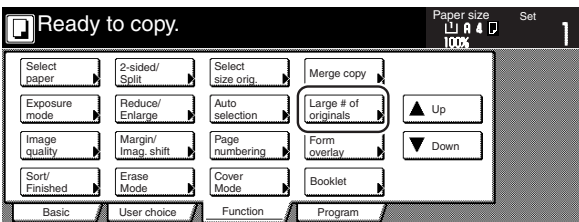


- 1** Set the originals to be copied.
- 2** Touch the "Function" tab. The content of the "Function" tab will be displayed.
- 3** Touch the "Batch scanning" ["Large # of originals"] key. The "Continuous scanning" ["Multiple scanning"] screen will be displayed.

Inch specifications

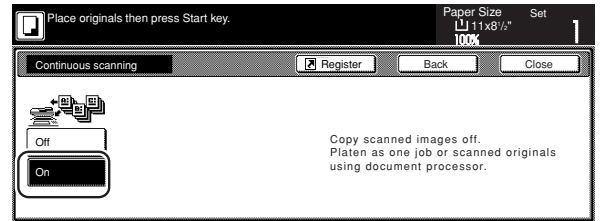


Metric specifications

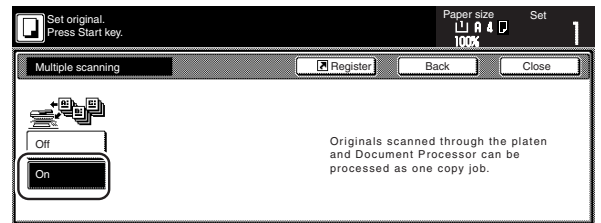


- 4** Touch the "On" key.

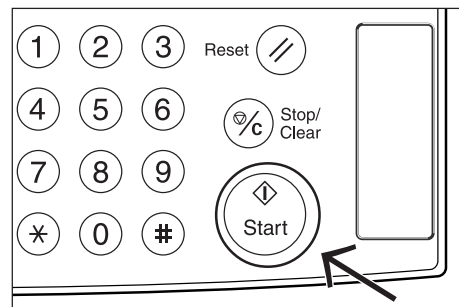
Inch specifications



Metric specifications



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



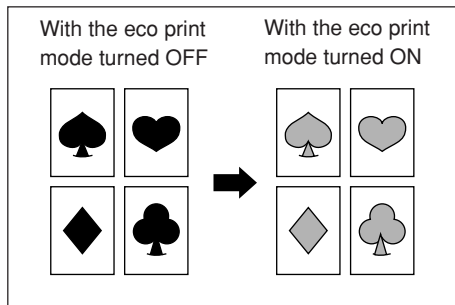
- 6** Replace the first originals with the next set and press the [Start] key. Scanning of those next originals (the next step in the copy job) will start.
- 7** Once you have finished scanning all of the originals, touch the "Scanning finished" key. Copying will start.

## 23. Saving on toner use [Eco print mode]

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

Use this mode with, for example making test copies, when you do not especially need to print out high quality copies. You can also make the eco print mode the default setting in the initial mode. (See “Eco print mode ON/OFF” on page 7-44.)

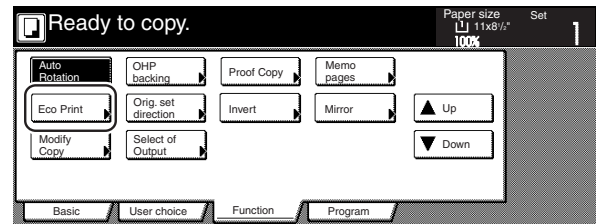
\* Images will be printed out relatively lighter than normal.



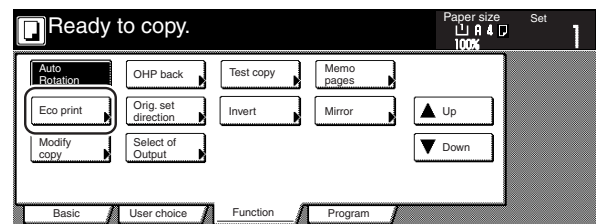
- 1** Set the originals to be copied.
- 2** Touch the “Function” tab. The content of the “Function” tab will be displayed.
- 3** Touch the “▼ Down” key. The content of the next portion of the “Function” tab will be displayed.

- 4** Touch the “Eco print” key. The “Eco print” screen will be displayed.

Inch specifications

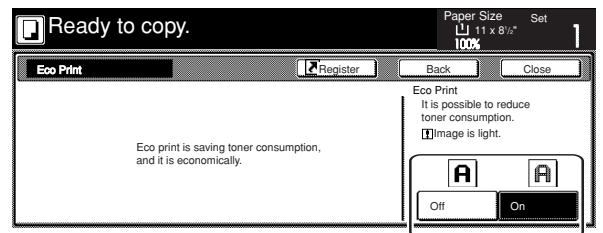


Metric specifications

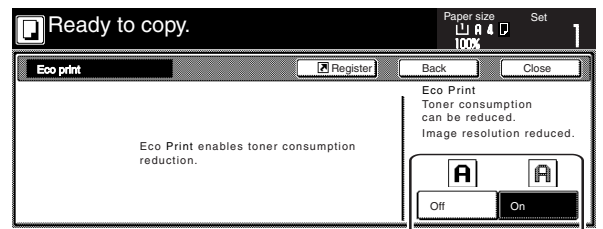


- 5** Touch the “Off” key or the “On” key, as appropriate.

Inch specifications



Metric specifications



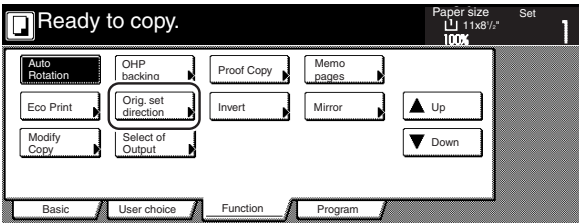
- 6** Press the [Start] key. Copying will start.

## 24. Original set direction

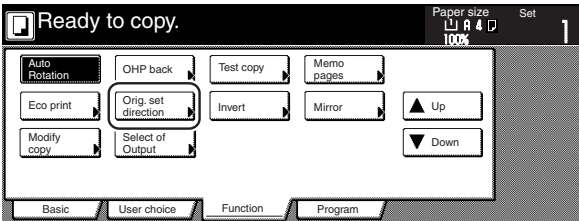
It is necessary to specify the direction in which the originals were set whenever you use the 2-sided copy modes, the page separation/split copy modes, the margin mode, the centering/image shift mode, the memo mode, the border erase modes, the combine/merge copy modes, the print page numbers mode, the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

- 1 Touch the "Function" tab. The content of the "Function" tab will be displayed.
- 2 Touch the "▼ Down" key. The content of the next portion of the "Function" tab will be displayed.
- 3 Touch the "Orig.set direction" key. The "Orig.set direction" screen will be displayed.

Inch specifications

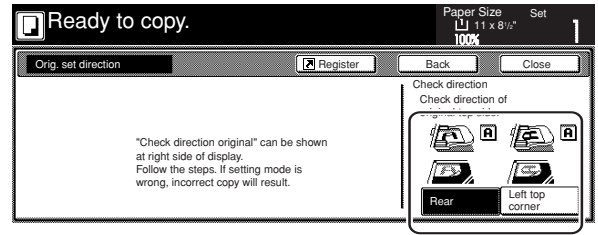


Metric specifications

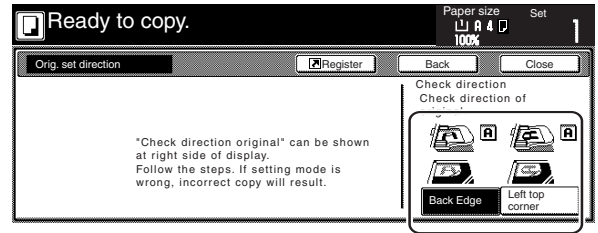


- 4 Touch the "Rear" ["Back Edge"] key or the "Left top corner" key, as appropriate.

Inch specifications



Metric specifications





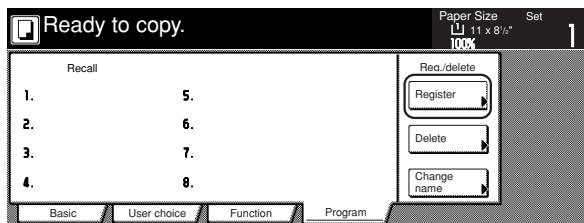
## 25. Memorizing frequently used settings [Program function]

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

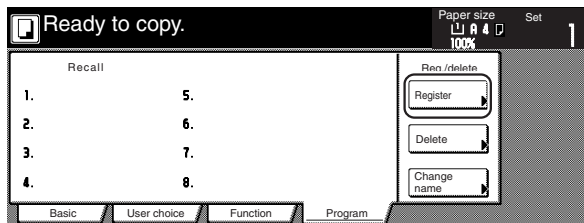
### (1) Registering a program

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

Inch specifications

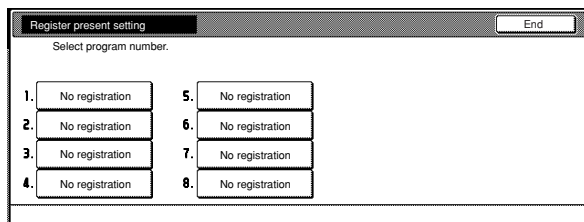


Metric specifications

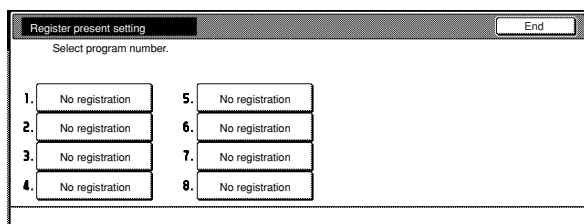


- 4 Touch any key that is marked "No registration" and that corresponds to the program key (1 – 8) under which you want to register the settings. The screen to register a name for that program will be displayed.

Inch specifications

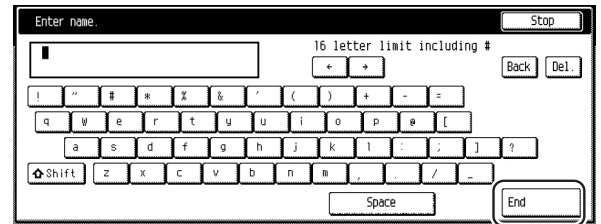


Metric specifications

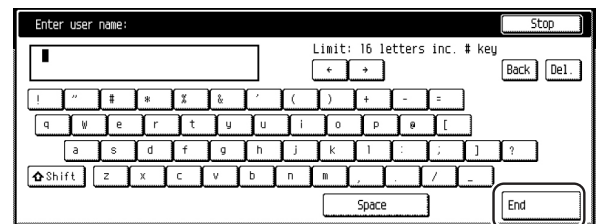


- 5 Use the displayed keyboard to enter the desired name and then touch the "End" key.

Inch specifications



Metric specifications

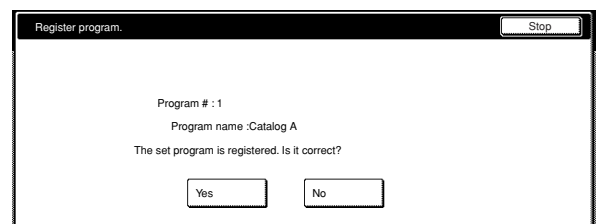


### NOTE

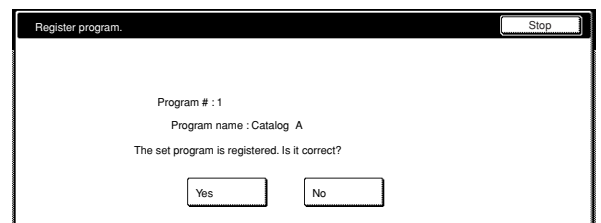
Refer to "Entering characters" on page 7-79 for information on entering characters.

- 6 Touch the "Yes" key or the "No" key, as appropriate. If you selected "Yes", the selected program will be registered and the touch panel will return to the screen in step 3. Copying is now possible using the settings that were registered under that program.

Inch specifications



Metric specifications

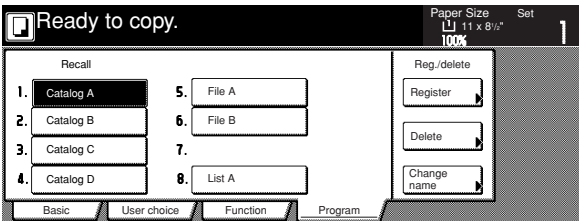


## Section 5 OTHER CONVENIENT FUNCTIONS

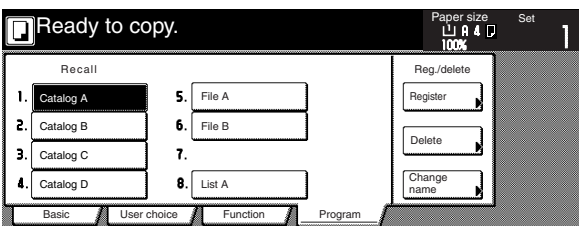
### (2) Using programmed settings to make copies

- 1 Touch the "Program" tab. The content of the "Program" tab will be displayed.
- 2 Touch the program key under which the settings that you want to use are registered.

Inch specifications



Metric specifications

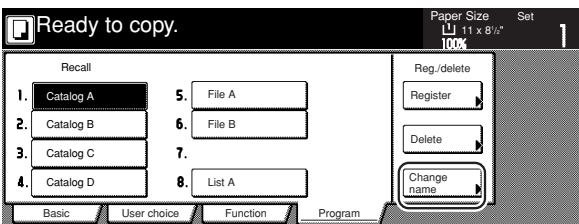


- 3 Set the originals to be copied and press the [Start] key. Copying will start using the settings that were registered under that program.

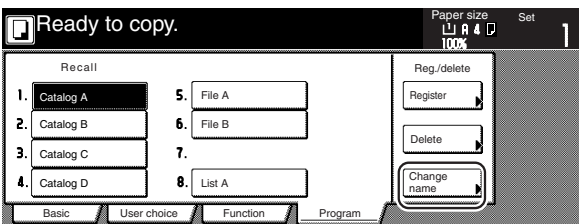
### (3) Changing a registered program name

- 1 Touch the "Program" tab. The content of the "Program" tab will be displayed.
- 2 Touch the "Change name" key.

Inch specifications

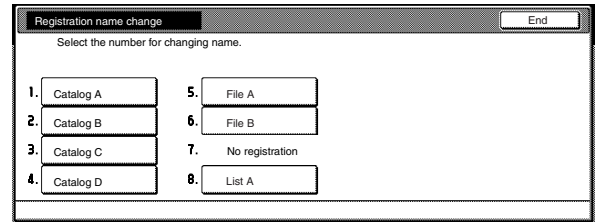


Metric specifications

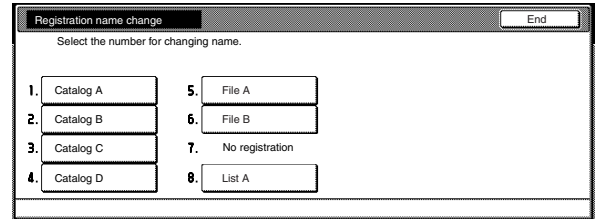


- 3 Touch the program key (1 – 8) for which you want to change the registered name. The screen to register a name for that program will be displayed.

Inch specifications

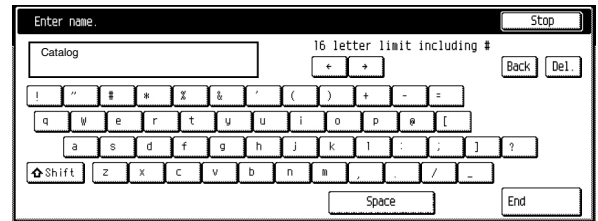


Metric specifications

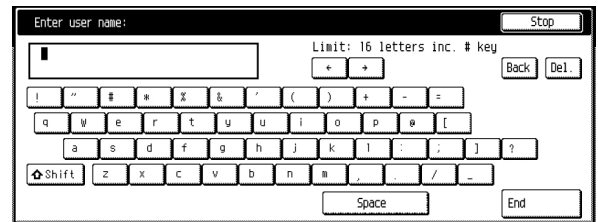


- 4 Touch the "←", "→", "Back" and/or "Del." keys to delete the currently registered name and, once you enter the desired name for that program, touch the "End" key.

Inch specifications



Metric specifications



#### NOTE

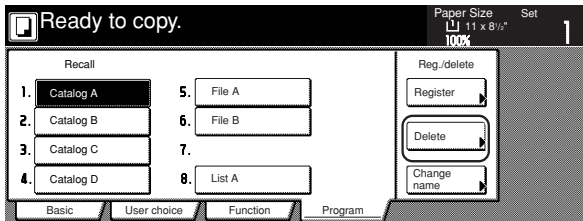
Refer to "Entering characters" on page 7-79 for information on entering characters.

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

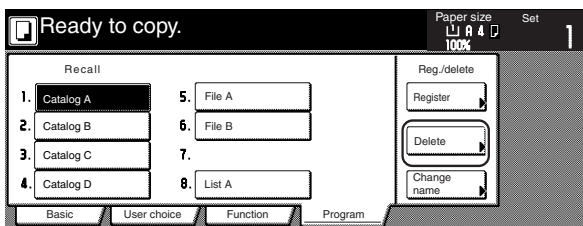
**(4) Deleting a registered program**

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

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

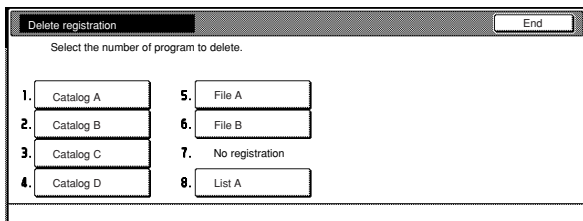


Metric specifications

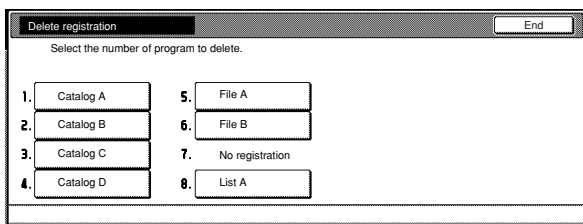


**3** Touch the program key (1 – 8) that corresponds to the program that you want to delete.

Inch specifications

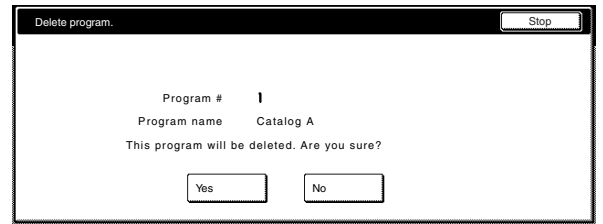


Metric specifications

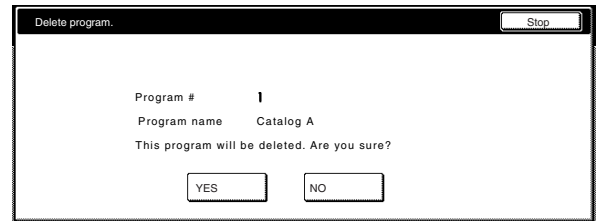


**4** Touch the “Yes” key or the “No” key, as appropriate.

Inch specifications



Metric specifications



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

## 26. Registration keys

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

### (1) Registering a function or mode under a function key

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

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

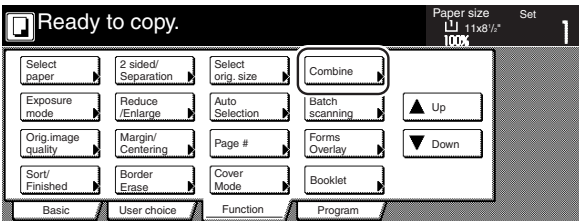
#### IMPORTANT!

In order to register functions and/or modes under registration keys, you must first turn the setting ON under “Registration keys ON/OFF” on page 7-63.

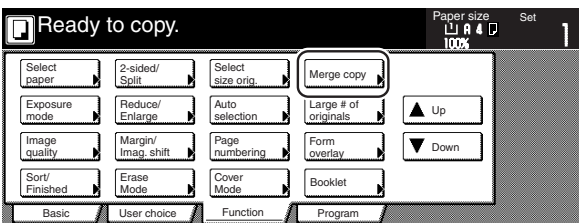
**1** Touch the “Function” tab. The content of the “Function” tab will be displayed.

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

Inch specifications

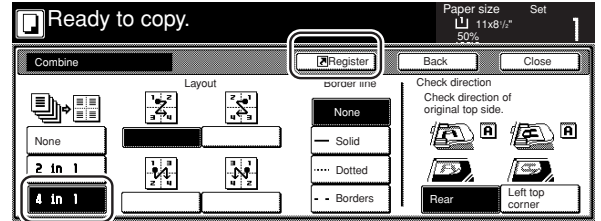


Metric specifications

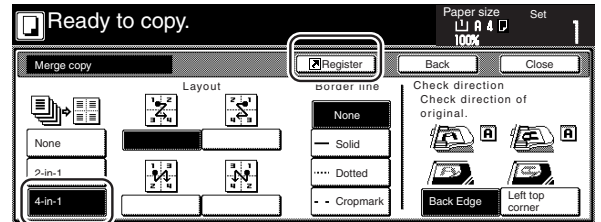


**3** Touch the “4 in 1” key and then the “Register” key.

Inch specifications

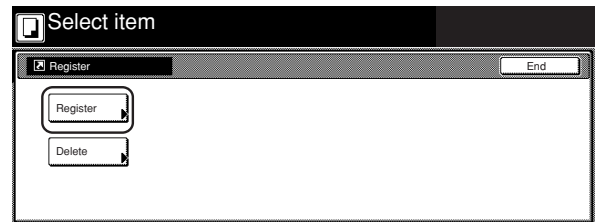


Metric specifications

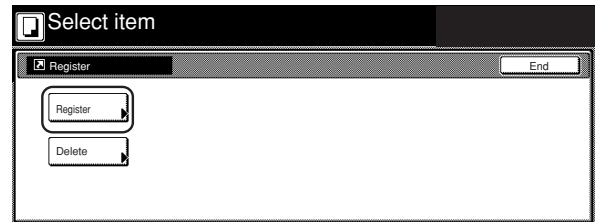


**4** In the “Register” screen, touch the “Register” key once again. The screen to register functions and/or modes under registration keys will be displayed.

Inch specifications

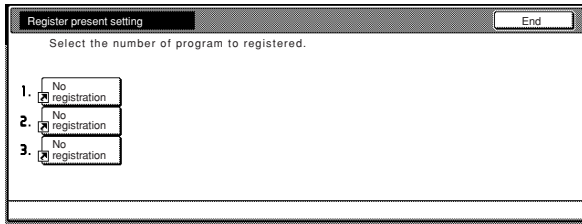


Metric specifications

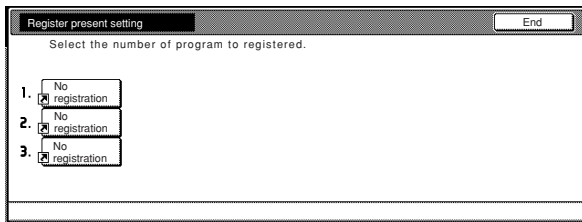


- 5 Touch the registration key under which you want to register the function. "Register this selecting mode. OK?" will be displayed.

Inch specifications

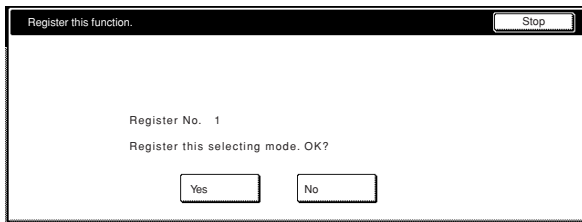


Metric specifications

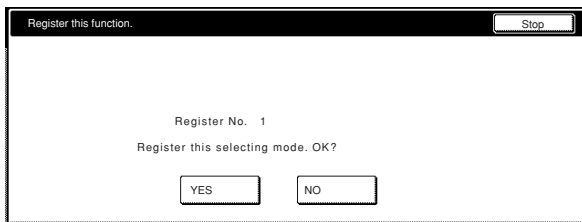


- 6 Touch the "Yes" key. The "Combine" ["Merge copy"] screen will be displayed again.

Inch specifications



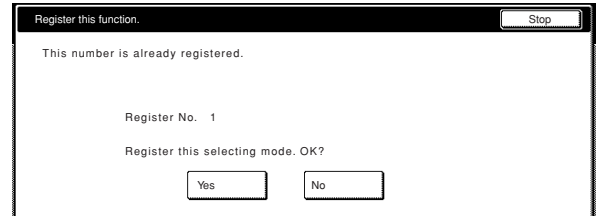
Metric specifications



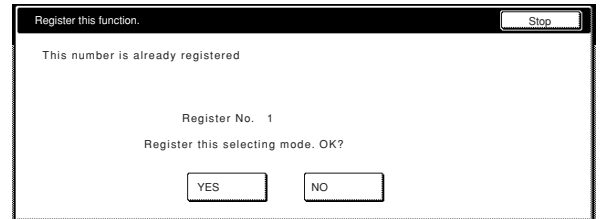
**NOTE**

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

Inch specifications



Metric specifications

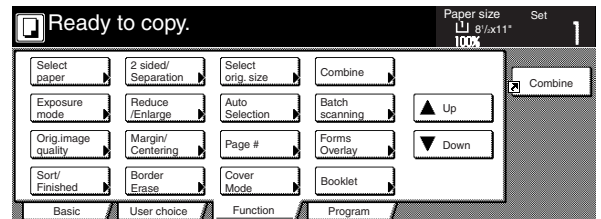


If you selected "Yes", the selected function will be registered under the registration key.

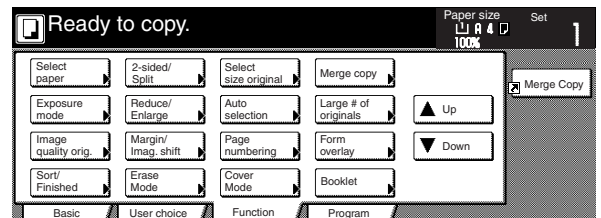
If you selected "No", the touch panel will return to the screen in step 5 without registering the selected function.

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

Inch specifications



Metric specifications



**NOTE**

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

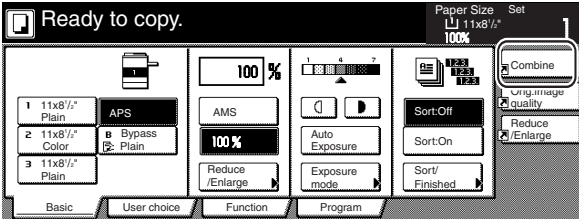
## Section 5 OTHER CONVENIENT FUNCTIONS

### (2) Deleting a registration key

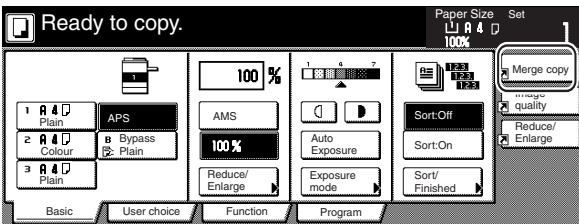
Perform the following procedure when you want to delete a registration key.

- 1 Touch the registration (to the right of the "Basic" tab) that you want to delete. (Example: "Combine" ["Merge copy"])

Inch specifications

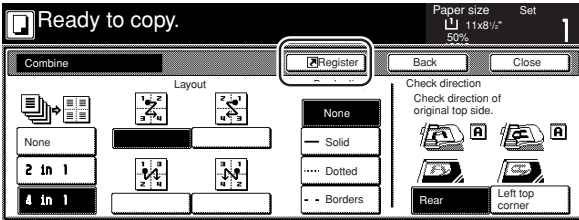


Metric specifications

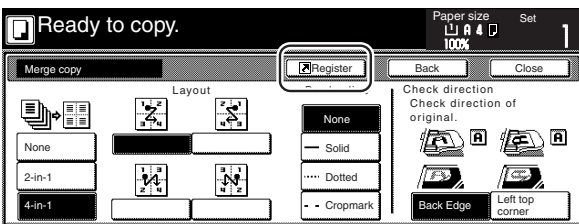


- 2 In the resulting screen for that function or mode (example: the "Combine" ["Merge copy"] screen), touch the "Register" key. The "Register" screen will be displayed.

Inch specifications

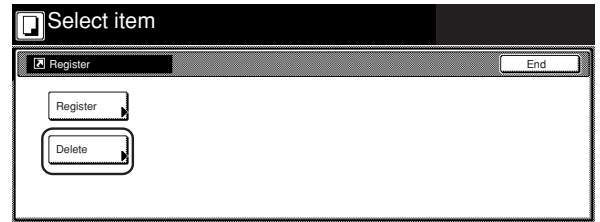


Metric specifications

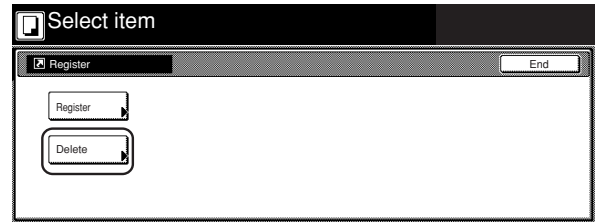


- 3 In the "Register" screen, touch the "Delete" key once again. The screen to delete registration keys will be displayed.

Inch specifications

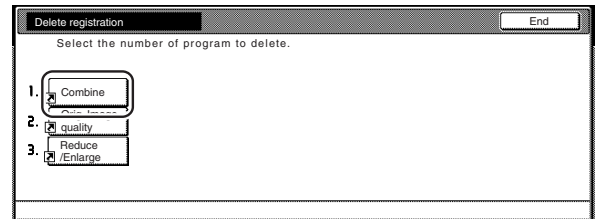


Metric specifications

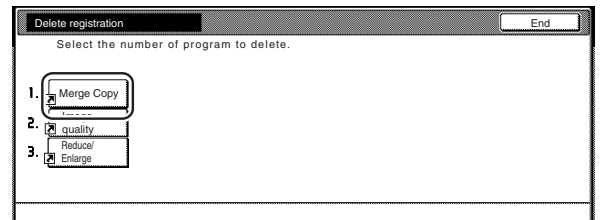


- 4 Touch the registration key (1 – 3) that corresponds to the program that you want to delete. "Are you sure you want to delete?" will be displayed.

Inch specifications

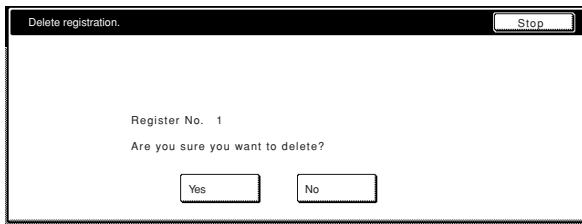


Metric specifications

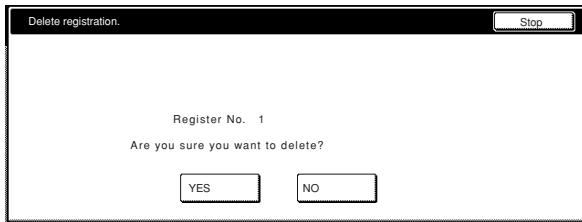


- 5 Touch the “Yes” key. The “Combine” [“Merge copy”] screen will be displayed again.

Inch specifications

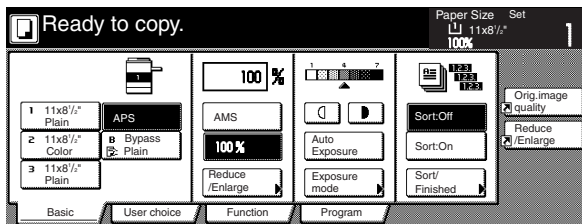


Metric specifications

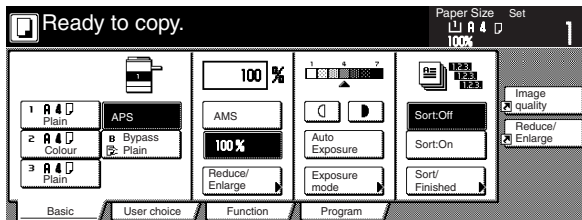


- 6 Touch the “Close” key. The “Combine” [“Merge copy”] key will be deleted from on the right side of the touch panel.

Inch specifications

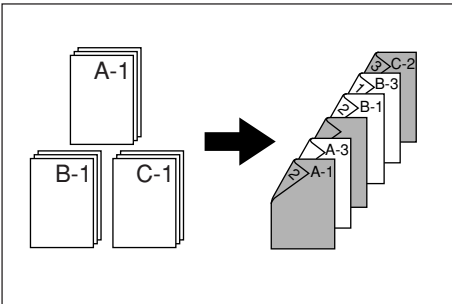


Metric specifications



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

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



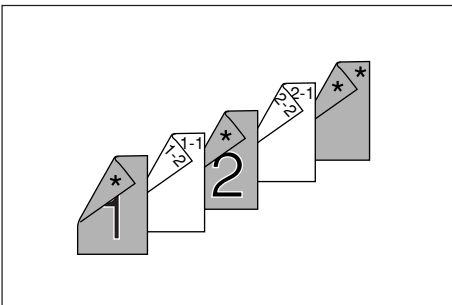
### (1) Using the job build mode

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

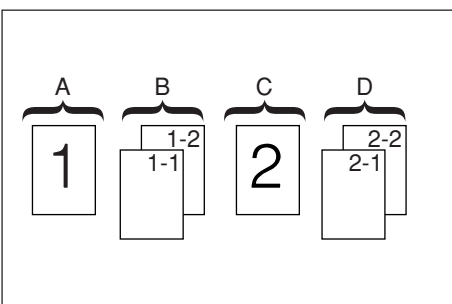
[Example]

<Finished copies>

(The asterisk "\*" in the illustration indicates the blank sheets.)



<Originals>

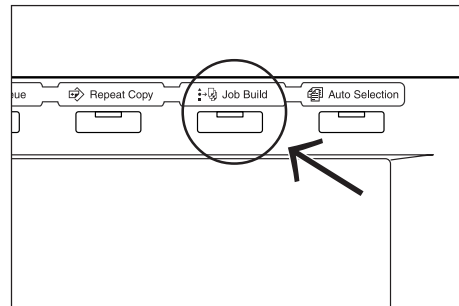


### NOTE

This procedure will assume that the color paper to be used as the front cover and the middle insert (originals "A" and "C"), as well as for the back cover, will be set on the multi-bypass, and that there is plain copy paper loaded in drawer[cassette]No.1.

● Step 1: Accessing the "Job build" screen

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



● Making the settings that apply to all steps

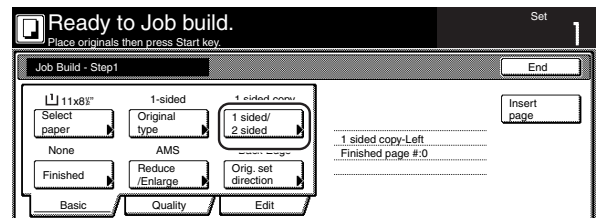
First, the settings for the 2-sided copy modes and the repeat copy mode must be made.

### NOTES

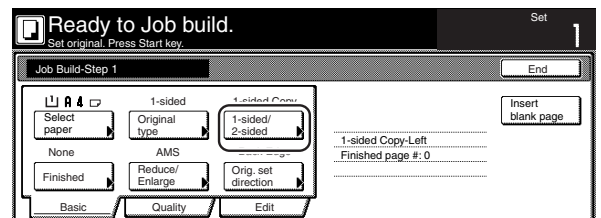
- The repeat copy mode is used to enable you to make an additional number of copy sets later.
- It is also possible to select other settings and functions, as desired, besides those given in the example procedure. (See "(2) Selecting the settings and functions" on page 5-63.)

- 2 Touch the "1 sided/2 sided" key.  
The "1 sided/2 sided" screen will be displayed.

Inch specifications



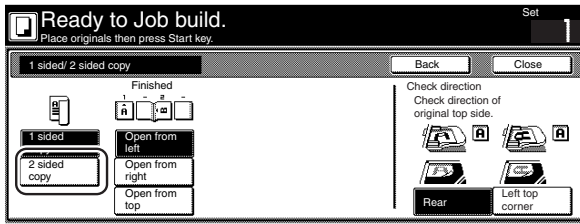
Metric specifications



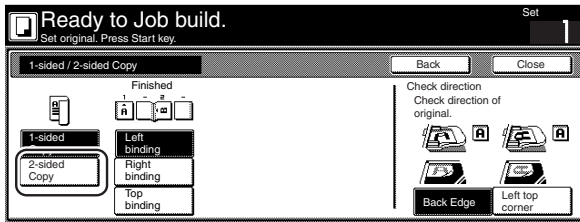


- 3 Touch the “2 sided copy” key and then touch the “Open from left” [“Left binding”] key. Finally, touch the “Close” key. The touch panel will return to the screen in step 2.

Inch specifications

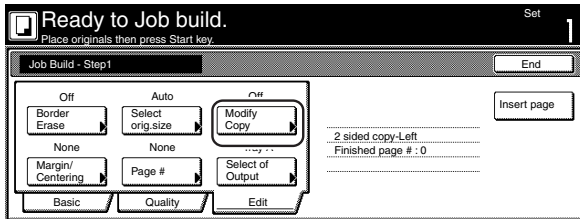


Metric specifications

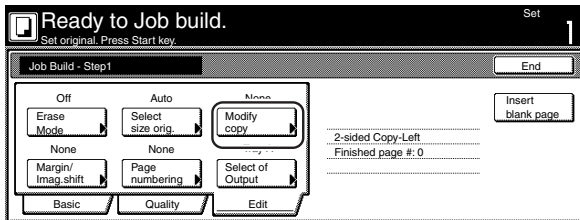


- 4 Touch the “Edit” key. Then, in the resulting screen, touch the “Modify Copy” key. The “Modify Copy” screen will be displayed.

Inch specifications

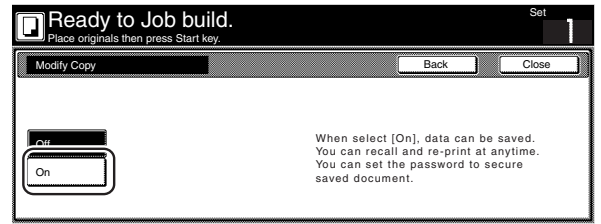


Metric specifications

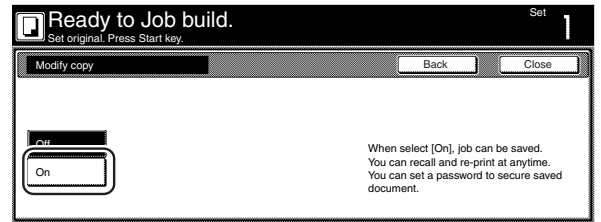


- 5 Touch the “On” key. Touch the “Close” key. The touch panel will return to the screen in step 4.

Inch specifications



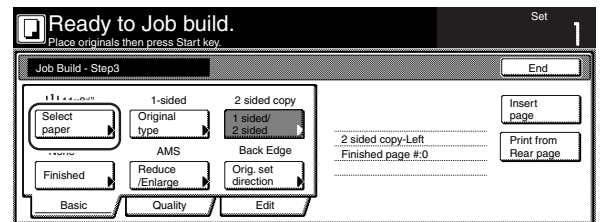
Metric specifications



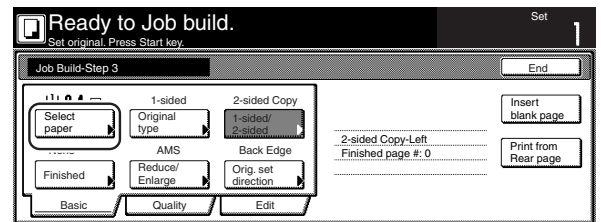
- Making the settings for the first original (“A” in the illustration on page 5-58.) The multi-bypass is to be selected for color paper feed under the “Select paper” screen.

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

Inch specifications



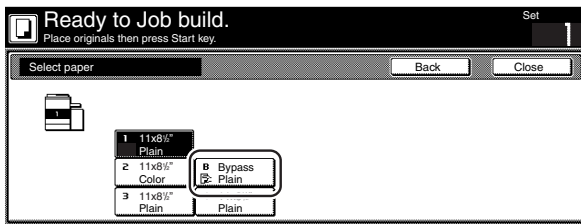
Metric specifications



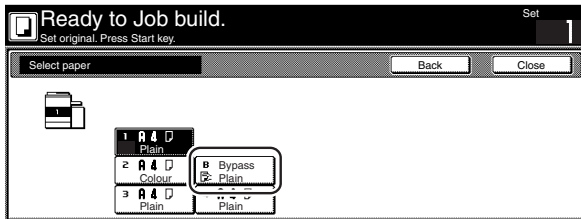
## Section 5 OTHER CONVENIENT FUNCTIONS

- 7** Touch the “Bypass” key.  
Touch the “Close” key. The touch panel will return to the screen in step 6.

Inch specifications



Metric specifications

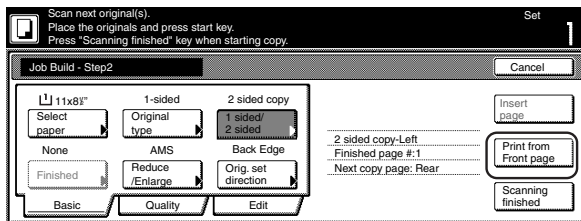


- 8** Set the first original (“A”) to be copied. Press the [Start] key. Scanning of the originals will start.

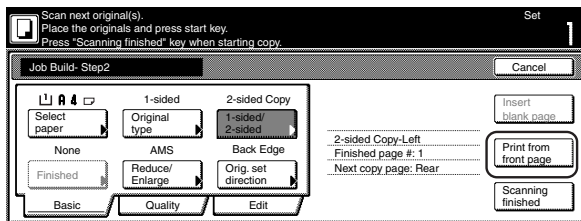
- Step 2: Leaving the back side of the first original (“A”) blank

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

Inch specifications



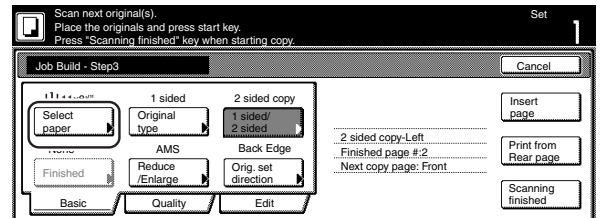
Metric specifications



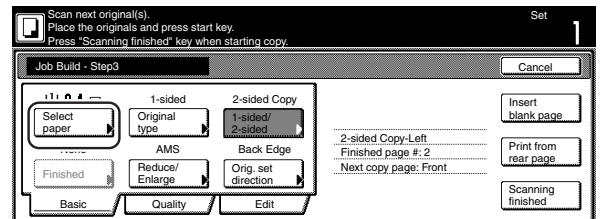
- Step 3: Making the settings for the second originals (“B” in the illustration on page 5-58.)  
Drawer[Cassette]No.1 is to be selected for plain paper feed under the “Select paper” screen.

- 10** Touch the “Select paper” key. The “Select paper” screen will be displayed.

Inch specifications

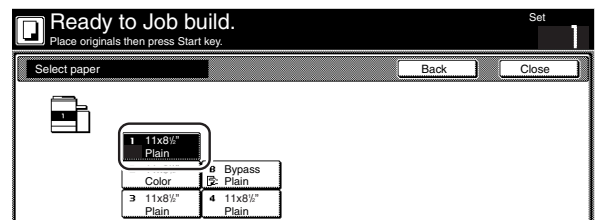


Metric specifications

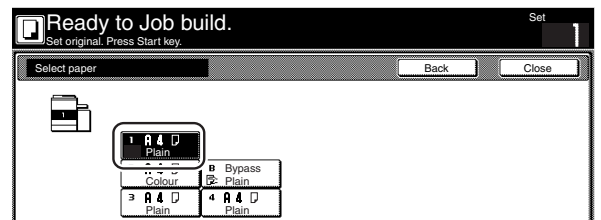


- 11** Touch the key that corresponds to drawer[cassette] No. 1.  
Touch the “Close” key. The touch panel will return to the screen in step 10.

Inch specifications



Metric specifications



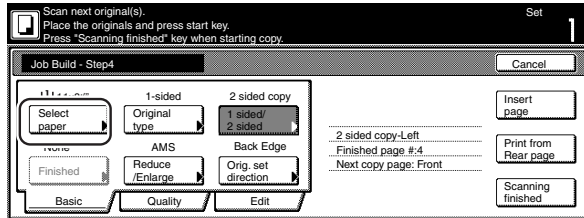
- 12** Set the second originals (“B”) to be copied. Press the [Start] key.  
Scanning of the originals will start.

- Step 4: Making the settings for the third original (“C” in the illustration on page 5-58.)

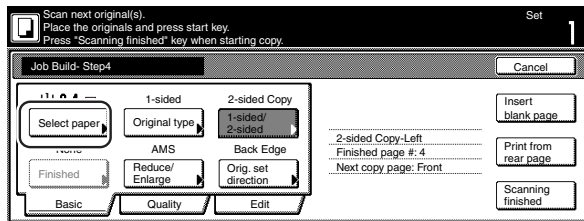
The multi-bypass is to be selected for color paper feed under the “Select paper” screen.

- 13** Touch the “Select paper” key. The “Select paper” screen will be displayed.

Inch specifications

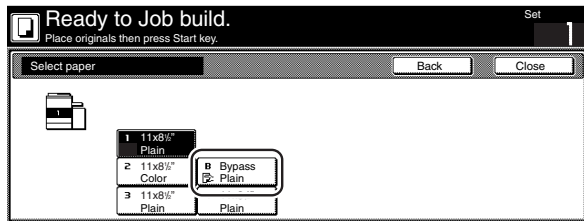


Metric specifications

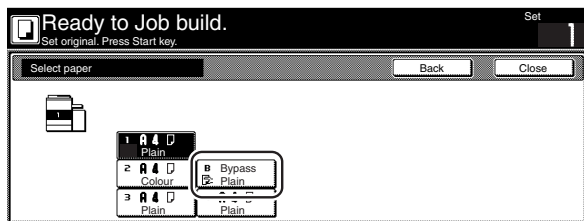


- 14** Touch the “Bypass” key. Touch the “Close” key. The touch panel will return to the screen in step 13.

Inch specifications



Metric specifications

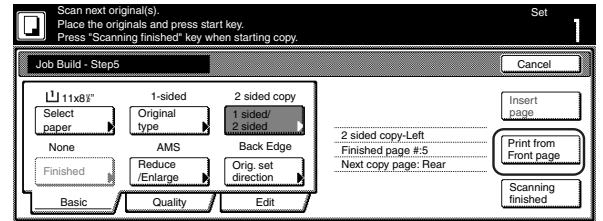


- 15** Set the third original (“C”) to be copied. Press the [Start] key. Scanning of the original will start.

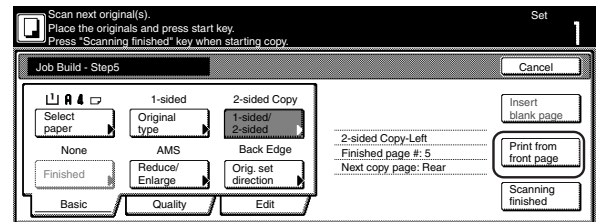
- Step 5: Leaving the back side of the third original (“C”) blank

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

Inch specifications



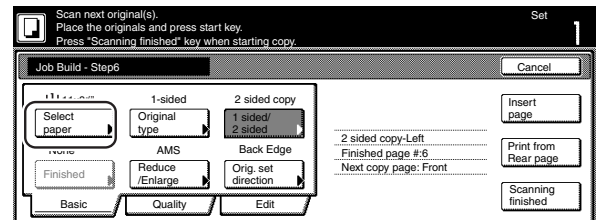
Metric specifications



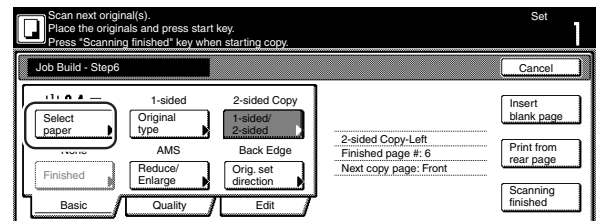
- Step 6: Making the settings for the fourth originals (“D”) in the illustration on page 5-58.)  
Drawer[Cassette] No.1 is to be selected for plain paper feed under the “Select paper” screen.

- 17** Touch the “Select paper” key. The “Select paper” screen will be displayed.

Inch specifications



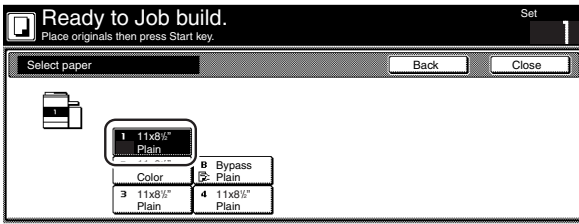
Metric specifications



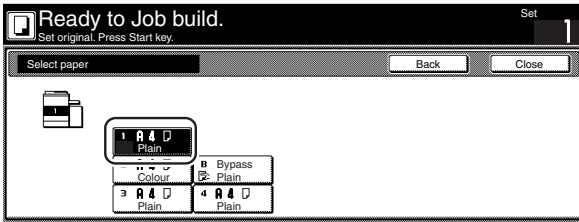
## Section 5 OTHER CONVENIENT FUNCTIONS

- 18** Touch the key that corresponds to drawer[cassette] No. 1.  
Touch the “Close” key. The touch panel will return to the screen in step 17.

Inch specifications



Metric specifications

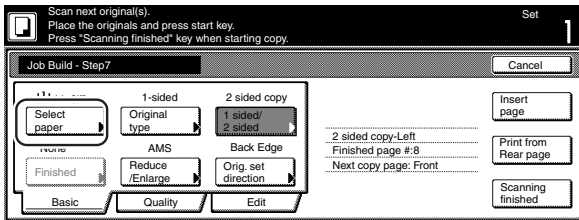


- 19** Set the fourth originals (“D”) to be copied. Press the [Start] key.  
Scanning of the originals will start.

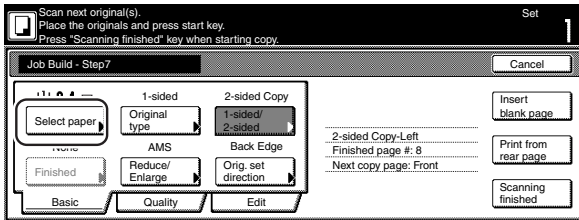
- Step 7: Making the settings for a blank rear cover  
The multi-bypass is to be selected for color paper feed under the “Select paper” screen.

- 20** Touch the “Select paper” key. The “Select paper” screen will be displayed.

Inch specifications

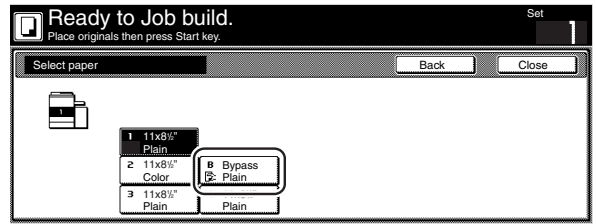


Metric specifications

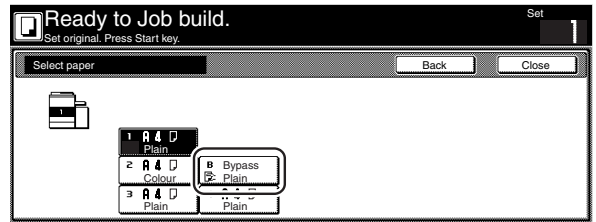


- 21** Touch the “Bypass” key.  
Touch the “Close” key. The touch panel will return to the screen in step 20.

Inch specifications

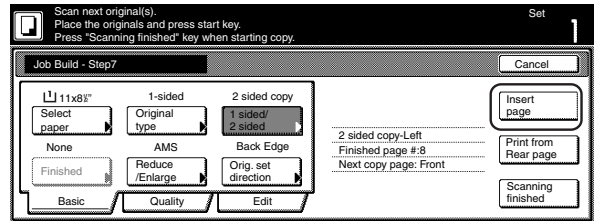


Metric specifications

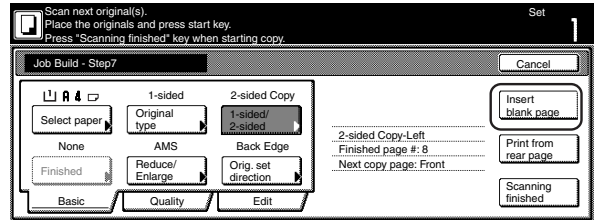


- 22** Touch the “Insert page” [“Insert blank page”] key.

Inch specifications

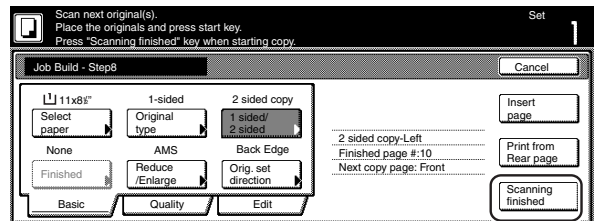


Metric specifications

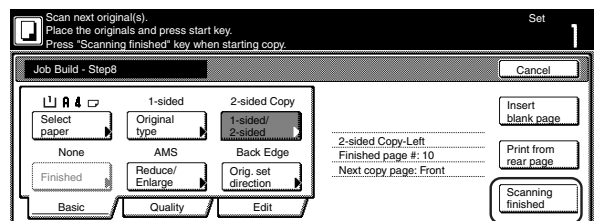


- 23** The job build set-up procedure is complete. Touch the “Scanning finished” key. Copying will start.

Inch specifications



Metric specifications



**24** If there are no problems with the copy set you made, then you can use the repeat copy mode to make any additional number of copy sets as desired (see “(2) Printing out with the repeat copy mode” on page 5-44).

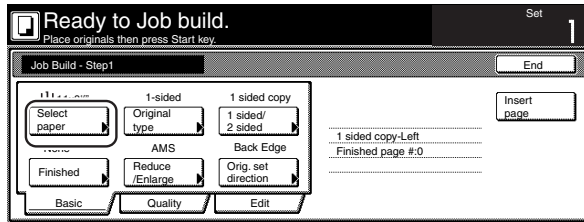
**(2) Selecting the settings and functions**

① Selecting the paper

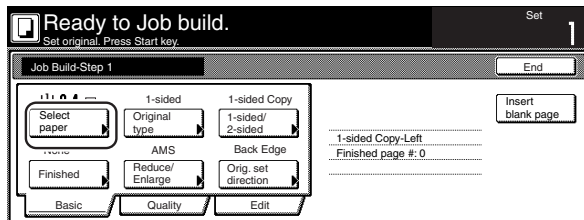
This procedure selects the size of the copy paper.

**1** With the content of the “Basic” tab displayed, touch the “Select paper” key. The “Select paper” screen will be displayed.

Inch specifications

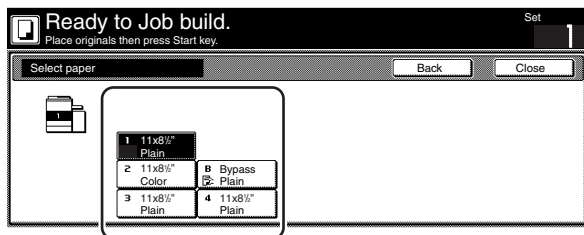


Metric specifications

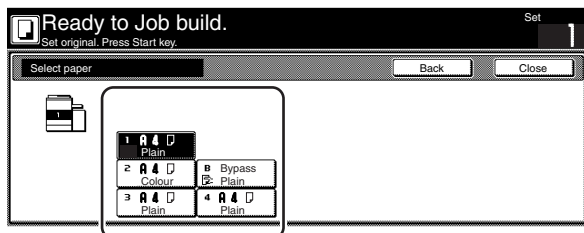


**2** Touch the key that corresponds to the drawer[cassette] which contains the desired size of copy paper, and then touch the “Close” key. The touch panel will return to the screen in step 1.

Inch specifications



Metric specifications

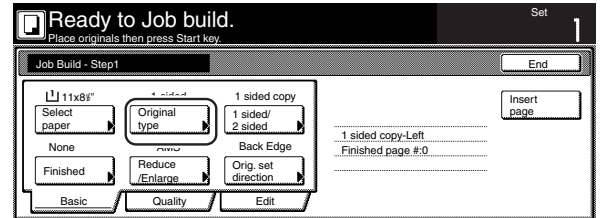


② Specifying the type of originals

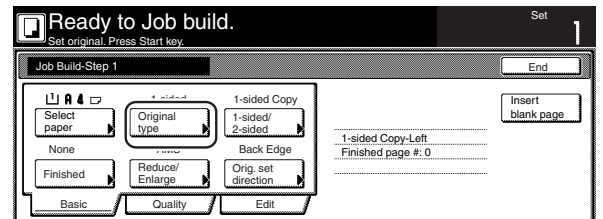
This procedure specifies the type of originals being copied between 1-sided, 2-sided and open-faced.

**1** With the content of the “Basic” tab displayed, touch the “Original type” key. The “Original type” screen will be displayed.

Inch specifications

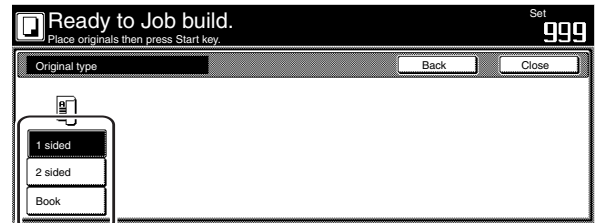


Metric specifications

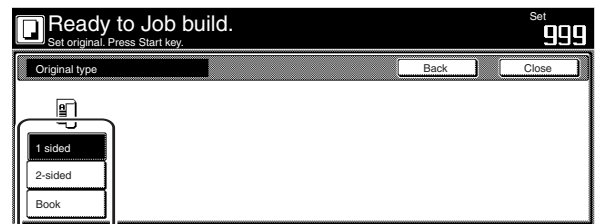


**2** Select between “1 sided”, “2 sided” and “Book”, in accordance with the originals being copied.

Inch specifications



Metric specifications



**NOTES**

- If you selected “1 sided”, verify the direction in which the originals were set.
- If you selected “2 sided”, specify the binding direction of the originals and then verify the direction in which the originals were set.
- If you selected “Book”, specify the binding direction of the originals.

**3** Touch the “Close” key. The touch panel will return to the screen in step 1.

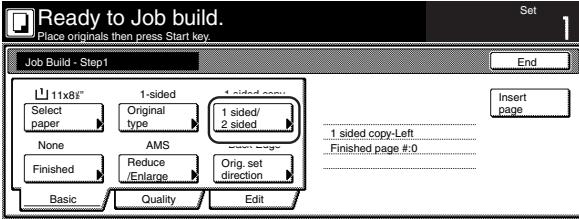
## Section 5 OTHER CONVENIENT FUNCTIONS

### ③ Selecting between 1-sided or 2-sided copies

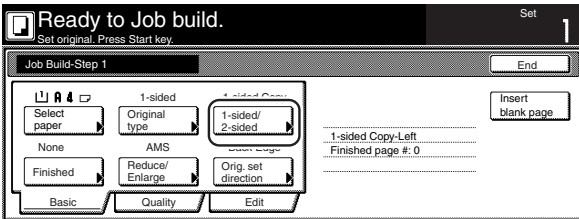
This procedure selects the type of finished copies to be made between 1-sided and 2-sided.

- 1 With the content of the “Basic” tab displayed, touch the “1 sided/2 sided” key. The “1 sided/2 sided” screen will be displayed.

Inch specifications



Metric specifications



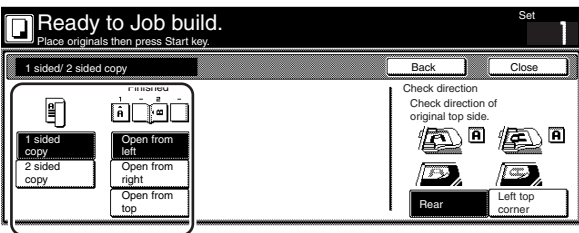
#### NOTE

The setting in regard to making either 1-sided or 2-sided copies can only be made in the first step of the job build mode and will apply to all steps in the copy job.

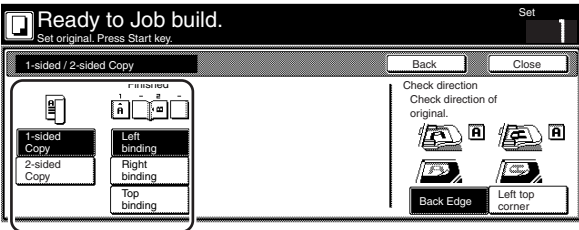
- 2 Touch the “1 sided” key or the “2 sided” key, as appropriate, and then select the binding direction you want for the finished copies.

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

Inch specifications



Metric specifications



#### IMPORTANT!

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

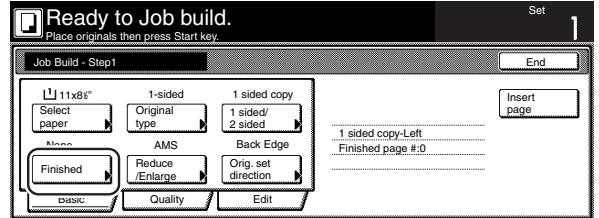
- 3 Touch the “Close” key. The touch panel will return to the screen in step 1.

### ④ Selecting how to finished up the copy sets

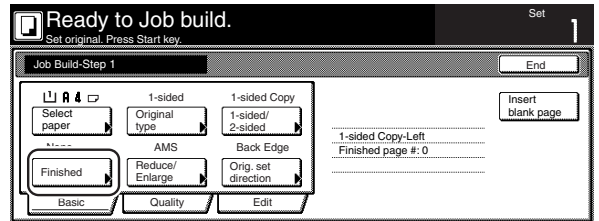
If the optional Document Finisher is installed on your copier, this procedure lets you select whether to staple or hole punch the finished copy sets.

- 1 With the content of the “Basic” tab displayed, touch the “Finished” key. The “Finished” screen will be displayed.

Inch specifications



Metric specifications



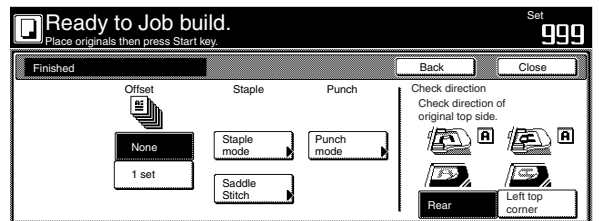
#### NOTE

The setting in regard to how the copy sets will be finished can only be made in the first step of the job build mode and will apply to all steps in the copy job.

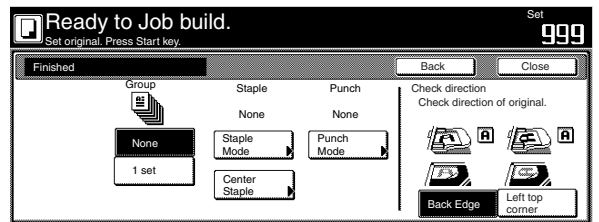
- 2 Select how you want the copy sets to be finished by touching the “Staple mode” key, the “Saddle Stitch” [“Center Staple”] key or the “Punch mode” key, as appropriate.

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

Inch specifications



Metric specifications



#### IMPORTANT!

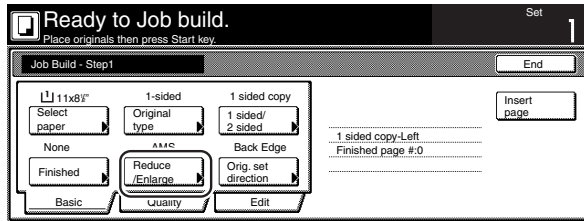
If the designation for the direction that the originals are set is not correct, copying may be accomplished incorrectly.

**3** Touch the “Close” key. The touch panel will return to the screen in step 1.

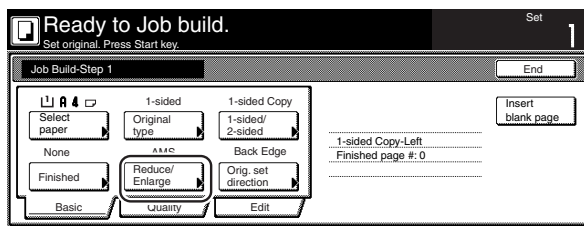
**5** Making copies at an enlarged or reduced magnification ratio  
This procedure selects the magnification ratio of the finished copies.

**1** With the content of the “Basic” tab displayed, touch the “Reduce/Enlarge” key. The “Reduce/Enlarge” screen will be displayed.

Inch specifications

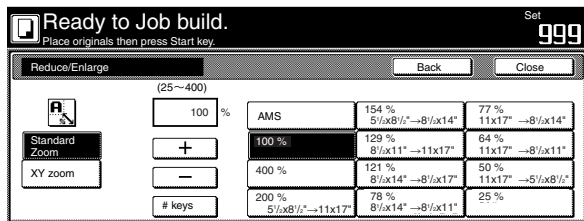


Metric specifications

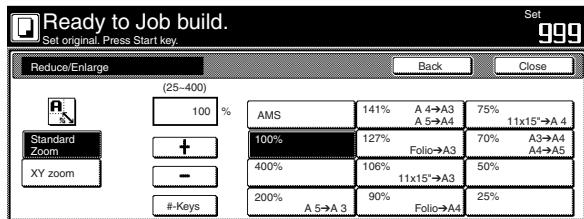


**2** Select the desired magnification ratio.  
If you want to have the copy magnification ratio selected automatically, touch the “AMS” key.  
If you want to manually set the magnification ratio, touch the “#keys” key and then enter the desired ratio with the keypad, or touch the “+” key or the “-” key to change the displayed magnification ratio to the desired setting in 1% increments. You can also select the magnification ratio by touching the preset zoom ratio keys at the right that corresponds to the desired ratio.

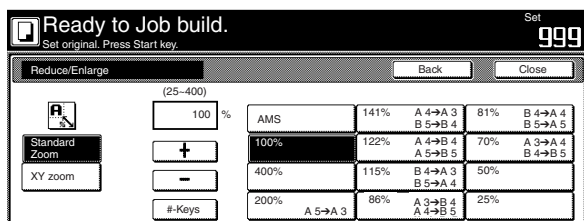
Inch specifications



Metric specifications



Metric specifications (Asia Pacific)

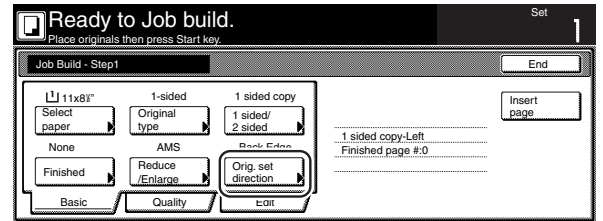


**3** Touch the “Close” key. The touch panel will return to the screen in step 1.

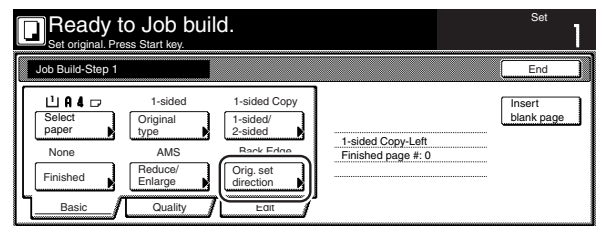
**6** Specifying the direction that the originals were set  
This procedure specifies the direction of the set originals.

**1** With the content of the “Basic” tab displayed, touch the “Orig.set direction” key. The “Orig.set direction” screen will be displayed.

Inch specifications

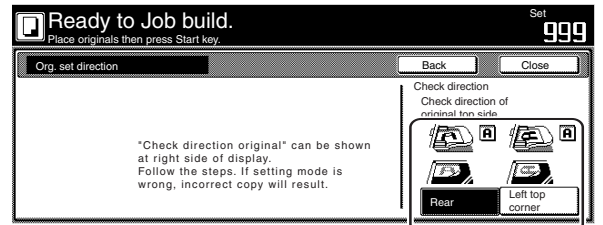


Metric specifications

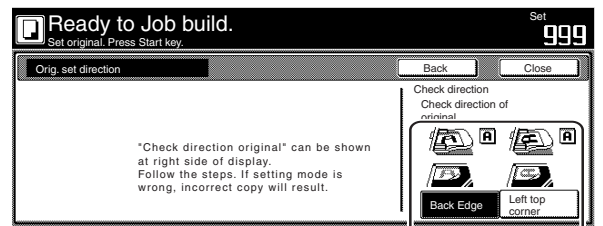


**2** Touch the “Rear” [“Back Edge”] key or the “Left top corner” key, as appropriate, according to the direction of the originals.

Inch specifications



Metric specifications



**IMPORTANT!**

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

**3** Touch the “Close” key. The touch panel will return to the screen in step 1.

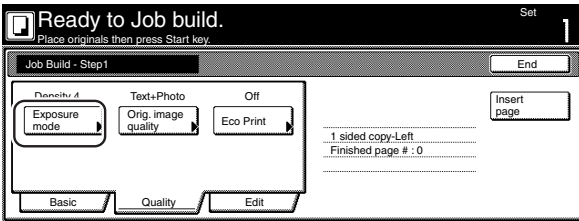
## Section 5 OTHER CONVENIENT FUNCTIONS

### ⑦ Setting the scanning density

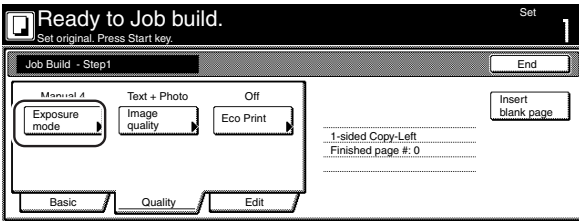
This procedure sets the copy exposure for the finished copies.

- 1 Touch the “Quality” key. Then, in the resulting screen, touch the “Exposure mode” key. The “Exposure mode” screen will be displayed.

Inch specifications

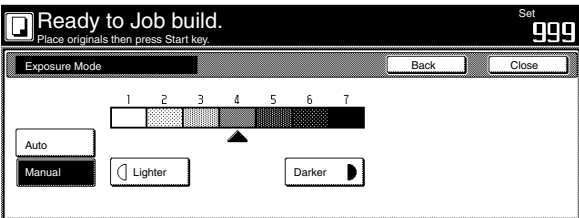


Metric specifications

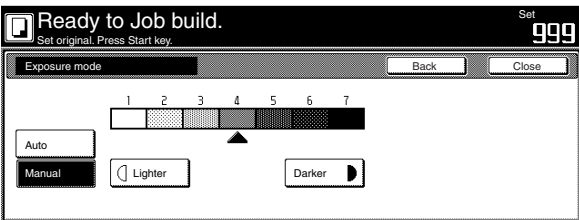


- 2 If you want to have the copy exposure selected automatically, touch the “Auto” key. If you want to manually set the exposure, touch the “Manual” key and then touch the “Lighter” key or the “Darker” key to move the cursor on the exposure scale and adjust the exposure as desired.

Inch specifications



Metric specifications



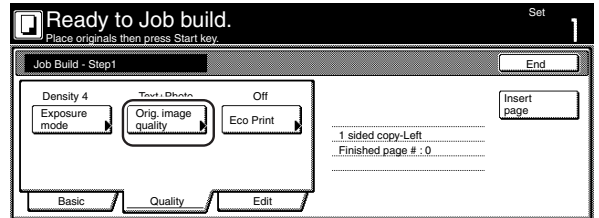
- 3 Touch the “Close” key. The touch panel will return to the screen in step 1.

### ⑧ Setting the image quality

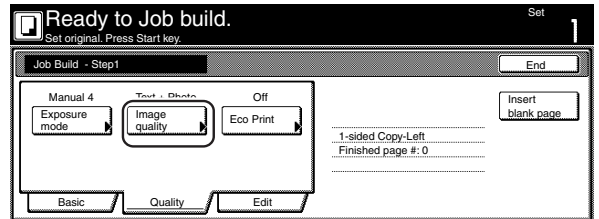
This procedure sets the image quality according to the type of originals being copied.

- 1 Touch the “Quality” key. Then, in the resulting screen, touch the “Orig. image quality” key. The “Orig. image quality” screen will be displayed.

Inch specifications

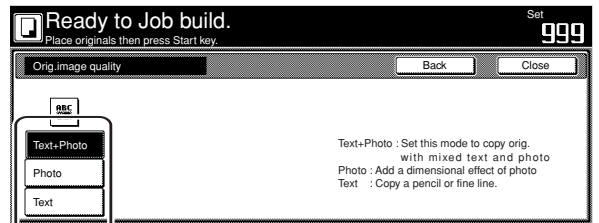


Metric specifications

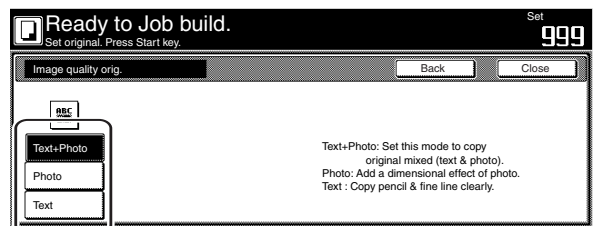


- 2 Select the image quality mode by touching the “Manual” key and then touching the “Text+Photo” key, the “Photo” key or the “Text” key, as appropriate.

Inch specifications



Metric specifications



- 3 Touch the “Close” key. The touch panel will return to the screen in step 1.



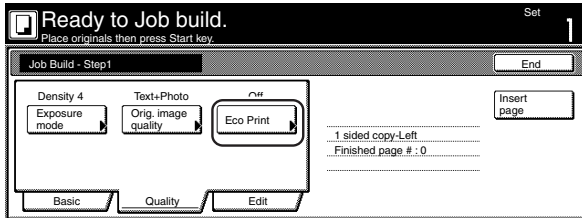
## Section 5 OTHER CONVENIENT FUNCTIONS

### ⑨ Turning the eco print mode ON

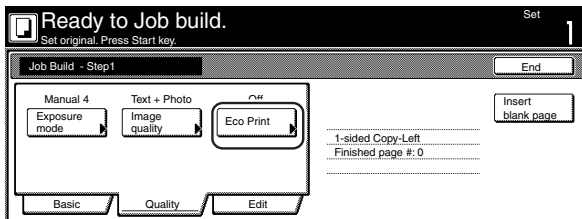
This procedure allows you to turn the eco print mode ON in order to save on toner use.

- 1 Touch the “Quality” key. Then, in the resulting screen, touch the “Eco Print” key. The “Eco Print” screen will be displayed.

Inch specifications



Metric specifications

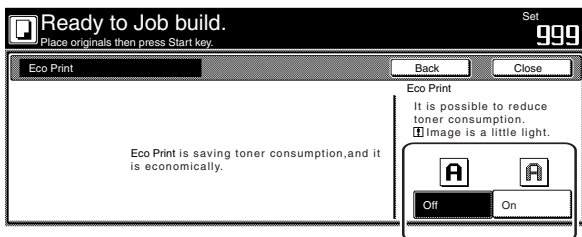


#### NOTE

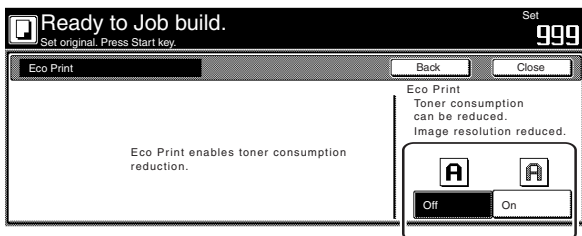
The setting in regard to whether or not to use the eco print mode can only be made in the first step of the job build mode and will apply to all steps in the copy job.

- 2 Touch the “On” key to turn the eco print mode ON.

Inch specifications



Metric specifications



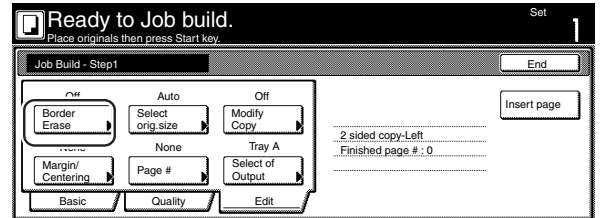
- 3 Touch the “Close” key. The touch panel will return to the screen in step 1.

### ⑩ Selecting the sheet erase mode

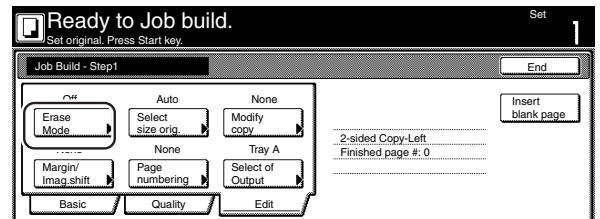
This procedure selects the sheet erase mode in order to erase the shadows, lines, etc., that can occur around the edges of copies.

- 1 Touch the “Edit” key. Then, in the resulting screen, touch the “Border Erase” [“Erase Mode”] key. The “Border Erase” [“Erase Mode”] screen will be displayed.

Inch specifications

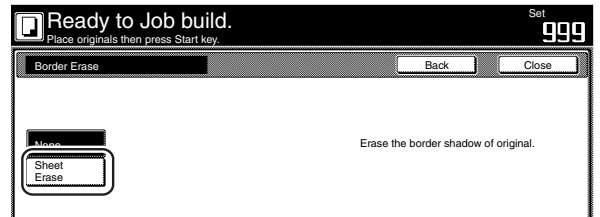


Metric specifications

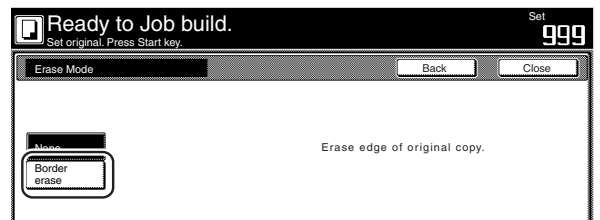


- 2 Touch the “Sheet Erase” [“Border erase”] key and then set the desired border width.

Inch specifications



Metric specifications



- 3 Touch the “Close” key. The touch panel will return to the screen in step 1.

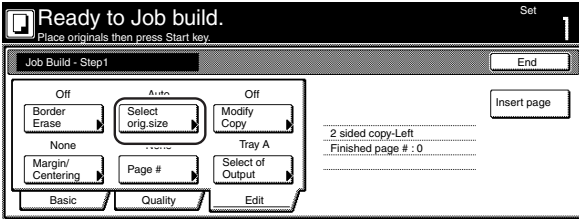
## Section 5 OTHER CONVENIENT FUNCTIONS

### ⑪ Manually selecting the size of the originals

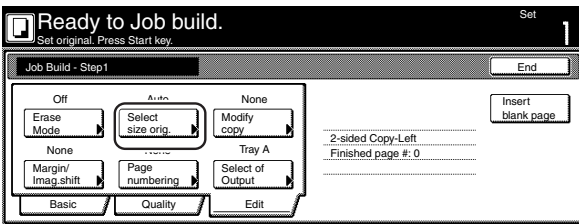
This procedure allow you to select the size of the originals manually using the touch panel.

- 1 Touch the “Edit” key. Then, in the resulting screen, touch the “Select orig. size” [“Select size orig.”] key. The “Select orig. size” [“Select size original”] screen will be displayed.

Inch specifications

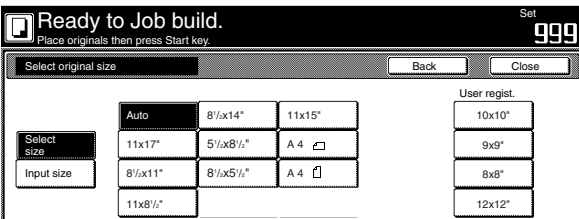


Metric specifications

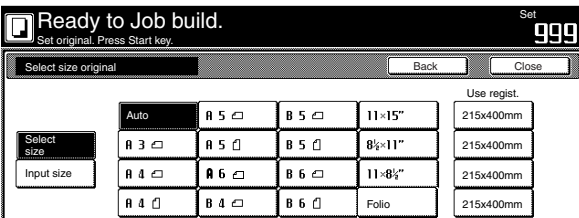


- 2 If you want the size of the originals to be detected automatically, touch the “Auto” key. If you want to select a standard original size, touch the key that corresponds to the desired size. If you want to select the dimensions of the originals manually, touch the “Input size” key and then set the corresponding dimensions.

Inch specifications



Metric specifications



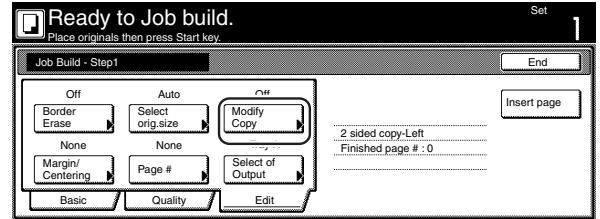
- 3 Touch the “Close” key. The touch panel will return to the screen in step 1.

### ⑫ Selecting the repeat copy mode

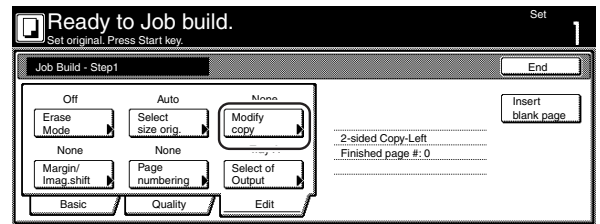
This procedure allow you to select the repeat copy mode so that you can make any necessary number of additional copies later.

- 1 Touch the “Edit” key. Then, in the resulting screen, touch the “Modify Copy” key. The “Modify Copy” screen will be displayed.

Inch specifications



Metric specifications

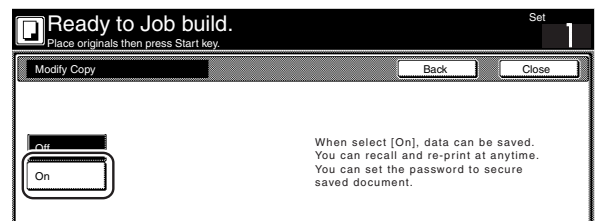


## NOTES

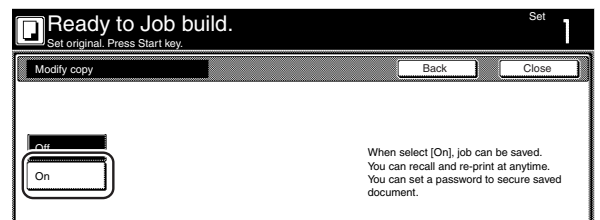
- To make additional copies with the repeat copy mode, refer to “(2) Printing out with the repeat copy mode” on page 5-44.
- The setting in regard to whether or not to use the repeat copy mode can only be made in the first step of the job build mode and will apply to all steps in the copy job.

- 2 Touch the “On” key to select the repeat copy mode.

Inch specifications



Metric specifications



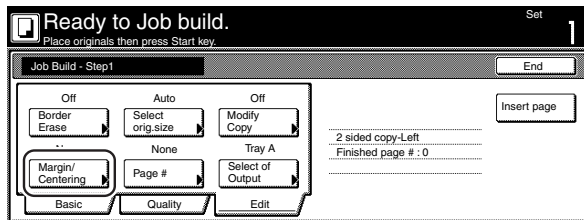
- 3 Touch the “Close” key. The touch panel will return to the screen in step 1.

## Section 5 OTHER CONVENIENT FUNCTIONS

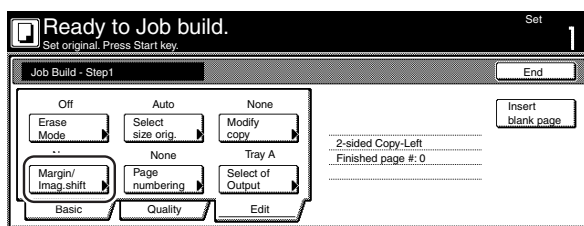
- ⑬ Selecting the margin mode or the centering/image shift mode  
This procedure selects the margin mode or the centering/image shift mode in order to create a margin space or center the copy image.

- 1 Touch the "Edit" key. Then, in the resulting screen, touch the "Margin/Centering" ["Margin/Imag. shift"] key. The "Margin/Centering" ["Margin/Imag. shift"] screen will be displayed.

Inch specifications



Metric specifications

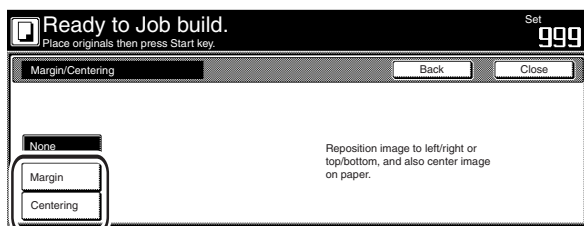


### NOTE

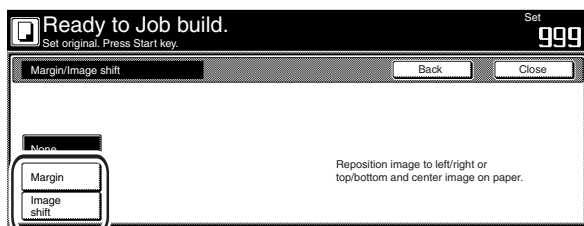
The setting in regard to the margin mode or the centering/image shift mode can only be made in the first step of the job build mode and will apply to all steps in the copy job.

- 2 Touch the "Margin" key or the "Centering" ["Imag.shift"] key, as appropriate.  
For more detailed information on these two settings, refer to the explanation for the margin mode on page 5-6 or the centering/image shift mode on page 5-8, as appropriate.

Inch specifications



Metric specifications

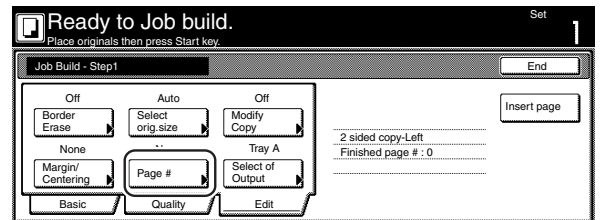


- 3 Touch the "Close" key. The touch panel will return to the screen in step 1.

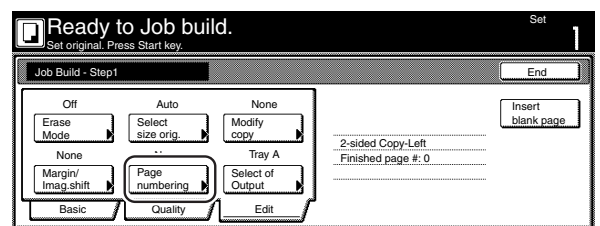
- ⑭ Selecting the print page numbers mode  
This procedure selects the print page numbers mode in order to have page numbers printed on the corresponding copies.

- 1 Touch the "Edit" key. Then, in the resulting screen, touch the "Page #" ["Page numbering"] key. The "Page #" ["Page numbering"] screen will be displayed.

Inch specifications



Metric specifications

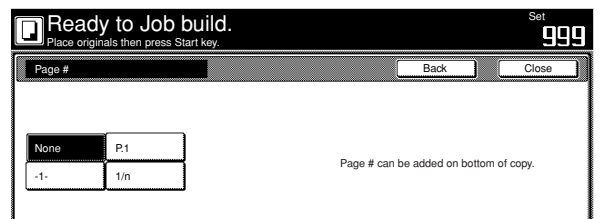


### NOTE

The setting in regard to the print page numbers mode can only be made in the first step of the job build mode and will apply to all steps in the copy job.

- 2 For more detailed information on this setting, refer to the explanation for the print page numbers mode on page 5-16.

Inch specifications



Metric specifications



- 3 Touch the "Close" key. The touch panel will return to the screen in step 1.

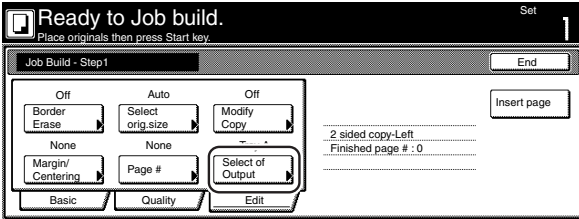
## Section 5 OTHER CONVENIENT FUNCTIONS

### ⑮ Selecting the location of copy ejection

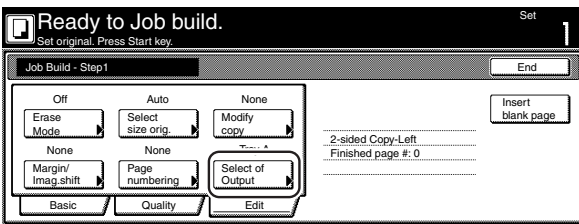
If the optional Document Finisher or Multi Job Tray is installed on your copier, this procedure lets you select the location for the ejection of finished copies.

- 1 Touch the “Edit” key. Then, in the resulting screen, touch the “Select of Output” key. The “Select of Output” screen will be displayed.

Inch specifications



Metric specifications

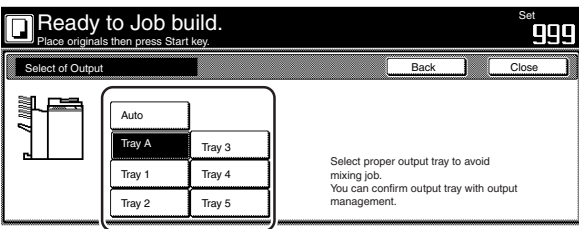


## NOTES

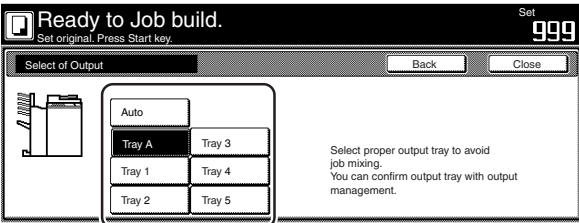
- This setting will only be displayed when the optional Document Finisher or Multi Job Tray is installed on your copier.
- The setting in regard to the location of copy ejection can only be made in the first step of the job build mode and will apply to all steps in the copy job.

- 2 Select the desired location for the ejection of finished copies.

Inch specifications



Metric specifications



- 3 Touch the “Close” key. The touch panel will return to the screen in step 1.

# Section 6 DOCUMENT AND OUTPUT MANAGEMENT FUNCTIONS

## 1. Document management functions

### (1) What are the “document management” functions?

“Document management” functions refer to those functions that enable you to scan and save documents onto the copier’s hard disk, and then use that data for copying purposes. Each function has its own separate “box” (the area where document data is saved) on the hard disk and all data for that particular function is saved into that specific box.

The following “document management” functions are available with this copier:

#### ● Form registration (pages 6-1 through 6-4)

You can store in a box on the copier’s hard disk, and you can then manage the use of, those images that will be used as the “form” in the form overlay mode.

If the optional Printer Kit and/or Scanner Kit is installed in your copier, it is also possible to register and store printing and scanning data, as applicable, in a box on the copier’s hard disk.

#### ● Shared data box (pages 6-4 through 6-8)

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.

#### ● Synergy print boxes (pages 6-9 through 6-19)

If you store multiple sets of documents in a synergy print box, you can print out up to 10 of these sets at one time. If the optional Printer Kit or Scanner Kit is installed in your copier, you can also store print and scan data in synergy print boxes and add them to the copy jobs.

### (2) Form registration

#### ① Registering a form

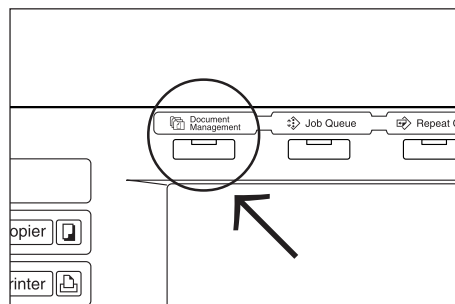
Perform the following procedure when you want to register an image as a “form” for use in the form overlay mode.

#### NOTE

If the optional Printer Kit is installed in your copier, it is also possible to register a printout from your computer as a “form”. For more detailed information, refer to the Operation Guide for your Printer Kit.

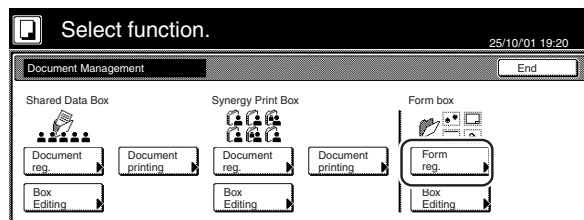
1 Set the document that you want to register as a form.

2 Press the [Document Management] key. The “Document Management” screen will be displayed.

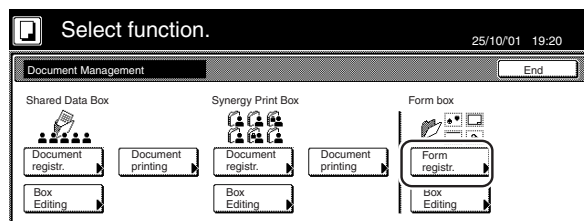


3 Touch the “Form register” key. The “Form reg.” [“Form registr.”] screen will be displayed.

Inch specifications



Metric specifications

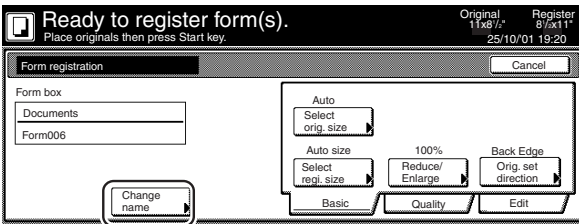


## Section 6 DOCUMENT AND OUTPUT MANAGEMENT FUNCTIONS

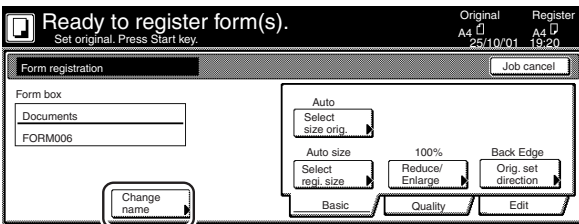
- 4** Touch the “Change name” key and then enter a name for the form data.

If you do not want to register a name for the form data, go directly to the next step.

Inch specifications



Metric specifications



### NOTE

Refer to “Entering characters” on page 7-79 for information on entering characters.

- 5** Touch the “Select orig. size” [“Select size orig.”], “Select regi. size”, “Reduce/Enlarge” and/or “Orig. set direction” keys if you want to perform the corresponding settings for the originals being used.

If you want to access the “Scanning density” key and/or the “Orig. image quality” [“Image quality”] key to make those settings, touch the “Quality” key.

If you want to set access the “Border Erase” [“Erase Mode”] key to make those settings, touch the “Edit” key.

- 6** Press the [Start] key. Scanning of the document will start. Once the document has been completely scanned, the touch panel will return to the screen in step 3.

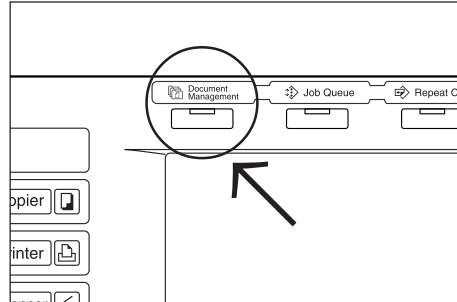
If you want to register another form, repeat steps 3 through 6.

- 7** Touch the “End” key. The touch panel will return to the contents of the “Basic” tab.

### ② Checking registered forms and changing form names

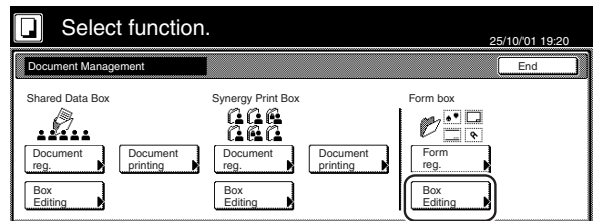
Perform the following procedure when you want to verify the name of a registered form, the size of the original document or the date and time it was stored in memory, or when you want to print out the document in order to check it. You can also use this procedure to change the registered form name.

- 1** Press the [Document Management] key. The “Document Management” screen will be displayed.

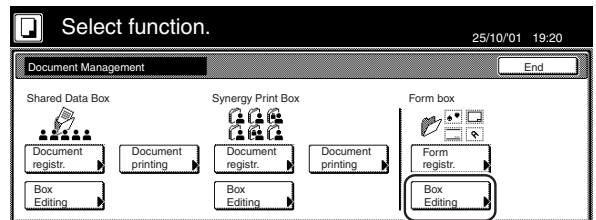


- 2** Touch the “Box Editing” key under “Form box”. The “Box editing” screen will be displayed.

Inch specifications

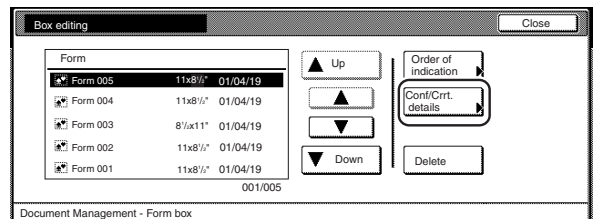


Metric specifications

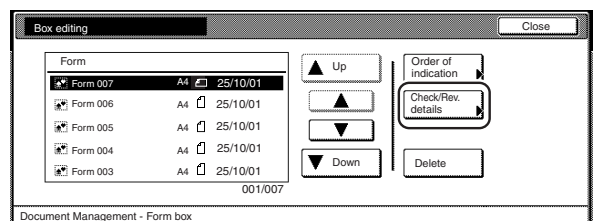


- 3** Select the form that you want to check and then touch the “Conf/Crrt. details” [“Check/Rev. details”] key. The “Check/Correct details” [“Check/revise details”] screen will be displayed.

Inch specifications



Metric specifications



## Section 6 DOCUMENT AND OUTPUT MANAGEMENT FUNCTIONS

### NOTE

It is possible to change the order of display for the registered forms. To do so, touch the “Order of indication” key, and then touch the “Sort by date” key or the “Sort by name” key, as appropriate.

- 4 Check the displayed information.  
If you want to print out the selected form, touch the “Print Form” key.  
If you want to change the name of the selected form, touch the “Change form name” key and then enter the new name.

Inch specifications

Item	Details
User name	-----
Document name	Form 001
Size	11x17"
Orig. set direction	Back Edge
Input source	Copy
Resolution	1200dpi
Registration date	25/10/01 14:06

Buttons: Change form name, Print Form

Document Management - Form box - Box editing

Metric specifications

Item	Details
User name	-----
Document name	FORM007
Size	A4
Orig. set direction	Back Edge
Input source	Copy
Resolution	1200dpi
Registration date	25/10/01 14:06

Buttons: Change form name, Print Form

Document Management - Form box - Box editing

### NOTE

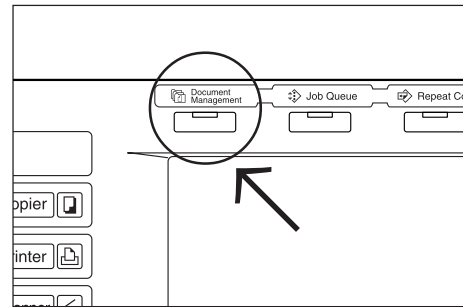
Refer to “Entering characters” on page 7-79 for information on entering characters.

- 5 Once you have finished checking the information for that form, touch the “Close” key. The touch panel will return to the screen in step 3.  
If you want to check the information for another registered form, repeat steps 3 through 5.
- 6 Touch the “Close” key once again. The touch panel will return to the screen in step 2.  
Touch the “End” key. The touch panel will return to the contents of the “Basic” tab.

### ③ Deleting a registered form

Perform the following procedure when you want to delete a registered form.

- 1 Press the [Document Management] key. The “Document Management” screen will be displayed.



- 2 Touch the “Box Editing” key under “Form Box”. The “Box editing” screen will be displayed.

Inch specifications

Document Management

Shared Data Box: Document reg., Document printing, Box Editing

Synergy Print Box: Document reg., Document printing, Box Editing

Form box: Form reg., Box Editing

25/10/01 19:20

Metric specifications

Document Management

Shared Data Box: Document registr., Document printing, Box Editing

Synergy Print Box: Document registr., Document printing, Box Editing

Form box: Form registr., Box Editing

25/10/01 19:20

- 3 Select the form that you want to delete and then touch the “Delete” key. A verification screen will be displayed.

Inch specifications

Form	Size	Date
Form 005	11x8 1/2"	01/04/19
Form 004	11x8 1/2"	01/04/19
Form 003	8 1/2x11"	01/04/19
Form 002	11x8 1/2"	01/04/19
Form 001	11x8 1/2"	01/04/19

Buttons: Up, Down, Order of indication, Cont./Crrt. details, Delete

001/005

Document Management - Form box

Metric specifications

Form	Size	Date
Form 007	A4	25/10/01
Form 006	A4	25/10/01
Form 005	A4	25/10/01
Form 004	A4	25/10/01
Form 003	A4	25/10/01

Buttons: Up, Down, Order of indication, Check/Rev. details, Delete

001/007

Document Management - Form box

## Section 6 DOCUMENT AND OUTPUT MANAGEMENT FUNCTIONS

### NOTE

It is possible to change the order of display for the stored documents. To do so, touch the “Order of indication” key, and then touch the “Sort by date” key or the “Sort by name” key, as appropriate.

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

Inch specifications

Form name : Form 001  
This form will be deleted. Do you really want to delete it?

Yes No

Metric specifications

Form name : FORM007  
This form will be deleted. Are you sure?

Yes No

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

- 5** If you want to delete another registered form, repeat steps 3 and 4.

- 6** Touch the “Close” key. The touch panel will return to the screen in step 2.  
Touch the “End” key. The touch panel will return to the contents of the “Basic” tab.

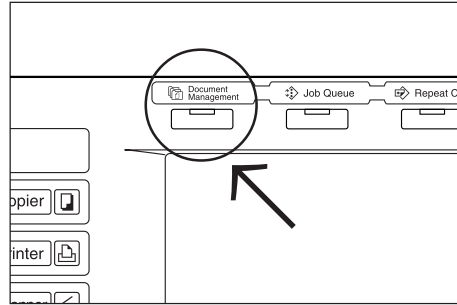
### (3) Shared data box

#### ① Storing documents in the box

Perform the following procedure when you want to register a set of documents in the shared data box.

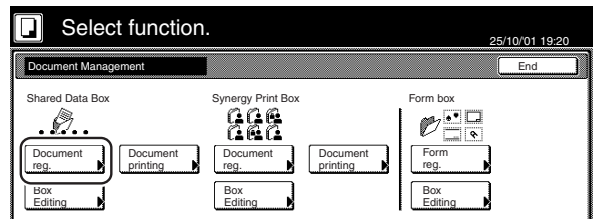
\* Up to 100 sets of documents can be saved in the shared data box.

- 1** Set the documents to be stored.
- 2** Press the [Document Management] key. The “Document Management” screen will be displayed.

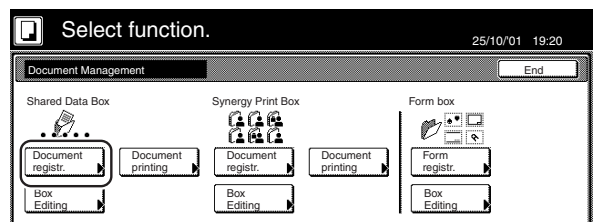


- 3** Touch the “Document reg.” [“Document registr.”] key under “Shared Data Box”. The “Document registration” screen will be displayed.

Inch specifications



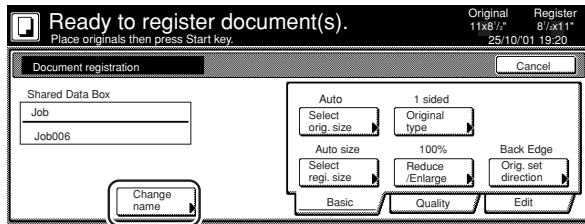
Metric specifications



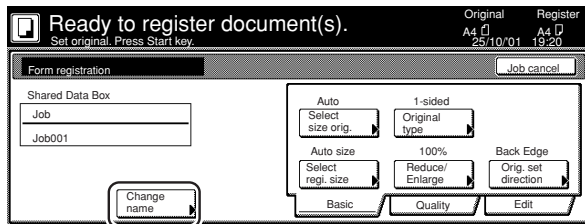


- 4 Touch the “Change name” key and then enter a name for the documents.  
If you do not want to register a name for the documents, go directly to the next step.

Inch specifications



Metric specifications



**NOTE**

Refer to “Entering characters” on page 7-79 for information on entering characters.

- 5 Touch the “Select orig. size” [“Select size orig.”] key, the “Select regi. size” key, the “Original type” key, the “Reduce/Enlarge” key and/or the “Orig.set direction” key, if you want to perform the corresponding settings.  
If you want to access the “Scanning density” key and/or the “Orig.image quality” [“Image quality”] key to make those settings, touch the “Quality” key.  
If you want to set access the “Border Erase” [“Erase Mode”] key and/or the “Continuous scanning” [“Multiple scanning”] key to make those settings, touch the “Edit” key.

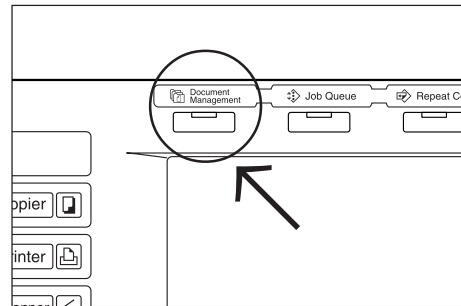
- 6 Press the [Start] key. Scanning of the documents will start. Once all of the documents have been completely scanned, the touch panel will return to the screen in step 3.  
If you want to register another document, repeat steps 3 through 6.

- 7 Touch the “End” key. The touch panel will return to the contents of the “Basic” tab.

② Printing out stored documents

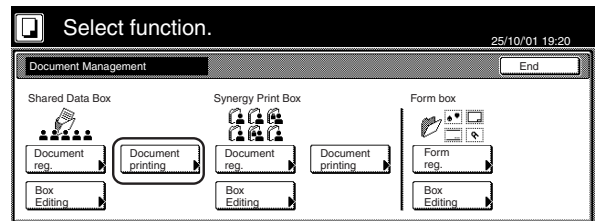
Perform the following procedure when you want to print out documents that are stored in a shared data box.

- 1 Press the [Document Management] key. The “Document Management” screen will be displayed.

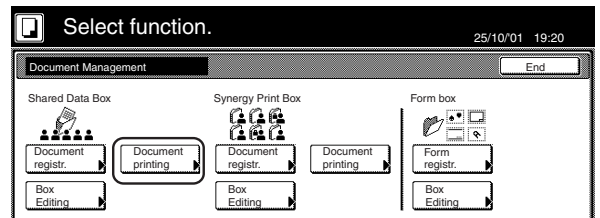


- 2 Touch the “Document printing” key under “Shared Data Box”. The “Document printing” screen will be displayed.

Inch specifications

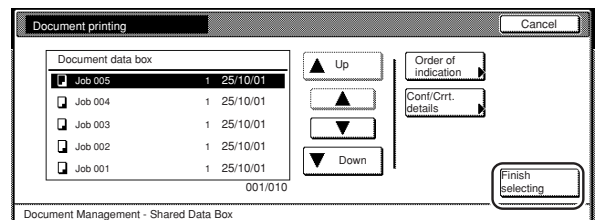


Metric specifications

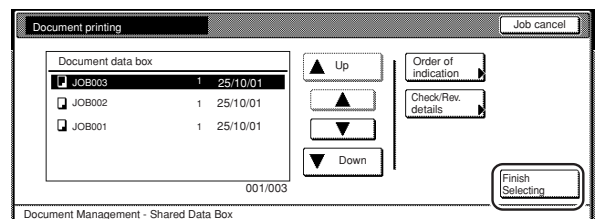


- 3 Select the documents to be printed out and then touch the “Finish selecting” key.

Inch specifications



Metric specifications



## Section 6 DOCUMENT AND OUTPUT MANAGEMENT FUNCTIONS

### NOTE

It is possible to change the order of display for the stored documents. To do so, touch the "Order of indication" key, and then touch the "Sort by date" key or the "Sort by name" key, as appropriate.

- 4 Touch the "Select paper" key, the "Sort/Finished" key and/or the "1 sided/ 2 sided" key, to perform the corresponding settings.

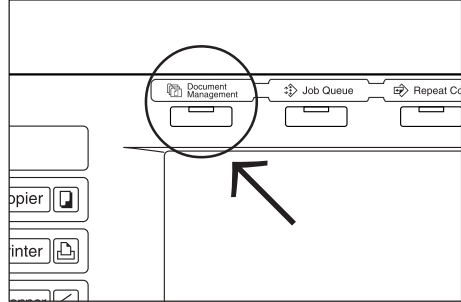
If you want to access the "Form Overlay" key, the "Margin" key, the "Cover Mode" key, the "Page #" ["Page numbering"] key, the "Booklet" key and/or the "Select of Output" key to make those settings, touch the "Edit" key.

- 5 Press the [Start] key. Print out will start.

### ③ Checking stored documents and changing their names

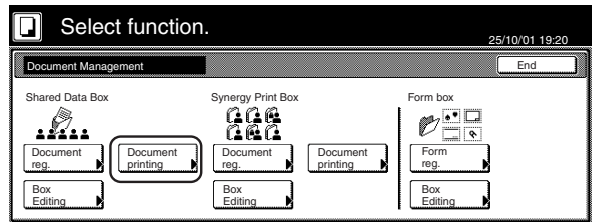
Perform the following procedure when you want to verify the name of stored documents, the size of the original documents or the date and time they were stored in the shared data box, or when you want to print out the first page of those document in order to check them. You can also use this procedure to change the registered name for the documents.

- 1 Press the [Document Management] key. The "Document Management" screen will be displayed.

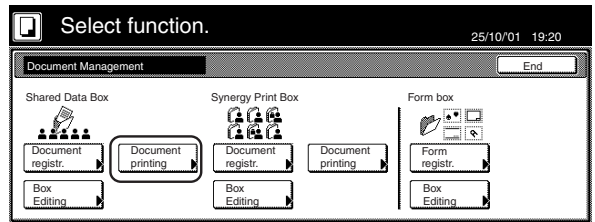


- 2 Touch the "Document printing" key or the "Box Editing" key under "Shared Data Box". The "Document printing" screen or the "Box editing" screen, as appropriate, will be displayed.

Inch specifications

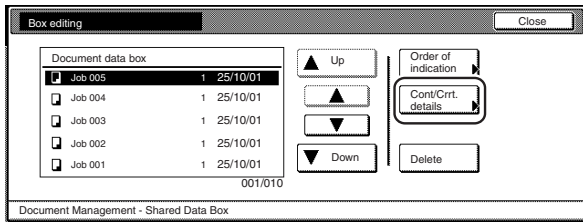


Metric specifications

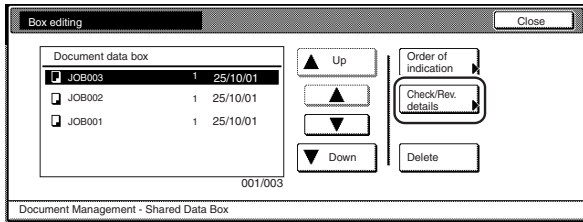


- 3 Select the documents that you want to check and then touch the “Cont/Crrt. details” [“Check/Rev. details”] key. The “Check/Correct details” [“Check/revise details”] screen will be displayed.

Inch specifications



Metric specifications



- 5 Once you have finished checking the information for those documents, touch the “Close” key. The touch panel will return to the screen in step 3.

If you want to check the information for other stored documents, repeat steps 3 through 5.

- 6 Touch the “Close” key once again. The touch panel will return to the screen in step 2.

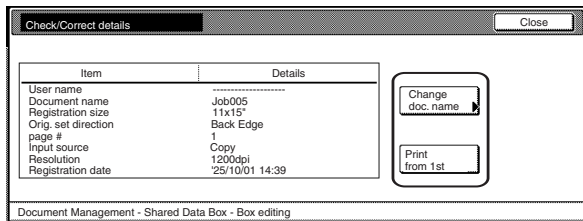
Touch the “End” key. The touch panel will return to the contents of the “Basic” tab.

**NOTE**

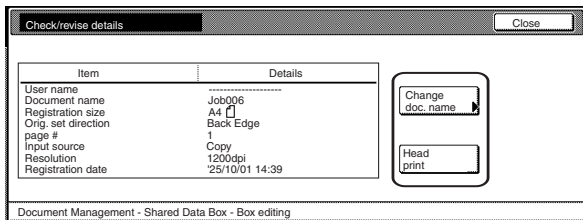
It is possible to change the order of display for the stored documents. To do so, touch the “Order of indication” key, and then touch the “Sort by date” key or the “Sort by name” key, as appropriate.

- 4 Check the displayed information. If you want to print out the first page of the selected documents, touch the “Print from 1st” [“Head Print”] key. If you want to change the name of the selected documents, touch the “Change doc.name” key and then enter the new name.

Inch specifications



Metric specifications



**NOTE**

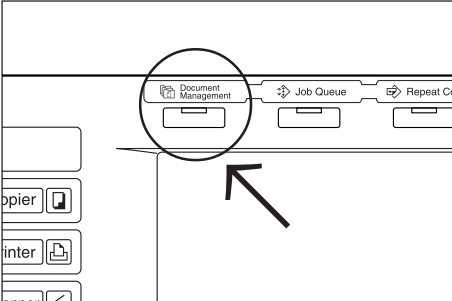
Refer to “Entering characters” on page 7-79 for information on entering characters.

## Section 6 DOCUMENT AND OUTPUT MANAGEMENT FUNCTIONS

### ④ Deleting stored documents

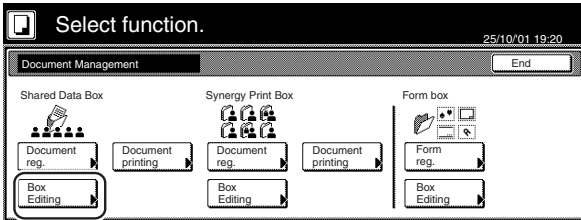
Perform the following procedure when you want to delete stored documents.

- 1 Press the [Document Management] key. The "Document Management" screen will be displayed.

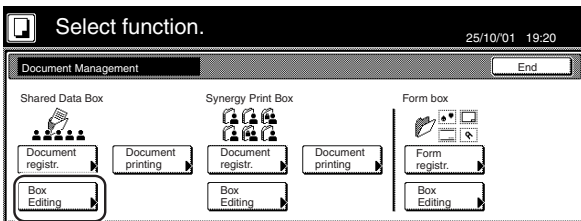


- 2 Touch the "Box Editing" key under "Shared Data Box". The "Box editing" screen will be displayed.

Inch specifications

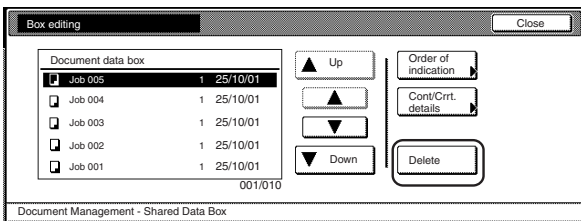


Metric specifications

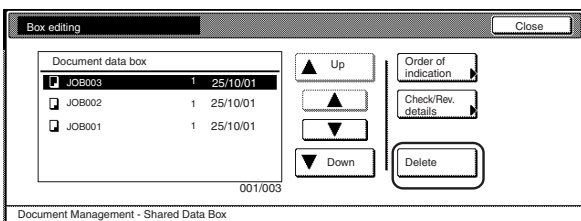


- 3 Select the documents that you want to delete and then touch the "Delete" key. A verification screen will be displayed.

Inch specifications



Metric specifications

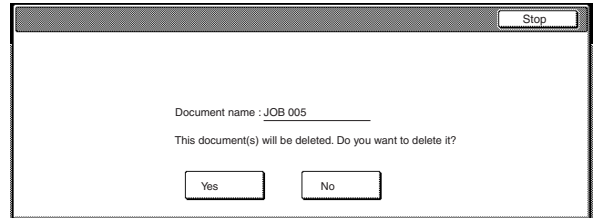


### NOTE

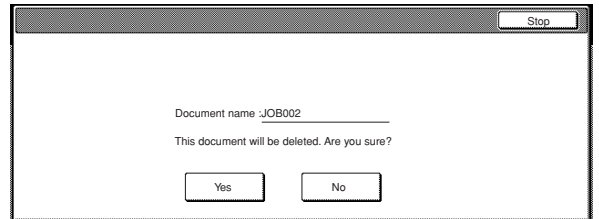
It is possible to change the order of display for the stored documents. To do so, touch the "Order of indication" key, and then touch the "Sort by date" key or the "Sort by name" key, as appropriate.

- 4 Touch the "Yes" key or the "No" key, as appropriate.

Inch specifications



Metric specifications



If you selected "Yes", the selected documents will be deleted and the touch panel will return to the screen in step 3. If you selected "No", the touch panel will return to the screen in step 3 without deleting the selected documents.

- 5 If you want to delete other stored documents, repeat steps 3 and 4.

- 6 Touch the "Close" key. The touch panel will return to the screen in step 2. Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

**(4) Synergy print boxes**

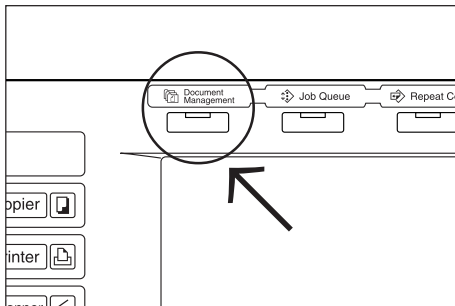
**① Storing documents in a box**

Perform the following procedure when you want to register a set of documents in a synergy print box.

**NOTE**

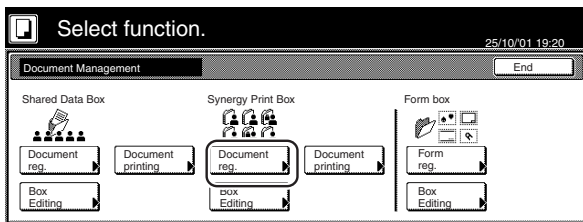
If the optional Printer Kit is installed in your copier, you can also send the document data from your computer and store it in the synergy print box. For more detailed information, refer to the Operation Guide for your Printer Kit.

- 1** Set the documents to be stored.
- 2** Press the [Document Management] key. The “Document Management” screen will be displayed.

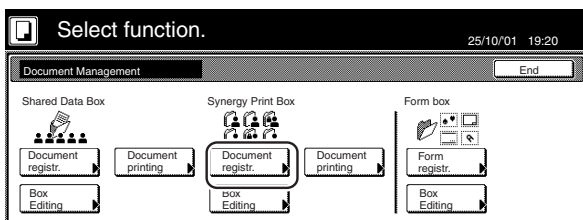


- 3** Touch the “Document reg.” [“Document registr.”] key under “Synergy Print Box”. The screen to select the synergy print box will be displayed.

Inch specifications

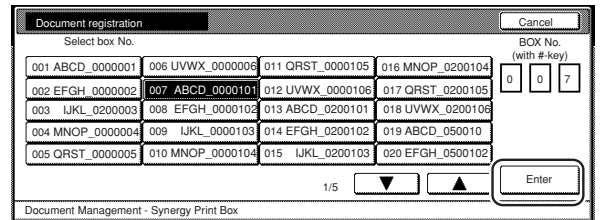


Metric specifications

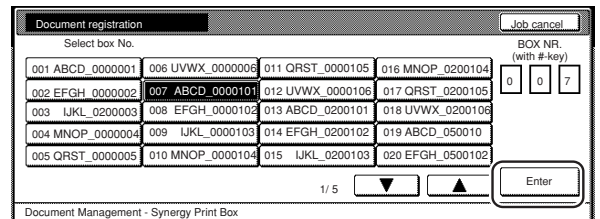


- 4** Either touch the synergy print box in which you want to register the documents, or enter its number using the keypad. Then touch the “Enter” key. The “Document registration” screen will be displayed.

Inch specifications



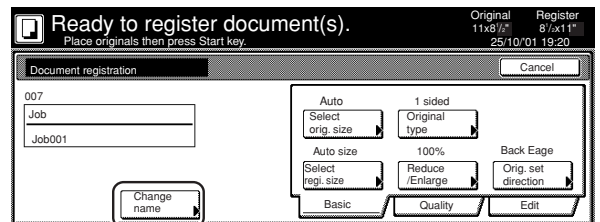
Metric specifications



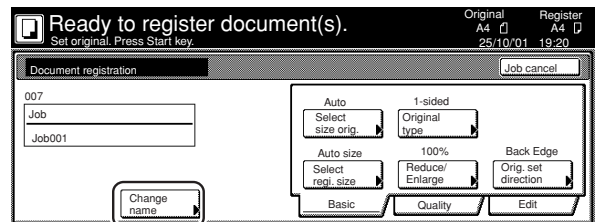
- 5** Touch the “Change name” key and then enter a name for the documents.

If you do not want to register a name for the documents, go directly to the next step.

Inch specifications



Metric specifications



**NOTE**

Refer to “Entering characters” on page 7-79 for information on entering characters.

## Section 6 DOCUMENT AND OUTPUT MANAGEMENT FUNCTIONS

- 6** Touch the “Select orig. size” [“Select size orig.”] key, the “Select regi. size” key, the “Original type” key, the “Reduce/Enlarge” key and/or the “Orig.set direction” key, if you want to perform the corresponding settings.

If you want to access the “Scanning density” key and/or the “Orig.image quality” [“Image quality”] key to make those settings, touch the “Quality” key.

If you want to set access the “Border Erase” [“Erase Mode”] key and/or the “Continuous scanning” [“Multiple scanning”] key to make those settings, touch the “Edit” key.

- 7** Press the [Start] key. Scanning of the documents will start. Once all of the documents have been completely scanned, the touch panel will return to the screen in step 3.

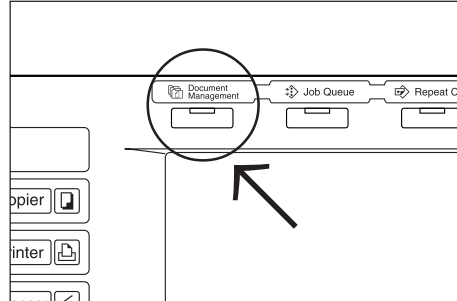
If you want to register another document, repeat steps 3 through 7.

- 8** Touch the “End” key. The touch panel will return to the contents of the “Basic” tab.

### ② Combining and printing out stored documents

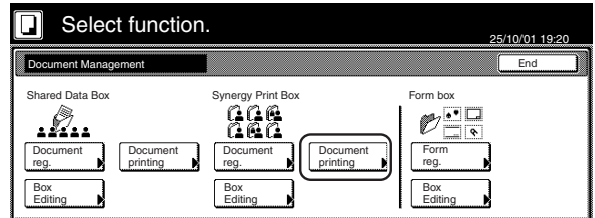
Perform the following procedure when you want to combine and print out documents that are stored in a synergy print box.

- 1** Press the [Document Management] key. The “Document Management” screen will be displayed.

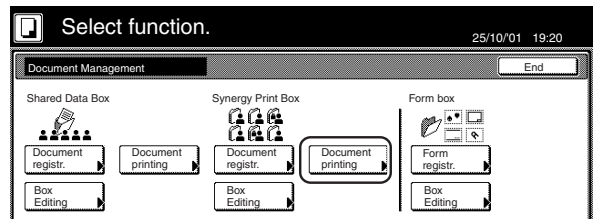


- 2** Touch the “Document printing” key under “Synergy Print Box”. The screen to select the synergy print box will be displayed.

Inch specifications

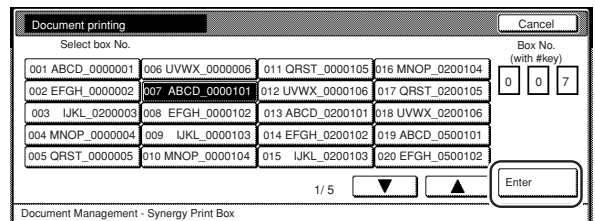


Metric specifications

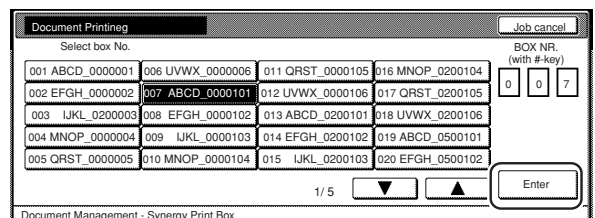


- 3** Either touch the synergy print box that contains the documents to be printed out, or enter its number using the keypad. Then touch the “Enter” key. The “Document printing” screen will be displayed.

Inch specifications



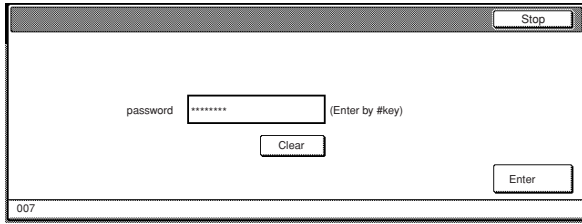
Metric specifications



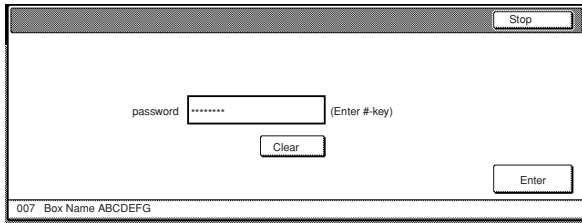
**NOTES**

- If that box was registered with a password, the password entry screen will be displayed.  
Enter the registered password with the keypad and then touch the “Enter” key.

Inch specifications



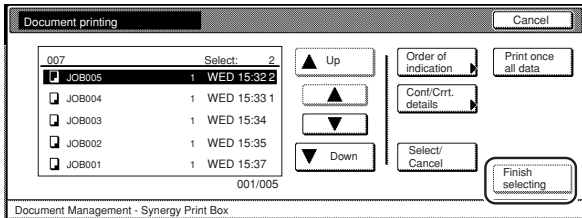
Metric specifications



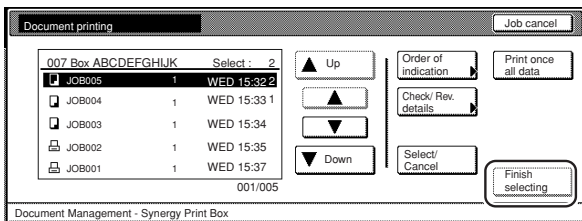
- Refer to “⑦ Registering a password for a box” on page 6-18 for information on registering the password.

- 4 Select the document sets in order of how you want them printed. Up to 10 sets of documents can be selected.  
Up to 10 sets of documents can be selected.

Inch specifications



Metric specifications



**NOTES**

- It is possible to change the order of display for the stored documents. To do so, touch the “Order of indication” key, and then touch the “Sort by date” key or the “Sort by name” key, as appropriate.
- If you want to print out more than one set of documents, they must all be of the same size.

- 5 Touch the “Select paper” key, the “Sort/Finished” key and/or the “1 sided/ 2 sided” key, to perform the corresponding settings.

If you want to access the “Form Overlay” key, the “Margin” key, the “Cover Mode” key, the “Page #” key, the “Booklet” key and/or the “Select of Output” key to make those settings, touch the “Edit” key.

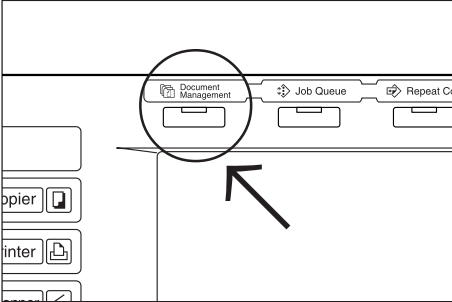
- 6 Press the [Start] key.  
Print out will start.

## Section 6 DOCUMENT AND OUTPUT MANAGEMENT FUNCTIONS

### ③ Printing out the full contents of a box

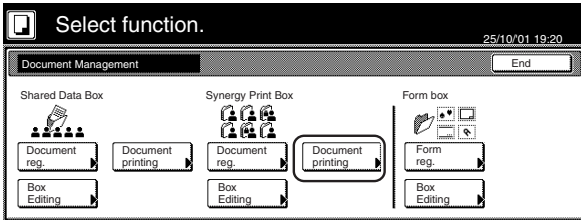
Perform the following procedure when you want to print out all of the documents that are stored in a synergy print box at one time.

- 1 Press the [Document Management] key. The “Document Management” screen will be displayed.

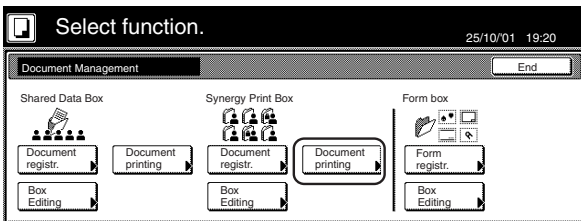


- 2 Touch the “Document printing” key under “Synergy Print Box”. The screen to select the synergy print box will be displayed.

Inch specifications

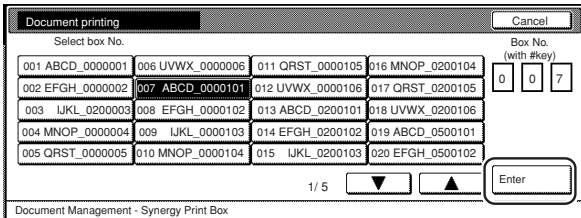


Metric specifications

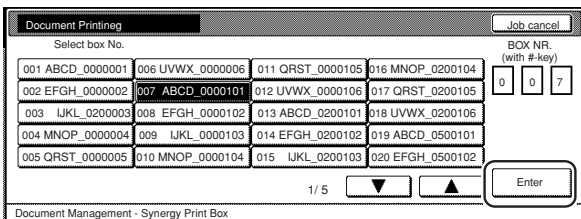


- 3 Either touch the synergy print box that contains the documents to be printed out, or enter its number using the keypad. Then touch the “Enter” key. The “Document printing” screen will be displayed.

Inch specifications



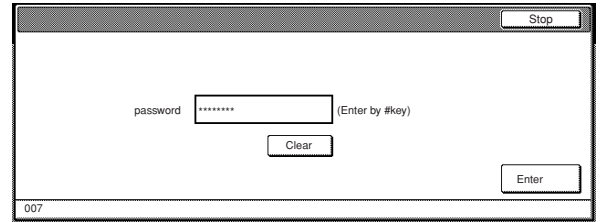
Metric specifications



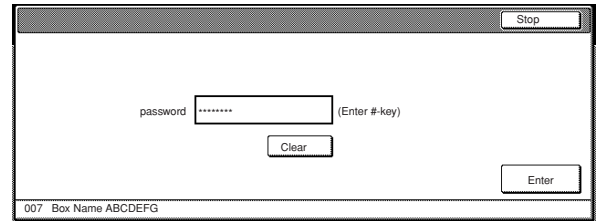
### NOTES

- If that box was registered with a password, the password entry screen will be displayed. Enter the registered password with the keypad and then touch the “Enter” key.

Inch specifications



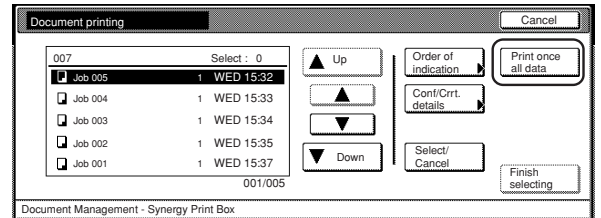
Metric specifications



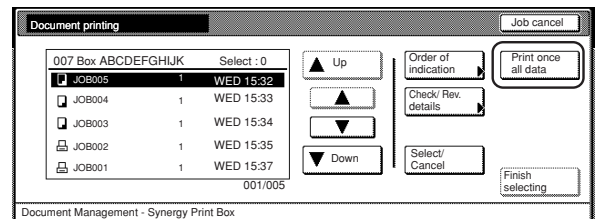
- Refer to “⑦ Registering a password for a box” on page 6-18 for information on registering the password.

- 4 Touch the “Print once all data” key. Print out will start. Once printing is completed, the touch panel will return to the screen in step 2.

Inch specifications



Metric specifications



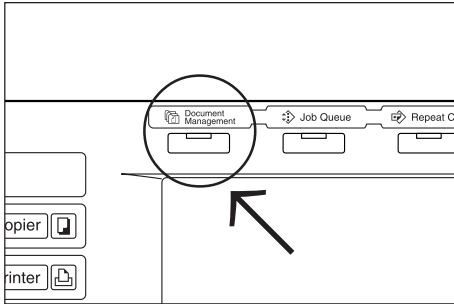
- 5 Touch the “End” key. The touch panel will return to the contents of the “Basic” tab.



④ Checking stored documents and changing their names

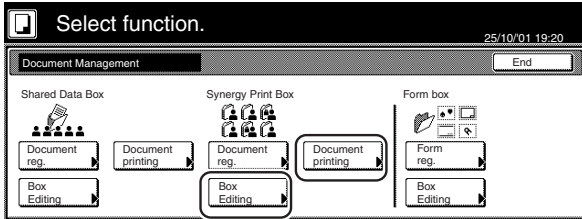
Perform the following procedure when you want to verify the name of stored documents, the size of the original documents or the date and time they were stored in the synergy print box, or when you want to print out the first page of those document in order to check them. You can also use this procedure to change the registered name for the documents.

1 Press the [Document Management] key. The “Document Management” screen will be displayed.

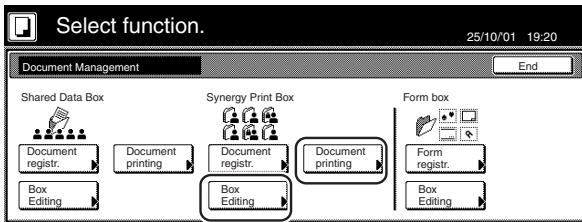


2 Touch the “Document printing” key or the “Box Editing” key under “Synergy Print Box”. The screen to select the synergy print box will be displayed.

Inch specifications

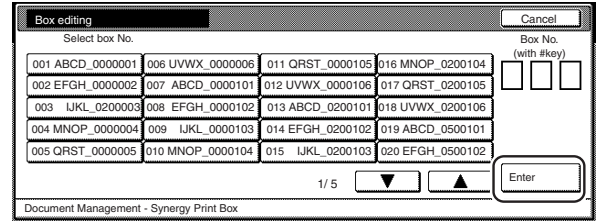


Metric specifications

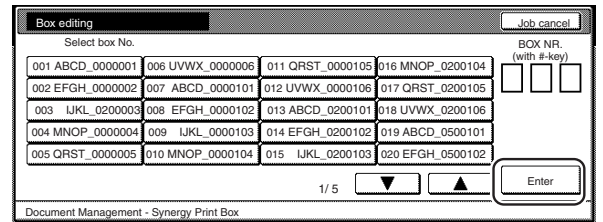


3 Either touch the synergy print box that contains the documents to be printed out, or enter its number using the keypad. Then touch the “Enter” key. The “Document printing” screen or the “Box editing” screen, as appropriate, will be displayed.

Inch specifications



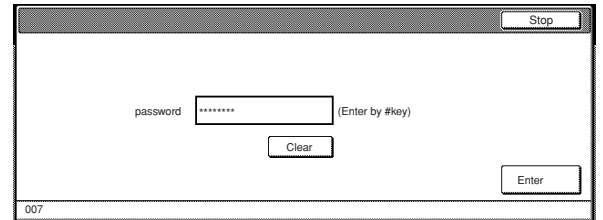
Metric specifications



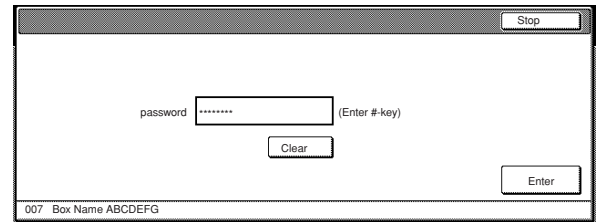
NOTES

- If that box was registered with a password, the password entry screen will be displayed. Enter the registered password with the keypad and then touch the “Enter” key.

Inch specifications



Metric specifications

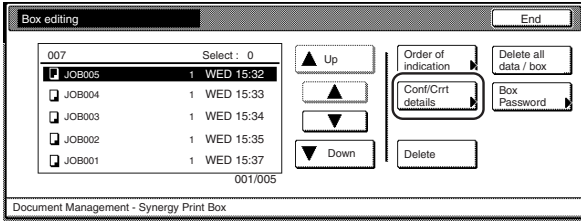


- Refer to “⑦ Registering a password for a box” on page 6-18 for information on registering the password.

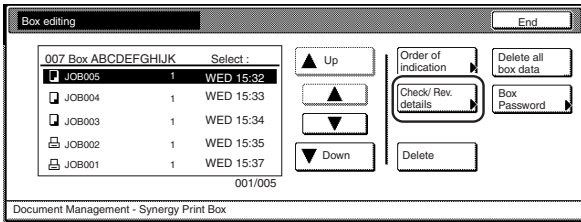
## Section 6 DOCUMENT AND OUTPUT MANAGEMENT FUNCTIONS

- 4** Select the documents that you want to check and then touch the “Conf/Correct details” [“Check/Rev. details”] key. The “Check/Correct details” [“Check/revise details”] screen will be displayed.

Inch specifications



Metric specifications



### NOTE

Refer to “Entering characters” on page 7-79 for information on entering characters.

- 6** Once you have finished checking the information for those documents, touch the “Close” key. The touch panel will return to the screen in step 4.

If you want to check the information for other stored documents, repeat steps 4 through 6.

- 7** Touch the “End” key. The touch panel will return to the screen in step 2.

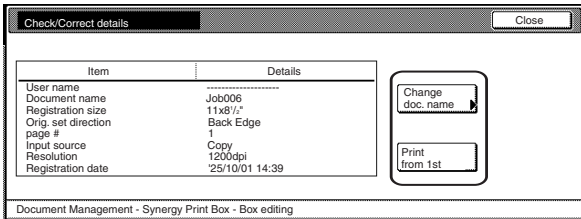
Touch the “End” key. The touch panel will return to the contents of the “Basic” tab.

### NOTE

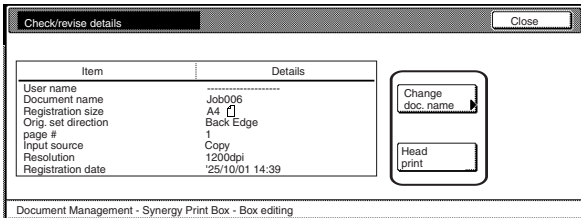
It is possible to change the order of display for the stored documents. To do so, touch the “Order of indication” key, and then touch the “Sort by date” key or the “Sort by name” key, as appropriate.

- 5** Check the displayed information. If you want to print out the first page of the selected documents, touch the “Print from 1st” [“Head print”] key. If you want to change the name of the selected documents, touch the “Change doc.name” key and then enter the new name.

Inch specifications



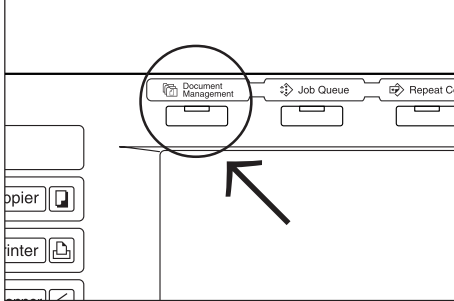
Metric specifications



⑤ Deleting stored documents from a box

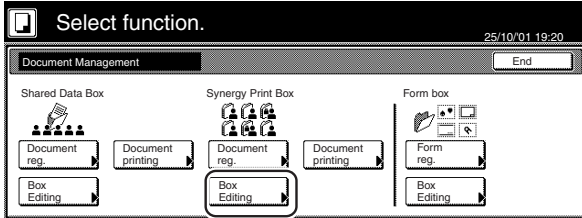
Perform the following procedure when you want to delete stored documents.

- 1 Press the [Document Management] key. The “Document Management” screen will be displayed.

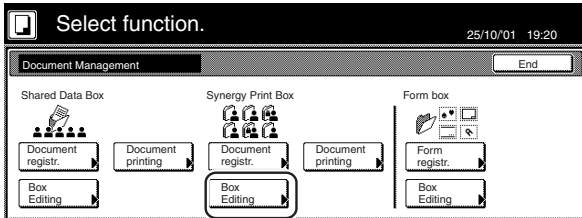


- 2 Touch the “Box Editing” key under “Synergy Print Box”. The screen to select the synergy print box will be displayed.

Inch specifications

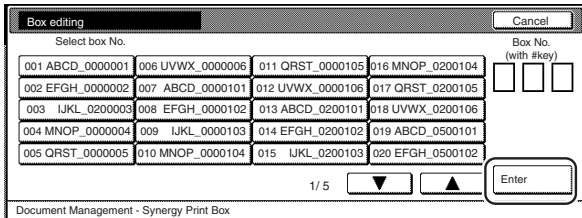


Metric specifications

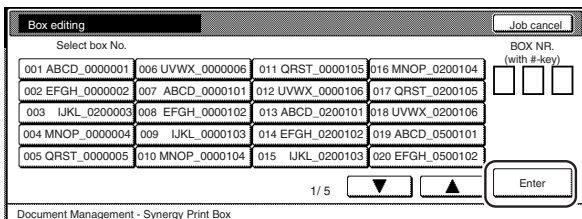


- 3 Either touch the synergy print box that contains the documents to be deleted, or enter its number using the keypad. Then touch the “Enter” key. The “Box editing” screen will be displayed.

Inch specifications



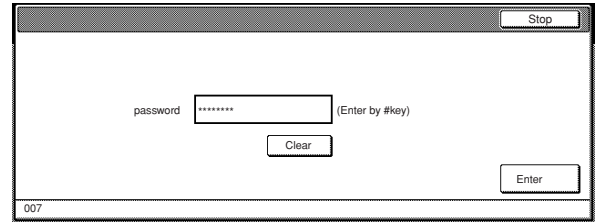
Metric specifications



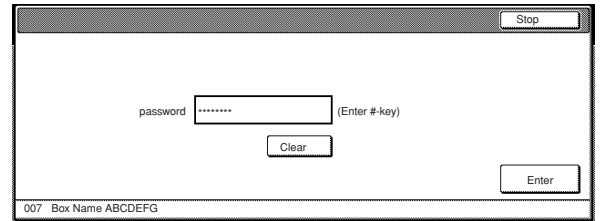
NOTES

- If that box was registered with a password, the password entry screen will be displayed. Enter the registered password with the keypad and then touch the “Enter” key.

Inch specifications



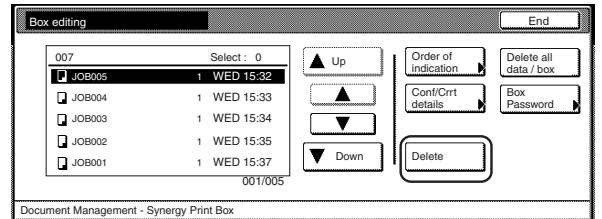
Metric specifications



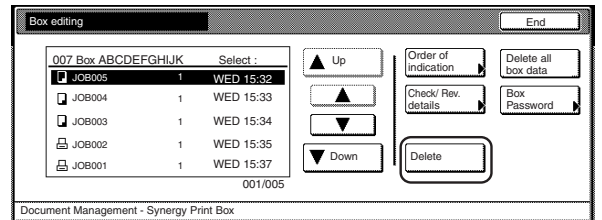
- Refer to “⑦ Registering a password for a box” on page 6-18 for information on registering the password.

- 4 Select the documents that you want to delete and then touch the “Delete” key. A verification screen will be displayed.

Inch specifications



Metric specifications



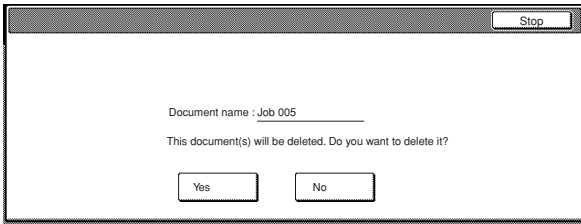
NOTE

It is possible to change the order of display for the stored documents. To do so, touch the “Order of indication” key, and then touch the “Sort by date” key or the “Sort by name” key, as appropriate.

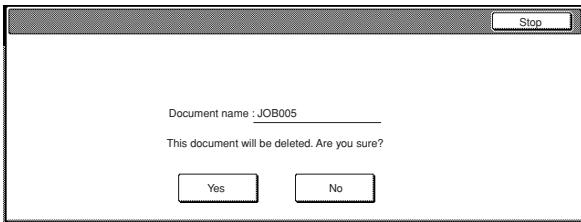
## Section 6 DOCUMENT AND OUTPUT MANAGEMENT FUNCTIONS

- 5** Touch the “Yes” key or the “No” key, as appropriate.

Inch specifications



Metric specifications



If you selected “Yes”, the selected documents will be deleted and the touch panel will return to the screen in step 4. If you selected “No”, the touch panel will return to the screen in step 4 without deleting the selected documents.

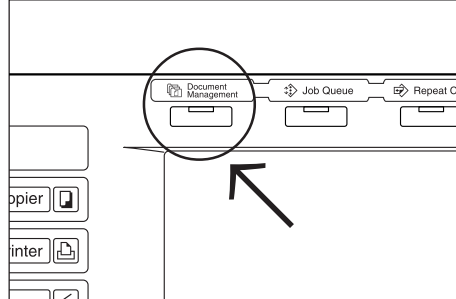
- 6** If you want to delete other stored documents, repeat steps 4 and 5.

- 7** Touch the “End” key. The touch panel will return to the screen in step 2. Touch the “End” key once again. The touch panel will return to the contents of the “Basic” tab.

- ⑥ Deleting the full contents of a box**

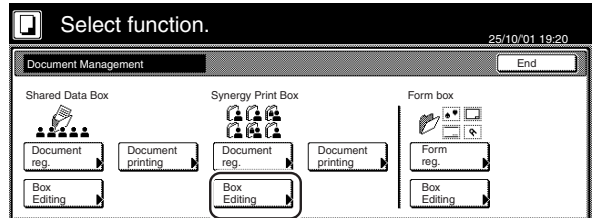
Perform the following procedure when you want to delete the full contents of a synergy print box in one step.

- 1** Press the [Document Management] key. The “Document Management” screen will be displayed.

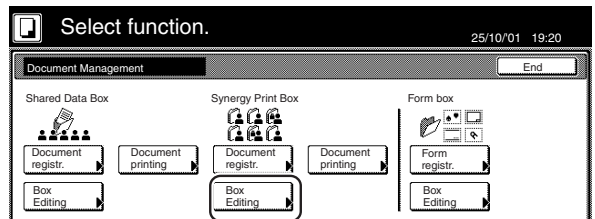


- 2** Touch the “Box editing” key under “Synergy Print Box”. The screen to select the synergy print box will be displayed.

Inch specifications

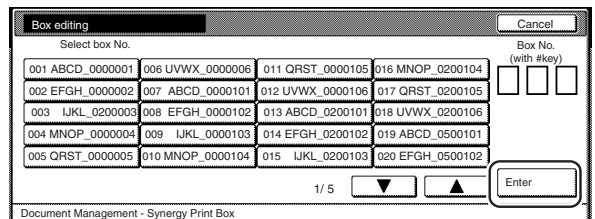


Metric specifications

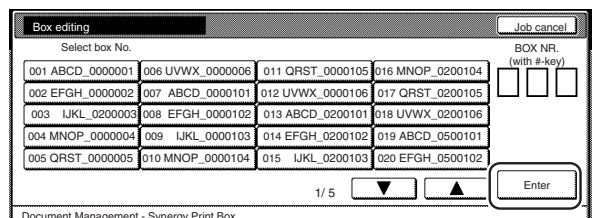


- 3** Either touch the synergy print box that contains the documents to be deleted, or enter its number using the keypad. Then touch the “Enter” key. The “Box editing” screen will be displayed.

Inch specifications



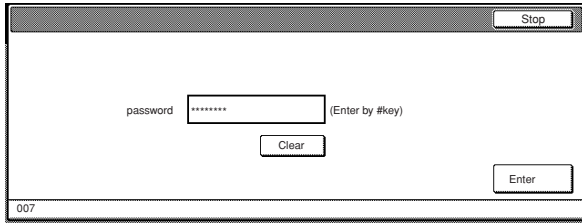
Metric specifications



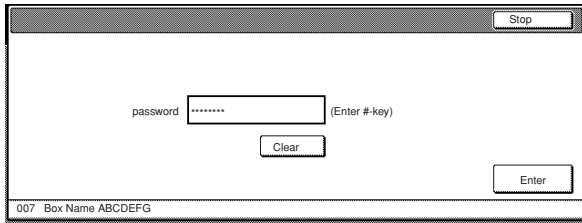
**NOTES**

- If that box was registered with a password, the password entry screen will be displayed.  
Enter the registered password with the keypad and then touch the “Enter” key.

Inch specifications



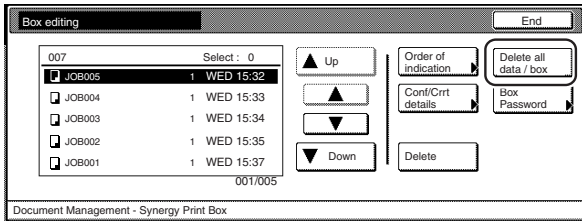
Metric specifications



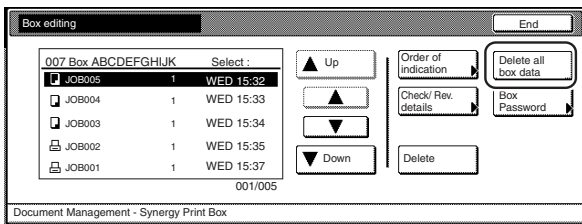
- Refer to “⑦ Registering a password for a box” on page 6-18 for information on registering the password.

**4** Touch the “Delete all data / box” [“Delete all box data”] key. A verification screen will be displayed.

Inch specifications

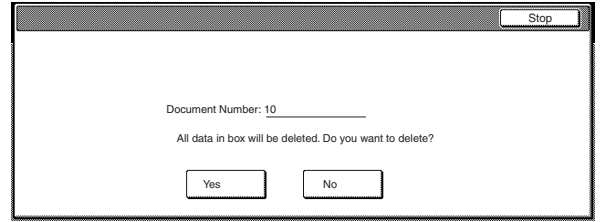


Metric specifications

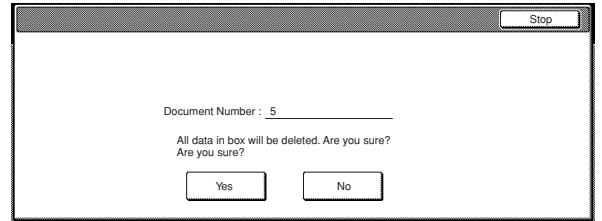


**5** Touch the “Yes” key or the “No” key, as appropriate.

Inch specifications



Metric specifications



If you selected “Yes”, the entire contents of the selected box will be deleted and the touch panel will return to the screen in step 4.

If you selected “No”, the touch panel will return to the screen in step 4 without deleting any documents.

**6** Touch the “End” key. The touch panel will return to the screen in step 2.

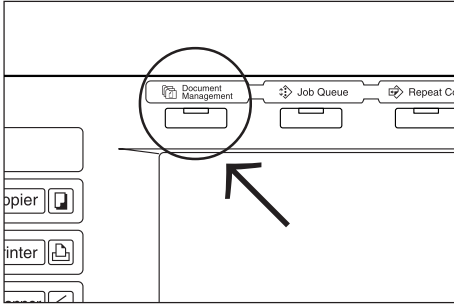
Touch the “End” key once again. The touch panel will return to the contents of the “Basic” tab.

## Section 6 DOCUMENT AND OUTPUT MANAGEMENT FUNCTIONS

### ⑦ Registering a password for a box

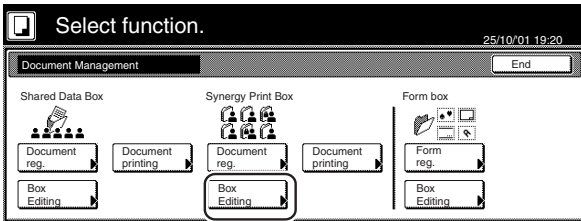
For security and privacy purposes, you can register a password for each synergy print box. In this case, it will be necessary to enter the registered password in order to print out, check or delete any documents stored in that box. Perform the following procedure when you want to change the password settings for any box.

- 1 Press the [Document Management] key. The "Document Management" screen will be displayed.

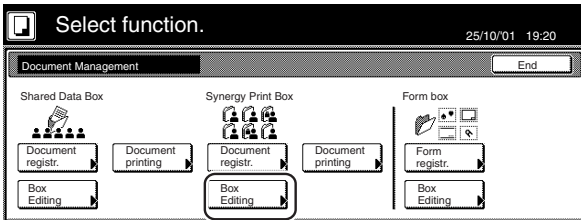


- 2 Touch the "Box Editing" key under "Synergy Print Box". The screen to select the synergy print box will be displayed.

Inch specifications

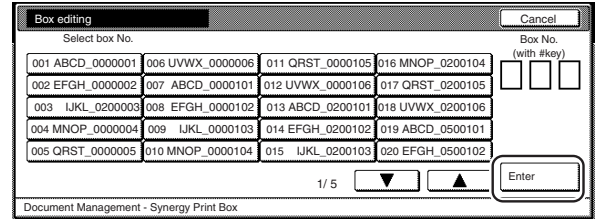


Metric specifications

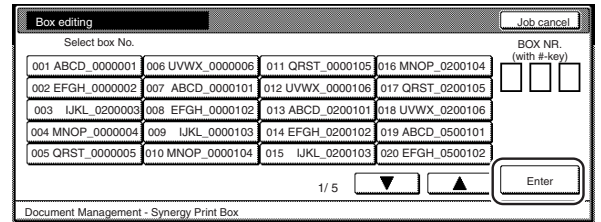


- 3 Either touch the synergy print box that you want to set the password for, or enter its number using the keypad. Then touch the "Enter" key. The "Box editing" screen will be displayed.

Inch specifications



Metric specifications

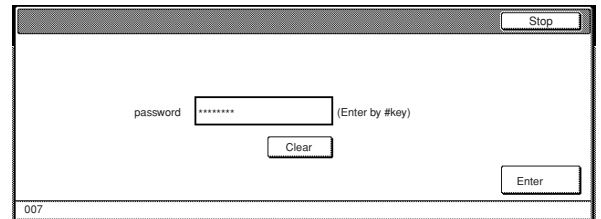


#### NOTE

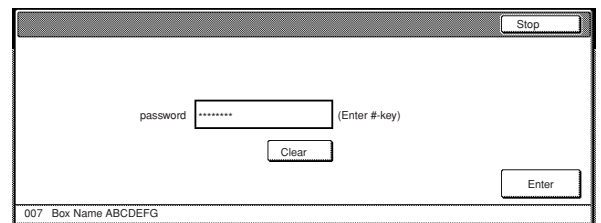
If that box was registered with a password, the password entry screen will be displayed.

Enter the registered password with the keypad and then touch the "Enter" key.

Inch specifications

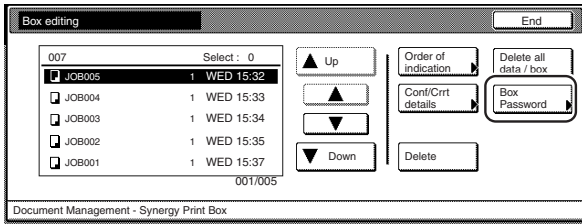


Metric specifications

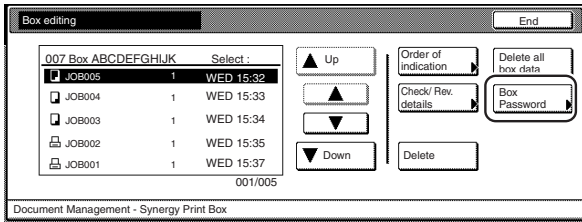


- 4 Touch the “Box Password” key. A verification screen will be displayed.

Inch specifications

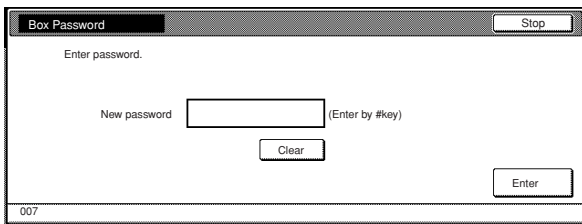


Metric specifications

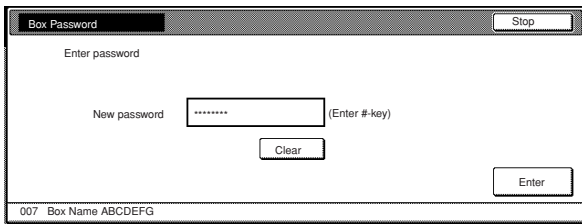


- 5 Use the keypad to enter the new password for that box and then touch the “Enter” key. The new password will be registered and the touch panel will return to the screen in step 4.

Inch specifications



Metric specifications



**NOTES**



- The password can be between 1 and 8 digits long.
- If you decide not to register a password for that box, touch the “Clear” key and then, with nothing entered in the password field, touch the “Enter” key.

- 6 Touch the “End” key. The touch panel will return to the screen in step 2.  
Touch the “End” key. The touch panel will return to the contents of the “Basic” tab.

## 2. Output management functions

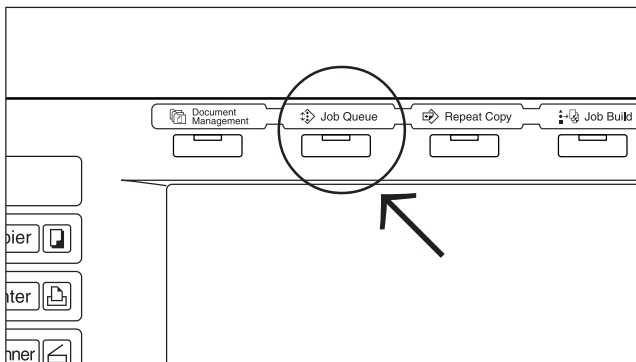
### (1) What are the “output management” functions?

“Output management” functions refer to those functions contained in the “Print status” screen and the “Job history” screen. These functions manage printing conditions and job completion information.

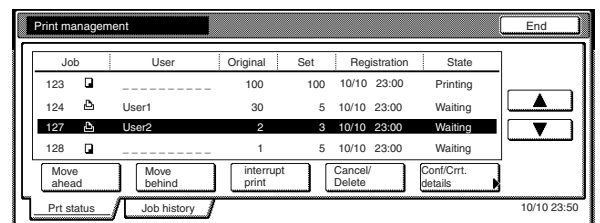
Objective	Procedure
When you want to know how many jobs are scheduled to be printed before yours.	You can verify the documents that are waiting to be printed by checking the “Print status” screen. The jobs in the list are printed in order from the top down, so you can easily see in which order your documents will be printed.
When you want to know whether or not your job (scheduled using the job reservation function) was printed.	You can verify the jobs for which printing has been completed, as well as jobs that were canceled after scanning, by checking the “Job history” screen. If your job is not in the “Job history” screen, check the “Print status” screen. If it IS in the “Print status” screen, your job has not yet been printed.
When you want to know the status of your print job while using the printer functions of this copier and printing out from a computer.	With the “output management functions”, jobs using the printer functions of this copier and printing out from a computer are displayed just like any other copy job. These print jobs can be verified just like copy jobs by checking the “Print status” screen, and the jobs for which printing has been completed – as well as jobs that were canceled part way through – can be checked in the “Job history” screen. (A “  ” icon under the “Job” heading indicates a copy job, while a “  ” icon indicates a print job.)
When you want to check the contents of a copy or print job that is waiting to be printed.	The type of job, user name, number of originals, number of copies to be made, the date the job was scheduled, and the status of printing can all be verified in the “Print status” screen. If you need even more detailed information on any particular job, just select that job and touch the “Conf/Crrt. details” [“Check/Correct details”] key to display the name of the job, the size of the paper it will be output to and, if it has been designated, the location of ejection of the finished copies.
When the optional Document Finisher or Multi Job Tray is installed on your copier, and you want to know the location of where your job was ejected.	Select your job in the “Job history” screen and touch the “Check details” key to find the location of ejection.
When you want to force-print a copy or print job that is waiting to be printed immediately.	Select the job that you want to print immediately in the “Print status” screen and touch the “Move ahead” [“Move up”] key to move that job upwards to the top of the list. OR, touch the “Interrupt print” key to stop the job that is currently being printed and start print out for the selected job.
When you want to cancel a copy or print job that is waiting to be printed.	Select the job that you want to cancel in the the “Print status” screen and touch the “Cancel•Delete” key. The selected job will be canceled.

### (2) Display of the output management functions

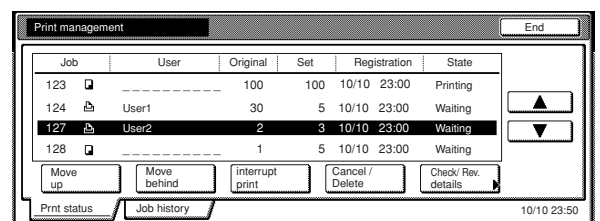
Press the [Job Queue] key. The “Print status” screen will be displayed.



Inch specifications



Metric specifications

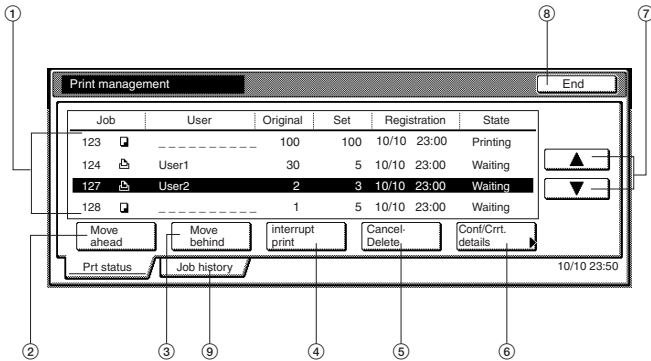




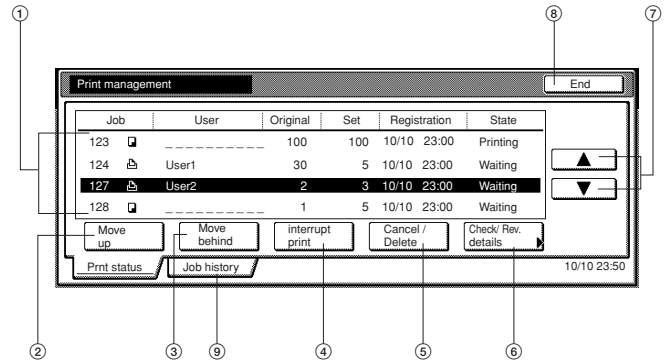
(3) The “Print status” screen

This screen displays the currently set printing conditions and the job queue of documents waiting to be printed.

Inch specifications





Metric specifications



① Job queue

Displays information about each job in the queue. The job at the top of the list is that job that is currently being printed. The rest of the jobs will be printed in order from the top down.

A “” icon under the “Job” heading indicates a copy job, while a “” icon indicates a print job.

② “Move ahead” key

Touching this key moves the currently selected (highlighted) job upward in the job queue. A job can be moved as far as the second highest position in the list. In this case, print out for that job will begin as soon as the current job is completed.

③ “Move behind” key

Touching this key moves the currently selected (highlighted) job downward in the job queue.

④ “Interrupt print” key

Touching this key interrupts the job that is currently being printed and start print out for the currently selected (highlighted) job. (The selected job will be moved to the top of the list.)

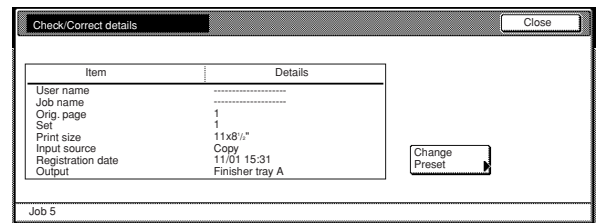
⑤ “Cancel•Delete” key

Touching this key cancels the currently selected (highlighted) job and deletes it from the job queue.

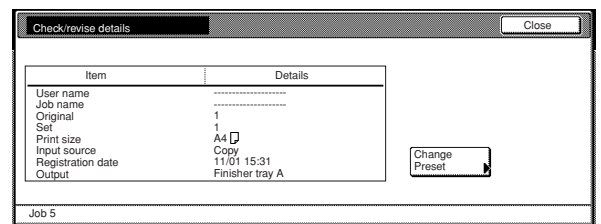
⑥ “Conf/Crrt.details” [“Check/Correct details”] key

Touching this key displays the “Conf/Crrt.details” [“Check/Correct details”] screen, enabling you, for example, to check the contents of, or change the number of copies to be made for, the currently selected (highlighted) job.

Inch specifications



Metric specifications



⑦ “▲” and “▼” cursor keys

Use these keys to select a job from the job queue.

⑧ “End” key

Touching this key quits the output management function. In this case, the touch panel will return to the contents of the “Basic” tab.

⑨ “Job history” key

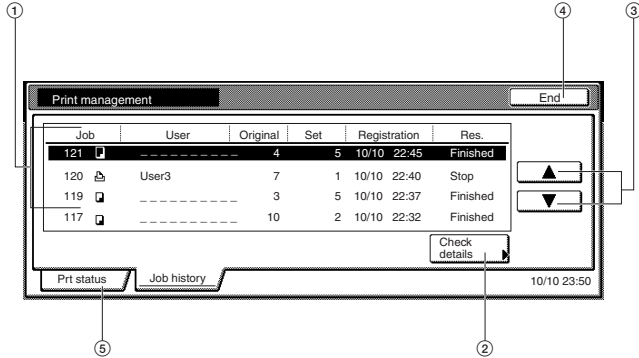
Touching this key switches the display to the “Job history” screen.

## Section 6 DOCUMENT AND OUTPUT MANAGEMENT FUNCTIONS

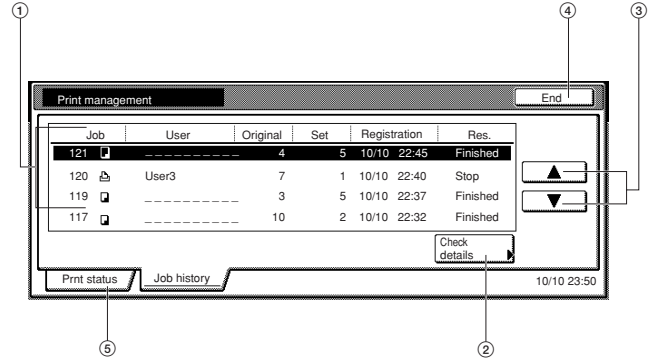
### (4) The “Job history” screen

This screen displays the jobs for which printing has been completed, as well as jobs that have been canceled after scanning.

Inch specifications



Metric specifications



#### ① Finished job list

Displays information about each finished print job. Finished print jobs will be displayed in a list. The list will show the print jobs in order of the most recent to the oldest, from the top down.

A “” icon under the “Job” heading indicates a copy job, while a “” icon indicates a print job.

#### ③ “▲” and “▼” cursor keys

Use these keys to select a job from the finished job list.

#### ④ “End” key

Touching this key quits the output management function. In this case, the touch panel will return to the contents of the “Basic” tab.

#### ⑤ “Print status” key

Touching this key switches the display to the “Print state” screen.

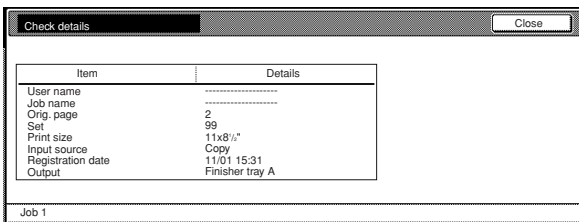
### NOTE

Jobs that were only scanned part way through are not displayed.

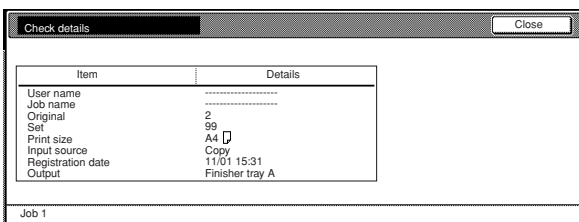
#### ② “Check details” key

Touching this key displays the “Check details” screen, enabling you, for example, to check the contents of the currently selected (highlighted) job.

Inch specifications



Metric specifications



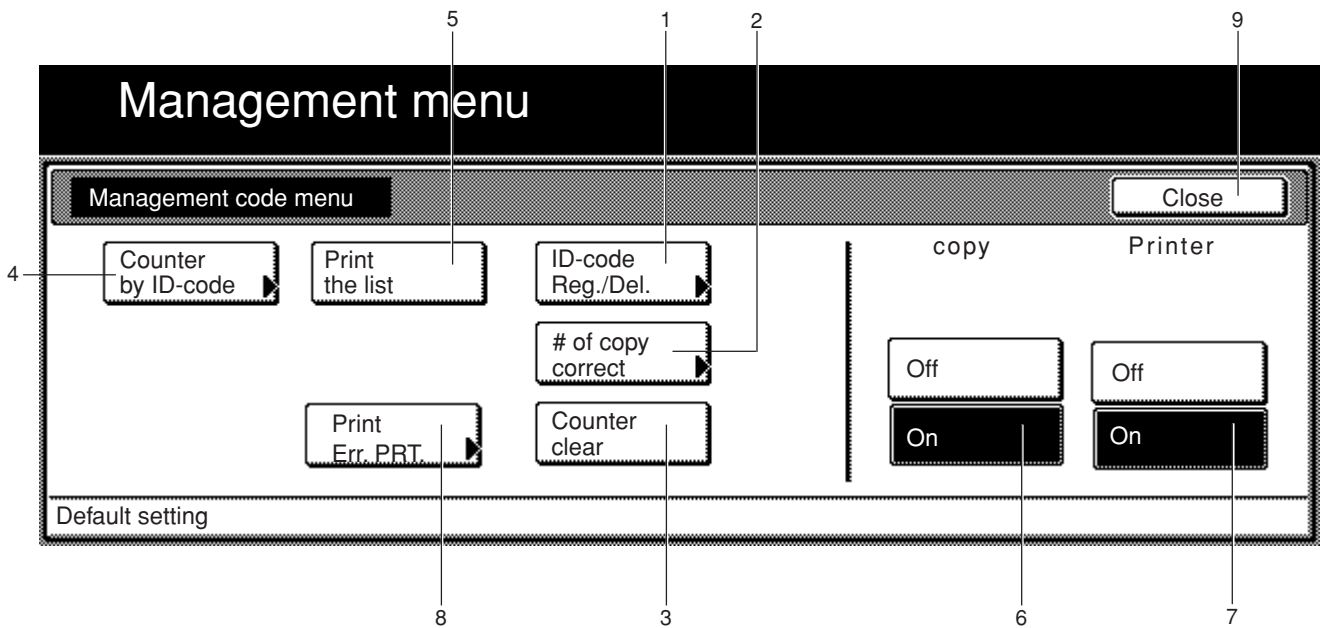
# Section 7 COPIER MANAGEMENT FUNCTIONS

## 1. Copy management mode

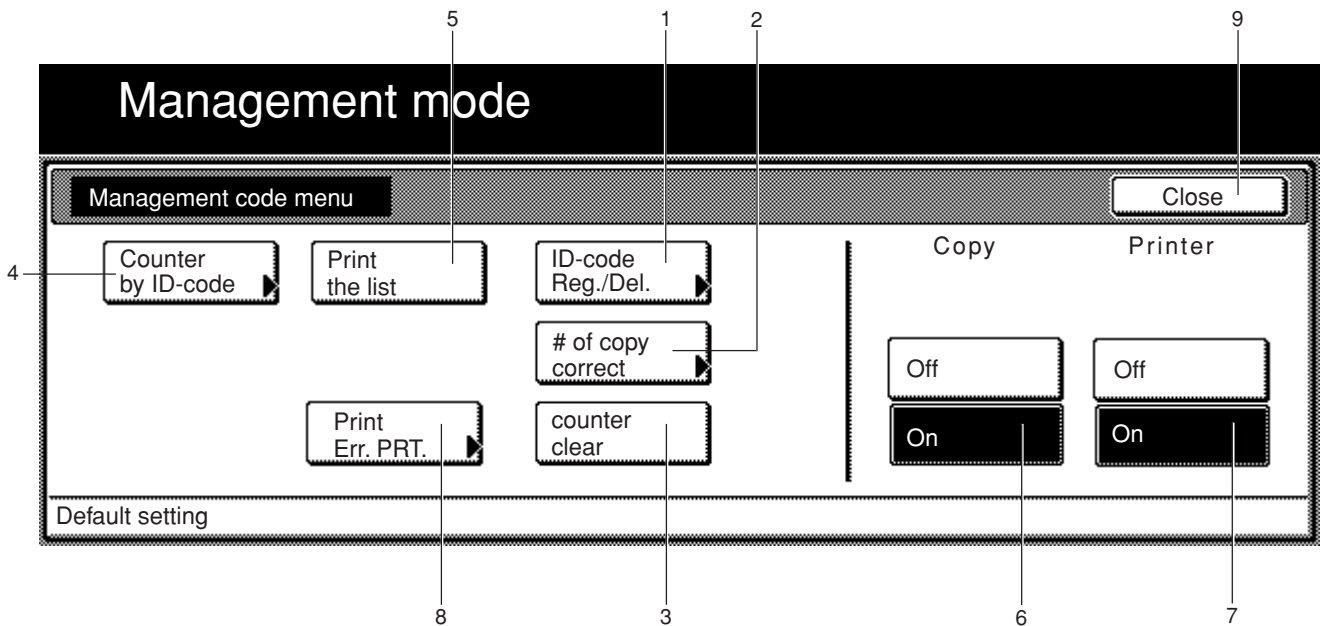
The total number of copies made by each department can be managed using up to 8-digit department ID-codes for up to 1000 different departments. Limits for the number of copies can be changed on a department-by-department basis.

### (1) What's in the "copy management mode" screen?

Inch specifications



Metric specifications



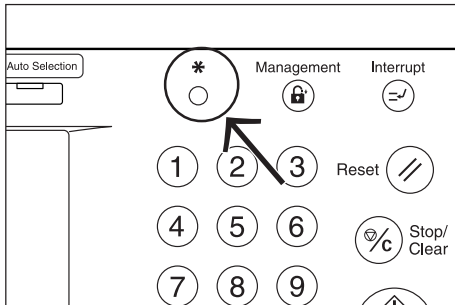
## Section 7 COPIER MANAGEMENT FUNCTIONS

	Setting and access key	Description	Reference page
1	“Register/Delete” key	<ul style="list-style-type: none"> <li>• Registering new department ID-codes Perform this procedure when you want to register a new department ID-code (up to 8 digits) and set the maximum number of copies that can be made under that code. Up to 1000 department ID-codes can be registered. Up to 1,000 department ID-codes can be registered. The copy limit can be set to any 1 page increment between 1 and 999,999. A setting of “0” will enable unlimited copying. When a department reaches its acceptable copy limit, the copier will not make any more copies under that department ID-code.</li> <li>• Deleting department ID-codes Perform this procedure when you want to delete a registered department ID-code.</li> </ul>	7-4
2	Changing copy limits: “Amend the number of copy” key	Perform this procedure when you want to change the copy limit registered for each department ID-code without having to delete or re-register the corresponding code.	7-7
3	Clearing copy counts: “Counter clear” key	Perform this procedure when you want to clear the copy counts for all of the registered department ID-codes after a designated period of time. Copy counts cannot be cleared for individual ID-codes, however.	7-8
4	Checking the copy counts: “Counter by ID-code” key	Perform this procedure when you want to check the total number of copies made under each individual ID-code, as well as the total made with the copier as a whole.	7-9
5	Printing out the department ID-code list: “Print the list” key	Perform this procedure when you want to print out a list of the number of copies made under each department ID-code.	7-10
6	Turning copy management ON/OFF	Perform this procedure key when you want to turn copy management ON or OFF.	7-11
7	Turning print management ON/OFF	Perform this procedure key when you want to turn print management ON or OFF (only available when the optional Printer Kit is installed in your copier).	7-12
8	Turning error report access ON/OFF: “Print Err. PRT.” key	Sets whether or not the “Print Err. PRT.” key will be displayed when you are using the printer functions of this copier with copy management turned ON. Turn the display of this key ON if you want to be able to print out an error report whenever printing is attempted with an unregistered department ID-code (only available when the optional Printer Kit is installed in your copier).	7-12
9	“Close” key	Touch this key when you want to quit the “copy management mode” screen and return to the “Default setting” screen.	—

**(2) Accessing the copy management mode settings**

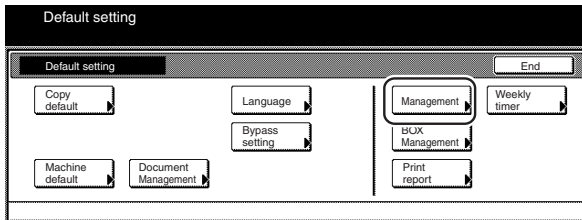
Perform the following procedure when you want to access the screens for each of the various copy management mode settings.

- 1 With the content of the “Basic” tab displayed, press the [\*] key. The “Default setting” screen will be displayed.

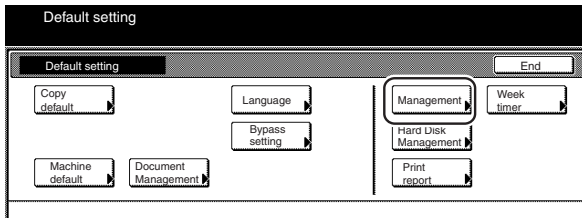


- 2 Touch the “Management” key on the right side of the touch panel.

Inch specifications

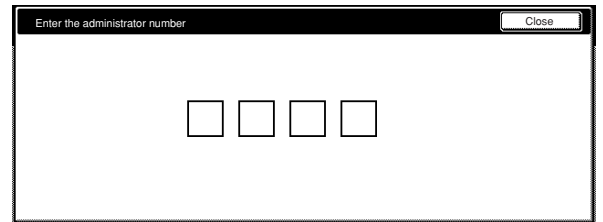


Metric specifications

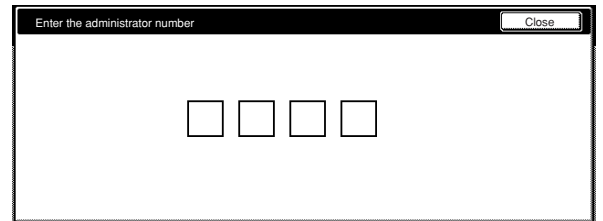


- 3 Use the keypad to enter the 4-digit management code. The factory default setting for 63 cpm copiers is “6300” and for 75 cpm copiers is “7500”. If the entered code matched the registered one, the “Management code menu” screen will be displayed.

Inch specifications

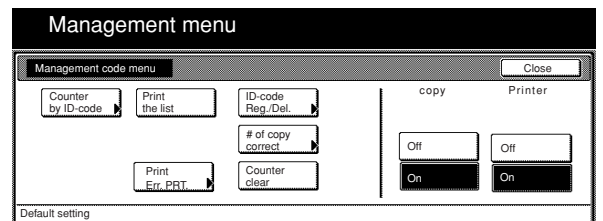


Metric specifications

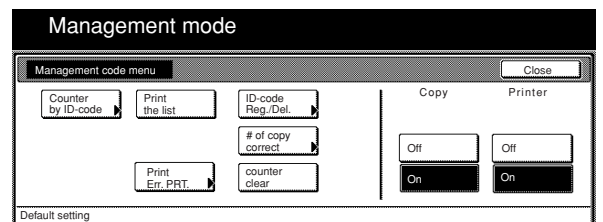


- 4 Touch the key that corresponds to the desired copy management mode setting. The screen for that setting will be displayed.

Inch specifications



Metric specifications



**NOTES**

- It is possible for you to change the 4-digit management code. (See “Changing the management code” on page 7-34.)
- Refer to the desired procedure(s) explained under “(3) Making copy management settings” and perform the corresponding setting(s).

## Section 7 COPIER MANAGEMENT FUNCTIONS

### (3) Making copy management settings

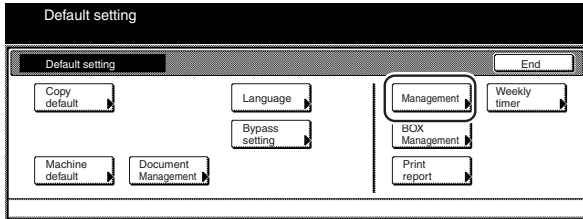
Perform the following procedure that corresponds to the desired setting.

#### ● Registering new department ID-codes

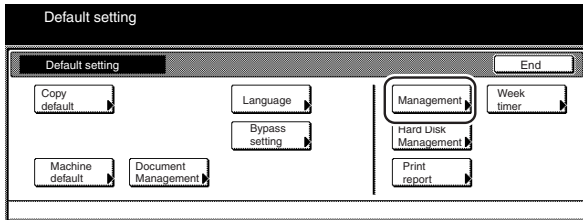
Perform this procedure to register a new department ID-code (up to 8 digits) and set the maximum number of copies that can be made under that code.

- 1 Display the “Management code menu” screen. (See “(2) Accessing the copy management mode settings”.)

Inch specifications

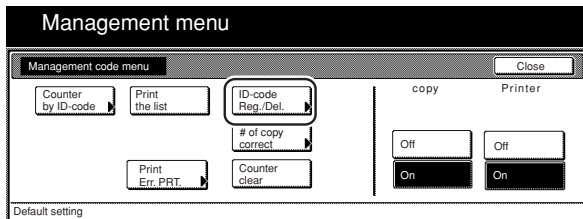


Metric specifications

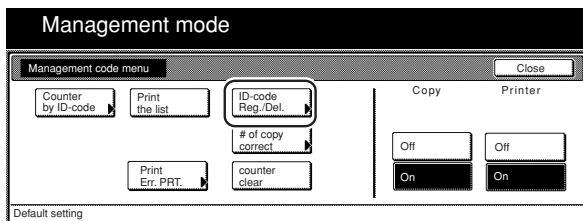


- 2 Touch the “ID-code Reg./Del.” key. The “Register/Delete” screen will be displayed.

Inch specifications

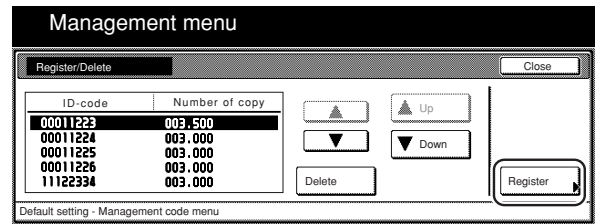


Metric specifications

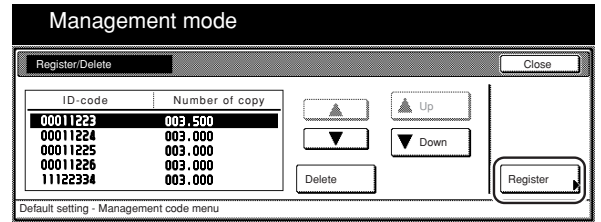


- 3 Touch the “Register” key. The “New register” screen will be displayed.

Inch specifications

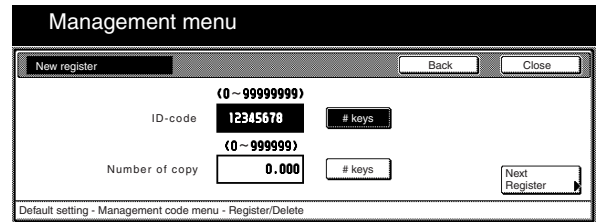


Metric specifications

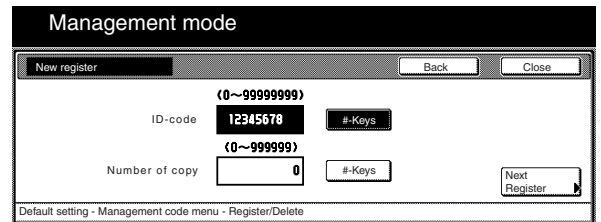


- 4 Enter the department ID-code that you want to register (up to 8 digits). The department ID-code can be set to any number between 0 and 99,999,999.

Inch specifications



Metric specifications



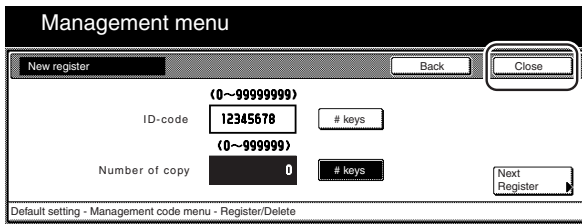
- 5 Touch the “# keys” [“#-keys”] key to the right of the “Number of copy” field and enter the maximum number of copies that can be made under that department ID-code. The copy limit can be set to any 1 page increment between 1 and 999,999.

#### NOTES

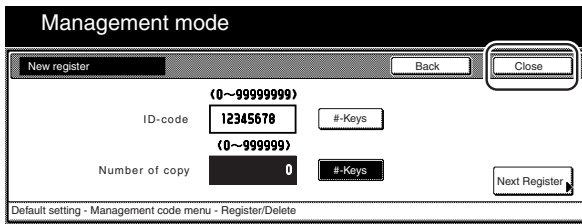
- A setting of “0” will enable unlimited copying under that department ID-code.
- If you want to clear the registered department ID-code and enter a new code, touch the “Back” key to access the “Register/Delete” screen once again.

- Touch the “Close” key. The touch panel will return to the screen in step 3.

Inch specifications



Metric specifications

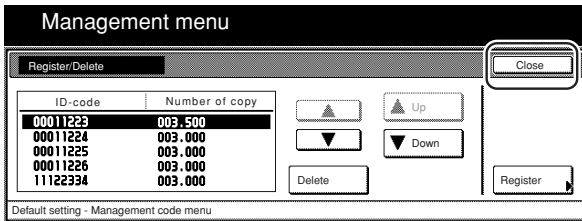


**NOTE**

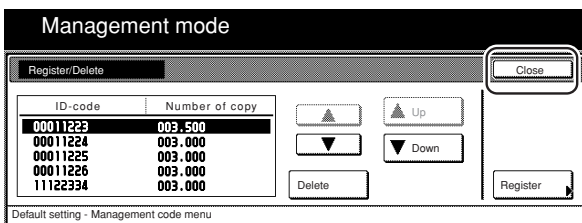
If you want to register another department ID-code, touch the “Next Register” and then repeat steps 4 through 6.

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

Inch specifications

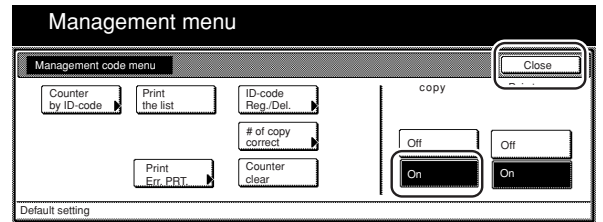


Metric specifications

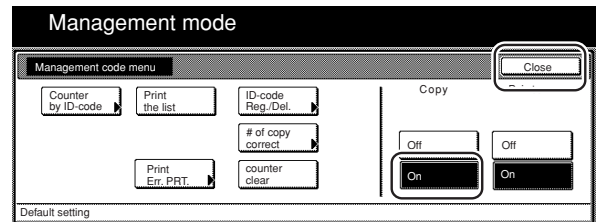


- Make sure that the “On” key is selected under “copy” and then touch the “Close” key. Copy management will be turned ON and the screen to enter your department ID-code will be displayed.

Inch specifications



Metric specifications

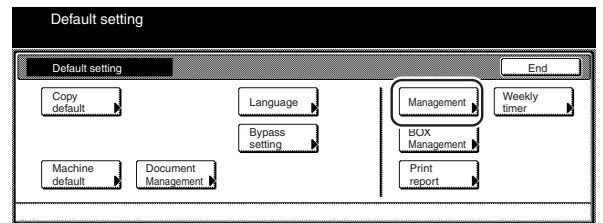


● **Deleting department ID-codes**

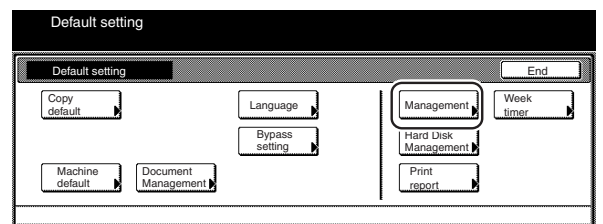
Perform this procedure to delete a registered department ID-code.

- Display the “Management code menu” screen. (See “(2) Accessing the copy management mode settings” on page 7-3.)

Inch specifications



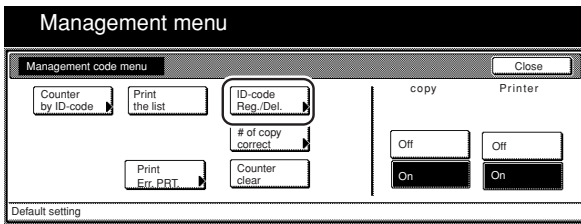
Metric specifications



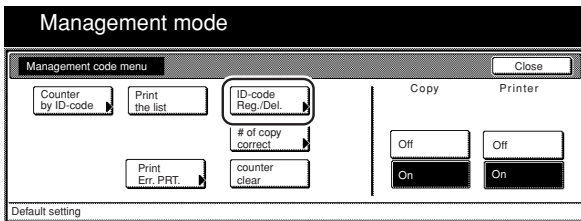
## Section 7 COPIER MANAGEMENT FUNCTIONS

- 2** Touch the “ID-code Reg./Del.” key. The “Register/Delete” screen will be displayed.

Inch specifications

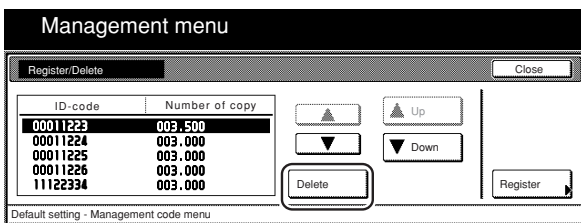


Metric specifications

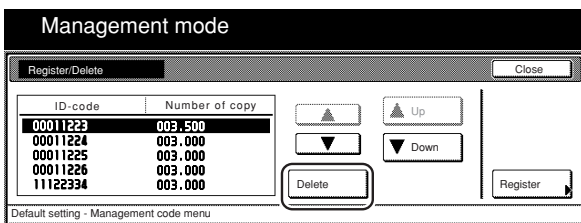


- 3** Select the department ID-code that you want to delete and then touch the “Delete” key. “Are you sure you want to delete this ID-code?” will be displayed.

Inch specifications



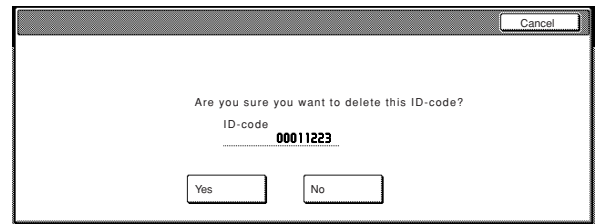
Metric specifications



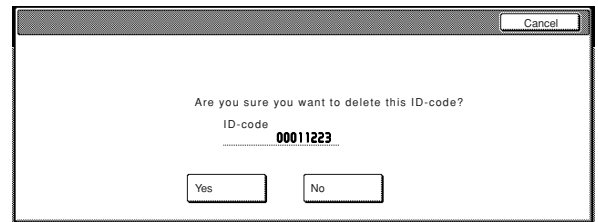
- 4** If you DO want to delete that department ID-code, touch the “Yes” key.

The touch panel will return to the screen in step 3.

Inch specifications



Metric specifications



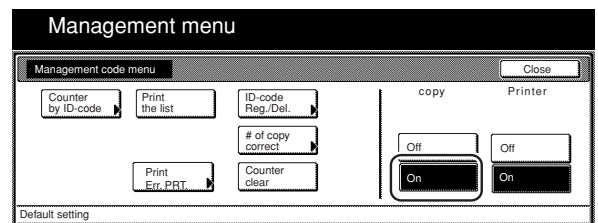
### NOTE

If you want to delete another department ID-code, repeat steps 3 and 4.

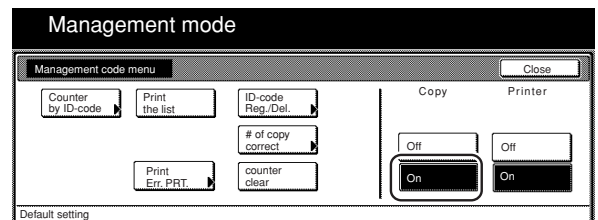
- 5** Touch the “Close” key. The touch panel will return to the screen in step 2.

- 6** Touch the “On” key under “copy” and then touch the “Close” key. The selected department ID-code will be deleted and the screen to enter your department ID-code will be displayed.

Inch specifications



Metric specifications



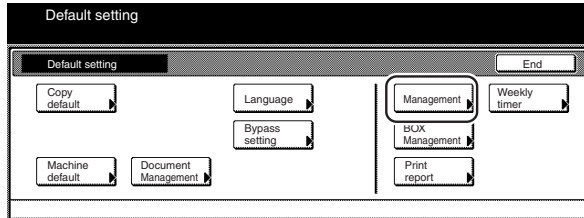


## ● Changing copy limits

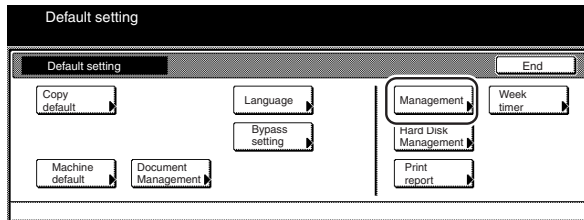
Perform this procedure to change the copy limit registered for each department ID-code without having to delete or re-register the corresponding code.

- 1 Display the “Management code menu” screen. (See “(2) Accessing the copy management mode settings” on page 7-3.)

Inch specifications

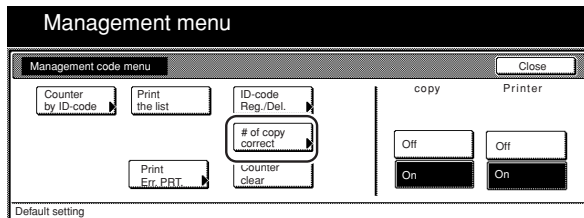


Metric specifications

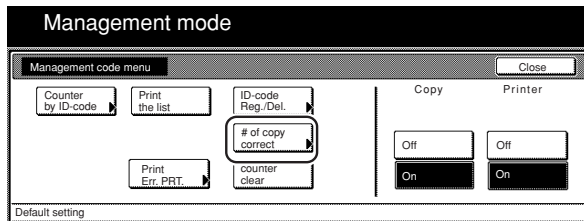


- 2 Touch the “# of copy correct” key. The “Amend the number of copy” screen will be displayed.

Inch specifications

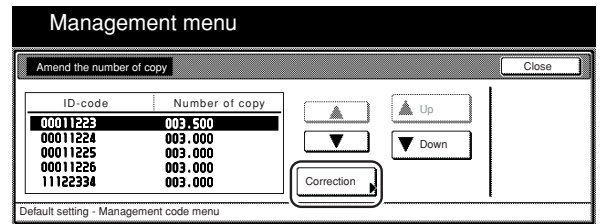


Metric specifications

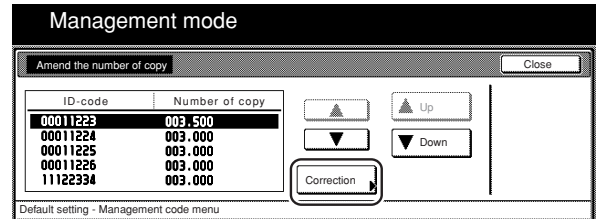


- 3 Select the department ID-code that you want to change the copy limit for and then touch the “correction” key. The screen to correct the copy limit will be displayed.

Inch specifications

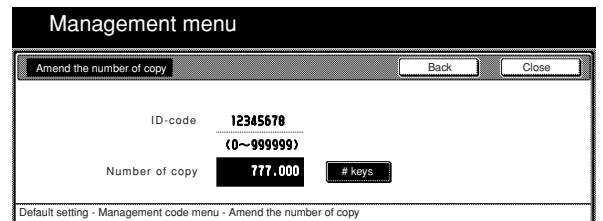


Metric specifications

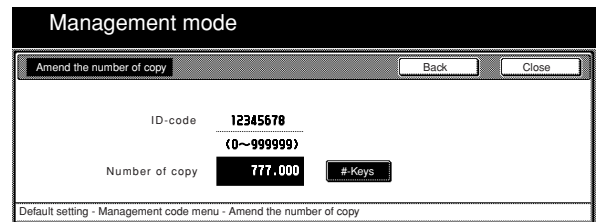


- 4 Use the keypad to enter the new copy limit for that department ID-code. The copy limit can be set to any 1 page increment between 1 and 999,999.

Inch specifications



Metric specifications



## NOTES

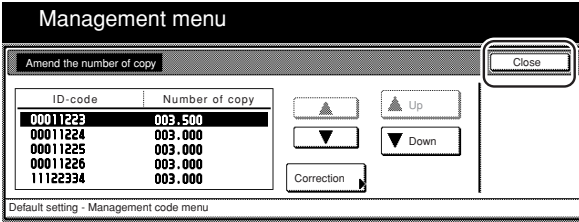
- A setting of “0” will enable unlimited copying under that department ID-code.
- If you want to clear the registered copy limit and enter a new limit, touch the “Back” key to return to the screen in step 3.
- If you want to change the copy limit for another department ID-code, repeat steps 2 through 4.

## Section 7 COPIER MANAGEMENT FUNCTIONS

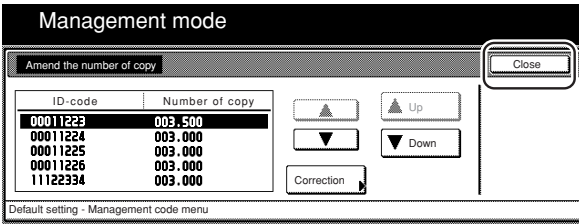
- 5** Touch the “Close” key. The touch panel will return to the screen in step 3.

- 6** Touch the “Close” key once again. The touch panel will return to the screen in step 2.

Inch specifications

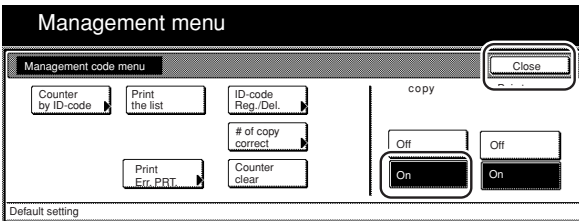


Metric specifications

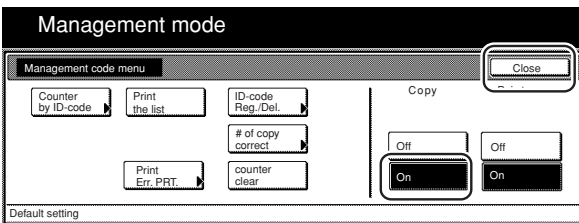


- 7** Make sure that the “On” key is selected under “copy” and then touch the “Close” key. Copy management will be turned ON and the screen to enter your department ID-code will be displayed.

Inch specifications



Metric specifications

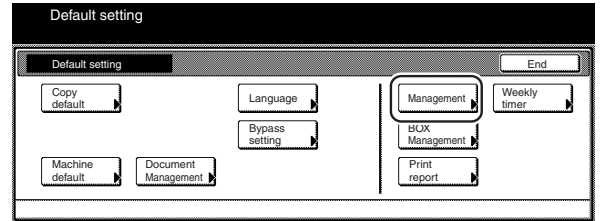


### ● Clearing copy counts

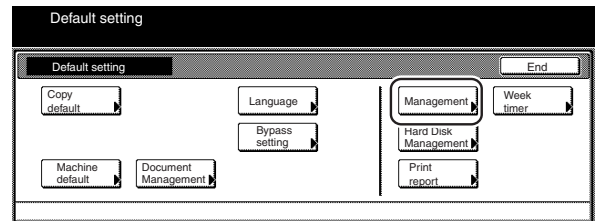
Perform this procedure to clear the copy counts for all of the registered department ID-codes after a designated period of time.

- 1** Display the “Management code menu” screen. (See “(2) Accessing the copy management mode settings” on page 7-3.)

Inch specifications

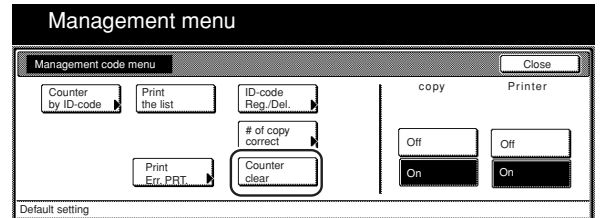


Metric specifications

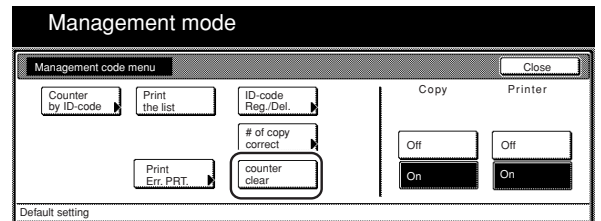


- 2** Touch the “Counter clear” key. A message asking you to confirm whether or not you really want to clear all copy counts will appear.

Inch specifications

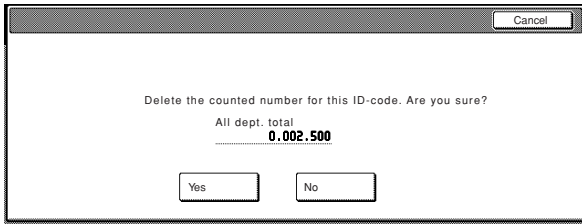


Metric specifications

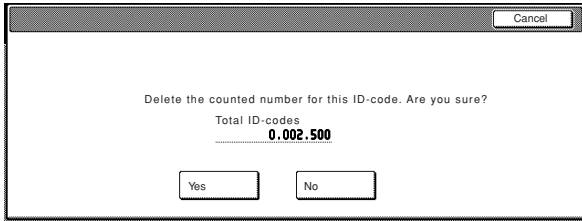


- 3 If you DO want to clear the copy counts, touch the “Yes” key. If you do NOT want to clear the counts, touch the “No” key. The touch panel will return to the screen in step 2.

Inch specifications

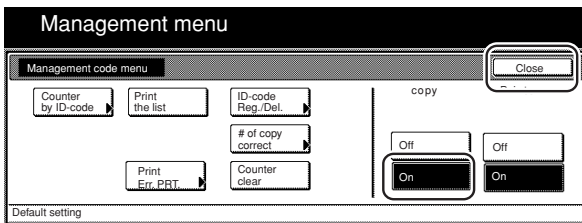


Metric specifications

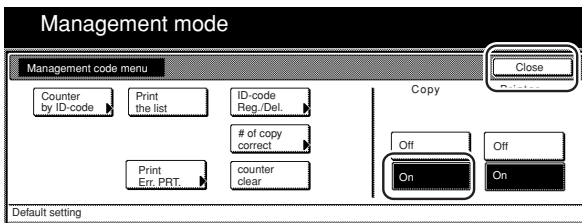


- 4 Touch the “On” key under “copy” and then touch the “Close” key. The copy counts will all be cleared and the screen to enter your department ID-code will be displayed.

Inch specifications



Metric specifications

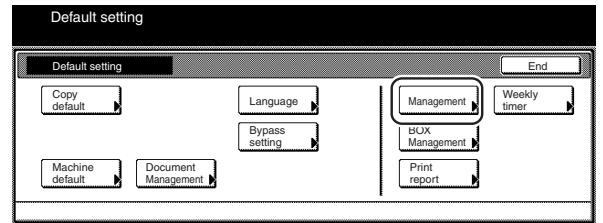


● Checking the copy counts

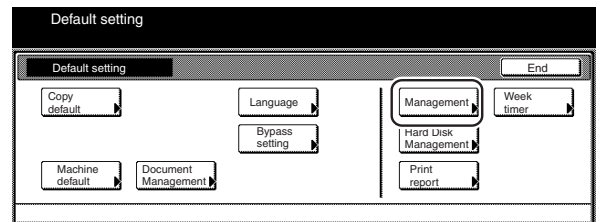
Perform this procedure when you want to check the total number of copies made under each individual ID-code, as well as the total made with the copier as a whole.

- 1 Display the “Management code menu” screen. (See “(2) Accessing the copy management mode settings” on page 7-3.)

Inch specifications

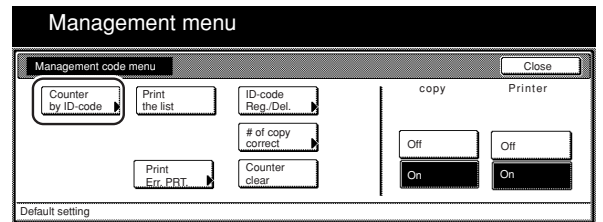


Metric specifications

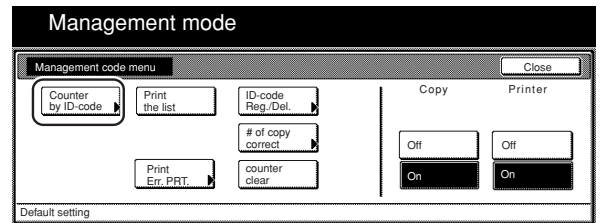


- 2 Touch the “Counter by ID-code” key. The “Overview by department” screen will be displayed.

Inch specifications



Metric specifications



## Section 7 COPIER MANAGEMENT FUNCTIONS

- 3** Check the total number of copies made under each department ID-code, as desired as well as the total made with the copier as a whole.

Inch specifications

Overview by department					
All dept. total : 0.002.500					
ID-code	Counter	ID-code	Counter	ID-code	Counter
00011223	000.500	22233445	000.500	77788990	000.500
00011224	000.500	33344556	000.500	88899001	000.500
00011225	000.500	44455667	000.500	99900112	000.500
00011226	000.500	55566778	000.500	99911234	000.500
11122334	000.500	66677889	000.500	99911235	000.500

Metric specifications

Overview by department					
Total ID-codes : 0.002.500					
ID-code	Counter	ID-code	Counter	ID-code	Counter
00011223	000.500	22233445	000.500	77788990	000.500
00011224	000.500	33344556	000.500	88899001	000.500
00011225	000.500	44455667	000.500	99900112	000.500
00011226	000.500	55566778	000.500	99911234	000.500
11122334	000.500	66677889	000.500	99911235	000.500

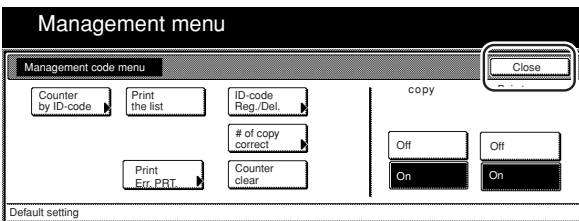
### NOTE

When there are more than 15 department ID-codes registered, touch the “▼ Down” key in order to displayed the next set of 15 ID-codes.

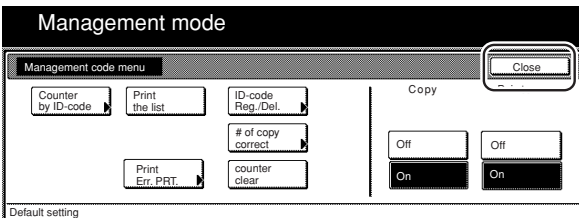
- 4** Touch the “Close” key. The touch panel will return to the screen in step 2.

- 5** Touch the “Close” key once again. The touch panel will return to the “Default setting” screen.

Inch specifications



Metric specifications

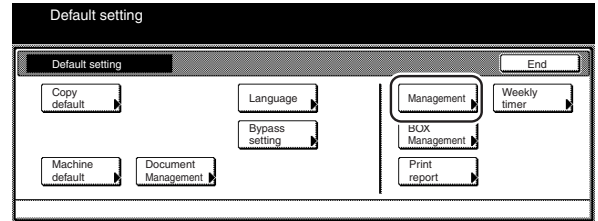


### ● Printing out the department ID-code list

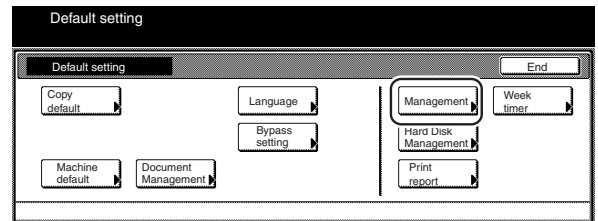
Perform this procedure to print out a list of the number of copies made under each department ID-code.

- 1** Display the “Management code menu” screen. (See “(2) Accessing the copy management mode settings” on page 7-3.)

Inch specifications



Metric specifications

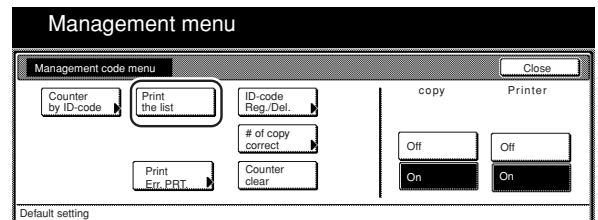


### NOTE

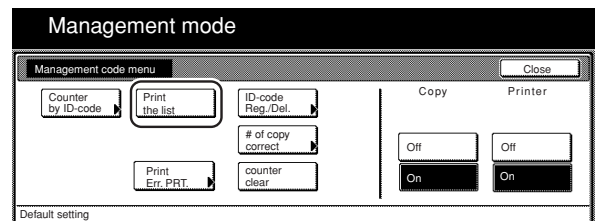
- Inch specification  
Make sure that 11" x 8 1/2" size paper is loaded in one of the drawers[cassettes]. If 11" x 8 1/2" size paper is NOT loaded in one of the drawers[cassettes], a screen requesting that you attempt to print again will be displayed during the procedure. In this case, select another paper size.
- Metric specification  
Make sure A4 size paper is loaded in one of the drawers[cassettes]. If A4 size paper is NOT loaded in one of the drawers[cassettes], a screen requesting that you attempt to print again will be displayed during the procedure. In this case, select another paper size.

- 2** Touch the “Print the list” key.

Inch specifications



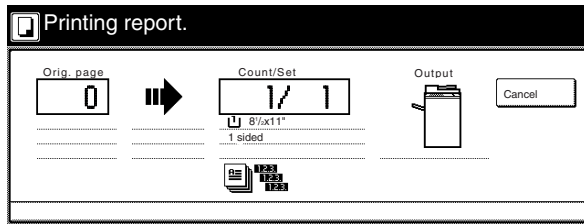
Metric specifications



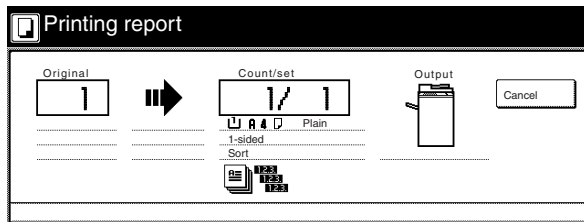
## Section 7 COPIER MANAGEMENT FUNCTIONS

The "Printing report." screen will be displayed and printing of the department ID-code list will start.

Inch specifications



Metric specifications

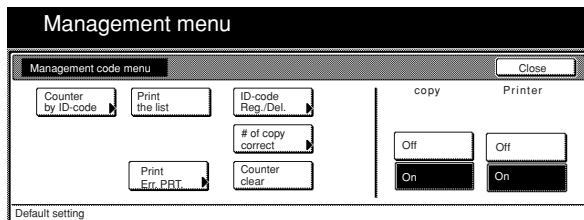


### NOTE

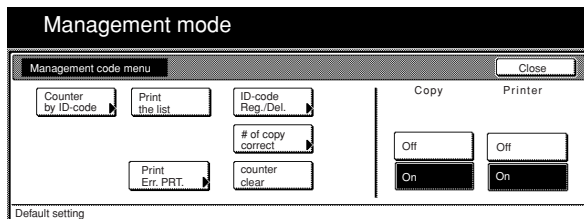
If you want to cancel print out of the department ID-code list, touch the "Cancel" key.

Once print out is completed, the touch panel will return to the screen in step 2.

Inch specifications



Metric specifications



**3** Touch the "Close" key.

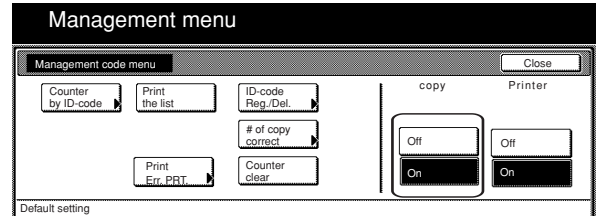
### ● Turning copy management ON/OFF

Perform this procedure to turn copy management ON or OFF.

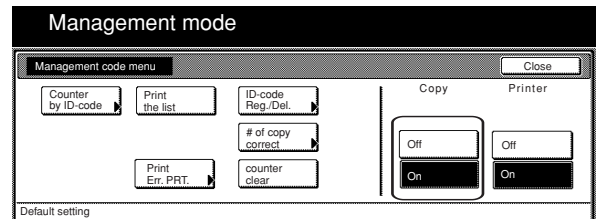
**1** Make sure you have performed all of the appropriate settings on pages 7-3 through 7-11.

**2** Touch the "On" key or the "Off" key in the "Management code menu" screen to turn copy management ON or OFF, as desired.

Inch specifications



Metric specifications



If you turned copy management ON, the screen to enter your department ID-code will be displayed.

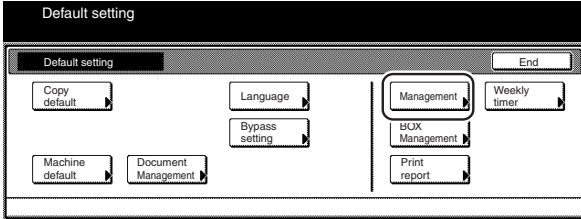
## Section 7 COPIER MANAGEMENT FUNCTIONS

- Turning print management ON/OFF (only available when the optional Printer Kit is installed in your copier)

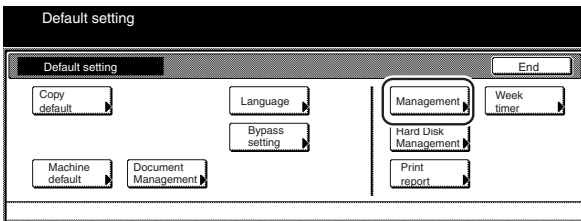
Perform this procedure to turn print management ON.

- 1 Display the “Management code menu” screen.  
(See “(2) Accessing the copy management mode settings” on page 7-3.)

Inch specifications

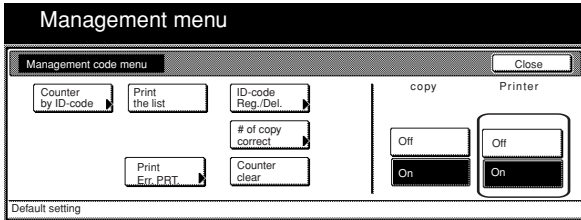


Metric specifications

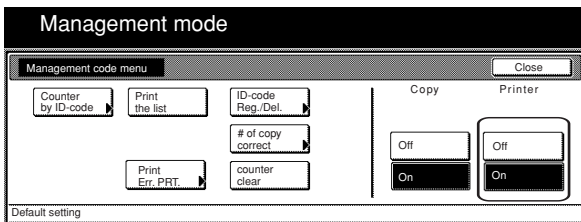


- 2 Touch the “On” key or the “Off” key under “Printer” screen to turn print management ON or OFF, as desired.

Inch specifications



Metric specifications



- 3 Touch the “Close” key. The touch panel will return to the screen in step 2.

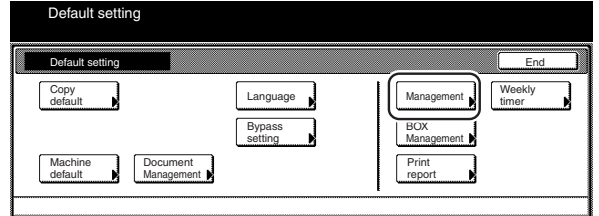
- 4 Touch the “Close” key once again. The touch panel will return to the “Default setting” screen.

- Turning error report access ON/OFF (only available when the optional Printer Kit is installed in your copier)

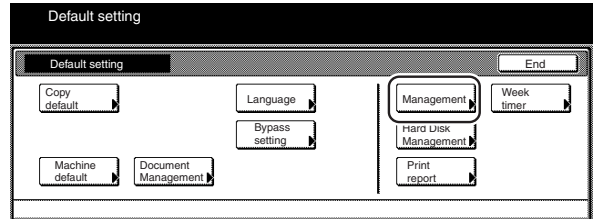
Perform this procedure to turn the display of the “Print Err. PRT.” key - which allows you to print out an error report whenever printing is attempted with an unregistered department ID-code - ON or OFF.

- 1 Display the “Management code menu” screen.  
(See “(2) Accessing the copy management mode settings” on page 7-3.)

Inch specifications

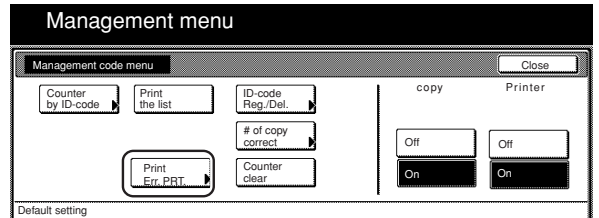


Metric specifications

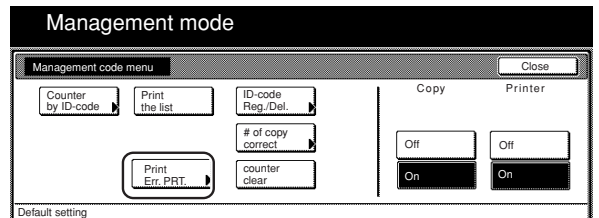


- 2 Make sure that the “On” key is selected under “Printer”, and then touch the “Print Err. PRT.” key. The “Print error report” screen will be displayed.

Inch specifications

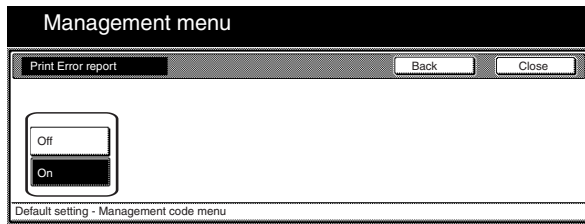


Metric specifications

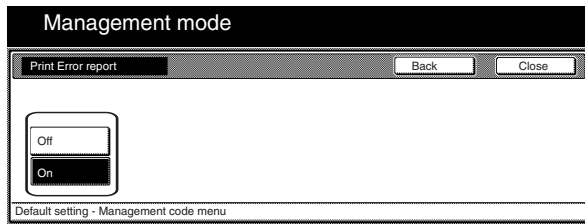


- 3 Touch the "On" key or the "Off" key to turn the display of the "Print Err. PRT." key ON or OFF, as desired.

Inch specifications



Metric specifications



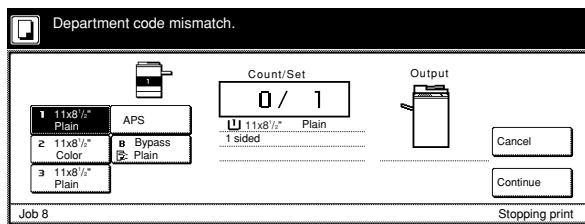
- 4 Touch the "Close" key. The touch panel will return to the screen in step 2.

- 5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.

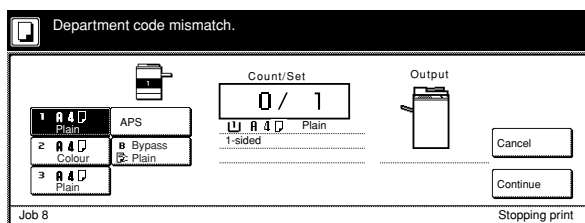
**NOTE**

If you turn the display of the "Print Err. PRT." key ON and then attempt to print using an incorrect department ID-code, "Department code mismatch." will appear and printing will not be possible. In this case, touch the "Cancel" key. The print job will be canceled and an error report will be printed out.

Inch specifications



Metric specifications

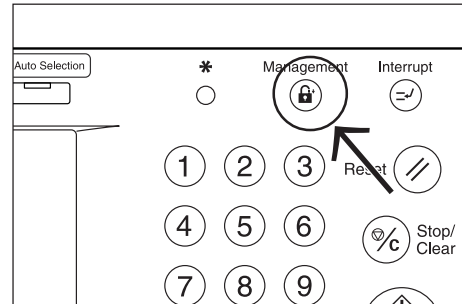


**(4) Making copies when copy management is turned ON**

When copy management is turned ON, it will only be possible to perform copy operations after using the keypad to enter one of the registered department ID-codes.

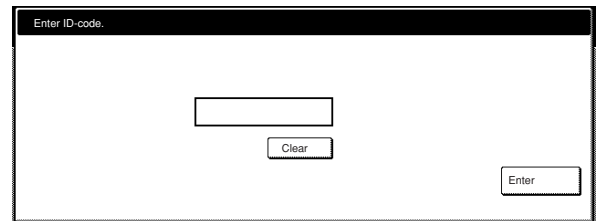
**IMPORTANT!**

After you have finished copying, BE SURE to press the [Management] key in order to activate copy management once again. In this case, the "Enter ID-code" screen will be displayed.

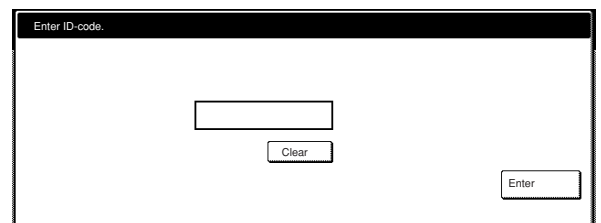


- 1 Use the keypad to enter your designated department ID-code and then touch the "Enter" key. The content of the "Basic" tab will be displayed.

Inch specifications



Metric specifications



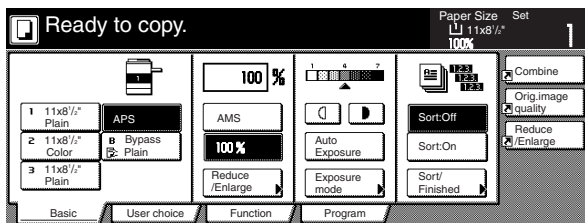
**NOTES**

- To reenter a mistaken department ID-code, touch the "Clear" key.
- If the entered ID-code does not match a registered one, an error alarm will sound. In this case, enter a viable department ID-code.

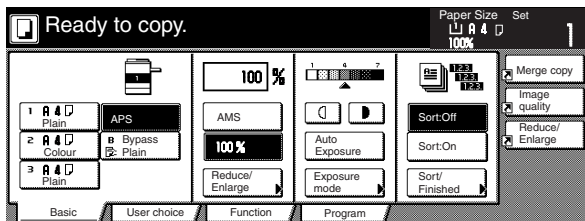
## Section 7 COPIER MANAGEMENT FUNCTIONS

**2** Make copies as desired using the normal procedure.

Inch specifications



Metric specifications



**3** Once you have finished copying, Press the [Management] key.



## 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.

### NOTES

- 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 ( | ) as well.
- In order to have the weekly timer operate properly, make absolutely certain that the settings for the date and time are correct.

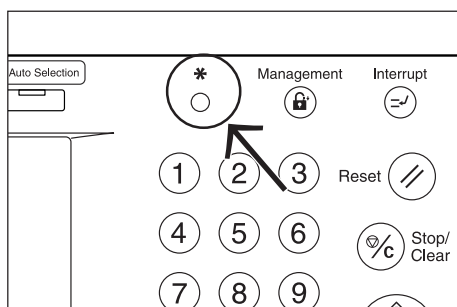
### (1) Settings for the weekly timer

Setting	Description	Reference page
<ul style="list-style-type: none"> <li>● <b>Programming the weekly timer</b></li> </ul>	Perform this procedure when you want to register the times at which the copier is to be turned ON and OFF during each day of the week. If you leave the main switch ON (   ), the copier will be turned ON and OFF automatically at the times scheduled for each individual day. You can also set the timer to leave the copier ON or OFF all day for any day of the week.	7-15
<ul style="list-style-type: none"> <li>● <b>Canceling the timer function temporarily</b></li> </ul>	It is possible to cancel the timer setting temporarily (only for the next time that day comes) for any specified day. Perform this procedure when the copier is to be out of use for any full day (holiday, etc.) outside of the normal weekly schedule. In this case, it is necessary to cancel the timer function in advance for the day in question. The copier will then remain OFF for that whole day but, on the same day of the following week, the timer will resume turning the copier ON and OFF at the times originally registered.	7-16
<ul style="list-style-type: none"> <li>● <b>Turning the weekly timer ON/OFF</b></li> </ul>	Perform this procedure when the weekly timer function is not required and you want to turn it OFF.	7-17

### (2) Accessing the weekly timer settings

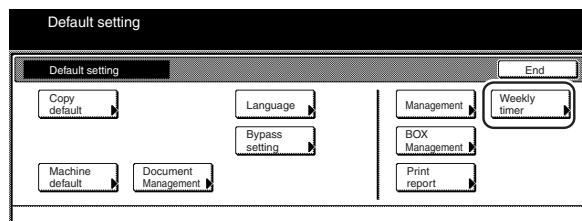
Perform the following procedure when you want to access the screens for each of the weekly timer settings.

- 1 With the content of the “Basic” tab displayed, press the [\*] key. The “Default setting” screen will be displayed.

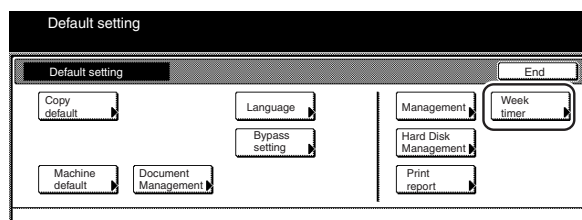


- 2 Touch the “Weekly timer” [“Week timer”] key on the right side of the touch panel.

Inch specifications



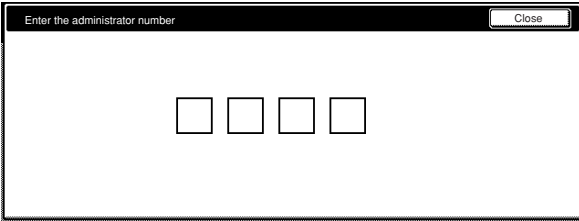
Metric specifications



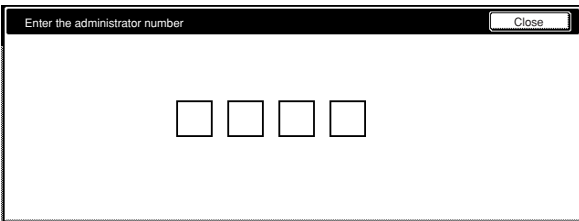
## Section 7 COPIER MANAGEMENT FUNCTIONS

- 3** Use the keypad to enter the 4-digit management code. The factory default setting for 63 cpm copiers is “6300” and for 75 cpm copiers is “7500”. If the entered code matched the registered one, the “Weekly timer” [“Week timer”] screen will be displayed.

Inch specifications

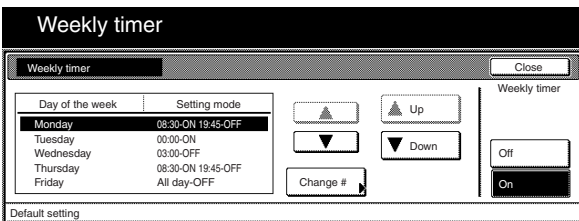


Metric specifications

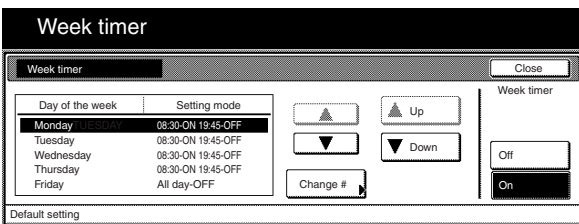


- 4** Touch the key that corresponds to the desired weekly timer setting.

Inch specifications



Metric specifications



### (3) Making weekly timer settings

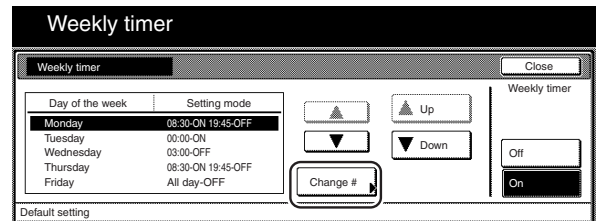
Perform the following procedure that corresponds to the desired setting.

#### ● Programming the weekly timer

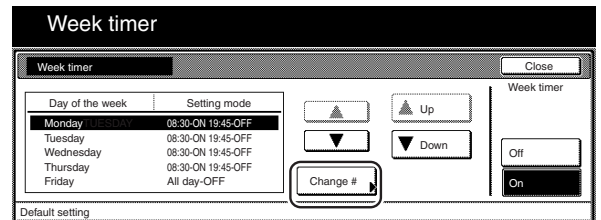
Perform this procedure to register the times at which the copier is to be turned ON and OFF during each day of the week, or whether it will be left ON or OFF all day on any of those days.

- 1** Select the day of the week that you want to set the ON and OFF times for and then touch the “Change #” key. The setting screen for the selected day will be displayed.

Inch specifications

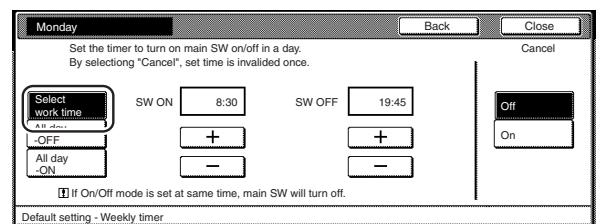


Metric specifications

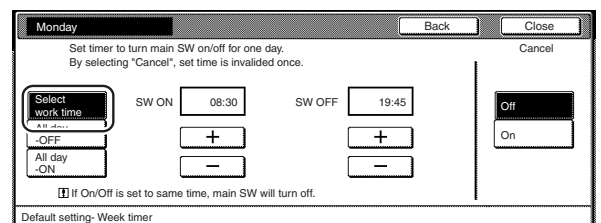


- 2** If you want to set the time (hour and minutes) that the copier will be turned ON and OFF during that day, touch the “Select work time” key and then adjust the “SW ON” and “SW OFF” times as desired.

Inch specifications



Metric specifications

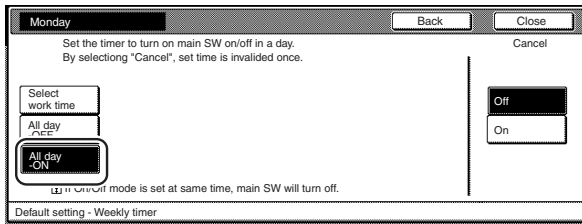


### NOTES

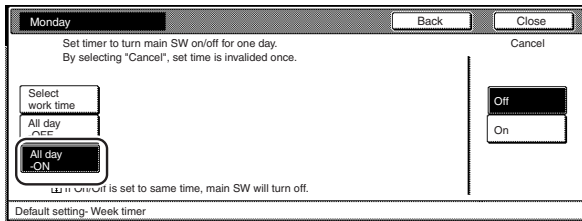
- It is possible for you to change the 4-digit management code. (See “Changing the management code” on page 7-34.)
- Refer to the desired procedure(s) explained under “(3) Making weekly timer settings” and perform the corresponding setting(s).

If you want to have the copier left ON all day on that day, touch the “All day-ON” key.

Inch specifications

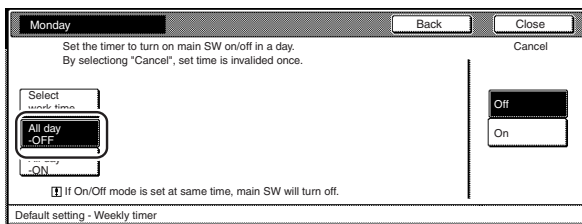


Metric specifications

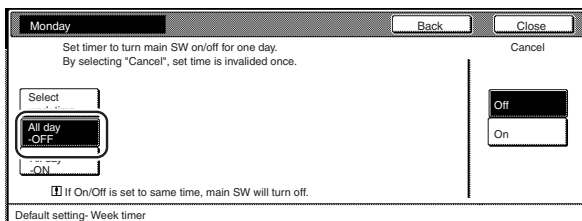


If you want to have the copier left OFF all day on that day, touch the “All day-OFF” key.

Inch specifications



Metric specifications



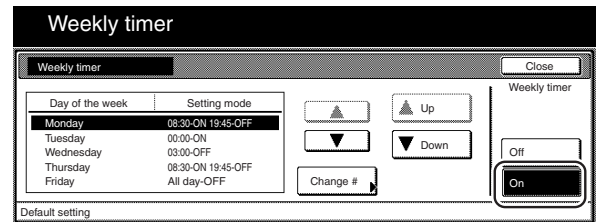
**3** Touch the “Close” key. The touch panel will return to the “Weekly timer” [“Week timer”] screen.

**NOTES**

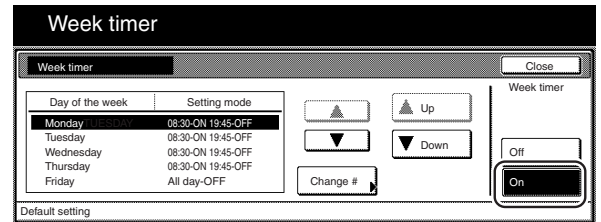
- Either the set ON/OFF times, “All day-ON” or “All day-OFF” will be displayed next to the corresponding date according to the setting you made.
- If you want to set the ON/OFF times for another day, repeat steps 1 through 3.

**4** Touch the “On” key at the bottom right of the touch panel, and then touch the “Close” key. The timer will be turned ON with the registered settings and the touch panel will return to the “Default setting” screen.

Inch specifications



Metric specifications

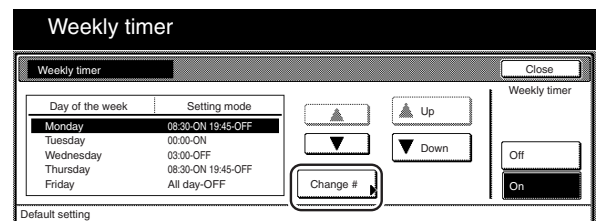


● **Canceling the timer function temporarily**

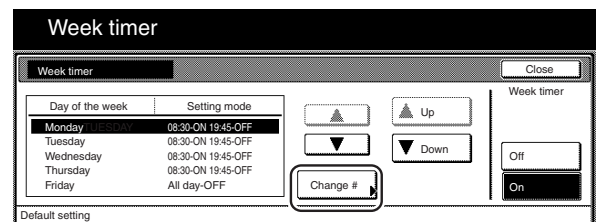
Perform this procedure to turn the copier OFF for any full day outside of the normal weekly schedule.

**1** Select the day of the week for which you want to temporarily cancel the timer function, and then touch the “Change #” key. The setting screen for the selected day will be displayed.

Inch specifications



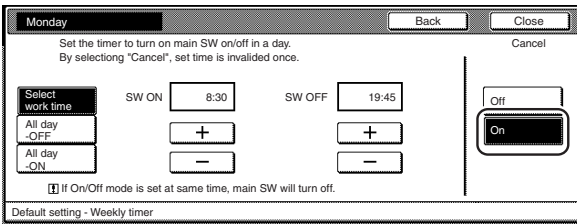
Metric specifications



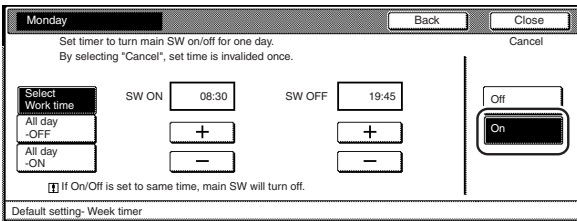
## Section 7 COPIER MANAGEMENT FUNCTIONS

- 2** Touch the “On” key under “Cancel” at the bottom right of the touch panel.

Inch specifications

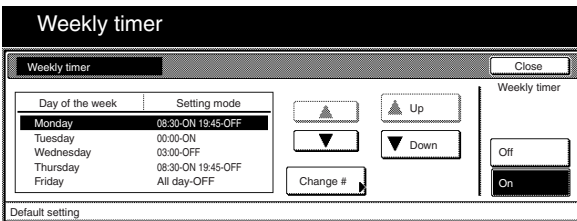


Metric specifications

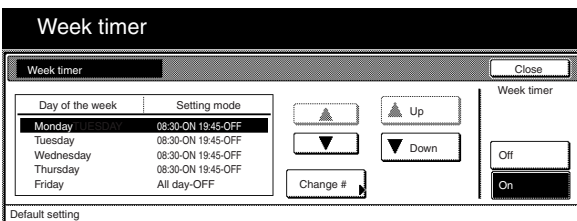


- 3** Touch the “Close” key. The touch panel will return to the “Weekly timer” [“Week timer”] screen.

Inch specifications

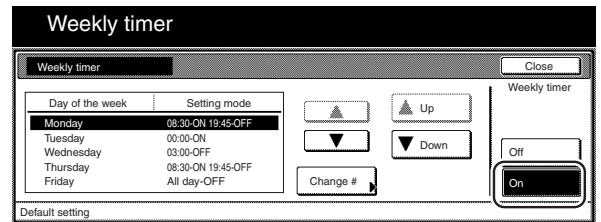


Metric specifications

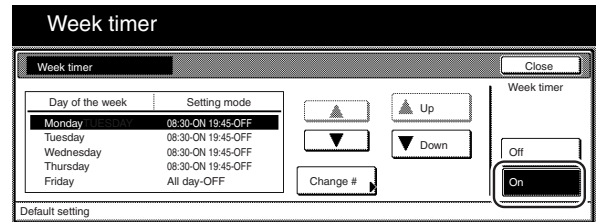


- 4** Touch the “On” key at the bottom right of the touch panel, and then touch the “Close” key. The timer function will be canceled for that day and the touch panel will return to the “Default setting” screen.

Inch specifications



Metric specifications



### NOTE

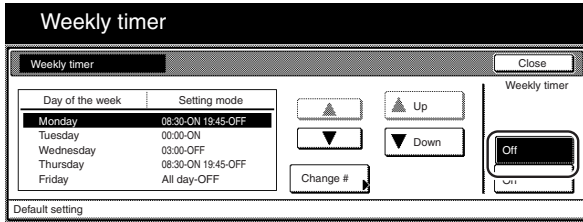
If you want to cancel the timer function for another day, repeat steps 1 through 2.

● **Turning the weekly timer ON/OFF**

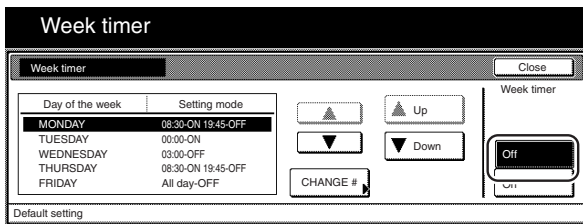
Perform this procedure to turn the weekly timer function OFF.

- 1 Touch the “Off” key under “Weekly timer” [“Week timer”] at the bottom right of the touch panel.

Inch specifications



Metric specifications



- 2 Touch the “Close” key.  
The weekly timer function will be turned OFF and the touch panel will return to the “Default setting” screen.

### 3. Default settings

The state that the copier enters at the end of warm-up or when the [Reset] key is pressed is called the “initial mode”. The modes, functions and other settings that are automatically pre-set for the initial mode are called “default settings”. These default settings are separated into two categories: “Copy defaults” and “Machine defaults” and can be changed as desired to suit your copying needs.

#### (1) Machine default settings

The following table indicates the machine default settings available in this copier. Change any or all of the settings as desired in order to make the most effective use of your copier.

Default setting	Description	Available settings	Factory setting	Reference page
Auto drawer[cassette] switching ON/OFF	If the paper in one drawer[cassette] runs out during copying, the automatic drawer[cassette] switching function will switch paper feed from the empty drawer[cassette] to another drawer[cassette] that contains the same size of paper in the same orientation for uninterrupted copying. To enable this function, it is necessary to turn the related setting “On”.	On / Off	On	7-22
	In order to prevent a drawer[cassette] that holds a different type of paper from being switched to when the automatic drawer[cassette] switching function is turned ON, it is necessary to select “Feed same paper type” as well.	All types of paper / Feed same paper type	All types of paper	
Paper size (drawer[cassette] No.2 & No.3)	<ul style="list-style-type: none"> <li>Inch specification copiers</li> </ul> Sets the size of paper that is loaded in drawers[cassettes] No.2 and No.3. If you want the size to be detected automatically, select “Auto Detection” (Automatic size detection). If you want to manually set the size of paper, select “Standard sizes”.	Auto Detection / Standard sizes	Auto Detection	7-23
	<If you select “Auto Detection”> You can also select the desired unit of measurement: “Inch” or “Centimeter”.	Inch Centimeter	Inch	
	<If you select “Standard sizes”> You can then select the paper size.	A3 A4 A4R A5R B4 B5 B5R Folio 11 x 17 8 1/2 x 14 11 x 8 1/2 8 1/2 x 11 5 1/2 x 8 1/2 8 1/2 x 13	---	
	<ul style="list-style-type: none"> <li>Metric specification copiers</li> </ul> Sets the size of paper that is loaded in drawers[cassettes] No.2 and No.3. You can then select the paper size.	A3 A4 A4R A5R B4 B5 B5R Folio 11 x 17 8 1/2 x 14 11 x 8 1/2 8 1/2 x 11 5 1/2 x 8 1/2 8 1/2 x 13	A4	

## Section 7 COPIER MANAGEMENT FUNCTIONS

Default setting	Description	Available settings	Factory setting	Reference page
Paper type (drawer[cassette] No.1 - No. 4)	Sets and then displays the type of paper that is loaded in drawers[cassettes] No.1 through No.4. * The drawer[cassette] No.4 setting will only be displayed when the optional Side Feeder is installed on your copier.	Plain Preprinted Recycled Letterhead Color [Colour] Prepunched Rough Bond Custom 1 – Custom 8	Plain	7-24
Custom paper type for 2-sided copying	Sets whether or not each custom paper type (custom 1 – custom 8) will be available for use in 2-sided copying.	On / Off	On	7-25
Paper type (for used paper)	Sets whether or not used paper will be available for use with each custom paper type (custom 1 – custom 8).	On / Off	Off	7-26
Auto shut-off time	Sets the amount of time that will elapse after copying, or if no operation is performed, before the auto shut-off function engages and turns the copier OFF. * It is recommended that you try to set a longer time interval before auto shut-off engages if you use the copier frequently, and to a shorter time if there are long intervals between use.	15 – 240 (minutes)	90 (minutes)	7-27
Auto preheat time	Sets the amount of time between the point that copying ends and the energy-saving preheat mode engages.	1 – 45, 60, 90, 120, 180 and 240 (minutes)	15 (minutes)	7-28

## Section 7 COPIER MANAGEMENT FUNCTIONS

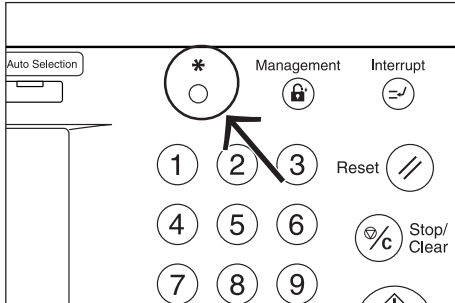
Default setting	Description	Available settings	Factory setting	Reference page
Copy eject location	Sets the location for the ejection of finished copies. * This setting will only be displayed when the optional Document Finisher or Multi Job Tray is installed on your copier.	Tray A Tray 1 Tray 2 Tray 3 Tray 4 Tray 5	Tray A	7-29
Touch panel sound ON/OFF	Sets whether or not the touch panel will emit a "beep" sound each time a key is touched.	On / Off	On	7-30
Silent mode ON/OFF	The copier can be switched to a silent mode, which shortens the length of time that the laser data writing motor continues to spin after each copy job is finished. Turn the silent mode ON if the noise of the motor bothers you in any way.	On / Off	Off	7-31
Day & time	Sets the current date and time.	Year: 2000-2099 Month: 1 – 12 Day: 1 – 31 Time: 00:00 – 23:59	Year: '00 Month: 01 Day: 01 Time: 00:00	7-32
Time difference	Sets a designated time difference.	+12:00 – -12:00	00:00	7-33
Changing the management code	Changes the management code that is used by the copy manager. <b>IMPORTANT:</b> If you change the management code from its factory default, be sure to keep some sort of record of the new management code. If, for any reason, you forget the registered management code, you will need to contact your service representative.	0000 – 9999	63 cpm copiers : 6300 75 cpm copiers : 7500	7-34
Auto shut-off ON/OFF	Sets whether or not to have the auto shut-off function automatically turn the main switch OFF a certain amount of time after copying, or if no operation has been performed on the copier during that time. * If auto shut-off interferes with your copying operations, turn this function OFF. However, it is recommended that you try to set a longer time interval until auto shut-off engages before you actually turn it OFF.	On / Off	On	7-35



**(2) Accessing the machine default settings**

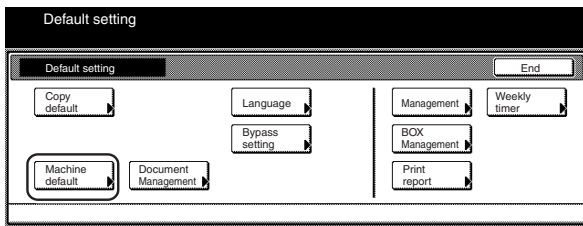
Perform the following procedure when you want to access the screens for each of the various machine default settings.

- 1 With the content of the “Basic” tab displayed, press the [\*] key.  
The “Default setting” screen will be displayed.

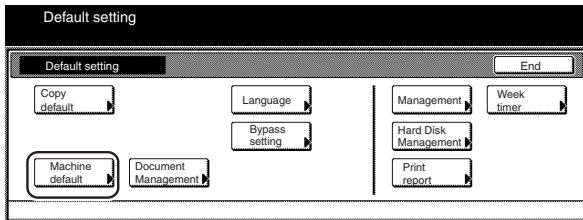


- 2 Touch the “Machine default” key on the left side of the touch panel.

Inch specifications

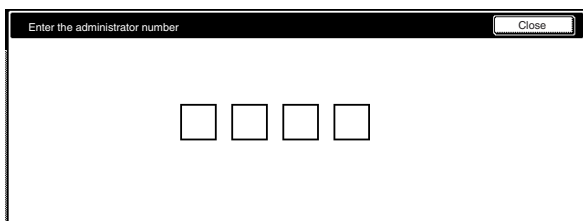


Metric specifications

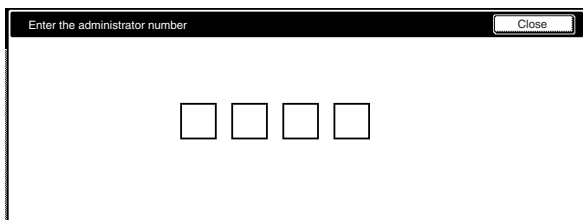


- 3 Use the keypad to enter the 4-digit management code.  
The factory default setting for 63 cpm copiers is “6300” and for 75 cpm copiers is “7500”.

Inch specifications

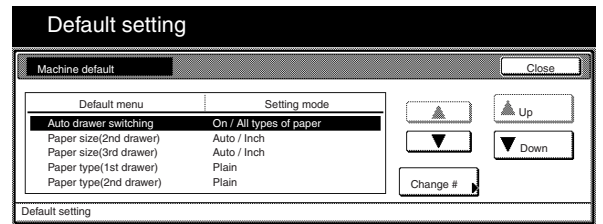


Metric specifications

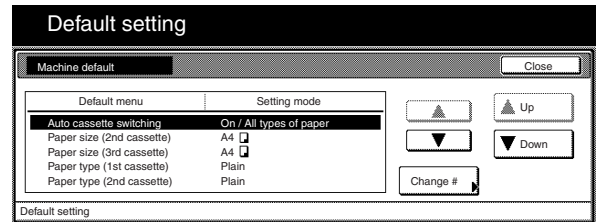


- 4 If the entered code matched the registered one, the “Machine default” screen will be displayed.

Inch specifications



Metric specifications



**NOTES**

- It is possible for you to change the 4-digit management code. (See “Changing the management code” on page 7-34.)
- Refer to the desired procedure(s) explained under “(3) Making machine default settings” and perform the corresponding setting(s).

## Section 7 COPIER MANAGEMENT FUNCTIONS

### (3) Making machine default settings

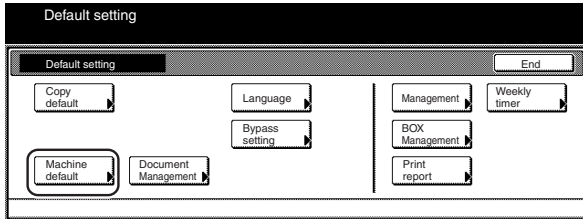
Perform the following procedure that corresponds to the desired setting.

#### ● Auto drawer[cassette] switching ON/OFF

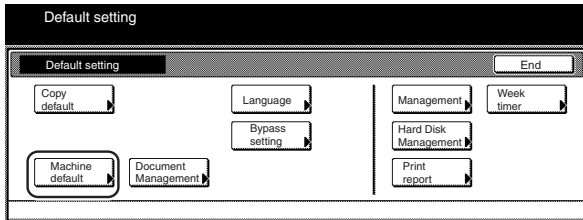
Perform the following procedure to turn automatic drawer[cassette] switching ON or OFF, as desired.

- 1 Display the "Machine default" screen.  
(See "(2) Accessing the machine default settings" on page 7-21.)

Inch specifications

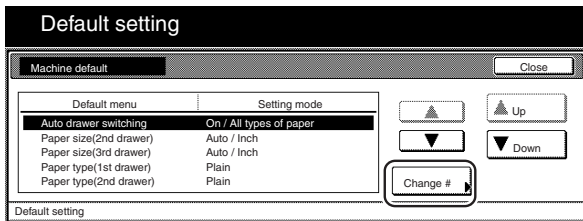


Metric specifications

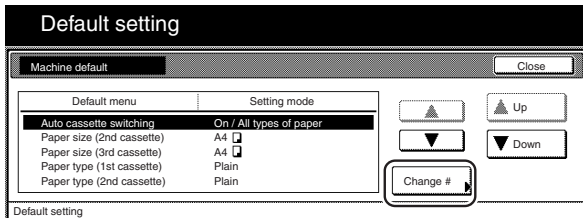


- 2 Select "Auto drawer switching" ["Auto cassette switching"] in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Auto drawer switching" ["Auto cassette switching"] screen will be displayed.

Inch specifications

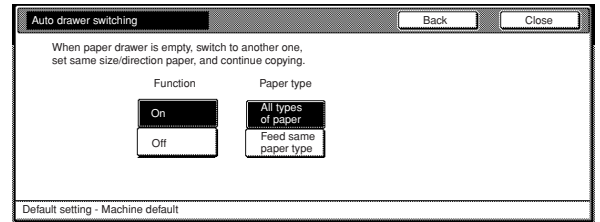


Metric specifications

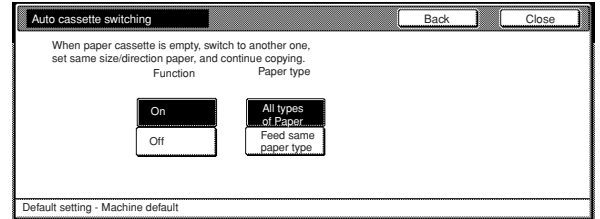


- 3 Touch the "On" key to automatic drawer[cassette] switching ON.

Inch specifications



Metric specifications



- 4 In order to prevent a drawer[cassette] that holds a different type of paper from being switched to when the automatic drawer[cassette] switching function is turned ON, touch the "Feed same paper type" key under "Paper type".

#### NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

- 5 Touch the "Close" key. The touch panel will return to the screen in step 2.

- 6 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.

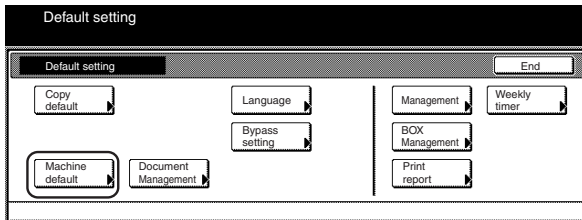
- 7 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

### ● Paper size (drawer[cassette] No.2 & No.3)

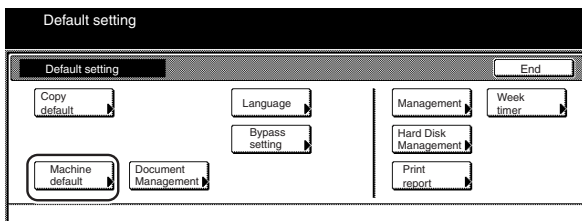
Perform the following procedure to set the size of paper that is loaded in drawer[cassette] No.2 and No.3.

- 1 Display the "Machine default" screen. (See "(2) Accessing the machine default settings" on page 7-21.)

Inch specifications

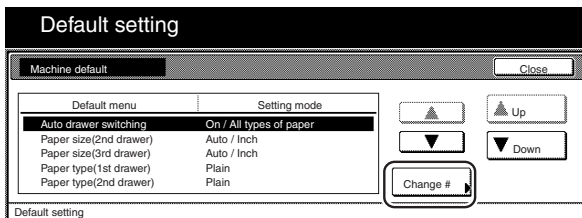


Metric specifications

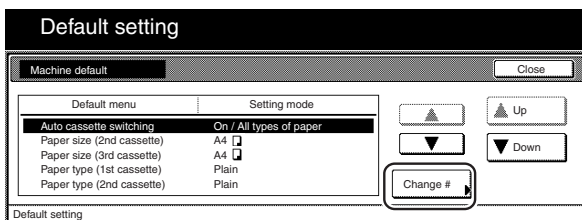


- 2 Select one of the "Paper size" settings ("2nd drawer[cassette]" or "3rd drawer[cassette]") in the settings list on the left side of the touch panel and then touch the "Change #" key. The screen to set the paper size for that drawer[cassette] will be displayed.

Inch specifications



Metric specifications

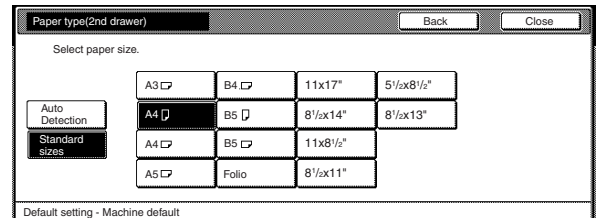


- 3 Perform the step that corresponds to the specification of your copier:

<Inch specification copiers>

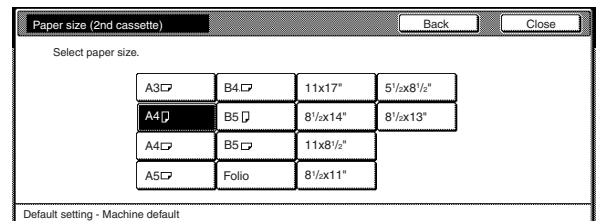
If you select "Auto Detector" (automatic size detection) here, select the desired unit of measure ("Centimeter" or "Inch") as well.

If you select "Standard sizes" (standard paper size) here, simply touch the key that corresponds to the size of paper that is loaded in that drawer[cassette].



<Metric specification copiers>

Select the size of paper that is loaded in that drawer[cassette].



#### NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

- 4 Touch the "Close" key. The touch panel will return to the screen in step 2.
- 5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.
- 6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

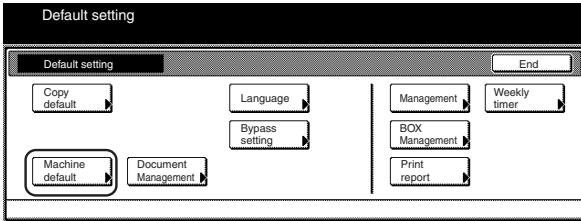
## Section 7 COPIER MANAGEMENT FUNCTIONS

### ● Paper type (drawer[cassette] No.1 - No. 4)

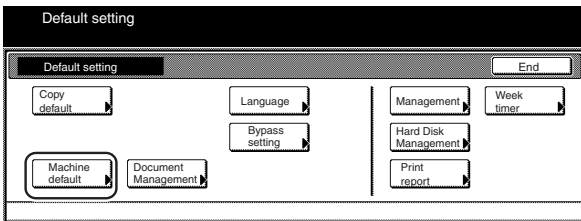
Perform the following procedure to set the type of paper that is loaded in drawers[cassettes] No.1 through No.4.

- 1 Display the "Machine default" screen.  
(See "(2) Accessing the machine default settings" on page 7-21.)

Inch specifications

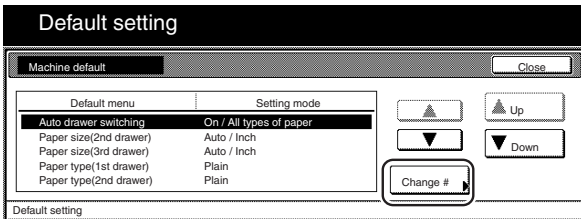


Metric specifications

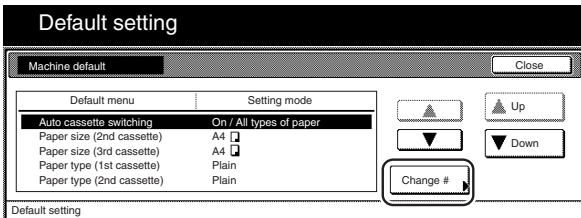


- 2 Select one of the "Paper type" settings ("1st drawer[cassette]" through "4th drawer[cassette]") in the settings list on the left side of the touch panel and then touch the "Change #" key.  
The screen to set the paper type for that drawer[cassette] will be displayed.

Inch specifications

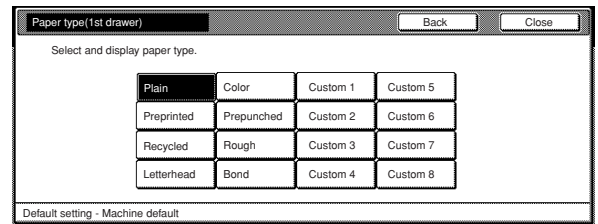


Metric specifications

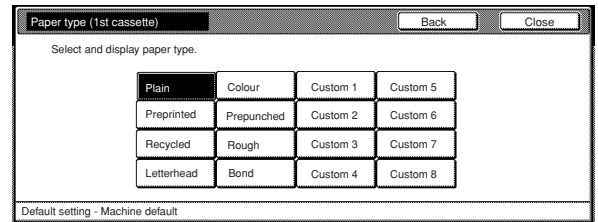


- 3 Touch the key that corresponds to the type of paper that is loaded in that drawer[cassette].

Inch specifications



Metric specifications



### NOTES

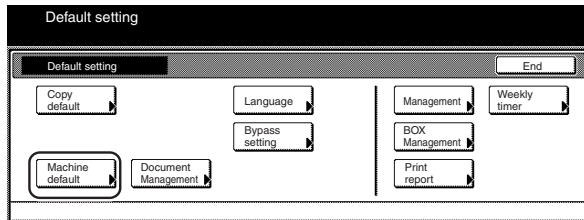
- If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.
  - The drawer[cassette] No.4 setting will only be displayed when the optional Side Feeder is installed on your copier.
- 4 Touch the "Close" key. The touch panel will return to the screen in step 2.
  - 5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.
  - 6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● Custom paper type for 2-sided copying

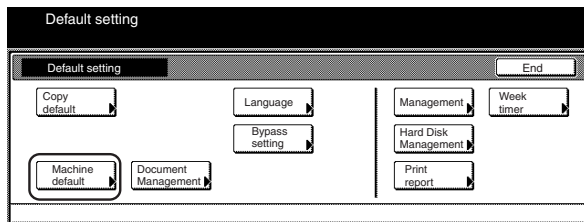
Perform the following procedure to set whether or not each custom type of paper (custom 1 - custom 8) will be available for use in 2-sided copying.

- 1 Display the "Machine default" screen. (See "(2) Accessing the machine default settings" on page 7-21.)

Inch specifications

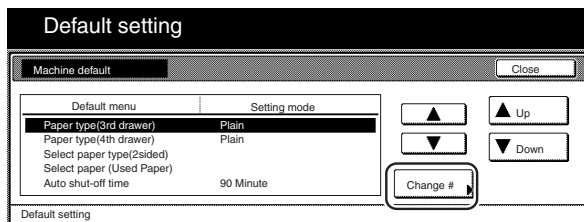


Metric specifications

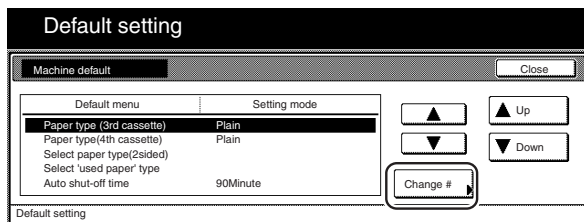


- 2 Select "Select paper type (2sided)" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Select paper type (2sided)" screen will be displayed.

Inch specifications

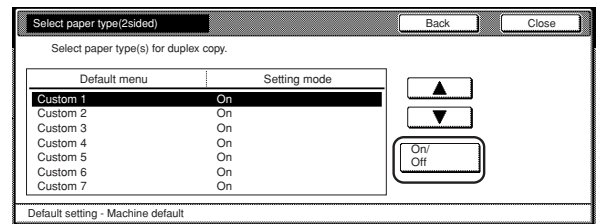


Metric specifications

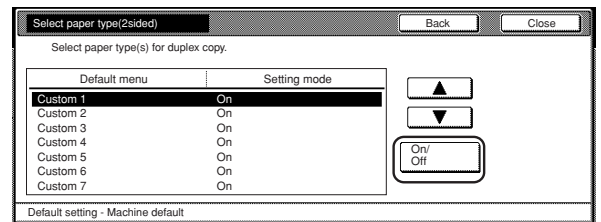


- 3 Select one of the "custom" paper type settings ("custom 1" through "custom 8") in the settings list on the left side of the touch panel and then touch the "On / Off" key to change the setting as desired. Make sure the setting is "Off" for those types of paper that you do NOT want to be available for use in 2-sided copying.

Inch specifications



Metric specifications



- 4 Touch the "Close" key. The touch panel will return to the screen in step 2.
- 5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.
- 6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

## Section 7 COPIER MANAGEMENT FUNCTIONS

### ● Paper type (for used paper)

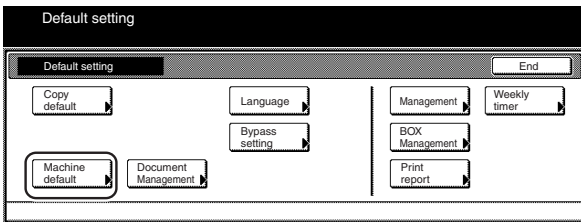
Perform the following procedure to set whether or not used paper will be available for use with each custom type of paper (custom 1 – 8). Turning this setting ON prevents you from mistakenly trying to copy onto both sides when copying onto used paper (paper that has already been copied onto at least one side).

#### NOTES

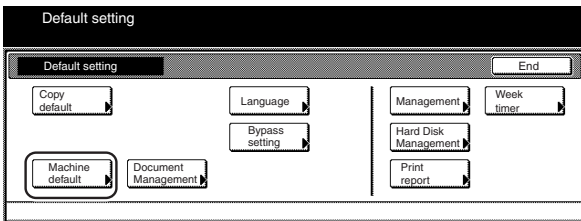
- This setting will only be effective if the corresponding custom paper type (custom 1 - 8) is selected for use in one of the drawers[cassettes], or the multi-bypass tray.
- Refer to “Paper type (drawer[cassette] No.1 - No.4)” on page 7-24 for selecting the type of paper to be loaded in each drawer[cassette] and to “(1) Paper size and type” on page 7-66 for selecting the type of paper to be set on the multi-bypass tray.
- Duplex copying will not be possible when this setting is turned ON for the drawer[cassette] currently in use.

- 1 Display the “Machine default” screen.  
(See “(2) Accessing the machine default settings” on page 7-21.)

Inch specifications

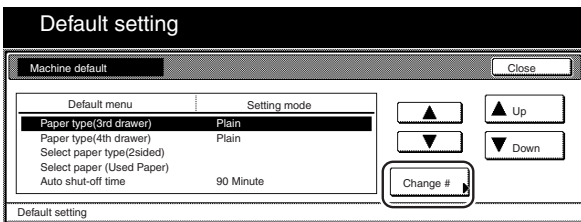


Metric specifications

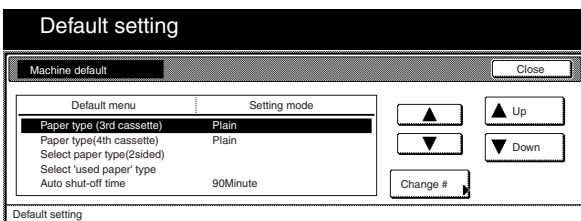


- 2 Select “Select paper (Used Paper)” [“Select 'used paper' type”] in the settings list on the left side of the touch panel and then touch the “Change #” key. The “Select paper (Used Paper)” [“Select 'used paper' type”] screen will be displayed.

Inch specifications

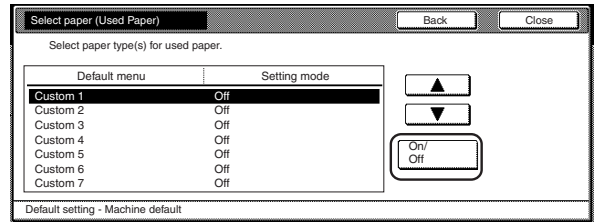


Metric specifications

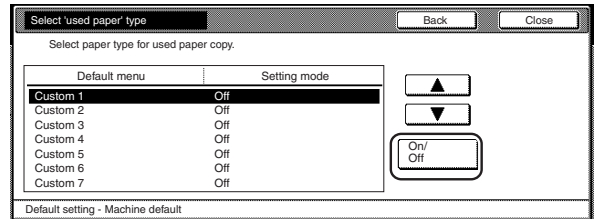


- 3 Select the custom paper setting that you want to change and then touch the “On / Off” key. Touch the “On” key to turn the used paper function ON.

Inch specifications



Metric specifications



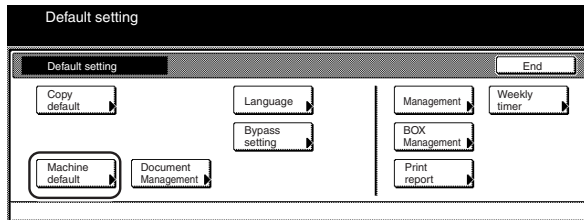
- 4 Touch the “Close” key. The touch panel will return to the screen in step 2.
- 5 Touch the “Close” key once again. The touch panel will return to the “Default setting” screen.
- 6 Touch the “End” key. The touch panel will return to the contents of the “Basic” tab.

## ● Auto shut-off time

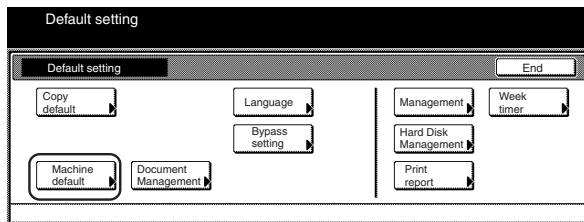
Perform the following procedure to set the amount of time that will elapse after copying, or if no operation is performed, before the auto shut-off function turns the copier OFF.

- 1 Display the "Machine default" screen. (See "(2) Accessing the machine default settings" on page 7-21.)

Inch specifications

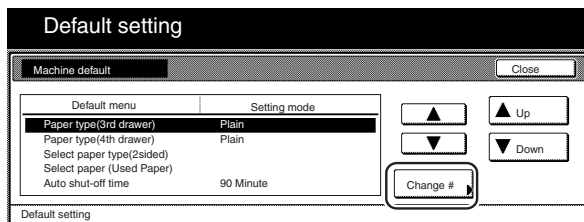


Metric specifications

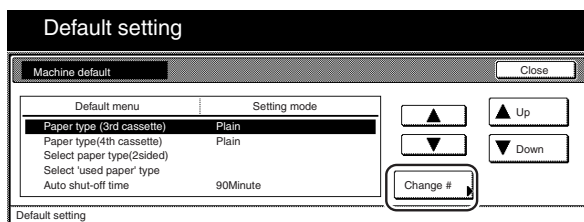


- 2 Select "Auto shut-off time" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Auto shut-off time" screen will be displayed.

Inch specifications

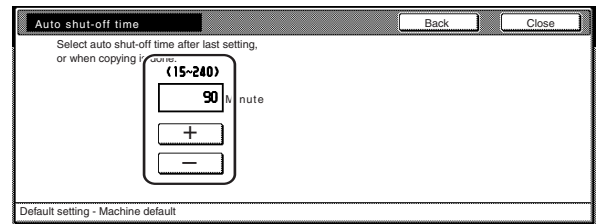


Metric specifications

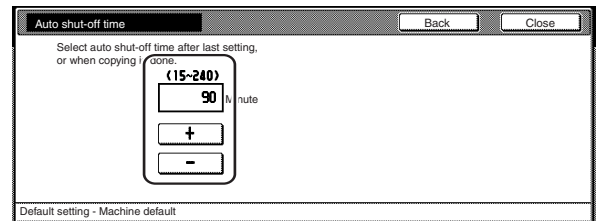


- 3 Touch the "+" key or the "-" key to change the displayed time to the desired setting (between 15 minutes and 240 minutes).

Inch specifications



Metric specifications



## NOTES

- It is recommended that you try to set a longer time interval before auto shut-off engages if you use the copier frequently, and to a shorter time if there are long intervals between use.
- If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

- 4 Touch the "Close" key. The touch panel will return to the screen in step 2.

- 5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.

- 6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

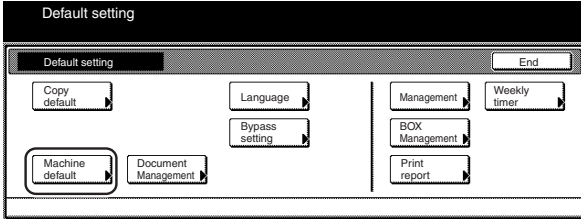
## Section 7 COPIER MANAGEMENT FUNCTIONS

### ● Auto preheat time

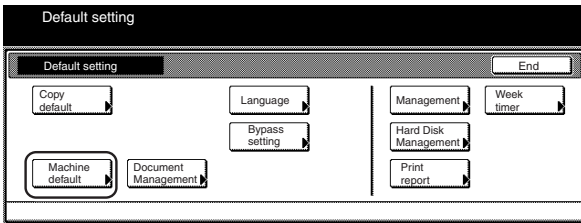
Perform the following procedure to set the amount of time between the point that copying ends and the energy-saving preheat mode engages.

- 1 Display the "Machine default" screen.  
(See "(2) Accessing the machine default settings" on page 7-21.)

Inch specifications

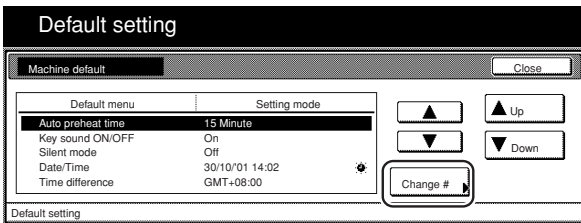


Metric specifications

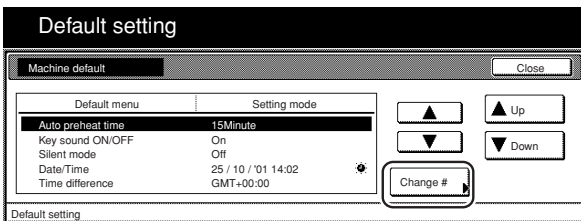


- 2 Select "Auto preheat time" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Auto preheat time" screen will be displayed.

Inch specifications

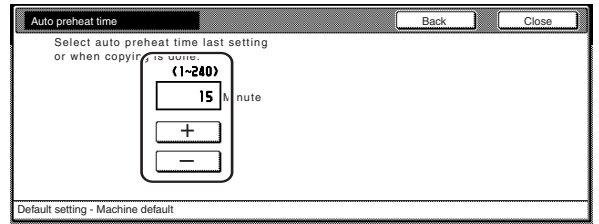


Metric specifications

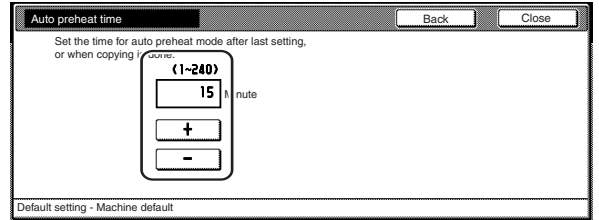


- 3 Touch the "+" key or the "-" key to change the displayed time to that desired (any available setting between 1 minute and 240 minutes).

Inch specifications



Metric specifications



### NOTES

- The setting can be made to any 1-minute increment between 1 minute and 45 minutes, 60 minutes, 90 minutes, 120 minutes, 180 minutes or 240 minutes.
- If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

- 4 Touch the "Close" key. The touch panel will return to the screen in step 2.

- 5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.

- 6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.



● Copy eject location

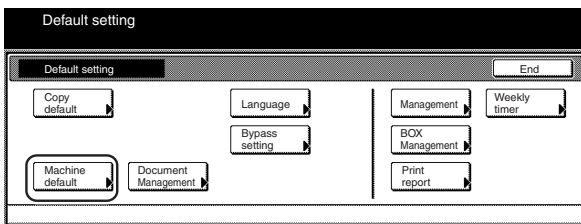
Perform the following procedure to set where finished copies will be ejected.

**NOTE**

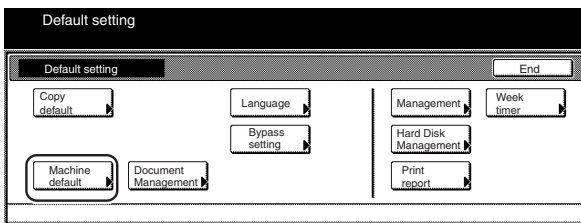
This setting will only be displayed when the optional Document Finisher or Multi Job Tray is installed on your copier.

- 1 Display the "Machine default" screen. (See "(2) Accessing the machine default settings" on page 7-21.)

Inch specifications

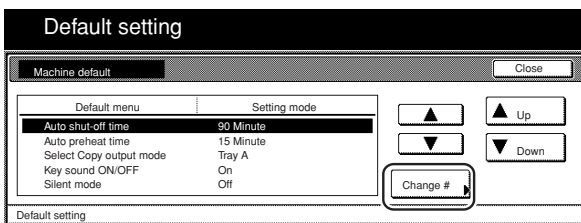


Metric specifications

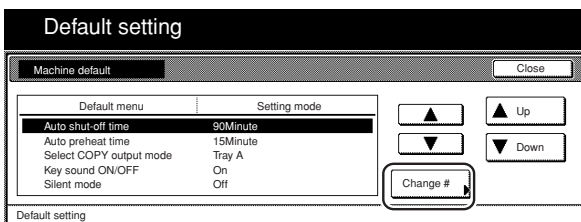


- 2 Select "Select Copy output mode" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Select Copy output mode" screen will be displayed.

Inch specifications

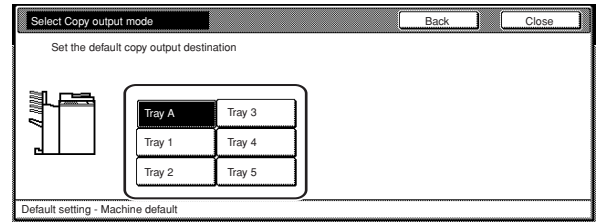


Metric specifications

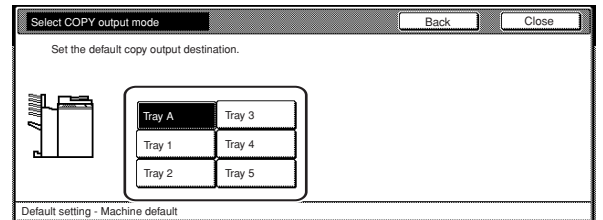


- 3 Touch the key that corresponds to the desired location.

Inch specifications



Metric specifications



**NOTE**

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

- 4 Touch the "Close" key. The touch panel will return to the screen in step 2.
- 5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.
- 6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

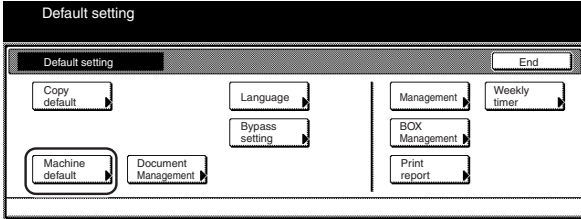
## Section 7 COPIER MANAGEMENT FUNCTIONS

### ● Touch panel sound ON/OFF

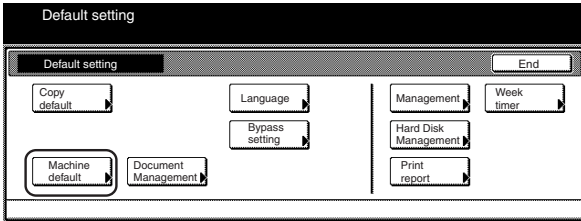
Perform the following procedure to set whether or not the touch panel will emit a “beep” sound each time a key is touched. Select “Off” if you want to turn the sound OFF.

- 1 Display the “Machine default” screen.  
(See “(2) Accessing the machine default settings” on page 7-21.)

Inch specifications

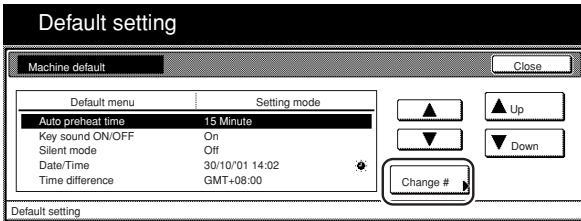


Metric specifications

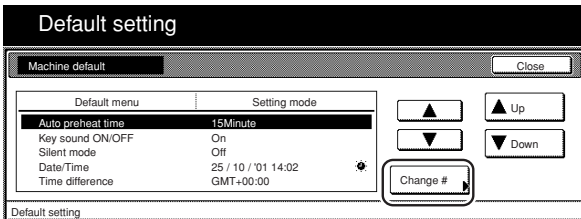


- 2 Select “Key sound ON/OFF” in the settings list on the left side of the touch panel and then touch the “Change #” key. The “Key sound ON/OFF” screen will be displayed.

Inch specifications

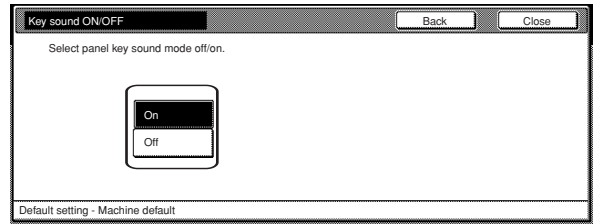


Metric specifications

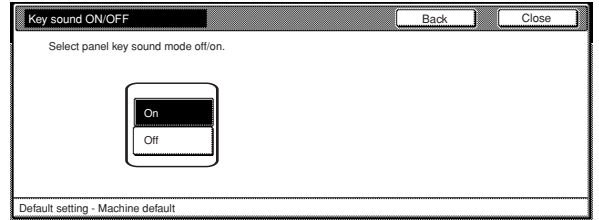


- 3 Touch the “On” key or the “Off” key to turn the sound on the touch panel ON or OFF, as desired.

Inch specifications



Metric specifications



#### NOTE

If you want to quit the displayed setting without changing it, touch the “Back” key. The touch panel will return to the screen in step 2.

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

- 5 Touch the “Close” key once again. The touch panel will return to the “Default setting” screen.

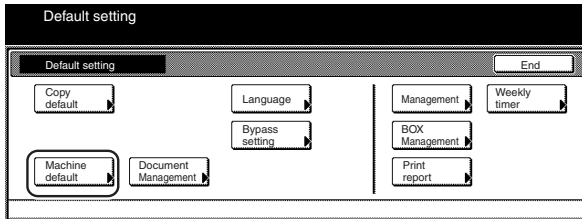
- 6 Touch the “End” key. The touch panel will return to the contents of the “Basic” tab.

**● Silent mode ON/OFF**

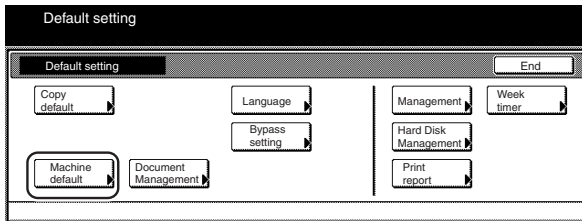
Perform the following procedure to set whether or not to use the silent mode which shortens the length of time that the laser data writing motor continues to spin after each copy job is finished. Turn the silent mode ON if the noise of the motor bothers you in any way.

- 1 Display the "Machine default" screen. (See "(2) Accessing the machine default settings" on page 7-21.)

Inch specifications

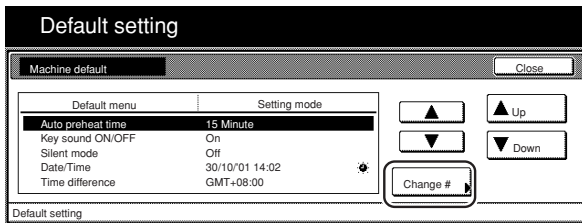


Metric specifications

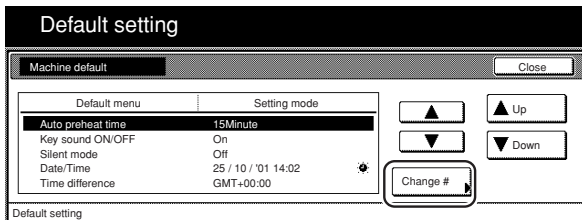


- 2 Select "Silent mode" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Silent mode" screen will be displayed.

Inch specifications

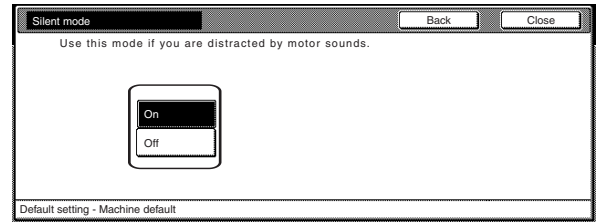


Metric specifications

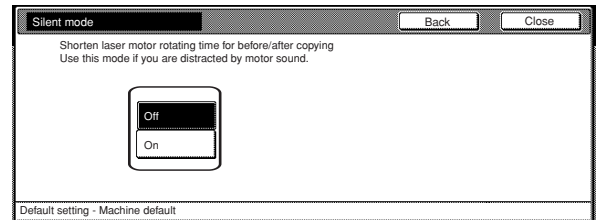


- 3 Touch the "On" key if you want to use the silent mode.

Inch specifications



Metric specifications



**NOTE**

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

- 4 Touch the "Close" key. The touch panel will return to the screen in step 2.
- 5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.
- 6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

## Section 7 COPIER MANAGEMENT FUNCTIONS

### ● Day & time

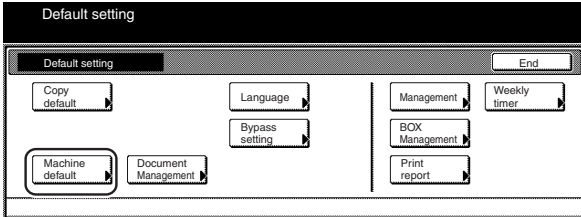
Perform the following procedure to set the current date and time.

#### NOTE

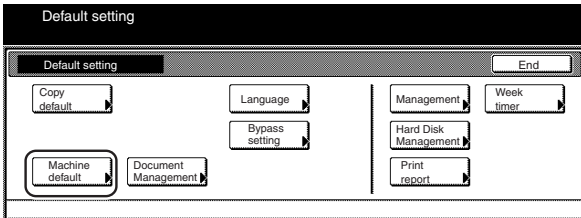
BE SURE to perform the "Time difference" setting prior to setting the day and time.

- 1 Display the "Machine default" screen.  
(See "(2) Accessing the machine default settings" on page 7-21.)

Inch specifications

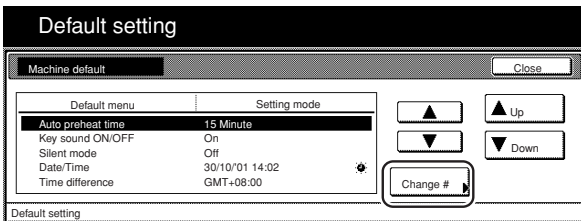


Metric specifications

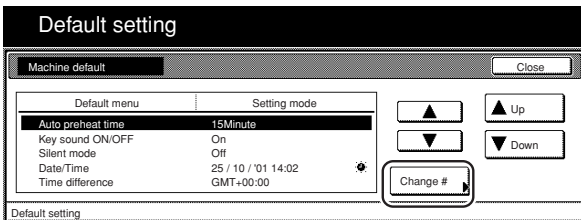


- 2 Select "Date/Time" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Date/Time" screen will be displayed.

Inch specifications

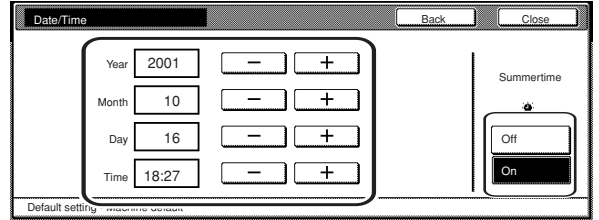


Metric specifications

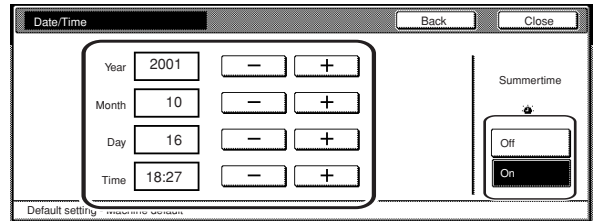


- 3 Touch the "+" key or the "-" key to change the displayed information for each field ("Year", "Month", "Day" and "Time") to the current time and date.  
If you want the time to be automatically calculated for daylight savings time, touch the "On" key under "Summertime".

Inch specifications



Metric specifications



#### NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

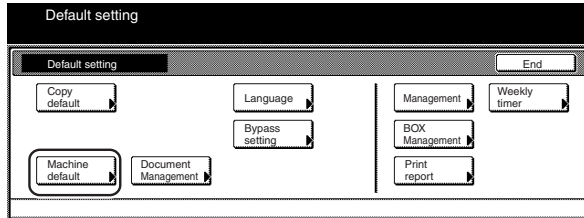
- 4 Touch the "Close" key. The touch panel will return to the screen in step 2.
- 5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.
- 6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● Time difference

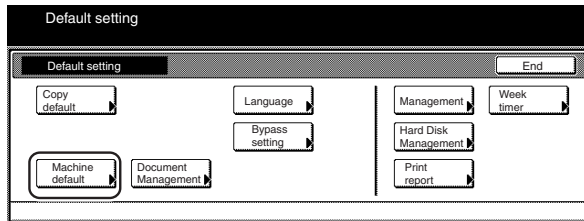
Perform the following procedure to set a designated time difference.

- 1 Display the "Machine default" screen.  
(See "(2) Accessing the machine default settings" on page 7-21.)

Inch specifications

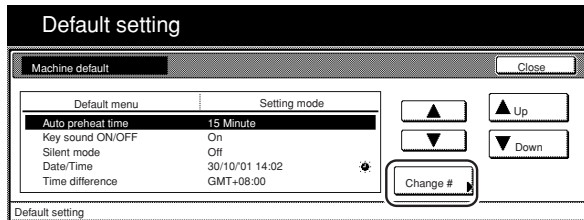


Metric specifications

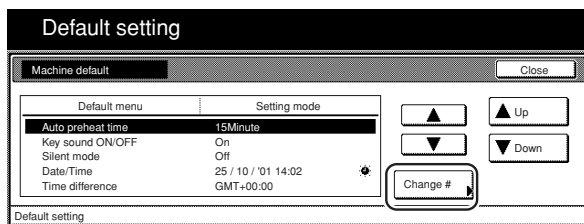


- 2 Select "Time difference" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Time difference" screen will be displayed.

Inch specifications

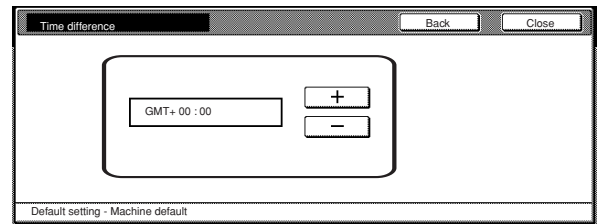


Metric specifications

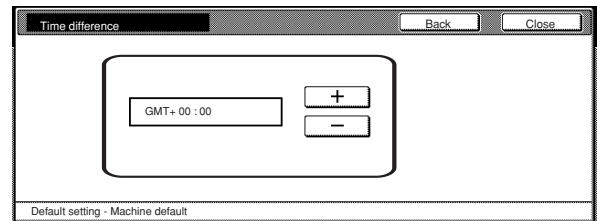


- 3 Touch the "+" key or the "-" key to change the displayed time difference to the desired setting.

Inch specifications



Metric specifications



NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

- 4 Touch the "Close" key. The touch panel will return to the screen in step 2.
- 5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.
- 6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

## Section 7 COPIER MANAGEMENT FUNCTIONS

### ● Changing the management code

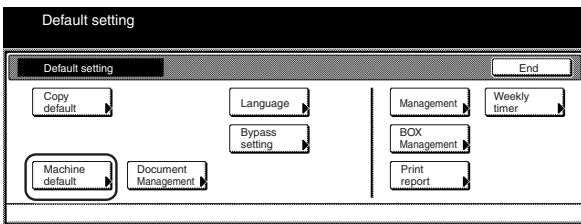
Perform the following procedure to change the management code used by the copy manager.

#### IMPORTANT!

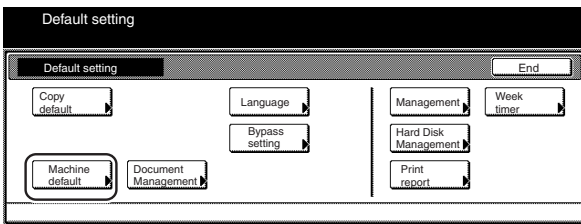
If you change the management code from its factory default, be sure to keep some sort of record of the new management code. If, for any reason, you forget the registered management code, you will need to contact your service representative.

- 1 Display the "Machine default" screen. (See "(2) Accessing the machine default settings" on page 7-21.)

Inch specifications

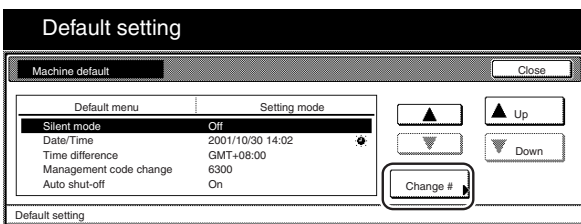


Metric specifications

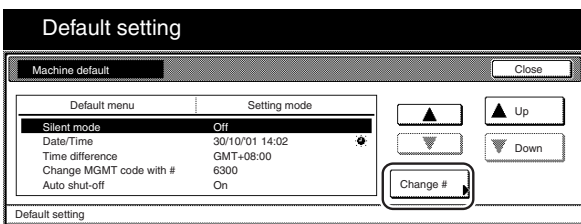


- 2 Select "Management code change" ["Change MGMT code with #"] in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Management code change" ["Change MGMT code with #"] screen will be displayed.

Inch specifications

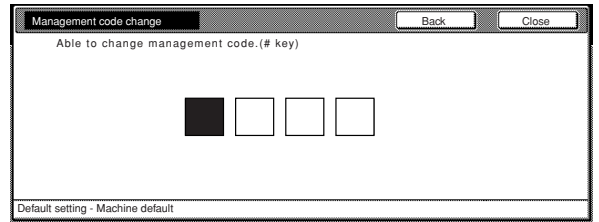


Metric specifications

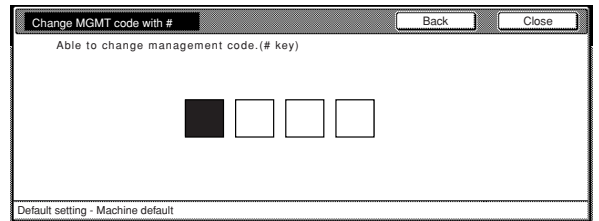


- 3 Use the keypad to enter a new 4-digit management code.

Inch specifications



Metric specifications



#### NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

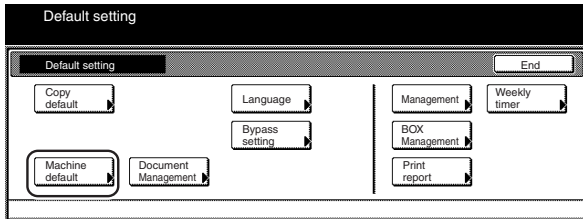
- 4 Touch the "Close" key. The touch panel will return to the screen in step 2.
- 5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.
- 6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● Auto shut-off ON/OFF

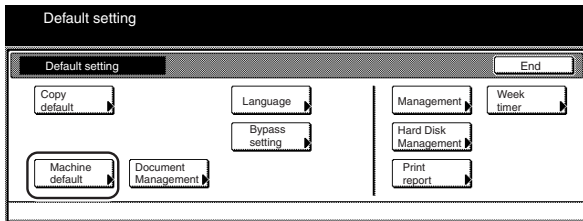
Perform the following procedure to set whether or not to have the auto shut-off function automatically turn the main switch OFF a certain amount of time after copying, or if no operation has been performed on the copier during that time.

- 1 Display the "Machine default" screen. (See "(2) Accessing the machine default settings" on page 7-21.)

Inch specifications

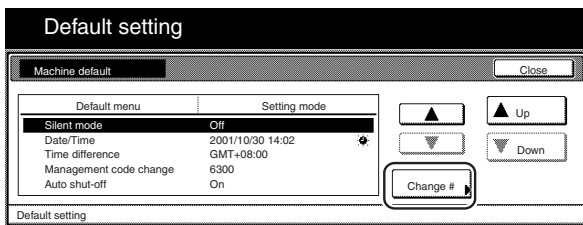


Metric specifications

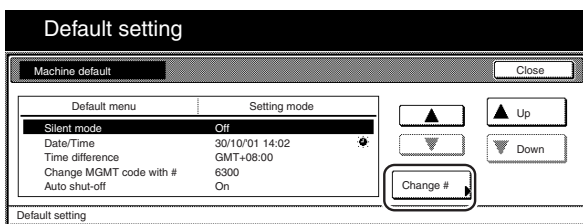


- 2 Select "Auto shut-off" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Auto shut-off" screen will be displayed.

Inch specifications

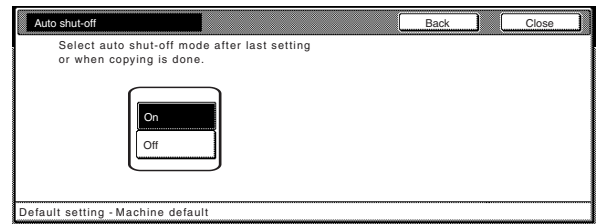


Metric specifications

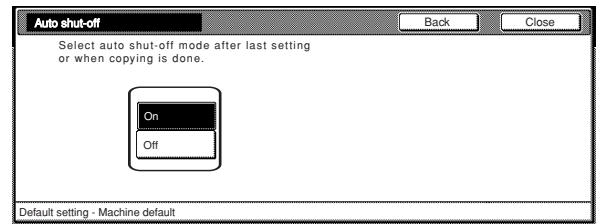


- 3 Touch the "On" key if you want to use the auto shut-off function.

Inch specifications



Metric specifications



NOTES

- If auto shut-off interferes with your copying operations, turn this function OFF. However, it is recommended that you try to set a longer time interval until auto shut-off engages before you actually turn it OFF.
- If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

- 4 Touch the "Close" key. The touch panel will return to the screen in step 2.

- 5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.

- 6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

## Section 7 COPIER MANAGEMENT FUNCTIONS

### (4) Copy default settings

The following table indicates the copy default settings available in this copier. Change any or all of the settings as desired in order to make the most effective use of your copier.

Default setting	Description	Available settings	Factory setting	Reference page
Exposure mode	Selects between auto exposure and manual exposure as the default copy exposure mode in the initial mode.	Manual / Auto	Manual	7-40
Exposure adjustment step	Changes the incremental step to be used during adjustment of the copy exposure.	1 step / 0.5 step	1 step	7-41
Original quality	Determines the default setting that will be used for the image quality in the initial mode.	Text+Photo / Text / Photo	Text+Photo	7-42
Custom original size (setting No.1 – No.4)	Sets the custom paper sizes (settings No.1 through No.4) that can be used under the original size selection mode.	Off / On  Inch specification Width: 2 – 11 5/8 (inches) Length: 2 – 17 (inches) Metric specification Width: 50 – 297 (mm) Length: 50 – 432 (mm)	Off  ---	7-43
Eco print mode ON/OFF	Determines whether the Eco print mode will be the default setting in the initial mode. In this case, the amount of toner that is used to make the copies will be reduced, and images will be printed out relatively lighter than normal.	On / Off	Off	7-44
Black-line correction ON/OFF	Turns black-line correction ON. If black lines appear on copies when you feed originals from the Document Processor (but they do not exist on the originals themselves), this function will make them less apparent.	Off / On	Off	7-45
Paper selection	Sets whether the copier will automatically select the same size of copy paper as the original once an original is set (APS: auto paper selection mode), or whether the drawer[cassette] selected “Default drawer” [“Default cassette”] setting will be automatically selected.	APS / Default drawer[cassette]	APS	7-46
Paper type (auto paper selection mode)	Sets which types of paper can be selected under the auto paper selection mode. * It is possible to select the type of paper that has been designated for the drawer[cassette] currently in use.	Off / On  Plain Preprinted Recycled Letterhead Color [Colour] Prepunched Rough Bond Custom 1 – Custom 8	Off  ---	7-47



## Section 7 COPIER MANAGEMENT FUNCTIONS

Default setting	Description	Available settings	Factory setting	Reference page
Default drawer[cassette]	Sets one drawer[cassette] that will be selected automatically regardless of the size of paper loaded in that drawer[cassette]. * It is NOT possible to select the multi-bypass tray as the default drawer[cassette]. * The drawer[cassette] No.4 setting will only be displayed when the optional Side Feeder is installed on your copier.	1st paper 2nd paper 3rd paper 4th paper	1st paper	7-48
Cover drawer[cassette]	Sets which drawer[cassette] will be used to feed the cover sheets in the cover mode, the booklet/stitching mode and the book to booklet mode. * The drawer[cassette] No.4 setting will only be displayed when the optional Side Feeder is installed on your copier.	1st paper 2nd paper 3rd paper 4th paper Bypass	Bypass	7-49
Default magnification ratio	Sets whether or not the auto magnification selection mode will be used to automatically calculate the appropriate magnification ratio when you select the size of copy paper.	Manual / AMS	Manual	7-50
Auto exposure adjustment	Adjusts the overall exposure level for the auto exposure mode.	-3 – +3	Standard setting	7-51
Auto exposure adjustment (OCR)	Adjusts the overall exposure level for scanning with OCR (Optical Character Recognition) software when using the optional scanner functions of this copier.	-3 – +3	Standard setting	7-52
Manual exposure adjustment (text+photo mode)	Adjusts the median exposure value when the text+photo mode is selected for the image quality.	-3 – +3	Standard setting	7-53
Manual exposure adjustment (text mode)	Adjusts the median exposure value when the text mode is selected for the image quality.	-3 – +3	Standard setting	7-54
Manual exposure adjustment (photo mode)	Adjusts the median exposure value when the photo mode is selected for the image quality.	-3 – +3	Standard setting	7-55
Sort mode	Determines whether or not the Sort mode will be the default setting in the initial mode.	Sort:On / Sort:Off	Sort:On	7-56
Auto Rotation mode	Determines whether or not the Auto Rotation mode will be the default setting in the initial mode. If Auto Rotation is turned ON, the image will be automatically rotated even if the orientation of the original is different from that of the paper loaded in the drawers[cassettes].	Rotate / No Rotate	Rotate	7-57
Margin width	Determines the default value of the location and width of the margins in the margin mode.	Inch specification 0 – 3/4 (inches) Metric specification 0 – 18 (mm)	Inch specification Left: 1/4 (inches) Top: 0 (inches) Metric specification Left: 6 (mm) Top: 0 (mm)	7-58

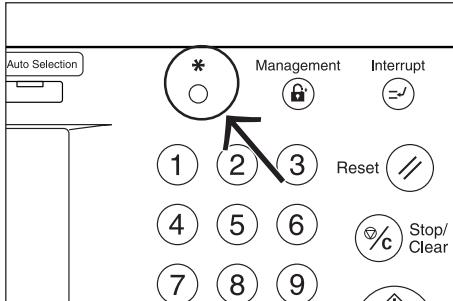
## Section 7 COPIER MANAGEMENT FUNCTIONS

Default setting	Description	Available settings	Factory setting	Reference page
Erased border width	Determines the default value for the width of the border to be erased in the two border erase modes.	Inch specification Outside border: 0 – 3/4 (inches) Center area: 0 – 1 1/2 (inches)	Inch specification Outside border: 1/4 (inches) Center area: 1/4 (inches)	7-59
		Metric specification Outside border: 0 – 18 (mm) Center area: 0 – 36 (mm)	Metric specification Outside border: 6 (mm) Center area: 6 (mm)	
Copy limit	Sets the limit for the number of copies (or copy sets) that can be made at a time.	1 – 999	999	7-60
Repeat copying ON/ OFF	Sets whether or not to prohibit repeat copying, as well as whether or not to make repeat copying the default setting in the initial mode. Sets whether to turn the repeat copy mode ON or OFF.	Off / On	On	7-61
	Sets whether or not to make repeat copying the default setting in the initial mode.	Off / On	Off	
“Job history” screen ON/ OFF	Sets whether or not the “Job history” screen will be displayed or not. Also determines the contents of the displayed information; select “On / reserved” [“On / Reserv.job”] to have only reserved jobs (copy and print jobs scheduled during print out of another job) displayed in that screen.	Off / On/All job / On/reserved [On/reserv. job]	On/All job	7-62
Registration keys ON/ OFF	Sets whether or not to allow a “Register” key to be displayed in the screen for those function and modes which can be registered under the registration keys. Functions and/or modes can only be registered under registration keys through the “Register” key.	Off / On	On	7-63
Customize screen layout (Main functions)	Changes the order of the main functions and modes that are displayed in the “Basic” and the “User choice” tabs in order to make the display more appropriate to the way you use the copier. * Up to 6 functions and modes can be listed and displayed.	Reduce/Enlarge / Exposure Mode / Sort/Finish / 1/2 sided / Quality orig. / Original size	1 Reduce/ Enlarge 2 Exposure Mode 3 Sort/Finish 4 1/2 sided 5 Quality orig. 6 Original size	7-64
Customize screen layout (Add functions)	Adds often-used functions and/or modes, and changes the order of their layout, in order to make the display more appropriate to the way you use the copier.	All functions and modes other than those in the “Basic” tab and the “main functions” in the “User choice” tab.	7 Border Erase [Erase Mode] 8 Cover 9 (None) 10 Proof Copy [Test copy] 11 (None) 12 Form Overlay 13 (None)	7-65

**(5) Accessing the copy default settings**

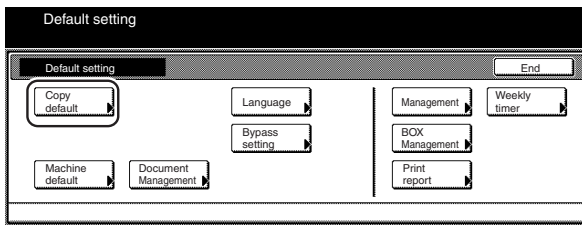
Perform the following procedure when you want to access the screens for each of the various copy default settings.

- 1 With the content of the “Basic” tab displayed, press the [\*] key. The “Default setting” screen will be displayed.

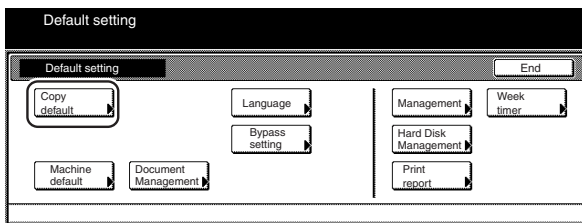


- 2 Touch the “Copy default” key on the left side of the touch panel.

Inch specifications

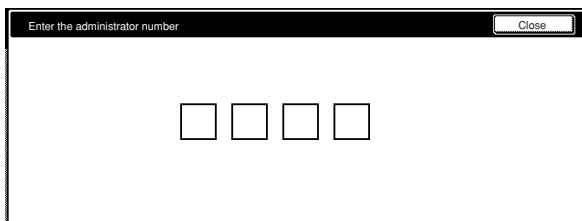


Metric specifications

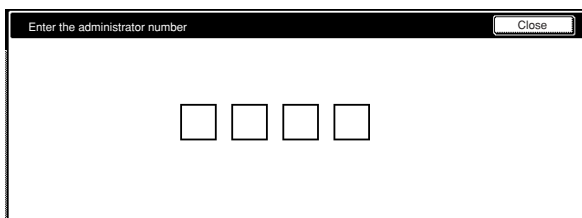


- 3 Use the keypad to enter the 4-digit management code. The factory default setting for 63 cpm copiers is “6300” and for 75 cpm copiers is “7500”.

Inch specifications

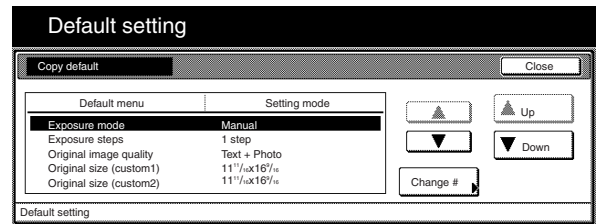


Metric specifications

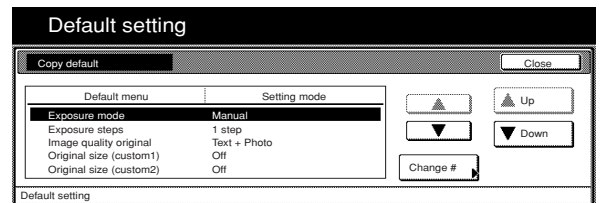


- 4 If the entered code matched the registered one, the “Copy default” screen will be displayed.

Inch specifications



Metric specifications



**NOTES**

- It is possible for you to change the 4-digit management code. (See “Changing the management code” on page 7-34.)
- Refer to the desired procedure(s) explained under “(6) Making copy default settings” and perform the corresponding setting(s).

## Section 7 COPIER MANAGEMENT FUNCTIONS

### (6) Making copy default settings

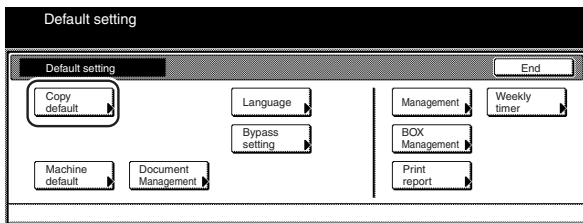
Perform the following procedure that corresponds to the desired setting.

#### ● Exposure mode

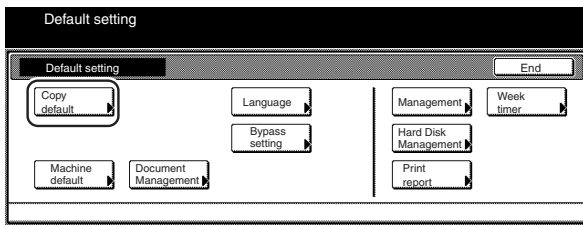
Perform the following procedure to select between auto exposure and manual exposure as the default copy exposure mode in the initial mode.

- 1 Display the "Copy default" screen.  
(See "(5) Accessing the copy default settings" on page 7-39.)

Inch specifications

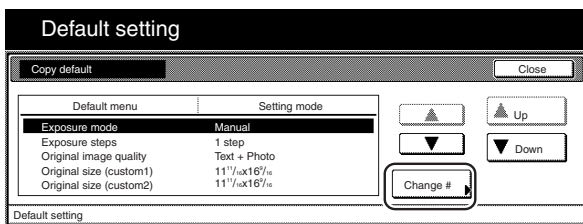


Metric specifications

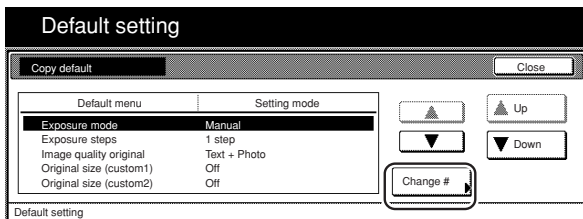


- 2 Select "Exposure mode" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Exposure mode" screen will be displayed.

Inch specifications

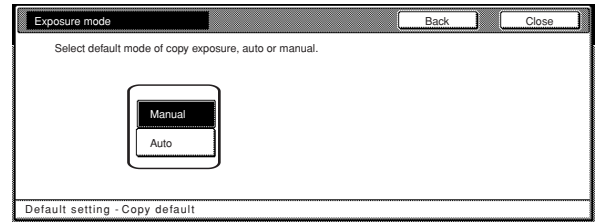


Metric specifications

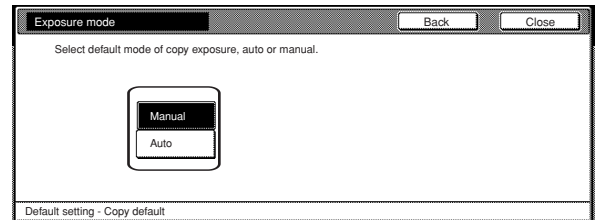


- 3 Touch the "Manual" key or the "Auto" key, as appropriate.

Inch specifications



Metric specifications



#### NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

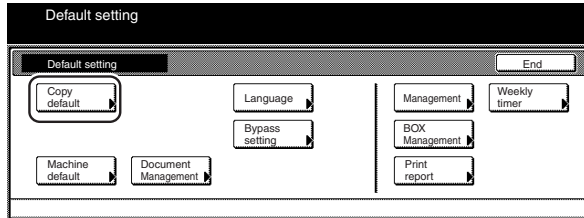
- 4 Touch the "Close" key. The touch panel will return to the screen in step 2.
- 5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.
- 6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● Exposure adjustment step

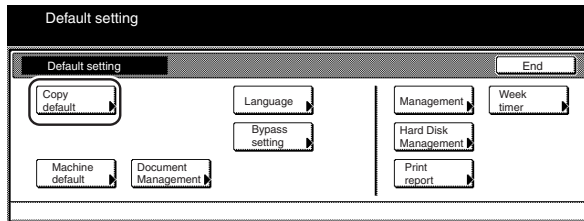
Perform the following procedure to change the incremental step to be used during adjustment of the copy exposure.

- 1 Display the "Copy default" screen.  
(See "(5) Accessing the copy default settings" on page 7-39.)

Inch specifications

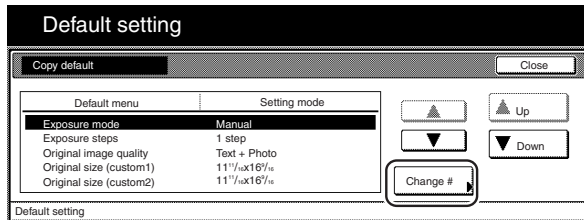


Metric specifications

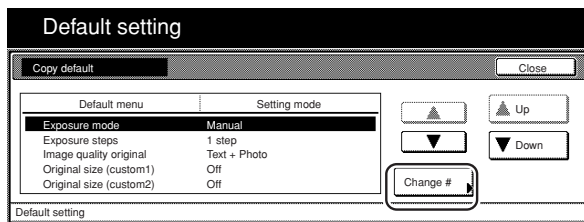


- 2 Select "Exposure steps" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Exposure steps" screen will be displayed.

Inch specifications

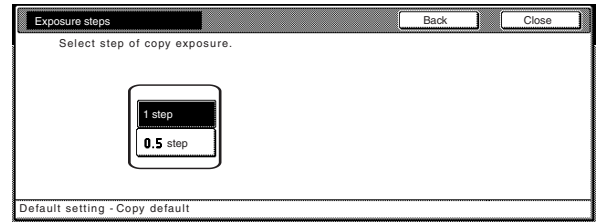


Metric specifications

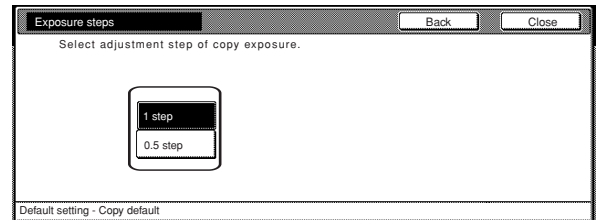


- 3 Touch the "1 step" key or the "0.5 step" key, as appropriate.

Inch specifications



Metric specifications



NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

- 4 Touch the "Close" key. The touch panel will return to the screen in step 2.

- 5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.

- 6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

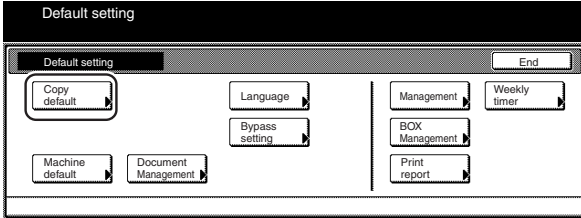
## Section 7 COPIER MANAGEMENT FUNCTIONS

### ● Original quality

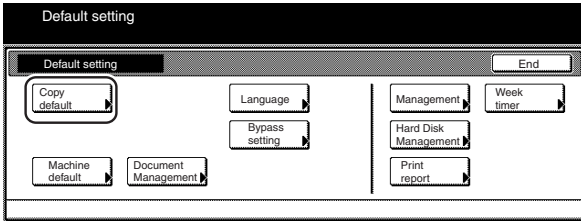
Perform the following procedure to determine the default setting that will be used for the image quality in the initial mode.

- 1 Display the “Copy default” screen.  
(See “(5) Accessing the copy default settings” on page 7-39.)

Inch specifications

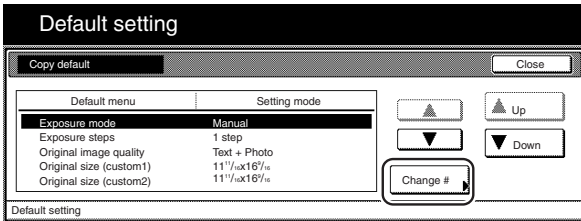


Metric specifications

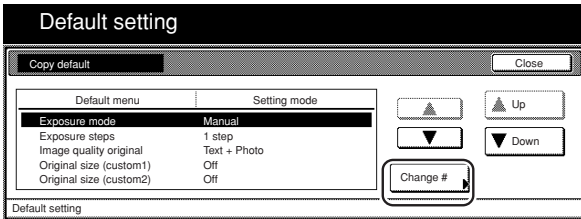


- 2 Select “Original image quality” [“Image quality Original”] in the settings list on the left side of the touch panel and then touch the “Change #” key.  
The “Original image quality” [“Image quality Original”] screen will be displayed.

Inch specifications

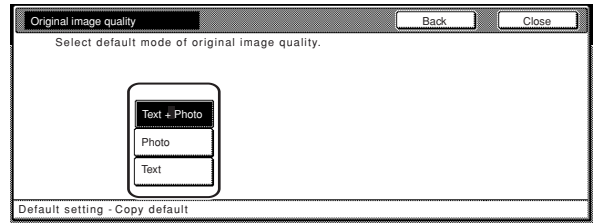


Metric specifications

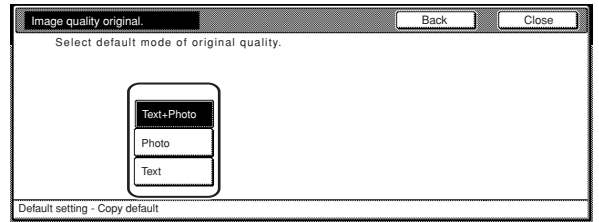


- 3 Touch the “Text+Photo” key, the “Photo” key or the “Text” key, as appropriate.

Inch specifications



Metric specifications



### NOTE

If you want to quit the displayed setting without changing it, touch the “Back” key. The touch panel will return to the screen in step 2.

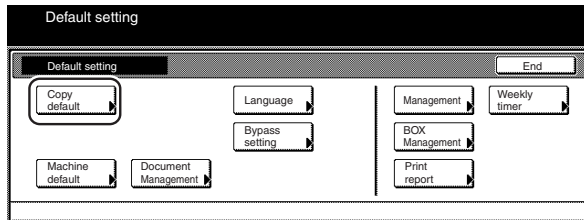
- 4 Touch the “Close” key. The touch panel will return to the screen in step 2.
- 5 Touch the “Close” key once again. The touch panel will return to the “Default setting” screen.
- 6 Touch the “End” key. The touch panel will return to the contents of the “Basic” tab.

### ● Custom original size (setting No.1 – No.4)

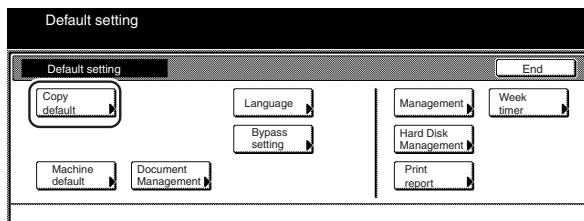
Perform the following procedure to set the custom paper sizes (settings No.1 through No.4) that can be used under the original size selection mode.

- 1 Display the “Copy default” screen. (See “(5) Accessing the copy default settings” on page 7-39.)

Inch specifications

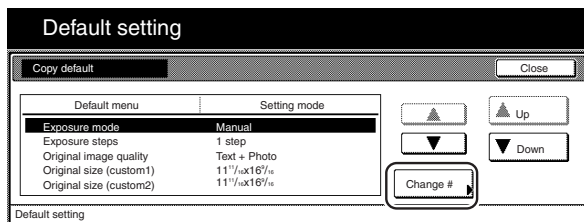


Metric specifications

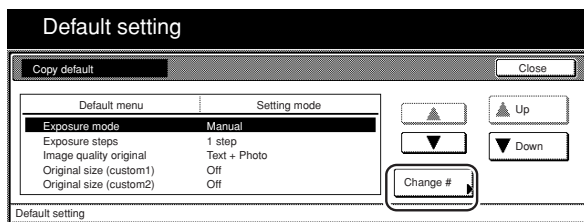


- 2 Select one of the “Original size” settings (“custom 1” through “custom 4”) in the settings list on the left side of the touch panel and then touch the “Change #” key. The screen to set the desired original size will be displayed.

Inch specifications



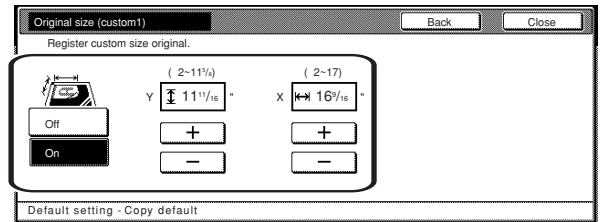
Metric specifications



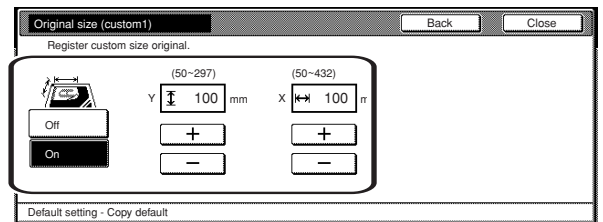
- 3 Touch the “+” key or the “-” key under the “Y (Width)” and “X (Length)” fields to change the displayed width and length, respectively, to the desired setting.

If you do not want to register a custom original size, touch the “Off” key.

Inch specifications



Metric specifications



#### NOTE

If you want to quit the displayed setting without changing it, touch the “Back” key. The touch panel will return to the screen in step 2.

- 4 Touch the “Close” key. The touch panel will return to the screen in step 2.
- 5 Touch the “Close” key once again. The touch panel will return to the “Default setting” screen.
- 6 Touch the “End” key. The touch panel will return to the contents of the “Basic” tab.

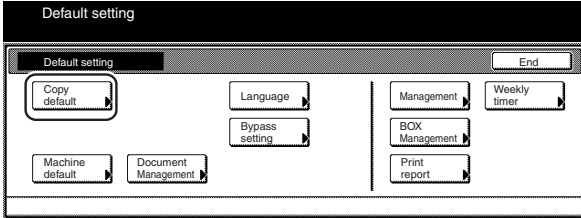
## Section 7 COPIER MANAGEMENT FUNCTIONS

### ● Eco print mode ON/OFF

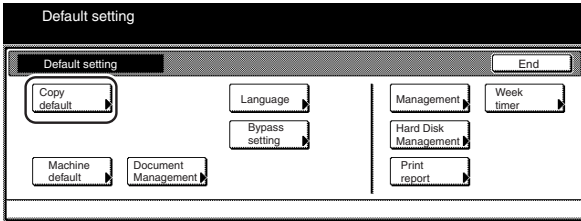
Perform the following procedure to determine whether or not the eco print mode will be the default setting in the initial mode.

- 1 Display the "Copy default" screen.  
(See "(5) Accessing the copy default settings" on page 7-39.)

Inch specifications

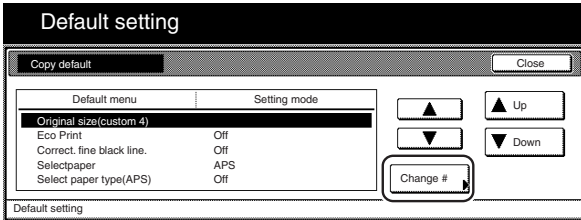


Metric specifications

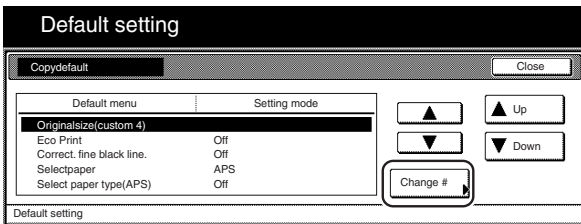


- 2 Select "Eco Print" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Eco Print" screen will be displayed.

Inch specifications

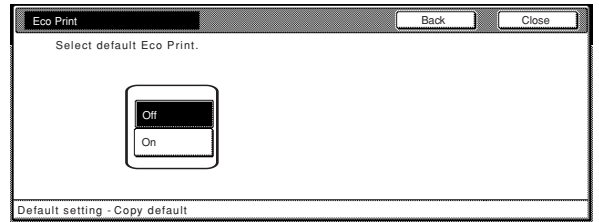


Metric specifications

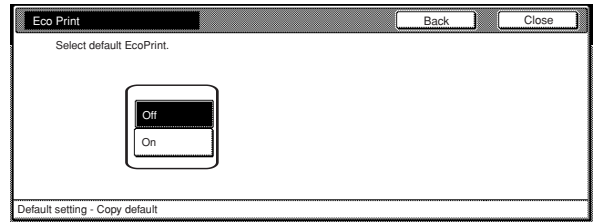


- 3 Touch the "On" key if you want to make the eco print mode the default setting in the initial mode.

Inch specifications



Metric specifications



#### NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

- 4 Touch the "Close" key. The touch panel will return to the screen in step 2.

- 5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.

- 6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

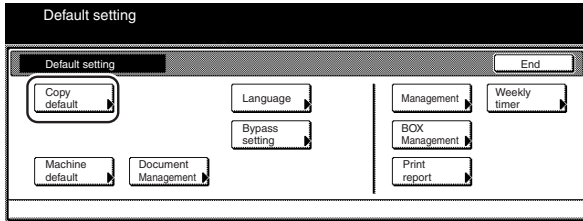


● **Black-line correction ON/OFF**

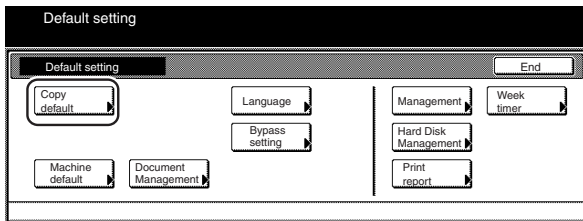
Perform the following procedure to turn black-line correction ON and make black lines, which appear on copies when you feed originals from the Document Processor (but they do not exist on the originals themselves), less apparent.

- 1 Display the "Copy default" screen.  
(See "(5) Accessing the copy default settings" on page 7-39.)

Inch specifications

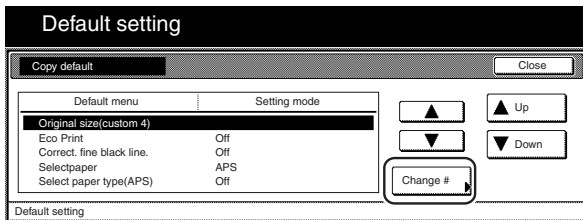


Metric specifications

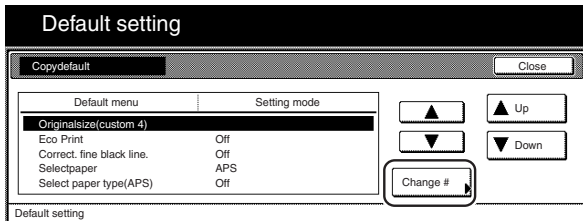


- 2 Select "Correct. fine black line." in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Correct. fine black line." screen will be displayed.

Inch specifications

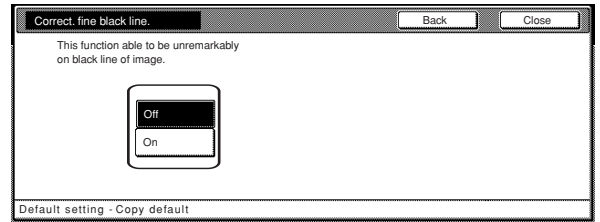


Metric specifications

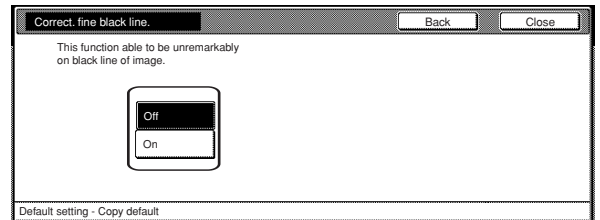


- 3 Touch the "On" key if you want to use black-line correction.

Inch specifications



Metric specifications



**NOTE**

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

- 4 Touch the "Close" key. The touch panel will return to the screen in step 2.

- 5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.

- 6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

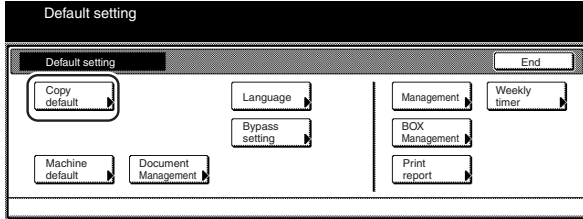
## Section 7 COPIER MANAGEMENT FUNCTIONS

### Paper selection

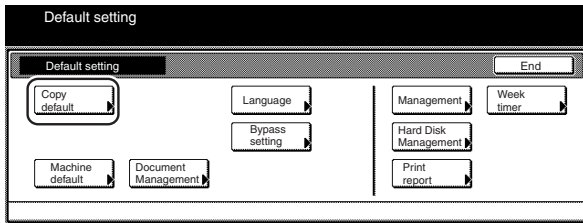
Perform the following procedure to set whether the copier will automatically select the same size of copy paper as the original once an original is set, or whether the designated default drawer[cassette] will be automatically selected.

- 1 Display the "Copy default" screen.  
(See "(5) Accessing the copy default settings" on page 7-39.)

Inch specifications

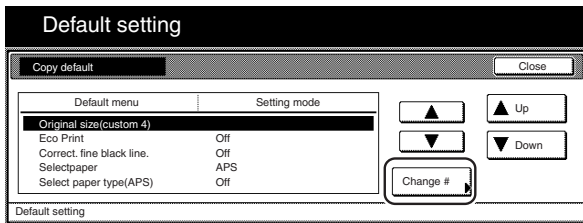


Metric specifications

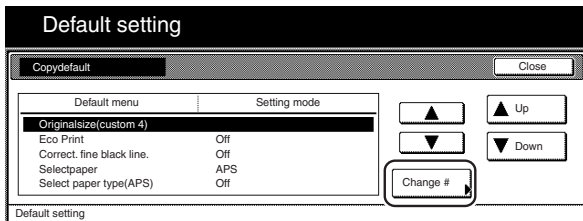


- 2 Select "Select paper" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Select paper" screen will be displayed.

Inch specifications

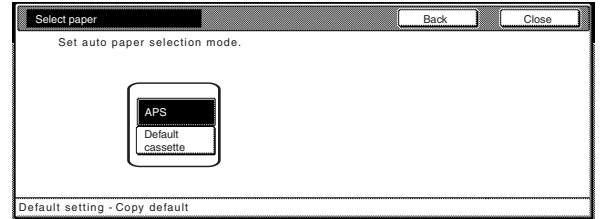


Metric specifications

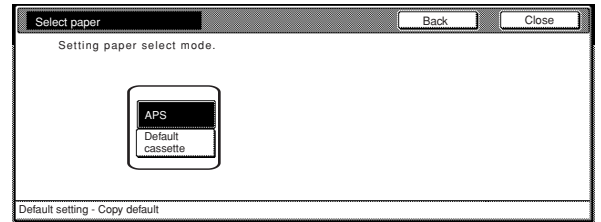


- 3 Touch the "APS" key to have the same size of copy paper as the original selected automatically, and the "Default drawer[cassette]" key to have paper fed from the designated default drawer[cassette].

Inch specifications



Metric specifications



#### NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

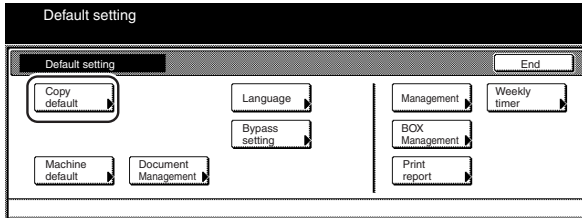
- 4 Touch the "Close" key. The touch panel will return to the screen in step 2.
- 5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.
- 6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● Paper type (auto paper selection mode)

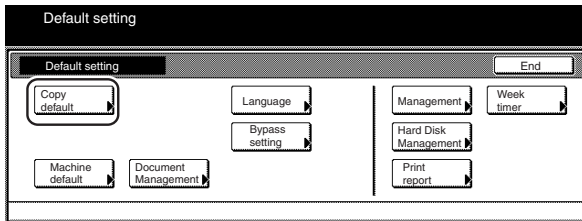
Perform the following procedure to set which types of paper can be selected under the auto paper selection mode.

- 1 Display the "Copy default" screen. (See "(5) Accessing the copy default settings" on page 7-39.)

Inch specifications

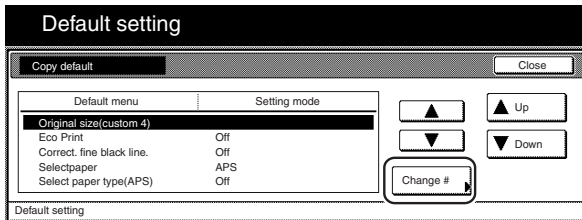


Metric specifications

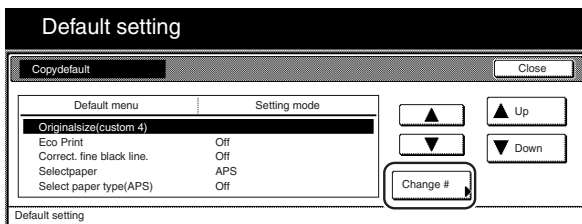


- 2 Select "Select paper type(APS)" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Select paper type(APS)" screen will be displayed.

Inch specifications

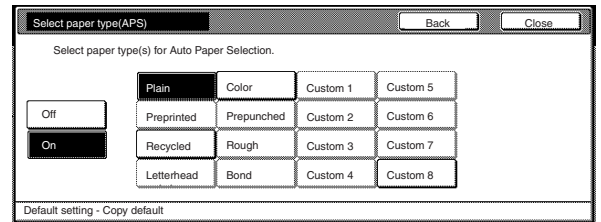


Metric specifications

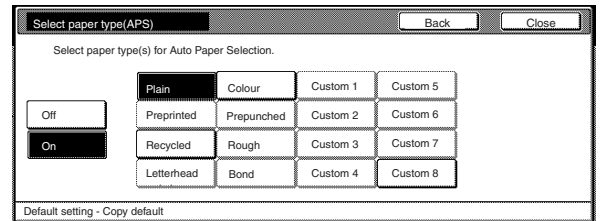


- 3 Touch the "On" key and then touch the key that corresponds to the types of paper you want to allow to be used under the auto paper selection mode. If you do NOT want to limit the types of paper that will be available for use in that mode, touch the "Off" key.

Inch specifications



Metric specifications



NOTES

- It is possible to select the type of paper that has been designated for the drawer[cassette] currently in use.
- If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

- 4 Touch the "Close" key. The touch panel will return to the screen in step 2.

- 5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.

- 6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

## Section 7 COPIER MANAGEMENT FUNCTIONS

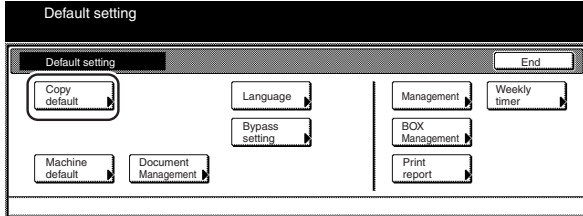
### ● Default drawer[cassette]

Perform the following procedure to set one drawer[cassette] that will be selected automatically regardless of the size of paper loaded in that drawer[cassette].

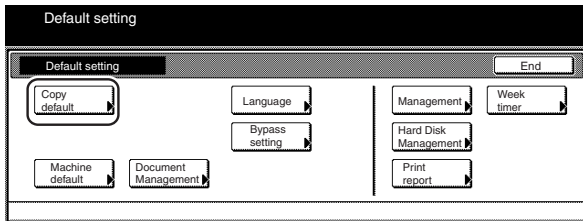
\* It is NOT possible to select the multi-bypass tray as the default drawer[cassette].

- 1 Display the "Copy default" screen.  
(See "(5) Accessing the copy default settings" on page 7-39.)

Inch specifications

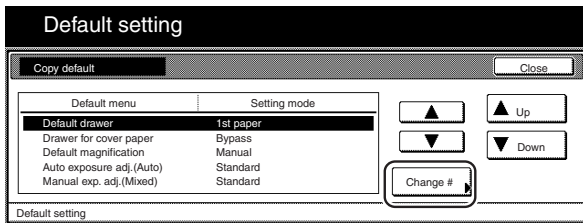


Metric specifications

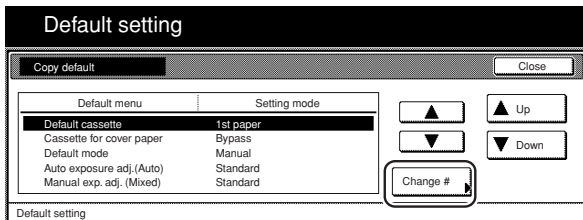


- 2 Select "Default drawer[cassette]" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Default drawer[cassette]" screen will be displayed.

Inch specifications

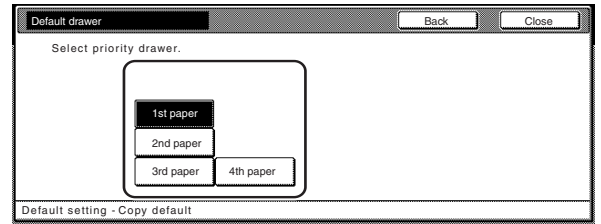


Metric specifications

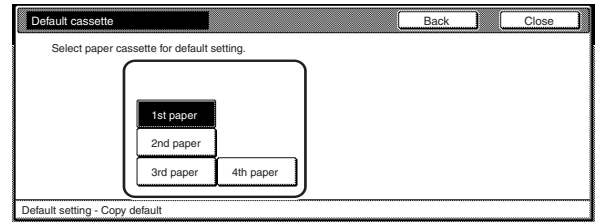


- 3 Touch the key that corresponds to the desired drawer[cassette].

Inch specifications



Metric specifications



### NOTES

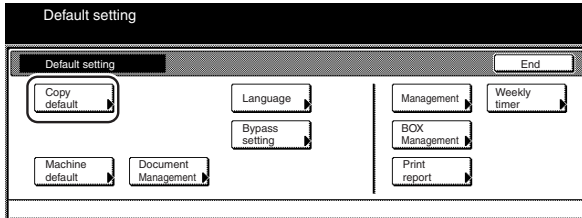
- If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.
  - The drawer[cassette] No.4 setting will only be displayed when the optional Side Feeder is installed on your copier.
- 4 Touch the "Close" key. The touch panel will return to the screen in step 2.
  - 5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.
  - 6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

### ● Cover drawer[cassette]

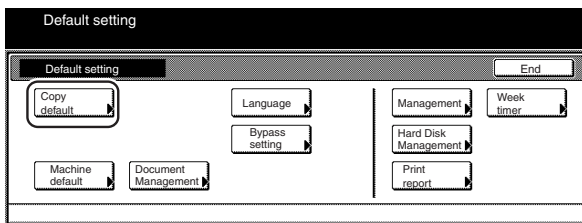
Perform the following procedure to set which drawer[cassette] will be used to feed the cover sheets in the cover mode, the booklet/stitching mode and the book to booklet mode.

- 1 Display the "Copy default" screen.  
(See "(5) Accessing the copy default settings" on page 7-39.)

Inch specifications

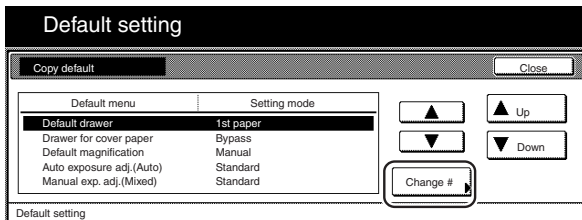


Metric specifications

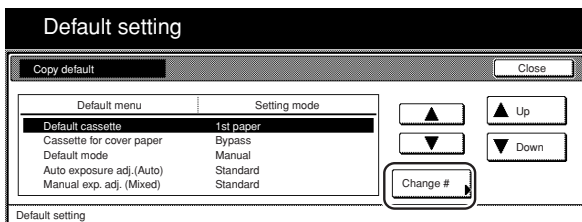


- 2 Select "Drawer for cover paper" ["Cassette for cover paper"] in the settings list on the left side of the touch panel and then touch the "Change #" key.  
The "Drawer for cover paper" ["Cassette for cover paper"] screen will be displayed.

Inch specifications

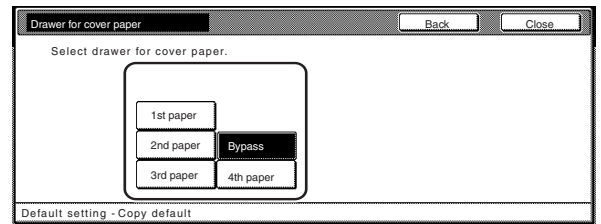


Metric specifications

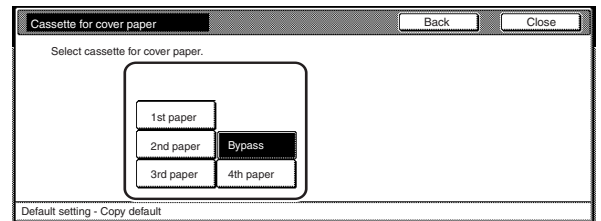


- 3 Touch the key that corresponds to the desired drawer[cassette].

Inch specifications



Metric specifications



### NOTES

- If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.
- The drawer[cassette] No.4 setting will only be displayed when the optional Side Feeder is installed on your copier.

- 4 Touch the "Close" key. The touch panel will return to the screen in step 2.

- 5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.

- 6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

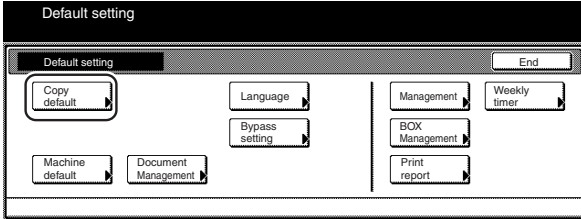
## Section 7 COPIER MANAGEMENT FUNCTIONS

### ● Default magnification ratio

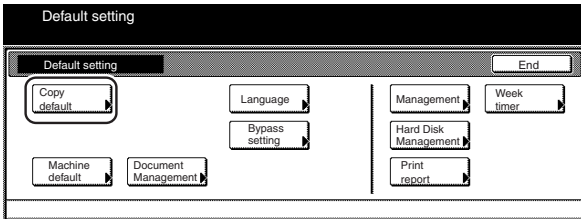
Perform the following procedure to set whether or not the appropriate magnification ratio to be calculated automatically when you select the size of copy paper.

- 1 Display the "Copy default" screen.  
(See "(5) Accessing the copy default settings" on page 7-39.)

Inch specifications



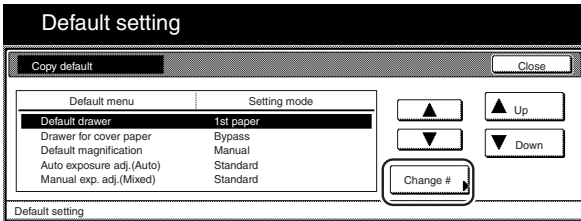
Metric specifications



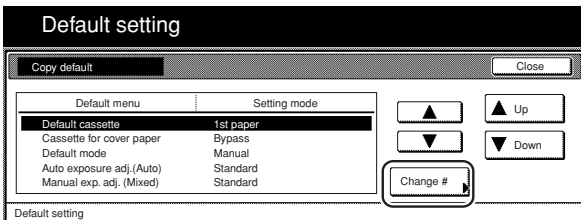
- 2 Select "Default magnification" ["Default mode"] in the settings list on the left side of the touch panel and then touch the "Change #" key.

The "Default magnification" ["Default mode"] screen will be displayed.

Inch specifications

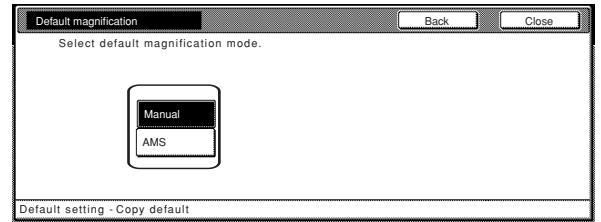


Metric specifications

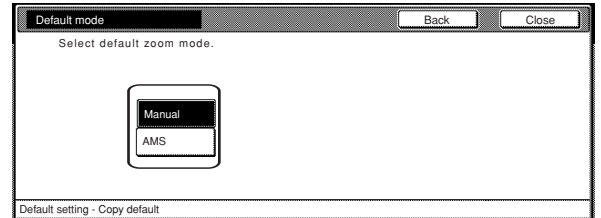


- 3 Touch the "Manual" key or the "AMS" key, as appropriate.

Inch specifications



Metric specifications



#### NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

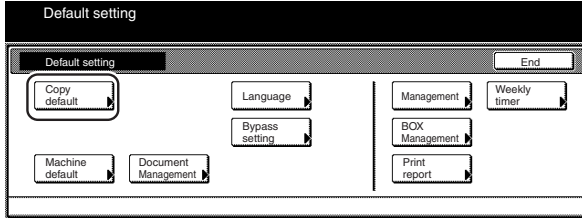
- 4 Touch the "Close" key. The touch panel will return to the screen in step 2.
- 5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.
- 6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● Auto exposure adjustment

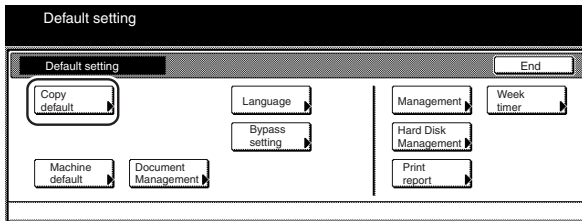
Perform the following procedure to adjust the overall exposure level for the auto exposure mode.

- 1 Display the "Copy default" screen. (See "(5) Accessing the copy default settings" on page 7-39.)

Inch specifications



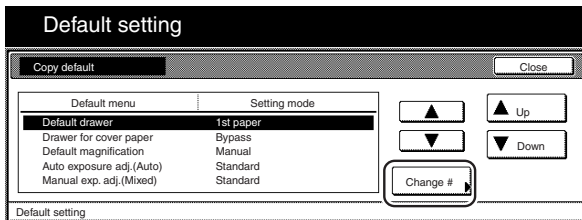
Metric specifications



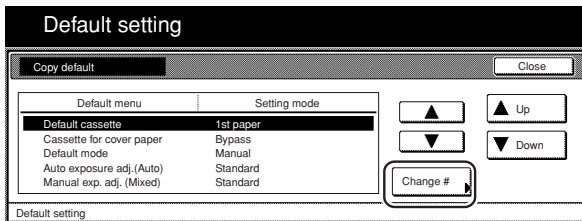
- 2 Select "Auto exposure adj. (Auto)" in the settings list on the left side of the touch panel and then touch the "Change #" key.

The "Auto exposure adj. (Auto)" screen will be displayed.

Inch specifications

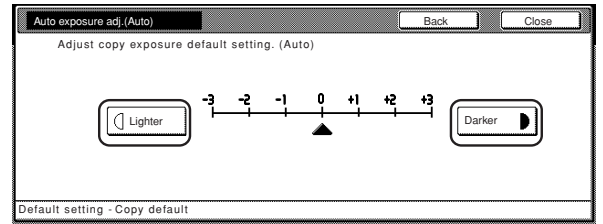


Metric specifications

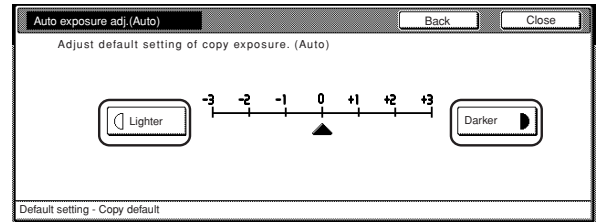


- 3 Touch the "Lighter" key or the "Darker" key, as appropriate, to move the cursor on the exposure scale and adjust the exposure as desired.

Inch specifications



Metric specifications



NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

- 4 Touch the "Close" key. The touch panel will return to the screen in step 2.

- 5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.

- 6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

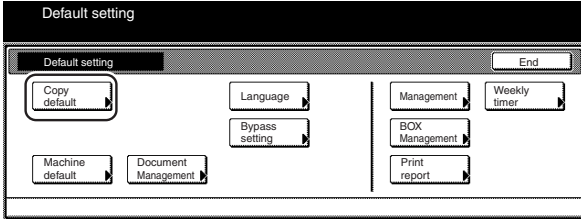
## Section 7 COPIER MANAGEMENT FUNCTIONS

### ● Auto exposure adjustment (OCR)

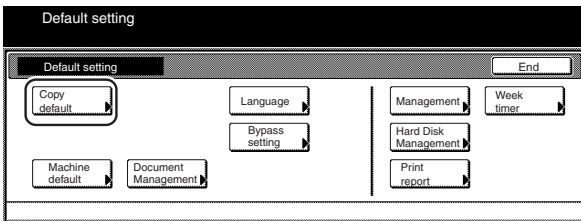
Perform the following procedure to adjust the overall exposure level for scanning with OCR (Optical Character Recognition) software when using the optional scanner functions of this copier.

- 1 Display the "Copy default" screen.  
(See "(5) Accessing the copy default settings" on page 7-39.)

Inch specifications



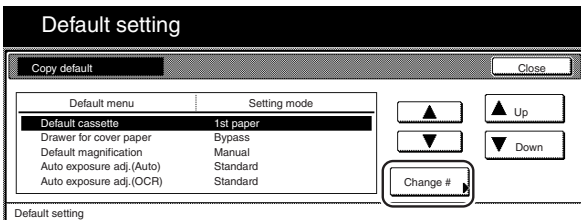
Metric specifications



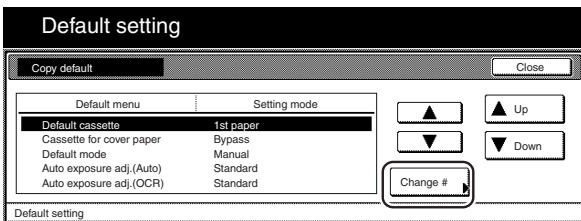
- 2 Select "Auto exposure adj. (OCR)" in the settings list on the left side of the touch panel and then touch the "Change #" key.

The "Auto exposure adj. (OCR)" screen will be displayed.

Inch specifications

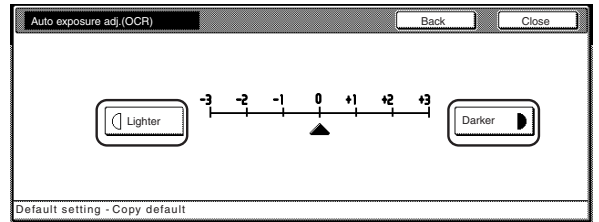


Metric specifications

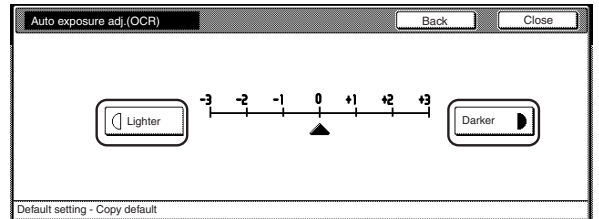


- 3 Touch the "Lighter" key or the "Darker" key, as appropriate, to move the cursor on the exposure scale and adjust the exposure as desired.

Inch specifications



Metric specifications



#### NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

- 4 Touch the "Close" key. The touch panel will return to the screen in step 2.

- 5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.

- 6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

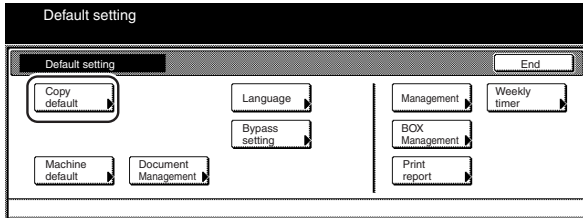


● **Manual exposure adjustment (text+photo mode)**

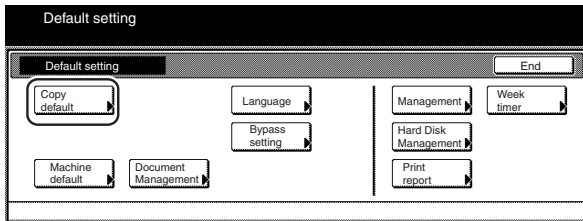
Perform the following procedure to adjust the median exposure value when the text+photo mode is selected for the image quality.

- 1 Display the "Copy default" screen.  
(See "(5) Accessing the copy default settings" on page 7-39.)

Inch specifications

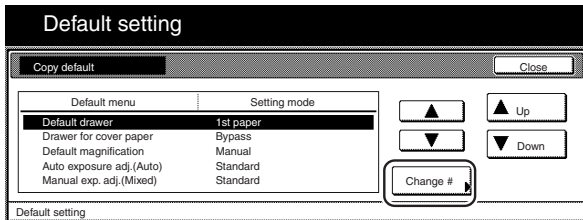


Metric specifications

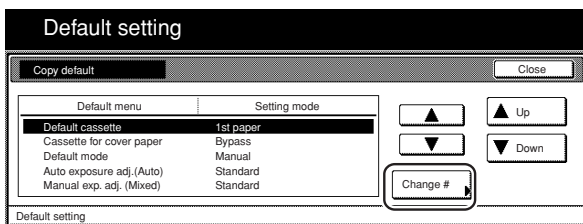


- 2 Select "Manual exp.adj. (Mixed)" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Manual exp.adj. (Mixed)" screen will be displayed.

Inch specifications

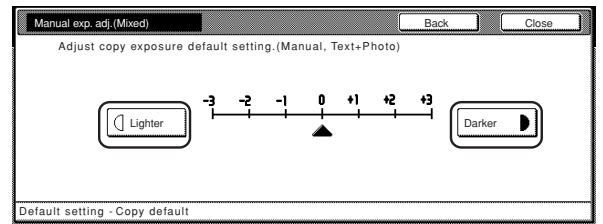


Metric specifications

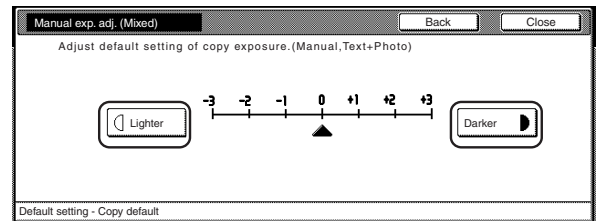


- 3 Touch the "Lighter" key or the "Darker" key, as appropriate, to move the cursor on the exposure scale and adjust the exposure as desired.

Inch specifications



Metric specifications



**NOTE**

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

- 4 Touch the "Close" key. The touch panel will return to the screen in step 2.
- 5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.
- 6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

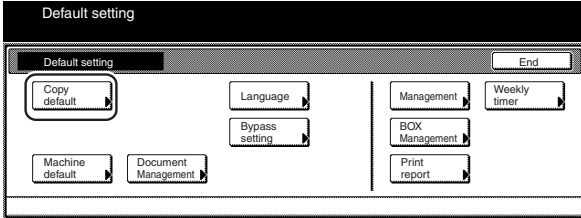
## Section 7 COPIER MANAGEMENT FUNCTIONS

### ● Manual exposure adjustment (text mode)

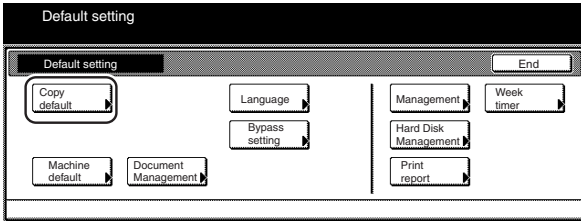
Perform the following procedure to adjust the median exposure value when the text mode is selected for the image quality.

- 1 Display the “Copy default” screen.  
(See “(5) Accessing the copy default settings” on page 7-39.)

Inch specifications

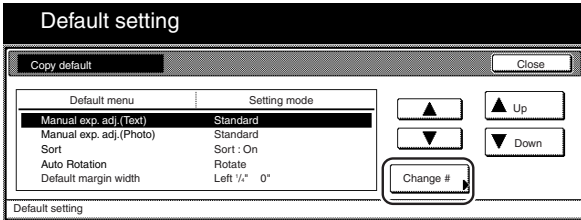


Metric specifications

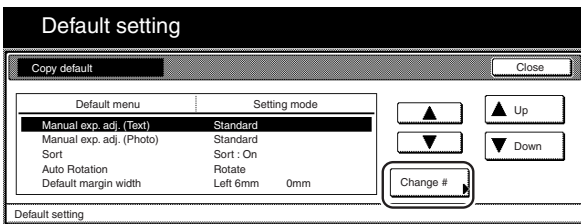


- 2 Select “Manual exp.adj. (Text)” in the settings list on the left side of the touch panel and then touch the “Change #” key. The “Manual exp.adj. (Text)” screen will be displayed.

Inch specifications

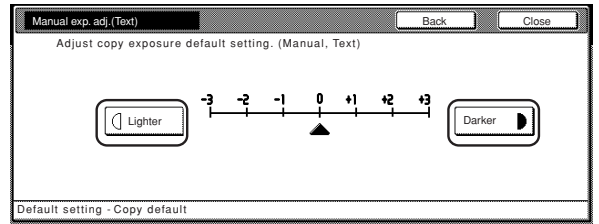


Metric specifications

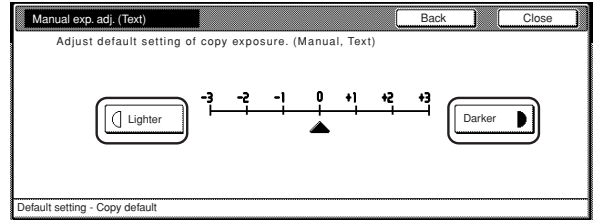


- 3 Touch the “Lighter” key or the “Darker” key, as appropriate, to move the cursor on the exposure scale and adjust the exposure as desired.

Inch specifications



Metric specifications



#### NOTE

If you want to quit the displayed setting without changing it, touch the “Back” key. The touch panel will return to the screen in step 2.

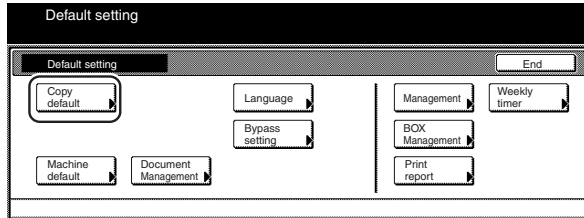
- 4 Touch the “Close” key. The touch panel will return to the screen in step 2.
- 5 Touch the “Close” key once again. The touch panel will return to the “Default setting” screen.
- 6 Touch the “End” key. The touch panel will return to the contents of the “Basic” tab.

● Manual exposure adjustment (photo mode)

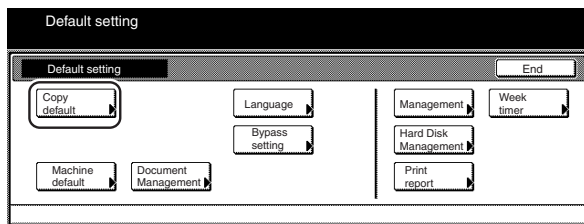
Perform the following procedure to adjust the median exposure value when the photo mode is selected for the image quality.

- 1 Display the "Copy default" screen. (See "(5) Accessing the copy default settings" on page 7-39.)

Inch specifications



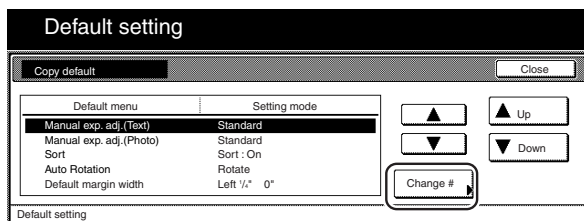
Metric specifications



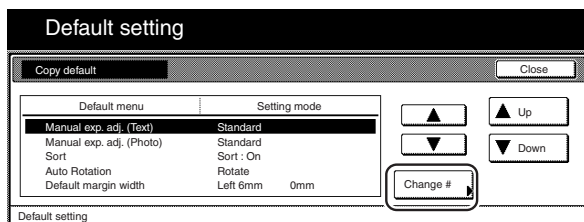
- 2 Select "Manual exp.adj. (Photo)" in the settings list on the left side of the touch panel and then touch the "Change #" key.

The "Manual exp.adj. (Photo)" screen will be displayed.

Inch specifications

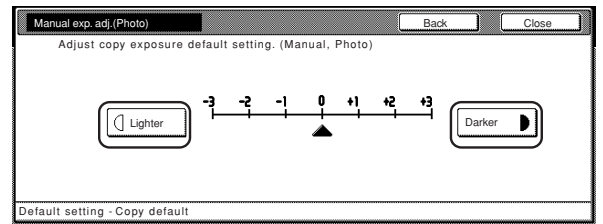


Metric specifications

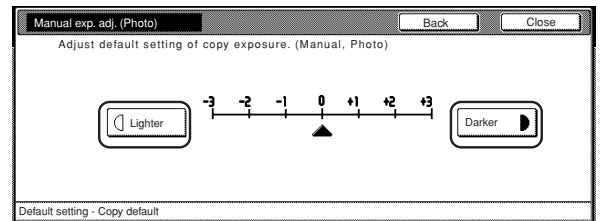


- 3 Touch the "Lighter" key or the "Darker" key, as appropriate, to move the cursor on the exposure scale and adjust the exposure as desired.

Inch specifications



Metric specifications



NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

- 4 Touch the "Close" key. The touch panel will return to the screen in step 2.
- 5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.
- 6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

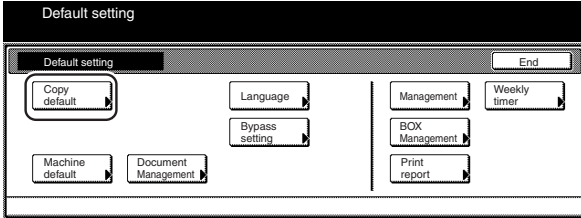
## Section 7 COPIER MANAGEMENT FUNCTIONS

### ● Sort mode ON/OFF

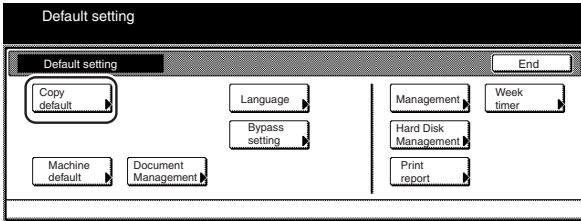
Perform the following procedure to determine whether or not the Sort mode will be the default setting in the initial mode.

- 1 Display the "Copy default" screen.  
(See "(5) Accessing the copy default settings" on page 7-39.)

Inch specifications

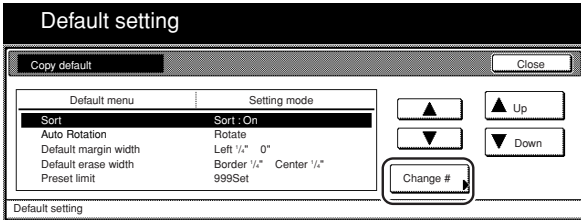


Metric specifications

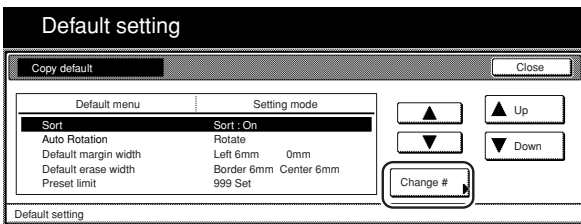


- 2 Select "Sort" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Sort" screen will be displayed.

Inch specifications

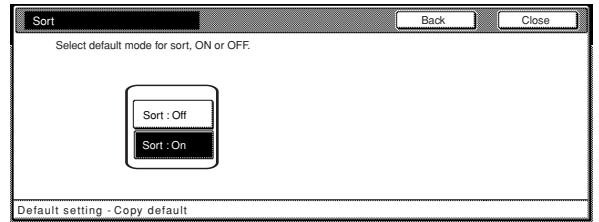


Metric specifications

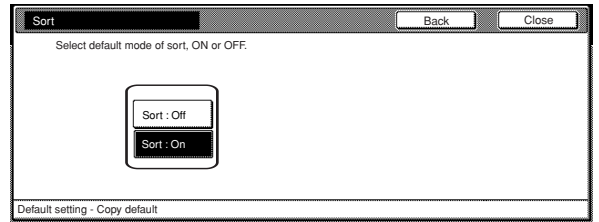


- 3 Touch the "Sort:On" key if you want to make the Sort mode the default setting in the initial mode.

Inch specifications



Metric specifications



### NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

- 4 Touch the "Close" key. The touch panel will return to the screen in step 2.

- 5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.

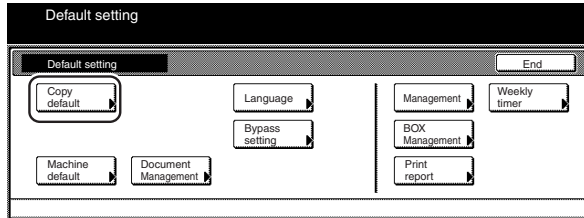
- 6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

## ● Auto Rotation mode ON/OFF

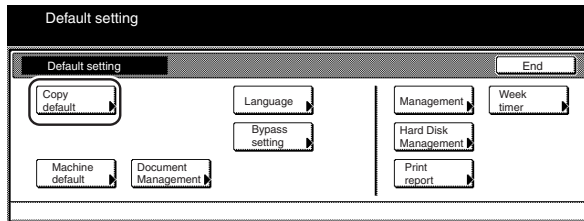
Perform the following procedure to determine whether or not the Auto Rotation mode will be the default setting in the initial mode.

- 1 Display the "Copy default" screen.  
(See "(5) Accessing the copy default settings" on page 7-39.)

Inch specifications

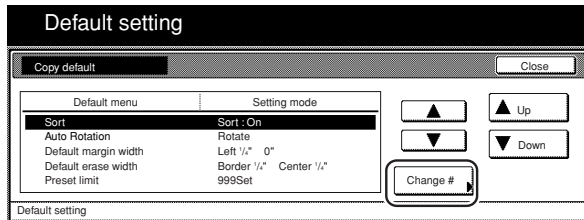


Metric specifications

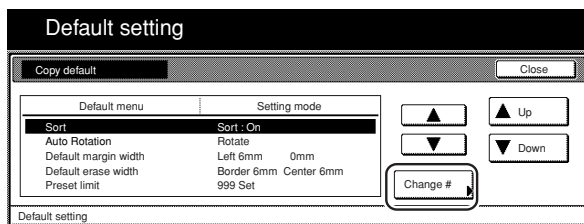


- 2 Select "Auto Rotation" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Auto Rotation" screen will be displayed.

Inch specifications

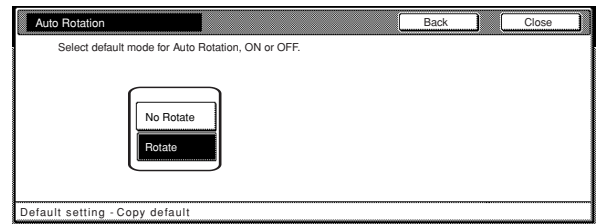


Metric specifications

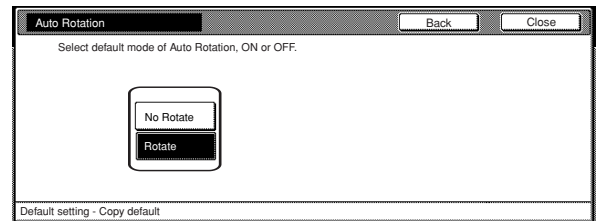


- 3 Touch the "Rotate" key if you want to make the Auto Rotation mode the default setting in the initial mode.

Inch specifications



Metric specifications



### NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

- 4 Touch the "Close" key. The touch panel will return to the screen in step 2.

- 5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.

- 6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

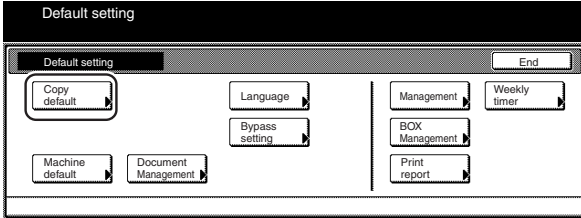
## Section 7 COPIER MANAGEMENT FUNCTIONS

### ● Margin width

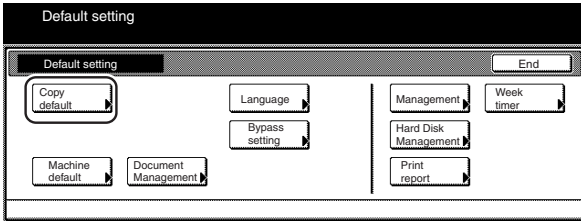
Perform the following procedure to determine the default value of the location and width of the margins in the margin mode.

- 1 Display the "Copy default" screen.  
(See "(5) Accessing the copy default settings" on page 7-39.)

Inch specifications

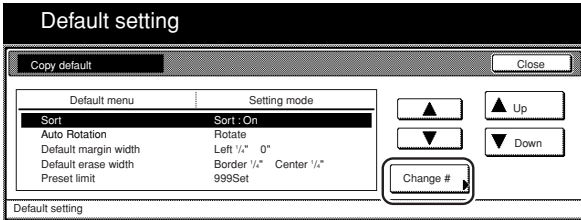


Metric specifications

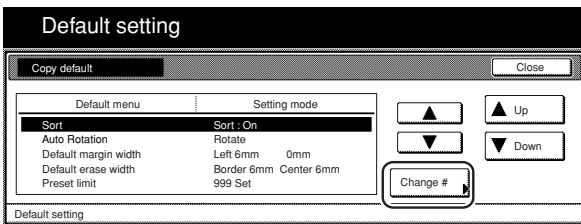


- 2 Select "Default margin width" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Default margin width" screen will be displayed.

Inch specifications

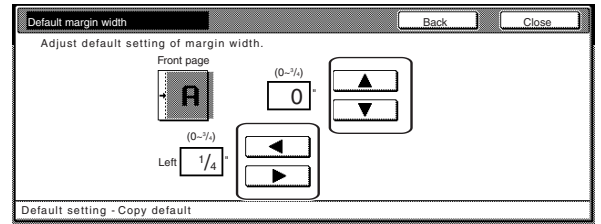


Metric specifications

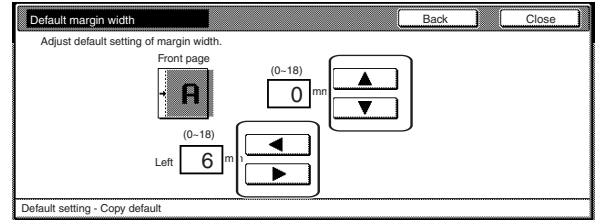


- 3 Touch the "◀" key or the "▶" key, and the "▲" key or the "▼" key, as desired, to change the default margins and margin widths to the desired setting.

Inch specifications



Metric specifications



#### NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

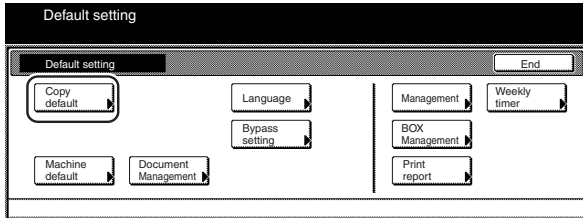
- 4 Touch the "Close" key. The touch panel will return to the screen in step 2.
- 5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.
- 6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

● Erased border width

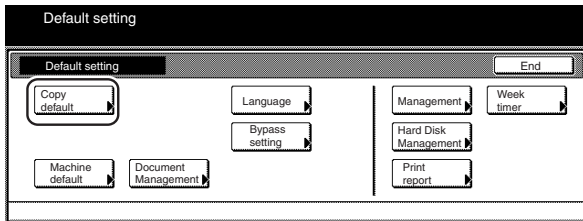
Perform the following procedure to determine the default value for the width of the border to be erased in the two border erase modes.

- 1 Display the "Copy default" screen. (See "(5) Accessing the copy default settings" on page 7-39.)

Inch specifications

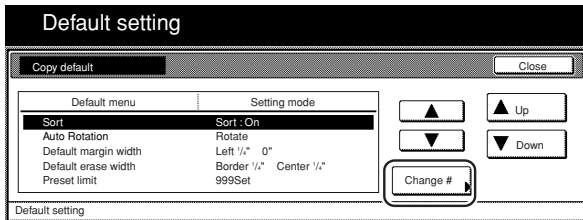


Metric specifications

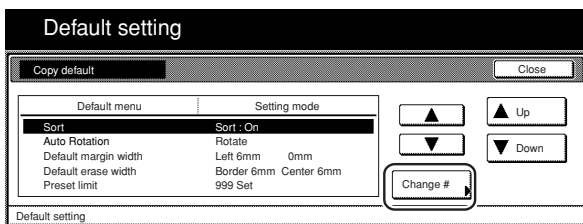


- 2 Select "Default erase width" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Default erase width" screen will be displayed.

Inch specifications

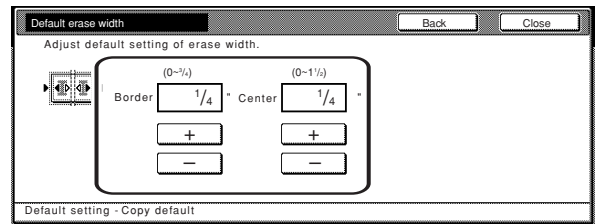


Metric specifications

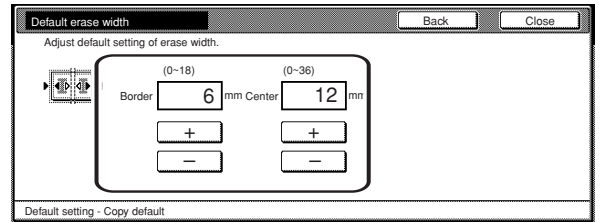


- 3 Touch the "+" key or the "-" key under the "Border" and "Center" fields to change the displayed widths to those desired.

Inch specifications



Metric specifications



NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

- 4 Touch the "Close" key. The touch panel will return to the screen in step 2.
- 5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.
- 6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

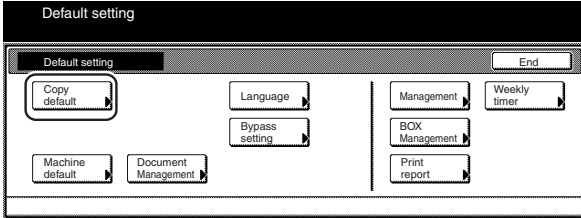
## Section 7 COPIER MANAGEMENT FUNCTIONS

### ● Copy limit

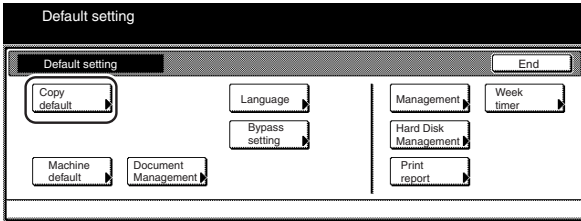
Perform the following procedure to set the limit for the number of copies (or copy sets) that can be made at a time.

- 1 Display the "Copy default" screen.  
(See "(5) Accessing the copy default settings" on page 7-39.)

Inch specifications

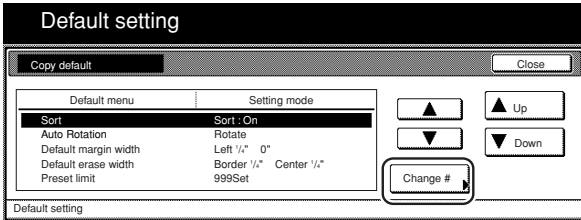


Metric specifications

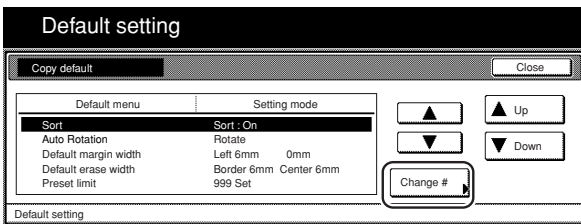


- 2 Select "Preset limit" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Preset limit" screen will be displayed.

Inch specifications

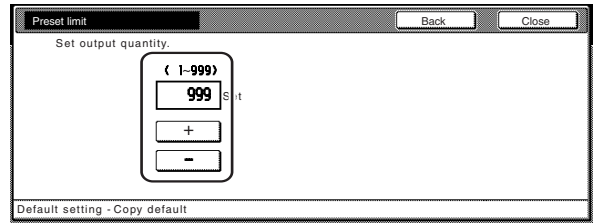


Metric specifications

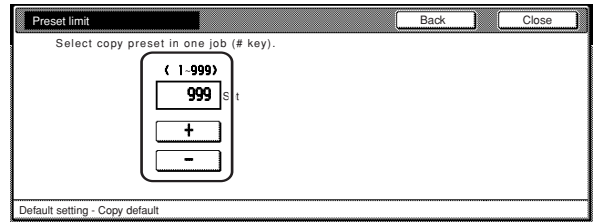


- 3 Touch the "+" key or the "-" key to change the copy limit to the desired setting.

Inch specifications



Metric specifications



#### NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

- 4 Touch the "Close" key. The touch panel will return to the screen in step 2.

- 5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.

- 6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

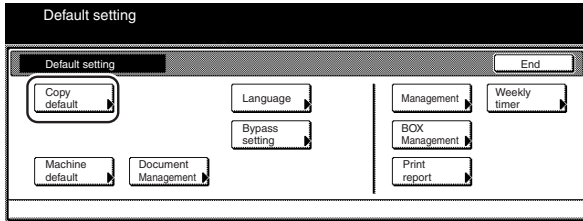


● Repeat copying ON/OFF

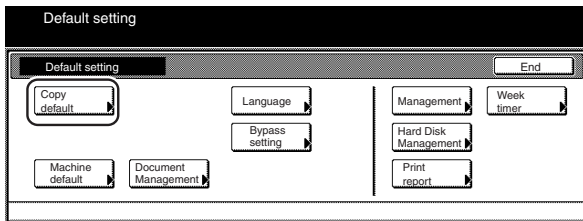
Perform the following procedure to set whether or not to prohibit repeat copying, as well as whether or not to make repeat copying the default setting in the initial mode.

- 1 Display the "Copy default" screen.  
(See "(5) Accessing the copy default settings" on page 7-39.)

Inch specifications

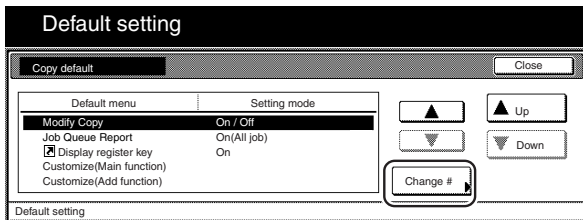


Metric specifications

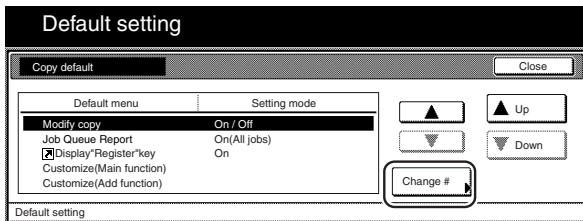


- 2 Select "Modify Copy" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Modify Copy" screen will be displayed.

Inch specifications

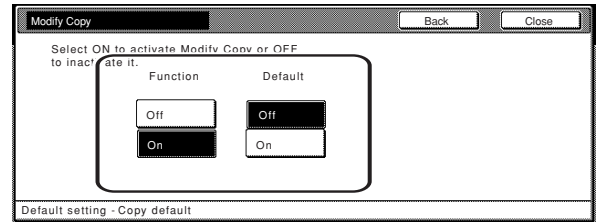


Metric specifications

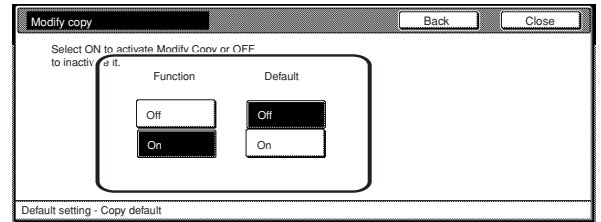


- 3 If you want to prohibit repeat copying, touch the "Off" key. If you want to make repeat copying the default setting in the initial mode, touch the "On" key.

Inch specifications



Metric specifications



NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

- 4 Touch the "Close" key. The touch panel will return to the screen in step 2.
- 5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.
- 6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

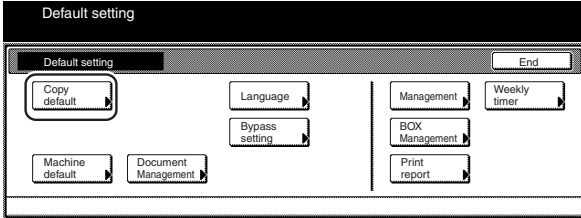
## Section 7 COPIER MANAGEMENT FUNCTIONS

### ● “Job history” screen ON/OFF

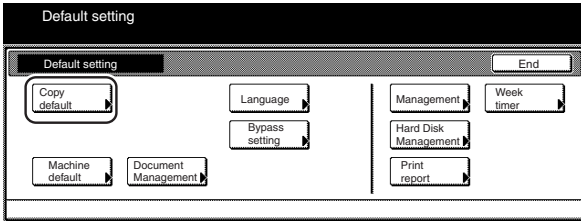
Perform the following procedure to set the contents of the “Job history” screen or turn display of that screen OFF.

- 1 Display the “Copy default” screen.  
(See “(5) Accessing the copy default settings” on page 7-39.)

Inch specifications

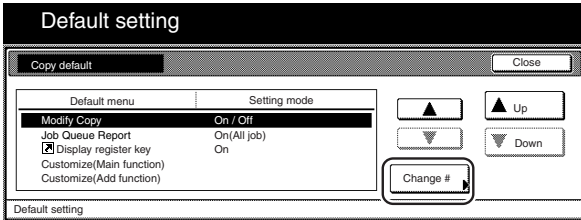


Metric specifications

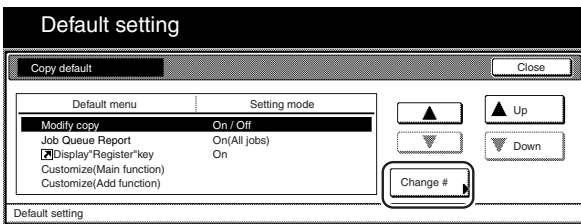


- 2 Select “Job Queue Report” in the settings list on the left side of the touch panel and then touch the “Change #” key. The “Job Queue Report” screen will be displayed.

Inch specifications

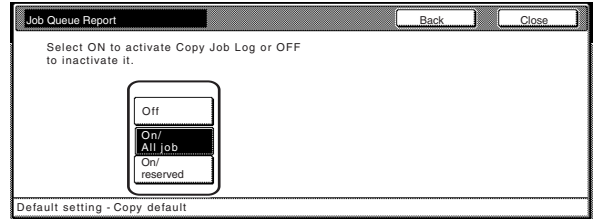


Metric specifications

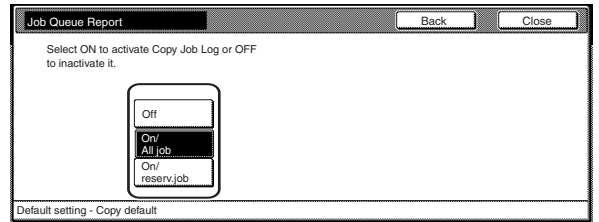


- 3 If you do NOT want to display the “Job history” screen, touch the “Off” key. If you DO want to display the “Job history” screen, touch the “On/All job” key or the “On/reserved” [“On/reserv.job”] key, as appropriate.

Inch specifications



Metric specifications



#### NOTE

If you want to quit the displayed setting without changing it, touch the “Back” key. The touch panel will return to the screen in step 2.

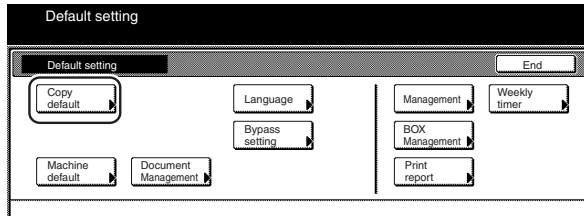
- 4 Touch the “Close” key. The touch panel will return to the screen in step 2.
- 5 Touch the “Close” key once again. The touch panel will return to the “Default setting” screen.
- 6 Touch the “End” key. The touch panel will return to the contents of the “Basic” tab.

● Registration keys ON/OFF

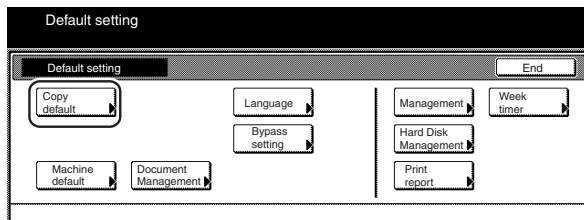
Perform the following procedure to set whether or not to allow a "Register" key to be displayed in the screen for those function and modes which can be registered under the registration keys. Functions and/or modes can only be registered under registration keys through the "Register" key.

- 1 Display the "Copy default" screen. (See "(5) Accessing the copy default settings" on page 7-39.)

Inch specifications

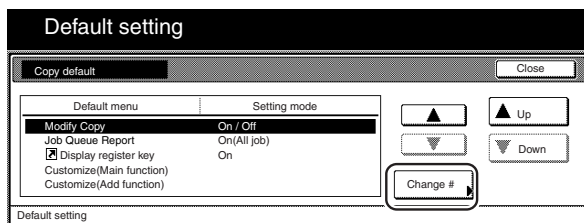


Metric specifications

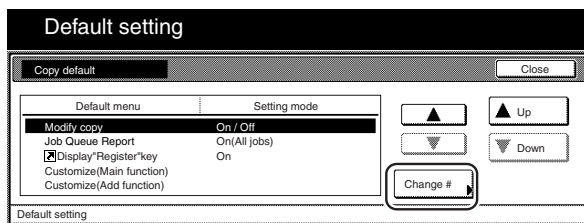


- 2 Select "Display register key" ["Display "Register" key"] in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Display register key" ["Display "Register" key"] screen will be displayed.

Inch specifications

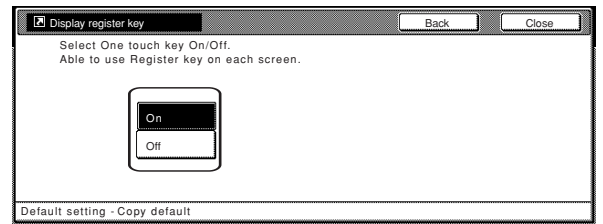


Metric specifications

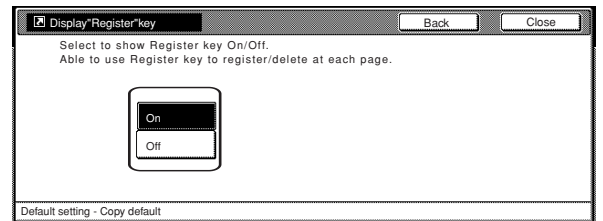


- 3 If you want the "Register" key to be displayed, touch the "On" key. If you do NOT want it to be displayed, touch the "Off" key.

Inch specifications



Metric specifications



NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

- 4 Touch the "Close" key. The touch panel will return to the screen in step 2.
- 5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.
- 6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

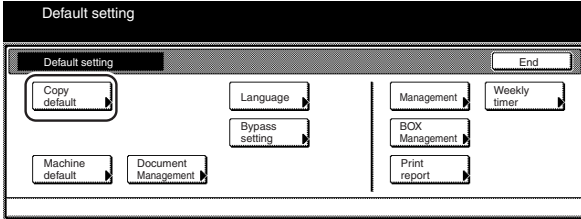
## Section 7 COPIER MANAGEMENT FUNCTIONS

### ● Customize screen layout (Main functions)

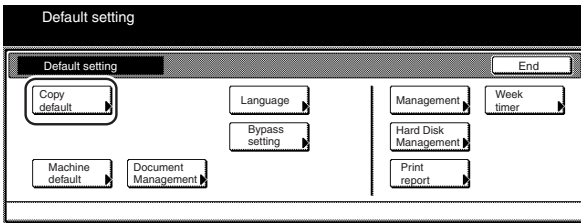
Perform the following procedure to change the order of the main functions and modes that are displayed in the “Basic” and the “User choice” tabs in order to make the display more appropriate to the way you use the copier.

- 1 Display the “Copy default” screen.  
(See “(5) Accessing the copy default settings” on page 7-39.)

Inch specifications



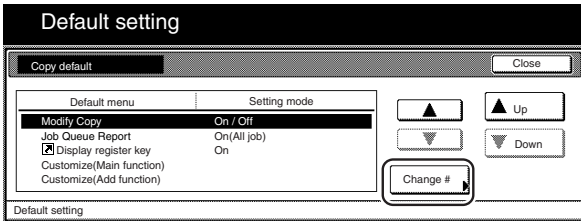
Metric specifications



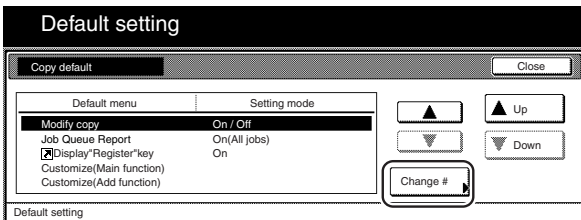
- 2 Select “Customize(Main function)” in the settings list on the left side of the touch panel and then touch the “Change #” key.

The “Customize(Main function)” screen will be displayed.

Inch specifications

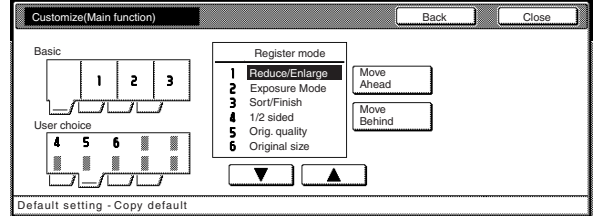


Metric specifications

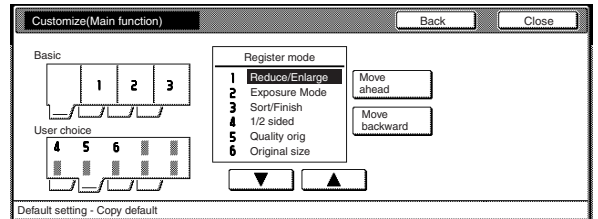


- 3 If you want to change the order of the basic functions and modes, touch the “▲” or the “▼” cursor key to select the item you want to move. Then touch the “Move ahead” key or the “Move behind” [“Move backward”] key to move that item and change the order of display. The final display of the basic functions and modes will be in accordance with the numbers in the list and those shown in the tabs to the left of that list.

Inch specifications



Metric specifications



#### NOTE

If you want to quit the displayed setting without changing it, touch the “Back” key. The touch panel will return to the screen in step 2.

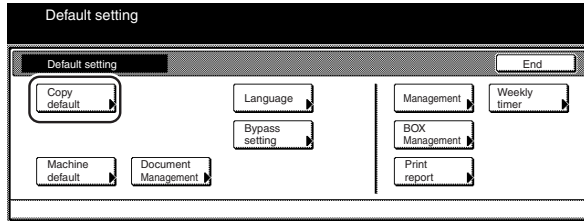
- 4 Touch the “Close” key. The touch panel will return to the screen in step 2.
- 5 Touch the “Close” key once again. The touch panel will return to the “Default setting” screen.
- 6 Touch the “End” key. The touch panel will return to the contents of the “Basic” tab.

● **Customize screen layout (Add functions)**

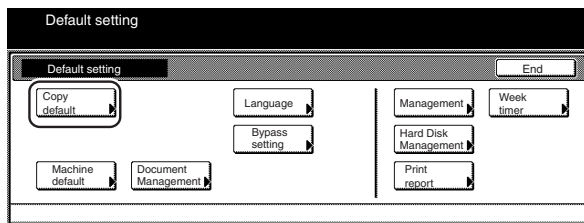
Perform the following procedure to add often-used functions and/or modes, or to change the order of their layout, in order to make the display more appropriate to the way you use the copier.

- 1 Display the "Copy default" screen.  
(See "(5) Accessing the copy default settings" on page 7-39.)

Inch specifications



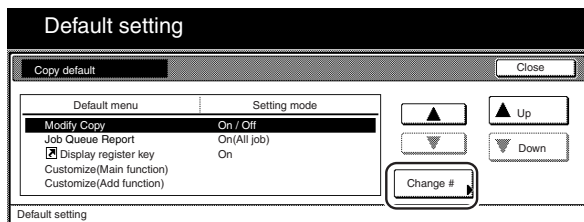
Metric specifications



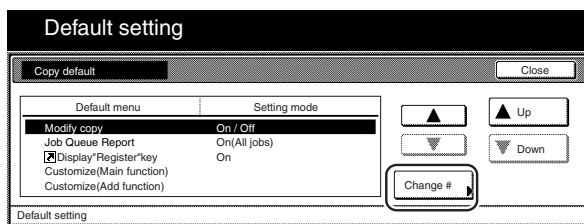
- 2 Select "Customize(Add function)" in the settings list on the left side of the touch panel and then touch the "Change #" key.

The "Customize(Add function)" screen will be displayed.

Inch specifications

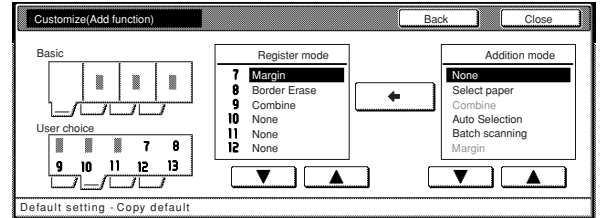


Metric specifications

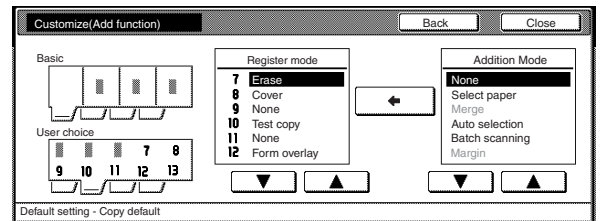


- 3 If you want to add functions and/or modes to the "User choice" tab, touch the "▲" or the "▼" cursor key under the list on the right to select the item you want to add. Then touch the "▲" or the "▼" cursor key under the list on the left to select in what order you want it to be added in that tab. Finally, touch the "←" key to add the selected item to the "User choice" tab.

Inch specifications



Metric specifications



**NOTE**

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

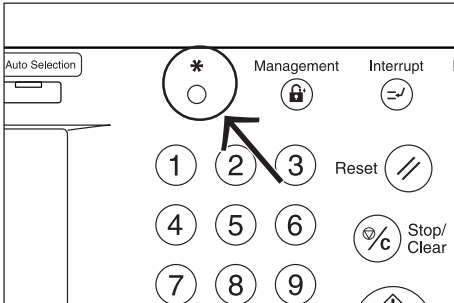
- 4 Touch the "Close" key. The touch panel will return to the screen in step 2.
- 5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.
- 6 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

# 4. Multi-bypass tray paper settings

## (1) Paper size and type

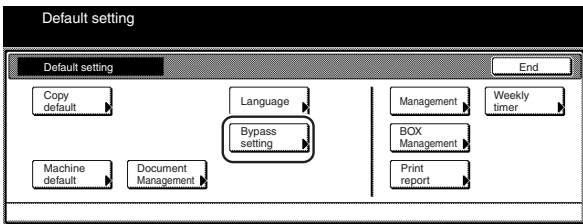
Perform the following procedure in order to use the multi-bypass tray to feed copy paper.

- 1 With the content of the “Basic” tab displayed, press the [\*] key. The “Default setting” screen will be displayed.

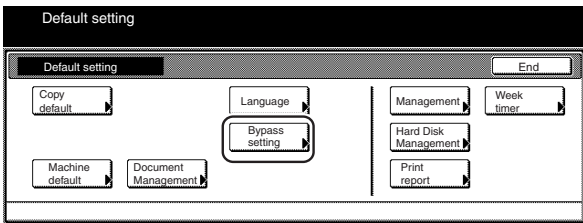


- 2 Touch the “Bypass setting” key. The “Bypass setting” screen will be displayed.

Inch specifications

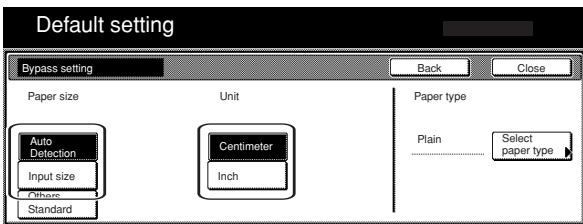


Metric specifications

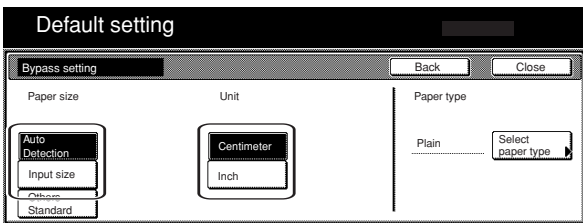


- 3 Specify the desired method of selecting the paper size. If you select “Auto Detection” here, select the desired unit of measure (“Centimeter” or “Inch”) as well, and then go directly to step 5. If you want to select a custom paper size, touch the “Input size” and then go to the next step.

Inch specifications

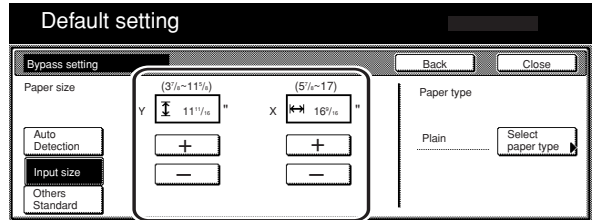


Metric specifications

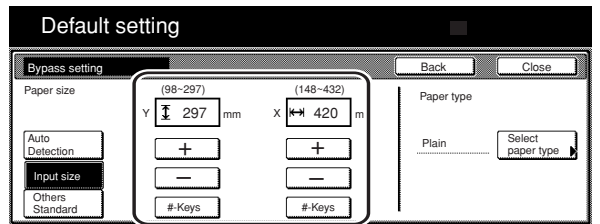


- 4 Touch the “+” key or the “-” key to change each of the displayed sizes (length and width) to the desired settings.
  - \* In metric specification copiers, the desired sizes can also be entered directly by touching the corresponding “#keys” key and then using the keypad.

Inch specifications



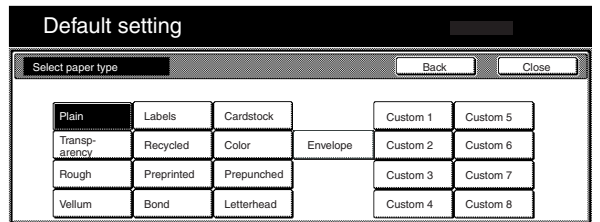
Metric specifications



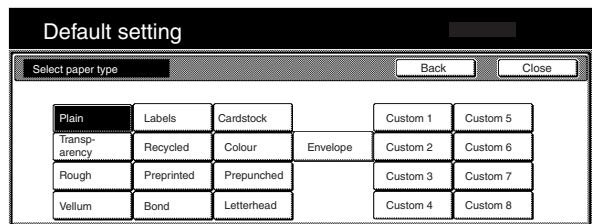
- 5 Touch the “Select paper type” key. The “Select paper type” screen will be displayed.

- 6 Touch the key that corresponds to the type of paper to be used, and then touch the “Close” key. The touch panel will return to the screen in step 4.

Inch specifications



Metric specifications

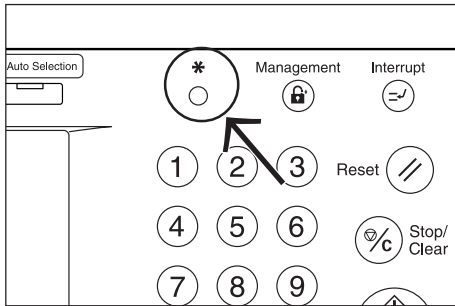


- 7 Touch the “Close” key once again. The touch panel will return to the screen in step 2. Touch the “End” key. The touch panel will return to the contents of the “Basic” tab.

**(2) Selecting other standard sizes**

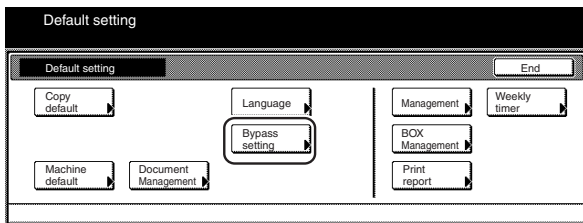
Perform the following procedure when you want to print out onto other standard sizes of special paper.

- 1 With the content of the “Basic” tab displayed, press the [\*] key. The “Default setting” screen will be displayed.

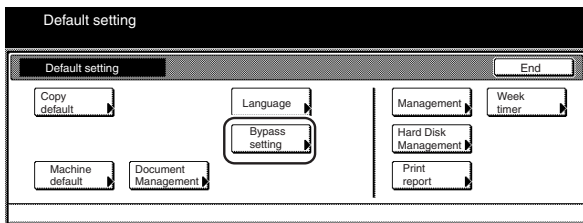


- 2 Touch the “Bypass setting” key. The “Bypass setting” screen will be displayed.

Inch specifications

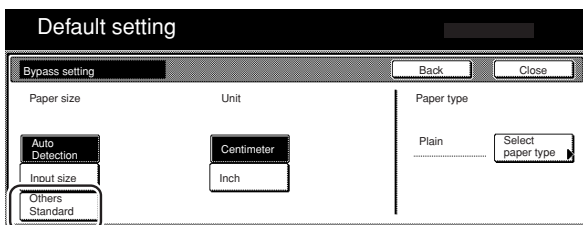


Metric specifications

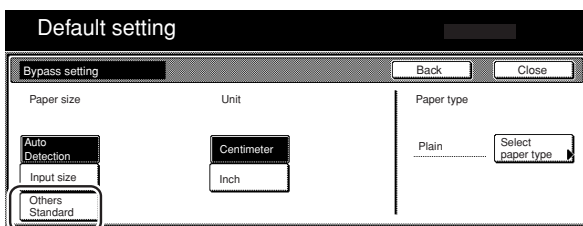


- 3 Touch the “Others Standard” key.

Inch specifications

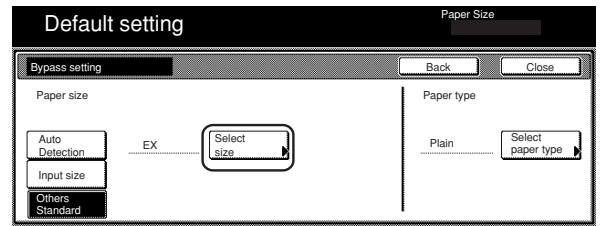


Metric specifications

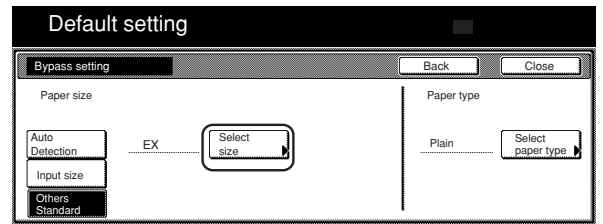


- 4 Touch the “Select size” key. The “Select size” screen will be displayed.

Inch specifications

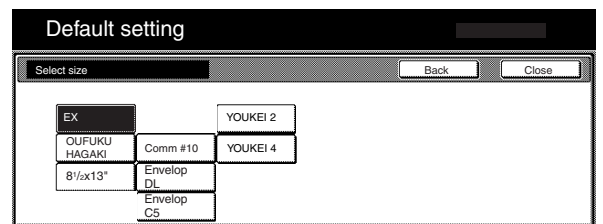


Metric specifications

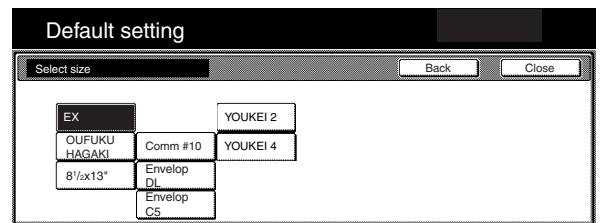


- 5 Touch the key that corresponds to the size of paper you want to use, and then touch the “Close” key. The touch panel will return to the screen in step 4.

Inch specifications



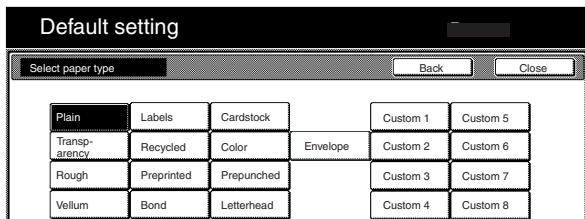
Metric specifications



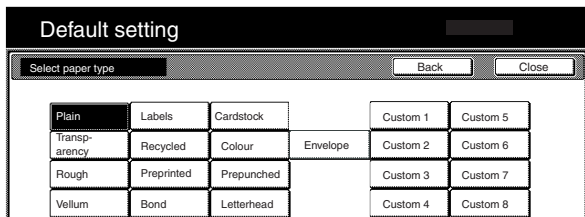
## Section 7 COPIER MANAGEMENT FUNCTIONS

- 6** Touch the “Select paper type” key. The “Select paper type” screen will be displayed. Touch the key that corresponds to the type of paper you want to use, and then touch the “Close” key. The touch panel will return to the screen in step 4.

Inch specifications



Metric specifications



- 7** Touch the “Close” key. The touch panel will return to the screen in step 2. Touch the “End” key. The touch panel will return to the contents of the “Basic” tab.



## 5. Box management default settings

Perform the following settings in order to manage the “boxes” that are used under the document management functions.

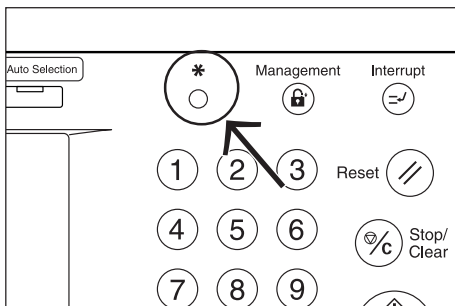
### (1) Box settings

Setting	Description	Reference page
● Document list print out	This procedure will allow you to print out a list of all of the images stored in the box for the form overlay mode, of the documents stored in the shared data box or of the documents stored in the synergy print boxes.	7-70
● Reset box	This procedure will delete all of the image data that is stored in the “Form” box, as well as the documents stored in the shared data box and the synergy print boxes. Make absolutely certain that you do not need the corresponding data before you attempt to delete it.	7-71
● Box name & password / Clear data in box	This procedure will allow you to change the name and password for any one of the synergy print boxes as well as delete at one time all of the data registered in any one box. If you register a password for any of these boxes, you will need to enter the registered password in order to print out or delete any documents that are stored in that box.	7-71
● Document save time	This procedure will allow you to select the length of time that will elapse before each job in a synergy print box is automatically deleted. Set this time to any number of days between 1 and 7. * This setting cannot be made independently for each box.	7-73

### (2) Accessing the box management default settings

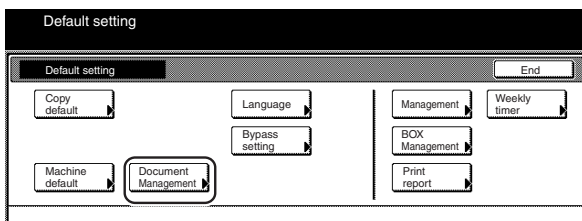
Perform the following procedure when you want to access the “Document Management” screen for each of the various box management default settings.

- 1 With the content of the “Basic” tab displayed, press the [\*] key. The “Default setting” screen will be displayed.

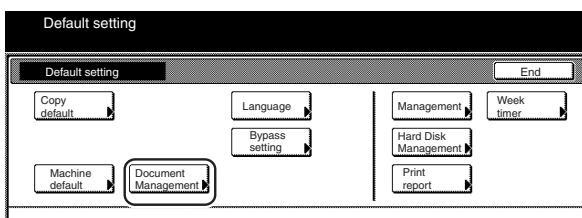


- 2 Touch the “Document Management” key.

Inch specifications

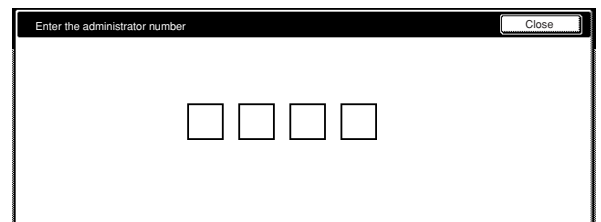


Metric specifications

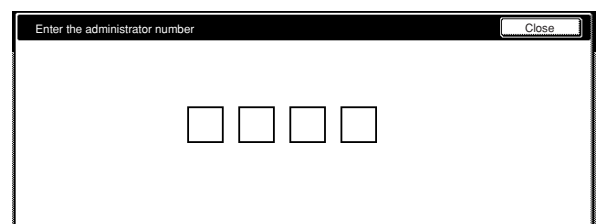


- 3 Use the keypad to enter the 4-digit management code. The factory default setting for 63 cpm copiers is “6300” and for 75 cpm copiers is “7500”. If the entered code matched the registered one, the “Document Management” screen will be displayed.

Inch specifications



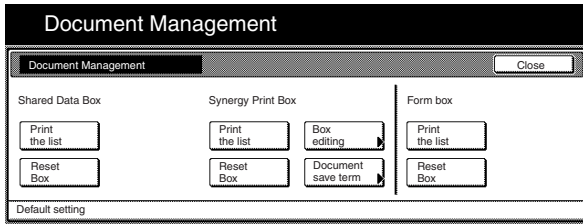
Metric specifications



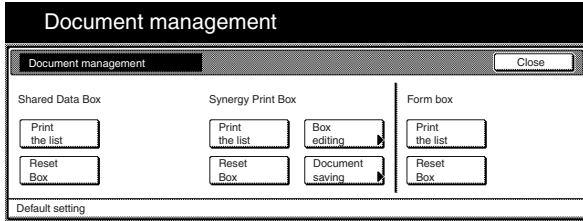
## Section 7 COPIER MANAGEMENT FUNCTIONS

- 4 Touch the key that corresponds to the desired box management default setting.

Inch specifications



Metric specifications



- 2 A document list will be printed out for that box. once print out is completed, the touch panel will return to the screen in step 1.

- 3 Touch the "Close" key. The touch panel will return to the "Default setting" screen. Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

### NOTES

- It is possible for you to change the 4-digit management code. (See "Changing the management code" on page 7-34.)
- Refer to the desired procedure(s) explained under "(3) Making box management default settings" and perform the corresponding setting(s).

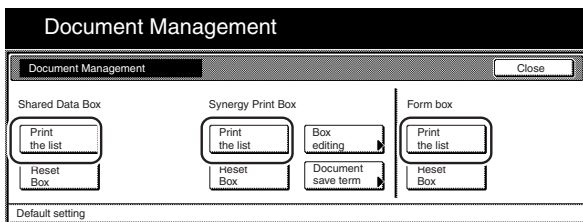
### (3) Making box management default settings

Perform the following procedure that corresponds to the desired setting.

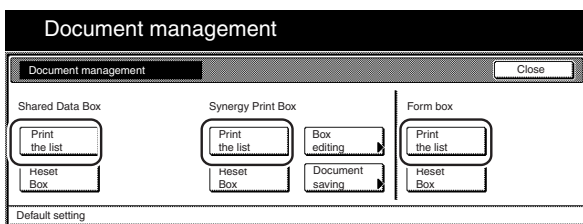
#### ● Document list print out

- 1 Touch the "Print the list" key under the box ("Form Box", "Shared Data Box" or "Synergy Print Box") for which you want to print out the document list.

Inch specifications



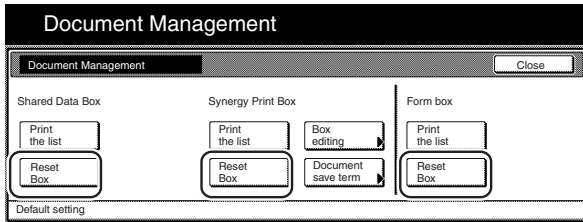
Metric specifications



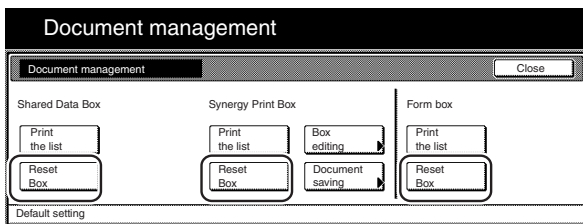
● Reset box

- 1 Touch the “Reset Box” key under the box (“Form Box”, “Shared Data Box” or “Synergy Print Box”) that you want to delete all data for. A verification screen will be displayed.

Inch specifications

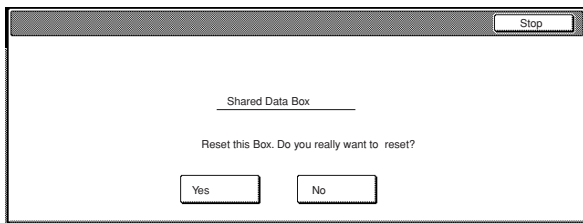


Metric specifications

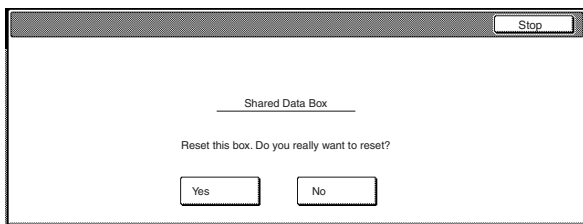


- 2 Touch the “Yes” key or the “No” key, as appropriate.

Inch specifications



Metric specifications



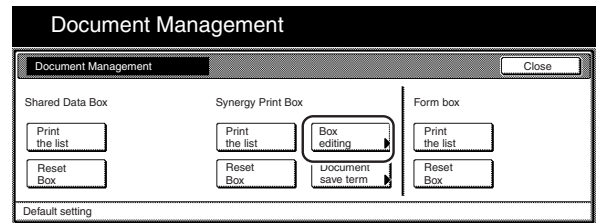
If you selected “Yes”, all the data in the selected box will be deleted and the touch panel will return to the screen in step 1. If you selected “No”, the touch panel will return to the screen in step 1 without deleting any data.

- 3 Touch the “Close” key. The touch panel will return to the “Default setting” screen. Touch the “End” key. The touch panel will return to the contents of the “Basic” tab.

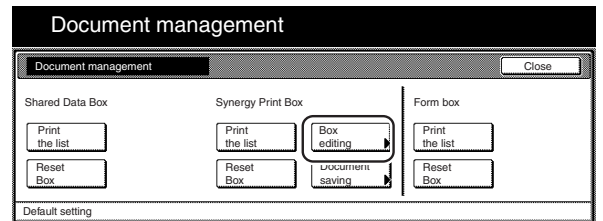
● Box name & password / Clear data in box

- 1 Touch the “Box editing” key under “Synergy Print Box”. The “Box editing” screen will be displayed.

Inch specifications

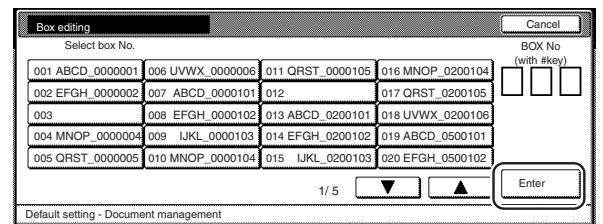


Metric specifications

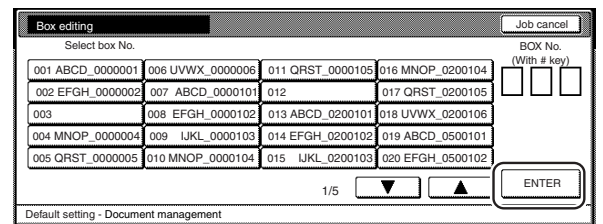


- 2 Either touch the synergy print box that contains the information to be modified, or enter its number using the keypad. Then touch the “Enter” key.

Inch specifications



Metric specifications



## Section 7 COPIER MANAGEMENT FUNCTIONS

- 3** If you want to change the name of that box, first select “Box name” and then touch the “Change #” key. Enter the new name as desired.

Inch specifications

Default setting - Document Management - Box editing

Metric specifications

Default setting - Document management - Box editing

- 6** If you want to delete all of the data in that box, select “Reset Box”. A verification screen will be displayed.

- 7** Touch the “Yes” key or the “No” key, as appropriate.

Inch specifications

Metric specifications

If you selected “Yes”, all the data in the selected box will be deleted and the touch panel will return to the screen in step 3.

If you selected “No”, the touch panel will return to the screen in step 3 without deleting any data.

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

- 9** Touch the “Close” key. The touch panel will return to the screen in step 1. Touch the “Close” key. The touch panel will return to the “Default setting” screen. Touch the “End” key. The touch panel will return to the contents of the “Basic” tab.

### NOTE

Refer to “Entering characters” on page 7-79 for information on entering characters.

- 4** If you want to change the name of that box, first select “Password” and then touch the “Change #” key. The “Password” screen will be displayed.

- 5** Use the keypad to enter the new password for that box and then touch the “Close” key. The new password will be registered and the touch panel will return to the screen in step 3.

Inch specifications

Default setting - Document Management - Box editings - 007

Metric specifications

Default settund - Document Management - Box editing - 007

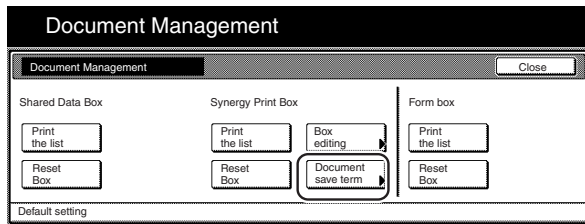
### NOTES

- The password can be between 1 and 8 digits long.
- If you decide not to register a password for that box, touch the “Clear” key and then, with nothing entered in the password field, touch the “Close” key.

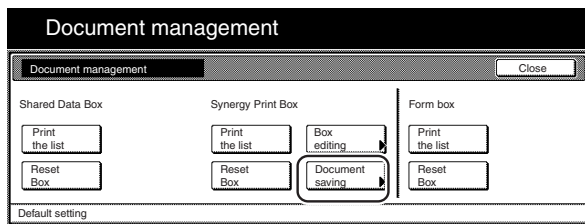
● Document save time

- 1 Touch the “Document save term” [“Document saveing”] key under “Synergy Print Box”. The “Document data saving term” [“Document data save period”] screen will be displayed.

Inch specifications

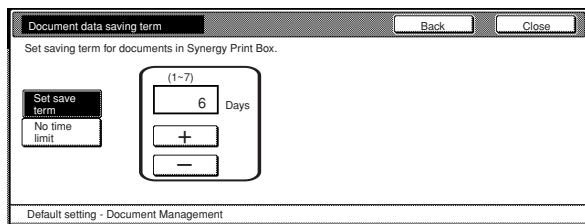


Metric specifications

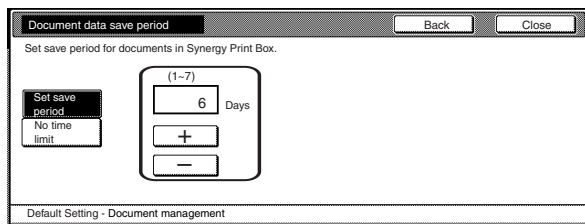


- 2 Touch the “Set save term” [“Set save period”] key and then touch “+” key or the “-” key to change the displayed save time to the desired setting.

Inch specifications



Metric specifications



**NOTES**

- The save time can be set to any number of days between 1 and 7. The factory default setting is for “7 Days”.
- If you want the data to be saved indefinitely, touch the “No time limit” key to highlight it.

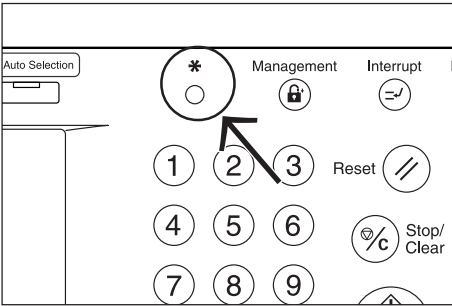
- 3 Touch the “Close” key. The touch panel will return to the screen in step 1.

- 4 Touch the “Close” key once again. The touch panel will return to the “Default setting” screen. Touch the “End” key. The touch panel will return to the contents of the “Basic” tab.

## 6. Hard disk management

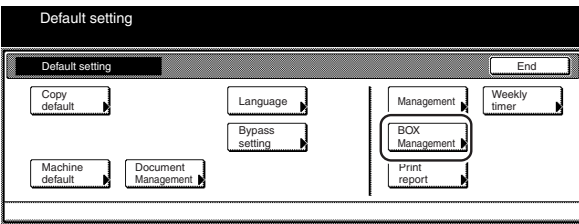
Perform the following procedure to access the “Storage Management” screen and check available space on the hard disk and/or delete any invalid data.

- 1 With the content of the “Basic” tab displayed, press the [\*] key. The “Default setting” screen will be displayed.

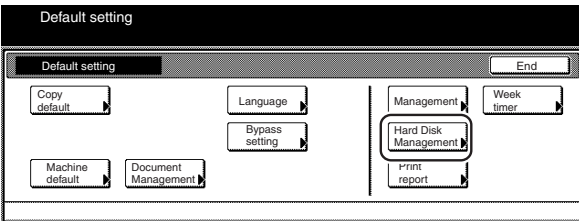


- 2 Touch the “BOX Management” [“Hard Disk Management”] key.

Inch specifications

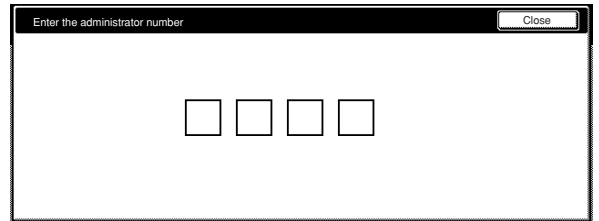


Metric specifications

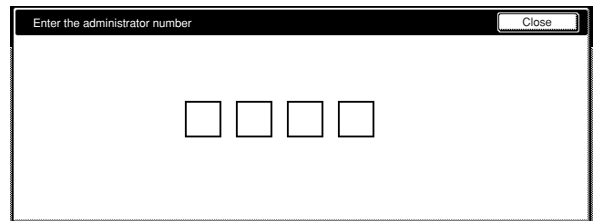


- 3 Use the keypad to enter the 4-digit management code. The factory default setting for 63 cpm copiers is “6300” and for 75 cpm copiers is “7500”. If the entered code matched the registered one, the “HDD Management mode” [“HDD Management”] screen will be displayed.

Inch specifications

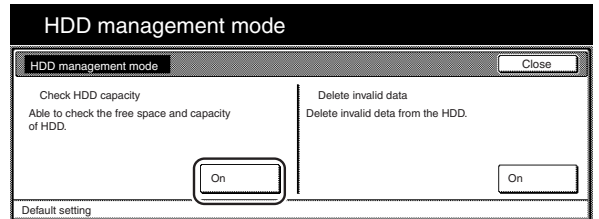


Metric specifications

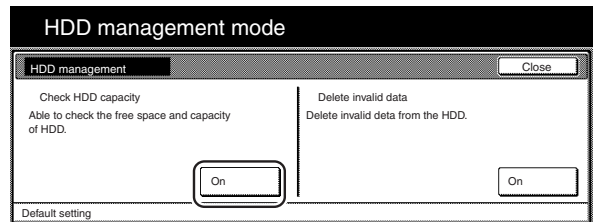


- 4 Touch the “On” key under “Check HDD capacity” (left side of the touch panel). The overall size of the hard disk, as well as the currently available space, will be displayed. If you want to delete any invalid data, go to the next step. If you are finished with this procedure, go directly to step 6.

Inch specifications

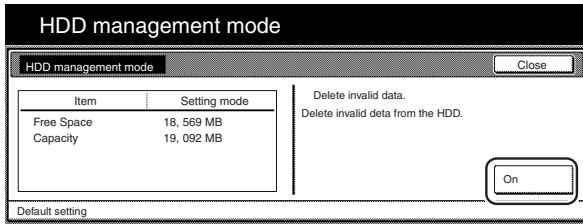


Metric specifications

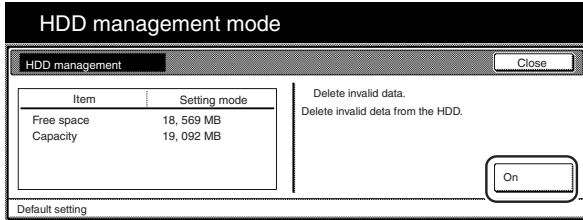


- 5 Touch the “On” key under “Delete invalid data” (right side of the touch panel). The operation to delete invalid data will start.

Inch specifications



Metric specifications



- 6 Touch the “Close” key. The touch panel will return to the screen in step 2. Touch the “End” key. The touch panel will return to the contents of the “Basic” tab.

## 7. Report print out

Perform the following procedure to print out one of the following reports.

< Copy report >

Lists all of the values for the copy default settings.

< Machine report >

Lists all of the values for the machine default settings.

< Counter report >

Lists the average toner density (black ratio) for each size of copy paper used under each of the copy and printer functions of this machine.

### NOTE

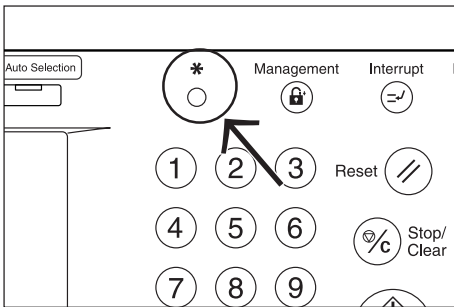
Inch specification

- Make sure that 11" x 8 1/2" size paper is loaded in one of the drawers[cassettes]. If 11" x 8 1/2" size paper is NOT loaded in one of the drawers[cassettes], a screen requesting that you attempt to print again will be displayed during the procedure. In this case, select another paper size.

Metric specification

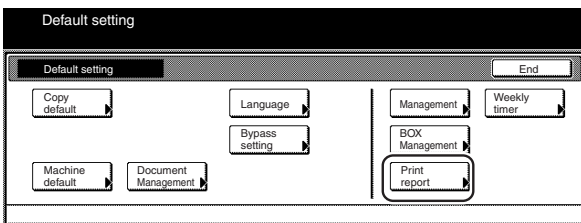
- Make sure A4 size paper is loaded in one of the drawers[cassettes]. If A4 size paper is NOT loaded in one of the drawers[cassettes], a screen requesting that you attempt to print again will be displayed during the procedure. In this case, select another paper size.

- 1 With the content of the "Basic" tab displayed, press the [\*] key. The "Default setting" screen will be displayed.

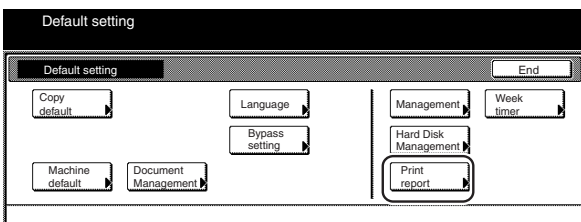


- 2 Touch the "Print report" key.

Inch specifications

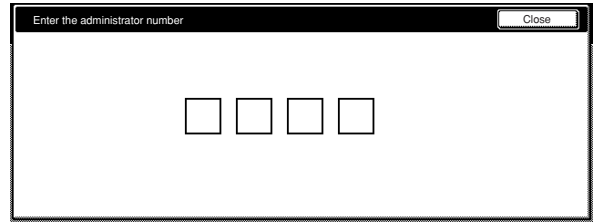


Metric specifications

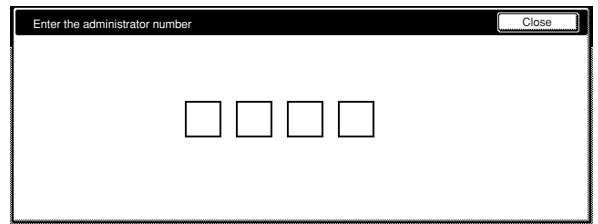


- 3 Use the keypad to enter the 4-digit management code. The factory default setting for 63 cpm copiers is "6300" and for 75 cpm copiers is "7500".

Inch specifications



Metric specifications

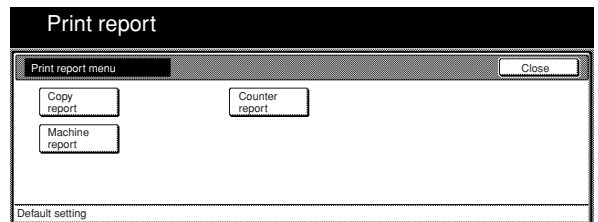


### NOTE

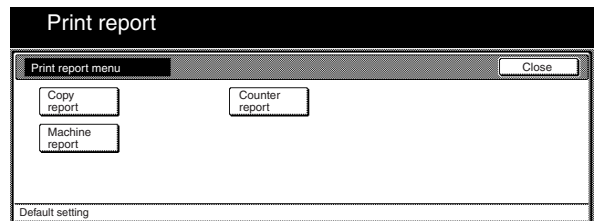
It is possible for you to change the 4-digit management code. (See "Changing the management code" on page 7-34.)

- 4 Once the "Print report menu" screen is displayed, touch the "Copy report" key, the "Machine report" key or the "Counter report" key, as appropriate.

Inch specifications



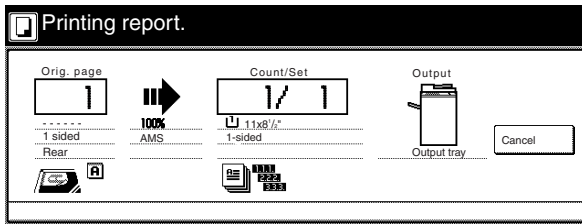
Metric specifications



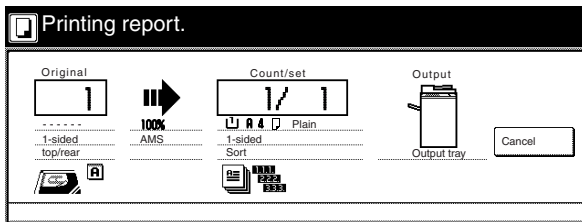


- 5 The "Printing report" screen will be displayed and printing of the corresponding report will start.

Inch specifications



Metric specifications



**NOTE**

If you want to cancel print out of the corresponding report, touch the "Cancel" key.

- 6 Touch the "Close" key. The touch panel will return to the screen in step 2.
- 7 Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

## 8. Changing the language used for messages

You can select the language that will be used on the touch panel.

The available languages are as follows:

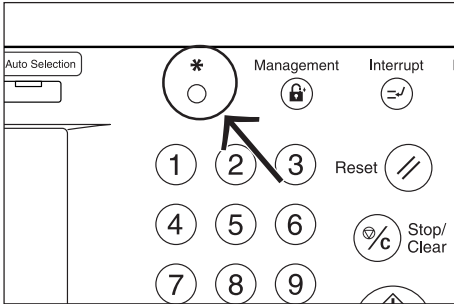
Inch specification copiers:

English, French (“Français”), Spanish (“Español”) and Japanese (“日本語”)

Metric specification copiers:

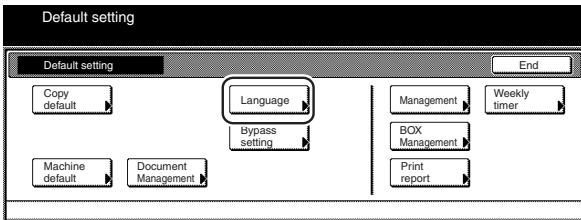
English, German (“DEUTSCH”), French (“FRANÇAIS”), Italian (“ITALIANO”) and Spanish (“ESPAÑOL”)

- 1 With the content of the “Basic” tab displayed, press the [\*] key. The “Default setting” screen will be displayed.

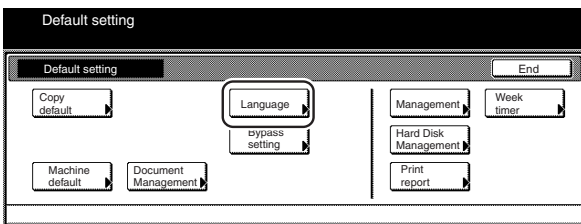


- 2 Touch the “Language” key. The “Language” screen will be displayed.

Inch specifications

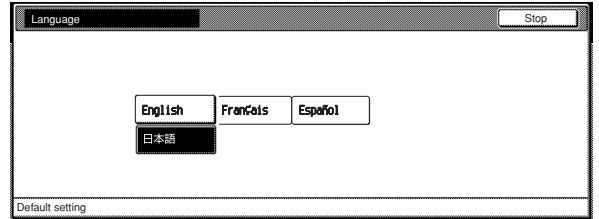


Metric specifications

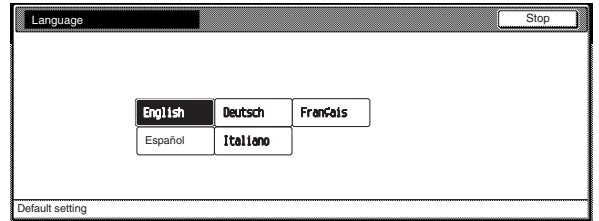


- 3 Touch the key that corresponds to the language that you want to use.  
The language used on the touch panel will change to that selected.

Inch specifications



Metric specifications



## 9. Entering characters

Follow the procedure below when you want to register names for programs, boxes and other stored documents.

● Character input screen

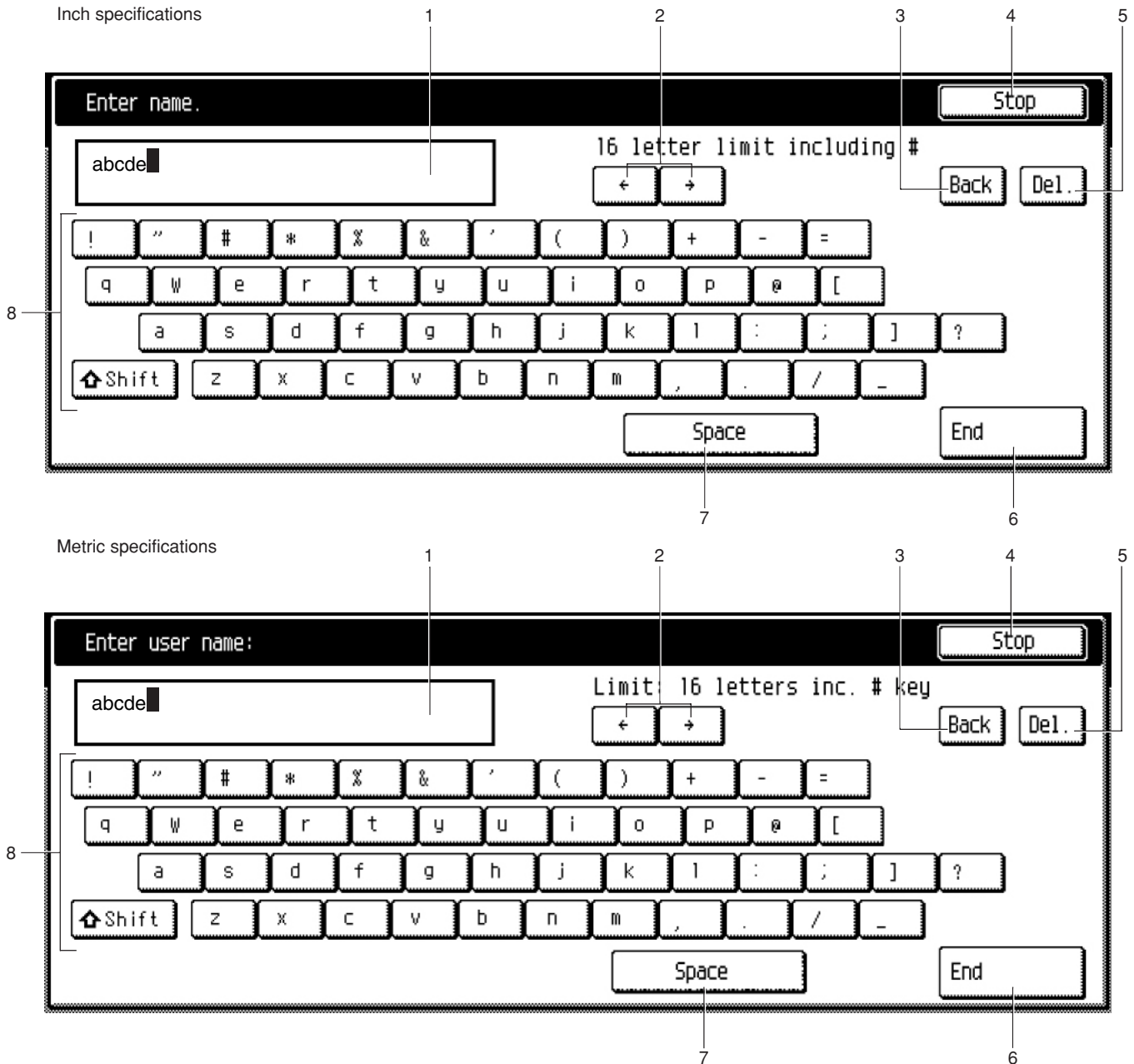


Illustration No	Name of part	Function
1	Entry field	Displays entered information.
2	“←” and “→” keys	Moves the cursor to the left and right, respectively.
3	“Back” key	Deletes one character to the left of the cursor each time the key is pressed.
4	“Stop” key	Cancels character input and returns to the previous screen.
5	“Del.” key	Deletes all of the character to the right of the cursor.
6	“End” key	Registers the information entered and moves the touch panel back to the most recent screen in the corresponding procedure.
7	“Space” key	Enters a space when pressed.
8	Keyboard	Used to enter characters. Touch the “Shift” key to switch between upper- and lowercase input.

\* Use the keypad on the copier to enter numerals.

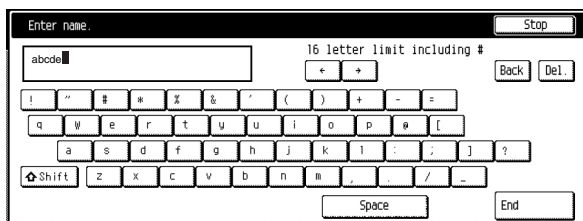
## Section 7 COPIER MANAGEMENT FUNCTIONS

### ● Example character input

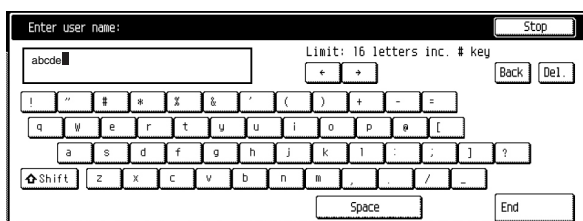
- 1 Touch the “a”, “b”, “c”, “d” and “e” keys in that order on the keyboard.

“abcde” will be displayed in the entry field.

Inch specifications



Metric specifications

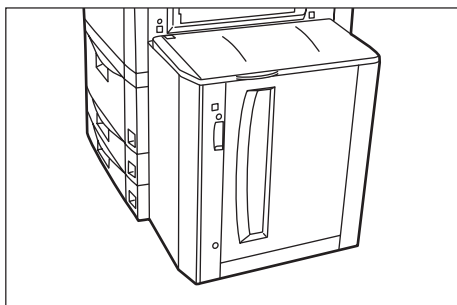


- 2 Touch the “End” key.  
A verification screen will be displayed.
- 3 Touch the “Yes” key to register the information and the touch panel will move back to the most recent screen in the corresponding procedure.

# Section 8 OPTIONAL EQUIPMENT

## (1) Side Feeder

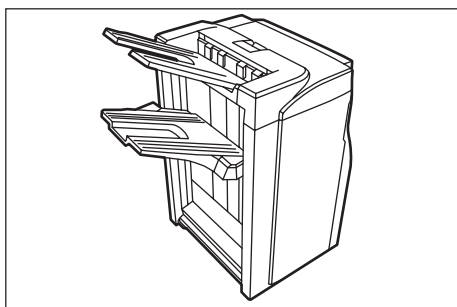
This unit is an auxiliary paper feed unit that holds up to 4,000 sheets of standard 11" x 8 1/2", A4 or B5 size copy paper.



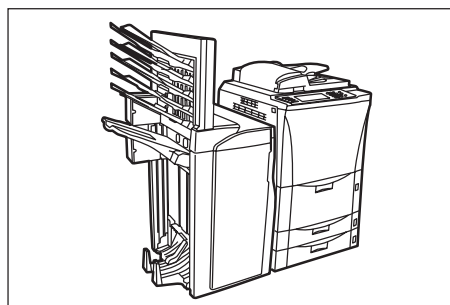
## (2) Document Finisher

The Document Finisher stores a large quantity of copies and can sort multiple copy sets (Sort/Finished mode), or it can group copies made from multiple originals, with all the copies produced from an individual original stacked together in one set (Group mode), by shifting their position of ejection. It can also staple the finished copy sets as well as punch holes in them for filing purposes (optional).

If the optional Center-Folding Unit and Multi Job Tray are installed in your copier as well, you will also be able to use the Center-Folding Unit to center bind and center fold the copy sets and designate them for ejection into the Multi Job Tray. For more details, refer to the Operation Guide for the Document Finisher.



\* The following illustration show when the Document Finisher is installed together with the optional Center-Folding Unit and Multi Job Tray.



### IMPORTANT!

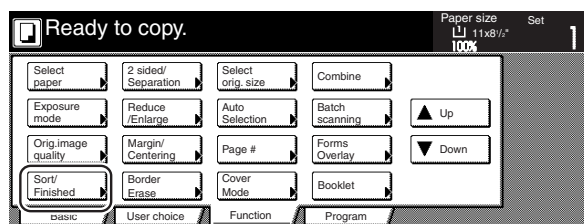
Cautions during copying:

- If copies come out curled or are stacked unevenly, turn the paper in the drawer[cassette] over.
- When copying onto special paper such as OHP film, etc., be sure to specify the type of paper that is set on the multi-bypass tray.

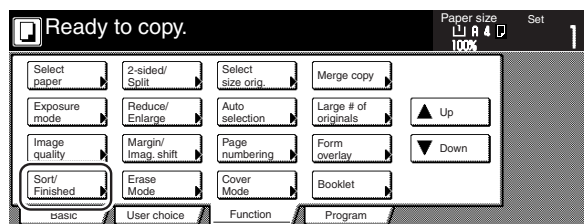
### ① Copying in the Sort mode

- 1 Touch the "Function" tab and then touch the "Sort/Finished" key. The "Sort/Finished" screen will be displayed.

Inch specifications



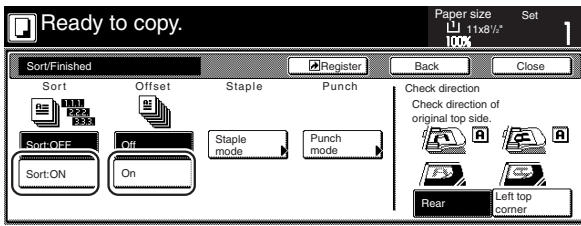
Metric specifications



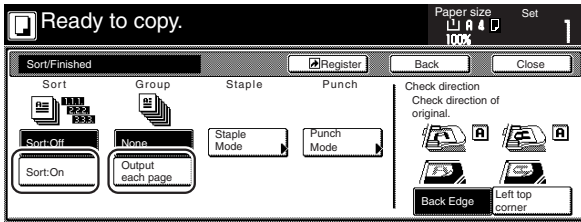
## Section 8 OPTIONAL EQUIPMENT

- 2 Touch the "Sort:ON" key.  
(Only for metric specification copiers produced)  
The "Output each page" key will change to the "1 set" key.

Inch specifications



Metric specifications



- 3 Touch the "On" ["1 set"] key.
- 4 Touch the "Close" key. The touch panel will return to the screen in step 1.

- 5 Set the originals to be copied.

- 6 Press the [Start] key.  
Scanning of the originals will start and the number of originals that was set will be displayed.

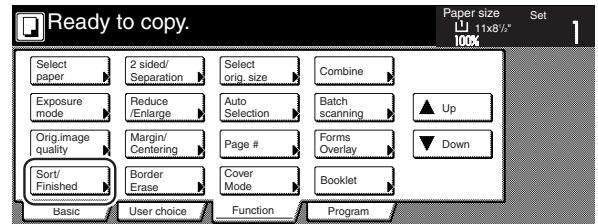
- 7 Copying will start and each of the finished copy sets will be stacked separately by shifting their position of ejection.

- 8 Once copying is completed, removed the finished copy sets from the Finisher.

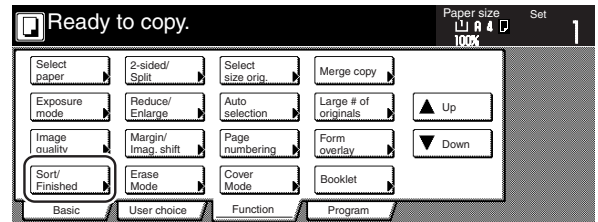
### ② Copying in the Group mode

- 1 Touch the "Function" tab and then touch the "Sort/Finished" key. The "Sort/Finished" screen will be displayed.

Inch specifications

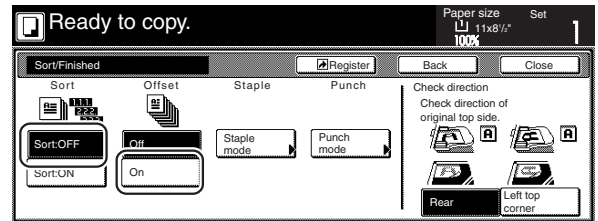


Metric specifications

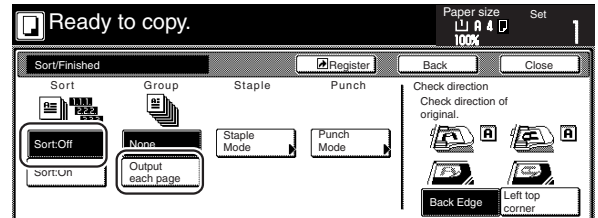


- 2 Touch the "Sort:OFF" key.

Inch specifications



Metric specifications



- 3 Touch the "On" ["Output each page"] key.

- 4 Touch the "Close" key. The touch panel will return to the screen in step 1.

- 5 Set the originals to be copied.

- 6 Press the [Start] key.  
Scanning of the originals will start and the number of originals that was set will be displayed.

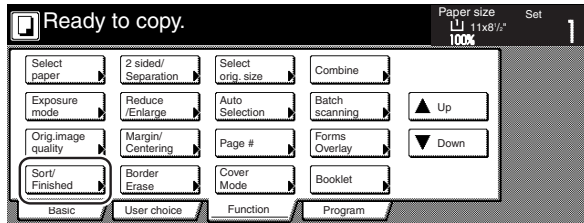
- 7 Copying will start and each set of copies made from each original will be stacked separately by shifting their position of ejection.

- 8 Once copying is completed, removed the finished copy sets from the Finisher.

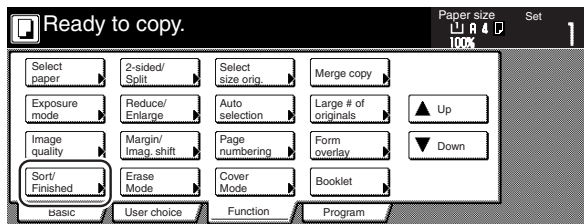
③ Copying in the Sort-Staple mode

1 Touch the “Function” tab and then touch the “Sort/Finished” key. The “Sort/Finished” screen will be displayed.

Inch specifications

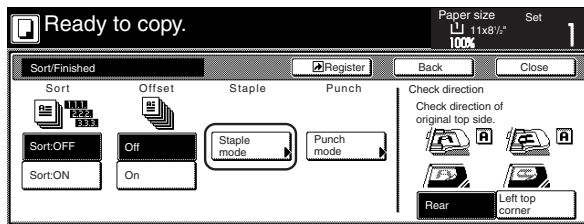


Metric specifications

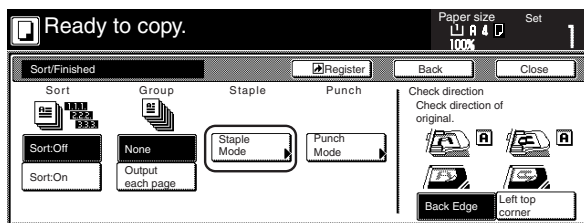


2 Touch the “Staple mode” key. The “Staple mode” screen will be displayed.

Inch specifications

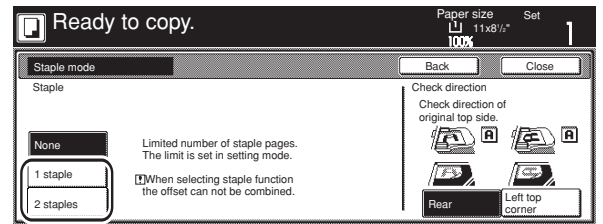


Metric specifications

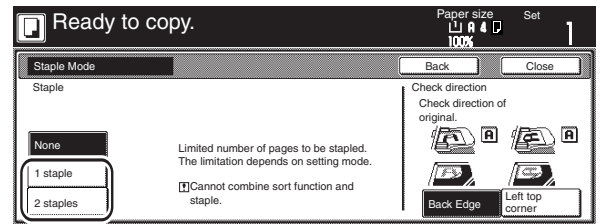


3 Touch the key that corresponds to the desired number of staples.

Inch specifications



Metric specifications



\* The stapling position will be displayed on the image of the finished copies that appears in the touch panel, as shown in the illustration below. Verify the number and position of the staples before copying. When the combination of the selected functions does not allow stapling, the staple marks will appear on the displayed image.

Orientation of originals		
No and position of staples		
1 staple Top left stapling		
1 staple Top right stapling		
2 staples Left side stapling		
2 staples Right side stapling		
2 staples Top stapling		
Stapling Not possible		

## Section 8 OPTIONAL EQUIPMENT

- 4 Set the originals to be copied.  
Verify the direction in which the originals were set.

- 5 Press the [Start] key.  
Scanning of the originals will start and the number of originals that was set will be displayed.

### NOTE

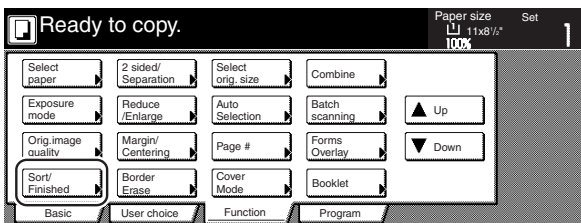
If you do not set the originals in the Document Processor, perform the appropriate procedure to set all of the originals to be copied. Once all of the originals have been completely scanned, touch the "Scanning finished" key.

- 6 Copying will start and each finished copy set will be automatically stapled and ejected onto the Finisher.
- 7 Once copying is completed, removed the finished copy sets from the Finisher.

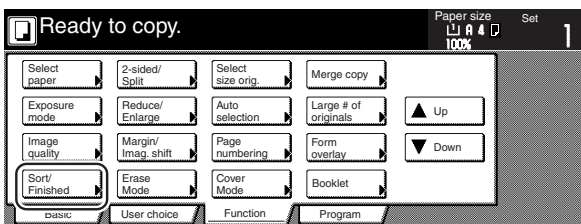
### 4 Copying in the Hole Punch mode

- 1 Touch the "Function" tab and then touch the "Sort/Finished" key. The "Sort/Finished" screen will be displayed.

Inch specifications

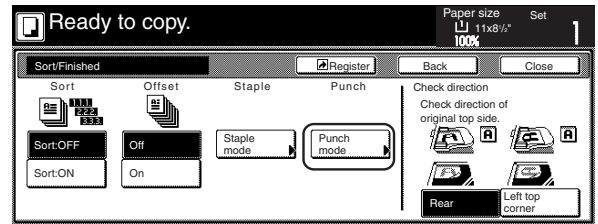


Metric specifications

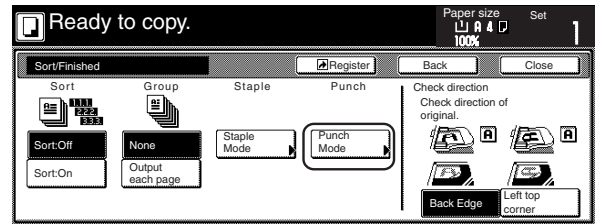


- 2 Touch the "Punch mode" key.  
The "Punch" screen will be displayed.

Inch specifications



Metric specifications

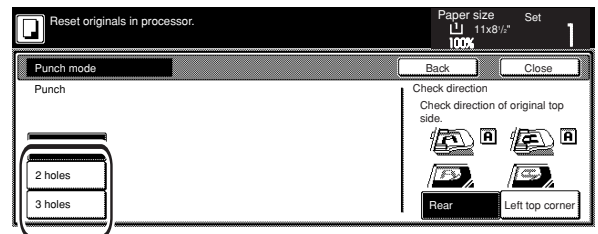


### IMPORTANT!

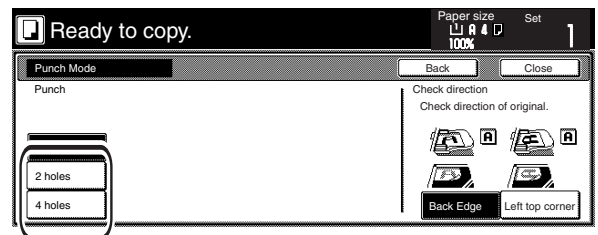
If the optional Hole Punch Unit is not installed in your copier, the "Punch mode" key will not be displayed.

- 3 Touch the "2 holes" key or the "3 holes" key, as appropriate (select between the "2 holes" key or the "4 holes" key in metric specification copiers). The screen to select the hole positioning will be displayed.

Inch specifications















Metric specifications




















\* The hole punching position will be displayed on the image of the finished copies that appears in the touch panel, as shown in the illustration below. Verify the number and position of the holes before copying. When the combination of the selected functions does not allow hole punching, the hole marks will not appear on the displayed image.

Inch specifications

Orientation of originals No and position of holes		
2 holes Left side	_____	
2 holes Right side	_____	
2 holes Top		_____
3 holes Left side		
3 holes Right side		
3 holes Top	_____	
Punching Not possible		

Metric specifications

Orientation of originals No and position of holes		
2 holes Left side		
2 holes Right side		
2 holes Top		
4 holes Left side		
4 holes Right side		
4 holes Top	_____	
Punching Not possible		

**IMPORTANT!**

The position of the holes on each page may differ very slightly. This may be especially true if the automatic drawer[cassette] switching function engages and changes to paper feed from a different drawer[cassette].

**4** Set the originals to be copied.  
Verify the direction in which the originals were set.

**5** Press the [Start] key.  
Scanning of the originals will start and the number of originals that was set will be displayed.

**6** Copying will start and each finished copy will be automatically hole punched and ejected onto the Finisher.

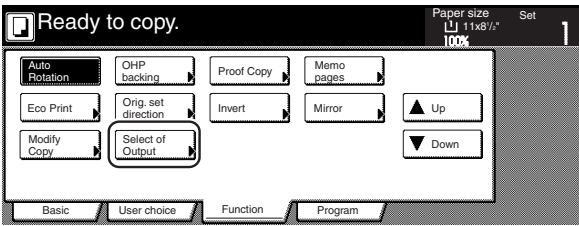
**7** Once copying is completed, removed the finished copies from the Finisher.

## Section 8 OPTIONAL EQUIPMENT

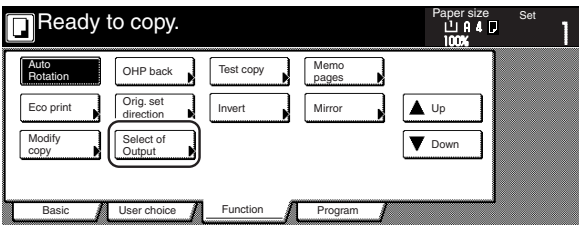
### ⑤ Selecting the location of copy ejection

- 1 Touch the “Function” tab and then touch the “Select of Output” key. The “Select of Output” screen will be displayed.

Inch specifications

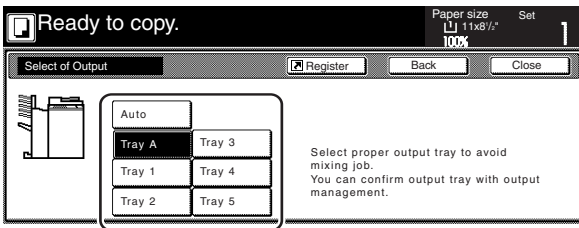


Metric specifications

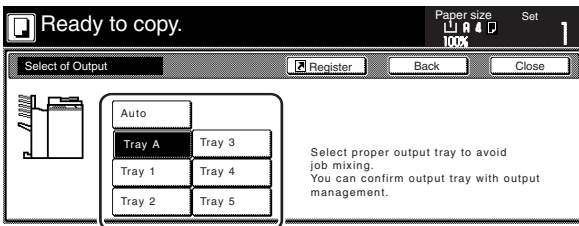


- 2 Select the desired location for the ejection of finished copies.

Inch specifications



Metric specifications



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

- 6 Copying will start and the finished copies will be ejected in the selected tray.

- 7 Once copying is completed, removed the finished copy sets from the corresponding tray(s).

### ⑥ Stacking mode

If the number of copies that is ejected onto Tray B during large volume copying in the Non-sort mode reaches the acceptable limit (max: 200), all copies from the 201st onward will be ejected onto Tray A.

#### NOTES

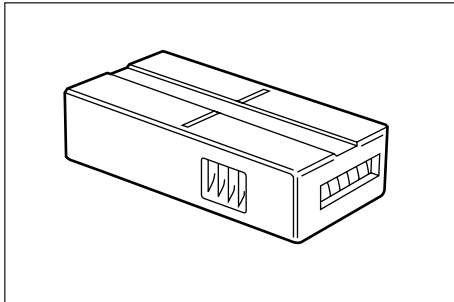
- If you select “Auto”, the copies will be ejected into the next empty tray.
- The location of ejection can be checked in the “Job history” screen (See page 6-22.).

- 3 Touch the “Close” key. The touch panel will return to the screen in step 1.

- 4 Set the originals to be copied.

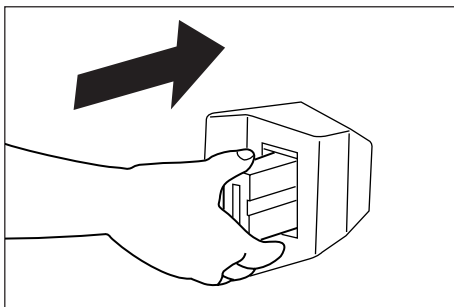
### (3) Key Counter

The Key Counter is used for checking copier use and is convenient for centralized management of the number of copies made by each department as well as the total number of copies made overall on the machine.



#### ● Installing the Key Counter

Insert the Key Counter securely into the key counter opening.



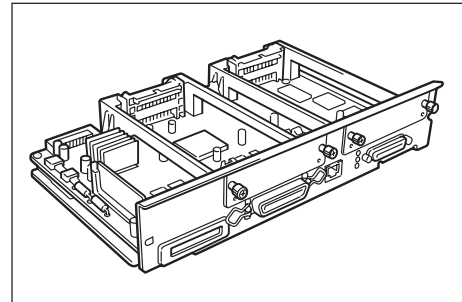
#### NOTE

When you are using the key counter function, copies cannot be made unless the Key Counter is inserted into the copier. If the Key Counter is not securely inserted into its opening, "Insert key counter." will be displayed on the touch panel.

### (4) Printer Kit

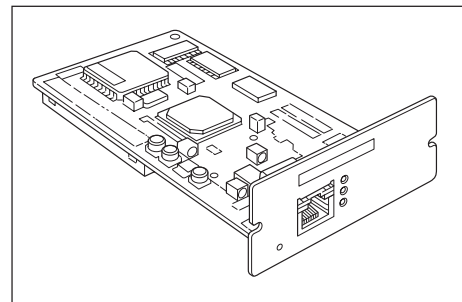
If the Printer Kit is installed in your copier, you can use the copier as a printer. For more details, refer to the Operation Guide for the Printer Kit.

Since a networking board is installed as standard equipment in the copier, access from multiple computers is possible and the machine can be used as a network printer.



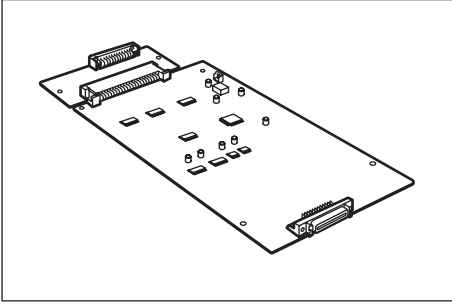
### (5) Network Scanner Kit

If the Network Scanner Kit is installed in your copier, you can use the copier as a scanner from multiple computers over your network.



### (6) Tandem Copier Kit

The Tandem Copier Kit is required when two copy machines are connected together. By connecting two copy machines together, you can make a large volume of copies using both machines at the same time (tandem copying) or, if you also use the optional printer functions of this copier, you can print to both machines at the same time (tandem printing), thereby reducing the job time by half.



#### ① Features of the Tandem Copier Kit

- Jobs scanned at the copier or sent from a computer are divided equally between the two machines.
- If, for any reason, whether it be mechanical trouble or when tandem copying is terminated in one copier due to another job, any remaining copying or printing that is required will be accomplished automatically by whichever machine completes its current job first (output recovery function). This will help you to increase your overall copying and printing efficiency.
- It is possible to perform interrupt copying on the sub [slave] machine, even during tandem copying, enabling you to make copies in a hurry without having to have that job wait in a queue.

#### ② Operating requirements of the Tandem Copier Kit

- Copying is only possible in the sort mode.
- All jobs (number of copies/prints) will be divided equally between the two machines.
- It is not possible to have copying start while the remaining originals are still being scanned. Copying will only begin after all originals are scanned.
- Interrupt copying is not possible during scanning for tandem copying or tandem printing, or during transmission of print data from a computer. (The operation panel is not available for use during this time as well.)
- From the moment copying is initiated after scanning, interrupt copying is only possible at the sub [slave] machine. (Interrupt copying is not possible at the main [master] machine until after copying is complete.)
- Tandem copying is not available if the internal memory or Hard Disk are not usable for any reason.

- The following modes and operations are not available under tandem copying.

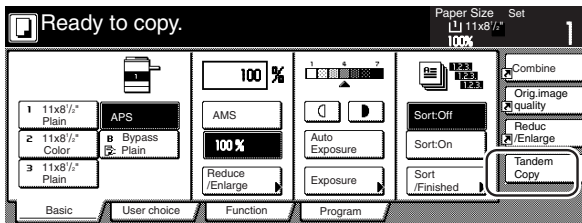
- 1 Proof mode
- 2 Transparency+backing sheet mode
- 3 Form overlay mode
- 4 Auto selection/Filing mode (filing)
- 5 Feeding non-standard-size paper from the multi-bypass tray
- 6 Manual feeding of envelopes from the multi-bypass tray
- 7 Batch scanning mode
- 8 Job build mode
- 9 Document management functions (printing out documents)
- 10 Selecting tandem operation with job reservation
- 11 Initiating tandem copying with the [Interrupt] key

- \* The modes and operations listed as 1 through 7 above can be selected during tandem copying, but the tandem copying mode will be canceled.
- \* The modes and operations listed as 8 through 11 above will not be available while the tandem copy mode is engaged.

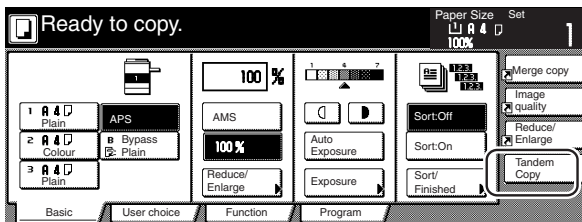
③ Performing tandem copying

- 1 Turn the main switch ON to the 2 copiers that are connected via the interface cable.
- 2 Make sure that both copiers have completed their warm-up operation.
- 3 Touch the “Tandem Copy” key on one of the copiers. That copier will become the main [master] machine for tandem copying.

Inch specifications



Metric specifications

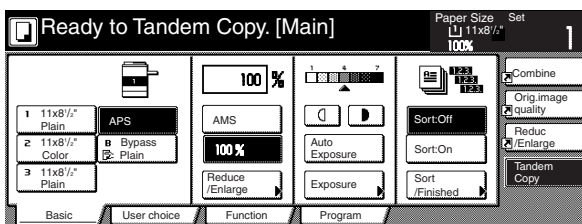


NOTE

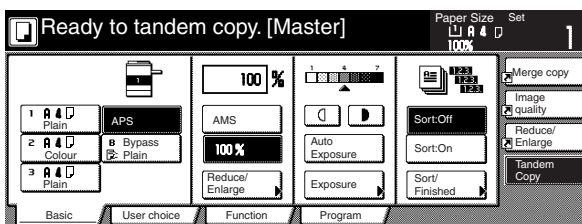
The touch panel display will change as follows once the “Tandem Copy” key is touched.

<Main [Master]>

Inch specifications

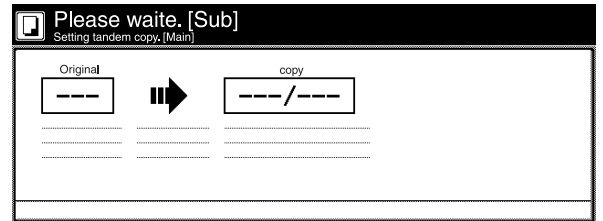


Metric specifications

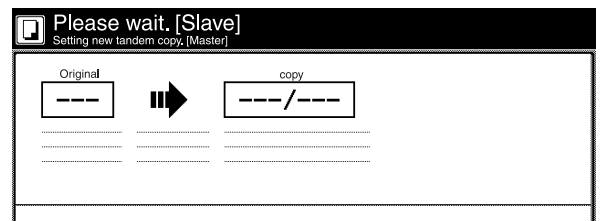


<Sub [Slave]>

Inch specifications



Metric specifications



- 4 Make the desired copy mode settings, etc., in the [master] copier.

NOTES

- Tandem copying is not available in the following cases:
  - . while the sub [slave] copier is in the middle of copying.
  - . while the main switch of the sub [slave] copier is turned OFF.
  - . while operation in the sub [slave] copier is stopped because “Paper misfeed.”, “Call for service.”, or “Add toner to resume copying” are displayed.

- 5 Use the [master] copier to set the number of copies to be made.

NOTES

- Tandem copying should only be used when making at least 3 or more copy sets.
- If the total number of copy sets to be made is an even number, the job will be divided equally between the two copiers. If it is an odd number, the [master] copier will make one more copier than the sub [slave] copier.

- 6 Set the originals in the [master] copier.

- 7 Press the [Start] key on the [master] copier.



# Section 9 TROUBLESHOOTING

## 1. If one of the following messages is displayed

When any of the following messages appears on the message display, take the indicated action.

Message	Procedure	Reference page
"Close xxx cover."	The indicated cover is open. Close all covers securely.	—
"Check the cover." ["Check cover."]	Check for an open cover and close it securely.	—
"Close Document processor."	Close the Document Processor.	—
"Set drawer xx." ["Close paper cassette xx."]	One of the drawers[cassettes] is not closed properly. First pull it out, and then push it all the way back in.	—
"Attach Side Paper Deck to Mainframe." ["Attach side feeder to main frame."]	Attach the optional Side Feeder securely to the copier.	—
"Attach Finisher."	Connect the optional Document Finisher securely to the copier.	—
"Add paper in drawer." ["Add paper cassette."]	There is no more paper in the displayed drawer[cassette]. Load paper. If there is another drawer[cassette] that contains the same size of paper in the same orientation, touch the desired paper size key on the left side of the touch panel to switch paper feed and resume copying.	3-1
"Low on paper."	Paper is running low in drawer[cassette] No.1 or in the optional Side Feeder.	3-2 3-6
"Paper capacity exceeded. Remove paper from Side Paper Deck." ["Paper capacity exceeded. Remove paper from side feeder."]	The number of sheets of paper loaded in the optional Side Feeder has exceeded the acceptable limit. Load paper only up to the acceptable limit.	3-6
"Add paper in bypass. xx size" ["Place paper on bypass size. xx size"]	There is no paper of the selected size on the multi-bypass tray. Set paper onto the multi-bypass tray.	3-4
"Add paper in bypass." ["Add paper on stack bypass."]	There is no more paper on the multi-bypass tray. Set paper onto the multi-bypass tray.	3-4

## Section 9 TROUBLESHOOTING

Message	Procedure	Reference page
“Place transparency in bypass.” [“Place transparencies on stack bypass.”]	Load transparencies onto the multi-bypass tray.	3-4
“Check paper size.”	There is no paper loaded of a size that can be used in the currently selected mode. Check the paper.	—
“Reposition original.”	The orientation of the original and the selected paper are different. Change the orientation of the original. If you press the [Start] key without changing the original, copying will be performed at a 100% (1:1) magnification ratio.	—
“Check paper size. Copy paper is not the same size as original.” [“Paper size in cassette differs from actual size. Check paper size in cassette.”]	Load paper of the size selected or change the selection for the paper size.	7-23
“Reposition original or change drawer.” [“Reset original or select another paper cassette.”]	The orientation of the original and the selected paper are different. Change the orientation of the original.	—
“Reset originals in processor.”	Remove the originals from the Document Processor, stack them together cleanly and reset them in their current order back in the Document Processor.	—
“Reset all originals in processor.” [“Reset originals in processor.”]	Remove the originals from the Document Processor and reset them in their original order back in the Document Processor.	—
“Reset all originals in Document processor.” [“Reset originals in Document processor.”]	Remove the originals from the Document Processor.	—
“Cannot copy this paper type.”	The selected paper type cannot be copied. Select a different type of paper.	—
“Cannot staple this paper type.”	The selected paper type cannot be stapled. Select a different type of paper.	—
“Cannot punch this paper type.”	The selected paper size cannot be hole punched. Select a different type of paper.	—
“Interrupt copying is not available for this size.”	Interrupt copying is not possible. Use different originals or cancel the interrupt copying operation and try to copy again later.	—
“Cannot offset this paper size.” [“Cannot group this paper size.”]	The selected paper size cannot be sorted. Select a different size of paper.	—
“Cannot staple this size.” [“Cannot staple this paper size.”]	The selected paper size cannot be stapled. For more detailed information, refer to the Operation Guide for your Document Finisher.	—
“Cannot punch this size.” [“Cannot punch this paper size.”]	The selected paper size cannot be hole punched. For more detailed information, refer to the Operation Guide for your Document Finisher.	—



Message	Procedure	Reference page
"Cannot staple. ____: maximum capacity (Staple)" ["Cannot staple. ____: Max. staples"]	The number of copies stapled in the optional Document Finisher has exceeded the acceptable limit. For more detailed information, refer to the Operation Guide for your Document Finisher.	—
"The output tray exceeds capacity. Remove paper, and press "Start" key." ["Too much paper in output tray. Remove paper, and press "Start" key."]	The number of copies in the copy eject tray has exceeded the acceptable limit. Remove the copies from the copy eject tray and then press the [Start] key.	—
"The output tray exceeds capacity. Remove paper, and press "Continue" key." ["Too much paper in output tray. Remove paper, and press "Continue" key."]	When using the copier as a printer, the number of print outs in the copy eject tray has exceeded the acceptable limit. Remove the print outs from the copy eject tray and then touch the "Continue" key.	—
"Finisher paper capacity exceeded. (Tray x) Remove paper, and press "Start" key."	The number of copies in the designated tray of the optional Document Finisher has exceeded the acceptable limit. Remove the copies from that tray and then press the [Start] key.	—
"Finisher paper capacity exceeded. (Tray x) Remove paper, and press "Continue" key."	When using the copier as a printer, the number of print outs in the designated tray of the optional Document Finisher has exceeded the acceptable limit. Remove the print outs from that tray and then touch the "Continue" key.	—
"These functions cannot be combined."	The function or mode that you just selected cannot be used in combination with the currently set function or mode.	—
"Tandem Copy is cancelled. Unable to Tandem Copy under current setting." ["Cancel tandem copy. Cannot tandem copy with the present setting."]	Tandem copying (option) is not possible. Touch the "Check" key and check the copy settings.	—
"Exceeds pre registered copying quantity." ["Copy limit for this ID-code has been reached. No copying possible."]	The number of copies made under your department ID-code has reached the limit that was set under the copy management mode and copying is no longer possible with that code. Use the copy management mode to clear the copy count.	7-8
"Insert key counter."	Insert the Key Counter securely into its opening.	8-7
"Memory full."	The copier's memory is full. Select whether you want to print out that data that is already scanned or delete all of that data. It will not be possible to copy or scan another original until one of these two operations is performed.	—
"Memory full. Delete the registered data in the box." ["Memory full. Delete the registered data from box."]	The memory for the document management function boxes is full. In order to register new documents in any of the boxes, delete any unnecessary data.	6-1
"Ready to copy. Add toner."	There is insufficient toner left in the copier. Since only one copy can be made at a time in this state, add toner as soon as possible.	3-9

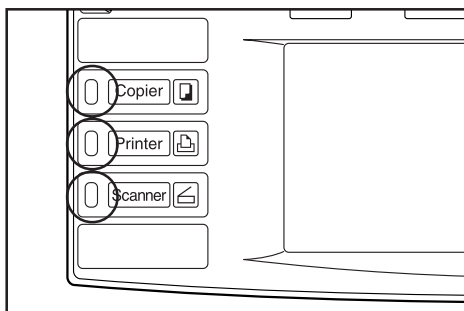
## Section 9 TROUBLESHOOTING

Message	Procedure	Reference page
"Add toner to resume copying."	There is insufficient toner left in the copier to make copies. Add toner immediately.	3-9
"Image cycle." ["Now adding toner."]	Toner is now being added. Please wait until the operation is complete.	—
"Now restoring stored data in HDD." ["Please wait. Now maintaining stored data."]	The Hard Disk is now being checked. Please wait until the operation is complete.	—
"Replace the waste toner box."	The waste toner box is full. Replace that box.	3-11
"Check the waste punch box." ["Check Punch Hole box."]	The hole punch chad box in the optional Document Finisher is full. Refer to the Operation Guide for your Document Finisher and dispose of the hole punch chad.	—
"Out of staples. Add staples." ["Stapler empty. Add staples."]	There are no staples left in the optional Document Finisher. Refer to the Operation Guide for your Document Finisher and load staples.	—
"Time for maintenance."	Periodic maintenance is required to keep your copier in good condition. Contact your service representative or authorized service center as soon as possible.	—
"Time for replacing Felt Roller." ["Felt cleaning maintenance."]	It is time to replace certain parts in your copier. Contact your service representative or authorized service center.	—
"Paper misfeed. Remove paper."	If paper misfeeds, the location of the misfeed will be indicated on the touch panel. Leave the main switch ON (   ) and follow the appropriate procedure to remove the jammed paper.	9-7
"Open drawer xx, check and remove paper from inside of the machine." ["Open cassette xx, check and remove paper from inside of machine."]	Check to see if paper has misfed inside one of the drawer[cassette]. if it has, remove the jammed paper.	9-7
"Remove paper from inner tray of Finisher."	There are still copies left in the optional Document Finisher. Remove all of the copies from the Document Finisher.	—
"Staple jam. Remove staples." ["Staple jam. Remove staple(s)."]	Staples have jammed in the optional Document Finisher. Refer to the Operation Guide for your Document Finisher and remove the jammed staples.	—
"Call service."	Open and then close the front cover. If this message still remains, make a note of the number that displayed with the "C", turn the main switch OFF ( O ), remove the power plug from the outlet and contact your service representative or authorized service center.	—

Message	Procedure	Reference page
<p>“Paper drawer is out of order. Select another paper drawer.”            [“Paper cassette is out of order. Select other paper cassette.”]</p>	<p>The drawer[cassette] currently in use is out of order and cannot be used for the moment. Contact your service representative or an authorized service center as soon as possible. If you want to continue copying, use another drawer[cassette].</p>	<p>—</p>
<p>“Side Paper Deck is out of order. select another paper drawer.”            [“Side feeder is out of order. Select another paper cassette.”]</p>	<p>The optional Side Feeder is out of order and cannot be used for the moment. Contact your service representative or an authorized service center as soon as possible. If you want to continue copying, use another drawer[cassette].</p>	<p>—</p>
<p>“Bypass cannot be used. Select another paper drawer.”            [“Bypass cannot be used. Select a paper cassette.”]</p>	<p>The multi-bypass tray is out of order and cannot be used for the moment. Contact your service representative or an authorized service center as soon as possible. If you want to continue copying, use another drawer[cassette].</p>	<p>—</p>
<p>“Finisher is out of order. Detach Finisher.”</p>	<p>The optional Document Finisher is out of order and cannot be used for the moment. Contact your service representative or an authorized service center as soon as possible.</p>	<p>—</p>
<p>“System error. Main switch off / on.”</p>	<p>An error has occurred. Turn the main switch OFF (O) and then back ON (   ) again.</p>	<p>—</p>
<p>“HDD error. Cannot activate management mode.”</p>	<p>A Hard Disk error has occurred. Contact your service representative or authorized service center as soon as possible.</p>	<p>—</p>
<p>“Check KMAS.”</p>	<p>An error has occurred. Contact your service representative or authorized service center.</p>	<p>—</p>

## 2. If one of these indicators lights or flashes

If one of the indicators to the left of the [Copier] key, the [Printer] key, or the [Scanner] key either lights orange or flashes orange, carry out the appropriate procedure indicated below.

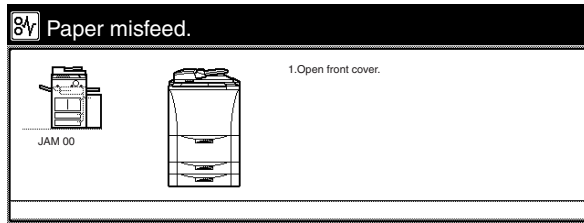


Indication	Procedure	Reference page
Lights orange or flashes orange	Check the appropriate response to the message, and perform the corresponding procedure.	–

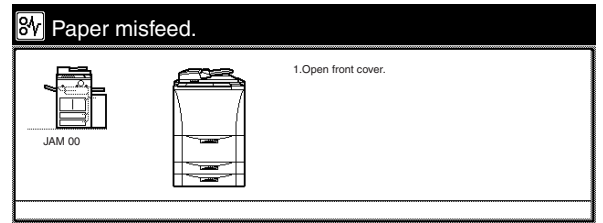
### 3. If paper jams

If a paper misfeed occurs, copying will stop and a message will appear on the touch panel about the misfeed. Leave the main switch ON ( | ) and refer to “(3) Removal procedures” to remove the jammed paper.

Inch specification



Metric specification



#### (1) Cautions

## ! WARNING

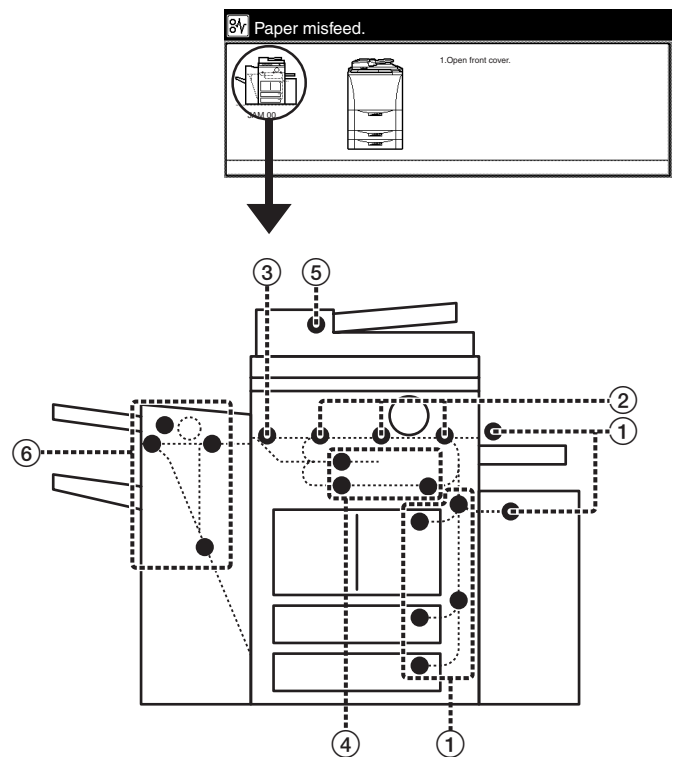
High voltage is present in the charger section. Take sufficient care when working in this area, as there is a danger of electrical shock.

## ! CAUTION

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

- \* Do not reuse misfed paper.
- \* If paper is torn during removal, be sure to remove any loose scraps of paper from inside the copier, or they could cause another misfeed later.
- \* Once misfed paper has been removed, warm-up will begin, the misfeed indication will go out, and the copier will return to the same settings prior to the misfeed.
- \* If a misfeed occurs in the Document Finisher, it is not necessary to add the misfed copy to the other copies that are already ejected into the tray, as that copy will be automatically made again.

#### (2) Misfeed location indicators



- ① Misfeed in a paper feed area (page 9-8)
- ② Misfeed in the paper conveyor section (page 9-13)
- ③ Misfeed in the fixing section or the ejection section (page 9-14)
- ④ Misfeed in the Duplex Unit (page 9-17)
- ⑤ Misfeed in the Document Processor (page 9-19)
- ⑥ Misfeed in the optional Document Finisher (page 9-20)

## Section 9 TROUBLESHOOTING

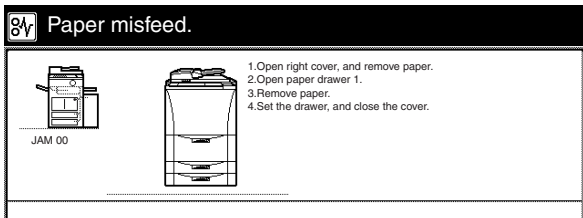
### (3) Removal procedures

#### ① Misfeed in a paper feed area

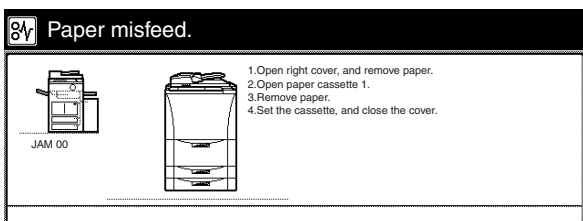
##### • Misfeed in drawer[cassette] No.1

If the message below is displayed, a misfeed has occurred in drawer[cassette] No.1. Perform the following procedure to remove the jammed paper.

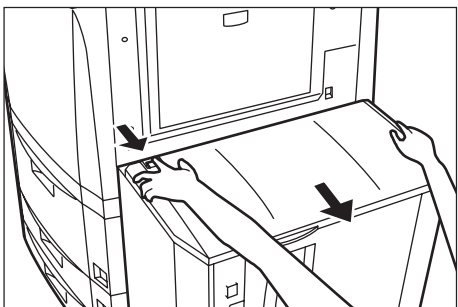
Inch specification



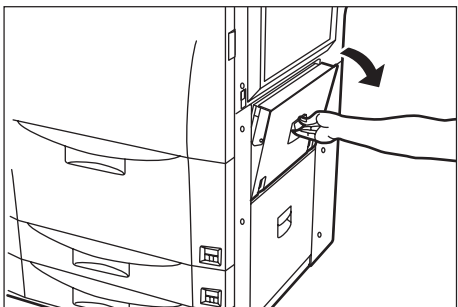
Metric specification



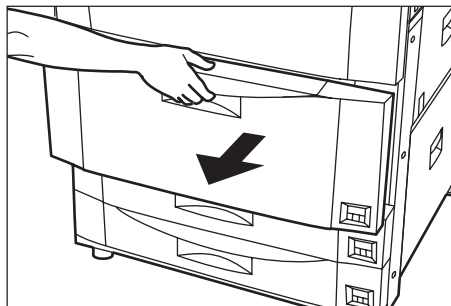
- 1 If the optional Side Feeder is installed in the copier, disconnect it from the main body of the copier.



- 2 First, open the upper right cover to the copier and check if there is any jammed paper. If there is any jammed paper inside that cover, remove it.



- 3 Pull out drawer[cassette] No.1.



- 4 Remove any jammed paper without tearing it.  
\* If the paper does happen to tear, remove any loose scraps from inside the copier.



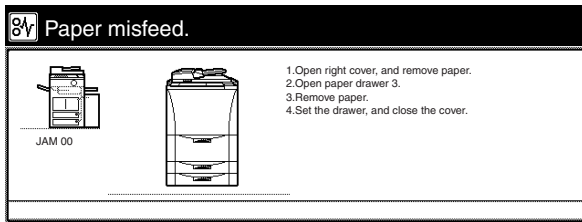
- 5 Close the upper right cover to the copier and push drawer[cassette] No.1 back in firmly.

- 6 If necessary, reconnect the Side Feeder to the copier.

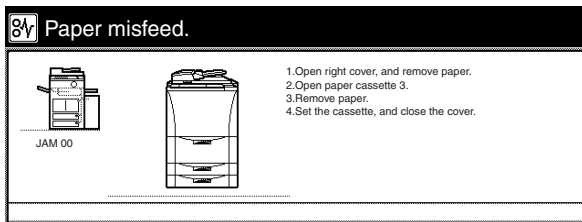
• Misfeed in drawer[cassette] No.2 or drawer[cassette] No.3

If the message below is displayed, a misfeed has occurred in either drawer[cassette] No.2 or drawer[cassette] No.3. Perform the following procedure to remove the jammed paper.

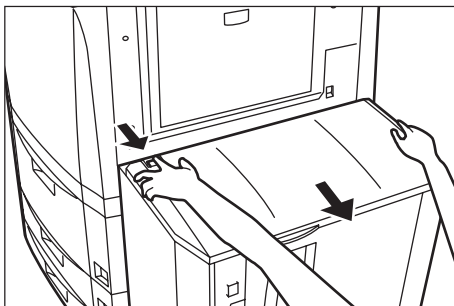
Inch specification



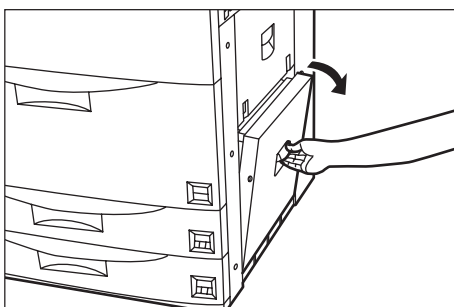
Metric specification



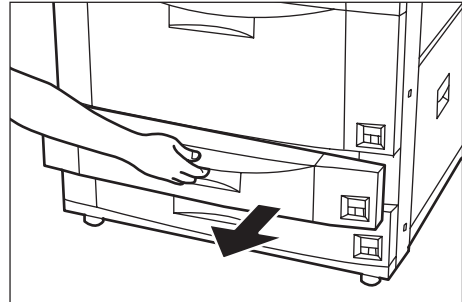
- 1 If the optional Side Feeder is installed in the copier, disconnect it from the main body of the copier.



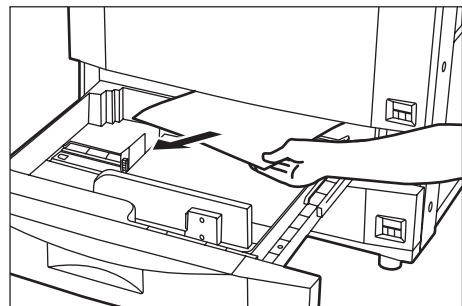
- 2 First, open the lower right cover to the copier and check if there is any jammed paper. If there is any jammed paper inside that cover, remove it.



- 3 Pull out the drawer[cassette] currently being used.



- 4 Remove any jammed paper without tearing it.  
\* If the paper does happen to tear, remove any loose scraps from inside the copier.



- 5 Close the lower right cover to the copier and push the open drawer[cassette] back in firmly.

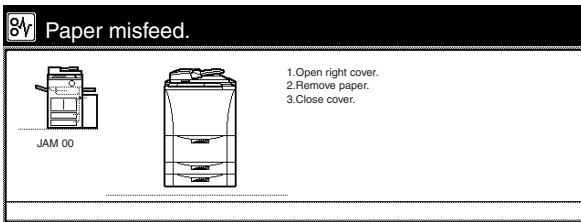
- 6 If necessary, reconnect the Side Feeder to the copier.

## Section 9 TROUBLESHOOTING

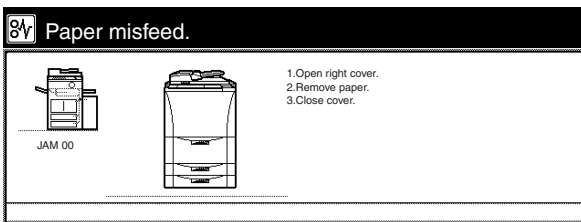
### • Misfeed inside the upper right cover of the copier

If the message below is displayed, a misfeed has occurred inside the upper right cover of the copier. Perform the following procedure to remove the jammed paper.

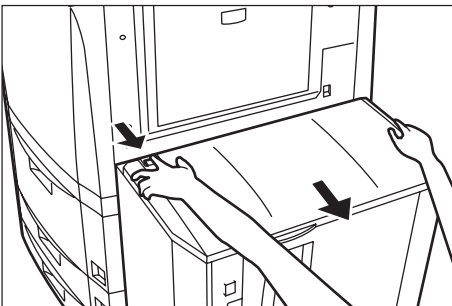
Inch specification



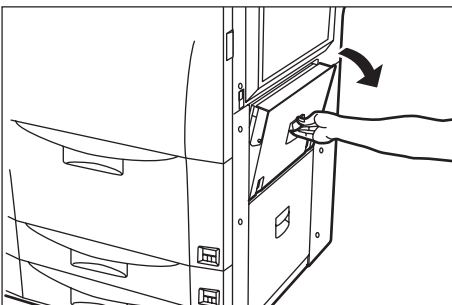
Metric specification



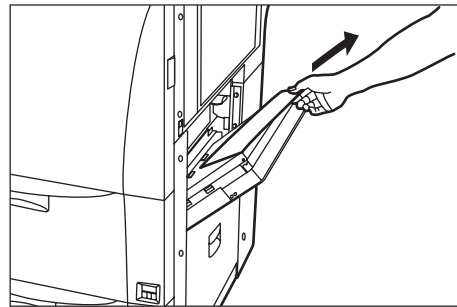
- 1 If the optional Side Feeder is installed in the copier, disconnect it from the main body of the copier.



- 2 Open the upper right cover to the copier.



- 3 Remove any jammed paper without tearing it.  
\* If the paper does happen to tear, remove any loose scraps from inside the copier.

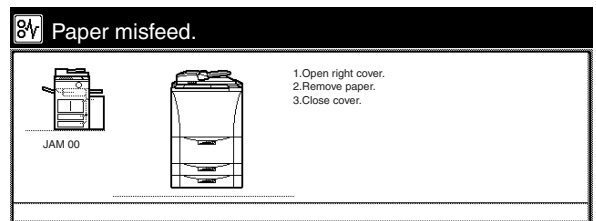


- 4 Close the upper right cover to the copier.
- 5 If necessary, reconnect the Side Feeder to the copier.

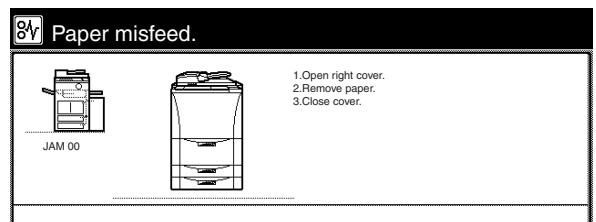
### • Misfeed inside the lower right cover of the copier

If the message below is displayed, a misfeed has occurred inside the lower right cover of the copier. Perform the following procedure to remove the jammed paper.

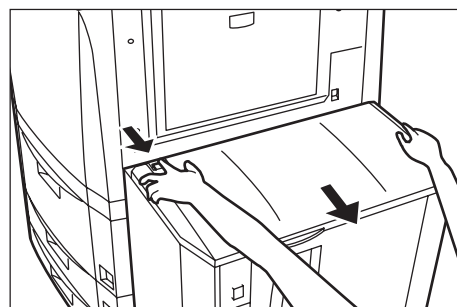
Inch specification



Metric specification

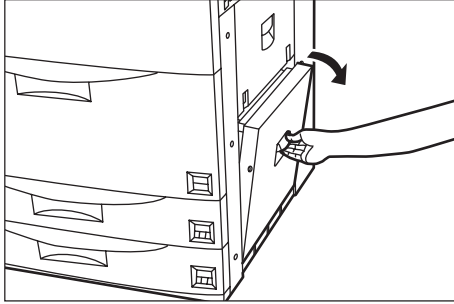


- 1 If the optional Side Feeder is installed in the copier, disconnect it from the main body of the copier.

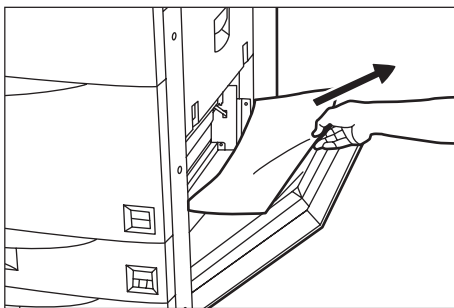




- 2 Open the lower right cover to the copier.



- 3 Remove any jammed paper without tearing it.  
\* If the paper does happen to tear, remove any loose scraps from inside the copier.

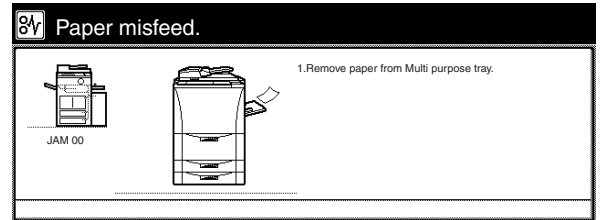


- 4 Close the lower right cover to the copier.
- 5 If necessary, reconnect the Side Feeder to the copier.

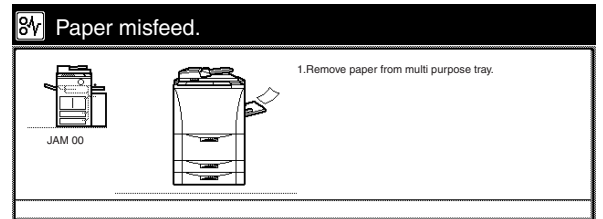
• Misfeed in the multi-bypass tray

If the message below is displayed, a misfeed has occurred in multi-bypass tray. Perform the following procedure to remove the jammed paper.

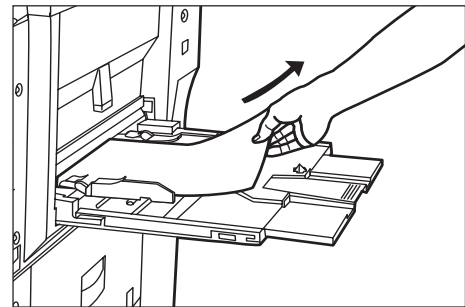
Inch specification



Metric specification



- 1 Remove all of the paper remaining in the multi-bypass tray.  
\* If the paper is difficult to remove, do not attempt to force it. Instead, refer to “② Misfeed in the paper conveyor section” on page 9-13 in order to remove the jammed paper.



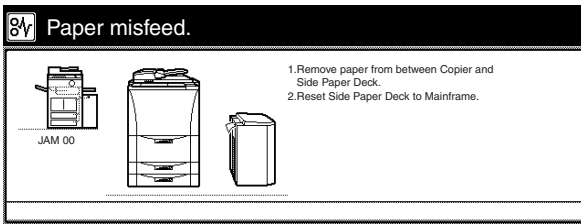
- 2 Reset the paper in the multi-bypass tray.

## Section 9 TROUBLESHOOTING

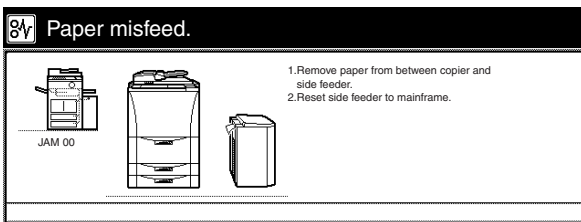
### • Misfeed in the optional Side Feeder

If the message below is displayed, a misfeed has occurred in the optional Side Feeder. Perform the following procedure to remove the jammed paper.

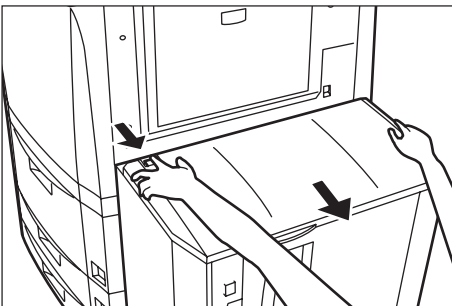
Inch specification



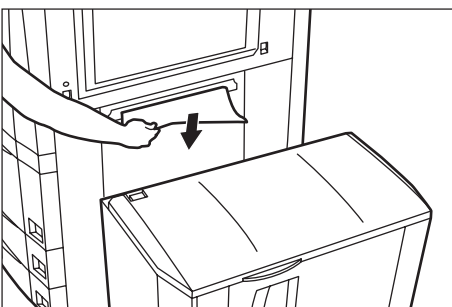
Metric specification



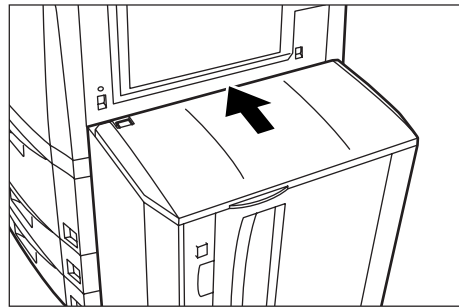
- 1 Disconnect the Side Feeder from the main body of the copier.



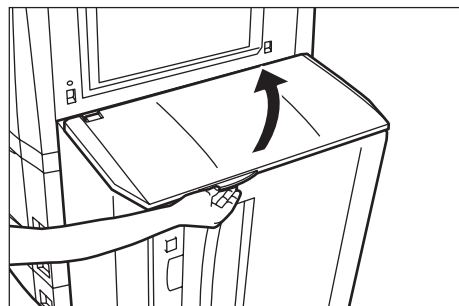
- 2 If there is any jammed paper inside the coupling area between the Side Feeder and the copier, remove it.



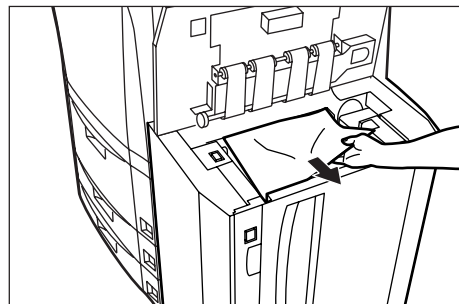
- 3 Reconnect the Side Feeder to the copier.  
If there is any jammed paper inside the Side Feeder, go to the next step.



- 4 Open the upper cover to the Side Feeder.



- 5 Remove the jammed paper.



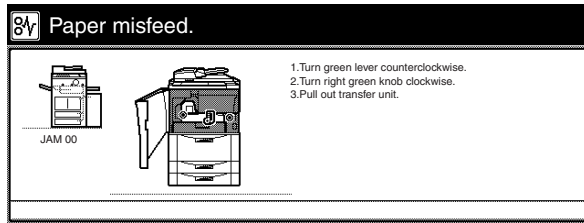
- 6 Close the upper cover to the Side Feeder.

② Misfeed in the paper conveyor section

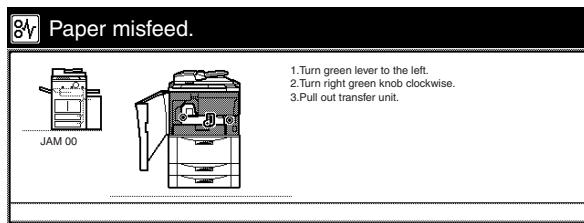
If a misfeed occurs in the paper conveyor section, perform the following procedure to remove the jammed paper.

\* When a misfeed has occurred in the paper conveyor section, the following message will appear after you open the front cover in step 1.

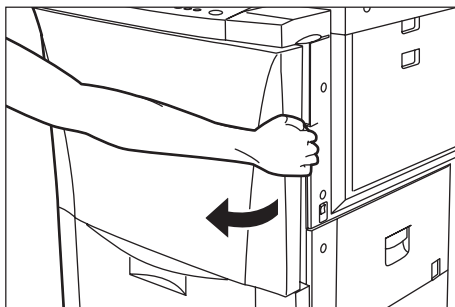
Inch specification



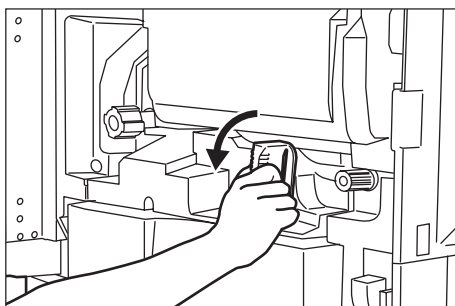
Metric specification



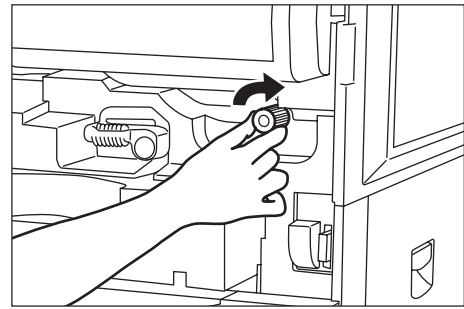
1 Open the front cover.



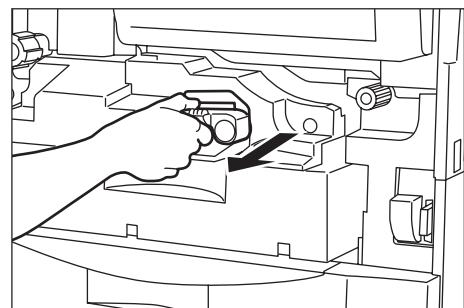
2 Push the green release lever down to the left.



3 Turn the green conveyor knob in the direction of the arrow shown in the illustration. The paper will be transported to the paper conveyor unit.



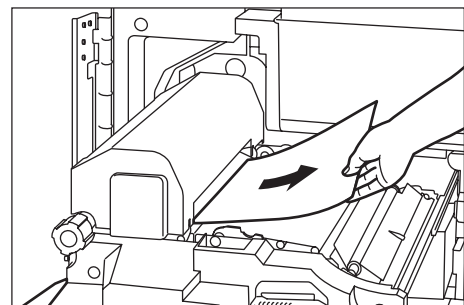
4 Pull the paper conveyor unit out slowly.



**WARNING**

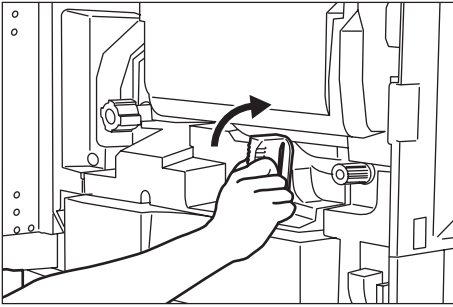
High voltage is present in the charger section. Take sufficient care when working in this area, as there is a danger of electrical shock.

5 Remove the jammed paper without tearing it.  
\* If the paper does happen to tear, remove any loose scraps from inside the copier.



## Section 9 TROUBLESHOOTING

- 6 Replace the paper conveyor unit in its original position in the copier.
- 7 Push the green release lever back up to its original position.

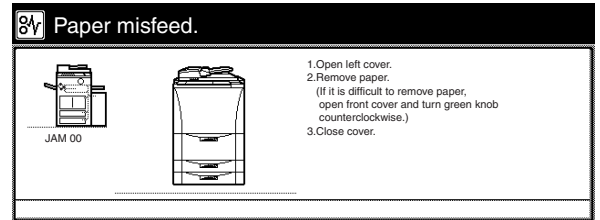


- 8 Close the front cover.

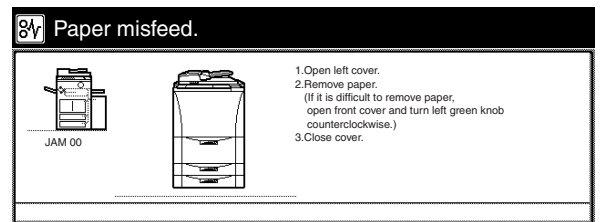
### ③ Misfeed in the fixing section or the ejection section

If the message below is displayed, a misfeed has occurred in the fixing section or the ejection section. Perform the following procedure to remove the jammed paper.

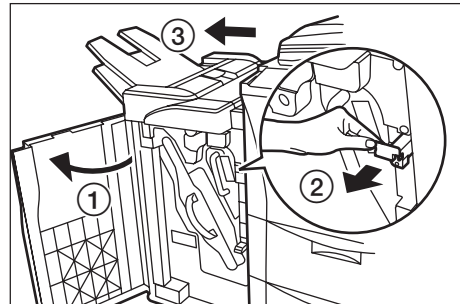
Inch specification



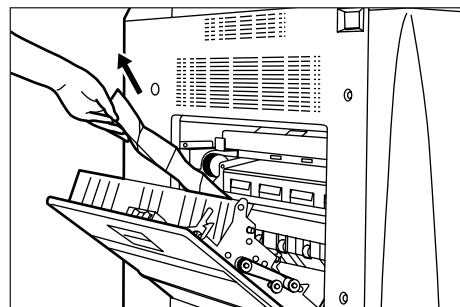
Metric specification



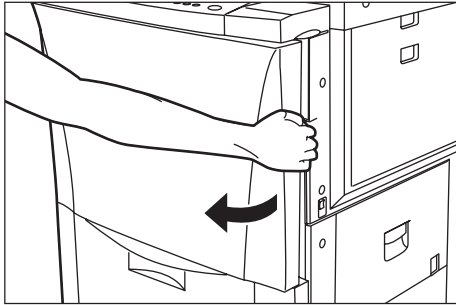
- 1 Remove the copy eject tray. If the optional Document Finisher is installed on your copier, open the front cover to the Document Finisher, pull the release lever towards you and detach the Document Finisher from the copier.



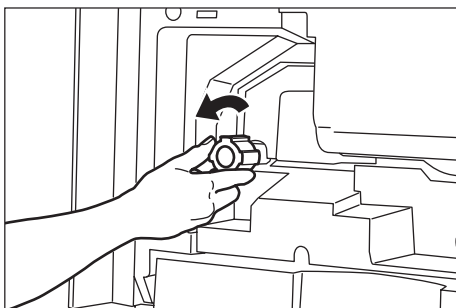
- 2 Open the left cover to the copier and remove any jammed paper. \* If the paper is difficult to remove, do not attempt to force it. Instead, proceed to the next step.



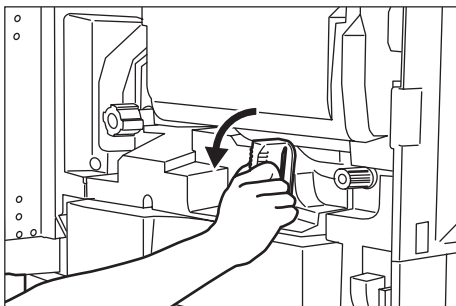
- 3** Open the front cover to the copier.



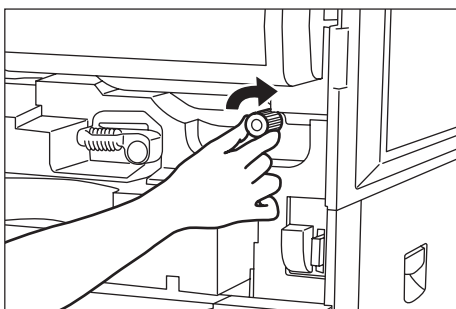
- 4** Turn the green fixing knob in the direction of the arrow shown in the illustration. Remove the jammed paper once it is ejected.



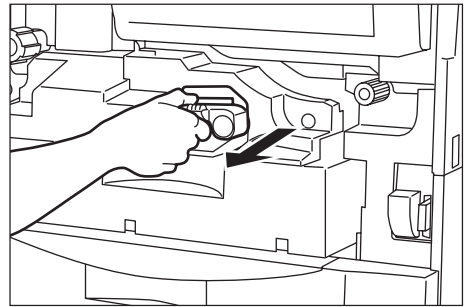
- 5** Push the green release lever down to the left.



- 6** Turn the green conveyor knob in the direction of the arrow shown in the illustration. The paper will be transported to the paper conveyor unit.



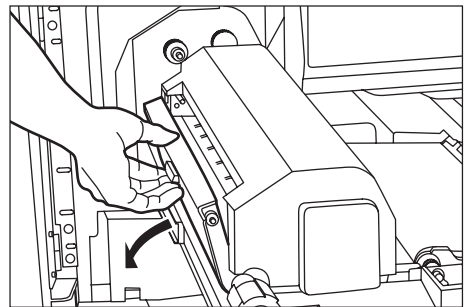
- 7** Pull the paper conveyor unit out slowly. Remove any jammed paper.



## 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.

- 8** Open the cover to the fixing unit.

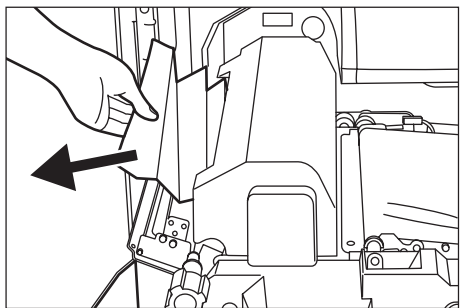


## CAUTION

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

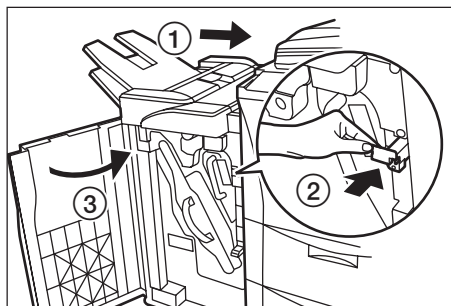
## Section 9 TROUBLESHOOTING

- 9** Remove any jammed paper without tearing it.  
\* If the paper does happen to tear, remove any loose scraps from inside the copier.

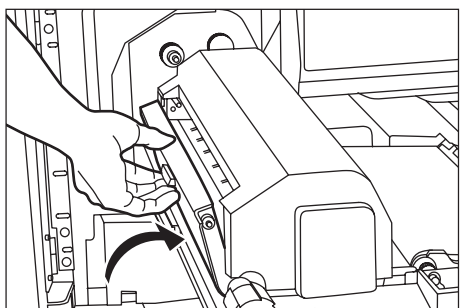


- 13** Close the left and front covers to the copier.

- 14** Reattach the copy eject tray.  
If necessary, reattach the Document Finisher to the copier.  
Then, push the release lever back into its original position and close the front cover to the Document Finisher.

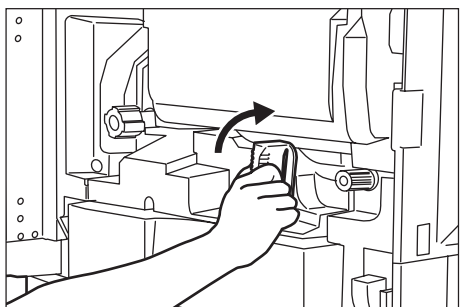


- 10** Close the cover to the fixing unit.



- 11** Replace the paper conveyor unit in its original position in the copier.

- 12** Push the green release lever back up to its original position.

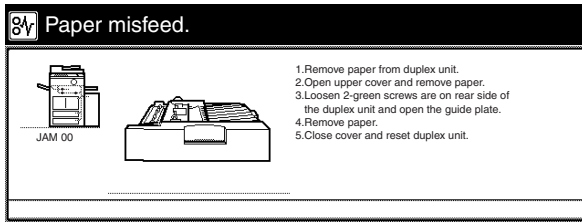


**4 Misfeed in the Duplex Unit**

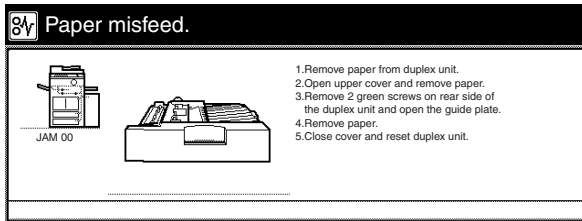
If a misfeed occurs in the Duplex Unit, perform the following procedure to remove the jammed paper.

\* When a misfeed has occurred in the Duplex Unit, the following message will appear after you pull out the Duplex Unit in step 6.

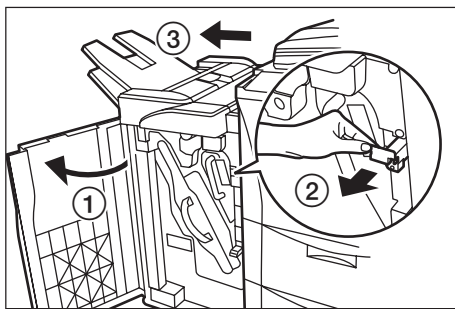
Inch specification



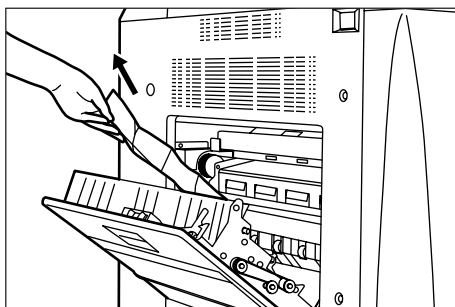
Metric specification



- 1 Remove the copy eject tray.  
If the optional Document Finisher is installed on your copier, open the front cover to the Document Finisher, pull the release lever towards you and detach the Document Finisher from the copier.



- 2 Open the left cover to the copier and remove any jammed paper.

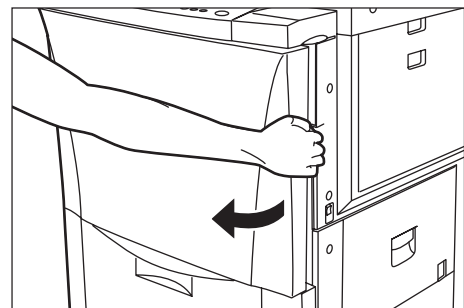


- 3 If the optional Side Feeder is installed in the copier, disconnect it from the main body of the copier.

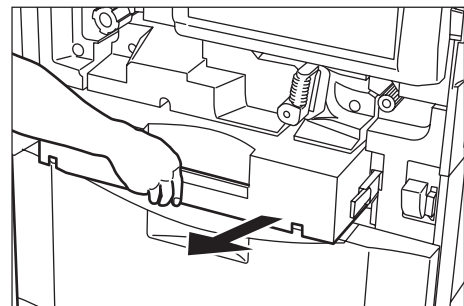
- 4 Open the upper right cover to the copier and check if there is any jammed paper. If there is any jammed paper inside that cover, remove it.



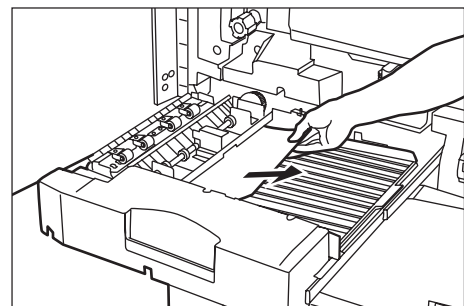
- 5 Open the front cover to the copier.



- 6 Pull the Duplex Unit out towards you as far as it will go.

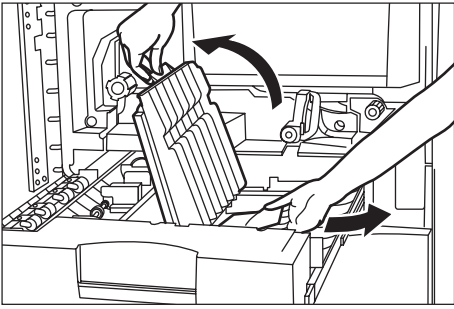


- 7 Remove any jammed paper.

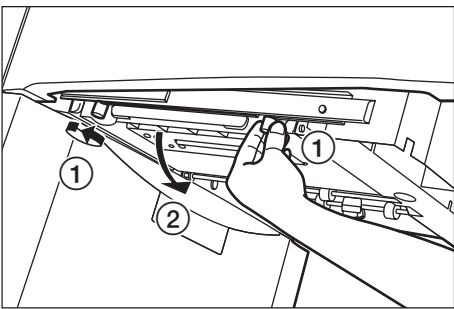


## Section 9 TROUBLESHOOTING

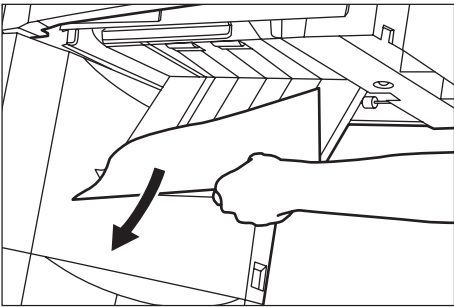
- 8** Open the upper cover to the Duplex Unit and remove any jammed paper without tearing it. Close the upper cover and then proceed to the next step.



- 9** Undo the 2 green screws on the bottom of the Duplex Unit.

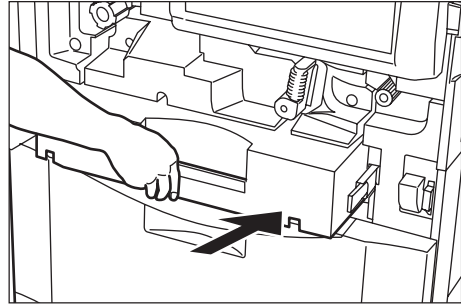


- 10** Lower the Duplex Unit guide plate open and remove any jammed paper without tearing it.



- 11** Close the guide plate and reattach the 2 green screws.

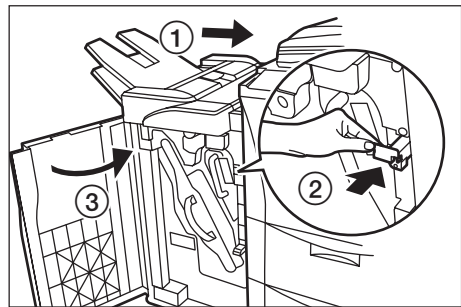
- 12** Replace the Duplex Unit in its original position in the copier.



- 13** Close the front, upper right, and left covers to the copier, in that order.

- 14** If necessary, reconnect the Side Feeder to the copier.

- 15** Reattach the copy eject tray. If necessary, reattach the Document Finisher to the copier. Then, push the release lever back into its original position and close the front cover to the Document Finisher.

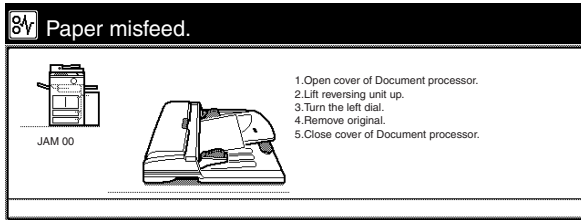




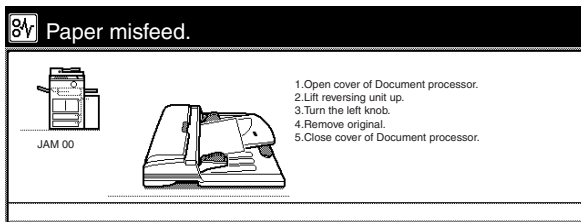
**6 Misfeed in the Document Processor**

If the message below is displayed, a misfeed has occurred in the Document Processor. Perform the following procedure to remove the jammed paper.

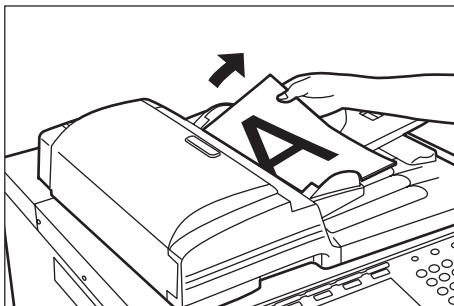
Inch specification



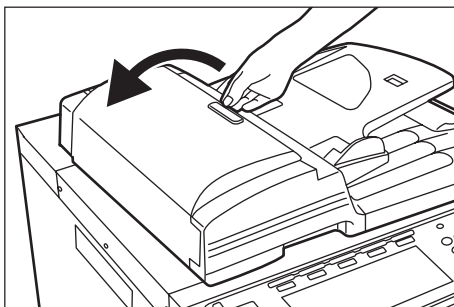
Metric specification



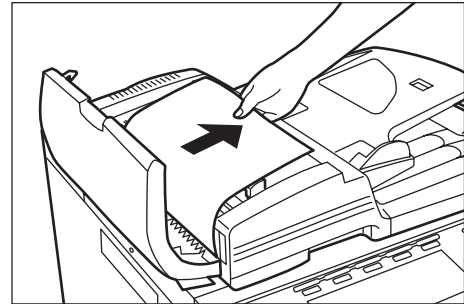
- 1** Remove all of the originals remaining in the original table.



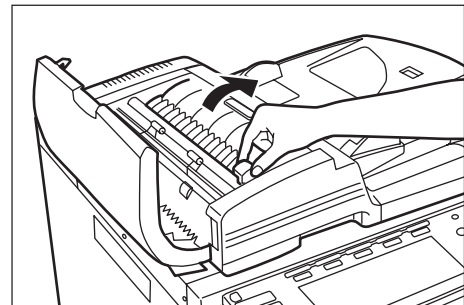
- 2** Open the Document Processor cover.



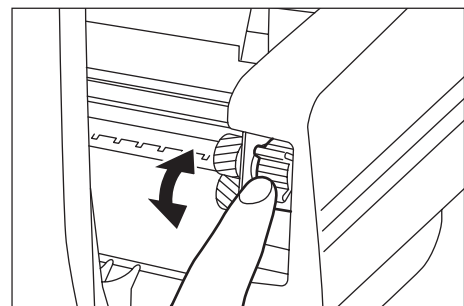
- 3** If there is an original there, remove the jammed original without tearing it.  
\* If the original does happen to tear, remove any loose scraps from inside the Document Processor. Loose scraps of paper may cause other originals to misfeed.



- 4** Lift open the reversing unit.



- 5** If there is an original there, remove the jammed original without tearing it.  
\* If the original does happen to tear, remove any loose scraps from inside the Document Processor. Loose scraps of paper may cause other originals to misfeed.  
\* If the original is difficult to remove, turn the original feed dial as shown in the illustration in order to feed it out to a location that makes it easier to remove.



- 6** Close the reversing unit in its original position.

- 7** Close the Document Processor cover.

## Section 9 TROUBLESHOOTING

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### ⑥ Misfeed in the optional Document Finisher

If a misfeed occurs in the Document Finisher, refer to the Operation Guide for your Document Finisher and remove the jammed paper accordingly.

## 4. If other trouble occurs

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

Trouble	Checkpoint	Procedure	Reference page
Nothing lights on the operation panel when the main switch is turned ON.	Is the power plug connected to an AC outlet?	Connect the plug to an AC outlet.	—
No copies come out when the [Start] key is pressed.	Is there an error message on the touch panel?	Check the appropriate response to that message, and perform the corresponding procedure.	9-1
The copies come out blank.	Were the originals set correctly?	When setting originals on the platen, set them face-down.	3-8
		When setting originals in the Document Processor, set them face-up.	3-7
The copies come out too light.	Is the copier in the auto exposure mode?	In order to adjust the overall exposure level, perform the "Auto exposure adjustment" procedure.	7-51
	Is the copier in the manual exposure mode?	Adjust the exposure to the correct level using the copy exposure adjustment keys.	4-2
		To adjust the overall exposure, adjust the exposure for each image quality mode.	7-53 7-54 7-55
	Is a message that tells you to add toner displayed?	Add toner.	3-9
	Is the copy paper wet?	Replace the copy paper with new paper.	3-1
The copies come out too dark.	Is the copier in the auto exposure mode?	In order to adjust the overall exposure level, perform the "Auto exposure adjustment" procedure.	7-51
	Is the copier in the manual exposure mode?	Adjust the exposure to the correct level using the copy exposure adjustment keys.	4-2
		To adjust the overall exposure, adjust the exposure for each image quality mode.	7-53 7-54 7-55

## Section 9 TROUBLESHOOTING

Trouble	Checkpoint	Procedure	Reference page
Black lines appear on copies when you feed originals from the Document Processor (but they do not exist on the originals themselves).	Is the slit glass dirty?	Perform the cleaning operation on the slit glass, or make the lines less apparent by turning black-line correction ON.	7-45 10-1
The copies are dirty.	Is the platen or the Document Processor dirty?	Clean the platen and/or the Document Processor.	10-1
The copy image is skewed.	Were the originals set correctly?	When setting originals on the platen, align them securely with appropriate original size indicators.	3-8
		When setting originals in the Document Processor, align the original insert guides securely according to the size the originals.	3-7
Paper jams occur often.	Is the copy paper loaded properly in the drawer[cassette]?	Load the paper properly.	3-1
	Is the copy paper curled, folded over or wrinkled?	Replace the copy paper with new paper.	3-1
	Is there any jammed paper or loose scraps of paper remaining inside the copier?	Carry out the appropriate procedure to remove the paper.	9-7

# Section 10 MAINTENANCE AND OPERATION INFORMATION

## 1. Cleaning the copier



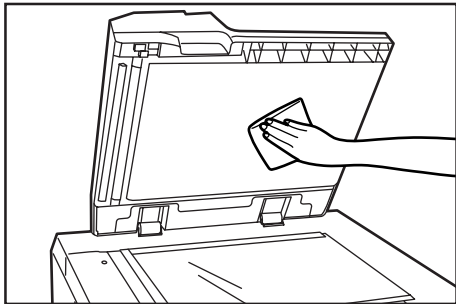
### CAUTION

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

#### ● Cleaning the Document Processor

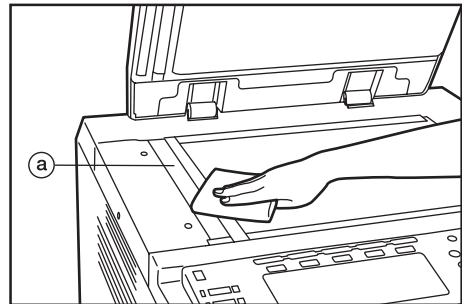
Lift open the Document Processor. Wipe the back side of the Document Processor with a soft cloth dampened with alcohol or mild detergent.

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



\* If copies appear soiled, such as black lines appearing on the copy image, while using the Document Processor, the slit glass is dirty. Wipe the slit glass with a dry cloth or a soft cloth dampened with alcohol.

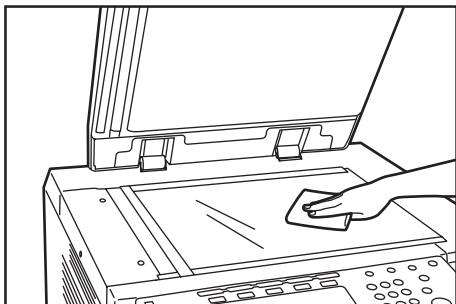
\* Never use water, thinner or organic solvents.



#### ● Cleaning the platen

Lift open the Document Processor. Wipe the platen with a soft cloth dampened with alcohol or mild detergent.

\* Never use thinner or other organic solvents to clean the platen.



## 2. Specifications

Type .....	Console
Original table .....	Main Body: Fixed type When using the Document Processor: Moving type
Copying system .....	Indirect electrostatic system
Acceptable originals .....	Sheets of paper, books and 3-dimensional objects (Maximum size: 11" x 17" / A3)
Copy sizes .....	Drawers[Cassettes]: 11" x 17" / A3, 8 1/2" x 14" / B4 (257 mm x 364 mm), 11" x 8 1/2" / A4, 8 1/2" x 11" / A4R, 5 1/2" x 8 1/2" / A5R, and Folio (metric specification copiers) , B5, and B5R (Asia Pacific specification copiers) Multi-bypass tray: 11" x 17" / A3, 8 1/2" x 14" / B4 (257 mm x 364 mm), 11" x 8 1/2" / A4, 8 1/2" x 11" / A4R, 5 1/2" x 8 1/2" / A5R, A6R and Folio (metric specification copiers) , B5, B5R, and B6R (Asia Pacific specification copiers) For 2-sided copying: 11" x 17" / A3 – 5 1/2" x 8 1/2" / A5R Print margin loss: 0.5 mm – 5.5 mm
Copying speed .....	63 cpm copiers, same size (100%; [1:1]), memory copy 11" x 17" / A3: 32 copies/min., 8 1/2" x 14" / B4: 38 copies/min., 11" x 8 1/2" / A4: 63 copies/min., 8 1/2" x 11" / A4R: 44 copies/min. , B5: 63 copies/min., B5R: 50 copies/min. 75 cpm copiers, same size (100%; [1:1]), memory copy 11" x 17" / A3: 38 copies/min., 8 1/2" x 14" / B4: 45 copies/min., 11" x 8 1/2" / A4: 75 copies/min., 8 1/2" x 11" / A4R: 52 copies/min. , B5: 75 copies/min., B5R: 60 copies/min.
Warm-up time .....	Within 360 secs. (at room temperature of 68°F/20°C, humidity 65%) Recovery from the preheat mode: Within 30 seconds
First copy speed .....	63 cpm copiers: Approx. 3.6 secs. (11" x 8 1/2" / A4 horizontal feed from drawer[cassette] No.1) 75 cpm copiers: Approx. 3.2 secs. (11" x 8 1/2" / A4 horizontal feed from drawer[cassette] No.1)
Available magnification ratios .....	Any 1% increment between 25% and 400% or standard pre-set ratios * Between 25% and 200% when using the Document Processor
Standard Memory .....	128 MB
Image Storage Memory .....	20 GB
Resolution .....	Reading: 600 x 600 dpi Writing: 1800 equivalent x 600 dpi
Paper feed system .....	Automatic feeding from drawers[cassettes] (two 500-sheet capacity drawers[cassettes] [80 g/m <sup>2</sup> ] and one 3000-sheet capacity drawer[cassette] [80 g/m <sup>2</sup> ]), or from the multi-bypass tray (100 sheet capacity [80 g/m <sup>2</sup> ])
Acceptable copy paper .....	<Paper weights> Drawers[Cassettes]: 60 g/m <sup>2</sup> – 80 g/m <sup>2</sup> Duplex Unit: 64 g/m <sup>2</sup> – 105 g/m <sup>2</sup> Multi-bypass tray: 45 g/m <sup>2</sup> – 200 g/m <sup>2</sup> ; 110 lbs. <Paper types> Drawers[Cassettes]: Standard copy paper and color paper Duplex Unit: Standard copy paper and color paper Multi-bypass tray: Standard copy paper, letterhead, color paper, tracing paper, OHP transparencies, envelopes, etc. (envelopes can only be used under the optional printer functions of this machine.)
Continuous copying .....	1 – 999 sheets
Light source .....	Rare gas lamp
Developing system .....	Dry process
Fixing system .....	Heat roller
Cleaning system .....	Blade and fur brush
Photoconductor .....	a-Si
Standard functions and modes .....	Auto paper selection mode, Image quality selection, Auto magnification selection mode, Zoom mode, Preset zoom mode, XY zoom mode, 2-sided copy modes, Page separation/ Split copy modes, Margin mode, Centering/Image shift mode, Memo mode, Border erase modes, Combine/Merge Copy modes, Print page numbers mode, Form overlay mode, Booklet/Stitching mode, Book to Booklet mode, Sort/Finished mode, Auto rotation function, Auto Selection/Filing mode, Cover mode, Transparency + backing sheet mode, Invert mode, Mirror image mode, Proof mode, Repeat copy mode, Batch scanning mode, Eco print mode, Program function, Job build mode, Form registration, Shared data box, Synergy print boxes, Copy management mode, Weekly timer function, Language selection function

## Section 10 MAINTENANCE AND OPERATION INFORMATION

Power source .....	63 cpm copiers: 120V AC, 60 Hz, 13 A 220V – 240V AC, 50/60 Hz, 4.9 A (Average)
	75 cpm copiers: 120V AC, 60 Hz, 15 A 220V – 240V AC, 50/60 Hz, 7.0 A (Average)
Power consumption .....	63 cpm copiers: Maximum rated power consumption 1920 W (120V) 2400 W (220-240V)
	75 cpm copiers: Maximum rated power consumption 1920 W (120V) 1920 W (220-240V)
Dimensions (W) x (D) x (H) .....	27" x 31 1/2" x 46 1/2" 685 mm x 800 mm x 1,181 mm
Weight .....	Approx. 440 lbs. / Approx. 200 kg
Noise emission .....	≤ 70 dB(A)
Required space (W) x (D) .....	54 3/4" x 31 1/2" 1,390 mm x 800 mm
Optional equipment .....	Side Feeder , Document Finisher, Key Counter, Printer Kit, Network Scanner Kit and Tandem Copier Kit

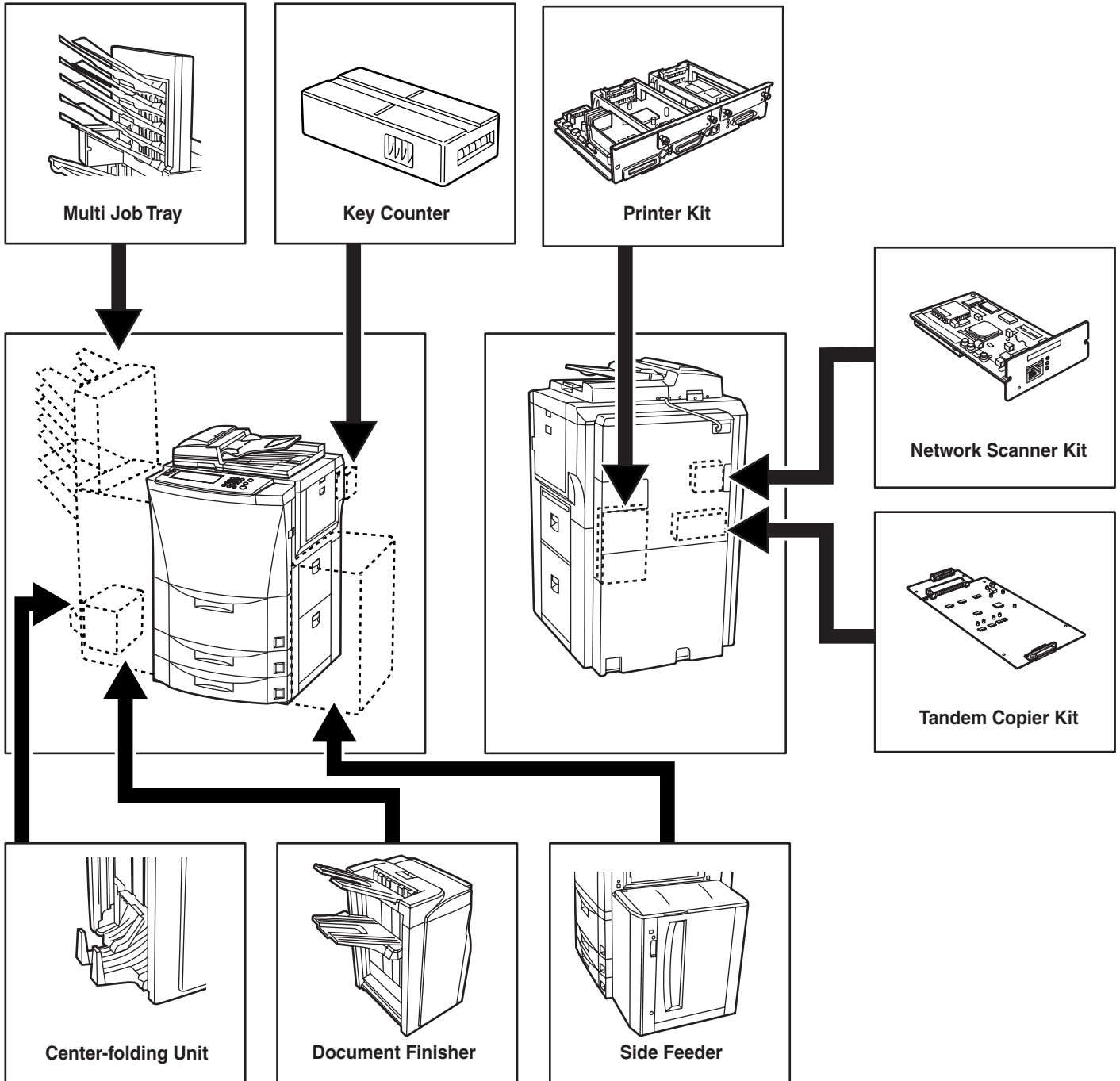
(Specifications are subject to change without notice.)

### 3. Installing the optional equipment

This section shows where to install the optional units for this copier. For more details, refer to the Operation Guide for the corresponding optional unit.

● **Available optional units**

The following optional units can be installed on your copier.





### **Side Feeder**

This unit is an auxiliary paper feed unit that holds up to 4,000 sheets of standard 11" x 8 1/2" , A4 or B5 size copy paper.

### **Document Finisher**

The Document Finisher stores a large quantity of copies and can sort multiple copy sets (Sort/Finished mode), or it can groups copies made from multiple originals, with all the copies produced from an individual original stacked together in one set (Group mode), by shifting their position of ejection. It can also staple the finished copy sets as well as punch holes in them for filing purposes (optional).

If the optional Center-Folding Unit and Multi Job Tray are installed in your copier as well, you will also be able to use the Center-Folding Unit to center bind and center fold the copy sets and designate them for ejection into the Multi Job Tray.

### **Multi Job Tray**

If the Multi Job Tray is installed in your copier, you can designate finished copies for ejection into that unit.

### **Center-Folding Unit**

If the optional Center-Folding Unit is installed in your copier, you will be able to use that unit to center bind and center fold your copy sets.

### **Key Counter**

The Key Counter is used for checking copier use and is convenient for centralized management of the number of copies made by each department as well as the total number of copies made overall on the machine.

### **Printer Kit**

If the Printer Kit is installed in your copier, you can use the copier as a printer. For more details, refer to the Operation Guide for the Printer Kit.

Since a networking board is installed as standard equipment in the copier, access from multiple computers is possible and the machine can be used as a network printer.

### **Network Scanner Kit**

If the Network Scanner Kit is installed in your copier, you can use the copier as a scanner from multiple computers over your network.

### **Tandem Copier Kit**

The Tandem Copier Kit 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.

# Appendix: Functions and settings combination chart

This copier contains many different functions and settings, and many of them can be used in combination for more efficient copying. Refer to the following chart for details on combining specific functions and settings.

- : Combination is possible
- : Combination is NOT possible
- 01: Auto exposure adjustment is not available for the photo mode. The text-photo mode, the text mode, or manual exposure adjustment will be selected.
- 02: Only the auto magnification selection mode is available. That mode will be selected.
- 03: Only same size (100% [1:1]) copying in the auto paper selection mode is available. That mode will be selected.

- 04: The margin mode and the booklet/stitching mode, or book to booklet mode, cannot be used in combination with each other.
- 05: The function selected second will take priority and original size selection (auto selection) will engage.
- 06: The border erase modes and the auto selection/filing mode cannot be used in combination with each other.
- 07: The border erase modes and the custom original size setting cannot be used in combination with each other.

- 08: The sheet erase mode and the book erase mode cannot be used in combination with each other.
- 09: The transparency + backing sheet mode and the 2-sided copy modes cannot be used in combination with each other.
- 10: Cannot be used in combination with auto selection/filing mode.
- 11: The 2-sided copy modes and the invert mode cannot be used in combination with each other.

Function selected second / Function selected first	①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	⑪	⑫	⑬	⑭	⑮	⑯	⑰	⑱	⑲	⑳	㉑	㉒	㉓	㉔	㉕				
① Image quality (text mode)		---	---	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○				
② Image quality (photo mode)	---		---	○	01	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○				
③ Image quality (text+photo mode)	---	---		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○				
④ Copy exposure (manual exposure adjustment)	○	○	○	---	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○				
⑤ Copy exposure (auto exposure adjustment)	○	01	○	---	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○				
⑥ Auto paper selection mode (Same size: 100% [1:1])	○	○	○	○	○	---	---	---	---	---	---	---	○	○	○	○	○	○	○	○	○	○	○	○	02	02			
⑦ Auto paper selection mode (enlargement/reduction)	○	○	○	○	○	---	---	---	---	---	---	---	○	○	○	○	○	○	○	○	○	○	○	○	02	02			
⑧ Auto magnification selection mode	○	○	○	○	○	---	---	---	---	---	---	---	○	○	○	○	○	○	○	○	○	○	○	○	○	02			
⑨ Same size (100% [1:1]) copying	○	○	○	○	○	---	---	---	---	---	---	---	○	○	○	○	○	○	○	○	○	○	○	○	○	02			
⑩ Zoom mode	○	○	○	○	○	---	---	---	---	---	---	---	○	○	○	○	○	○	○	○	○	○	○	○	○	02			
⑪ Preset zoom mode	○	○	○	○	○	---	---	---	---	---	---	---	○	○	○	○	○	○	○	○	○	○	○	○	○	02			
⑫ XY zoom mode	○	○	○	○	○	---	---	---	---	---	---	---	○	○	○	○	○	○	○	○	○	○	○	○	○	02			
⑬ Eco print mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○			
⑭ Margin mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	○	○	○	○	○	○	○	○	○	○	04	04		
⑮ Centering/Image shift mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	○	○	○	○	○	○	○	○	○	○	○			
⑯ Border erase (sheet erase mode)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	○	○	○	○	○	○	○	○	○			
⑰ Border erase (book erase mode)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	○	○	○	○	○	○	○	○	08	○		
⑱ 1-sided copying (1-sided → 1-sided)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	---	---	---	---	---	○	○		
⑲ 2-sided copying (1-sided → 2-sided)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	---	---	---	---	---	12	12		
⑳ 2-sided copying (2-sided → 2-sided)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	---	---	---	---	---	12	12		
㉑ 2-sided copying (book → 2-sided)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	---	---	---	---	---	12	12		
㉒ Page separation/Split copy (2-sided → 1-sided)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	---	---	---	---	---	12	12		
㉓ Page separation/Split copy (book → 1-sided)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	---	---	---	---	---	12	12		
㉔ Booklet/Stitching mode	○	○	○	○	○	02	02	○	○	○	○	02	○	04	○	○	08	○	12	12	12	12	12	12	---	---			
㉕ Book to Booklet mode	○	○	○	○	○	02	02	○	02	02	02	02	○	04	○	○	○	○	12	12	12	12	12	12	---	---			
㉖ Cover mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	17	17		
㉗ Transparency + backing sheet mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	09	09	09	○	16	18	18			
㉘ Paper selection	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○			
㉙ Original set direction	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	28	○	○	○	14	○	14	○	○	14			
㉚ Original size selection (standard size)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	13	○	13	○	○			
㉛ Original size selection (custom size)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	07	07	○	○	○	05	○	05	05	05			
㉜ Original size selection (auto selection)	○	○	○	○	○	○	03	03	03	03	03	03	○	○	○	06	06	○	10	○	10	○	10	19	19				
㉝ Original size selection (filing)	○	○	○	○	○	02	02	○	02	02	02	02	○	○	○	06	06	○	○	○	10	○	10	20	20				
㉞ Sort mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○			
㉟ Finished mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○			
㊱ Staple mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○			
㊲ Punch mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	23	23		
㊳ Copy eject location	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○			
㊴ Invert mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	11	11	11	○	○	11	11		
㊵ Mirror image mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○			
㊶ Print page numbers mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○			
㊷ Form overlay mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	15	15	25	25
㊸ Combine/Merge Copy modes	○	○	○	○	○	02	02	○	○	○	○	02	○	26	○	○	○	○	○	○	○	○	○	○	○	15	15	26	26
㊹ Memo mode	○	○	○	○	○	02	02	○	○	○	○	02	○	27	○	○	○	○	○	○	○	○	○	○	○	15	15	27	27
㊺ Batch scanning mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
㊻ Proof mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
㊼ Repeat copy mode (settings)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
㊽ Repeat copy mode (print out)	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
㊾ Document management functions (form registration)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
㊿ Document management functions (shared data box [storing documents])	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
㊿ Document management functions (synergy print boxes [storing documents])	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
㊿ Document management functions (shared data box [printing out documents])	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
㊿ Document management functions (synergy print boxes [printing out documents])	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
㊿ Output management functions (interrupt print)	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
㊿ Job build copying (step 1)	○	○	○	○	○	---	---	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
㊿ Job build copying (from step 2)	○	○	○	○	○	---	---	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
㊿ Interrupt copying	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
㊿ Scanner functions (Scan to PC)	○	○	○	○	○	---	○	○	---	---	---	---	---	---	---	---	○	○	○	---	---	---	○	○	○	○	○	○	○
㊿ Scanner functions (Send E-mail)	○	---	○	○	○	---	○	○	---	---	---	---	---	---	---	---	○	○	○	---	---	---	○	○	○	○	○	○	○
㊿ Scanner functions (TWAIN)	○	○	○	○	○	---	○	○	---	---	---	---	---	---	---	---	○	○	○	---	---	---	○	○	○	○	○	○	○

# Appendix: Functions and settings combination chart

- 12: The booklet/stitching mode and book to booklet mode will be given second priority when the 2-sided copy modes or the page separation/split copy modes are selected.
- 13: Open-faced originals cannot be used in combination with original size selection.
- 14: Not available because open-faced originals must be set with the top edge towards the rear of the copier.
- 15: Not available in combination with open-faced originals.
- 16: The book → page separation/split copy mode and the transparency + backing sheet mode cannot be used in combination with each other.
- 17: Not available in combination with the cover mode.
- 18: Not available in combination with the transparency + backing sheet mode.
- 19: Not available in combination with original size selection (auto selection).
- 20: Not available in combination with original size selection (filing).
- 21: Not available in combination with the original size selection.
- 22: The finished mode and the staple mode cannot be used in combination with each other.
- 23: The punch mode cannot be used in combination with each other.
- 24: The original set direction cannot be selected because the book erase mode was selected and originals must be set with the top edge towards the rear of the copier.
- 25: Not available in combination with the form overlay mode.
- 26: Not available in combination with the combine/merge copy mode.
- 27: The memo mode cannot be used in combination with each other.
- 28: The selected paper setting will be canceled in order to switch to the auto paper selection mode.
- 29: The batch scanning operation, selected first, will be canceled.

- ⑥1 Insert blank sheet
- ⑥2 Start on front of copy
- ⑥3 Enter number of copies (copy sets) to be made

																										Function selected second		
②6	②7	②8	②9	③0	③1	③2	③3	③4	③5	③6	③7	③8	③9	④0	④1	④2	④3	④4	④5	④6	④7	⑥1	⑥2	⑥3	Function selected first			
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	①	Image quality (text mode)		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	②	Image quality (photo mode)		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	③	Image quality (text+photo mode)		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	④	Copy exposure (manual exposure adjustment)		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	⑤	Copy exposure (auto exposure adjustment)		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	⑥	Auto paper selection mode (Same size: 100% [1:1])		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	⑦	Auto paper selection mode (enlargement/reduction)		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	⑧	Auto magnification selection mode		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	⑨	Same size (100% [1:1]) copying		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	⑩	Zoom mode		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	⑪	Preset zoom mode		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	⑫	XY zoom mode		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	⑬	Eco print mode		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	⑭	Margin mode		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	⑮	Centering/Image shift mode		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	⑯	Border erase (sheet erase mode)		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	⑰	Border erase (book erase mode)		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	⑱	1-sided copying (1-sided → 1-sided)		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	⑲	2-sided copying (1-sided → 2-sided)		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	⑳	2-sided copying (2-sided → 2-sided)		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	㉑	2-sided copying (book → 2-sided)		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	㉒	Page separation/Split copy (2-sided → 1-sided)		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	㉓	Page separation/Split copy (book → 1-sided)		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	㉔	Booklet/Stitching mode		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	㉕	Book to Booklet mode		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	㉖	Cover mode		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	㉗	Transparency + backing sheet mode		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	㉘	Paper selection		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	㉙	Original set direction		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	③0	Original size selection (standard size)		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	③1	Original size selection (custom size)		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	③2	Original size selection (auto selection)		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	③3	Original size selection (filing)		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	③4	Sort mode		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	③5	Finished mode		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	③6	Staple mode		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	③7	Punch mode		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	③8	Copy eject location		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	③9	Invert mode		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	④0	Mirror image mode		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	④1	Print page numbers mode		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	④2	Form overlay mode		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	④3	Combine/Merge Copy modes		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	④4	Memo mode		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	④5	Batch scanning mode		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	④6	Proof mode		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	④7	Repeat copy mode (settings)		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	④8	Repeat copy mode (print out)		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	④9	Document management functions (form registration)		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	⑤0	Document management functions (shared data box [storing documents])		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	⑤1	Document management functions (synergy print boxes [storing documents])		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	⑤2	Document management functions (shared data box [printing out documents])		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	⑤3	Document management functions (synergy print boxes [printing out documents])		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	⑤4	Output management functions (interrupt print)		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	⑤5	Job build copying (step 1)		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	⑤6	Job build copying (from step 2)		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	⑤7	Interrupt copying		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	⑤8	Scanner functions (Scan to PC)		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	⑤9	Scanner functions (Send E-mail)		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	---	---	○	⑥0	Scanner functions (TWAIN)		

# Laser Safety



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

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

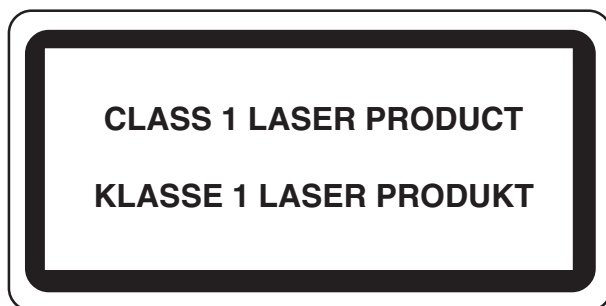
## CAUTION

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

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

	<b>DANGER</b> Laser radiation when open. Avoid direct exposure to beam.	<b>PRECAUTION</b> Peligro-Cuando la cubierta esté abierta se podrá escapar radiación de rayo láser. Evite la exposición directa al rayo láser.			TYPE: WAVE LENGTH:660-680nm LASER SOURCE:5mWx2 INPUT:24VDC/MAX 3.0A 5VDC/0.9A
<b>CAUTION</b>	Laser radiation when open. Avoid direct exposure to beam.	<b>注意</b>	危険！ 打開此蓋會有雷射放射線。 請避免直接曝露於放射線下。		
<b>ATTENTION</b>	Rayonnement laser si ouvert. Dangereux de regarder a l'interieur.	<b>注意</b>	危険-開けたときレーザー放射あり。 ビームに直接さらされることを避けよ。		
<b>VORSICHT</b>	Laserstarhlung wenn geöffnet. Nicht dem strahl aussetzen.				

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





## CAUTION!

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

## VORSICHT!

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

## WARNING

< The 63 cpm copier only >

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

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



### DECLARATION OF CONFORMITY

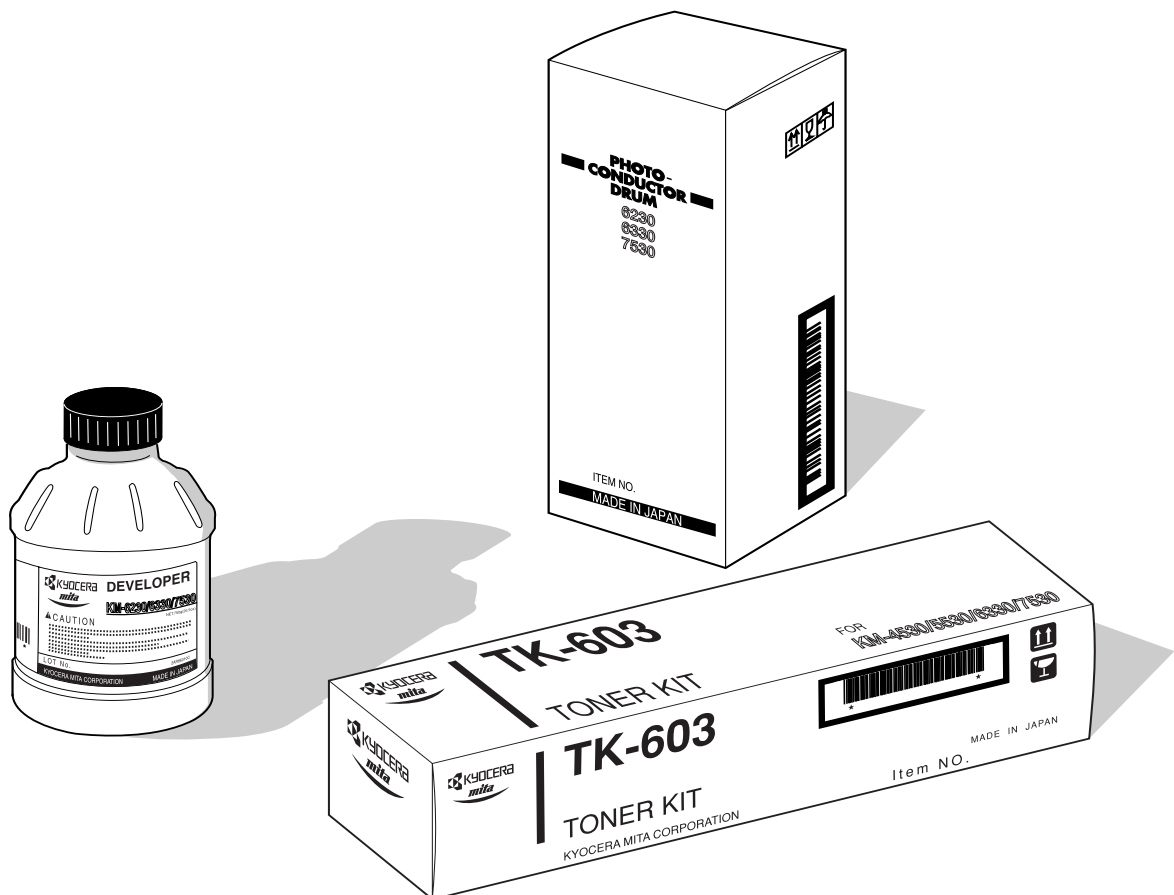
TO

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

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

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

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



**QUALITY  
CERTIFICATE**

This machine has passed  
all quality controls and  
final inspection

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