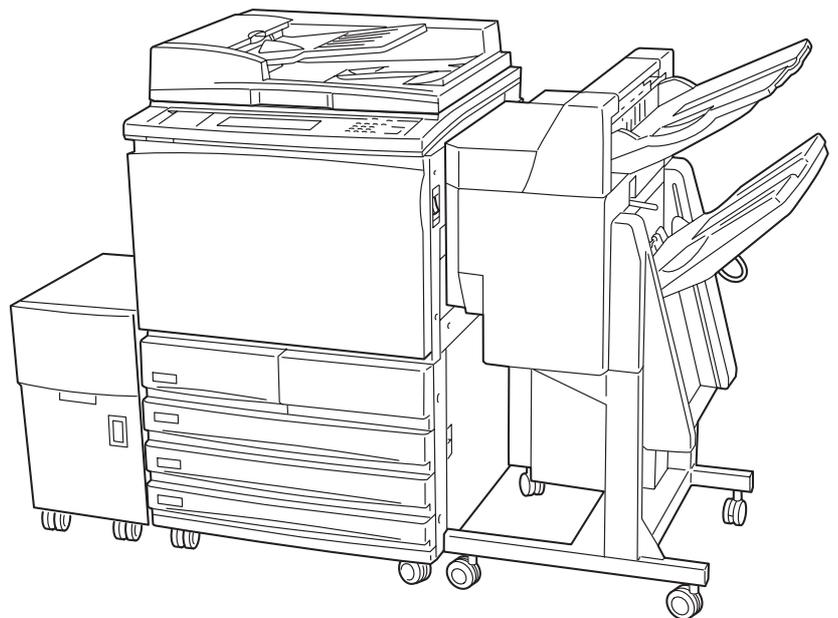# Panasonic®

Digital Imaging System

Operating Instructions (For Copier)

DP-6000/7000

Options
DA-FS700/MA700/XT700/TR700

Before operating this machine, please read
these instructions completely and keep these
operating instructions for future reference.

English

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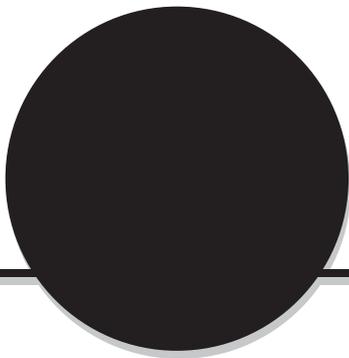
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Printed in Japan.

Preface

Thank you for choosing Panasonic DP-6000/7000 Series. This manual aims to provide all the information necessary for effectively operating the copier together with notes on safety precautions and maintenance tips. To get the most out of your copier, please read the manual carefully and completely before using the machine. Keep this manual handy as a quick reference should you encounter any difficulties when using the copier.

In this manual, safety instructions are preceded by the symbol ⚠.
Always read and follow the instructions before performing the required procedures.

Safety Notes, Compliances Certifications, and Other Notices

Safety Notes

Your DP-6000/7000 and its supplies have been designed and tested to meet strict safety requirements. These include safety agency examination and approval, and compliance with established environmental standards. Please read the following instructions carefully before operating the DP-6000/7000.
Failure to follow the recommendations in this section may result in personal injury or rescinding of the Dealer's Warranty/Maintenance Agreement.

Ozone Safety

Make sure that the machine is installed in a spacious or well-ventilated room so as not to increase the amount of ozone in the air. Since ozone is heavier than air, it is recommended that air at floor level be ventilated.

Laser Safety

Use of controls, adjustments or performance procedures other than those specified herein, may result in hazardous laser radiation exposure.

This equipment complies with safety standards. With specific regard to laser safety, the equipment complies with performance standards for laser products set by government agencies as a Class I laser product and does not emit hazardous lights, the beam is totally enclosed during all modes of customer operation and maintenance.

FCC

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Responsible Party: Matsushita Electric Corporation of America
One Panasonic Way, Secaucus, NJ 07094

Technical Support: Panasonic Document Imaging Company/
Technical Support Department
Two Panasonic Way, Secaucus, NJ 07094
1-800-225-5329
Email: consumerproducts@panasonic.com

The user could lose the authority to operate this equipment if any unauthorized changes or modifications are made to this equipment.

Shielded cables must be used with this equipment to maintain compliance with FCC regulations.

European Union

This product complies with the requirements of EC Council Directives 73/23/EEC amended by 93/68/EEC, and 89/336/EEC amended by 92/31/EEC and 93/68/EEC.

WARNING

This product is certified, manufactured and tested in compliance with strict safety and radio frequency interference regulations. Any unauthorized alteration, which includes the addition of new functions or the connection of external devices, may impact this certification. Please contact your local authorized Panasonic representative for a list of approved accessories.

WARNING

This is a Class A product. In a domestic environment this product may cause radio frequency interference in which case the user may be required to take adequate measures.
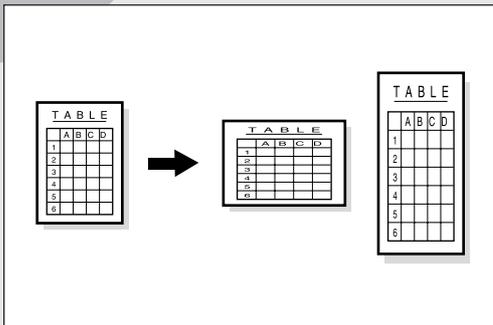
The user could lose the authority to operate this equipment if any unauthorized changes or modifications are made to this equipment.

Useful Features

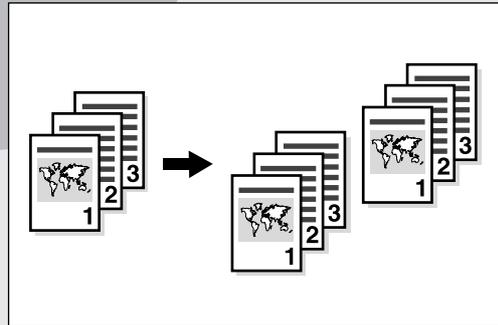## Making Copies of Odd Sizes

You can make copies by changing the length/width of your document.

See *4-4 Reducing/Enlarging the Length and Width (Independent X-Y%)*

Making Sorted Sets

You can select to output the copies as collated sets.

See *4-7 Collating Copy Output (Output/Finishing)*

Copying Multiple Documents on one Page

You can copy multiple pages onto a single sheet of paper.
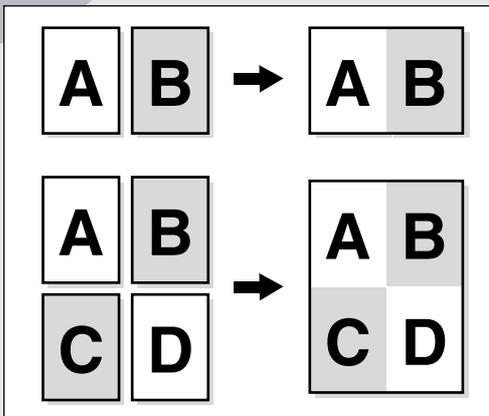
See *5-4 Copying Several Documents onto One Copy (Multi-Up (N Up))*

Copying Mixed Size Originals

Mixed size documents can be copied simultaneously without having to specify the size of each original.

See *5-5 Loading Mixed Size Originals (Mixed Size Originals)*

Creating a Binding Margin

You can shift the copy image to create a binding margin at the edge.
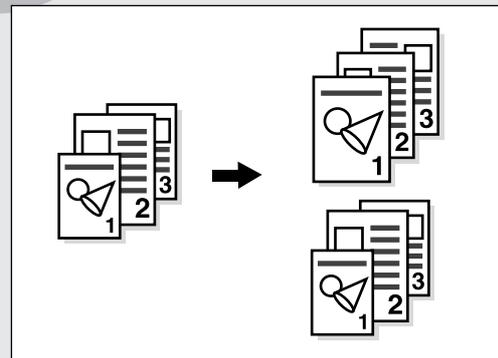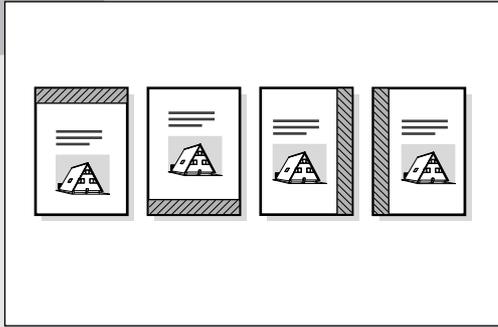

See *5-7 Setting the Margins (Image Shift)*

Making Copies of a Bound Document onto Separate Sheets

You can make copies from a bound document onto separate sheets of paper.
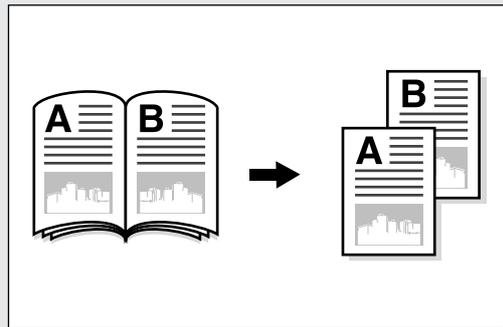
See *5-6 Copying Facing Pages onto Separate Sheets (Book Copying)*

Inserting Blank Sheets Between Copied Transparencies

You can insert blank sheets as separators between the copied transparencies. Copies for distribution can also be made simultaneously.
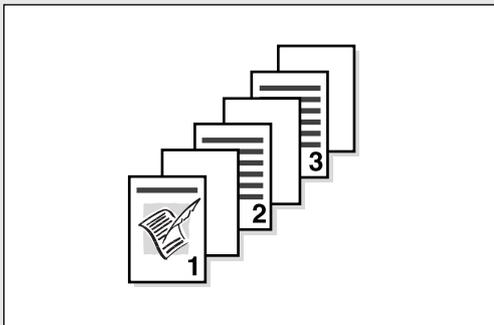
See *5-9 Interleaving Blank Sheets between Transparencies (Transparency Separators)*

Erasing Shadows on Copies

You can erase dark lines usually found on copies made with the document cover open, or when the copies are made from bound documents.

Shadow

Left & Right Edges   Top & Bottom Edges
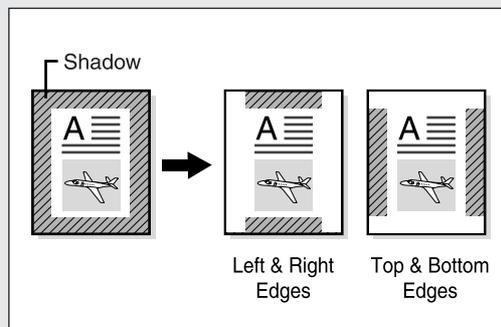
See *5-8 Erasing the Edges and Copying All (Edge Erase/Copy All)*

Specifying the Size of a Document

You can specify the area of the document you wish to copy.
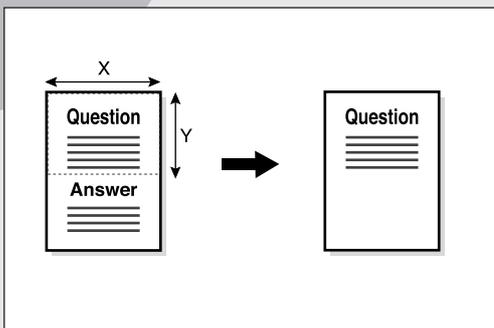
Creating a Negative-type Image

You can create a negative-type image on a copy by reversing the black and white areas of the
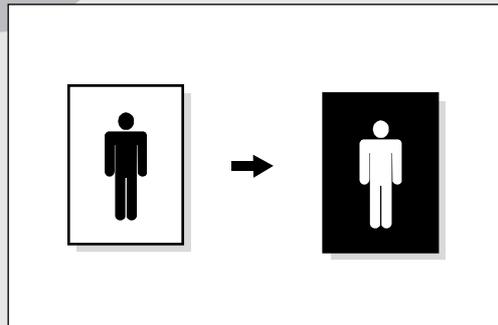
Creating Mirror Images

You can create a copy containing the mirror image of a document by reversing its orientation.
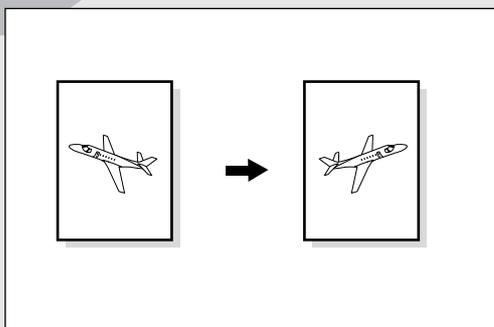
Repeating an Image

You can copy an image and repeat it on a paper.
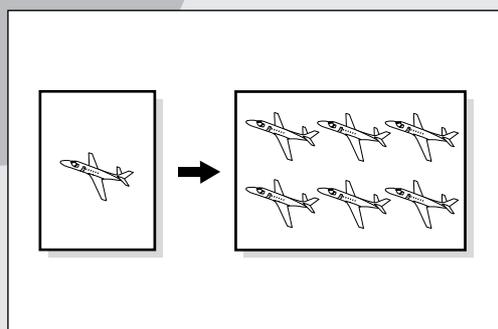
Making Duplex Copies of Facing Pages

You can make two sided copies of documents with facing pages.

See *5-17 Making Duplex Copies of Facing Pages (Book Duplex)*

Stapling/Punching Holes in Copies (optional)

You can staple and output the copies. Alternatively, you can punch holes in the copies.

Note *This feature is only available when the optional Finisher is installed.*
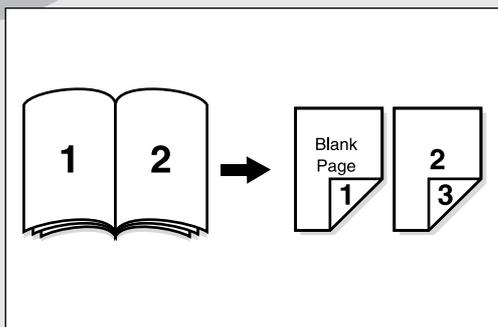
See *4-8 Stapling (Stapling)*
4-9 Punching Holes (Punching)

Enhancing the Sharpness of a Photo

You can enhance or reduce the sharpness of a photo.

See *5-13 Enhancing Sharpness (Sharpness)*

Inserting Covers

You can insert a cover such as a colored sheet as the front copy.
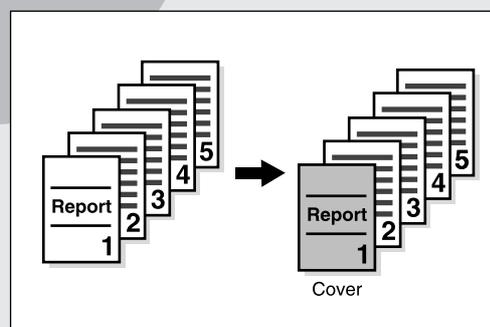
See *5-18 Inserting Covers (Covers)*

Storing Jobs in Memory

You can store the jobs which you frequently perform into memory.

See *5-21 Job Memory Operations*
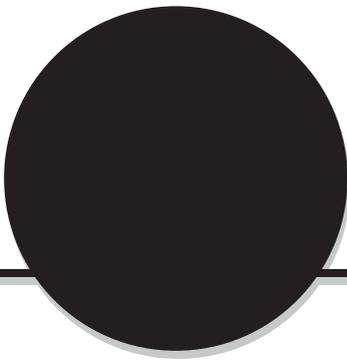
Using These Operating Instructions

This manual consists of the following chapters.

Chapter 1   Getting to Know Your Copier

This chapter contains operating instructions about your copier like information on the major components, the methods of switching the power On and Off and how to use the touch panel display.
After the copier has been properly installed, be sure to read this chapter completely before operating the machine.

Chapter 2   Loading Paper

This chapter covers the types of paper that can be used on this copier, the precautions on paper handling and the methods on how to load paper in the respective trays. Read this chapter before loading paper in the trays.

Chapter 3   Loading Documents

This chapter covers the types of original documents that can be used on this copier, the precautions on document handling and how to load the documents. Read this chapter before loading documents on the copier.

Chapter 4   Basic Features

This chapter describes the basic copying operations and nice-to-know applications so that users can perform normal copying jobs required in a typical office environment. Read this chapter before performing any copying operations.

Chapter 5   Added Features

This chapter describes how to use the special features and the many versatile ways of making copies. Read this chapter after you have understood and know how to use the features described in *Chapter 4 Basic Features*.

Chapter 6   Custom Presets

This chapter provides information required to preset the parameters of the copying features to facilitate daily operations of the copier. For instance, the default screen, the default values, the tone and the time can all be preset.
This chapter shows the contents of those parameters that can be selected and explains how to select them with the use of examples. Read this chapter before selecting the parameters.

Chapter 7   Troubleshooting

This chapter describes the actions to be taken in the event of errors or machine faults. Read this chapter for instructions on how to resolve these errors if they occurred.

Chapter 8   Daily Care

This chapter provides information on regular maintenance such as replacing drum/toner cartridges, checking the meters and cleaning the machine. Read this chapter when necessary.

Chapter 9   Using the Auditron Feature

This chapter explains the Auditron feature of this copier. Auditron is the feature that captures information on the number of copies made by each account user. Read this chapter when managing account data of the users.

Appendix

The appendix includes information on the specifications, the possible combinations of features, and the stapling function of the machine.
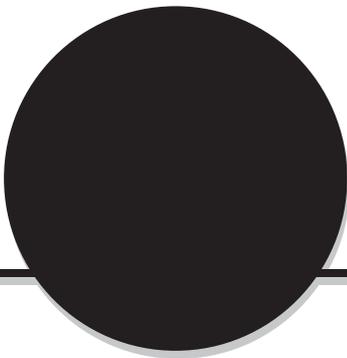
Conventions

The manual uses the following conventions.

> *Displays the Touch Panel before operation.*

> *Displays the buttons to be selected within the Touch Panel.*

Note
- You can use ▲▼ buttons below XY on the display to increase or decrease the ratio of X and Y simultaneously.
- Select **Cancel** to cancel the settings.

See
- 5-10: Selecting the Original Orientation (Original Orientation) for details.

IMPORTANT
- The feature may not work for some documents.

Note
- Some features cannot be selected together with this feature. See Appendix B: Possible Combinations of Features for the details.

5️⃣ Enter the X and Y ratios by using ▲▼ buttons.
For example, enter Y=120% and X=200%.

```
Ready to copy                              Free Memory  100%
                                           set(s)         1
Independent X-Y%              Cancel    Save
                   Y          X
                (25–400)   (25–400)        Select the image
Variable X-Y%      120   XY  200  %        orientation of the
                                           loaded originals.
Calculator %       ▲      ▲      ▲                Head to Top
Auto-Fit           ▼      ▼      ▼                Head to Left
```

6️⃣ Select the corresponding document orientation of the original loaded.
Select Head to Top or Head to Left.

7️⃣ Select **Save** twice.

8️⃣ Select other features if necessary.

9️⃣ Enter the required number of sets by using the keypad and press **Start**.
The copies are made according to the ratio defined in Step **4**.

⚠️ **CAUTION** If you make copies with the document cover open, do not look directly at the copy lamp. Direct eye exposure can cause eye fatigue or damage.

> *Displays the button/item of the Touch Panel display.*

> *Displays the button of the Control Panel.*

IMPORTANT Points to pay attention to

⚠️ **CAUTION** Safety precautions

See Indicates reference sources

Note Additional information about operations/features

Safety Notes

Read these safety notes carefully before using this product to ensure that you operate the machine properly.

This section explains the graphic symbols used throughout this guide.

⚠ **WARNING**   Warnings alert you to potential hazard that could result in serious injury or death.

⚠ **CAUTION**   Cautions alert you to operations that may result in minor injury or damage to the machine.

△ This symbol is used to alert operators to a specific operating procedure that requires close attention. Read and follow instructions carefully to ensure the task is accomplished safely.

Heated surface	Flammable	Electric shock	Pinched fingers

◯ This symbol is used to alert operators to a specific operating procedure that must not be performed. Read and follow instructions carefully.

Prohibited	No fire	Do not tear down	Do not touch

● This symbol is used to alert operators to a specific operating procedure that should be emphasized for operating safety. Read instructions carefully before performing the required procedure.

Instructions	Unplug	Ground/ Earth
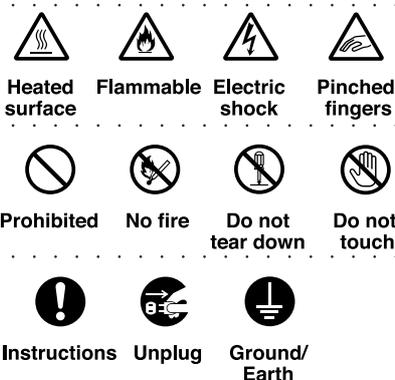
Precautions for Installation and Relocation

⚠ CAUTION

◯ Do not place the machine in a hot, humid, dusty, or poorly ventilated environment. Prolonged exposure to these adverse conditions can cause fire or electric shocks.
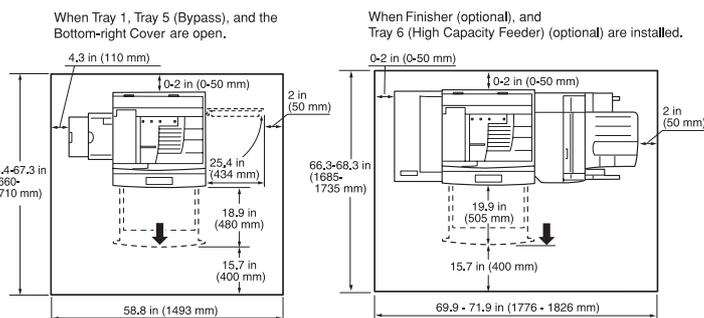
◯ Do not place the machine near heaters or volatile, flammable, or combustible materials such as curtains that may catch fire.

❶ Place the machine on a level and sturdy surface that can withstand the machine weight of 418 lbs or 190 kg If tilted, the machine may fall over and cause injuries.

❶ When relocating the machine, contact your local authorized Panasonic service representative.

❶ The machine has ventilation holes on its bottom. A poorly ventilated machine can cause excessive internal heat and fire.

The accompanying diagram shows the minimum clearances required for normal operation, consumable replacement, and maintenance to ensure your machine operates at peak performance. Your authorized Panasonic representative will provide necessary support for the proper installation of the machine.

When Tray 1, Tray 5 (Bypass), and the Bottom-right Cover are open.

4.3 in (110 mm)
0-2 in (0-50 mm)
2 in (50 mm)
65.4-67.3 in (1660-1710 mm)
25.4 in (434 mm)
18.9 in (480 mm)
15.7 in (400 mm)
58.8 in (1493 mm)

When Finisher (optional), and Tray 6 (High Capacity Feeder) (optional) are installed.

0-2 in (0-50 mm)
0-2 in (0-50 mm)
2 in (50 mm)
66.3-68.3 in (1685-1735 mm)
19.9 in (505 mm)
15.7 in (400 mm)
69.9 - 71.9 in (1776 - 1826 mm)

When moving the machine, be sure to unplug the Power Cord from the outlet. If the machine is moved with the Power Cord connected, it can cause damage to the cord which could result in fire or electric shocks.

When moving the machine, do not tilt it more than indicated below. If tilted excessively, the machine may fall over and cause injuries.
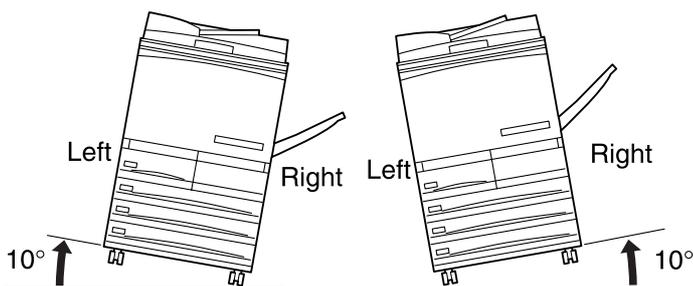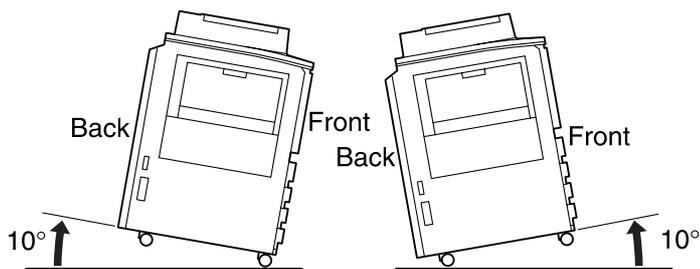
After the machine is installed, be sure to lock the caster stoppers. An unlocked machine may fall over or slide and cause injuries.
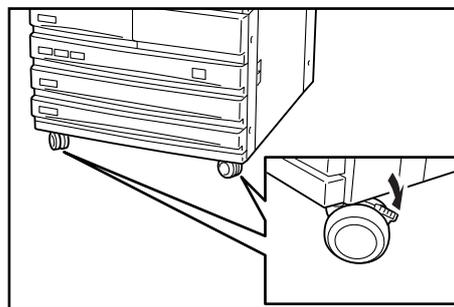
Other Precautions

● The machine is capable of operating normally within the following recommended environmental limits. The temperature range is 50°-95°F, humidity range is 15-85% (without condensation). The humidity should be 47.5% or below at 95°F, and 85% at 95°F or below.

  ✎ Note . . . .

  Sudden temperature fluctuations can affect copy quality. Rapid heating of a cold room can cause condensation inside the machine, directly interfering with image transfer.
. . . .

● Do not expose the machine to direct sunlight. Exposure to direct sunlight can adversely affect the machine's performance.

Power Requirements and Ground Connection

⚠ WARNING

Two power specifications are listed below. The specifications that apply to your machine depend on your machine configuration. Connect the power plug only to a properly rated power outlet. Otherwise, it can cause fire or electric shocks. If in doubt, contact your local authorized Panasonic service representative.
● Rated voltage: 120 VAC
   Rated frequency: 60 Hz
● Rated voltage: 220 - 240 VAC
   Rated frequency: 50/60 Hz

Never use multi-plug adaptors to plug multiple power plugs in the same outlet. Be sure to operate the machine on a single-use receptacle. Multiple connectors can cause the outlet to overheat and cause fire.

Ensure that the plug connection is free of dust. In a damp environment, a contaminated connector can draw a non-negligible amount of current that can generate heat and eventually cause a fire over an extended period of time.

Always use the Power Cord provided with your machine. When an extension Power Cord is required, always use a properly rated cord. In USA, it is 125 V/15 A. In other countries, contact your local authorized Panasonic service representative. If you use a cord with an unspecified current rating, the machine or plug may emit smoke or become hot to the touch externally.

Do not attempt to rework, pull, bend, chafe, or otherwise damage the Power Cord. Do not place a heavy object on the cord. A damaged cord can cause fire or electric shocks.

Never touch a Power Cord with wet hands. Danger of electric shock exists.

Stop operation immediately if your machine produces smoke, smell, excessive heat, or unusual noise, or if water is spilt onto the machine. These conditions can cause fire. Immediately switch off and unplug the machine, and contact your local authorized Panasonic service representative.

If the Power Cord is broken or insulated wires are exposed, ask your local authorized Panasonic service representative for a replacement. Using a damaged cord can cause fire or electric shocks.

To prevent fire or electric shocks, your machine must be grounded. If in doubt, contact your local authorized Panasonic service representative. Never connect the ground wire to any of the following:
- Gas pipe, which can be ignited and explode
- Telephone line ground wire or lightning rod, which can draw an excessive electric current if hit by lightning
- Water faucet or pipe whose electrical conductivity is broken by a non-metal part

⚠ CAUTION

Do not unplug the machine while it is on. Unplugging a live connector can deform the plug and cause a fire.

When unplugging the machine, grasp the plug instead of the cord. Forcibly pulling on a cord can damage it and cause fire or electric shocks.

Be sure to switch Off and unplug the machine before accessing the interior of the machine for cleaning, maintenance, or fault clearance. Access to a live machine's interior can cause electric shocks.

When the machine is not used over an extended period of time, switch it Off and unplug it. If an unused machine is left connected to a power source for a long period, degraded insulation can cause electric shocks, current leakages, or fire.

Once a month, unplug the machine and check the Power Cord for the following:
- The Power Cord is plugged firmly into a receptacle.
- The plug is not excessively heated, rusted, or bent.
- The plug and receptacle are free of dust.
- The cord is not cracked or frayed.
If you notice any unusual conditions, contact your local authorized Panasonic service representative.

This machine has a ground fault interrupter. Once a month, check the protection circuit for correct operation using the following procedure. If the circuit does not operate, an electric shock can occur on a poorly grounded component. If you notice any unusual conditions, contact your local authorized Panasonic service representative.

① Press the power switch to the "⏻" position.

② Press the test button below the breaker switch with the tip of a ball pen. When the breaker switch is turned from "|" to "⏻", the circuit is OK.

③ Turn the breaker switch, then the power switch to the "|" position.

① Power switch
② Test button
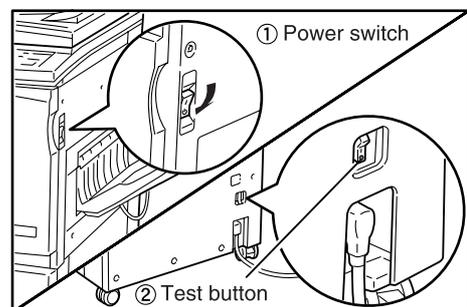
Other Precautions

● When installed at a certain location, the machine may cause interference with radio and television reception. If you notice flickering or distorted images or noises on your audio-visual units, your machine may be causing radio interference. Switch it Off, and if the interference disappears, the machine is the cause of radio interference. Perform the following procedures until the interference is corrected:

  ● Move the machine, and the TV and radio away from each other.
  ● Reposition or re-orientate the machine and/or the TV and radio.

● Unplug the machine, TV, and radio, and replug them into outlets that operate on different circuits.
● Re-orientate the TV and/or radio antennas and cables until the interference stops. For an outdoor antenna, you should ask your local electrician for support.
● Use coaxial cable antennas.

● The machine has a built-in circuit for protection against lightning-induced surge current. If lightning strikes in your neighborhood, switch Off the machine. Disconnect the Power Cord from the machine, and reconnect them only when lightning has stopped.

Operating Safeguards

⚠ WARNING

🚫 Do not place any liquid container such as a vase or coffee cup on the machine. Spilt water can cause fire or electric shocks.

🚫 Do not place any metal part such as staples or clips on the machine. If metal and flammable parts entered the machine, they can short internal components, and cause fire or electric shocks.

🔌 If debris (metal or liquid) entered the machine, switch Off and unplug the machine. Contact your local authorized Panasonic service representative. Operating a debris-contaminated machine can cause fire or electric shocks.

🔧 Never open or remove machine covers that are secured with screws unless specifically instructed in this manual. A high voltage component can cause electric shocks.

🔧 Do not try to alter the machine configuration, or modify any parts. An unauthorized modification can cause smoke or fire.

🔧 This equipment is certified as a Class 1 laser product under IEC60825 and FDA (Food and Drug Administration:USA). This means that the machine does not emit hazardous laser radiation.

Since radiation emitted inside the machine is completely confined within the protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Do not perform any operation apart from the instructions given in the manual. There may be a danger of laser beam leakage.

🚫 Do not place any heavy object on the machine. An off-balance machine can fall over or the heavy object can fall, causing injuries.

⚠ CAUTION

🚫 If you make copies with the document cover open, avoid looking directly at the copy lamp. Direct eye exposure can cause eye fatigue or damage.

🚫 Do not use a highly flammable spray near the machine. It can cause fire.

🚫 When copying a thick document, do not use excessive force to press it against the document glass. The glass may break and cause injuries.

✋ Do not touch areas on or near the Fuser Unit that are affixed with the label, "Hot Surface". You can get burnt as a result. Do not forcefully remove paper that are in the Fuser Unit or wrapped around the Heat Roller. You can get burnt as a result. Switch Off the machine, and contact your local authorized Panasonic service representative.

Do not place a heavy object or lean your elbow on the touch-sensitive panel or display. The panel or display can break and the broken glass can cause injuries.

Do not staple document with punched holes (e.g. perforated paper available in the market) as the resultant detached staples can injure your fingers.

When sliding out a Paper Tray, pull it out slowly. If pulled out with too much force, the tray can hit and injure your knees.

When pushing back the Tray, be careful so that your fingers are not hurt by the pincers.

When opening the Transfer Unit, be careful so that your fingers are not hurt by the pincers.

Do not reach your hand to the back of the Transfer Unit. You can injure your hand this way, or your fingers may be hurt by the pincers.

When removing jammed paper, make sure that no pieces of torn paper are left in the machine. A piece of paper remaining in the machine can cause a fire.

If a sheet of paper cannot be removed or is wrapped around the Heat Roller, do not try to remove it by yourself. Doing so can cause injuries. Switch Off the machine immediately, and contact your local authorized Panasonic service representative.

Do not use papers that conduct electricity (for example, origami paper, carbon paper and coated paper). If the paper is jammed in the machine, it can result in a short circuit or fire.

It is recommended to ventilate the room to keep the environment comfortable during continuous copying runs in a small room.

When removing jammed staples, take care not to injure your fingers.

Other Precautions

● When clearing a paper jam or other fault, follow the appropriate procedures given in this manual.

● As the cooling fan is always switched On to prevent the machine from overheating, it is not an error. Do not block the ventilation outlets of the machine.

● This DP-6000/7000 utilizes tin-lead solder, and has a fluorescent lamp containing a small amount of mercury. Disposal of these materials may be regulated in your community due to environmental considerations. For disposal or recycling information please contact your local authorities, or the Electronics Industries Alliance: "www.eiae.org".

Consumable Safeguards

⚠ WARNING

Never throw a Drum Cartridge into an open flame. Toner remaining in the cartridge can cause an explosion and you can get burnt.

Never throw a Toner Cartridge into an open flame. It can cause an explosion and you can get hurt.

Never throw developer or a developer container into an open flame. It can cause an explosion and you can get hurt.

Never heat the drum in a cartridge, or scratch its surface. A heated or scratched drum can be hazardous to your health.

Other Precautions

● Do not unpack consumables before use. Store consumables in a cool, dry, and clean environment, away from an open flame, and out of direct exposure to sunlight.

● When using consumables, read and observe operating instructions and safeguards written on the package and container.

- Handling Instructions -

- Used Drum Cartridges and Toner Cartridges should be properly disposed of. Contact your local authorized Panasonic service representative for disposal.

- Administer emergency treatment as follows:
  - If toner gets into your eyes, rinse them well with plenty of clean water. Consult a doctor, if necessary.

- If toner adheres to your skin, wash it with soap and water, then rinse it well.
- If you inhale toner, exit the area immediately and gargle with plenty of water.
- If you swallow toner, induce vomiting and consult a doctor immediately.

■Locations of Warning and Caution Labels

To ensure your safety in operating the copier, please read the Warning and Caution Labels pasted on the internal parts of the machine carefully.
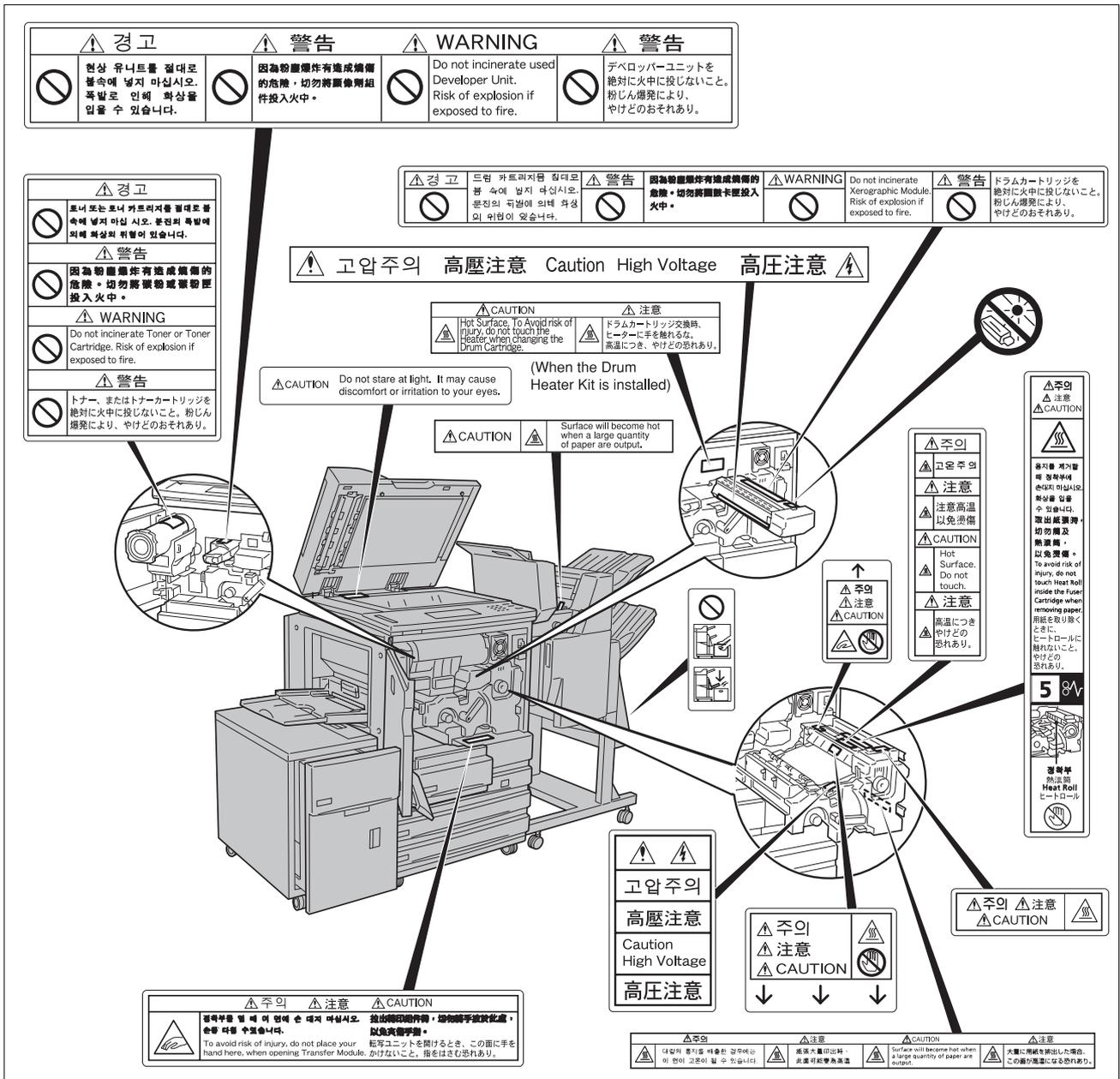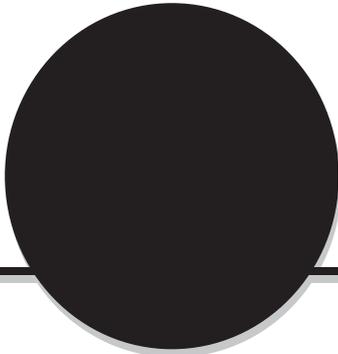
The Objective of the International Energy Star Program

As a member of the International ENERGY STAR® Program, Panasonic confirms that this product satisfies the requirements for International ENERGY STAR® Program standards.

To protect the global environment and conserve energy sources, the International Energy Star Program encourages the following product features. Panasonic confirms the DP-6000/7000 Series satisfy the requirements for this program.

Two-sided Copying Feature

To reduce the volume of copy paper used, the two-sided copying feature is set as a default for this machine. You can copy two single-sided originals on both sides of a sheet of paper. You can also make single-sided copies.
See *4-6: Copying on Two Sides (2 Sided)* of these Operating Instructions for details.

Auto Power Off Feature

This product has a power-saving feature, which turns the machine Off automatically if it is On and not operated for a certain period of time. The default auto shut-off time is set at 60 minutes and above. See *Time-Outs* in *6.1: List of Custom Preset Functions* of these Operating Instructions for details.

Sleep Mode Feature

This product has a power-saving feature, which switches the machine to the sleep mode automatically if the machine is not operated for a certain period of time. In this mode, the machine consumes minimum power. The default sleep mode start time is set as 60 minutes. See the *Operating Instructions (Printer).*

Low Power Mode Feature

This product has a power-saving feature, which switches the machine to the low power mode automatically if the machine is On and not operated for a certain period of time. In this mode the machine lowers the fuser temperature and saves power consumption. The default low power mode start time is set at 15 minutes. The recovery time for low power mode is 29 seconds for machines that prints 50, 60, or 70 copies per minute. See *Time-Outs* in *6.1: List of Custom Preset Functions* of these Operating Instructions for details.
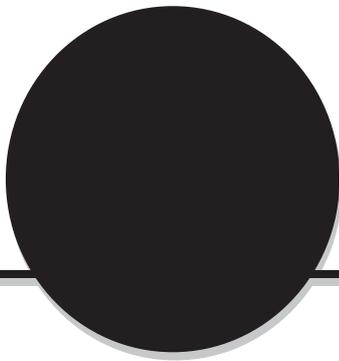
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1

Getting to Know Your Copier

1-1 Main Components and Their Functions

● **Main Components**

1

1	Duplex Automatic Document Feeder (DADF)	Automatically feeds a stack of documents, one sheet at a time, for scanning. For copying a two-sided document, side one is scanned first and the document is flipped in the DADF for side two to be scanned. The DADF serves as the document cover when the document to be copied is placed on the document glass.
2	Power Switch	Switches On/Off the power of the machine.
3	Output Tray (optional)	Receives copies made from the machine. If the optional offset catch tray is installed, each copy set is offset from the previous copy set. This means that the edge of each set is placed to the left or right of the previous copy set to allow easy separation.
4	Lower Right Cover	Open this cover to clear paper jams.
5	Paper Trays 1 to 4	Load paper stock in these trays.
6	Front Door	Open this door to clear paper jams or replace the Drum/Toner Cartridge.
7	Control Panel	Contains operating buttons, indicator lights and the touch panel display.
8	Document Glass	Set originals here.
9	Tray 6 (High Capacity Feeder) (optional)	Up to 3600 sheets of paper can be loaded.
10	Top Cover of Tray 6 (High Capacity Feeder)	Open this cover to clear paper jams.
11	Tray 5 (Bypass)	Load special media and non standard size paper here.

1
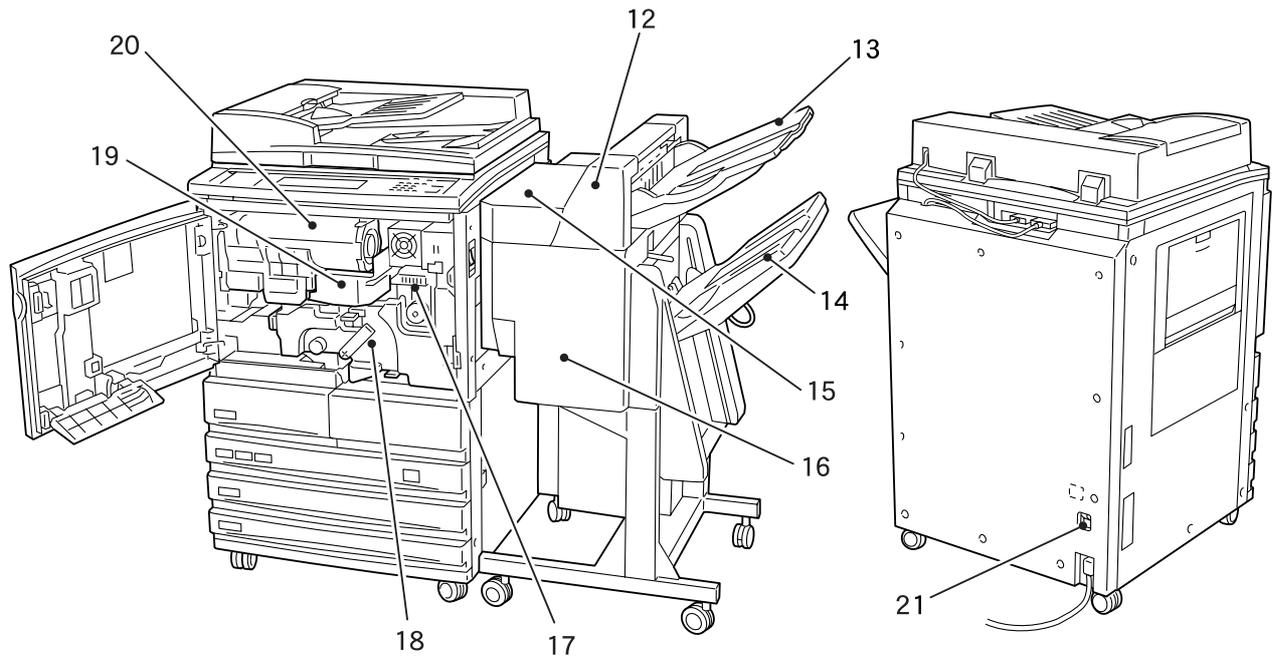
12	Finisher (optional)	Enables stapling and hole-punching.
13	Finisher Tray 1	Receives copy output other than stapled, punched, or high capacity.
14	Finisher Tray 2	Receives stapled, punched, or high capacity copy output.
15	Finisher Top Cover	Open this cover to remove jammed paper.
16	Finisher Front Door	Open this door to remove jammed paper, and replace or remove staples.
17	Fuser Unit	Fixes the printed image on the paper by fusing the toner. Do not touch this unit as it is extremely hot.
18	Transfer Unit	Transfers the toner image on the drum to the paper. Pull out this unit to clear paper jams.
19	Drum Cartridge	Comprises devices such as a photoreceptor drum and charge corona.
20	Toner Cartridge	Contains toner (image forming powder).
21	Breaker Switch	Controls the power supply to the machine. Once leakage is detected, this switch will automatically interrupt the power supply to the machine. It is usually left in the "I" position.

* Indicates that the feature may not be available on certain models.

1

● Control Panel
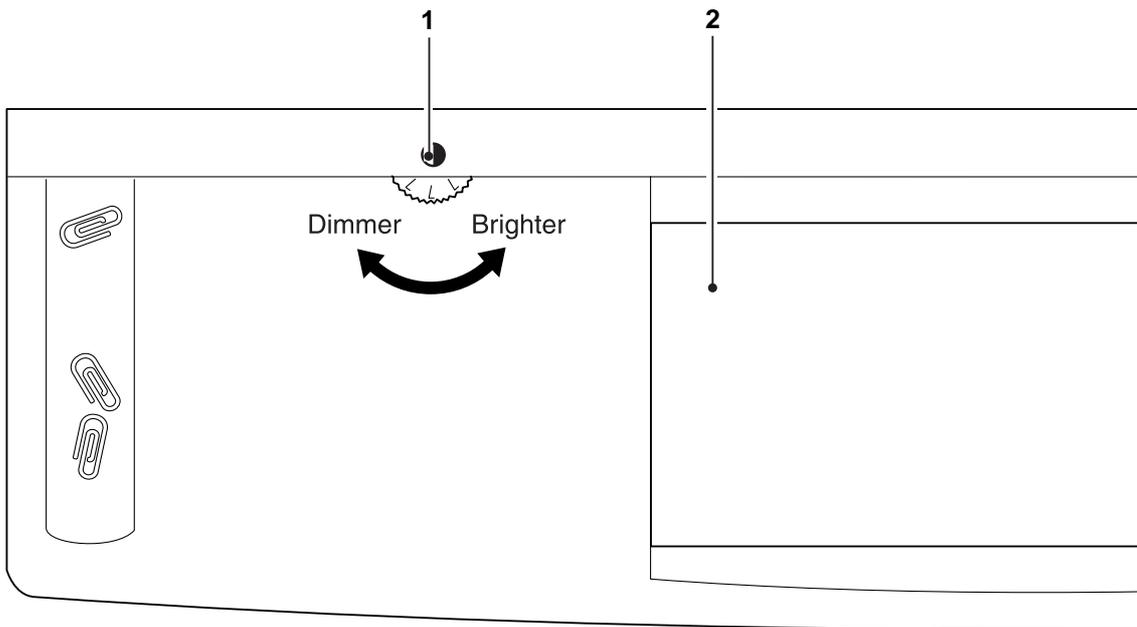
1	Brightness Adjustment Dial	Adjusts the brightness of the Touch Panel display.
2	Touch Panel Display	Touch the feature buttons on this panel to select the desired options for a copy, scan or print job.
3	Settings/Meter Check Button	Press this button to go to the Settings/Meter Check screen or screen for setting printer specifications if the printer function is installed. You can also check the meter reading.
4	Password Button	Press this button to enter the Password (by department/account user) when the Auditron feature is enabled.
5	Interrupt Button/Indicator	Press this button to interrupt the current copy or print job for an urgent job. The indicator light at the upper left lights up when this button is pressed.
6	Power Saver (On/Off) Button	Press this button to reduce the power consumption of the machine and put it in the Power Saver mode which is indicated by the illuminated button. To return to the Ready (Copy) mode, press the lit Power Saver button.

1
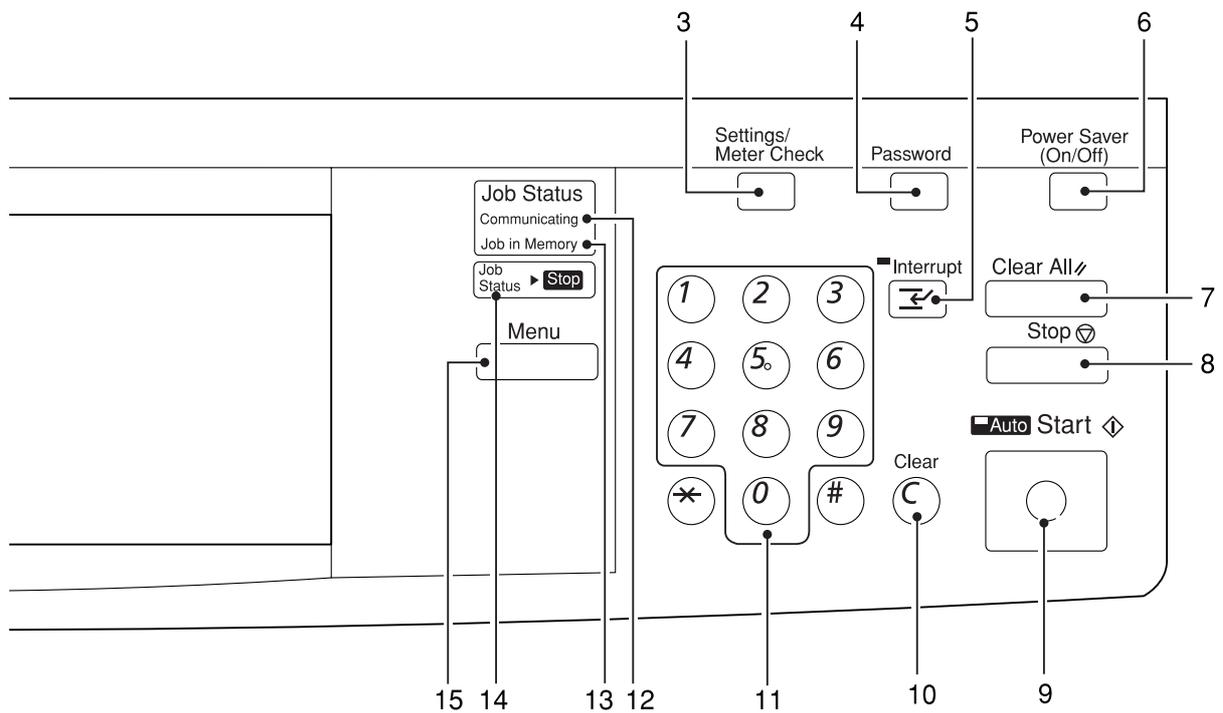
7	Clear All Button	Press this button to clear all settings and return to the default screen.
8	Stop Button	Press this button to stop the current copy or print job.
9	Start Button	Press this button to start copying or scanning. The Auto indicator light at the upper left lights up when Auto Start is activated.
10	Clear C Button	Press this button to delete a wrong character entry, and stop a copy or print job.
11	Numeric Keypad	Use the keys to enter the number of sets to be copied, or numeric values for feature settings.
12	Communicating Indicator*	The indicator lights up when print or scan data are being transmitted.
13	Job in Memory Indicator*	The indicator lights up when data are accumulated in the memory of the machine.
14	Job Status ▶ Stop Button*	Press this button when checking or cancelling the status of copy, print or scan jobs.
15	Menu Button*	Press this button to display the menu screen.

* For models with the printer feature

1-2 Switching On and Off

Switch On the power before operating the copier.
This section will show you how to switch the copier On/Off.

Breaker Switch

The Breaker Switch is normally set to the "I" position. However, when it is not used for an extended period of time or when it is to be relocated, switch it to the "O" position.
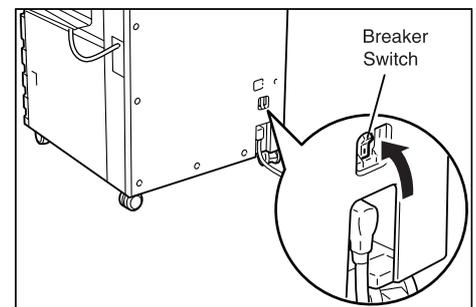
Breaker Switch

Switching On the Power

Turn the power switch to the "I" position.
The power is switched On.

After a while, the default screen appears on the display.
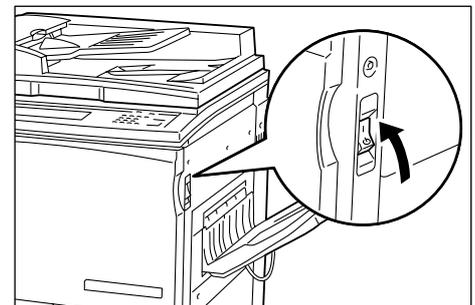
Switching Off the Power

Note

● If the machine is switched On but has been left unused for a fixed period of time, the Power Saver feature will reduce the power consumption of the machine to conserve energy. See *1-5: Saving Power* for details.

Turn the power switch to the "⏻" position.
The power is switched Off.
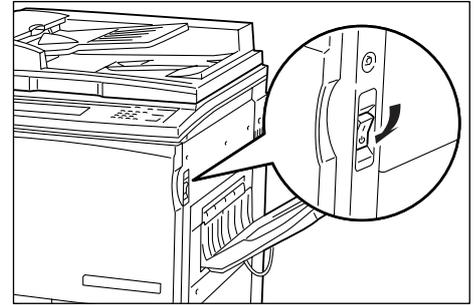
1

Switching Off the Power Automatically

Note

● This feature is available for models with only the copy function. See *Time-Outs in 6-1: List of Custom Preset Functions* on how to change the settings.

IMPORTANT

● The Auto Power Off feature is not available for models with the printer feature.

The Auto Power Off feature will be enabled if the machine has been left unused for a certain duration (factory default is 60 minutes) while the power is On.

Press the switch to the "I" position to switch On the power.

Auto Start

Note

● When the Auto Start feature is activated, "Please wait ... Job will start automatically." appears on the message area of the display. The indicator light at the top left corner of the Auto indicator is lit.
● You can cancel the Auto Start feature by pressing the **Stop** button and then the **Clear C** button.

Load the document while the message "Please wait.." is being displayed. Then press the **Start** button. The document will automatically be scanned once the machine is ready to copy. This is called the **Auto Start** feature.

1-3 Using the Touch Panel Display

You can select a feature shown on the Touch Panel display by touching its corresponding button on the display. Here, the Basic Features screen is used to explain the respective parts of a screen.
In this section, the Touch Panel display will be referred to as the "display".

Feature Status Mark
The status of a feature is indicated by a mark.

Message Area
The status of the machine and its operating instructions are displayed here. The number on the right indicates the number of sets to be copied.

Feature Icon
Explanation on a feature and its settings are represented pictorially.

Free Memory 100%
set(s) 1

Ready to copy

| Paper Supply | Reduce/Enlarge | 1 -> 1 Sided | Basic Features |

Auto

	Auto		100 %	2 Sided	Customised Features
1	8.5x11"	4	11x17"		100%			Features Menu
2	8.5x13"	5	Bypass Tray		Auto	12.3. 12.3.	Stored Jobs
3	8.5x11"	6	8.5x11"		More...	Output/ Finishing	
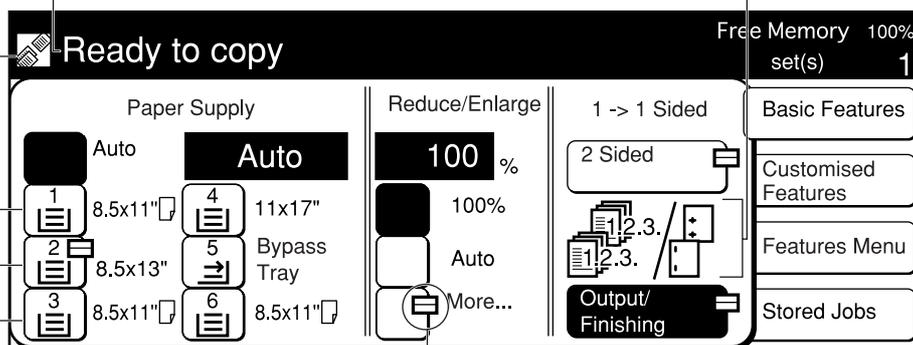
Select one of these buttons to change the display.

The above Paper Supply display is a sample.
Each default setting is
Tray 1 : 8.5 x 11" (A4)
Tray 2 to 4 : 11 x 17" (A3)
Tray 6 : 8.5 x 11" (A4).
Above Trays can be changed.

Feature Button
Touch this button to select or program a feature. The currently selected button is highlighted.

Pop-up Mark
This mark indicates that the button has a pop-up screen for additional selections. Select this button to display the pop-up screen.

⚠️ **Note**

● The features shown on the display (includes message in the message area or the screen) will depend on the installed options and the model of the machine. In the above example, Tray 6 (High Capacity Feeder), and Finisher are installed.
● For models with the printer feature, see the *Operating Instructions (For Printer)*.

Note

● The System Administrator can use the Tools Mode to select the screens to be displayed. See sections on *Feature Defaults* and *Screen Layout* in *6-1: List of Custom Preset Functions* for details.

Note

● The screen on the right has the Tray 6 (High Capacity Feeder), and Finisher installed.

Note

● The screen on the right has the Finisher installed.

Changing the Display Screen

Four screens are available for selection on the display. They are the Basic Features screen, Customized Features screen, Features Menu screen and Stored Jobs screen.

Select the Basic Features, Customized Features, Features Menu or Stored Jobs button located on the right-hand side of the display. The corresponding screen of the selected button will be displayed. The factory default screen when you switch On the power is the Basic Features screen.

The features on the Basic Features screen and the Customized Features screen are also shown on the Features Menu screen. Select the screen that best meets your operating requirements.

Basic Features (factory default)
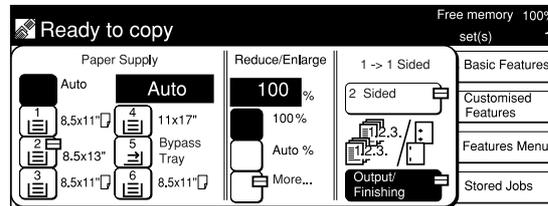
Customized Features (factory default)
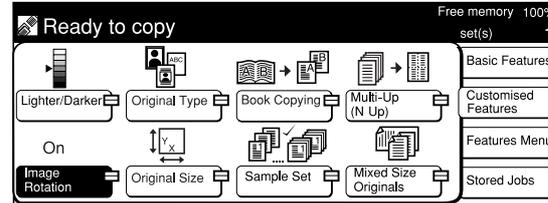
Features Menu
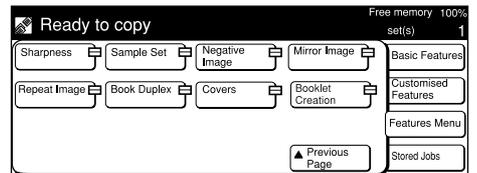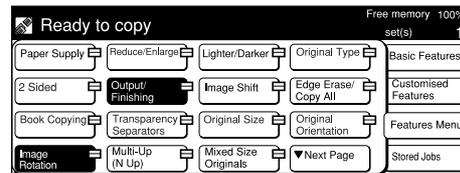
Stored Jobs (factory default)

1
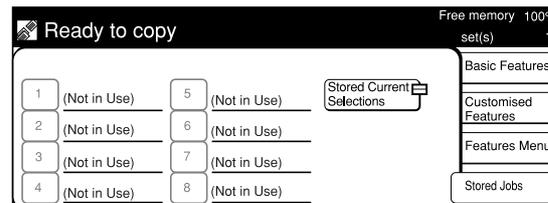
Selecting a Feature

Touch a displayed button to select a feature or value. See "Chapters 4 to 6" for details.

```
┌─────────────────────────────────────────────────────────────┐
│ 🔲 Ready to copy                    Free Memory  100%         │
│                                        set(s)      1          │
│    Reduce/Enlarge               ┌─Cancel─┐  ┌─Save─┐          │
│                                                               │
│   (25−400)    ┌──────┐  ┌ 50%  A3→A5 ┐┌129%  8.5 x 14" ┐     │
│    [100] %    │100 % │   │           ││    → 11 x 17"   │     │
│               └──────┘  └────────────┘└────────────────┘     │
│               ┌ Auto % ┐┌ 64%  11 x 17" ┐┌154% 5.5x8.5"┐┌Variable %┐│
│                         │    → 8.5 x 11" ││   → 8.5 x 14"│        │
│               ┌ 400 % ┐ ┌ 78%  8.5 x 14"┐┌200% A5→A3 ┐┌Independent┐│
│                         │    → 8.5 x 11"││           ││X - Y%     ││
└─────────────────────────────────────────────────────────────┘
```
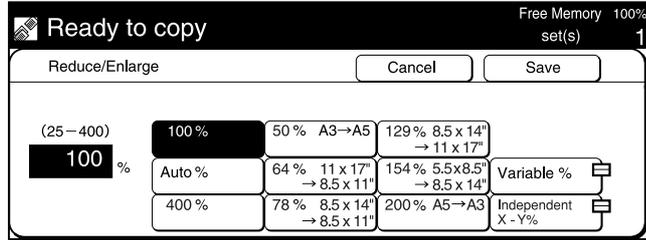
When the feature name is displayed on the button:

┌─────────┐   ┌─────────┐
│ 400%   │   ──────▶   │ 400%   │ (highlighted)
└─────────┘   └─────────┘
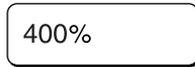
Select **400%**.   **400%** is highlighted indicating
                                that it has been selected.

When there is a pop-up mark attached to the button:

┌──────────────┐
│ Variable % │ ──────▶   [Ready to copy screen with number keypad]
└──────────────┘
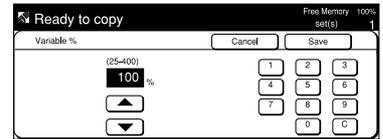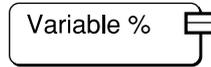
① Select **Variable %**.   ② The screen for selecting
                                      the settings is displayed.

[Ready to copy screen showing 150%]   [Reduce/Enlarge settings screen]
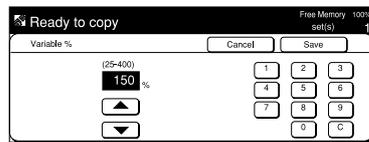
③ Select the options and   ④ The original settings
  values. To confirm, select   screen appears.
  Save. To cancel the
  settings, select **Cancel**.
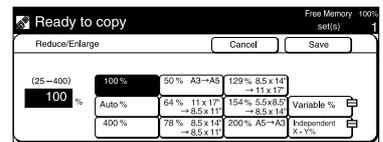
● **When there are Scroll Buttons▲ ▼**

(25-400)   (25-400)

100 %   ➡   **150** %

[▲]   [▲]

[▼]   [▼]
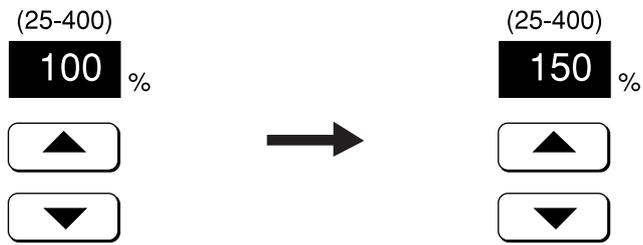
Press ▲▼ buttons.   The value displayed has changed.
Press the button continuously
to change the value rapidly.

● **Functions of the Reset, Cancel and Close/Save Buttons**

| Reset | Returns all the selected features and values to their original settings when the screen was first displayed.

| Cancel | Cancels all the selected features and values of the displayed screen and returns to the previous screen.

| Close | Registers all the settings and returns to the previous screen.
| Save |

● **When a Button Is Not Available**

[▲]   An unavailable button is dim and grey in color.

Message Pop-up and Confirmation Pop-up Screens

A message pop-up screen will be displayed to show warning or caution notes. Select **Close** to exit from this screen.
A confirmation pop-up screen will be displayed when an action requires your confirmation. Select either **Yes** or **No** to exit from this screen.

Message Pop-up Screen

Tools Mode.

Transmission of Service Request has failed.

Please call Panasonic Authorized Dealer.

Close

Confirmation Pop-up Screen

Auditron Administration Mode.

The Passwords, Copy Limits and Copy Volumes will be deleted for all Accounts.

Are you sure?

Yes   No
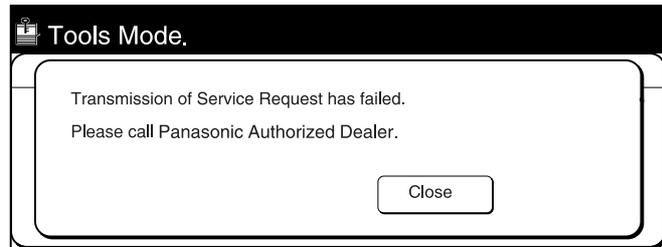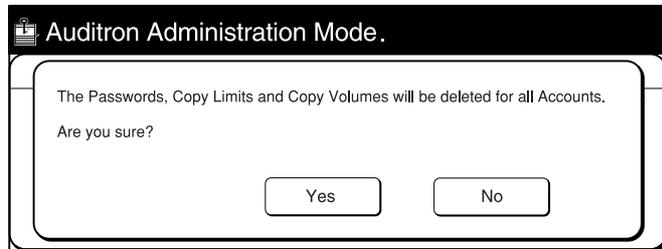
Error Message Screen

An error message screen will be displayed when it is time to replace one of the consumables or when an error will result if you continue to use the copier. This screen will also be displayed when there is paper jammed in the machine or when an internal system failure has occurred. Follow the instructions shown on the screen to resolve the problem.

Paper Jam

Pull out Tray 1 and remove the jammed sheets.

If paper is at the rear of the tray, open the front door of the machine to access the sheet.
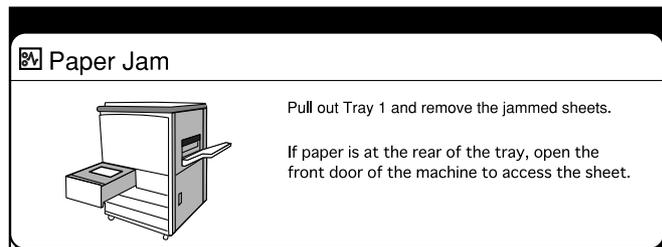
Power Saver Screen

The display on the screen disappears and the Power Saver indicator light is On when the Power Saver feature is activated. Press the **Power Saver (On/ Off)** button again to display the default screen.

1-4 Entering Password
(When the Auditron Feature is Enabled)

See

Note

● The screen on the right has the Tray 6 (High Capacity Feeder), and Finisher installed.

The Auditron feature allows you to control the number of copies that a department (account user) can make by assigning a password to the user. The diagram shows the relationship between the Password Entry screen and the default screen. This section describes the procedures for entering the password when the Auditron mode is On.
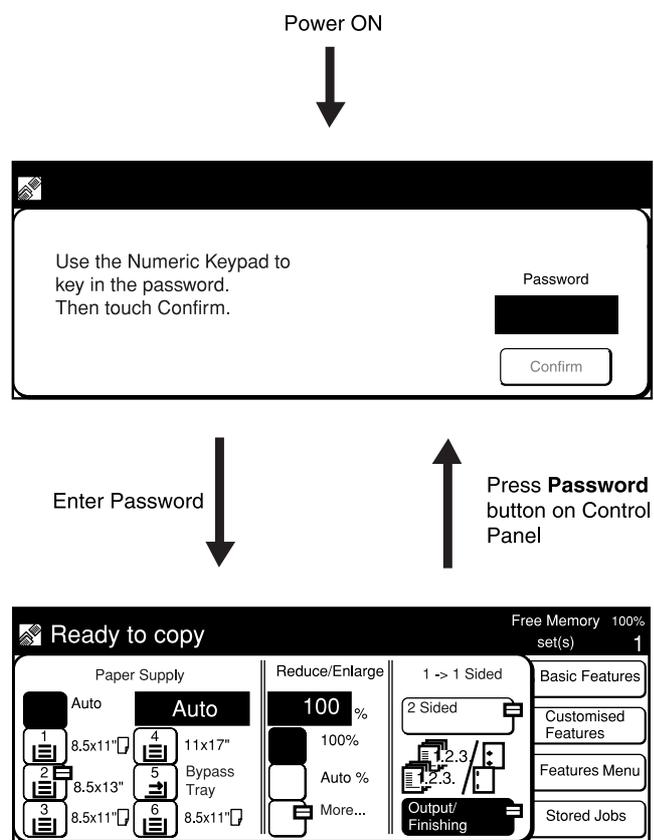
1

Power ON

Use the Numeric Keypad to key in the password. Then touch Confirm.

Password

Confirm

Enter Password

Press **Password** button on Control Panel

Ready to copy

Free Memory 100%
set(s)   1

Paper Supply

Auto

Auto

1 8.5x11"
2 8.5x13"
3 8.5x11"
4 11x17"
5 Bypass Tray
6 8.5x11"

Reduce/Enlarge

100 %
100%
Auto %
More...

1 -> 1 Sided

2 Sided

1.2.3.
1.2.3.

Output/ Finishing

Basic Features

Customised Features

Features Menu

Stored Jobs

1

Procedure

1 When the Password screen is being displayed, enter your Password by using the keypad.

Each input digit is represented by an asterisk.

```
Use the Numeric Keypad to
key in the password.
Then touch Confirm.

                                    *****

                                    Confirm
```

2 Select **Confirm**.
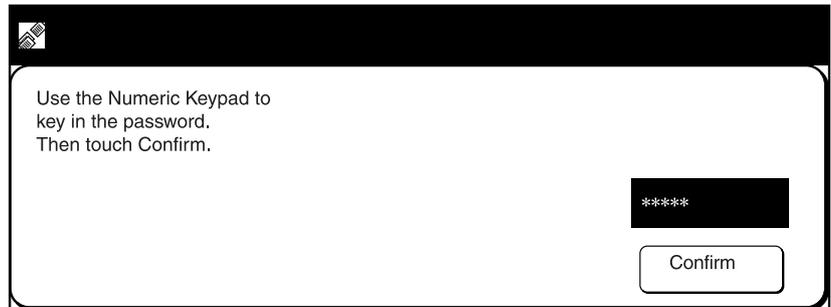
```
Use the Numeric Keypad to
key in the password.
Then touch Confirm.
                                    Password

                                    *****

                                    Confirm
```

3 The default screen appears.

```
Ready to copy                        Free memory  100%
                                     set(s)        1

Paper Supply          Reduce/Enlarge   1 -> 1 Sided    Basic Features

Auto    Auto            100 %          2 Sided        Customised
                                                       Features
1  8.5x11"   4  11x17"     100 %
                                     1.2.3.           Features Menu
2  8.5x13"   5  Bypass     Auto %    1.2.3.
                Tray
3  8.5x11"   6  8.5x11"    More...   Output/          Stored Jobs
                                     Finishing
```
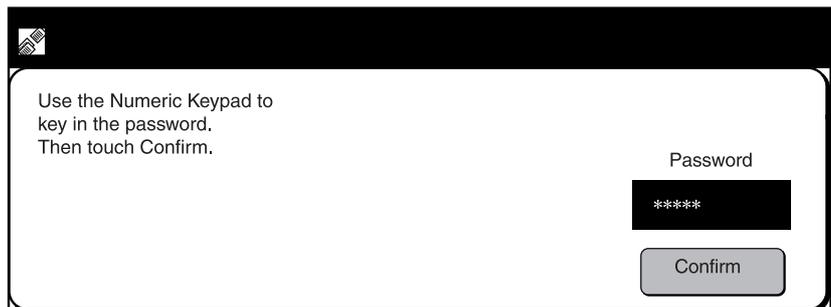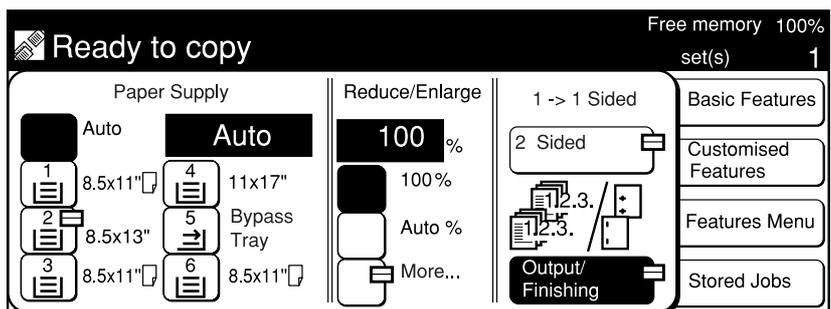
4 After you have finished with your copying, press **Password** to return to the Password Entry screen.

Password

1-5 Saving Power

The machine has a power-saving feature, which lowers the power consumption when copying is stopped for a period of time. This consists of two modes based on the level of power consumption.

Low Power Mode (Power Saver Mode)
Power consumption: 120 V model: 206 W, 220-240 V model:208 W
The power of the control panel and fuser unit lowers. The display is unlit.
The Power Saver light on the control panel is lit.

- To copy, press the **Power Saver (On/Off)** button.
  The Power Saver light is unlit and the Power Saver mode is cancelled.

Power Off Mode (Sleep Mode)
Power consumption: 120 V model: 6 W, 220-240 V model: 7 W
The power switch automatically changes to the "⏻" position and the power is switched Off.

- To copy, turn the power switch to the "I" position.
  The power is switched On and the display shows the default screen.

● For Models Which Come with the Printer Feature

Low Power Mode
The power of the control panel and fuser unit lowers. The display is unlit.
The Power Saver light on the control panel is lit.

- To copy, press the **Power Saver (On/Off)** button.
  Operating Instructions (For Printer)

Sleep Mode
The power of the fuser unit is cut. The display is unlit.
The Power Saver light on the control panel is lit.

- To copy, press the **Power Saver (On/Off)** button.
  The Power Saver light is unlit and Power Saver mode is cancelled.

Note

- Normal power consumption during machine standby is 270 W.
- When the machine is not used for a set period of time, it automatically goes into the low power mode (Power Saver mode) (factory default is 15 minutes). In addition, after a set period of time, it shifts to the power Off mode (Sleep Mode) (factory default is 60 minutes).
- These time-out periods can be changed. See *Time-Outs* in *6-1: List of Custom Preset Functions* for details.

Note

- When the machine is not used for a set period of time, it automatically goes into the low power mode (factory default is 15 minutes). In addition, after a set period of time, it shifts to the Sleep Mode (factory default is 60 minutes).
- For models which come with the printer feature, see the *Operating Instructions (For Printer)* regarding setting the power-saving feature.
- Sleep mode can be disabled. See the *Operating Instructions (For Printer).*

1

Entering Power Saver Mode Automatically

When the machine is not used for a set period of time, it automatically goes into the Low Power Mode (Power Saver Mode). In addition, after a set period of time, it shifts to the Power Off Mode (Auto Power Off Mode).

● **For Models Which Come with the Printer Feature**

When the machine is not used for a set period of time, it automatically goes into the Low Power Mode. In addition, after a set period of time, it shifts to the Sleep Mode.

Using the Power Saver Mode

You can enable the Low Power Mode manually when you are not making copies for a period of time.

Procedure

1 Press **Power Saver (On/Off)**.

Power Saver
(On/Off)

The power saver light is turned On and the machine is in the Power Saver Mode.

● **Disabling the Power Saver Mode**

Procedure

1 Press **Power Saver (On/Off)**.

Power Saver
(On/Off)

The power saver light is turned Off and the Power Saver Mode is disabled.

2

Loading Paper

2-1

What Paper to Use

This section describes the paper stock that can be used on this machine.

Weights of Paper

Note

- The Tray 6 (High Capacity Feeder) is optional.
- For two-sided copying, use 15 - 34 lbs paper.

The weights of paper for the respective trays are as shown below.

Tray	Paper Weight
Tray 1	15 - 34 lbs
Trays 2 to 4	15 - 34 lbs
Tray 5 (Bypass)	15 - 58 lbs
Tray 6 (High Capacity Feeder)	15 - 34 lbs

Paper Size and Tray Loading Capacity

IMPORTANT

- Do not use paper with glue or tape on it.
- For curled paper, uncurl them before loading.
- You cannot make two-sided copies onto paper smaller than 5.5 x 8.5".

The applicable paper size and the loading capacity for the respective trays are shown below.

Tray	Valid Paper Sizes	Paper Tray Capacity
Tray 1	A5, A5 ▯, B5 ▯, A4 ▯, 5.5 x 8.5", 8.5 x 11" ▯	1000 sheets
Trays 2 to 4	A5, A5 ▯, 5.5 x 8.5", B5, B5 ▯, A4, A4 ▯, 8.5 x 11", 8.5 x 11" ▯, 8.5 x 13", 8.5 x 14", B4, Pa Kai, A3, 11 x 17"	550 sheets each
Tray 5 (Bypass)	A6, B6, A5, A5 ▯, B5, B5 ▯, A4, A4 ▯, B4, A3, Pa Kai, 5.5 x 8.5", 8.5 x 11", 8.5 x 11" ▯, 8.5 x 13", 8.5 x 14", 11 x 17"	50 sheets each
Tray 6 (High Capacity Feeder)	B5 ▯, A4 ▯, 8.5 x 11" ▯	3600 sheets

Types of Special Media

Note

● The special media mentioned on the right cannot be used for 2-Sided copying.

IMPORTANT

● Do not use paper with glue or tape on it.
● Special Media cannot be loaded in Trays 1 and 6 (High Capacity Feeder) (optional).
● Load perforated paper with the holes toward the back of the tray.

The types of media for the respective trays are as shown below.

Tray	Special Media
Trays 2 to 4	Transparencies, perforated paper (30-hole)
Tray 5 (Bypass)	Transparencies, perforated paper (30 hole), tracing paper, label stock

⚠ CAUTION   Do not use conductive paper, e.g folding paper, carbonic paper and coated paper. When paper jam occurs, they can cause fire or electric shocks.

2

2-2 *Storing and Handling Paper*

2

Observe the following when storing paper:
- Always store paper in a cabinet or at a place with low humidity. Damp paper may cause jams or affect the image quality.
- Always re-pack unused paper, preferably with desiccant.
- Always store paper on a flat surface to prevent bending or curling.

Observe the following when handling paper:
- Do not combine and load paper left-over from different reams into a tray.
- Do not use folded or wrinkled paper.
- Do not load mixed size paper into a tray.
- Always fan transparencies or labels before loading to prevent jamming or multi-sheet feeding.

Handling Curled Paper

If the output paper curls badly and cannot be properly delivered to the output tray, remove the paper stock from the selected tray. Turn the stack of paper over in the tray so that the last sheet is now the first sheet. Then re-load the paper stock into the paper tray.

2-3 Loading Paper

The following screen will appear when paper runs out during a copy job. Add paper according to the displayed instructions. After adding the paper, you can resume the copy job by pressing the **Start** button.

Note

● During a copy job, paper can be added to a tray not selected for the current job that is in progress.

Free Memory 90%

📄 Add Paper

Tray 1 has run out of paper.
Add 8.5 x 11" paper to the tray.

Or press C button to cancel the job.
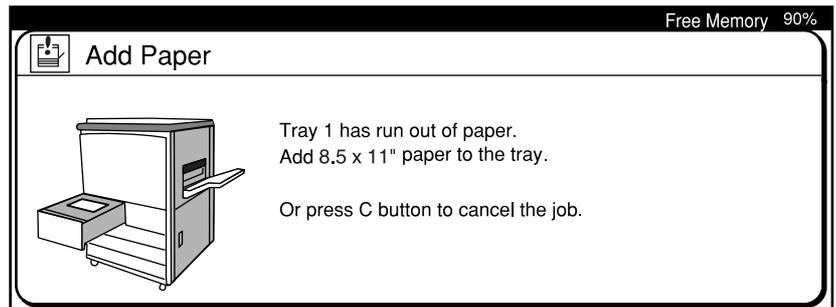
This section will show you how to add paper to Trays 1 to 4, Tray 5 (Bypass), and Tray 6 (High Capacity Feeder).

Loading Paper in Trays 1 to 4

Note

● The capacity of Tray 1 is 1000 sheets while Trays 2 to 4 each has a capacity of 550 sheets.

Add paper to Trays 1 to 4 according to the procedures shown below.

Procedure

■ ■

1 Pull out the empty tray until it stops.

⚠ **CAUTION** When pulling out a paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.

IMPORTANT

● Do not load paper above the MAX fill line.
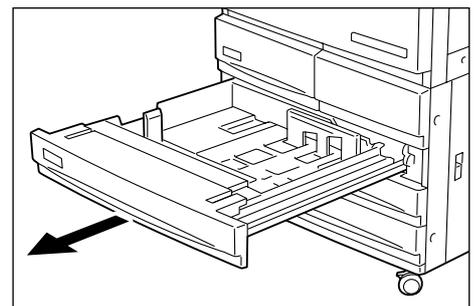
2 Align and load the paper stock against the right side of the tray with the side where the image is to be copied facing upwards.
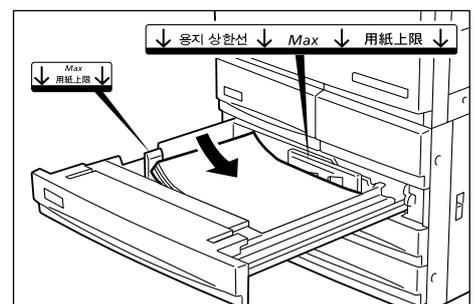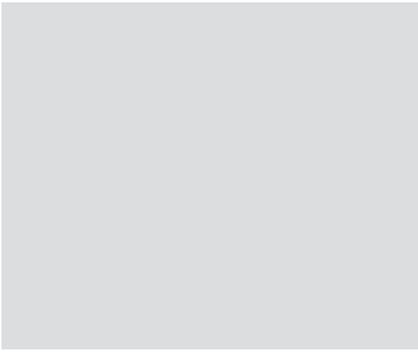
3 Push the tray in slowly until it stops.

The message, "Ready to copy. Press Start to continue or press C button to cancel the job." appears on the display once you have properly replenished the tray.

Loading Paper in Tray 5 (Bypass)

Load special media, non-standard size paper, which cannot be loaded in Trays 1-4, Tray 6 (High Capacity Feeder) (optional), and Tray 5 (Bypass).

Procedure

1 Open Tray 5 (Bypass) by holding the grip on the left side of the machine.
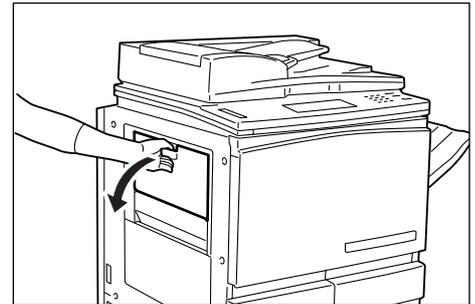
If necessary, pull out the Extension Tray.
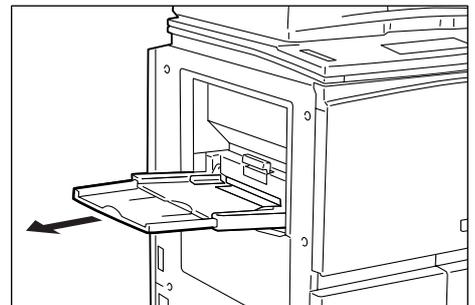
2 Load paper with the side to be copied facing up and inserting them till they touch the back of the tray.
Make sure the edges of paper towards you are aligned.
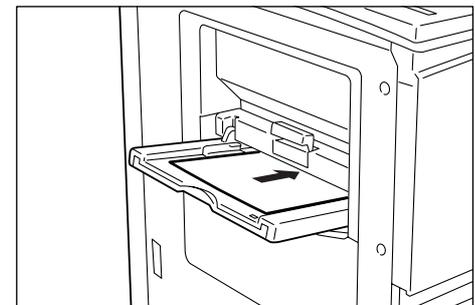
3 Move the Paper Guide to touch the paper.
Tray 5 (Bypass) under Paper Supply of the Basic Features screen becomes selectable.
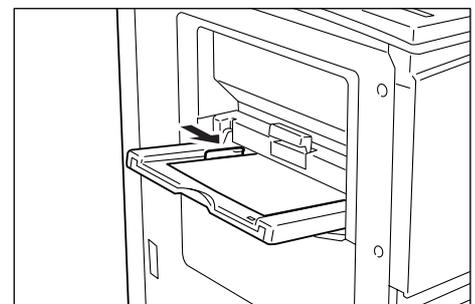
Loading Paper in Tray 6 (High Capacity Feeder) (optional)

2

✎ Note

● Tray 6 (High Capacity Feeder) is optional.
● The capacity of Tray 6 (High Capacity Feeder) (optional) is 3600 sheets.

IMPORTANT

● Do not load paper above the MAX fill line.

Load paper in Tray 6 (High Capacity Feeder) (optional) by following the procedures below.

Procedure

1 Pull the tray out slowly until it stops.

⚠ **CAUTION** When pulling out a paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.
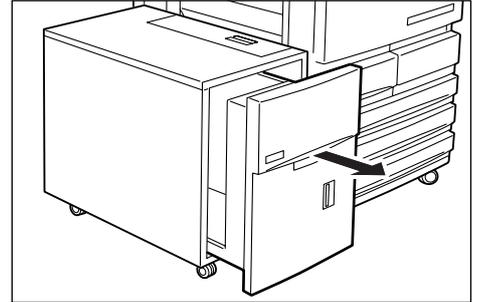
2 Align and load the paper against the right side of the tray with the side where the image is to be copied facing upwards.
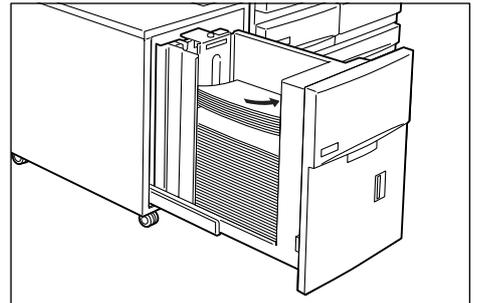
3 Push the tray in slowly until it stops.
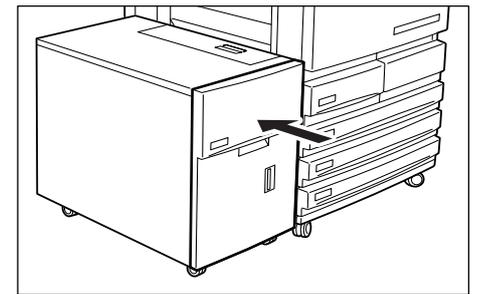
2-4 Changing the Paper Tray Size

Changing the Size of Tray 1

IMPORTANT

● Paper jam may occur if the paper size has not been changed correctly.

Follow the procedures shown below to change the size of Tray 1 in order to load paper stock of the desired size.

For changing paper size A5↔5.5 x 8.5", you have to do it via the Tools Mode screen.

Procedure

1 Pull Tray 1 out until it stops.
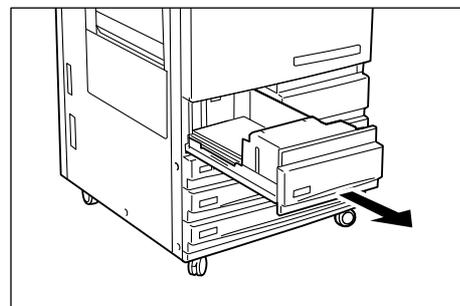
⚠ **CAUTION** When pulling out a paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.

2 Remove any paper still in the tray.
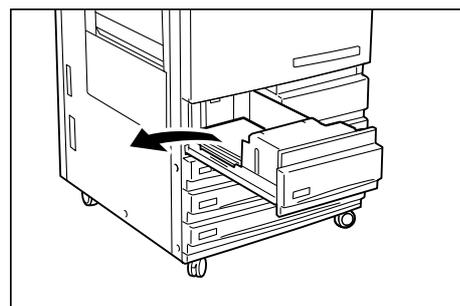
3 Pinch and hold the release on the Lever as shown in the diagram. Then push the Lever to the rear of the tray.

Lever

2
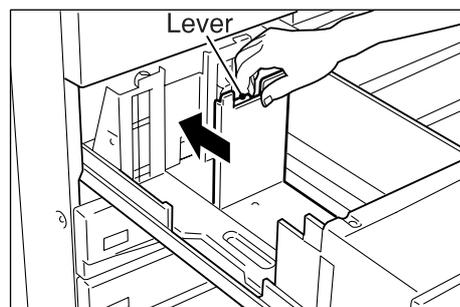
4 Place paper stock of the desired size against the bottom-right corner of the tray.
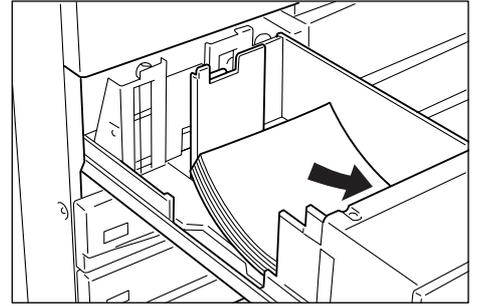
5 Pinch and hold the release on the Lever again and push the Lever forward until it touches the edge of the paper.

Lever
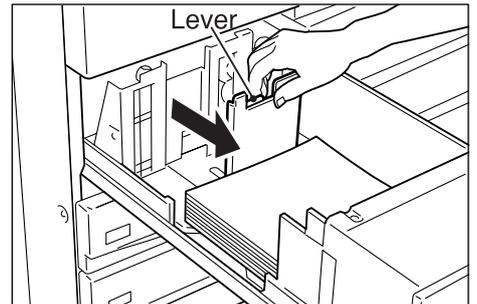
6 Paste the new Paper Size Label on the front of the tray.

5.5 x 8.5"

Note

● After changing from A5↔5.5 X 8.5", there is a need to adjust settings in Tools Mode screen. See *Original/Paper Size Sensing* of *6.1: List of Custom Preset Functions*.

7 Push Tray 1 in slowly until it stops.

Changing the Size of Trays 2 to 4

IMPORTANT

● After changing paper size, follow the steps from Step 9 to adjust settings on the Tools Mode screen.

Request assistance from your System Administrator if you need to change the size of Trays 2 to 4. Your System Administrator can follow the procedures shown below to make the changes.

Procedure

1 Pull out the tray that you want to change until it stops.

⚠ **CAUTION** When pulling out a paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.
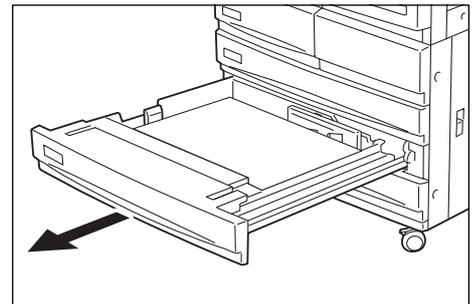
2 Remove any paper still in the tray.
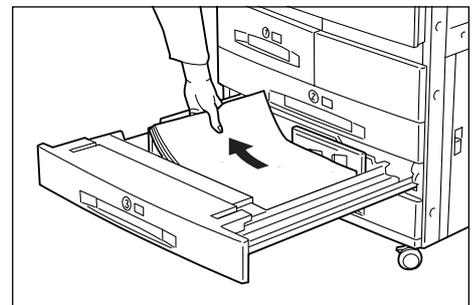
3 Use a screwdriver to remove the three screws as shown in the diagram.
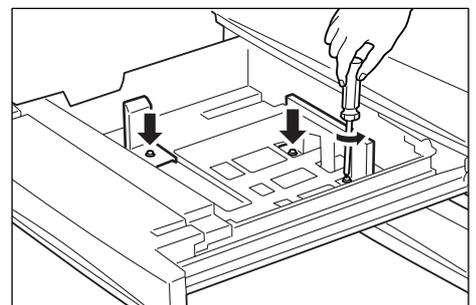
2

4 Place paper stock of the desired size against the bottom-right corner of the tray.
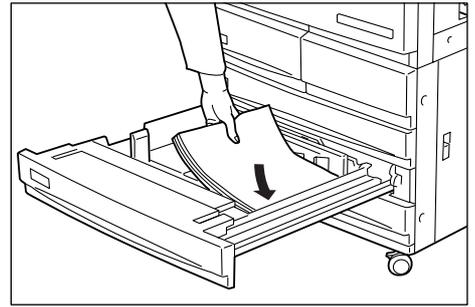
5 Adjust the Paper Guides according to the size of the paper.
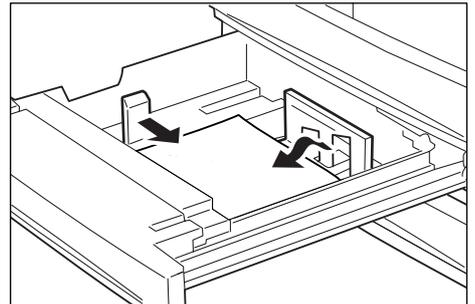
6 Remove the paper from the tray and use a screwdriver to fasten the screws as shown in the diagram.
Check that the Paper Guides are locked at the holes with the screws tightened. Then re-load the paper.
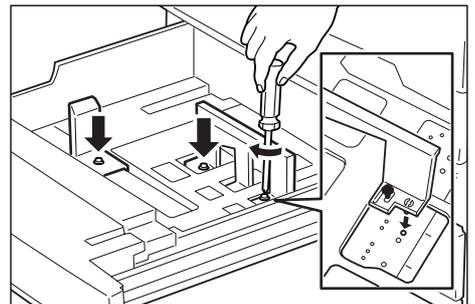
7 Paste the new Paper Size Label on the front of the tray.

8.5 x 11"
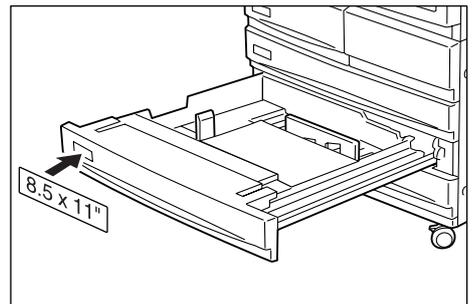
8 Push the tray in slowly until it stops.
Refer to the procedures described on the following page to change the paper size.

9 Press **Settings/Meter Check** on the control panel.

Settings/
Meter Check
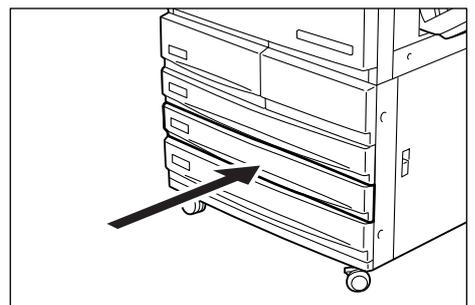
● The screen on the right has the Auditron mode enabled. For details, refer to *Chapter 9 Using the Auditron Feature*.

10 Select **Tools Mode**.

⊞ System Settings/Meter Check Screen.

Menu				Close
Meter Check	Stored Jobs (Store/Delete)	Toner Level Adjustment	Check Consumables	Tools Mode
Document/ Copy Counter		Fuser Cleaning		
Accounts Meter Check				Auditron Admin. Mode

Note

● If you made a mistake while entering the Access Number, press the **Clear C** button to clear and re-enter.
● The factory default Access Number is "11111".

See

● Changing the Access Number of the administrator in *6-3: Configuring the Machine with Tools Mode* for information on how to change the Access Number.

11 Enter the Access Number of the System Administrator by using the keypad and select **Confirm**.
Each input digit is represented by an asterisk.

▣ Tools Mode.

Tools Mode - Access Number Entry Screen   Close

Key in the Access Number with the   Access Number
Numeric Keypad. Then touch Confirm.
*****

Confirm

Note

● For models with the printer feature, the screen displayed differs.

12 Select **Paper Tray Attributes**.

▣ Tools Mode.

Tools Menu			Exit Tools
Paper Tray Attributes	Audio Tones	Original Size Defaults	Original/Paper Size Sensing
Feature Defaults	Time-Outs	R/E Presets	Change of Access Number
Screen Layout	System Setup	Image Quality	
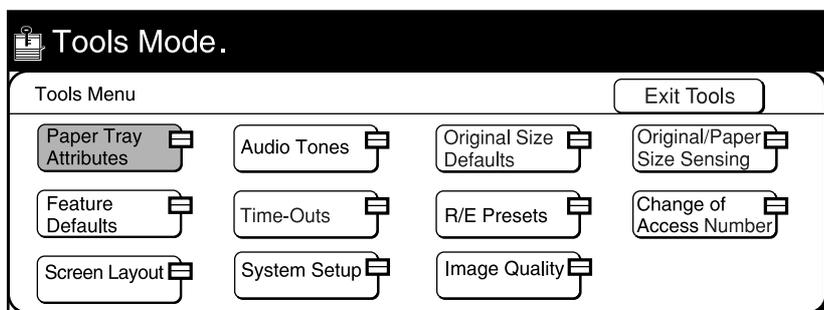
13 Select **Paper Sizes**.

Note

● The tray can also be selected directly by touching its button on the display.
● As Tray 1 and Tray 6 (High Capacity Feeder) (optional) can automatically detect the loaded paper size, they are not shown on the screen on the right.

14 Select the tray that you have changed by using the ▲ ▼ buttons. Then select **Change Settings**. For example, select **Tray 3**.

	Tools Mode.	
Paper Sizes		Close

Items	Current Settings
Tray 2	8.5x11" ⬜ No Display
Tray 3	8.5x11"
Tray 4	11x17"

▲ ▼

Change Settings
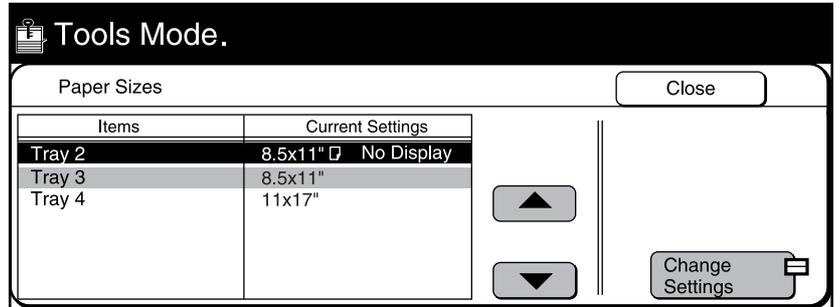
15 Select the desired preset paper size. If the preset paper size is measured in inches, select **Inch Size**. Then select the desired paper size.

	Tools Mode.	
Tray 3		Save

	8K (267x388mm)	11x17"
	8.5x14"	8.5x13"
A/B Series Size	8.5x11"	8.5x11" ⬜
Inch Size	5.5x8.5"	
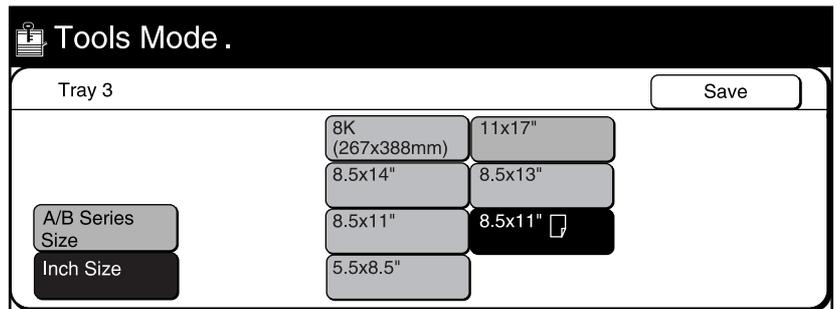
16 Select **Save** once and **Close** twice.

17 Select **Exit Tools**.
The paper size of the selected tray is changed.

Changing the Size of Tray 6 (High Capacity Feeder) (optional)

Note

● Tray 6 (High Capacity Feeder) is optional.

IMPORTANT

● Paper jam may occur if paper size has not been changed correctly.

This section explains the procedures for changing the paper sizes to be loaded in Tray 6 (High Capacity Feeder).
Paper sizes that can be loaded are B5▯, A4▯, and 8.5 x 11"▯.

Procedure

1 Pull Tray 6 (High Capacity Feeder) out slowly until it stops.
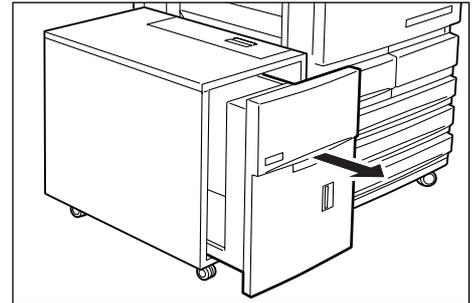
⚠ **CAUTION**   When pulling out a paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.

2 Remove any paper still in the tray.
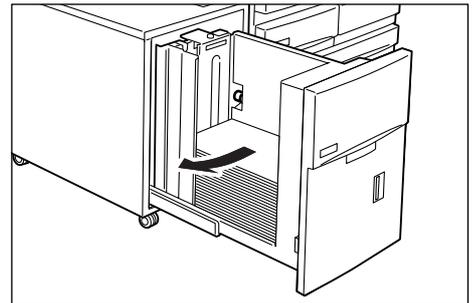
3 Turn the screw to remove the Inner Guide.
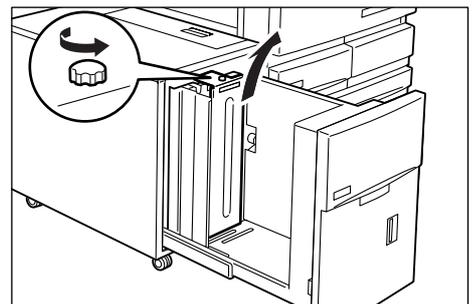
4 Adjust the Inner Guide to the hole and fasten the screw. When changing to A4▯ or 8.5 x 11"▯, proceed to Step 7.

2

5 When the paper size is changed to B5 ▯, remove the Horizontal Guide from the right side of the tray.
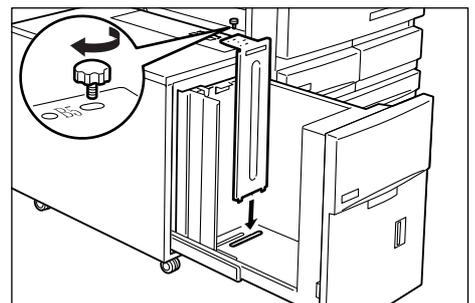
● When B5 ▯ is changed to A4 ▯ or 8.5x11" ▯, remove the Horizontal Guide from the (B5) slot and store it on the right side of the tray and tighten the screw.
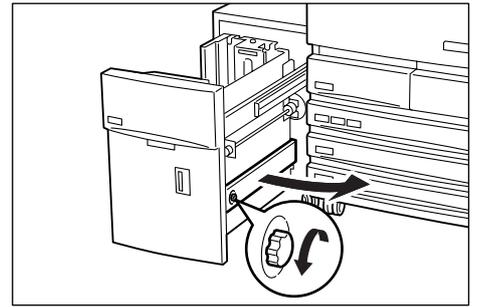
6 Insert the Horizontal Guide into the (B5) slot and fasten the screw.
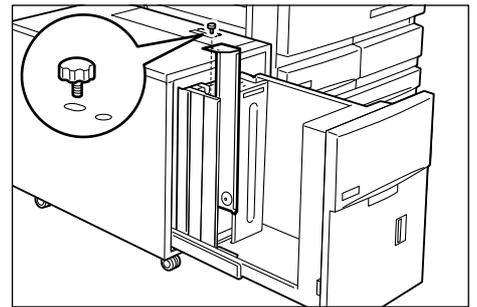
7 Place the paper against the bottom-right corner of the tray.
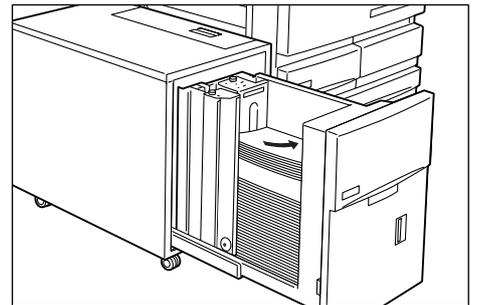
8 Paste the new Paper Size Label on the front of the tray.
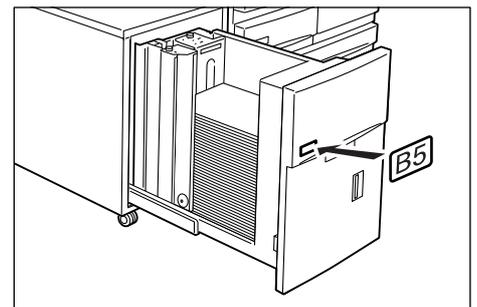
9 Push the tray in slowly until it stops. When pushing back Tray 6 (High Capacity Feeder), do not place your hand on the front of the tray. You may hurt your fingers if you do so.

3
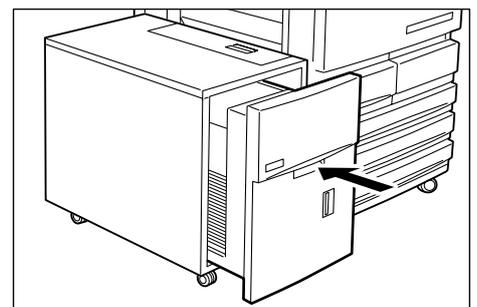
Loading Documents

3-1

Documents

Place document on the Document Glass or load it in the Duplex Automatic Document Feeder (DADF).

Place the following types of documents on the Document Glass. They will cause jams when loaded in the DADF.

● Documents that are relatively heavy, for example, brochures and booklets
● Torn, wrinkled, paste-up, punched-hole, folded or curled documents
● Paper-clipped or stapled documents
● Documents with carbon on the reverse side
● Highly transparent documents such as transparencies and tracing paper that have been pencilled
● Heat-sensitive paper

Observe the precautions described in the following sections when loading documents in the DADF or when placing them on the Document Glass.

Loading Documents in the DADF

● Do not hold on to a document while it is being fed into the scanner. This may cause a document misfeed.
● Do not allow excessive sheets of documents to accumulate in the Document Tray. Never place anything on the Document Tray as it may result in a document jam.
● When opening the DADF, gently lift it up until it stops. Never force it up.
● The DADF cannot detect the size of transparencies and tracing paper.
● The DADF accepts the following types of documents.
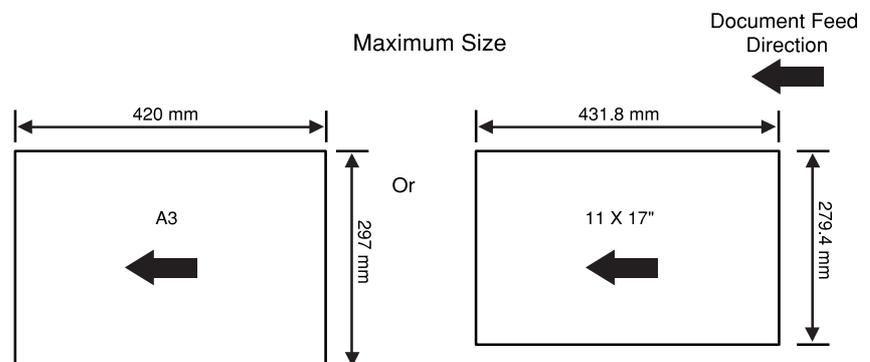
Maximum Size

Document Feed Direction

420 mm

A3

297 mm

Or

431.8 mm

11 X 17"

279.4 mm

Minimum Size

210 mm | A5 | 148 mm

Or

216 mm | 5.5 x 8.5" | 140 mm
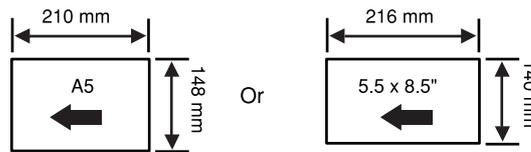
- Paper Weight : 1-Sided : 10 - 34 lbs or 38 - 128 g/m²
  2-Sided : 13 - 28 lbs or 50 - 105 g/m²
- Capacity : 50 sheets

● When using the DADF, the paper sizes, which can be automatically detected by the machine are A5, A5◻, B5, B5◻, A4, A4◻, 8.5 x 11"*, 8.5 x 11"◻, B4, A3, 11 x 17", and 8.5 x 13".
However, using Tools Mode, you can change A5 to 5.5 x 8.5", A4 to 8.5 x 11", A4◻ to 5.5 x 11"◻, B4 to 8K (267 x 388 mm), A3 to 11 x 17", and 8.5 x 13" to 8.5 x 14".

3

Placing Documents on the Document Glass

● The largest document size that can be placed on the Document Glass is shown below. There is no limit on the smallest size.

420 mm | A3 | 297 mm
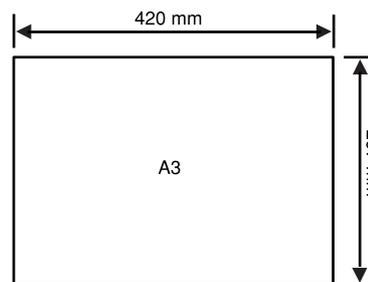
● When using the Document Glass, the paper sizes, which can be automatically detected by the machine are A6, B6, B6◻, A5, A5◻, 5.5 x 8.5", 5.5 x 8.5"◻, B5, B5◻, A4, A4◻, 8.5 x 11"◻, 8.5 x 11", 8.5 x 14" (or 8.5 x 13"), B4, 8K (267 x 388 mm), A3, and 11 x 17".

⚠ **CAUTION**

● If you make copies with the document cover open, avoid looking directly at the copy lamp. Direct eye exposure can cause eye fatigue or damage.
● When copying a thick document, do not use excessive force to press it against the Document Glass. The glass may break and cause injuries.

3-2 *Loading Documents*

Load the documents in the DADF or place it on the Document Glass.

● Loading Documents in the DADF

The DADF lets you load a stack of documents for feeding to the scanner one sheet at a time, and output them after scanning. 50 sheets can be loaded each time, thus saving time of loading documents manually.

● **Procedure**

Note
● The DADF cannot be used for some types of documents. See *Loading documents in the DADF* in *3-1: Documents* for the details.
● For originals of mixed sizes, see *5-5: Loading Mixed Size Originals (Mixed Size Originals)*.

1 Align the lead edges of your documents.
Remove any paper clips, staples and Post-it® Notes before making copies.

Note
● Align the lead edges of your documents.
● Document feeder jams may occur if the Document Guide is not positioned correctly.

2 Load documents face up (side one should face up in the case of two sided copying) against the rear guide.
The confirmation light becomes lit.
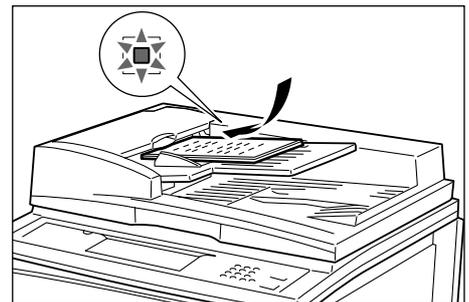
3 Move the Document Guide to gently touch the document.
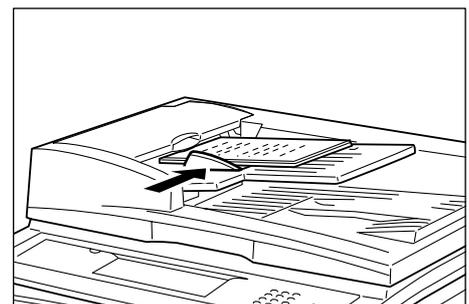
- -
● **Note when copying 51 sheets of documents or more**
50 documents can be loaded each time, but documents can be added for continuous scanning up to a total of 700 sheets (350 sheets for two-sided copying). During the scanning of the first document loaded, select **Next Document** on the screen. After scanning has ended, add documents and press **Start** to continue scanning other documents.
Select **End Job** if there are no further documents for scanning.
However, when **Stapling**, **1 -> 2 Sided**, or **Multi-Up (N Up)** is selected, no documents can be added for scanning.
- -

Placing Documents on the Document Glass

See

● Placing documents on the Document Glass in *3-1: Documents* for information on the types of documents that can be placed on the Document Glass.
● For documents of mixed sizes, see *5-5: Loading Mixed Size Originals (Mixed Size Originals)*.

IMPORTANT

● Open the document cover until the cover is completely released from the sensor rod (approximately 11.8 in (30 cm) and above). Otherwise, the machine may not be able to accurately detect the size of the document.

Note

● When copying highly transparent documents such as tracing paper or transparencies, stains on the document cover may also be copied. To prevent this, cover the document with a piece of white paper the same size as the document before closing the document cover.
● If a document is folded or curled, its size may not be correctly detected. Put a stack of white paper of the same size on the document, and make sure it comes into close contact with the Document Glass.
● You need to specify the document size if you have selected certain features. See *5-12: Selecting the Original Size (Original Size)* for details.
● For collated copying, up to 700 sheets can be continuously scanned. See *4-7: Collating Copy Output (Output/Finishing)* for collated-copying.

Note

● By factory default, document orientation is set to **Head to Top**.
● See *5-10: Selecting the Original Orientation (Original Orientation)* .
● Do not place the document like this if you have selected **Head to Left**.
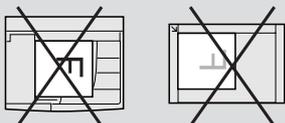
● Procedure

1 Open the document cover.

Approx. 11.8 in (30 cm) and above
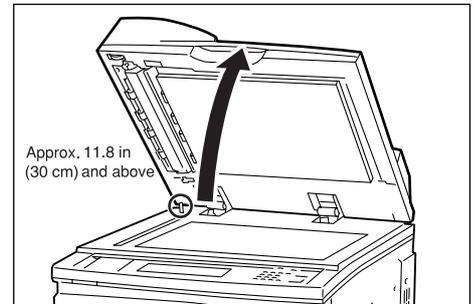
2 Place the document face down and align it with the upper-left corner of the Document Glass.
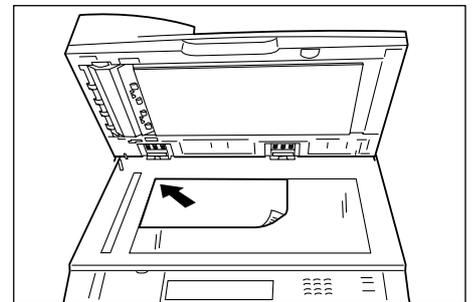
3 Close the document cover.
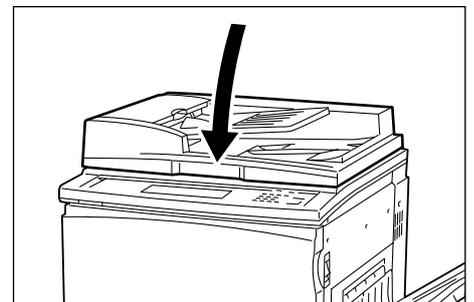
⚠ **CAUTION**   When copying a thick document, do not use excessive force to press it against the Document Glass. The glass may break and cause injuries.

● Document Orientation

When a feature such as, **2 Sided, Multi-Up (N Up), Image Shift, Edge Erase/Copy All, Repeat Image,** or **Stapling/Punching (optional)** is selected, and if the document orientation is wrong, copies cannot be made correctly. Documents are loaded as **Head to Top** or **Head to Left** (see diagram below). After loading documents, be sure to set their orientation (Head to Top or Head to Left) under **Original Orientation** on the copy screen of each feature or on the Features Menu screen.

Loading in DADF

Loading on Document Glass

Head to Top   Head to Left   Head to Top   Head to Left

Head   Head   Head   Head
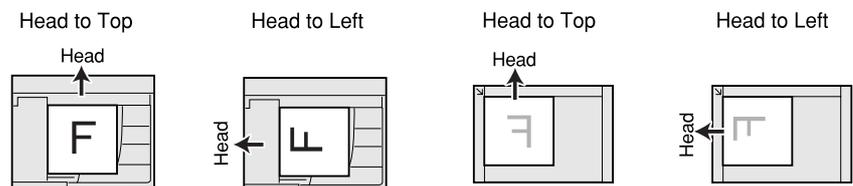
Screen Display When Using Document Glass

Note

● See *5-12: Selecting the Original Size (Original Size)* on how to input the document size.
● The display of this screen can be enabled via the Tools Mode screen. See *System Setup* in *6-1: List of Custom Preset Functions*.
● This screen is not displayed by factory default.

The message "Size Mismatch" may be displayed if you have pressed the **Start** button after placing your document on the Document Glass and selecting the copy function.

Size here refers to the image size that is calculated based on the document size detected by the machine and the specified ratio.

The Size Mismatch message screen will be displayed if the machine is unable to detect the document size and the image size does not fit the selected paper size. This may result in image loss when the document is copied.

```
┌──────────────────────────────────────────────────────────────────────────┐
│  Calculated size (Doc size x ratio) doesn't match selected paper size.  Free Memory  3% │
│  Select the copy method and press Start or                                set(s)    1  │
│  press C button to cancel the job.                                                     │
│ ┌────────────────────────────────────────────────────────────────────────────────┐ │
│ │ Size Mismatch                                                                    │ │
│ │                                                                                  │ │
│ │  ①       →        ① Copy single-page image.        If you wish to copy according to the │ │
│ │                   ② Leave blank space on copy.     current setting of Image Rotation,  │ │
│ │  ②       →        ③ Copy non-standard size         select Copy Anyway.                  │ │
│ │                      document.                                                          │ │
│ │  ③                   (Image Rotation OFF)          This may result in image loss depending │ │
│ │                   ┌──────────────┐                 on the document size.                 │ │
│ │                   │ Copy without │                    ┌──────────────┐                   │ │
│ │                   │ Rotation     │                    │ Copy Anyway  │                   │ │
│ │                   └──────────────┘                    └──────────────┘                   │ │
│ └────────────────────────────────────────────────────────────────────────────────┘ │
└──────────────────────────────────────────────────────────────────────────┘
```

If the copy to be made is either option 1, 2 or 3 on the left side of the screen, check that **Copy without Rotation** is selected and press **Start**. The copy will be made without rotating the image regardless of the Image Rotation setting. (When this screen is displayed, **Copy without Rotation** is already selected.)

If **Copy Anyway** is selected, the copy will be made based on the document size detected by the machine and the selected features. Sometimes image loss may result after the image is rotated because of the loading method or the document size. In this case, first enter the area to be copied by using the Original Size feature.

"Size Mismatch" will not be displayed in the following instances.
- Paper Supply or Reduce/Enlarge is set to **Auto** and **Auto %** respectively.
- **Independent X-Y%** is selected.
- A non standard size paper is selected.
- The area to be copied is entered by using the Original Size feature.
- **Image Shift** (↖ ↗ ↙ ↘, **Auto Center** (Centre)), **Multi-Up (N Up)**, **Repeat Image**, **Book Copying**, or **Book Duplex** is selected.

4

Basic Features

4-1

Overview of Basic Features

The icons and buttons on the display that are used for carrying out a basic copy job are shown in the diagram below. This diagram shows their locations on the control panel as well as the features that they have.
You will find it useful to familiarize yourself with the respective locations of the icons and buttons before operating the machine.

Note

● The screen below has the Tray 6 (High Capacity Feeder), and Finisher installed.

Dimmer   Brighter

Ready to copy

Free Memory   100%
set(s)   1

Paper Supply

Auto | Auto

1   8.5x11"   4   11x17"
2   8.5x13"   5   Bypass Tray
3   8.5x11"   6   8.5x11"

Reduce/Enlarge

100 %

100%

Auto %

More...

1 -> 1 Sided

2 Sided

1.2.3. / 1.2.3.

Output/ Finishing

Basic Features

Customised Features

Features Menu

Stored Jobs

Paper Supply
For selecting the paper size

Reduce/Enlarge
For making reduced/ enlarged copies

2 Sided
For making 2-sided copies

**Output/Finishing
(Collate/Uncollate/
Stapling/Punching)**
For selecting the type of output and finishing

Interrupt

For interrupting the current job
with an urgent job

Clear All

For clearing and returning the
selected settings to their
default values

Settings/
Meter Check   Password   Power Saver
(On/Off)

Interrupt   Clear All ⁄⁄

1 2 3
4 5 6   Stop ▽
7 8 9   **Stop**

                                 For stopping a copy job
✳ 0 #   Clear   ☐Auto Start ◇
           C

Keypad

For entering numerical
values such as number
of sets

Start

For starting a copy job

Clear C

For clearing a mistake
made when entering a
value with the keypad

4-2 Selecting a Paper Tray

(Paper Supply)

Before starting a copy job, select a paper tray with the required paper size. There are two methods of selecting a paper tray:

● Auto Paper Selection (**Auto**)
The machine will detect the document size, match it with the percentage selected in Reduce/Enlarge and determine which paper size to use.

● Operator's Selection
You will select the desired paper tray.

Procedure

1 Load the document.

2 On the Basic Features screen, select **Auto** in Paper Supply. Alternatively, select the tray with the desired paper size.
For example, select 1.
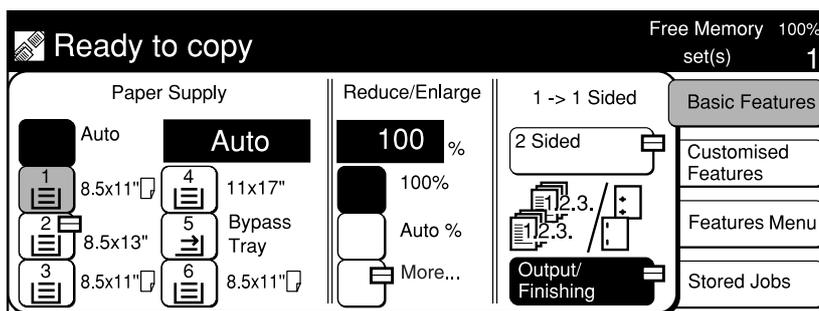
3 Select other features if necessary.

4 Enter the required number of sets by using the keypad and press **Start**.
The copies are made on paper from the selected tray.
If **Auto** is selected, the copies are made on paper from the tray designated for Auto Paper Selection.

4-3 Reducing/Enlarging

(Reduce/Enlarge)

The Reduce/Enlarge feature allows you to adjust the size of your copy image. There are two methods to choose from:

● Size-for-Size Copying (**100%**)
The copied image is the same size as the original image.

● Reduction or Enlargement
You can reduce/enlarge an image by using one of the following methods:

● Selecting **Auto%**
The machine determines the appropriate ratio for Reduce/Enlarge so that the copy image fits onto the selected paper.

● Preset Percentage Change
You can select one of the seven preset ratios.

● Variable Percentage Change (**Variable %**)
You can specify a reduction or enlargement ratio between 25-400%.

Copy / Original	Ledger	Legal	Letter	Invoice
Ledger	100%	77%	65%	50%
Legal	121%	100%	79%	61%
Letter	129%	100%	100%	65%
Invoice	200%	155%	129%	100%

Size-for-Size Copying

Note

● The factory default for Reduce/ Enlarge is **100%**.
● **Reduce/Enlarge** can also be selected on the Features Menu screen.
● The screen on the right has the Tray 6 (High Capacity Feeder), and Finisher installed.

Note

● Some features cannot be selected together with this feature. See *Appendix B: Possible Combinations of Features* for details.

You can make an exact copy of the original by selecting **100%** in Reduce/ Enlarge on the Basic Features screen.

Procedure

1 Load the document.

2 On the Basic Features screen, select **100%** in Reduce/Enlarge.
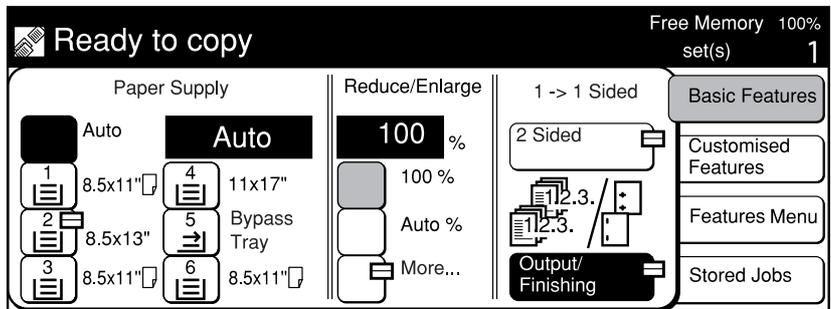
				Free Memory 100%
🖎 Ready to copy				set(s) 1

Paper Supply		Reduce/Enlarge	1 -> 1 Sided	Basic Features
Auto	Auto	**100** %	2 Sided	Customised Features
1 8.5x11"	4 11x17"	100 %	12.3. / 12.3.	Features Menu
2 8.5x13"	5 Bypass Tray	Auto %		
3 8.5x11"	6 8.5x11"	More...	Output/ Finishing	Stored Jobs

3 Select other features if necessary.

4 Enter the required number of sets by using the keypad and press **Start**.
The copies are made at 100%.

Reduction or Enlargement

If you have selected **Auto %** in Reduce/Enlarge, the machine determines an appropriate reduction or enlargement ratio so that the copy image fits onto the paper from the tray which you have selected in Paper Supply.

Procedure

1 Load the document.

2 On the Basic Features screen, select the tray with the desired paper size in Paper Supply.
For example, select 4.

3 On the Basic Features screen, select **Auto %** in Reduce/Enlarge.
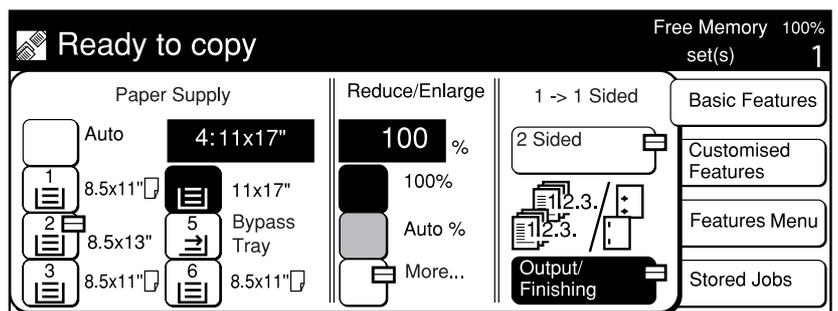
4 Select other features if necessary.

5 Enter the required number of sets by using the keypad and press **Start**.
The copies are made according to the ration that matches the paper size specified in Step 2.

See
- *Chapter 3 Loading Documents* for information on how to load documents.

Note
- **Paper Supply** can also be selected on the Features Menu screen.
- The screen on the right has the Tray 6 (High Capacity Feeder), and Finisher installed.

Note
- The factory default for Reduce/Enlarge is **100%**.
- **Reduce/Enlarge** can also be selected on the Features Menu screen.
- You cannot select **Auto** for Paper Supply and **Auto %** for Reduce/Enlarge at the same time. Once you have selected **Auto %** for Reduce/Enlarge, the **Auto** option in Paper Supply is automatically disabled.

Note
- Some features cannot be selected together with this feature. See *Appendix B: Possible Combinations of Features* for details.

Preset Percentage Change

Note

● The values of the preset ratios can be changed. If you use a ratio more frequently than those shown on the right, then you will find it convenient to change one of those preset ratios to the one that you frequently use. See *R/E Presets* of *6.1: List of Custom Preset Functions* for information on how to change the preset ratios.

See

● *Chapter 3 Loading Documents* for information on how to load documents.

Note

● The screen on the right has the Tray 6 (High Capacity Feeder), and Finisher installed.
● The factory default for Reduce/ Enlarge is **100%**.
● **Reduce/Enlarge** can also be selected on the Features Menu screen.

Note

● Select **Cancel** to cancel the settings.

Note

● Some features cannot be selected together with this feature. See *Appendix B: Possible Combinations of Features* for details.

Procedure

1 Load the document.

2 On the Basic Features screen, select **Reduce/Enlarge**.

```
Ready to copy                          Free Memory  100%
                                       set(s)          1

   Paper Supply        Reduce/Enlarge    1 -> 1 Sided    Basic Features
      Auto                100  %        2 Sided          Customised
   1  8.5x11"  4  11x17"     100 %                        Features
   2  8.5x13"  5  Bypass     Auto %                       Features Menu
                   Tray
   3  8.5x11"  6  8.5x11"     More...    Output/          Stored Jobs
                                          Finishing
```

3 Select the button with the desired preset ratio.

For example, select 64% 11 x 17" → 8.5 x 11".

```
Ready to copy                          Free Memory  100%
                                       set(s)          1

  Reduce/Enlarge              Cancel         Save

  (25－400)      100 %    50 %  A3→A5   129 %  8.5 x 14"
                                              → 11 x 17"
    100  %     Auto %    64 %  11 x 17"  154 %  5.5x8.5"   Variable %
                               → 8.5 x 11"    → 8.5 x 14"
              400 %    78 %  8.5 x 14"  200 %  A5→A3   Independent
                             → 8.5 x 11"               X - Y%
```

4 Select **Save**.

5 Select other features if necessary.

6 Enter the required number of sets by using the keypad and press **Start**.

The copies are made according to the ratio specified in Step 3.

Variable Percentage Change (Variable %)

You can make copies by selecting a ratio between 25-400%.

Procedure

Note

● **Paper Supply** can also be selected on the Features Menu screen.
● The screen on the right has the Tray 6 (High Capacity Feeder), and Finisher installed.

Note

● The factory default for Reduce/Enlarge is **100%**.
● **Reduce/Enlarge** can also be selected on the Features Menu screen.

1 Load the document.

2 On the Basic Features screen, select **Reduce/Enlarge**.

```
Ready to copy                              Free Memory  100%
                                              set(s)       1

   Paper Supply          Reduce/Enlarge    1 -> 1 Sided   Basic Features
      Auto                  100  %         2 Sided        Customised
   1  8.5x11"  4  11x17"    100 %                         Features
   2  8.5x13"  5  Bypass    Auto %         1.2.3.         Features Menu
                  Tray                     1.2.3.
   3  8.5x11"  6  8.5x11"   More...        Output/        Stored Jobs
                                           Finishing
```

3 Select **Variable %**.

```
Ready to copy                              Free Memory  100%
                                              set(s)       1

  Reduce/Enlarge              Cancel        Save

  (25－400)       100 %    50 %   A3→A5    129 %  8.5 x 14"
    100  %                                        → 11 x 17"
                 Auto %    64 %   11 x 17"  154 %  5.5x8.5"   Variable %
                                  → 8.5 x 11"      → 8.5 x 14"
                 400 %     78 %   8.5 x 14"  200 %  A5→A3     Independent
                                  → 8.5 x 11"                 X - Y%
```

Note
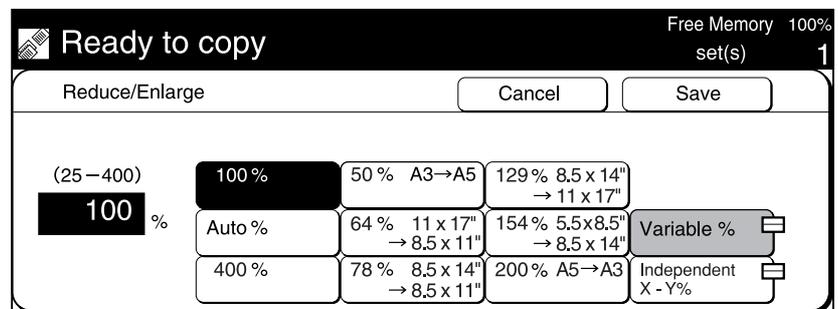
● Touch **C** on the screen if you made a
   mistake while entering the ratio.
● Select **Cancel** to cancel the settings.

Note

● Some features cannot be selected
   together with this feature. See
   *Appendix B: Possible Combinations
   of Features* for details.

4 Use ▲ ▼ buttons, or the keypad displayed on the screen to enter the ratio.

For example, enter 120%.

Ready to copy		Free Memory 100%
		set(s) 1

Variable %   Cancel   Save

(25–400)
120 %

▲
▼

1 2 3
4 5 6
7 8 9
0 C

5 Select **Save** twice.

6 Select other features if necessary.

7 Enter the required number of sets by using the keypad and press **Start**.

The copies are made according to the ratio specified in Step 4.

4-4 Reducing/Enlarging the Length and Width

(Independent X-Y%)

The Independent X-Y% feature allows you to make copies with independent length or width of the original. There are three methods available.

● Specifying X/Y Percentage Change (Variable X-Y%)

Original	Copy

Define
Y% = 145%
X% = 105%

Y (%)

X (%)
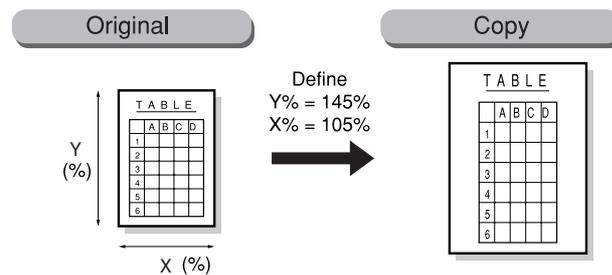
You can make copies of the originals by selecting different ratios for X and Y. The image will be copied according to your selected values.

● Specifying Original/Copy Size (Calculator %)

Original	Copy

Y (mm)

X (mm)

Y (mm)

X (mm)
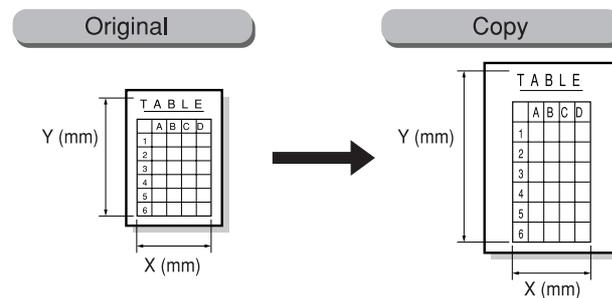
Copies will be made based on the ratios calculated by the machine from the input measurements of the document and the desired copy.

● Automatic X/Y Percentage Change (Auto-Fit)

Original	Copy
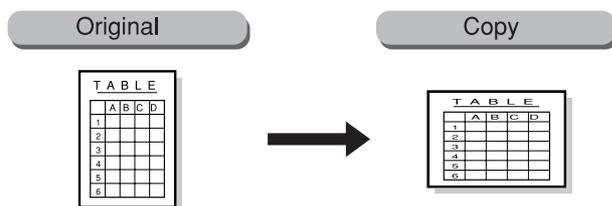
The machine will make copies of the originals by calculating the X and Y ratios so that the image can fit onto the selected paper size.

4

Specifying X/Y Percentage Change (Variable X-Y%)

You can make copies of your original by specifying its X and Y ratios separately. The image will be copied according to the ratios that you have entered.

Procedure

● The factory default for Reduce/Enlarge is **100%**.
● **Reduce/Enlarge** can also be selected on the Features Menu screen.
● The screen on the right has the Tray 6 (High Capacity Feeder), and Finisher installed.

1 On the Basic Features screen, select **Reduce/Enlarge**.

Ready to copy   Free Memory 100%
                                    set(s)   1

Paper Supply   Reduce/Enlarge   1 -> 1 Sided   Basic Features
Auto
      Auto   100 %   2 Sided   Customised
1 8.5x11"   4 11x17"   100%   Features
2 8.5x13"   5 Bypass Tray   Auto %   12.3. Features Menu
3 8.5x11"   6 8.5x11"   More...   12.3.
                                    Output/   Stored Jobs
                                    Finishing

● Select **Cancel** to cancel the settings.

2 Select **Independent X-Y%**.

Ready to copy   Free Memory 100%
                                    set(s)   1

Reduce/Enlarge   Cancel   Save

(25-400)
   100 %   100 %   50 % A3→A5   129 % 8.5 x 14"
                                           → 11 x 17"
            Auto %   64 % 11 x 17" 154 % 5.5x8.5"   Variable %
                           → 8.5 x 11"   → 8.5 x 14"
            400 %   78 % 8.5 x 14" 200 % A5→A3   Independent
                           → 8.5 x 11"   X - Y%

3 Select **Variable X-Y%**.

Ready to copy.   Free Memory 100%
Select the image orientation of your loaded originals.   set(s)   1

Independent X-Y%   Cancel   Save

              Y   X   Select the image
          (25–400)   (25–400)   orientation of the
                                    loaded originals.
Variable X-Y% 100 % XY 100 %
Calculator %   F   F   Head to Top
Auto-Fit   Head to Left
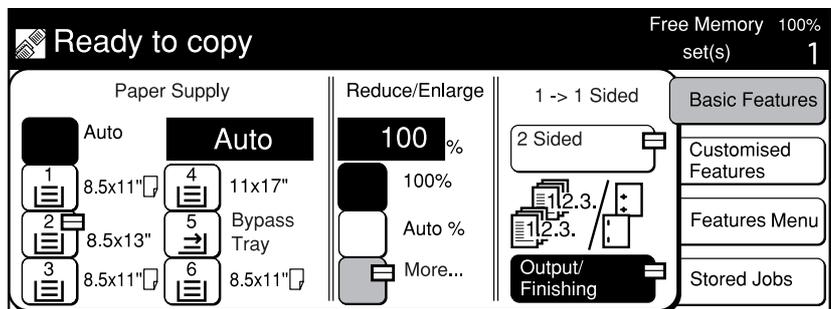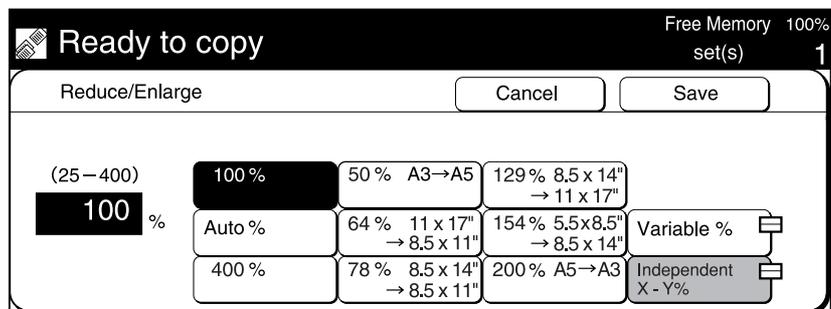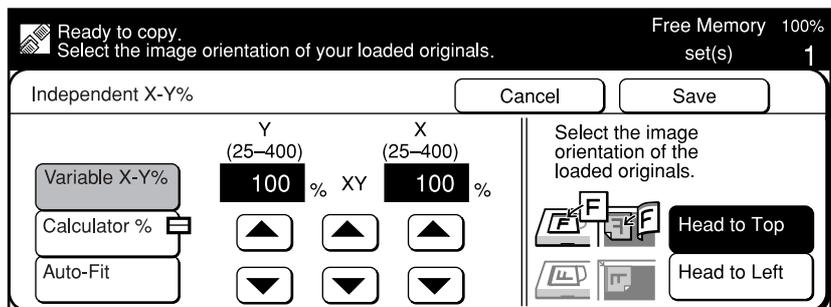
Note

● You can use ▲ ▼ buttons below XY on the display to increase or decrease the ratio of X and Y simultaneously.
● Select **Cancel** to cancel the settings.

See

● *Chapter 3 Loading Documents* for information on how to load documents.

Note

● Set the document orientation correctly because if it is different from the orientation of original loaded, XY is different and their reduction or enlargement becomes different as a result.
See *5-10: Selecting the Original Orientation (Original Orientation)* for details.

Note

● Some features cannot be selected together with this feature. See *Appendix B: Possible Combinations of Features* for details.

4 Enter the X and Y ratios by using ▲ ▼ buttons.

For example, enter Y = 120% and X = 200%.

5 Load the original in the orientation of Head to Top, or Head to Left.
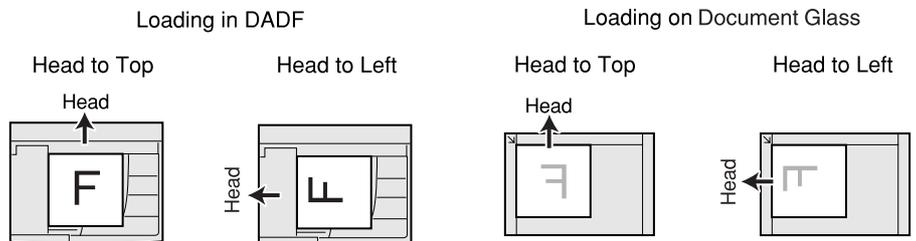
6 Select the corresponding document orientation of the original loaded.

Select **Head to Top** or **Head to Left**.

7 Select **Save** twice.

8 Select other features if necessary.

9 Enter the required number of sets by using the keypad and press **Start**.

The copies are made according to the ratios specified in Step 4.

Specifying Original/Copy Size (Calculator %)

The machine will make copies of your original based on the ratios calculated
from the measurements of the original and the copy that you have entered.

Procedure

1 On the Basic Features screen, select **Reduce/Enlarge**.

Ready to copy			Free Memory 100%	
			set(s)	1

Paper Supply | Reduce/Enlarge | 1 -> 1 Sided | Basic Features
Auto — Auto | 100 % | 2 Sided | Customised Features
1 8.5x11" 4 11x17" | 100 % | 1.2.3./1.2.3. | Features Menu
2 8.5x13" 5 Bypass Tray | Auto % | | Stored Jobs
3 8.5x11" 6 8.5x11" | More... | Output/Finishing |

2 Select **Independent X-Y%**.

Ready to copy	Free Memory 100%	
	set(s)	1

Reduce/Enlarge | Cancel | Save

(25−400)
100 %

100 %	50 % A3→A5	129 % 8.5 x 14" → 11 x 17"	
Auto %	64 % 11 x 17" → 8.5 x 11"	154 % 5.5x8.5" → 8.5 x 14"	Variable %
400 %	78 % 8.5 x 14" → 8.5 x 11"	200 % A5→A3	Independent X - Y%

3 Select **Calculator %**.

Ready to copy.
Select the image orientation of your loaded originals.
Free Memory 100%
set(s) 1

Independent X-Y% | Cancel | Save

Y (25−400) | X (25−400) | Select the image orientation of the loaded originals.
Variable % | 100 % XY 100 % |
Calculator % | ▲ ▲ ▲ | Head to Top
Auto-Fit | ▼ ▼ ▼ | Head to Left

4 Check that there is a ▶ button on the left of **Original Size** under Y. Enter the length of the document by using the keypad.

For example, enter "210 mm".

Please enter the measurement using the Numeric Keypad. Then touch Enter/Next.

Free Memory 100%
set(s) 1

Calculator %　　　　　　　　　　　Cancel　　Save

Y (25–400) %　　X (25–400) %

Original Size
▶ 210 mm

Original Size
mm

Copy Size
mm

Copy Size
mm

Enter/Next

Select the image orientation of the loaded originals.

Head to Top

Head to Left
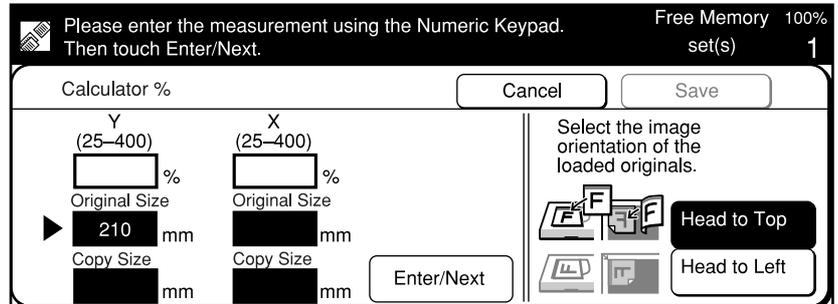
5 Select **Enter/Next**.

The ▶ button moves to the left of **Copy Size** under **Y**.

6 Select the value of X in the same way as explained from Steps 5 to 6.

The machine calculates the XY ratio and it is displayed.

7 Load the original in the orientation of Head to Top, or Head to Left.

Loading in DADF

Head to Top　　　　Head to Left

Head

F

Head

LF

Loading on Document Glass

Head to Top　　　　Head to Left
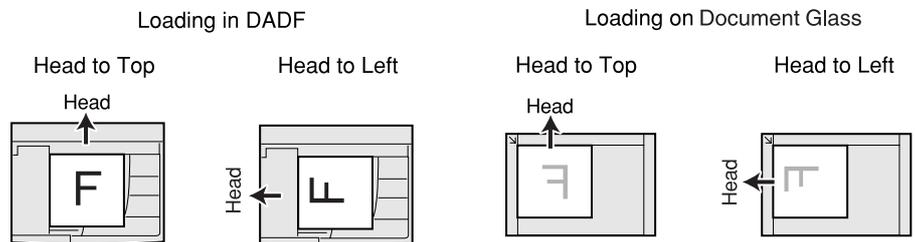
Head

Head

8 Select the corresponding document orientation of the original loaded.

Select **Head to Top** or **Head to Left**.

9 Select **Save** twice.

10 Select other features if necessary.

11 Enter the required number of sets by using the keypad and press **Start**.

The copies are made according to the specified copy sizes.

Automatic X/Y Percentage Change (Auto-Fit)

The machine will make copies of your original by calculating the X and Y ratios so that the image can fit onto the selected paper size.

Procedure

● **Paper Supply** can also be selected on the Features Menu screen.
● The screen on the right has the Tray 6 (High Capacity Feeder), and Finisher installed.

4

1 On the Basic Features screen, select the tray with the desired paper size in Paper Supply.
For example, select **4**.


```
Ready to copy                          Free Memory  100%
                                          set(s)      1

Paper Supply        Reduce/Enlarge   1 -> 1 Sided   Basic Features
  Auto    Auto         100  %        2 Sided        Customised
 1  8.5x11"  4  11x17"    100 %                      Features Menu
 2  8.5x13"  5  Bypass    Auto %                     Stored Jobs
 3  8.5x11"  6  8.5x11"   More...     Output/
                                      Finishing
```

● The factory default for Reduce/Enlarge is **100%**.
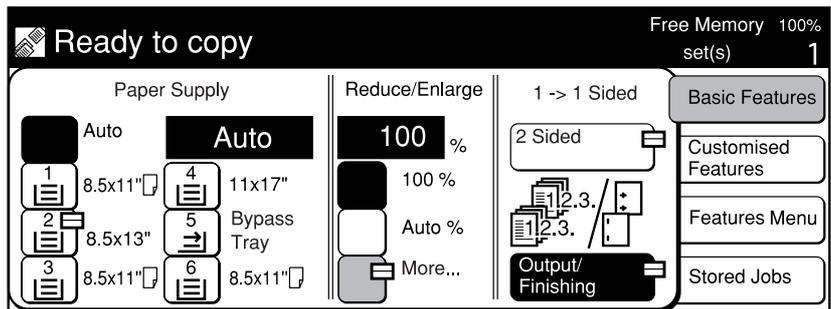● **Reduce/Enlarge** can also be selected on the Features Menu screen.

2 On the Basic Features screen, select **Reduce/Enlarge**.


```
Ready to copy                          Free Memory  100%
                                          set(s)      1

Paper Supply        Reduce/Enlarge   1 -> 1 Sided   Basic Features
  Auto   4:11x17"     100  %        2 Sided        Customised
 1  8.5x11"   11x17"     100 %                      Features
 2  8.5x13"  5  Bypass   Auto %                     Features Menu
 3  8.5x11"  6  8.5x11"  More...     Output/        Stored Jobs
                                      Finishing
```

● Select **Cancel** to cancel the settings.

3 Select **Independent X-Y%**.


```
Ready to copy                              Free Memory  100%
                                              set(s)      1
Reduce/Enlarge              Cancel      Save

(25-400)     100 %     50 %   A3→A5   129 %  8.5 x 14"
                                             → 11 x 17"
 100  %      Auto %    64 %   11 x 17"  154 %  5.5x8.5"  Variable %
                             → 8.5 x 11"      → 8.5 x 14"
             400 %    78 %  8.5 x 14"  200 %  A5→A3   Independent
                            → 8.5 x 11"               X - Y%
```

Note

● Select **Cancel** to cancel the settings.

Note

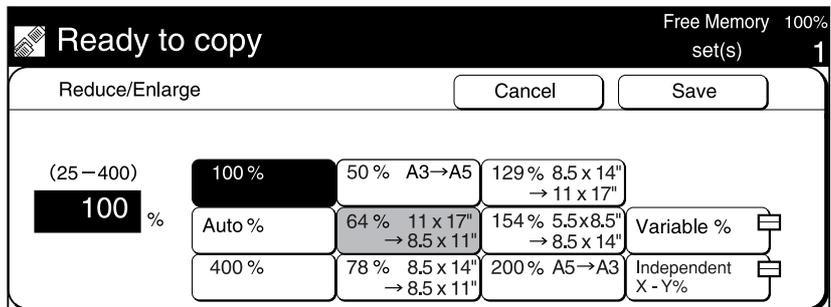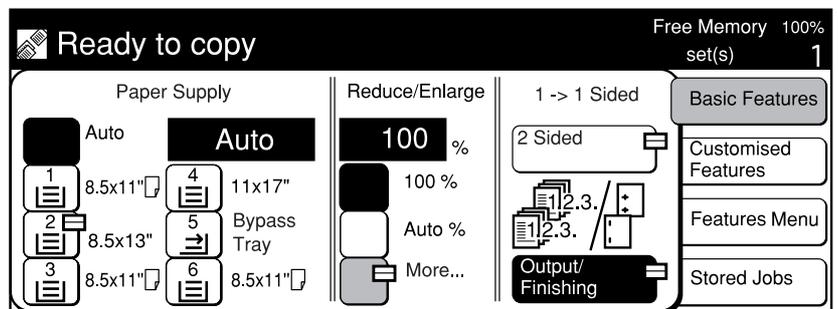● To disable Image Rotation, set it to **Off** on the Customized Features screen or Features Menu screen.
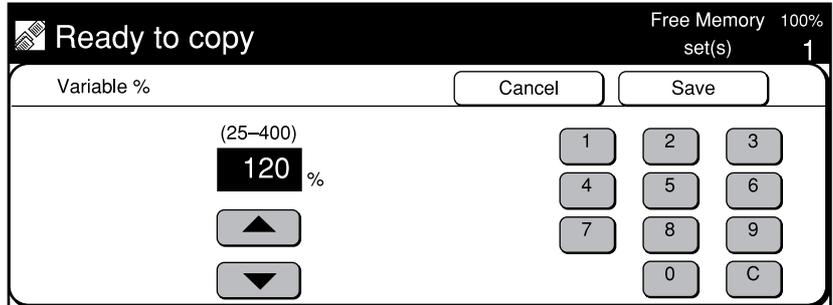● Some features cannot be selected together with this feature. See *Appendix B: Possible Combinations of Features* for details.

4 Select **Auto-Fit**.

Ready to copy	Free Memory	100%
Select the image orientation of your loaded originals.	set(s)	1

Independent X-Y%   Cancel   Save

Y (25–400)   X (25–400)

Variable %   100 %   XY   100 %

Calculator %

Auto-Fit

Select the image orientation of the loaded originals.

Head to Top

Head to Left

5 Load the original in the orientation of Head to Top, or Head to Left.

Loading in DADF   Loading on Document Glass

Head to Top   Head to Left   Head to Top   Head to Left

Head   Head

Head   Head

F   F   F   F

6 Select the corresponding document orientation of the original loaded.

Select **Head to Top** or **Head to Left**.

7 Select **Save** twice.

8 Select other features if necessary.

9 Enter the required number of sets by using the keypad and press **Start**.

The copies are made by enlarging or reducing the original image size so that it fits onto the selected paper size.

● Automatic Image Rotation

When the document orientation of the original and paper loaded differs, the image will be copied by rotating it so that they are the same. (Factory default: Image Rotation is On.) To copy a portrait original in landscape orientation, select rotation to be off so that the desired alteration to XY ratio is achieved.

Original   Copy

TABLE   TABLE   TABLE
A B C D   A B C D   A B C D
1   1   1
2   2   2
3   3   3
4   4   4
5   5   5
6   6   6

Image Rotation   Image Rotation
On   Off

4-5 Copying on One Side

(2 Sided)

The 2 Sided feature allows you to make one sided copies from one sided documents or two sided documents,
To make one sided copies from a two sided document, use the DADF.
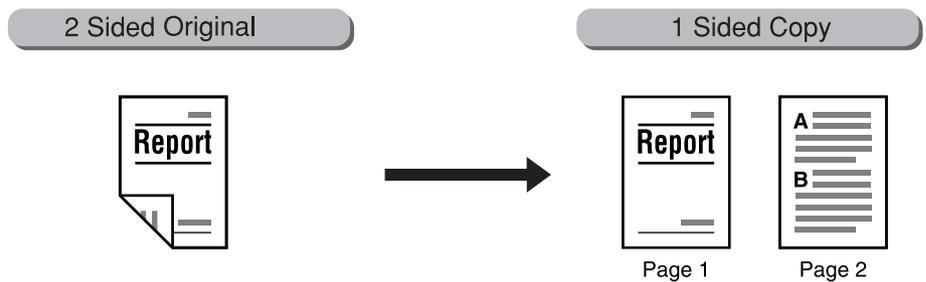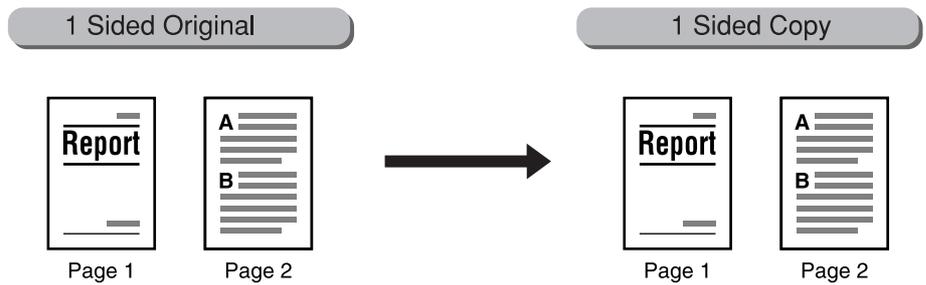
1 Sided Original			1 Sided Copy

Page 1   Page 2   Page 1   Page 2

2 Sided Original			1 Sided Copy

Page 1   Page 2

Procedure

Note

● The screen on the right has the Tray 6 (High Capacity Feeder), and Finisher installed.
● **2 Sided** can also be selected on the Features Menu screen.

1 On the Basic Features screen, select **2 Sided**.

Ready to copy   Free Memory 100%
set(s)   1

| Paper Supply | Reduce/Enlarge | 1 -> 1 Sided | Basic Features |

Auto   Auto   100 %   2 Sided   Customised Features

1 8.5x11"   4 11x17"   100%

2 8.5x13"   5 Bypass Tray   Auto %   Features Menu

3 8.5x11"   6 8.5x11"   More...   Output/ Finishing   Stored Jobs

● The factory default is **1 → 1 Sided**.
● Select **Cancel** to cancel the settings.

IMPORTANT
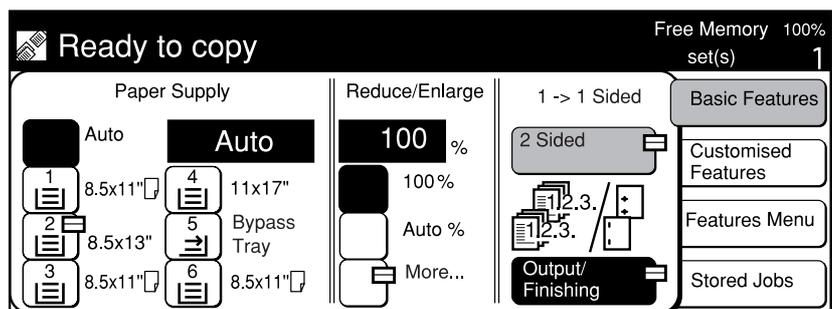
● When making two sided copies, use the DADF. The Document Glass can only be used for making one sided copies.

● Select **Cancel** to cancel the settings.

2 Select either **1 → 1 Sided** or **2 → 1 Sided**.

For example, select 2 → 1 Sided.
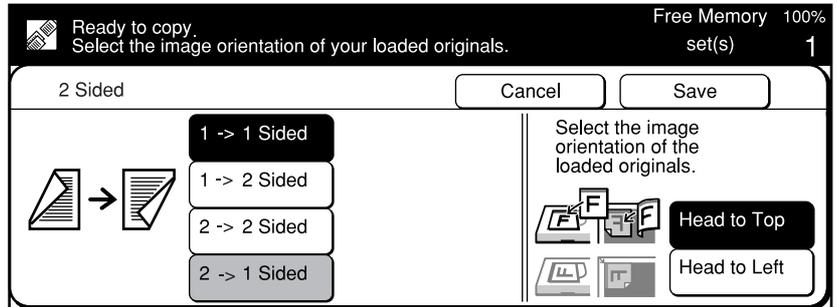
```
Ready to copy.                          Free Memory  100%
Select the image orientation of your loaded originals.   set(s)   1

  2 Sided                               Cancel      Save

              1 -> 1 Sided         Select the image
                                   orientation of the
              1 -> 2 Sided         loaded originals.

              2 -> 2 Sided                       Head to Top

              2 -> 1 Sided                       Head to Left
```

3 Select **Head to Head** or **Head to Toe** as the image orientation of the document if you have selected **2 → 1 Sided**.
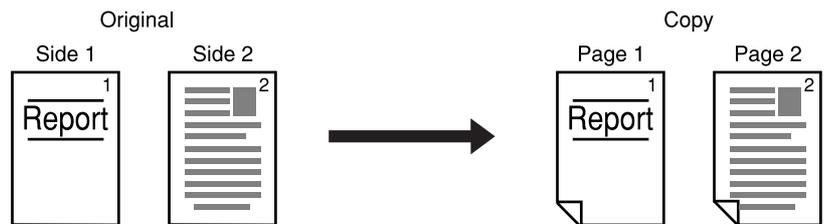
```
2 -> 1 Sided selected - - Ready to copy    Free Memory  100%
                                           set(s)   1

  2 Sided                               Cancel      Save

              1 -> 1 Sided     Originals    Select the image
                                            orientation of the
              1 -> 2 Sided                  loaded originals.

              2 -> 2 Sided     Head to Head              Head to Top

              2 -> 1 Sided     Head to Toe               Head to Left
```

Head to Head   When all sides of a document have the same orientation.

Head to Toe   When the orientation of side two is the reverse of side one.

4

4 Load the original in the orientation of Head to Top, or Head to Left.

Loading in DADF   Loading on Document Glass

[Head to Top]   [Head to Left]   [Head to Top]   [Head to Left]

Head   Head

5 Select the corresponding document orientation of the original loaded.

Select **Head to Top** or **Head to Left**.

6 Select **Save.**

7 Select other features if necessary.

8 Enter the required number of sets by using the keypad and press **Start**.

The copies are made on one side of the paper.

4-6 Copying on Two Sides

(2 Sided)

You can make two sided copies from one or two sided documents. However, to make two sided copies from a two sided document, you need to have the DADF installed.

1 Sided Original	2 Sided Copy

Report   A / B

Page 1   Page 2

Report

2 Sided Original	2 Sided Copy

Report

Report

Making Two Sided Copies from One Sided Originals

Procedure

1   On the Basic Features screen, select **2 Sided**.

Ready to copy   Free Memory   100%
                                                       set(s)   1

Paper Supply	Reduce/Enlarge	1 -> 1 Sided	Basic Features
Auto **Auto**	**100** %	2 Sided	Customised Features
1 8.5x11" 4 11x17"	100%		Features Menu
2 8.5x13" 5 Bypass Tray	Auto %	1.2.3. / 1.2.3.	
3 8.5x11" 6 8.5x11"	More...	Output/ Finishing	Stored Jobs

② Select **1 → 2 Sided**.

```
┌──────────────────────────────────────────────────────────┐
│ 🖿 Ready to copy                          Free Memory   100% │
│    Select the image orientation of your loaded originals.  │
│                                             set(s)       1  │
│  2 Sided                          [ Cancel ]  [ Save ]      │
│                                                            │
│        ▱ → ▰      ▣ 1 -> 1 Sided      Select the image      │
│                   ▢ 1 -> 2 Sided      orientation of the    │
│                                       loaded originals.     │
│                   ▢ 2 -> 2 Sided                            │
│                   ▢ 2 -> 1 Sided      ▣ Head to Top         │
│                                       ▢ Head to Left        │
└──────────────────────────────────────────────────────────┘
```

③ Select **Head to Head** or **Head to Toe** as the image orientation of the copy.

```
┌──────────────────────────────────────────────────────────┐
│ 🖉 1 -> 2 Sided selected - - Ready to copy  Free Memory 100% │
│                                             set(s)       1  │
│  2 Sided                          [ Cancel ]  [ Save ]      │
│                                                            │
│       ▰→▰    ▢ 1 -> 1 Sided   Copies   Select the image     │
│              ▣ 1 -> 2 Sided            orientation of the   │
│                               A▯B      loaded originals.    │
│              ▢ 2 -> 2 Sided                                 │
│                               ▢ Head to Head  ▣ Head to Top │
│              ▢ 2 -> 1 Sided   ▢ Head to Toe   ▢ Head to Left│
└──────────────────────────────────────────────────────────┘
```

Head to Head: When all sides of a document have the same orientation.

Head to Toe: When the orientation of side two is the reverse of side one.

④ Load the original in the orientation of **Head to Top**, or **Head to Left**.

See

- *5-10: Selecting the Original Orientation (Original Orientation)* for details.

Note

- Some features cannot be selected together with this feature. See *Appendix B: Possible Combinations of Features* for details.
- If the total sheet number of your document is an odd number, the last sheet will be made a one sided copy. If you place the document on the Document Glass, then you have to repeatedly place each page and press **Start** to make two sided copies. If the last scanned page is side one, select **End Job**.

5 Select the corresponding document orientation of the original loaded, and select **Save**.

Select **Head to Top** or **Head to Left**.

```
                                    Free Memory   100%
 2 -> 1 Sided selected - - Ready to copy    set(s)      1

 2 Sided                        Cancel        Save

        1 -> 1 Sided      Originals    Select the image
                                       orientation of the
        1 -> 2 Sided                   loaded originals.

        2 -> 2 Sided      Head to Head            Head to Top

        2 -> 1 Sided      Head to Toe             Head to Left
```
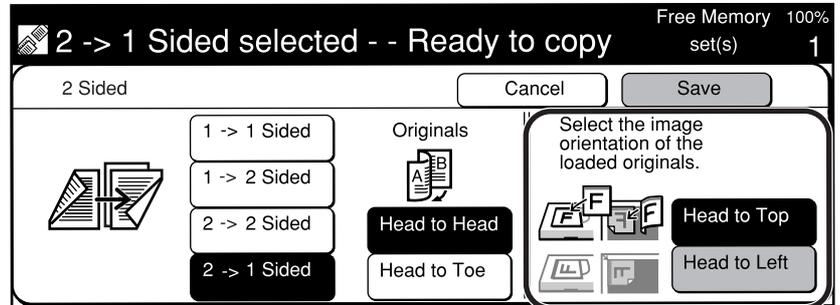
6 Select other features if necessary.

7 Enter the required number of sets by using the keypad and press **Start**.

The copies are made on both sides of the paper.

4

Making Two Sided Copies from Two Sided Originals
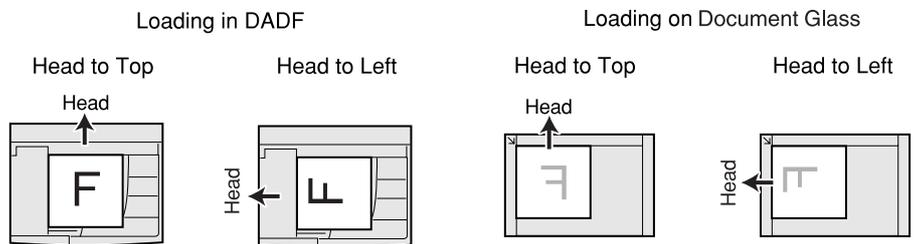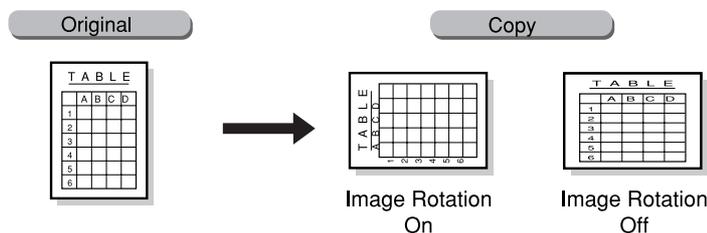
Note

- The screen on the right has the Tray 6 (High Capacity Feeder), and Finisher installed.
- **2 Sided** can also be selected on the Features Menu screen.

Note

- The factory default is **1 → 1 Sided**.
- Select **Cancel** to cancel the settings.

IMPORTANT

- When making two sided copies, use the DADF. The document glass can only be used for making one sided copies.

Procedure

1 On the Basic Features screen, select **2 Sided**.

```
                                    Free Memory   100%
 Ready to copy                            set(s)      1

   Paper Supply      Reduce/Enlarge    1 -> 1 Sided    Basic Features

   Auto              Auto    100 %     2 Sided         Customised
   1  8.5x11"  4  11x17"     100%                      Features
   2  8.5x13"  5  Bypass     Auto %    12.3.           Features Menu
                   Tray                12.3.
   3  8.5x11"  6  8.5x11"    More...   Output/         Stored Jobs
                                       Finishing
```

2 Select **2 → 2 Sided**.

```
                                            Free Memory   100%
 Ready to copy
 Select the image orientation of your loaded originals.   set(s)      1

 2 Sided                        Cancel        Save

        1 -> 1 Sided                  Select the image
                                      orientation of the
        1 -> 2 Sided                  loaded originals.

        2 -> 2 Sided                           Head to Top

        2 -> 1 Sided                           Head to Left
```

3 Select **Copy Result**.
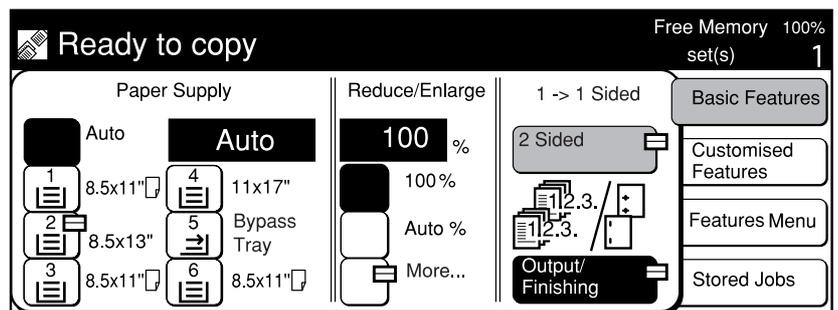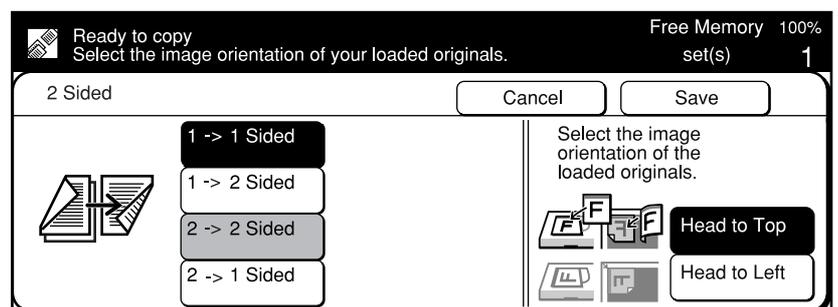
```
🖎 2 -> 2 Sided selected - - Ready to copy          Free Memory  100%
                                                    set(s)        1
┌─────────────────────────────────────────────────────────────────┐
│ 2 Sided                              Cancel         Save          │
│                                                                   │
│            ┌ 1 -> 1 Sided ┐          Select the image             │
│            │ 1 -> 2 Sided │          orientation of the           │
│    ▨ ▶ ▨   │ 2 -> 2 Sided │  A▤B → A▤B   loaded originals.         │
│            │ 2 -> 1 Sided │  Head to Head    F                    │
│            └──────────────┘          ▨ F ▨ F  Head to Top         │
│                              Copy Result      ▨ ▨   Head to Left  │
└─────────────────────────────────────────────────────────────────┘
```
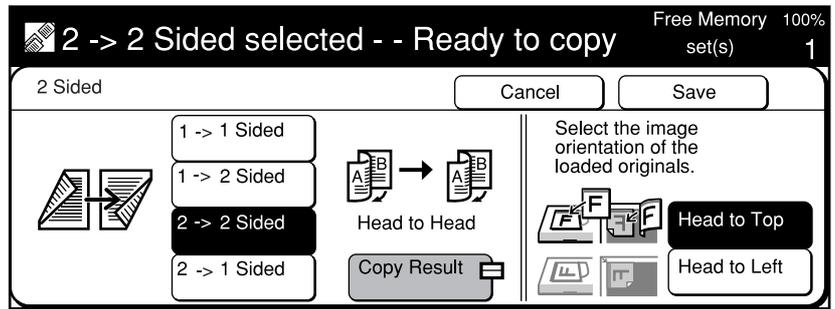
4 Select the image orientation of both the documents and the copies.

```
🖎 2 -> 2 Sided selected - - Ready to copy         Free Memory  100%
   Select the image orientation of your loaded originals.  set(s)  1
┌─────────────────────────────────────────────────────────────────┐
│ Copy Result                          Cancel         Save          │
│                                                                   │
│   Originals          Copies          Select the image             │
│    A▤B      →         A▤B             orientation of the           │
│                                      loaded originals.            │
│   ┌ Head to Head ┐   ┌ Head to Head ┐   F                        │
│   │ Head to Toe  │   │ Head to Toe  │  ▨ F ▨ F  Head to Top       │
│   └──────────────┘   └──────────────┘  ▨ ▨   Head to Left         │
└─────────────────────────────────────────────────────────────────┘
```
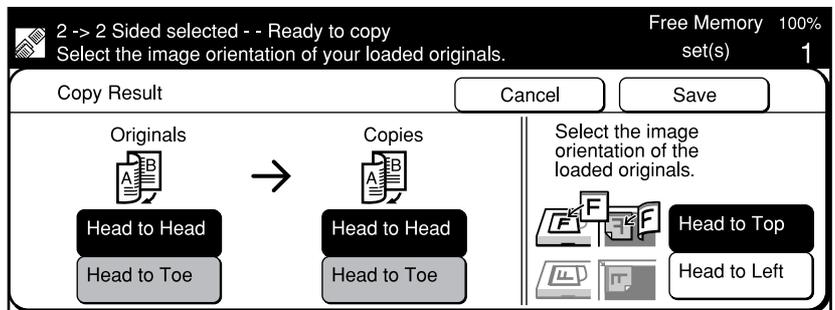
Head to Head: When all sides of a document have the same orientation.
                When the copy result is where sides one and two have the
                same orientation.
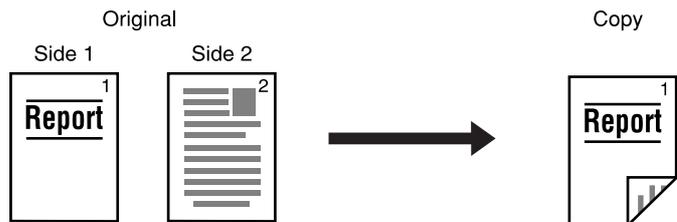
Head to Toe: When the orientation of side two of a document is the reverse
                of side one.
                When the copy result is such that the orientation of side two is
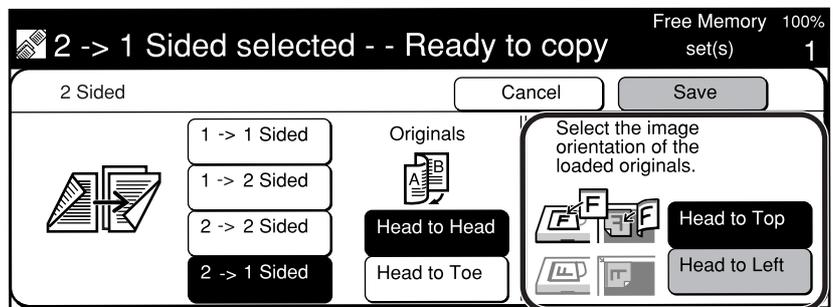   the reverse of side one.
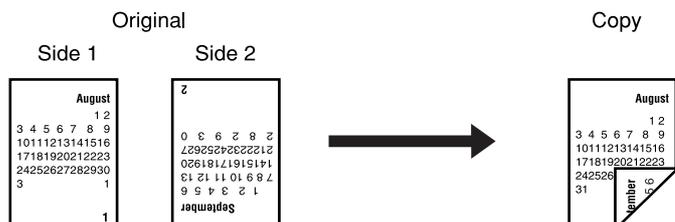
Note

● Some features cannot be selected together with this feature. See *Appendix B: Possible Combinations of Features* for details.

5 Load the original in the DADF.

Load the original in the orientation of Head to Top or Head to Left.

Head to Top

Head

Head to Left

Head

F

F

6 Select the corresponding document orientation of the original loaded.

Select **Head to Top** or **Head to Left**.

2 -> 2 Sided selected - - Ready to copy
Select the image orientation of your loaded originals.

Free Memory 100%
set(s) 1

Copy Result   Cancel   Save

Originals   Copies   Select the image orientation of the loaded originals.

A B   A B

Head to Head   Head to Head   F   Head to Top

Head to Toe   Head to Toe   F   Head to Left

7 Select **Save** twice.

8 Select other features if necessary.

9 Enter the required number of sets by using the keypad and press **Start**.
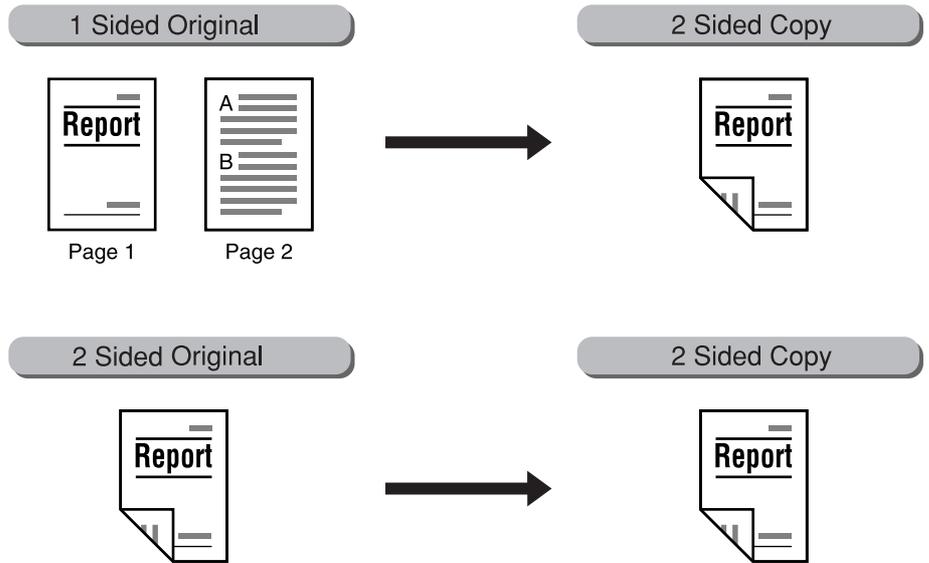
The copies are made on both sides of the paper.

4-7 Collating Copy Output

(Output/Finishing)

You can choose to output multiple sets of the copies in three ways:

● **Collated/Finishing**
The copies are sorted according to their page sequence and the specified number of sets are delivered facing downwards.

Originals	Copies

For example, when two sets are copied...
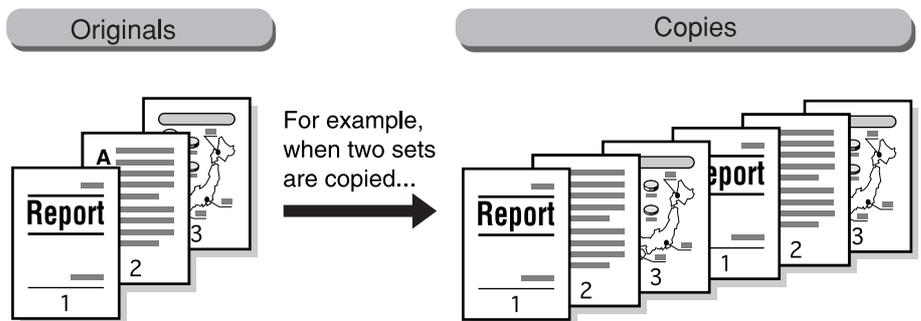
● **Uncollated (per page)**
The copies are sorted by page according to the copy sequence and the specified number of sets are delivered facing upwards.

Originals	Copies

For example, when two sets are copied...
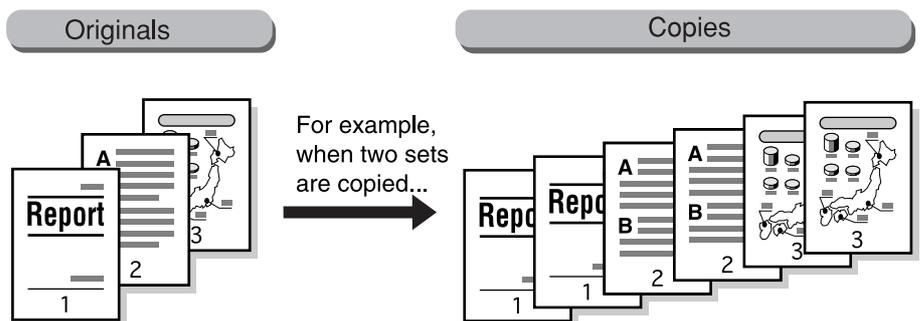
● **Auto**
The required number of collated sets is output if you load your originals into the DADF and press **Start**.

Procedure

■■■

1 Load the document.

Use the DADF. If the number of originals is 51 and above, divide them into smaller numbers for loading. A total of up to 700 sheets can be scanned continuously.

Note

● The screen on the right has the Tray 6 (High Capacity Feeder), and Finisher installed.
● **Output/Finishing** can also be selected on the Features Menu screen

2 From the Basic Features screen, select **Output/Finishing**.

```
Ready to copy                          Free Memory  100%
                                            set(s)     1
   Paper Supply      Reduce/Enlarge    1 -> 1 Sided   [Basic Features]
 Auto      Auto        100  %         2 Sided          Customised
                                                        Features
 1  8.5x11"   4  11x17"    100%                        Features Menu
 2  8.5x13"   5  Bypass    Auto %      1.2.3.
              Tray                     1.2.3.           Stored Jobs
 3  8.5x11"   6  8.5x11"   More...     Output/
                                       Finishing
```

Note

● The screen on the right has the finisher feature installed.
● The factory default is **Auto**.
● Select **Cancel** to cancel the settings.
● If the punch scrap container becomes full, the Large Output feature cannot be used. See *8-7: Emptying the Punch Scrap Container*.

3 To produce collated sets from the documents loaded on the Document Glass, select **Collated/Finishing**. To produce uncollated sets from the originals loaded onto the DADF, select **Uncollated**.

When the Finisher is installed, select **Large Output** if your output is more than 500 copies. The output will be delivered to finisher Tray 2.
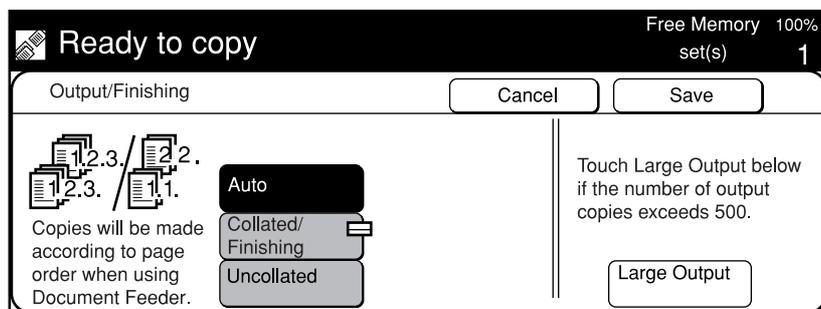
```
Ready to copy                          Free Memory  100%
                                            set(s)     1
   Output/Finishing              [Cancel]    [Save]

   1.2.3. / 2.2.
   1.2.3. / 1.1.      Auto            Touch Large Output below
                                       if the number of output
 Copies will be made  Collated/        copies exceeds 500.
 according to page    Finishing
 order when using     Uncollated          [Large Output]
 Document Feeder.
```

Note

● Some features cannot be selected together with this feature. See *Appendix B: Possible Combinations of Features* for details.

4 Select **Save**.

5 Select other features if necessary.

6 Enter the required number of sets by using the keypad and press **Start**.

● If you have selected **Collated** and you place your document on the Document Glass, then you will have to repeatedly place each page and press **Start** to scan. Repeat this process until there are no more pages to scan. Then select **End Job**.

● Continuous scanning is valid up to a total of 700 sheets.

7 When there is an original to be scanned next, select **Next Document**, which is displayed on the screen when scanning is in progress.

```
                                              Free Memory    90%

 Copy Job                                          Exit

  Making copies . . .                              Stop
                     No. of Originals   No. of  Sets
                           3               0 / 5
 A4                                                Next Document
                      100%              Tray 1
 Head to Top    F  F         1.2.3..   A4
                             1.2.3..   1 -> 1 Sided  End Job
```
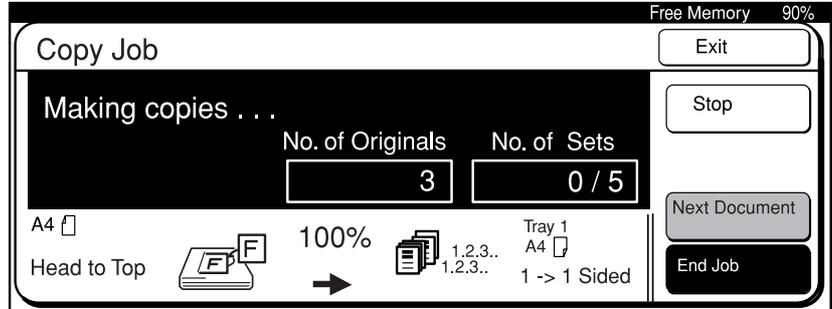
8 After the first original has been scanned, load the next original and press **Start**.
Scanning continues.

9 After the last original has been scanned, select **End Job**.
Copying starts, and the specified copy output is discharged.
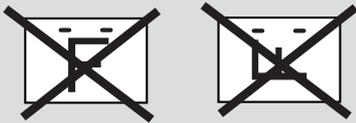
The Stapling feature allows you to have your copies sorted by page sequence, stapled and delivered set by set if the Finisher is installed. Up to 50 sheets of paper can be stapled together.

● Applicable Paper Size/Orientation, and stapling positions are shown below.

		Paper Size/Orientation			
		A5 ▯, B5 ▯ 8.5 x 11" ▯	A4 ▯	B5, A4, B4, 8K (267 x 388 mm), 8.5 x 11", 8.5 x 13", 8.5 x 14", 11 x 17"	A3
Stapling positions	Top Left	F ⌐F	F ⌐F	F ⌐F	F ⌐F
	Top Right	F¬ F⌐	F¬ F⌐	F¬ F⌐	F¬ F⌐
	Top Double	⌐F		⌐F	
	Left Double	F		F	
	Right Double	F¬		F¬	

* For single stapling, depending on the paper size, stapling can be made parallel to the edge of the paper.

● For stapling on paper of mixed sizes (only when DADF is used):
Stapling is possible when the length of Y is the same.
Possible combinations are A5▯ and A4, B5▯ and B4, A4▯ and A3, 8.5 x 11"▯ and 11 x 17".
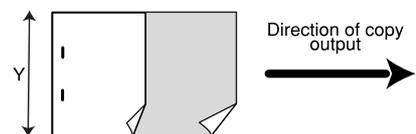
Y

Direction of copy output

Procedure

1 On the Basic Features screen, select **Output/Finishing**.

Free Memory 100%
set(s) **1**

📎 **Ready to copy**

Paper Supply | Reduce/Enlarge | 1 -> 1 Sided | Basic Features
Auto | 100 % | 2 Sided | Customised Features
Auto | 100 % | | Features Menu
1 8.5x11" / 4 11x17" | Auto % | 1.2.3. / 1.2.3. | Stored Jobs
2 8.5x13" / 5 Bypass Tray | More... | Output/ Finishing
3 8.5x11" / 6 8.5x11" |

2 Select **Collated/Finishing**.

Free Memory 100%
set(s) **1**

📎 **Ready to copy**

Output/Finishing | Cancel | Save

1.2.3. / 2.2.
1.2.3. / 1.1.

Copies will be made according to page order when using Doucument Feeder.

Auto
Collated/ Finishing
Uncollated

Touch Large Output below if the number of output copies exceeds 500.

Large Output
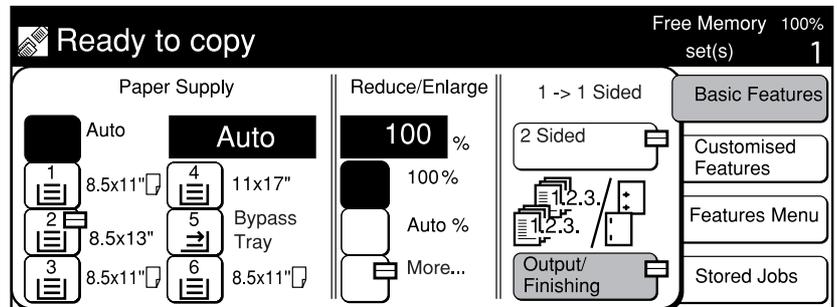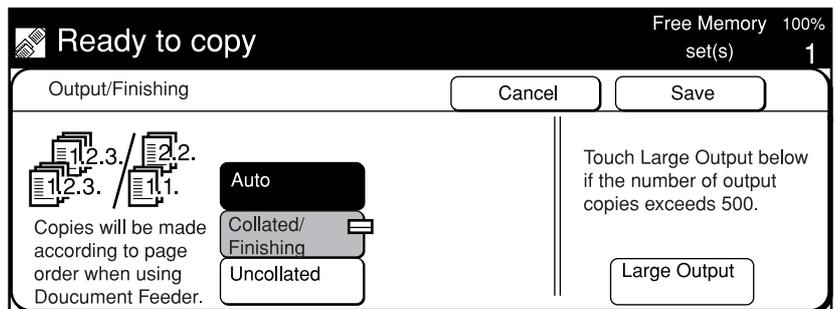
3 Select stapling position from **Top Left, Top Right, Top Double, Left Double** or **Right Double**.

For example, select **Top Left** (top left button).
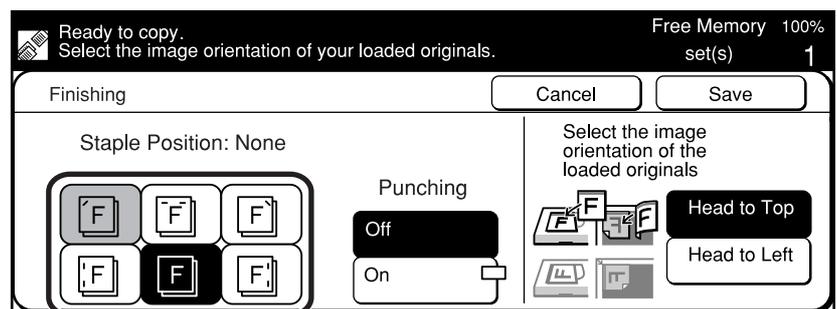
Free Memory 100%
set(s) **1**

Ready to copy.
Select the image orientation of your loaded originals.

Finishing | Cancel | Save

Staple Position: None

F F F
F F F

Punching
Off
On

Select the image orientation of the loaded originals

Head to Top
Head to Left

4 Load the original in the orientation of **Head to Top**, or **Head to Left**.

Loading in DADF

Head to Top | Head to Left
Head

Loading on Document Glass

Head to Top | Head to Left
Head

Note
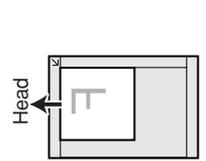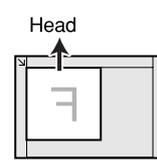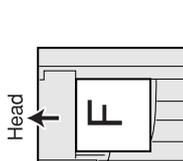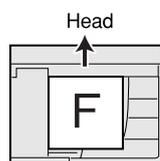
● To stop the copy job, press **Stop** on the control panel or touch **Stop** displayed on the screen. See *4-11: Stopping a Copy Job* for details.
● You cannot press the **Start** button if a message requesting you to replace the staple cartridge is displayed. In this case, replenish the staple cartridge. See *8-6: Replacing the Staple Cartridge* for details.
● If Stapling feature is off in Step 3, then the copies will be delivered to finisher Tray 1.
● Some features cannot be selected together with this feature. See *Appendix B: Possible Combinations of Features* for details.

IMPORTANT

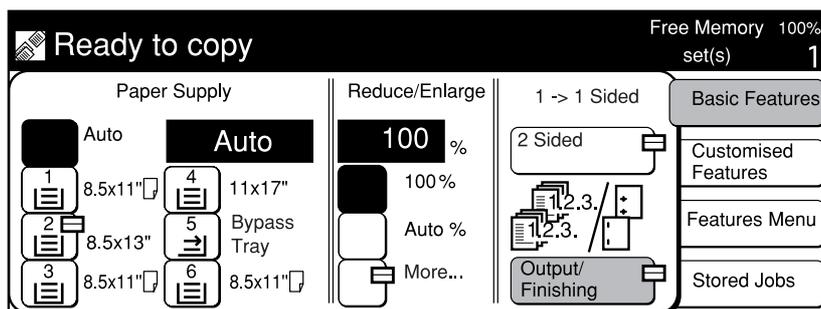● Do not remove any paper from finisher Tray 2 while copying is in progress.
● Copying stops when finisher Tray 2 becomes full with 100 sets or 1500 sheets (750 sheets for sizes larger than A4). Remove the copies from finisher Tray 2, then press **Start** to resume copying.

5 Select the corresponding document orientation of the original loaded, and select **Save**.

Select **Head to Top** or **Head to Left**.

Ready to copy.
Select the image orientation of your loaded originals.
Free Memory 100%
set(s) 1

Finishing Cancel Save

Staple Position: Top Left

Punching
Off
On

Select the image orientation of the loaded originals
Head to Top
Head to Left

6 Confirm the settings at the lower left side of the screen and select **Save**.

Ready to copy
Free Memory 100%
set(s) 1

Output Finishing Cancel Save

1.2.3...
1.2.3...

Copies are made in sorted sets.
Staple : Top Left
Punch: None

Auto
Collated/Finishing
Uncollated

Touch Large Output below if the number of output copies exceeds 500.

Large Output
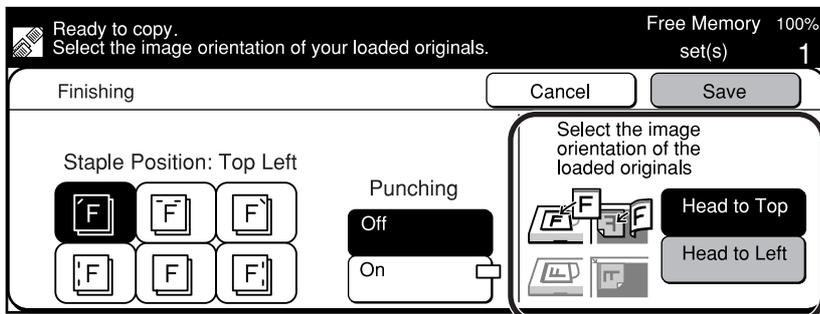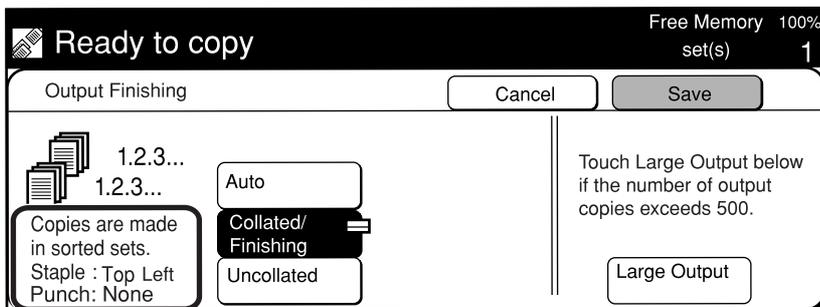
7 Select other features if necessary.

8 Enter the required number of sets by using the keypad and press **Start**.

The copies are collated set by set, stapled, and delivered to finisher Tray 2.

9 You can remove the copies from finisher Tray 2 after all the copies are delivered and the machine stops.

4

4-9 Punching Holes

(Punching)

When the Finisher (optional) is installed, copies can be made and output with punched holes. Paper sizes that can be punched and the positions of holes are as follows.

● Paper sizes that can be punched and the positions of holes
B5□, A4□, 8.5 x 11"□ paper: Holes are punched at the long edge.
B4, A3, 11 x 17" paper: Holes are punched at the short edge.

	B5□, A4□, 8.5 x 11"□	B4, A3, 11 x 17"
Top Side	⊔	⊔
Left Side	F	F
Right Side	F	F

For B5□, A4□, 8.5 x 11"□ size, holes cannot be punched on the short edge.
For B4, A3, 11 x 17" size, holes cannot be punched on the long edge.

Also, when punching B5□, A4□, 8.5 x 11"□ size paper, check that the paper of □ orientation is loaded in the tray.

● Punching holes on paper of mixed sizes (applicable only when DADF is used):
When Y is the same for paper of mixed sizes, punching holes is possible
However, only the following combinations are possible: B5□ and B4, A4□ and A3, 8.5 x 11"□ and 11 x 17".
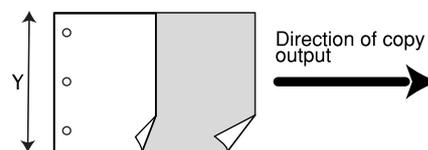
Y

Direction of copy output

Procedure

■■

1 On the Basic Features screen, select **Output/Finishing**.
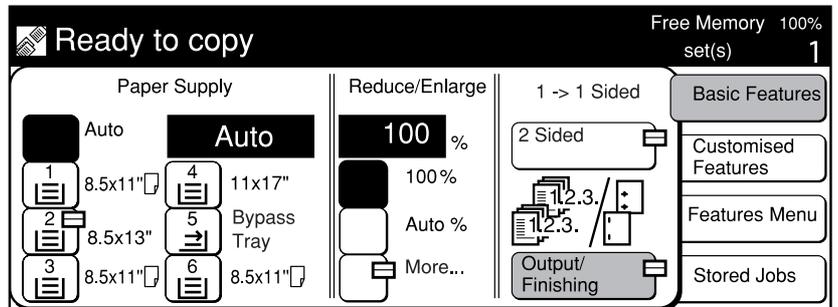
2 Select **Collated/Finishing**.
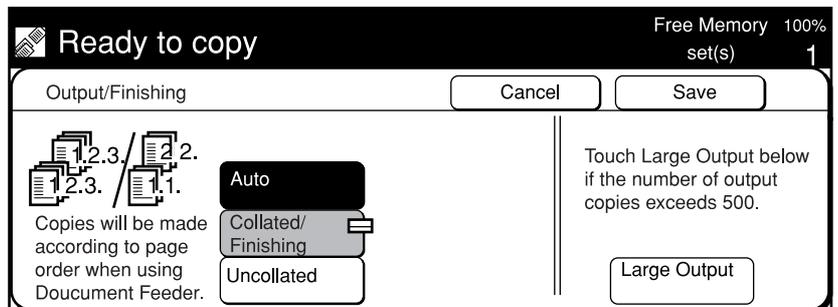
3 Then select **On** for Punching.

4 Select **Top Side, Left Side,** or **Right Side**.

For example, select **Left Side** (left button).

4

5 Load the original in the orientation of **Head to Top**, or **Head to Left.**

Loading in DADF

Head to Top   Head to Left

Head

F

Head   L F

Loading on Document Glass

Head to Top   Head to Left

Head

F

Head   T

6 Select the corresponding document orientation of the original loaded, and select **Save**.

Select **Head to Top** or **Head to Left**.

Ready to copy.
Select the image orientation of your loaded originals.

Free Memory 100%
set(s)   1

Punching   Cancel   Save

Staple Position: Left

Select the image orientation of the loaded originals

F   F   F   Head to Top

F   F   F   Head to Left

7 Confirm the settings at the lower left side of the screen and select **Save**.

Ready to copy

Free Memory 100%
set(s)   1

Output/Finishing   Cancel   Save

1.2.3...
1.2.3...   Auto

Copies are made in sorted sets.
Staple : None
Punch: Left

Collated/
Finishing

Uncollated

Touch Large Output below if the number of output copies exceeds 500.

Large Output

8 Select other features if necessary.

9 Enter the required number of sets by using the keypad and press **Start**.

The copies are punched and delivered to Finisher Tray 2.

10 You can remove the copies from Finisher Tray 2 after all the copies are delivered and the machine stops.

4-10 Resetting the Copy Sets and Feature Settings to Their Defaults

If you made a mistake while entering the value for the number of sets to be copied, you can select the **Clear C** button from the Control Panel to clear and then re-enter the value. This button can also be used to clear settings of the previous copy job.

Select **Clear All** on the Control Panel to clear all settings and return them to their defaults.

Resetting the Number of Copy Sets

Procedure

Note

● Re-enter a value by using the keypad.

1 Press **Clear C**.

The number of sets to be copied returns to 1.

Clear

Ⓒ

4

Resetting the Feature Settings

Procedure

Note

● To cancel an auto start copy job, press **Stop** and then **Clear All**.

See

● *Time-Outs* in *6-1: List of Custom Preset Functions* for details.

1 Press **Clear All**.

All settings are cleared and returned to their defaults.

Clear All

● **Job Program Incomplete/End of Job Time-Outs**

These time-out features will automatically reset all settings to their defaults if the machine has been left idle for a certain period of time.

4-11 Stopping a Copy Job

To stop a copy job, pressing **Stop** will stop the job temporarily. Press **Clear C** or **Clear All** after that to stop the copy job.

Procedure

━━━

1 Press **Stop**.

Stop

The current copy job is stopped temporarily. The screen below is displayed. A waiting copy job that uses the Auto Start feature is also stopped temporarily.

Free Memory   100%

Copy Job   Exit

Ready to copy
Press Start to continue or C Button to cancel the Job.

No. of Original   No. of Sets
2   1 / 2

Tray 1
Head to Top   [F] F   100%   1.2.3..   A4   Next Document
→   1.2.3..   1 -> 1 Sided   End Job
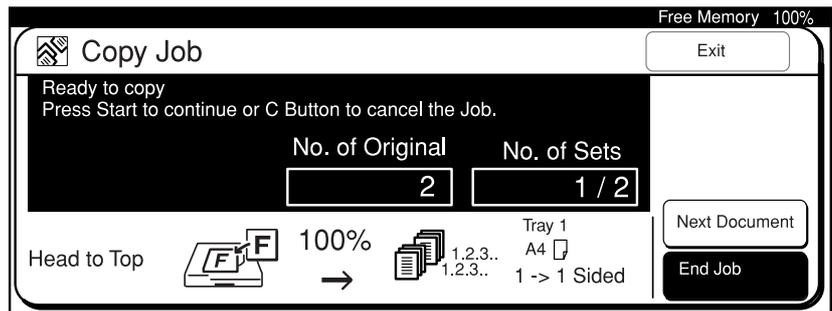
2 Press **Clear C** or **Clear All**.

Clear
C   or   Clear All

The copy job is stopped.

4-12 *Interrupting a Copy Job*

You can interrupt a copy job that is in progress for an urgent job. Once the urgent job is done, the copier will resume the interrupted copy job.

Interrupting a copy job cannot be carried out under the conditions below:

- When documents are being scanned in the DADF.
- When documents are being scanned on the Document Glass up to selection of **End Job**.

Procedure

1 Press **Interrupt**.

The indicator light at the top left of the Interrupt button lights up indicating that the current copy job has been interrupted.

◼Interrupt

2 Load the documents of the interrupting job.

3 Select other features if necessary.

4 Enter the required number of sets by using the keypad and press **Start**.

The interrupting job starts.

5 After the interrupting job has ended, press **Interrupt**.

The indicator light at the top left of the Interrupt button is off indicating that the interrupt mode has been cancelled.

▢Interrupt

6 Press **Start**.

The interrupted job resumes.

4-13 Programming Ahead

The Program Ahead feature allows you to make selections for, and perform scanning of jobs in advance, while preceding jobs are being output.

Procedure

1 While the screen below is being displayed, select **Program Ahead**.

```
                                              Free Memory    90%
  Copy Job                                    Program Ahead

  Making copies . . .                         Stop
                      No. of Original  No. of Sets
                            3              3/5
  A4                                    Tray 1       Next Original
                      100%        1.2.3..  A4
  Head to Top              F          1.2.3..  1 -> 1 Sided   End Job
```

2 Make selections for the next job, load your documents and press **Start** to begin scanning.

The job will start automatically after the preceding job has been completed.

```
                                              Free Memory   100%
   Program your next job                          set(s)      1

   Paper Supply        Reduce/Enlarge   1 -> 1 Sided   Basic Features

   Auto      Auto        100  %    2 Sided
                                                         Customised
    1            4              100 %                    Features
       8.5x11"      11x17"
    2            5    Bypass    Auto %                    Featues Menu
       8.5x13"      Tray            12.3.
    3            6              More...   12.3.  Output/     Stored Jobs
       8.5x11"      8.5x11"             Finishing
```
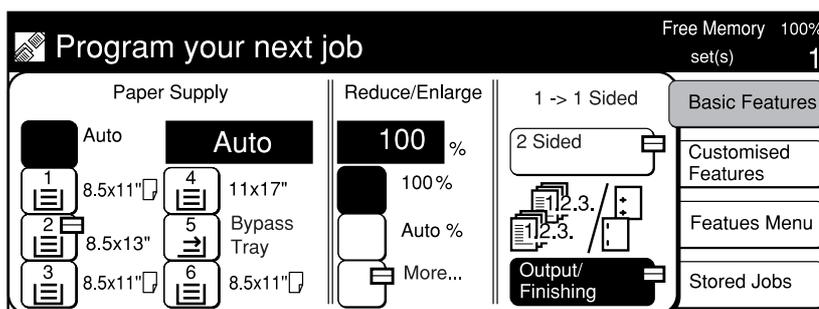
● **When Number of Documents is 51 and Above**

The number of documents which can be loaded in the DADF is up to 50 sheets. You can repeat this, by adding documents, for up to a total of 700 sheets (350 sheets in the case of 2 sided documents) for continuous scanning. When the initial document is being scanned, select **Next Original**. When scanning has ended, add documents and select **Start** to continue scanning. If there are no additional documents to be scanned, select **End Job**. But, when **Stapling**, **1➝2 Sided, Multi-Up (N Up)** is selected, scanning cannot be continued by adding documents.

Note

● On a model with printer function, select **Exit**, which is displayed in place of **Program Ahead**.
● If there is a copy/print job, which has been temporarily stopped (waiting for operation), you cannot proceed with the second copy job. Press **Job Status ▶ Stop** to display the job status of the stopped job (waiting for operation). To resume the stopped job, select it, and press **Start**. To cancel it, press **Clear C** or **Clear All.**

Note

● After scanning of the job to be programmed ahead is completed, the job will be placed at the end of the queue for execution.
● To cancel a Program Ahead job, which has been scanned, select **Stop** on the screen displayed, then press **Clear C** or **Clear All**. If the display has changed, press **Job Status ▶ Stop,** and select the job to be cancelled.
Press **Clear C** or **Clear All** to cancel the job.

5

Added Features

5-1 Overview of Added Features

Ready to copy

Free Memory 100%
set(s) 1

Paper Supply	Reduce/Enlarge	Lighter/Darker	Original Type	Basic Features
2 Sided	Output/Finishing	Image Shift	Edge Erase/Copy All	Customised Features
Book Copying	Transparency Separators	Original Size	Original Orientation	Features Menu
Image Rotation	Multi-Up (N Up)	Mixed Size Originals	▼ Next Page	Stored Jobs

Ready to copy

Free Memory 100%
set(s) 1

Sharpness	Sample Set	Negative Image	Mirror Image	Basic Features
Repeat Image	Book Duplex	Covers	Booklet Creation	Customised Features
				Features Menu
			▲ Previous Page	Stored Jobs

Note The above screen has the Finisher installed.

① **Paper Supply**

Select this option to select the paper size.
⇒ *4.2: Selecting a Paper Tray (Paper Supply)*

② **Reduce/Enlarge**

Select this option to reduce/enlarge a copy image.
⇒ *4.3: Reducing/Enlarging (Reduce/Enlarge)*

③ **Lighter/Darker**

Select this option to adjust the density of a copy.
⇒ *5.2: Adjusting Copy Density (Lighter/Darker)*

④ **Document Type**

Select this option to make a copy that matches the document type.
⇒ *5-3: Making a Copy according to Original Type (Original Type)*

⑤ **2 Sided**

Select this option to make two sided or one sided copies.
⇒ *4-5: Copying on One Side (2 Sided)*
⇒ *4-6: Copying on Two Sides (2 Sided)*

⑥ **Output**

Select this option to specify the method to output the copies.
⇒ *4-7: Collating Copy Output (Output/Finishing)*
⇒ *4-8: Stapling (Stapling)*
⇒ *4-9: Punching Holes (Punching)*

⑦ **Image Shift**

Select this option to determine the position of the document's image (up/down/left/right) on the copy and to insert the binding shift.
⇒ *5-7: Setting the Margins (Image Shift)*

⑧ **Edge Erase/Copy All**

Select this option to make copies with the document cover open, or to make copies from booklets.

⇒ *5-8: Erasing the Edges and Copying All (Edge Erase/Copy All)*

⑨ **Book Copying**

Select this option to make separate left-page and right-page copies from a bound document.

⇒ *5-6: Copying Facing Pages onto Separate Sheets (Book Copying)*

⑩ **Transparency Separators**

Select this option to insert blank sheets as separators between the copied transparencies.

⇒ *5-9: Interleaving Blank Sheets Between Transparencies (Transparency Separators)*

⑪ **Original Size**

Select this option to specify the size of the document.
⇒ *5-12: Selecting the Original Size (Original Size)*

⑫ **Original Orientation**

Select this option to specify the orientation of the loaded document.

⇒ *5-10: Selecting the Original Orientation (Original Orientation)*

⑬ **Image Rotation**

Select this option to make copies after rotating the document image by 90 degrees.

⇒ *5-11: Rotating and Copying in Different Directions (Image Rotation)*

⑭ **Multi-Up (N Up)**

Select this option to copy several documents onto one copy.

⇒ *5-4: Copying Several Documents onto One Copy (Multi-Up (N Up))*

⑮ **Mixed Size Originals**

Select this option to load documents of different sizes at the same time.

⇒ *5-5: Loading Mixed Size Originals (Mixed Size Originals)*

⑯ **Sharpness**

Select this option to enhance or reduce the sharpness of an image.
⇒ *5-13: Enhancing Sharpness (Sharpness)*

⑰ **Sample Set**

Select this option to output a sample set for verification before proceeding to output the actual copies.
⇒ *5-19: Making a Sample Set (Sample Set)*

⑱ **Negative Image**

Select this option to create negative-like copies by reversing the black and white sections of the original image.

⇒ *5-14: Creating Negative-like Images (Negative Image)*

⑲ **Mirror Image**

Select this option to make copies by reversing the left/right-page of the document.
⇒ *5-15: Creating Mirror Images (Mirror Image)*

⑳ **Repeat Image**

Select this option to make copies with repeated images of the original.
⇒ *5-16: Repeating an Image (Repeat Image)*

㉑ **Book Duplex**

Select this option to make duplex copies that are the same as the bound document.
⇒ *5-17: Making Duplex Copies of Facing Pages (Book Duplex)*

㉒ **Covers**

Select this option to insert covers, such as colored paper, for the copies.
⇒ *5-18: Inserting Covers (Covers)*

㉓ **Booklet Creation**

Select this option to create booklets from one or two-sided documents.
⇒ *5-20: Creating a Booklet (Booklet Creation)*

㉔ **Stored Jobs**

Select this option to register defined copy jobs in the Job Memory.
⇒ *5-21: Job Memory Operations*

5

5-2 Adjusting Copy Density

(Lighter/Darker)

The Lighter/Darker feature allows you to adjust the copy density by using the seven-grade density scale provided. The default is **Normal**.
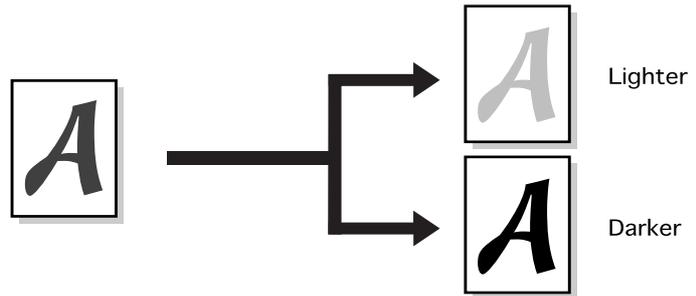
Lighter

Darker

Procedure

1 Load the document.

2 Select Features Menu. Then select **Lighter/Darker**.

Ready to copy

Free Memory 100%
set(s) 1

Paper Supply	Reduce/Enlarge	Lighter/Darker	Original Type	Basic Features
2 Sided	Output / Finishing	Image Shift	Edge Erase/ Copy All	Customised Features
Book Copying	Transparency Separators	Original Size	Original Orientation	Features Menu
Image Rotation	Multi-Up (N Up)	Mixed Size Originals	▼ Next Page	Stored Jobs
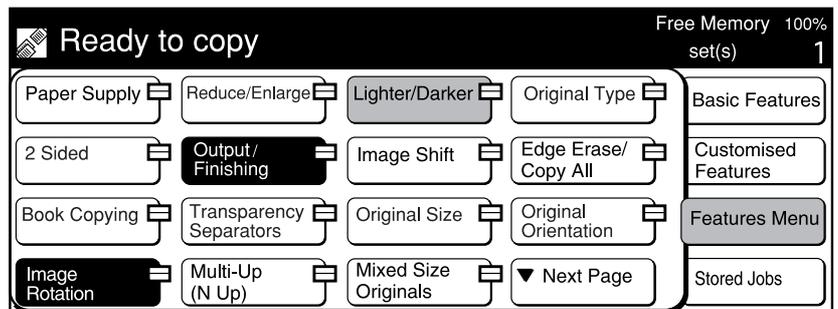
● The factory default for Lighter/
Darker is **Normal**.
● Select **Cancel** to cancel the settings.
● You can remove the background
color on the document by selecting
Background Suppression in
Original Type.
See *5-3: Making a Copy according
to Original Type (Original Type)* for
details.

● Some features cannot be selected
together with this feature. See
*Appendix B: Possible Combinations
of Features* for details.

3 Use the buttons in Lighter/Darker to select the desired copy
density.

To make a lighter copy, touch a button near Lightest. To make a darker copy,
touch a button near Darkest.
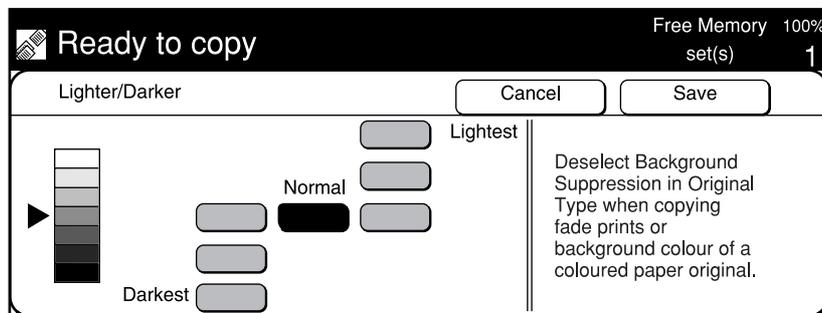
```
                                        Free Memory    100%
  Ready to copy                            set(s)         1

   Lighter/Darker                      Cancel        Save

                              Lightest
                                        Deselect Background
                        Normal          Suppression in Original
                                        Type when copying
                                        fade prints or
                                        background colour of a
                                        coloured paper original.
   Darkest
```

4 Select **Save**.

5 Select other features if necessary.

6 Enter the required number of sets by using the keypad and
press **Start**.

The copies are made according to the copy density value selected in Step 3.

5

5-3 Making a Copy According to Original Type

(Original Type)

The Original Type feature allows you to make copies of photographs, text or text with photographs by selecting their matching original type.
Also, if you have selected **Text** or **Text & Photo**, you can choose to remove the background color of texts and so forth by enabling the Background Suppression feature.
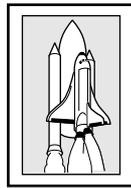
Photo   Text   Text & Photo
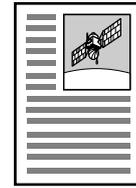
Note

● The default original type can be changed by using Tools Mode. The factory default is **Text & Photo** with **Background Suppression** selected.

See

● *Chapter 3 Loading Documents* for information on how to load documents.

Note

● The screen on the right has the Finisher installed.

Procedure

1 Load the document.

2 Select **Features Menu**. Then select **Original Type**.

3 Select an original type.

Ready to copy		Free Memory 100%
		set(s) 1

Original Type   Cancel   Save

Text & Photo

Text

Photo

This reduces the effects of copying from newpapers or coloured paper originals.

Background Suppression
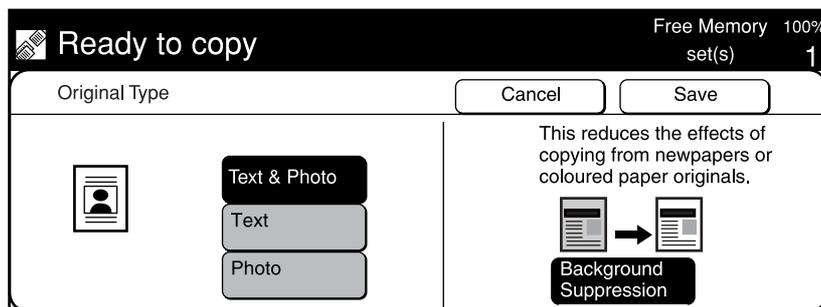
● When the document consists of both photograph and text:
  Select **Text & Photo**.
  Select **Background Suppression** to remove the background color.
● When the document consists of mainly text:
  Select **Text**. Select **Background Suppression** to remove the background color.
● When the document consists of mainly photographs:
  Select **Photo**.

4 Confirm the settings, and select **Save**.

5 Select other features if necessary.

6 Enter the required number of sets by using the keypad and press **Start**.
The copies are made according to the document type selected in Step 3.

5

5-4 Copying Several Documents onto One Copy

(Multi-Up (N Up))

Note

● Two, four, or eight sheets of documents are reduced and copied onto the selected paper.

The Multi-Up (N Up) feature allows you to use the DADF to copy two, four or eight sheets of documents onto one copy.

Originals	Copy Sequence

● 2 Up

1	2

Or

2	1

● 4 Up

3	1
4	2

1	2
3	4

1	3
2	4

2	1
4	3

● 8 Up

1	3	5	7
2	4	6	8

7	5	3	1
8	6	4	2

1	2	3	4
5	6	7	8

4	3	2	1
8	7	6	5

Procedure

1 Select the tray with the desired paper size loaded from Basic Features screen under Paper Supply.

2 Select **Features Menu**. Then select **Multi-Up (N Up)**.

> **Note**
>
> ● The screen on the right has the Finisher installed
> ● If **Multi-Up (N Up)** is selected, Reduce/Enlarge becomes **Auto %** and two, four, or eight sheets of documents are reduced to fit, and copied onto the selected paper.

```
 Ready to copy                          Free Memory  100%
                                           set(s)      1

 Paper Supply    Reduce/Enlarge   Lighter/Darker   Original Type    Basic Features

 2 Sided         Output/          Image Shift      Edge Erase/      Customised
                 Finishing                         Copy All         Features

 Book Copying    Transparency     Original Size    Original         Features Menu
                 Separators                        Orientation

 Image           Multi-Up         Mixed Size       ▼ Next Page      Stored Jobs
 Rotation        (N Up)           Originals
```

3 Select either **2 Up**, **4 Up** or **8 Up**.
For example, select **2 Up**.

```
 Ready to copy.                                    Free Memory  100%
 Select the image orientation of your loaded originals.   set(s)     1

 Multi-Up (N Up)                         Cancel        Save

                        1 Up              Select the image
                                          orientation of the
                        2 Up              loaded originals.

                        4 Up                                  Head to Top

                        8 Up                                  Head to Left
```
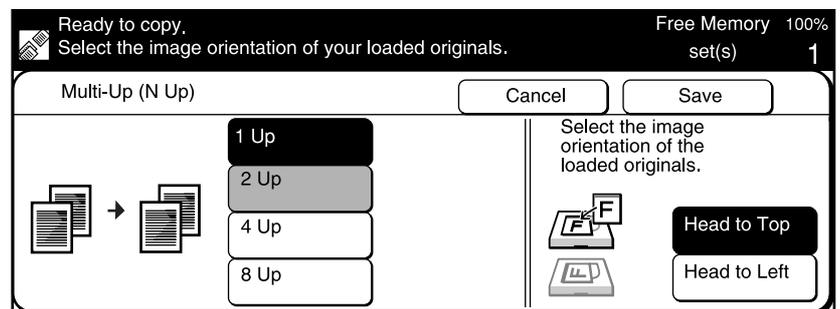
4 Select a button below **Image Order**.

> **Note**
>
> ● Image order refers to the order in which two, four, or eight sheets of documents are copied onto one sheet of paper. See diagram on previous page.

```
 Ready to copy                          Free Memory  100%
                                           set(s)      1

 Multi-Up (N Up)                         Cancel        Save

                        1 Up                     Select the image
                                                 orientation of the
                        2 Up     Image Order     loaded originals

                        4 Up                                  Head to Top

                        8 Up                                  Head to Left
```

Note

● Select **Cancel** to cancel the settings.
● Some features cannot be selected
together with this feature. See
*Appendix B: Possible Combinations
of Features* for details.

5 Load the document into the DADF.
Load the document in the orientation of Head to Top, or Head to Left.

Head to Top

Head

F

Head to Left

Head

F
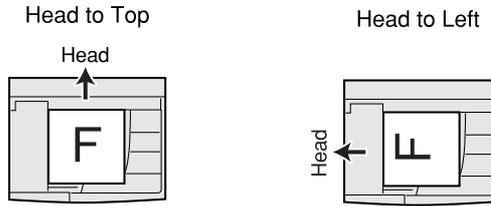
6 Select the corresponding document orientation of the original
loaded, then select **Save**.
Select **Head to Top** or **Head to Left**.

Ready to copy

Free Memory 100%
set(s) 1

Multi-Up (N Up)

Cancel | Save

1 Up
2 Up
4 Up
8 Up

Image Order

Select the image
orientation of the
loaded originals.

F

Head to Top

Head to Left
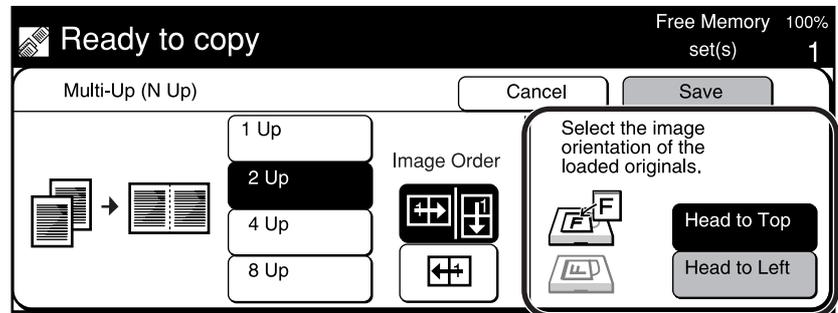
7 Confirm the settings, and select **Save**.

8 Select other features if necessary.

9 Enter the required number of sets by using the keypad and
press **Start**.
Two documents are copied onto one piece of paper.

5

5-5 Loading Mixed Size Originals

(Mixed Size Originals)

The Mixed Size Originals feature allows you to use the DADF to load documents of different sizes, and scan them all at the same time. Copies of these documents are output according to the sizes of their originals. Alternatively, you can choose to make copies of these documents on a selected paper size.

● When making copies matching the size of the document
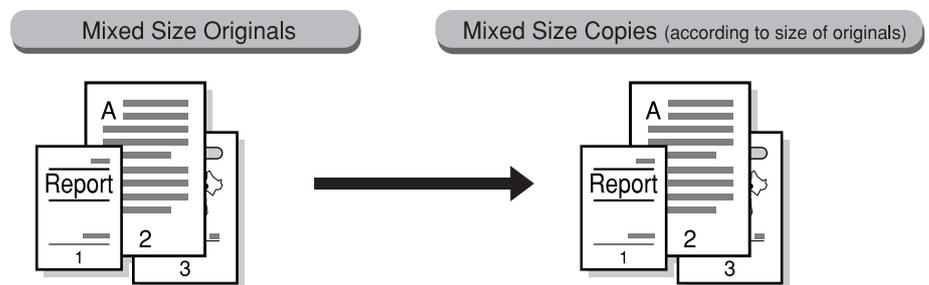
● When making copies on a selected paper size

5
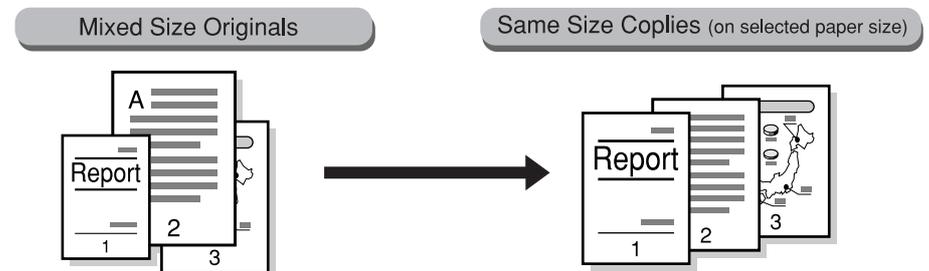
Copying on Paper Size Matching the Document Size

Note

● **Paper Supply** can also be selected on the Features Menu screen. The factory default is **Auto**.
● **Reduce/Enlarge** can also be selected from the Features Menu. The factory default is **100%**.
● The screen on the right has the Finisher installed.

Note

● Select **Cancel** or **Off** to cancel the settings.

Note

● Some features cannot be selected together with this feature. See *Appendix B Possible Combinations of Features* for details.

Procedure

1 Load all documents such that they are properly inserted in the DADF.

2 On the Basic Features screen, select **Auto** in Paper Supply and **100%** in Reduce/Enlarge.

3 Select **Features Menu**. Then select **Mixed Size Originals**.
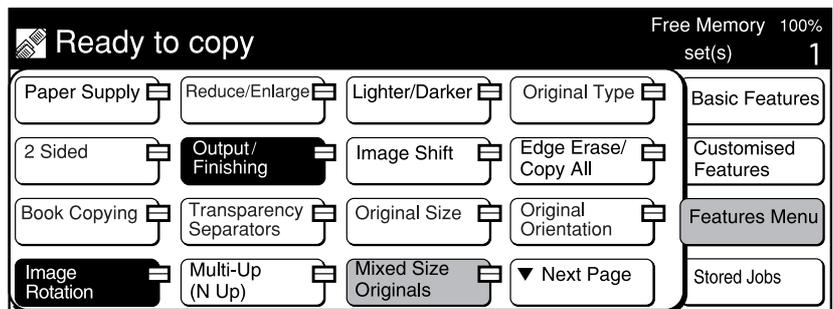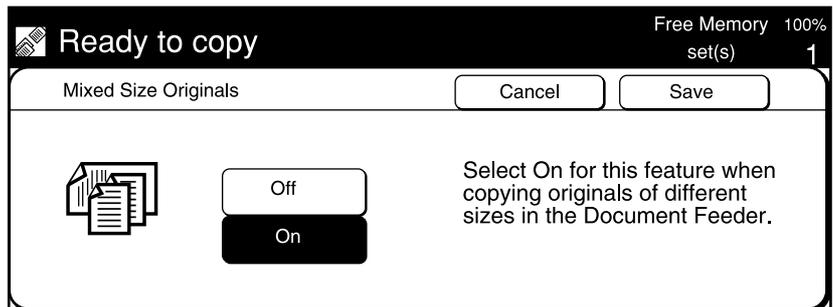
Ready to copy　　　　　　　　Free Memory 100%
　　　　　　　　　　　　　　　　set(s)　　　1

Paper Supply	Reduce/Enlarge	Lighter/Darker	Original Type	Basic Features
2 Sided	Output/Finishing	Image Shift	Edge Erase/Copy All	Customised Features
Book Copying	Transparency Separators	Original Size	Original Orientation	Features Menu
Image Rotation	Multi-Up (N Up)	Mixed Size Originals	▼ Next Page	Stored Jobs

4 Check that **On** is selected.

Ready to copy　　　　　　　　Free Memory 100%
　　　　　　　　　　　　　　　　set(s)　　　1

Mixed Size Originals　　　　　　Cancel　　Save

Off
On

Select On for this feature when copying originals of different sizes in the Document Feeder.

5 Confirm the settings, and select **Save**.

6 Select other features if necessary.

7 Enter the required number of sets by using the keypad and press **Start**.

Copies are made according to their respective document sizes.

Copying onto a Selected Paper Size

Note

- **Paper Supply** and **Reduce/ Enlarge** can also be selected from the Features Menu.

Note

- The screen on the right has the Finisher installed.

Note

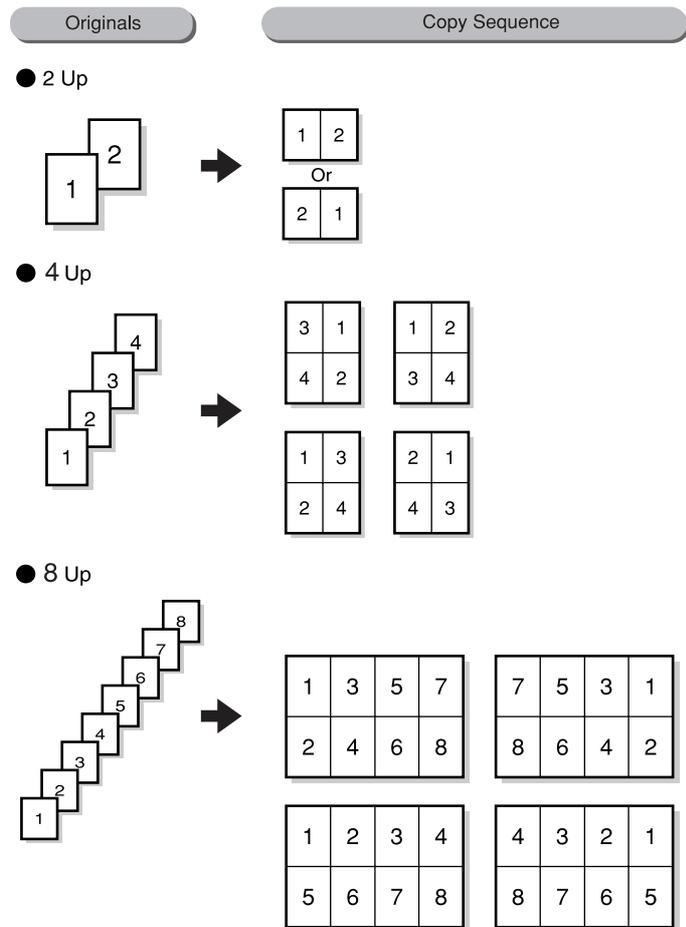- Select **Cancel** or **Off** to cancel the settings.

Note

- Some features cannot be selected together with this feature. See *Appendix B: Possible Combinations of Features* for details.

Procedure

1 Load all documents such that they are properly inserted in the DADF. Load

2 On the Basic Features screen, select the paper tray with the desired paper size in Paper Supply.

3 Select **Auto %** in Reduce/Enlarge on the Basic Features screen.

4 Select **Features Menu**. Then select **Mixed Size Originals**.
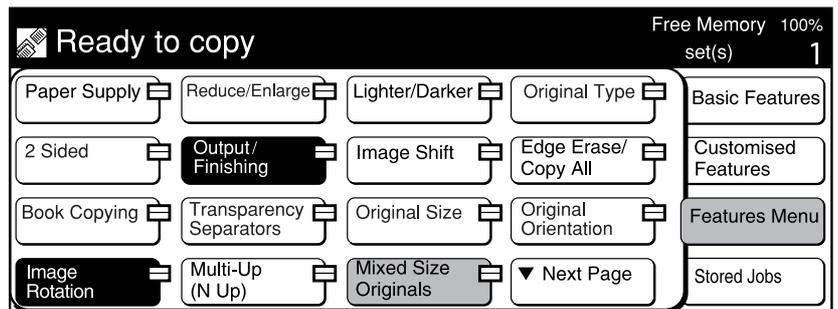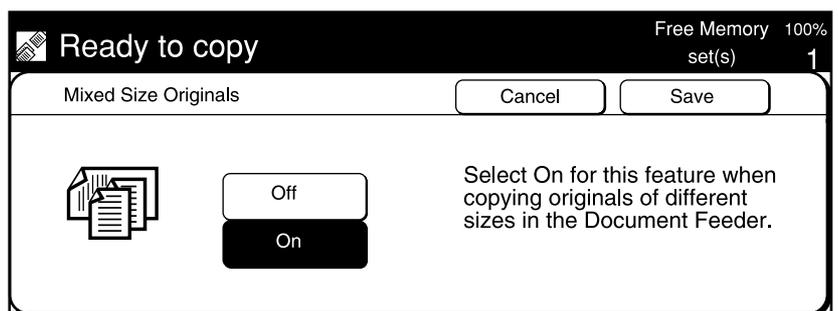
				Free Memory 100%
✎ Ready to copy				set(s) **1**
Paper Supply	Reduce/Enlarge	Lighter/Darker	Original Type	Basic Features
2 Sided	Output / Finishing	Image Shift	Edge Erase/ Copy All	Customised Features
Book Copying	Transparency Separators	Original Size	Original Orientation	Features Menu
Image Rotation	Multi-Up (N Up)	Mixed Size Originals	▼ Next Page	Stored Jobs

5 Check that **On** is selected.

	Free Memory 100%
✎ Ready to copy	set(s) **1**

Mixed Size Originals   Cancel   Save

Off

On

Select On for this feature when copying originals of different sizes in the Document Feeder.

6 Confirm the settings, and select **Save**.

7 Select other features if necessary.

8 Enter the required number of sets by using the keypad and press **Start**.

Copies of the respective documents are fitted onto the selected paper size by reducing/enlarging them accordingly.

5

5-6 Copying Facing Pages onto Separate Sheets

(Book Copying)

The Book Copying feature allows you to make copies of a document with facing pages and binding margin.

Original	Copy

Note

● This feature can only be used when the document is placed on the Document Glass.
● The division section (binding shift section of the original) at the center of a bound document will be copied with a 2 to 4 mm offset.
● Non standard size documents or documents whose sizes cannot be detected cannot be accurately copied as two equal portions.

Note

● The screen on the right has the Finisher installed.
● **Book Copying** can also be selected on the Customized Features Menu screen.

Note

● The factory default for **Book Copying** is **Off**.
● Select **Cancel** to cancel the settings.

Procedure

1 Select **Features Menu**. Then select **Book Copying**.

Ready to copy   Free Memory 100%
                                                 set(s)   1

Paper Supply | Reduce/Enlarge | Lighter/Darker | Original Type | Basic Features
2 Sided | Output/Finishing | Image Shift | Edge Erase/Copy All | Customised Features
Book Copying | Transparency Separators | Original Size | Original Orientation | Features Menu
Image Rotation | Multi-Up (N Up) | Mixed Size Originals | ▼ Next Page | Stored Jobs
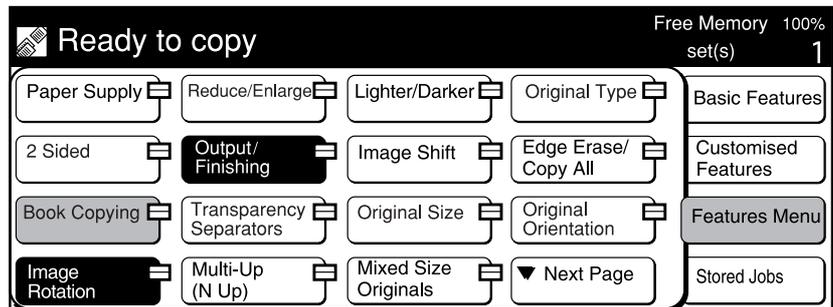
2 Select **Left Page Then Right**, **Right Page Then Left**, or **Top Page Then Bottom**.

For example, select **Left Page Then Right**.

Ready to copy.   Free Memory 100%
Select the image orientation of your loaded originals.   set(s)   1

Book Copying(Scan Order)   Cancel   Save

Off
Left Page Then Right   Select the image orientation of the loaded originals.
Right Page Then Left
Top Page Then Bottom   Head to Top
                              Head to Left

Left Page Then Right | Right Page Then Left | Top Page Then Bottom

| A | B | | B | A | | A | B |

3 Confirm the settings, and select **Save**.

4 Select other features if necessary.

5 Place the document on the Document Glass.

Left Page Then Right

Right Page Then Left

Top Page Then Bottom
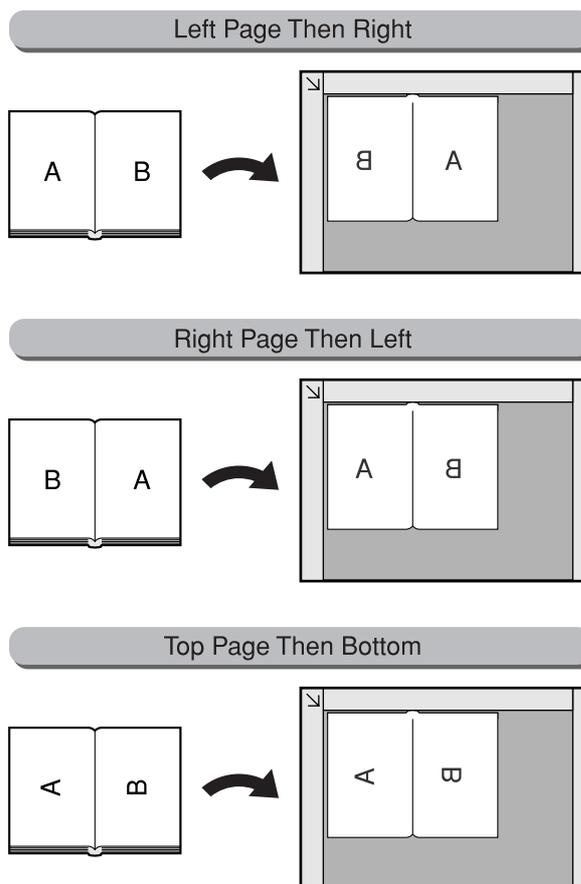
6 Enter the required number of sets by using the keypad and press **Start**.

The document with facing pages is copied on separate sheets of paper.

5-7 Setting the Margins

(Image Shift)

The Image Shift feature allows you to move the position of the original image up, down, left, right or center. Also, it allows you to set a top, bottom, left, or right margin.

● Image is shifted to each corner

Original   Copy

Setting   Setting
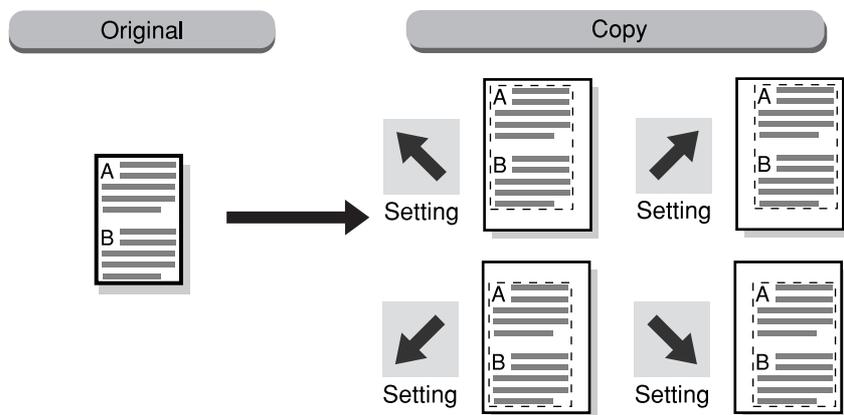
Setting   Setting

● Image is shifted to center of paper (**Auto Center (Centre)**)
The center of the document is shifted to match the center of the paper for copying.

Original   Copy

No Shift   Auto Centre
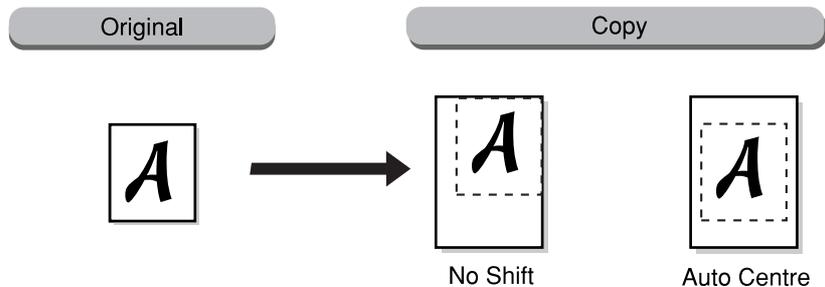
● Setting margin
Margin is set by shifting the document top, bottom, left, or right between 1-432 mm at 1 mm intervals for copying.

Original   Copy

Right shift→
Left margin
is created

Down shift→
Top margin
is created

● The screen on the right has the Finisher installed.

Procedure

1 Select **Features Menu**. Then select **Image Shift**.

```
Ready to copy                                    Free Memory  100%
                                                 set(s)          1

Paper Supply    Reduce/Enlarge   Lighter/Darker    Original Type     Basic Features

2 Sided         Output/          Image Shift       Edge Erase/       Customised
                Finishing                          Copy All          Features

Book Copying    Transparency     Original Size     Original          Features Menu
                Separators                         Orientation

Image           Multi-Up         Mixed Size        ▼ Next Page       Stored Jobs
Rotation        (N Up)           Originals
```

2 Select **Side 1**.

```
Ready to copy.                                   Free Memory  100%
Select the image orientation of your loaded originals.  set(s)    1

Image Shift                          Cancel         Save

                                           Select the image
                                           orientation of the
                                           loaded originals.
     F                    F
                                                      Head to Top
  Side 1                Side 2                         Head to Left
```

● The factory default is **No Shift**.
● Select **Cancel** to cancel the settings.

3 Select the position to shift the document to.

```
Ready to copy                                    Free Memory  100%
Select the image orientation of your loaded originals  set(s)    1

Side 1                               Cancel         Save

No Shift              F        Up & Down        Select the image
                               Shift (0-432)    orientation of the
                                   0  mm        loaded originals.
                    Left & Right
                    Shift (0-432)                     Head to Top
                        0  mm
Auto Centre                                           Head to Left
```
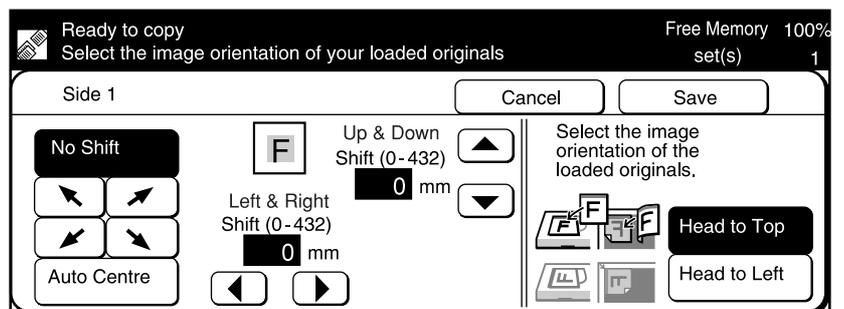
For example, set a left margin of 10 mm ➝ Set ▶ button (Right) at **10 mm.**

```
                        Binding margin

Side 1                                   Cancel

Do not shift ── No Shift      F    Up & Down      Sele
                                   Shift (0~432)  orie
Shift to corner ──                    0  mm       load
                          Left & Right
                          Shift (0~432)
Shift to center ── Auto Centre  10  mm
```
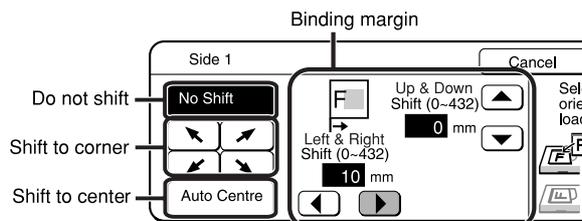
- Corner Shift: Select ↖ ↗ ↙ ↘.
- Auto Center (Centre): Select **Auto Center (Centre)**.
- Margin: Use ▲ ▼ ◀ ▶ buttons to set up, down, left, or right margin between 0 - 432 mm.

Note

● When the document is loaded on the document glass, and if input of the document size were not done, image shift will not be executed correctly.
See *5-12: Selecting the Original Size (Original Size).*

5

Note

● The factory default is **Head to Top**. *See 5-10: Selecting the Original Orientation (Original Orientation)* for the details.
● The direction of image shift (up/ down/left/right) is determined by the document orientation. If the document orientation of the document loaded is different from that of the paper, the origin of the shift (up/down) will also be different, and hence, image shift will not be performed correctly.

④ Load the document.
• When loading document in DADF:
  Load document in the orientation of Head to Top or Head to Left.

Orientation	Head to Top	Head to Left
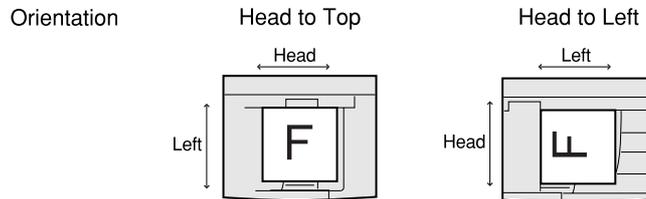
• When loading document on the Document Glass:
  Load document in the orientation of Head to Top or Head to Left. Enter the document size with Original Size from Features Menu.
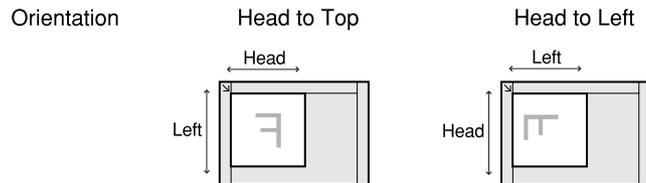
Orientation	Head to Top	Head to Left

⑤ Select the corresponding document orientation of the original loaded.
Select **Head to Top** or **Head to Left**.

⑥ Confirm the settings, and select **Save**.

7 Select **Side 2** when making two-sided copies, and define the image and binding shifts. Select **Mirror Shift** if you want side two of the document to be a mirror image of side one.

```
┌─────────────────────────────────────────────────────────────┐
│     Ready to copy.                        Free Memory   100%  │
│     Select the image orientation of your loaded originals.    │
│                                              set(s)       1   │
│  Side 2                          Cancel          Save         │
│                                                               │
│  ┌──────────┐   ┌───┐  Up & Down   ┌───┐  Select the image    │
│  │ No Shift │   │ F │  Shift (0-432)│ ▲ │  orientation of the  │
│  └──────────┘   └───┘     10 mm    └───┘  loaded originals.    │
│   ↖    ↗         Left & Right ┌───┐                           │
│                 Shift (0-432) │ ▼ │    F      Head to Top      │
│   ↙    ↘           10 mm                                      │
│  ┌──────────┐  ◄    ►  ┌────────────┐                         │
│  │Auto Centre│          │Mirror Shift│           Head to Left  │
│  └──────────┘          └────────────┘                         │
└─────────────────────────────────────────────────────────────┘
```
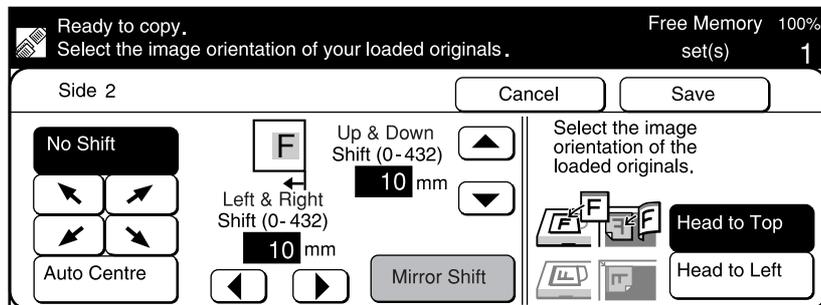
8 Confirm the settings, and select **Save** twice.

9 Select the paper size from Paper Supply and % from Reduce/Enlarge.
When **Image Shift**, or **Auto Center (Centre)** is selected, select a paper size larger than the document, or adjust Reduce/Enlarge.

10 Select other features if necessary.

11 Enter the required number of sets by using the keypad and press **Start**.
Copies are made according to the image shift settings made.

5-8 Erasing the Edges and Copying All

(Edge Erase/Copy All)

When copying with the document cover open or when copying bound documents, shadows are sometimes found at the edges or center of the copies made. These shadows can be erased with the feature, **Edge Erase**. It is also possible to make a copy without erasing these shadows by selecting **Copy All**.

● Erasing the shadows of documents (**Edge Erase**)
Set the amount of erase of shadows on the top, bottom, left, or right, center of the document. The part which Edge Erase is set will not be copied (that is, will be erased).

● Copying onto whole area of paper (**Copy All**)
Amount of erase is 0 mm, and the entire page is copied.
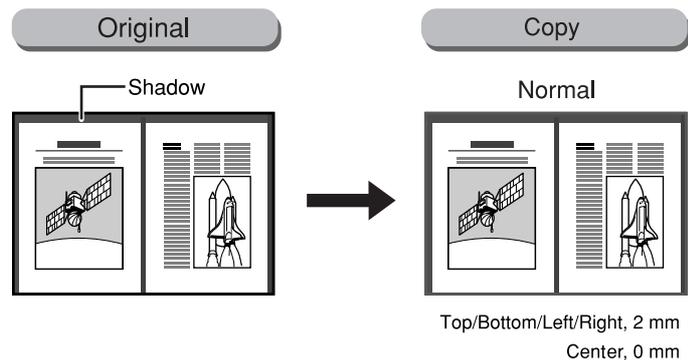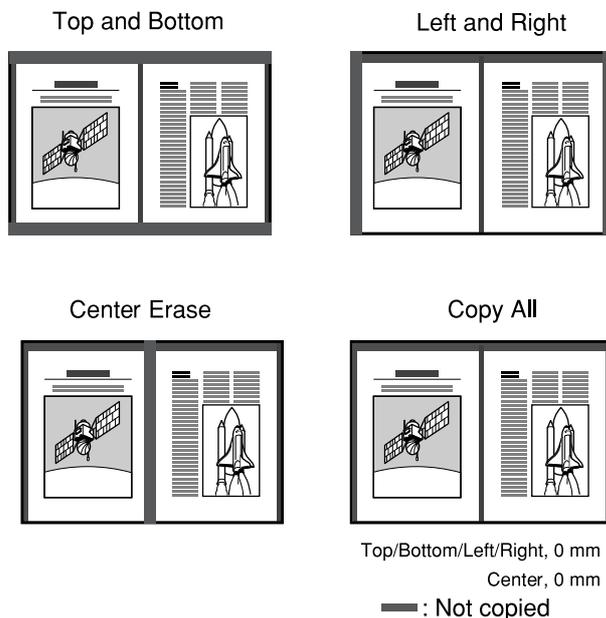
Original　　　Copy

Shadow　　　Normal

Top/Bottom/Left/Right, 2 mm
Center, 0 mm

Copying with Edge Erase

Top and Bottom　　　Left and Right

Center Erase　　　Copy All

Top/Bottom/Left/Right, 0 mm
Center, 0 mm
──： Not copied

Procedure

. . . .

1 Select **Features Menu**. Then select **Edge Erase/Copy All**.

```
Ready to copy                          Free Memory  100%
                                         set(s)        1

Paper Supply   Reduce/Enlarge  Lighter/Darker  Original Type    Basic Features

2 Sided        Output/         Image Shift     Edge Erase/      Customised
               Finishing                       Copy All         Features

Book Copying   Transparency    Original Size   Original         Features Menu
               Separators                      Orientation

Image          Multi-Up        Mixed Size      ▼ Next Page      Stored Jobs
Rotation       (N Up)          Originals
```
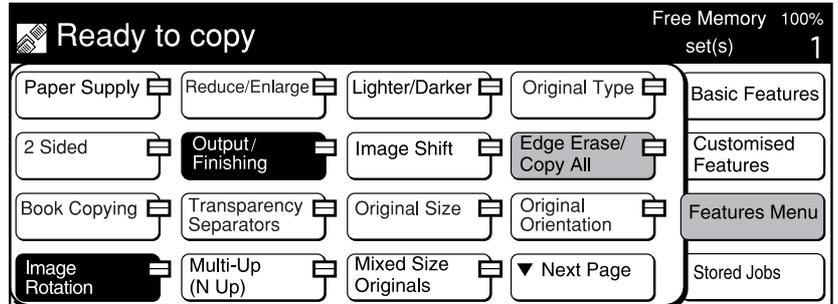
2 Select **Copy All** to copy the entire page. To erase edges, select **Variable Erase**.

```
Ready to copy.                              Free Memory  100%
Select the image orientation of your loaded originals.   set(s)    1

Edge Erase/Copy All              Cancel         Save

                                        Select the image
                                        orientation of the
                                        loaded originals.
            Normal

            Copy All                                Head to Top
T&B    : 2mm
L&R    : 2mm  Variable Erase                        Head to Left
Centre : 0mm
```
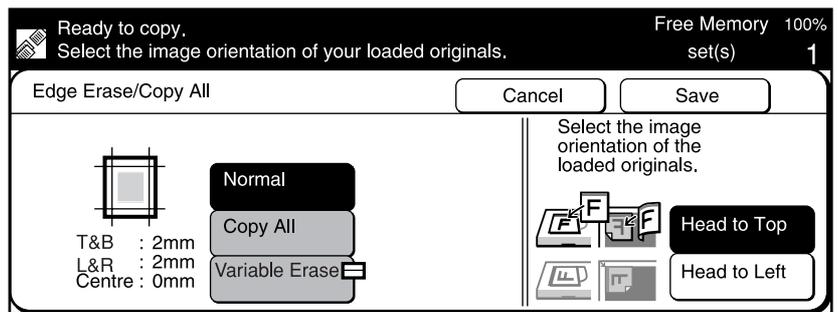
3 If you have selected **Variable Erase**, use ▲ ▼ buttons to select a value for Top & Bottom Edges (2-50 mm), Left & Right Edges (2-50 mm) and Center (Centre) Erase (0-50 mm).

For example, select Top & Bottom Edges: 10 mm and Left & Right Edges: 10 mm.

```
Ready to copy.                              Free Memory  100%
Select the image orientation of your loaded originals.   set(s)    1

Edge Erase/Copy All              Cancel         Save

Top & Bottom   Left & Right                Select the image
Edges          Edges       Centre Erase    orientation of the
                                           loaded originals.

(2-50)         (2-50)       (0-50)
   2 mm           2 mm         0 mm                Head to Top

                                                   Head to Left
```

See

● *Chapter 3 Loading Documents* for information on how to load documents.

See

● *5-10: Selecting the Original Orientation (Original Orientation)* for details.

Note
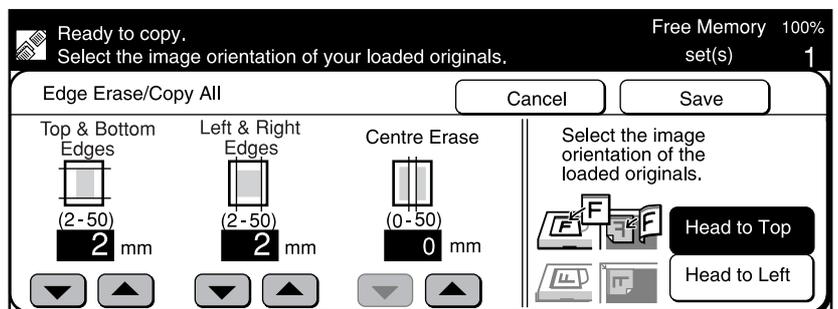
● Some features cannot be selected together with this feature. See *Appendix B: Possible Combinations of Features* for details.

4 Load document in the orientation of Head to Top or Head to Left.
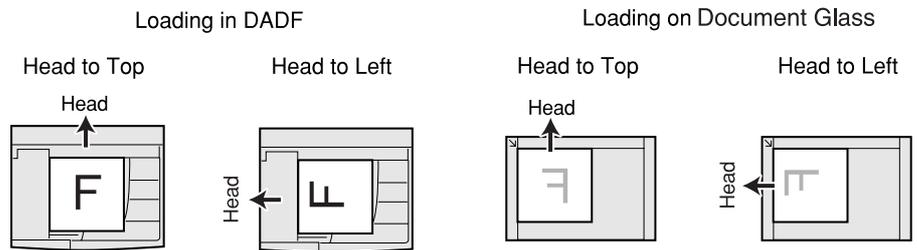
Loading in DADF

Head to Top   Head to Left

Head

Loading on Document Glass

Head to Top   Head to Left

Head

5 Select the corresponding document orientation of the original loaded, and select **Save**.

Select **Head to Top** or **Head to Left**.

Ready to copy.
Select the image orientation of your loaded originals.

Free Memory   100%
set(s)   **1**

Edge Erase/Copy All   Cancel   Save

Top & Bottom
Edges

Left & Right
Edges

Centre Erase

Select the image
orientation of the
loaded originals.

(2-50)   (2-50)   (0-50)
2 mm   **2** mm   **0** mm

Head to Top

Head to Left
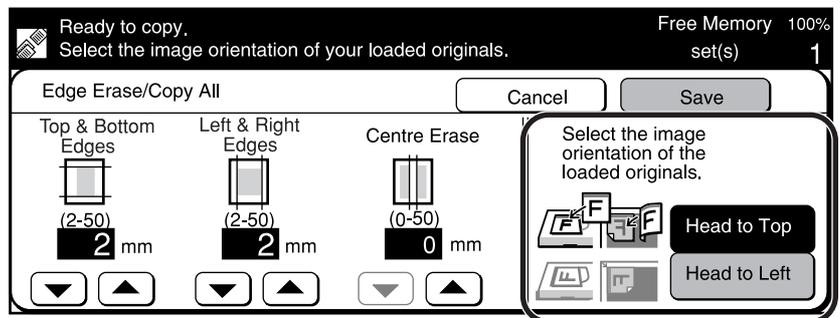
6 Confirm the settings, and select **Save**.

7 Select other features if necessary.

8 Enter the required number of sets by using the keypad and press **Start**.

Copies are made according to the edge erase settings defined in Steps 2 and 3 .

⚠ **CAUTION**   If you make copies with the document cover open, avoid looking directly at the copy lamp. Direct eye exposure can cause eye fatigue or damage.

5

5-9 Interleaving Blank Sheets Between Transparencies

(Transparency Separators)

The Transparency Separators feature allows you to make copies on transparencies and output them with blank sheets of paper inserted as transparency separators between them. You can also make copies for distribution (N Sets) at the same time.

Note

● Transparencies, transparency separators, and paper for distribution copies must be of the same size and loaded in the same orientation.
The sizes must be either A4 or 8.5 x 11".

● When making copies on transparencies with separators (**Blank Separators**)
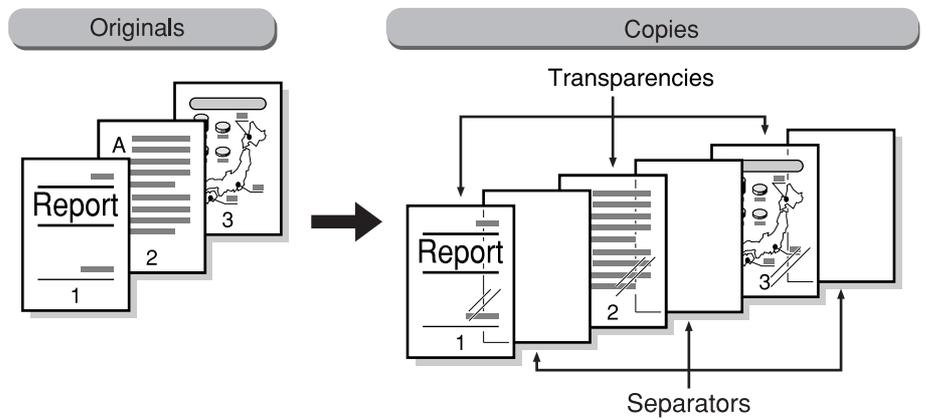
● When making distribution copies besides the transparencies (**Blank Separators & N Sets**)

Procedure

See
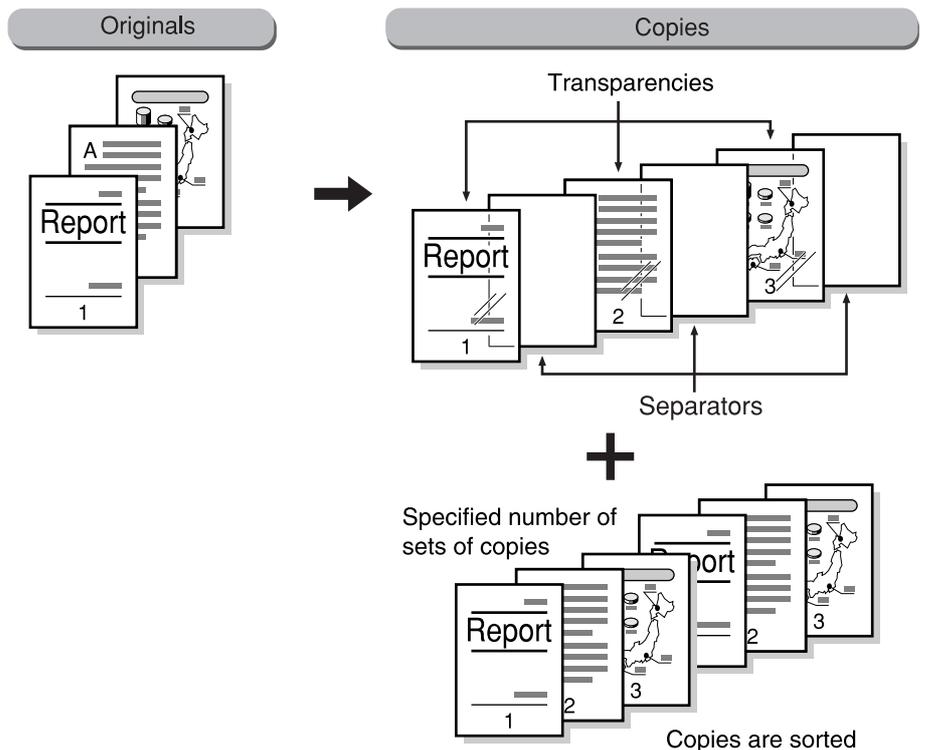
● *Chapter 3 Loading Documents* on how to load documents.

Note

● The screen on the right has the Finisher installed.

Note

● The factory default is **No Separators**.
● Select **Cancel** to cancel the settings.

Note

● Paper for separators/distribution copies must be of the same size as the transparencies (select either A4 or 8.5 x 11").
● The factory default is **Tray 5 (Bypass)** for transparencies. The default can be changed by using Tools Mode screen.

1 Load the document.

2 Select **Features Menu**. Then select **Transparency Separators**.

Free Memory 100%
set(s) 1

Ready to copy

Paper Supply	Reduce/Enlarge	Lighter/Darker	Original Type	Basic Features
2 Sided	Output/ Finishing	Image Shift	Edge Erase/ Copy All	Customised Features
Book Copying	Transparency Separators	Original Size	Original Orientation	Features Menu
Image Rotation	Multi-Up (N Up)	Mixed Size Originals	▼ Next Page	Stored Jobs
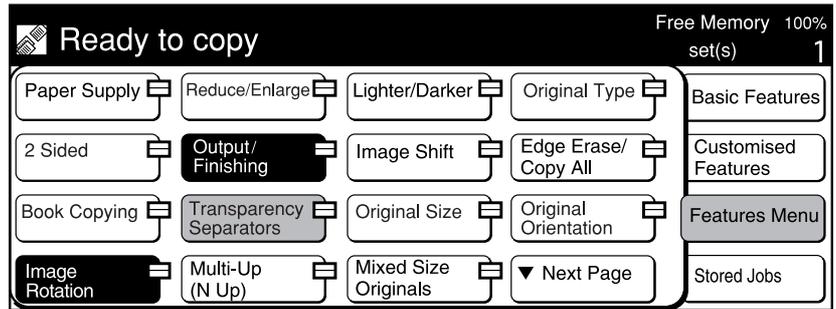
3 Select **Blank Separators**. When making distribution copies at the same time, select **Blank Sep & N Sets**.

For example, select **Blank Sep & N Sets**.

Free Memory 100%
set(s) 1

Ready to copy

Transparency Separators   Cancel   Save

No Separators
Blank Separators
Blank Sep & N Sets
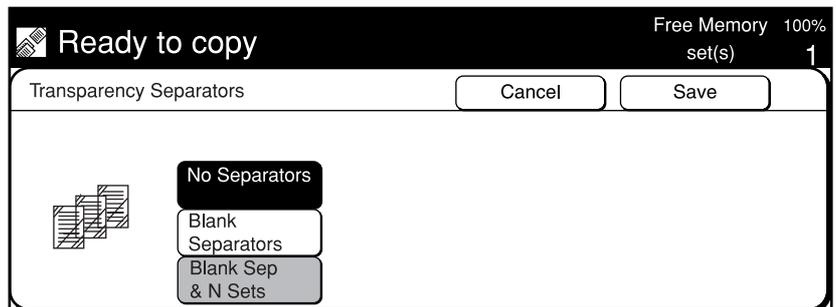
4 Confirm the selection of the tray loaded with transparencies and the tray containing paper to be used as separators.
To change tray settings, select **Paper Tray Settings**.
(If not changing tray settings, proceed to Step 6.)

Load transparencies in Tray 5 (Bypass) and adjust the Paper Guide to just touch the edges of the stock.

Free Memory 100%
set(s) 1

Transparency Separators   Cancel   Save

Transparency | Separators
Tray 5 | Tray 6 A4

No Separators
Blank Separators
Blank Sep & N Sets

Paper Tray Settings

5 Select the paper tray to be used, and select **Save**.

Load transparencies in Tray 5 (Bypass) and adjust the Paper Guide to just touch the edges of the stock.　Free Memory 100%　set(s) 1

Paper Tray Settings	Cancel	Save

Transparency Tray	Separator and N Sets Tray

Transparency Tray:
3 5.5x8.5"
2-1 8.5x11" :
2-2 8.5x11" :
4 8.5x14"
2-3 11x17" :
5 Bypass

Separator and N Sets Tray:
1 8.5x11"
2-1 8.5x11" :
2-2 8.5x11" :
2-3 11x17" :
3 5.5x8.5"
4 8.5x14"
6 8.5x11"

6 Confirm the settings, and select **Save**.

7 Load transparencies in Tray 5 (Bypass).
Load them in the same orientation as the separators/paper used for distribution sets.
(If the tray is changed in Step 5, load them in that tray.)
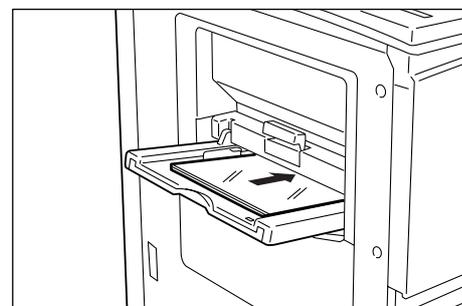
8 Select other features if necessary.

9 If **Blank Sep & N Sets** is selected in Step 3, enter the number of sets for distribution copies with the keypad.
Only one set of the transparencies is copied.

10 Press **Start**.
Copies are made on the transparencies and they are delivered with separators inserted between them.
If **Blank Sep & N Sets** is selected, the number of sets entered for distribution copies are also delivered.

5-10 Selecting the Original Orientation

(Original Orientation)

The Original Orientation feature allows you to specify the text orientation of the document if you have selected **2 Sided**, **Multi-Up (N Up)**, **Image Shift**, **Edge Erase/Copy All**, **Repeat Image** or **Stapling/Punching** (optional). Select **Head to Left** if the orientation of the document is such that the head of the document aligns with the left guide of the Document Glass.

Procedure

1 Load the document.

Loading in DADF
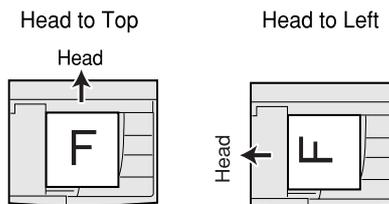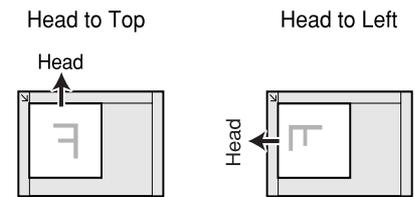
Head to Top   Head to Left

Head

Loading on Document Glass

Head to Top   Head to Left

Head

2 Select **Features Menu**. Then select **Original Orientation**.

3 Select the corresponding document orientation of the original loaded.

Select **Head to Top** or **Head to Left**.

```
┌─────────────────────────────────────────────────────────────────┐
│ ▨ Ready to copy                        Free Memory   100%         │
│                                              set(s)     1         │
│  Original Orientation              [ Cancel ]  [  Save  ]         │
│  ┌───────────────────────────────────────────────────────────┐   │
│  │ This feature helps to produce copies of correct           │   │
│  │ image orientation when you select certain features        │   │
│  │ that require change of image orientation on the           │   │
│  │ copies.                                           [ Head to Top ] │
│  │ Please select according to the image orientation  [ Head to Left ]│
│  │ of your loaded originals.                                 │   │
│  └───────────────────────────────────────────────────────────┘   │
└─────────────────────────────────────────────────────────────────┘
```

4 Select **Save**.

5 Select other features if necessary.

6 Enter the required number of sets by using the keypad and press **Start**.

Copies are made in the orientation selected in Step 3.

5

5-11 Rotating and Copying in Different Directions

(Image Rotation)

Note

● The default value of Image Rotation can be changed by using Tools Mode. As the factory default of Image Rotation is **On**, you do not need to enable it. See *Feature Defaults* in *6-1: List of Custom Preset Functions* for information on how to define the settings.

● When paper is loaded in Tray 5 (Bypass), Image Rotation is invalid.

The Image Rotation feature allows you to make copies in the correct orientation even if the orientation of the paper is different from the loaded document. This is because the machine will automatically rotate the image of the document to match the orientation of the paper.
The factory default of Image Rotation is set to **On**.

Document Orientation	Paper Orientation	Copy
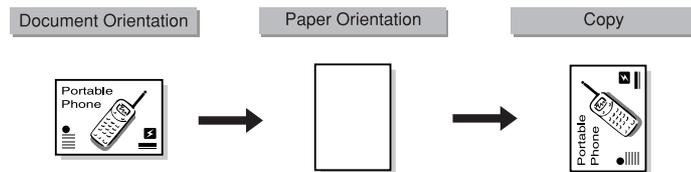
Image Rotation will be valid if any of the following conditions is met.
1. When document is loaded in DADF
2. When document is loaded on the document glass, and **Auto** is selected for Paper Supply, and **Auto %** for Reduce/Enlarge
3. When document is loaded on the document glass, and document size is input
4. When the following features are selected:
   Image Shift (Corner Shift, Auto Center (Centre)), Book Copying, Multi-Up (N Up), Repeat Image, Book Duplex

Procedure

- -

Chapter 3 Loading Documents for information on how to load documents.

● The screen on the right has the Finisher installed.
● **Image Rotation** can also be selected on the Customized Features screen.

① Load the document.

② Select **Features Menu**. Then select **Image Rotation**.

| Ready to copy				Free Memory 100% set(s) 1
Paper Supply	Reduce/Enlarge	Lighter/Darker	Original Type	Basic Features
2 Sided	Output/ Finishing	Image Shift	Edge Erase/ Copy All	Customised Features
Book Copying	Transparency Separators	Original Size	Original Orientation	Features Menu
Image Rotation	Multi-Up (N Up)	Mixed Size Originals	▼ Next Page	Stored Jobs

● The factory default of Image Rotation is **On**.
● Select **Off** to cancel Image Rotation.

③ The factory default of Image Rotation is **On**.

Ready to copy		Free Memory 100% set(s) 1
Image Rotation	Cancel	Save

AB → A↓AB

Off

On

Image will be rotated and printed on paper loaded in an orientation different from the originals used.

④ Confirm the settings, and select **Save**.

⑤ Select other features if necessary.

● Some features cannot be selected together with this feature. See *Appendix B: Possible Combinations of Features* for details.

⑥ Enter the required number of sets by using the keypad and press **Start**.
Copies are delivered with images automatically rotated if the orientations of the document and the paper are different.

5-12 Selecting the Original Size

(Original Size)

Note

● When making copies of name cards, receipts, etc., the use of Original Size will allow the blank parts of these to be neatly copied.

● If you have to make copies of non standard size documents frequently, it will be useful to customize these sizes as defaults and save their settings beforehand. In this way, you do not have to select them each time when you make copies. See *Original Size Defaults* in *6-1: List of Custom Preset Functions* for details.

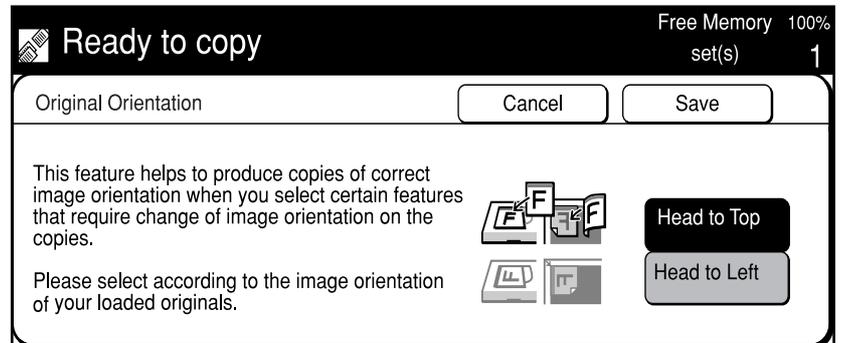The Original Size feature allows you to specify the document size to copy if you wish to copy a non standard size document or part of the document. Also, you have to specify the size of the document to copy in the case of highly permeable media like transparencies as their document sizes cannot be easily detected by the machine.

The ruler markings around the document glass is useful for measuring the size of the document.
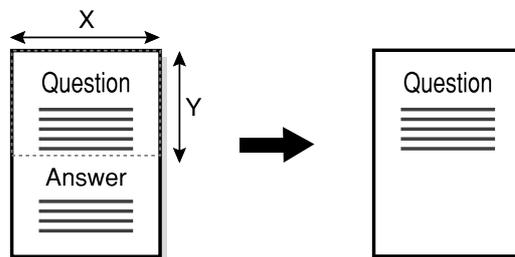
The document area to be copied differs as follows when the document is loaded onto the DADF or the document glass.

 : Area to be scanned and copied
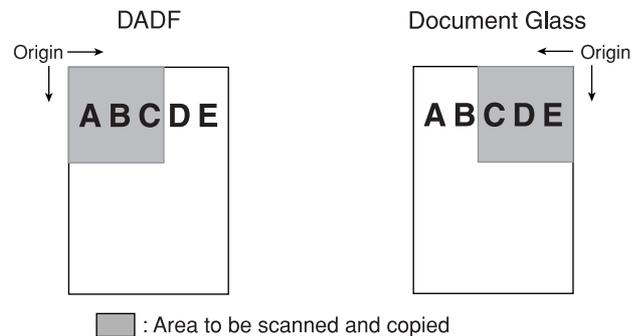
When scan area is set to horizontal (X) = 150 mm and vertical (Y) = 150 mm

Procedure

■ ■

Note

● The screen on the right has the Finisher installed.
● **Original Size** can also be selected from the Customised Features screen.

1 Load the document.

2 Select **Features Menu**. Then select **Original Size**.

Ready to copy | Free Memory 100%
set(s) 1

Paper Supply	Reduce/Enlarge	Lighter/Darker	Original Type	Basic Features
2 Sided	Output/ Finishing	Image Shift	Edge Erase/ Copy All	Customised Features
Book Copying	Transparency Separators	Original Size	Original Orientation	Features Menu
Image Rotation	Multi-Up (N Up)	Mixed Size Originals	▼ Next Page	Stored Jobs

Note

● The factory default of Document Size Input is **Auto Detect**.
● Select **Cancel** to cancel the settings.
● When copying an open bound document, specify the dimensions of the combined area of its facing pages as the document size. When copying only one side of an open bound document, specify only the area of the side that is to be copied.
● You can also simply use the ruler markings on the document glass to determine the size of your original.
● When ▲ ▼ buttons are pressed continuously, the screen changes rapidly.
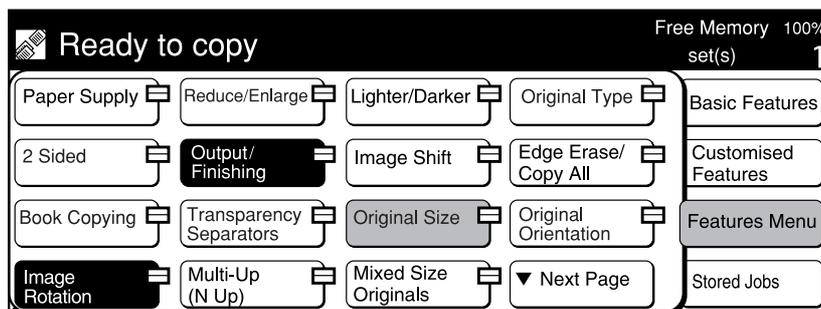
3 Select the desired original size.
Use the ▲ ▼ buttons to enter the length (X) and width (Y) of the document manually. You can specify a value between 1-432 mm for the length (X) and a value between 1-297 mm for the width (Y).
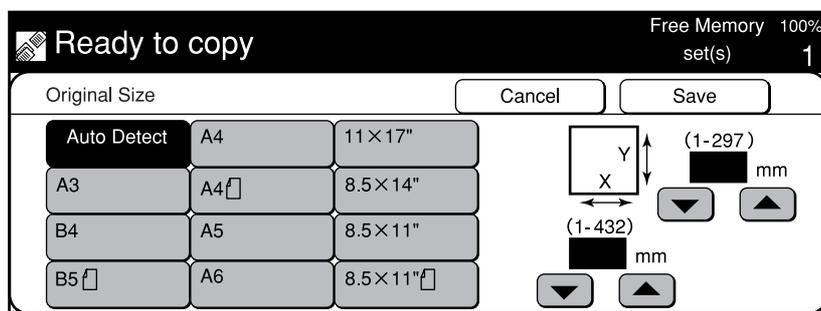
Ready to copy | Free Memory 100%
set(s) 1

Original Size | Cancel | Save

Auto Detect	A4	11×17"
A3	A4▯	8.5×14"
B4	A5	8.5×11"
B5▯	A6	8.5×11"▯

Y
X
(1-297)
mm
(1-432)
mm

4 Confirm the settings, and select **Save**.

5 Select other features if necessary.

Note

● Some features cannot be selected together with this feature. See *Appendix B: Possible Combinations of Features* for details.

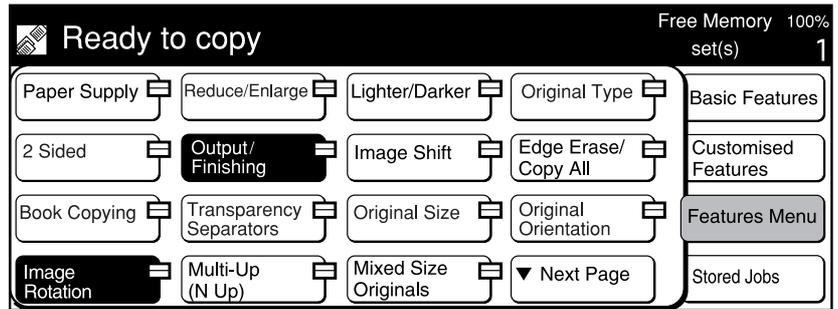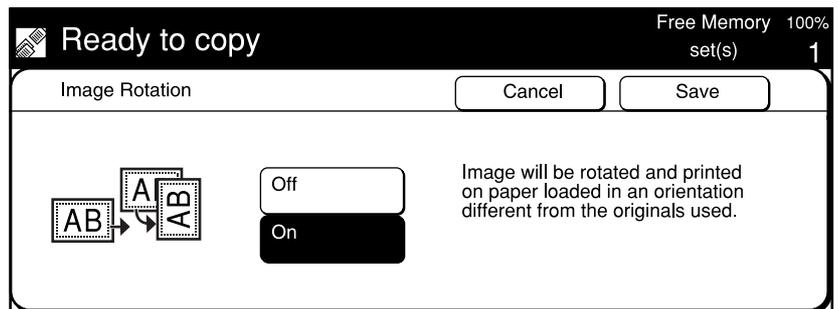***6*** Enter the required number of sets by using the keypad and press **Start**.
Copies are made according to the size specified in Step 3.

5-13 Enhancing Sharpness

(Sharpness)

The Sharpness feature allows you to enhance or reduce the sharpness of the image outline of a document if you have selected **Photo**, or **Text & Photo** for Original Type.
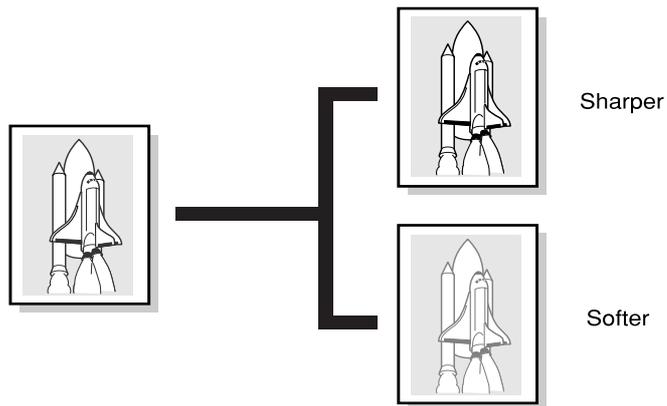
Sharper

Softer

Procedure

1 Load the document.

2 Select **Features Menu**. Then select ▼ **Next Page**.

```
Ready to copy                          Free Memory  100%
                                       set(s)         1

Paper Supply    Reduce/Enlarge  Lighter/Darker  Original Type    Basic Features

2 Sided         Output/         Image Shift     Edge Erase/      Customised
                Finishing                       Copy All         Features

Book Copying    Transparency    Original Size   Original         Features Menu
                Separators                      Orientation

Image           Multi-Up        Mixed Size      ▼ Next Page      Stored Jobs
Rotation        (N Up)          Originals
```

3 Select **Sharpness.**
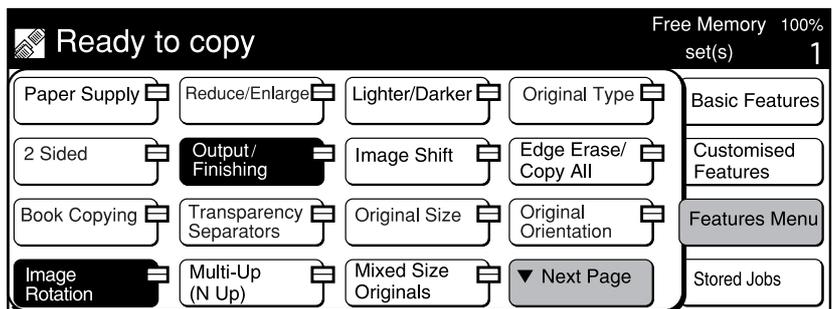
```
┌────────────────────────────────────────────────────────────┐
│ [icon] Ready to copy                  Free Memory   100%     │
│                                          set(s)        1      │
│  ┌───────────┐ ┌───────────┐ ┌─────────┐ ┌───────────┐ ┌──────────────┐ │
│  │ Sharpness │ │ Sample Set│ │ Negative│ │Mirror Image│ │Basic Features│ │
│  └───────────┘ └───────────┘ │ Image   │ └───────────┘ └──────────────┘ │
│                              └─────────┘                ┌──────────────┐ │
│  ┌───────────┐ ┌───────────┐ ┌─────────┐ ┌───────────┐ │Customised    │ │
│  │Repeat Image│ │Book Duplex│ │ Covers  │ │Booklet    │ │Features      │ │
│  └───────────┘ └───────────┘ └─────────┘ │Creation   │ └──────────────┘ │
│                                          └───────────┘ ┌──────────────┐ │
│                                                        │Features Menu │ │
│                                          ┌───────────┐ └──────────────┘ │
│                                          │▲ Previous  │ ┌──────────────┐ │
│                                          │  Page      │ │Stored Jobs   │ │
│                                          └───────────┘ └──────────────┘ │
└────────────────────────────────────────────────────────────┘
```

4 Select one option between **Sharper** and **Softer.**

```
┌────────────────────────────────────────────────────────────┐
│ [icon] Ready to copy                  Free Memory   100%     │
│                                          set(s)        1      │
│  Sharpness              ┌──────────┐ ┌──────────┐            │
│                         │  Cancel  │ │   Save   │            │
│                         └──────────┘ └──────────┘            │
│                          Softer  [  ]                        │
│                          Soft    [  ]                        │
│          (diamond)       Normal  [██]                        │
│                          Sharp   [  ]                        │
│                          Sharper [  ]                        │
└────────────────────────────────────────────────────────────┘
```

Note
● The factory default is **Normal**.
● Select **Cancel** to cancel the settings.
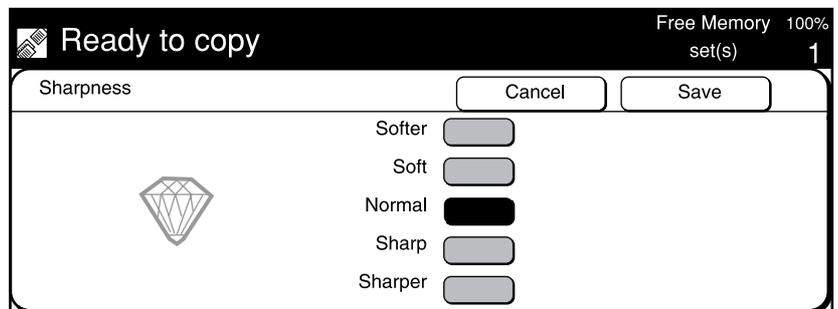
5 Confirm the settings and select **Save.**

6 Select the other features if necessary.

7 Enter the required number of sets by using the keypad and press **Start**.
Copies of the document image are made according to the sharpness selected in Step 4.

Note

5

5-14 Creating Negative-like Images

(Negative Image)

The Negative Image feature allows you to create negative-like copies by reversing the black and white regions of the document. In the case of a color document, the negative copy is achieved by reversing the brightness of the document.
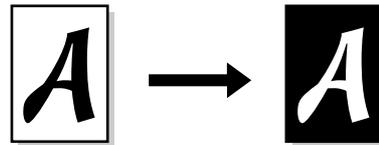
See

● *Chapter 3 Loading Documents* for information on how to load documents.

Note

● The screen on the right has the Finisher installed.

Procedure

1 Load the document.

2 Select **Features Menu**. Then select ▼ **Next Page**.

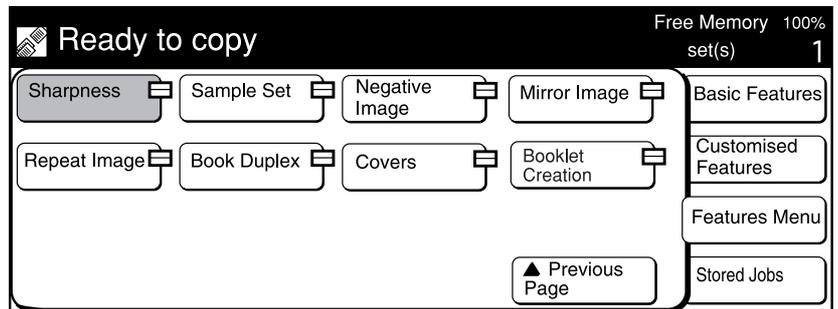|				
Paper Supply	Reduce/Enlarge	Lighter/Darker	Original Type	Basic Features
2 Sided	Output/ Finishing	Image Shift	Edge Erase/ Copy All	Customised Features
Book Copying	Transparency Separators	Original Size	Original Orientation	Features Menu
Image Rotation	Multi-Up (N Up)	Mixed Size Originals	▼ Next Page	Stored Jobs

Ready to copy — Free Memory 100% set(s) 1

3 Select **Negative Image**.

Sharpness	Sample Set	Negative Image	Mirror Image	Basic Features
Repeat Image	Book Duplex	Covers	Booklet Creation	Customised Features
				Features Menu
			▲ Previous Page	Stored Jobs

Ready to copy — Free Memory 100% set(s) 1

4 Check that **On** is selected.

```
┌─────────────────────────────────────────────────────┐
│                                    Free Memory   100% │
│  📝 Ready to copy                     set(s)       1  │
│  ─────────────────────────────────────────────────── │
│  Negative Image              [ Cancel ]   [ Save ]    │
│                                                       │
│                        ┌──────────────┐               │
│    A ▶ A               │ Off          │               │
│                        ├──────────────┤               │
│                        │ On           │               │
│                        └──────────────┘               │
└─────────────────────────────────────────────────────┘
```

5 Confirm the settings, and select **Save**.

6 Select other features if necessary.

7 Enter the required number of sets by using the keypad and press **Start**.

Copies in the form of negative images of the document are made by reversing its black and white regions or brightness.

5

5-15 Creating Mirror Images

(Mirror Image)

The Mirror Image feature allows you to make copies containing mirror images of your documents.
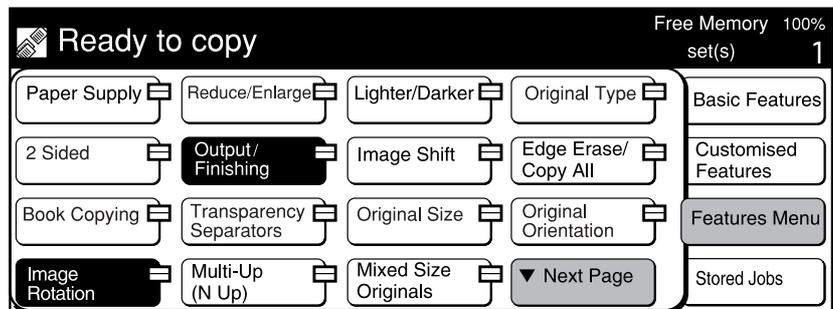

Procedure

Note

● The screen on the right has the Finisher installed.

1 Load the document.

2 Select **Features Menu**. Then select ▼ **Next Page**.

3 Select **Mirror Image**.
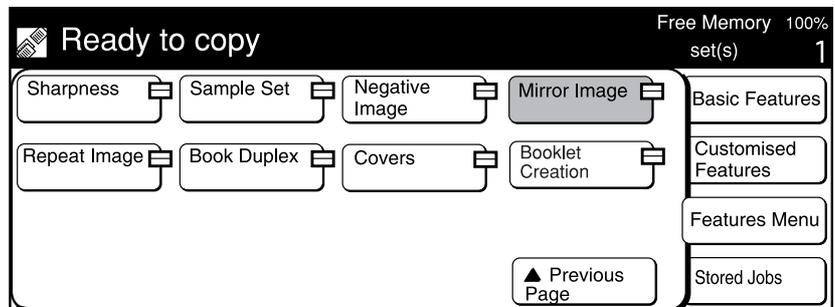
4 Check that **On** is selected.

Free Memory 100%
set(s) 1

🖎 Ready to copy

Mirror Image   Cancel   Save

Off

On
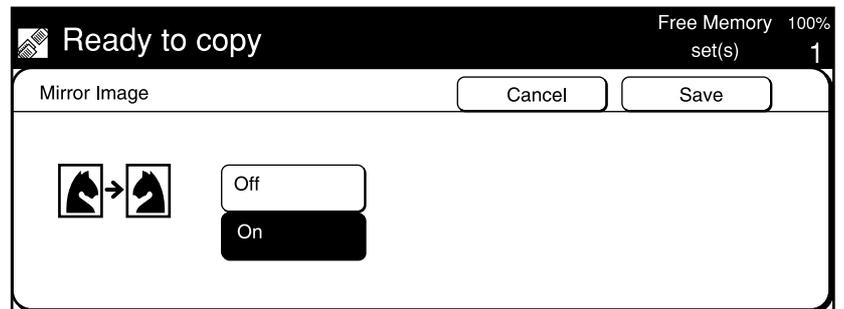
5 Confirm the settings, and select **Save**.

6 Select other features if necessary.

7 Enter the required number of sets by using the keypad and press **Start**.
A mirror image of the document is copied.
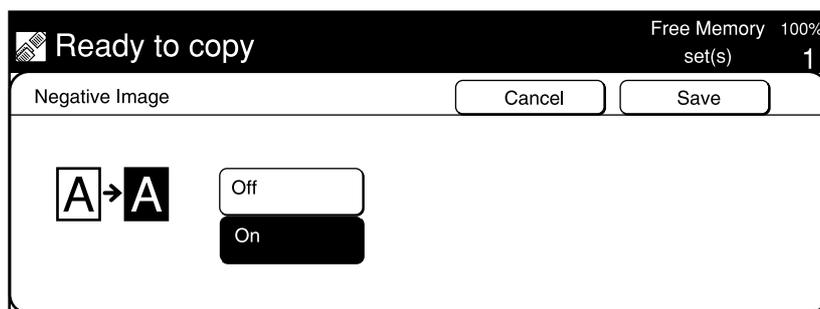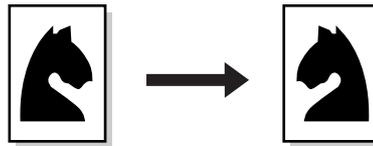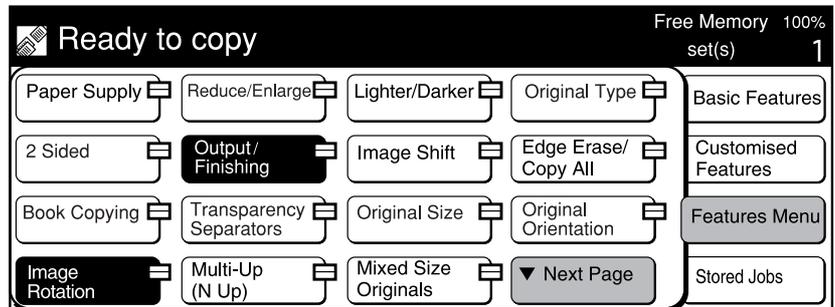
Note

● Select **Cancel** or **Off** to cancel the setting.

Note

● Some features cannot be selected together with this feature. See *Appendix B: Possible Combinations of Features* for details.

5-16 Repeating an Image

(Repeat Image)

Note

● This feature is only available when the document is placed on the Document Glass.
● The factory default for Reduce/ Enlarge is **100%**.
● In the case of non standard size, or when you wish to repeat only a part of the image, enter the document size, and specify the the scan area. See *5-12: Selecting the Original Size (Original Size)* on the method of specifying the document size.

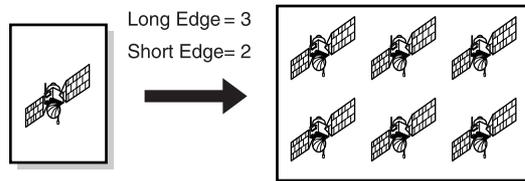The Repeat Image feature allows you to reduce the document image and repeat it on a single sheet of copy paper. The same image can be repeated up to six times to create six identical images on both short and long edges. To copy the image in the same size as the original, set the number of repeats so that they fit on the paper.

If **Auto %** is selected for Reduce/Enlarge, the repeated images will be reduced/enlarged to fit the paper selected, and copied.

Long Edge = 3
Short Edge= 2

Procedure

Note

● The screen on the right has the Finisher installed.

1 Select **Features Menu**. Then select ▼ **Next Page**.

Ready to copy — Free Memory 100% set(s) 1

Paper Supply	Reduce/Enlarge	Lighter/Darker	Original Type	Basic Features
2 Sided	Output / Finishing	Image Shift	Edge Erase/ Copy All	Customised Features
Book Copying	Transparency Separators	Original Size	Original Orientation	Features Menu
Image Rotation	Multi-Up (N Up)	Mixed Size Originals	▼ Next Page	Stored Jobs

2 Select **Repeat Image**.

Ready to copy — Free Memory 100% set(s) 1

Sharpness	Sample Set	Negative Image	Mirror Image	Basic Features
Repeat Image	Book Duplex	Covers	Booklet Creation	Customised Features
				Features Menu
			▲ Previous Page	Stored Jobs

3 Select **On**.

> Ready to copy.
> Select the image orientation of your loaded originals.　　Free Memory 100%
> set(s) 1
>
> Repeat Image　　Cancel　Save
>
> Off
> On
>
> Select the image orientation of the loaded originals.
> Head to Top
> Head to Left

4 Use the ▲ ▼ buttons to select the number of image repetitions from 1-6 for the length and width of the paper.

For example, select **2** for repetitions on both short and long edges.

> Ready to copy.
> Select a tray except Auto Paper Select when using this feature.　　Free Memory 100%
> set(s) 1
>
> Repeat Image　　Cancel　Save
>
> Paper Long Edge (1-6)　Paper Short Edge (1-6)
> 2　2
> Off
> On
>
> Select the image orientation of the loaded originals.
> Head to Top
> Head to Left
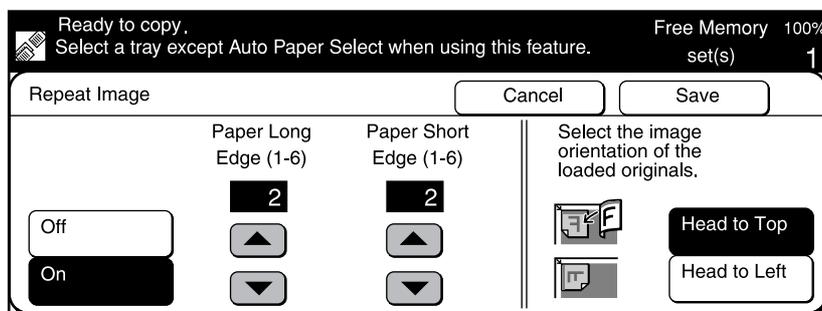
5 Load the document on the Document Glass.

Load in the document with the orientation of Head to Top, or Head to Left.
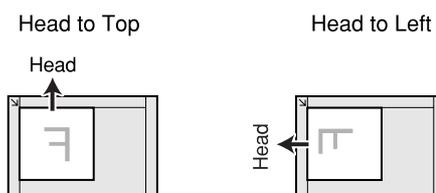
Head to Top　　　　　Head to Left

Head

Head

6 Select the corresponding document orientation of the original loaded, and select **Save**.

Select **Head to Top** or **Head to Left**.

> Ready to copy.
> Select a tray except Auto Paper Select when using this feature.　　Free Memory 100%
> set(s) 1
>
> Repeat Image　　Cancel　Save
>
> Paper Long Edge (1-6)　Paper Short Edge (1-6)
> 2　2
> Off
> On
>
> Select the image orientation of the loaded originals.
> Head to Top
> Head to Left

7 Select the paper size under Paper Supply, and % under Reduce/Enlarge.

If **Auto %** of Reduce/Enlarge is selected, the repeated images are reduced or enlarged to fit the selected paper.

When you wish to specify a certain Reduce/Enlarge ratio, select a paper size which the repeated images will fit into.

8 Confirm the settings, and select **Save**.

9 Select other features if necessary.

10 Enter the required number of sets by using the keypad and press **Start**.

Copies are made with required number of repetitions selected in Step 4.

5

5-17 Making Duplex Copies of Facing Pages

(Book Duplex)

Note
- This feature can only be used when the document is placed on the document glass.
- You cannot make copies on paper whose size is smaller than A5 with this feature.

The Book Duplex feature allows you to make duplex copies of a bound document. The copies are assigned a page numbering sequence which is the same as the bound document. For this feature, a blank page is automatically inserted in front like the example shown in the diagram below.
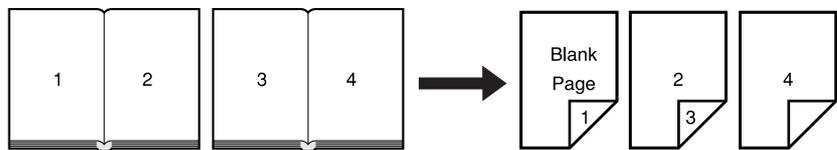
Note
- The screen on the right has the Finisher installed.

Procedure

1 Select **Features Menu**. Then select ▼ **Next Page**.

2 Select **Book Duplex**.
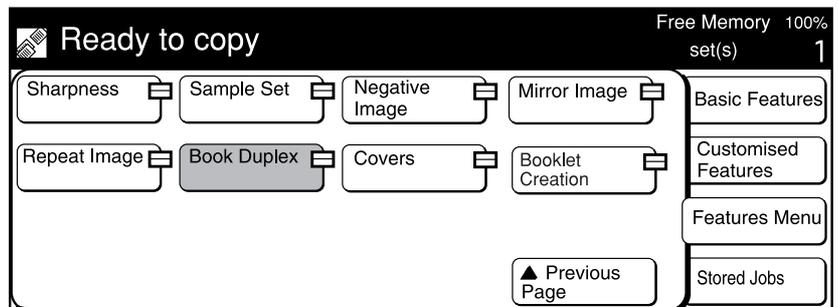
Note

● Select **Cancel** to cancel the settings.

3 Select one of the following:
- Off
- Left Page Then Right
- Right Page Then Left
- Top Page Then Bottom

```
Ready to copy.                                    Free Memory  100%
Select the image orientation of your loaded originals.       set(s)        1

Book Duplex (Scan Order)              Cancel          Save

                Off                        Select the image
                                           orientation of the
                Left Page                  loaded originals.
                Then Right
                Right Page                           Head to Top
                Then Left
                Top Page                             Head to Left
                Then Bottom
```
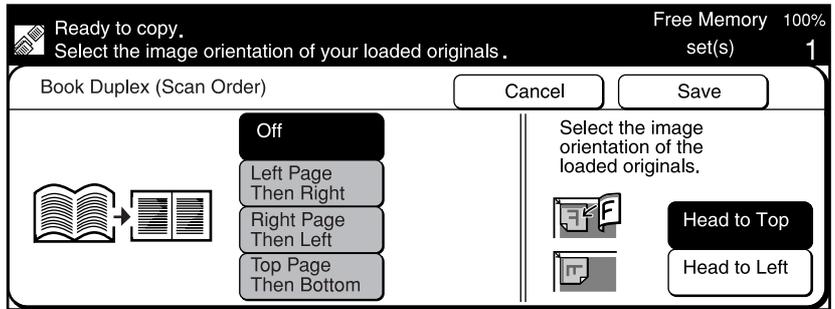
4 Place the bound document on the Document Glass as shown in the following diagram.
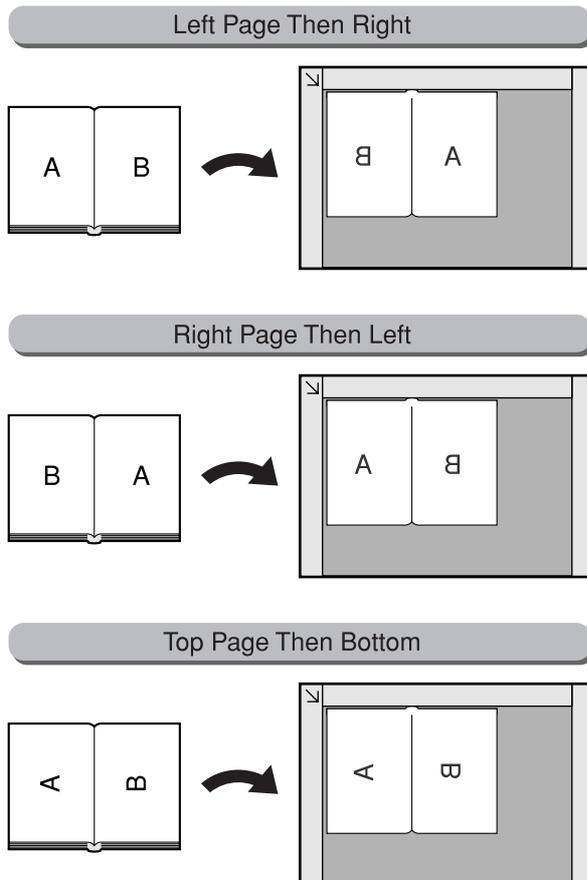
Left Page Then Right

Right Page Then Left

Top Page Then Bottom

Note

● Some features cannot be selected together with this feature. *See Appendix B: Possible Combinations of Features* for details.

5 Confirm the settings, and select **Save**.

6 Select other features if necessary.

7 Enter the required number of sets by using the keypad and press **Start**.

8 Load the next document if any, and press **Start**.

9 After the last page has been scanned, select **End Job**.
Copies are made and assigned with the same page number sequence as the bound document.

5

5-18

Inserting Covers

(Covers)

The Covers feature allows you to use another type of paper (for example, colored/heavy weight paper) and insert them as the first page of the copies made.
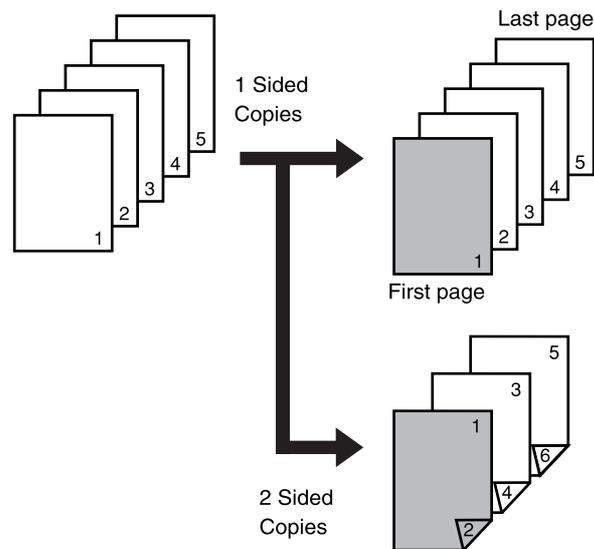
Procedure

Note

● The screen on the right has the Finisher installed.

1 Load the document.

2 Select **Features Menu**. Then select ▼ **Next Page**.

3 Select **Covers**.

> Ready to copy
> Free Memory 100%
> set(s) 1
>
> | Sharpness | Sample Set | Negative Image | Mirror Image | Basic Features |
> | Repeat Image | Book Duplex | Covers | Booklet Creation | Customised Features |
> | | | | | Features Menu |
> | | | | ▲ Previous Page | Stored Jobs |
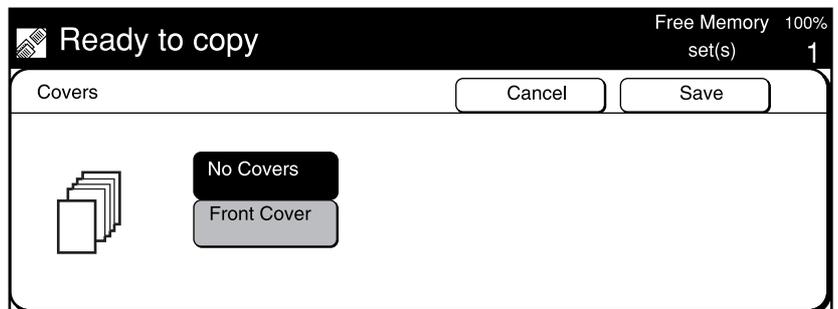
● The factory default is **No Covers**.
● Select **Cancel** to cancel the settings.

4 Select **Front Cover**.

> Ready to copy
> Free Memory 100%
> set(s) 1
>
> Covers   Cancel   Save
>
> No Covers
> Front Cover

5 Confirm the selection of the tray used for the cover as well as the tray used for body pages.
When using other trays, select **Paper Tray Settings**.
(When not changing the tray, proceed to Step 7.)
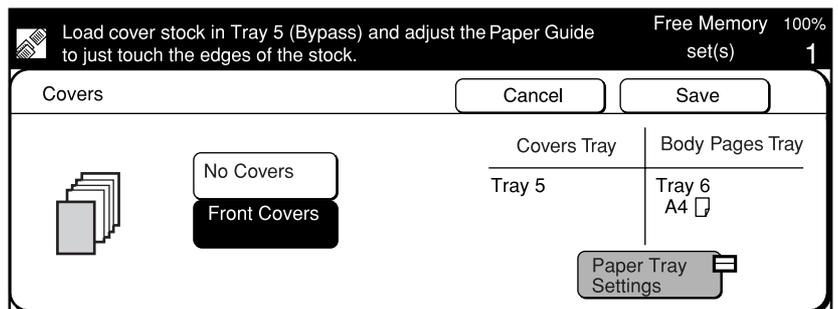
● Select the same size for paper used for covers and that use for body pages.
● The factory default tray for cover paper is **Tray 5 (Bypass)**.
● The default can be changed by using Tools Mode screen.

> Load cover stock in Tray 5 (Bypass) and adjust the Paper Guide to just touch the edges of the stock.
> Free Memory 100%
> set(s) 1
>
> Covers   Cancel   Save
>
> | No Covers | Covers Tray | Body Pages Tray |
> | Front Covers | Tray 5 | Tray 6 A4 |
> | | | Paper Tray Settings |

6 Select the paper tray to be used and select **Save**.
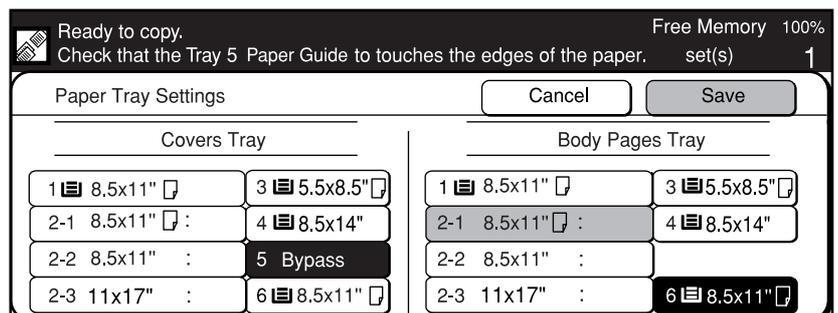
● **Auto** cannot be selected for Paper Supply.
● Select the same size and orientation of paper used for covers as those for the body pages.
● The screen on the right has the Tray 6 (High Capacity Feeder) installed.

> Ready to copy.
> Check that the Tray 5 Paper Guide to touches the edges of the paper.
> Free Memory 100%
> set(s) 1
>
> Paper Tray Settings   Cancel   Save
>
> Covers Tray | Body Pages Tray
>
> | 1 8.5x11" | 3 5.5x8.5" | 1 8.5x11" | 3 5.5x8.5" |
> | 2-1 8.5x11" : | 4 8.5x14" | 2-1 8.5x11" : | 4 8.5x14" |
> | 2-2 8.5x11" : | 5 Bypass | 2-2 8.5x11" : | |
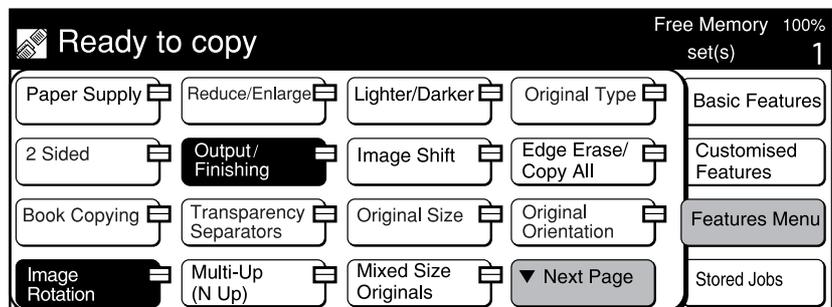> | 2-3 11x17" : | 6 8.5x11" | 2-3 11x17" : | 6 8.5x11" |

See

● *Loading paper in Tray 5 (Bypass)* of *2-3: Loading Paper.*

Note

● Some features cannot be selected together with this feature. *See Appendix B: Possible Combinations of Features* for details.

7 Confirm the settings, and select **Save**.

8 Load paper for covers in Tray 5 (Bypass).
Load paper in the same orientation as paper used for copying the body pages.
(If another tray is selected in Step 6, load paper in that tray.)
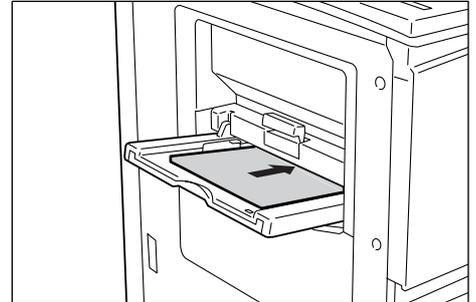
9 Select other features if necessary.

10 Enter the required number of sets by using the keypad and press **Start**.
Copies with covers are delivered.

5

Making a Sample Set

(Sample Set)

If you need to make many sets of a document, the Sample Set feature allows you to output only one set of the document for checking. The remaining sets will only be copied after the sample set is confirmed.

Procedure

1 Load the document.
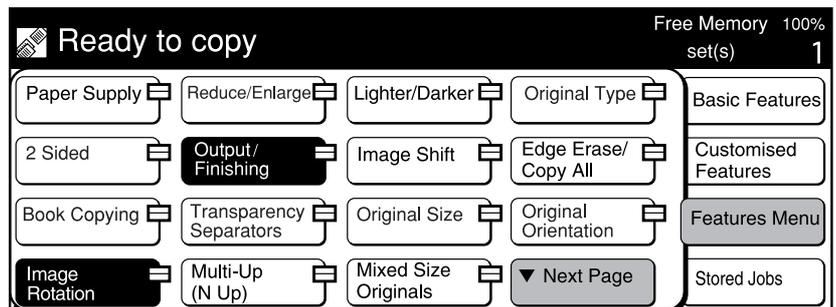
2 Select **Features Menu**. Then select ▼ **Next Page**.

Ready to copy
Free Memory 100%
set(s) 1

Paper Supply	Reduce/Enlarge	Lighter/Darker	Original Type	Basic Features
2 Sided	Output/Finishing	Image Shift	Edge Erase/Copy All	Customised Features
Book Copying	Transparency Separators	Original Size	Original Orientation	Features Menu
Image Rotation	Multi-Up (N Up)	Mixed Size Originals	▼ Next Page	Stored Jobs

3 Select **Sample Set**.

Ready to copy
Free Memory 100%
set(s) 1

Sharpness	Sample Set	Negative Image	Mirror Image	Basic Features
Repeat Image	Book Duplex	Covers	Booklet Creation	Customised Features
				Features Menu
			▲ Previous Page	Stored Jobs

4 Check that **On** is selected.

🖎 Sample Set selected - - Ready to copy		Free Memory 100% set(s) 1
Sample Set	Cancel	Save

Touch On to make a proof set of your originals. Check whether it is the desired result, then select to continue or stop the copy job.

This feature is useful when you have selected multiple features for your job.

Off

On
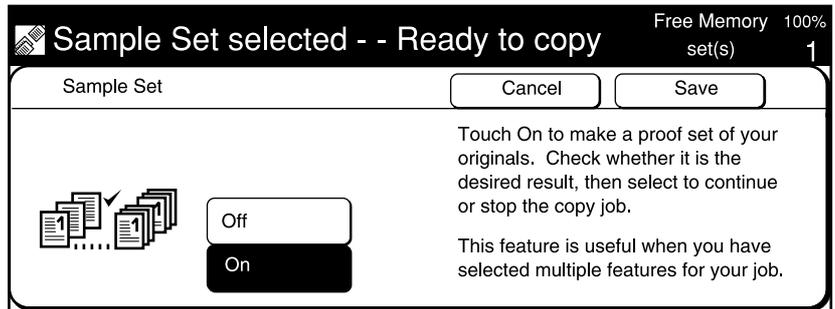
5 Confirm the settings, and select **Save**.

6 Select other features if necessary.

7 Enter the required number of sets by using the keypad and press **Start**.
Only one set is copied.

8 Check the sample set.

9 Press **Start** to output the remaining sets.
To change the settings, press **Clear C** to clear and re-select.

5-20 Creating a Booklet

(Booklet Creation)

The Booklet Creation feature enables one sided or two sided documents to be copied as a booklet.

Documents   Copies

● One-sided documents

● Two-sided documents

Procedure

- -
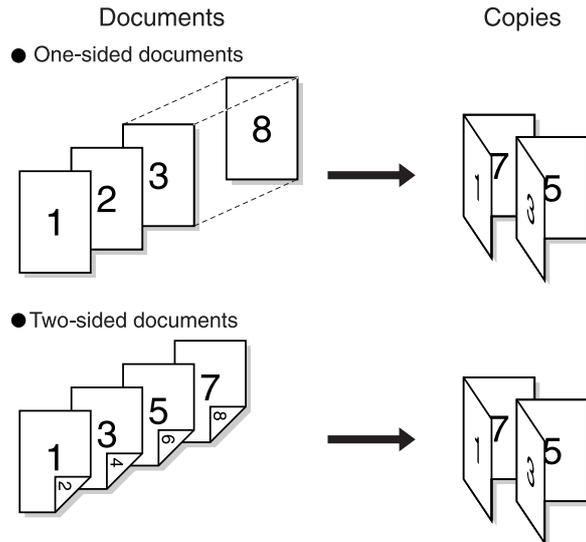
1 Load the document.

2 Select **Features Menu**. Then select ▼ **Next Page**.

Ready to copy				Free Memory 100%
				set(s) 1
Paper Supply	Reduce/Enlarge	Lighter/Darker	Original Type	Basic Features
2 Sided	Output / Finishing	Image Shift	Edge Erase/ Copy All	Customised Features
Book Copying	Transparency Separators	Original Size	Original Orientation	Features Menu
Image Rotation	Multi-Up (N Up)	Mixed Size Originals	▼ Next Page	Stored Jobs
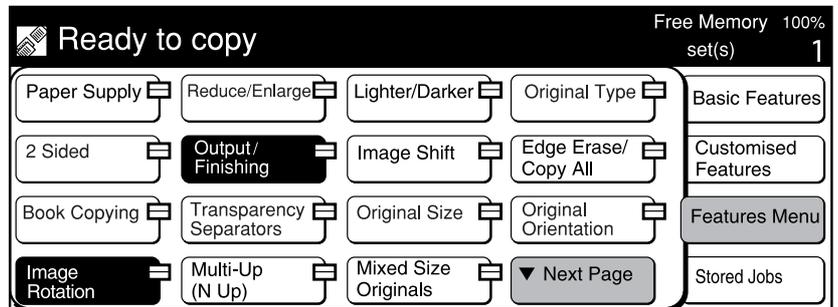
3 Select **Booklet Creation**.

```
                                              Free Memory  100%
  Ready to copy                                 set(s)       1

  Sharpness      Sample Set      Negative      Mirror Image    Basic Features
                                 Image
                                                               Customised
  Repeat Image   Book Duplex     Covers        Booklet         Features
                                               Creation
                                                               Features Menu

                                               ▲ Previous      Stored Jobs
                                                 Page
```
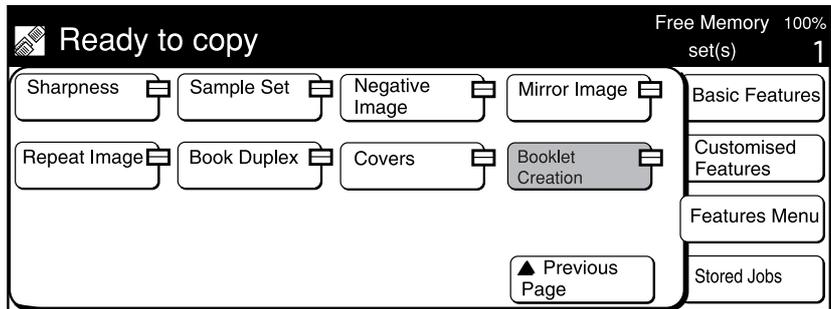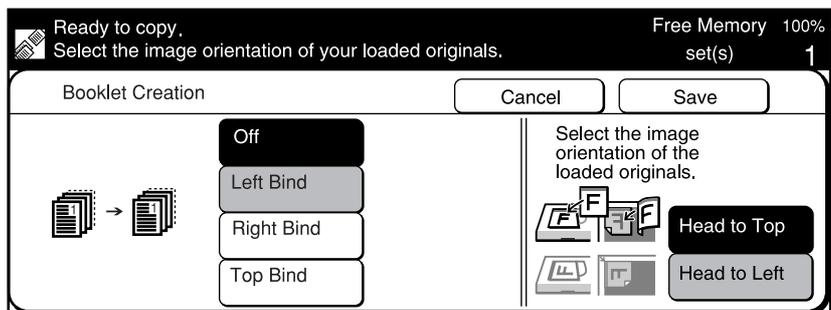
4 Select the image orientation of the loaded originals and the desired binding location.

See below about the copy results based on the selected binding location and original orientation.

For example, select **Left Bind**, and **Head to Left**.

```
                                              Free Memory  100%
  Ready to copy.                                set(s)       1
  Select the image orientation of your loaded originals.

  Booklet Creation                  Cancel          Save

                      Off               Select the image
                                        orientation of the
                      Left Bind         loaded originals.

                      Right Bind                        Head to Top

                      Top Bind                          Head to Left
```

● Orientation of document and copied image

Original Orientation	Copy Result		
	When Left Bind Is Selected	When Right Bind Is Selected	When Top Bind Is Selected
Portrait Original **F**	1 7 3 5	5 3 7 1	1 7 3 5 *Even if Top Bind is selected, the copy result will be the same as a Left Bind booklet.
Landscape Original **F**	1 7 3 5 *Even if Left Bind is selected, the copy result will be the same as a Top Bind booklet.	1 7 3 5 *Even if Right Bind is selected, the copy result will be the same as a Top Bind booklet.	1 7 3 5

"1" indicates the first page of the originals, and "3" indicates the third page. An odd-number page is copied on side 1, and an even-number page is copied on side 2.
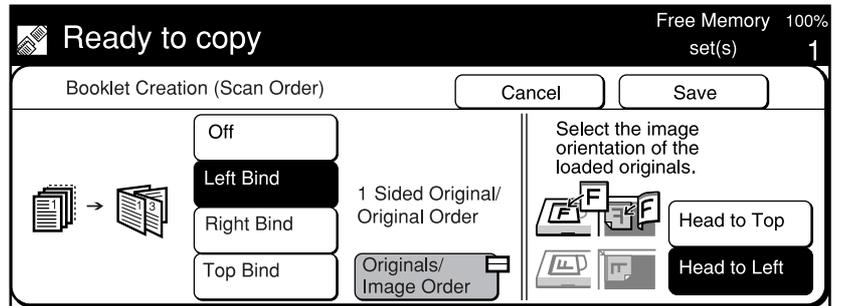
5 Select **Originals/Image Order**.

> **Ready to copy**
> Free Memory 100%
> set(s) 1
>
> Booklet Creation (Scan Order)   Cancel   Save
>
> Off
> Left Bind   1 Sided Original/
> Right Bind   Original Order
> Top Bind   Originals/
> Image Order
>
> Select the image orientation of the loaded originals.
> Head to Top
> Head to Left

6 For two sided originals, select **Head to Head** or **Head to Toe**. Then select **Original Order** or **Last Original as Back Cover**.
If **Last Original as Back Cover** is selected, the last page of the originals will be copied as the back cover of the booklet.
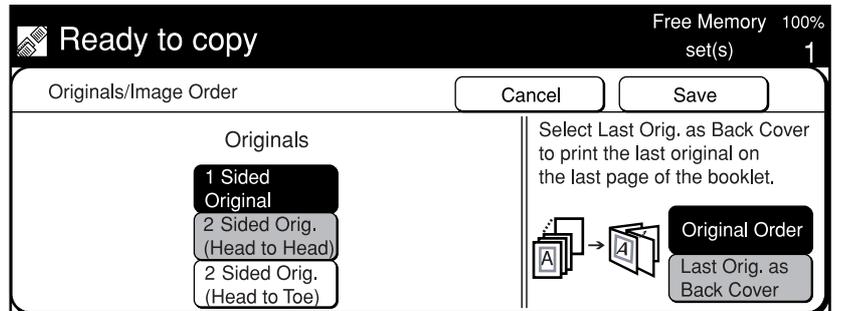
> **Ready to copy**
> Free Memory 100%
> set(s) 1
>
> Originals/Image Order   Cancel   Save
>
> Originals
> 1 Sided Original
> 2 Sided Orig. (Head to Head)
> 2 Sided Orig. (Head to Toe)
>
> Select Last Orig. as Back Cover to print the last original on the last page of the booklet.
> Original Order
> Last Orig. as Back Cover

7 Confirm the settings, and select **Save**.

9 Select other features if necessary.

10 Enter the required number of sets by using the keypad and press **Start**.
Copies are made as a booklet.

Note

● Select **Cancel** to cancel the settings.
● Some features cannot be selected together with this feature. *See Appendix B: Possible Combinations of Features* for details.

5

5-21 Job Memory Operations

The Stored Jobs feature allows you to save the frequently used features as a job in the job memory. Up to eight jobs can be saved and each job can be accessed by touching its corresponding button.

Registering a Routine Job in the Job Memory

This section explains the procedures for registering copy job settings in the job memory. There are two methods and both allow you to achieve the same purpose.
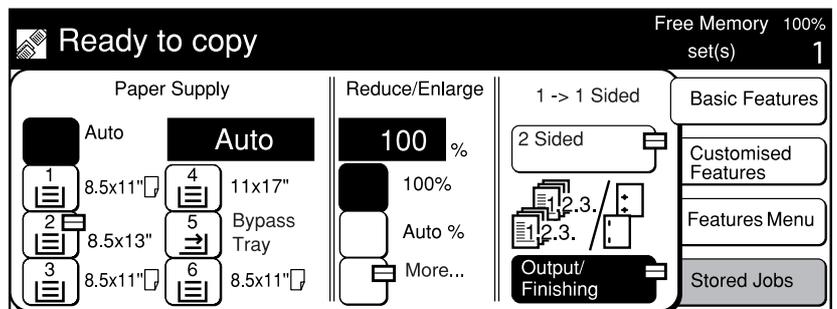
- Using Stored Jobs
- Using the Settings/Meter Check button

● Using Stored Jobs

Procedure

See

● *Chapter 4 Basic Features* and *Chapter 5 Added Features* for details.

1 Use the Basic Features screen, Customized Features screen and Features Menu screen to select the features that you wish to save in Stored Jobs.

2 Select **Stored Jobs**.
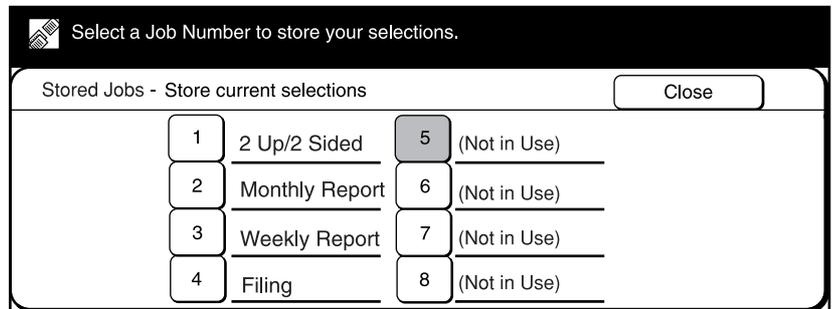The currently stored jobs are displayed.

Ready to copy	Free Memory 100%
	set(s) 1

Paper Supply — Reduce/Enlarge — 1 -> 1 Sided — Basic Features

Auto — Auto — 100 % — 2 Sided — Customised Features

1 8.5x11" — 4 11x17" — 100% — Features Menu

2 8.5x13" — 5 Bypass Tray — Auto % — 1.2.3. / 1.2.3.

3 8.5x11" — 6 8.5x11" — More... — Output/ Finishing — Stored Jobs

3 Select **Store Current Selections.**

```
┌──────────────────────────────────────────────────────────────┐
│                                          Free Memory   100%    │
│  ◈ Ready to copy                            set(s)       1     │
│ ┌────────────────────────────────────────┐ ┌────────────────┐ │
│ │                                         │ │ Basic Features │ │
│ │ ┌─┐                 ┌─┐                  │ └────────────────┘ │
│ │ │1│ 2 Up/2 Sided    │5│ (Not in Use)    │ ┌────────────────┐ │
│ │ └─┘                 └─┘   ┌───────────┐  │ │ Customised     │ │
│ │ ┌─┐                 ┌─┐   │Store Current│ │ Features       │ │
│ │ │2│ Monthly Report  │6│ (Not in Use)    │ └────────────────┘ │
│ │ └─┘                 └─┘   Selection     │ ┌────────────────┐ │
│ │ ┌─┐                 ┌─┐                  │ │ Features Menu  │ │
│ │ │3│ Weekly Report   │7│ (Not in Use)    │ └────────────────┘ │
│ │ └─┘                 └─┘                  │ ┌────────────────┐ │
│ │ ┌─┐                 ┌─┐                  │ │  Stored Jobs   │ │
│ │ │4│ Filing          │8│ (Not in Use)    │ └────────────────┘ │
│ │ └─┘                 └─┘                  │                    │
│ └────────────────────────────────────────┘                    │
└──────────────────────────────────────────────────────────────┘
```

4 Select a job number to save the selections. You can select a number from 1-8. For example, select **5**.

```
┌──────────────────────────────────────────────────────────────┐
│  ◈   Select a Job Number to store your selections.            │
│ ┌────────────────────────────────────────────────────────────┐│
│ │ Stored Jobs -  Store current selections      ┌──────────┐  ││
│ │                                               │  Close   │  ││
│ │        ┌─┐                 ┌─┐                 └──────────┘  ││
│ │        │1│ 2 Up/2 Sided    │5│ (Not in Use)                 ││
│ │        └─┘                 └─┘                               ││
│ │        ┌─┐                 ┌─┐                               ││
│ │        │2│ Monthly Report  │6│ (Not in Use)                 ││
│ │        └─┘                 └─┘                               ││
│ │        ┌─┐                 ┌─┐                               ││
│ │        │3│ Weekly Report   │7│ (Not in Use)                 ││
│ │        └─┘                 └─┘                               ││
│ │        ┌─┐                 ┌─┐                               ││
│ │        │4│ Filing          │8│ (Not in Use)                 ││
│ │        └─┘                 └─┘                               ││
│ └────────────────────────────────────────────────────────────┘│
└──────────────────────────────────────────────────────────────┘
```

5 Enter a job memory name of not more than 18 characters.
See *Text Input Method* on the next page for more information on how to enter the name.

6 Select **Save**.
The job programmed in Step 1 is stored in Job Number 5.

Text Input Method
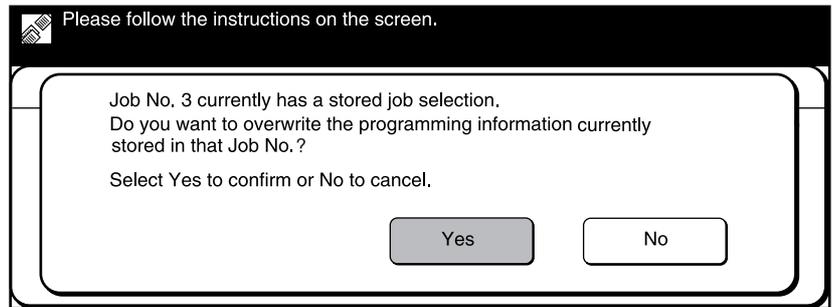
Enter the name of job memory alphabets by using the keys shown on the screen once the Enter Job Name screen is displayed.

```
┌──────────────────────────────────────────────────────────────────┐
│ 🖊  Job Name: No. 5                          Free Memory   100%     │
│     Input a name not longer than 18 characters for your job,        │
│     then touch Save.                                  set(s)    1   │
│                                                                     │
│                                    ┌──────────┐  ┌──────────┐       │
│                                    │  Cancel  │  │   Save   │       │
│                                    └──────────┘  └──────────┘       │
│                                                  ┌────────────┐     │
│          (A)(B)(C)(D)(E)(F)(G) (1)(2)(3)         │ Backspace  │     │
│          (H)(I)(J)(K)(L)(M)(N) (4)(5)(6)         ├────────────┤     │
│  ┌─────────────┐                                 │ Space Bar  │     │
│  │ Alphanumeric│  (O)(P)(Q)(R)(S)(T)(U) (7)(8)(9)├────────────┤     │
│  ├─────────────┤                                 │ Shift Case │     │
│  │   Symbol    │  (V)(W)(X)(Y)(Z)          (0)   └────────────┘     │
│  └─────────────┘                                                    │
└──────────────────────────────────────────────────────────────────┘
```
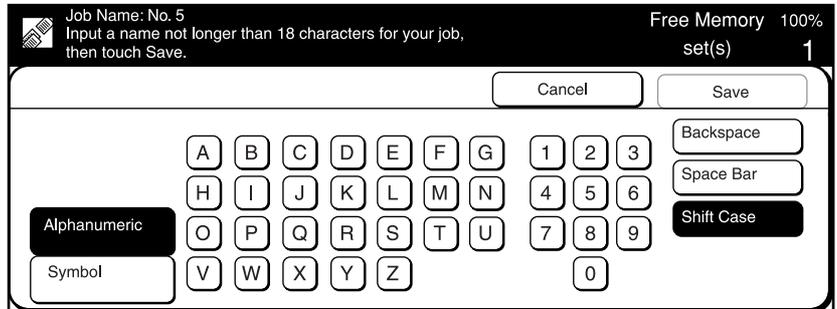
● To enter alphabets and numbers .... Select **Alphanumeric**
● To enter symbols .... Select **Symbol**
● To delete a character .... Select **Backspace**
● To enter a blank space .... Select **Space Bar**
● To enter lowercase or uppercase characters .... Select **Shift Case**
Example: To enter "2 Up".

1. Select Alphanumeric.
2. Select **2**.
3. Select **Space Bar**.
4. Select **Shift Case**.
5. Select **U**.
6. Select **P**.
7. Select **Save**.

📝 *Note*

● Users in Japan will find the Katakana characters displayed on the keys when you select the Japanese Katakana button.

5

● **Using the Settings/Meter Check button**

Procedure

■ ■

1 Press **Settings/Meter Check**.

Settings/
Meter Check

2 Select **Stored Jobs (Store/Delete)**.
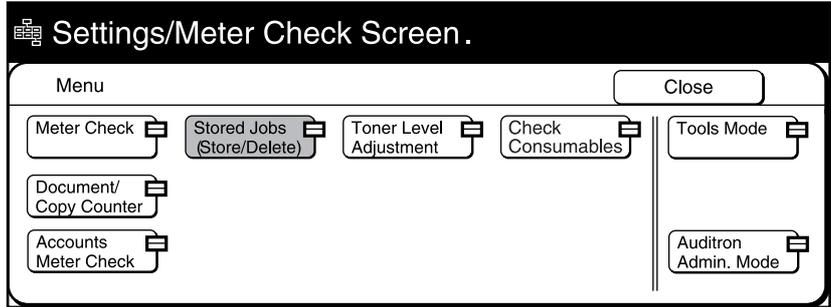The jobs currently stored are displayed.

Note
● The screen on the right is when the Auditron feature is enabled. See *Chapter 9 Using the Auditron Feature* for details.
● On models with the printer feature, the screen on the right differs. Select **Store/Modify** to display **Stored Jobs (Store/Delete)** screen.

Settings/Meter Check Screen.

Menu			Close
Meter Check	Stored Jobs (Store/Delete)	Toner Level Adjustment	Tools Mode
Document/ Copy Counter			
Accounts Meter Check			Auditron Admin. Mode
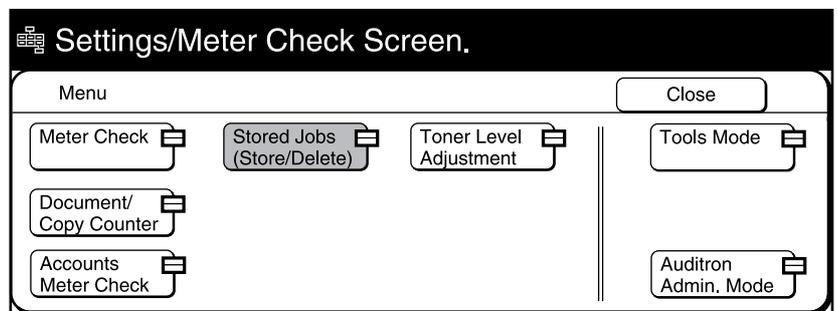
3 Select a job number from 1-8 to store or modify.
For example, select **5**.

Note
● **Store/Modify Job** can also be used to change the settings of a registered job.

Job will be stored/modified. Please select a Job Number to store or modify your selections.			
Stored Jobs - Store/Delete			Close
Store/Modify Job	1 2 Up/2 Sided	5 (Not in Use)	
Enter/Change Job Name	2 Monthly Report	6 (Not in Use)	
	3 Weekly Report	7 (Not in Use)	
Delete Job	4 Filing	8 (Not in Use)	

4 Use the Basic Features screen, Customized Features screen and Features Menu screen to select the features that you wish to save in Stored Jobs.

See
● *Chapter 4 Basic Features* and *Chapter 5 Added Features* for details.

5

5 After making your selections, press **Start** to save the job.

6 Select **Enter Job Name**.

⊞ The job is newly stored in Job No. 5.

Stored Jobs - Store/Delete					Close
Store/Modify Job	1	2 Up/2 Sided	5	(Untitled)	
Enter/Change Job Name	2	Monthly Report	6	(Not in Use)	
	3	Weekly Report	7	(Not in Use)	
Delete Job	4	Filing	8	(Not in Use)	
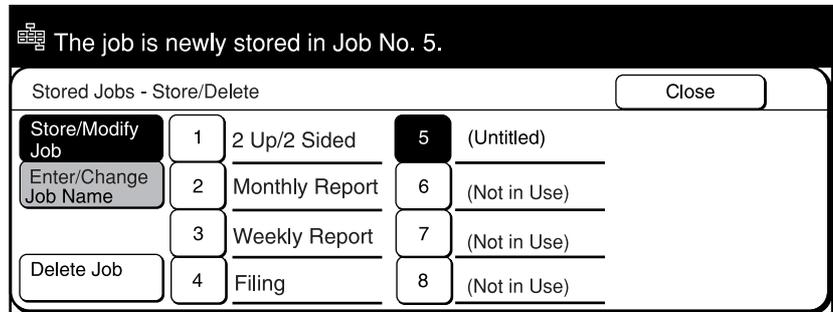
7 Select a job from job numbers 1-8 in order to change its name.
For example, select **5**.

8 Enter a job name of not more than 18 characters.
See *Text Input Method* for more information on how to enter the name.

9 Select **Close.**
The job programmed in Step 4 is stored in Job Number 5.

10 Select **Close** until the default screen is displayed.

5

Overwriting Jobs Stored in the Job Memory

The procedures for overwriting the contents and name of a registered job in the job memory is the same as those used for storing the job.
Select a job number to overwrite the contents of a registered job. Select **Yes** when the following screen is displayed.

> Please follow the instructions on the screen.
>
> Job No. 3 currently has a stored job selection.
> Do you want to overwrite the programming information currently stored in that Job No.?
>
> Select Yes to confirm or No to cancel.
>
> Yes   No

The job is overwritten by the new contents.

Note

● The screen on the right appears after you have exited from the Stored Jobs screen.

5

Deleting a Job Stored in the Job Memory

This section explains the procedures for deleting a registered job from the job memory.

Procedure
■■■

1 Press **Settings/Meter Check.**

Settings/
Meter Check

2 Select **Stored Jobs (Store/Delete)**.

The jobs currently stored are displayed.

⊞ Settings/Meter Check Screen.

Menu				Close
Meter Check	Stored Jobs (Store/Delete)	Toner Level Adjustment	Check Consumables	Tools Mode
Document/ Copy Counter				
Accounts Meter Check				Auditron Admin. Mode

3 Select **Delete Job**. Then select a job number from 1-8 to delete.

For example, select **3**.

⊞ Job will be stored/modified.
Please select a Job Number to store or modify your selections.

Stored Jobs - Store/Delete   Close

Store/Modify Job	1	2 Up/2 Sided	5	(Not in Use)
Enter/Change Job Name	2	Monthly Report	6	(Not in Use)
	3	Weekly Report	7	(Not in Use)
Delete Job	4	Filing	8	(Not in Use)

4 Select **Yes**.

⊞ Please follow the instructions on the screen.

Features selection for Job No. 3 will be deleted.

Are you sure?

[Yes]   [No]

5 Select **Close** until the default screen is displayed.

5

Copying by Using the Job Memory

This section describes the procedures for performing copying jobs by accessing the jobs that were saved beforehand.

Procedure

1 Load the document.

2 Select **Stored Jobs**.
The currently stored jobs are displayed.

```
┌─────────────────────────────────────────────────────────┐
│ 📄 Ready to copy            Free Memory  100%             │
│                                   set(s)      1           │
│   Paper Supply    Reduce/Enlarge  1 -> 1 Sided  Basic Features │
│  Auto     Auto      100 %    2 Sided      Customised      │
│  1        4                  100%                Features │
│  8.5x11"  11x17"             Auto %       Features Menu   │
│  2        5 Bypass                                        │
│  8.5x13"  Tray              More...      Stored Jobs      │
│  3        6                 Output/                       │
│  8.5x11"  8.5x11"           Finishing                     │
└─────────────────────────────────────────────────────────┘
```
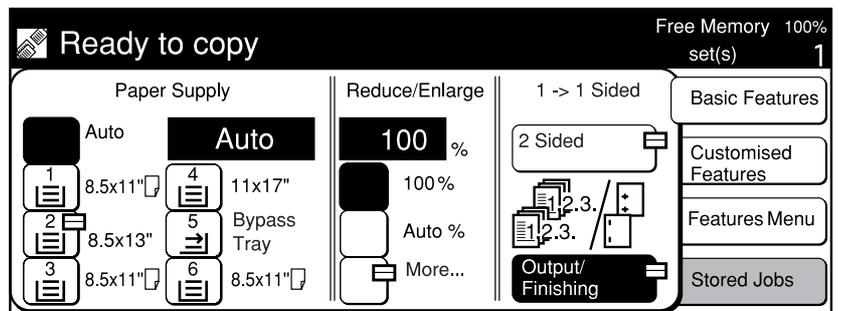
3 Select a job number from 1-4 to retrieve its programmed selections and carry out a copy job.
For example, select **3**.

```
┌─────────────────────────────────────────────────────────┐
│ 📄 Job will be stored/modified.       Free Memory  100%  │
│    Please select a Job Number to store or modify your selections.  set(s)  1 │
│                                                           │
│  01  2 Up/2 Sided    05  (Not in Use)  Store Current  Basic Features │
│                                        Selection         │
│  02  Monthly Report  06  (Not in Use)      Customised    │
│                                            Features      │
│  03  Weekly Report   07  (Not in Use)  Features Menu     │
│  04  Filing          08  (Not in Use)  Stored Jobs       │
└─────────────────────────────────────────────────────────┘
```
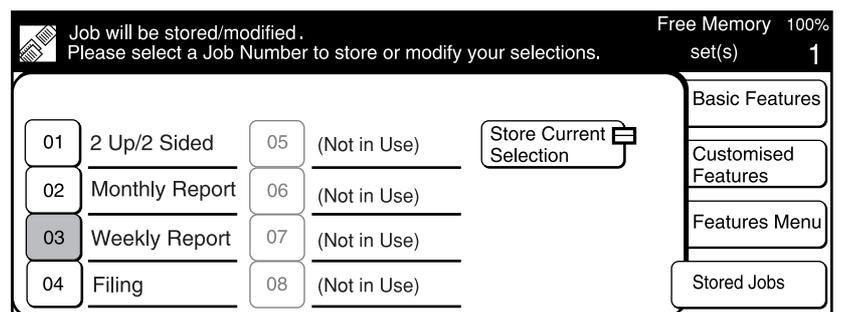
4 Press **Start**.
Copies are made based on the settings programmed in the job.

5-22 Using the Document/Copy Counter

After copies have been made, the Document/Copy Counter feature allows you to check the number of sheets of documents scanned as well as the number of copies made. To make use of this feature, contact your local authorized Panasonic service representative.

Number of Originals Scanned
It shows the total number of documents scanned after the **Reset** button is selected.

Number of Copies Made
It shows the total number of copies made after the **Reset** button is selected.

Procedure

▪▪

> **Note**
>
> ● The following types of copies are not recorded by the counter:
>   ● Blank paper inserted by the machine.
>   In the case of two sided copying, the machine will automatically insert a blank page to the copies made if the document contains odd number of pages.
>   ● Blank paper inserted as separators when copies are made on transparencies (only when blank paper is inserted).
>   ● First and last blank pages when copies are made by using Book Duplex feature.
>   ● Paper jammed in the machine or paper not copied as the machine has stopped due to a machine fault.
>   ● Paper which is fed for fuser cleaning.

1 Press **Settings/Meter Check**.

Settings/
Meter Check

> **Note**
>
> ● The screen on the right is when the Auditron feature is enabled. See *Chapter 9 Using the Auditron Feature*.

2 Select **Document/Copy Counter**.

⊞ Settings/Meter Check Screen.

Menu				Close
Meter Check	Stored Jobs (Store/Delete)	Toner Level Adjustment	Check Consumables	Tools Mode
Document/ Copy Counter		Fuser Cleaning		
Accounts Meter Check				Auditron Admin. Mode

Note
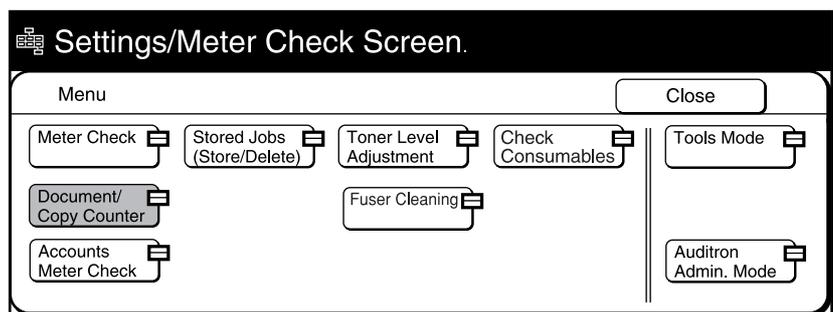
● Select **Reset** to return the Number of Originals Scanned and Number of Copies Made counters to 0.

3 Check the readings.

⊞ Settings/Meter Check Screen.

Document/Copy Counter		Close

Number of Originals Scanned   Number of Copies Made

10	20

Reset	Reset
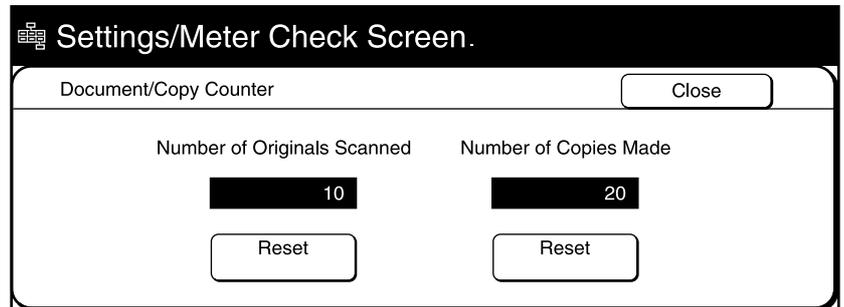
4 Select **Close** until the default screen is displayed.

The default screen returns.

5

This page is intentionally left blank.

6

Custom Presets

6-1 List of Custom Preset Functions

The Settings/Meter Check feature is for the System Administrator to select the feature defaults as well as customize the features for use.
The System Administrator can select and register these settings by using Tools Mode. He must enter his Access Number to display this screen. The factory default is "11111".

See

● *6-2: Displaying the Tools Mode Screen* on how to display the Tools Mode screen.

IMPORTANT

● For models with printer feature, items are divided into Common Settings and Copy Mode Settings. In Copy Mode Settings, Feature Defaults, Stored Jobs, Image Quality, Original Size, and R/E Presets are displayed. Other items are shown in Common Settings. Some settings are different. See the *Operating Instructions (Printer)* for details.

Tools Mode.

Tools Menu   Exit Tools

Paper Tray Attributes | Audio Tones | Original Size Defaults | Original/Paper Size Sensing
Feature Defaults | Time-Outs | R/E Presets | Change of Access Number
Screen Layout | System Setup | Image Quality

Paper Tray Attributes

Item	Description	Available Options
Paper Sizes	Set the paper size of the tray to which you wish to change. Paper Types: No Display*, Plain Paper, Transparency, Tracing Paper, Colored, Noshi Paper, Side 2 Paper, Heavy Weight, Recycled, Special-1, Special-2, and Special-3. **See** ● *2-4: Changing the Paper Tray Size*	A/B Series Size A3 , B4, A4 , A4▯ , B5 , B5▯, A5 , A5▯ Inch Size 8K (267 x 388 mm), 11 x 17", 8.5 x 14", 8.5 x 13", 8.5 x 11", 8.5 x 11"▯, 5.5 x 8.5"
Trays for APS (Auto Paper Selection)/ATS (Auto Tray Switching)	APS is a feature which selects the paper tray automatically. To enable APS for a tray, select **Enable**. To prevent a tray from being selected automatically, select **Disable**. For convenience, select **Disable** for trays that will not be used often (e.g. transparencies and colored paper). When the selected tray becomes empty during copying, the ATS feature allows the automatic switching to another tray with the same-size paper.	Enable/Disable Enable*: Tray 1, 2, 3, 4, 6 (High Capacity Feeder) Disable*: Auto Tray Switching: 　Always Enable 　Enable during APS* 　Disable
Paper Sizes for APS (Copy)	Select a paper size amongst those that can be loaded in Tray 1 as the paper size for APS. Select **Enable** if APS is to be used. If not, select **Disable**.	Enable*/Disable

* indicates the factory default. Tray 6 (High Capacity Feeder) is optional.

Feature Defaults

Select the default values of the features. The settings of the machine will return to the default values selected here when the power is switched on, when it returns from the power saver mode or when **Clear All** is pressed. Although these are the factory defaults, you can make copying more efficient by customizing frequently used features beforehand as the defaults. Also, the defaults listed here are reflected in Basic Features, Customized Features, and Features Menu screens.

Item	Description	Available Options
Paper Supply	Select the default value of Paper Supply. Note ● You cannot select **Auto** in Paper Supply if **Auto %** is already selected in Reduce/Enlarge. See *4-2: Selecting a Paper Tray (Paper Supply)*	Auto*, 1, 3, 4, 6 (High Capacity Feeder)
Transparency Tray	In Transparency Separators, select the default value of the transparency tray. See ● *5-9: Interleaving Blank Sheets between Transparencies (Transparency Separators)*	Tray 2, 3, 4, 5 (Bypass)*
Covers Tray	In Covers, select the default value of the paper tray for loading the cover stock. See ● *5-18: Inserting Covers (Covers)*	Tray 1, 2, 3, 4, 5 (Bypass)*, 6 (High Capacity Feeder)
Reduce/Enlarge	Select the default value for the Reduce/Enlarge feature on the Basic Features screen and the Features Menu Screen. Note ● You cannot select **Auto %** in Reduce/Enlarge if **Auto** is already selected in Paper Supply. ● You can customize the preset ratios for selection. See *R/E Presets* of this section for the details. See ● *4-3: Reducing/Enlarging (Reduce/Enlarge)*	100%*, Auto%, 50%, 64%, 78%, 129%, 154%, 200%
Image Shift (Side 1)	Select the default value of Image Shift (Side 1). See ● *5-7: Setting the Margins (Image Shift)*	No Shift*, ↖, ↗, ↙, ↘, Auto Center (Centre)
Image Shift (Side 2)	Select the default value of Image Shift (Side 2). See ● *5-7: Setting the Margins (Image Shift)*	No Shift, Mirror Shift*
Edge Erase/Copy All	Select the default value of Edge Erase/Copy All. See ● *5-8: Erasing the Edges and Copying All (Edge Erase/Copy All)*	Normal (Top & Bottom/Left & Right 2 mm)* Variable Erase Top & Bottom Edges 2-50 mm Left & Right Edges 2-50 mm
Image Rotation	Select the default value of Image Rotation. See ● *5-11: Rotating and Copying in Different Directions (Image Rotation)*	On*, Off

* indicates the factory default. Tray 6 (High Capacity Feeder) is optional.

Item	Description	Available Options
Original Type	Select the default value of Original Type. *See* ● 5-3: Making a Copy according to Original Type (Original Type)	Text & Photo*, Text, Photo
Lighter/Darker	Select the default value of Lighter/Darker. *Note* ● You can define the different levels of copy density. See *Image Quality* for the details. *See* ● 5-2: Adjusting Copy Density (Lighter/Darker)	Darkest to Normal* to Lightest (7 levels)
Sharpness	Select the default value of Sharpness. *See* ● 5-13: Enhancing Sharpness (Sharpness)	Softer, Soft, Normal*, Sharp, Sharper
Original Orientation	Select the default value of Original Orientation. *See* ● 5-10: Selecting the Original Orientation (Original Orientation)	Head to Top*, Head to Left
Output	Select the default value for the method of copy output. *See* ● 4-7: Collating Copy Output (Output)	Auto*, Collated, Uncollated
2 Sided	Select default value of 2 Sided. *See* ● 4-5: Copying on One Side (2-Sided Copy) ● 4-6: Copying on Two Sides (2-Sided Copy)	1 -> 1 Sided*, 1 -> 2 Sided, 2 -> 2 Sided, 2 -> 1 Sided
Booklet Tray	Select tray for paper to be used for booklet creation. *See* ● 5-20: Creating a Booklet (Booklet Creation)	Tray 2-2 , 2-3*, 3, 4

* indicates the factory default.

6

Audio Tones

Note
● Select **Off** to disable the tones.

This section describes the machine tones that you can set to inform you of a completed copy job, machine fault and so forth.

Item	Description	Available Options
Selection Tone	Sound when you have selected a button on the display correctly.	Off, Soft, Normal*. Loud
Conflict Tone	Sound when an error has occurred.	Off, Soft, Normal*. Loud
Hard Keypad Input Tone	Sound when you press any button on the control panel.	Off, On*
Machine Ready Tone	After switching on the power, it will sound when the machine is ready to copy.	Off, Soft, Normal*, Loud
Copy Job Complete Tone	Sound when a copy job is completed without error.	Off, Soft, Normal*, Loud
Fault Tone	Sound when a fault is detected, for example, the machine has run out of paper, or paper is jammed in the machine.	Off, Soft, Normal*, Loud

* indicates the factory default.

See ● 6-2 Displaying the Tools Mode Screen, and 6-3: Configuring the Machine with Tools Mode

Original Size Defaults

Description	Available Options
Select the original size defaults shown in **Original Size** on the Customized Features screen or the Features Menu screen. You can select up to 11 types of original sizes including the standard sizes (A, B and Inch series original sizes). To enter a non standard size original, select **Original Size** and use the keypad to enter values for the X axis (width) and Y axis (length). Note ● The size input is shown as Special OOO X OOO mm	A/B Series Size A3, B4, A4, A4 ▯, B5, B5 ▯, A5, A5 ▯, B6, A6 Inch Size 8K (267 x 388 mm), 11 x 17", 8.5 x 14", 8.5 x 13", 8.5 x 11", 8.5 x 11" ▯, 5.5 x 8.5", 5.5 x 8.5" ▯ Input Size **X** 1 to 432 mm, **Y** 1 to 297 mm Size buttons 1 to 11: A3*, B4*, B5 ▯*, A4*, A4 ▯*, A5*, A6*, 11 x 17"*, 8.5 x 14"*, 8,5 x 11"*, 8.5 x 11" ▯*

* indicates the factory default.

See ● 6-2: Displaying the Tools Mode Screen, and 6-3: Configuring the Machine with Tools Mode

Original/Paper Size Sensing

Item	Description	Available Options
Paper Tray	You can switch automatic sensing sizes for document and paper. Note ● The setting items that are displayed will depend on the installation of the optional letter/ legal sensor kit, and Tray 6 (High Capacity Feeder) as well as the model of the machine.	A5*, 5.5 x 8.5"
Document Glass (Size 1)		A6*
Document Feeder (Size 1)		A5*, 5.5 x 8.5"
Document Feeder (Size 2)		A4*, 8.5 x 11"
Document Feeder (Size 3)		A4 ▯*, 8.5 x 11" ▯
Document Feeder (Size 4)		B4*, 8K (267 x 388 mm)
Document Feeder (Size 5)		A3*, 11 x 17"

* indicates the factory default.

See ● 6-2: Displaying the Tools Mode Screen, and 6-3: Configuring the Machine with Tools Mode

Time-Outs

This setting allows you to set the waiting time until features such as Auto Clear and Power Saver are enabled. On a model with the printer function, the timeout settings may differ. See the *Operating Instructions (Printer)* for details.

Item	Description	Available Options
Copy Job Complete	Enter the time for settings of features to return to their default values automatically after a copy job is completed. Note ● If this time is longer than one minute, then enter the time in minutes.	1 to 59 sec, 1 to 10 min Disable (2 min*)
Job Program Incomplete	Enter the time for the settings of the features to return to their default values after some settings have been changed. Note ● If this time is longer than one minute, then enter the time in minutes.	7 to 59 sec, 1 to 10 min Disable (2 min*)
Auto Power Saver Timer	Enter time for automatically switching to Power Saver mode after copying is done or after some settings are made. Note ● Enter the time in minutes. ● On a model with the printer function installed, power saver mode comes after low power mode and sleep mode.	1 to 240 min (15 min*)
Auto Power Off	Enter time for automatically switching off the power after a copy job is done or after some settings are made. Note ● This feature is available in the case when Auto Power Off in System Setup is set to Enable. ● Enter the time in minutes. ● On a model with the printer function installed, this item is not displayed.	15 to 240 min (60 min*)
System Admin Mode Exit Timer	Enter time for automatically returning to the default screen after settings are made by using the Tools Mode. Note ● Enter the time in minutes.	10 to 60 min Disable (10 min*)
Auto Resume	Enter time for automatically returning to the default screen after the settings are made by using the Tools Mode. Note ● If time is longer than a minute, enter the time in minutes.	Disable (2 min*) 1 to 59 sec, 1 to 10 min

* indicates the factory default.

R/E Presets

You can define the ratios to be displayed as fixed ratios in Reduce/Enlarge. You can select fixed ratios from 18 types (25-400%) of ratios and place them in the six preset buttons (1-6).

Item	Available Options
Presets 1 to 6	25%, 35% A3→A6, 50% A3→A5, 64% 11 x 17"→8.5 x 11", 70%* A3→A4, B4 → B5, 78% 8.5 x 14" → 8.5 x 11", 81%* B4 → A4, B5→A5 86%* A3→B4, A4→B5, 115%* B4→A3 B5→A4, 122%* A4→B4, A5→B5 127% 8.5 x 13"→A3, 129% 8.5 x 11"→11 x 17", 141%* A4→A3 B5→B4, 154% 5.5 x 8.5"→8.5 x 14", 180%, 200% A5→A3, 282% A6→A3, 400%

* indicates the factory default.

Change of Access Number

You can change the Access Number of the System Administrator. The Access Number must be in numeric values between 4 to 12 digits. To change the Access Number, use the keypad to enter the new access number twice, and select **Enter.**

Screen Layout

This feature allows you to customize the default screen, Basic Features screen, and the Customized Features screen.

Item	Description	Available Options
Default Screen	Change the default screen that is displayed when the power is switched on, when it returns from the power saver mode, or when **Clear All** is pressed. ● *Configuring a screen (default/basic/customized)* in *6-3: Configuring the Machine with Using Tools Mode*	Basic Features,* Customized Features, Features Menu, Stored Jobs
Basic Features Screen	Define the number of features to be displayed on the Basic Features screen. These features are each allocated to their respective basic buttons. ● Display 2 Features Assign the features to the two buttons (Feature Buttons 1 and 2) ● Display 3 Features* Assign the features to Feature Button 1, Feature Button 2, and Feature Button 3. ● Display 4 Features Assign the features to Feature Button 1, Feature Button 2, Feature Button 3, and Feature Button 4. ● *Configuring a screen (default/basic/customized)* in *6-3: Configuring the Machine with Using Tools Mode*	
Customized Features Screen	Assign the features to be displayed on the buttons of the Customized Features screen. You can display a maximum of eight feature buttons on the Customized Features screen. ● *Configuring a screen (default/basic/customized)* in *6-3: Configuring the Machine with Using Tools Mode*	

* indicates the factory default.

6

System Setup

This feature allows you to impose restrictions on, for example, the maximum number of copies, and Auto Power Off Timer.

Item	Description	Available Options
Maximum No. of Sets	Select the maximum number of sets that can be made.	1 to 999 sets (999 sets*)
Auto Power Off Feature	Set this option to enable/disable the Auto Power Off Timer in Time-Outs.	Enable, Disable*
Output Sets (Collated)	Set the output orientation for collated sets. In the case of Auto, all collated output will face down. In the case of Face Up, all collated output will face up.	Auto*, Face Up
Size Mismatch Warning	If the document glass is used to make copies, select the copy method if the orientation of the size detected by the machine is different from the paper orientation. If you select **No**, the Size Mismatch Warning screen will not be displayed and you can copy by selecting the desired copy method. Alternatively, you can select **Yes** to display the Size Mismatch Warning screen and proceed with your copy job after selecting the copy method. When **Auto Correct** is selected, the Size Mismatch Warning screen is not displayed. The copy job will be carried out after adjustments have been made automatically if you have selected **Off** for **Image Rotation**.	No, Yes, Auto Correct*
Output to Finisher	If the Finisher is installed, this setting allows you to prohibit the output to the Finisher should the paper size be changed during copying.	Enable*, Disable

* indicates the factory default.

See ● 6-2: Displaying the Tools Mode Screen, and 6-3: Configuring the Machine with Tools Mode

Image Quality

Item	Description	Available Options
Lighter/Darker Level	This setting allows you to select seven levels of copy density from the fifteen levels. The levels selected here correspond to the seven levels of copy density from Lightest-Normal-Darkest setting.	1 to 15 (Lightest to Darkest: 2*, 4*, 6*, 7*, 10*, 12*, 14*)

* indicates the factory default.

See ● 6-2: Displaying the Tools Mode Screen, and 6-3: Configuring the Machine with Tools Mode

6

6-2 Displaying the Tools Mode Screen

Displaying the Tools Mode Screen

This section describes the procedures for displaying the Tools Mode screen. You need to enter the Access Number of the System Administrator in order to proceed with selecting the features on the Tools Menu.
The factory default for the Access Number is "11111".

Procedure

1 Press **Settings/Meter Check**.
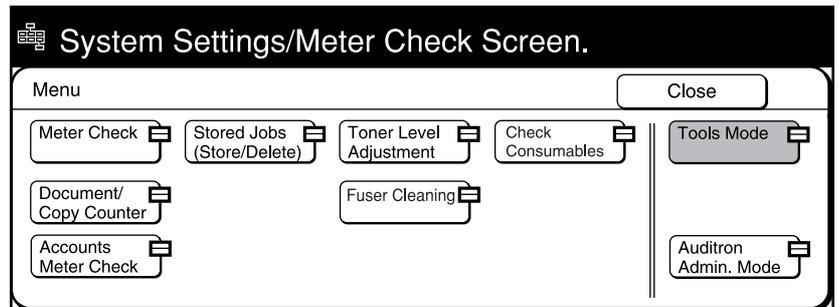
Settings/
Meter Check

Note

● The screen on the right is when the Auditron feature is enabled. See *Chapter 9 Using the Auditron Feature* for details.

2 Select **Tools Mode**.

⊞ **System Settings/Meter Check Screen.**

Menu				Close
Meter Check	Stored Jobs (Store/Delete)	Toner Level Adjustment	Check Consumables	Tools Mode
Document/ Copy Counter		Fuser Cleaning		
Accounts Meter Check				Auditron Admin. Mode

3 Enter the Access Number of the System Administrator by using the keypad and select **Confirm**.

Each input digit is represented by an asterisk.
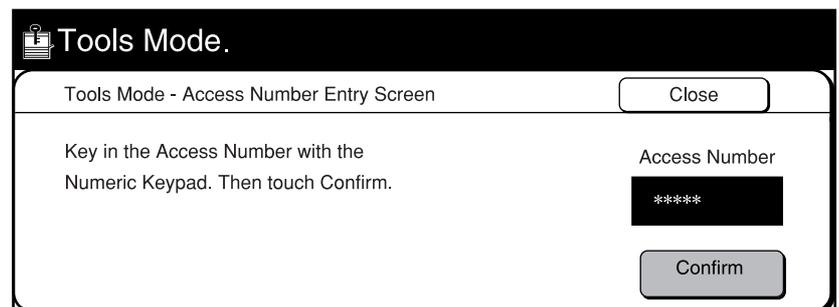
Note

● If you made an error while entering the Access Number, press the **Clear C** button to clear and re-enter.

See

● *Changing the* Access Number *of the administrator* in *6-3: Configuring the Machine with Tools Mode* for information on how to change the Access Number.

🔖**Tools Mode.**

Tools Mode - Access Number Entry Screen	Close
Key in the Access Number with the Numeric Keypad. Then touch Confirm.	Access Number
	*****
	Confirm

Note

● For models with the printer feature, the screen displayed differs.

4 Select an item to change its settings.

📖 **Tools Mode.**

Tools Menu			Exit Tools
Paper Tray Attributes	Audio Tones	Original Size Defaults	Original/Paper Size Sensing
Feature Defaults	Time-Outs	R/E Presets	Change of Access Number
Screen Layout	System Setup	Image Quality	
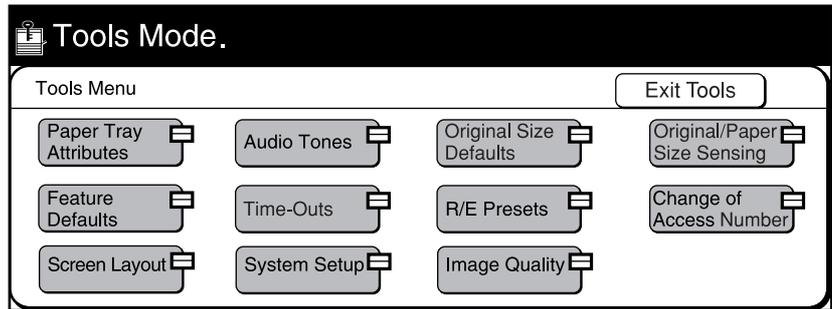
Exiting the Tools Mode Screen

Note

● If default time of **System Admin. Mode Exit Timer** is defined in Time-Outs, the machine will exit the mode once the set time has elapsed and the default screen will be re-displayed. The factory default is 10 minutes.

● You will hear the Machine Ready Tone when the machine returns to the default screen. This is not an error.

You can return to the default screen by the following procedures once you have selected the required features.

Procedure

1 Select **Exit Tools** on the Tools Mode screen.

The default screen re-appears.

📖 **Tools Mode.**

Tools Menu			Exit Tools
Paper Tray Attributes	Audio Tones	Original Size Defaults	Original/Paper Size Sensing
Feature Defaults	Time-Outs	R/E Presets	Change of Access Number
Screen Layout	System Setup	Image Quality	

6
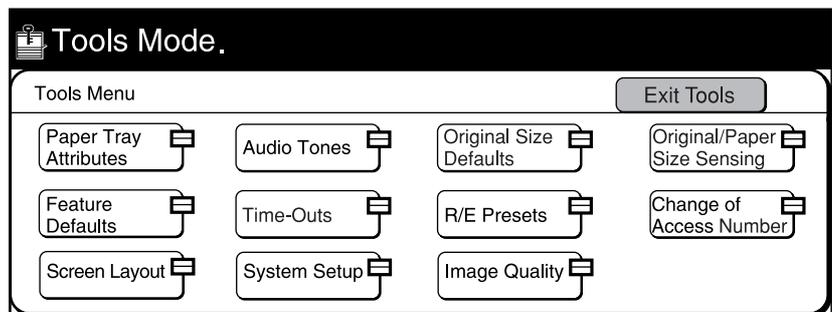
6-3 Configuring the Machine with Tools Mode

This section uses the three examples described below to explain the procedures for configuring Tools Mode.

- Selecting the feature defaults
- Changing the Access Number of the administrator
- Configuring a screen (default/basic/customized)

Selecting the Feature Defaults

This section describes the procedures for selecting the feature defaults. The example here is to change the default copy density to Darkest.

Procedure

■■

1 Press **Settings/Meter Check**.

Settings/
Meter Check

2 Select **Tools Mode**.

System Settings/Meter Check Screen.

Menu				Close
Meter Check	Stored Jobs (Store/Delete)	Toner Level Adjustment	Check Consumables	Tools Mode
Document/ Copy Counter		Fuser Cleaning		
Accounts Meter Check				Auditron Admin. Mode

6

Note

● The factory default of the access number is "11111".

③ Enter the Access Number of the System Administrator and select **Confirm**.

Each input digit is represented by an asterisk.

Tools Mode.

Tools Mode - Access Number Entry Screen	Close

Key in the Access Number with the
Numeric Keypad. Then touch Confirm.

Access Number

*****

Confirm

Note

● For models with the printer feature, the screen displayed differs.

④ Select **Feature Defaults**.

Tools Mode.

Tools Menu   Exit Tools

Paper Tray Attributes	Audio Tones	Document Size Defaults	Doc./Paper Size Sensing
Feature Defaults	Timeouts	R/E Presets	Change of Access No.
Screen Layout	System Setup	Image Quality	

Note

● You can also select **Lighter/Darker** directly by touching it.

⑤ Use ▼ to select **Lighter/Darker**.

Tools Mode.

Copy Mode Settings - Feature Defaults		Close

Items	Current Settings
Paper Supply	Auto
Reduce/Enlarge	100%
Lighter/Darker	Normal
Original Type	Text&Photo
2 Sided	1 -> 1 Sided
Output/Finishing	Auto
Image Shift (Side 1)	No Shift
Image Shift (Side 2)	Mirror Image

Page Number

1/2

Change Settings

⑥ Select **Change Settings**.

7 Select the default value of **Lighter/Darker**.

For example, select **Darkest**.

📖 Tools Mode.

Lighter/Darker	Save

Lightest

Normal

Darkest
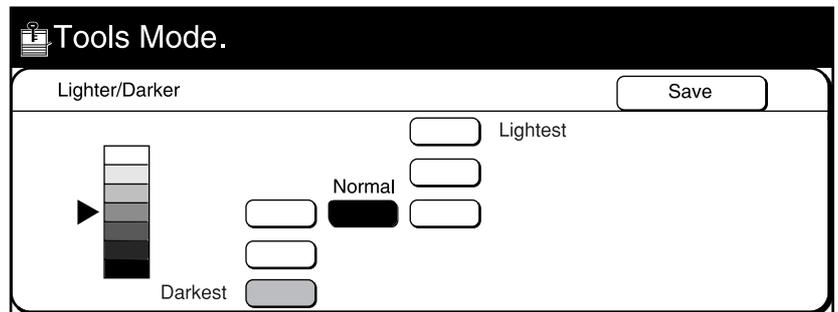
8 Select **Save**.

9 Select **Close** until the screen shown in Step 4 is displayed.

10 Select **Exit Tools**.

The default value of **Lighter/Darker** is set.

6

Changing the Access Number of the Administrator

This section explains the procedures for changing the Access Number of the administrator. The factory default is "11111".
If you have changed the Access Number, make sure that you keep a record of the new number.

Procedure

1 Press **Settings/Meter Check**.
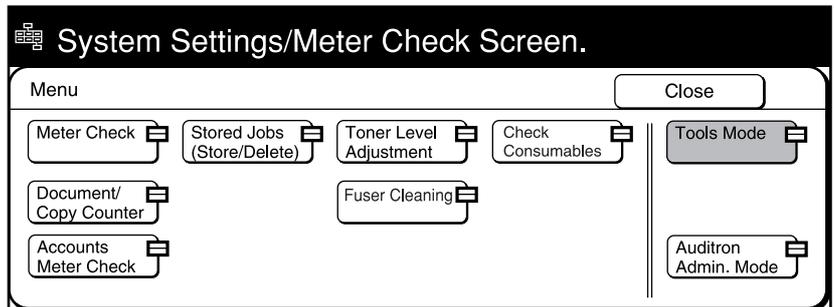
Settings/
Meter Check

2 Select **Tools Mode**.

System Settings/Meter Check Screen.

Menu   Close

| Meter Check | Stored Jobs (Store/Delete) | Toner Level Adjustment | Check Consumables | Tools Mode |

| Document/ Copy Counter | | Fuser Cleaning |

| Accounts Meter Check | | | | Auditron Admin. Mode |

3 Enter the Access Number of the System Administrator and select **Confirm**.

Each input digit is represented by an asterisk.

Tools Mode.

Tools Mode - Access Number Entry Screen   Close

Key in the Access Number with the   Access Number
Numeric Keypad. Then touch Confirm.
                                                     *****

                                                     Confirm

4 Select **Change of Access Number.**

```
📖 Tools Mode.

  Tools Menu                                    Exit Tools

    Paper Tray        Audio Tones      Original Size     Original/Paper
    Attributes                         Defaults          Size Sensing

    Feature           Time-Outs        R/E Presets       Change of
    Defaults                                             Access Number

    Screen Layout     System Setup     Image Quality
```
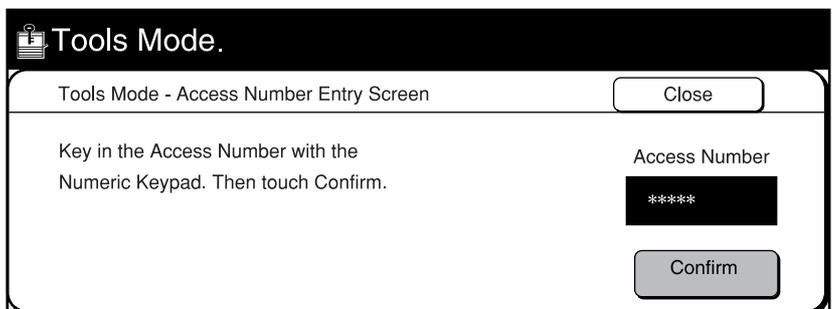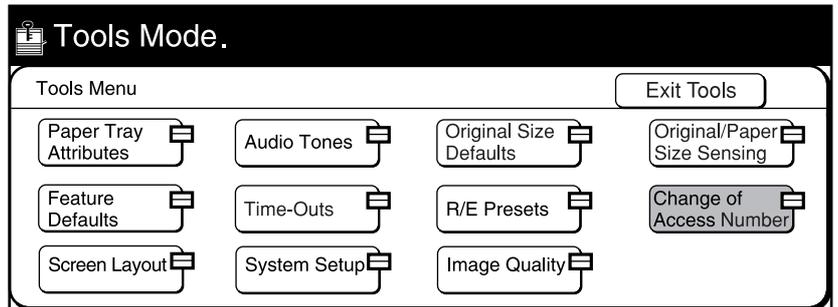
5 Enter the New Access Number by using the keypad. You can enter between 4 to 12 digits. Then select **Enter**.
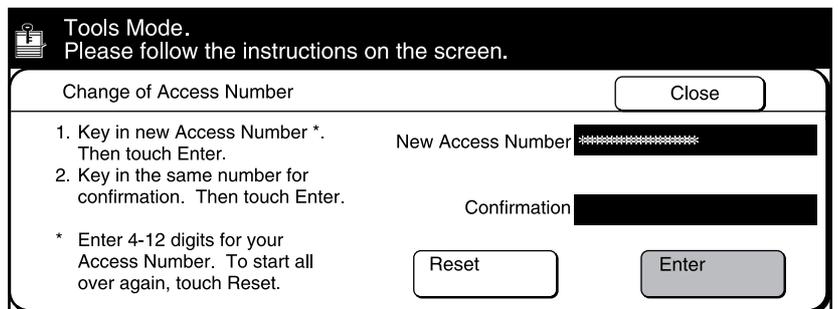
```
📖 Tools Mode.
   Please follow the instructions on the screen.

   Change of Access Number                        Close

   1. Key in new Access Number *.
      Then touch Enter.              New Access Number  ****************
   2. Key in the same number for
      confirmation.  Then touch Enter.
                                     Confirmation
   *  Enter 4-12 digits for your
      Access Number.  To start all      Reset            Enter
      over again, touch Reset.
```

6 Enter the Access Number again, and select **Enter**.

```
📖 Tools Mode.
   Please follow the instructions on the screen.

   Change of Access Number                        Close

   1. Key in new Access Number *.
      Then touch Enter.              New Access Number  ************
   2. Key in the same number for
      confirmation.  Then touch Enter.
                                     Confirmation  ************
   *  Enter 4-12 digits for your
      Access Number.  To start all      Reset            Enter
      over again, touch Reset.
```
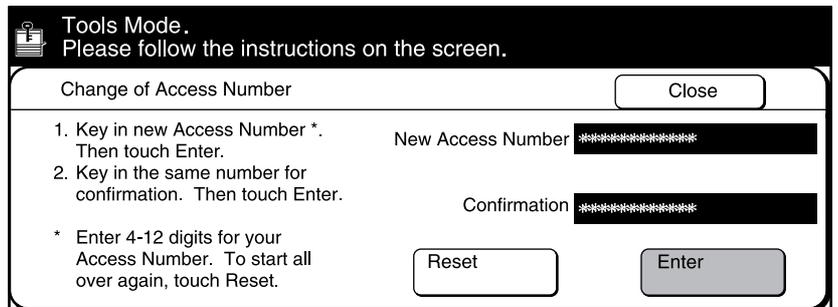
7 Select **Close** until the screen shown in Step 4 is displayed.

8 Select **Exit Tools**.
   The New Access Number of the System Administrator becomes valid.

Configuring a Screen (Default/Basic/Customized)

This section explains the procedures for changing the default screen, and customizing the Basic Features screen and the Customized Features screen.

● Changing the Default Screen

This feature allows you to display the desired screen when the power is switched on, when it returns to the ready mode from the power saver mode, or when **Clear All** is pressed.
The factory default screen is the Basic Features screen.

Procedure

1 Press **Settings/Meter Check**.

Settings/
Meter Check

2 Select **Tools Mode**.

⬛ System Settings/Meter Check Screen.

Menu				Close
Meter Check	Stored Jobs (Store/Delete)	Toner Level Adjustment	Check Consumables	Tools Mode
		Fuser Cleaning		
Accounts Meter Check				Auditron Admin. Mode

3 Enter the Access Number of the System Administrator and select **Confirm**.

Each input digit is represented by an asterisk.

⬛ Tools Mode.

Tools Mode - Access Number Entry Screen	Close
Key in the Access Number with the Numeric Keypad. Then touch Confirm.	Access Number
	*****
	Confirm
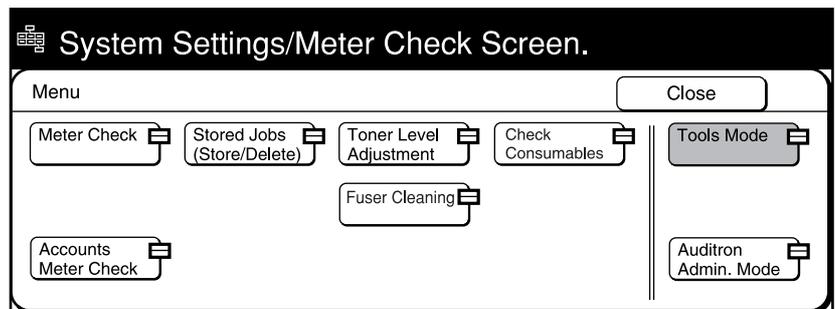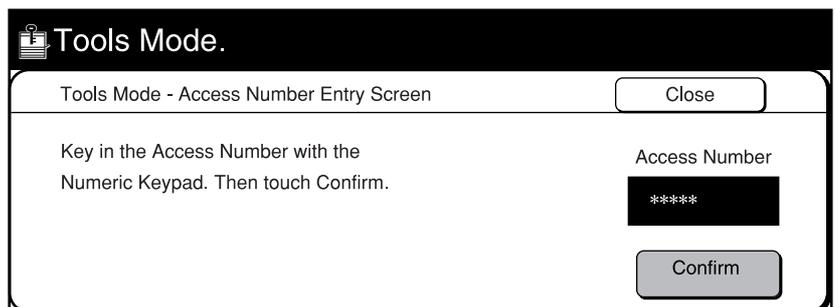
Note
● The screen on the right is displayed when the Auditron feature is enabled. See *Chapter 9 Using the Auditron Feature* for details.

Note
● The factory default of the Access Number is "11111".

4 Select **Screen Layout**.

Tools Mode.

Tools Menu — Exit Tools

Paper Tray Attributes	Audio Tones	Original Size Defaults	Original/Paper Size Sensing
Feature Defaults	Time-Outs	R/E Presets	Change of Access Number
Screen Layout	System Setup	Image Quality	
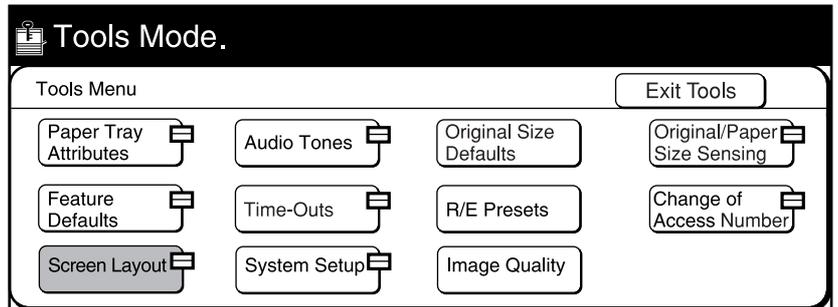
5 Select **Change Settings** in Default Screen.

Tools Mode.

Copy Mode settings - Screen Layout — Close

Default Screen
Change Settings

Basic Features Screen
Display 2 Features
Display 3 Features
Display 4 Features
Change Settings

Customised Features Screen
Change Settings

6 Select **Change Settings**.

Tools Mode.

Copy Mode Default Screen — Close

| Items | Current Settings |
| Default Screen | Basic Features |
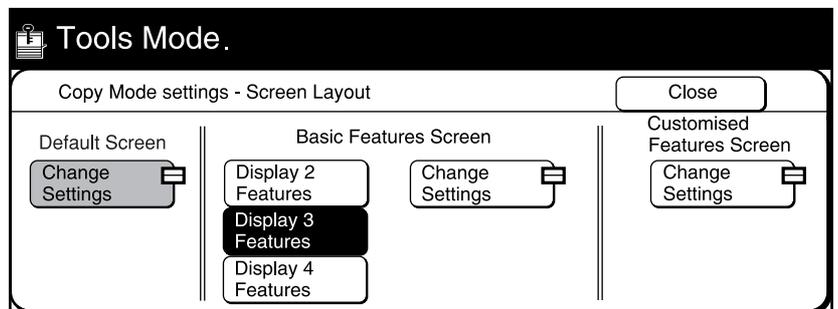
Change Settings

7 Select the screen to be displayed as the default screen and select **Save**.

For example, select **Customized Features**.
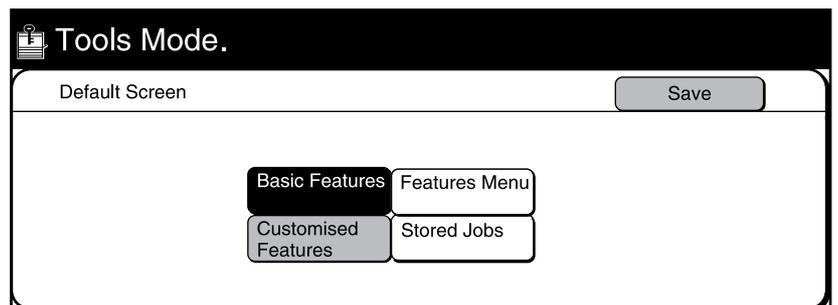
Tools Mode.
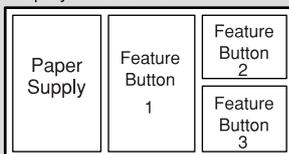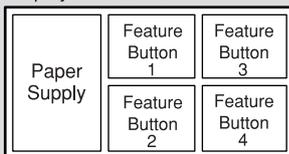
Default Screen — Save

Basic Features | Features Menu
Customised Features | Stored Jobs

8 Then select **Close** until the screen shown in Step 4 is displayed.

9 Select **Exit Tools**.

The new default screen is defined.

● Configuring the Basic Features Screen

This feature allows you to select the number of features to be displayed on the Basic Features screen and which features to be displayed on these basic buttons.

- **Display 2 Features**
   Assign the features to the two buttons (Feature Buttons 1 and 2)
- **Display 3 Features**
   Assign the features to Feature Button 1, Feature Button 2 and Feature Button 3.
- **Display 4 Features**
   Assign the features to Feature Button 1, Feature Button 2, Feature Button 3 and Feature Button 4.

Procedure

1 Press **Settings/Meter Check**.

Settings/
Meter Check

2 Select **Tools Mode**.

⊞ System Settings/Meter Check Screen**.**

Menu				Close
Meter Check	Stored Jobs (Store/Delete)	Toner Level Adjustment	Check Consumables	Tools Mode
Document/ Copy Counter		Fuser Cleaning		
Accounts Meter Check				Auditron Admin. Mode

Note

● The factory default of the access number is "11111".

Note

● For models with the printer feature, the screen displayed differs.

3 Enter the Access Number of the System Administrator and select **Confirm**.

Each input digit is represented by an asterisk.

📠 Tools Mode.

Tools Mode - Access Number Entry Screen	Close

Key in the Access Number with the Numeric Keypad. Then touch Confirm.

Access Number

*****

Confirm

4 Select **Screen Layout**.

📠 Tools Mode.

Tools Menu   Exit Tools

Paper Tray Attributes	Audio Tones	Original Size Defaults	Original/Paper Size Sensing
Feature Defaults	Time-Outs	R/E Presets	Change of Access Number
Screen Layout	System Setup	Image Quality	

5 Select the number of features to be displayed on the Basic Features screen and select **Change Settings**.

For example, select **Display 4 Features**.

📠 Tools Mode.

Copy Mode settings - Screen Layout	Close

Default Screen   Basic Features Screen   Customised Features Screen

Change Settings

Display 2 Features
Display 3 Features
Display 4 Features

Change Settings

Change Settings

6

6 Use the ▲ ▼ buttons to select the desired basic button.

Tools Mode.

Basic Feature Screen (4 Features)   Close

Items	Current Settings
Basic Button 1 (Top Left)	Reduce/Enlarge
Basic Button 2 (Bottom Left)	Lighter/Darker
Basic Button 3 (Top Right)	2 Sided
Basic Button 4 (Bottom Right)	Output/Finishing

Change Settings

7 Select **Change Settings**.

8 Select the feature to be displayed in the selected basic button and select **Save.**
For example, select **Original Type**.

Tools Mode.

Basic Button 1 (Top Left)   Save

Paper Supply	Reduce/Enlarge	Lighter/Darker	Original Type	No Feature
2 Sided	Output/Finishing	Image Shift	Edge Erase/Copy All	Page Number 1/2
Book Copying	Transparency Separators	Original Size	Original Orientation	
Image Rotation	Multi-Up (N Up)	Mixed Size Originals		

9 Repeat Steps 6 to 8 when necessary to assign the required features to all the basic buttons.

10 Select **Close** until the screen shown in Step 4 is displayed.

11 Select **Exit Tools**.

● **Configuring the Customized Features Screen**

This feature allows you to assign the customized features to be displayed on the Customized Features screen. You can assign a maximum of eight buttons on this screen.

The eight buttons of Customized Features are arranged as follows.
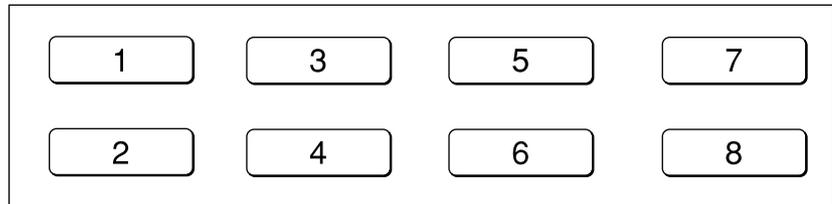
| 1 | 3 | 5 | 7 |
| 2 | 4 | 6 | 8 |

Procedure

1 Press **Settings/Meter Check**.

Settings/
Meter Check

2 Select **Tools Mode**.

⊞ System Settings/Meter Check Screen.

Menu   Close

Meter Check | Stored Jobs (Store/Delete) | Toner Level Adjustment | Check Consumables | Tools Mode

Document/ Copy Counter | Fuser Cleaning

Accounts Meter Check | Auditron Admin. Mode

3 Enter the Access Number of the System Administrator by using the keypad and select **Confirm**.

Each input digit is represented by an asterisk.

⌨Tools Mode.

Tools Mode - Access Number Entry Screen   Close

Key in the Access Number with the   Access Number
Numeric Keypad. Then touch Confirm.
                                           *****

                                                Confirm

Notes (sidebar)

● Select **No Feature** if you do not wish to assign any feature to the button.
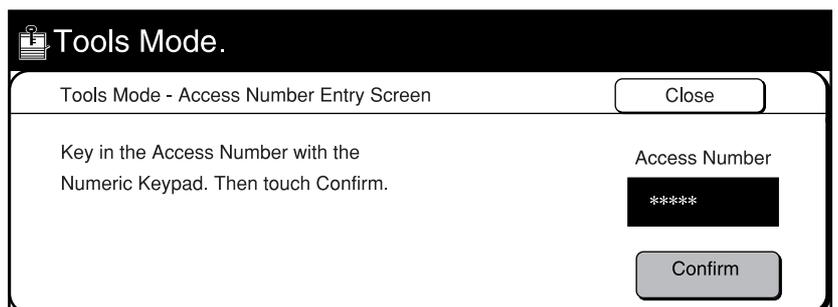
● The screen on the right is when the Auditron feature is enabled. See *Chapter 9 Using the Auditron Feature* for details.

● The factory default of the access number is "11111".

Note

● For models with the printer feature, the screen displayed differs.

4 Select **Screen Layout**.

Tools Mode.

Tools Menu			Exit Tools
Paper Tray Attributes	Audio Tones	Original Size Defaults	Original/Paper Size Sensing
Feature Defaults	Time-Outs	R/E Presets	Change of Access Number
Screen Layout	System Setup	Image Quality	
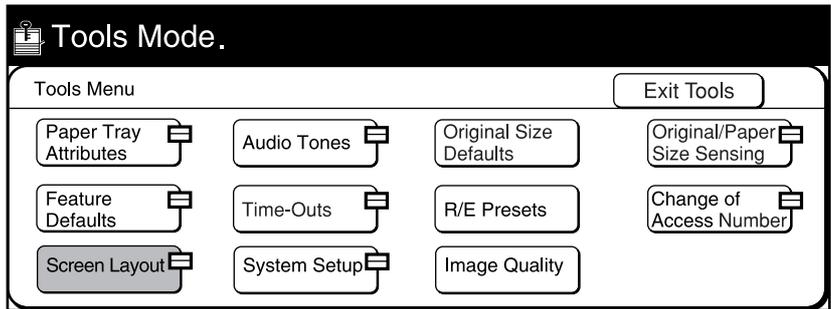
5 Select **Change Settings** in Customized Features screen.

Tools Mode.

Copy Mode settings - Screen Layout   Close

Default Screen	Basic Features Screen	Customised Features Screen
Change Settings	Display 2 Features / Display 3 Features / Display 4 Features — Change Settings	Change Settings
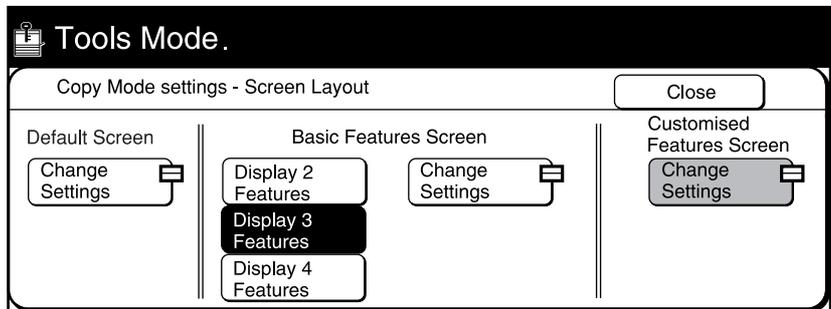
6 Use ▲ ▼ to select the desired customized button.

Tools Mode.

Customised Features Screen   Close

Items	Current Settings
Customised Button 1 (Top Lft)	Lighter/Darker
Customised Button 2 (Btm Lft)	Image Rotation
Customised Button 3	Original Type
Customised Button 4	Original Size
Customised Button 5	Book Copying
Customised Button 6	Sample Set
Customised Button 7 (Top Rgt)	Multi-Up (N Up)
Customised Button 7 (Btm Rgt)	Mixed Size Originals
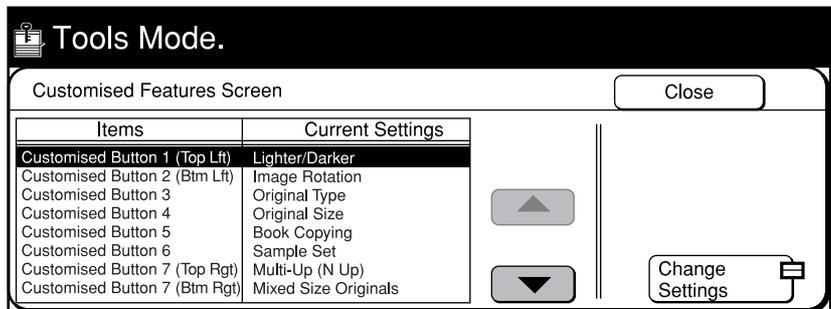
Change Settings

Note

● You can also select the customized button directly by touching it.

7 Select **Change Settings**.

Note

● The buttons are displayed on two pages. Use ▲ or ▼ buttons to page up or page down.
● Select **No Feature** if you do not wish to assign any feature to the button.
● Buttons that are unavailable are dim and grey in color.
● The screen on the right has the Finisher installed.

8 Select the feature to be displayed in the selected customized button and select **Save**.

For example, select **Output/Finishing**.

```
┌────────────────────────────────────────────────────────────┐
│ 🗐 Tools Mode.                                                │
│ ┌──────────────────────────────────────────────────────────┐│
│ │  Basic Button 1 (Top Left)                      ┌─────────┐││
│ │                                                 │  Save   │││
│ │ ┌─────────┐┌──────────┐┌───────────┐┌─────────┐ └─────────┘││
│ │ │Paper    ││Reduce/   ││Lighter/   ││Original │ ┌─────────┐││
│ │ │Supply   ││Enlarge   ││Darker     ││Type     │ │No Feature│││
│ │ └─────────┘└──────────┘└───────────┘└─────────┘ └─────────┘││
│ │ ┌─────────┐┌──────────┐┌───────────┐┌─────────┐            ││
│ │ │2 Sided  ││Output/   ││Image Shift││Edge Erase│Page Number││
│ │ │         ││Finishing ││           ││/Copy All │           ││
│ │ └─────────┘└──────────┘└───────────┘└─────────┘ ┌─────────┐││
│ │ ┌─────────┐┌──────────┐┌───────────┐┌─────────┐ │  1/2    │││
│ │ │Bound    ││Transparency││Original ││Original │ └─────────┘││
│ │ │Copying  ││Separators  ││Size     ││Orientation│          ││
│ │ └─────────┘└──────────┘└───────────┘└─────────┘ ┌───┐┌───┐ ││
│ │ ┌─────────┐┌──────────┐┌───────────┐            │ ▲ ││ ▼ │ ││
│ │ │Image    ││Multi-Up  ││Mixed Size │            └───┘└───┘ ││
│ │ │Rotation ││(N Up)    ││Originals  │                       ││
│ │ └─────────┘└──────────┘└───────────┘                       ││
│ └──────────────────────────────────────────────────────────┘│
└────────────────────────────────────────────────────────────┘
```
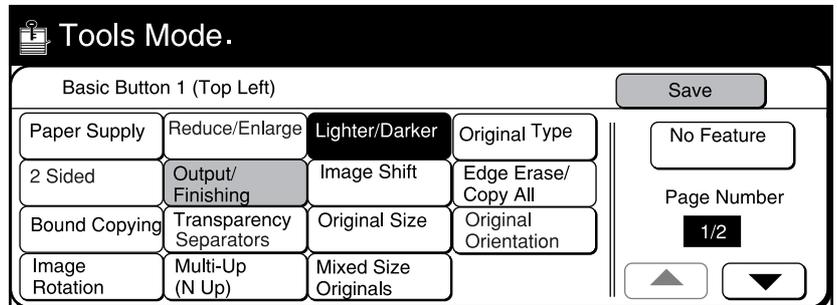
9 Repeat Steps 6 to 8 when necessary to assign the required features to all the customized buttons.

10 Select **Close** until the screen shown in Step 4 is displayed.

11 Select **Exit Tools**.

7

Troubleshooting

7-1 *Troubleshooting*

This section describes the troubleshooting methods in the event of an error. A message will be shown on the display if paper is jammed or there is an internal machine fault. Follow the displayed instructions to identify the problems and troubleshoot. Contact your local authorized Panasonic service representative if any problem persists even after you have tried the following solutions.

When an Error Message is Displayed

If error messages are displayed when an error occurred, follow the messages to resolve the problem. If "Paper Jam" or "Document Jam" is displayed, See *7-2: Paper Jams* or *7-3: Document Jams* for details.

When Other Problems Occurred

Symptom	Check	Measure
"Ready to Copy", "Press Start to continue or press C button to cancel the job..." is not displayed.	Is the power cord loose?	Check that the power cord is plugged in properly.
	Is the power switch in the "⏻" position?	Check that the power switch is "|" (On).
The copy is dirty.	Is the document glass or the document cover dirty?	Clean the document glass or the document cover. ● *8-1: Cleaning the Copier*
	Is the document made of a transparent material?	Marks on the document cover are copied if the document is made of a transparent material such as transparency. Place a sheet of white paper over the document.
	Is the document colored or of a rough texture such as pulp paper or blueprint?	Adjust the copy density, or select **Photo** for Original Type. ● *5-2: Adjusting Copy Density (Lighter/ Darker)*
There are black lines on the copy.	Is the document glass dirty?	Clean the document glass. ● *8-1: Cleaning the Copier*
The copy is too dark.	Is Lighter/Darker set at **Darkest**?	Select a lighter copy density setting. ● *5-2: Adjusting Copy Density (Lighter/ Darker)*

Symptom	Check	Measure
The copy is too light.	Is the density of the document too light?	Select a darker copy density setting. Increase toner dispensing level if copy is still light after adjusting the copy density.
	Is copy density set at **Lightest**?	*See* • *5-2: Adjusting Copy Density (Lighter/ Darker)* • *8-3: Increasing the Toner Level*
The images on the copy are skewed.	Is the document loaded correctly?	Load the document correctly. *See* • *3-2: Loading Documents*
	Is the document guide on the DADF at the right position?	Load the document properly and ensure that the guide touches the edge of the loaded document. *See* • *Loading documents in the DADF in 3-2: Loading Documents*
	Is the paper loaded correctly in the tray?	Loaded the paper correctly. *See* • *2-3: Loading Paper*
	Is the paper guide of Tray 5 (Bypass) adjusted properly so that it touches the paper?	Adjust the paper guide so that it touches the paper gently. *See* • *Loading paper in Tray 5 (Bypass) of 2-3: Loading Paper*
	Is the paper tray set properly?	Ensure that the paper tray is pushed in completely. *See* • *2-3: Loading Paper*
The copy is not made on paper of the desired size.	Is the Document Glass or document cover dirty?	Clean the document glass or document cover. *See* • *8-1: Cleaning the Copier*
	Is the document a transparent material?	Place the document on the document glass. Then place a sheet of white paper over the document.
	Is the document placed at the right position?	Load the document correctly. *See* • *3-2: Loading Documents*
	Is the document guide of the DADF out of position?	Load document correctly by adjusting the document guide to touch the edge of it. *See* • *3-2: Loading Documents*
	Is the Image Rotation feature set to On?	Set Image Rotation feature to Off. *See* • *5-11: Rotating and Copying in Different Directions (Image Rotation)*
	Has the document been folded like the picture on the right?	Flatten the document and reload it.
	Is there anything placed on the DADF?	Remove it.
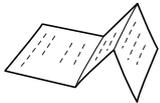
7

Symptom	Check	Measure
Part of the image is missing on the copy.	Is the paper damp?	If the paper is damp, either some parts of the copy are not shown or the copy is smudged and unclear. Replace it with a newly opened ream of paper. ● *2-3: Loading Paper*
	Is the paper folded or wrinkled?	Replace the undesirable paper with paper from a newly opened ream. ● *2-3: Loading Paper*
Document is not fed.	Is the DADF open?	Close the DADF.
	Is the document too small?	The minimum size of document that can be used on the DADF is A5 or 5.5 x 8.5". ● *3-1: Documents*
Document is often jammed.	Is the right type of document used?	Load documents that can be handled by the DADF. ● *3-1: Documents* ● *3-2: Loading Documents*
	Is the document non standard, or are documents such as name cards, transparencies and thin paper used?	
	Are stickers, paper clips and cellophane tapes attached to the document?	Remove the stickers, clips and cellophane tapes and copy again.
	Is the document guide on the DADF in the right position?	Ensure that the document guide on the DADF touches the edge of the document. ● *Loading documents in the DADF* in *3-2: Loading Documents*
	Is part of the document torn and the pieces of paper still remaining in the DADF?	Open the cover of the DADF to check that there are no torn paper. ● *7-3: Document Jams*
A corner of the document is folded.	Is the document curled?	Load the document again after you have uncurled the document.
The scanning of the document was stopped halfway.	Did you load 51 sheets of documents or more on the DADF?	The maximum number of sheets that can be loaded on the DADF is 50. When 51 sheets or more have to be loaded, divide them into multiple jobs. ● *Loading documents in the DADF* in *3-2: Loading Documents*
The copier sometimes stops, then starts again in the middle of a copy job.	This is normal operation.	To maximize image quality, the unit may pause temporarily to optimize the imaging process.

7

Symptom	Check	Measure
Paper is often jammed or wrinkled.	Is the paper loaded correctly in the tray?	Load the paper correctly. See ● 2-3: Loading Paper
	Is the paper tray set correctly?	Ensure that the paper tray is pushed in completely. See ● 2-3: Loading Paper
	Is the paper in the paper tray folded or wrinkled?	Replace the undesirable paper with paper from a newly opened ream. See ● 2-3: Loading Paper
	Is the paper curled?	Turn the paper over in the tray or replace the undesirable paper with paper from a newly opened ream. See ● 2-3: Loading Paper
	Are there any torn pieces of paper still remaining inside the machine or is there a foreign object in the machine?	Open the machine door or pull out the paper tray to remove the torn paper. See ● 7-2: Paper Jams
	Is the paper damp?	Replace the undesirable paper with paper from a newly opened ream. See ● 2-3: Loading Paper
	Is out-of-spec paper loaded in the tray?	Replace with paper of right specifications. See ● 2-1: What Paper to Use ● 2-3: Loading Paper
	Is paper loaded above the Max fill line?	Load paper below the Max fill line. See ● 2-1: What Paper to Use
Stapling is not done.	Are the staples jammed?	Remove the jammed staples. See ● 7-4: Stapler Faults
The copies are not stapled or punched at the right positions.	Is the document set in the **Head to Left** orientation?	Select **Head to Left** on the screen.
Even when **Start** is pressed, copying is unable to start, or "Unable to start, there is a job in the queue. Select **Job Status ▶ Stop** to check." is displayed.	Is there a job in the queue?	Press **Job Status ▶ Stop** and select the job. Press **Clear C**, or **Clear All** to cancel the job. To resume the job, press **Start**. See ● 4-11: Stopping a Copy Job ● Time-Outs of 6-1: List of Custom Preset Functions

7

7-2 Paper Jams

Once a paper jam is detected, the machine will stop and an error message will be shown on the display.

Follow the instructions on the display to remove the jammed paper.

This section describes how to remove jammed paper from the following locations:

- Trays 1-4
- Tray 5 (Bypass)
- Tray 6 (High Capacity Feeder)
- Lower Right Cover of the Machine
- Inside the Machine
- Output Tray
- Inside the Finisher
- Finisher Tray

Sometimes paper may be jammed at more than one location. In this case, error messages will continue to be displayed even after you have removed the jammed sheet of paper from a particular location. Follow the instructions on the display to locate the other jammed sheets of paper.

⚠ **CAUTION**   When removing jammed paper, make sure that no pieces of torn paper are left in the machine. A piece of paper remaining in the machine can cause fire.

If a piece of paper is wrapped around the heat roller, or when clearing a jammed paper that is difficult or impossible to see, do not try to remove it by yourself. Doing so can cause injuries or burns. Switch off the machine immediately, and contact your local authorized Panasonic service representative.

Paper Jam at Trays 1-4

Note

● The screen on the right shows the error messages indicating that paper is jammed at Tray 1. The error messages shown will depend on the tray that paper jam occurred.

The following messages will be shown on the display if paper is jammed at Trays 1 to 4.

⊠ Paper Jam
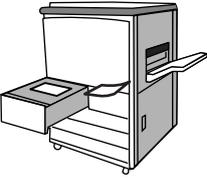
Pull out Tray 1 and remove the jammed sheets.

If paper is at the rear of the tray, open the front door of the machine to access the sheet.

Remove the jammed paper by following the procedures shown below.

Procedure

_1_ Pull out the paper tray that is shown on the display.
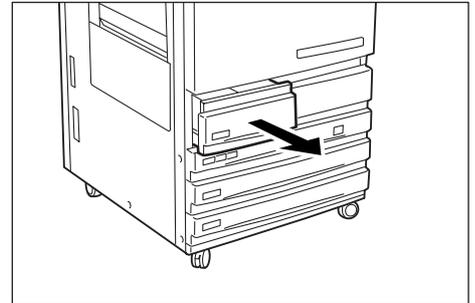
_2_ Remove the jammed paper.
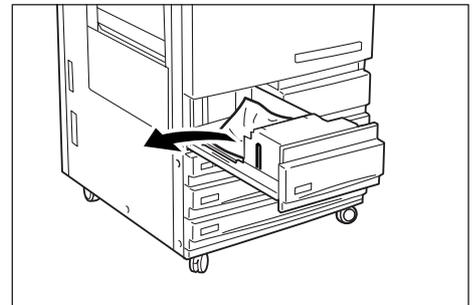
_3_ Push the tray in slowly until it stops.

"Ready to copy. Press Start to continue or press C button to cancel the job." is displayed once you have removed the paper and pushed the tray in.
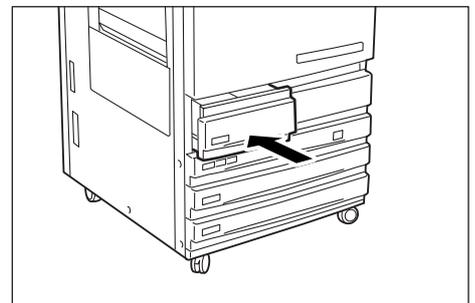
Paper Jam at Tray 5 (Bypass)

The following messages will be shown on the display if paper is jammed at Tray 5 (Bypass).

Paper Jam
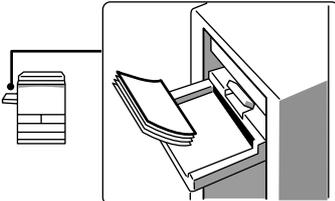
Remove all paper from Tray 5 (Bypass) and reload.

If this message persists, pull out Tray 5 and push in the tray again.

Procedure

● Remove other paper loaded in the tray before clearing the paper jam.
● After the jam is cleared, "Ready to copy. Press Start." is displayed.

1 Remove the jammed paper, which is fed halfway, from the tray.
If the paper is torn, check that there is no remaining pieces of paper in the machine.
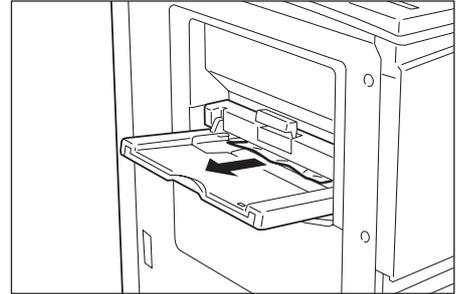
2 Move the center lever towards you and pull out the tray until it stops.
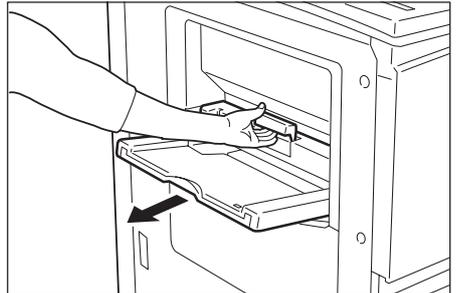
3 Remove the jammed paper.
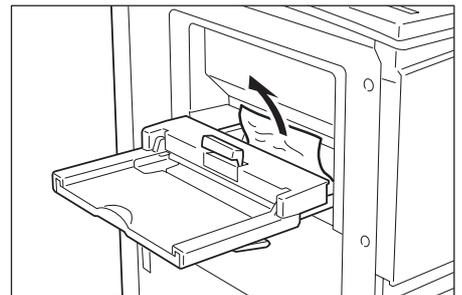
4 Push the tray all the way in.
To continue copying, reload the paper in the correct way.
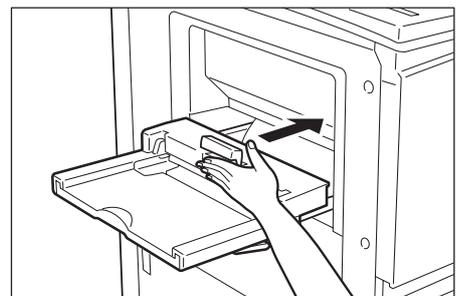
Paper Jam at Tray 6 (High Capacity Feeder)

The following messages will be shown on the display if paper is jammed at Tray 6 (High Capacity Feeder).

Paper Jam

1. Close Tray 5 (Bypass).

2. Open the top cover of Tray 6 (High Capacity Feeder) and remove the jammed sheet.

7

Follow the instructions on the screen, and Procedures A-C to remove jammed paper.

Procedure A

- -

1 Open Tray 5 (Bypass) by the grip on the left.
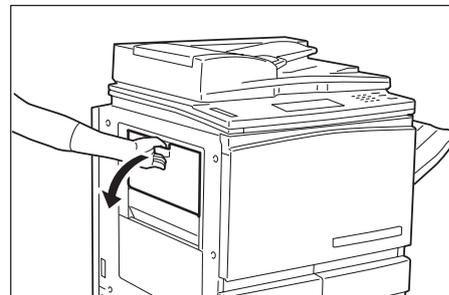
2 Move the center Lever towards you and pull out the tray until it stops.
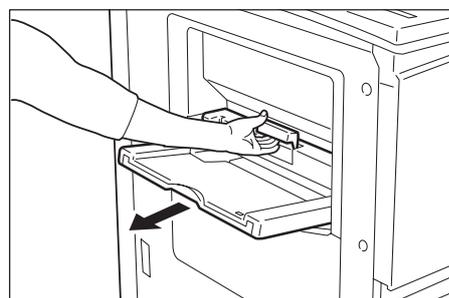
3 Remove the jammed paper.
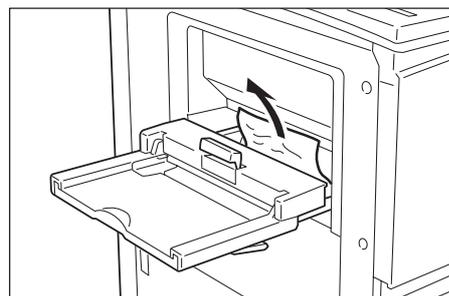
4 Push the tray all the way in.
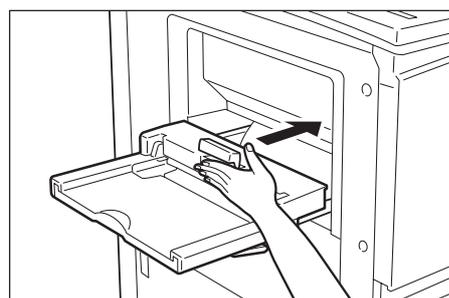
Procedure B

- -

1 Open the Top Cover of Tray 6 (High Capacity Feeder).

Note

● Top cover cannot be opened when Tray 5 (Bypass) is open. Close Tray 5 (Bypass) before opening the Top Cover.

7

2 Lift the jammed paper.
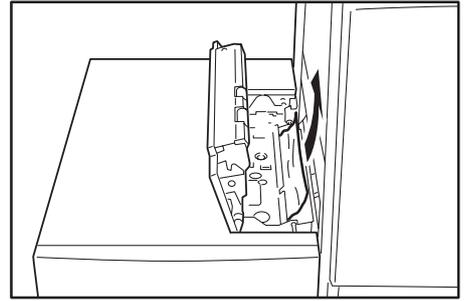
3 Close the Top Cover.
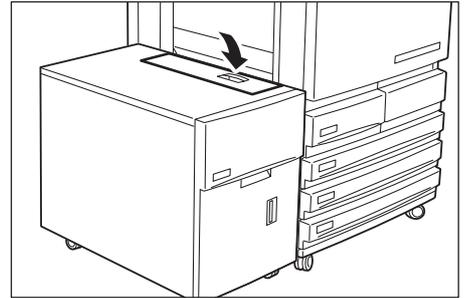
Procedure C

1 Pull out Tray 6 (High Capacity Feeder).
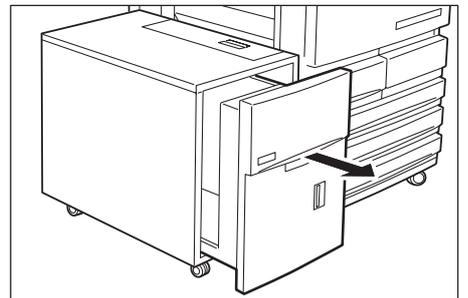
2 Remove the jammed paper.
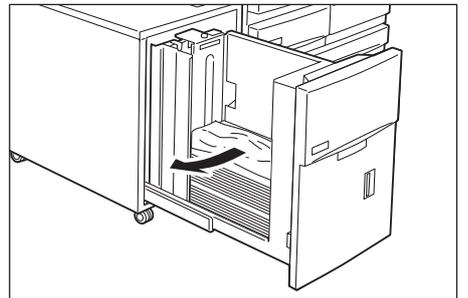
3 Push Tray 6 (High Capacity Feeder) all the way in.

7
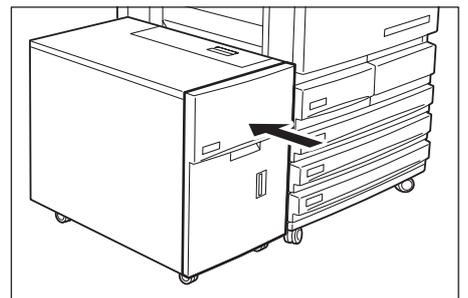
Paper Jam at Lower Right Section of the Machine

The following messages will be shown on the display if paper is jammed at the lower right section of the machine.

● When these messages appear, follow the instructions in Steps 1 and 2 to remove the jammed paper.

⊗ Paper Jam

1. Open the cover on the lower right side of the machine.

2. Remove the jammed sheets and close the Cover.

● When these messages appear, follow the instructions from Steps 1 to 5.

⊗ Paper Jam

1. Open the cover on the lower right side of the machine and remove the jammed sheets.

2. Next, lift the green upper right lever to open the inner cover.

3. Remove any jammed sheets and close the covers.
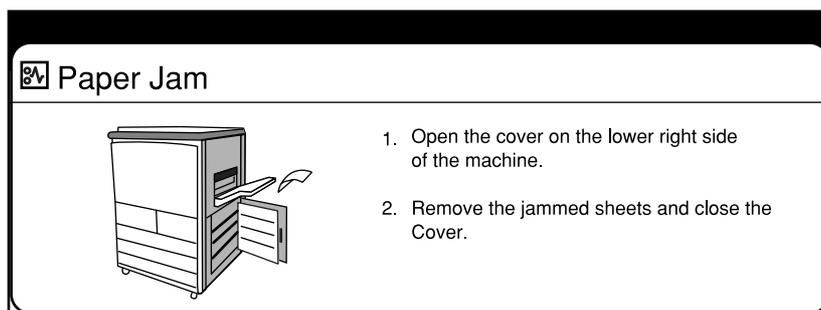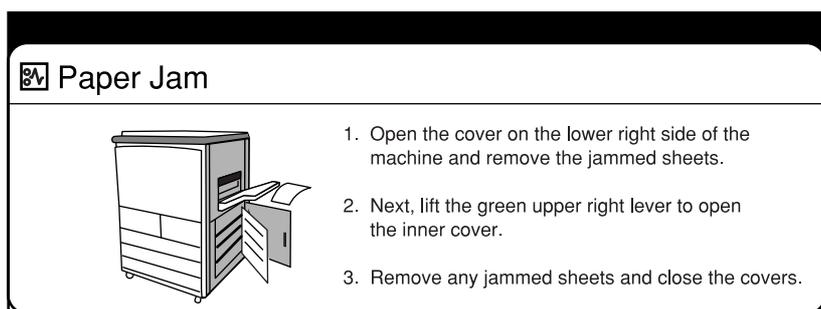
Procedure

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1 Push down on the Release Latch on the Lower Right Cover of the machine to open it.
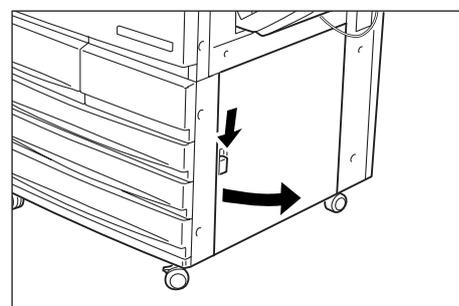
2 Remove the jammed paper slowly.
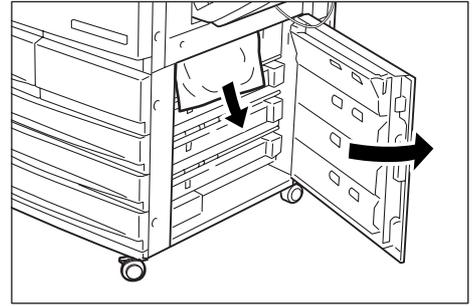
3 If the paper could not be removed in Step 2, pull up the Green Lever (as indicated by the arrow on the upper right hand side of the cover) to open the Inner Cover.
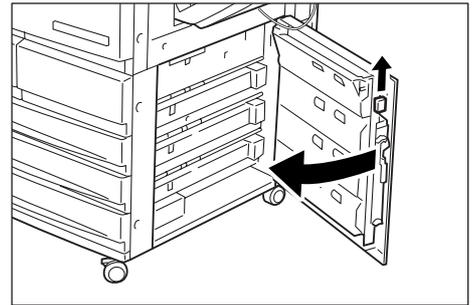
4 Remove the jammed paper slowly.
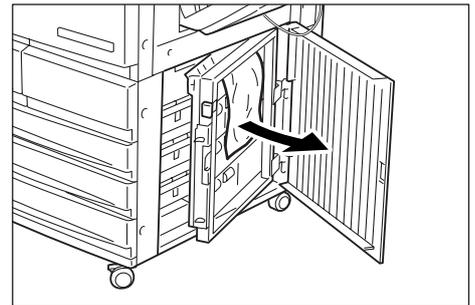
5 Close the Inner Cover completely until you hear the click sound.

6 Close the Lower Right Cover of the machine.

Note

● If the cover is not closed completely, error messages will continue to be shown on the display and the machine will not resume its operation. If sheets of papers are still jammed at other locations, other error messages will be displayed. "Ready to copy. Press Start to continue or press C button to cancel the job." is displayed once the jammed paper is removed.

7
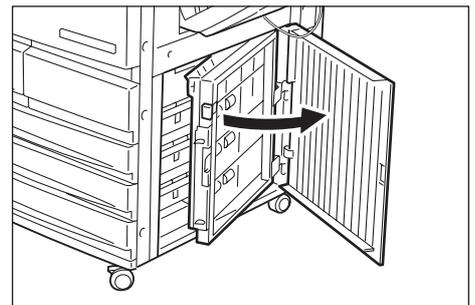
Paper Jam Inside the Machine

The following messages will be shown on the display if paper is jammed inside the machine.

Paper Jam   Close

Open levers ☐1 , ☐2 , ☐3 and ☐4 .
Remove the jammed sheets if any.

If the sheets are difficult to remove, turn Knob Ⓐ in an anti-clockwise direction to send out the jammed sheets.
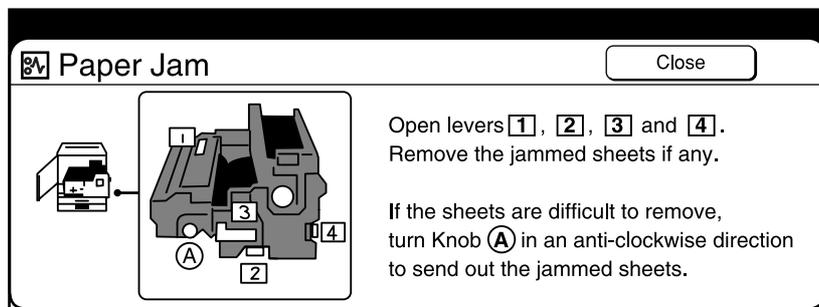
Follow the steps below to remove jammed paper.

Procedure

1 Open the Front Door.
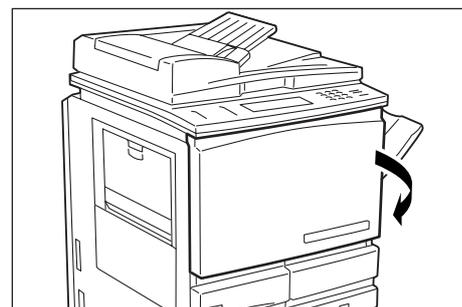
2 Turn the Green Lever at the center of the transfer unit clockwise until it is in the horizontal position. Then pull the Transfer Unit out slowly until it stops.
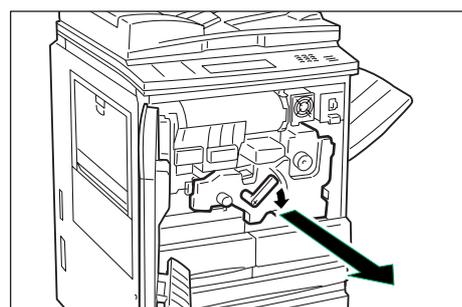
⚠ **CAUTION**   When pulling out the Transfer Unit, be careful that your fingers are not hurt by the pincers.

7

3 Remove the jammed paper on the top right of the Transfer Unit.

If the paper cannot be removed easily, turn Knob 5 counter-clockwise to eject the jammed paper.
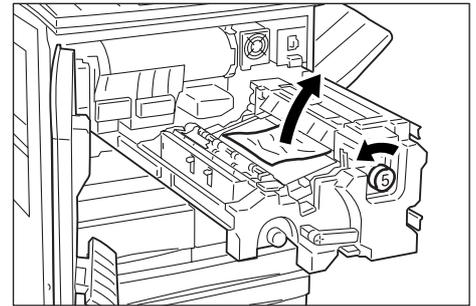
⚠ **CAUTION** •Do not put your fingers inside the Transfer Unit. You may get hurt.
•Never touch a labelled area found on or near the fuser unit. You can get burnt.

4 Remove the jammed paper while lifting Lever **1**.

If the paper cannot be removed easily, turn Knob A counter-clockwise to eject the jammed paper.
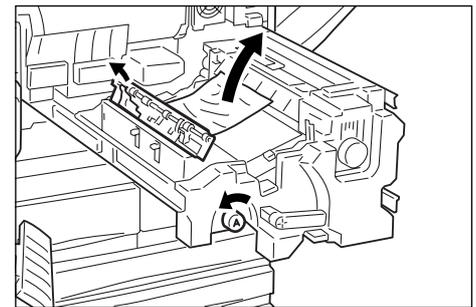
5 Remove the jammed paper while pushing Lever **2** downwards.
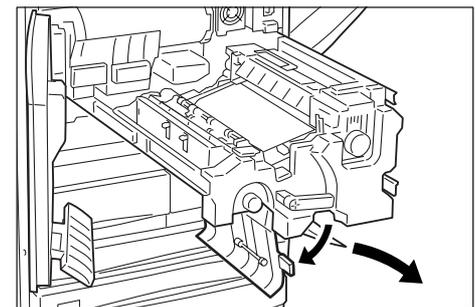
6 Lift Lever **3** to remove the jammed paper.

7
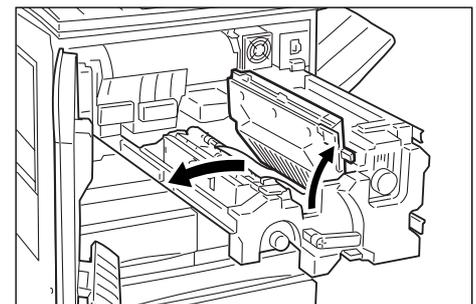
7 Push Lever **4** to the right to open the paper guide on the right side of the transfer unit.
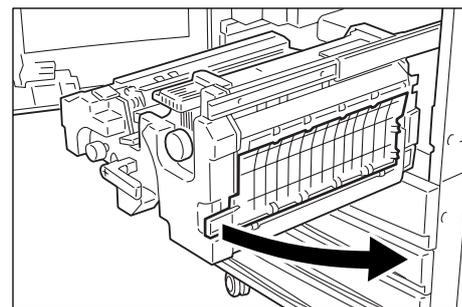
8 Push in the transfer unit until it stops and turn the Green Lever counter-clockwise until you hear a click sound.
If the lever does not turn, pull out the transfer unit halfway and then push it in again.
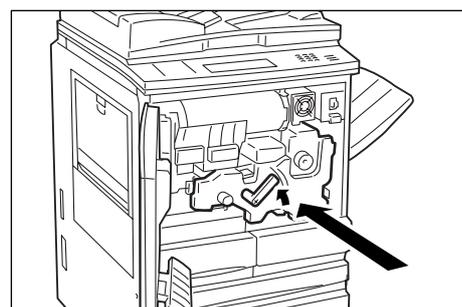
9 Close the Front Door.
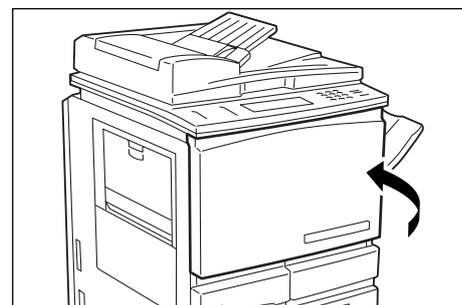
📝 **Note**

● If the door is not closed completely, error messages will continue to be shown on the display and the machine will not resume its operation. If sheets of papers are still jammed at other locations, other error messages will be displayed. "Ready to copy. Press Start to continue or press C button to cancel the job." is displayed once the jammed paper is removed.

7

Paper Jam at the Output Tray

The following messages will be shown on the display if paper is jammed at the output area during a copy job.

● When these messages appear, follow the instructions from Steps 1 to 4 to remove the jammed paper.

Paper Jam

Pull out the jammed sheets at the output area of the machine.

If the sheets are difficult to remove, open the cover on the lower right side of the machine.
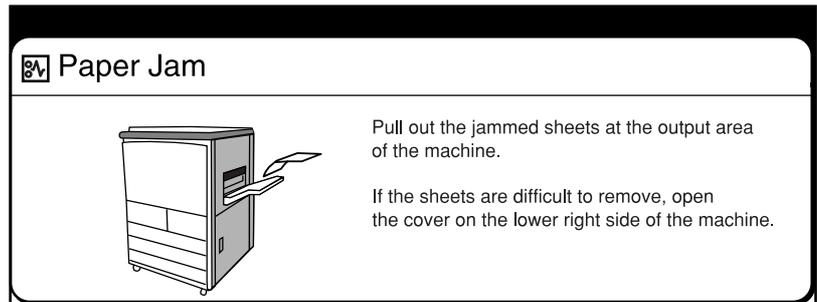
● When these messages appear, follow the instructions in Step 1 and after Step 5 to remove the jammed paper.

Paper Jam

Pull out the jammed sheets at the output area of the machine.

If the sheets are difficult to remove, open the front door of the machine.
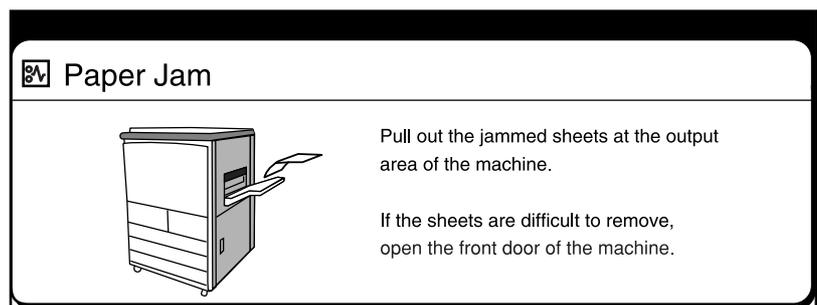
Procedure

1. Remove the jammed paper by pulling it out slowly from the Output Tray.
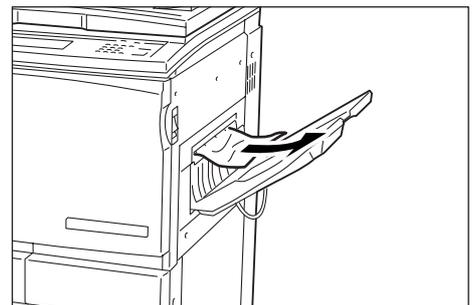
2. If it cannot be removed, push down on the Release Latch on the Lower Right Cover of the machine to open it.
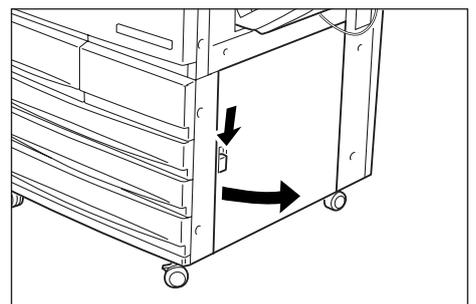
3 Remove the jammed paper by pulling it out slowly.

4 Close the Lower Right Cover of the machine.

Note
● If the cover is not closed completely, error messages will continue to be shown on the display and the machine will not resume its operation. If sheets of papers are still jammed at other locations, other error messages will be displayed. "Ready to copy. Press Start to continue or press C button to cancel the job." is displayed once the jammed paper is removed.
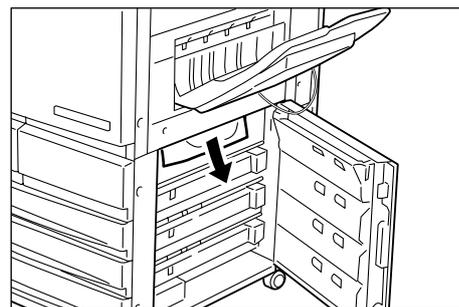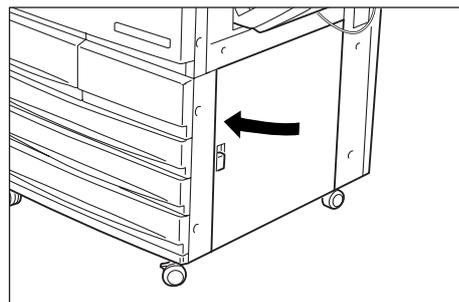
5 If the paper cannot be removed, open the Front Door.
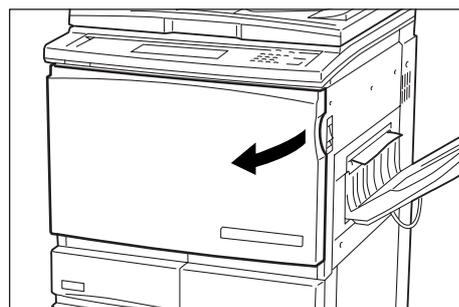
6 Turn Knob **5** clockwise and remove the jammed paper by pulling it out slowly.
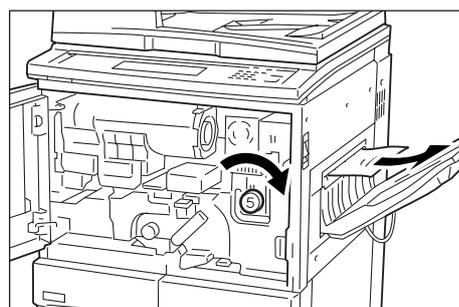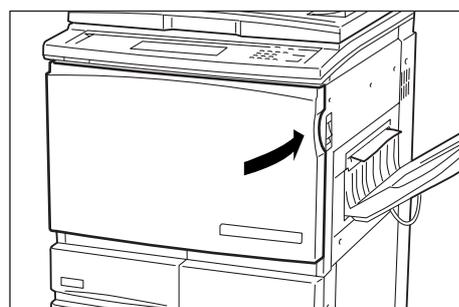
Note
● If the door is not closed completely, error messages will continue to be shown on the display and the machine will not resume its operation. If sheets of papers are still jammed at other locations, other error messages will be displayed. "Ready to copy. Press Start to continue or press C button to cancel the job." is displayed once the jammed paper is removed.

7 Close the Front Door.

7

Paper Jam Inside the Finisher

The following messages will be shown on the display if paper is jammed inside the Finisher (optional).

⚠ Paper Jam

1. Open the top cover of the Finisher.

2. Remove the jammed sheets inside the Finisher.

   If you cannot see the edge of the jammed sheet, turn the front Knob ⑧ in an anti-clockwise direction to send out the sheet.
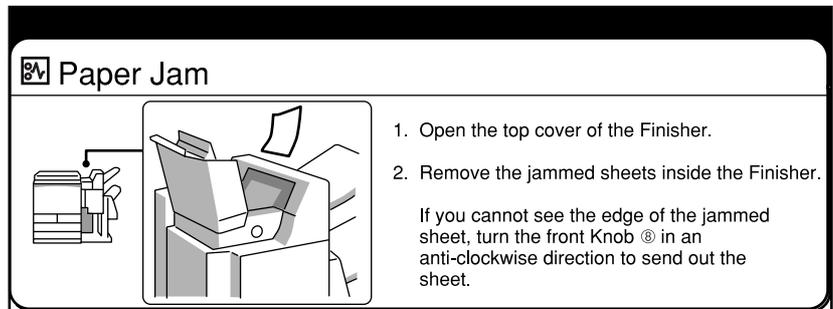
Follow the instructions below to remove the jammed paper.

Procedure

1 Hold the handle of the Finisher and open its top cover.
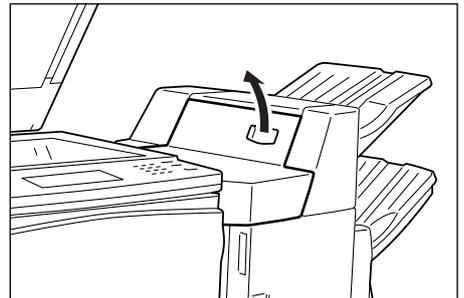
2 Remove the jammed paper.
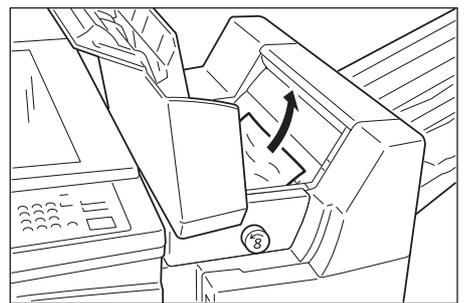
3 If the jammed paper could not be removed easily, turn Knob **8** counter-clockwise to eject the paper.
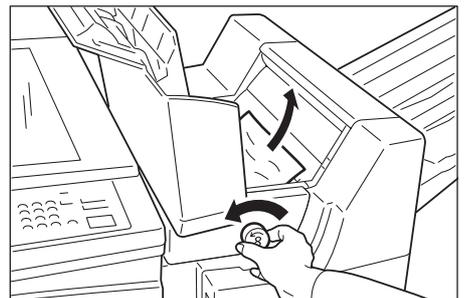
✎ **Note**

● When making large volume output, do not touch the area affixed with the CAUTION label.

7

4 Close the Top Cover of the Finisher.
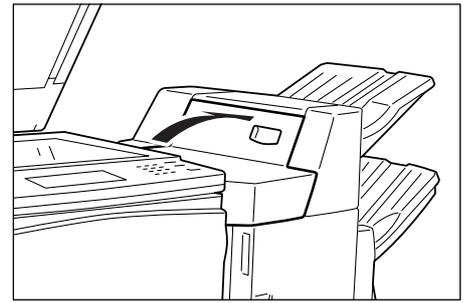
Paper Jam at the Finisher Tray

The following messages will be shown on the display if paper is jammed at one of the Finisher (optional) Trays.
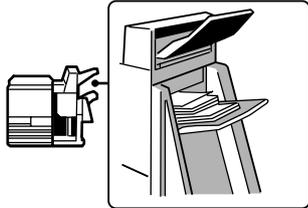
> Paper Jam   Close
>
> 1. Lift Cover 9 at the output area of the Finisher.
>
> 2. Remove the top sheet from the current stack of copies.
>
>   When the copies are difficult to remove, open the front door of the Finisher and turn Knob 10 to send out the sheets.

Follow the instructions below to remove the jammed paper.

Procedure

1 Lift Cover **9** at the output area of the Finisher as indicated in the diagram.
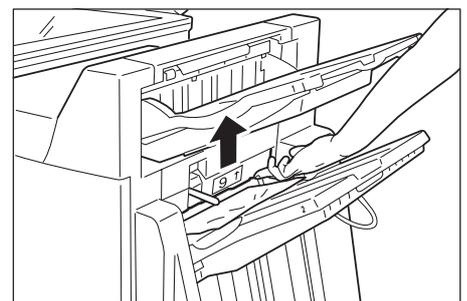
2 Remove the jammed paper.
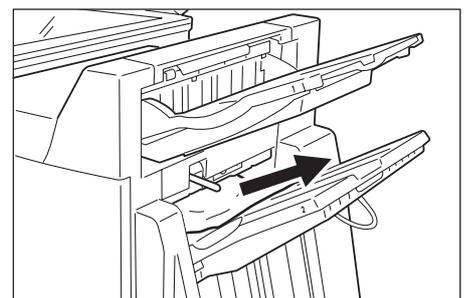
7

Note

● If the cover is not closed completely, error messages will continue to be shown on the display and the machine will not resume its operation. If sheets of paper are still jammed at other locations, other error messages will be displayed.

3 If the jammed paper could not be removed easily, open the Front Door of the Finisher and turn Knob **10** counter-clockwise to eject the paper.
Close the Front Door.
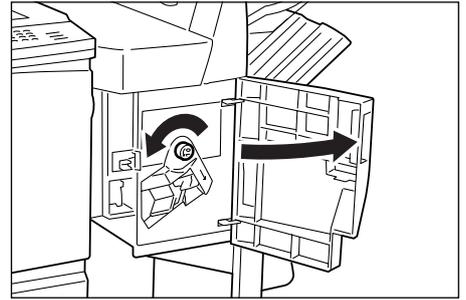
4 If the message is still displayed even though the jammed paper is removed, lift up and lower Cover 9 again.

7-3 Document Jams
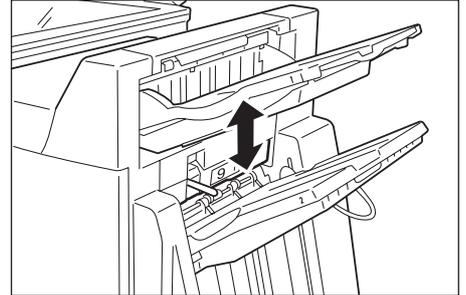
The following messages will be shown on the display when the machine stops as the document is jammed at the DADF.
Follow the instructions on the display to remove the jammed document.
After you have removed the jammed document, follow the instructions on the display and load your document again in the DADF.

Document Jam at the Feeding Point of the DADF

The following messages will be shown on the display if the document is jammed at the feeding point of the DADF.
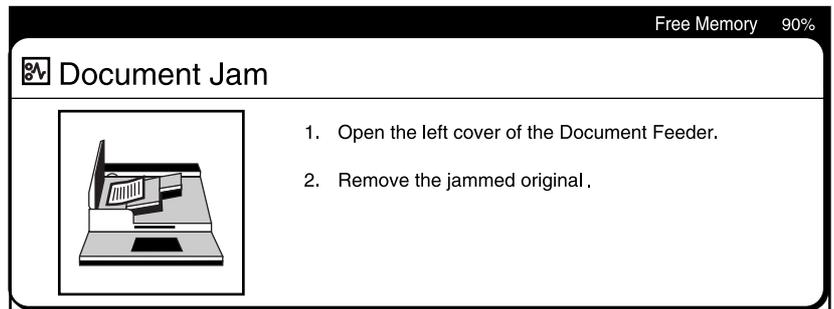
Free Memory   90%

⚠ Document Jam

1. Open the left cover of the Document Feeder.

2. Remove the jammed original.

Procedure

1   Lift the Release Latch at the center of the DADF and open the Left Cover completely.
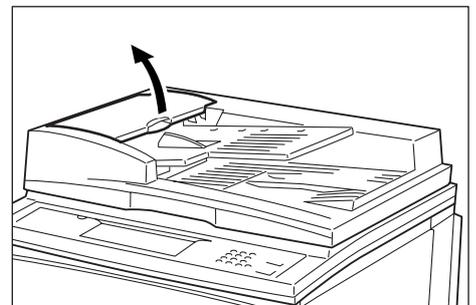
② Remove the jammed document.
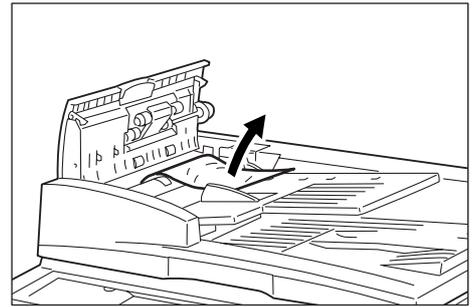
③ Close the Left Cover of the DADF until you hear a click sound.
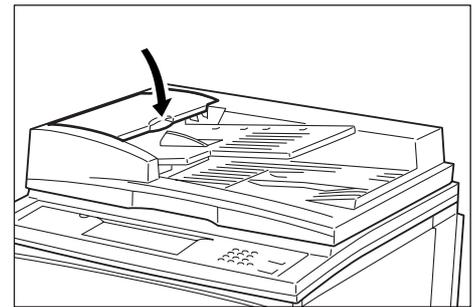
④ Check if the document is torn, wrinkled, or folded. If not, follow the instructions on the display and re-load the document in the DADF.
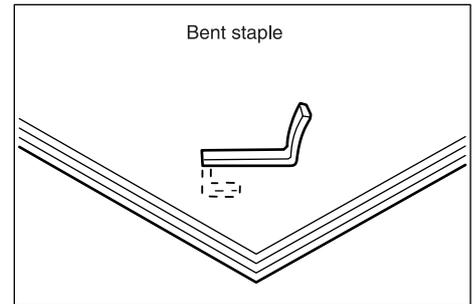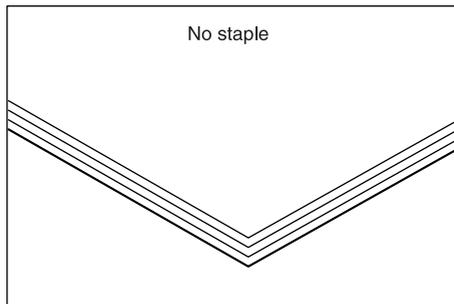
✎Note

● A torn, wrinkled, or folded document will cause it to be jammed at the DADF. In such a case, place the document directly on the Document Glass.
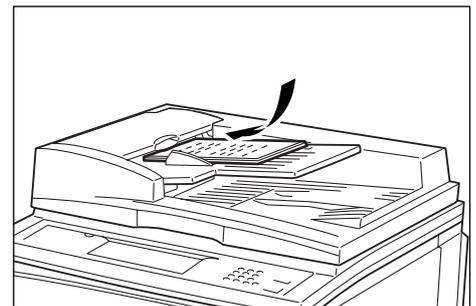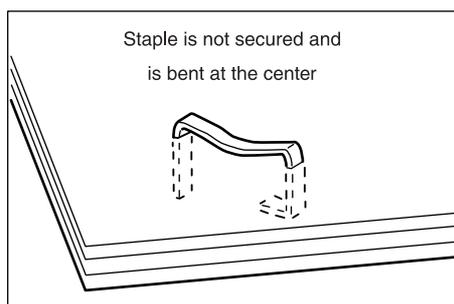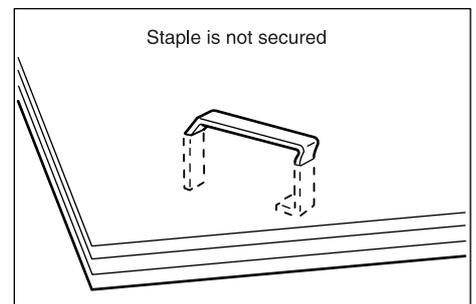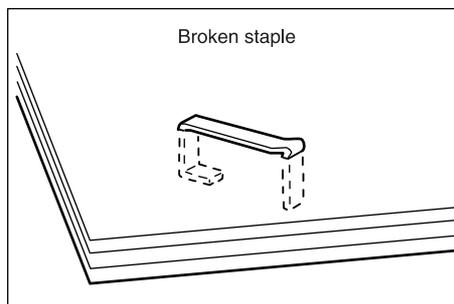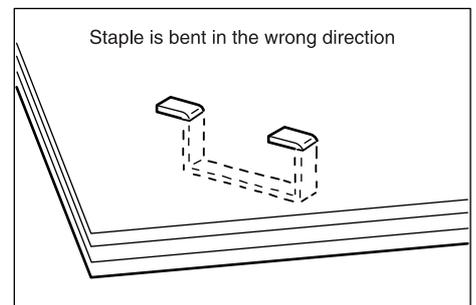
7

Document Jam Inside the DADF

The following messages will be shown on the display if the document is jammed inside the DADF.

Free Memory 90%

⊠ Document Jam

1. Open the left cover of the Document Feeder, then lift the inner cover.

2. Remove the jammed origimal.

Procedure

Note
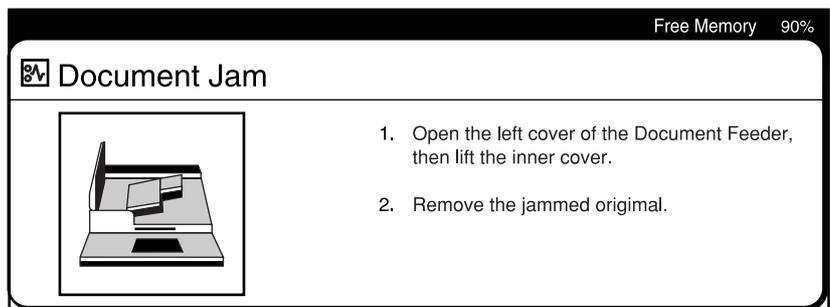
● The cover will be stationary when it is fully open.

1 Lift the Release Latch at the center of the DADF and open the Left Cover completely.
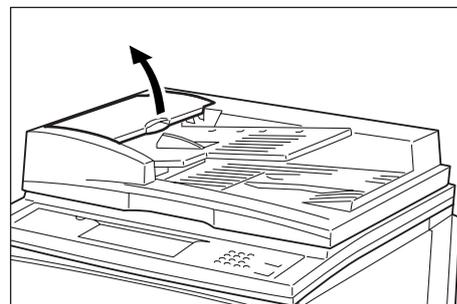
2 Lift the Lever with the Green Seal to open the inner cover.
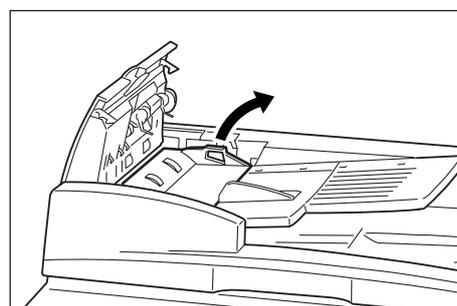
3 Remove the jammed document.
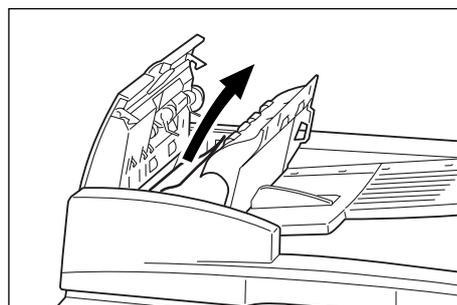
4 Close the Inner Cover. Then close the Left Cover of the DADF until you hear a click sound.
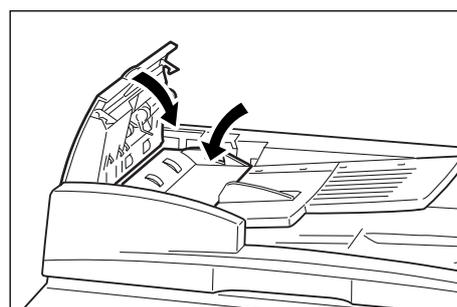
Note

● A torn, wrinkled, or folded document will cause it to be jammed at the DADF. In such a case, place the document directly on the Document Glass.

5 Check if the document is torn, wrinkled, or folded. If not, follow the instructions on the display and re-load the document in the DADF.

7
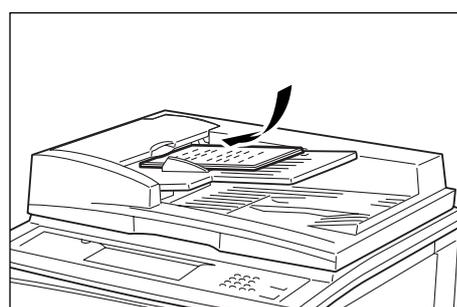
Document Jam at the Document Tray

The following messages will be shown on the display if the document is jammed at the Document Tray.

```
                                              Free Memory    90%
⬛ Document Jam
                        1. Open the left cover of the Document Feeder.

                        2. Remove the jammed original.

                        3. Next, lift the Document Tray and remove the
                           jammed originals.

                        If this message persists, open and close the
                        left cover of the Document Feeder.
```
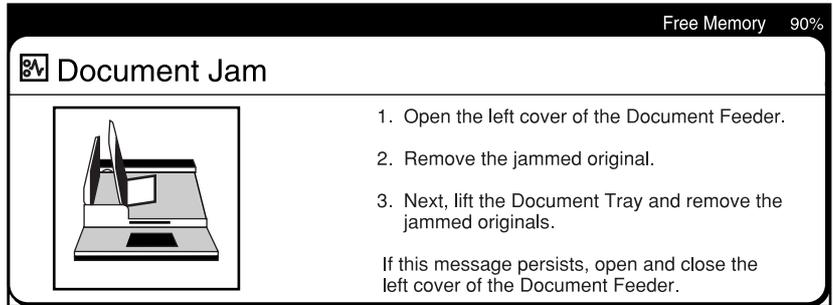
If the following messages are shown, refer to the descriptions in the previous section to remove the jammed document from the feeding point of the DADF. When the message(s) appear, remove the jammed document from the Document Tray.

```
                                              Free Memory    90%
⬛ Document Jam
                        1. Open the left cover of the Document Feeder.

                        2. Remove the jammed original.

                        3. Next, lift the Document Tray and remove the
                           jammed originals.

                        If this message persists, open and close the
                        left cover of the Document Feeder.
```
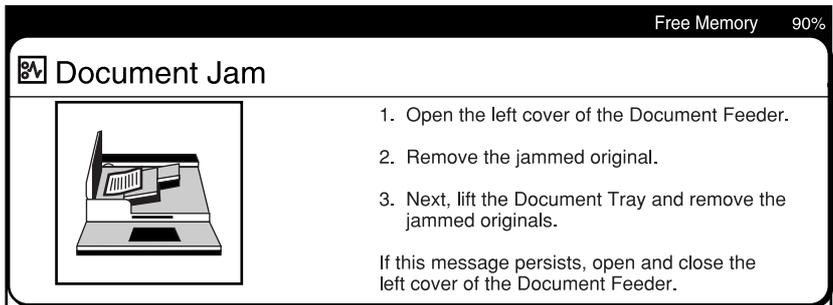
Procedure

1 Remove the document from the Document Tray.
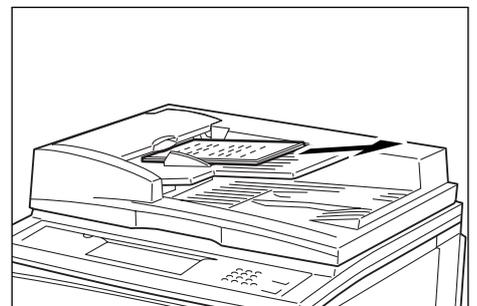
2 Lift the Document Tray and remove the jammed document.
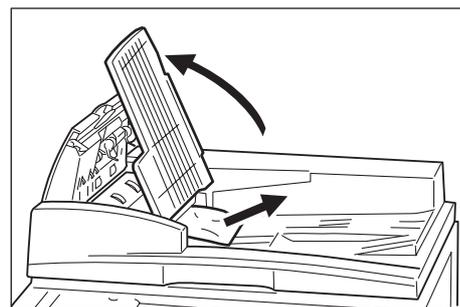
3 Put the Document Tray slowly back in place.
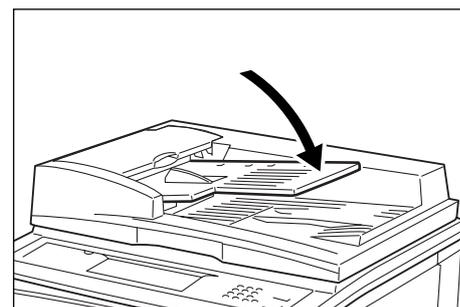
Note

● A torn, wrinkled, or folded document will cause it to be jammed at the DADF. In such a case, place the document directly on the Document Glass.

4 Check if the document is torn, wrinkled, or folded. If not, follow the instructions on the display and re-load the document in the DADF.

7
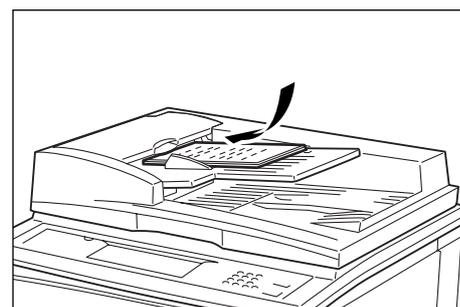
⬤ Document Jam Underneath the DADF

The following messages are shown on the display if the document is jammed underneath the DADF.

```
                                              Free Memory   90%
 Document Jam
                          1. Open the left cover of Document Feeder.

                          2. Remove the jammed original.
                             If the originals are difficult to remove,
                             lift the Document Feeder and turn the knob
                             to send out the sheets.

                          3. Remove any originals from the Document Glass.
```
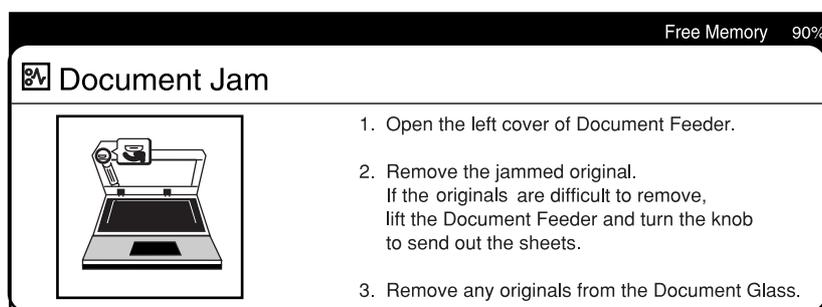
Procedure
■ ■

1 Lift the DADF slowly.
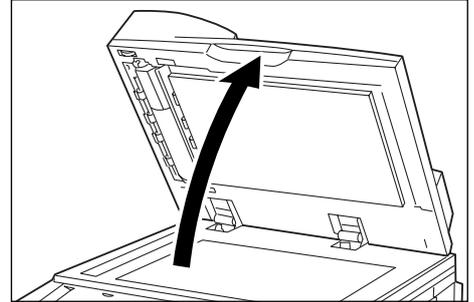
2 Remove the jammed document.
If the document cannot be taken out easily, turn the Knob clockwise to remove it.

Knob
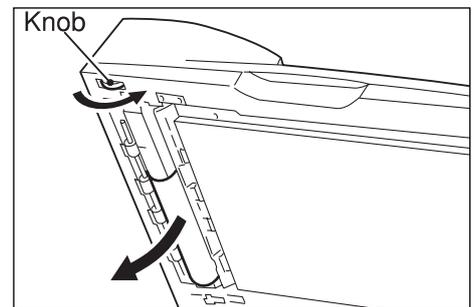
3 Put the DADF slowly back in place.
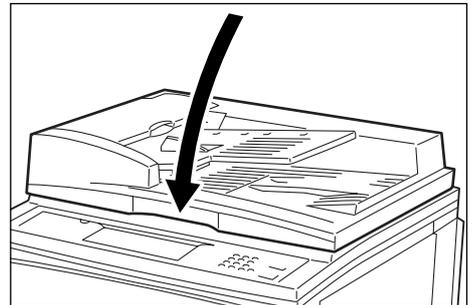
7

Note

● A torn, wrinkled, or folded document will cause it to be jammed at the DADF. In such a case, place the document directly on the Document Glass.
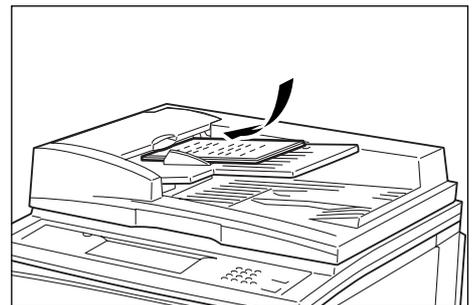
4 Check if the document is torn, wrinkled, or folded. If not, follow the instructions on the display and re-load the document in the DADF.

7-4 Stapler Faults

This section explains the methods used to resolve stapling problems at the Finisher (optional). Follow the procedures on the following page to troubleshoot problems such as faulty stapler and bent staples.

No staple	Bent staple

Contact your local authorized Panasonic service representative if the staples are stapled on the copies in the manner as shown in the diagrams below.

Only one side of the staple is secured	Staple is bent in the wrong direction

Broken staple	Staple is not secured

Staple is not secured and
is bent at the center

7

Procedure

■■

1 Open the Front Door of the Finisher.

2 Press the Orange Lever as shown in the diagram and pull out the Staple Cartridge.

Note

● If pressing the Orange Lever does not free the staple cartridge, use your hand to remove it.
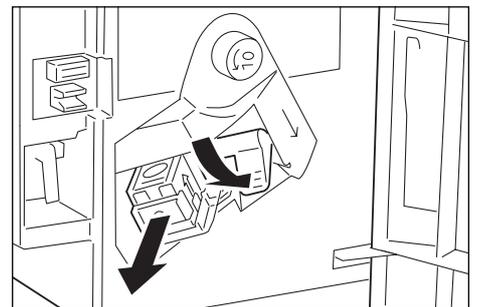
3 Open the cover of the staple cartridge as shown in the diagram and remove the jammed staples.
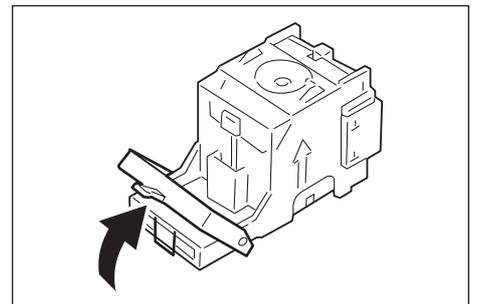
⚠ **CAUTION**   When removing jammed staples, take care not to injure your fingers.

Note

● Contact your local authorized Panasonic service representative if the problems could not be resolved even after trying out the solutions described on the right.

4 If the staples could not be removed, push in the direction of the arrow to remove the staples.

7
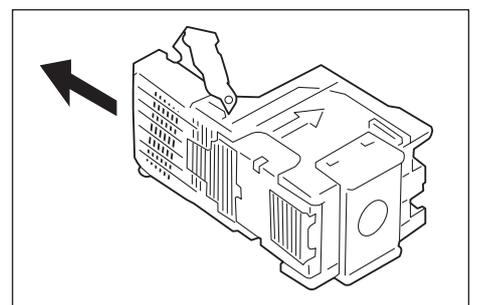
5 Push the Staple Cartridge in until the Orange Lever returns to its original position.
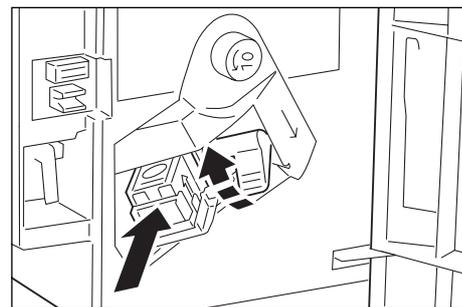
6 Close the Front Door of the Finisher.

7
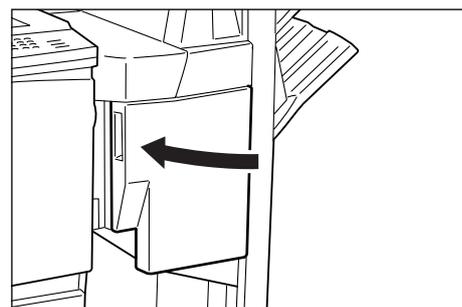
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8

Daily Care

8-1 *Cleaning the Copier*

In order that clean copies can be made each time, you are recommended to clean the following areas of the machine once a month.

- Document Cover/Document Glass/DADF Scanning Glass
- DADF Film/Roller sections

⬤ Cleaning Document Cover, Document/Scanning Glass

Note

● The Document Cover is the part where the DADF Belt is located.
● If the Document Cover or Glass is dirty, copies made will also be dirty and it may affect the automatic sensing of document sizes.
● If the Scanning Glass of the DADF is dirty, it will cause document jams and result in dirty copies being made.

IMPORTANT

● Plastic and painted parts may be damaged if you use benzine or thinner to clean the machine.
● If too much water is used, it will damage the document or cause the machine to fail.
● Use a cloth that has been wrung thoroughly and does not drip. Water droplets seeping into the machine will cause it to fail.

Procedure

1 Lift the DADF slowly.
DADF will be stationary if fully open.
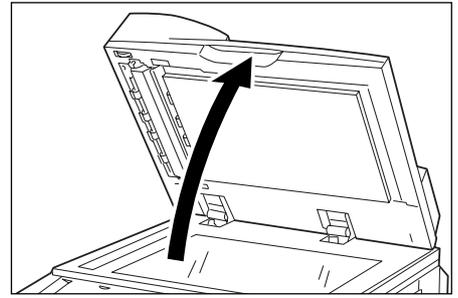
2 Use a cloth made of soft material, and moistened with mild detergent.

Clean the Document Glass.
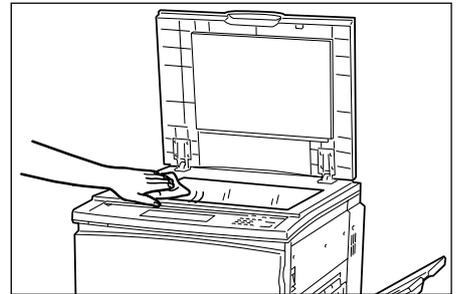
Clean the Document Cover.
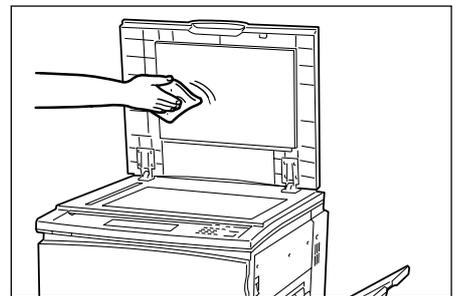
Clean the DADF Scanning Glass.
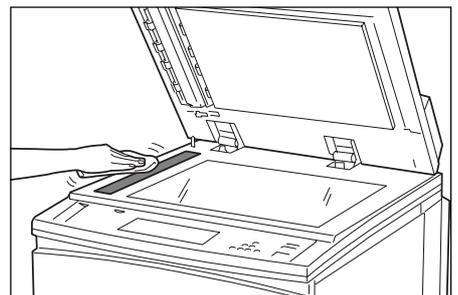
3 Use a dry cloth made of soft material to wipe.

4 Put the DADF slowly back in place.
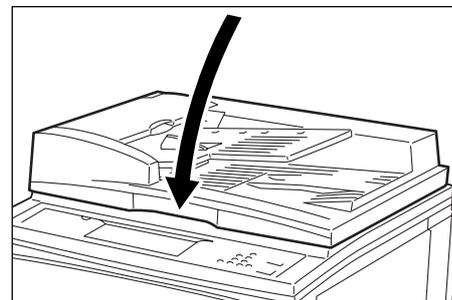
Cleaning the DADF Film/Roller Sections

Procedure

1 Lift the Release Latch at the center of the DADF and open the Left Cover completely.
Cover will be stationary when fully open.
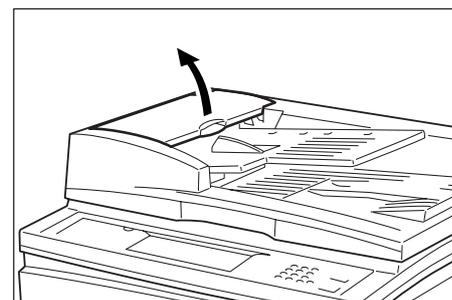
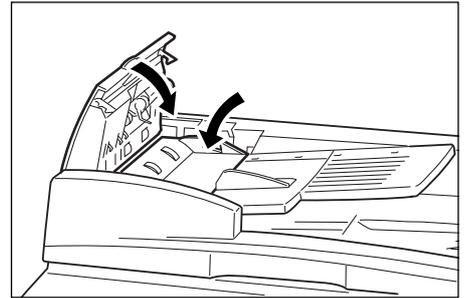2 Lift the Lever with the Green Seal to open the inner cover.
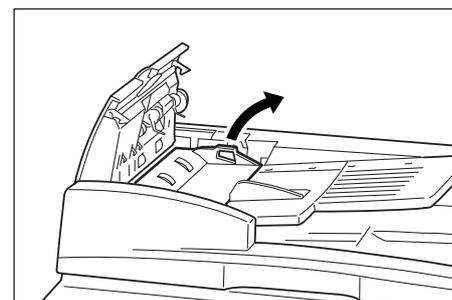
3 Use a moistened and soft cloth to clean the rollers (total 18). Clean them by gently turning the rollers with the cloth.
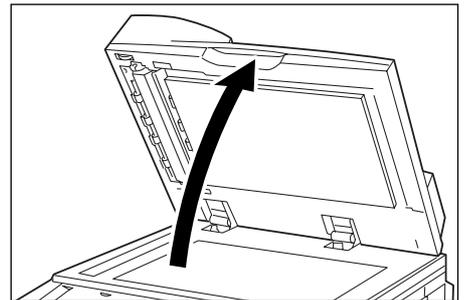
4 Close the Inner Cover. Then close the Left Cover of the DADF until you hear a click sound.

5 Lift the DADF slowly.

Note

● Do not press hard on the film as the film section is very delicate.
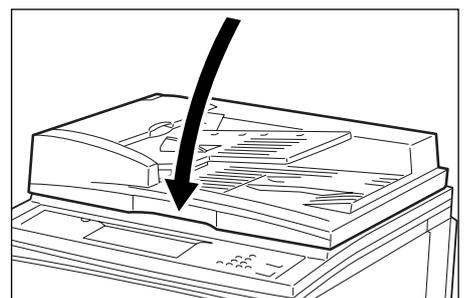● Clean the rollers by turning them.

6 Use a moistened and soft cloth to clean the film section and the roller section (total 8).
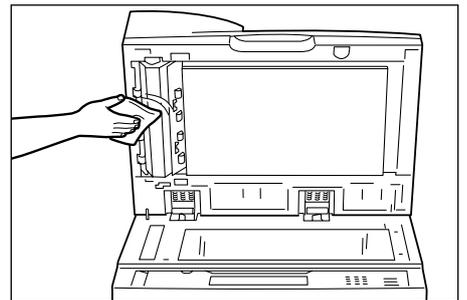
7 Use a dry cloth made of soft material to wipe.
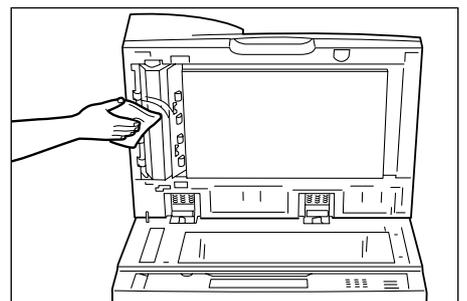
8 Put the DADF slowly back in place.

# 8-2 Consumables

● Types of Consumables

The following consumables are available for this machine.
Ensure that the following consumables are used as this machine has been developed according to the strictest regulations.

⚠ **CAUTION** Use Panasonic-recommended consumables as non-recommended ones may affect quality and performance of the machine.

Consumables	Package	Product Code
Drum Cartridge	One per box	DQ-UH700
Toner Cartridge	One per box	DQ-TX281
Developer	One per box	DQ-ZX700
Staple Cartridge	5000 x 3 per box	FQ-SS66

● Handling Consumables

● Do not place the boxes of consumables vertically.

● Open the consumables only when you need to use them. Do not store them in the following places:
  • Hot and humid places
  • Near a fire
  • Under direct sunlight
  • Dusty places

● Follow the instructions and warning notes on the boxes or containers of the consumables when using them.

● Keeping an extra box of consumables is recommended.

● Check the product code of the consumables and contact your local authorized Panasonic service representative to place your orders.
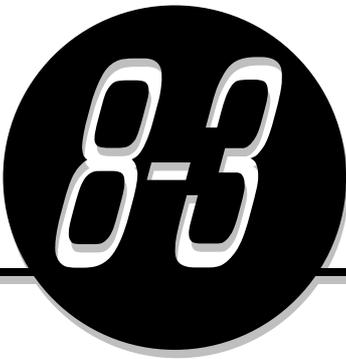
8

8-3 Increasing the Toner Level

If you find that copies made are too light, you can increase the copy density by adjusting the toner level. This feature can be used besides the **Lighter/Darker** feature to adjust the copy density. However, normally there is no need to use this feature because the toner quantity of the developer unit is automatically adjusted by the machine.
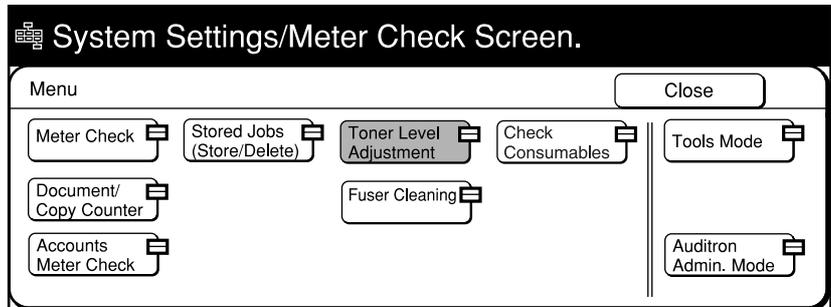
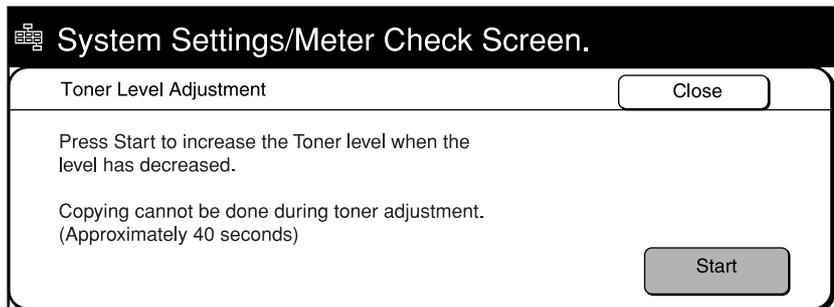## Procedure

1 Press **Settings/Meter Check**.

Settings/
Meter Check

2 Select **Toner Level Adjustment**.

System Settings/Meter Check Screen.

Menu · Close

Meter Check	Stored Jobs (Store/Delete)	Toner Level Adjustment	Check Consumables	Tools Mode
Document/ Copy Counter		Fuser Cleaning		
Accounts Meter Check				Auditron Admin. Mode

3 Select **Start**.

System Settings/Meter Check Screen.

Toner Level Adjustment · · · · · · · · · · · · · · · · · Close

Press Start to increase the Toner level when the level has decreased.

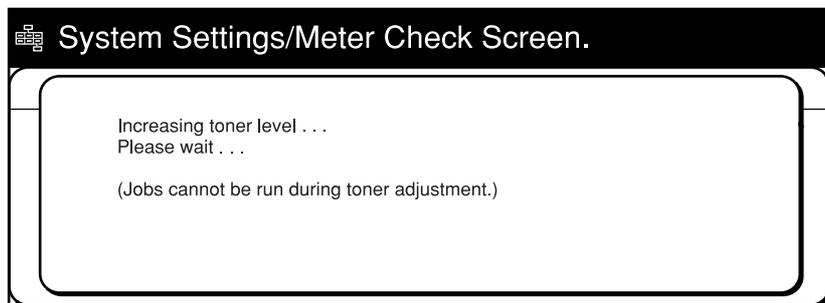Copying cannot be done during toner adjustment. (Approximately 40 seconds)

Start

The following screen will be displayed for 40 seconds and the toner level will be adjusted during this time.
No copy job can be done during this time.

```
 🖧  System Settings/Meter Check Screen.

        Increasing toner level . . .
        Please wait . . .

        (Jobs cannot be run during toner adjustment.)
```

4 After the toner level is adjusted, the default screen re-appears.

8

8-4 *Replacing the Toner Cartridge*

The Toner Cartridge contains toner that decreases each time a copy is made. When it is time for the Toner Cartridge to be replaced, the following messages will be shown on the message area of the display. In this case, follow the instructions to replace the Toner Cartridge.


```
                                              Free Memory    90%

📇Add Toner

                         The machine is out of toner.

                         Open the front door and replace the
                         toner cartridge.

                         See the cartridge box for replacement
                         instructions.
```
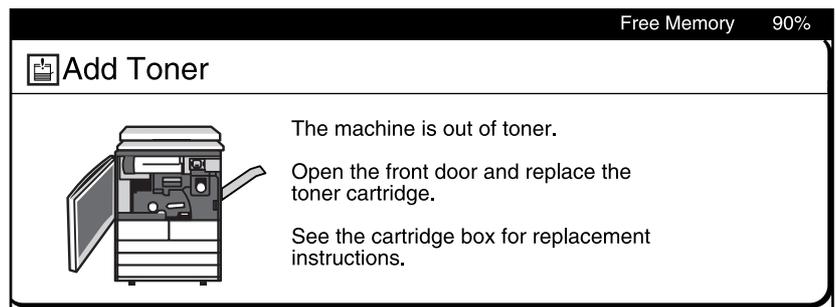
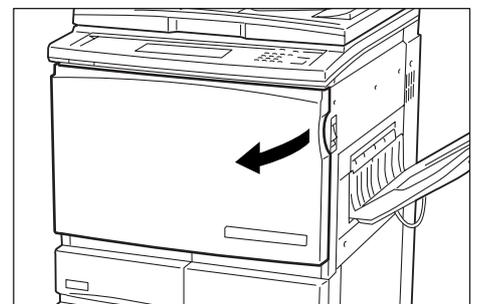⚠ **WARNING**   Never throw a Toner Cartridge into an open flame. It can cause an explosion and you can get burnt.

⚠ **CAUTION**   Use Panasonic-recommended Toner Cartridges as non-recommended ones may affect quality and performance of the machine.

Procedure

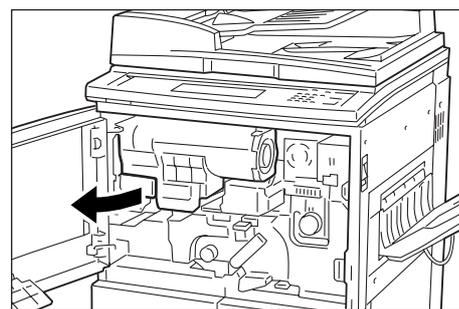1 Check that the machine has stopped and open the Front Door.

● Remove the Toner Cartridge slowly to avoid spilling the toner.

Note

● Contact your local authorized Panasonic service representative for disposal of used Toner Cartridges.

2 Hold the Orange Lever and swing it to the left to open the toner cartridge holder.

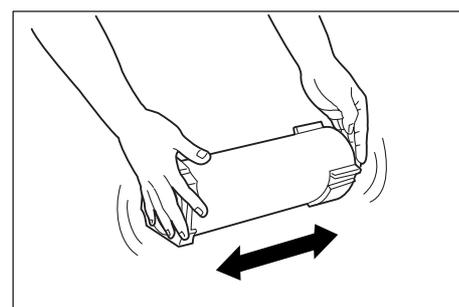*3* Turn the Toner Cartridge counter-clockwise until you hear a click sound. Then pull the cartridge toward you.
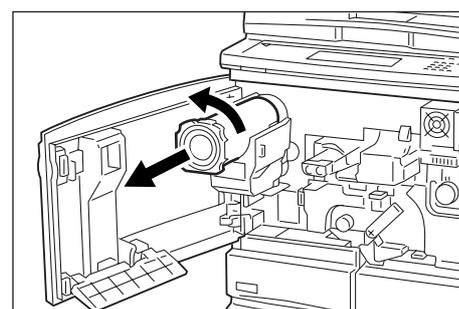
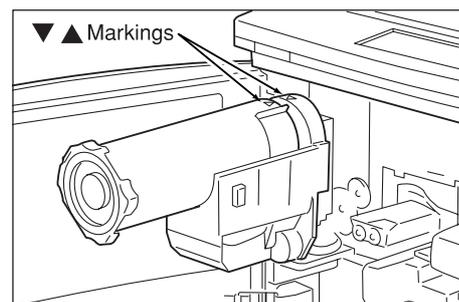*4* Lift the Toner Cartridge and remove it from the toner cartridge holder.
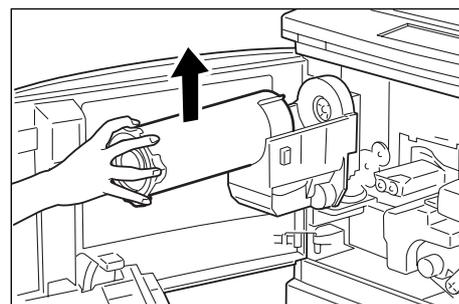
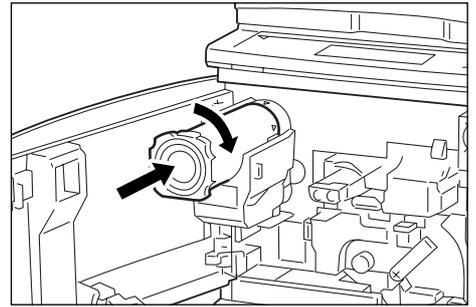⚠ CAUTION   Never touch a labelled area found on or near the fuser unit. You can get burnt.

5 Gently shake the new Toner Cartridge from left to right.

8

6 Align the ▼ mark on the holder with the ▲ mark on the new Toner Cartridge. Then place the Toner Cartridge on the holder.

▼ ▲ Markings

7 Push the Toner Cartridge in and turn it clockwise until it stops.

8 Hold the Orange Lever and swing it back to the original position until you hear a click sound.
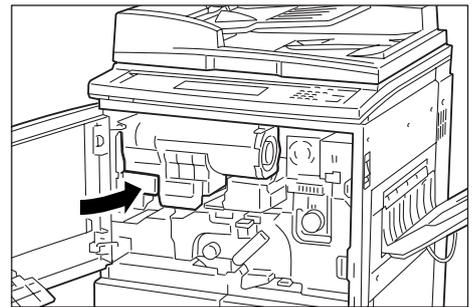
9 Close the Front Door.

Note

● If the door is not closed completely, error messages will be shown on the display and the machine will not resume its operation.

8-5 Replacing the Drum Cartridge

The Drum Cartridge is the photoreceptor for transferring the copy image onto the paper. If you see the following messages displayed, follow the instructions below to replace the Drum Cartridge.
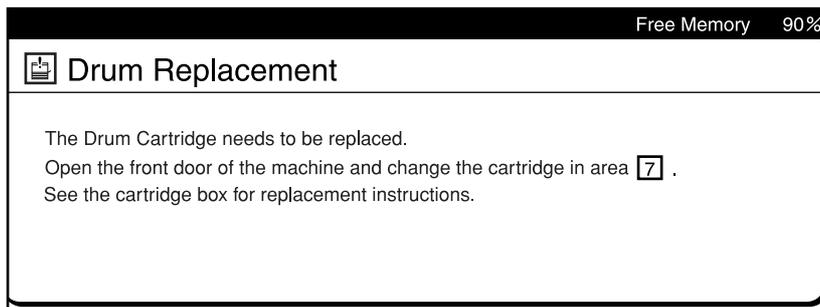
⚠ **WARNING**   Never throw a Drum Cartridge into an open flame. Toner remaining in the cartridge can cause an explosion and you can get burnt.

⚠ **CAUTION**   Use Panasonic-recommended Drum Cartridges as non-recommended ones may affect quality and performance of the machine.

Procedure

■■

1 Turn the power switch to " ⏻ " to switch Off the power.

2 Open the Front Door.

> **Note**
>
> ● When the Drum Cartridge needs to be changed, the message, "The Drum Cartridge needs to be replaced soon. Please call for service." will be displayed. If copying is carried on in this situation, the message, "The Drum Cartridge needs to be replaced. Jobs may stop printing halfway. Please call for service." will be displayed. In this situation, you can still continue to make copies but the image quality will deteriorate with each copy made, and finally the machine will come to a stop.
> ● Do not touch the drum parts when you replace the Drum Cartridge. Also, do not expose the drum to direct sunlight or a bright light.
> ● Contact your local authorized Panasonic service representative for disposal of used Drum Cartridges.

3 Hold the Orange Lever and swing it to the left to open the toner cartridge holder. Turn the Green Lever at the center of the transfer unit clockwise until the Lever is in the horizontal position.
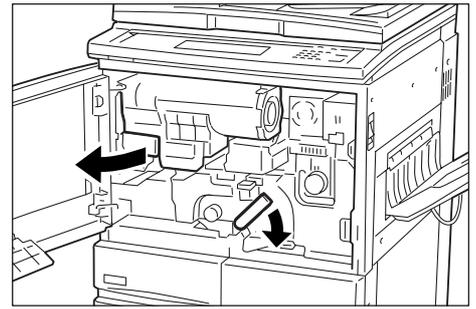
4 Slowly pull out about half of the Drum Cartridge while pressing the Orange Button at the top of the Drum Cartridge.
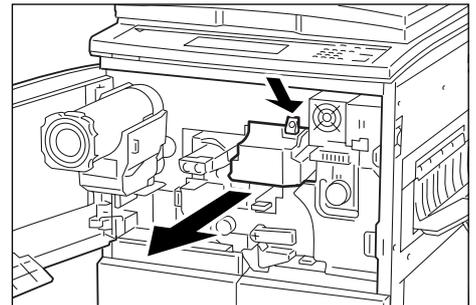
⚠ **CAUTION**   Never touch a labelled area found on or near the fuser unit. You can get burnt.
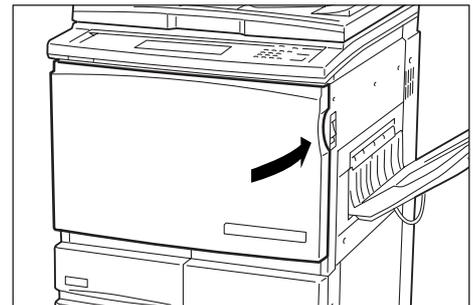
Note

● Contact your local authorized Panasonic service representative for disposal of used Drum Cartridges.
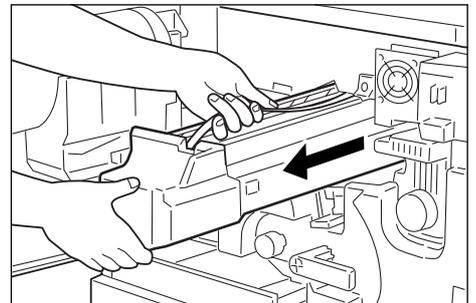
5 Hold the handle at the top and pull the Drum Cartridge straight out.

6 Remove the new Drum Cartridge from the package and align the Drum Cartridge with the two rails.
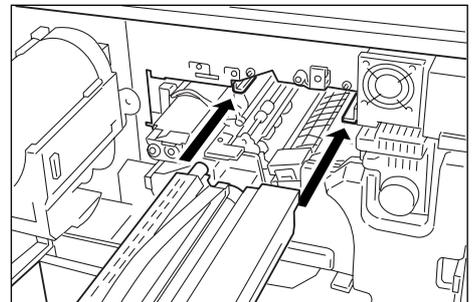
IMPORTANT

● Do not touch the surface of the drum as you may scratch or damage it. Also, the drum may be dirtied in the process making it difficult for the machine to produce clean copies.

7 Push the drum in until you hear a click sound.
Check that the Drum Cartridge has been set properly.
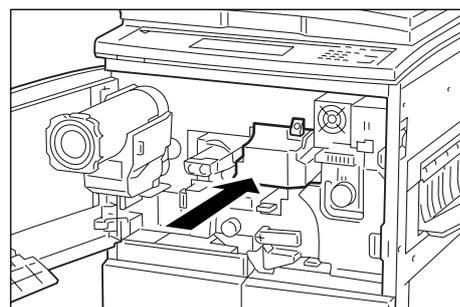
8 Hold the Orange Lever and swing it back to the original position until you hear a click sound.
Turn the Green Lever counter-clockwise until the click sound is heard.
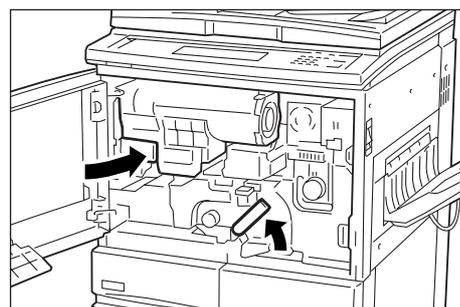
9 Close the Front Door.
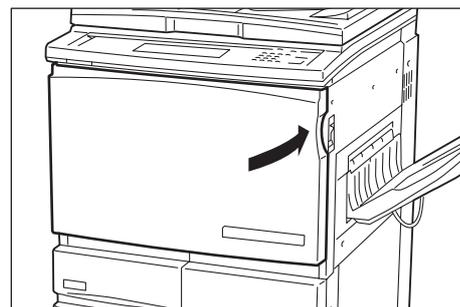
10 Turn the Power Switch to the " | " position to switch On the power.
Check that "Ready to copy" is displayed.

8
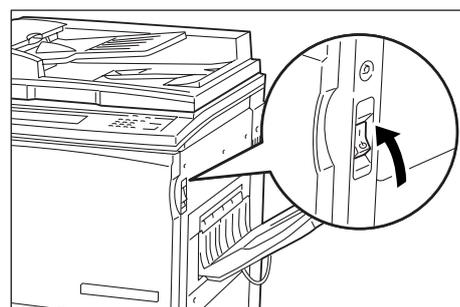
8-6 Replacing the Staple Cartridge

When it is time to replace the Staple Cartridge, the following messages will be shown on the display. Follow the procedures below to replace the Staple Cartridge. Contact your local authorized Panasonic service representative when ordering a new Staple Cartridge.


```
Copy Job                                              Close

            The machine is out of staples.  Open the front
            door of the Finisher and see label instructions
            to replace the staple cartridge.

            Or, touch Cancel Stapler to continue the job
            without stapling.

            Or, press C button to cancel the job.      Cancel Stapler
```
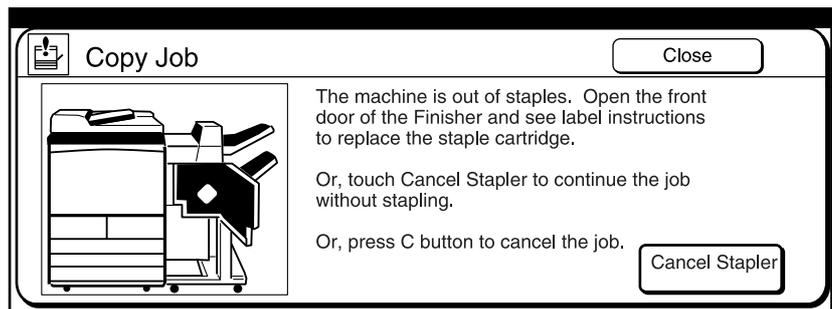
⚠ **CAUTION**   Use Panasonic-recommended Staple Cartridges as non-recommended ones may affect quality and performance of the machine.

Procedure

1 Check that the machine has stopped and open the Front Door of the Finisher.
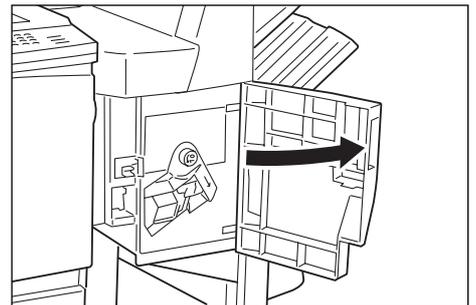
2 Press the Orange Lever as shown in the diagram and pull the Staple Cartridge out.
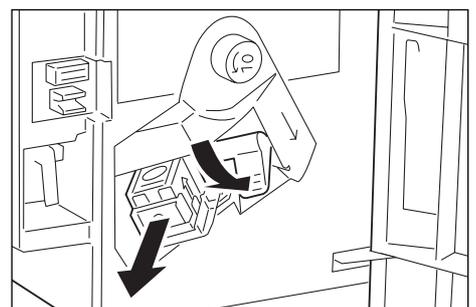
3 While pressing the position as indicated by the right arrow, pull to remove the used Staple Case.
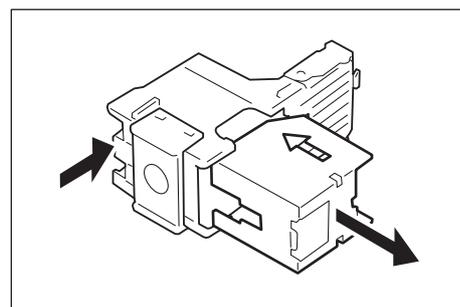
4 Insert a new Staple Case into the Staple Cartridge.
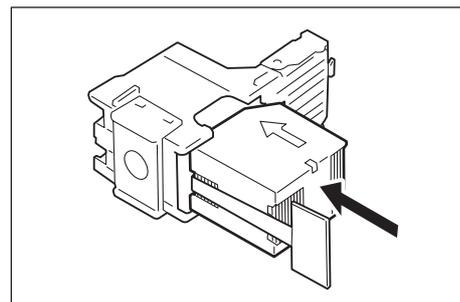
5 Pull to remove the tab of the Staple Case as shown in the diagram.

IMPORTANT

● Check that the Staple Cartridge is inserted in the correct orientation.

6 Push the Staple Cartridge back to its original position until you hear a click sound.

7 Close the Front Door of the Finisher.

8

8-7 Emptying the Punch Scrap Container

When the optional Finisher with the Puncher is installed, the following messages will be shown on the display when the punch scrap container is full. Follow the steps to dispose of the scraps in the container.

Each time you pull the punch scrap container out from the machine, make sure that all the scraps are emptied before you put the container back.

You should remove the container while the power is On. If you switch Off the power and empty the scrap container, the machine will not be able to detect that the container has been removed and the scraps disposed of.

Copy Job   Close

The Finisher cannot be used as the punch scrap container is full.

Open the Finisher front door and follow the lable instructions in the Finisher to discard the punch scraps.

Or, press C button to cancel the copy job.
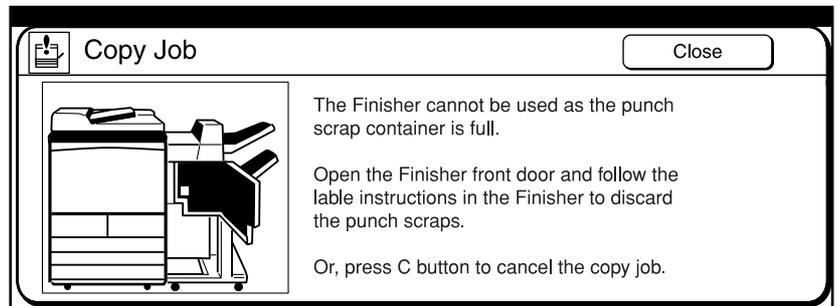
Procedure

1 Open the Front Door of the Finisher.
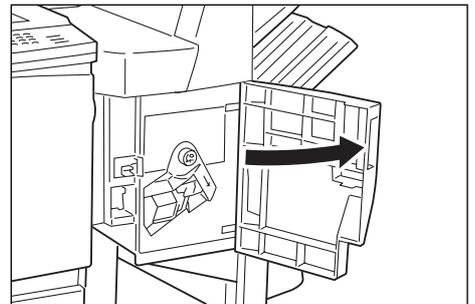
2 Pull the Punch Scrap Container out in the direction of the arrow.

3 Empty all the scraps.
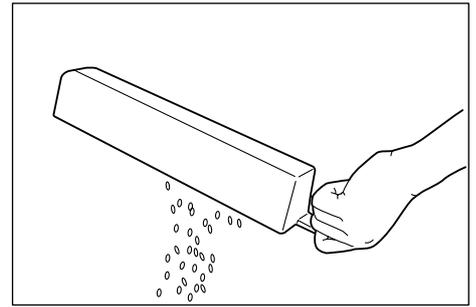
4 Insert the Punch Scrap Container and push it into the machine.
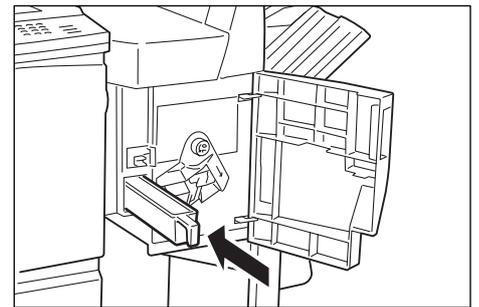
5 Close the Front Door of the Finisher.

8

8-8
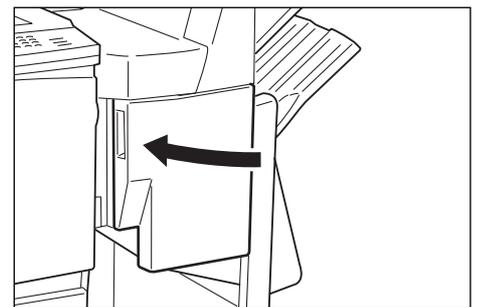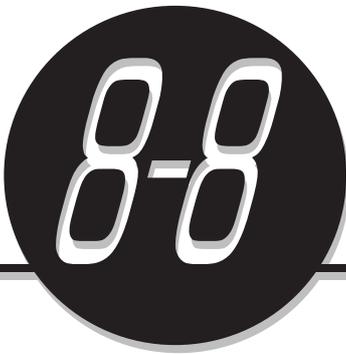
Checking the Billing Meter

You can check the meter on the Settings/Meter Check screen.

```
 System Settings/Meter Check Screen.

   Meter Check                                    Close

            Machine              Current Count
            Serial No.      Total
           0000000001               1346

```

Current Count .... Shows the number of copies made up till the present
time.

Procedure

■ ■

1 Press **Settings/Meter Check**.

Settings/
Meter Check

2 Select **Meter Check**.
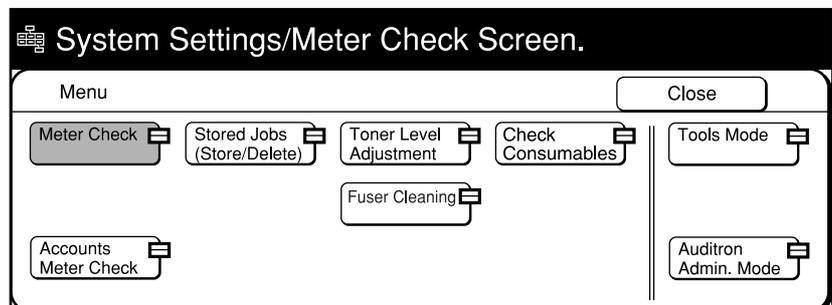
```
 System Settings/Meter Check Screen.

   Menu                                            Close

   Meter Check      Stored Jobs     Toner Level    Check          Tools Mode
                    (Store/Delete)  Adjustment     Consumables

                                    Fuser Cleaning

   Accounts                                                       Auditron
   Meter Check                                                    Admin. Mode

```

3 Check the reading.

```
⊞ System Settings/Meter Check Screen.

  Meter Check                                  [ Close ]

       Machine               Current Count
      Serial No.      Total
     0000000001                  1346

```

4 Select **Close** until the default screen is shown.

The Settings/Meter Check screen clears and the default screen re-appears.

8
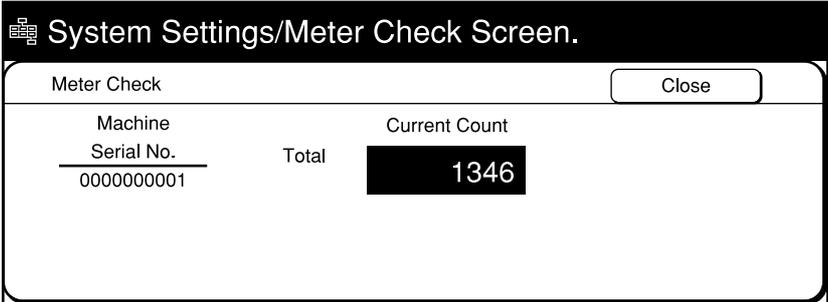
8-9

Making Clean Copies

Regular cleaning of the internal parts of the machine helps in producing clean copies every time. This machine is equipped with a feature that allows plain paper to be fed for automatically removing dirt, which easily accumulates on the fuser unit and other internal parts.

Procedure

■■

1 If paper other than plain paper are loaded in the trays, temporarily remove them. Confirm that plain paper is loaded in any of the trays other than Tray 5 (Bypass).

2 Press **Settings/Meter Check**.

Settings/
Meter Check

3 Select **Fuser Cleaning**.

■ System Settings/Meter Check Screen.

Menu				Close
Meter Check	Stored Jobs (Store/Delete)	Toner Level Adjustment	Check Consumables	Tools Mode
Document/ Copy Counter		Fuser Cleaning		
Accounts Meter Check				Auditron Admin. Mode

Note

● The paper which is fed for fuser cleaning depends on the sizes of paper loaded in the trays. Paper will be automatically fed based on the following priority:
(1) One sheet of A3
(2) Two sheets of A4
(3) Two sheets of paper in portrait orientation with greatest length.
● The paper used for fuser cleaning will not be recorded by the billing meter.

Note

● If your copy volume is large, it is possible to set fuser cleaning to activate automatically. Contact your local authorized Panasonic service representative.

8

4 Select **Start**.

⬛ System Settings/Meter Check Screen.

Fuser Cleaning	Close

Press Start button on this screen to perform fuser cleaning.
Copying cannot be done during cleaning.

Start
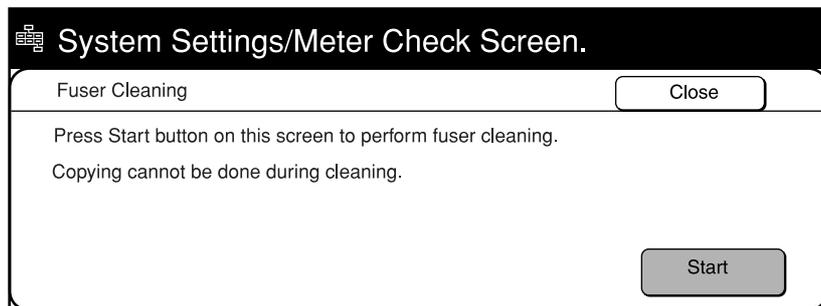
If fuser unit is not warmed up, wait a while for cleaning to begin.

The following screen is displayed while the fuser cleaning is in progress.
No copy job can be done during this time.

Fuser Cleaning in progress . . .

Unload output at the end of the cleaning process.

(Copying cannot be done during cleaning.)
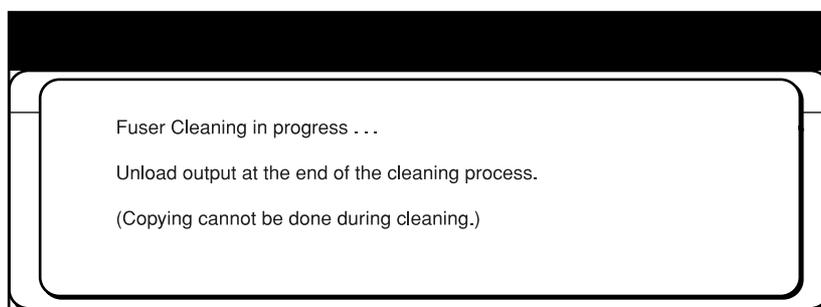
After the end of fuser cleaning, the Fuser Cleaning screen re-appears.

5 Select **Close** until the default screen is shown.
The Settings/Meter Check screen clears and the default screen re-appears.

This page is intentionally left blank.

9

Using the Auditron Feature

9-1 Auditron

When the Auditron mode is enabled, the copy volume of each account user can be calculated. This is done by assigning a Password to each account user.

● The relationship between the Password Entry screen and a normal screen is as shown below.

Power ON

↓

Key in Password with the Numeric Keypad.
Then touch Confirm.   Password

Enter Password ↓   ↑ Press **Password** button on Control Panel

Ready to copy		Free Memory 100% set(s) 1

Paper Supply   Reduce/Enlarge   1 -> 1 Sided   Basic Features

Auto   Auto   100 %   2 Sided   Customised Features

1 8.5x11"   4 B4   100%
2 Multi-Tray   5 Bypass Tray   Auto %   1.2.3./1.2.3.   Features Menu
3 B5   6 A4   More...   Output/Finishing   Stored Jobs

● **Using the Auditron Mode**
In the Auditron Administration Mode, select **On** for **Auditron Mode** on the Auditron Setup screen and register a Password for every account by using the Create/Modify Accounts screen.

● The following operations can be done in the Auditron Administration mode.

Note

● 2-sided copy volume and print volume can be calculated. To use this feature, contact your local authorized Panasonic service representative.
● Copy limit refers to the setting of the maximum number of copies which can be made.

Item	Description
Reviewing the Account Data	The password, copy limit and current copy volume settings can be reviewed for every account. *See* ● 9-3: Confirming the Account Data
Creating/Modifying Account Data	The password and copy limit of each account can be created/modified. Up to 300 accounts can be registered. *See* ● 9-4: Editing the Account Data
Deleting the Account Data	The copy volume, copy limit and password settings of each account can be deleted for all accounts and set to zero. You can also choose to delete only the copy volume and copy limit. *See* ● 9-5: Deleting the Account Data
Enabling the Auditron Feature	You can choose to enable/disable the Auditron Mode. Select **On** for Auditron Mode on the Auditron Setup screen to enable it. When power is switched on after exiting from the Settings/Meter Check screen, the Password Entry screen will be displayed. *See* ● 9-6: Enabling/Disabling Auditron
Defining the Automatic Display of Password Entry Screen	You can define the timeout period to automatically display the Password Entry screen after a copy job is completed. *See* ● 9-7: Defining Automatic Display of the Password Entry Screen
Changing the Access Number	You can change the Access Number of the Auditron Administrator using 4 to 12 digits. *See* ● 9-8: Changing the Auditron Access Number

9

9-2 Displaying the Auditron Administration Mode Screen

Displaying the Auditron Administration Mode Screen

This section explains the procedures for displaying the Auditron Administration Mode screen.

Procedure

1 Press **Settings/Meter Check**.

Settings/
Meter Check

2 Select **Auditron Admin. Mode**.

System Settings/Meter Check Screen.

Menu	Close

Meter Check

Stored Jobs (Store/Delete)

Toner Level Adjustment

Check Consumables

Tools Mode

Document/ Copy Counter

Fuser Cleaning

Accounts Meter Check

Auditron Admin. Mode

3 Enter the Access Number of the Auditron Administrator and select **Confirm**.

Each input digit is represented by an asterisk.

Auditron Administration Mode.

Auditron Administration Mode - Access Number Entry Screen   Close

Use the Numeric Keypad to enter the Access Number for the Auditron Administrator. Then touch Confirm.

Access Number

****
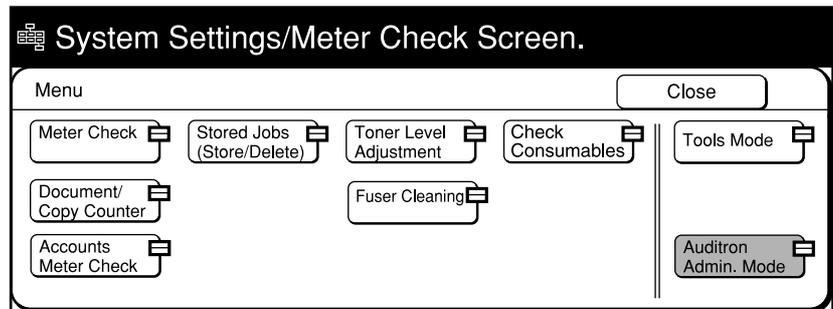
Confirm

The Auditron Administration Mode screen is displayed.

Exiting the Auditron Administration Mode

This section explains the procedure for exiting the Auditron Administration Mode screen.

Procedure

▪▪

Note

● **Review CE Data** is used only by Panasonic Service Representative.

1 Select **Exit Auditron** on the Auditron Administration Mode screen.

📋 Auditron Administration Mode.

Auditron Administration Mode	Exit Auditron
Review Accounts	Change of Access No.
Create/Modify Accounts	Auditron Setup
Review CE Data	

9
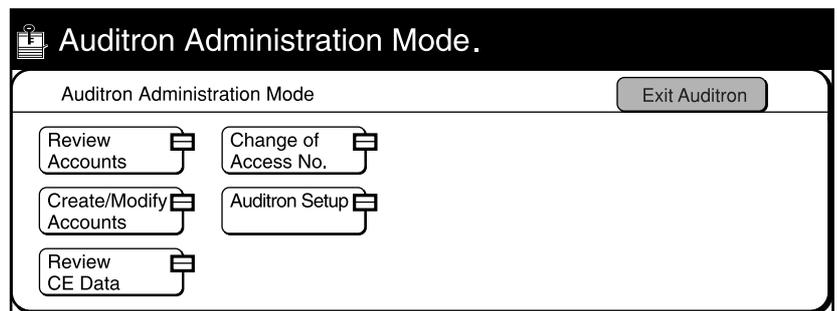
9-3 Confirming the Account Data

Confirming Data of Own Account

This section explains the procedures for confirming the copy volume and copy limit of the User's Own Account.

Procedure

1 Press **Settings/Meter Check**.

Settings/
Meter Check

Note

● The screen on the right has the Auditron Mode enabled.

2 Select **Accounts Meter Check**.

System Settings/Meter Check Screen.

Menu				Close
Meter Check	Stored Jobs (Store/Delete)	Toner Level Adjustment	Check Consumables	Tools Mode
Document/ Copy Counter		Fuser Cleaning		
Accounts Meter Check				Auditron Admin. Mode
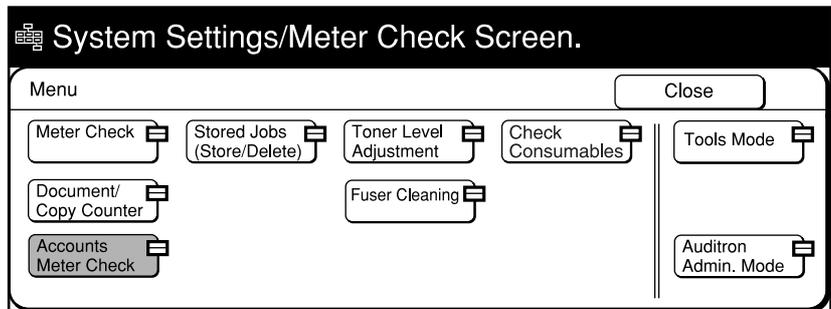
3 Check the readings and select **Close**.

System Settings/Meter Check Screen.

Accounts Meter Check — Close

The current Account Number is 111.

Copies Made This Time
32 copies

Copy Limit
9999000 copies

Accumulated Copies Made
12345 copies

Balance
9986655 copies

9
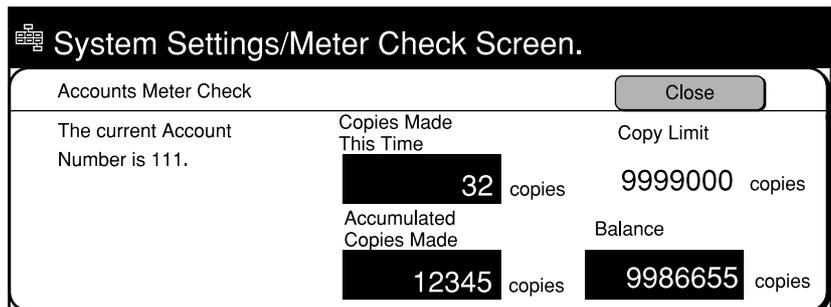
Confirming Data of Every Account

This section explains the procedures for confirming the settings of the Current Copy Volume, Password and Copy Limit of every account.

Procedure

■■

1 Press **Settings/Meter Check**.

Settings/
Meter Check

2 Select **Auditron Admin. Mode**.

📠 System Settings/Meter Check Screen.

Menu				Close
Meter Check	Stored Jobs (Store/Delete)	Toner Level Adjustment	Check Consumables	Tools Mode
Document/ Copy Counter		Fuser Cleaning		
Accounts Meter Check				Auditron Admin. Mode

3 Enter the Access Number of the Auditron Administrator and select **Confirm**.

Each input digit is represented by an asterisk.

📋 Auditron Administration Mode.

Auditron Administration Mode - Access Number Entry Screen   Close

Use the Numeric Keypad to enter the
Access Number for the Auditron Administrator.
Then touch Confirm.

Access Number

****

Confirm

9
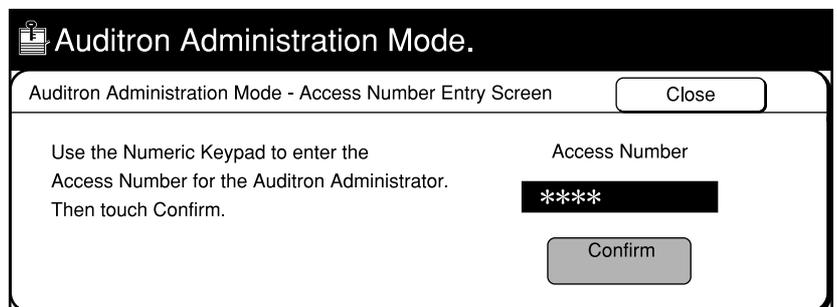
● **Review CE Data** is used only by
Panasonic Service Representative.

④ Select **Review Accounts**.

📖 Auditron Administration Mode.

| Auditron Administration Mode | Exit Auditron |

Review Accounts

Change of Access No.

Create/Modify Accounts

Auditron Setup

Review CE Data
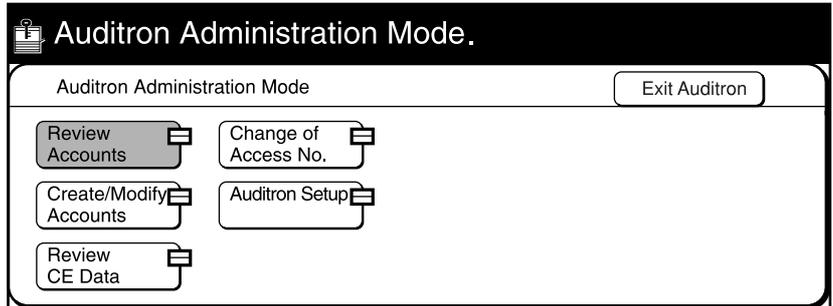
⑤ Select the account number that you wish to review by using the
▲ ▼ buttons.

The Password, Copy Limit and Copy Volume are displayed.

📖 Auditron Administration Mode.
Specify an Account Number using the Up/Down arrows
to check account data.

| Review Accounts | Close |

Account No.
(100-399)

105

▲

▼

Password

1234567

Copy Limit

9999000

Copy Volume

1234

⑥ Select **Close**.

● The default screen is displayed if
Auditron Mode is not enabled.

⑦ Select **Exit Auditron**.

The Password Entry screen is displayed.

9

9-4 Editing the Account Data

This section explains the procedures for Creating/Modifying the Password and Copy Limit for each account.

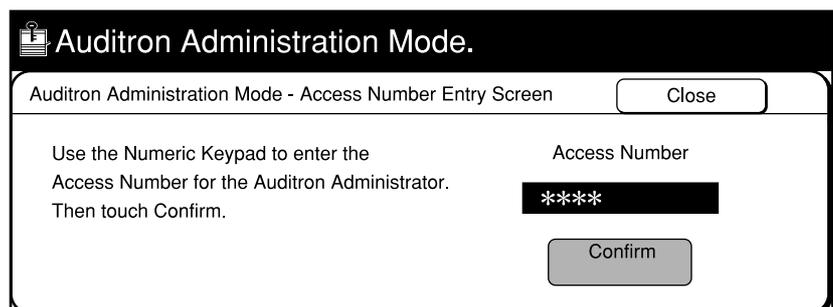299 accounts for number 101 to 399 can be registered. Account number 100 is the number for the Auditron Administrator.

Procedure

1 Press **Settings/Meter Check**.

Settings/
Meter Check

2 Select **Auditron Admin. Mode**.

System Settings/Meter Check Screen.

Menu				Close
Meter Check	Stored Jobs (Store/Delete)	Toner Level Adjustment	Check Consumables	Tools Mode
Document/ Copy Counter		Fuser Cleaning		
Accounts Meter Check				Auditron Admin. Mode

3 Enter the Access Number of the Auditron Administrator and select **Confirm**.

Each input digit is represented by an asterisk.

Auditron Administration Mode.

Auditron Administration Mode - Access Number Entry Screen   Close

Use the Numeric Keypad to enter the
Access Number for the Auditron Administrator.
Then touch Confirm.

Access Number

****

Confirm

Note
● When totalling the number of 2-sided copies from copying or printing, the number of accounts, which can be registered is 297 (No. 103 - 399).

Note
● The screen on the right has the Auditron Mode enabled.

Note
● If you made a mistake while entering the Access Number, press the **Clear C** button to clear and re-enter.

See

4 Select **Create/Modify Accounts**.

Auditron Administration Mode.

Auditron Administration Mode		Exit Auditron
Review Accounts	Change of Access No.	
Create/Modify Accounts	Auditron Setup	
Review CE Data		

5 Select the account number that you wish to define/change by using the ▲ ▼ buttons.

Auditron Administration Mode.
Specify an Account Number using the Up/Down arrows.
Then assign or modify account data.

Create/Modify Accounts		Close
Account No. (100-399) 105 ▲ ▼	Password 1234567 Copy Limit 9999000 Key In Copy Limit	Key In Password Copy Volume 1234 Reset

6 **Defining/Changing Account Password:**

① Select **Key In Password**.
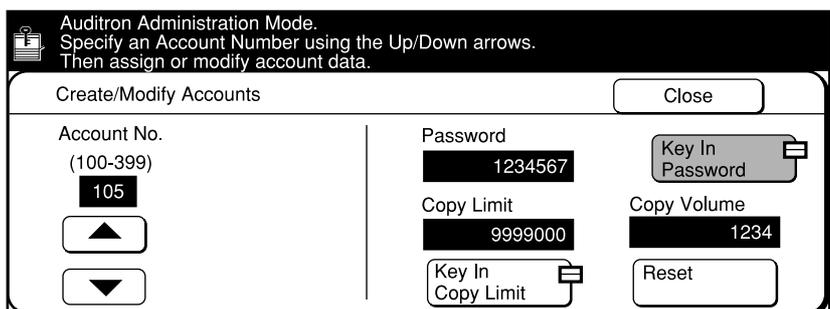
Auditron Administration Mode.
Specify an Account Number using the Up/Down arrows.
Then assign or modify account data.

Create/Modify Accounts		Close
Account No. (100-399) 105 ▲ ▼	Password 1234567 Copy Limit 9999000 Key In Copy Limit	Key In Password Copy Volume 1234 Reset

9

② Enter the new Password by using the keypad, and select **Enter**. The Password must be within the range of 4 to 12 digits.

Auditron Administration Mode.
Specify an Account Number using the Up/Down arrows.
Then assign or modify account data.

Key In Password · Close

Use the Numeric Keypad to assign a Password for that Account Number. · Password

To delete all data from that Account Number, enter "0".

Enter

③ Select **Close**.

Defining/Changing Account Password:

① Select **Key In Copy Limit**.

Auditron Administration Mode.
Specify an Account Number using the Up/Down arrows.
Then assign or modify account data.

Create/Modify Accounts · Close

Account No. (100-399) · 105

Password · 1234567 · Key In Password

Copy Limit · 9999000 · Copy Volume · 1234

Key In Copy Limit · Reset

② Define the total copy limit by using the ▲ ▼ buttons. The total copy limit must be within the range of 1,000 to 9,999,000 in increments of 1,000 copies.
The defined copy limit is displayed.

Auditron Administration Mode.

Key In Copy Limit · Save

Input the total number of copies that can be made by that Account Number. · (1,000-9,999,000) · 9999000

The number can be entered in increments of 1,000 copies.

No Limit

③ Select **Save**.

Clearing the Current Copy Volume:

Note

● The diagram on the right shows an Account No. which has already been defined.

(1) Select **Reset**.

```
Auditron Administration Mode.
Specify an Account Number using the Up/down arrows.
Then assign or modify account data.

Create/Modify Accounts                              Close

Account No.              Password            Key In
(100-399)                1234567             Password
  105
                         Copy Limit          Copy Volume
   ▲                          9999000                 1234
                         Key In               Reset
   ▼                     Copy Limit
```

(7) Select **Close**.

Note

● The default screen is displayed if Auditron Mode is not enabled.

(8) Select **Exit Auditron**.

The Password Entry screen is displayed.

9-5 Deleting the Account Data

This section explains the procedures for deleting the controlled copy volume, copy limit and password at the same time, and setting them to 0. You can also choose to delete only the copy volume or copy limit.
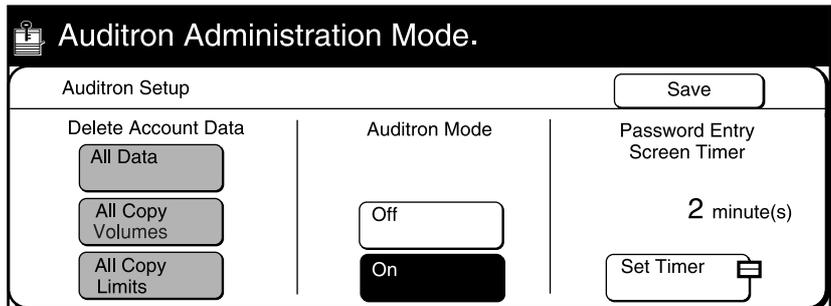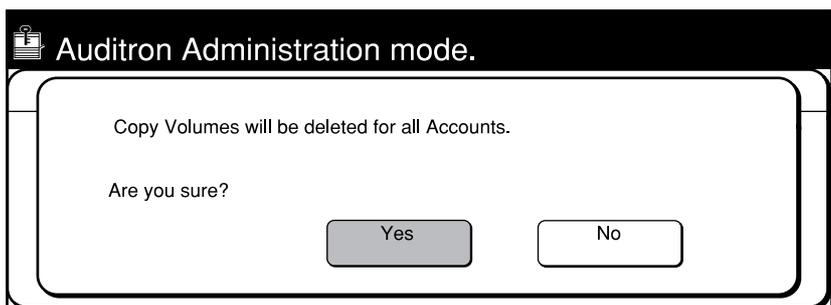
Procedure

1 Press **Settings/Meter Check**.

Settings/
Meter Check

2 Select **Auditron Admin. Mode**.

System Settings/Meter Check Screen.

Menu				Close
Meter Check	Stored Jobs (Store/Delete)	Toner Level Adjustment	Check Consumables	Tools Mode
Document/ Copy Counter		Fuser Cleaning		
Accounts Meter Check				Auditron Admin. Mode

3 Enter the Access Number of the Auditron Administrator and select **Confirm**.

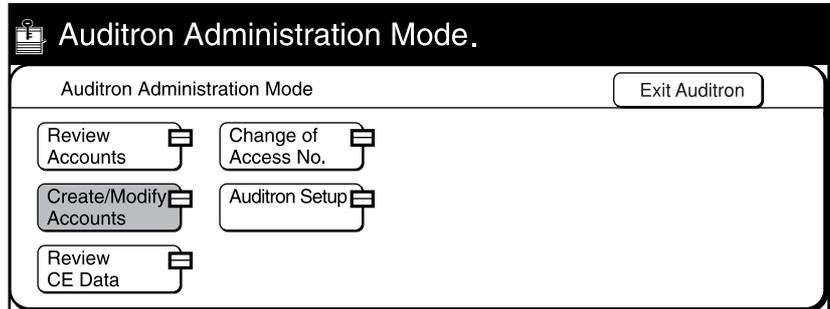Each input digit is represented by an asterisk.

Auditron Administration Mode.

Auditron Administration Mode - Access Number Entry Screen   Close

Use the Numeric Keypad to enter the
Access Number for the Auditron Administrator.
Then touch Confirm.

Access Number

****

Confirm

Note

● The screen on the right has the Auditron Mode enabled.

Note

● If you made a mistake while entering the Access Number, press the **Clear C** button to clear and re-enter.

See

9

Chapter Title

9-6 Enabling/Disabling Auditron

This section explains the procedures for Enabling/Disabling the Auditron Mode. If Auditron Mode is set to **On** in Auditron Setup, then the Auditron Mode is enabled. In this case, the Password Entry screen will appear when the machine is switched On.

Procedure

1 Press **Settings/Meter Check**.

Settings/
Meter Check

2 Select **Auditron Admin. Mode**.

System Settings/Meter Check Screen.

Menu				Close
Meter Check	Stored Jobs (Store/Delete)	Toner Level Adjustment	Check Consumables	Tools Mode
Document/ Copy Counter		Fuser Cleaning		
Accounts Meter Check				Auditron Admin. Mode

3 Enter the Access Number of the Auditron Administrator and select **Confirm**.

Each input digit is represented by an asterisk.

Auditron Administration Mode.

Auditron Administration Mode - Access Number Entry Screen   Close

Use the Numeric Keypad to enter the
Access Number for the Auditron Administrator.
Then touch Confirm.

Access Number

****

Confirm

Note
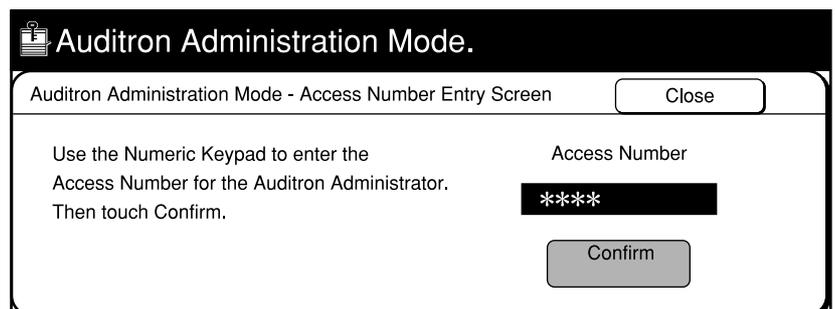
● **Review CE Data** is used only by Panasonic Service Representative.

4 Select **Auditron Setup**.

Auditron Administration Mode.

Auditron Administration Mode		Exit Auditron
Review Accounts	Change of Access No.	
Create/Modify Accounts	Auditron Setup	
Review CE Data		

5 Select **On** or **Off**.

Auditron Administration Mode.

Auditron Setup   Save

Delete Account Data	Auditron Mode	Password Entry Screen Timer
All Data		**2** minute(s)
All Copy Volumes	Off	
All Copy Limits	On	Set Timer

6 Select **Close**.

7 Select **Exit Auditron**.
The default screen is displayed if you have selected **Off**.

9

9-7 Defining Automatic Display of the Password Entry Screen

This section explains the procedures for defining the time required for the machine to return to the Password Entry screen after a copy job is completed.

Procedure

1 Press **Settings/Meter Check**.

Settings/
Meter Check

2 Press **Settings/Meter Check**.

▦ System Settings/Meter Check Screen.

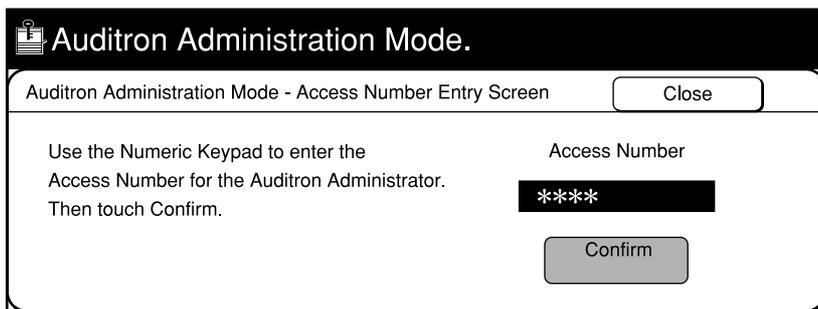| Menu				Close
Meter Check	Stored Jobs (Store/Delete)	Toner Level Adjustment	Check Consumables	Tools Mode
Document/ Copy Counter		Fuser Cleaning		
Accounts Meter Check				Auditron Admin. Mode

3 Enter the Access Number of the Auditron Administrator and select **Confirm**.

Each input digit is represented by an asterisk.

▤ Auditron Administration Mode.

Auditron Administration Mode - Access Number Entry Screen   Close

Use the Numeric Keypad to enter the   Access Number
Access Number for the Auditron Administrator.
Then touch Confirm.   ****

Confirm

Notes (sidebar)

● The factory default is **2** minutes.

● The screen on the right has the Auditron Mode enabled.

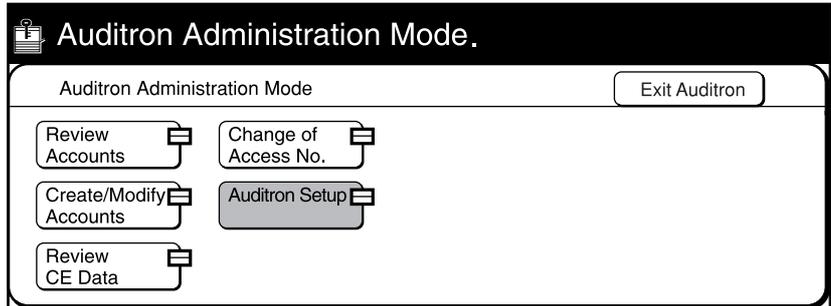● If you made a mistake while entering the Access Number, press the **Clear C** button to clear and re-enter.

Note

● **Review CE Data** is used only by Panasonic Service Representative.

Note

● Select **Disable** if you want to disable the Password Entry screen feature.
● When the time displayed exceeds 59 seconds, it will be changed to **minute**.

Note

● The default screen is displayed if Auditron Mode is not enabled.

4 Select **Auditron Setup**.

Auditron Administration Mode.

Auditron Administration Mode — Exit Auditron

Review Accounts   Change of Access No.
Create/Modify Accounts   Auditron Setup
Review CE Data

5 Select **Set Timer** for Password Entry Screen Timer.

Auditron Administration Mode.

Auditron Setup — Save

Delete Account Data | Auditron Mode | Password Entry Screen Timer
All Data
All Copy Volumes   Off   **2** minute(s)
All Copy Limits   On   Set Timer

6 Specify a time between 1-59 seconds or 1-10 minutes in 1 second/minute increments by using the ▲ ▼ buttons.

Auditron Administration Mode

Password Entry Screen Timer — Save

Select the time required for the machine to return to the Password Entry screen after a copy job is completed.

You can specify a time from 1-59 seconds or 1-10 minutes in 1 minute increments.

(1-59 secs/ 1-10 mins)
2 minute(s)
▲
Disable   ▼
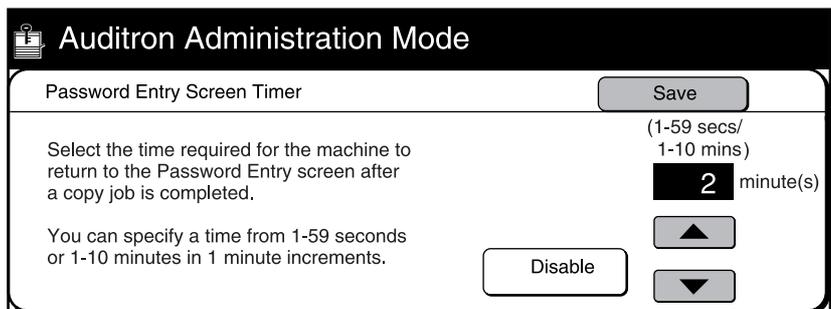
7 Select **Save**, and then **Close**.

8 Select **Exit Auditron**.
The Password Entry screen is displayed.

9-8 Changing the Auditron Access Number

You can define the Access Number by using 4 to 12 digits.

Procedure

1 Select **Auditron Admin. Mode**.

Settings/
Meter Check

2 Select **Auditron Admin. Mode**.

🖳 System Settings/Meter Check Screen.

Menu				Close
Meter Check	Stored Jobs (Store/Delete)	Toner Level Adjustment	Check Consumables	Tools Mode
Document/ Copy Counter		Fuser Cleaning		
Accounts Meter Check				Auditron Admin. Mode
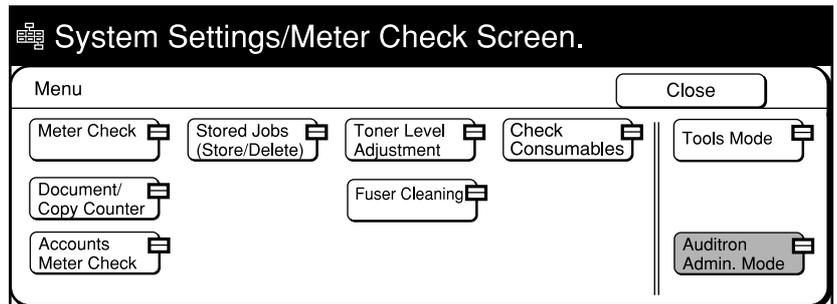
3 Enter Access Number of the Auditron Administrator and select **Confirm**.

📇 Auditron Administration Mode.

Auditron Administration Mode - Access Number Entry Screen   Close

Use the Numeric Keypad to enter the   Access Number
Access Number for the Auditron Administrator.
Then touch Confirm.   ＊＊＊＊

Confirm

9

Note
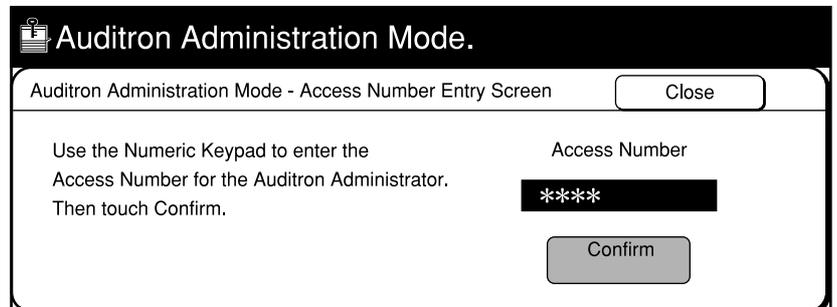
● **Review CE Data** is used only by Panasonic Service Representative.

Note

● To change the Access Number setting, select **Reset** or the **Clear C** button.
● Define the Access Number within the range of 4 to 12 digits.

Note

● The default screen is displayed if Auditron Mode is not enabled.

4   Select **Change of Access No.**

📄 **Auditron Administration Mode**.

| Auditron Administration Mode | Exit Auditron |

Review Accounts
Change of Access No.
Create/Modify Accounts
Auditron Setup
Review CE Data
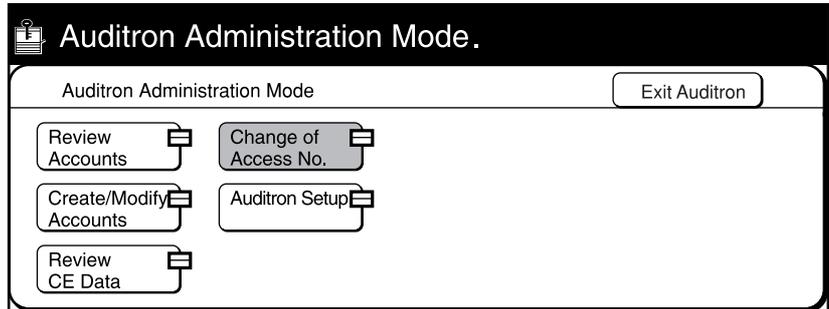
5   Enter the New Access Number and select **Enter**.

Auditron Administration Mode
Please follow the instructions on the screen.

Change of Access Number   Close

1. Key in New Access Numbers *. Then touch Enter.   New Access Number ✳✳✳✳✳

2. Key in the same number for confirmation. Then touch Enter.   Confirmation

* Enter 4-12 digits for your Access Number.   Reset   Enter
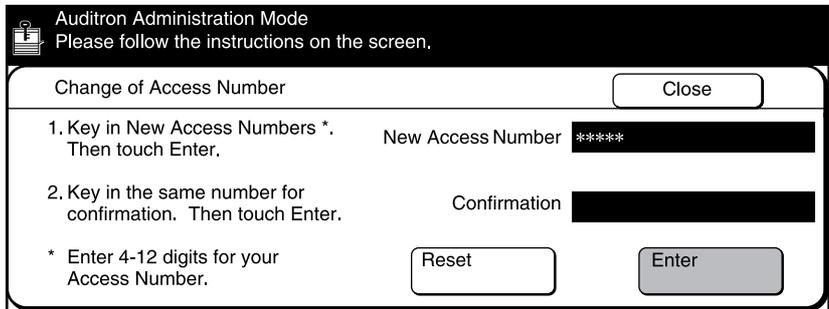
6   Enter the same number again for confirmation and select **Enter**.

Auditron Administration Mode
Please follow the instructions on the screen.

Change of Access Number   Close

1. Key in New Access Numbers *. Then touch Enter.   New Access Number ✳✳✳✳✳

2. Key in the same number for confirmation. Then touch Enter.   Confirmation ✳✳✳✳✳

* Enter 4-12 digits for your Access Number.   Reset   Enter
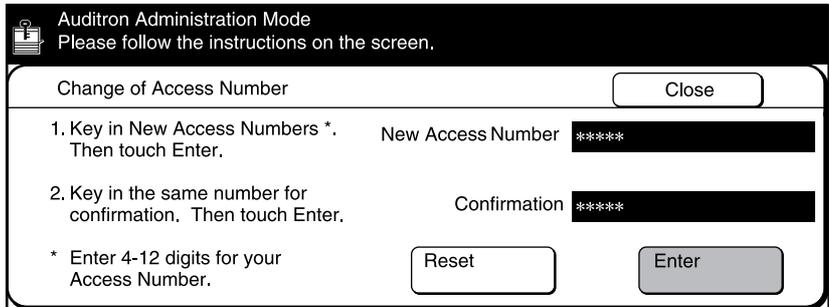
7   Select **Close**.

8   Select **Exit Auditron**.
The Password Entry screen is displayed.

9

Appendix
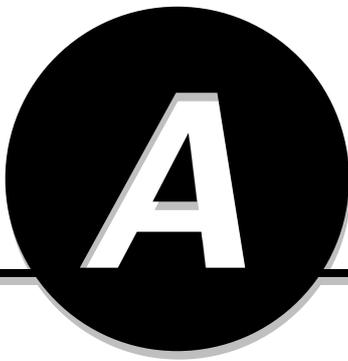
A Specifications

The following are the specifications for the DP-6000/7000 series. We regret that improvements in specifications/appearance of the product may be made without prior notice.

● **Standard Specifications**

Copier Type	Console
Platen Type	Fixed
Photosensitive Type	Organic photosensitive conductor (OPC)
Copying Method	Indirect electrostatic
Development Method	Dry development
Fusing System	Heat roller
Scanning Method (for copying)	3-dimensional scanning by CCD image sensors Scanner : 400 dots/25.4 mm (400 dpi) Recorder: 600 dots/25.4 mm (600 dpi)
Warm-up Time	120 V Model: 3 minutes or less (68°F/20°C 60% density) 220 V-240 V Model: 3 minutes or less (68°F/20°C 60% density)
Power	120 V, 12 A or less (60 Hz); 220-240 V, 10 A or less (50/60 Hz)
Max. Power Consumption (with all optional features installed)	120 V model: 1.4 kW 220-240V model: 1.43 kW
Dimensions	(W) 620 x (D) 778 x (H) 1080 mm or (W) 24.4 x (D) 30.6 x (H) 42.5"
Weight	Main unit : 407 lbs (185 kg)
Installation Environment	Temperature: 50 to 95°F/10 to 35°C Humidity: 15 to 85% (no condensation) At 95°F/35°C, humidity should be below 47.5%. At 82°F/27.8°C, humidity should be below 85%.

Document Size	On Document Glass Max. Both sheets and bound documents: 297 x 420 mm
	                                 Min. No limit.
	In DADF Max. 297 x 420 mm or 11x17" (279.4 x 431.8 mm)
	                                 Min. 148 x 210 mm or 5.5 x 8.5"

DADF Specifications	Feed : Automatic feeding from stack Capacity : 50 sheets Paper Weight : 1 sided, 38-128 g/m^2 or 10.1 - 34.1 lbs 2 sided, 50-105 g/m^2 or 13.3 - 28.0 lbs For B5/Invoice only, 17.0 - 28.0 lbs

A

Copy Paper Size	Tray 1
	A5, A5 ☐ , 5.5" x 8.5", B5 ☐ , A4 ☐ , 8.5 x 11" ☐
	Tray 2 to 4
	A5, A5 ☐ , 5.5 x 8.5", B5, B5 ☐ , A4, A4 ☐ , 8.5 x 11", 8.5 x 11" ☐ , 8.5 x 13", 8.5 x 14", B4, 8K (267 x 388 mm), A3, 11 x 17"
	Tray 5 (Bypass)
	A6, B6, A5, A5 ☐ , B5, B5 ☐ , A4, A4 ☐ , B4, 8K (267 x 388 mm), A3, 5.5 x 8.5", 8.5 x 11", 8.5 x 11" ☐ , 8.5 x 13", 8.5 x 14", 11 x 17"
	Non standard size (Y: 100-300 mm or 3.8-11.8")
	*Area which can be copied is up to 297 mm or 11.7"
	(X: 148-432 mm or 5.8-17")
	Image Loss Edge Erase Lead edge up to 4mm (0.2"), trail edge up to 4mm (0.2"), both up to 4mm (0.2"),
	Copy All Lead edge up to 4mm (0.2"), trail edge up to 4mm (0.2"), both up to 4mm (0.2"),
Output Tray Capacity	500 sheets
First Copy Output Time	2.7 sec (Document is on Document Glass and paper is A4 or 8.5 x 11" ☐ from Tray 1)
	2.8 sec (for models with printer functions)
Continuous Copy Speed (1 Sided/Size-for-Size)	DP-6000 60 copies per minute (A4 or 8.5 x 11"size)
	DP-7000 70 copies per minute (A4 or 8.5 x 11"size)
Magnification	Size-for-size: 1:1 ± 0.8%
	Fixed % : For USA & Canada
	1:0.500, 1:0.647, 1:0.786, 1:1, 1:1.294, 1:1.545, 1:200, 1:400
	Variable% : 1:0.25 to 1:4.00 (in 1% increments)
Paper Supply	Tray : 1000 sheets
	Trays 2 to 4 : 550 sheets each
	Tray 5 (Bypass) : 50 sheets
Max. Continuous Copy Vol.	999 sheets
Density Adjustment	7 levels

Note
● First Copy Output Time refers to time taken for the first copy of a job to be output.
● To maximize image quality, the unit may pause temporarily to optimize the imaging process.

A

●**Tray 6 (High Capacity Feeder)**

Power	From main body of machine
Power Consumption	21 W
Size	(W) 356 x (D) 652 x (H) 580 mm or (W) 14.0 x (D) 25.7 x (H) 22.8"
Dimensions	Main body + Output Tray (extended) + High Capacity Feeder: (W) 1370 x (D) 778 mmm or (W) 53.9 x (D) 30.6"
Weight	39 kg or 85.8 lbs
Paper Supply	3600 sheets (20 lbs or 80g/m^2)
Paper Size	A4 ▯, B5 ▯, 8.5 X 11" ▯

●**Offset Catch Tray (Optional)**

Power	From main body of machine
Power Consumption	3 W
Paper Size (Collated/Uncollated)	A6*, B6*, A5*, A5 ▯, 5.5 x 8.5"*, B5, B5 ▯, A4, A4 ▯, 8.5 x 11", 8.5 x 11" ▯, 8.5 x 13", 8.5 x 14", B4, 8K (267 X 388 mm), A3, 11 x 17", Non standard size (Length at 6.7" or 170 mm or below: cannot be offset) * indicates paper sizes that cannot be offset
Capacity	500 sheets (20 lbs or 80g/m^2)
Dimensions	Main body + Offset catch tray: (W) 1014 x (D) 778 mm or (W) 39.9 x (D) 30.6"

●**Finisher (optional)**

Power	From main body of machine
Power Consumption	120 V model: 72 W 220-240 V model: 79 W
Size	(W) 700 x (D) 650 x (H) 1100 mm or (W) 27.6 x (D) 25.6 x (H) 43.3"
Dimensions	Main body + Tray 5 (Bypass) + Finisher: (W) 1599 x (D) 778 mm or (W) 63.0 x (D) 30.6"
Weight	55 kg or 121 lbs
Capacity	Tray 1 (top tray): 500 sheets (20 lbs or 80g/m^2) Tray 2: 1500 sheets each (750 sheets each when paper is larger than A4.) (20 lbs or 80g/m^2)
Paper Size (Stapled/Stacked)	A6*, B6*, A5*, A5 ▯, 5.5 x 8.5"*, B5, B5 ▯, A4, A4 ▯, B4, A3, 8.5 x 11", 8.5 x 11" ▯, 8.5 x 13", 8.5 x 14", 8K (267 x 388 mm), 11 x 17", Non standard size (Length at 6.7" or 170 mm or below: cannot be offset) * indicates paper sizes that cannot be offset, and Large Output cannot be selected.
Stapling	Valid sizes : A5 ▯, B5 ▯, A4 ▯, 8.5 x 11" ▯, B5, A4, B4, A3, 8.5 x 11", 8.5 x 13", 8.5 x 14", 8K (267 X 388 MM), 11 x 17" Number of sheets: 50 sheets
Punching	Valid sizes: B5 ▯, A4 ▯, 8.5 x 11" ▯, B4, A3, 11 x 17"

●**Staple Cartridge**

Staple Case Capacity	5000 staples x 3 /box

B Possible Combinations of Features

Selected Features (First Selection) \ (Second Selection)	APS (Auto Paper Selection)	Tray 1, 2, 3, 4, and 6 (high capacity feeder)	Tray 5 (Bypass)	Auto %	Reduce/Enlarge (100 %)	Fixed Ratio	Variable %	Independent X-Y% (Auto-Fit)	Independent X-Y% (Variable X-Y%)	Independent X-Y% (Calculator %)	Original Type (Text & Photo)	Original Type (Text)	Original Type (Photo)	Background Supression	Lighter/Darker	Sharpness	Image Shift (No Shift)	Image Shift (Auto Centre)	Image Shift (Top Left) (Top Right) (Btm Left) (Btm Right)	Image Shift (Left & Right Shift) (Up & Down Shift)	Edge Erase/Copy All (Normal)	Edge Erase/Copy All (Variable Erase)	Edge Erase/Copy All (Copy All)	Image Rotation (On)	Image Rotation (Off)	Negative Image	Mirror Image	Booklet Creation
APS (Auto Paper Selection)		●	●	①				①																				
Tray 1, 2, 3, 4, and 6 (High Capacity Feeder)	●		●																									
Tray 5 (Bypass)	●	●		△				△										△	△					◆				
Auto %	②		△		●	●	●	●	●	●																		
Reduce/Enlarge (100 %)				●		●	●	●	●	●																		
Fixed Ratio				●	●		●	●	●	●																		
Variable %				●	●	●		●	●	●																		
Independent X-Y% (Auto-Fit)	②		△	●	●	●	●		●	●																		
Independent X-Y% (Variable X-Y%)				●	●	●	●	●		●																		
Independent X-Y% (Calculator %)				●	●	●	●	●	●																			
Original Type (Text & Photo)												●	●															
Original Type (Text)											●		●															
Original Type (Photo)											●	●		●														
Background Supression													●															
Lighter/Darker																												
Sharpness																												
Image Shift (No Shift)																		●	●									
Image Shift (Auto Center)			△														●		●									
Image Shift (Top Left) (Top Right) (Btm Left) (Btm Right)			△														●	●										
Image Shift (Left & Right Shift) (Up & Down Shift)																												
Edge Erase/Copy All (Normal)																						●	●					
Edge Erase/Copy All (Variable Erase)																					●		●					
Edge Erase/Copy All (Copy All)																					●	●						
Image Rotation (On)			◇																						●			
Image Rotation (Off)																								●				
Negative Image																												
Mirror Image																												
Booklet Creation	△		△					✕	✕	✕							✕	✕	✕	✕				◆			✕	

Blank : The first selection can be combined with the second selection.
● : The first selection cannot be combined with the second selection.
✕ : The second selection is not available.
△ : The message prohibiting feature combination is displayed after the **Start** button is pressed.
▲ : The message indicating that copying cannot be done is displayed after the **Start** button is pressed.
◇ : Selections can be made but the first selection is ignored.
◆ : Selections can be made but the second selection is ignored.
① : The second selection is valid (the first selection changes to the tray with the highest priority).
② : The second selection is valid (the first selection changes to 100%).
③ : The second selection is valid (the first selection changes to Auto %).
　　 *It is not a prohibition on the combination of features but Auto % is recommended.
④ : The second selection is valid (the first selection changes to Head to Left).
⑤ : The second selection is valid (the first selection changes to Head to Top).
⑥ : Copying can be done but image may be skewed.
⑦ : When "Finisher Mix Size" of CE mode is disabled, and Start button is pressed, invalid combination is displayed.
☆ : The display for checking if the previously set function has been cancelled.

B

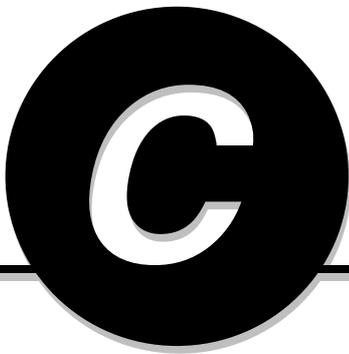| Selected Features (First Selection) \ (Second Selection)	Load original in DADF	Load original on document glass	Mixed Size Originals	Mixed Size Originals + APS	Original Orientation (Head to Top)	Original Orientation (Head to Left)	Original Size	Output/Finishing (Auto)	Output/Finishing (Collated)	Output/Finishing (Uncollated)	2 Sided (1 > 1 Sided)	2 Sided (1 > 2 Sided)	2 Sided (2 > 2 Sided)	2 Sided (2 > 1 Sided)	Sample Set	Multi-Up (N Up)	Repeat Image	Covers	Transparency Separators (Blank Separators)	Transparency Separators (Blank Sep & N Sets)	Book Copying (Left Page Then Right) (Right Page Then Left)	Book Copying (Top Page Then Bottom)	Book Duplex (Left Page Then Right) (Right Page Then Left)	Book Duplex (Top Page Then Bottom)	Large Output	Stapling (Top Left)	Stapling (Top Right)	Stapling (Left Double)	Stapling (Right Double)	Stapling (Top Double)	Punching (Left)	Punching (Right)	Punching (Top)
APS (Auto Paper Selection)																①	△	①	①	①													
Tray 1, 2, 3, 4, and 6 (high capacity feeder)																																	
Tray 5 (Bypass)			△	△							△	△	△			△	△				△	△	△	△	△	△	△	△	△	△	△	△	△
Multi-tray 2-1, 2-2, 2-3 (standard size)																																	
Multi-tray 2-1, 2-2, 2-3 (non standard size)			△	△												△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△
Auto %				②																													
Reduce/Enlarge (100 %)																③																	
Fixed Ratio																③																	
Variable %																③																	
Independent X-Y% (Auto-Fit)			×	×												③																	
Independent X-Y% (Variable X-Y%)			×	×												③																	
Independent X-Y% (Calculator %)			×	×												③																	
Original Type (Text & Photo)																																	
Original Type (Text)																																	
Original Type (Photo)																																	
Background Supression																																	
Lighter/Darker																																	
Sharpness																																	
Image Shift (No Shift)																																	
Image Shift (Auto Centre)																																	
Image Shift (Top Left) (Top Right) (Btm Left) (Btm Right)																◇																	
Image Shift (Left & Right Shift) (Up & Down Shift)																																	
Edge Erase/Copy All (Normal)																																	
Edge Erase/Copy All (Variable Erase)																																	
Edge Erase/Copy All (Copy All)																																	
Image Rotation (On)																																	
Image Rotation (Off)																◇	◇																
Negative Image																																	
Mirror Image			×	×							△	△	△			×	×	×	×	×	×	×	×	×		×	×	×	×	×	×	×	×
Booklet Creation			×	×							×	×	×	×	×	×	×	×	×	×	×	×	×	×		×	×	×	×	×	×	×	×

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△ : The message prohibiting feature combination is displayed after the **Start** button is pressed.
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◇ : Selections can be made but the first selection is ignored.
◆ : Selections can be made but the second selection is ignored.
① : The second selection is valid (the first selection changes to the tray with the highest priority).
② : The second selection is valid (the first selection changes to 100%).
③ : The second selection is valid (the first selection changes to Auto %).
    *It is not a prohibition on the combination of features but Auto % is recommended.
④ : The second selection is valid (the first selection changes to Head to Left).
⑤ : The second selection is valid (the first selection changes to Head to Top).
⑥ : Copying can be done but image may be skewed.
⑦ : When "Finisher Mix Size" of CE mode is disabled, and Start button is pressed, invalid combination is displayed.
☆ : The display for checking if the previously set function has been cancelled.

Selected Features (First Selection) \ Selected Features (Second Selection)	APS (Auto Paper Selection)	Tray 1, 2, 3, 4, and 6 (High Capacity Feeder)	Tray 5 (Bypass)	Auto %	Reduce/Enlarge (100 %)	Fixed Ratio	Variable %	Independent X-Y% (Auto-Fit)	Independent X-Y% (Variable X-Y%)	Independent X-Y% (Calculator %)	Original Type (Text & Photo)	Original Type (Text)	Original Type (Photo)	Background Supression	Lighter/Darker	Sharpness	Image Shift (No Shift)	Image Shift (Auto Center)	Image Shift (Top Left)(Top Right)(Btm Left)(Btm Right)	Image Shift (Left & Right Shift)(Up & Down Shift)	Edge Erase/Copy All (Normal)	Edge Erase/Copy All (Variable Erase)	Edge Erase/Copy All (Copy All)	Image Rotation (On)	Image Rotation (Off)	Negative Image	Mirror Image	Booklet Creation
Load Original in DADF																												
Load Original on Document Glass																												
Mixed Size Originals		△						×	×	×																	×	×
Mixed Size Originals + APS		△	①					×	×	×																	×	×
Original Orientation (Head to Top)																												
Original Orientation (Head to Left)																												
Original Size																												
Output/Finishing (Auto)																												
Output/Finishing (Collated)																												
Output/Finishing (Uncollated)																												×
2 Sided (1 -> 1 Sided)																												
2 Sided (1 -> 2 Sided)			△																								△	×
2 Sided (2 -> 2 Sided)			△																								△	×
2 Sided (2 -> 1 Sided)			△																								△	×
Sample Set																												
Multi-Up (N Up)	△		△					△	△	△									◆						◆		×	×
Repeat Image	△		△														×	×	×	×					◆		×	×
Covers	☆	☆	☆																								×	×
Transparency Separators (Blank Separators)	☆	☆	☆																								×	×
Transparency Separators (Blank Sep & N Sets)	☆	☆	☆																								×	×
Book Copying (Left Page Then Right)(Right Page Then Left)																											×	×
Book Copying (Top Page Then Bottom)																											×	×
Book Duplex (Left Page Then Right)(Right Page Then Left)			△																								×	×
Book Duplex (Top Page Then Bottom)			△																								×	×
Large Output			△																								×	
Stapling (Top Left)			△																								×	×
Stapling (Top Right)			△																								×	×
Stapling (Left Double)			△																								×	×
Stapling (Right Double)			△																								×	×
Stapling (Top Double)			△																								×	×
Punching (Left)			△																								×	×
Punching (Right)			△																								×	×
Punching (Top)			△																								×	×

Blank : The first selection can be combined with the second selection.
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① : The second selection is valid (the first selection changes to the tray with the highest priority).
② : The second selection is valid (the first selection changes to 100%).
③ : The second selection is valid (the first selection changes to Auto %).
    *It is not a prohibition on the combination of features but Auto % is recommended.
④ : The second selection is valid (the first selection changes to Head to Left).
⑤ : The second selection is valid (the first selection changes to Head to Top).
⑥ : Copying can be done but image may be skewed.
⑦ : When "Finisher Mix Size" of CE mode is disabled, and Start button is pressed, invalid combination is displayed.
☆ : The display for checking if the previously set function has been cancelled.

Possible Combinations of Features — Selected Features (First Selection) = rows; Selected Features (Second Selection) = columns.

Selected Features (First ↓ / Second →)	Load Original in DADF	Load Original on Document Glass	Mixed Size Originals	Mixed Size Originals + APS	Original Orientation (Head to Top)	Original Orientation (Head to Left)	Original Size	Output/Finishing (Auto)	Output/Finishing (Collated)	Output/Finishing (Uncollated)	2 Sided (1→1 Sided)	2 Sided (1→2 Sided)	2 Sided (2→2 Sided)	2 Sided (2→1 Sided)	Sample Set	Multi-Up (N Up)	Repeat Image	Covers	Transparency Separators (Blank Separators)	Transparency Separators (Blank Sep & N Sets)	Book Copying (Left Page Then Right)(Right Page Then Left)	Book Copying (Top Page Then Bottom)	Book Duplex (Left Page Then Right)(Right Page Then Left)	Book Duplex (Top Page Then Bottom)	Large Output	Stapling (Top Left)	Stapling (Top Right)	Stapling (Left Double)	Stapling (Right Double)	Stapling (Top Double)	Punching (Left)	Punching (Right)	Punching (Top)
Load Original in DADF		●																								△	△	△	△				
Load Original on Document Glass	●		◆	◆											△																		
Mixed Size Originals		◇		●												×	×				×	×	×	×									
Mixed Size Originals + APS		◇	●													×	×				×	×	×	×	⑦	⑦	⑦	⑦	⑦	⑦	⑦	⑦	⑦
Original Orientation (Head to Top)						●															④		④										
Original Orientation (Head to Left)					●																⑤		⑤										
Original Size																																	
Output/Finishing (Auto)									●	●																●	●	●	●	●	●	●	●
Output/Finishing (Collated)								●		●																							
Output/Finishing (Uncollated)								●	●					×					×	×			×	×	×	●	●	●	●	●	●	●	●
2 Sided (1→1 Sided)												●	●	●												◇	◇						
2 Sided (1→2 Sided)											●		●	●					△	△						◇	◇						
2 Sided (2→2 Sided)											●	●		●					△	△	△	△	△	△									
2 Sided (2→1 Sided)											●	●	●								△	△	△	△									
Sample Set											×					×	×																
Multi-Up (N Up)		△	×	×											×		×	×	×	×	×	×	×	×									
Repeat Image	△		×	×								△	△	△	×	×		×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×
Covers										×						×	×		×	×			×	×									
Transparency Separators (Blank Separators)										×		△	△	×	×	×	×	×		●	×	×	×	×	×	×	×	×	×	×	×	×	×
Transparency Separators (Blank Sep & N Sets)										×		△	△	×	×	×	×	×	●		×	×	×	×	×	×	×	×	×	×	×	×	×
Book Copying (Left Page Then Right)(Right Page Then Left)	△		×	×	×	×							△	△	×	×			×	×			●	×									
Book Copying (Top Page Then Bottom)	△		×	×	×	×							△	△	×	×			×	×			×	●									
Book Duplex (Left Page Then Right)(Right Page Then Left)	△		×	×	×	×				×	◆	◆	△	△	×	×			×	×	×	×	●										
Book Duplex (Top Page Then Bottom)	△		×	×	×	×				×	◆	◆	△	△	×	×			×	×	×	×		●									
Large Output			⑦							×									×														
Stapling (Top Left)			⑦						●	●									×	×							●	●	●	●		×	
Stapling (Top Right)			⑦						●	●									×	×						●		●	●	●		×	
Stapling (Left Double)			⑦						●	●									×	×						●	●		●	●		×	×
Stapling (Right Double)			⑦						●	●									×	×						●	●	●		●		×	×
Stapling (Top Double)			⑦						●	●									×	×						●	●	●	●			×	×
Punching (Left)			⑦						●	●									×	×							×		×	×		●	●
Punching (Right)			⑦						●	●									×	×						×		×		×	●		●
Punching (Top)			⑦						●	●									×	×								×	×		●	●	

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● : The first selection cannot be combined with the second selection.
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△ : The message prohibiting feature combination is displayed after the **Start** button is pressed.
▲ : The message indicating that copying cannot be done is displayed after the **Start** button is pressed.
◇ : Selections can be made but the first selection is ignored.
◆ : Selections can be made but the second selection is ignored.
① : The second selection is valid (the first selection changes to the tray with the highest priority).
② : The second selection is valid (the first selection changes to 100%).
③ : The second selection is valid (the first selection changes to Auto %).
　　*It is not a prohibition on the combination of features but Auto % is recommended.
④ : The second selection is valid (the first selection changes to Head to Left).
⑤ : The second selection is valid (the first selection changes to Head to Top).
⑥ : Copying can be done but image may be skewed.
⑦ : When "Finisher Mix Size" of CE mode is disabled, and Start button is pressed, invalid combination is displayed.
☆ : The display for checking if the previously set function has been cancelled.

C Stapling

Refer to the following chart to check the paper size and the staple position.
When stapling, select the correct document orientation. If the selection is incorrect, it may not result in the desired output.

● **When Stapling with the Following Conditions:**

Document Size:	A4 ⧠
Reduce/Enlarge :	Auto
Document Orientation:	Head to Top
Image Rotation:	On

Size of Paper Loaded in Tray	Top Right	Top Left	Right Double	Left Double	Top Double
A6 ⧠	Cannot be loaded in tray				
A6	Cannot be stapled				
A5 ⧠	O	●	O	O	✕
A5	Cannot be stapled				
A4 ⧠	●	●	O	O	✕
A4	●	O	✕	✕	O
A3 ⧠	Cannot be loaded in tray				
A3	●	●	✕	✕	O
B6 ⧠	Cannot be loaded in tray				
B6	Cannot be stapled				
B5 ⧠	O	●	O	O	✕
B5	●	O	✕	✕	O
B4 ⧠	Cannot be loaded in tray				
B4	●	O	✕	✕	O
5.5 x 8.5" ⧠	Cannot be loaded in tray				
5.5 x 8.5"	Cannot be stapled				
8.5 x 11" ⧠	O	●	O	O	✕
8.5 x 11"	●	O	✕	✕	O
8.5 x 13" ⧠	Cannot be loaded in tray				
8.5 x 13"	●	O	✕	✕	O
8.5 x 14" ⧠	Cannot be loaded in tray				
8.5 x 14"	●	O	✕	✕	O
11 x 17" ⧠	Cannot be loaded in tray				
11 x 17"	●	O	✕	✕	O

O : Staple horizontally at the paper edge　　● : Staple slanted　　✕ : Cannot be stapled

C

● **When Stapling with the Following Conditions:**

Document Size: A4
Reduce/Enlarge: Auto
Document Orientation: Head to Left
Image Rotation: On

Size of Paper Loaded in Tray	Top Right	Top Left	Right Double	Left Double	Top Double
A6 ⟂	Cannot be loaded in tray				
A6	Cannot be stapled				
A5 ⟂	●	○	✕	✕	○
A5	Cannot be stapled				
A4 ⟂	●	●	✕	✕	○
A4	○	●	○	○	✕
A3 ⟂	Cannot be loaded in tray				
A3	●	●	○	○	✕
B6 ⟂	Cannot be loaded in tray				
B6	Cannot be stapled				
B5 ⟂	●	○	✕	✕	○
B5	○	●	○	○	✕
B4 ⟂	Cannot be loaded in tray				
B4	○	●	○	○	✕
5.5 x 8.5" ⟂	Cannot be loaded in tray				
5.5 x 8.5"	Cannot be stapled				
8.5 x 11" ⟂	●	○	✕	✕	○
8.5 x 11"	○	●	○	○	✕
8.5 x 13" ⟂	Cannot be loaded in tray				
8.5 x 13"	○	●	○	○	✕
8.5 x 14" ⟂	Cannot be loaded in tray				
8.5 x 14"	○	●	○	○	✕
11 x 17" ⟂	Cannot be loaded in tray				
11 x 17"	○	●	○	○	✕

○ : Stapled horizontally at the paper edge   ● : Stapled slanted   ✕ : Cannot be stapled

C

D Options and Supplies

● The DP-6000/7000 is a digital photocopier which can produce images with great clarity. Furthermore, its copying functionality can also be greatly enhanced by the addition of the following options and supplies.
We hope you find that the wide ranging capabilities will make your office-place more productive and efficient.

Part Name	Part No.	Remarks
Finisher	DA-FS700	With 3-Hole Punch/10 Position Stapling.
High Capacity Feeder	DA-MA700	Up to 3600 sheets of paper can be loaded.
Catch Tray	DA-XT700	
Offset Catch Tray	DA-TR700	
Drum Cartridge	DQ-UH700	One per box.
Toner Cartridge	DQ-TX281	One per box.
Staple Cartridge	FQ-SS66	5000 x 3 per box.

● **For Printer/Scanner**

Part Name	Part No.	Remarks
Printer/Scanner Unit	DA-PC700	For Printer/Scanner functions.
PS3 Kit	DA-MC700	PostScript 3 Kit (Windows/Mac OS).
Hard Disk for Scanner	DA-HD702	For DA-PC700.
8MB Scanner Memory	DA-SM08D	For DA-PC700.
64MB Printer Memory	DA-PM64D	For DA-PC700.
Token Ring (see Note)	DA-NE70T	For DA-PC700.

Note ● May not be available, please contact your authorized Panasonic representative for details.

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For Service Call: _____