Operation Chart
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Before operating

Making Copies

Options

Troubleshooting

Panasonic

Plain Paper Copier

FP-7718/7722/7728/7735

Options
i-ADF (FA-A888)/ADF (FA-A505)/Sorter (FA-S280/S615/S575/S680)
System Console (FA-DS72)/LCC (FA-MA301)

Operating Guide

(FP-7718)

(FP-7722*/7728/7735)

∗ except FP-7722

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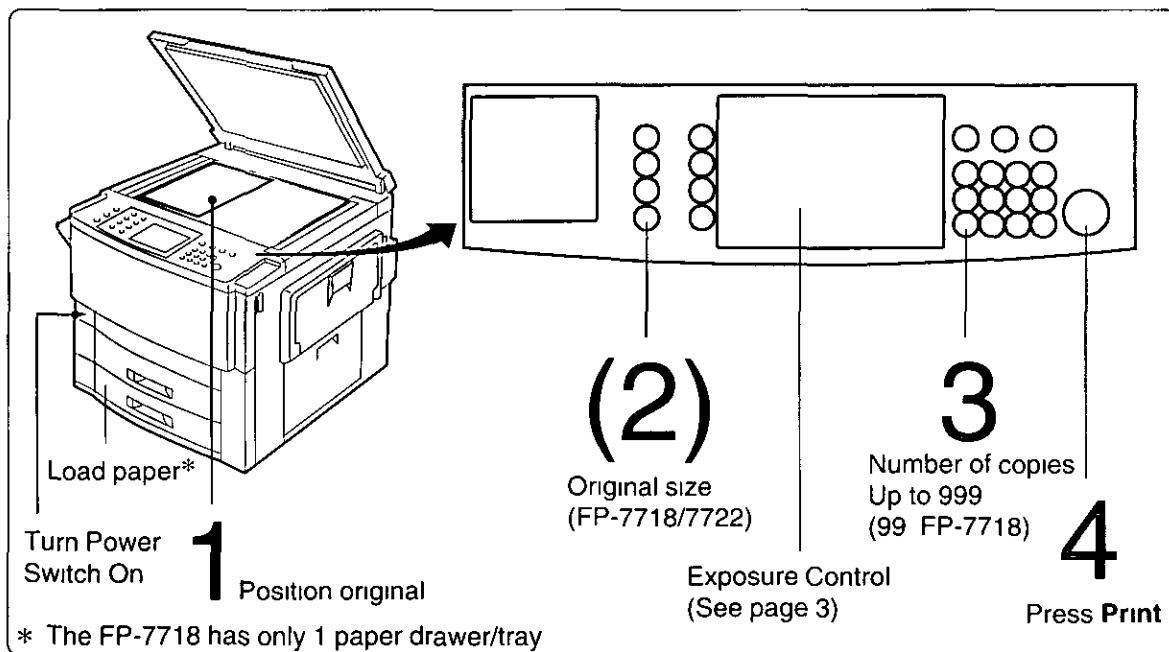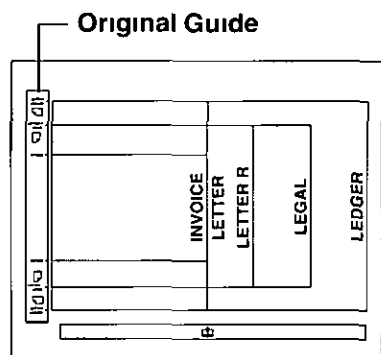
Operation Chart

Full Size Copying

■ When copying the same size as the original (1:1)
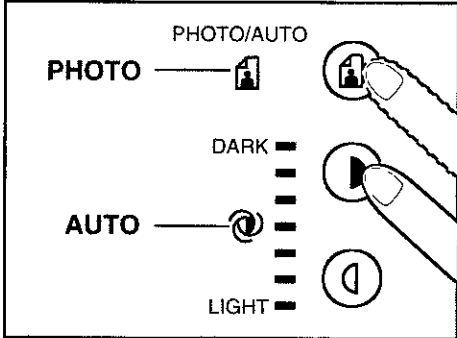Copy size and copy density are automatically selected

Turn Power Switch On **1** Position original

Load paper*

(2) Original size (FP-7718/7722)

3 Number of copies Up to 999 (99 FP-7718)

Exposure Control (See page 3)

4 Press **Print**

* The FP-7718 has only 1 paper drawer/tray

■ Position of the original

Original Guide

INVOICE LETTER LETTER R LEGAL LEDGER

● Face Down on platen and in ADF (FA-A505) Face Up in i-ADF (FA-A888)
● If the original is not positioned properly, a portion of the original may not be copied
● For originals smaller than invoice size, align with center of left original guide and select invoice (FP-7728/7735)
● For originals smaller than invoice size, use invoice key (FP-7718/7722)

■ Energy Saver mode
The FP-7718/7722/7728/7735 has functions for power saving while the copier is not in use
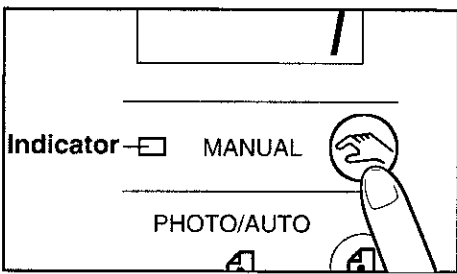If you wish to use this feature, consult your key operator or service technician

	Power Consumption		Warm Up Time
Energy saver mode			
FP-7718/7722	Approximately	85 Wh	30 Seconds
FP-7728	Approximately	105 Wh	30 Seconds
FP-7735	Approximately	130 Wh	30 Seconds
Auto off mode			
FP-7718	Approximately	5 Wh	40 Seconds
FP-7722	Approximately	5 Wh	50 Seconds
FP-7728/7735	Approximately	5 Wh	70 Seconds

■ When manually selecting exposure control or original size:

PHOTO/AUTO

PHOTO ────🔳

DARK ▬

AUTO ────◎

LIGHT ▬

Select exposure control
① Press the Light key to copy colored background or Dark key for light image original etc ,
② Press the Photo/Auto Select key to copy photos and halftones

Indicator ─☐   MANUAL

PHOTO/AUTO

Select original size
① Press Manual key

■ The indicator lights up (Manual mode)

② Select original size with Original Size key

● **Benefits of Quantum™ Technology:**
The FP-7718/7722/7728/7735 features Quantum™ Technology which utilizes an advanced form of artificial intelligence to ensure optimal copy quality and performance under varying environmental conditions, from a wide range of originals

■ Paper Drawer/Tray
① The paper drawer/tray is designed to accommodate invoice, letter, letter R, legal and ledger size paper To change the paper size, consult your service technician for proper instructions (See page 22)
② The FP-7718 has only 1 paper drawer/tray

(NOTE)   ● Remove stacked copies from the exit tray every 250 sheets

● When copying onto special paper, use the sheet bypass (Letterhead, mailing labels, transparencies, etc ,) (See page 16)

Options

Components

I-ADF, Inverting Automatic
Document Feeder (FA-A888)
- To feed originals automatically
- For multi-size feeding
- For duplex copying
- For 2 in 1 copying

ADF, Automatic Document
Feeder (FA-A505)
- To feed originals automatically
(See page 30)

10/20 Bin Sorter
(FA-S280/S575/S615/S680)
(See page 31)
- To sort, group or stack copies
- To staple copies
(FA-S615/S680)

Automatic Duplex Unit
(See page 26)
(FA-MADM6)
- For duplex copying

3000 Sheet Large Capacity
Cassette (FA-MA301)
- 3000 sheets

■ System Console (FA-DS72)
- To increase paper feed sources
and capacity
Storage Drawer × 1
- To increase the number of
paper drawers, an optional
accessory is needed Consult
your service technician
Upper/middle stage Paper
drawer (FA-MA055)
Lower stage Paper drawer and
mounting kit

■ Commonality of optional accessories
(The FP-7728/7735 with options)

	FP-7718	FP-7722	FP-7728	FP-7735
FA-A505	O	O	O	O
FA-A888	O	O	O	O
FA-S280	△	O	O	×
FA-S575	×	O	O	O
FA-S615	△	O	O	×
FA-S680	×	O	O	O
FA-MADM6	×	O	O	O
FA-MA301	×	×	O	O
FA-DS72	△	O	O	O

O YES × NO
△ Combination use possible with mounting kit,
consult your service technician

The paper drawer/tray is
designed to accommodate
invoice, letter, letter R, legal
and ledger size paper To
change the paper size,
consult your service
technician for proper
instructions (See page 22)

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Before operating

Making Copies

Options

Maintenance
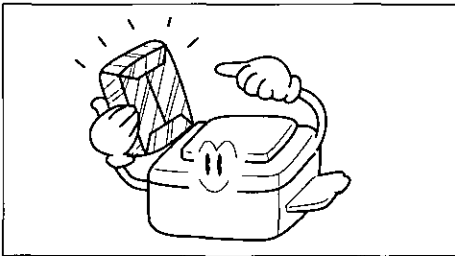
Specifications

Precautions

Handling


■ Do not look directly at exposure lamp when copying
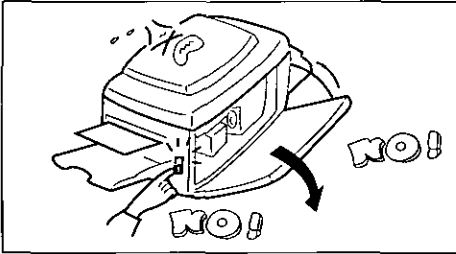
■ Do not turn the power switch off or open the front panel during copying

● Do not drop paper clips or other metal objects into the copier

Toner and Paper

■ Store toner, developer and paper in cool areas with low humidity

● High quality paper of 16 lbs - 24 lbs (15 – 30 lbs via sheet bypass) may be used

● For optimum performance, it is recommended that only Panasonic Brand supplies be used in the copier

Ventilation
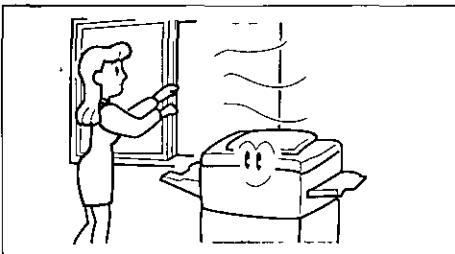
■ The copier should be installed in a well-ventilated area, to minimize the ozone density in the air

■ The FP-7718/7722/7728/7735 power consumption is 1 5 kW A properly wired (with ground), dedicated, 15 A, 120 V AC outlet is required Do not use an extension cord

Installation
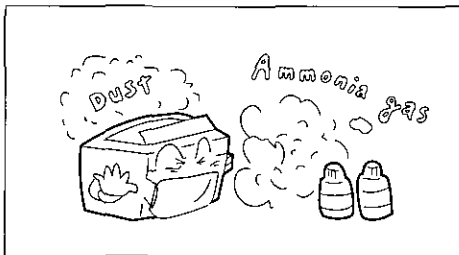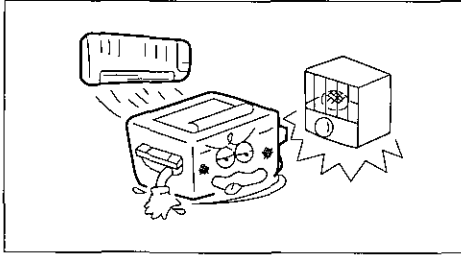
■ The copier should not be installed in areas with the following conditions

● Extremely high or low temperature and humidity
  Ambient conditions
    Temperature 50°F – 86°F
    Relative humidity 30% – 80%

● Area where temperature and humidity can change rapidly

● Direct exposure to sunlight

● Directly in air conditioning flow

● In areas of high dust concentration

● In areas of poor ventilation

● In areas with chemical fume concentration

● In areas with extreme vibration

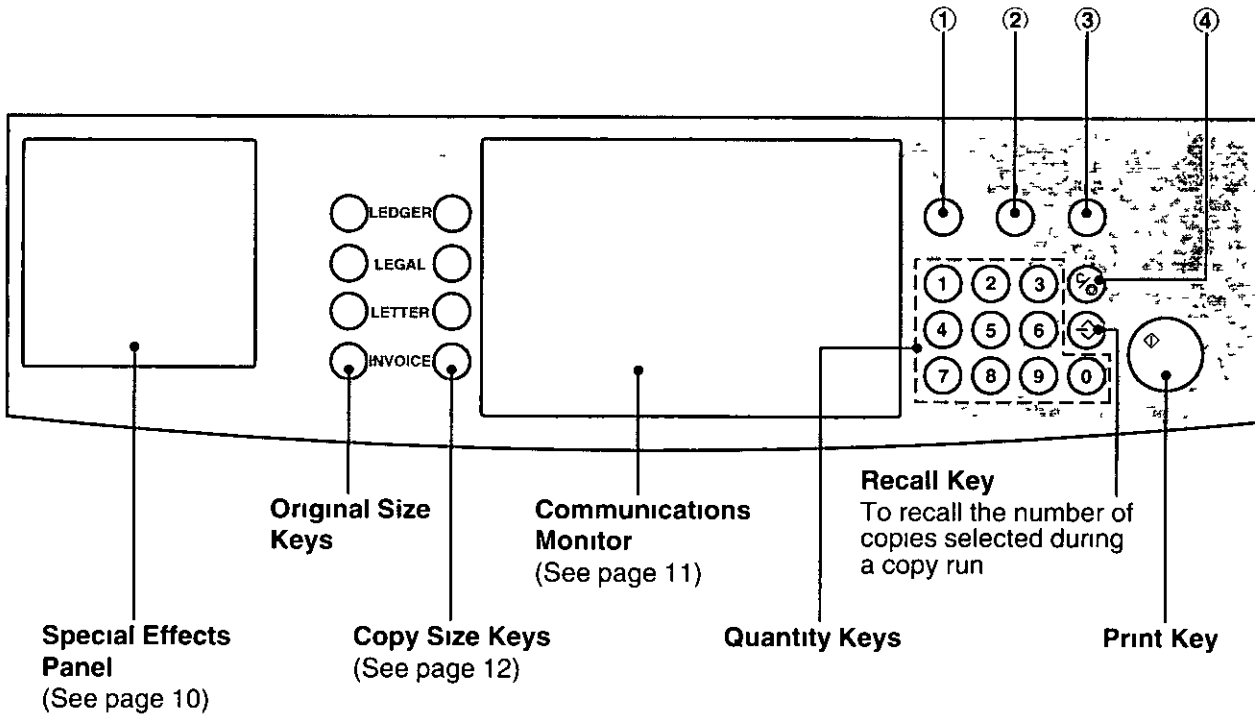● With unstable or uneven conditions (floors, etc)

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Energy Star

The FP-7718, 7722, 7728, & 7735 copiers comply with Tier 2 of the Environmental Protection Agency's Energy Star Program This voluntary program specifies certain energy consumption and usage standards for copiers The FP-7718, 7722, 7728, & 7735 will automatically "power down" after a specified period of non-use The use of these Energy Star compliant copiers will reduce energy consumption and ultimately benefit the environment

The default functions can be adjusted depending on your office requirements Please see your authorized Panasonic copier dealer for more details

Control Panel

Original Size Keys

Communications Monitor
(See page 11)

Recall Key
To recall the number of copies selected during a copy run

Special Effects Panel
(See page 10)

Copy Size Keys
(See page 12)

Quantity Keys

Print Key

| No	Contents	Function
①	Energy Saver Key	● Press to select the energy saver mode while the copier is not in use ● Press Energy Saver key again, to cancel and make copies
②	Interrupt Key	● Press **Interrupt** key, then indicator will light Make other copy job ● Press **Interrupt** key again to continue original job
③	Reset Key	Press to reset all features to initial power-on state
④	Clear/Stop Key	Press to stop copy run or clear copy count in display

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Components
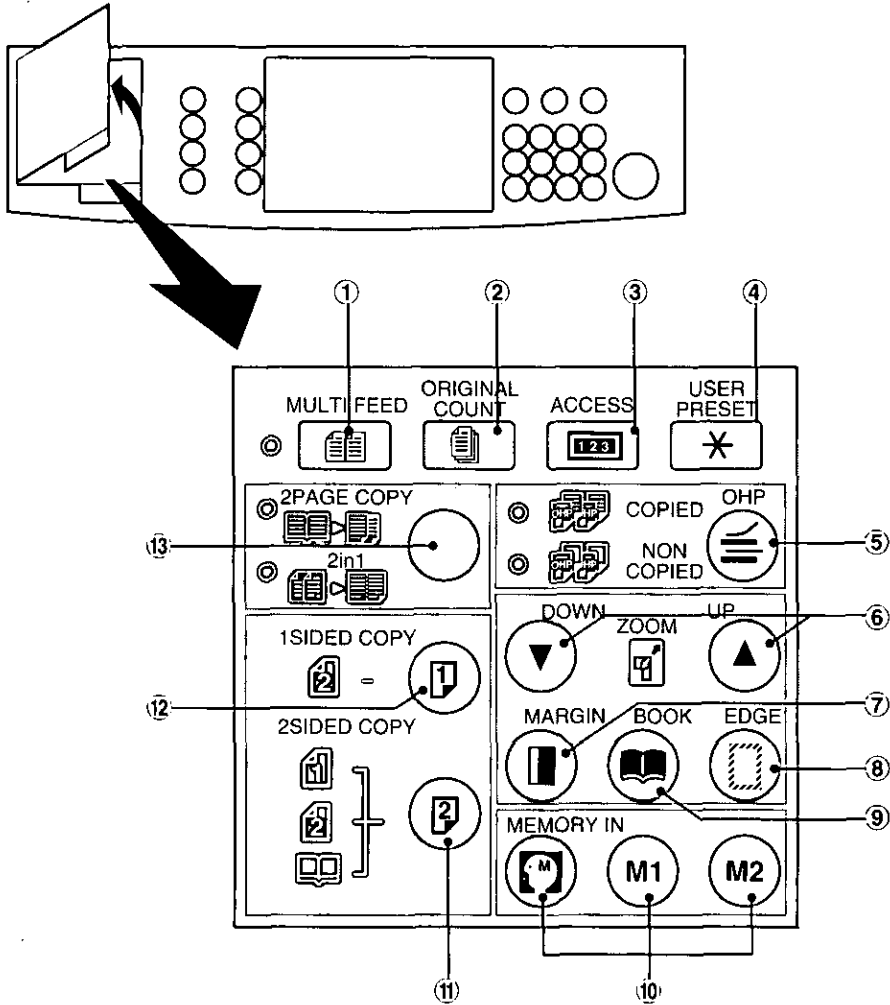
No	Keys	Refer to	No	Keys	Refer to
①	Multi-Size Feeding ● Using i-ADF	P.29	⑧	Edge Mode	P.14
			⑨	Book Mode	P.15
②	Original Count (FP-7722/7728/7735) ● Using i-ADF and ADU 2 in 1 mode	P.26	⑩	Memory In/Job programs	P.19
			⑪	Duplexing mode selection (FP-7722/7728/7735) ● Using ADU	P.26
③	Access	P.18			
④	User Preset	P.20	⑫	2:1 Copy ● Using i-ADF	P.30
⑤	OHP interleaving mode	P.17			
⑥	Zoom	P.13	⑬	2-Page copy/2 in 1 mode selection	P.15, 30
⑦	Margin Shift Mode	P.14			

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Communications Monitor

FP-7718/7722
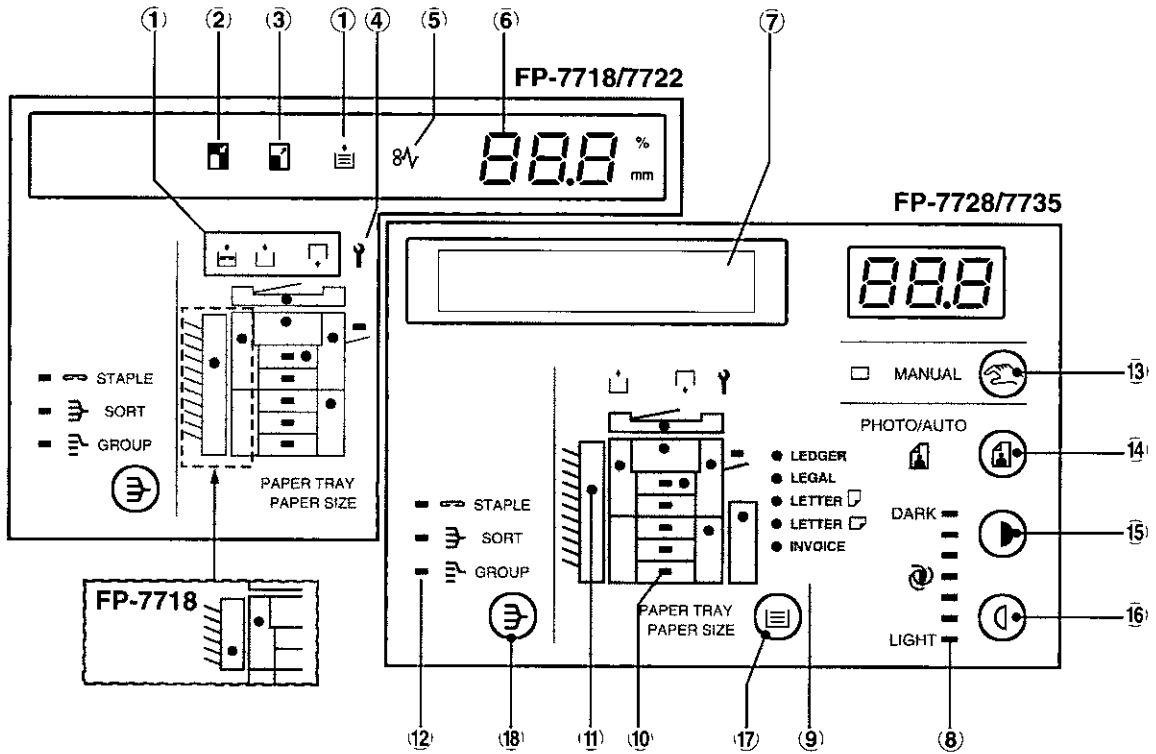
FP-7728/7735

FP-7718

No	Indicator	Refer to	No	Indicator	Refer to

①	Adding
	  Paper
	  Toner
	  Staple (FP-7718/7722)
	Replacing
	  Waste Toner Bottle
		P 36
		P 38
		P 33, 34
		
		P 39
			⑦	Message Display
				(FP-7728/7735)
				Indicates procedures,
				functions, maintenance, etc ,
					——

②	Reduction	P 12	⑧	Exposure Indicator	P 3
③	Enlargement	P 12	⑨	Paper Size Indicator	——
④	Service Call Lights up when it's time for routine maintenance	——	⑩	Paper Drawer/Tray Indicator (-)	——
			⑪	Paper misfeed location (•)	P 40

⑤	Paper Misfeed	P 40 – 47	⑫	Mode Select Indicator
				  Staple Sort
				  Sort
				  Group
					P 32

⑥	Copy Count Display Indicates number of copies, zoom ratio and error code	——			

No	Keys	Refer to	No	Keys	Refer to
⑬	Manual Key	P 3	⑯	Exposure Control (LIGHT)	P 3
⑭	PHOTO/AUTO	P 3	⑰	Paper Drawer/Tray	——
⑮	Exposure Control (DARK)	P 3	⑱	Mode Select Key	P 32

Reduction or Enlargement Copying

When copying with preset ratios

■ **There are 5 preset reduction and 4 preset enlargement modes.**
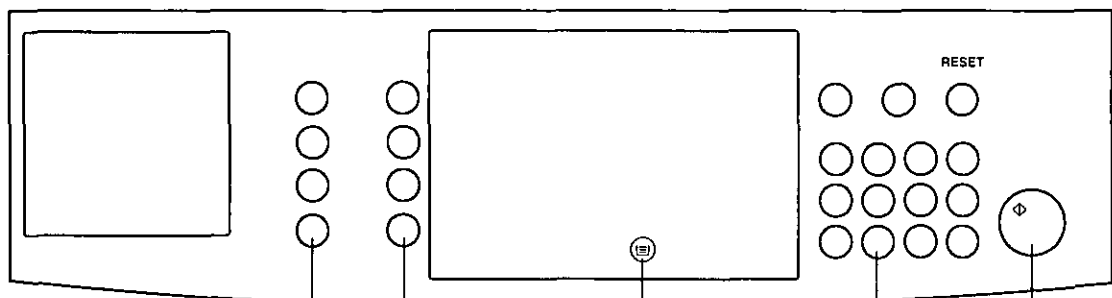
1
Position original

(2)
Original size (FP-7718/7722)

3
Select the copy size (Landscape for letter size)

Paper Tray Key

4
Number of copies

5
Press **Print**
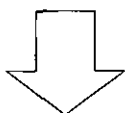
Example: Reduction

| Original size | Copy size |

LEDGER ➞ LETTER

The correct ratio is automatically selected.

Original size (%)

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

ATTENTION
● Part of the image may be deleted if the direction of the original and copy paper do not correspond.
● If a different paper size is desired, press the Paper Drawer/Tray Select key. When Copy Size key is pressed, the ratio will return to preset position.

NOTE
● To reset reduction or enlargement copying, press Reset key.

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Zoom Copying

■ **A zoom ratio can be selected from 50% to 200% in 1% increments.**

1 Position original

2 Select zoom ratio

(3) Copy Size Keys Original size (FP-7718/7722)

(4) Select desired paper size

5 Number of copies

6 Press **Print**

Zoom Ratio   50% – 200%

Press and hold the Zoom Down or Zoom Up key
(Increase in 1% increments)

DOWN   ZOOM   UP

UP   For enlargement

DOWN   For reduction

● Zoom ratio indication (See page 11)
FP-7718/7722 Copy count display
FP-7728/7735 Message display

ATTENTION
● If a different paper size is desired, press the Paper Drawer/Tray Select key
When Copy Size key is pressed, the ratio will return to preset position

NOTE
● To reset zoom copying, press Reset key

Reduction or Enlargement Copying Zoom Copying

Creative Features

Margin/Edge

(◨) Margin Shift Mode

Shifts image to right
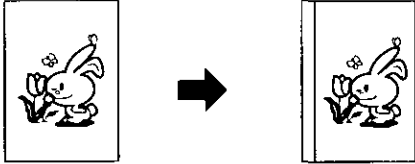
The margin is initially set at 10 mm
Range can be set from 2 5 mm to 97 5 mm
in 2 5 mm increments

(□) Edge Mode

Creates a blank edge
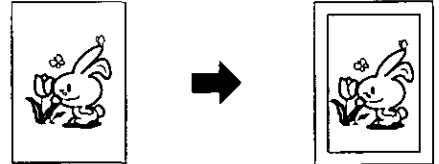
The edge width is initially set at 5 0 mm
Range can be set from 5 0 mm to 95 mm
in 5 0 mm increments
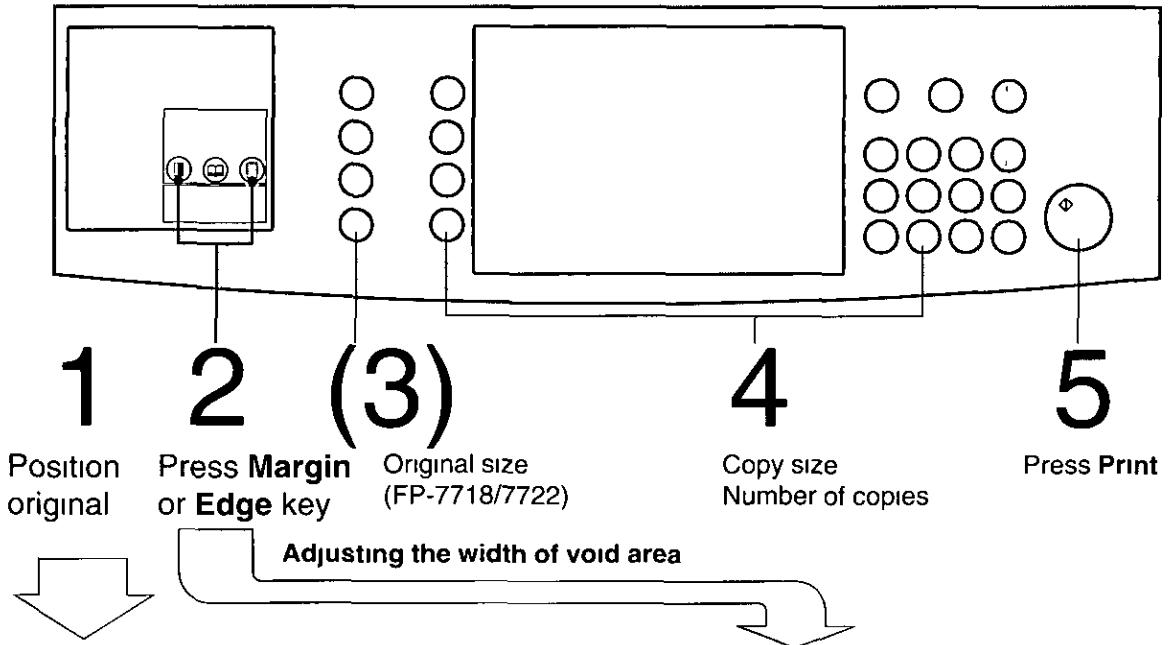
1
Position
original

2
Press **Margin**
or **Edge** key

(3)
Original size
(FP-7718/7722)

4
Copy size
Number of copies

5
Press **Print**

Adjusting the width of void area

Margin
- ■ Platen
- ■ I-ADF
- ■ ADF

Margin

Press

	Margin Key	UP
In 2 5 mm increments	(◨)	(▲)
	Edge Key +	DOWN
In 5 0 mm increments	(□)	(▼)
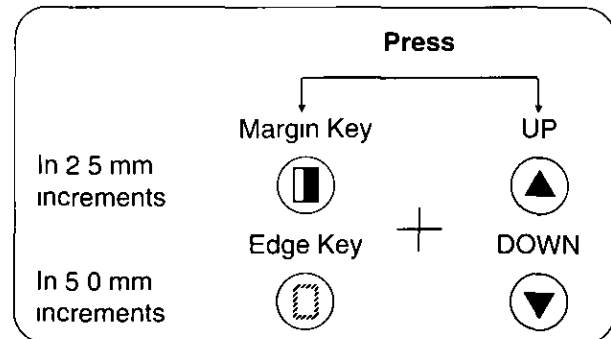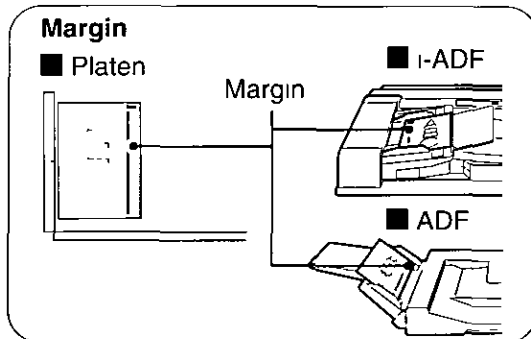
(**NOTE**) ● If Margin shift mode cuts off right side of image, use Margin reduction mode (95%, 93% or 91%) to create a margin (See page 21)

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Book/2-Page Copy

(📖) Book Mode

Eliminates dark inner binding shadows
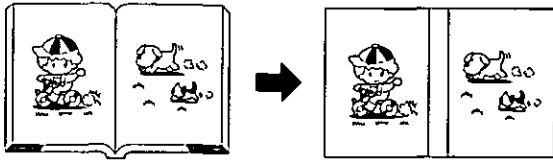
Book mode is initially set at 20 mm Range can be set from 2 5 mm to 97 5 mm in 2 5 mm increments

(📖) 2-Page Copy Mode
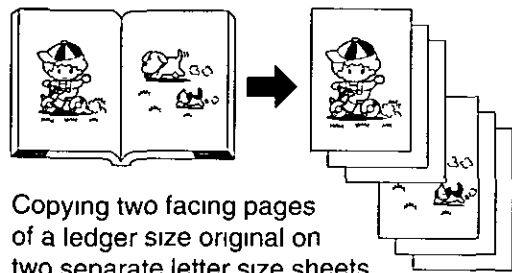
Copying two facing pages of a ledger size original on two separate letter size sheets

1
Position original
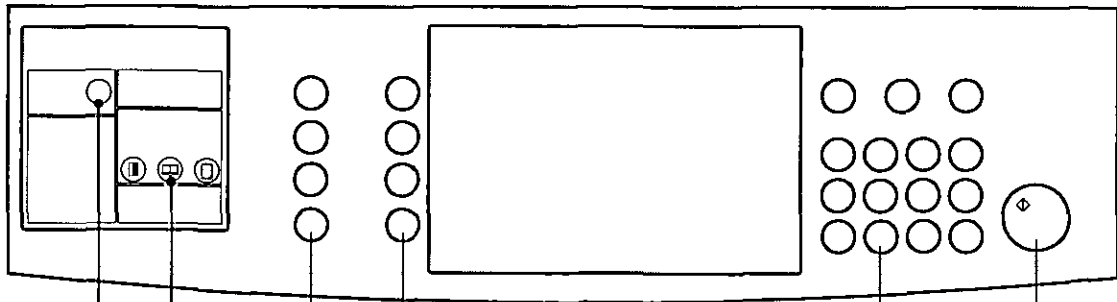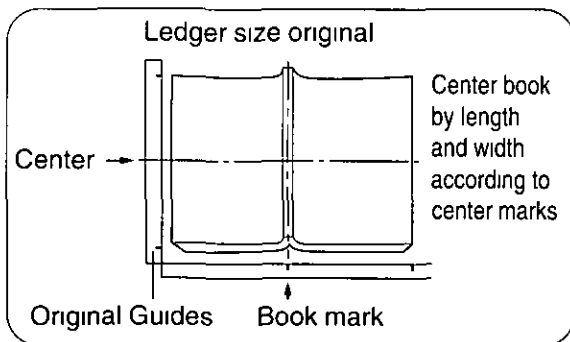
2
Press **Book** or **2-Page Copy** key

(3)
Original size

(4)
Copy size (Reduction or Enlargement) (FP-7718/7722)

5
Number of copies

6
Press **Print**

Adjusting the width of void area (Book)

Ledger size original

Center book by length and width according to center marks

Center →

Original Guides   Book mark

Press

In 2 5 mm increments

① Book Key (📖)

② UP (▲)
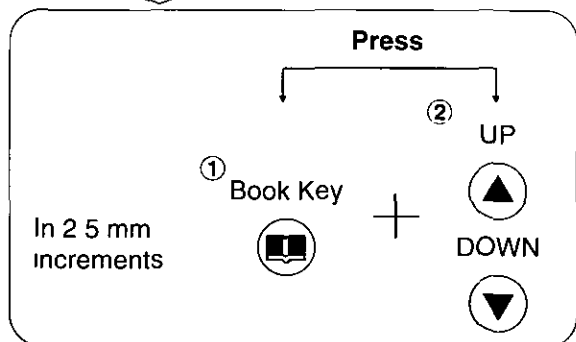
DOWN (▼)

(NOTE)

● Margin, edge and book modes
When adjusting the width of void area, press and hold the Margin, Edge or Book key then press the Zoom Up or Zoom Down key

● To reset each mode, press the Edge, Margin, Book key again or Reset key

Creative Features

Using the Sheet Bypass

When copying on special paper, etc.

■ **For 2-sided copying or to copy on letterhead, mailing labels, transparencies and odd-size paper, etc., or to use bypass as an additional paper source.**

1
Position original
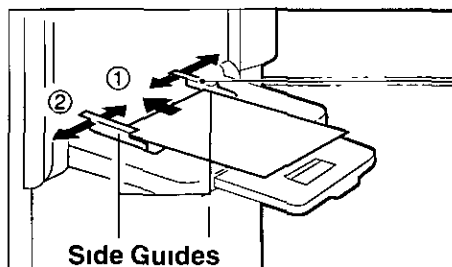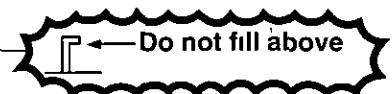
Select original size (FP-7718/7722)

2
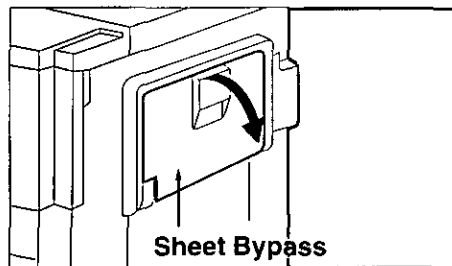
Sheet Bypass

Open sheet bypass

3
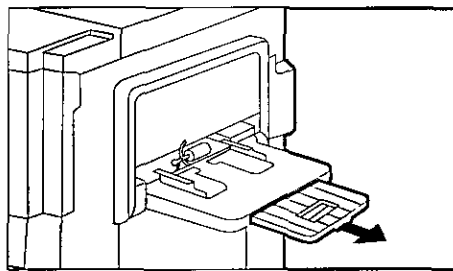
Pull out bypass tray until it stops

4

Side Guides

① Place approximately 50 sheets of paper

← Do not fill above

Insert the paper until it stops
First copy side up
② Adjust the side guides
Incorrect adjustment may cause paper to wrinkle, misfeed or skew

5
Press **Print**

(**NOTE**) ● The bypass has priority over the paper drawers/trays The copier automatically selects the sheet bypass when paper is placed in the empty bypass tray

● Some types of mailing labels and transparency film may damage your machine Please contact your service provider for advice regarding non-standard paper types
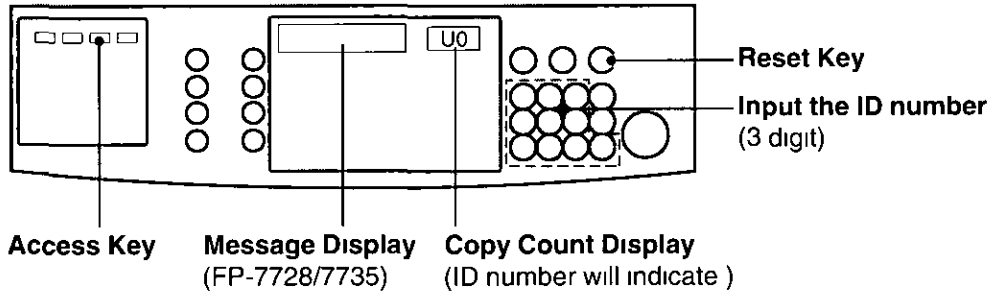
16

OHP interleaving

Inserting paper between OHP film	Non Copied (Blank) Paper	Copied Paper
(Non copied (blank) paper or copied paper)		
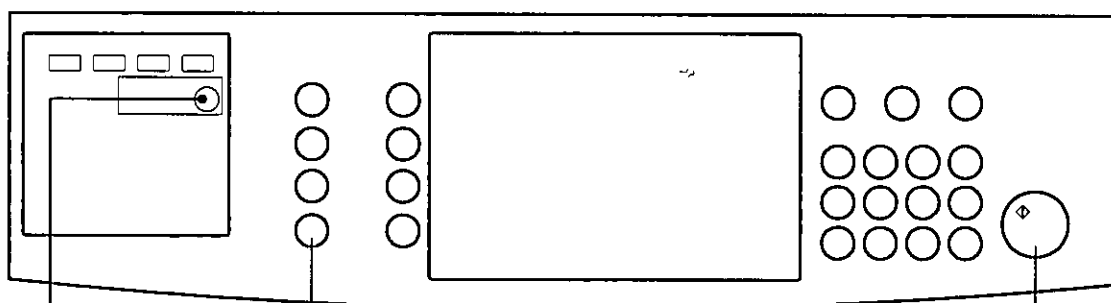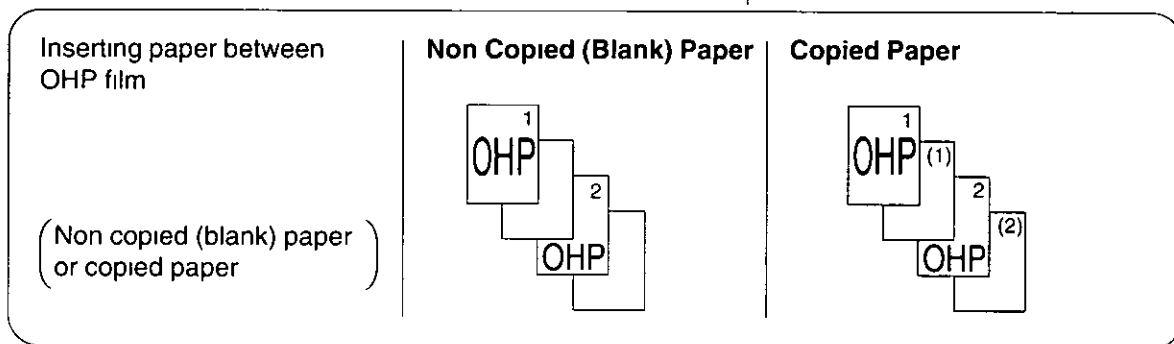
2 Select OHP interleaving mode

1 Place OHP (Sheet Bypass)

3 Position original

4 Original size (FP-7718/7722)

6 Press **Print**

Press OHP interleaving key

COPIED   OHP
NON COPIED

Non
↓
Non Copied Paper
↓
Copied Paper
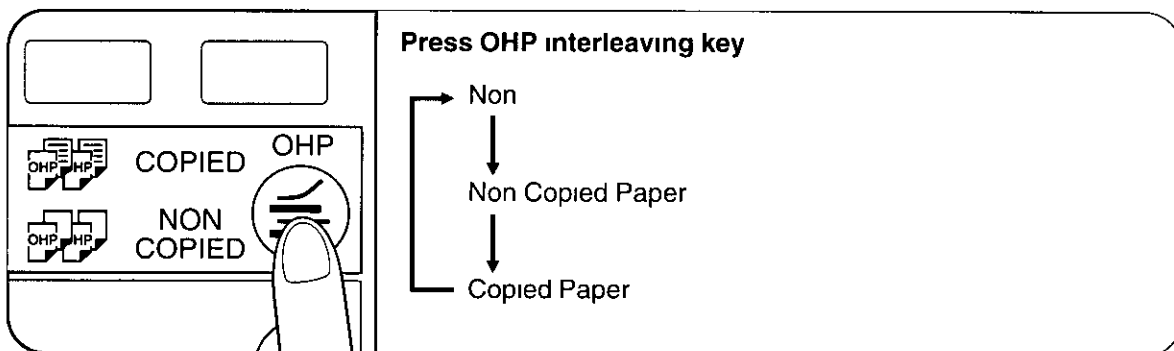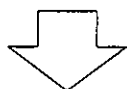
Copy Access Program

■ This feature allows the monitoring of up to 100 (50: FP-7718/7722) individual departments, etc., when activated U0 will appear in the copy count display.

Reset Key

Input the ID number (3 digit)

Access Key   **Message Display** (FP-7728/7735)   **Copy Count Display** (ID number will indicate)

| **Making a copy.**	① Input the ID number ② Make copy ③ Press Reset key to return to U0
Check total copy usage of all departments.	① Press Access key ② Check display Example 5,678 copies FP-7718/7722 $\boxed{RLL} \rightarrow \boxed{5^*} \rightarrow \boxed{678_{mm}}$ FP-7728/7735 Total count all dept $$$$$ = 5678 ③ Press Reset key to return to U0
Check total copy usage of a specific department.	① Input the ID number ② Press Access key Example Department code=1 1,234 copies FP-7718/7722 $\boxed{C0\,1} \rightarrow \boxed{I^*} \rightarrow \boxed{234_{mm}}$ FP-7728/7735 Copy count by dept 01 = 1234 ③ Press Reset key to return to U0
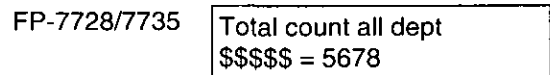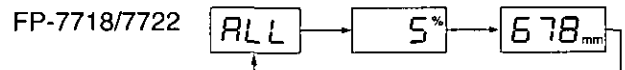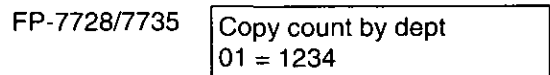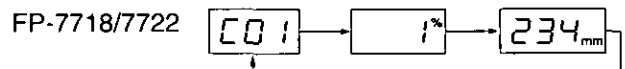
(NOTE)   ● The copy access program must be set-up by the service technician

Programming Copy Jobs

■ **Two copy jobs can be programmed in memory (M1 or M2) for recall at a later time.**

(M1) ● (M2) **Keys**

(🅜) **Memory In Key**

Copy Count Display
(FP-7718/7722)
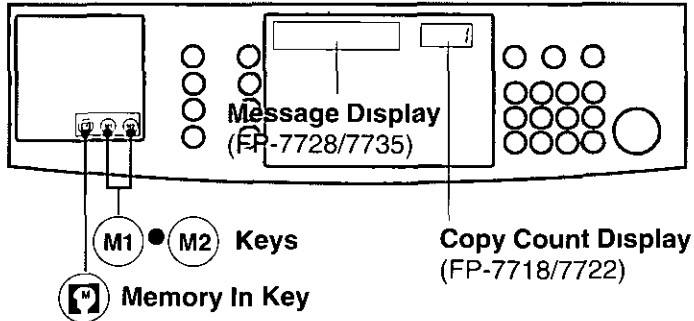
To store a job in memory

① Set up the copy job to be stored in memory

② (🅜) **Memory In Key**

FP-7718/7722   The copy count display will flash

FP-7728/7735
Ready to program
select Mem #

③ (M1) or (M2)

To recall a job stored in memory

① (M1) or (M2)

The job stored in each memory location can be changed if necessary
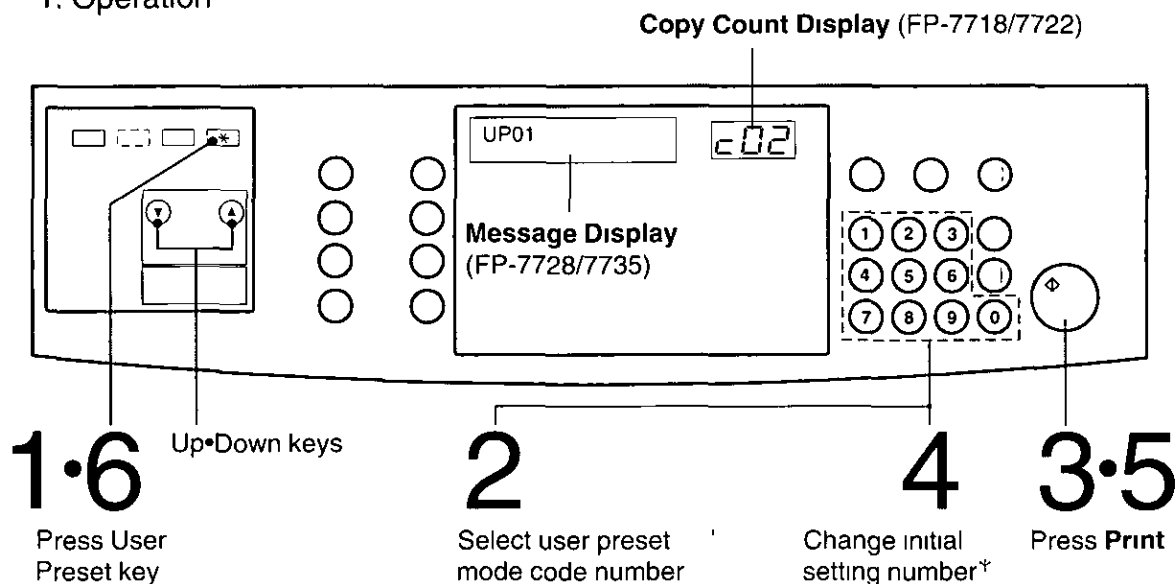
② Press **Print**

(**NOTE**)   ● When using the skyshot mode (M1 and M2 are turned ON), job memory cannot be used

● Job memory mode will not be deleted even if power switch is turned off

● When storing a new job, the previously stored job will automatically be deleted and the current job stored in its place

19

User Preset 1

■ User Preset modes can change the initial copy mode, if necessary.

1. Operation

Copy Count Display (FP-7718/7722)

UP01 $c\ 02$

Message Display
(FP-7728/7735)

1·6 Up•Down keys   **2**   **4**   **3·5**

Press User
Preset key

Select user preset
mode code number

Change initial
setting number†

Press **Print**

2 Contents

Code	Item	Function		Initial setting
UP00 or c00	Paper size ● Sets the paper size of each paper drawer	(0) Letter R (1) Legal (2) Letter (3) Ledger (4) Invoice		Copier 3 System console Consult service technician
UP01	Paper size priority ● Specifies the paper size of most frequent usage	(0) Letter (1) Letter R (2) Legal (3) Ledger (4) Invoice		0
UP02	Margin value default ● Selects the margin shift value	(0) 5 mm (1) 10 mm (2) 15 mm (3) 20 mm		1
UP03	Edge value default ● Selects the edge width	(0) 5 mm (1) 10 mm (2) 15 mm (3) 20 mm		0
UP04	Book value default ● Selects the book void width	(0) 15 mm (1) 20 mm (2) 25 mm (3) 30 mm		1

Code	Item	Function	Initial setting
UP05	Margin reduction ratio ● Selects the reduction ratio in margin mode	(0) Non (100%) (1) 95% (2) 93% (3) 91%	0
UP06	Sorter mode default ● Determines the most frequent usage mode	(0) Nonsort (1) Sort (2) Staple sort (3) Group	0
UP07	Duplex mode default ● Determines the most frequent usage mode	(0) No (1) ☐ → ☑ (2) ☑ → ☑ (3) Book → ☑	0
UP08	2 in 1 copy ratio ● Selects whether to copy full size or reduction in the 2 in 1 mode	(0) Full size (1) Reduction	1
UP09	Auto edge mode default ● Selects whether or not to disable Auto Edge Deletion[1]	(0) OFF (1) ON	1
UP10	Skyshot mode default ● Enables or disables the use of skyshot mode	(0) OFF (1) M1, ON (2) M2, ON (3) M1, M2 ON	0
UP11	Manual add toner ● Allows the addition of toner as determined by the operator	(0) OFF (1) ON Toner is rapidly added after entering the number (1) and pressing Print key	——
UP12 to 18	(Reserved)		
UP19	Set key operator code ● Input key operator ID number		

NOTE

* **Auto Edge Deletion**
To copy from the platen with the original cover or i-ADF open Normally, this makes a copy with a solid (black) area around the original if the original is smaller than the copy paper This mode eliminates the solid area automatically
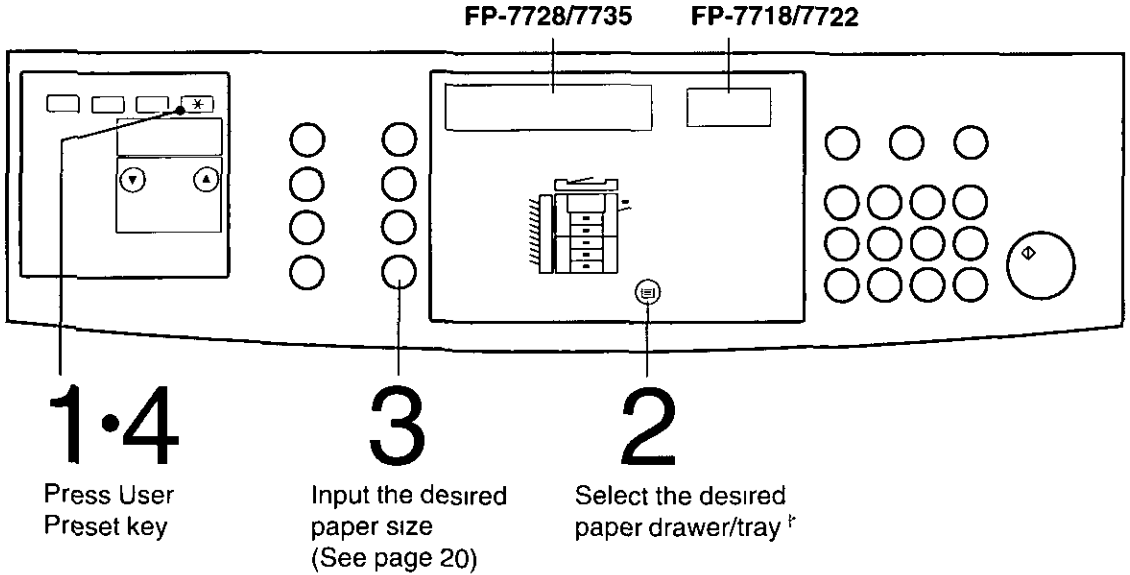
● Skyshot mode (UP10 or c10) disables the use of the other job run memory

User Preset

User Preset 1

Example: Changing Paper Size

■ **The paper drawer/trays are designed to accommodate invoice, letter, letter R, legal and ledger size paper. To change the paper size, consult your service technician for proper instructions.**

Perform following steps as shown below after any locking screws have been removed

FP-7728/7735   FP-7718/7722

1·4   **3**   **2**

Press User Preset key

Input the desired paper size (See page 20)

Select the desired paper drawer/tray *

5

Paper Guide ⓐ

Stopper   Paper Guide ⓑ
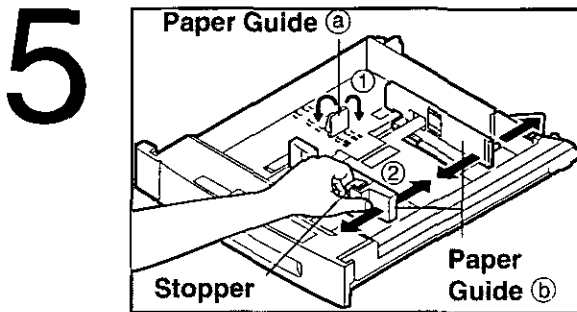
Pull out the desired paper drawer/tray

① Adjust paper guide ⓐ to paper length
② Adjust paper guide ⓑ to paper width
Squeeze the stopper to move the paper guide ⓑ to the desired paper size

---

6
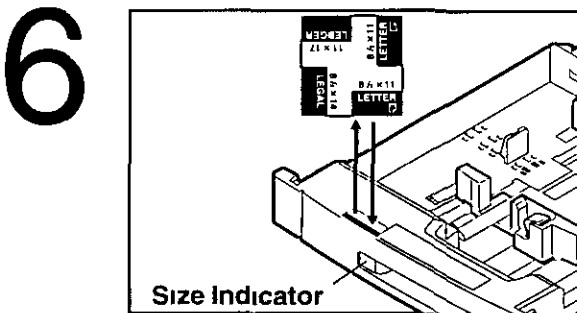
Size Indicator

Change the paper size indicator

Take out and re-insert the indicator so the correct paper size is shown
(Invoice size is on the back side)

(**NOTE**)   * If the paper drawer is not installed or is not inserted completely, the paper size indication will not appear

22

■ **By setting the check size (or other original smaller than letter size) in the user preset mode, copying from small originals is possible without dark areas around the image.**

Setting of Skyshot mode by key operator

① Code No UP10 Input Function number 1, 2 or 3 (See page 21)
② Code No UP19 Input key operator ID number (See page 21)
③ Code No UP32 Input a size (M1) (See page 25)
④ Code No UP33 Input another size (M2) if necessary (See page 25)

■ **Operation**
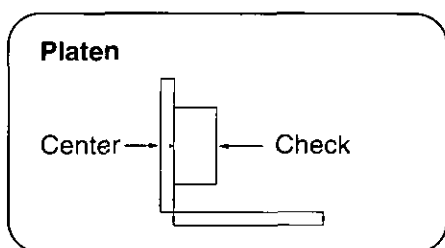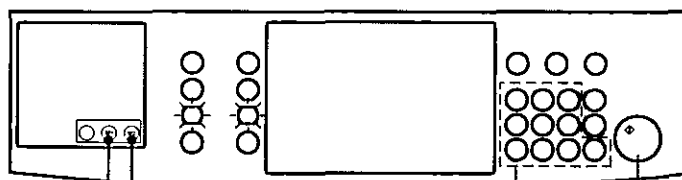
1	2	3	4
Position original	Select M1 or M2 (Letter size keys will light)	Number of copies	Press **Print**

(NOTE) ● If changing the sizes in memory, perform above steps ② to ④

● To reset Skyshot mode, press Reset key

User Preset

23

User Preset 2

For Key Operator

■ **The UP20 – UP34 initial settings can be changed after entering the Key Operator ID Number.**

1 Operation

Copy Count Display (FP-7718/7722)

Message Display (FP-7728/7735)

1·9	2	4	5	7	3·6·8
Press User Preset key	Select code number 19	Enter key operator ID number	Select code number	Change initial setting (see contents)	Press **Print**
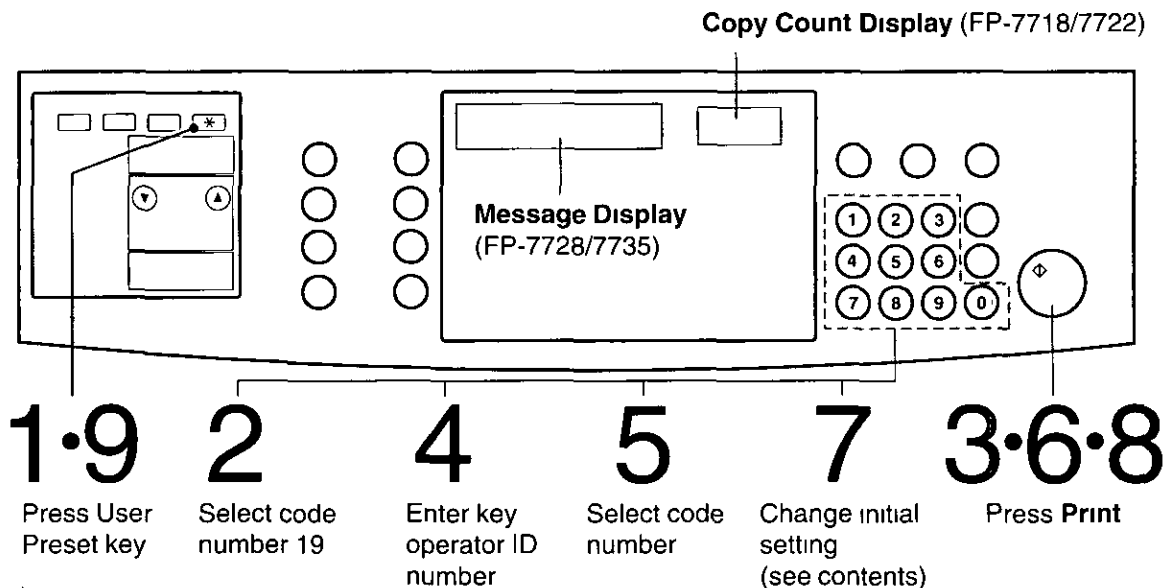
2 Contents

Code	Item	Function		Initial setting
UP20	Auto reset time ● Selects the reset time	(0) Non (2) 1 minute	(1) 45 seconds (3) 2 minutes	2
UP21	Energy saver time ● Selects the energy saver time	(0) 15 minutes (2) 60 minutes (4) 2 hours (6) 4 hours	(1) 30 minutes (3) 1 5 hours (5) 3 hours	0
UP22	Auto off time ● Selects the Auto off time	(0) No (2) 60minutes (4) 3 hours	(1) 30 minutes (3) 1 5 hours (5) 4 hours	2 1 (FP-7718)
UP23	Exposure default ● Determines whether to use Auto Exposure	(0) Non (2) Manual	(1) Auto	2

(NOTE) ● Check selected code number, key operator ID number and initial setting with message display (FP-7728/7735) or copy count display (FP-7718/7722)

Code	Item	Function	Initial setting
UP24	Language default • Selects the message language of the display (For FP-7728/7735)	(0) Japanese (1) English (2) German (3) French (4) Italian (5) Spanish (6) Swedish (7) Finnish (8) Dutch (9) Portugal	1
UP25	Special paper tray 1 • Sets the paper drawer for special (color) paper	(0) Non (1) Copier upper stage (2) Copier lower stage (3) System console upper stage (4) System console middle stage (5) System console lower stage (6) LCC (7) Sheet bypass	0
UP26	Special paper tray 2	same as UP25	0
UP27 to 30	(Reserved)		
UP31	Maximum copy setting • Determines whether to limit number of copies	(0) Non (n) Sets Input limit number of copies (1 to 99) and press Print	0
UP32	M1, size • Input a size in memory 1 for frequent usage size (X Width Y Length) mm	Step 1 Input size Y and press Print Step 2 Input size X and press Print	160 × 70 (Y) (X)
UP33	M2, size • Input another size in memory 2 for frequent usage	same as UP32	220 × 95 (Y) (X)
UP34	Department counter mode • Checks or changes all or specified departments for copy usage, copy limit and ID number*	Select a function number (1, 2 or 3) and press Print then change initial setting (1) Copy Count (2) Copy limit (3) Code number	Consult your service technician

* FP-7718/7722 = 50 ID numbers
FP-7728/7735 = 100 ID numbers

(NOTE) • Direction of check

⇐ | Check | Y length

X width

25
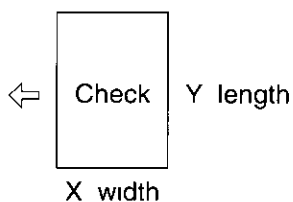
Automatic Duplex Unit

FA-MADM6 (FP-7722/7728/7735)

■ 1 → 2 Copy
From Copier Platen & i-ADF
(From Copier Platen & i-ADF/ADF)
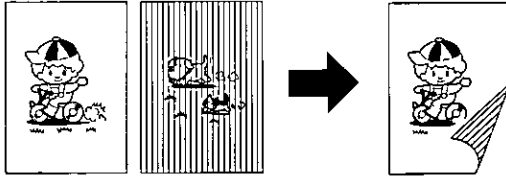
■ 2 → 2 Copy
From 2-sided originals to 2-sided copies
(Using i-ADF)

1 2 (3) 4 5
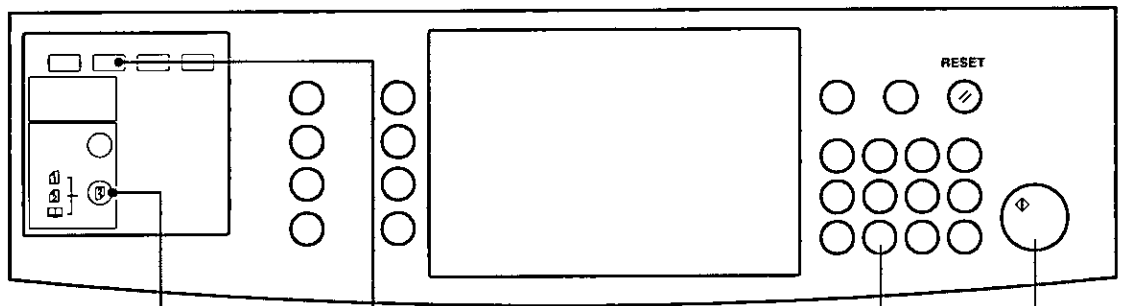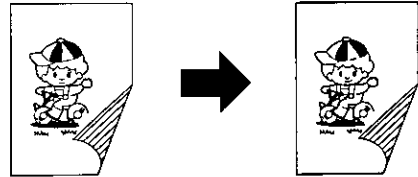
1 Position originals

2 Select Duplexing mode 1 or 2

(3) Press Original Count key (1 → 2 copy/using ADF) Return originals to ADF

4 Number of copies Up to 50

5 Press **Print**

i-ADF

Face-Up

ADF/Platen
After copies are made, position the next original Press Print

● 1 → 2 copy from Platen
When making 2 sided copies from odd number originals, the last copy remains in the ADU Press Reset to feed last copy out of the ADU

NOTE

● **Automatic margin shift mode**
If the margin shift mode is selected, copies of the back side of each original are automatically shifted to the right (See page 14)

* If you are using the FA-888 to make 2-sided copies from 1-sided originals, place originals face-up in the original feed tray and press the Original Count key Then, reload originals and press Print

■ Book → ② Copy

From book originals to 2-sided copies
Ledger size originals only

(Facing Pages)
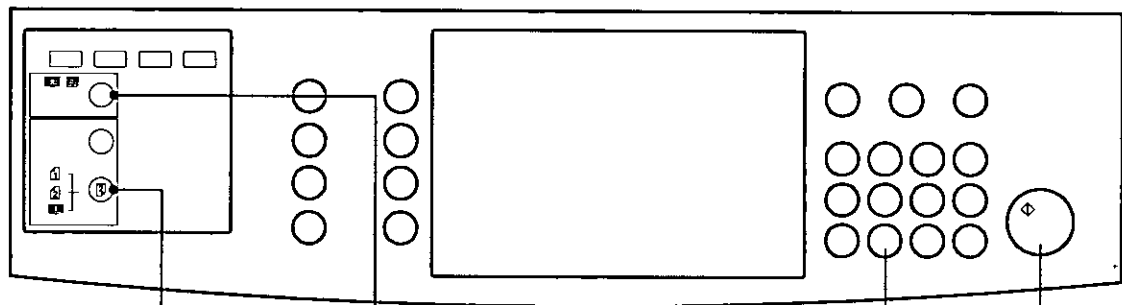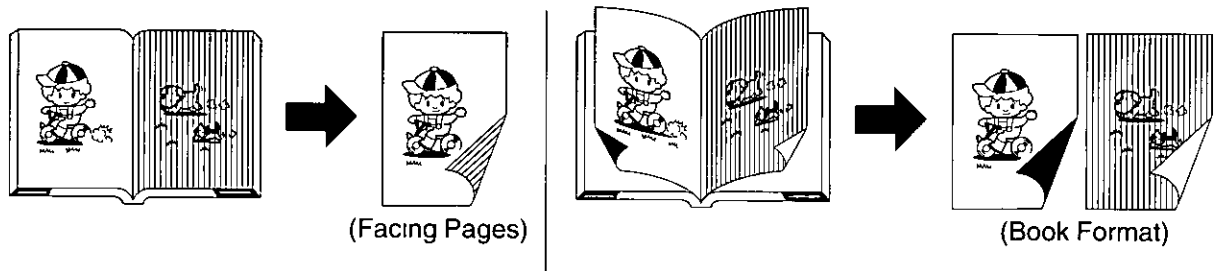
(Book Format)

1
Position
original

2
Select
Duplexing mode
(◉)

(3)
Select 2-Page Copy mode
🕮·🕮
(Book Format only)

4
Number of copies
(Up to 50)

5
Press **Print**

Ledger size original

Center →

Center book
by length
and width
according to
center marks

Book mark
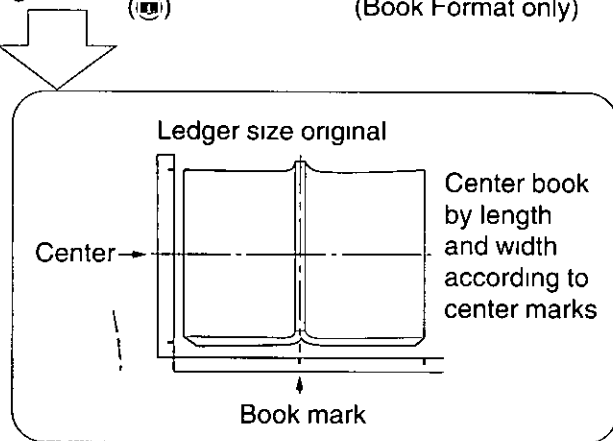
● Make copies from last page in Facing pages
and Book Format mode

(**NOTE**)   ● Press the reset key to feed out last copy existing in the ADU (Automatic
Duplex Unit)

Automatic Duplex Unit

27

Automatic Document Feeder

i-ADF (FA-A888)/ADF (FA-A505)

1 Features

① Automatic original feeding
- The I-ADF/ADF tray can hold up to 50 originals of 20 lbs paper (30 originals/legal, ledger) It can accommodate originals from invoice to ledger size
- Automatic original size detection

② Duplexing (FA-A888)
The I-ADF allows you to perform two different types of duplexing automatically

③ Multi-size feeding (FA-A888)
Different size originals to be copied full size (1 1) or same size (See page 29)

Originals	Copies		
	Full size	Reduction	Enlargement
Legal Letter R	Legal Letter R	Letter R/Invoice Letter R/Invoice	Ledger Ledger
Ledger Letter	Ledger Letter	Letter R Letter	——

④ 2 1 Copy (FA-A888)
- 2-sided original to 1-sided copies (See page 30)

⑤ 2 in 1 copy (FA-A888)
To make a 1-sided copy (full size or reduction), from two 1-sided originals side-by-side (See page 30)

2 Components

FA-A505

Face-Down

FA-A888

Face-Up

Original Feed Tray

Original Guides
Adjust to width of original

Original Feed Tray   Original Size Indicator

Original Guides
Adjust to width of original

3' Usage

1 (2)(3) (4) 5 6

| Position original | Multi-Size Feeding (FA-A888) | Select copy mode ● Duplexing, etc , (See page 30) | Copy size | Number of copies | Press **Print** |
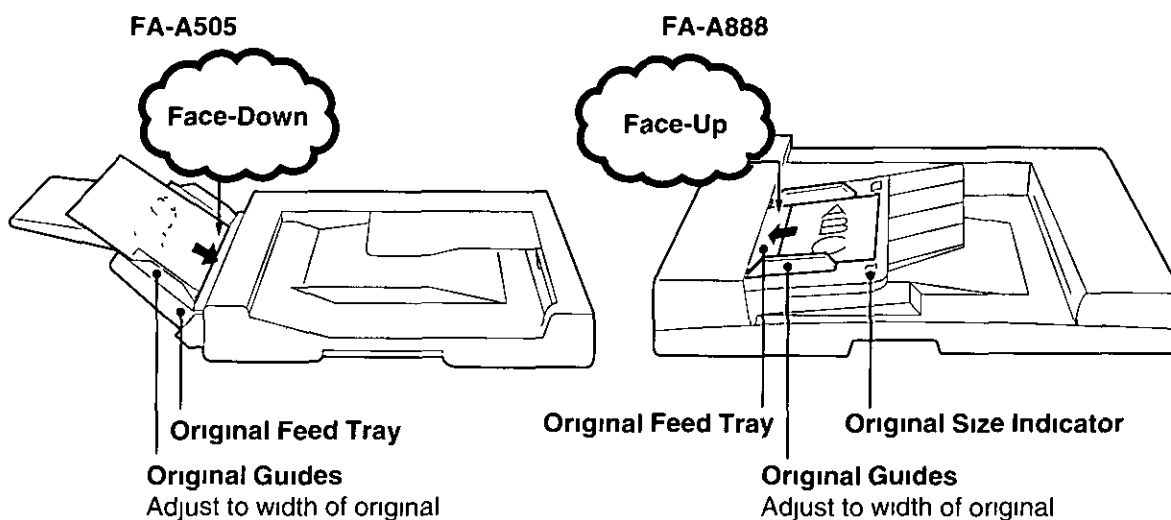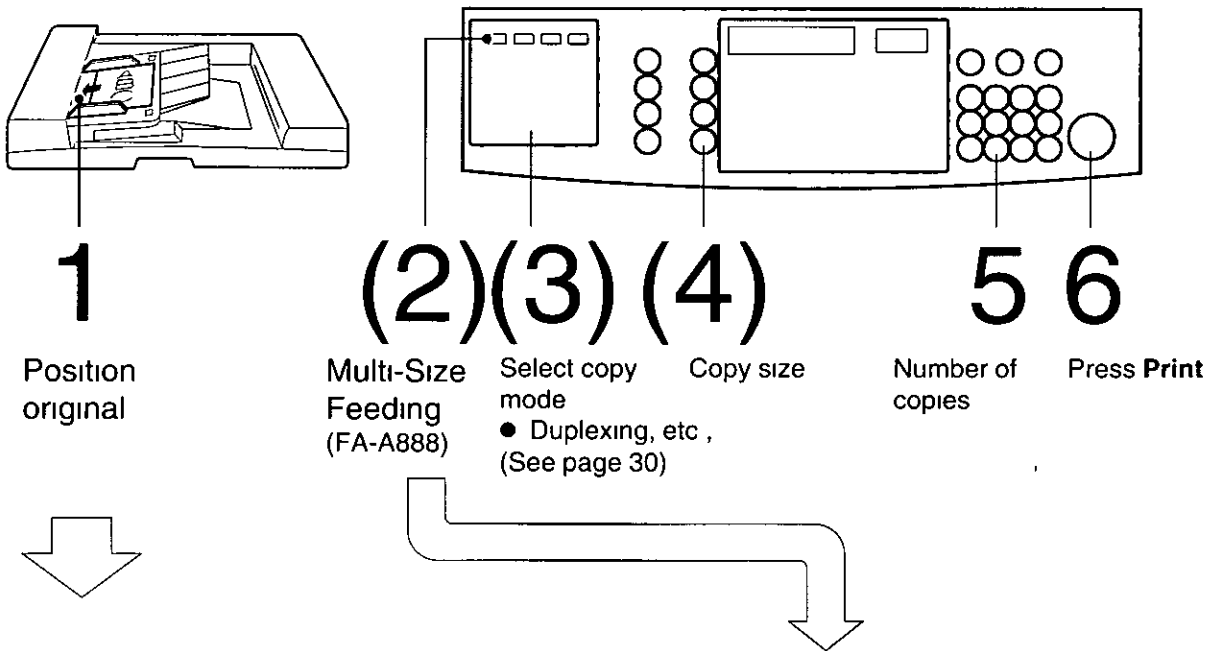
Inappropriate originals
● Paper with a smooth surface such as art and coated papers
● Transparencies
● Paste-ups
● Originals with a lead edge that is "creased", "folded", "punched" or "glued"
● Pressure sensitive or carbon backed papers
● Paper with excessive curl
● Stapled originals

■ Press the Multi-Size Feed key
Different size originals to be copied full size (1 1) or same size

LEDGER

LETTER

Automatic Document Feeder

29

Automatic Document Feeder

i-ADF (FA-A888)

4 Creative Features

3 Original Count (2 in 1 copy)

1 Position original

2 Select 2 1 copy or 2 in 1 copy

4 Copy size+

5 Number of copies

6 Press **Print**

2:1 Copy

From 2-sided originals to 1-sided copies

A → A B

1SIDED COPY

2SIDED COPY

2 in 1 copy

From two (four) 1-sided originals side by side to 1-sided (2-sided) copies

A B → A B

2 in 1 copy

2PAGE COPY
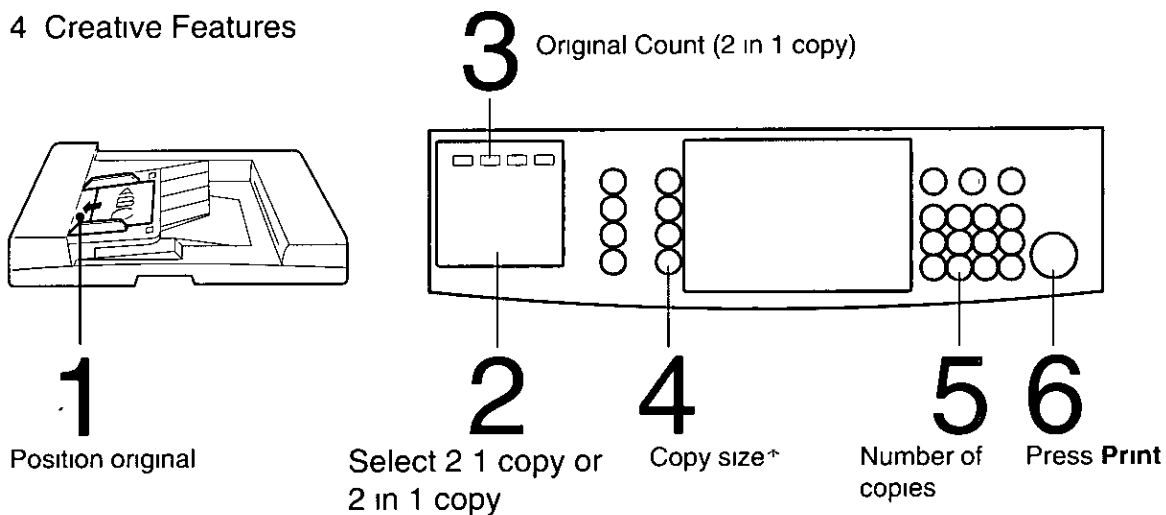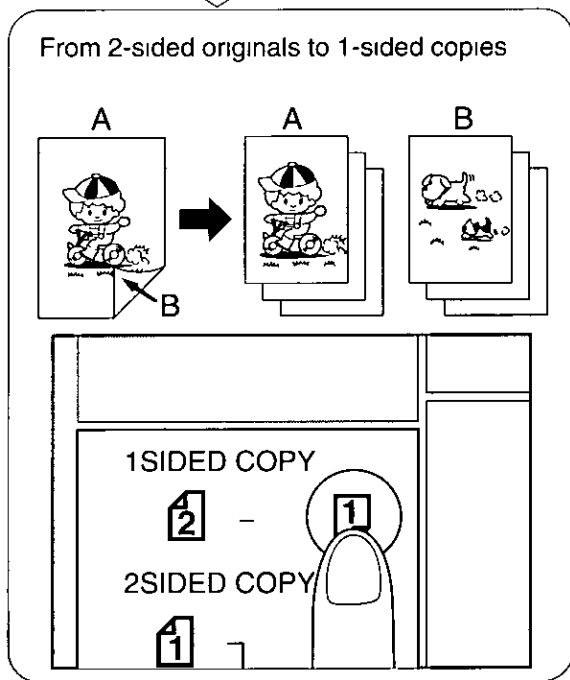
2in1

1SIDED COPY
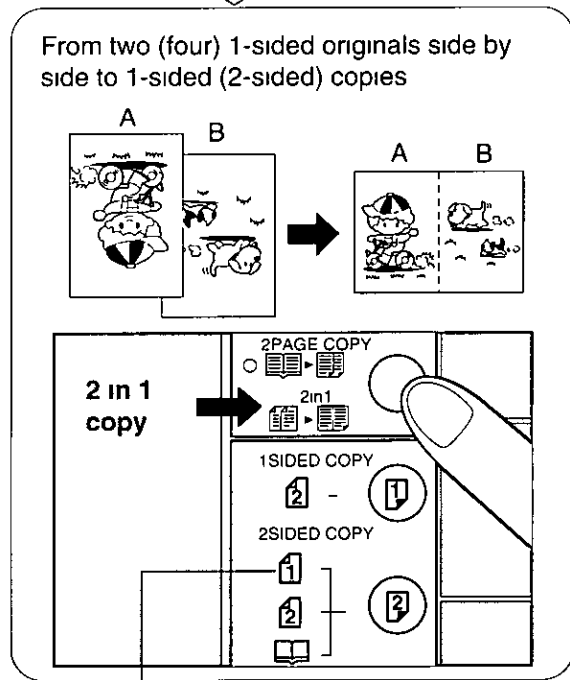
2SIDED COPY

When making one 2-sided copy from four 1-sided originals, Select [1] → [2] copy mode and press Original Count key

---

NOTE   * 2 in 1 copy
         For reduction or enlargement copy only

30

Sorter

1 Components

FA-S280
(For FP-7718/7722/7728)

FA-S575
(For FP-7722/7728/7735)
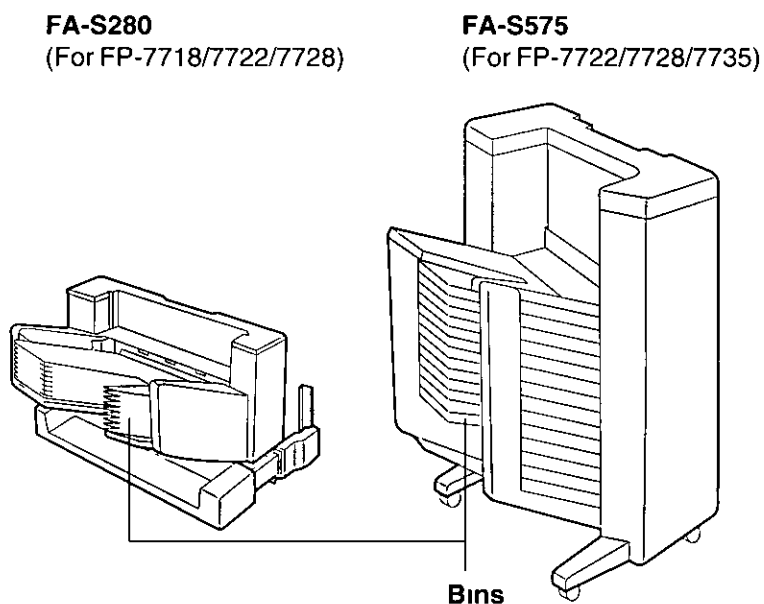
Bins

FA-S680
(For FP-7722/7728/7735)

Manual Staple Key

Nonsort Tray

Bins

Stapler Section

Add Staple Indicator
Flashes when staples
run out
(See page 34)

Manual Staple Key
Lights up
Press to staple
copies in each bin

FA-S615
(For FP-7718/7722/7728)

Bins

Stapler Section

i-ADF
Sorter
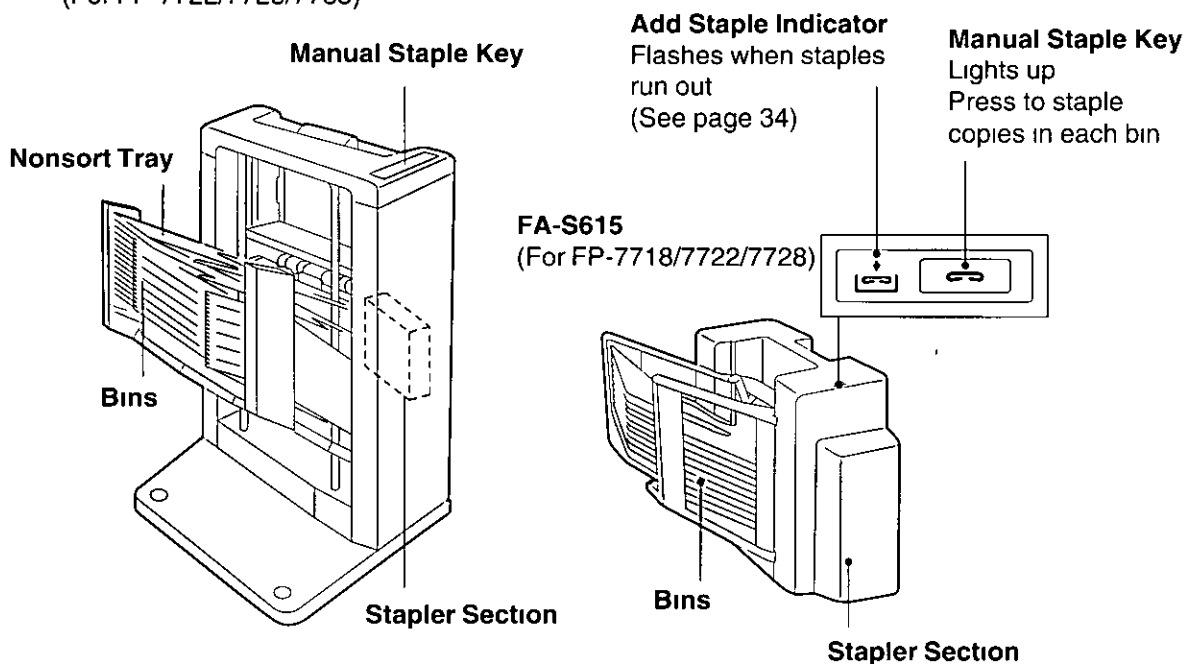
NOTE

oF

When the overflow **oF** indicator appears on the copy count
display, remove excess copies from the bins, then press Mode
Select key to reset

31

Sorter

2. Usage

1
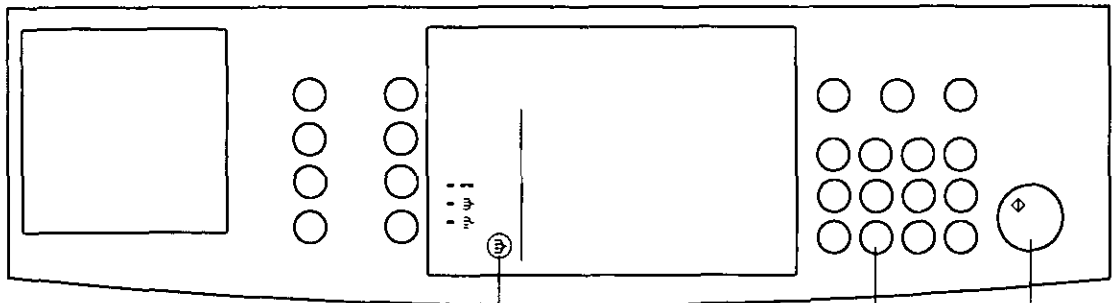
Position
original

2

Select operating modes
(Press Mode Select key)

3

Number of
copies

4

Press **Print**

i-ADF　　**ADF**

Staple Position

Platen

Staple
Position

Original
Guides

Nonsort	All copies are placed in the top bin (Nonsort tray/FA-S680).
Staple Sort	Sorted copies are stapled. (FA-S680/S615 and i-ADF/ADF)
Sort	1 copy of each original is placed into a separate bin.
Group	Multiple copies of each original are placed into separate bins.
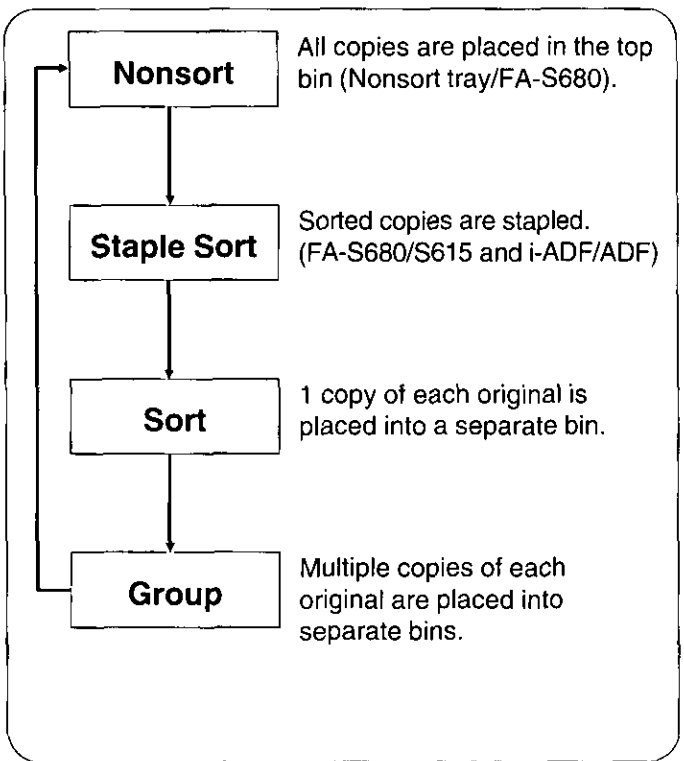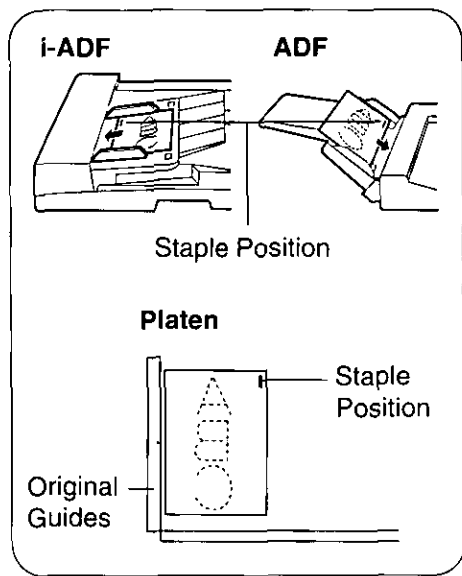
NOTE
- To manually staple copies (FA-S615/S680)
  ① When using platen, the copies will not be stapled automatically, press Manual Staple key after copying is complete. (See page 31)

  ② Size: Invoice to Ledger.
  Number of copies: Up to 50 sheets, 20 lbs. (20 sheets: FA-S615)

3 When adding staples

FP-7718/7722
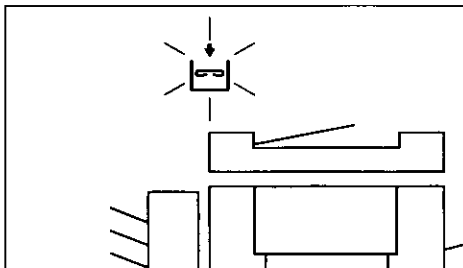
When the staple cartridge is empty,

① The indicator will light (FP-7718/7722)
② The message will appear (FP-7728/7735)

Add staples

1
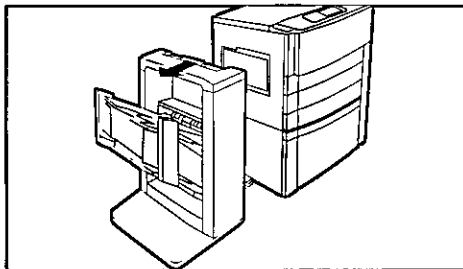
Pull sorter towards the left slowly until it stops

2
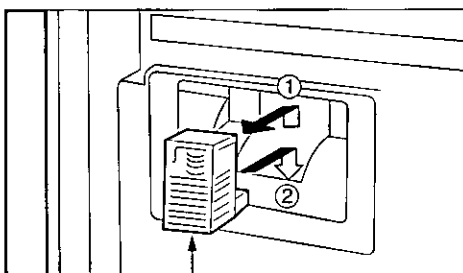
Staple Cartridge

① Take out empty staple cartridge
② Install the new cartridge
   Do not touch or move the staples
③ Re-insert sorter

3
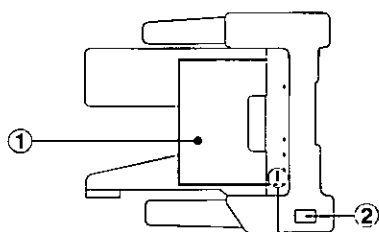
Staple Position

Check operations

① Place some letter size paper into stack tray
② Press the Manual Staple key and check staple operation

NOTE ● Order staple cartridges through your servicing dealer

ATTENTION ● When staples are jammed, call service

Sorter

Sorter

3 When adding staples

1

☀ Flashes
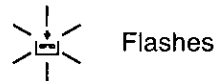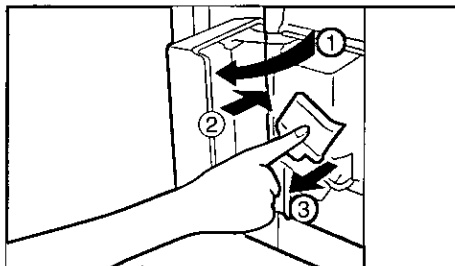
① Open stapler cover
② Push the stapler unit
③ Pull the stapler unit until it stops

2
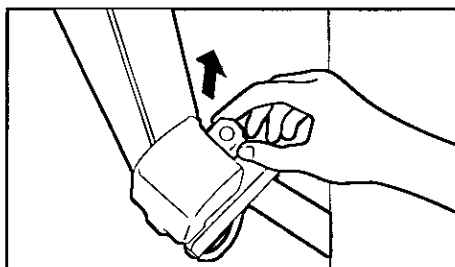
Take out empty staple cartridge

3
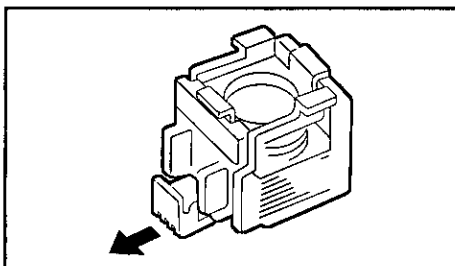
Prepare new staple cartridge
(Consumable*)

Remove black staple cover

4
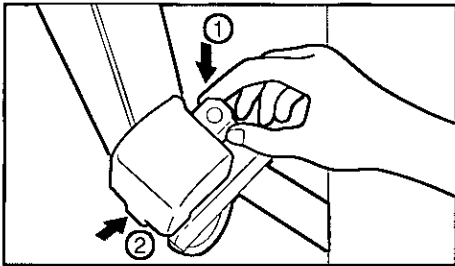
① Insert staple cartridge until it clicks
② Push the stapler unit until it stops
③ Close the stapler cover

5
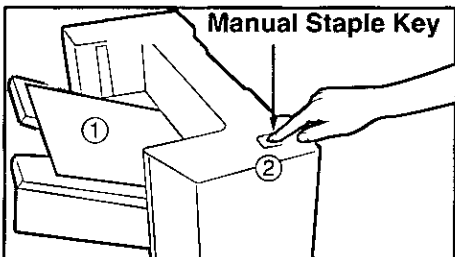
Manual Staple Key

Check operations

① Place some letter size paper into the top bin
② Press the Manual Staple key and check staple operation

NOTE   * Order staple cartridges through your servicing dealer

For FA-S615
● Two spare cartridges can be stocked inside of stapler cover

5 When staples are jammed

1
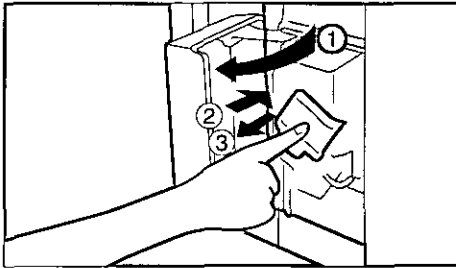
① Open stapler cover
② Push the stapler unit
③ Pull the stapler unit until it stops

2
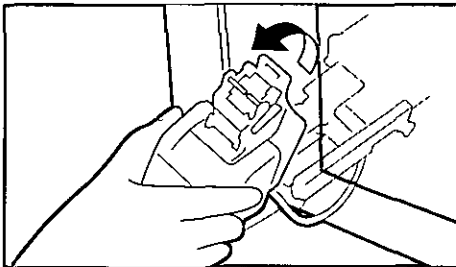
Check stapling section and follow next steps.

Lift up stapler unit

3
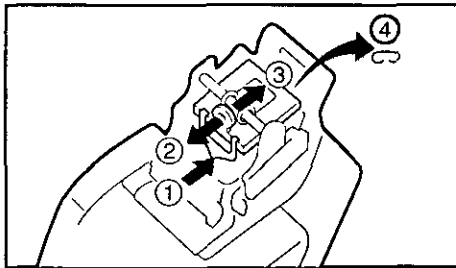
① Press the plastic stopper
② Pull the metal tab
③ Push the metal tab
④ Take out jammed staples

4
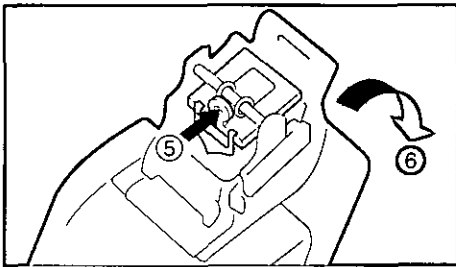
⑤ Push the metal tab until it clicks
⑥ Swing down the stapler unit to its original position

5
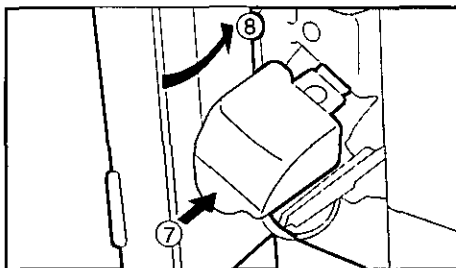
⑦ Push the stapler unit until it stops
⑧ Close the stapler cover

Adding Paper

■ 550 Sheet Paper Tray

1
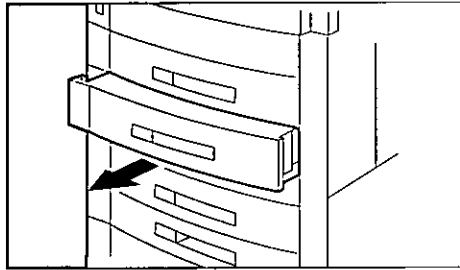
Pull paper drawer/tray out of copier

● The FP-7718 has only 1 paper drawer/tray

2
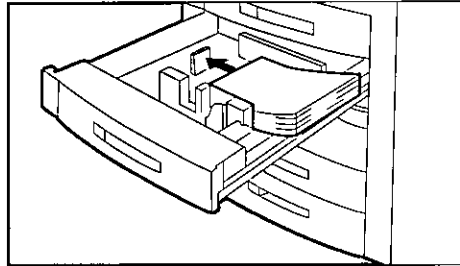
Place paper into paper drawer/tray

For better feeding, remove any wrinkled or torn sheets

To change paper size of the paper drawer/tray, see page 22

3
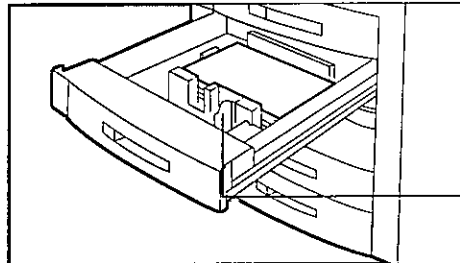
Make sure paper is not loaded above overfill indicator located in the paper drawer/tray

Overfill Indicator
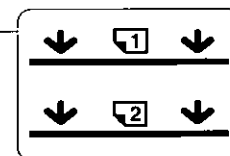
↓ ⬜1 ↓ ← 1-sided copy

↓ ⬜2 ↓   2-sided copy

4

Push paper drawer/tray back into copier

ATTENTION

٭ When making 2-sided copies without an automatic duplex unit, place the copies face-up in the paper drawer/tray to the 2-sided overfill indicator

● When the staple sorter is used
Some papers may not be suitable for stapling Please consult your service technician if you are unsure about the type of paper you are using

■ 3000 Sheet Large Capacity Cassette (LCC)

1
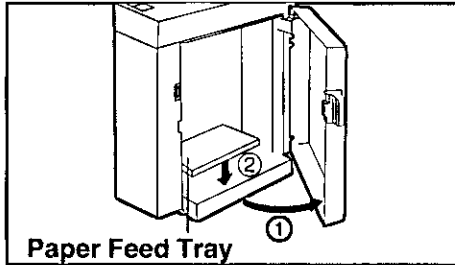
Paper Feed Tray

① Open the door
② The paper feed tray will go down

Do not touch the tray while it is moving

2
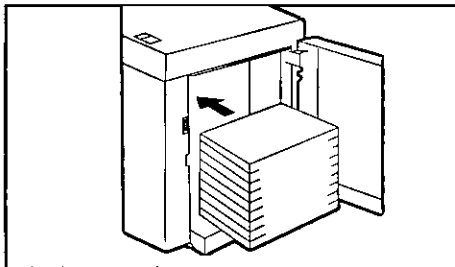
Place paper into paper drawer/tray

After tray stops, place paper neatly on to tray
Letter size only (portrait)

3

Overfill Indicator
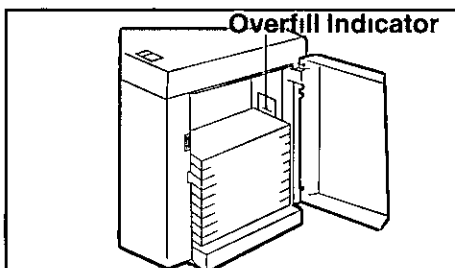
Do not fill above red line

Up to 3000 sheets, 20 lbs

4

Close the door

Adding Toner (⌧/U13)

1
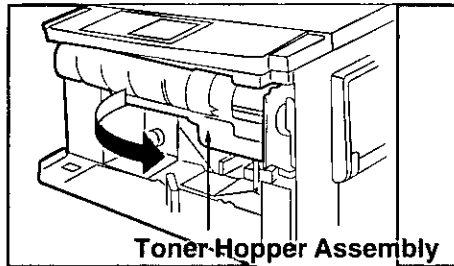
Open front panel

Turn toner hopper assembly

Toner Hopper Assembly

2
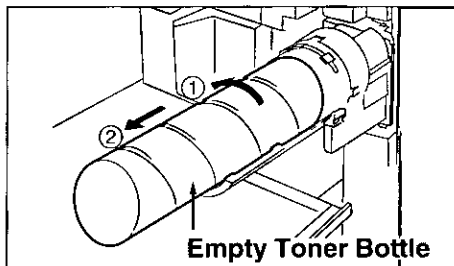
① Turn empty toner bottle until it stops
② Slide empty toner bottle towards you and remove

Empty Toner Bottle

3

Cap

Shutter
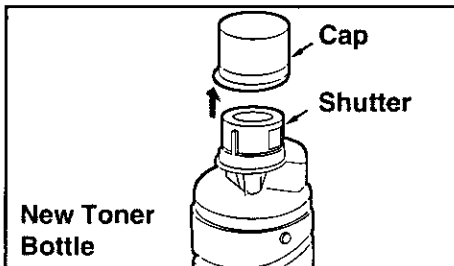
New Toner Bottle

Shake well before using
10–15 times until the toner inside is evenly distributed

Remove the cap from the bottle

Do not turn the shutter

4
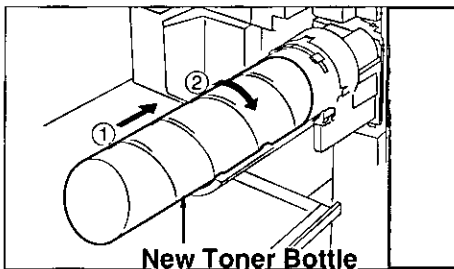
New Toner Bottle

① Insert new toner bottle to the hopper assembly
② Turn the bottle until it stops, and arrows are aligned

① ➡ ②
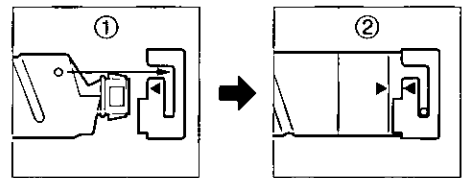
5

Close front panel

ATTENTION

● For optimum copy quality use the recommended Panasonic toner Store toner in a cool dark place Do not unseal toner before use Use it as fast as possible after unsealing
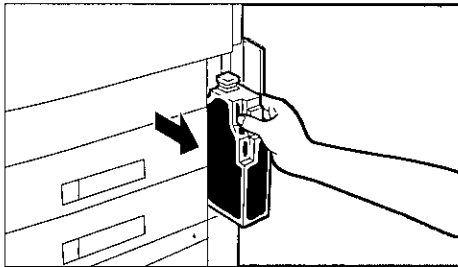
Replacing the Waste Toner Bottle (⟨⟩/U14)
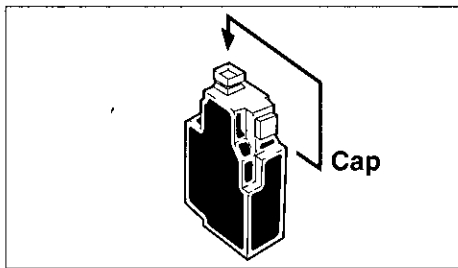
1
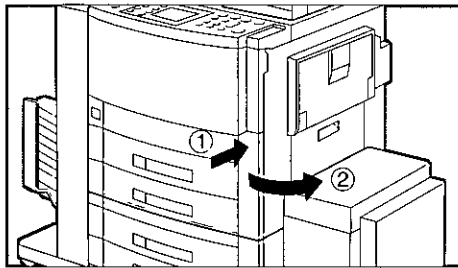
Open waste toner bottle cover
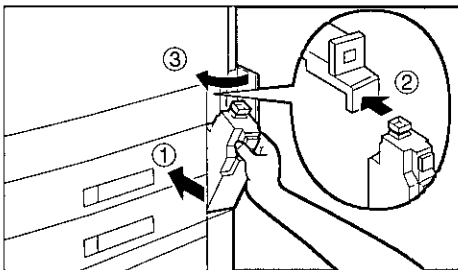
2

Slowly pull waste toner bottle straight out

Do not squeeze the bottle

3

Close bottle with cap

Cap

4

Install new bottle

Do not insert the bottle from the top
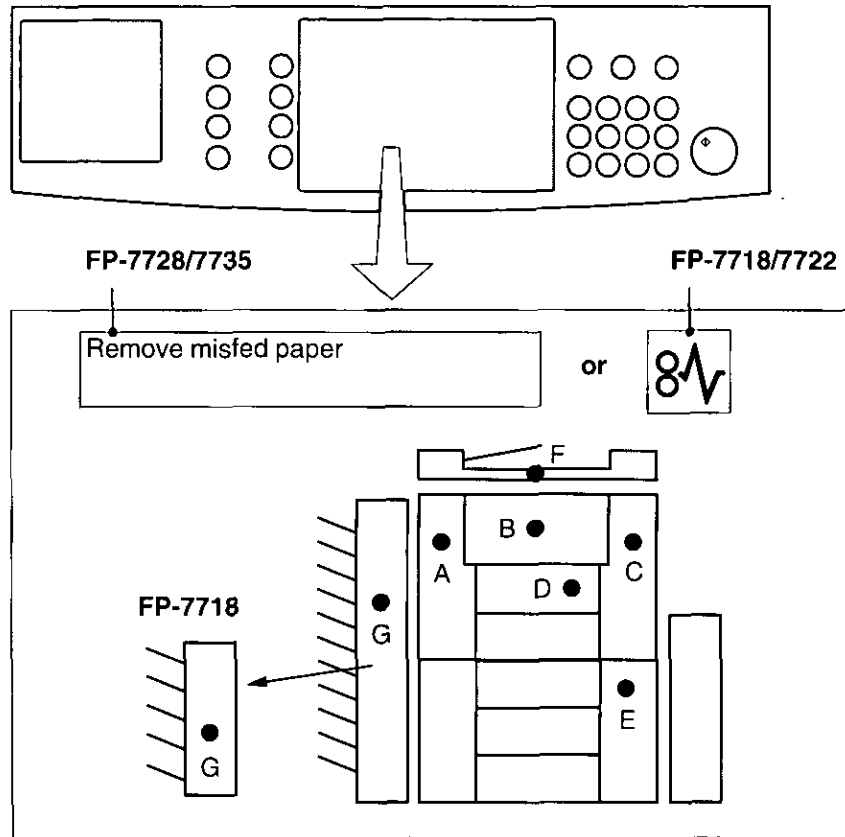
5

Close waste toner bottle cover

Removing a paper misfeed

■ **When a paper misfeed has occurred, the misfeed indicator and misfeed position(s) will indicate on the communications monitor.**

FP-7728/7735   FP-7718/7722

Remove misfed paper   or   8∿
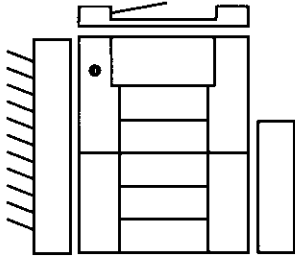
F
B ●
A ● ●
FP-7718   D ● C
● G
E ●
● G

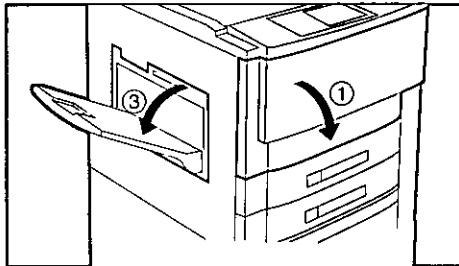● **Paper Misfeed Positions**

| Copier or System Console	A: Paper Exit Area (See page 41)
	B: Paper Transport Area (See page 42)
	C: Paper Entry Area (See page 42)
	    LCC, Large Capacity Cassette (See page 44)
	D: Automatic Duplex Unit (See page 43)
	    For FP-7722/7728/7735
	E: System Console (See page 44)

ADF i-ADF	F: ADF/i-ADF (See page 45, 46)
Sorter	G: 10/20 Bin Sorter (See page 47)

■ Paper Exit Area

1

① Open front panel
② Move the sorter to the left if installed (See page 47)
③ Open exit cover

2

Left Paper Clearing Knob
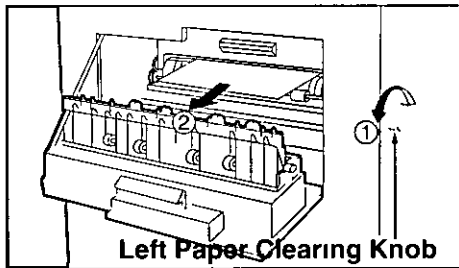
① Turn left paper clearing knob
② Remove misfed paper

3

Fusing Area
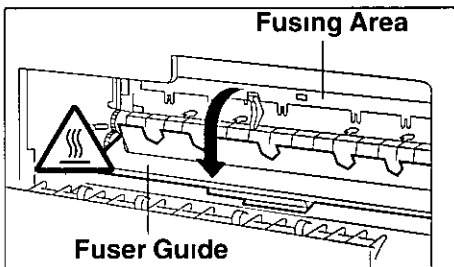
Fuser Guide

Caution this fuser area may be hot
① Open the fuser guide
② Check that no misfed paper is remaining
③ Close the fuser guide

4

① Close exit cover
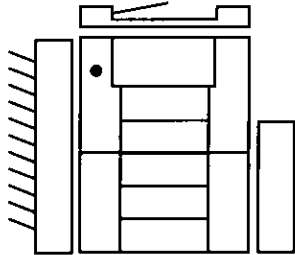② Close front panel
Slide the sorter against the copier

ATTENTION

● The fusing area may be hot, so use caution when removing misfed paper

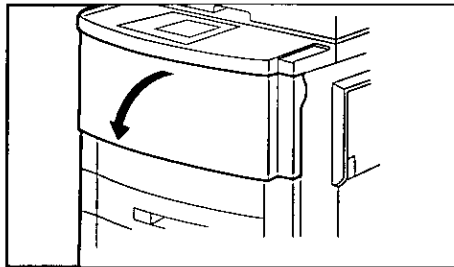● The front panel must be opened prior to opening the exit cover

Removing a paper misfeed

■ **Paper Transport Area/Paper Entry Area**

1 Open front panel

2
Drum
Right Paper
Lever ⓐ   Clearing Knob
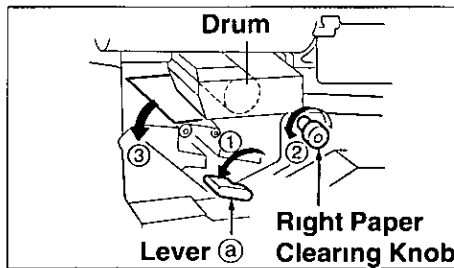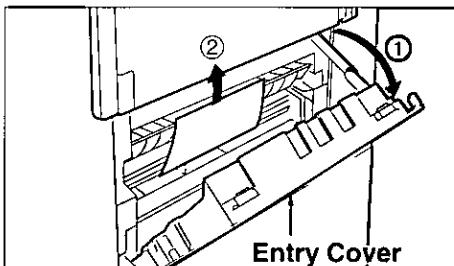
① Lower lever ⓐ
② Turn right paper clearing knob
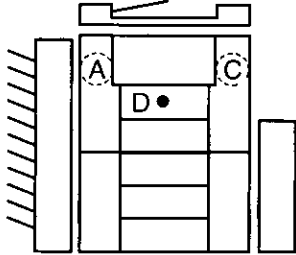③ Remove misfed paper
④ Close front panel

3
Entry Cover

① Open entry cover
② Remove misfed paper
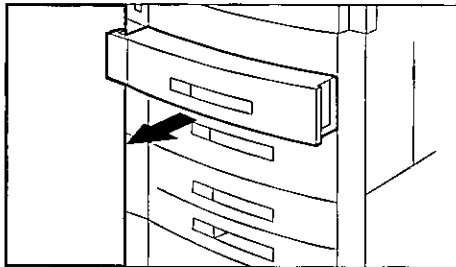③ Close entry cover

ATTENTION   ● Do not touch or scratch the surface of the drum
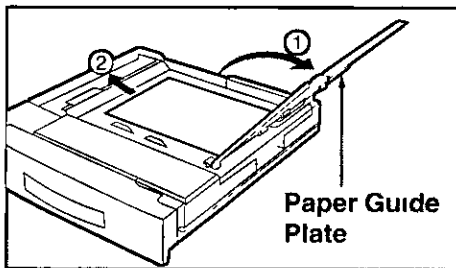
■ Automatic Duplex Unit/except FP-7718

1 Pull out automatic duplex unit

① Open paper guide plate
② Remove misfed paper
③ Close paper guide plate

Paper Guide Plate

3

Paper Transport Area
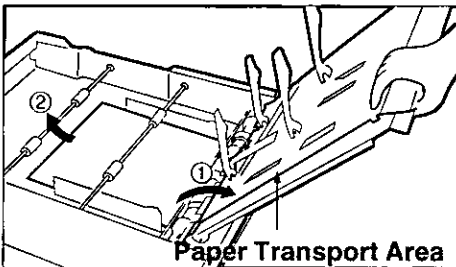
If misfeed is too far into the automatic duplex unit
① Open paper transport section, until it stops
② Remove misfed paper
③ Close paper transport section

4 Push automatic duplex unit back

ATTENTION ● When the misfeed indicators light at A, C and D, remove misfed paper from A and C first then remove it in the ADU (D)

Removing a paper misfeed

■ **System Console/Large Capacity Cassette**
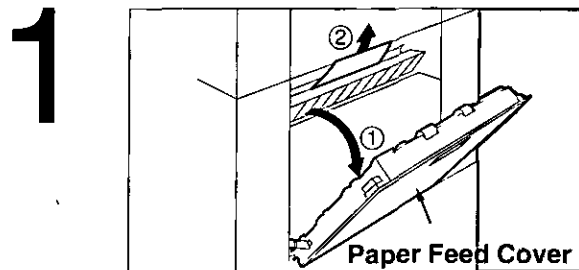

Large Capacity Cassette

System Console

1
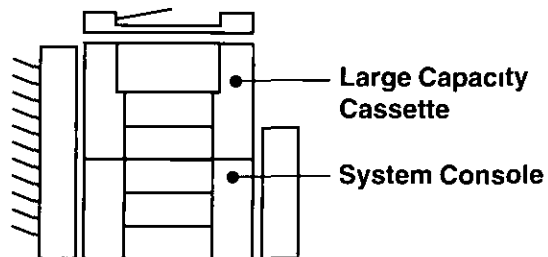
Paper Feed Cover

System Console
① Open the paper feed cover
② Remove misfed paper
③ Close the paper feed cover

2

Release Latch
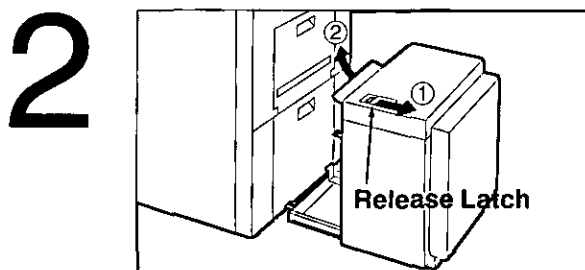
Large Capacity Cassette
① Hold the latch and slide the large capacity cassette to the right
② Remove misfed paper

---
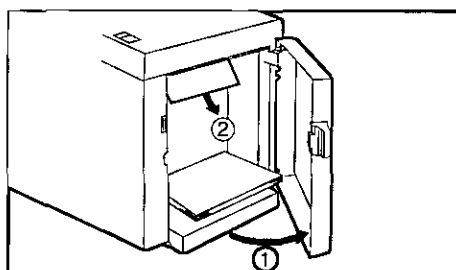
① Open the door
② Remove misfed paper
③ Close the door
④ Return the large capacity cassette to original position

44
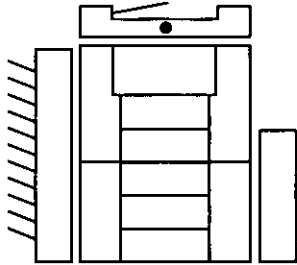
■ i-ADF

FP-7728/7735

Remove misfed orig
in ADF

1
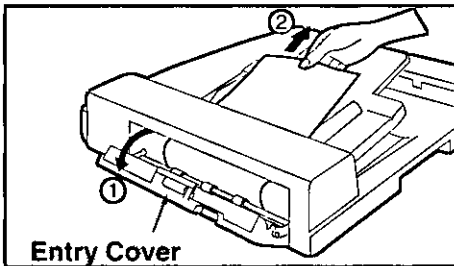
Entry Area

① Open entry cover
② Remove misfed paper
③ Close entry cover

Entry Cover
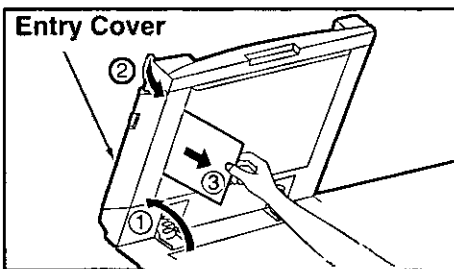
Entry Cover

① Open the i-ADF
② Open entry cover
③ Remove misfed paper
④ Close the i-ADF

2
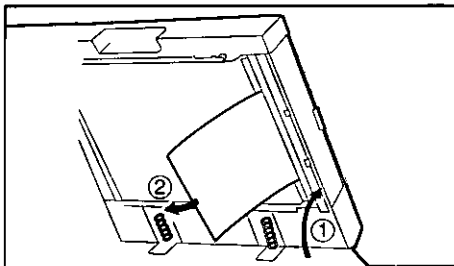
Exit Area

① Open the i-ADF
② Remove misfed paper
If paper is remaining on the platen
glass, remove it
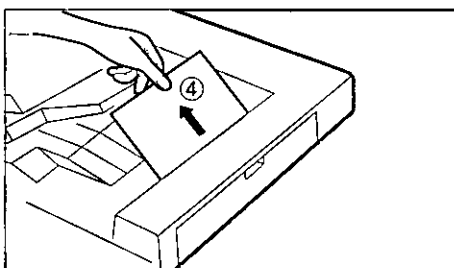
If paper can not be removed

③ Close the i-ADF
④ Open exit cover
⑤ Remove misfed paper
⑥ Close exit cover

ATTENTION ● Check that the paper misfeed indicator disappears

45

Removing a paper misfeed

■ ADF
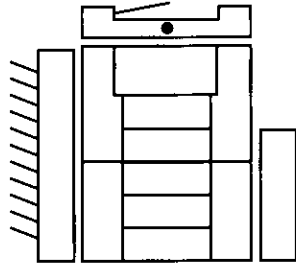
FP-7728/7735

> Remove misfed orig
> in ADF
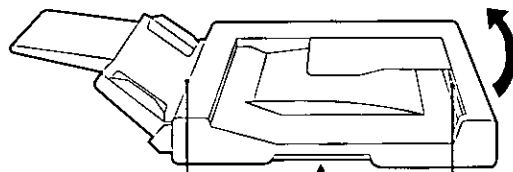
1 Open the ADF

Entry Area   Platen Area   Exit Area
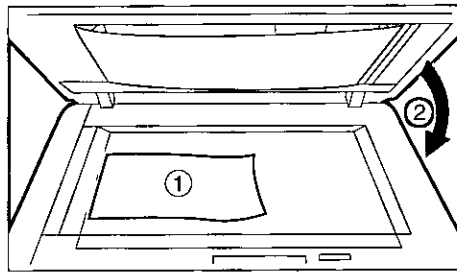
2 Platen Area

① Remove misfed paper
② Close the ADF

3 Release Key

Entry Area

① Push the Release key and remove misfed paper
② Close the ADF
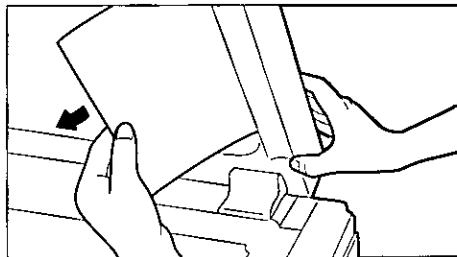
4 Exit Area

① Remove misfed paper
② Close the ADF

ATTENTION   ● Check that the paper misfeed indicator disappears

■ Sorter
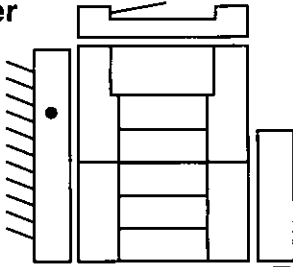
FP-7728/7735

Remove misfed paper
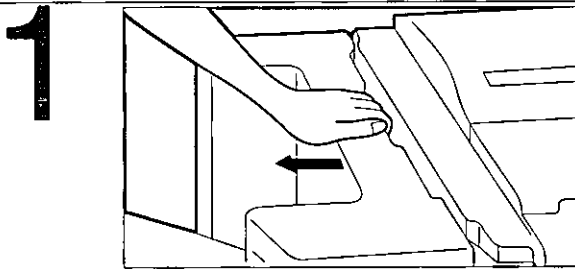
1 Pull sorter towards you slowly until it stops

2
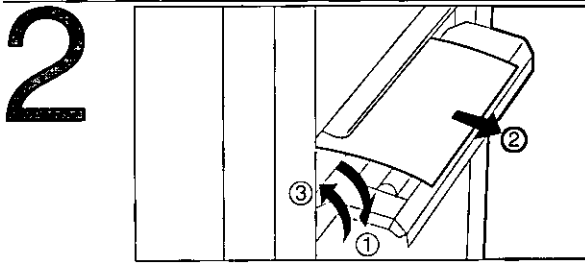
For FA-S575/S615
① Open transport cover (FA-S575)
② Remove misfed paper
③ Close transport cover (FA-S575)
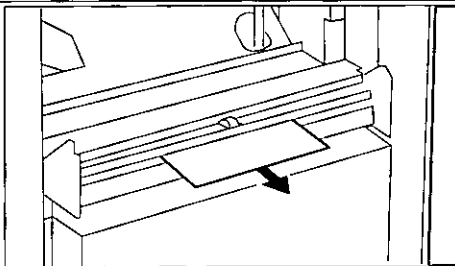
For FA-S680
Remove misfed paper
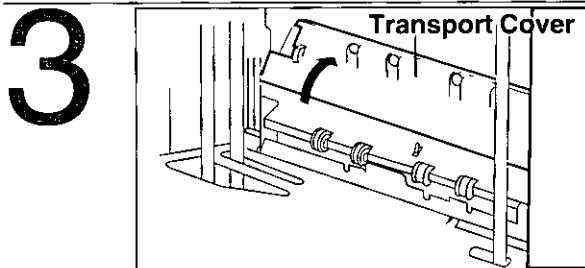
3 Transport Cover

For FA-S680
① Open transport cover
② Check that paper is removed completely
③ Close transport cover

4 Slide the sorter against the copier

ATTENTION ● Check that the paper misfeed indicator disappears

8∿

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Troubleshooting

Check	Action

Unit does not operate

Does the display light?
(See page 9)

➡ Check if the Power Switch is turned on and if the power plug is inserted into the outlet
or
Press any key on control panel

Does the Energy saver key flash (or light) and displays are turned OFF?
(See page 9)

➡ Press Energy saver key on control panel (See page 9)

Do any of these codes appear in the copy count display? (See page 11)

U0	➡	Insert key counter or input access code number (See page 4, 18)
U1	➡	Close front panel
U4	➡	Insert sorter into copier (See page 47)
U5	➡	Push automatic duplex unit back
U6	➡	Close entry or exit cover of copier (See page 41, 42)
U7	➡	Close the paper feed cover (See page 44)
U10	➡	Close the i-ADF/ADF Close entry or exit cover of i-ADF (See page 45, 46)
U11	➡	Remove copies from sorter
U12	➡	Close the stapler cover of the sorter (FA-S615) (See page 34, 35)
U13	➡	Add toner (See page 38)
U14	➡	Replace the waste toner bottle (See page 39)

(to be continued)

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Check	Action

Unit does not operate

Do any of these codes appear in the copy count display? (See page 11)

→ U17 → Close the transport cover of sorter (FA-S680) (See page 47)

→ U18 → Department copy usage is limited, consult key operator

→ oF → Remove copies from the sorter bin(s), and press the Sorter Mode Select key (See page 32)

Does display indicate and E and ☐ alternately? (See page 11)

→ Turn copier off, then on If error code does not go off, call service
(E2-01 to E2-07 Select another cassette to continue copy job)

Does paper misfeed indicator light? (8/\v)
(FP-7718/7722)
Is message "Remove misfed paper" or "Remove misfed orig in ADF" on the display? (FP-7728/7735)

→ Remove misfed paper (See page 40 – 47)

Copies are light

Does the exposure indicator say "light"?

→ Touch the "dark" key or touch the "Auto" key to choose the auto mode

Does U13 appear in the copy count display?

→ Add toner (See page 38)

Copies are marked

Is the copier platen glass or platen cover dirty?

→ Clean it

If the measures outlined above do not solve the problem, call Service

Troubleshooting

Specifications

■ FP-7718/7722/7728/7735

Type	Desktop
Process	UltraMagnefine™ Toner
Multi Copy Speed	Letter size copies per minute 18 (FP-7718), 22 (FP-7722), 28 (FP-7728), 35 (FP-7735)
Maximum Copy Size	11" × 17" (Ledger size) Void Area max 5 0 mm
Copy Size	Invoice, Letter, Letter R, Legal, Ledger via paper drawer/tray 4" × 6" — 11" × 17" via sheet bypass
Reduction Ratios	Preset 50%, 61%, 65%, 77%, 79% Variable from 99% to 50% in 1% increments
Enlargement Ratios	Preset 121%, 129%, 155%, 200% Variable from 101% to 200% in 1% increments
Paper Feed	550 sheet paper drawer plus 50 sheet Bypass Automatic Switching
Paper Selection	Automatic
Paper Weight	16 – 24 lbs (15 – 30 lbs via sheet bypass)
Quantity Selector	1 – 999 (99 FP-7718), Automatic Repeat, Automatic Reset to 1
Exposure Control	Automatic/Manual plus Photo Mode
Toner Supply	Automatic
Dimensions	23 9" (W) × 26 0" (D)× 22 9" (18 9" FP-7718) (H)
Weight	138 lbs (FP-7718), 153 lbs (FP-7722), 150 lbs (FP-7728/7735)
Electrical Requirement	AC 120V, 60Hz, 12A

■ i-ADF (FA-A888), ADF (FA-A505)

Original Capacity	30 sheets/legal, ledger 50 sheets/invoice, letter
Paper Size	Invoice, Letter, Letter R, Legal, Ledger
Paper Weight	14 – 28 lbs
Electrical Requirement	Supplied from copier
Dimensions	22 8" (W) × 18 9" (D) × 3 7" (H) without Tray (FA-A505) 23 6" (W) × 20 2" (D) × 4 7" (H) without Tray (FA-A888)
Weight	22 0 lbs (FA-A505) 26 4 lbs (FA-A888)

Specifications are subject to change without notice

■ 20 Bin Sorter (FA-S575/S680)

	FA-S575	FA-S680 (Staple)
Paper Size	Invoice/Letter/Letter R/Legal/Ledger	Invoice/Letter/Letter R/Legal/Ledger
Paper Weight	16 – 24 lbs	16 – 24 lbs
Number of Bins	20	20 Plus Nonsort tray
Bin Capacity		
Non sort	Top bin 150 sheets (90 Sheets/ADU) Bins 2-20 50 sheets	Nonsort tray 100 sheets Bins 1-20 30 sheets (25 Sheets/Letter R, Legal, Ledger)
Staple sort	——	50 sheets (30 Sheets/Ledger) (Except Invoice size)
Sort	50 sheets	50 sheets (30 Sheets/Ledger)
Group	Top bin 150 sheets Bins 2-20 50 sheets	50 sheets (30 Sheets/Ledger)
Electrical Requirements	Supplied from copier	Supplied from copier
Dimensions	14 2″ (W) × 19 2″ (D) × 38 4″ (H)	22 3″ (W) × 20 9″ (D) × 38 3″ (H)
Weight	72 6 lbs	99 0 lbs

■ 10 Bin Sorter (FA-S280/S615)

	FA-S280	FA-S615
Paper Size	Letter/Letter R/Legal/Ledger	Letter/Letter R/Legal/Ledger
Paper Weight	16 – 24 lbs	16 – 20 lbs
Number of Bins	10	10
Bin Capacity		
Non sort	Top bin 100 sheets	Top bin 100 sheets
Staple sort	——	20 sheets/Letter, 15 sheets/Letter R or Legal, 10 sheets/Ledger
Sort	30 sheets (20 sheets/Legal, Letter)	30 sheets/Letter/Letter R, 25 sheets/Legal, 10 sheets/Ledger
Group	20 sheets (15 sheets/Legal, Letter)	20 sheets (10 sheets/Ledger)
Electrical Requirements	Supplied from copier	Supplied from copier
Dimensions	17 6″ (W) × 17 8″ (D) × 8 8″ (H)	13 1″ (W) × 22 0″ (D) × 14 1″ (H)
Mass (Weight)	17 6 lbs	22 0 lbs

Specifications are subject to change without notice

Specifications

Specifications

■ System Console (FA-DS72)

Combination	Storage Drawer × 1
Paper Size	Invoice, Letter, Letter R, Legal, Ledger
Paper Weight	16 – 24 lbs
Electrical Requirements	Supplied from copier
Dimensions	23 9″ (W) × 25 0″ (D) × 16 4″ (H)
Weight	47 7 lbs

■ Large Capacity Cassette (FA-MA301)/Automatic Duplex Unit (FA-MADM6)

	FA-MA301	FA-MADM6
Paper Size	Letter	Invoice, Letter, Letter R, Legal, Ledger
Paper Weight	16 – 24 lbs	16 – 24 lbs
Paper Capacity	Maximum 3000 sheets, 20 lbs	Maximum 50 sheets, 20 lbs
Electrical Requirements	Supplied from system console	Supplied from copier
Dimensions	11 4″ (W) × 17 5″ (D) × 20 4″ (H)	———
Weight	30 8 lbs	———

Specifications are subject to change without notice

For Service Call _____