

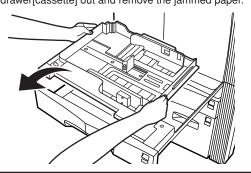
NOTICE OF REVISIONS

The following information in this Operation Guide should be revised as indicated.

1 Addition before step 3 on the left side of page 9-7

IMPORTANT!

If there is any paper jammed further inside the copier, pull the drawer[cassette] out and remove the jammed paper.



(2) Addition to "1. If one of the following messages is displayed" on page 9-1

The following error message and corresponding procedure should be added to this section.

Message

"Reset feeding unit for paper drawer." ["Reset feeding unit for pap.cassette."]

Procedure

Pull out both drawers[cassettes] No.3 and No.4 and push the Paper Feeder Unit securely all the way into the copier. (See step 7 on page 9-8.)

(3) Revision to the right side of page 8-6

The following revision should be made to the information below. (The new information is indicated in italics.)

6 Stacking mode

If the number of copies that is ejected onto *Tray B* during large volume copying in the Non-sort mode reaches the acceptable limit (max: 200), all copies from the 201st onward will be ejected onto *Tray A*.

(4) Addition to "(1) Note when adding paper" on the left side of page 3-1

IMPORTANT!

Using special paper

In this copier, the type of paper loaded in each drawer[cassette] and on the multi-bypass tray can be specified under "Paper type

(drawer[cassette] No.1 - No.5)" on page 7-24 and "(1) Paper size and type" on page 7-60, respectively.

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

<Special paper for which extra caution is recommended>

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

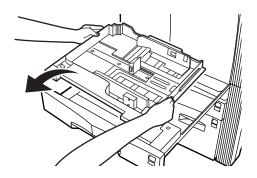
内容変更のお知らせ

使用説明書の内容を以下のように変更します。

① P.9-6、右コラム 手順3の後に追加

重要

機内に用紙が残っている場合は、カセットを取り外して詰まっている 用紙を取り除いてください。



② P.9-1、「1.こんなメッセージがでたら」

以下のエラーメッセージと処理方法が追加になります。

"給紙ユニットをセットしてください"

処置方法

カセット3、4を引き出して給紙ユニットを奥までしっかりと押し込ん でください。(P.9-8、手順7参照)

③ P.8-5、左コラム

以下のように変更となります。(変更箇所を斜体にしています。)

⑥ スタッキングモード

ソートしないモードでトレイBの収納容量*(最大200枚)*を超える 201枚以上のコピーが一度に行われるときは、仕上がったコピーはト レイAに排出されます。

④ P.3-1、左コラム (1)に追加

重要 特殊な用紙

本機ではカセットや手差しにセットした用紙の種類を設定することが できます。(P.7-15、「用紙種類(カセット1~5)」および P.7-37、「(1)用紙サイズおよび用紙種類の設定」参照)

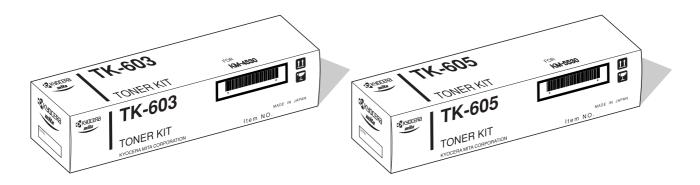
ここで設定できる用紙のうち、次に挙げるものは、用紙の構造および 品質に大きなばらつきがあるため、印刷中の問題発生の可能性が高く なります。これらの用紙を実際に使用される場合は、試し印刷などで 仕上がりが問題ないか確認したうえでご使用になることをおすすめし ます。

<注意が必要な特殊用紙>

- ・ラベル (*1)
- (*1) ラベル用紙を選択する際は、糊が機械のどこにも触れないことや、ラベルが台紙から容易にはがれないことなどに注意してください。ドラムやローラー類に糊が付着したり、はがれたラベルが機械内部に残ると大きな故障の原因になります。

NOTICE OF REVISION

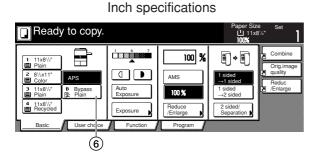
The illustration for the Toner Kit that is shown on the inside of the rear cover should be revised as shown below.



Toner Kit (TK-603) [for KM-4530 copiers] Toner Kit (TK-605) [for KM-5530 copiers]

NOTICE OF REVISION

• The explanation for "6 'Bypass' key" under "3. Touch panel" on page 2-6 should be revised as follows.



| Set |
|-------------------|
| |
| Aerge o |
| mage |
| uality |
| Reduce Enlarge |
| |
| |
| |
| |
| |
| |

Metric specifications

6 "Bypass" key

(Touch this key when you want to copy onto paper that is set on the multi-bypass tray. The type of paper registered for use on the multi-bypass tray will be indicated in the key.)

• The information under "Acceptable copy paper" in the "2. Specifications" on page 10-2 should be changed as follows:

Duplex Unit: Standard copy paper (64 g/m² - 120 g/m²)

内容変更のお知らせ

P2-6、「(3) タッチパネル」の「⑥[手差し]キー」が以下のように変更となります。

| 🖸 コピーできます | 0 | | 用紙 山R4 100% | セット D |
|---|--|-----------------------------------|---------------------------------------|--|
| 1 0.4 <td>・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・</td> <td>100 % 自動倍率 100 % 縮小/拡大 》</td> <td>● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●</td> <td> 集約 原稿の画質 縮小/拡大 </td> | ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ ・ | 100 % 自動倍率 100 % 縮小/拡大 》 | ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● | 集約 原稿の画質 縮小/拡大 |
| | 機能リスト | プログラム | | |

。 ⑥ [手差し] キー

● P7-12、マシン初期設定の項目、「用紙種類(カセット1~5)」 の設定できる値が以下のように変更となります。

設定できる値:普通紙/再生紙/カラー紙/カスタム1~8

● P7-15、「●用紙種類(カセット1~5)」の手順3のタッチパネルの画面が以下のように変更となります。

| 用紙種類(カセ) | ער 1) | | | 元に戻る | 閉じる |
|------------|----------|------|--------|--------|-----|
| 用紙の種類を | 記定/表示できる | ます。 | | | |
| | 普通紙 | カラー紙 | カスタム 1 | カスタム 5 | |
| | | | カスタム 2 | カスタム 6 | |
| | 再生紙 | | カスタム 3 | カスタム フ | |
| | | | カスタム 4 | カスタム 8 | |
| 初期設定 - マシン | 初期設定 | | | | |

● P7-22、コピー初期設定の項目、「用紙種類の指定(自動用紙)」の設定できる値が以下のように変更となります。

設定できる値:普通紙/再生紙/カラー紙/カスタム1~8

● P7-28、「●用紙種類の指定(自動用紙)」の手順3のタッチパネ ルの画面が以下のように変更となります。

| 用紙種類の指定(| 自動用紙) | | | 閉じる |
|-------------|-----------------|---------|--------|-----|
| 自動用紙選択相 | 機能の選択条件として用紙種類を | 設定できます。 | | |
| | 普通紙 カラー紙 | カスタム 1 | カスタム 5 | |
| 設定なし | | カスタム 2 | カスタム 6 | |
| 設定する | 再生紙 | カスタム 3 | カスタム 7 | |
| | | カスタム 4 | カスタム 8 | |
| 初期設定 - コピー初 | 期設定 | | | |

● P7-37、「(1) 用紙サイズおよび用紙種類の設定」の手順6の タッチパネルの画面が以下のように変更となります。

| ł | 初期設定画面 | | | | | | |
|----|--------|-----|------|----|--------|--------|----------|
| 用約 | 氏種選択 | | | | 元に戻す | | <u>ک</u> |
| | | | | , | | × | |
| | 普通紙 | ラベル | はがき | 厚紙 | カスタム 1 | カスタム 5 | |
| | OHPシート | 再生紙 | カラー紙 | | カスタム 2 | カスタム 6 | |
| | | | | | カスタム 3 | カスタム 7 | |
| | 薄紙 | | | | カスタム 4 | カスタム 8 | |

● P7-38、「(2) その他定型サイズの設定」の手順6のタッチパネ ルの画面が以下のように変更となります。

| 1 | 初期設定 | 画面 | | | | | |
|----|--------|-----|---------------|----|--------|--------|----------|
| 用約 | 低種選択 | | | | 一元に戻す | | <u>a</u> |
| | 普通紙 | ラベル | はがき | 厚紙 | カスタム 1 | カスタム 5 | r I |
| | OHPシート | 再生紙 | カラ ー 紙 | | カスタム 2 | カスタム 6 | |
| | | | | - | カスタム 3 | カスタム 7 | |
| | 薄紙 | | | | カスタム 4 | カスタム 8 | |

● P10-5、仕様の「使用ペーパー」が以下のように変更となりま す。

両面ユニット : 普通紙 (64~120g/m²)

⁽手差しの用紙を使用するときに押して、反転させてください。 キーには用紙種類が表示されます。)



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.

<IMPORTANT>

The instructions contained herein are based on the 45 cpm (copies-per-minute) KM-4530 copier and the 55 cpm KM-5530 copier.

NOTE:

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

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Legal Restriction On Copying

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

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

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



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



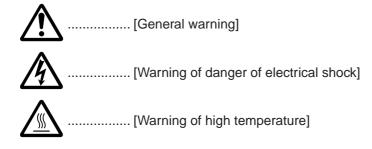
WARNING: Indicates that serious injury or even death may result from insufficient attention to or incorrect compliance with the related points.



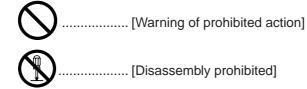
CAUTION: Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

Symbols

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



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



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.



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

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

<Note>

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

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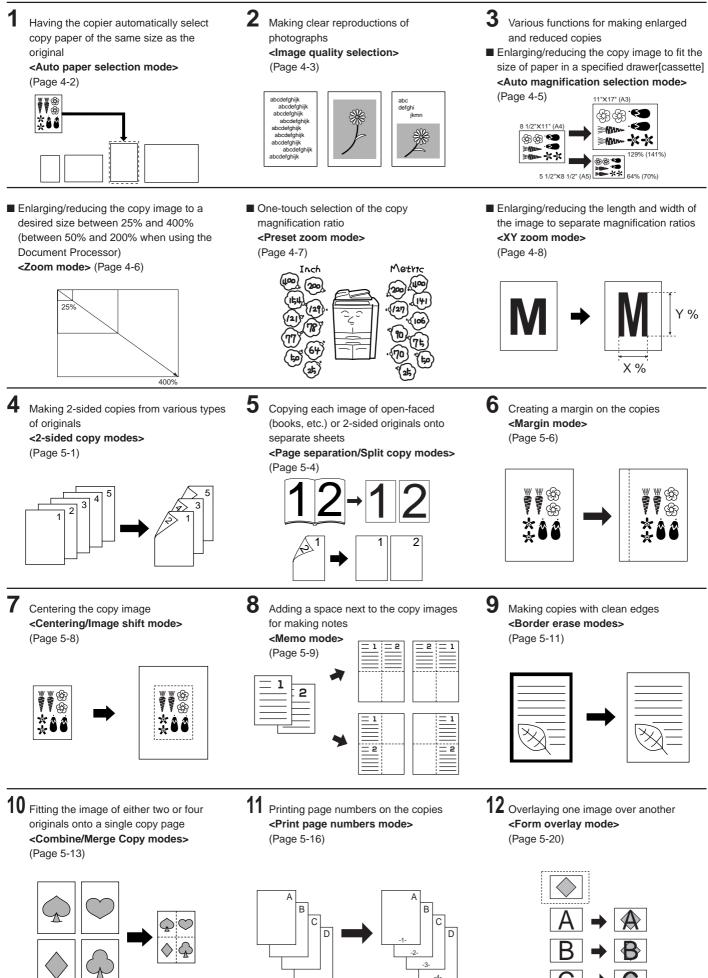
Section 9

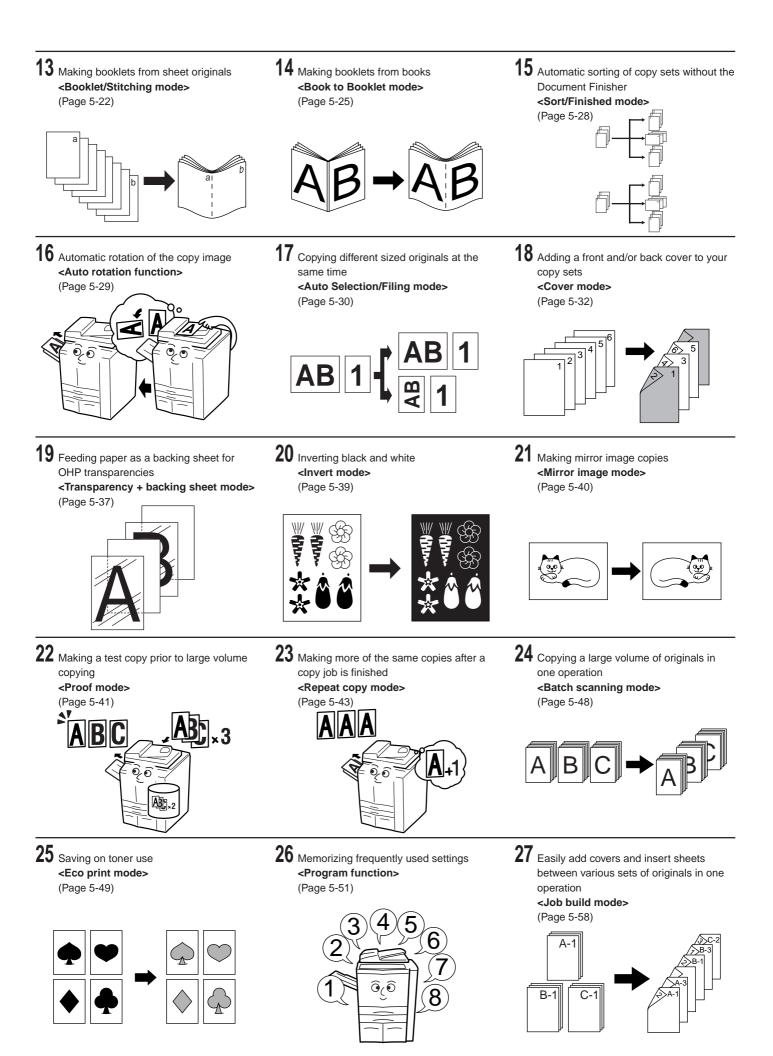
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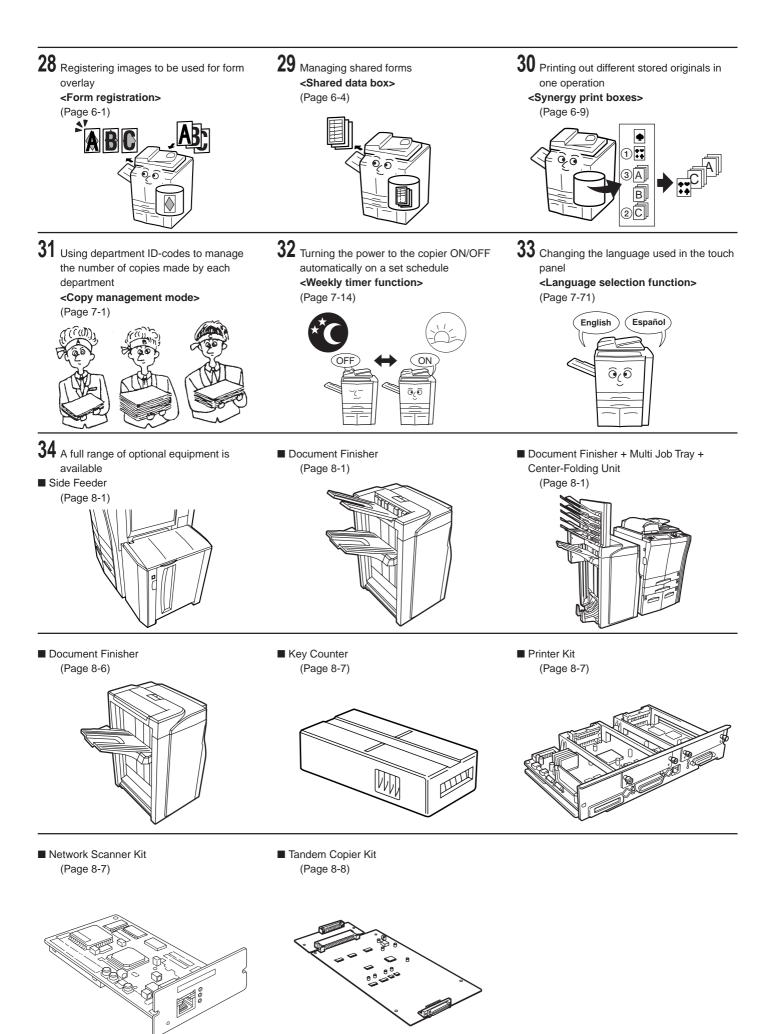
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MAKING FULL USE OF THE COPIER'S ADVANCED FUNCTIONS





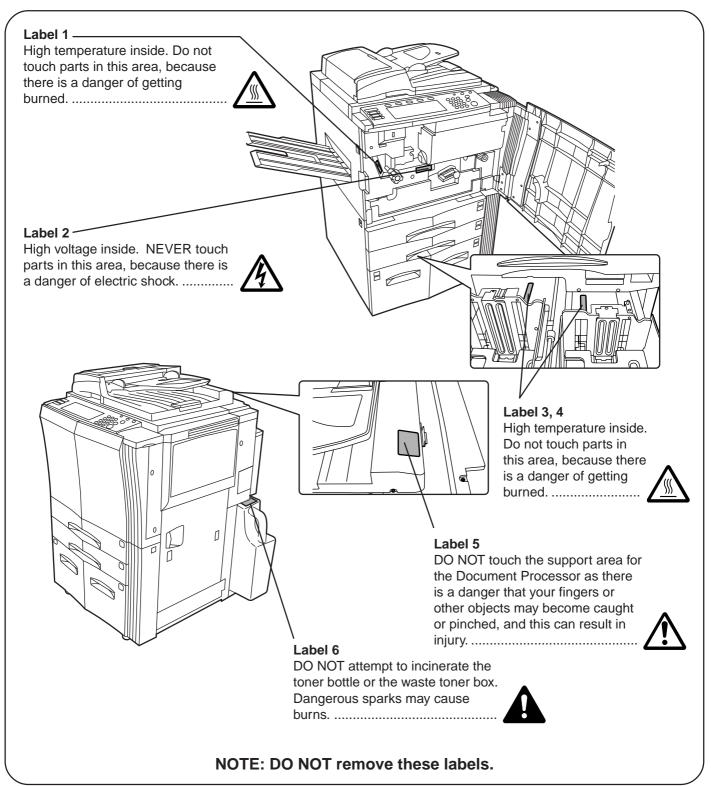


vi

Section 1 IMPORTANT! PLEASE READ FIRST.

A 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.



A INSTALLATION PRECAUTIONS

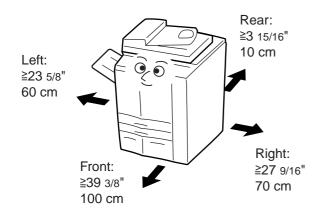
Environmment

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

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

Power supply/Grounding the copier WARNING

- DO NOT use a power supply with a voltage other than that specified. Avoid multiple connections in the same outlet. These types of situations present a danger of fire or electrical shock.
- Plug the power cord securely into the outlet. If metallic objects come in contact with the prongs on the plug, it may cause a fire or electric shock.



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

Other precautions

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



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





A PRECAUTIONS FOR USE

Cautions when using the copier

WARNING

- DO NOT place metallic objects or containers with water (flower vases, flower pots, cups, etc.) on or near the copier. This of situation presents a danger of fire or electrical shock should they fall inside.
- DO NOT remove any of the covers from the copier as there is a danger of electrical shock from high voltage parts inside the copier.



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

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

- NEVER attempt to repair or disassemble the copier or its parts as there is a danger of fire, electrical shock or damage to the laser. If the laser beam escapes, there is a danger of it causing blindness.
- If the copier becomes excessively hot, smoke appears from the copier, there is an odd smell, or any other abnormal situation occurs, there is a danger of fire or electrical shock. Turn the main switch OFF (O) immediately, 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.

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



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

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



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



- For safety purposes, ALWAYS remove the power plug from the outlet when performing cleaning operations.
- If dust accumulates within the copier, there is a danger of fire or other trouble. It is therefore recommended that you consult with your service representative in regard to cleaning of internal parts. This is particularly effective if accomplished prior to seasons of high humidity. Consult with your service representative in regard to the cost of cleaning the internal parts of the copier.
- DO NOT leave the Document Processor open as there is a danger of personal injury.



PRECAUTIONS FOR USE

Other precautions

- DO NOT place heavy objects on the copier or cause other damage to the copier.
- DO NOT open the front cover, turn off the main switch, or pull out the power plug during copying.
- When lifting or moving the copier, contact your service representative.
- Do not touch electrical parts, such as connectors or printed circuit boards. They could be damaged by static electricity.
- DO NOT attempt to perform any operations not explained in this handbook.
- CAUTION : Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.
- Do not look directly at the light from the scanning lamp as it may cause your eyes to feel tired or painful.

Cautions when handling consumables

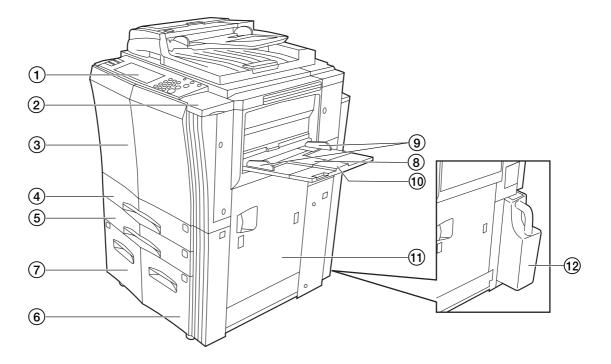
- DO NOT attempt to incinerate the toner bottle or the waste toner box. Dangerous sparks may cause burns.
- Keep the toner bottle and the waste toner box out of the reach of children.....
- If toner happens to spill from the toner bottle or the waste toner box, avoid inhalation and ingestion, as well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

Other precautions

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

Section 2 NAMES OF PARTS

1. Main body



1 Operation panel

- (Perform copy operations here.)
- ② Cover on the right side of the operation panel (Open this cover when you need to add toner.)
- ③ Front cover

(Open this cover if a paper misfeed occurs inside the copier.)

(4) Drawer[Cassette] No.1

(This drawer[cassette] has a storage capacity of 500 sheets of standard copy paper.)

(5) Drawer[Cassette] No.2

(This drawer[cassette] has a storage capacity of 500 sheets of standard copy paper.)

6 Drawer[Cassette] No.3

(This drawer[cassette] has a storage capacity of 1000 sheets of standard copy paper.)

⑦ Drawer[Cassette] No.4

(This drawer[cassette] has a storage capacity of 1500 sheets of standard copy paper.)

(8) Multi-bypass tray

(Set copy paper on this tray when you want to copy onto small paper sizes or onto special types of paper.)

(9) Insert guides

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

10 Multi-bypass extension

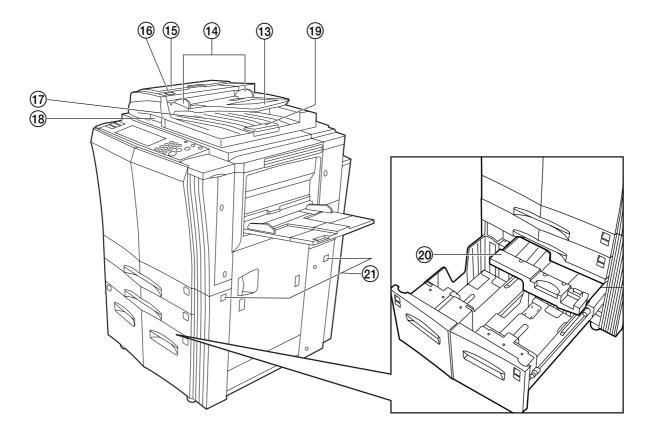
(Pull out this extension when copying onto 8 $_{1/2}$ x 11", 11" x 17", B4 or A3 size paper.)

(1) Right cover

(Open this cover if a paper misfeed occurs inside the copier.)

12 Waste toner box

(The waste toner box should be replaced by your service representative.)



(13) Original table

(Set originals to be copied on this table.)

(14) Original insert guides

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

(5) **Document Processor cover** (Open this cover if an original misfeed occurs.)

16 Original set indicator

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

17 Original eject table

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

18 Document Processor handle

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

(19) Ejection extension

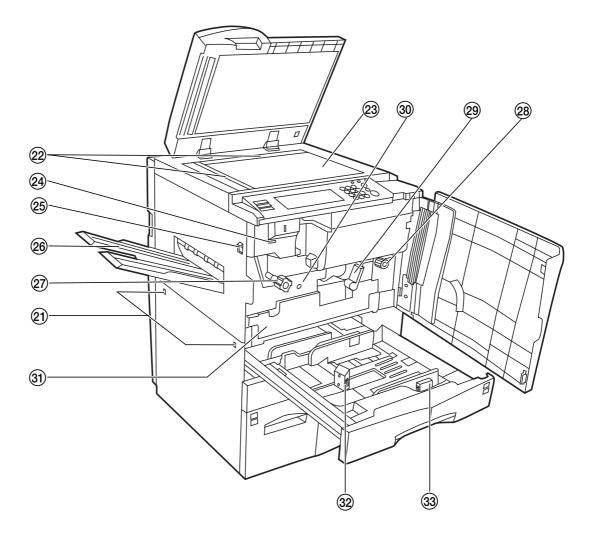
(Open this extension when using larger sized originals such as 8 $_{1/2}$ x 14", 11" x 17", B4 and A3.)

20 Paper Feeder Unit

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

(21) Handles for transport

(Pull these bars out - two on both the left and right sides of the copier - in order to use them as handles.)



22 Original size indicator lines

(Be sure to align the original with these lines whenever setting an original on the platen.)

23 Platen

(Set originals here for copying. Lay originals face-down and align the edges with the size indicator lines located on the left and rear sides of the platen.)

24 Total counter

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

(25) Main switch

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

26 Copy eject tray

(Finished copies are ejected and stored on this tray.)

27 Fixing unit handle A

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

(28) Transfer unit handle C

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

- (29) Transfer unit release lever B (Operate this lever when you need to pull out the transfer unit.)
- ③ Transfer unit (Pull this unit out if a paper misfeed occurs inside the copier.)
- 3 Duplex Unit

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

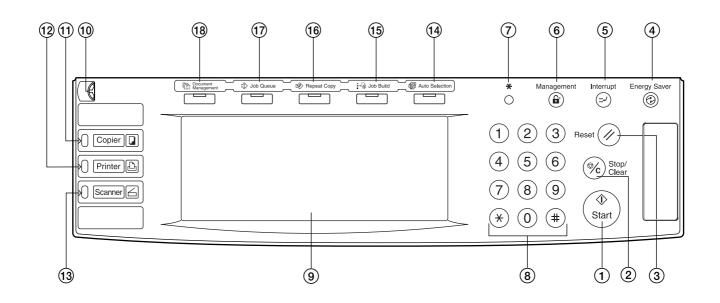
32 Paper length guide release levers

(Pinch these levers and adjust the guide plate to fit the length of the paper that is to be loaded in that drawer[cassette].)

33 Paper width guide release levers

(Pinch these levers and adjust the guide plates to fit the width of the paper that is to be loaded in that drawer[cassette].)

2. Operation panel



(1) [Start] key & indicator lamp

(Press this key when the lamp in that key is lit green and you want to start copying.)

(2) [Stop/Clear] key

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

③ [Reset] key

(See "Initial mode" on page 2-5.)

④ [Energy Saver] key & indicator lamp

(Press this key when you want to turn the energy-saving preheat mode ON. Press the same key again to turn the preheat mode OFF.)

(5) [Interrupt] key & indicator lamp

(Press this key to light the lamp in that key when you want to perform interrupt copying. See page 4-9.)

6 [Management] key

(When copy management is turned ON, press this key after copying in order to return to the department ID-code entry display.)

⑦ [★] (default setting) key

(Press this key when you want to perform default settings as well as those related to copy management, etc.)

(8) Keypad

(Use these keys when you want to set the number of copies to be made or enter other values.)

(9) Touch panel

(This panel displays such information as operation procedures, machine status, and the various function keys.)

1 Brightness adjustment control dial

(Turn this dial when you want to adjust the brightness of the touch panel.)

(1) [Copier] key & indicator lamp

(Press this key to light the lamp in that key when you want to use the copier functions of this machine.)

(2) [Printer] key & indicator lamp

(Press this key when you want to use the optional printer functions of this machine. The lamp in that key will light when the machine is in the printer operation mode. The indicator to the left of the key will either light green or orange, or will flash, depending upon the status of the machine.)

(13 [Scanner] key & indicator lamp

(Press this key when you want to use the optional scanner functions of this machine. The lamp in that key will light when the machine is in the scanner operation mode. The indicator to the left of the key will either light green or orange, or will flash, depending upon the status of the machine.)

(14) [Auto Selection] key & indicator lamp

(Press this key to light the lamp in that key when you want to use the auto selection mode. See page 5-30.)

(15 [Job Build] key & indicator lamp

(Press this key to light the lamp in that key when you want to use the job build mode. See page 5-58.)

(16 [Repeat Copy] key & indicator lamp

(Press this key to light the lamp in that key when you want to use the repeat copy mode. See page 5-43.)

17 [Job Queue] key & indicator lamp

(Press this key to light the lamp in that key when you want to use the output management functions of the copier. See page 6-20.)

(18 [Document Management] key & indicator lamp

(Press this key to light the lamp in that key when you want to use the document management functions of the copier. See page 6-1.)

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

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

NOTES

- The default settings for the initial mode can be changed using the corresponding "copy default settings" procedure.
- It is possible for you to change the default setting for the copy exposure in the initial mode from the "manual exposure mode" to the "auto exposure mode". (See "Exposure mode" on page 7-37.)

• Auto clear function

Once a designated amount of time has passed after copying stops (between 30 and 270 seconds), the auto clear function will automatically engage and the copier will return to the same settings as those after warm up (initial mode settings). (However, the copy exposure mode and the image quality mode will not change.) Copies can continually be made using the same settings (copy mode, number of copies and exposure mode) if the next batch of copying is started before the auto clear function engages.

• Automatic drawer[cassette] switching function

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

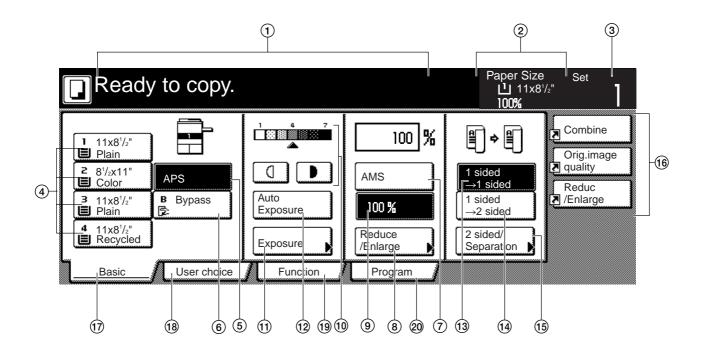
same size and type of paper for automatic switching.

NOTE

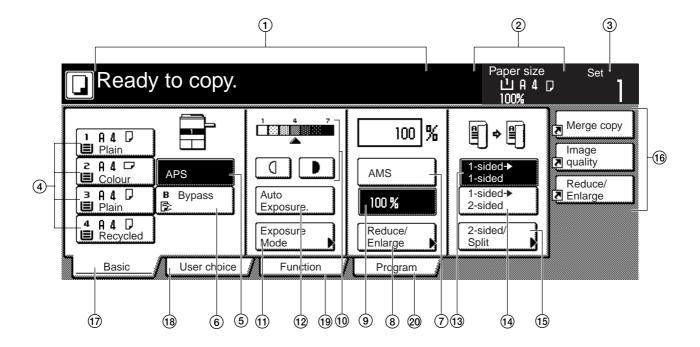
The automatic drawer[cassette] switching function can be turned OFF. (See "Auto drawer[cassette] switching ON/OFF" on page 7-22.)

3. Touch panel

Inch specifications



Metric specifications



- This area displays messages on the machine's status and on operational procedures.
- ② This area displays information on the size of paper in the drawer[cassette] and the current copy magnification ratio.
- 3 This area displays the current number of copies to be made.

④ Paper size keys (Remaining paper volume icons)

(Touch these keys when you want to change the currently selected drawer[cassette] in order to change the size of paper that will be used. The drawer[cassette] that holds the currently selected paper size and type of paper will be highlighted.)

5 "APS" key

(Touch this key until it is highlighted when you want to have the paper size selected automatically.)

6 "Bypass" key

(Touch this key when you want to copy onto paper that is set on the multi-bypass tray.)

⑦ "AMS" key

(Touch this key until it is highlighted when you want to have the copy magnification ratio selected automatically.)

(8) "Reduce/Enlarge" key

(Touch this key when you want to manually change the copy magnification ratio.)

(9) "100%" (same size) key

(Touch this key when you want to copy the original image at its actual size "100%".)

(1) Copy exposure adjustment keys / Copy exposure scale

(Touch the appropriate key when you want to manually adjust the copy exposure. The copy exposure scale will indicate the currently selected setting.)

(1) "Exposure" ["Exposure Mode"] key

(Touch this key when you want to access the "Exposure Mode" screen.)

(2) "Auto Exposure" key

(Touch this key until it is highlighted when you want to select the auto exposure mode. In the auto exposure mode, the contrast of the original will be detected and the most suitable exposure level selected automatically.)

(13 "1 sided \rightarrow 1 sided" key

(Touch this key when you want to make one-sided copies from one-sided originals.)

(1) "1 sided \rightarrow 2 sided" key

(Touch this key when you want to make one-sided copies from two-sided originals.)

(15) "2 sided/Separation" ["2-sided / Split"] key

(Touch this key when you want to make one-sided copies from two-sided originals.)

16 Registration keys

(Touch the appropriate key when you want to access the corresponding function or mode. Any function or mode in the "Function" tab can be registered to be displayed as one of the registration key.)

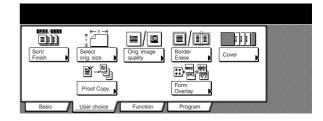
(17) "Basic" tab

(Touch this tab when you want to return the display to the contents of the "Basic" tab.)

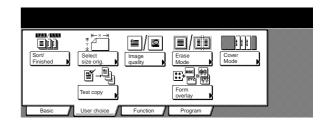
18 "User choice" tab

(Touch this tab when you want to display the contents of the "User choice" tab.)

Inch specifications



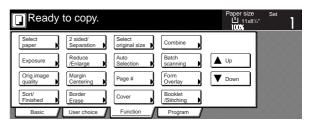
Metric specifications

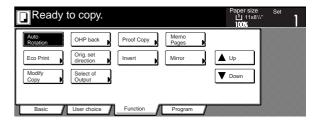


(19) "Function" tab

(Touch this tab when you want to display the contents of the "Function" tab.)

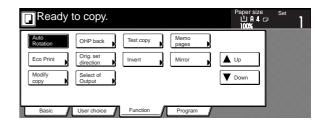
Inch specifications





Metric specifications

| -) | y to copy. | | | 100% |
|-----------------|-------------------|----------------------|------------|--------|
| Select paper | 2-sided/ Split | Select size orig. | Merge copy | |
| Exposure | Reduce/ | Auto | Large # of | ▲ Up |
| Mode | Enlarge | selection | originals | |
| Image | Margin/ | Page | Form | ▼ Down |
| quality | Image shift | numbering | overlay | |
| Sort/ | Erase | Cover | Booklet/ | |
| Finished | Mode | Mode | Stitching | |



20 "Program" tab

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

NOTE

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

Inch specifications

| Ready | to copy. | | | Paper size 십 11x8 100% | Set |
|-----------------------|------------------------|-------------------------|-----------------------|------------------------------|-----|
| Select paper | 2 sided/ Separation | Select original size | Combine | |] |
| Exposure | Reduce /Enlarge | Auto Selection | Batch scanning | ▲ Up | |
| Orig.image quality | Margin Centering | Page # | Form Overlay | V Down | |
| Sort/ Finished | Border Erase | Cover | Booklet /Stitching | | |
| Basic | User choice | Function | Program | | 1 |

Metric specifications

| Ready t | to copy. | | | Paper size | Set |
|-------------------|------------------------|----------------------|-------------------------|---------------|-----|
| Select paper | 2-sided/ Split | Select size orig. | Merge copy | | |
| Exposure Mode | Reduce/ Enlarge | Auto selection | Large # of originals | ▲ Up | |
| Image quality | Margin/ Image shift | Page numbering | Form overlay | V Down | |
| Sort/ Finished | Erase Mode | Cover Mode | Booklet/ Stitching | | |
| Basic | User choice | Function | Program | | |

"Register" key

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

"Back" key

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

"Close" key

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

Inch specifications

| Ready to | сору. | | | er size Set 11x8 ^{1/2} " 0% |
|------------------|----------|-----------------------|-----------------------------------|--|
| Reduce/Enlarge | | Regis | ter Back | Close |
| | (25~400) | | | |
| A. | 100 % | AMS | 154% 5¹/₂x8¹/₂"→8¹/₂x14" | 77% 11x17" → 8¹/₂x14" |
| Standard Zoom | + | 100% | 129% 8½x11" → 11x17" | 64% 11x17" → 8'/₂x11" |
| XY zoom | - | 400% | 121% 8½x14"→11x17" | 50% 11x17" → 5'/₂x8'/₂" |
| | # Keys | 200% 5½x8½"→11x17" | 78% 8¹/₂x14" → 8¹/₂x11" | 25% |

Metric specifications

| Ready to | сору. | | | | Pape 빕 100 | rsize ₿₿⊑ % | Set |
|------------------|----------|------|------------------|------|----------------------|-------------------|---------------------|
| Reduce/Enlarge | | | Registe | er 🗌 | Back | | Close |
| A | (25~400) | AMS | | 141% | A 4→A3 A 5→A4 | 75% | 11x15" → A 4 |
| Standard Zoom | + | 100% | | 127% | Folio → A3 | 70% | A4 → A5 |
| XY zoom | - | 400% | | | A 4→B 4 11x15"→A3 | 50% | |
| | #-Keys | 200% | A 5 → A 3 | 90% | Folio+A3 | 25% | |

NOTE

You can change or add new keys to those displayed in the "Basic" and the "User choice" tabs by following the "Customize screen layout (Main functions)" procedure on page 7-58 or the "Customize screen layout (Add functions)" procedure on page 7-59, as appropriate.

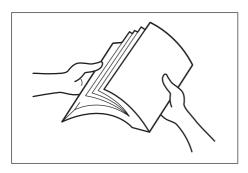
Section 3 PREPARATIONS

1. Loading paper

Paper can be loading into 5 locations in this copier: the 4 drawers[cassettes] and the multi-bypass tray.

(1) Note when adding paper

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



(2) Loading paper into drawers[cassettes] No.1 and No.2

Up to 500 sheets of standard copy paper (75 $g/m^2 - 90 g/m^2$) or color paper can be loaded into each drawer[cassette].

Inch specifications

Each drawer[cassette] can hold paper of any size between 5 $_{1/2^{\prime\prime}}$ x 8 $_{1/2^{\prime\prime}}$ and 11" x 17".

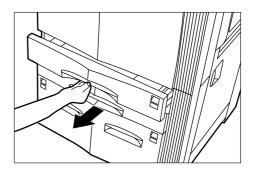
Metric specifications

Each drawer[cassette] can hold paper of any size between A5R and A3.

IMPORTANT!

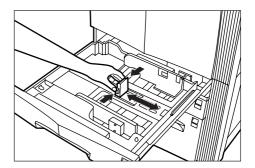
- In metric specification copiers, the size of paper loaded in each drawer[cassette] must be specified under "Paper size (drawer[cassette] No.1 & No.2)" on page 7-23.
- The type of paper loaded in each drawer[cassette] must be specified under "Paper type (drawer[cassette] No.1 No.5)" on page 7-24.

Pull the drawer[cassette] out toward you as far as it will go.



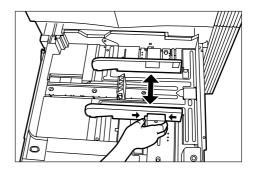


Move the paper length guide plates to fit the length of the paper that is to be loaded in that drawer[cassette]. The paper sizes are marked on the bottom of the drawer[cassette].



| 4 | 1 |
|---|---|
| , | |

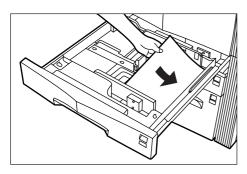
Move the paper width guide plate to fit the width of the paper that is to be loaded in that drawer[cassette].



Section 3 PREPARATIONS

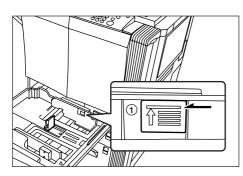


Align the paper flush against the right side of the drawer[cassette], and then set the paper in the drawer[cassette].



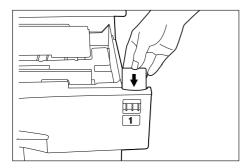
IMPORTANT!

- Make sure there are no folds, etc., in the paper you load into the drawers[cassettes]. Folds, etc., can cause paper jams.
- DO NOT load more paper than is indicated by the sticker located on the inside of the drawer[cassette] (shown as ① in the illustration).
- When you are loading paper into the drawer[cassette], make sure that the side to be copied onto is facing downward. (The copy side is the side facing upward when the package is opened.)
- Make sure that the paper is set securely against the paper length and width guide plates. If there is a gap between the paper and any guide plate, readjust the guide plates to fit the paper snugly.





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





Gently push the drawer[cassette] back in.

NOTE

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

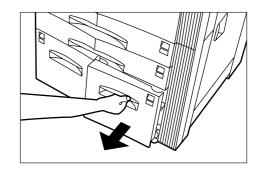
(3) Loading paper into drawers[cassettes] No.3 and No.4

Up to 1000 sheets of 11" x 8 $\frac{1}{2}$ " or A4 size standard copy paper (75 g/m² - 80 g/m²) or color paper can be loaded into drawer[cassette] No.3 (right side drawer[cassette]). Drawer[Cassette] No.4 (left side drawer[cassette]) can accept up to 1500 sheets of that same size paper.

IMPORTANT!

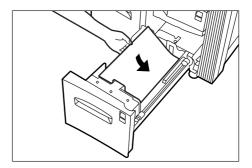
• The type of paper loaded in each drawer[cassette] must be specified under "Paper type (drawer[cassette] No.1 - No.5)" on page 7-24.

Pull the drawer[cassette] out toward you as far as it will go.



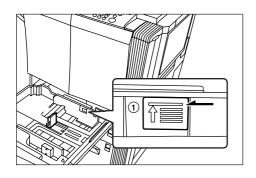


Align the paper flush against the right side of the drawer[cassette], and then set the paper in the drawer[cassette].

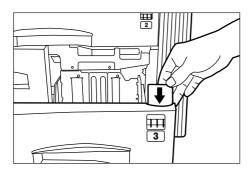


IMPORTANT!

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



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





Gently push the drawer[cassette] back in.

NOTE

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

(4) Setting paper on the multi-bypass tray

Standard copy paper as well as special paper can be set on the multibypass tray. When copying onto special paper, be sure to use the multi-bypass tray.

NOTES

- Up to 100 sheets of standard copy paper or special paper can be set on the multi-bypass tray at one time.
- The types of special paper and the number of sheets that can be set on the multi-bypass tray at one time are as follows:

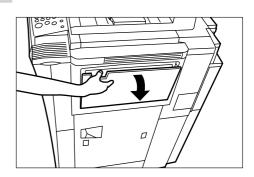
OHP transparencies: 25 sheets

Thick paper (120 g/m²,160 g/m², 200 g/m² and 110 lbs) : 25 sheets

IMPORTANT!

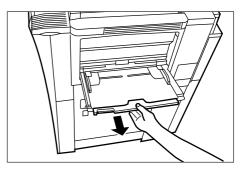
When setting special paper such as OHP transparencies and thick paper on the multi-bypass tray, the type of paper must be specified under "(1) Paper size and type" on page 7-60.

Open the multi-bypass tray.



NOTE

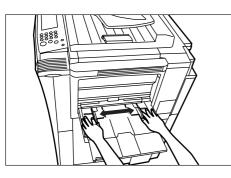
When copying onto 8 1/2" x 14", 11" x 17", B4 or A3 size paper, be sure to pull out the multi-bypass extension.



Section 3 PREPARATIONS

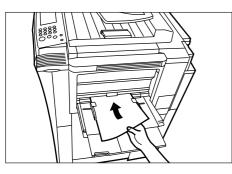


Adjust the insert guides to fit the width of the paper that is to be set on the multi-bypass tray.





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



IMPORTANT!

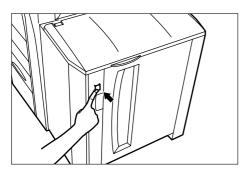
- Make sure there are no folds, etc., in the paper you set onto the multi-bypass tray. Folds, etc., can cause paper jams.
- If the paper is curled at all, straighten it out before setting it on the multi-bypass tray. (The amount of paper curl should be under 10 mm for standard paper and 5 mm for postcards.)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

(5) Loading paper into the Side Feeder (an optional drawer[cassette] only available for 55 cpm copiers)

Up to 4000 sheets of 11" x 8 $_{1/2}$ " or A4 size standard copy paper (75 g/m^2- 80 $g/m^2)$ or color paper can be loaded into the optional Side Feeder.



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

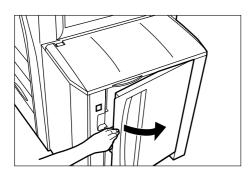


NOTES

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



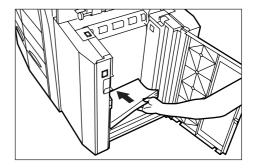
Open the right cover to the Side Feeder.



NOTE

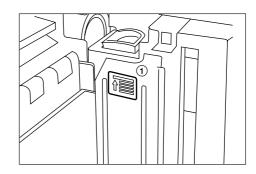
If you open the upper cover as well, it will be easier to load paper into the Side Feeder.

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



IMPORTANT!

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





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

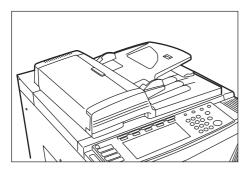
NOTE

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

2. Setting originals

(1) Setting originals in the Document Processor

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



(1) Cautions when using the Document Processor

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

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

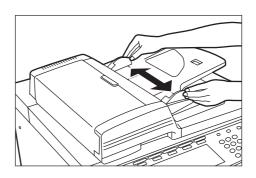
(2) Originals that can be set in the Document Processor

- Sheet originals
- Paper weight: One-sided originals: between 35 g/m² - 160 g/m²
 - Two-sided originals: between 50 g/m² 120 g/m²
- Size: Max. 11" x 17" or A3 Min. 5 1/2" x 8 1/2" or A5R
- Number of sheets:
 - 100 sheets (under 11" x 8 $_{1/2}$ " or A4 size [75 g/m² or 80 g/m²]) 70 sheets (over 8 $_{1/2}$ " x 14" or B4 size [75 g/m² or 80 g/m²]) 30 sheets (when using the auto selection mode)

③ How to set originals in the Document Processor



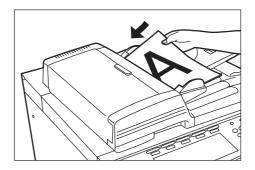
Adjust the original insert guides to fit the size of the originals.



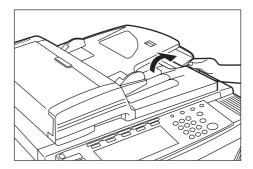
NOTE

Before setting any new originals, remove any originals that are remaining on the original ejection table. If ejected originals are left on the original eject table, they may cause other originals to misfeed.

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

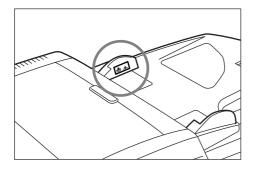


* When setting large size originals such as 8 1/2" x 14", 11" x 17", B4 or A3, be sure to open the ejection extension.



IMPORTANT!

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



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

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

IMPORTANT!

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

NOTE

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

(2) Setting originals on the platen

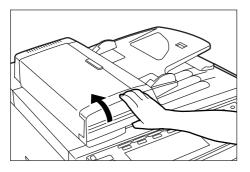
To make copies from originals that cannot be set in the Document Processor (books, magazines, etc.), lift open the Document Processor and set one original at a time on the platen.

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

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

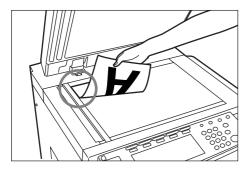


DO NOT leave the document processor open as there is a danger of personal injury.





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



3. Adding toner

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

- * DO NOT add toner unless this message is displayed.
- * Touch the "Adding toner" key to have the procedure for adding toner displayed on the touch panel.

Inch specifications

| Ready to copy. | | | Paper size | |
|---|------------------|---|--|---|
| I 11x8 ½* 2 8 ½x11* I APS 3 11x8 ½* II IX8 ½* 4 11x8 ½* | Auto Exposure | 100 % AMS 100 % Reduce /Enlarge | $\begin{array}{c} \blacksquare & \bullet \\ \hline \bullet & \bullet \\ \hline \bullet & 1 \text{ sided} \\ \hline 1 \text{ sided} \\ \hline -2 \text{ sided} \\ \hline 2 \text{ sided} \\ \hline \end{array}$ | Combine Orig. image quality Reduce /Enlarge |
| Basic User choice | Function | Program | | ? Adding toner |

Metric specifications

| Ready to Add toner. | о сору. | | | Paper Size | Set |
|--|--------------|------------------|---|--|--|
| 1 A 4 D Plain 2 A 4 D Color 3 A 4 D Plain 4 A 4 D B Recycled | PS Bypass | Auto Exposure | 100 % AMS 100 % Reduce /Enlarge | L sided →1 sided 1 sided →2 sided 2 sided/ Separation | Combine Orig. quality Reduce VEnlarge |
| Basic | User choice | Function | Program | | ? Adding toner |

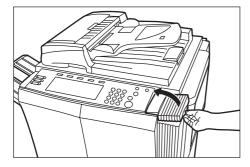
ACAUTION

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

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

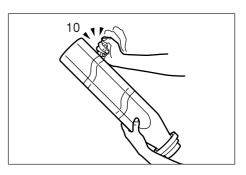


Open the cover on the right side of the operation panel.

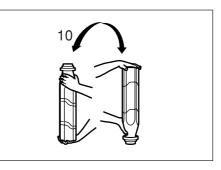


2

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

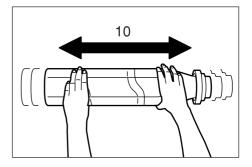


- 3
- Hold the bottle firmly and shake up the contents by turning it upside down and then right-side up 10 or more times in the manner shown in the illustration.



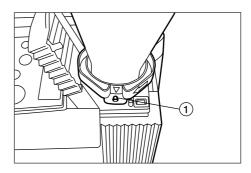


Next, hold the bottle horizontally and shake it back and forth 10 or more times.





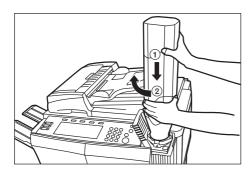
Fit the hole in the toner bottle (located below the $\mathbf{\nabla}$) over the metal pin (shown as (1) in the illustration) that is protruding out of the toner supply slot.





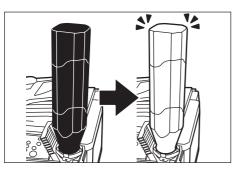
Turn the bottle clockwise 90 degrees and the toner in the bottle will be emptied into the copier.

* Be sure to turn the bottle all the way until it stops, so that the \blacksquare on the bottle is aligned with the \blacktriangle on the main body of the copier.



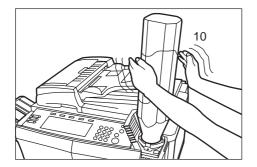


Wait until all of the toner is out of the bottle.



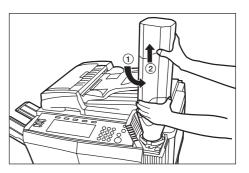


Tap the sides of the bottle about 10 times or so in order to get all of the remaining toner out.



9

Turn the toner bottle back counterclockwise to its original position and slowly remove it from the toner supply slot.



Q

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



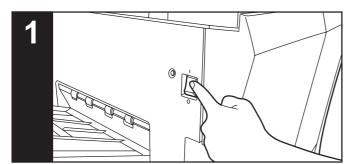
DO NOT attempt to force open or destroy the toner bottle or the waste toner box.



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

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

1. Basic copying procedure

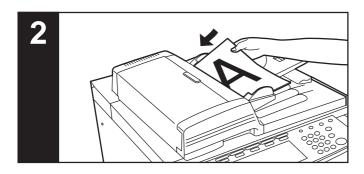


1. Warm-up

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

NOTE

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

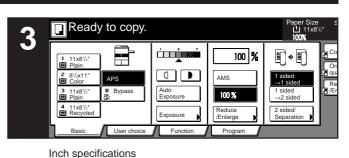


2. Setting the originals

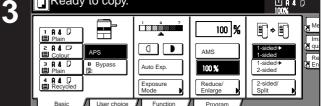
Set the original(s) that you want to copy in the Document Processor or on the platen. If you set an original on the platen, place it at the leftrear corner of the platen and align it with the appropriate original size indicator lines.

NOTE

Refer to "2. Setting originals" on page 3-6 for more detailed information on setting originals.





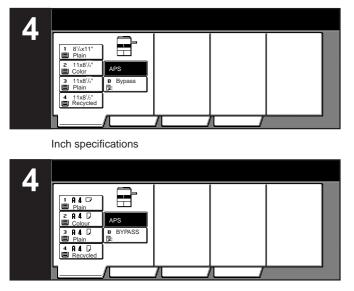


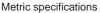


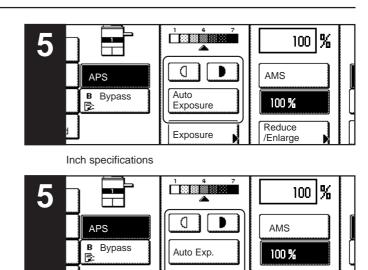
3. Selecting the desired functions

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

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







Metric specifications

4. Selecting the paper size

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

NOTES

- You can stop the copier from automatically selecting the paper size. (See "Paper selection" on page 7-42.)
- It is also possible for you to specify one drawer[cassette] that will be selected automatically regardless of the size of paper loaded in that drawer.

(See "Default drawer[cassette]" on page 7-44.)

5. Adjusting the copy exposure

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

Exposure

Mode

Reduce Enlarge

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

Inch specifications

| Ready | | | | | oer Size 11x8'/2" 10% | Set | 1 |
|----------------|-------|-----|---------------|------|-----------------------------|-------|---|
| Exposure Mode | | ĺ | Register | Back | | Close | |
| Auto Manual | 1 2 3 | 4 5 | 6 7 Darker | | | | |

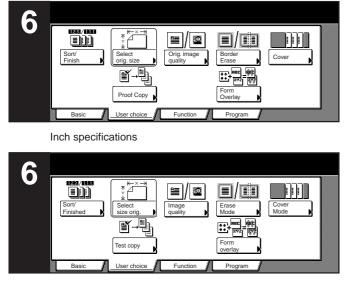
Metric specifications

| Ready | | | | | | | | 10 | ersize JAIL⊡ 100% | | |
|----------------|--------|--------|---|---|---|--------|------|------|-------------------------|-------|--|
| Exposure mode | | | | | (| Regi | ster | Back | | Close | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | |
| Auto Manual | (L | ighter |] | | [| Darker | ▶ | | | | |
| Manual | [[] u | ighter | | | Į | Darker | Þ | | | | |

NOTES

- It is possible for you to make adjustments to the auto exposure mode if the overall copies come out too dark or too light. (See "Auto exposure adjustment" on page 7-47.)
- It is also possible for you to change the default setting for the copy exposure to the auto exposure mode.
 (See "Exposure mode" on page 7-37.)

Section 4 BASIC OPERATION



Metric specifications

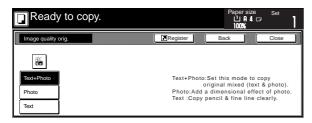
6. Selecting the image quality

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

Inch specifications

| Ready to o | сору. | | Paper Size | Set | 1 |
|--------------------|-------|----------|---|---------|---|
| Orig.image quality | | Register | Back | Close | |
| | | | | | |
| Text+Photo | | | this mode to co h mixed text and | | |
| Photo | | | mensional effect Incil or fine line. | of phot | 0 |
| Text | | | | | |

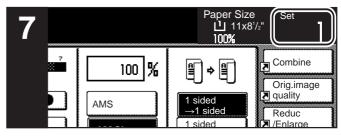
Metric specifications



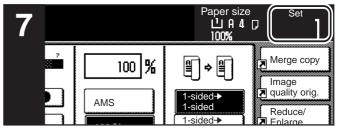
| Text+photo mo | de: Touch the "Text+Photo" key until it is highlighted. |
|---------------|---|
| | Select this mode when the original contains a |
| | mixture of both text and photographs. |
| Photo mode: | Touch the "Photo" key until it is highlighted. Select |
| | this mode to bring out the depth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

NOTES

- It is possible for you to select the image quality mode that will be the default setting in the initial mode. (See "Original quality" on page 7-39.)
- It is also possible for you to adjust the copy exposure in each of the image quality modes. (See "Manual exposure adjustment (text+photo mode)" on page 7-49, "Manual exposure adjustment (text mode)" on page 7-50 and "Manual exposure adjustment (photo mode)" on page 7-51.)



Inch specifications



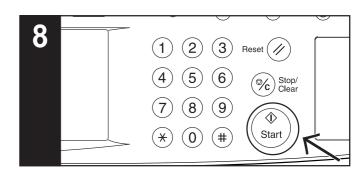
Metric specifications

7. Setting the number of copies to be made

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

NOTE

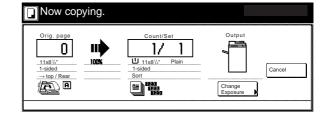
It is possible for you to limit the number of copies (or copy sets) that can be made at a time. (See "Copy limit" on page 7-54.)



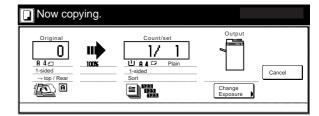
8. Start copying

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

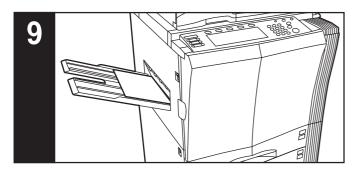
Inch specifications



Metric specifications



Section 4 BASIC OPERATION

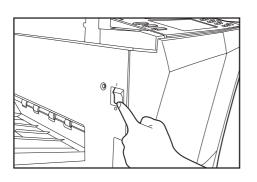


9. At the end of copying

Finished copies will be ejected onto the copy eject tray.

IMPORTANT!

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

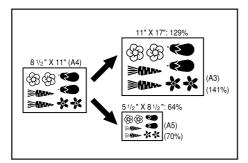


If the copier will not be used for a short period of time (overnight, etc.), turn the main switch OFF (O). If it will not be used for an extended period of time (vacations, etc.), remove the power plug from the outlet for safety purposes during the time the copier is not in use.

2. Enlarging/reducing the copy image

(1) Auto magnification selection mode

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

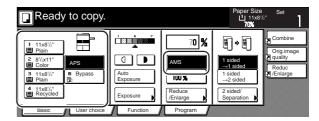


IMPORTANT!

If you use this mode most often, select "AMS" under "Default magnification ratio" on page 7-46.

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

Inch specifications



Metric specifications

| Ready to copy. | | | Paper size 止 유 4 70% | |
|---|--------------------------------------|-----------------------------------|---|--|
| 1 A 4 D 1 P 4 D 2 A 4 D 3 A 4 D 2 Pain 3 A 4 4 B 4 1 Recycled | Auto Exposure Exposure Mode | AMS IW % Reduce/ Enlarge | I sided → 1 sided 1 sided → 2 sided 2 sided/ Split | Merge copy Image Requality Reduce/ Enlarge |
| Basic User choice | Function | Program | | |



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

Set the original to be copied.

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

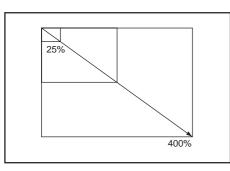
Inch specifications

| Ready to copy. | | | Paper Size | |
|---|------------------|---|--|---|
| 111x81/- □ Plain 2 81/x111 □ Color 3 11x81/- □ Plain □ Color 3 11x81/- □ Plain □ Color 10x81/- □ Recycled | Auto Exposure | 100 % AMS 100 % Reduce /Enlarge | L sided →1 sided →1 sided →2 sided/ Separation | Combine Orig.image quality Reduc A /Enlarge |
| Basic User choice | Function | Program | | |

| Ready to copy. | | | Paper size | Set |
|--|-----------|---|---|--|
| 1 A Image: Constraint of the second | Auto Exp. | 100 % AMS 100 % Reduce/ Enlarge | Lisided→ 1-sided 1-sided→ 2-sided 2-sided | Merge copy Image Quality orig. Reduce/ Enlarge |
| Basic User choice | Function | Program | | 1 |

(2) Zoom mode

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



Set the original to be copied.

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

Inch specifications

| Ready to copy. | | | Paper Size | Set |
|--|----------------------|--------------------|------------------------------------|-----------------------|
| 1 11x8 ¹ /2" | 1 4 7 | 100 % | ĨŶĨ | Combine Orig.image |
| ≥ 8 ¹ / ₂ x11" ■ Color 3 11x8 ¹ / ₂ " B Bypass | Auto | AMS | 1 sided →1 sided | Reduc /Enlarge |
| Plain 4 11x8 ¹ / ₂ " Recycled | Exposure Exposure | Reduce /Enlarge | →2 sided 2 sided/ Separation | |
| Basic User choice | Eunction | Program | Copulation | |

Metric specifications

| Ready to copy. | | | Paper size | Set |
|---------------------------------------|------------------|--------------------|---------------------------------|--------------------|
| | | 100 % | ∎≁∎ | Merge copy |
| APS Colour APS 3 A 4 D B Bypass | Auto Exp. | AMS | 1-sided→ 1-sided 1-sided→ | Reduce/ Enlarge |
| ■ Plain 4 A 4 D ■ Recycled | Exposure Mode | Reduce/ Enlarge | 2-sided 2-sided/ Split | |
| Basic User choice | Function | Program | | |

3 Touch the "+" key or the "-" key to change the displayed magnification ratio to the desired setting.

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

Inch specifications

| Ready to | сору. | | | ersize Set 11x8 ^{:/} 2")% |
|------------------|----------|-----------------------|-----------------------------------|---|
| Reduce/Enlarge | | Regis | ter Back | Close |
| R | (25~400) | AMS | 154% 5¹/₂x8¹/₂"→8¹/₂x14" | 77% 11x17" → 8½x14" |
| Standard Zoom | | 100% | 129% 8½x11" → 11x17" | 64% 11x17" → 8½x11" |
| XY zoom | | 400% | 121% 8½x14" → 11x17" | 50% 11x17"→5¹/₂x8¹/₂" |
| | # Keys | 200% 5½x8½"→11x17" | 78% 8¹/₂x14" → 8¹/₂x11" | 25% |

Metric specifications

| Ready to | сору. | | | rsize Set AL⊡ % |
|------------------|----------|-----------------|------------------------------------|-----------------------|
| Reduce/Enlarge | | Regis | ter Back | Close |
| A. | (25~400) | AMS | 141% A 4→A3 A 5→A4 | 75% 11x15"→A 4 |
| Standard Zoom | + | 100% | 127% Folio+A3 | 70% A4 → A5 |
| XY zoom | | 400% | 106% A 4 → B 4 11x15"→A3 | 50% |
| | #-Keys | 200% A 5→A 3 | 90% Folio → A3 | 25% |



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

(3) Preset zoom mode

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

[Available magnification ratios]

| Inch specification | |
|--------------------|---|
| Reduction | 25% |
| | 50% (11" x 17" \rightarrow 5 1/2" x 8 1/2") |
| | 64% (11" x 17" → 8 ½" x 11") |
| | 77% (11" x 17" \rightarrow 8 1/2" x 14") |

| | • |
|-------------|---|
| | 77% (11" x 17" \rightarrow 8 1/2" x 14") |
| | 78% (8 1/2" x 14" \rightarrow 8 1/2" x 11") |
| Enlargement | 121% (8 1/2" x 14" \rightarrow 11" x 17") |
| | 129% (8 1/2" x 11" \rightarrow 11" x 17") |
| | 154% (5 1/2" x 8 1/2" \rightarrow 8 1/2" x 14") |
| | 200% (5 1/2" x 8 1/2" \rightarrow 11" x 17") |
| | 400% |
| | |

Metric specification

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

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

Inch specifications

| | | | 10 | 0% |
|------------------|----------|-----------------------|--------------------------------|-------------------------------|
| Reduce/Enlarge | | Regis | ter Back | Close |
| | (25~400) | | | |
| А ^V | 100 % | AMS | 154% 5½x8½"→8½x14" | 77% 11x17" → 8½x14" |
| Standard Zoom | + | 100% | 129% 8½x11" → 11x17" | 64% 11x17" → 8½x11" |
| XY zoom | | 400% | 121% 8½x14" → 11x17" | 50% 11x17"→5½x8½ |
| | # Keys | 200% 5½x8½"→11x17" | 78% 8½x14"→8½x11" | 25% |

Metric specifications

| , | | | | 100 | % | |
|------------------|----------|-----------------|--------|--------------------------------------|-----|-------------------|
| Reduce/Enlarge | | Regist | ter | Back | | Close |
| | (25~400) | | | | | |
| A. | 100 % A | MS | | A 4 → A3 A 5 → A4 | 75% | 11x15" → A |
| Standard Zoom | + | 10% | 127% F | olio → A3 | 70% | A4 → A |
| XY zoom | - | 10% | | A 4 → B 4 (15" → A3 | 50% | |
| | #-Keys | 00% A 5+>A 3 | 90% | Folio+A3 | 25% | |

NOTE

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



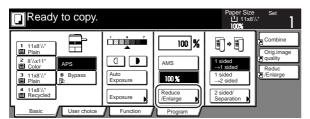
A Press the [Start] key to begin the copying procedure.



Set the original to be copied.

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

Inch specifications

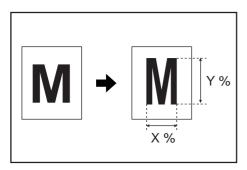


| Ready to copy. | | | Paper size | |
|---|-----------|---|---|--|
| 1 P4 □ Plain □ APS □ Colour 3 P4 □ B □ Plain □ A □ B □ A □ B □ B | Auto Exp. | 100 % AMS 100 % Reduce/ Enlarge | ■ ◆ ■ 1-sided 1-sided 1-sided 2-sided 2-sided Solit | Merge copy Image Quality orig. Reduce/ Enlarge |
| Basic/User choice | Function | Program | | J |

Section 4 BASIC OPERATION

(4) XY zoom mode

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



Set the originals to be copied.

Touch the "Reduce/Enlarge" key.

The "Reduce/Enlarge" screen will be displayed.

Inch specifications

| Ready | v to copy. | | | Paper Size | Set |
|--|-----------------|------------------|--------------------|--|-----------------------|
| 1 11x8 ¹ /₂" ■ Plain | | | 100 % | Ĩ¢Ĩ | Combine Orig.image |
| ≥ 8'/₂x11" ■ Color 3 11x8'/₂" ■ Plain | APS B Bypass | Auto Exposure | AMS | 1 sided →1 sided 1 sided →2 sided | Reduc A /Enlarge |
| 4 11x8'/2" Recycled | | Exposure | Reduce /Enlarge | 2 sided/ Separation | |
| Basic | User choice | Function | Program | | • |

Metric specifications

| Ready to copy | | | Paper size L A 4 [100% | Set |
|---|-------------------------------|---|---|--|
| 1 A 4 D 1 Plain 1 2 A 4 D 2 Colour APS 3 A 4 D 2 Plain 2 4 A D 2 Recycled | Auto Exp. Exposure Mode | 100 % AMS 100 % Reduce/ Enlarge | L-sided→ 1-sided→ 1-sided→ 2-sided/ 2-sided/ Split | Merge copy Image quality orig. Reduce/ Enlarge |
| Basic User choice | Function | Program | | |



Touch the "XY zoom" key.

The screen to select the magnification ratio will be displayed.

Inch specifications

| Ready to | сору. | | | er size Set 11x8½" 0% |
|----------------|----------|---------------------------|-----------------------------------|---------------------------------|
| Reduce/Enlarge | | Regis | ster Back | Close |
| | (25~400) | | | |
| A | 100 % | AMS | 154% 5¹/₂x8¹/₂"→8¹/₂x14" | 77% 11x17" → 8'/₂x14" |
| Standard | + | 100% | 129% 8½x11"→11x17" | 64% 11x17" → 8½x11" |
| XY zoom | | 400% | 121% 8½x14" → 11x17" | 50% 11x17"→5¹/₂x8¹/₂" |
| | # Keys | 200% 5¹/₂x8¹/₂"→11x17" | 78% 8¹/₂x14" → 8¹/₂x11" | 25% |

Metric specifications

| Ready to | | | | 100 | A 4 🖙 | [|
|----------------|----------|------|-------|--|-------|---------------------|
| Reduce/Enlarge | | Reg | ister | Back |) [| Close |
| | (25~400) | | | | | |
| A. | 100 % | AMS | 141% | A 4 → A3 A 5 → A4 | 75% | 11x15" → A 4 |
| Standard | | 100% | 127% | Folio-►A3 | 70% | A4-►A5 |
| XY zoom | | 400% | 106% | A 4 → B 4 11x15" → A3 | 50% | |
| | #-Keys | 200% | 90% | Folio-►A3 | 25% | |

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

then using the keypad.

4

Inch specifications

| Ready to | сору. | | Paper Size Set 11 11x8½" Y 100% X 100% |
|------------------|--|---|---|
| Reduce/Enlarge | | Register | Back Close |
| Standard Zoom | (25~400) y ‡ 100 % + _ # keys | (25~400) × ↔ 100 % + = # keys | Check direction Check direction of original top side. |

Metric specifications

| Ready to | о сору. | | Paper size Set |
|----------------|---------------------|-----------------------|---|
| Reduce/Enlarge | | Register | Back Close |
| | (25~400) Y 100 % | (25~400) × ↔ 100 % | Check direction Check direction of original. |
| Standard | + | + | |
| XY zoom | | _ | Left top |
| | #-Keys | #-Keys | Back Edge corner |



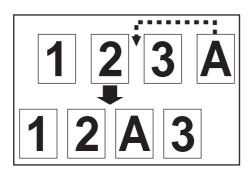
Touch the appropriate key on the right side of the touch panel to specify the direction in which the original was set.



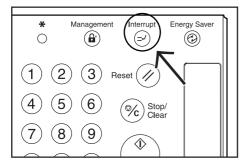
Press the [Start] key to begin the copying procedure.

3. Interrupt copying

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



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



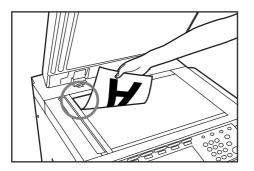


1

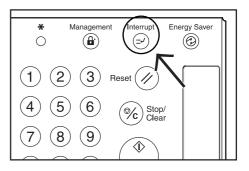
Remove the originals that were currently being copied and put them aside.



Set the new originals and perform the desired copy procedure.



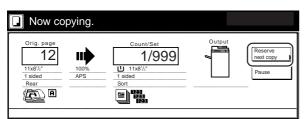
4 When copying is completed, press the [Interrupt] key once again, and replace the newly copied originals with the ones removed before. Then, press the [Start] key. The interrupted copy job will be resumed.



4. Job reservation

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

Inch specifications



Metric specifications

| Original | | Count/set | Output | Reserve |
|----------|------|-----------|--------|-----------|
| 12 | | 1/999 | - | next copy |
| A 4 🗂 | 100% | 也 A 4 🕫 | | Stop |
| 1-sided | APS | 1-sided | | /Change |
| Rear | | Sort | | |

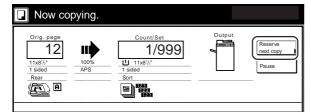
You can enter the corresponding copy settings and scan in the originals in preparation for your copy job even before the other job is completed.

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

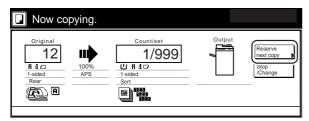
Touch the "Reserve next copy" key.

The "Ready to copy. (Job reservation)" screen will be displayed.

Inch specifications



Metric specifications



NOTE

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

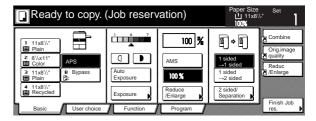


Set the originals to be copied.

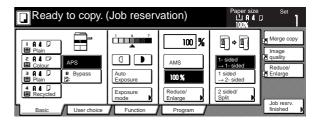


Select the settings and functions that you want to use for that copy job.

Inch specifications



Metric specifications



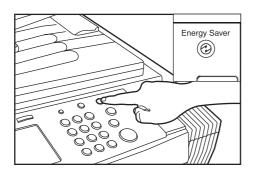


Press the [Start] key. Scanning of the originals will start. Once all of the originals have been completely scanned, the touch panel will return to the screen in step 1.

5. Energy-saving preheat function

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

To resume copying after the preheat function has been activated, press the [Energy Saver] key once again.



NOTE

It is possible for you to change the amount of time that will elapse until the preheat function engages when no operation has been performed on the copier. (See "Auto preheat time" on page 7-26.)

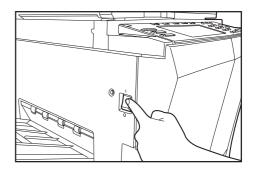
6. Auto shut-off function

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

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

• More about the auto shut-off function

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



NOTE

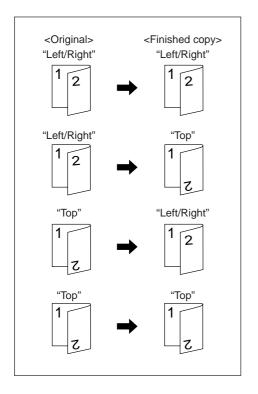
In order to change the amount of time that will elapse before the auto shut-off function engages, see "Auto shut-off time" on page 7-25. In order to disable the auto shut-off function, see "Auto shut-off ON/OFF" on page 7-32.

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

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

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

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



IMPORTANT!

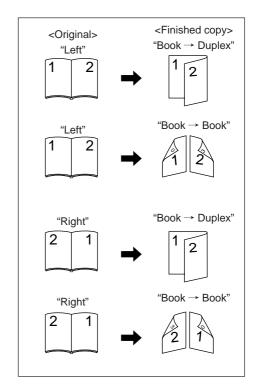
 \bullet Inch specifications Only paper sizes between 11" x 17" and 5 $_{1/2}$ " x 8 $_{1/2}$ " can be used in this mode.

Metric specifications

Only paper sizes between A5R and A3 can be used in this mode.

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

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



IMPORTANT!

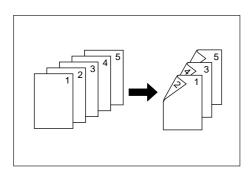
Inch specifications

Only 11" x 17" and 8 $_{1\!/\!2"}$ x 11" size originals can be used in this mode.

• Metric specifications Only A5R, A4R and A3 size originals can be used in this mode.

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

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



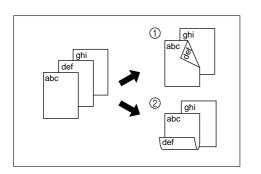
NOTE

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

 If you chose the "Left/Right" ["Left/Right binding"] setting for finished copies:

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

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



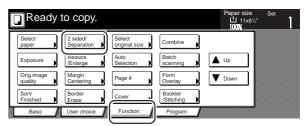


1

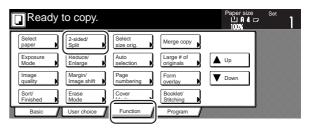
Touch the "Function" tab. The content of the "Function" tab will be displayed.

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

Inch specifications



Metric specifications

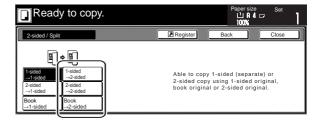


3

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

Inch specifications

| | | 100% | | |
|---|--|---------------------|-------|--|
| 2 sided/Separation | Register | Back | Close | |
| 1 sided +1 sided +1 sided 2 sided +1 sided 2 sided +1 sided Book +1 sided | Able to copy 1 si 2 sided copy usin Book original or 2 | g 1 sided original, | | |

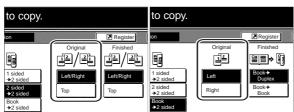


Specify the binding direction of the originals.

Inch specifications

<for 2-sided originals>

<for open-faced originals>



Metric specifications

<for 2-sided originals>

<for open-faced originals>

| to copy. | | | to copy. | | |
|---|----------|----------|--|----------|--|
| | | Register | | | Register |
| 1-sided →2-sided 2-sided 2-sided Book | Original | Finished | I-sided →2-sided 2-sided →2-sided | Original | Finished Book→ Book→ Book→ Book→ |

Select the binding direction you want for the finished copies. Inch specifications

inch specifications

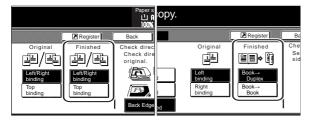
5

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

| | | Paper siz 빕 11x 100% | эру. | | |
|----------------|------------|--------------------------------------|----------|------------------|----------------|
| (| Register | Back | | Register | Bac |
| Original | Finished | Check direction | Original | Finished | Check |
| j <u>⊒</u> /⊒i | _12/21 | Check directior original top side | 14 | ≝≣⇒ | Set 1 top s |
| Left/Right | Left/Right | (E) A | d Left | Book-► Duplex | |
| Тор | Тор | æ, | d Right | Book→ Book | |
| | | Back Edge | d | | |

Metric specifications

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



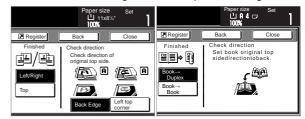
6 Follow the instructions on the right side of the touch panel and verify the direction in which the originals were set.

IMPORTANT!

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

Inch specifications

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



Metric specifications

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

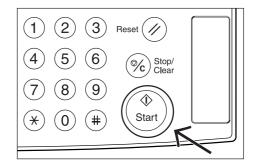




Press the [Start] key. Scanning of the originals will start.

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

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





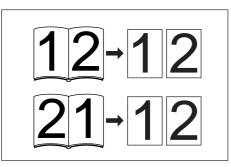
Replace the first original with the next one and press the [Start] key. Scanning of that next original will start.

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

2. Copying two-page originals onto separate sheets [Page separation/Split copy modes]

(1) Page separation/Split copy from book originals

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



IMPORTANT!

Inch specifications

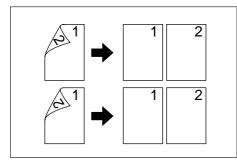
• Only 11" x 17" and 8 1/2" x 11" size originals and 11" x 8 1/2" size copy paper can be used in this mode. Depending upon the size of the originals, the image will be enlarged or reduced to fit the size of the copy paper.

Metric specifications

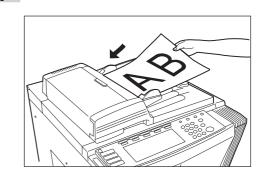
 Only A3 size originals and A4 size copy paper can be used in this mode.

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

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



Set the originals to be copied.





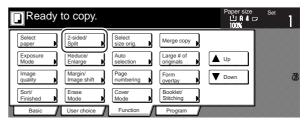
1

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

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

Inch specifications

| Ready | to copy. | | | Paper size L 11x8 ^{1/2} " 100% | Set |
|-----------------------|------------------------|-------------------------|-----------------------|---|-----|
| Select paper | 2 sided/ Separation | Select original size | Combine | | |
| Exposure | Reduce /Enlarge | Auto Selection | Batch scanning | ▲ Up | |
| Orig.image quality | Margin Centering | Page # | Form Overlay | V Down | |
| Sort/ Finished | Border Erase | Cover | Booklet /Stitching | | |
| Basic | User choice | Function | Program | | |



4 Touch the "2 sided \rightarrow 1 sided" key or the "Book \rightarrow 2 sided" key, as appropriate to the type of originals being copied and the type of finished copies to be made.

Inch specifications

| Ready to cop | y. | | Ľ. | ber size 11x8¹/₂" 10% | Set | 1 |
|--|----|---|--------------|-----------------------------|-------|---|
| 2 sided/Separation | | Register | Back | | Close | |
| 1 sided 2 sided 2 sided 2 sided 2 sided 3 sided 2 s | | Able to copy 1 sic 2 sided copy usin Book original or 2 | ng 1 sided o | original, | | |

Metric specifications

| Ready to copy. | | Paper size L' A 4 🖙 100% | Set |
|---|--------------|--|-------|
| 2-sided / Split | Register | Back | Close |
| Eided ↓eddeddeddeddeddeddeddeddeddeddeddeddedd | 2-sided copy | 1-sided (separate) r using 1-sided orig l or 2-sided origina | inal, |



Specify the binding direction of the originals.

Inch specifications

<for 2-sided originals>

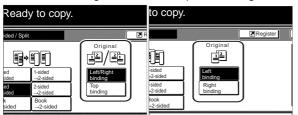
<for open-faced originals>

| ady to copy. | | | to copy. | | |
|--------------|----------|--------|--|----------|----------|
| Separation | | Regist | on | | Register |
| | Original | | 1 sided ★2 sided 2 sided +>2 sided Book +>2 sided | Original | |

Metric specifications

<for 2-sided originals>

<for open-faced originals>



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

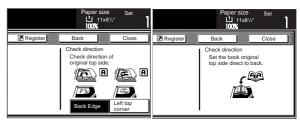
IMPORTANT!

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

Inch specifications

<for 1-sided or 2-sided originals>

als> <for open-faced originals>



Metric specifications

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

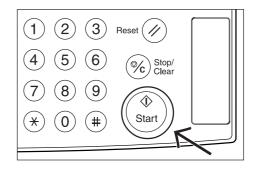
| Paper size Set 십 위 4 다] 100% | Papersize Set L⊡A4□⊂ 100% |
|--|--|
| Register Back Close | Register Back Close |
| Check direction Check direction of original. (Compared of the second of | Check direction Set book original top sidedirectiontoback. |



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

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

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





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



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

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

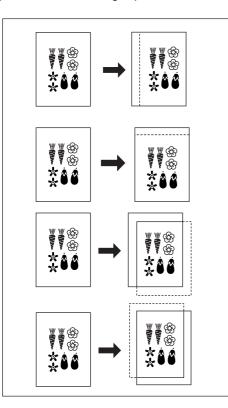
(1) Standard margin

Inch specifications

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

Metric specifications

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



NOTES

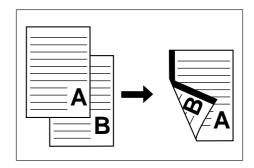
- It is also possible for you to select the default setting for the location and width of the margins. (See "Margin width" on page 7-52.)
- If you select to have a left margin created during 2-sided copying and the location for the back side margin is set to "Auto", a right margin that is the same width as the margin on the front side will be automatically created on the back side of the copies.

(2) Separate front and back margin settings

Inch specifications

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

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



s s

Set the originals to be copied.

IMPORTANT!

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



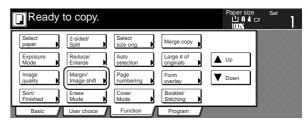
Touch the "Function" tab. The content of the "Function" tab will be displayed.



Touch the "Margin/Centering" ["Margin/Image shift"] key. The "Margin/Centering" ["Margin/Image shift"] screen will be displayed.

Inch specifications

| Ready | to copy. | | | Paper size | Set |
|-----------------------|------------------------|-------------------------|-----------------------|---------------|-----|
| Select paper | 2 sided/ Separation | Select original size | Combine | | |
| Exposure | Reduce /Enlarge | Auto Selection | Batch scanning | L Up | |
| Orig.image quality | Margin Centering | Page # | Form Overlay | V Down | |
| Sort/ Finished | Border Erase | Cover | Booklet /Stitching | | |
| Basic | User choice | Function | Program | | |





5

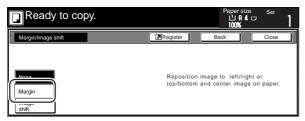
6

Touch the "Margin" key. The screen to set the front side margin will be displayed.

Inch specifications

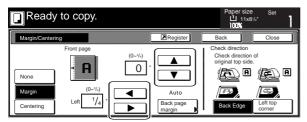
| Ready to o | сору. | | r size 11x8¹/₂" | Set | 1 |
|---------------------|---|------|--------------------|-------|---|
| Margin/Centering | | Back | | Close | |
| Margin Centering | Reposition imag top/bottom, and on paper. | | | | |

Metric specifications

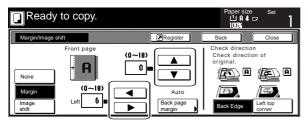


Use the up/down and left/right cursor keys to select the desired location and width of each margin.

Inch specifications

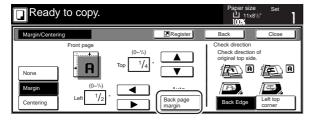


Metric specifications

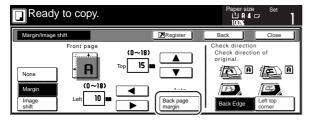


If you are making 2-sided copies, touch the "Back page margin" key. The "Back page margin" screen will be displayed.

Inch specifications



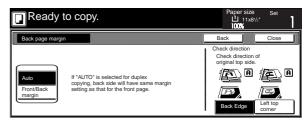
Metric specifications



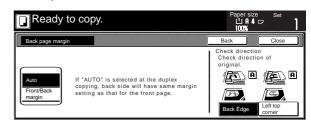
Section 5 OTHER CONVENIENT FUNCTIONS

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

Inch specifications



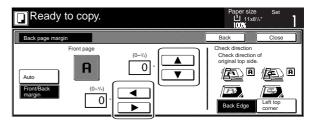
Metric specifications



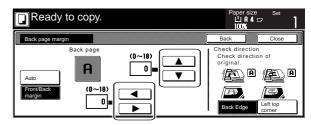


Use the up/down and left/right cursor keys to select the desired location and width of each margin.

Inch specifications



Metric specifications





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

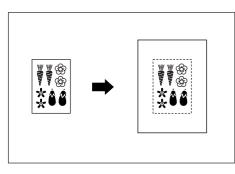
IMPORTANT!

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

Press the [Start] key. Copying will start.

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

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



Set the originals to be copied.

IMPORTANT!

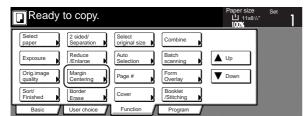
3

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

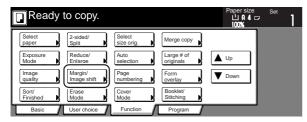
Touch the "Function" tab. The content of the "Function" tab will be displayed.

Touch the "Margin/Centering" ["Margin/Image shift"] key. The "Margin/Centering" ["Margin/Image shift"] screen will be displayed.

Inch specifications



Metric specifications



Touch the "Centering" ["Imag.shift"] key. The "Centering" ["Imag.shift"] screen will be displayed.

Inch specifications



Metric specifications

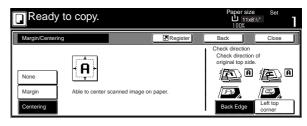
| Ready to c | ору. | | Paper size L1 A 4 100% | Set |
|----------------------------------|------|----------|--|-------|
| Margin/Image shift | | Register | Back | Close |
| None Margin Image shift | | | image to left/right o and center image on | |



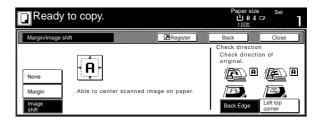
4

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

Inch specifications



Metric specifications



IMPORTANT!

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



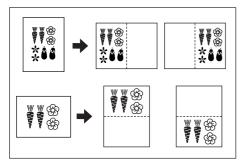
Press the [Start] key. Copying will start.

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

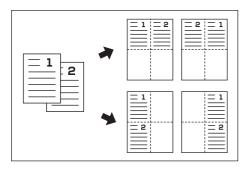
-1

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

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



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



NOTE

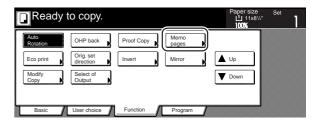
Only originals and copy paper of standard sizes can be used in this mode.

Set the originals to be copied.

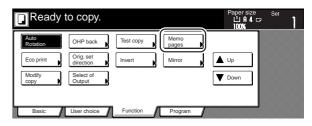
Touch the "Function" tab and then the "▼ Down" key. The content of the next portion of the "Function" tab will be displayed.

3 Touch the "Memo" key. The "Memo pages" screen will be displayed.

Inch specifications



Metric specifications



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

Inch specifications

4

| Ready to copy. | | | Paper size Set L 11x8 ^{1/2} " 50% |
|------------------------------|--|---|---|
| Memo pages | | Register | Back Close |
| None Layout A Layout B | | Border line None Solid Dotted - Borders | Check direction Check direction of original top side. |

| Ready to c | ору. | | Paper size L A 4 100% | |
|------------|------|------------------------|--|--------------------|
| Memo pages | | Register | Back | Close |
| Laya |) | Border line None Solid | Check direction Check direct original. | |
| Layout A | | Cropmark | Back Edge | Left top corner |

5 Select the desired direction of the layout.

Inch specifications

<Layout A> <Layout B> to copy. to copy. Register **Z**F ≟ ≧ ≧⊒ Solid Solid Dotted 르 Do 르 - Border Borde

Metric specifications

<Layout A>

<Layout B>

| to copy. | | to copy. | |
|----------|---|----------|--|
| | Border line Border line Solid Solid Dotted - Cropmark | | Border line None Solid Dotted |

6

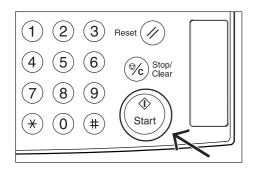
Select the type of the borderline that you want to use to separate the different areas.

Press the [Start] key.

Scanning of the originals will start.

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

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



8

9

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

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

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

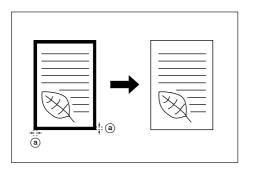
(1) Erasing blemishes from edges of copies (Sheet erase mode)

Inch specifications

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

Metric specifications

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



NOTE

It is possible for you to change the default setting for the width of the erased border. (See "Erased border width" on page 7-53.)

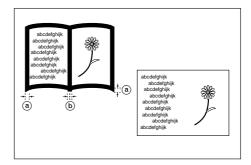
(2) Erasing blemishes from the edges and middle of copies made from books (Book erase mode)

Inch specifications

With this mode, you can make clean copies, even from thick books. The width of the outside border to be erased can be set to any 1/8" increment between 1/8" and 3/4". The width of the center area to be erased can be set to any 1/8" increment between 1/8" and 1 1/2". A setting of "0" will result in no border being erased. (The width of the outside border that will be erased is shown as (a) in the illustration, while the width of the center area is shown as (b).)

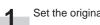
Metric specifications

With this mode, you can make clean copies, even from thick books. The width of the outside border to be erased can be set to any 1 mm increment between 1 mm and 18 mm. The width of the center area to be erased can be set to any 1 mm increment between 1 mm and 36 mm. A setting of "0" will result in no border being erased. (The width of the outside border that will be erased is shown as (a) in the illustration, while the width of the center area is shown as (b).)

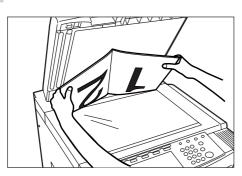


NOTE

It is possible for you to change the default setting for the width of the erased borders. (See "Erased border width" on page 7-53.)



Set the original to be copied.



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

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

Inch specifications

| ĺ | Ready | to copy. | | | Paper size | Set | 1 |
|---|-----------------------|------------------------|-------------------------|-----------------------|---------------|-----|---|
| | Select paper | 2 sided/ Separation | Select original size | Combine | | | |
| | Exposure | Reduce /Enlarge | Auto Selection | Batch scanning | ▲ Up | | |
| | Orig.image quality | Margin Centering | Page # | Form Overlay | V Down | | |
| | Sort/ Finished | Border Erase | Cover | Booklet /Stitching | | | |
| | Basic | User choice | Function | Program | | | |

Metric specifications

| Ready | to copy. | | | Paper size | Set |
|-------------------|------------------------|----------------------|-------------------------|---------------|-----|
| Select paper | 2-sided/ Split | Select size orig. | Merge copy | | |
| Exposure Mode | Reduce/ Enlarge | Auto selection | Large # of originals | L Up | |
| Image quality | Margin/ Image shift | Page numbering | Form overlay | V Down | |
| Sort/ Finished | Erase Mode | Cover Mode | Booklet/ Stitching | | |
| Basic | User choice | Function | Program | | |

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

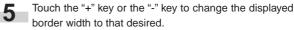
Inch specifications

4

| Ready to | сору. | | լմ | ersize 1 11x8'/2" 10% | Set | 1 |
|---|-------|------------------------------------|------|-----------------------------|-------|---|
| Border Erase | | Register | Back | | Close | |
| None Sheet Erase Book Frase | | Erase the border or shadow from | | | | |

Metric specifications





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

Inch specifications

| Ready | | Paper size Set 山 11x8 ^{1/2} " 100% |
|---|---|---|
| Border Erase | Register | r Back Close |
| None Sheet Erase Book Erase | $Bor \begin{bmatrix} (0-1)'_{4}) & (0-1)'_{4} \\ \hline \\ + & & \\ \hline \\ - & & \\ \end{bmatrix} \begin{pmatrix} 0 - 1'_{4} \\ + \\ \hline \\ - & \\ \end{pmatrix} \\ \begin{pmatrix} 0 - 1'_{4} \\ + \\ - \\ \hline \\ - \\ \end{pmatrix}$ | |

Metric specifications

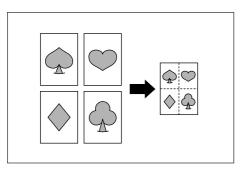
| Ready | to copy. | | Paper size | Set |
|--|---|--|------------|-------|
| Erase Mode | | Register | Back | Close |
| None Border erase Book erase | (0~19) Borr → 4 6 mm Cente + - #-Kays | (0~36) er þ 4 12 + - #-Keys | | |



Press the [Start] key. Copying will start.

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

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



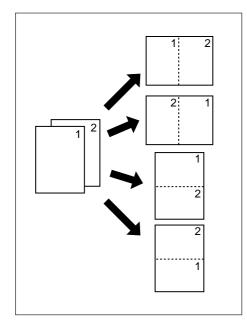
NOTE

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

(1) 2 in 1

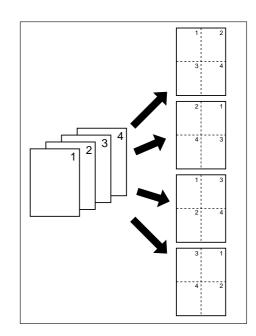
Use this mode when you want to copy two originals onto one sheet. This mode can also be used in conjunction with the 2-sided copy modes in order to copy four originals onto one sheet.

(When setting the originals on the platen, be sure to set the originals in the correct order: 1 and then 2.) $\label{eq:2.1}$



(2) 4 in 1

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





Set the originals to be copied.

Touch the "Function" tab. The content of the "Function" tab

will be displayed.

Inch specifications

| Ready to copy. | | | Paper Size 1 11x8 100% | |
|---|------------------|--------------------|------------------------------|---|
| ↓ 11x8%* ■ Plain ■ 2 8%x11* ■ Color APS ③ 11x8%* ■ Plain ■ ● B Bypass ● | Auto Exposure | 100 % | | Combine Orig.image quality Reduc Z /Enlarge |
| 4 11x8'/2" Recycled | Exposure | Reduce /Enlarge | 2 sided/ Separation | |
| Basic User choice | Function | Program | | - |

Metric specifications

| Ready to copy. | | | Paper size L A 4 100% | Set |
|--|----------------------|-----------------|------------------------------------|--------------------|
| | | 100 % | ₽₽ | Merge copy |
| | | | 1- sided | Image A quality |
| E Colour APS 3 A 4 D B Bypass ■ Plain 중: | Auto | AMS | → 1- sided | Reduce/ Enlarge |
| ■ Plain D: 4 A A D ■ Recycled | Exposure Exposure | Reduce/ | \rightarrow 2- sided 2 sided/ | |
| Basic User choice | Function | Enlarge Program | Split 🕨 | J |

Touch the "Combine" ["Merge copy"] key. The "Combine" ["Merge copy"] screen will be displayed.

Inch specifications

3

| | Ready | to copy. | | | Paper size 비 11x8 100% | Set /2" |
|---|-----------------------|------------------------|-------------------------|-----------------------|------------------------------|------------|
| ſ | Select paper | 2 sided/ Separation | Select original size | Combine | |] |
| | Exposure | Reduce /Enlarge | Auto Selection | Batch scanning | L Up | |
| | Orig.image quality | Margin Centering | Page # | Form Overlay | V Down | |
| | Sort/ Finished | Border Erase | Cover | Booklet /Stitching | | |
| | Basic | User choice | Function | Program | | • |

Metric specifications

| Ready | to copy. | | | Paper siz | re Set |
|-------------------|------------------------|----------------------|-------------------------|-----------|--------|
| Select paper | 2-sided/ Split | Select size orig. | Merge copy | | 7 |
| Exposure Mode | Reduce/ Enlarge | Auto selection | Large # of originals | L Up | |
| Image quality | Margin/ Image shift | Page numbering | Form overlay | V Down | |
| Sort/ Finished | Erase Mode | Cover Mode | Booklet/ Stitching | | |
| Basic | User choice | Function | Program | | |

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

Inch specifications

4

| Ready to | сору. | | Par L | Der size 11x8 ^{1/2} " | Set | 1 |
|--------------------------|-------|---------------------------------|------------|-----------------------------------|-------|---|
| Combine | | Register | Back | | Close | |
| None 2 in 1 4 in 1 | | 2 or 4 original pa one page. | iges can c | ombine on | | |

Metric specifications

| Ready to | сору. | | Pape 10 | ersize IAIC DKI | Set | I |
|------------|-------|--------------------------|---------------------|-----------------------|-------|---|
| Merge copy | | Register | Back | | Close | |
| 2-in-1 | | 2 or 4 orig on one pa | inals can be ge. | printed | | |



Select the desired direction of the layout.

Inch specifications

| to copy. | | to copy. | | |
|----------|---|----------|---|--|
| | Register | | Register | |
| | Border line None Solid Dotted - Borders | | Border line None — Solid … Dotted - Borders | |

Metric specifications

| to copy. | | to copy. | | |
|---------------------|--------------|----------|--------------|--|
| | Register | | Register | |
| Layout | Border line | Layout | Border line | |
| ₩ | None | | None | |
| | - Solid | | - Solid | |
| ₹ ∎ 1 | ····· Dotted | | ····· Dotted | |
| | Cropmark | | Cropmark | |

6

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

IMPORTANT!

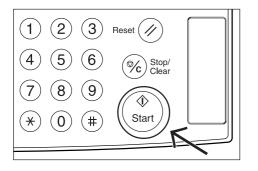
If "Select paper" is displayed, touch the "Close" key and select the desired drawer[cassette] for paper feed.

Press the [Start] key.

Scanning of the originals will start.

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

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





7

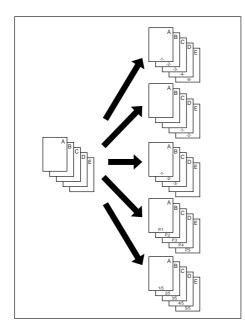
Replace the first original with the next one and press the [Start] key. Scanning of that next original will start.

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

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

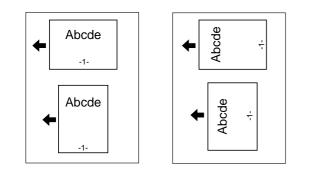
When you make copies from multiple originals, you can have page numbers printed on the corresponding copies in numerical order from the first original. There are three styles of page numbers to choose from: "-1-", "P.1" and "1/n".

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



NOTE

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



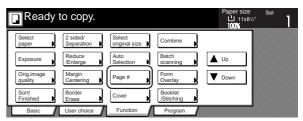
Set the originals to be copied.



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

Touch the "Page #" ["Page numbering"] key. The "Page #" ["Page numbering"] screen will be displayed.

Inch specifications



Metric specifications

| Ready t | to copy. | | | Paper size | Set |
|-------------------|------------------------|----------------------|-------------------------|---------------|-----|
| Select paper | 2-sided/ Split | Select size orig. | Merge copy | | |
| Exposure Mode | Reduce/ Enlarge | Auto selection | Large # of originals | L Up | |
| Image quality | Margin/ Image shift | Page numbering | Form overlay | V Down | |
| Sort/ Finished | Erase Mode | Cover Mode | Booklet/ Stitching | | |
| Basic | User choice | Function | Program | | • |

4

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

Inch specifications

| Ready to copy. | | Pape الا 10 | ersize Set I 11x81/2" D 1 | 1 |
|---------------------|-----|-------------------------|--|---|
| Page # | Reg | ister Back | Close | |
| None P.1 -1- 1/n | Pag | e # can be added on bot | tom of copy. | |

| Ready to cop | /. | | | oersize JA4 DOX | Set | 1 |
|--|----|-----------|--------------|-----------------------|-----------|----|
| Page numbering | (| Register | Back | | Close | |
| None P.1 -1- 1/n | | Page # ca | n be added o | on bottom | ı of copy | r. |

5

If you want printing of the page numbers to be started from a page other than the first page, touch the "1st page" key. The "Setting 1st page" screen will be displayed.

Inch specifications

| Ready to | сору. | | Paper size 빕 11x8½ | Set |
|---|---|--|-----------------------|-------|
| Page # | | Register | Back | Close |
| Image: Constraint of the second sec | Start page # Ist page Fillsh rage # Last page Last page | Start # Setting start # Denominator # Auto Set denom- inator # | | f |

Metric specifications

| Ready to c | ору. | | Paper size L'A4 100% | Set |
|---|---|---|----------------------------|-------|
| Page numbering | | Register | Back | Close |
| Rmm Vm None P.1 -1- 1/n | Start page # 1 1st page: Last page # Last page Setting Last page: | Start # 1 Setting start page Denominator # Auto Set Denomin. # | | of |

Touch the "+" key or the "-" key to select from which page printing of the page numbers will start.

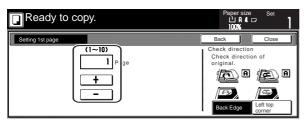
Inch specifications

6

7

| Ready to | сору. | Paper size | Set |
|------------------|-------------------------|---|--------------------|
| Setting 1st page | | Back | Close |
| | (1~10) 1 P;]99 + | Check direction Check direction original top side. | , (<u>)</u> () |
| | | Back Edge | Left top corner |

Metric specifications

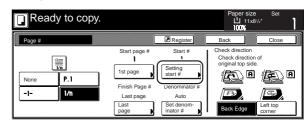


Touch the "Close" key. The touch panel will return to the screen in step 5.

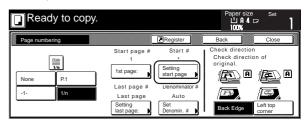
Section 5 OTHER CONVENIENT FUNCTIONS

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

Inch specifications



Metric specifications

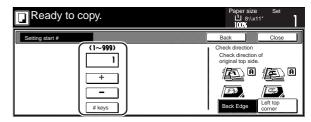




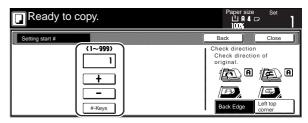
Touch the "+" key or the "-" key to select the first page number that will be printed.

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

Inch specifications



Metric specifications

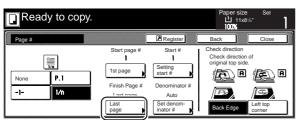




Touch the "Close" key. The touch panel will return to the screen in step 8.

If you want the last page number that is printed to be on a copy other than that for the last original, touch the "Last page" ["Setting last page"] key. The "Setting last page" screen will be displayed.

Inch specifications



Metric specifications

| Ready to copy. | | | Paper size L'⊥ A 4 ⊏ 100% | Set |
|--|--|---|--|--------------------------------------|
| Page numbering | (| Register | Back | Close |
| Image: Transmission None P.1 -1- 1/n | Start page # 1 1st page: Last page # Setting last page: | Start # 1 Setting start page Denominator # Auto Set Denomin. # | Check direction Check directio original. | n of A A Left top corner |

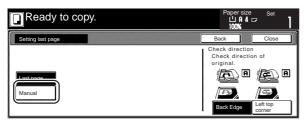
Touch the "Manual" key. 12

The screen to designate the last page will be displayed.

Inch specifications

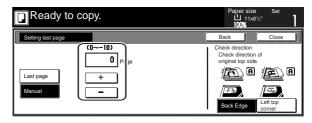
| Ready to cop | у. | Paper size 11x8½ 100% | Set |
|-------------------|----|-----------------------------|-------|
| Setting last page | | Back | Close |
| Manual | | | r |

Metric specifications



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

Inch specifications



Metric specifications

| Ready to | сору. | Papersize Set 십 A 4 다] 100% |
|-------------------|-------|--|
| Setting last page | | Back Close |
| Last page | | Check direction Check direction of original. |

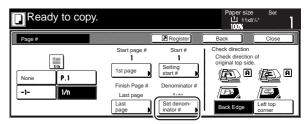


14 Touch the "Close" key. The touch panel will return to the screen in step 11.

> If you selected the "1/n" style, the "Set denominator #" ["Set Denomin. #"] key will be displayed.

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

Inch specifications



| Ready to co | ору. | | Paper size Set 나유 4 다 100% |
|---|---|---|--|
| Page numbering | | Register | Back Close |
| Image: Constraint of the second sec | Start page # 1 1st page: Last page # Last page Setting last page: | Start # 1 Setting start page Denominator # Set Denomin. # | Check direction Check direction of original. |

16 Touch the "Manual" key.

The screen to designate the denominator will be displayed.

Inch specifications

| Ready to co | ору. | Paper size | |
|-----------------------|------|---|--------------------|
| Setting denominator # | | Back | Close |
| | | Check direction Check direction original top side | |
| Auto | | í Rege in a | e A |
| Manual | | æ, | |
| | | Back Edge | Left top corner |

Metric specifications

| Ready to copy. | Paper size | Set |
|-----------------------|--|--------------------|
| Setting denominator # | Back | Close |
| Manual | Check direction Check directio original. | |
| | Back Edge | Left top corner |



17 Touch the "+" key or the "-" key to select the desired denominator for the page numbers.

> * The desired denominator can also be entered directly by touching the "#keys" key and then using the keypad.

Inch specifications

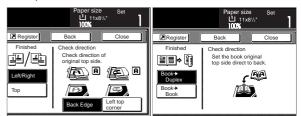
| Ready to copy. | | Paper size Set 십 8//x11" 100% |
|-----------------------|-----------------------------|---|
| Setting denominator # | | Back Close |
| Auto Manual | (1~999) 1 + # keys | Check direction Check direction of original top side. |

Metric specifications

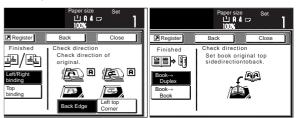
| Ready to | сору. | Paper size Set |
|-----------------------|---------------------------------|--|
| Setting denominator # | | Back Close |
| Auto Manual | (1~999) 1 + #-Keys | Check direction Check direction of original. |

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

Inch specifications



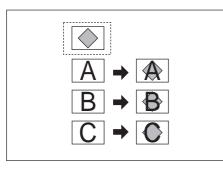
Metric specifications



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

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

This mode can be used to scan the first original (the "form") into memory and have its image overlaid onto copies made from subsequent originals. It is also possible to register and store in memory, in advance, the images that you want to use as original forms.



NOTE

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

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

Touch the "Form Overlay" key. The "Form Overlay" screen will be displayed.

Inch specifications

| | Ready t | ю сору. | | | Paper size 山 11x8½ 100% | Set | 1 |
|---|-----------------------|------------------------|-------------------------|-----------------------|-------------------------------|-----|---|
| | Select Daper | 2 sided/ Separation | Select original size | Combine | | | |
| | Exposure | Reduce /Enlarge | Auto Selection | Batch scanning | Up | | |
| | Orig.image quality | Margin Centering | Page # | Form Overlay | V Down | | |
| | Sort/ Finished | Border Erase | Cover | Booklet /Stitching | | | |
| T | Basic | User choice | Function | Program | | | |

Metric specifications

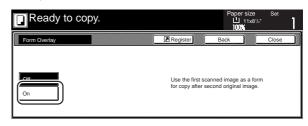
| Ready to | о сору. | | | Paper size | Set 】 |
|-------------------|------------------------|----------------------|-------------------------|---------------|-------|
| Select paper | 2-sided/ Split | Select size orig. | Merge copy | | |
| Exposure Mode | Reduce/ Enlarge | Auto selection | Large # of originals | 🛦 Up | |
| Image quality | Margin/ Image shift | Page numbering | Form overlay | V Down | |
| Sort/ Finished | Erase Mode | Cover Mode | Booklet/ Stitching | | |
| Basic | User choice | Function | Program | | 3 |



Touch the "On" key.

The screen to set the shading level of the form image will be displayed.

Inch specifications



Metric specifications

| Ready to | сору. | | Paper size L A 4 100% | Set |
|--------------|-------|----------|---|-------|
| Form overlay | | Register | Back | Close |
| On Dr | | | image can be usec r second original ir | |

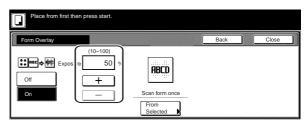


Touch the "+" key or the "-" key to select the level of shading that you want to use for the original form.

The desired shading level can be set to any 10% increment between 10% and 100%.

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

Inch specifications



Metric specifications

| Form overlay | Register | Back | Close |
|--------------|--------------|------|-------|
| Cn | an form once | | |



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

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



Touch the "Loading Form" key. A list of registered forms will be displayed.

Inch specifications

| Select Form | | Back | Close | |
|------------------------------|--|------|-------|--|
| | | | | |
| Scan form Loading Form | Overlay first scan the scanned imag | | | |

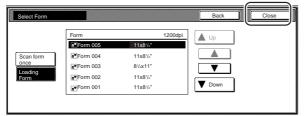
Metric specifications

| Form selection | Back Close | • |
|----------------|--|---|
| | | |
| Scan form | Overlay 1st image on the scanned image or on registered form. | |

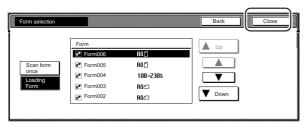
7

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

Inch specifications



Metric specifications





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

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

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

10 Pr

9

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

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

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

11

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

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

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

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

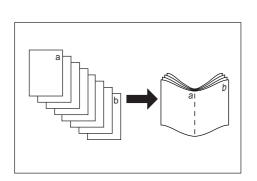
NOTES

Inch specifications

- Only 11" x 8 1/2" size originals and 8 1/2"x 11", 8 1/2" x 14" and 11" x 17" size copy paper can be used in this mode.
- It is possible for you to change the drawer[cassette] that will be used to feed the cover sheets. (See "Cover drawer[cassette]" on page 7-45.)

Metric specifications

- Only A4 size originals and A4R, B4 and A3 size copy paper can be used in this mode.
- It is possible for you to change the drawer[cassette] that will be used to feed the cover sheets. (See "Cover drawer[cassette]" on page 7-45.)

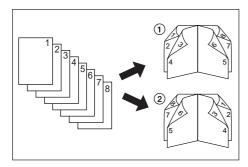


1) If "Left" is selected as the binding direction...

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

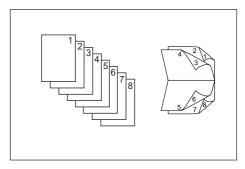
(2) If "Right" is selected as the binding direction...

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



3 If "Top" is selected as the binding direction :

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



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

| | Front cover | Back cover |
|--------------------|-------------|------------|
| Do NOT copy | B | |
| Copy on outside | * | * |
| Copy on inside | × | × |
| Copy on both sides | × × | ** |

NOTES

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

Set the originals to be copied in the Document Processor.

IMPORTANT!

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



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



Touch the "Booklet/Stitching" key. The "Booklet/Stitching" screen will be displayed.

Inch specifications

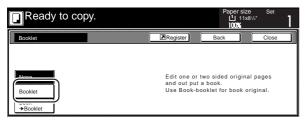
| Ready t | о сору. | | | Paper size 11x8% 100% | Set |
|-----------------------|------------------------|-------------------------|-----------------------|-----------------------------|-----|
| Select paper | 2 sided/ Separation | Select original size | Combine | | |
| Exposure | Reduce /Enlarge | Auto Selection | Batch scanning | ▲ Up | |
| Orig.image quality | Margin Centering | Page # | Form Overlav | V Down | |
| Sort/ Finished | Border Erase | Cover | Booklet /Stitching | | |
| Basic | User choice | Function | Program | | |

Metric specifications

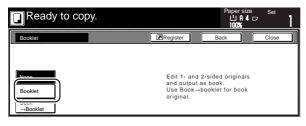
| ĺ | Ready | to copy. | | | Paper size LIA4 100% | Set |
|---|-------------------|------------------------|----------------------|-------------------------|----------------------------|-----|
| ſ | Select paper | 2-sided/ Split | Select size orig. | Merge copy | | |
| | Exposure Mode | Reduce/ Enlarge | Auto selection | Large # of originals | ▲ Up | |
| | Image quality | Margin/ Image shift | Page numbering | Form | V Down | |
| | Sort/ Finished | Erase Mode | Cover Mode | Booklet/ Stitching | | |
| | Basic 8 | User choice | Function | Program | | |

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

Inch specifications



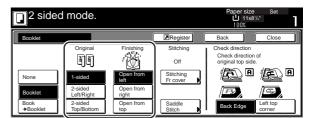
Metric specifications



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

Inch specifications

6



Metric specifications

| Duplex | Mode. | | | Paper size பிரி 100% | |
|-------------------------------------|---|---|---|---|-------|
| Booklet | | | Register | Back | Close |
| None Booklet Book →Booklet | Original 바람 1-sided 2-sided Left/Right 2-sided Top/Bottom | Finished Left binding Right binding Top binding | Stitching Off Stitching Front cov. | Check directio Check directio original. | |

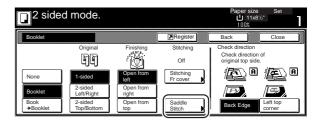
If the optional Document Finisher is installed on your copier, the "Center Staple" key will be displayed and you will be able to select center stapling.

If the optional Center-Folding Unit is installed as well, you will be able to center fold those stapled sets.

In this case, if you DO want the center stapling operation, or the center stapling and folding operation, to be performed, touch the "Center Staple" key and go to the next step.

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

Inch specifications



| Duple | x Mode. | | | Paper size | Set |
|------------------|-----------------------|------------------|-------------------------|----------------------------|--------------------|
| Booklet | | | Register | Back | Close |
| | Original | Finished | Stitching | Check directio | |
| | hr | | Ōff | Check directi original. | on of |
| None | 1-sided | Left binding | Stitching Front cov. | l (D) A | A |
| Booklet | 2-sided Left/Right | Right binding | | | |
| Book →Booklet | 2-sided Top/Bottom | Top binding | Center Staple | Back Edge | Left top corner |

Touch the "Center binding" key or the "C bind +fold" key, as 7 appropriate.

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

Inch specifications

| Set first page. Press "Start" key. | Pape 1 8%x11* 100% | |
|---------------------------------------|---------------------------------|-------|
| Saddle Stitch | Back | Close |
| | | |
| Off | | |
| Saddle stitch Bind & | | |
| Fold | | |

Metric specifications

| Duplex Mod | e. | Paper : பி f | size Set | 1 |
|-------------------------|----|-----------------|----------|---|
| Saddle Stitch | | Back | Close | |
| | | | | |
| Off Saddle Stitch | | | | |
| Bind & Fold | | | | |

NOTE

The "C bind +fold" key will only be displayed when the optional Center-Folding Unit is installed on your copier.



If you want to add covers, touch the "Stitching Fr cover" ["Stitching Front cov."] key and go to the next step. If you do NOT want to add covers, go directly to step 10.

Inch specifications

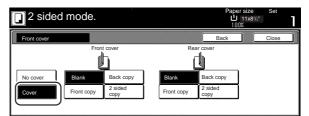
| | 2 sideo | d mode. | | | Paper size 11x81/ 100% | Set | 1 |
|---|------------------|-----------------------|--------------------|-----------------------|------------------------------------|--------------------|---|
| Γ | Booklet | | [| Register | Back | Close |] |
| ľ | | Original | Finishing | Stitching | Check direction | | |
| | | H) | · M | Off | Check direction original top side. | of | |
| | None | 1-sided | Open from left | Stitching Fr cover | (D) A | (E) A | J |
| | Booklet | 2-sided Left/Right | Open from right | | 1755 | | |
| | Book →Booklet | 2-sided Top/Bottom | Open from top | Saddle Stitch | Back Edge | Left top corner | |

Metric specifications

| Duple | x Mode. | | | Papersize Set |
|-----------------------------|--|------------------------------------|-------------------------|--|
| Booklet | | (| Register | Back Close |
| | Original | Finished | Stitching Off | Check direction Check direction of original. |
| None | 1-sided | Left binding | Stitching Front cov. | |
| Booklet Book →Booklet | 2-sided Left/Right 2-sided Top/Bottom | Right binding Top binding | Center Staple | Back Edge |

Touch the "Cover" key and select whether or not (and where) 9 to copy on each of the front and back covers.

Inch specifications



Metric specifications

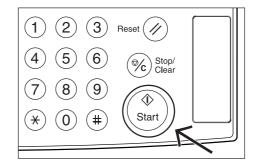
| Duplex Mode | • | | Ľ | ersize Al 4. ⊡ 0% | Set | 1 |
|--------------------------------|---|--------------|-------------------|----------------------------|-------|---|
| Stitching Front cover. | | | Back | | Close | |
| No cover Cover Front cop | Front cover Back copy y 2-sided copy | Front conv 2 | ack copy sided | | | |



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

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

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





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



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

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

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

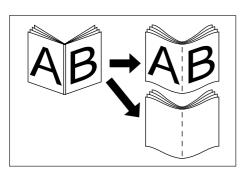
NOTES

Inch specifications

- Only 8 1/2"x 11" and 11" x 17" size originals and copy paper can be used in this mode.
- It is possible for you to change the drawer[cassette] that will be used to feed the cover sheets. (See "Cover drawer[cassette]" on page 7-45.)

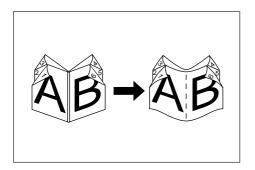
Metric specifications

- Only A4R, B4 and A3 size originals and copy paper can be used in this mode.
- It is possible for you to change the drawer[cassette] that will be used to feed the cover sheets. (See "Cover drawer[cassette]" on page 7-45.)



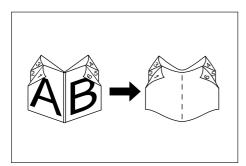
• With a cover

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

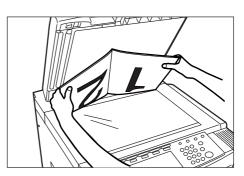


• Without a cover

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



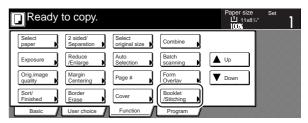
Set the open-faced (book, etc.) original to be copied.



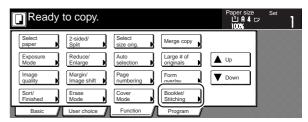
2

- Touch the "Function" tab. The content of the "Function" tab will be displayed.
- Touch the "Booklet" key. The "Booklet" screen will be displayed.

Inch specifications



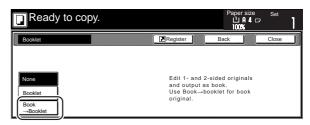
Metric specifications



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

Inch specifications

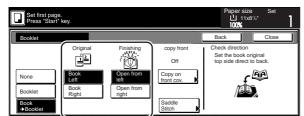




5

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

Inch specifications



Metric specifications

| Set first page Press "STAR | e. RT* button. | | | Paper size | Set | 1 |
|-------------------------------------|---|---|--|---|-------|---|
| Booklet | | | Register | Back | Close | |
| None Booklet Book →Booklet | Original Book Left Book Right | Finish Left binding Right binding | Copy front Off Copy on front cov. | Check direction Set book origins sidedirectiontob | | |

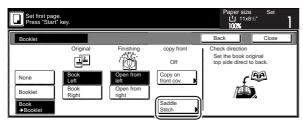
6

If the optional Document Finisher is installed on your copier, the "Center Staple" key will be displayed and you will be able to select center stapling.

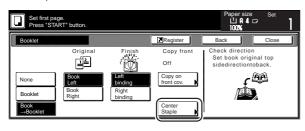
If the optional Center-Folding Unit is installed as well, you will be able to center fold those stapled sets.

In this case, if you DO want the center stapling operation, or the center stapling and folding operation, to be performed, touch the "Center Staple" key and go to the next step.

Inch specifications



Metric specifications



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

Touch the "Center binding" key or the "C bind +fold" key, as appropriate.

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

Inch specifications

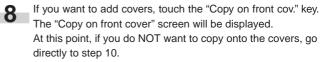
| Set first page. Press "Start" key. | | be ⊔8≝x11" D% | Set | |
|---------------------------------------|------|---------------------|-------|--|
| Saddle Stitch | Back | | Close | |
| Saddle Suich | | | | |
| | | | | |
| Off Saddle | | | | |
| stitch | | | | |

Metric specifications

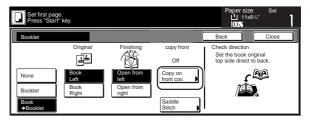
| Duplex Mode. | | bersize ∐A4⊡⊂ | | |
|---------------|------|------------------|-------|--|
| Saddle Stitch | Back | | Close | |
| Saddle Stitch | Back | | Close | |
| | | | | |
| | | | | |
| Off | | | | |
| | | | | |

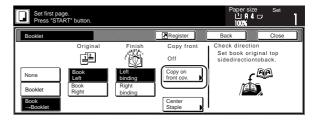
NOTE

The "C bind +fold" key will only be displayed when the optional Center-Folding Unit is installed on your copier.



Inch specifications

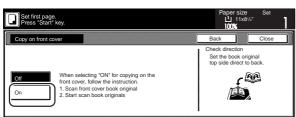




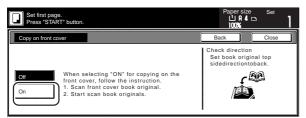
9

Touch the "On" key.

Inch specifications



Metric specifications

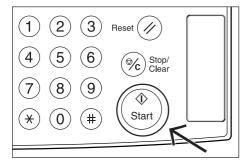


IMPORTANT!

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

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

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





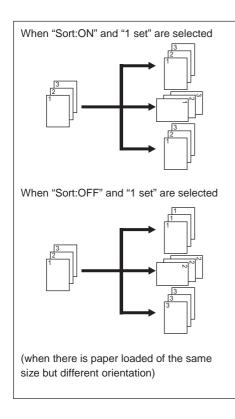
Replace the first original with the next one and press the [Start] key. Scanning of that next original will start.



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

12. Automatic sorting of copy sets without the Document Finisher [Sort/Finished mode]

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



NOTE

If you do not have paper of the same size but different orientations available for paper feed, copies will be ejected without being "sorted" in this way.)

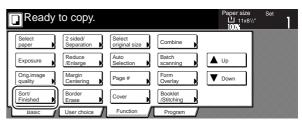


Set the originals to be copied.

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

Touch the "Sort/Finished" key. The "Sort/Finished" screen will be displayed.

Inch specifications



Metric specifications

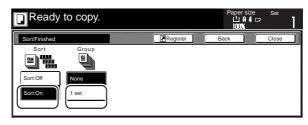
| Ready t | о сору. | | | Paper size Li A 4 ID 100% | Set |
|-------------------|------------------------|----------------------|-------------------------|---------------------------------|-----|
| Select paper | 2-sided/ Split | Select size orig. | Merge copy | | |
| Exposure Mode | Reduce/ Enlarge | Auto selection | Large # of originals | L Up | |
| Image quality | Margin/ Image shift | Page numbering | Form overlay | V Down | |
| Sort/ Finished | Erase Mode | Cover Mode | Booklet/ Stitching | | |
| Basic | User choice | Function | Program | | |

Touch the "Sort:ON" key.

Inch specifications

| Ready | | | Paper size 십 11x8 100% | | 1 |
|---------------|---------|----------|------------------------------|-------|---|
| Sort/Finished | | Register | Back | Close | |
| Sort | Sorting | | | | |
| | ۳. | | | | |
| Sort:OFF | None | | | | |
| SOILOFF | None | | | | |
| Sort:ON | 1 set | | | | |
| | | | | | |

Metric specifications





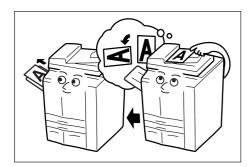
Touch the "1 set" key.



Press the [Start] key. Copying will start.

13. Auto rotation function

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

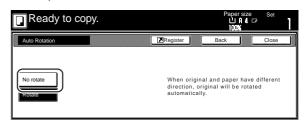


3 Touch the "No rotate" key.

Inch specifications



Metric specifications



IMPORTANT!

Inch specifications

This function will only work with 5 $_{1/2}$ x 8 $_{1/2}$ or 8 $_{1/2}$ x 11" size copy paper.

- Metric specifications
- This function will only work with A5R or A4 size copy paper.

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

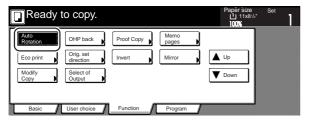


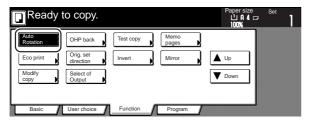
Touch the "Function" tab and then the " $\mathbf{\nabla}$ Down" key. The content of the next portion of the "Function" tab will be displayed.

2

Touch the "Auto Rotation" key. The "Auto Rotation" screen will be displayed.

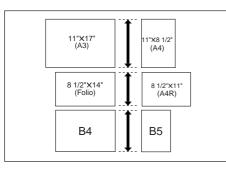
Inch specifications





14. Auto selection/Filing mode

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



NOTES

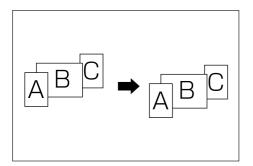
• You can set up to 30 originals in the Document Processor in this mode.

Inch specifications

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

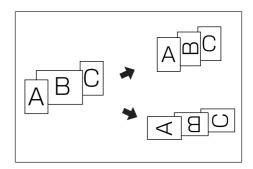
Differing finished sizes (Auto selection)

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



• Matching finished sizes (Filing)

All originals will copied onto the same size copy paper.





Set the originals to be copied in the Document Processor.

Press the [Auto Selection] key. The lamp in the [Auto Selection] key will light and the auto selection/filing mode screen will be displayed.

| tro Solection | * Ma |
|---------------|---------|
| | 12 |
| | 4 5 |
| | (7) (8) |



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

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

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

Inch specifications



| Ready to | сору. | | Paper : 100/ | size Al 4l ⊡ K | Set | 1 |
|---|-------|----------------------------------|------------------------------------|----------------------|-------|---|
| Auto Selection | | Register | Back | | Close | |
| Auto selection Electronic Filing | | Able to copy m one time using | ixed size origina Document proc | ils at essor. | | |



Specify the size of the very first original to be copied and then touch the "Close" key.

The touch panel will return to the contents of the "Basic" tab.

Inch specifications

| Place origin | als in Document processor. | | Ľ. | er size J 11x8 ^{:/} 2" 00% | Set | 1 |
|--|---|--|-------------|---|-------|---|
| Auto Selection | | [| Back | | Close | |
| Off Auto selection Electronic Filing | 1st original 81/x117 11x07 81/x147 11x17* | Able to scan mi one time using and copy them | Document pr | ocessor, | | |

Metric specifications

| Place origina | als in Document processor. | | Paper 10 | A 4 🕞 | Set | 1 |
|--|----------------------------|---|--------------|-------|-------|---|
| Auto selection | | Register | Back | | Close | |
| Off Auto selection Electronic Filing | 1st original | Able to scan diff one time using and copy unity s | Document pro | | | |

NOTE

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



Select the desired drawer[cassette].

Inch specifications

| | Ready | to copy. | | | Paper Size பி 11x85 100% | |
|---|---|-----------------|----------|--------------------|---------------------------------|-------------------------|
| [| 1 11x8 ¹ /2" | | | 100 % | ₽¢₽ | Combine |
| | Plain 2 8'/x11" | | | | | Orig.image A quality |
| | Color 3 11x8 ¹ /₂* ■ Plain | APS B Bypass | Auto | 100 % | →1 sided 1 sided →2 sided | Reduc I /Enlarge |
| | 4 11x8 ¹ /2" Recycled | | Exposure | Reduce /Enlarge | 2 sided/ Separation | |
| | Basic | User choice | Function | Program | | |

Metric specifications

| Ready to copy. | | | Paper size P 4 [100% | Set |
|---|--------------------------------------|---|-----------------------------|--|
| Image: Plain Image: Plain | Auto Exposure Exposure Mode | 100 % AMS 100 % Reduce/ Enlarge | | Merge copy Image Quality Reduce/ Enlarge |
| Basic User choice | Function | Program | | |



Press the [Start] key. Copying will start.

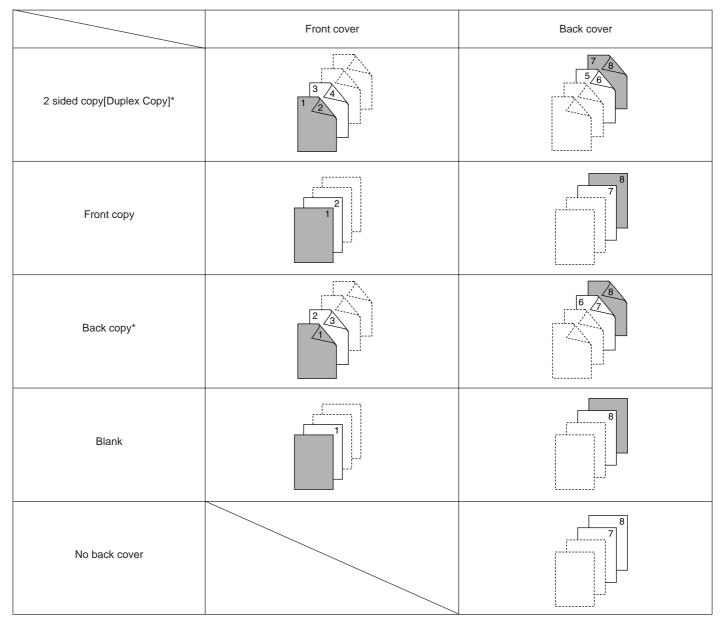
15. Adding a front and/or back cover to your copy sets [Cover mode]

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

NOTE

It is possible for you to change the drawer[cassette] that will be used to feed the cover sheets. (See "Cover drawer[cassette]" on page 7-45.)

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



* The illustrations above show the result when sets of 2-sided copies are being made.



1 Set

Set the originals to be copied.



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



Touch the "Cover" ["Cover Mode"] key. The "Cover Mode" screen will be displayed.

Inch specifications

| | Ready 1 | to copy. | | | Paper size | Set |
|---|-----------------------|------------------------|-------------------------|-----------------------|---------------|-----|
| Γ | Select paper | 2 sided/ Separation | Select original size | Combine | | |
| | Exposure | Reduce /Enlarge | Auto Selection | Batch scanning | L Up | |
| | Orig.image quality | Margin Centering | Page # | Form Overlay | V Down | |
| | Sort/ Finished | Border Erase | Cover | Booklet /Stitching | | |
| | Basic 🖌 | User choice | Function | Program | | 4 |

Metric specifications

| Ready | to copy. | | | Paper size L A 4 c 100% | ⊃ Set | 1 |
|-------------------|------------------------|-------------------|-------------------------|-------------------------------|-------|---|
| Select paper | 2-sided/ Split | Select size orig. | Merge copy | | | |
| Exposure Mode | Reduce/ Enlarge | Auto selection | Large # of originals | L Up | | |
| Image quality | Margin/ Image shift | Page numbering | Form overlay | V Down | | |
| Sort/ Finished | Erase Mode | Cover Mode | Booklet/ Stitching | | | |
| Basic | User choice | Function | Program | · | | |

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

Inch specifications

4

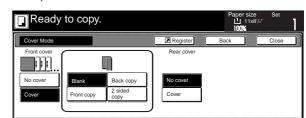
| Ready to | сору. | | Ľ | er size 11x8½" | Set | 1 |
|-------------|-------|--|--------------------|-------------------|-------|---|
| Cover Mode | | Register | Back | | Close | |
| Front cover | | Insert Color or Th as a front/back co Able to copy on si ¶Place cover paj | ver. ame paper. | | | |

Metric specifications

| Ready to o | сору. | | Paper 나니 1009 | size 14 🗗 | Set | 1 |
|-------------|-------|---|---------------------|--------------|-------|---|
| Cover Mode | | Register | Back | | Close | |
| Front cover | | Insert front & Rough etc) IPlace cove | to head & er | nd of co | | |

5 Select the desired settings for the front cover.

Inch specifications



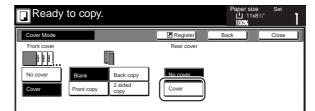
Metric specifications

| Ready | to copy. | | Papersi LL A 100% | ze Set 4⊐ | 1 |
|-------------|-----------------|------------|-------------------------|--------------|---|
| Cover Mode | | Register | Back | Close | |
| Front cover | Blank Back | Back cover | | | |
| Cover | Front copy Copy | Cover | | | |

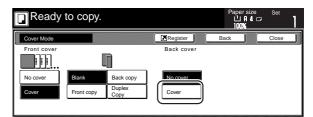
6

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

Inch specifications



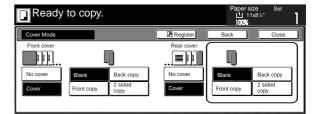
Metric specifications

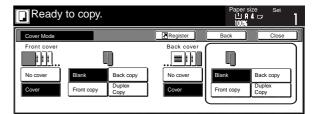




Select the desired settings for the back cover.

Inch specifications



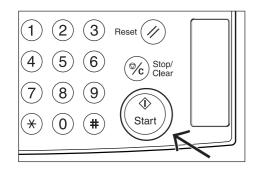


Press the [Start] key.

Scanning of the originals will start.

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

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





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

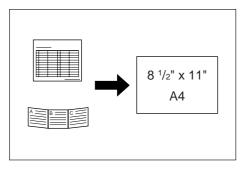
10

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

With this mode, if you manually select a size for the original, only that size image will be scanned for copying.

16. Original size selection mode

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



NOTES

- You can register the size of non-standard originals that you often use as a custom original size. (See "Custom original size" on page 7-40.)
- ALWAYS set non-standard sized originals on the platen.
- Once you select the original size under this mode, you can copy with originals set on the platen even with the Document Processor open.
- If this mode is used in combination with the Centering/Image shift mode, you can, for example, have the image of non-standard sized originals centered on standard sized copy paper. (See "Centering/Image shift mode" on page 5-8.)



Set the originals to be copied.



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



Touch the "Select original size" ["Select size original"] key. The "Select original size" screen will be displayed.

Inch specifications

| [| Select 2 sided/ Separation Select Exposure Reduce Auto JEnlarge Originage Margin Centering Page # | Paper size Set | | | | |
|---|--|-----------------|----------|-----------------------|--------|---|
| | | | | Combine | |] |
| | Exposure | | | Batch scanning | L Up | |
| | | | Page # | Form Overlay | V Down | |
| | Sort/ Finished | Border Erase | Cover | Booklet /Stitching | | |
| Т | Basic | User choice | Function | Program | | 4 |

Metric specifications

| Ready t | о сору. | | | Paper size | Set |
|-------------------|------------------------|----------------------|-------------------------|---------------|-----|
| Select paper | 2-sided/ Split | Select size orig. | Merge copy | | |
| Exposure Mode | Reduce/ Enlarge | Auto selection | Large # of originals | ▲ Up | |
| Image quality | Margin/ Image shift | Page numbering | Form overlay | V Down | |
| Sort/ Finished | Erase Mode | Cover Mode | Booklet/ Stitching | | |
| Basic | User choice | Function | Program | | |

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

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

Inch specifications

| Ready to copy. | | | | | Paper size Set 11x8*/2* 100% | | |
|----------------------|----------|------------|--------|--|------------------------------------|-------|--|
| Select original size | | Register | Back | | Close | | |
| | | | | | User re | gist. | |
| | Auto | 81/2x14" | 11x15" | | 51/2x51/2" | | |
| Select size | 11x17" | 51/2x81/2" | A4 🗗 | | 81/2x81/2" | | |
| Input size | 81/2x11" | 81/2x51/2" | A4 🖞 | | 11x11" | | |
| | 11x8½" | | | | 9x9" | | |

Metric specifications

| Ready to copy. | | | | P | apersize Set LIAII - T 100% |
|---------------------|-------|-------|---------|--------|-----------------------------------|
| Select size origina | 1 | | Registe | r Back | Close |
| | | | | | Use regist |
| | Auto | A 5 🗆 | B 5 🗆 | 11×15″ | 100X100mm |
| Select size | A 3 🗆 | A 5 🖞 | B 5 🖞 | 8½×11″ | 150X150mm |
| Input size | A 4 🗆 | A 6 🗗 | B 6 🗆 | 11×8¼" | 200X200mm |
| | A 4 🖞 | B 4 🗂 | B 6 🖞 | Folio | 120X120mm |

NOTE

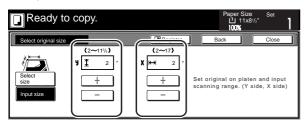
If you have registered a custom original size, you will be able to select that size for use in this mode. (See "Custom original size" on page 7-40.)



Touch the "Input size" key. The screen to set the dimensions of the scan area will be displayed.

- **6** Based on the left rear corner of the platen being a setting of "0", touch the "+" key or the "-" key to change the dimensions of the scan area to the desired setting.
 - * In metric specification copiers, the dimensions can also be entered directly by touching the "#keys" key and then using the keypad.

Inch specifications



Metric specifications

| Ready to | сору. | | Paper size 나 A 4 다 100% | Set |
|----------------------|--------------------------------------|------------------------------------|--|------------|
| Select size original | (50~297) y <u>∓</u> 50 ∎ + | (50~432) X HH 50 + H-Keys | Scanning range can X-Y direction when o placed at left rear co | riginal is |

Press the [Start] key. Copying will start.

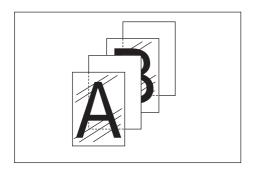
7

17. Feeding paper as a backing sheet for OHP transparencies [Transparency + backing sheet mode]

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

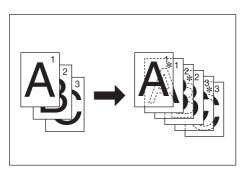
IMPORTANT!

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



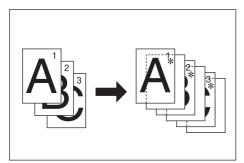
• Copying onto the backing sheet

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



• Leaving the backing sheet blank

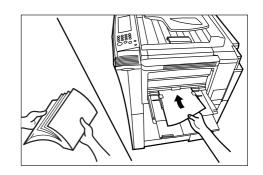
With this setting, the original will be copied onto the transparency but the backing sheet will be left blank. (The asterisk "*" in the illustration indicates the transparencies.)



Set the originals to be copied.



Set the transparency film on the multi-bypass tray.

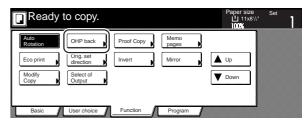


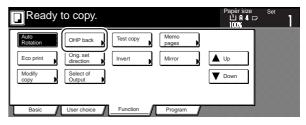
IMPORTANT!

- Fan through the transparencies before setting them.
- Up to 25 transparencies can be set on the multi-bypass tray at one time.
- Make sure that paper of the same size and orientation as the transparencies has been loaded into a drawer[cassette].
 - Touch the "Function" tab and then the "▼ Down" key. The content of the next portion of the "Function" tab will be displayed.
- 4

Touch the "OHP back" key. The "OHP back" screen will be displayed.

Inch specifications





Section 5 OTHER CONVENIENT FUNCTIONS

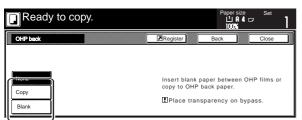


Touch the "Copy" key or the "Blank" key, as appropriate.

Inch specifications



Metric specifications

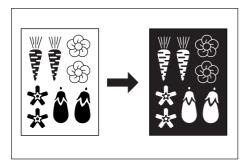


Copying will start. Press the [Start] key.

18. Inverting black and white [Invert mode]

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

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



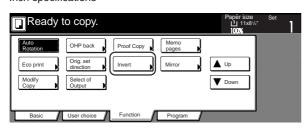


Set the originals to be copied.



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

- 3 Touch the "▼ Down" key. The content of the next portion of the "Function" tab will be displayed.
- **4** Touch the "Invert" key. The "Invert" screen will be displayed. Inch specifications



Metric specifications

| Ready | to copy. | | | Paper size பி A 4 t 100% | Set ⊃ |
|---|---|-----------|-------------------------|--------------------------------|----------|
| Auto Rotation Eco print Modify copy | OHP back Orig. set direction Select of Output | Test copy | Memo pages Mirror | Up Down | |
| Basic | User choice | Function | Program |] | 1 |

5 Touch the "On" key.

Inch specifications



Metric specifications

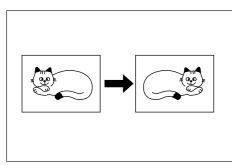


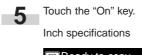


Press the [Start] key. Copying will start.

19. Making mirror image copies [Mirror image mode]

With this mode, you can make mirror image copies.







Metric specifications





Press the [Start] key. Copying will start.

Set the originals to be copied.

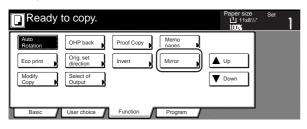


-1

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

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

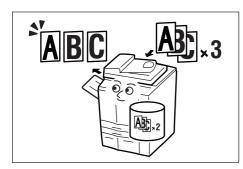
Touch the "Mirror" key. The "Mirror" screen will be displayed. Inch specifications



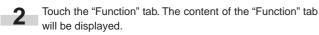
| Ready | to copy. | | | Papēr šize ப A 4 🖙 100% | Set |
|-------------------------------|------------------------------------|-----------|-------------------------|-------------------------------|-----|
| Auto Rotation Eco print | OHP back Orig. set direction | Test copy | Memo pages Mirror | Up | |
| Modify copy | Select of Output | | | V Down | |
| Basic | User choice | Function | Program | | |

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

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



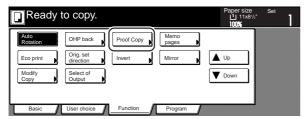




- Touch the "▼ Down" key. The content of the next portion of the "Function" tab will be displayed.
- Touch the "Proof Copy" ["Test copy"] key. The "Proof Copy" ["Test copy"] screen will be displayed.

Inch specifications

3



Metric specifications

| Ready | to copy. | | | Paper size □ A 4 □ 100% | Set |
|-------------------------------|------------------------------------|-----------|-------------------------|-------------------------------|-----|
| Auto Rotation Eco print | OHP back Orig. set direction | Test copy | Memo pages Mirror | Up | |
| Modify copy | Select of Output | | | Down | |
| Basic | User choice | Function | Program | | |

| 5 | Touch the "On" key. | | | |
|---|---------------------|-----------------|---|-------|
| | Inch specifications | | | |
| | Ready to copy. | | Paper 山 8½x11 100% | Set |
| | Proof Copy | Register | Back | Close |
| | | after one set i | selected, copying s is ejected. for checking finish | · . |

Metric specifications



6

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

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

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



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



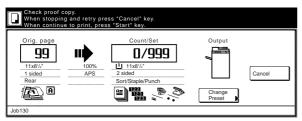
Once you have finished scanning all of the originals, touch the "Scanning finished" key. Copying of the first copy set will start.

Section 5 OTHER CONVENIENT FUNCTIONS

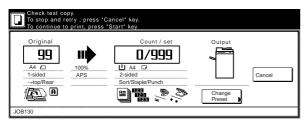
9

Once the first copy set is complete, a screen will be displayed in order to verify whether or not you want to continue copying at the present settings, and the copier will enter a waiting-to-copy state. Check the test copies.

Inch specifications



Metric specifications



• If there is no problem with the copies...

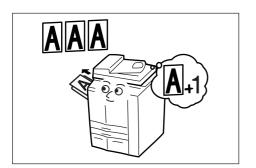
Press the [Start] key and copying of the remaining copy sets will start.

If you want to change the number of copies to be made, press the [Change Preset] key and enter the actual number of copies you do want to make.

• If there is some problem with the copies... Touch the "Cancel" ["Job cancel"] key to cancel the copy job and start the procedure from the beginning.

21. Making more of the same copies after a copy job is finished <Repeat copy mode>

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



NOTES

- All data for repeat copying will be deleted when the main switch is turned OFF.
- · Repeat copying registration is not available for print out under document management or with the form overlay mode.
- Repeat copying registration and print out are not available with interrupt copying.
- · You can prohibit repeat copying as well as make repeat copying the default setting in the initial mode. (See "Repeat copying ON/ OFF" on page 7-55.)

(1) Registering a copy job for repeat copying

Set the originals to be copied.



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

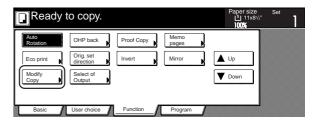


Touch the "▼ Down" key. The content of the next portion of the "Function" tab will be displayed.

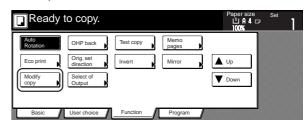


Touch the "Modify Copy" key. The "Modify Copy" screen will be displayed.

Inch specifications

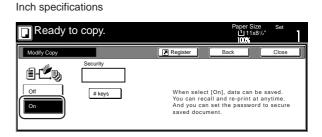


Metric specifications

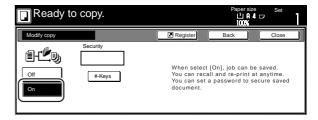


Touch the "On" key.

-5



Metric specifications



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

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

Section 5 OTHER CONVENIENT FUNCTIONS

Touch the "#keys" key to highlight that key and then enter the security code that will enable repeat copying for these originals.

Inch specifications

| Ready to copy. | Paper Size Set L ¹ 11x8'/-" 100% |
|----------------|---|
| Medify Copy | Register Back Close |
| Security | When select [On], data can be saved. |
| Off | You can recall and re-print at anytime. |
| Off | And you can set the password to secure |
| Weys | saved document. |

Metric specifications

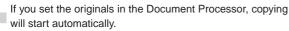
| Ready t | о сору. | | | 십 A 4 ☞ 00% | | |
|-------------|-----------------|--|----------|----------------|--------|---|
| Modify copy | | Register | Back | | Close | |
| Off | Security #-Keys | When select (4 You can recall You can set a document. | and re-p | rint at any | ytime. | I |

NOTES

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

7

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



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



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



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

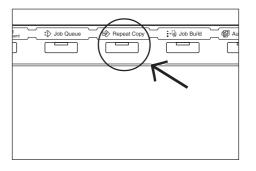
(2) Printing out with the repeat copy mode

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

(1) Reprinting a registered copy job



Press the [Repeat Copy] key. The "Modify copy" list will be displayed.



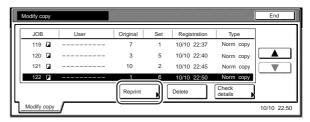


Select the copy job that you want to reprint and touch the "Reprint" key.

Inch specifications

| Job | User | Original | Set | Registration | Туре |] |
|-------|------|----------|-----|--------------|------------------|---|
| 119 🖬 | | 7 | 1 | 10/10 22:37 | Normal | |
| 120 🖬 | | 3 | 5 | 10/10 22:40 | Normal | |
| 121 🖬 | | 10 | 2 | 10/10 22:45 | Normal | V |
| 122 | | _1 | 6 | 10/10 22:50 | Normal | · |
| | | Reprint | | Delete | Check details | |

Metric specifications



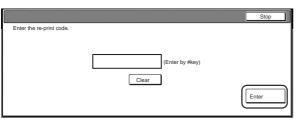
If you designated a security code when you registered the copy job for repeat copying, the code input screen will be displayed. In this case, go to the next step.

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

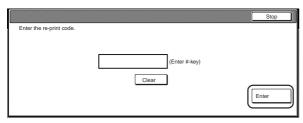
3

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

Inch specifications



Metric specifications



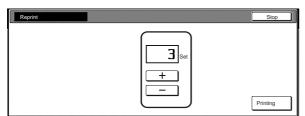
NOTES

Δ

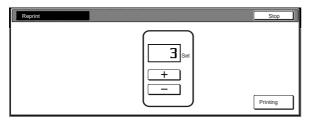
- To reenter a mistaken security code, touch the "Clear" key.
- If you touch the "Stop" key, the touch panel will return to the screen in step 2.

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

Inch specifications



Metric specifications

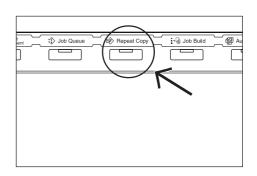




Touch the "Printing" key. Print out will start.

(2) Checking the contents of registered copy jobs

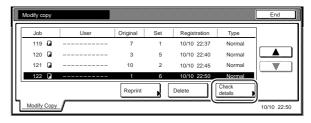
Press the [Repeat Copy] key. The "Modify copy" list will be displayed.



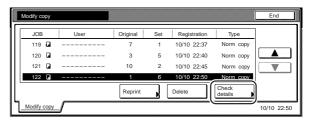
2 ^s

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

Inch specifications



Metric specifications



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

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

Section 5 OTHER CONVENIENT FUNCTIONS

3

Use the keypad to enter the appropriate security code and the touch the "Enter" key. If the entered code matches the registered one, the "Check details / Reprint" screen will be displayed.

Inch specifications

| | Stop |
|--------------------------|-------|
| Enter the re-print code. | |
| (Enter by #key) | |
| Clear | Enter |
| | |

Metric specifications

| | | Stop |
|--------------------------|-------------|-------|
| Enter the re-print code. | | |
| | | |
| | (Enter #-ke | y) |
| | Clear | |
| | | Enter |
| | | |

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

Inch specifications

| Check details / Reprint | | | Close |
|-------------------------|-------------|----------|-------|
| Item | Details | | |
| User name | | | |
| Job name | | Print | |
| Orig. page | 3 | from 1st | |
| Set | 5 | | |
| Print size | 11 x 8 1/2" | | |
| Input source | сору | | |
| Registration date | 10/10 22:40 | | |
| Output | Output tray | | |

Metric specifications

| Check details / Reprint | | | Close |
|-------------------------|-------------|-------|-------|
| Item | Details | | |
| Jser name | | | |
| Job name | | Head | |
| Driginal | 3 | print | |
| Set | 5 | | |
| Print size | A4 🖵 | | |
| Input source | Сору | | |
| Registration date | 10/10 22:40 | | |
| Output | Output tray | | |

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



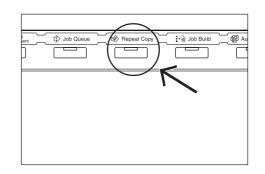
5

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

Touch the "Close" key. The touch panel will return to the contents of the "Basic" tab.

③ Deleting a registered copy jobs

Press the [Repeat Copy] key. The "Modify copy" list will be displayed.



Select the copy job that you want to delete and touch the "Delete" key. A verification screen will be displayed.

Inch specifications

| | Modify copy | | | | | | End |
|---|-------------|------|----------|-----|--------------|------------------|-------------|
| | Job | User | Original | Set | Registration | Туре | |
| | 119 🖬 | | 7 | 1 | 10/10 22:37 | Normal | |
| | 120 🖬 | | 3 | 5 | 10/10 22:40 | Normal | |
| | 121 🖬 | | 10 | 2 | 10/10 22:45 | Normal | |
| | 122 🖬 | | 1 | 6 | 10/10 22:50 | Normal | |
| | | | Reprint | | Delete | Check details | |
| Ľ | Modify Copy | | | | | | 10/10 22:50 |

Metric specifications

| JOB | User | Original | Set | Registration | Туре |] |
|-------|------|----------|-----|--------------|------------------|---|
| 119 🖬 | | 7 | 1 | 10/10 22:37 | Norm copy | |
| 120 🖬 | | 3 | 5 | 10/10 22:40 | Norm copy | |
| 121 🖬 | | 10 | 2 | 10/10 22:45 | Norm copy | |
| 122 🖬 | | 1 | 6 | 10/10 22:50 | Norm copy | \ |
| | | Reprint | | Delete | Check details | |

3

Touch the "Yes" key or the "No" key, as appropriate.

Inch specifications

| Stop |
|------|
| |
| |
| |
| |
| |
| |
| |

Metric specifications

| | Stop |
|-----------------|---------------------------------|
| | |
| Job # : _ | 117 |
| User name : | |
| Job name : | |
| Delete this job | . Do you really want to delete? |
| Yes | No |

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

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



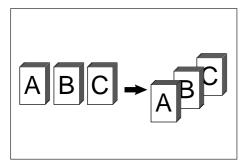
If you want to cancel another registered copy job, repeat steps 2 through 3.



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

22. Copying a large volume of originals in one operation [Batch scanning mode]

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





1

3

- Touch the "Function" tab. The content of the "Function" tab will be displayed.
- Touch the "Batch scanning" ["Large # of originals"] key. The "Continuous scanning" ["Multiple scanning"] screen will be displayed.

Inch specifications

| ĺ | Ready t | to copy. | | | Paper size | Set |
|---|-----------------------|------------------------|-------------------------|-----------------------|---------------|-----|
| | Select paper | 2 sided/ Separation | Select original size | Combine | | |
| | Exposure | Reduce /Enlarge | Auto Selection | Batch scanning | ▲ Up | |
| | Orig.image quality | Margin Centering | Page # | Form Overlay | V Down | |
| | Sort/ Finished | Border Erase | Cover | Booklet /Stitching | | |
| | Basic | User choice | Function | Program | | • |

Metric specifications

| | Ready t | ю сору. | | | Paper size | Set |
|---|-------------------|------------------------|----------------------|-------------------------|---------------|-----|
| Γ | Select paper | 2-sided/ Split | Select size orig. | Merge copy |] | |
| [| Exposure Mode | Reduce/ Enlarge | Auto selection | Large # of originals | ▲ Up | |
| [| Image quality | Margin/ Image shift | Page numbering | Form overlay | V Down | |
| [| Sort/ Finished | Erase Mode | Cover Mode | Booklet/ Stitching | | |
| τ | Basic | User choice | Function | Program | | |

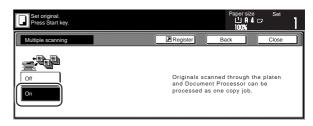


Touch the "On" key.

Inch specifications

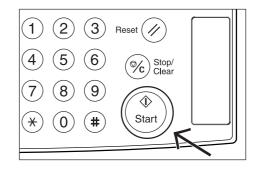


Metric specifications





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





Replace the first originals with the next set and press the [Start] key. Scanning of those next originals (the next step in the copy job) will start.



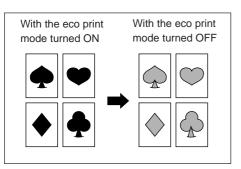
Once you have finished scanning all of the originals, touch the "Scanning finished" key. Copying will start.

23. Saving on toner use [Eco print mode]

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

Use this mode with, for example making test copies, when you do not especially need to print out high quality copies. You can also make the eco print mode the default setting in the initial mode. (See "Eco print mode ON/OFF" on page 7-41.)

* Images will be printed out relatively lighter than normal.



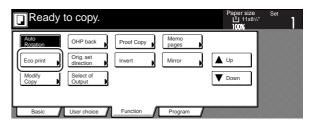


2 Touch the "Function" tab. The content of the "Function" tab will be displayed.

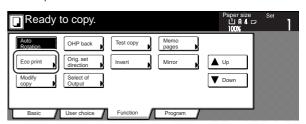
3 Touch the "▼ Down" key. The content of the next portion of the "Function" tab will be displayed.

4 Touch the "Eco print" key. The "Eco print" screen will be displayed.

Inch specifications



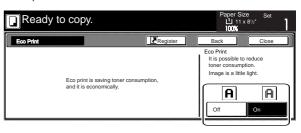
Metric specifications



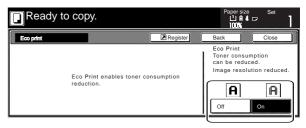


Touch the "Off" key or the "On" key, as appropriate.

Inch specifications



Metric specifications





Press the [Start] key. Copying will start.

24. Original set direction

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



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

2

3

Touch the " $\mathbf{\nabla}$ Down" key. The content of the next portion of the "Function" tab will be displayed.

Touch the "Orig.set direction" key. The "Orig.set direction" screen will be displayed.

Inch specifications

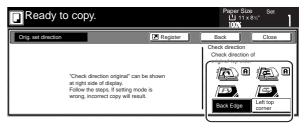
| Ready t | ю сору. | | | Paper size | |
|------------------|------------------------|------------|---------------|---------------|---|
| Auto Rotation | OHP back | Proof Copy | Memo pages | |] |
| Eco print | Orig. set direction | Invert | Mirror | L Up | |
| Modify Copy | Select of Output | | | V Down | |
| | | | | | |
| Basic | User choice | Function | Program | | |

Metric specifications

| Ready | to copy. | | | Paper size | Set |
|-------------------------------|------------------------------------|-----------|-------------------------|---------------|-----|
| Auto Rotation Eco print | OHP back Orig. set direction | Test copy | Memo pages Mirror | ▲ Up | |
| Modify copy | Select of Output | | | V Down | |
| Basic | User choice | Function | Program | | |

4 Touch the "Back Edge" key or the "Left top corner" key, as appropriate.

Inch specifications





25. Memorizing frequently used settings [Program function]

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

(1) Registering a program



Set the desired copy modes, etc., to be registered.



Touch the "Program" tab. The content of the "Program" tab will be displayed.

Touch the "Register" key.

Inch specifications

| Ready | / to copy. | | | Paper Size LL 11 x 100% | |
|--------|-------------|----------|---------|-------------------------------|---|
| Recall | | | | Reg./delete |] |
| 1. | 5. | | | Register | |
| 2. | 6. | | | | |
| З. | 7. | | | Delete | |
| 4. | 8. | | | Change name | |
| Basic | User choice | Function | Program | | |

Metric specifications

| Ready | to copy. | | | Paper size | e Set □ |
|--------|-------------|----------|---------|----------------|------------|
| Recall | | | | Reg./delete | |
| 1. | 5. | | | Register | |
| 2. | 6. | | | | |
| З. | 7. | | | Delete | |
| 4. | 8. | | | Change name | |
| Basic | User choice | Function | Program | , <u> </u> | 1 |

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

Inch specifications

| Re | gister present setting | | | | End |
|-------------|------------------------|------|-----------------|---|-----|
| | Select program numb | oer. | | | |
| Г | | Г | | ì | |
| 1. | No registration | 5. | No registration | | |
| 2. | No registration | 6. | No registration | | |
| э.[| No registration | 7. | No registration | | |
| a .[| No registration | 8. | No registration | 1 | |

Metric specifications

| | Select program numb | er. | | | |
|-----|---------------------|-----|-----------------|---|--|
| .[| No registration | 5. | No registration |] | |
| 2.[| No registration | 6. | No registration | 1 | |
| э.[| No registration | 7. | No registration | 1 | |
| 4. | No registration | 8. | No registration | 1 | |

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

Inch specifications



Metric specifications

| | | | | | | | [| Limit: + | 16 1∈ → | tters | inc. | # ke | y Back Del |
|--------------|-----|---|----|---|-----|---|-------|-------------|------------|-------|------|------|---------------|
| ! | ″ (| # | * | x | Å. | Ĺ | (|) | + | - | : |] | |
| q | W | e | ſr | t | ų | U | Î i | 0 | P | 6 |] [| | |
| [| а | s | d | f | 9 | h | j | k | 1 | : | ; | 1 | ? |
| ☆ Shi | ft | z | × | c | v (| b | n | m | <i>,</i> (| Ī | 7 | - |] |

NOTE

5

Refer to "Entering characters" on page 7-72 for information on entering characters.



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

Inch specifications

| Register program. | Stop |
|---|------|
| | |
| | |
| Program # : 1 | |
| Program name :Catalog A | |
| The set program is registered. Is it correct? | |
| Yes No | |

| ſ | Register program. | Stop |
|---|---|------|
| | | |
| | | |
| | Program # : 1 | |
| | Program name : Catalog A | |
| | The set program is registered. Is it correct? | |
| | Yes No | |

(2) Using programmed settings to make copies

Touch the "Program" tab. The content of the "Program" tab will be displayed.

Touch the program key under which the settings that you want to use are registered.

Inch specifications

| | Ready to | | | | Paper Size | |
|----|-----------|-------------|----------|---------|----------------|---|
| | Recall | | | | Reg./delete | |
| 1. | Catalog A | 5. | File A |] | Register | |
| 2. | Catalog B | 6. | File B | 1 | | |
| З. | Catalog C | 7. | | | Delete | |
| 4. | Catalog D | 8. | List A | | Change name | |
| Г | Basic | User choice | Function | Program | | 1 |

Metric specifications

| [| 1 | Ready to | о сору. | | | | | Paper size L A 4 c 100% | Set 7 | 1 |
|---|----|-----------|-------------|----------|---|---------|---|-------------------------------|----------|---|
| Γ | | Recall | | | | | Ι | Reg./delete |] | |
| | ۱. | Catalog A | 5. | File A | | | | Register | | |
| | 2. | Catalog B | 6. | File B | | | | | | |
| | з. | Catalog C | 7. | | | | | Delete | | |
| | 4. | Catalog D | 8. | List A | | | | Change name | | |
| Ь | | Basic A | User choice | Eunction | 7 | Program | | | 1 | |

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

(3) Changing a registered program name

Touch the "Program" tab. The content of the "Program" tab will be displayed.

Touch the "Registration name change" key.

Inch specifications

| 1 | Set '/2" | Paper Size | | | ору. | Ready to c | |
|---|-------------|----------------|---------|----------|----------|------------------------|----|
| | | Reg./delete | | | | Recall | Γ |
| | | Register | | File A | 5. | Catalog A | 1. |
| | | | | File B | 6. | Catalog B | 2. |
| | | Delete | | | 7. | Catalog C | Э. |
| | | Change name | | List A | 8. | Catalog D | 4. |
| | 1 | | Program | Function | choice | Basic Use | |
| | | | Program | List A | 7. 8. | Catalog C Catalog D | З. |

Metric specifications

| | Ready to | о сору. | | | | Paper size 止 R 4 100% | |
|----|-----------|-------------|----------|---------|-----|-----------------------------|---|
| | Recall | | | | Re | g./delete | |
| 1. | Catalog A | 5. | File A | | Reg | ister 🕨 | |
| 2. | Catalog B | 6. | File B | 7 | | | |
| З. | Catalog C | 7. | | | Del | ete 🕨 | |
| 4. | Catalog D | 8. | List A | 7 | Cha | | |
| Е | Basic | User choice | Function | Program | J≞ | | 1 |

3 Touch

Touch the program key (1 - 8) for which you want to change the registered name.

The screen to register a name for that program will be displayed.

Inch specifications

| Select program r | number. | | |
|------------------|-------------|-----------------|---|
| 1. Catalog A | 5. | File A | |
| 2. Catalog B | 6. | File B | |
| 3. Catalog C | 7. | No registration | |
| 4. Catalog D | - 8. | List A |] |

Metric specifications

| Select the numb | er for changir | ig name. | | |
|-----------------|----------------|-----------------|---|--|
| Catalog A | 5. | File A | | |
| Catalog B | 6. | File B | 1 | |
| Catalog C | ז [| No registration | | |
| . Catalog D | - 8. | List A |] | |



Touch the " \leftarrow ", " \rightarrow ", "Back" and/or "Del." keys to delete the currently registered name and, once you enter the desired name for that program, touch the "End" key.

Inch specifications

| Enter | name. | | | | | | | | | | | | Stop |
|-------|----------|-----|---|---|----|-----|-----|-------|-------------|-------|---------|-------|-----------|
| Cata | ilog | | | | | | [| 6 let | ter li → | mit i | ncludi. | ing # | Back Del. |
| ! | <i>"</i> | : | * | x | å | (· | (| | + | - |] = |] | |
| q | V. | e e | r | t | ų. | U | j i | 0 | P | 0 | 1 | | |
| | a | s | d | f | g | h | (j | k | | : | ; |] | <u>?</u> |
| 🔁 Shi | ft | z | X | c | v | b | | n | <u>,</u> [| | / | - | |
| | | | | | | | | | Space | 2 | | | End |

Metric specifications

| Enter | r user I | name: | | | | | | | | | | | Stop |
|-------|----------|-------|---|-----|---|----------|-------|-------|-------|----------|-------|-----------|------|
| | | | | | | Ĺ | imit: | 16 le | tters | inc. | # kei | Back Del. | |
| ! | " | : | * | x | å | <u> </u> | (|) | + | (- | = |] | |
| q | V | e | ſ |) t | y | U | Ì. | 0 | P | 6 |][| | |
| | a | s | d | f | g | h | (j | k | 1 | <u>(</u> | ; | 1 | ? |
| 🔂 Sh | ift | z | × | c | v | b | n | n (| ,(| | 7 | - | |
| | | | | | | | | | Space | |] | | End |

NOTE

Refer to "Entering characters" on page 7-72 for information on entering characters.

5 Once "The set program is registered. Is it correct?" is displayed, check the entered name and, if it is correct, touch the "Yes" key.

The touch panel will return to the screen in step 2.

Section 5 OTHER CONVENIENT FUNCTIONS



Touch the "Program" tab. The content of the "Program" tab will be displayed.



Touch the "Delete" key. Inch specifications

| | Ready to | о сору. | | | Paper Size | |
|------------|-----------|-------------|----------|---------|----------------|---|
| Γ | Recall | | | | Reg./delete |] |
| 1. | Catalog A | 5. | File A | | Register | |
| 2 . | Catalog B | 6. | File B | | | |
| З. | Catalog C | 7. | | • | Delete | |
| 4. | Catalog D | 8. | List A | | Change name | |
| Т | Basic | User choice | Function | Program | / | |

Metric specifications

| | Ready to c | сору. | | Paper size L A 4 c 100% | Set |
|----|------------|--------------------|---------|-------------------------------|-----|
| | Recall | | | Reg./delete | |
| 1. | Catalog A | 5. File A | | Register | |
| 2. | Catalog B | 6. File B | | | |
| З. | Catalog C | | | Delete | |
| 4. | Catalog D | 8. List A | | Change name | |
| Т | Basic Use | er choice Function | Program | 1 | 1 |

Touch the program key (1 - 8) that corresponds to the program that you want to delete.

Inch specifications

| D | elete registration | | | | End |
|------------|----------------------|---------------|-----------------|---|-----|
| | Select the number of | of program to | o delete. | | |
| . (| |] _ [| |) | |
| ۱.L | Catalog A | ່ງ 5. | File A |] | |
| 2. | Catalog B | 6. | File B | | |
| Э.[| Catalog C | ז [] ז. | No registration | | |
| 4. | Catalog D | 8. | List A | | |
| | | | | - | |

Metric specifications

| D | elete registration | | | End |
|-----|---------------------|-----------|-----------------|-----|
| | Select the number o | f program | to delete. | |
| 1. | Catalog A | 5. | File A | |
| 2. | Catalog B | 6. | File B | |
| э.[| Catalog C | 7. | No registration | |
| 4. | Catalog D | 8. | List A | |
| | | | | |

Touch the "Yes" key or the "No" key, as appropriate.

Inch specifications

| Delete program. | Stop |
|---|------|
| | |
| | |
| Program # 1 | |
| Program name Catalog A | |
| This program will be deleted. Are you sure? | |
| Yes No | |

Metric specifications

| Delete program. | | | Stop |
|-----------------|-----------------------|-------------------|------|
| | | | |
| | | | |
| Prog | ram # 🛛 | | |
| Prog | ram name Catal | og A | |
| This | program will be delet | ed. Are you sure? | |
| | YES | NO | |

If you selected "Yes", the selected program will be deleted and the touch panel will return to the screen in step 2.

If you selected "No", the touch panel will return to the screen in step 2 without deleting the selected program.

26. Registration keys

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

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

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

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

IMPORTANT!

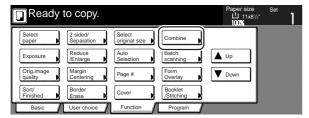
In order to register functions and/or modes under registration keys, you must first turn the setting ON under "Registration keys ON/ OFF" on page 7-57.

1

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

Touch the "Combine" ["Merge copy"] key. The "Combine" ["Merge copy"] screen will be displayed.

Inch specifications

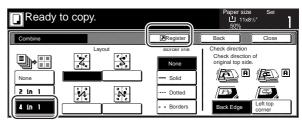


Metric specifications

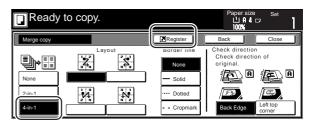
| [| Ready t | о сору. | | | Paper size | | 1 |
|---|-------------------|------------------------|----------------------|-------------------------|---------------|---|---|
| | Select paper | 2-sided/ Split | Select size orig. | Merge copy | |] | |
| | Exposure Mode | Reduce/ Enlarge | Auto selection | Large # of originals | L Up | | |
| | Image quality | Margin/ Image shift | Page numbering | Form overlay | V Down | | |
| | Sort/ Finished | Erase Mode | Cover Mode | Booklet/ Stitching | | | |
| ٦ | Basic | User choice | Function | Program | | | |

3 Touch the "4 in 1" key and then the "Register" key.

Inch specifications



Metric specifications



4

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

Inch specifications

| Select item | |
|-------------|-----|
| Register | End |
| Register | |

| End | egister |
|-----|---------|
| | |
| | |

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

Inch specifications

| Register present setting | | End |
|---|--------------------------|-----|
| Select the number o | f program to registered. | |
| 1. No No 2. Registration 3. No I registration | | |

Metric specifications

| Register present setting | | End |
|---|------------------------|-----|
| Select the number of | program to registered. | |
| 1. No No 2. A registration 3. A registration | | |

6

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

Inch specifications

| Register this function. | Stop |
|-----------------------------------|------|
| | |
| | |
| | |
| Register No. 1 | |
| Register this selecting mode. OK? | |
| Yes No | |

Metric specifications

| Register this function. | Stop |
|-----------------------------------|------|
| | |
| | |
| Register No. 1 | |
| Register this selecting mode. OK? | |
| YES NO | |

NOTE

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

Inch specifications

| Register this function. | Stop |
|------------------------------------|------|
| This number is already registered. | |
| | |
| Register No. 1 | |
| Register this selecting mode. OK? | |
| Yes No | |
| Yes No | |

Metric specifications

| Register this function. Stop |
|-----------------------------------|
| This number is already registered |
| |
| Register No. 1 |
| Register this selecting mode. OK? |
| YES NO |

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

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



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

Inch specifications

| Ready | to copy. | | | Paper size பி 8½x1 100% | Set |
|-----------------------|------------------------|-------------------------|-----------------------|-------------------------------|---------|
| Select paper | 2 sided/ Separation | Select original size | Combine | | Combine |
| Exposure | Reduce /Enlarge | Auto Selection | Batch scanning | L Up | |
| Orig.image quality | Margin Centering | Page # | Form Overlay | V Down | |
| Sort/ Finished | Border Erase | Cover Mode | Booklet /Stitching | | |
| Basic | User choice | Function | Program | | |

Metric specifications

| Ready | to copy. | | | Paper size | P |
|------------------------|------------------------|-------------------------|-------------------------|------------|------------|
| Select paper | 2-sided/ Split | Select size original | Merge copy | | Merge Copy |
| Exposure Mode | Reduce/ Enlarge | Auto selection | Large # of originals | ▲ Up | |
| Image quality orig. | Margin/ Image shift | Page numbering | Form overlay | V Down | |
| Sort/ Finished | Erase Mode | Cover Mode | Booklet/ Stitching | | |
| Basic | User choice | Function | Program | | ч |

NOTE

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

(2) Deleting a registration key

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



Touch the registration (to the right of the "Basic" tab) that you want to delete. (Example: "Combine")

Inch specifications

| Ready to copy. | | | Paper Size | Set |
|--|----------|--------------------|------------------------------------|-----------------------|
| 1 11x8 ¹ /2" | | 100 % | ¶♦¶ | Combine Orig.image |
| 2 8'/x11" ☐ Color 3 11x8'/2" B Bypass | Auto | AMS | 1 sided →1 sided 1 sided | A quality |
| Plain A 11x8 ¹ /2" Recycled | Exposure | Reduce /Enlarge | →2 sided 2 sided/ Separation | |
| Basic User choice | Function | Program | | |

Metric specifications

| Ready to copy. | | | Paper size | Set |
|--|------------------------------|---|------------|---|
| I A 4 0 I Plain 2 A 4 0 B clour A 4 0 Plain B clour A 4 0 B Recycled | Auto Exposure Exposure | 100 % AMS 100 % Reduce/ Enlarge | | Merge copy Image Quality Enlarge |
| Basic User choice | Function | Program | | |

2

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

Inch specifications

| Ready | to copy. | | Paper size 11x8% 50% | Set |
|------------------|---------------|---|----------------------------|--------------------|
| Combine | | Register | Back | Close |
| Ready to copy. | None Solid | Check direction Check direction original top side. | | |
| 2 in 1 4 in 1 | | Borders | | Left top corner |

Metric specifications

| Ready | to copy. | | Paper size Set |
|--------------------------|----------|---------------------------------------|--|
| Merge copy | | Register | Back Close |
| None 2-in-1 4-in-1 | | None Solid Dotted - Cropmark | Check direction Check direction of original. |

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

Inch specifications

| Select item | | |
|-----------------|---|-----|
| Register | (| End |
| Register Delete | | |

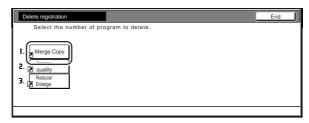
Metric specifications

| Select ite | |
|------------|-----|
| Register | End |
| Register | |
| Delete | |
| | |

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

Inch specifications

| Delete registration | | End | |
|---|--|-----|--|
| Delete registration Select the number of program to delete. 1. Merge Copy 2. Quality 3. Reduced | | | |
| 2. J quality | | | |





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

Inch specifications

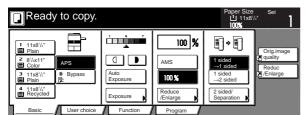
| Delete registration. | Stop |
|----------------------------------|------|
| | |
| | |
| | |
| Register No. 1 | |
| Are you sure you want to delete? | |
| Yes No | |

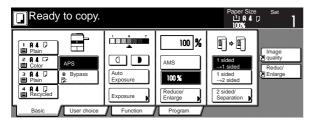
Metric specifications

| Delete registration. | Stop |
|----------------------------------|------|
| | |
| | |
| Register No. 1 | |
| Are you sure you want to delete? | |
| YES NO | |

Touch the "Close" key. The "Combine" ["Merge copy"] key will 6 Touch the "Close key. The Computer Lines of the touch panel.

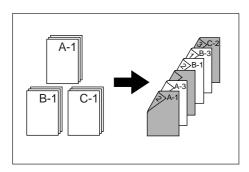
Inch specifications





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

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



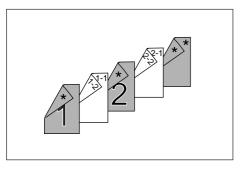
(1) Using the job build mode

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

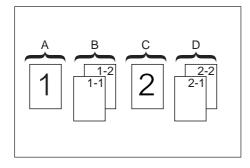
[Example]

<Finished copies>

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



<Originals>

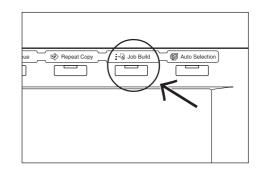


NOTE

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

• Step 1: Accessing the "Job build" screen

Touch the "Job build" key. The "Job build" screen will be displayed.



• Making the settings that apply to all steps

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

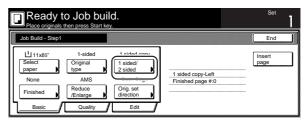
NOTES

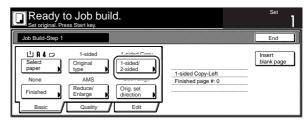
- The repeat copy mode is used to enable you to make an additional number of copy sets later.
- It is also possible to select other settings and functions, as desired, besides those given in the example procedure. (See "(2) Selecting the settings and functions" on page 5-63.)



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

Inch specifications





Section 5 OTHER CONVENIENT FUNCTIONS

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

Inch specifications

| Ready to Job build. Place originals then press Start key. | |
|--|---|
| 1 sided/ 2 sided copy | Back Close |
| Finished 1 sided 2 sided 0 pen from right 0 pen from top | Check direction Check direction of original top side. |

Metric specifications

| | Set | |
|--|-----------|---|
| 1-sided / 2-sided Copy | | Back Close |
| 1-sided 2-sided Copy Top Top | it ing | Check direction Check direction of original. |

Touch the "Edit" key. Then, in the resulting screen, touch the "Modify Copy" key. The "Modify Copy" screen will be displayed.

Inch specifications

4

| Decorriginals then press Start key. Job Build - Step1 | | Set | | |
|---|-------------------|--|--|-------------|
| | Job Build - Step1 | | | End |
| | | Correction Control Con | _2 sided copy-Left Finished page # :0 | Insert page |

Metric specifications

| [| Ready to Job build. Set original. Press Start key. | | | Set | |
|---|--|---|-------------|--|----------------------|
| | Job Build - Step1 | | | | End |
| | None Erase Mode None Margin/ Imag.shift Basic | Auto Select size original None Page numbering Quality | Modify copy | 2-sided Copy-Left Finished page #:0 | Insert blank page |

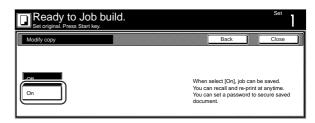
5 Touch the "On" key. Touch the "Close" key. The touch panel will return to the

Inch specifications

screen in step 4.

| | Iob build. press Start key. | | Set | 1 |
|---|--|-----------------------------|---------------|---|
| Modify Copy | | Back | Close | |
| On Diagonal Diagona Diagonal Diagonal D | When select [You can recall And you can s saved docume | and re-prin et the passv | t at anytime. | |

Metric specifications



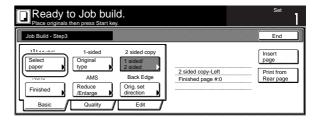
• Making the settings for the first original ("A" in the illustration on page 5-58.)

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



Touch the "Select paper" key. The "Select paper" screen will be displayed.

Inch specifications

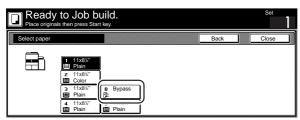


| | o Job bui | ild. | | Set |
|--------------------------------------|---|--|---|---|
| Job Build-Step 3 | | | | End |
| Select paper Finished Basic | 1-sided Original type AMS Reduce/ Enlarge Quality | 2-sided Copy 1-sided/ 2-sided Back Edge Orig. set direction Edit | 2-sided Copy-Left Finished page #: 0 | Insert blank page Print from Rear page |

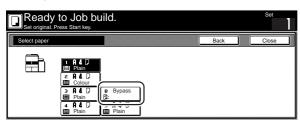
Touch the "Bypass" key.

Touch the "Close" key. The touch panel will return to the screen in step 6.

Inch specifications



Metric specifications





9

-7

Set the first original ("A") to be copied. Press the [Start] key. Scanning of the originals will start.

• Step 2: Leaving the back side of the first original ("A") blank

Touch the "Print from Front page" key.

Leaving the back side of the original blank will allow the next copy to start on the front side of the next page.

Inch specifications

| | ginal(s). inals and press sta ing finished" key w | | | Set |
|--|---|--|--|--|
| Job Build - Step2 | | | | Cancel |
| L 11x85" Select paper None Finished Basic | 1-sided Original type AMS Reduce /Enlarge Quality | 2 sided copy 1 sided/ 2 sided Back Edge Orig. set direction Edit | 2 sided copy-Left Finished page #:1 Next copy page: Rear | Insert page Print from Front page Scanning finished |

Metric specifications

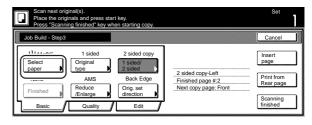
| | al(s). als and press star finished" key wh | | | Set |
|--|---|--|---|--|
| Job Build- Step2 | | | | Cancel |
| Select paper None Finished Basic | 1-sided Original type AMS Reduce/ Enlarge Quality | 2-sided Copy 1-sided/ 2-sided Back Edge Orig. set direction Edit | 2-sided Copy-Left Finished page #: 1 Next copy page: Rear | Insert blank page Print from front page Scanning finished |

• Step 3: Making the settings for the second originals ("B" in the illustration on page 5-58.)

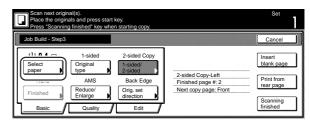
Drawer[Cassette]No.1 is to be selected for plain paper feed under the "Select paper" screen.

Touch the "Select paper" key. The "Select paper" screen will 10 be displayed.

Inch specifications



Metric specifications





Touch the key that corresponds to drawer[cassette] No. 1. Touch the "Close" key. The touch panel will return to the screen in step 10.

Inch specifications

| | / to Job build. als then press Start key. | Set |
|--------------|---|-----------|
| Select paper | Ba | ack Close |
| | ■ 11x8% ■ Plain = - x - m - m ■ Color ■ 11x8% ■ 11x8% | |
| | ■ Plain ▲ 11x8½" 5 11x8½" ■ Plain ■ Plain | |

Metric specifications

| | / to Job build. Press Start Key. | Set |
|--------------|--|-------|
| Select paper | Back | Close |
| | | |
| | E Colour 3 A 4 5 B Bypass E Plain B: | |
| | 4 A 4 D 5 A 4 D ■ Plain ■ Plain | |

| | - |
|-----|---|
| - 1 | - |
| | |
| | |

Set the second originals ("B") to be copied. Press the [Start] key.

Scanning of the originals will start.

- Section 5 OTHER CONVENIENT FUNCTIONS
- Step 4: Making the settings for the third original ("C" in the illustration on page 5-58.)

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

13 Touch the "Select paper" key. The "Select paper" screen will be displayed.

Inch specifications

 Sciences
 Sciences
 Sciences

 Bleec the original and proses start key.
 Provide and proses start key.
 Sciences

 Job Build - Stop4
 Cancel
 Insert

 Select
 Original
 2 sided copy

 Print from
 2 sided copy
 Insert

 Select
 Original
 2 sided copy

 Finished
 Reduce
 Original

 Basic
 Quality
 Edit

Metric specifications

| | nal(s). als and press star g finished* key wh | | | Set |
|------------------|--|--|--|---|
| Job Build- Step4 | | | | Cancel |
| Select paper | 1-sided Original type AMS Reduce/ Enlarge Quality | 2-sided Copy 1-sided/ 2-sided Back Edge Orig. set direction Edit | 2-sided Copy-Left Finished page #: 4 Next copy page: Front | Insert blank page Print from rear page Scanning finished |

Touch the "Bypass" key.

Touch the "Close" key. The touch panel will return to the screen in step 13.

Inch specifications

| Ready t | O JOD build. then press Start key. | Set |
|--------------|---|-------|
| Select paper | Back | Close |
| | I 11x8% ⊟ Plain 2 11x8% B Color B Plain ■ Plain ■ Plain ■ Plain ■ Plain | |

Metric specifications

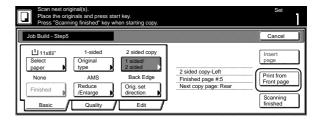
| | o Job build. ss Start key. | Set |
|--------------|--|-------|
| Select paper | Back | Close |
| | $\begin{array}{c c} 1 & \mathbf{A} & 4 & 7 \\ \hline \blacksquare & Pain \\ \hline \blacksquare & Colour \\ \blacksquare & Pain \\ \hline \blacksquare & Pain \\ \hline \blacksquare & Plain \\ \hline \hline \end{array}$ | |

15

Set the third original ("C") to be copied. Press the [Start] key. Scanning of the original will start.

- Step 5: Leaving the back side of the third original ("C") blank
- Touch the "Print from Front page" key. Leaving the back side of the original blank will allow the next copy to start on the front side of the next page.

Inch specifications



Metric specifications

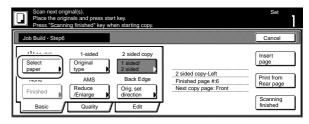
| Job Build - Step5 | | | | Cancel |
|-------------------|--------------------|------------------------|---|--------------------------|
| 山 A 4 🖙 | 1-sided | 2-sided Copy | | Insert |
| Select paper | Original type | 1-sided/ 2-sided | | blank page |
| None | AMS | Back Edge | 2-sided Copy-Left Finished page #: 5 | Print from front page |
| Finished | Reduce/ Enlarge | Orig. set direction | Next copy page: Rear | _ nonc page |

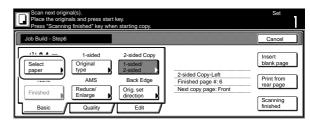
• Step 6: Making the settings for the fourth originals ("D" in the illustration on page 5-58.)

Drawer[Cassette] No.1 is to be selected for plain paper feed under the "Select paper" screen.

Touch the "Select paper" key. The "Select paper" screen will be displayed.

Inch specifications





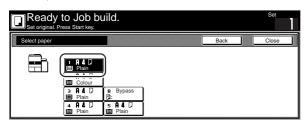
Section 5 OTHER CONVENIENT FUNCTIONS

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

Inch specifications

| Ready to J Place originals then p | | | |
|--------------------------------------|--|------|-------|
| Select paper | | Back | Close |
| | 1x8%" lain | | |
| 3 1 | olor 1x8½" B Bypass tain P⊋: | | |
| 4 1 | nain 152 1x8½" 5 11x8½" 1ain I≣I Plain | | |

Metric specifications



19 Set the fourth originals ("D") to be copied. Press the [Start] key.

Scanning of the originals will start.

• Step 7: Making the settings for a blank rear cover

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

20 Touch the "Select paper" key. The "Select paper" screen will be displayed.

Inch specifications

| | hals and press sta | art key. /hen starting copy. | | Set |
|-------------------|--|---|---|---|
| Job Build - Step7 | | | | Cancel |
| Select paper | 1-sided Original type AMS Reduce /Enlarge | 2 sided copy 1 sided 2 sided Back Edge Orig. set direction | 2 sided copy-Left Finished page #:8 Next copy page: Front | Insert page Print from Rear page Scanning finished |

Metric specifications

| | al(s). als and press start g finished" key whe | | | Set |
|-------------------|--|--|--|---|
| Job Build - Step7 | | | | Cancel |
| Select paper | 1-sided Original type AMS Reduce/ Enlarge | 2-sided Copy 1-sided/ 2-sided Back Edge Orig. set direction Edit | 2-sided Copy-Left Finished page #: 8 Next copy page: Front | Insert blank page Print from rear page Scanning finished |

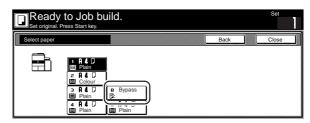
21 Touch the "Bypass" key.

 Touch the "Close" key. The touch panel will return to the screen in step 20.

Inch specifications

| | to Job build. Is then press Start key. | Set |
|--------------|---|-------|
| Select paper | Back | Close |
| | 1 11x8% 11x8% 2 11x8% 2 Color 3 11x8% Plain Plain 4 11x8% Plain Plain Plain | |

Metric specifications





Touch the "Insert page" ["Insert blank page"] key.

Inch specifications

| | ginal(s). ginals and press sta ning finished" key w | | | Set |
|--|---|---|---|-------------------------|
| Job Build - Step7 | | | | Cancel |
| L ¹ 11x8½" Select paper None | 1-sided Original type AMS Reduce | 2 sided copy 1 sided/ 2 sided Back Edge Orig. set | 2 sided copy-Left Finished page #:8 Next copy page: Front | Print from Rear page |
| Basic | /Enlarge Quality | Edit | | Scanning finished |

Metric specifications

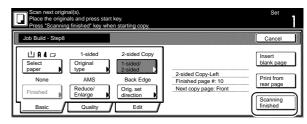
| | al(s). als and press star g finished" key who | | | Set |
|-------------------------|---|-------------------------------------|---|-------------------------|
| Job Build - Step7 | | | | Cancel |
| L A 4 다 Select paper | 1-sided Original type | 2-sided Copy 1-sided/ 2-sided | | Insert blank page |
| None | AMS | Back Edge | 2-sided Copy-Left Finished page #: 8 | Print from rear page |
| Finished | Reduce/ Enlarge | Orig. set direction | Next copy page: Front | Scanning |
| Basic | Quality | Edit | • | finished |

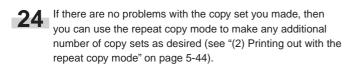


The job build set-up procedure is complete. Touch the "Scanning finished" key. Copying will start.

Inch specifications

| | | Cancel |
|--------------------------|---|---|
| 1 sided/ 2 sided | 2 sided copy-Left | Insert page |
| e Orig. set direction | Finished page #:10 Next copy page: Front | Scanning finished |
| M | MS Back Edge | al 1 sided/ 2 sided / 2 sided copy-Left Finished page f: 0 Next copy page: Front |





(2) Selecting the settings and functions

① Selecting the paper

This procedure selects the size of the copy paper.

With the content of the "Basic" tab displayed, touch the "Select paper" key. The "Select paper" screen will be displayed.

Inch specifications

| Ready to Job to Place originals then press Sta | ouild. art key. | | Set |
|---|--|--|----------------|
| Job Build - Step1 | | | End |
| Finished Quality | 1 sided copy 1 sided/ 2 sided Back Edge Orig. set direction Edit | 1 sided copy-Left Finished page #:0 | Insert page |

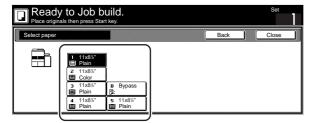
Metric specifications

| Ready to Job bui | d. | | Set |
|---|--|---|----------------------|
| Job Build-Step 1 | | | End |
| Select paper Finished Basic Quality | 1-sided Copy 1-sided/ 2-sided Back Edge Orig. set direction Edit | 1-sided Copy-Left Finished page #: 0 | Insert blank page |

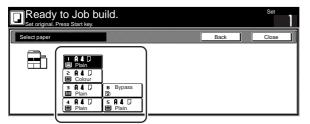
Touch the key that corresponds to the drawer[cassette] which contains the desired size of copy paper, and then touch the "Close" key. The touch panel will return to the screen in step 1.

Inch specifications

2



Metric specifications



Section 5 OTHER CONVENIENT FUNCTIONS

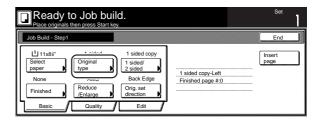
(2) Specifying the type of originals

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

1

With the content of the "Basic" tab displayed, touch the "Original type" key. The "Original type" screen will be displayed.

Inch specifications



Metric specifications

| | build. | Set |
|--|--|------------------------|
| Job Build-Step 1 | | End |
| Select paper None Finished Basic Qual | Sided Copy Sided Sided Sided Back Edge Orig. set direction | I Copy-Left blank page |

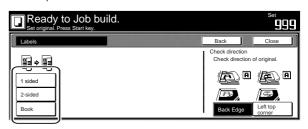


Select between "1 sided", "2 sided" and "Book", in accordance with the originals being copied.

Inch specifications

| Ready to Job build. Place originals then press Start key. | Set 999 |
|--|---------------------------------------|
| Original type | Back Close |
| I sided 2 sided Book | Check direction of original top side. |

Metric specifications



NOTES

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



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

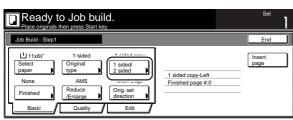
③ Selecting between 1-sided or 2-sided copies

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



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

Inch specifications



Metric specifications

| [| | o Job bu ss Start key. | ild. | | Set |
|---|--|---|--|---|----------------------|
| | Job Build-Step 1 | | l | | End |
| | Li A 4 Select paper None Finished Basic | 1-sided Original type AMS Reduce/ Enlarge Quality | A sided Access 1-sided/ 2-sided Dougle Edge Crig. set direction Edit | 1-sided Copy-Left Finished page #: 0 | Insert blank page |

NOTE

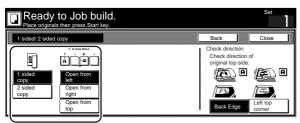
The setting in regard to making either 1-sided or 2-sided copies can only be made in the first step of the job build mode and will apply to all steps in the copy job.



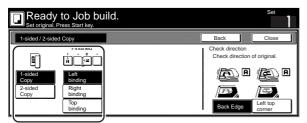
Touch the "1 sided" key or the "2 sided" key, as appropriate, and then select the binding direction you want for the finished copies.

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

Inch specifications



Metric specifications



IMPORTANT!

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



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

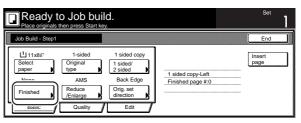
④ Selecting how to finished up the copy sets

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

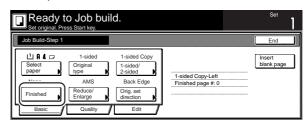


With the content of the "Basic" tab displayed, touch the "Finished" key. The "Finished" screen will be displayed.

Inch specifications



Metric specifications



NOTE

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

| 2 |
|---|
| 4 |
| |
| |

Select how you want the copy sets to be finished by touching the "Staple mode" key, the "Saddle Stitch" ["Center Staple"] key or the "Punch mode" key, as appropriate. Follow the instructions on the right side of the touch panel and verify the direction in which the originals were set.

Inch specifications

| | y to Job bu | ild. | | | Set 999 |
|----------|-------------|------------------|---------------|--|--------------------|
| Finished | | 1 | [| Back | Close |
| \ | Sorting | Staple | Punch | Check direction | 1 |
| | ÷. | No cover | No cover | Check direction of original top side. | of |
| | None | Staple mode | Punch mode | í <u>e</u> | (E) A |
| | 1 set | Saddle Stitch | | Back Edge | Left top corner |

| | y to Job bu . Press Start key. | iild. | | | Set |
|----------|-----------------------------------|------------------|---------------|--------------------|--------------------|
| Finished | | | | Back | Close |
| | Group | Staple | Punch | Check direction | |
| | ų. | None | None | Check direction of | of original. |
| | None | Staple Mode | Punch Mode | (<u>A</u> | |
| | 1 set | Center Staple | | Back Edge | Left top corner |

IMPORTANT!

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



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

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

1

With the content of the "Basic" tab displayed, touch the "Reduce/Enlarge" key. The "Reduce/Enlarge" screen will be displayed.

Inch specifications

| Ready to Job bu | uild. _{key.} | Set |
|---|--|-----|
| Job Build - Step1 | | End |
| Image: select 1-sided Select Original type Ance Finished Reduce Basic usany | 1 sided copy 1 sided/ 2 sided Back Edge Orig. set direction Edit |) |

Metric specifications

| Ready t | o Job bui | ld. | | Set |
|--|--|--|---|-----|
| Job Build-Step 1 | | | | End |
| LIA4 C Select paper None Finished Basic | 1-sided Original type Reduce/ Enlarge Quality | 1-sided Copy 1-sided/ 2-sided Back Edge Orig. set direction Edit | 1-sided Copy-Left Finished page #: 0 | - |

Select the desired magnification ratio.

If you want to have the copy magnification ratio selected automatically, touch the "AMS" key.

If you want to manually set the magnification ratio, touch the "#keys" key and then enter the desired ratio with the keypad, or touch the "+" key or the "-" key to change the displayed magnification ratio to the desired setting in 1% increments. You can also select the magnification ratio by touching the preset zoom ratio keys at the right that corresponds to the desired ratio.

Inch specifications

| Ready to Place originals the | Job build. In press Start key. | | | Set 999 |
|---------------------------------|-----------------------------------|----------------------------|------------------------------|----------------------------|
| Reduce/Enlarge | | | Back | Close |
| | (25~400) | | | |
| ₽ , | 100 % | AMS | 154 % 5¹/₂x8¹/₂"→8¹/₂x14" | 77 % 11x17" →8½x14" |
| Standard Zoom | + | 100 % | 129 % 8½x11" →11x17" | 64 % 11x17" →8½x11" |
| XY zoom | | 400 % | 121 % 8¹/₂x14" →8¹/₂x17" | 50 % 11x17" →5¹/₂x8¹/₂" |
| | # keys | 200 % 5¹/₂x8¹/₂"→11x17" | 78 % 8'/₂x14" →8'/₂x11" | 25 % |

Metric specifications

3

| b build. | | | Set 999 |
|----------|------|---|---|
| | | Back | Close |
| (25~400) | | 4400 0 Jap 31 | 75% 11x15" →A 4 |
| 100 % | | | 700/ 8 3+8 4 |
| <u>+</u> | 400% | | ^{70%} Ä Å Å Š 50% |
| #-Kove | 200% | 90% Folio+A 4 | 25% |
| | key. | (25-400) 100 % AMS + 400% 200% | key. Back (25-400) 141% A 4* A 3 100 MS 141% A 4* A 3 + 1002 127% Folio A 3 - 1002 127% Folio A 3 2002 000% 106% 11x15* A 3 |

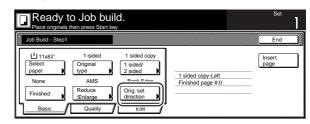
Touch the "Close" key. The touch panel will return to the screen in step 1.

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

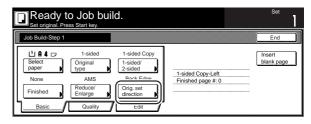
1 ^V

With the content of the "Basic" tab displayed, touch the "Orig.set direction" key. The "Orig.set direction" screen will be displayed.

Inch specifications



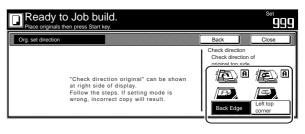
Metric specifications





Touch the "Back Edge" key or the "Left top corner" key, as appropriate, according to the direction of the originals.

Inch specifications



Metric specifications



IMPORTANT!

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



⑦ Setting the scanning density

This procedure sets the copy exposure for the finished copies.

1 Touc

Touch the "Quality" key. Then, in the resulting screen, touch the "Scanning density" key. The "Scanning density" screen will be displayed.

Inch specifications

| Ready to Job bui | ld. | | Set |
|-------------------|------------------|--|----------------|
| Job Build - Step1 | | | End |
| Basic Quality | Off Eco Print | 1 sided copy-Left Finished page # : 0 | Insert page |

Metric specifications

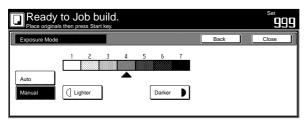
| Ready to Job bui | ld. | | Set |
|---------------------|------------------|---|----------------------|
| Job Build - Step1 | | | End |
| Scanning density | Off Eco Print | 1-sided Copy-Left Finished page #: 0 | Insert blank page |
| Basic Quality | Edit | | |

2

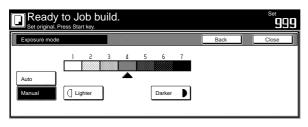
If you want to have the copy exposure selected automatically, touch the "Auto" key.

If you want to manually set the exposure, touch the "Manual" key and then touch the "Lighter" key or the "Darker" key to move the cursor on the exposure scale and adjust the exposure as desired.

Inch specifications



Metric specifications



3

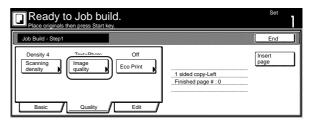
Touch the "Close" key. The touch panel will return to the screen in step 1.

(8) Setting the image quality

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

Touch the "Quality" key. Then, in the resulting screen, touch the "Image quality" key. The "Image quality" screen will be displayed.

Inch specifications



Metric specifications

| Job Build - Step1 | | | End |
|---------------------------------|------------------|---|----------------------|
| Manual 4 Scanning density | Off Eco Print | 1-sided Copy-Left Finished page #: 0 | Insert blank page |

Select the image quality mode by touching the "Manual" key and then touching the "Text+Photo" key, the "Photo" key or the "Text" key, as appropriate.

Inch specifications

| Drig.image quality | Back | Close |
|--------------------|--|-----------------------------------|
| ext+Photo | Text+Photo : Set this mode with mixed Photo : Add a dimensional Text : Copy a pencil or fin | text and photo effect of photo |

Metric specifications

| Ready to Jo | bb build. | | Set |
|------------------------------------|---|---|-------|
| Image quality orig. | | Back | Close |
| BES Text+Photo Photo Text | Text+Photo: Set thi original m Photo: Add a dimer Text : Copy pencil & | ixed (text & photo) nsional effect of ph | |



 $(\ensuremath{\mathfrak{9}})$ Turning the eco print mode ON

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

1

Touch the "Quality" key. Then, in the resulting screen, touch the "Eco Print" key. The "Eco Print" screen will be displayed.

Inch specifications

| Ready to Job bu | uild. _{key.} | Set |
|--|--------------------------|----------------|
| Job Build - Step1 | | End |
| Density 4 Text+Photo Scanning density density quality Basic Quality | Eco Print | Insert page |

Metric specifications

| | ady to Job riginal. Press Start ke | build. | | Set |
|------------------------|---------------------------------------|--------|---|----------------------|
| Job Bui | d - Step1 | | | End |
| Man Scanr densit | ing y Image quality | hoto | 1-sided Copy-Left Finished page #: 0 | Insert blank page |
| | sic Quali | tyEdit | - | |

NOTE

3

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

Touch the "On" key to turn the eco print mode ON.

Inch specifications

| Eco Print Back Close Eco Print is saving toner consumption, and it is economically. | | to Job build. s then press Start key. | Set 99 | 99 |
|---|-----------|--|---|----|
| Eco Print is saving toner consumption, and it Eco Print is saving toner consumption, and it | Eco Print | | Back Close | |
| | | | It is possible to reduce toner consumption. Il Image is a little light. | |

Metric specifications

| Ready to Job build. Set original. Press Start key. | Set 999 |
|---|--|
| Eco Print | Back Close |
| Eco Print enables toner consumption reduction. | Eco Print Toner consumptioncan be reduced. Ilmage resolution reduced. Of On |
| | l J |

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

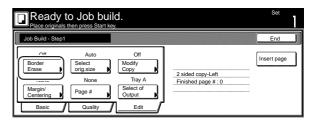
10 Selecting the sheet erase mode

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

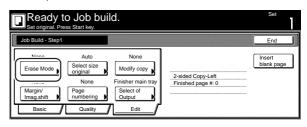


Touch the "Edit" key. Then, in the resulting screen, touch the "Border Erase" ["Erase Mode"] key. The "Border Erase" ["Erase Mode"] screen will be displayed.

Inch specifications



Metric specifications





Touch the "Sheet Erase" ["Border erase"] key and then set the desired border width.

Inch specifications

| Ready to Je | ob build. ress Start key. | Set |
|----------------|------------------------------|---|
| Border Erase | | Back Close |
| Sheet Erase | | a border shadow of original w from centor of book. |

Metric specifications





(1) Manually selecting the size of the originals

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



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

Inch specifications

| Ready to J | ob build. ress Start key. | Set |
|--|--|-----|
| Job Build - Step1 | | End |
| Erase orig None Margin/ Centering | A.v.n. Off det jsze Copy Tray A Ja # Select of Quality Edit | |

Metric specifications

| Ready to Job bu Set original. Press Start key. | uild. | Set |
|---|--|----------------------|
| Job Build - Step1 | | End |
| None Erase Mode None Marginí Basic Quality | None Modify copy Finisher main tray Select of Output Edit | Insert blank page |

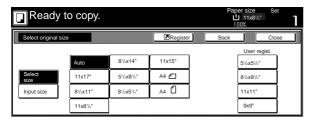
2

If you want the size of the originals to be detected automatically, touch the "Auto" key. If you want to select a

standard original size, touch the key that corresponds to the desired size.

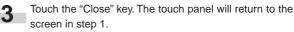
If you want to select the dimensions of the originals manually, touch the "Input size" key and then set the corresponding dimensions.

Inch specifications



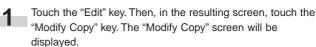
Metric specifications

| Ready to copy. | | | | Pa | apersize Set LIAI⊡ 100% | 1 |
|--|-------|-------|-------|--------|-------------------------------|---|
| Select size original Register Back Close | | | | | ב | |
| | | | | | Use regist | |
| | Auto | A 5 🗆 | B 5 🗆 | 11×15″ | 100X100mm | |
| Select size | A 3 🗆 | A 5 🖞 | B 5 🖞 | 8½×11″ | 150X150mm | |
| Input size | A 4 🗆 | A 6 🗂 | B 6 🗆 | 11×8¼" | 200X200mm | |
| | A 4 🗇 | B 4 🗆 | B 6 🖞 | Folio | 120X120mm | |

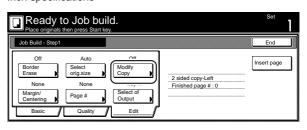


(12) Selecting the repeat copy mode

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



Inch specifications

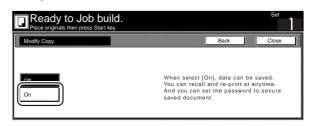


Metric specifications

| Ready t | o Job bui | ld. | | Set |
|--|--|------------------------------------|---|----------------------|
| Job Build - Step1 | | | | End |
| None Erase Mode None Margin/ Imag.shift Basic | Auto Select size original None Page numbering | Modify copy Select of Output | 2-sided Copy-Left Finished page #: 0 | Insert blank page |

NOTES

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



Metric specifications

| Ready to Jo | bb build. t key. | Set | 1 |
|---------------|--|---------|---|
| Modify copy | Back | Close | |
| On Difference | When select [On], job can be s You can recall and re-print at a You can set a password to sec document. | nytime. | d |



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

1

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

Inch specifications

| | O JOB buil | d. | | Set |
|---|--|--|---|-------------|
| Job Build - Step1 | | | | End |
| Off Border Erase Margin/ Centering Basic | Auto Select orig.size None Page # Quality | Off Modify Copy Tray A Select of Output Edit | 2 sided copy-Left Finished page # :0 | Insert page |

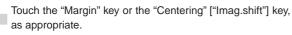
Metric specifications

| Ready to Job bu | iild. | | Set |
|---|--|---|----------------------|
| Job Build - Step1 | | | End |
| None Auto Erase Mode Select size original | None Modify copy Finisher main tray Select of Output Edit | 2-sided Copy-Left Finished page #: 0 | Insert blank page |

NOTE

3

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



For more detailed information on these two settings, refer to the explanation for the margin mode on page 5-6 or the centering/image shift mode on page 5-8, as appropriate.

Inch specifications



Metric specifications

| Margin/Image shift | Back Close | e |
|--------------------|---|---|
| None | | |
| | Image can be reduced on left or upper half of paper. | |

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

Section 5 OTHER CONVENIENT FUNCTIONS

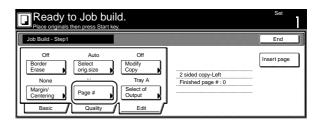
(14) Selecting the print page numbers mode

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

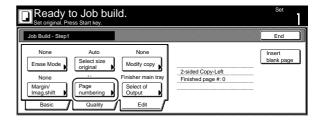
| 4 | |
|---|--|
| | |
| | |

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

Inch specifications



Metric specifications



NOTE

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

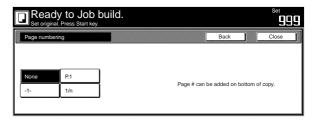


Touch the "Page #" ["Page numbering"] key. For more detailed information on this setting, refer to the explanation for the print page numbers mode on page 5-16.

Inch specifications

| | Ready to Job build. Place originals then press Start key. | | | | | |
|---|--|-----|-------------------------------------|-------|--|--|
| ſ | Page # | | Back | Close | | |
| | | | | | | |
| | | í | 1 | | | |
| | None | P.1 | Page # can be added on bottom of c | 2001/ | | |
| | -1- | 1/n | r age # can be added on bollon of c | ,ору. | | |
| | | - | - | | | |

Metric specifications



(15) Selecting the location of copy ejection

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



Touch the "Edit" key. Then, in the resulting screen, touch the "Select of Output" key. The "Select of Output" screen will be displayed.

Inch specifications

| Ready to Job Place originals then press | Set | | |
|--|---|--|-------------|
| Job Build - Step1 | | | End |
| Off Au Border Select Erase None No Margin/ Centering Page # Basic Que | Modify Copy ne Select of Output | 2 sided copy-Left Finished page # : 0 | Insert page |

Metric specifications

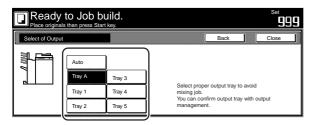
| Ready to | Job buil Start key. | d. | | Set |
|-------------------|---|---------------------|---|----------------------|
| Job Build - Step1 | | | | End |
| None Margin/ | Auto Select size original None Page numbering Quality | None Modify copy | 2-sided Copy-Left Finished page #: 0 | Insert blank page |

NOTES

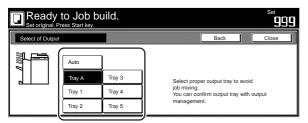
- This setting will only be displayed when the optional Document Finisher or Multi Job Tray is installed on your copier.
- The setting in regard to the location of copy ejection can only be made in the first step of the job build mode and will apply to all steps in the copy job.

2

Select the desired location for the ejection of finished copies. Inch specifications



Metric specifications



1. Document management functions

(1) What are the "document management" functions?

"Document management" functions refer to those functions that enable you to scan and save documents onto the copier's hard disk, and then use that data for copying purposes.

Each function has it's own separate "box" (the area where document data is saved) on the hard disk and all data for that particular function is saved into that specific box.

The following "document management" functions are available with this copier:

• Form registration (pages 6-1 through 6-4)

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

• Shared data box (pages 6-4 through 6-8)

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

• Synergy print boxes (pages 6-9 through 6-19)

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

(2) Form registration

(1) Registering a form

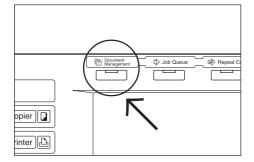
Perform the following procedure when you want to register an images as a "form" for use in the form overlay mode.



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

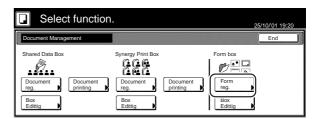


Press the [Document Management] key. The "Document Management" screen will be displayed.

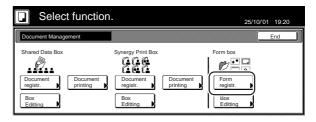


3 Touch the "Form register" key. The "Form reg." ["Form registr."] screen will be displayed.

Inch specifications



Metric specifications

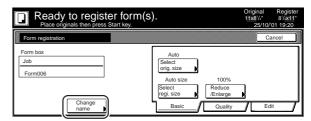


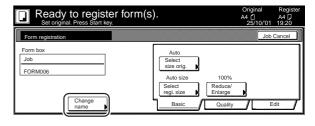


Touch the "Change name" key and then enter a name for the form data.

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

Inch specifications





NOTE

Refer to "Entering characters" on page 7-72 for information on entering characters.



6

Touch the "Select orig. size" ["Select size orig."] key, the "Select regi. size" key and/or the "Reduce/Enlarge" key, if you want to perform the corresponding settings. If you want to access the "Scanning density" key and/or the "Orig.image quality" ["Image quality"] key to make those settings, touch the "Quality" key.

If you want to set access the "Border Erase" ["Erase Mode"] key to make those settings, touch the "Edit" key.

Press the [Start] key. Scanning of the document will start. Once the document has been completely scanned, the touch panel will return to the screen in step 3. If you want to register another form, repeat steps 3 through 6.

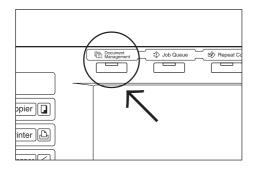
Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

(2) Checking registered forms and changing form names

Perform the following procedure when you want to verify the name of a registered form, the size of the original document or the date and time it was stored in memory, or when you want to print out the document in order to check it. You can also use this procedure to change the registered form name.



Press the [Document Management] key. The "Document Management" screen will be displayed.



2 Touch the "Box Edittig" ["Box Editting"] key under "Form box". The "Box editting" screen will be displayed.

Inch specifications

| Select | function | • | | 2 | 25/10/'01 19:20 |
|------------------|----------------------|-------------------|----------------------|----------------|-----------------|
| Document Manager | ment | | | | End |
| Shared Data Box | Document printing | Synergy Print Box | Document printing | Form box | Ň |
| Box Edittig | | Box Edittig | | Box Edittig |] |

Metric specifications

| Document Manage | ement | | | | End |
|-----------------|----------------------|-------------------|----------------------|----------|-----|
| Bhared Data Box | Document printing | Synergy Print Box | Document printing | Form box | |



Select the form that you want to check and then touch the "Conf/Crrt. details" ["Check/Rev. details"] key. The "Check/ Correct details" ["Check/revise details"] screen will be displayed.

Inch specifications

| Form | | | Up | Order of |
|------------|----------|----------|--------|-----------------------|
| Form 005 | 11x8¹/ュ" | 01/04/19 | | indication |
| ▲ Form 004 | 11x8½" | 01/04/19 | | Conf/Crrt. details |
| Form 003 | 8½x11" | 01/04/19 | | |
| Form 002 | 11x8½" | 01/04/19 | | |
| ▲ Form 001 | 11x8½" | 01/04/19 | ▼ Down | Delete |

Metric specifications

| Form | | Up Order of |
|----------|---------------|-----------------------|
| Form 007 | A4 🖾 25/10/01 | indication |
| Form 006 | A4 🖞 25/10/01 | Check/Rev. details |
| Form 005 | A4 🖞 25/10/01 | |
| Form 004 | A4 🗋 25/10/01 | |
| Form 003 | A4 🖞 25/10/01 | Down Delete |

NOTE

It is possible to change the order of display for the registered forms. To do so, touch the "Order of indication" key, and then touch the "Arrange based date" key or the "Arrange based name" key, as appropriate.

Check the displayed information.

If you want to print out the selected form, touch the "Print Form" key.

If you want to change the name of the selected form, touch the "Change form name" key and then enter the new name.

Inch specifications

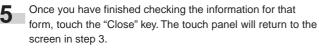
| Change |
|-----------|
| form name |
| |
| |
| Print |
| Form |
| |
| |

Metric specifications

| Check/revice details | | | Close |
|--|---|--------------------------------------|-------|
| Default menu | Setting mode | | |
| Document name Size Input source Resolution Registration date | FORM007 A4 C Copy 1200dpi '25/10/01 14:06 | Change form name Print Form | |
| Document Management - Form | box - Box editting | | |

NOTE

Refer to "Entering characters" on page 7-72 for information on entering characters.



If you want to check the information for another registered form, repeat steps 3 through 5.



Touch the "Close" key once again. The touch panel will return to the screen in step 2.

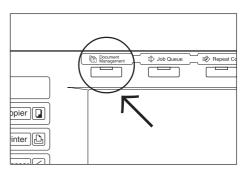
Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

③ Deleting a registered form

Perform the following procedure when you want to delete a registered form.

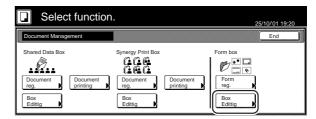
| 4 | |
|---|--|
| | |

Press the [Document Management] key. The "Document Management" screen will be displayed.



Touch the "Box Edittig" ["Box Edittig"] key under "Form Box". The "Box editting" screen will be displayed.

Inch specifications



Metric specifications

| Select | function | l. | | 25/10 | 0/01 19:20 |
|---|----------------------|--|----------------------|---|------------|
| Document Manage | ment | | | (| End |
| Shared Data Box Document registr. | Document printing | Synergy Print Box Document registr. Box Editting | Document printing | Form box Form registr. Box Editting | |



Select the form that you want to delete and then touch the "Delete" key. A verification screen will be displayed.

Inch specifications

| Box editting | | | | | Close |
|--------------------|----------|----------|------|-----------------------|-------|
| Form | | | ▲ Up | Order of | |
| Form 005 | 11x8½" | 01/04/19 | | indication | |
| Form 004 | 11x8½" | 01/04/19 | | Conf/Crrt. details | |
| Form 003 | 81/2x11" | 01/04/19 | | | |
| Form 002 | 11x8½" | 01/04/19 | | | |
| Form 001 | 11x8½" | 01/04/19 | Down | Delete | |
| | | 001/005 | | | |
| ument Management - | Form box | | | | |

| Form | | Up Order of | |
|----------|---------------|-----------------------|--|
| Form 007 | A4 🖾 25/10/01 | | |
| Form 006 | A4 🗋 25/10/01 | Check/Rev. details | |
| Form 005 | A4 🚺 25/10/01 | | |
| Form 004 | A4 🖞 25/10/01 | | |
| Form 003 | A4 🖞 25/10/01 | Down Delete | |

NOTE

It is possible to change the order of display for the stored documents. To do so, touch the "Order of indication" key, and then touch the "Sort by date" key or the "Sort by name" key, as appropriate.



Touch the "Yes" key or the "No" key, as appropriate.

Inch specifications

| | Stop |
|---|------|
| | |
| | |
| Form name : Form 001 | |
| This form will be deleted. Do you really want to delete it? | |
| Yes No | |
| | |

Metric specifications



If you selected "Yes", the selected form will be deleted and the touch panel will return to the screen in step 3. If you selected "No", the touch panel will return to the screen in step 3 without deleting the selected form.



6

If you want to delete another registered form, repeat steps 3 and 4.

Touch the "Close" key. The touch panel will return to the screen in step 2.

Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

(3) Shared data box

(1) Storing documents in the box

Perform the following procedure when you want to register a set of documents in the shared data box.

* Up to 100 sets of documents can be saved in the shared data box.

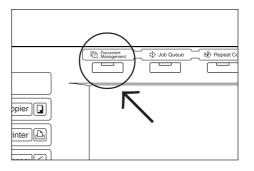
NOTE

If the optional Printer Kit is installed in your copier, you can also send the document data from your computer and store it in the shared data box. For more detailed information, refer to the Operation Guide for your Printer Kit.



Set the documents to be stored.

Press the [Document Management] key. The "Document Management" screen will be displayed.





Touch the "Document reg." ["Document registr."] key under "Shared Data Box". The "Document registration" screen will be displayed.

Inch specifications

| Select function |) . | 25/10/'01 19:20 |
|---------------------|-------------------|-----------------|
| Document Management | | End |
| Shared Data Box | Synergy Print Box | Form box |

| Select function | | 25/10/01 19:20 |
|---------------------|---|----------------|
| Document Management | I | End |
| Shared Data Box | | Form box |

Touch the "Change name" key and then enter a name for the documents.

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

Inch specifications

| Auto | | | Cancel |
|---|---|--|--|
| Auto | | | |
| Auto Select orig. size Auto size Select regi. size | 1 sided Original type 100% Reduce /Enlarge | Or | nck Edge rig. set rection |
| | Auto size Select | Auto size 100% Select Reduce regi. size Finlarge | Auto size 100% Ba Select Reduce Or regi. size //Enlarge Or |

Metric specifications

| Set original. Press Start | ister document(s). | A4 [] 25/10/01 | A4 🖓 19:20 |
|----------------------------------|---|-------------------|---------------|
| Form registration | | Job | cancel |
| Shared Data Box Job Job001 | Auto 1-sided Select Original Auto size 100% Select Reduce/ redi. size Fenaree | Back I Orig. | set |

NOTE

Refer to "Entering characters" on page 7-72 for information on entering characters.



Touch the "Select orig. size" ["Select size orig."] key, the "Select regi. size" key, the "Original type" key, the "Reduce/ Enlarge" key and/or the "Orig.set direction" key, if you want to perform the corresponding settings.

If you want to access the "Scanning density" key and/or the "Orig.image quality" ["Image quality"] key to make those settings, touch the "Quality" key.

If you want to set access the "Border Erase" ["Erase Mode"] key and/or the "Continuous scanning" ["Multiple scanning"] key to make those settings, touch the "Edit" key.



Press the [Start] key. Scanning of the documents will start. Once all of the documents have been completely scanned, the touch panel will return to the screen in step 3. If you want to register another form, repeat steps 3 through 6.



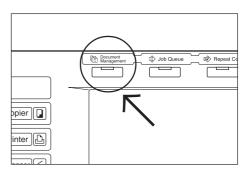
Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

2 Printing out stored documents

Perform the following procedure when you want to print out documents that are stored in a shared data box.

| | 1 | 1 |
|--|---|---|
| | | |

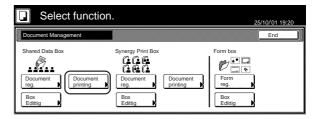
Press the [Document Management] key. The "Document Management" screen will be displayed.



2

Touch the "Document printing" key under "Shared Data Box". The "Document printing" screen will be displayed.

Inch specifications



Metric specifications

| Select functio | on. | 25/10/01 19:20 |
|--|-------------------|----------------|
| Document Management | | End |
| Shared Data Box Document registr. Box Editting | Synergy Print Box | Form box |



Select the documents to be printed out and then touch the "Finish selecting" key.

A verification screen will be displayed.

Inch specifications

| Document printing | | | | | Cancel |] |
|-----------------------------|--------|----------|------|-----------------------|-----------|---|
| Document data box | | | Up | Order of indication | | |
| Job 005 | 1 | 25/10/01 | | | | |
| Job 004 | 1 | 25/10/01 | | Conf/Crrt. details | | |
| Job 003 | 1 | 25/10/01 | | | | |
| Job 002 | 1 | 25/10/01 | | | | |
| Job 001 | 1 | 25/10/01 | Down | (| Finish | J |
| | | 001/010 | | | selecting | J |
| Document Management - Share | d Data | Box | | | | 1 |

| Document data box | | | ▲ Up | Order of | |
|-------------------|---|----------|------|-----------------------|--|
| JOB003 | 1 | 25/10/01 | | indication | |
| JOB002 | 1 | 25/10/01 | | Check/Rev. details | |
| JOB001 | 1 | 25/10/01 | | | |
| | | | Down | | |

NOTE

It is possible to change the order of display for the stored documents. To do so, touch the "Order of indication" key, and then touch the "Sort by date" key or the "Sort by name" key, as appropriate.

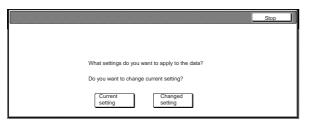


Touch the "w/ current setting" ["Current setting"] key or the "w/ changed setting" ["Changed setting"] key, as appropriate.

Inch specifications

| What settings do you apply with data? | |
|---|--|
| Do you want to change current setting? | |
| w/ current setting w/ changed setting | |

Metric specifications



If you want to change any of the copy settings, touch the "Editing print" key and then go to the next step.

If you do NOT want to change any of the settings, touch the "Normal print" key and go directly to step 7.



Touch the "Select paper" key, the "Sort/Finished" key and/or the "1 sided/ 2 sided" key, to perform the corresponding settings.

If you want to access the "Form Overlay" key, the "Margin" key, the "Cover Mode" key, the "Page #" key, the "Booklet" key and/or the "Select of Output" key to make those settings, touch the "Edit" key.



Press the [Start] key. Print out will start.

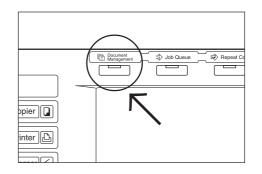
Touch the "Select paper" key and/or the "Sort/Finished" key to perform the corresponding settings, and then press the [Start] key. Print out will start.

(3) Checking stored documents and changing their names

Perform the following procedure when you want to verify the name of stored documents, the size of the original documents or the date and time they were stored in the shared data box, or when you want to print out the first page of those document in order to check them. You can also use this procedure to change the registered name for the documents.



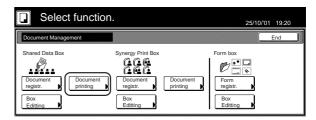
Press the [Document Management] key. The "Document Management" screen will be displayed.



Touch the "Document printing" key or the "Box Editting" ["Box Editting"] key under "Shared Data Box". The "Document printing" screen or the "Box editting" screen, as appropriate, will be displayed.

Inch specifications

| Select function | າ. | 25/10//01 19:20 |
|---|-------------------|-----------------|
| Document Management | | End |
| Shared Data Box Document reg. Box Editing | Synergy Print Box | Form box |



3 Select the documents that you want to check and then touch the "Cont/Crrt details" key. The "Check/Correct details" screen will be displayed.

Inch specifications

| | | | 1 | | | |
|-------------------|---|----------|----------------|------|------------------------|--|
| Document data box | | | . I ∆ ' | Up | Order of indication | |
| Job 005 | 1 | 25/10/01 | | J | | |
| Job 004 | 1 | 25/10/01 | | | Cont/Crrt. details | |
| Job 003 | 1 | 25/10/01 | | | | |
| Job 002 | 1 | 25/10/01 | | i | | |
| Job 001 | 1 | 25/10/01 | | Down | Delete | |

Metric specifications

| Во | x editting | | | | (| Close |
|------|--------------------|-------------|----------|--------|-----------------------|-------|
| | Document data box | c . | | ▲ Up | Order of | |
| | JOB003 | 1 | 25/10/01 | | indication | |
| | JOB002 | 1 | 25/10/01 | | Check/Rev. details | |
| | JOB001 | 1 | 25/10/01 | | | |
| | | | | ▼ Down | Delete | |
| l ' | | | 001/003 | | | |
| Docu | ument Management - | Shared Data | Box | | | |

NOTE

It is possible to change the order of display for the stored documents. To do so, touch the "Order of indication" key, and then touch the "Sort by date" key or the "Sort by name" key, as appropriate.



Check the displayed information.

If you want to print out the first page of the selected documents, touch the "Print from 1st" ["Head Print"] key. If you want to change the name of the selected documents, touch the "Change doc.name" key and then enter the new name.

Inch specifications

| Check/Correct details | | |
|-----------------------|----------------|----------------|
| Default menu | Setting mode | |
| Document name | Job005 | Change |
| Registration size | 11x15" | doc. name |
| Orig. set direction | Back Edge | |
| page # | 1 | |
| Input source | Сору | |
| Resolution | 1200dpi | Print from 1st |
| Registration date | 25/10/01 14:39 | |

Metric specifications

| Setting mode | |
|------------------------------------|---|
| Job006 A4 [] Back Edge 1 | Change doc. name |
| Copy 1200dpi '25/10/01 14:39 | Head print |
| | Job006 A4 [1] Back Edge 1 Copy 1200dpi |

NOTE

Refer to "Entering characters" on page 7-72 for information on entering characters.

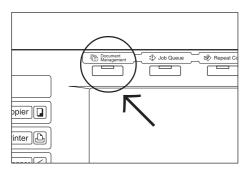
- Once you have finished checking the information for those documents, touch the "Close" key. The touch panel will return to the screen in step 3.
 If you want to check the information for other stored documents, repeat steps 3 through 5.
- Touch the "Close" key once again. The touch panel will return to the screen in step 2. Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

(4) Deleting stored documents

Perform the following procedure when you want to delete stored documents.



Press the [Document Management] key. The "Document Management" screen will be displayed.



Touch the "Box Editting" ["Box Editting"] key under "Shared Data Box". The "Box editting" screen will be displayed.

Inch specifications

| Select function | l. | 2 | 5/10/01 19:20 |
|---------------------|-------------------|--------------|---------------|
| Document Management | | | End |
| Shared Data Box | Synergy Print Box | ument ing | |

Metric specifications

| Select function | ۱. | | 25/10/ | /01 19:20 |
|---------------------|-------------------|----------------------|----------|-----------|
| Document Management | | | | End |
| Shared Data Box | Synergy Print Box | Document printing | Form box | |

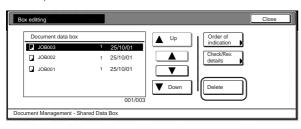
Select the documents that you want to delete and then touch the "Delete" key. A verification screen will be displayed.

Inch specifications

3

| Box editting | | Close |
|-----------------------------|------------|-----------------------|
| Document data box | ↓ Up | Order of indication |
| Job 005 | 1 25/10/01 | |
| Job 004 | 1 25/10/01 | Cont/Crrt. details |
| Job 003 | 1 25/10/01 | |
| Job 002 | 1 25/10/01 | |
| Job 001 | 1 25/10/01 | n Delete |
| | 001/010 | |
| Document Management - Share | d Data Box | |

Metric specifications



NOTE

It is possible to change the order of display for the stored documents. To do so, touch the "Order of indication" key, and then touch the "Sort by date" key or the "Sort by name" key, as appropriate.



Touch the "Yes" key or the "No" key, as appropriate.

Inch specifications

| | Stop |
|---|------|
| | |
| | |
| | |
| Document name : JOB 005 | |
| This document(s) will be deleted. Do you want to delete it? | |
| | |
| Yes No | |
| | |

Metric specifications

| | Stop |
|--|------|
| | |
| | |
| Document name :JOB002 | |
| This document will be deleted. Are you sure? | |
| Yes No | |
| | |

If you selected "Yes", the selected documents will be deleted and the touch panel will return to the screen in step 3. If you selected "No", the touch panel will return to the screen in step 3 without deleting the selected documents.



If you want to delete other stored documents, repeat steps 3 and 4.



Touch the "Close" key. The touch panel will return to the screen in step 2.

Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

(4) Synergy print boxes

(1) Storing documents in a box

Perform the following procedure when you want to register a set of documents in a synergy print box.

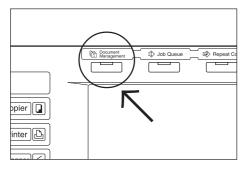
NOTE

If the optional Printer Kit is installed in your copier, you can also send the document data from your computer and store it in the synergy print box. For more detailed information, refer to the Operation Guide for your Printer Kit.

Set the documents to be stored.



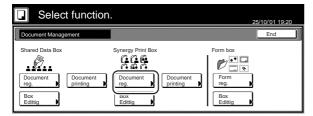
Press the [Document Management] key. The screen to select the synergy print box will be displayed.



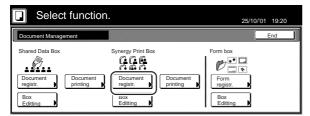
3

Touch the "Document reg." ["Document registr."] key under "Synergy Print Box". The "Document registration" screen will be displayed.

Inch specifications



Metric specifications



4 Either touch the synergy print box in which you want to register the documents, or enter its number using the keypad. Then touch the "Enter" key. The "Document Management" screen will be displayed.

Inch specifications

| Document registration | | | | Cancel |
|-----------------------|-------------------|------------------|------------------|-------------------------|
| Select box No. | | | | BOX No. (with #-key) |
| 001 ABCD_0000001 | 006 UVWX_0000006 | 011 QRST_0000105 | 016 MNOP_0200104 | |
| 002 EFGH_0000002 | 007 ABCD_0000101 | 012 UVWX_0000106 | 017 QRST_0200105 | |
| 003 IJKL_0200003 | 008 EFGH_0000102 | 013 ABCD_0200101 | 018 UVWX_0200106 | |
| 004 MNOP_0000004 | 009 IJKL_0000103 | 014 EFGH_0200102 | 019 ABCD_050010 | 1 |
| 005 QRST_0000005 | 010 MNOP_0000104 | 015 IJKL_0200103 | 020 EFGH_0500102 | |
| | | 1/5 | | Enter |
| Document Management | Sumorau Brint Boy | 1/5 | | |

Metric specifications

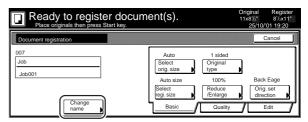
| Select box No. | | | | BOX NR. |
|------------------|------------------|------------------|------------------|--------------|
| 001 ABCD_0000001 | 006 UVWX_0000006 | 011 QRST_0000105 | 016 MNOP_0200104 | (with #-key) |
| 002 EFGH_0000002 | 007 ABCD_0000101 | 012 UVWX_0000106 | 017 QRST_0200105 | 0 0 7 |
| 003 IJKL_0200003 | 008 EFGH_0000102 | 013 ABCD_0200101 | 018 UVWX_0200106 | |
| 004 MNOP_0000004 | 009 IJKL_0000103 | 014 EFGH_0200102 | 019 ABCD_050010 | |
| 005 QRST_0000005 | 010 MNOP_0000104 | 015 IJKL_0200103 | 020 EFGH_0500102 | í |
| | | 1/5 | | Enter |



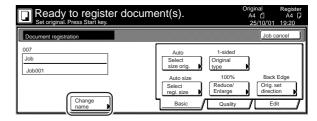
Touch the "Change name" key and then enter a name for the documents.

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

Inch specifications



Metric specifications



NOTE

Refer to "Entering characters" on page 7-72 for information on entering characters.

Touch the "Select orig. size" ["Select size orig."] key, the "Select regi. size" key, the "Original type" key, the "Reduce/ Enlarge" key and/or the "Orig.set direction" key, if you want to perform the corresponding settings.

> If you want to access the "Scanning density" key and/or the "Orig.image quality" ["Image quality"] key to make those settings, touch the "Quality" key.

> If you want to set access the "Border Erase" ["Erase Mode"] key and/or the "Continuous scanning" ["Multiple scanning"] key to make those settings, touch the "Edit" key.

> Press the [Start] key. Scanning of the documents will start. Once all of the documents have been completely scanned, the touch panel will return to the screen in step 3. If you want to register another form, repeat steps 3 through 7.

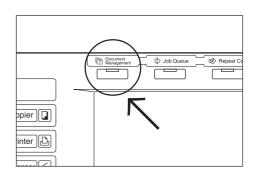
Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

(2) Combining and printing out stored documents

Perform the following procedure when you want to combine and print out documents that are stored in a synergy print box.



Press the [Document Management] key. The "Document Management" screen will be displayed.



Touch the "Document printing" key under "Synergy Print Box". The screen to select the synergy print box will be displayed.

Inch specifications

| Select function |). | 25/10//01 19:20 |
|---|-------------------|-----------------|
| Document Management | | End |
| Shared Data Box Document reg. Box Editing | Synergy Print Box | Form box |

Metric specifications

| Selec | t function | • | | 25/10/ | '01 19:20 |
|-----------------|----------------------|-------------------|----------------------|-----------------|-----------|
| Document Manag | ement | | | (| End |
| Shared Data Box | Document printing | Synergy Print Box | Document printing | Form box | |
| Box Editting | | Box Editting | | Box Editting | |



Either touch the synergy print box that contains the documents to be printed out, or enter its number using the keypad. Then touch the "Enter" key. The "Document printing" screen will be displayed.

Inch specifications

| | | | Cancel |
|-------------------|--|---|-------------|
| | | | Box No. |
| 006 UVWX_0000006 | 011 QRST_0000105 | 016 MNOP_0200104 | (with #key) |
| 007 ABCD_0000101 | 012 UVWX_0000106 | 017 QRST_0200105 | 0 0 7 |
| 008 EFGH_0000102 | 013 ABCD_0200101 | 018 UVWX_0200106 | |
| 009 IJKL_0000103 | 014 EFGH_0200102 | 019 ABCD_0500101 | |
| 010 MNOP_0000104 | 015 IJKL_0200103 | 020 EFGH_0500102 | ļ |
| | 1/5 | | Enter |
| Superay Briet Boy | 1/3 | | |
| | 007 ABCD_0000101 008 EFGH_0000102 009 IJKL_0000103 | D07 ABCD_0000101 012 UVWX_0000106 008 EFGH_0000102 013 ABCD_0200101 009 JJKL_0000103 014 EFGH_0200102 010 MNOP_0000104 015 JJKL_0200103 101 MNOP_0000104 015 JJKL_0200103 | |

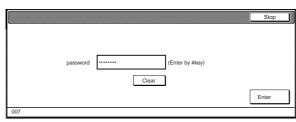
| Select box No. | | | | BOX NR. |
|------------------|------------------|------------------|------------------|--------------|
| 001 ABCD_0000001 | 006 UVWX_0000006 | 011 QRST_0000105 | 016 MNOP_0200104 | (with #-key) |
| 002 EFGH_0000002 | 007 ABCD_0000101 | 012 UVWX_0000106 | 017 QRST_0200105 | 0 0 |
| 003 IJKL_0200003 | 008 EFGH_0000102 | 013 ABCD_0200101 | 018 UVWX_0200106 | |
| 004 MNOP_0000004 | 009 IJKL_0000103 | 014 EFGH_0200102 | 019 ABCD_0500101 | |
| 005 QRST_0000005 | 010 MNOP_0000104 | 015 IJKL_0200103 | 020 EFGH_0500102 | |
| | | 1/5 | | Enter |

NOTES

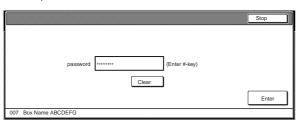
 If that box was registered with a password, the password entry screen will be displayed.

Enter the registered password with the keypad and then touch the "Enter" key.

Inch specifications



Metric specifications



• Refer to "⑦ Registering a password for a box" on page 6-18 for information on registering the password.



Select the document sets in order of how you want them printed. Up to 10 sets of documents can be selected. Up to 10 sets of documents can be selected. If you only selected one set of documents, go to the next

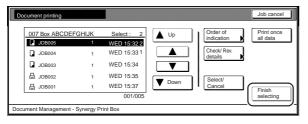
step. A verification screen will be displayed.

If you selected more than one set of documents, go directly to step 6.

Inch specifications

| Document printing | | | | Cancel |
|-----------------------------------|--|------|---------------------|------------------------|
| 007 JOB005 JOB004 JOB003 | Select: 2 1 WED 15:322 1 WED 15:331 1 WED 15:34 | | Order of indication | Print once all data |
| JOB002 JOB001 | 1 WED 15:35 1 WED 15:37 001/005 | Down | Select/ Cancel | Finish |
| Document Management - Sy | | | (| selecting |

Metric specifications



NOTES

- It is possible to change the order of display for the stored documents. To do so, touch the "Order of indication" key, and then touch the "Arrange based date" key or the "Arrange based name" key, as appropriate.
- If you want to print out more than one set of documents, they must all be of the same size.

5 Touch the "w/ current setting" ["Current setting"] key or the "w/ changed setting" ["Changed setting"] key, as appropriate.

Inch specifications

| | Stop |
|---|------|
| | |
| | |
| What settings do you apply with data? | |
| | |
| Do you want to change current setting? | |
| w/ current setting w/ changed setting | |

Metric specifications

| | Stop |
|---|------|
| | |
| | |
| | |
| What settings do you want to apply to the data? | |
| Do you want to change current setting? | |
| Current Changed setting setting | |

If you want to change any of the copy settings, touch the "Editing print" key and then go to the next step.

If you do NOT want to change any of the settings, touch the "Normal print" key and go directly to step 8.

6 Touch the "Select paper" key, the "Sort/Finished" key and/or the "1 sided/ 2 sided" key, to perform the corresponding settings.

If you want to access the "Form Overlay" key, the "Margin" key, the "Cover Mode" key, the "Page #" key, the "Booklet" key and/or the "Select of Output" key to make those settings, touch the "Edit" key.



Press the [Start] key. Print out will start.

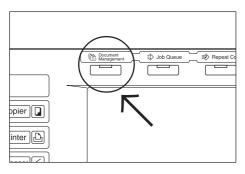
Touch the "Select paper" key and/or the "Sort/Finished" key to perform the corresponding settings, and then press the [Start] key. Print out will start.

3 Printing out the full contents of a box

Perform the following procedure when you want to print out all of the documents that are stored in a synergy print box at one time.



Press the [Document Management] key. The "Document Management" screen will be displayed.

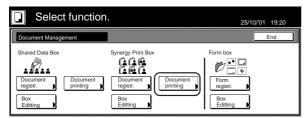


Touch the "Document printing" key under "Synergy Print Box". The screen to select the synergy print box will be displayed.

Inch specifications

| Select function. | | | | |
|---------------------|-------------------|---|--|--|
| Document Management | | End | | |
| Shared Data Box | Synergy Print Box | Form box Form Form reg. Box Editig | | |

Metric specifications



Either touch the synergy print box that contains the documents to be printed out, or enter its number using the keypad. Then touch the "Enter" key. The "Document printing" screen will be displayed.

Inch specifications

3

| Select box No. | | | | Box No. |
|------------------|------------------|------------------|------------------|-------------|
| 001 ABCD_0000001 | 006 UVWX_0000006 | 011 QRST_0000105 | 016 MNOP_0200104 | (with #key) |
| 002 EFGH_0000002 | 007 ABCD_0000101 | 012 UVWX_0000106 | 017 QRST_0200105 | |
| 003 IJKL_0200003 | 008 EFGH_0000102 | 013 ABCD_0200101 | 018 UVWX_0200106 | |
| 004 MNOP_0000004 | 009 IJKL_0000103 | 014 EFGH_0200102 | 019 ABCD_0500101 | |
| 005 QRST_0000005 | 010 MNOP_0000104 | 015 IJKL_0200103 | 020 EFGH_0500102 | |
| | | 1/5 | | Enter |

Metric specifications

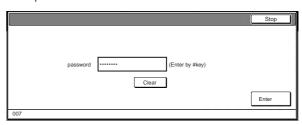
| Document Printineg Select box No. | | | | BOX NR |
|--------------------------------------|------------------|------------------|------------------|--------------|
| 001 ABCD_0000001 | 006 UVWX_0000006 | 011 QRST_0000105 | 016 MNOP_0200104 | (with #-key) |
| 002 EFGH_0000002 | 007 ABCD_0000101 | 012 UVWX_0000106 | 017 QRST_0200105 | |
| 003 IJKL_0200003 | 008 EFGH_0000102 | 013 ABCD_0200101 | 018 UVWX_0200106 | ĺ |
| 004 MNOP_0000004 | 009 IJKL_0000103 | 014 EFGH_0200102 | 019 ABCD_0500101 | ĺ |
| 005 QRST_0000005 | 010 MNOP_0000104 | 015 IJKL_0200103 | 020 EFGH_0500102 | í |
| | | 1/5 | | Enter |

NOTES

 If that box was registered with a password, the password entry screen will be displayed.

Enter the registered password with the keypad and then touch the "Enter" key.

Inch specifications



Metric specifications

| password (Enter #-key) | | Stop |
|------------------------|----------|-------|
| | password | Enter |

• Refer to "⑦ Registering a password for a box" on page 6-18 for information on registering the password.



Touch the "Print once all data" key. Print out will start. Once printing is completed, the touch panel will return to the screen in step 2.

Inch specifications

| Document printing | Cancel | ר |
|---|--|---|
| 007 Uob 005 Job 004 Job 003 Job 002 | Select: 0 1 WED 15:33 1 WED 15:34 1 WED 15:35 WED 15:35 WED 15:35 WED 15:36 WED 15:36 WED 15:36 WED 15:36 WED 15:36 WED 15:36 WED 15:37 WED 1 | |
| Job 001 Document Management - Sy | 1 WED 15:37 001/005 nergy Print Box |] |

Metric specifications

| Document printing | | | | | Job cancel |
|----------------------|-----------|------------|------|------------------------|------------------------|
| 007 Box ABCDEF | GHIJK | Select : 0 | Up | Order of indication | Print once all data |
| JOB005 | | WED 15:32 | | | all data |
| JOB004 | 1 | WED 15:33 | | Check/ Rev. details | |
| JOB003 | 1 | WED 15:34 | | | |
| 믑 JOB002 | 1 | WED 15:35 | | Select/ | |
| 믑 JOB001 | 1 | WED 15:37 | Down | Cancel | Finish |
| | | 001/005 | | | selecting |
| ocument Management - | Synergy P | rint Box | | | |

5

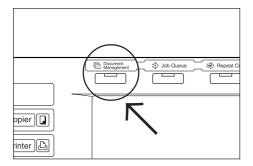
Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

(4) Checking stored documents and changing their names

Perform the following procedure when you want to verify the name of stored documents, the size of the original documents or the date and time they were stored in the synergy print box, or when you want to print out the first page of those document in order to check them. You can also use this procedure to change the registered name for the documents.

1

Press the [Document Management] key. The "Document Management" screen will be displayed.



Touch the "Document printing" key or the "Box Editting" ["Box Editting"] key under "Synergy Print Box". The screen to select the synergy print box will be displayed.

Inch specifications

| Selec | t function | 2 | 25/10/01 19:20 |
|-----------------|----------------------|----------------|----------------|
| Document Manag | ement | | End |
| Shared Data Box | Document printing | rument ting | |

Metric specifications

| Select function | n. | 25/10/01 19:20 |
|---------------------|-------------------|----------------|
| Document Management | | End |
| Shared Data Box | Synergy Print Box | Form box |

3 Either touch the synergy print box that contains the documents to be printed out, or enter its number using the keypad. Then touch the "Enter" key. The "Document printing" screen or the "Box editting" screen, as appropriate, will be displayed.

Inch specifications

| Box editting | | | | Cancel |
|---------------------|------------------|------------------|------------------|------------------------|
| Select box No. | | | | Box No. (with #kev) |
| 001 ABCD_0000001 | 006 UVWX_0000006 | 011 QRST_0000105 | 016 MNOP_0200104 | |
| 002 EFGH_0000002 | 007 ABCD_0000101 | 012 UVWX_0000106 | 017 QRST_0200105 | ILLL |
| 003 IJKL_0200003 | 008 EFGH_0000102 | 013 ABCD_0200101 | 018 UVWX_0200106 | |
| 004 MNOP_0000004 | 009 IJKL_0000103 | 014 EFGH_0200102 | 019 ABCD_0500101 | ĺ |
| 005 QRST_0000005 | 010 MNOP_0000104 | 015 IJKL_0200103 | 020 EFGH_0500102 | |
| | | 1/5 | | Enter |
| Dogument Menagement | | 175 L | | |

Metric specifications

| Select box No. | | | | BOX NR. |
|------------------|------------------|------------------|------------------|-------------|
| 001 ABCD_0000001 | 006 UVWX_0000006 | 011 QRST_0000105 | 016 MNOP_0200104 | (with #-key |
| 002 EFGH_0000002 | 007 ABCD_0000101 | 012 UVWX_0000106 | 017 QRST_0200105 | ίШЦΙ |
| 003 IJKL_0200003 | 008 EFGH_0000102 | 013 ABCD_0200101 | 018 UVWX_0200106 | ĺ |
| 004 MNOP_0000004 | 009 IJKL_0000103 | 014 EFGH_0200102 | 019 ABCD_0500101 | ĺ |
| 005 QRST_0000005 | 010 MNOP_0000104 | 015 IJKL_0200103 | 020 EFGH_0500102 | í |
| | | 1/5 | | Enter |

NOTES

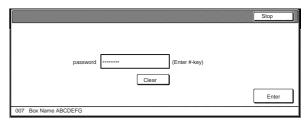
• If that box was registered with a password, the password entry screen will be displayed.

Enter the registered password with the keypad and then touch the "Enter" key.

| Inch specifications |
|---------------------|
|---------------------|

| | | | Stop |
|-----|-------------|-----------------|-------|
| | password ** | (Enter by #key) | |
| 007 | | | Enter |

Metric specifications



• Refer to "⑦ Registering a password for a box" on page 6-18 for information on registering the password.

Select the documents that you want to check and then touch the "Conf/Correct details" ["Check/Rev. details"] key. The "Check/Correct details" ["Check/revise details"] screen will be displayed.

Inch specifications

| x editting | | | | End |
|------------|-------------|------|----------------------|-----------------|
| 007 | Select: 0 | | Order of | Delete all |
| JOB005 | 1 WED 15:32 | | indication | data / box |
| JOB004 | 1 WED 15:33 | | Conf/Crrt details | Box Password |
| JOB003 | 1 WED 15:34 | | | Tubberord |
| JOB002 | 1 WED 15:35 | | | |
| JOB001 | 1 WED 15:37 | Down | Delete | |
| | 001/00 | 15 | | |

Metric specifications

| Box editting | | | | End |
|--|--|-----------------------------|--|---|
| 007 Box ABCDEFGHIJK して88005 1 して88004 1 して98003 1 品 JO8002 1 品 JO8001 1 | Select : WED 15:32 WED 15:33 WED 15:34 WED 15:35 WED 15:37 001/005 | ▲ Up ▲ ▼ ▼ Down | Order of indication Check/ Rev. details | Delete all box data Box Password |
| Document Management - Synergy I | Print Box | | | |

NOTE

It is possible to change the order of display for the stored documents. To do so, touch the "Order of indication" key, and then touch the "Sort by date" key or the "Sort by name" key, as appropriate.



Check the displayed information.

If you want to print out the first page of the selected documents, touch the "Print from 1st" ["Head print"] key. If you want to change the name of the selected documents, touch the "Change doc.name" key and then enter the new name.

Inch specifications

| Check/Correct details | | (| Close |
|-----------------------|-----------------------|----------------|-------|
| Default menu | Setting mode | | |
| Document name | Job006 | Change | |
| Registration size | 11x8 ¹ /2" | doc. name | |
| Orig. set direction | Back Edge | | |
| bage # | 1 | | |
| nput source | Copy | | |
| Resolution | 1200dpi | Print from 1st | |
| Registration date | 25/10/01 14:39 | | |
| | | - | |

Metric specifications

| Default menu | Setting mode | |
|---------------------|----------------|-----------|
| Document name | Job006 | Change |
| Registration size | A4 🗂 | doc. name |
| Orig. set direction | Back Edge | |
| page # | 1 | |
| nput source | Copy | |
| Resolution | 1200dpi | Head |
| Registration date | 25/10/01 14:39 | print |
| * | | |

NOTE

Refer to "Entering characters" on page 7-72 for information on entering characters.

| | | 1 |
|--|--|---|
| | | |
| | | |
| | | |
| | | |

Once you have finished checking the information for those documents, touch the "Close" key. The touch panel will return to the screen in step 4. If you want to check the information for other stored documents, repeat steps 4 through 6.



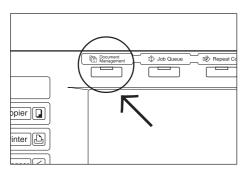
Touch the "End" key once again. The touch panel will return to the screen in step 2. Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

$(\underline{\textbf{5}})$ Deleting stored documents from a box

Perform the following procedure when you want to delete stored documents.



Press the [Document Management] key. The "Document Management" screen will be displayed.



Touch the "Box Editting" ["Box Editting"] key under "Synergy Print Box". The screen to select the synergy print box will be displayed.

Inch specifications

| Select functio | n. | 2 | 5/10/'01 19:20 |
|--|-------------------|--|----------------|
| Document Management | | | End |
| Shared Data Box Document reg. Box Editig | Synergy Print Box | Form box Form reg. Box Edittig | |

Metric specifications

| Select function | ∩. | 25/10 | 0/01 19:20 |
|---------------------|-------------------|-------|------------|
| Document Management | | | End |
| Shared Data Box | Synergy Print Box | ument | |

3

Either touch the synergy print box that contains the documents to be deleted, or enter its number using the keypad. Then touch the "Enter" key. The "Box editting" screen will be displayed.

Inch specifications

| Box editting | | | | |
|------------------|------------------|------------------|------------------|-------------|
| Select box No. | | | | Box No. |
| 001 ABCD_0000001 | 006 UVWX_0000006 | 011 QRST_0000105 | 016 MNOP_0200104 | (with #key) |
| 002 EFGH_0000002 | 007 ABCD_0000101 | 012 UVWX_0000106 | 017 QRST_0200105 | ГШШL |
| 003 IJKL_0200003 | 008 EFGH_0000102 | 013 ABCD_0200101 | 018 UVWX_0200106 | |
| 004 MNOP_0000004 | 009 IJKL_0000103 | 014 EFGH_0200102 | 019 ABCD_0500101 | |
| 005 QRST_0000005 | 010 MNOP_0000104 | 015 IJKL_0200103 | 020 EFGH_0500102 | <u>ا</u> |
| | | | | Enter |
| | | 1/5 | | (|

Metric specifications

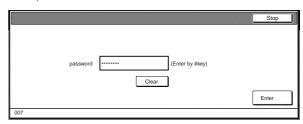
| | | | Job cancel |
|--------------------|--|---|--------------|
| | | | BOX NR. |
| 006 UVWX_0000006 | 011 QRST_0000105 | 016 MNOP_0200104 | (with #-key) |
| 007 ABCD_0000101 | 012 UVWX_0000106 | 017 QRST_0200105 | ILLL |
| 008 EFGH_0000102 | 013 ABCD_0200101 | 018 UVWX_0200106 | |
| 009 IJKL_0000103 | 014 EFGH_0200102 | 019 ABCD_0500101 | |
| 010 MNOP_0000104 | 015 IJKL_0200103 | 020 EFGH_0500102 | |
| 1/5 T Enter | | | |
| | | | |
| | 007 ABCD_0000101 008 EFGH_0000102 009 IJKL_0000103 | 007 ABCD_0000101 012 UVWX_0000106 008 EFGH_0000102 013 ABCD_0200101 009 JJKL_0000103 014 EFGH_0200102 010 MNOP_0000104 015 JJKL_0200103 1/5 | |

NOTES

• If that box was registered with a password, the password entry screen will be displayed.

Enter the registered password with the keypad and then touch the "Enter" key.

Inch specifications



Metric specifications



• Refer to "(7) Registering a password for a box" on page 6-18 for information on registering the password.



Select the documents that you want to delete and then touch the "Delete" key. A verification screen will be displayed.

Inch specifications

| Box editting | | | End |
|---|---|--|------------|
| 007 JOB005 JOB004 JOB003 JOB002 JOB001 | Select: 0 1 WED 15:32 1 WED 15:33 1 WED 15:33 1 WED 15:35 1 WED 15:35 1 WED 15:37 001/005 | Up Indications Ind | data / box |
| Document Management - Syr | nergy Print Box | | |

Metric specifications

| Box editting | | | End |
|--|--|---|---|
| 007 Box ABCDEFGHIJK J08005 1 J08004 1 J08003 1 J08002 1 J08001 1 Document Management - Synergy F | Select : WED 15:32 WED 15:33 WED 15:34 WED 15:35 WED 15:37 001/005 | ▲ Up Order of indication ▲ Check/Rev. ▼ Own | Delete all box data Box Password |
| Document management - Synergy F | | | |

NOTE

It is possible to change the order of display for the stored documents. To do so, touch the "Order of indication" key, and then touch the "Sort by date" key or the "Sort by name" key, as appropriate.



6

Touch the "Yes" key or the "No" key, as appropriate.

Inch specifications

| | Stop |
|---|------|
| | |
| | |
| Document name : Job 005 | |
| This document(s) will be deleted. Do you want to delete it? | |
| Yes No | |

Metric specifications

| | Stop |
|--|------|
| | |
| | |
| Document name : JOB005 | |
| This document will be deleted. Are you sure? | |
| Yes No | |

If you selected "Yes", the selected documents will be deleted and the touch panel will return to the screen in step 4. If you selected "No", the touch panel will return to the screen in step 4 without deleting the selected documents.

If you want to delete other stored documents, repeat steps 4 and 5.

Touch the "End" key. The touch panel will return to the screen in step 2.

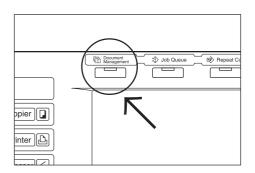
Touch the "End" key once again. The touch panel will return to the contents of the "Basic" tab.

(6) Deleting the full contents of a box

Perform the following procedure when you want to delete the full contents of a synergy print box in one step.



Press the [Document Management] key. The "Document Management" screen will be displayed.



Touch the "Box editing" ["Box editting"] key under "Synergy Print Box". The screen to select the synergy print box will be displayed.

Inch specifications

| Select fund | ction. | 25/10/01 19:20 |
|--|-------------------|----------------|
| Document Management | | End |
| Shared Data Box Document reg. Document Box Edittig | Synergy Print Box | |

Metric specifications

| Select function | າ. | 25/10/01 19:20 |
|--|-------------------|----------------|
| Document Management | | End |
| Shared Data Box Document registr. Box Editting | Synergy Print Box | |



Either touch the synergy print box that contains the documents to be deleted, or enter its number using the keypad. Then touch the "Enter" key. The "Box editting" screen will be displayed.

Inch specifications

| Box editting | | | | Cancel |
|--------------------|-----------------------|------------------|------------------|-------------|
| Select box No. | | | | Box No. |
| 001 ABCD_0000001 | 006 UVWX_0000006 | 011 QRST_0000105 | 016 MNOP_0200104 | (with #key) |
| 002 EFGH_0000002 | 007 ABCD_0000101 | 012 UVWX_0000106 | 017 QRST_0200105 | ГUUL |
| 003 IJKL_0200003 | 008 EFGH_0000102 | 013 ABCD_0200101 | 018 UVWX_0200106 | |
| 004 MNOP_0000004 | 009 IJKL_0000103 | 014 EFGH_0200102 | 019 ABCD_0500101 | |
| 005 QRST_0000005 | 010 MNOP_0000104 | 015 IJKL_0200103 | 020 EFGH_0500102 | |
| | | 1/ 5 | | Enter |
| Document Managemen | t - Synergy Print Box | | | |

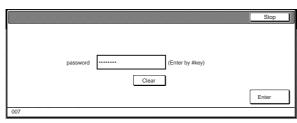
| Select box No. | | | | BOX NR. |
|------------------|------------------|------------------|------------------|-------------|
| 001 ABCD_0000001 | 006 UVWX_0000006 | 011 QRST_0000105 | 016 MNOP_0200104 | (with #-key |
| 002 EFGH_0000002 | 007 ABCD_0000101 | 012 UVWX_0000106 | 017 QRST_0200105 | ШΠП |
| 003 IJKL_0200003 | 008 EFGH_0000102 | 013 ABCD_0200101 | 018 UVWX_0200106 | |
| 004 MNOP_0000004 | 009 IJKL_0000103 | 014 EFGH_0200102 | 019 ABCD_0500101 | |
| 005 QRST_0000005 | 010 MNOP_0000104 | 015 IJKL_0200103 | 020 EFGH_0500102 | |
| | | 1/5 | | Enter |

NOTES

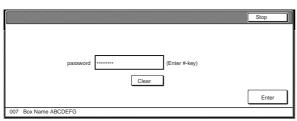
 If that box was registered with a password, the password entry screen will be displayed.

Enter the registered password with the keypad and then touch the "Enter" key.

Inch specifications



Metric specifications



• Refer to "⑦ Registering a password for a box" on page 6-18 for information on registering the password.

Touch the "Delete all data / box" ["Delete all box data"] key. A verification screen will be displayed.

Inch specifications

| ox editting | | | | End |
|---|--|------------|---------------------|---|
| 007 JOB005 JOB004 JOB003 JOB002 JOB001 | Select: 0 WED 15:33 WED 15:33 WED 15:34 WED 15:35 WED 15:35 WED 15:37 001/005 | Up Down | Order of indication | Delete all data / box Box Password |
| ument Management - S | Synergy Print Box | | | |

Metric specifications

| 007 Box ABCDER | GHIJK | Select : | Up | | Delete all |
|----------------|-------|-----------|------|--------|-----------------|
| JOB005 | 1 | WED 15:32 | | | box data |
| JOB004 | 1 | WED 15:33 | | | Box Password |
| JOB003 | 1 | WED 15:34 | | | |
| 占 JOB002 | 1 | WED 15:35 | | | |
| 믑 JOB001 | 1 | WED 15:37 | Down | Delete | |

5 Touch the "Yes" key or the "No" key, as appropriate.

Inch specifications

| | Stop |
|--|------|
| | |
| | |
| Documents name: 10 | |
| This document(s) will be delete, Do you want to delete it? | |
| | |
| Yes No | |
| | |

Metric specifications

| | Stop |
|---|------|
| | |
| | |
| | |
| Document Number : 5 | |
| All data in box will be deleted. Are you sure? Are you sure? | |
| Yes No | |

If you selected "Yes", the entire contents of the selected box will be deleted and the touch panel will return to the screen in step 4.

If you selected "No", the touch panel will return to the screen in step 4 without deleting any documents.

6 ^T

Touch the "End" key. The touch panel will return to the screen in step 2.

Touch the "End" key once again. The touch panel will return to the contents of the "Basic" tab.

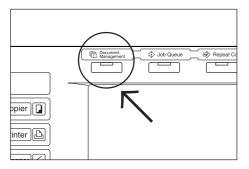
⑦ Registering a password for a box

For security and privacy purposes, you can register a password for each synergy print box. In this case, it will be necessary to enter the registered password in order to print out, check or delete any documents stored in that box. Perform the following procedure when you want to change the password settings for any box.



2

Press the [Document Management] key. The "Document Management" screen will be displayed.

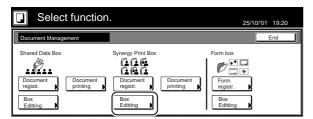


Touch the "Box Editting" ["Box Editting"] key under "Synergy Print Box"". The screen to select the synergy print box will be displayed.

Inch specifications

| Select function | 25/10/01 19:20 | |
|---------------------|-------------------|-----|
| Document Management | | End |
| Shared Data Box | curment Inting | |

Metric specifications



3 Either touch the synergy print box that you want to set the password for, or enter its number using the keypad. Then touch the "Enter" key. The "Box editting" screen will be displayed.

Inch specifications

| Box editting | | | | |
|---------------------|---------------------|------------------|------------------|-------------|
| Select box No. | | | | Box No. |
| 001 ABCD_0000001 | 006 UVWX_0000006 | 011 QRST_0000105 | 016 MNOP_0200104 | (with #key) |
| 002 EFGH_0000002 | 007 ABCD_0000101 | 012 UVWX_0000106 | 017 QRST_0200105 | |
| 003 IJKL_0200003 | 008 EFGH_0000102 | 013 ABCD_0200101 | 018 UVWX_0200106 | |
| 004 MNOP_0000004 | 009 IJKL_0000103 | 014 EFGH_0200102 | 019 ABCD_0500101 | |
| 005 QRST_0000005 | 010 MNOP_0000104 | 015 IJKL_0200103 | 020 EFGH_0500102 | |
| | | 1/ 5 | | Enter |
| Document Management | - Synergy Print Box | | | |

Metric specifications

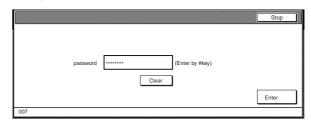
| Select box No. | | | | BOX NR. |
|------------------|------------------|------------------|------------------|--------------|
| 001 ABCD_0000001 | 006 UVWX_0000006 | 011 QRST_0000105 | 016 MNOP_0200104 | (with #-key) |
| 002 EFGH_0000002 | 007 ABCD_0000101 | 012 UVWX_0000106 | 017 QRST_0200105 | |
| 003 IJKL_0200003 | 008 EFGH_0000102 | 013 ABCD_0200101 | 018 UVWX_0200106 | |
| 004 MNOP_0000004 | 009 IJKL_0000103 | 014 EFGH_0200102 | 019 ABCD_0500101 | |
| 005 QRST_0000005 | 010 MNOP_0000104 | 015 IJKL_0200103 | 020 EFGH_0500102 | |
| | | 1/5 | | Enter |

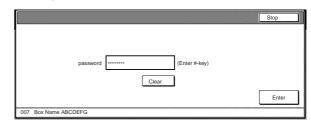
NOTE

If that box was registered with a password, the password entry screen will be displayed.

Enter the registered password with the keypad and then touch the "Enter" key.

Inch specifications







5

Touch the "Box Password" key. A verification screen will be displayed.

Inch specifications

| Box editting | | | | End |
|--------------|-------------|------|----------------------|-----------------|
| 007 | Select: 0 | | Order of | Delete all |
| JOB005 | 1 WED 15:32 | | indication | data / box |
| JOB004 | 1 WED 15:33 | | Conf/Crrt details | Box Password |
| JOB003 | 1 WED 15:34 | | | |
| JOB002 | 1 WED 15:35 | | | |
| JOB001 | 1 WED 15:37 | Down | Delete | |
| L | 001/005 | 1 | | |

Metric specifications

| Box editting | | | | | End |
|-----------------------|-----------|-----------|------|---------------------|------------------------|
| 007 Box ABCDER | | Select : | L Up | Order of indication | Delete all box data |
| JOB005 | 1 | WED 15:32 | | Check/ Rev. | Box |
| JOB004 | 1 | WED 15:33 | | details | Password |
| JOB003 | 1 | WED 15:34 | | | |
| 읍 JOB002 | 1 | WED 15:35 | | | |
| 믑 JOB001 | 1 | WED 15:37 | Down | Delete | |
| | | 001/005 | | | |
| Document Management - | Synergy P | rint Box | | | |

Use the keypad to enter the new password for that box and then touch the "Enter" key. The new password will be registered and the touch panel will return to the screen in step 4.

Inch specifications

| Box Password | Stop |
|------------------------------|-------|
| Enter password. | |
| New password (Enter by #key) | |
| | Enter |

Metric specifications

| Box Password | | Stop |
|----------------------|--------------------------|-------|
| Enter password | | |
| New password | d (Enter #-key) Clear | |
| | | Enter |
| 007 Box Name ABCDEFG | | |

NOTES

- The password can be between 1 and 8 digits long.
- If you decide not to register a password for that box, touch the "Clear" key and then, with nothing entered in the password field, touch the "Enter" key.



Touch the "Cancel" [Job cancel]" key. The touch panel will return to the screen in step 2. Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

2. Output management functions

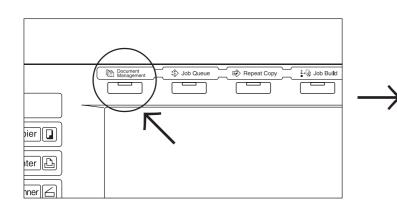
(1) What are the "output management" functions?

"Output management" functions refer to those functions contained in the "Print state" screen and the "Finish list" screen. These functions manage printing conditions and job completion information.

| Objective | Procedure |
|--|--|
| When you want to know how many jobs are scheduled to be printed before yours. | You can verify the documents that are waiting to be printed by checking the "Print status" screen. The jobs in the list are printed in order from the top down, so you can easily see in which order your documents will be printed. |
| When you want to know whether or not your job (scheduled using the job reservation function) was printed. | You can verify the jobs for which printing has been completed, as well as jobs that were canceled after scanning, by checking the "Job history" screen. If your job is not in the "Job history" screen, check the "Print status" screen. If it IS in the "Print status" screen, your job has not yet been printed. |
| When you want to know the status of your print job while using the printer functions of this copier and printing out from a computer. | With the "output management functions", jobs using the printer functions of this copier and printing out from a computer are displayed just like any other copy job. These print jobs can be verified just like copy jobs by checking the "Print status" screen, and the jobs for which printing has been completed – as well as jobs that were canceled part way through – can be checked in the "Job history" screen. (A " " " icon under the "Job" heading indicates a copy job, while a " "" icon indicates a print job.) |
| When you want to check the contents of a copy or print job that is waiting to be printed. | The type of job, user name, number of originals, number of copies to be made, the date the job was scheduled, and the status of printing can all be verified in the "Print status" screen. If you need even more detailed information on any particular job, just select that job and touch the "Conf/Crrt. details" ["Check/Correct details"] key the display the name of the job, the size of the paper it will be output to and, if it has been designated, the location of ejection of the finished copies. |
| When the optional Document Finisher or Multi Job Tray is installed on your copier, and you want to know the location of where your job was ejected. | Select your job in the "Job history" screen and touch the "Check details" key to find the location of ejection. |
| When you want to force-print a copy or print job that is waiting to be printed immediately. | Select the job that you want to print immediately in the "Print status" screen and touch the "Move ahead" ["Move up"] key to move that job upwards to the top of the list. OR, touch the "Interrupt print" key to stop the job that is currently being printed and start print out for the selected job. |
| When you want to cancel a copy or print job that is waiting to be printed. | Select the job that you want to cancel in the "Print status" screen and touch the "Cancel•Delete" key. The selected job will be canceled. |

(2) Display of the output management functions

Press the [Job Queue] key. The "Print status" screen will be displayed.



Inch specifications

| Jo | b | User | Original | Set | Registration | State | _ |
|-----|---|----------------|--------------------|-----|-------------------|-----------------------|---|
| 123 | | | 100 | 100 | 10/10 23:00 | Printing | |
| 124 | Ъ | User1 | 30 | 5 | 10/10 23:00 | Waiting | |
| 127 | 2 | User2 | 2 | 3 | 10/10 23:00 | Waiting | |
| 128 | | | 1 | 5 | 10/10 23:00 | Waiting | |
| Mov | | Move behind | interrupt print | | Cancel- Delete | Conf/Crrt. details | Ī |

| Jo | C | User | Original | Set | Regi | stration | State | |
|------|---|-------|--------------------|-----|--------------------|----------|------------------------|---|
| 123 | | | 100 | 100 | 10/10 | 23:00 | Printing | |
| 124 | Ъ | User1 | 30 | 5 | 10/10 | 23:00 | Waiting | |
| 127 | Ð | User2 | 2 | 3 | 10/10 | 23:00 | Waiting | |
| 128 | | | 1 | 5 | 10/10 | 23:00 | Waiting | L |
| Move |) | Move | interrupt print | | Cancel / Delete | | Check/ Rev. details | |

(3) The "Print status" screen

This screen displays the currently set printing conditions and the job queue of documents waiting to be printed.

Inch specifications Original

1 8 Ţ End 10/10 23:00 100 123 100 Printing 124 🖻 5 10/10 23:00 User1 30 Waiting 127 🗳 3 10/10 23:00 Waiting V 5 10/10 23:00 128 Wai ahead prin Prt status Job I 2 3 9 4 5 6

1 Job queue

Displays information about each job in the queue.

The job at the top of the list is that job that is currently being printed. The rest of the jobs will be printed in order from the top down.

A " 🔲 " icon under the "Job" heading indicates a copy job, while a "b" icon indicates a print job.

(2) "Move ahead" key

Touching this key moves the currently selected (highlighted) job upward in the job queue. A job can be moved as far as the second highest position in the list. In this case, print out for that job will begin as soon as the current job is completed.

(3) "Move behind" key

Touching this key moves the currently selected (highlighted) job downward in the job queue.

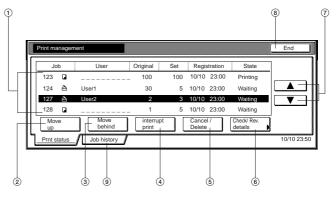
(4) "Interrupt print" key

Touching this key interrupts the job that is currently being printed and start print out for the currently selected (highlighted) job. (The selected job will be moved to the top of the list.)

(5) "Cancel-Delete" key

Touching this key cancels the currently selected (highlighted) job and deletes it from the job queue.

Metric specifications



6 "Conf/Crrt.details" ["Check/Correct details"] key

Touching this key displays the "Conf/Crrt.details" ["Check/Correct details"] screen, enabling you, for example, to check the contents of, or change the number of copies to be made for, the currently selected (highlighted) job.

Inch specifications

| Check/Correct details | | | Close |
|-----------------------------|---------------------|--------|-------|
| Item | Details | | |
| User name Job name | | | |
| Orig. page Set | 1 | | |
| Print size | 11x8½" | | |
| Input source | Copy 11/01 15:31 | Change | |
| Registration date Output | Finisher tray A | Preset | |

Metric specifications

| Check/revise details | | | Close |
|---|--|------------------|-------|
| Item | Details | | |
| User name Job name Original Set Print size Input source Registration date Output | 1 1 44 Copy 11/01 15:31 Finisher tray A | Change Preset | |
| Job 5 | | | |

(7) "▲" and "▼" cursor keys

Use these keys to select a job from the job queue.

(8) "End" key

Touching this key quits the output management function. In this case, the touch panel will return to the contents of the "Basic" tab.

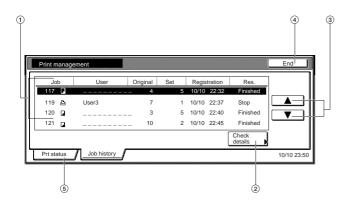
(9) "Job history" key

Touching this key switches the display to the "Job history" screen.

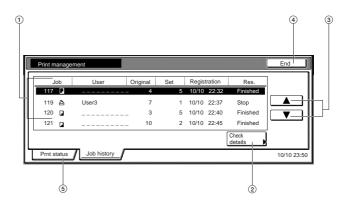
(4) The "Job history" screen

This screen displays the jobs for which printing has been completed, as well as jobs that have been canceled after scanning.

Inch specifications



Metric specifications



1 Finished job list

Displays information about each finished print job.

The job at the bottom of the list is that job that was most recently finished printed. The rest of the jobs are displayed in order of the most recent to the oldest jobs from the bottom up.

A " 📮 " icon under the "Job" heading indicates a copy job, while a " 🏠 " icon indicates a print job.

NOTE

Jobs that were only scanned part way through are not displayed.

(2) "Check details" key

Touching this key displays the "Check details" screen, enabling you, for example, to check the contents of the currently selected (highlighted) job.

Inch specifications

| Check details | | Close |
|---|---|-------|
| Item | Details | |
| User name Job name Orig. page Set Print size Input source Registration date Output | 2 99 11x8%" Copy 11/01 15:31 Finisher tray A | |
| lob 1 | | |

Metric specifications

| Check details | | ose |
|---|--|-----|
| Item | Details | |
| User name Job name Original Set Print size Input source Registration date Output | 2 99 A4 [] Copy 11/01 15:31 Finisher tray A | |
| Registration date Output | 11/01 15:31 | |

③ "▲" and "▼" cursor keys

Use these keys to select a job from the finished job list.

④ "End" key

Touching this key quits the output management function. In this case, the touch panel will return to the contents of the "Basic" tab.

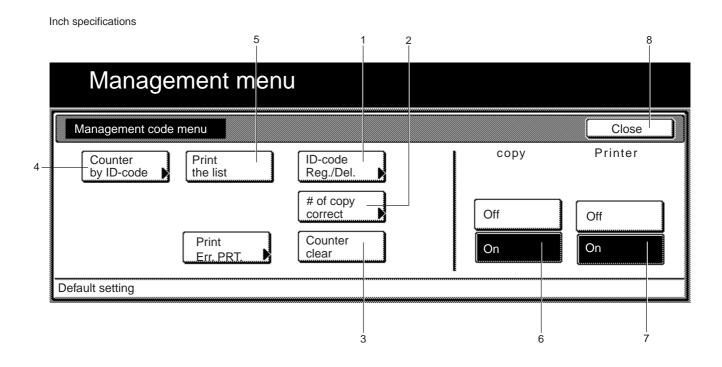
5 "Print status" key

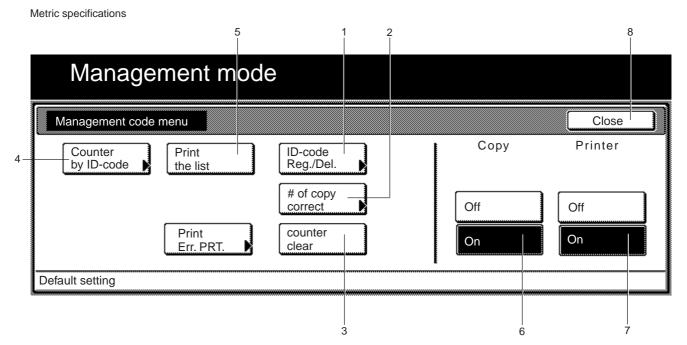
Touching this key switches the display to the "Print state" screen.

1. Copy management mode

The total number of copies made by each department can be managed using up to 8-digit department ID-codes for up to 1000 different departments. Limits for the number of copies can be changed on a department-by-department basis.

(1) What's in the "copy management mode" screen?





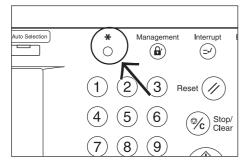
| | Setting and access key | Description | Reference page |
|---|--|--|-------------------|
| 1 | "Register/Delete" key | Registering new department ID-codes Perform this procedure when you want to register a new department ID-code (up to 8 digits) and set the maximum number of copies that can be made under that code. Up to 1000 department ID-codes can be registered. Up to 1,000 department ID-codes can be registered. The copy limit can be set to any 1 page increment between 1 and 999,999. A setting of "0" will enable unlimited copying. When a department reaches its acceptable copy limit, the copier will not make any more copies under that department ID-code. Deleting department ID-codes Perform this procedure when you want to delete a registered department ID-code. | 7-4 |
| 2 | Changing copy limits: "Amend the number of copy" key | Perform this procedure when you want to change the copy limit registered for each department ID-code without having to delete or re-register the corresponding code. | 7-7 |
| 3 | Clearing copy counts: Perform this procedure when you want to clear the copy counts for all of the registered department ID-codes after a designated period of time. Copy counts cannot be cleared for individual ID-codes, however. | | 7-8 |
| 4 | Checking the copy counts: "Counter by ID-code" key | | |
| 5 | Printing out the department Perform this procedure when you want to print out a list of the number of copies made ID-code list: "Print the list" under each department ID-code. key ID-code | | 7-10 |
| 6 | Turning copy management Perform this procedure key when you want to turn copy management ON or OFF. ON/OFF Perform this procedure key when you want to turn copy management ON or OFF. | | 7-11 |
| 7 | Turning print management ON/OFF | | |
| 8 | Turning error report access ON/OFF: "Print Err. PRT." key | ON/OFF: "Print Err. PRT." printer functions of this copier with copy management turned ON. Turn the display of this | |
| 9 | "Close" key | Touch this key when you want to quit the "copy management mode" screen and return to the "Default setting" screen. | |

(2) Accessing the copy management mode settings

Perform the following procedure when you want to access the screens for each of the various copy management mode settings.



With the content of the "Basic" tab displayed, press the [*****] key. The "Default setting" screen will be displayed.



Touch the "Management" key on the right side of the touch panel.

Inch specifications

| | Default settir | ng | | | | |
|---|---------------------------------------|------------------------|-------------------------------|--|-------|-----------------|
| | Default setting | | | | | End |
| | Copy default Machine default | Document Management | Language Bypass setting | Manag BOX Manag Print Form | ement | Weekly timer |
| 1 | | | | | | |

Metric specifications

| Default setting | g | | | |
|-----------------|------------------------|-------------------------------|--|---------------|
| Default setting | | | | End |
| Copy default | Document Management | Language Bypass setting | Hard Disk Management Print Form | Week timer |
| | | Bypass setting | Management Print | |

Use the keypad to enter the 4-digit management code. The factory default setting for 45 cpm copiers is "4500" and for 55 cpm copiers is "5500". If the entered code matched the registered one, the "Management code menu" screen will be displayed.

Inch specifications

| Enter the administrator number | Close |
|--------------------------------|-------|
| | |
| | |
| | |
| | |
| | |
| | |

Metric specifications

| Enter the administrator number | Close |
|--------------------------------|-------|
| | |
| | |
| | |
| | |

4

Touch the key that corresponds to the desired copy management mode setting.

The screen for that setting will be displayed.

Inch specifications

| Manage | ment men | J | | |
|-----------------------|--------------------|----------------------|------|---------|
| Management code | menu | | | Close |
| Counter by ID-code | Print the list | ID-code Reg./Del. | сору | Printer |
| | | # of copy correct | Off | Off |
| | Print Err. PRT. | Counter clear | On | On |
| Default setting | | | | |

Metric specifications

| Management mode | 9 | | |
|-----------------------|----------------------|------|---------|
| Management code menu | | | Close |
| Counter by ID-code | ID-code Reg./Del. | Сору | Printer |
| | # of copy correct | Off | Off |
| Print Err. PRT. | counter clear | On | On |
| | | On | |

NOTES

- It is possible for you to change the 4-digit management code. (See "Changing the management code" on page 7-31.)
- Refer to the desired procedure(s) explained under "(3) Making copy management settings" and perform the corresponding setting(s).

(3) Making copy management settings

Perform the following procedure that corresponds to the desired setting.

• Registering new department ID-codes

Perform this procedure to register a new department ID-code (up to 8 digits) and set the maximum number of copies that can be made under that code.



Display the "Management code menu" screen. (See "(2) Accessing the copy management mode settings".)

Inch specifications

| Default setti | ng | | |
|--------------------|------------------------|-------------------|-----------------|
| Default setting | | | End |
| Copy default | Language | Management | Weekly timer |
| | Bypass setting | BOX Management | |
| Machine default | Document Management | Print Form | |

Metric specifications

| Default setting End | | | Default setting |
|--|---------------------|----------------------------|------------------|
| default Language Management timer | | | Default setting |
| Bypass Hard Disk Setting Disk Management Disk Hard Disk Management Print Form | rd Disk nagement | Bypass setting Print | Machine Document |

Touch the "ID-code Reg./Del." key. The "Register/Delete" screen will be displayed.

Inch specifications

| Management menu | | |
|---|-------------|----------------|
| Management code menu | | Close |
| Counter by ID-code Print the list UD-code Reg./Del. | copy Off | Printer Off |
| Print Err. PRT. Counter clear | On | On |

Metric specifications

| Management mode | | | |
|----------------------|-------|-------------------|----------------------|
| Management code menu | _ | | Close |
| | /Del. | Copy Off On | Printer Off On |
| Default setting | | | |

Touch the "Register" key. The "New register" screen will be 3 displayed.

Inch specifications

| Manager | ment menu | | | | |
|---|--|--------|------|----------|--|
| Register/Delete | | | | Close | |
| ID-code 00011223 00011224 00011225 00011225 11122334 | Number of copy 003,500 003,000 003,000 003,000 003,000 003,000 | Delete | Down | Register | |

Metric specifications

| Managen | nent mode | | | |
|--|--------------------------------------|--------|----------|----------|
| Register/Delete | | | | Close |
| ID-code 00011223 00011224 00011225 | Number of copy 003,500 003,000 | | Down | |
| 00011225 00011226 11122334 Default setting - Manage | 003.000 003.000 003.000 | Delete | <u> </u> | Register |



Enter the department ID-code that you want to register (up to 8 digits).

The department ID-code can be set to any number between 0 and 99,999,999.

Inch specifications

| New register | | | | Back | Close |
|--------------|---------------|--------------|--------|------|-------|
| | | (0~99999999) | | | |
| | ID-code | 12345678 | # keys | | |
| | | (0~999999) | | | |
| Nu | umber of copy | 0.000 | # keys | | Next |

Metric specifications

| New register | | | | Back | Close |
|--------------|---------------|--------------|--------|------|-------|
| | | (0~99999999) | | | |
| | ID-code | 12345678 | #-Keys | | |
| | | (0~999999) | | | |
| N | umber of copy | 0 | #-Keys | | Next |

Touch the "# keys" ["#-keys"] key to the right of the "Number of copy" field and enter the maximum number of copies that can be made under that department ID-code. The copy limit can be set to any 1 page increment between 1 and 999,999.

NOTES

- A setting of "0" will enable unlimited copying under that department ID-code.
- If you want to clear the registered department ID-code and enter a new code, touch the "Back" key to access the "Register/Delete" screen once again.



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

Inch specifications

| Management me | enu | | | |
|----------------|--------------|--------|------|------------------|
| New register | | | Back | Close |
| | (0~99999999) | | | |
| ID-code | 12345678 | # keys | | |
| | (0~999999) | | | |
| Number of copy | 0 | # keys | | Next Register |

Metric specifications

| Management mode | | | | | |
|---------------------|--------------------|----------------------|--------|------|---------------|
| New register | | | | Back | Close |
| | | (0~99999999) | | | |
| | ID-code | 12345678 | #-Keys | | |
| | | (0~999999) | | | |
| | Number of copy | 0 | #-Keys | | Next Register |
| Default setting - N | Management code me | nu - Register/Delete | | | |

NOTE

If you want to register another department ID-code, touch the "Next Register" and then repeat steps 4 through 6.



Touch the "Close" key. The touch panel will return to the screen in step 2.

Inch specifications

| Manager | nent menu | | |
|---|--|--------|----------|
| Register/Delete | | | Close |
| ID-code 00011223 00011224 00011225 00011226 11122334 Default setting - Manage | Number of copy 003,500 003,000 003,000 003,000 003,000 003,000 | Leiete | Register |

Metric specifications

| | Managen | nent mode | |
|---|----------------------------------|--------------------------------------|--------|
| | Register/Delete | | Close |
| | ID-code 00011223 00011224 | Number of copy 003.500 003.000 | |
| | 00011225 00011226 11122334 | 003.000 003.000 003.000 | Delete |
| C | efault setting - Manage | ement code menu | |

Section 7 COPIER MANAGEMENT FUNCTIONS

Make sure that the "On" key is selected under "copy" and then touch the "Close" key. Copy management will be turned ON and the screen to enter your department ID-code will be displayed.

Inch specifications

| Management men | u | | |
|-----------------------|----------------------|------|-------|
| Management code menu | | | Close |
| Counter by ID-code | ID-code Reg./Del. | copy | |
| | # of copy correct | Off | Off |
| Print Err. PRT. | Counter clear | On | On |
| Default setting | | | |

Metric specifications

| Management mode | <u> </u> |
|-----------------------------------|----------|
| Management code menu | |
| Counter by ID-code the list | Сору |
| # of copy correct | Off Off |
| Print counter Err. PRT. | On |

Deleting department ID-codes

Perform this procedure to delete a registered department ID-code.

Display the "Management code menu" screen. (See "(2) Accessing the copy management mode settings" on page 7-3.)

Inch specifications

| Default settin | ng | | |
|---------------------------------------|---|--|-----------------|
| Default setting | | | End |
| Copy default Machine default | Language Bypass setting Management | Management BUX Management Print Form | Weekly timer |

| Default settin | | | End |
|---------------------------------------|-----------------------------------|------------|---------------|
| Copy default Machine default | Language) Bypass setting) | Management | Week timer |

2 Touch the "ID-code Reg./Del." key. The "Register/Delete" screen will be displayed.

Inch specifications

| Management menu | |
|---|--------------|
| Management code menu | Close |
| Counter by ID-code Print the list ID-code # of copy correct | Copy Printer |
| Print Counter clear | On On |

Metric specifications

| Managen | nent mod | е | | |
|-----------------------|--------------------|----------------------|------|---------|
| Management code m | ienu | | | Close |
| Counter by ID-code | Print the list | ID-code Reg./Del. | Сору | Printer |
| | | # of copy correct | Off | Off |
| [| Print Err. PRT. | counter clear | On | On |
| Default setting | | | | |



Touch the "Delete" key. The "Delete" screen will be displayed.

"Are you sure you want to delete this ID-code?" will be displayed.

Inch specifications

| Manager | nent menu | | |
|---|--|------------|----------|
| Register/Delete | | | Close |
| ID-code 00011223 00011224 00011225 00011226 11122334 | Number of copy 003,500 003,000 003,000 003,000 003,000 003,000 | Up Down | Register |

Metric specifications

| Manager | ment mode | | |
|-------------------------|--------------------|--------|----------|
| Register/Delete | | | Close |
| ID-code | Number of copy | | |
| 00011223 | 003.500 003.000 | | |
| 00011225 | 003.000 | Down | |
| 00011226 11122334 | 003.000 003.000 | Delete | Register |
| Default setting - Manag | ement code menu | | |

4 If you DO want to delete that department ID-code, touch the "Yes" key.

The touch panel will return to the screen in step 3.

Inch specifications

| | Cancel |
|---|--------|
| | |
| | |
| Are you sure you want to delete this ID-code? | |
| ID-code 00011223 | |
| | |
| Yes | |
| | |
| | |

Metric specifications

| | Cancel |
|---|--------|
| | |
| | |
| Are you sure you want to delete this ID-code? | |
| ID-code | |
| 60011223 | |
| | |
| Yes | |
| | |

NOTE

If you want to delete another department ID-code, repeat steps 3 and 4.



Touch the "Close" key. The touch panel will return to the screen in step 2.

6 Touch the "On" key under "copy" and then touch the "Close" key. The selected department ID-code will be deleted and the screen to enter your department ID-code will be displayed.

Inch specifications

| Manage | ment menu | U | | |
|-----------------------|--------------------|--|------|----------------|
| Management code | menu | | | Close |
| Counter by ID-code | Print the list | ID-code Reg./Del. # of copy correct | Copy | Printer Off |
| Default setting | Print Err. PRT. | Counter clear | | On |

| Management code | menu | | | Close |
|-----------------------|--------------------|----------------------|------|---------|
| Counter by ID-code | Print the list | ID-code Reg./Del. | Сору | Printer |
| | | # of copy correct | Off | Off |
| | Print Err. PRT. | counter clear | On | On |

Changing copy limits

Perform this procedure to change the copy limit registered for each department ID-code without having to delete or re-register the corresponding code.



Display the "Management code menu" screen. (See "(2) Accessing the copy management mode settings" on page 7-3.)

Inch specifications

| Default setti | ng | | | |
|------------------------------------|------------------------|----------|---------------|------------------------|
| Default setting Copy default | | Language | Management | End Weekly timer |
| Machine default | Document Management | sétting | Print Form | |

Metric specifications

| Default settin | g | |
|-----------------|--|---------------|
| Default setting | | End |
| Copy default | Language Bypass Bypass setting Document Management | Week timer |

Touch the "# of copy correct" key. The "Amend the number of copy" screen will be displayed.

Inch specifications

| Management me | enu | | |
|---|---------------------|-------------------|----------------------|
| Management code menu | | | Close |
| Counter by ID-code Print the list Print Err. PRT. | ID-code Reg/Del. | Copy Off On | Printer Off On |
| Default setting | | | |

Metric specifications

| Management mode | | |
|---------------------------|--|----------------------|
| Management code menu | | Close |
| by ID-code Cheve the list | D-code Reg/Del. # of copy contect bear | Printer Off On |
| Default setting | | |

3 Select the department ID-code that you want to change the copy limit for and then touch the "correction" key. The screen to correct the copy limit will be displayed.

Inch specifications

| Manage | ment menu | | |
|---|---|------------|-------|
| Amend the number | of copy | | Close |
| ID-code 00011223 00011224 00011225 00011226 11122334 | Number of copy 003.000 003.000 003.000 003.000 003.000 | Correction | |
| Default setting - Manag | ement code menu | | |

Metric specifications

| Managem | ient mode | | |
|--|---|------------|-------|
| Amend the number of | сору | (| Close |
| ID-code 00011223 00011224 00011225 00011226 11122334 Default setting - Manager | Number of copy 003.500 003.000 003.000 003.000 003.000 nent code menu | Correction | |



4

Use the keypad to enter the new copy limit for that department ID-code.

The copy limit can be set to any 1 page increment between 1 and 999,999.

Inch specifications

| Management me | enu | | | | |
|---------------------------------------|---------------------|------------|------|-------|--|
| Amend the number of copy | | [| Back | Close | |
| ID-code | 12345678 | | | | |
| | (0~999999) | | | | |
| Number of copy | 777.000 | # keys | | | |
| Default setting - Management code mer | nu - Amend the numb | er of copy | | | |

Metric specifications

| Amend the number of copy | | l | Back | Clos |
|--------------------------|------------|--------|------|------|
| ID-code | 12345678 | | | |
| | (0~999999) | | | |
| Number of copy | 777.000 | #-Kevs | | |

NOTES

- A setting of "0" will enable unlimited copying under that department ID-code.
- If you want to clear the registered copy limit and enter a new limit, touch the "Back" key to return to the screen in step 3.
- If you want to change the copy limit for another department ID-code, repeat steps 2 through 4.

5

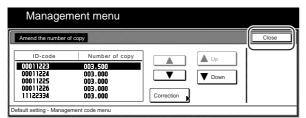
6

7

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

Touch the "Close" key once again. The touch panel will return to the screen in step 2.

Inch specifications



Metric specifications

| | Manager | nent mode | | | |
|---|---|---|------------|----------|-------|
| ſ | Amend the number of | of copy | | | Close |
| | ID-code 00011224 00011225 00011226 00011226 11122334 | Number of copy 003,500 003,000 003,000 003,000 003,000 | Correction | Up Vp | |
| D | efault setting - Manage | ement code menu | | | |

Make sure that the "On" key is selected under "copy" and then touch the "Close" key. Copy management will be turned ON and the screen to enter your department ID-code will be displayed.

Inch specifications

| Managen | nent meni | l | | |
|-----------------------|--------------------|----------------------|------|-------|
| Management code m | enu | | | Close |
| Counter by ID-code | Print the list | ID-code Reg./Del. | сору | |
| | | # of copy correct | Off | Off |
| [| Print Err. PRT. | Counter clear | On | On |
| Default setting | | | | |

Metric specifications

| Manage | ment mod | e | | |
|-----------------------|--------------------|----------------------|------|-------|
| Management code | menu | | | Close |
| Counter by ID-code | Print the list | ID-code Reg./Del. | Сору | |
| | | # of copy correct | Off | Off |
| | Print Err. PRT. | counter clear | On | On |
| Default setting | | | | |

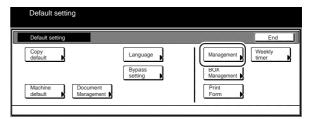
• Clearing copy counts

Perform this procedure to clear the copy counts for all of the registered department ID-codes after a designated period of time.

.

Display the "Management code menu" screen. (See "(2) Accessing the copy management mode settings" on page 7-3.)

Inch specifications



Metric specifications

| Default setting | | | | End |
|--------------------|------------------------|-------------------------------|---------------------------------------|---------------|
| Copy default | | Language Bypass setting | Management Hard Disk Management | Week timer |
| Machine default | Document Management | | Print | |



Touch the "Counter clear" key.

A message asking you to confirm whether or not you really want to clear all copy counts will appear.

Inch specifications

| Management menu | | |
|---|------|---------|
| Management code menu | | Close |
| Counter by ID-code the list ID-code | copy | Printer |
| # of copy correct | Off | Off |
| Print Err. PRT. | On | On |
| Default setting | | |

| Management code r | menu | | | Close |
|-----------------------|--------------------|----------------------|------|---------|
| Counter by ID-code | Print the list | ID-code Reg./Del. | Сору | Printer |
| | | # of copy correct | Off | Off |
| | Print Err. PRT. | counter clear | On | On |

3 If you DO want to clear the copy counts, touch the "Yes" key. If you do NOT want to clear the counts, touch the "No" key. The touch panel will return to the screen in step 2.

Inch specifications

| | | | | Cancel |
|-----|----------------------|---|---------------|--------|
| | | | | |
| | ot. total 0.002.5 | | de. Are you s | ure? |
| Yes | No |) | | |

Metric specifications



Touch the "On" key under "copy" and then touch the "Close" key. The copy counts will all be cleared and the screen to enter your department ID-code will be displayed.

Inch specifications

4

| Management menu | I | | |
|-----------------------|----------------------|------|-------|
| Management code menu | | | Close |
| Counter by ID-code | ID-code Reg./Del. | сору | |
| | # of copy correct | Off | Off |
| Print Err. PRT. | Counter clear | On | On |
| Default setting | | | |

Metric specifications

| Manager | ment mod | е | | |
|-----------------------|--------------------|----------------------|------|-------|
| Management code r | menu | | | Close |
| Counter by ID-code | Print the list | ID-code Reg./Del. | Сору | |
| | | # of copy correct | Off | Off |
| | Print Err. PRT. | counter clear | On | On |
| Default setting | | | | |

• Checking the copy counts

Perform this procedure when you want to check the total number of copies made under each individual ID-code, as well as the total made with the copier as a whole.

Display the "Management code menu" screen. (See "(2) Accessing the copy management mode settings" on page 7-3.)

Inch specifications

| End |
|-----------------|
| Weekly timer |
| |

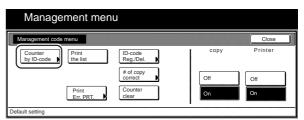
Metric specifications

| Default setti | ng | |
|---------------------------------------|---|--|
| Default setting | | End |
| Copy default Machine default | Language Bypass setting Document Management | Management) Hard Disk Management) Print Form |



Touch the "Counter by ID-code" key. The "Overview by department" screen will be displayed.

Inch specifications



| Manage | ment mod | e | | |
|-----------------------|--------------------|--|------|----------------|
| Management code | menu | | | Close |
| Counter by ID-code | Print the list | ID-code Reg./Del. # of copy correct | Copy | Printer Off |
| Default setting | Print Err. PRT. | counter clear | On | On |

3 ^{Ch}de

Check the total number of copies made under each department ID-code, as desired as well as the total made with the copier as a whole.

Inch specifications

| All dept. total: 0,002,500 ID-code Counter ID-code Counter ID-code Counter 00011223 000.500 22233445 000.500 77786990 000.500 | Overview by department | nt | | | | Close |
|---|------------------------|------------|---------|----------|---------|---------------|
| 00011223 000.500 22233445 000.500 77788990 000.500 | All dept. total : 0.0 | 102.500 | | | | |
| | ID-code Counte | r ID-code | Counter | ID-code | Counter | 🛕 Up |
| | 00011223 000.50 | 0 22233445 | 000.500 | 77788990 | 000.500 | |
| 00011224 000.500 33344556 000.500 88899001 000.500 UV Do 00011225 000.500 44455667 000.500 99900112 000.500 UV Do | | | 000.500 | 88899001 | 000.500 | V Down |
| | 011226 000.50 | 0 55566778 | 000.500 | 99911234 | 000.500 | |
| | 11122334 000.50 | 0 66677889 | 000.500 | 99911235 | 000.500 | |

Metric specifications

| Mana | gemen | t mode | | | |
|--|---|--|---|--|-------|
| Overview by c | department | | | | Close |
| Total ID-co | odes : 0.002 | .500 | | | |
| ID-code | Counter | ID-code | Counter | ID-code Counter | 🗼 Up |
| 00011223 00011224 00011225 00011226 11122334 | 000.500 000.500 000.500 000.500 000.500 | 22233445 33344556 44455667 55566778 66677889 | 000.500 000.500 000.500 000.500 000.500 | 77788990 000.500 88899001 000.500 99900112 000.500 99911234 000.500 99911235 000.500 | Down |

NOTE

When there are more than 15 department ID-codes registered, touch the "▼ Down" key in order to displayed the next set of 15 ID-codes.



Touch the "Close" key. The touch panel will return to the screen in step 2.

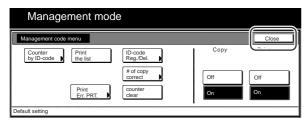


Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.

Inch specifications

| Manage | ement men | u | | |
|-----------------------|--------------------|----------------------|------|-------|
| Management code | menu | | | Close |
| Counter by ID-code | Print the list | ID-code Reg./Del. | сору | |
| | | # of copy correct | Off | Off |
| | Print Err. PRT. | Counter clear | On | On |
| Default setting | | | | |

Metric specifications



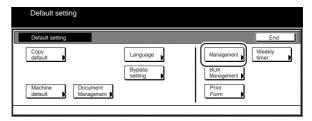
• Printing out the department ID-code list

Perform this procedure to print out a list of the number of copies made under each department ID-code.

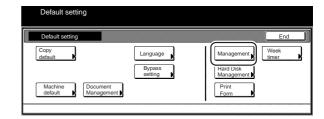


Display the "Management code menu" screen. (See "(2) Accessing the copy management mode settings" on page 7-3.)

Inch specifications



Metric specifications



NOTE

Inch specification

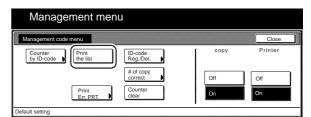
Make sure that 11" x 8 1/2" size paper is loaded in one of the drawers[cassettes]. If 11" x 8 1/2" size paper is NOT loaded in one of the drawers[cassettes], a screen requesting that you attempt to print again will be displayed during the procedure. In this case, select another paper size.

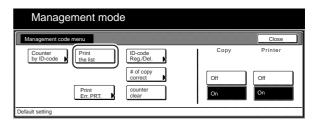
Metric specification

Make sure A4 size paper is loaded in one of the drawers[cassettes]. If A4 size paper is NOT loaded in one of the drawers[cassettes], a screen requesting that you attempt to print again will be displayed during the procedure. In this case, select another paper size.

2 Touch the "Print the list" key.

Inch specifications





The "Printing report." screen will be displayed and printing of the department ID-code list will start.

Inch specifications

| Test Cop | | | | |
|------------|-------------|-----------|--------|--------|
| Orig. page | 100% AMS | Count/Set | Output | Cancel |

Metric specifications

| Printing repo | ort | | |
|---------------|-----------|--------|--|
| Original | Count/set | Output | |
| | | | |

NOTE

If you want to cancel print out of the department ID-code list, touch the "Cancel" ["Job cancel"] key.

Once print out is completed, the touch panel will return to the screen in step 2.

Inch specifications

| Manage | ment meni | U | | |
|-----------------------|--------------------|----------------------|------|---------|
| Management code | menu | | | Close |
| Counter by ID-code | Print the list | ID-code Reg./Del. | сору | Printer |
| | | # of copy correct | Off | Off |
| | Print Err. PRT. | Counter clear | On | On |
| Default setting | | | • | |

Metric specifications

| Manage | ment mod | е | | |
|-----------------------|--------------------|----------------------|------|---------|
| Management code | menu | | | Close |
| Counter by ID-code | Print the list | ID-code Reg./Del. | Copy | Printer |
| Default setting | Print Err. PRT. | counter clear | On | On |

3

Touch the "Close" key.

• Turning copy management ON/OFF

Perform this procedure to turn copy management ON or OFF.

Make sure you have performed all of the appropriate settings on pages 7-3 through 7-11.



Touch the "On" key or the "Off" key in the "Management code menu" screen to turn copy management ON or OFF, as desired.

Inch specifications

| Management menu | J | | |
|-----------------------|----------------------|------|----------------|
| Management code menu | | | Close |
| Counter by ID-code | ID-code Reg./Del. | Copy | Printer Off |
| Print Err. PRT. | Counter clear | On | On |

Metric specifications

| Management mod | le | | |
|---|----------------------|-------------------|----------------------|
| Management code menu | | | Close |
| Counter by ID-code Print the list Print Err. PRT. | ID-code Reg./Del. | Copy Off On | Printer Off On |
| Default setting | | | |

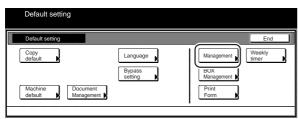
If you turned copy management ON, the screen to enter your department ID-code will be displayed.

• Turning print management ON/OFF (only available when the optional Printer Kit is installed in your copier)

Perform this procedure to turn print management ON or OFF.

Display the "Management code menu" screen. (See "(2) Accessing the copy management mode settings" on page 7-3.)

Inch specifications



Metric specifications

| Default setting | | |
|--|---|--|
| Default setting | End | |
| Copy default Machine default Managem | Management) Hard Disk Management Print Form | |

Touch the "On" key or the "Off" key under "Printer" screen to turn print management ON or OFF, as desired.

Inch specifications

| Management menu | | |
|--|-------------|---------|
| Management code menu | | Close |
| Counter by ID-code Print the list ID-code Reg./Del. # of copy correct | copy Off | Printer |
| Print Err. PRT. | On | On |

Metric specifications

| Management mode | | |
|--|-------------|----------------|
| Management code menu | | Close |
| Counter by ID-code Print ID-code Reg./Del. # | Copy Off | Printer Off |
| Print Err. PRT. Counter clear | On | On |

3

Touch the "Close" key. The touch panel will return to the screen in step 2.

Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.

• Turning error report access ON/OFF (only available when the optional Printer Kit is installed in your copier)

Perform this procedure to turn the display of the "Print Err. PRT." key - which allows you to print out an error report whenever printing is attempted with an unregistered department ID-code - ON or OFF.



Display the "Management code menu" screen. (See "(2) Accessing the copy management mode settings" on page 7-3.)

Inch specifications

| Copy default Language | |
|-------------------------------------|-----|
| | · 1 |
| Bypass setting BOX Management | |

Metric specifications

| Default setting | | | | End |
|--------------------|------------------------|----------------------------|---------------------------------------|---------------|
| Copy default | | Language Bypass setting | Management Hard Disk Management | Week timer |
| Machine default | Document Management | | Print Form | |

Make sure that the "On" key is selected under "Printer", and then touch the "Print Err. PRT." key. The "Print error report" screen will be displayed.

Inch specifications

| Management me | nu | | |
|-----------------------|----------------------|------|---------|
| Management code menu | | | Close |
| Counter by ID-code | ID-code Reg./Del. | сору | Printer |
| | # of copy correct | Off | Off |
| Print Err. PRT. | Counter clear | On | On |
| Default setting | | | |

| Management code menu | | | Close |
|-----------------------|----------------------|------|---------|
| Counter by ID-code | ID-code Reg./Del. | Сору | Printer |
| | # of copy correct | Off | Off |
| Print Err. PRT. | counter clear | On | On |

3

Touch the "On" key or the "Off" key to turn the display of the "Print Err. PRT." key ON or OFF, as desired.

Inch specifications

| Management menu | | | | | |
|--------------------------------------|-----------------|------|--|-------|--|
| Print Error report | | Back | | Close | |
| Off On Default setting - Manag | ament onda manu | | | | |

Metric specifications

| Managen | nent mode | | | |
|-------------------------|-----------------|------|-------|---|
| Print Error report | | Back | Close | Π |
| Off On | | | | |
| Default setting - Manag | ement code menu | | | |



Touch the "Close" key. The touch panel will return to the screen in step 2.

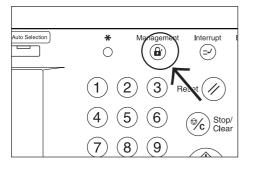
5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.

(4) Making copies when copy management is turned ON

When copy management is turned ON, it will only be possible to perform copy operations after using the keypad to enter one of the registered department ID-codes.

IMPORTANT!

After you have finished copying, BE SURE to touch the "Management" key in order to activate copy management once again. In this case, the "Enter ID-code" screen will be displayed.



Section 7 COPIER MANAGEMENT FUNCTIONS

Use the keypad to enter your designated department IDcode and then touch the "Enter" key. The content of the "Basic" tab will be displayed.

Inch specifications

| Enter ID-code. | |
|----------------|-------|
| | |
| | |
| | |
| Clear | |
| | Enter |
| | |

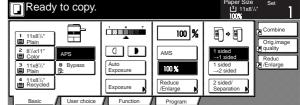
Metric specifications

| Enter ID-code. | |
|----------------|-------|
| | |
| | |
| | |
| Clear | |
| Citizat | |
| | Enter |
| | |

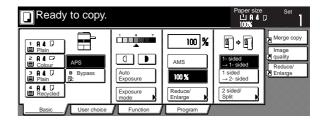
NOTES

- To reenter a mistaken department ID-code, touch the "Clear" key.
- If the entered ID-code does not match a registered one, an error
- alarm will sound. In this case, enter a viable department ID-code.
- 2 Make copies as desired using the normal procedure. Inch specifications

ion speemeations



Metric specifications





Once you have finished copying, Press the [Management] key.

2. Weekly timer

Power to the copier can be turned ON and OFF automatically at specified times on each day of the week between Monday and Sunday. Set the copier to be turned ON early so that it is warmed up and ready for the start of work in the morning, and set it to be turned OFF automatically in the evening in case nobody remembers to switch it off manually.

NOTES

- When the weekly timer is turned ON, do NOT remove the power plug from its power source and be sure to leave the main switch ON (|) as well.
- In order to have the weekly timer operate properly, make absolutely certain that the settings for the date and time are correct.

(1) Settings for the weekly timer

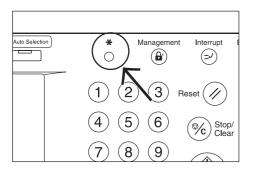
| Setting | Description | Reference page |
|--|--|----------------|
| Programming the weekly timer | Perform this procedure when you want to register the times at which the copier is to be turned ON and OFF during each day of the week. If you leave the main switch ON (), the copier will be turned ON and OFF automatically at the times scheduled for each individual day. You can also set the timer to leave the copier ON or OFF all day for any day of the week. | 7-15 |
| • Canceling the timer function temporarily | Perform this procedure when the copier is to be out of use for any full day (holiday, etc.) outside of the normal weekly schedule. In this case, it is necessary to cancel the timer function in advance for the day in question. The copier will then remain OFF for that whole day but, on the same day of the following week, the timer will resume turning the copier ON and OFF at the times originally registered. | 7-16 |
| • Turning the weekly timer ON/OFF | Perform this procedure when the weekly timer function is not required and you want to turn it OFF. | 7-17 |

(2) Accessing the weekly timer settings

Perform the following procedure when you want to access the screens for each of the weekly timer settings.



With the content of the "Basic" tab displayed, press the [*****] key. The "Default setting" screen will be displayed.



Touch the "Weekly timer" ["Week timer"] key on the right side of the touch panel.

Inch specifications

| L default | anguage | Management | Weekly timer |
|-----------|-----------------|-------------------|-----------------|
| | ypass etting | BOX Management | |

| Default settin | g | | | |
|--------------------|------------------------|-------------------------|------------------------------------|---------------|
| Default setting | | | | End |
| Copy default | | Language Bypass setting | Management Hard Disk Management | Week timer |
| Machine default | Document Management | | Print Form | |
| | | | _ | |

Use the keypad to enter the 4-digit management code. The factory default setting for 45 cpm copiers is "4500" and for 55 cpm copiers is "5500". If the entered code matched the registered one, the "Weekly timer" ["Week timer"] screen will be displayed.

Inch specifications

3

| Enter the administrator number | Close |
|--------------------------------|-------|
| | |
| | |
| | |
| | |
| | |
| | |

Metric specifications

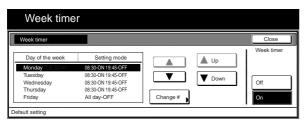
| Enter the administrator number | Close |
|--------------------------------|-------|
| | |
| | |
| | |
| | |
| | |
| | |

Touch the key that corresponds to the desired weekly timer setting.

Inch specifications

| | Weekly tin | ner | | |
|---|-----------------|--------------------|----------|--------------|
| Γ | Weekly timer | | | Close |
| [| Day of the week | Setting mode | | Weekly timer |
| | Monday | 08:30-ON 19:45-OFF | | |
| | Tuesday | 00:00-ON | V Down | |
| | Wednesday | 03:00-OFF | | Off |
| | Thursday | 08:30-ON 19:45-OFF | | |
| | Friday | All day-OFF | Change # | On |
| D | efault setting | | | |

Metric specifications



NOTES

- It is possible for you to change the 4-digit management code. (See "Changing the management code" on page 7-31.)
- Refer to the desired procedure(s) explained under "(3) Making weekly timer settings" and perform the corresponding setting(s).

(3) Making weekly timer settings

Perform the following procedure that corresponds to the desired setting.

• Programming the weekly timer

Perform this procedure to register the times at which the copier is to be turned ON and OFF during each day of the week, or whether it will be left ON or OFF all day on any of those days.



Select the day of the week that you want to set the ON and OFF times for and then touch the "Change #" key. The setting screen for the selected day will be displayed.

Inch specifications

| Weekly timer | | | | Close |
|-----------------|--------------------|----------|---------------|-------------|
| | | _ | | Weekly time |
| Day of the week | Setting mode | | 🛦 Up | |
| Monday | 08:30-ON 19:45-OFF | | | |
| Tuesday | 00:00-ON | | V Down | I |
| Wednesday | 03:00-OFF | | ♥ Down | Off |
| Thursday | 08:30-ON 19:45-OFF | | | |
| Friday | All day-OFF | Change # | | On |

Metric specifications

| | Week time | r | | |
|----|-----------------|--------------------|----------|------------|
| | Week timer | | | Close |
| Γ. | | | _ | Week timer |
| | Day of the week | Setting mode | | |
| | MondayTUESDAY | 08:30-ON 19:45-OFF | | |
| | Tuesday | 08:30-ON 19:45-OFF | | |
| | Wednesday | 08:30-ON 19:45-OFF | ↓ Down | Off |
| | Thursday | 08:30-ON 19:45-OFF | | |
| | Friday | All day-OFF | Change # | On |
| Ľ | | | _() | |
| D | efault setting | | | |



If you want to set the time (hour and minutes) that the copier will be turned ON and OFF during that day, touch the "Select work time" key and then adjust the "SW ON" and "SW OFF" times as desired.

Inch specifications

| Monday | | | Back | Close |
|--|---|-------------|------|-----------|
| | er to turn on main SW on/off in ng "Cancel", set time is invalid | | | Cancel |
| Select work time All day -OFF All day -ON | SW ON 8:30 | SW OFF 19:4 | 5 | Off On |

| Monday | | | Back | Close |
|---|--|--------------|------|-----------|
| | to turn main SW on/off for one d ng "Cancel", set time is invalided | | | Cancel |
| Select work time -OFF All day -ON | SW ON 08:30 | | :45 | Off On |
| If On/Off | is set to same time, main SW wi | ll turn off. | | |
| Default setting- Wee | ek timer | | | |

If you want to have the copier left ON all day on that day, touch the "All day-ON" key.

Inch specifications

| Monday | | Back | | Close |
|---|--|------|----|--------|
| | turn on main SW on/off in a day. ancel [®] , set time is invalided once. | | 1 | Cancel |
| Select work time All day All day ON EL IN CINVOIT mode i | is set at same time, main SW will turn off. | | Of | |

Metric specifications

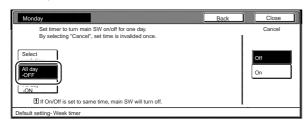
| Monday | Back | Close |
|---|------|---------------------|
| Set timer to turn main SW on/off for one day. By selecting 'Cancel', set time is invalided onc Select Miday Alday | | Cancel Off On |

If you want to have the copier left OFF all day on that day, touch the "All day-OFF" key.

Inch specifications

| Monday | | Back | Close |
|---|---|------|-----------|
| Set | he timer to turn on main SW on/off in a day. | | Cancel |
| By s | electiong "Cancel", set time is invalided once. | | 1 |
| Select uset time All day -OFF -ON I If O | VOff mode is set at same time, main SW will turn off. | | Off On |
| Default setting | - Weekly timer | | |

Metric specifications



Touch the "Close" key. The touch panel will return to the "Weekly timer" ["Week timer"] screen.

NOTES

З

- Either the set ON/OFF times, "All day-ON" or "All day-OFF" will be displayed next to the corresponding date according to the setting you made.
- If you want to set the ON/OFF times for another day, repeat steps 1 through 3.

4 Touch the "On" key at the bottom right of the touch panel, and then touch the "Close" key. The timer will be turned ON with the registered settings and the touch panel will return to the "Default setting" screen.

Inch specifications

| Weekly timer | | | |
|-----------------|--------------------|----------|--------------|
| Weekly timer | | | Close |
| | 1 | , | Weekly timer |
| Day of the week | Setting mode | | |
| Monday | 08:30-ON 19:45-OFF | | |
| Tuesday | 00:00-ON | | |
| Wednesday | 03:00-OFF | | Off |
| Thursday | 08:30-ON 19:45-OFF | | |
| Friday | All day-OFF | Change # | On |

Metric specifications

| Week timer | | | | Close |
|-----------------|--------------------|----------|------|------------|
| | | _ | | Week timer |
| Day of the week | Setting mode | | 🛦 Up | |
| MondayTUESDAY | 08:30-ON 19:45-OFF | | | |
| Tuesday | 08:30-ON 19:45-OFF | | | I |
| Wednesday | 08:30-ON 19:45-OFF | | Down | Off |
| Thursday | 08:30-ON 19:45-OFF | | | |
| Friday | All day-OFF | Change # | | On |

• Canceling the timer function temporarily

Perform this procedure to turn the copier OFF for any full day outside of the normal weekly schedule.

Select the day of the week for which you want to temporarily cancel the timer function, and then touch the "Change #" key. The setting screen for the selected day will be displayed.

Inch specifications

| Weekly | timer | | |
|-----------------|--------------------|----------|--------------|
| Weekly timer | | | Close |
| | | | Weekly timer |
| Day of the wee | ek Setting mode | | |
| Monday | 08:30-ON 19:45-OFF | | |
| Tuesday | 00:00-ON | V Down | |
| Wednesday | 03:00-OFF | U Down | Off |
| Thursday | 08:30-ON 19:45-OFF | | |
| Friday | All day-OFF | Change # | On |
| | | _() | |
| Default setting | | | |

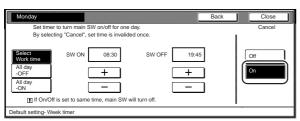
| Week timer | | | | Close |
|-----------------|--------------------|----------|------|------------|
| | | _ | 1 | Week timer |
| Day of the week | Setting mode | | Un | |
| MondayTUESDAY | 08:30-ON 19:45-OFF | | | |
| Tuesday | 08:30-ON 19:45-OFF | | | (|
| Wednesday | 08:30-ON 19:45-OFF | | Down | Off |
| Thursday | 08:30-ON 19:45-OFF | | | |
| Friday | All day-OFF | Change # | | On |

2 Touch the "On" key under "Cancel" at the bottom right of the touch panel.

Inch specifications

| Monday | | | Back | Close |
|---|--|------------|------|--------|
| | ner to turn on main SW on/off in ong "Cancel", set time is invalide | | | Cancel |
| Select work time All day _OFF All day _ON If On/Off r | SW ON 8:30 + - mode is set at same time, main | SW OFF 19: | .45 | |
| Defends a string a Mar | | | | |

Metric specifications



Touch the "Close" key. The touch panel will return to the "Weekly timer" ["Week timer"] screen.

NOTE

4

3

If you want to cancel the timer function for another day, repeat steps 1 through 2.

Touch the "On" key at the bottom right of the touch panel, and then touch the "Close" key. The timer function will be canceled for that day and the touch panel will return to the "Default setting" screen.

Inch specifications

| Weekly tin | her | | |
|-----------------|--------------------|----------|--------------|
| Weekly timer | | | Close |
| | | 1 | Weekly timer |
| Day of the week | Setting mode | | |
| Monday | 08:30-ON 19:45-OFF | | |
| Tuesday | 00:00-ON | | |
| Wednesday | 03:00-OFF | ↓ Down | Off |
| Thursday | 08:30-ON 19:45-OFF | | |
| Friday | All day-OFF | Change # | On |

Metric specifications

| Week time | er | | |
|-----------------|--------------------|----------|------------|
| Week timer | | | Close |
| | | | Week timer |
| Day of the week | Setting mode | | |
| MondayTUESDAY | 08:30-ON 19:45-OFF | | |
| Tuesday | 08:30-ON 19:45-OFF | V Down | |
| Wednesday | 08:30-ON 19:45-OFF | U Down | Off |
| Thursday | 08:30-ON 19:45-OFF | | |
| Friday | All day-OFF | Change # | On |

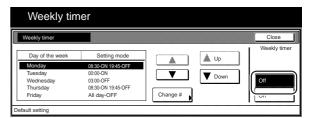
Section 7 COPIER MANAGEMENT FUNCTIONS

• Turning the weekly timer ON/OFF

Perform this procedure to turn the weekly timer function OFF.

Touch the "Off" key under "Weekly timer" ["Week timer"] at the bottom right of the touch panel.

Inch specifications



Metric specifications

| Week timer | | | | Close |
|-----------------|--------------------|----------|---------------|------------|
| | | _ | | Week timer |
| Day of the week | Setting mode | | 🛦 Up | |
| MONDAY | 08:30-ON 19:45-OFF | | | |
| TUESDAY | 00:00-ON | | V Down | |
| WEDNESDAY | 03:00-OFF | | ♥ Down | Off |
| THURSDAY | 08:30-ON 19:45-OFF | | | / |
| FRIDAY | All day-OFF | CHANGE # | | N-on |



Touch the "Close" key.

The weekly timer function will be turned OFF and the touch panel will return to the "Default setting" screen.

3. Default settings

The state that the copier enters at the end of warm-up or when the [Reset] key is pressed is called the "initial mode". The modes, functions and other settings that are automatically pre-set for the initial mode are called "default settings". These default settings are separated into two categories: "Copy defaults" and "Machine defaults" and can be changed as desired to suit your copying needs.

(1) Machine default settings

The following table indicates the machine default settings available in this copier. Change any or all of the settings as desired in order to make the most effective use of your copier.

| Default setting | Description | Available settings | Factory setting | Reference page |
|---|---|--|-------------------|-------------------|
| Auto drawer[cassette] switching ON/OFF | If the paper in one drawer[cassette] runs out during copying, the automatic drawer[cassette] switching function will switch paper feed from the empty drawer[cassette] to another drawer[cassette] that contains the same size of paper in the same orientation for uninterrupted copying. To enable this function, it is necessary to turn the related setting "On". | On / Off | On | 7-22 |
| | In order to prevent a drawer[cassette] that holds a different type of paper from being switched to when the automatic drawer[cassette] switching function is turned ON, it is necessary to select "Feed same paper type" as well. | All type of paper / Feed same paper type | All type of paper | |
| Paper size (drawer[cassette] No.1 & No.2) | Inch specification copiers Sets the size of paper that is loaded in drawers[cassettes] No.1 and No.2. If you want the size to be detected automatically, select "Auto Detection" (Automatic size detection). If you want to manually set the size of paper, select "Standard sizes". | Auto Detection / Standard sizes | Auto Detection | 7-23 |
| | <if "auto="" detection"="" select="" you=""> You can also select the desired unit of measurement: "Inch" or "Centimeter".</if> | Inch Centimeter | Inch | |
| | <pre></pre> <if "standard="" select="" sizes"="" you=""> You can then select the paper size.</if> | A3 A4 A4R A5R B4 B5 B5R Folio 11 x 17 8 1/2 x 14 11 x 8 1/2 8 1/2 x 11 5 1/2 x 8 1/2 8 1/2 x 13 | | |
| | • Metric specification copiers Sets the size of paper that is loaded in drawers[cassettes] No.1 and No.2. You can then select the paper size. | A3 A4 A4R A5R B4 B5 B5R Folio 11 x 17 8 1/2 x 14 11 x 8 1/2 8 1/2 x 11 5 1/2 x 8 1/2 8 1/2 x 13 | A4 | |

| Default setting | Description | Available settings | Factory setting | Reference page |
|--|---|--|-----------------|-------------------|
| Paper type (drawer[cassette] No.1 - No. 5) | drawer[cassette] No.1 - lo. 5) drawer[cassettes] No.1 through No.5. * The drawer[cassette] No.5 setting will only be displayed when the optional Side Feeder, which is only available for 55 cpm copiers, is installed on your copier. | | Plain | 7-24 |
| Custom paper type for 2-sided copying | Sets whether or not each custom paper type (custom 1 - custom 8) will be available for use in 2-sided copying. | On / Off | On | 7-25 |
| Auto shut-off time | Sets the amount of time that will elapse after copying, or if no operation is performed, before the auto shut-off function engages and turns the copier OFF. * It is recommended that you try to set a longer time interval before auto shut-off engages if you use the copier frequently, and to a shorter time if there are long intervals between use. | 15 – 240 (minutes) | 90 (minutes) | 7-25 |
| Auto preheat time | Sets the amount of time between the point that copying ends and the energy-saving preheat mode engages. | 1 – 45 (minutes) | 15 (minutes) | 7-26 |
| Copy eject location | Sets the location for the ejection of finished copies. * This setting will only be displayed when the optional Document Finisher or Multi Job Tray is installed on your copier. | Tray A Tray 1 Tray 2 Tray 3 Tray 4 Tray 5 | Tray A | 7-27 |
| Touch panel sound ON/ OFF | Sets whether or not the touch panel will emit a "beep" sound each time a key is touched. | On / Off | On | 7-28 |
| Silent mode ON/OFF | The copier can be switched to a silent mode, which shortens the length of time that the laser data writing motor continues to spin after each copy job is finished. Turn the silent mode ON if the noise of the motor bothers you in any way. | On / Off | Off | 7-29 |

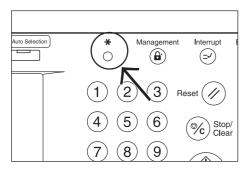
| Default setting | Description | Available settings | Factory setting | Reference page |
|------------------------------|--|--|--|-------------------|
| Day & time | Sets the current date and time. | Year: 2000-2099 Month: 1 – 12 Day: 1 – 31 Time: 00:00 – 23:59 | Year: '00 Month: 01 Day: 01 Time: 00:00 | 7-29 |
| Time difference | Sets a designated time difference. | +12:0012:00 | 00:00 | 7-30 |
| Changing the management code | Changes the management code that is used by the copy manager. IMPORTANT: If you change the management code from its factory default, be sure to keep some sort of record of the new management code. If, for any reason, you forget the registered management code, you will need to contact your service representative. | 0000 – 9999 | 45 cpm copiers: 4500 55 cpm copiers: 5500 | 7-31 |
| Auto shut-off ON/OFF | Sets whether or not to have the auto shut-off function automatically turn the main switch OFF a certain amount of time after copying, or if no operation has been performed on the copier during that time. * If auto shut-off interferes with your copying operations, turn this function OFF. However, it is recommended that you try to set a longer time interval until auto shut- off engages before you actually turn it OFF. | On / Off | On | 7-32 |

(2) Accessing the machine default settings

Perform the following procedure when you want to access the screens for each of the various machine default settings.

With the content of the "Basic" tab displayed, press the [*] key.

The "Default setting" screen will be displayed.





-1

Touch the "Machine default" key on the right side of the touch panel.

Inch specifications

| Default setting | | |
|-----------------|----------------------|-------------------------|
| Default setting | | End |
| Copy default | Language | Management Weekly timer |
| | Bypass setting | BOX Management |
| | ocument anagement | Print Form |
| | | e |

Metric specifications

| Default settin | g | | | |
|-----------------|------------|-------------------------------|------------|---------------|
| Default setting | | | | End |
| Copy default | Document | Language Bypass setting | Management | Week timer |
| default | Management | | Form | |



Use the keypad to enter the 4-digit management code. The factory default setting for 45 cpm copiers is "4500" and for 55 cpm copiers is "5500".

Inch specifications

| Enter the administrator number | Close |
|--------------------------------|-------|
| | |
| | |
| | |
| | |
| | |

Metric specifications

| Enter the administrator number | Close |
|--------------------------------|-------|
| | |

Section 7 COPIER MANAGEMENT FUNCTIONS

If the entered code matched the registered one, the "Machine default" screen will be displayed.

Inch specifications

4

| Default setting | | | | | | |
|-----------------|------------------------|-------------------|-----------|----------|--------|----|
| | Machine default | | | | Close | |
| [| Default menu | Set | ting mode | | LID . | ٦ |
| | Auto drawer switching | On / All types of | of paper | | - Op | 2 |
| | Paper size(1st drawer) | Auto | | | | ٦. |
| | Paper size(2nd drawer) | Auto | | | ▼ Down | |
| | Paper type(1st drawer) | Plain | | | | - |
| | Paper type(2nd drawer) | Plain | | Change # | | |

Metric specifications

| 9 | | |
|-------------------------|--|---|
| | | Close |
| Setting mode | | 🛦 Up |
| On / All types of paper | | |
| A4 🗋 | | Down |
| A4 🖬 | | ♥ Down |
| Plain | | |
| Plain | Change # | |
| | Setting mode On / All types of paper A4 [] A4 [] Plain | Setting mode On /All types of paper A4 A4 Plain |

NOTES

- It is possible for you to change the 4-digit management code. (See "Changing the management code" on page 7-31.)
- Refer to the desired procedure(s) explained under "(3) Making machine default settings" and perform the corresponding setting(s).

(3) Making machine default settings

Perform the following procedure that corresponds to the desired setting.

• Auto drawer[cassette] switching ON/OFF

Perform the following procedure to turn automatic drawer[cassette] switching ON or OFF, as desired.

1

Display the "Machine default" screen.

(See "(2) Accessing the machine default settings" on page 7-21.)

Inch specifications

| Default settir | g | | |
|--------------------|------------------------|-------------------|-----------------|
| Default setting | | | End |
| Copy default | Language | Management | Weekly timer |
| | Bypass setting | BOX Management | |
| Machine default | Document Management | Print Form | |

Metric specifications

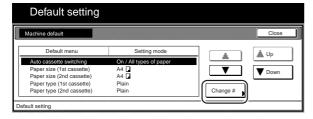
| Default setting | | |
|--|------------|---------------|
| Copy default Bypass setting Document Management | Management | Week timer |

Select "Auto drawer switching" ["Auto drawer[cassette] switching"] in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Auto drawer switching" ["Auto drawer[cassette] switching"] screen will be displayed.

Inch specifications

| | Default setting | | | | | |
|---|------------------------|-------------------------|----------|--|--|--|
| | Machine default | | Close | | | |
| | Default menu | Setting mode | | | | |
| | Auto drawer switching | On / All types of paper | | | | |
| | Paper size(1st drawer) | Auto | | | | |
| | Paper size(2nd drawer) | Auto | Down | | | |
| | Paper type(1st drawer) | Plain | | | | |
| | Paper type(2nd drawer) | Plain | Change # | | | |
| Ľ | | | | | | |
| Ľ | Default setting | | | | | |

Metric specifications



Touch the "On" key to automatic drawer[cassette] switching ON.

Inch specifications

| Auto drawer switching | | | Back | Close |
|--|----|--|------|-------|
| When paper drawer is empty set same size/direction pape | | | | |
| Functio | 'n | Paper type | | |
| On Off | | All types of paper Feed same paper type | | |
| | | | | |
| | | | | |

Metric specifications

| Auto cassette switching | Back | Close |
|--|------|-------|
| When paper cassette is empty, switch to another one, set same size/direction paper, and continue copying. Function Paper type On All types Of Paper Off Feed same | | |
| paper type | | |



4 In order to prevent a drawer[cassette] that holds a different type of paper from being switched to when the automatic drawer[cassette] switching function is turned ON, touch the "Feed same paper type" key under "Paper type".

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.



Touch the "Close" key. The touch panel will return to the screen in step 2.



Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.



Paper size (drawer[cassette] No.1 & No.2)

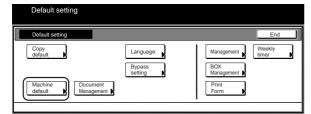
Perform the following procedure to set the size of paper that is loaded in drawer[cassette] No.1 and No.2.



Display the "Machine default" screen.

(See "(2) Accessing the machine default settings" on page 7-21.)

Inch specifications



Metric specifications

| Default setting | 9 | |
|-----------------|---|--|
| Default setting | | End |
| Copy default | Language Bypass Bypass Setting Document | Management Week Hard Disk Management Print Form |

Select one of the "Paper size" settings

("1st drawer[cassette]" or "1st drawer[cassette]") in the settings list on the left side of the touch panel and then touch the "Change #" key.

The screen to set the paper size for that drawer[cassette] will be displayed.

Inch specifications

| Machine default | | | | Close |
|------------------------|---------------------|------|----------|-------|
| Default menu | Setting | mode | | A lin |
| Auto drawer switching | On / All types of p | aper | | |
| Paper size(1st drawer) | Auto | | | |
| Paper size(2nd drawer) | Auto | | | Down |
| Paper type(1st drawer) | Plain | | | · |
| Paper type(2nd drawer) | Plain | | Change # | |

| Metric specifications |
|-----------------------|
|-----------------------|

| | Default settin | g | | |
|---|--|-------------------------|----------|-------|
| | Machine default | | (| Close |
| | Default menu | Setting mode | | 🛦 Up |
| | Auto cassette switching Paper size (1st cassette) | On / All types of paper | | |
| | Paper size (2nd cassette) | A4 🗖 | | Down |
| | Paper type (1st cassette) Paper type (2nd cassette) | Plain Plain | Change # | |
| D | efault setting | | | |

Section 7 COPIER MANAGEMENT FUNCTIONS

Perform the step that corresponds to the specification of your 3 copier:

<Inch specification copiers>

If you select "Auto Detecton" (automatic size detection) here, select the desired unit of measure ("Centimeter" or "Inch") as well.

If you select "Standard sizes" (standard paper size) here, simply touch the key that corresponds to the size of paper that is loaded in that drawer[cassette].

| Select paper s | ize. | | | | |
|-------------------|------|-------|----------|------------|---|
| | A3 🕞 | B4.🗗 | 11x17" | 51/2x81/2" |] |
| Auto Detection | A4 🕽 | B5 🕽 | 81/2x14" | 81/2x13" |] |
| Standard sizes | A4 🕞 | B5 🗗 | 11x81/2" |] | - |
| | A5 🕞 | Folio | 81/2x11" | 7 | |

<Metric specification copiers> Select the size of paper that is loaded in that

drawer[cassette].

| Paper size (1st cass | sette) | | | Back | | Close |
|----------------------|--------|-------|----------|--|---|-------|
| Select paper size | э. | | | | | |
| | A3D | B4.07 | 11x17" | 5 ¹ / ₂ x8 ¹ / ₂ " |] | |
| | A4D | B5 🕽 | 81/2x14" | 81/2x13" |] | |
| | A4D | B5 🗗 | 11x81/2" | | - | |
| | A5🖙 | Folio | 81/2x11" | 7 | | |

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.



Touch the "Close" key. The touch panel will return to the screen in step 2.



Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.



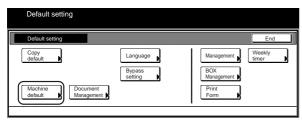
Paper type (drawer[cassette] No.1 - No. 5)

Perform the following procedure to set the type of paper that is loaded in drawers[cassettes] No.1 through No.5.

Display the "Machine default" screen.

(See "(2) Accessing the machine default settings" on page 7-21.)

Inch specifications



Metric specifications

| Default setting | | | |
|-----------------------------|-------------------|-------------------------|--|
| Default setting | | End | |
| Copy default | Language | Management Week timer | |
| | Bypass setting | Hard Disk Management | |
| Machine default Manageme | | Print Form | |



Select one of the "Paper type" settings

("1st drawer[cassette]" through "5th drawer[cassette]") in the settings list on the left side of the touch panel and then touch the "Change #" key.

The screen to set the paper type for that drawer[cassette] will be displayed.

Inch specifications

| | Default settir | ng | | |
|---|------------------------|-------------------------|----------|---|
| Γ | Machine default | | Close |] |
| [| Default menu | Setting mode | | |
| | Auto drawer switching | On / All types of paper | | |
| | Paper size(1st drawer) | Auto | | |
| | Paper size(2nd drawer) | Auto | ↓ Down | |
| | Paper type(1st drawer) | Plain | | |
| | Paper type(2nd drawer) | Plain | Change # | |
| Ľ | | | | |
| C | efault setting | | | |

Metric specifications

| Default settin | 9 | |
|---------------------------|-------------------------|----------|
| Machine default | | Close |
| Default menu | Setting mode | |
| Auto cassette switching | On / All types of paper | |
| Paper size (1st cassette) | A4 🖸 | V Down |
| Paper size (2nd cassette) | A4 L | |
| Paper type (1st cassette) | Plain | |
| Paper type (2nd cassette) | Plain | Change # |

Touch the key that corresponds to the type of paper that is 3 loaded in that drawer[cassette].

Inch specifications

| Select and d | isplay paper type. | | | | |
|--------------|--------------------|------------|----------|----------|--|
| | Plain | Color | Custom 1 | Custom 5 | |
| | Preprinted | Prepunched | Custom 2 | Custom 6 | |
| | Recycled | Rough | Custom 3 | Custom 7 | |
| | Letterhead | Bond | Custom 4 | Custom 8 | |

Metric specifications

| Select and disp | olay paper type. | | | | |
|-----------------|------------------|------------|----------|----------|--|
| | Plain | Colour | Custom 1 | Custom 5 | |
| | Preprinted | Prepunched | Custom 2 | Custom 6 | |
| | Recycled | Rough | Custom 3 | Custom 7 | |
| | Letterhead | Bond | Custom 4 | Custom 8 | |

NOTES

- If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.
- The drawer[cassette] No.5 setting will only be displayed when the optional Side Feeder, which is only available for 55 cpm copiers, is installed on your copier.



Touch the "Close" key. The touch panel will return to the screen in step 2.



Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.



• Custom paper type for 2-sided copying

Perform the following procedure to set whether or not each custom type of paper (custom 1 - custom 8) will be available for use in 2-sided copying.



Display the "Machine default" screen. (See "(2) Accessing the machine default settings" on

page 7-21.)

Inch specifications

| Default settir | hg | | | | |
|--------------------|------------------------|-------------------|-------------------|-----------------|---|
| Default setting | | | | End |) |
| Copy default | | Language | Management | Weekly timer | |
| | | Bypass setting | BOX Management | | |
| Machine default | Document Management | | Print Form | | |
| | | | | | |

Metric specifications

| Default settir | ng | | |
|-----------------|---|--|---------------|
| Default setting | | | End |
| Copy default | Language Bypass setting Document Management | Management Hard Disk Management Print Form | Week timer |

2 Select "Select paper type (2sided)" in the settings list on the left side of the touch panel and then touch the "Change #" key.

The "Select paper type (2sided)" screen will be displayed.

Inch specifications

| Default settir | ng | | |
|--------------------------|--------------|----------|-------------|
| Machine default | I | | Close |
| Default menu | Setting mode | | ▲ Un |
| Paper type(3rd drawer) | Plain | | |
| Paper type(4th drawer) | Plain | | V - |
| Paper type(5th drawer) | Plain | | ▼ Down |
| Select paper type(2sided | 1) | | |
| Auto shut-off time | 90 Minute | Change # | |
| | | _()_ | |
| Default setting | | | |

Metric specifications

| Machine default | | | Close |
|---------------------------|--------------|----------|--------|
| Default menu | Setting mode | | Lup |
| Paper type (3rd cassette) | Plain | | |
| Paper type (4th cassette) | Plain | | |
| Paper type (5th cassette) | Plain | | ▼ Down |
| Select paper type(2sided) | | | |
| Auto shut-off time | 90Minute | Change # | |

3 Select one of the "custom" paper type settings ("custom 1" through "custom 8") in the settings list on the left side of the touch panel and then touch the "On / Off" key to change the setting as desired. Make sure the setting is "Off" for those types of paper that you do NOT want to be available for use in 2-sided copying.

Inch specifications



Metric specifications

| elect paper type(2sided) | | | | Close |
|--------------------------|--------------|--------------|-----|-------|
| Select paper type(s) for | duplex copy. | | | |
| Default menu | | Setting mode | | |
| Custom 1 | On | | | |
| Custom 2 | On | | | |
| Custom 3 | On | | | |
| Custom 4 | On | | | |
| Custom 5 | On | | Off | |
| Custom 6 | On | | | |
| Custom 7 | On | | | |

4

Touch the "Close" key. The touch panel will return to the screen in step 2.



Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.



Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

• Auto shut-off time

Perform the following procedure to set the amount of time that will elapse after copying, or if no operation is performed, before the auto shut-off function turns the copier OFF.



Display the "Machine default" screen. (See "(2) Accessing the machine default settings" on page 7-21.)

Inch specifications

| Default setti | ng | | | |
|-----------------|------------------------|-------------------------------|--|-----------------|
| Default setting | | | | End |
| Copy default | Document Management | Language Bypass setting | Management BOX Management Print Form | Weekly timer |
| | | | | |

| Default settir | ng | | | | |
|---------------------------------------|------------------------|-------------------------------|---|-----|--|
| Default setting | | | | End | |
| Copy default Machine default | Document Management | Language Bypass setting | Manager Hard Dis Manager Print Form | sk | |
| | | Bypass setting | Manager | | |

Select "Auto shut-off time" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Auto shut-off time" screen will be displayed.

Inch specifications

| Machine default | | | Close |
|---------------------------|--------------|----------|-------|
| Default menu | Setting mode | | |
| Paper type(3rd drawer) | Plain | | |
| Paper type(4th drawer) | Plain | | |
| Paper type(5th drawer) | Plain | | Down |
| Select paper type(2sided) | | | \ |
| Auto shut-off time | 90 Minute | Change # | |

Metric specifications

| Default setting | 9 | | |
|---------------------------|--------------|----------|------------|
| Machine default | | | Close |
| Default menu | Setting mode | | 🛦 Un |
| Paper type (3rd cassette) | Plain | | |
| Paper type (4th cassette) | Plain | | V . |
| Paper type (5th cassette) | Plain | | Down |
| Select paper type(2sided) | | | |
| Auto shut-off time | 90Minute | Change # | |

Touch the "+" key or the "-" key to change the displayed time to the desired setting (between 15 minutes and 240 minutes).

Inch specifications

| Auto shut-off time | Back | Close |
|--|------|-------|
| Select auto shut-off time or when copying i | | |

Metric specifications

| uto shut-off time | | Back | Close |
|--|--|------|-------|
| Select auto shut-off time or when copying (| | | |

NOTES

- It is recommended that you try to set a longer time interval before auto shut-off engages if you use the copier frequently, and to a shorter time if there are long intervals between use.
- If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.



Touch the "Close" key. The touch panel will return to the screen in step 2.



Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.



Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

Auto preheat time

Perform the following procedure to set the amount of time between the point that copying ends and the energy-saving preheat mode engages.



Display the "Machine default" screen. (See "(2) Accessing the machine default settings" on page 7-21.)

Inch specifications

| Default setting | 9 | |
|--------------------|------------------------|-------------------------|
| Default setting | | End |
| Copy default | Language | Management Weekly timer |
| | Bypass setting | BOX Management |
| Machine default | Document Management | Print Form |
| | | |

Metric specifications

| Default setting | | | | End |
|--------------------|------------------------|-------------------|-------------------------|---------------|
| Copy default | | Language | Management | Week timer |
| | | Bypass setting | Hard Disk Management | |
| Machine default | Document Management | | Print Form | |



Select "Auto preheat time" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Auto preheat time" screen will be displayed.

Inch specifications

| Machine default | | | Close |
|-------------------|----------------|----------|------------|
| | | | r . |
| Default menu | Setting mode | | 🔺 Up |
| Auto preheat time | 15 Minute | | |
| Key sound ON/OFF | On | | V a |
| Silent mode | Off | | Down |
| Date/Time | 30/10/01 14:02 | | |
| Time difference | GMT+08:00 | Change # | |

| Machine default | | Clos |
|-------------------|---------------------|----------|
| Default menu | Setting mode | |
| Auto preheat time | 15Minute | |
| Key sound ON/OFF | On | |
| Silent mode | Off | U Down |
| Date/Time | 25 / 10 / '01 14:02 | |
| Time difference | GMT+00:00 | Change # |



Touch the "+" key or the "-" key to change the displayed time to the desired setting (between 1 minute and 45 minutes).

Inch specifications

| Auto preheat time | | Back | Close | |
|-------------------------------------|---|------|-------|--|
| Select auto prehe or when copyin | at time last setting s vorus (1-45) 15 N nute + | | | |

Metric specifications

| Auto preheat time | | Back | Close | |
|--|--|------|-------|--|
| Set the time for auto or when copying i | preheat mode after last setting, varie: (1~45) 15 h nute - | | | |
| Default setting - Machine def | ault | | | |

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.



Touch the "Close" key. The touch panel will return to the screen in step 2.



Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.

6

Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

Copy eject location

Perform the following procedure to set where finished copies will be ejected.

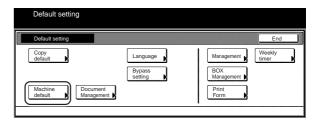
NOTE

This setting will only be displayed when the optional Document Finisher or Multi Job Tray is installed on your copier.

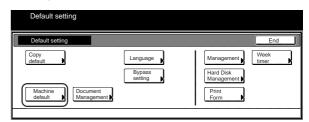
Section 7 COPIER MANAGEMENT FUNCTIONS

Display the "Machine default" screen. (See "(2) Accessing the machine default settings" on page 7-21.)

Inch specifications



Metric specifications





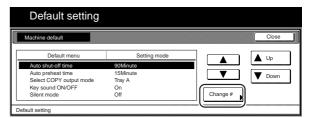
Select "Select Copy output mode" in the settings list on the left side of the touch panel and then touch the "Change #" key.

The "Select Copy output mode" screen will be displayed.

Inch specifications

| | | Clos |
|-------------------------|--------------|----------|
| Default menu | Setting mode | |
| Auto shut-off time | 90 Minute | |
| Auto preheat time | 15 Minute | |
| Select Copy output mode | Tray A | Dov |
| Key sound ON/OFF | On | |
| Silent mode | Off | Change # |

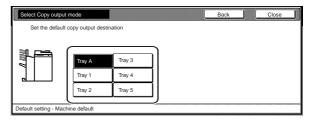
Metric specifications





Touch the key that corresponds to the desired location.

Inch specifications





NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.



Touch the "Close" key. The touch panel will return to the screen in step 2.



Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.



Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

• Touch panel sound ON/OFF

Perform the following procedure to set whether or not the touch panel will emit a "beep" sound each time a key is touched. Select "Off" if you want to turn the sound OFF.

Display the "Machine default" screen. (See "(2) Accessing the machine default settings" on

page 7-21.)

Inch specifications

| Default setting | | | |
|-----------------|---|------------------------------------|-----------------|
| Default setting | | | End |
| Copy default | Language Bypass setting Document Management | BOX Management Print Form | Weekly timer |

Metric specifications

| Default settin | ig | | |
|---------------------------------------|--|------------|-------------|
| Default setting | | | End |
| Copy default Machine default | Language Bypass Bypass setting Document Management | Management | leek ner |

Select "Key sound ON/OFF" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Key sound ON/OFF" screen will be displayed.

Inch specifications

| | Default sett | ing | |
|---|-------------------|------------------|--------|
| | Machine default | | Close |
| [| Default menu | Setting mode | |
| | Auto preheat time | 15 Minute | |
| | Key sound ON/OFF | On 🔽 | |
| | Silent mode | Off | ▼ Down |
| | Date/Time | 30/10/01 14:02 | |
| | Time difference | GMT+08:00 Change | # |
| | | |) |
| D | efault setting | | - |

Metric specifications

| Machine default | | | Close |
|-------------------|---------------------|----------|-------------|
| Default menu | Setting mode | | A Up |
| Auto preheat time | 15Minute | | |
| Key sound ON/OFF | On | | Down |
| Silent mode | Off | | ♥ Down |
| Date/Time | 25 / 10 / '01 14:02 | | |
| Time difference | GMT+00:00 | Change # | |



Touch the "On" key or the "Off" key to turn the sound on the touch panel ON or OFF, as desired.

Inch specifications

| Back | Close |
|------|-------|
| | |
| | |
| | |

Metric specifications

| elect panel key sound mode off/or | <i>ι</i> . | |
|-----------------------------------|------------|--|
| On Off | | |

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.



Touch the "Close" key. The touch panel will return to the screen in step 2.



Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.



Silent mode ON/OFF

Perform the following procedure to set whether or not to use the silent mode which shortens the length of time that the laser data writing motor continues to spin after each copy job is finished. Turn the silent mode ON if the noise of the motor bothers you in any way.



Display the "Machine default" screen. (See "(2) Accessing the machine default settings" on page 7-21.)

Inch specifications

| Default settin | g | | | |
|--------------------|------------------------|-------------------------------|---------------------------------|-----------------|
| Default setting | | | | End |
| Copy default | | Language Bypass setting | Management BOX Management | Weekly timer |
| Machine default | Document Management | | Print Form | |

Metric specifications

| Default setting End | | etting | Default settin |
|--|------------------|-------------------|-----------------|
| Copy default Management Week timer | End | ting | Default setting |
| Bypass Hard Disk Machine Document Management Print Form Form | Management timer | Bypass setting | Copy default |

2 Select "Silent mode" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Silent mode" screen will be displayed.

Inch specifications

| | Default setti | ing | | | |
|---|-------------------|----------------|---|----------|-------------|
| | Machine default | | | | Close |
| [| Default menu | Setting mode | | | ▲ Up |
| | Auto preheat time | 15 Minute | | | Op |
| | Key sound ON/OFF | On | | | |
| | Silent mode | Off | | ······ | Down |
| | Date/Time | 30/10/01 14:02 | • | | |
| | Time difference | GMT+08:00 | | Change # | |
| Ľ | | | | رتعصف | |
| D | efault setting | | | | |

Metric specifications

| | Default setti | ng | | |
|--------|-------------------|---------------------|----------|--------|
| | Machine default | | | Close |
| [| Default menu | Setting mode | | ▲ Up |
| | Auto preheat time | 15Minute | | |
| | Key sound ON/OFF | On | | Down |
| | Silent mode | Off | | ♥ Down |
| | Date/Time | 25 / 10 / '01 14:02 | | |
| | Time difference | GMT+00:00 | Change # | |
| ۔ ا | | | | |
| D | efault setting | | | |

Touch the "On" key if you want to use the silent mode.

Inch specifications

Metric specifications

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.



Touch the "Close" key. The touch panel will return to the screen in step 2.

Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.



Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

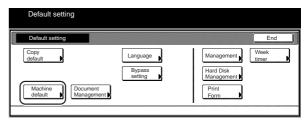
Day & time

Perform the following procedure to set the current date and time.

Display the "Machine default" screen. (See "(2) Accessing the machine default settings" on page 7-21.)

Inch specifications

| Default setting | | | | |
|-----------------|------------------------|-------------------------------|------------|-----------------|
| Default setting | | | | End |
| | Document Management | Language Bypass setting | Management | Weekly timer |
| | | | | |



Select "Date/Time" in the settings list on the left side of the 2 touch panel and then touch the "Change #" key. The "Date/Time" screen will be displayed.

Inch specifications

| lachine default | | | Close |
|-------------------|-----------------|----------|--------|
| Default menu | Setting mode | | |
| Auto preheat time | 15 Minute | | |
| Key sound ON/OFF | On | | |
| Silent mode | Off | | ▼ Down |
| Date/Time | 30/10/'01 14:02 | | - |
| Time difference | GMT+08:00 | Change # | |

Metric specifications

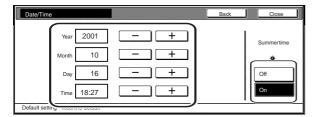
| Machine default | | | Close |
|-------------------|---------------------|----------|-------|
| Default menu | Setting mode | | Up |
| Auto preheat time | 15Minute | | |
| Key sound ON/OFF | On | | Down |
| Silent mode | Off | | Down |
| Date/Time | 25 / 10 / '01 14:02 | | |
| Time difference | GMT+00:00 | Change # | |

Touch the "+" key or the "-" key to change the displayed information for each field ("Year", "Month", "Day" and "Time") to the current time and date.

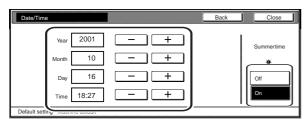
If you want the time to be automatically calculated for daylight savings time, touch the "On" key under "Summertime" ...

Inch specifications

3



Metric specifications



NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.



Touch the "Close" key. The touch panel will return to the screen in step 2.



Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.



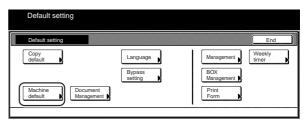
Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

• Time difference

Perform the following procedure to set a designated time difference.

Display the "Machine default" screen. (See "(2) Accessing the machine default settings" on page 7-21.)

Inch specifications



Metric specifications

| Default setting | | |
|--------------------|------------------------|-------------------------|
| Copy default | Language | Management Week timer |
| | Bypass setting | Hard Disk Management |
| Machine default | Document Management | Print |



Select "Time difference" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Time difference" screen will be displayed.

Inch specifications

| Default sett | ing | |
|-------------------|----------------|----------|
| Machine default | | Close |
| Default menu | Setting mode | |
| Auto preheat time | 15 Minute | |
| Key sound ON/OFF | On | |
| Silent mode | Off | v Down |
| Date/Time | 30/10/01 14:02 | |
| Time difference | GMT+08:00 | Change # |

| | Default sett | ing | | |
|----|-------------------|---------------------|----------|-------------|
| | Machine default | | | Close |
| | Default menu | Setting mode | | ▲ U₀ |
| | Auto preheat time | 15Minute | | |
| | Key sound ON/OFF | On | | Down |
| | Silent mode | Off | ليستسبب | ¥ Down |
| | Date/Time | 25 / 10 / '01 14:02 | | |
| | Time difference | GMT+00:00 | Change # | |
| | efault setting | | | |
| De | elault setting | | | |



Touch the "+" key or the "-" key to change the displayed time difference to the desired setting.

Inch specifications

| Time difference | Back |
|---------------------|----------------|
| | GMT+ 00:00 + |
| Default setting - M | achine default |

Metric specifications

| Time difference | | Back | Close |
|----------------------|---------------|------|-------|
| | GMT+00:00 + | | |
| Default setting - Ma | chine default | | |

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.

4

Touch the "Close" key. The touch panel will return to the screen in step 2.



Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.



Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

• Changing the management code

Perform the following procedure to change the management code used by the copy manager.

IMPORTANT!

1

If you change the management code from its factory default, be sure to keep some sort of record of the new management code. If, for any reason, you forget the registered management code, you will need to contact your service representative.

| Display the "Machine default" screen. |
|--|
| (See "(2) Accessing the machine default settings" on |
| page 7-21.) |

Inch specifications

| Default setti | ng | | |
|-----------------|---|--|-----------------|
| Default setting | | | End |
| Copy default | Langua Bypass setting Management | Management BOX Management Print Form | Weekly timer |

Metric specifications

| Default settir | ng | | | |
|---------------------------------------|------------------------|-------------------------|--|---------------|
| Default setting | | | | End |
| Copy default Machine default | Document Management | Language Bypass setting | Management Hard Disk Management Print Form | Week timer |



Select "Management code change" ["Change MGMT code with #"] in the settings list on the left side of the touch panel and then touch the "Change #" key.

The "Management code change" ["Change MGMT code with #"] screen will be displayed.

Inch specifications

| | Default settin | ıg | |
|---|-----------------------|------------------|----------|
| | Machine default | | Close |
| | Default menu | Setting mode | |
| | Silent mode | Off | |
| | Date/Time | 2001/10/30 14:02 | Down |
| | Time difference | GMT+08:00 | |
| | Management code chang | e 4500 | |
| | Auto shut-off | On | Change # |
| Ľ | | | |
| 1 | Default setting | | |

| Machine default | | | Close |
|-------------------------|-----------------|----------|---------|
| Default menu | Setting mode | | ▲ Up |
| Silent mode | Off | | |
| Date/Time | 30/10/'01 14:02 | • | T Down |
| Time difference | GMT+08:00 | | * Dowii |
| Change MGMT code with # | 4500 | | |
| Auto shut-off | On | Change # | |



Use the keypad to enter a new 4-digit management code.

Inch specifications

| Management code change | | Back | Close |
|-----------------------------------|----------------------|------|-------|
| Able to change man | agement code.(# key) | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Pefault setting - Machine default | | | |

Metric specifications

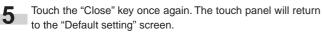
| | Change MGMT code with # | | Back | Close | |
|----|----------------------------------|---------------------|------|-------|--|
| | Able to change manag | jement code.(# key) | | | |
| | | | | | |
| | | | | | |
| De | efault setting - Machine default | | | | |

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.



Touch the "Close" key. The touch panel will return to the screen in step 2.



Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

Auto shut-off ON/OFF

Perform the following procedure to set whether or not to have the auto shut-off function automatically turn the main switch OFF a certain amount of time after copying, or if no operation has been performed on the copier during that time.

| | - 2 | | |
|--|-----|----|--|
| | | ۰. | |
| | | | |
| | | | |

Display the "Machine default" screen.

(See "(2) Accessing the machine default settings" on page 7-21.)

Inch specifications

| Default settin | g | | |
|-----------------|--|--|--|
| Default setting | | End | |
| Copy default | Language Bypass Bypass setting Document Management | Management Weekly BOX Management Print Form | |

Metric specifications

| Default settir | ng | | | |
|--------------------|------------------------|-------------------|-------------------------|---------------|
| Default setting | | | | End |
| Copy default | | Language | Management | Week timer |
| | | Bypass setting | Hard Disk Management | |
| Machine default | Document Management | | Print Form | |
| | | | | |

2 Select "Auto shut-off" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Auto shut-off" screen will be displayed.

Inch specifications

| Defau | It setting | | | |
|--------------------------------------|-------------------------|---------------------------------------|----------|----------|
| Machine defa | ult | | | Close |
| Defa Silent mod | ult menu | Setting mode | |] ▲ Up |
| Date/Time Time differ Manageme | ence int code change | 2001/10/30 14:02 GMT+08:00 4500 | * | |
| Auto shut-o | off | On | Change # | <u> </u> |

Metric specifications

| Machine default | | | Close |
|-------------------------|----------------|-----------|--------|
| Default menu | Setting mode | | A Up |
| Silent mode | Off | | - •r |
| Date/Time | 30/10/01 14:02 | * | Down |
| Time difference | GMT+08:00 | ا ستسست ا | * Down |
| Change MGMT code with # | 4500 | | |
| Auto shut-off | On | Change # | |



Touch the "On" key if you want to use the auto shut-off function.

Inch specifications

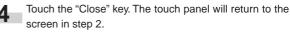
| Auto shut-off | | Back | Close |
|---|--------------------|------|-------|
| Select auto shut-off mode or when copying is done. | after last setting | | |
| On Off | | | |

Metric specifications

| Auto shut-off | | Back | Close |
|-----------------------------------|---|------|-------|
| Select auto shu or when copyin | t-off mode after last setting g is done. | | |
| | Dn | | |
| ault setting - Machine d | efault | | |

NOTE

- If auto shut-off interferes with your copying operations, turn this function OFF. However, it is recommended that you try to set a longer time interval until auto shut-off engages before you actually turn it OFF.
- If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.





Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.

(4) Copy default settings

The following table indicates the copy default settings available in this copier. Change any or all of the settings as desired in order to make the most effective use of your copier.

| Default setting | Description | Available settings | Factory setting | Reference page |
|---|---|---|-----------------|-------------------|
| Exposure mode | Selects between auto exposure and manual exposure as the default copy exposure mode in the initial mode. | Manual / Auto | Manual | 7-37 |
| Exposure adjustment step | Changes the incremental step to be used during adjustment of the copy exposure. | 1 step / 0.5 step | 1 step | 7-38 |
| Original quality | Determines the default setting that will be used for the image quality in the initial mode. | Text+Photo / Text / Photo | Text+Photo | 7-39 |
| Custom original size (setting No.1 – No.4) | Sets the custom paper sizes (settings No.1 through No.4) that can be used under the original size selection mode. | Off / Input size | Off | 7-40 |
| | | Inch specification Width: 2 – 11 5/8 (inches) Length: 2 – 17 (inches) Metric specification Width: 50 – 297 (mm) Length: 50 – 432 (mm) | | |
| Eco print mode ON/OFF | Determines whether the Eco print mode will be the default setting in the initial mode. In this case, the amount of toner that is used to make the copies will be reduced, and images will be printed out relatively lighter than normal. | On / Off | Off | 7-41 |
| Paper selection | Sets whether the copier will automatically select the same size of copy paper as the original once an original is set (APS: auto paper selection mode), or whether the drawer[cassette] selected "Default cassette" setting will be automatically selected. | APS / Default drawer[cassette] | APS | 7-42 |
| Paper type (auto paper selection mode) | Sets which types of paper can be selected under the auto paper selection mode. | Plain Preprinted Recycled Letterhead Color [Colour] Prepunched Rough Bond Custom 1 – Custom 8 | Plain | 7-43 |

| Default setting | Description | Available settings | Factory setting | Reference page |
|--|--|---|--|-------------------|
| Default drawer[cassette] | Sets one drawer[cassette] that will be selected automatically regardless of the size of paper loaded in that drawer[cassette]. * It is NOT possible to select the multi-bypass tray as the default drawer[cassette]. * The "5th paper" key will only be displayed when the optional Side Feeder, which is only available for 55 cpm copiers, is installed on your copier. | 1st paper 2nd paper 3rd paper 4th paper 5th paper | 1st paper | 7-44 |
| Cover drawer[cassette] | drawer[cassette] Sets which drawer[cassette] will be used to feed the cover sheets in the cover mode, the booklet/stitching mode and the book to booklet mode. 1 * The "5th paper" key will only be displayed when the optional Side Feeder, which is only available for 55 cpm copiers, is installed on your copier. 5 | | Bypass | 7-45 |
| Default magnification ratio | fication Sets whether or not the auto magnification selection Manumode will be used to automatically calculate the appropriate magnification ratio when you select the size of copy paper. | | Manual | 7-46 |
| Auto exposure adjustment | Adjusts the overall exposure level for the auto exposure mode. | -3 - +3 | Standard setting | 7-47 |
| Auto exposure adjustment (OCR) | Adjusts the overall exposure level for scanning with OCR (Optical Character Recognition) software when using the optional scanner functions of this copier. | -3 - +3 | Standard setting | 7-48 |
| Manual exposure adjustment (text+photo mode) | Adjusts the median exposure value when the text+photo mode is selected for the image quality. | -3 - +3 | Standard setting | 7-49 |
| Manual exposure adjustment (text mode) | Adjusts the median exposure value when the text mode is selected for the image quality. | -3 - +3 | Standard setting | 7-50 |
| Manual exposure adjustment (photo mode) | Adjusts the median exposure value when the photo mode is selected for the image quality. | -3 - +3 | Standard setting | 7-51 |
| Margin width Determines the default value of the location and width of the margins in the margin mode. | | Inch specification 0 – 3/4 (inches) Metric specification 0 – 18 (mm) | Inch specification Left: 1/4 (inches) Top: 0 (inches) Metric specification Left: 6 (mm) Top: 0 (mm) | 7-52 |
| Erased border width | Determines the default value for the width of the border to be erased in the two border erase modes. | Inch specification Outside border: 0 – 3/4 (inches) Center area: 0 – 1 1/2 (inches) | Inch specification Outside border: 1/4 (inches) Center area: 1/4 (inches) | 7-53 |
| | | Metric specification Outside border: 0 – 18 (mm) Center area: 0 – 36 (mm) | Metric specification Outside border: 6 (mm) Center area: 6 (mm) | |

| Default setting | Description | Available settings | Factory setting | Reference page |
|---|--|--|--|-------------------|
| Copy limit | Sets the limit for the number of copies (or copy sets) that can be made at a time. | 1 – 999 | 999 | 7-54 |
| Repeat copying ON/ OFF | Sets whether or not to prohibit repeat copying, as well as whether or not to make repeat copying the default setting in the initial mode. Sets whether to turn the repeat copy mode ON or OFF. | Off / On | On | 7-55 |
| | Sets whether or not to make repeat copying the default setting in the initial mode. | | Off | |
| "Job history" screen ON/ OFF | Sets whether or not the "Job history" screen will be displayed or not. Also determines the contents of the displayed information; select "On / reserved" ["On / Reserv.job"] to have only reserved jobs (copy and print jobs scheduled during print out of another job) displayed in that screen. | Off / On/All copy job [On/All copy] / On/reserved [On/reserv. job] | On/All copy job [On/All copy] | 7-56 |
| Registration keys ON/ OFF | Sets whether or not to allow a "Register" key to be displayed in the screen for those function and modes which can be registered under the registration keys. Functions and/or modes can only be registered under registration keys through the "Register" key. | Off / On | On | 7-57 |
| Customize screen layout (Main functions) | Changes the order of the main functions and modes that are displayed in the "Basic" and the "User choice" tabs in order to make the display more appropriate to the way you use the copier. * Up to 6 functions and modes can be listed and displayed. | Exposure Mode / Reduce/Enlarge / 1/2 sided / Sort/Finish / Original size / Quality orig. | Exposure Mode Reduce/ Enlarge 1/2 sided Sort/Finish Original size Quality orig. | 7-58 |
| Customize screen layout (Add functions) | Adds often-used functions and/or modes, and changes the order of their layout, in order to make the display more appropriate to the way you use the copier. | All functions and modes other than those in the "Basic" tab and the "main functions" in the "User choice" tab. | 7 Border Erase [Erase Mode] 8 Cover 9 (None) 10 Proof Copy [Test copy] 11 (None) 12 Form Overlay 13 (None) | 7-59 |

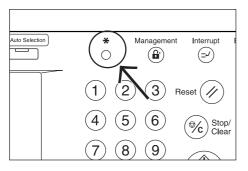
(5) Accessing the copy default settings

Perform the following procedure when you want to access the screens for each of the various copy default settings.



2

With the content of the "Basic" tab displayed, press the [*****] key. The "Default setting" screen will be displayed.



Touch the "Copy default" key on the right side of the touch panel.

Inch specifications

| Default settin | ıg | | | |
|--------------------|------------------------|-------------------------------|------------------------------|-----------------|
| Default setting | | | | End |
| Copy default | | Language Bypass setting | Management BOX Management | Weekly timer |
| Machine default | Document Management | | Print Form | |

Metric specifications

| Default setting | g | | | |
|--------------------|------------------------|-------------------------------|---------------------------------------|---------------|
| Default setting | | | | End |
| Copy default | | Language Bypass setting | Management Hard Disk Management | Week timer |
| Machine default | Document Management | | Print Form | |

3

Use the keypad to enter the 4-digit management code. The factory default setting for 45 cpm copiers is "4500" and for 55 cpm copiers is "5500".

Inch specifications

| Enter the administrator number | Close |
|--------------------------------|-------|
| | |
| | |
| | |

Metric specifications

| Enter the administra | ator number | Close |
|----------------------|-------------|-------|
| | | |
| | | |
| | | |
| | | |
| | | |

If the entered code matched the registered one, the "Copy default" screen will be displayed.

Inch specifications

4

| Copy default | | | Close |
|--------------------------|--------------|----------|-------------|
| Default menu | Setting mode | | 🛦 Up |
| Exposure mode | Manual | | |
| Exposure steps | 1 step | | Down |
| Original image quality | Text + Photo | | ♥ Down |
| Original size (custorn1) | Off | | |
| Original size (custom2) | Off | Change # | |

Metric specifications

| Copy default | l | (| Close |
|-------------------------|--------------|----------|-------|
| Default menu | Setting mode | | Lup |
| Exposure mode | Manual | | |
| Exposure steps | 1 step | | Down |
| Image quality original | Text + Photo | | • |
| Original size (custom1) | Off | | |
| Original size (custom2) | Off | Change # | |

NOTES

- It is possible for you to change the 4-digit management code. (See "Changing the management code" on page 7-31.)
- Refer to the desired procedure(s) explained under "(6) Making copy default settings" and perform the corresponding setting(s).

(6) Making copy default settings

Perform the following procedure that corresponds to the desired setting.

• Exposure mode

Perform the following procedure to select between auto exposure and manual exposure as the default copy exposure mode in the initial mode.



Display the "Copy default" screen.

(See "(5) Accessing the copy default settings" on page 7-36.)

Inch specifications

| Default settin | g | | | |
|---------------------------------------|------------------------|-------------------------------|------------|-----------------|
| Default setting | | | | End |
| Copy default Machine default | Document Management | Language Bypass setting | Management | Weekly timer |

Metric specifications

| | Default setting | 9 | | | |
|---|---------------------------------------|------------------------|-------------------------------|--|---------------|
| Γ | Default setting | | | | End |
| | Copy default Machine default | Document Management | Language Bypass setting | Management Hard Disk Management Print Form | Week timer |
| Г | | | | | |



Select "Exposure mode" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Exposure mode" screen will be displayed.

Inch specifications

| Default setti | ing | | |
|-------------------------|--------------|----------|---|
| Copy default | | Close | |
| Default menu | Setting mode | | ſ |
| Exposure mode | Manual | | 3 |
| Exposure steps | 1 step | V Down | |
| Original image quality | Text + Photo | v Dowi1 | |
| Original size (custom1) | Off | | |
| Original size (custom2) | Off | Change # | |
| | | _() | |
| Default setting | | | |

Metric specifications

| | Default setti | ng | |
|---|-------------------------|--------------|----------|
| | Copy default | | Close |
| | Default menu | Setting mode | |
| | Exposure mode | Manual | |
| | Exposure steps | 1 step | |
| | Image quality original | Text + Photo | |
| | Original size (custom1) | Off | |
| | Original size (custom2) | Off | Change # |
| C | efault setting | | |

Touch the "Manual" key or the "Auto" key, as appropriate.

Inch specifications

| Exposure mode | | Back | Close |
|------------------------|-----------------------------------|------|-------|
| | of copy exposure, auto or manual. | | |
| | uto | | |
| Default setting - Copy | default | | |

Metric specifications

| osure mode | | Back | Close |
|--------------------------|------------------------------|------|-------|
| Select default mode of c | py exposure, auto or manual. | | |
| Mar | a | | |

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.



Touch the "Close" key. The touch panel will return to the screen in step 2.



Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.



• Exposure adjustment step

Perform the following procedure to change the incremental step to be used during adjustment of the copy exposure.

1

Display the "Copy default" screen.

(See "(5) Accessing the copy default settings" on page 7-36.)

Inch specifications

| Default setting | | |
|--------------------------|---|--|
| Default setting | End | |
| Copy default Language | Management Weekly timer BOX Management Form | |

Metric specifications

| Default setting | End |
|--|---------------|
| | |
| Copy default Language Management Bypass setting Hard Disk Management Management Machine default Document Management Print Form | Week timer |

2

Select "Exposure steps" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Exposure steps" screen will be displayed.

Inch specifications

| | Default setti | ng | | |
|---|---------------------------------|------------------|----------|--------|
| | Copy default | | | Close |
| [| Default menu | Setting mode | | 🛦 Up |
| | Exposure mode Exposure steps | Manual 1 step | | |
| | Original image quality | Text + Photo | | ▼ Down |
| | Original size (custom1) | Off | | |
| | Original size (custom2) | Off | Change # | |
| D | efault setting | | | |

Metric specifications

| | Default settin | ng | |
|---|-------------------------|--------------|----------|
| | Copy default | | Close |
| | Default menu | Setting mode | |
| | Exposure mode | Manual | |
| | Exposure steps | 1 step | V Down |
| | Image quality original | Text + Photo | |
| | Original size (custom1) | Off | |
| | Original size (custom2) | Off | Change # |
| Ľ | | | |
| D | efault setting | | |

3 Touch the "1 step" key or the "0.5 step" key, as appropriate. Inch specifications

 Exposure steps
 Back
 Close

 Select adjust step of copy exposure.
 If step
 0,5 step

 Default setting - Copy default
 Default
 If step

Metric specifications

| Exposure steps | | Back | Close |
|--------------------------------|------------------------|------|-------|
| Select adjustment | step of copy exposure. | | |
| | | | |
| 1 sto 0.5 | | | |
| | | | |
| Default setting - Copy default | | | |

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.



Touch the "Close" key. The touch panel will return to the screen in step 2.



Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.



Original quality

Perform the following procedure to determine the default setting that will be used for the image quality in the initial mode.



Display the "Copy default" screen.

(See "(5) Accessing the copy default settings" on page 7-36.)

| Inch specific | ations | | | |
|--------------------|------------------------|-------------------|-------------------|-----------------|
| Default settir | ng | | | |
| Default setting | | | | End |
| Copy default | | Language | Management | Weekly timer |
| | | Bypass setting | BOX Management | |
| Machine default | Document Management | | Print Form | |
| | | | | |

Metric specifications

| Default setti | ng | | |
|---------------------------------------|---|--|---------------|
| Default setting | | | End |
| Copy default Machine default | Language Bypass setting Document | Management Hard Disk Management Print Form | Week timer |

Select "Original image quality" ["Image quality Original"] in the settings list on the left side of the touch panel and then touch the "Change #" key.

The "Original image quality" ["Image quality Original"] screen will be displayed.

| | - | |
|-------------------------|--------------|----------|
| Copy default | | Close |
| Default menu | Setting mode | |
| Exposure mode | Manual | |
| Exposure steps | 1 step | T Down |
| Original image quality | Text + Photo | V Down |
| Original size (custom1) | Off | |
| Original size (custom2) | Off | Change # |

Metric specifications

Inch specifications

| | Default setti | ng | |
|---|-------------------------|--------------|----------|
| | Copy default | | Close |
| | Default menu | Setting mode | |
| | Exposure mode | Manual | |
| | Exposure steps | 1 step | |
| | Image quality original | Text + Photo | |
| | Original size (custom1) | Off | |
| | Original size (custom2) | Off | Change # |
| Ľ | | | |
| D | efault setting | | |

3 Touch the "Text+Photo" key, the "Photo" key or the "Text" key, as appropriate.

Inch specifications

| Original image quality | | Back | Close |
|----------------------------|----------------------------|------|-------|
| Select default mode | of original image quality. | | |
| | Photo | | |
| efault setting - Copy defa | ult | | |

Metric specifications

| Image quality original. | Back | Close |
|---|------|-------|
| Select default mode of original quality. | | |
| Text+Photo Photo Text | | |
| fault setting - Copy default | | |

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.



Touch the "Close" key. The touch panel will return to the screen in step 2.



Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.



Custom original size (setting No.1 – No.4)

Perform the following procedure to set the custom paper sizes (settings No.1 through No.4) that can be used under the original size selection mode.



Display the "Copy default" screen.

(See "(5) Accessing the copy default settings" on page 7-36.)

Inch specifications

| Default settir | ng | | | |
|--------------------|------------------------|-------------------------------|------------------------------|-----------------|
| Default setting | | | | |
| Copy default | | Language Bypass setting | Management BOX Management | Weekly timer |
| Machine default | Document Management | | Print Form | |

Metric specifications

| Default setti | ng | | | |
|---------------------------------------|------------------------|-------------------------------|---|---------------|
| Default setting | | | | End |
| Copy default Machine default | Document Management | Language Bypass setting | lanagement ard Disk lanagement Print form | Week timer |
| | | | | |

2

Select one of the "Original size" settings ("custom 1" through "custom 4") in the settings list on the left side of the touch panel and then touch the "Change #" key.

The screen to set the desired original size will be displayed.

| | Default setti | ng | | |
|---|---------------------------------|------------------|----------|--------|
| | Copy default | | | Close |
| | Default menu | Setting mode | | A Up |
| | Exposure mode Exposure steps | Manual 1 step | | |
| | Original image quality | Text + Photo | | ▼ Down |
| | Original size (custom1) | Off | | |
| | Original size (custom2) | Off | Change # | |
| D | efault setting | | | |

Metric specifications

| Default setti | ng | |
|--|--------------|----------|
| Copy default | | Close |
| Default menu | Setting mode | |
| Exposure mode | Manual | |
| Exposure steps | 1 step | V Down |
| Image quality original | Text + Photo | |
| Original size (custom1) | Off | |
| Original size (custom2) | Off | Change # |
| | | _() |
| Default setting | | |
| Original size (custom1) Original size (custom2) | 011 | Change # |

Touch the "+" key or the "-" key under the "Y (Width)" and "X (Length)" fields to change the displayed width and length, respectively, to the desired setting.
 If you do not want to register a custom original size, touch the "Off" key.

Inch specifications

| Register custom size original. Image: state orign: state original. <t< th=""><th>Original size (custon</th><th>n1)</th><th>Back</th><th>Close</th></t<> | Original size (custon | n1) | Back | Close |
|--|-----------------------|----------------|------|-------|
| √ Y <u>‡</u> 11 ¹¹ / ₁₆ · x | Register custom s | size original. | | |
| | On | | | |

Metric specifications

| Register custom | size original. | | |
|-----------------|----------------------------------|--------------------------------|--|
| Off On | (50-297) Y <u>100</u> mm + | (50-432) X ➡ 100 m + | |

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.



Touch the "Close" key. The touch panel will return to the screen in step 2.



Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.



Eco print mode ON/OFF

Perform the following procedure to determine whether or not the eco print mode will be the default setting in the initial mode.



Display the "Copy default" screen.

(See "(5) Accessing the copy default settings" on page 7-36.)

Inch specifications

| Default setti | ng | | | |
|---------------------------------------|------------------------|-------------------------------|--|-----------------|
| Default setting | | | | End |
| Copy default Machine default | Document Management | Language Bypass setting | Management BOX Management Print Form | Weekly timer |
| | | | l | |

Metric specifications

| Default setting | | | |
|---|-------------------------------|--|---------------|
| Default setting | | | End |
| Copy default Machine default Manageme | Language Bypass setting | Management Hard Disk Management Print Form | Week timer |

Select "Eco Print" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Eco Print" screen will be displayed.

Inch specifications

| Default setting | | | |
|--|--------------|----------|--------|
| Copy default | | | Close |
| Default menu | Setting mode | | L ∩D |
| Original size (custom3) Original size (custom4) | Off | | |
| Eco Print | Off | | ▼ Down |
| Select paper | APS | | |
| Select paper type(APS) | Plain | Change # | |
| 5.4 k | | | |
| Default setting | | | |

Metric specifications

| Default settin | g | | |
|-------------------------|--------|---------|-------|
| Copy default | | | Close |
| Default menu | Settin | ng mode | |
| Original size (custom3) | Off | | |
| Original size (custom4) | Off | | |
| Eco Print | Off | | Down |
| | | | |
| Select paper | APS | | |

3 Touch the "On" key if you want to make the eco print mode the default setting in the initial mode.

Inch specifications

| Eco Print | Back | Close |
|--------------------------|------|-------|
| Select default Eco Print | | |
| Off On | | |

Metric specifications

| Select default EcoPrint. | |
|--------------------------|--|
| | |
| | |

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.



Touch the "Close" key. The touch panel will return to the screen in step 2.



Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.



Paper selection

Perform the following procedure to set whether the copier will automatically select the same size of copy paper as the original once an original is set, or whether the designated default drawer[cassette] will be automatically selected.

Display the "Copy default" screen.

(See "(5) Accessing the copy default settings" on page 7-36.)

Inch specifications

| Default setting | | |
|---------------------|------------------|--------------------------|
| Default setting | | End |
| Copy default | Language Bypass | Management Weekly BOX |
| | Setting Document | Management Print Form |

Metric specifications

| Default settir | ng | | |
|---------------------------------------|---|---|------------|
| Default setting | | | End |
| Copy default Machine default | Language Bypass setting Document Management | Management Win Hard Disk Management Print Form | eek her |

Select "Select paper" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Paper Selection" ["Select paper"] screen will be

displayed.

Inch specifications

| Default setti | ng | | |
|-------------------------|--------------|----------|-------|
| Copy default | | (| Close |
| Default menu | Setting mode | | Lup |
| Original size (custom3) | Off | | - op |
| Original size (custom4) | Off | | |
| Eco Print | Off | | Down |
| Select paper | APS | | |
| Select paper type(APS) | Plain | Change # | |

Metric specifications

| Copy default | | | | Close |
|-------------------------|-------|--------------|----------|--------|
| Default menu | | Setting mode | | |
| Original size (custom3) | Off | | | |
| Original size (custom4) | Off | | | Down |
| Eco Print | Off | | | U Down |
| Select paper | APS | | | J |
| Select paper type(APS) | Plain | | Change # | J |

Touch the "APS" key to have the same size of copy paper as 3 the original selected automatically, and the "Default drawer[cassette]" key to have paper fed from the designated default drawer[cassette].

Inch specifications

| Paper selection | | Back | Close |
|------------------------|----------------------|------|-------|
| Set auto paper s | election mode. | | |
| De | S fault ssette | | |
| fault setting - Copy d | əfault | | |

Metric specifications

| Select paper | | Ba | ck (| Close |
|---------------------------|-------|----|------|-------|
| Setting paper select | mode. | | | |
| APS Default cassett | | | | |

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.



Touch the "Close" key. The touch panel will return to the screen in step 2.



Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.



• Paper type (auto paper selection mode)

Perform the following procedure to set which types of paper can be selected under the auto paper selection mode.



Display the "Copy default" screen.

(See "(5) Accessing the copy default settings" on page 7-36.)

Inch specifications

| Default setti | ng | | | |
|--------------------|------------------------|-------------------------------|------------------------------|-----------------|
| Default setting | | | | End |
| Copy default | | Language Bypass setting | Management BOX Management | Weekly timer |
| Machine default | Document Management | | Print Form | |

Metric specifications

| Default setting | g | | | |
|---------------------------------------|---|------------------------------|--|---------------|
| Default setting | | | | End |
| Copy default Machine default | | anguage Bypass setting | Management Hard Disk Management Print Form | Week timer |

2

Select "Select paper type(APS)" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Select paper type(APS)" screen will be displayed.

| ıg | | | |
|-------|--------------------------|-----------------------------------|--------------|
| | | | Close |
| | Setting mode | | |
| Off | | | <u> </u> |
| Off | | | ▼ Down |
| Off | | | ♥ Down |
| APS | | | |
| Plain | | Change # | |
| | Off Off Off APS | Setting mode Off Off APS | Setting mode |

Metric specifications

Inch specifications

| Default setti | ng | | |
|-------------------------|--------------|----------|--------|
| Copy default | | | Close |
| Default menu | Setting mode | | L ∩ |
| Original size (custom3) | Off | | |
| Original size (custom4) | Off | | |
| Eco Print | Off | | ▼ Down |
| Select paper | APS | | |
| Select paper type(APS) | Plain | Change # | |
| efault setting | - rearl | | |

Touch the "On" key and then touch the key that corresponds to the types of paper you want to allow to be used under the auto paper selection mode. If you do NOT want to limit the types of paper that will be available for use in that mode, touch the "Off" key.

Inch specifications

| elect paper type | (APS) | | | Back | Close |
|------------------|---------------------|----------------|----------|----------|-------|
| Select paper | type(s) for Auto Pa | per Selection. | | | |
| | Plain | Color | Custom 1 | Custom 5 | |
| Off | Preprinted | Prepunched | Custom 2 | Custom 6 | |
| On | Recycled | Rough | Custom 3 | Custom 7 | |
| | Letterhead | Bond | Custom 4 | Custom 8 | |

Metric specifications

| Able to sele | ct paper type(s) for A | uto Paper Selection | on. | | |
|--------------|------------------------|---------------------|----------|----------|--|
| | Plain | Colour | Custom 1 | Custom 5 | |
| Off | Preprinted | Prepunched | Custom 2 | Custom 6 | |
| On | Recycled | Rough | Custom 3 | Custom 7 | |
| | Letterhead | Bond | Custom 4 | Custom 8 | |

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.



Touch the "Close" key. The touch panel will return to the screen in step 2.



Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.



Default drawer[cassette]

Perform the following procedure to set one drawer[cassette] that will be selected automatically regardless of the size of paper loaded in that drawer[cassette].

* It is NOT possible to select the multi-bypass tray as the default drawer[cassette].

1

Display the "Copy default" screen.

(See "(5) Accessing the copy default settings" on page 7-36.)

Inch specifications

| Default setting | | | |
|-----------------|---|------------|-----------------|
| Default setting | | | End |
| | Language Bypass setting Document Management | Management | Weekly timer |

Metric specifications

| Default setti | ng | | | |
|---------------------------------------|------------------------|-------------------------------|------------|---------------|
| Default setting | | | | End |
| Copy default Machine default | Document Management | Language Bypass setting | Management | Week timer |

2 Select "Default drawer[cassette]" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Default drawer[cassette]" screen will be displayed.

Inch specifications

| Default settir | ng | | |
|--------------------------|--------------|----------|--------|
| Copy default | | | Close |
| Default menu | Setting mode | | |
| Default cassette | 1st paper | | |
| Drawer for cover paper | Bypass | | Down |
| Default magnification | Manual | | ▼ Down |
| Auto exposure adj.(Auto) | | | |
| Auto exposure adj.(OCR) | Standard | Change # | |

Metric specifications

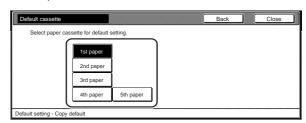
| | Default setting |] | | |
|-----|--------------------------|--------------|----------|-------------|
| | Copy default | | | Close |
| | Default menu | Setting mode | | ▲ Up |
| | Default cassette | 1st paper | | |
| | Cassette for cover paper | Bypass | | Down |
| | Default mode | Manual | | ¥ Down |
| | Auto exposure adj.(Auto) | Standard | | |
| | Auto exposure adj.(OCR) | Standard | Change # | |
| | | | | |
| Def | ault setting | | | |

3 Touch the key that corresponds to the desired drawer[cassette].

Inch specifications

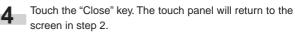


Metric specifications



NOTES

- If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.
- The "5th paper" key will only be displayed when the optional Side Feeder, which is only available for 55 cpm copiers, is installed on your copier.





Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.



• Cover drawer[cassette]

Perform the following procedure to set which drawer[cassette] will be used to feed the cover sheets in the cover mode, the booklet/stitching mode and the book to booklet mode.



Display the "Copy default" screen.

(See "(5) Accessing the copy default settings" on page 7-36.)

Inch specifications

| Default setti | ng | | | |
|---------------------------------------|------------------------|-------------------------------|------------------------------------|-----------------|
| Default setting | | | | End |
| Copy default Machine default | Document Management | Language Bypass setting | BOX Management Print Form | Weekly timer |
| | | | | |

Metric specifications

| Default setting | |
|--------------------------------------|-------------------------|
| Default setting | End |
| Bypass Bypass Machine Document | anagement Week timer |

2

Select "Drawer for cover paper" ["Cover for cover paper"] in the settings list on the left side of the touch panel and then touch the "Change #" key.

The "Drawer for cover paper" ["Cover for cover paper"] screen will be displayed.

Inch specifications

| Default setting | | | | | | | |
|---|-------------------------------|----------|--|--|--|--|--|
| Copy default | | Close | | | | | |
| Default menu | Setting mode | ▲ Up | | | | | |
| Default cassette Drawer for cover paper Default magnification | 1st paper Bypass Manual | V Down | | | | | |
| Auto exposure adj.(Auto) Auto exposure adj.(OCR) | | Change # | | | | | |
| Default setting | (= | | | | | | |

Metric specifications

| | Default settir | ng | | |
|---|--------------------------|--------------|----------|-------------|
| | Copy default | | | Close |
| [| Default menu | Setting mode | | ▲ Up |
| | Default cassette | 1st paper | | |
| | Cassette for cover paper | Bypass | | Down |
| | Default mode | Manual | | V Down |
| | Auto exposure adj.(Auto) | Standard | | |
| | Auto exposure adj.(OCR) | Standard | Change # | |
| | | | _() | |
| D | efault setting | | | |

Touch the key that corresponds to the desired drawer[cassette].

Inch specifications

| er | | (| Back | | Close |
|--------------|---|---|---|---|---|
| for cover pa | per. | _ | | | |
| 1st paper | |] | | | |
| 2nd paper |] | | | | |
| 3rd paper | Bypass | | | | |
| 4th paper | 5th paper |] | | | |
| | for cover pa 1st paper 2nd paper 3rd paper | for cover paper. 1st paper 2nd paper 3rd paper Bypass |

Metric specifications

| assette for cover paper | | Back | Close |
|---------------------------------|-----------|------|-------|
| Select cassette for cover paper | | | |
| | | | |
| 1st paper | - | | |
| 2nd paper | | | |
| 3rd paper | Bypass | | |
| 4th paper | 5th paper | | |
| | | | |

NOTES

- If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.
- The "5th paper" key will only be displayed when the optional Side Feeder, which is only available for 55 cpm copiers, is installed on your copier.



Touch the "Close" key. The touch panel will return to the screen in step 2.



Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.



• Default magnification ratio

Perform the following procedure to set whether or not the appropriate magnification ratio to be calculated automatically when you select the size of copy paper.



Display the "Copy default" screen.

(See "(5) Accessing the copy default settings" on page 7-36.)

Inch specifications

| Default settir | ng | |
|--------------------|-------------------------|---|
| Default setting | | End |
| Copy default | Language Bypass setting | Management Weekly timer BOX Management |
| Machine default | Document Management | Print Form |

Metric specifications

| Default setti | ng | | | | |
|---------------------------------------|------------------------|-------------------------------|---|--|---------------|
| Default setting | | | | | End |
| Copy default Machine default | Document Management | Language Bypass setting | | Management Hard Disk Management Print Form | Week timer |
| | | | E | | |



Select "Default magnification" ["Default mode"] in the settings list on the left side of the touch panel and then touch the "Change #" key.

The "Default magnification" ["Default mode"] screen will be displayed.

Inch specifications

| | Default setting | | | |
|----|--------------------------|--------------|---------------|--------|
| | Copy default | | | Close |
| | Default menu | Setting mode | | A Up |
| 11 | Default cassette | 1st paper | | i |
| | Drawer for cover paper | Bypass | | ▼ Down |
| | Default magnification | Manual | | • |
| | Auto exposure adj.(Auto) | | (\square) | |
| | Auto exposure adj.(OCR |) Standard | Change # | |
| | | | | |
| D | efault setting | | | |

Metric specifications

| Copy default | | | Close |
|--------------------------|--------------|----------|--------------|
| Default menu | Setting mode | | ▲ Up |
| Default cassette | 1st paper | | |
| Cassette for cover paper | Bypass | | D own |
| Default mode | Manual | | ▼ Down |
| Auto exposure adj.(Auto) | Standard | | |
| Auto exposure adj.(OCR) | Standard | Change # | |

3 Touch the "Manual" key or the "AMS" key, as appropriate.

Inch specifications

| Default magnification | | Back | Close |
|-----------------------|----------------|------|-------|
| Select default magni | fication mode. | | |
| Manua AMS | | | |

Metric specifications

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.



Touch the "Close" key. The touch panel will return to the screen in step 2.



5 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.



• Auto exposure adjustment

Perform the following procedure to adjust the overall exposure level for the auto exposure mode.



Display the "Copy default" screen.

(See "(5) Accessing the copy default settings" on page 7-36.)

Inch specifications

| Default setting | | | |
|-----------------|-------------------------------|------------|-----------------|
| Default setting | | | End |
| | Language Bypass setting | Management | Weekly timer |
| | | E | |

Metric specifications

| Default settir | ng | | |
|---------------------------------------|---|--|--|
| Default setting | | End | |
| Copy default Machine default | Language Bypass Bypass setting Document Management | Management Week timer Hard Disk Management Print Form | |

Select "Auto exposure adj. (Auto)" in the settings list on the left side of the touch panel and then touch the "Change #" key.

The "Auto exposure adj. (Auto)" screen will be displayed.

| nch specifications | | |
|----------------------------------|--------------|-------|
| Default setting | | |
| Copy default | | Close |
| | | |
| Default menu | Setting mode | |
| Default menu Default cassette | Setting mode | |
| | . • | |

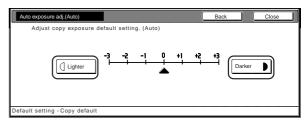
Metric specifications

| | Default settir | ng | | |
|---|---|--------------------|----------|-------------|
| | Copy default | | | Close |
| [| Default menu | Setting mode | | ▲ Up |
| | Default cassette | 1st paper | | |
| | Cassette for cover paper | Bypass | | ▼ Down |
| | Default mode Auto exposure adj.(Auto) | Manual Standard | | |
| | Auto exposure adj.(Auto) Auto exposure adj.(OCR) | | Change # | |
| | | | | |
| C | lefault setting | | | |

Section 7 COPIER MANAGEMENT FUNCTIONS

Touch the "Lighter" key or the "Darker" key, as appropriate, to move the cursor on the exposure scale and adjust the exposure as desired.

Inch specifications



Metric specifications

| Auto exposure adj.(Auto) Adjust default setting | of copy exposure. (Auto) | Back | Close |
|--|--------------------------|--------------|-------|
| Lighter |) - <u></u> | +3 Darker | |
| ault setting - Copy default | | | |

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.



Touch the "Close" key. The touch panel will return to the screen in step 2.



Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.



• Auto exposure adjustment (OCR)

Perform the following procedure to adjust the overall exposure level for scanning with OCR (Optical Character Recognition) software when using the optional scanner functions of this copier.

1 Disp

Display the "Copy default" screen.

(See "(5) Accessing the copy default settings" on page 7-36.)

Inch specifications

| Default settir | ng | | | |
|--------------------|------------------------|-------------------------------|------------------------------|-----------------|
| Default setting | | | | End |
| Copy default | | Language Bypass setting | Management BOX Management | Weekly timer |
| Machine default | Document Management | | Print Form | |

Metric specifications

| Default setti | ng | | | |
|---------------------------------------|------------------------|-------------------------------|--|---------------|
| Default setting | | | | End |
| Copy default Machine default | Document Management | Language Bypass setting | Management Hard Disk Management Print Form | Week timer |

2

Select "Auto exposure adj. (OCR)" in the settings list on the left side of the touch panel and then touch the "Change #" key.

The "Auto exposure adj. (OCR)" screen will be displayed.

Inch specifications

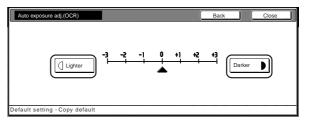
| Default settir | ng | | |
|--------------------------|--------------|----------|-------|
| Copy default | | | Close |
| Default menu | Setting mode | | A 116 |
| Default cassette | 1st paper | | |
| Drawer for cover paper | Bypass | | |
| Default magnification | Manual | | Down |
| Auto exposure adj.(Auto) | Standard | | |
| Auto exposure adj.(OCR) | Standard | Change # | |

Metric specifications

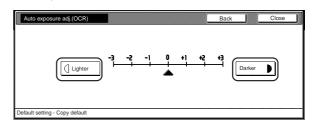
| Default settir | ng | | |
|--------------------------|--------------|----------|-------|
| Copy default | | | Close |
| Default menu | Setting mode | | p |
| Default cassette | 1st paper | | |
| Cassette for cover paper | Bypass | | 0.000 |
| Default mode | Manual | | OWIT |
| Auto exposure adj.(Auto) | Standard | | |
| Auto exposure adj.(OCR) | Standard | Change # | |

3 Touch the "Lighter" key or the "Darker" key, as appropriate, to move the cursor on the exposure scale and adjust the exposure as desired.

Inch specifications



Metric specifications



NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.





Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.



Manual exposure adjustment (text+photo mode)

Perform the following procedure to adjust the median exposure value when the text+photo mode is selected for the image quality.



Display the "Copy default" screen.

(See "(5) Accessing the copy default settings" on page 7-36.)

Inch specifications

| Default setti | ng | |
|--------------------|-------------------------------|---|
| Default setting | | End |
| Copy default | Language Bypass setting | Management Weekly timer BOX Management |
| Machine default | Document Management | Print Form |

Metric specifications

| Default settir | ng | | | |
|---------------------------------------|------------------------|-------------------------------|--|---------------|
| Default setting | | | | End |
| Copy default Machine default | Document Management | Language Bypass setting | Management Hard Disk Management Print Form | Week timer |

Select "Manual exp.adj. (Mixed)" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Manual exp.adj. (Mixed)" screen will be displayed.

| | Default setting | g | | |
|---|--------------------------|--------------|-----------|-------|
| | Copy default | | | Close |
| [| Default menu | Setting mode | | A 110 |
| | Default cassette | 1st paper | | _ Op |
| | Drawer for cover paper | Bypass | | |
| | Default magnification | Manual | السسستسسا | Down |
| | Auto exposure adj.(Auto) | Standard | | |
| | Auto exposure adj.(OCR) | Standard | Change # | |
| Ľ | | | | |
| Ľ | Default setting | | | |

Metric specifications

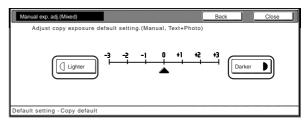
Inch specifications

| Default setting | 9 | | |
|--|------------------|----------|---------------|
| Copy default | | | Close |
| Default menu | Setting mode | | 🛦 Up |
| Default cassette | 1st paper | | |
| Cassette for cover paper Default mode | Bypass Manual | | V Down |
| Auto exposure adj.(Auto) | Standard | | |
| Auto exposure adj.(OCR) | Standard | Change # | |

Section 7 COPIER MANAGEMENT FUNCTIONS

Touch the "Lighter" key or the "Darker" key, as appropriate, to 3 move the cursor on the exposure scale and adjust the exposure as desired.

Inch specifications



Metric specifications

| anual exp. adj. (Mixed) Adjust default setting | of copy exposure(Manual,Text+F | Back Photo) | Close |
|---|--|----------------|-------|
| Lighter |) -3 -2 -1 0 +1 + + + + + + + + + + + + + + + + + + + | +2 +3 | ar 🕨 |
| It setting - Copy default | | | |

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.



Touch the "Close" key. The touch panel will return to the screen in step 2.



Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.



Manual exposure adjustment (text mode)

Perform the following procedure to adjust the median exposure value when the text mode is selected for the image quality.

Display the "Copy default" screen.

(See "(5) Accessing the copy default settings" on page 7-36.)

Inch specifications

| Default setti | ng | | | |
|---------------------------------------|------------------------|-------------------------------|------------|-----------------|
| Default setting | | | | End |
| Copy default Machine default | Document Management | Language Bypass setting | Management | Weekly timer |

Metric specifications

| Default settin | ng | | | |
|---------------------------------------|------------------------|-------------------------------|--|--|
| Default setting | | | | |
| Copy default Machine default | Document Management | Language Bypass setting | Manageme Hard Disk Manageme Print Form | |
| | | | | |

Select "Manual exp.adj. (Text)" in the settings list on the left 2 side of the touch panel and then touch the "Change #" key. The "Manual exp.adj. (Text)" screen will be displayed.

| | Default settir | ng | | | |
|---|-------------------------|-------------------------|----------|-------------|-----|
| | Copy default | | [| Close | כ |
| | Default menu | Setting mode | | Lin | 1 |
| | Manual exp. adj.(Text) | Standard | | _ 0p | ן נ |
| | Manual exp. adj.(Photo) | Standard | | Down | 1 |
| | Default margin width | Left 1/4" 0" | | ♥ Down |] [|
| | Default erase width | Border 1/4" Center 1/4" | | | |
| | Preset limit | 999Set | Change # | | |
| | | | _()_ | | |
| E | efault setting | | | | |

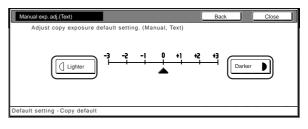
Metric specifications

Inch specifications

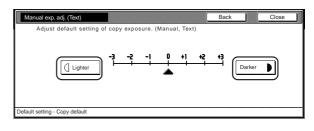
| | Default setti | ng | | |
|---|---|--------------------------------------|----------|--------|
| | Copy default | | | Close |
| [| Default menu | Setting mode | | 🛦 Up |
| | Manual exp. adj. (Text) Manual exp. adj. (Photo) Default margin width | Standard Standard Left 6mm 0mm | | ▼ Down |
| | Default erase width Preset limit | Border 6mm Center 6mm 999 Set | Change # | |
| E | Default setting | | | |

Touch the "Lighter" key or the "Darker" key, as appropriate, to 3 move the cursor on the exposure scale and adjust the exposure as desired.

Inch specifications

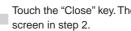


Metric specifications



NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.



Touch the "Close" key. The touch panel will return to the



Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.



Manual exposure adjustment (photo mode)

Perform the following procedure to adjust the median exposure value when the photo mode is selected for the image quality.



Display the "Copy default" screen.

(See "(5) Accessing the copy default settings" on page 7-36.)

Inch specifications

| Default setti | ng | | | |
|--------------------|------------------------|-------------------------------|------------------------------|-----------------|
| Default setting | | | | End |
| Copy default | | Language Bypass setting | Management BOX Management | Weekly timer |
| Machine default | Document Management | | Print Form | |

Metric specifications

| Default settir | ng | | | |
|---------------------------------------|---|----|--|---------------|
| Default setting | | | | End |
| Copy default Machine default | Languz Bypa: settin Management | 55 | Management Hard Disk Management Print Form | Week timer |

Select "Manual exp.adj. (Photo)" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Manual exp.adj. (Photo)" screen will be displayed.

| | Default setting | | | |
|---|-------------------------|-------------------------|----------|---------------|
| | Copy default | | | Close |
| | Default menu | Setting mode | | |
| | Manual exp. adj.(Text) | Standard | | |
| | Manual exp. adj.(Photo) | Standard | | V Down |
| | Default margin width | Left 1/4" 0" | | ▼ Down |
| | Default erase width | Border 1/4" Center 1/4" | | |
| | Preset limit | 999Set | Change # | |
| Ľ | | | | |
| D | lefault setting | | | |

Metric specifications

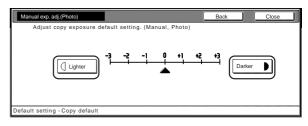
Inch specifications

| | Default setti | ng | | |
|---|---|-----------------------|----------|-------|
| | Copy default | I | | Close |
| [| Default menu | Setting mode | | ▲ Up |
| | Manual exp. adj. (Text) Manual exp. adj. (Photo) | Standard Standard | | |
| | Default margin width | Left 6mm 0mm | | Down |
| | Default erase width | Border 6mm Center 6mm | | |
| | Preset limit | 999 Set | Change # | |
| C | Default setting | | | |

Section 7 COPIER MANAGEMENT FUNCTIONS

3 Touch the "Lighter" key or the "Darker" key, as appropriate, to move the cursor on the exposure scale and adjust the exposure as desired.

Inch specifications



Metric specifications

| Manual exp. adj. (Photo) | | Back Close |
|-------------------------------|-----------------------------------|--------------|
| Adjust default setting | of copy exposure. (Manual, Photo) | |
| Lighter |) -3 -2 -1 0 +1 +2) | +3 Darker |
| efault setting - Copy default | | |

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.



Touch the "Close" key. The touch panel will return to the screen in step 2.



Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.



Margin width

Perform the following procedure to determine the default value of the location and width of the margins in the margin mode.

Display the "Copy default" screen.

(See "(5) Accessing the copy default settings" on page 7-36.)

Inch specifications

| Default settin | ıg | | | |
|---------------------------------------|------------------------|-------------------------------|--|-----------------|
| Default setting | | | | End |
| Copy default Machine default | Document Management | Language Bypass setting | Management BOX Management Print Form | Weekly timer |

Metric specifications

| Default settir | ng | | |
|---------------------------------------|---|--|---------------|
| Default setting | | | End |
| Copy default Machine default | Language Bypass setting Document Management | Management Hard Disk Management Print Form | Week timer |
| | | | |

Select "Default margin width" in the settings list on the left 2 side of the touch panel and then touch the "Change #" key. The "Default margin width" screen will be displayed.

| | Default setti | ng | | |
|---|---|-------------------------|----------|-------------|
| | Copy default | | | Close |
| | Default menu | Setting mode | | ▲ Up |
| | Manual exp. adj.(Text) | Standard | | op |
| | Manual exp. adj.(Photo) Default margin width | Standard | | ▼ Down |
| | Default erase width | Border 1/4" Center 1/4" | | |
| | Preset limit | 999Set | Change # | |
| 1 | Default setting | | | |

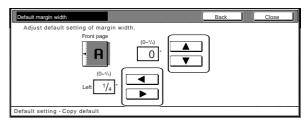
Metric specifications

Inch specifications

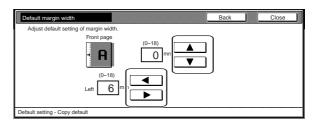
| | Default settir | ng | | |
|---|--------------------------|-----------------------|----------|-------------|
| | Copy default | | | Close |
| | Default menu | Setting mode | | ▲ Up |
| | Manual exp. adj. (Text) | Standard | | |
| | Manual exp. adj. (Photo) | Standard | | ▼ Down |
| | Default margin width | Left 6mm 0mm | | |
| | Default erase width | Border 6mm Center 6mm | | |
| | Preset limit | 999 Set | Change # | |
| Ļ | | | | |
| E | efault setting | | | |

Touch the "+" key or the "-" key, and the "▲" key or the "▼" 3 key, as desired, to change the default margins and margin widths to the desired setting.

Inch specifications

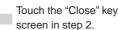


Metric specifications



NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.



Touch the "Close" key. The touch panel will return to the screen in step 2.



Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.



• Erased border width

Perform the following procedure to determine the default value for the width of the border to be erased in the two border erase modes.



Display the "Copy default" screen.

(See "(5) Accessing the copy default settings" on page 7-36.)

| Default settin | ng | | | |
|--------------------|------------------------|-------------------|-------------------|-----------------|
| Default setting | | | | End |
| Copy default | | Language | Management | Weekly timer |
| | | Bypass setting | BOX Management | |
| Machine default | Document Management | | Print Form | |
| | | | | |

Metric specifications

Inch specifications

| Default settir | ng | | | |
|---------------------------------------|------------------------|-------------------------------|--|---------------|
| Default setting | | | | End |
| Copy default Machine default | Document Management | Language Bypass setting | Management Hard Disk Management Print Form | Week timer |

Select "Default erase width" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Default erase width" screen will be displayed.

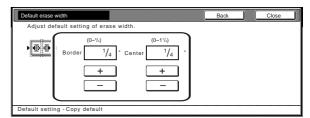
| Inch specifications | | | |
|-------------------------|-------------------------|----------|-------------|
| Default setting | | | |
| | | | Close |
| Default menu | Setting mode | | ▲ Up |
| Manual exp. adj.(Text) | Standard | | |
| Manual exp. adj.(Photo) | Standard | | ▼ Down |
| Default margin width | Left 1/4" 0" | | V DOWII |
| Default erase width | Border 1/4" Center 1/4" | | |
| Preset limit | 999Set | Change # | |
| | | | |
| Default setting | | | |

Metric specifications

| | Default settir | ng | | |
|-------|--|--------------------------|----------|-------------|
| | Copy default | | (| Close |
| [| Default menu | Setting mode | | ↓ Up |
| | Manual exp. adj. (Text) | Standard | | |
| | Manual exp. adj. (Photo) Default margin width | Standard Left 6mm 0mm | | Down |
| | Default erase width | Border 6mm Center 6mm | | |
| L | Preset limit | 999 Set | Change # | |
| C | Default setting | | | |

Touch the "+" key or the "-" key under the "Border" and "Center" fields to change the displayed widths to those desired.

Inch specifications



Metric specifications

| Default erase width | | Back | Close |
|---------------------------------|---------------------------------------|------|-------|
| Adjust default setting of erase | e width. | | |
| Border | 8) (0-36) 6 mm Center 12 mn + + | | |
| Default setting - Copy default | | | |

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.



Touch the "Close" key. The touch panel will return to the screen in step 2.



Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.



Copy limit

Perform the following procedure to set the limit for the number of copies (or copy sets) that can be made at a time.



Display the "Copy default" screen.

(See "(5) Accessing the copy default settings" on page 7-36.)

Inch specifications

| Default setti | ng | | | |
|---------------------------------------|------------------------|-------------------------------|--|-----------------|
| Default setting | | | | End |
| Copy default Machine default | Document Management | Language Bypass setting | Management BOX Management Print Form | Weekly timer |

Metric specifications

| Default setti | ng | | | |
|---------------------------------------|------------------------|-------------------------------|--|---------------|
| Default setting | | | | End |
| Copy default Machine default | Document Management | Language Bypass setting | Management Hard Disk Management Print Form | Week timer |

2 Select "Preset limit" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Preset limit" screen will be displayed.

| Inch specifications | | | |
|-------------------------|-------------------------|----------|-------------|
| Default setting | | | |
| Copy default | | | Close |
| Default menu | Setting mode | | ▲ Up |
| Manual exp. adj.(Text) | Standard | | op |
| Manual exp. adj.(Photo) | Standard | | Down |
| Default margin width | Left 1/4" 0" | | ♥ Down |
| Default erase width | Border 1/4" Center 1/4" | | |
| Preset limit | 999Set | Change # | |
| Default setting | | | |

Metric specifications

| | Default setti | ng | | |
|---|--|----------------------------------|----------|--------|
| | Copy default | | | Close |
| | Default menu | Setting mode | | 🛦 Up |
| | Manual exp. adj. (Text) | Standard | | |
| | Manual exp. adj. (Photo) Default margin width | Left 6mm 0mm | | ▼ Down |
| | Default erase width Preset limit | Border 6mm Center 6mm 999 Set | Change # | |
| [| Default setting | | | |

3 Touch the "+" key or the "-" key to change the copy limit to the desired setting.

Inch specifications

| Preset limit | | Back | ose |
|------------------|--------------------------------|------|-----|
| Set output quant | (1-999) 999 s .t + - | | |

Metric specifications

| Preset limit | | Back | Close |
|------------------|---|------|-------|
| Select copy pres | et in one job (# key). (1-999) 999 s t - | | |

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.



Touch the "Close" key. The touch panel will return to the screen in step 2.



Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.



Repeat copying ON/OFF

Perform the following procedure to set whether or not to prohibit repeat copying, as well as whether or not to make repeat copying the default setting in the initial mode.



Display the "Copy default" screen.

(See "(5) Accessing the copy default settings" on page 7-36.)

| mon | specifications |
|-----|----------------|
| | |

| Default setti | ng | | | |
|--------------------|------------------------|-------------------------------|------------------------------|-----------------|
| Default setting | | | | |
| Copy default | | Language Bypass setting | Management BOX Management | Weekly timer |
| Machine default | Document Management | | Print Form | |

Metric specifications

| Default setting End | |
|--|--|
| Copy Week | |
| default Language Imanagement Iman Bypass Hard Disk Management Iman Machine Document Print Form | |

Select "Modify Copy" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Modify Copy" screen will be displayed.

Inch specifications

| Default setting | | | |
|--------------------------|------------------|----------|---------|
| Copy default | | | Close |
| Default menu | Setting mode | | |
| Modify Copy | On / Off | | |
| Job Queue Report | On(All copy job) | | T Down |
| Display register key | On | | * DOWII |
| Customize(Main function) | | | |
| Customize(Add function) | | Change # | |
| Default setting | | | |

Metric specifications

| Default setting | | | |
|--------------------------|-------------------|----------|--------|
| Copy default | | | Close |
| Default menu | Setting mode | | ▲ Up |
| Modify copy | On / Off | | |
| Job Queue Report | On(All copy jobs) | | Down |
| Display"Register*key | On | <u></u> | * Down |
| Customize(Main function) | | | |
| Customize(Add function) | | Change # | |
| | | _()_ | |
| Default setting | | | |

3 If you want to prohibit repeat copying, touch the "Off" key. If you want to make repeat copying the default setting in the initial mode, touch the "On" key.

Inch specifications

| Select ON to activate Modify Conv or OFF to inact ale it. Function Default Off Off On | Modify Copy | | Back | Close |
|---|-----------------------------|-------------------------|------|-------|
| | to inact ate it. Functio | on Default Off On | | |

Metric specifications

| Select ON to a to inactive it. | ctivate Modify Copy o | r OFF | | |
|--------------------------------|-----------------------|---------|---|--|
| | Function | Default | 1 | |
| | | | | |
| | Off | Off | | |
| | On | On | | |
| | | | | |
| | | |) | |

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.



Touch the "Close" key. The touch panel will return to the screen in step 2.



Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.



• "Job history" screen ON/OFF

Perform the following procedure to set the contents of the "Job history" screen or turn display of that screen OFF.

1

Display the "Copy default" screen.

(See "(5) Accessing the copy default settings" on page 7-36.)

Inch specifications

| Default setti | ng | | | |
|--------------------|------------------------|-------------------------------|------------------------------|-----------------|
| Default setting | | | | End |
| Copy default | | Language Bypass setting | Management BOX Management | Weekly timer |
| Machine default | Document Management | | Print Form | |

Metric specifications

| Default settir | | | | |
|---------------------------------------|------------------------|-------------------------------|--|---------------|
| Default setting | | | | End |
| Copy default Machine default | Document Management | Language Bypass setting | Management Hard Disk Management Print Form | Week timer |

2 Select "Job Queue Report" in the settings list on the left side of the touch panel and then touch the "Change #" key. The "Job Queue Report" screen will be displayed.

| Inch specifications | | | |
|--------------------------|------------------|----------|----------|
| Default setting | | | |
| Copy default | | | Close |
| Default menu | Setting mode | | A Un |
| Modify Copy | On / Off | | <u> </u> |
| Job Queue Report | On(All copy job) | | Down |
| Display register key | On | | * Down |
| Customize(Main function) | | | |
| Customize(Add function) | | Change # | |
| Default setting | | | |

Metric specifications

| | Default settir | ng | |
|---|---|--------------|-------------------------|
| | Copy default | I | Close |
| | Default menu | Setting mode | ▲ ∪ _P |
| | Modify copy Job Queue Report Display"Register"key Customize(Main function Customize(Add function) | | Down |
| 1 | Default setting | | |

3 If you do NOT want to display the "Job history" screen, touch the "Off" key. If you DO want to display the "Job history" screen, touch the "On/All copy job" ["On/(All copy)"] key or the "On/reserved" ["On/reserv.job"] key, as appropriate.

Inch specifications

| Job Queue Report | | Back | Close | |
|--|------------------|------|-------|--|
| Select ON to activate Copy to inactivate it. | y Job Log or OFF | | | |
| Off On/All copy job On/ reserved | | | | |
| Default setting - Copy default | | | | |

Metric specifications

| b Queue Report | | Back | Close |
|---|-----------|------|-------|
| Select ON to activate Copy Job L to inactivate it. | og or OFF | | |
| Off On/ (All copy) On/ reserv.job | | | |

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.



Touch the "Close" key. The touch panel will return to the screen in step 2.



Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.



Registration keys ON/OFF

Perform the following procedure to set whether or not to allow a "Register" key to be displayed in the screen for those function and modes which can be registered under the registration keys. Functions and/or modes can only be registered under registration keys through the "Register" key.



Display the "Copy default" screen.

(See "(5) Accessing the copy default settings" on page 7-36.)

Inch specifications

| Default sett | ing | | | |
|---------------------------------------|------------------------|-------------------------------|--|-----------------|
| Default setting | | | | End |
| Copy default Machine default | Document Management | Language Bypass setting | Management BOX Management Print Form | Weekly timer |

Metric specifications

| Default setti | ng | | | |
|---------------------------------------|------------------------|-------------------------------|--|---------------|
| Default setting | | | | End |
| Copy default Machine default | Document Management | Language Bypass setting | Management Hard Disk Management Print Form | Week timer |
| deladit | Management | | Form | |

2 Select "Display register key" ["Display "Register" key"] in the settings list on the left side of the touch panel and then touch the "Change #" key.

The "Display register key" ["Display "Register" key"] screen will be displayed.

Inch specifications

| Copy default | | | Close |
|--------------------------|------------------|----------|--------|
| Default menu | Setting mode | | A Un |
| Modify Copy | On / Off | | |
| Job Queue Report | On(All copy job) | | |
| Display register key | On | | 🖤 Down |
| Customize(Main function) | | | 2 |
| Customize(Add function) | | Change # | |

Metric specifications

| Copy default | | | Close |
|--------------------------|-------------------|----------|--------|
| Default menu | Setting mode | | ▲ Up |
| Modify copy | On / Off | | _ · · |
| Job Queue Report | On(All copy jobs) | | W Down |
| Display"Register*key | On | | * Down |
| Customize(Main function) | | | |
| Customize(Add function) | | Change # | |

3 If you want the "Register" key to be displayed, touch the "On" key. If you do NOT want it to be displayed, touch the "Off" key.

Inch specifications

| Display register key | | Back | Close |
|--|-----|------|-------|
| Select One touch key Able to use Register | | | |
| On Off | | | |
| Default setting - Copy defau | ilt | | |

Metric specifications

| Display*Register*key | | Back | Close |
|---|--|------|-------|
| Select to show Regist Able to use Register | er key On/Off. key to register/delete at each page. | | |
| On Off | | | |
| efault setting - Copy default | | | |

NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.



Touch the "Close" key. The touch panel will return to the screen in step 2.



Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.



• Customize screen layout (Main functions)

Perform the following procedure to change the order of the main functions and modes that are displayed in the "Basic" and the "User choice" tabs in order to make the display more appropriate to the way you use the copier.

Display the "Copy default" screen.

(See "(5) Accessing the copy default settings" on page 7-36.)

Inch specifications

| Default settin | hg | | |
|--------------------|------------------------|-------------------|-----------------|
| Default setting | | | End |
| Copy default | Language | Management | Weekly timer |
| | Bypass setting | BOX Management | |
| Machine default | Document Management | Print Form | |
| | | | |

Metric specifications

| Default settin | g | | | |
|---------------------------------------|------------------------|-------------------------------|--|---------------|
| Default setting | | | | End |
| Copy default Machine default | Document Management | Language Bypass setting | Management Hard Disk Management Print Form | Week timer |

Select "Customize(Main function)" in the settings list on the left side of the touch panel and then touch the "Change #" key.

The "Customize(Main function)" screen will be displayed.

Inch specifications

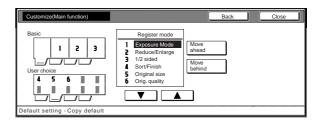
| Copy default | | Close |
|--|------------------------|--|
| Default menu | Setting mode | Lin |
| Modify Copy | On / Off | |
| Job Queue Report Display register key | On(All copy job) On | V Down |
| Customize(Main function) | | `************************************* |

Metric specifications

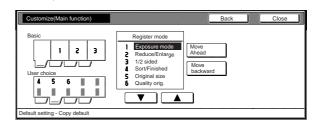
| Copy default | | | Close |
|--------------------------|-------------------|---------------------------------------|---------|
| Default menu | Setting mode | | Lin |
| Modify copy | On / Off | | |
| Job Queue Report | On(All copy jobs) | | Down |
| Display"Register"key | On | · · · · · · · · · · · · · · · · · · · | * Dowii |
| Customize(Main function) |) | | |
| Customize(Add function) | | Change # | |

3 If you want to change the order of the basic functions and modes, touch the "▲" or the "▼" cursor key to select the item you want to move. Then touch the "Move ahead" key or the "Move behind" ["Move backward"] key to move that item and change the order of display. The final display of the basic functions and modes will be in accordance with the numbers in the list and those shown in the tabs to the left of that list.

Inch specifications



Metric specifications



NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.



Touch the "Close" key. The touch panel will return to the screen in step 2.



Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.



• Customize screen layout (Add functions)

Perform the following procedure to add often-used functions and/or modes, or to change the order of their layout, in order to make the display more appropriate to the way you use the copier.



Display the "Copy default" screen.

(See "(5) Accessing the copy default settings" on page 7-36.)

Inch specifications

| Default setting | End |
|----------------------------|------------------------|
| Copy default Bypass BOX | gement Weekly timer |

Metric specifications

| Default settir | ng | | | |
|---------------------------------------|------------------------|-------------------------------|--|---------------|
| Default setting | | | | End |
| Copy default Machine default | Document Management | Language Bypass setting | Management Hard Disk Management Print Form | Week timer |

2

Select "Customize(Add function)" in the settings list on the left side of the touch panel and then touch the "Change #" key.

The "Customize(Add function)" screen will be displayed.

| Default setting | | |
|---------------------------------|------------------------------|------|
| | | Clos |
| | | |
| Default menu | Setting mode | |
| Default menu Modify Copy | Setting mode On / Off | Up |
| Modify Copy Job Queue Report | | |
| Modify Copy | On / Off | |
| Modify Copy Job Queue Report | On / Off On(All copy job) | |

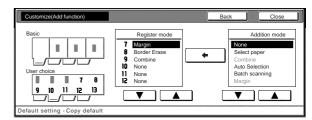
Metric specifications

| Default setti | ng | | |
|---------------------------------|-------------------------------|----------|-------------|
| Copy default | I | | Close |
| Default menu | Setting mode | | ▲ Up |
| Modify copy Job Queue Report | On / Off On(All copy jobs) | | |
| Display"Register"key | On | | Down |
| Customize(Main function | | | |
| Customize(Add function |) | Change # | |
| efault setting | | | |

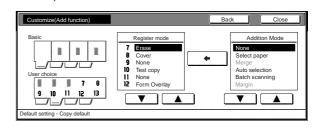
Section 7 COPIER MANAGEMENT FUNCTIONS

If you want to add functions and/or modes to the "User choice" tab, touch the "▲" or the "▼" cursor key under the list on the right to select the item you want to add. Then touch the "▲" or the "▼" cursor key under the list on the left to select in what order you want it to be added in that tab. Finally, touch the "←" key to add the selected item to the "User choice" tab.

Inch specifications



Metric specifications



NOTE

If you want to quit the displayed setting without changing it, touch the "Back" key. The touch panel will return to the screen in step 2.



Touch the "Close" key. The touch panel will return to the screen in step 2.



Touch the "Close" key once again. The touch panel will return to the "Default setting" screen.



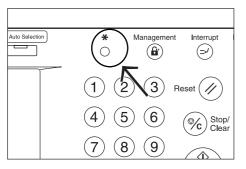
4. Multi-bypass tray paper settings

(1) Paper size and type

Perform the following procedure in order to use the multi-bypass tray to feed copy paper.



With the content of the "Basic" tab displayed, press the [*****] key. The "Default setting" screen will be displayed.



2 Touch the "Bypass setting" key.

The "Bypass setting" screen will be displayed.

Inch specifications

| Default settir | ng | | | |
|---------------------------------------|------------------------|-------------------------------|--|-----------------|
| Default setting | | | | End |
| Copy default Machine default | Document Management | Language Bypass setting | Management BOX Management Print Form | Weekly timer |

Metric specifications

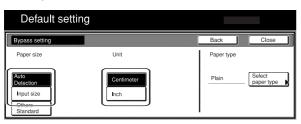
| Default setti | ng | | | |
|---------------------------------------|------------------------|-------------------------------|--|---------------|
| Default setting | | | | End |
| Copy default Machine default | Document Management | Language Bypass setting | Management Hard Disk Management Print Form | Week timer |

Specify the desired method of selecting the paper size. If you select "Auto Detection" here, select the desired unit of measure ("Centimeter" or "Inch") as well, and then go directly to step 5. If you want to select a custom paper size, touch the "Input size" and then go to the next step.

Inch specifications

| Default se | tting | |
|---|--------------------|----------------------------|
| Bypass setting | | Back Close |
| Paper size | Unit | Paper type |
| Auto Detection Input size Othore Standard | Centimeter Inch | Plain Select paper type |

Metric specifications





Touch the "+" key or the "-" key to change each of the

displayed sizes (length and width) to the desired settings.
* In metric specification copiers, the desired sizes can also be entered directly by touching the corresponding "#keys" key and then using the keypad.

Inch specifications

| Default s | • | | | |
|--|-------------------------|---------------------------|---------------------|-------------------|
| Bypass setting | 6 | | Back | Close |
| Paper size Auto Detection Input size Others Standard | (3%~11%) Y I 11"/6"" | (5%=17) X H 16% " + | Paper type Plain | Select paper type |

Metric specifications

| Default se | etting | | | |
|--|---|---------------------------------|---------------------|----------------------|
| Bypass setting | | | Back | Close |
| Paper size Auto Detection Input size Others Standard | (98-297) Y <u>1</u> 297 mm + <u>#-Keys</u> | (148~432) X ₩ 420 m + | Paper type Plain | Select paper type |



Touch the "Select paper type" key. The "Select paper type" screen will be displayed.

6 Touch the key that corresponds to the type of paper to be used, and then touch the "Close" key. The touch panel will return to the screen in step 4.

Inch specifications

| | Default s | etting | | | - | |
|------|-------------------|------------|--------------------|----------|----------|------|
| Sele | ect paper type | | | Back | | lose |
| | Plain | Labels | Card · Postcard | Custom 1 | Custom 5 | |
| | Transp- arency | Recycled | Color | Custom 2 | Custom 6 | |
| | Rough | Preprinted | Prepunched | Custom 3 | Custom 7 | |
| | Vellum | Bond | Letterhead | Custom 4 | Custom 8 | |

Metric specifications

| Default setting | | | | | | | |
|-----------------|-------------------|------------|-------------------------------|--|----------|----------|------|
| Sele | ect paper type | | | | Back | | lose |
| | Plain | Labels | Card [.] Postcard | | Custom 1 | Custom 5 |) |
| | Transp- arency | Recycled | Colour | | Custom 2 | Custom 6 | |
| | Rough | Preprinted | Prepunched | | Custom 3 | Custom 7 | |
| | Vellum | Bond | Letterhead | | Custom 4 | Custom 8 |] |



Touch the "Close" key once again. The touch panel will return to the screen in step 2. Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

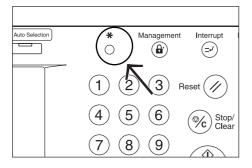
3

(2) Selecting other standard sizes

Perform the following procedure when you want to print out onto other standard sizes of special paper.



With the content of the "Basic" tab displayed, press the [*] key. The "Default setting" screen will be displayed.





Touch the "Bypass setting" key. The "Bypass setting" screen will be displayed.

Inch specifications

| Default setti | ng | | |
|---------------------------------------|----------|--|-----------------|
| Default setting | | | End |
| Copy default Machine default | Document | Management BOX Management Print Form | Weekly timer |

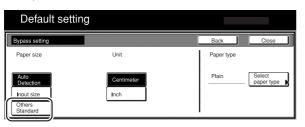
Metric specifications

| Defau l t settir | ng | | | |
|---------------------------------------|------------------------|-------------------------------|--|---------------|
| Default setting | | | | End |
| Copy default Machine default | Document Management | Language Bypass setting | Management Hard Disk Management Print Form | Week timer |

Touch the "Others Standard" key.

Inch specifications

3



Metric specifications

| Default se | etting | | |
|--|----------------------------|---------------------|----------------------|
| Bypass setting | | Back | Close |
| Paper size Auto Detection Input size | Unit Centimeter Inch | Paper type Plain | Select paper type |
| Others Standard | · | | |

Section 7 COPIER MANAGEMENT FUNCTIONS

Touch the "Select size" key. The "Select size" screen will be displayed.

Inch specifications

| Default setting | Paper Size | | |
|---|-------------------------|--|--|
| Bypass setting | Back Close | | |
| Paper size | Paper type | | |
| Auto Detection Input size Others Standard | Plain Select paper type | | |

Metric specifications

| Defaul | t setting | | |
|---|-----------|------------|----------------------|
| Bypass setting | | Back | Close |
| Paper size | | Paper type | |
| Auto Detection Input size Others Standard | EX Solect | Plain | Select paper type |



Touch the key that corresponds to the size of paper you want to use, and then touch the "Close" key. The touch panel will return to the screen in step 4.

Inch specifications

| Default setting | | |
|-----------------|------|-------|
| Select size | Back | Close |
| EX | | |
| | | |
| 81/2x13" | | |
| | | |



6

Touch the "Select paper type" key. The "Select paper type" screen will be displayed. Touch the key that corresponds to the type of paper you want to use, and then touch the "Close" key. The touch panel will return to the screen in step 4.

Inch specifications

| | Default s | etting | | | | |
|-----|-------------------|------------|--------------------|----------|----------|------|
| Sel | lect paper type | | | Back | | lose |
| | Plain | Labels | Card · Postcard | Custom 1 | Custom 5 |] |
| | Transp- arency | Recycled | Color | Custom 2 | Custom 6 | 1 |
| | Rough | Preprinted | Prepunched | Custom 3 | Custom 7 | |
| | Vellum | Bond | Letterhead | Custom 4 | Custom 8 | Ì |

Metric specifications

| D |)efault s | etting | | | | |
|------|-------------------|------------|-------------------|----------|----------|------|
| Sele | ct paper type | | | Back | | lose |
| | Plain | Labels | Card- Postcard | Custom 1 | Custom 5 |) |
| | Transp- arency | Recycled | Colour | Custom 2 | Custom 6 | ĺ |
| | Rough | Preprinted | Prepunched | Custom 3 | Custom 7 | ĺ |
| | Vellum | Bond | Letterhead | Custom 4 | Custom 8 | Ĵ |

Touch the "Close" key. The touch panel will return to the screen in step 2. Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

5. Box management default settings

Perform the following settings in order to manage the "boxes" that are used under the document management functions.

(1) Box settings

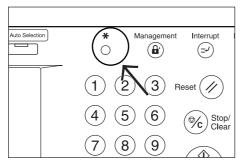
| Setting | Description | |
|---|---|------|
| Document list print out | This procedure will allow you to print out a list of all of the images stored in the box for the form overlay mode, of the documents stored in the shared data box or of the documents stored in the synergy print boxes. | 7-64 |
| Reset box | This procedure will delete all of the image data that is stored in the "Form" box, as well as the documents stored in the shared data box and the synergy print boxes. Make absolutely certain that you do not need the corresponding data before you attempt to delete it. | 7-65 |
| Box name & password / Clear data in box | This procedure will allow you to change the name and password for any one of the synergy print boxes as well as delete at one time all of the data registered in any one box. If you register a password for any of these boxes, you will need to enter the registered password in order to print out or delete any documents that are stored win that box. | 7-65 |
| Document save time | This procedure will allow you to select the length of time that will elapse before each job in a synergy print box is automatically deleted. Set this time to any number of days between 1 and 7. * This setting cannot be made independently for each box. | 7-67 |

(2) Accessing the box management default settings

Perform the following procedure when you want to access the "Document Management" screen for each of the various box management default settings.



With the content of the "Basic" tab displayed, press the [\clubsuit] key. The "Default setting" screen will be displayed.





Touch the "Document Management" key.

Inch specifications

| Default setting | End |
|-----------------|---------------|
| | /eekly mer |

Metric specifications

| Default setting | g | | | |
|---------------------------------------|------------------------|-------------------------------|------------|---------------|
| Default setting | | | | End |
| Copy default Machine default | Document Management | Language Bypass setting | Management | Week timer |
| | | | | |

3 Use the keypad to enter the 4-digit management code. The factory default setting for 45 cpm copiers is "4500" and for 55 cpm copiers is "5500". If the entered code matched the registered one, the "Document Management" screen will be displayed.

Inch specifications

| Enter the administrator number | Close |
|--------------------------------|-------|
| | |

| E | Enter the administrator number | Close |
|---|--------------------------------|-------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |



Touch the key that corresponds to the desired box management default setting.

Inch specifications

| Document Ma | anagement | | |
|---------------------|--------------------------------|-------------------|----|
| Document Management | | Close |]] |
| Shared Data Box | Synergy Print Box | Form box | |
| Print the list | Print Box the list editting | Print the list | |
| Reset Box | Reset Document save term | Reset Box | |
| Default setting | | | |

Metric specifications

| Document management | | | | |
|--|--|---|--|--|
| Document management | | Close | | |
| Shared Data Box Print the list Reset Box | Synergy Print Box Print the list Reset Box Document saving | Form box Print the list Reset Box | | |
| Default setting | | | | |

NOTES

- It is possible for you to change the 4-digit management code. (See "Changing the management code" on page 7-31.)
- Refer to the desired procedure(s) explained under "(3) Making box management default settings" and perform the corresponding setting(s).

(3) Making box management default settings

Perform the following procedure that corresponds to the desired setting.

• Document list print out

Touch the "Print the list" key under the box ("Form Box", "Shared Data Box" or "Synergy Print Box") for which you want to print out the document list.

Inch specifications

| Document Management | | | | |
|--|--|-------|--|--|
| Document Management | | Close | | |
| Shared Data Box Print the list Reset Box | Synergy Print Box Print the list Box Box Document Box Box Box Box Box Box Box Box | | | |
| Default setting | | | | |

| Document management | | | | |
|---|---|---|-------|--|
| Document management | | | Close | |
| Shared Data Box Print the list Reset Box Default setting | Synergy Print Box Print He list Keset Box Document saving | Form box Print the list Keset Box | | |

- A document list will be printed out for that box. once print out is completed, the touch panel will return to the screen in step 1.
- Touch the "Close" key. The touch panel will return to the "Default setting" screen. Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

Reset box

Touch the "Reset Box" key under the box ("Form Box", "Shared Data Box" or "Synergy Print Box") that you want to delete all data for.

A verification screen will be displayed.

Inch specifications

| Document Management | | | |
|---|---|--|--|
| | Close | | |
| Synergy Print Box Print the list Reset Box Document save term | Form box Print the list Reset Box | | |
| | Synergy Print Box Print the list Reset Document | | |

Metric specifications

| Document management | | | |
|--|--|-----------------------------------|--|
| Document management | | Close | |
| Shared Data Box Print the list Reset Box | Synergy Print Box Print the list Box Box Document saving | Print the list Reset Box | |
| | | | |

Touch the "Yes" key or the "No" key, as appropriate. Inch specifications

| | Stop | |
|--|------|--|
| Shared Data Box | | |
| Reset this Box. Do you really want to reset? | | |
| Yes No | | |

Metric specifications

| | op |
|--|----|
| | |
| Shared Data Box | |
| | |
| Reset this Box. Do you really want to reset? | |
| Yes No | |

If you selected "Yes", all the data in the selected box will be deleted and the touch panel will return to the screen in step 1. If you selected "No", the touch panel will return to the screen in step 1 without deleting any data.



Touch the "Close" key. The touch panel will return to the "Default setting" screen. Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

• Box name & password / Clear data in box



Touch the "Box editting" key under "Synergy Print Box". The "Box editting" screen will be displayed.

Inch specifications

| Document Management | | | | | |
|--|--|---|-------|--|--|
| Document Management | | | Close | | |
| Shared Data Box Print the list Reset Box | Synergy Print Box Print the list Reset Box Uccurnent save term | Form box Print the list Reset Box | | | |
| Default setting | | | | | |

Metric specifications

| Document management | | | | | |
|--------------------------------------|---|--|--|--|--|
| Document management | | Close | | | |
| Shared Data Box Print the list Reset | Synergy Print Box Print the list Reset | Form box Print the list Reset | | | |
| Box Default setting | Box Saving | Box | | | |



Either touch the synergy print box that contains the information to be modified, or enter its number using the keypad. Then touch the "Enter" key. The "Box edit" screen will be displayed.

Inch specifications

| Select box No. | | | | BOX NR |
|------------------|------------------|------------------|------------------|-------------|
| 001 ABCD_0000001 | 006 UVWX_0000006 | 011 QRST_0000105 | 016 MNOP_0200104 | (with #key) |
| 002 EFGH_0000002 | 007 ABCD_0000101 | 012 | 017 QRST_0200105 | |
| 003 | 008 EFGH_0000102 | 013 ABCD_0200101 | 018 UVWX_0200106 | |
| 004 MNOP_0000004 | 009 IJKL_0000103 | 014 EFGH_0200102 | 019 ABCD_0500101 | |
| 005 QRST_0000005 | 010 MNOP_0000104 | 015 IJKL_0200103 | 020 EFGH_0500102 | |
| | | 1/5 | | Enter |

| Job cancel BOX NR | | | | Box editting Select box No. |
|----------------------|----------------|------------------|------------------|--------------------------------|
| with #key) | 6 MNOP_0200104 | 011 QRST_0000105 | 006 UVWX_0000006 | 001 ABCD_0000001 |
| JLLL | 7 QRST_0200105 | 012 | 007 ABCD_0000101 | 002 EFGH_0000002 |
| | 8 UVWX_0200106 | 013 ABCD_0200101 | 008 EFGH_0000102 | 003 |
| | 9 ABCD_0500101 | 014 EFGH_0200102 | 009 IJKL_0000103 | 004 MNOP_0000004 |
| | 0 EFGH_0500102 | 015 IJKL_0200103 | 010 MNOP_0000104 | 005 QRST_0000005 |
| Enter | | 1/5 | | |
| En | | 015 IJKL_0200103 | | 005 QRST_0000005 |

If you want to change the name of that box, first select "Box name" and then touch the "Change #" key. Enter the new name as desired.

Inch specifications

| Box007 | | | Close |
|----------------------|---------------------------------|----------|--------------|
| Default menu | Setting mode | | Reset Box |
| Box name password | ABCD_0000101 (No registrat.) | | |
| passworu | (No registrat.) | | |
| | | | |
| | | Change # | |
| | | Change # | |

Metric specifications

| BOX 007 | | | Close |
|--------------------------------------|---|----------|--------------|
| Default menu Box name Password | Setting mode ABCD 0000101 (No register) | Change # | Reset Box |
| Default setting - Document manage | ment - Box editting | | |

NOTE

5

• Refer to "Entering characters" on page 7-72 for information on entering characters.

If you want to change the name of that box, first select "Password" and then touch the "Change #" key. The "Password" screen will be displayed.

Use the keypad to enter the new password for that box and then touch the "Close" key. The new password will be registered and the touch panel will return to the screen in step 3.

Inch specifications

| password | | Back | Close | |
|--------------------------------|-------------------------------|------|-------|--|
| Enter new password. | | | | |
| password | (Enter by #ke | y) | | |
| Default setting - Document Man | agement - Box edittings - 077 | | | |

Metric specifications

| Password | | Back | Close | |
|--------------------------------|------------------------------|------|-------|--|
| Enter new password. | | | | |
| password | (Enter #-key) | | | |
| | Clear | | | |
| Default settund - Document Man | agement - Box editting - 006 | | | |

NOTES

- The password can be between 1 and 8 digits long.
- If you decide not to register a password for that box, touch the "Clear" key and then, with nothing entered in the password field, touch the "Close" key.

- 6 If you want to delete all of the data in that box, select "Reset Box". A verification screen will be displayed.
 - Touch the "Yes" key or the "No" key, as appropriate.

Inch specifications

| | | Stop |
|-------------------------|-----------------------------------|------|
| Box No. : Box name : | 007 ABCD_0000101 | |
| Reset this | Box. Do you really want to reset? | |
| Yes | No | |

Metric specifications

| | Stop |
|--|------|
| BOX NR.: | |
| Reset this Box. Do you really want to reset? | |
| Yes No | |

If you selected "Yes", all the data in the selected box will be deleted and the touch panel will return to the screen in step 3.

If you selected "No", the touch panel will return to the screen in step 3 without deleting any data.



Touch the "Close" key. The touch panel will return to the screen in step 2.

9 Touch the "Close" ["Job cancel"] key. The touch panel will return to the screen in step 1. Touch the "Close" key. The touch panel will return to the "Default setting" screen. Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

Document save time

1

Touch the "Document save term" ["Document saveing"] key under "Synergy Print Box". The "Document data saving term" ["Document data save period"] screen will be displayed.

Inch specifications

| Document Management | | | | | |
|---------------------|--|--------------|---|--|--|
| Document Management | | Close |] | | |
| Shared Data Box | Synergy Print Box Print the list Box editting | Form box | | | |
| Reset Box | Reset Box Document save term | Reset Box | | | |
| Default setting | | | | | |

Metric specifications

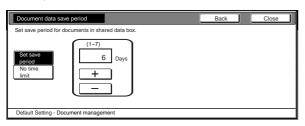
| Document management | | | | | | |
|--|--|---|--|--|--|--|
| Document management | | Close | | | | |
| Shared Data Box Print the list Reset Box | Synergy Print Box Print the list Reset Box Document saving | Form box Print the list Reset Box | | | | |
| Default setting | | | | | | |

2 Touch the "Set save term" ["Set save period"] key and then touch "+" key or the "-" key to change the displayed save time to the desired setting.

Inch specifications

| Document data saving term | | Back | | Close | |
|---------------------------------------|-----------------------|------|--|-------|--|
| Set saving term for document | s in shared data box. | | | | |
| Set save term No time limit | (1-7) 6 Days + | | | | |
| Default setting - Document Management | | | | | |

Metric specifications



NOTES

- The save time can be set to any number of days between 1 and 7.
- If you want the data to be saved indefinitely, touch the "Saving no term" key to highlight it.



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

4 Touch the "Close" key once again. The touch panel will return to the "Default setting" screen. Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

6. Hard disk management

Perform the following procedure to access the "Storage Management" screen and check available space on the hard disk and/or delete any invalid data.



With the content of the "Basic" tab displayed, press the [*****] key. The "Default setting" screen will be displayed.

| Management Interrupt |
|--------------------------------|
| |
| (1) (2) (3) Reset (// |
| (4) (5) (6) (%) Stop/ Clear |
| 789 |



Touch the "BOX Management"["Hard Disk Management"] key.

Inch specifications

| Default settin | ig | | | |
|---------------------------------------|------------------------|-------------------------|--|-----------------|
| Default setting | | | | End |
| Copy default Machine default | Document Management | Language Bypass setting | Management BOX Management Print Form | Weekly timer |

Metric specifications

| Default settir | ng | | | |
|---------------------------------------|----|------------------------------|--|---------------|
| Default setting | | | | End |
| Copy default Machine default | L | anguage Bypass setting | Management Hard Disk Management Print Form | Week timer |

3 Use the keypad to enter the 4-digit management code. The factory default setting for 45 cpm copiers is "4500" and for 55 cpm copiers is "5500".If the entered code matched the registered one, the "HDD Management mode" ["HDD Management"] screen will be displayed.

Inch specifications

| Enter the administrator number | Close |
|--------------------------------|-------|
| | |
| | |
| | |
| | |

Metric specifications

| Enter the administra | ator number | Close |
|----------------------|-------------|-------|
| | | |
| | | |
| | | |

The overall size of the hard disk, as well as the currently available space will be displayed. If you want to delete any invalid data, go to the next step. If you are finished with this procedure, go directly to step 6.

Inch specifications

| HDD management mode | | | | | | |
|------------------------|--------------|---------------------------------|-------|--|--|--|
| HDD management mode | | | Close | | | |
| Item | Setting mode | Delete invalid data | | | | |
| Free Space Capacity | 06,084 MB | Delete invalid data in the HDD. | | | | |
| Capacity | 06,187 MB | | | | | |
| | | | On | | | |
| Default setting | | | | | | |

Metric specifications

| | HDD management mode | | | | | | |
|-------|---------------------|--------------|--|-------|--|--|--|
| HD | D management | | | Close | | | |
| | Item | Setting mode | Delete invalid data Delete invalid deta from the HDD. | | | | |
| Fre | ee Space apcty | 0 MB | Delete invalid deta nom the HDD. | | | | |
| Ср | apcty | 0 MB | | | | | |
| | | | | On | | | |
| Defau | It setting | | | | | | |

5 Touch the "On" key. The operation to delete invalid data will start. Once the operation is completed, the touch panel will return to the screen in step 4.



Touch the "Close" key. The touch panel will return to the screen in step 2. Touch the "End" key. The touch panel will return to the contents of the "Basic" tab.

7. Report print out

Perform the following procedure to print out one of the following reports.

< Copy report >

- Lists all of the values for the copy default settings.
- < Machine report >

Lists all of the values for the machine default settings.

< Counter report >

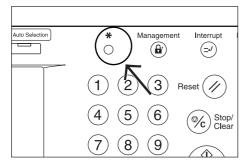
Lists the average toner density (black ratio) for each size of copy paper used under each of the copy and printer functions of this machine.

NOTE

Inch specification

- Make sure that 11" x 8 1/2" size paper is loaded in one of the drawers[cassettes]. If 11" x 8 1/2" size paper is NOT loaded in one of the drawers[cassettes], a screen requesting that you attempt to print again will be displayed during the procedure. In this case, select another paper size.
- Metric specification
- Make sure A4 size paper is loaded in one of the drawers[cassettes]. If A4 size paper is NOT loaded in one of the drawers[cassettes], a screen requesting that you attempt to print again will be displayed during the procedure. In this case, select another paper size.

With the content of the "Basic" tab displayed, press the [*****] key. The "Default setting" screen will be displayed.



2

Touch the "Print Form" key.

Inch specifications

| Default settir | ng | | | |
|---------------------------------------|------------------------|-------------------------------|--|-----------------|
| Default setting | | | | End |
| Copy default Machine default | Document Management | Language Bypass setting | Management BOX Management Print Form | Weekly timer |

Metric specifications

| Default settir | ng | | | |
|---------------------------------------|------------------------|-------------------------------|------------|---------------|
| Default setting | | | | End |
| Copy default Machine default | Document Management | Language Bypass setting | Management | Week timer |

Use the keypad to enter the 4-digit management code. The factory default setting for 45 cpm copiers is "4500" and for 55 cpm copiers is "5500".

| Enter the administrator number | | | | | |
|--------------------------------|--|--|--|--|--|
| | | | | | |
| | | | | | |
| | | | | | |

Metric specifications

| Enter the administrator number | Close |
|--------------------------------|-------|
| | |

NOTE

It is possible for you to change the 4-digit management code. (See "Changing the management code" on page 7-31.)



Once the "Print report menu" screen is displayed, touch the "Copy report" key, the "Machine report" key or the "Counter report" key, as appropriate.

Inch specifications

| Print report | | |
|-------------------|-------------------|-------|
| Print report menu | | Close |
| Copy report | Counter report | |
| Machine report | | |
| | | |
| Default setting | | |

| Print repor | t | |
|-------------------------------------|-------------------|-------|
| Print report menu | | Close |
| Copy report Machine report | Counter report | |
| Default setting | | |

5

The "Printing report" screen will be displayed and printing of the corresponding report will start.

Inch specifications

| Printing re | | | | |
|-------------|-------------|------------------------------------|--------|--------|
| Orig. page | 100% AMS | Count/Set 1/1 1/1 1-sided | Output | Cancel |

Metric specifications

| Printing report. | | | | | | | | |
|------------------|------|---------------|--------|--|--|--|--|--|
| Original | Sort | Outrast terms | Cancel | | | | | |

NOTE

If you want to cancel print out of the corresponding report, touch the "Cancel" key.

6

7

Touch the "Close" key. The touch panel will return to the screen in step 2.

8. Changing the language used for messages

You can select the language that will be used on the touch panel.

The available languages are as follows:

Inch specification copiers:

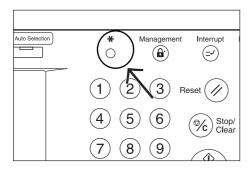
English, French ("Français"), Spanish ("Español") y Japanese ("日本語")

Metric specification copiers:

English, German ("DEUTSCH"), French ("FRANÇAIS"), Italian ("ITALIANO") y Spanish ("ESPAÑOL")

1

With the content of the "Basic" tab displayed, press the [*] key. The "Default setting" screen will be displayed.





Touch the "Language" key. The "Language" screen will be displayed.

Inch specifications

| Default setting | | |
|-------------------------------|-------------------------------|----------------------------|
| Default setting | | End |
| Copy default | Language Bypass setting | Management Weekly timer |
| Machine default Management | | Print Form |

Metric specifications

| Default settin | g | | | | |
|---------------------------------------|------------------------|----------|------|-----------------|---------------|
| Default setting | | | | [| End |
| Copy default Machine default | Document Management | Language | Hard | Disk agement | Week timer |
| | | | | | |

3 Touch the key that corresponds to the language that you want to use.

The language used on the touch panel will change to that selected.

Inch specifications

| Language | | | | Stop |
|-----------------|---------|----------|---------|------|
| | | | | |
| | | | | |
| | English | Français | Español | |
| | 日本語 | | | |
| | L | | | |
| | | | | |
| Default setting | | | | |

| English | Deutsch | Français | | |
|---------|----------|----------|--|--|
| Espanol | Italiano | | | |
| | · | | | |

9. Entering characters

Follow the procedure below when you want to register names for programs, boxes and other stored documents.

• Character input screen

| | Inch specifications | 1 | 2 | 3 | 4 | 5 |
|-----|------------------------|----------------|-------------------|-------------------|--------|----------|
| | Enter name. | | | | (Stop | Ρ] |
| | | | 16 letter limit : | including # | Back | Del. |
| | | & () |) + - | | | |
| 8— | q w e r t | y u i | | | | |
| 0 | a s d f | g h j | | | ? | |
| | ≜ Shift z x c v | , p u | | | | |
| | | | Space | | End | |
| | | | 7 | | 6 | |
| | Matria ana sificationa | | 1 | | 0 | |
| | Metric specifications | 1 | 2 | 3 | 4 | 5 |
| | (| 1 | 2 | 3 | | |
| | Enter user name: | | | | Stop | |
| | (| | Limit 16 letters | 3 5 inc. # key | Stop | <u> </u> |
| | Enter user name: | | Limit 16 letters | s inc. # key | Stop | |
| | Enter user name: | | Limit: 16 letter: | 5 inc. # key | Stop | <u> </u> |
| 8 — | Enter user name: | y lu li | Limit: 16 letter: | 5 inc. # key | Stor | <u> </u> |
| 8 — | Enter user name: | y u i g h j | Limit: 16 letter: | 5 inc. # key | Stop | <u> </u> |
| 8 — | Enter user name: | y u i g h j | Limit 16 letters | 5 inc. # key | Stor | <u> </u> |
| 8— | Enter user name: | y u i g h j | Limit: 16 letter: | 5 inc. # key | Stor | <u> </u> |

| Illustration No | Name of part | Function | | | | | |
|-----------------|--|--|--|--|--|--|--|
| 1 | Entry field | Displays entered information. | | | | | |
| 2 | "←" and "→" keys | Moves the cursor to the left and right, respectively. | | | | | |
| 3 | 3 "Back" key Deletes one character to the left of the cursor each time the key is pressed. | | | | | | |
| 4 | "Stop" key Cancels character input and returns to the previous screen. | | | | | | |
| 5 | "Del." key | Deletes all of the character to the right of the cursor. | | | | | |
| 6 | "End" key | Registers the information entered and moves the touch panel back to the most recent screen in the corresponding procedure. | | | | | |
| 7 | 7 "Space" key Enters a space when pressed. | | | | | | |
| 8 | Keyboard | Used to enter characters. Touch the "Shift" key to switch between upper- and lowercase input. | | | | | |

* Use the keypad on the copier to enter numerals.

• Example character input

-1

Touch the "a", "b", "c", "d" and "e" keys in that order on the keyboard.

"abcde" will be displayed in the entry field.

Inch specifications

| Ente | r name. | | | | | | | | | | | | Stop |
|------|---------|---|---|---|----|---|----------|------------|--------|--------|-------|-------|-----------|
| | | | | | | | [| 16 le ← | tter 1 | imit i | nclud | ing ‡ | Back Del. |
| ! | (" | : | * | X | ě. | Ľ | 1 | () | (+ | (- | [= |] | |
| q | l v | e | r | t | ų | U | Ţ i | 0 | P | 0 | ſ | | |
| | a | s | d | f | 9 | h | <u>j</u> | k | 1 | 1 | ; |]]] | ? |
| 🔂 Sh | ift | z | × | c | ٧ | b | n | m | | | 7 | - | |
| | | | | | | | | | Spac | :e | | | End |

Metric specifications

| En | ter | user | name: | | | | | | | | | | | Stop |
|---------|------|------|-------|---|---|----|---|-----|--------|------------|--------|------|-------|----------------|
| | I | | | | | | | | Limit: | 16 1e → | etters | inc. | # kei | J Back Del. |
| ! | ſ | " | # | * | x | î. | Ľ | 1 | () | + | - | 1 = |] | |
| | 1 | W | e | r | t | ų | u | i | 0 | P | 0 | Ţ. | | |
| | [| а | s | d | f | 9 | h |) j | k | 1 | | ; |]] | ? |
| | Shif | t (| z | × | c | ٧ | b | n | m | <u> </u> | | / | | |
| | | | | | | | | | | Space | |] | | End |

2 Touch the "End" key.

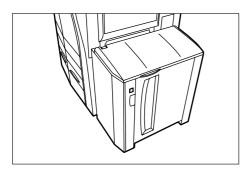
3

A verification screen will be displayed.

Touch the "Yes" key to register the information and the touch panel will move back to the most recent screen in the corresponding procedure.

(1) Side Feeder

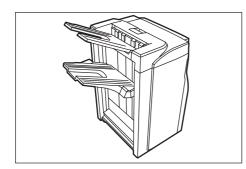
This unit is an auxiliary paper feed unit that holds up to 4,000 sheets of standard 11" x 8 1/2" or A4 size copy paper. (This option is only available for 55 cpm copiers.)



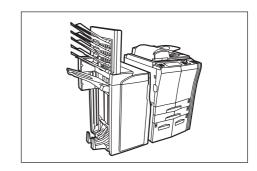
(2) Document Finisher (A)

The Document Finisher stores a large quantity of copies and can sort multiple copy sets (Sort/Finished mode), or it can groups copies made from multiple originals, with all the copies produced from an individual original stacked together in one set (Group mode), by shifting their position of ejection. It can also staple the finished copy sets as well as punch holes in them for filing purposes (optional).

If the optional Booklet Stitcher and Multi Job Tray are installed in your copier as well, you will also be able to use the Booklet Stitcher to center bind and center fold the copy sets and designate them for ejection into the Multi Job Tray. For more details, refer to the Operation Guide for the Document Finisher.



* The following illustration show when the Document Finisher is installed together with the optional Center-Folding Unit and Multi Job Tray.



IMPORTANT!

Cautions during copying:

- If copies come out curled or are stacked unevenly, turn the paper in the drawer[cassette] over.
- When copying onto special paper such as OHP film, etc., be sure to specify the type of paper that is set on the multi-bypass tray.

1 Copying in the Sort mode



Touch the "Function" tab and then touch the "Sort/Finished" key. The "Sort/Finished" screen will be displayed.

Inch specifications

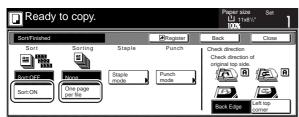
| Ready | to copy. | | | Paper size 11x8% 100% | Set |
|-----------------------|------------------------|-------------------------|-----------------------|-----------------------------|-----|
| Select paper | 2 sided/ Separation | Select original size | Combine | | |
| Exposure | Reduce /Enlarge | Auto Selection | Batch scanning | L Up | |
| Orig.image quality | Margin Centering | Page # | Form Overlay | Down | |
| Sort/ Finished | Border Erase | Cover | Booklet /Stitching | | |
| Basic | User choice | Function | Program | | |

| Ready | to copy. | | | Paper siz 止 A 4 100% | |
|-------------------------------------|---|----------------------|---------------------------------------|----------------------------|--|
| Select paper Exposure Mode | 2-sided/ Split Reduce/ Enlarge | Select size orig. | Merge copy Large # of originals | Up | |
| Image quality | Margin/ Image shift | Page numbering | Form overlay | V Down | |
| Sort/ Finished | Erase Mode | Cover Mode | Booklet/ Stitching Program | | |

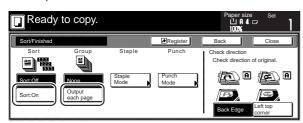
2 Touch the "Sort:ON" key.

The "One page per file" ["Output each page"] key will change to the "1 set" key.

Inch specifications



Metric specifications





Touch the "1 set" key.



5

6

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

Set the originals to be copied.

Press the [Start] key.

Scanning of the originals will start and the number of originals that was set will be displayed.

NOTE

If you do not set the originals in the Document Processor, perform the appropriate procedure to set all of the originals to be copied.



Once all of the originals have been completely scanned, touch the "Scanning finished" key. Copying will start and each of the finished copy sets will be stacked separately by shifting their position of ejection.



Once copying is completed, removed the finished copy sets from the Finisher.

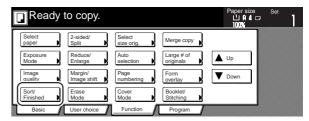
(2) Copying in the Group mode

Touch the "Function" tab and then touch the "Sort/Finished" key. The "Sort/Finished" screen will be displayed.

Inch specifications

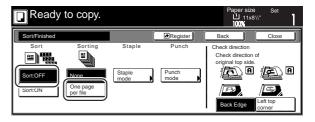
| Ready | to copy. | | | Paper size L 11x8 ^{1/2} 100% | Set |
|-----------------------|------------------------|-------------------------|-----------------------|---|-----|
| Select paper | 2 sided/ Separation | Select original size | Combine | | |
| Exposure | Reduce /Enlarge | Auto Selection | Batch scanning | ▲ Up | |
| Orig.image quality | Margin Centering | Page # | Form Overlay | V Down | |
| Sort/ Finished | Border Erase | Cover | Booklet /Stitching | | |
| Basic | User choice | Function | Program | | |

Metric specifications

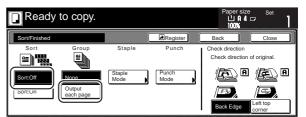


2 Touch the "Sort:OFF" key.

Inch specifications



Metric specifications





Touch the "One page per file" ["Output each page"] key.



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



Set the originals to be copied.



Press the [Start] key. Scanning of the originals will start and the number of originals that was set will be displayed.

NOTE

If you do not set the originals in the Document Processor, perform the appropriate procedure to set all of the originals to be copied.



Once all of the originals have been completely scanned, touch the "Scanning finished" key. Copying will start and each set of copies made from each original will be stacked separately by shifting their position of ejection.



Once copying is completed, removed the finished copy sets from the Finisher.

3 Copying in the Sort-Staple mode



Touch the "Function" tab and then touch the "Sort/Finished" key. The "Sort/Finished" screen will be displayed.

Inch specifications

| Ready | to copy. | | | Paper size 11x81/2" | Set |
|-----------------------|------------------------|-------------------------|-----------------------|------------------------|-----|
| Select paper | 2 sided/ Separation | Select original size | Combine | | |
| Exposure | Reduce /Enlarge | Auto Selection | Batch scanning | L Up | |
| Orig.image quality | Margin Centering | Page # | Form Overlay | V Down | |
| Sort/ Finished | Border Erase | Cover | Booklet /Stitching | | |
| Basic | User choice | Function | Program | | |

Metric specifications

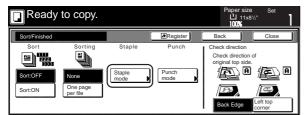
| Ready | to copy. | | | Paper size | Set |
|-------------------|------------------------|----------------------|-------------------------|---------------|-----|
| Select paper | 2-sided/ Split | Select size orig. | Merge copy | | |
| Exposure Mode | Reduce/ Enlarge | Auto selection | Large # of originals | Lup | |
| Image quality | Margin/ Image shift | Page numbering | Form overlay | V Down | |
| Sort/ Finished | Erase Mode | Cover Mode | Booklet/ Stitching | | |
| Basic | User choice | Function | Program | | |

2

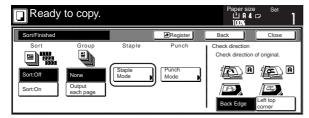
Touch the "Staple mode" key.

The "Staple mode" screen will be displayed.

Inch specifications

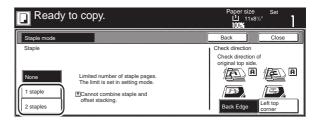


Metric specifications

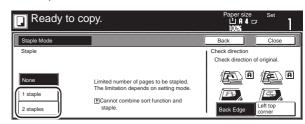


3 Touch the key that corresponds to the desired number of staples.

Inch specifications



Metric specifications



* The stapling position will be displayed on the image of the finished copies that appears in the touch panel, as shown in the illustration below. Verify the number and position of the staples before copying. When the combination of the selected functions does not allow stapling, the staple marks will appear on the displayed image.

| Orientation of originals No and position. of staples | A | |
|--|---|--|
| 1 staple Top left stapling | | |
| 1 staple Top right stapling | | |
| 2 staples Left side stapling | | |
| 2 staples Right side stapling | | |
| 2 staples Right stapling | | |
| Stapling Not possible | | |



5

Set the originals to be copied. Verify the direction in which the originals were set.

Press the [Start] key.

Scanning of the originals will start and the number of originals that was set will be displayed.

NOTE

If you do not set the originals in the Document Processor, perform the appropriate procedure to set all of the originals to be copied.



Once all of the originals have been completely scanned, touch the "Scanning finished" key. Copying will start and each finished copy set will be automatically stapled and ejected onto the Finisher.

Once copying is completed, removed the finished copy sets from the Finisher.

4 Copying in the Hole Punch mode



Touch the "Function" tab and then touch the "Sort/Finished" key. The "Sort/Finished" screen will be displayed.

Inch specifications

| Read | ly to copy. | | | Paper size 山 11x8½ 100% | Set |
|-----------------------|------------------------|-------------------------|-----------------------|-------------------------------|-----|
| Select paper | 2 sided/ Separation | Select original size | Combine | | |
| Exposure | Reduce /Enlarge | Auto Selection | Batch scanning | Up | |
| Orig.image quality | Margin Centering | Page # | Form Overlay | V Down | |
| Sort/ Finished | Border Erase | Cover | Booklet /Stitching | | |
| Basic | User choice | Function | Program | // | |

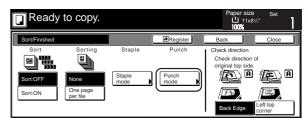
Metric specifications

| [[| Ready | to copy. | | | Paper size | Set | 1 |
|----|-------------------|------------------------|----------------------|-------------------------|---------------|-----|---|
| Γ | Select paper | 2-sided/ Split | Select size orig. | Merge copy | | | |
| | Exposure Mode | Reduce/ Enlarge | Auto selection | Large # of originals | Lup | | |
| | Image quality | Margin/ Image shift | Page numbering | Form overlay | V Down | | |
| | Sort/ Finished | Erase Mode | Cover Mode | Booklet/ Stitching | | | |
| ľ | Basic | User choice | Function | Program | | | |

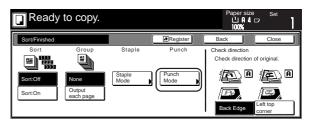


Touch the "Punch mode" key. The "Punch" screen will be displayed.

Inch specifications



Metric specifications



IMPORTANT!

If the optional Hole Punch Unit is not installed in your copier, the "Punch mode" key will not be displayed.



Touch the "2 holes" key or the "3 holes" key, as appropriate (select between the "2 holes" key or the "4 holes" key in metric specification copiers). The screen to select the hole positioning will be displayed.

Inch specifications

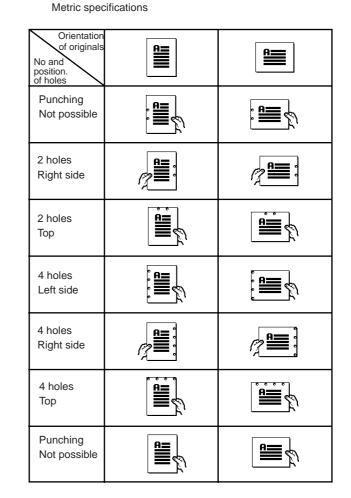
| Reset originals in | processor. | Pape 년 100 | ersize 11x8½ | Set | 1 |
|--------------------|------------|------------------|-------------------|---------------|-----|
| Punch mode | | Back | | Close | |
| Punch | | Check dire | ection | | |
| | | | rection of | original top | c |
| | | side. | | | |
| | | |)D | | A |
| | | | - | | |
| 2 holes | | 152 | | | |
| | | | <u> </u> | | |
| 3 holes | | Back E | dge | Left top cori | ner |
| | | | | | |

| сору. | Paper size 止 위 4 드 100% | Set |
|-------|-------------------------------|--|
| | Back | Close |
| | Check direction | |
| | Check direction of | f original. |
| | | |
| | | |
| | | |
| | | |
| | Back Edge | Left top corner |
| | сору. | Back Check direction Check direction of Check direction of Check direction of Check direction of Check direction of Check direc |

* The hole punching position will be displayed on the image of the finished copies that appears in the touch panel, as shown in the illustration below. Verify the number and position of the holes before copying. When the combination of the selected functions does not allow hole punching, the hole marks will not appear on the displayed image.

| Orientation of originals No and position. of holes | |
|--|--|
| 2 holes Left side | |
| 2 holes Right side | |
| 2 holes Top | |
| 3 holes Left side | |
| 3 holes Right side | |
| 3 holes Top | |
| Punching Not possible | |

Inch specifications



IMPORTANT!

The position of the holes on each page may differ very slightly. This may be especially true if the automatic drawer[cassette] switching function engages and changes to paper feed from a different drawer[cassette].



Set the originals to be copied. Verify the direction in which the originals were set.



Press the [Start] key. Scanning of the originals will start and the number of originals that was set will be displayed.

NOTE

If you do not set the originals in the Document Processor, perform the appropriate procedure to set all of the originals to be copied.

Once copying is completed, removed the finished copies from the Finisher.

Once all of the originals have been completely scanned,

touch the "Scanning finished" key. Copying will start and

ejected onto the Finisher.

each finished copy will be automatically hole punched and

6

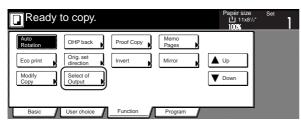
Section 8 OPTIONAL EQUIPMENT

(5) Selecting the location of copy ejection



Touch the "Function" tab and then touch the "Select of Output" key. The "Select of Output" screen will be displayed.

Inch specifications



Metric specifications

| Ready to copy. | | | Papēršize பி A 4 c 100% | Set 7 |
|---|-----------|---------------|-------------------------------|----------|
| Auto Rotation OHP back Eco print Orig. set direction | Test copy | Memo pages | Up | |
| Modify copy | | | V Down | |
| Basic User choice | Function | Program | | |

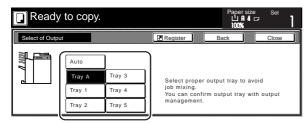
2

Select the desired location for the ejection of finished copies.

Inch specifications

| Ready to copy. | | | | | | er size 1 11x8 ¹ /2" | Set | 1 |
|------------------|------------------------------------|----------------------------|---|---|------|------------------------------------|-------|---|
| Select of Output | ut | | [| Register | Back | | Close | |
| | Auto Tray A Tray 1 Tray 2 | Tray 3 Tray 4 Tray 5 | | Select proper mixing job. You can confir management. | | | | |

Metric specifications



NOTE

If you select "Auto sel. of output", the copies will be ejected into the next empty tray.



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

Set the originals to be copied.

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

NOTE

If you do not set the originals in the Document Processor, perform the appropriate procedure to set all of the originals to be copied.



6 Once all of the originals have been completely scanned, touch the "Scanning finished" key. Copying will start and the finished copies will be ejected in the selected tray.



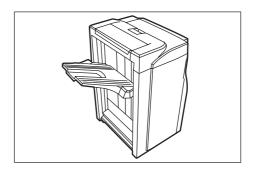
Once copying is completed, removed the finished copy sets from the corresponding tray(s).

6 Stacking mode

If the number of copies that is ejected onto the TrayB during large volume copying in the Non-sort mode reaches the acceptable limit (max: 250), all copies from the 251st onward will be ejected onto the TrayA.

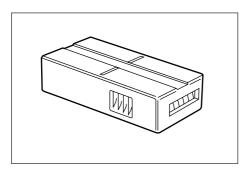
(3) Document Finisher (B)

The Document Finisher stores a large quantity of copies and can sort multiple copy sets (Sort/Finished mode), or it can groups copies made from multiple originals, with all the copies produced from an individual original stacked together in one set (Group mode), by shifting their position of ejection. It can also staple the finished copy sets as well. If the optional Multi Job Tray is installed in your copier as well, you will also be able to designate finished copies for ejection into the Multi Job Tray. For more details, refer to the Operation Guide for the Document Finisher and to "(2) Document Finisher (A)" on page 8-1.



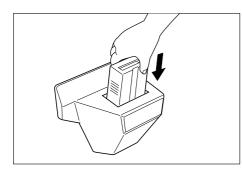
(4) Key Counter

The Key Counter is used for checking copier use and is convenient for centralized management of the number of copies made by each department as well as the total number of copies made overall on the machine.



• Installing the Key Counter

Insert the Key Counter securely into the key counter opening.



NOTE

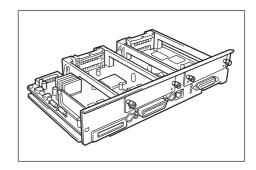
When you are using the key counter function, copies cannot be made unless the Key Counter is inserted into the copier. If the Key Counter is not securely inserted into its opening, "Insert key counter." will be displayed on the touch panel.

(5) Printer Kit

If the Printer Kit is installed in your copier, you can use the copier as a printer. For more details, refer to the Operation Guide for the Printer Kit.

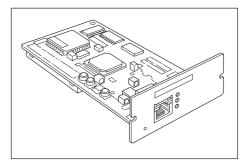
Since a networking board is installed as standard equipment in the copier, access from multiple computers is possible and the machine can be used as a network printer.

An optional Network Printer Kit and Hard Disk are available as well.



(6) Network Scanner Kit

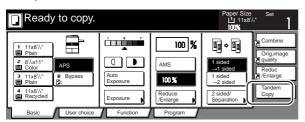
If the Network Scanner Kit is installed in your copier, you can use the copier as a scanner from multiple computers over your network.



(7) Tandem Copier Kit

The Tandem Copier Kit is required when two copy machines are connected together. Connecting two copy machines will reduce the copy time by half. In addition, for example, if copying is stopped in one copier due to insufficient toner or other such reason, the remaining copies will be automatically produced in the other copier. In order to use the functions of the Tandem Copier Kit, touch the "Tandem Copy" key.

Inch specifications



Metric specifications

| Ready to copy. | | | Paper size Set |
|---|--|--|---|
| 1 0 4 0 2 0 4 0 0 3 0 0 0 0 3 0 0 0 0 1 0 0 0 0 1 0 0 0 0 1 0 0 0 0 1 0 0 0 0 1 0 0 0 0 1 0 0 0 0 1 0 0 0 0 | Auto Exposure Exposure Exposure | 100 % AMS 100% Reduce/ Enlarge | Insided → 1 sided → 2 sided 2 sided 2 sided 2 sided 2 sided 2 sided 1 mage 1 mage 1 mage 2 quality R fargeout 2 mage 1 mage 1 mage 1 mage 2 quality R fargeout 2 sided 2 sided 3 si |
| Basic User choice | Function | Program | |

1. If one of the following messages is displayed

When any of the following messages appears on the message display, take the indicated action.

| Procedure | Reference page |
|--|---|
| The indicated cover is open. Close all covers securely. | _ |
| Check for an open cover and close it securely. | _ |
| Close the Document Processor. | _ |
| There is no more paper in the displayed drawer[cassette]. Load paper. If there is another drawer[cassette] that contains the same size of paper in the same orientation, touch the desired paper size key on the left side of the touch panel to switch paper feed and resume copying. | 3-1 |
| Check to see if paper has misfed inside one of the drawer[cassette]. if it has, remove the jammed paper. | 9-6 |
| One of the drawers[cassettes] is not closed properly. First pull it out, and then push it all the way back in. | _ |
| The drawer[cassette] currently in use is out of order and cannot be used for the moment. Contact your service representative or an authorized service center as soon as possible. If you want to continue copying, use another drawer[cassette]. | _ |
| Paper is running low in the selected drawer[cassette]. | 3-1 |
| The optional Side Feeder is out of order and cannot be used for the moment. Contact your service representative or an authorized service center as soon as possible. If you want to continue copying, use another drawer[cassette]. | _ |
| Load paper in the optional Side Feeder. | 3-5 |
| The multi-bypass tray is out of order and cannot be used for the moment. Contact your service representative or an authorized service center as soon as possible. If you want to continue copying, use another drawer[cassette]. | _ |
| There is no more paper on the multi-bypass tray. Set paper onto the multi-bypass tray. | 3-3 |
| There is no more paper on the multi-bypass tray. Set paper onto the multi-bypass tray. | 3-3 |
| | The indicated cover is open. Close all covers securely. Check for an open cover and close it securely. Close the Document Processor. There is no more paper in the displayed drawer[cassette]. Load paper. If there is another drawer[cassette] that contains the same size of paper in the same orientation, touch the desired paper size key on the left side of the touch panel to switch paper feed and resume copying. Check to see if paper has misfed inside one of the drawer[cassette]. If it has, remove the jammed paper. One of the drawers[cassettes] is not closed properly. First pull it out, and then push it all the way back in. The drawer[cassette] currently in use is out of order and cannot be used for the moment. Contact your service representative or an authorized service center as soon as possible. If you want to continue copying, use another drawer[cassette]. Paper is running low in the selected drawer[cassette]. Load paper in the optional Side Feeder. Load paper in the optional Side Feeder. The multi-bypass tray is out of order and cannot be used for the moment. Contact your service representative or an authorized service center as soon as possible. If you want to continue copying, use another drawer[cassette]. Load paper in the optional Side Feeder. The multi-bypass tray is out of order and cannot be used for the moment. Contact your service representative or an authorized service center as soon as possible. If you want to continue copying, use another drawer[cassette]. |

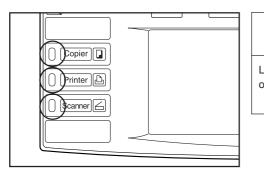
| Message | Procedure | Reference page |
|--|--|-------------------|
| "Place transparency in bypass." ["Place transparencies on stack bypass."] | Load transparencies onto the multi-bypass tray. | 3-3 |
| "Check paper size." | There is no paper loaded of a size that can be used in the currently selected mode. Check the paper. | _ |
| "Reposition original." | The orientation of the original and the selected paper are different. Change the orientation of the original. If you press the [Start] key without changing the original, copying will be performed at a 100% (1:1) magnification ratio. | |
| "Check paper size. Copy paper is not the same size as original." ["Paper size in cassette differs from actual size. Check paper size in cassette."] | Load paper of the size selected or change the selection for the paper size. | 7-23 |
| "Reposition original or change drawer." ["Reset original or select another paper cassette."] | The orientation of the original and the selected paper are different. Change the orientation of the original. | — |
| "Check paper size in tray. Different from original." ["Check paper size in cassette. Different from original."] | Load paper of the size selected or change the selection for the paper size. | — |
| "Reset originals in processor." | Remove the originals from the Document Processor, stack them together cleanly and reset them in their current order back in the Document Processor. | _ |
| "Reset all originals in processor." ["Reset originals in processor."] | Remove the originals from the Document Processor and reset them in their original order back in the Document Processor. | _ |
| "Press start key for job recovery." ["Press Start key to resume copying."] | Copying will be resumed from the point it was stopped. Press the [Start] key. | |
| "Too many pages in processor. :maximum capacity" ["Too many pages in the processor. :max. number of original."] | The number of originals in the Document Processor has exceeded the acceptable limit. Reset a lesser number of originals. | _ |
| "Original left on platen. Remove original." ["Original is left on platen. Remove original."] | An original has been left on the platen or in the Document Processor. Remove the original. | |
| "Reset all originals in Document processor." ["Reset originals in Document processor."] | Remove the originals from the Document Processor. | |
| "Remove originals from processor. Set mode is not available when using Doc Processor." ["Remove originals from processor. The set mode is not available when using Doc Processor."] | Remove the originals from the Document Processor and set them one by one on the platen. | |
| "Interrupt copying is not available for this size." | Interrupt copying is not possible. Use different originals or cancel the interrupt copying operation and try to copy again later. | — |
| "These functions cannot be combined." | The function or mode that you just selected cannot be used in combination with the currently set function or mode. | |

| Message | Procedure | Reference page |
|--|--|-------------------|
| "Exceeds pre registered copying quantity." ["Copy limit for this ID- code has been reached."] | The number of copies made under your department ID-code has reached the limit that was set under the copy management mode and copying is no longer possible with that code. Use the copy management mode to clear the copy count. | 7-8 |
| 'Ready to copy. Add toner." | There is insufficient toner left in the copier. Since only one copy can be made at a time in this state, add toner as soon as possible. | 3-8 |
| 'Add toner to resume copying." | There is insufficient toner left in the copier to make copies. Add toner immediately. | 3-8 |
| "Image cycle." ["Now adding toner."] | Toner is now being added. Please wait until the operation is complete. | _ |
| "Cannot use this paper for copying." | Copying is not possible at the currently selected sizes. | _ |
| 'Turn off the main SW, and wait ten seconds, then turn it on again." ("Turn off the main switch for 10 seconds then turn it on again."] | An error has occurred. Turn the main switch OFF (O), wait about 10 seconds and then turn the main switch back ON () again. | _ |
| System error. Main switch off / on." | An error has occurred. Turn the main switch OFF (O) and then back ON () again. | _ |
| Disconnect power plug from the socket." | An error has occurred. Remove the power plug from the outlet. | _ |
| 'Call service." | Open and then close the front cover. If this message still remains, make a note of the number that displayed with the "C", turn the main switch OFF (O), remove the power plug from the outlet and contact your service representative or authorized service center. | _ |
| 'Time for maintenance" | Periodic maintenance is required to keep your copier in good condition. Contact your service representative or authorized service center as soon as possible. | _ |
| 'Check KMAS." | An error has occurred. Contact your service representative or authorized service center. | _ |
| 'Time for replacing Felt Roller." ("Felt cleaning maintenance."] | It is time to replace certain parts in your copier. Contact your service representative or authorized service center. | _ |
| 'Call for service to replace Felt Roller." ["Change felt clean(F.unit)"] | It is time to replace certain parts in your copier. Contact your service representative or authorized service center. | _ |
| 'Insert key counter." | Insert the Key Counter securely into its opening. | 8-7 |
| 'Memory full." | The copier's memory is full. Select whether you want to print out that data that is already scanned or delete all of that data. It will not be possible to copy or scan another original until one of these two operations is performed. | |
| 'Paper misfeed. Remove paper." | If paper misfeeds, the location of the misfeed will be indicated on the touch panel. Leave the main switch ON () and follow the appropriate procedure to remove the jammed paper. | 9-6 |
| 'Attach Side Paper Deck to Mainframe." ["Attach side feeder to main frame."] | Attach the optional Side Feeder securely to the copier. | |
| "Paper capacity exceeded. Remove paper from Side Paper Deck." ("Paper capacity exceeded. Remove paper from side feeder."] | The number of sheets of paper loaded in the optional Side Feeder has exceeded the acceptable limit. Load paper only up to the acceptable limit. | 3-5 |
| 'Finisher is out of order. Press 'Continue" to resume job" | The optional Document Finisher is out of order and cannot be used for the moment. Contact your service representative or an authorized service center as soon as possible. | _ |

| The number of copies stored in the optional Document Finisher has exceeded the acceptable limit. Remove the copies from the Document Finisher. There are still copies left in the optional Document Finisher. Remove all of the copies from the Document Finisher. There are still copies left on the tray(s) of the optional Document Finisher or inside the Document Finisher itself. Remove all of the copies from the Document Finisher. There are unfinished copies among those that have been ejected into the optional Document Finisher. The selected paper size cannot be used in the sort/finished mode. For more detailed information, refer to the Operation Guide for your Document Finisher. | |
|--|--|
| from the Document Finisher. There are still copies left on the tray(s) of the optional Document Finisher or inside the Document Finisher itself. Remove all of the copies from the Document Finisher. There are unfinished copies among those that have been ejected into the optional Document Finisher. The selected paper size cannot be used in the sort/finished mode. For more detailed information, refer to the Operation Guide for your Document Finisher. The number of copies stapled in the optional Document Finisher has exceeded the | |
| Document Finisher itself. Remove all of the copies from the Document Finisher. There are unfinished copies among those that have been ejected into the optional Document Finisher. The selected paper size cannot be used in the sort/finished mode. For more detailed information, refer to the Operation Guide for your Document Finisher. The number of copies stapled in the optional Document Finisher has exceeded the | |
| Document Finisher. The selected paper size cannot be used in the sort/finished mode. For more detailed information, refer to the Operation Guide for your Document Finisher. The number of copies stapled in the optional Document Finisher has exceeded the | _ |
| information, refer to the Operation Guide for your Document Finisher. The number of copies stapled in the optional Document Finisher has exceeded the | _ |
| | |
| Document Finisher. | _ |
| The selected paper type cannot be stapled. Select a different type of paper. | _ |
| The selected paper size cannot be hole punched. For more detailed information, refer to the Operation Guide for your Document Finisher. | _ |
| The selected paper size cannot be hole punched. Select a different type of paper. | |
| Staples have jammed in the optional Document Finisher. Refer to the Operation Guide for your Document Finisher and remove the jammed staples. | _ |
| The hole punch chad box in the optional Document Finisher is full. Refer to the Operation Guide for your Document Finisher and dispose of the hole punch chad. | _ |
| There are no staples left in the optional Document Finisher. Refer to the Operation Guide for your Document Finisher and load staples. | _ |
| Stapling of small size paper, such as 5 1/2" x 8 1/2" and A5R, is not possible. For more detailed information, refer to the Operation Guide for your Document Finisher. | |
| An error has occurred in the optional Printer Kit. Contact your service representative or an authorized service center. | |
| Tandem copying (option) is not possible. Touch the "Check" key and check the copy settings. | |
| It is almost time to replace the waste toner box. Contact your service representative or an authorized service center. | |
| It is time to replace the waste toner box. Contact your service representative or an authorized service center. | |
| | The selected paper size cannot be hole punched. For more detailed information, refer to the Operation Guide for your Document Finisher. The selected paper size cannot be hole punched. Select a different type of paper. Staples have jammed in the optional Document Finisher. Refer to the Operation Guide for your Document Finisher and remove the jammed staples. The hole punch chad box in the optional Document Finisher is full. Refer to the Operation Guide for your Document Finisher and dispose of the hole punch chad. There are no staples left in the optional Document Finisher. Refer to the Operation Guide for your Document Finisher and load staples. Stapling of small size paper, such as 5 1/2" x 8 1/2" and A5R, is not possible. For more detailed information, refer to the Operation Guide for your Document Finisher. An error has occurred in the optional Printer Kit. Contact your service representative or an authorized service center. Tandem copying (option) is not possible. Touch the "Check" key and check the copy settings. It is almost time to replace the waste toner box. Contact your service representative or an authorized service center. |

2. If one of these indicators lights or flashes

If one of the indicators to the left of the [Copier] key, the [Printer] key, or the [Scanner] key either lights orange or flashes orange, carry out the appropriate procedure indicated below.



| Indication | Procedure | Reference page |
|------------------------------------|---|-------------------|
| Lights orange or flashes orange | Check the appropriate response to the message, and perform the corresponding procedure. | _ |

3. If paper jams

If a paper misfeed occurs, copying will stop and a message will appear on the touch panel about the misfeed. Leave the main switch ON (|) and refer to "(2) Removal procedures" to remove the jammed paper.

| Inch specifications | | | | | | |
|---------------------|---------------------|--|--|--|--|--|
| 🎒 Paper misfeed. | | | | | | |
| | 1.Open front cover. | | | | | |

(1) Cautions



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

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

* Do not reuse misfed paper.

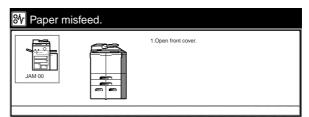
- * If paper is torn during removal, be sure to remove any loose scraps of paper from inside the copier, or they could cause another misfeed later.
- * Once misfed paper has been removed, warm-up will begin, the misfeed indication will go out, and the copier will return to the same settings prior to the misfeed.
- * If a misfeed occurs in the Document Finisher, it is not necessary to add the misfed copy to the other copies that are already ejected into the tray, as that copy will be automatically made again.

(2) Removal procedures

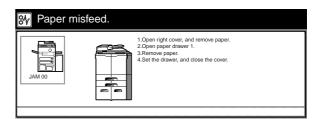
(1) Misfeed in a paper feed area

• Misfeed in drawer[cassette] No.1 or drawer[cassette] No.2 ("JAM 10" or "JAM 11")

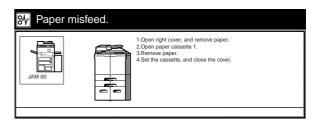
If one of the messages above is displayed, a misfeed has occurred in the indicated drawer[cassette]. Perform the following procedure to remove the jammed paper. Metric specifications



Inch specifications

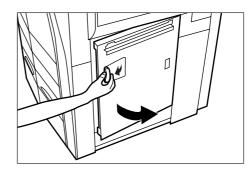


Metric specifications



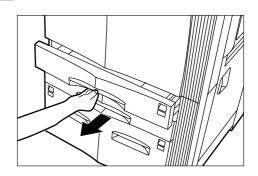


First, open the right cover and check if there is any jammed paper. If there is any jammed paper inside that cover, remove it.



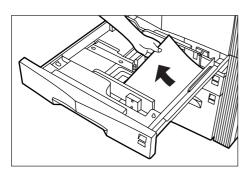


Pull out the drawer[cassette] currently being used.





Remove the jammed paper without tearing it. * If the paper does happen to tear, remove any loose scraps from inside the copier.



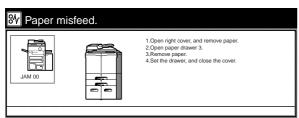


Push the drawer[cassette] back in firmly.

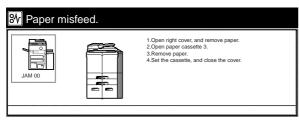
Misfeed inside drawer[cassette] No.3 ("JAM 12")

If the messages above is displayed, a misfeed has occurred in drawer[cassette] No.3. Perform the following procedure to remove the jammed paper.

Inch specifications

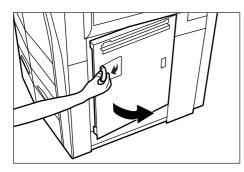


Metric specifications

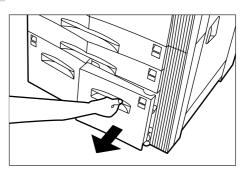




First, open the right cover and check if there is any jammed paper. If there is any jammed paper inside that cover, remove it.

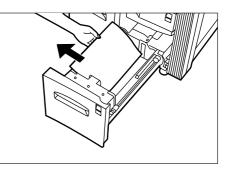


2 Pull out drawer[cassette] No.3.





Remove the jammed paper without tearing it. * If the paper does happen to tear, remove any loose scraps from inside the copier.



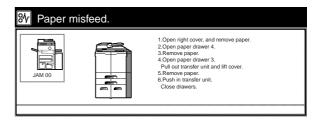


Push the drawer[cassette] back in firmly.

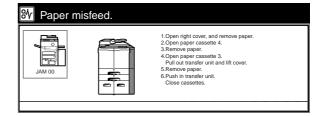
Misfeed inside drawer[cassette] No.4 ("JAM 13" through "JAM 16", "JAM 17" or "JAM 31")

If one of the messages above is displayed, a misfeed has occurred in drawer[cassette] No.4. Perform the following procedure to remove the jammed paper.

Inch specifications

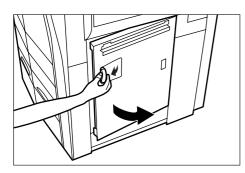


Metric specifications

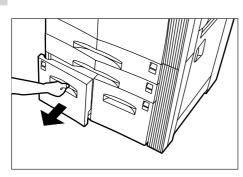




First, open the right cover and check if there is any jammed paper. If there is any jammed paper inside that cover, remove it.



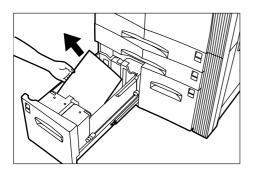
Pull out drawer[cassette] No.4. 2



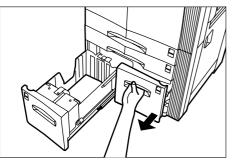
Remove the jammed paper without tearing it. 3

* If the paper does happen to tear, remove any loose scraps from inside the copier.

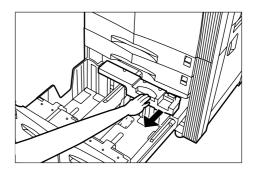
If the paper is jammed in the paper feeder unit, go to the next step.



Leave drawer[cassette] No.4 open and pull out drawer[cassette] No.3 as well.

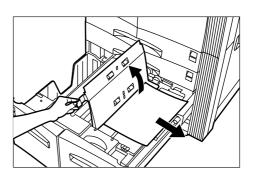


Pull the paper feeder unit out. 5



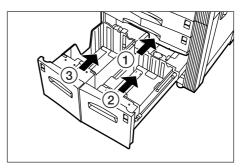


Open the cover to the paper feeder unit and remove the jammed paper.





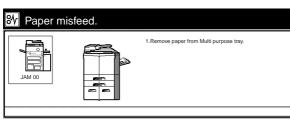
Replace the paper feeder unit in its original position in the copier, then push drawer[cassette] No.3 and drawer[cassette] No.4 firmly back into the copier.



• Misfeed in the multi-bypass tray ("JAM 14")

If the message above is displayed, a misfeed has occurred in the multi-bypass tray. Perform the following procedure to remove the jammed paper.

Inch specifications

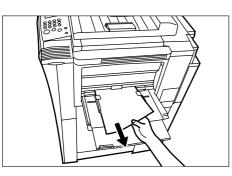


Metric specifications

| ✤ Paper misfeed. | |
|------------------|---|
| | 1.Remove paper from multi purpose tray. |



Remove all of the paper remaining in the multi-bypass tray.



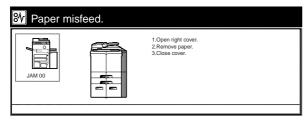
2

Reset the paper in the multi-bypass tray.

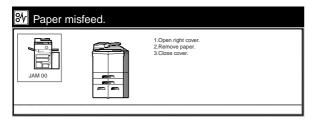
• Misfeed inside the right cover ("JAM 18" through "JAM 22" or "JAM 24" through "JAM 29")

If one of the messages above is displayed, a misfeed has occurred inside the right cover. Perform the following procedure to remove the jammed paper.

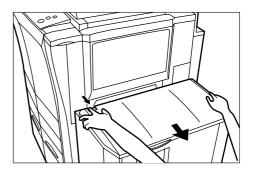
Inch specifications





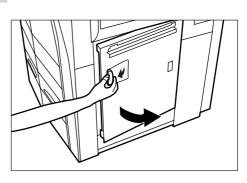


If the optional Side Feeder is installed in the copier, disconnect it from the main body of the copier.



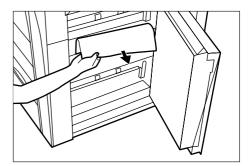


Open the right cover.



3

Remove the jammed paper without tearing it. * If the paper does happen to tear, remove any loose scraps from inside the copier.





Close the right cover.



If necessary, reconnect the Side Feeder to the copier.

• Misfeed in the optional Side Feeder ("JAM 15")

If the message above is displayed, a misfeed has occurred in the optional Side Feeder. Perform the following procedure to remove the jammed paper.

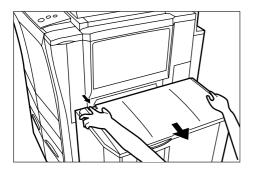
Inch specifications

| Normalization Paper misfeed. | |
|------------------------------|--|
| Side Pape | paper from between Copier and ar Deck. de Paper Deck to Mainframe. |

Metric specifications

| ੴ Paper m | | 1.Remove paper from between copier and side feeder. 2.Reset side feeder to mainframe. | |
|-----------|-----------|---|--|
| | \square | | |

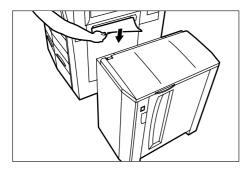
Disconnect the Side Feeder from the main body of the copier.





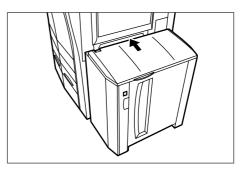
_1

If there is any jammed paper inside the coupling area between the Side Feeder and the copier, remove it.



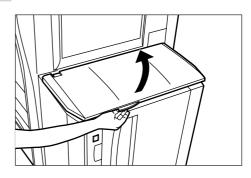


Reconnect the Side Feeder to the copier. If there is any jammed paper inside the Side Feeder, go to the next step.



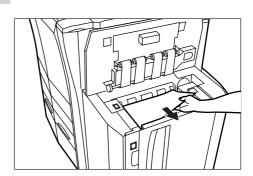


Open the upper cover to the Side Feeder.





Remove the jammed paper



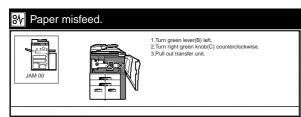


Close the upper cover to the Side Feeder.

(2) Misfeed in the paper conveyor section ("JAM 23", "JAM 30" or "JAM 32")

If one of the messages above is displayed, a misfeed has occurred in the paper conveyor section. Perform the following procedure to remove the jammed paper.

Inch specifications

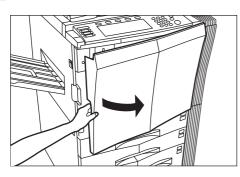


Metric specifications

| | | food | |
|-------|-------------|--------|---|
| 20000 | 8 Paper mis | sieed. | |
| | | | 1.Turn green lever(B) to the left. 2.Turn right green knob(C) counterclockwise. 3.Pull out transfer unit. |
| 3 | | | |

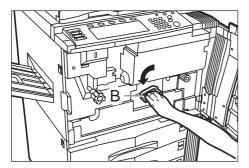
1

Open the front cover.

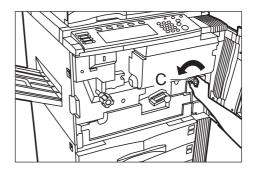




Push the green release lever (B) down to the left.

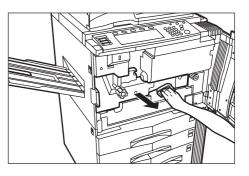


- 3
 - Turn the green conveyor knob (C) to the left at least 4 full turns.





Pull the paper conveyor unit out towards you as far as it will go.





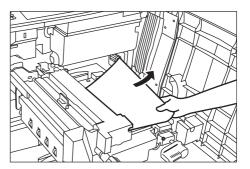
High voltage is present in the charger section. Take sufficient care when working in this area, as there is a danger of electrical shock.

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.

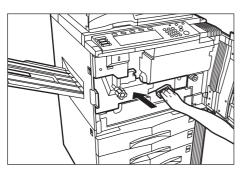


Remove the jammed paper



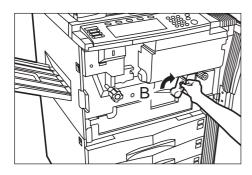


Replace the paper conveyor unit in its original position in the copier.





Push the green release lever (B) back up to its original position.



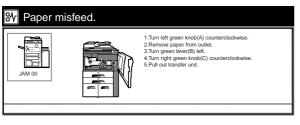
```
Close the front cover.
```

③ Misfeed in the fixing section

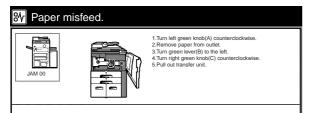
("JAM 40", "JAM 50", "JAM 52" or "JAM 53")

If one of the messages above is displayed, a misfeed has occurred in the fixing section. Perform the following procedure to remove the jammed paper.

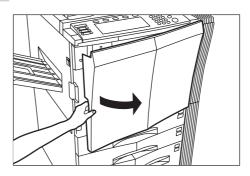
Inch specifications



Metric specifications

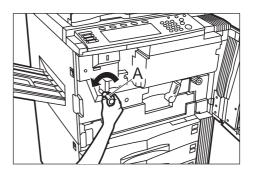


Open the front cover.



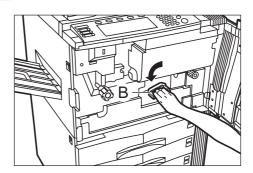
2

Turn the green conveyor knob A to the left at least 7 full turns and remove the jammed paper.



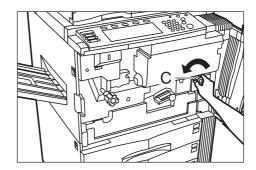


Push the green release lever (B) down to the left.



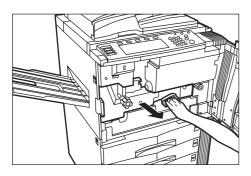


Turn the green conveyor knob (C) to the left at least 4 full turns.



5

Pull the paper conveyor unit out towards you as far as it will go.



A WARNING

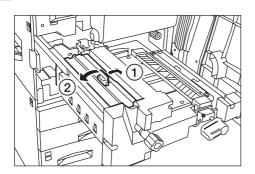
High voltage is present in the charger section. Take sufficient care when working in this area, as there is a danger of electrical shock.



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

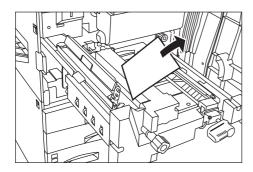


Open the upper cover to the fixing unit.

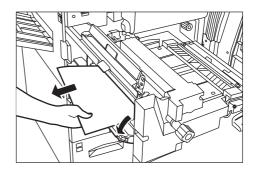




Hold open the upper cover and remove any jammed paper.

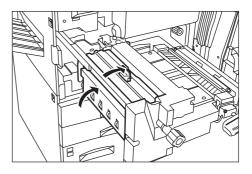


- 8 Ope
 - Open the left cover to the fixing unit and remove any jammed paper.

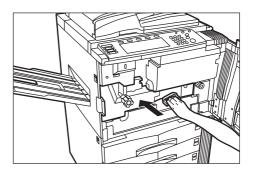




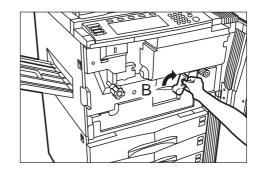
Close both the left cover and the upper cover to the fixing unit.

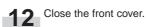


- 10
 - Replace the paper conveyor unit in its original position in the copier.



- 11
 - Push the green release lever (B) back up to its original position.





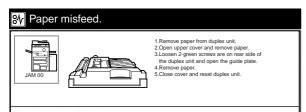
9-13

4 Misfeed in the Duplex Unit

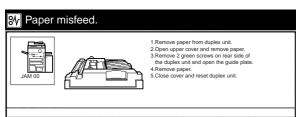
("JAM 51" or "JAM 60" through "JAM 68")

If one of the messages above is displayed, a misfeed has occurred in the Duplex Unit. Perform the following procedure to remove the jammed paper.

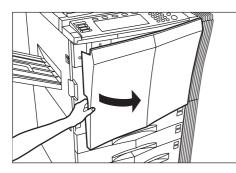
Inch specifications



Metric specifications



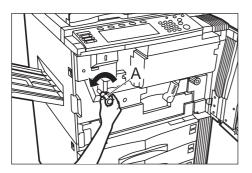
Open the front cover.



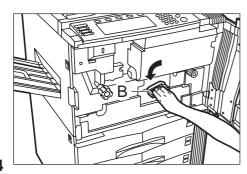


1

Turn the green conveyor knob A to the left at least 7 full turns and remove the jammed paper.

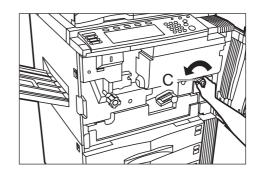


Push the green release lever (B) down to the left.



Turn the green conveyor knob (C) to the left at least 4 full turns.

4





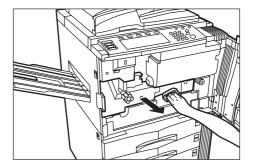
High voltage is present in the charger section. Take sufficient care when working in this area, as there is a danger of electrical shock.

ACAUTION

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

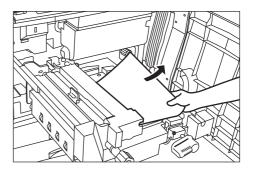


Pull the paper conveyor unit out towards you as far as it will go.



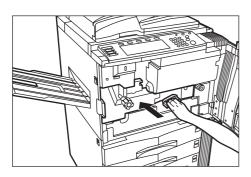


Remove the jammed paper



3

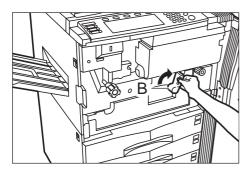
Replace the paper conveyor unit in its original position in the copier.





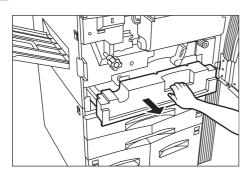
7

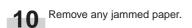
Push the green release lever (B) back up to its original position.

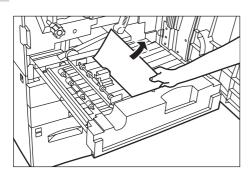




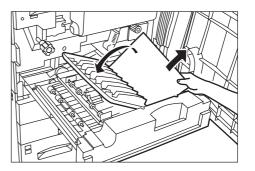
Pull the Duplex Unit out towards you as far as it will go.





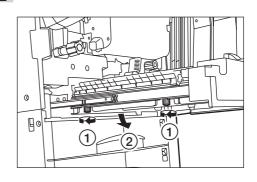


Open the upper cover to the Duplex Unit and remove any jammed paper without tearing it. Close the upper cover and then go to the next step.



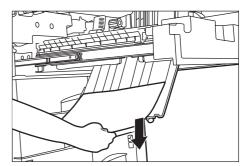


12 Undo the 2 green screws on the bottom of the Duplex Unit.



13

Lower the Duplex Unit guide plate open and remove any jammed paper without tearing it.



14 Close the guide plate and reattach the 2 green screws.

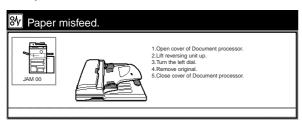
15 Replace the Duplex Unit in its original position in the copier.

16 Close the front cover.

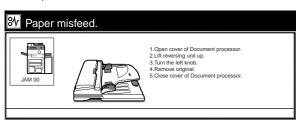
(5) Misfeed in the Document Processor ("JAM 70" through "JAM 76")

If one of the messages above is displayed, an original has misfed in the Document Processor. Perform the following procedure to remove the jammed original.

Inch specifications

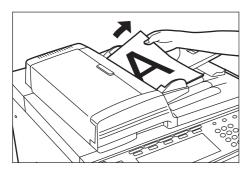


Metric specifications



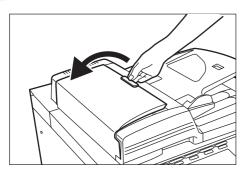


Remove all of the originals remaining in the original table.

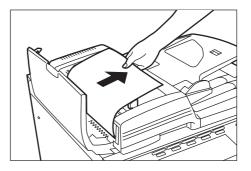


2 Open th

Open the Document Processor cover.

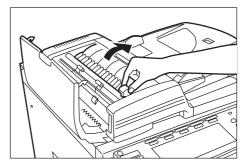


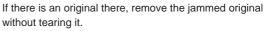
- 3 If there is an original there, remove the jammed original without tearing it.
 - * If the original does happen to tear, remove any loose scraps from inside the Document Processor. Loose scraps of paper may cause other originals to misfeed.





lift open the reversing unit.



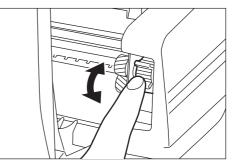


* If the original does happen to tear, remove any loose scraps from inside the Document Processor. Loose scraps of paper may cause other originals to misfeed.



5

Turn the original feed dial to feed any misfed original out to a location that makes it easier to remove.





Close the Document Processor cover.

⑥ Misfeed in the optional Document Finisher ("JAM 80" through "JAM 95")

If a misfeed occurs in the Document Finisher, refer to the Operation Guide for your Document Finisher and remove the jammed paper accordingly.

4. If other trouble occurs

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

| Trouble | Checkpoint | Procedure | Reference page |
|--|---|--|----------------------|
| Nothing lights on the operation panel when the main switch is turned ON. | Is the power plug connected to an AC outlet? | Connect the plug to an AC outlet. | |
| No copies come out when the [Start] key is pressed. | Is there an error message on the touch panel? | Check the appropriate response to that message, and perform the corresponding procedure. | 9-1 |
| The copies come out blank. | Were the originals set correctly? | When setting originals on the platen, set them face-down. | 3-7 |
| | | When setting originals in the Document Processor, set them face-up. | 3-6 |
| The copies come out too light. | Is the copier in the auto exposure mode? | In order to adjust the overall exposure level, perform the "Auto exposure adjustment" procedure. | 7-47 |
| | Is the copier in the manual exposure mode? | Adjust the exposure to the correct level using the copy exposure adjustment keys. | 4-2 |
| | | To adjust the overall exposure, adjust the exposure for each image quality mode. | 7-49 7-50 7-51 |
| | Is a message that tells you to add toner displayed? | Add toner. | 3-8 |
| | Is the copy paper wet? | Replace the copy paper with new paper. | 3-1 |
| | | | |

| Checkpoint | Procedure | Reference page |
|--|--|--|
| Is the copier in the auto exposure mode? | In order to adjust the overall exposure level, perform the "Auto exposure adjustment" procedure. | 7-47 |
| Is the copier in the manual exposure mode? | Adjust the exposure to the correct level using the copy exposure adjustment keys. | 4-2 |
| | To adjust the overall exposure, adjust the exposure for each image quality mode. | 7-49 7-50 7-51 |
| Is the platen or the Document Processor dirty? | Clean the platen and/or the Document Processor. | 10-1 |
| Were the originals set correctly? | When setting originals on the platen, align them securely with appropriate original size indicators. | 3-7 |
| | When setting originals in the Document Processor, align the original insert guides securely according to the size the originals. | 3-6 |
| Is the copy paper loaded properly in the drawer[cassette]? | Load the paper properly. | 3-1 |
| Is the copy paper curled, folded over or wrinkled? | Replace the copy paper with new paper. | 3-1 |
| Is there any jammed paper or loose scraps of paper remaining inside the copier? | Carry out the appropriate procedure to remove the paper. | 9-6 |
| | Is the copier in the auto exposure mode? Is the copier in the manual exposure mode? Is the platen or the Document Processor dirty? Were the originals set correctly? Were the originals set correctly? Is the copy paper loaded properly in the drawer[cassette]? Is the copy paper curled, folded over or wrinkled? | Is the copier in the auto exposure mode? In order to adjust the overall exposure level, perform the "Auto exposure adjustment" procedure. Is the copier in the manual exposure mode? Adjust the exposure to the correct level using the copy exposure adjustment keys. To adjust the overall exposure, adjust the exposure for each image quality mode. To adjust the overall exposure, adjust the exposure for each image quality mode. Is the platen or the Document Processor dirty? Clean the platen and/or the Document Processor. Were the originals set correctly? When setting originals on the platen, align them securely with appropriate original size indicators. When setting originals in the Document Processor, align the original insert guides securely according to the size the originals. Is the copy paper loaded properly in the drawer[cassette]? Load the paper properly. Is the copy paper curled, folded over or wrinkled? Replace the copy paper with new paper. Is the copy paper or loose scraps Carry out the appropriate procedure to |

Section 10 MAINTENANCE AND OPERATION INFORMATION

1. Cleaning the copier

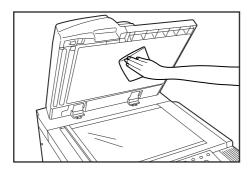


For safety purposes, ALWAYS remove the power plug from the outlet when performing cleaning operations.

• Cleaning the Document Processor

Lift open the Document Processor. Wipe the back side of the Document Processor with a soft cloth dampened with alcohol or mild detergent.

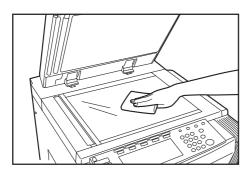
* Never use thinner or other organic solvents to clean the original cover.



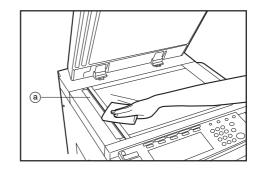
• Cleaning the platen

Lift open the Document Processor. Wipe the platen with a soft cloth dampened with alcohol or mild detergent.

* Never use thinner or other organic solvents to clean the platen.



* If copies appear soiled, such as black lines appearing on the copy image, while using the Document Processor, the slit glass (a) is dirty. Wipe the slit glass with the soft cloth dampened with alcohol or mild detergent.



2. Specifications

| Туре | Console |
|--------------------------------|---|
| Original table | |
| | When using the Document Processor: Moving type |
| Copying system | |
| | Sheets of paper, books and 3-dimensional objects (Maximum size: 11" x 17" / A3) |
| | 11" x 17" / A3, 8 1/2" x 14" / B4 (257 mm x 364 mm), 11" x 8 1/2" / A4, 8 1/2" x 11" / A4R, |
| | 5 1/2" x 8 1/2" / A5R, and Folio (metric specification copiers) |
| | For 2-sided copying: 11" x 17" / A3 – 5 1/2" x 8 1/2" / A5R |
| | Print margin loss: 0.5 mm – 5.5 mm |
| Copying speed | • |
| | 11" x 17" / A3: 24 copies/min., 8 1/2" x 14" / B4: 28 copies/min., 11" x 8 1/2" / |
| | A4: 45 copies/min., 8 1/2" x 11" / A4R: 32 copies/min. |
| | 55 cpm copiers, same size (100%; [1:1]), memory copy |
| | 11" x 17" / A3: 28 copies/min., 8 1/2" x 14" / B4: 32 copies/min., 11" x 8 1/2" / |
| | A4: 55 copies/min., 8 1/2" x 11" / A4R: 38 copies/min. |
| Warm-up time | Within 120 secs. (at room temperature of 68°F/20°C, humidity 65%RH) and within 90 secs. |
| | in the preheat mode (priority given to energy savings) |
| First copy speed | Less than 3.9 secs. (11" x 8 1/2" / A4 horizontal feed) |
| Available magnification ratios | Any 1% increment between 25% and 400% or standard pre-set ratios |
| | * Between 25% and 200% when using the Document Processor |
| Standard Memory | 128 MB |
| Image Storage Memory | 20 GB |
| Resolution | Reading: 600 x 600 dpi |
| | Writing: 1800 equivalent x 600 dpi |
| Paper feed system | Automatic feeding from drawers[cassettes] (two 500-sheet capacity drawers[cassettes] |
| | [80 g/m ²], one 1000-sheet capacity drawer[cassette] [80 g/m ²] and one 1500-sheet capacity |
| | [80 g/m ²]), or from the multi-bypass tray (100 sheet capacity [80g/m ²]) |
| Acceptable copy paper | Drawers[Cassettes]: Standard copy paper (60 g/m ² – 80 g/m ²) |
| | Duplex Unit: Standard copy paper (64 g/m ² – 80 g/m ²) |
| | Multi-bypass tray: Standard copy paper (45 g/m ² - 200 g/m ² ; 110 lbs.) and special paper |
| | (letterhead, color paper, OHP transparencies, etc.) |
| Continuous copying | |
| Light source | |
| Developing system | |
| Fixing system | |
| Cleaning system | |
| Photoconductor | |
| Standard functions and modes | Self-diagnosis function, preheat function, auto exposure adjustment function, original size |
| | detection function, auto paper selection mode, auto magnification selection mode, zoom |
| | mode, XY zoom mode, preset zoom mode, document management functions, output |
| | management functions, photo mode, 2-sided copy modes, margin modes, memo mode, |
| | border erase modes, combine/merge copy modes, booklet/stitching modes, sort/finished |
| | mode, auto selection/filing mode, copy management function, language selection function |

Section 10 MAINTENANCE AND OPERATION INFORMATION

| Power source | . 120V AC, 60 Hz, 12 A |
|----------------------------|--|
| | 220V – 240V AC, 50/60 Hz, 7.0 A (maximum) |
| Power consumption | Maximum rated power consumption 1500 W |
| Dimensions (W) x (D) x (H) | . 26 13/16" x 31 11/16" x 44 15/16" |
| | 680 mm x 804 mm x 1,141 mm |
| Weight | . Approx. 396 lbs. / Approx. 180 kg |
| Noise emission | . ≦ 70 dB(A) |
| Required space (W) x (D) | . 52 7/16" x 31 11/16" |
| | 1,331 mm x 804 mm |
| Optional equipment | . Side Feeder (only available for 55 cpm copiers), Document Finisher, Key Counter, |
| | Printer Kit, Network Scanner Kit and Tandem Copier Kit |

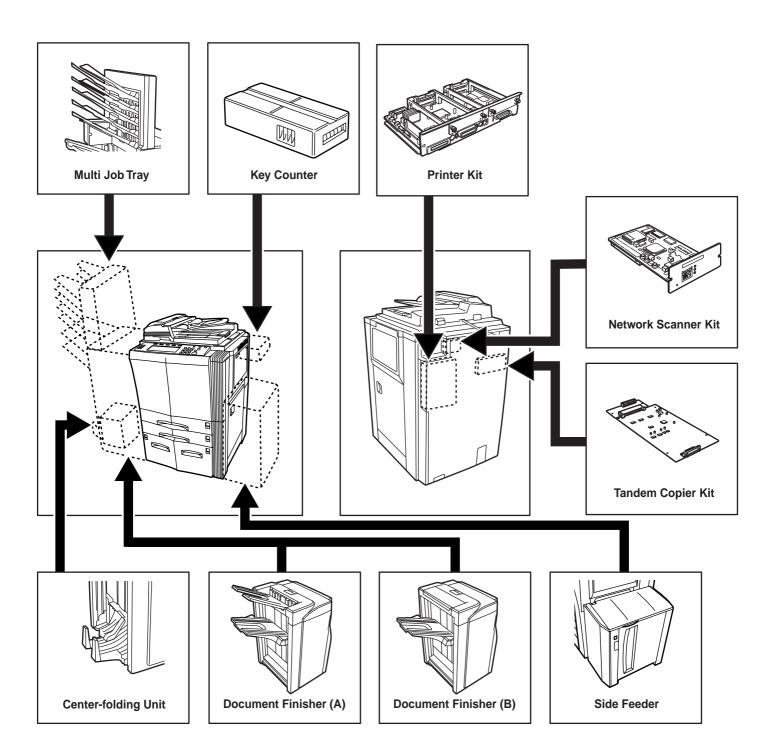
(Specifications are subject to change without notice.)

3. Installing the optional equipment

This section shows where to install the optional units for this copier. For more details, refer to the Operation Guide for the corresponding optional unit.

• Available optional units

The following optional units can be installed on your copier.



Side Feeder

This unit is an auxiliary paper feed unit that holds up to 4,000 sheets of standard 11" x 8 1/2" or A4 size copy paper. (Only available for 55 cpm copiers)

Document Finisher (A)

The Document Finisher stores a large quantity of copies and can sort multiple copy sets (Sort/Finished mode), or it can groups copies made from multiple originals, with all the copies produced from an individual original stacked together in one set (Group mode), by shifting their position of ejection. It can also staple the finished copy sets as well as punch holes in them for filing purposes (optional).

If the optional Center-Folding Unit and Multi Job Tray are installed in your copier as well, you will also be able to use the Booklet Stitcher to center bind and center fold the copy sets and designate them for ejection into the Multi Job Tray.

Multi Job Tray

If the Multi Job Tray is installed in your copier, you can designate finished copies for ejection into that unit.

Center-Folding Unit

If the optional Center-Folding Unit is installed in your copier, you will be able to use that unit to center bind and center fold your copy sets.

Document Finisher (B)

The Document Finisher stores a large quantity of copies and can sort multiple copy sets (Sort/Finished mode), or it can groups copies made from multiple originals, with all the copies produced from an individual original stacked together in one set (Group mode), by shifting their position of ejection. It can also staple the finished copy sets as well.

If the optional Multi Job Tray is installed in your copier as well, you will also be able to designate finished copies for ejection into the Multi Job Tray. (Only available for 45 cpm copiers)

Key Counter

The Key Counter is used for checking copier use and is convenient for centralized management of the number of copies made by each department as well as the total number of copies made overall on the machine.

Printer Kit

If the Printer Kit is installed in your copier, you can use the copier as a printer. For more details, refer to the Operation Guide for the Printer Kit. Since a networking board is installed as standard equipment in the copier, access from multiple computers is possible and the machine can be used as a network printer.

Network Scanner Kit

If the Network Scanner Kit is installed in your copier, you can use the copier as a scanner from multiple computers over your network.

Tandem Copier Kit

The Tandem Copier Kit is required when two copy machines are connected together. Connecting two copy machines will increase copy management speed two-fold. In addition, for example, if copying is stopped in one copier due to insufficient toner or other such reason, the remaining copies will be automatically produced in the other copier.

Appendix: Functions and settings combination chart

This copier contains many different functions and settings, and many of them can be used in combination for more efficient copying. Refer to the following chart for details on combining specific functions and settings.

- Combination is possible
 Combination is NOT possible
 Olt exposure adjustment is not available for the photo mode. The text+photo mode, the text mode, or manual exposure adjustment will be selected
- 02: Only the auto magnification selection mode is
- available. That mode will be selected.
 Only same size (100% (1:1)) copying in the auto paper selection mode is available. That mode will be selected.
- The margin mode and the booklet/stitching 04:
- The margin mode and the booklet/stitching mode, or book to booklet mode, cannot be used in combination with each other. Only available with open-faced originals (books, etc.) if they are set on the platen. The border erase modes and the auto selection/filing mode cannot be used in combination with each other. The border erase modes and the custom original size setting cannot be used in combination with each other. 05: 06:
- 07.
- 08: The sheet erase mode and the book erase mode cannot be used in combination with each
- other. The transparency + backing sheet mode and 09:
- Use: Ine transparency + backing sheet mode and the 2-sided copy modes cannot be used in combination with each other.
 10: Cannot be used in combination with auto selection/filing mode.
 11: The 2-sided copy modes and the invert mode cannot be used in combination with each other.

| Function selected second Function selected first | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | (15) | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 3 | 24 | 25 |
|--|---|--|---|------------------------|--|-------------------------------------|---|-------------------------|-------------------------|--|--|--|---|--|------------------------|----------------|-------------------|--|--|--|--|--|------------------------|--|--------------------------|
| 1 Image quality (text mode) | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \circ | 0 | 0 | 0 | 0 |
| 2 Image quality (photo mode) | | | | 0 | 01 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ③ Image quality (text+photo mode) | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \circ | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | $\overline{0}$ | $\overline{0}$ | 0 | 0 | 0 |
| Copy exposure (manual exposure adjustment) | 0 | 0 | $\overline{\mathbf{b}}$ | Ň | | Ō | Õ | Õ | Ō | Õ | Õ | Ō | Õ | Õ | Õ | Õ | Õ | Õ | Ō | Ō | Ō | Ō | Õ | Ō | Õ |
| (5) Copy exposure (auto exposure adjustment) | Ō | 01 | Õ | | 5 | $\overline{0}$ | Õ | ŏ | Ō | Õ | Õ | Õ | Õ | Õ | Õ | Õ | Õ | ŏ | Ō | Ō | Ō | Ō | Õ | ŏ | Ō |
| (6) Auto paper selection mode (Same size: 100% [1:1]) | Ō | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{\mathbf{b}}$ | K | | | | | | | $\overline{0}$ | $\overline{0}$ | Õ | Õ | Õ | $\overline{0}$ | Ō | ŏ | Ō | ŏ | $\overline{\Box}$ | 02 | 02 |
| Auto paper selection mode (came size: 100 /s [1:1]) Auto paper selection mode (enlargement/reduction) | $\overline{\mathbf{b}}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | | \leftarrow | | | | | | $\overline{0}$ | $\overline{0}$ | 0 | 0 | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | 02 | 02 |
| | $\overline{\mathbf{b}}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | | \vdash | \leftarrow | | | | | $\overline{\circ}$ | $\overline{0}$ | 0 | 0 | 0 | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | 02 | 02 |
| Auto magnification selection mode | | | | - | | | | <u> </u> | | | | | - | - | | | | - | | - | - | - | - | - | 02 |
| (9) Same size (100% [1:1]) copying | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | $ \circ $ | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | | | | \vdash | | | | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | 0 | 0 | 0 | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | $\left \circ \right $ | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | $ \circ $ | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | 0 | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | |
| (1) Zoom mode | $\left \right\rangle$ | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | 0 | $ \circ $ | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | | | | | \mid | | | 0 | $ \circ $ | 0 | 0 | 0 | 0 | 0 | 0 | $ \circ $ | $\left \right\rangle$ | 0 | $\left \circ \right $ | 02 |
| (1) Preset zoom mode | 0 | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | 0 | $\left \circ \right $ | 0 | | | | | | | | $\left \right\rangle$ | 0 | 0 | 0 | 0 | 0 | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | 0 | 0 | 0 | 0 | 0 | 02 |
| 12 XY zoom mode | | | 0 | $ \circ $ | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | | | | | | | | $[\bigcirc$ | $\left \right $ | 0 | 0 | 0 | $ \circ $ | | | | | | 02 | 02 |
| 13 Eco print mode | 0 | $ \circ $ | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | $ \circ $ | | $\left[\circ \right]$ | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | $ \circ $ |
| 14 Margin mode | \circ | \circ | 0 | 0 | 0 | 0 | 0 | 0 | \circ | 0 | 0 | \circ | \circ | \geq | | 0 | 0 | 0 | \circ | \circ | \circ | \circ | 0 | 04 | 04 |
| 15 Centering/Image shift mode | \circ | \circ | \circ | \circ | $ \circ $ | \circ | \circ | \circ | $ \circ $ | \circ | 0 | \circ | \circ | | \searrow | 0 | \circ | \circ | $ \circ $ | \circ | 05 | \circ | 05 | \circ | 05 |
| 16 Border erase (sheet erase mode) | \circ | \circ | \circ | \circ | $ \circ $ | $ \circ $ | $ \circ $ | \circ | $ \circ $ | \circ | \circ | $ \circ $ | \circ | \circ | \circ | \searrow | | \circ | $ \circ $ | \circ | \circ | $ \circ $ | \circ | \circ | 0 |
| 17 Border erase (book erase mode) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | $\overline{\ }$ | 0 | 0 | 0 | 0 | 0 | 0 | 08 | 0 |
| (18) 1-sided copying (1-sided \rightarrow 1-sided) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \smallsetminus | | | | | | 0 | 0 |
| (1) 2-sided copying (1-sided \rightarrow 2-sided) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | 12 | 12 |
| (2) 2-sided copying (2-sided \rightarrow 2-sided) | Ō | Ō | Õ | Ō | Ō | Ō | Ō | Ō | Ō | Õ | Õ | Ō | Õ | Õ | Õ | Õ | Õ | | | | | | | 12 | 12 |
| (2) 2-sided copying (book \rightarrow 2-sided) | $\overline{0}$ | ŏ | Õ | ŏ | Ō | Ō | Ō | Õ | $\overline{\circ}$ | Õ | Ō | Ō | ŏ | Ō | 05 | Õ | Õ | | | | | | | 12 | 12 |
| (2) Page separation/Split copy (2-sided \rightarrow 1-sided) | $\overline{\mathbf{b}}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{\circ}$ | $\overline{0}$ | $\overline{0}$ | $\overline{\circ}$ | $\overline{0}$ | 0 | $\overline{0}$ | $\overline{0}$ | | | | <u> </u> | \wedge | | 12 | 12 |
| (2) Page separation/Split copy (2-sided \rightarrow 1-sided) (2) Page separation/Split copy (book \rightarrow 1-sided) | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{\circ}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | 05 | 0 | $\overline{0}$ | | | | | \vdash | \vdash | 12 | 12 |
| | | $\overline{0}$ | $\overline{\circ}$ | $\overline{0}$ | $\overline{0}$ | 02 | 02 | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | 02 | - × | 04 | 0 | 0 | 08 | | 12 | 12 | 12 | 12 | 12 | 12 | 12 |
| Booklet/Stitching mode | $\left \right\rangle$ | - | - | - | - | | | - | - | ~ | - | | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | - | - | - | | | <u> </u> | | | | 12 | \vdash | |
| (2) Book to Booklet mode | $\left \right\rangle$ | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | $\left \right\rangle$ | $\left \circ \right $ | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | 02 | 02 | $\left \circ \right $ | 02 | 02 | 02 | 02 | 0 | 04 | 05 | 0 | 0 | $\left \circ \right $ | 12 | 12 | 12 | 12 | 12 | | \vdash |
| 26 Cover mode | | | 0 | 0 | | | 0 | $\left \right\rangle$ | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 17 | 17 |
| 27 Transparency + backing sheet mode | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 09 | 09 | 09 | 0 | 16 | 18 | 18 |
| (28) Paper selection | 0 | $ \circ $ | 0 | 0 | 0 | 0 | \circ | \circ | $ \circ $ | \circ | 0 | \circ | \circ | \circ | \circ | 0 | 0 | $ \circ $ | $ \circ $ | \circ | $ \circ $ | $ \circ $ | \circ | \circ | 0 |
| ② Original set direction | \circ | \circ | 0 | 0 | 0 | 0 | \circ | 0 | \circ | 0 | 0 | \circ | 0 | \circ | \circ | 0 | 24 | \circ | \circ | 0 | 14 | \circ | 14 | \circ | 14 |
| 30 Original size selection (standard size) | \bigcirc | \circ | \bigcirc | \circ | \circ | \circ | \circ | \circ | $ \circ $ | \bigcirc | \circ | \circ | \bigcirc | \circ | \bigcirc | \bigcirc | \bigcirc | \circ | \circ | \bigcirc | 13 | \circ | 13 | 21 | 21 |
| ③ Original size selection (custom size) | \circ | \circ | \circ | \circ | $ \circ $ | $ \circ $ | $ \circ $ | \circ | $ \circ $ | \circ | \circ | $ \circ $ | \circ | \circ | \circ | 07 | 07 | \circ | $ \circ $ | \circ | 13 | $ \circ $ | 13 | 21 | 21 |
| 32 Original size selection (auto selection) | \bigcirc | 0 | 0 | 0 | 0 | \circ | 03 | 03 | 03 | 03 | 03 | 03 | 0 | \bigcirc | \bigcirc | 06 | 06 | \circ | 10 | 0 | 10 | 0 | 10 | 19 | 19 |
| 3 Original size selection (filing) | \circ | \circ | 0 | 0 | 0 | 02 | 02 | 0 | 02 | 02 | 02 | 02 | 0 | \circ | 0 | 06 | 06 | 0 | \circ | 0 | 10 | 0 | 10 | 20 | 20 |
| 34) Sort mode | 0 | 0 | 0 | 0 | 0 | $\overline{0}$ | 0 | 0 | \circ | 0 | 0 | 0 | 0 | \circ | 0 | 0 | 0 | 0 | \circ | \circ | \circ | \circ | 0 | 0 | 0 |
| 35 Finished mode | Ō | Ō | 0 | $\overline{0}$ | Ō | $\overline{0}$ | $\overline{\mathbf{O}}$ | $\overline{\mathbf{O}}$ | Ō | 0 | $\overline{\mathbf{O}}$ | Ō | $\overline{\mathbf{O}}$ | $\overline{\mathbf{O}}$ | 0 | 0 | 0 | $\overline{0}$ | Ō | Ō | Ō | Ō | Ō | Ō | $\overline{0}$ |
| 36 Staple mode | $\overline{0}$ | $\overline{0}$ | Ō | Ō | Ō | Ō | $\overline{0}$ | Ō | $\overline{0}$ | 0 | Ō | Ō | Ō | Ō | 0 | Õ | 0 | Ō | $\overline{0}$ | $\overline{0}$ | 0 | $\overline{0}$ | Õ | $\overline{0}$ | $\overline{0}$ |
| ③ Punch mode | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | 0 | 0 | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | 23 | 23 |
| 0 | $\overline{\mathbf{b}}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | 6 | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | 0 | 0 | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{\mathbf{b}}$ | $\overline{0}$ | \bigcirc | \bigcirc |
| 38 Copy eject location | \mathbb{R} | \mathbb{H} | \mathbb{H} | \mathbb{R} | \mathbb{H} | \mathbb{R} | \mathbb{H} | \mathbb{H} | \mathbb{H} | \mathbb{R} | $\left \begin{array}{c} \\ \\ \\ \end{array} \right $ | \mathbb{R} | \mathbb{H} | \mathbb{R} | | $\overline{}$ | $\overline{}$ | \mathbb{H} | - | - | - | H | H | | <u> </u> |
| (3) Invert mode | $\left \begin{array}{c} \\ \\ \\ \\ \end{array} \right $ | \mathbb{R} | $\left \begin{array}{c} \\ \\ \\ \\ \end{array} \right $ | | \mathbb{R} | \mathbb{R} | $\left \begin{array}{c} \\ \\ \\ \\ \end{array} \right $ | \mathbb{R} | \mathbb{R} | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | | $\left \begin{array}{c} \\ \\ \\ \end{array} \right $ | $\left \begin{array}{c} \\ \\ \\ \\ \end{array} \right $ | | $\left \right\rangle$ | $\overline{)}$ | $\frac{0}{2}$ | \mathbb{H} | 11 | 11 | 11 | H | H | 11 | 11 |
| (4) Mirror image mode | | | 0 | | | | $\left \right\rangle$ | $\left \right\rangle$ | | 0 | $\left \right\rangle$ | $\left \right\rangle$ | 0 | | 0 | 0 | 0 | $\left \right\rangle$ | | | | | $\left \right\rangle$ | | $\left \right\rangle$ |
| (4) Print page numbers mode | | | 0 | $ \circ $ | | | $\left \right $ | $\left \right\rangle$ | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | $ \circ $ | | | 0 | | $ \circ $ | $ \circ $ | $ \circ$ |
| Form overlay mode | | | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 15 | | 15 | 25 | 25 |
| 43 Combine/Merge Copy modes | 0 | 0 | 0 | 0 | 0 | 02 | 02 | 0 | 0 | 0 | 0 | 02 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 15 | 0 | 15 | 26 | 26 |
| 4 Memo mode | 0 | 0 | 0 | 0 | 0 | 02 | 02 | 0 | 0 | 0 | 0 | 02 | 0 | 0 | 0 | Ο | 0 | 0 | 0 | 0 | 15 | 0 | 15 | 27 | 27 |
| 45 Batch scanning mode | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \bigcirc | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \bigcirc | 0 |
| | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \bigcirc | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 46 Proof mode | $ \bigcirc$ | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Proof mode Proof mode Proof mode Settings) | 0 | Õ | \circ | $ \bigcirc$ | $ \bigcirc$ | \sim | | \sim | | | | | | | | | | | | | <u> </u> | | | | |
| Repeat copy mode (settings) | <u> </u> | - | 0 | <u> </u> | | | | | | | | | | | | | | | | | | 1 | | | + |
| Gradient Copy mode (settings) Gradient Copy mode (print out) | 0 | 0 | - | - | - | - | | - | | | | | | | | 0 | | | | | | | 1 | | |
| (1) Repeat copy mode (settings) (2) Repeat copy mode (print out) (3) Document management functions (form registration) | 0 0 | 0 0 | | | | | | | | 0 | 0 | 0 | | | | 0 | | | | | | | | | |
| Ø Repeat copy mode (settings) Ø Repeat copy mode (print out) Ø Document management functions (form registration) Document management functions (shared data box [storing documents]) | 0 0 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | 0 | | | | | | | | | |
| Ø Repeat copy mode (settings) Ø Repeat copy mode (print out) Ø Document management functions (form registration) Ø Document management functions (shared data box [storing documents]) Document management functions (synergy print boxes [storing documents]) | 0 0 0 | 0 0 | | | | | | | | 0 | 0 | 0 | | | | 0 | | 0 | | | | | | | |
| (1) Repeat copy mode (settings) (2) Repeat copy mode (print out) (2) Document management functions (form registration) (3) Document management functions (shared data box [storing documents]) (3) Document management functions (shared data box [printing out documents]) (3) Document management functions (shared data box [printing out documents]) (3) Document management functions (shared data box [printing out documents]) | 0 0 0 0 | 0 0 0 | 0 0 | 0 0 | 0 0 | 0 0 0 | 0 0 | 0 0 | 0 0 | 0000 | 0 | 0000 | 0 | 0 | | 000 | 0 0 | 0 0 | 0 | | | 0 0 | | | |
| (7) Repeat copy mode (settings) (8) Repeat copy mode (print out) (9) Document management functions (form registration) (9) Document management functions (shared data box [storing documents]) (9) Document management functions (shared data box [storing documents]) (9) Document management functions (shared data box [printing out documents]) (9) Document management functions (shared data box [printing out documents]) (9) Document management functions (shared data box [printing out documents]) (9) Document management functions (synergy print boxes [printing out documents]) | 0 0 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | 0 | | 0 | | | | | | | |
| (a) Repeat copy mode (settings) (a) Repeat copy mode (print out) (a) Document management functions (form registration) (b) Document management functions (shared data box [storing documents]) (c) Document management functions (synergy print boxes [storing out documents]) (c) Document management functions (synergy print boxes [printing out documents]) (c) Document management functions (synergy print boxes [printing out documents]) (c) Document management functions (synergy print boxes [printing out documents]) (c) Document management functions (interrupt print) | 0 0 0 0 0 | 0 0 0 0 0 | 0 0 | 0 0 | | 0 0 | 0 0 | | 0 0 | 0 | 0 | 0 0 | 0 0 | 0 0 | | | 0 0 | | 0 0 | | | 0 | | | |
| (d) Repeat copy mode (settings) (d) Repeat copy mode (print out) (d) Document management functions (form registration) (d) Document management functions (shared data box [storing documents]) (d) Document management functions (synergy print boxes [storing documents]) (d) Document management functions (synergy print boxes [printing out documents]) (d) Document management functions (synergy print boxes [printing out documents]) (d) Document management functions (synergy print boxes [printing out documents]) (d) Output management functions (interrupt print) (e) Job build copying (step 1) | 0 0 0 | 0 0 0 0 | 0 0 | | | 0 0 | 0 0 | | 0 0 0 | 0 0 | 0 | 0 0 | 0 0 | 0 0 | | | 0 | 0 0 0 0 | 0 0 | | O | 0 | 0 | 0 | |
| (1) Repeat copy mode (settings) (2) Repeat copy mode (print out) (3) Document management functions (form registration) (3) Document management functions (shared data box [storing documents]) (3) Document management functions (shared data box [printing out documents]) (3) Document management functions (shared data box [printing out documents]) (3) Document management functions (synergy print boxes [printing out documents]) (3) Document management functions (synergy print boxes [printing out documents]) (3) Document management functions (interrupt print) | | 0 0 0 0 0 | | | | 0 0 | 0 0 | | | | 000 | | 0 0 | 0 0 0 | | | 0 | | 0 0 | | | 0 0 0 | | | |
| (1) Repeat copy mode (settings) (2) Repeat copy mode (print out) (3) Document management functions (form registration) (3) Document management functions (shared data box [storing documents]) (3) Document management functions (shared data box [printing out documents]) (3) Document management functions (shared data box [printing out documents]) (3) Document management functions (synergy print boxes [printing out documents]) (3) Document management functions (synergy print boxes [printing out documents]) (3) Document management functions (interrupt print) (4) Output management functions (interrupt print) (5) Job build copying (step 1) | 0 0 0 | 0 0 0 0 | 0 0 | | | 0 0 | 0 0 | | 0 0 0 | 0 0 | 0 | 0 0 | 0 0 | 0 0 | | | 0 | 0 0 0 0 | 0 0 | | O | 0 | 0 | 0 | |
| (1) Repeat copy mode (settings) (2) Repeat copy mode (print out) (3) Document management functions (form registration) (3) Document management functions (shared data box [storing documents]) (3) Document management functions (shared data box [printing out documents]) (3) Document management functions (shared data box [printing out documents]) (3) Document management functions (synergy print boxes [printing out documents]) (3) Document management functions (synergy print boxes [printing out documents]) (3) Output management functions (interrupt print) (3) Job build copying (step 1) (4) Job build copying (from step 2) | | | | | | 0 0 | 0 0 | | | | 000 | | 0 0 0 | 0 0 0 | | | 0 | | 0 0 | O | O | 0 0 0 | | 0 | |
| (a) Repeat copy mode (settings) (a) Repeat copy mode (print out) (a) Document management functions (form registration) (b) Document management functions (shared data box [storing documents]) (c) Document management functions (shared data box [printing out documents]) (c) Document management functions (shared data box [printing out documents]) (c) Document management functions (shared data box [printing out documents]) (c) Document management functions (shared data box [printing out documents]) (c) Document management functions (synergy print boxes [printing out documents]) (c) Dotput management functions (interrupt print) (c) Job build copying (step 1) (c) Job build copying (from step 2) (c) Interrupt copying | | | | | | 0 0 0 | 0 0 | | | | | | 0 0 0 0 | 0 0 0 | | | | | 0 0 0 | 0 0 | () () () | 0 0 0 0 | | 0 | |

- 12: The booklet/stitching mode and book to booklet The bookie/stitching mode and book to bookier mode will be given second priority when the 2-sided copy modes or the page separation/ split copy modes are selected.
 Open-faced originals cannot be used in combination with original size selection.
 Not available because open-faced originals must be set with the top edge towards the rear of the conjer

- of the copier. 15: Not available in combination with open-faced originals.
- 16: The book \rightarrow page separation/split copy mode and the transparency + backing sheet mode cannot be used in combination with each other. Not available in combination with the cover
- 17: mode.
- Not available in combination with the transparency + backing sheet mode.
 Not available in combination with original size
- Not available in combination with original size selection (auto selection).
 Not available in combination with original size selection (filing).
- 21: Not available in combination with the original 22.

Appendix: Functions and settings combination chart

- 23:
- The punch mode and the staple mode cannot be used in combination with each other. The original set direction cannot be selected because the book erase mode was selected and originals must be set with the top edge towards the rear of the copier. 24:

25: Not available in combination with the form

- size selection.
 overlay mode.

 The finished mode and the staple mode cannot be used in combination with each other.
 26: Not available in combination with the combine/merge copy mode.

 The punch mode and the staple mode cannot
 27: The memo mode and the booklet/stitching
 - mode, or book to booklet mode, cannot be used in combination with each other.

(ii) Insert blank sheet
(iii) Start on front of copy
(iii) Enter number of copies (copy sets) to be made

| Τ | | _ | _ | _ | _ | | _ | | | _ | | | | | _ | | _ | _ | | | _ | _ | | | _ | Function selected second |
|---|----------------|------------------|-----------------------|--|--|--|--|--|--|--|---------------------|-------------------------|----------------------|-----------------------|----------------|--|--|----------------|-----------------------|--|-------------------------|--|--------|--------|------------------------|---|
| 0 | 9 0 | | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | (41) | 42 | 43 | 44 | 45 | 46 | 47 | 61 | 62 | 63 | Function selected first |
| | $\overline{)}$ | | 0 | 0 | 0 | $\overline{\mathbf{O}}$ | 0 | $\overline{0}$ | $\overline{0}$ | 0 | 0 | 0 | 0 | 0 | 0 | $\overline{\mathbf{O}}$ | 0 | 0 | \circ | 0 | \bigcirc | $\overline{0}$ | | | 0 | 1 Image quality (text mode) |
| | _ | 51 | ŏ | Õ | Õ | Ō | Õ | Ō | Ō | Õ | Ō | Õ | Õ | Õ | Õ | Ō | Õ | Õ | Õ | 0 | $\overline{\mathbf{O}}$ | Ŏ | | | Õ | 2 Image quality (photo mode) |
| | _ | - | 0 | 0 | 0 | 0 | 0 | 0 | Ō | 0 | 0 | 0 | 0 | 0 | 0 | Ō | 0 | 0 | 0 | 0 | 0 | 0 | | | 0 | ③ Image quality (text+photo mode) |
| | | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | 0 | ④ Copy exposure (manual exposure adjustment) |
| | | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | 0 | (5) Copy exposure (auto exposure adjustment) |
| | | D | \bigcirc | \bigcirc | \bigcirc | 0 | \bigcirc | 02 | 0 | \bigcirc | 0 | \bigcirc | \bigcirc | \bigcirc | \bigcirc | 0 | \bigcirc | 02 | 02 | \bigcirc | \bigcirc | 0 | | | \bigcirc | 6 Auto paper selection mode (Same size: 100% [1:1]) |
| | |) | \bigcirc | \bigcirc | 0 | 0 | 03 | 02 | 0 | 0 | 0 | 0 | \bigcirc | \bigcirc | \bigcirc | 0 | \bigcirc | 02 | 02 | \bigcirc | \bigcirc | 0 | | | \bigcirc | ⑦ Auto paper selection mode (enlargement/reduction) |
| | | 2 | 0 | 0 | 0 | 0 | 03 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | \bigcirc | ⑧ Auto magnification selection mode |
| | | - | 0 | 0 | 0 | 0 | 03 | 02 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | 0 | (9) Same size (100% [1:1]) copying |
| | | $\sum_{i=1}^{n}$ | 0 | 0 | 0 | 0 | 03 | 02 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | 0 | 10 Zoom mode |
| | - | - | 0 | 0 | 0 | 0 | 03 | 02 | $\left \right\rangle$ | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | 0 | (1) Preset zoom mode |
| | | - | \circ | 0 | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | $\left \right\rangle$ | 03 | 02 | $\left \right\rangle$ | 0 | 0 | 0 | 0 | 0 | 0 | $ \circ $ | 0 | 02 | 02 | 0 | 0 | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | | | 0 | (12) XY zoom mode |
| | | 2 | 0 | 0 | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | $ \circ $ | 0 | | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | 0 | 0 | 0 | 0 | 0 | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | 0 | 0 | 0 | 0 | 0 | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | | | 0 | (1) Eco print mode |
| | _ | 5 | 0 | 0 | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | 0 | 0 | 00 | 0 | 0 | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | 0 | 0 | 0 | 0 | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | | | 00 | (1) Margin mode |
| | | - | $\frac{0}{0}$ | $\overline{0}$ | $\overline{0}$ | 07 | 06 | 06 | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | 0 | 0 | 0 | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | 0 | $\overline{0}$ | $\overline{0}$ | | | 0 | (is Centering/Image shift mode (is Border erase (sheet erase mode) |
| | | - | $\overline{0}$ | 24 | $\overline{\circ}$ | 07 | 06 | 06 | $\overline{0}$ | $\overline{\circ}$ | $\overline{0}$ | $\overline{0}$ | 0 | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | 0 | $\overline{0}$ | $\overline{0}$ | | | $\overline{0}$ | Border erase (sneet erase mode) Border erase (book erase mode) |
| | | 51 | 0 | 0 | 0 | 0 | 0 | \circ | $\overline{0}$ | $\overline{0}$ | 0 | 0 | 0 | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | 0 | $\overline{0}$ | $\overline{0}$ | | | $\overline{0}$ | (1) Dotder erase (book erase mode) (1) 1-sided copying (1-sided \rightarrow 1-sided) |
| | | - | 0 | 0 | 0 | $\overline{0}$ | 10 | $\overline{0}$ | $\overline{\circ}$ | 0 | 0 | 0 | 0 | 11 | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | 0 | 0 | $\overline{0}$ | $\overline{0}$ | | | 0 | (19) 2-sided copying (1-sided \rightarrow 2-sided) |
| | | - | ŏ | Õ | Õ | Ō | 0 | Ō | Ō | Õ | Õ | Õ | 0 | 11 | Õ | Ō | Õ | 0 | 0 | 0 | 0 | $\overline{0}$ | | | Õ | (2) 2-sided copying (2-sided \rightarrow 2-sided) |
| | | - | ŏ | 14 | 13 | 13 | 10 | 10 | Õ | Õ | Õ | Õ | Õ | 11 | Õ | Õ | 15 | 15 | 15 | Õ | Õ | ŏ | | | Õ | (2) 2-sided copying (book \rightarrow 2-sided) |
| | | - | ŏ | 0 | 0 | 0 | 0 | 0 | Ō | Õ | Õ | Õ | Õ | 0 | Õ | Õ | 0 | 0 | 0 | Õ | Õ | ŏ | | | Õ | (22) Page separation/Split copy (2-sided \rightarrow 1-sided) |
| |) 1 | 6 | Ō | 14 | 13 | 13 | 10 | 10 | 0 | 0 | Ō | Ō | 0 | Ō | 0 | 0 | 15 | 15 | 15 | 0 | 0 | Ō | | | Ō | (2) Page separation/Split copy (book \rightarrow 1-sided) |
| 1 | 7 1 | 8 | 0 | 0 | 21 | 21 | 19 | 20 | 0 | 0 | 0 | 23 | 0 | 11 | 0 | 0 | 25 | 26 | 27 | 0 | 0 | 0 | | | 0 | Booklet/Stitching mode |
| 1 | 7 1 | 8 | 0 | 14 | 21 | 21 | 19 | 20 | 0 | 0 | 0 | 23 | 0 | 11 | 0 | 0 | 25 | 26 | 27 | 0 | 0 | 0 | | | 0 | 25 Book to Booklet mode |
| | 1 | 7 | 0 | 0 | 17 | 17 | 17 | 17 | 0 | 0 | 0 | 0 | 0 | 17 | 0 | 0 | 0 | 17 | 17 | 0 | 0 | 0 | | | 0 | 26 Cover mode |
| 1 | 7 | | \bigcirc | \bigcirc | 18 | 18 | 18 | 18 | 0 | 18 | 18 | 18 | 0 | 18 | \bigcirc | 0 | 0 | 0 | 0 | 0 | \bigcirc | 0 | | | \bigcirc | 27 Transparency + backing sheet mode |
| | | D | \smallsetminus | \bigcirc | 0 | 0 | \bigcirc | 0 | 0 | 0 | \bigcirc | Ο | 0 | \bigcirc | \bigcirc | 0 | 0 | 0 | \bigcirc | 0 | \bigcirc | 0 | | | \bigcirc | 28 Paper selection |
| | |) | 0 | \geq | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \bigcirc | 0 | 0 | 0 | 0 | 0 | \bigcirc | 0 | 0 | | | \bigcirc | 29 Original set direction |
| 1 | 7 1 | 8 | 0 | 0 | \geq | | 19 | 20 | 0 | 0 | 0 | 0 | 0 | 0 | \bigcirc | 0 | 0 | 21 | 21 | \bigcirc | 0 | 0 | | | \bigcirc | ③ Original size selection (standard size) |
| 1 | _ | - | 0 | 0 | | \geq | 19 | 20 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 21 | 21 | 0 | 0 | 0 | | | 0 | (3) Original size selection (custom size) |
| 1 | _ | - | 0 | 0 | 19 | 19 | \geq | | $\left \right\rangle$ | 0 | 0 | 0 | 0 | Ô | 0 | 19 | 19 | 19 | 19 | 0 | 0 | $ \circ $ | | | 0 | 32 Original size selection (auto selection) |
| 1 | _ | - | 0 | 0 | 20 | 20 | | | $\left \circ \right $ | 0 | 0 | 0 | 0 | 0 | 0 | 20 | 20 | 20 | 20 | 0 | 0 | $\left \right $ | | | 0 | 33 Original size selection (filing) |
| | - | - | \circ | 0 | 0 | 0 | 0 | $\left \circ \right $ | \vdash | \bigcirc | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | 0 | 3 Sort mode |
| | - | - | $\frac{0}{0}$ | 0 | $ \circ $ | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | \bigcirc | | $\left \begin{array}{c} \circ \\ \circ \end{array} \right $ | 22 | 22 | 0 | 0 | 0 | 0 | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | 0 | 0 | 0 | 0 | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | | | 0 | 35 Finished mode |
| |) 1 | - | 0 | 0 | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | | $ \circ $ | 22 | | \leq | 0 | \bigcirc | 0 | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | $\overline{0}$ | 0 | $\overline{\bigcirc}$ | 0 | 0 | | | 0 | 36 Staple mode |
| | | <u>•</u> | $\frac{0}{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | | $\overline{\langle}$ | $\overline{\bigcirc}$ | $\overline{)}$ | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | | $\overline{\bigcirc}$ | $\overline{\bigcirc}$ | $\overline{\bigcirc}$ | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | | | $\left \right\rangle$ | ③? Punch mode ③3 Copy eject location |
| 1 | | 8 | $\frac{\circ}{\circ}$ | | $\overline{\bigcirc}$ | $\overline{}$ | | $\overline{\mathbf{b}}$ | $\overline{}$ | $\overline{\bigcirc}$ | $\overline{\frown}$ | | | \leq | $\overline{)}$ | $\overline{}$ | $\overline{}$ | $\overline{)}$ | $\overline{\cap}$ | $\overline{)}$ | | $\overline{\bigcirc}$ | | | $\overline{)}$ | 39 Invert mode |
| | _ | - | $\overline{\circ}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | 0 | | \leq | $\overline{\bigcirc}$ | $\overline{\circ}$ | $\overline{0}$ | $\overline{0}$ | 0 | $\overline{0}$ | $\overline{0}$ | | | 0 | 40 Mirror image mode |
| | | - | ŏ | $\overline{0}$ | $\overline{\circ}$ | $\overline{0}$ | 19 | 20 | $\overline{0}$ | $\overline{\circ}$ | $\overline{0}$ | $\overline{\mathbf{O}}$ | 0 | 0 | | K | $\overline{0}$ | $\overline{0}$ | $\overline{0}$ | 0 | $\overline{0}$ | $\overline{0}$ | | | 0 | 4) Print page numbers mode |
| | | 5 | ŏ | Õ | Õ | Ō | 19 | 20 | Ō | Ō | Ō | Õ | 0 | Õ | Õ | $\overline{\mathbf{b}}$ | Ň | 25 | 25 | 0 | Õ | 25 | | | 0 | 42 Form overlay mode |
| 1 | | _ | Õ | Õ | 21 | 21 | 19 | 20 | Õ | Õ | Õ | Õ | Õ | Õ | Õ | Õ | 25 | $\overline{}$ | 26 | Õ | Õ | 0 | | | Õ | (43) Combine/Merge Copy modes |
| 1 | _ | - | Ō | 0 | 21 | 21 | 19 | 20 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 25 | 26 | | Ō | 0 | 0 | | | 0 | (4) Memo mode |
| (| | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \bigcirc | 0 | 0 | 0 | 0 | | 0 | 0 | | | \bigcirc | 45 Batch scanning mode |
| | | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | $\overline{\ }$ | 0 | | | 0 | 46 Proof mode |
| | | D | \bigcirc | \bigcirc | 0 | 0 | \bigcirc | 0 | 0 | 0 | \bigcirc | 0 | \bigcirc | \bigcirc | \bigcirc | 0 | 25 | \bigcirc | \bigcirc | \bigcirc | \bigcirc | \searrow | | | \bigcirc | A Repeat copy mode (settings) |
| _ | | | | | | | | | | | | | | | | | | | | | | | \geq | | \bigcirc | 48 Repeat copy mode (print out) |
| Ŀ | | | | | 0 | 0 | | | | | | | | | | | | | | | | | | \geq | | (49) Document management functions (form registration) |
| Ŀ | - | | | \bigcirc | 0 | 0 | | | | | | | | | | | | | | \bigcirc | | | | | \geq | 5 Document management functions (shared data box [storing documents]) |
| | - | | | 0 | 0 | 0 | | | | | | | | | | | | | | 0 | | | | | | (5) Document management functions (synergy print boxes [storing documents]) |
| | | | 0 | | | | | | 0 | 0 | 0 | 0 | | | | 0 | 0 | | | | | | | | 0 | (52) Document management functions (shared data box [printing out documents]) |
| | | - | 0 | | | | | | 0 | 0 | 0 | 0 | | | | 0 | 0 | | | | | | | | 0 | (53) Document management functions (synergy print boxes [printing out documents]) |
| | - | | | | | | | | | | | | | | | | | | | | | | | | | 6 Output management functions (interrupt print) |
| | - | | 0 | 0 | 0 | 0 | | | $ \circ $ | 0 | 0 | 0 | 0 | | | 0 | | | | | | $ \circ $ | 0 | | 0 | (55) Job build copying (step 1) |
| F | - | | $\frac{\circ}{\circ}$ | \bigcirc | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | $\left \right\rangle$ | | | | | | | | | | | | | | | | | 0 | 0 | 0 | (56) Job build copying (from step 2) |
| | | 2 | 0 | 0 | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | 0 | | $ \circ $ | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | $ \circ $ | | | 0 | (5) Interrupt copying |
| F | | + | $\frac{0}{0}$ | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | | | | | | | | | | | | | \circ | | | | | | (58) Scanner functions (Scan to PC) |
| F | | + | $\frac{0}{0}$ | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | $\left \begin{array}{c} 0 \\ 0 \end{array} \right $ | | | | | | | | | | | | | $\left \begin{array}{c} \\ \\ \\ \end{array} \right $ | | | | | | Scanner functions (Send E-mail) Scanner functions (TWAIN) |
| | | | \cup | \cup | | | | \sim | | | | | | | | | | | | \cup | | | | | | |

Laser Safety

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

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

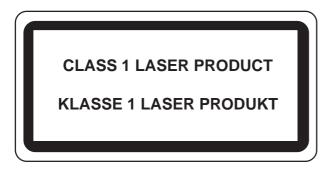
CAUTION

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

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



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



CAUTION!

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

VORSICHT!

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

WARNING

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

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

CE

DECLARATION OF CONFORMITY

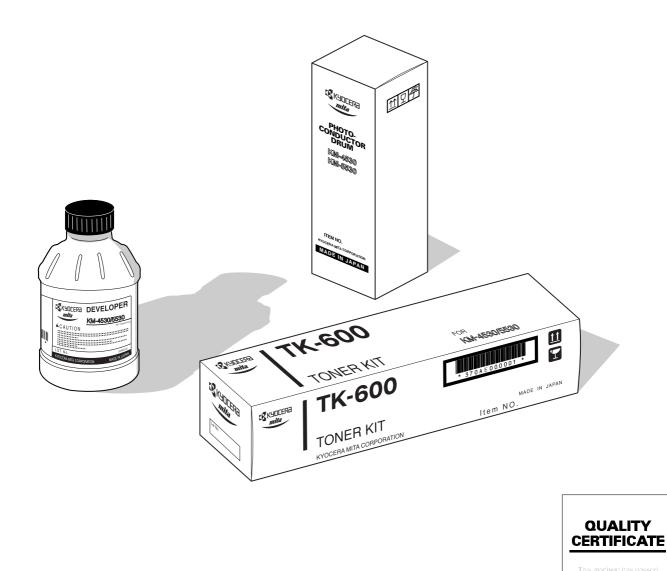
<u>TO</u>

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

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

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

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



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