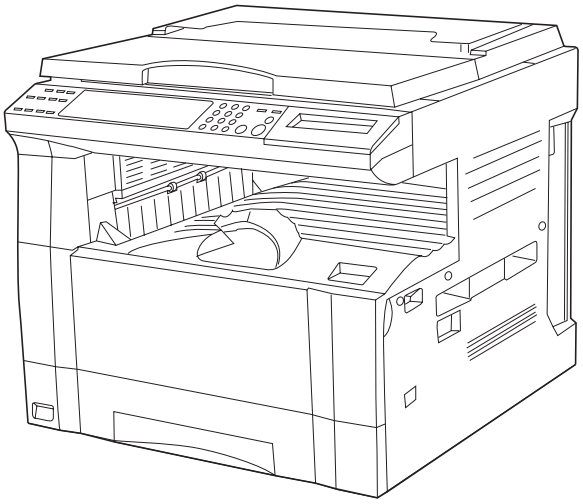
KYOCERA mita

INSTRUCTION HANDBOOK

KM-1530



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

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

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

NOTE: The illustrations of the copier appering in this instruction handbook include the optional drawer.

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

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

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

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

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

Symbols

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

..... [Alert of required action]

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

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

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

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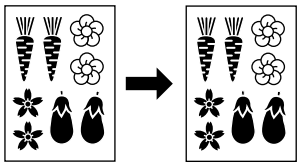
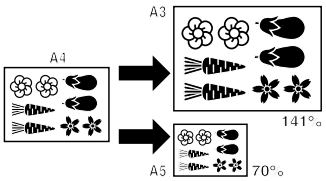
● MAKING FULL USE OF THE MACHINE'S ADVANCED FUNCTIONS

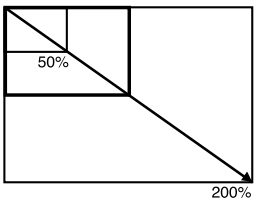
1 Having the machine automatically select paper of the same size as the original
<Auto paper selection mode> (page 4-1)
* This mode is not available on some models.



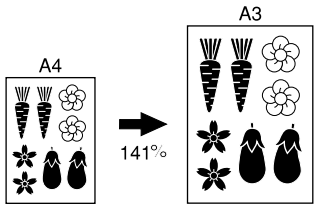
2 Various functions for making enlarged and reduced copies
■ Enlarging/reducing copies to fit the size of paper in a specified drawer
<Auto magnification selection mode> (page 4-3)



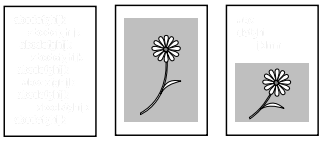
■ Enlarging/reducing copies to any desired size in the 50 - 200% range.
<Zoom copy mode> (page 4-3)



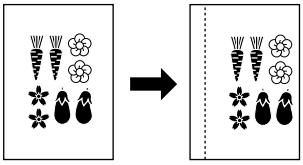
■ Specifying the magnification by selecting the paper size
<Size zoom mode> (page 4-4)



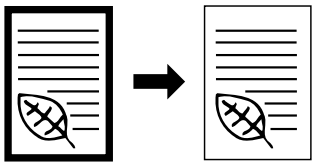
3 Making clear reproductions of photographs
<Copy quality selection> (page 4-2)



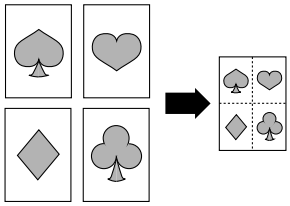
4 Making a margin on copies
<Margin mode> (page 5-1)
* When the optional memory board is installed.



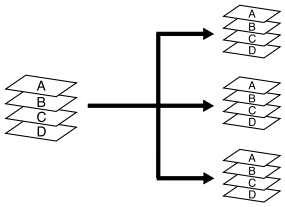
5 Making copies with clean edges
<Border erase mode> (page 5-2)
* When the optional memory board is installed.



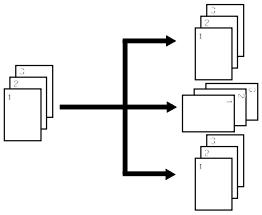
6 Making one copy from two or four originals
<Layout copy> (page 5-4)
* When the optional memory board is installed.



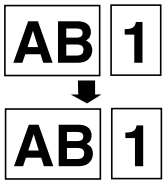
7 Sorting automatically
<Sort copy> (page 5-6)
* When the optional memory board is installed.



8 Changing copy orientation for easy sorting
<Rotate sort copy mode> (page 5-6)
* When the optional memory board is installed.

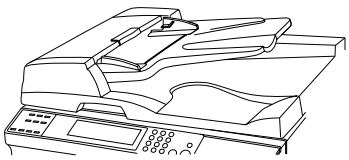


9 Making copies from originals of different sizes at a time
<Auto selection> (page 7-2)
* When the optional ADF is installed.

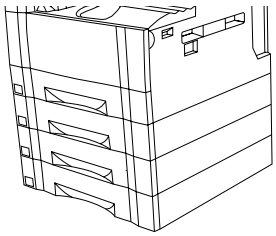


10 Managing the number of copies by ID-code
<Copy management> (page 6-1)

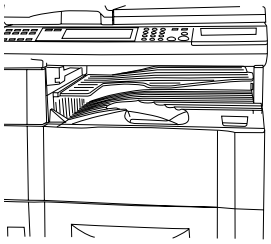
11 A full range of optional equipment is available
■ ADF (automatic document feeder) (page 7-1)



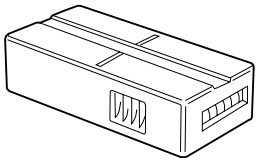
■ Drawer (page 7-3)



■ Job separator (page 7-3)



■ Key counter (page 7-3)

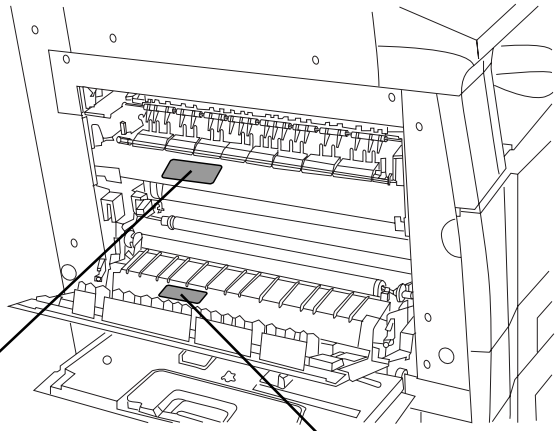


■ Memory board (page 7-4)
■ Printer board (page 7-4)
■ Printer network board (page 7-4)

CHAPTER 1 IMPORTANT! PLEASE READ FIRST.

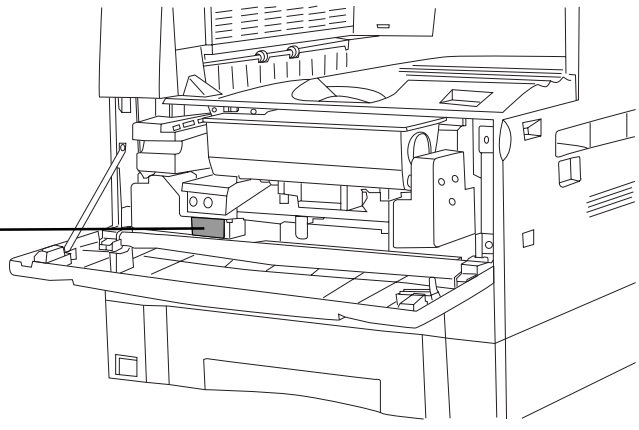
⚠ CAUTION LABELS

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



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

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



Label 3
Do not incinerate toner and toner containers. Dangerous sparks may cause burn. .....

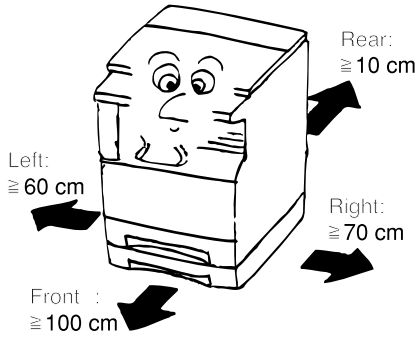
NOTE: DO NOT remove these labels.

INSTALLATION PRECAUTIONS

■ Environment

⚠ CAUTION

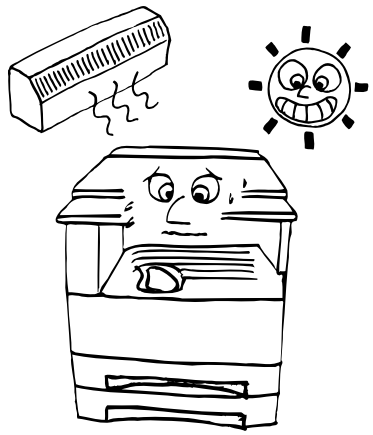
- Avoid placing the copier on or in locations which are unstable or not level. Such locations may cause the copier to fall down or fall over. This type of situation presents a danger of personal injury or damage to the copier. .....
- Avoid locations with humidity or dust and dirt. If dust or dirt become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



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

Other precautions

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



■ Power supply/Grounding the copier

⚠ WARNING

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

Other precautions

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

■ Handling of plastic bags

⚠ WARNING

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

PRECAUTIONS FOR USE

■ Cautions when using the copier

⚠ WARNING

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

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

- DO NOT damage, break or attempt to repair the power cord. DO NOT place heavy objects on the cord, pull it, bend it unnecessarily or cause any other type of damage.
  These types of situations present a danger of fire or electrical shock. .....

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

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

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

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

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

⚠ CAUTION

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

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

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

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

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

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

Other precautions

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

■ Cautions when handling consumables

⚠ CAUTION

- Avoid inhalation, ingestion, skin or eye contact. If ingestion occurs, dilute stomach contents thoroughly with water and seek medical treatment. If skin contact occurs, wash with soap and water. If contact with eyes occurs, flush thoroughly with water and seek medical treatment. .....

- Prolonged inhalation of excessive dusts may cause lung damage. Use of this product, as intended, does not result in inhalation of excessive dusts. .....

- Keep away from children. .....

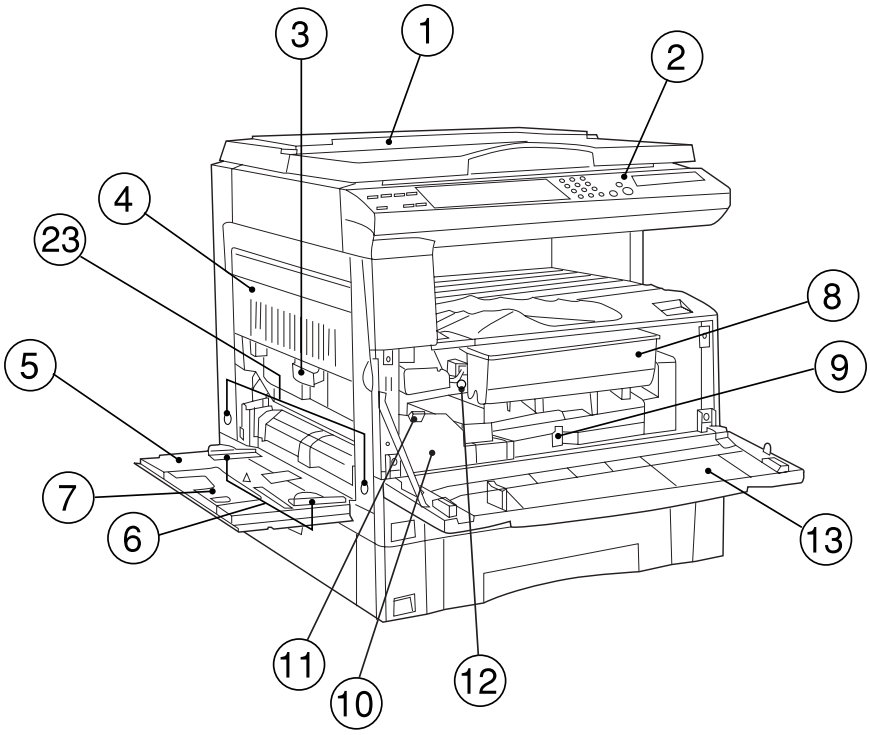
- Do not incinerate toner and toner containers. Dangerous sparks may cause burn. .....

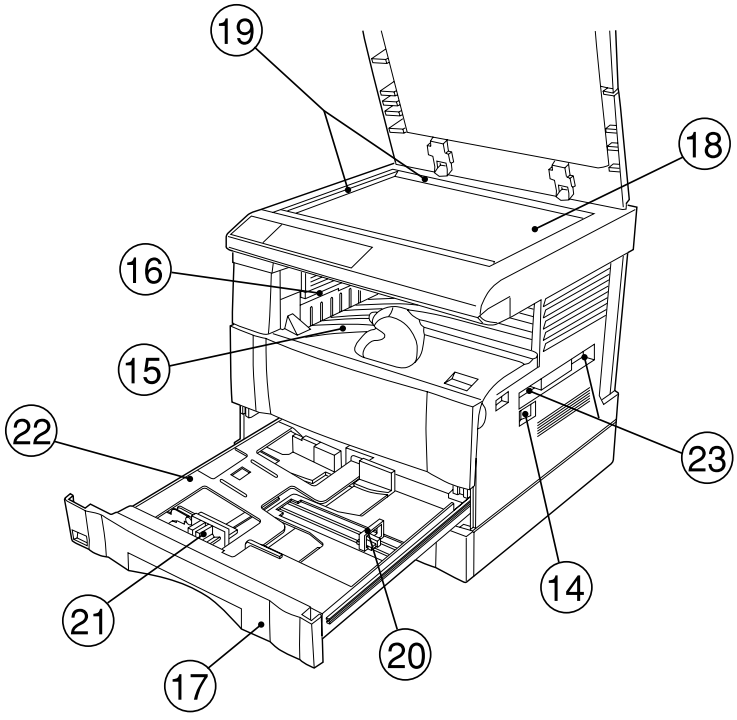
Other precautions

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

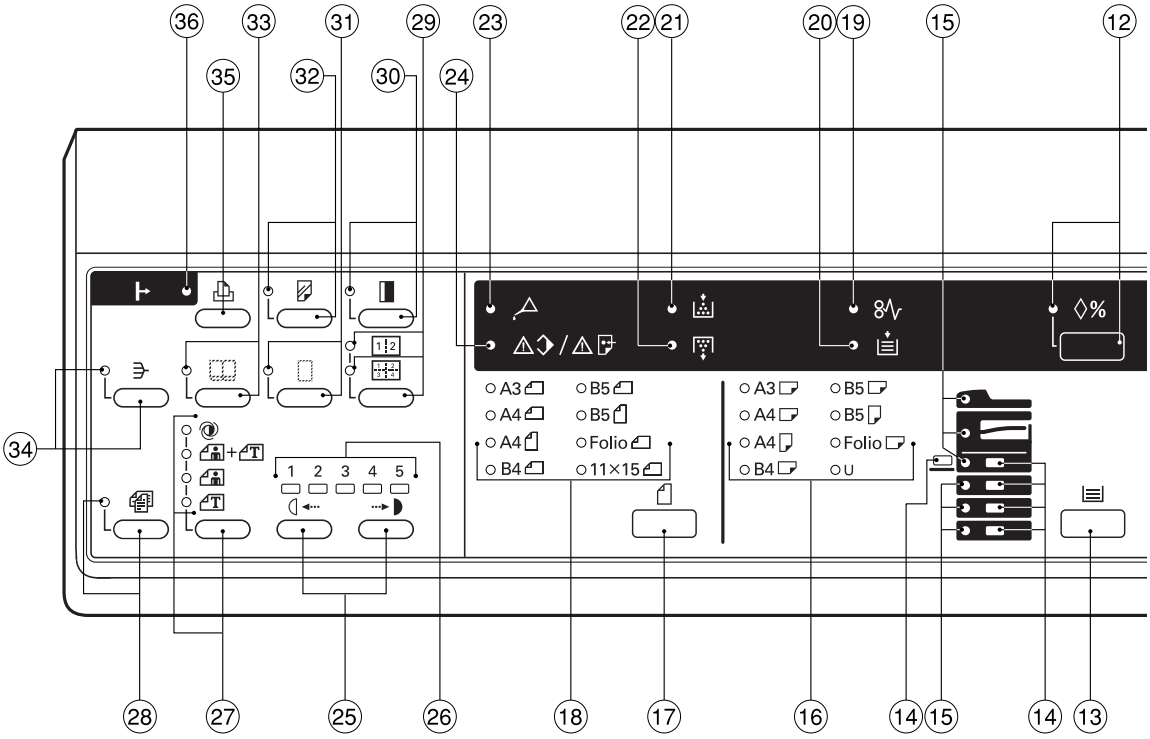
CHAPTER 2 NAMES OF PARTS

(1) Main body



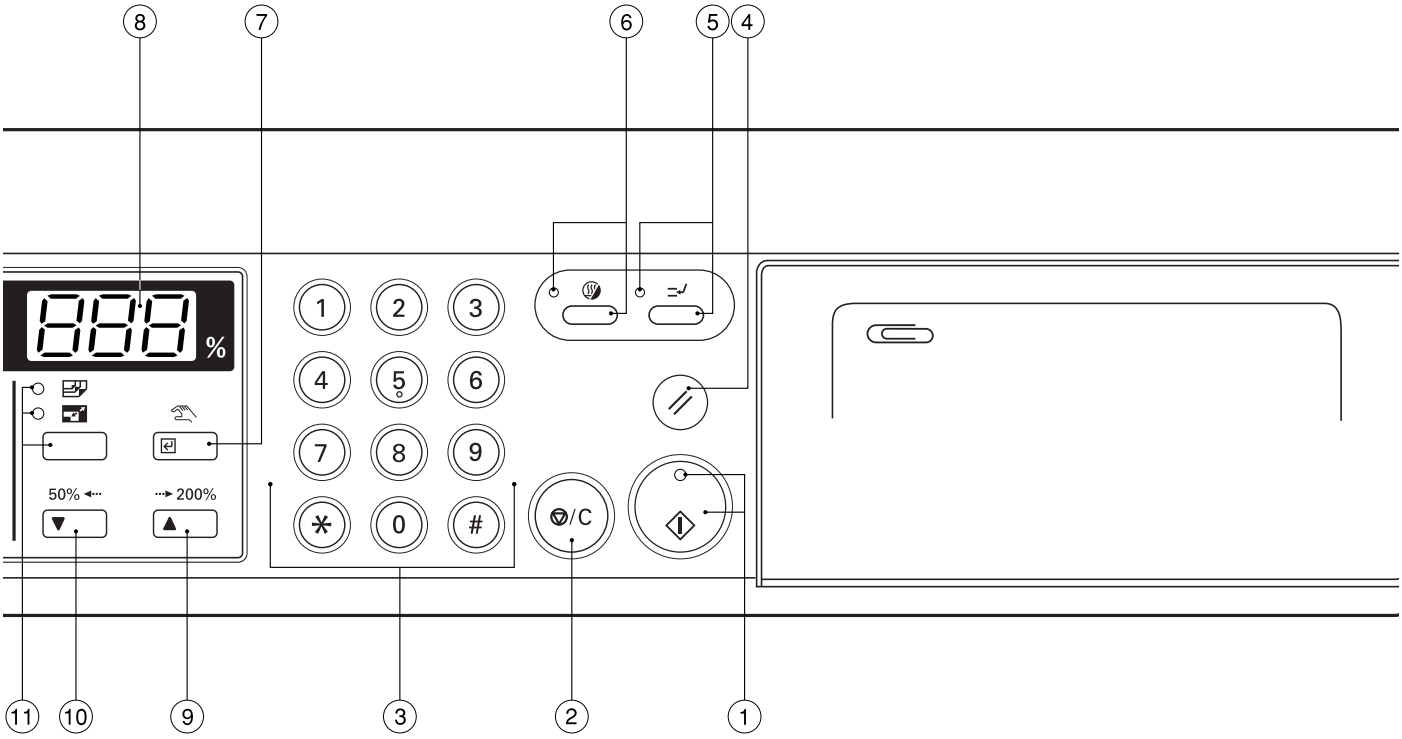


① Original cover
(Open/close to set the original on the platen.)
② Operation panel
(Contains the keys and indicators for operating the copier.)
③ Left cover handle
(Hold to open the left cover.)
④ Left cover
(Open when a paper misfeed occurs.)
⑤ Multi-Bypass
(Load paper here when copying onto small-size or special paper.)
⑥ Insert guides
(Be sure to set the paper width when loading paper on the multi-bypass.)
⑦ Support guide
⑧ Toner cartridge
⑨ Toner cartridge release lever
(Operate to replace the toner cartridge.)
⑩ Waste toner tank
⑪ Waste toner tank release lever
(Operate to replace the waste toner tank.)
⑫Cleaning shaft
(Pull and push back in after toner cartridge replacement or when copy images become soiled with toner.)
⑬ Front cover
(Open to replace the toner cartridge or waste toner tank.)
⑭ Main switch
(Turn ON (|) before starting to make copies.)
⑮ Copy store section
(Copied paper is stored here.)
⑯ Ejection section
⑰ Drawer
(Holds up to 250 sheets of standard paper [standard paper as specified by our company].)
⑱ Platen
(Set originals here for copying. Place originals face-down with the edges aligned with the size scales on the left and rear sides of the platen.)
⑲ Original size scales
(Be sure to align the original with these when setting the original on the platen.)
⑳ Length adjustment plate
(Adjust to the length of the paper to be set in the drawer.)
㉑ Width adjustment lever
(Hold the lever and adjust the width guide to the width of the paper to be set in the drawer.)
㉒ Drawer bottom plate
(Push down when loading paper.)
㉓ Handles for transport
(The right two handles are indented handles. The left two become handles when pulled out.)



(2) Operation panel

① Start key (Indicator)
(Press to start copying. Copying is possible when the indicator is lit green.)
② Stop/Clear key
(Press to change the settings or number of copies to be made.)
③ Numeric keys
(Press to set the number of copies or enter the magnification ratio.)
④ Reset key
(See "● Initial mode" on page 2-4.)
⑤ Interrupt key (Indicator)
(Press to interrupt copying. The indicator will light when the key is pressed. See page 4-5.)
⑥ Energy Saver (preheat) key (Indicator)
(Press to set the power saving mode when the copier is not used. The indicator is lit while the energy saver mode is ON. See page 4-6.)
⑦ Manual/Enter key
(Press to manually select the paper or magnification ratio overriding the auto paper selection mode and auto magnification selection mode. Also used to confirm selected items.
⑧ Copy quantity/magnification display
(Displays the number of copies to be made and magnification ratio for zoom copying. When displaying the magnification ratio, % will light. Also displays the copy status.)
⑨ Zoom (+) key
(Press to increase magnification ratio in zoom copying.)
⑩ Zoom (-) key
(Press to decrease magnification ratio in zoom copying.)
⑪ Auto mode selection key/APS/AMS indicators
(Press to select the auto paper selection mode or auto magnification selection mode. The indicators will light in the respective modes.)
⑫ Recall % key
(Press to make copies in the zoom copying mode. See page 4-3.)
⑬ Paper Select key
(Press to select a drawer or the multi-bypass. A drawer select indicator and a paper size indicator will light.)
⑭ Drawer select indicators
(The drawer [paper feed drawer] selected at present is lit.)
⑮ Misfeed location indicators
(Indicates the location of misfed paper if a paper misfeed occurs.)
⑯ Paper size indicators
(Indicates the paper size of the selected drawer or multi-bypass.)
⑰ Original key
(Press to select the size of the original.)
⑱ Original size indicators
(Indicates the selected original size.)
⑲ Misfeed indicator
⑳ Add Paper indicator
㉑ Add Toner indicator
(Flashes when the level of toner becomes low. See page 3-5.)
㉒ Toner Disposal indicator
(Indicates when the waste toner tank needs to be replaced. See page 3-5.)
㉓ Maintenance indicator
(Lights when the machine needs to be serviced. See page 8-2.)
㉔ Memory Overflow/Data Error indicator
(Lights when the memory becomes full while scanning originals. This indicator also lights during data exchange with a computer while the optional printer function is used.)
㉕ Copy exposure adjustment keys
(Press the left key to make the copy density lighter; press the right key to make it darker.)
㉖ Copy exposure indicators
(In the manual exposure mode, indicates the selected copy exposure level.)
㉗ Image mode selection key/Auto Exposure/Text & Photo/Photo/Text indicators
(Press to select the image mode. See page 4-2.)
㉘ Auto Selection key (Indicator)
(Can be used when the optional ADF is installed. See page 7-2.)



㉙ Layout key/2 in 1 indicator/4 in 1 indicator
(Press to copy multiple images on the same face of the copy. See page 5-2.)
㉚ Margin key (Indicator)
(Press to create margins. See page 5-1.)
㉛ Border Erase key (Indicator)
(Press to erase blemishes from the edges of copies. See page 5-2.)
㉜ Transparency key (Indicator)
(Press to copy onto thick paper or transparencies. See page 3-3.)
㉝ Book Erase key (Indicator)
(Press to erase blemishes from the edges and middle of copies made from books. See page 5-2.)
㉞ Sort key (Indicator)
(Press to sort copies into separate sets. See page 5-6.)
㉟ Printer key
(Press to use the optional printer function.)
㊱ Data On-line indicator
(Lights while using the optional printer function or receiving data from a computer.)

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

In the initial mode, paper of the same size as the original is selected automatically (“auto paper selection mode”), the number of copies is set to “1” and copy exposure mode is set to “Text & Photo mode”.
* The auto paper selection mode is not available on some models.

● Auto clear function

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

● Automatic drawer switching function

If two drawers contain paper of the same size and the paper in one drawer runs out during copying, this function switches paper feed from the empty drawer to the full drawer without interrupting copying.
* The automatic drawer switching function can be disabled. (See “Automatic drawer switching” ON PAGE 6-5.)

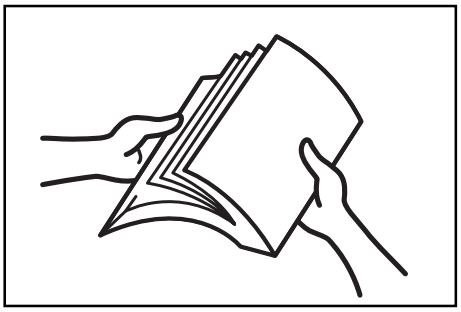
CHAPTER 3 PREPARATIONS BEFORE USE

1. How to load paper

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

(1) Precautions for loading paper

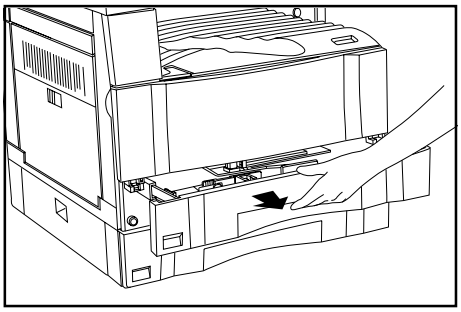
After unpacking the paper, fan it several times and then load into the tray.



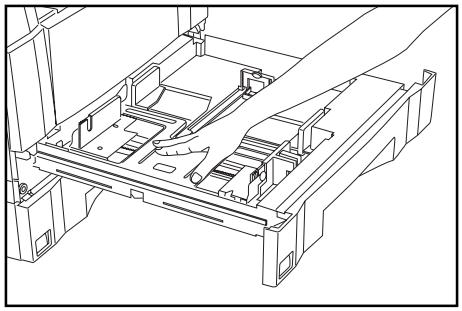
(2) Loading paper into the drawer

Up to 250 sheets of standard paper (75 or 80 g/m^2/standard paper as specified by our company) or colored paper can be loaded into the drawer.
(Inch specifications)
* The drawer can be set to hold paper of any desired size from 11" x 17" to 5 1/2" x 8 1/2".
(Metric specifications)
* The drawer can be set to hold paper of any desired size from A3 to A5 (vertical).

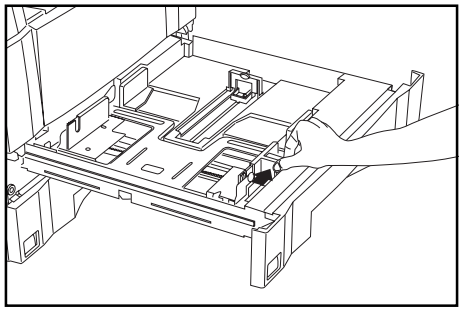
1 Pull the drawer out toward you as far as it will go.
* If optional drawers are installed, do not pull more than one drawer out at a time.



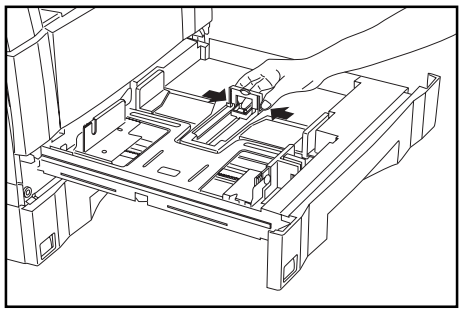
2 Press the drawer bottom plate down and fix it there.



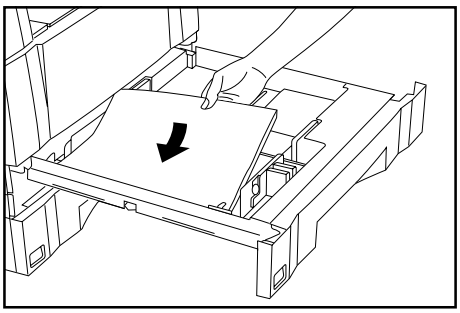
3 Hold the width adjustment lever and move it to align the width guide with the required paper width.
Paper sizes are marked inside the drawer.



4 Hold both sides of the length adjustment plate and move it to align with the required paper length.

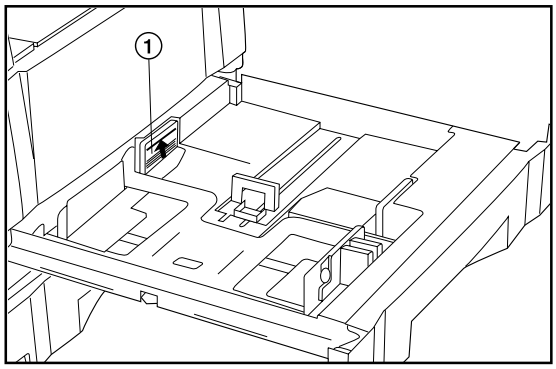


5 Set the paper flush against the left-hand wall of the drawer.

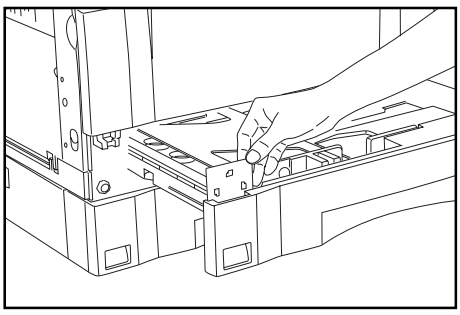


IMPORTANT

* There is a sticker ("①" in the illustration) indicating paper capacity attached to the inside of the drawer. Do not load paper above this limit.
* When loading paper into the drawer, make sure that the copy side is facing upward. (The copy side is the side facing upward when the package is opened.)
* Check that the length adjustment plate and width guide make secure contact with the paper. If there is a gap, adjust the position of the length adjustment plate or width guide.



6 Set the supplied paper size sheet so that the size of the paper loaded can be checked by looking at the front of the drawer.



7 Gently push the drawer back in.

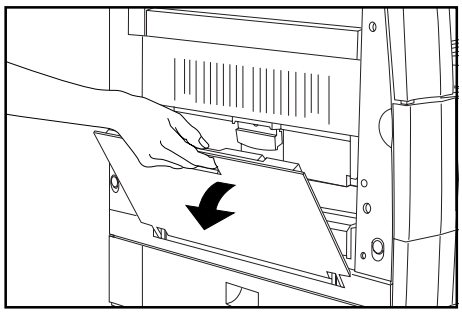
* Check that the paper is kept under the claws of the drawer. If not, reload the paper.
* Before leaving the copier in disuse for a prolonged period of time, remove the paper from the drawer(s) and seal it in its original packaging to protect from moisture.

(3) Loading paper into the multi-bypass

Special paper as well as standard paper can be loaded into the multi-bypass. When copying onto special paper, be sure to use the multi-bypass.

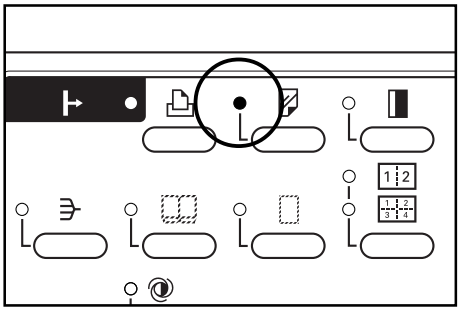
* The number of sheets of standard paper, colored paper and letterheads that can be loaded into the multi-bypass differ depending on the paper size.
  11" x 17" and 8 1/2" x 14" (A3, B4 and Folio): 25 sheets
  11" x 8 1/2" and 5 1/2" x 8 1/2" (A4 to A5 [vertical]): 50 sheets
* The types of special paper and the number of sheets that can be loaded in the multi-bypass are:
  • Transparencies: 1 sheet
  • Standard paper (120g/m^2, 160g/m^2): 1 sheet

1 Open the multi-bypass.



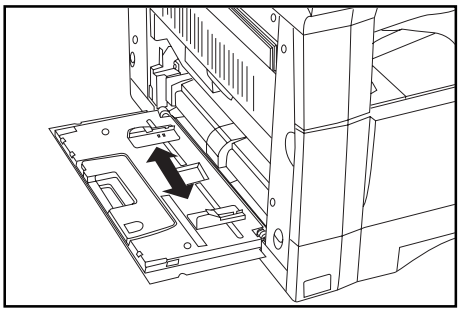
IMPORTANT

When copying onto thick paper or transparencies, press the Transparency key to light the indicator.

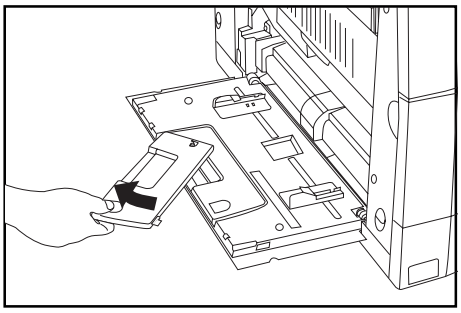


* When using transparencies or thick paper, select “Transparencies” or “Thick paper” in the “Transparency mode” (see page 6-6) of the default settings.

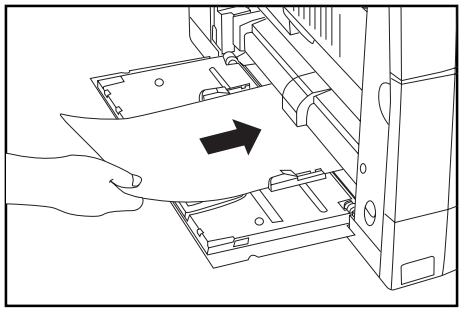
2 Adjust the insert guides to the size of the paper to be loaded.



* When loading A4 (vertical) or larger paper, pull out the support guide.



3 Insert the paper along the guides as far as it will go.



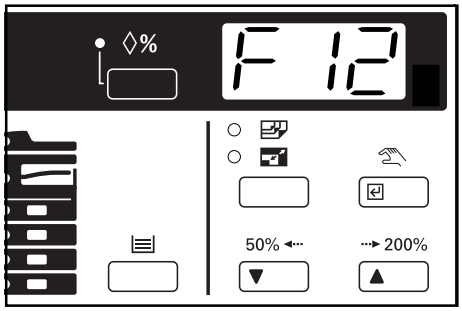
IMPORTANT

When loading paper into the multi-bypass, make sure that the copy side is facing downward. (The copy side is the side facing upward when the package is opened.)
If the leading edge of the paper is curled, straighten it out before loading the paper in the multi-bypass.

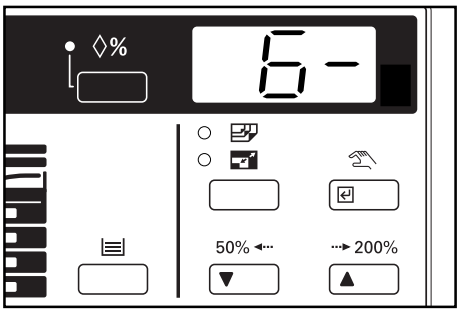
● Setting the paper size for the multi-bypass

The paper size for the multi-bypass can be fixed so that the multi-bypass is automatically selected according to the original size, such as when the auto paper selection mode is selected.

1 Press and hold the Paper Select key for 3 seconds. The indicator for the size of the paper currently loaded in the multi-bypass lights. “F12” appears on the copy quantity display and, 2 seconds later, a number appears.
The number displayed indicates the paper size as follows:
1: A3
2: A4 (vertical)
3: A4
4: B4
5: B5 (vertical)
6: B5
7: Folio
8: U (no size setting)
xxx: Setting of non-standard size paper width for multi-bypass



2 Press the Zoom (+) or Zoom (-) key and change the number to select the paper size.



3 Press the enter key. The paper size indicator for the selected paper size will light. Normal copying is enabled.

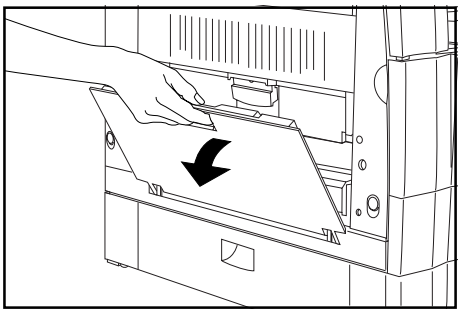
● **Setting envelopes**

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

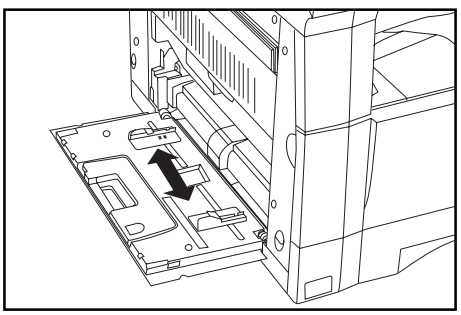
NOTE

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

1 Open the multi-bypass.

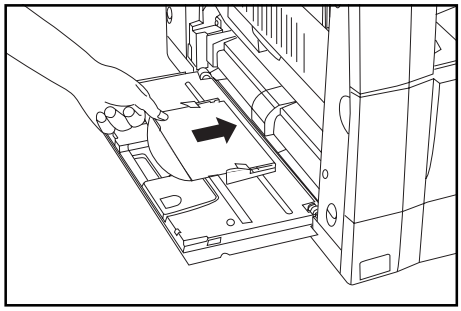


2 Align the insert guides with the envelope size.



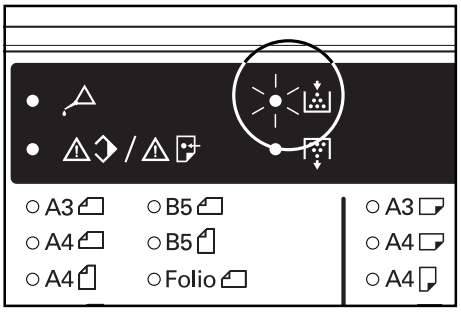
3 Open the envelope and set it with the print side face-down and its flap opposite to the insertion slot and then insert it along the insert guide as far as it will go.

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



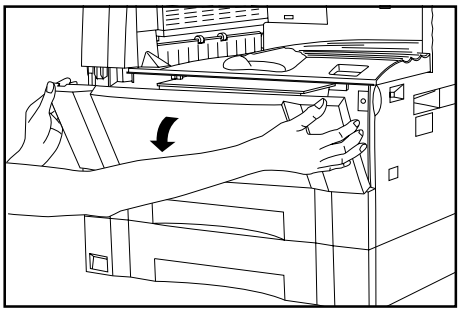
2. Replacing the toner cartridge and waste toner tank

When the Add Toner indicator lights, replenish toner. Although several copies can be made after the indicator lights, it is recommended to replace the toner cartridge immediately. When the Add Toner indicator lights, the Toner Disposal indicator will also light. Replace the waste toner tank after replacing the toner cartridge.
* Replenish toner only when the Add Toner indicator is lit.

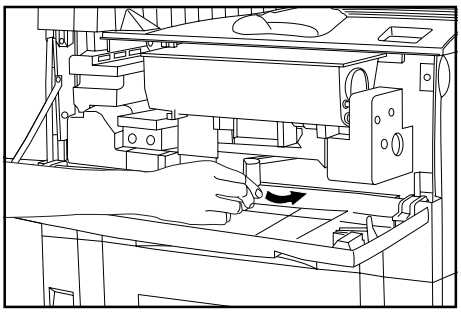


⚠ CAUTION
Do not incinerate toner and toner containers. Dangerous sparks may cause burns.

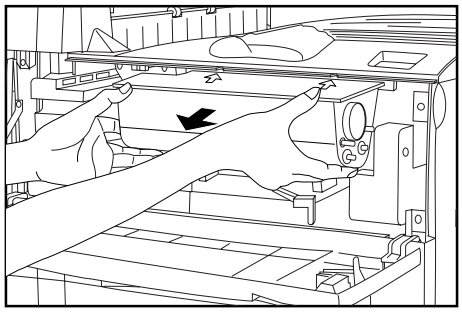
1 Open the front cover.



2 Turn the toner cartridge release lever to the right as far as it will go. The old cartridge will be unlocked.

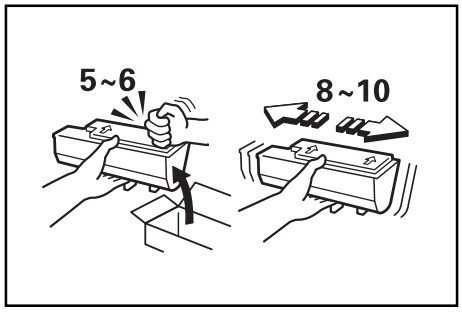


3 Pull the old toner cartridge out toward you.

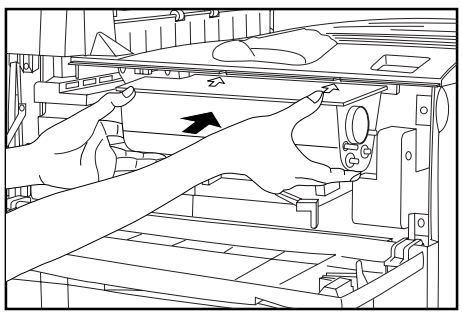


⚠ WARNING
High voltage is present in the charger section. Take sufficient care when working in this area, as there is a danger of electrical shock.

4 Tap the new toner cartridge on the top 5 or 6 times and shake it from side to side 8 to 10 times.

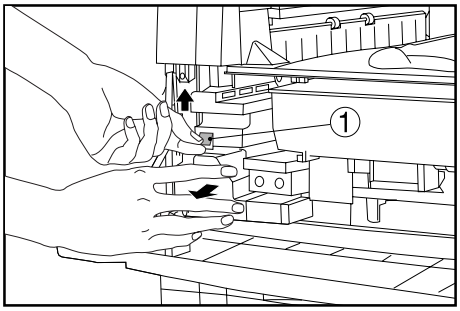


5 Fit the new toner cartridge into the copier.
* Align the arrow on the top of the toner cartridge with the cutout in the copier and then insert the cartridge into the copier.

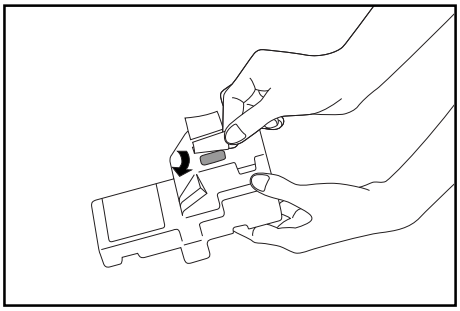


6 Turn the toner cartridge release lever to the left as far as it will go.
The new toner cartridge is now be locked.

7 While holding the waste toner tank release lever ① up, remove the waste toner tank.

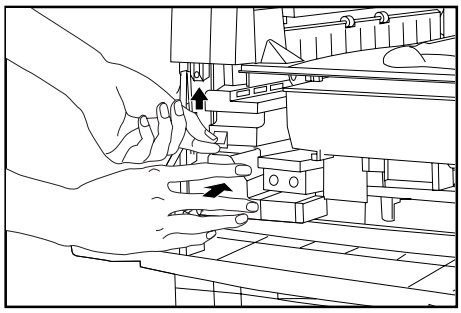


8 Close the opening of the waste toner tank with its seal.

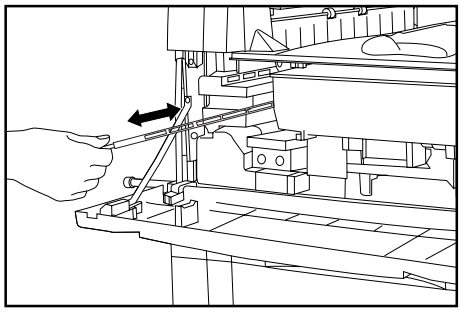


⚠ CAUTION
Do not incinerate toner and toner containers. Dangerous sparks may cause burns.

9 While holding the waste toner tank release lever up, fit the new waste toner tank into the copier.



10 Gently pull the cleaning shaft as far as it will go and then push it back in.



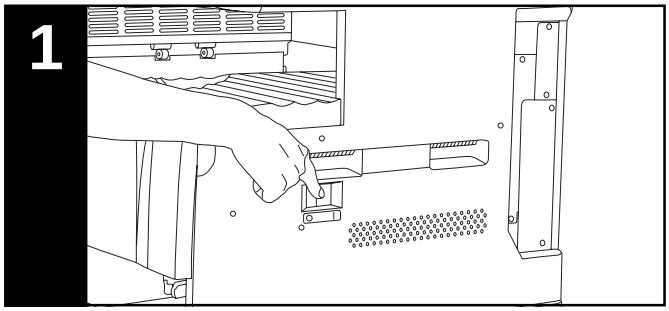
IMPORTANT

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

11 Close the front cover.

CHAPTER 4 BASIC OPERATIONS

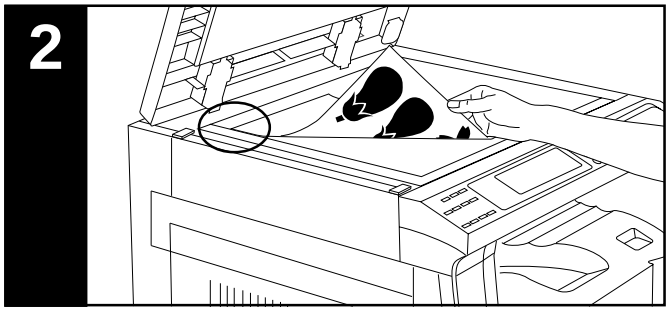
1. Basic copying procedure



1. Warm-up

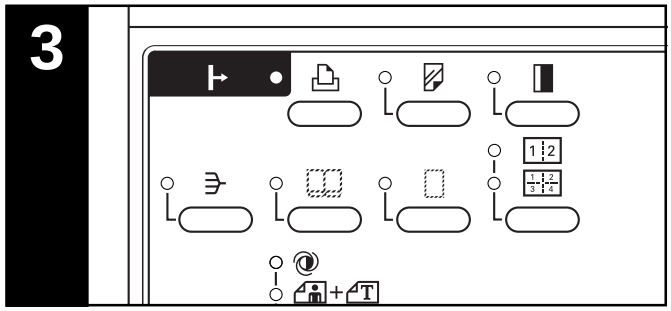
Turn the main switch ON (|). When warm-up ends, the Start indicator lights.

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



2. Setting originals

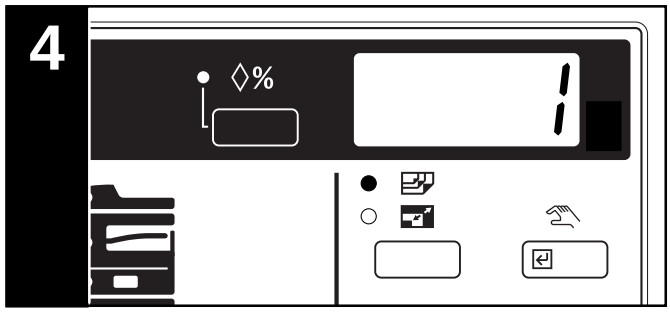
Set the original on the platen. When setting the original, adjust its position using the original size scales based on the left rear position.



3. Function selection

Select from the various function of the copier.

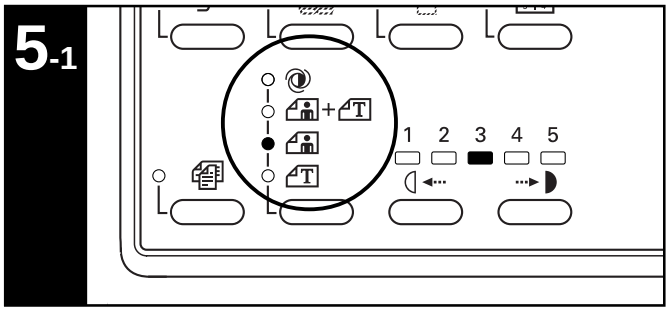
* See pages 4-3 to 5-6 for details about the copy functions.



4. Paper size selection

When copying onto paper of the same size as the original, check that the APS indicator is lit. If not, press the auto mode selection key to light the indicator. When copying onto paper of a different size from the original without changing the size of the image, press the Paper Select key for the desired paper size and press the Manual key.

* The copier can be set so that the paper size is always to be set manually. (See “Paper selection” on page 6-5.)
* A drawer (paper feed drawer) to be selected automatically without setting any originals can be specified. (See “Default drawer” on page 6-5.)
* The original size and paper size are not automatically selected on some models. Select the original size using the Original key and select the paper size using the Paper Select key.

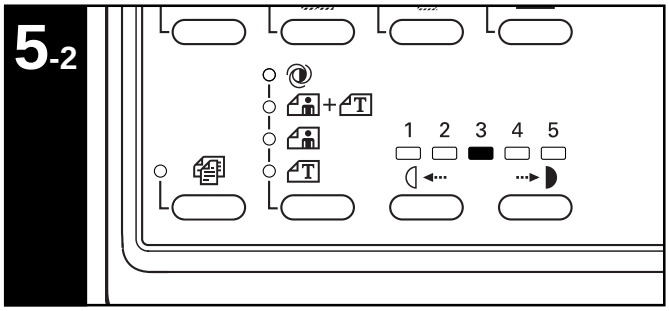


5. Copy quality selection

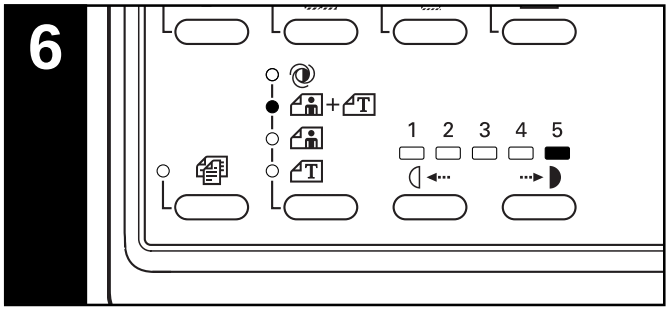
Copy quality can be selected according to the original type. Press the image mode selection key to light the respective indicators.

To adjust automatically: Auto Exposure indicator
Photo originals: Photo indicator
Text and photo originals: Text & Photo indicator
Text originals: Text indicator

* The copy exposure can be adjusted in all image modes. (See “Auto exposure adjustment”, “Text and photo original exposure adjustment”, “Text original exposure adjustment” and “Photo original exposure adjustment” on pages 6-4 and 6-5.)
* The image mode used in the initial mode can be selected. (See “Exposure mode” on page 6-4.)



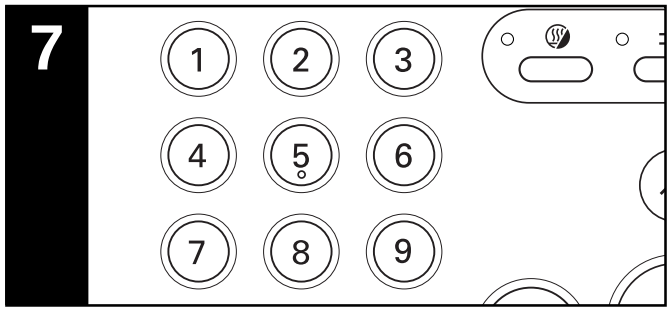
When the Auto Exposure, Photo, Text & Photo and Text indicators are all turned off, the copier is in the economy mode. In the economy mode, the image density becomes lighter to reduce toner consumption. Use this mode when high quality printing is not required.



6. Copy exposure adjustment

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

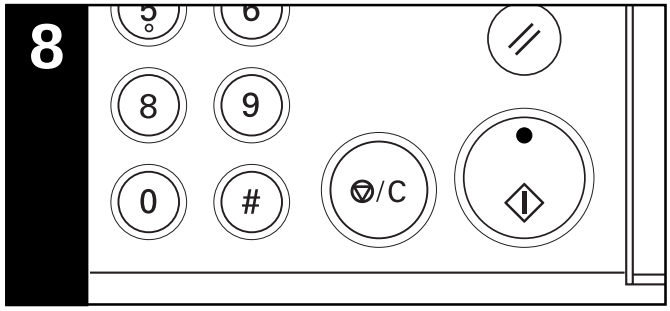
* The number of exposure adjustment levels can be selected from 5 and 9. (See “Exposure steps” on page 6-4.)



7. Setting the number of copies

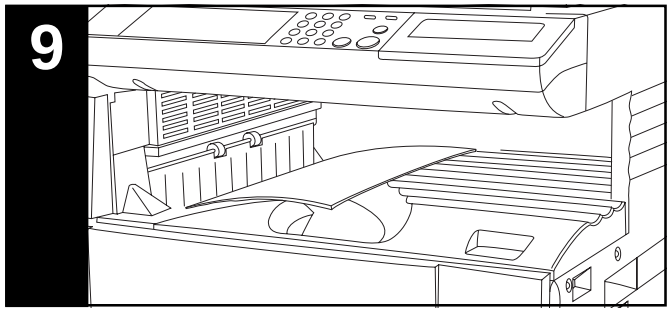
Use the numeric keys to enter the desired number of copies on the copy quantity display. The number of copies can be set to up to 250.

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



8. Starting copying

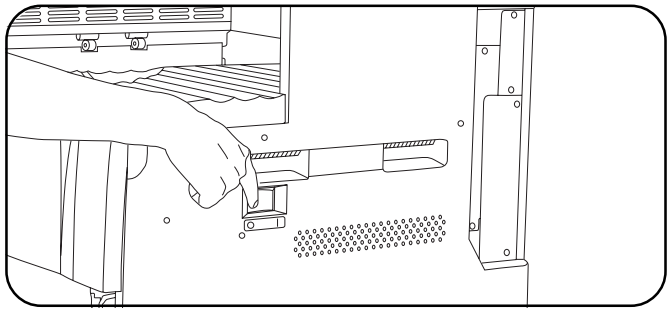
Press the Start key. Copying is possible when the indicator is lit green.



9. At the end of copying

Copied sheets are ejected onto the copy store section.

* Up to 250 sheets of standard paper (75 - 80 g/m^2) can be stored. Note that the number of sheets that can stored varies depending on the condition of the paper used.



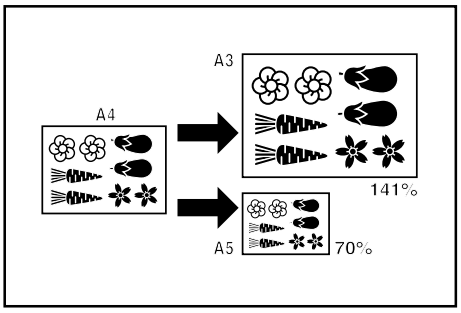
⚠ CAUTION

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

2. Enlargement/reduction

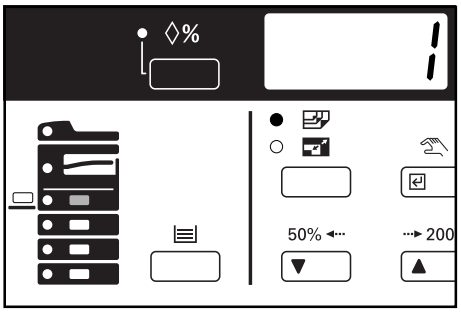
(1) Auto magnification selection mode

The original image is enlarged/reduced automatically according to the selected paper size.

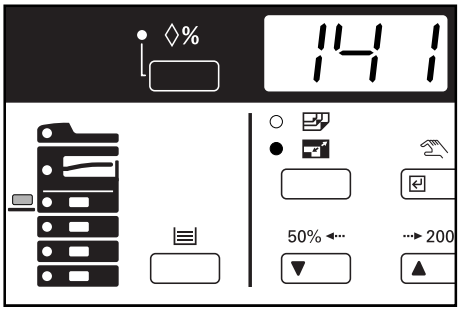


1 Check that the AMS indicator is lit. If not, press the auto mode selection key to light the indicator.

2 Set the original(s).
The size of the original will be automatically detected and the paper of the same size as the original will be selected.
* The original size is not automatically selected on some models. Select the original size using the Original key.

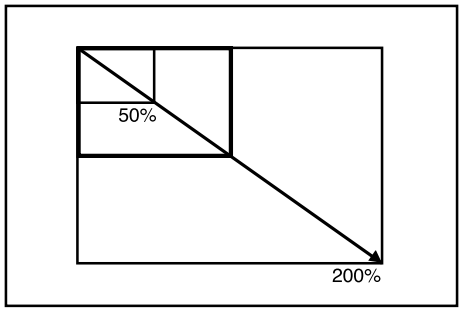


3 Press the Paper Select key to specify the paper size.
The magnification ratio indication flashes and then changes to the indication of the number of copies.
* Copying will start when the Start key is pressed.



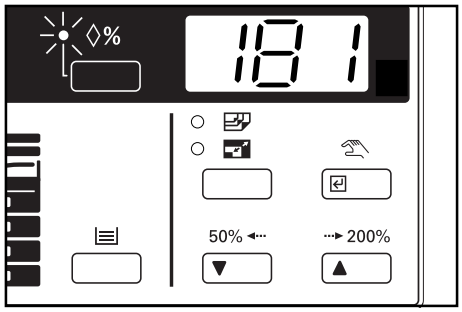
(2) Zoom copy

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



1 Set the original(s).

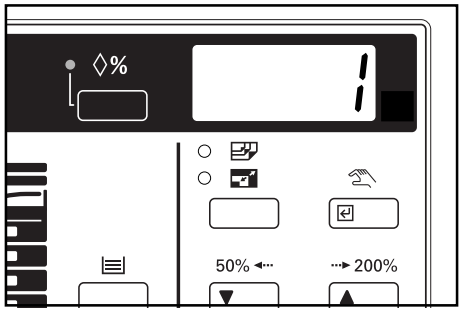
2 Press the Zoom (+) or Zoom (-) key to change the displayed zoom ratio.
"%" lights on the magnification display.



NOTE

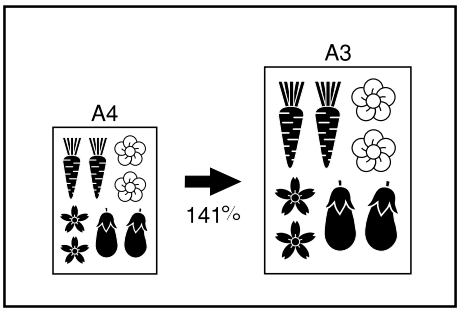
After pressing the Zoom (+) or Zoom (-) key, the zoom ratio can also be entered using the numeric keys.

3 Press the Recall % key. The zoom ratio will be set and the display indication changes from the magnification to the number of copies.
* If a zoom ratio other than 100% is set, the Recall % indicator will light.
* Press the Paper Select key to change the paper size.
* Copying will start when the Start key is pressed.



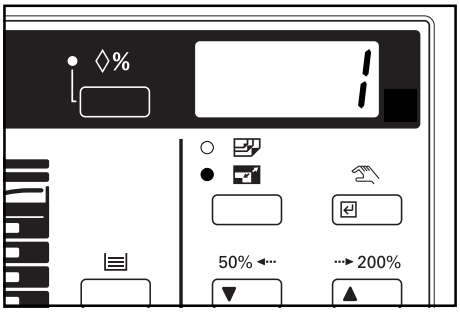
(3) Size zoom copy

When the sizes of the original and copy paper are selected, the zoom ratio is automatically set.

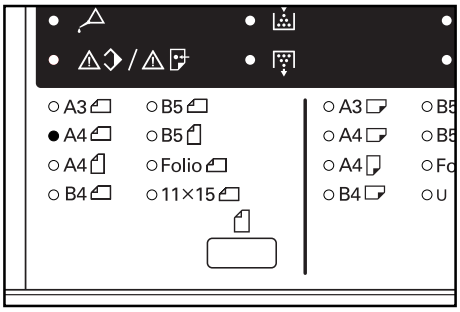


1 Set the original(s).

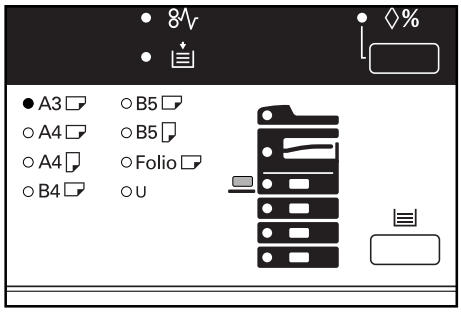
2 Press the auto mode selection key to light the AMS indicator.



3 Press the Original key to select the original size.
The zoom ratio is displayed on the magnification display.

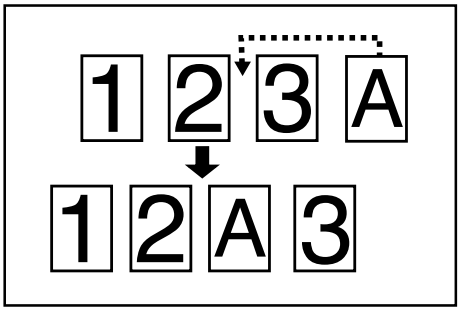


4 Press the Paper Select key to change the paper size.
After 3 seconds, the display indication changes from the magnification to the number of copies.
* If a zoom ratio other than 100% is set, the Recall % indicator will light.

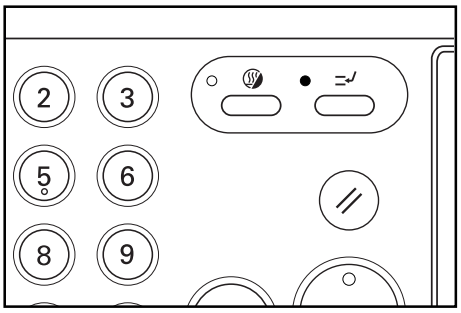


3. Interrupt copying

Interrupt copying is useful if, during one copy job, other originals need to be copied at different settings. The interrupted job can be resumed at the same settings as before, after the rush job is finished.

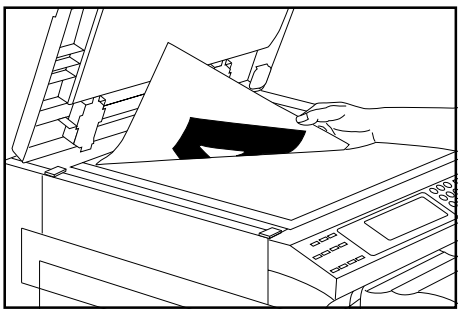


1 Press the Interrupt key. When interrupt copying is enabled, the Interrupt indicator lights.

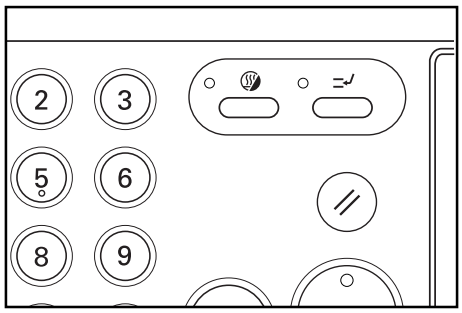


2 Remove the present original(s) and put it aside.

3 Set the new original(s) and execute copying.

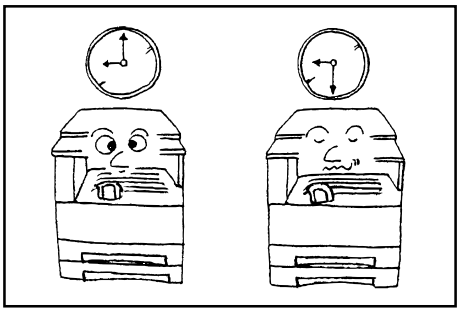


4 When copying ends, press the Interrupt key again and replace the newly copied original(s) with the one(s) removed before. Then, press the Start key. The interrupted copy job will be resumed.

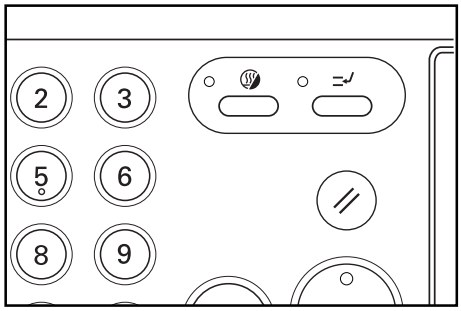


4. Energy saver (preheat) function

This function turns the machine off to save energy by pressing the Energy Saver (preheat) key, while leaving the main switch turned ON. When this function is activated, the Energy Saver (preheat) indicator is the only lit indicator on the operation panel.

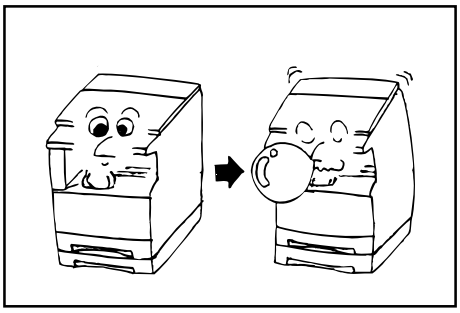


* To resume copying after the energy saver (preheat) function has been activated, press the Energy Saver (preheat) key again. It takes about 30 seconds for the copier to recover from the energy saver (preheat) function.
* The auto energy saver function can be set to trigger after no copying has been done for a certain period of time. (See “Auto preheat time” on page 6-7.)



5. Auto shut-off function

This function automatically turns the main switch OFF (O) if no copying operation is preformed for a certain period (15 to 240 minutes). To make copies again, set the main switch to the ON (|) position.



● **Auto shut-off function**

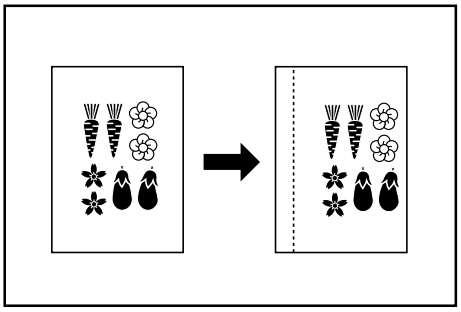
The auto shut-off function is a power saving feature which automatically turns OFF (O) the main switch when a certain time elapses without copying being performed. Copiers are generally in the standby mode more than operation mode, and power consumption in the standby mode occupies a large part of overall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

* To change the time until the auto shut-off function starts, see “Auto shut-off time” on page 6-7. To cancel the auto shut-off function, see “Auto shut-off” on page 6-7.

CHAPTER 5 FUNCTIONS

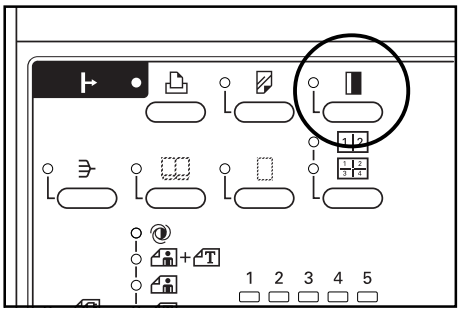
1. Margin mode

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

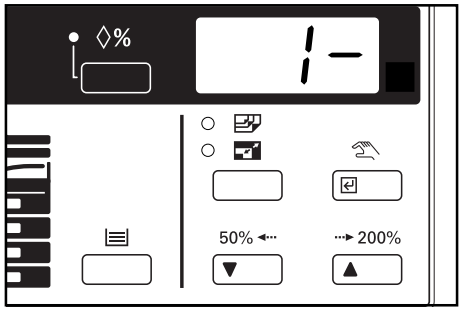


* The margin mode requires the optional memory board.
* The initial value of margin width can be selected from the above. (See “Margin width” on page 6-6.)

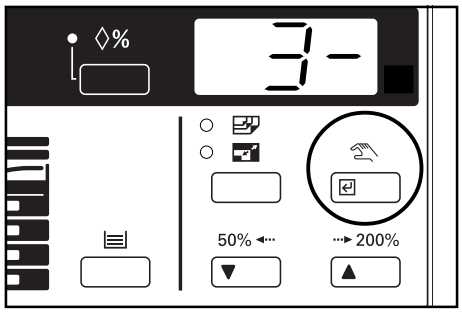
1 To change the margin width, press and hold the Margin key for 3 seconds. “F17” appears on the copy quantity display and, 2 seconds later, a margin width appears. If you do not wish to change the margin width, press Margin key and proceed to step 4.



2 Press the Zoom (+) or Zoom (-) key and change the number to select the margin width.

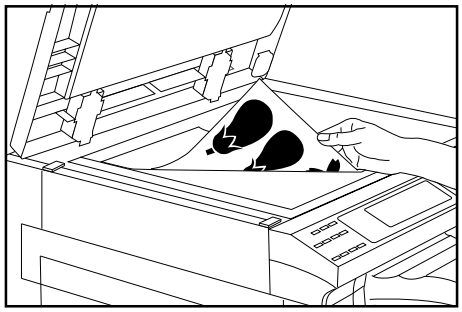


3 Press the enter key or Margin key. The number of copies appears on the display. The margin mode is now selected.

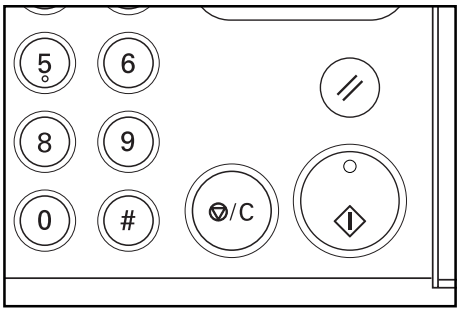


4 Set the original(s).

* Set the originals so that the top (left) side of the original is positioned at the rear side. Setting them in the wrong direction may cause the margin to appear in the incorrect position.



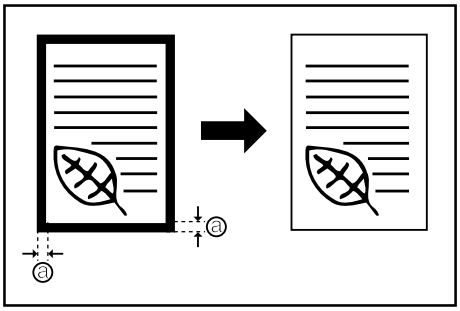
5 Press the Start key. Copying will start.



2. Border erase mode

(1) Sheet Erase

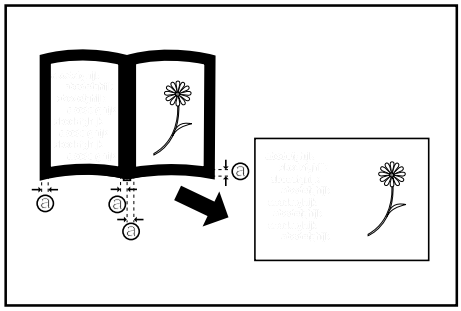
Use for erasing shadows, lines, etc., that appear around the edges of copies made from sheet originals. The border width can be selected from 6 mm, 12 mm and 18 mm. (ⓐ in the illustration is the width of erasing border.)



* The Sheet Erase mode requires the optional memory board.
* The initial value of the erasing boarder width can be set. (See “Border width” on page 6-6.) This initial value is common to the Book Erase mode.

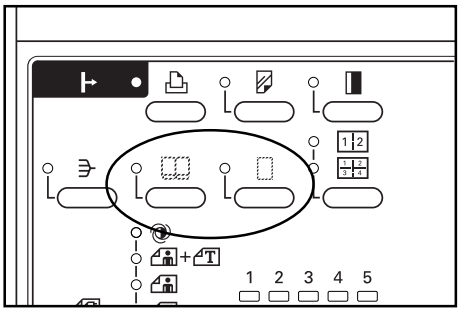
(2) Book Erase

Use for making neat copies from thick books. The border width can be selected from 6 mm, 12 mm and 18 mm. (ⓐ in the illustration is the width of erasing boarder.)

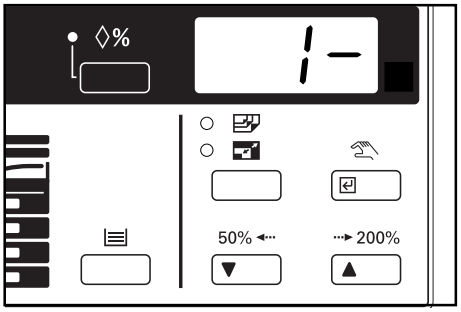


* The Book Erase mode requires the optional memory board.
* The initial value of the erasing boarder width can be set. (See “Border width” on page 6-6.) This initial value is common to the Sheet Erase mode.

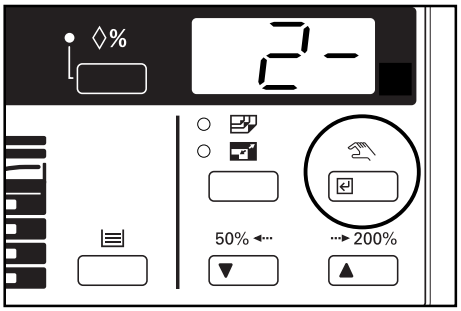
1 To change the erasing border width, press and hold the Border Erase key or Book Erase key for 3 seconds. “F18” appears on the copy quantity display and, 2 seconds later, a number appears. If you do not wish to change the erasing boarder width, press either key and proceed to step 4.
The number displayed indicates the erasing boarder width as follows:
1: 6 mm
2: 12 mm
3: 18 mm



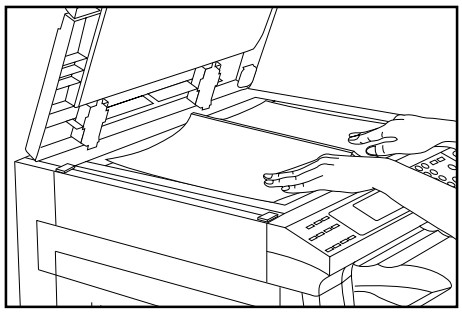
2 Press the Zoom (+) or Zoom (-) key and change the number to select the erasing border width.



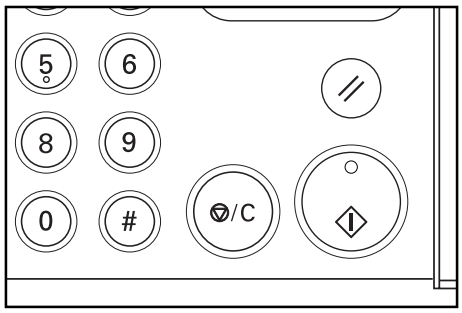
3 Press the enter key, Border Erase key or Book Erase key. The number of copies appears on the display. The Sheet Erase or Book Erase mode is now selected.



4 Set the original(s).
* Set book originals as shown in the illustration below.

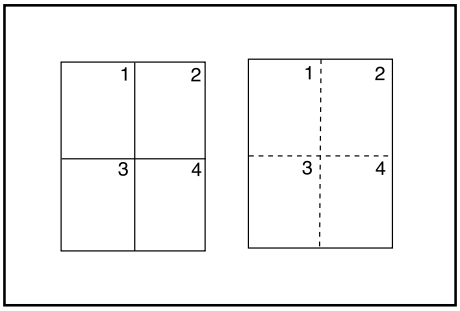


5 Press the Start key. Copying will start.



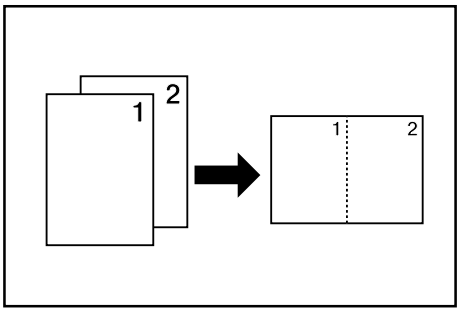
3. Layout copy

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

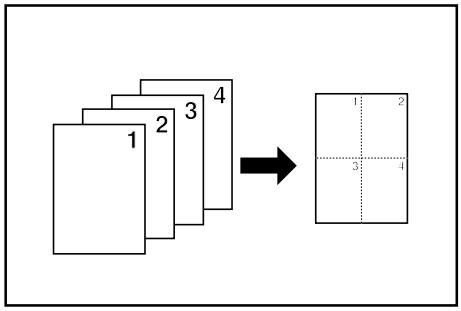


* Layout copying requires the optional memory board.
* The initial setting of the borderline can be set. (See “Layout (border-line)” on page 6-6.)
* The original and copy paper must be the standard size.

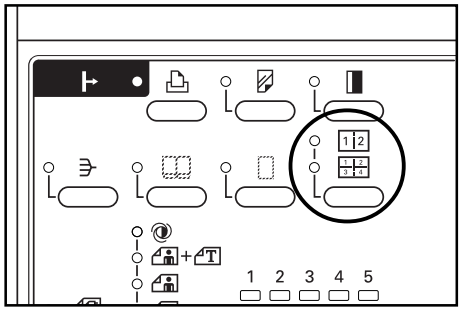
● 2 in 1
Use this mode to copy two originals onto one sheet.
(When setting the originals on the platen, originals are arranged in the order of 1 and 2.)



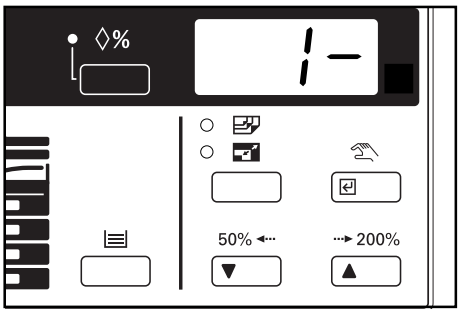
● 4 in 1
Use this mode to copy four originals onto one sheet.
(When setting the originals on the platen, originals are arranged in the order of 1, 2, 3 and then 4.)
* In the 4 in 1 mode, available modes differ depending on the orientation of the originals. The initial setting of the orientation can be selected from vertical and horizontal. (see “Layout (4 in 1)” on page 6-6.)



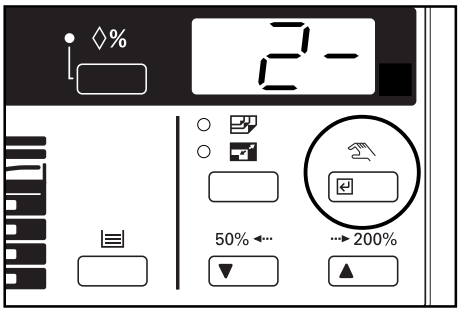
1 To change the type of the borderline, press and hold the layout key for 3 seconds. “F20” appears on the copy quantity display and, 2 seconds later, a number appears. If you do not wish to change the type of the borderline, proceed to step 4. The number displayed indicates the type of the borderline as follows:
1: None
2: Solid line
3: Dotted line



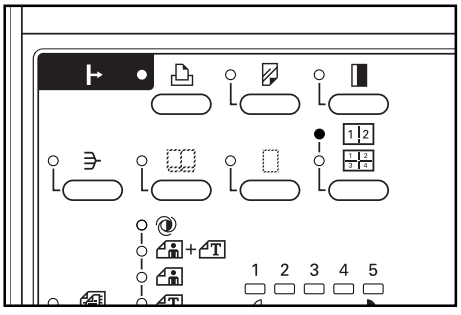
2 Press the Zoom (+) or Zoom (-) key and change the number to select the type of the borderline.



3 Press the enter key or layout key. The number of copies appears on the display.



4 Press the layout key to light the 2 in 1 indicator or 4 in 1 indicator.

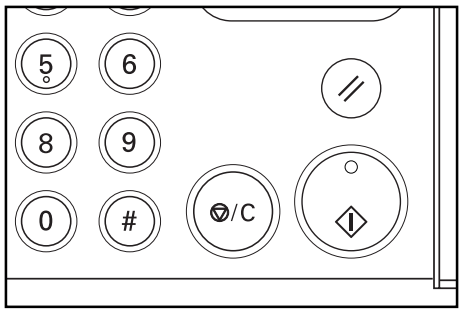


5 Set the original(s).

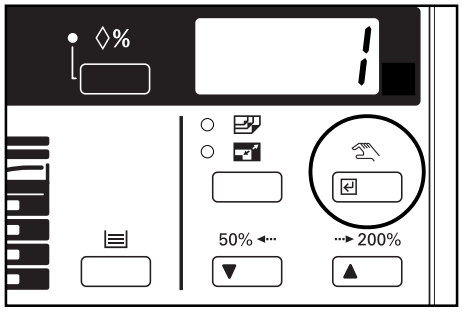
* Before setting originals on the platen, make sure they are in the correct sequence.

6 Press the Start key.

* When originals are set in the DF, all originals are scanned one by one and copying performed accordingly.
* When setting originals on the platen, “1” (number of scanned originals) will be displayed after the first original is scanned. Replace the original and press the Start key. Repeat the same procedure for all the originals to be copied.

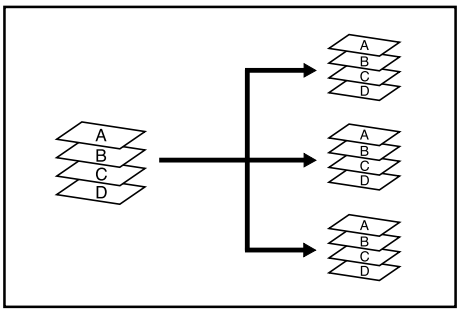


7 When scanning of all the originals ends, press the enter key or layout key. Copying will start.



4. Sort copy

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

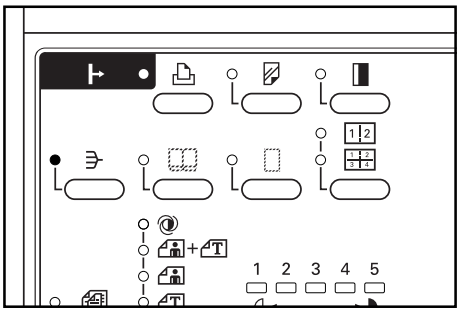


NOTE

Rotate sort
If “ON” is selected for “Rotate sort” (see page 6-6) and A4 paper is used, the orientation of each set of copies can be changed for easy sorting. To use this setting, A4 paper must be set in the copier drawer and an optional drawer.

1 Set the original(s).

2 Press the Sort key to light the indicator.

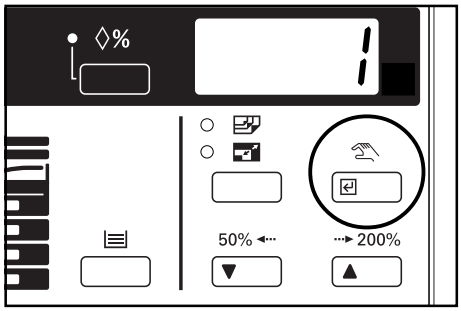


NOTE

If “Sort ON” is selected for “Output mode” (see page 6-6), the sort indicator is lit and the copier is in the sort mode. If “Sort OFF” is selected, press the sort key to light the indicator.

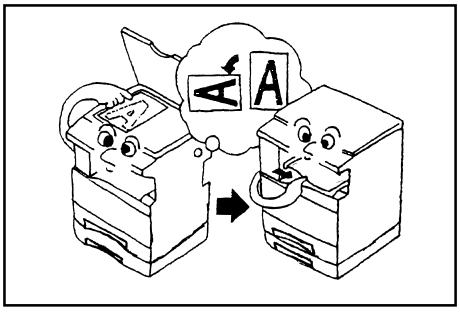
3 Enter the number of copies to be made and press the Start key.
* When originals are set in the DF, all originals are scanned one by one and copying performed accordingly.
* When setting the originals on the platen, “1” (number of scanned originals) will be displayed after the first original is scanned. Replace the original and press the Start key. Repeat the same procedure for all the originals to be copied.

4 When scanning of all the originals ends, press the enter key or Sort key. Copying will start.



5. Rotate copy

Even if the orientation of the original is different from that of paper in the drawer, copying will be performed by rotating the image 90 degrees counter-clockwise. No setting is required for this function.
* Rotate copying requires the optional memory board.



NOTE

The paper size available for rotate copying is limited to A4.

CHAPTER 6 COPIER MANAGEMENT

1. Copy management

The total number of copies made by each department can be managed using 4-digit codes for up to 100 departments.

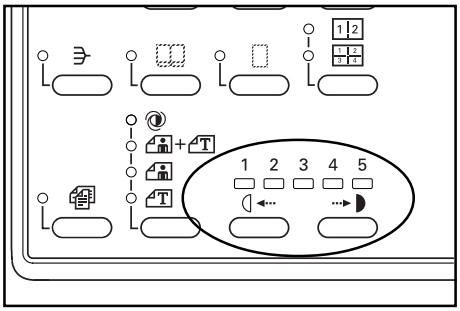
(1) Copy management modes

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

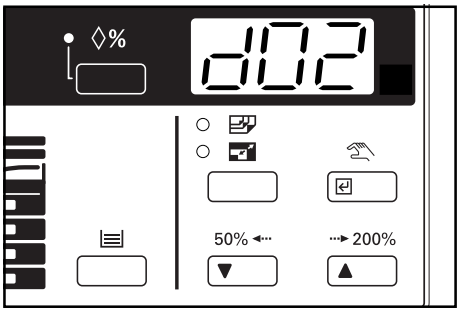
Mode code	Copy management mode	Mode content	Setting code
d01	Turning copy management ON/OFF	Turn copy management ON when required (to apply the settings made). Turn it OFF when not required.	1: Copy management ON 2: Copy management OFF*
d02	Registering ID-codes	Assigns a 4-digit ID-code. Up to 100 ID-codes can be registered.	
d03	Deleting ID-codes	Deletes the ID-codes that are no longer needed.	
d04	Clearing copy counts	Clears all the copy counts for the various departments after a suitable period of time. Copy counts cannot be cleared individually.	1: Clear 2: Do not clear*
d05	Printing copy management list	Prints the number of copies made by ID-code.	

(2) How to set the copy management mode

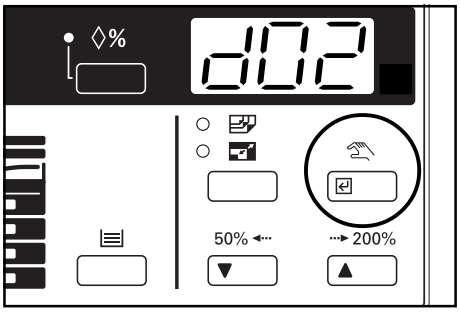
1 Press and hold both of the copy exposure adjustment keys and the * key of the numeric keys for 3 seconds. "d00" (mode code) appears on the copy quantity display.



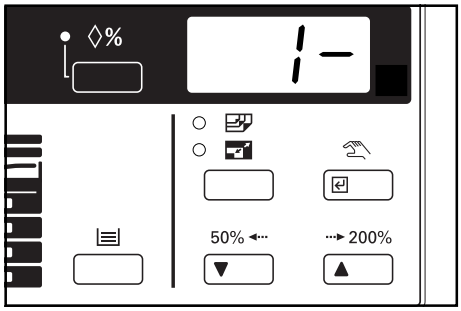
2 The mode code changes each time the Zoom (+) key or Zoom (-) key is pressed. Select the desired mode code by referring to the table shown in "(1) Copy management modes".



3 Press the enter key.
If "d01" or "d04" is selected, proceed to the next step.
If "d02" or "d03" is selected, proceed to step 6.
If "d05" is selected, the copy management list will be printed out. Proceed to step 10.

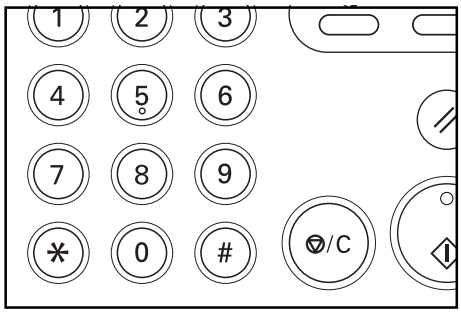


4 The setting code changes each time the Zoom (+) key or Zoom (-) key is pressed. Select the desired setting code by referring to the table shown in "(1) Copy management modes".



5 Press the enter key. The display returns to that for step 2. To end the copy management mode setting, proceed to step 11.

6 Enter the ID-code (4 digits) to be registered or deleted with the numeric keys.
* If a wrong code is entered, press the Stop/Clear key and enter the correct code.



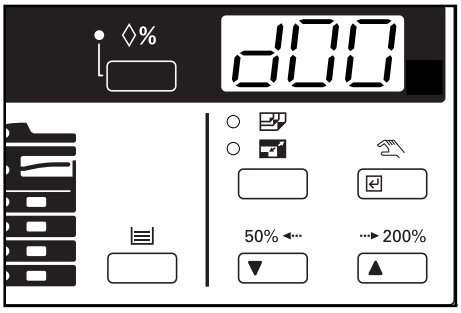
7 Press the enter key.
When registering, the display returns to that for step 2. To end the copy management mode setting, proceed to step 11.
When deleting, proceed to the next step.

8 Confirm whether or not to proceed with the deletion. To cancel the deletion, leave the setting as "2"; to proceed with the deletion, press the Zoom (+) or Zoom (-) key to change the setting to "1".

9 Press the enter key.
The display returns to that for step 2. To end the copy management mode setting, proceed to step 11.

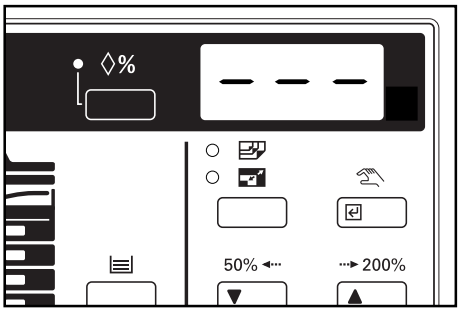
10 When the copy management list is printed out, the display returns to that for step 2. To make other settings, perform the respective procedures (see above). To end the copy management mode setting, proceed to the next step.

11 Press the Zoom (+) or Zoom (-) key to display "d00" and press the enter key. The display indication changes from the mode code to the number of copies.

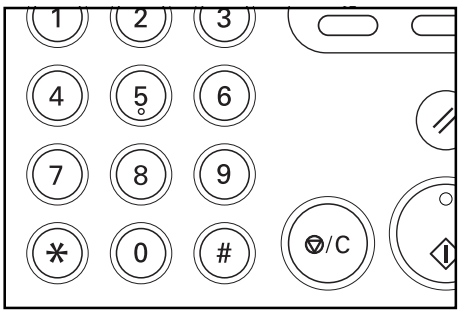


(3) Making copies when the copier is in the copy management mode

When the copier is in the copy management mode, "---" will appear on the copy quantity display.



1 Enter the ID-code (4 digits) for your department with the numeric keys.

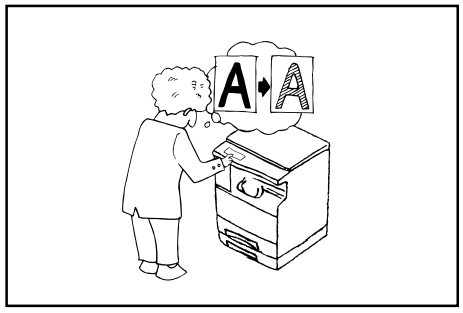


2 If "1" appears on the copy quantity display, carry out copying in the usual manner.

* When copying is finished, press the Energy Saver (preheat) key. If the auto clear function operates, the copier will return to the previous state.

2. Default settings

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



(1) Default settings

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

Default code	Setting item	Setting contents	Setting code
F01	User status report	Prints the details of the default settings.	
F02	Exposure mode	Selects the image mode at power-on.	1: Auto Exposure 2: Text & Photo* 3: Photo 4: Text
F03	Exposure steps	Changes the number of exposure steps for the manual exposure mode.	1: 5 steps* 2: 9 steps
F04	Auto exposure adjustment	Adjusts the overall exposure when using the auto exposure mode. The larger the setting code number, the darker the copy density.	1: 1 Light 2: 2 3: 3 4: 4* 5: 5 6: 6 7: 7 Dark
F05	Text and photo original exposure adjustment	Adjusts the exposure for when text and photo original is selected for the image mode. The larger the setting code number, the darker the copy density.	1: 1 Light 2: 2 3: 3 4: 4* 5: 5 6: 6 7: 7 Dark

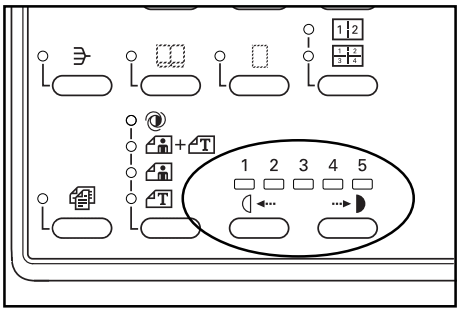
Default code	Setting item	Setting contents	Setting code
F06	Text original exposure adjustment	Adjusts the exposure for when text original is selected for the image mode. The larger the setting code number, the darker the copy density.	1: 1 Light 2: 2 3: 3 4: 4* 5: 5 6: 6 7: 7 Dark
F07	Photo original exposure adjustment	Adjusts the exposure for when photo original is selected for the image mode. The larger the setting code number, the darker the copy density.	1: 1 Light 2: 2 3: 3 4: 4* 5: 5 6: 6 7: 7 Dark
F08	Paper selection	Specifies whether the drawer with paper of the same size as the original is automatically selected or paper size is selected manually.	1: Auto* 2: Manual
F09	Auto magnification selection mode	Sets whether to enlarge/reduce the image of the original (see "Auto magnification selection mode" on page 4-3.)or copy it at the same size when an original has been set and the Paper Select key pressed.	1: Auto magnification selection* 2: Same size
F10	Default drawer	Specifies the paper feed drawer to be selected automatically when warm-up ends or when the Reset key is pressed. * This setting item will not be displayed if no optional drawer is installed.	1: Drawer 1* 2: Drawer 2 3: Drawer 3 4: Drawer 4
F11	Automatic drawer switching	Sets whether or not to use the automatic drawer switching function (see page 2-4).	1: ON* 2: OFF
F12	Multi-bypass paper size	Sets the paper size for the multi-bypass to make it available for the automatic paper selection function (the paper size for the multi-bypass will be fixed).	1: A3 2: A4 (vertical) 3: A4 4: B4 5: B5 (vertical) 6: B5 7: Folio 8: U (no size setting) Setting value of the non standard size paper width for the multi-bypass

Default code	Setting item	Setting contents	Setting code
F13	Non-standard size paper width setting for multi-bypass	Sets the paper width for the multi-bypass to use non standard size paper such as A4 paper.	
F14	Output mode	Select "Sort ON" to have sorting performed automatically when the ADF is used. If "Sort OFF" is selected, sorting will not be performed. To use the sort mode when "Sort OFF" is selected or when placing originals on the platen, press the Sort key to light the Sort indicator. * This setting item will not be displayed if the optional memory board and ADF are not installed.	1: Sort ON* 2: Sort OFF
F15	Rotate sort	Sets whether the normal sort copy (see page 5-6) or rotate sort copy (see page 5-6) is used when the sort mode is selected. * This setting item will not be displayed if the optional memory board is not installed.	1: ON* 2: OFF
F16	Copy limit	Limits the number of copies that can be made at a time.	1 to 250 copies (250 copies*)
F17	Margin width	Sets the initial value of the margin width for the margin copy mode (see page 5-1). * This setting item will not be displayed if the optional memory board is not installed.	1 mm ~ 18 mm (6 mm*)
F18	Border width	Sets the initial value of the border erase width for the Sheet Erase or Book Erase in the border erase mode (see page 5-2). * This setting item will not be displayed if the optional memory board is not installed.	1: 6 mm* 2: 12 mm 3: 18 mm
F19	Layout (4 in 1)	Sets whether to place the originals vertically or horizontally for 4 in 1 layout copying (see page 5-4). * This setting item will not be displayed if the optional memory board is not installed.	1: Vertical (Z)* 2: Horizontal (N)
F20	Layout (borderline)	Selects the type of borderline for layout copying (see page 5-4). * This setting item will not be displayed if the optional memory board is not installed.	1: None* 2: Solid line 3: Dotted line
F21	Transparency mode	When coping onto transparencies or thick paper using the multi-bypass, select the paper type using this setting.	1: Transparencies* 2: Thick paper

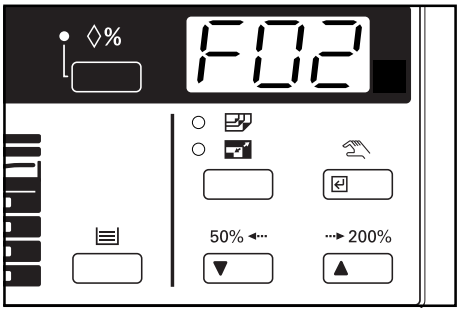
Default code	Setting item	Setting contents	Setting code
F22	Silent mode	The copier can be switched to the silent mode, which stops the motor inside the copy machine immediately after copying has been finished. When "ON" is selected, the motor stops immediately after copying has been finished.	1: ON 2: OFF*
F23	Eject point setting	Selects whether to eject copies to the copier ejection section or the job separator when the optional job separator is used.	1: Copier ejection section 2: Job separator
F24	Auto shut-off	Turns the auto shut-off function (page 4-6) ON or OFF. The auto shut-off function automatically turns the main switch OFF if copying is not performed for a certain period of time. * If auto shut-off interferes with your copying operations, turn this function OFF. It is recommended to set the time interval to trigger the auto shut-off longer before actually turning it OFF.	1: ON* 2: OFF
F25	Auto preheat time	Selects the length of time from when copying ends to when the energy saver function (page 4-6) is triggered.	1: 5 minutes 2: 10 minutes 3: 15 minutes* 4: 20 minutes 5: 25 minutes 6: 30 minutes 7: 35 minutes 8: 40 minutes 9: 45 minutes
F26	Auto shut-off time	Selects the length of time from when the copier is not used to when the auto shut-off function (page 4-6) turns the main switch OFF automatically. The auto shut-off function can also be turned OFF. If turned OFF, this setting cannot be made ("Auto shut-off"). * This setting item will not be displayed if "OFF" is selected for "Auto shut-off". * It is recommended to set the time to trigger the auto shut-off long if the copier is used frequently, and set it short if the copier is used only occasionally. * For how to cancel the auto shut-off function, see "Auto shut-off".	1: 15 minutes 2: 30 minutes 3: 45 minutes 4: 60 minutes* 5: 75 minutes 6: 90 minutes 7: 105 minutes 8: 120 minutes 9: 135 minutes 10: 150 minutes 11: 165 minutes 12: 180 minutes 13: 195 minutes 14: 210 minutes 15: 225 minutes 16: 240 minutes
F27	Toner counter report	Prints the report on the toner consumption ratio. Using this toner consumption ratio, replacement timing of the toner cartridge can be controlled. If the toner consumption ratio is very high, it is recommended to combine the use of the economy mode (page 4-2) with the regular use.	

(2) How to make default settings

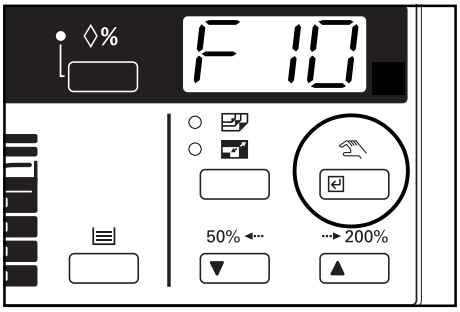
1 Press and hold both of the copy exposure adjustment keys for 3 seconds. "F00" (default code) appears on the copy quantity display.



2 The default code changes each time the Zoom (+) key or Zoom (-) key is pressed or when numeric keys are pressed. Select the desired default code by referring to the table shown in "(1) Default settings".

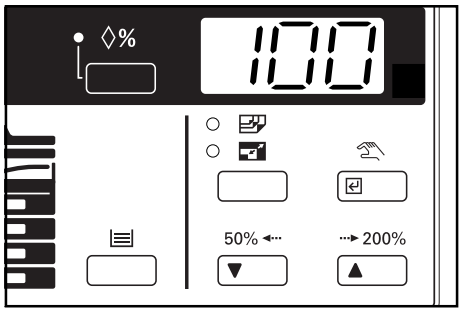


3 Press the enter key.
If "F01" or "F27" is selected, the report will be printed out. Proceed to step 11.
If "F13" is selected, proceed to step 5.
If "F16" is selected, proceed to step 7.
If a code other than the above is selected, proceed to step 9

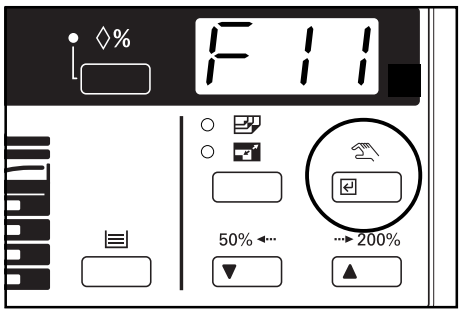


4 When the report is printed out, the display returns to that for step 2. To make other settings, perform the respective procedures (see below). To end the making of default settings, proceed to step 11.

5 Enter the paper width by pressing the Zoom (+) or Zoom (-). The paper width can be set between 100 mm and 297 mm in 1 mm increments.



6 Press the enter key. The display returns to that for step 2. To end the making of default settings, proceed to step 11.



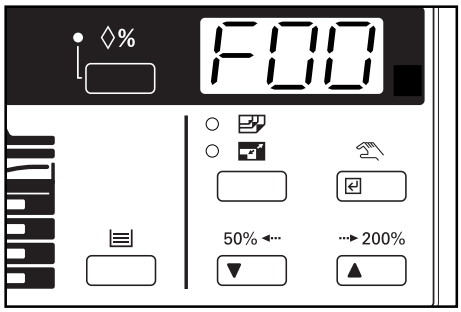
7 Enter the copy limit (250 copies or lower) by pressing the Zoom (+) or Zoom (-).

8 Press the enter key. The display returns to that for step 2. To end the making of default settings, proceed to step 11.

9 The setting code changes each time the Zoom (+) key or Zoom (-) key is pressed. Select the desired default code by referring to the table shown in "(1) Default settings".

10 Press the enter key. The display returns to that for step 2. To end the making of default settings, proceed to the next step.

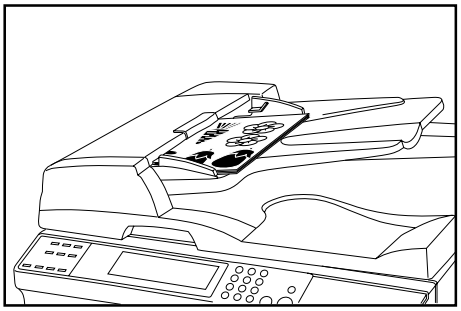
11 Press the Zoom (+) or Zoom (-) key to display "F00" and press the enter key. The display indication changes from the default code to the number of copies.



CHAPTER 7 OPTIONAL EQUIPMENT

(1) ADF (Automatic document feeder)

Automatically feeds multiple sheet originals one by one for scanning.



① Originals that can be used with the DF

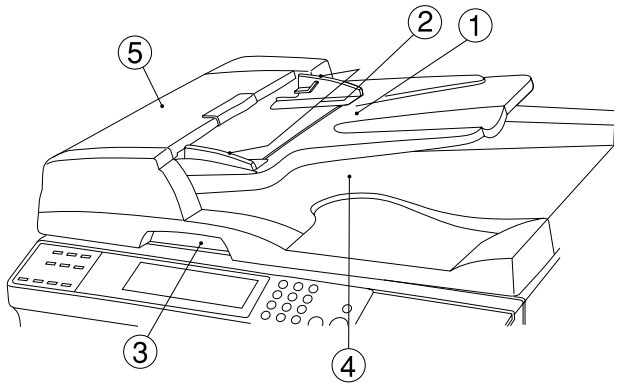
- Sheet originals only
- Original weights: Single-sided original of 35 g/m^2 to 160 g/m^2
- Original sizes: 11" x 17"/A3 (maximum) to 5 1/2" x 8 1/2 (vertical)/ A5 (vertical) (minimum)
- Capacity: 70 sheets (11" x 8 1/2"/A4 and smaller, 75 g/m^2 or 80 g/m^2)
  50 sheets (8 1/2" x 14"/B4 and larger, 75 g/m^2 or 80 g/m^2)
  50 sheets in auto selection mode

② Precautions for the use of DF

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

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

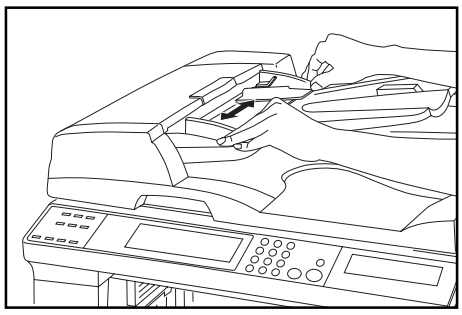
③ DF part names



① Original table
(Place the originals here.)
② Original insertion guides
(Adjust the guides to the width of the originals.)
③ DF open/close handle
(Hold this handle when opening and closing the DF.)
④ Original eject cover
(Copied originals are stored here.)
⑤ DF original cover
(Open this cover to remove an original midfed in the DF.)

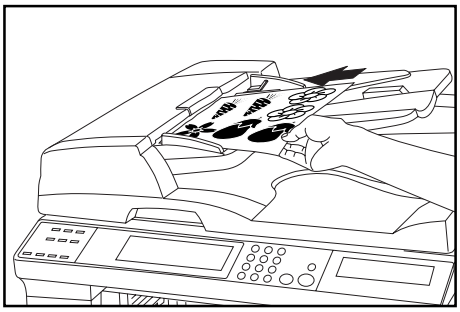
④ How to set originals in the DF

1 Adjust the original insertion guides to the original size.



* Before setting the originals in the DF, check that no original from the previous operation is remaining on the original eject cover. Originals remaining on the original eject cover may cause original misfeed.

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



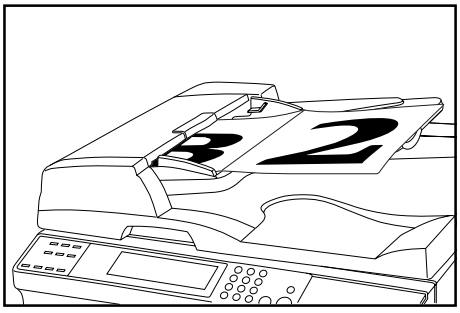
IMPORTANT

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

⑤ Auto selection mode

Automatically detects the size and brightness of every original. Copies are made onto paper of the same size as the originals.

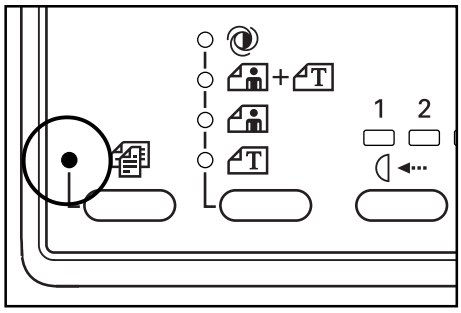
* Optional memory board is required.



NOTE

- Up 50 sheets of paper (75 g/m² - 80 g/m²) can be set in the DF for this mode.
- Originals used in this mode are limited to 11" x 17" and 11" x 8 1/2" (A3 and A4), and the width of all original must be the same.

1 Press the Auto Selection key to light the indicator.

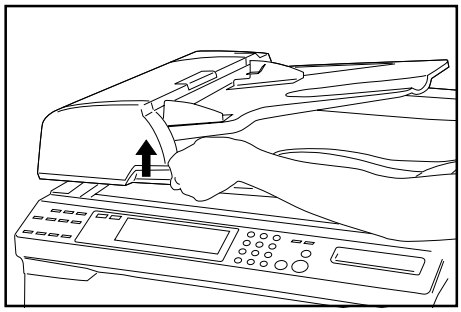


⑥ How to set originals on the platen

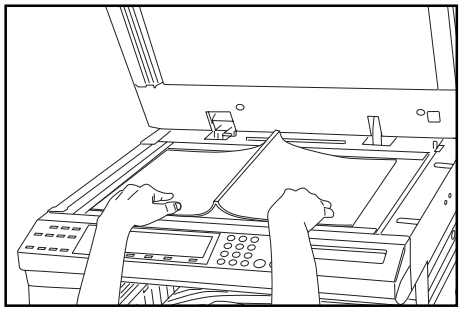
When using an original that cannot be set in the DF, such as a book or magazine, open the DF and place it on the platen.

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

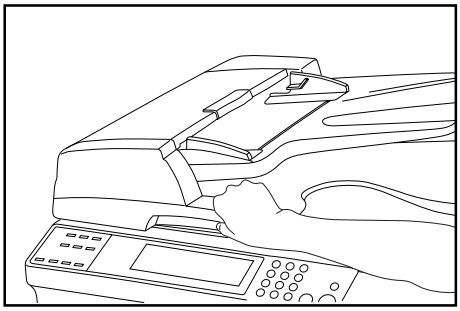
* Before opening the DF, check that no original is present on the original table or original eject cover. If present, the original may fall off when the DF is opened.



2 Set the original with the side to be copied facing downward. Be sure to align the original with the original size scales.



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



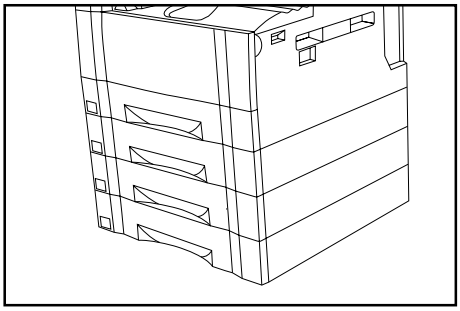
IMPORTANT

Do not press the DF against the platen with force. Doing so may cause damage to the glass material.

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

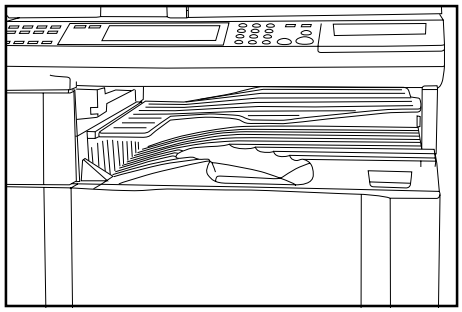
(2) Drawer

Up to three drawers of the same type as that in the main body can be added.
Capacity and the paper loading method is the same as those for the standard drawer in the main unit.
* Paper misfed in the optional cassette can be removed by opening its left cover.



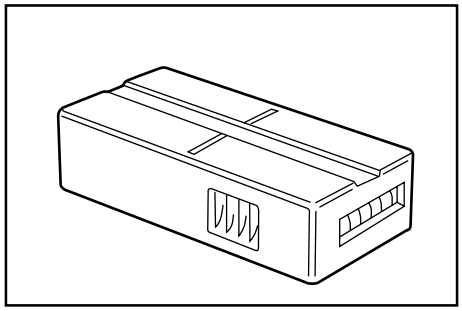
(3) Job separator

When using the optional printer function, the paper eject point can be changed according to the used function, making it easier to sort paper.
Copies are ejected onto the lower section (copy store section), and printouts are ejected onto the upper section. These ejection points can also be specified.

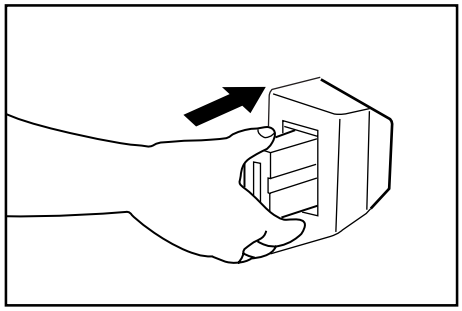


(4) Key counter

The key counter determines the number of copies that have been made. It is useful for copier centralized management on a department or even company level.

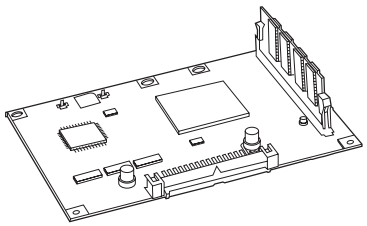


● Setting the key counter
Insert the key counter securely into the key counter opening.
* When the key counter function is used, copies cannot be made unless the key counter is inserted into the copier. If the key counter is not securely inserted into its opening, "---" appears on the copy quantity display.



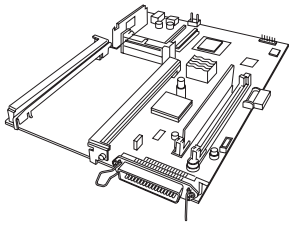
(5) Memory board

Use of various copy functions of this copier, such as the sort copy, margin copy and border erase, and making multiple copies using the optional ADF require this memory board. Up to 200 originals of a 6% black ratio can be scanned with this board.



(6) Printer board

If the printer board is installed, this copier can be used as a printer. For details, see the printer's instruction handbook.



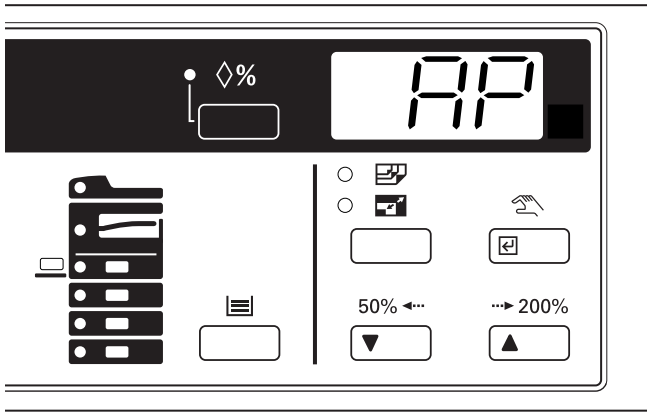
(7) Printer network board

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

CHAPTER 8 WHEN A PROBLEM OCCURS

1. Error display

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

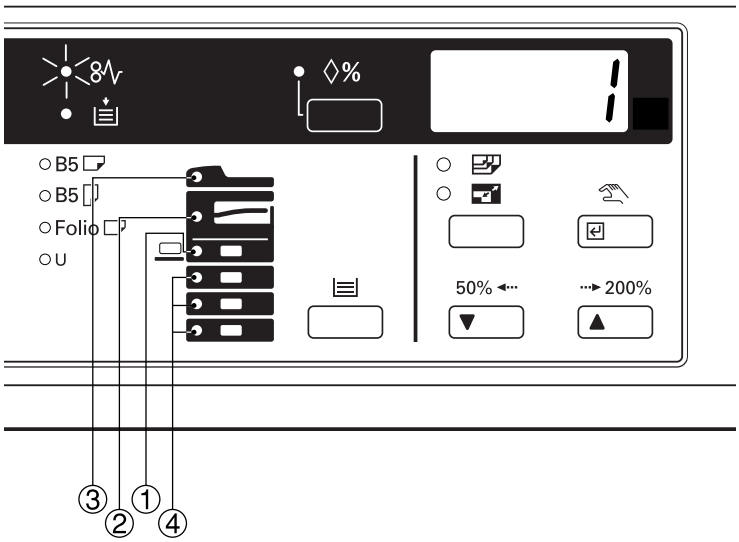


Indication	Action	Page
“C” and a number alternate on the copy quantity display.	Turn the main switch ON and OFF. If the same indication appears again, contact your service representative.	____
“E__” appears on the copy quantity display and the Memory Overflow indicator flashes.	The memory is full. Press the Reset key and reduce the number of originals and then retry the copying operation.	____
The Add Toner indicator lights.	Copying is still possible for some time with the indicator lit but it will eventually be disabled. Replace the toner cartridge as soon as possible.	3-5
“AP” appears on the copy quantity display.	Toner is being replenished inside the copier. Wait a few minutes.	____
The Toner Disposal indicator lights.	The waste toner tank needs to be replaced. Replace the waste toner tank (the waste toner tank is supplied with the toner cartridge).	3-5
The Toner Disposal indicator flashes.	No waste toner tank is set. Set one in the specified location. Copying will not be enabled until a waste toner tank is set.	3-5
“___” appears on the copy quantity display.	The selected copy function cannot be used as the required optional equipment is not installed.	7-3

Indication	Action	Page
“PF” appears on the copy quantity display.	A paper misfeed occurred in the drawer of which indicator is flashing or that drawer is not inserted correctly. Open the drawer, check for a paper misfeed and then close the drawer securely.	8-3
“XX” appears on the copy quantity display and the Add Paper indicator flashes (XX is the output account).	There is no paper in the drawer of which indicator is flashing. Load paper.	3-1
“XX” appears on the copy quantity display and the Misfeed indicator flashes (XX is the output account).	A paper misfeed occurred. Remove the misfed paper.	8-3
The Maintenance indicator flashes or lights.	Flashing of the indicator indicates that the next maintenance time is approaching. When it lights, the machine needs to be serviced. Contact your service representative immediately.	____
“E10” appears on the copy quantity display.	The selected drawer cannot be used. Contact your service representative immediately. If optional drawers are installed, use a different drawer.	____
“E70” appears on the copy quantity display.	While using the optional DF, the last of the ejected originals failed to be copied. Set that original back onto the original table and resume the copying operation.	____
“E71” appears on the copy quantity display.	Originals that were failed to be copied can be copied. Set all the ejected originals back onto the original table and resume the copying operation.	____
“E72” appears on the copy quantity display.	While using the optional DF, an original is remaining in the original insertion section. Remove that original and set it back onto the original table and then resume the copying operation.	____
“E90” appears on the copy quantity display.	The memory is full. Press the Reset key and reduce the number of originals and retry the copying operation.	____
“OP” appears on the copy quantity display.	The front cover is open. Close the cover.	____
“OP1” appears on the copy quantity display.	The DF original cover of the optional DF is open. Close the cover.	____
“OP2” appears on the copy quantity cover.	The left cover is open. Close the cover.	____
Any of “OP3” to “OP5” appears on the copy quantity cover.	The left cover of an optional drawer is open. Close the left cover of the corresponding drawer.	____

2. When paper misfeeds

If a paper misfeed occurs, copying will stop. The Misfeed indicator flashes and a misfeed location indicator lights. Remove the misfed paper by referring to “(3) Removal procedures”, with the main switch in the ON (|) position.



(1) Misfeed location indicators

① Misfeed in paper feed section
② Misfeed in left cover (page 8-4)
③ Misfeed in DF <optional> (page 8-5)
④ Misfeed in drawer <optional> (page 8-5)

(2) Cautions

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

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

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

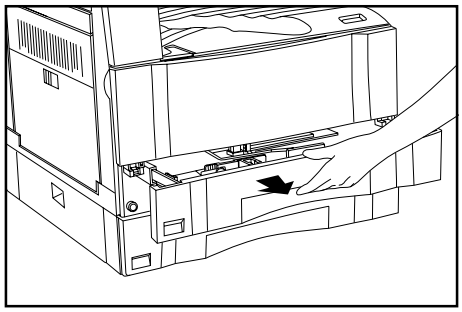
(3) Removal procedures

① Misfeed in paper feed section

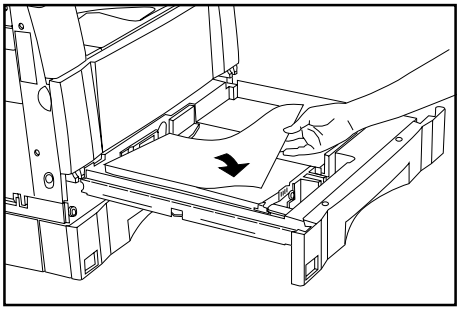
● **Misfeed in drawer**

If the misfeed location indicator shown in the illustration below lights while using the drawer, a misfeed has occurred in the drawer. Remove the misfed paper using the procedure given below.

1 Open the drawer.



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

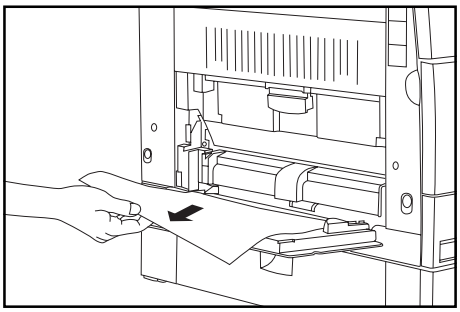


3 Close the drawer slowly.
* Check that the paper is kept under the claws of the drawer. If not, reload the paper.

● Misfeed in multi-bypass

If the misfeed location indicator shown in the illustration below lights while using the multi-bypass, a misfeed has occurred in the multi-bypass. Remove the misfed paper using the procedure given below.

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

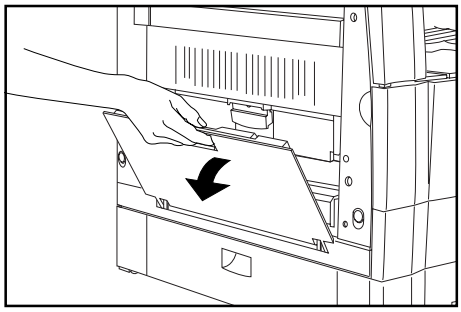


2 Check that the paper misfeed location indicator has turned off and re-load the paper into the multi-bypass.

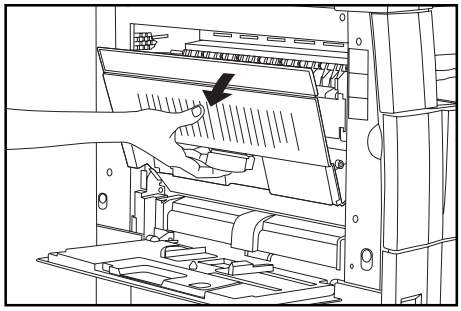
② Misfeed in left cover

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

1 Open the multi-bypass.



2 Open the left cover.



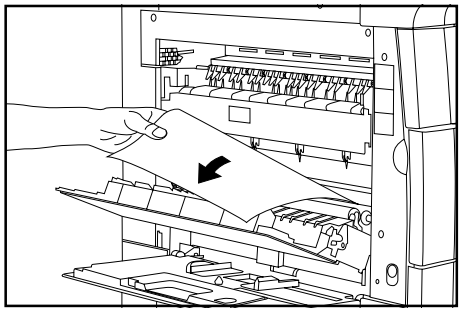
⚠ WARNING

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

⚠ CAUTION

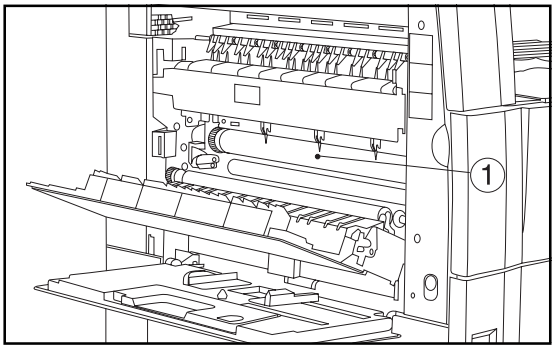
The copier's fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

3 Remove the misfed paper while taking care not to tear it.
If the paper is not easy to remove, proceed to the next step.
If the paper is removed successfully, proceed to step 5.
* If the paper should be torn, remove all the scraps from the inside the copier.



IMPORTANT

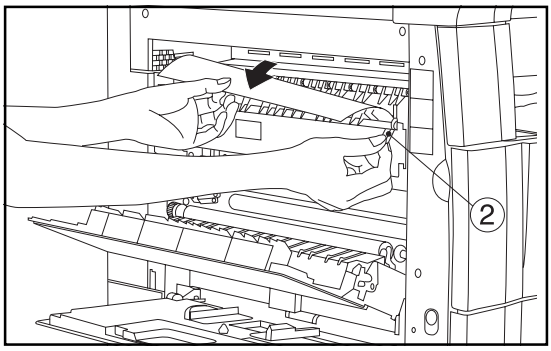
The drum ① is highly sensitive to light and dirt. Be careful not to expose it to strong light such as room lighting or to touch the drum with the hands.



4 Hold the green handle ② and open the ejection guide, and then remove the misfed paper.

⚠ CAUTION

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

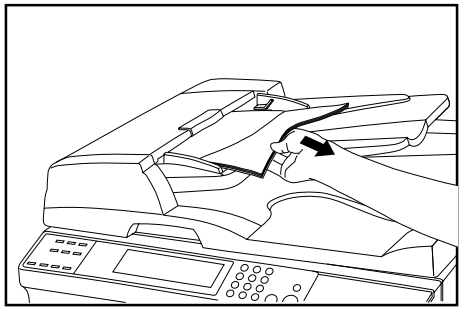


5 Close the left cover and multi-bypass.

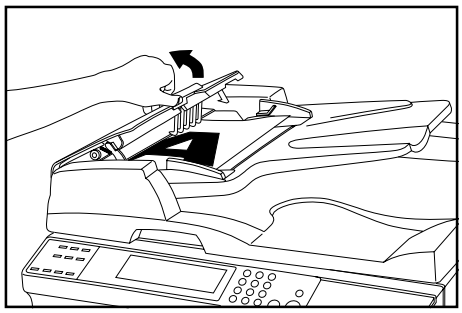
③ Misfeed in DF <optional>

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

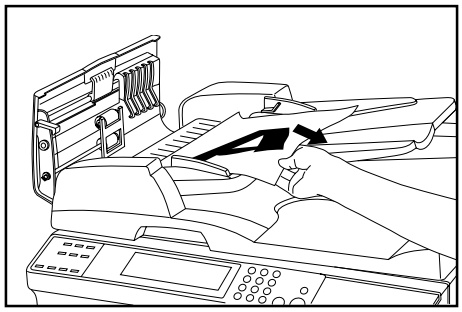
1 Remove all the originals from the original table.



2 Open the DF original cover.



3 Remove the misfed original.

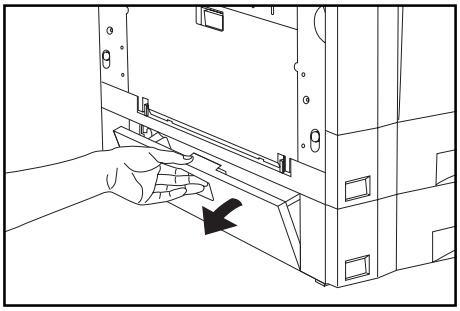


4 Close the DF original cover.
Set the misfed original together with those removed back onto the original table and resume the copying operation.

④ Misfeed in drawer <optional>

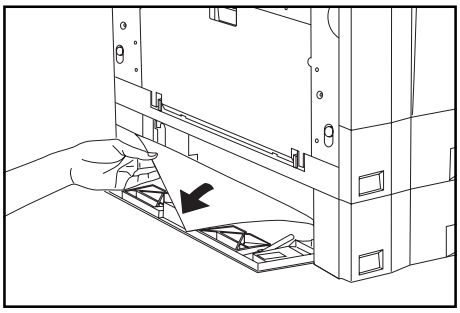
If the misfeed location indicator shown in the illustration below lights, a misfeed has occurred in the optional drawer. Remove the misfed paper using the procedure given below.

1 Open the left cover of the drawer being used.



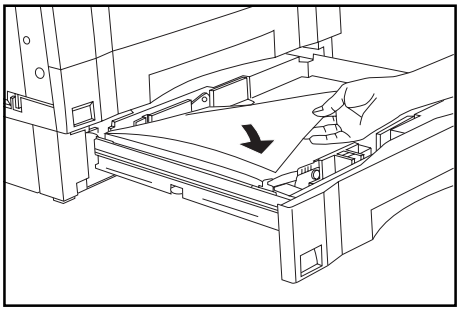
2 Remove the misfed paper while taking care not to tear it.

* If the paper should be torn, remove all the scraps from the inside the copier.



3 Open the drawer and remove the misfed paper while taking care not to tear it.

* If the paper should be torn, remove all the scraps from the inside the copier.



4 Close the drawer slowly.

3. Troubleshooting

If trouble occurs, carry out the applicable checks and actions given below.
If the trouble persists, contact your service representative.

Trouble	Checks	Action	Page
Nothing lights on the operation panel when the main switch is turned ON.	Is the power plug connected to an AC outlet?	Connect the plug to an AC outlet.	———
No copies come out when the Start key is pressed.	Is there any indication appearing on the operation panel?	Perform the corrective action corresponding to the indication.	8-1
Copies come out blank.	Are the originals set correctly?	When setting originals on the platen, place them face-down.	4-1
		When setting originals in the optional DF, place them face-up.	7-1
Copies come out too light.	Is the copier in the auto exposure mode?	To change the overall exposure, perform the auto exposure adjustment.	6-4
	Is the copier in the Text & Photo, Photo or Text mode?	Adjust the exposure to the correct degree using the copy exposure adjustment keys.	4-2
		To change the overall exposure, perform the exposure adjustment for the Text & Photo, Photo or Text mode.	6-4, 6-5
	Is the Add Toner indicator lit?	Replace the toner cartridge.	3-5
	Is paper wet?	Replace the paper with new paper.	3-1

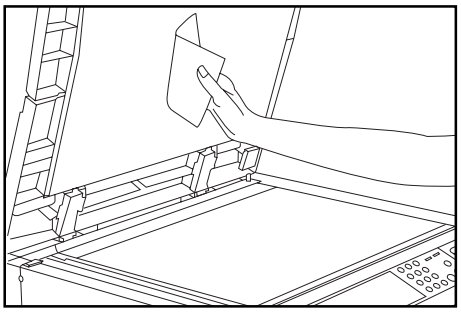
Trouble	Checks	Action	Page
Copies come out too dark.	Is the copier in the auto exposure mode?	To change the overall exposure, perform the auto exposure adjustment.	6-4
	Is the copier in the Text & Photo, Photo or Text mode?	Adjust the exposure to the correct degree using the copy exposure adjustment keys.	4-2
		To change the overall exposure, perform the exposure adjustment for the Text & Photo, Photo or Text mode.	6-4, 6-5
Copies are dirty.	Is the platen or the original cover dirty?	Clean the platen and/or the original cover.	9-1
		Open the front cover and pull and push back in the cleaning shaft.	3-6
Copy image is askew.	Are the originals set correctly?	When setting originals on the platen, align their edges with the correct original size scale for their size.	4-1
		When setting originals in the optional DF, adjust the original insertion guides to the size of the originals correctly.	7-1
Misfeed occurs frequently.	Is the paper set correctly in the drawer(s)?	Set paper properly.	3-1
	Is paper curled, folded or wrinkled?	Replace the paper with new paper.	3-1
	Is there any misfed paper or loose scraps of paper remaining inside the copier?	Carry out the appropriate procedure to remove the paper.	8-3

CHAPTER 9 CLEANING AND SPECIFICATIONS

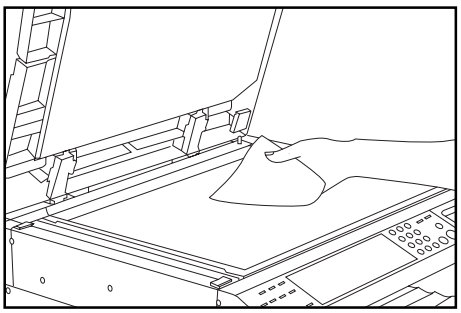
1. Cleaning the copier

⚠ WARNING
For safety purposes, ALWAYS remove the power plug from the outlet when cleaning the main charger.

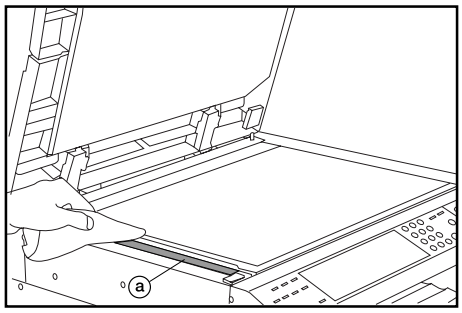
● Cleaning the original cover
Lift open the original cover. Wipe the back side of the original cover with a soft cloth dampened with alcohol or a mild detergent.
* Never use thinner or other organic solvents for this purpose.



● Cleaning the platen
Lift open the original cover. Wipe the platen with a soft cloth dampened with alcohol or a mild detergent.
* Never use the thinner or other organic solvents for this purpose.



* If soiling, such as black lines appear on the copy while using the optional DF, the slit glass ⓐ is soiled.
  Wipe the slit glass with a soft cloth dampened with alcohol or a mild detergent.



2. Specifications

Type	Desk-top
Original table	Fixed type
Copying system	Indirect electrostatic
Originals	Sheets of paper, books and 3-dimensional objects (Maximum original size: A3)
Copy sizes	A3, B4 (257 mm x 364 mm), A4, B5, A5 (vertical), B6 (vertical), A6 (vertical), Folio Print margin loss: 0.5 - 5.5 mm
Copying speed	Same-size copying/direct copying A3: 8 copies/min., B4: 8 copies/min., A4: 15 copies/min., A4 (vertical): 10 copies/min.
Warm-up time	Within 30 seconds (at room temperature of 25˚C, humidity 65%RH) From energy saver mode: Within 10 seconds [priority to recovery], within 30 seconds [priority to power save] (at room temperature of 25˚C, humidity 65%RH)
First copy speed	Within 5.5 seconds (A4, manual mode)
Zoom ratio	Any ratio between 50 and 200% (in increments of 1%)
Image storage memory (option)	47 MB (up to approx. 250 A4 originals with a black ratio of 6% can be stored)
Resolution	Reading: 600 x 600 dpi Writing: 600 x 600 dpi
Paper feed system	Automatic feeding from the drawer (1 drawer, capacity 250 sheets [80g/m^2/standard paper as specified by our company]) and multi-bypass (capacity 50 sheets [80g/m^2/standard paper as specified by our company])
Copy paper	Drawer: Standard paper (64 - 80g/m^2) Multi-bypass: Standard paper (45 - 160 g/m^2), special paper (colored paper, transparencies, letterhead, etc.), envelopes (COM-10, Monarch, DL, C5) [when using the printer function only]
Continuous copying	1 - 250 sheets
Light source	Rare gas lamp
Developing system	Dry process
Fixing system	Heat roller
Cleaning system	Blade
Photoconductor	OPC
Functions and modes	Self-diagnosis function, energy save mode, auto exposure adjustment function, original size detection function, zoom copy mode, size zoom mode, photo mode, copy management function
Power source	220 - 240 V AC, 50 or 60 Hz, 2.8 A (Average)
Power consumption	Rated power consumption 1080 W Max.
Dimension	550 mm (W) x 560 mm (D) x 498 mm (H)
Weight	Approx. 41 kg
Noise emission	≦ 70 dB (A)
Required space	891 mm (W) x 560 mm (D)
Optional equipment	ADF (automatic document feeder), drawer, job separator, key counter, memory board, printer board, printer network board, Original detection sensor

(Specifications are subject to change without notice.)

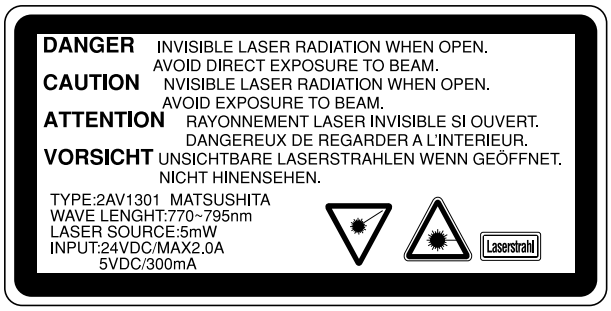
Laser Safety

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

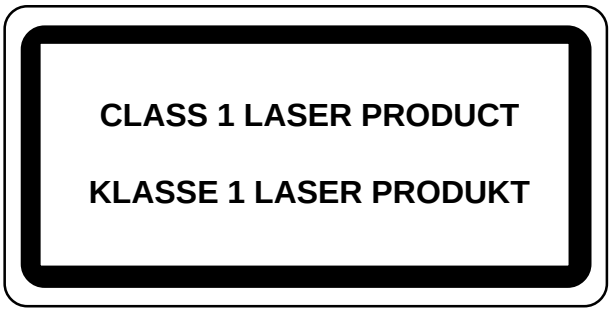
This machine is classified as Class 1 laser product under IEC 825.

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

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



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



CAUTION!

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

VORSICHT!

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

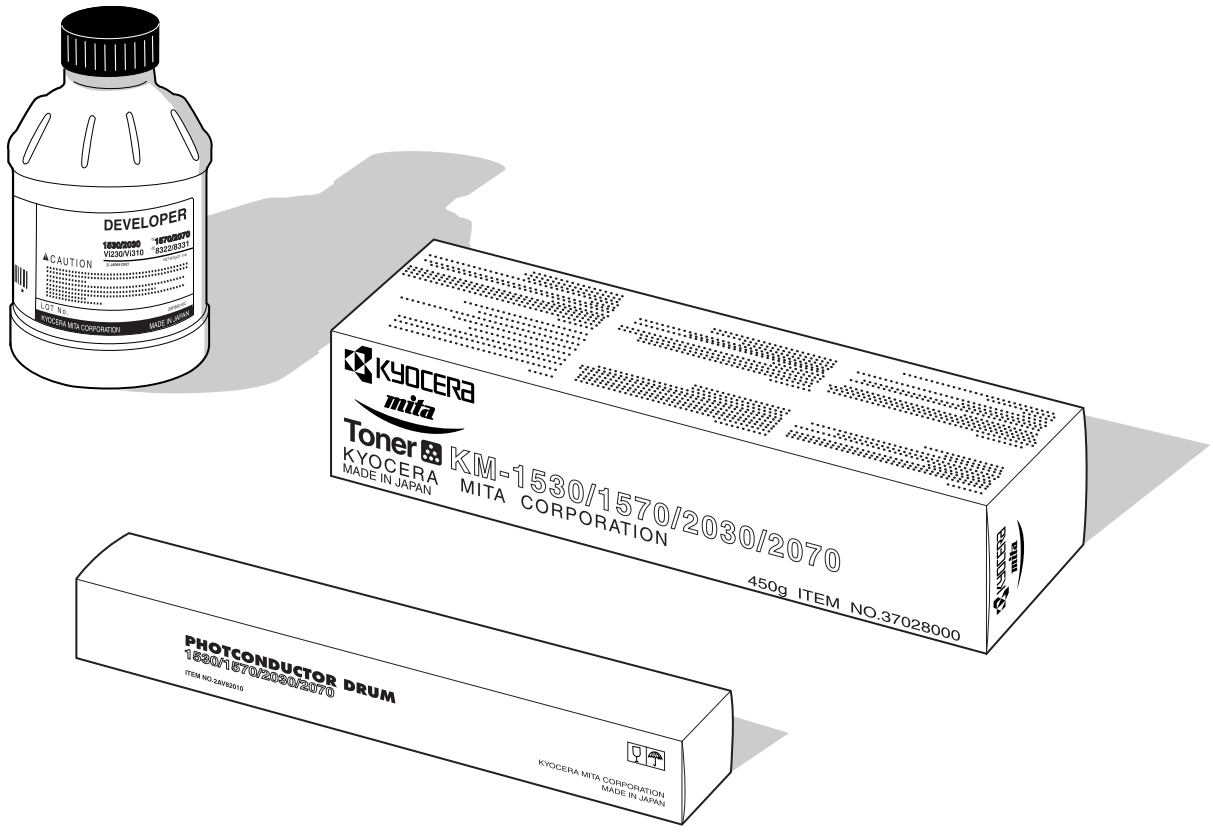
CE

DECLARATION OF CONFORMITY
TO
89/336/EEC, 73/23/EEC, 93/68/EEC and 1999/5/EC

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

Limits and methods of measurement for immunity characteristics of information technology equipment	**EN55024**
Limits and methods of measurement for radio interference characteristics of information technology equipment	**EN55022 Class B**
Limits for harmonic currents emissions for equipment input current ≤ 16A per phase	**EN61000-3-2**
Limitation of voltage fluctuations and flicker in low-voltage supply systems for equipment with rated current ≤ 16A	**EN61000-3-3**
Safety of information technology equipment, including electrical equipment	**EN60950**
Radiation Safety of laser products, equipment classification, Çíequirements and user's guide	**EN60825-1**
The common technical regulation for the attachment requirements for connection to the analogue public switched telephone networks (PSTNs) of terminal equipment (excluding terminal equipment supporting the voice telephony justified case service) in which network addressing, if provided, is by means of dual tone mulch-frequency (DTMF) signaling	**CTR 21**

*** 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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