

# Panasonic

## Plain Paper Copier

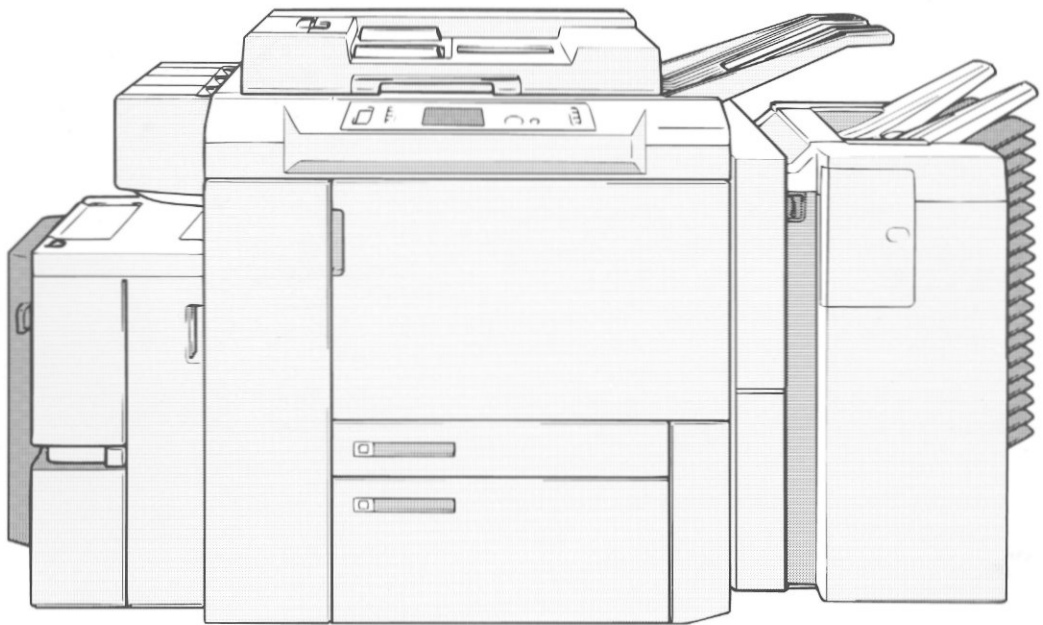
# FP-7181 (with FA-A901)

Options

Staple Sorter (FA-S810)/Hole Punch Unit (FA-SP81)

Four-Thousand Sheet Cassette (FA-L4001)

## Operating Guide



11450145AA

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

The FP-7181 with options



As an Energy Star Partner, Panasonic has determined that this copier meets the Energy Star Guidelines for Energy Efficiency.



## What is an Energy Star Copier ?

Energy Star Copiers have a feature that allows them to automatically turn off or "go to sleep" after a period of inactivity, ensuring night and weekend shut off. This auto-feature can reduce a copier's annual electricity costs by over 60 percent. In addition, high speed copiers will be set to automatically make double sided copies. An organization's paper costs can be reduced by \$60 a month and the volume of paper sent into the waste stream will decline. It takes 10 times more energy to produce a piece of paper than it does to make a single copy on a copier. Therefore, using less paper also means decreased national energy consumption.

## Recycled Paper (USA market only)

Your Copier has been designed to use Recycled Paper

**For U.S.A.****WARNING**

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/her own expense.

Any unauthorized changes or modifications to this equipment would void the user's authority to operate this device.

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Be sure to read these chapters before attempting to use your copier

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### Chapter 1

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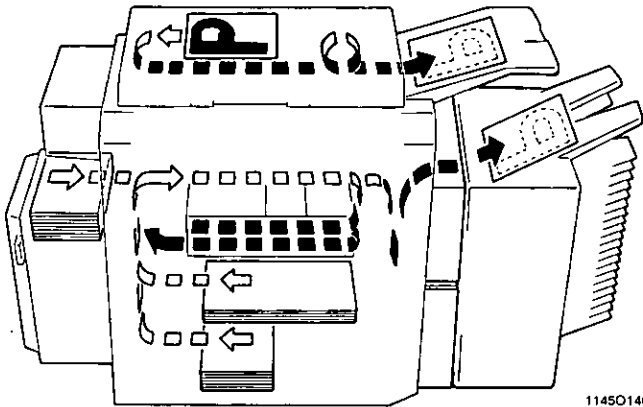
#### Miscellaneous

# Terms and Symbols for the Type of Originals and Copy Paper

A few special terms and symbols are used in this manual to designate types of originals and copy paper. This page explains about these terms and symbols.

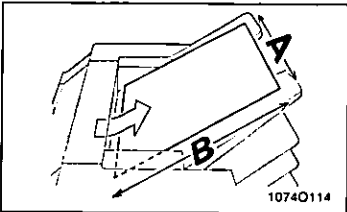
## Feeding Direction (copy paper path)

In this copier system, copy paper is taken up from the left-hand side of the copier and fed through the copier toward the right-hand side, face down onto the Exit Tray. In the figure below, the direction in which the copy paper is fed, as indicated by the arrow, is called the "feeding direction."



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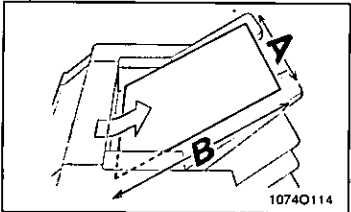
## "Width" and "Length"





When we talk about the size of the original or copy, we call side A "width" and side B "length."

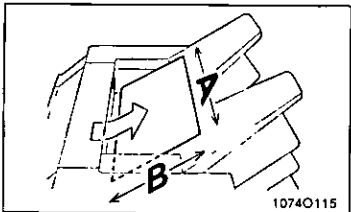
- A: Width
- B: Length


## Terms and Symbols Used




<Lengthwise  >

When the original or copy has a "length" longer than its "width," we call it "lengthwise" and use symbol "L" or " ."



<Crosswise  >

When the original or copy has a "length" shorter than its "width," we call it "crosswise" and use symbol "C" or " ."



# Chapter 1

## Safety Notes

This chapter explains about the operating environment, conditions, and precautions for use.

1. *Installing the Copier* 2
  - Installation Site*
  - Power Source*
  - Space Requirements*
2. *Precautions for Use* 3
  - Operating Environment*
  - Using the Copier Properly*
  - Moving*
  - Care of Copier Supplies*

## 1. Installing the Copier

### Installation Site

To ensure utmost safety and prevent possible malfunctions of the copier, install it in a location which meets the following requirements.

- ◆ A place away from a curtain or the like that may catch fire and burn easily.
- ◆ An area where there is no possibility of being splashed with water or other types of liquid.
- ◆ An area free from direct sunlight.
- ◆ A place out of the direct air stream of an air conditioner, heater, or ventilator.
- ◆ A well-ventilated place.
- ◆ A dry place.
- ◆ A dust-free location.
- ◆ An area not subject to undue vibration.
- ◆ A stable and level location.

### Power Source

The power source voltage requirements are as follows.

- ◆ Use a power source with little voltage fluctuation.

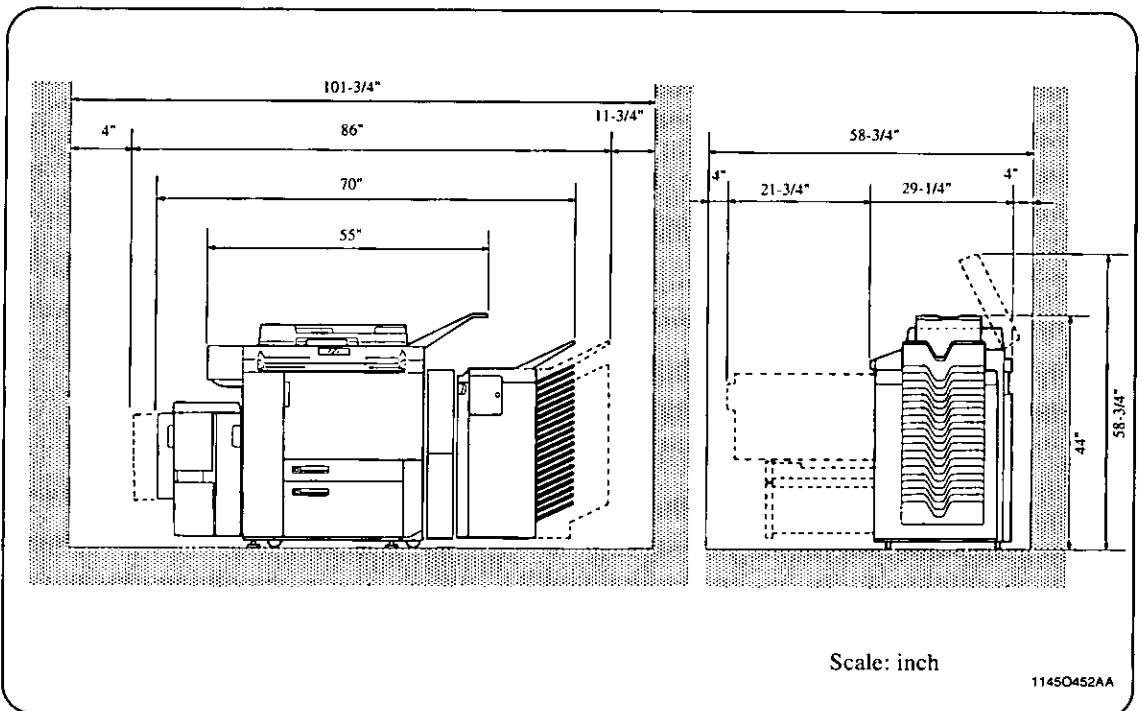
Voltage Fluctuation : AC120V Within  $\pm 10\%$

Frequency Fluctuation : Within  $\pm 0.3\%$

### Space Requirements

To ensure easy copier operation, supply replacements and service maintenance, adhere to the recommended space requirements detailed below.

\* Be sure to allow a clearance of 4" or more at the back of the copier as there is a ventilation duct.



## 2. Precautions for Use

### Operating Environment

The operating environmental requirements of the copier are as follows.

- Temperature : 10°C to 35°C (50°F to 86°F) with a fluctuation of 10°C (50°F) per hour.  
Humidity : 15% to 85% with a fluctuation of 20% per hour.

### Using the Copier Properly

To ensure the optimum performance of the copier, follow the precautions listed below.

- ◆ NEVER place a heavy object on the copier or subject the copier to shocks.
- ◆ NEVER open any Doors, or turn OFF the copier while the copier is making copies.
- ◆ NEVER bring any magnetized object or use flammable sprays near the copier.
- ◆ ALWAYS insert the Power Plug all the way into the outlet.
- ◆ ALWAYS make sure that the outlet is visible, clear of the copier or copier cabinet.
- ◆ ALWAYS provide good ventilation when making a large number of continuous copies.

#### NOTE

*= Locate the Copier in a Well Ventilated Room =  
A negligible amount of ozone is generated during normal operation of this copier. An unpleasant odor may, however, be created in poorly ventilated rooms during extensive copier operations. For a comfortable, healthy, and safe operating environment, it is recommended that the room be well ventilated.*

#### REMARQUE

*= Placer le copieur dans une pièce largement ventilée =  
Une quantité d'ozone négligable est dégagée pendant le fonctionnement du copieur quand celui-ci est utilisé normalement. Cependant, une odeur désagréable peut être ressentie dans les pièces dont l'aération est insuffisante et lorsque une utilisation prolongée du copieur est effectuée. Pour avoir la certitude de travailler dans un environnement réunissant des conditions de confort, santé et de sécurité, il est préférable de bien aérer la pièce où se trouve le copieur.*

### Moving

If you need to transport the copier over a long distance, consult your Technical Representative.

### Care of Copier Supplies

Use the following precautions when handling the copier supplies (toner, paper, etc.).

- ◆ Store the paper, toner, and other supplies in a place free from direct sunlight and away from any heating apparatus. Keep them in a dry, clean environment.
- ◆ Store paper, which has been removed from its wrapper but not loaded into the Drawer, in a sealed plastic bag in a cool, dark place.
- ◆ Keep supplies out of the reach of children.
- ◆ If your hands become soiled with toner, wash them with soap and water immediately.

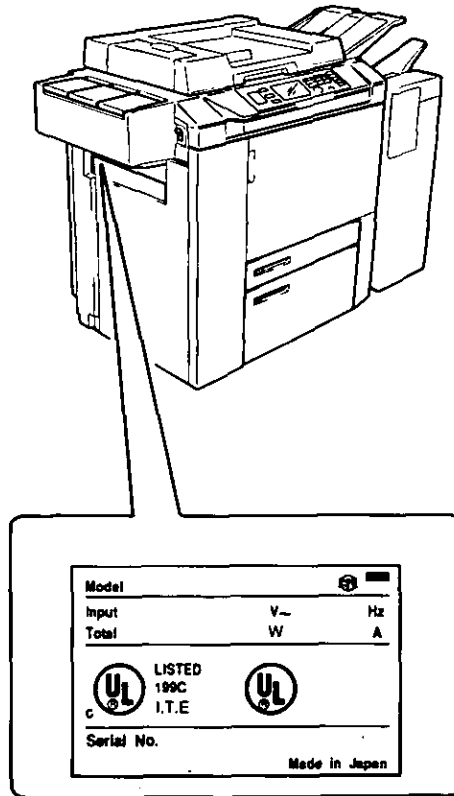
## 2. Precautions for Use

### NOTE for using originals with dark solid areas

The copier tends to exhaust the supply of toner rapidly when making a number of copies from an original with dark solid areas such as a photo. If auto toner replenishing cannot compensate for the toner consumption, sometimes the copier will stop to replenish toner.

The copier automatically starts the copy process as soon as the toner replenishing (max. 3 minutes) is completed.

#### Location of the Manufacturer's Name Plate



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The Manufacturer's Name Plate is affixed at the position illustrated above.  
Please write down the Model Name and Serial No. of your copier here, if necessary.

Model:

Serial No.:

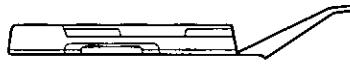
## Chapter 2

# *First Things to Know about your Copier*

This chapter gives you a brief description of the system and preliminary information about the different parts of the system.

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# 1. System Overview



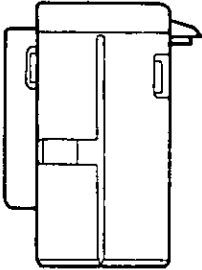
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**i-ADF (Inverting Automatic Document Feeder) FA-A901**  
In addition to being capable of automatically feeding in originals one at a time, it can also automatically turn over the original for 2-sided copy mode.



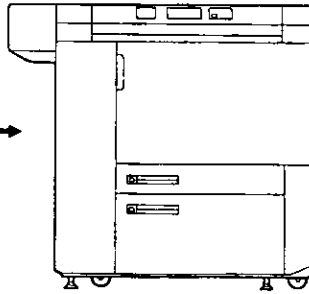
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**Manual Sheet Bypass <Option>**  
Allows you to make copies on transparencies, onion skin paper or a paper size that is not loaded in the copier system, via this manual feed port.

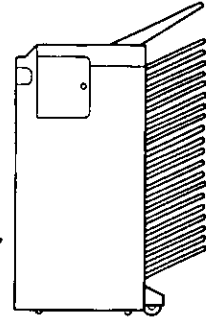


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**Four-Thousand Sheet Cassette FA-L4001 <Option>**  
Stores up to 4,100 sheets of paper (weighing 80g/m<sup>2</sup> or 21-1/4 lbs.).



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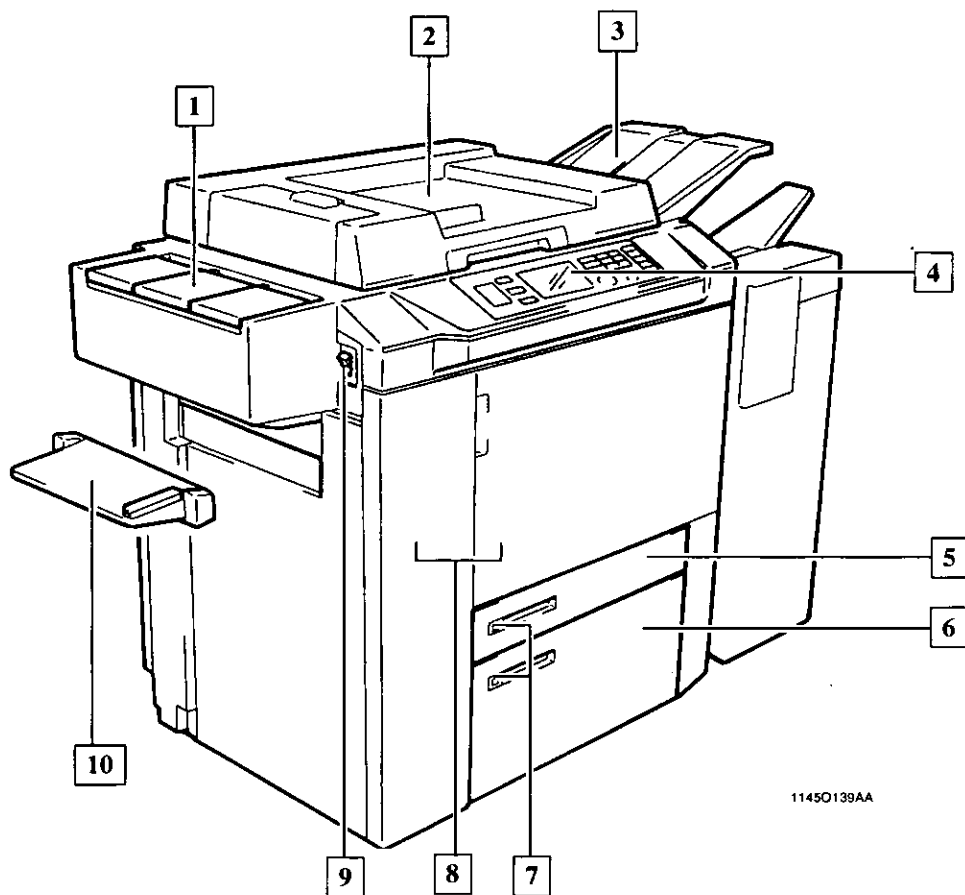
**Staple Sorter FA-S810 <Option>**  
Permits automatic stacking, sorting or grouping of copies into 20 copy sets. Will also, automatically staple the sorted or grouped copy sets.



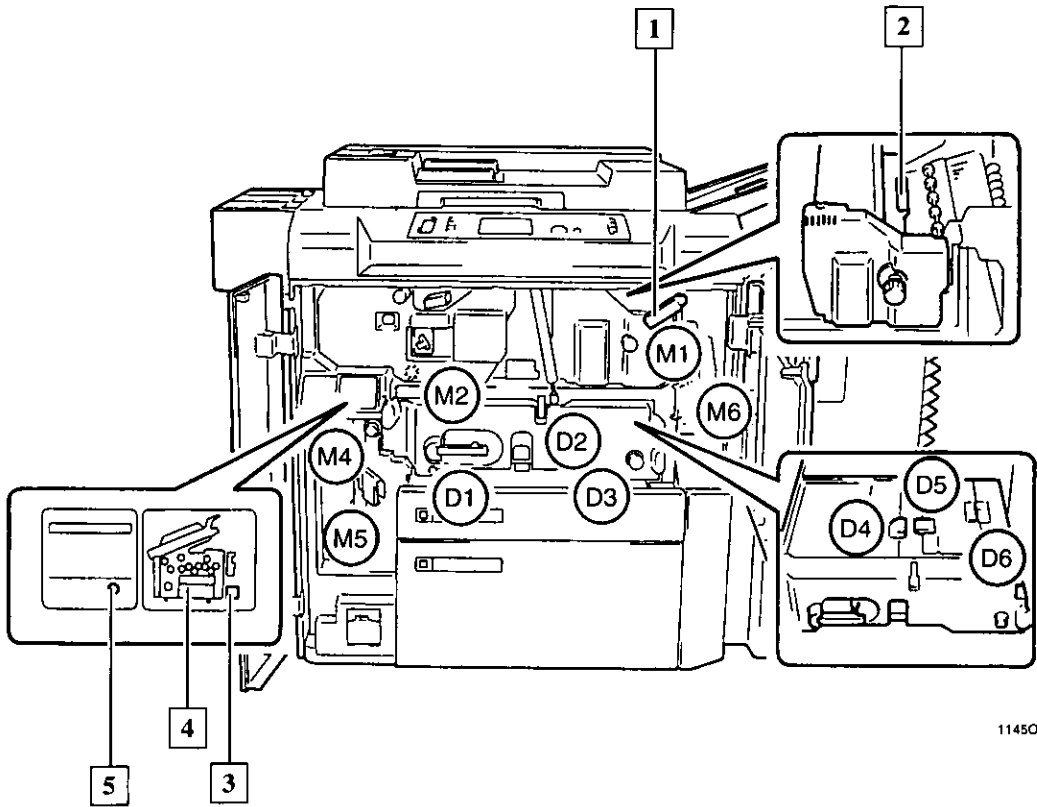
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**Hole Punch Unit FA-SP81 <Option>**  
Automatically punches holes in the copy sets or stacks that are sorted or grouped.  
\* A Hole Punch Unit can be installed to the copier which is equipped with Staple Sorter FA-S810.

## 2. Copier Parts and Accessories



- |    |                                     |  |
|----|-------------------------------------|--|
| 1  | <b>Toner Supply Door</b>            | : Open when adding toner. ⇨ p. 82  |
| 2  | <b>Document Feed Tray</b>           | : Load the originals face up on this tray. ⇨ p. 21   |
| 3  | <b>Document Exit Tray</b>           | : Receives originals automatically ejected from the i-ADF.   |
| 4  | <b>Control Panel</b>                | : Use to start a copy cycle or to make copying job settings.<br>(See) Control Panel Keys and Touch Panel. ⇨ p. 10  |
| 5  | <b>1st Drawer</b>                   | : Holds up to 500 sheets of paper. ⇨ p. 78   |
| 6  | <b>2nd Drawer</b>                   | : Holds up to 1,500 sheets of paper. ⇨ p. 78   |
| 7  | <b>Paper Descent Keys</b>           | : Press to open the 1st or 2nd Drawer when loading the paper or removing misfed sheets of paper. ⇨ p. 78 and 91  |
| 8  | <b>Front Doors</b>                  | : Open to clear a paper misfeed. ⇨ p. 90<br>Closing the Front Doors after a misfeed has been cleared will turn the misfeed warning message on the control panel OFF. |
| 9  | <b>Power Switch</b>                 | : Use to turn the copier ON and OFF. ⇨ p. 14   |
| 10 | <b>Manual Sheet Bypass (Option)</b> | : Use for manual feeding of copy paper into the copier. ⇨ p. 24  |

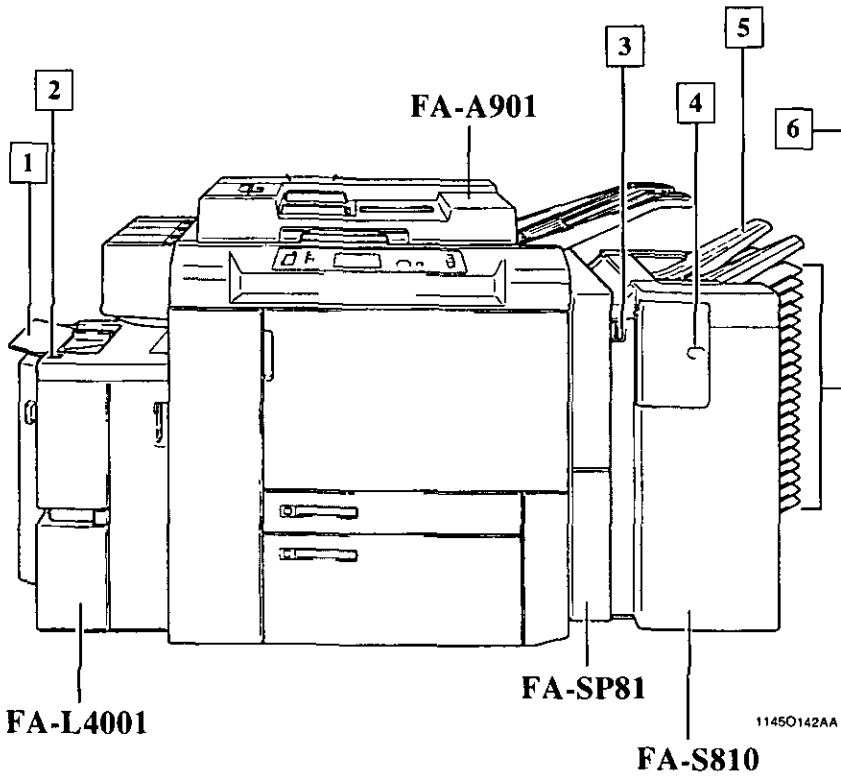


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- 1** **Lock Release Lever** : Lift to open the upper half of the copier.
- 2** **Fusing Unit Handle** : Hold onto this Handle and raise the upper half of the Fusing Unit to clear a paper misfeed. ⇨ p. 90
- 3** **Misfeed Location Check Key** : Pressing this Key after clearing a paper misfeed enables you to detect other locations of paper misfeeds.
- 4** **Misfeed Location Display** : Shows the location of paper misfeeds that have occurred in the copier. ⇨ p. 88
- 5** **Display Contrast Control Knob** : Use to adjust the brightness of the Touch Panel.
- (M) / (D)** **Misfeed Removal Parts** : Operate these parts to clear misfed sheets of paper.

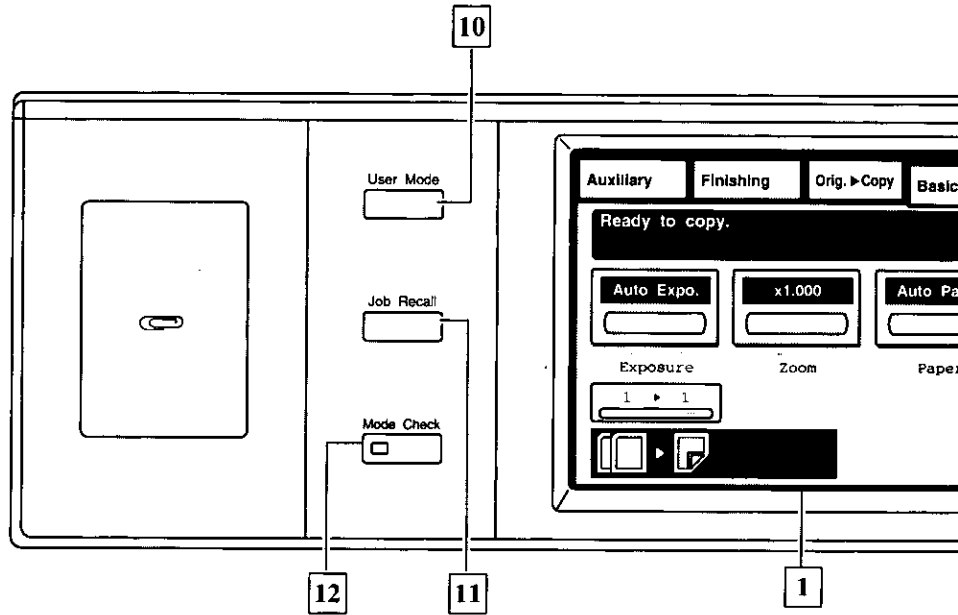


## Options



- |          |   |  |
|----------|---|--|
| <b>1</b> | <b>Multi Sheet Bypass (FA-L4001)</b>      | Open to make manual feed copies  |
| <b>2</b> | <b>Paper Plate Descent Key (FA-L4001)</b> | Press to lower the Paper Plate   |
| <b>3</b> | <b>Lock Release Lever</b>                 | Use to unlock the Sorter from the copier for clearing a misfed sheet of paper or other service job |
| <b>4</b> | <b>Stapler Door</b>                       | Open to replace the Staple Cartridge   |
| <b>5</b> | <b>Non-Sort Bin</b>                       | Holds up to 100 copies fed out in the Non-Sort mode  |
| <b>6</b> | <b>Sort Bins (1st to 20th)</b>            | Hold sorted or grouped copies, each capable of holding up to 50                                    |

### 3. Control Panel Keys and Touch Panel



- 1 Touch Panel**
  - Shows various screens and messages. (See) Touch Panel ⇨ p. 12
- 2 Start Key**
  - Press to start a copy cycle. ⇨ p. 19
  - If pressed while the copier is warming up, it enables the Auto Copy Start Function. ⇨ p. 15
- 3 Stop Key**
  - Press to stop a multi-copy cycle. ⇨ p. 19
- 4 Clear Key**

Press to:

  - Reset the multi-copy entry to 1. ⇨ p. 19
  - Clear a zoom ratio entered via the 10-Key Pad.
- 5 Panel Reset Key**
  - Press to set the copier into the initial mode, clearing all settings made previously on the control panel. ⇨ p. 15

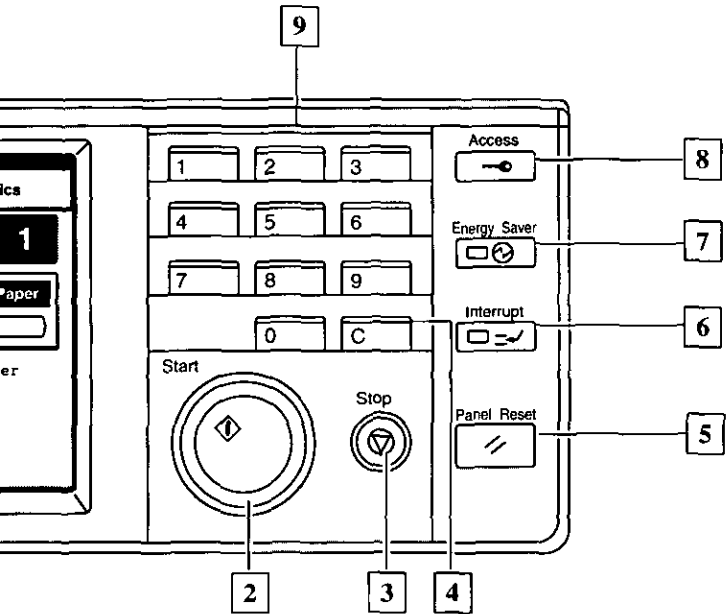
*Note: It does not, however, clear the contents of the zoom and job program memory and the settings made immediately before the Interrupt mode.*
- 6 Interrupt Key**
  - Press to interrupt a current job with a different one. Press it again to return to the previous job. ⇨ p. 16
- 7 Energy Saver Key**
  - Press to set the copier into the Energy Saver Mode. ⇨ p. 15
- 8 Access Mode Key**
  - Use to enter the Access Number.

*Note: For details see User's Choice. ⇨ p. 16*
- 9 10-Key Pad**

Use to:

  - Enter the number of copies to be made.
  - Enter the zoom ratio to be used.
  - Enter the number of originals.

### 3. Control Panel Keys and Touch Panel



- 10 User Mode Key**
  - Press to select the User Mode setting screen

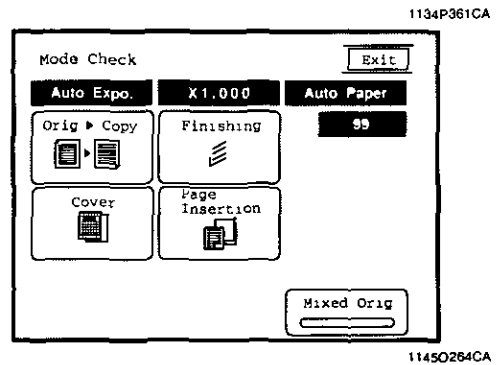
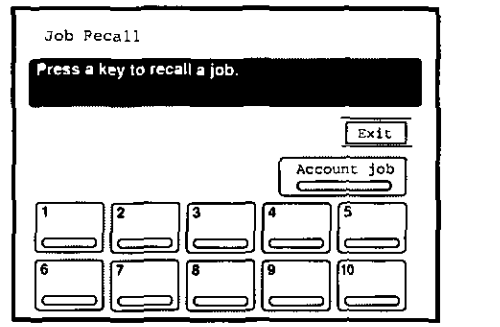
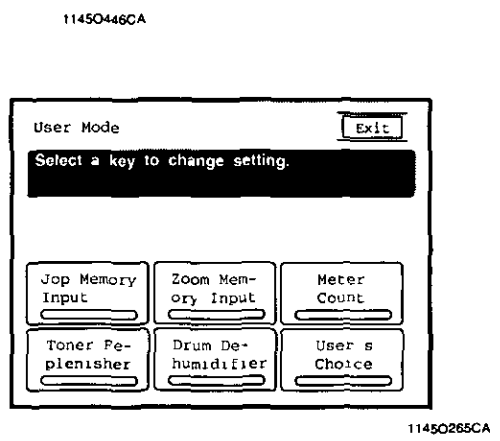
Functions in User Mode

- Job Memory Input
- Zoom Memory Input
- Meter Count
- Toner Replenisher
- Drum Dehumidifier
- User's Choice

**See** Using the User Mode ↗ p 75

- 11 Job Recall Key**
  - Press to select, check, or recall a copy job program previously stored in memory
  - See** Recalling a Job from Memory ↗ p 67

- 12 Mode Check Key**
  - Press to select the Mode Check screen
  - From this screen, you can access the setting screen of a particular function and change or cancel the setting as necessary
  - ↗ p 16



## 4. Touch Panel

### What's a Touch Panel?

When you turn the copier ON, the Basic screen as shown below appears on the Touch Panel

(See) Initial Mode and Panel Resetting ⇨ pp 14 and 15

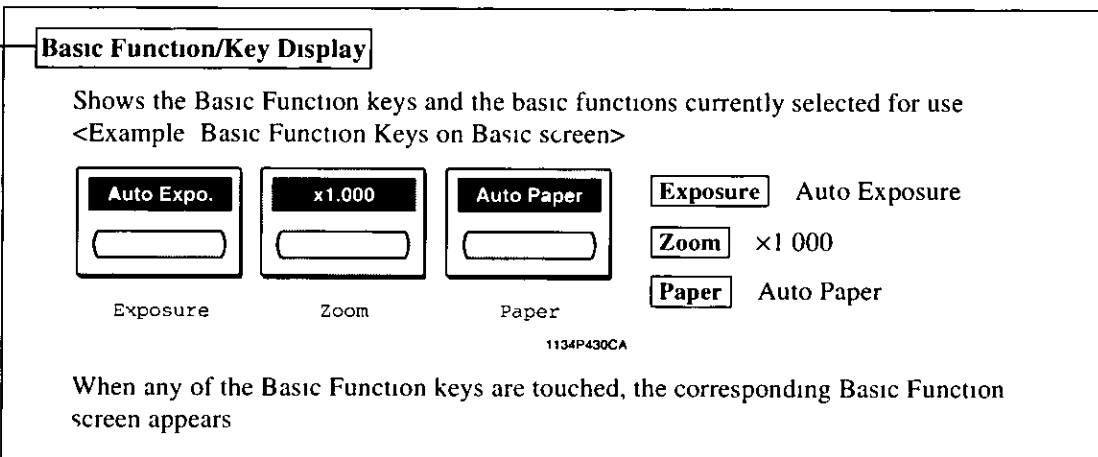
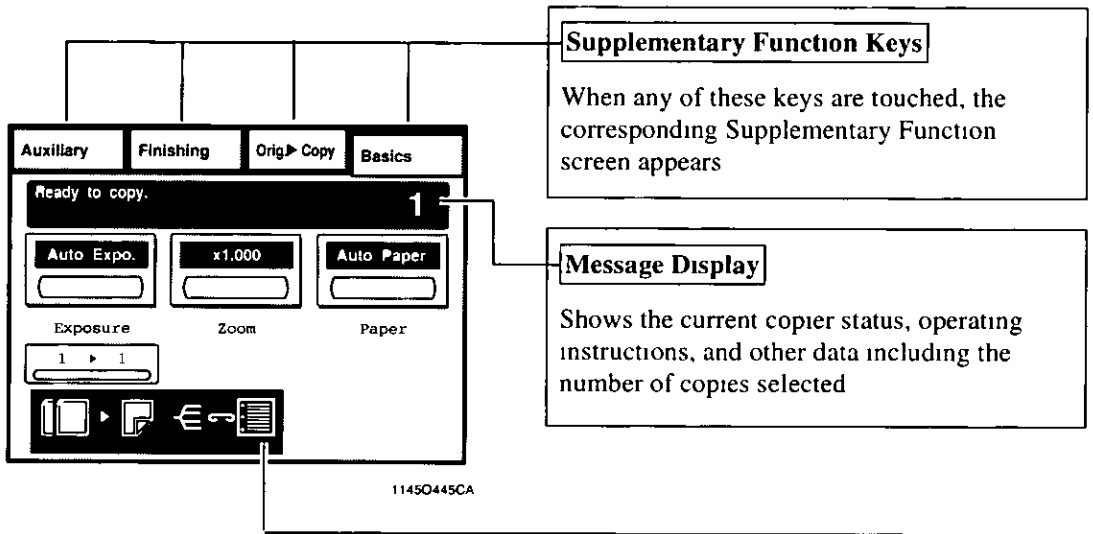
The Touch Panel is the major source of information, showing in messages and graphics the currently set functions, available functions to choose from, and the copier status

You only have to touch the key shown on the panel to select or activate the function represented by the display

### How the Screen is Organized

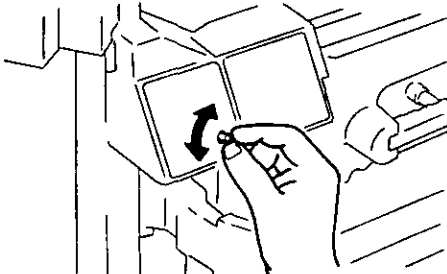
In the following, we show typical screens with a brief description of each of them

<Example: Basic Screen>



**Adjusting the Display Contrast**

When you need to adjust the brightness of the Touch Panel, open the Left Front Door and turn the Display Control Knob as necessary



1145O138AA



Turn the Knob clockwise to make the Panel darker

1138O666CA



Turn it counterclockwise to make the Panel brighter

1138O667CA

**Set Function Display**

Shows graphic representations of functions set other than the initial ones, including the **Orig ▶ Copy** and Finishing types

*Note* If a function or functions have been set by **Auxiliary**, the Mode Check Key on the control panel is lit

<Example>



1145O267CB

**Orig. ▶ Copy**

1 ▶ 2

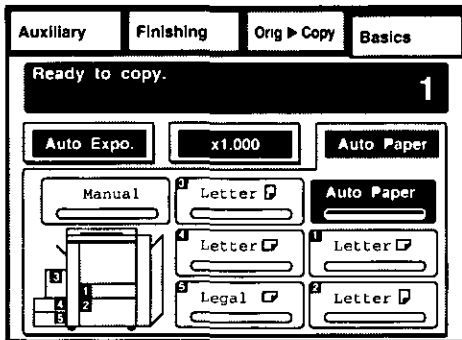
1-sided originals ▶ 2-sided copies

**Finishing**

Sort-and-Staple, Hole Punch

To check for more details of set functions, press the Mode Check Key. When the key is pressed, the Mode Check screen appears ◀ p 11 and 16

<Example **Paper** setting screen>

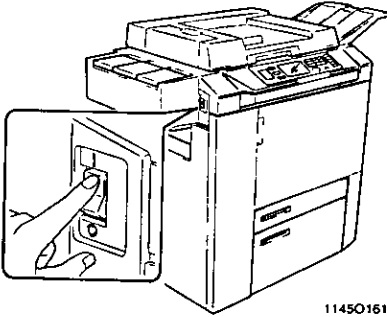


1145O270CB

If you want to select paper of a particular size instead of Auto Paper, touch the corresponding paper size key. To go back to the Basic screen, touch **Basics** which is one of the Supplementary Function keys. You may also want to touch another Supplementary Function key to show the corresponding Supplementary Function screen.

## 5. Turning ON and OFF and Initial Mode

### Turning ON and OFF



- Turning Copier ON  
Press the Power Switch to the I (ON) position
- Turning Copier OFF  
Press the Power Switch to the ⏻ (OFF) position

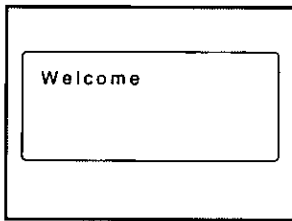
**NOTE**

*The Auto Shut Off function will automatically shut down the copier a given period of time after the last activity (See p 15)*

### When Copier is Turned ON

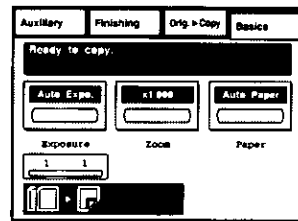
When the Power Switch is turned ON, the message "Welcome!" appears on the Touch Panel and the Start Key lights up orange

During warm-up (approximately 8 minutes), the copier can be programmed to automatically start a copy job once it has completed warm-up SEE Auto Copy Start ↷ p 15



1134P167AB

Start Key Orange Light



1145O444CA

Start Key Green Light

### Initial Mode

When the Power Switch is turned ON, the Basic screen appears on the Touch Panel The settings on this screen are called the initial mode

*Note The Basic screen serves as the reference for all panel settings to be later made*

No. of copies selected 1

**Zoom** ×1 000

**Paper** Auto Paper

**Exposure** Auto Expo

**Orig ▶ Copy** 1 ▶ 2

**Finishing** Non-Sort

**Useful Tip**

The initial mode can be changed For details, see User's Choice ↷ p 70

## 6. Auxiliary Functions

### Panel Resetting

The Panel Reset Key resets all control panel settings to default settings including the number of copies and zoom ratio.

\* If the i-ADF is used, the original present on the Original Glass will be ejected out of the unit.

#### Useful Tip

The Panel Reset Key enables you to cancel all previous settings efficiently. To avoid making copies using previous functions that were not reset, try to press this Key before making any setting for your own copy job.

### Auto Panel Reset Function

If no key on the Control Panel is pressed within 60 sec. after a copy cycle has been completed or copying settings made, the Auto Panel Reset Function is activated to return the copier to the default settings.

#### Useful Tip

The Auto Panel Reset function can be enabled or disabled by the User's Choice.  
 ⇨ p. 72

### Auto Copy Start Function

When the copier is in warm-up mode, the Auto Copy Start function can be activated by loading originals into the i-ADF and pressing the "Start" Key. This Function allows a copy process to be started as soon as the copier completes warming up (which takes a maximum of 8 min.).

### Auto Shut Off Function

The Auto Shut Off Function shuts down the copier a given period of time after the copier has been used last. The initial setting is 90 min.

#### Useful Tip

The time for the copier to enter the Auto Shut Off Mode can be selected from 1 to 120 min. by using the User's Choice.  
 ⇨ p. 74

#### NOTE

*Consult your Technical Representative if you do not want to activate this function.*

### Energy Saver Mode

If the copier is shut down when it is not in use, it takes the copier a maximum of 8 min. to complete the warm-up cycle. Instead of turning the copier OFF, it's a good idea to use the Energy Saver Mode. This mode will minimize the time for the copier to complete the warm-up cycle to about 30 sec.

- The Energy Saver Mode is automatically activated a given period of time after the copier has been touched last. The initial setting is 15 min.
- Pressing the Energy Saver Key sets the copier into the Energy Saver Mode.
- To cancel the Energy Saver Mode, press any key on the Control Panel, for instance, the Start Key.

#### Useful Tip

The time for the copier to enter the Energy Saver Mode can be selected from 1 to 120 min. by using User's Choice. ⇨ p. 72

#### NOTE

*The copier is shut down if the Auto Shut OFF function activates while the copier is in the Energy Saver Mode.*

6. Auxiliary Functions

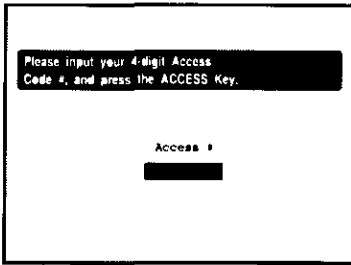
**Access Number**

This function allows you to define and store an access number that will only allow particular persons use of the copier as well as keep track of the number of copies for a specific department

**NOTE**

- If the Copy Track function has been enabled with an access number stored, a copy cycle can be initiated only after the access number has been input to the copier

<"Access #" Prompt Screen>



1145O269CA

- When you want to enable the Copy Track function, select "ON" for "Copy Track" of the User's Choice function ↪ p 74

2

The Touch Panel changes from the "Access #" prompt to the initial screen. A copy cycle can now be started. Make your copies as necessary.

3

When the copy cycle is completed, press the Access Mode Key again.

**Interrupt Mode**

The Interrupt Mode allows you to interrupt a current job and run a different one. Pressing the Interrupt Key once sets the copier into the Interrupt Mode. Pressing the Key again cancels the Interrupt Mode and returns to the previous settings.

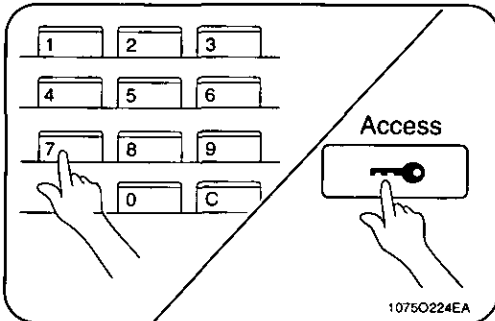
**Useful Tips**

- If the current job involves 2-sided copying, Cover, Page Insertion, or OHP Interleaving, the copier rejects an Interrupt Mode.
- If the current job involves the Sort, Sort-and-Staple or Group, Non-Sort is automatically selected at the same time when the copier is set into the Interrupt Mode.

**Entering the Access Number**

1

Using the 10-Key Pad, enter the 4-digit access number and press the Access Mode Key.



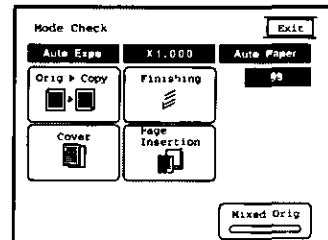
1075O224EA

**NOTE**

To correct the 4-digit access number entered, first press the Clear Key, then enter the new number.

**Mode Check**

When the Mode Check Key on the Control Panel is pressed, the currently set functions are shown on the Touch Panel. The Key can be used to change or check the current settings.



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After checking the currently set functions, touch **Exit**. The Basic screen reappears.



## Chapter 3

# Making Copies

This chapter shows you how to make copies.

The "Basic Copying Overview" offers quick, at-a-glance instructions for making copies.

Each step is keyed to a page number with a more detailed description.

1. *Basic Copying Overview* 18
2. *Placing Originals* 20
3. *Bypass Feed Copying* 24
4. *Basic Functions*
  - *Copy Paper Size* 26
  - *Zoom Ratio* 28
  - *Image Density* 31
5. *Selecting the Original ▶ Copy Type*
  - 1 ▶ 1 32
  - 1 ▶ 2 32
  - 2 ▶ 1 32
  - 2 ▶ 2 32
  - 1 ▶ [2in1] 33
  - 1 ▶ 2 [2in1] 33
  - 1 [2in1] ▶ 1 33
  - 2 [2in1] ▶ 1 33
  - *File Margin Correction for Originals* 34
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6. *Finishing Mode*
  - *Non-Sort* 38
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  - *Edge/Frame Erase* 62

# 1. Basic Copying Overview

• Place the original in position (step 1), set the number of copies to be made (step 8), and press the Start Key (step 9). This will allow you to make a full-size copy or copies on paper of the same size as the original.

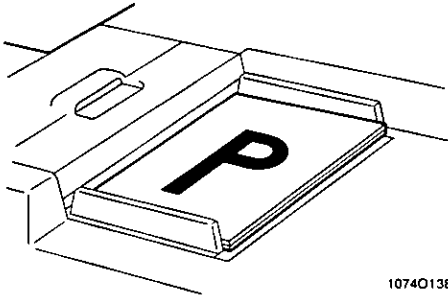
*Note: Automatically selected in the initial mode are Auto Paper, full size, and Auto Exposure.*

• The selections --> you make on the Touch Panel will change the exposure level, zoom ratio, the type of copy and so on.

Chapter 3  
Making Copies

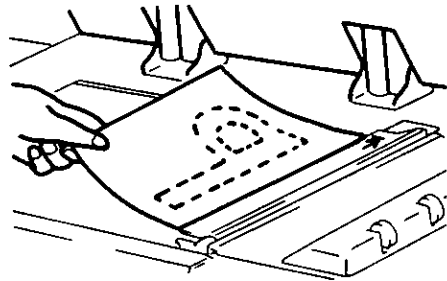
## 1. Placing the Original ⇨ p. 20

• Load the originals face up on the i-ADF.



10740138

• Raise the Original Cover and place the original face down on the Original Glass.



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To change the copy paper size  
----->

To change the zoom ratio  
----->

To change the exposure level  
----->

• To make 1-sided copies from 1-sided originals  
• To save copy paper  
----->

### Selecting the basic functions

#### 2. Touch Paper.

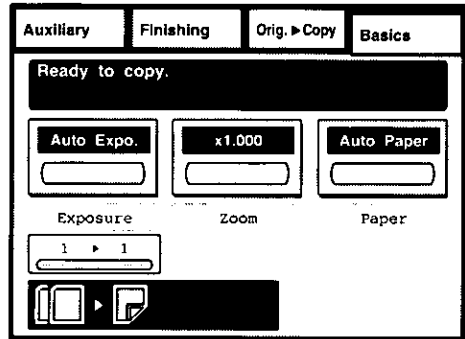
⇨ p. 26

#### 3. Touch Zoom.

⇨ p. 28

#### 4. Touch Exposure.

⇨ p. 31



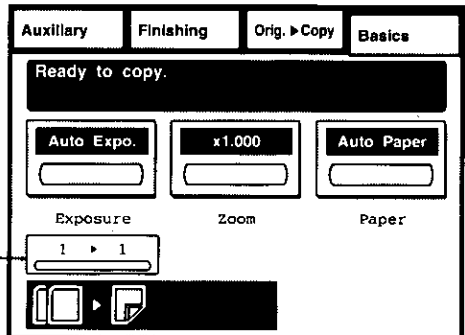
11450444CA

### Selecting the original > copy type

#### 5. Touch Orig. > Copy.

⇨ p. 32

Touch this Key if you want to make 1 > 1 copies.



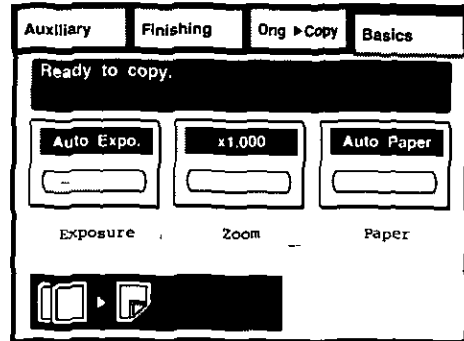
11450444CA



- To sort copies
- To staple copies
- To punch holes in copies

Selecting the finishing type

6 Touch Finishing  
↪ p 38

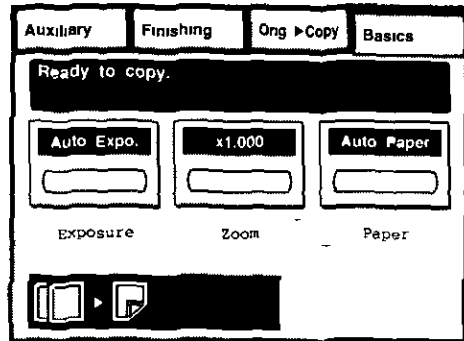


1145O363CA

- To make a file margin on the copy
- To copy from a book

Selecting the auxiliary functions

7 Touch Auxiliary  
↪ p 44

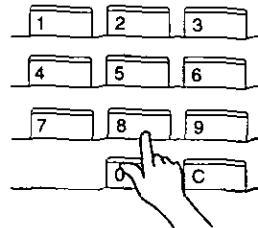


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8 Setting the number of copies ↪ p 34

- Set the desired number of copies to be made

*Note* If you have entered an incorrect number, press the Clear Key, then enter the correct number

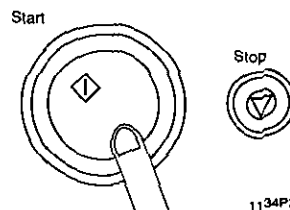


1136P114AA

9 Starting the copy cycle

- Press the Start Key

*Note* To stop the copy cycle, press the Stop Key



1134P337CA

## 2. Placing Originals

### Using i-ADF (Inverting Automatic Document Feeder) FA-A901

i-ADF automatically feeds in sheet originals placed on the Document Feed Tray one by one. After the copy cycle has been completed, it automatically ejects the original out onto the Document Exit Tray.

Some originals may not be suitable for reliable operation of the i-ADF. Here is a guideline.

#### Originals Suitable for the i-ADF

Type of Originals: Sheets (Plain paper)

Normal mode

- 1-Sided Original (weighing 13 to 29 lbs.)
- 2-Sided Original (weighing 17 to 29 lbs.)

Mixed Original Detection mode (weighing 17 to 29 lbs.)

Original Size: Normal mode

Ledger L, Legal L, Letter L, Letter C

2-in-1 (Dual Original Scanning) mode

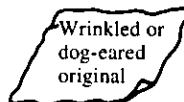
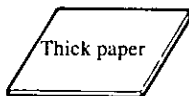
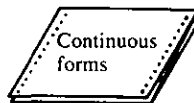
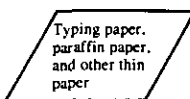
Letter C

Mixed Original Detection mode

Ledger L, Legal L, Letter L, Letter C

#### Originals Not Suitable

- Typing paper, paraffin paper, and other thin paper (weighing less than 13 lbs.)
- Thick paper (weighing more than 29 lbs.)
- Originals greater than Ledger or smaller than Letter
- Transparencies, onion skin paper
- Wrinkled, dog-eared, curled, or torn originals
- Clipped or stapled originals
- Carbon-backed originals

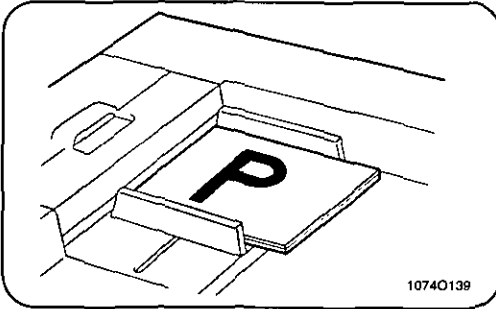


11340073AA

*Note: For any of these types of originals, raise the i-ADF and place the original manually on the Original Glass to make a copy. ↪ p. 22*

## Loading the Originals

- 1** Place a neat stack of originals face up on the Document Feed Tray and then slide the Document Guide Plate to the size of the originals.



### NOTES

- *The maximum number of originals that can be loaded is 50 (21 lbs.).*
- *Make sure that the top level of the original stack does not exceed the ▼ marking located on the rear document guide plate.*
- *If you need to make copies from originals of assorted sizes, select the Mixed Original Detection mode.*  
☞ p. 35
- *Make sure that the Document Guide Plate is in touch with the edges of the original stack. If it's not pressed snugly against the the original stack, skewed feeding could result.*
- *When SADF Mode is activated, load originals one by one on the Document Feed Tray.*  
\* SADF Mode: Single Automatic Document Feeding Mode ☞ p. 36
- *Loading an original on the Document Feed Tray automatically starts the copy cycle in the SADF Mode.*

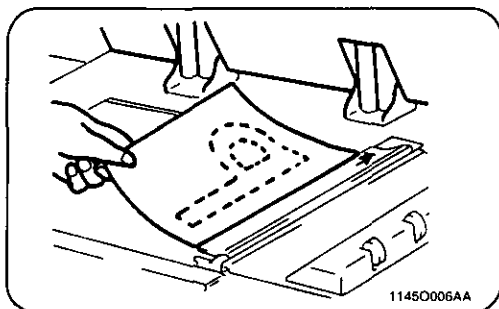
## 2. Placing Originals

### Not Using the i-ADF

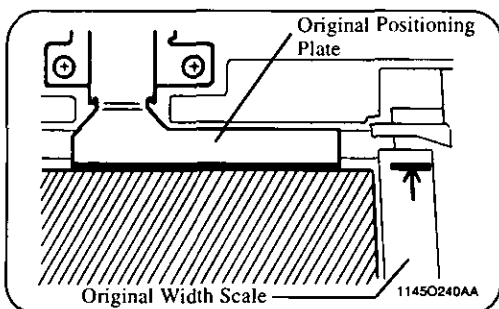
Different methods are used to place the original depending on its type. Use the appropriate procedure.

#### Sheet Originals

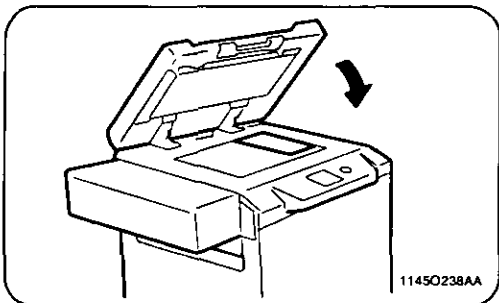
- 1** Raise the i-ADF and place the original face down on the Original Glass.



- 2** Align the rear right corner of the original with the ↑ marker on the Original Width Scale. Then, press the rear edge of the original up against the Original Positioning Plate at the rear side of the Original Glass.



- 3** Gently lower the i-ADF.

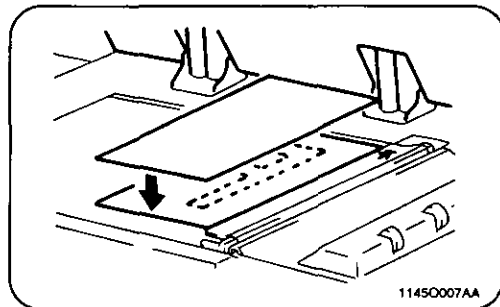


#### Highly Transparent Originals

(Using transparencies and onion skin paper for the original)

- 1** Place the original in the same way as the sheet originals.

- 2** Place a blank sheet of paper of the same size as the original over the original.



- 3** Gently lower the i-ADF.

#### NOTE

The original sizes that can be detected in the Auto Paper Select Mode are Ledger L, Legal L, Letter L, Letter C. When making copies from originals other than the above, select the copy paper size.

When using wrinkled or curled originals, the original size might not be detected correctly. So, select the copy paper size and do not use the Auto Paper Select Mode.

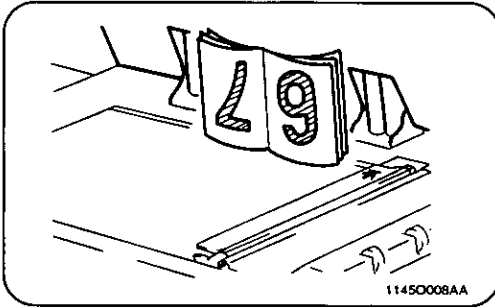
Auto Paper ⇨ p. 26

Copy Paper Size ⇨ p. 26

## Making Copies from Book Original Using Book Copy Mode

("Book original" refers to an open bound original. Book Copy mode ↪ p. 58)

**1** Place the open book as shown.



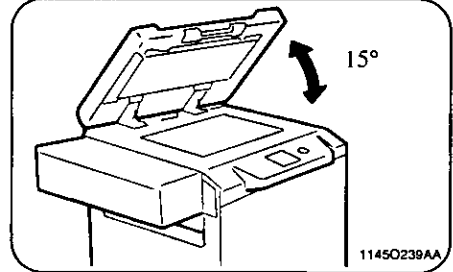
**2** Gently lower the i-ADF.

### NOTES

- If the book is thick, make a copy with the i-ADF raised.
- Not positioning the open book properly will result in copies with pages in incorrect order.
- Do not look directly at the Original Glass surface as a strong beam of light is emitted.

### Instructions for Original Placement

- Be sure to raise the i-ADF 15° or more before placing the original. If the i-ADF is raised to an angle less than 15°, the copier may fail to select the correct copy paper size or zoom ratio.



- Do not place an original weighing more than 11 lbs. on the Original Glass.
- When placing an open book, do not press the book hard on the Original Glass, as trouble could result.

### 3. Bypass Feed Copying

Use the Manual Sheet Bypass to make copies on paper not loaded in any Drawer, or to copy onto transparencies, onion skin paper, or any other special paper  
 When using a Manual Sheet Bypass, copy paper must be loaded one sheet at a time  
 When using the Multiple Sheet Bypass of the Four-Thousand Sheet Cassette, you can load multiple sheets of copy paper

#### Copy Paper That Can be Used for Manual Sheet Bypass

- ◆Types of Paper
  - Plain paper (weighing 16 to 24 lbs )
  - Thick paper (weighing 24 to 42 lbs )
  - Transparencies, onion skin paper
- ◆Paper Size
  - Ledger L to Letter C
  - Max Size 11-3/4" to 17"
  - Minimum Size 5-1/2" to 7-1/4"

#### Using the Manual Sheet Bypass

**1** Place the original on the Original Glass and make the control panel settings

**NOTE**

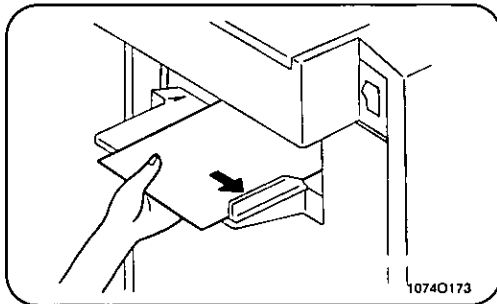
*The following functions cannot be selected for Manual Sheet Bypass  
 Auto Paper, Auto Size, Finishing,  
 2-Sided Copying, Margin-by-Reduction,  
 Erase and 2-in-1 Separation*

**3** The copier automatically starts the copy cycle

**NOTE**

*Correct any curl if making a 2-sided copy on thick paper*

**2** Align the edge of the copy paper with the front Paper Guide Plate and insert it into the copier





## 3. Bypass Feed Copying

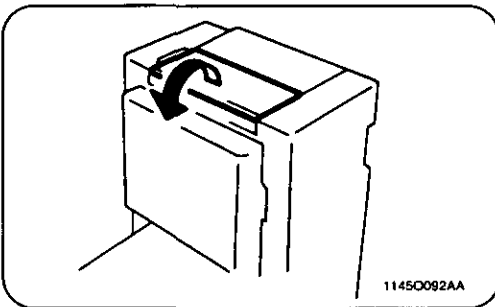
## Using the Multi Sheet Bypass

- 1** Place the original on the Original Glass and make the control panel settings

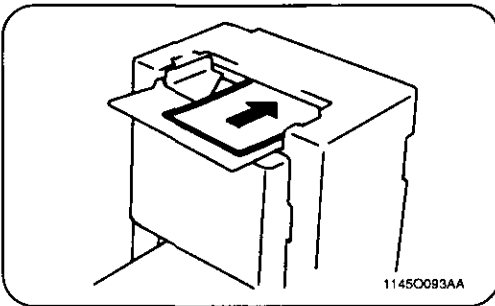
**NOTE**

The following functions cannot be selected for Multi Sheet Bypass  
 Auto Paper, Auto Size, Finishing, 2-Sided Copying, Margin-by-Reduction, Erase and 2-in-1 Separation

- 2** Swing down the Multi Sheet Bypass

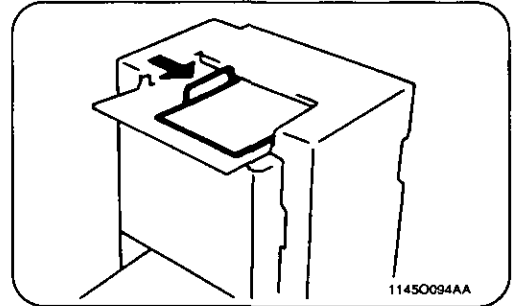


- 3** Load a neat stack of copy paper on the Tray and insert it until it stops

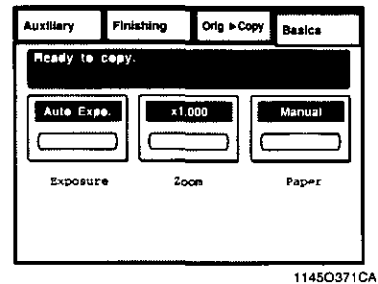
**NOTES**

- Capacity of the Multi Sheet Bypass
  - Plain paper (white) 100 sheets or less
  - Plain paper (once-copied paper) 20 sheets or less
  - Thick paper transparencies, onion skin paper 20 sheets
- The paper should be loaded no higher than the ▼ (Max Level Indicator)
- Before inserting, fan the paper stack well if you are using transparencies or onion skin paper
- Correct any curl if you are using thick paper
- When using once-copied paper, load the paper stack so that the blank side faces up

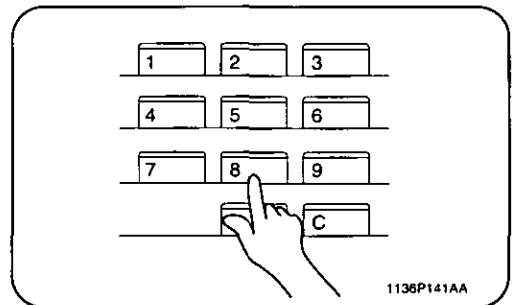
- 4** Slide the Paper Guide Plate to the size of the copy paper



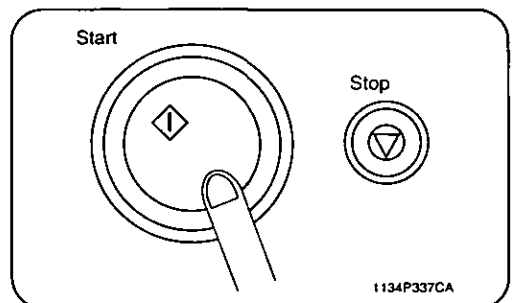
- 5** Ensure that **Manual** is highlighted on Touch Panel. If not, touch the **Paper** Key and then touch **Manual**



- 6** Using the 10-Key Pad, set the number of copies to be made



- 7** Press the Start Key to start the copy cycle

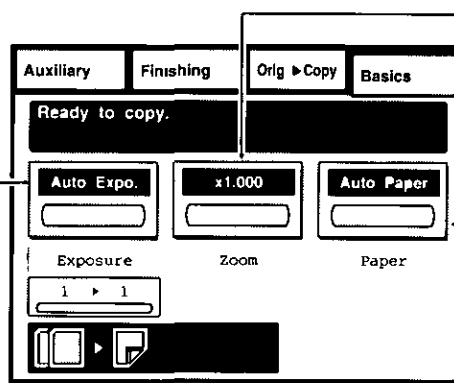


## 4. Basic Functions

Here, we explain how to select the basic copy settings (copy paper, zoom ratio, and exposure level)

### Basic Screen

**Exposure** key  
Touch this key to show a screen which allows you to select the image density of the copy



**Zoom** key  
Touch this key to show a screen which allows you to select the zoom ratio

**Paper** Key  
Touch this key to show a screen which allows you to select the paper size

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## Copy Paper Size

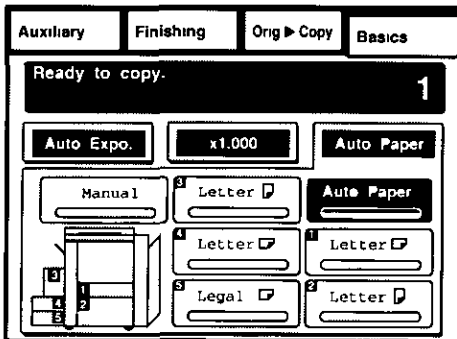
### Auto Paper

When this key is touched, the copier is set into the Auto Paper mode in which the copy paper is automatically selected according to the size of the original being used and the zoom ratio selected for use

### Manual Selection

The copy paper size can be set manually according to your need

**1** Touch **Auto Paper** to set the copier into the Auto Paper mode

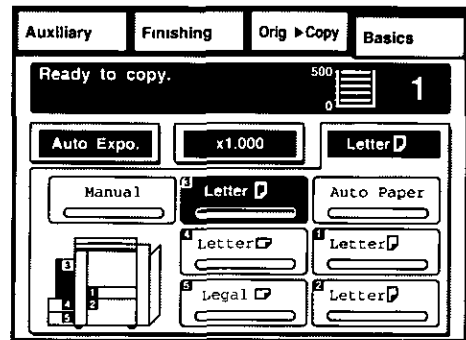


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### Useful Tip

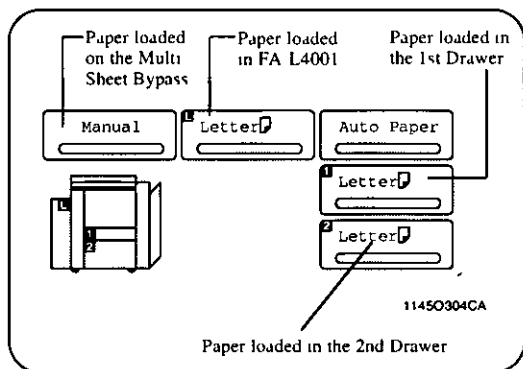
This mode is efficient when you want to make copies on paper of the same size as your originals automatically

**1** Touch **Paper**, and the Touch Panel shows which drawer holds which copy paper size



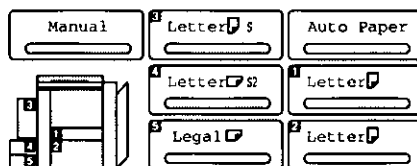
11450299DA

**2** Touch the desired paper size key



### Special Paper Setting

If the symbol "S1," "S2," etc appears on the paper select key shown on the Touch Panel, it means that that particular Drawer has been designated for special paper



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The copier provides three different types of special paper setting, each having specific purposes as detailed below. The setting can be made by using "Special Paper" of the User's Choice (User's Choice ⇨ p. 73)

#### S1

If S1 is set, the message on the Display asks you whether or not to use that particular Drawer as a possible candidate in the Auto Paper Mode

#### S2

This setting precludes both Auto Paper Mode and Automatic Drawer Switching

#### S3

This setting precludes 2-sided copying

### Auto Drawer Switching

If the Drawer currently selected for use runs out of paper and there is another Drawer loaded with paper of the same size and in the same direction, the copier automatically selects that second Drawer to continue copying

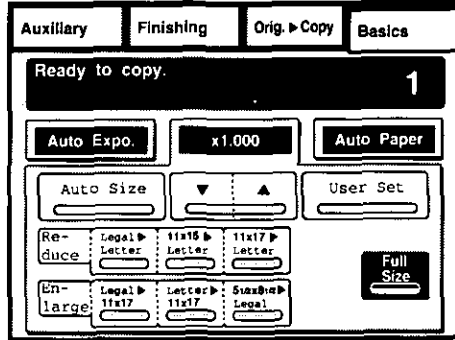
#### Useful Tip

This feature is a great advantage when you need to make a large number of copies on the same size paper. For example, you can make up to 2,000 copies without interruption if both drawers are loaded with paper of the same size and in the same direction. You can even make up to 6,000 copies if an optional FA-L4001 is additionally fitted to the copier

**Zoom Ratio**

When you touch **Zoom** on the Touch Panel, a screen appears that allows you to set the zoom ratio. You have five different ways to choose from to set the zoom ratio. Select one according to your need.

Zoom Ratio Range:  $\times 0.610$  to  $\times 1.640$



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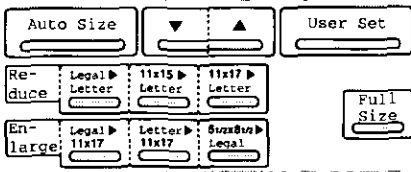
**Auto Size**

When this key is touched, the copier is set into the Auto Size mode in which the zoom ratio is automatically selected according to the size of the original being used and the copy paper size selected for use.

**Useful Tip**

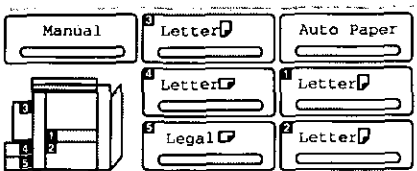
This mode is very helpful for neat filing when you need to make copies from originals of assorted sizes.

**1** Touch **Auto Size** to set the copier into the Auto Size mode.



1145O309CA

**2** Select the paper size. (Copy Paper Size  $\rightarrow$  p. 26)

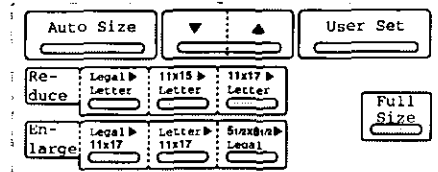


1145O303CA

**Selecting a Ratio from among Fixed Ones**

The copier provides nine most frequently used zoom ratios ready for immediate use.

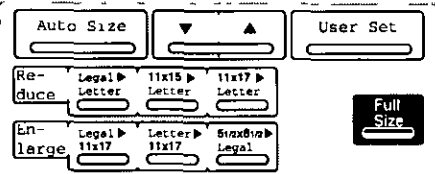
**1** Touch the appropriate original-to-copy-size representation key. You have three reduction and three enlargement ratios.



1145O308CA

2

Full size (×1 000) is selected when you touch **Full Size**



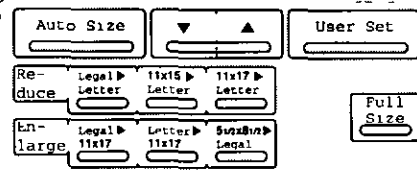
11450311CA

**Using Zoom Up/Down Keys**

Each touch of the **▲** or **▼** key on the Touch Panel changes the zoom ratio shown in 0.001 increments. You can keep touching the key to change the ratio quickly.

1

Touch the **▲** or **▼** key to change the zoom ratio



11450309CA

**Useful Tip**

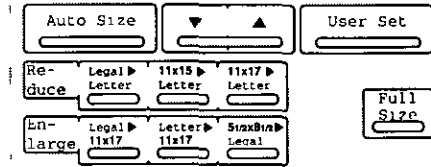
To save time, first select the fixed zoom ratio nearest to the target ratio before using the **▲** or **▼** key

**Using the 10-Key Pad**

You can use the 10-Key Pad to directly enter the zoom ratio

1

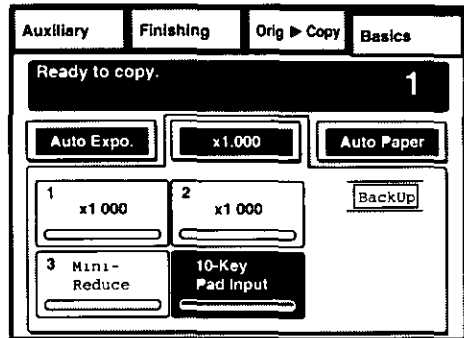
Touch **User Set** on the Touch Panel. Then, the following screen appears



11450309CA

2

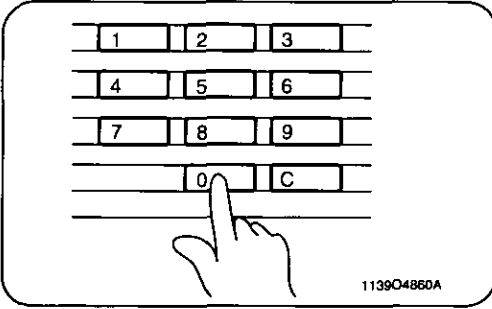
Touch **10-Key Pad Input**



11340132CA

4. Basic Functions

**3** Using the 10-Key Pad, enter the desired zoom ratio



113904860A

Example For 1 300, press 1, 3, 0, and 0, in that order  
To correct a ratio entered, first press the Clear Key, then enter the correct one

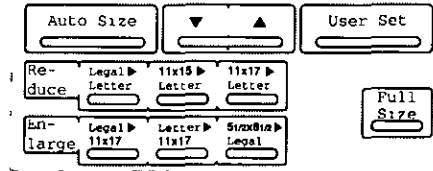


1134P820AA

**Using the Zoom Memory**

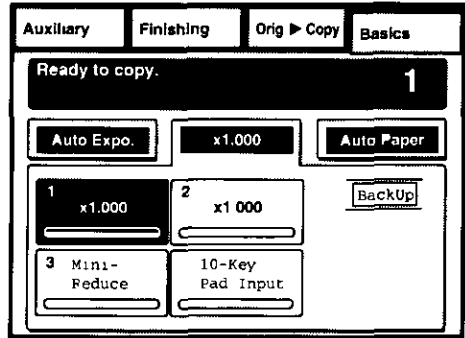
You may have one or two ratios that are frequently used, but not available from the fixed ones. These can be stored in memory and recalled later as necessary

**1** Touch **User Set**



11450309CA

**2** Select the desired ratio from among the three which have previously been stored in memory



11340133CA

**Useful Tip**

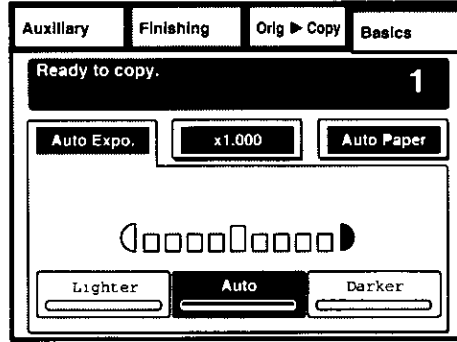
x0.930 is stored in **Mini-Reduce**. You can use it when you want to have a copy which is slightly smaller than the original

**NOTE**

The User Mode is used to store zoom ratios in memory ⇨ p. 68

## Image Density

When you touch **Exposure** on the Touch Panel, a screen appears that allows you to set the exposure level or image density. There are two ways to adjust the exposure level. Select one according to your need.

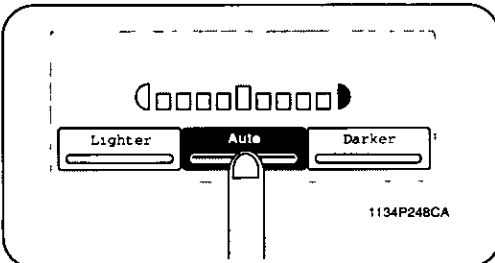


1134P222CA

### Auto Exposure

When in the Auto Exposure mode, the copier reads the image density of the original and automatically adjusts the exposure level for the optimum copy image density.

- 1 Touch **Auto**.  
The **Auto** key is highlighted, indicating that the copier is set into the Auto Exposure mode.



1134P248CA

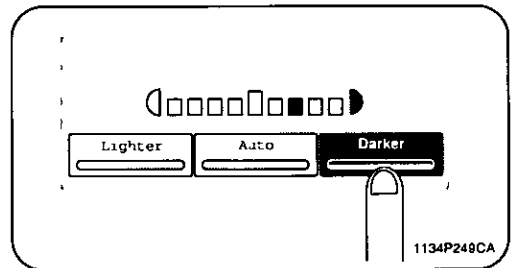
#### Useful Tips

- The exposure level in the Auto Exposure mode can be varied by using the User's Choice, either "Darker" or "Lighter" ⇨ p 71
- The copier has been factory-set to automatically select the Auto Exposure mode. The User's Choice can be used to change this default setting to the Manual Exposure mode ⇨ p 71

### Manual Exposure

In the Manual Exposure mode, you can vary the exposure level in nine steps.

- 1 Touch **Lighter** or **Darker** as necessary.



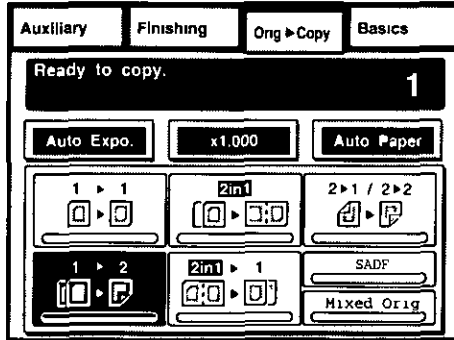
1134P249CA

<To make the image darker>  
Touch **Darker**

<To make the image lighter>  
Touch **Lighter**

## 5. Selecting the Original ▶ Copy Type

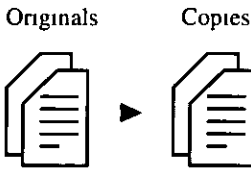
In the following pages, let's look at how we should make the settings for the type of copy we want to make from the type of original we have  
 When you touch **Orig ▶ Copy** on the Touch Panel, a screen appears that allows you to set the orig ▶ copy type



1145O312CA

### Original ▶ Copy Types

1 ▶ 1

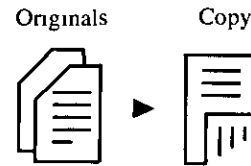


1136P204AA

• Select 1 ▶ 1 to make 1-sided copies from 1-sided originals

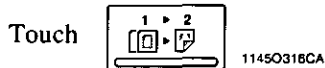


1 ▶ 2

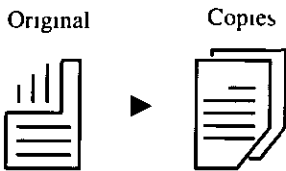


1136P205AA

• Select 1 ▶ 2 to make 2-sided copies from 1-sided originals  
 This is the default setting  
 Note Two originals can be copied onto one copy

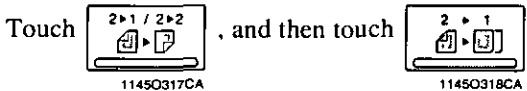


2 ▶ 1

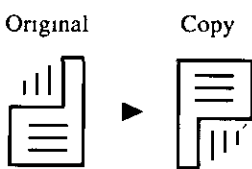


1134P207AA

• Select 2 ▶ 1 to make 1-sided copies from 2-sided originals  
 Note You need twice as many sheets of copy paper as originals

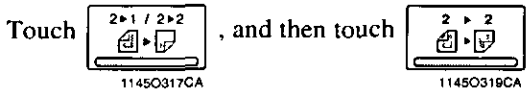


2 ▶ 2



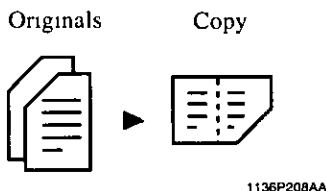
1136P207AA

• Select 2 ▶ 2 to make 2-sided copies from 2-sided originals



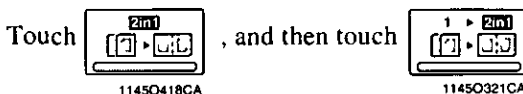


## 1 ▶ [2in1] = 1-sided 2-in-1 copy



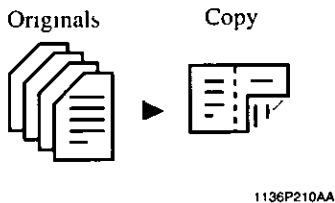
- Select 1 ▶ [2in1] to make a 1-sided copy, through reduction, from two 1-sided originals side-by-side

*Note You need half as many sheets of copy paper as required otherwise*

**NOTE**

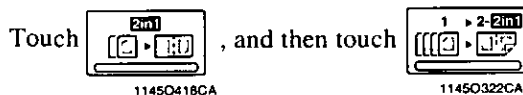
*The size of the original should be Letter crosswise for 2-in-1*

## 1 ▶ 2[2in1] = 2-sided 2-in-1 copy



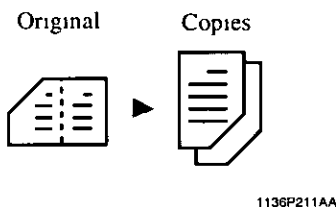
- Select 1 ▶ 2[2in1] to make a 2-sided copy, through reduction, from four 1-sided originals. Each pair of originals will be placed side-by-side on either side of the copy.

*Note You need 1/4 as many sheets of copy paper as required otherwise*

**NOTE**

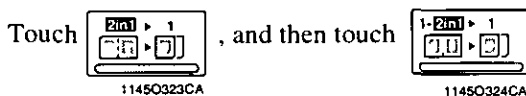
*The size of the original should be Letter crosswise for 2-in-1*

## 1[2in1] ▶ 1 = 1-sided 2-in-1 separation copy

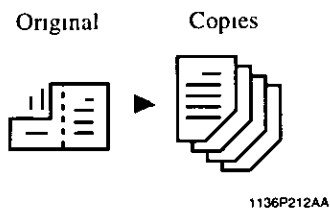


- Select 1[2in1] ▶ 1 to make 1-sided page-by-page copies of a 1-sided original which is the result of 2-in-1 copying.

*Note You need twice as many sheets of copy paper as the original*

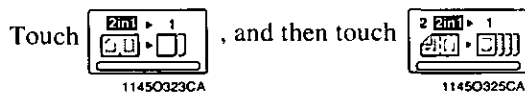


## 2[2in1] ▶ 1 = 2-sided 2-in-1 separation copy



- Select 2[2in1] ▶ 1 to make 1-sided page-by-page copies of a 2-sided original which is the result of 2-sided 2-in-1 copying.

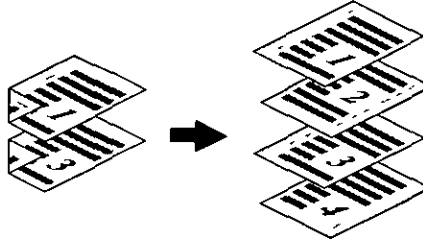
*Note You need four times as many sheets of copy paper as the original*



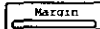



## File Margin Correction for Originals

When you want to make 2-sided copies from 1-sided originals (1►2), or vice versa (2►1), and if your originals have a file margin in them, you should be very careful about the file margin to make good copies out of them

Example 2►1



1145O391AA

To ensure good copies by correcting the margin positions, touch  and select the width of the margin from among , , and  1145O403CA

 1145O415EA

 1145O416EA

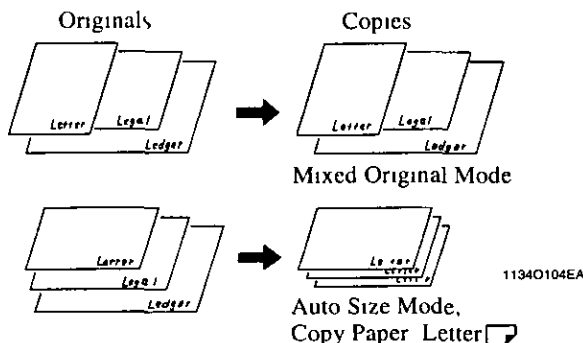
 1145O417EA

1145O403CA

## Mixed Original Detection Mode

Use the Mixed Original Detection mode to make copies automatically from originals of assorted sizes loaded in the 1-ADF

If Auto Size is selected, you can make copies of the same size from originals of different sizes

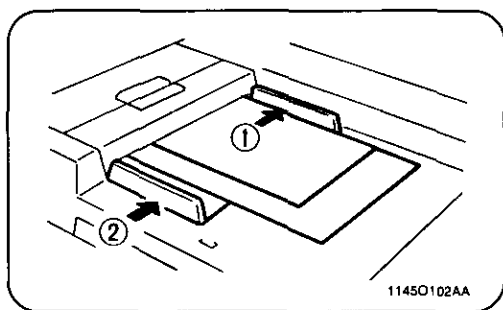


**NOTE**

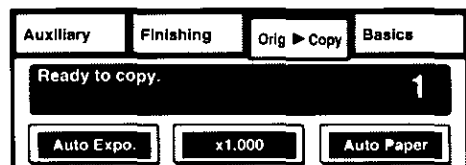
The copier cannot staple together the copies of different sizes made in the Mixed Original Detection mode

### Using the Mixed Original Detection Mode

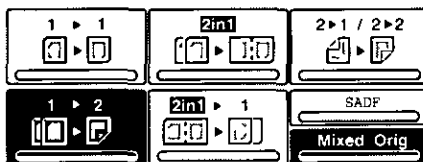
- 1 Load the stack of originals so that the rear edge of each original is pressed against the rear Document Guide Plate. Then, slide the front Document Guide Plate against the front edges of the originals with the greatest width.



- 2 Touch **Orig. ▶ Copy**



- 3 Touch **Mixed Orig** to set the copier into the Mixed Original Detection mode



**Useful Tip**

The Mixed Original Detection mode can be set as a default setting by using the User's Choice ◀ p 71

## Single Automatic Document Feeding Mode (SADF Mode)

This is the mode in which you load your originals one by one onto the i-ADF to make a copy or copies from it. When you place the original, the copier automatically starts the copy cycle.

### Using the SADF mode

**1** Touch the **Orig ► Copy** key

**2** Touch the **SADF** Key

#### NOTE

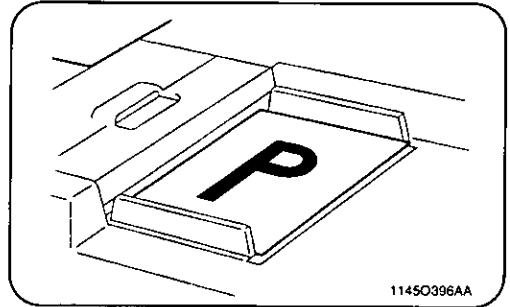
If the **SADF** key does not appear on the screen, select either **ADF Automatic** or **SADF Semi-Auto** on the ADF/SADF Mode screen available from User's Choice ⇨ p 74

**3** Make the control panel settings including the number of copies to be made

#### NOTE

The following features cannot be selected in the SADF mode: 2►1, 2►2, 2in1, 2in1►1, Cover, Page Insertion, OHP Interleaving, Sort & Staple

**4** Make sure that the Start Key is lit green and place the original face up on the Document Feed Table



#### NOTES

- Be sure to place one original at a time
- The types and sizes of the originals that can be used for the SADF mode are the same as those specified for use with the i-ADF ⇨ p 20

**5** In about 0.5 sec, the original is automatically taken up and the copy cycle is started

**6** Making sure that the Start Key lights up green again, place the next original

## Instructions for Loading Originals

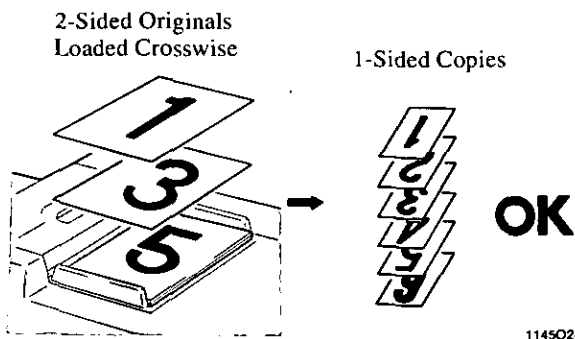
Use the following procedure for loading originals to make 1-sided copies from 2-sided originals.

### Procedure

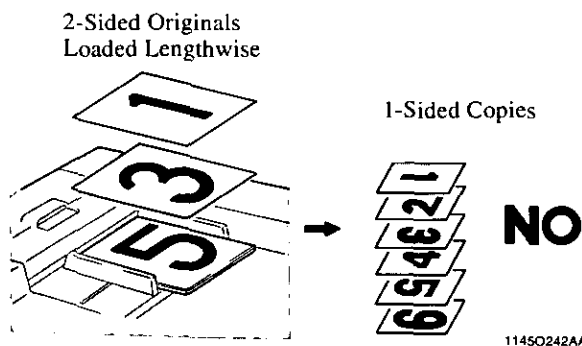
Load the originals crosswise.

If the originals are loaded lengthwise, the directions of the copy images will be mixed up.

Correct:



Incorrect:



### Notes for 2-in-1 Mode

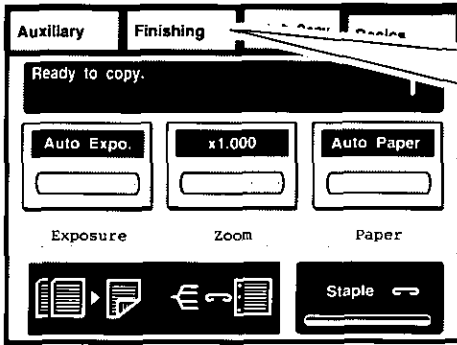
- When the 2-in-1 copy function is selected, the copier automatically selects a reduction ratio. You can nonetheless make a full-size copy.
- The default zoom ratio, copy paper, margin and erase settings can be changed by using the User's Choice. ◀ p. 73
- If the Center Erase function is selected, you can eliminate shadows which would otherwise be produced at the center of the copy. ◀ p. 62

### Notes for 2-in-1 Separation Mode

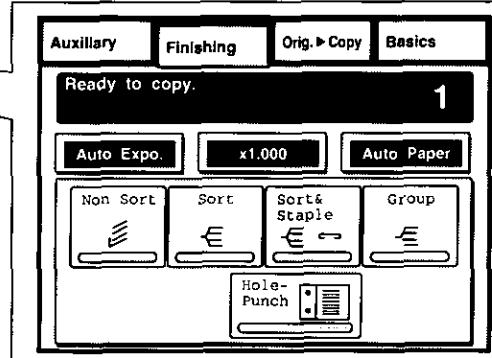
- When the 2-in-1 separation copy function is selected, the copier automatically selects an enlargement ratio. You can nonetheless make a full-size copy.
- The default zoom ratio, copy paper, margin and erase settings can be changed by using the User's Choice. ◀ p. 73

## 6. Finishing Mode

When you touch **Finishing** on the Touch Panel, a screen appears that allows you to select the finishing type.



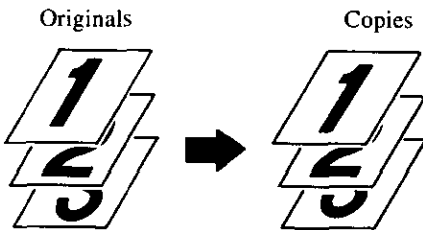
1145O266CB



1145O326CA

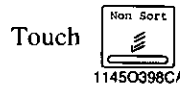
### Finishing Modes

#### Non-Sort

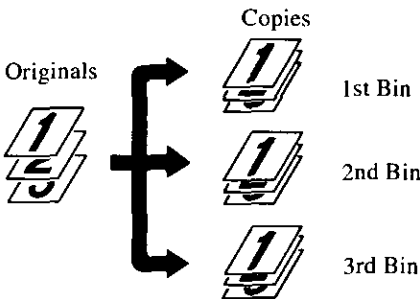


1076O145

All copies are fed out onto the Non-Sort Bin, without being sorted, grouped, stapled, or punched.



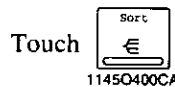
#### Sort



1076O146

(Only when the Staple Sorter is mounted)

This mode is effective when making multiple copies from multiple originals. Copies are sorted into complete sets of the originals.

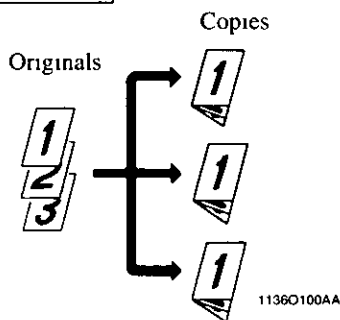


**NOTE**

The maximum number of copy sets that can be sorted in 1▶1 mode is 20.

**Useful Tip**

The copier has been factory-set to automatically select Non-Sort. The User's Choice can, however, be used to change this default setting to another finishing type. ➤ p. 71

**Sort-and-Staple**

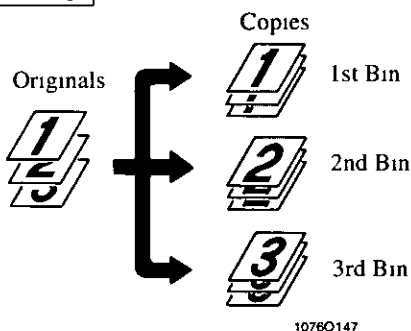
(Only when the Staple Sorter is mounted)

Copies are sorted into complete sets of the originals and each set is stapled together

Touch

**NOTE**

*Up to 50 sheets of (plain) paper can be stapled for each Sort Bin*

**Group**

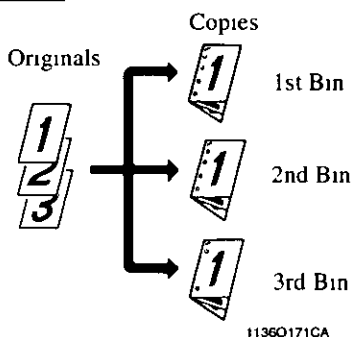
(Only when the Staple Sorter is mounted)

The copies made from each single original are separated into groups. Each group contains the same number of copies.

Touch

**NOTE**

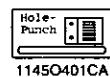
*Up to 20 originals can be grouped in 1►1 mode*

**Hole Punch**

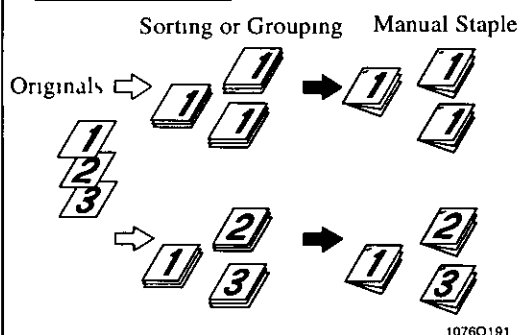
(Only when the Hole Punch Unit is mounted)

Holes are punched in the copy sets or stacks for filing.

Touch

**NOTE**

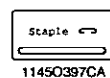
*Holes can be punched only in Letter crosswise paper*

**Manual Staple**

(Only when the Staple Sorter is mounted)

This mode allows you to staple copy sets already made in the Sort Mode or copy stacks made in the Group Mode.

Touch

**Useful Tip**

*This feature is efficient for stapling originals after making copies*

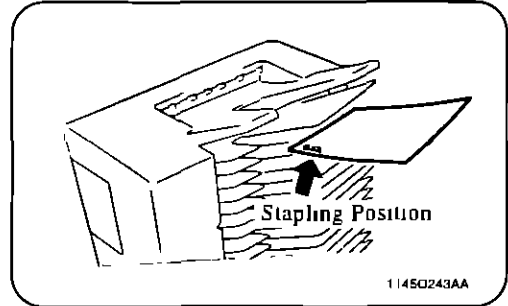
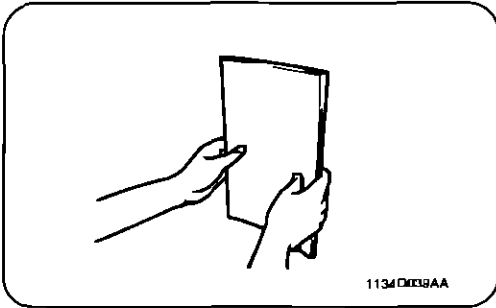
6. Finishing Mode

Manual Staple Mode

To use as a stapler

Making Copies

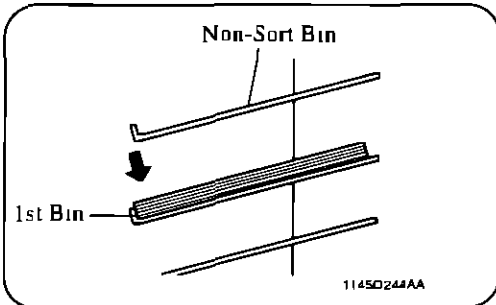
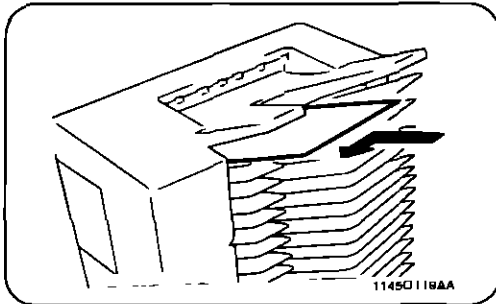
**1** Align the sheets of paper neatly



**NOTES**

- Make sure of the stapling position and press the paper stack against the bracket
- Never attempt to reach for the stapling position. This can be dangerous

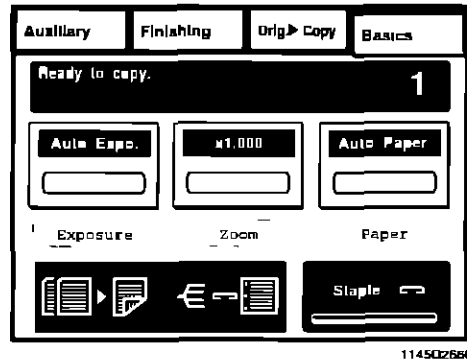
**2** Insert the paper stack into the 1st Bin under the Non-Sort Bin with its front surface facing down



**NOTE**

Up to 50 sheets of (plain) paper can be stapled

**3** Touch **Staple**



- The sheets of paper are stapled

**Useful Tip**

This feature is efficient for stapling originals after making copies



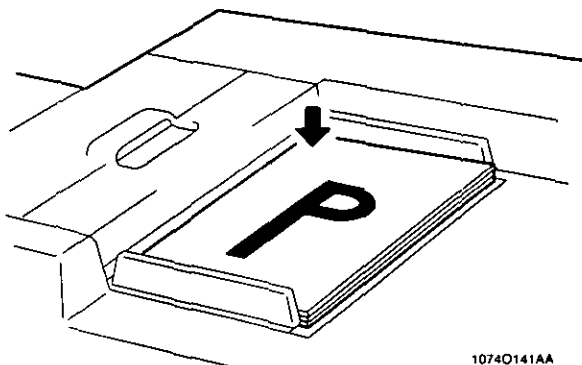
## Instructions for Loading Originals for Finishing Mode

Note the correct direction of the originals loaded in the i-ADF to make copies in the Staple or Hole Punch mode.

### Original Direction for Stapling

If the copies are to be stapled either in the Sort-and-Staple or Manual Staple mode, load the originals crosswise in the i-ADF. Ensure also that the stapling corner is at the rear left corner as indicated by the arrow.

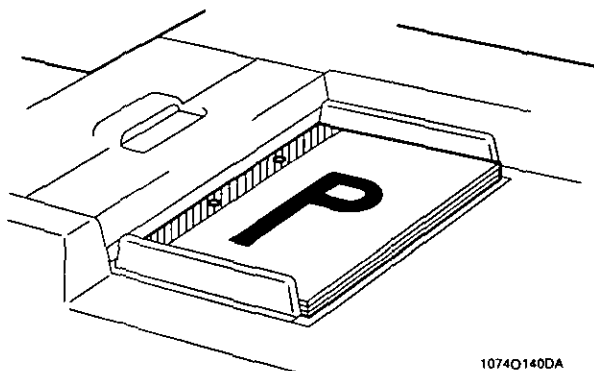
Correct:



### Original Direction for Hole Punch

To punch holes in the copies, load the originals so that the edge along which holes are punched is positioned on the left.

Correct:



## 6. Finishing Mode

### Auto Dual Function

Each of the Sort Bins holds up to 50 sheets of paper. The Auto Dual Function, however, allows sorting of copies of up to 100 originals under certain conditions.

#### Auto Dual Function in the Sort Mode

When 10 or less copies are made from an original set consisting of more than 50 originals in the Sort Mode, the Staple Sorter is automatically switched into the Auto Dual Function Mode using the 11th to 20th Bins.

Copies	Bins Used
1st to 50th sorted copies	1st to 10th Bins
51st to 100th sorted copies	11th to 20th Bins

- \* If the number of copies selected exceeds 10, the copy cycle stops at the 50th original.
- \* To have a complete set from the originals, place the copies from the 11th Bin on top of those from the 1st Bin. In the same way, place the copies from the 12th Bin on top of those from the 2nd Bin, and so on.

#### Auto Dual Function in Sort-and-Staple Mode

When 10 or less copies are made from an original set consisting of more than 50 originals in the Sort-and-Staple mode and the Auto Dual function is activated, the Sort-and-Staple Mode is automatically switched to the Sort Mode (no stapling takes place).

#### When the Number of Copies Selected Exceeds 50 in the Group Mode

When more than 50 copies are to be grouped together into one group, the Staple Sorter uses the subsequent Bin to continue grouping the copies.

Original	Copies	Bins Used
1st	1st to 50th copies	1st Bin
	51st and subsequent copies	2nd Bin
2nd to Nth: Same way up to 20th		

#### If the Number of Copies Selected Exceeds 100 in the Non-Sort Mode

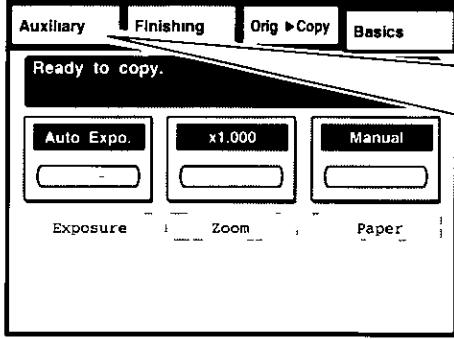
The capacity of the Non-Sort Bin is 100. If more than 100 copies are made in the Non-Sort mode, the Sorter uses the 1st, 2nd, and subsequent Bins to hold those excess copies.

**To make more than 20 copy sets in the Sort mode:**

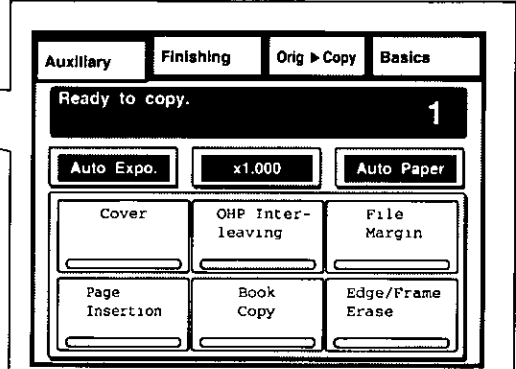
The maximum number of copy sets that can be sorted in a single copy run in the Sort mode is 20. If you need more copy sets than that, do this: first, enter the number of copy sets you need from the 10-Key Pad and press the Start Key. When the copier finishes making and sorting 20 copy sets, it temporarily stops. You now remove the copy sets from the Sorter Bins, then load your originals again and press the Start Key.

# 7. Auxiliary Functions

These pages explain about convenient functions offered as the Auxiliary functions and how to set these features. When the **Auxiliary** key on the Touch Panel is touched, the Auxiliary function menu screen appears.



11450371CA



11450384CA

## Cover

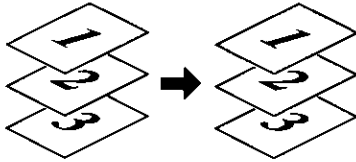
The Cover mode lets you make a front cover or a front and back cover for a copy set by copying the first page or the first and last page of an original set on different paper from the normal copy paper. There are five different Cover functions available. Select the appropriate one according to your need.

## Functions

Front Cover Copied  
Back Cover None



11450187AA

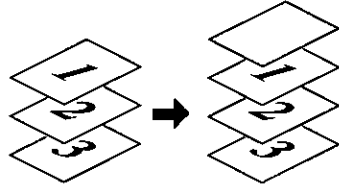


11450378AA

Front Cover Blank  
Back Cover None



11450188AA

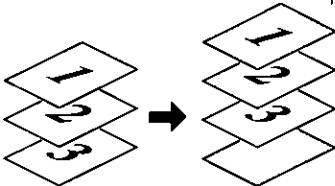


11450379AA

Front Cover Copied  
Back Cover Blank



11450189AA

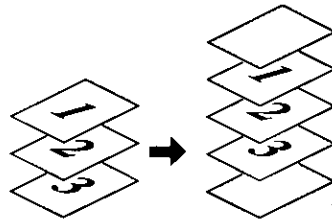


11450377AA

Front Cover Blank  
Back Cover Blank



11450190AA

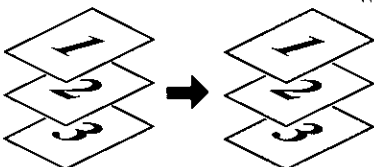


11450380AA

Front Cover Copied  
Back Cover Copied



11450191AA



11450378AA

**Using the Cover Mode**

**1** Touch **Cover**

11450365CB

**2** Touch **Cover Mode**

11450328CA

**3** Touch the key corresponding to the desired Cover function

11450328DA

**4** Touch **Enter**  
If the "Back Blank" or "Back None" is selected in step 3, go to step 10

**5** If the "Back W/Image" is selected, the following screen is shown

11450332CA

**6** Select the appropriate original count function from the following two

**AutoCount**  
The copier automatically counts the number of originals. If you already know the number of originals, select "Input #", and enter the number to save time.  
**Input #**  
Enter the number of originals using the 10-Key Pad

**7** Touch **Input #** if you know the number of originals you have

To use **Auto Count** function, see p 47

**8** Enter the number of originals using the 10-Key Pad

**NOTES**

- The maximum number of originals that can be entered is 50
- Press the Clear Key to correct a number entry

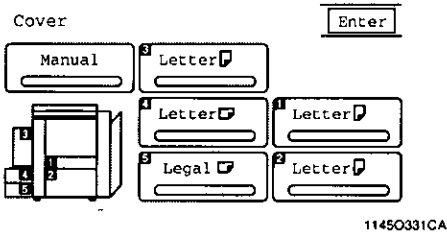
**9** Touch **Enter**

**10** Touch **Cover Sheet**

11450328CA

## 7. Auxiliary Functions

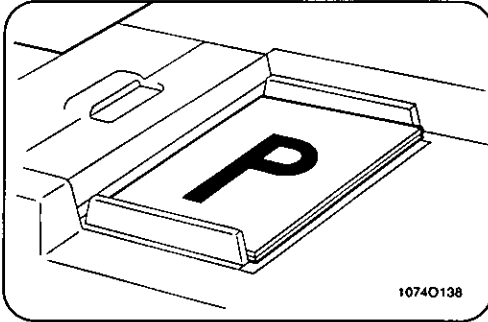
- 11** Select the paper source from which to feed the paper for the cover

**NOTE**

*Load the paper source selected with the paper for the cover (e.g., colored paper)*

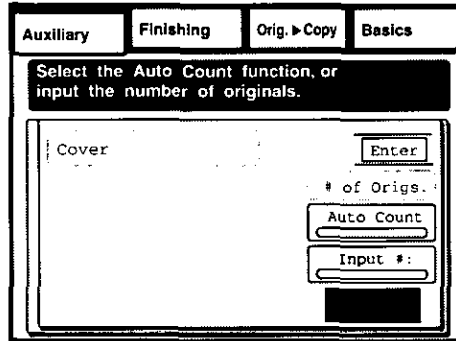
- 12** Touch **Enter**

- 13** Load the originals onto the i-ADF and press the Start Key  
"Placing Originals" ⇨ p 20



## Auto Original Count Mode

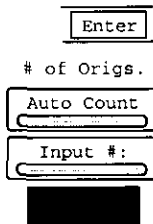
If **Auto Count** is selected, the copier automatically counts the number of originals.



11450333CA

### Using the Auto Original Count Mode

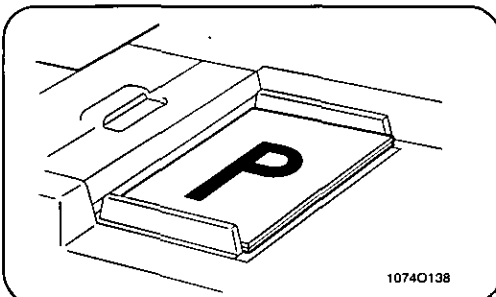
**1** Touch the **Auto Count** Key.



11450332CA

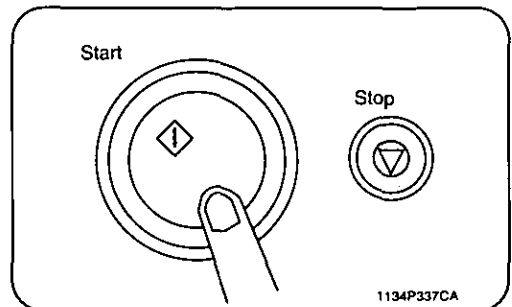
**2** Touch **OK**.

**3** Load the originals onto the i-ADF. "Placing Originals" ⇨ p. 20



1074O138

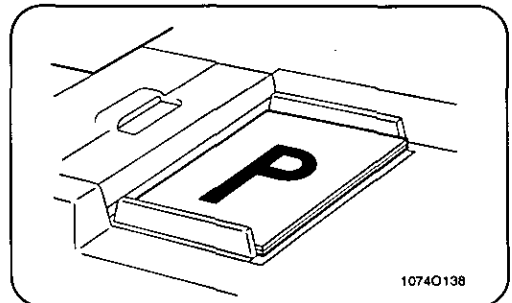
**4** Press the Start Key to start the original count sequence.



1134P337CA

- The i-ADF starts feeding the originals loaded on it to count the number of originals. (At this time, no copy cycle is run.)

**5** Unload the originals ejected onto the Document Exit Tray and reload them onto the Document Feed Tray. Then, press the Start Key.



1074O138

## 7. Auxiliary Functions

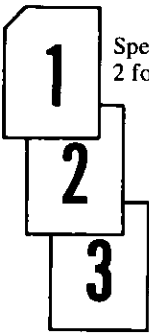
### Page Insertion

Page Insertion allows you to insert a blank sheet of paper (e.g., colored paper) into the copy stack. Two different functions are available. Select the appropriate one according to your need.

#### Functions

##### Page Insertion <Copied Inserts>

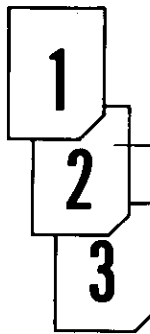
Original Set



Specify Page  
2 for Insert.



Copy Set



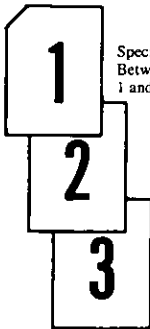
Insert

1136O130AA

The copier copies the page, which is specified for an insert, on paper for inserts (e.g., colored paper).

##### Page Insertion <Non-Copied Inserts>

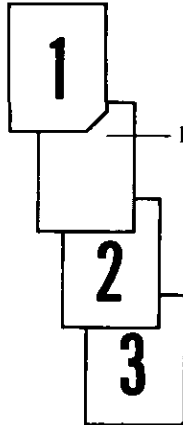
Original Set



Specify Insert  
Between Pages  
1 and 2.



Copy Set



Insert

1136O133AA

The copier inserts a blank sheet of paper for inserts (e.g., colored paper) at any specified place between pages.



## Specifying the Place for Insert

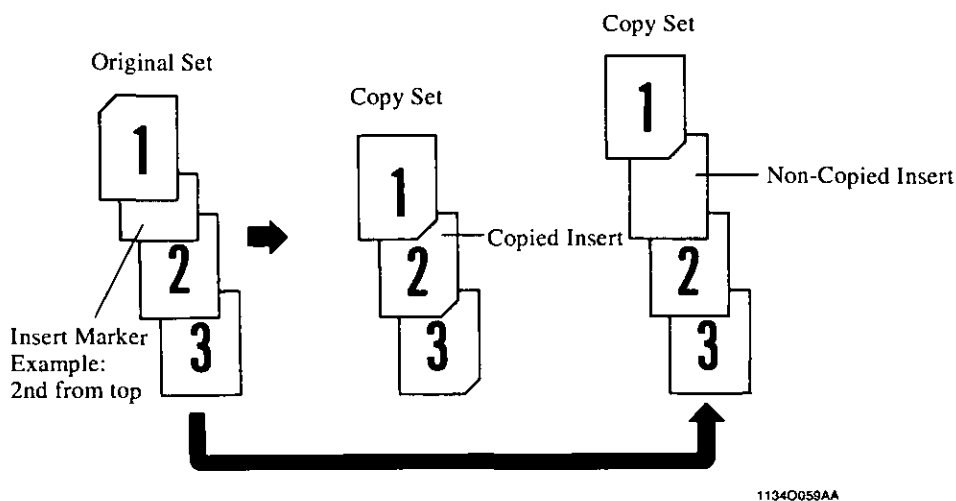
In the Page Insertion mode, you must specify where to place an insert. Two ways are available to specify the insert places, either ADF (i-ADF) Detection or 10-Key Pad Input.

### ADF Detection (automatic detection)

Put a sheet of paper of a different size from the originals at your desired places in the original set (for convenience, let us call this paper the insert marker), load the original set onto the i-ADF, and let the copier start the original count sequence. This allows the copier to detect the places for inserts. Up to 20 sheets can be inserted.

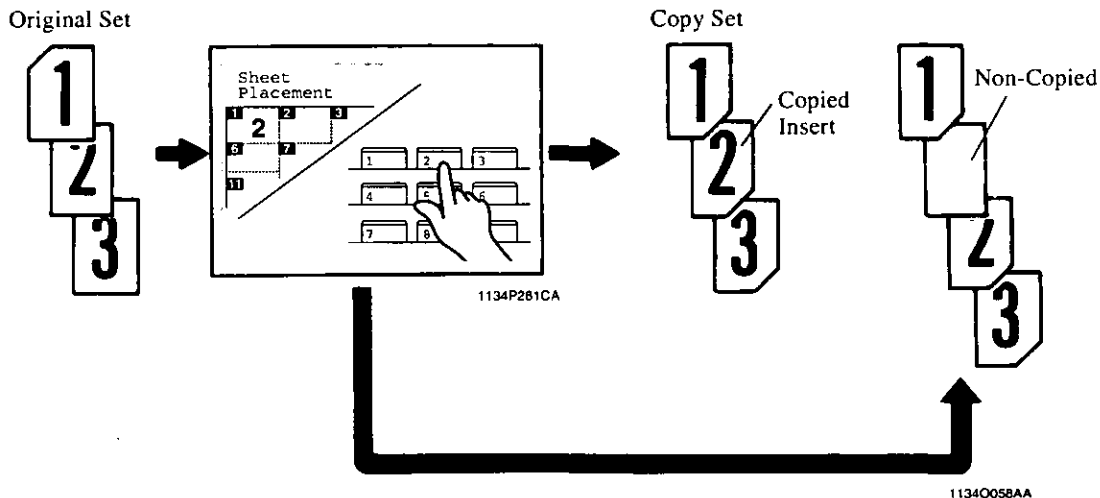
#### NOTE

*ADF Detection cannot be operated when the Mixed Original Detection Mode is set.*



### 10-Key Pad Input

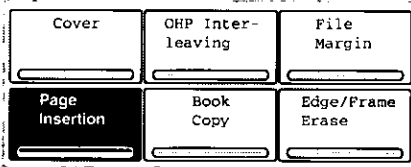
Using the 10-Key Pad, define the places for inserts. Up to 20 places can be defined.



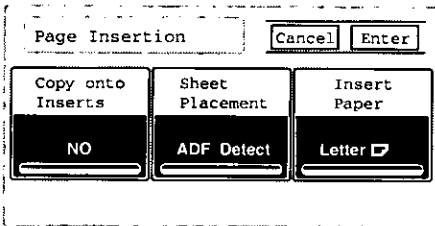
## 7. Auxiliary Functions

## Using Page Insertion

&lt;ADF Detection&gt;

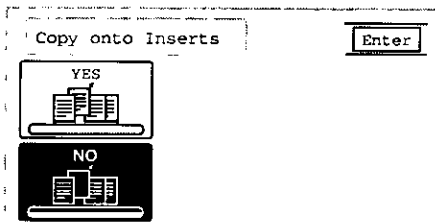
1 Touch **Page Insertion**.

11450366CB

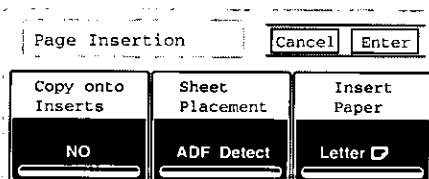
2 Touch **Copy onto Inserts**.

11450335CA

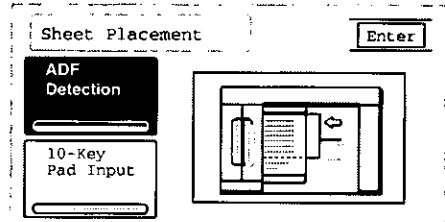
3 Select whether to copy onto inserts (YES) or not (NO).



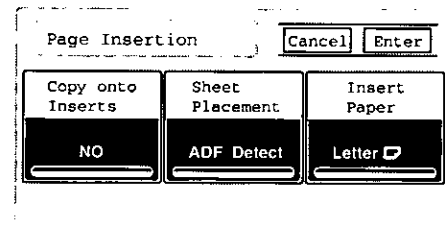
11450336CA

4 Touch **Enter**.5 Touch **Sheet Placement**.

11450335CA

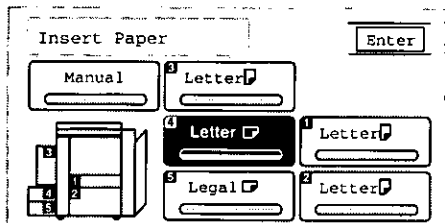
6 Touch **ADF Detection**.

11450337CA

7 Touch **Enter**.8 Touch **Insert Paper**.

11450335CA

9 Select the paper source from which to feed the paper for inserts.



11450340CA

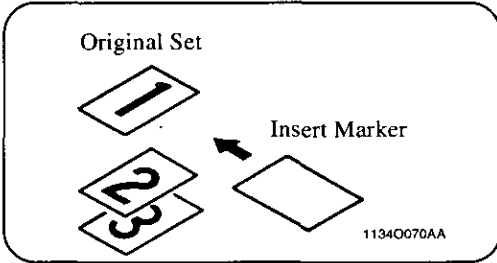
**NOTE**

Load the paper source selected with the paper for inserts (e.g., colored paper).

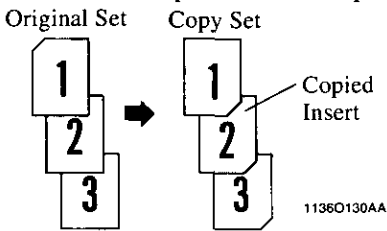
10 Touch **Enter**.

- 11** Make doubly sure that you have selected the functions correctly. Then, touch **Enter** again.

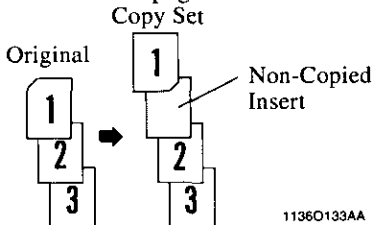
- 12** Put an insert marker into the desired place in the original set. (The insert marker can be inserted up to 20 places.)



Example 1: To place a copied insert at the 2nd position from top



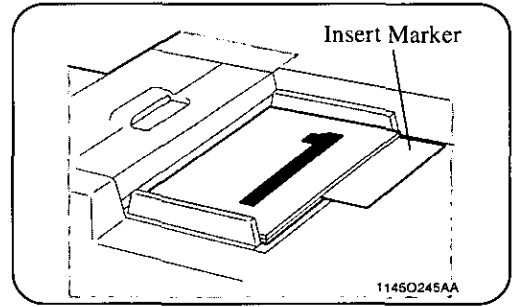
Example 2: To place a non-copied insert between pages 1 and 2



**NOTE**

For the insert marker, use paper that is a size, or loaded in a direction, different from the originals.

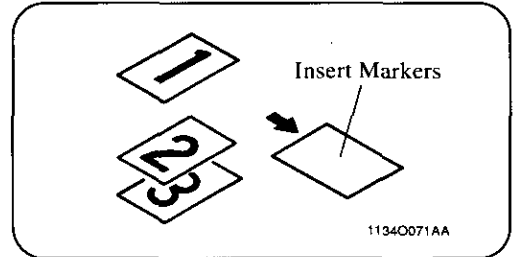
- 13** Load the original set containing insert markers onto the i-ADF. "Placing Originals" ⇨ p. 20



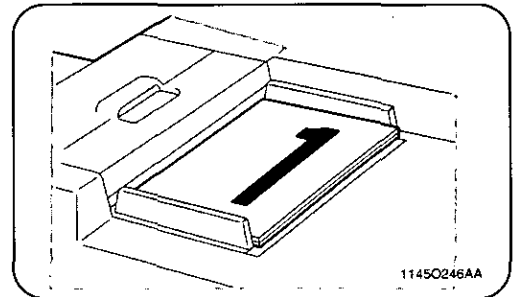
- 14** Press the Start Key to let the copier start the original count sequence.

*The i-ADF starts feeding the originals loaded on it to detect the place for inserts. (At this time, no copy cycle is run.)*

- 15** Remove the insert markers from the originals ejected onto the Document Exit Tray.



- 16** Unload the original set and reload it onto the Document Feed Tray.



- 17** Press the Start Key.

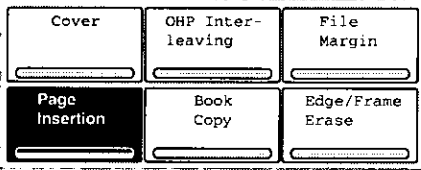
*The copy cycle is run for page insertion.*

7. Auxiliary Functions

Using Page Insertion

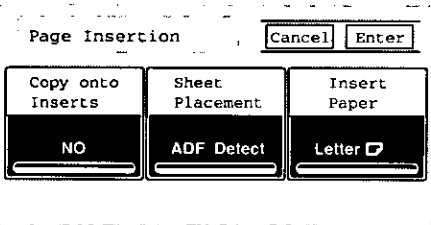
<10-Key Pad Input>

1 Touch **Page Insertion**.



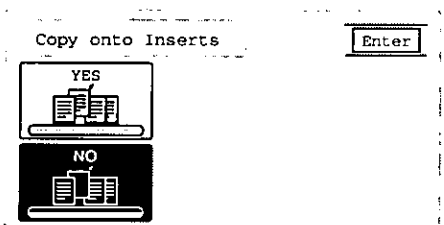
11450368CB

2 Touch **Copy onto Inserts**.



11450335CA

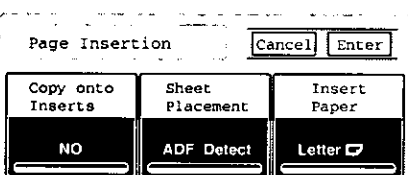
3 Select whether to copy onto inserts (YES) or not (NO).



11450338CA

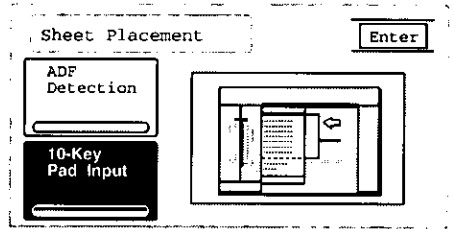
4 Touch **Enter**.

5 Touch **Sheet Placement**.



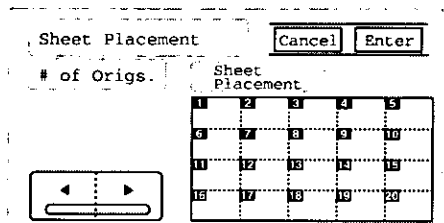
11450335CA

6 Touch **10-Key Pad Input**.



11450338CA

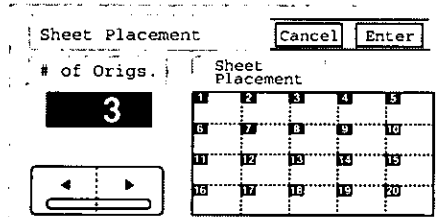
7 Touch **Left Arrow** or **Right Arrow** to move the cursor to position no. 1 of "Sheet Placement."



11450341CA

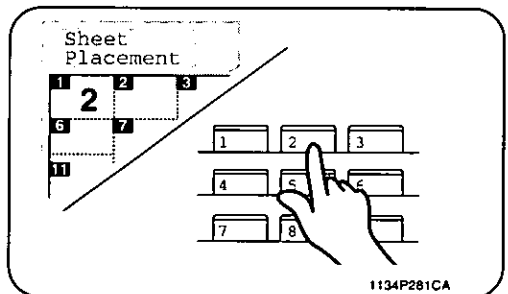
**NOTE**

If the "Back: W/Image" is selected on the Cover Mode Screen, the following screen is shown.



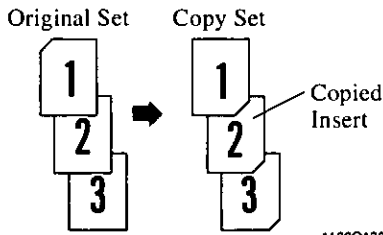
11450342CA

8 Using the 10-Key Pad, enter a number in placement position no. 1. This number represents the position at which you want to place an insert.

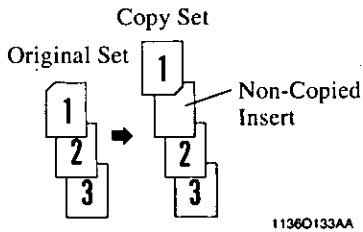


1134P281CA

Example 1: To place a copied insert at the 2nd position from top, enter "2".



Example 2: To place a non-copied insert between pages 1 and 2, enter "2".



#### NOTES

- To correct a number entry, press the Clear Key and then enter the new number.
- The maximum number that can be entered is 50.

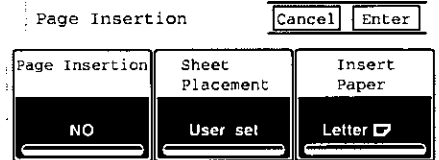
**9** If you want to place more inserts, repeat steps 7 and 8 to enter numbers for placement positions no. 2 and up.

#### NOTE

The positions for inserts are from 1 up to 20.

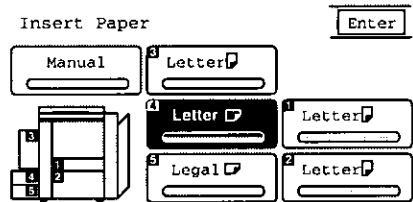
**10** Touch **Enter**.

**11** Touch **Insert Paper**.



11450346CA

**12** Select the paper source from which to feed the paper for inserts.



11450340CA

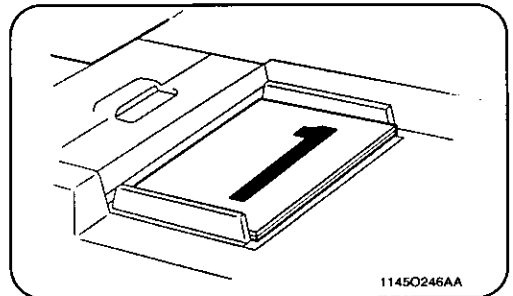
#### NOTE

Load the paper source selected with the paper for inserts (e.g., colored paper).

**13** Touch **Enter**.

**14** Make doubly sure that you have selected the functions correctly. Then, touch **Enter** again.

**15** Load the original set onto the i-ADF. "Placing Originals" ⇨ p. 20



**16** Press the Start Key.

The copy cycle is run for page insertion.

## 7. Auxiliary Functions

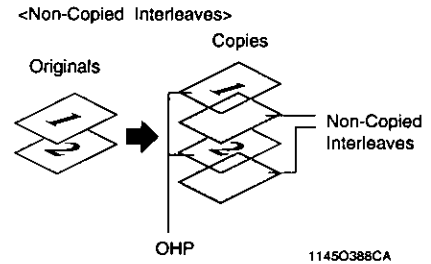
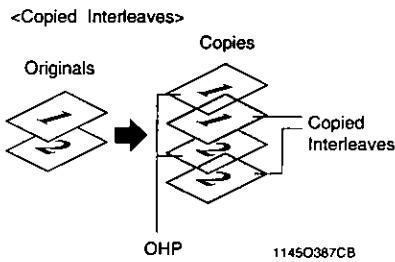
### OHP Interleaving

When you make copies on transparencies, the OHP Interleaving function inserts copied or non-copied interleaves after each transparency. Four different functions are available. Select the appropriate one according to your need.

#### Functions

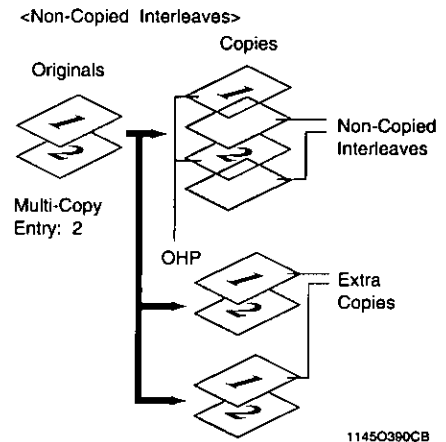
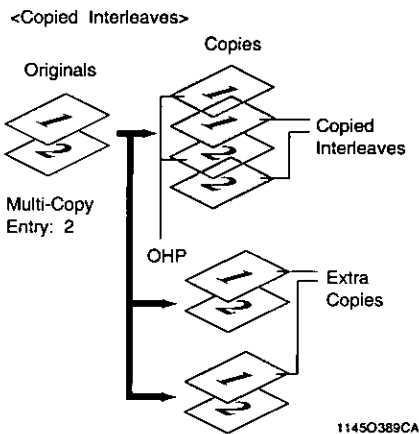
##### Single Copy

The copier copies onto OHP transparencies and, after each transparency, inserts a copied or non-copied sheet of paper. ⇨ p. 92



##### Multiple Copy

The copier copies onto OHP transparencies and, for the 1st set, inserts a copied or non-copied sheet of paper after each transparency. Also, the copier sorts copies into the specified number of sets of originals.



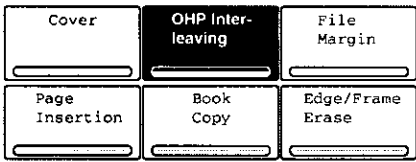
#### NOTE

- OHP Interleaving function can be available only when Letter lengthwise or Letter crosswise paper is loaded into any paper source.
- Follow the instructions given on the Message Display for the direction of placement of the OHP transparencies and originals.
- For Multiple Copy, the copier should be equipped with a Staple Sorter.

**Using OHP Interleaving**

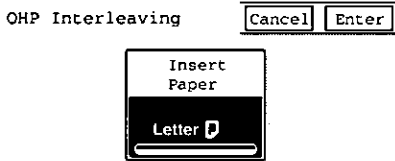
<Using Manual Sheet Bypass>

**1** Touch **OHP Interleaving**.



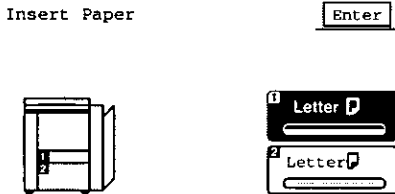
11450367CB

**2** Touch **Insert Paper**.



11450352CA

**3** Select the paper source from which to feed the paper for interleaving.

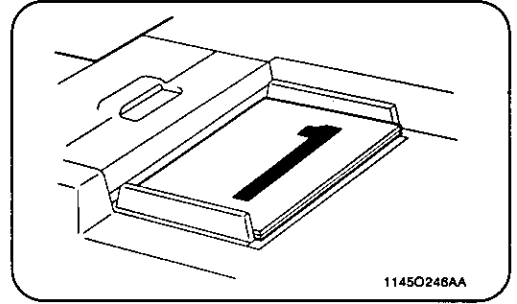


11450395CA

**NOTE**

Only Letter lengthwise or Letter crosswise paper can be used for interleaving.

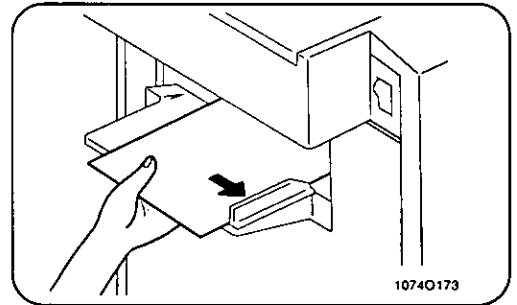
**4** Load the originals onto the i-ADF. "Placing Originals" ⇨ p. 20



**NOTE**

If you make each copy through the Original Glass, do so in ascending order of original pages. "Placing Originals" ⇨ p.22

**5** Load an OHP transparency onto the Manual Sheet Bypass. "Bypass Feed Copying" ⇨ p. 24



**NOTE**

Follow the instructions on the Message Display for the direction of placement of the OHP transparencies and originals.

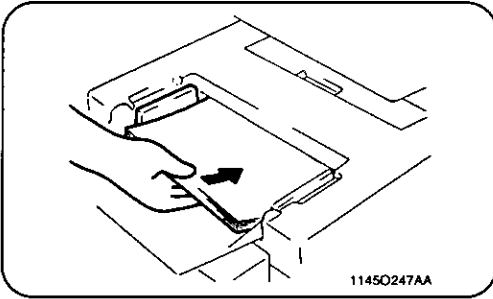
**6** The copier automatically starts the copy cycle.

## 7. Auxiliary Functions

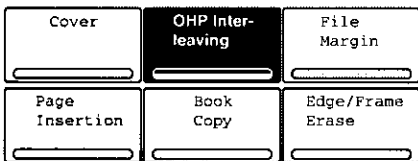
## Using OHP Interleaving

## &lt;Using Multi Bypass Table&gt;

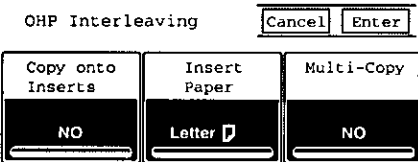
- 1** Place OHP transparencies on the Multi Bypass Table. (Up to 20 sheets of OHP transparencies can be placed on the Multi Sheet Bypass.)



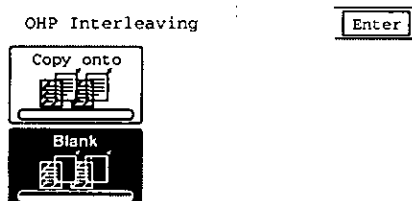
- 2** Touch **OHP Interleaving**.



- 3** Touch **Copy onto Inserts**.

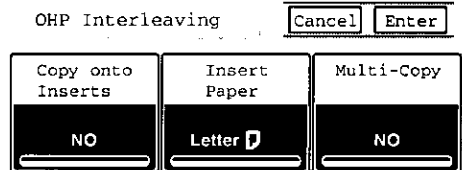


- 4** Select whether to copy onto the interleaves (Copy onto) or not (Blank).

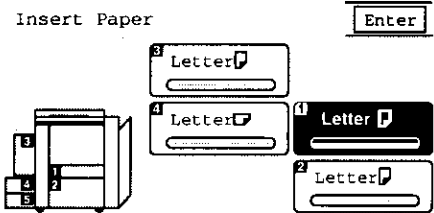


- 5** Touch **Enter**.

- 6** Touch **Insert Paper**.



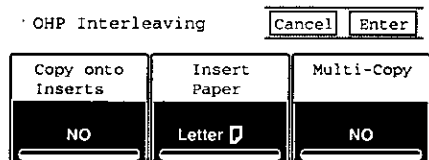
- 7** Select the paper source from which to feed the paper for interleaving.

**NOTE**

Only Letter lengthwise or Letter crosswise paper can be used for interleaving.

- 8** Touch **Enter**.

- 9** If you want to make extra copy sets, touch **Multi-Copy**.



11450344DA

11450348CA

11450387CB

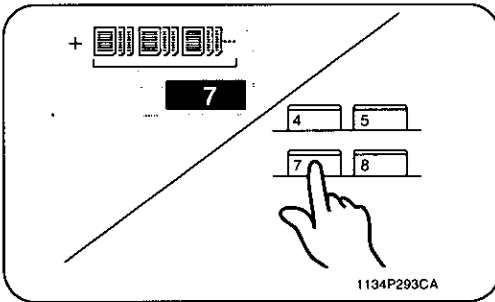
11450344DA

11450347CA

11450344DA

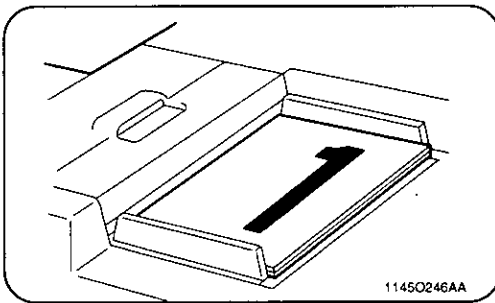


- 10** Using the 10-Key Pad, enter the number of copy sets you want.



- 11** Touch **Enter**.

- 12** Load the originals onto the i-ADF.  
"Placing Originals" ⇨ p. 20



**NOTE**

*If you make each copy through the Original Glass, do so in ascending order of original pages.*

*"Placing Originals" ⇨ p. 22*

- 13** The copier automatically starts the copy cycle.

# Book Copy

You may want to fit each page of an open book onto a separate sheet. The copier provides two different Book Copy functions to choose from. Select one that best suits your need.

## Functions

### 1-Sided Book

Book Original



1-Sided Copies



1136P219AA

Each of the two pages of an open book is copied onto one side of a separate sheet of paper.

### 2-Sided Book

Book Original



2-Sided Copy



1136P220AA

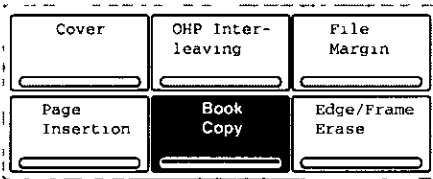
The two pages of an open book are copied onto opposite sides of a sheet of paper.

Chapter 3  
Making Copies

## Selecting a Particular Book Copy Function

1

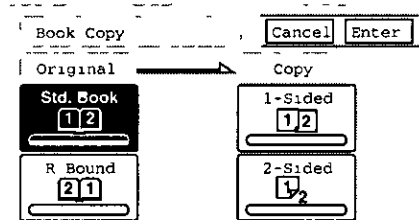
Touch **Book Copy**



1145O368CB

2

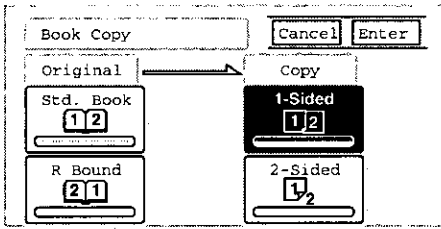
Select whether the book is a standard type ("Std. Book") or right-bound type ("R Bound").



1134P298CA

3

Select the type of finished copy you want, either "1-Sided" or "2-Sided."



1134P299CA

4

Touch **Enter**.

#### NOTES

- If the pages to be copied extend to three or more, start copying with the lower-numbered pair.
- "Placing Originals" ⇨ p. 23
- When *Book Copy* is selected, the zoom ratio is automatically set to full size. Select the desired zoom ratio and copy paper size.

5

Press the Start Key.

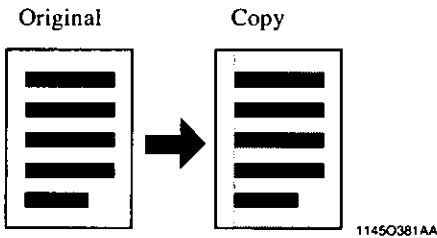
*The copy cycle is run for Book Copy.*

## File Margin

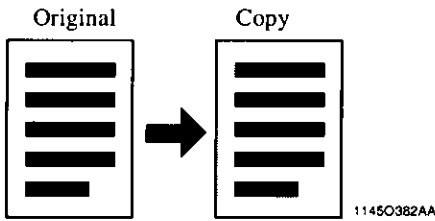
The copier provides a file margin along the leading edge of the copy for your easy filing. There are four different ways available for making a file margin. Use the one that is most suited to your need. The margin width can be selected from among 1/4", 3/8" and 5/8".

### Functions

#### Shift-for-Margin

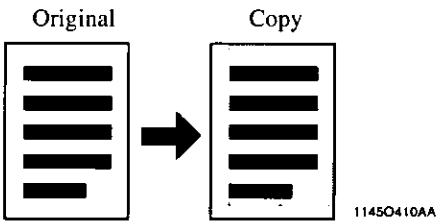


The image of the original which has almost no file margins along the sides is shifted in the crosswise direction to make a margin along the left edge of the copy.

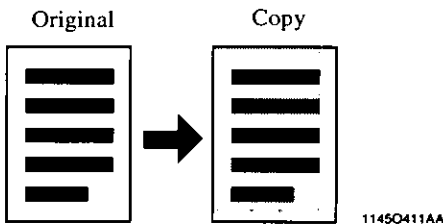


The image of the original which has almost no file margins along the sides is shifted in the crosswise direction to make a margin along the right edge of the copy.

#### Margin-by-Reduction



The image of the original which has almost no file margins along the sides is reduced to make a wider margin along the left edge of the copy.



The image of the original which has almost no file margins along the sides is reduced to make a wider margin along the right edge of the copy.

**Selecting a Particular Margin Function**

**1** Touch **File Margin**

11450369CB

**2** Place the original(s)

**NOTE**  
*You must follow certain rules when placing the original See "Loading the Originals in Margin Mode" below*

**3** Select the "Position" and the "Mode" of the margin

11450356CA

**4** Select the "Width" of the margin

11450358CA

**NOTE**  
*Having a margin width larger than necessary could result in part of the image missing on the copy Try to keep a logical margin width*

**5** Touch **Enter**

*To cancel the Margin settings, touch **Cancel***

**6** Press the Start Key

*The copy cycle is run for Margin*

**Loading the Originals in Margin Mode**

<Using the i-ADF>

Margin Position	Original Placement
Left  11450211AA	Margin side on the left  11450248AA
Right  11450212AA	Margin side on the right  11450249AA

<On the Original Glass>

Margin Position	Original Placement
Left  11450210AA	Margin side on the right  11450250AA
Right  11450209AA	Margin side on the left  11450251AA

## 7. Auxiliary Functions

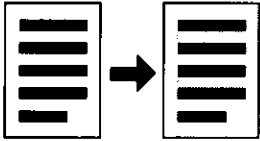
### Edge/Frame Erase

The copier provides a margin of a set width along the four edges, one edge, or at the center to erase shadows or other unwanted images. This feature is effective in erasing the communications record on a document received by fax. The erase width can be selected from among 1/4", 3/8", 5/8" and 3/4". One of six different functions can be selected. Use the one that is most suited to your need.

#### Functions

##### Left Edge Erase

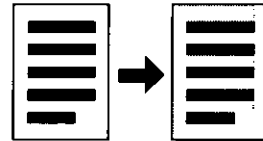
The copier erases an area of the original equivalent to a given margin from the left edge of the copy.



1145O381AA

##### Right Edge Erase

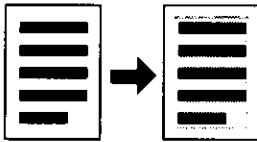
The copier erases an area of the original equivalent to a given margin from the right edge of the copy.



1145O382AA

##### Frame Erase

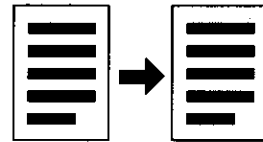
The copier erases a given width along the four edges.



1145O383AA

##### Top Edge Erase

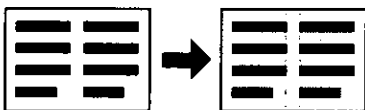
The copier erases an area of the original equivalent to a given margin from the top edge of the copy.



1145O384AA

##### Center Erase

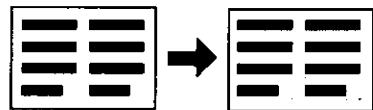
The copier erases a given width at the center.



1145O385AA

##### Frame + Center Erase

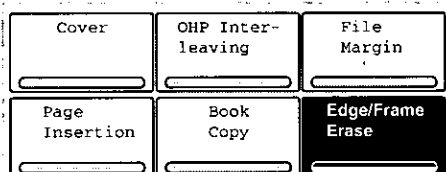
The copier erases a given width along the four edges and at the center.



1145O386AA

## Selecting a Particular Edge/Frame Erase Function

**1** Touch **Edge/Frame Erase**.



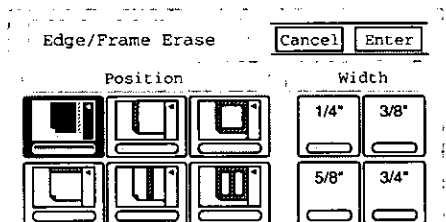
11450370CB

**2** Place the original(s).

### NOTE

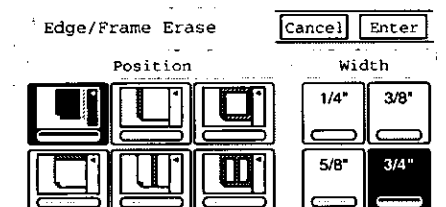
You must follow certain rules when placing the original. See "Loading the Originals in Edge/Frame Erase Mode" on p. 64

**3** Select the "Position" of erase from among the six.



11450360CA

**4** Select the "Width" of erase.



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**5** Touch **Enter**.

To cancel the Erase settings, touch **Cancel**.

**6** Press the Start Key.

The copy cycle is run for Edge/Frame Erase.

### NOTE

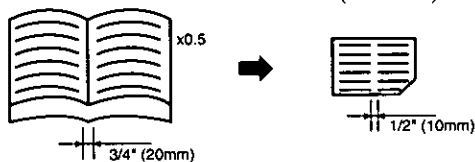
The erase width represents that on the copy, not on the original. So, use care when making a reduction or enlargement copy.

Example:

Erasing the center of a Letter size book original on a copy reduced by 50%.

Book Original (Letter)

Copy (Invoice)




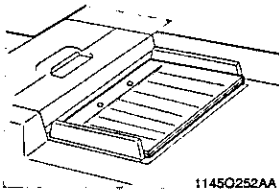

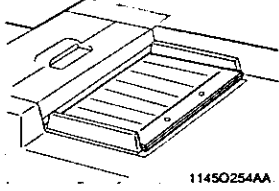

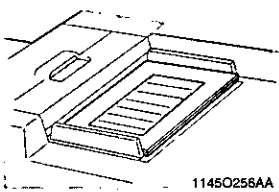
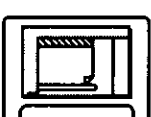
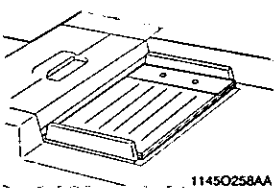

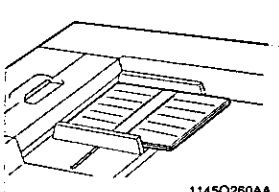

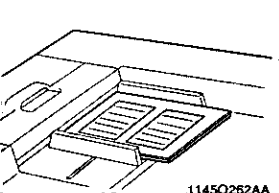
11450419EA

If you want to erase the 3/4"-wide center margin on the original, that is reduced to 1/2" on the copy, select 1/2" for the erase width.

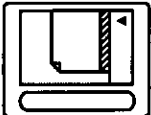
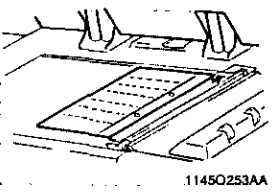

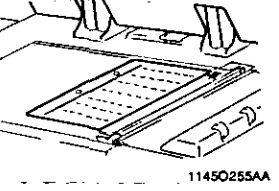
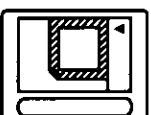
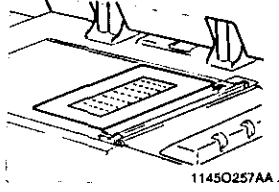

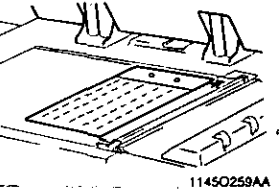
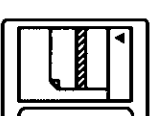
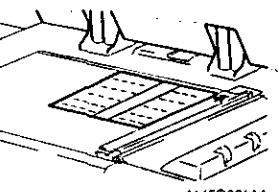
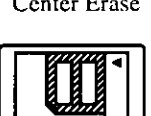
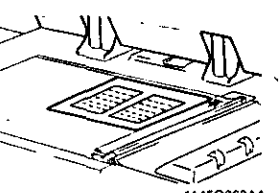
7. Auxiliary Functions

**Loading the Originals in Edge/Frame Erase Mode**

<Using the i-ADF>

Erase Mode	Original Placement
Left Edge Erase  1145O222AA	 1145O252AA
Right Edge Erase  1145O223AA	 1145O254AA
Frame Erase  1145O224AA	 1145O256AA
Top Edge Erase  1145O225AA	 1145O258AA
Center Erase  1145O226AA	 1145O260AA
Frame + Center Erase  1145O227AA	 1145O262AA

<On the Original Glass>

Erase Mode	Original Placement
Left Edge Erase  1145O216AA	 1145O253AA
Right Edge Erase  1145O217AA	 1145O255AA
Frame Erase  1145O218AA	 1145O257AA
Top Edge Erase  1145O219AA	 1145O259AA
Center Erase  1145O220AA	 1145O261AA
Frame + Center Erase  1145O221AA	 1145O263AA



## Chapter 4

# Using the User Mode

This chapter explains about the functions that are made available by using the User Mode Key, i.e., Job Memory Input, Zoom Memory Input, Meter Count, Toner Replenisher, Drum Dehumidifier, and User's Choice. It also shows how to recall a job program from the memory using the Job Recall Key.

### *1 Job Memory Input and Job Recall*

*Job Memory Input 66*

*Recalling a Job from Memory 67*

### *2 Zoom Memory Input 68*

### *3 Meter Count /Toner Replenisher /Drum Dehumidifier 69*

### *4 User's Choice*

*User's Choice Functions 70*

*Making the User's Choice Settings 75*

# 1. Job Memory Input and Job Recall

## Job Memory Input

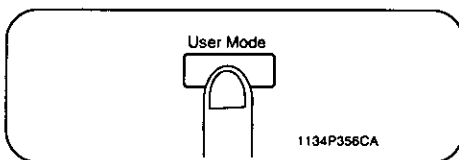
Up to 10 different, frequently used copying job programs can be stored in memory and recalled later as necessary.

If "Copy Track" has been turned "ON" in the "Administrator Mode" of User's Choice, five more jobs can be stored in memory for each account (only account #1 to #10), in addition to the ordinary jobs.

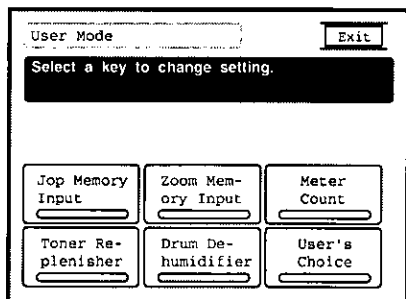
### Storing a Job

**1** Set up the job you want to store in memory.

**2** Press the User Mode Key.

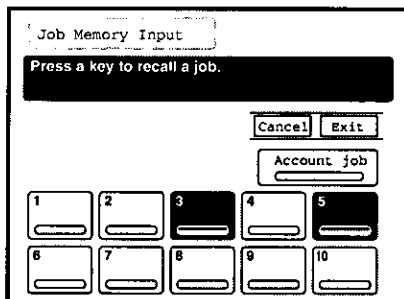


**3** Touch **Job Memory Input**.



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Then, the following screen appears.

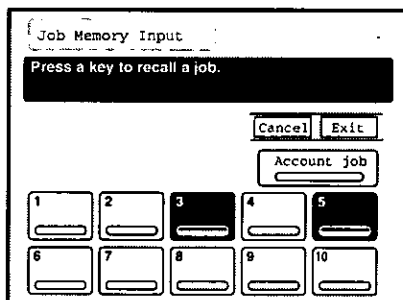


1134P357CA

Touch **Account Job** if you want to store a job in Account Job memory.

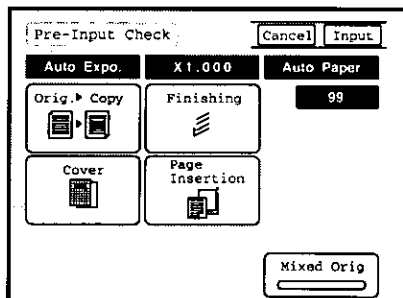
**4** Touch any one of the 10 job number keys (from **1** to **10**).

A highlighted job number key indicates that a job has already been stored under that job number. (In the example shown below, jobs have previously been stored in **3** and **5**.)



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**5** Check that the job has been set up correctly. Then, touch **Input**.



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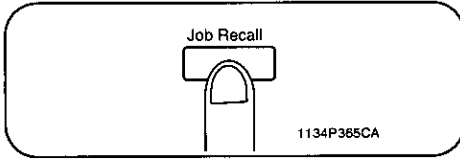
The Basic screen appears.

### NOTE

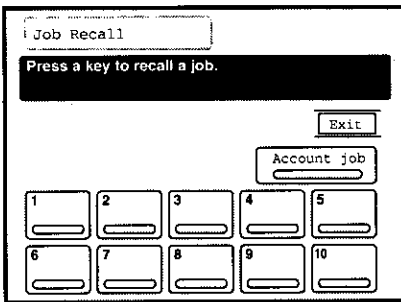
If you select a key in which an old job is stored and then **Input** is touched, the old job is replaced with the new one.

## Recalling a Job from Memory

**1** Press the Job Recall Key.



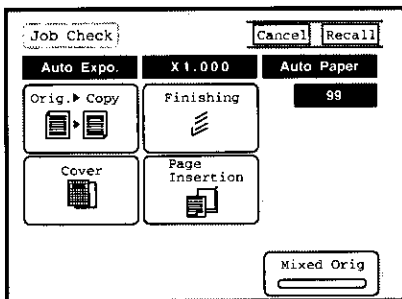
**2** Touch the number key in which the desired job has been stored.



1134P361CB

To recall an account job, first touch **Account Job** and then, on the screen opened, select the desired number key.

**3** Check the settings made on the Job, then touch **Recall**.



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The Basic screen reappears with all the job settings made.

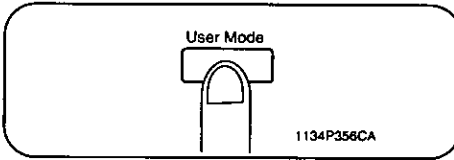
If the job you have recalled is not what you expected, touch **Cancel** and the Job Recall screen reappears.

## 2. Zoom Memory Input

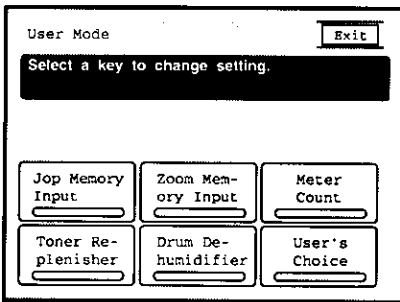
Up to three different, frequently used zoom ratios can be stored in memory so you can use them later whenever necessary.

### Storing a Zoom Ratio

**1** Press the User Mode Key.

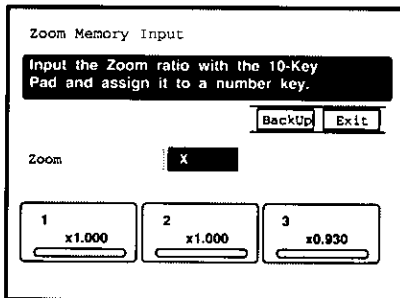


**2** Touch **Zoom Memory Input**.



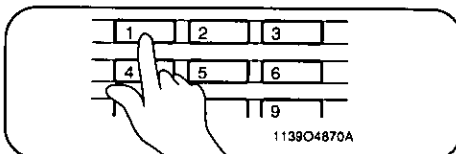
11450265CA

Then, the following screen appears.

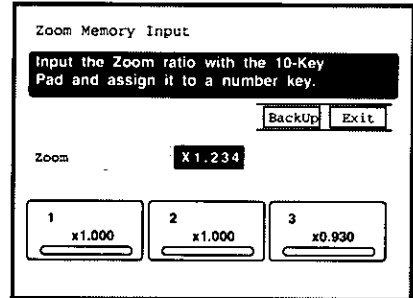


11450275CA

**3** Using the 10-Key Pad, enter the desired zoom ratio (which can range from  $\times 0.610$  to  $\times 1.640$ ). To enter  $\times 1.234$ , key in **1**, **2**, **3**, and **4**, in that order. To correct an entry, press the Clear Key, then enter the new ratio again.

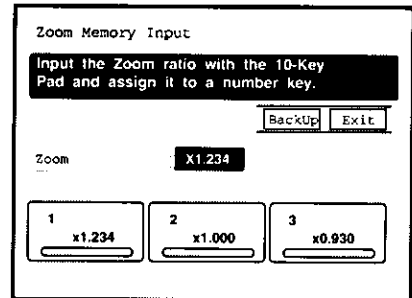


**4** Touch any number key on the Touch Panel, either **1**, **2**, or **3**.



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The zoom ratio is now stored in memory and shown on the number key touched.



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**5** Touch **Exit** to go back to the Basic screen. Touch **Back Up** to go to the User Mode menu screen.

#### NOTES

- When a new zoom ratio is stored in a key number, the old one stored in that key number is lost.
- $\times 0.930$  (Mini-Reduce) has been initially stored in key number **3**.

## 3. Meter Count/Toner Replenisher/Drum Dehumidifier

### Meter Count

This function allows you to check the total count of each of the four different counters.

### Counters

#### Total

Shows the total number of copies made since the installation of the copier.

#### 2-Sided Total

Shows the number of 2-sided copies made.

#### Size

Shows the number of copies made on the copy paper of a preset size. (The size will be set by your Technical Representative.)

#### 2-Sided Size

Shows the number of 2-sided copies made on the copy paper of a preset size (the same size as set for "Size").

### Toner Replenisher

The copier tends to exhaust the supply of toner rapidly when making a number of copies from an original with dark solid areas such as a photo. As a result, the image density of the copy will become lighter. In such a case, you can use the Toner Replenisher function to regain the normal image density quickly.

#### Manual Toner Replenishing

Press the User Mode Key, then touch **Toner Replenisher**, see illustration 1 and 2 on the page to the left.

#### NOTES

- Do not turn the Power Switch OFF or open the Front Doors while the copier is replenishing toner.
- Toner is not replenished if the image density is sufficiently high.

### Drum Dehumidifier

During high humidity periods or when there are sudden rapid changes in humidity (especially when you are using a heater in winter), condensation\*<sup>1</sup> could form on the surface of the PC Drum\*<sup>2</sup>, resulting in blotchy copies. In such instances, use the Drum Dehumidifier function to dry the surface of the PC Drum.

#### Useful Tip

A copy cycle can be initiated even while the copier is in the Drum Dehumidifier cycle.

\*<sup>1</sup> Condensation:

A phenomenon in which small drops of water are formed on cold surfaces, such as the surface of the PC Drum.

\*<sup>2</sup> PC Drum:

Functions in the copier as film in a camera.

# 4. User's Choice

The copier has been set so that the most frequently used settings are automatically selected in the initial mode. The User's Choice allows you to select the default settings which are automatically selected in the initial mode according to your own needs. By setting defaults for the paper size, zoom ratio, and other settings that are most frequently used, time and effort to make extra settings will be eliminated when the copier is turned ON or when the auto reset function is activated.

## User's Choice Functions

User's Choice

Exit

Press a key to change a setting, or a page number for additional menus.

Mixed Orig. Detection: OFF ▬

Language Selection: English ▬

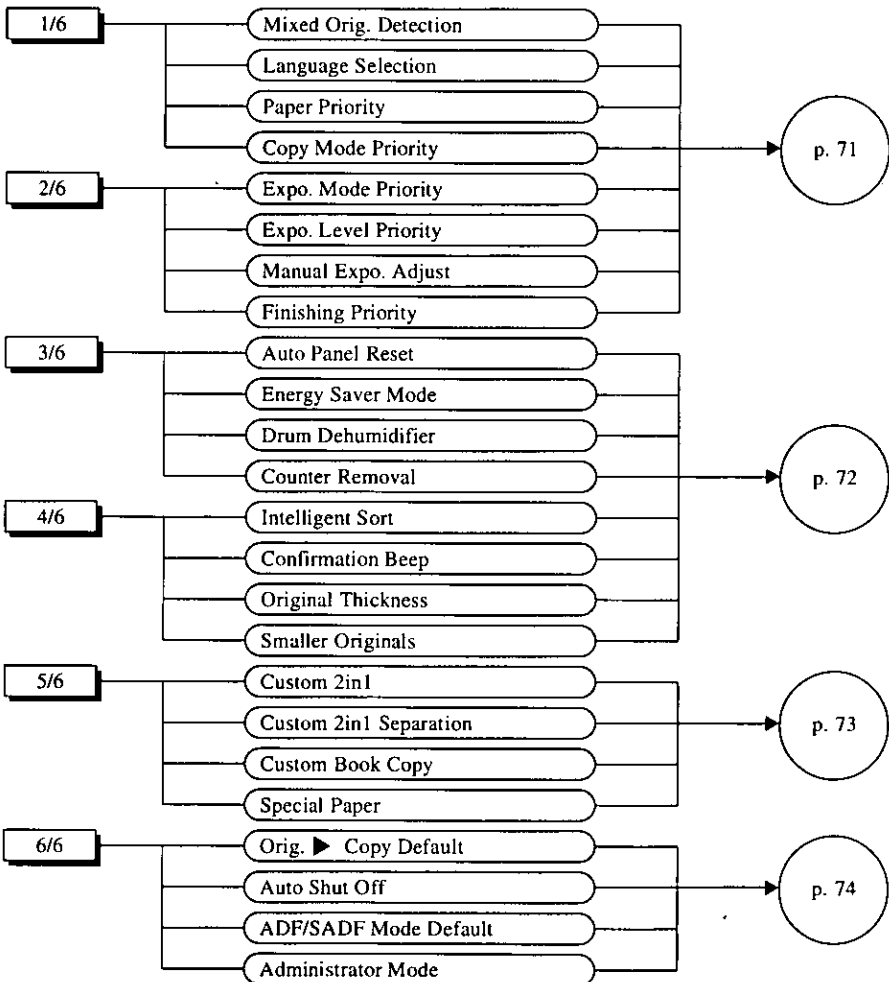
Paper Priority: Letter ▬ / 1

Copy Mode Priority: Auto Size ▬

1/6
2/6
3/6
4/6
5/6
6/6

A listing of User's Choice functions is given in six pages of menu, from 1/6 to 6/6. To show the listing of each page, touch the desired page number key at the bottom of the Touch Panel.

11450279CA



1/6

**Mixed Orig. Detection**

Selects whether to enable ("ON") the Mixed Original Detection mode or not ("OFF") when power is turned ON or the panel is reset.

The initial setting is "OFF."

**Language Selection**

Selects the language of the Touch Panel messages.

The initial setting is "English."

**Paper Priority**

Specifies the paper source selected automatically when the copier is set into either the Auto Size Mode or Manual Mode.

The initial setting is "1" (1st Drawer).

**Copy Mode Priority**

Specifies the default mode selected automatically when power is turned ON or the panel is reset, either Auto Paper, Auto Size, or Manual.

The initial setting is "Auto Paper."

2/6

**Expo. Mode Priority**

Determines the default exposure mode, either Auto or Manual, selected when power is turned ON or the panel is reset.

The initial setting is "Auto."

**Expo. Level Priority****Auto Mode**

Determines the default exposure level in the Auto Exposure Mode, either "Lighter," "Normal," or "Darker."

The initial setting is "Normal."

**Manual Mode**

Determines the default exposure level in the Manual Exposure Mode.

The initial setting is "Normal."

**Manual Expo. Adjust**

Determines the default exposure-level-adjusting-increments in the Manual Exposure Mode, as optimized by the type of original.

"Mode 1": For users who frequently use originals with halftone images, such as photos

"Mode 2": For users who use a wide range of types of originals

"Mode 3": For users who frequently use originals with a colored background or faint texts

The initial setting is "Mode 1."

**Finishing Priority**

Determines the default finishing type when the copier is equipped with a Sorter or Staple Sorter, either "NonSort," "Sort," "Sort & Staple," or "Group."

The initial setting is "NonSort."

3/6

**Auto Panel Reset**

Selects the time it takes the auto panel reset function to be activated from among "1 min.," "2 min.," "3 min.," "5 min.," or not activate the function at all ("No Reset").

The initial setting is "1 min."

**Energy Saver Mode**

Sets the time it takes the copier to enter the Energy Saver Mode, from 1 to 120 minutes.

The initial setting is "15 min."

**Drum Dehumidifier**

Selects whether to set ("ON (Auto)") the copier into the Drum Dehumidifier mode automatically as soon as the copier completes warming up, or not ("OFF").

The initial setting is "OFF."

**Counter Removal**

Determines whether to reset the panel ("ON") or not ("OFF") when the Key Counter is pulled out of the copier.

The initial setting is "ON."

4/6

**Intelligent Sort**

Specifies whether to turn "ON" or "OFF" the function that automatically switches between the Sort and Non-Sort mode, selecting Non-Sort if only a single original is loaded on the i-ADF and Sort if two or more originals are loaded on the i-ADF.

The initial setting is "OFF."

**Confirmation Beep**

Selects whether to turn "ON" or "OFF" the beep that sounds each time a key on the Touch Panel is touched.

The initial setting is "ON."

**Original Thickness**

This function can not be used for this copier.

**Smaller Originals**

Selects whether to "ON" or "OFF" when the Start Key is pressed with no originals placed on the Original Glass or with an original smaller than the detectable size placed on the Original Glass in the Auto Paper Mode. If "ON" is selected, the copy cycle is run using the paper loaded in the default paper source. If "OFF" is selected, a warning message appears to instruct the user to select paper.

The initial setting is "OFF."



5/6

**Custom 2in1**

It is possible to store in memory various settings that are automatically recalled when the 2-in-1 copy is selected. Functions that can be set are "Paper," "Zoom," "Margin," and "Erase."

- When a "Paper" size is selected, that size is automatically selected when the 2-in-1 copy is set. "Auto Paper" is among the choices of paper size.

The initial setting is "Auto Paper."

- When a "Zoom" ratio is selected, that ratio is automatically selected when the 2-in-1 copy is set. "Auto Size" is among the choices of zoom ratio.

The initial setting is "×0.647."

- When a "Margin" setting is made, that setting is automatically selected when the 2-in-1 copy is set.

The initial setting is no margin.

- When an "Erase" setting is made, that setting is automatically selected when the 2-in-1 copy is set.

The initial setting is no erase.

**Custom 2in1 Separation**

It is possible to store in memory various settings that are automatically recalled when the 2-in-1 separation copy is selected.

Functions that can be set are "Paper," "Zoom," "Margin," and "Erase."

- When a "Paper" size is selected, that size is automatically selected when the 2-in-1 separation copy is set. "Auto Paper" is among the choices of paper size.

The initial setting is "Auto Paper."

- When a "Zoom" ratio is selected, that ratio is automatically selected when the 2-in-1 separation copy is set. "Auto Size" is among the choices of zoom ratio.

The initial setting is "×1.294."

- When a "Margin" setting is made, that setting is automatically selected when the 2-in-1 separation copy is set.

The initial setting is no margin.

- When an "Erase" setting is made, that setting is automatically selected when the 2-in-1 separation copy is set.

The initial setting is no erase.

**Custom Book Copy**

It is possible to store in memory various settings that are automatically recalled when the Book Copy is selected. Functions that can be set are "Paper," "Zoom," "Margin," and "Erase."

- When a "Paper" size is selected, that size is automatically selected when the Book Copy is set.

The initial setting is the paper in the Upper Drawer.

- When a "Zoom" ratio is selected, that ratio is automatically selected when the Book Copy is set.

The initial setting is "×1.000."

- When a "Margin" setting is made, that setting is automatically selected when the Book Copy is set.

The initial setting is no margin.

- When an "Erase" setting is made, that setting is automatically selected when the Book Copy is set.

The initial setting is no erase.

**Special Paper**

Sets up a Drawer for special paper loading.

The initial setting is that Drawers are not set for special paper loading (S0: Normal).

See p. 27 for the Special Paper Setting (S1, S2, S3).

**Orig. Copy Default**

Selects the type of Orig. ► Copy setting selected automatically when the copier is turned ON or the control panel is reset.

The initial setting is 1 ► 2.

Consult your Technical Representative if you want to set 1 ► 1 for Orig. ► Copy Default.

**Auto Shut Off**

Selects the time it takes the auto shut-off function to be activated, that can range from 1 min. to 120 min. variable in 1-min. increments. The auto shut-off function shuts down the copier a given period of time after the last operation.

The initial setting is 90 min.

\* Consult your Technical Representative if you do not want to activate this function.

**ADF/SADF Mode Default**

Determines the default document feed mode, either "ADF Automatic", "SADF Semi-Auto" or "SADF Disabled."  
The initial setting is "SADF Disabled."

**Administrator Mode**

This Mode is used only by the administrator of your copier. When Administrator Mode is selected, the copier prompts you to enter your "Admin. #" (administrator number). The following functions can be set only when the correct administrator number is entered. The administrator number is set by the Technical Representative. For more details, consult your Technical Representative.

**Copy Track**

Selects whether to turn "ON" or "OFF" the copy track function by accounts.

The initial setting is "OFF."

If [ON] is selected, the copier permits the following further settings.

Access #:

You can record or change your access number.

Copy Limit:

You can limit the maximum number of copies that can be made.

Total/Size Count:

Displays the counts of the Total Counter and Size Counter. You can also clear the count of the counter.

**User Help**

This function cannot be used by this copier.

**Max. Copy Sets**

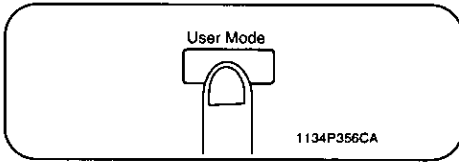
Determines the number of copies or copy sets that can be set using the 10-Key Pad.

The initial setting is "OFF."

## Making the User's Choice Settings

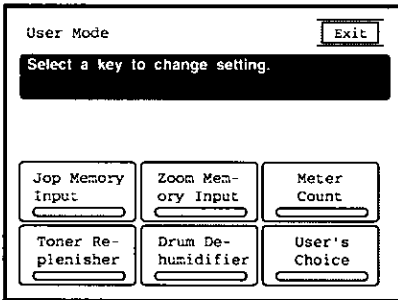
1

Press the User Mode Key.



2

Touch **User's Choice**.

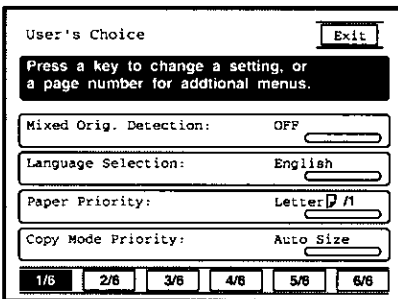


1145O265CA

The Touch Panel now shows p. 1/6 of User's Choice functions.

3

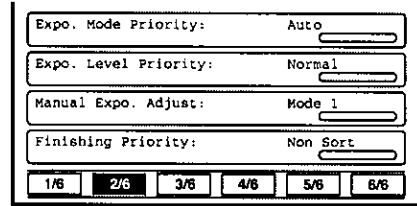
Touch the key of the page number on which the desired User's Choice function is listed. For example, to change Finishing Priority from Non-Sort to Sort, touch **2/6**.



1145O279CA

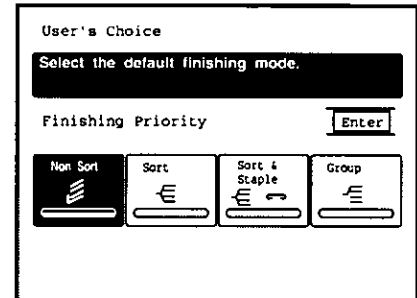
4

Touch the key of the desired User's Choice function. In this example, you touch **Finishing Priority**.



1145O280CA

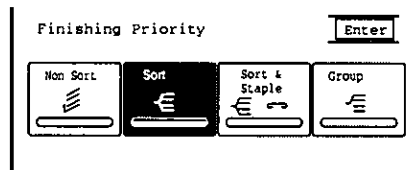
Then, the following screen appears, on which **Non Sort** is highlighted, indicating that it is selected.



1145O282CA

5

Touch **Sort**. This highlights **Sort**.



1145O281CA

6

Touch **Enter**.

\* Repeat steps 2 to 6 to make new settings for other User's Choices.

7

Touch **Exit** and **Panel Reset**.


---

**Notes:**

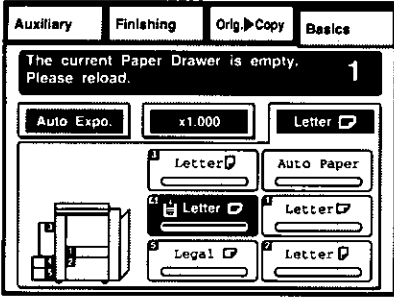
## Chapter 5

### When a Message Appears

This chapter explains about the various warning messages given on the Touch Panel and steps to take to correct these conditions. It also covers the procedures to be used for replenishing supplies.

1. *When the Message "The current Paper Drawer is empty." Appears 78*
2. *When the Message "Replenish Toner." Appears 82*
3. *When the Message "The Staple Cartridge is empty." Appears 84*
4. *When the Message "A paper misfeed has been detected." Appears 88*
5. *When  Appears. 98*
6. *What Does Each Message Mean? 99*

# 1. When the Message "The current Paper Drawer is empty." Appears

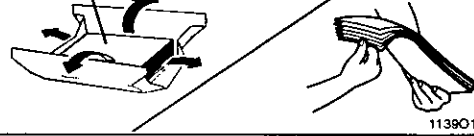


11450284CB

When the Drawer currently selected for use runs out of paper, the message shown on the left appears. The current copy cycle is interrupted and you cannot start a new copy cycle. The blinking Drawer has run out of paper.

Fan the paper stack thoroughly.

Front Side

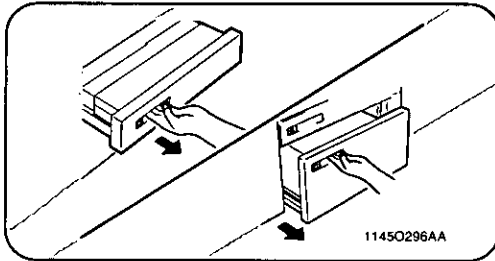


113901370A

Load the Drawer with paper by using the following procedure.

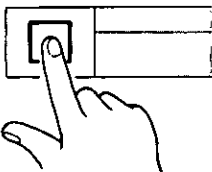
## 1st/2nd Drawers

- 1** Make sure that the Paper Descent Key is lit up green and slide the 1st or 2nd Drawer out of the copier.



11450296AA

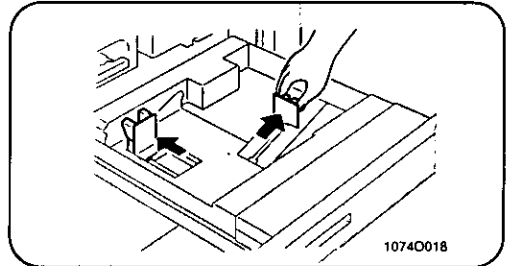
When adding or changing the paper, first press the Paper Descent Key and let it light up green before sliding out the Drawer.



11450297AA

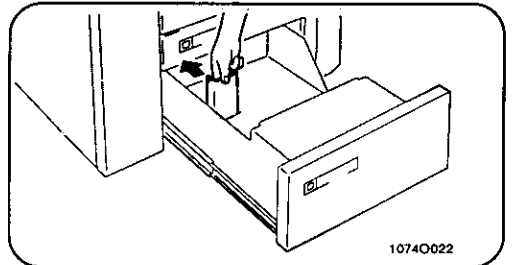
- 2** Slide out the Edge Guide and Trailing Edge Stop in the directions shown by the arrows.

1st Drawer



10740018

2nd Drawer



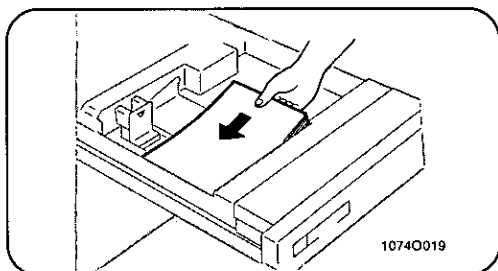
10740022

- 3** Unwrap the package of copy paper and fan the paper stack thoroughly.

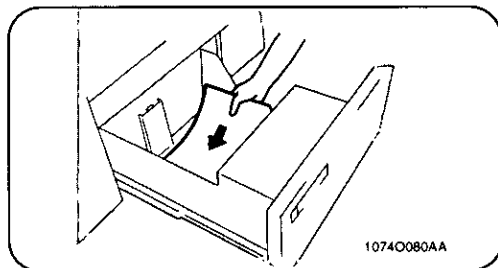
# 1. When the Message "The current Paper Drawer is empty." Appears

- 4** Load the paper stack into the Drawer so that its front side faces down.

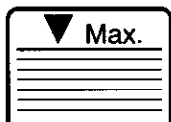
1st Drawer



2nd Drawer

**NOTE**

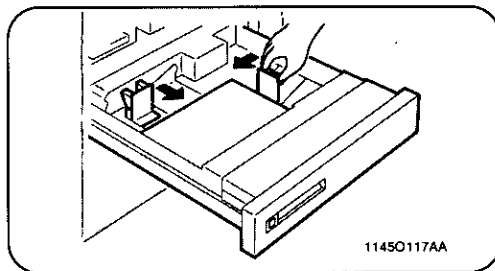
The paper should be loaded no higher than the ▼ (Max. Level Indicator).



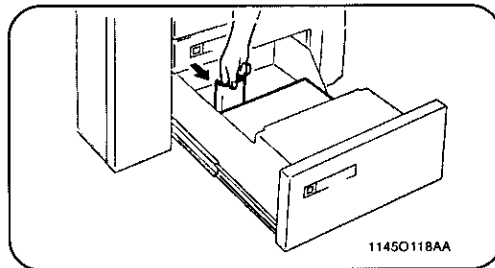
1145O555KA

- 5** Slide the Edge Guide and Trailing Edge Stop snugly up against the paper.

1st Drawer



2nd Drawer

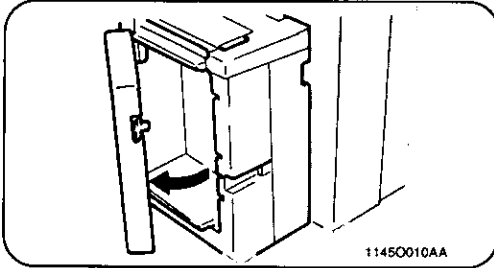


- 6** Slide the Drawer back in.

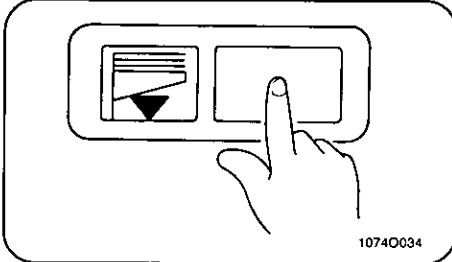
# 1. When the Message "The current Paper Drawer is empty." Appears

## Four-Thousand Sheet Cassette FA-L4001

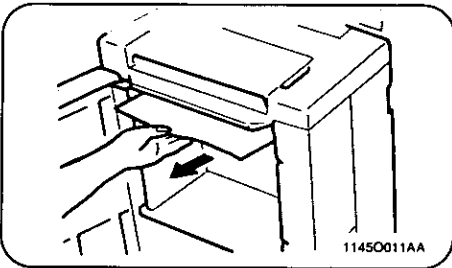
**1** Open the Cassette Door.



When adding paper to a partially loaded FA-L4001, press the Paper Plate Descent Key to lower the Paper Plate before opening the Cassette Door.

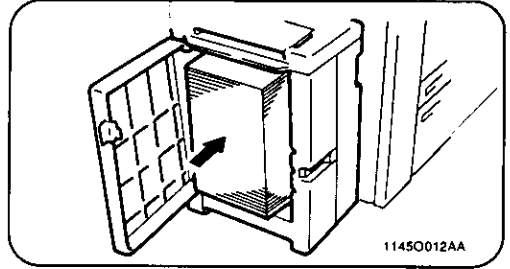


Remove a sheet of paper, if present.



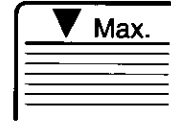
**2** Unwrap the package of copy paper and fan the paper stack thoroughly.

**3** Place the paper stack onto the Paper Plate so that its front side faces up.

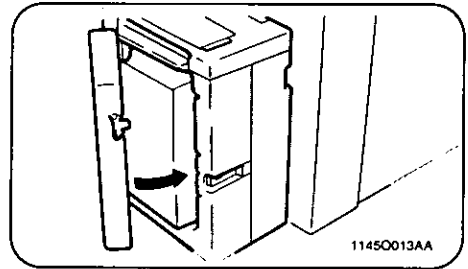


### NOTES

- Make sure that the leading edge of the paper stack is pressed tightly up against the Guide Plate on the right of the FA-L4001.
- The paper should be loaded no higher than the ▼ (Max. Level Indicator).



**4** Close the Cassette Door.



- This causes the Paper Plate to rise automatically.

### NOTE

*The Paper Plate may not ascend if the Cassette Door is not closed completely. Be sure to close the Door completely.*

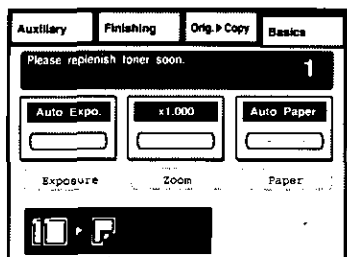


**1. When the Message "The current Paper Drawer is empty." Appears**

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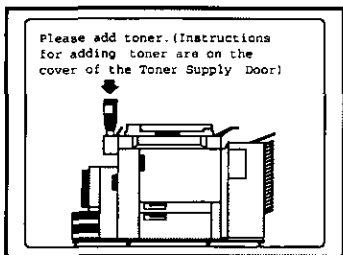
**Notes:**

## 2. When the Message "Replenish Toner." Appears



1145O287CB

The message shown on the left appears when toner is almost empty. You can still make copies, but the image density will become lighter and lighter. It is recommended therefore that you replenish the toner as soon as possible.

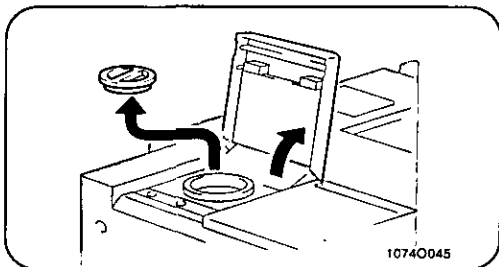


1145O288CB

When toner has run out, the message shown on the left appears and you can no longer start a new copy cycle. Replenish the toner by following the procedure given below.

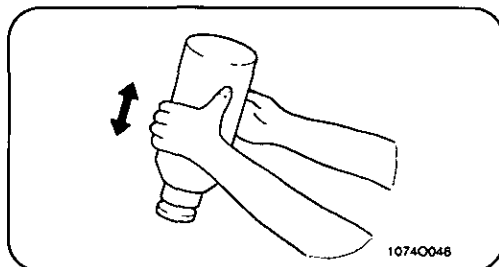
### Replenishing Toner

- 1 Swing open the Toner Supply Door and remove the Hopper Lid.



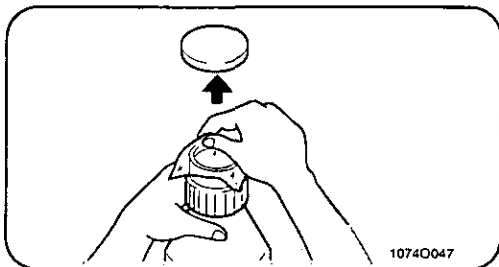
1074O045

- 2 Shake the Toner Bottle vigorously about ten times.





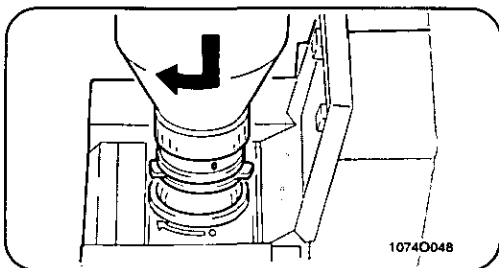
1074O046

- 3 Remove the bottle cap and peel off the seal.



1074O047

- 4 Align the  marking on the Bottle with the  marking at the Toner Port and turn the Bottle clockwise until it stops.

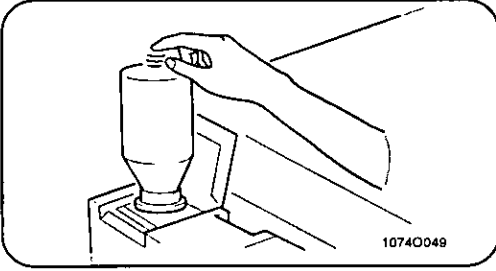


1074O048

## 2. When the Message "Replenish Toner." Appears

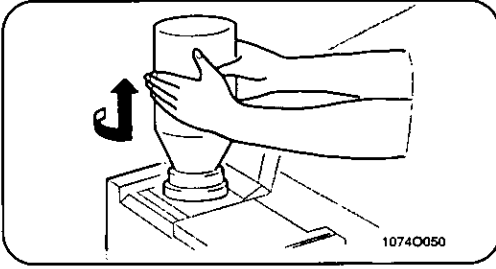
5

Tap the Bottle a few times to ensure that all toner falls into the Hopper.



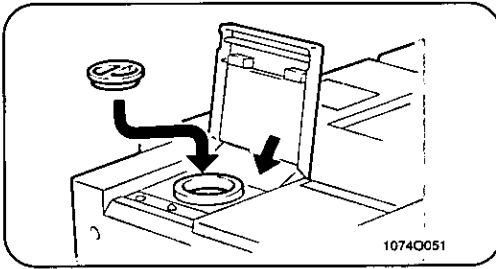
6

Making sure that toner has fallen in completely, turn the Bottle counterclockwise and lift it out of the Port.



7

Refit the Hopper Lid and close the Toner Supply Door.



8

Use the same procedure to add toner to the other two Main Hoppers.

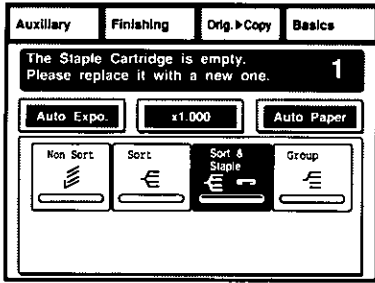
**NOTE**

Use ONLY Panasonic Toner FQ-TE76. Using any other toner will result in trouble.

**Toner Replenisher**

Use the Toner Replenisher Mode if the image is light immediately after replenishing toner. ↪ p. 69

### 3. When the Message "The Staple Cartridge is empty." Appears



1145O289CA

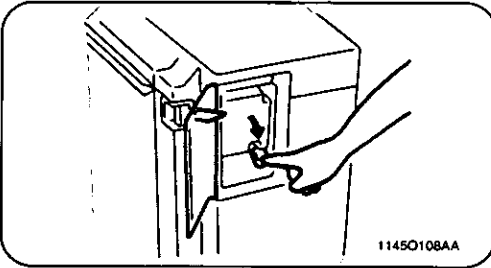
The message shown on the left appears when the staples are running out.

Replace the Staple Sheet Unit with a new one by following the procedure given below.

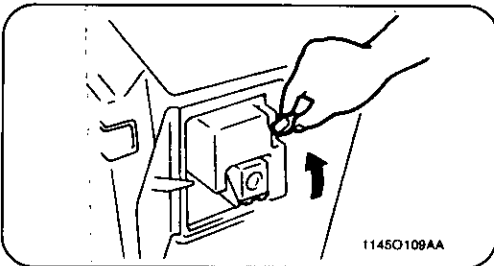
#### Replacing the Staple Sheet Unit

**1** Turn the Stapler Door Knob counterclockwise and swing it open.

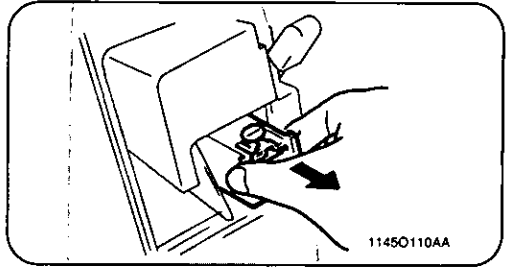
**2** Lightly press down on the Knob to unlock the Stapler Unit.



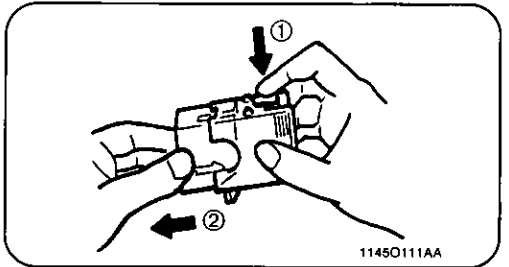
**3** Pull up on the Knob to turn the Stapler Unit 90° upward into the locked position.



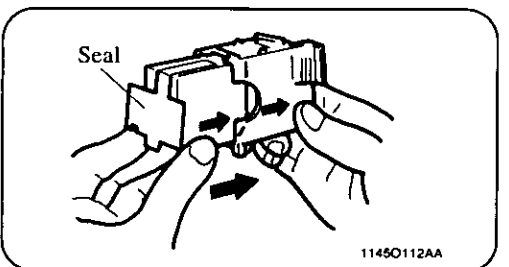
**4** Remove the empty Staple Cartridge.



**5** Press down the Release Knob and pull out the Staple Sheet Cover.



**6** Align the arrow mark on the new Staple Sheet Cover with that on the Cartridge and push the Staple Sheet Unit into the Cartridge.



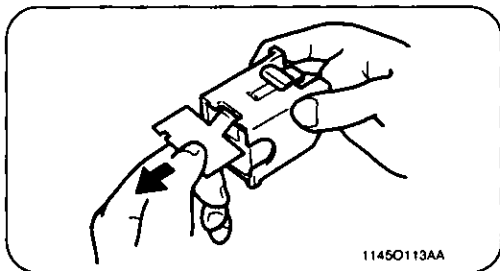
## 3 When the Message "The Staple Cartridge is empty." Appears

**NOTES**

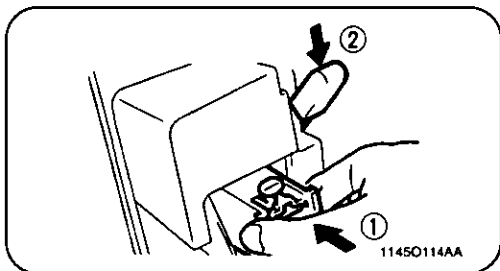
- Insert the new Staple Sheet Unit with its Seal intact
- Push in the new Staple Sheet Unit until it clicks into position

**7**

Carefully peel off the Seal

**8**

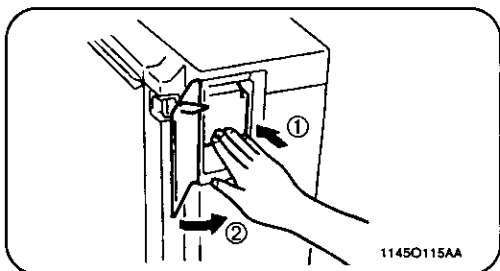
Place the reloaded Staple Cartridge into the Stapler Unit and lower the Knob to swing the Stapler Unit down

**NOTE**

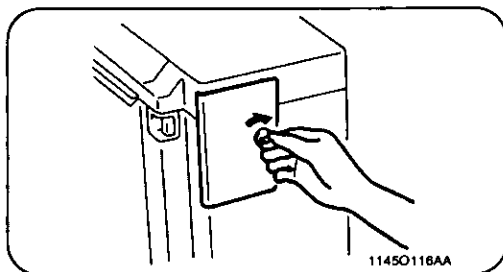
Push the Cartridge down until it clicks into position

**9**

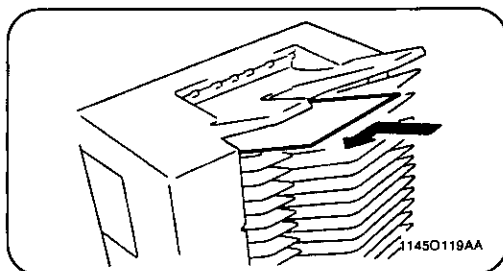
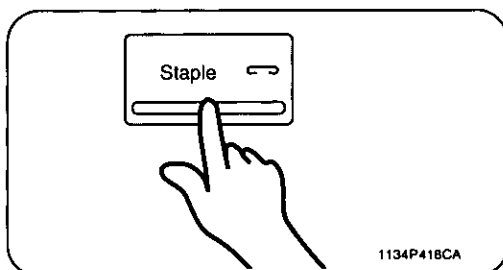
Lightly press the Stapler Unit until it locks into position and close the Stapler Door

**10**

Turn the Stapler Door Knob clockwise

**11**

Place a sheet of paper into the 1st Bin (under the Non-Sort Bin) of the Staple Sorter

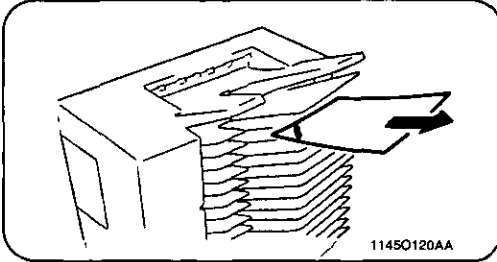
**12**Touch **Staple** on the Touch Panel

The Staple Sorter test-staples the paper several times automatically

### 3. When the Message "The Staple Cartridge is empty." Appears

**13**

Remove the sheet of paper from the 1st Bin and check that it has been stapled



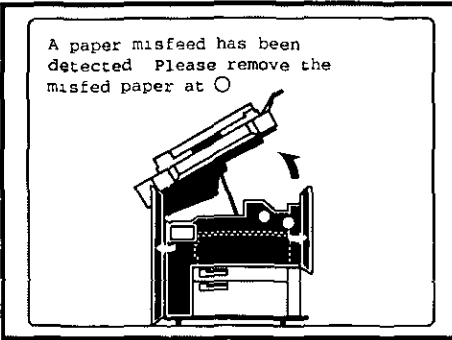
\* If no staples are evident, place another sheet of paper into the 1st Bin and repeat steps 12 and 13

**NOTES**

- *Replace the Staple Sheet Unit only after you are prompted to do that by the message Removing the Staple Cartridge before then will result in stapling trouble*
- *Immediately after the Staple Cartridge has been reloaded, be sure to follow steps 12 through 13*
- *DO NOT turn the green gear near the Cartridge inside the Stapler Unit*

**Notes:**

## 4. When the Message "A paper misfeed has been detected." Appears



1145O290CB

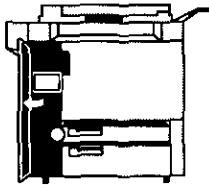
If a paper misfeed occurs during a copy cycle, the message shown on the left appears and that particular copy cycle is stopped in the middle of operation

Clear the misfed sheet of paper according to the procedure given below

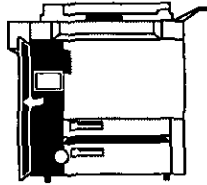
### Misfeed Location Displays

Different procedures are used to clear a misfed sheet of paper depending on the location. First, isolate the location, then clear the misfeed according to the procedure applicable to the misfeed occurring at that particular location.

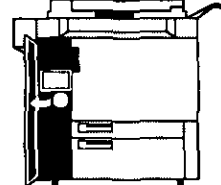
#### Copier ⇨ p. 90



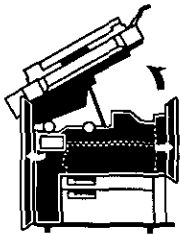
1145O030AA



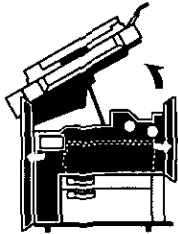
1145O031AA



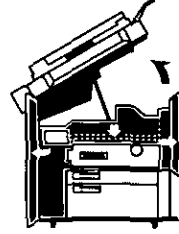
1145O032AA



1145O033AA

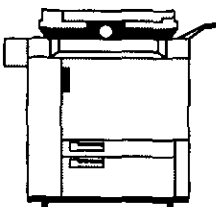


1145O034AA



1145O035AA

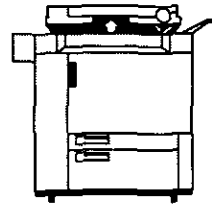
#### i-ADF FA-A901 ⇨ p. 93



1145O036AA



1145O037AA

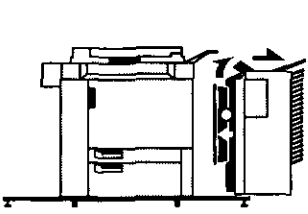


1145O038AA

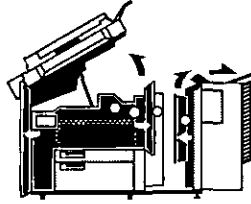


4. When the Message "A paper misfeed has been detected." Appears

Staple Sorter FA-S810 / Hole Punch Unit FA-SP81 ⇨ p. 94

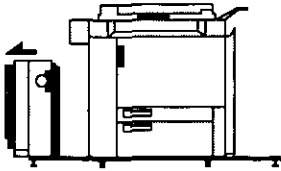


11450045AA

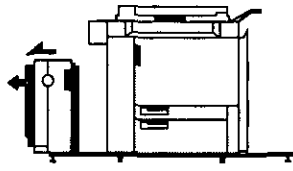


11450294AA

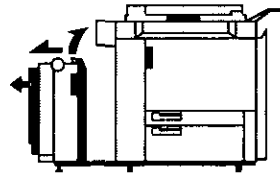
Four-Thousand Sheet Cassette FA-L4001 ⇨ p. 95



11450039AA



11450040AA





11450041AA

## 4. When the Message "A paper misfeed has been detected." Appears

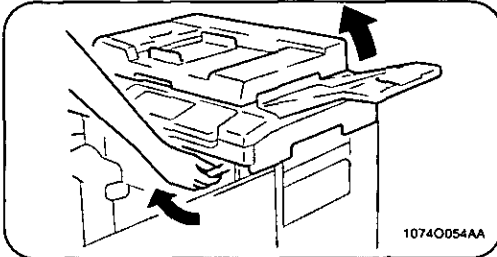
### Misfeed Clearing Procedures

#### Copier (Fusing/Transport Section)

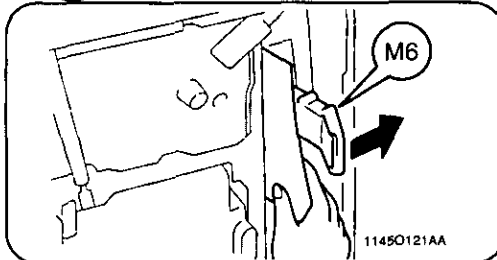
##### NOTE

Be careful not to touch the areas marked with  High Voltage and  Caution with bare hands

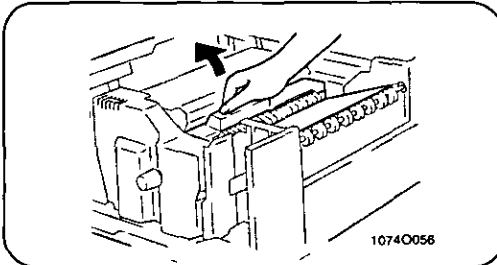
- 1** Open the Front Doors, turn the Lock Release Lever counterclockwise and swing up the upper half of the copier



- 2** Pull Misfeed Removal Lever (M6) to the right and pull out the sheet of paper. Swing Misfeed Removal Lever (M6) back into the locked position



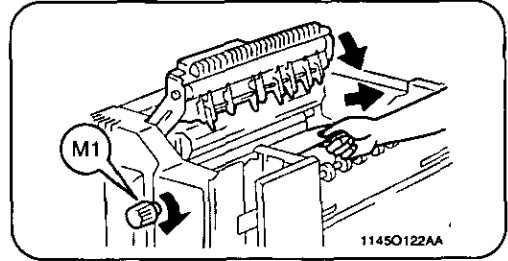
- 3** Raise the Fusing Unit Handle to swing up the upper half of the Fusing Unit



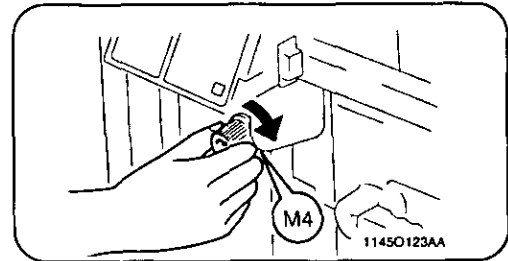
##### CAUTION

The Fusing Unit and its surrounding areas may be extremely hot. DO NOT touch any part except the Fusing Unit Handle (yellow)

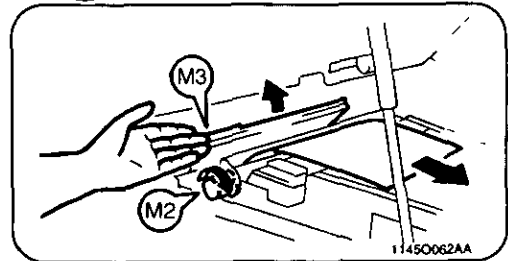
- 4** Turn Misfeed Removal Knob (M1) clockwise to pull out the sheet of paper. Lower the upper half of the Fusing Unit



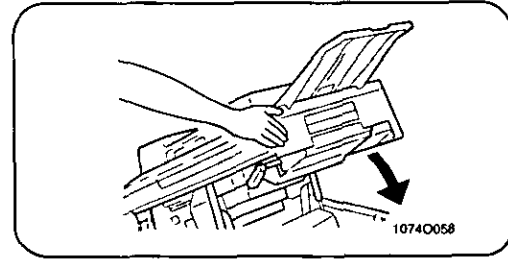
- 5** Turn Misfeed Removal Knob (M4) clockwise to feed the sheet of paper upward



- 6** Raise Misfeed Removal Guide (M3) and, turning Misfeed Removal Knob (M2), pull out the sheet of paper



- 7** Gently swing down the upper half of the copier and close the Front Doors



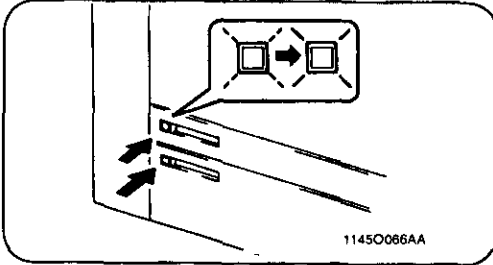
##### NOTE

When swinging down the upper half of the copier, be sure to press down on the specified part

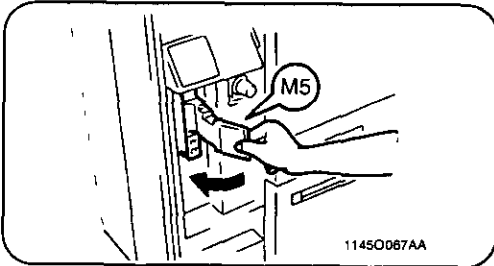
## 4. When the Message "A paper misfeed has been detected." Appears

### Copier (Paper Feed Section)

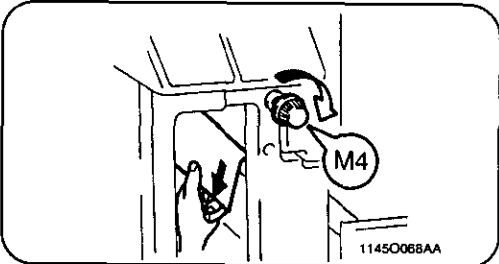
- 1** Press the Paper Descent Keys of the 1st and 2nd Drawers. This causes the Keys to start blinking and they will soon light up green steadily.



- 2** Open the Front Doors and pull Misfeed Removal Lever (M5) to the left.

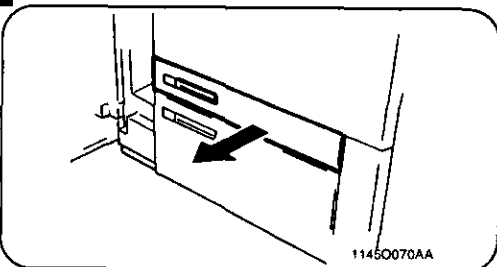


- 3** Turn Misfeed Removal Knob (M4) clockwise to remove the sheet of paper.

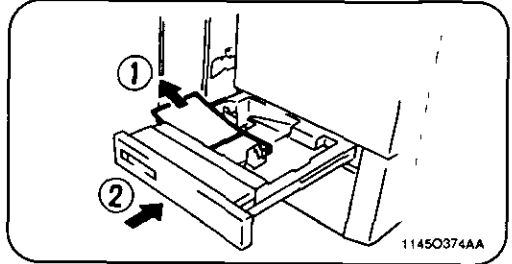


- 4** Push Misfeed Removal Lever (M5) back to the right.

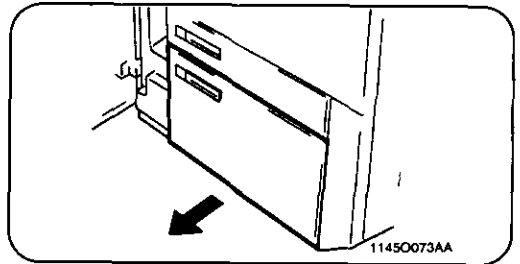
- 5** Slide out the 1st Drawer.



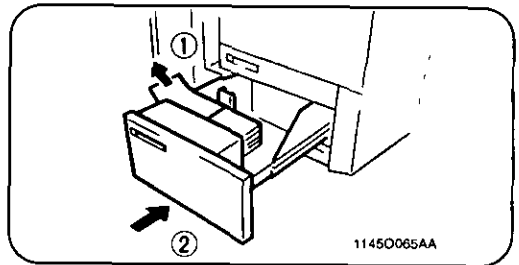
- 6** Remove the sheet of paper and slide the 1st Drawer back into the copier.



- 7** Slide out the 2nd Drawer.



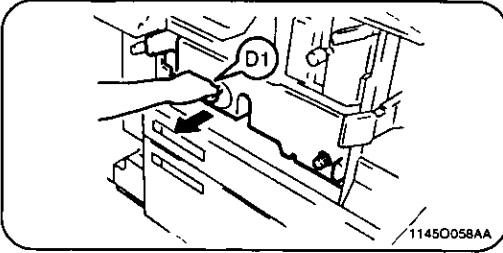
- 8** Remove the sheet of paper and slide the 2nd Drawer back into the copier.



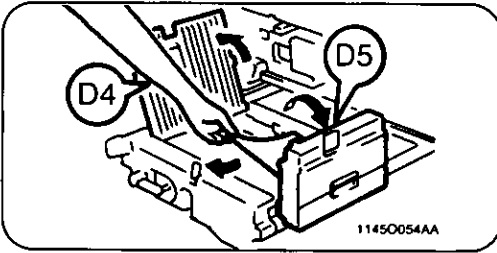
#### 4. When the Message "A paper misfeed has been detected." Appears

##### Copier (Duplex Unit)

- 1** Open the Front Doors Holding onto Misfeed Removal Lever (D1), slide out the Duplex Unit

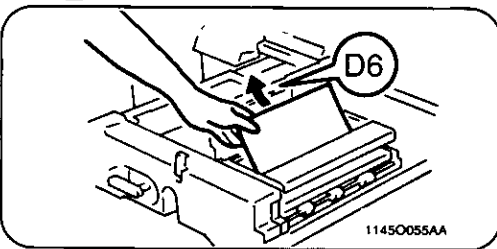


- 2** Open Misfeed Removal Guide Plates (D4) and (D5) and pull out the sheet of paper



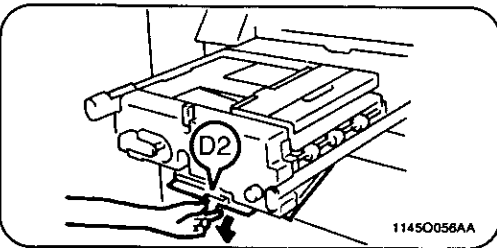
- 3** Close Misfeed Removal Guide Plates (D4) and (D5)

- 4** Open Misfeed Removal Guide Plate (D6) and pull out the sheet of paper

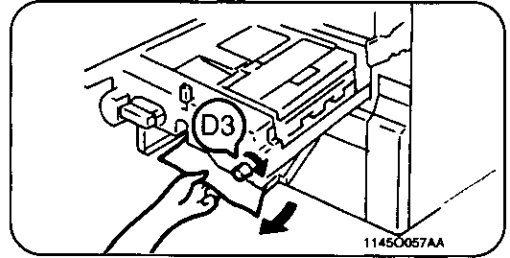


- 5** Close the Misfeed Removal Guide Plate (D6)

- 6** Release Misfeed Removal Lever (D2) downward

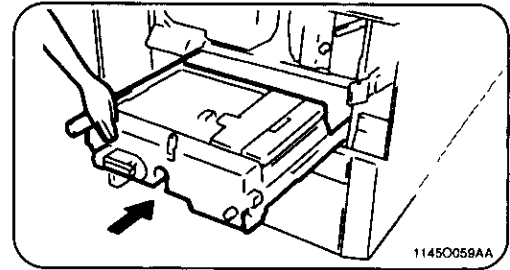


- 7** Turn Misfeed Removal Knob (D3) and pull out the sheet of paper



- 8** Push up Misfeed Removal Lever (D2) into the locked position

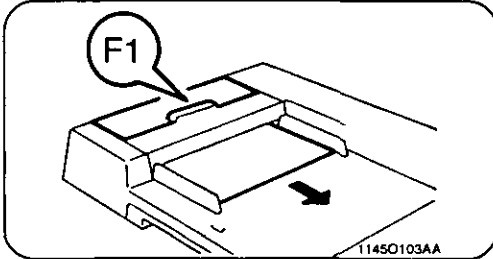
- 9** Slide the Duplex Unit into the copier



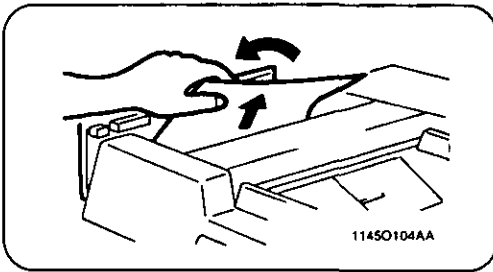
#### 4. When the Message "A paper misfeed has been detected." Appears

##### Automatic Document Feeder (i-ADF)

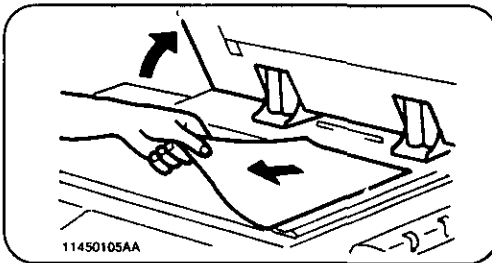
- 1** Carefully pull out the original or originals from the Document Feed Tray



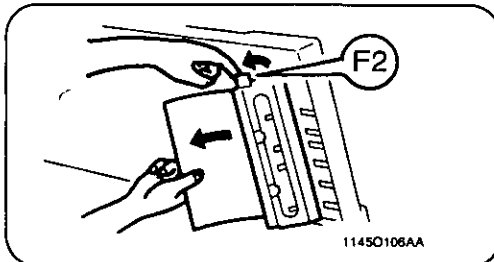
- 2** Raise Document Feed Unit Cover (F1) and carefully pull out the original



- 3** Raise i-ADF and remove the original from the Original Glass



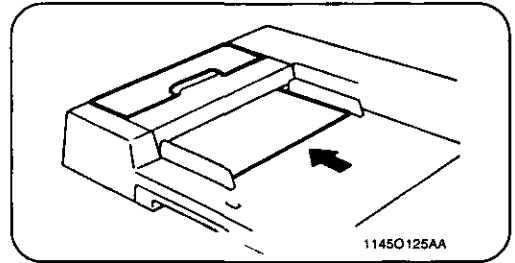
- 4** Open Document Turnover/Exit Unit Plate (F2) and carefully pull out the original



- 5** Lower the i-ADF

**6**

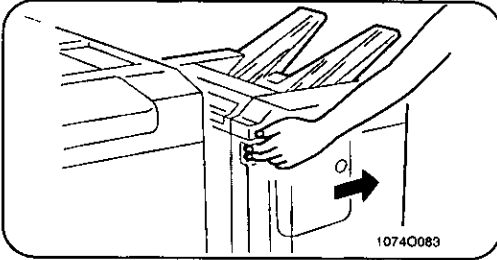
- Return the number of originals indicated on the Touch Panel back onto the Document Feed Tray



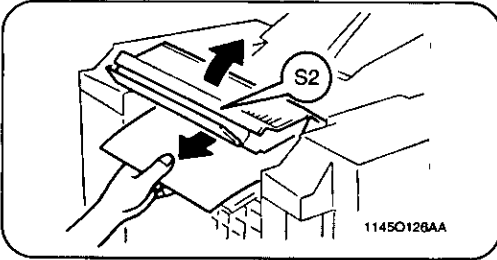
**4. When the Message "A paper misfeed has been detected." Appears**

**Staple Sorter (FA-S810) / Hole Punch Unit FA-SP81**

**1** Press the Lock Release Lever and slide the Staple Sorter away from the copier

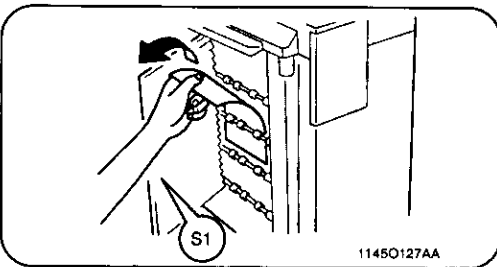


**2** Open Misfeed Removal Door (S2) and pull out the copy inside



**⚠ CAUTION-ATTENTION**  
DO NOT touch any parts except the Door (S2) as they might be very hot

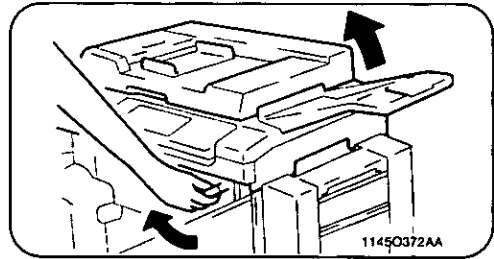
**3** Open Left Door (S1) and pull up the copy inside



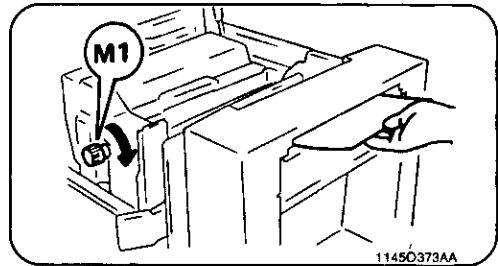
**4** Close Left Door (S1)

\* Steps 5, 6 and 7 are for when the Hole Punch function is used

**5** Open the Front Doors, turn the Lock Release Lever counterclockwise and swing up the upper half of the copier

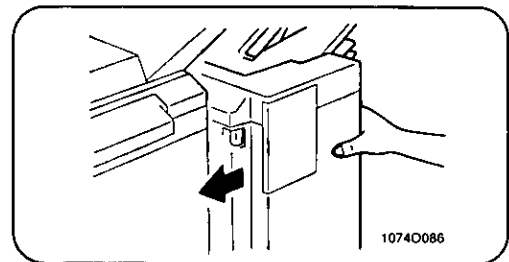


**6** Turn Misfeed Removal Knob (M1) clockwise and pull out the sheet of paper



**7** Gently swing down the upper half of the copier and close the front Doors

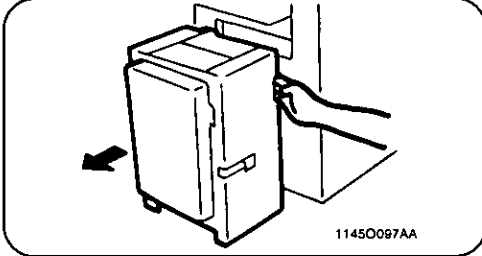
**8** Slide the Staple Sorter back against the Copier



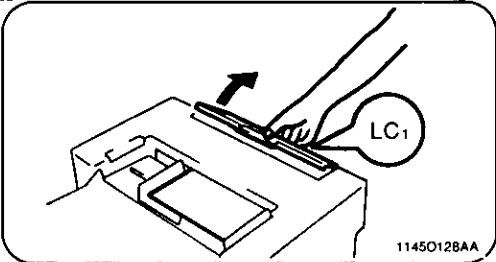
#### 4. When the Message "A paper misfeed has been detected." Appears

##### Four-Thousand Sheet Cassette (FA-L4001)

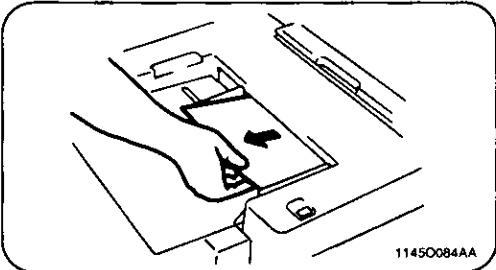
- 1** Press the Lock Release Lever and slide the FA-L4001 away from the copier



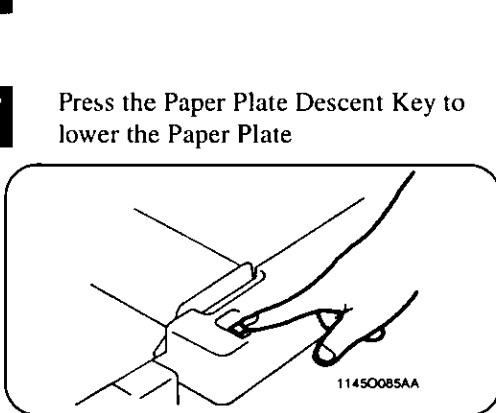
- 2** Open Misfeed Removal Cover (LC1)



- 3** Unload the paper stack from the Multi Sheet Bypass

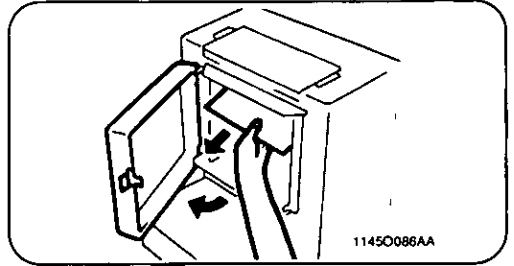


- 4** Close Misfeed Removal Cover (LC1)



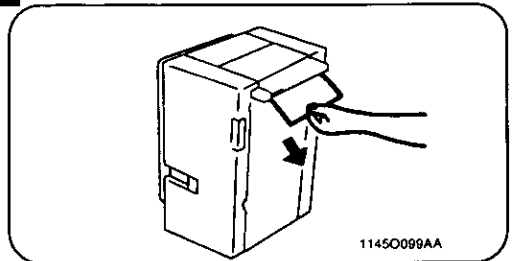
- 5** Press the Paper Plate Descent Key to lower the Paper Plate

- 6** Open the Cassette Door and then pull out the sheet of paper

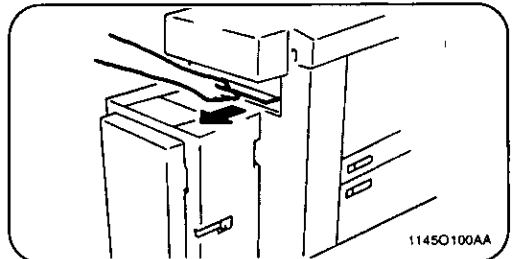


- 7** Close the Cassette Door

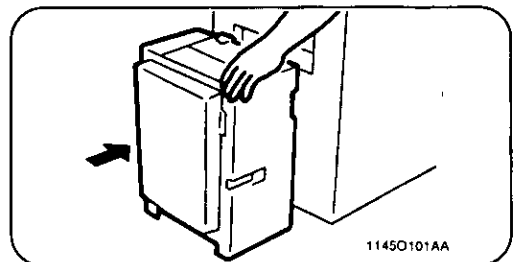
- 8** Pull out the sheet of paper



- 9** Pull out the sheet of paper from the feeding port of the copier



- 10** Slide the FA-L4001 back against the copier



**4. When the Message "A paper misfeed has been detected." Appears**

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**Notes:**

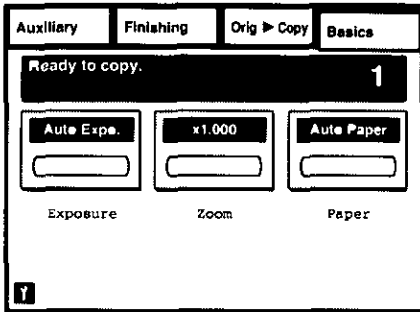


**4. When the Message "A paper misfeed has been detected." Appears**


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**Notes:**


## 5. When Appears

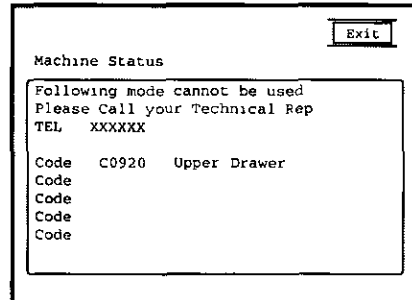


11340146CA


- When  appears in the lower left corner of the Touch Panel, it means that part of the copier mechanism is malfunctioning. Call your Technical Representative immediately.
- If a function involving the malfunctioning component is selected, the message "Selected mode cannot be used. Please call your Technical Rep" appears.
- You can still make copies as long as you don't use that particular function.

### NOTE

Touching  shows the following screen



11450291CA

*This is only for the Technical Representative's use. Touching  in the upper right corner of the screen returns the Basic copying screen to the Touch Panel.*

## 6. What Does Each Message Mean?

Message	Cause	Action
A malfunction has been detected Please call your technical rep and provide the following code	The copier malfunctioned and is unable to make copies	Call and inform your Technical Representative of the code being shown on the Touch Panel
Please input your 4-digit Access Code #, and press the ACCESS Key	An access number has been set and the number assigned for your own department must be entered before you can make a copy	Enter the 4-digit access number ("Access Number" ⇨ p 16)
To begin copying, please insert the Key Counter into the copier as illustrated below	The Key Counter is not plugged in and the copier is unable to make copies	Plug in the Key Counter
The current Paper Drawer is empty Please reload	The currently selected Drawer has run out of paper	Load the Drawer with paper ("1 When the Message 'The current Paper Drawer is empty' Appears" ⇨ p 78)
Please add toner (Instructions for adding toner are on the cover of the Toner Supply Door)	Toner has run out and the copier is unable to make copies	Replenish toner ("2 When the Message 'Replenish Toner' Appears" ⇨ p 82)
Please replenish toner soon	Toner is soon running out	Replenish toner ("2 When the Message 'Replenish Toner' Appears" ⇨ p 82)
The Staple Cartridge is empty Please replace it with a new one	The staples have run out	Replace the Staple Sheet Unit with a new one ("3 When the Message 'The Staple Cartridge is empty' Appears" ⇨ p 84)
A paper misfeed has been detected Please remove the misfeed at O	A misfeed has occurred and no copy cycle can be initiated	Clear the misfed sheet of paper ("4 When the Message 'A paper misfeed has been detected' Appears" ⇨ p 88)
The section indicated by ➡ is open Please close it properly	A copier door is left open or an option is not attached properly and the copier is unable to make copies	Close the door or cover and attach the option properly
Preventative Maintenance Time! Please call your technical rep and provide the following code	The time has come when the copier needs service and the copier is unable to make copies	Call and inform the Technical Representative of the code being shown on the Touch Panel
Call for Maintenance soon	The time has come when the copier needs service	Call your Technical Representative
Copies have been left in the Duplex Unit Please remove them before proceeding any further	A copy or copies are left in the Duplex Unit and the copier is unable to make copies	Remove all copies from the Duplex Unit
Sorter has reached its capacity Please remove all the copies before proceeding any further	The Sorter Bin capacity has been reached and the copier is unable to make copies	Remove all copies from the Sorter Bins

## 6. What Does Each Message Mean?

Message	Cause	Action
Originals have been left on the Glass. Please lift the cover and remove the originals.	You try to use the 1-ADF when there is an original left on the Original Glass.	First remove the original from the Glass, then load the originals in the 1-ADF.
Original(s) left on the Glass.	You have left an original on the Original Glass.	Remove the original from the Glass.
2-sided copying onto this size is not possible. Select a larger size.	You have selected a paper size that is not good for 2-sided copying.	Select a standard copy paper size of Letter or larger, or cancel the 2-sided copying.
Sorting or grouping this size is not possible. Select a larger size.	You have selected a copy paper size not good for the Sort or Group mode.	Select a standard copy paper size of 5-1/2" x 8-1/2" or larger or cancel the Sort or Group mode.
Stapling this size is not possible. Please select a larger size.	You have selected a copy paper size not good for the Sort-and-Staple mode.	Select a standard copy paper size of Letter or larger, or cancel the Sort-and-Staple mode.
Matching paper size isn't available. Reselect paper size or change zoom.	No Drawers contain paper of the right size to run a copy cycle in the Auto Paper mode.	Cancel the Auto Paper mode and select the appropriate copy paper size or change the zoom ratio.
Matching paper size isn't available. Please change direction of original.	The copy paper of the calculated size is loaded in a direction different from that of the original to run a copy cycle in the Auto Paper mode.	Change the direction of the original.
Auto Sizing is not possible. Cancel, or select another paper drawer.	The zoom ratio calculated based on the original size and copy paper size is outside the range $\times 0.610$ - $\times 1.640$ to run a copy cycle in the Auto Size mode.	Cancel the Auto Size mode and select the appropriate zoom ratio, or change the copy paper size.
Please place Cover paper into the indicated paper source.	The paper source specified for covers is not loaded with paper for covers.	Load the indicated paper source with the paper for covers ("1 When the Message 'The current Paper Drawer is empty' Appears" p. 78).
Please load Insert sheets into the indicated paper source.	The paper source specified for inserts is not loaded with paper for inserts.	Load the specified paper source with the paper for inserts ("1 When the Message 'The current Paper Drawer is empty' Appears" p. 78).
To staple, please remove all the remaining copies from the Sorter.	A stapled copy set/stack is left in the Sorter Bin.	Remove all copies from the Sorter Bins or cancel the Sort-and-Staple mode.
Remove copies from the Sorter.	A copy or copies are left in the Sorter Bins.	Remove all copies from the Sorter Bins.
Please load originals into the Document Feeder.	The originals are not loaded onto the 1-ADF, though a mode that requires the 1-ADF (Cover, OHP Interleaving Page Insertion, etc.) has been set.	Load the originals onto the 1-ADF.
Copies remain in the Duplex Unit. Please press START to feed them out.	A copy or copies are left in the Duplex Unit.	Press the Start Key to feed the copies out of the Duplex Unit and onto the Exit Tray.

## 6. What Does Each Message Mean?

Message	Cause	Action
Margin-by-Reduction and Manual Feeding cannot be combined Cancel one	You have selected Margin-by-Reduction with paper loaded on the Manual Sheet Bypass or the Multi Sheet Bypass	Cancel Margin-by-Reduction or select another paper source
XXX and OOO cannot be combined	You have set two functions that conflict with each other	Cancel either one of the two functions
The maximum # for 2-sided copies is 50 Please reenter	You have entered 51 or more for the number of copies to be made in a 2-sided copying cycle	If you press the Start Key, the copier starts the copy cycle to make only 50 copies
Your account has reached its maximum copy allowance Please call your administrator	The max number of copies that can be made for your account is determined in the Administrator Mode	Consult the administrator of your copier
To recover job, reinsert the following # of originals	After a misfed sheet of paper has been cleared, you need to reload the originals fed out onto the Document Exit Tray onto the Document Feed Tray	Place the number of originals shown back onto the Document Feed Tray
For Margin-by-Reduction, select Auto Paper or Auto Size instead of Manual	Margin-by-Reduction is possible only in the Auto Paper or Auto Size mode	Select the Auto Paper or Auto Size mode
Matching paper is in Special Tray If OK, press START		If you don't want the special paper, place the desired type of paper of the corresponding size on the Manual Sheet Bypass or Multi Sheet Bypass Special paper setting ☞ p 27
Auto-Sizing and Manual Feeding cannot be combined Cancel one		Select a zoom ratio

**6. What Does Each Message Mean?**

---

**Notes:**

## Chapter 6

# Troubleshooting

This chapter gives you instructions on how to troubleshoot copier malfunctions

### *1 When this Type of Copy is Produced*

- *The Image is too light 104*
- *The Image is too dark 104*
- *The Copy is blurry 104*
- *The Copy has dark specks or spots 105*
- *The Edge of the Copy is dirty 105*
- *The Image on the Copy is not aligned properly 105*

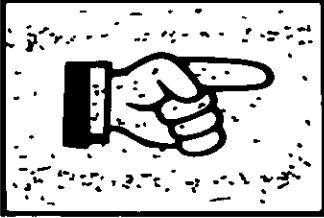
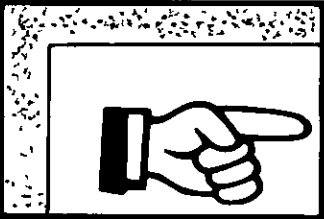
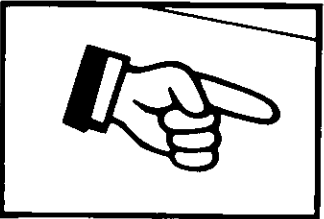
### *2 The Copier is not functioning as designed*

- *The Touch Panel shows nothing 106*
- *No copies are fed out when the Start Key is pressed 106*
- *Control Panel Keys do not respond 106*
- *The Copier is not activated when the Power Switch is turned ON 106*

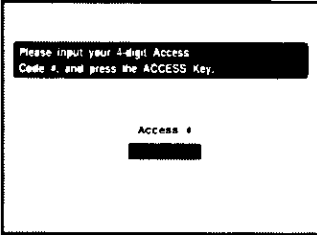




## 1. When This Type of Copy is Produced

Symptom	Possible Cause	Action
The Copy has dark specks or spots  1139O1680A	The Original Glass is dirty	Wipe the Original Glass clean with a soft dry cloth ⇨ p 112
	The Original Pad or Document Feed Belt is dirty	Wipe the Original Pad or Document Feed Belt clean with a soft cloth dampened with mild detergent ⇨ p 112
	The original is very thin or highly transparent	Place a blank sheet of paper over the original ⇨ p 22
	The original is two-sided	The information on the back side of a two-sided, thin original may be slightly reproduced on the copy Set the copier into the Manual Exposure Mode and, using the <b>[LIGHTER]</b> Key, make the exposure level lighter ⇨ p 31
The Edge of the Copy is dirty  1139O1690A	The Original Pad or Document Feed Belt is dirty	Wipe the Original Pad or Document Feed Belt clean with a soft cloth dampened with mild detergent ⇨ p 112
	You have selected a paper size larger than the original (Zoom Ratio is set at full size 100%)	Select the same copy paper size as the original ⇨ p 26 Or, use the Auto Size Mode to enlarge the copy to the appropriate size ⇨ p 28
	The original is not placed in the correct position (Zoom Ratio is set at full size 100%)	Select the paper drawer that is loaded in the same direction as the original ⇨ p 26 Or reload the paper in the same direction as the original ⇨ p 78
	The reduction ratio selected is not in accord with the copy paper size (When doing manual reduction copying)	Select the zoom ratio according to the copy paper size ⇨ p 28 Or, use the Auto Size Mode to reduce the copy to the appropriate size ⇨ p 28
The Image on the Copy is not aligned properly  1139O1680A	The original is not placed in the correct position	Place the original correctly on the Original Glass against the Original Width Scale ⇨ p 22 Or, load it onto the i-ADF correctly along the Document Guide Plates ⇨ p 21
	The originals may not be suitable for use in the i-ADF (When i-ADF is being used)	Raise the i-ADF and place the originals on the Original Glass one at a time, instead of using the i-ADF ⇨ p 22
	The Original Glass is dirty (When i-ADF is being used)	Wipe the Original Glass clean with a soft dry cloth ⇨ p 112

## 2. The Copier is not functioning as designed

Symptom	check for	Action
The Touch Panel shows nothing	Is only the Start Key lit up green?	The copier is in the Energy Saver Mode Press any key on the Control Panel to cancel the Energy Saver Mode ↪ p 15
	The Display Contrast Control Knob is placed in the excessively light or dark position	Viewing the Touch Panel, turn the Display Contrast Control Knob as necessary ↪ p 13
	_____	The copier is in the Auto Shut OFF Mode ↪ p 15 Turn the Power Switch ON
The Start Key does not light up green	Is your Access Number entered? 	Enter your Access Number ↪ p 16
No copies are fed out when the Start Key is pressed	The copier was just turned ON and is warming up	It takes the copier about 8 minutes to be ready for making copies after it has been turned ON Please wait
	The copier has developed a malfunction	Check the Touch Panel and take action according to the message on the Panel ↪ p 99
Control Panel Keys do not respond	The Interrupt Key LED is lit up	The copier is in the interrupt mode Press the Interrupt Key to cancel the interrupt mode ↪ p 16
The copier is not activated when the Power Switch is turned ON	The power cord is left unplugged from the power outlet	Plug the power cord into the power outlet
	The room circuit breaker is open	Close the room circuit breaker

If these procedures do not correct the problem, contact your Technical Representative

## Chapter 7

### Miscellaneous

This chapter gives complete specifications of the copier system and options

#### 1 Specifications

- Copier 108
- i-ADF (Inverting Automatic Document Feeder) 109
- Four-Thousand Sheet Cassette 109
- Staple Sorter 110
- Hole Punch Unit 111

#### 2 Care of the Copier 112

- Cleaning

#### 3 Function Combination Matrix 114

#### 4 Description of Copy Paper Size and Zoom Ratio Table 117

#### 5 Index 118

# 1. Specifications

## Copier FP-7181

Type	Console Copier		
Platen	Stationary		
Photoconductor	OPC		
Copying System	Electrostatic Dry Powdered Image Transfer to Plain Paper		
Developing System	Dry Dual Component		
Fusing System	Lamp-Heated Roller		
Types of Original	Sheets, Books, and other three-dimensional objects Maximum Original Size Ledger Lengthwise Maximum Original Weight 11 lbs		
Kinds of Paper	Plain paper (16 to 24 lbs ) Recycled paper Special paper (Optional Manual Sheet Bypass only) Thick paper (24 to 28 lbs ), Transparencies, Onion Skin paper		
Copy Paper Size	Upper Drawer	Ledger L 11" × 14" L, Legal L, Letter L, Letter C	
	Lower Drawer	11" × 14" L, Legal L, Letter L Letter C, Invoice L (1-Side Mode only)	
	Manual Sheet Bypass <Option>	Crosswise 11-1/4" to 5-1/2" Lengthwise 17" to 7-1/4"	
Drawer Capacity	Total 2,000 sheets • Upper Drawer 500 sheets (21-1/4 lbs ) • Lower Drawer 1,500 sheets (21-1/4 lbs )		
Warm-up Time	8 minutes or less at ambient temperature of 23°C/73°F		
First Copy	Letter C = 3.7 seconds or less (in Full size Mode using First Copier Drawer)		
Copy Speed (Approx copies/minute)	Full Size (×1 000)	Ledger L 40 Legal L 50 Letter L 63 Letter C 81	
Magnification Ratios	Fixed ratios Full size 1.1 ±0.005 Reduction ratios ×0.647, ×0.733, ×0.785 Enlargement ratios ×1.214, ×1.294, ×1.545 Zoom ratios From ×0.610 to ×1.640 In ×0.001 increments		
Multiple Copies	Up to 999 copies (count-down system)		
Exposure Control	Auto and Manual		
Lost Image	1-sided copy in the full size mode Leading edge 6.5 mm or less (approx 1/4") Trailing edge 5.5 mm or less (approx 1/4") Front edge, Rear edge 4 mm or less (approx 1/8" or less)		
Power Requirements	AC 110V, 115V, 120V, 127V, 200V, 220V/230V 230V/240V, 50/60Hz		
Power Consumption	2.0 kW (Max )		
Dimensions	Width	42-1/4" (Excluding 1-ADF, Staple Sorter)	
	Depth	29-1/4"	
	Height	39-1/4" (Up to Original Glass surface)	
Weight	496 lbs (Including PC Drum)		

**i-ADF (Inverting Automatic Document Feeder) FA-A901**

Document Feeding System	Standard Mode : 1-sided original, 2-sided original, 2-in-1 Mixed Original Detection Mode: 1-sided Mixed Original Detection 2-sided Mixed Original Detection Singl Feeding Mode Lightweight Original Mode
Kinds of Original	Plain paper
Original Weight	1-sided original Mode, 2-in-1 Mode : 13-1/4 to 29-1/4 lbs. 2-sided original Mode : 17 to 29-1/4 lbs. Lightweight Original Mode : 10-3/4 to 29-1/4 lbs.
Original Size	1-sided/2-sided original Mode: Ledger L, Legal L, Letter L, Letter C 2-in-1 Mode: Letter C
Capacity of Document Feed Tray	50 sheets (21-1/4 lbs.)
Copy Productivity	100%
First Copy with ADF	Letter C = 4.3 seconds or less
Power Source	DC24V 3A supplied from copier
Power Consumption	72W or less
Dimensions	Width: 46"      Depth: 21-1/4"      Height: 4-1/4"
Weight	39 lbs.

**Four-Thousand Sheet Cassette FA-L4001**

Type of Paper	Plain paper (16 to 24 lbs.) Recycled paper Special paper (Multi Sheet Bypass only) Thick paper (24 to 27-3/4 lbs.), Transparencies, Onion Skin paper
Paper Size	Stacker: Letter C Multi Sheet Bypass: Crosswise : 11-3/4" to 5-3/4" Lengthwise: 17" to 8-1/4"
Capacity	Stacker: 4,000 sheets (21-1/4 lbs.) Multi Sheet Bypass: 100 sheets (21-1/4 lbs.) 20 sheets (Special paper)
Power Source	DC24V supplied from copier
Power Consumption	45W or less
Dimensions	Width: 16-3/4"      Depth: 19-3/4"      Height: 29-1/4"
Weight	66-1/2 lbs.

## 1. Specifications

### Staple Sorter FA-S810

No. of Bins	Non-Sort Bin + 20 Sort Bins
Modes	Non-Sort Mode, Sort Mode, Group Mode Sort and Staple Mode
Kinds of Paper	<p>Non-Sort Mode</p> <ul style="list-style-type: none"> <li>• Plain paper, Recycled paper (16 to 24 lbs )</li> <li>• Special paper Thick paper (24 to 28 lbs ), Transparencies Onion Skin paper</li> </ul> <p>Sort Mode, Group Mode, Sort and Staple Mode</p> <ul style="list-style-type: none"> <li>• Plain paper, Recycled paper (16 to 21-1/4 lbs )</li> </ul>
Paper Size	Non-Sort Mode, Sort Mode, Group Mode Invoice L to Ledger L Sort and Staple Mode Letter to Ledger L
Capacity of Bins	<p>Non-Sort Bin</p> <ul style="list-style-type: none"> <li>• Plain paper, Recycled paper 100 sheets (21-1/4 lbs )</li> <li>• Special paper 10 sheets</li> </ul> <p>Sort Bins</p> <ul style="list-style-type: none"> <li>• Plain paper, Recycled paper 50 sheets/bin (21-1/4 lbs )</li> </ul> <p>Total 1,000 sheets</p>
Power Source	DC24V supplied from copier
Power Consumption	72W or less
Dimensions	Width 19"      Depth 24"      Height 38-1/4"
Weight	104 lbs
Accessories	Staple Cartridge, 5,000 staples/cartridge × 1 piece

**Hole Punch Unit FA-SP81**

Punching	Acceptable paper size Letter C Punch Hole 3 Hole
Power Source	DC24V supplied from copier
Power Consumption	5 W or less
Dimensions	Width 5"      Depth 20-3/4"      Height 16-3/4"
Weight	15-1/2 lbs

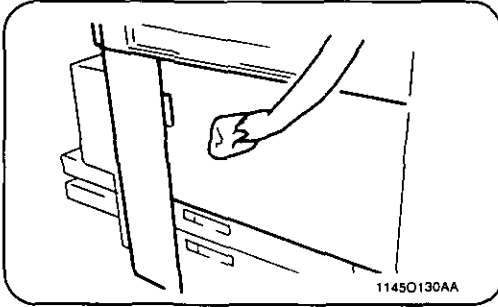
## 2. Care of the Copier

### Cleaning

(Turn OFF the Power Switch of the copier when cleaning.)

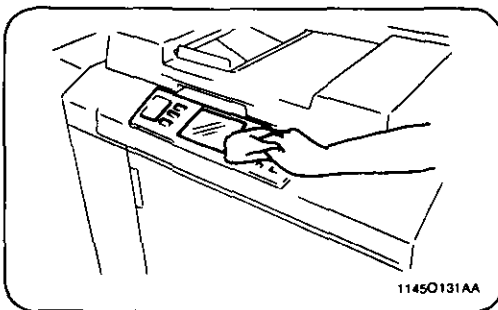
#### Housing Cover

Wipe the surface of the Housing Cover clean with a soft cloth dampened with mild home detergent



#### Control Panel

Wipe the surface of the Control Panel clean with a soft dry cloth



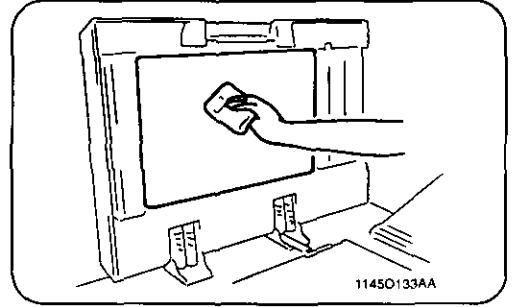
#### NOTE

*NEVER use a glass cleaner or any other detergent to avoid damage to the control panel keys and Touch Panel*

#### Document Transport Belt

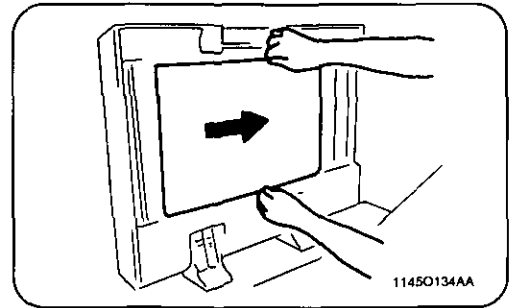
1

Wipe the surface of the Document Transport Belt clean with a soft cloth dampened with mild home detergent



2

Hold the Document Transport Belt at both edges and pull it to the right to expose a fresh surface



3

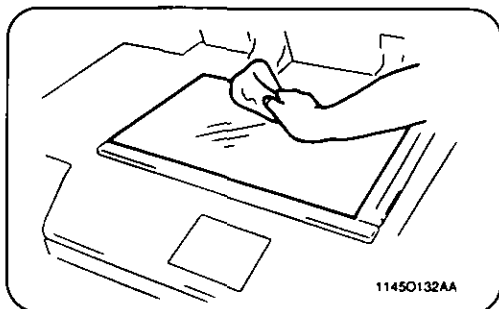
Wipe the fresh surface clean using the soft cloth dampened with mild home detergent

Repeat these steps until the entire surface of the Belt is wiped clean

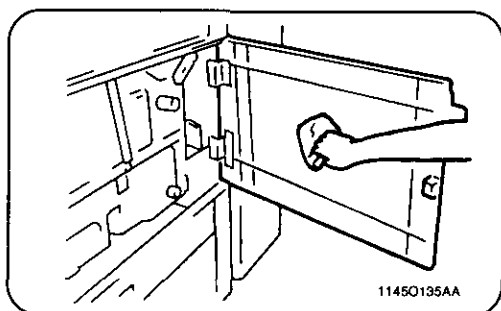


**Original Glass**

Wipe the surface of the Original Glass clean with a soft, dry cloth

**Front Door**

Wipe the inside of the Front Door clean with a soft cloth



### 3. Function Combination Matrix

Functions Set Last		Basic						Orig.▶Copy										
		Paper		Zoom		Exposure		1▶1	1▶2	2▶1	2▶2	1[2in1]▶1	2[2in1]▶1	1▶[2in1]	1▶2[2in1]			
		Auto Paper	Manual Paper	Auto Size	Fixed Ratio	Zoom Memory	Auto Expo.									Manual Expo.		
Functions Set First		Auto Paper	Manual Paper	Auto Size	Fixed Ratio	Zoom Memory	Auto Expo.	Manual Expo.	1▶1	1▶2	2▶1	2▶2	1[2in1]▶1	2[2in1]▶1	1▶[2in1]	1▶2[2in1]		
Basic	Paper	Auto Paper	▲	▲	○	○	○	○	○	○	○	○	○	○	○	○	○	
		Manual Paper	▲	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Zoom	Auto Size	▲	○	▲	▲	○	○	○	○	○	○	○	○	○	○	○	○
		Fixed Ratio	○	○	▲	▲	○	○	○	○	○	○	○	○	○	○	○	○
		Zoom Memory	○	○	▲	▲	○	○	○	○	○	○	○	○	○	○	○	○
	Exposure	Auto Expo.	○	○	○	○	○	▲	○	○	○	○	○	○	○	○	○	○
Manual Expo.		○	○	○	○	○	▲	○	○	○	○	○	○	○	○	○	○	
Orig.▶Copy	1▶1		○	○	○	○	○	○	▲	▲	▲	▲	▲	▲	▲	▲	▲	
	1▶2		○	○	○	○	○	○	▲	▲	▲	▲	▲	▲	▲	▲	▲	
	2▶1		○	○	○	○	○	○	▲	▲	▲	▲	▲	▲	▲	▲	▲	
	2▶2		○	○	○	○	○	○	▲	▲	▲	▲	▲	▲	▲	▲	▲	
	1[2in1]▶1		○	○	○	○	○	○	▲	▲	▲	▲	▲	▲	▲	▲	▲	
	2[2in1]▶1		○	○	○	○	○	○	▲	▲	▲	▲	▲	▲	▲	▲	▲	
	1▶[2in1]		○	○	○	○	○	○	▲	▲	▲	▲	▲	▲	▲	▲	▲	
	1▶2[2in1]		○	○	○	○	○	○	▲	▲	▲	▲	▲	▲	▲	▲	▲	
Finishing	Non-Sort		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	Sort		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	Group		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	Sort-&-Staple		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	Manual Staple		△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	
	Hole Punch		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
Auxiliary	Cover		○	○	○	○	○	○	○	○	○	○	△	△	○	○		
	Page Insertion		○	○	○	○	○	○	○	○	○	○	△	△	○	○		
	OHP Inter-leaving	Single Copy	△	△	○	○	○	○	○	△	○	△	△	△	△	△		
		Multi Copy	△	△	○	○	○	○	○	△	○	△	△	△	△	△		
	File Margin	Right	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
		Left	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
		Reduce	○	B	○	B	B	○	○	○	○	○	○	○	○	○	○	
	Edge/Frame Erase		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
Book Copy		△	○	△	○	○	○	○	▲	▲	▲	▲	▲	▲	▲	▲		
Interrupt		○	○	○	○	○	○	○	△	○	△	○	○	○	○	△		
* Multi Sheet Bypass		▲	▲	△	○	○	○	○	○	A	○	A	▲	▲	○	A		
Job Memory		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		
ADF/SADF Mode		○	○	○	○	○	○	○	○	△	△	△	△	△	△	△		

\* Multi Sheet Bypass can be used if the copier is equipped with FA-L4001.  
 ○ : The functions can be combined.  
 ● : The functions can be combined (though a miscopy could result).  
 △ : The functions cannot be combined. (The function set first takes precedence.)  
 ▲ : The functions cannot be combined. (The function set last takes precedence.)

3. Function Combination Matrix

Functions Set Last		Functions Set First		Finishing						Auxiliary												
				Non-Sort	Sort	Group	Sort-&Staple	Manual Staple	Hole Punch	Cover	Page Insertion	OHP Inter-leaving		File Margin			Edge/Frame Erase	Book Copy	Interrupt	Multi Sheet Bypass *	Job Memory	ADF/SADF Mode
												Single Copy	Multi Copy	Right	Left	Reduce						
Basic	Paper	Auto Paper	O	O	O	O	O	O	O	O	▲	▲	O	O	O	O	▲	O	◇	O	O	
		Manual Paper	O	O	O	O	O	O	O	O	C	C	O	O	B	O	O	O	▲	O	O	
	Zoom	Auto Size	O	O	O	O	O	O	O	O	O	O	O	O	O	O	▲	O	◇	O	O	
		Fixed Ratio	O	O	O	O	O	O	O	O	O	O	O	O	B	O	O	O	O	O	O	
		Zoom Memory	O	O	O	O	O	O	O	O	O	O	O	O	B	O	O	O	O	O	O	
	Exposure	Auto Expo.	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	
Manual Expo.		O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O		
Orig.▶ Copy	1▶1		O	O	O	O	O	O	O	O	O	O	O	O	O	▲	O	O	O	O		
	1▶2		O	O	O	O	O	O	O	△	△	O	O	O	O	▲	△	A	O	O		
	2▶1		O	O	O	O	O	O	O	O	O	O	O	O	O	▲	O	O	O	△		
	2▶2		O	O	O	O	O	O	O	△	△	O	O	O	O	▲	△	A	O	△		
	1[2in1]▶1		O	O	O	O	O	△	△	△	△	O	O	O	O	▲	O	△	O	△		
	2[2in1]▶1		O	O	O	O	O	△	△	△	△	O	O	O	O	▲	O	△	O	△		
	1▶[2in1]		O	O	O	O	O	O	△	△	O	O	O	O	O	▲	O	△	O	△		
	1▶2[2in1]		O	O	O	O	O	O	△	△	O	O	O	O	O	▲	△	A	O	△		
Finishing	Non-Sort		▲	▲	▲	△	O	O	O	E	▲	O	O	O	O	O	O	O	O	O		
	Sort		▲	▲	▲	O	O	O	O	O	O	O	O	O	O	O	▲	A	O	O		
	Group		▲	▲	▲	O	O	O	O	▲	▲	O	O	O	O	▲	A	O	O			
	Sort-&Staple		▲	▲	▲	△	O	O	O	▲	▲	O	O	O	O	▲	▲	A	O	△		
	Manual Staple		△	△	△	△	△	△	△	△	△	△	△	△	△	△	O	△	△	△		
	Hole Punch		O	O	O	O	O	O	O	▲	▲	O	O	O	O	O	▲	A	O	△		
Auxiliary	Cover		O	O	O	O	O	O	△	△	O	O	O	O	△	△	△	O	△			
	Page Insertion		O	O	O	O	O	O	O	△	△	O	O	O	O	△	△	O	O	△		
	OHP Inter-leaving	Single Copy	D	O	△	△	△	△	△	△	▲	O	O	O	O	△	△	△	O	△		
		Multi Copy	△	O	△	△	△	△	△	△	▲	O	O	O	O	△	△	△	O	△		
	File Margin	Right	O	O	O	●	O	●	O	O	O	O	▲	O	O	O	O	O	O	O		
		Left	O	O	O	O	O	O	O	O	O	O	▲	O	O	O	O	O	O	O		
		Reduce	O	O	O	O	O	O	O	O	O	O	O	O	O	O	△	O	A	O		
	Edge/Frame Erase		O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	A	O	O		
	Book Copy		O	O	O	O	O	△	△	△	△	O	O	△	O	O	◆	O	▲	O		
	Interrupt		O	△	△	△	△	O	△	△	△	O	O	O	O	O	O	O	O	O		
* Multi Sheet Bypass		O	A	A	A	△	A	▲	O	▲	▲	O	O	A	A	△	O	O	O			
Job Memory		O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O			
ADF/SADF Mode		O	O	O	△	O	O	△	△	△	△	O	O	O	△	O	O	O	O			

- ◇ : The functions cannot be combined. (The function set last takes precedence. The function set first is automatically canceled. Cover, Page Insertion, or OHP Interleaving, if combined, is not canceled.)
- ◆ : The functions cannot be combined. (Either one of the functions must be canceled before a copy cycle can be initiated.)

### 3. Function Combination Matrix

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#### Conditions for Combined Functions

- A** The functions cannot be combined  
(One of the functions must be canceled before a copy cycle can be initiated. Acceptable, however, is a combination with Cover, Page Insertion, or OHP Interleaving.)
- B** The combination is possible if Auto Paper or Auto Size has been set, but not if Manual is set  
(One of the functions must be canceled before a copy cycle can be initiated.)
- C** If OHP Interleaving has been set, only Letter lengthwise or crosswise paper can be selected  
OHP Interleaving is not possible if the copier is not loaded with Letter lengthwise or crosswise paper.
- D** The combination is possible if the copier is not equipped with a Sorter  
(If a Sorter is attached, the function set first, OHP Interleaving, takes precedence.)
- E** The combination is possible if the copier is not equipped with a Sorter  
(If a Sorter is attached, the function set first, Non-Sort, is automatically switched to Sort to run a copy cycle for OHP Interleaving.)

## 4. Description of Paper Size and Zoom Ratio Table

### Paper Size

Name	Size (Metric)	Size (Inch)
A3	297 mm × 420 mm	11-3/4" × 16 1/2"
B4	257 mm × 364 mm	10" × 14 1/4"
A4	210 mm × 297 mm	8-1/4" × 11 3/4"
B5	182 mm × 257 mm	7 1/4 × 10
A5	148 mm × 210 mm	5 3/4" × 8 1/4"
B6	128 mm × 182 mm	5" × 7 1/4"
A6	105 mm × 148 mm	4 1/4" × 5 3/4"
POST CARD	100 mm × 148 mm	4 × 5 3/4

Name	Size (Inch)	Size (Metric)
LEDGER	11" × 17"	279 mm × 432 mm
11" × 14"	11" × 14"	279 mm × 356 mm
COMPUTER	10-1/8" × 14"	257 mm × 356 mm
10" × 14"	10" × 14"	254 mm × 356 mm
9 1/4" × 14"	9 1/4" × 14"	236 mm × 356 mm
LEGAL	8 1/2" × 14"	216 mm × 356 mm
FOOLSCAP	GOVERNMENT LEGAL	8 1/2" × 13"
FOOLSCAP		8" × 13"
FOOLSCAP		8 2/3" × 13"
FOOLSCAP	FOLIO	8 1/4" × 13"
8 1/4" × 11 3/4"		8 1/4" × 11 3/4"
LETTER		8 1/2" × 11"
GOVERNMENT LETTER		8" × 10 1/2"
QUARTO		8 × 10
INVOICE	STATEMENT	5 1/2" × 8 1/2"
		140 mm × 216 mm

### Zoom Ratio Table (Original Size to Copy Paper Size)

Original Size	Metric Areas	
	Copy Paper Size	Zoom Ratio
A3 297 × 420 mm 11 3/4" × 16 1/2"	A4	×0.707
	A5	×0.500
	B4	×0.866
	B5	×0.610
	A5	×0.707
A4 210 × 297 mm 8 1/4" × 11-3/4"	A6	×0.500
	B5	×0.866
	B6	×0.610
	A3	×1.414
	B4	×1.224
	A6	×0.707
	B6	×0.866
A5 148 × 210 mm 5 3/4" × 8 1/4"	A4	×1.414
	A3	×2.000
	B4	×1.733
	B5	×1.224
	A4	×2.000
A6 105 × 148 mm 4 1/4" × 5 3/4"	A5	×1.414
	B5	×1.733
	B6	×1.224
	A4	×0.816
B4 257 × 364 mm 10" × 14 1/4"	A5	×0.577
	B5	×0.707
	B6	×0.500
	A3	×1.154
	A5	×0.816
B5 182 × 257 mm 7 1/4" × 10"	A6	×0.577
	B6	×0.707
	A3	×1.640
	A4	×1.154
	B4	×1.414
	A6	×0.816
	A4	×1.640
B6 128 × 182 mm 5" × 7 1/4"	A5	×1.154
	B4	×2.000
	B5	×1.414
	B5	×1.414

Original Size	Inch Areas	
	Copy Paper Size	Zoom Ratio
11" × 17" 279.4 × 431.8 mm	11" × 14"	×0.823
	Legal	×0.772
	Foolscap	×0.764
	Letter	×0.647
	Invoice	×0.500
11" × 15" 279.4 × 381 mm	11" × 14"	×0.933
	Legal	×0.772
	Foolscap	×0.772
	Letter	×0.733
	Invoice	×0.500
11" × 14" 279.4 × 355.6 mm	Legal	×0.772
	Foolscap	×0.772
	Letter	×0.772
	Invoice	×0.500
Legal 8 1/2" × 14" 215.9 × 355.6 mm	Foolscap	×0.928
	Letter	×0.785
	Invoice	×0.607
	11" × 17"	×1.214
Foolscap 8 1/2" × 13" 215.9 × 330.2 mm	Letter	×0.846
	Invoice	×0.647
	11" × 17"	×1.294
	11" × 14"	×1.076
	Invoice	×0.647
Letter 8 1/2" × 11" 215.9 × 279.4 mm	11" × 17"	×1.294
	11" × 14"	×1.272
	11" × 17"	×2.000
Invoice 5 1/2" × 8 1/2" 139.7 × 215.9 mm	11" × 14"	×1.647
	Legal	×1.545
	Foolscap	×1.529
	Letter	×1.294

Zoom Ratio = Copy Paper Size ÷ Original Size

1 (inch) = 25.4 mm  
1 mm = 0.0394" (inch)

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5770 Ambler Drive Mississauga  
Ontario L4W 2T3

FFPTD0741 Printed in Japan  
January 1996