



CF1501/CF2001

Quick Guide

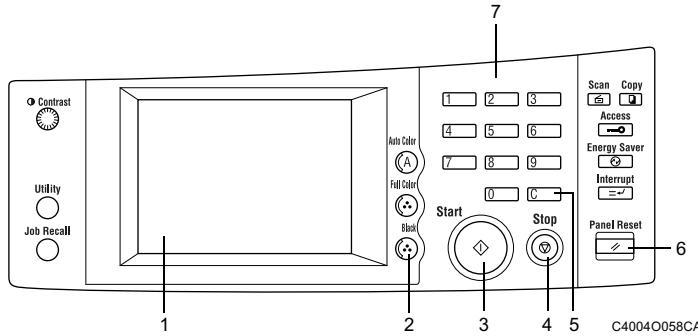
- Names and Functions of Control Panel Parts
- Loading the Paper
- Positioning the Document
- Making Copies
- Refilling the Toner
- Clearing a Paper Misfeed



Contents

Names and Functions of Control Panel Parts	2
Loading the Paper	3
To load paper into the 1st drawer	3
To load paper into the 2nd drawer	5
To load paper into the manual bypass tray	8
Positioning the Document	10
To position the document on the original glass	10
To load the document into the duplexing document feeder....	11
Making Copies	12
To make a basic copy.....	12
To copy onto manually fed paper	14
Refilling the Toner	17
Clearing a Paper Misfeed	20
Display and locations of paper misfeeds	20
To clear a paper misfeed in the manual bypass tray	21
To clear a paper misfeed in the duplex unit.....	23
To clear a paper misfeed in the main unit	24
To clear a paper misfeed in the duplexing document feeder..	30
To clear a paper misfeed in the finisher	32
To clear a paper misfeed in the 10-mailbin sorter	36

Names and Functions of Control Panel



No.	Name	Function
1	Touch panel	<ul style="list-style-type: none"> ● Displays various setting screens and messages
2	[Auto Color], [Full Color], and [Black] keys	<ul style="list-style-type: none"> ● Auto Color: The copier automatically determines whether the document is in color or in black and white, and then makes a full-color or black-and-white copy depending on the color of the document. ● Full Color: The copier makes a full-color copy of the document regardless of whether the document is in color or in black and white. ● Black: The copier makes a black-and-white copy of the document regardless of whether the document is in color or in black and white.
3	[Start] key	<ul style="list-style-type: none"> ● Press to start the copy operation. ● If this key is pressed while the copier is warming up, the copy job is delayed until the copier is finished warming up. ● The [Start] key indicator lights up in green to indicate that the copier can begin copying. The [Start] key indicator lights up in orange to indicate that the copier cannot make copies.
4	[Stop] key	<ul style="list-style-type: none"> ● Press to stop a continuous copy operation.
5	[C] (clear) key	<ul style="list-style-type: none"> ● Press to reset the number of copies to “1”. ● Press to erase a setting, such as the zoom ratio or size, selected using the keypad.
6	[Panel Reset] key	<ul style="list-style-type: none"> ● Press to reset all copy functions and settings to their defaults. (All selected settings are cancelled.) * Stored zoom ratios, stored job settings, and interrupted or delayed copy jobs are not cancelled.
7	Keypad	<ul style="list-style-type: none"> ● Use to type in the number of copies to be made. ● Use to type in the zoom ratio. ● Use to type in the various settings.

Loading the Paper

To load paper into the 1st drawer



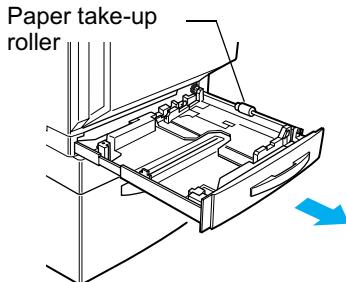
Use the 1st drawer when making copies onto normal paper of either standard or non-standard sizes, or onto special paper such as overhead projector transparencies, postcards, or thick paper.

- 1 Pull out the paper drawer for the 1st drawer.



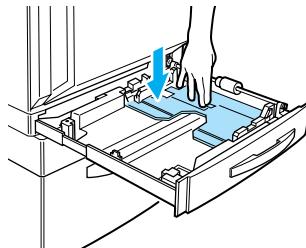
... Note

Be careful not to touch the surface of the paper take-up roller with your hands.



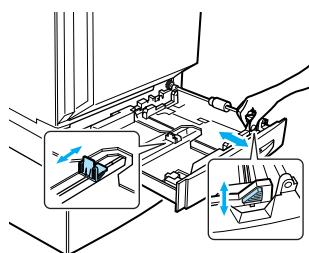
C4004O501AA

- 2 Press down on the paper-lifting plate until it locks into place.



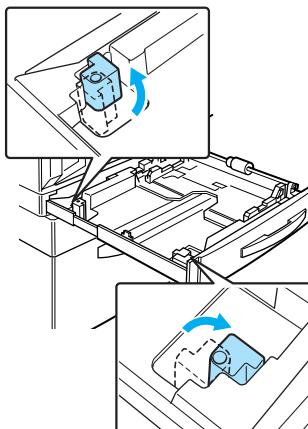
C4004O502AA

- 3 Slide the paper guides to fit the size of paper to be loaded.



C4004O503AA

- 4** For 12-1/4" x 18" or "A3WIDE" paper, adjust the trailing-edge guides as shown in the illustration.

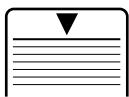


C4004O504AA

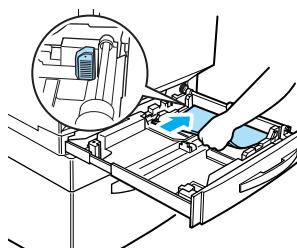
- 5** Load the paper into the drawer so that the front side of the paper (the side facing up when the package was unwrapped) faces up.



... Note
Do not load so much paper that the top of the stack is higher than the t mark.



C4007O162CA

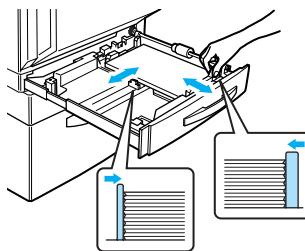


C4004O505AA

- 6** Slide the lateral guides against the edges of the paper.

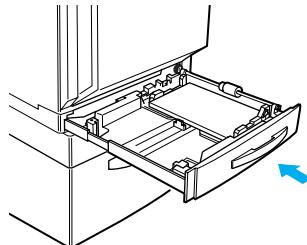


... Note
Make sure that the paper is not curled when it is loaded.
Check that the lateral guides are pushed up against the edges of the paper.



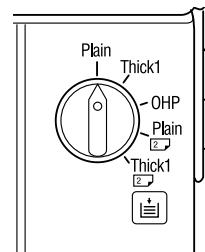
C4004O581KA

- 7** Close the paper drawer.



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- 8** Turn the media type selection dial on the drawer to the setting for the type of paper loaded.



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To load paper into the 2nd drawer

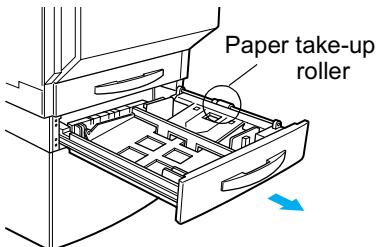


- 1 Pull out the paper drawer for the 2nd drawer.



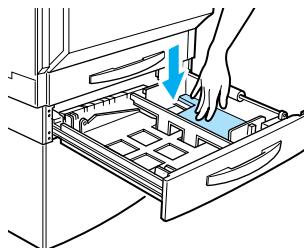
...Note

Be careful not to touch the surface of the paper take-up roller with your hands.



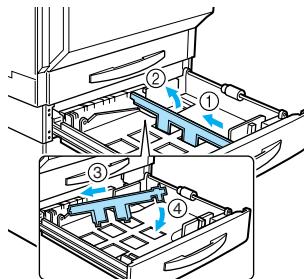
C4004O507AA

- 2 Press down on the paper-lifting plate until it locks into place.



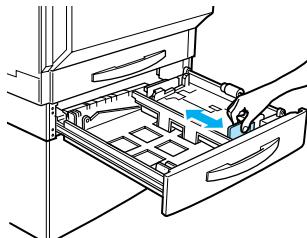
C4004O508AA

- 3 Remove the trailing-edge guide, and then re-install it for the size of paper to be loaded.



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- 4** Slide the lateral guides to fit the size of paper to be loaded.



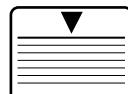
C4004O510AA

- 5** Load the paper into the drawer so that the front side of the paper (the side facing up when the package was unwrapped) faces up.

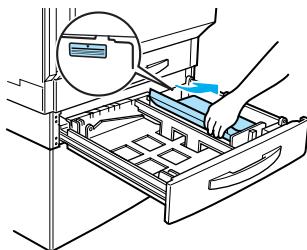


... Note

Do not load so much paper that the top of the stack is higher than the ▼ mark.



C4007O162CA



C4004O511AA

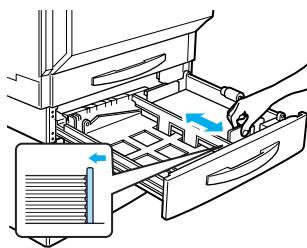
- 6** Slide the lateral guides against the edges of the paper.



... Note

Make sure that the paper is not curled when it is loaded.

Check that the lateral guides are pushed up against the edges of the paper.



C4004O582KA

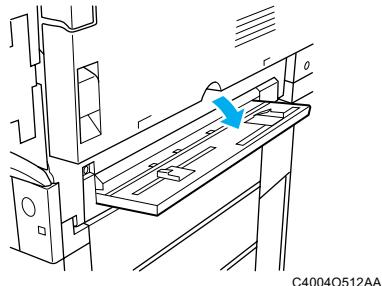
- 7** Close the paper drawer.

To load paper into the manual bypass tray



Paper can be fed manually through the manual bypass tray if you wish to copy onto paper that is not loaded into a drawer, or if you wish to copy onto special paper, such as overhead transparencies, postcards, or thick paper 1 or 2.

- 1 Open the manual bypass tray.

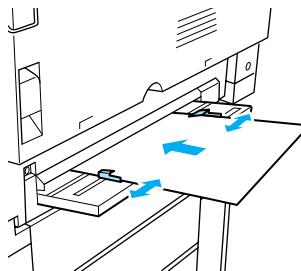


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- 2 Adjust the paper guides to fit the size of paper to be loaded, and then lightly insert the paper as far as possible.

When paper is loaded into the manual bypass tray, a screen that allows you to select the paper size appears.

(Refer to "To copy onto manually fed paper" on page 14.)



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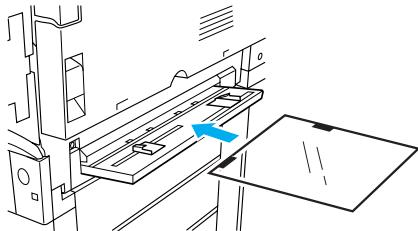
...Note

Copies will be made on the surface of the paper facing down when it is loaded into the manual bypass tray.

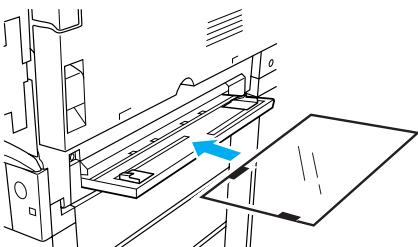


... Tip

When loading the recommended overhead projector transparencies <MINOLTA CF300 (D)>, load them as shown in the illustration.



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C4004O515AA

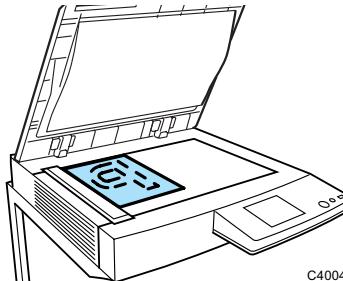
Positioning the Document

To position the document on the original glass



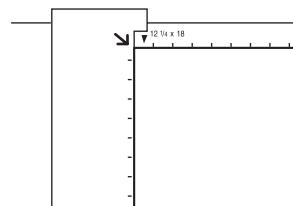
1 Lift open the original cover, or the duplexing document feeder if it is installed.

2 Position the document face down onto the original glass.



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3 Align the corner of the document with the arrow marks on the document scales above and to the left of the original glass.



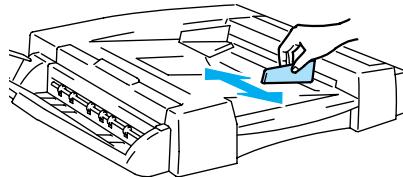
C4004O025EA

4 Carefully close the original cover, or the duplexing document feeder if it is installed.

To load the document into the duplexing document feeder

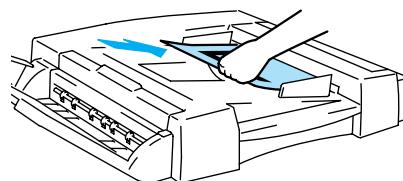


- 1 Slide the adjustable document guide to fit the size of the documents.



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- 2 Load the documents face up into the document feed tray.



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Making Copies

To make a basic copy

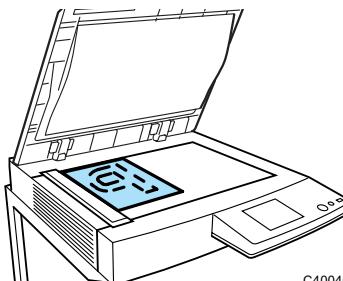


- 1** Press the [Copy] key to enter Copy mode.

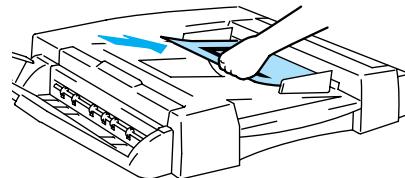


C4004O519CA

- 2** Position the document(s) to be copied. (Refer to "Positioning the Document" on page 10.)



C4004O516AA



C4004O518AA

- 3** Select the desired color mode (Auto Color, Full Color, or Black).

Auto Color



Full Color

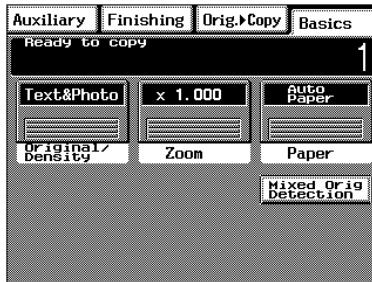


Black



C4004O205CA

- 4** Make sure that the Basic screen is displayed, and then specify any necessary settings, such as the desired paper tray or the density.



C4004P001CA

- 5** Using the keypad, enter the number of copies (between 1 and 100) that you wish to make.

1 2 3

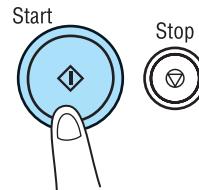
4 5 6

7 8 9

0 C

C4004O187AA

- 6** Press the [Start] key to begin making copies.
To stop copying before the set number of copies are made, press the [Stop] key.

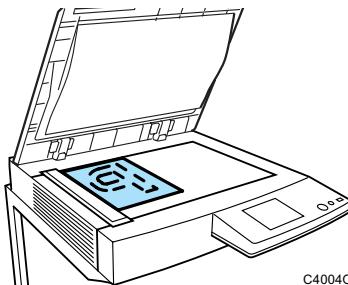


C4004O520CA

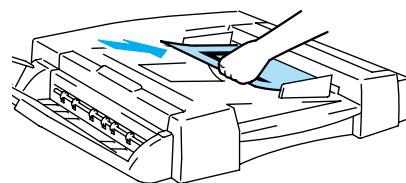
To copy onto manually fed paper



- 1** Position the document(s) to be copied.



C4004O516AA



C4004O518AA

- 2** Select the desired color mode.

Auto Color



Full Color

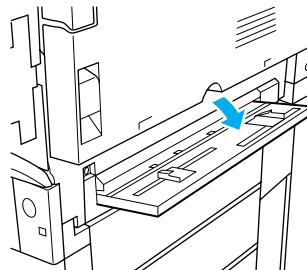


Black



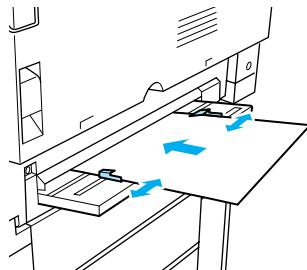
C4004O205CA

3 Open the manual bypass tray.



C4004O512AA

4 Adjust the paper guides to fit the size of paper to be loaded, and then load the paper so that the front side of the paper faces down. Lightly slide the paper into the feed slot as much as possible so that it is ready to be fed into the copier.



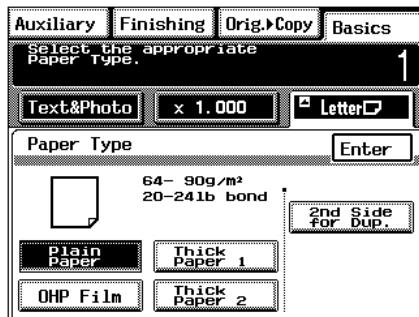
C4004O513AA

5 Make sure that the screen allowing you to select the manual bypass tray paper size is displayed, and then select the desired paper size.
For paper sizes in metric measurements, touch [Metric] to display a screen that allows you to select metric paper sizes.



C4004P007CA

- 6 Touch [Paper Type], select the type of paper that will be loaded, and then touch [Enter].

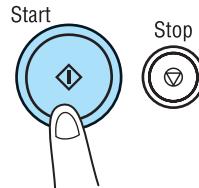


C4004P501CA

- 7 Specify any necessary settings, such as the zoom ratio or the density.

- 8 Press the [Start] key to begin making copies.

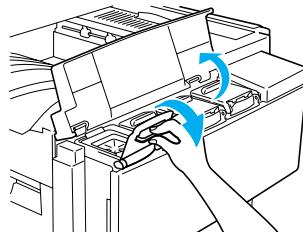
To stop copying before the set number of copies are made, press the [Stop] key.



C4004O520CA

Refilling the Toner

- 1** Open the toner supply door, and then open the toner hopper lid for the toner that you wish to refill.



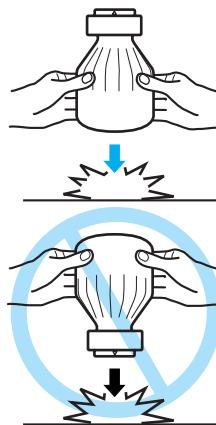
C4004O521AA

- 2** With the opening of the new toner bottle pointing up, hit the bottom of the bottle against a strong surface, such as a desk or table, four or five times from a height of about 4 in. (10 cm). (Since the toner within the bottle may have become compacted, be sure to break it up by performing this step.)



... Note

When hitting the toner bottle against a surface, be sure to hold the bottle so that the opening of the bottle is pointing up.



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- 3** While firmly grasping the new toner bottle, shake it well.



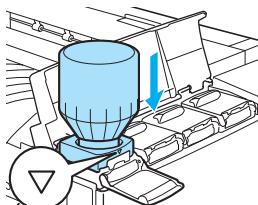
... Note

Since the toner within the bottle may have become compacted, be sure to shake the bottle until the toner is mostly broken up before filling it into the hopper.



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- 4** With the rounded side (marked with “▼”) of the bottle mouth facing towards you, place the toner bottle on top of the hopper, and then press down on the bottle until it snaps into place.

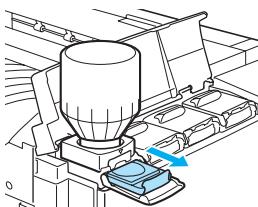


C4004O524AA

- 5** Fully pull the toner hopper shutter out toward you.

Pulling out the toner hopper shutter allows the toner to fill the toner hopper.

Check that all of the toner has emptied out of the toner bottle and into the hopper, which may take a while.



C4004O525AA



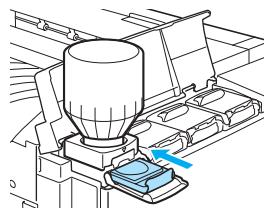
... Note

Do not tap on the toner bottle while refilling the hopper;
otherwise, the toner may spurt out.



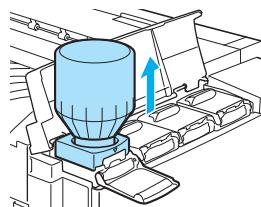
C4004O580AA

- 6** Push the toner hopper shutter closed.



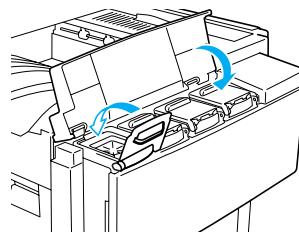
C4004O526AA

- 7** Tilt the toner bottle backward, and then pull the opening of the bottle up and toward you to remove it.



C4004O527AA

- 8** Close the toner hopper lid, and then close the toner supply door.



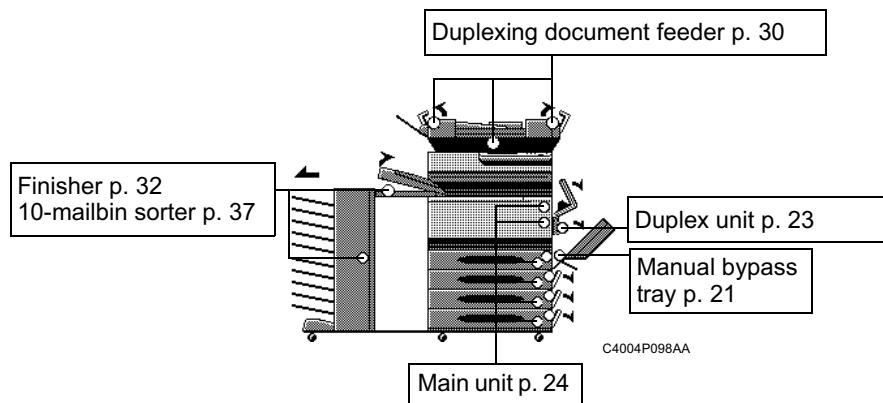
C4004O528AA

Clearing a Paper Misfeed

Display and locations of paper misfeeds

The procedure for clearing misfed paper differs depending on where the misfeed occurs. Determine the misfeed location by looking at the illustration displayed with the error message, and then clear the misfeed according to the appropriate procedure.

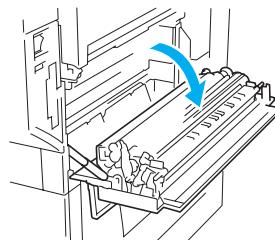
A flashing “○” indicates the location of the paper misfeed. In addition, a lit “○” indicates areas where paper may have been misfed and that should be checked.



To clear a paper misfeed in the manual bypass tray

••••••••••••••••••••••

- 1 Pull up the lock release lever to open the right-side door.



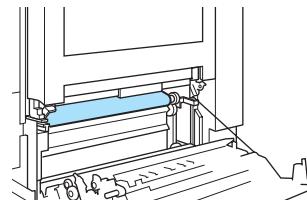
C4004O529AA

CAUTION



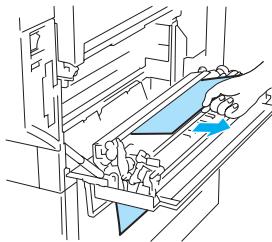
Decreased copy quality may result if the surface of the image transfer belt at the bottom of the copier's fusing unit is touched.

→ Be careful not to touch the surface of the image transfer belt at the bottom of the copier's fusing unit.



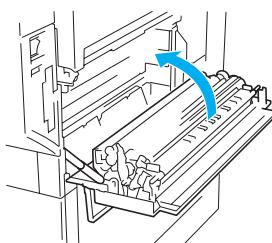
C4004O530AA

2 Carefully pull out the paper.



C4004O531AA

3 Close the right-side door.

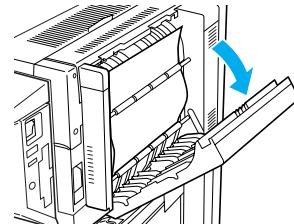


C4004O532AA

To clear a paper misfeed in the duplex unit

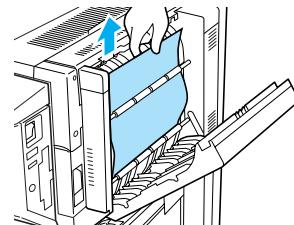


- 1 Open the duplex unit door.



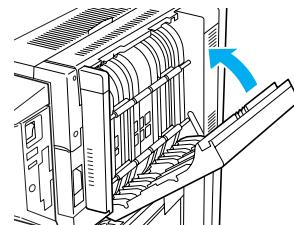
C4004O533AA

- 2 Carefully pull out the paper.



C4004O534AA

- 3 Close the duplex unit door.

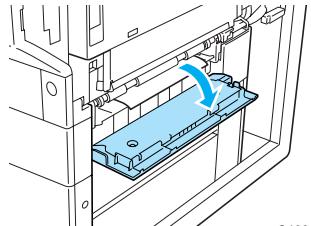


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To clear a paper misfeed in the main unit

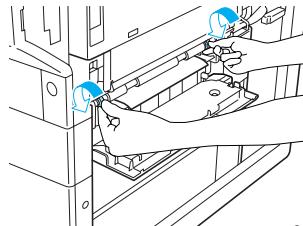
••••••••••••••••••••••

- 1** Open the lower right-side door.



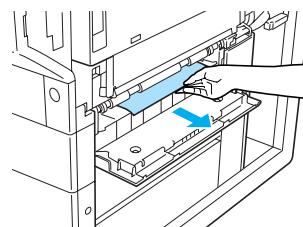
C4004O536AA

- 2** Turn the green wheels to feed the paper so that it can be easily removed.



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- 3** Carefully pull out the paper.

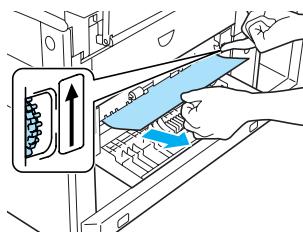


C4004O538AA



... Note

If the large-capacity cabinet is installed, turn the green dial in the direction of the arrow while carefully pulling out the paper.



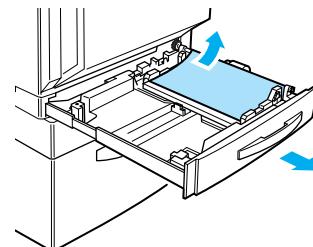
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4

Close the lower right-side door.

5

Pull out the paper drawer being used, and then remove any paper remaining in the drawer.



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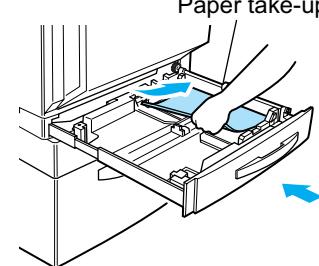
6

Load the paper in the drawer again, and then close the drawer.



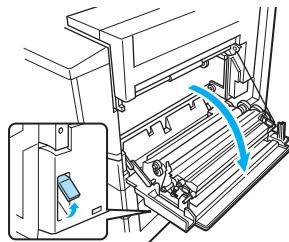
... Note

Be careful not to touch the surface of the paper take-up roller with your hands.



C4004O541AA

- 7** Pull up the lock release lever to open the right-side door.



C4004O542AA

CAUTION



Decreased copy quality may result if the surface of the image transfer belt at the bottom of the copier's fusing unit is touched.

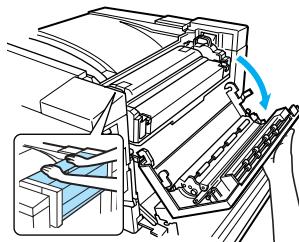
- Be careful not to touch the surface of the image transfer belt at the bottom of the copier's fusing unit.

- 8** Grasp the upper right-side door as shown, and then carefully open the door completely while making sure to support it.



...Note

Be sure to support the door while carefully opening it; otherwise, it may be damaged.



C4004O543AA

- 9** While moving the green lever on the inside of the upper right-side door in the direction of the arrow, carefully pull out the paper.



C4004O544AA

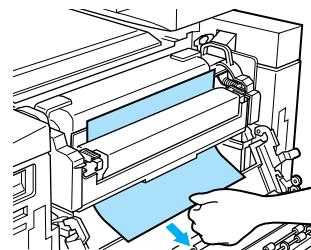
CAUTION



The area around the fusing unit is extremely hot.

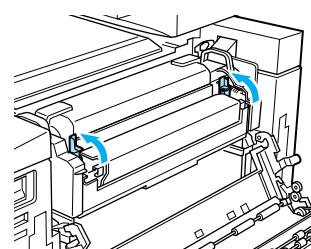
- Touching anything other than the paper within the area around the fusing unit may result in burns. If you get burnt, immediately cool the skin under cold water, and then seek professional medical advice.

- 10** Carefully pull out the paper.



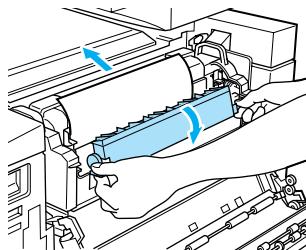
C4004O545AA

- 11** Move the two lock release levers for the oil-coating unit in the direction of the arrows.



C4004O546AA

- 12** Move the levers (one on each end of the oil-coating unit) in the direction of the arrows and carefully pull out the paper.



C4004O547AA

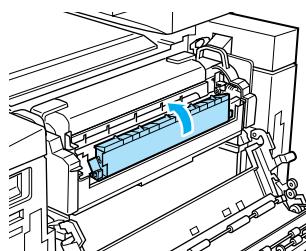
CAUTION



The area around the fusing unit is extremely hot.

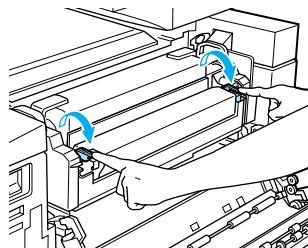
→ Touching anything around the fusing unit other than the specified levers may result in burns. If you get burnt, immediately cool the skin under cold water, and then seek professional medical advice.

- 13** While holding the levers on the ends of the oil-coating unit, move the unit back to its original position.



C4004O548AA

- 14** Fully move the two lock release levers for the oil-coating unit in the direction of the arrows.



C4004O549AA

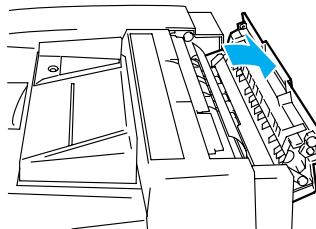
- 15** Close the upper right-side door.

- 16** Close the right-side door.

To clear a paper misfeed in the duplexing document feeder

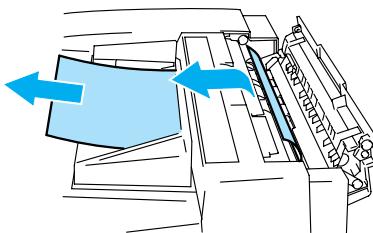


- 1** Open misfeed clearing cover F1.



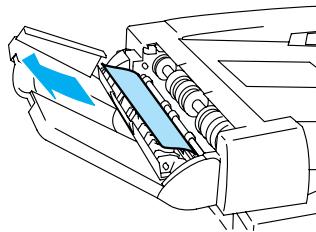
C4004O550AA

- 2** Remove all documents from the document feed tray, and then carefully pull out any other documents.



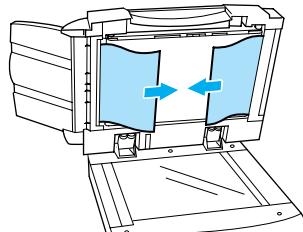
C4004O551AA

- 3** Open misfeed clearing cover F2, and then carefully pull out any documents.



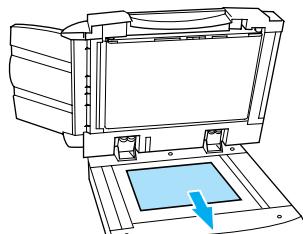
C4004O552AA

- 4** Open the duplexing document feeder, and then carefully pull out any documents.



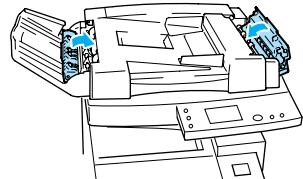
C4004O553AA

- 5** Remove any documents on the original glass, and then close the duplexing document feeder.



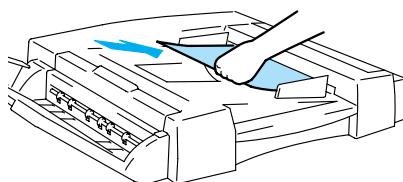
C4004O554AA

- 6** Close misfeed clearing covers F1 and F2.



C4004O556AA

- 7** Reload the documents according to the instructions that appear on the touch panel.

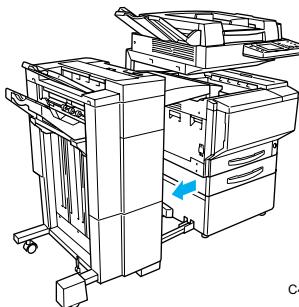


C4004O556AA

To clear a paper misfeed in the finisher

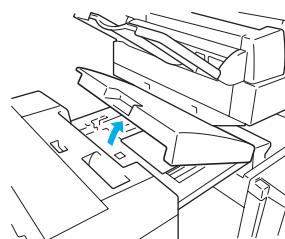
• • • • • • • • •

- 1 Slide the finisher away from the copier.



C4004O557AA

- 2 Open the cover of the horizontal transport unit.



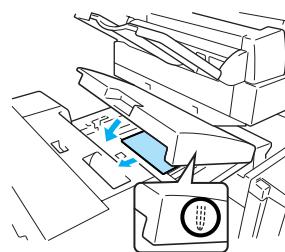
C4004O558AA

- 3 Remove any paper, and then close the cover of the horizontal transport unit.

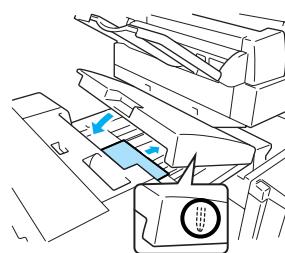


...Note

Be careful about a protrusion on the backside of the horizontal transport unit cover.
It can hurt you!

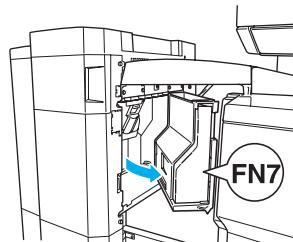


C4004O559KA



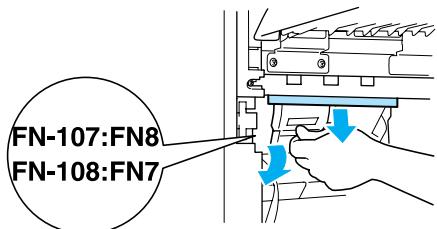
C4004O560KA

- 4** (Only if finisher FN-107 is installed)
Open right-side door FN7.



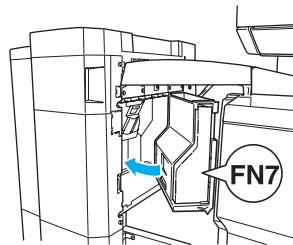
C4004O561AA

- 5** While holding open misfeed clearing guide FN8 (for finisher FN-107) or FN7 (for finisher FN-108), remove any paper.



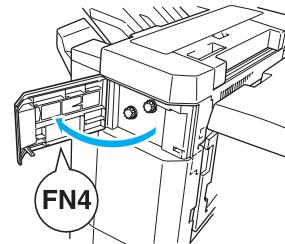
C4004O562AA

- 6** (Only if finisher FN-107 is installed)
Close right-side door FN7.



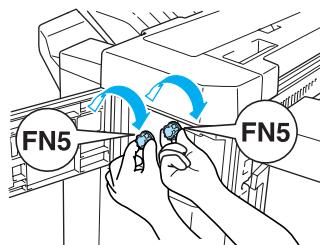
C4004O563AA

7 Open front door FN4.



C4004O564AA

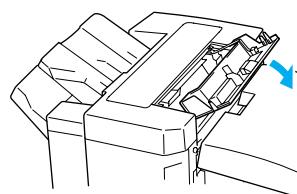
8 Turn knobs FN5 at the same time to feed out any paper.



C4004O565AA

9 Close front door FN4.

10 Open upper cover FN1.



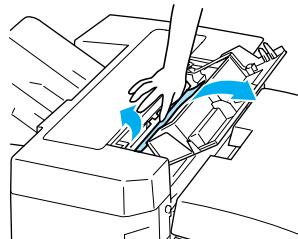
C4004O566AA

CAUTION



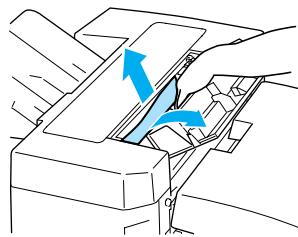
Metalic parts inside Misfeed Clearing Guide [FN1] are very hot.
→ Do not touch anything but the paper to prevent you from getting burned.

- 11** While holding misfeed clearing guide FN2 open, remove any paper.



C4004O567AA

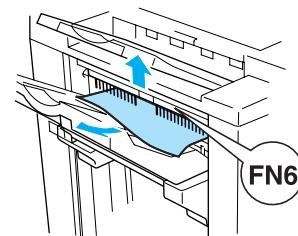
- 12** While holding misfeed clearing guide FN3 open, remove any paper.



C4004O568AA

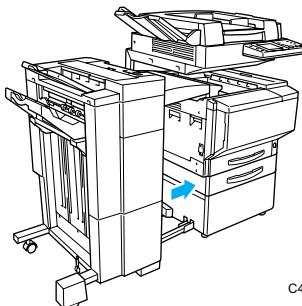
- 13** Close upper cover FN1.

- 14** While holding misfeed clearing guide FN6 open, remove any paper.



C4004O569AA

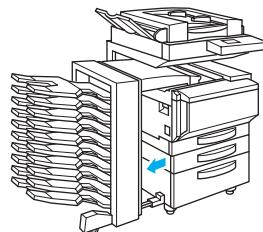
- 15** Slide the finisher back against the copier.



C40040570AA

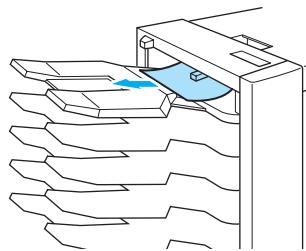
To clear a paper misfeed in the 10-mailbin sorter

- 1 Slide the 10-mailbin sorter away from the copier.



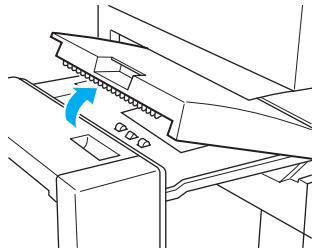
C4004O571AA

- 2 Remove any paper from the mailbins.



C4004O572AA

- 3 Open the cover of the horizontal transport unit.



C4004O573AA

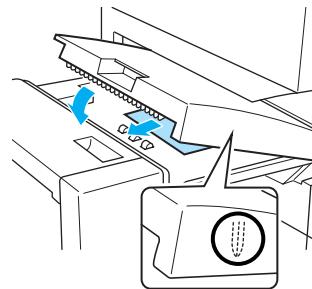
- 4** Remove any paper, and then close the cover of the horizontal transport unit.



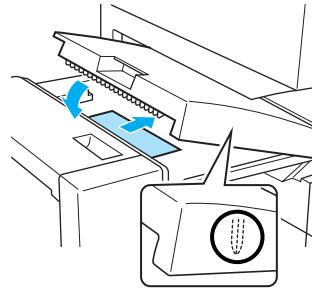
...Note

Be careful about a protrusion on the backside of the horizontal transport unit cover.

It can hurt you!

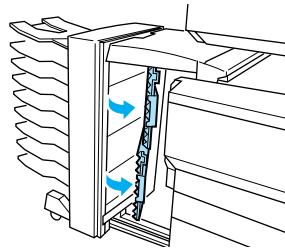


C4004O574KA



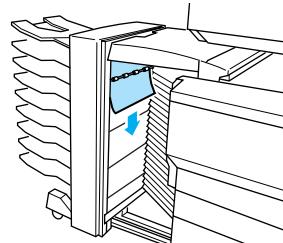
C4004O575KA

- 5** Open the upper and lower doors.

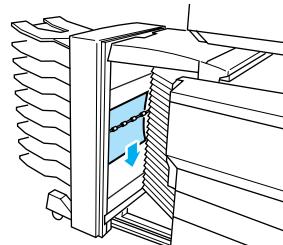


C4004O576AA

- 6** Remove any paper.

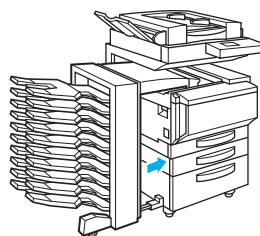


C4004O577AA



C4004O578AA

- 7** Close the upper and lower doors.
- 8** Slide the 10-mailbin sorter back against the copier.



C4004O579AA



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