
2555
5502
LD055
Aficio™ 1055

Operating Instructions Copy Reference



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- 1** Basics
 - 2** Copying
 - 3** Document Server
 - 4** Connect Copy (Option)
 - 5** Troubleshooting
 - 6** User Tools (Copy/Document Server Features)
 - 7** REMARKS
 - 8** Specifications

For safe and correct use of this machine, please be sure to read the Safety Information before you use it.

Introduction

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.



Notes

Some illustrations in this manual might be slightly different from the machine. Certain options might not be available in some countries. For details, please contact your local dealer.



Laser Safety:

CDRH Regulations

This equipment complies with requirements of 21 CFR subchapter J for class 1 laser products. This equipment contains two 5-milliwatt, 760-800 nanometer wavelength, GaAlAs laser diodes. This equipment does not emit hazardous light, since the beam is totally enclosed during all customer modes of operation and maintenance.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, the supplier recommends that you use genuine toner from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

Power Source

120V, 60Hz, 20A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see ⇒ p.315 "Power Connection".

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Safety Information

When using this machine, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

⚠ WARNING:
Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ CAUTION:
Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

⚠ WARNING:

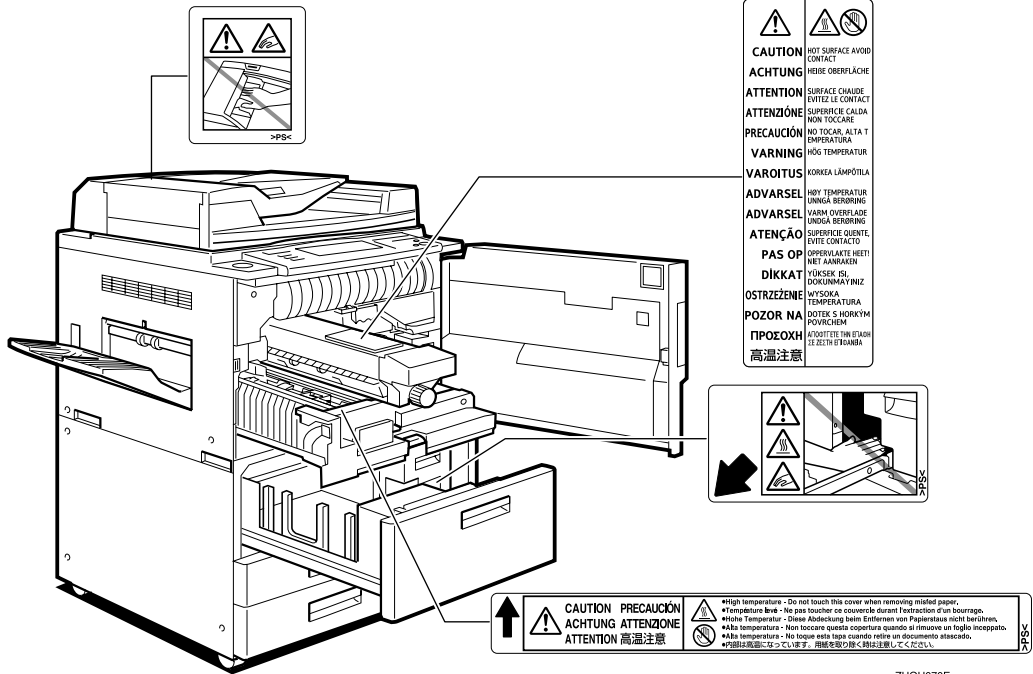
- **Connect the power cord directly into a wall outlet and never use an extension cord.**
- **Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.**
- **To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.**
- **Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs:**
 - **You spill something into the machine.**
 - **You suspect that your machine needs service or repair.**
 - **The external housing of your machine has been damaged.**
- **Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.**
- **Disposal can take place at our authorized dealer.**
- **Dispose of the used toner bottle in accordance with the local regulations.**
- **Do not remove the toner bottle, fuser unit, duplex unit and paper tray all at once. The machine might fall and cause injury. Make sure to first return each component back to its original position before checking other components.**

⚠ CAUTION:

- *Protect the machine from dampness or wet weather, such as rain and snow.*
- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.*
- *Keep toner (used or unused) and toner bottle out of the reach of children.*
- *For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise, an injury might occur.*
- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you use only the expendable supplies available at an authorized dealer.*

Positions of Labels and Hallmarks for ⚠️WARNING and ⚠️CAUTION

This machine has labels and hallmarks for ⚠️WARNING, ⚠️CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.



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How to Read this Manual

Symbols

In this manual, the following symbols are used:

 **WARNING:**

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section.

 **CAUTION:**

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section.

- WARNINGS and CAUTIONS are notes for your safety.

 **Important**

If this instruction is not followed, paper might be misfeed, originals might be damaged, or data might be lost. Be sure to read this.

 **Preparation**

This symbol indicates the prior knowledge or preparations required before operating.

 **Note**

This symbol indicates precautions for operation or actions to take after misoperation.

 **Limitation**

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

 **Reference**

This symbol indicates a reference.







[]

Keys that appear on the machine's display panel.

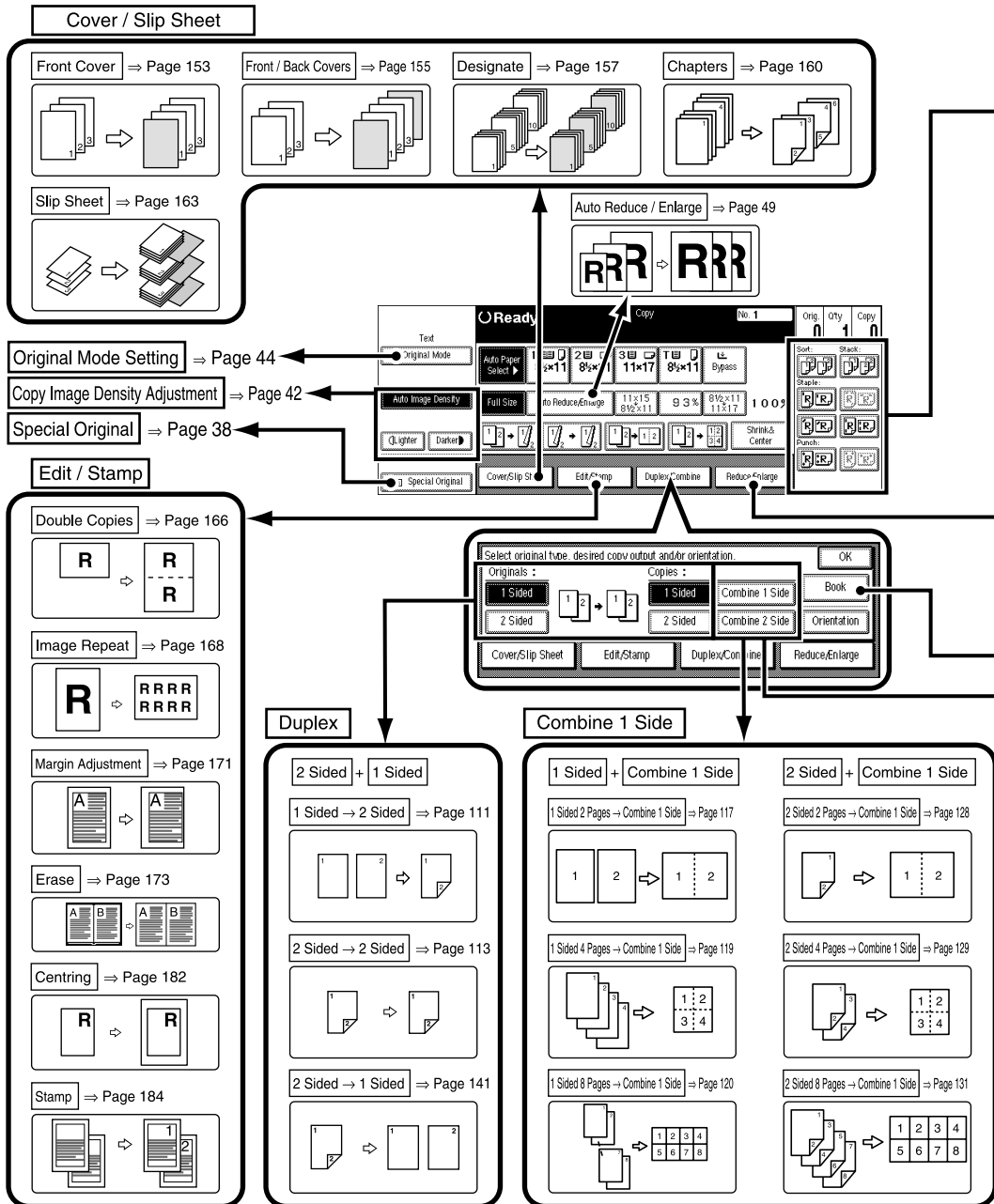
[]

Keys built into the machine's control panel.

Notice

- B4 JIS , B5 JIS , B6 JIS  are referred as B4 , B5 , B6  in this manual.
- The image of the display panel may be different depending on the installed option.

What You Can Do with This Machine (Copy Mode)



*1 Optional finisher is required.

*2 Optional finisher and punch kit are required.

Sort **Stack** **Staple**

Sort ⇒ Page 56 Rotate Sort ⇒ Page 57 Stack ⇒ Page 59 *1 Staple ⇒ Page 61 *1

Punch ⇒ Page 67 *2

Reduce / Enlarge

Reduce / Enlarge ⇒ Page 92 Size Magnification ⇒ Page 97

Zoom ⇒ Page 95

Directional Magnification (%) ⇒ Page 99

Directional Size Magnification (inch) ⇒ Page 102

Combine 2 Side

1Sided + Combine 2 Side 2Sided + Combine 2 Side

1 Sided 4 Pages → Combine 2 Side ⇒ Page 122 2 Sided 4 Pages → Combine 2 Side ⇒ Page 132

1 Sided 8 Pages → Combine 2 Side ⇒ Page 123 2 Sided 8 Pages → Combine 2 Side ⇒ Page 134

1 Sided 16 Pages → Combine 2 Side ⇒ Page 125 2 Sided 16 Pages → Combine 2 Side ⇒ Page 136

Book

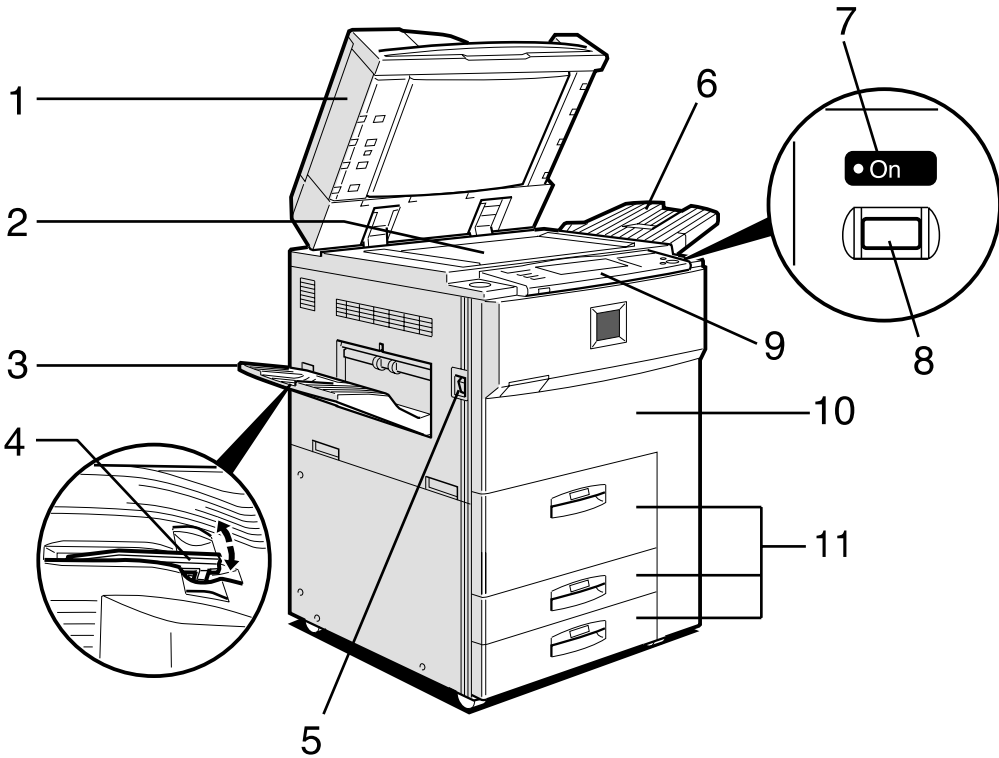
Book → 1 Sided ⇒ Page 139 Booklet! ⇒ Page 146

Book → 2 Sided ⇒ Page 142 Magazine ⇒ Page 148

Multi → 2 Sided ⇒ Page 144

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Guide To Components



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1. Document Feeder (ADF)

The document feeder automatically feeds a stack of originals one by one.

2. Exposure glass

Place originals here face down for copying.

3. Output tray

Copied paper is delivered here.

4. Output tray guide

This guide prevents copied OHP transparencies and translucent paper from being curled when delivered.

5. Main power switch

If the machine does not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on.

6. ADF external tray

When copying one-sided originals, the originals are delivered here.

7. On indicator

This indicator goes on when the operation switch is turned on, and goes off when the switch is turned off.

8. Operation switch

Press this switch to turn the power on (the **On** indicator goes on). To turn the power off, press this switch again (the **On** indicator goes off).

9. Control panel

See ⇒ p.12 "Control Panel".

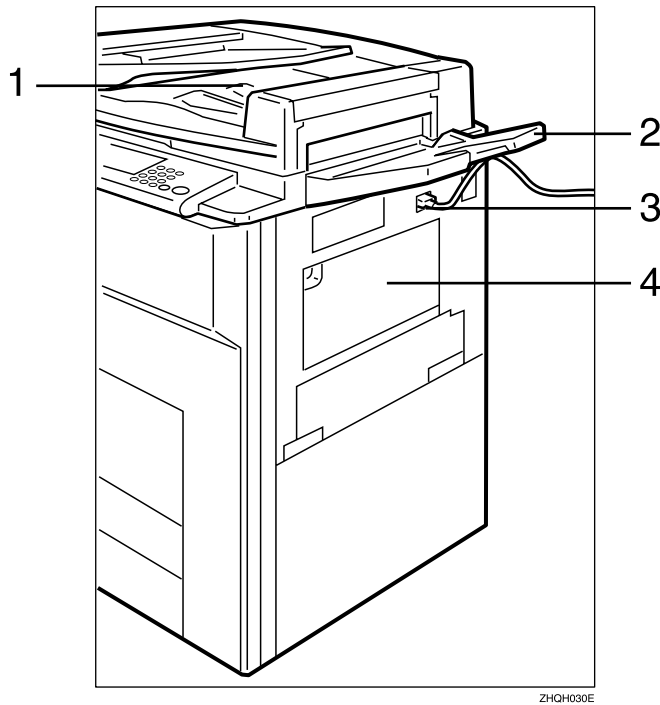
10. Front cover

Open to access the inside of the machine.

11. Paper tray

Set paper here.

Tray 1 is a tandem tray where the paper on the left side automatically moves to the right side when the paper on the right side has run out.



1. ADF tray

When copying two-sided originals, the originals are delivered here.

Note

- Even when copying one-sided originals, you can select the ADF tray.

2. ADF external tray

When copying one-sided originals, the originals are delivered here.

3. Connect Copy port

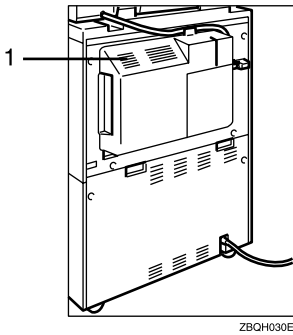
Attach the optional Connect Copy cable here.

Important

- Do not connect any other equipment to the Connect Copy port.
- Be sure to turn off the main power switch on both the master unit and sub-unit before you disconnect the Connect Copy cable. Unplugging the cable while power is on could damage the machines.

4. Bypass tray

Use to copy onto OHP transparencies, adhesive labels, translucent paper, post-cards, and non-standard size paper.



1. Ventilation hole

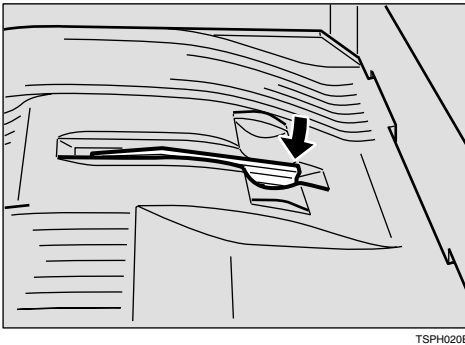
Prevents overheating. Do not obstruct the ventilation hole by placing or leaning an object near it. If the machine overheats, a fault might occur.

Output Tray Guide

When copying onto OHP transparencies and translucent paper, raise the guide. This prevents copies from being curled when delivered.

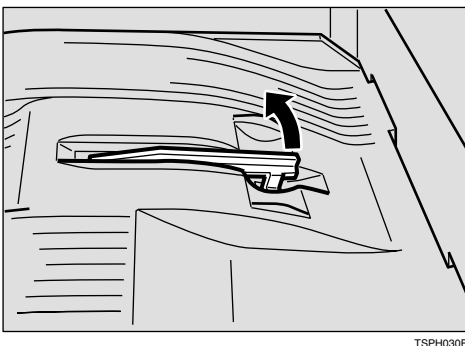
❖ To copy onto normal paper and thick paper

Pinch the right end of the guide, and then lower it until it clicks into place.

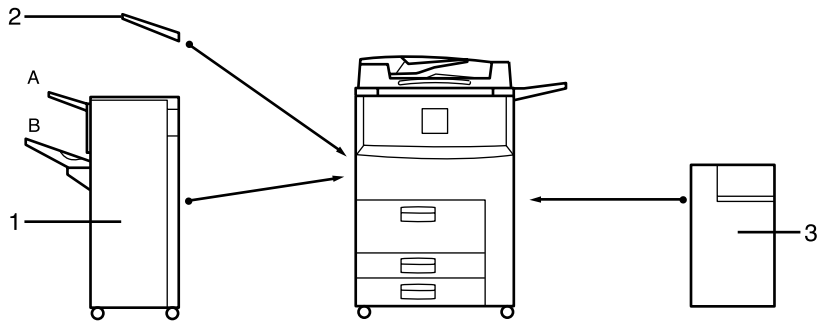


❖ To copy onto OHP transparencies and translucent paper

Raise the right end of the guide until it clicks.



Options



ZHQP010E

1. 50-Sheet Finisher

Sorts, stacks, and staples copies. You can also punch copies. (The Punch function is optional.)

- A: Finisher proof tray
- B: Finisher shift tray

2. Output tray (Can be installed when the finisher is not installed.)

Copied paper is delivered here.

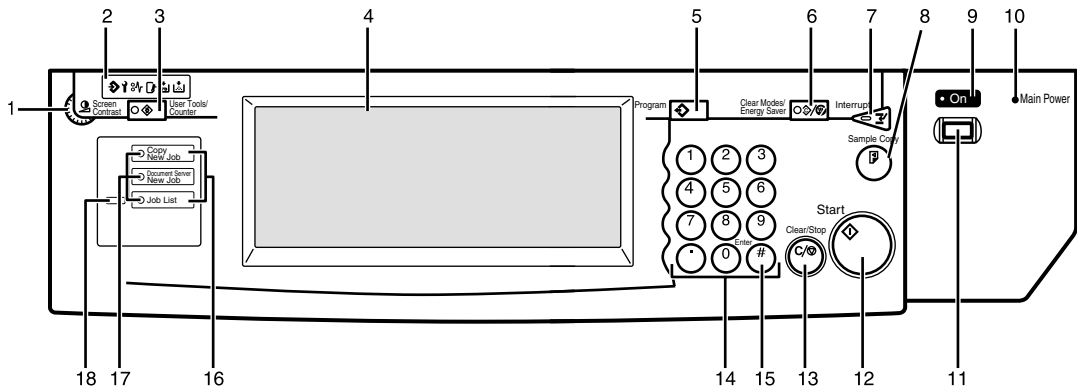
3. Large Capacity Tray (LCT)

Holds 3,500 sheets of paper.

Other options:

- Punch kit
- Copy Connector kit
- Tab sheet tray
- 8¹/₂" × 14" paper size tray (inch version only)

Control Panel



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1. Screen Contrast knob

Adjusts the brightness of the display panel.

2. Indicators

Show errors and machine status.

↻: Data In indicator

⚠: Service Call indicator

⚠: Misfeed indicator.

See ⇒ p.270 “⚠ Clearing Misfeeds”

⚠: Open Cover indicator

⚠: Add Staple indicator.

See ⇒ p.281 “⚠ Adding Staples”

⚠: Add Toner indicator.

See ⇒ p.268 “⚠ Changing the Toner Bottle”

3. [User Tools/Counter] key

- User Tools
Press to change the default settings and conditions to meet your requirements.
- Counter
Press to check or print the total number of copies made.

See ⇒ p.287 “User Tools (Copy/Document Server Features)”.

4. Display panel

Shows operation status, error messages, and function menus. See ⇒ p.14 “Display Panel”.

5. [Program] key

Press to select the program mode. See ⇒ p.75 “Programs”.

6. [Clear Modes/Energy Saver] key

- Clear Modes
Press to clear any previously entered copy job settings.
- Energy Saver
Press to switch to and from Energy Saver mode. See ⇒ p.85 “Energy Saver Mode”.

7. [Interrupt] key

Press to make interrupt copies during a copy run. See ⇒ p.86 “Interrupt Copy”.

8. [Sample Copy] key

Use this key to make a single sample copy before starting a long copy run. By checking the sample copy and making any necessary changes to the image quality settings before you make multiple copies, you can save time and paper. See ⇒ p.89 “Sample Copy”.

9. On indicator

This indicator goes on when the operation switch is turned on, and goes off when the switch is turned off.

10. Main power indicator

This indicator goes on when the main power switch is turned on, and goes off when the switch is turned off.

11. Operation switch

Press this switch to turn the power on (the **On** indicator goes on). To turn the power off, press this switch again (the **On** indicator goes off).

12. [Start] key

Press to start copying. Use to set Auto Start. See ⇒ p.88 "Auto Start".

13. [Clear/Stop] key

- Clear
Press to delete a number entered.
- Stop
Press to stop a copy job in progress.

14. Number keys

Use to enter the desired number of copies and data for selected modes.

15. [#] key

Press to enter a value.

16. Function keys

Press the appropriate key to choose any of the following functions:

- Copy
- Document Server
- Job List

17. Function indicators

These indicators go on when the function is selected.

18. Function Status indicator

These show the status of the above functions:

- Green: the function is active.
- Red: the function has been interrupted.

Display Panel

The display panel shows the status of the machine, error messages and function menus.

Important

- Do not apply a strong shock or force of about 30 N (about 3 kgf) or more to the display panel. Otherwise, the display might be damaged.

Note

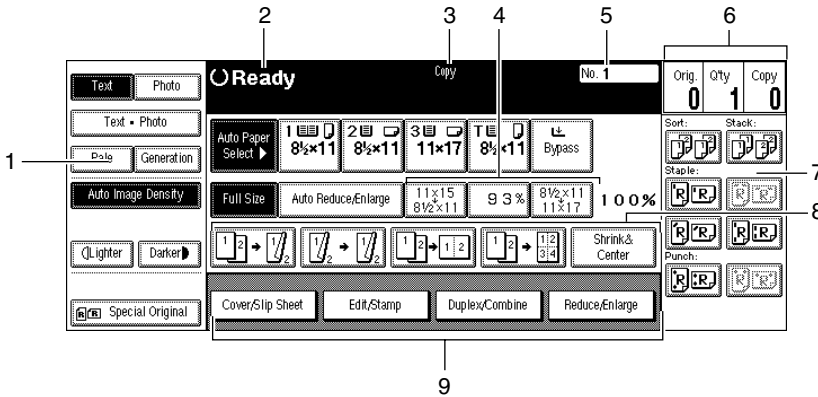
- The function items displayed serve as selector keys. You can select or specify an item by lightly pressing it.
- When you select or specify an item on the display panel, it is highlighted like **Full Size**.
- Keys appearing as **OK** cannot be used.

Displays and Key Operations

Note

- The following illustrations are examples for the machine with the optional 50-sheet finisher and large capacity tray (LCT) installed.

Initial copy display



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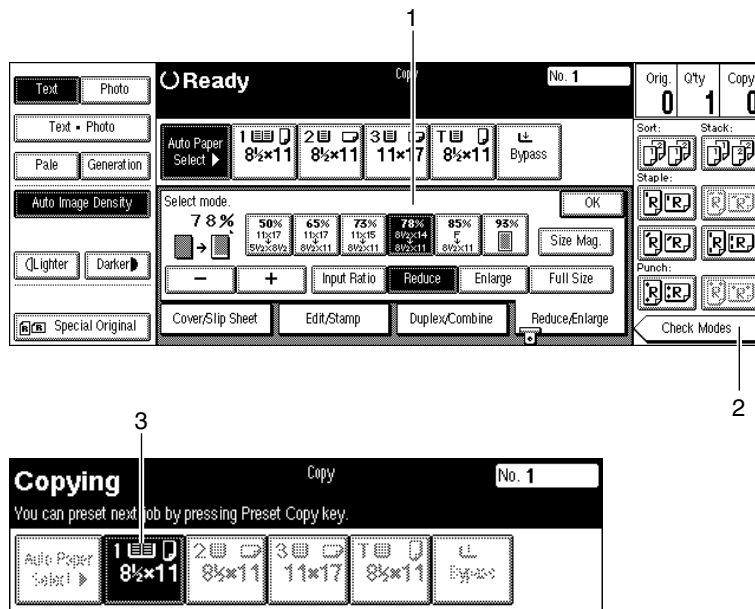
- Original mode, Image Density and Special Original mode.
- Operational status or messages.
- The currently selected function (Copy, Document Server).
- You can register up to three frequently used reduce/enlarge ratios other than the fixed reduce/enlarge ratios. See "Shortcut R/E" in ⇒ p.297 "Reproduction Ratio 1/2".

- Job ID of the scanned document.
- The number of originals scanned into memory, number of copies set, and number of copies made.
- Sort, Stack, Staple or Punch mode.

8. Displays the contents of the Shortcut keys. You can register frequently used functions in these keys. See "Shortcut Keys" in ⇒ p.296 "General Features 3/3".

9. Shows the available functions. Press a function name to display its menu. For example, press the [Reduce/Enlarge] key to bring up the Reduce/Enlarge menu.

❖ Function menu



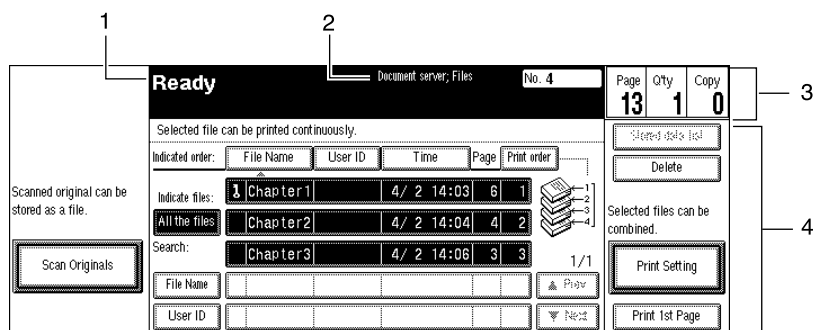
1. Items you can select.

2. The [Check Modes] key appears when you have selected function(s). Press this key to view the functions currently selected.

3. The key highlighted with the lower line underlined indicates the tray feeding the paper.

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❖ Document Server initial display



1. Operational status and messages.

2. Display titles.

3. The number of originals scanned into memory, number of copies set, and number of copies made.

4. Operational keys.

ZBQS070N

Function List Based on Options

The functions that are available to you depend on your machine configuration and which options you have. See the table below.

○...Available

×...Not available

	50-Sheet Finisher (Option)		Place originals		Connect Copy (Option)	
	not installed	installed	on the exposure glass	in the document feeder		
Batch (SADF)	○	○	-	○	○	
Mixed Sizes	○	○	-	○	○	
Thin	○	○	-	○	○	
Adjusting Image Density	○	○	○	○	○	
Selecting Original Type	○	○	○	○	○	
Selecting Copy Paper	○	○	○	○	○	
Auto Reduce/Enlarge	○	○	○	○	○	
Sort	○	○	○	○	○	
Rotate Sort	○	○ ^{*1}	○	○	○	
Stack	×	○	○	○	○	
Punch	×	○	○	○	○	
Staple	×	○	○	○	○	
Copying from the Bypass Tray	○	○	○	○	× ^{*2}	
Program	○	○	○	○	○ ^{*3}	
Job Preset	○	○	○	○	×	
Reduce/Enlarge	○	○	○	○	○	
Zoom	○	○	○	○	○	
Size Magnification	○	○	○	○	○	
Directional Magnification (%)	○	○	○	○	○	
Directional Size Magnification (mm)	○	○	○	○	○	
Duplex	1 Sided → 2 Sided	○	○	○	○	○
	2 Sided → 2 Sided	○	○	○	○	○

		50-Sheet Finisher (Option)		Place originals		Connect Copy (Option)
		not installed	installed	on the exposure glass	in the document feeder	
Combine	1 Sided 2 pages → 1 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1 Sided 4 pages → 1 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1 Sided 8 pages → 1 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1 Sided 4 pages → 2 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1 Sided 8 pages → 2 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1 Sided 16 pages → 2 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2 Sided 2 pages → 1 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2 Sided 4 pages → 1 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2 Sided 8 pages → 1 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2 Sided 4 pages → 2 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2 Sided 8 pages → 2 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2 Sided 16 pages → 2 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Book	Book → 1 Sided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2 Sided → 1 Sided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1 Sided → 2 Sided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2 Sided → 2 Sided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2 Sided → 2 Sided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Booklet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Magazine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cover/Designate/Chapters		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Slip Sheet		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Double		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

		50-Sheet Finisher (Option)		Place originals		Connect Copy (Option)
		not installed	installed	on the exposure glass	in the document feeder	
Repeat		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Margin Adjust		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Erase		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Centering		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stamp	Background Numbering	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Preset Stamp	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	User Stamp	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> *3
	Date Stamp	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Page Numbering	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*1 You can use this function when “Rotate Sort” is selected in “Select Stack or Rotate sort” of the User Tools.

*2 You can set only cover sheets and slip sheets.

*3 The program stored in the master unit is recalled. However, functions not available in Connect Copy mode or in the sub-unit are canceled.

Turning On the Power

To turn the machine on, press the operation switch.

Note

- ❑ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. See “Auto Off” in ⇒ p.31 “Basic Procedure” and “Auto Off Timer” in the System Settings manual.

Power switches

This machine has two power switches.

❖ Operation switch (right side of the control panel)

Press this switch to activate the machine. When the machine has warmed up, you can make copies.

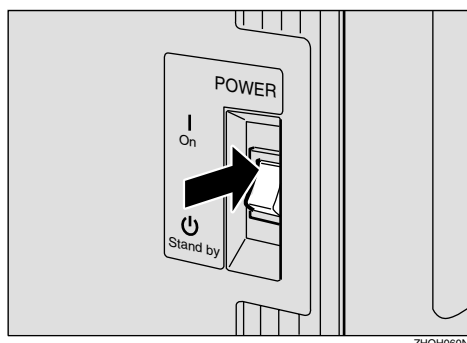
❖ Main power switch (left side of the machine)

When the machine is not to be used for an extended period of time, turn off the main power switch.

Turning On the Main Power

- 1** Make sure that the power cord is firmly plugged into the wall outlet.
- 2** Turn on the main power switch.

The **main power** indicator on the control panel goes on.

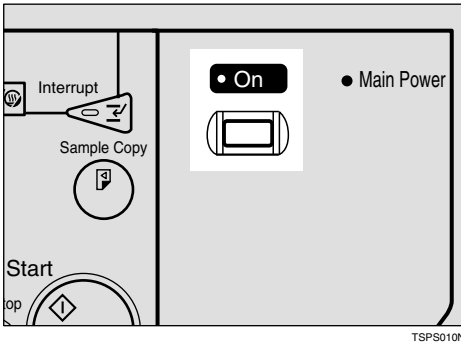


ZHQH060N

Starting the Machine

- 1 Press the operation switch to make the On indicator go on.

The display panel will come on.



Note

- If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If off, turn it on.
- During the warm-up period (less than 330 seconds), you can use the Auto Start function. See ⇒ p.88 "Auto Start".
- You can set up a copy job and press the **[Start]** key while the "Select modes and press the start key. Scanning originals can be started." message is displayed.
- When "Input user code, then press # ." is displayed, enter your user code. See ⇒ p.87 "User Codes".

Shutting Down the Machine

- 1 Press the operation switch to make the On indicator go off.

Turning Off the Main Power

- 1 Turn off the main power switch.









The **main power** indicator of the control panel goes off.

Originals

Sizes and Weights of Recommended Originals

1









❖ Metric version

Where Original Is Set	Original Size	Original Weight
Exposure glass	Up to A3	--
Document feeder	1-sided originals: A3  - A5 	52 – 157 g/m ² *2
	2-sided originals: A3  - A5  	52 – 128 g/m ²
	Thin originals: A3  - B6   *1	41 – 157 g/m ²

*1 Except B6 


*2 A5 , B6  , 52 – 128 g/m²

❖ Inch version

Where Original Is Set	Original Size	Original Weight
Exposure glass	Up to 11" × 17"	--
Document feeder	1-sided originals: 11" × 17"  - 5 1/2" × 8 1/2" 	14 – 42 lb. Bond *1
	2-sided originals: 11" × 17"  - 5 1/2" × 8 1/2"  	14 – 34 lb. Bond
	Thin originals: 11" × 17"  - 5 1/2" × 8 1/2"  	11 – 42 lb. Bond

*1 5 1/2" × 8 1/2" , 14 – 34 lb. Bond

Note

 The number of originals that can be set in the document feeder is about 100.

Non-recommended originals for the document feeder

Setting the following types of originals in the document feeder can cause paper misfeeds or damage to the originals. Set these originals on the exposure glass instead.

- Originals other than those specified in ⇒ p.23 “Sizes and Weights of Recommended Originals”
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals

- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin originals that have low stiffness
- Thick originals such as postcards
- Originals of inappropriate weight
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper

Sizes Detectable by the Auto Paper Select

◆ Metric version

Size	A3	B4	A4	B5	A5	A5	B6	11"	11"	8 ¹ / ₂ "	8 ¹ / ₂ "	5 ¹ / ₂ "	8 ¹ / ₂ "	8K	16
Place of original			 	 			 	× 17" 	× 15" 	× 14" 	× 11" 	× 8 ¹ / ₂ " 	× 13" * ¹		
Exposure glass	○	○	○	○	○	×	×	×	×	×	×	×	○	×	×
Document feeder	○	○	○	○	○	○	○	○	×	×	○	×	○	○	○

*¹ You can select from 8¹/₂" × 13", 8¹/₄" × 13" and 8" × 13" with the User Tools (System Settings). See "<F/F4>Size Setting" in the System Settings manual.

◆ Inch version

Size	A3	B4	A4	B5	A5	B6	11"	11"	10"	8"	8 ¹ / ₂ "	8 ¹ / ₂ "	5 ¹ / ₂ "	5 ¹ / ₂ "	8 ¹ / ₂ "
Place of original			 	 		 	× 17" 	× 15" 	× 14" 	× 10" 	× 14" 	× 11" 	× 8 ¹ / ₂ " 	× 8 ¹ / ₂ " 	× 13" * ¹
Exposure glass	×	×	×	×	×	×	○	×	×	×	○	○	○	×	×
Document feeder	×	×	○	×	×	×	○	×	○	○	○	○	○	○	○

*¹ You can select from 8¹/₂" × 13", 8¹/₄" × 13" and 8" × 13" with the User Tools (System Settings). See "<F/F4>Size Setting" in the System Settings manual.

Sizes difficult to detect

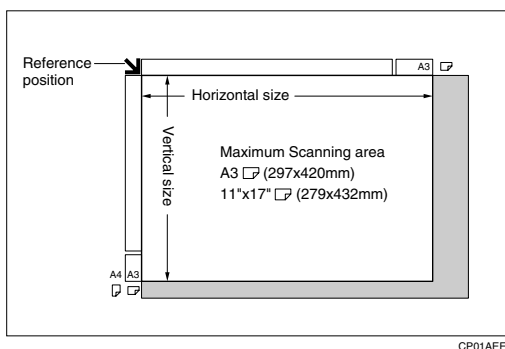
It is difficult for the machine to detect the sizes of the following originals, so select the paper size manually.

- Originals with indexes, tags, or other projecting parts
- Transparent originals such as OHP transparencies or translucent paper
- Dark originals with many letters and drawings
- Originals which partially contain a solid image
- Originals which have solid images at their edges

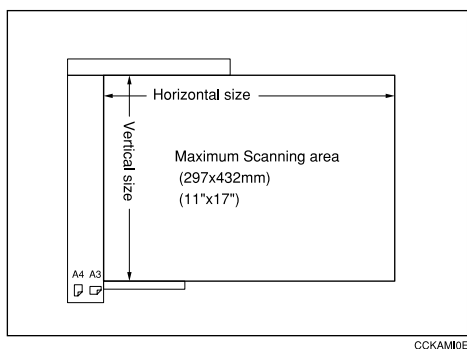
1

Missing Image Area

❖ Exposure glass



❖ Document feeder



💡 Limitation





































- ❑ Even if you correctly set originals in the document feeder or on the exposure glass, 3 mm (0.1") margins on all four sides might not be copied.


Copy Paper


1

Recommended Paper Sizes and Types

The following limitations apply to each tray:

	Metric version	Inch version	Paper weight	Paper capacity
Tray 1 ^{*1}	A4  , 8 1/2" × 11" 		52 – 128 g/m ² , 14 – 34 lb. Bond ^{*6}	1550 + 1550 sheets
Tray 2	A3  , (B4 ) A4  , (B5 ) A5  , (11" × 17" ) (8 1/2" × 14" ) (8 1/2" × 11" ) (8 1/2" × 13" ) (8" × 10 1/2" ) (8" × 10" ) (8" × 13" ) (8 1/4" × 13" ) (10" × 14" ) (11" × 15" ) (5 1/2" × 8 1/2" ) (8K ) ^{*8} , (16K ) ^{*9}), (tab stocks)	(A3 ) (B4 ) (A4 ) (B5 ) (A5 ) (11" × 17" ) (8 1/2" × 14" ) (8 1/2" × 11" ) (8 1/2" × 13" ) (8" × 10 1/2" ) (8" × 10" ) (8" × 13" ) (8 1/4" × 13" ) (10" × 14" ) (11" × 15" ) (5 1/2" × 8 1/2" ) (tab stocks)	52 – 128 g/m ² , 14 – 34 lb. Bond ^{*6}	550 sheets

-  **Note**
- You have to specify the paper size with the User Tools (System Settings). See “Paper Size Setting” in the System Settings manual.
 - When selecting paper sizes in parentheses, set the paper size selector knob to the ***** mark on the left. See ⇒ p.278 “Changing the Paper Size”.

-  **Note**
- You have to specify the paper size with the User Tools (System Settings). See “Paper Size Setting” in the System Settings manual.
 - When selecting paper sizes in parentheses, set the paper size selector knob to the ***** mark on the left. See ⇒ p.278 “Changing the Paper Size”.

		Metric version	Inch version	Paper weight	Paper capacity
Tray 3 ^{*1}		A3☐, B4☐, A4☐☐, B5☐☐, A5☐☐, 11" × 17"☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 11"☐☐, 8 ¹ / ₂ " × 13"☐, 8" × 10 ¹ / ₂ "☐, 8" × 10"☐, 8" × 13"☐, 8 ¹ / ₄ " × 13"☐, 10" × 14"☐, 11" × 15"☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐☐	A3☐, B4☐, A4☐☐, B5☐☐, A5☐☐, 11" × 17"☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 11"☐☐, 8 ¹ / ₂ " × 13"☐, 8" × 10 ¹ / ₂ "☐, 8" × 10"☐, 8" × 13"☐, 8 ¹ / ₄ " × 13"☐, 10" × 14"☐, 11" × 15"☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐☐	52 – 128 g/m ² , 14 – 34 lb. Bond ^{*6}	550 sheets
Large Capacity Tray (LCT) ^{*1}		A4☐, B5☐, 8 ¹ / ₂ " × 11"☐	A4☐, B5☐, 8 ¹ / ₂ " × 11"☐, 8 ¹ / ₂ " × 14"☐ ^{*7}	64 – 105 g/m ² , 16 – 24 lb. Bond	3,500 sheets
Bypass tray ^{*3} ^{*4} ^{*5}	Standard size	A3☐, B4☐, A4☐☐, B5☐☐, A5☐☐, B6☐, A6☐, 11" × 17"☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 11"☐☐, 8 ¹ / ₂ " × 13"☐, 8" × 10 ¹ / ₂ "☐☐, 8" × 10"☐☐, 8" × 13"☐, 8 ¹ / ₄ " × 13"☐, 10" × 14"☐, 11" × 15"☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐☐	A3☐, B4☐, A4☐☐, B5☐☐, A5☐☐, B6☐, A6☐, 11" × 17"☐, 8 ¹ / ₂ " × 11"☐☐, 8 ¹ / ₂ " × 13"☐, 8" × 10 ¹ / ₂ "☐☐, 8" × 10"☐☐, 8" × 13"☐, 8 ¹ / ₄ " × 13"☐, 10" × 14"☐, 11" × 15"☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐☐	52 – 157 g/m ² , 14 lb. Bond – 90 lb. Index ^{*6}	50 sheets
	Non-standard size ^{*2}	Vertical: 100 – 300 mm Horizontal: 140 – 432 mm Postcards, adhesive labels, translucent paper, OHP transparencies ^{*4}	Vertical: 4.0" – 11.7" Horizontal: 5.5" – 17.0"	52 – 157 g/m ² , 14 lb. Bond – 90 lb. Index ^{*6}	1 sheet

^{*1} The paper tray fence is fixed. If you wish to change the size of paper set in this tray, contact your service representative.

^{*2} If you wish to copy onto non-standard size paper, set the paper in the bypass tray and specify the size. See ⇒ p.70 "Copying from the Bypass Tray".

^{*3} If you wish to copy onto OHP transparencies or thick paper, select OHP or Thick Paper mode. See ⇒ p.73 "When Copying onto OHP Transparencies or Thick Paper".

^{*4} Always set one sheet at a time. See ⇒ p.70 "Copying from the Bypass Tray".

^{*5} When setting copy paper, make sure that the stack height does not exceed the limit mark. The maximum number of sheets you can set at a time depends on the paper thickness and condition.

^{*6} If you wish to copy onto thick (105 g/m², 28 lb. Bond or heavier) paper, select Thick Paper mode. See "Special Paper Indication" and "Temperature Setting for Thick Paper" in the System Settings manual.

^{*7} The optional 8¹/₂" × 14" paper size tray is required to set this size of paper.


^{*8} 8K (Ba-kai) = 267 × 390 mm

^{*9} 16K (Shi-Liu-kai) = 195 × 267 mm

Important

- ❑ If you use damp or curled paper, a misfeed might occur. In this case, try turning over the paper stack in the paper tray. If there is no improvement, change to copy paper with less curl.

Note

- ❑ When you use the bypass tray, be sure to set the copy paper direction to .
- ❑ Postcards should be fed from the bypass tray.
- ❑ If you load paper of the same size and in the same direction in two or more trays, the machine automatically shifts to another tray when the tray in use runs out of paper. This function is called "Auto Tray Switching". (If you put recycled paper, translucent paper, user color paper 1, or user color paper 2 in paper trays with "Special Paper Indication", this function is not available to these trays unless their settings are identical.) This saves interrupting a copy run to replenish paper even when you make a large number of copies. You can cancel this setting. See "Auto Paper Select" in ⇒ p.46 "Selecting Copy Paper", "Auto Tray Switching" and "Special Paper Indication" in the System Settings manual.
- ❑ If you select Thick Paper mode or Tab Stock mode, copying speed might be reduced.

Non-recommended Paper**CAUTION:**

- *Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or machine failure.*

Important

- ❑ Do not use any of the following kinds of paper or a fault might occur.
 - Thermal fax paper
 - Art paper
 - Aluminum foil
 - Carbon paper
 - Conductive paper
 - Colored OHP transparencies
 - Paper with perforated lines
 - Hemmed paper
- ❑ Do not use copy paper that has been already copied on. Otherwise, a paper misfeed might occur.

 **Note**

- Do not use the following kinds of paper or a misfeed might occur.
 - Bent, folded, or creased paper
 - Torn paper
 - Slippery paper
 - Perforated paper
 - Rough paper
 - Thin paper that has low stiffness
 - Paper with much paper dust on its surface
- If you make a copy on rough grain paper, the copy image might be blurred.
- Do not use paper which has been copied or printed on.

Paper Storage

 **Note**

- When storing paper, the following precautions should always be followed:
 - Do not store paper where it will be exposed to direct sunlight.
 - Avoid storing paper in humid areas (humidity: 70% or less).
 - Store on a flat surface.
- Keep open reams of papers in the package, and store as you would unopened paper.
- Under high temperature and high humidity, or low temperature and low humidity conditions, store paper in a vinyl bag.

Toner

1

Handling Toner

 **WARNING:**

- *Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.*

 **CAUTION:**

- *Keep toner (used or unused) and toner containers out of reach of children.*

 **CAUTION:**

- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you use only the expendable supplies available at an authorized dealer.*

 **Important**

- If you use toner other than the recommended type, a fault might occur.

Toner Storage

When storing toner, the following precautions should always be followed:

- Store toner containers in a cool, dry place free from direct sunlight.
- Store on a flat surface.
- Store toner containers laid down.

Used Toner

 **Note**

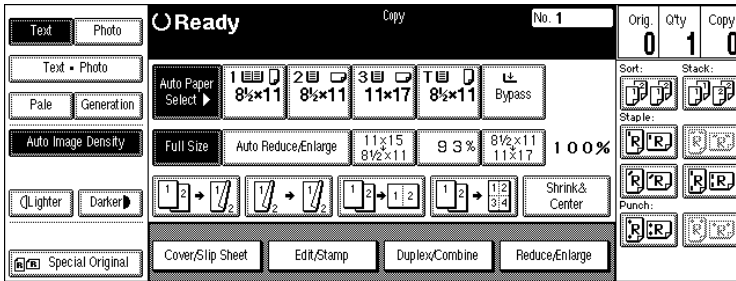
- Used toner cannot be re-used.

2. Copying

Basic Procedure

- 1 Make sure that the machine is in Copy mode.

If the machine is not in Copy mode, press the **[Copy/New Job]** key.



- 2 When the machine is set for the user code, enter the user code with the number keys and then press the **[#]** key.

Reference

⇒ p.87 "User Codes".

- 3 Make sure that there are no previous settings remaining.

Note

To clear settings, press the **[Clear Modes/Energy Saver]** key.

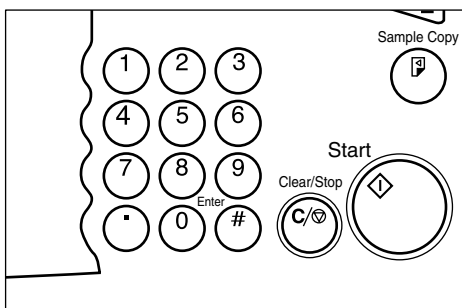
- 4 Set your originals.

Reference

⇒ p.33 "Setting Originals".

- 5 Set your desired settings.

- 6 Enter the number of copies required with the number keys.



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 **Note**

- The maximum copy quantity can be set between 1 and 999 (default: 999). See “Maximum Copy Quantity” in ⇒ p.295 “General Features ²/₃”.
- To change the number entered, press the **【Clear/Stop】** key and enter the new number.

7 Press the **【Start】** key.

The machine starts copying.

 **Note**

- When you set originals on the exposure glass, press the **【#】** key after all originals are scanned.
- Usually, when you set a single original on the exposure glass or in the document feeder, the copied paper is delivered face up. However, with some functions, copies will be delivered face down.
- You can choose to have copies delivered either face up or face down (except for copying through the bypass tray). See “Face-Up/Down Selection in Platen Mode” in ⇒ p.309 “Input/Output”.
- To stop the machine during the multi-copy run, press the **【Clear/Stop】** key.
- To return the machine to the initial condition after copying, press the **【Clear Modes/Energy Saver】** key.

 **Auto Reset**

The machine returns to its initial condition automatically when your job is finished, after a certain period of time. This function is called “Auto Reset”.

 **Note**

- You can change the Auto Reset time. See “Auto Reset Timer” in ⇒ p.292 “General Features ¹/₃”.

 **Auto Off**

The machine turns itself off automatically after your job is finished, after a certain period of time. This function is called “Auto Off”.

 **Note**

- You can change the Auto Off time. See “Auto Off Timer” in the System Settings manual.

Setting Originals

! Limitation

- ❑ Set originals after correction fluid and ink has completely dried. Not taking this precaution could mark the exposure glass and cause marks to be copied.

📌 Note

- ❑ Basically originals should be aligned to the rear left corner. However, some copy functions may produce different results depending on the direction of the originals. For details, see the explanations of each function.

	Original	Exposure glass	Document feeder
Standard			
90° Turn			

GCGSET1E

🔍 Reference

⇒ p.23 "Originals".

Setting Originals on the Exposure Glass

1 Lift the document feeder.

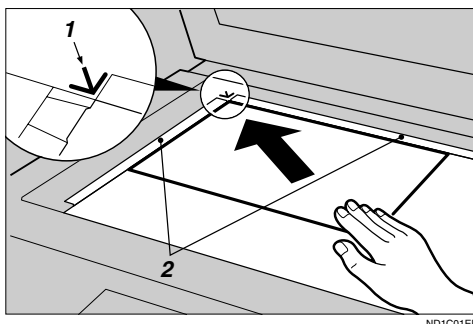
Important

- Do not open the document feeder with a force. Otherwise, the cover of the document feeder might open or be damaged.

Note

- Be sure to open the document feeder by more than 30°. Otherwise the original size might not be detected correctly.

2 Set the original face down on the exposure glass. The original should be aligned to the rear left corner.



1: Reference mark

2: Scale

Note

- Start with the first page to be copied.

3 Lower the document feeder.

Setting Originals in the Document Feeder

Note

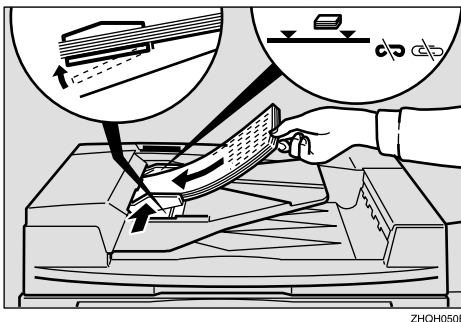
- The last page should be on the bottom.
- Do not stack originals beyond the limit mark on the side fence of the document feeder.
- When copying thin originals (40 – 52 g/m², 11 – 14 lb. Bond), set one original in the document feeder at a time or place it on the exposure glass to avoid damage due to a multi-sheet feed (several pages fed together at the same time).
- The original might become dirty if it is written with a pencil or similar tools.
- Usually, one-sided originals are delivered to the ADF external tray, and two-sided originals to the ADF tray.

Reference

Regarding originals that the document feeder can handle, see ⇒ p.23 “Originals”.

1 Set the aligned originals face up into the document feeder.

Setting a stack of originals is completed when the bottom plate rises.



Important

- After the bottom plate of the document feeder rises, do not add or force in originals.

Note

- Straighten curls in the originals before setting them in the document feeder.
- To avoid a multi-sheet feed, shuffle the originals before setting them in the document feeder.
- You can set the timing for the bottom plate of the document feeder to rise. See “ARDF Original Table Rise Time” in ⇒ p.309 “Input/Output”.

Original Orientation

You can set the original orientation separately in the following ways.

This function is useful for copying torn originals or large originals.

❖ Standard Orientation

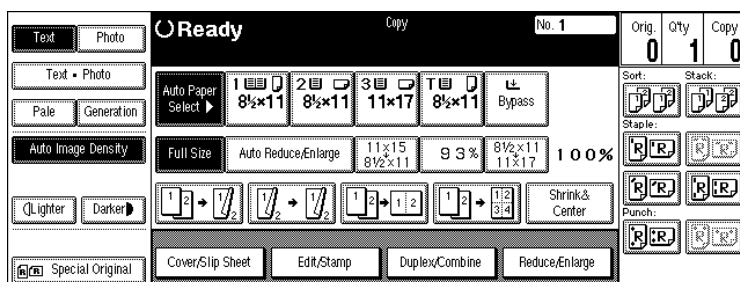
Select this function when the original direction is the same as the copy paper direction.

❖ 90° Turn

This function rotates the copy image by 90°.

Use this function when you want to copy onto A3, B4, 11" × 17" paper.

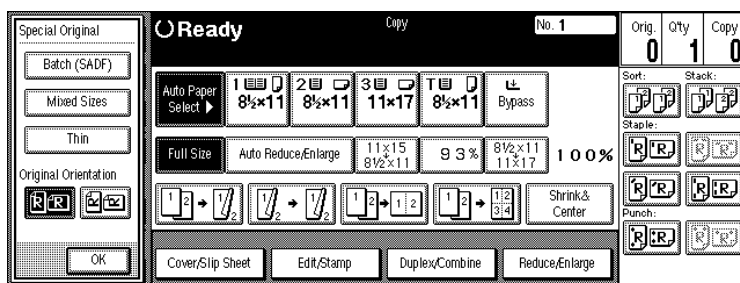
1 Press the [Special Original] key.







2 Select the original orientation.

Standard Orientation

1 Make sure that the key is selected.



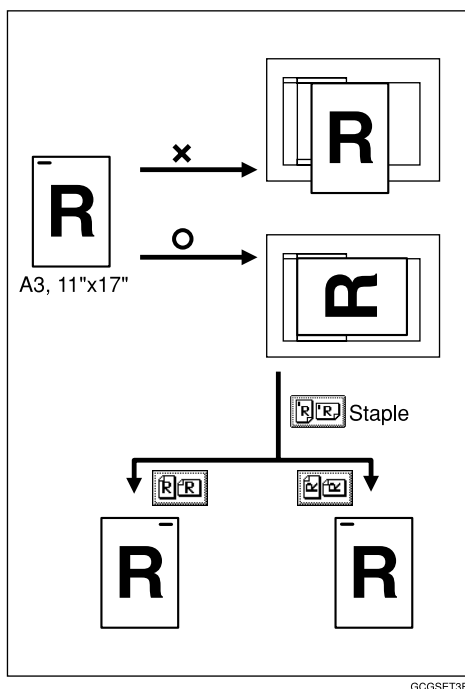
90° Turn

When you want to copy A3 , B4  or 11" × 17"  size originals, set your original in the landscape orientation and then press the  key. The machine rotates the original image and you can make copies as you wish. This is useful for copying large originals with the Staple, Punch, Duplex, Combine or Stamp functions.

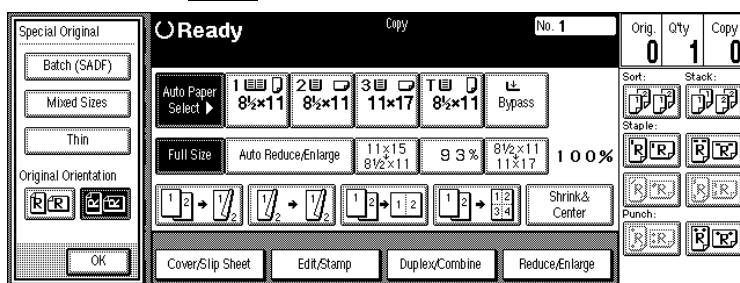
For example, if you want to copy A3 or 11" × 17" originals with for the Staple function configured as shown below:

Note

- It is recommended to use this function together with the Auto Paper Select or Preset Reduce/Enlarge function.



1 Press the  key.



3 Press the [OK] key.

Setting Special Originals

Use this function when you want to use Batch (SADF), Mixed Sizes, Thin mode, or when you select the original orientation.

Batch (SADF) mode

2

Up to 100 standard originals can be set in the document feeder at a time. If there are more than 100 originals, set Batch (SADF) mode so that originals can be fed automatically without pressing the **[Start]** key each time they are set in the document feeder.

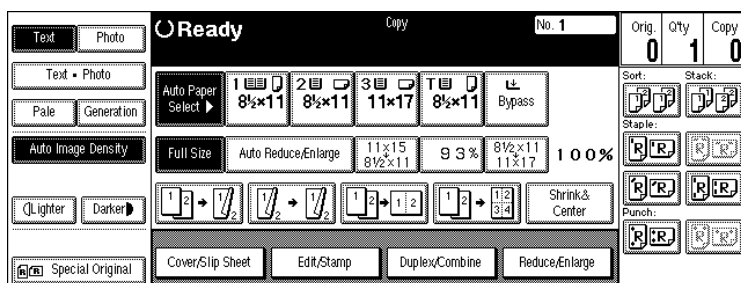
Important

- When setting special originals such as translucent paper, set them one by one.

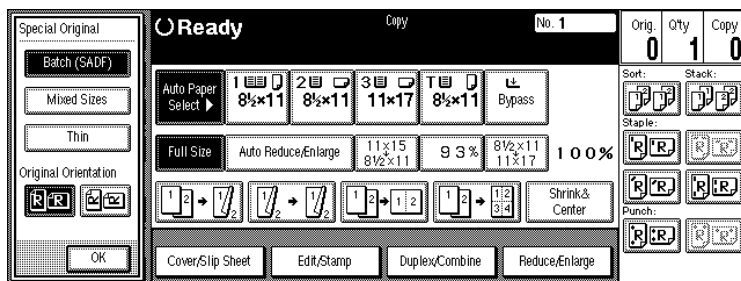
Note

- In Batch (SADF) mode, even when one original is set in the document feeder, the original is automatically fed each time it is set.

1 Press the **[Special Original]** key.



2 Press the **[Batch (SADF)]** key.



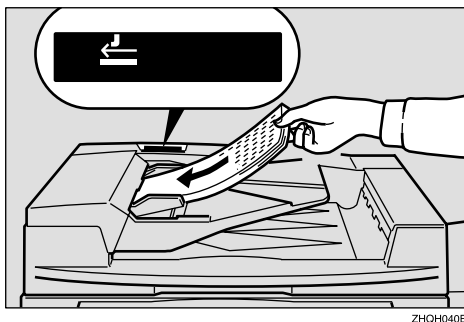
3 Press the **[OK]** key.

4 Set your originals, then press the **[Start]** key.

The **Auto Feed** indicator of the document feeder goes on.

- 5** After all the previously set originals are fed, set the next originals while the **Auto Feed** indicator is on.

The second and subsequent originals can be fed automatically without pressing the **[Start]** key.



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Note

- When the Sort, Combine or Duplex function has been set, press the **[#]** key after all originals are scanned.
- You can change the lighting-up time of the **Auto Feed** indicator. See “Batch (SADF) Auto Reset Time” in ⇒ p.309 “Input/Output”.

Mixed Sizes mode

When originals of different sizes are set on the document feeder at a time, the machine automatically checks the size of the originals and makes copies.

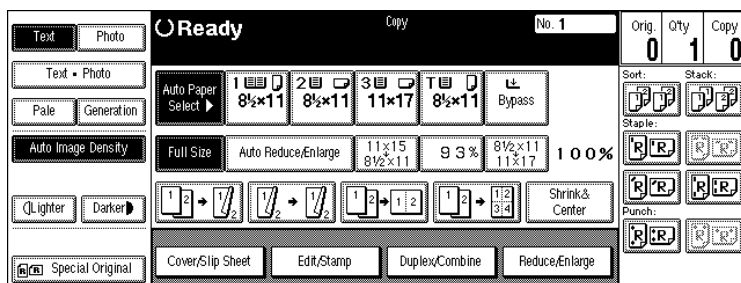
Limitation

- When setting originals of different sizes on the document feeder and making copies without using Mixed Sizes mode, parts of the original image might not be copied.
- The weight of originals that can be set with this function is 52 – 81 g/m², 14 – 20 lb. Bond.
- The original sizes that can be set with this function are as follows:

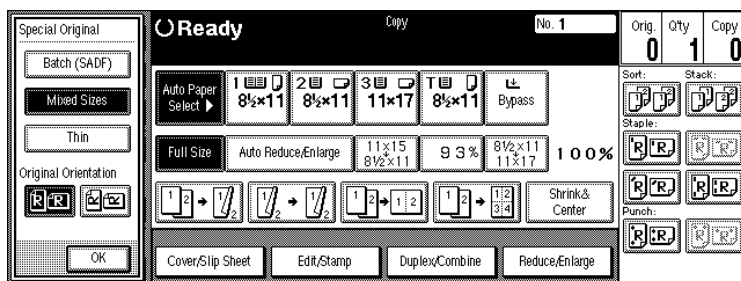
Metric version	A3☐, B4☐, A4☐☐, B5☐☐
Inch version	11" × 17"☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 11"☐☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐☐

- For smaller originals, the copy image might be slanted since the originals might not be correctly aligned with the original guide.

1 Press the [Special Original] key.

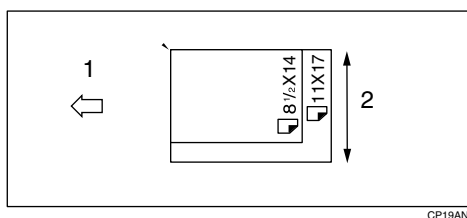


2 Press the [Mixed Sizes] key.



3 Press the [OK] key.

4 Align the rear and left edges of the originals as shown in the illustration.



- 1: Set into the document feeder.
- 2: Vertical size

Important

If the originals are of different vertical sizes, put the longer original on the bottom, otherwise the sizes might not be detected correctly.

5 Adjust the guide to the widest original size.

6 Set the aligned originals face up into the document feeder.

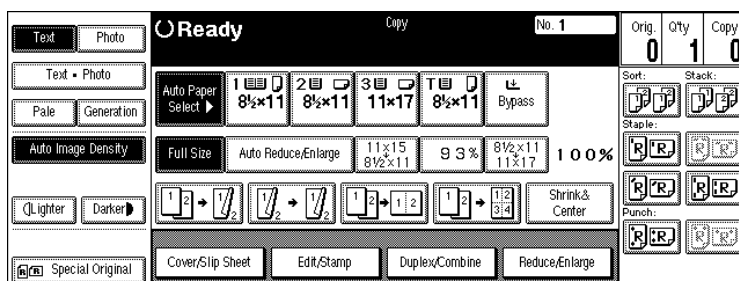
Thin mode

Use Thin mode if the scanned image is distorted at the edges when copying thin (52 g/m², 14 lb. Bond or lighter) originals.

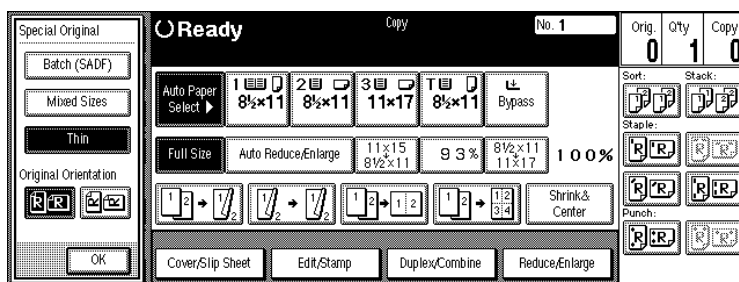
Important

- Set to Thin mode when you place thin paper into the document feeder, otherwise your originals might be damaged.

1 Press the [Special Original] key.



2 Press the [Thin] key.



3 Press the [OK] key.

Basic Functions

The following basic functions are explained in this section.

❖ **Adjusting Copy Image Density**

Auto and Manual Image Density

❖ **Selecting Original Type Setting**

Text, Text-Photo, Photo, Pale, Generation Copy

❖ **Selecting Copy Paper**

Auto Paper Select and Manual Paper Select

❖ **Auto Reduce/Enlarge**

The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.

Note

- You can select functions to be activated when Auto Reset is turned on, when Energy Saver is turned off, or after the machine is powered on. See ⇒ p.292 “General Features ¹/₃”.
- You can change default settings for basic functions. See ⇒ p.292 “Settings You Can Change with the User Tools”.

Adjusting Copy Image Density

You can adjust the copy image density to match your originals.

There are three types in this function:

❖ **Auto Image Density**

The machine automatically adjusts the image density.

❖ **Manual Image Density**

If you require darker or lighter copies, adjust the image density yourself.

❖ **Combined Auto and Manual Image Density**

Use when copying originals with a dirty background (such as newspapers). You can adjust the foreground density while leaving the background unchanged.

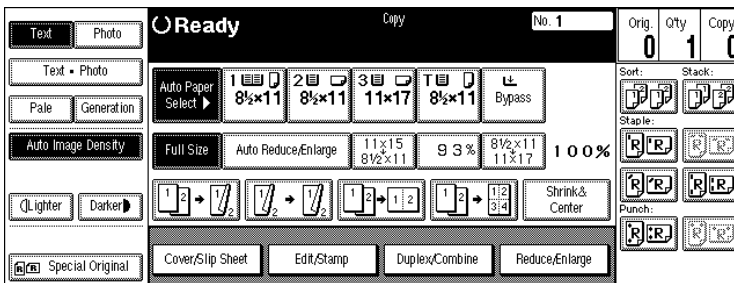
Note

- ❑ In Connect Copy mode, make adjustments to copy image density on the master unit.
 - The image density level set on the master unit will be used by both units. However, in order to produce similar images on both units, make sure that the “Original Mode Quality Level” settings are the same on each unit. If they are not the same, the finish of images may differ. See “Original Mode Quality Level” in ⇒ p.292 “General Features ¹/₃”.

1 Select one of the Image Density modes.

Auto Image Density

1 Make sure that the [Auto Image Density] key is selected.

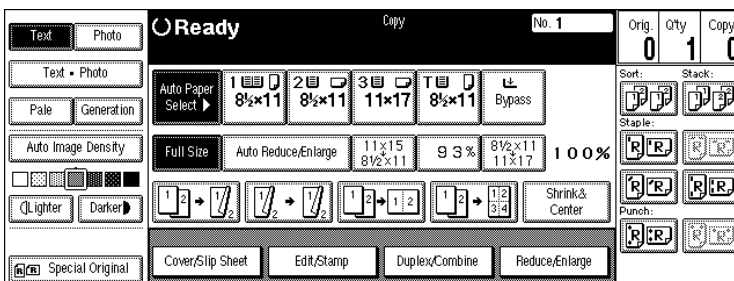


Note

- ❑ If the [Auto Image Density] key is not selected, press the [Auto Image Density] key.
- ❑ If you do not wish to set any other functions, press the **[Start]** key to start copying.

Manual Image Size Density

- 1 Press the [Auto Image Density] key to cancel it.
- 2 Press the [Lighter] or [Darker] key to adjust the image density.

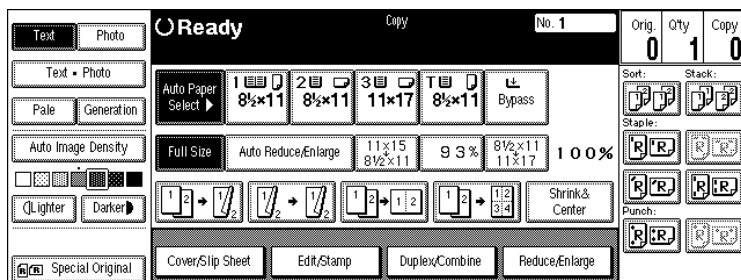


Note

- ❑ If you do not wish to set any other functions, press the **[Start]** key to start copying.

Combined Auto and Manual Image Density

- ❶ Make sure that the [Auto Image Density] key is selected.
- ❷ Press the [Lighter] or [Darker] key to adjust the density.



Note

- If you do not wish to set any other functions, press the **[Start]** key to start copying.

Selecting Original Type Setting

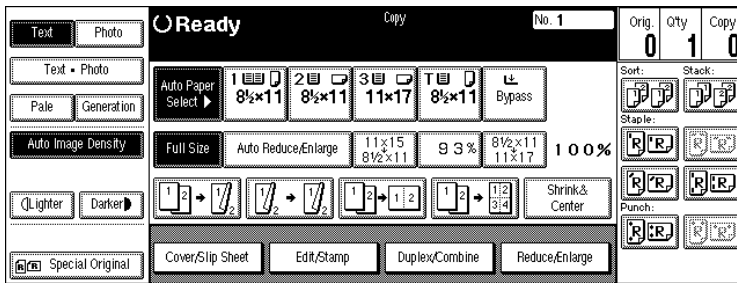
Select one of the following types to match your originals:

- ❖ **Text**
Select this mode when your originals contain only text (no pictures).
- ❖ **Text-Photo**
Select Text-Photo when your originals contain photographs or pictures with text.
- ❖ **Photo**
Delicate tones of photographs and pictures can be reproduced with this mode.
- ❖ **Pale**
Select this mode for originals that have lighter lines written in pencil, or for faint copied slips. The faint lines will be clearly copied.
- ❖ **Generation Copy**
If your originals are copies (generation copies), the copy image can be reproduced sharply and clearly.

Note

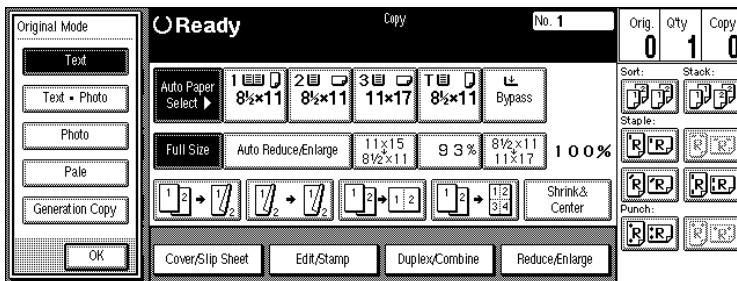
- You can directly display the **[Original Mode]** key on the copy original display. See "Original Mode Display" in ⇒ p.292 "General Features ¹/₃".
- You can adjust the quality level for each original type. See "Original Mode Quality Level" in ⇒ p.292 "General Features ¹/₃".
- In Connect Copy mode, make adjustments to the original type on the master unit.

1 Press the appropriate key to select the original type.



Note

- If "Yes" has been selected in "Original Mode Display" of the User Tools, press the **[Original Mode]** key to select the original type, then press the **[OK]** key. See "Original Mode Display" in ⇒ p.292 "General Features 1/3".



- If you do not wish to set any other functions, press the **[Start]** key to start copying.

Selecting Copy Paper

There are two ways to select copy paper:

❖ Auto Paper Select

The machine selects a suitable size of copy paper automatically based on the original size and the reproduction ratio. ⇒ p.48 "Rotated copy".

❖ Manual Paper Select

Choose the tray containing the paper you wish to copy onto: Paper Tray, Bypass Tray or large capacity tray (LCT).

🔍 Reference

⇒ p.70 "Copying from the Bypass Tray".

⚠ Limitation

- Auto Paper Select mode is intended for normal and recycled paper.
- If you set all the paper trays other than "No Display" or "Recycled Paper", you cannot use Auto Paper Select.

📝 Note

- See the following table for possible copy paper sizes and directions with Auto Paper Select (when copying at a ratio of 100%):

❖ Metric version

Where Original Is Set	Paper Size and Direction
Exposure glass	A3☐, B4☐, A4☐☐, B5☐☐, 8 ¹ / ₂ " × 13"☐ ^{*1}
Document feeder	A3☐, B4☐, A4☐☐, B5☐☐, A5☐☐, B6☐☐, 11" × 17"☐, 8 ¹ / ₂ " × 11"☐☐, 8 ¹ / ₂ " × 13"☐ ^{*1} , 8K☐, 16K☐☐

^{*1} You can select from 8¹/₂" × 13", 8¹/₄" × 13" and 8" × 13" with the User Tools (System Settings). See "<F/F4>Size Setting" in the System Settings manual.

❖ Inch version

Where Original Is Set	Paper Size and Direction
Exposure glass	11" × 17"☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 11"☐☐
Document feeder	A4☐☐, 11" × 17"☐, 11" × 15"☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 11"☐☐, 8" × 10"☐, 10" × 14"☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐☐, 8 ¹ / ₂ " × 13"☐ ^{*1}

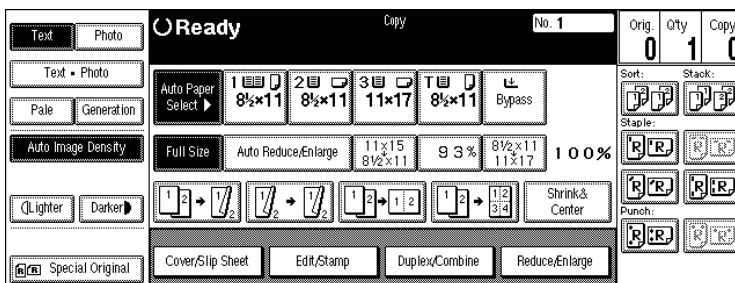
^{*1} You can select from 8¹/₂" × 13", 8¹/₄" × 13" and 8" × 13" with the User Tools (System Settings). See "<F/F4>Size Setting" in the System Settings manual.

- ❑ For some originals, the original size might not be detected correctly. See ⇒ p.25 “Sizes difficult to detect”.
- ❑ When you set special paper, such as recycled paper, in the paper tray, you can have the kind of paper shown on the display. See “Special Paper Indication” in the System Settings manual.
- ❑ In Connect Copy mode, select the copy paper in the master unit.
 - We recommend that both units have the same paper settings. Only paper trays loaded with the paper of the same size, direction and type installed in both the master unit and sub-unit are available.
 - When you press the **[Connect]** key, only the paper trays that have the same settings in both units are displayed. Other trays are shown grayed out and cannot be selected.
 - If the multiple trays are available in Connect Copy mode, each unit selects the paper tray detected in each “Paper Tray Priority” setting. See “Paper Tray Priority” in the System Settings manual.
 - If the paper tray in use runs out of paper in the sub-unit, the paper tray that has the paper identical in size and different in direction is selected, and the original image is rotated (if “On (Rotate)” is selected in “Auto Tray Switching”). See “Auto Tray Switching” in the System Settings manual.

1 Select the copy paper.

Auto Paper Select

1 Make sure that the **[Auto Paper Select]** key is selected.

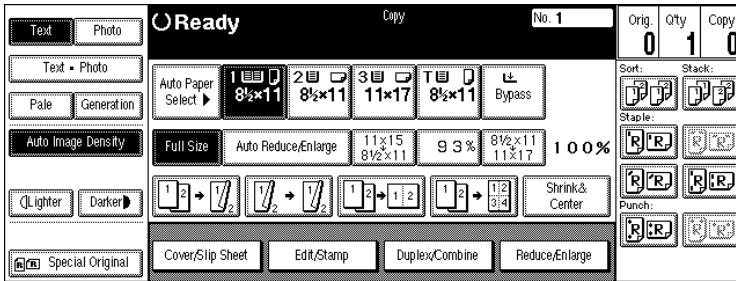


Note

- ❑ If the **[Auto Paper Select]** key is not selected, press the **[Auto Paper Select]** key.
- ❑ If you do not wish to set any other functions, press the **[Start]** key to start copying.

Manual Paper Select

- 1 Select the paper tray, bypass tray or large capacity tray (LCT).

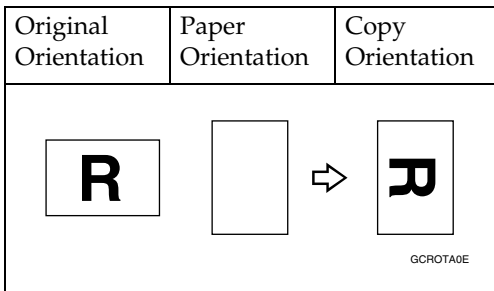


Note

- If you do not wish to set any other functions, press the **[Start]** key to start copying.

Rotated copy


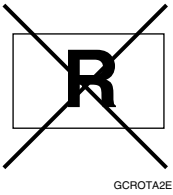


If the direction in which your original is set (landscape or portrait) is different from that of the paper you are copying onto, this function rotates the original image by 90° and fits it on the copy paper. This function works when Auto Paper Select or Auto Reduce/Enlarge is selected. See “Auto Paper Select” in ⇒ p.46 “Selecting Copy Paper” and ⇒ p.49 “Auto Reduce/Enlarge”.



Limitation

- You cannot use the Rotated Copy function with Auto Paper Select if the “Auto Tray Switching” setting of the User Tools (System Settings) is set to “On (No Rotate)” or “No”. See “Auto Tray Switching” in the System Settings manual.

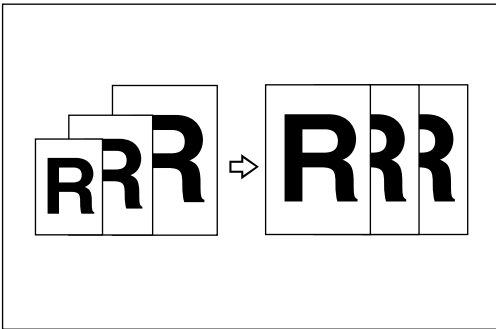
- You cannot use the Rotated Copy function when enlarging onto $8\frac{1}{2}'' \times 14''$ or $11'' \times 17''$ size paper. In this case, set your original in the landscape direction.

	Original Size and Direction			Copy Paper Size and Direction	
You cannot rotate:	$8\frac{1}{2}'' \times 11''$ or $5\frac{1}{2}'' \times 8\frac{1}{2}''$ portrait		When enlarging to →	$8\frac{1}{2}'' \times 14''$ or $11'' \times 17''$	
However, you can rotate:	$8\frac{1}{2}'' \times 11''$ or $5\frac{1}{2}'' \times 8\frac{1}{2}''$ landscape		When enlarging to →	$8\frac{1}{2}'' \times 14''$ or $11'' \times 17''$	

- You cannot use the Rotated Copy function when “Top Slant” or “Left 2” is selected for stapling or if the Punch function is selected. See ⇒ p.61 “Staple” and ⇒ p.67 “Punch”.

Auto Reduce/Enlarge

The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.



! Limitation

- You cannot use the bypass tray with this function.

📝 Note

- When you use Auto Reduce/Enlarge, see the following table for possible original sizes and directions:

❖ Metric version

Where Original Is Set	Original Size and Direction
Exposure glass	A3☐, B4☐, A4☐☐, B5☐☐, 8 ¹ / ₂ " × 13"☐ ^{*1} , 8K☐, 16K☐☐
Document feeder	A3☐, B4☐, A4☐☐, B5☐☐, A5☐☐, B6☐☐, 11" × 17"☐, 11" × 15"☐, 8 ¹ / ₂ " × 11"☐☐, 8 ¹ / ₂ " × 13"☐ ^{*1} , 8K☐, 16K☐☐

*1 You can select from 8¹/₂" × 13", 8¹/₄" × 13" and 8" × 13" with the User Tools (System Settings). See "<F/F4>Size Setting" in the System Settings manual.

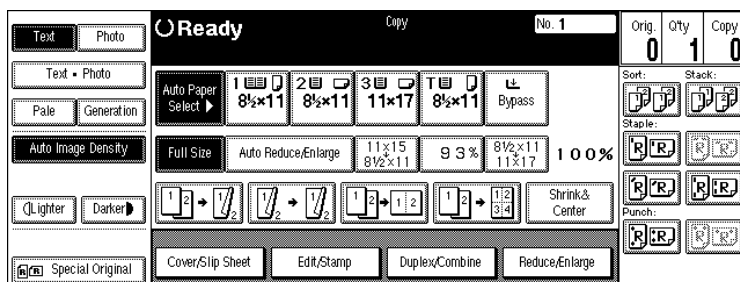
❖ Inch version

Where Original Is Set	Original Size and Direction
Exposure glass	11" × 17"☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 11"☐☐
Document feeder	A4☐☐, 11" × 17"☐, 11" × 15"☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 11"☐☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐☐, 8 ¹ / ₂ " × 13"☐ ^{*1}

*1 You can select from 8¹/₂" × 13", 8¹/₄" × 13" and 8" × 13" with the User Tools (System Settings). See "<F/F4>Size Setting" in the System Settings manual.

- The reproduction ratios the machine will select are 25 – 400%.
- For some originals, the original size might not be detected correctly. See ⇒ p.25 "Sizes difficult to detect".
- You can set originals of different sizes in the document feeder at a time. See ⇒ p.39 "Mixed Sizes mode".

1 Press the [Auto Reduce/Enlarge] key.



2 Select the paper tray.

Note

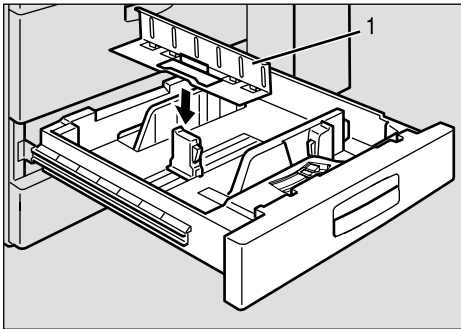
- If you do not wish to set any other functions, press the **[Start]** key to start copying.

Copying onto Tab Stock

You cannot use this function when the optional finisher is installed.

The options which are required to use this function are as follows:

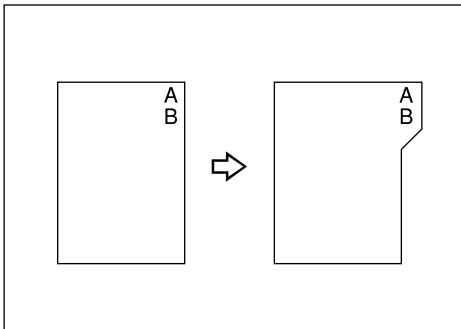
- Output tray
- Tab sheet tray



ZBQY260E

1. Tab sheet tray

To make copies onto tab stock, you need to specify the paper type. For details, see "Tray 2: Special Paper Indication" in the System Settings manual.





GCINDX0E

Preparation

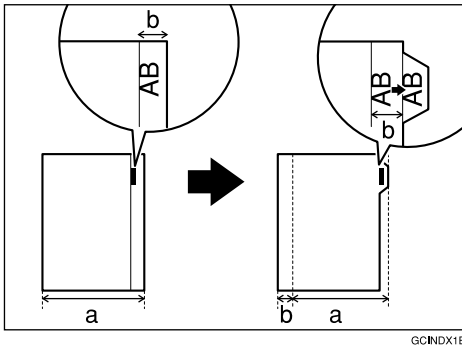
Select "Tab Stock" in "Tray 2: Special Paper Indication" of the User Tools (System Settings). See "Tray 2: Special Paper Indication" in the System Settings manual.

Specify the paper size in "Tray 2: Paper Size Setting" of the User Tools (System Settings) as follows:

- Metric version: A4 
- Inch version: 8¹/₂" × 11" 

Set the tab stock in Tray 2.

Check the position of the index tab to avoid cropping the image. See “Tray 2: Special Paper Indication” in the System Settings manual.



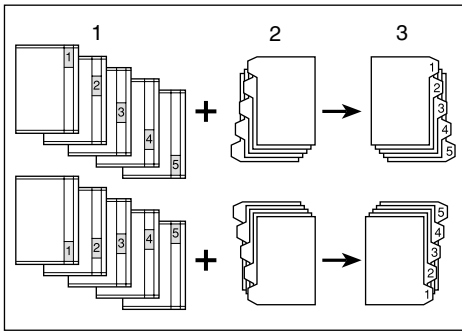
GCINDX1E

! Limitation

- Use originals which contain only text.
- The image area of one original should be 6% or less of the whole area of the original.
- The font size of the letters on the originals should be 16 points or less.
- When using the tab stock, the temperature should be 20°C, 68°F or more.

⚠ Important

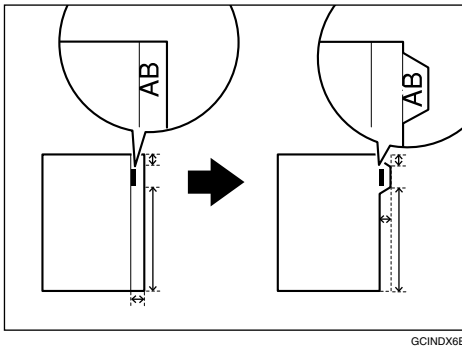
- Tab stock is always fed starting with the top tab.



GCINDX2E

1. Set originals
2. Place the tab stocks in Tray 2
3. Make copies

- ❑ Use the originals which do not have any images on the top or bottom part of the index tab. If the images are on the top or bottom part of the index, the images are not copied on the paper, and the machine will be damaged.



GCINDX8E

Note

- ❑ When copying onto the tab stock, copying speed will be reduced.
- ❑ Copies are delivered face down.
- ❑ The number of tabs, weights and types of the tab stock that can be placed in Tray 2 are as follows:

	Number of Tabs	Weight of Tab Stock	Type of Tab Stock
Metric version	Tab 5	160 g/m ² , 110 lb. Index or lighter	Small tab only (large tab is not available)
Inch version	Tab 1 – 5, Tab 8, Tab 12		

- ❑ You can store the optional tab sheet tray using the hook which is packed with the tab sheet tray.

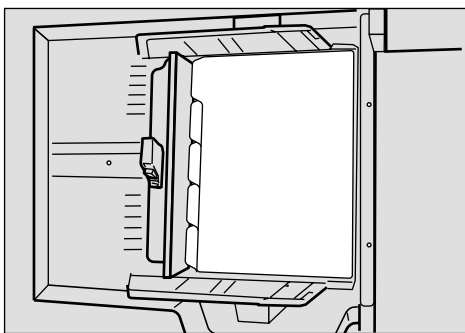
1 Pull out Tray 2 until it stops.

2 Adjust the back fence as follows:

- Metric version: 10" (Paper Size Settings is A4 )
- Inch version: B5 (Paper Size Settings is 8¹/₂" × 11" )

3 Attach the tab sheet tray to the back fence in the paper tray.

4 Place the tab stock in the  direction as shown below.

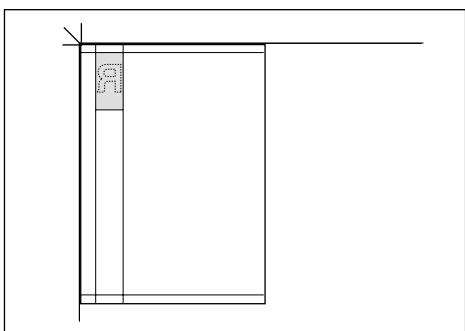


ZBQY280E

5 Select the paper tray (Tray 2).

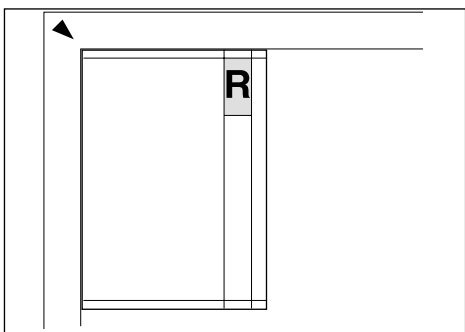
6 Place your originals as follows:

❖ Exposure glass



GCINDX4E

❖ Document feeder



GCINDX3E

7 Press the **[Start]** key.

Sort/Stack/Staple

The machine can scan your originals into memory and automatically sort the copies.

❖ Sort

- Sort
- Rotate Sort

❖ Stack (optional finisher required)

- Stack
(optional finisher required)

❖ Staple (optional finisher required)

- Top
- Top Slant
- Bottom
- Left 2
- Top 2 (only when “90° Turn” is selected with the original orientation)

⚠ Limitation

- You cannot use the bypass tray with this function.

📝 Note

- When the number of copies exceeds the tray capacity, remove copies from the tray.
- The maximum tray capacity is as follows.

❖ Metric version

Output tray	<ul style="list-style-type: none"> • A5, B5, A3: 250 sheets (80 g/m²) • A4, B4: 500 sheets (80 g/m²)
50-Sheet Finisher	Finisher proof tray (Without punch): <ul style="list-style-type: none"> • B4 or larger: 50 sheets (80 g/m²) • A4 or smaller: 250 sheets (80 g/m²)
	Finisher shift tray (Without punch): <ul style="list-style-type: none"> • A5☐: 100 sheets (80 g/m²) • Except A5☐, A4☐: 1,500 sheets (80 g/m²) • A4☐: 3,000 sheets (80 g/m²)

*1 If you copy when paper remains on the tray, the capacity might be reduced.

❖ **Inch version**

Output tray	<ul style="list-style-type: none"> • 5¹/₂" × 8¹/₂", 11" × 17": 250 sheets (20 lb. Bond) • 8¹/₂" × 11", 8¹/₂" × 13": 500 sheets (20 lb. Bond)
50-Sheet Finisher	Finisher proof tray (Without punch): <ul style="list-style-type: none"> • 8¹/₂" × 14" or larger: 50 sheets (20 lb. Bond) • 8¹/₂" × 11" or smaller: 250 sheets (20 lb. Bond)
	Finisher shift tray (Without punch): <ul style="list-style-type: none"> • 5¹/₂" × 8¹/₂"☐: 100 sheets (20 lb. Bond) • Except 5¹/₂" × 8¹/₂"☐, 8¹/₂" × 11"☐: 1,500 sheets (20 lb. Bond) • 8¹/₂" × 11"☐: 3,000 sheets (20 lb. Bond)

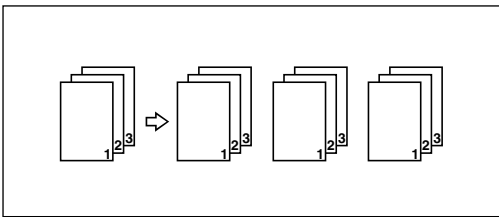
*1 If you copy when paper remains on the tray, the capacity might be reduced.

Sort

Copies can be assembled as sets in sequential order.

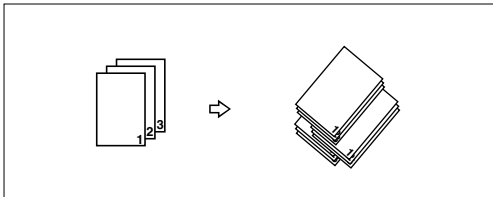
❖ **Sort**

Copies can be assembled as sets in sequential order.



• **50-Sheet Finisher**

The shift tray moves backward or forward each time the copies of one set or those of each job are delivered, causing the next copy to shift when delivered so that you can differentiate each set or job.









Note

☐ The paper sizes that can be used in the Sort function are as follows:


❖ **Metric version**

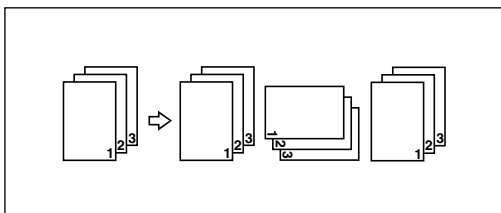
Output tray	A3☐, B4☐, A4☐☐, B5☐☐, 8K☐, 16K☐☐
50-Sheet Finisher	A3☐, B4☐, A4☐☐, B5☐☐, A5☐☐

❖ Inch version

Output tray	11" × 17"  , 8 1/2" × 14"  , 8 1/2" × 11" 
50-Sheet Finisher	11" × 17"  , 8 1/2" × 14"  , 8 1/2" × 11" 

❖ Rotate Sort










Every other copy set is rotated by 90°  and delivered to the copy tray.







Note



- When the optional finisher is installed, you can switch to or from the Rotate Sort function with the User Tools. See “Select Stack or Rotate sort” in ⇒ p.309 “Input/Output”.
- The paper sizes that can be used in the Rotate Sort function are as follows:

❖ Metric version

Output tray	A4  , B5  , A5  , 8 1/2" × 11"  , 8K  , 16K 
50-Sheet Finisher	A4  , B5  , A5 

❖ Inch version

Output tray	8 1/2" × 11"  , 
50-Sheet Finisher	8 1/2" × 11"  , 

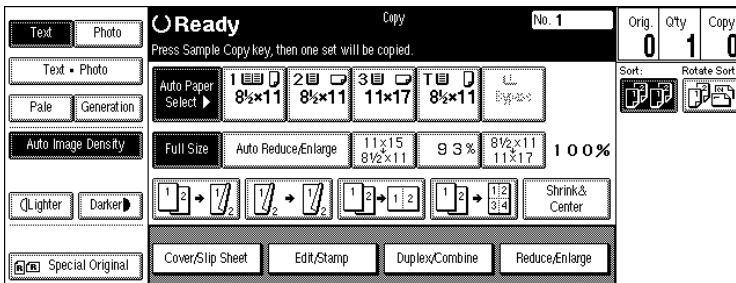
- To use the Rotate Sort function, two paper trays identical in size and different in direction (, ) are required.

Reference

For the paper capacity of the optional finisher, see ⇒ p.323 “50-Sheet Finisher (Option)”.

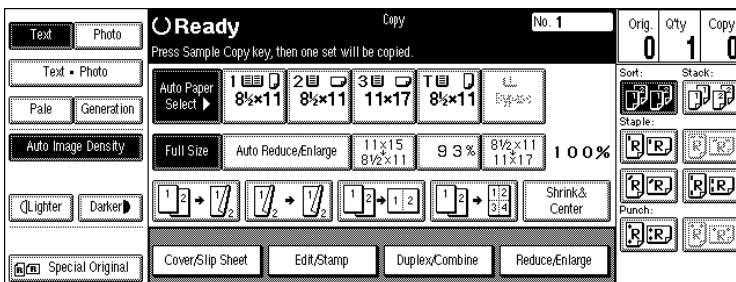
1 Press the [Sort] or [Rotate Sort] key.

❖ When the finisher is not installed



2

❖ When the finisher is installed



Note

- When the optional finisher is installed, use the User Tools to display [Rotate Sort]. See “Select Stack or Rotate sort” in ⇒ p.309 “Input/Output”.

2 Enter the number of copy sets with the number keys.

💡 **Limitation**

- The maximum number of sets is 999.

Note

- To change the entered number, press the [Clear/Stop] key.

3 Set your originals, then press the [Start] key.

When setting a stack of originals in the document feeder

1 Set a stack of originals in the document feeder, then press the [Start] key.

After all the originals are scanned, the copies are delivered to the tray.

Note

- The last page should be on the bottom.
- If an original is misfed during sorted copying, reset your originals in the document feeder according to the instructions on the display. The display will indicate the number of scanned originals.

When setting an original on the exposure glass or in the document feeder using Batch (SADF) mode

Reference

⇒ p.38 "Batch (SADF) mode".

① Set the original, then press the **【Start】** key.

Note

- Start with the first page to be copied.

② Set the next original. When it is placed on the exposure glass, press the **【Start】** key.

Note

- Set the original in the same direction as the first one.

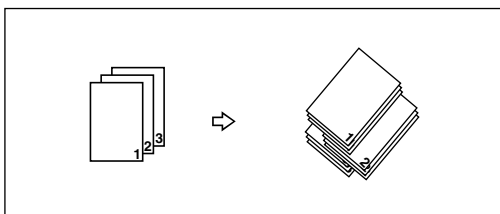
③ After all originals are scanned, press the **【#】** key.

Stack

The optional finisher is required to use this function.














❖ Stack

This function groups copies of each page in a multi-page original together. Every other page stack is shifted for ease of separation. The finisher shift tray of the finisher provides this function by sliding from side to side.



Note

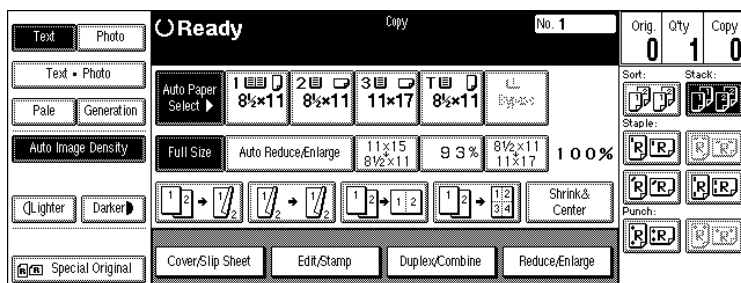
- The paper sizes that can be used in the Stack function are as follows:

Metric version	A3  , B4  , A4   , B5   , A5  
Inch version	11" × 17"  , 8 ¹ / ₂ " × 14"   , 8 ¹ / ₂ " × 11"  

Reference

For the maximum tray capacity of the optional finisher, see ⇒ p.323 "50-Sheet Finisher (Option)".

1 Press the [Stack] key.



2 Enter the number of copies with the number keys.

Note

- To change the entered number, press the **[Clear/Stop]** key.

3 Set your originals, then press the **[Start]** key.

When setting a stack of originals in the document feeder

1 Set a stack of originals in the document feeder, then press the **[Start]** key.

After all the originals are scanned, the copies are delivered to the tray.

Note

- The last page should be on the bottom.
-

When setting an original on the exposure glass or in the document feeder using Batch (SADF) mode

Reference

⇒ p.38 "Batch (SADF) mode".

1 Set the original, then press the **[Start]** key.

Note

- Start with the first page to be copied.

2 Set the next original. When it is placed on the exposure glass, press the **[Start]** key.

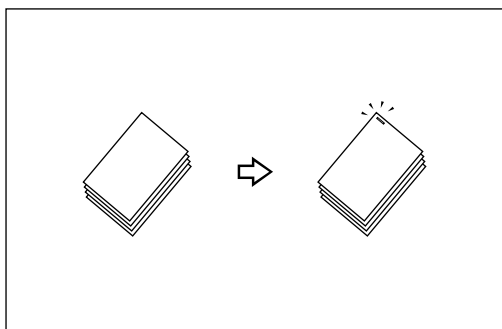
Note

- Set the original in the same direction as the first one.

Staple

The optional finisher is required to use this function.

Each copy set can be stapled together.



! Limitation

❑ You cannot use the following paper in this function:

- Tab stocks
- Postcards
- Translucent paper
- OHP transparencies
- Adhesive labels
- Curled paper
- Low stiffness paper
- Paper of different vertical sizes

📝 Note

❑ For this mode, the following limitation applies. When the number of copies exceeds the tray capacity, copying stops. In this case, remove the copies from the shift tray and then resume copying.





❖ Metric version

Paper size	A3☐, B4☐, A4☐☐, B5☐☐, 8K☐, 16K☐☐
Stapler capacity	(without punch) <ul style="list-style-type: none"> • A4 or smaller: 50 sheets (80 g/m²) • B4 or larger: 30 sheets (80 g/m²)
Shift tray capacity (A4☐) ^{*1}	3,000 sheets (80 g/m ²) ^{*2}

^{*1} Depending on the number of sheets to be stapled and whether sheets have punched holes or not, the maximum tray capacity might be reduced.

^{*2} If you copy when the paper remains on the tray, the capacity might be reduced.

◆ Inch version

Paper size	11" × 17"  , 8 1/2" × 14"  , 8 1/2" × 11" 
Stapler capacity	(without punch) <ul style="list-style-type: none"> • 8 1/2" × 11" or smaller: 50 sheets (20 lb. Bond) • 8 1/2" × 14" or larger: 30 sheets (20 lb. Bond)
Shift tray capacity (8 1/2" × 11" ) *1	3,000 sheets (20 lb. Bond) *2

*1 Depending on the number of sheets to be stapled and whether sheets have punched holes or not, the maximum tray capacity might be reduced.


*2 If you copy when the paper remains on the tray, the capacity might be reduced.


In the following cases, the copies will be delivered to the shift tray without stapling.

- When the number of sheets for one set is over the stapler capacity.
- When memory reaches 0% during copying.

When you select Staple, Sort mode is automatically selected.

 Reference




















If you want to add staples, see ⇒ p.281 “ Adding Staples”.




























When staple is jammed, see ⇒ p.283 “ Removing Jammed Staples”.

Stapling position and original setting

When there is copy paper that is identical in size and direction as your original, stapling positions are as follows:

◆ 50-Sheet Finisher

		Original setting			Stapling position
			Exposure glass	Document Feeder	
 STAPLEAE	Top				
					
*1  STAPLEBE	Top Slant				
					

		Original setting		Stapling position	
			Exposure glass		Document Feeder
 STAPLECE	Bottom		 STAPLE25	 STAPLE26	 STAPLE27
			 STAPLE28	 STAPLE29	 STAPLE30
*1  STAPLEDE	Left 2		 STAPLE31	 STAPLE32	 STAPLE33
			 STAPLE31	 STAPLE32	 STAPLE33
*2  STAPLEEE	Top 2		 STAPLE22	 STAPLE23	 STAPLE24
			 STAPLE10	 STAPLE14	 STAPLE20

*1 Original images are not rotated. When selecting these stapling positions, set the originals in the same direction as copy paper is set.

*2 This position is available if "90° Turn" is selected with the original orientation.

Note

- Using the user tools, you can specify which functions are shown by default on the initial display. ⇒ p.309 "Input/Output"
- You cannot change stapling positions during copying.
- When the original image is rotated, the stapling direction turns by 90°.
- With "Top" or "Bottom" selected at the stapling position, if no paper oriented in the same direction as the original is available, the image will be rotated and the paper of the same size as the original but oriented in the different direction will be selected.

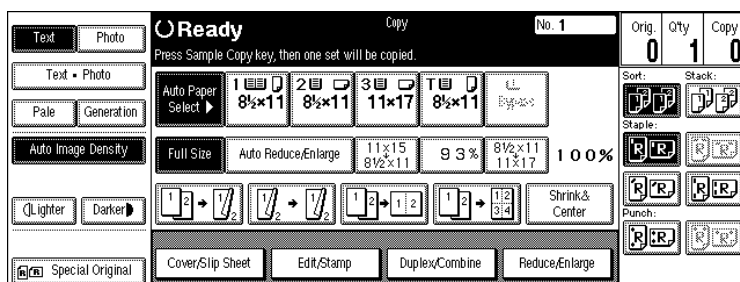
- ❑ The maximum original image size that can be rotated is as follows:

Metric version	A4
Inch version	8 ¹ / ₂ " × 11"

- ❑ You cannot use the Rotated Copy function when “Top Slant” or “Left 2” is selected.

2 **1** Select one of the stapling positions.

◆ **50-Sheet Finisher**



Note

- ❑ When you select the stapling position, Sort mode is automatically selected.

Reference

⇒ p.62 “Stapling position and original setting”

2 Enter the number of copy sets with the number keys.

Note

- ❑ To change the entered number, press the **[Clear/Stop]** key.

3 Set your originals, then press the **[Start]** key.

When setting a stack of originals in the document feeder

1 Set a stack of originals in the document feeder, then press the **[Start]** key.

After all the originals are scanned, the copies are delivered to the tray.

Note

- ❑ The last page should be on the bottom.

When setting an original on the exposure glass or in the document feeder using Batch (SADF) mode

Reference

⇒ p.38 "Batch (SADF) mode".

- ❶ Set the original, then press the **[Start]** key.

Note

- Start with the first page to be copied.

- ❷ Set the next original. When it is placed on the exposure glass, press the **[Start]** key.

Note

- Set the original in the same direction as the first one.

- ❸ After all originals are scanned, press the **[#]** key.

To Stop Scanning Temporarily

When you are using the Sort, Stack, or Staple function, the originals are scanned into memory.

- ❶ Press the **[Clear/Stop]** key to stop originals from being scanned into memory.

To resume scanning

- ❶ Press the **[Resume]** key to resume scanning.

Note

- Scanned images in memory are not cleared.

To clear scanned images of the originals

- ❶ Press the **[Cancel]** key.

Scanning is stopped with the images cleared.

When Memory Reaches 0%

Scanning will be stopped if the size of scanned image data exceeds memory capacity.

Note

- ❑ There is enough memory to store approximate 200 to 1,000 originals of A4, 8¹/₂" × 11" size. The number of originals that can be stored in memory varies depending on the memory setting and original type.

Reference

Scanning will stop when memory reaches 0% during sorted copying. However, you can change this setting so that all the scanned pages are copied and delivered to the tray first, then the machine automatically continues scanning the remaining originals. See "Memory Full Auto Scan Restart" in ⇒ p.309 "Input/Output".

1 Press the **[Start]** key.

The scanned pages are delivered to the tray. Then, the image data in memory is cleared.

2 Remove the copies and continue copying by following the instructions on the display.

To Remove the Paper from the Staple Unit

If you cancel the stapling copy job in the middle of the job, the paper might be left in the staple unit. In this case, remove the paper from the staple unit.

1 Press the **[Clear Modes/Energy Saver]** key to cancel the copy settings.

2 Set the next original, then press the **[Start]** key.

The paper left in the staple unit is automatically delivered, then the next job starts.

Note

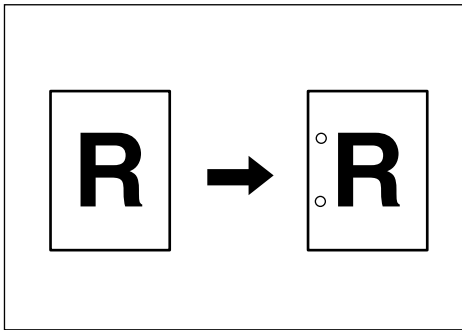
- ❑ When the paper is not delivered and the message is displayed, follow the instructions on the display to remove the paper.

Punch

The optional finisher and punch kit are required to use this function.

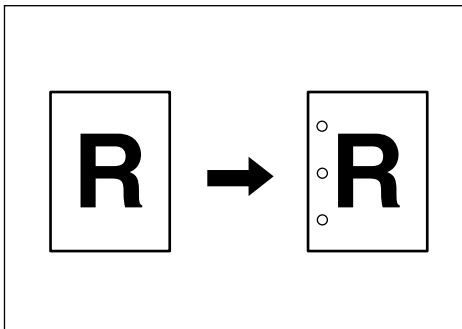
This function is used to make punch holes in copies.

◆ 2 holes



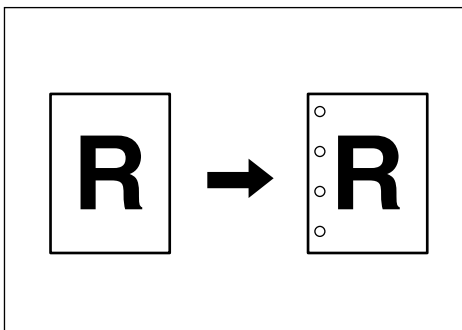
GCPNCH1E

◆ 3 holes



GCPNCH3E

◆ 4 holes



GCPNCH0E

📌 Note

- ❑ The relationship between the direction in which you set the original and the punch hole positions is as follows:

◆ Punch hole positions

	Direction in which Original Is Set			Punch Hole Positions
		Exposure glass	Document feeder	
Standard	2 holes			
	3 holes			
	4 holes			
90° Turn	2 holes			
	3 holes			
	4 holes			

- Punchable paper sizes are as follows:

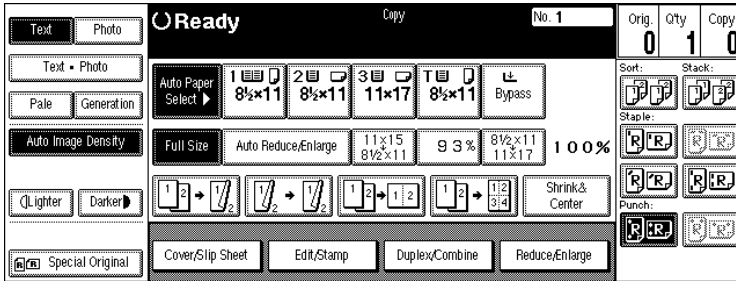
2 holes		A3☐ – A5☐☐, 11" × 17"☐, 8 ¹ / ₂ " × 14"☐ – 5 ¹ / ₂ " × 8 ¹ / ₂ "☐☐
3 holes		A3☐, B4☐, A4☐, B5☐, 11" × 17"☐, 8 ¹ / ₂ " × 11"☐
4 holes	Metric version	A3☐, A4☐, 11" × 17"☐, 8 ¹ / ₂ " × 11"☐
	Narrow 2 × 2 version	A3☐ – A5☐, 11" × 17"☐, 8 ¹ / ₂ " × 14"☐ – 5 ¹ / ₂ " × 8 ¹ / ₂ "☐

- Since punch holes are made in each copy, the punch hole positions vary slightly.
- The punch hole positions change according to the direction of the paper selected.

🔍 Reference

If the punch waste box fills up, see ⇒ p.285 “🗑️ Removing Punch Waste”.

1 Select the Punch position.



📝 Note

- When stapling copies, also select a stapling position. See ⇒ p.61 “Staple”.

2 Enter the number of copy sets with the number keys.

📝 Note

- To change the entered number, press the **[Clear/Stop]** key.
- If you wish to use the Sort function, press the **[Sort]** key.

3 Set your originals, then press the **[Start]** key.

Copying from the Bypass Tray

Use the bypass tray to copy onto OHP transparencies, adhesive labels, translucent paper, postcards, and copy paper that cannot be set in the paper tray.

Limitation

- When copying several originals using the bypass tray, copies are delivered face up (“Face Up Exit”) and in reverse order by default.
- You can change the setting to “Face Down Exit” only when you are using high quality copy paper with a weight of 52 – 105 g/m² (14 – 28 lb. Bond). See “Face-Up/Down Selection in Bypass Mode” in ⇒ p.311 “Count Manager”.
- If you have copies delivered face down when copying onto special paper, such as adhesive labels, a paper misfeed may occur. Be sure to select “Face Up Exit”.

Note

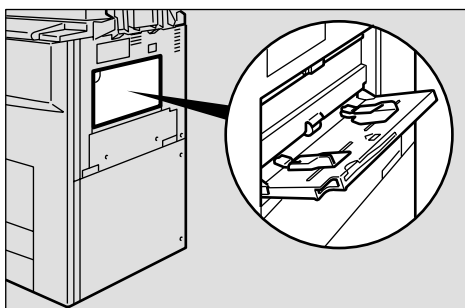
- If you wish to have copies delivered face down when only one original is set on the exposure glass or in the document feeder, you must set the “Face-Up/Down Selection in Bypass Mode” setting to “Face Down Exit” and the “Face-Up/Down Selection in Platen Mode” setting to “Face Down Exit” with the User Tools. See “Face-Up/Down Selection in Bypass Mode” in ⇒ p.311 “Count Manager” and “Face-Up/Down Selection in Platen Mode” in ⇒ p.309 “Input/Output”.
- The machine can automatically detect the following sizes as standard size copy paper:

Metric version	A3☐, A4☐, A5☐
Inch version	A3☐, 11" × 17"☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 11"☐, 8" × 10 ¹ / ₂ "☐, 8" × 10"☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐

- If you do not use the standard size copy paper, you should input vertical and horizontal dimensions. The sizes that you can input are as follows:

Metric version	<ul style="list-style-type: none"> • Vertical: 100 – 300 mm • Horizontal: 140 – 432 mm
Inch version	<ul style="list-style-type: none"> • Vertical: 4.0" – 11.7" • Horizontal: 5.6" – 17.0"

- To make copies onto OHP transparencies or thick paper exceeding 105 g/m², 28 lb. Bond, specify the paper type in ⇒ p.73 “When Copying onto OHP Transparencies or Thick Paper”.
- The maximum number of sheets you can set at a time depends on the paper type. For details about paper capacity of the bypass tray, see ⇒ p.26 “Copy Paper”.
- In Connect Copy mode, you can set only cover sheet paper and slip sheet paper for the Cover/Slip Sheet function in the bypass tray.

1 Open the bypass tray.

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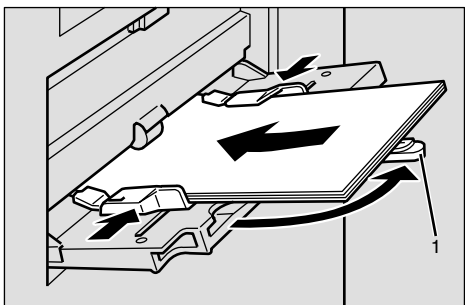
2

2 Adjust the guides to copy paper size.**Important**

- If the guides are not flush with the copy paper, a skew image or paper mis-feeds might occur.




3 Lightly insert the copy paper face up until the beeper sounds.

The  indicator on the display automatically goes on.



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1. Extender**Note**

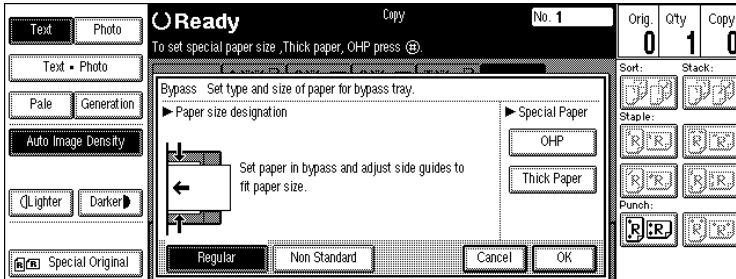
- The face side of the paper set is copied on.
- Do not stack paper over the limit mark, otherwise a skew image or paper misfeeds might occur.
- If the beeper is turned off, lightly insert the copy paper until it stops. See “Operation Panel Beeper” in the System Settings manual.
- When the document feeder is open, set the direction of the copy paper to .
- Swing out the extender to support paper sizes larger than A4 , 8¹/₂" × 11" .
- Fan paper to get air between the sheets and avoid a multi-sheet feed.
- Before setting, adjust the paper if curled or warped.

When copying onto non-standard size paper

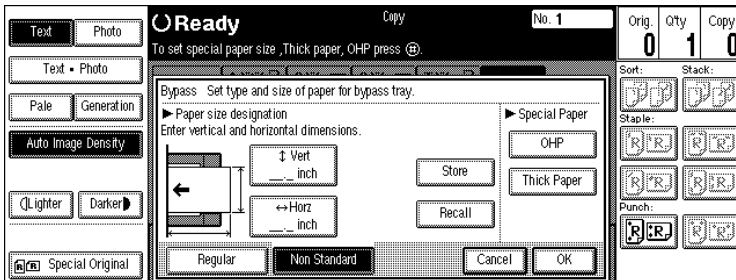
Important

You should specify the size of copy paper to avoid paper misfeeds.

- ① Press the [#] key.
- ② Press the [Non Standard] key.



- ③ Press the [Vert inch] key and enter the vertical size of the paper with the number keys, then press the [#] key.



Note

To change the number entered, press the [Clear] or [Clear/Stop] key and enter the new number.

- ④ Enter the horizontal size of the paper with the number keys, then press the [#] key.

Note

If the [Horz inch] key is not highlighted, press the [Horz inch] key.

To change the number entered, press the [Clear] or [Clear/Stop] key and enter the new number.

- ⑤ To register the non-standard size entered, press the [Store] key and then press the [Cancel] key.

Note

If you do not register the non-standard size, go to step ⑥.

Only one non-standard size can be stored.

To recall the non-standard size stored, press the [Recall] key.

If you do not register the non-standard size, the size you set is deleted when modes are cleared.

- 6 Press the [OK] key.
- 4 Set your originals, then press the [Start] key.
- 5 When your copy job is finished, press the [Clear Modes/Energy Saver] key to clear the settings.

When Copying onto OHP Transparencies or Thick Paper

2

To make copies onto OHP transparencies or thick paper, you need to specify the paper type.

! Limitation

- When you select "OHP" or "Thick Paper", copy paper is delivered face up even if you have set the "Face-Up/Down Selection in Bypass Mode" setting to "Face Down Exit". See "Face-Up/Down Selection in Bypass Mode" in ⇒ p.311 "Count Manager".

✎ Note

- Select [Thick Paper] if the paper weight is more than 105 g/m², 28 lb. Bond.

- 1 Open the bypass tray, and adjust the guides to the paper size.

! Important

- If the guides are not flush with the copy paper, a skew image or paper misfeeds might occur.

- 2 Lightly insert the OHP transparencies or thick paper face up until the beeper sounds.

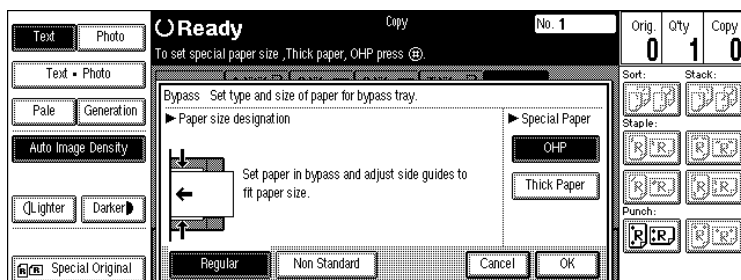
The  indicator on the display automatically goes on.

✎ Note

- When you set an OHP transparency, make sure that its front and back faces are properly positioned.
- To avoid paper misfeeds, fan the paper before setting it in the tray.

- 3 Press the [#] key.

- 4 Select [OHP] or [Thick Paper].



5 Press the [OK] key.

6 Set your originals and press the **[Start]** key.

 **Important**

- When copying onto OHP transparencies, remove copied sheets one by one.

2

7 When your copy job is finished, press the **[Clear Modes/Energy Saver]** key to clear the settings.

Programs

You can store frequently used copy job settings in machine memory, and recall them for future use.

Limitation

- You cannot store the settings whether the Connect Copy function will be selected automatically in a program.

Storing Your Settings

You can store your settings you frequently use.

Deleting A Program

You can delete a stored program.

Recalling A Program

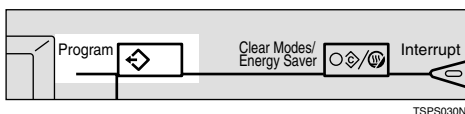
You can recall a stored program.

Note

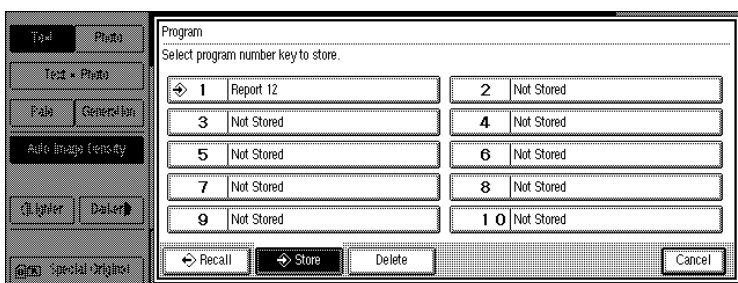
- You can store up to 10 programs.
- You can select the standard mode or program No. 10 as the mode to be set when modes are cleared or reset, or immediately after the operation switch is turned on. See “Initial Mode” in ⇒ p.295 “General Features ²/₃”.
- Paper settings are stored based on paper size. So if paper of the same size is set for more than one tray, the paper tray prioritized with the User Tools (System Settings) will be selected first. See “Paper Tray Priority” in the System Settings manual.
- Programs are not cleared by turning the power off or by pressing the **[Clear Modes/Energy Saver]** key. They are canceled only when you delete or overwrite them with another program.
- If your program contains settings that are not available in Connect Copy mode, they are ignored in Connect Copy mode.
- If your program contains settings that are not available on the sub-unit, they are ignored in Connect Copy mode.

Storing a Program

- 1** Edit the copy settings so that all functions you want to store in this program are selected.
- 2** Press the **[Program]** key.



- 3** Press the **[Store]** key.



- 4** Press the program number you want to store.

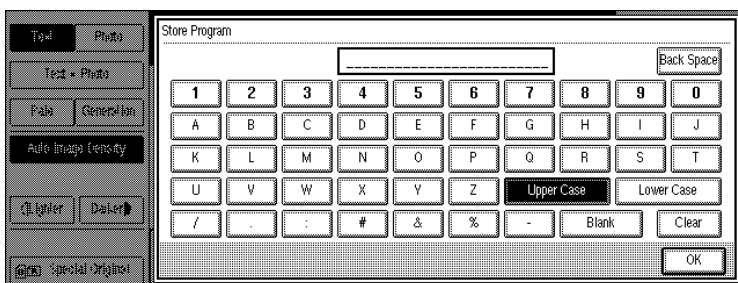
Note

- Program numbers with already have settings in them.

Reference

⇒ p.77 "Changing a Stored Program"


- 5** Enter the program name with the letter keys on the display panel.



Note

- If you do not wish to enter the program name, go to step **6**.
- You can register up to 25 characters.
- To change the name entered, press the **[Back Space]**, **[Clear]** or **[Clear/Stop]** key and enter new letters.

6 Press the [OK] key.

When the settings are successfully stored, the  indicator goes on.

Changing a Stored Program

1 Press the stored program number key and make sure the settings. **Note**

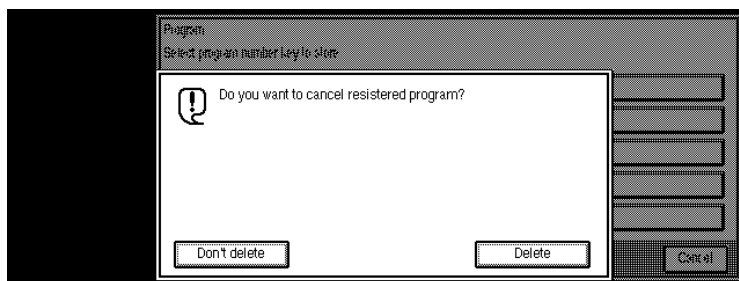
- When you want to check the contents of the program, recall the program.
See ⇒ p.79 “Recalling a Program”.

2 Repeat steps **1** to **4** in Storing a Program.

To overwrite the program

 **Important**

- If you select [Delete], the previous program is lost.

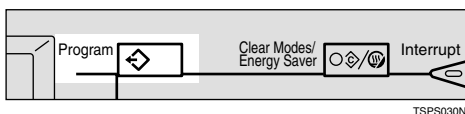
1 Press the [Delete] key.**2** Repeat steps **5** and **6** in Storing a Program.

Not to overwrite the program

1 Press the [Don't delete] key.

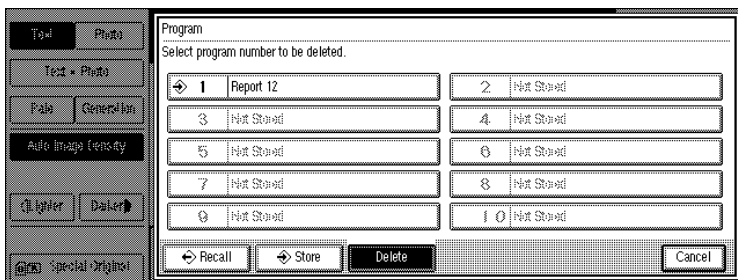
Deleting a Program

1 Press the **[Program]** key.



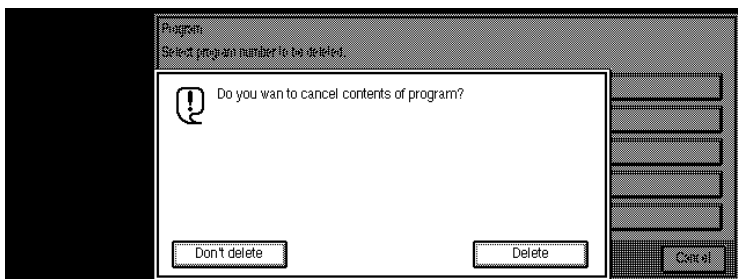
2

2 Press the **[Delete]** key.



3 Press the program number you want to delete.

4 Press the **[Delete]** key.

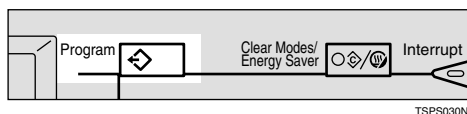


Note

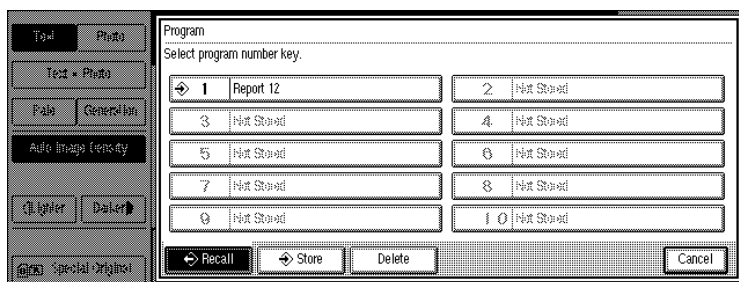
To cancel the deletion, press the **[Don't delete]** key.

Recalling a Program

- 1 Press the **[Program]** key.




- 2 Press the **[Recall]** key.



- 3 Press the program number you want to recall.

The stored settings are displayed.

Note

- Only programs with  contain a program.

- 4 Set your originals, then press the **[Start]** key.

Job Preset

If a long copy job is in progress and you do not wish to wait for it to finish, you can use this function to set up the next copy job in advance. When the current copy job is finished, your copy job will be started automatically.

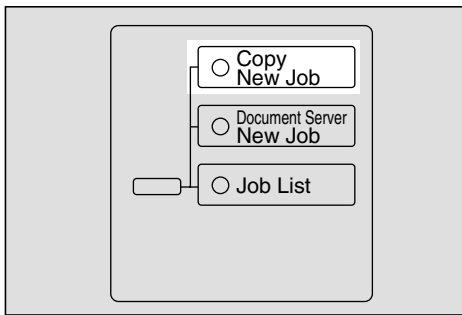
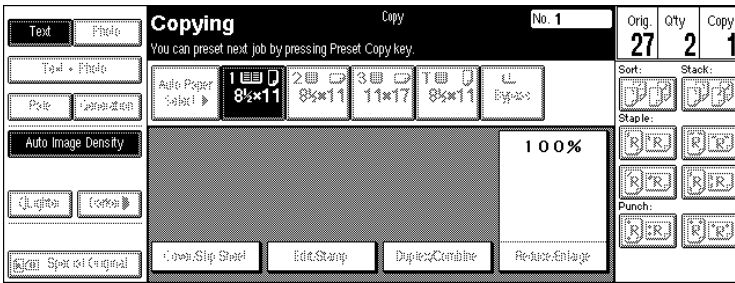
Limitation

- You cannot combine the Job Preset function with the Connect Copy function (option).

Note

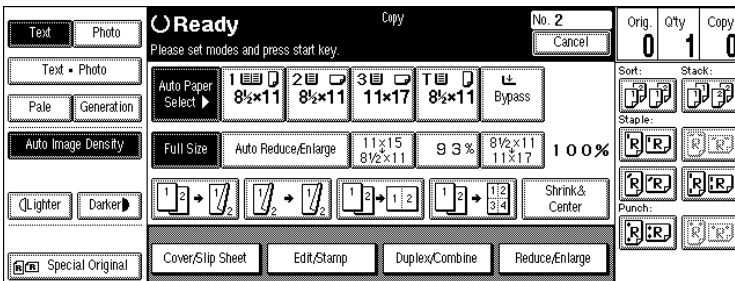
- The maximum number of job sets that you can set with this function is 8.
- You can use this function for the documents stored in the Document Server.

1 Press the [Copy/New Job] key.



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2 Set up the next copy job.



 **Note**

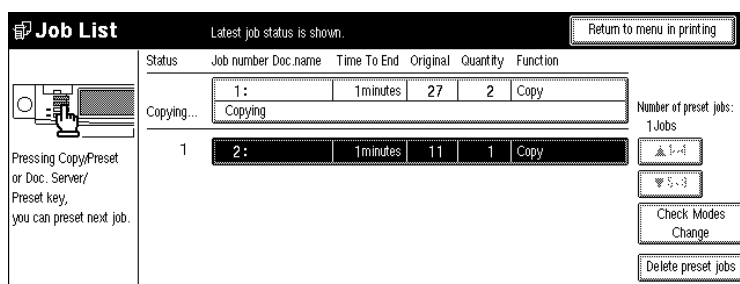
- The receipt number (preset number) of the preset job is displayed on the upper right of the display panel.
- To cancel this job, press the **[Cancel]** key.

3 Set the originals in the document feeder and press the **[Start]** key.

After all originals are scanned, the Job List is displayed.

4 Press the **[Return to menu in printing]** key.

After the current copy job, the next job starts automatically.

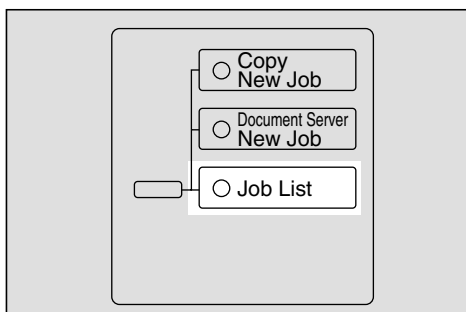


 **Note**

- You can switch the display to the current copy job by pressing the **[Return to menu in printing]** or **[Return to menu in scanning]** key. You can switch the display to the preset job by pressing the **[Return to menu in setting new job]** key.

Editing Job Preset

1 Press the [Job List] key.



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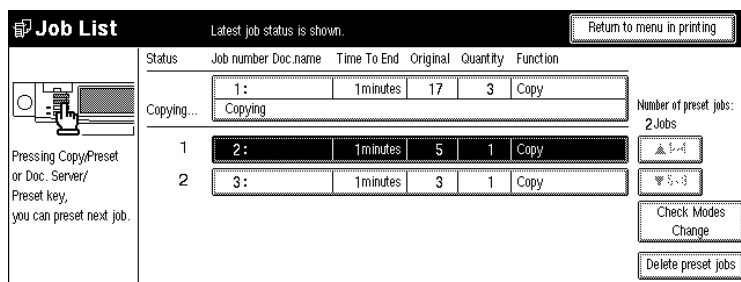
Note

- You can confirm the preset number, time to end, number of originals, number of copy sets, and functions you use in the job status list.

2 Press the preset job you want to change.

Note

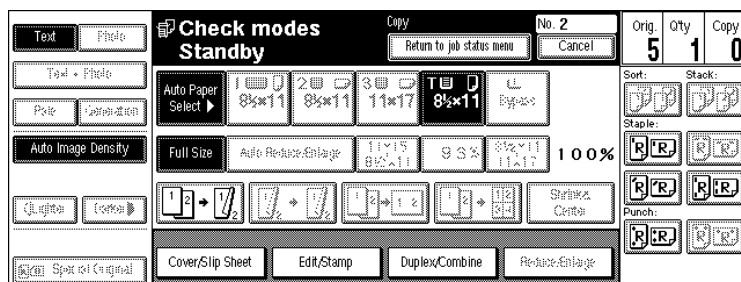
- If the desired job is not shown and more than 5 jobs are preset, press the [▼5~8] key to display the desired job.



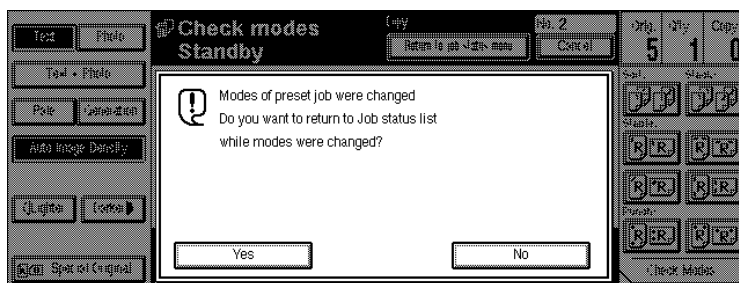
3 Press the [Check Modes//Change] key.

4 Change the settings.

5 Press the [Return to job status menu] key.



6 Press the [Yes] key.



Note

- To cancel the changes, press the [No] key.

7 If you want to change the settings for other preset jobs, repeat steps 2 to 6.

8 Press the [Return to menu in printing] key.

The initial display reappears.

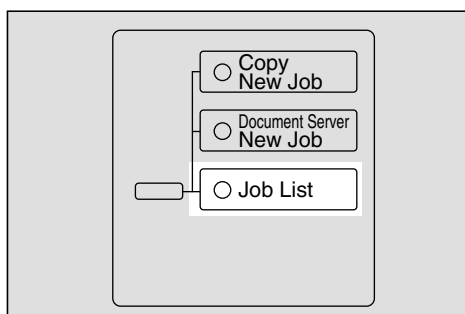
Note

- Depending on the condition of the current copy job, the [Return to menu in setting new job] or [Return to menu in scanning] key might be displayed. In this case, press the [Return to menu in setting new job] or [Return to menu in scanning] key.

Deleting Job Preset

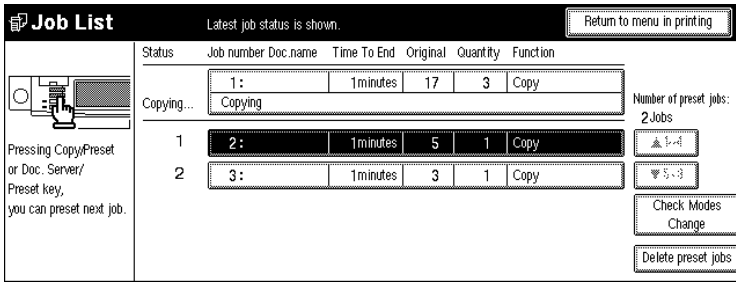
You can delete the preset job in the Job List or Check modes display. The following procedure describes how to delete the preset job in the Job List display.

1 Press the [Job List] key.



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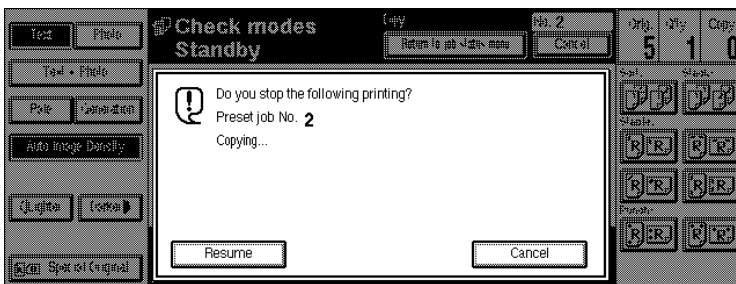
2 Press the preset job you want to delete, then press the [Delete preset jobs] key.



Note

- If you delete the preset job in the Check modes display, press the [Cancel] key in the Check modes display.
- If the desired job is not shown and more than 5 jobs are preset, press the [▼5~8] key to display the desired job.

3 Press the [Cancel] key.



Note

- To cancel the deletion, press the [Resume] key.

4 If you want to delete other preset jobs, repeat steps **2** and **3**.

5 Press the [Return to menu in printing] key.

The initial display reappears.

Note

- Depending on the condition of the current copy job, the [Return to menu in preset mode] or [Return to menu in scanning] key might be displayed. In this case, press the [Return to menu in preset mode] or [Return to menu in scanning] key.

Other Functions

Energy Saver Mode

If you do not operate the machine for a certain period after copying, or when you press and hold the **【Clear Modes/Energy Saver】** key for more than one second, the display disappears and the machine enters Energy Saver mode. When you press the **【Clear Modes/Energy Saver】** key again, when the originals are set in the document feeder, or when the document feeder is opened, the machine returns to the ready condition. In Energy Saver mode, the machine uses less electricity.

Energy Saver mode makes a two-step reduction in electricity: one for the period up to the time set for Low Power mode, the other for the period after that time.

Note

- If you press the **【Clear Modes/Energy Saver】** key during the operation, the current settings will be cleared.
- It takes about 10 seconds to return to the ready condition from Energy Saver mode.
- It takes about 30 seconds to return to the ready condition from Low Power mode.
- If you press the **【Clear Modes/Energy Saver】** key while setting Connect Copy, Connect Copy mode is canceled and the machine returns to the initial condition of Copy mode.
- If you press the **【Connect】** key on the master unit, the sub-unit exits Energy Saver mode and enters Connect Copy mode.
- In Connect Copy mode, the sub-unit will not enter Energy Saver mode.

Reference

See “Low Power Timer” in the System Settings manual.

Interrupt Copy

Use this function if you wish to interrupt a long copy job to make urgently needed copies.

Note

- The procedure for making interrupt copies depends on which kind of operation the machine is currently carrying out.
- You can use Document Server mode in Interrupt Copy mode.
- In Connect Copy mode, you cannot use the Interrupt Copy function on the master unit.
- In Connect Copy mode, you cannot use the Interrupt Copy function on the sub-unit while the master unit is scanning an original.
- In Connect Copy mode, you cannot use the Interrupt Copy function when memory on the sub-unit is full.
- In Connect Copy mode, after finishing the interrupt copy job on the sub-unit, be sure to exit Interrupt mode on the sub-unit. When you exit Interrupt mode, the two machines automatically share the rest of the connect copy job.
- In Connect Copy mode, if the connect copy job is finished before finishing the interrupt copy job on the sub-unit, be sure to exit Interrupt mode on the sub-unit. If you do not exit Interrupt mode, the next connect copy job cannot be started.

To interrupt an original being fed

1 Press the **[Interrupt]** key.

The **Interrupt** indicator goes on and scanning stops.

2 Remove the originals that were being copied and set the originals you wish to copy.

3 Press the **[Start]** key.

The machine starts making your copies.

4 When your copy job is finished, remove your originals and copies.

5 Press the **[Interrupt]** key again.

The **Interrupt** indicator goes off.

6 When the display prompts you to, replace the originals that were being copied before.

7 Press the **[Start]** key.

The previous copy job settings will be restored and the machine will continue copying from where it left off.

To interrupt copying after all originals have been fed

1 Press the **[Interrupt]** key.

The **Interrupt** indicator goes on.

Note

- Copying will not stop yet.

2 Set your original.

3 Press the **[Start]** key.

The machine stops the original job and starts copying your original.

4 When copying is complete, remove your originals and copies.

5 Press the **[Interrupt]** key again.

The **Interrupt** indicator goes off.

The previous copy job settings will be restored and the machine will continue copying from where it left off.

User Codes

If the machine is set to use the User Code function, operators must input their user codes before the machine can be operated. The machine keeps count of the number of copies made under each user code.

Note

- When the machine is set for the user codes, the machine will prompt you for your user codes after the operation switch is turned on or Auto Reset comes into effect.
- You can adjust how long the machine waits before switching to the user code input display. See "Auto Reset Timer" in ⇒ p.292 "General Features 1/3".
- To prevent others from making copies using your user code, press the **[Clear Modes/Energy Saver]** and **[Clear/Stop]** keys simultaneously after copying.
- You can turn the User Codes on or off with the master unit User Tools (System Settings). See "Set User Codes" in the System Settings manual.
- You can monitor the total number of copies made by the master unit and sub-unit with the master unit User Codes function.
- If the User Codes are set to on in the sub-unit and a code has been entered before Connect Copy was selected, the master unit cannot monitor the number of copies made.
- If the User Codes are set only in the sub-unit, you can enter Connect Copy mode and make copies without entering a code. In this case the number of copies made will not be monitored.

Reference

For how to set up the user codes, see “Set User Codes” in the System Settings manual.

For how to register, change and delete the user codes, see “User Code Register/Change/Delete” in ⇒ p.311 “Count Manager”.

2

Auto Start

If you press the **【Start】** key during the warm-up period, the **【Start】** key will blink, and your copies will be made as soon as warm-up finishes.

1 Make any adjustments to copy settings during the warm-up period.

2 Set your originals.

3 Press the **【Start】** key.

Copying automatically starts when the **【Start】** key indicator flashes red and green and the machine is ready for copying.

Note

- In Connect Copy mode, copying starts when the master unit is ready for copying.
- To cancel Auto Start, press the **【Clear/Stop】** key.
- In Connect Copy mode, press the **【Clear/Stop】** key on the master unit to cancel Auto Start.

Original Beeper

The beeper sounds and an error message is displayed when you leave your originals on the exposure glass after copying.

Note

- To cancel this function, see “Original Beeper” in ⇒ p.295 “General Features 2/3”.

Sample Copy

Use this function to check copy settings before making a long copy run.

Limitation

- This function can be used only when the Sort function has been turned on.

Note

- This function is only available on the master unit in Connect Copy mode.

1 Select Sort and any other functions, then enter the number of copy sets to be made.

2 Set the originals.

3 Press the **[Sample Copy]** key.

One copy set is delivered for proof copying.

4 After checking the results, press the **[Resume]** key if the sample is acceptable.

The number of copies made is the number you specified minus one for the proof copy.

Note

- If you press the **[Cancel]** key after checking the results, return to step **1** to adjust the copy settings as necessary. You can change the settings for Staple, Punch, Duplex, Copy Orientation, Stamp, Margin Adjust, and Cover/Slip Sheet. However, depending on the combinations of functions, some settings might not be changed.

Changing the Number of Sets

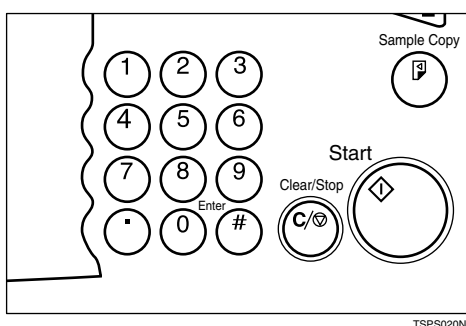
You can change the number of copy sets during copying.

! Limitation

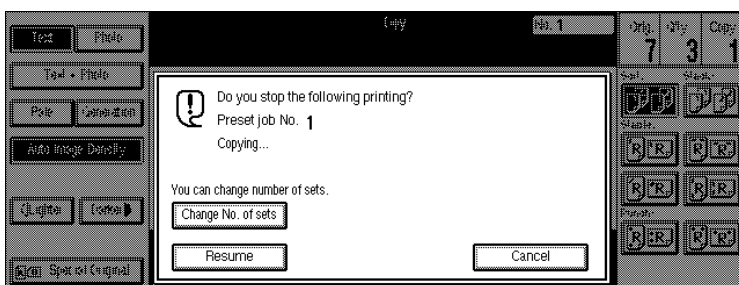
- This function can be used only when the Sort function has been turned on.

2

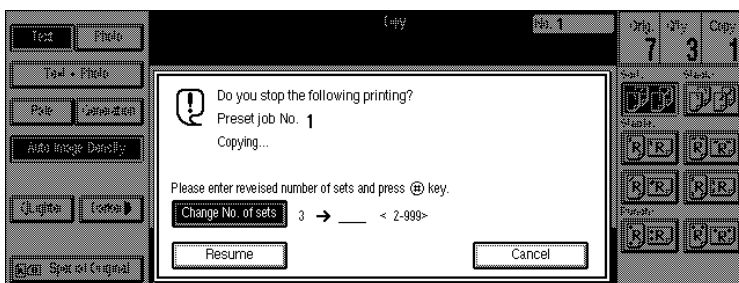
1 Press the **[Clear/Stop]** key when “Copying” is displayed.



2 Press the **[Change No. of sets]** key.

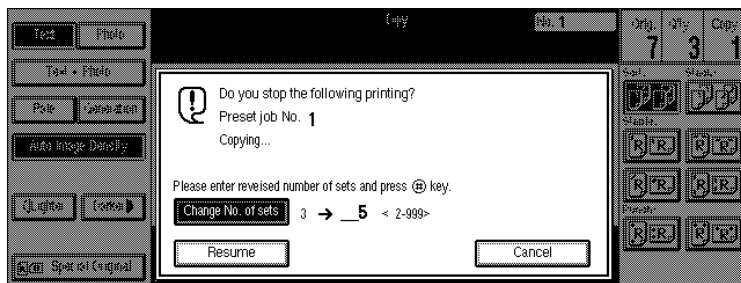


3 Enter the number of copy sets with the number keys, then press the **[#]** key.



📝 Note

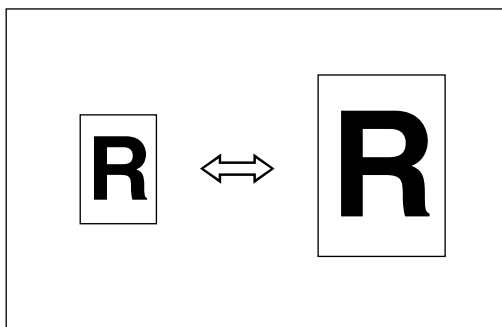
- The number of sets you can enter differs depending on the timing of pressing the **[Clear/Stop]** key.
- To change the entered number, press the **[Clear/Stop]** key.

4 Press the [Resume] key.

2

Preset Reduce/Enlarge

You can select a preset ratio for copying.



Note

- You can select one of 11 preset ratios (5 enlargement ratios, 6 reduction ratios).
- Use “Shrink&Center” to reduce the image to 93% of its original size with the center as reference. You can register this function in a shortcut key on the initial display.
- You can change the preset ratios to other ratios you frequently use. See “Enlarge” in ⇒ p.297 “Reproduction Ratio $1/2$ ” and “Reduce” in ⇒ p.298 “Reproduction Ratio $2/2$ ”.
- You can set and display three kinds of ratio on the initial display. See “Shortcut R/E” in ⇒ p.297 “Reproduction Ratio $1/2$ ”.
- You can specify which of **[Reduce]**, **[Enlarge]** or **[Input Ratio]** is to be given priority and displayed when the **[Reduce/Enlarge]** key is pressed. See “R/E Priority” in ⇒ p.297 “Reproduction Ratio $1/2$ ”.
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- Copies can be reduced or enlarged as follows:

◆ Metric version

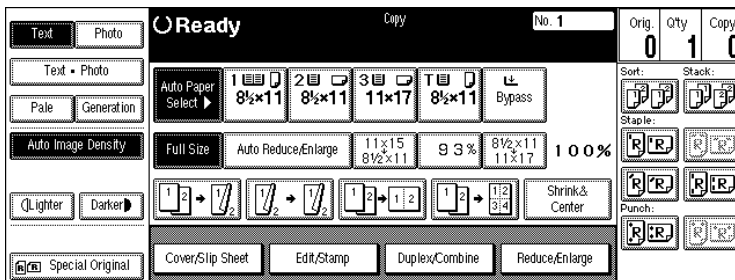
Ratio (%)	Original → Copy paper size
400 (enlarge area by 16)	--
200 (enlarge area by 4)	A5→A3
141 (enlarge area by 2)	A4→A3, A5→A4
122	F→A3, A4→B4
115	B4→A3
93	--

Ratio (%)	Original → Copy paper size
82	F→A4, B4→A4
75	B4→F4, B4→F
71 (reduce area by $\frac{1}{2}$)	A3→A4, A4→A5
65	A3→F
50 (reduce area by $\frac{1}{4}$)	A3→A5, F→A5

❖ Inch version

Ratio (%)	Original → Copy paper size
400 (enlarge area by 16)	--
200 (enlarge area by 4)	$5\frac{1}{2}'' \times 8\frac{1}{2}'' \rightarrow 11'' \times 17''$
155 (enlarge area by 2)	$5\frac{1}{2}'' \times 8\frac{1}{2}'' \rightarrow 8\frac{1}{2}'' \times 14''$
129	$8\frac{1}{2}'' \times 11'' \rightarrow 11'' \times 17''$
121	$8\frac{1}{2}'' \times 14'' \rightarrow 11'' \times 17''$
93	--
85	F→ $8\frac{1}{2}'' \times 11''$
78	$8\frac{1}{2}'' \times 14'' \rightarrow 8\frac{1}{2}'' \times 11''$
73	$11'' \times 15'' \rightarrow 8\frac{1}{2}'' \times 11''$
65	$11'' \times 17'' \rightarrow 8\frac{1}{2}'' \times 11''$
50 (reduce area by $\frac{1}{4}$)	$11'' \times 17'' \rightarrow 5\frac{1}{2}'' \times 8\frac{1}{2}''$

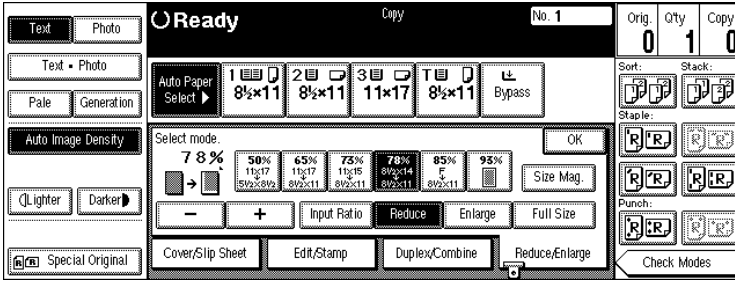
1 Press the [Reduce/Enlarge] key.



Note

- ❑ To select a preset ratio on the initial display, directly press the shortcut reduce/enlarge key and go to step 5.

2 Press the [Enlarge] or [Reduce] key.



3 Select a ratio.

4 Press the [OK] key.

5 Set your originals, then press the [Start] key.

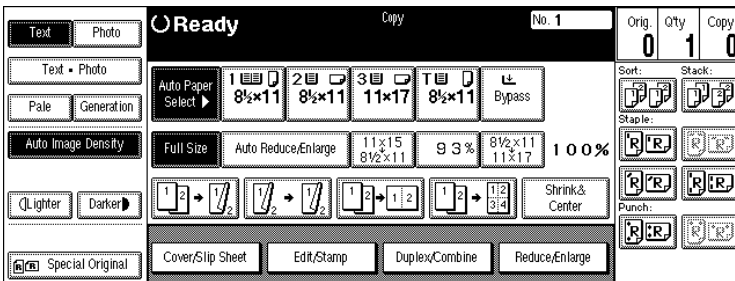
Shrink&Center mode

Use “Shrink&Center” to reduce the image by 93% of its original size with the center position as reference. You can register this function in a shortcut key on the initial display. By combining it with the Reduce/Enlarge function, you can also provide the Reduce/Enlarge copy with a margin.

Note

- You can register “Shrink&Center” in a shortcut key. See “Shortcut Keys” in ⇒ p.296 “General Features ³/₃”.
- You can change the Reduce/Enlarge ratio for “Shrink&Center”. See “Shrink&Center” in ⇒ p.298 “Reproduction Ratio ²/₂”.

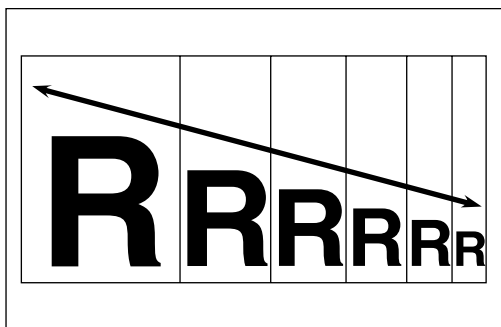
1 Press the [Shrink&Center] key on the initial display.



2 If you do not wish to combine it with the Reduce/Enlarge function, set your originals, then press the [Start] key.

Zoom

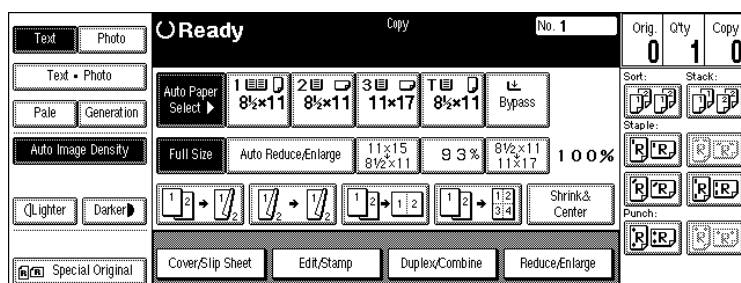
You can change the reproduction ratio in 1% steps.



Note

- The following ratios can be selected:
 - Metric version: 25 – 400%
 - Inch version: 25 – 400%
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- You can select a preset ratio which is near the desired ratio, then adjust the ratio with the **[+]** or **[-]** key.

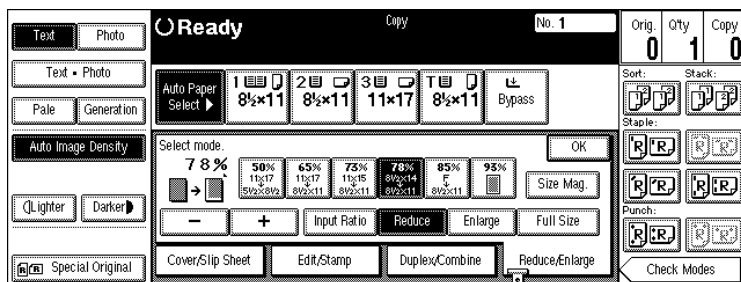
1 Press the **[Reduce/Enlarge]** key.



2 Enter the ratio.

To select the ratio with the **[+]** and **[-]** keys

- 1 Select a preset ratio which is close to the desired ratio by using **[Reduce]** or **[Enlarge]**.



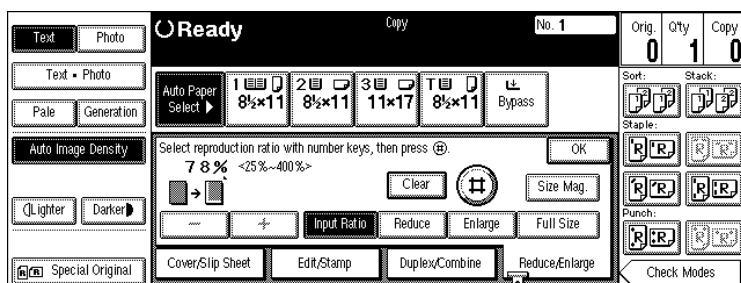
- 2 Adjust the ratios with the **[+]** or **[-]** key.

Note

- To change the ratio in 1% steps, just press the **[+]** or **[-]** key. To change the ratio in 10% steps, press and hold down the **[+]** or **[-]** key.

To enter the ratio with the number keys

- 1 Press the **[Input Ratio]** key.



- 2 Enter the desired ratio with the number keys.

Note

- To change the ratio entered, press the **[Clear]** or **[Clear/Stop]** key and enter the new ratio.

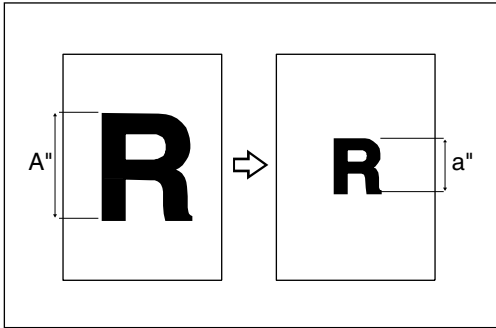
- 3 Press the **[#]** key.

- 4 Press the **[OK]** key.

- 3 Set your originals, then press the **[Start]** key.

Size Magnification

This function calculates an enlargement or reduction ratio based upon the lengths of the original and copy.



Preparation

Measure and specify the lengths of the original and copy by comparing “A” with “a”.

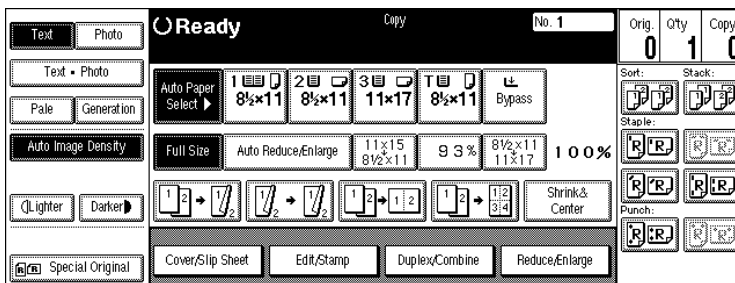
Limitation

- If the calculated ratio is over the maximum or under the minimum ratio, it is corrected within the range of the ratio automatically. However, with some ratios, parts of the image might not be copied or blank margins will appear on copies.

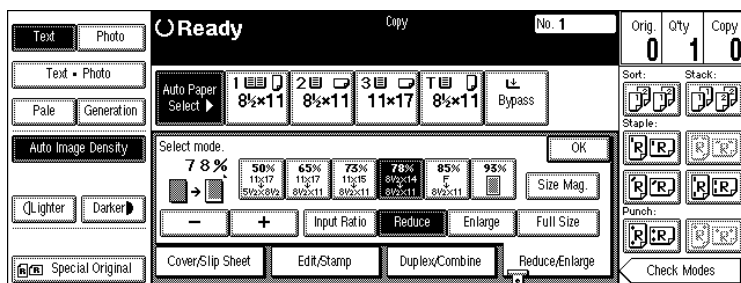
Note

- A ratio is selected in the range of 25 to 400%.

1 Press the [Reduce/Enlarge] key.

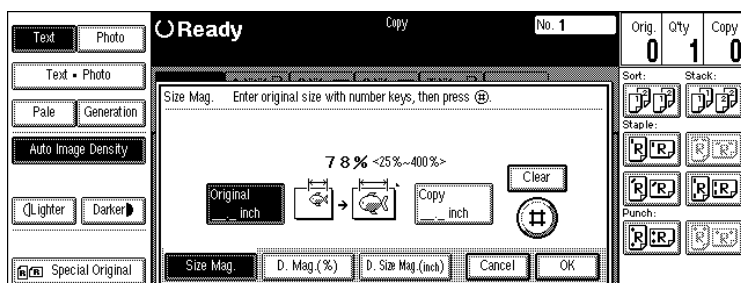


2 Press the [Size Mag.] key.



3 Make sure that the [Size Mag.] key is highlighted.

4 Enter the length of the original with the number keys and press the [#] key.



Note

- You can enter sizes within the following ranges:

Metric version	1 – 999 mm (in 1 mm steps)
Inch version	0.1" – 99.9" (in 0.1" steps)

- To change the length entered, press the [Clear] or [Clear/Stop] key and enter the new length.

5 Enter the length of the copy with the number keys and press the [#] key.

Note

- To change the length entered, press the [Clear] or [Clear/Stop] key and enter the new length.
- To change the length after pressing the [#] key, select [Original] or [Copy] and enter the desired length.

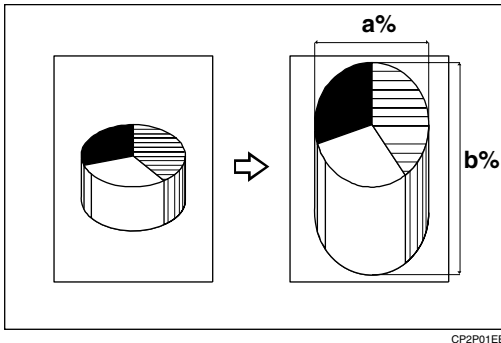
6 Press the [OK] key.

7 Press the [OK] key.

8 Set your original, then press the [Start] key.

Directional Magnification (%)

Copies can be reduced or enlarged at different reproduction ratios horizontally and vertically.

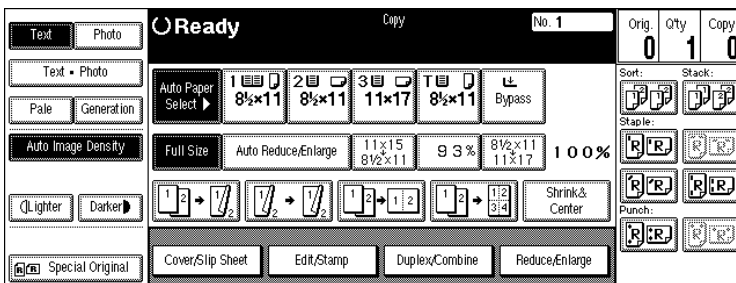


CP2P01EE

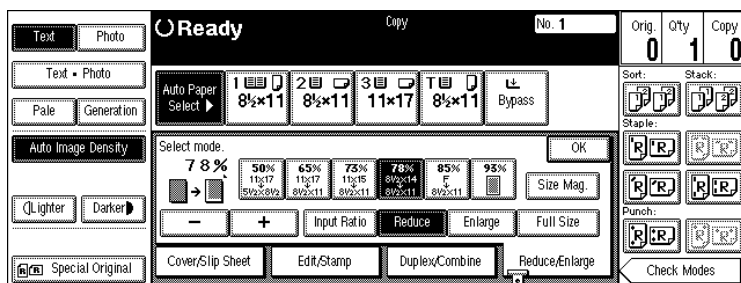
Note

- The following ratios can be selected:
 - Metric version: 25 – 400%
 - Inch version: 25 – 400%
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or blank margins will appear on copies.
- You can also select a preset ratio which is close to the desired ratio by using **[Reduce]** or **[Enlarge]**, then adjust the ratio with the **[+]** or **[-]** key.

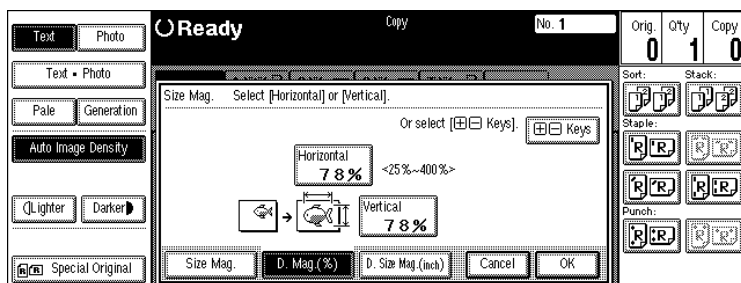
1 Press the [Reduce/Enlarge] key.



2 Press the [Size Mag.] key.



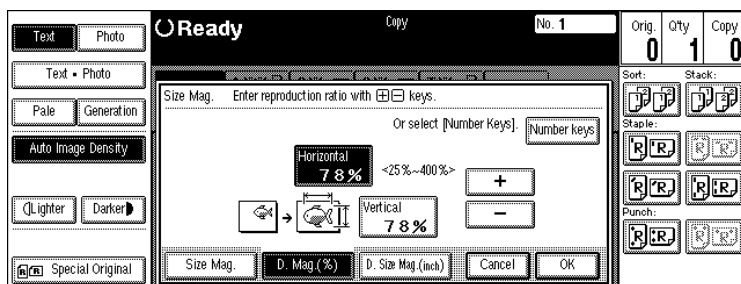
3 Press the [D. Mag.(%)] key.



To specify a ratio with the [+] and [-] keys

1 Press the [+ - Keys] key.

2 Press the [Horizontal] key.



3 Adjust the ratio using the [+] or [-] key.

Note

- Pressing the [+] or [-] key changes the ratio in 1% steps. Pressing and holding down the [+] or [-] key changes it in 10% steps.
- If you have incorrectly entered the ratio, readjust the ratio with the [+] or [-] key.

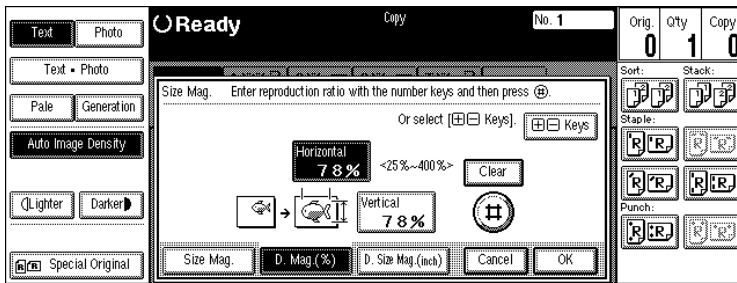
4 Press the [Vertical] key.

5 Adjust the ratio with the [+] or [-] key.

6 Press the [OK] key.

To enter the ratio with the number keys

- 1 Press the [Horizontal] key.



- 2 Enter the desired ratio with the number keys, followed by the [#] key.

Note

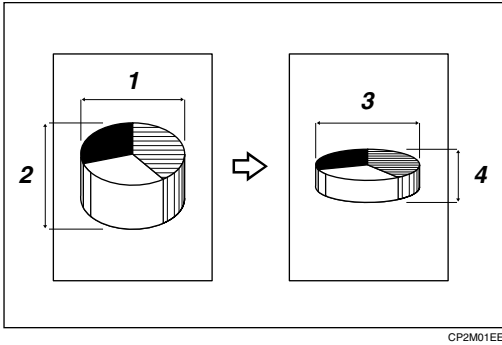
- To change the ratio entered, press the [Clear] or [Clear/Stop] key and enter the new ratio.

- 3 Press the [Vertical] key.
- 4 Enter the desired ratio with the number keys, followed by the [#] key.
- 5 Press the [OK] key.
- 4 Press the [OK] key.
- 5 Set your originals, then press the [Start] key.

Directional Size Magnification (inch)

The suitable reproduction ratios will be automatically selected when you enter the horizontal and vertical lengths of the original and copy image you require.

2



- 1: Horizontal original size
- 2: Vertical original size
- 3: Horizontal copy size
- 4: Vertical copy size

 **Preparation**

Specify the vertical and horizontal sizes of the original and those of the copy, as shown in the illustration.

 **Limitation**

- If the calculated ratio is over the maximum or under the minimum ratio, it is corrected within the range of the ratio automatically. However, with some ratios, parts of the image might not be copied or blank margins will appear on copies.

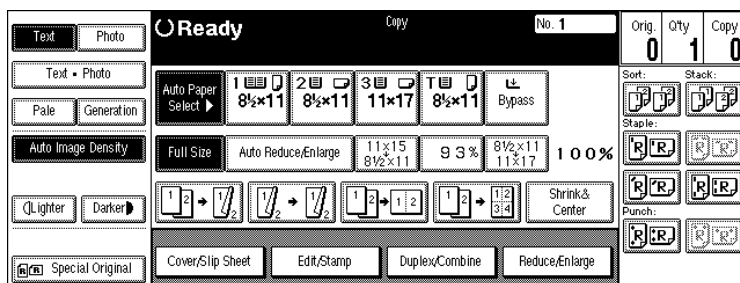
 **Note**

- You can enter sizes within the following ranges:

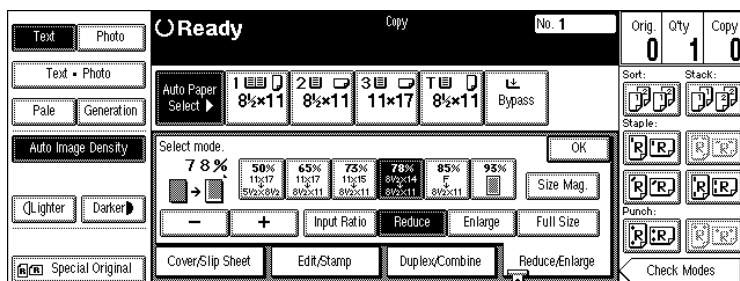
Metric version	1 – 999 mm (in 1 mm steps)
Inch version	0.1" – 99.9" (in 0.1" steps)

- The following ratios can be selected:
 - Metric version: 25 – 400%
 - Inch version: 25 – 400%

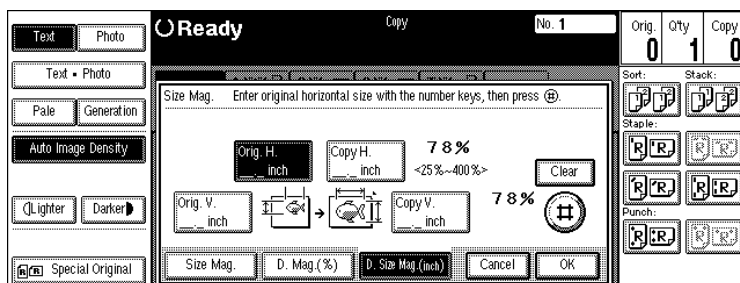
1 Press the [Reduce/Enlarge] key.



2 Press the [Size Mag.] key.



3 Press the [D. Size Mag.(inch)]key.



4 Enter the horizontal size of the original with the number keys, then press the [#] key.

Note

- To change the value entered, press the [Clear] or [Clear/Stop] key and enter the new value.

5 Enter the horizontal size of the copy with the number keys, then press the [#] key.

6 Enter the vertical size of the original with the number keys, then press the [#] key.

2

7 Enter the vertical size of the copy with the number keys, then press the [#] key.

 **Note**

- To change the length, press the place you wish to change and enter the new value.

8 Press the [OK] key.

9 Press the [OK] key.

10 Set your originals, then press the [Start] key.

2

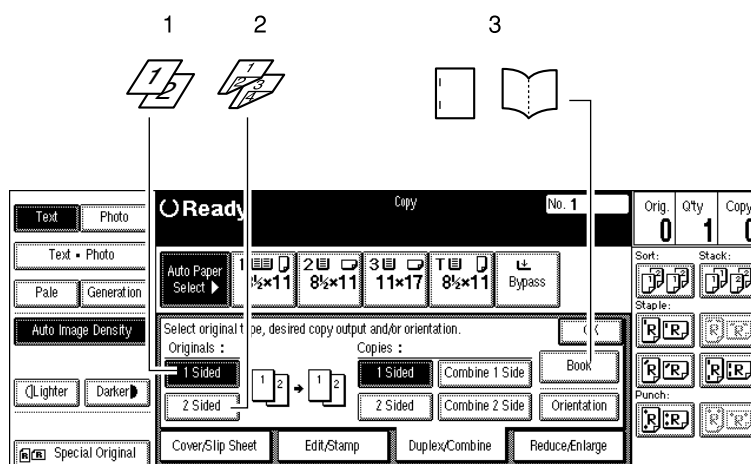
Duplex/Combine

You can make copies in a variety of formats by combining the following modes:

- 1 Sided/2 Sided originals
- 1 Sided/2 Sided copies
- Duplex
- Combine
- Book
- Series

2

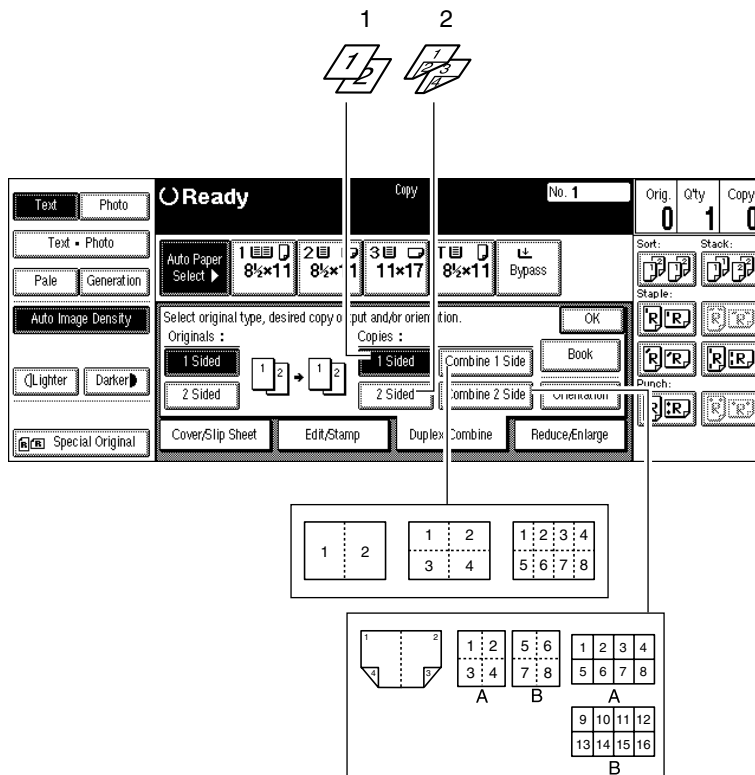
1 Check your originals and select [1 Sided] or [2 Sided] for the originals.



ZBQS100N

- 1: 1-sided
- 2: 2-sided
- 3: Book

2 Select [1 Sided] or [2 Sided] for copying.



1: 1-sided

2: 2-sided




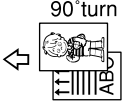


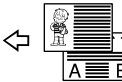

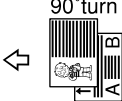

A: Front

B: Back

3 Press the [OK] key.

Original Direction and Completed Copies

The resulting copy image will differ according to the direction in which you set your original (lengthwise  or widthwise .

Original	How to Set Your Original	Copy
Vertical 	Standard 	Top to Top 
	90° turn 	Top to Bottom 
Horizontal 	Standard 	Top to Top 
	90° turn 	Top to Bottom 

GCRYOU1E

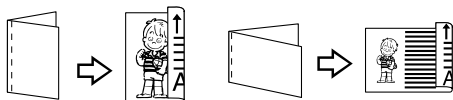
Note

- The illustrations show the directions of copied images on the front and back, not the directions of delivery.

Originals and Copy Direction

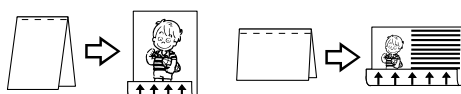
You can select the orientation ([**Top to Top**], [**Top to Bottom**]). See ⇒ p.108 “Specifying Orientation of Bound Originals”.

- Top to Top



Duplex1

- Top to Bottom



Duplex2

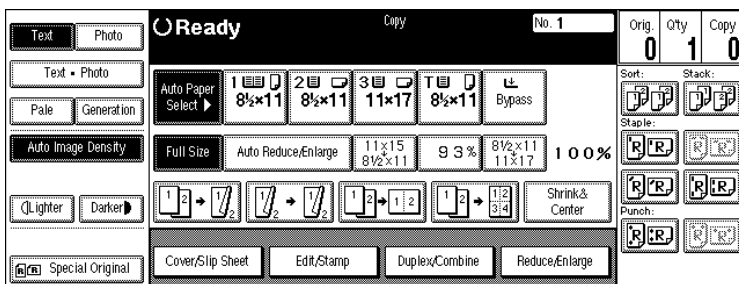
Specifying Orientation of Bound Originals

You can specify the orientation of bound originals (how you turn the pages). The default setting is [**Top to Top**].

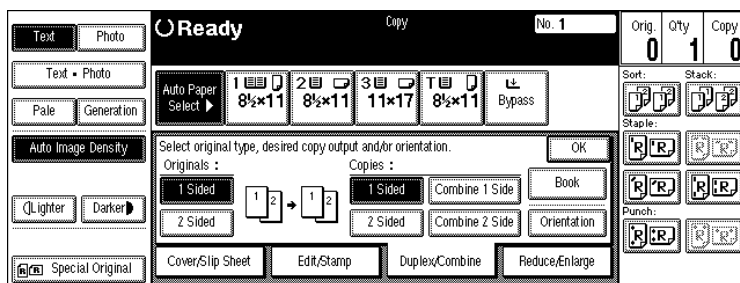
Note

- ❑ You can change the orientation default with the User Tools. See “Copy Orientation in Duplex Mode” and “Original Orientation in Duplex Mode” in ⇒ p.295 “General Features 2/3”.

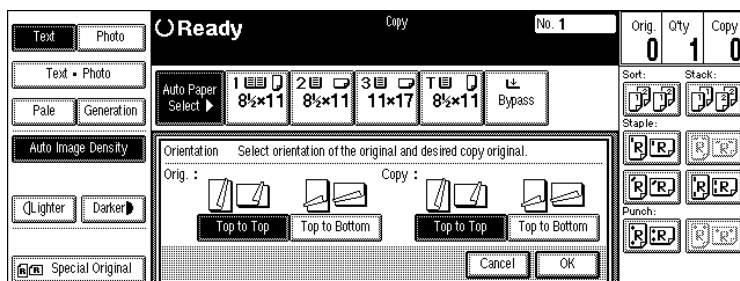
- 1 Press the [**Duplex/Combine**] key.



2 Press the [Orientation] key.



3 Select an original orientation and a copy orientation.



4 Press the [OK] key.

2

Duplex

This function can be used in two ways:

❖ **1 Sided → 2 Sided**

This mode makes two-sided copies from one-sided originals.

2

❖ **2 Sided → 2 Sided**

This mode makes two-sided copies from two-sided originals.

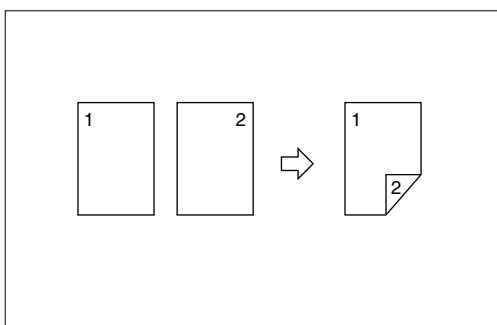
! **Limitation**

☐ You cannot use the following copy paper in this function:

- Paper smaller than A5☐, 5¹/₂" × 8¹/₂"☐ (possible on A5☐, 5¹/₂" × 8¹/₂"☐)
- Paper thicker than 105 g/m², 28 lb. Bond
- Paper thinner than 64 g/m², 17 lb. Bond
- Translucent paper
- Adhesive labels
- OHP transparencies
- Postcards

☐ You cannot use the bypass tray with this function.

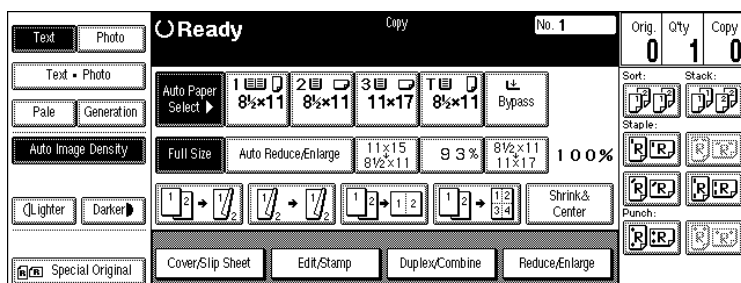
1 Sided → 2 Sided



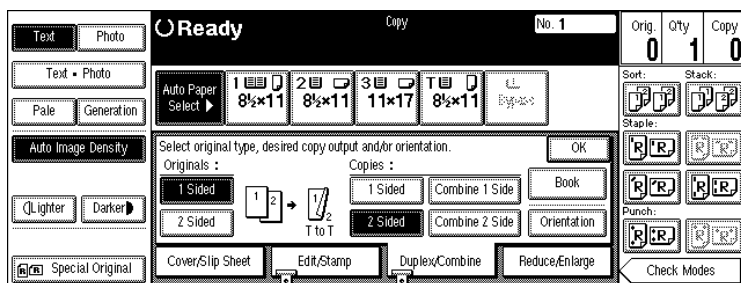
Note

- If you set an odd number of 1-sided originals in the document feeder, the reverse side of the last page is left blank.
- If you set originals in the document feeder and select Sort mode, all the originals will be scanned before being copied. Therefore, the copy speed is faster than that when Sort mode is not selected. See “Auto Sort Mode” in ⇒ p.309 “Input/Output”.
- When original images are copied, the images are shifted by a width of the binding margin. You can adjust the binding margin or binding position. You can also change their default values. See “Front Margin: Left/Right”, “Back Margin: Left/Right”, “Front Margin: Top/Bottom” and “Back Margin: Top/Bottom” in ⇒ p.299 “Page Format 1/2”.
- A binding margin can be automatically made on the back side. See “1 → 2 Duplex Auto Margin Adjust” in ⇒ p.299 “Page Format 1/2”.

1 Press the [Duplex/Combine] key.



- 2** Press the [1 Sided] key for original, then press the [2 Sided] key for copy.



Note

- To change the copy orientation to “Top to Bottom”, press the [Orientation] key and select [Top to Bottom]. See ⇒ p.108 “Specifying Orientation of Bound Originals”.

- 3** Press the [OK] key.

- 4** Set your originals, then press the [Start] key.

When setting an original on the exposure glass or in the document feeder using Batch (SADF) mode

Reference

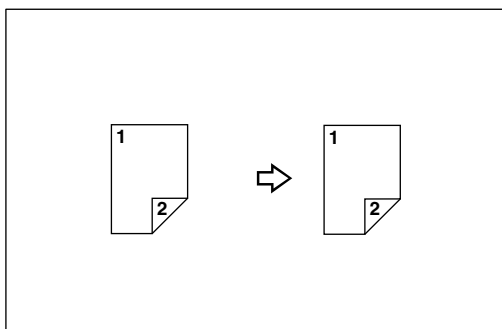
⇒ p.38 “Batch (SADF) mode”.

- 1** Set the original, then press the [Start] key.

Note

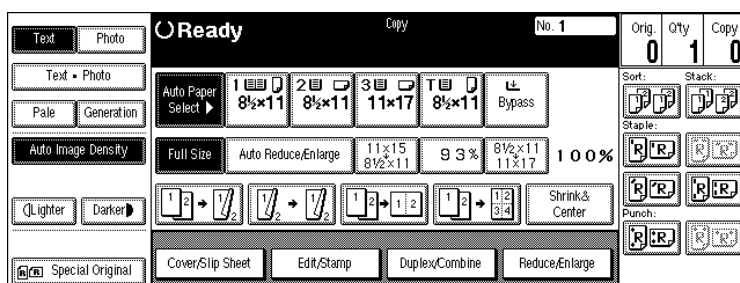
- Start with the first page to be copied.
- 2** Set the next original. When it is placed on the exposure glass, press the [Start] key.
- 3** Press the [#] key after the last original has been scanned.

2 Sided → 2 Sided

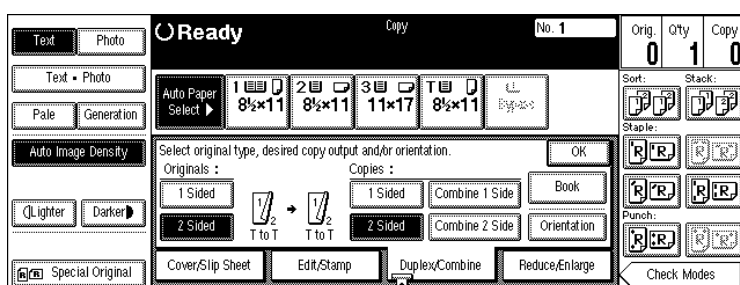


2

1 Press the [Duplex/Combine] key.



2 Press the [2 Sided] key for original, then press the [2 Sided] key for copy.



Note

- To change the copy orientation to “Top to Bottom”, press the [Orientation] key and select [Top to Bottom]. See ⇒ p.108 “Specifying Orientation of Bound Originals”.

3 Press the [OK] key.

4 Set your originals, then press the **【Start】** key.

When setting an original on the exposure glass or in the document feeder using Batch (SADF) mode

 **Reference**

⇒ p.38 "Batch (SADF) mode".

1 Set the original, then press the **【Start】** key.

 **Note**

Start with the first page to be copied.

2 Set the next original. When it is placed on the exposure glass, press the **【Start】** key.

3 Press the **【#】** key after the last original has been scanned.

Combine

You can combine two or more originals into one copy. 1 Sided Combine mode is for 1-sided copies, and 2 Sided Combine mode for 2-sided copies.

This function can be used in twelve ways:

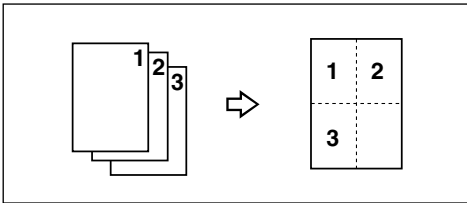
- ❖ **1 Sided 2 Pages → Combine 1 Side**
Copies two 1-sided originals to one side of a sheet.
- ❖ **1 Sided 4 Pages → Combine 1 Side**
Copies four 1-sided originals together to one side of a sheet.
- ❖ **1 Sided 8 Pages → Combine 1 Side**
Copies eight 1-sided originals together to one side of a sheet.
- ❖ **1 Sided 4 Pages → Combine 2 Side**
Copies four 1-sided originals to the two-page spread on both sides of a sheet.
- ❖ **1 Sided 8 Pages → Combine 2 Side**
Copies eight 1-sided originals together to both sides of a sheet.
- ❖ **1 Sided 16 Pages → Combine 2 Side**
Copies 16 1-sided originals together to both sides of a sheet.
- ❖ **2 Sided 2 Pages → Combine 1 Side**
Copies one 2-sided original to one side of a sheet.
- ❖ **2 Sided 4 Pages → Combine 1 Side**
Copies two 2-sided originals to one side of a sheet.
- ❖ **2 Sided 8 Pages → Combine 1 Side**
Copies four 2-sided originals to one side of a sheet.
- ❖ **2 Sided 4 Pages → Combine 2 Side**
Copies two 2-sided originals together to both sides of a sheet.
- ❖ **2 Sided 8 Pages → Combine 2 Side**
Copies four 2-sided originals together to both sides of a sheet.
- ❖ **2 Sided 16 Pages → Combine 2 Side**
Copies eight 2-sided originals together to both sides of a sheet.

📌 Limitation

- You cannot use the bypass tray with this function.
- If the calculated ratio is under the minimum ratio, it is corrected within the range of the ratio automatically. However, with some ratios, parts of the image might not be copied.

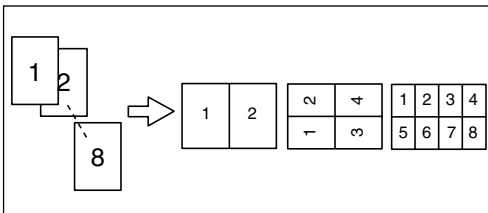
Note

- ❑ In this mode, the machine selects the reproduction ratio automatically. This reproduction ratio depends on the copy paper sizes and the number of originals.
- ❑ The machine uses ratios in the following range:
 - Metric version: 25 – 400%
 - Inch version: 25 – 400%
- ❑ A separation line between originals can be printed with the User Tools. See “Combine Separation Line” in ⇒ p.301 “Page Format $2/2$ ”.
- ❑ Even if the direction of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.
- ❑ When making copies in Combine mode, the border of each original can be automatically erased by 3 mm, 0.1". See “Combine Orig. Shadow Erase” in ⇒ p.299 “Page Format $1/2$ ”.
- ❑ If the number of originals placed is less than the number specified for combining, the last page is copied blank as shown in the illustration.



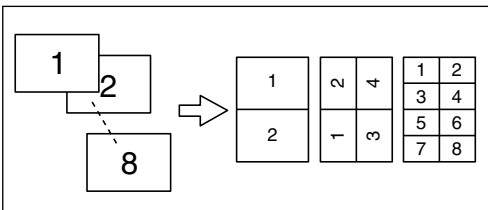
- ❑ You can change the copy order in Combination mode. See “Copy Order In Combine Mode” in ⇒ p.301 “Page Format $2/2$ ”.
- ❑ Direction of the originals and arrangement of combined images

◆ **Portrait (📄) originals**



GCSHUY1E

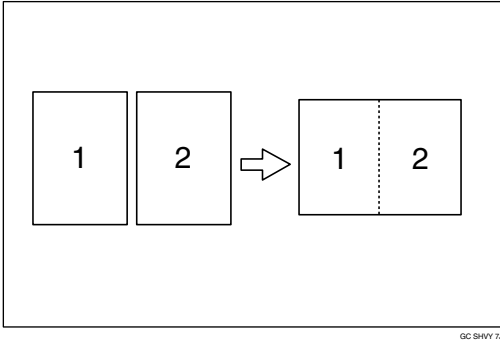
◆ **Landscape (📄) originals**



GCSHUY2E

1 Sided 2 Pages → Combine 1 Side

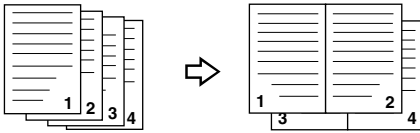
Copies two 1-sided originals to one side of a sheet.



GC SHVY 73

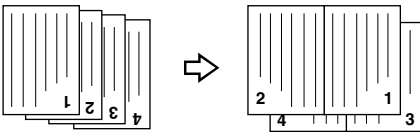
❖ Setting originals (Originals set in the document feeder)

- Originals read from left to right



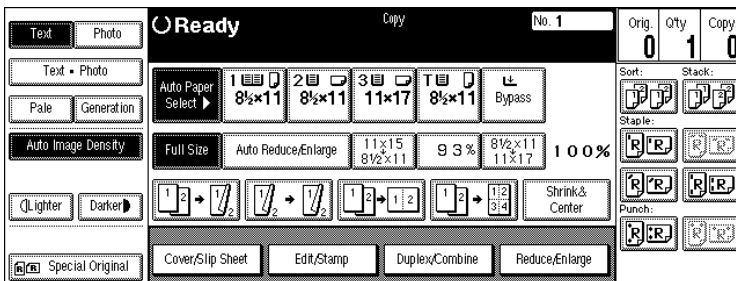
Combine5

- Originals read from top to bottom

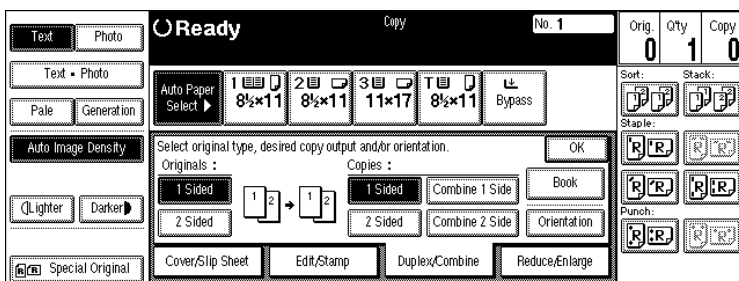


Combine6

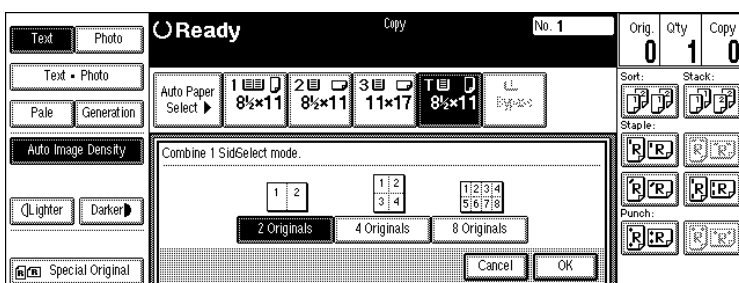
1 Press the [Duplex/Combine] key.



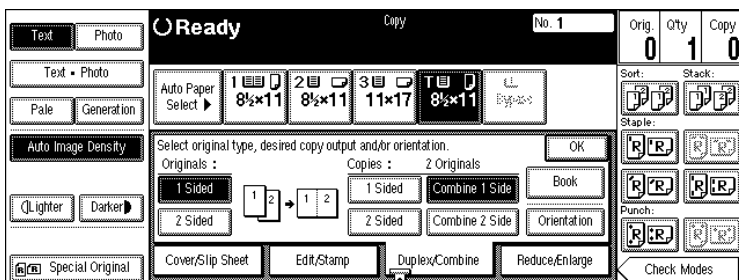
- Press the [1 Sided] key for the original, then press the [Combine 1 Side] key for the copy.



- Press the [2 Originals] key, then press the [OK] key.



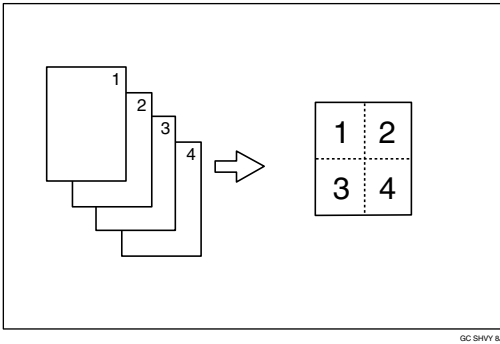
- Select the paper.



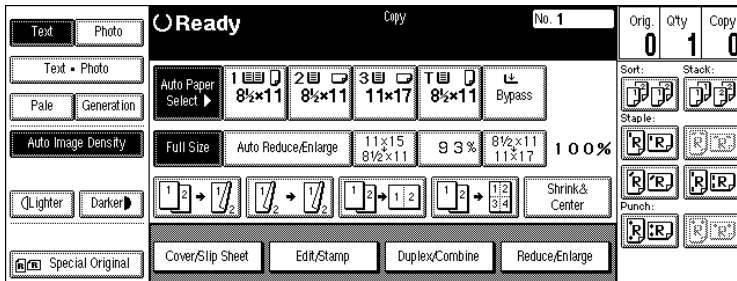
- Set your originals, then press the [Start] key.

1 Sided 4 Pages → Combine 1 Side

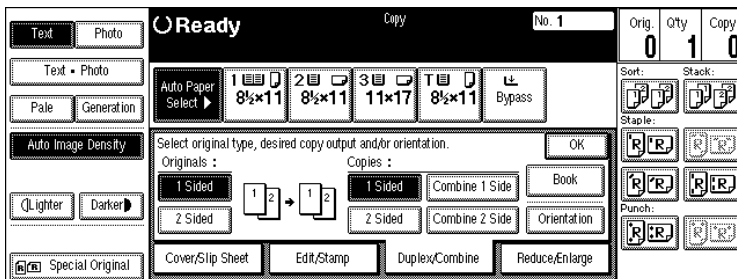
Copies four 1-sided originals together to one side of a sheet.



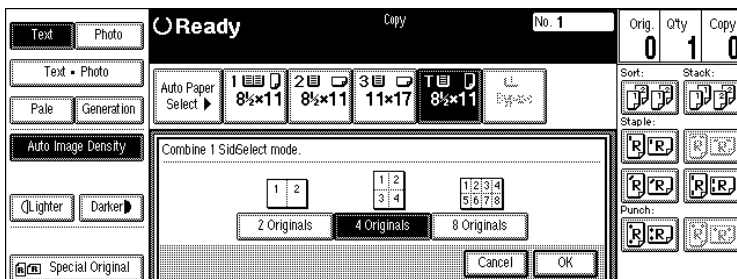
1 Press the [Duplex/Combine] key.



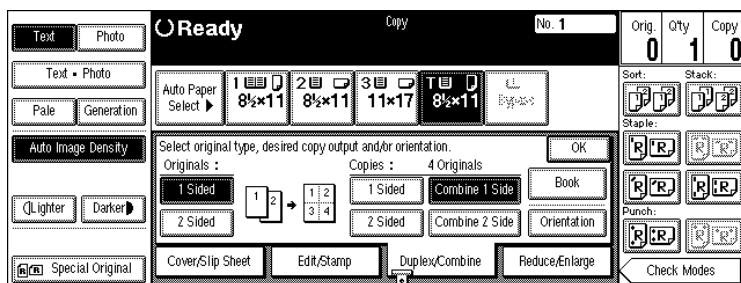
2 Press the [1 Sided] key for the original, then press the [Combine 1 Side] key for the copy.



3 Press the [4 Originals] key, then press the [OK] key.



4 Select the paper.

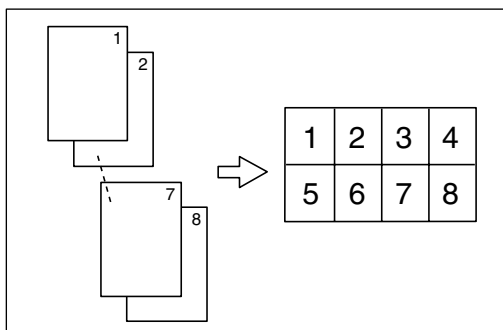


2

5 Set your originals, then press the **[Start]** key.

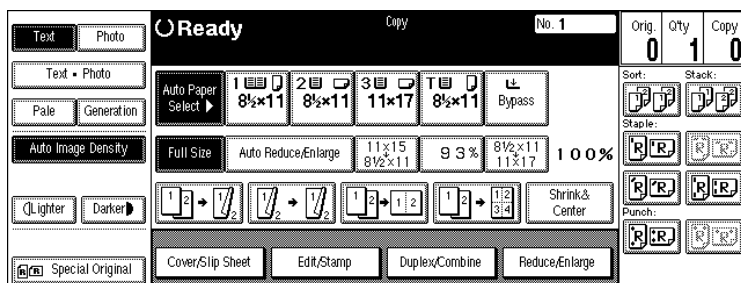
1 Sided 8 Pages → Combine 1 Side

Copies eight 1-sided originals together to one side of a sheet.

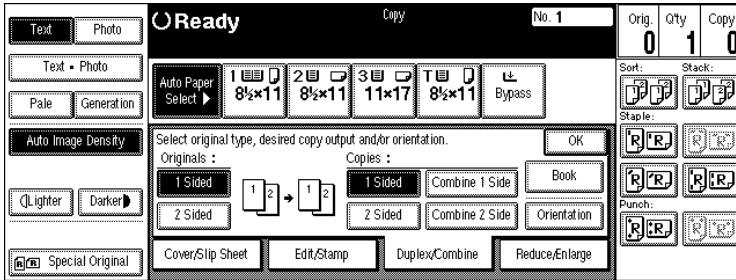


GC SHVY SJ

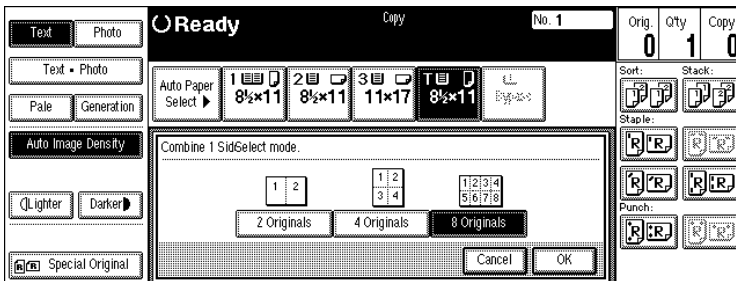
1 Press the **[Duplex/Combine]** key.



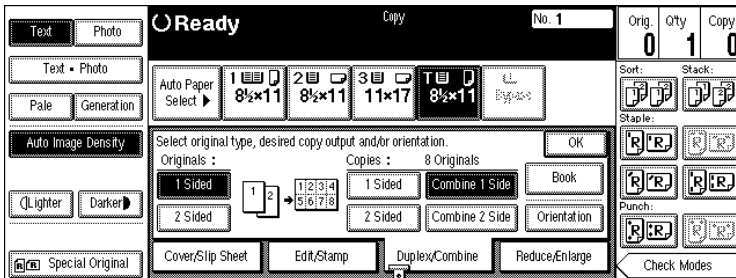
- 2** Press the [1 Sided] key for the original, then press the [Combine 1 Side] key for the copy.



- 3** Press the [8 Originals] key, then press the [OK] key.



- 4** Select the paper.

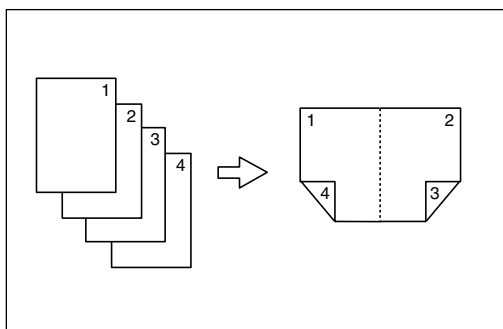


- 5** Set your originals, then press the [Start] key.

2

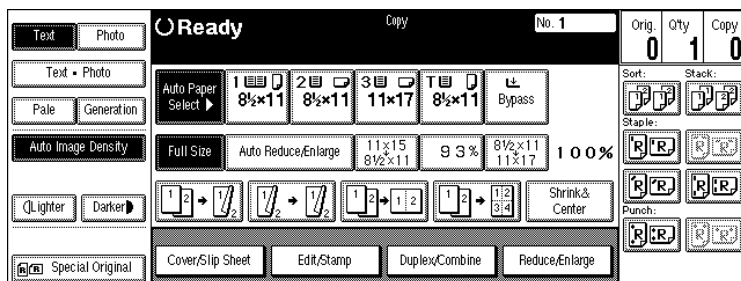
1 Sided 4 Pages → Combine 2 Side

Copies four 1-sided originals to the two-page spread on both sides of a sheet.

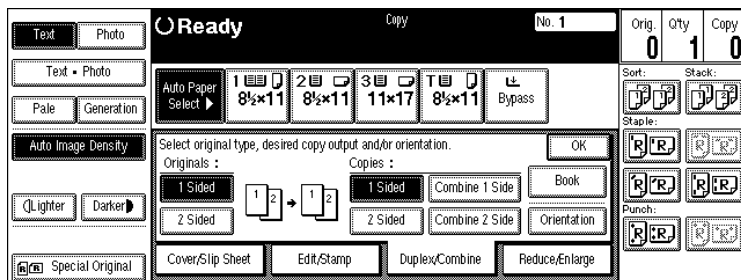


GC SHWY 01

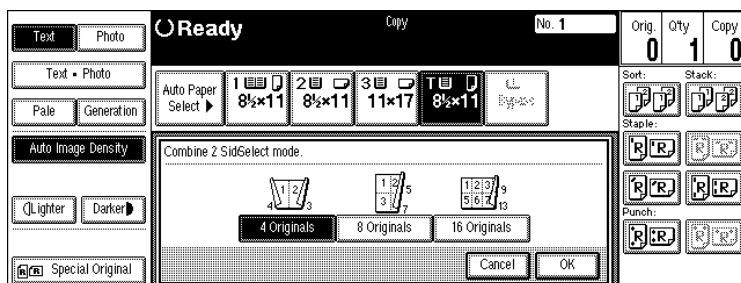
1 Press the [Duplex/Combine] key.



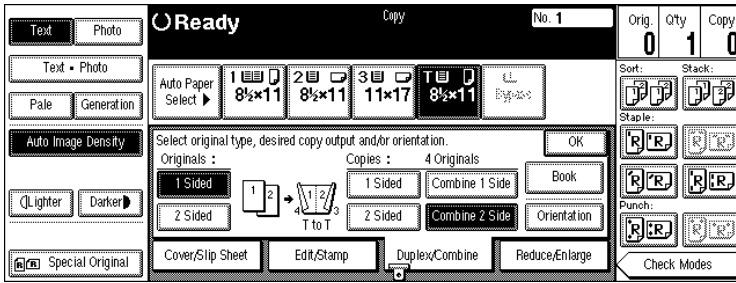
2 Press the [1 Sided] key for the original, then press the [Combine 2 Side] key for the copy.



3 Press the [4 Originals] key, then press the [OK] key.



4 Check the orientation.



Note

- To change the copy orientation to “Top to Bottom”, press the **[Orientation]** key and select **[Top to Bottom]**. See ⇒ p.108 “Specifying Orientation of Bound Originals”.

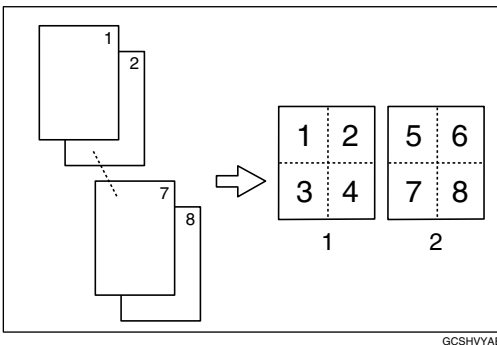
5 Press the **[OK]** key.

6 Select the paper.

7 Set your originals, then press the **[Start]** key.

1 Sided 8 Pages → Combine 2 Side

Copies eight 1-sided originals together to both sides of a sheet.

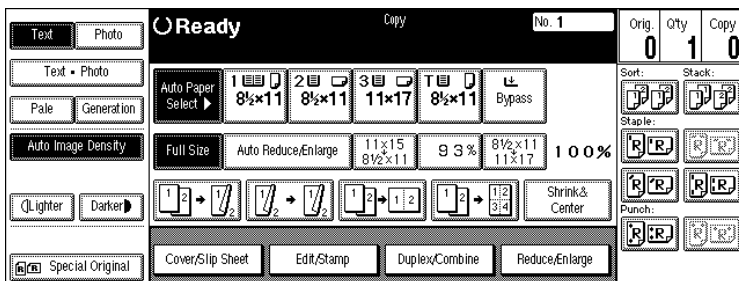


GCSHVVAE

1. Front

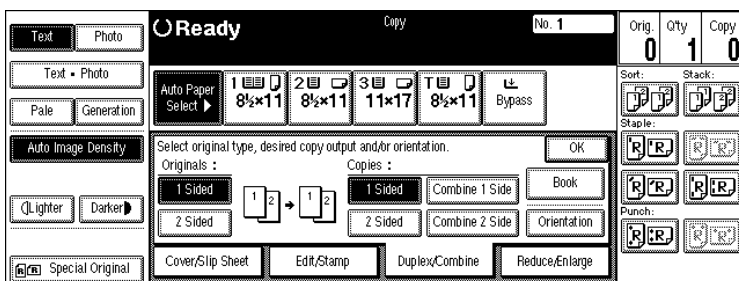
2. Back

1 Press the [Duplex/Combine] key.

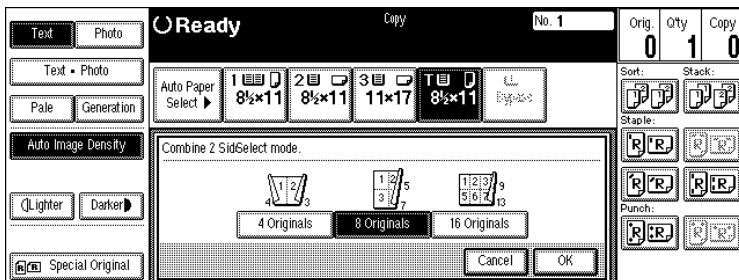


2

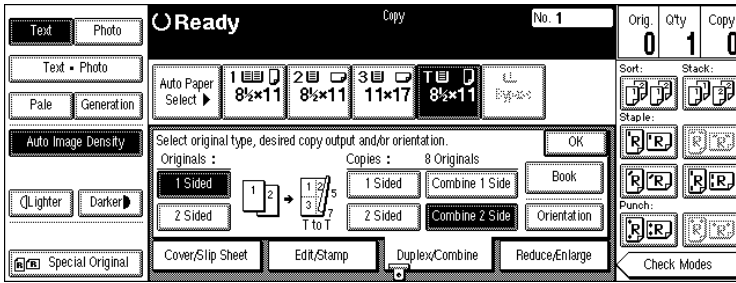
2 Press the [1 Sided] key for the original, then press the [Combine 2 Side] key for the copy.



3 Press the [8 Originals] key, then press the [OK] key.



4 Check the orientation.



Note

- To change the copy orientation to “Top to Bottom”, press the **[Orientation]** key and select **[Top to Bottom]**. See ⇒ p.108 “Specifying Orientation of Bound Originals”.

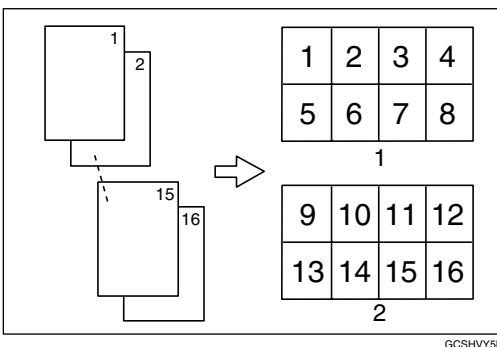
5 Press the **[OK]** key.

6 Select the paper.

7 Set your originals, then press the **[Start]** key.

1 Sided 16 Pages → Combine 2 Side

Copies sixteen 1-sided originals together to both sides of a sheet.

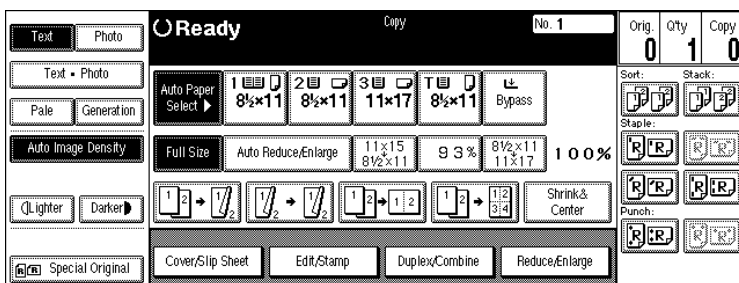


GCSHVY5E

1. Front

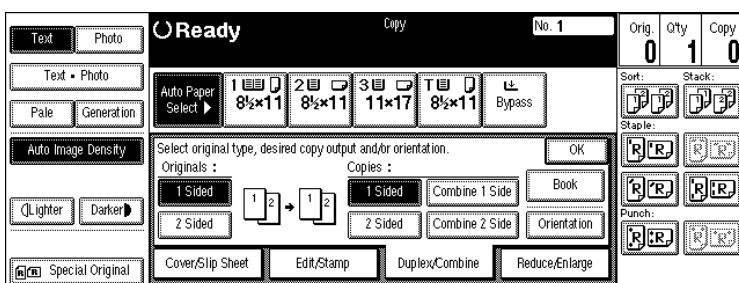
2. Back

1 Press the [Duplex/Combine] key.

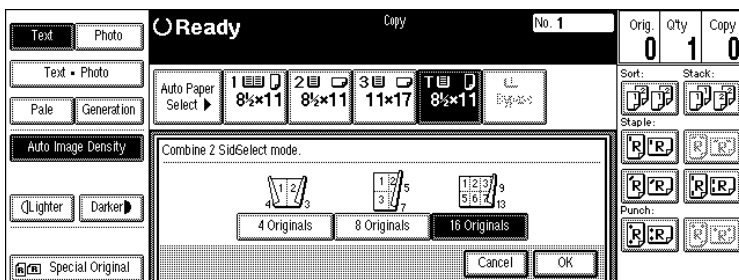


2

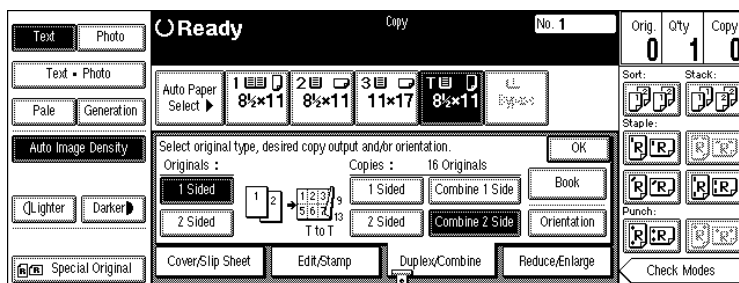
2 Press the [1 Sided] key for the original, then press the [Combine 2 Side] key for the copy.



3 Press the [16 Originals] key, then press the [OK] key.



4 Check the orientation.



Note

- To change the copy orientation to “Top to Bottom”, press the **[Orientation]** key and select **[Top to Bottom]**. See ⇒ p.108 “Specifying Orientation of Bound Originals”.

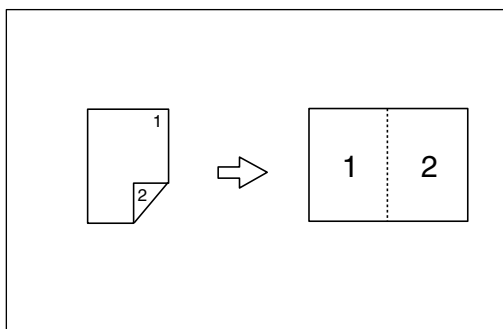
5 Press the **[OK]** key.

6 Select the paper.

7 Set your originals, then press the **[Start]** key.

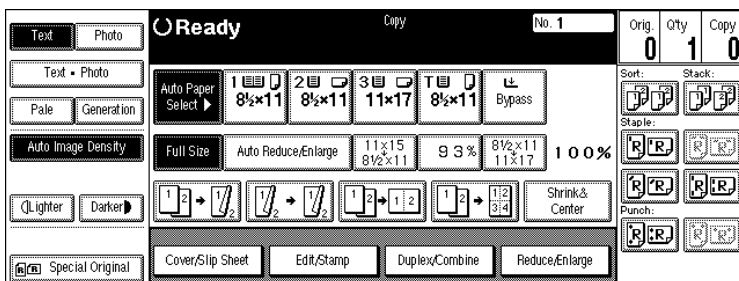
2 Sided 2 Pages → Combine 1 Side

Copies one 2-sided original to one side of a sheet.

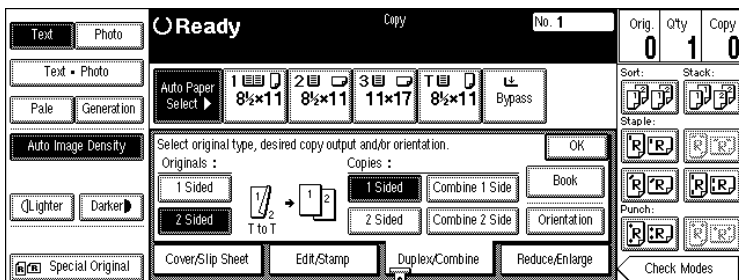


GC SHVY 01

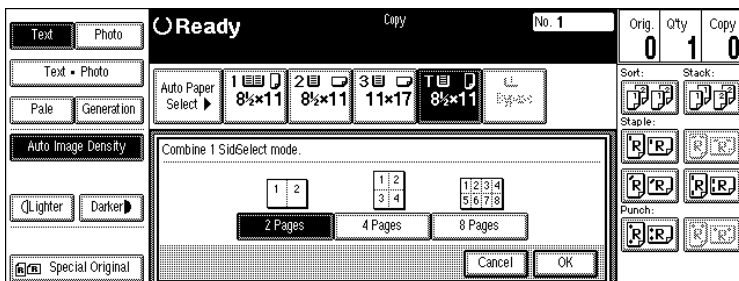
1 Press the [Duplex/Combine] key.



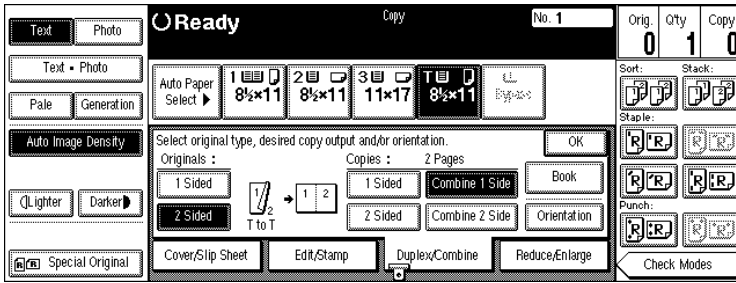
2 Press the [2 Sided] key for the original, then press the [Combine 1 Side] key for the copy.



3 Press the [2 Pages] key, then press the [OK] key.



4 Check the orientation.



Note

- To change the copy orientation to “Top to Bottom”, press the **[Orientation]** key and select **[Top to Bottom]**. See ⇒ p.108 “Specifying Orientation of Bound Originals”.

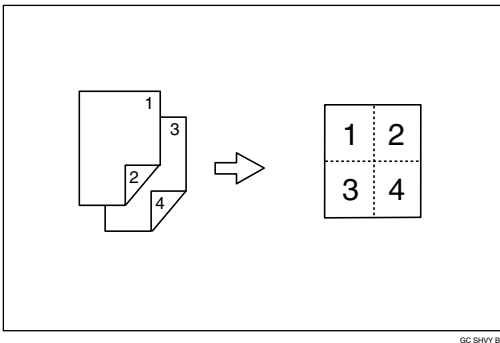
5 Press the **[OK]** key.

6 Select the paper.

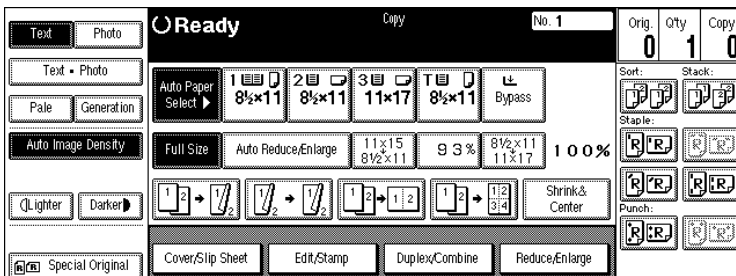
7 Set your originals, then press the **[Start]** key.

2 Sided 4 Pages → Combine 1 Side

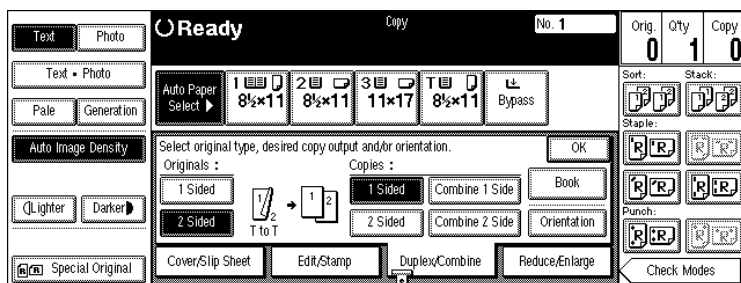
Copies two 2-sided originals to one side of a sheet.



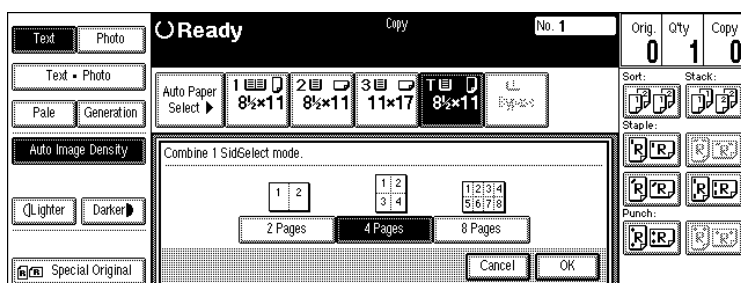
1 Press the **[Duplex/Combine]** key.



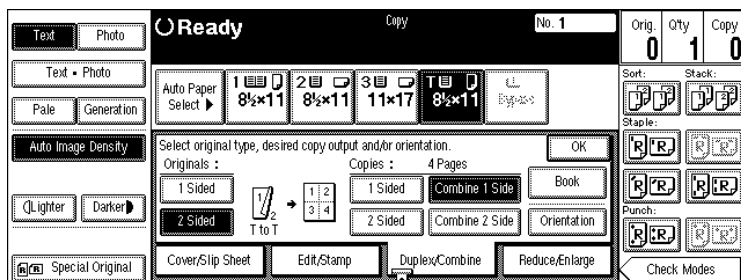
- Press the [2 Sided] key for the original, then press the [Combine 1 Side] key for the copy.



- Press the [4 Pages] key, then press the [OK] key.



- Check the orientation.



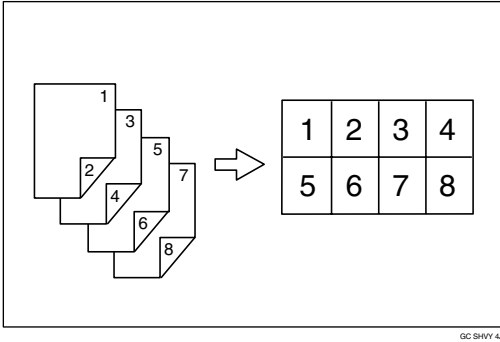
Note

- To change the copy orientation to “Top to Bottom”, press the [Orientation] key and select [Top to Bottom]. See ⇒ p.108 “Specifying Orientation of Bound Originals”.

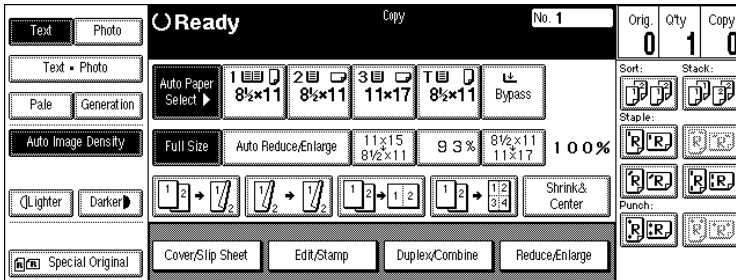
- Press the [OK] key.
- Select the paper.
- Set your originals, then press the [Start] key.

2 Sided 8 Pages → Combine 1 Side

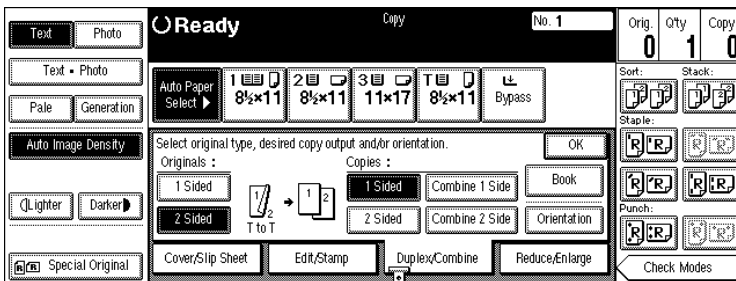
Copies four 2-sided originals to one side of a sheet.



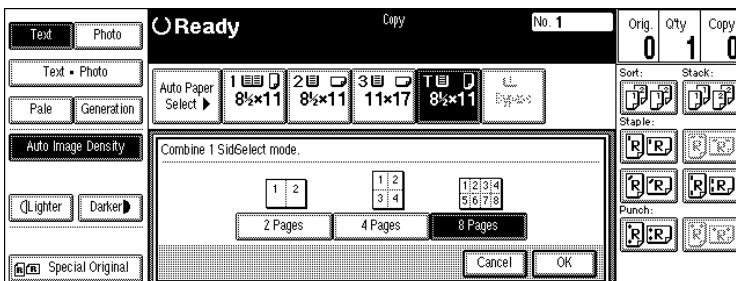
1 Press the [Duplex/Combine] key.



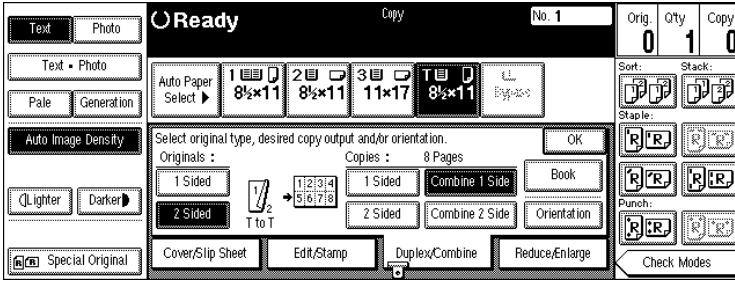
2 Press the [2 Sided] key for the original, then press the [Combine 1 Side] key for the copy.



3 Press the [8 Pages] key, then press the [OK] key.



4 Check the orientation.



Note

- To change the copy orientation to “Top to Bottom”, press the [Orientation] key and select [Top to Bottom]. See ⇒ p.108 “Specifying Orientation of Bound Originals”.

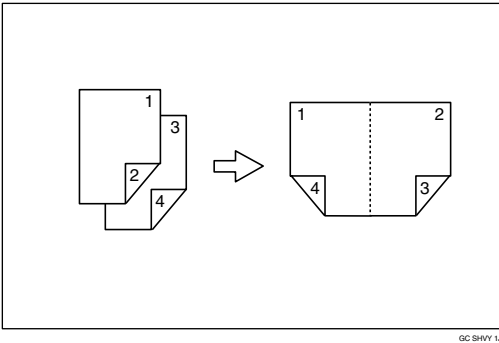
5 Press the [OK] key.

6 Select the paper.

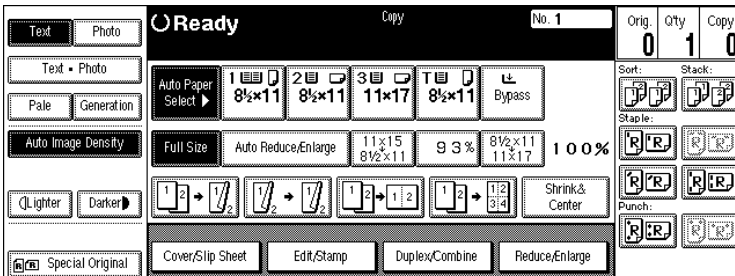
7 Set your originals, then press the [Start] key.

2 Sided 4 Pages → Combine 2 Side

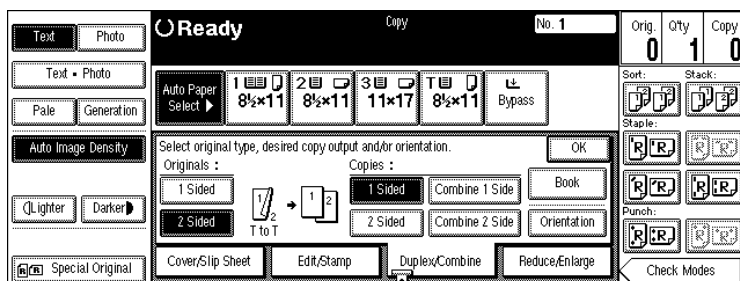
Copies 2-sided originals to both sides of a sheet.



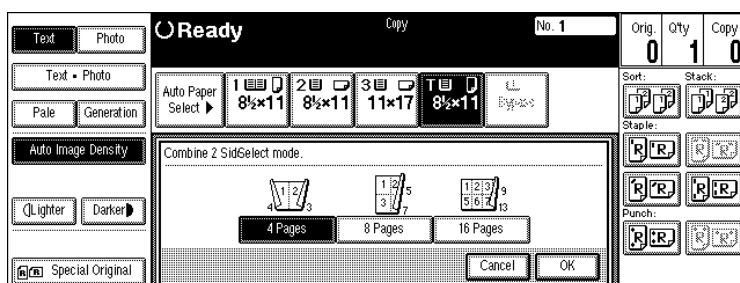
1 Press the [Duplex/Combine] key.



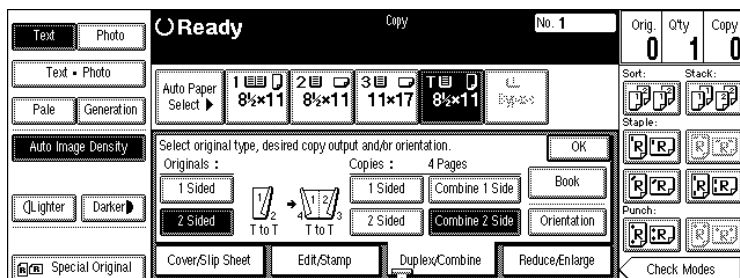
- 2** Press the [2 Sided] key for the original, then press the [Combine 2 Side] key for the copy.



- 3** Press the [4 Pages] key, then press the [OK] key.



- 4** Check the orientation.



Note

- To change the copy orientation to “Top to Bottom”, press the [Orientation] key and select [Top to Bottom]. See ⇒ p.108 “Specifying Orientation of Bound Originals”.

- 5** Press the [OK] key

- 6** Select the paper.

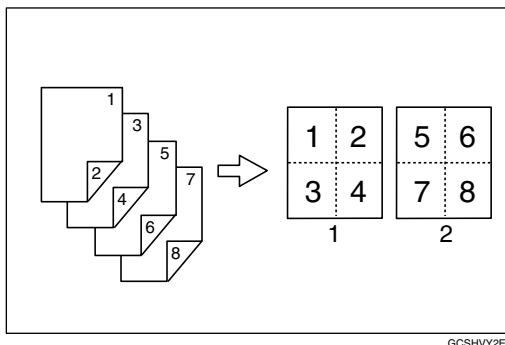
- 7** Set your originals, then press the [Start] key.

2

2 Sided 8 Pages → Combine 2 Side

Copies four 2-sided originals together to both sides of a sheet.

2

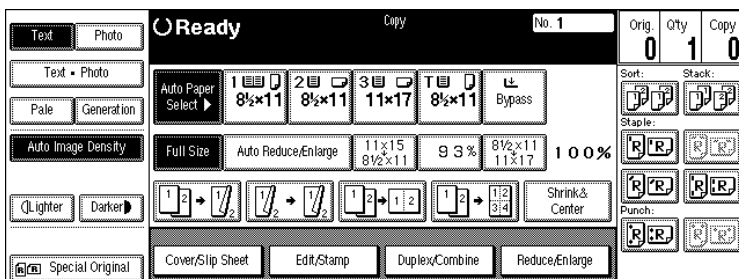


GCSHVY2E

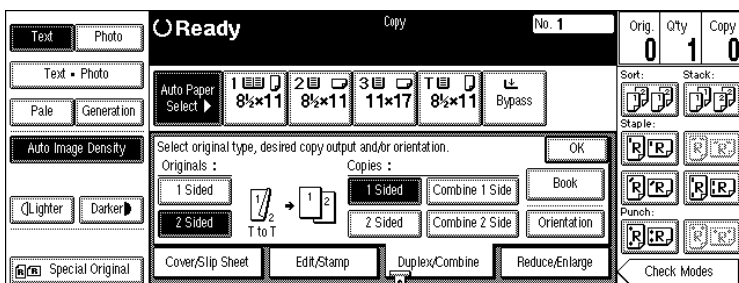
1. Front

2. Back

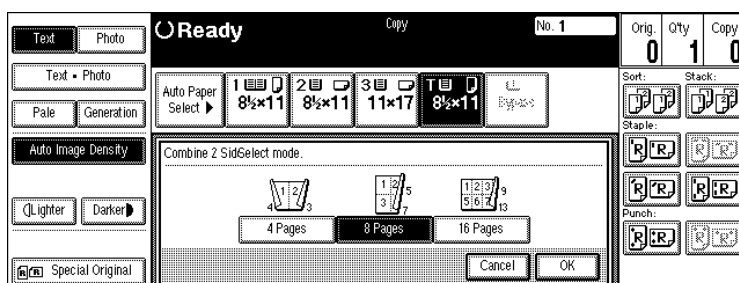
1 Press the [Duplex/Combine] key.



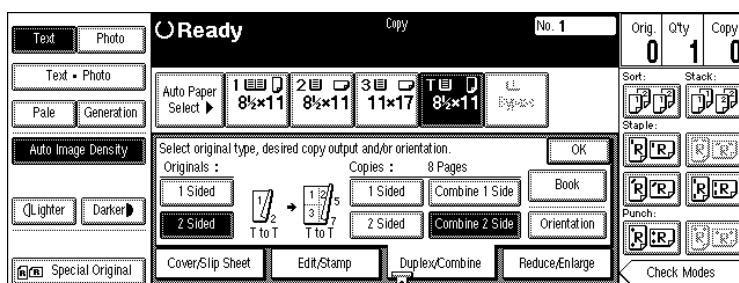
2 Press the [2 Sided] key for the original, then press the [Combine 2 Side] key for the copy.



- 3** Press the [8 Pages] key, then press the [OK] key.



- 4** Check the orientation.



Note

- To change the copy orientation to “Top to Bottom”, press the [Orientation] key and select [Top to Bottom]. See ⇒ p.108 “Specifying Orientation of Bound Originals”.

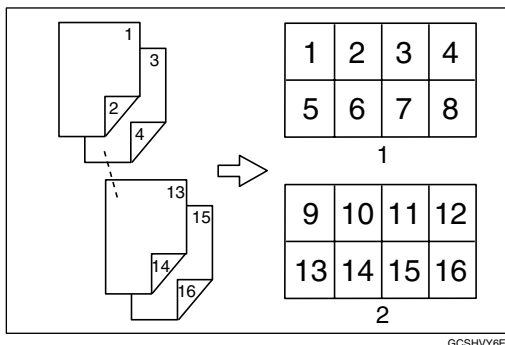
- 5** Press the [OK] key

- 6** Select the paper.

- 7** Set your originals, then press the [Start] key.

2 Sided 16 Pages → Combine 2 Side

Copies eight 2-sided originals together to both sides of a sheet.

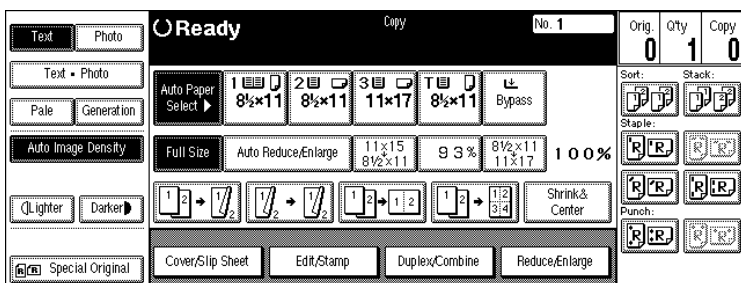


GCSHVY6E

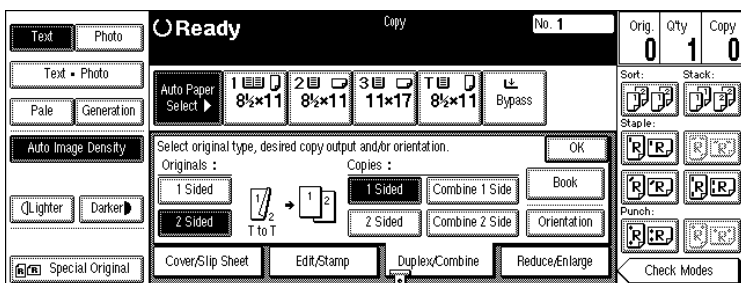
1. Front

2. Back

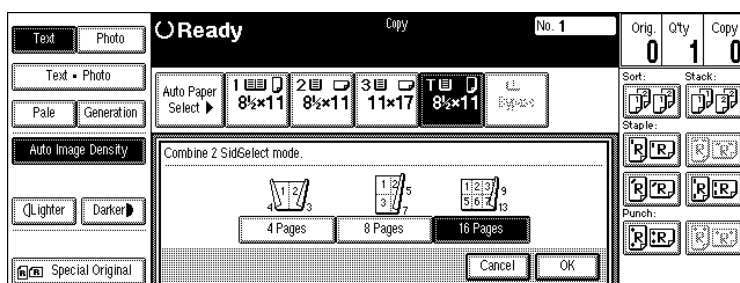
1 Press the [Duplex/Combine] key.



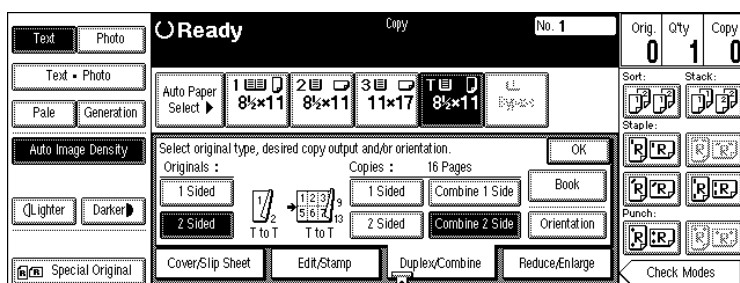
2 Press the [2 Sided] key for the original, then press the [Combine 2 Side] key for the copy.



- 3** Press the [16 Pages] key, then press the [OK] key.



- 4** Check the orientation.



Note

- To change the copy orientation to “Top to Bottom”, press the [Orientation] key and select [Top to Bottom]. See ⇒ p.108 “Specifying Orientation of Bound Originals”.

- 5** Press the [OK] key.

- 6** Select the paper.

- 7** Set your originals, then press the [Start] key.

Series/Book

Series copies are made by separately copying the front and back of a 2-sided original or the two facing pages of a spread original onto two sheets of paper. A book is made by copying two or more originals in page order.

The following types of Series and Book modes can be used:

2

Series Copies

❖ **Book → 1 Sided**

Copies the two facing pages of a spread original to make two 1-sided copies.

❖ **2 Sided → 1 Sided**

Copies the front and back of a 2-sided original to make two 1-sided copies.

Book

❖ **Book → 2 Sided**

Copies a spread two-page original onto both sides of a sheet.

❖ **Multi → 2 Sided**

Copies each spread two-page original as it is onto both sides of a sheet.

❖ **Booklet**

Make copies in page order for a folded booklet.

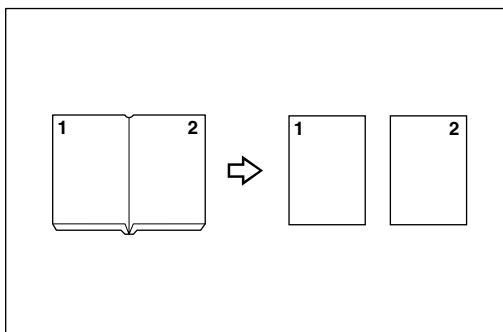
❖ **Magazine**

Copies two or more originals to make copies in page order (as when they are folded and stacked).

Series Copies

Book → 1 Sided







You can make one-sided copies from two facing pages of a bound original (book).







Note

- See the following table when you select original and copy paper sizes with 100% ratio:

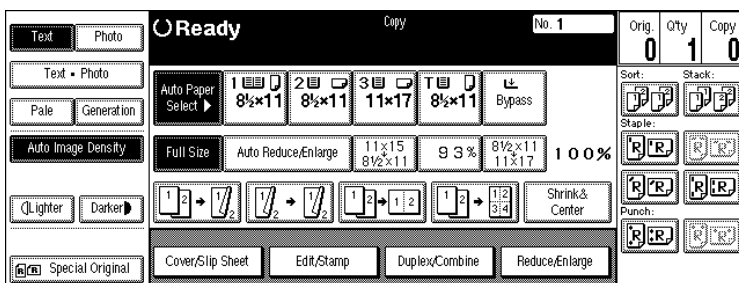
❖ Metric version

Original	Copy paper
A3 	A4  × 2 sheets
B4 	B5  × 2 sheets
A4 	A5  × 2 sheets

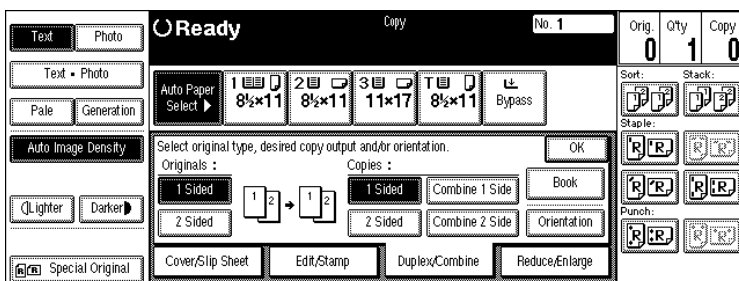
❖ Inch version

Original	Copy paper
11" × 17" 	8 ¹ / ₂ " × 11"  × 2 sheets
8 ¹ / ₂ " × 11" 	5 ¹ / ₂ " × 8 ¹ / ₂ "  × 2 sheets

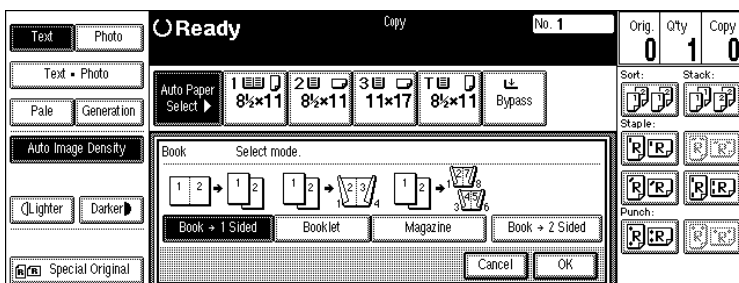
1 Press the [Duplex/Combine] key.



2 Press the [Book] key.



3 Press the [Book→1 Sided] key.



4 Press the [OK] key.

5 Press the [OK] key.

6 Make sure that the [Auto Paper Select] key is selected.

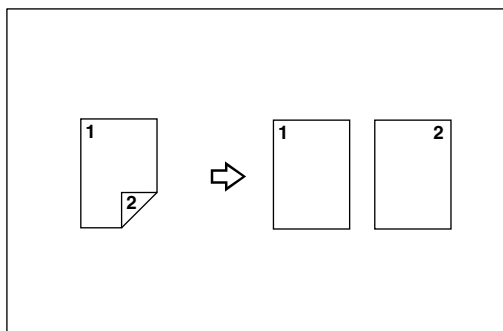
Note

☐ If the [Auto Paper Select] key is not selected, press the [Auto Paper Select] key.

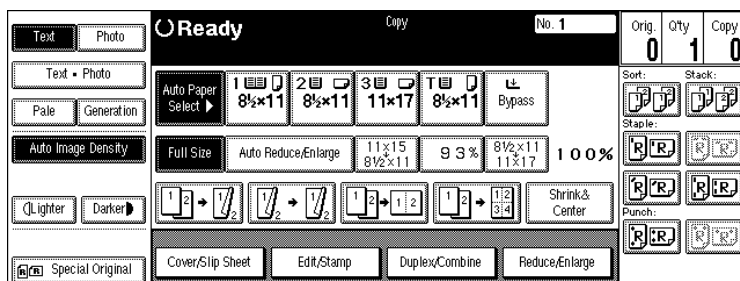
7 Set your originals, then press the [Start] key.

2 Sided→1 Sided

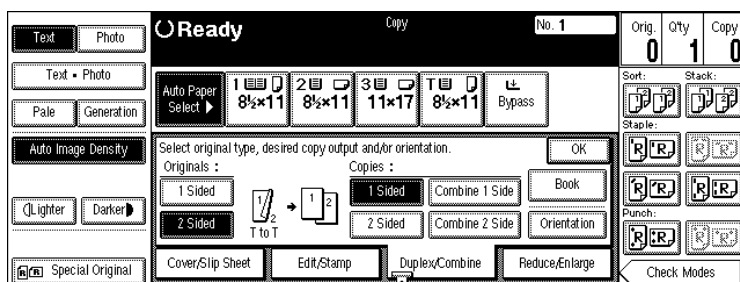
You can make one-sided copies from two-sided originals.



1 Press the [Duplex/Combine] key.



2 Press the [2 Sided] key for the original, then press the [1 Sided] key for the copy.



3 Check the orientation.

Note

- To change the original orientation to “Top to Bottom”, press the [Orientation] key, then select [Top to Bottom]. See ⇒ p.108 “Specifying Orientation of Bound Originals”.

4 Press the [OK] key

5 Set your originals, then press the [Start] key.

Copying Book Originals

⚠ Limitation

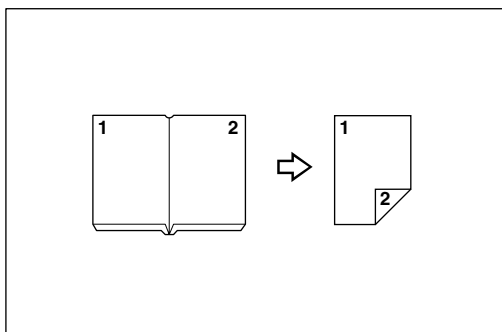
- You cannot use the bypass tray with this function.
- The machine cannot copy originals different in size and direction.

📝 Note

- The machine sets the reproduction ratio automatically to meet the paper size and copies the originals together onto the paper.
- The machine uses ratios in the range of 25 to 400%.
- If the calculated ratio is under the available minimum ratio, it will be adjusted to the minimum ratio. However, with some ratios, parts of the image might not be copied.
- Even if the direction of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.

Book→2 Sided

Copies a two-page spread original onto both sides of a sheet.



📝 Note

- See the following table when you select original and copy paper sizes with 100% ratio:

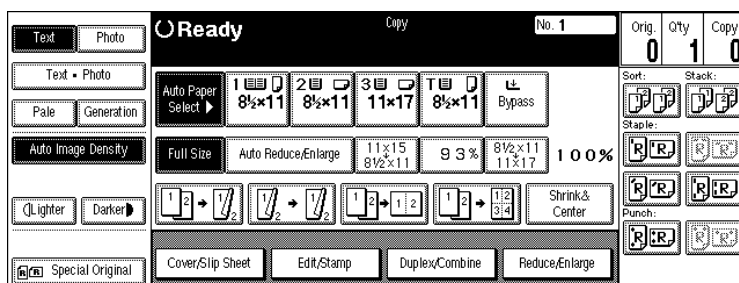
◆ Metric version

Original	Copy paper
A3 <input type="checkbox"/>	A4 (2-sided)
B4 <input type="checkbox"/>	B5 (2-sided)
A4 <input type="checkbox"/>	A5 (2-sided)

❖ Inch version

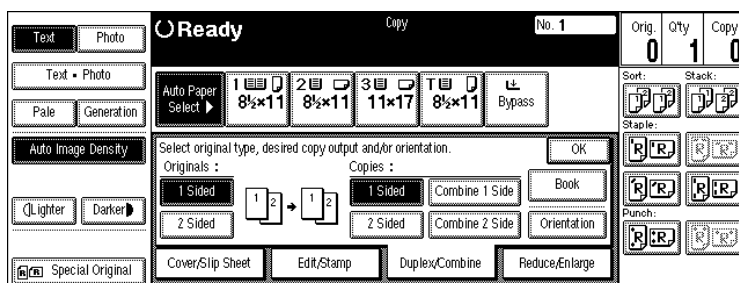
Original	Copy paper
11" × 17"	8 ¹ / ₂ " × 11" (2-sided)
8 ¹ / ₂ " × 11"	5 ¹ / ₂ " × 8 ¹ / ₂ " (2-sided)

1 Press the [Duplex/Combine] key.

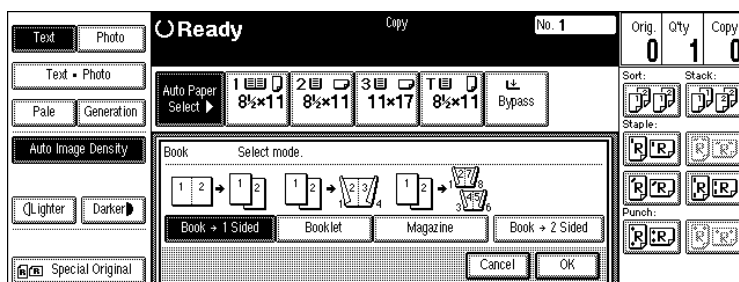


2

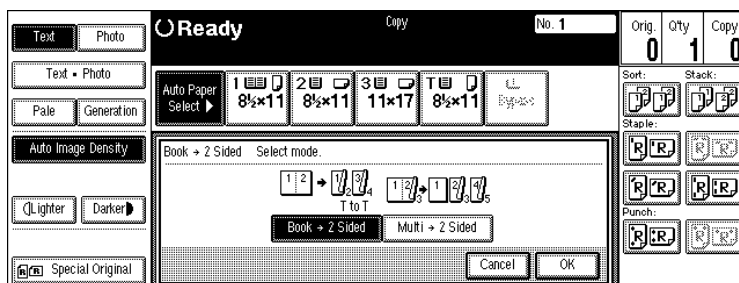
2 Press the [Book] key.



3 Press the [Book→2 Sided] key.



4 Press the [Book→2 Sided] key.



5 Press the [OK] key.

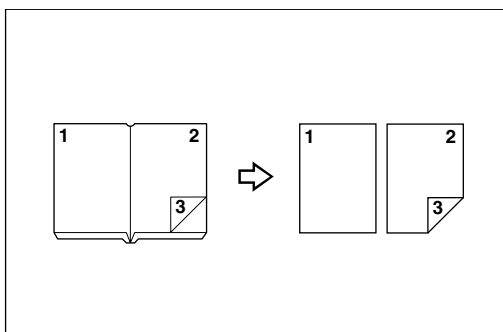
6 Select the paper.

7 Set your originals, then press the [Start] key.

Multi → 2 Sided

2




Copies each two-page spread original as it is onto both sides of a sheet.





 **Note**

See the following table when you select original and copy paper sizes with 100% ratio:

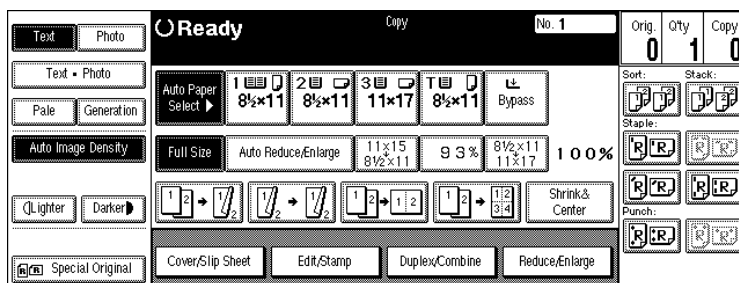
◆ **Metric version**

Original	Copy paper
A3 	A4 (2-sided)
B4 	B5 (2-sided)
A4 	A5 (2-sided)

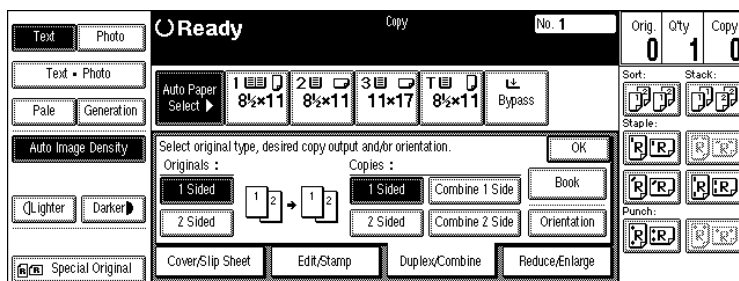
◆ **Inch version**

Original	Copy paper
11" × 17" 	8 ¹ / ₂ " × 11" (2-sided)
8 ¹ / ₂ " × 11" 	5 ¹ / ₂ " × 8 ¹ / ₂ " (2-sided)

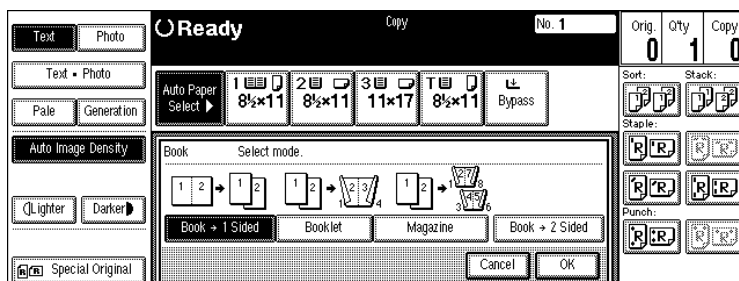
1 Press the [Duplex/Combine] key.



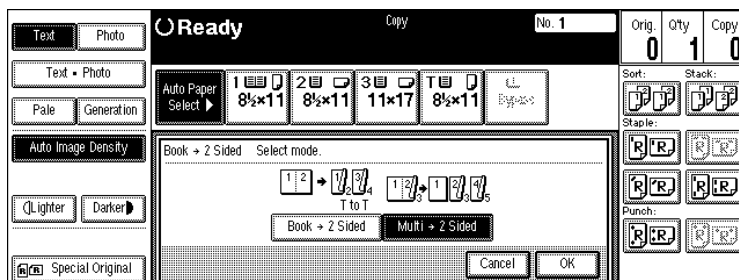
2 Press the [Book] key.



3 Press the [Book→2 Sided] key.



4 Press the [Multi→2 Sided] key.



5 Press the [OK] key.

6 Select the paper.

2

7 Set your originals, then press the **[Start]** key.

Note

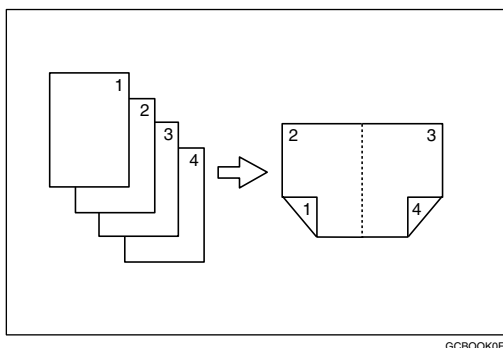
- When placing one original on the exposure glass or in the document feeder in Batch (SADF) mode, press the **[#]** key after all originals are scanned.

Booklet

2

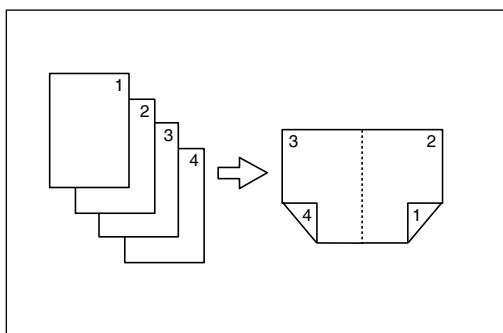
Make copies in page order for a folded booklet as shown in the following illustrations:

◆ Portrait



GCBOOK0E

◆ Landscape



GCBOOK1E

Important

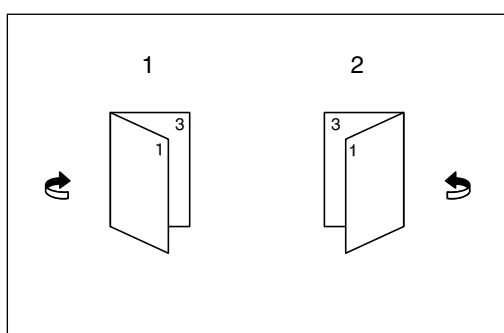
- Before selecting this function, select "Portrait" or "Landscape" with the User Tools. See "Booklet/Magazine Original Orientation" in ⇒ p.301 "Page Format $2/2$ ".

Note

- Four originals are copied onto each sheet of copy paper.
- In this mode, the machine sets the reproduction ratio automatically to meet the paper size and copies the originals together onto the paper.
- A ratio is selected in the range of 25 to 400%.

- ❑ If the calculated ratio is under the available minimum ratio, it will be adjusted to the minimum ratio. However, with some ratios, parts of the image might not be copied.
- ❑ If the number of originals scanned is less than a multiple of 4, the last page is copied blank.
- ❑ You can have a 3 mm, 0.1" bounding margin around all four edges of the original left blank (erased). See "Combine Orig. Shadow Erase" in ⇒ p.299 "Page Format 1/2".

How to fold copies to make a booklet

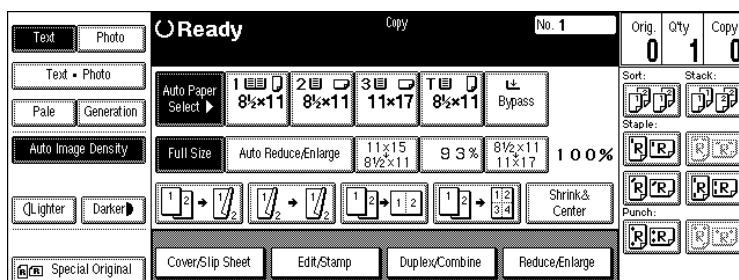


GCBOOK2E

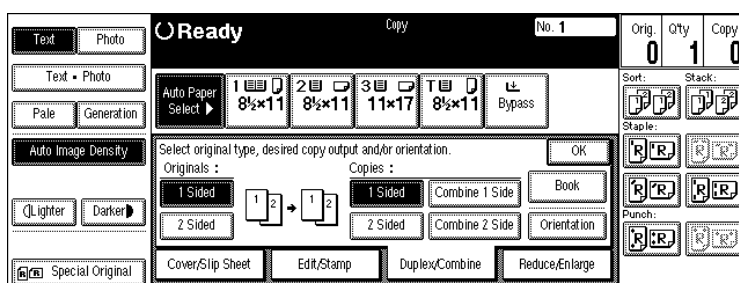
1. Portrait

2. Landscape

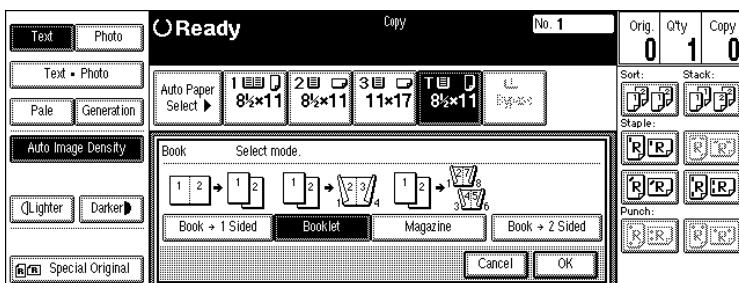
1 Press the [Duplex/Combine] key.



2 Press the [Book] key.



3 Press the [Booklet] key, followed by the [OK] key.



4 Select the paper.

5 Set your originals, then press the [Start] key.

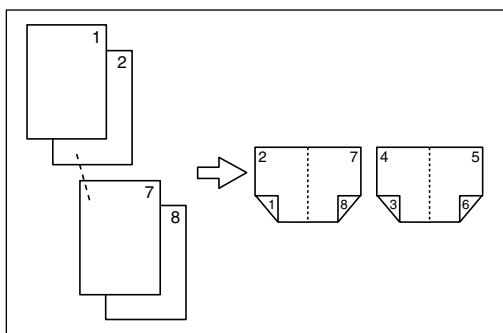
Note

- When placing one original on the exposure glass or in the document feeder in Batch (SADF) mode, press the [#] key after all originals are scanned.

Magazine

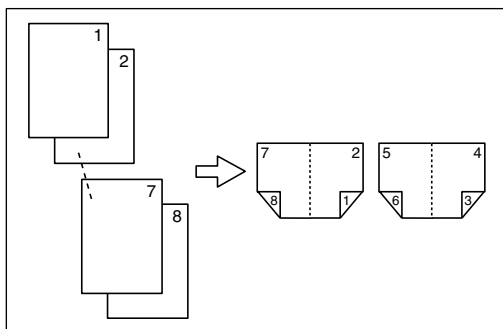
Copies two or more originals to make copies in page order when they are folded and stacked.

◆ Portrait



GCBOOK3E

◆ Landscape



GCBOOK4E

Important

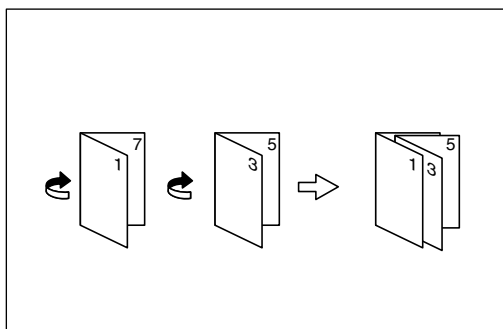
- ❑ Before selecting this function, select "Portrait" or "Landscape" with the User Tools. See "Booklet/Magazine Original Orientation" in ⇒ p.301 "Page Format $2/2$ ".

Note

- ❑ To use this function with two-sided originals, select this function from the Shortcut Keys. See "Shortcut Keys" in ⇒ p.296 "General Features $3/3$ ".
- ❑ Four originals are copied onto each sheet of copy paper.
- ❑ In this mode, the machine sets the reproduction ratio automatically to meet the paper size and copies the originals together onto the paper.
- ❑ A ratio is selected in the range of 25 to 400%.
- ❑ If the calculated ratio is under the available minimum ratio, it will be adjusted to the minimum ratio. However, with some ratios, parts of the image might not be copied.
- ❑ If the number of originals scanned is less than a multiple of 4, the last page is copied blank.
- ❑ You can have a 3 mm bounding margin around all four edges of the original left blank (erased). See "Combine Orig. Shadow Erase" in ⇒ p.299 "Page Format $1/2$ ".
- ❑ The copying may take some time after scanning originals.

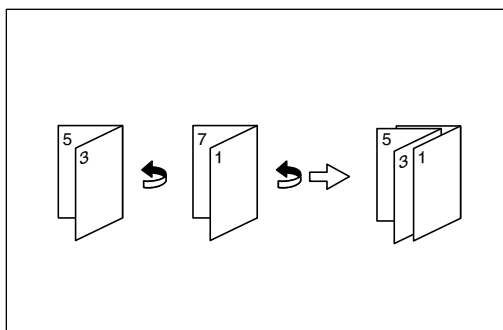
How to fold and unfold copies to make a magazine

❖ Portrait



GCBOOK5E

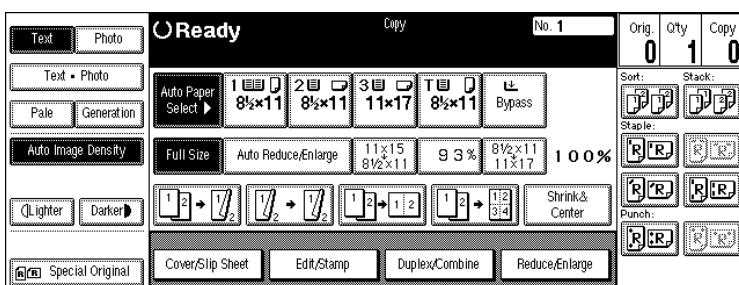
❖ Landscape



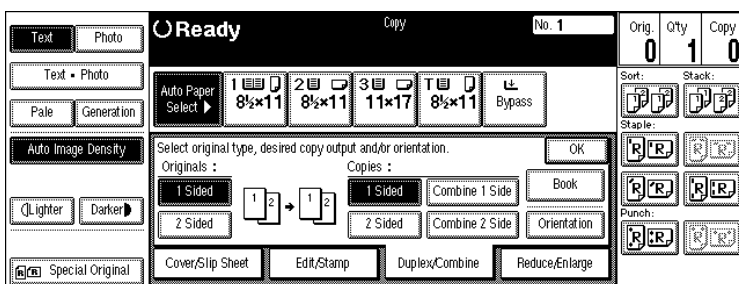
GCBOOK6E

2

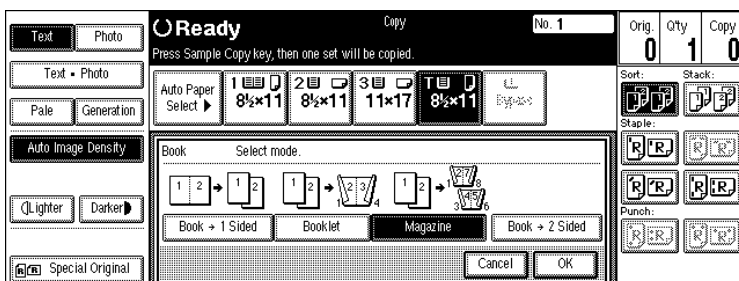
1 Press the [Duplex/Combine] key.



2 Press the [Book] key.



3 Press the [Magazine] key, followed by the [OK] key.



4 Select the paper.

5 Set your originals, then press the **【Start】** key.

 **Note**

- When placing one original on the exposure glass or in the document feeder in Batch (SADF) mode, press the **【#】** key after all originals are scanned.

Cover/Slip Sheet

Using this function, you can add or insert cover or paper designate.

There are four types in this function:

❖ Front Cover

The first page of your originals is copied on a specific paper sheet for covers.

❖ Front/Back Covers

The first and last pages of your originals are copied on specific paper sheets for covers.

❖ Paper Designate

Use this function to have certain pages of your original copied onto slip sheets.

❖ Chapters

If you specify the first page of each chapter with this function, those pages will always appear on the front of copies when using 1 sided → 2 sided mode.

Preparation

Before selecting this function, set the tray for front cover paper and slip sheet paper. See “Cover”, “Slip Sheet 1” and “Slip Sheet 2” in the System Settings manual.

The cover or slip sheets should be identical in size and direction with the copy paper.

! Limitation

- You cannot set the copy paper in the bypass tray. Only set the cover or slip sheets in the bypass tray.

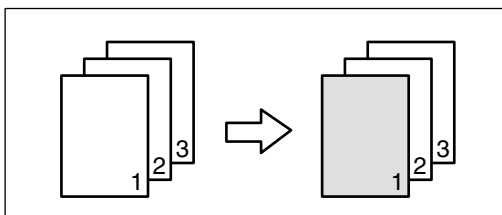
Note

- If Blank mode is selected, the cover will not be counted as a copy.

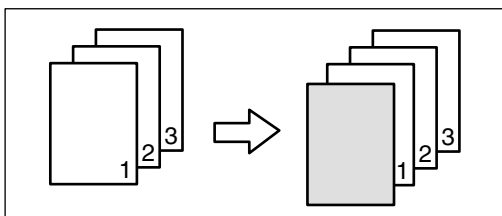
Front Cover

The first page of your originals is copied on specific paper sheet for covers, or a cover sheet is inserted before the first copy.

❖ Copy



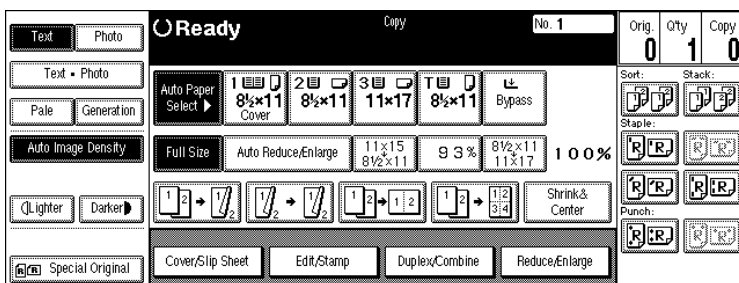
❖ Blank



📌 Note

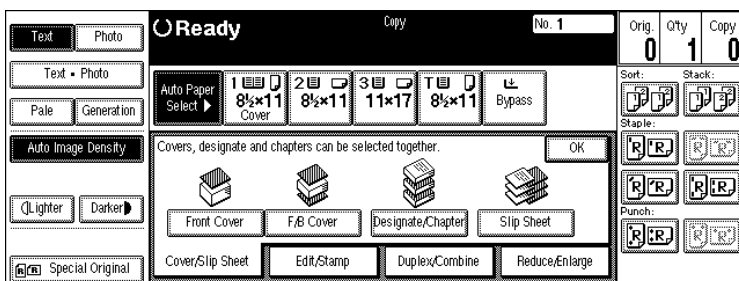
- ❑ You can specify whether to make a copy on a sheet for covers. If you select **[Copy]**, the first page will be copied on the cover sheet. If you select **[Blank]**, a cover sheet will just be inserted before the first copy.
- ❑ When choosing **[Copy]**, select whether the front and back covers are copied single-sided (“1 Sided Only”) or double-sided (“Duplex Copy”). See “Cover” in the System Settings manual.
- ❑ In “Cover” of the User Tools (System Settings), if you selected “Mode Selected” for “Tray Display” setting, the machine refers to the settings in “Cover” about whether the front and back covers are copied single-sided (“1 Sided Only”) or double-sided (“Duplex Copy”). If you selected “Display Always” for “Tray Display”, the machine refers to the settings in “Special Paper Indication” about whether the front and back covers are copied single-sided (“1 Sided Copy”) or double-sided (“Duplex Copy”). See “Special Paper Indication” and “Cover” in the System Settings manual.
- ❑ When you use this function with Combine mode, you can specify whether to combine the front cover or not. See “Cover page in combine mode” in ⇒ p.301 “Page Format $2/2$ ”.

1 Press the [Cover/Slip Sheet] key.

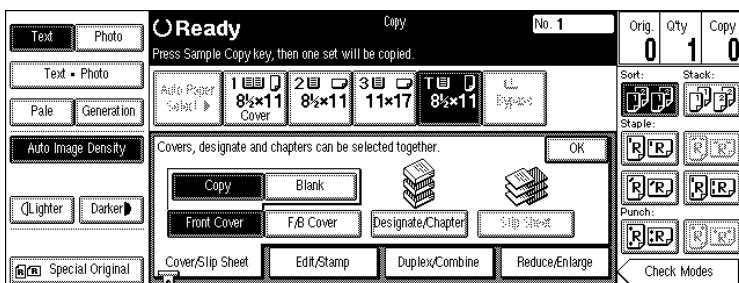


2

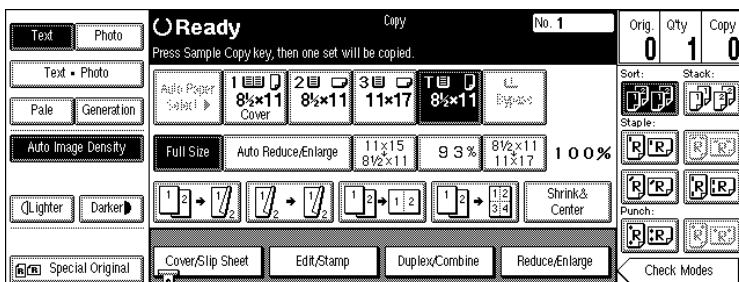
2 Press the [Front Cover] key.



3 Select [Copy] or [Blank] for a cover sheet, and then press the [OK] key.



4 Select the paper tray containing the non-cover sheet paper.

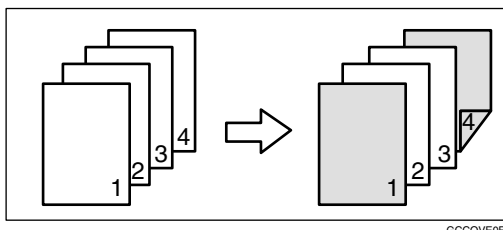


5 Set your originals in the document feeder, then press the [Start] key.

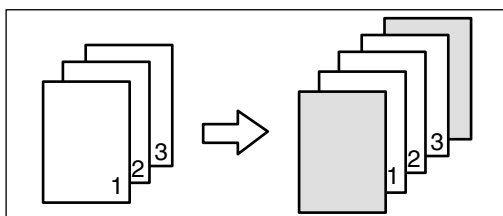
Front/Back Covers

The first and last pages of your originals are copied on specific paper sheets for covers.

❖ Copy



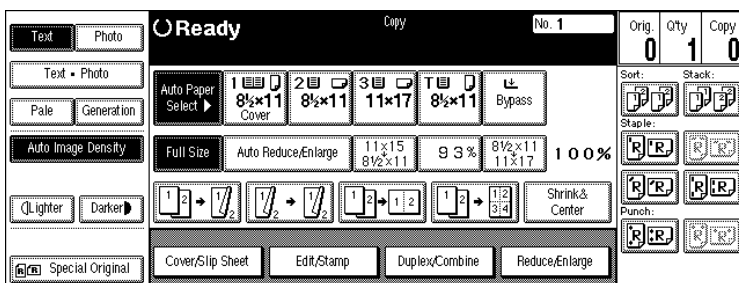
❖ Blank



📌 Note

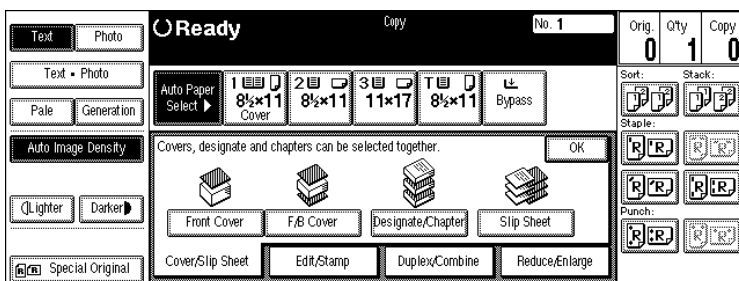
- ❑ You can specify whether to make a copy on a cover sheet. If you select **[Copy]**, the first and last pages will be copied on the cover sheets. If you select **[Blank]**, a cover sheet will just be inserted before the first copy and another sheet after the last copy.
- ❑ When choosing **[Copy]**, select whether the front and back covers are copied single-sided (“1 Sided Only”) or double-sided (“Duplex Copy”). See “Cover” in the System Settings manual.
- ❑ In “Cover” of the User Tools (System Settings), if you selected “Mode Selected” for “Tray Display” setting, the machine refers to the settings in “Cover” about whether the front and back covers are copied single-sided (“1 Sided Only”) or double-sided (“Duplex Copy”). If you selected “Display Always” for “Tray Display”, the machine refers to the settings in “Special Paper Indication” about whether the front and back covers are copied single-sided (“1 Sided Copy”) or double-sided (“Duplex Copy”). See “Special Paper Indication” and “Cover” in the System Settings manual.
- ❑ When making a 1-sided cover copy, you can specify whether to issue the back cover outside (outside page) or inside (inside page). See “Copy Back Cover” in ⇒ p.301 “Page Format $2/2$ ”.

1 Press the [Cover/Slip Sheet] key.

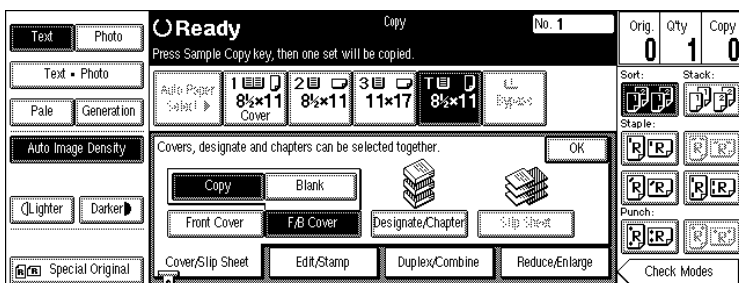


2

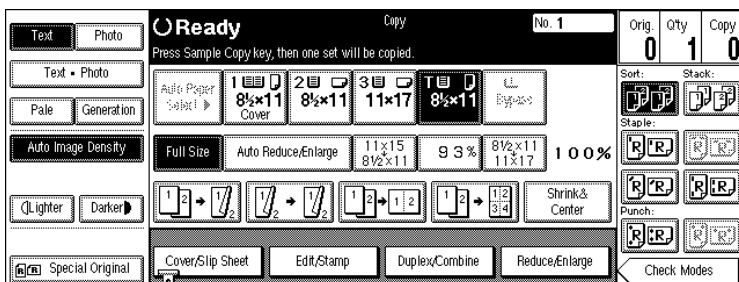
2 Press the [F/B Cover] key.



3 Select [Copy] or [Blank] for the cover sheets, and then press the [OK] key.



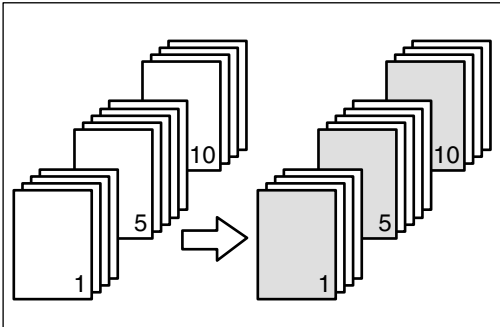
4 Select the paper tray containing the non-cover sheet paper.



5 Set your originals in the document feeder, then press the [Start] key.

Designate

Use this function to have certain pages of your original copied onto slip sheets.



Preparation

Before using this function, set the special paper tray for slip sheets. See “Slip Sheet 1”, “Slip Sheet 2” in the System Settings manual.

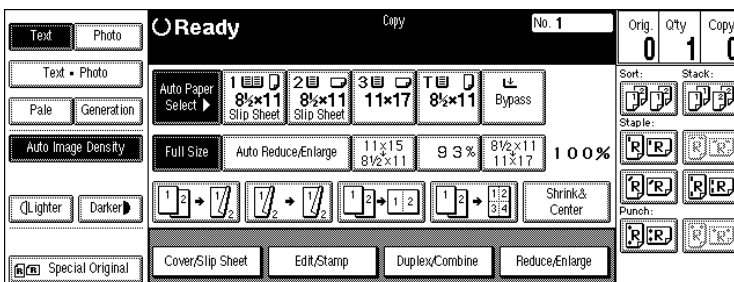
Limitation

- You cannot use this function with Slip Sheet mode.

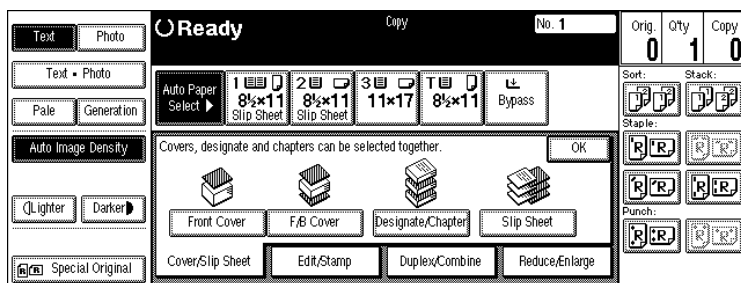
Note

- You can specify the pages up to 20.
- When Combine mode (“1 Sided → 2 Sided”) has been selected, the page numbers you designate will always be copied onto the front of copies in the same way as Chapters mode.

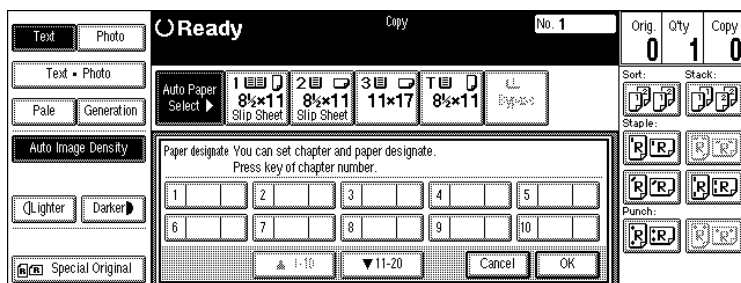
1 Press the [Cover/Slip Sheet] key.



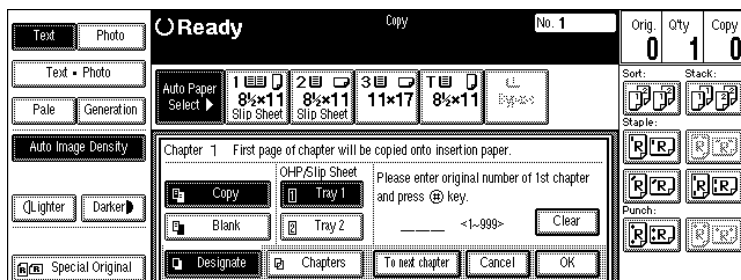
2 Press the [Designate/Chapter] key.



3 Press the key to select the chapter number.



4 Enter the page number of the original's location you want to copy onto a slip sheet with the number keys. Then, press the [#] key.



Note

- To change the value entered, press the [Clear] or [Clear/Stop] key and enter the new value.

5 Select [Copy] or [Blank] for a slip sheet.

6 Select the paper tray for slip sheets.

7 Press the [OK] key.

Note

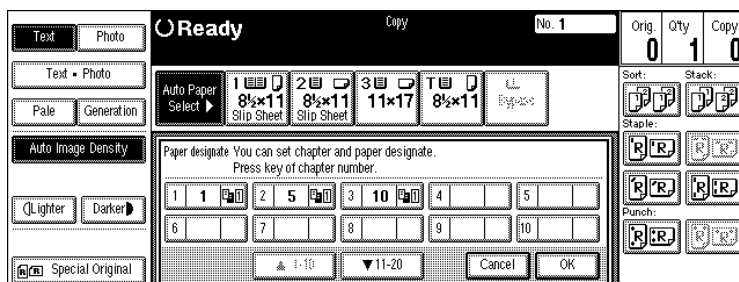
- To display the settings for the next chapter, press the [To next chapter] key.

8 To specify another page location, repeat steps **3** to **7**.

 **Note**

To select chapters 11 to 20, press the [▼11-20] key.

9 When you wish to finish specifying page location, press the [OK] key.

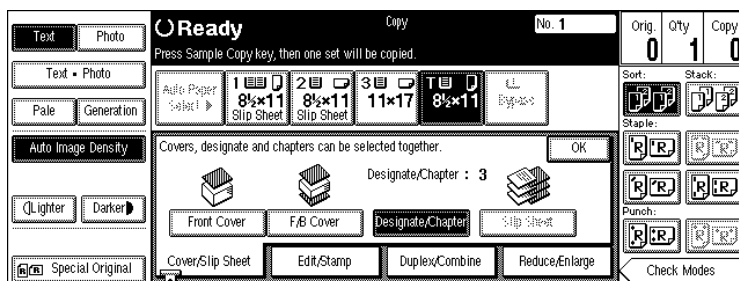


This display shows example settings.

 **Note**

To change the number entered, enter the new number in the same way as steps **3** to **7**.

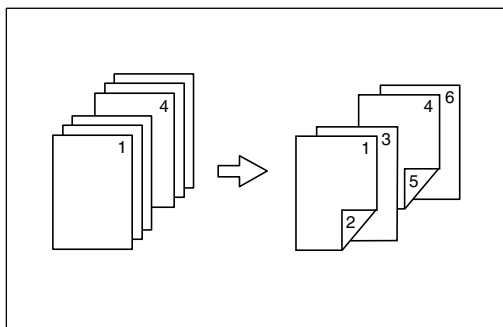
10 Select the paper tray containing the non-slip sheet paper.



11 Set your originals, then press the [Start] key.

Chapters

The page locations you specify with this function will appear on the front of copy sheets.



GC SHOW 01

Preparation

Before selecting this function, press the **[Duplex/Combine]** key and select Duplex (1 Sided → 2 Sided) mode or Combine mode.

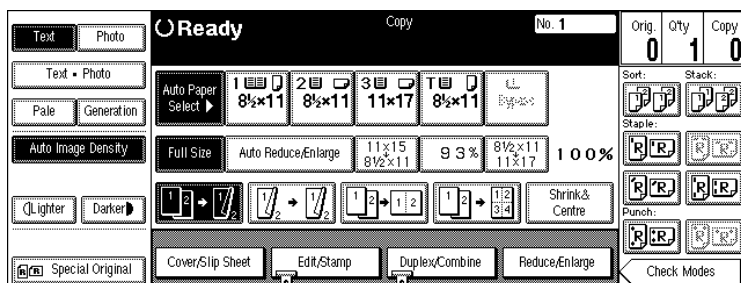
Limitation

- You cannot use this function with Slip Sheet mode.

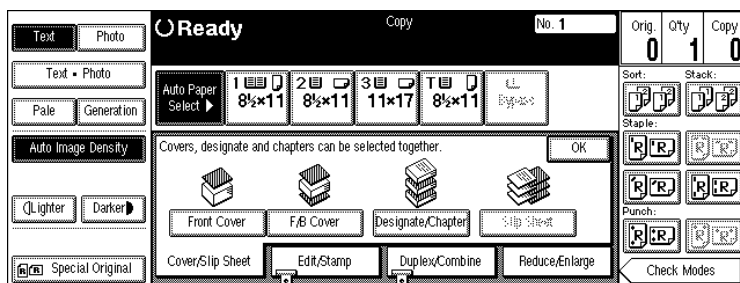
Note

- You can specify the pages up to 20.
- This function can be used only when you use the Duplex (1 Sided→2 Sided) or Combine function.
- This function can be combined with the Designate function.

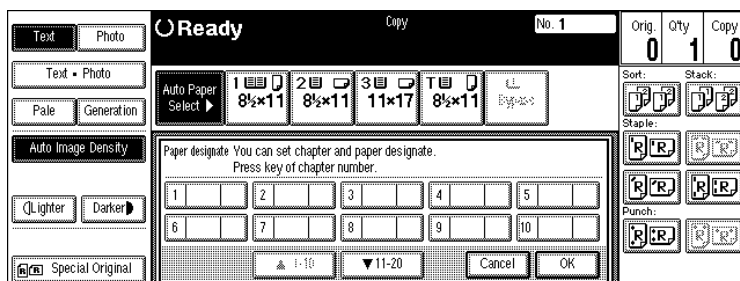
1 Press the **[Cover/Slip Sheet]** key.



2 Press the [Designate/Chapter] key.



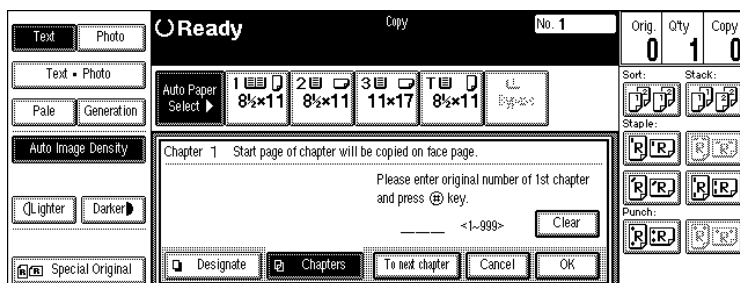
3 Press the key to select the chapter number.



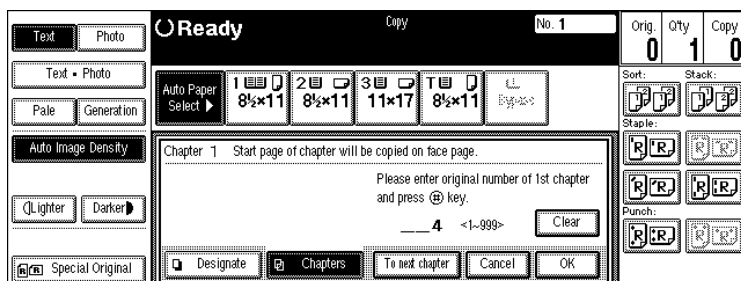
Note

- To select chapters 11 to 20, press the [▼11-20] key.

4 Press the [Chapters] key.



- 5** Enter the page location of the first page of the first chapter with the number keys. Then, press the **[#]** key.



Note

- To change the value entered, press the **[Clear]** or **[Clear/Stop]** key and enter the new value.

- 6** Press the **[OK]** key.

Note

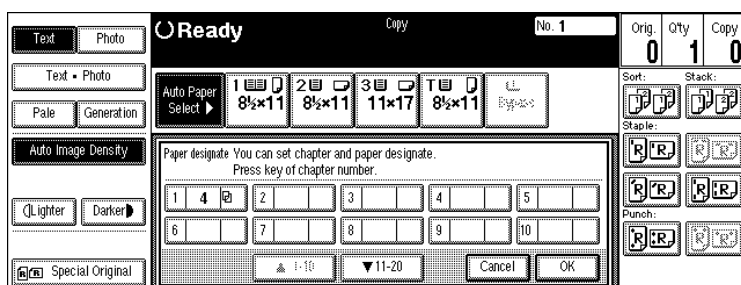
- To display the settings for the next chapter, press the **[To next chapter]** key before pressing the **[OK]** key.

- 7** To specify another page location, repeat steps **5** to **6**.

Note

- To select chapters 11 to 20, press the **[▼11-20]** key.

- 8** When you finish specifying the page location, press the **[OK]** key.



This display shows example settings.

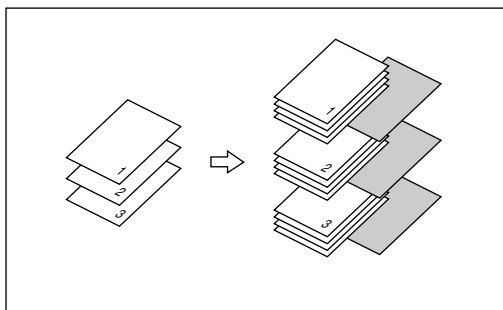
Note

- To change the number entered, enter the new number in the same way as in steps **5** to **6**.

- 9** Set your originals, then press the **[Start]** key.

Slip Sheets

Every time the original's page changes, a slip sheet is inserted. This function can be used to insert a slip sheet automatically between each OHP transparency copied or used as a stack function. You can also copy onto the inserted slip sheets.



Preparation

Before selecting this function, specify the paper tray for slip sheets. See “Slip Sheet 1”, “Slip Sheet 2” in the System Settings manual.

Limitation

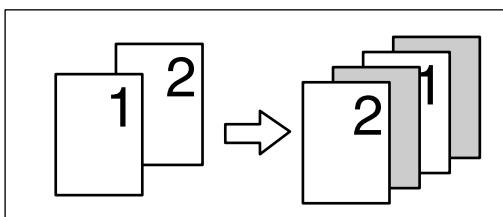
- You cannot use this function with Chapters and Paper Designate modes.
- In Connect Copy mode, you cannot use the non-standard size paper.

Note

- Set the slip sheets in the same orientation as originals.
- You can specify whether to make copies onto the inserted slip sheets or not.
- If you do not copy onto slip sheets, they are excluded from the number of copies counted.
- In Connect Copy mode, specify the paper settings before you press the **[Connect]** key.

When using OHP transparencies set on the bypass tray

❖ Blank



Limitation

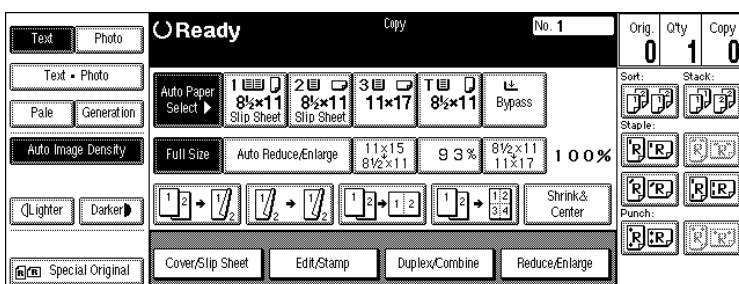
- When copying two or more originals using the bypass tray, the copies are delivered in the reversed page order.

Note

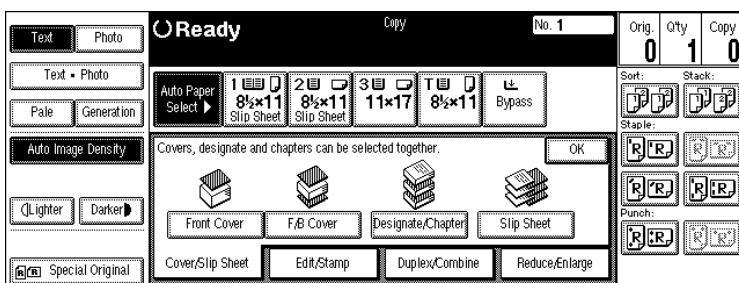
- Press the [#] key and set the “Special Paper” setting to [OHP]. See ⇒ p.73 “When Copying onto OHP Transparencies or Thick Paper”.
- When you select [OHP], copy paper is delivered face up even if you have set the “Face-Up/Down Selection in Bypass Mode” setting to “Face Down Exit”. See “Face-Up/Down Selection in Bypass Mode” in ⇒ p.311 “Count Manager”.

2

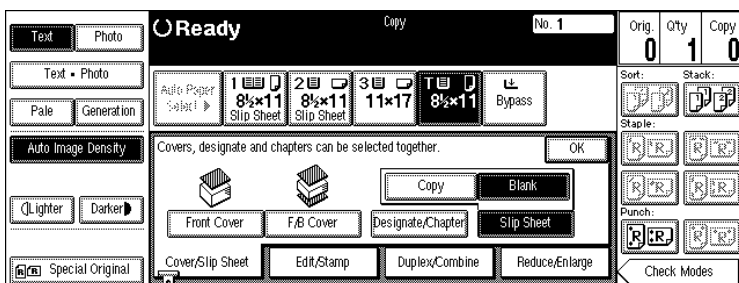
1 Press the [Cover/Slip Sheet] key.



2 Press the [Slip Sheet] key.

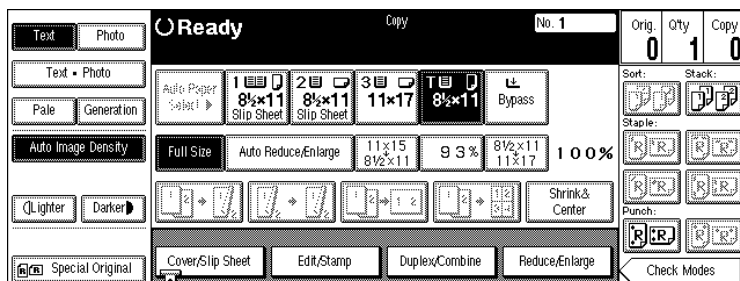


3 Select [Copy] or [Blank], followed by the [OK] key.



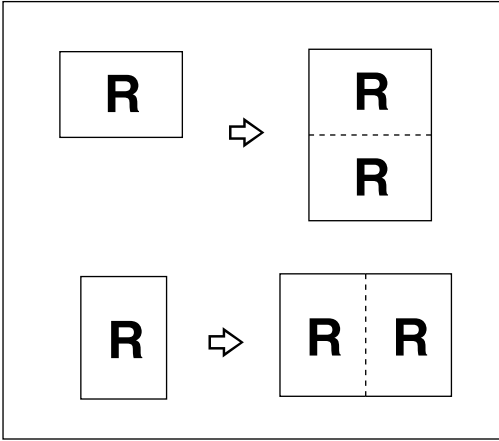
4 Select the paper tray containing the non-slip sheet paper.

When using OHP transparencies, open the bypass tray.

**5** Set your originals, then press the **[Start]** key.

Double Copies

One original image is copied twice on one copy as shown in the illustration.



! Limitation

- The following originals cannot be detected properly on the exposure glass. Be sure to select the copy paper manually or set the originals in the document feeder.

Metric version	A5☐, B6☐☐
Inch version	5 ¹ / ₂ " × 8 ¹ / ₂ "☐

- You cannot use the bypass tray with this function.

✎ Note

- You can insert separation lines between repeated images. See “Double Copies Separation Line” in ⇒ p.301 “Page Format ²/₂”.
- See the following table when you select original and copy paper sizes with 100% ratio:

◆ Metric version

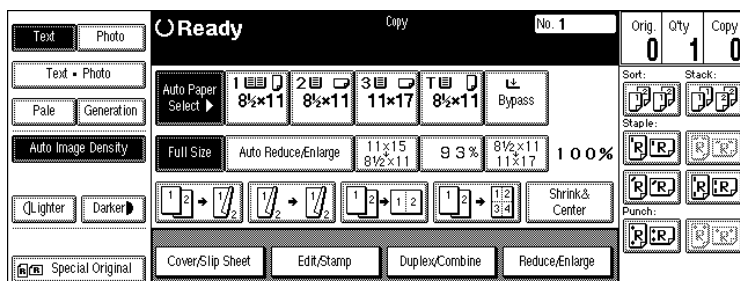
Original Size and Direction	Copy Paper Size and Direction
A5☐	A4☐
B6☐	B5☐
A4☐	A3☐
A5☐	A4☐
B6☐	B5☐

❖ Inch version

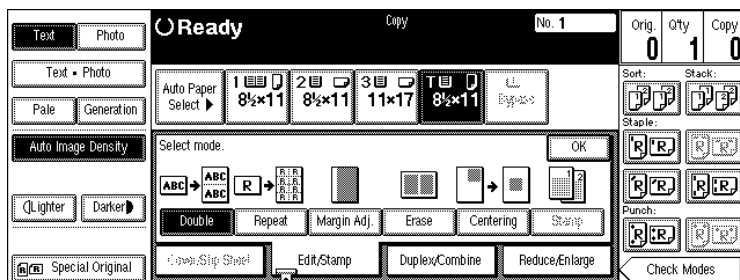
Original Size and Direction	Copy Paper Size and Direction
5 ¹ / ₂ " × 8 ¹ / ₂ " □	8 ¹ / ₂ " × 11" □
5 ¹ / ₂ " × 8 ¹ / ₂ " □	8 ¹ / ₂ " × 11" □
8 ¹ / ₂ " × 11" □	11" × 17" □

1 Press the [Edit/Stamp] key.

2



2 Press the [Double] key.



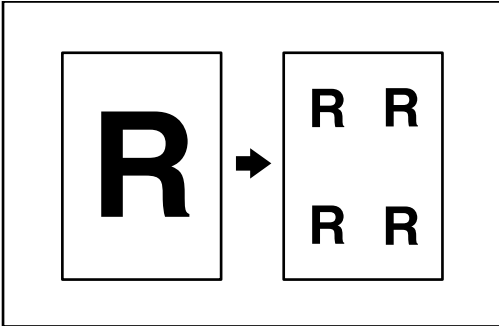
3 Press the [OK] key.

4 Select the paper.

5 Set your originals, then press the [Start] key.

Image Repeat

The original image is copied repeatedly.



2

Note

The number of repeated images depends on the original size, copy paper size, and reproduction ratio. See the following table:

❖ **Original: 5 1/2" x 8 1/2" □ / Copy paper: 8 1/2" x 11" □ or Original: 5 1/2" x 8 1/2" □ / Copy paper 8 1/2" x 11" □**

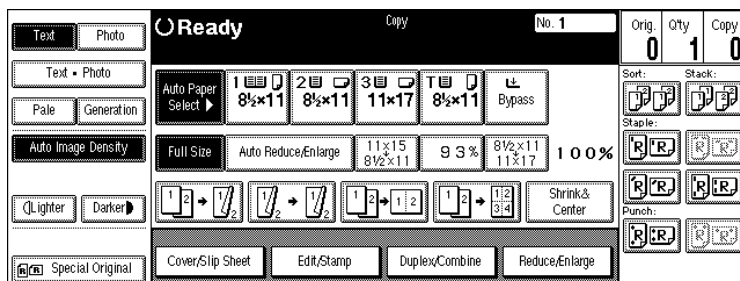
4 repeats (65%)	16 repeats (32%)

❖ **Original: 5 1/2" x 8 1/2" □ / Copy paper: 8 1/2" x 11" □ or Original: 5 1/2" x 8 1/2" □ / Copy paper 8 1/2" x 11" □**

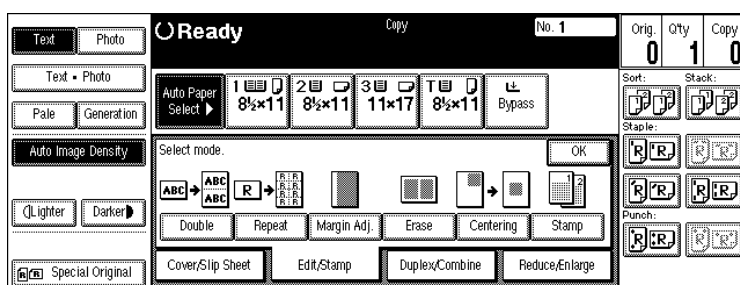
2 repeats (100%)	8 repeats (50%)

- ❑ Part of a repeated image might not be copied depending on copy paper size, copy paper direction or reproduction ratio.
- ❑ You can insert separation lines between repeated images. See "Repeat Separation Line" in ⇒ p.299 "Page Format 1/2".
- ❑ You can select the area of the images to be repeated. See ⇒ p.170 "To repeat the image of the selected area".

- 1** Select the size of the copy paper and the reproduction ratio.
- 2** Press the [Edit/Stamp] key.



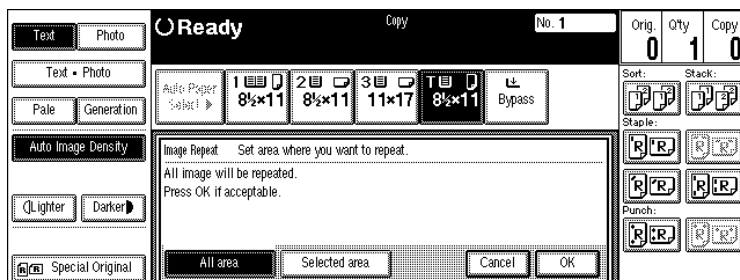
- 3** Press the [Repeat] key.



- 4** Specify the area to be repeated.

To repeat the whole image of the original

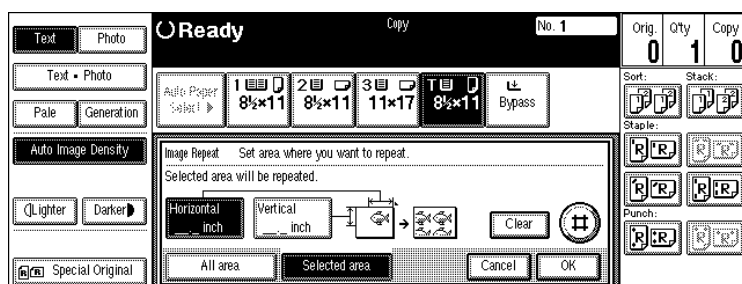
- 1** Press the [All area] key.



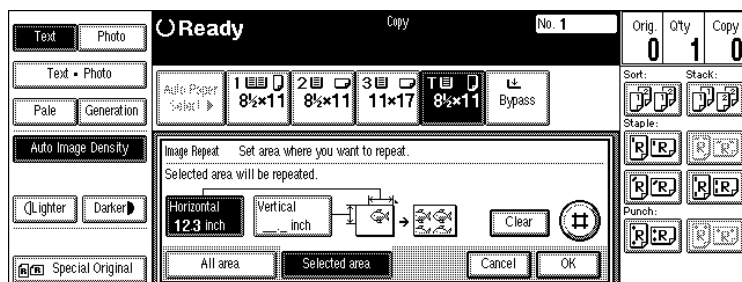
2

To repeat the image of the selected area

1 Press the **[Selected area]** key.



2 Enter the horizontal size of the area with the number keys, then press the **[#]** key.



Note

- To change the number entered, press the **[Clear]** or **[Clear/Stop]** key and enter the new number.

3 Enter the vertical size of the area with the number keys, then press the **[#]** key.

Note

- To change the number entered, press the **[Clear]** or **[Clear/Stop]** key and enter the new number.

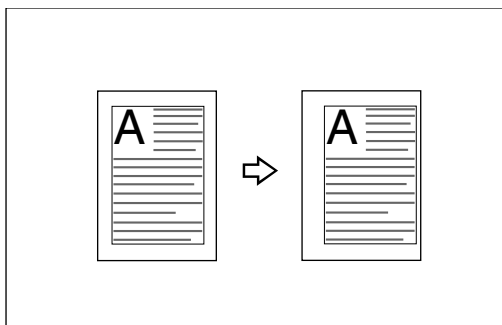
5 Press the **[OK]** key.

6 Press the **[OK]** key.

7 Set your original, then press the **[Start]** key.

Margin Adjustment

You can shift the image left, right, top or bottom to make a binding margin.



! Limitation

- If you set the margin too wide, areas you do not want to delete might be erased.

📝 Note

- You can change the width of the binding margin as follows:

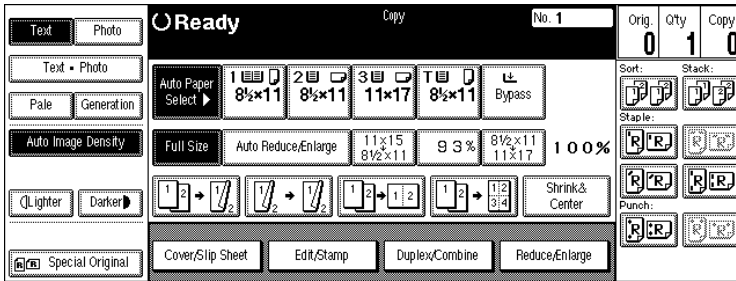
Metric version	0 – 30 mm (in 1 mm steps)
Inch version	0" – 1.2" (in 0.1" steps)

- The margin width default is as follows. You can change this default setting with the User Tools. See “Front Margin: Left/Right”, “Back Margin: Left/Right”, “Front Margin: Top/Bottom”, “Back Margin: Top/Bottom” in ⇒ p.299 “Page Format ¹/₂”.

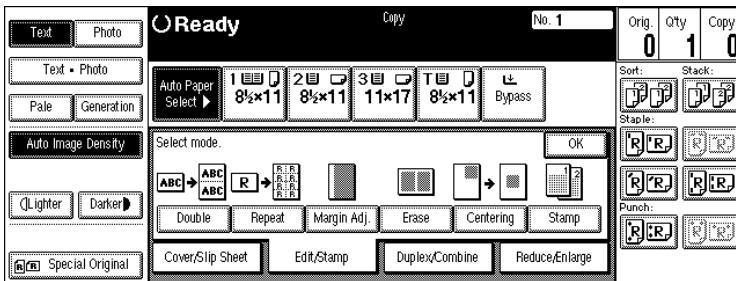
Metric version	<ul style="list-style-type: none"> • Front: 5 mm Left • Back: 5 mm Right
Inch version	<ul style="list-style-type: none"> • Front: 0.2" Left • Back: 0.2" Right

- When making two-sided copies from one-sided originals, you can set a binding margin for back pages. See “1 → 2 Duplex Auto Margin Adjust” in ⇒ p.299 “Page Format ¹/₂”.
- When making copies in Combine mode, the binding margins are made on the copies after the combining is finished.
- When “2 Sided → 1 Sided” is selected, set the binding margins for front and back pages of the original.

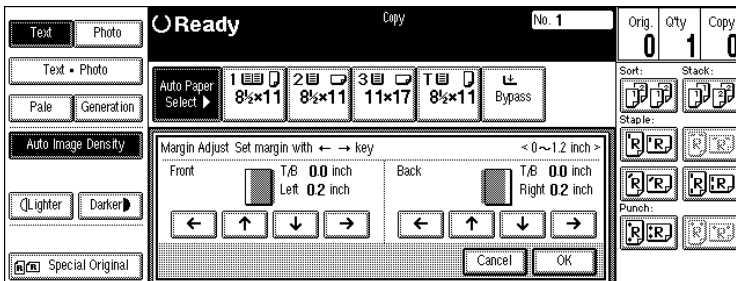
1 Press the [Edit/Stamp] key.



2 Press the [Margin Adj.] key.



3 Set a binding margin for a front page. Press the [←] and [→] keys when setting the left and right margins, and the [↓] and [↑] keys when setting the top and bottom margins.



Note

- To change the value entered, press the [←], [→], [↓], [↑] keys and enter the new value.

4 Set a binding margin for back pages. Press the [←] and [→] keys when setting the left and right margins, and the [↓] and [↑] keys when setting the top and bottom margins.

Note

- You can specify the back margin only when the Duplex or the Two Sided copy with Combine is selected.
- If you do not need to specify the back margin, press the [OK] key and go to step 5.

5 Set your originals, then press the [Start] key.

Erase

This function erases the center and/or all four sides of the original image. This is useful for avoiding shadows on the copy image caused by the bound originals, such as books.

This function can be used in three ways:

❖ Border

This mode erases the edge margin of the original image.

❖ Center

This mode erases the center margin of the original image.

❖ Center/Border

This mode erases both the center and edge margins of the original image.

Note

- You can change the width of the erased margin as follows:

Metric version	3 – 50 mm (in 1 mm steps)
Inch version	0.1" – 2.0" (in 0.1" steps)

- The default setting of the erased margin is as follows. You can change this settings with the User Tools. See "Erase Border" and "Erase Center" in ⇒ p.299 "Page Format 1/2".

Metric version	10 mm
Inch version	0.4"















- The width of the erased margin varies depending on the reproduction ratio.
- If the size of the original is different from sizes listed in the following chart, the erased margin might be shifted.

❖ Metric version

Where Original Is Set	Paper Size and Orientation
Exposure glass	A3☐, B4☐, A4☐☐, B5☐☐, 8 ¹ / ₂ " × 13"☐ ^{*1}
Document feeder	A3☐, B4☐, A4☐☐, B5☐☐, A5☐☐, B6☐☐, 11" × 17"☐, 11" × 15"☐, 8 ² / ₁ " × 11"☐☐, 8 ¹ / ₂ " × 13"☐ ^{*1}



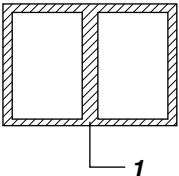
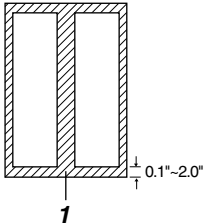
^{*1} You can select from 8¹/₂" × 13", 8¹/₄" × 13" and 8" × 13" with the User Tools (System Settings). See "<F/F4>Size Setting" in the System Settings manual.

◆ **Inch version**

Where Original Is Set	Paper Size and Orientation
Exposure glass	11" × 17"  , 8 1/2" × 14"  , 8 1/2" × 11"  
Document feeder	A4   , 11" × 17"  , 11" × 15"  , 8 1/2" × 14"  , 8 1/2" × 11"   , 5 1/2" × 8 1/2"   , 8 1/2" × 13"  *1

*1 You can select from 8 1/2" × 13", 8 1/4" × 13" and 8" × 13" with the User Tools (System Settings). See "<F/F4>Size Setting" in the System Settings manual.

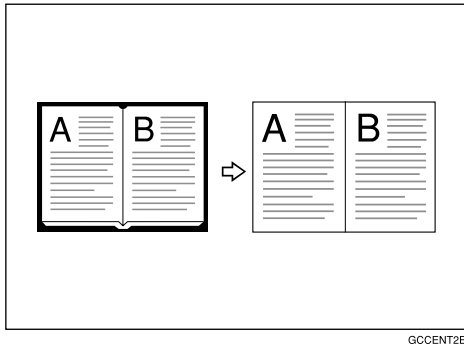
The relationship between the original orientation and the erased part is as follows:

 original	 original
	

1: Erased part

Border Erase

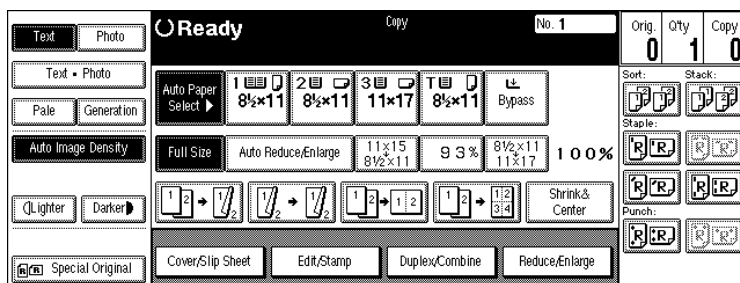
This function erases the edge margins. You can set the same margin width for all four sides, or you can set different margin widths for each side.



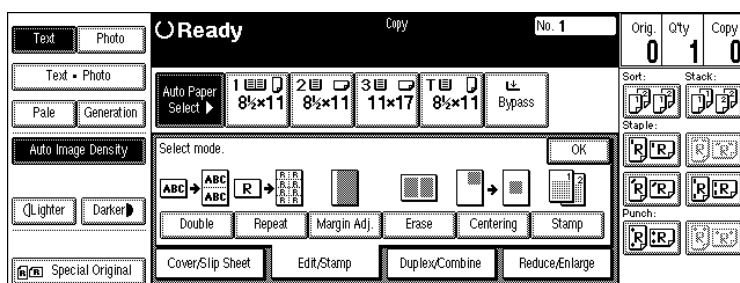
 **Note**

If you want to erase the center margin too, use the Center/Border function. See ⇒ p.179 "Center/Border Erase".

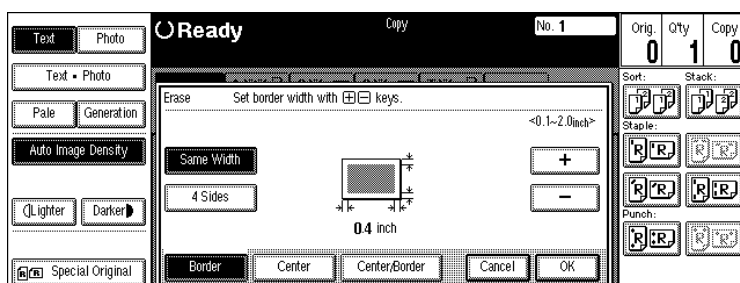
1 Press the [Edit/Stamp] key.



2 Press the [Erase] key.



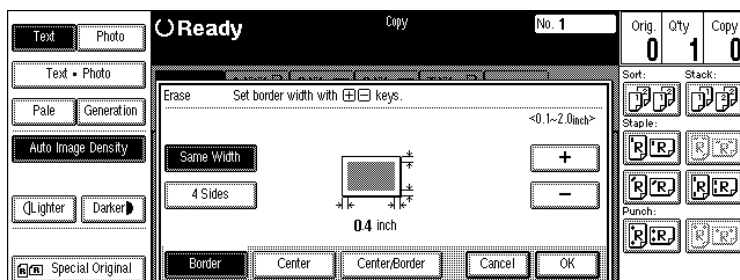
3 Press the [Border] key.



4 Set the erase border width.

Selecting [Same Width]

1 Press the [Same Width] key.



2

- 2 Set an erase border width with the **[+]** and **[-]** keys, followed by the **[OK]** key.

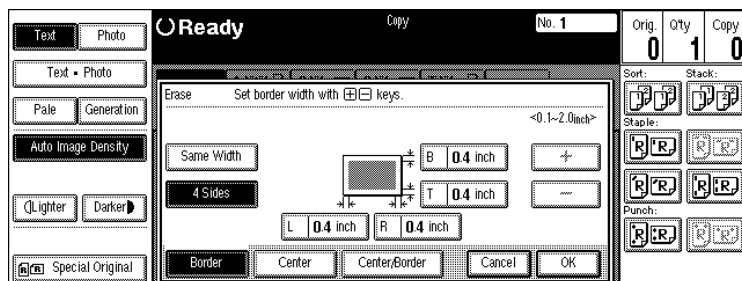
 **Note**

- To change the value entered, press the **[+]** and **[-]** keys and enter the new value.

2

Selecting [4 Sides]

- 1 Press the **[4 Sides]** key.



- 2 Press the key for the border you wish to change and set an erase border width with the **[+]** and **[-]** keys.

 **Note**

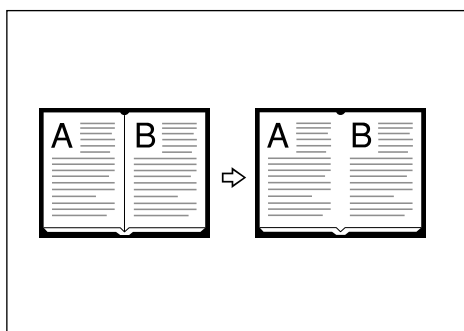
- To change the value entered, press the **[+]** and **[-]** keys and enter the new value.

- 3 Press the **[OK]** key.

- 5 Set your originals, then press the **[Start]** key.

Center Erase

This function erases the center margin.

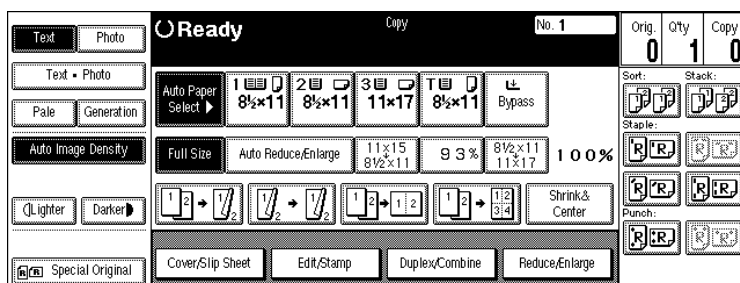


GCCENT1E

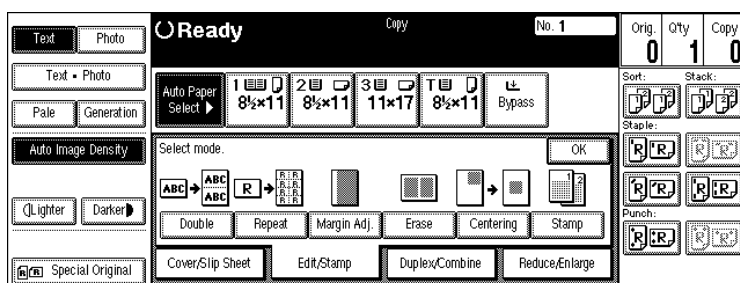
Note

- ❑ If you want to erase the border margin too, use the Center/Border function. See ⇒ p.179 “Center/Border Erase”.

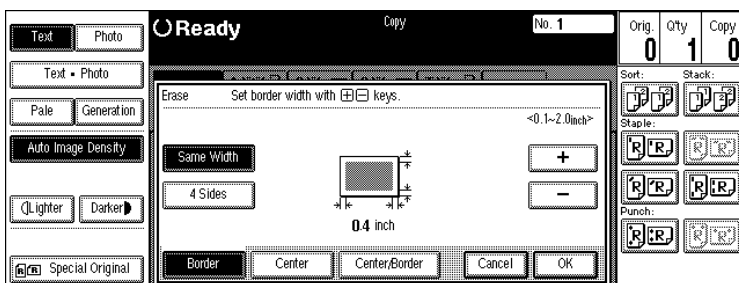
1 Press the [Edit/Stamp] key.



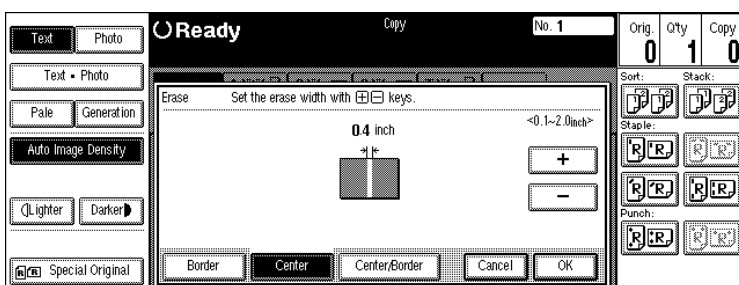
2 Press the [Erase] key.



3 Press the [Center] key.



4 Set the erase center width with the [+] and [-] keys. Then press the [OK] key.



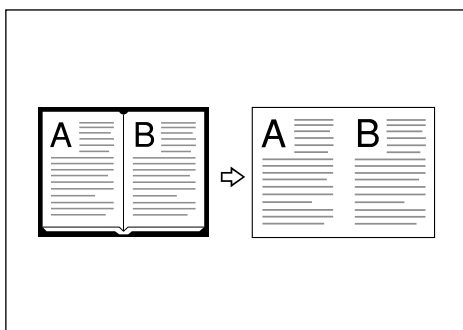
Note

- To change the value entered, press the [+] and [-] keys and enter the new value.

5 Set your originals, then press the [Start] key.

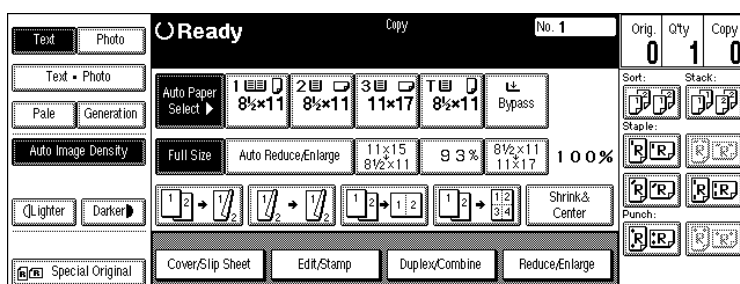
Center/Border Erase

This mode erases both the center and edge margins. You can set the same margin width for all four sides and center, or you can set different margin widths for each.

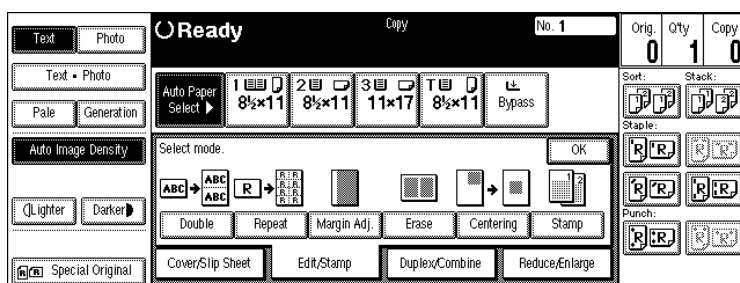


GCCENT3E

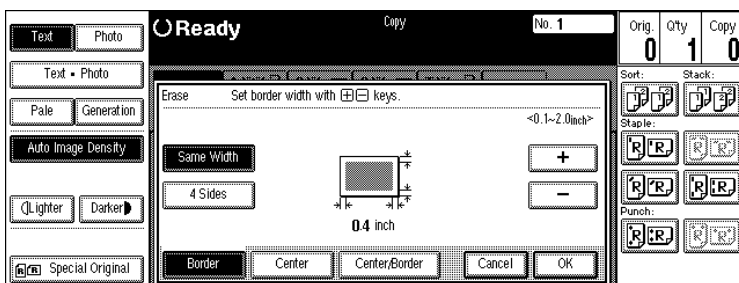
1 Press the [Edit/Stamp] key.



2 Press the [Erase] key.



3 Press the [Center/Border] key.



4 Set the erase margin width.

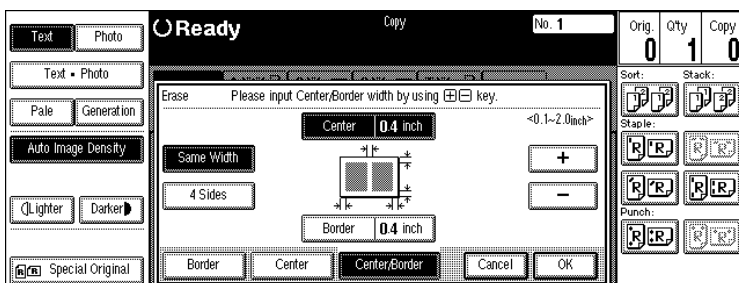
Selecting [Same Width]

- 1 Press the [Center] key, then set the erase center width with the [+] and [-] keys.

Note

- To change the value entered, press the [+] and [-] keys and enter the new value.

- 2 Press the [Same Width] key.



- 3 Press the [Border] key, then set the erase border width with the [+] and [-] keys.

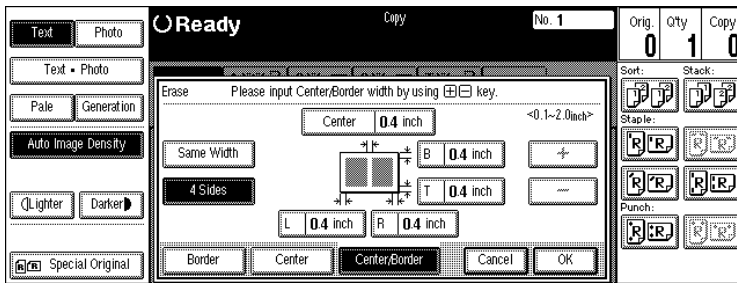
Note

- To change the value entered, press the [+] and [-] keys and enter the new value.

- 4 Press the [OK] key.

Selecting [4 Sides]

- 1 Press the [4 Sides] key.



- 2 Press the key for the part you wish to change and set an erase margin width with the [+] and [-] keys.

Note

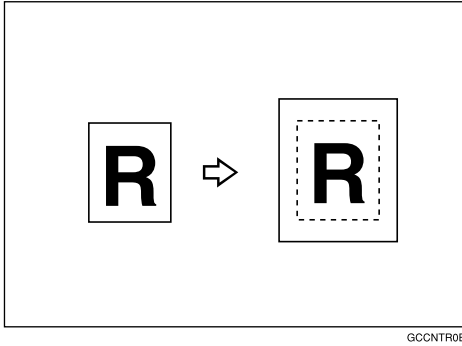
- To change the value entered, press the [+] and [-] keys and enter the new value.

- 3 Press the [OK] key.

- 5 Set your originals, then press the [Start] key.

Centering

You can make copies by moving the image to the center of the copy paper.



2

Limitation

- You cannot use the bypass tray with this function.
- If the direction of originals is different from that of the copy paper, the machine will not rotate the image by 90°(rotated copy).
- If the original size cannot be measured, the centering function will not work.

Note

- The original sizes and directions for centering are listed below.

◆ Metric version

Original placed on:	Original size and direction
Exposure glass	A3☐, B4☐, A4☐☐, B5☐☐, 8 ¹ / ₂ " × 13"☐ *1, 8K☐, 16K☐☐
Document feeder	A3☐, B4☐, A4☐☐, B5☐☐, A5☐☐, B6☐☐, 11" × 17"☐, 11" × 15"☐, 8 ¹ / ₂ " × 11"☐☐, 8 ¹ / ₂ " × 13"☐ *1

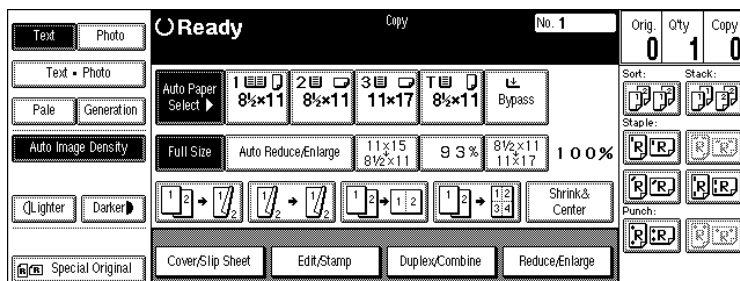
*1 You can select from 8¹/₂" × 13", 8¹/₄" × 13" and 8" × 13" with the User Tools (System Settings). See "<F/F4>Size Setting" in the System Settings manual.

◆ Inch version

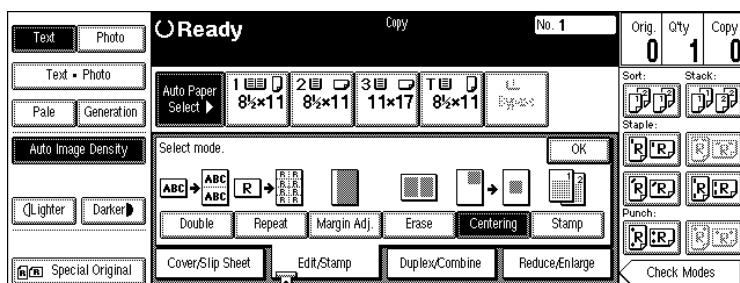
Original placed on:	Original size and direction
Exposure glass	11" × 17"☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 11"☐☐
Document feeder	A4☐☐, 11" × 17"☐, 11" × 15"☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 11"☐☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐☐, 8 ¹ / ₂ " × 13"☐ *1

*1 You can select from 8¹/₂" × 13", 8¹/₄" × 13" and 8" × 13" with the User Tools (System Settings). See "<F/F4>Size Setting" in the System Settings manual.

- 1** Select the paper.
- 2** Press the [Edit/Stamp] key.



- 3** Press the [Centering] key.



- 4** Press the [OK] key.
- 5** Set your originals, then press the [Start] key.

2

Stamp

This function prints stamp on the copies. Stamp modes are as follows:

❖ Background Numbering

This function prints numbers on the background of copies.

❖ Preset Stamp

This function prints preset messages on copies.

❖ User Stamp

This function prints custom messages on copies.

❖ Date Stamp

This function prints the date on copies.

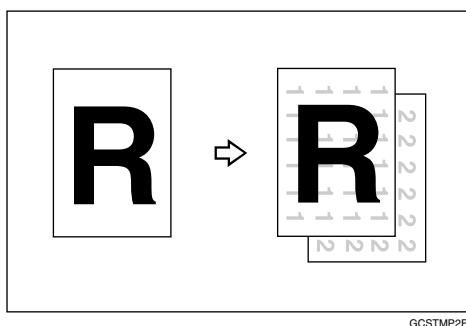
❖ Page Numbering

This function prints page numbers on copies.

Background Numbering

Use this function to have numbers printed on the background of copies.

This function can help you to keep track of confidential documents.



⚠ Limitation

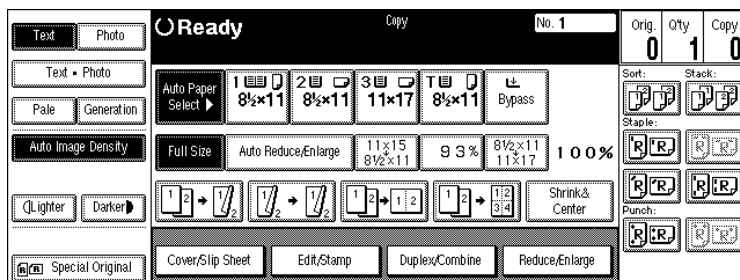
- You cannot use the bypass tray with this function.

📝 Note

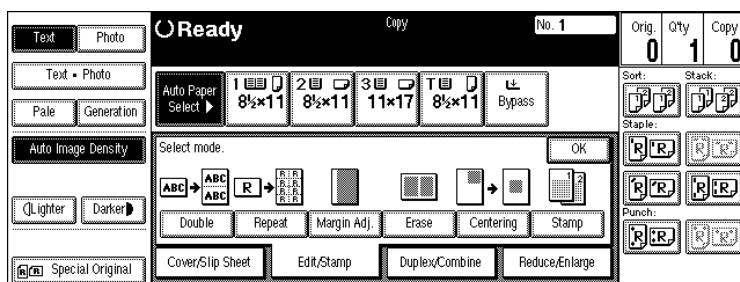
- You can change the size of the numbers with the User Tools. See “Size” in ⇒ p.303 “Background Numbering”.
- You can change the density of the numbers with the User Tools. See “Density” in ⇒ p.303 “Background Numbering”.
- Numbers are printed on all pages.

- ❑ You can select whether the Background Numbering is printed negative if it overlaps black parts of image. See “Superimpose” ⇒ p.303 “Background Numbering”.
- ❑ You can change the starting number of the Background Numbering (1 – 999).

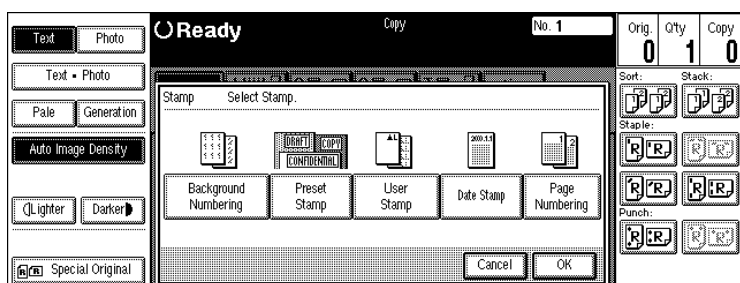
1 Press the [Edit/Stamp] key.



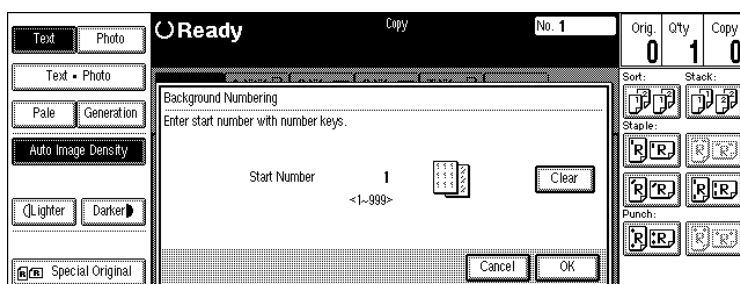
2 Press the [Stamp] key.



3 Press the [Background Numbering] key.



4 Enter the number to start counting from with the number keys. Then press the [OK] key.



 **Note**

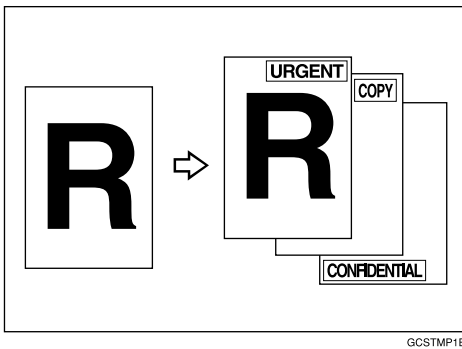
- The number can be set from 1 to 999.
- To change the entered number, press the **[Clear]** or **[Clear/Stop]** key and enter the new number.

5 Press the **[OK]** key.

6 Set your originals, then press the **[Start]** key.

2

Preset Stamp



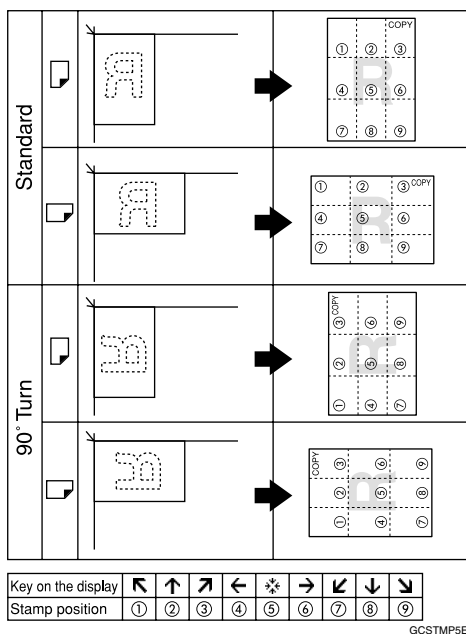
 **Limitation**

- You cannot use the bypass tray with this function.
- One message can be stamped at a time.

 **Note**

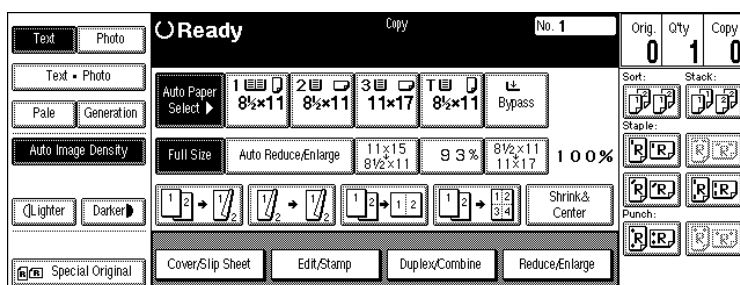
- One of the following eight messages can be stamped on copies with a frame around it: "COPY", "URGENT", "PRIORITY", "For Your Info.", "PRELIMINARY", "For Internal Use Only", "CONFIDENTIAL", "DRAFT".
- You can change the print page with the User Tools.
- You can change the size and density of the stamp with the User Tools.
- Depending on the paper size, if you change the stamp size, parts of the stamp might not be printed.
- You can choose the default settings for the position, size and density of the stamp with the User Tools. See "Stamp position", "Stamp condition" in ⇒ p.304 "Preset Stamp".
- You can choose the default settings for the print page with the User Tools. See "Stamp condition" in ⇒ p.304 "Preset Stamp".
- You can change the stamp language with the User Tools. See "Stamp Language" in ⇒ p.304 "Preset Stamp".
- You can select whether the Preset Stamp is printed negative if it overlaps black parts of the image. See "Superimpose" in ⇒ p.304 "Preset Stamp".

- ❑ You cannot combine the Preset Stamp function with the Image Repeat or Double Copies function.
- ❑ When you combine this function with the Magazine or Booklet function, only the first page is stamped.
- ❑ The relationship between the direction in which you set the original and stamp orientation/position is as follows:

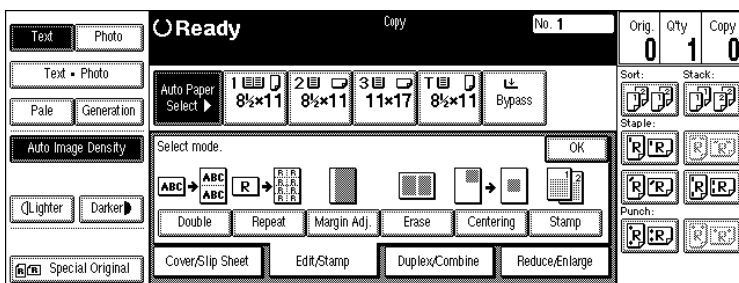


- ❑ You can change the stamp position to top, bottom, left and right each way in 1 mm, 0.1" steps. See "Stamp position" in ⇒ p.304 "Preset Stamp".

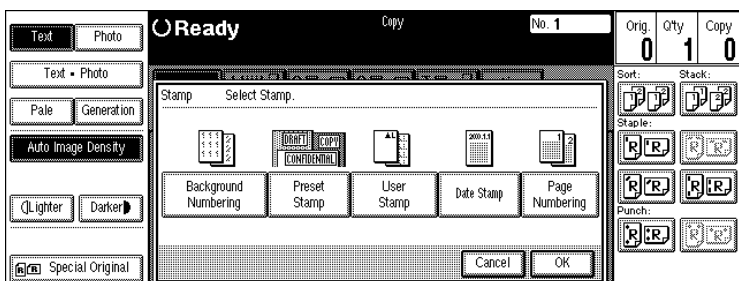
1 Press the [Edit/Stamp] key.



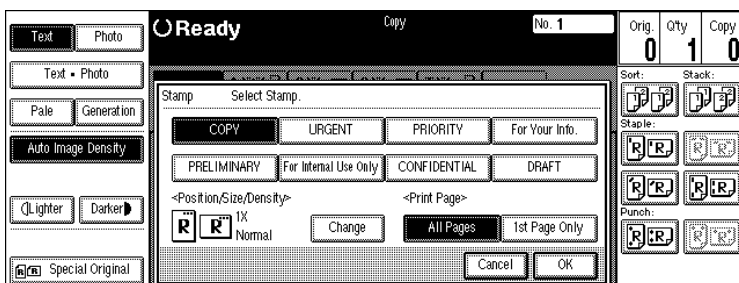
2 Press the [Stamp] key.



3 Press the [Preset Stamp] key.



4 Select the desired message.



5 Press the [All Pages] or [1st Page Only] key to select the print page.

! Limitation

- If you combine this function with the Magazine or Booklet function, "1st Page Only" is selected automatically.

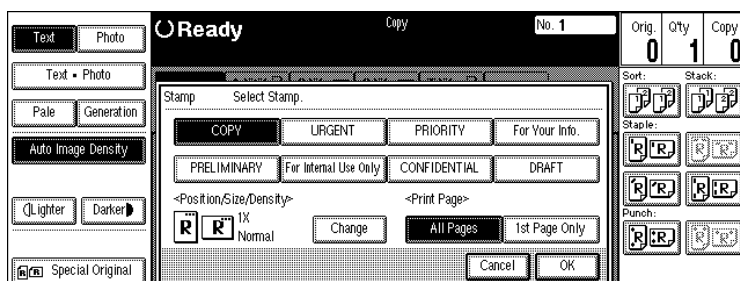
2

6 Change the stamp position, size or density.

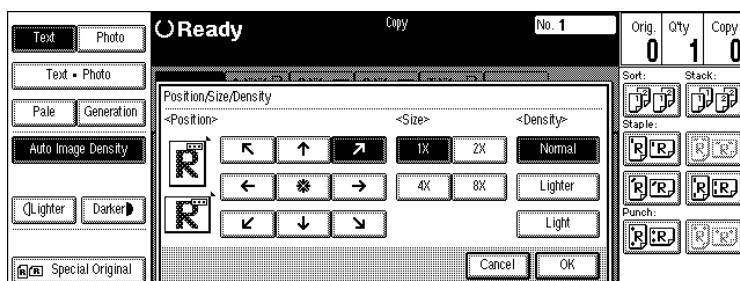
If you do not wish to change, go to step 7.

To change the stamp position, size or density

1 Press the [Change] key.



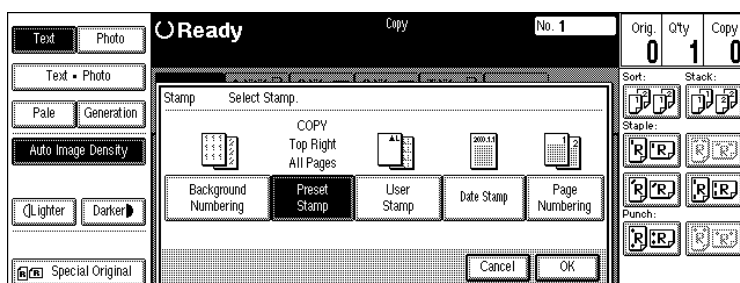
2 Select the desired position, size and density.



3 Press the [OK] key.

7 After you specified all the desired settings, press the [OK] key.

8 Press the [OK] key.



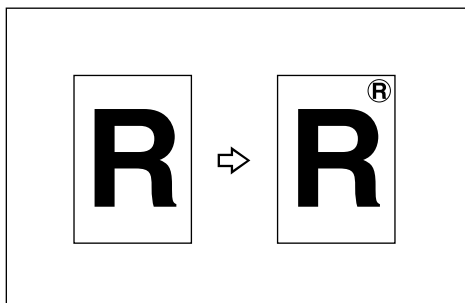
Note

To cancel the settings, press the [Cancel] key.

9 Set your originals, then press the [Start] key.

User Stamp

Up to four messages which you use frequently can be stored in the machine's memory and stamped on copies.



GCSTMP0E

Preparation

Before using this function, you have to store your messages with the User Tools. See ⇒ p.193 “Program/Delete User Stamp”.

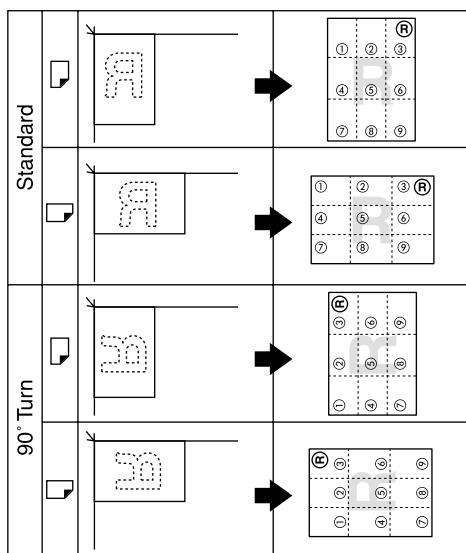
Limitation

- You cannot use the bypass tray with this function.
- One message can be stamped at a time.
- In Connect Copy mode, register the same user stamp on the master unit and sub-unit.
- If the position exceeds the page boundary, the stamp will not be printed on copies.

Note

- You can change the print page with the User Tools.
- You can choose the default settings for the print page and the stamp position with the User Tools. See “Stamp condition” and “Stamp position” in ⇒ p.305 “User Stamp”.
- You can combine this function with only one Preset Stamp.
- You cannot combine the User Stamp function with the Image Repeat or Double Copies function.

- The relationship between the direction in which you set the original and stamp Orientation/Position is as follows:

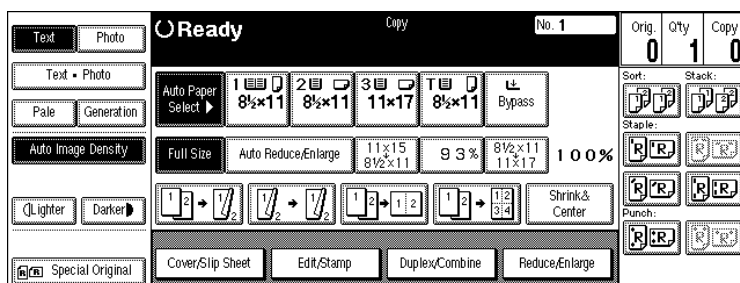


Key on the display									
Stamp position	①	②	③	④	⑤	⑥	⑦	⑧	⑨

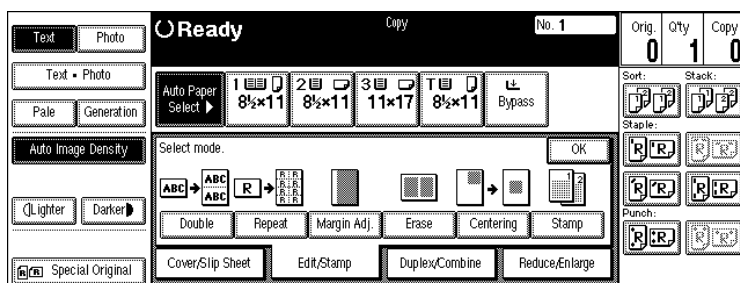
GCSTMP8E

- You can change the stamp position to top, bottom, left and right each way in 1 mm, 0.1" steps. See "Stamp position" in ⇒ p.305 "User Stamp".

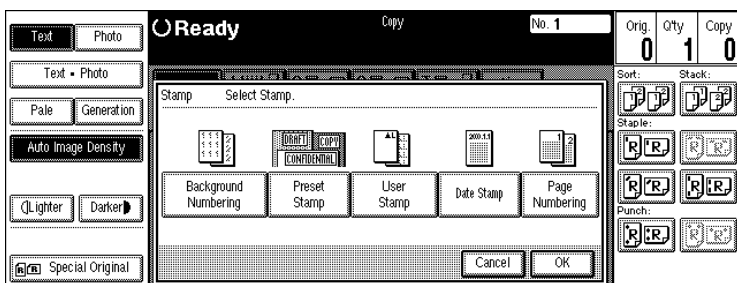
1 Press the [Edit/Stamp] key.



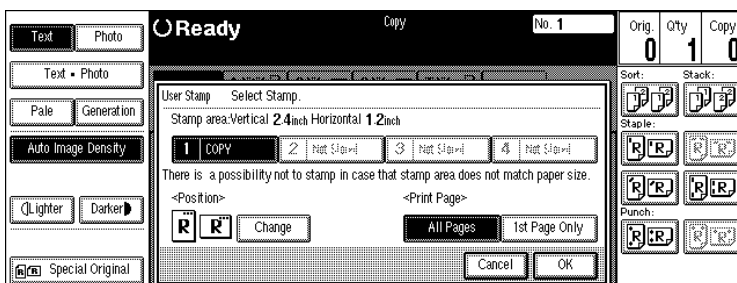
2 Press the [Stamp] key.



3 Press the [User Stamp] key.



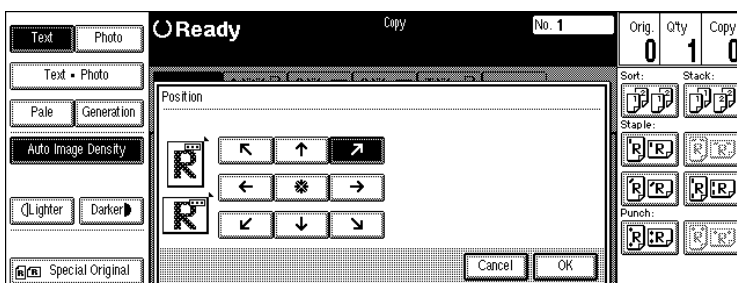
4 Select the stamp you require.



5 Press the [All Pages] or [1st Page Only] key to select the print page.

To change the stamp position

- 1** Press the [Change] key.
- 2** Select the desired position.



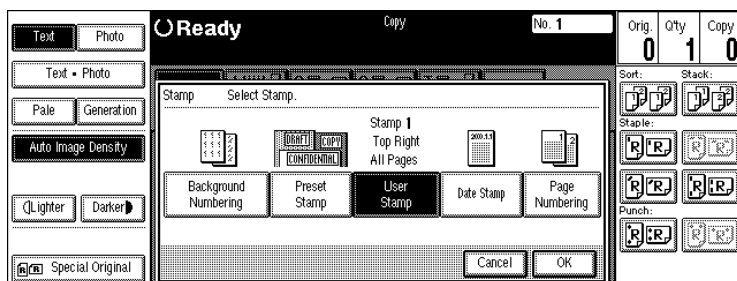
3 Press the [OK] key.

6 After you specified all the desired settings, press the [OK] key.

Note

- To cancel the settings, press the [Cancel] key.

7 Press the [OK] key.

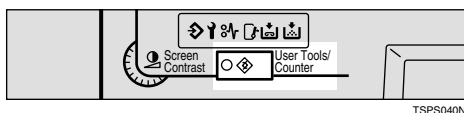


8 Set your originals, then press the [Start] key.

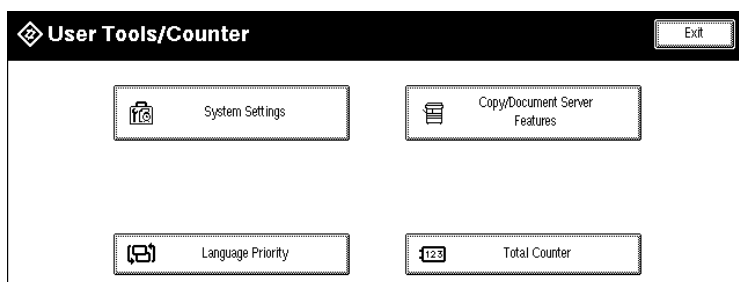
Program/Delete User Stamp

1 Make sure that the machine is in Copy mode.

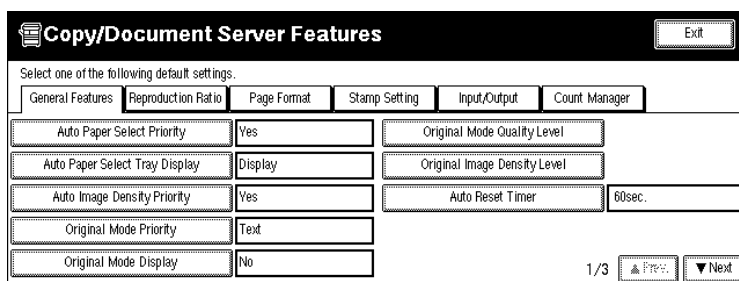
2 Press the [User Tools/Counter] key.



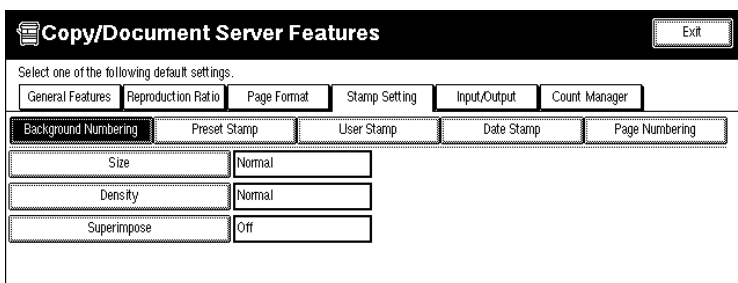
3 Press the [Copy/Document Server Features] key.



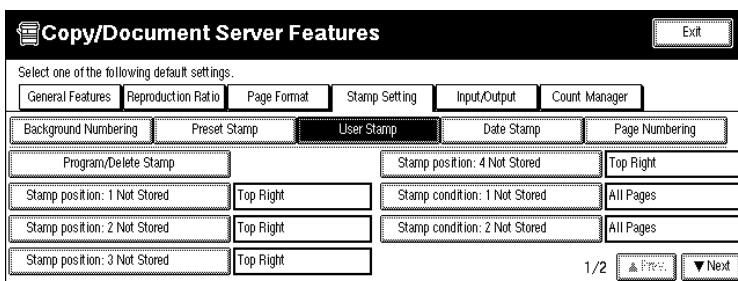
4 Press the [Stamp Setting] key.



5 Press the [User Stamp] key.

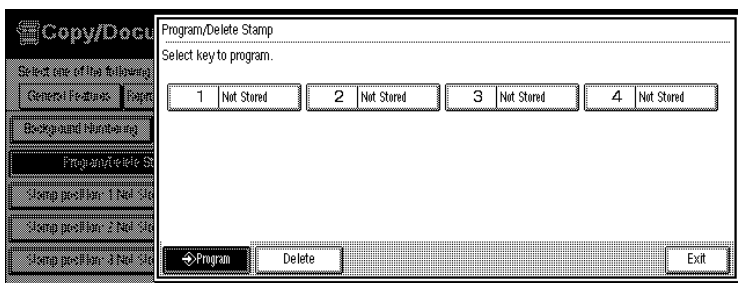


6 Press the [Program/Delete Stamp] key.




To program the User Stamp

1 Press the [Program] key.

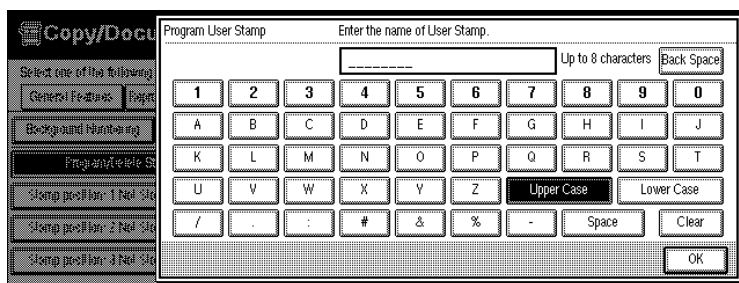


2 Press the stamp number (1 – 4) you want to program.

Note

- Stamp numbers with  already have settings in them.
- If the stamp number is already being used, the machine will ask you if you wish to overwrite it — Press the [Yes] or [No] key.

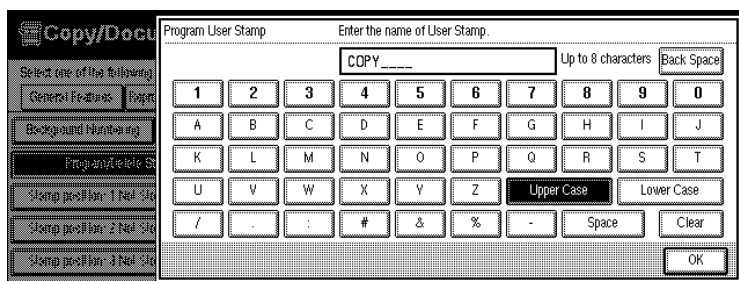
3 Enter the user stamp name with the letter keys on the display panel.



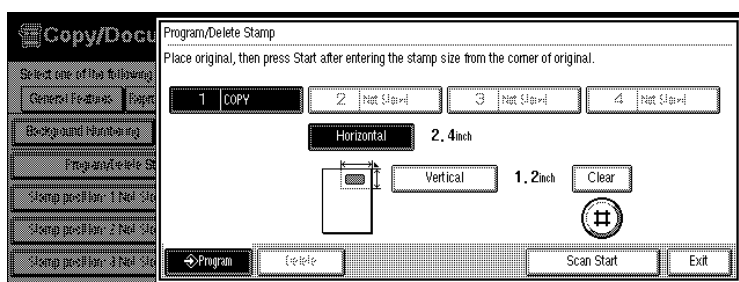
Note

- You can register up to 8 characters.
- To change the name entered, press the **[Back Space]**, **[Clear]** or **[Clear/Stop]** key and enter new letters.

4 Press the **[OK]** key.



5 Enter the horizontal size of the stamp with the number keys, then press the **[#]** key.



Note

- To change the value entered, press the **[Clear]** or **[Clear/Stop]** key and enter the new value.
- You can enter sizes within 10 – 432 mm, 1.0" – 17.0" horizontal, and 10 – 297 mm, 1.0" – 11.7" vertical. However, if the value exceeds the maximum value of the area (5,000 mm², 7.75 inch²), it is corrected within the range of the area automatically.

6 Press the **[Vertical]** key, and enter the vertical size in the same way as step 5.

- 7 Set the user stamp on the exposure glass, and then press the [Scan Start] key.

 **Note**

- Do not set the original in the document feeder.
- The machine scans the original three times. Do not lift the document feeder until the main menu of the Copy features appears.
- If you press the [Exit] key, the main menu of the Copy features appears with nothing programmed.

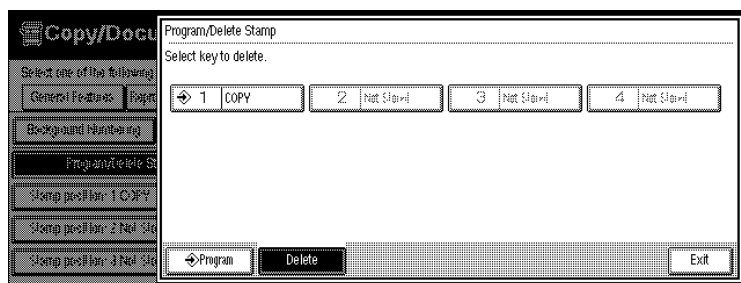
- 8 Press the [Exit] key.

To delete the User Stamp

 **Important**


- You cannot restore a deleted stamp.

- 1 Press the [Delete] key.

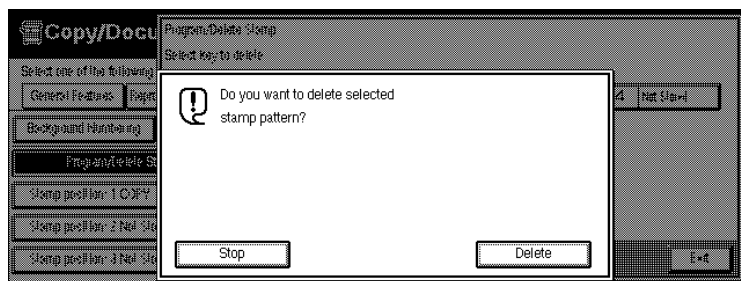


- 2 Press the stamp number (1 – 4) you want to delete.

 **Note**

- Only programs with  contain a user stamp.

- 3 Press the [Delete] key.



 **Note**

- To cancel the deletion, press the [Stop] key.

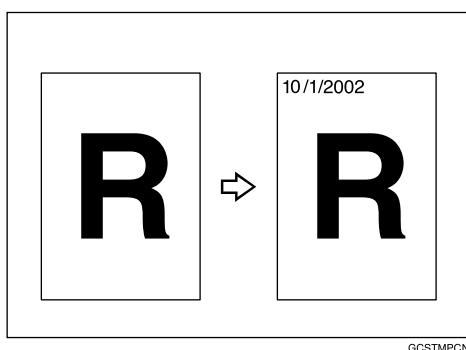
- 4 Press the [Exit] key.

- 5 Press the [Exit] key.

- 7 Press the [Exit] key.

The initial display appears.

Date Stamp



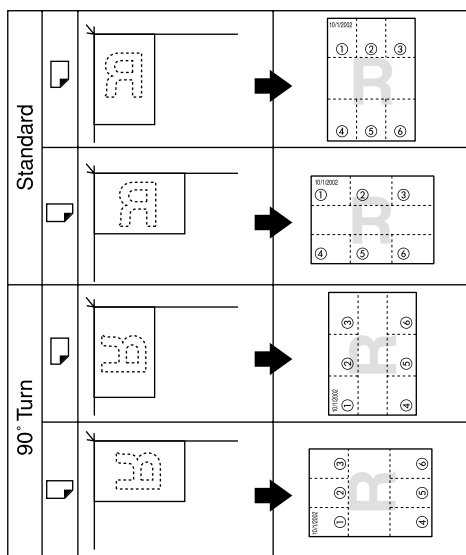
! Limitation

- You cannot use the bypass tray with this function.

✎ Note

- You can select the following styles:
 - MM/DD/YYYY
 - MM.DD.YYYY
 - DD/MM/YYYY
 - DD.MM.YYYY
 - YYYY.MM.DD
- You can change the Date Stamp settings with the User Tools. See ⇒ p.306 "Date Stamp".
- The font and size of the Date Stamp can be changed with the User Tools. See "Font" and "Size" in ⇒ p.306 "Date Stamp".
- You can select whether the Date Stamp is printed negative if it overlaps black parts of an image. See "Superimpose" in ⇒ p.306 "Date Stamp".
- For how to set the date, see "Set Date" in the System Settings manual.
- You can choose the default settings for the stamp position with the User Tools. See "Position Priority" in ⇒ p.306 "Date Stamp".
- The size, font and superimpose settings are linked with the Page Numbering functions.
- You cannot combine the Date Stamp function with the Image Repeat or Double Copies function.

- The relationship between the direction in which you set the original and the stamp position is as follows:

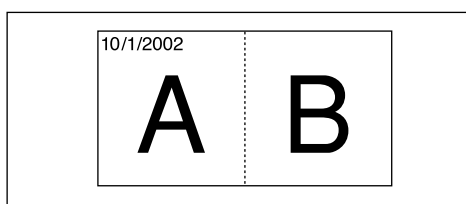


Key on the display	↶	↑	↗	↙	↓	↘
Stamp position	①	②	③	④	⑤	⑥

GCSTMPFN

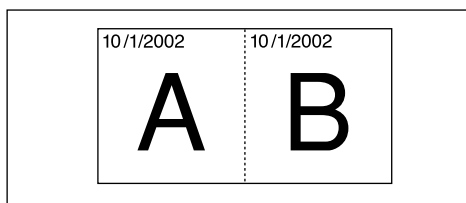
- You can change the stamp position to top, bottom, left and right each way in 1 mm, 0.1" steps. See "Position Priority" in ⇒ p.306 "Date Stamp".
- If you combine this function with the Combine, Magazine or Booklet function, the page is stamped as follows.

- Combined with the Combine function



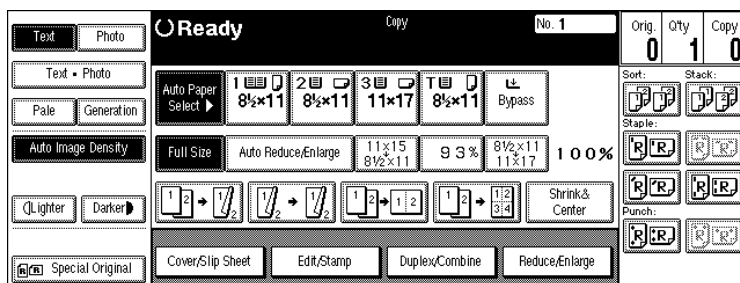
GCSTMPDN

- Combined with the Magazine or Booklet function

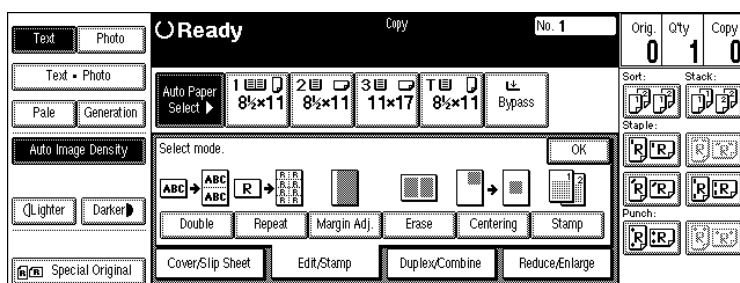


GCSTMPEN

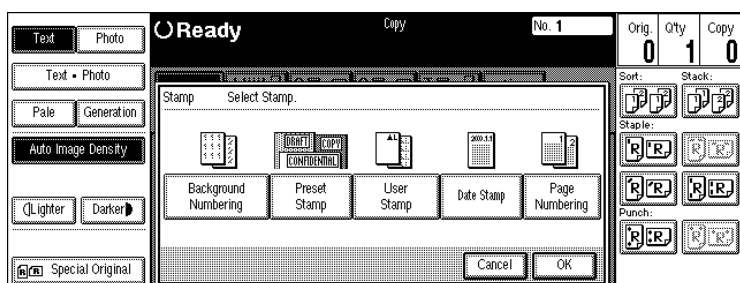
1 Press the [Edit/Stamp] key.



2 Press the [Stamp] key.



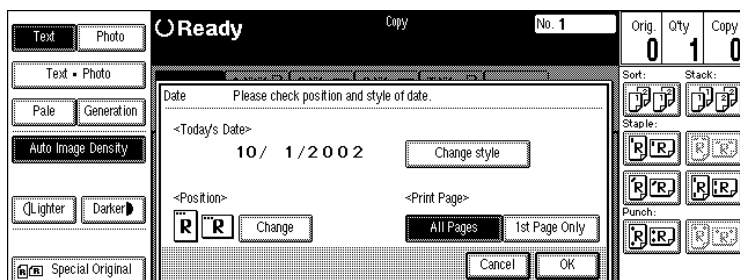
3 Press the [Date Stamp] key.



4 Press the [All Pages] or [1st Page Only] to select the print page.

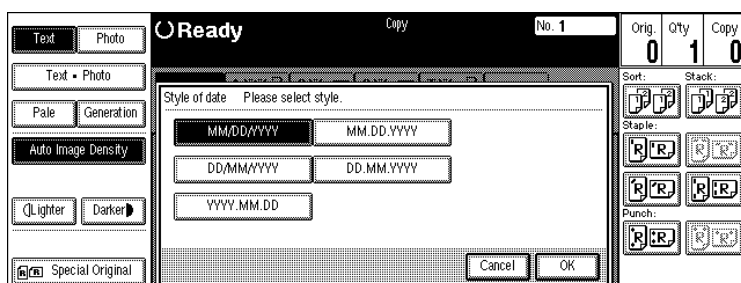
To change the style of date

1 Press the [Change style] key.



2

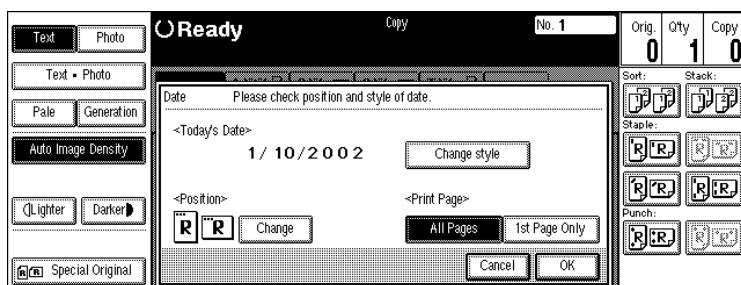
2 Select the style of date.



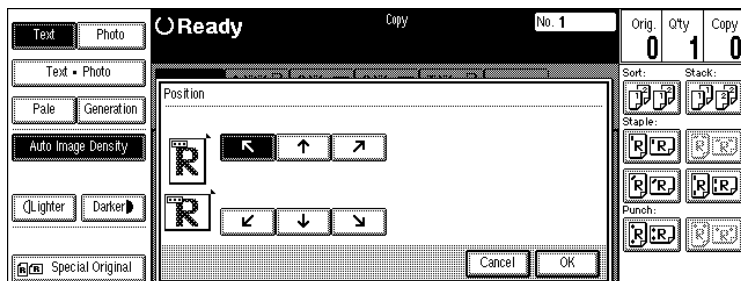
3 Press the [OK] key.

To change the stamp position

1 Press the [Change] key.



2 Select the desired position of the Date Stamp.



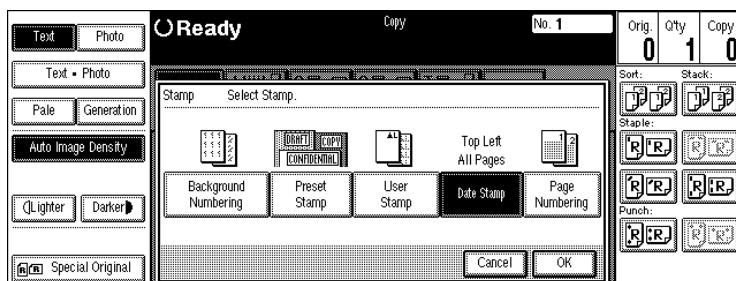
3 Press the [OK] key.

5 After you specified all the desired settings, press the [OK] key.

Note

To cancel the settings, press the **[Cancel]** key.

6 Press the [OK] key.



7 Set your originals, then press the [Start] key.

Page Numbering

Use this function to print page numbers on your copies. There are six types of Page Numbering (n is the total number of pages in your original):

- Type A: P1,P2,...Pn
- Type B: 1/n,2/n,...n/n
- Type C: -1-,-2-,...-n-
- Type D: P.1,P.2,...P.n
- Type E: 1, 2...n
- Type F: 1-1,1-2,..1-n

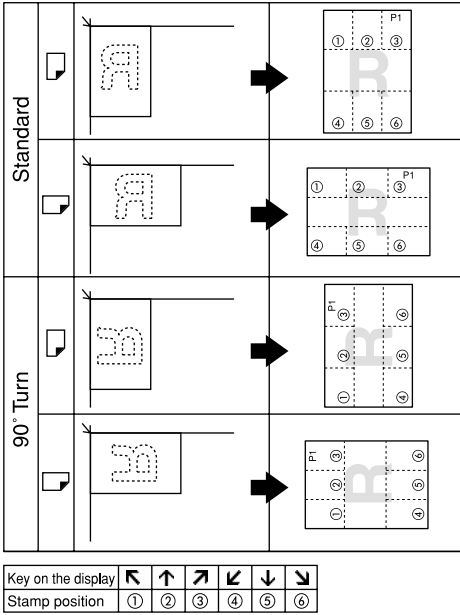
⚠ Limitation

- You cannot use the bypass tray with this function.

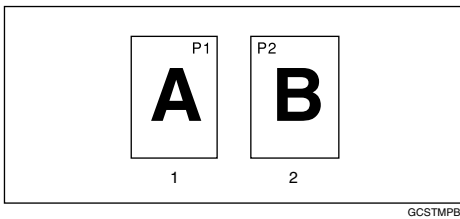
📝 Note

- You can change the Page Numbering settings with the User Tools. See ⇒ p.307 "Page Numbering".
- The font and size of Page Numbering can be changed with the User Tools. See "Font" and "Size" in ⇒ p.307 "Page Numbering".
- You can select whether the Page Numbering is printed negative if it overlaps black parts of image. See "Superimpose" in ⇒ p.307 "Page Numbering".
- You can choose the default settings for the stamp position with the User Tools. See "Position Priority" in ⇒ p.307 "Page Numbering".
- You can choose the default settings for the stamp format with the User Tools. See "Format Priority" in ⇒ p.307 "Page Numbering".
- The font, size and superimpose settings are linked with the Date Stamp function.
- You cannot combine the Page Numbering function with the Image Repeat or Double Copies function.

- ❑ The relationship between the direction in which you set the original and the Page Numbering orientation/position is as follows:



- ❑ You can change the stamp position to top, bottom, left and right each way in 1 mm, 0.1" steps. See "Position Priority" in ⇒ p.307 "Page Numbering".
- ❑ If you combine this function with the Duplex (Top to Top) function and select the "P1, P2" or "1/n, 2/n" style, the page numbers on the back of the copy paper are printed as follows.



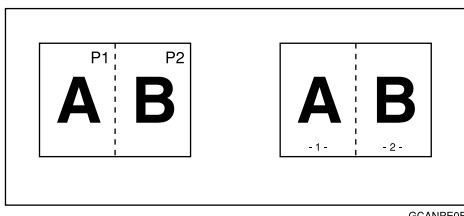
1. Front

2. Back

- ❑ If you combine this function with the Duplex (Top to Top) function, you can change the setting to stamp on the back side in the same position as the front side. See "Duplex Back Page Number Position" in ⇒ p.307 "Page Numbering".
- ❑ If you use this function with the Combine, Magazine, or Booklet function, the page is stamped as follows.

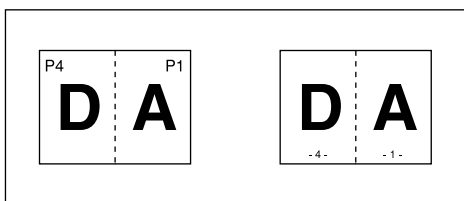
❖ Page Numbering per original

- Combined with 1 Sided/2 Sided in the Combine function



GCANPE0E

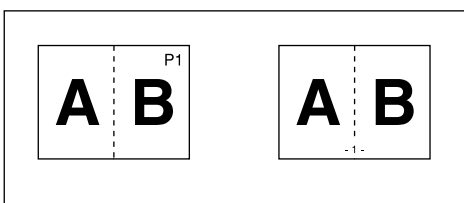
- Combined with the Magazine or Booklet function



GCANPE1E

❖ Page Numbering per copy

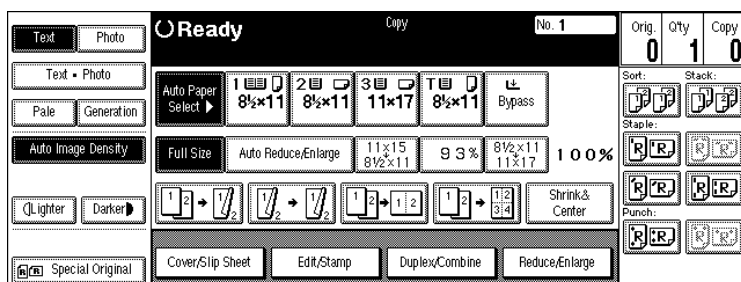
- Combined with 1 Sided/2 Sided in the Combine function



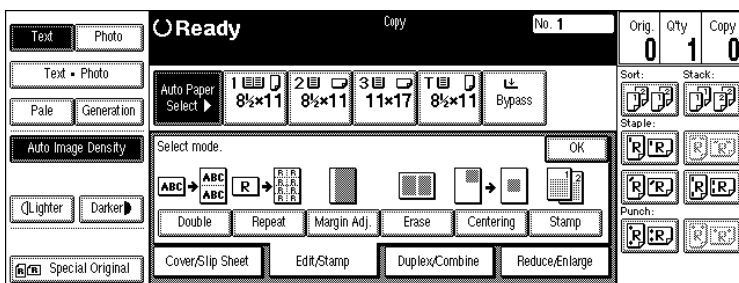
GCANPE2E

- ❑ See “Page Numbering In Combine Mode” in ⇒ p.307 “Page Numbering”.
- ❑ If you use the “1-1, 1-2” style, you can print page numbers on the slip sheets in Designate or Chapters mode. See “Copy On Slip Sheet In Designate Mode” in ⇒ p.307 “Page Numbering”.

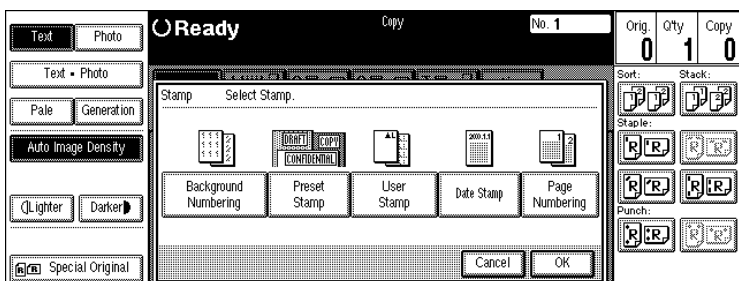
1 Press the [Edit/Stamp] key.



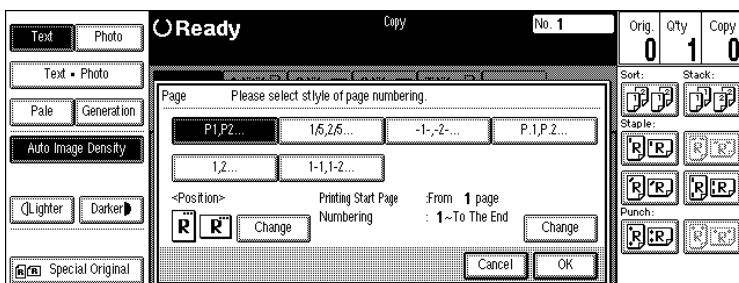
2 Press the [Stamp] key.



3 Press the [Page Numbering] key.



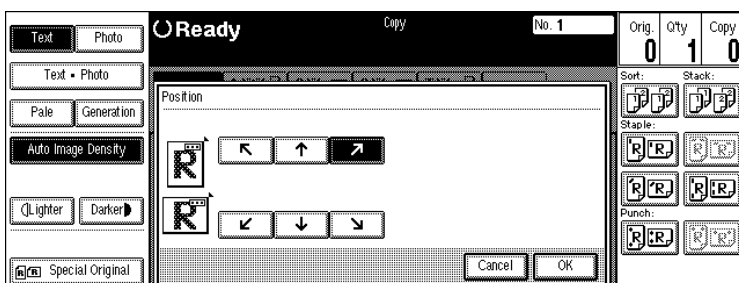
4 Select the style.



5 To change the stamp position, press the [Change] key.

If you do not wish to change the stamp position, go to step **7**.

6 Select the stamp position, then press the [OK] key.



7 To change the first printing page and start number, press the [Change] key.

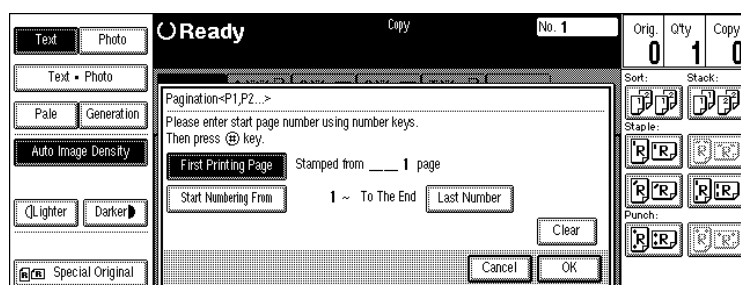
Note

- The display differs depending on the selected style.
- If you do not wish to change, press the [OK] key and set your originals, then press the [Start] key.

8 Specify the page and number.

If you selected (P1,P2..., -1,-2..., P.1, P.2..., 1, 2...,)

1 Press the [First Printing Page] key, then enter the original sheet number from which to start numbering with the number keys.

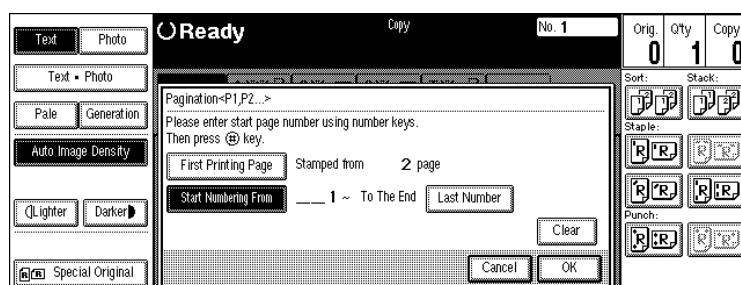


Note

- To change the number entered, press the [Clear] or [Clear/Stop] key and enter a new number.

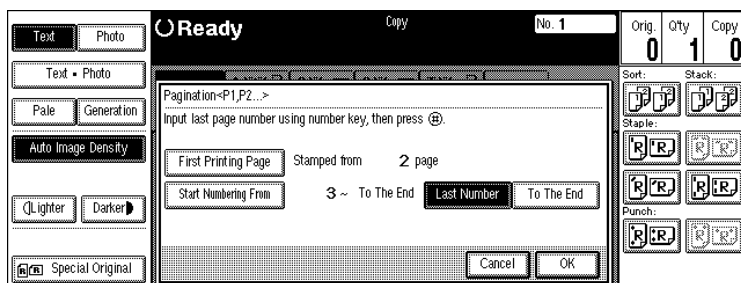
2 Press the [#] key.

3 Press the [Start Numbering From] key, then enter the number from which to start numbering with the number keys.



4 Press the [#] key.

- 5 Press the [Last Number] key, then enter the page number at which to stop numbering with the number keys.



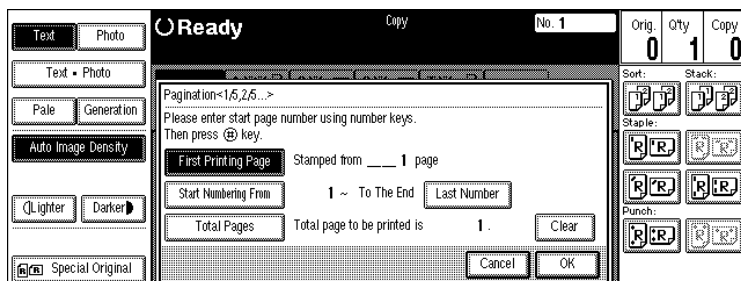
Note

- If you wish to print onto the last page, press the [To The End] key and go to step 10.

- 6 Press the [#] key.

If you selected (1/5,2/5...)

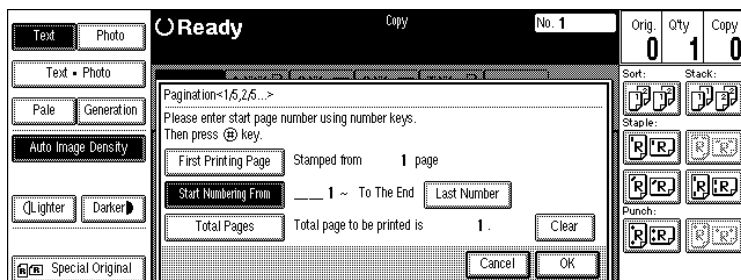
- 1 Press the [First Printing Page] key, then enter the original sheet number from which to start numbering with the number keys.



Note

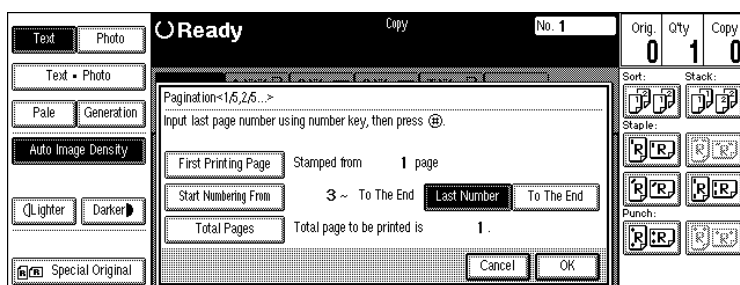
- To change the number entered, press the [Clear] or [Clear/Stop] key and enter a new number.

- 2 Press the [#] key.
- 3 Press the [Start Numbering From] key, then enter the page number from which to start numbering with the number keys.



- 4 Press the [#] key.

- 5 Press the [Last Number] key, then enter the page number at which to stop numbering with the number keys.

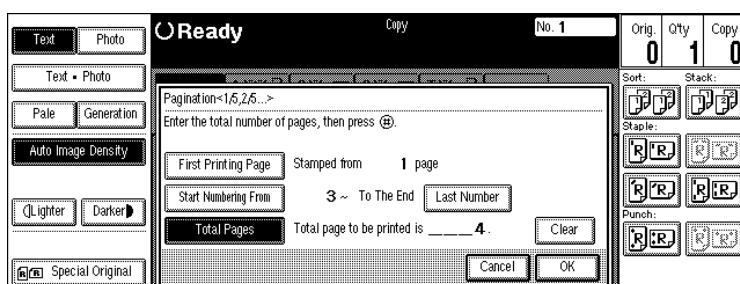


Note

- If you wish to print onto the last page, press [To The End] key and go to step 6.

- 6 Press the [#] key.

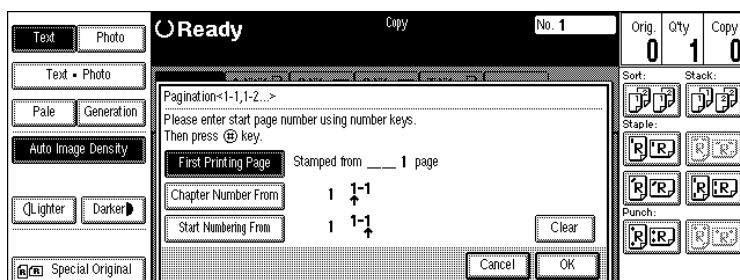
- 7 Press the [Total Pages] key, then enter the total number of original pages with the number keys.



- 8 Press the [#] key.

If you selected (1-1, 1-2,...)

- 1 Press the [First Printing Page] key, then enter the original sheet number from which to start numbering with the number keys.

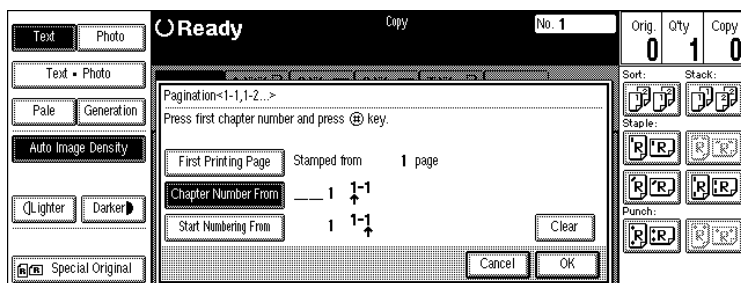


Note

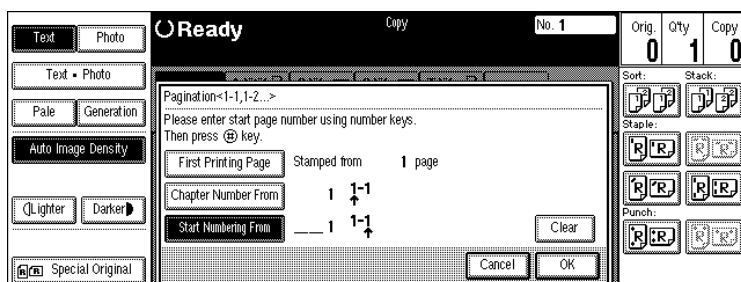
- To change the number entered, press the [Clear] or [Clear/Stop] key and enter a new number.

- 2 Press the [#] key.

- 3 Press the [Chapter Number From] key, then enter the chapter number from which to start numbering with the number keys.



- 4 Press the [#] key.
- 5 Press the [Start Numbering From] key, then enter the page number from which to start numbering with the number keys.



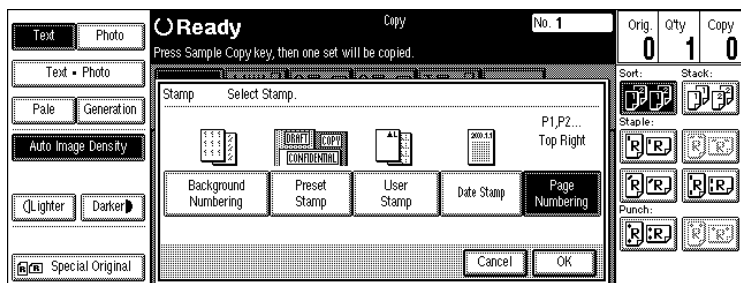
- 6 Press the [#] key.

- 9 Press the [OK] key.

Note

- To change the settings after pressing the [OK] key, press the [Change] key and enter the new value.

- 10 Press the [OK] key.



Note

- To cancel the settings, press the [Cancel] key.

- 11 Set your originals, then press the [Start] key.

		Mode after you Select																					
															Book					Cover/Slip Sheet	Edit/Stamp		
Mode before you select		Cover/Slip Sheet													Book	Cover/Slip Sheet	Edit/Stamp						
		Cover/Slip Sheet	Book	Book	Book	Book	Booklet	Magazine	Cover/Slip Sheet	Slip Sheet	Double	Repeat	Margin Adjust	Erase	Centering	Background Numbering	Preset Stamp	User Stamp	Date Stamp	Page Numbering	Copy Face Up		
Batch (SADF)		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Mixed Sizes		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Selecting Copy Paper		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Auto Paper Select		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Auto Reduce/Enlarge		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Sort		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Rotate Sort		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Stack		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Staple		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Punch		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Copying From The Bypass Tray		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Preset Reduce/Enlarge		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Shrink&Center		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Zoom		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Size Magnification		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Duplex		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Combine		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Book →1 Sided		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
2 Sided →1 Sided		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
1 Sided →2 Sided		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
2 Sided →2 Sided		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Booklet		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Magazine		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Cover/Designate/Chapters		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Slip Sheet		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Double		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Repeat		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Margin Adjust		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Erase		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Centering		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Background Numbering		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Preset Stamp		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
User Stamp		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Date Stamp		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Page Numbering		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Copy Face Up		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○

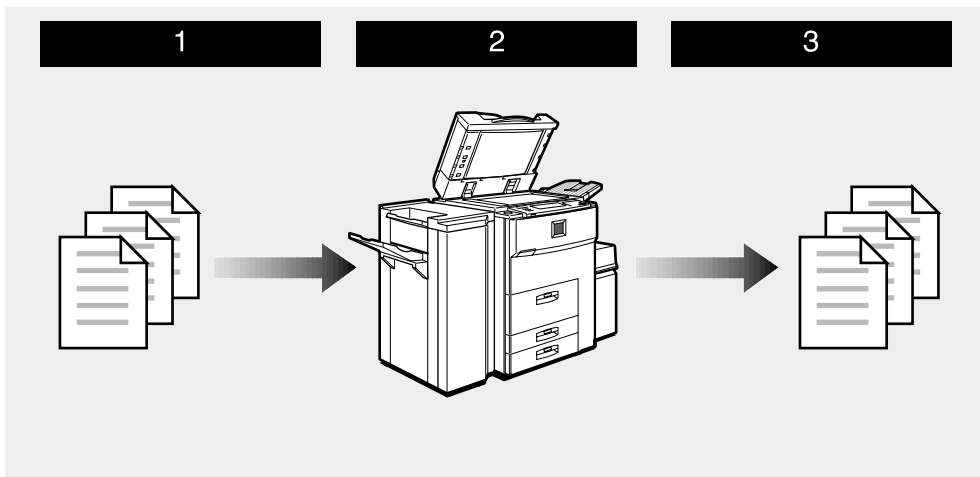
3. Document Server

Overview

The Document Server enables you to save documents in the machine memory and then edit and print them as you want.

There are two ways to save documents.

- Scanning from the document feeder
- Scanning from the exposure glass



GCDCSV4E

1 Prepare the documents you want to save.

2 Save the documents.

The documents are saved in the machine memory.

3 Print the documents.

You can print saved documents with any settings you desire at any time.

Document Server Features

The following printing features are available with the Document Server.

❖ **On Demand Printing**

You can print the saved documents as you want at any time.

❖ **File Merge Printing**

You can combine multiple documents to print them in one set.

Features and Benefits

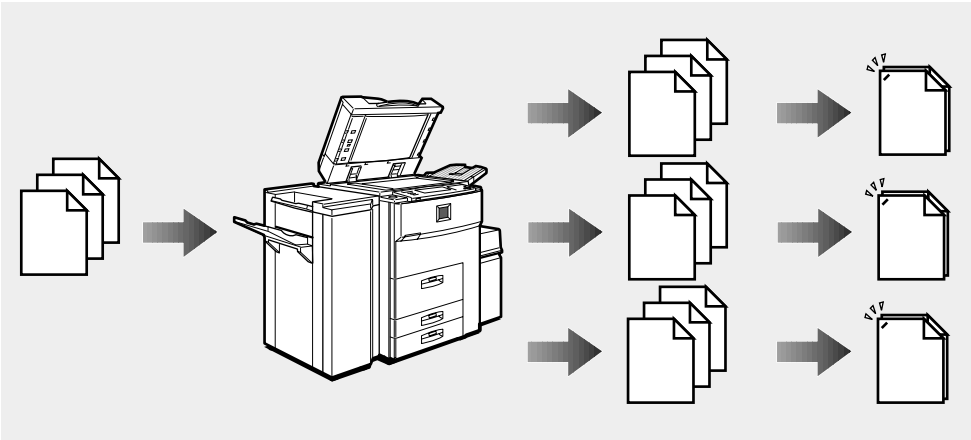
On Demand Printing

Use to print any saved document as required.

❖ Your current situation might be...

- When you need to print multiple sets of documents double-sided and stapled together, you normally print the originals, make duplex copies and then staple them together manually.

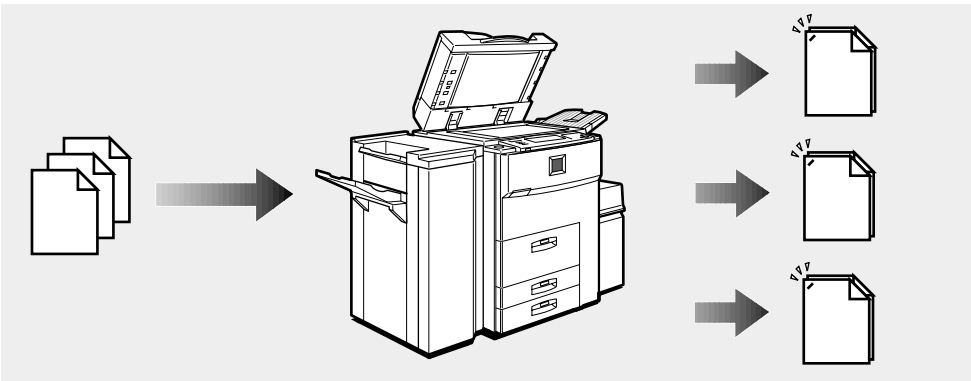
3



GDCSV5E

❖ With the Document Server

If you save your document in the Document Server, you can print it out at any time with the necessary print settings, such as duplex and stapling. Your documents will not be confused with those of others in the exit tray.



GDCSV6E

Note

- Stapling requires the installation of the optional finisher.
- Punching requires the installation of the optional punch kit in the finisher.
- You can use a password to prevent others from printing saved documents.

File Merge Printing

You can combine multiple scanned documents to print them in one set.

❖ Your current situation might be...

You want to combine several originals that are different in density, size, and paper weight, e.g.

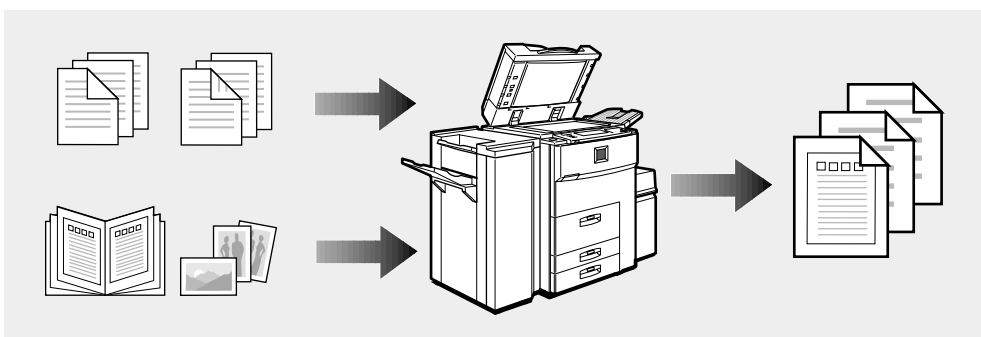
- Scrapped and pasted originals
- Photo originals
- One sided originals
- Two sided originals



❖ With the Document Server

You can save the originals individually by making the best settings for each original, and edit them as a file.

It does not matter whether the originals were scanned using the document feeder or the exposure glass. As you can specify the print order for several files, you can combine them as you want, and print them as a file.



GCDCSV7E

You can check the print result by printing a sample set before making a large print run by pressing the **[Sample Copy]** key.

If you are not satisfied with the print result of some pages of the set, you have only to scan that part again.

Scanning Originals

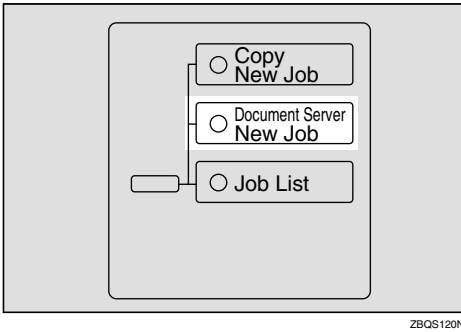
You can scan the originals you want to save in the Document Server using the control panel of the machine. The originals can be set either on the exposure glass or into the document feeder.

The saved documents will automatically be named in the order of scanning as "Scan001", "Scan002"....

Note

- You can set the timer to delete the documents stored in the Document Server with the User Tools. See "Auto File Delete" in ⇒ p.311 "Count Manager" .
- You can change the file names that are assigned automatically.
- You can use a password to prevent others from printing saved documents.

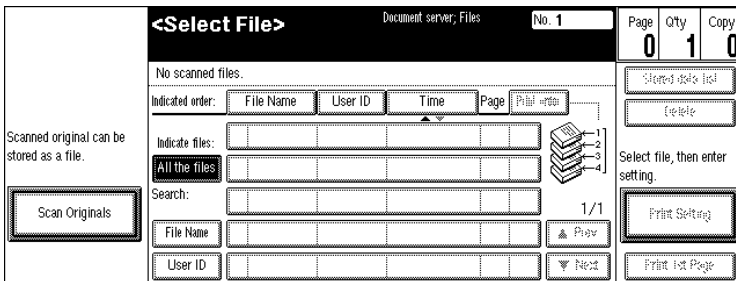
1 Press the **[Document Server/New Job]** key.



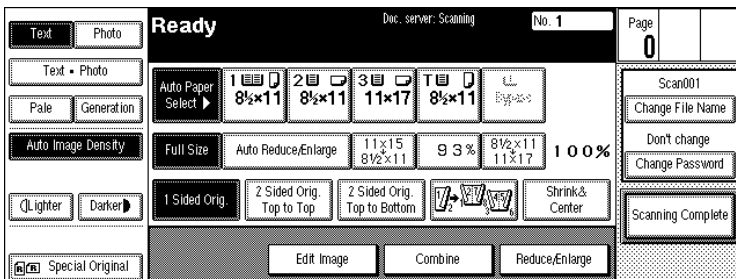
ZBOS120N

The "Document Server: Files" display appears.

2 Press the **[Scan Originals]** key.



The "Doc. server: Scanning" display appears.



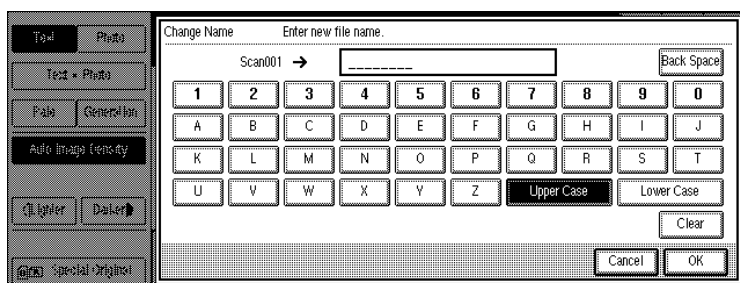
3 Enter a file name.

Note

- If you do not wish to register a file name, go to step 4.
- If you do not register a file name, it is stored automatically.

To set the file name

- 1 Press the [Change File Name] key.
- 2 Enter the new file name using the letter keys on the display panel.



Note

- You can enter up to 8 letters.
- To switch to the capital letter mode or small letter mode, press the [Upper Case] or [Lower Case] key.
- To change the letter entered, press the [Back Space], [Clear], or [Clear/Stop] key and enter new letters. To delete the entered letters in 1 letter steps, press the [BackSpace] key. To delete all the entered letters, press the [Clear] or [Clear/Stop] key.

- 3 Press the [OK] key.

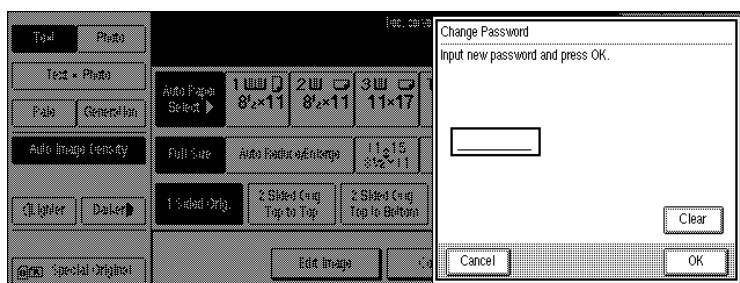
4 Enter your password.

Note

- If you do not wish to enter a password, go to step 5.

To set the password

- 1 Press the [Change Password] key.
- 2 Enter the password using the number keys (4 digits).



Note

- To change the number entered, press the **[Clear]** or **[Clear/Stop]** key and enter a new number.

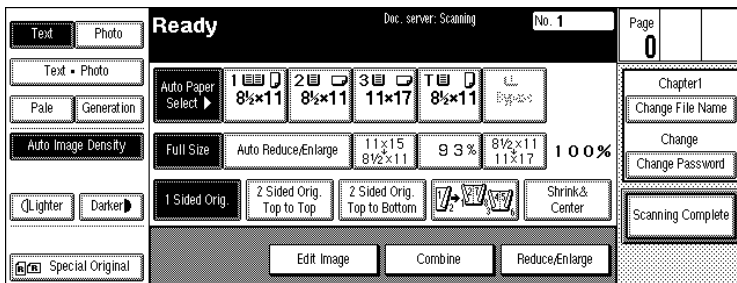
3 Press the **[OK]** or **[#]** key.

5 Set your originals either on the exposure glass or into the document feeder.

Reference

For more information on the types of originals that can be set and how to set them, see ⇒ p.33 “Setting Originals”.

6 Make any desired settings.

**Note**

- Press the **[Scanning Complete]** key to cancel the file name, password, or print settings and return to the “Document Server: Files” display.

Reference

For details, see the explanations of each function in this manual.

7 Press the **[Start]** key.

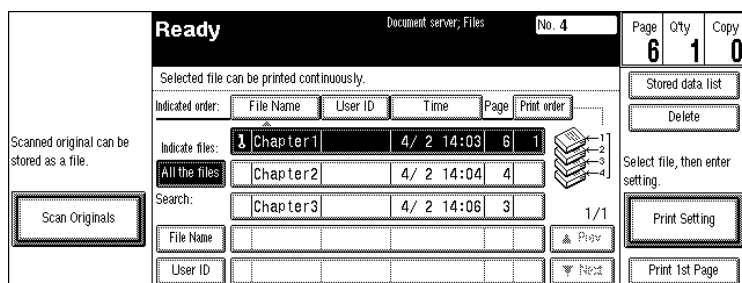
The document is saved in the Document Server. The saved documents are displayed on the “Document Server: Files” display.

Note

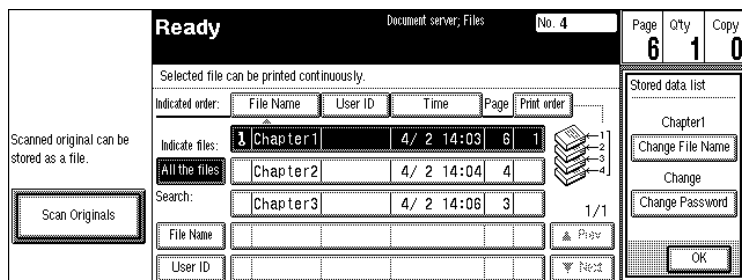
- If you have set your originals in the document feeder, the “Document Server: Files” display appears automatically after all originals have been scanned.
- If you have set your originals on the exposure glass, press the **[Scanning Complete]** key after all originals have been scanned. The “Document Server: Files” display appears.
- To stop scanning, press the **[Clear/Stop]** key.
- To resume the paused scanning job, press the **[Resume]** key in the confirmation dialog box. To delete the saved images and cancel the job, press the **[Cancel]** key.
- When storing a password, **1** appears on the left side of the file name.

To change the file name or password

- 1 Press the line of the document whose file name or password you want to change.



- 2 If you select a document which requires a password, the "Input the Password" window appears. Input the password using the number keys, then press the [OK] key.
- 3 Press the [Stored data list] key.
- 4 Press the [Change File Name] or [Change Password] key.



- 5 Enter the new file name or password using the letter keys or number keys.
- 6 Press the [OK] key.

Printing Saved Documents

You can print any of the documents saved in the Document Server.

Follow these steps to select a document and print it out.

1 Press the **[Document Server/New Job]** key.

The “Document Server: Files” display appears.

2 Press the line for the document you want to print.

3

Indicated order	File Name	User ID	Time	Page	Print order
1	Chapter1		4/ 2 14:03	6	1
2	Chapter2		4/ 2 14:04	4	2
3	Chapter3		4/ 2 14:06	3	3

The selected line is highlighted.

Indicated order	File Name	User ID	Time	Page	Print order
1	Chapter1		4/ 2 14:03	6	1
2	Chapter2		4/ 2 14:04	4	2
3	Chapter3		4/ 2 14:06	3	3

Note

- You can search the document you desire by the file name. See ⇒ p.221 “To Search by File Name”.
- You can sort the files in order of **[File Name]**, **[Time]**, or **[Print order]**. Press the key you want to sort by.
- If the desired file name is not shown, see the next or previous screen using the **[▼ Next]** and **[▲ Prev.]** keys.
- If you cannot choose the desired document by its name, you can print the first page to check the contents. Press the line for the desired document, and press the **[Print 1st Page]** key followed by the **[Start]** key.
- Press the selected line again to cancel the print job.
- If you select a document which requires a password, the “Input the Password” window appears. Enter your password using the number keys, then press the **[OK]** key. To delete the value entered, press the **[Clear]** or **[Clear/Stop]** key. To cancel a selected document, press the **[Cancel]** key.

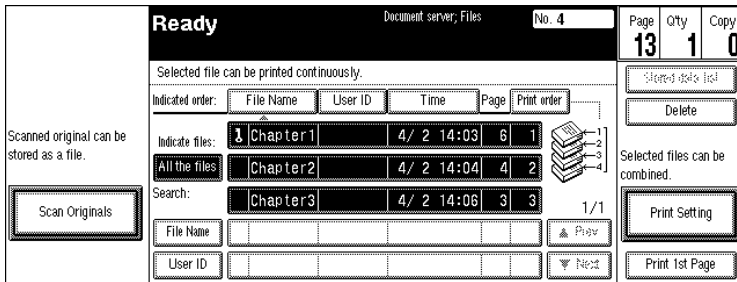
3 To print more than one document, repeat step **2** to select the desired documents in the order you want to print them out.

The selected order is shown in the priority column next to the selected document(s).

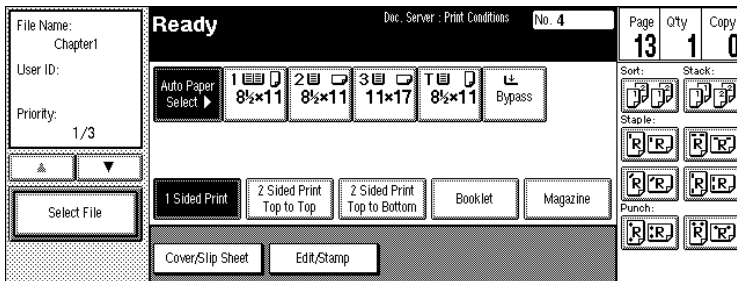
Note

- To change the print order, press the highlighted lines to return to the normal conditions, then select them again in the order you want to print.
- Press the **[Clear Modes/Energy Saver]** key to cancel all the settings.

4 If you need to change any of the print settings, press the **[Print Setting]** key.



The “Document Server: Print Conditions” display appears.



Note

- The print settings remain in the machine after printing.
- The print settings of the document you select first are applied to the merged documents.
- If you select multiple files, you can confirm the file names or print order of the files you selected in step **3** by scrolling through the list with the **[▼]** and **[▲]** keys.
- Press the **[Select File]** key to return to the “Document Server: Files” display.

Reference

For details, see the explanations of each function in this manual.

5 Enter the required number of prints using the number keys. **Note**

- Up to 999 can be entered.
- To change the value entered, press the **[Clear/Stop]** key and enter new value.
- If you print more than one set using the Sort function, you can check the print result by printing out only the first set. See ⇒ p.220 “Sample Printing”.

6 Press the **[Start]** key.

The machine starts printing.

 **Note**

- To pause the print job, press the **[Clear/Stop]** key. In the confirmation dialog box, press the **[Resume]** key to resume it, or press the **[Cancel]** key to cancel it.

Sample Printing

If you print multiple sets using the Sort function, you can check if the print order or the print settings are correct by printing out only the first set using the **[Sample Copy]** key.

 **Limitation**

- This function can be used only when the Sort function has been turned on.

1 Follow steps **1** to **5** of the preceding procedure.

2 Press the **[Sample Copy]** key.

3 After the first set is printed out, press the **[Resume]** key to print the rest of the print job. Press the **[Cancel]** key to cancel it and return back to the “Document Server: Print Conditions” menu for changing the setting.

Print First Page

You can print the first page of the document selected in the “Document Server: Files” display to check the contents.

If more than one document is selected, the first page of each document is printed.

1 Press the line for the desired document(s) in the “Document Server: Files” display, and press the **[Print 1st Page]** key.

2 Press the **[Start]** key.

The first page is printed out.

To Search by File Name

You can search the document stored in the Document Server by the file name.

1 Press the **[Document Server/New Job]** key.

The “Document Server: Files” display appears.

2 Press the **[File Name]** key.

3 Enter the file name using the letter keys.

 **Note**

- You can enter up to 8 letters.
- To switch to the capital letter mode or small letter mode, press the **[Upper Case]** or **[Lower Case]** key.
- To change the letter entered, press the **[Back Space]**, **[Clear]**, or **[Clear/Stop]** key and enter new letters. To delete the entered letters in 1 letter steps, press the **[Back Space]** key. To delete all the entered letters, press the **[Clear]** or **[Clear/Stop]** key.

4 Press the **[OK]** key.

Only the files beginning with the letters appear in the “Document Server: Files” display.

 **Note**

- To display all the files saved in the Document Server, press the **[All the files]** key.

Deleting Saved Documents

You should delete any of the saved documents using the control panel of the machine. This section describes how to delete saved documents.

Important

- You can save up to 200 documents in the Document Server. No more documents can be saved, when there are 200 documents in the Document Server. You should delete unnecessary documents.
- You can set the timer to delete the documents stored in the Document Server with the User Tools. See “Auto File Delete” in ⇒ p.311 “Count Manager”.

Note

- You can delete all the saved documents at a time with the User Tools. See “Delete All The Saved Files” in ⇒ p.311 “Count Manager”.

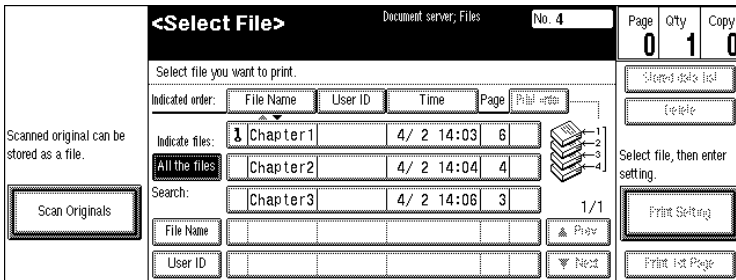
Follow these steps to delete saved documents.

1 Press the **[Document Server/New Job]** key.

The “Document Server: Files” display appears.

2 Select a document you want to delete by pressing the name of it.

The selected name is highlighted.



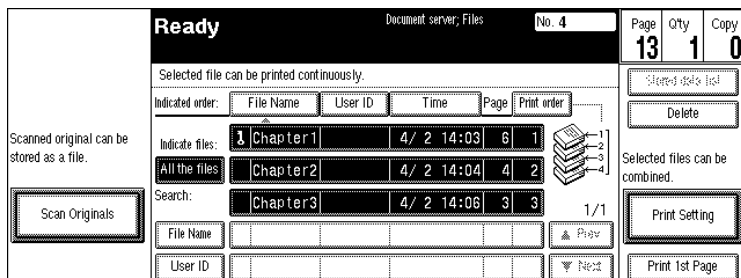
Note

- You can search the document you desire by the file name. See ⇒ p.221 “To Search by File Name”.
- You can sort the files in order of **[File Name]**, **[Time]**, or **[Print order]**. Press the key you want to sort by.
- If the desired file name is not shown, see the next or previous screen using the **[▼ Next]** and **[▲ Prev.]** keys.
- If you cannot choose the desired document by its name, you can print the first page to check the contents. Press the line for the desired document, and press the **[Print 1st Page]** key followed by the **[Start]** key.
- Press the selected line again to cancel the print job.
- If you select a document which requires a password, the “Input the Password” window appears. Enter your password using the number keys, and press the **[OK]** key. To delete the value entered, press the **[Clear]** or **[Clear/Stop]** key. To cancel a selected document, press the **[Cancel]** key.

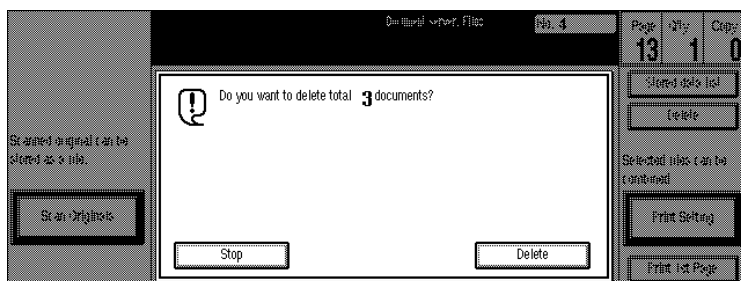
3 Repeat step **2** if you want to select more than one document.

4 Press the [Delete] key.

A confirmation dialog box appears.



5 Press the [Delete] key to delete it.



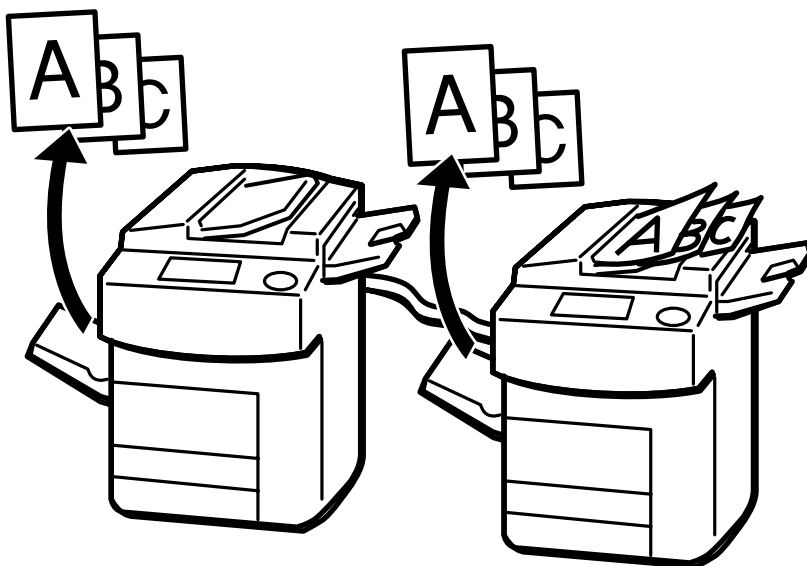
Note

To cancel the delete operation, press the [Stop] key.

4. Connect Copy (Option)

What is Connect Copy?

Connect Copy is a feature that allows you to connect two machines together using a cable. When you set up your copy job on one machine (the master unit), data is transferred to the other machine (the sub-unit) so that copies can be made on both machines simultaneously.



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Connect Copy benefits

Connect Copy provides the following benefits:

❖ **High-speed copying for greater productivity**

For large volume copy runs, two connected machines form a single system that can complete the job in a shorter time. If two 55 copies/minute (A4 □, 8¹/₂" × 11" □ size) copiers are connected together, a 110 copies/minute (A4 □, 8¹/₂" × 11" □ size) speed will be available.

❖ **Auto-backup system for less participation of operators**

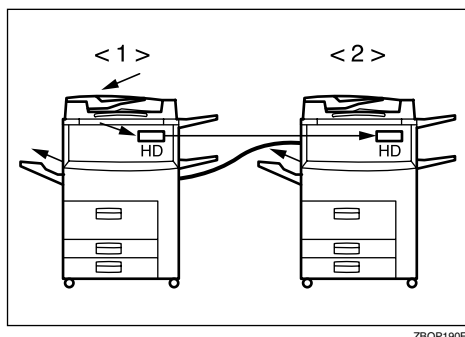
Even if one machine stops because of a paper jam, it has run out of toner, or run out of paper, the other machine will take over and finish the job automatically. If the stopped machine is recovered, the machines will allocate the job again and continue using Connect Copy to complete the job in a way that results in maximum productivity.

 **Note**

- You cannot make other copy jobs when two machines are connected.
- The two machines automatically share the job in order to finish at almost the same time and provide maximum productivity.
- To use the two machines separately again, press the **[Connect]** key to disconnect them.

How Connect Copy Works

In this manual, we refer to the two machines as the master unit and sub-unit respectively.



1. Master unit

2. Sub-unit

As your original is scanned in, the image data is stored on the master unit hard disk and transferred simultaneously to the sub-unit hard disk. As soon as scanning has finished, copying starts.

The master unit is the machine at which you press the **[Connect]** key to enter Connect Copy mode. When you do this, the other machine becomes the sub-unit. You can use either machine as the master unit or sub-unit, but you cannot change the relationship without exiting Connect Copy mode first.

Connectable Copier

You can still use Connect Copy even if no optional finisher or large capacity tray (LCT) is available. However, the optional finisher must be installed in both units in order to use the Stack and Staple functions, and the optional finisher and punch kit must be installed in both units in order to use the Punch function.

Functions Not Available with Connect Copy

The following functions are not available in Connect Copy mode:

- Job Preset

Interrupt Functions

- You cannot use Connect Copy when a job has been paused using the Interrupt function.
 - You can use the Interrupt function on the sub-unit while in Connect Copy mode, but only when the master unit is not scanning originals.
-

Before You Start

Both units must have paper trays loaded with paper of the same size, direction and type that you wish to copy onto.

To make the most out of the Connect Copy feature, we recommend that:

- The paper tray settings of the master unit and sub-unit match each other.
- The “Original Mode Quality Level” of the User Tools settings should be the same on each unit. If they are not the same, the copied images may differ. See “Original Mode Quality Level” in ⇒ p.292 “General Features $\frac{1}{3}$ ”.

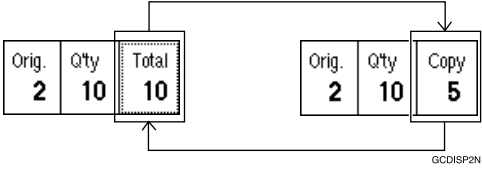


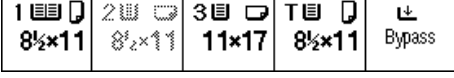
Connect Copy Display Panel

This section describes the displays on the master unit and sub-unit.

Note that when you enter Connect Copy mode, you must access all Connect Copy features and menus through the master unit display panel.

	Master unit	Sub-unit
Initial display in standard copy mode		
Initial display in Connect Copy mode		

	Master unit	Sub-unit												
Display when scanning originals on the master unit														
Display when copying/Interrupt copying														
Number of originals	<p>How many original pages have been scanned by the master unit so far.</p> <table border="1"> <tr> <td>Orig.</td> <td>Qty</td> <td>Copy</td> </tr> <tr> <td>2</td> <td>10</td> <td>5</td> </tr> </table> <p>GCDISP3N</p>	Orig.	Qty	Copy	2	10	5	<p>Not displayed on sub-unit.</p> <table border="1"> <tr> <td>Orig.</td> <td>Qty</td> <td>Copy</td> </tr> <tr> <td></td> <td></td> <td>0</td> </tr> </table> <p>GCDISP3N</p>	Orig.	Qty	Copy			0
Orig.	Qty	Copy												
2	10	5												
Orig.	Qty	Copy												
		0												
Copy quantity	<p>How many sets/copies to make.</p> <table border="1"> <tr> <td>Orig.</td> <td>Qty</td> <td>Copy</td> </tr> <tr> <td>2</td> <td>10</td> <td>5</td> </tr> </table> <p>GCDISP4N</p>	Orig.	Qty	Copy	2	10	5	<p>Not displayed on sub-unit.</p> <table border="1"> <tr> <td>Orig.</td> <td>Qty</td> <td>Copy</td> </tr> <tr> <td></td> <td></td> <td>0</td> </tr> </table> <p>GCDISP4N</p>	Orig.	Qty	Copy			0
Orig.	Qty	Copy												
2	10	5												
Orig.	Qty	Copy												
		0												

	Master unit	Sub-unit
Copy counter	<p>Displays how many sets/copies made by the master unit so far. *1</p> 	<p>Displays how many sets/copies made by the sub-unit so far.</p> 
Copy Paper Select	<p>Only paper trays loaded with the paper of the same size, direction and type installed in both the master unit and sub-unit are displayed.</p> <p>Other paper tray types will be grayed out and you cannot select them. *2</p> 	<p>Only paper trays loaded with the paper of the same size, direction and type installed in both the master unit and sub-unit are available.</p> <p>Note that you can only select the copy paper from the master unit control panel.</p> 

*1 When two or more pages are being copied using Sort and Staple, you can check how many sets have been copied so far. To toggle the copy counter between the master unit total and the total for both units, press the area that displays the number of copies. “Copy” means the number of sets made so far by the master unit and “Total” means the total number of sets made so far by both units.

*2 The bypass tray can be used only for the Cover/Designate functions.

Using Connect Copy

You can select Connect Copy mode from either of the two connected machines by pressing the **[Connect]** key. The machine you use becomes the master unit, and the other machine the sub-unit.

⚠ Limitation

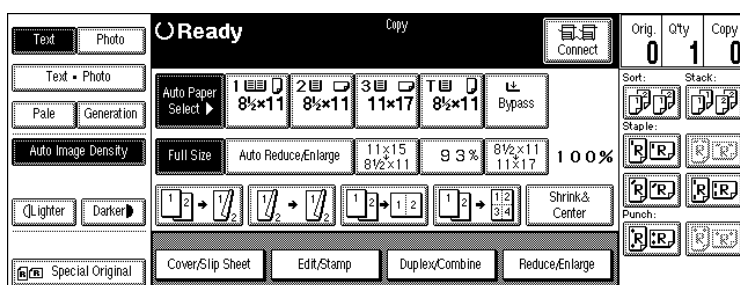
- ❑ Once Connect Copy is selected, you must carry out all operations on the master unit.

📌 Note

- ❑ You can select whether the **[Connect]** key is displayed or not with the User Tools. See “Connect Copy Master” in ⇒ p.311 “Count Manager”.

4

1 Make sure that the machine is in Copy mode.



📌 Note

- ❑ If the User Codes are turned on, enter a user code programmed in the master unit using the number keys (maximum 8 digits) then press the **[#]** key. You do not need to enter the user code for the sub-unit.

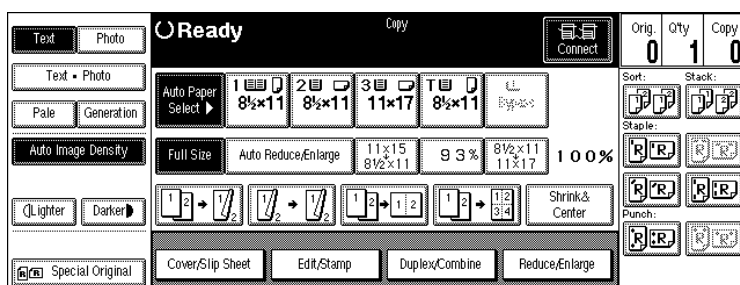
🔍 Reference

⇒ p.87 “User Codes”

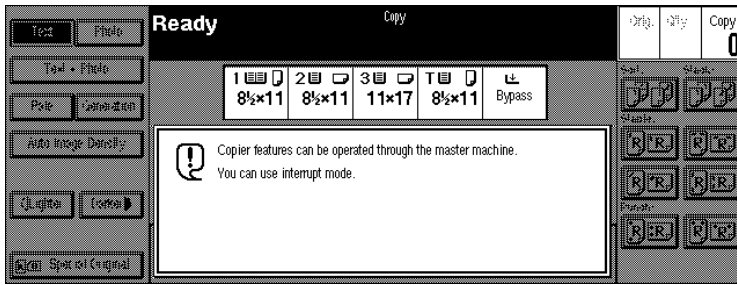
2 Press the **[Connect]** key on the machine that is to be the master unit.

When the key darkens, the two units are connected.

❖ Master unit display



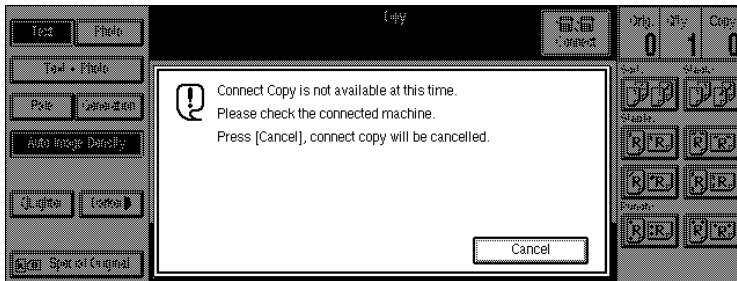
◆ Sub-unit display



🔍 Reference

If the **[Connect]** key is not visible or you cannot select it, see ⇒ p.253 “Connect Copy”.

If you press the **[Connect]** key and the message “Connect Copy is not available at this time. Please check the connected machine. Press **[Cancel]**, connect copy will be cancelled.” appears, see ⇒ p.251 “Connect Copy”.



3 Set your originals in the master unit.

	Original	Exposure glass	Document feeder
Standard			
90° Turn			

GCGSET1E

🔍 Reference

⇒ p.33 “Setting Originals”

4 Make any settings you require on the master unit.

Note

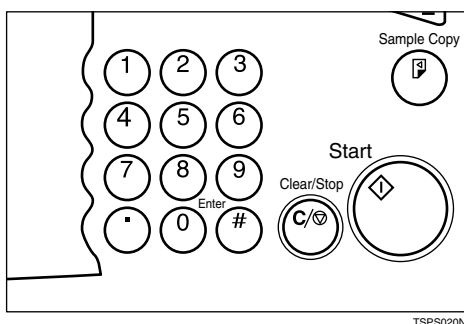
- Any copy settings that were set up before you entered Connect Copy mode will still remain in effect. However, if optional finishers are not installed on both the master unit and sub-unit, the Stack, Staple and Punch functions will be automatically disabled.
- To exit Connect Copy mode, press the **[Connect]** key on the master unit again.

Reference

For more information on functions you can use with Connect Copy, see ⇒ p.17 “Function List Based on Options”.

4

5 Enter the number of copies you require using the number keys.



Note

- You can enter up to 999 copies.
- If you make a mistake, press the **[Clear/Stop]** key and enter a new number.
- Even though Connect Copy is selected, only the master unit will make copies in the following situations:
 - When making a single copy set
 - When the original is a single sheet and you enter a low number of copies/sets

6 Press the **[Start]** key on the master unit.

Copying starts after the original has been scanned.

If you set originals in the document feeder

- 1 Copying starts simultaneously in the master unit and sub-unit after all originals have been scanned.

If you set originals on the exposure glass

- ① Set the next page(s) when scanning has finished, then press **【Start】** key.
- ② When all pages have been scanned in, press the **【#】** key. Copying starts simultaneously in the master unit and sub-unit.

If you use Batch (SADF) mode

- ① Set your originals and press the **【Start】** key. After all the previously set originals are fed, set the next originals while the Auto Feed indicator is lit.
- ② When all pages have been scanned in, press the **【#】** key. Copying starts simultaneously in the master and sub-unit.

 **Note**

- To stop originals from being scanned or copied, press the **【Clear/Stop】** key on the master unit, then press the **【Cancel】** key following the instructions on the display.

 **Reference**

See ⇒ p.38 “Batch (SADF) mode”.

If the size of scanned data exceeds memory capacity, the memory overflow message is displayed. Follow the instructions in “When Memory Is Full”. See ⇒ p.262 “Connect Copy”.

7 Pick up your copies from the master unit and sub-unit.

 **Note**

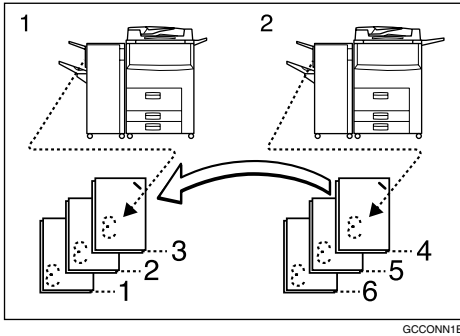
- The number of sheets and sets copied by the master unit and sub-unit may be different.
- The master unit and sub-unit may not finish copying at the same time.
- When using the Sort/Staple function, copies are organized into copy sets. If there is a paper jam in one machine during this process, it is not possible for the other machine to take over the copy set processing of the down machine.

💡 Copy output order

❖ **When copying in Sort/Staple mode**

e.g., copying 6-sets of a 3-sheet original

- Copying with the master unit (face down output)—sub-unit (face down output)



1. Master unit

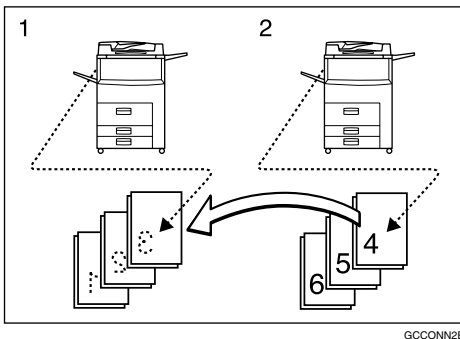
2. Sub-unit

When using Sort/Staple, your copies sets are not split between the master unit and sub-unit.

❖ **When copying without Sort/Staple mode**

e.g., making 2 copies of each page of a 6-sheet original

- Copying with the master unit (face down output)—sub-unit (face up output)



1. Master Unit

2. Sub-Unit

Combine your copy stacks from the master unit and sub-unit as shown in the diagram.

 **Auto Reset**

The machine exits Connect Copy mode and automatically returns to the initial condition a certain period of time after your job has finished. This function is called “Auto Reset”.

 **Note**

- When the master unit “Auto Reset Timer” of the User Tools delay elapses, the master unit will be reset automatically.
- When the sub-unit “System Reset” of the User Tools (System Settings) delay elapses, Interrupt mode will be cancelled on the sub-unit.

 **Reference**

See “Auto Reset Timer” in ⇒ p.292 “General Features 1/3”.

See “System Reset” in the System Settings manual.

 **Auto Off**

The machine turns itself off automatically a certain period of time after your job has finished. This function is called “Auto Off”.

 **Note**

- You can change the Auto Off time.

 **Reference**

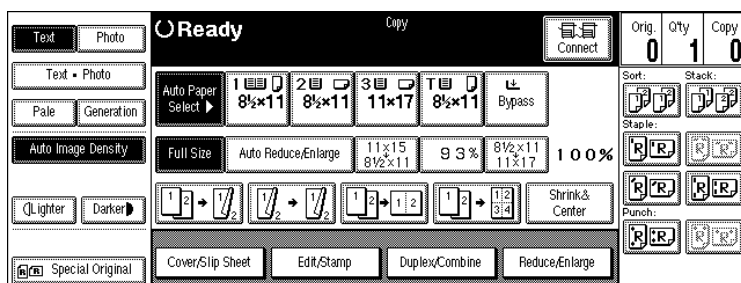
See “Auto Off Timer” in the System Settings manual.

Exiting Connect Copy Mode

This procedure describes how to exit Connect Copy mode and return to the standard copying functions.

1 Press the [Connect] key on the master unit.

The [Connect] key will be deselected.



Note

- Settings that were selected on the master unit while in Connect Copy mode will not be cleared.
- If you press the **[Clear Modes/Energy Saver]** key on the master unit, Connect Copy mode is canceled and the master unit returns to the initial condition of the Copy mode.
- The sub-unit will return to the state it was in prior to entering Connect Copy mode.

Reference

If you cannot exit Connect Copy mode by pressing the **[Connect]** key, see ⇒ p.256 "If You Cannot Exit Connect Copy".

Printing Saved Documents with Connect Copy

You can print any of the documents saved in the Document Server using Connect Copy.

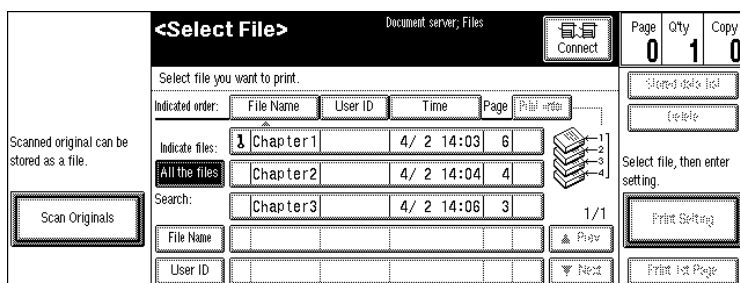
Note

- Use the machine that saved the documents in the Document Server as the master unit.

1 Press the **[Document Server/New Job]** key on the master unit.

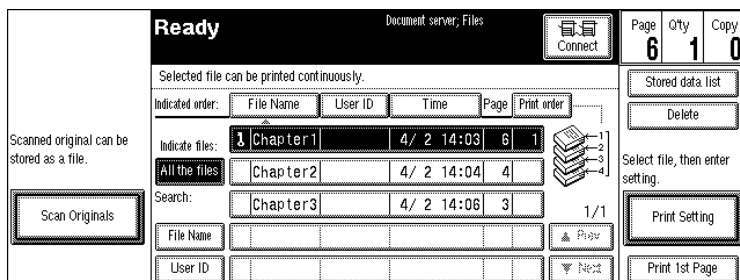
The “Document Server: Files” display appears.

2 Press the line for the document you want to print.



Indicated order	File Name	User ID	Time	Page	Print order
1	Chapter1		4/ 2 14:03	6	1
	Chapter2		4/ 2 14:04	4	3
	Chapter3		4/ 2 14:06	3	4

The selected line is highlighted.



Indicated order	File Name	User ID	Time	Page	Print order
1	Chapter1		4/ 2 14:03	6	1
	Chapter2		4/ 2 14:04	4	3
	Chapter3		4/ 2 14:06	3	4

Note

- You can search the document you desire by the file name. See ⇒ p.221 “To Search by File Name”.
- You can sort the files in order of **[File Name]**, **[Time]**, or **[Print order]**. Press the key you want to sort by.
- If the desired file name is not shown, see the next or previous screen using the **[▼ Next]** and **[▲ Prev.]** keys.
- If you cannot choose the desired document by its name, you can print the first page to check the contents. Press the line for the desired document, and press the **[Print 1st Page]** key followed by the **[Start]** key.
- Press the selected line again to cancel the print job.
- If you select a document which requires a password, the “Input the Password” window appears. Enter your password using the number keys, and press the **[OK]** key. To delete the value entered, press the **[Clear]** or **[Clear/Stop]** key. To cancel a selected document, press the **[Cancel]** key.

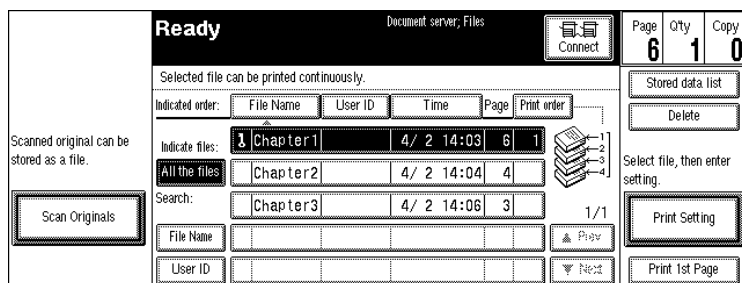
3 To print more than one document, repeat step 2 to select the desired documents in the order you want to print them out.

The selected order is shown in the priority column next to the selected document(s).

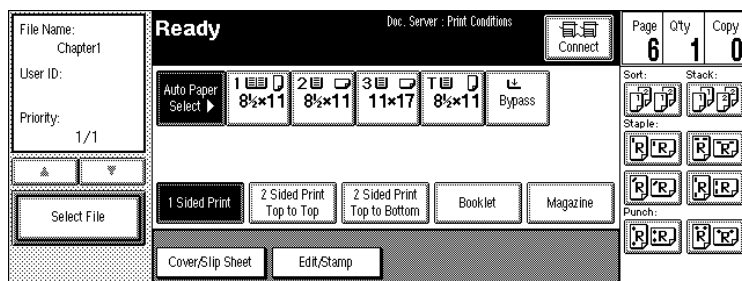
Note

- To change the print order, press the highlighted lines to return to the normal conditions, then select them again in the order you want to print.
- Press the **[Clear Modes/Energy Saver]** key to cancel all the settings.

4 If you need to change any of the print settings, press the [Print Setting] key.



The “Document Server: Print Conditions” menu appears.



Note

- The print settings remain in the machine after printing.
- The print settings of the document you select first are applied to the merged documents.
- If you select multiple files, you can confirm the file names or print order of the files you selected in step 3 by scrolling through the list with the **[▼]** and **[▲]** keys.
- Press the **[Select File]** key to return to the “Document Server: Files” display.

Reference

For details, see the explanations of each function in this manual.

5 Press the [Connect] key.

When the key darkens, the two units are connected.

6 Enter the required number of prints using the number keys. **Note**

- Up to 999 can be entered.
- To change the value entered, press the **【Clear/Stop】** key and enter a new value.
- If you print more than one set using the Sort function, you can check the print result by printing out only the first set. See ⇒ p.220 “Sample Printing”.

7 Press the **【Start】** key.

Printing starts after the image data stored in the master unit has been transferred to the sub-unit.

 **Note**

- The printing may take some time after transferring the image data to the sub-unit.
- To stop originals from being printed, press the **【Clear/Stop】** key on the master unit, then press the **【Cancel】** key following the instructions on the display.
- The number of sheets and sets printed by the master unit and sub-unit may be different.
- The master unit and sub-unit may not finish printing at the same time.

Relationship Between Master Unit and Sub-Unit System Settings

This section describes which System Settings are used by the master unit and sub-unit in Connect Copy mode.

Note

- ❑ In Connect Copy mode, the **[User Tools/Counter]** key on the sub-unit is disabled. To access the User Tools on the sub-unit, you need to exit Connect Copy mode first.

Reference

For details, see the System Settings manual.

Symbol	Meaning
☆	The master unit and sub-unit use each setting
←	Both units use the master unit setting
—	Unrelated
★	Depends on the function

Menu	Master unit	Sub-unit	Remarks
Basic Page 1			
Operation Panel Beeper	☆	☆	
Ready Operation Panel Beeper	☆	☆	
Copy Count Display	—	—	The copy counter is always displayed in count up mode.
Auto Tray Switching	☆	☆	
Auto Off Timer	☆	—	
Low Power Shift Time	—	—	In Connect Copy mode, neither unit will enter any of Energy Saver modes (Low Power mode, Energy Saver mode). When Connect Copy is exited, the machines will enter Energy Saver mode after the programmed delay elapses.
Low Power Timer	—	—	
ADF Orig. Ejection	☆	—	
<F/F4>Size Setting	☆	☆	
Basic Page 2			
System Reset	—	★	Interrupt mode on the sub-unit will be cleared by this timer.

Menu	Master unit	Sub-unit	Remarks
Function Priority	—	—	When the time set in “Auto Reset Timer” of the User Tools on the master unit passes and Connect Copy is canceled, and then the time set in “System Reset” of the User Tools (System Settings) passes, it returns to the function defined by the “Function Priority” of the User Tools (System Settings) setting.
Copy/Document Server: Output Tray	☆	☆	
Staple initialization	—	—	
Set Time			
Set Date	☆	☆	
Set Time	☆	☆	
Weekly Timer:Monday to Sunday	☆	—	The function is disabled on the sub-unit in Connect Copy mode. When Connect Copy is exited, the power will be switched off at the time specified by the timer.
Key Operator Code for Off Setting	—	—	
Paper Size Setting			
Paper Tray Priority	☆	☆	
Tray 1:Paper Size Setting	☆	☆	We recommend that the master unit and sub-unit have the same paper tray settings. This is because only paper trays with the same size, direction, and type of paper can be used in Connect Copy mode.
Tray 2:Paper Size Setting	☆	☆	
Tray 3:Paper Size Setting	☆	☆	
Bypass: Special Paper Indication	★	★	Can be used only with the Cover/Designate functions.
Tray 1: Special Paper Indication	☆	☆	We recommend that the master unit and sub-unit have the same paper tray settings. This is because only paper trays with the same size, direction, and type of paper can be used in Connect Copy mode.
Tray 2: Special Paper Indication	☆	☆	
Tray 3: Special Paper Indication	☆	☆	
LCT: Special Paper Indication	☆	☆	
Cover	☆	☆	
Slip Sheet 1	☆	☆	

Menu	Master unit	Sub-unit	Remarks
Slip Sheet 2	☆	☆	
Count Manager			
Set User Codes	☆	—	Access these settings on the master unit. The master unit settings override those of the sub-unit.
Key Counter	—	—	You cannot control the optional Key Counter in Connect Copy mode.
Set Key Card	☆	—	—
Key Operator Code	—	—	
AOF(Keep It On.)	—	—	Neither the master unit nor sub-unit will be turned off by this function in Connect Copy mode. The power will go off after you have exited Connect Copy mode and the AOF Delay has elapsed.
Counter/Print	—	—	

Relationship Between Master Unit and Sub-Unit Copy/Document Server Features

This section describes which Copy/Document Server Features are used by the master unit and sub-unit in Connect Copy mode.

Note

- In Connect Copy mode, the **[User Tools/Counter]** key on the sub-unit is disabled. To access the User Tools on the sub-unit, you need to exit Connect Copy mode first.

Reference


⇒ p.287 “User Tools (Copy/Document Server Features)”

Symbol	Meaning
☆	The master unit and sub-unit use each setting
←	Both units use the master unit setting
—	Unrelated

Menu	Master unit	Sub-unit	Remarks
General Features			
Auto Paper Select Priority	☆	—	Trays with the same size and direction of paper will be selected from the master unit and sub-unit automatically.
Auto Paper Select Tray Display	☆	—	The sub-unit displays the type of paper whether this function is selected or not.
Auto Image Density Priority	☆	—	
Original Mode Priority	☆	—	
Original Mode Display	☆	—	
Original Mode Quality Level	☆	☆	Same level should be selected on both units.
Original Image Density Level	☆	☆	Each unit uses its own programmed value.
Auto Reset Timer	☆	—	Connect Copy will be cancelled according to the timer on the master unit.
Duplex Mode Priority	☆	—	
Copy Orientation in Duplex Mode	☆	—	
Original Orientation in Duplex Mode	☆	—	

Menu	Master unit	Sub-unit	Remarks
Initial Mode	☆	—	
Maximum Copy Quantity	☆	—	
Original Beeper	☆	—	
Job End Call	☆	☆	When turned on, the beeper sounds only on the master unit when copying is completed. Only if the "Operation Panel Beeper" of the User Tools (System Settings) setting is "On".
Time for indicating job status	—	—	
Shortcut Keys:F1	☆	—	
Shortcut Keys:F2	☆	—	
Shortcut Keys:F3	☆	—	
Shortcut Keys:F4	☆	—	
Shortcut Keys:F5	☆	—	
Reproduction Ratio			
Shortcut R/E	☆	—	
R/E Priority	☆	—	
Enlarge 1 – 5	☆	—	
Priority Setting : Enlarge	☆	—	
Reduce 1 – 6	☆	—	
Priority Setting : Reduce	☆	—	
Shrink&Center Ratio	☆	—	
Page Format			
Front Margin: Left/Right	☆	←	
Back Margin: Left/Right	☆	←	
Front Margin: Top/Bottom	☆	←	
Back Margin: Top/Bottom	☆	←	
1 → 2 Duplex Auto Margin Adjust	☆	←	
Erase Border	☆	←	
Combine Orig. Shadow Erase	☆	←	
Erase Center	☆	←	
Repeat Separation Line	☆	←	
Double Copies Separation Line	☆	←	
Combine Separation Line	☆	←	
Copy Back Cover	☆	←	


Menu	Master unit	Sub-unit	Remarks
Cover page in combine mode	☆	←	
Designated Slip Sheet Copy In Combine	☆	←	
Booklet/Magazine Original Orientation	☆	←	
Copy Order In Combine Mode	☆	←	
Stamp Setting			
Background Numbering			
Size	☆	←	
Density	☆	←	
Superimpose	☆	←	
Preset Stamp			
Stamp Priority	☆	←	
Stamp Language	☆	←	
Stamp position	☆	←	
Stamp condition	☆	←	
Superimpose	☆	←	
User Stamp			
Program/Delete Stamp	☆	←	Set the same stamp in the both unit.
Stamp position	☆	←	
Stamp condition	☆	←	
Date Stamp			
Format	☆	←	
Font	☆	←	
Position Priority	☆	←	
Size	☆	←	
Superimpose	☆	←	
Page Numbering			
Format Priority	☆	←	
Font	☆	←	
Size	☆	←	
Duplex Back Page Number Position	☆	←	
Page Numbering In Combine Mode	☆	←	

Menu	Master unit	Sub-unit	Remarks
Copy On Slip Sheet In Designate Mode	☆	←	
Position Priority: P1, P2...	☆	←	
Position Priority: 1/5, 2/5...	☆	←	
Position Priority: -1-, -2-...	☆	←	
Position Priority: P.1, P.2...	☆	←	
Position Priority: 1, 2...	☆	←	
Position Priority: 1-1,1-2...	☆	←	
Superimpose	☆	←	
Input/Output			
Batch (SADF) Auto Reset Time	☆	—	
ARDF Original Table Rise Time	☆	—	
Face-Up/Down Selection in Platen Mode	—	—	This setting will be ignored and the setting programmed for Connect Copy will be used.  Reference See step 7 in ⇒ p.232 “Using Connect Copy”.
Rotate Sort Auto Paper Continue	☆	←	This function is effective when the “Auto Tray Switching” of the User Tools (System Settings) setting is “On (Rotate)”.
Auto Sort Mode	☆	—	
Memory Full Auto Scan Restart	☆	←	
Select Stack or Rotate sort	☆	—	
Staple Position	☆	—	
Paper Eject: Always Rotate 180°	☆	←	
Count Manager			
Check/Reset/Print Copy Counter	—	—	
User Code Register/Change/Delete	—	—	
Face-Up/Down Selection in Bypass Mode	—	—	
Connect Copy Master	☆	—	
Auto File Delete	☆	—	
Delete All The Saved Files	—	—	

5. Troubleshooting

If Your Machine Does Not Operate as You Want

General

Machine Status	Problem/Cause	Action
The machine instructs you to wait.	The machine is warming up.	Wait for the machine to warm-up.  Reference You can use Auto Start mode during warm-up period. See ⇒ p.88 "Auto Start".
	Copy paper is moving in Tray 1 (Tandem Tray).	Wait for the machine.
The machine cannot detect the original size.	Improper original is set. See ⇒ p.25 "Sizes difficult to detect".	Set non-standard size original on the exposure glass. See ⇒ p.34 "Setting Originals on the Exposure Glass".
		Select paper manually, not in Auto Paper Select mode.
	Original is not set.	Do not use Auto Reduce/Enlarge mode.
The machine instructs you to check the original direction.	There is no copy paper that is in the same direction as the originals.	Set the original in the same direction as the copy paper.
The machine instructs you to check paper size.	Improper original size is set.	Select the proper paper size.
The machine cannot perform rotate-sorting for this paper size.	The size of paper for which no rotate-sorting is available is selected.	Select the proper paper size. See ⇒ p.56 "Sort".
The machine cannot punch this size of paper.	--	Select the proper paper size that can be used in Punch mode. See ⇒ p.67 "Punch".
The number of sheets that can be stapled has been exceeded.	--	Check the stapler capacity. See ⇒ p.61 "Staple".







Machine Status	Problem/Cause	Action
The machine cannot staple this size of paper.	--	Select the proper paper size that can be used in Staple mode. See ⇒ p.61 "Staple".
This paper is not available in Duplex mode.	A paper size not available in Duplex mode has been selected.	Select a paper size that can be used in Duplex mode. See ⇒ p.110 "Duplex".
You cannot enter the desired copy set number.	The number of copies exceeds the maximum copy quantity.	You can change the maximum copy quantity that you can make at a time. See "Maximum Copy Quantity" in ⇒ p.295 "General Features ² / ₃ "
The indicated unit was not set/installed correctly.	The B2 lever is released, but not in the correct position.	Set the B2 lever in its correct position.

Document Server

5

Machine Status	Problem/Cause	Action
The machine asks you whether you want to store pages where scanning is finished as 1 file.	The number of scanned pages exceeds the capacity per file of the Document Server.	The maximum number of pages per file you can store is 1,200 pages in the Document Server. To store pages where scanning is finished as 1 file, press the [Yes] key. To cancel scanning, press the [No] key.
Scanned pages became over 1,200 pages per file.	The number of scanned pages exceeds the capacity of the Document Server.	The maximum number of files or pages per file you can store is 200 files or 1,200 pages in the Document Server. Delete any unnecessary files and then scan the document again.

Connect Copy

Machine Status	Problem/Cause	Action
<p>You cannot use Connect Copy.</p> <p>You cannot use Connect Copy. The other machine is in use.</p>	<p>The sub-unit has a paper misfeed or needs a fresh supply of toner or other replenishable supply.</p>	<p>Press the [Cancel] key on the master unit and follow the instructions given on the sub-unit display.</p> <p> Reference</p> <p>See ⇒ p.268 “ Changing the Toner Bottle”.</p> <p>See ⇒ p.270 “ Clearing Misfeeds”.</p> <p>See ⇒ p.283 “ Removing Jammed Staples”.</p> <p>If the sub-unit display shows that a cover is open, follow the instructions given. For all other situations, follow the instructions on the display.</p>
	<p>The User Tools menu is open on the sub-unit.</p>	<p>Press the [Cancel] key on the master unit. Then on the sub-unit press the [User Tools/Counter] key to close the User Tools menu.</p>
	<p>The sub-unit is busy copying or printing with another function.</p>	<p>Press the [Cancel] key on the master unit then stop the sub-unit from copying/printing.</p>
	<p>The sub-unit is in Interrupt mode.</p>	<p>Press the [Cancel] key on the master unit. Then press the [Interrupt] key on the sub-unit to exit Interrupt mode.</p> <p> Reference</p> <p>⇒ p.86 “Interrupt Copy”</p>
	<p>The sub-unit has been switched off automatically by the Weekly Timer function and is waiting for the Key Operator Off Code to be entered.</p>	<p>Press the [Cancel] key on the master unit. Then on the sub-unit enter the code and press the [#] key.</p> <p> Reference</p> <p>See “Key Operator Code for Off Setting” in the System Settings manual.</p>
	<p>The sub-unit is not in Copy mode (i.e., in Document Service mode).</p>	<p>Press the [Cancel] key on the master unit. Then press the [Copy/New Job] key on the sub-unit to switch over to Copy mode.</p>

Machine Status	Problem/Cause	Action
You cannot use Connect Copy.	The [Connect] key was pressed simultaneously on both the master unit and sub-unit.	Press the [Cancel] key on both the master unit and sub-unit, then press the [Connect] key on just one of them.
	! indicator is lit on the sub-unit.	Follow the instructions shown on the display.
You cannot use Connect Copy. The other machine is in use.	The master unit is not in Copy mode (i.e., in Document Server mode).	Press the [Cancel] key on the master unit. Then press the [Copy/New Job] key on the master unit to switch over to Copy mode.

Document Server


5





Problem	Action
You forgot your password.	Without the password, you cannot edit or print the document. Scan the document again. You can delete all the saved documents at once with the User Tools. See "Delete All The Saved Files" in ⇒ p.311 "Count Manager" Make sure that no important document is saved in the Document Server before deleting all of the saved documents.
You cannot find out what is saved in a file.	Check the date or time column in the "Document Server: Files" display.
	Check the contents of the document by printing the first page of it. Press the line for the desired document in the "Document Server: Files" display, and press the [Print 1st Page] key followed by the [Start] key.
Memory becomes full frequently.	Delete any unnecessary files. See ⇒ p.222 "Deleting Saved Documents".
You want to check the print result before making a large print run.	Check the print result by printing out only the first set. See ⇒ p.220 "Sample Printing"
You want to save a document which cannot be deleted automatically.	Turn "Auto File Delete" off, then save the document in the Document Server. See "Auto File Delete" in ⇒ p.311 "Count Manager". If you turn "Auto File Delete" on after saving the document, this function is applied to the next saved documents.

Display



Machine Status	Problem/Cause	Action
The display panel is off.	The screen contrast knob is turned to the dark position.	Set the screen contrast knob to the light position for proper viewing of the display panel.
	The machine is in Energy Saver mode.	Press the 【Clear Modes/Energy Saver】 key to cancel Energy Saver mode.
	The operation switch is turned off.	Turn on the operation switch.
Nothing happens when the operation switch is turned on.	The main power switch is turned off.	Turn on the main power switch.

Connect Copy




Machine Status	Problem/Cause	Action
The 【Connect】 key does not appear on the display.	The main power switch on the sub-unit is off.	Turn on the sub-unit main power switch.
	The operation switch on the sub-unit is off.	Press the operation switch on the right side of the control panel. The On indicator will go on.  Note <input type="checkbox"/> The machine will be ready to operate about five minutes after turning power on.
	The master unit is not in Copy mode (i.e., in Document Server mode).	Press the 【Copy/New Job】 key on the master unit to switch to Copy mode.
	The master unit is in Interrupt mode.	Press the 【Interrupt】 key on the master unit to exit Interrupt mode.






Machine Status	Problem/Cause	Action
The [Connect] key does not appear on the display.	The master unit is in Job Preset mode.	<p>Exit Job Preset mode in one of the following ways.</p> <ul style="list-style-type: none"> ❖ If you are still selecting copy settings and copying has not started yet: Press the [Cancel] key then remove the originals set in the master unit document feeder. ❖ If Job Preset mode is in progress: Press the [Clear/Stop] key, follow the instructions on the display then press the [Cancel] key. <p> Reference See ⇒ p.80 "Job Preset".</p>
	The "Connect Copy Master" of the User Tools setting is "No".	<p>Change the setting to "Yes" or press the [Connect] key on the other unit.</p> <p> Reference See "Connect Copy Master" in ⇒ p.311 "Count Manager".</p>
	The Connect Copy cable is damaged.	Contact your service representative.
	 indicator is lit.	Follow the instructions shown on the display.
The [Connect] key is grayed out.	The master unit is now copying or copying will start as soon as the warm-up finished.	Press the master unit [Clear/Stop] key to cancel copying.
	Copying has stopped because there is a paper misfeed or toner has run out on the unit you wish to use as the master unit.	Solve the problem on the master unit.
	Functions are programmed that cannot be used with Connect Copy.	<p>Press the master unit [Clear Modes/Energy Saver] key to clear the programmed functions.</p> <p> Reference ⇒ p.17 "Function List Based on Options"</p>

If Connect Copy Is Cleared

Machine Status	Problem/Cause	Action
Exited Connect Copy.	The master unit main power switch has been turned off or the operation switch has been pressed.	Connect Copy is cancelled and the display returns to copy standby mode. On the master unit, either turn on the main power switch or press the operation switch, then press the [Connect] key and start your copy job again.
	Either the sub-unit main power switch has been turned off or the operation switch has been pressed.	A message requesting you to check the sub-unit is displayed on the master unit. Press the [Cancel] key and clear connect-copying. Either turn on the main power switch on the sub-unit or press the operation switch and then press the [Connect] key.
	The Weekly Timer function has automatically turned the master unit off.	Press the master unit operation switch then press the [Connect] key and copy.  Reference See "Weekly Timer" in the System Settings manual.
An error message indicating a breakdown is shown on the master unit display.	 indicator is lit.	Copying is not possible. Follow the instructions displayed in the error message.


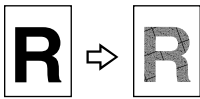
If You Cannot Exit Connect Copy

Machine Status	Problem/Cause	Action
Nothing happens when you press the [Connect] key.	Originals are being scanned or copied.	Press the master unit [Clear/Stop] key and then press the [Cancel] key to cancel scanning or copying.
	There is a paper misfeed in either the master unit or sub-unit.	Clear the paper misfeed in the master unit or sub-unit.  Reference ⇒ p.270 “  Clearing Misfeeds” ⇒ p.283 “  Removing Jammed Staples” If the display shows that a cover is open, follow the instructions given. For all other situations, follow the instructions on the display. To exit Connect Copy mode, press the master unit [Clear/Stop] key, then press the [Connect] key.
	The master unit [Clear/Stop] key was pressed and scanning of the original has been interrupted.	To exit Connect Copy mode, follow the instructions on the display, then press the [Cancel] key.
	The [Clear/Stop] key was pressed on either the master unit or sub-unit and copying has been interrupted.	To exit Connect Copy mode, follow the instructions on the display, then press the [Cancel] key.

Machine Status	Problem/Cause	Action
Nothing happens when you press the [Connect] key.	The master unit or sub-unit needs a fresh supply of toner or staples.	Solve the problem in the appropriate unit.  Reference ⇒ p.263 “  Loading Paper” ⇒ p.268 “  Changing the Toner Bottle” ⇒ p.281 “  Adding Staples” ⇒ p.285 “  Removing Punch Waste” For all other situations, follow the instructions on the display. To exit Connect Copy mode, press the master unit [Clear/Stop] key, then press the [Cancel] key.
	A paper misfeed occurred during stapling.	Remove the misfed paper. To exit Connect Copy mode, press the [Clear/Stop] key, then press the [Connect] key.


If You Cannot Make Clear Copies

5

Problem	Cause	Action
Copies appear dirty.	The image density is too dark.	Adjust the image density. See ⇒ p.42 "Adjusting Copy Image Density".
	Auto Image Density is not selected.	Select Auto Image Density.
The reverse side of an original image is copied.	The image density is too dark.	Adjust the image density. See ⇒ p.42 "Adjusting Copy Image Density".
	Auto Image Density is not selected.	Select Auto Image Density.
A shadow appears on copies if you use pasted originals.	The image density is too dark.	Adjust the image density. See ⇒ p.42 "Adjusting Copy Image Density".
		Change the direction of the original.
		Put mending tape on the pasted part.
The same copy area is dirty whenever making copies.	The exposure glass or document feeder belt is dirty.	Clean them. See ⇒ p.317 "Maintaining Your Machine".
Copies are too light.	The image density is too light.	Adjust the image density. See ⇒ p.42 "Adjusting Copy Image Density".
	Damp or rough grain paper is used.	Use dry paper without rough grain.
	Toner cartridge is almost empty.	Add toner. See ⇒ p.268  "Changing the Toner Bottle".
Parts of the image are not copied.	The original is not set correctly.	Set originals correctly. See ⇒ p.33 "Setting Originals".
	An improper paper size is selected.	Select the proper paper size.
Copies are blank.	The original is not set correctly.	Set originals correctly. See ⇒ p.33 "Setting Originals".
<p>A moiré pattern is produced on copies.</p> 	Your original has a dot pattern image or many lines.	Place the original on the exposure glass at a slight angle.

If You Cannot Make Copies As You Want

General

Problem	Cause	Action
Copies are not stapled.	There are jammed staples in the stapler.	Remove jammed staples. See ⇒ p.283 “  Removing Jammed Staples”.
	The number of copies exceeds the capacity of the stapler.	Check the stapler capacity. See ⇒ p.61 “Staple”.
	Copy paper is curled.	Turn the copy paper over in the tray.
Staples are wrongly positioned.	Originals are not set correctly.	Set originals correctly. See ⇒ p.61 “Staple”.
Misfeeds occur frequently.	Copy paper size setting is not correct.	Set the proper paper size. See ⇒ p.278 “Changing the Paper Size”.
You cannot combine several functions.	Selected functions cannot be used together.	See ⇒ p.209 “Combination Chart”.
When sorting, the pages are divided into two blocks.	The memory became full in the middle of sorting and the pages were ejected in two blocks.	You can interrupt the copying when the memory becomes full. See “Memory Full Auto Scan Restart” in ⇒ p.309 “Input/Output”.

Connect Copy

Problem	Cause	Action
Cannot stack, staple or punch.	The optional finisher or punch kit is not installed in the sub-unit.	Press the [Connect] key to exit Connect Copy mode, then copy using stack/staple/punch.
The copied images differ.	The “Original Mode Quality Level” of the User Tools settings are not the same.	See “Original Mode Quality Level” in ⇒ p.292 “General Features ¹ / ₃ ”.

Adjust Image


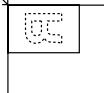
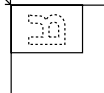
Problem	Cause	Action
In Double Copies mode, parts of the original image are not copied.	Combination of original and copy paper is not correct.	Select the proper original and copy paper. See ⇒ p.166 "Double Copies".
In Border, Center, or Center/Border mode, parts of the original image are not copied.	You set the wide erased margin.	Set the narrow margin with the User Tools. See "Erase Border" and "Erase Center" in ⇒ p.299 "Page Format 1/2".
	Your original has narrow margins on four sides.	
In Margin Adjustment mode, parts of the original image are not copied.	You set the wide erased margin.	Set the narrow margin with the User Tools. See "Front Margin: Left/Right" and "Back Margin: Left/Right" in ⇒ p.299 "Page Format 1/2".
In Image Repeat mode, the original image is not copied repeatedly.	You selected the same size copy paper as originals, and did not select the proper reproduction ratio.	Select copy paper larger than the originals.
		Select the proper reproduction ratio.

5

Combine

Problem	Cause	Action
You cannot make a book from a booklet or magazine by folding copies.	Combine Original Booklet Format or Combine Original Magazine Format is not correct.	Change the setting. See ⇒ p.115 "Combine".
Parts of the image are not copied.	You specified an improper reproduction ratio that does not meet the sizes of your originals and copy paper.	When you specify a reproduction ratio using Manual Paper Select mode, make sure that the ratio matches your originals and the copy paper. Note <input type="checkbox"/> Select the correct reproduction ratio before using Combine mode.
	Your originals are not identical in size and direction.	Use originals that are identical in size and direction.
Order of copies is not correct.	You set originals in the incorrect order.	When setting a stack of originals in the document feeder, the last page should be on the bottom.
		If you set an original on the exposure glass, start with the first page to be copied.

Duplex

Problem	Cause	Action
Order of copies is not correct.	You set originals in the incorrect order.	When setting a stack of originals in the document feeder, the last page should be on the bottom.
		If you set an original on the exposure glass, start with the first page to be copied.
Orientation of copies (Top to Top, or Top to Bottom) is not correct.	You set originals in an incorrect direction or the orientation setting is incorrect.	<p>Select the correct orientation, or set originals correctly. See ⇒ p.110 "Duplex".</p> <p> Note</p> <p><input type="checkbox"/> If you set A3, 11" × 17" or B4, 8¹/₂" × 14" originals as shown below, select [Top to Bottom] to make copies in "Top to Top" orientation. Or select [Top to Top] to make copies in "Top to Bottom" orientation.</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p style="text-align: right; font-size: small;">CP270-A</p>

Stamp

Problem	Cause	Action
The wrong date is printed.	The machine main power has been turned off for more than 20 days.	Set the date correctly again. See "Set Date" in the System Settings manual.
The stamp position is wrong.	The paper orientation is wrong.	Check the paper orientation and stamp position.
The stamp does not appear.	Stamp is too large to print.	Check the size of the user stamp and register it again. See ⇒ p.193 "Program/Delete User Stamp".

When Memory Is Full

Document Server

Machine Status	Action
The memory is full.	Delete any unnecessary files and then scan the document again. See ⇒ p.222 “Deleting Saved Documents”.

Connect Copy

Because Connect Copy scans in all your originals into memory, if the number of originals exceeds a certain limit, the machine will run out of memory.

! Limitation

- If memory is full on either the master unit or sub-unit, Interrupt Copy will not be available.

✎ Note

- If you set “Memory Full Auto Scan Restart” of the User Tools to “Yes”, the memory overflow message will not be displayed, but make Connect Copy for the scanned original automatically. Connect Copy continues scanning and copying until finishing the job. Note that copy sets will be printed out separately by scanning at this time.

Machine Status	Action
The memory is full.	Press the [Output] key to copy scanned originals and clear the scanning data. Press the [Clear] key to clear the scanning data and not copy.
The machine asks you whether you want to scan the remaining originals.	To continue copying, remove all copies then press the [Resume] key. To stop copying, press the [Cancel] key.

Loading Paper

Note

- ❑ If you want to change the paper size of Tray 2 (550-sheet tray), see ⇒ p.278 “Changing the Paper Size”.

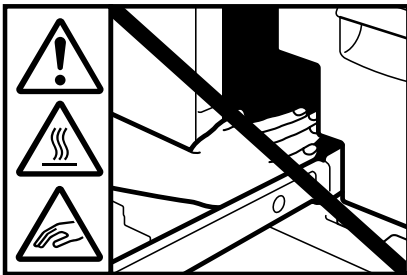
Reference

Regarding paper types and sizes, see ⇒ p.26 “Copy Paper”.

Loading Paper in Tray 1 (Tandem Tray)

⚠ CAUTION:

- *Take care not to get your hand caught between the right and left trays.*



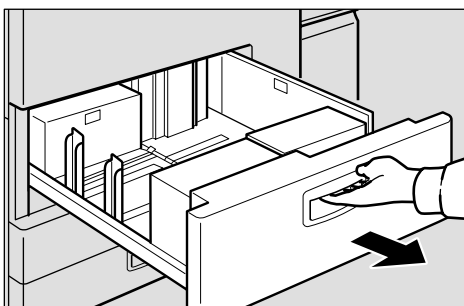
Important

- ❑ When the paper on the right side in Tray 1 runs out, the paper on the left side will automatically move to the right side. While the paper on the left side is moving, the machine instructs you to wait. At this time, do not pull out the tray.

Note

- ❑ You can supply paper even while you are making copies using the paper in Tray 1. During copying, you can pull out the left half of the tray.
- ❑ Prepare paper of the same size as that loaded in the right of the tray. Load it in the left side in the same direction.

- 1** Pull out the paper tray until it stops.



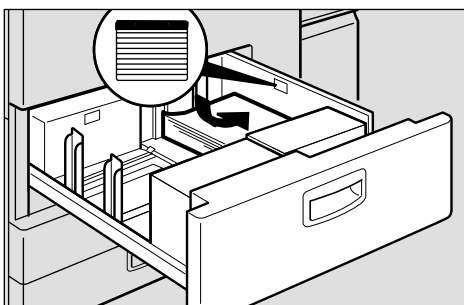
ZBOY010E

- 2** Square the paper and set it in the tray.

When the whole tray is pulled out

5

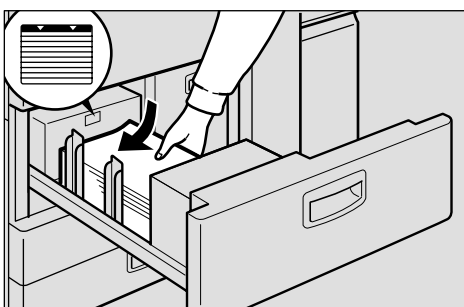
- 1** Set the paper in the right tray.



ZBOY020E

- 2** Return the right tray into the original position.

- 3** Set the paper in the left tray.



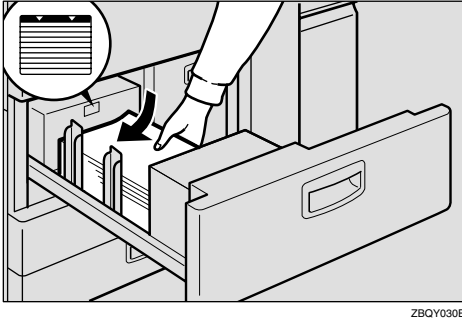
ZBOY030E

⚠ Important

- Push the right paper to the right side, and the left paper to the left side.
- Do not stack paper over the limit mark.

When the left half of the tray is pulled out

1 Set the paper in the left tray.



⚠ Important

- Do not stack paper over the limit mark.
- Make sure that the paper stack is flush with the left side fence.

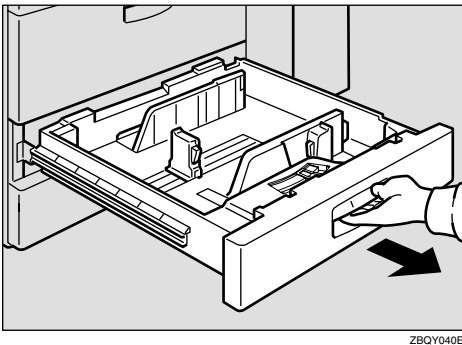
📝 Note

- Straighten the paper, if curled or warped, before placing it in the tray.

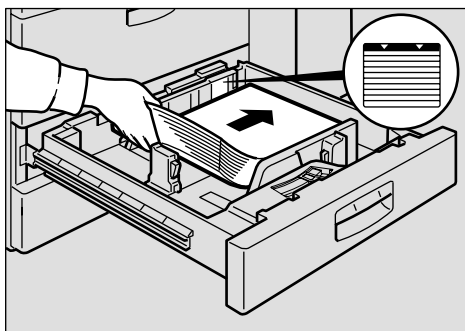
3 Push the paper tray in until it stops.

Loading Paper in Tray 2 or 3

1 Gently pull out the paper tray until it stops.



2 Square the paper and set it in the tray.



ZBOY050E

Important

- Do not stack paper over the limit mark.
- Make sure that the paper stack is flush with the right side fence.

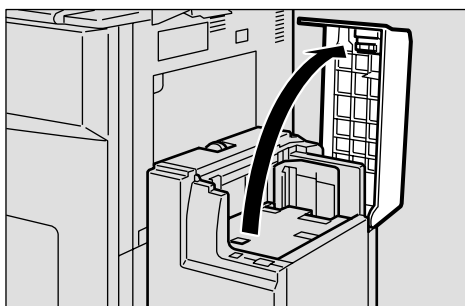
Note

- Straighten the paper, if curled or warped, before placing it in the tray.

3 Gently push the paper tray in until it stops.

Loading Paper in the Large Capacity Tray

1 Open the top cover.



ZBOY080E

2 Place the paper in the tray along the edge on the left.

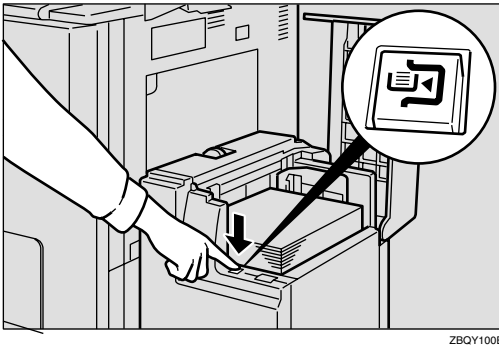


 **Note**

- Load up to about 500 sheets of paper in the tray.

3 Press the **[Down]** key.

The key blinks while the bottom plate is moving down.



5

4 Load paper by repeating steps **2** and **3**.

 **Note**

- The tray can hold up to 3,500 sheets.

5 Close the top cover.

📉 Changing the Toner Bottle

When 📉 is displayed, it is time to supply toner.

⚠️ WARNING:

- **Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.**

⚠️ CAUTION:

- *Keep toner (used or unused) and toner containers out of reach of children.*

⚠️ CAUTION:

- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you use only the expendable supplies available at an authorized dealer.*

5

🔧 Important

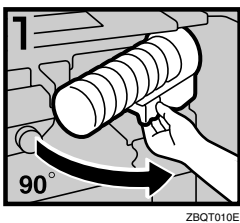
- If you use toner other than that recommended, a fault might occur.
- When adding toner, do not turn off the operation switch. If you do, your settings are cleared.
- Always add toner after the machine instructs you to add toner.
- Do not use used toner. This will damage the machine.

📝 Note

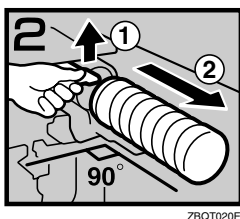
- You can still make about 1,000 copies after 📉 appears, but replace the toner early to prevent poor copy quality.

🔍 Reference

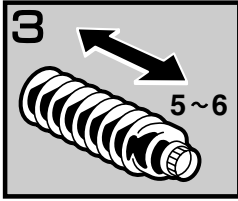
Regarding toner storage, see ⇒ p.30 “Toner Storage”.



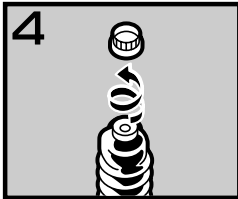
- 1: Open the front cover of the machine.
- 2: Pull out the lever under the toner bottle toward you 90°.



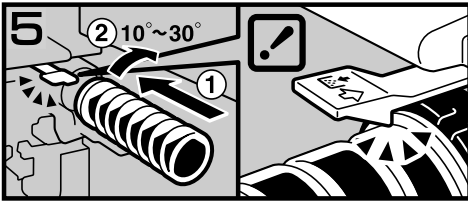
- 3: Pull the green lever, and gently pull out the toner bottle.



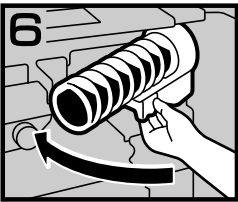
ZBQT030E



ZHQT010E



ZHQT020E



ZBQT060E

- 4: Hold a new bottle horizontally and shake it 5 or 6 times.

- 5: Remove the outer cap.

 **Note**

- Do not remove the inner cap.

- 6: Place the toner bottle in position, then push it in until the green lever clicks.

 **Note**

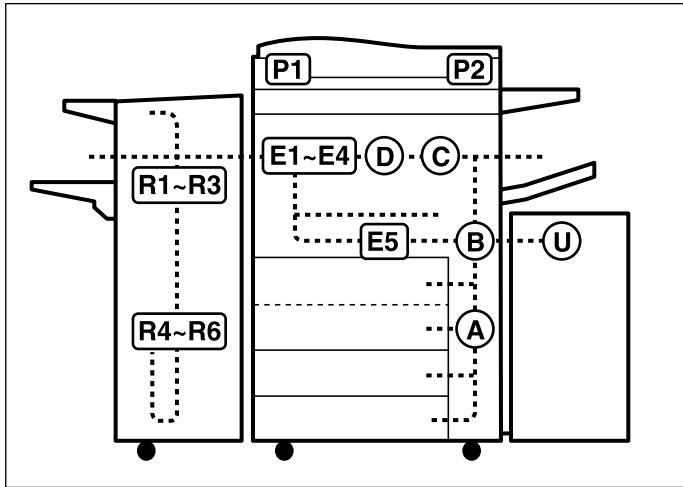
- If you cannot get it to click in, pull out the toner bottle a little, slightly rotate it to the right by 10 – 30°, then try again.

- 7: Return the lever under the toner bottle to its original position.

- 8: Close the front cover of the machine.

Clearing Misfeeds

◆ With 50-Sheet Finisher



ZBQY110E

CAUTION:

- *The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper.*

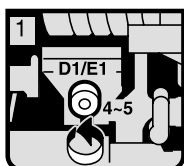
Important

- When clearing misfeeds, do not turn off the operation switch. If you do, your copy settings are cleared.
- To prevent misfeeds, do not leave any torn scraps of paper within the machine.
- If paper misfeeds occur repeatedly, contact your service representative.

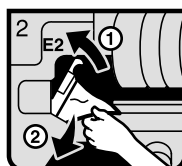
Note

- More than one misfed area may be indicated. In this case, check every applicable area. See the following charts: A, B, C, D, E1 – E5, P1, P2, U, R (R1 – R6)
- You can find a sticker explaining how to remove misfed paper inside of the front cover or inside of the finisher.

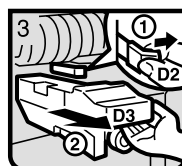
When D is lit



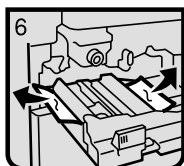
- ① Open the front cover.
- ② Turn fuser unit knob D1/E1 four or five times to eject the paper.



- ③ Raise handle E2 and remove misfed paper.



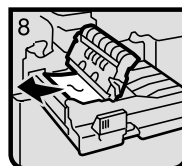
- ④ While pushing lever D2, hold knob D3 and pull out the fuser unit.



- ⑤ Remove paper if seen.

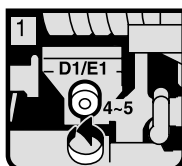


- ⑥ Raise lever E4.

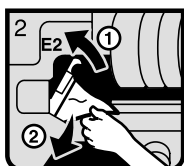


- ⑦ Remove the paper being careful not to touch the area around lever E4.

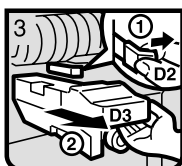
When E₁ – E₄ are lit



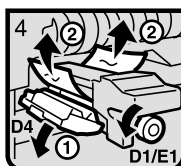
- ① Open the front cover.
- ② Turn fuser unit knob D1/E1 four or five times to eject the paper.



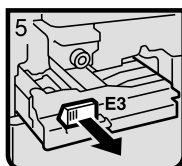
- ③ Raise handle E2 and remove misfed paper.



- ④ While pushing lever D2, hold knob D3 and pull out the fuser unit.



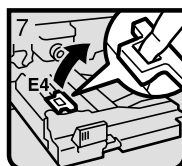
- ⑤ Lower lever D4.
- ⑥ Check to ascertain the left and right-hand sides of the paper, and then grasp the paper and turn knob D1/E1 to remove it.



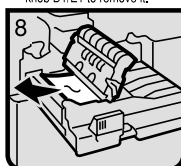
- ⑦ Pull handle E3 and fully pull out the duplex unit.



- ⑧ Remove paper if seen.



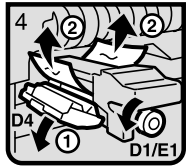
- ⑨ Raise lever E4.



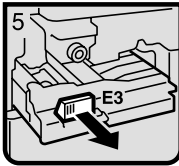
- ⑩ Remove the paper being careful not to touch the area around lever E4.



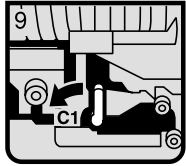
- ⑪ Remove the paper from the output tray if it is visible.
(When the finisher is installed, open the front cover and remove misfed paper.)
- ⑫ Close the front cover.



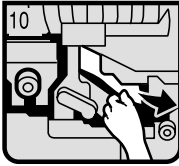
- ⑤ Lower lever D4.
- ⑥ Check to ascertain the left and right-hand sides of the paper, and then grasp the paper and turn knob D1/E1 to remove it.



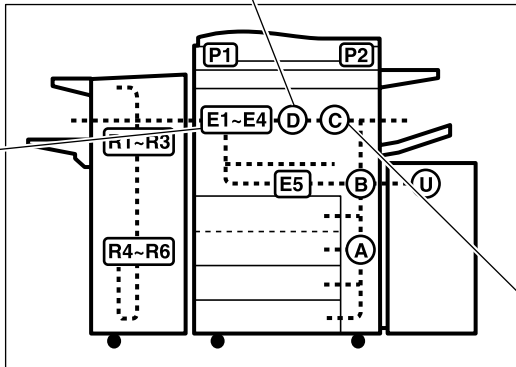
- ⑦ Pull handle E3 and fully pull out the duplex unit.



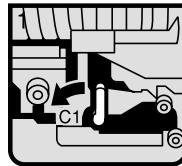
- ⑧ Push lever C1 to the left.



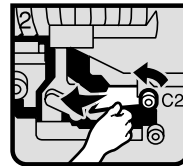
- ⑨ Remove misfed paper.
- ⑩ Return lever C1 to its original position.
- ⑪ Close the front cover.



When C is lit

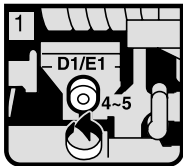


- ① Open the front cover.
- ② Push lever C1 to the left.

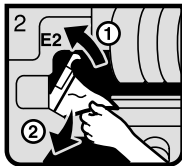


- ③ Turn knob C2 counterclockwise and remove misfed paper.
- ④ Close the front cover.

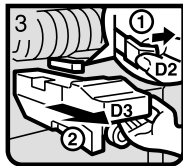
When E₅ is lit



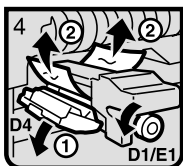
- ① Open the front cover.
- ② Turn fuser unit knob D1/E1 four or five times to eject the paper.



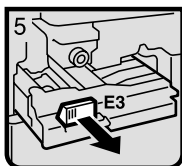
- ③ Raise handle E2 and remove misfed paper.



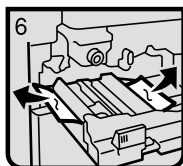
- ④ While pushing lever D2, hold knob D3 and pull out the fuser unit.



- ⑤ Lower lever D4.
- ⑥ Check to ascertain the left and right-hand sides of the paper, and then grasp the paper and turn knob D1/E1 to remove it.



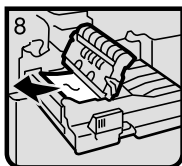
- ⑦ Pull handle E3 and fully pull out the duplex unit.



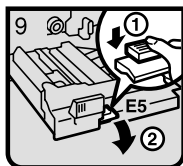
- ⑧ Remove paper if seen.



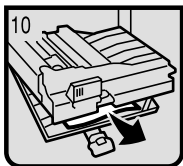
- ⑨ Raise lever E4.



- ⑩ Remove the paper being careful not to touch the area around lever E4.

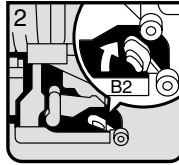
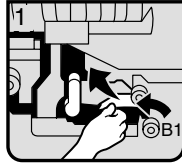


- ⑪ Lower handle E5.

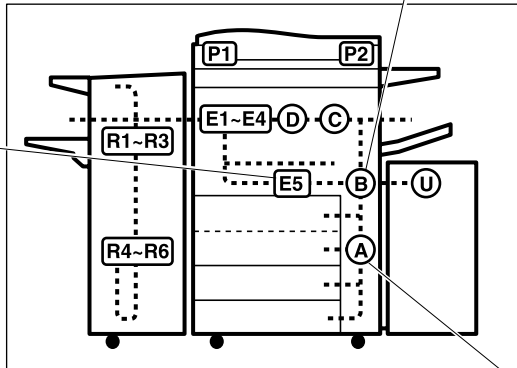


- ⑫ Remove misfed paper.
- ⑬ Return handle E5 to its original position.
- ⑭ Close the cover.

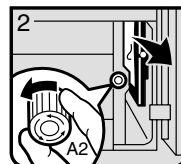
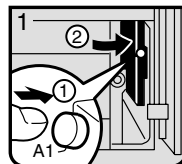
When B is lit



- ① Open the front cover.
- ② Turn knob B1 and remove misfed paper.
- ③ Return lever B2 to its original position.
- ④ Close the front cover.



When A is lit

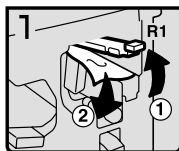


- ① Open the front cover.
- ② Push button A1 and open the guide plate.
- ③ Turn knob A2 and remove misfed paper.
- ④ Close the front cover.

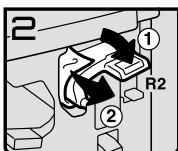
When R is lit

50-Sheet Finisher

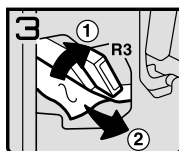
When R1,R2 or R3 is lit



- ① Open the front cover of the machine.
- ② Hold up handle R1 and remove misfed paper.

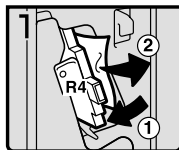


- ③ If you cannot remove misfed paper, hold down handle R2 and remove misfed paper.

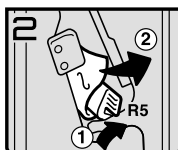


- ④ Hold up handle R3 and remove misfed paper.
- ⑤ Close the front cover of the machine.

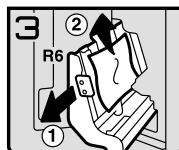
When R4,R5 or R6 is lit



- ① Open the front cover of the machine.
- ② Hold down handle R4 and remove misfed paper.

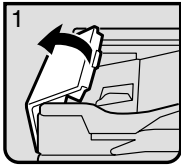


- ③ If you cannot remove misfed paper, hold up handle R5 and remove misfed paper.

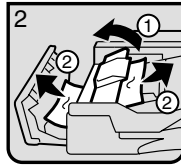


- ④ Pull handle R6 and pull out the staple unit, then remove misfed paper.
- ⑤ Close the front cover of the machine.

When P₁ is lit

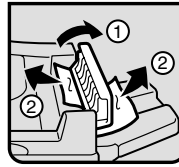


① Open the cover of the auto document feeder (ADF).

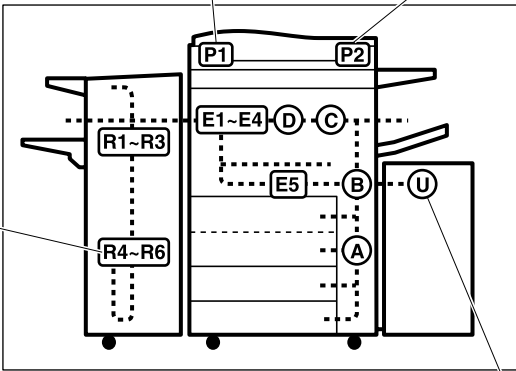


② Remove misfed originals.
③ Close the cover of the auto document feeder (ADF).

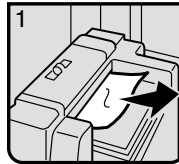
When P₂ is lit



① Open the cover of the auto document feeder (ADF) and remove misfed originals.
② Close the cover of the auto document feeder (ADF).



When U is lit



① Open the top cover and remove misfed paper.
② Close the top cover.

Changing the Paper Size

Important

- ❑ If you wish to change the paper size set in Tray 1, Tray 3, and the optional large capacity tray (LCT), contact your service representative.

Reference

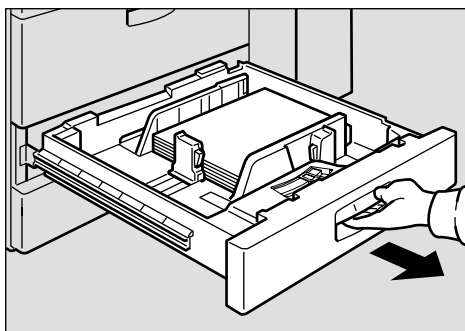
For paper sizes, weight, and capacity that can be set in each tray, see ⇒ p.26 “Copy Paper”.

Changing the Paper Size in Tray 2

- 1** Make sure that the paper tray (Tray 2) is not being used. Then gently pull out the tray until it stops.

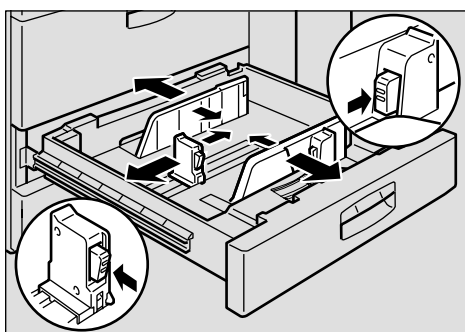
Remove the paper in the tray.

5



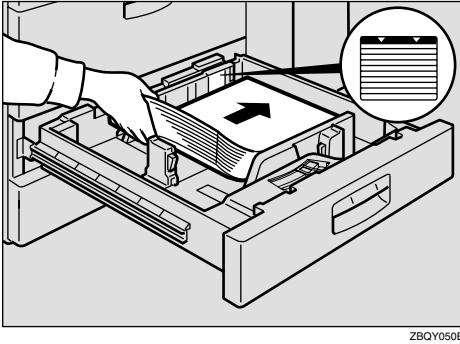
ZBOY140E

- 2** While pushing the release lever, adjust the side fences and back fence to the new paper size.



ZBOY150E

3 Square the paper and set it in the tray.



ZBOY050E

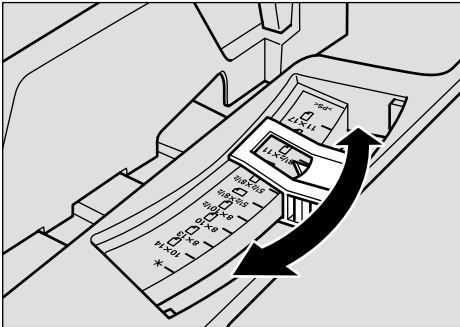
⚠ Important

- Do not stack paper over the limit mark.
- Make sure that the paper stack is flush with the right side fence.

📝 Note

- Straighten the paper, if curled or warped, before placing it in the tray.

4 Set the paper size selector inside the tray to the new paper size.



ZBOY160N

⚠ Important

- Problems might occur if the size of the paper set , does not match the paper size selector.
 - Misfeed's
 - Parts of the image are not copied

To adjust the paper size to one not available with the paper size selector

- 1 Set the paper size selector knob to the * mark on the left.
- 2 Press the **[User Tools/Counter]** key.
- 3 Press the **[System Settings]** key.
- 4 Press the **[Paper Size Setting]** key.
- 5 Press the **[Tray 2:Paper Size Setting]** key.

- 6 Select your desired size. Then, press the [OK] key.
- 7 Press the [Exit] key or press the [User Tools/Counter] key to exit the User Tools.

 **Important**

- Be sure to select paper size with the User Tools (System Settings). Otherwise, misfeeds might occur.

 **Reference**

For details, see “User Tools (System Settings)” in the System Settings manual.

- 5 Gently push the paper tray until it stops.
- 6 Check the paper size displayed on the display panel.

Adding Staples

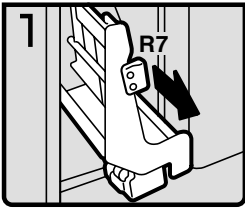
CAUTION:

- Our products are engineered to meet high standards of quality and functionality, and we recommend that you use only the expendable supplies available at an authorized dealer.

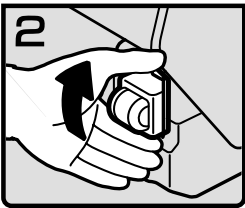
Important

- If you use a staple cartridge other than that recommended, staple failure or staple jams might occur.

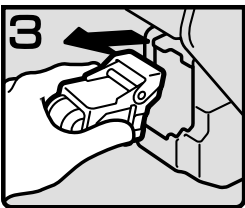
50-Sheet Finisher



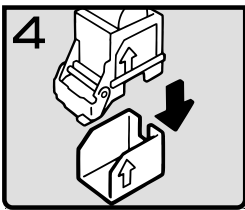
ZBQP510E



ZBOP520E



ZBOP530E



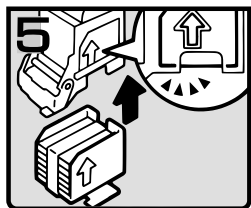
ZBQP540E

- 1: Open the front cover of the finisher.
- 2: Pull out the staple unit.

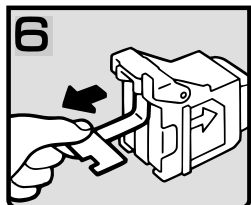
- 3: Lift the cartridge until it clicks.

- 4: Pull out the cartridge gently.

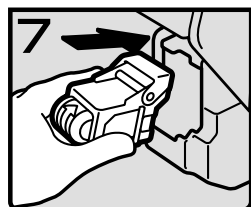
- 5: Take out the empty refill in the direction of the arrow.



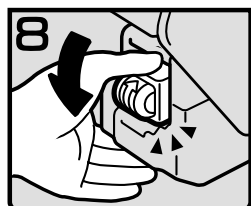
ZBQP550E



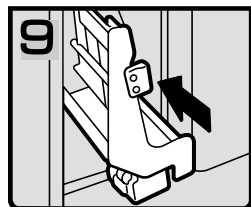
ZBQP560E



ZBQP570E



ZBQP580E



ZBQP590E

- 6: Align the arrows on the new refill and the cartridge, then push in the refill until it clicks.

- 7: Pull out the ribbon.

- 8: Reinstall the cartridge.

- 9: Press down the cartridge until it clicks.

- 10: Bring the staple unit back into place.

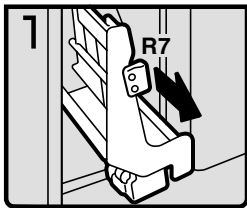
- 11: Close the front cover of the finisher.

Removing Jammed Staples

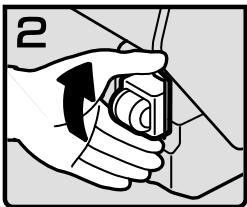
Note

- ❑ Staples might be jammed because of curled copies. In this case, try turning the copy paper over in the tray. If there is no improvement, change the copy paper with less curls.
- ❑ After removing jammed staples, staples might not be ejected the first few times you try to use the stapler.

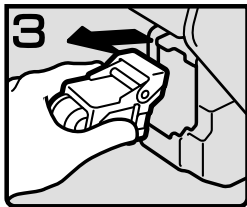
50-Sheet Finisher



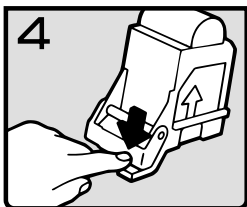
ZBQP610E



ZBQP620E

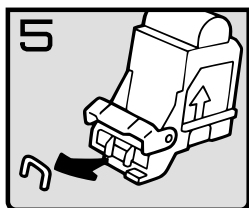


ZBQP630E

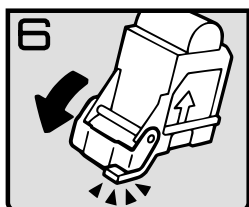


ZBQP640E

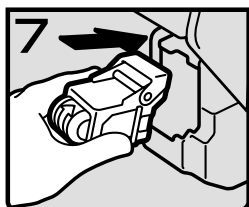
- 1: Open the front cover of the finisher.
- 2: Pull out the staple unit.
- 3: Lift the cartridge until it clicks.
- 4: Pull out the cartridge gently.
- 5: Open the face plate by pressing the lock on the right.



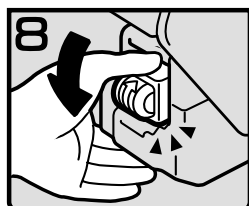
ZBQP650E



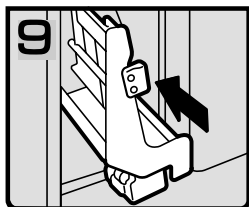
ZBQP660E



ZBQP670E



ZBQP680E



ZBQP690E

- 6: Remove the jammed staples.
- 7: Close the face plate by pressing it until it clicks.
- 8: Reinstall the cartridge.
- 9: Press down the cartridge until it clicks.
- 10: Bring the staple unit back into place.
- 11: Close the front cover of the finisher.

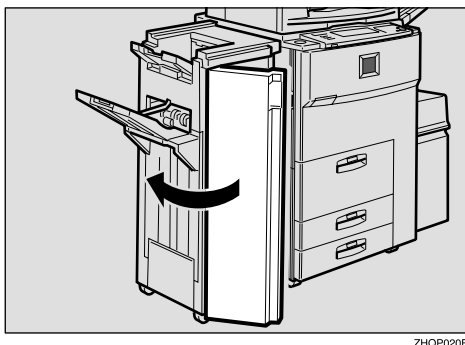
Removing Punch Waste

Note

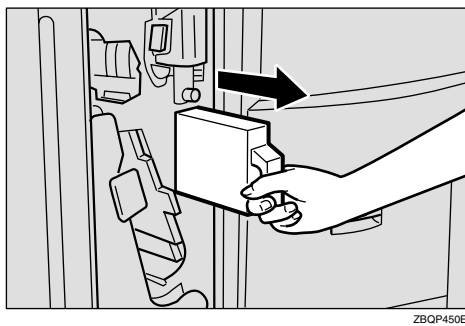
- While “Hole Punch Receptacle Full.” is displayed, you cannot use the Punch function.

50-Sheet Finisher

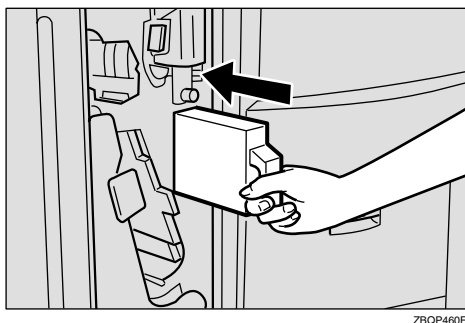
- Open the front cover of the finisher.



- Pull out the punch waste box and remove punch waste.



- Reinstall the punch waste box.



Note

- If you do not, “Hole Punch Receptacle Full.” is still displayed.

4 Close the front cover of the finisher.

“Hole Punch Receptacle Full.” disappears.

 **Note**

- If the message is still displayed, reinstall the punch waste box.

6. User Tools (Copy/Document Server Features)

Accessing the User Tools (Copy/Document Server Features)

This section is for the key operators in charge of this machine. You can change or set the machine's default settings.

Preparation

After using the User Tools, be sure to exit from the User Tools.

The selected key is highlighted.

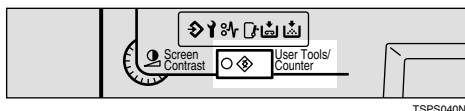
Any changes you make with the User Tools remain in effect even if the main power switch or operation switch is turned off, or the **[Clear Modes/Energy Saver]** key is pressed.

Reference

For details, see “Accessing the User Tools (System Settings)” in the System Settings manual.

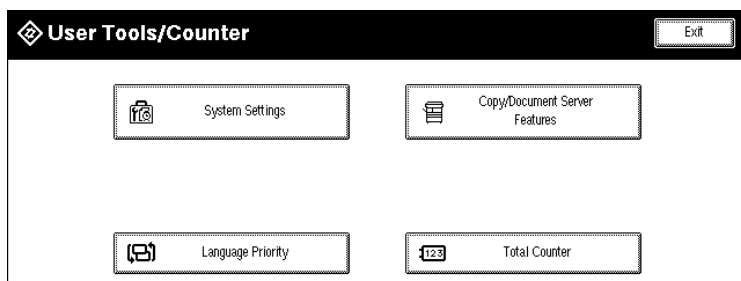
1 Press the **[User Tools/Counter]** key.

The User Tools Main Menu appears.

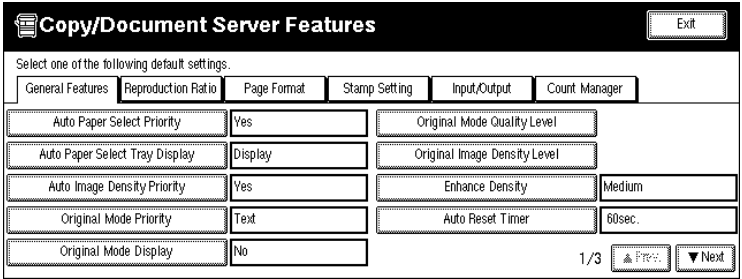


2 Press the **[Copy/Document Server Features]** key.

The Copy/Document Server Features menu appears.



3 Select the desired menu and press the key.



Note

- [▼Next]: Press to go to the next page.
- [▲Prev.]: Press to go back to the previous page.

Reference

⇒ p.290 "User Tools Menu (Copy/Document Server Features)".

4 Change the settings by following the instructions on the display panel. Then press the [OK] key.

Reference

⇒ p.292 "Settings You Can Change with the User Tools".

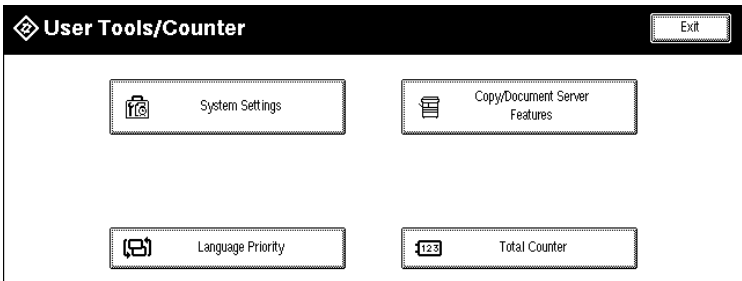
Note

- [OK]: Press to set the new settings and return to the previous menu.
- [Cancel]: Press to return to the previous menu without changing any data.

Exiting From the User Tools

1 After changing the User Tools settings, press the [Exit] key on the User Tools Main Menu.

Changing the User Tools is completed, and the machine is ready for copying.



Note

- To exit from the change of the machine's default settings and return to Copy mode, press the **[User Tools/Counter]** key.
- You can also exit from the User Tools by pressing the **[User Tools/Counter]** key.

User Tools Menu (Copy/Document Server Features)

General Features

Copy/Document Server Features [Exit]

Select one of the following default settings:

General Features	Reproduction Ratio	Page Format	Stamp Setting	Input/Output	Count Manager
Auto Paper Select Priority	Yes	Original Mode	Original Image Quality Level		
Auto Paper Select Tray Display	Display	Original Image Density Level			
Auto Image Density Priority	Yes	Auto Feed Timer	Block		
Original Mode Priority	Text				
Original Mode Display	No				

1/2 [▲] [▼] [Next]

User Tools/Counter [Exit]

System Settings

Copy/Document Server Features

Language Priority

Total Counter

▲ Prev. Key ▼ Next Key

Copy/Document Server Features [Exit]

Select one of the following default settings:

General Features	Reproduction Ratio	Page Format	Stamp Setting	Input/Output	Count Manager
Duplex Mode Priority	1 Sided → 2 Sided	Original Register	On		
Copy Orientation in Duplex Mode	Top to Top	Job End Call	On		
Original Orientation in Duplex Mode	Top to Top	Time for indicating job status	15Sec		
Initial Mode	Normal				
Maximum Copy Quantity	999Cop				

2/3 [▲] [▼] [Next]

▲ Prev. Key ▼ Next Key

Copy/Document Server Features [Exit]

Select one of the following default settings:

General Features	Reproduction Ratio	Page Format	Stamp Setting	Input/Output	Count Manager
Shortcut Key-F1	1 Sided → 2 Sided To 1				
Shortcut Key-F2	2 Sided To 1 → 2 Sided To 1				
Shortcut Key-F3	1 Sided → 1 Sided Combined 2 Originals				
Shortcut Key-F4	1 Sided → 1 Sided Combined 4 Originals				
Shortcut Key-F5	Print/Center				

3/3 [▲] [▼] [Next]

Page Format

Copy/Document Server Features [Exit]

Select one of the following default settings:

General Features	Reproduction Ratio	Page Format	Stamp Setting	Input/Output	Count Manager
Front Margin: Left/Right	Left: 0.2inch	Edge Border	Off		
Back Margin: Left/Right	Right: 0.2inch	Combine Orig. Shadow Gase	On		
Front Margin: Top/Bottom	Top: 0.1inch	Edge Center	Off		
Back Margin: Top/Bottom	Bottom: 0.1inch	Repeat Separation Line	None		
1 → 2 Duplex Auto Margin Adjust	Yes				

1/2 [▲] [▼] [Next]

▲ Prev. Key ▼ Next Key

Copy/Document Server Features [Exit]

Select one of the following default settings:

General Features	Reproduction Ratio	Page Format	Stamp Setting	Input/Output	Count Manager
Double Copies Separation Line	None	Book/Magazine Original Orientation	Print/Off		
Combine Separation Line	None	Copy Order in Combine Mode	Left to Right		
Copy Back Cover	Outside (Reverse)				
Cover page in combine mode	Combine				
Designate 5th Sheet Copy & Create	Combine				

2/2 [▲] [▼] [Next]

Reproduction Ratio

Copy/Document Server Features [Exit]

Select one of the following default settings:

General Features	Reproduction Ratio	Page Format	Stamp Setting	Input/Output	Count Manager
Shortcut R/L	1/100% to 10/100%	Enlarge 4	100%		
R/L Priority	Reduce	Enlarge 5	100%		
Enlarge 1	1/100%	Priority Setting: Enlarge	100%		
Enlarge 2	1/100%				
Enlarge 3	1/100%				

1/2 [▲] [▼] [Next]

▲ Prev. Key ▼ Next Key

Copy/Document Server Features [Exit]

Select one of the following default settings:

General Features	Reproduction Ratio	Page Format	Stamp Setting	Input/Output	Count Manager
Reduce 1	100%	Reduce 4	100%		
Reduce 2	100%	Priority Setting: Reduce	100%		
Reduce 3	100%	Print/Center Ratio	100%		
Reduce 4	100%				
Reduce 5	100%				

2/2 [▲] [▼] [Next]

Page Numbering

Copy/Document Server Features [Exit]

Select one of the following default settings:

General Features	Reproduction Ratio	Page Format	Stamp Setting	Input/Output	Count Manager
Background Numbering	Print/Stamp	User Stamp	Date Stamp	Page Numbering	
Format Priority	P1/P2	Page Numbering in Combine Mode	Per Original		
Font	Font 1	Copy to 5th Sheet in Designate Mode	Both copy		
Size	Auto Select	Position Priority: P1/P2...	Top/Right		
Duplicate Back Page Number Position	Opposite Position				

1/2 [▲] [▼] [Next]

▲ Prev. Key

Date Stamp

Copy/Document Server Features [Exit]

Select one of the following default settings:

General Features	Reproduction Ratio	Page Format	Stamp Setting	Input/Output	Count Manager
Background Numbering	Print/Stamp	User Stamp	Date Stamp	Page Numbering	
Format	MM/DD/YYYY	Superimpose	On		
Font	Font 1				
Position Priority	Top/Left				
Size	Auto Select				



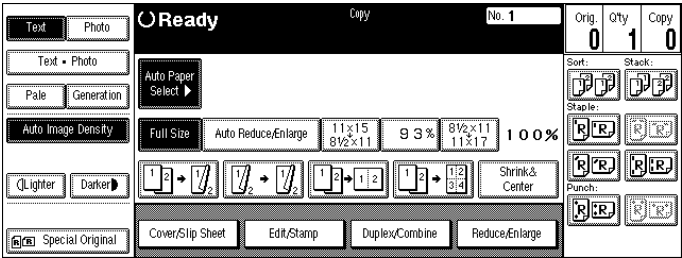




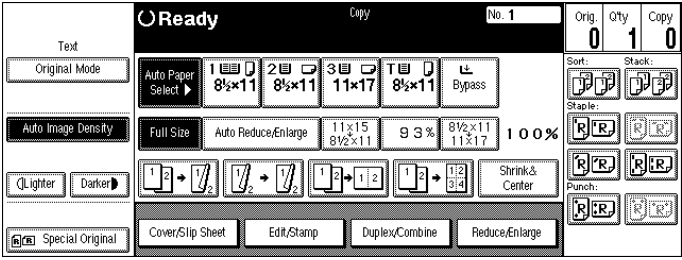
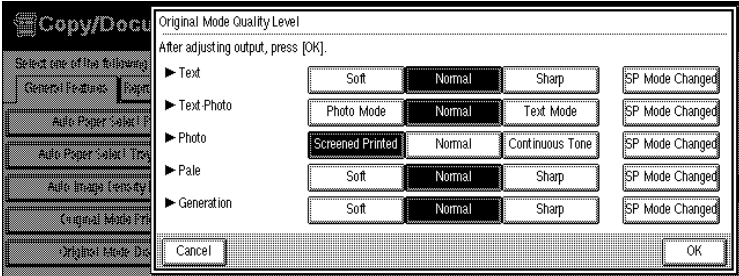
Settings You Can Change with the User Tools







 **Reference**

For how to access the User Tools, see ⇒ p.287 “Accessing the User Tools (Copy/Document Server Features)”.







General Features 1/3



Menu	Description
Auto Paper Select Priority	As a default setting, Auto Paper Select is selected. You can cancel this setting.  Note <input type="checkbox"/> Default: <i>Yes</i>
Auto Paper Select Tray Display	You can choose whether the available paper trays/sizes are shown on the initial display.  Note <input type="checkbox"/> Default: <i>Display</i> <input type="checkbox"/> If you choose “Hide”, the display is shown as below. When the [Auto Paper Select] key is pressed, paper sizes appear on the display. <div data-bbox="502 1060 1181 1315" style="border: 1px solid black; padding: 5px; margin-top: 10px;">  <p>The screenshot shows the copier's control panel in 'Ready' mode. The 'Auto Paper Select' button is highlighted with a black background and a white arrow. Other visible buttons include 'Text', 'Photo', 'Pale', 'Generation', 'Auto Image Density', 'Full Size', 'Auto Reduce/Enlarge', '11x15', '8 1/2x11', '93%', '8 1/2x11', '11x17', '100%', 'Lighter', 'Darker', 'Special Original', 'Cover/Slip Sheet', 'Edit/Stamp', 'Duplex/Combine', 'Reduce/Enlarge', 'Shrink& Center', 'Sort', 'Stack', 'Staple', and 'Punch'.</p> </div>
Auto Image Density Priority	As a default setting, Auto Image Density is selected. You can change this setting.  Note <input type="checkbox"/> Default: <i>Yes</i>
Original Mode Priority	As a default setting, Text is selected as the Originals Type. You can change it to Text-Photo, Photo, Pale, or Generation.  Note <input type="checkbox"/> Default: <i>Text</i>

Menu	Description
Original Mode Display	<p>You can choose whether the original modes are shown on the initial display.</p> <p>Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>No</i> <input type="checkbox"/> If you choose “Yes”, the display is shown as below. 
Original Mode Quality Level	<p>You can adjust the quality level of copies for each of the original types (Text, Text-Photo, Photo, Pale, Generation).</p> 
Text	<p>Adjust the sharpness of text.</p> <p>Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>Normal</i> <input type="checkbox"/> [SP Mode Changed] is the value set during service setup. <input type="checkbox"/> Choosing [Sharp] or [Soft] affects the outline sharpness of text.
Text-Photo	<p>When there are photo(s) and text on the original, determine whether the photo or text takes priority.</p> <p>Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>Normal</i> <input type="checkbox"/> [SP Mode Changed] is the value set during service setup. <input type="checkbox"/> [Normal] achieves a good balance between text and photos.

Menu	Description
Photo	<p>For a photo original, adjust the finish quality level to match the type of photo original.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>Screened Printed</i> <input type="checkbox"/> [SP Mode Changed] is the value set during service setup. <input type="checkbox"/> Select [Screened Printed] for printed photo originals, and [Continuous Tone] for printed photo originals with fine dots. <input type="checkbox"/> Select [Normal] for printed photo and text originals.
Pale	<p>Adjust the quality level for the finish of a pale original with normal density.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>Normal</i> <input type="checkbox"/> [SP Mode Changed] is the value set during service setup.
Generation	<p>Adjust the quality level so as not to thicken the lines of the finish image.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>Normal</i> <input type="checkbox"/> [SP Mode Changed] is the value set during service setup.
Original Image Density Level	<p>You can select one of seven original image density levels for each of the original types (Text, Text-Photo, Photo, Pale, Generation).</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>Normal</i>
Enhance Density Setting	<p>You can change the density level depending on the original type.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Select [High] if your originals frequently contains large areas of black. <input type="checkbox"/> This setting can be stored in a shortcut key.
Auto Reset Timer	<p>The machine returns to its initial condition automatically after your job is finished. The time can be set from 10 to 999 seconds, or 0.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>60sec.</i> <input type="checkbox"/> To turn "Auto Reset Timer" off, input "0". <input type="checkbox"/> Note that when "Auto Reset Timer" is turned off, the machine will not return to the user code input window automatically.


General Features ²/₃

Menu	Description
Duplex Mode Priority	<p>You can select the type of the Duplex function effective when the machine is turned on, Energy Saver mode is off, or Auto Reset is on.</p> <p> Note</p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> • Metric version: <i>1 Sided</i>→<i>1 Sided</i> • Inch version: <i>1 Sided</i>→<i>2 Sided</i>
Copy Orientation in Duplex Mode	<p>You can set the copy orientation when making two-sided copies.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Top to Top</i></p>
Original Orientation in Duplex Mode	<p>You can set the original orientation when making two-sided copies.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Top to Top</i></p>
Initial Mode	<p>You can select the initial mode or Program No. 10 as the mode effective when the machine is turned on, or modes are cleared.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Normal</i></p>
Maximum Copy Quantity	<p>The maximum copy quantity can be set between 1 and 999.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>999Cop.</i></p>
Original Beeper	<p>The beeper (key tone) sounds when you forgot to remove originals after copying.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>On</i></p> <p><input type="checkbox"/> If the “Operation Panel Beeper” of the User Tools (System Settings) setting is “Off”, the beeper does not sound irrespective of the “Original Beeper” setting. See “Operation Panel Beeper” in the System Settings manual.</p>




Menu	Description
Job End Call	<p>You can choose whether or not the beeper sounds when copying is complete, when copying is interrupted, when the paper tray runs out of paper, or when there is a paper jam.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>On</i> <input type="checkbox"/> If the “Operation Panel Beeper” of the User Tools (System Settings) setting is “Off”, the beeper does not sound irrespective of the “Job End Call” setting. See “Operation Panel Beeper” in the System Settings manual.
Time for indicating job status	<p>The machine returns to its initial condition automatically from the Job List display. The time can be set from 10 to 999 seconds, or 0.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>15sec.</i> <input type="checkbox"/> To turn “Time for indicating job status” off, input “0”.

General Features ³/₃




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Menu	Description
Shortcut Keys:F1 Shortcut Keys:F2 Shortcut Keys:F3 Shortcut Keys:F4 Shortcut Keys:F5	<p>You can register frequently used functions in Shortcut Keys F1 to F5. You can also change the registered functions. See ⇒ p.14 “Display Panel”.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <ul style="list-style-type: none"> • Shortcut Keys:F1: <i>1 Sided→2 Sided:T to T</i> • Shortcut Keys:F2: <i>2 Sided:T to T→2 Sided:T to T</i> • Shortcut Keys:F3: <i>1 Sided→1 Sided Combine:2 Originals</i> • Shortcut Keys:F4: <i>1 Sided→1 Sided Combine:4 Originals</i> • Shortcut Keys:F5: <i>Shrink&Center</i> <input type="checkbox"/> By using the Copy Face Up function, you can have copies delivered in reverse order specified by “Face-Up/Down Selection in Platen Mode” of the User Tools. However, you cannot combine the Copy Face Up function with the Staple/Punch function. If you select the bypass tray in which tab stocks are loaded, the “Copy Face Up” setting is ignored.







Reproduction Ratio $1/2$









Menu	Description
Shortcut R/E	<p>You can register up to three frequently used Reduce/Enlarge ratios other than the fixed Reduce/Enlarge ratio and have them shown on the initial display. You can also change the registered Reduce/Enlarge ratios.</p> <p>If no Reduce/Enlarge ratio has been set when selecting [User Ratio 1], [User Ratio 2], or [User Ratio 3], enter the desired Reduce/Enlarge ratio using the number keys.</p>
R/E Priority	<p>Specify which Reduce, Enlarge or Input Ratio is shown on the display panel with priority when the [Reduce/Enlarge] key is pressed.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Reduce</i></p>
Enlarge 1 Enlarge 2 Enlarge 3 Enlarge 4 Enlarge 5	<p>You can customize the enlargement ratios available when you press the [Reduce/Enlarge] key followed by the [Enlarge] key.</p> <p> Note</p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> • Metric version: <ul style="list-style-type: none"> • Enlarge 1: 115% • Enlarge 2: 122% • Enlarge 3: 141% • Enlarge 4: 200% • Enlarge 5: 400% • Inch version: <ul style="list-style-type: none"> • Enlarge 1: 121% • Enlarge 2: 129% • Enlarge 3: 155% • Enlarge 4: 200% • Enlarge 5: 400% <p><input type="checkbox"/> When selecting [User Set. Ratio], enter a ratio using the number keys (in the range of 101 to 400%).</p>
Priority Setting : Enlarge	<p>You can set the ratio with priority when the [Reduce/Enlarge] key is pressed, followed by the [Enlarge] key.</p> <p> Note</p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> • Metric version: 141% • Inch version: 155%

Reproduction Ratio ²/₂






Menu	Description
Reduce 1 Reduce 2 Reduce 3 Reduce 4 Reduce 5 Reduce 6	<p>You can customize the reduction ratios available when you press the [Reduce/Enlarge] key followed by the [Reduce] key.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <ul style="list-style-type: none"> • Metric version: <ul style="list-style-type: none"> • Reduce 1: 50% • Reduce 2: 65% • Reduce 3: 71% • Reduce 4: 75% • Reduce 5: 82% • Reduce 6: 93% • Inch version: <ul style="list-style-type: none"> • Reduce 1: 50% • Reduce 2: 65% • Reduce 3: 73% • Reduce 4: 78% • Reduce 5: 85% • Reduce 6: 93% <input type="checkbox"/> When selecting [User Reduc.Ratio], enter a ratio using the number keys (in the range of 25 to 99%).
Priority Setting : Reduce	<p>You can set the ratio with priority when the [Reduce/Enlarge] key is pressed, followed by the [Reduce] key.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <ul style="list-style-type: none"> • Metric version: 75% • Inch version: 78%
Shrink&Center Ratio	<p>You can set a Reduce/Enlarge ratio when registering "Shrink&Center" in a Shortcut Key.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: 93%











Page Format ¹/₂

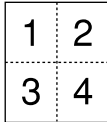
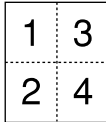
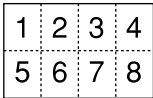
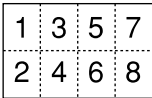

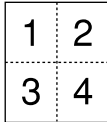
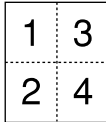
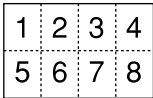
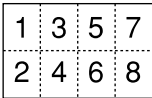
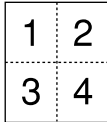
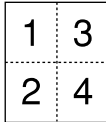
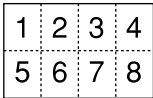
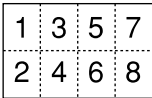
Menu	Description
Front Margin: Left/Right	<p>You can specify left and right margins on the front side of copies in Margin Adjust mode.</p> <p> Note</p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> • Metric version: <i>Left 5 mm</i> • Inch version: <i>Left 0.2"</i>
Back Margin: Left/Right	<p>You can specify left and right margins on the back side of copies in Margin Adjust mode.</p> <p> Note</p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> • Metric version: <i>Right 5 mm</i> • Inch version: <i>Right 0.2"</i>
Front Margin: Top/Bottom	<p>You can specify front top and bottom margins on the front side of copies in Margin Adjust mode.</p> <p> Note</p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> • Metric version: <i>Bottom 0 mm</i> • Inch version: <i>Bottom 0.0"</i>
Back Margin: Top/Bottom	<p>You can specify back top and bottom margins on the front side of copies in Margin Adjust mode.</p> <p> Note</p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> • Metric version: <i>Bottom 0 mm</i> • Inch version: <i>Bottom 0.0"</i>
1 → 2 Duplex Auto Margin Adjust	<p>In 1 sided →2 sided Duplex mode, you can specify whether to automatically set the margins on the back side.</p> <p>The margin is set to the same value of "Back Margin: Left/Right".</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Yes</i></p>
Erase Border	<p>The default setting of the width of the erased margins in Erase Border mode can be changed as follows:</p> <ul style="list-style-type: none"> • Metric version: 3 – 50 mm in 1 mm steps • Inch version: 0.1" – 2.0" in 0.1" steps <p> Note</p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> • Metric version: <i>10 mm</i> • Inch version: <i>0.4"</i>

Menu	Description
Combine Orig. Shadow Erase	<p>In Combine Copy or Booklet/Magazine Copy mode, you can specify whether to erase a 3 mm, 0.1" bounding margin around all four edges of each original.</p> <p> Note <input type="checkbox"/> Default: <i>On</i></p>
Erase Center	<p>The default setting of the width of the erased margins in Erase Center mode can be changed as follows:</p> <ul style="list-style-type: none"> • Metric version: 3 – 50 mm in 1 mm steps • Inch version: 0.1" – 2.0" in 0.1" steps <p> Note <input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> • Metric version: <i>10 mm</i> • Inch version: <i>0.4"</i>
Repeat Separation Line	<p>You can select a separation line in Image Repeat mode from no line, Solid line, Broken line 1, Broken line 2, or Crop.</p> <ul style="list-style-type: none"> • None  • Solid  • Broken 1  • Broken 2  • Crop  <p> Note <input type="checkbox"/> Default: <i>None</i></p>

Page Format ²/₂

Menu	Description
Double Copies Separation Line	<p>You can select a separation line in Double Copy mode from no line, Solid line, Broken line, or Crop.</p> <ul style="list-style-type: none">• None • Solid • Broken • Crop Marks  <p> Note <input type="checkbox"/> Default: <i>None</i></p>




Menu	Description
Combine Separation Line	<p>You can select a separation line in Combine mode from no line, Solid line, Broken line 1, Broken line 2, or Crop.</p> <ul style="list-style-type: none"> • None  • Solid  • Broken 1  • Broken 2  • Crop  <p> Note <input type="checkbox"/> Default: <i>None</i></p>
Copy Back Cover	<p>When copying the back cover, you can specify whether to issue the back cover outside (outside page) or inside (inside page).</p> <p> Note <input type="checkbox"/> Default: <i>Outside (Reverse)</i></p>
Cover page in combine mode	<p>You can specify whether to make a combined copy on the front cover sheet when you select [Copy] in Front Cover mode.</p> <p> Note <input type="checkbox"/> Default: <i>Combine</i></p>
Designated Slip Sheet Copy In Combine	<p>You can specify whether to make a combined copy on the inserted slip sheets in Designate: Copy mode.</p> <p> Note <input type="checkbox"/> Default: <i>Combine</i></p>
Booklet/Magazine Original Orientation	<p>You can select the type of originals for Booklet or Magazine mode.</p> <p> Note <input type="checkbox"/> Default: <i>Portrait</i></p>

Menu	Description									
Copy Order In Combine Mode	<p>You can set the copy order in Combine mode to “Left to Right” or “Top to Bottom”.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>Top to Top</th> <th>Top to Bottom</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; vertical-align: middle;"> 1 Sided 4 originals ↑ Combine 1 Side </td> <td style="text-align: center;">  </td> <td style="text-align: center;">  </td> </tr> <tr> <td style="text-align: center; vertical-align: middle;"> 1 Sided 8 originals ↑ Combine 1 Side </td> <td style="text-align: center;">  </td> <td style="text-align: center;">  </td> </tr> </tbody> </table> <p style="text-align: right; font-size: small;">GCCOMB1E</p> <p> Note <input type="checkbox"/> Default: <i>Left to Right</i></p>		Top to Top	Top to Bottom	1 Sided 4 originals ↑ Combine 1 Side			1 Sided 8 originals ↑ Combine 1 Side		
	Top to Top	Top to Bottom								
1 Sided 4 originals ↑ Combine 1 Side										
1 Sided 8 originals ↑ Combine 1 Side										








Stamp Setting

6



Background Numbering

Menu	Description
Size	<p>You can set the size of the numbers.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Normal</i></p> <ul style="list-style-type: none"> • Small: About 8 × 4 mm, 0.32" × 0.16" • Normal: About 32 × 16 mm, 1.28" × 0.64" • Large: About 64 × 32 mm, 2.56" × 1.28"
Density	<p>You can set the density of the numbers.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Normal</i></p>
Superimpose	<p>You can select whether the numbering is printed negative when it overlaps black parts of the image.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Off</i></p>






Preset Stamp

Menu	Description
Stamp Priority	<p>You can select the stamp type priority detected in Stamp mode.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>COPY</i></p>
Stamp Language	<p>You can select the language of the message that is printed in Stamp mode.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>English</i></p>
Stamp position	<p>You can set the position at which the stamp is printed. Press the arrow keys to adjust the position.</p> <p> Note</p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> • Metric Version: <ul style="list-style-type: none"> • Position: <i>Top Right</i> • Top/Bottom Margin: <i>24 mm</i> • Left/Right Margin: <i>24 mm</i> • Inch Version: <ul style="list-style-type: none"> • Position: <i>Top Right</i> • Top/Bottom Margin: <i>0.9"</i> • Left/Right Margin: <i>0.9"</i>
Stamp condition	<p>You can adjust the size, density and print page for the stamp.</p>
Size	<p>You can set the size of the stamp.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>1X</i></p>
Density	<p>You can set the pattern used to print the stamp.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Normal</i></p> <p><input type="checkbox"/> Normal: The stamp is printed on the image. You cannot confirm which parts overlap the image.</p> <p><input type="checkbox"/> Lighter: The image can be seen through the stamp.</p> <p><input type="checkbox"/> Light: You can see the image even clearer than in the "Lighter" setting.</p>
Print Page	<p>You can select whether the stamp is printed on the first page or all pages.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>All Pages</i></p>
Superimpose	<p>You can select whether the Preset Stamp is printed negative when it overlaps black parts of the image.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Off</i></p>







User Stamp



Menu	Description
Program/Delete Stamp	<p>You can register up to 4 custom stamps with your favorite design. You can register/change/delete your favorite design as a user stamp.</p> <p>How to Program/Delete Stamp, see ⇒ p.193 "Program/Delete User Stamp".</p>
Stamp position	<p>You can set the position at which the stamp is printed. Press the arrow keys to adjust the position.</p> <p> Note</p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> • Metric version: <ul style="list-style-type: none"> • Position: <i>Top Right</i> • Top/Bottom Margin: <i>24 mm</i> • Left/Right Margin: <i>24 mm</i> • Inch version: <ul style="list-style-type: none"> • Position: <i>Top Right</i> • Top/Bottom Margin: <i>0.9"</i> • Left/Right Margin: <i>0.9"</i>
Stamp condition	<p>You can adjust the print page for User Stamp 1 to 4 you registered.</p>
Print Page	<p>You can select whether the stamp is printed on the first page or all pages.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>All Pages</i></p>

Date Stamp






Menu	Description
Format	<p>You can select the date format for Date Stamp mode.</p> <p> Note</p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> • Metric version: <i>DD/MM/YYYY</i> • Inch version: <i>MM/DD/YYYY</i>
Font	<p>You can select the Date Stamp font.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Font 1</i></p> <p><input type="checkbox"/> This setting is linked with Page Numbering.</p>
Position Priority	<p>You can set the position at which the stamp is printed. Press the arrow keys to adjust the position.</p> <p> Note</p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> • Metric version: <ul style="list-style-type: none"> • Position: <i>Top Left</i> • Top/Bottom Margin: <i>8 mm</i> • Left/Right Margin: <i>32 mm</i> • Inch version: <ul style="list-style-type: none"> • Position: <i>Top Left</i> • Top/Bottom Margin: <i>0.3"</i> • Left/Right Margin: <i>0.8"</i>
Size	<p>You can set the Date Stamp size.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Auto Select</i></p> <p><input type="checkbox"/> This setting is linked with Page Numbering.</p>
Superimpose	<p>You can select whether the Date Stamp is printed negative when it overlaps black parts of the image.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Off</i></p> <p><input type="checkbox"/> This setting is linked with Page Numbering.</p>





Page Numbering

Menu	Description
Format Priority	<p>You can select the page number format priority detected in Page Numbering mode.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>P1, P2</i></p>
Font	<p>You can select the font of the page number that is printed in Page Numbering mode.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Font 1</i></p> <p><input type="checkbox"/> This setting is linked with Date Stamp.</p>
Size	<p>You can set the size of the stamp that is printed in Page Numbering mode.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Auto Select</i></p> <p><input type="checkbox"/> This setting is linked with Date Stamp.</p>
Duplex Back Page Number Position	<p>You can set the position of the duplex back page number that is printed in Duplex mode.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Opposite Position</i></p>
Page Numbering In Combine Mode	<p>You can set how the pages are numbered when you use the Combine function and Page Numbering function together.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Per Original</i></p>
Copy On Slip Sheet In Designate Mode	<p>You can select whether to print the page number onto slip sheets when you use the Designate function set to “Copy” and Page Numbering function together.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Don't copy</i></p>

Menu	Description
Position Priority: P1, P2... Position Priority: 1/5, 2/5... Position Priority: -1-, -2-... Position Priority: P.1, P.2... Position Priority: 1, 2... Position Priority: 1-1, 1-2...	<p>You can set the position at which the stamp is printed. Press the arrow keys to adjust the position.</p> <p> Note</p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> • Metric version: <ul style="list-style-type: none"> • Position: P1, 1/5, P.1, 1: <i>Top Right</i>, -1-, 1-1: <i>Bottom Center</i> • Top/Bottom Margin: P1, 1/5, P.1, 1: <i>12 mm</i>, -1-, 1-1: <i>8 mm</i> • Left/Right Margin: P1, 1/5, P.1, 1: <i>12 mm</i>, -1-, 1-1: <i>0 mm</i> • Inch version: <ul style="list-style-type: none"> • Position: P1, 1/5, P.1, 1: <i>Top Right</i>, -1-, 1-1: <i>Bottom Center</i> • Top/Bottom Margin: P1, 1/5, P.1, 1: <i>0.5"</i>, -1-, 1-1: <i>0.3"</i> • Left/Right Margin: P1, 1/5, P.1, 1: <i>0.5"</i>, -1-, 1-1: <i>0.0"</i>
Superimpose	<p>You can select whether page numbers are printed negative when they overlap black parts of the image.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Off</i></p> <p><input type="checkbox"/> This setting is linked with Date Stamp.</p>





Input/Output




Menu	Description
Batch (SADF) Auto Reset Time	<p>When you set one original at a time in the document feeder, the Auto Feed indicator lights for a selected time after an original is fed to show that the document feeder is ready for another original. You can adjust this time from 3 seconds to 99.</p> <p> Note <input type="checkbox"/> Default: <i>10sec.</i></p>
ARDF Original Table Rise Time	<p>You can set the document feeder original table rise time.</p> <p> Note <input type="checkbox"/> Default: <i>When Original is Set</i></p>
Face-Up/Down Selection in Platen Mode	<p>When copying an original placed on the exposure glass or loaded in the document feeder, you can specify which way it is ejected.</p> <p> Note <input type="checkbox"/> Default: <i>Face Up Exit</i></p>
Rotate Sort Auto Paper Continue	<p>You can specify whether to continue copying when the paper of the required orientation has run out during rotate-sorting. See "Rotate Sort" in ⇒ p.56 "Sort".</p> <ul style="list-style-type: none"> • If you select [No]: When paper of the required orientation runs out, the machine stops copying and prompts you to supply copy paper. When you load paper, the machine will continue copying. • If you select [Yes]: Copying continues using copy paper of a different direction. The copy job will finish even if you have left the machine. <p> Note <input type="checkbox"/> Default: <i>No</i></p>
Auto Sort Mode	<p>You can specify whether Sort mode is selected when the machine is turned on or the mode is cleared.</p> <p> Note <input type="checkbox"/> Default: <i>No</i></p>

Menu	Description
Memory Full Auto Scan Restart	<p>When the memory becomes full while scanning originals, the machine can make copies of the scanned originals first, then automatically proceed scanning the remaining originals.</p> <p>You can enable or disable this function.</p> <ul style="list-style-type: none"> • If you select [Yes]: When the memory becomes full, the machine stops operation allowing you to remove the copy pages delivered on the output tray. • If you select [No]: You can leave the machine unattended to make all the copies, but the resulting sorted pages will not be sequential. <p> Note</p> <p><input type="checkbox"/> Default: <i>No</i></p>
Select Stack or Rotate sort	<p>Specify which Stack or Rotate Sort is shown on the initial display with priority.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Stack</i></p> <p><input type="checkbox"/> The optional finisher is required to use this function.</p>
Staple Position	<p>Specify which Top 2 staples or Bottom is shown on the initial display with priority.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Top 2 staples</i></p> <p><input type="checkbox"/> The optional finisher is required to use this function.</p>
Paper Eject: Always Rotate 180°	<p>If you want to copy on the paper with letterhead, the machine rotates the image correctly. To use this function, select "Yes".</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>No</i></p>

Count Manager

When a key operator code has already been entered, you cannot begin manager settings unless you enter the key operator code (up to 8 digits).

Menu	Description
Check/Reset/Print Copy Counter	<p>You can check or print the number of copies made under each user code. You can also reset each user code's counter to 0.</p> <p>If more than 10 user codes are registered, you can view all the counters using the [▲Prev.] or [▼Next] key.</p>
Print	<p>You can print the copied quantity of the counter for each user code.</p> <p>To start the printing, press the [Start] key.</p> <p>To stop the printing, press the [Cancel] key.</p>
Reset Counter	You can reset each user code's counter to 0.
Reset All	You can reset all counters to 0.
User Code Register/Change/Delete	<p>You can register, change, or delete the user codes (8 digits or less).</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Up to 500 user codes can be registered. <input type="checkbox"/> Even if you have changed the user code, the counter value will not be cleared. <input type="checkbox"/> When the user code is deleted, the counter value will be automatically deleted.
Register	You can register the user codes.
Change	<p>You can change the user codes.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> The number of copies made under the old code is added to that made under the new user code.
Delete User Code	You can delete the user codes.
Delete All User Codes	You can delete all the user codes.
Face-Up/Down Selection in Bypass Mode	<p>You can set whether copies are delivered face up or face down when making copies from the bypass tray.</p> <p> Limitation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Only use "Face Down Exit" when copying onto standard high quality paper with a weight of 52 – 105 g/m² (14 – 28 lb. Bond). <input type="checkbox"/> When you select "OHP" or "Thick Paper", copy paper is delivered face up even if you have set the "Face-Up/Down Selection in Bypass Mode" setting to "Face Down Exit". <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>Face Up Exit</i>

Menu	Description
Connect Copy Master	<p>You can select whether the [Connect] key is displayed or not. If you choose “No”, the [Connect] key will not be displayed and this unit cannot become the master unit. As a default setting, “Yes” is selected. You can cancel this setting.</p> <p> Note</p> <p><input type="checkbox"/> Default : <i>Yes</i></p>
Auto File Delete	<p>Old files stored on the Document Server can be deleted automatically. The time can be set from 0 to 180 days.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>3 Days</i></p> <p><input type="checkbox"/> If you do not want the files to be deleted, enter “0”.</p>
Delete All The Saved Files	<p>You can delete all the saved documents by pressing the [Delete All The Saved Files] key, and the [Yes] key in the confirmation dialog box.</p> <p> Note</p> <p><input type="checkbox"/> All the documents including those with a password are deleted.</p>

Do's And Don'ts

CAUTION:

- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*
- When you use this machine for a long time in a confined space without good ventilation, you may detect an odd smell. To keep the workplace comfortable, we recommend that you keep it well ventilated.
- Do not press areas on or around the fusing unit. These areas get hot.
- After making copies continuously, the exposure glass may feel warm—this is not a malfunction.
- You might feel warm around the ventilation hole. This is caused by exhaust air, and is not a malfunction.
- Do not turn off the operation switch while copying or printing. Make sure that all copying or printing has finished.
- The machine might fail to produce good copy images if condensation forms inside the machine due to rapid temperature change. To prevent this problem, the machine has an anti-condensation function. Even after the main power switch is in the stand-by position, the anti-condensation heater is active, thus keeping the machine body slightly warm.
- Do not open the covers of machine while copying or printing. If you do, mis-feeds might occur.
- Do not move the machine while copying or printing.
- If you operate the machine improperly or a failure occurs on the machine, your machine settings might be lost. Be sure to take a note of your machine settings.
- Supplier shall not be liable for any loss or damages resulting from a failure on the machine, loss of machine settings, and use of the machine.
- Depending on the operating conditions (e.g., low temperature, input voltage), the copying speed might be reduced to produce a good copy image.

Where to Put Your Machine

Machine Environment

Your machine's location should be carefully chosen because environmental conditions greatly affect its performance.

Optimum environmental conditions

⚠ CAUTION:

- *Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.*

⚠ CAUTION:

- *If you use the machine in a confined space, make sure there is a continuous air turnover.*

- Temperature: 10 – 32°C (50 – 89.6°F) (humidity to be 54% at 32°C, 89.6°F)
- Humidity: 15 – 80% (temperature to be 27°C, 80.6°F at 80%)
- A strong and level base.
- The machine must be level within 5 mm, 0.2" both front to rear and left to right.
- To avoid possible buildup of ozone, be sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m³/hr/person.

Environments to avoid

- Locations exposed to direct sunlight or strong light (more than 1,500 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes might cause condensation within the machine.)
- Locations close to such machines generating ammonia as diazo copy machine.
- Places where the machine might be subjected to frequent strong vibration.
- Dusty areas.
- Areas with corrosive gases.

Moving

CAUTION:

- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*

Important

- When moving the machine, the following precautions should always be followed:
 - Turn off the main power. ⇒ p.22 “Turning Off the Main Power”
 - Unplug the power cord from the wall outlet. When you do, grip the plug to avoid damaging the cord and causing fire or electric shock.
 - Close all covers and trays including the front cover and bypass tray.

Limitation

- Carefully move the machine. If you do not, the machine might be damaged or a stored file might be deleted.
- Avoid any strong shock to the machine. This could damage the hard disk and cause stored files to be deleted. For precautionary reasons, files should be copied to another local computer.

Power Connection

WARNING:

- **Connect the machine only to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.**
- **Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.**

CAUTION:

- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*

CAUTION:

- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*

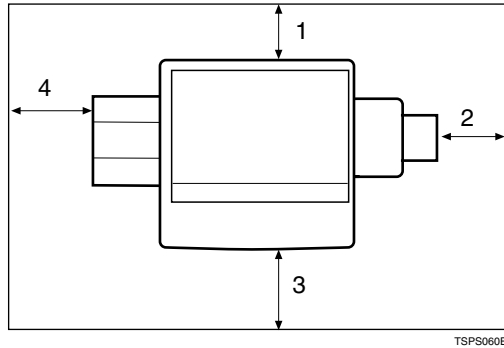
- When the main switch is in the Stand-by positions, the optional anti-condensation heaters are on. In case of emergency, unplug the machine's power cord.
- When you unplug the power cord, the anti-condensation heaters turn off.

REMARKS

- Make sure that the plug is firmly inserted in the outlet.
- Voltage must not fluctuate more than 10%.
- The wall outlet shall be installed near the machine and shall be easily accessible.

Access to the Machine

Place the machine near the power source, providing clearance as shown.



1. Rear: more than 3 cm (1.2")

3. Front: more than 70 cm (27.6")

2. Right: more than 4 cm (1.6")

4. Left: more than 10 cm (4.0")

Note

- For the required space when options are installed, contact your service representative.

Maintaining Your Machine

If the exposure glass or document feeder belt is dirty, you might not be able to make copies as you want. Clean them if you find them dirty.

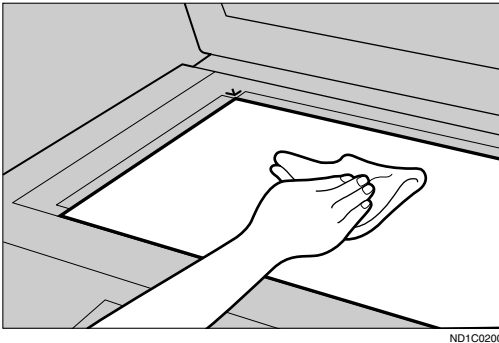
❖ Cleaning the machine

Wipe the machine with a soft, damp cloth. Then, wipe it with a dry cloth to remove the water.

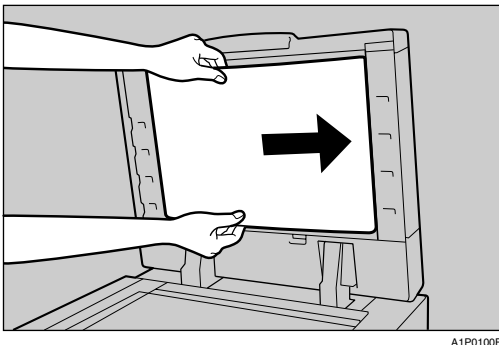
⚠ Important

- ❑ Do not use chemical cleaner or organic solvent, such as thinner or benzene. If they get into the machine or melt plastic parts, a failure might occur.
- ❑ Do not clean parts other than those specified in this manual. Such parts should be cleaned by your service representative.

Cleaning the Exposure Glass



Cleaning the Document Feeder



8. Specifications

Mainframe

❖ **Configuration:**

Console

❖ **Photosensitivity type:**

OPC drum ($\Phi 100$)

❖ **Original scanning:**

One-dimensional solid scanning system through CCD

❖ **Copy process:**

Dry electrostatic transfer system

❖ **Development:**

Dry two-component magnetic brush development system

❖ **Fusing:**

Heating roll pressure system

❖ **Resolution:**

600 dpi

❖ **Exposure glass:**

Stationary original exposure type

❖ **Original reference position:**

Rear left corner

❖ **Warm-up time:**

Less than 330 seconds (23°C)

❖ **Originals:**

Sheet/book/objects

❖ **Maximum original size:**

A3 \square , 11" \times 17" \square

❖ **Copy paper size:**

- Trays: A3 \square – A5 \square , 11" \times 17" \square – 5 $\frac{1}{2}$ " \times 8 $\frac{1}{2}$ " \square
- Bypass: A3 \square – A6 \square , 11" \times 17" \square – 5 $\frac{1}{2}$ " \times 8 $\frac{1}{2}$ " \square
- Bypass (non-standard size):
Vertical: 100 – 300 mm, 4.0" – 11.7"
Horizontal: 140 – 432 mm, 5.6" – 17.0"
- Duplex: A3 \square – A5 \square , 11" \times 17" \square – 5 $\frac{1}{2}$ " \times 8 $\frac{1}{2}$ " \square (impossible on A5 \square , 5 $\frac{1}{2}$ " \times 8 $\frac{1}{2}$ " \square)
- LCT: A4 \square , B5 \square , 8 $\frac{1}{2}$ " \times 14" \square *1, 8 $\frac{1}{2}$ " \times 11" \square

*1 The optional 8 $\frac{1}{2}$ " \times 14" paper size tray is required to set this size of paper.

❖ **Copy paper weight:**

- Paper tray: 52 – 128 g/m², 14 – 34 lb. Bond
- Bypass tray: 52 – 157 g/m², 14 lb. Bond – 90 lb. Index

❖ **Non-reproduction area:**

- Leading edge: Less than 3 ± 2 mm, 0.12 ± 0.08"
- Trailing edge: More than 1 mm, 0.04"
- Left edge: More than 2 ± 1.5 mm, 0.08 ± 0.06"
- Right edge: More than 0.5 mm, 0.02"

❖ **First copy time:**

- 3.5 seconds or less
(face up feed, A4 □, 8¹/₂" × 11" □, 100%, feeding from Tray 1, on the exposure glass, Text·Photo mode, Auto Image Density)
- 5.3 seconds or less
(face down feed, A4 □, 8¹/₂" × 11" □, 100%, feeding from Tray 1, on the exposure glass, Text·Photo mode, Auto Image Density)

❖ **Copying speed:**

- 28 copies/minute (A3 □, 11" × 17" □)
- 55 copies/minute (A4 □, 8¹/₂" × 11" □)

❖ **Reproduction ratio:**

Preset reproduction ratios:

	Metric version	Inch version
Enlargement	400%	400%
	200%	200%
	141%	155%
	122%	129%
	115%	121%
Full Size	100%	100%
Reduction	93%	93%
	82%	85%
	75%	78%
	71%	73%
	65%	65%
	50%	50%

Zoom: From 25 to 400% in 1% steps.

❖ **Maximum continuous copy run:**

999 sets

❖ Copy paper capacity:

- Tray 1 (Tandem tray) : 3,100 sheets (1,550 sheets × 2) (80 g/m², 20 lb. Bond)
- Tray 2 (550-sheet tray) : 550 sheets (80 g/m², 20 lb. Bond)
- Tray 3 (550-sheet tray) : 550 sheets (80 g/m², 20 lb. Bond)
- Bypass tray: 50 sheets (80 g/m², 20 lb. Bond)

❖ Power consumption:

	Mainframe only	Complete system ^{*1}
Warm-up	about 1.20 kw	about 1.20 kw
Stand-by	about 260 w	about 290 w
During printing	about 1.40 kw	about 1.50 kw
Maximum	less than 1.75 kw	less than 1.85 kw

^{*1} The Complete System consists of the mainframe, printer controller, finisher and large capacity tray (LCT).

❖ Dimensions (W × D × H up to exposure glass):

690 × 750 × 1,138 mm, 27.2" × 29.6" × 44.9"

❖ Space for mainframe (W × D):

- 1,265 × 750 mm, 49.9" × 29.6" (ADF external extender is not used. Optional Output tray is installed.)
- 1,380 × 750 mm, 54" × 30" (ADF external extender is used for larger size originals. Optional Output tray is installed.)

❖ Noise Emission ^{*1}:

- Sound Power Level:

	Mainframe only	Complete system ^{*3}
Stand-by	Less than 49 dB (A)	Less than 49 dB (A)
Copying (ADF 1 to 1)	Less than 74 dB (A)	Less than 73 dB (A)
Copying (From Memory)	Less than 71 dB (A)	Less than 70 dB (A)

- Sound Pressure Level ^{*2}:

	Mainframe only	Complete system ^{*3}
Stand-by	Less than 35 dB (A)	Less than 35 dB (A)
Copying (ADF 1 to 1)	Less than 62 dB (A)	Less than 62 dB (A)
Copying (From Memory)	Less than 57 dB (A)	Less than 56 dB (A)

^{*1} The above measurements made in accordance with ISO 7779 are actual value.

^{*2} It is measured at the position of the bystander.

^{*3} The Complete System consists of the mainframe, finisher and large capacity tray (LCT).

❖ Weight:







Approx. 188 kg, 414.5 lb (Mainframe with document feeder)

Document Feeder

❖ **Mode:**

ADF mode, Batch (SADF) mode, Mixed Sizes mode, Thin mode

❖ **Original size:**

- A3  – B6  
- 11" × 17"  – 5¹/₂" × 8¹/₂"  

❖ **Original weight:**

- 1-sided originals: 52 – 157 g/m² (14 – 42 lb. Bond)
- 2-sided originals: 52 – 128 g/m² (14 – 34 lb. Bond) (Duplex)
- Thin original: 41 – 157 g/m² (11 – 42 lb. Bond)

❖ **Number of originals to be set:**







100 sheets (80 g/m², 20 lb. Bond) or less than 12 mm, 0.4"







 **Note**







- Specifications are subject to change without notice.

50-Sheet Finisher (Option)


























❖ Paper size:

Proof Tray: A3  – B6 , A6 , 11" × 17"  – 5¹/₂" × 8¹/₂"  

Shift Tray: A3  – A5  , 11" × 17"  – 5¹/₂" × 8¹/₂"  

Staple Mode: A3  – B5  , 11" × 17"  – 8¹/₂" × 11"  

Punch Mode:

- 2 holes: A3  – A5  , 11" × 17" , 8¹/₂" × 14"  – 5¹/₂" × 8¹/₂"  
- 3 holes: A3 , B4 , A4 , B5 , 11" × 17" , 8¹/₂" × 11"  
- 4 holes:
 - Metric version: A3 , A4 , 11" × 17" , 8¹/₂" × 11"  
 - Narrow 2 × 2 version: A3  – A5 , 11" × 17" , 8¹/₂" × 14"  – 5¹/₂" × 8¹/₂"  

❖ Paper weight:

Stack: 52 – 157 g/m², 14 – 42 lb. Bond

Staple: 64 – 80 g/m², 17 – 20 lb. Bond

Punch:

- 4 holes: 52 – 128 g/m², 14 – 34 lb. Bond
- 2 or 3 holes: 52 – 157 g/m², 14 lb. Bond – 90 lb. Index

❖ Stack capacity:











Proof Tray (without Punch):

- 250 sheets (A4, 8¹/₂" × 11" or smaller) (80 g/m², 20 lb. Bond)
- 50 sheets (B4, 8¹/₂" × 14" or larger) (80 g/m², 20 lb. Bond)











Proof Tray (with Punch):

- 200 sheets (A4, 8¹/₂" × 11" or smaller) (80 g/m², 20 lb. Bond)
- 50 sheets (B4, 8¹/₂" × 14" or larger) (80 g/m², 20 lb. Bond)

Shift Tray (without Punch):

- 3,000 sheets (A4 , 8¹/₂" × 11" ) (80 g/m², 20 lb. Bond)
- 1,500 sheets (except A4 , A5 , 8¹/₂" × 11" , 5¹/₂" × 8¹/₂"  ) (80 g/m², 20 lb. Bond)
- 100 sheets (A5 , 5¹/₂" × 8¹/₂"  ) (80 g/m², 20 lb. Bond)

Shift Tray (with Punch):

- 2,500 sheets (A4 , 8¹/₂" × 11" ) (80 g/m², 20 lb. Bond)
- 1,500 sheets (except A4 , A5 , 8¹/₂" × 11" , 5¹/₂" × 8¹/₂"  ) (80 g/m², 20 lb. Bond)
- 100 sheets (A5 , 5¹/₂" × 8¹/₂"  ) (80 g/m², 20 lb. Bond)

❖ Staple capacity:

Without Punch:

- 2 – 50 sheets (A4, 8¹/₂" × 11" or smaller) (80 g/m², 20 lb. Bond)
- 2 – 30 sheets (B4, 8¹/₂" × 14" or larger) (80 g/m², 20 lb. Bond)

With Punch:

- 2 – 40 sheets (A4, 8¹/₂" × 11" or smaller) (80 g/m², 20 lb. Bond)
- 2 – 25 sheets (B4, 8¹/₂" × 14" or larger) (80 g/m², 20 lb. Bond)

❖ **Staple position:**

Four positions (Top, Top Slant, Bottom, 2 Staples)

❖ **Power consumption:**

48W (power is supplied from the mainframe.)

❖ **Dimensions (W × D × H):**

625 × 545 × 960 mm, 24.7" × 21.5 " × 37.8"

❖ **Weight:**























Approx. 45 kg, 99.3 lb

 **Note**

Specifications are subject to change without notice.

Punch Kit (Option)

❖ Paper size

- 2 holes: A3  – A5  , 11" × 17" , 8¹/₂" × 14"  – 5¹/₂" × 8¹/₂"  
- 3 holes: A3 , B4 , A4 , B5 , 11" × 17" , 8¹/₂" × 11" 
- 4 holes:
 - Metric version: A3 , A4 , 11" × 17" , 8¹/₂" × 11" 
 - Narrow 2 × 2 version: A3  – A5 , 11" × 17" , 8¹/₂" × 14"  – 5¹/₂" × 8¹/₂" 

❖ Paper weight:

- 4 holes: 52 – 128 g/m², 14 – 34 lb. Bond
- 2 or 3 holes: 52 – 157 g/m², 14 lb. Bond – 90 lb. Index

❖ Power consumption:

33.6 W (power is supplied from the mainframe.)

❖ Dimensions (W × D × H):

92 × 463 × 100 mm, 3.7" × 18.3" × 4.0"

❖ Weight:

Approx. 2.4 kg, 5.3 lb

Note

- ❑ Specifications are subject to change without notice.

Output Tray (Option)

❖ Paper capacity:

- A3, 11" × 17" : 250 sheets
- B4, 8¹/₂" × 14" : 500 sheets
- A4, 8¹/₂" × 11" : 500 sheets
- B5, 5¹/₂" × 8¹/₂" : 250 sheets

❖ Dimensions (W × D × H):

390 × 330 × 130 mm, 15.4" × 13.0" × 5.2"

❖ Weight:

Approx. 650 g, 1.5 lb

Note

- Specifications are subject to change without notice.

Large Capacity Tray (LCT) (Option)

❖ **Paper size:**

A4 , B5 , 8¹/₂" × 14" *1, 8¹/₂" × 11"

*1 The optional 8¹/₂" × 14" paper tray is required to set this size of paper.

❖ **Paper weight:**

64 – 105 g/m², 16 – 24 lb. Bond

❖ **Paper capacity:**

3,500 sheets (80 g/m², 20 lb. Bond)

❖ **Power consumption**

Maximum. 48 W (power is supplied from the mainframe.)

❖ **Dimensions (W × D × H, option unit):**

403 × 529 × 608 mm, 15.9" × 20.9" × 24.0"

❖ **Weight:**

Approx. 22 kg, 48.6 lb

 **Note**

Specifications are subject to change without notice.

Copy Connector Cable (Option)

❖ **Continuous copying speed:**

- 110 copies/minute (A4☐, 8¹/₂" × 11"☐)
- 56 copies/minute (A3☐, 11" × 17"☐)

❖ **Dimensions (W × D × H):**

310 × 310 × 65 mm, 12.2" × 12.2" × 2.5"

❖ **Weight:**

Approx. 500 g, 1.1 lb

❖ **Length:**

10 m, 328 ft.

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MEMO

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

I means **POWER ON.**

⏻ means **STAND BY.**

Type for 2555/5502/LD055 AG/Aficio 1055

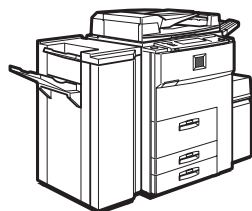
Printed in Japan

EN (USA) B098-7207

RICOH

AficioTM 1055

Operating Instructions System Settings



For safe and correct use of this machine, please be sure to read the Safety Information in the Copy Reference before you use it.

Introduction

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes:

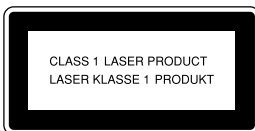
Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.

Laser Safety:

This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains two GaAlAs laser diodes, 5-milliwatt, 760-800 nanometer wavelength for each emitter. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

The following label is attached on the right side of the machine, that appears when the bypass tray is opened.



Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts with your Ricoh office products.

Power Source

220 - 240V, 50/60Hz, 8A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see "Power Connection" in the "Copy Reference" manual.

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Notice

Important


Do not make copies of any item for which copying is prohibited by law.

Copying the following items is normally prohibited by local law:

Bank bills, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

This machine is equipped with a function that prevents making counterfeit bank bills. Due to this function the original images similar to bank bills may not be copied properly.

ENERGY STAR Program

	<p>As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.</p>
---	--

The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

- **Low Power mode**
This product automatically lowers its power consumption 15 minutes after the last copy or print job has been finished. Printing is still possible in this mode, but if you want to make copies, press the **[Clear Modes/Energy Saver]** key first.

 **Reference**

For details about changing the default interval, see “Low Power Shift Time” in ⇒ p.11 “Basic Page 1”.

- **Off mode (copier only)**
To conserve energy, this product automatically turns off 90 minutes after the last copy or print job has been finished. Printing is still possible in this mode, but if you want to make copies, press the operation switch first.

 **Reference**

For details about changing the default interval, see “Auto Off Timer” in ⇒ p.11 “Basic Page 1”.

- **Sleep mode (printer installed)**
If the printer features are installed, this product automatically lowers its power consumption even further 90 minutes after the last copy or print job has been finished. Printing is still possible in this mode, but if you want to make copies, press the operation switch first.

 **Reference**

For details about changing the default interval, see “Auto Off Timer” in ⇒ p.11 “Basic Page 1”.

- Duplex Priority

The ENERGY STAR Program recommends the duplex function. By conserving paper this function helps the environment. For applicable machines, duplex function (one-sided original → two-sided copies) can be selected for when the operation switch or the main power switch is turned on, the **【Clear Modes/Energy Saver】** key is pressed, or when the machine resets automatically. To change the settings of the Duplex Priority mode, see “Duplex Mode Priority” in the Copy Reference manual.

◆ **Specification**

		Copier only	Printer installed
Low Power mode	Power consumption	212 W	240 W
	Default interval	15 minutes	15 minutes
	Recovery time	30 seconds or less	30 seconds or less
Off mode	Power consumption	12 W	—
	Default interval	90 minutes	—
Sleep mode	Power consumption	—	25 W
	Default interval	—	90 minutes

Duplex priority	1 Sided→1 Sided
-----------------	-----------------

Recycled Paper

In accordance with the ENERGY STAR Program, we recommend use of recycled paper which is environmentally friendly. Please contact your sales representative for recommended paper.

How to Read this Manual

Symbols

In this manual, the following symbols are used:

WARNING:

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section in the Copy Reference manual.

CAUTION:

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section in the Copy Reference manual.

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might be misfeed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates the prior knowledge or preparations required before operating.

Note

This symbol indicates precautions for operation or actions to take after misoperation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

[]

Keys that appear on the machine's display panel.

[]

Keys built into the machine's control panel.

Manuals for This Machine

There are seven manuals that separately describe the operational procedures for the operation and maintenance of this machine. Please consult the relevant parts of manual.

❖ **System Settings (this manual)**

Describes how to access the system User Tools to make the machine easier to use.

❖ **Copy Reference**

Describes the various copying functions from basic copying to more advanced functions such as reducing/enlarging copies or combining originals into one copy.

❖ **Printer Reference 1 (option)**

Describes system settings, procedures, and functions for using the machine as a printer.

❖ **Printer Reference 2 (option)**

Describes the procedures and provides necessary information about using this machine as a printer. The manual is included as a PDF file on the CD-ROM labeled "Printer Drivers and Utilities".

❖ **Network Interface Board Quick Configuration Guide (option)**

Describes the procedures and provides necessary information about setting up and using the printer under the network environment. The manual is included as a PDF file on the CD-ROM labeled "Printer Drivers and Utilities".

❖ **PostScript 3 Kit Type 700 Operating Instructions Supplement (option)**

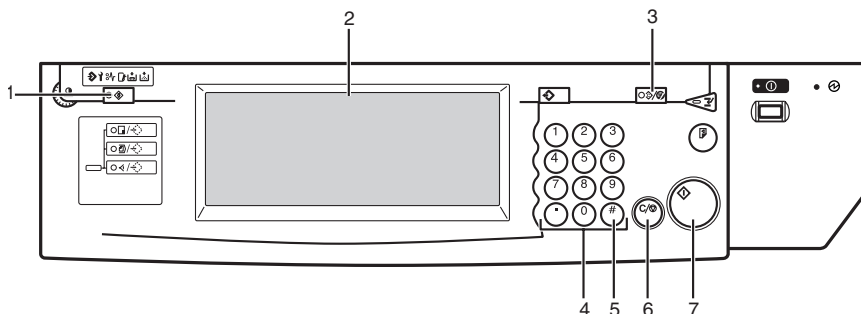
Describes the menus and features you can set using the PostScript printer driver. The manual is provided as a PDF file on the CD-ROM labeled "Printer Drivers and Utilities".

❖ **Network Interface Board Type 450-E Owner's Manual (option)**

Describes the procedures and provides necessary information about setting up and using the printer under the network environment. The manual is provided as a PDF file which is included on the CD-ROM labeled "Print Server Software and Documentation" which comes with optional Network Interface Board Type 450-E.

1. User Tools (System Settings)

Keys for the User Tools (System Settings)



ZR05150E

1. **【User Tools/Counter】** key

- User Tools
Press to change the default settings and conditions to meet your requirements.
- Counter
Press to check or print the total number of copies made.

2. **Display Panel**

Shows operation status and messages.

3. **【Clear Modes/Energy Saver】** key

- Clear Modes
Press to clear any previously entered copy job settings.
- Energy Saver
Press to switch to and from Energy Saver mode.

4. **Number keys**

Use to enter a numeric value.

5. **【#】** key

Press to set a value you have entered.

6. **【Clear/Stop】** key

Press to delete a number you have entered.

7. **【Start】** key

Press to start copying. Use to set the Auto Start.

Accessing the User Tools (System Settings)

1

This section is for the key operators in charge of this machine. You can change or set the machine's default settings.

Preparation

After using the User Tools, be sure to exit from the User Tools.

The selected key is highlighted.

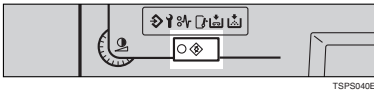
Any changes you make with the User Tools remain in effect even if the main power switch or operation switch is turned off, or the **[Clear Modes/Energy Saver]** key is pressed.

Reference

For information on the User Tools (Copy/Document Server Features), see the Copy Reference manual.

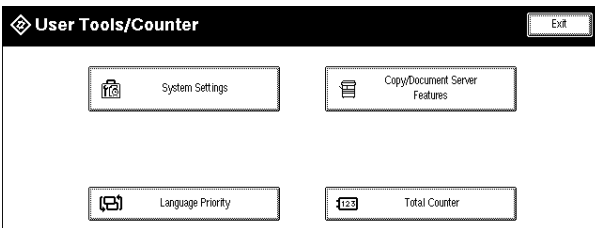
1 Press the **[User Tools/Counter]** key.

The User Tools Main Menu appears.

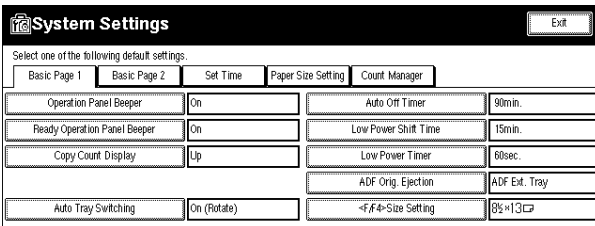


2 Press the **[System Settings]** key.

The System Settings menu appears.



3 Select the desired menu and press the key.



- 4** Change the settings by following the instructions on the display panel. Then press the [OK] key.

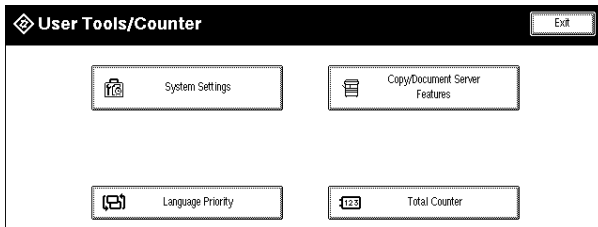
 **Note**

- [OK]: Press to set the new settings and return to the previous menu.
- [Cancel]: Press to return to the previous menu without changing any data.

Exiting from the User Tools

- 1** After changing the User Tools settings, press the [Exit] key on the User Tools Main Menu.

Changing the User Tools is completed, and the machine is ready for copying.

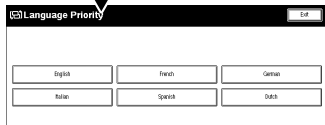
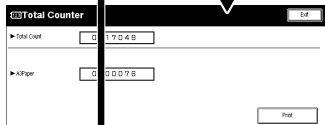
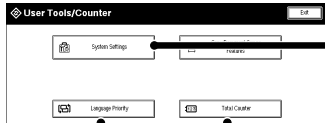


 **Note**

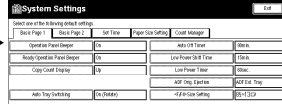
- To exit from the change of the machine's default settings and return to Copy mode, press the **[User Tools/Counter]** key.
- You can also exit from the User Tools by pressing the **[User Tools/Counter]** key.

User Tools Menu (System Settings)

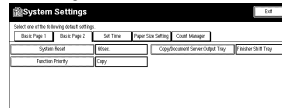
1



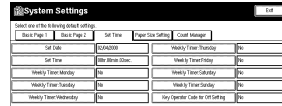
Basic Page 1



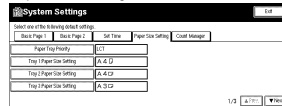
Basic Page 2



Set Time



Paper Size Setting



Count Manager






Settings You Can Change with the User Tools

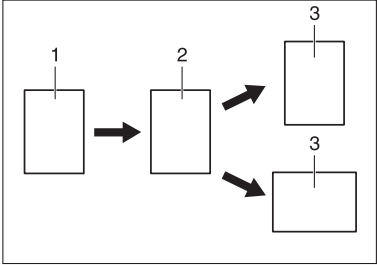
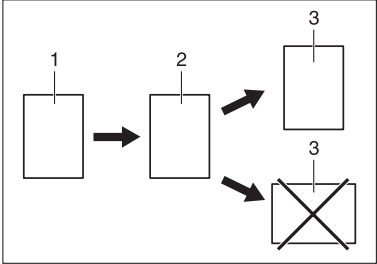
Reference






For how to access the User Tools, see ⇒ p.8 “Accessing the User Tools (System Settings)”.



1

Basic Page 1




Menu	Description
Operation Panel Beeper	<p>The beeper (key tone) sounds when a key is pressed. This beeper can be turned on or off.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>On</i></p>
Ready Operation Panel Beeper	<p>Specify whether to sound the beeper when the machine becomes ready for copying immediately after Energy Saver mode is deactivated or the power is turned on.</p> <p> Note</p> <p><input type="checkbox"/> If the “Operation Panel Beeper” setting is “Off”, the beeper does not sound irrespective of the “Ready Operation Panel Beeper” setting.</p> <p><input type="checkbox"/> Default: <i>On</i></p>
Copy Count Display	<p>The copy counter can be set to show the number of copies made (count up) or the number of copies remaining to be made (count down).</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Up (count up)</i></p>

Menu	Description
Auto Tray Switching	<p>When using Auto Paper Select, if you load paper of the same size in two or more trays, regardless of the paper direction, the machine automatically shifts to the other tray when the tray in use runs out of paper. This function is called "Auto Tray Switching". You can enable or disable this function.</p> <ul style="list-style-type: none"> If you select [On (Rotate)] The Auto Tray Switching function will take place for copying.  <p style="text-align: right; font-size: small;">GCAUTO0E</p> <p>1: Original 2: Copy Paper (Tray 1) 3: Copy Paper (Other Trays)</p> <p>Note</p> <ul style="list-style-type: none"> The original image may not be rotated depending on the combination of selected functions. If you select [On (No Rotate)] Only when paper of the same size and direction is loaded, the machine will continue copying. If not, the machine will stop copying and instruct you to load paper.  <p style="text-align: right; font-size: small;">GCAUTO1E</p> <p>1: Original 2: Copy Paper (Tray 1) 3: Copy Paper (Other Trays)</p>

Menu	Description
Auto Tray Switching	<ul style="list-style-type: none"> • If you select [Off]. When paper has run out, "⏏Load paper on ***." will be displayed, and copying will be interrupted. <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>On (Rotate)</i> <input type="checkbox"/> If you put recycled paper, translucent paper, user colour paper 1, or user colour paper 2 in paper trays and indicate them in the "Paper Size Setting" menu, the Auto Tray Switching function is available to these trays only when their paper types are identical. <p> Reference</p> <p>See "Special Paper Indication" in ⇒ p.17 "Paper Size Setting".</p>
Auto Off Timer	<p>The machine turns itself off automatically to conserve energy after a specified amount of time has passed following job completion. This function is called "Auto Off".</p> <p>The machine status after the Auto Off operation is called "Off mode" or "Sleep mode". For the Auto Off Timer, specify the time to elapse before the Auto Off function is activated.</p> <p>The time can be set from 1 to 240 minutes.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>90min.</i> <input type="checkbox"/> Auto Off might not be effective when an error message is displayed. <input type="checkbox"/> To return to the ready condition from Auto Off, the machine requires the same warm-up time as the time for becoming ready after its power is turned on.
Low Power Shift Time	<p>The machine enters Low Power mode automatically after your job is finished, after the selected time. The time can be set from 1 to 240 minutes.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>15min.</i>
Low Power Timer	<p>The machine enters to Energy Saver mode automatically after your job is finished, after the selected time. The time can be set from 10 to 999 seconds, or 0.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>60sec.</i> <input type="checkbox"/> When the time is set to "0", Energy Saver mode will not be activated.

Menu	Description
ADF Orig. Ejection	<p>As a default setting, the scanned originals from the document feeder are ejected to the ADF external tray. If there is no space to attach an ADF external tray, you can change the output tray to the ADF tray. However, if the output tray is set to the ADF tray, it takes a little more time than to the ADF external tray.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>ADF Ext. Tray</i> <input type="checkbox"/> Even if the ADF external tray is set, papers are ejected to the ADF tray in 2 Sided → 2 Sided copy mode.
<F/F4>Size Setting	<p>Currently three types of F size are available; 8¹/₂" × 13", 8¹/₄" × 13" and 8" × 13".</p> <p>The document feeder or platen cover sensor cannot distinguish these 3 types of originals.</p> <p>This function sets the F size from the document feeder or platen cover sensor.</p> <p>Auto Paper Select or Auto Reduce/Enlarge can be used for F size originals based on this setting.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: 8¹/₂" × 13" <input type="checkbox"/>

Basic Page 2






Menu	Description
System Reset	<p>If no operation is performed for a selected time after interrupt copying, the interrupt copying will be canceled. This function is called "System Reset". The time can be set from 10 to 999 seconds, or 0.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>60sec.</i> <input type="checkbox"/> When the time is set to "0", System Reset will not be activated.
Function Priority	<p>You can specify the mode that is displayed when the operation switch is turned on or System Reset is activated.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>Copy</i>
Copy/Document Server: Output Tray	<p>You can specify a tray to which documents are delivered.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> You can select from "Copy tray", "Finisher Shift Tray", "Finisher Proof Tray". <input type="checkbox"/> Without the optional finisher installed, "Copy tray" is the only output tray that can be used.

Set Time

When entering Set Time mode, if a key operator code has already been set, you must enter the code (up to 8 digits).

Reference

See “Key Operator Code” in ⇒ p.20 “Count Manager”.

Menu	Description
Set Date	Set the date for the copier's internal clock.  Note <input type="checkbox"/> You need to set this for the weekly timer to work properly.
Set Time	Set the time for the copier's internal clock.  Note <input type="checkbox"/> Enter the time using the 24-hour clock (1 second steps). <input type="checkbox"/> You need to set this for the weekly timer to work properly.
Weekly Timer:Monday Weekly Timer:Tuesday Weekly Timer:Wednesday Weekly Timer:Thursday Weekly Timer:Friday Weekly Timer:Saturday Weekly Timer:Sunday	Set the time when you want the machine to turn itself on/off for each day of the week.  Important <input type="checkbox"/> The timers do not work if the main power switch is turned off or the power cord is unplugged. <input type="checkbox"/> To keep the power on throughout the day, clear both the “On Set Time” and “Off Set Time” settings.  Note <input type="checkbox"/> Enter the time using the 24-hour clock (1 minute steps).
Key Operator Code for Off Setting	Set a key operator code (up to 8 digits) to temporarily cancel the power off setting of the weekly timer.  Note <input type="checkbox"/> When the weekly timers are set and the operation switch is off, you can still use the machine by doing one of the following: <ul style="list-style-type: none"> • If the key operator code is set, turn on the operation switch and enter the code. • If the key operator code is not set, just turn on the operation switch.



About weekly timers

The weekly timers allow you to restrict use of the machine to certain periods of time of the day and week. The machine will switch itself on and off everyday at the time you specify.





Important





- The weekly timers do not work if the main power switch is turned off or the power cord is unplugged.
- When the power is off due to the activation of the weekly timer, you can temporarily cancel the power off state by entering the key operator code (up to 8 digits) set in “Key Operator Code for Off Setting”.



Paper Size Setting

Menu	Description
Paper Tray Priority	<p>You can select the paper tray which will be selected as a default in the following conditions:</p> <ul style="list-style-type: none"> • When the operation switch is turned on. • When System Reset or Auto Reset mode is turned on. • When the [Clear Modes/Energy Saver] key is pressed. • When Auto Paper Select mode is selected. <div data-bbox="413 448 908 711" style="text-align: center;"> <p style="text-align: right; font-size: small;">GCTRAY0E</p> </div> <p>Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <ul style="list-style-type: none"> • Machine with LCT : LCT • Machine without LCT : Tray 1 <input type="checkbox"/> Large capacity tray (LCT) is optional.
Tray 1:Paper Size Setting Tray 2:Paper Size Setting Tray 3:Paper Size Setting	<p>Select the size of the copy paper set in the paper tray.</p> <p>Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> When making the paper size setting for Tray 2, the setting of the paper size selector has priority. <input type="checkbox"/> If the specified paper size differs from the size of paper actually set in the paper tray, a paper misfeed might occur because the paper size is not detected correctly. <input type="checkbox"/> When you set the tab stock in Tray 2, specify the paper size as follows: <ul style="list-style-type: none"> • Metric version: A4 <input type="checkbox"/> • Inch version: 8¹/₂" × 11" <input type="checkbox"/> <input type="checkbox"/> When you set the tab stock in Tray 2, you also need to specify the paper type in "Tray 2: Special Paper Indication" of the User Tools. <input type="checkbox"/> If you wish to change the paper size set in Tray 1, Tray 3, and the optional large capacity tray (LCT), contact your service representative. <p>Reference</p> <p>See "Changing the Paper Size" in the Copy Reference manual.</p>

Menu	Description
Bypass: Special Paper Indication Tray 1: Special Paper Indication Tray 2: Special Paper Indication	You can specify the types of copy paper set in the paper tray and make them indicated. You can set the copy paper with the following steps. ① Paper Type ② In duplex copying the way to copy on paper. (except for “Tab Stock”)
Tray 3: Special Paper Indication LCT: Special Paper Indication	1. Paper Type <ul style="list-style-type: none"> • You can set only 1 type of copy paper in each paper tray. • When specifying, the following indications are displayed. <ul style="list-style-type: none"> “Special Paper” when special paper is specified. “Recycled Paper” when recycled paper is specified. “Translucent Paper” when translucent paper is specified. “Tab Stock” when index tab paper is specified. “User Colour 1” when user colour paper 1 is specified. “User Colour 2” when user colour paper 2 is specified. “Thick Paper” when thick paper is specified. <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>No Display</i> • You can set the amount of copy shift when tab stock is set in the tray. You can set the amount of shift from 0 to 15 mm (in 1 mm steps), 0.0" to 0.6" (in 0.1" steps). <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <ul style="list-style-type: none"> • Metric version: <i>13 mm</i> • Inch version: <i>0.5"</i> <input type="checkbox"/> The tab stock can be set only in Tray 2. <input type="checkbox"/> When you set the tab stock in Tray 2, you also need to specify the paper size in “Tray 2:Paper Size Setting” of the User Tools. <input type="checkbox"/> The optional tab sheet tray is required to set the tab stock in Tray 2. <input type="checkbox"/> “Tab Stock” appears only when the optional output tray is installed.
	2. In duplex copying the way to copy on paper. <ul style="list-style-type: none"> • You can specify the way to copy on paper in duplex copying. However, if “Tab Stock” is specified, you cannot make duplex copies. <p> Limitation</p> <ul style="list-style-type: none"> <input type="checkbox"/> You cannot specify the way to copy on paper in duplex copying when using the bypass tray. <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>Duplex Copy</i>





Menu	Description
Cover Slip Sheet 1 Slip Sheet 2	<p>You can specify any tray as a Cover Sheet or Slip Sheet 1, 2 and make them indicated.</p> <p> Reference See “Cover/Slip Sheet” in the Copy Reference manual.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> The paper tray you have specified with “Cover” is used for the cover sheets in the Front Cover or Front/Back Cover function. <input type="checkbox"/> The paper tray you have specified with “Slip Sheet 1” or “Slip Sheet 2” is used for the slip sheets in the Designate or Slip function. <p>You can set the tray with the following steps.</p> <ol style="list-style-type: none"> ① Tray Selection ② Tray Display ③ In duplex copying the way to copy on paper. <p>1. Tray Selection</p> <ul style="list-style-type: none"> • You can specify any tray as a Cover Sheet or Slip Sheet 1, 2. <p>2. Tray Display</p> <ul style="list-style-type: none"> • To display “Cover” or “Slip Sheet”, select either “Mode Selected” or “Display Always”. <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> If you select “Mode Selected”, “Cover” or “Slip Sheet” is displayed only when the Cover or Slip Sheet function is selected. <p>3. In duplex copying the way to copy on paper.</p> <ul style="list-style-type: none"> • When specifying “Mode Selected”, you can specify the way to copy on paper in duplex copying.
Temperature Setting for Thick Paper	<p>When copying onto thick (105 g/m², 28 lb. Bond or heavier) paper, you can select fusing settings according to environment conditions.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>Normal Environment</i> <input type="checkbox"/> When room temperature is as low as 10 to 15°C, select [Low Temp. Environment]. <input type="checkbox"/> When [Low Temp. Environment] is selected, copying speed may be reduced. <input type="checkbox"/> When copying onto thick paper, the first copy time may be longer.

Count Manager

When entering Count Manager mode, if a key operator code has already been set, you must enter the code (up to 8 digits).

 **Reference**

See “Key Operator Code” in ⇒ p.20 “Count Manager”

Menu	Description
Set User Codes	<p>You can specify whether to employ user codes to restrict copier users and manage the number of copies made.</p> <p> Reference</p> <p>For registering the user code, see “User Code Register/Change/Delete” in the Copy Reference manual.</p>
Key Counter	<p>You can specify whether to control the optional Key Counter under each user code.</p> <p> Reference</p> <p>For registering the user code, see “User Code Register/Change/Delete” in the Copy Reference manual.</p>
Set Key Card	—
Key Operator Code	<p>If you select “Yes”, only operators who know the key operator code (up to 8 digits) can access the User Tools (System Settings and Copy/Document Server Features).</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>No</i> <input type="checkbox"/> If you select “Yes”, you should register the key operator code and specify whether to set the key operator code on the part or all of the default settings of the User Tools (System Settings and Copy/Document Server Features). <ul style="list-style-type: none"> • If you select “Part”, the key operator code is set on “Set Time” and “Count Manager” of the User Tools (System Settings and Copy/Document Server Features). • If you select “All default settings”, the key operator code is set on the all of the default settings of the User Tools (System Settings and Copy/Document Server Features).
AOF(Keep It On.)	<p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> For details about this function, contact your service representative.
Counter/Print	<p>You can have various counters displayed or printed.</p> <ul style="list-style-type: none"> • You can display the counter of each function. • You can print the counter list.

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MEMO



Declaration of Conformity

“The Product complies with the requirements of the EMC Directive 89/336/EEC and the Low Voltage Directive 73/23/EEC.”

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

I means **POWER ON.**

⏻ means **STAND BY.**



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PRINTER Controller Type 1055

Operating Instructions



PRINTER REFERENCE 1 (option)



-
- 1 Getting Started
 - 2 Configuring the Printer for the Network
 - 3 Installing the Printer Driver and Software

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual.

Please keep this manual in a handy place near the machine.

Please read the Safety Information in the "Copy Reference" before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

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Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

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Manuals for This Machine

Manuals for This Machine

There are seven manuals that separately describe the operational procedures for the operation and maintenance of the machine.

To enhance safe and efficient operation of the machine, all users should read and follow the instructions contained in the following manuals.

❖ **Copy Reference**

Describes the procedures and functions for using this machine as a copier.

❖ **System Settings**

Describes the system settings of this machine.

❖ **Printer Reference 1**

Describes the system settings, procedures and functions for using this machine as a printer. (This Manual)

❖ **Printer Reference 2**

Describes the procedures and provides necessary information about using this machine as a printer. The manual is included as a PDF file on the CD-ROM labeled "Printer Drivers and Utilities".

❖ **Network Interface Board Quick Configuration Guide**

Describes the procedures and provides necessary information about setting up and using the printer under the network environment. We recommend this manual as your first choice. The manual is included as a PDF file on the CD-ROM labeled "Printer Drivers and Utilities". Read this manual as your first choice before referring to the paper version of the Quick Configuration Guide which comes with optional Network Interface Board Type 450-E.

❖ **PostScript 3 Operating Instructions Supplement**

Describes the menus and features you can set using the PostScript printer driver. The manual is provided as a PDF file on the CD-ROM labeled "Printer Drivers and Utilities".

❖ **Network Interface Board Type 450-E Owner's Manual**

Describes the procedures and provides necessary information about setting up and using the printer under the network environment. The manual is provided as a PDF file which is included on the CD-ROM labeled "Print Server Software and Documentation" which comes with optional Network Interface Board Type 450-E.

How to Read This Manual

Symbols

In this manual, the following symbols are used:

 **WARNING:**

This symbol indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

 **CAUTION:**

This symbol indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

* The statements above are notes for your safety.

 **Important**

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

 **Preparation**

This symbol indicates the prior knowledge or preparations required before operating.

 **Note**

This symbol indicates precautions for operation, or actions to take after misoperation.

 **Limitation**

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

 **Reference**

This symbol indicates a reference.

[]

Keys that appear on the machine's display panel.

Keys and buttons that appear on the computer's display.

[]

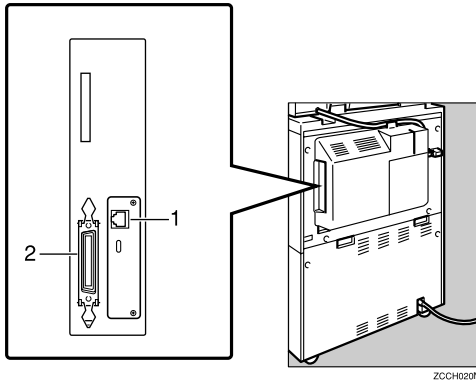
Keys built into the machine's control panel.

Keys on the computer's keyboard.

1. Getting Started

Connecting the Machine

Confirm that the shape and the position of the connector are as shown in the illustration.



1. 10BASE-T/100BASE-TX (option)

2. Parallel Port

Requirements

Requirements

Before using this machine, confirm that all the environmental and electrical requirements have been met. Connect the machine to the host computer using the parallel port, optional Network Interface Board Type 450-E, or both.

Confirm that all the cables, connectors, and electrical outlets necessary to attach the machine to the host computer or network are present.

Important

- The interface cable is not supplied in the box. It is your responsibility to provide the interface cable appropriate for the computer that you are using.

Reference

For more information about using the parallel port, see p.6 "Connecting the Machine to the Host Using the Parallel Interface Cable".

For more information about using a network, see p.4 "Network cable requirements".

Network cable requirements

Optional Network Interface Board Type 450-E can be installed to allow direct connection to an Ethernet network.

Network Interface Board supports 10BASE-T or 100BASE-TX connections.

You can use the machine in the following network environments:

- Using the appropriate network management software and printer driver.
- Attaching the machine to a networked computer set up as a server.

Client	Windows 95/98/Me, Windows 2000/XP, Windows NT 4.0, *1, Mac OS (optional PostScript 3 Kit Type 700 is required)
Driver	PCL 6/5e, PostScript 3
File Server	NetWare 3.x, NetWare 4.x, NetWare 5.x
Protocol	TCP/IP, IPX/SPX, AppleTalk

*1 Under Windows NT 4.0, only x86 CPU is supported.

In a mixed network environment, the protocol switches automatically.

Reference

For more information about resolving network connection problems, see p.13 “Configuring the Printer for the Network”.

Note

- Consult your network administrator before connecting the machine to a network.
- Be sure to use properly shielded and grounded cable (STP, Category/Type5) for the connection to the host computer (and/or HUB) in order to meet FCC and EMC Directive 89/336/EEC emission guidelines.

Parallel cable requirements

Connect the machine to the host computer using a parallel port. This machine does not provide the parallel cable to connect the machine to the host computer.

The machine's parallel interface is a standard bi-directional interface. It requires a standard 36-pin parallel cable compliant with IEEE 1284 and a parallel port available on the host computer.

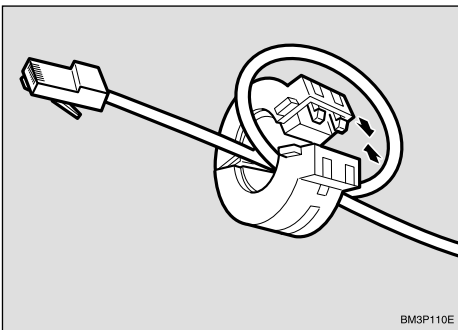
Note

- Do not use a parallel cable that is longer than 3 meters (10 feet).

Connecting the Machine Using Network Interface Board Type 450-E

Connect the machine to the network using Network Interface Board Type 450-E. Follow these steps to connect the machine.

- 1** Confirm that you have the correct cable.
- 2** Confirm that the machine is turned off.
- 3** Loop the network cable. The loop should be about 15cm (6") from the end of the cable on the end closest to the printer.
- 4** Attach the ferrite core to the loop.



- 5** Attach the network cable to the 10BASE-T/100BASE-TX port on the machine.

 **Reference**

See p.3 "Connecting the Machine" to confirm of the position of the 10BASE-T/100BASE-TX port.

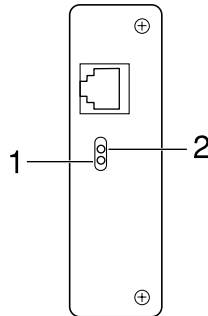
 **Note**

- Confirm that the cable is connected to the 10BASE-T/100BASE-TX port.

- 6** Connect the other end of the cable into the network.

Indicators on Network Interface Board

1



1. Indicator (orange)

Is on while Network Interface Board is working.

2. Indicator (green)

Is on while the machine is in a network environment.

Connecting the Machine to the Host Using the Parallel Interface Cable

Connect the machine to the host computer using a parallel interface cable compliant with IEEE 1284 (supplied by you).

Follow these steps to connect the machine to the host computer.

- 1** Confirm that you have the correct cable.
- 2** Confirm that both the machine and the host computer are turned off.
- 3** Plug the 36-pin end of the parallel cable into the parallel port at the right side of the back cover of the machine.

Reference

See p.3 "Connecting the Machine" to confirm the position of the parallel port.

- 4** Squeeze the wire clips on each side of the connector together until they snap into place. The clips hold the cable securely in place.
- 5** Plug the other end of the parallel cable into the computer's parallel port.

Features of this Machine

This machine is designed for office workgroups and CRD, both for shared usage within network environment, and for one-to-one usage by being connected directly to the computer.

❖ High Productivity

This machine comes with an 55-page per minute (ppm) engine and offers a variety of paper handling functions. A Document Server function enables you to save documents in the machine memory and then edit and print them as you want. Sample print allows you to confirm the printing documents as expected before printing many.

❖ Versatile Paper Handling Options

This machine offers both versatile input and output paper handling options. Input capacity can be raised to 7,750 sheets with the optional Large Capacity Tray. For an output device, punching is available with the optional finisher.

🔍 Reference

For more information about supporting paper size and type, and optional input and output devices, see the "Copy Reference" manual.

❖ Variety of Paper Media Support with Easy Handling

Paper types can be selected from the printer driver. If you set the paper type for each tray in advance, you can only select the paper type from the printer driver.

❖ Network Connectivity



This machine is network ready with optional Network Interface Board.

❖ Network Utility

SmartNetMonitor ^{*1}, software consisting of Administrator and Client versions, is provided. With this software, multiple print devices can be utilized effectively together on a network. This software offers several convenient functions such as parallel printing and recovery printing.

^{*1} For the name of SmartNetMonitor you use, see the "Quick Configuration Guide" for optional Network Interface Board which is included as a PDF file on the CD-ROM labeled "Printer Drivers and Utilities".

❖ Major Specifications

Printing Speed	55ppm (A4  , 8 ¹ / ₂ " × 11" )
Engine Resolution	600dpi resolution
Printer Language	PCL 5e, PCL 6 Adobe PostScript Level 3 ^{*1}
Memory	32MB Max. up to 160MB
Interface	10BASE-T or 100BASE-TX ^{*1} × 1 IEEE1284 × 1

^{*1} Option

Printer Drivers for This Machine

Printing requires installation of a printer driver for your operating system. The following drivers are included on the CD-ROM that comes with this machine.

Operating system	Printer Language	PCL 6	PCL 5e	PostScript 3
Windows 95 ^{*1}		√	√	√ ^{*11}
Windows 98 ^{*2}		√	√	√ ^{*11}
Windows Me ^{*3}		√	√	√ ^{*11}
Windows 2000 ^{*4}		√	√	√ ^{*12}
Windows XP ^{*5}		√	√	√ ^{*12}
Windows NT 4.0 ^{*6}		√ ^{*9}	√ ^{*9}	√ ^{*10} ^{*11}
Mac OS ^{*7}				√ ^{*11}
Mac OS X ^{*8}				√ ^{*13}

^{*1} Microsoft Windows 95 operating system

^{*2} Microsoft Windows 98 operating system

^{*3} Microsoft Windows Millennium Edition

^{*4} Microsoft Windows 2000 Advanced Server

Microsoft Windows 2000 Server

Microsoft Windows 2000 Professional

^{*5} Microsoft Windows XP Professional

Microsoft Windows XP Home Edition

^{*6} Microsoft Windows NT Server operating system version 4.0, Microsoft Windows NT Workstation operating system version 4.0 in a computer using x86 processors.

^{*7} Versions 8.6 to 9.2 of the Mac OS (Mac OS X Classic mode is supported.)

^{*8} Mac OS X 10.1 or later (Native mode)

^{*9} Requires Service Pack 4 or later.

^{*10} Requires Service Pack 6 or later.

^{*11} The Adobe PostScript 3 printer drivers and PostScript Printer Description (PPD) files are included on the CD-ROM labeled "Printer Drivers and Utilities".

^{*12} The PostScript Printer Description (PPD) files are included on the CD-ROM labeled "Printer Drivers and Utilities".

^{*13} The Adobe PostScript Printer Description (PPD) installer is included on the CD-ROM labeled "Printer Drivers and Utilities".

◆ PCL Printer Drivers

Printer drivers allow the computer to communicate with the machine via a printer language. Two kinds of PCL printer drivers, PCL 6 and PCL 5e, are included on the CD-ROM that comes with this machine. We recommend PCL 6 as your first choice. However, some of your applications might require the installation of the PCL 5e printer driver. In this case, you can install PCL 5e in addition to PCL 6.

⇒ p.20 "Installing the PCL 6/5e Printer Driver"

❖ Adobe PostScript 3 Printer Drivers and PPD files

The Adobe PostScript 3 printer drivers and the PPD files are included on the CD-ROM that comes with this machine. Adobe PostScript 3 printer driver allows the computer to communicate with the machine via a printer language. The PPD files allow the printer driver to enable the printer specific functions.

⇒ p.22 “Windows 95/98/Me - Installing the PostScript 3 Printer Driver”

⇒ p.24 “Windows 2000/XP - Installing the PostScript 3 Printer Driver”

⇒ p.26 “Windows NT 4.0 - Installing the PostScript 3 Printer Driver”

⇒ p.28 “Mac OS - Installing the PostScript 3 Printer Driver and Utilities”

⇒ p.30 “Mac OS X - Installing the PostScript 3 Printer Driver”

Software and Utilities Included on the CD-ROM

❖ Agfa Font Manager

Helps you to install new screen fonts, or organize and manage fonts already installed on your system.

Important

- If you upgrade to Windows 2000, Afga Font Manager must be uninstalled prior to install Windows 2000. And then reinstall it in a Windows 2000 environment.

❖ SNM-Admin

A utility for the system administrator to manage printers on the network.

Reference

For the name of SNM-Admin you use, see the “Quick Configuration Guide” for optional Network Interface Board which is included on the CD-ROM labeled “Printer Drivers and Utilities”.

See SNM-Admin Online Help for more information about using SNM-Admin.

❖ SNM-Client

A utility for users to manage their own print jobs on the network.

Reference

For the name of SNM-Client you use, see the “Quick Configuration Guide” for optional Network Interface Board which is included on the CD-ROM labeled “Printer Drivers and Utilities”.

See SNM-Client Online Help for more information about using SNM-Client.

❖ Acrobat Reader

A utility that allows you to read PDF (Portable Document Format).

Note

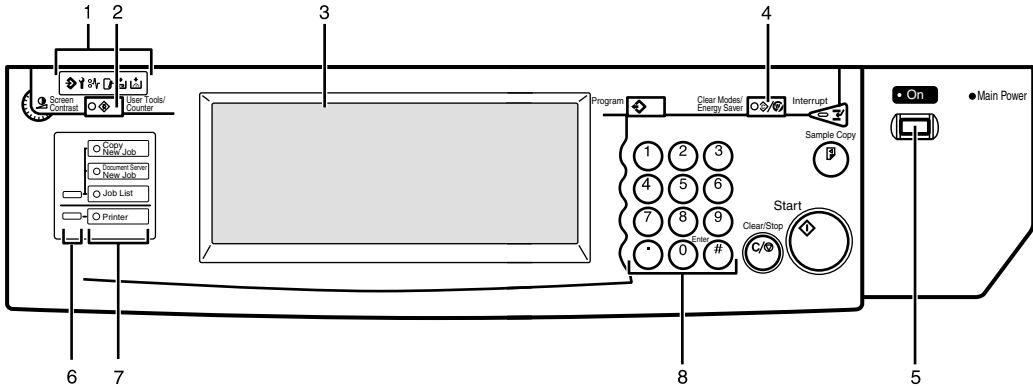
- Documentation about using the printer is included on the CD-ROM in PDF format.

Guide to This Machine

1

Control Panel

This display panel is for the installed Copier and Printer.



ZBQ5040N

1. Shows errors and machine status.

⬇: Data In indicator

The Data In indicator shows the status of data reception from a computer.

- This indicator blinks when data is being received.
- This indicator goes on when there is data remaining to be printed.

⚙: Service call indicator

⚠: Misfeed indicator

🔒: Cover indicator

📄: Staple indicator

🖨: Toner indicator

2. [User Tools/Counter] key

- User Tools
Press to change the default settings and conditions to meet your requirements.
- Counter
Press to check or print the total number of copies made.

3. Display panel

Shows operation status, error messages, and function menus.

4. [Clear Modes/Energy Saver] key

- Clear Modes
Press to clear any previously entered copy job settings.
- Energy Saver
Press to switch to and from Energy Saver mode.

5. Operation switch

Press this switch to turn the power on (the **On** indicator goes on). To turn the power off, press this switch again (the **On** indicator goes off).

6. Function Status indicators

These show the status of the functions below:

- Green: the function is active.
- Red: the function has been interrupted.

7. Function keys

Press the appropriate key to choose any of the following functions:

- Copy
- Document Server New Job
- Job List
- Printer

8. Number keys

Use to enter the desired number of copies and data for selected modes.

Display Panel

The display shows the status of the machine, error messages and function menus. To select items shown on the display, lightly press the items with your finger. When the item is selected, it is highlighted. Items that are not available are shown grayed out.

Important

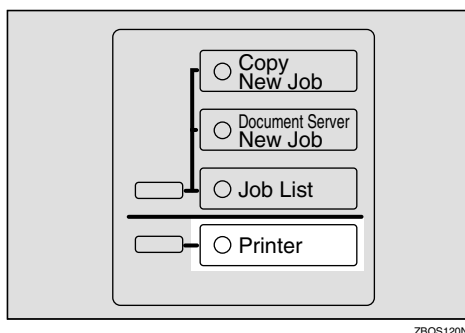
- ❑ Do not apply a strong shock or force of more than about 30 N^{*1} (about 3 kgf^{*2}) to the display panel or it may be damaged.

*1 N = Newton

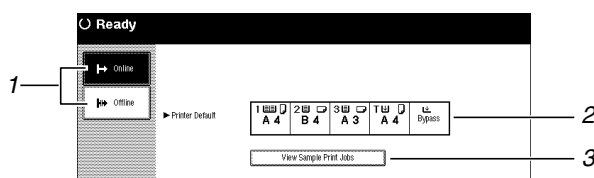
*2 kgf = Kilogram force (1 kgf \doteq 9.8 N)

Online and Offline

Press the **Printer** key on the control panel.



The following screen appears on the display panel.



1. Online/Offline

Shows the status of "Online" or "Offline".

2. Printer Default

Shows the default input tray and paper size which is selected on the display. However, if "Auto" is selected in "Tray Priority", no tray is highlighted.

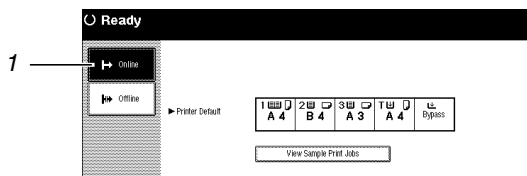
3. View Sample Print Jobs

Press to show the list of "Sample Print Jobs". You can also select each file to print, to delete, to save and to change settings.

Online

When the machine is online, it can receive data from the computer.

1

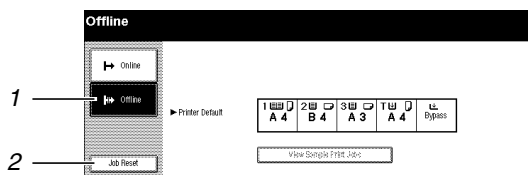


1. [Online] key

Press this key to switch the machine on-line. The preceding illustration shows the online status.

Offline

When the machine is offline, it cannot receive data from the computer.



1. [Offline] key

Press this key to switch the printer off-line. The preceding illustration shows the offline status.

2. [Job Reset] key

Press this key to cancel the current print job.

2. Configuring the Printer for the Network

Configuring the Printer for the Network with the Control Panel

After installing optional Network Interface Board, configure it for the network using the machine's control panel.

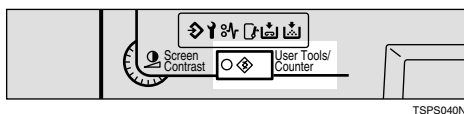
If you use TCP/IP, you should assign the IP Address and Subnet Mask. You can also set the Gateway Address using the machine's control panel.

You can protect the network setting using the machine's control panel. This menu helps you to prevent network setting being accidentally changed.

Reference

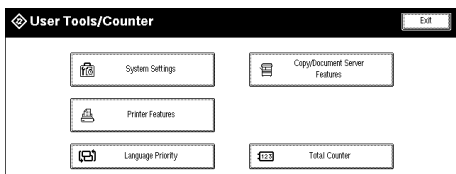
For more information about using this machine as a network printer, see "Quick Configuration Guide" which is included as a PDF File on the CD-ROM labeled "Printer Drivers and Utilities". Read this manual as your first choice before referring to the paper version of the Quick configuration Guide which comes with optional Network Interface Board Type 450-E.

1 Press [User Tools/Counter].



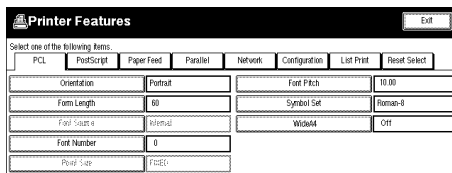
TSP5040N

The following screen appears on the display panel.



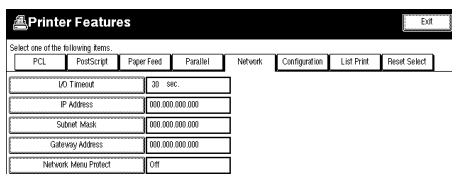
2 Press [Printer Features].

The following screen appears on the display panel.



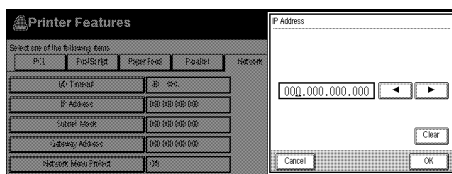
3 Press [Network].

The following screen appears on the display panel.

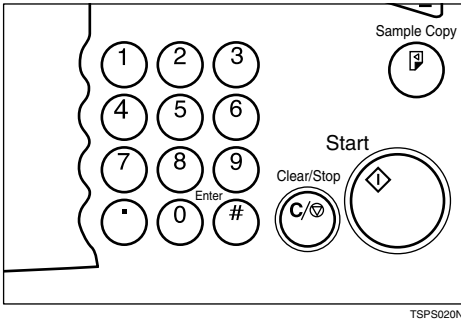


4 Press [IP Address].

The following screen appears on the display panel.



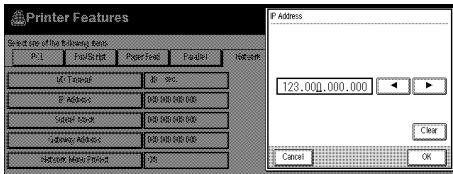
5 Set the IP Address with the number keys.



Note

To get the IP Address for the printer, contact your network administrator.

- Type the first three digits of the IP Address, and the pointer moves to the next entry field automatically. The following screen appears on the display panel.



Repeat these procedures to complete setting the IP Address.

Note

- If you press "Clear", the numerical value currently entered is canceled.
- If you press "Cancel", the entered value is canceled and the previous setting is restored.

- Press **[OK]**. The setting of the IP Address is completed. Then return to the "Printer Features" screen.

6 Set "Subnet Mask" and "Gateway Address" following the same procedure for setting the IP Address, if necessary.

Protecting the Network Menu

You can protect the network setting to prevent it being accidentally changed.

- Press **[User Tools/Counter]** on the control panel.

The User Tools/Counter menu appears.

- Press **[Printer Features]**.

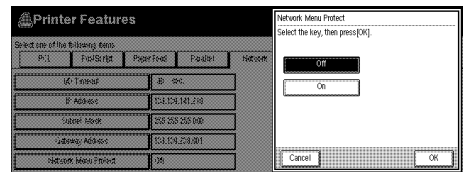
The Printer Features menu appears.

- Press **[Network]**.

The Network menu appears.

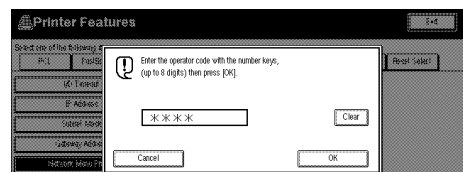
- Press **[Network Menu Protect]**.

The following screen appears on the display panel.



- When the key operator code has been set, enter the key operator code, up to 8 digits with the number keys, and then press **[OK]**.

The following screen appears on the display panel.



Reference

For information about key operator code, see the “System Settings” manual.

5 Select [On]. Then press [OK].

Network Menu is protected.

Note

- When “Network Menu Protect” is [On], the icon will appear next to the menu name.

The following screen appears on the display panel.

Printer Features		Exit					
Select one of the following items:							
PCL	PostScript	Paper Feed	Parallel	Network	Configuration	List Print	Reset Select
1	IO Timeout	30	99c				
1	IP Address	133.139.141.210					
1	Subnet Mask	255.255.255.000					
1	Gateway Address	133.139.238.001					
	Network Menu Protect	On					

Address

◆ Subnet Mask

A number used to mathematically “mask” or hide an IP Address on the network by eliminating those parts of the address that are alike for all the machines on the network.

◆ Gateway Address

A gateway is a connection or interchange point that connects two networks. A gateway address is for the router or host computer used as a gateway.

Note

- To get the addresses, contact your network administrator.

Reference

For more information about network settings, see the “Quick Configuration Guide” which is provided as a PDF file on the CD-ROM labeled “Printer Drivers and Utilities”.

3. Installing the Printer Driver and Software

This manual assumes that you are familiar with general Windows procedures and practices. If you are not, see the documentation that comes with Windows for details.

Installation Method

The following table shows how to install the printer drivers and software.

	Auto Run ^{*1}		
	Quick Install		Custom installation ^{*2}
	Network connection with TCP/IP	Parallel connection	
PCL 6 printer driver	○	○	○
PCL 5e printer driver			○
PostScript 3 printer driver			○
Agfa Monotype Font Manager 2000			○
SmartNetMonitor for Admin			○
SmartNetMonitor for Client	○		○

^{*1} Available operating systems are as follows: Windows 95/98/Me, Windows 2000/XP, Windows NT 4.0

^{*2} Using custom installation, you can install various software separately.

Reference

For more information about the printer drivers, see p.8 “Printer Drivers for This Machine”. For installing the printer drivers, see p.20 “Installing the PCL 6/5e Printer Driver” or p.22 “Installing the PostScript 3 Printer Driver”.

For more information about the software and utilities, see p.9 “Software and Utilities Included on the CD-ROM”.

Important

- Before starting this installation, close all documents and applications. In a network environment, confirm that users who are logged on are disconnected. Be sure to do this when it will create the least interference with other users.
- After installing a printer driver, you must restart the computer.

Note

- If the “plug and play” function is started, click **[Cancel]** in the **[New Hardware Found]**, **[Device Driver Wizard]** or **[Found New Hardware Wizard]** dialog box, and then insert the CD-ROM. The **[New Hardware Found]**, **[Device Driver Wizard]** or **[Found New Hardware Wizard]** dialog box appears depending on the system version of the Windows 95/98/Me, Windows 2000/XP.

Quick Install

Auto Run starts the installer automatically when you load the CD-ROM in the CD-ROM drive. By selecting Quick Install, you can install the necessary software easily.

TCP/IP requires the following:

- This machine must be connected to the network through the network interface cable.
- This machine must be turned on.
- The TCP/IP protocol must be configured.
- An IP address must be allocated to this machine and to the computer.

Limitation

- If your system is Windows 2000/XP or Windows NT 4.0, installing a printer driver by Auto Run requires Administrators permission. When you install a printer driver by Auto Run, log on using an account that has Administrators permission.

Note

- Auto Run might not automatically work with certain OS settings. In this case, launch "Setup.exe" located on the CD-ROM root directory.

If you want to cancel Auto Run, hold down the **[Shift]** key (when your system is Windows 2000, hold down the left **[Shift]** key) while inserting the CD-ROM. Keep the **[Shift]** key held down until the computer has finished accessing the CD-ROM.

1 Close all applications that are running.

2 Insert the CD-ROM into the CD-ROM drive.

Auto Run will start the installer.

3 Select a language to change the interface language, and then click **[OK]**.

The following languages are available: Cestina (Czech), Dansk (Danish), Deutsh (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Magyar (Hungarian), Nederlands (Dutch), Norsk (Norwegian), Polski (Polish), Portugues (Portuguese), Suomi (Finnish), Svenska (Swedish)

Default interface language is English.

4 Select **[Quick Install]**.

5 The software license agreement appears in the **[License Agreement]** dialog box.

After reading through all of the contents, click **[I accept the agreement.]** to agree with the License Agreement, and then click **[Next]**.

6 Click to select a model name you want to use when the **[Select Printer]** dialog box appears.

 **Note**

- For a network connection with TCP/IP, select the machine whose IP address is displayed in **[Connect To]**.
- For parallel connection, select the machine whose printer port is displayed in **[Connect To]**.

7 Click **[Install]**.

8 Follow the instructions on the screen.

 **Note**

- During installation in Windows 2000, the **[Digital Signature Not Found]** dialog box may appear. In this case, click **[Yes]** to continue the installation.
- During installation in Windows XP, the **[Hardware Installation]** dialog box may appear. In this case, click **[Continue Anyway]** to continue the installation.

A message prompting you to restart your computer may appear. To complete the installation, restart your computer.

Installing the PCL 6/5e Printer Driver

Installing the PCL 6/5e Printer Driver

Two kinds of PCL printer drivers, PCL 6 and PCL 5e, are provided with this machine. We recommend PCL 6 as your first choice.

Limitation

- If your system is Windows 2000/XP or Windows NT 4.0, installing a printer driver by Auto Run requires Administrators permission. When you install a printer driver by Auto Run, log on using an account that has Administrators permission.

Important

- When updating the printer driver by installing the latest version, you should uninstall that of former version if any. See “Uninstalling the Printer Driver” in the “Printer Reference 2” manual.

1 Close all applications that are running.

2 Insert the CD-ROM into the CD-ROM drive.

Auto Run will start the installer.

3 Select a language to change the interface language, and then click [OK].

The following languages are available: Cestina (Czech), Dansk (Danish), Deutsch (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Magyar (Hungarian), Nederlands (Dutch), Norsk (Norwegian), Polski (Polish), Portugues (Portuguese), Suomi (Finnish), Svenska (Swedish)

Default interface language is English.

4 Select [PCL Printer Drivers].

5 The software license agreement appears in the [License Agreement] dialog box.

After reading through all of the contents, click [I accept the agreement] to agree with the License Agreement, and then click [Next].

6 Select the printer driver you want to install when the [Select Program] dialog box appears.

7 Follow the instructions on the screen.

Note

- During installation in Windows 2000, the [Digital Signature Not Found] dialog box may appear. In this case, click [Yes] to continue the installation.
- During installation in Windows XP, the [Hardware Installation] dialog box may appear. In this case, click [Continue Anyway] to continue the installation.

Setting up options

Important

- If the machine is equipped with certain options (e.g. the Paper Feed Unit or the Memory Unit), you should set up the options with the printer driver.

Limitation

- In Windows 2000/XP, changing the printer settings requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.
- In Windows NT4.0, changing the setting of the printer requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on using an account that has Full Control permission.

Note

- When setting up options, you should access the **[Printer Properties]** dialog box from Windows. You cannot set up options by accessing the **[Printer Properties]** dialog box from an application.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

Note

- In Windows XP Professional, access the **[Printers and Faxes]** window from **[Start]** on the taskbar.
- In Windows XP Home Edition, access the **[Printers and Faxes]** window. Click **[Start]** on the taskbar, click **[Control Panel]**, **[Printers and Other Hardware]** and then **[Printers and Faxes]**.

2 Click to select the icon of the printer you want to use.

3 On the **[File]** menu, click **[Properties]**.

The **[Printer Properties]** dialog box appear.

4 Click the **[Accessories]** or **[Device Settings]** tab.

5 Select options you have installed from the **[Options]** or **[Installable Options]** group.

6 Click **[OK]** .

Installing the PostScript 3 Printer Driver

This section describes basic instructions for installing the PostScript 3 printer driver. Actual procedures may vary depending on the operating system. Follow the appropriate procedures below.

Reference

To use the PostScript 3 printer driver, the optional PostScript 3 Kit must be installed on the machine. See the “PostScript 3 Kit Type 700 Operating Instructions Supplement” manual for details.

Important

- When updating the printer driver by installing the latest version, you should uninstall any earlier versions. See “Uninstalling the Printer Driver” in the “Printer Reference 2” manual.

Windows 95/98/Me - Installing the PostScript 3 Printer Driver

Installing the printer driver

1 Close all applications that are running.

2 Insert the CD-ROM into the CD-ROM drive.

Auto Run will start the installer.

3 Select a language for the interface language, and then click [OK].

The following languages are available: Cestina (Czech), Dansk (Danish), Deutsch (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Magyar (Hungarian), Nederlands (Dutch), Norsk (Norwegian), Polski (Polish), Portugues (Portuguese), Suomi (Finnish), Svenska (Swedish)

Default interface language is English.

Note

- The printer driver with the selected language will be installed.
- The printer driver will be installed in English if you select the following languages: Cestina, Magyar, Polski, Portugues and Suomi.

4 Select [PostScript 3 Printer Driver].

[Add Printer Wizard] starts.

5 Click [Next].

6 Check **[Local Printer]**, and then click **[Next]**.

A dialog box for selecting the printer appears.

7 Select the model of the machine you are using, and then click **[Next]**.

8 In the **[Available ports:]** box, click **[Printer Port]**, and then click **[Next]**.

9 Change the name of the machine if you wish to, and then click **[Next]**.

 **Note**

Check **[Yes]** if you want to set the machine as the default printer.

10 Follow the instructions on the screen.

3

Setting up options

If the machine is equipped with certain options, you should set up the options using the printer driver.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

2 Click the icon of the machine you want to use.

3 On the **[File]** menu, click **[Properties]**.

The **[Printer Properties]** dialog box appears.

4 Click the **[Accessories]** or **[Device Options]** tab.

5 Select the options you have installed from the **[Options]** or **[Installable Options]** group.

6 Click **[OK]**.

Windows 2000/XP - Installing the PostScript 3 Printer Driver

Installing the printer driver

Limitation

- Installing a printer driver requires Administrators permission. When you install a printer driver, log on using an account that has Administrators permission.

Note

- If you want to share the machine on a Windows 2000/XP platform, use the **[Sharing]** tab in the **[Printer Properties]** dialog box to specify the additional driver (alternate driver). For details, see the documentation that comes with Windows 2000/XP.
- When prompted for the additional driver (alternate driver) location, select the following folders on the CD-ROM:
 - **Windows 95/98/Me:** \DRIVERS\PS\WIN9X_ME\ (Language)\DISK1\
 - **Windows NT 4.0:** \DRIVERS\PS\NT4\ (Language)\DISK1\

1 Close all applications that are running.

2 Insert the CD-ROM into the CD-ROM drive.

Auto Run will start the installer.

3 Select a language for the interface language, and then click **[OK]**.

The following languages are available: Cestina (Czech), Dansk (Danish), Deutsch (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Magyar (Hungarian), Nederlands (Dutch), Norsk (Norwegian), Polski (Polish), Portugues (Portuguese), Suomi (Finnish), Svenska (Swedish)

Default interface language is English.

Note

- The printer driver with the selected language will be installed.
- The printer driver will be installed in English if you select the following languages: Cestina, Magyar, Polski, Portugues and Suomi.

4 Select **[PostScript 3 Printer Driver]**.

[Add Printer Wizard] starts.

5 Click **[Next]**.

6 Check **[Local Printer]**, and then click **[Next]**.

A dialog box for selecting the printer port appears.

Note

- In Windows XP, check **[Local printer attached to this computer]**, and then click **[Next]**.

7 Select the check box of the port you want to use, and then click **[Next]**.

A dialog box for selecting the printer appears.

8 Select the model of the machine you are using, and then click **[Next]**.**9** Change the name of the machine if you wish to, and then click **[Next]**. **Note**

- Check **[Yes]** if you want to set up the machine as the default printer.

10 Select whether or not you want to share the machine, and then click **[Next]**. **Reference**

See the “Quick Configuration Guide” for information about setting up and using the machine in a network environment.

11 Follow the instructions on the screen. **Note**

- During installation, the **[Digital Signature Not Found]** dialog box may appear. In this case, click **[Yes]** to continue the installation.
- During installation in Windows XP, the **[Hardware Installation]** dialog box may appear. In this case, click **[Continue Anyway]** to continue the installation.

Setting up options

If the machine is equipped with certain options, you should set up the options using the printer driver.

 **Limitation**

- Changing the printer settings requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

 **Note**

- In Windows XP Professional, access the **[Printers and Faxes]** window from **[Start]** on the taskbar.
- In Windows XP Home Edition, access the **[Printers and Faxes]** window. Click **[Start]** on the taskbar, click **[Control Panel]**, **[Printers and Other Hardware]** and then **[Printers and Faxes]**.

2 Click the icon of the machine you want to use.

3 On the **[File]** menu, click **[Properties]**.

The **[Printer Properties]** dialog box appears.

4 Click the **[Device Settings]** tab.**5** Select the options you have installed from the **[Installable Options]** group.**6** Click **[OK]**.

Windows NT 4.0 - Installing the PostScript 3 Printer Driver

3

Installing the printer driver

 **Limitation**

- Installing a printer driver requires Administrators permission. When you install a printer driver, log on using an account that has Administrators permission.

 **Important**

- The CD-ROM containing the Windows NT Server operating system version 4.0, or the Windows NT Workstation operating system is required for installing the printer driver.
- We recommend that you upgrade the Windows NT 4.0 operating system to Service Pack 6 or later before installing the printer driver. Contact your Windows retailer for more information about the latest version available.

 **Note**

- If you want to share the machine on Windows NT 4.0, use the **[Sharing]** tab in the **[Printer Properties]** dialog box to specify the additional driver (alternate driver). For details, see the documentation that comes with Windows NT 4.0.
- When prompted for the additional driver (alternate driver) location, select the following folders on the CD-ROM:
 - **Windows 95/98/Me:** \DRIVERS\PS\WIN9X_ME\ (Language)\DISK1\

1 Close all applications that are running.**2** Insert the CD-ROM into the CD-ROM drive.

Auto Run will start the installer.

3 Select a language for the interface language, and then click **[OK]**.

The following languages are available: Cestina (Czech), Dansk (Danish), Deutsch (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Magyar (Hungarian), Nederlands (Dutch), Norsk (Norwegian), Polski (Polish), Portugues (Portuguese), Suomi (Finnish), Svenska (Swedish)

Default interface language is English.

 **Note**

- The printer driver with the selected language will be installed.
- The printer driver will be installed in English if you select the following languages: Cestina, Magyar, Polski, Portugues and Suomi.

4 Select **[PostScript 3 Printer Driver]**.

[Add Printer Wizard] starts.

5 After confirming that the **[My Computer]** option is selected, click **[Next]**.

A dialog box for selecting the printer port appears.

6 Select the check box of the port you want to use, and then click **[Next]**.

A dialog box for selecting the printer appears.

7 Select the model of the machine you are using, and then click **[Next]**.

8 Change the name of the machine if you wish to, and then click **[Next]**.

 **Note**

- Check **[Yes]** if you want to set up the machine as the default printer.

9 Select whether or not you want to share the machine, and then click **[Next]**.

 **Reference**

See the “Quick Configuration Guide” for information about setting up and using the machine in a network environment.

10 Follow the instructions on the screen.

Setting up options

If the machine is equipped with certain options, you should set up the options using the printer driver.

 **Limitation**

- Changing the printer settings requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

2 Click the icon of the machine you want to use.

3 On the [File] menu, click [Properties].

The [Printer Properties] dialog box appears.

4 Click the [Device Settings] tab.

5 Select the options you have installed from the [Installable Options] group.

6 Click [OK].

Mac OS - Installing the PostScript 3 Printer Driver and Utilities

It is necessary to install a printer driver and a PPD file to print from a Macintosh. Follow the procedures to install a printer driver and a PPD file on Macintosh running OS 8.6 or later versions up to 9.2, and Mac OS X Classic mode.

 **Note**

For installing the PostScript 3 printer driver in Mac OS X, see p.30 “Mac OS X - Installing the PostScript 3 Printer Driver”

1 Insert the CD-ROM into the CD-ROM drive.

2 Double-click the CD-ROM icon.

3 Double-click the [Mac OS 8 and 9] folder.

4 Double-click the [PS Driver] folder.

5 Double-click the folder of the language you use.

6 Open [Disk 1] and double-click the installer icon.

The PostScript 3 printer driver installer window appears.

7 Follow the instructions on the screen.

8 Double-click [Extensions] in [System Folder].

9 Double-click [Printer Descriptions].

10 Double-click the CD-ROM icon on the desktop.

11 Double-click the [Printer Descriptions] folder in the [Mac OS 8 and 9] folder.

12 Double-click [Disk 1] in the folder of the language you use.

13 Drag the PPD file into [Printer Descriptions] in [Extensions] in [System Folder].

14 Drag the plugin file into [Printer Descriptions] in [Extensions] in [System Folder].

15 Restart the Macintosh.

Setting Up the PPD File

Preparation

Confirm that the machine is connected to an AppleTalk network before performing the following procedure.

- 1** On the Apple menu, select **[Chooser]**.
- 2** Click the **[Adobe PS]** icon.
- 3** In the **[Select a PostScript Printer:]** list, click the name of the machine you want to use.
- 4** Click **[Setup]**.
- 5** Click the printer description file you want to use, and then click **[Select]**.

The PPD file is set up, and the **[Adobe PS]** icon appears at the left of the machine name in the list. Next, follow the procedure on p.29 “Setting up options” to make the option settings, or close the **[Chooser]** dialog box.

Setting up options

- 1** On the Apple menu, select **[Chooser]**.
- 2** Click the **[Adobe PS]** icon.
- 3** In the **[Select the PostScript Printer:]** list, click the name of the machine you want to use, and then click **[Setup]**.
- 4** Click **[Configure]**.
A list of options appears.
- 5** Select the options you want to set up and select the appropriate setting for it.

Note

- If the option you want to set up does not appear, the PPD file has not been set up correctly. Check the name of the PPD file shown in the dialog box.

- 6** Click **[OK]**.
A list of options closes.
- 7** Click **[OK]**.
The **[Chooser]** dialog box appears.
- 8** Close the **[Chooser]** dialog box.

Mac OS X - Installing the PostScript 3 Printer Driver


It is necessary to install a PPD file to print from a Macintosh. Follow the procedures to install a PPD file on Macintosh running Mac OS X.

Preparation

You need an administrator name and a password (phrase). For more information, consult your administrator.

- 1** Insert the CD-ROM into the CD-ROM drive.
- 2** Double-click the CD-ROM icon.
- 3** Double-click the [Mac OS X] folder.
- 4** Double-click the installer icon.
- 5** Follow the instructions on screen.

Setting Up the PPD File

- 1** Run Print Center.
- 2** Click [Add Printer].
 -  **Note**
 - Select [AppleTalk] in the first pop-up menu.
 - If the zone has been set, select the zone in the second pop-up menu.
- 3** Select the PPD file for the model you are using from the “Printer Model:” pop-up menu.
- 4** Click [Add].

Setting Up Options

Limitation

- You cannot make printer option settings in Mac OS X. Do not make settings for options that have not been installed.

Installing the SmartNetMonitor for Client / Admin

! Limitation

- ❑ If your operating system is Windows 2000/XP or Windows NT 4.0, installing software by Auto Run requires Administrators permission. When you install a printer driver by Auto Run, log on using an account that has Administrators permission.

1 Close all applications that are running.

2 Insert the CD-ROM into the CD-ROM drive.

Auto Run will start the installer.

3 Select a language to change the interface language, and then click [OK].

The following languages are available: Cestina (Czech), Dansk (Danish), Deutsch (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Magyar (Hungarian), Nederlands (Dutch), Norsk (Norwegian), Polski (Polish), Portugues (Portuguese), Suomi (Finnish), Svenska (Swedish)

Default interface language is English.

4 Select [SNM-C-A].

The software license agreement appears in the [License Agreement] dialog box.

5 After reading through all of the contents, click [I accept the agreement] to agree with the license agreement, and then click [Next].

6 Select the program you want to install when the [Select Program] dialog box appears.

7 Follow the instructions on the screen.

Installing the Agfa Monotype Font Manager 2000

! Limitation

- ❑ If your operating system is Windows 2000/XP or Windows NT 4.0, installing software by Auto Run requires Administrators permission. When you install a printer driver by Auto Run, log on using an account that has Administrators permission.

3 **1** Close all applications that are running.

2 Insert the CD-ROM into the CD-ROM drive.

Auto Run will start the installer.

3 Select a language to change the interface language, and then click [OK].

The following languages are available: Cestina (Czech), Dansk (Danish), Deutsch (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Magyar (Hungarian), Nederlands (Dutch), Norsk (Norwegian), Polski (Polish), Portugues (Portuguese), Suomi (Finnish), Svenska (Swedish)

Default interface language is English.

4 Select [Agfa Monotype Font Manager 2000].

5 Follow the instructions on the screen.

Using Adobe PageMaker Version 6.0, 6.5 or 7.0

If you use the machine under Windows 95/98/Me, Windows 2000/XP or Windows NT 4.0 with Adobe PageMaker, you need to copy the PPD file to the PageMaker folder.

The PPD file is the file with extension “.ppd”. It is in the folder “DRIVERS\PS\WIN9X_ME\ (Language)\DISK1\” on the CD-ROM.

The “WIN9X_ME” folder, inside the “PS” folder is for Windows 95/98/Me. Use the folder at this level that is appropriate for the operating system you are currently using.

The third folder, “(Language)” may be substituted by an appropriate language name.

Copy the file with extension “.ppd” to the PageMaker folder.

- **For PageMaker 6.0 default installation**
The directory is “C:\PM6\RSRC\PPD4”.
- **For PageMaker 6.5 default installation**
The directory is “C:\PM65\RSRC\USENGLISH\PPD4”.
The “USENGLISH” may vary depending on your language selection.
- **For PageMaker 7.0 default installation**
The directory is “C:\PM7\RSRC\USENGLISH\PPD4”.
The “USENGLISH” may vary depending on your language selection.

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Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio/TV technician for help.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Caution :

Properly shielded and grounded cables (STP) and connectors must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.

STP with ferrite core must be used for RF interference suppression.

Declaration of Conformity

Product Name: Printer Controller

Model Number: Type 1055

Responsible party: Ricoh Corporation

Address: 5 Dedrick Place, West Caldwell, NJ 07006

Telephone number: 973-882-2000

This device complies with part 15 of FCC Rules.

Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. this device must accept any interference received, including interference that may cause undesired operation.

Note to users in Canada

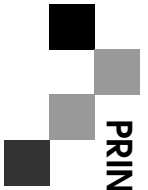
Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.



PRINTER Controller Type 1055 Operating Instructions PRINTER REFERENCE 1 (option)



PRINTER Controller Type 1055

Operating Instructions



PRINTER REFERENCE 2 (option)



-
- 1 Uninstalling the Printer Driver
 - 2 Setting Up the Printer Driver and Cancelling a Print Job
 - 3 Troubleshooting
 - 4 Using the Control Panel
 - 5 Appendix

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual.

Please keep this manual in a handy place near the machine.

Please read the Safety Information in the "Copy Reference" manual before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

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Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

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Manuals for This Machine

Manuals for This Machine

There are seven manuals that separately describe the operational procedures for the operation and maintenance of the machine.

To enhance safe and efficient operation of the machine, all users should read and follow the instructions contained in the following manuals.

❖ **Copy Reference**

Describes the procedures and functions for using this machine as a copier.

❖ **System Settings**

Describes the system settings of this machine.

❖ **Printer Reference 1**

Describes the system settings, procedures and functions for using this machine as a printer.

❖ **Printer Reference 2**

Describes the procedures and provides necessary information about using this machine as a printer. The manual is included as a PDF file on the CD-ROM labeled "Printer Drivers and Utilities". (This Manual)

❖ **Network Interface Board Quick Configuration Guide**

Describes the procedures and provides necessary information about setting up and using the printer under the network environment. We recommend this manual as your first choice. The manual is included as a PDF file on the CD-ROM labeled "Printer Drivers and Utilities". Read this manual as your first choice before referring to the paper version of the Quick Configuration Guide which comes with optional Network Interface Board Type 450-E.

❖ **PostScript 3 Operating Instructions Supplement**

Describes the menus and features you can set using the PostScript printer driver. The manual is provided as a PDF file on the CD-ROM labeled "Printer Drivers and Utilities".

❖ **Network Interface Board Type 450-E Owner's Manual**

Describes the procedures and provides necessary information about setting up and using the printer under the network environment. The manual is provided as a PDF file which is included on the CD-ROM labeled "Print Server Software and Documentation" which comes with optional Network Interface Board Type 450-E.

How to Read This Manual

Symbols

In this manual, the following symbols are used:

 **WARNING:**

This symbol indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

 **CAUTION:**

This symbol indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

* The statements above are notes for your safety.

 **Important**

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

 **Preparation**

This symbol indicates the prior knowledge or preparations required before operating.

 **Note**

This symbol indicates precautions for operation, or actions to take after misoperation.

 **Limitation**

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

 **Reference**

This symbol indicates a reference.

[]

Keys that appear on the machine's display panel.

Keys and buttons that appear on the computer's display.

[]

Keys built into the machine's control panel.

Keys on the computer's keyboard.

1. Uninstalling the Printer Driver

Uninstalling the Printer Driver

This section describes how to uninstall the printer drivers. Actual procedures may vary depending on the operating system.

Follow the procedures below as appropriate.

Windows 95/98/Me - Uninstalling the Printer Driver

- 1** Close all the applications that are currently running.
- 2** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.
The **[Printers]** window appears.
- 3** Click the icon of the machine whose printer driver you want to remove.
- 4** On the **[File]** menu, click **[Delete]**.
A confirmation dialog box appears.
- 5** Click **[Yes]** to uninstall the printer driver.

Windows 2000/XP - Uninstalling the Printer Driver

Limitation

- Uninstalling a printer driver requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you uninstall a printer driver, log on using an account that has Manage Printers permission.

- 1** Close all the applications that are currently running.
- 2** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.
The **[Printers]** window appears.

Note

- In Windows XP Professional, access the **[Printers and Faxes]** window from **[Start]** on the taskbar.
 - In Windows XP Home Edition, access the **[Printers and Faxes]** window. Click **[Start]** on the taskbar, click **[Control Panel]**, **[Printers and Other Hardware]** and then **[Printers and Faxes]**.
- 3** Click the icon of the machine whose printer driver you want to remove.

4 On the [File] menu, click [Delete].

A confirmation dialog box appears.

5 Click [Yes] to uninstall the printer driver.

1

Windows NT 4.0 - Uninstalling the Printer Driver

Limitation

Uninstalling a printer driver requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you uninstall a printer driver, log on using an account that has Full Control permission.

1 Close all applications that are currently running.

2 Click [Start] on the taskbar, point to [Settings], and then click [Printers].

The [Printers] window appears.

3 Click the icon of the machine whose printer driver you want to remove.

4 On the [File] menu, click [Delete].

A confirmation dialog box appears.

5 Click [Yes] to uninstall the printer driver.

Mac OS - Uninstalling the PostScript 3 Printer Driver

1 Drag the "AdobePS" file from the [Extensions] folder in [System Folder] to [Trash].

2 Drag the PPD file and plug-in file from the [Printer Descriptions] folder in the [Extensions] folder in [System Folder] to [Trash].

Mac OS X - Uninstalling the PostScript 3 Printer Driver

1 Run Print Center.

2 Select the printer driver you want to uninstall in the Printer List window, and then click [Delete].

2. Setting Up the Printer Driver and Cancelling a Print Job

Accessing the Printer Properties

Windows 95/98/Me - Accessing the Printer Properties

Changing the default machine settings

- 1** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

- 2** Click the icon of the machine whose default settings you want to change.

- 3** On the **[File]** menu, click **[Properties]**.

The **[Printer Properties]** dialog box appears.

- 4** Make any settings you require, and then click **[OK]**.

 **Note**

- With some applications, the printer driver's settings are not used, and the application's own settings are applied.

Making machine settings from an application

To make the machine settings for a specific application, open the **[Printer Properties]** dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows 95/98/Me.

 **Note**

- The actual procedures you should follow to open the **[Printer Properties]** dialog box may vary depending on the application. For more information, see the documentation that comes with the application you are using.
- Any settings you make in the following procedure are valid for the current application only.

- 1** On the **[File]** menu, click **[Print]**.

The **[Print]** dialog box appears.

- 2** Select the machine you want to use in the **[Name]** list box, and then click **[Properties]**.

The **[Printer Properties]** dialog box appears.

3 Make any settings you require, and then click [OK].

4 Click [OK] to start printing.

Windows 2000/XP - Accessing the Printer Properties

2

Changing the default machine settings - Printer Properties

 **Limitation**

- Changing the setting of the machine requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

1 Click [Start] on the taskbar, point to [Settings], and then click [Printers].

The [Printers] window appears.

 **Note**

- In Windows XP Professional, access the [Printers and Faxes] window from [Start] on the taskbar.
- In Windows XP Home Edition, access the [Printers and Faxes] window. Click [Start] on the taskbar, click [Control Panel], [Printers and Other Hardware] and then [Printers and Faxes].

2 Click the icon of the machine whose default settings you want to change.

3 On the [File] menu, click [Properties].

The [Printer Properties] dialog box appears.

4 Make any settings you require, and then click [OK].

 **Note**

- Normally you do not have to change the “Form to Tray Assignment” settings on the [Device Settings] tab in the PostScript 3 printer driver.
- Settings you make here are used as the default settings for all applications.

Changing the default machine settings - Printing Preferences Properties

Limitation

- Changing the setting of the machine requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

Note

- In Windows XP Professional, access the **[Printers and Faxes]** window from **[Start]** on the taskbar.
- In Windows XP Home Edition, access the **[Printers and Faxes]** window. Click **[Start]** on the taskbar, click **[Control Panel]**, **[Printers and Other Hardware]** and then **[Printers and Faxes]**.

2 Click the icon of the machine whose default settings you want to change.

3 On the **[File]** menu, click **[Printing Preferences...]**.

The **[Printing Preferences Properties]** dialog box appears.

4 Make any settings you require, and then click **[OK]**.

Note

- Settings you make here are used as the default settings for all applications.

Making machine settings from an application

To make the machine settings for a specific application, open the **[Print]** dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows 2000/XP.

Note

- The actual procedures you should follow to open the **[Print]** dialog box may vary depending on the application. For more information, see the documentation that comes with the application you are using.
- Any settings you make in the following procedure are valid for the current application only.

1 On the **[File]** menu, click **[Print...]**.

The **[Print]** dialog box appears.

- 2** Select the machine you want to use in the **[Select Printer]** box, and then click **[Properties]**.

Click the tab that you want to change its print settings.

 **Note**

- In Windows XP, click **[Preferences]** to open the **[Printing Preferences]** dialog box.

2

- 3** Make any settings you require, and then click **[OK]**.

- 4** Click **[OK]** to start printing.

 **Note**

- In Windows XP, click **[Print]** to start printing.

Windows NT 4.0 - Accessing the Printer Properties

Changing the default machine settings - Printer Properties

 **Limitation**

- Changing the setting of the machine requires Full Control access permission. Members of Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on using an account that has Full Control permission.

- 1** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

- 2** Click the icon of the machine whose default settings you want to change.

- 3** On the **[File]** menu, click **[Properties]**.

The **[Printer Properties]** dialog box appears.

- 4** Make any settings you require, and then click **[OK]**.

 **Note**

- Normally you do not have to change the “Form to Tray Assignment” settings on the **[Device Settings]** tab in the PostScript 3 printer driver.
- Settings you make here are used as the default settings for all applications.

Changing the default machine settings - Default Document Properties

Limitation

- Changing the setting of the machine requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on using an account that has Full Control permission.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

2 Click the icon of the machine whose default settings you want to change.

3 On the **[File]** menu, click **[Document Defaults]**.

The **[Default Document Properties]** dialog box appears.

4 Make any settings you require, and then click **[OK]**.

Note

- Settings you make here are used as the default settings for all applications.

Making machine settings from an application

To make the machine settings for a specific application, open the **[Printer Properties]** dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows NT 4.0.

Note

- The actual procedures you should follow to open the **[Printer Properties]** dialog box may vary depending on the application. For more information, see the documentation that comes with the application you are using.
- Any settings you make in the following procedure are valid for the current application only.

1 On the **[File]** menu, click **[Print]**.

The **[Print]** dialog box appears.

2 Select the machine you want to use in the **[Name]** list box, and then click **[Properties]**.

The **[Document Properties]** dialog box appears.

3 Make any settings you require, and then click **[OK]**.

4 Click **[OK]** to start printing.

Macintosh - Setting Up for Printing

Making paper settings from an application

- 1** Open the file you want to print.
- 2** On the [File] menu, click [Page Setup].
The [Page Setup] dialog box appears.
- 3** Make sure that the machine you want to use is shown in the [Format for:] box.

 **Note**

- If the machine is not shown in the [Format for:] box, use the pop-up menu to display a list of available machines.

 **Reference**

The actual appearance of the Page Setup depends on the application you are using. See the documentation that comes with the Macintosh for more information.

- 4** From the [Paper:] or [Paper Size:] box, select the paper size.
- 5** Make any settings you require, and then click [OK].

Setting up for printing from an application

- 1** Open the file you want to print.
- 2** On the [File] menu, click [Print].
The [Print] dialog box appears.
- 3** Make sure that the machine is selected in the [Printer:] box.
- 4** Make any settings you require, and then click [Print] to start printing.

Cancelling a Print Job

Windows - Cancelling a Print Job

1 Double-click the printer icon on the Windows taskbar.

A window appears, showing all the print jobs that are currently queuing to be printed. Check the current status of the job you want to cancel.

2 Select the name of the job you want to cancel.

3 On the [Document] menu, click [Cancel Printing].

Note

- In Windows XP, click [cancel] on the [Document] menu.
- In Windows 95/98/Me, 2000 or NT 4.0, you can also open the print job queue window by double-clicking the machine icon in the [Printers] window, and in Windows XP, the [Printers and Faxes] window.

4 Press the [Printer] key on the machine's control panel.

5 Press [Job Reset] on the display panel.

6 Press [Reset Current Job] or [Reset All Jobs].

- [Reset Current Job]: cancels the print job that is being processed by the machine
- [Reset All Jobs]: cancels all the jobs in the print queue
- [Resume Printing]: resumes printing jobs

A confirmation screen appears.

7 Press [Yes] to cancel the print job.

Note

- Press [No] to return to the previous screen.

Important

- When the machine is being shared by multiple computers, be careful not to accidentally cancel someone else's print job.
- When the machine is connected to the computer using a parallel cable, a print job sent from the computer may be also cancelled when cancelling the print jobs by pressing [Reset All Jobs] and while "Waiting..." is displayed on the display panel. After the interval set in "I/O Timeout" in "Printer Features" has passed, the next print job can be sent. A print job sent from a different client computer will not be cancelled in the above case.

 **Note**

- You cannot stop printing data that has already been processed internally by the machine. Because of this, printing may continue for a few pages after you press **[Job Reset]**.
- A print job that contains a large volume of data may take considerable time to stop.

2

Macintosh - Cancelling a Print Job

1 Double-click the printer icon on the desktop.

A window appears, showing all the print jobs that are currently queuing to be printed. Check the current status of the job you want to cancel.

 **Note**

- In Mac OS X, start Print Center.

2 Select the name of the job you want to cancel.

3 Click the pause icon, and then click the trash icon.

4 Press the **[Printer]** key on the machine's control panel.

5 Press **[Job Reset]** on the display panel.

6 Press **[Reset Current Job]** or **[Reset All Jobs]**.

- **[Reset Current Job]**: cancels the print job that is being processed by the machine
- **[Reset All Jobs]**: cancels all the jobs in the print queue
- **[Resume Printing]**: resumes printing jobs

A confirmation screen appears.

7 Press **[Yes]** to cancel the print job.

 **Note**

- Press **[No]** to return to the previous screen.

 **Important**


- When the machine is being shared by multiple computers, be careful not to accidentally cancel someone else's print job.
- When the machine is connected to the computer using a parallel cable, a print job sent from the computer may be also cancelled when cancelling the print jobs by pressing **[Reset All Jobs]** and while "Waiting..." is displayed on the display panel. After the interval set in "I/O Timeout" in "Printer Features" has passed, the next print job can be sent. A print job sent from a different client computer will not be cancelled in the above case.

 **Note**

- You cannot stop printing data that has already been processed internally by the machine. Because of this, printing may continue for a few pages after you press **[Job Reset]**.
- A print job that contains a large volume of data may take considerable time to stop.

3. Troubleshooting

Error & Status Messages on the Control Panel

Messages	Description	Comments
Add staples.	The staples are running out, even though stapling will continue.	This message remains while the machine is in the staple mode.
An unformatted disk was detected. Are you sure want to format the disk?	When the power was turned on, an unformatted hard disk was detected by the controller.	To format the hard disk, press [Yes] . To cancel formatting and switch the machine to the online mode, press [No] .  Note <input type="checkbox"/> Usually this message appears only when the optional hard disk is installed. However, it also appears when a hard disk error occurs. In this case, turn the main switch off and then back on. If the message appears again, the hard disk needs formatting. When you format the hard disk, the font installed in the hard disk will be deleted.
Empty Hole Punch receptacle	The Punch Trash got full and the print job is still in the punch mode.	This is not an error. Dump the punch trash. This message remains until the next print job begins.
Exceeded max. number of sample print jobs. Job download has been cancelled.	The total number of sample print jobs or pages exceed the maximum number of 30.	Press [Exit] . Delete some unnecessary data from the list of "Sample Print Jobs". When a length of time passes without any key pressed, the print job will be canceled automatically.
File error. Print job download has been cancelled.	An error occurred while accessing files.	Press [Exit] to cancel the print job. When a length of time passes without any key pressed the print job will be canceled automatically.

Messages	Description	Comments
Formatting the disk...	The hard disk is being formatted.	Wait until the confirmation message appears.
Functional Problems SC2000	A controller diagnostic error occurred while the power is on.	Turn the main switch off, and then back on. If the error message appears again, contact your sales or service representative.
Functional Problems SC2001	A controller exception error occurred in the printer controller.	Turn the main switch off, and then back on. If the error message appears again, contact your sales or service representative. Even if this error occurs, the copy function is still available.
Functional Problems SC2002	The printer controller has detected some error at the debug trap on the software.	Turn the main switch off, and then back on. If the error message appears again, contact your sales or service representative. Even if this error occurs, the copy function is still available.
Going Offline.	The machine is shifting from Online to Offline.	Wait until it shifts to Offline.
Load <xxx> <yyy> paper in <zzz>, or select another tray and press [Continue] . Press [Reset] to cancel current job.	The selected input tray is empty.	Put the selected paper in the selected input tray, and the print job will be resumed automatically, or select another tray to print by pressing one of the trays displayed on the screen. Press [Reset] to cancel the current job if you want. When a length of time passes without any key pressed, the print job will be canceled automatically. <xxx>: Paper size <yyy>: Media Type <zzz>: Tray
Memory Error. Only 1 set can be output.	An Engine HDD error occurred in the collate operation.	The print job can be completed with only one set of the document. This message remains until the next print job begins.

Messages	Description	Comments
Memory is full. Print job download has been cancelled.	The document server memory is full and cannot receive the data from the machine. The job will be canceled.	Delete some unnecessary data from the document server.
Memory overflow. Press [Reset] to cancel current job.	Memory overflow occurred during the print job. After a part of the data on the page is printed, the print job is suspended. This is because the emulation language sent a file too complex for the printer to interpret with the available memory, or there is not enough memory space to download the fonts.	Press [Reset] to cancel current job. When a length of time passes without any key pressed, the print job will be canceled automatically. To print the image correctly, add memory to the machine. This message remains until the next print job.
Network failure. Network communication is not available. Check the Network setting.	Network communication is not available. Installed Network Interface Board fails to connect correctly communication with the network.	Press [Continue] and check the network settings, and the printer will start without the network capability. Even if Network Interface Board is installed, no error will occur when it is not plugged into a network connection.
Network Interface Board Firmware downloading...	Network Interface Board firmware is being downloaded.	Wait until it is downloaded.
Network Interface Board initializing...	Network Interface Board is being initialized.	Wait until it is initialized.
Offline	The printer is Offline.	If you want to change into Online, press [Online] .
Output tray is full. Remove the paper on ***.	The selected output tray is full, and the print job is suspended.	Remove paper from the output tray, and the print job will be resumed automatically. ***: Output tray
Paper left in Duplex Tray. Open Duplex Tray and remove paper.	Paper will remain in the duplex tray, when a new duplex print job is started. The print job is suspended.	Remove the paper from the duplex tray, and the print job will be resumed automatically.
Paper left in Staple Tray. Open Finisher and remove paper.	Paper will remain in the staple tray, when the stapling job is canceled or a new stapling job is started.	Remove the paper from the staple tray, and the print job will be resumed automatically.
Paper misfeed has interrupted printing. Press [Reset] to cancel current job, or press [Continue] to print.	A paper misfeed occurred, and you removed all the misfed paper. The print job is interrupted.	To cancel the print job, press [Reset] . To make the jam recovery operation, press [Continue] .

Messages	Description	Comments
<p>Paper mismatch. Load <xxx> <yyy> paper in <zzz>, or select another tray and press [Continue]. Press [Reset] to cancel current job.</p>	<p>The paper size selected from the host is not set in any trays, when the tray selection is set to "Auto Tray Switching".</p>	<p>Put the correct paper in the tray, and change the setting of the tray using the control panel. Press [Continue] to continue the print job using the incorrect paper.</p> <p>When a length of time passes without any key pressed, the print job will be canceled automatically.</p> <p><xxx>: Paper size <yyy>: Media Type <zzz>: Tray</p>
	<p>There is no selected paper in the selected input tray, although the paper size has been set from the host.</p> <p>The actual paper size and input tray are different from those selected from the host.</p>	
<p>Parallel Communication Error.</p> <p>Please set up communication parameters in parallel menu.</p> <p>Press [Reset] to cancel current job.</p>	<p>A parallel communication error has occurred during the print job via the parallel port.</p>	<p>Press [Reset] to cancel the current job, and check the parallel communication settings again.</p>
<p>Please open the bypass tray.</p>	<p>The bypass tray is not open.</p>	<p>Open the bypass tray.</p> <p>Put the selected paper in the bypass tray, and the print job will be resumed automatically.</p> <p>Press [Exit] to cancel the current job if you want.</p>
<p>Please wait.</p>	<p>The printer is warming up or processing internally.</p>	<p>Wait for the machine to get ready.</p>
<p>Print overrun.</p> <p>Press [Reset] to cancel current job, or press [Continue] to print.</p>	<p>A print overrun occurred on a file being printed. Only a part of the data on the page will be printed, and the print job is suspended.</p>	<p>Press [Continue] to ignore this error message, and the print job will be resumed.</p> <p>Press [Reset] to cancel the print job.</p> <p>When a length of time passes without any key pressed, the print job will be canceled automatically.</p> <p>To print the image correctly, add memory to the machine, or reduce the resolution of the image and re-send the print job.</p>
<p>Printer HDD Error.</p> <p>Printer HDD cannot be used.</p>	<p>A Printer HDD error is detected while the power is on.</p>	<p>Press [Continue] after confirming the error message, and the printer will start without the Printer HDD capability.</p>

Messages	Description	Comments
Printer HDD Error. Press [Reset] to cancel current job.	A Printer HDD error is detected while a macro or font is being downloaded from the host to the printer controller.	Press [Reset] to cancel the current job. If the error message often appears, change the Printer HDD. Contact your sales or service representative.
Printer HDD is full. Press [Reset] to cancel current job.	A Printer HDD becomes full while downloading a macro or font from the host to the printer controller.	Press [Reset] to cancel the operation. When a length of time passes without any key pressed, the operation will be canceled automatically. To execute the operation correctly, make room on the disk partition in advance.
Ready	The printer is Online and ready to make a print.	If you want to change to Offline mode, press [Offline] .
The disk could not be formatted.	The hard disk has not been formatted successfully.	Turn the main switch off and back on, and then try formatting again. If this message appears again, change the hard disk. Contact your sales or service representative.
The disk was formatted successfully. Turn machine off then on again to restart.	The hard disk has been formatted successfully.	Turn the main switch off, and then back on. The hard disk is ready to use.
The Job has been reset.	The current print job has been reset.	
*** is not available. Select another tray and press [Continue] , or press [Reset] to cancel current job.	Something is wrong with the selected input tray.	Select another tray to print by pressing one of the trays displayed on the screen or press [Reset] to cancel the current job. When a length of time passes without any key pressed, the print job will be canceled automatically. ***: Input tray
*** is not set correctly. Set *** correctly.	The selected input tray is not set correctly.	Close the selected input tray, and the print job will be resumed automatically. ***: Input tray

Machine Does not Print

3

Possible Cause	Solutions
Is the power on?	Turn on the machine.
Is the interface cable properly connected?	Connect the interface cable properly. If there are any connectors or screws, make sure that they are fastened securely.
Are you using the correct interface cable?	Be sure to use the correct cable. If the cable is damaged or worn, replace it with a new one.
Did you connect the interface cable after turning on the main switch?	Be sure to connect the interface cable before turning on the main switch.
Is the machine Online?	Bring it Online by pressing [Online] .
Is the specified paper set?	Set the specified paper in any of the input trays.
Are there any error messages on the display panel?	Check the error message, and take the required action.
Does the Function Status indicator on the left side of the Printer key stay red?	Check the error message, and take the required action.
Is the Data In Indicator blinking or lit?	If it is not, the data does not reach the machine. Check the printer cable connection. Also confirm that the printer port settings are correct.
Can you print a configuration page?	If you cannot, check the printer cable connection. Also confirm that the printer port settings are correct.
Can you make a "Print Test Page" from the printer driver?	If you cannot, the machine might be out of order. Contact your sales or service representative.

Other Printing Problems

Problem	Action
An image is printed on the reverse side of the paper.	Set the paper upside down.
Multiple pages are fed through the printer at once.	Remove all the paper from the tray and fan them gently.
Paper misfeeds occur frequently.	Check the paper size settings. Use the recommended paper. Avoid using curled, folded, or wrinkled paper, perforated paper, or glossy paper.
A control panel error message stays on after removing the misfed paper.	A paper misfeed message will remain until the front cover is opened and then closed. Open the front cover and close it.
It takes a long time for the printer to start printing.	The machine might be in Energy Saver mode or Low Power mode, which requires more time for warming up and resuming the print job. If you can't wait, change the settings of Low Power. Shift Time and Low Power Timer.
It takes too much time to complete the print job.	The data is so large or complex that it takes time to process it. If the Data In indicator is blinking, the data processing is being done. Just wait until it is finished.
Windows 95/98/Me, Windows 2000/XP, Windows NT 4.0 : The computer does not recognize the installed printer options.	If the printer is not bi-directional, specify which options you have installed using the printer driver. See the HELP file of the printer driver.

4. Using the Control Panel

Though the factory default settings of the printer are suitable for most printing jobs, the “Printer Features” gives you access to a number of settings that control basic machine operations. “Printer Features” settings you make are retained even when you turn off the machine.

Reference

For more information about the copy features and their system settings, see the “Copy Reference” and the “System Settings” manuals.

Adjusting Printer Features

Printer Features Menu

There are eight menu items in the “Printer Features” menu.

- PCL
- PostScript
- Paper Feed
- Parallel
- Network
- Configuration
- List Print
- Reset Select

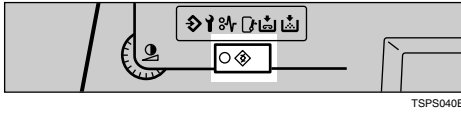
You can select functions in the following table.

Category	Function Menu
PCL⇒ p.26	Orientation
	Form Length
	Font Source
	Font Number
	Point Size
	Font Pitch
	Symbol Set
	Wide A4
PostScript⇒ p.27	Print PS Errors

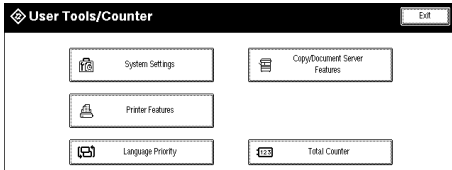
Category	Function Menu
Paper Feed⇒ p.28	Page Size
	Tray Priority
	Auto Tray Switching
	Bypass paper Type
	Paper Type Priority
	Duplex
	Sort
	Staple
	Punch
Parallel⇒ p.30	Printer Language
	Bi-direction
	I/O Timeout
Network⇒ p.31	I/O Timeout
	IP Address
	Subnet Mask
	Gateway Address
	Network Menu Protect
Configuration⇒ p.32	Resolution
	Auto Continue
	Edge Smoothing
	Auto Countinue Timeout
	Convert Paper Sizes
List Print⇒ p.33	PS Font List
	PCL Font List
	PS Demo Page
	PCL Demo Page
	Configuration Page
	Disk Directory List
	Minor Error Log
Reset Select⇒ p.33	Job Reset
	Menu Reset
	Printer Restart
	User Code Log Clear

Accessing the Printer Features

- 1 Press **[User Tools/Counter]**.

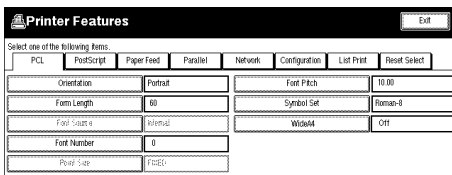


The following screen appears on the display panel.



- 2 Press **[Printer Features]**.

The following screen appears on the display panel.



- 3 Select the desired item by pressing the key, and change the settings by following the instructions on the display panel. Then press **[OK]** to return to the "Printer Features" screen.

Note

- [OK]**: Press to set the new settings and return to the previous menu.
- [Cancel]**: Press to return to the previous menu without changing any setting.

Exiting the User Tools

- 1 After changing Printer Features, press **[Exit]** to return to the "User Tools/Counter".






- 2 Press **[Exit]**.




Note

- You can also exit User Tools/Counter by pressing **[User Tools/Counter]**.


Printer Features Parameters

PCL





Menu	Description
Orientation	<p>You can select the page orientation:</p> <ul style="list-style-type: none"> • Portrait • Landscape <p> Note</p> <p><input type="checkbox"/> Default: <i>Portrait</i></p>
Form Length	<p>You can set the number of lines per page: 5 to 128</p> <p> Note</p> <p><input type="checkbox"/> The default settings depend on the paper size.</p> <p><input type="checkbox"/> Default: <i>64 (A4)</i></p> <p><input type="checkbox"/> Default: <i>60 (8¹/₂ × 11)</i></p>
Font Source	<p>You can select the location of the default font:</p> <ul style="list-style-type: none"> • Internal Specifies the resident font you want to use as the default font. • Soft Specifies the font downloaded from the host machine you want to use as the default font. The downloaded font will be deleted when you turn off the machine. • Disk Specifies the font downloaded to the optional HDD you want to use as the default font. <p> Note</p> <p><input type="checkbox"/> Default: <i>Internal</i></p>
Font Number	<p>You can set the value for the default font you want to use: 0 to 52</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>0</i></p>
Point Size	<p>You can set the value for the point size you want to use for the selected font in increments of 0.25: 4.00 to 999.75</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>12.00</i></p> <p>When an incorrect size is entered, it blinks for about 2 seconds. Enter the correct size at that time.</p>





Menu	Description
Font Pitch	<p>You can set the number of characters per inch for the selected font in increments of 0.01:</p> <p>0.44 to 99.99</p> <p> Note</p> <p><input type="checkbox"/> Default: 10.00</p>
Symbol Set	<p>You can select the set of print characters for the selected font. Search for the desired font among the options shown in the 3 screens.</p> <p>Roman-8, Win L1, Win L2, Win L5, Win Baltic, Win 3.0, Legal, ISO L1, ISO L2, ISO L5, ISO 4, ISO 6, ISO 11, ISO 15, ISO 17, ISO 21, ISO 60, ISO 69, PC-8, PC-850, PC-852, PC-1004, PC-8 D/N, PC-8 TK, VN Math, VN US, VN Intl, MS Publ, Pifont, Desktop, Math-8, PS Math, PS Text, MC Text</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Roman-8</i></p>
Wide A4	<p>You can extend printing area width, when printing on A4 sheet with PCL.</p> <ul style="list-style-type: none"> • Off • On <p> Note</p> <p><input type="checkbox"/> Default: <i>Off</i></p> <p><input type="checkbox"/> When the setting is "On", the width will be 8¹/₂ inches.</p>


PostScript

Menu	Description
Print PS Errors	<p>You can select whether the PostScript Error Report should be printed:</p> <ul style="list-style-type: none"> • Off • On <p> Note</p> <p><input type="checkbox"/> Default: <i>Off</i></p>




Paper Feed

Menu	Description
Page Size	<p>You can set the page size when the page size is not specified by the application.</p> <p>A3, 11 × 17, B4 JIS, 8¹/₂ × 14, 8¹/₄ × 13, 8 × 13, 8¹/₂ × 13, A4, 8¹/₂ × 11, 7¹/₄ × 10¹/₂, B5 JIS, A5, 5¹/₂ × 8¹/₂, 8k, 16k</p> <p> Note</p> <p><input type="checkbox"/> Default (Metric Version): A4</p> <p><input type="checkbox"/> Default (Inch Version): 8¹/₂ × 11</p>
Tray Priority	<p>You can select the input paper tray priority. Only the installed trays appear on the display panel.</p> <p>Auto, LCT, Bypass, Tray 1, Tray 2, Tray 3</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Auto</i></p>
Auto Tray Switching	<p>You can select whether Auto Tray Switching is On. When Auto Tray Switching is On, and the current paper tray becomes empty during a print job, the machine automatically changes the paper tray to the one that contains the same paper size and orientation:</p> <ul style="list-style-type: none"> • Off • On <p> Note</p> <p><input type="checkbox"/> Default: <i>On</i></p>
Bypass paper Type	<p>You can select the type of paper in the Bypass Tray:</p> <ul style="list-style-type: none"> • Plain Paper • OHP (Transparency) • Thick Paper <p> Note</p> <p><input type="checkbox"/> Default: <i>Plain Paper</i></p>






Menu	Description
Paper Type Priority	<p>You can select the paper type to be given priority from the following. However, paper size has priority over paper type. Also, if you print using the printer driver, the printer driver settings will be used.</p> <ul style="list-style-type: none"> • Plain • Recycled Paper • Special Paper • User Color1 • Translucent Paper • Thick Paper • Tab Stock • User Color2 <p> Note <input type="checkbox"/> Default: <i>Plain</i></p>
Duplex	<p>You can select whether you want to print on both sides of each page.</p> <p>If so, you can also specify the orientation of paper.</p> <ul style="list-style-type: none"> • Off • Long Edge Binding • Short Edge Binding <p> Note <input type="checkbox"/> Default: <i>Off</i></p>
Sort	<p>You can select whether you want to collate the output.</p> <p>If so, you can also specify the printing order.</p> <ul style="list-style-type: none"> • Off • Shift Sort • Rotate Sort <p> Note <input type="checkbox"/> Default: <i>Off</i></p>
Staple	<p>You can select whether you want to staple the output.</p> <p>If so, you can also specify the stapling position among the options shown in the two screens.</p> <p>Off, Left Slant <input type="checkbox"/>, Left Slant <input type="checkbox"/>, Left Vert. <input type="checkbox"/>, Left Vert. <input type="checkbox"/>, Left Horiz. <input type="checkbox"/>, Left Horiz. <input type="checkbox"/>, Left 2 <input type="checkbox"/>, Left 2 <input type="checkbox"/>, Right Slant <input type="checkbox"/>, Right Slant <input type="checkbox"/>, Right Vert. <input type="checkbox"/>, Right Vert. <input type="checkbox"/>, Right Horiz. <input type="checkbox"/>, Right Horiz. <input type="checkbox"/>, Right 2 <input type="checkbox"/>, Right 2 <input type="checkbox"/>, Top 2 <input type="checkbox"/>, Top 2 <input type="checkbox"/></p> <p> Note <input type="checkbox"/> Default: <i>Off</i></p>

Menu	Description
Punch	<p>You can select whether you want to punch the output for filing.</p> <p>If so, you can also select the punching position.</p> <p>Off, Left Portrait, Left Landscape, Right Portrait, Right Landscape, Top Portrait, Top Landscape</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Off</i></p>






Parallel

Menu	Description
Printer Language	<p>You can set the page description language for print jobs received through the parallel port:</p> <ul style="list-style-type: none"> • Auto • PCL • PostScript <p> Note</p> <p><input type="checkbox"/> Default: <i>Auto</i></p>
Bi-direction	<p>You can set whether bi-directional communication between this machine and the host computer is enabled:</p> <ul style="list-style-type: none"> • Off • On <p> Note</p> <p><input type="checkbox"/> Default: <i>On</i></p>
I/O Timeout	<p>You can set how many seconds to wait until an incomplete print job should end, and the next port in the polling sequence should be set in increments of 1:</p> <p>5 to 300 sec.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>30 sec.</i></p>

Network

Menu	Description
I/O Timeout	<p>You can set how many seconds to wait until an incomplete print job should end, and the next port in the polling sequence should be set in increments of 1: 5 to 300 sec.</p> <p> Note <input type="checkbox"/> Default: <i>30 sec.</i></p>
IP Address	<p>You can set the IP Address.</p> <p> Note <input type="checkbox"/> Default: <i>All zero</i></p>
Subnet Mask	<p>You can set the Subnet Mask.</p> <p> Note <input type="checkbox"/> Default: <i>All zero</i></p>
Gateway Address	<p>You can set the Gateway Address.</p> <p> Note <input type="checkbox"/> Default: <i>All zero</i></p>
Network Menu Protect	<p>You can set the Network Menu protected.</p> <ul style="list-style-type: none"> • Off • On <p> Note <input type="checkbox"/> Default: <i>Off</i></p>



Configuration

Menu	Description
Resolution	<p>You can set the print resolution in dots per inch:</p> <ul style="list-style-type: none"> • 300 dpi • 600 dpi <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>600 dpi</i> <input type="checkbox"/> When using the PCL 6 printer driver, you can set 600 dpi only.
Auto Continue	<p>You can set whether Auto Continue is enabled. When it is On, printing continues after a system error occurs:</p> <ul style="list-style-type: none"> • Off • On <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> When it is On, and certain types of error occur, the current job might be canceled, and the machine automatically resumes the next job. <input type="checkbox"/> Default: <i>On</i>
Edge Smoothing	<p>You can set whether Edge Smoothing is enabled:</p> <ul style="list-style-type: none"> • Off • On <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>On</i>
Auto Continue Timeout	<p>You can set how many seconds to wait until Auto Continue should end in increments of 1: 5 to 300 sec.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>30</i>
Convert Paper Sizes	<p>The machine automatically resizes data as selected paper size.</p> <ul style="list-style-type: none"> • Off • LTR/LGR → A4/A3 • A4/A3 → LTR/LGR <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>Off</i>

List Print

Menu	Description
PS Font List	You can print a list of installed PS fonts.
PCL Font List	You can print a list of installed PCL fonts.
PS Demo Page	You can print a PS Demo Page.
PCL Demo Page	You can print a PCL Demo Page.
Configuration Page	You can print a page describing the printer configuration.
Disk Directory List	You can print a list of Disk Directory.
User Error Log List	You can print a list of user error.

Reset Select

Menu	Description
Job Reset	You can cancel the print job currently being processed.
Menu Reset	<p>You can cancel the print job and restore some of the menu parameters to their factory defaults.</p> <p> Note</p> <p><input type="checkbox"/> The following parameters do not change back to their factory defaults:</p> <ul style="list-style-type: none"> • Bi-direction • TCP/IP Settings
Printer Restart	You can restart the printer.
Clear User Code Job Pages Count	<p>You can clear the user code log.</p> <p> Note</p> <p><input type="checkbox"/> If the key operator code has been set, entering the key operator code is required.</p>

Printer Condition

We recommend that you print the configuration page and check its settings, before changing settings of the machine.

1 Press **[User Tools/Counter]** on the control panel.

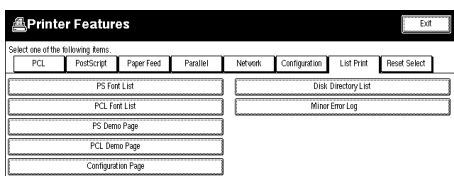
The User Tools/Counter menu appears.

2 Press **[Printer Features]**.

The Printer Features menu appears.

3 Press **[List Print]**.

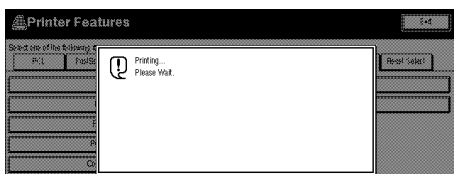
The following screen appears on the display panel.



4 Press **[Configuration Page]**.

The following screen appears on the display panel.

The configuration page starts printing.



Adjusting System Settings

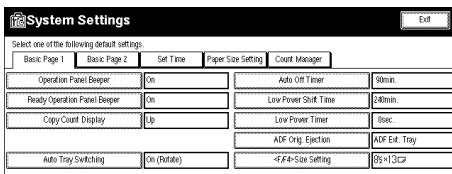
Accessing the System Settings

1 Press **[User Tools/Counter]**.

The User Tools/Counter menu appears.

2 Press **[System Settings]**.

The following screen appears on the display panel.



3 Select the desired menu you want to change.

4 Change the settings by following the instructions on the display panel. Then press **[OK]**.

⇒ p.36 “System Settings Parameters”

Note

- [OK]**: Press to set the new settings and return to the previous menu.
- [Cancel]**: Press to return to the previous menu without changing any setting.

Exiting the User Tools

1 After changing system settings, press **[Exit]** to return to the “User Tools/Counter”.

2 Press **[Exit]**.

Note

- You can also exit the User Tools/Counter by pressing **[User Tools/Counter]**.


System Settings Parameters

This section contains the information about the parameters used only for the printer.




Reference





For more information about the other parameters in the System Settings menu, see the “System Settings” manual.

Basic Page 1

Menu	Description
Auto Off Timer	<p>The machine turns itself off automatically to conserve energy after your job is finished, after the selected time. This function is called “Auto Off”. The time can be set from 1 to 240 minutes.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>90min.</i> <input type="checkbox"/> Auto Off might not be effective when an error message is displayed. <input type="checkbox"/> To return to the ready condition from Auto Off, the machine requires the same warm-up time as the time for becoming ready after its power is turned on.

Basic Page 2

Menu	Description
System Reset	<p>If no operation is performed for a selected time, the machine will automatically return to initially selected display. This function is called “System Reset”. You can set the time between 10 and 999 seconds.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>60 seconds</i>
Function Priority	<p>You can specify the mode that is displayed when the operation switch is turned on or System Reset is activated.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>Copy</i> <p> Reference</p> <p>See “System Reset”.</p>


Menu	Description
Output Priority	<p>You can select the output priority for each mode.</p> <ul style="list-style-type: none"> • Display: Output priority is given to the mode shown on the display panel. • Interleave: Makes use of the Multi-access function to print jobs in the order in which they are initiated regardless of mode/function. • Copy/Document Server: Output priority is given to the Copy and Document Server function. • Printer: Output priority is given to the printer function. <p> Note</p> <p><input type="checkbox"/> Default: <i>Display</i></p>
Copier/Document Server Output Tray	<p>You can specify to which tray copies are delivered.</p> <p> Note</p> <p><input type="checkbox"/> You can select from the “Copy tray”, “Finisher Shift Tray” or “Finisher Proof Tray”.</p> <p><input type="checkbox"/> Without the optional finisher installed, “Copy tray” is the only output tray that can be used.</p>
Printer Output Tray	<p>You can select a tray which documents are delivered.</p> <ul style="list-style-type: none"> • Finisher Shift Tray • Finisher Proof Tray <p> Note</p> <p><input type="checkbox"/> Default: <i>Finisher Shift Tray</i></p> <p><input type="checkbox"/> The output tray may be different depending on the functional setting and the setting of the printer driver.</p>
Interleave Print	<p>You can set the maximum output quantity using the interleave print when “Output Priority” is set to “Interleave”.</p> <p>1–20</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Ap. 10 Cop.</i></p> <p><input type="checkbox"/> This setting may be different from your setting depending on the status of the print job.</p>

Set Time

If a key operator code (up to 8 digits) has been set, you should enter the code when entering Set Time mode.


Reference

For more information about key operator code, see the “System Settings” manual.

Menu	Description
Key Operator Code for Off Setting	<p>Set a key operator code (up to 8 digits) to temporarily cancel the power off setting of the weekly timer.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> When the weekly timers are set and operation switch is off, you can still use the machine by doing one of the following: <ul style="list-style-type: none"> • If the key operator code is set, turn on the operation switch and enter the code. • If the key operator code is not set, just turn on the operation switch.

4

Paper Size Setting


Menu	Description
Paper Tray Priority	<p>You can select the paper tray which will be selected as a default in the following conditions:</p> <ul style="list-style-type: none"> • When the operation switch is turned on. • When System Reset or Auto Reset mode is turned on. • When the 【Clear Modes/Energy Saver】 key is pressed. • When Auto Paper Select mode is selected. <div style="text-align: center; border: 1px solid black; padding: 10px; margin: 10px 0;"> </div> <p style="text-align: right; font-size: small; margin-top: 0;">GCTRAY0E</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <ul style="list-style-type: none"> • Machine with LCT : <i>LCT</i> • Machine without LCT : <i>Tray 1</i> <input type="checkbox"/> Large capacity tray (LCT) is optional.

Count Manager

When entering Count Manager mode, if a key operator code has already been set, you must enter the code (up to 8 digits).

Reference

For more information about key operator code, see the “System Settings” manual.

Menu	Description
Key Operator Code	<p>If you select “Yes”, only operators who know the key operator code (up to 8 digits) can access the User Tools (System Settings and Copy/Document Server Features).</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>No</i> <input type="checkbox"/> If you select “Yes”, you should register the key operator code and specify whether to set the key operator code on the part or all of the default settings of the User Tools (System Settings and Copy/Document Server Features). <ul style="list-style-type: none"> • If you select “Part”, the key operator code is set on “Set Time” and “Count Manager” of the User Tools (System Settings and Copy/Document Server Features). • If you select “All default settings”, the key operator code is set on the all of the default settings of the User Tools (System Settings and Copy/Document Server Features).

Tray Paper Settings

You can set the types and size of the paper set in the paper tray and make them indicated.

You can set with the following steps.

- ① Paper Type
- ② Paper Color ^{*1} (Only for “Special Paper” or “Thick Paper”)
- ③ Slip Sheet Copy In Duplex Mode (Only for “Normal”, “Recycled Paper” or “Special Paper”)
- ④ Paper Size (Only for Tray 2 and Tray 3)

^{*1} Paper Color can not be set from the printer driver, and you can not confirm the Paper Color from the printer driver.

Reference

For more information about “Tray Paper Settings”, see the “Copy Reference” and the “System Settings” manuals.

Printing with the Control Panel

Using the Sample Print

Use this function to print only one printing of a multiple print job. The other printings are saved in the machine. The saved job can be printed from the machine's control panel. You can also delete the saved job, change quantity of sets and move to "Document Server" function.

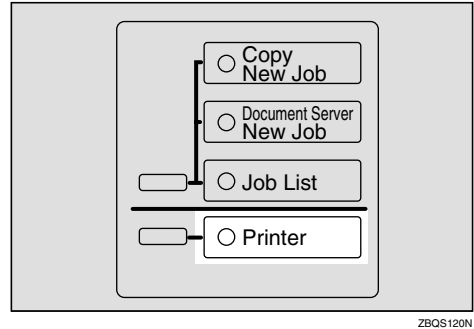
4

Note

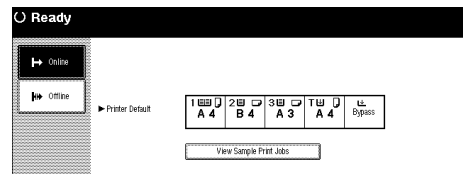
- ❑ If the application has a collate option, confirm that it is not selected before sending a print job. By default, sample print jobs are automatically collated by the printer driver. If the collate option is selected from the application's **[Print]** dialog box, more copy printings than intended may be printed.
- ❑ You can identify the file you want to print by the User IDs and the time when the job was stored.
- ❑ The actual number of pages the machine can save depends on the contents of the print images. As an example, the machine can save up to 30 jobs. 1,000 pages of one print job and total 3,000 pages of all print jobs can be saved. It depends on the data volume.
- ❑ If you print the remaining printings of saved job file, its data in the machine is deleted automatically.
- ❑ "Sample Print" is not supported by PostScript printer driver under Windows 2000/XP.

Printing a Sample Print file

1 Press **[Printer]**.

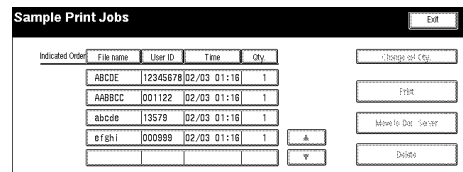


The following screen appears on the display panel.



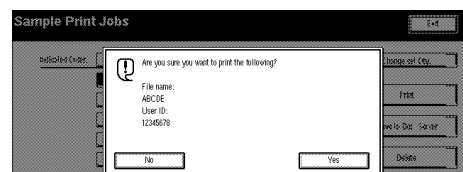
2 Confirm that printer is online, then press **[View Sample Print Jobs]**.

The following screen appears on the display panel.



3 Select a file you want to print, and then press **[Print]**.

The following screen appears on the display panel.



4 Press **[Yes]** to print the file.

Deleting a Sample Print file

If the printed document is not what you expected, you can delete the sample print file.

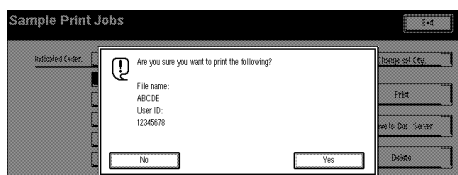
1 Press **[Printer]**.

The Ready message appears.

2 After confirming that the printer is online, press **[View Sample Print Jobs]**.

3 Select the file you want to delete, and then press **[Delete]**.

The following message appears on the display panel.



4 Press **[Yes]** to delete the file.

Changing the quantity

If you want to change the quantity of copies of sample print file, follow the procedure below.

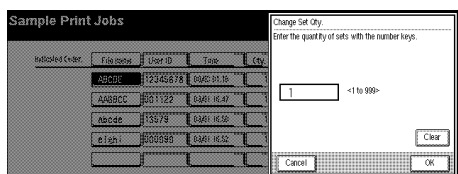
1 Press **[Printer]**.

The Ready message appears.

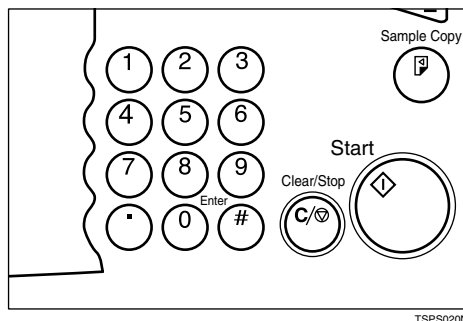
2 After confirming that the printer is online, press **[View Sample Print Jobs]**.

3 Select the file you want to change quantity, and then press **[Change Set Qty.]**.

The following screen appears on the display panel.



4 Enter the numerical value with the number keys.



5 Press **[OK]**.

Moving the file to the Document Server

You can move the sample print file to the Document Server, and can arrange the file by using the Document Server function.

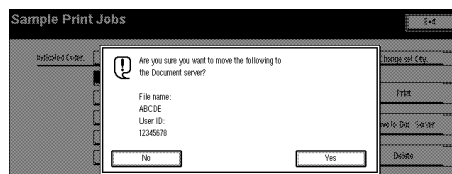
1 Press **[Printer]**.

The Ready message appears.

2 After confirming that the printer is online, press **[View Sample Print Jobs]**.

3 Select the file you want to move, and then press **[Move To Doc. Server]**.

The following message appears on the display panel.



4 Press **[Yes]** to move the file to the Document Server.

Using the Locked Print

Use this function to maintain privacy when printing confidential documents on the machine over a shared network. Usually, it is possible to print data by using the control panel once the data is stored in this machine. When using Locked Print, it will not be possible to print unless a password is entered on the machine's control panel. Your confidential documents will be safe from viewing by other people.

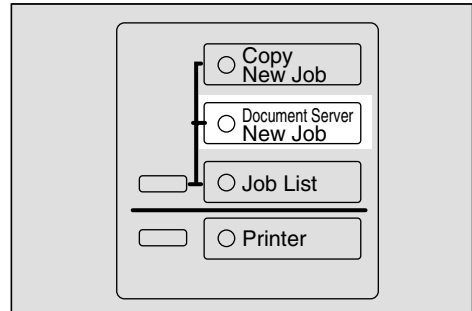
4

Note

- If the application has a collate option, make sure that it is not selected before sending a print job. By default, locked print jobs are automatically collated by the printer driver. If a collate option is selected from the application print dialog box, more sets than intended may be printed.
- You can identify the file you want to print by the User ID and the date and time when the job was stored.
- The number of pages the machine can save depends on the contents of the print image. For example, the machine can save up to 30 jobs or 2,000 pages including sample print files depending on data volume.
- After the locked print file is printed, the job in the machine is deleted automatically.
- Turning off the main power switch of the machine deletes the locked print file.

Printing a Locked Print file

- 1** Press **[Document Server New Job]**.



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A list of the files stored in the Document Server is Displayed.

- 2** Select the file you want to print, and then press **[Print]**.

Note

- The locked print files are displayed with the "Key" mark.
- The password screen is displayed.

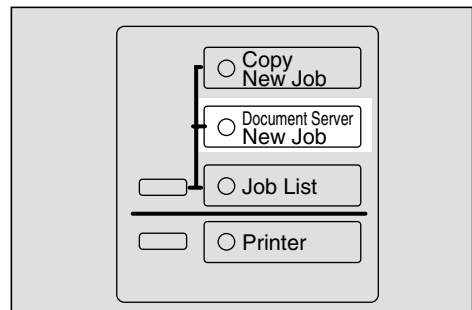
- 3** Enter the password using the number keys and press **[OK]**.

- 4** Press **[Yes]** to print the file.

Deleting a Locked Print file

If the printed document is not what you expected, you can delete the Locked print file.

- 1** Press **[Document Server New Job]**.



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A list of the print files stored in the Document Server is displayed.

2 Select the file you want to delete, and then press **[Delete]**.

 **Note**

- The locked print files are displayed with the “Key” mark.
The password screen is displayed.

3 Enter the password using the number keys and press **[OK]**.

4 Press **[Yes]** to delete the file.

Accessing the Document Server

The Document Server enables you to save documents in the machine memory and then edit and print them as you want.

For more information about the Document Server function, see the “Copy Reference” manual.

This section describes how to access to Document Server from the computer as a print job.

 **Note**

- When you use the Document Server, the following settings must be selected using machine's control panel.
 - Copies
 - Collate
 - Duplex
 - Punch
 - Staple
 - Paper Source
 - Output Tray
- Above items are grayed out, so you cannot set them from the printer properties when the Document Server is selected.

- You must enter User ID up to eight alphanumeric characters.
- You had better enter Password and File Name to distinguish the job from others.
- The actual number of pages the machine can save depends on the contents of the print images. As an example, the machine can save up to 250 jobs in the Document Server function. 1,000 pages of one print job can be saved. It depends on the data volume.

Accessing the Document Server from the Printer Properties

1 On the **[File]** menu of the application you use, click **[Print]**.

The **[Print]** dialog box appears.

2 Select the printer you want to use in the **[Name]** list box, and then click **[Properties]**.

The **[Printer Properties]** dialog box appears.

3 In the **[Job Log]** tab, select the **[Document Server]** in the **[Job Type:]** list box.

4 Enter **[User ID:]** up to eight alphanumeric characters.

5 Enter the **[Password]** up to four digits, and **[File Name]** up to eight alphanumeric characters in the **[Statistics]** tab.

6 Press [OK].

 **Reference**

For more information about following settings and details of Document Server, see the “Copy Reference” manual.

- Copies
- Collate
- Duplex
- Punch
- Staple
- Paper Source
- Output Tray

Staple and Punch Position











Staple and Punch Position

The following tables show the sample of outputs of staple and punch positions.




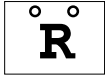


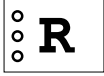


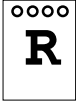

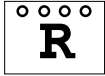


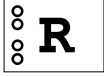

 **Note**

- Outputs of staple and punch depends on paper size, paper type, number of pages and feed direction.

◆ **Staple**

Staple Setting	Portrait	Landscape
Upper Left Slant		
Upper Left Vertical		
Upper Left Horizontal		
Left 2		
Upper 2		

◆ Punch

Punch Setting	Portrait		Landscape	
	Left	Top	Left	Top
2 holes ^{*1}				
3 holes ^{*2}				
4 holes Type E ^{*3}				
4 holes Type NE ^{*3}				




^{*1} Available for metric and inch version.

^{*2} Available for inch version only.

^{*3} Available for metric version only.

Specifications

This section contains the electrical and hardware specifications for the printer, including the information about the options.

Component	Specification
Resolution	600dpi ; PCL 5e, PCL 6, PostScript 3 300dpi ; PCL 5e
Printing Speed	55ppm (A4  , 8 1/2" x 11" )
Parallel Interface	Standard 36-pin printer cable and a parallel port on the host computer. IEEE1284  Note <input type="checkbox"/> Do not use a parallel cable that is longer than 3 meters (10 feet).
Printer Language	PCL 5e , PCL 6 PostScript 3 (option)
Fonts	PCL 5e, PCL 6 35 Intellifonts, 10 Truetype fonts, and 1 Bitmap font Font Manager available. PostScript 3 136 Adobe Type 1 fonts
Memory	Standard : 32MB Optional SDRAM : 32MB, 64MB, 128MB
Hard Disk	Storage capacity : 6GB or more
Operation Systems supported by this printer	Windows 95/98/Me Windows 2000/XP Windows NT 4.0 Mac OS 8.6 to 9.2 Mac OS X
Network	Topology : Ethernet 10BASE-T/100BASE-TX Protocol : TCP/IP, IPX/SPX, AppleTalk
Network Cable	10BASE-T/100BASE-TX shielded twisted-pair (STP, Category/Type5) cable.

Options

Network Interface Board Type 450-E

- ❖ **Topology:**
Ethernet (10BaseT/100BaseTX)
- ❖ **Protocols:**
TCP/IP, IPX/SPX, AppleTalk
- ❖ **Interface Connector:**
RJ45
- ❖ **Required Cable:**
STP (Shielded Twisted-Pair) cable
Category/Type5 or better
*A cable is not provided with this option.

Hard Disk Drive

- ❖ **Storage Capacity**
6 GB or more
 - You will be able to install the PostScript fonts with this optional Hard Disk Drive.

Memory Unit

- ❖ **Module Type:**
DIMM (Dual-in-line Memory Module)
- ❖ **Memory Type:**
SDRAM (Synchronous Dynamic RAM)
- ❖ **Number of Pins**
168 pins
- ❖ **Compatible:**
PC100 compatible

PostScript 3 Kit Type 700

- ❖ **Module Type:**
SO-DIMM (Small Outline Dual-in-line Memory Module)

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Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio/TV technician for help.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Caution :

Properly shielded and grounded cables (STP) and connectors must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.

STP with ferrite core must be used for RF interference suppression.

Declaration of Conformity

Product Name: Printer Controller

Model Number: Type 1055

Responsible party: Ricoh Corporation

Address: 5 Dedrick Place, West Caldwell, NJ 07006

Telephone number: 973-882-2000

This device complies with part 15 of FCC Rules.

Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. this device must accept any interference received, including interference that may cause undesired operation.

Note to users in Canada

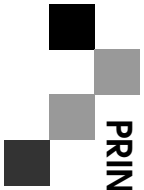
Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.



PRINTER Controller Type 1055 Operating Instructions PRINTER REFERENCE 2 (option)