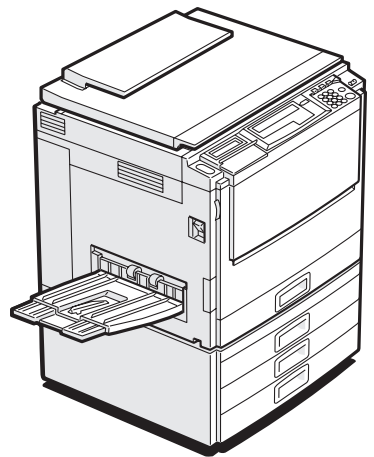


# Aficio Color<sup>TM</sup> 3506

**Operating Instructions  
Copy Reference**



Read this manual carefully before you use this product and keep it handy for future reference.

For safety, please follow the instructions in this manual.



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## 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 before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

---

### Notes:

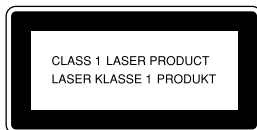
Some illustrations might be slightly different from your machine.  
Certain options might not be available in some countries. For details, please contact your local dealer.

---

### Operator Safety:

This machine is considered a class I laser device, safe for office/ EDP use. The machine contains a 15-milliwatt, 760 - 800 nanometer wavelength, GaAlAs laser diode. 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 back side of the machine.



### Laser Safety:

The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement of the optical subsystem is required.

### 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 in your Ricoh office product.

### 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, ⇒ P.151 "Power Connection".

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

**I** means **POWER ON**.

**⏻** means **STAND BY**.

# Notice

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.

The color copy samples in this book may differ slightly from the actual copies due to printing effects.

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.

# Safety Information

When using your equipment, 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 conditions exists:**
  - **You spill something into the equipment.**
  - **You suspect that your equipment needs service or repair.**
  - **Your equipment's cover 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 or at appropriate collection sites.**
- **Dispose of the used toner cartridge in accordance with the local regulation.**

---

**⚠ CAUTION:**

---

- *Protect the equipment from dampness or wet weather, such as rain, snow, and so on.*
- *Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.*
- *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 equipment.*
- *Keep toner (used or unused) and toner cartridge out of the reach of children.*
- *For environmental reasons, do not dispose of the equipment or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer or at appropriate collection sites.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise it could cause a personal burn.*
- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

# 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 described 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 described in the Safety Information section.

WARNINGS and CAUTIONS 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 panel display.

[   ]

Keys built into the machine's operation panel.



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## 8. Specification

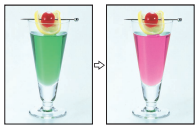
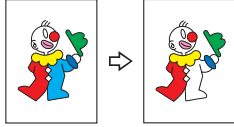
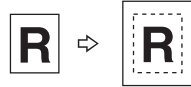
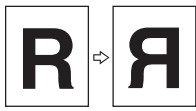

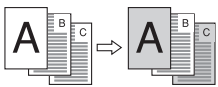
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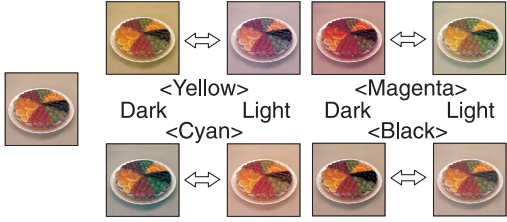
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# What You Can Do with This Machine

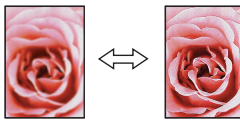
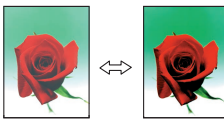
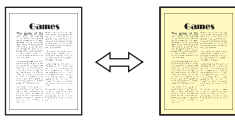

<ul style="list-style-type: none"> <li>• Color Conversion ⇒ Page 81</li> </ul> 	<ul style="list-style-type: none"> <li>• Color Erase ⇒ Page 83</li> </ul> 	<ul style="list-style-type: none"> <li>• Centering ⇒ Page 68</li> </ul> 
<ul style="list-style-type: none"> <li>• Mirror ⇒ Page 86</li> </ul> 	<ul style="list-style-type: none"> <li>• Positive/Negative ⇒ Page 87</li> </ul> 	<ul style="list-style-type: none"> <li>• Cover Sheet ⇒ Page 76<sup>*3</sup></li> </ul> 

- Color Balance ⇒ Page 97



<Yellow> Dark Light <Magenta> Dark Light  
<Cyan> Black

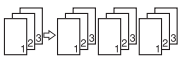
- Image Adjustment ⇒ Page 100

<ul style="list-style-type: none"> <li>• Sharp/Soft</li> </ul> 	<ul style="list-style-type: none"> <li>• Contrast</li> </ul> 
<ul style="list-style-type: none"> <li>• Background Density</li> </ul> 	<ul style="list-style-type: none"> <li>• Pastel</li> </ul> 

• Bypass feed Copying ⇒ Page 42

\*1 The optional 20-bin sorter stapler, 10-bin sorter stapler or 3-bin sorter is required.  
 \*2 The optional 20-bin sorter stapler or 10-bin sorter stapler is required.  
 \*3 The optional document feeder is required.

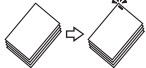
• Sort ⇒ Page 89 \*1



• Stack ⇒ Page 91 \*1



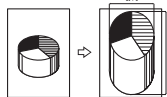
• Staple ⇒ Page 92 \*2



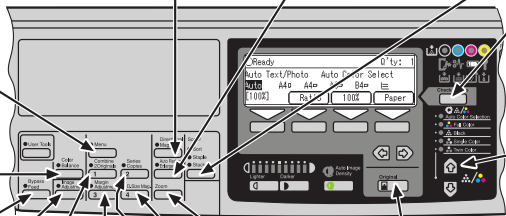
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• Directional Magnification (%) ⇒ Page 63



• Auto Reduce/Enlarge ⇒ Page 51



• Original Image Selection ⇒ Page 35

• Full Color Copy



• Black Copy



• Single Color Copy



• Twin Color Copy Color



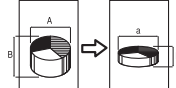
Red & Black



• Margin Adjustment ⇒ Page 69



• Directional Size Magnification (mm) ⇒ Page 65



• Zoom ⇒ Page 61

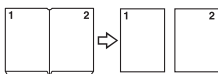


• Combine 2 Originals ⇒ Page 74 \*3

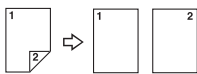


• Series Copies ⇒ Page 71

• Book → 1 Sided

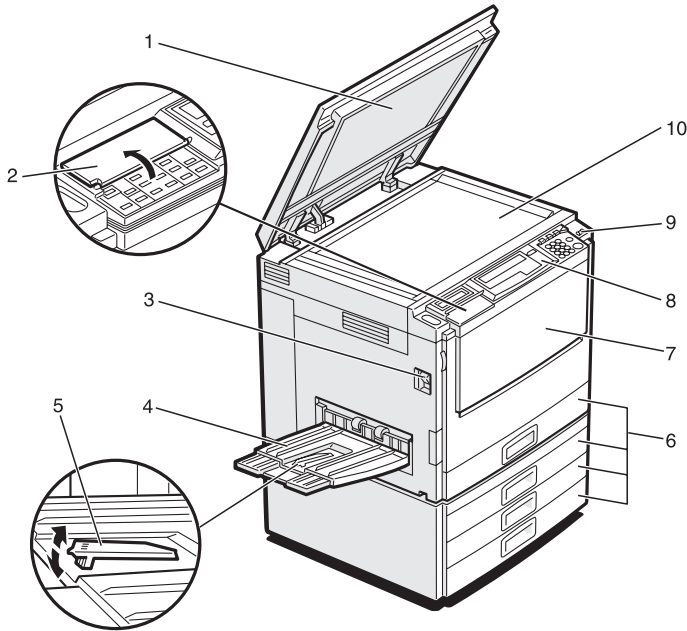


• 2 Sided → 1 Sided \*3



CZS012A

# Guide to Components



TRSH011E

## 1. Platen cover (option)

Lower this cover over originals placed on the exposure glass for copying.

## 2. Flip cover

Flip this up when to access the keys underneath.

## 3. Main power switch

To start the machine, turn on this switch.

### Note

- 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.

## 4. Copy tray

Copied paper is delivered here.

## 5. Stopper

When you copy onto thin paper, raise this to prevent curling.

## 6. Paper tray

Set paper here.

## 7. Front cover

Open to access the inside of the machine.

## 8. Operation panel

⇒ P.7 "Operation Panel".

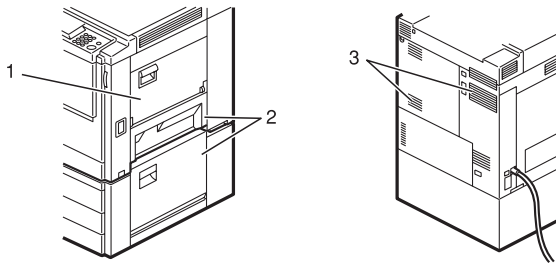
## 9. Operation switch

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).

## 10. Exposure glass

Position originals here face down for copying.





### **1. Bypass tray**

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

### **2. Right covers**

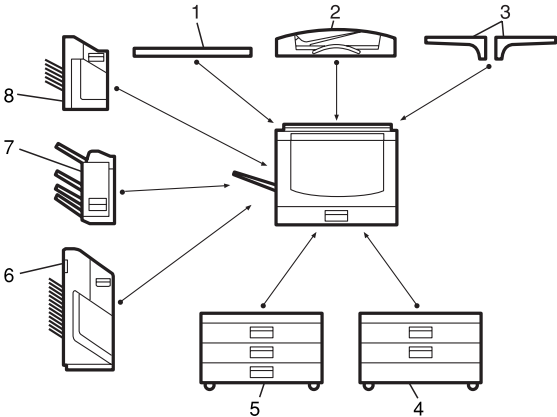
Open this cover to remove jammed paper.

### **3. Ventilation holes**

Prevent overheating. Do not obstruct the ventilation holes by placing or leaning an object near them. If the machine overheats, a fault might occur.

# Options

This machine can be provided with the following options:



TRSP012E

**1. Platen cover**

Lower this cover over originals placed on the exposure glass for copying.

**2. Document feeder (ADF)**

Insert a stack of originals here. They will be fed automatically.

**3. Original tray**

**4. 1000-sheet tray unit (two 500-sheet trays)**

Consists of two paper trays.

Other options:

- Controller Interface unit

**5. 1500-sheet tray unit (three 500-sheet trays)**

Consists of three paper trays.

**6. 20-bin sorter stapler**

Sorts, stacks, and staples copies.

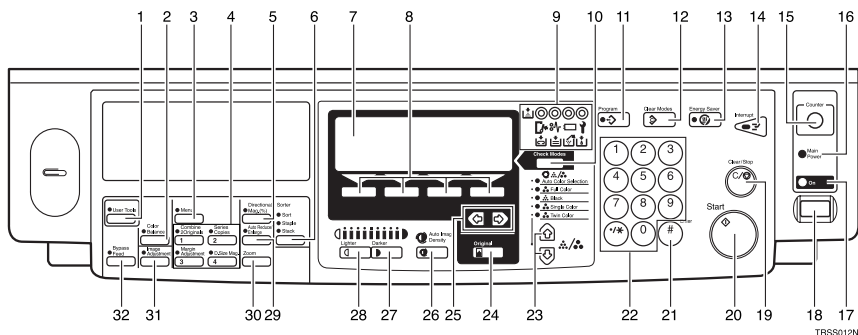
**7. 3-bin sorter**

Sorts and stacks copies.

**8. 10-bin sorter stapler**

Sorts, stacks, and staples copies.

# Operation Panel



## 1. **[User Tools]** key

Press to change the default settings and conditions to meet your requirements.

## 2. **[Color Balance]** key

Press to adjust and store the color balance. ⇒ P.97 "Color Balance".

## 3. **[Menu]** key

Displays the names of available functions.

## 4. **[Favorite]** keys

Press to use the stored functions you frequently use. By default, the following functions are stored:

- Combine 2 Originals
- Series Copies
- Margin Adjustment
- Directional Size Magnification (mm)

## 5. **[Directional Mag.(%)]** key

Press to use Directional Magnification (%) mode. ⇒ P.63 "Directional Magnification (%)".

## 6. **[Sorter]** key

Press to select Sort, Stack or Staple mode. ⇒ P.89 "Sort".

## 7. **Panel Display**

Shows operation status, error messages, and function menus. ⇒ P.9 "Panel Display".

## 8. **[Selection]** keys

Press the key under the item you wish to select.

## 9. **Indicators**

These indicators show errors or the status of the machine. ⇒ P.111 "What to Do If Something Goes Wrong".

## 10. **[Check Modes]** key

Press to check all the settings you have set.

## 11. **[Program]** key

Press to select the program mode. ⇒ P.54 "Program".

## 12. **[Clear Modes]** key

Press to clear the previously entered settings.

## 13. **[Energy Saver]** key

Press to enter/exit Energy Saver mode. ⇒ P.52 "Energy Saver Mode".

## 14. **[Interrupt]** key

Press to make interrupt copies. ⇒ P.53 "Interrupt Copying".

## 15. **[Counter]** key

Press to check the total number of copies made. ⇒ P.58 "Counter".

## 16. Main Power indicator

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

## 17. On indicator

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

## 18. 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).

## 19. **[Clear/Stop]** key

Press to cancel the copy number entered. While copying, press to stop copying. This key is also used to clear data.

## 20. **[Start]** key

Press to start copying. Use to set the Auto Start.

## 21. **[#]** key

Use to enter data in selected modes.

## 22. Number keys

Use to enter the desired number of copies. They are also used to enter data.

## 23. keys (Color Mode keys)

Press to select the color mode. ⇒ P.30 *"Selecting a Color Mode"*.

## 24. **[Original]** key

Press to specify the type of original image. ⇒ P.35 *"Selecting the Original Image Type (Photo/Text)"*.

## 25. keys (Cursor keys)

Press to select an item on the panel display.

## 26. **[Auto Image Density]** key

Press to make copies in Auto Image Density mode. ⇒ P.28 *"Auto image density"*.

## 27. **[Darker]** key

Press to increase the image density.

## 28. **[Lighter]** key

Press to lower the image density.

## 29. **[Auto Reduce/Enlarge]** key

Enlarges or reduces the image automatically according to the specified paper size. ⇒ P.51 *"Auto Reduce/Enlarge"*.

## 30. **[Zoom]** key

Enlarges or reduces in 1 % steps. ⇒ P.61 *"Zoom"*.

## 31. **[Image Adjustment]** key

Press to change the default settings for image adjustment. ⇒ P.100 *"Image Adjustment"*.

## 32. **[Bypass Feed]** key

Press to select the paper type when copying with the bypass tray. ⇒ P.42 *"Copying from the Bypass Tray"*.

# Panel Display

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

## Important

- Do not apply a strong shock or force of about 30N or more to the panel display or you could damage it.

## Note

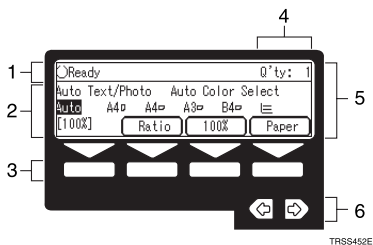
- Currently selected items are shown highlighted on the panel display (e.g. **Auto**).
- Keys that are not available are shown grayed out (e.g. **OK**).

---

## Layout and Keys

---

### ◆ Initial display



**1. The machine status and messages appear here.**


**2. Items which can be selected or specified.**


**3. These four keys correspond to the keys that are in the bottom line of the display (e.g. [Ratio], [100%], and [Paper] in the above display). Press the relevant key to select a key in the display.**

**4. Number of copies set.**

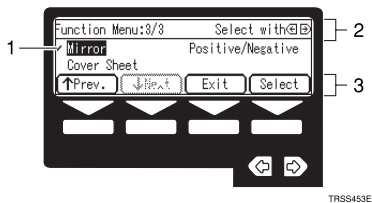
**5. Settings for this function.**

**6. Press these keys to select an item on the display.**

To move the selection to the left, press the  key.

To move the selection to the right, press the  key.

## ◆ Function menu display



1. A ✓ mark appears before the names of functions that are currently selected.

2. The machine status and messages appear here.

3. Items which can be selected or specified.

---

## Common Keys

---

[OK]	Confirm the selected function or value and return to the previous display.
[Cancel]	Cancel the selected function or value and return to the previous display.
[↑Prev.][↓Next]	When there are too many items to fit on the display, use these keys to move between pages.
◀▶	Press to highlight items you wish to select.
[Exit]	Confirm the selected function or value and return to the initial display.
[Select]	Confirm the selected function.

---

## Example Displays

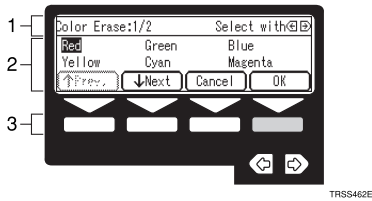
---

The basic elements used on the display are shown below. Understanding their meaning help you exploit this machine's features quickly and easily.

---

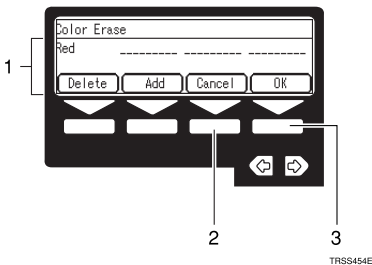
## Sample display for color erase

---



1. The machine status and messages appear here.
2. Available settings.
3. A screened key means you should press it.

↓ Press the [OK] key.



1. Selected item.
2. Cancel the settings and return to the previous display.
3. Confirm the settings and return to the previous display.





## 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. For details, ⇒ P.52 "Energy Saver Mode". For details Auto Off Timer, ⇒ P.135 "System settings".



### Power Switches

This machine has two power switches.

#### ◆ Operation switch (right side of the operation 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)

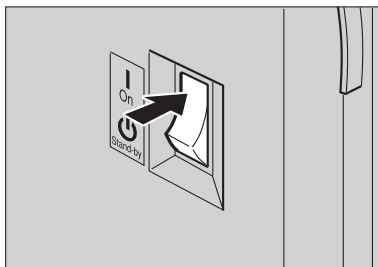
When the machine is not to be used for an extended period of time, turn off the main power switch.

---

## Turning On the Main Power

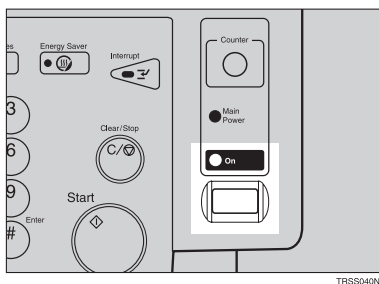
---

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



## Starting the Machine

- 1 Press the operation switch to make the On indicator go 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 270 seconds), you can use the Auto Start function. ⇒ P.54 "Auto Start".

## When the machine is set for user codes

- 1 Enter your user code using the number keys. Then press the [#] key.

### Note

- ❑ To prevent others from making copies with your user code, press the [Clear Modes] key and the [Clear/Stop] key simultaneously after copying.

### Reference

For more about user codes ⇒ P.140 "General features".

## When the Energy Saver indicator is lit

The machine is in Energy Saver mode.

- 1 Press any key.

The machine will return to the ready condition.

### Note

- ❑ The machine will also return to the ready condition when an original is set in the document feeder, or when the platen cover or the document feeder is opened.

---

### 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 operation panel goes off.

# Originals

1

## Standard Size Originals

The machine will detect originals of the following sizes and directions as standard size originals:

### ◆ When you set originals on the exposure glass

Metric version	A3☐, B4☐, A4☐☐, B5☐☐, 8 <sup>1</sup> / <sub>2</sub> " × 13"☐
Inch version	11" × 17"☐, 10" × 14"☐, 8 <sup>1</sup> / <sub>2</sub> " × 14"☐, 8 <sup>1</sup> / <sub>2</sub> " × 13"☐, 8 <sup>1</sup> / <sub>2</sub> " × 11"☐☐

### ◆ When you set originals in the document feeder

Metric version	A3☐, B4☐, A4☐☐, B5☐☐, A5☐☐, B6☐☐, 267 × 390mm☐, 195 × 267mm☐☐, 11" × 17"☐, 8 <sup>1</sup> / <sub>2</sub> " × 13"☐, 8 <sup>1</sup> / <sub>2</sub> " × 11"☐☐
Inch version	A4☐☐, 11" × 17"☐, 11" × 15"☐, 10" × 14"☐, 8 <sup>1</sup> / <sub>2</sub> " × 14"☐, 8" × 13"☐, 8 <sup>1</sup> / <sub>2</sub> " × 11"☐☐, 8" × 10"☐, 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> "☐☐

## Recommended Originals

Regarding originals that the document feeder can handle, ⇒ P.163 "Document Feeder (Option)".

## Non-recommended Originals for the Document Feeder

### Note

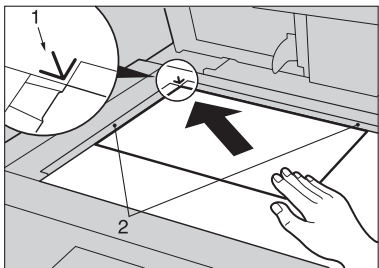
- ☐ The following types of originals are not recommended for use with the document feeder. Place them directly on the exposure glass.
  - Originals thicker than 128g/m<sup>2</sup>, 34 lb
  - Originals thinner than 40g/m<sup>2</sup>, 11 lb
  - For originals between 40 and 52g/m<sup>2</sup>, 11 and 14 lb, the document feeder must be set to Thin Paper mode with the user tools.
  - Originals larger than A3, 11" × 17"
  - Originals smaller than B6☐☐, 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"☐☐
  - Folded, curled, creased, or damaged originals
  - Mailing labels, or perforated originals
  - Bound, stapled, or clipped originals
  - OHP transparencies
  - Translucent paper

- Pasted originals
- Damp originals
- Sticky originals
- Wavy originals
- Originals that are not made from paper
- Originals written in pencil on both sides, or two-sided carbon originals
- Thermal fax paper, CRO (camera ready originals) or aluminum foil
- Books, pamphlets, and booklets

# Setting Originals on the Exposure Glass

1

- 1** Lift the platen cover or the document feeder.
- 2** Set the original face down on the exposure glass. The original must be aligned with the rear left corner.



- 1. Reference mark**
- 2. Scale**

 **Note**

- Start with the first page to be copied.

- 3** Lower the platen cover or the document feeder.

# Setting a Stack of Originals in the Document Feeder

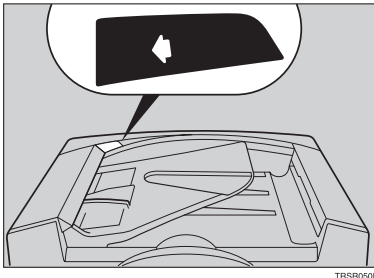
You can insert a stack of originals into the document feeder. These originals are individually fed onto and removed from the exposure glass.

## Note

- Some originals are unsuitable for the document feeder. ⇒ P.16 “*Non-recommended Originals for the Document Feeder*”.
- Do not press down or hold originals after inserting them.
- While originals are fed from the original table to the exposure glass, do not pull them out.
- Do not lift the document feeder until the original has been completely fed out.

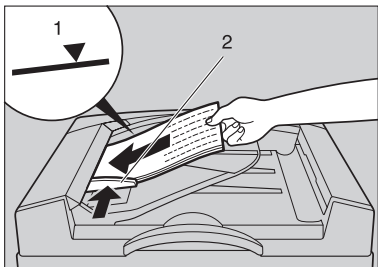
**1** Correct any curl, fold, or crease in the originals before setting the originals.

**2** Make sure the Insert Original indicator is lit and the exposure glass is clear of originals.



**3** Adjust the guide to the original size.

- 4** Set the originals face up into the document feeder until the Insert Original indicator goes off.



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### 1. Limit mark

### 2. Original guide

#### Note

- The last page should be on the bottom.
- The original guide must touch the front side of the originals.
- Do not stack originals above the limit mark.



# Setting one Original at a Time in the Document Feeder

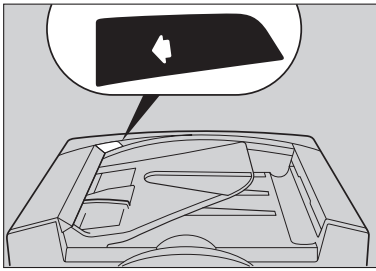
If you set one original at a time in the document feeder, the second and subsequent originals can be fed and copied automatically without pressing the **[Start]** key.

## Note

- Do not press down or hold originals after inserting them.
- While originals are fed from the original table to the exposure glass, do not pull them out.
- Do not lift the document feeder until the original has been completely fed out.

**1** Correct any curl, fold, or crease in the originals before setting them.

**2** Make sure the Insert Original indicator is lit and the exposure glass is clear of originals.



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**3** Adjust the guide to the original size.

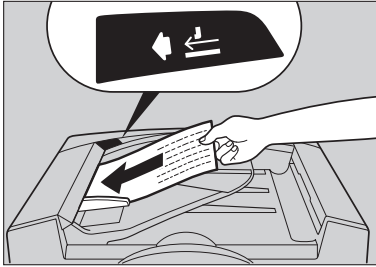
**4** Set the original face up into the document feeder until the Insert Original indicator goes off.

## Note

- If you are copying a stack of originals one sheet at a time and you want to keep them in order, start with the last page of the originals.
- The original guide must touch the front side of the original.

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

- 6** While the Auto Feed indicator is lit after an original is fed, set the next original. The original is automatically fed and copied.



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 **Note**

- You can adjust the time the machine waits before being ready for the next original with the user tools.

# Setting Originals of Different Sizes in the Document Feeder

## Preparation

To use this function, you have to select ADF Mixed Sizes mode with the user tools. ⇒ P.146 "ADF/Sorter".

You can insert a stack of originals of different standard sizes (e.g. A4, B5 etc.) into the document feeder. These originals are individually fed onto and removed from the exposure glass.

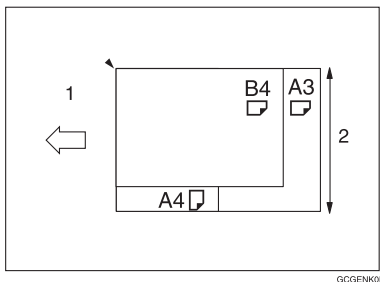
## Limitation

- The weight of originals that can be set with this function is 52 - 81g/m<sup>2</sup>, 14 - 20 lb.
- Smaller size originals might be skewed a little.

## Note

- If your stack of originals contains pages of different sizes, make sure that:
  - Longer originals are at the bottom of the stack, and shorter originals are at the top.
  - All originals are flush with the back fence of the document feeder.

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



**1.** Document feeder feed direction

**2.** Vertical size

**2** Adjust the guide to the widest original size.

**3** Set the aligned originals face up into the document feeder.

# Setting Custom Sized Originals

1

When copying from custom sized originals, enter the original size so that copy is well aligned.

**Limitation**

- You must set your custom sized originals on the exposure glass.

**Reference**

For the standard sizes the machine can detect, ⇒ P.16 “Standard Size Originals”.

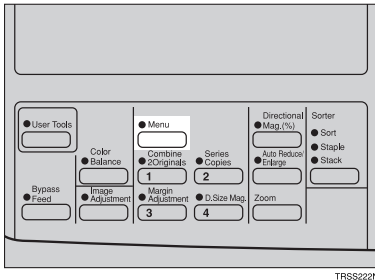
**Note**

- The dimensions you can enter must be within the following ranges:

Vertical size	50 - 297mm (in 1mm steps), 2.0" - 11.7" (in 0.1" steps)
Horizontal size	50 - 432mm (in 1mm steps), 2.0" - 17" (in 0.1" steps)

**1** Select the copy paper size.

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



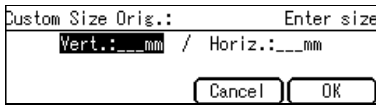
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**3** Make sure that the [Custom Size Orig.] is selected, then press the [Select] key.



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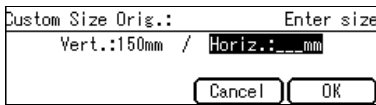
- 4** Enter the vertical original size with the number keys, then press the **[▶]** or **[#]** key.



**Note**

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

- 5** Enter the horizontal original size with the number keys, then press the **[OK]** key.



- 6** Set your original on the exposure glass, then press the **[Start]** key.

# Removing the Platen Cover to Copy a Large Original

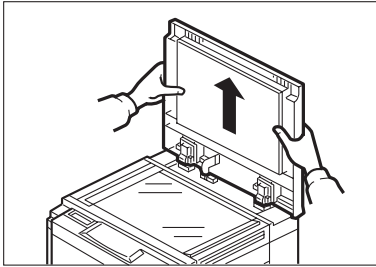
1

You can remove the platen cover to copy a large (more than A3, 11" × 17") original.

 **Note**

You cannot remove the document feeder.

To remove the platen cover, lift it out.

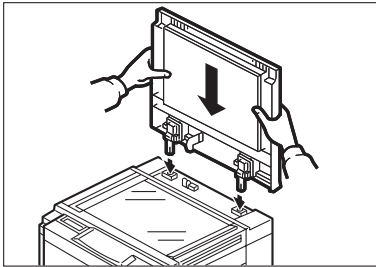


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 **Note**

Lift the platen cover with both hands. Place the removed cover on a flat surface, such as a desk, and where it will not be damaged.

To reset the platen cover, align the pins of the platen cover and the holes of the copier. Then push the platen cover onto the copier.

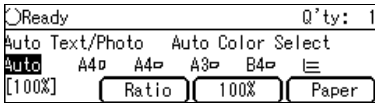


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# 2. Copying

## Basic Procedure

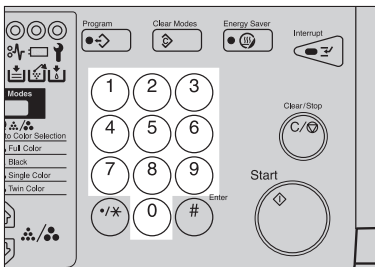
- 1 Set your original on the exposure glass or in the document feeder.
- 2 Make sure that the [Auto Text/Photo], [Auto Color Select], [Auto] (Auto Paper Select), and [100%] are selected.



### Note

- ❑ Auto Text / Photo ⇒ P.35 “Auto Text/Photo mode”.
- ❑ Auto Color Select ⇒ P.30 “Auto color selection mode”.
- ❑ Auto Paper Select ⇒ P.40 “Auto paper select”.

- 3 Enter the number of copies required using the number keys.

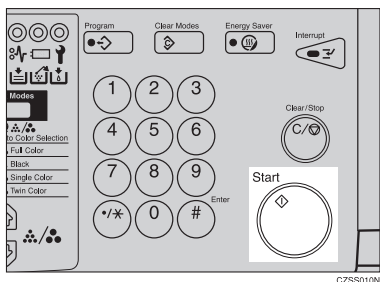


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### Note

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

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



**Note**

- To stop the machine during a multi-copy run, press the **[Clear/Stop]** key.
- If you want to change the settings, press the **[Clear/Stop]** key. If you want to resume the copy run, press the **[Start]** key.
- To return the machine to the initial condition after copying, press the **[Clear Modes]** key.

## Adjusting Copy Image Density

Image density affects the contrast of copies. With these functions you can control the image density so that copies match originals. Make the selection you require then set your originals and press the **[Start]** key.

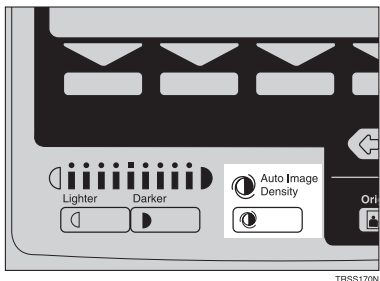
### Auto image density

The machine automatically controls the image density.

**Note**

- Auto Image Density and Auto Color Selection cannot be set together.
- 1** If Auto Color Selection mode is selected, select other color modes to cancel it. ⇒ P.30 "Auto color selection mode".

**2** Press the **[Auto Image Density]** key to light the Auto Image Density indicator.

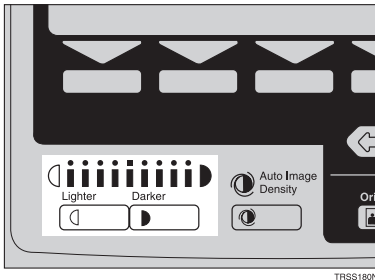




## Manual image density

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

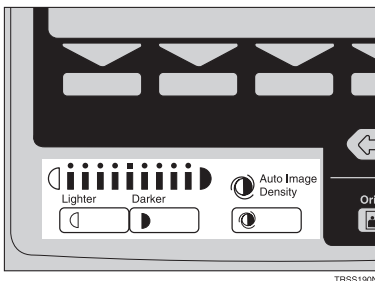
- 1** If the Auto Image Density indicator is lit, press the **[Auto Image Density]** key to cancel it.
- 2** Press the **[Lighter]** (left) key to lower the image density. Press the **[Darker]** (right) key to increase the image density.



## Combined auto and manual image density

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

- 1** If Auto Color Selection mode is selected, select other color modes to cancel it. ⇒ P.30 "Auto color selection mode".
- 2** Press the **[Auto Image Density]** key to light the Auto Image Density indicator.
- 3** Press the **[Lighter]** or **[Darker]** key to adjust the density.



## Selecting a Color Mode

Select a color mode that best suits your originals and copying requirements.

### Auto color selection mode

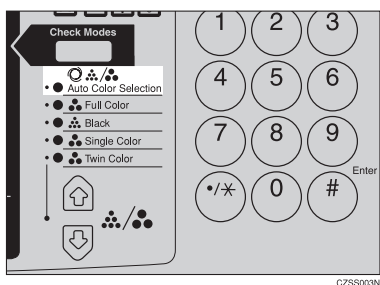
2

The machine automatically detects whether the original has color parts or not. Originals containing only black images will be copied in Black mode. Originals with some color areas will be copied in Full Color mode.

#### Note

- If you make one copy set of a black original using the document feeder, it is recommended to select Black mode. If you choose Auto Color Selection mode, the machine will reset the color selection for every original page, taking a long time to complete the job.

### 1 Make sure that the Auto Color Selection indicator is lit.



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#### Note

- If it is not, press the keys to light the Auto Color Selection indicator.

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

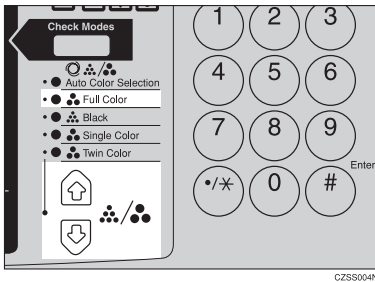
### Full color copy mode

This function makes copies in full color.

#### Note

- You can adjust the overall color tone of copies. ⇒ P.97 "Color Balance".

- 1** Press the   keys to light the Full Color indicator.



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

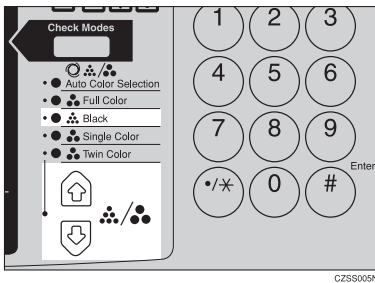
---

### Black copy mode

---

This function makes copies in black.

- 1** Press the   keys to light the Black indicator.



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

---



### Single color mode

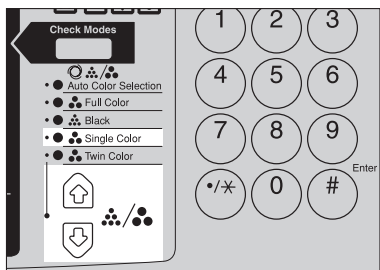
---

This function makes copies in single colors.

 **Note**

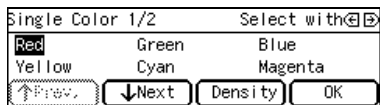
- You can choose one of the following colors: Red, Green, Blue, Yellow, Cyan, Magenta, Yellow Green, Orange, Marine Blue, Beige, Pink, and Purple

**1** Press the   keys to light the Single Color indicator.



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**2** Select the color with the   keys. Then press the [OK] key.



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 **Note**

- You can select the color density level after pressing the [Density] key.

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

### Twin color mode

Two methods are available:

◆ **Twin Color (Color Copy)**

Reproduces black areas of the original in one selected color and areas in other colors using the second selected color.

 **Note**

- You can have colored areas copied in one of the following colors: Red, Green, Blue, Yellow, Cyan, Magenta, Yellow Green, Orange, Marine Blue, Beige, Pink, and Purple.
- You can have Black areas copied in one of the following colors: Red, Green, Blue, Yellow, Cyan, Magenta, Yellow Green, Orange, Marine Blue, Beige, Pink, Purple, and Black.

◆ **Twin Color (Red & Black)**

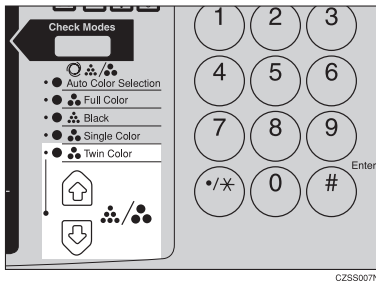
Reproduces red areas of the original in red, and areas in other colors using black.

 **Note**

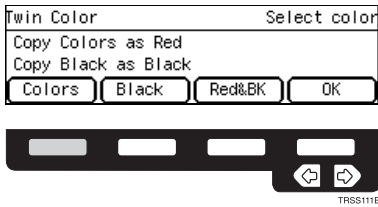
- You cannot change the color.



## Twin Color (Color copy)

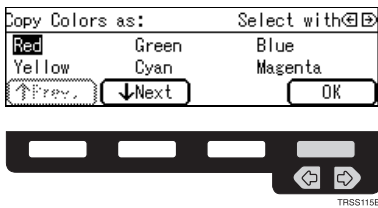
- 1** Press the   keys to light the Twin Color indicator.



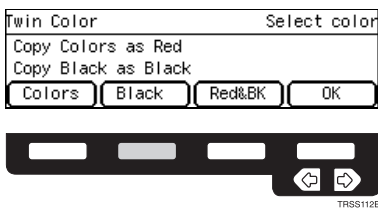
- 2** Press the [Colors] key.



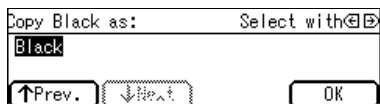
- 3** Select the color you want to copy in for the color parts of the original with the   keys. Then press the [OK] key.



- 4** Press the [Black] key.



- 5 Select the color you want to copy in for the black parts of the original with the **◀▶** keys. Then press the **[OK]** key.



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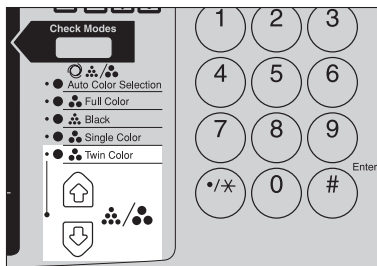
- 6 Set your originals, then press the **[Start]** key.

### Twin Color (Red & Black)

#### Note

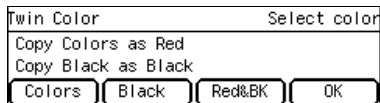
- If Color Sensitivity is set to wide, the machine recognizes orange or purple as red. This adjustment affect Color Erase or Color Conversion. ⇒ P.100 "Image Adjustment".

- 1 Press the **⬆** key to light the Twin Color indicator.



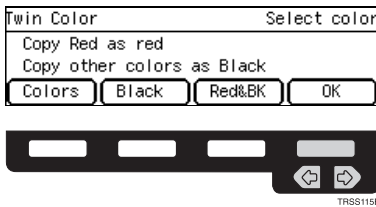
CZSS007N

- 2 Press the **[Red&BK]** key.



TRSS113E

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



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

## Selecting the Original Image Type (Photo/Text)

To optimize the likeness between copies and originals, select an image type that matches your originals.

### Note

- You can adjust the readability of black lettering in colored areas, ⇒ P.100 "Image Adjustment".

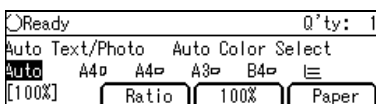
## Auto Text/Photo mode

This mode automatically detects the areas of your original containing text or photographs. The text areas are copied using Text mode, and the photographs are copied with Photo mode.

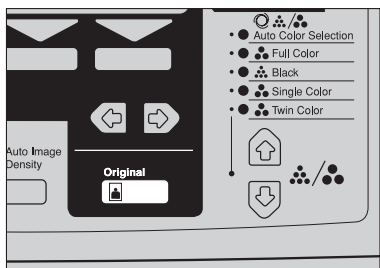
### Note

- There are 3 types of Photo mode:
  - **[Press Print]:**  
Use when copying photographs or pictures that are printed on paper (e.g. magazines).
  - **[Glossy Photo]:**  
Use when copying developed photographs.
  - **[2nd Generation]:**  
Use when copying copies or originals generated by printers.

**1** Make sure that the [Auto Text/Photo] appears on the display.

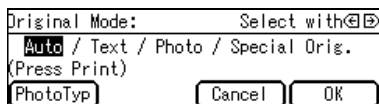


**2** Press the **[Original]** key.



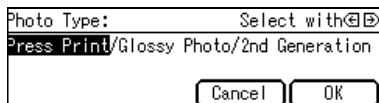
CZSS001N

**3** Press the **[Photo Typ]** key.



TRSS111E

**4** Select the photo type with the **[Left]** **[Right]** keys. Then press the **[OK]** key.



TRSS115E

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

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

---

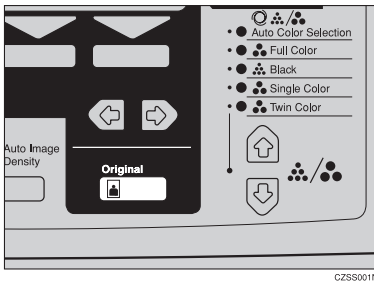
## Text mode

---

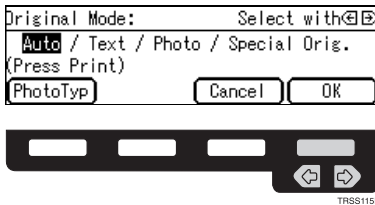
This mode is suitable for copying originals consisting of characters, line diagrams, and letter, but not photograph images.



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



## 2 Select **[Text]** with the **←→** keys. Then press the **[OK]** key.



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

---

### Photo mode

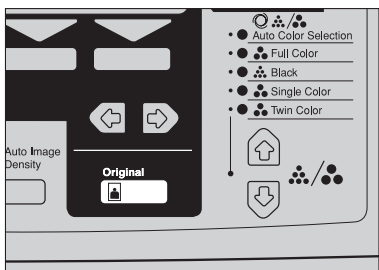
---

This mode is suitable for copying originals consisting of pictures, photographs, and screened letters/areas, but not solid letters.

#### Note

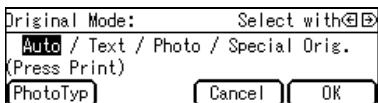
- There are 3 types of Photo mode:
  - **[Press Print]:**  
Use when copying photographs or pictures that are printed on paper (e.g. magazines).
  - **[Glossy Photo]:**  
Use when copying developed photographs.
  - **[2nd Generation]:**  
Use when copying copies or originals generated by printers.

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



CZSS001N

**2** Select **[Photo]** with the **◀▶** keys.



TRSS116E

**3** Press the **[Photo Typ]** key.



TRSS111E

**4** Select the photo type with the **◀▶** keys. Then press the **[OK]** key.



TRSS115E

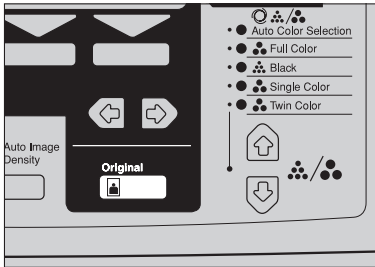
**5** Press the **[OK]** key.

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

## Special original mode

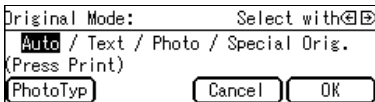
Use this function for originals written in highlight pen, originals printed from inkjet printers, or maps.

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



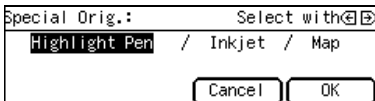
CZSS001N

- 2 Select **[Special Orig.]** with the **◀▶** keys. Then press the **[OK]** key.



TRSS115E

- 3 Select the original type with the **◀▶** keys. Then press the **[OK]** key.



TRSS115E

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

## Selecting the Copy Paper Size

Select a suitable size of copy paper based on the original size and the reproduction ratio.

### Auto paper select

2

The machine automatically selects a suitable size of copy paper based on the original size and the reproduction ratio.

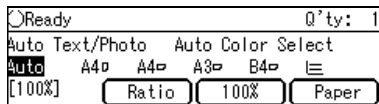
#### Reference

Regarding functions that cannot be used together with this function, ⇒ P.105 "Combination Chart".

#### Note



- Sizes of certain originals might not be detected depending on the original size and type. In this case, select the size manually.

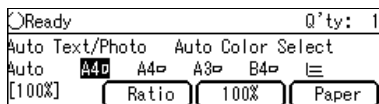
**1** Make sure that the [Auto] is selected on the display.



### Manual paper select

You can select the copy paper manually.

**1** Select the copy paper with the   keys.




TRSS116E

  
 **Image Rotation**

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. ⇒ P.140 “General features”

 **Note**

- The following functions cannot be used.
    - Book → 1 Sided
    - OHP Slip Sheet
- 

## Copying from the Bypass Tray

Use the bypass tray to copy onto thick paper, adhesive labels, OHP transparencies, or custom size paper. Also use the bypass tray to copy onto the reverse side of paper that has already been copied onto.

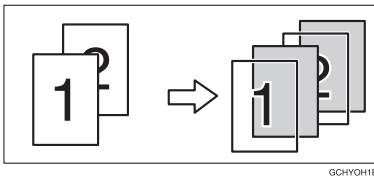
**Note**

The following limitations apply:

Acceptable paper types	Normal paper (52 - 105g/m <sup>2</sup> , 14 - 28 lb) Thick paper (105 - 160g/m <sup>2</sup> , 28 - 43 lb) Post cards OHP transparencies Adhesive labels Translucent paper	
	Standard size	Metric version: ☐: A3, B4, A4, B5, A5, B6, A6, 12" × 18", 11" × 17" ☐: A4, B5, A5, 8 <sup>1</sup> / <sub>2</sub> " × 11" Inch version: ☐: 12" × 18", 11" × 17", 10" × 14", 8" × 13", 8 <sup>1</sup> / <sub>2</sub> " × 11", 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> " ☐: 8 <sup>1</sup> / <sub>2</sub> " × 11", 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> "
	Custom size <p style="text-align: right; font-size: small;">GCBYPA1E</p> 1: Horizontal 2: Vertical 3: Feed direction	Metric version: Vertical: 100 - 305mm (in 1mm steps) Horizontal: 140 - 457mm (in 1mm steps) Inch version: Vertical: 3.9" - 12.0" (in 0.1" steps) Horizontal: 5.5" - 18.0" (in 0.1" steps)
Number of sheets that can be set at one time	Normal paper: 50 sheets Thick paper, OHP transparencies: 30 sheets (smaller than 8" × 13"), 15 sheets (8" × 13" or larger) Adhesive labels: 30 sheets Translucent paper: 50 sheets Post cards: 25 sheets	

2

- Select one of the following settings or keys:
  - **[Normal]**: normal paper
  - **[Thick]**: thick paper, post cards, adhesive labels, translucent paper
  - **[OHP]**: OHP transparencies
  - **[Duplex]**: Use for copying onto the reverse side of paper that has been already copied onto. ⇒ P.49 “Copying onto the reverse side of paper”.
  - **[Duplex Thick]**: Use for copying onto the reverse side of thick paper (105-160g/m<sup>2</sup>, 28-43 lb) that has been copied onto. ⇒ P.49 “Copying onto the reverse side of paper”.
  - **[Custom]**: Use to specify a custom sized. ⇒ P.45 “Copying onto custom size paper with the bypass tray”.
- If the copy paper is bent, correct it before setting paper in the bypass tray. If the bend is not corrected, a paper misfeed might occur.
- When you copy onto OHP transparencies, you can select whether a blank slip sheet is inserted between OHP transparencies.



- When you set several sheets at a time, fan them to get air between them before loading.
- If the copy paper is curled, gently roll it to remove the curl.
- When you copy onto OHP transparencies, insert them with the copy side up.
- Do not stack copy paper above the limit mark.
- When setting custom size paper, be sure to set the size after pressing the **[Custom]** key.

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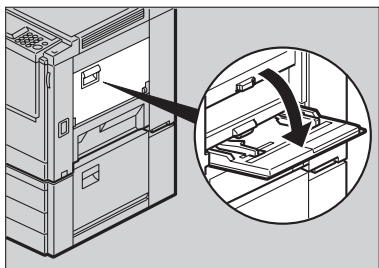
### Copying onto standard size paper with the bypass tray

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#### Note

- When you copy onto the reverse side of paper that has been already copied onto, ⇒ P.49 “Copying onto the reverse side of paper”.

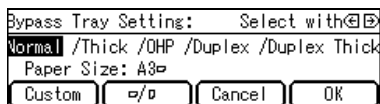
**1** Open the bypass tray.



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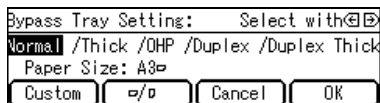
2

**2** Select [Normal], [Thick] or [OHP] with the  $\leftarrow$   $\rightarrow$  keys.



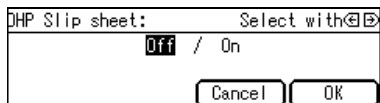
TRSS116E

**3** Press the  $\left[ \square / \square \right]$  key to select the paper direction.



TRSS112E

**4** If you selected [OHP] in step 2, press the [OK] key then select whether blank slip sheets are inserted between OHP transparencies with the  $\leftarrow$   $\rightarrow$  keys.



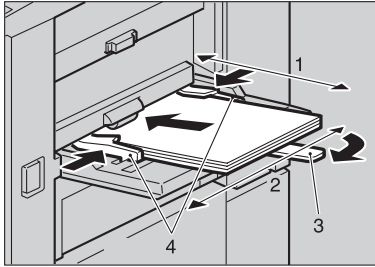
TRSS116E

**Note**

- If you select [On], make sure that the paper for slip sheets is identical in size and direction to the OHP transparencies set in the paper tray.



- 5 Press the [OK] key.
- 6 Adjust the paper guides to the paper size.



1. Horizontal size
2. Vertical size
3. Extender
4. Paper guides

**Note**

- Make sure the paper size and direction in the bypass tray is displayed on the operation panel.
- Make sure that the paper guides match the paper size. If the paper guides are not adjusted to the paper size properly, paper might be skewed or paper misfeed might occur.
- With large copy paper (more than A4 , 8<sup>1</sup>/<sub>2</sub>" × 11" , swing out the extender.

- 7 With the side you wish to copy onto face up, insert the paper into the bypass tray until it stops.
- 8 Set your originals, then press the [Start] key.

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### Copying onto custom size paper with the bypass tray

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**Preparation**

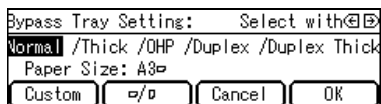
You can register custom paper sizes you use often in keys [Custom1], [Custom2], and [Custom3] with the user tools. ⇒ P.135 "System settings".

**Note**

- Be sure to set the paper size or a paper misfeed might occur.

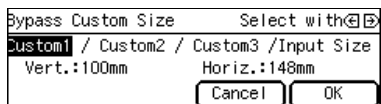
- 1 Open the bypass tray.
- 2 Select one of desired paper types or settings with the keys.

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



TRSS111E

**4** Select [Custom1], [Custom2], [Custom3] or [Input Size] with the  $\leftarrow$   $\rightarrow$  keys. Then press the [OK] key.

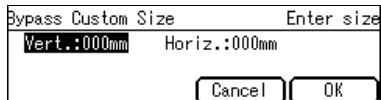


TRSS111E

**Note**

If you selected [Custom1], [Custom2] or [Custom3], go to step 3.

**5** If you selected [Input Size] in step 4, enter the vertical paper size with the number keys, then press the  $\rightarrow$  or [#] key.

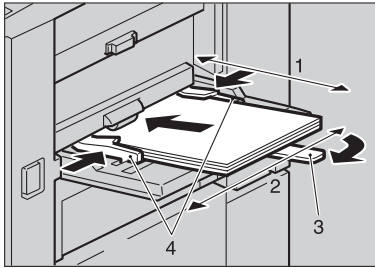


**Note**

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

**6** Enter the horizontal paper size with the number keys, then press the [OK] key.

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

**8** Adjust the paper guides to the paper size.**1. Horizontal size****2. Vertical size****3. Extender****4. Paper guides****Note**

- ❑ Make sure that the paper guides match the paper size. If the paper guides are not adjusted to the paper size properly, paper might be skewed or paper misfeed might occur.

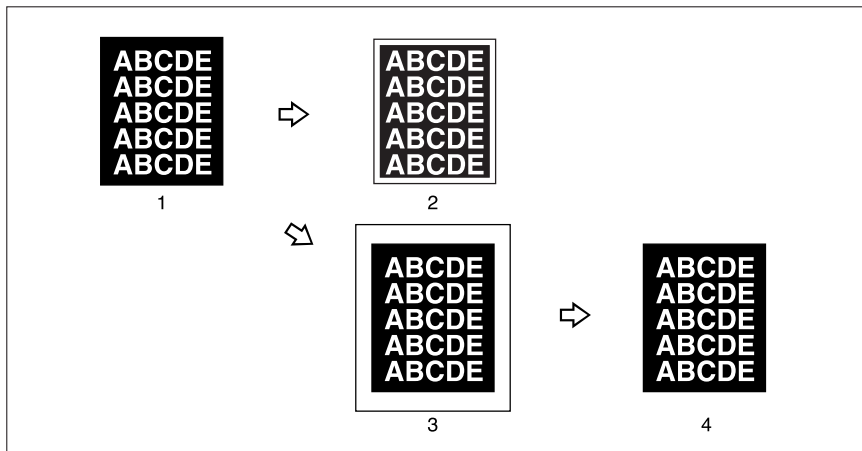
**9** With the side you wish to copy onto face up, insert the paper into the bypass tray.**10** Set your originals, then press the **[Start]** key.

## Making A3, 11" × 17" full bleed copies

By sliding the paper guides of the bypass tray to greater than A3 (11") size, A3, 11" × 17" full bleed copying mode is automatically selected.

In this mode, you can make A3, 11" × 17" full bleed copies with 12" × 18" paper. This is useful for making A3, 11" × 17" size copies with a colored background (e.g. catalogues).

2



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**1. A3, 11" × 17" size Original**

**2. In standard copy mode, margins appear on copies**

**3. 12" × 18" Full Bleed Copy**

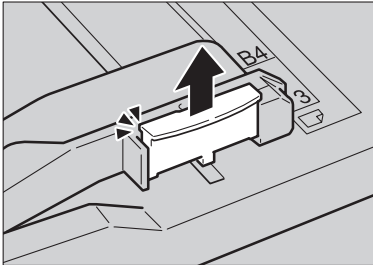
**4. Cut around the margins to produce a full image**

### Note

- This function can be used with 12" × 18" paper.
- When A3, 11" × 17" full bleed copying mode is selected, the paper direction is automatically changed to widthwise .
- When A3, 11" × 17" full bleed copying is made, the original image is copied onto the center.

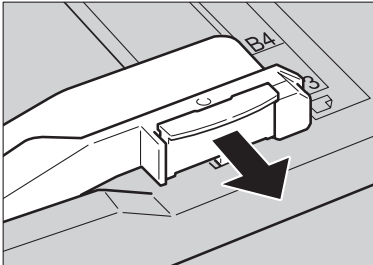
By sliding the paper guides of the bypass tray, the machine enters A3, 11" × 17" full bleed copying mode automatically.

**1** Pull up the tab.



ZCBY010E

**2** Leaving the tab up, slide the paper guides until they stop.



ZCBY020E

**Note**

- Make sure that the paper guides match the paper size.
- Be sure to return the tab to its original position before you close the bypass tray. If you do not return it correctly, the bypass tray might not close properly.

---

### Copying onto the reverse side of paper





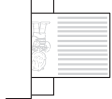


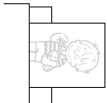




---

You can copy onto the reverse side of paper that has been already copied onto.

**Note**

- If you want to copy onto thick paper (105-160g/m<sup>2</sup>, 28-43 lb), select **[Duplex Thick]**.

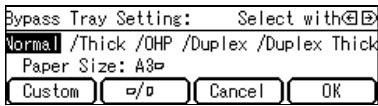
- ❑ Make sure that you set your original and the copy paper in the correct direction to achieve the results you require.

Original set on the exposure glass	Copy paper set on the bypass tray	Copies
		 <small>GCMRYO2E</small>
		 <small>GCMRYO4E</small>
		 <small>GCMRYO1E</small>
		 <small>GCMRYO3E</small>

- ❑ You cannot use this function for OHP transparencies, translucent paper, adhesive labels and postcards.
- ❑ Do not use copy paper that has been already copied onto by other machines.
- ❑ If the copy paper is bent, correct it before setting paper in the bypass tray. If the bend is not corrected, a paper misfeed might occur.

**1** Open the bypass tray.

- 2** Select **[Duplex]**, or **[Duplex Thick]** with the **◀▶** keys.



**Note**

- ❑ To copy onto custom size paper, press the **[Custom]** key and select or enter the size. For details, ⇒ P.45 "Copying onto custom size paper with the bypass tray".

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

- 4** Adjust the paper guides to the paper size.

**Note**

- ❑ Make sure that the paper guides match the paper size. If the paper guides are not adjusted to the paper size properly, paper might be skewed or paper misfeeds might occur.

- 5** Insert the paper into the bypass tray.

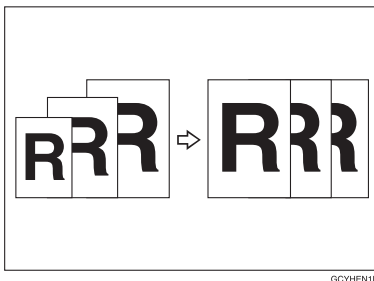
**Note**

- ❑ Make sure that front side (the side that has been copied onto) faces down.

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

## Auto Reduce/Enlarge

The machine can select the proper reproduction ratio based on the selected paper size and the original size.



GOYHENIE

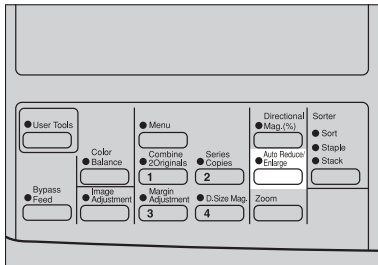
**Note**

- ❑ Regarding functions that cannot be used together with this function, ⇒ P.105 "Combination Chart".

Example:

- Metric version: original: A3☐, copy paper: A4☐
- Inch version: original: 11" × 17"☐, copy paper: 8<sup>1</sup>/<sub>2</sub>" × 11"☐

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



TRSS342N

**2** Set your originals.

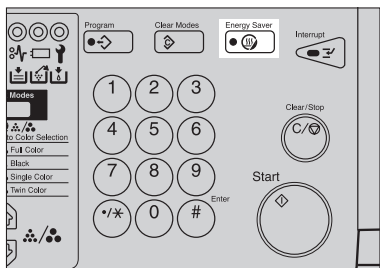
**3** Choose your copy paper size (e.g. A4☐, 8<sup>1</sup>/<sub>2</sub>" × 11"☐).

**4** Press the **[Start]** key. The original image is enlarged or reduced to fit the selected copy paper.

## Energy Saver Mode

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

**1** Hold down the **[Energy Saver]** key more than one second to enter Energy Saver mode.



CZSS009N

**Note**

☐ To exit this mode, press the **[Energy Saver]** key again.



## Auto Off Mode

This machine automatically turns itself off 60 minutes after the last copy or print job has finished. If you wish to make copies when the machine is in Auto Off mode, press the operation switch.

### Reference

For how to change the default interval that the machine waits before entering Auto Off mode, see "Auto Timer" ⇒ P.135 "System settings".

2

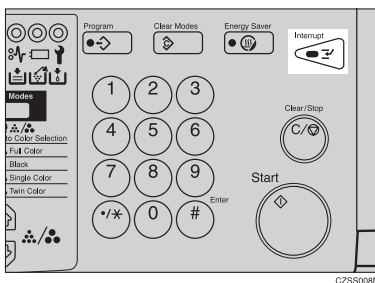
## Interrupt Copying

Use the **[Interrupt]** key to interrupt a multicopy run and make urgently needed copies.

### Reference

Regarding functions that cannot be used together with this function, ⇒ P.105 "Combination Chart".

- 1 Press the **[Interrupt]** key. The machine will stop the copy run and store the present settings in memory before returning to the ready condition.



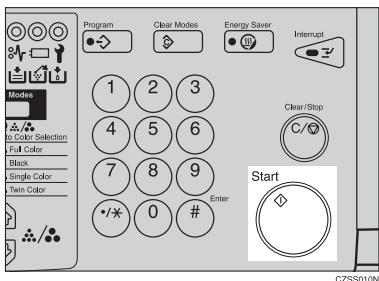
- 2 Remove the previous originals. Set your originals for interrupt copying on the exposure glass or in the document feeder.
- 3 Make your copies.
- 4 After interrupt copying is completed, press the **[Interrupt]** key again. The machine will recall the previous copy settings.
- 5 Reset the previous originals and press the **[Start]** key to resume the previous run.

## Auto Start

If you press the **[Start]** key during the warm-up period, the **[Start]** key will blink and the machine will start copying after the warm-up period.

**1** Set your copy settings during the warm-up period.

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



### Note

- To cancel Auto Start, press the **[Clear/Stop]** key.

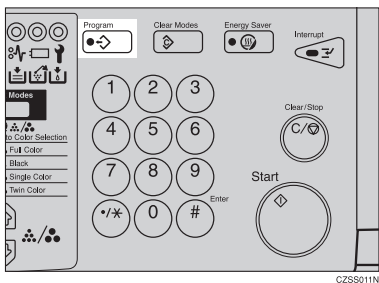
## Program

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

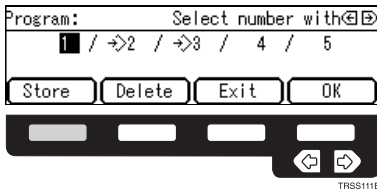
### Storing your settings

**1** Set the copy settings you want to put into memory.

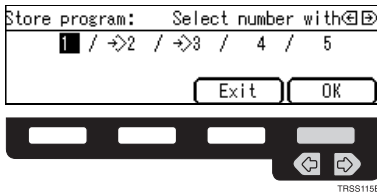
**2** Press the **[Program]** key.



### 3 Press the [Store] key.



### 4 Select the program number you want to store the settings in with the [Left] [Right] keys. Then press the [OK] key.

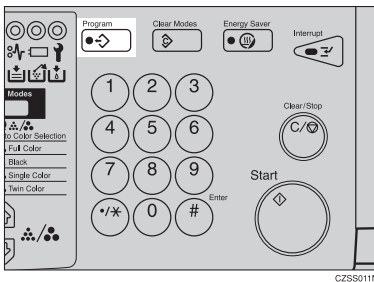


#### Note

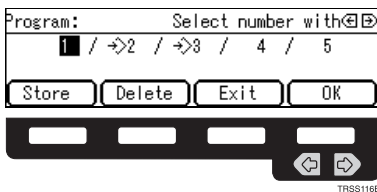
- If this program number is already used, the machine asks whether you wish to overwrite it or not. Press the [Yes] or [No] key.

## Recalling your settings

### 1 Press the [Program] key.



### 2 Select the program number you want to recall with the [Left] [Right] keys.



#### Note

- Only programs with [Left] [Right] contain a program.

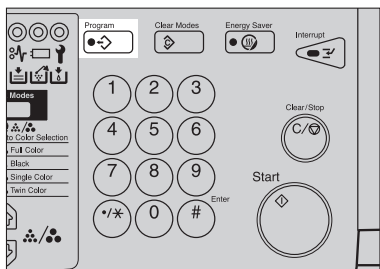
- 3** Press the [OK] key.  
The stored settings are displayed.

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

## Deleting a program

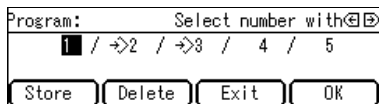
2

- 1** Press the [Program] key.



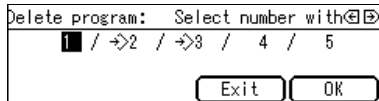
CZS5011N

- 2** Press the [Delete] key.

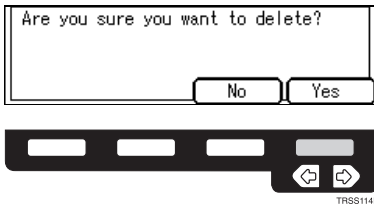


TRSS112E

- 3** Select the program number that contains the program you wish to delete with the [Left] [Right] keys. Then press the [OK] key.

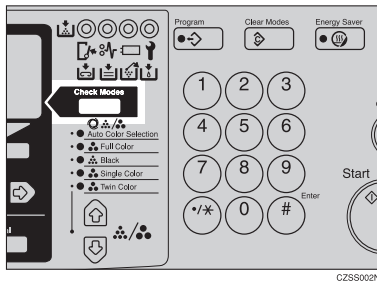


TRSS115E

**4** Press the [Yes] key.**5** Press the [Exit] key.

## Check Modes

By pressing the [**Check Modes**] key, you can see at a glance the modes you have selected.

**Note**

□ You can check the following modes:

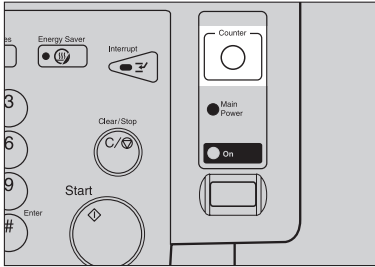
- Book → 1 Sided
- 2 Sided → 1 Sided
- Combine 2 Originals
- Margin Adjustment
- Centering
- Cover
- Color Conversion
- Color Erase
- Mirror
- Positive/Negative
- Bypass Feed Copying

## Counter

---

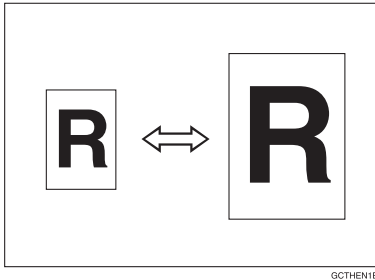
By pressing the **[Counter]** key, you can check the machine's counter.

2



# Reduce/Enlarge

## Preset R/E



GCTHEN1E

### Reference

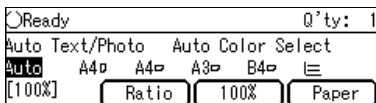
Regarding functions that cannot be used together with this function, ⇒ P.105 “Combination Chart”.

### Note

- You can add up to two preset ratios with the user tools. ⇒ P.140 “General features”.
- 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.
- To return to 100%, press the [100%] key.

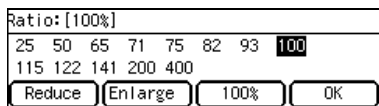
## Reducing

### **1** Press the [Ratio] key.



TRSS112E

- 2 Press the [Reduce] or ⬅ key to select the reducing ratio.

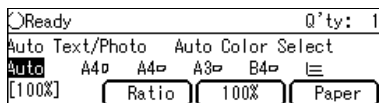


- 3 Press the [OK] key.

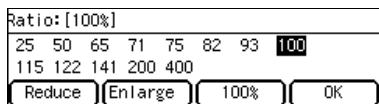
- 4 Set your originals, then press the [Start] key.

## Enlarging

- 1 Press the [Ratio] key.



- 2 Press the [Enlarge] or ➡ key to select the enlarging ratio.



- 3 Press the [OK] key.

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



## Zoom



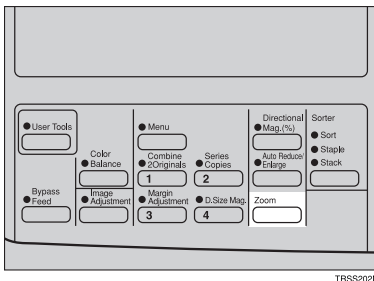
You can change the reproduction ratio from 25% to 400% in 1% steps.

### Note

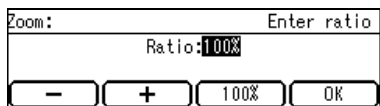
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or blank margins will appear on copies.
- To return to 100%, press the **[100%]** key.
- You can select a preset ratio which is near the desired ratio, then press the **[Zoom]** key and adjust the ratio with the **[+]** or **[-]** key.
- There are two ways to set the ratios.

### Using the [-] and [+] keys

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



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

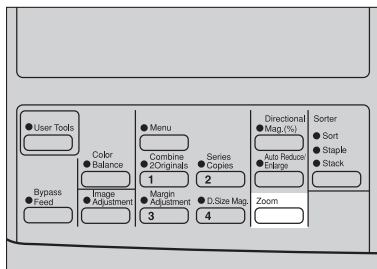


TRSS117E

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

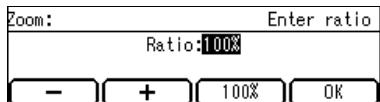
### Using the number keys

- Press the [Zoom] key.



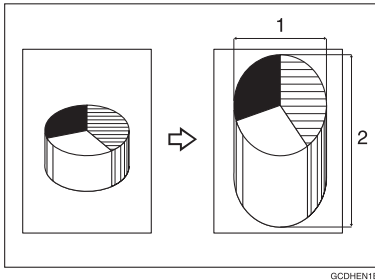
TRSS202N

- Enter the reproduction ratio with the number keys.



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

## Directional Magnification (%)



GCDHEN1E

### 1. Horizontal %

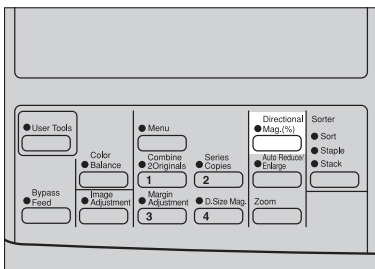
### 2. Vertical %

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

#### Note

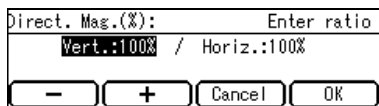
- You can select the ratio from 25% to 400%.
- You can select a ratio regardless of the size of an original or copy paper. With some ratio, parts of the image will not be copied or blank margins will appear on copies.

### **1** Press the **[Directional Mag.(%)]** key.



TRSS212N

- 2** Enter the vertical ratio with the number keys, or the **[+][-]** keys.

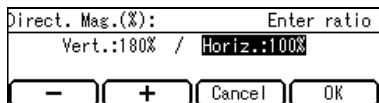


**Note**

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

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

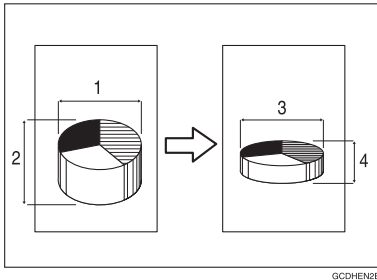
- 4** Enter the horizontal ratio with the number keys or the **[+][-]** keys.



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

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

## Directional Size Magnification (mm)



GCDHENGE

**1. Horizontal original size**

**2. Vertical original size**

**3. Horizontal copy size**

**4. Vertical copy size**

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

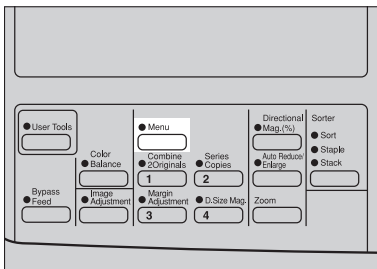
### Note

- You can enter sizes within the following ranges:

Metric Version	1 - 999mm (in 1mm steps)
Inch Version	0.1" - 99.9" (in 0.1" steps)

- 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.

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

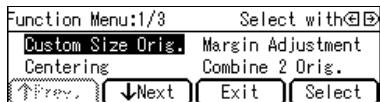


TRSS222N

**Note**

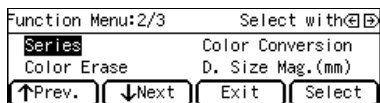
- If you have assigned the Directional Size Magnification (mm) function to one of the **[Favorite]** keys, press it and go to step 4. To assign a function to the **[Favorite]** keys, ⇒ P.147 “Set favorite keys”.

**2** Press the [↓Next] key until **[D. Size Mag. (mm)]** is displayed.



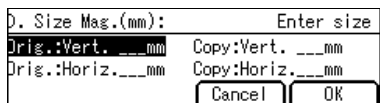
TRSS112E

**3** Select **[D. Size Mag. (mm)]** with the keys, then press the **[Select]** key.



TRSS114E

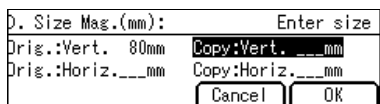
**4** Enter the vertical original size with the number keys, then press the or **[#]** key.



**Note**

- To change the value entered:
  - If you have not pressed the or **[#]** key yet, press the **[Clear]** key and enter a new value.
  - If you have already pressed the or **[#]** key, select **[Orig.:Vert.]** with the key and enter the new value.

**5** Enter the vertical copy paper size with the number keys, then press the or **[#]** key.



**Note**

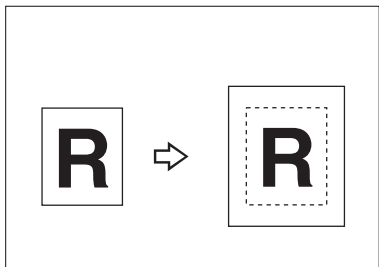
- If you press the **[OK]** key after entering the vertical original and paper sizes, the horizontal ratio will become same as the vertical ratio automatically.

- 6** Enter the horizontal original size with the number keys, then press the **▶** or **[#]** key.
- 7** Enter the horizontal copy paper size with the number keys, then press the **[#]** key.
- 8** Press the **[OK]** key.
- 9** Set your originals, then press the **[Start]** key.

# Shifting the Image

## Centering

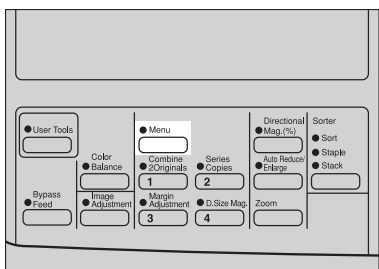
2



GCID0H1E

You can move the image to the center. This function is convenient when the copy paper is larger than the original.

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



TRSS222N

**Note**

- If you have assigned the Centering function to one of the **[Favorite]** keys, press it and go to step **4**. To assign a function to the **[Favorite]** keys, ⇒ P.147 "Set favorite keys".

**2** Select **[Centering]** with the **[Left]** and **[Right]** keys. Then press the **[Select]** key.



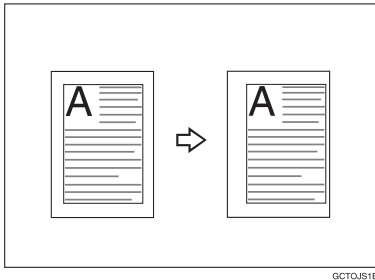
TRSS115E



- 3 Press the [Exit] key.
- 4 Select the copy paper size.
- 5 Set your originals, then press the [Start] key.

## Margin Adjustment

2



You can make a margin by shifting the image to the left or right. This function is convenient when you want to bind copies.

### Note

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

Metric Version	0 - 20mm (in 1mm steps)
Inch Version	0" - 0.8" (in 0.1" steps)

- The margin width default is as follows. You can change this default setting with the user tools. ⇒ P.140 "General features".

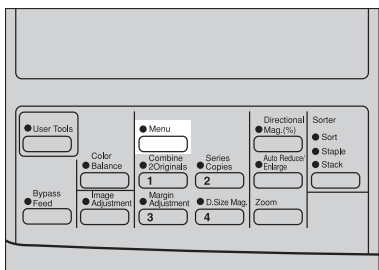
Metric Version	10mm Left
Inch Version	0.4" Left

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

### Reference

Regarding function that cannot be used together with this function, ⇒ P.105 "Combination Chart".

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



TRSS222N

**Note**

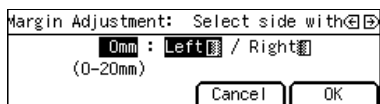
- If you have assigned the Margin Adjustment function to one of the **[Favorite]** keys, press it and go to step **3**. To assign a function to the **[Favorite]** keys, ⇒ P.147 “Set favorite keys”.

**2** Select **[Margin Adjustment]** with the **◀▶** keys. Then press the **[Select]** key.



TRSS115E

**3** Select **[Left]** (left margin) or **[Right]** (right margin) with the **◀▶** keys. Then enter the desired margin width with the number keys.



TRSS116E

**Note**

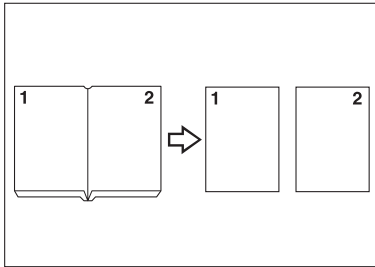
- To change the value entered, press the **[Clear/Stop]** key and enter the new value.

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

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

# Series Copies

## Book → 1 Sided



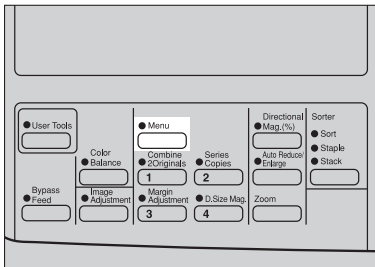
GCSEPR1E

This function makes one-sided copies from two facing pages of bound (book) originals.

### Reference

Regarding functions that cannot be used together with this function, ⇒ P.105 "Combination Chart".

### **1** Press the **[Menu]** key.



TRSS222N

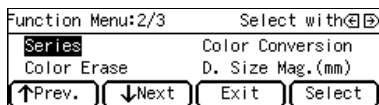
### Note

- If you have assigned the Series Copies function to one of the **[Favorite]** keys, press it and go to step **4**. To assign a function to the **[Favorite]** keys, ⇒ P.147 "Set favorite keys".

**2** Press the [↓Next] key until [Series] is displayed.



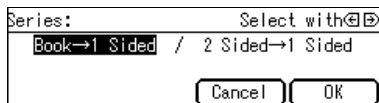
**3** Make sure that [Series] is selected, then press the [Select] key.



**Note**

□ If your machine do not have the document feeder, go to step **3**.

**4** Make sure that [Book → 1 Sided] is selected, then press the [OK] key.

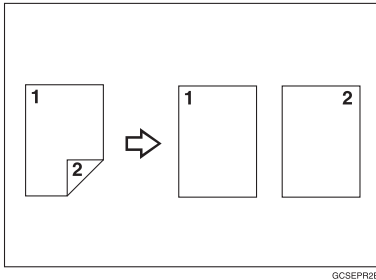


**5** Select the copy paper size.

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

## 2 Sided → 1 Sided

The optional document feeder is required to use this function.

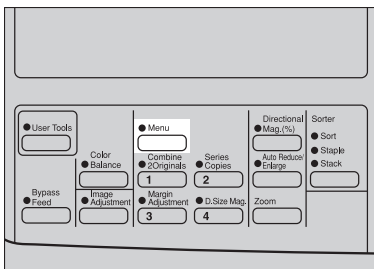


GCSEPR2E

### Reference

Regarding functions that cannot be used together with this function, ⇒ P.105 "Combination Chart".

### **1** Press the **[Menu]** key.



TRSS222N

### Note

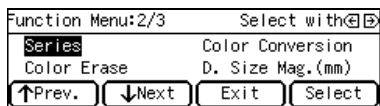
- If you have assigned the Series Copies function to one of the **[Favorite]** keys, press it and go to step **4**. To assign a function to the **[Favorite]** keys, ⇒ P.147 "Set favorite keys".

### **2** Press the **[↓Next]** key until **[Series]** is displayed.

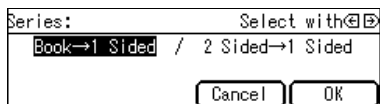


TRSS112E

**3** Make sure that [Series] is selected, then press the [Select] key.



**4** Select [2 Sided→1 Sided] with the ⏪ ⏩ keys, then press the [OK] key.

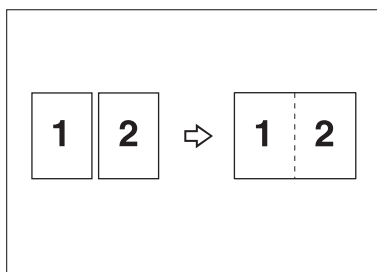


**5** Select the copy paper size.

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

## Combine 2 Originals

*The optional document feeder is required to use this function.*



GCSYK1E

This function automatically combines 2 one-sided originals onto one copy.

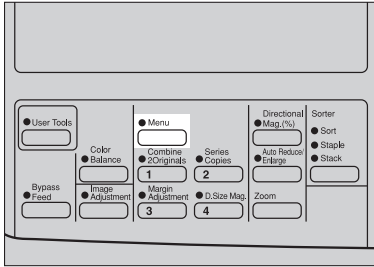
### Note

- You cannot use the bypass tray with this function.
- If the original size and direction is set differently, you cannot use the Combine 2 Originals function.
- When you use the Combine 2 Originals function, Auto Reduce/Enlarge is selected automatically.

## Reference

Regarding functions that cannot be used together with this function, ⇒ P.105 "Combination Chart".

### 1 Press the [Menu] key.



### Note

- If you have assigned the Combine 2 Originals function to one of the [Favorite] keys, press it and go to step 2. To assign a function to the [Favorite] keys, ⇒ P.147 "Set favorite keys".

### 2 Select [Combine 2 Orig.] with the [Left] [Right] keys, then press the [Select] key.



### 3 Select the copy paper size.

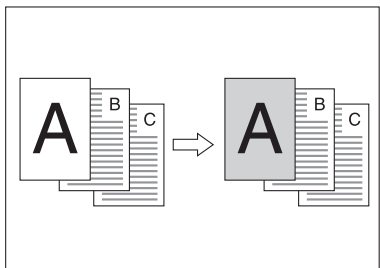
### 4 Set your originals in the document feeder, then press the [Start] key.

# Cover Sheet

## Front Cover

The optional document feeder is required to use this function.

2



GCHYOS1E

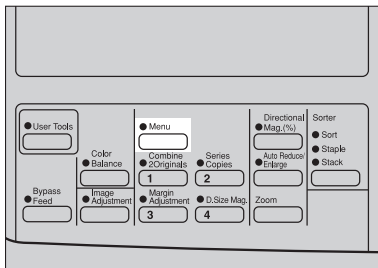
### Note

- The cover sheets should be identical in size and direction with the copy paper.
- The cover sheets should be fed from the bypass tray.
- The covers are copied in Thick Paper mode.

### Reference

Regarding functions that cannot be used together with this function, ⇒ P.105 "Combination Chart".

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



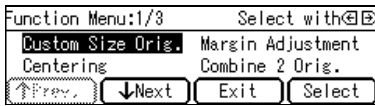
TRSS222N

### Note

- If you have assigned the Cover Sheet function to one of the **[Favorite]** keys, press it and go to step **2**. To assign a function to the **[Favorite]** keys, ⇒ P.147 "Set favorite keys".

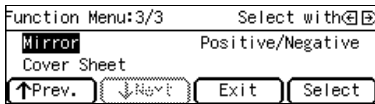


- 2** Press the [↓Next] key until [Cover Sheet] is displayed.



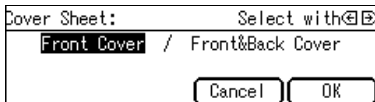
TRSS112E

- 3** Select [Cover Sheet] with the [←→] keys, then press the [Select] key.



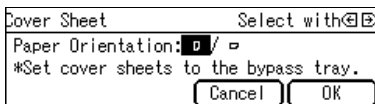
TRSS115E

- 4** Make sure that [Front Cover] is selected, then press the [OK] key.



TRSS114E

- 5** Select orientation of the copy paper and cover sheets with the [←→] keys, then press the [OK] key.



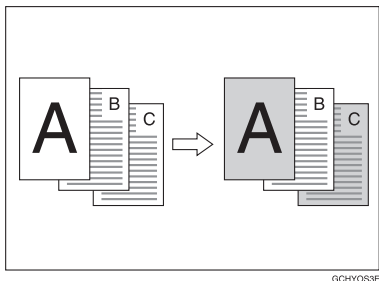
TRSS115E

- 6** Set cover sheets into the bypass tray.  
**7** Set your originals in the document feeder.  
**8** Press the [Start] key.

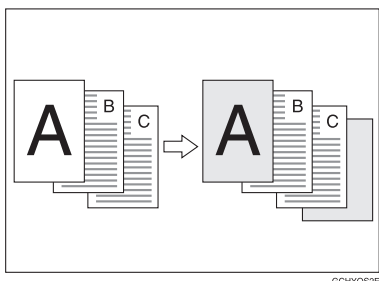
## Front & Back Covers

The optional document feeder is required to use this function.

### ◆ Back Cover: Copy



### ◆ Back Cover: Blank



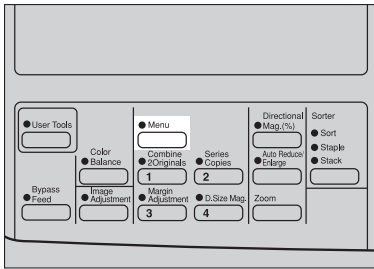
### Note

- You can specify whether to make a copy on a back cover sheet. If you select **[Copy]**, the last page will be copied on the back cover sheet. If you select **[Blank]**, a cover sheet will just be inserted after the last copy.
- The cover sheets should be identical in size and direction with the copy paper.
- The cover sheets should be fed from the bypass tray.
- The covers are copied in Thick Paper mode.
- If Blank Cover mode is selected, the back cover will not be counted as a copy.

### Reference

Regarding functions that cannot be used together with this function, ⇒ P.105 "Combination Chart".

# 1 Press the [Menu] key.

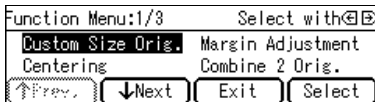


TRSS222N

## Note

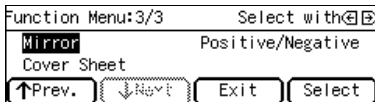
- If you have assigned the Cover Sheet function to one of the [Favorite] keys, press it and go to step 4. To assign a function to the [Favorite] keys, ⇒ P.147 "Set favorite keys".

# 2 Press the [↓Next] key until [Cover Sheet] is displayed.



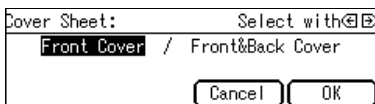
TRSS112E

# 3 Select [Cover Sheet] with the [Left/Right] keys, then press the [Select] key.





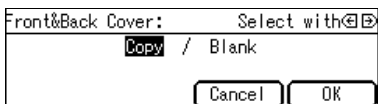
TRSS115E

# 4 Select [Front & Back Cover] with the [Left/Right] keys, then press the [OK] key.





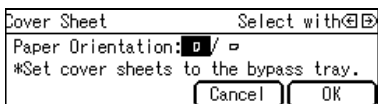
TRSS115E

- 5** Specify whether to copy on back cover sheets with the   keys, then press the [OK] key.



TRSS115E

- 6** Select orientation of the copy paper and cover sheets with the   keys, then press the [OK] key.



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- 7** Set cover sheets into the bypass tray.
- 8** Set your originals in the document feeder.
- 9** Press the [Start] key.

# Color Creation

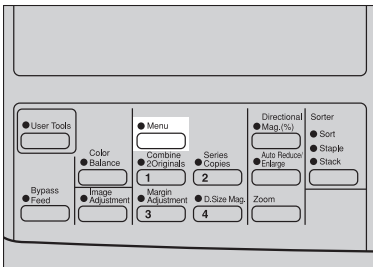
## Color Conversion

This function converts a selected color of an original into a different color on the copy.

### Note

- Up to 4 colors can be converted at one time.
- Colors that can be converted: Red, Green, Blue, Yellow, Cyan, Magenta, Black, and White
- Colors you can convert to: Red, Green, Blue, Yellow, Cyan, Magenta, Yellow Green, Orange, Marine Blue, Beige, Pink, Purple, and Black
- This function can be made more or less sensitive to the color to be converted. It can be adjusted within five levels from “Narrow” to “Wide”. ⇒ P.144 “*Image adjustment*”. For example, if red is selected as the color to be converted, “Narrow” will result in only red being converted, and “Wide” will result in other colors close to red being converted.
- This function can be used in Full Color mode.

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



TRSS222N

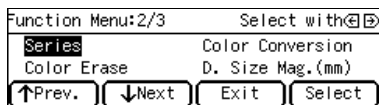
### Note

- If you have assigned the Color Conversion function to one of the **[Favorite]** keys, press it and go to step **4**. To assign a function to the **[Favorite]** keys, ⇒ P.147 “*Set favorite keys*”.

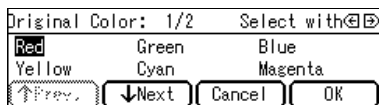
**2** Press the [↓Next] key until [Color Conversion] is displayed.



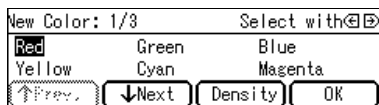
**3** Select [Color Conversion] with the ⬅️ ➡️ keys, then press the [Select] key.



**4** Select the original color (color to be converted) with the ⬅️ ➡️ keys, then press the [OK] key.

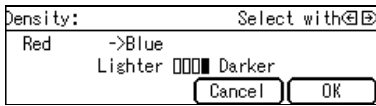


**5** Select the new color (color to convert to) with the ⬅️ ➡️ keys.



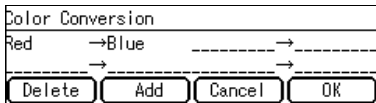
**6** If you want to select the color density level, press the [Density] key.

- 7** Select the level with the  $\leftarrow$   $\rightarrow$  keys. Then press the [OK] key.



- 8** Press the [OK] key.

- 9** If you want to convert more than one color, press the [Add] key. Then repeat steps **4** to **8**.



### Note

- Repeat step **9** until you have finished designating colors.
- If you pick the wrong color, press the [Delete] key.

- 10** Press the [OK] key.

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

---

## Color Erase

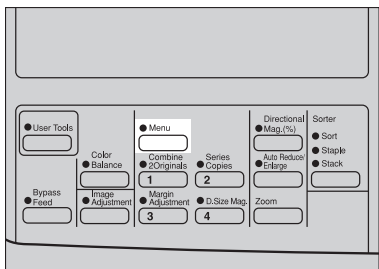
---

This function erases a selected color from the original image.

### Note

- Up to 4 colors can be erased at one time.
- Colors that can be erased: Red, Green, Blue, Yellow, Cyan, Magenta, and Black
- This function can be made more or less sensitive to the color to be erased. It can be adjusted within five levels from "Narrow" to "Wide". ⇒ P.144 "Image adjustment". For example, if red is selected as the color to be erased, "Narrow" will result in only red being, and "Wide" will result in other colors close to red being erased.

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

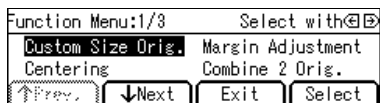


TRSS222N

**Note**

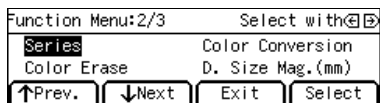
- If you have assigned the Color Erase function to one of the **[Favorite]** keys, press it and go to step **4**. To assign a function to the **[Favorite]** keys, ⇒ P.147 "Set favorite keys".

**2** Press the **[↓Next]** key until **[Color Erase]** is displayed.



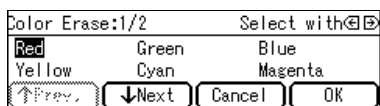
TRSS112E

**3** Select **[Color Erase]** with the **[Left]** **[Right]** keys, then press the **[Select]** key.



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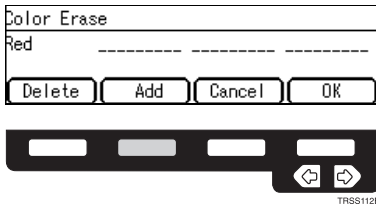
**4** Select the color to be erased with the **[Left]** **[Right]** keys, then press the **[OK]** key.



TRSS115E



- 5** If you want to erase more than one color, press the **[Add]** key. Then repeat step **4**.



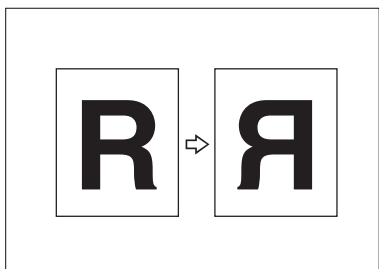
 **Note**

- Repeat step **5** until you have finished designating colors.
  - If you pick the wrong color, press the **[Delete]** key.
- 6** Press the **[OK]** key.
- 7** Set your originals, then press the **[Start]** key.

# Image Creation

## Mirror

2

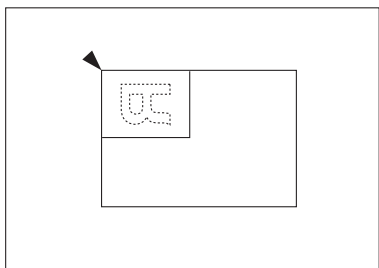


GCMILL1E

This function makes a mirror image copy of the original.

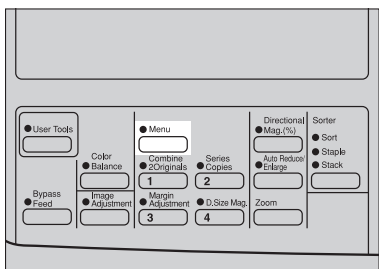
**Note**

- Set the original as below when setting on the exposure glass.



GCMILL2E

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

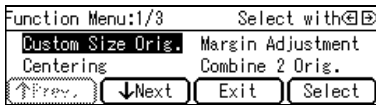


TRSS222N

**Note**

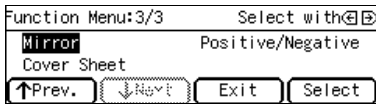
- If you have assigned the Mirror function to one of the **[Favorite]** keys, press it and go to step **1**. To assign a function to the **[Favorite]** keys, ⇒ P.147 "Set favorite keys".

- 2** Press the [↓Next] key until [Mirror] is displayed.



TRSS112E

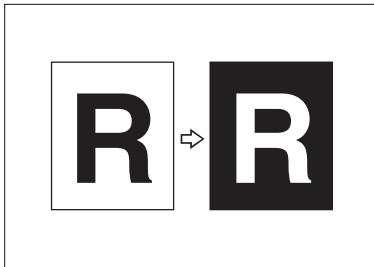
- 3** Make sure that [Mirror] is selected, then press the [Select] key.



TRSS115E

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

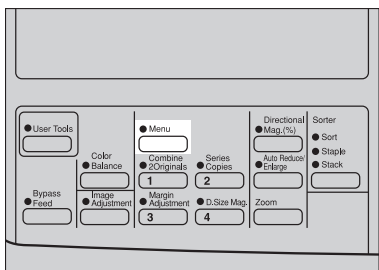
## Positive/Negative



GCHATN1E

This function copies the original image in complementary colors. If you use a black and white original, black and white areas of the original are reversed.

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



TRSS222N

**Note**

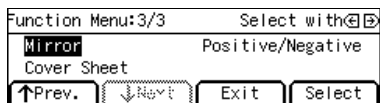
- If you have assigned the Positive/Negative function to one of the **[Favorite]** keys, press it and go to step **4**. To assign a function to the **[Favorite]** keys, ⇒ P.147 "Set favorite keys".

**2** Press the **[↓Next]** key until **[Positive/Negative]** is displayed.



TRSS112E

**3** Select **[Positive/Negative]** with the **[Left]** **[Right]** keys. Then press the **[Select]** key.



TRSS115E

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

# Finishing

## Note

- ❑ To avoid problems caused by curled copies, try turning over the paper stack in the paper tray. If there is no improvement, change to copy paper with less curl.

## Reference

Regarding functions that cannot be used together with this function, ⇒ P.105 "Combination Chart".

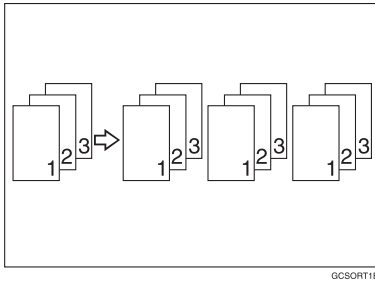
2

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## Sort

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The optional 20-bin sorter stapler, 10-bin sorter stapler, or 3-bin sorter is required to use this function.



One copy of each original is delivered to each bin and copies are collated into sets.

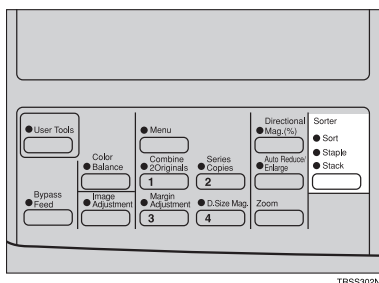
**Note**

- It is recommended to set originals in the document feeder with this function.
- For sorting, the following limitations apply:

	20-bin sorter stapler		10-bin sorter stapler	3-bin sorter	
	Normal paper mode	Thick paper mode		1 <sup>st</sup> bin	2 <sup>nd</sup> or 3 <sup>rd</sup> bin
Maximum paper size	☐: A3, 12" × 18" ☐: A4, 8 <sup>1</sup> / <sub>2</sub> " × 11"	☐: A3, 12" × 18" ☐: A4, 8 <sup>1</sup> / <sub>2</sub> " × 11"	☐: A3, 11" × 17" ☐: A4, 8 <sup>1</sup> / <sub>2</sub> " × 11"	☐: A3, 12" × 18" ☐: A4, 8 <sup>1</sup> / <sub>2</sub> " × 11"	☐: A3, 12" × 18" ☐: A4, 8 <sup>1</sup> / <sub>2</sub> " × 11"
Minimum paper size	☐: B5, 8 <sup>1</sup> / <sub>2</sub> " × 11" ☐: B5, 8 <sup>1</sup> / <sub>2</sub> " × 11"	☐: B5, 8 <sup>1</sup> / <sub>2</sub> " × 11" ☐: B5, 8 <sup>1</sup> / <sub>2</sub> " × 11"	☐: B5, 8 <sup>1</sup> / <sub>2</sub> " × 11" ☐: B5, 8 <sup>1</sup> / <sub>2</sub> " × 11"	☐: A6, 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> " ☐: A5, 8 <sup>1</sup> / <sub>2</sub> " × 11"	☐: A6, 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> " ☐: A5, 8 <sup>1</sup> / <sub>2</sub> " × 11"
Maximum paper capacity of bins (80g/m <sup>2</sup> , 20 lb)	A4, 8 <sup>1</sup> / <sub>2</sub> " × 11" or smaller: 30 copies B4, 8 <sup>1</sup> / <sub>4</sub> " × 13" or larger: 25 copies	A4, 8 <sup>1</sup> / <sub>2</sub> " × 11" or smaller: 15 copies B4, 8 <sup>1</sup> / <sub>4</sub> " × 13" or larger: 12 copies	A4, 8 <sup>1</sup> / <sub>2</sub> " × 11" or smaller: 30 copies B4, 8 <sup>1</sup> / <sub>4</sub> " × 13" or larger: 25 copies	A4, 8 <sup>1</sup> / <sub>2</sub> " × 11" or smaller: 500 copies B4, 8 <sup>1</sup> / <sub>4</sub> " × 13" or larger: 250 copies	A4, 8 <sup>1</sup> / <sub>2</sub> " × 11" or smaller: 250 copies B4, 8 <sup>1</sup> / <sub>4</sub> " × 13" or larger: 125 copies

- When you have 3-bin sorter or 10-bin sorter stapler, you cannot use thick paper fed from the bypass tray in Sort mode.
- When you have 10-bin sorter stapler, 12" × 18" size paper cannot be used in Sort mode.
- You cannot use OHP transparencies or custom size paper in Sort mode.
- You can make the machine select Sort mode automatically when you insert two or more originals in the document feeder and make two or more copies from each original with the user tools. ⇒ P.146 "ADF/Sorter".

**1** Press the **[Sorter]** key until the Sort indicator (top) is lit.



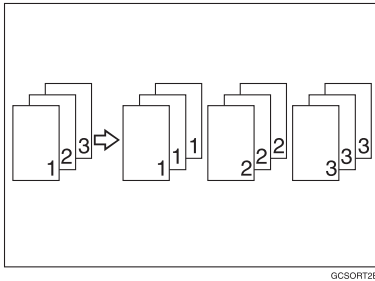
TRSS302N

**2** Set your originals in the document feeder.

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

## Stack

The optional 20-bin sorter stapler, 10-bin sorter stapler, or 3-bin sorter is required to use this function.























GCSORT2E

All copies of each original are delivered to the same bin.

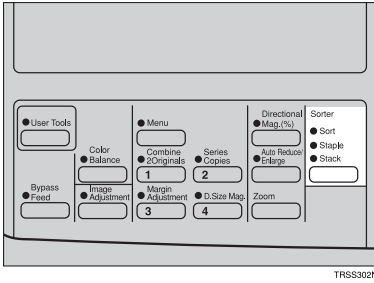
### Note

- For stacking, the following limitations apply:

	20-bin sorter stapler		10-bin sorter stapler	3-bin sorter	
	Normal paper mode	Thick paper mode		1 <sup>st</sup> bin	2 <sup>nd</sup> or 3 <sup>rd</sup> bin
Maximum paper size	<ul style="list-style-type: none"> <li> A3, 12" × 18"</li> <li> A4, 8<sup>1</sup>/<sub>2</sub>" × 11"</li> </ul>	<ul style="list-style-type: none"> <li> A3, 12" × 18"</li> <li> A4, 8<sup>1</sup>/<sub>2</sub>" × 11"</li> </ul>	<ul style="list-style-type: none"> <li> A3, 11" × 17"</li> <li> A4, 8<sup>1</sup>/<sub>2</sub>" × 11"</li> </ul>	<ul style="list-style-type: none"> <li> A3, 12" × 18"</li> <li> A4, 8<sup>1</sup>/<sub>2</sub>" × 11"</li> </ul>	<ul style="list-style-type: none"> <li> A3, 12" × 18"</li> <li> A4, 8<sup>1</sup>/<sub>2</sub>" × 11"</li> </ul>
Minimum paper size	<ul style="list-style-type: none"> <li> B5, 8<sup>1</sup>/<sub>2</sub>" × 11"</li> <li> B5, 8<sup>1</sup>/<sub>2</sub>" × 11"</li> </ul>	<ul style="list-style-type: none"> <li> B5, 8<sup>1</sup>/<sub>2</sub>" × 11"</li> <li> B5, 8<sup>1</sup>/<sub>2</sub>" × 11"</li> </ul>	<ul style="list-style-type: none"> <li> B5, 8<sup>1</sup>/<sub>2</sub>" × 11"</li> <li> B5, 8<sup>1</sup>/<sub>2</sub>" × 11"</li> </ul>	<ul style="list-style-type: none"> <li> A6, 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"</li> <li> A5, 8<sup>1</sup>/<sub>2</sub>" × 11"</li> </ul>	<ul style="list-style-type: none"> <li> A6, 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"</li> <li> A5, 8<sup>1</sup>/<sub>2</sub>" × 11"</li> </ul>
Maximum paper capacity of bins (80g/m <sup>2</sup> , 20 lb)	<ul style="list-style-type: none"> <li>A4, 8<sup>1</sup>/<sub>2</sub>" × 11" or smaller: 30 copies</li> <li>B4, 8<sup>1</sup>/<sub>4</sub>" × 13" or larger: 25 copies</li> </ul>	<ul style="list-style-type: none"> <li>A4, 8<sup>1</sup>/<sub>2</sub>" × 11" or smaller: 15 copies</li> <li>B4, 8<sup>1</sup>/<sub>4</sub>" × 13" or larger: 12 copies</li> </ul>	<ul style="list-style-type: none"> <li>A4, 8<sup>1</sup>/<sub>2</sub>" × 11" or smaller: 30 copies</li> <li>B4, 8<sup>1</sup>/<sub>4</sub>" × 13" or larger: 25 copies</li> </ul>	<ul style="list-style-type: none"> <li>A4, 8<sup>1</sup>/<sub>2</sub>" × 11" or smaller: 500 copies</li> <li>B4, 8<sup>1</sup>/<sub>4</sub>" × 13" or larger: 250 copies</li> </ul>	<ul style="list-style-type: none"> <li>A4, 8<sup>1</sup>/<sub>2</sub>" × 11" or smaller: 250 copies</li> <li>B4, 8<sup>1</sup>/<sub>4</sub>" × 13" or larger: 125 copies</li> </ul>

- When you have an optional 3-bin sorter or 10-bin sorter stapler, you cannot use thick paper fed from the bypass tray in Stack mode.
- When you have 10-bin sorter stapler, 12" × 18" size paper cannot be used in Stack mode.
- You cannot use OHP transparencies or custom size paper in Stack mode.

**1** Press the **[Sorter]** key until the Stack indicator (bottom) is lit.

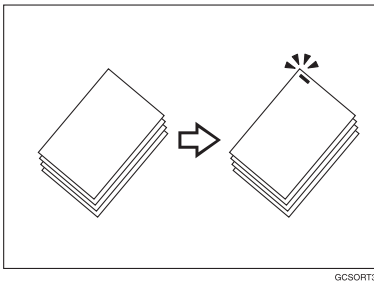


**2** Set your originals in the document feeder.

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

## Staple

*The optional 20-bin sorter stapler, 10-bin sorter stapler is required to use this function.*



Each copy set can be stapled together.

**Note**

- Since the image is rotated, if the direction of the original and paper direction differ, the staples might not be in the desired position.
- When you select Staple mode, Sort mode is automatically selected.
- You cannot use Staple mode with Stack mode.
- When you have an optional 10-bin sorter stapler, you cannot use thick paper fed from the bypass tray in Staple mode.
- You cannot use OHP transparencies or custom size paper in Staple mode.
- You cannot staple different width of paper.



☐ Stapling position and original setting:

Original setting		Stapling position		
	Exposure glass	Document Feeder	20-bin sorter stapler	10-bin sorter stapler
☐				
☐				

☐ For stapling, the following limitations apply:

	20-bin sorter stapler		10-bin sorter stapler
	Normal paper mode	Thick paper mode	
Maximum paper size	☐ A3, 11" × 17" ☐ A4, 8 <sup>1</sup> / <sub>2</sub> " × 11"	☐ A3, 11" × 17" ☐ A4, 8 <sup>1</sup> / <sub>2</sub> " × 11"	☐ A3, 11" × 17" ☐ A4, 8 <sup>1</sup> / <sub>2</sub> " × 11"
Minimum paper size	☐ B5, 8 <sup>1</sup> / <sub>2</sub> " × 11" ☐ B5, 8 <sup>1</sup> / <sub>2</sub> " × 11"	☐ B5, 8 <sup>1</sup> / <sub>2</sub> " × 11" ☐ B5, 8 <sup>1</sup> / <sub>2</sub> " × 11"	☐ B5, 8 <sup>1</sup> / <sub>2</sub> " × 11" ☐ B5, 8 <sup>1</sup> / <sub>2</sub> " × 11"
Stapler capacity (80g/m <sup>2</sup> , 20 lb)	30 sheets	15 sheets	20 sheets

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

- When the number of copies for one set is over the stapler capacity.
- When the stapler runs out of staples.

**Reference**

If you want to add staples, ⇒ P.125 " Adding Staples".

When the stapler is jammed, ⇒ P.127 " Removing Jammed Staples".

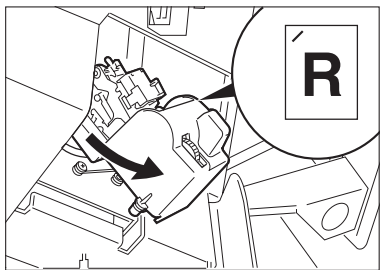
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## Changing the staple position

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If your machine is equipped with the 20-bin sorter stapler, you can select one of two stapling positions by changing the position of the stapler. Open the front cover of the sorter stapler and perform the actions illustrated below.

2



 **Note**

- After changing the position of the stapler, the stapler should be clicked in position.

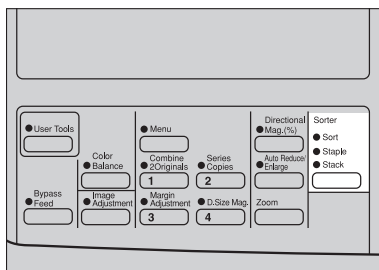
---

## Stapling copies automatically after copying

---

*The optional document feeder is required to use this function.*

- 1 Press the **[Sorter]** key until the Sort (top) and Staple (centre) indicators are lit.



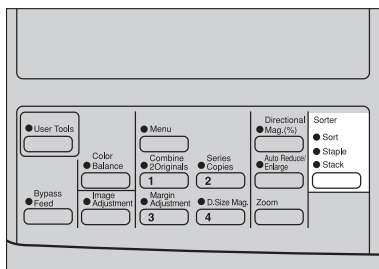
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- 2 Set your originals in the document feeder.

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

## Stapling copies manually after copying

- 1 Press the **[Sorter]** key until the Sort indicator (top) is lit.



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- 2 Make your copies.

- 3 After copying is completed, press the **[Sorter]** key before the Staple indicator stops blinking.

2

# 3. Adjustment and Color Memory

## Color Balance

This function allows you to control the overall color tone of copies by adjusting the Yellow, Magenta, Cyan and Black color balance. Nine levels of tone are available.

### Note

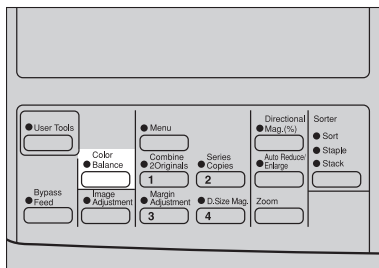
- The color balance will return to the default when:
  - The machine is automatically reset.
  - The **[Clear Modes]** key is pressed.
  - The operation switch is turned off.
  - The main power switch is turned off.
- You can store any adjustments you make in memory and recall them later.

---

## Color Balance Adjustment

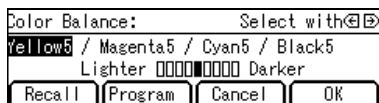
---

**1** Press the **[Color Balance]** key.



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**2** Select the color to be adjusted with the **[Left] [Right]** keys.



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**3** Enter the level of color tone with the number keys.**Note**

- Default: level 5

**4** If you want to adjust more than one color, repeat steps **2** and **3**.**5** Press the [OK] key.

---

## Color Balance Program

---

You can store the color balance setting in memory and recall it when you want to use it.

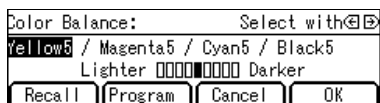
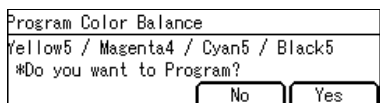
**Note**

- Only one setting can be stored.

---

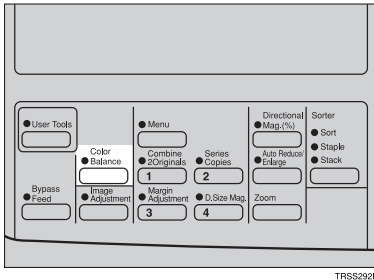
### Storing the adjusted color balance

---

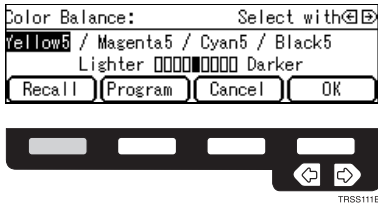
**1** Change the color balance, but do not press the [OK] key.**2** Press the [Program] key.**3** Press the [Yes] key.**4** Press the [OK] key.

## Recalling the color balance

- 1 Press the **[Color Balance]** key.










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



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

## Image Adjustment

You can change the following default settings for image adjustment:

Sharp/Soft	<p>You can adjust the edges of the image to make the image sharper or softer.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>level 4</i></p>
Contrast	<p>You can adjust the contrast between light parts and dark parts of the image.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>level 5</i></p>
Background Density	<p>You can adjust the background density control.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>level 5</i></p> <p><input type="checkbox"/> If copying a newspaper or an original with a dark background, adjust the background density to a lighter setting.</p> <p><input type="checkbox"/> If part of the original is marked with a highlighting pen, adjust the background density to a darker setting. However, because the color of a highlighting pen is difficult to duplicate, it might be copied in different colors or some colors might not be copied.</p>
Pastel	<p>You can make copies in pastel tones.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>level 9 which yields a normal color copy</i></p>
U.C.R. Adjustment	<p>You can adjust the black toner density to make the black parts clearer in Full Color mode.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>level 5</i></p> <p><input type="checkbox"/> Adjust this setting to a darker setting when you want to copy letter parts clearly in black.</p> <p><input type="checkbox"/> Adjust this setting to a lighter setting when the original image is dark.</p>
A.C.S. (Auto Color Selection) Sensitivity Level	<p>You can adjust the sensitivity when detecting whether the original has color areas in Auto Color Selection mode. When set to “B&amp;W” values, the machine will be more likely to detect originals as black originals. “Full Color” values will cause the machine to be more likely to detect originals as color originals.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>level 3</i></p>
Auto Separation Sensitivity Level (Text/Photo Adjustment)	<p>You can adjust the sensitivity when detecting letter and photo parts of an original in Auto Text/Photo mode. If letter parts and photo parts of an original are not differentiated correctly, adjust this setting.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>level 5</i></p>

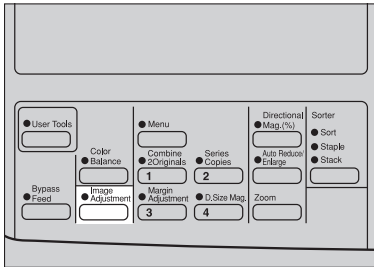


## Sharp/Soft, Contrast, Background Density, and Pastel

### Note

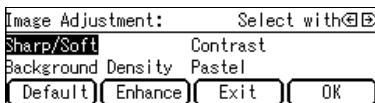
- Any settings you make with the Sharp/Soft, Contrast, Background Density Control and Pastel Color functions will be cancelled under the following conditions:
- The machine is automatically reset.
  - The **[Clear Modes]** key is pressed.
  - The operation switch is turned off.
  - The main power switch is turned off.

### 1 Press the **[Image Adjustment]** key.



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### 2 Select the function with the **[Left/Right]** keys. Then press the **[OK]** key.

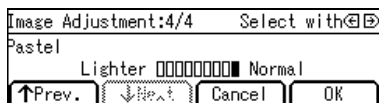
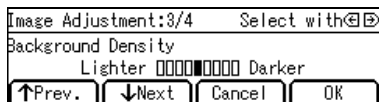
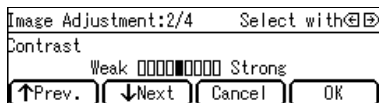
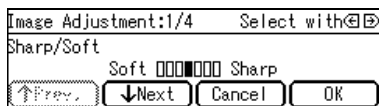


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### Note

- To return to the default setting, select the function with the **[Left/Right]** keys and press the **[Default]** key.

**3** Adjust the settings with the **◀▶** keys. Then press the **[OK]** key.



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**Note**

- If you press the **[↑Prev.]** or **[↓Next]** key repeatedly, Sharp/Soft, Contrast, Background Density, and Pastel adjustment displays appear in turn.

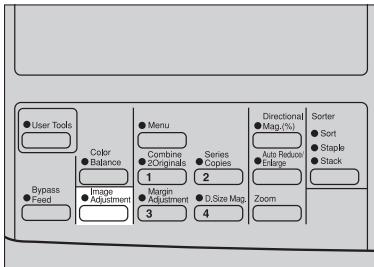
**4** Press the **[OK]** key.

## U.C.R. Adjustment, A.C.S. Sensitivity Level and Auto Separation Sensitivity Level

### Note

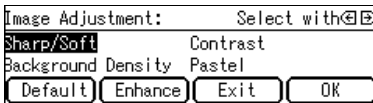
- Any settings you make with the U.C.R. Adjustment, A.C.S. Sensitivity Level and Auto Separation Sensitivity Level functions are not cleared by turning the power off or by pressing the **[Clear Modes]** key. They are cancelled only when you overwrite them with new settings.

### 1 Press the **[Image Adjustment]** key.



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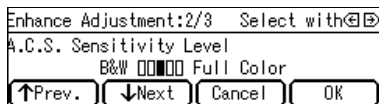
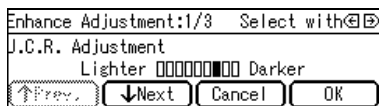
### 2 Press the **[Enhance]** key.



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### 3 Select the function with the **[↑Prev.]** or **[↓Next]** key.

**4** Adjust the settings with the   keys.



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





Newly Selected Mode		Original Mode									
Image Creation	Mirror	42	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Positive/Negative	43	☆	☆	☆	☆	☆	☆	☆	☆	☆
Image Adjustment	Cover Sheet	44	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Color Balance Adjustment	45	☆	☆	☆	☆	☆	☆	☆	☆	☆
Program	Sharp/Soft	46	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Contrast	47	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Background Density	48	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Pastel	49	☆	☆	☆	☆	☆	☆	☆	☆	☆
	U.C.R. Adjustment	50	☆	☆	☆	☆	☆	☆	☆	☆	☆
	A.C.S. Sensitivity Level	51	☆	☆	☆	☆	☆	☆	☆	☆	☆
Image Adjustment	Auto Separation Sensitivity Level	52	☆	☆	☆	☆	☆	☆	☆	☆	☆
	After recalling your settings	53	☆	☆	☆	☆	☆	☆	☆	☆	☆
Interrupt Copying	54	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Image Rotation	55	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆

\*1 20-bin sorter stapler: ☆  
 10-bin sorter stapler: ✕  
 3-bin sorter: ✕

\*2 20-bin sorter stapler: →  
 10-bin sorter stapler: ✕  
 3-bin sorter: ✕


















Newly Selected Mode																										
Original Mode		Preset Reduce/Enlarge																								
		Zoom	Directional Magnification (%)	Directional Size Magnification (mm)	Margin Adjustment	Centering	Book → 1 Sided	2 Sided → 1 Sided	Combine 2 Originals	Color Conversion	Color Erase	Mirror	Positive/Negative	Cover Sheet	Color Balance Adjustment	Sharp/Soft	Contrast	Background Density	Pastel	U.C.R. Adjustment	A.C.S. Sensitivity Level	Auto Separation Sensitivity Level	Program	Interrupt Copying		
Original Mode		31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55
Zoom	↓ ↑	↓ ↑	↓ ↑	↓ ↑	↓ ↑	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Directional Magnification(%)	→ ←	→ ←	→ ←	→ ←	→ ←	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Directional Size Magnification(mm)	↓ ↑	↓ ↑	↓ ↑	↓ ↑	↓ ↑	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Margin Adjustment	↓ ↑	↓ ↑	↓ ↑	↓ ↑	↓ ↑	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Centering	↓ ↑	↓ ↑	↓ ↑	↓ ↑	↓ ↑	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Book → 1 Sided	↓ ↑	↓ ↑	↓ ↑	↓ ↑	↓ ↑	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
2 Sided → 1 Sided	↓ ↑	↓ ↑	↓ ↑	↓ ↑	↓ ↑	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Combine 2 Originals	↓ ↑	↓ ↑	↓ ↑	↓ ↑	↓ ↑	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Color Conversion	↓ ↑	↓ ↑	↓ ↑	↓ ↑	↓ ↑	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Color Erase	↓ ↑	↓ ↑	↓ ↑	↓ ↑	↓ ↑	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Mirror	↓ ↑	↓ ↑	↓ ↑	↓ ↑	↓ ↑	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Positive/Negative	↓ ↑	↓ ↑	↓ ↑	↓ ↑	↓ ↑	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Cover Sheet	↓ ↑	↓ ↑	↓ ↑	↓ ↑	↓ ↑	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Color Balance Adjustment	↓ ↑	↓ ↑	↓ ↑	↓ ↑	↓ ↑	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Sharp/Soft	↓ ↑	↓ ↑	↓ ↑	↓ ↑	↓ ↑	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Contrast	↓ ↑	↓ ↑	↓ ↑	↓ ↑	↓ ↑	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Background Density	↓ ↑	↓ ↑	↓ ↑	↓ ↑	↓ ↑	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Pastel	↓ ↑	↓ ↑	↓ ↑	↓ ↑	↓ ↑	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
U.C.R. Adjustment	↓ ↑	↓ ↑	↓ ↑	↓ ↑	↓ ↑	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
A.C.S. Sensitivity Level	↓ ↑	↓ ↑	↓ ↑	↓ ↑	↓ ↑	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Auto Separation Sensitivity Level	↓ ↑	↓ ↑	↓ ↑	↓ ↑	↓ ↑	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
After recalling your settings	↓ ↑	↓ ↑	↓ ↑	↓ ↑	↓ ↑	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Interrupt Copying	↓ ↑	↓ ↑	↓ ↑	↓ ↑	↓ ↑	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Image Rotation	↓ ↑	↓ ↑	↓ ↑	↓ ↑	↓ ↑	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆

4

# 5. What to Do If Something Goes Wrong

## If Your Machine Does Not Operate as You Want

Check the following:

Condition	Action
Nothing happens when the operation switch is turned on.	Is the main power switch turned on? → Turn on the main power switch.
 Paper tray is empty.	Load paper. ⇒ P.115 "  Loading Paper".
 Toner container is almost empty. Or toner container is empty.	Add toner. ⇒ P.117 "  Changing The Toner Cartridge".
 Doors/covers are open.	Close the doors/covers.
 Misfeed occurs.	Remove misfed paper. ⇒ P.122 "  Clearing Misfeeds".
 The machine instructs you to add staples.	Add staples. ⇒ P.125 "  Adding Staples".
The machine instructs you to enter your user code.	The machine is set for user code mode. Enter your user code. ⇒ P.14 " <i>When the machine is set for user codes</i> ".
The <b>Energy Saver</b> indicator is on.	Your machine is in Energy Saver mode. → Press the <b>[Energy Saver]</b> key. ⇒ P.52 " <i>Energy Saver Mode</i> ".
Misfeeds occur frequently.	Is the right kind of paper in the paper tray? → Paper size and weight must be within the specifications for this machine.
	Is folded, wrinkled, damp, or curled paper in the paper tray? → Always use dry, undamaged paper.
	Is the paper properly set in the paper tray? → Always load paper correctly.
	Are there any pieces of misfed paper or other foreign objects in the machine? → Make sure that the paper path is completely clear of paper and other material after a misfeed.
Staples do not come out at all.	There are jammed staples in the stapler. → Remove the jammed staples. ⇒ P.127 "  Removing Jammed Staples".
	After loading a new staple cartridge, staples might not be ejected the first few times you try to use the stapler.
 or  or  is lit.	Contact your service representative.

If you cannot correct the problem by taking the above actions, please contact your service representative.


# If You Cannot Make Copies as You Want

5

Problem	Cause	Action
Copies appear dirty.	The image density is too dark.	Adjust the image density. ⇒ P.28 “ <i>Adjusting Copy Image Density</i> ”.
		Adjust the background density. ⇒ P.100 “ <i>Image Adjustment</i> ”.
The reverse side of an original image is copied.	The exposure glass or document feeder belt is dirty.	Clean them. ⇒ P.153 “ <i>Maintaining Your Machine</i> ”
	The image density is too dark.	Adjust the image density. ⇒ P.28 “ <i>Adjusting Copy Image Density</i> ”.
A shadow is copied when copying a pasted original.	The image density is too dark.	If you select Black Copy mode or Single Color mode, place a black sheet of paper under the reverse side of the original and select Auto Image Density mode.
		Lighten the background density. ⇒ P.100 “ <i>Image Adjustment</i> ”.
		Adjust the image density. ⇒ P.28 “ <i>Adjusting Copy Image Density</i> ”.
Copies are too light.	The original has a low contrast image.	Adjust the background density. ⇒ P.100 “ <i>Image Adjustment</i> ”.
	The image density is too light.	Set the original in a different direction.
		Put mending tape on the bound part.
	Damp or rough grain paper is used	Use dry paper without rough grain.

Problem	Cause	Action
Copy image is not clear.	The original image type (Photo/Text) is not selected properly.	Select the proper original image type. ⇒ P.35 "Selecting the Original Image Type (Photo/Text)".
		Adjust the sharpness of the image with the Sharp/Soft function. ⇒ P.100 "Image Adjustment".
The same copy area is dirty whenever making copies.	The exposure glass or document feeder belt is dirty.	Clean them. ⇒ P.153 "Maintaining Your Machine".
Copies are blank or parts of the image are not copied.	The original is not set correctly.	Set the originals correctly.
	An improper paper size is selected.	Select the proper paper size.
	The selected reproduction ratio does not match the paper size.	Select the proper reproduction ratio.
A moire pattern is produced on copies as shown in the illustration.	Text mode is selected.	Select Auto Text/Photo mode or Photo mode. ⇒ P.35 "Auto Text/Photo mode".
	The line images of the original might be overlapped each other.	Place the original on the exposure glass at a slight angle.
Adjust the sharpness of the image. ⇒ P.100 "Image Adjustment".		
Color tone of copies is different from that of originals.	The color balance is not set properly.	Adjust the Color Balance. ⇒ P.97 "Color Balance".
		Perform the Auto Color Calibration. ⇒ P.144 "Image adjustment".
Color tone of copies is completely different from that of originals.	Unsuitable color setting.	Perform Auto Color Calibration. ⇒ P.144 "Image adjustment". If you cannot correct the problem by performing Auto Color Calibration, contact your service representative.
Letter parts and photo parts of an original are not separated correctly.	An original has screen letters or low density letters.	Adjust the Auto Separation Sensitivity Level to a "Text" level. ⇒ P.100 "Image Adjustment".
	An original has a high contrast photo.	Adjust the Auto Separation Sensitivity Level to a "Photo" level. ⇒ P.100 "Image Adjustment".
	An original has a photo having sequence thin lines with regular thin spaces.	Adjust the Auto Separation Sensitivity Level to a "Photo" level. ⇒ P.100 "Image Adjustment".



<b>Problem</b>	<b>Cause</b>	<b>Action</b>
Color parts of an original are copied in black in Auto Color Selection mode.	The original image contains small or thin color parts.	Adjust the A.C.S. Sensitivity Level to a "Full color" level. ⇒ P.100 "Image Adjustment".
Non-color parts of an original are copied in color in Auto Color Selection mode.	The machine might detect some black and white screen images (such as from newspaper) as a full color original.	Select Black Copy mode. ⇒ P.31 "Black copy mode".
		Adjust the A.C.S. Sensitivity Level to a "B&W" level. ⇒ P.100 "Image Adjustment".
A copy image is blurred.	The image density is too light.	Adjust the image density. ⇒ P.28 "Adjusting Copy Image Density".
	An improper kind of paper is set.	Set the right kind of paper in the paper tray.   <b>Note</b> <input type="checkbox"/> Copies might be blurred if you copy onto rough grain, coated, or damp paper.

If you cannot correct the problem by taking the above actions, please contact your service representative.

# Loading Paper

## Reference

Regarding paper sizes that can be set, ⇒ P.159 “Mainframe”.

## Note

- If you want to change the paper size, ⇒ P.129 “Changing Paper Size”.

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## Non-recommended Paper for Paper Trays

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- Folded, curled, creased, or damaged paper
- Torn paper
- Perforated paper
- Paper with conductive or low electrical resistance coating such as carbon or silver coating
- Thermal paper, art paper
- Thin paper that has low stiffness
- Damp paper
- Wavy paper
- Stapled paper
- Translucent paper
- OHP transparencies

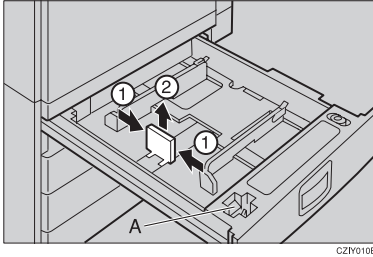
## Note

- Load paper with the copy side down in the paper trays. If copies are curled, try turning the copy paper over in the tray. If there is no improvement, change to copy paper with less curl.
- Correct curls in copy paper before loading.
- Fan copy paper to get air between the sheets before loading.
- When making two-sided copies, do not load paper in the paper tray to copy on the reverse side. Use the bypass tray. ⇒ P.42 “Copying from the Bypass Tray”.

## Loading Paper in the Paper Tray

**1** Pull out the paper tray until it stops.

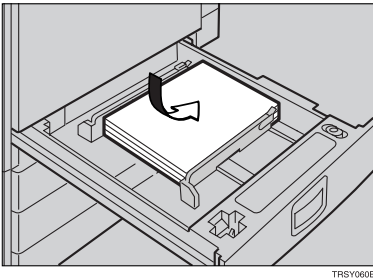
**2** Remove the back fence.



**Note**

- For 11" × 17" paper, put the back fence inside A.

**3** Square the paper and set it in the tray.



**Note**


- Shuffle the paper before setting it in the tray.
- Do not stack paper over the limit mark.
- Make sure that the leading corners of the paper are under the corners.

**4** Reinstall the back fence.

**5** Push the paper tray in until it stops.



# Changing The Toner Cartridge

There are four kinds of toner (Cyan, Magenta, Yellow, and Black). When  is lit, it is time to add 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 for plastics.***

**⚠ 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 only use the expendable supplies available at an authorized dealer.*

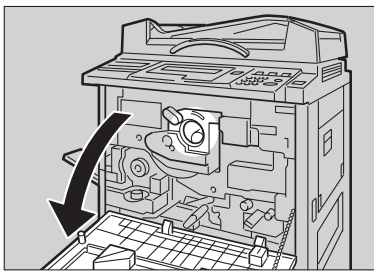
5

**📖 Note**

- 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.
- Be sure to add the correct color toner.
- You can still make about 20 copies after  appears. This is a good time to get a new toner cartridge ready.

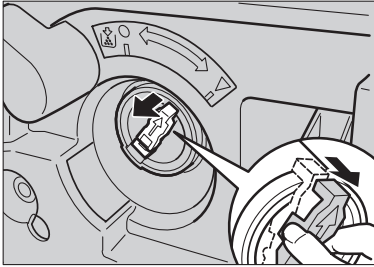
## Pulling Out the Toner Cartridge

- 1** Open the front cover of the machine.



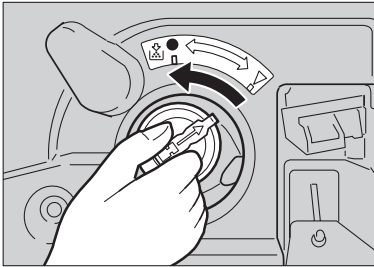
CZMH031E

**2** Pull the knob out to unlock it.



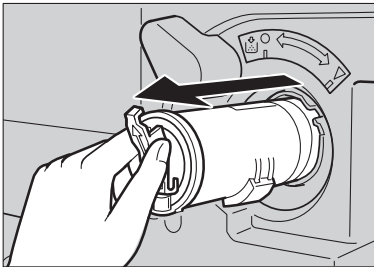
CZMT010E

**3** Turn it counterclockwise to the ● mark.



CZMT060E

**4** While holding the knob, then gently pull out the toner cartridge.



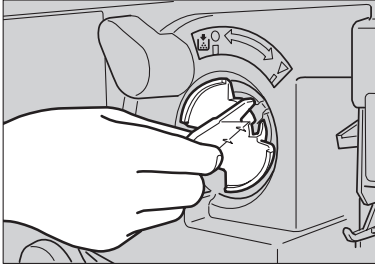
CZMT020E

## When you use the Cartridge Replacement Tool


**Note**

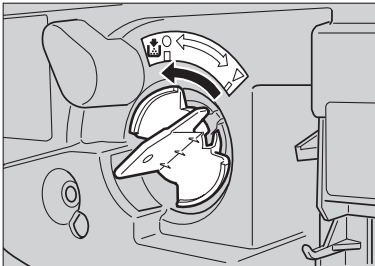
The cartridge replacement tool helps you to turn the knob.

- ❶ Detach the cartridge replacement tool from the hook.
- ❷ Set it onto the knob.



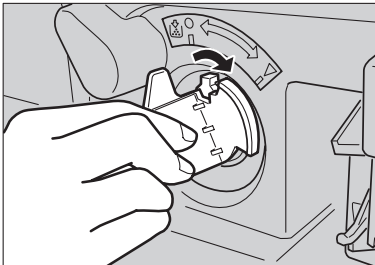
CZMT090E

- ❸ Turn it counterclockwise to the  mark.



CZMT100E

- ❹ Turn it clockwise a little, then pull it out from the knob.



CZMT110E

**Note**

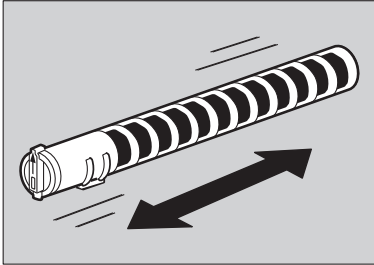
Hang the cartridge replacement tool on the hook for future use.

---

## Setting the New Toner Cartridge

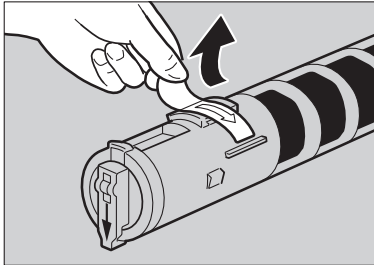
---

- 1** Hold the new toner cartridge horizontally and shake it 5 or 6 times.



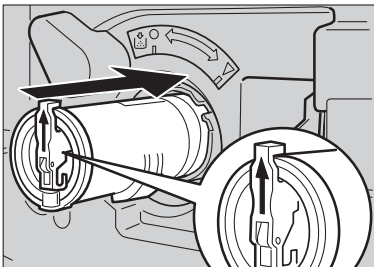
CZMT030E

- 2** Remove the seal.



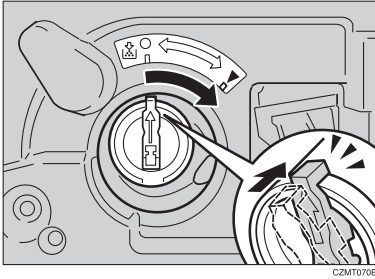
CZMT040E

- 3** Insert the toner cartridge with the ↑ mark at the top.



CZMT050E

- 4** Turn the knob clockwise to the ▼ mark until it clicks.



**Note**

- Hang the cartridge replacement tool on the hook for future use.

---

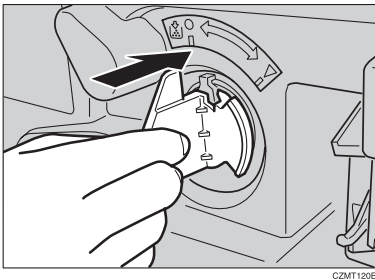
When you use the Cartridge Replacement Tool

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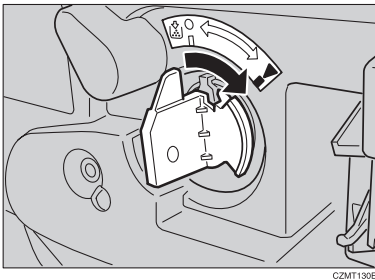
**Note**

- The cartridge replacement tool helps you to turn the knob.

- 1** Set it onto the knob.



- 2** Turn it clockwise to the ▼ mark.



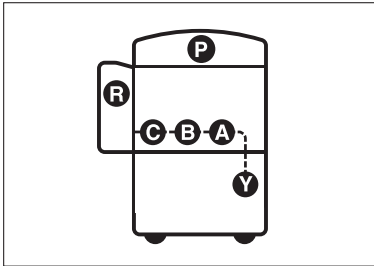
- 3** Detach the cartridge replacement tool from the knob.

**Note**

- Hang the cartridge replacement tool on the hook for future use.

- 5** Close the front cover.

## Clearing Misfeeds



TRISX083E

### **CAUTION:**


- *The fusing section of this equipment might be very hot. You should be very careful that you don't touch this section when removing the misfed paper.*

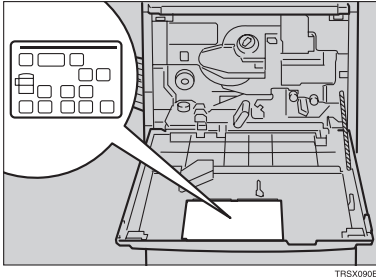
5

### **Note**

- 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.
- When clearing misfeeds, make sure that all units and levers are returned to their original position and all covers are closed.
- Do not touch originals in the document feeder when a paper misfeed occurs in the machine. If you do, the machine cannot determine which originals have been copied and which have not.

## When A, B, C or Y is Displayed:

- 1** Open the front cover of the machine.
- 2** You can find a sticker (with  at the top) explaining how to remove misfed paper, inside the front cover as shown in the illustration.




- 3** Remove misfed paper following the instructions on the sticker.

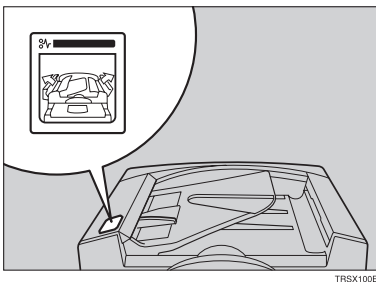
5

## When P is Displayed:

### Note

- This indicator is displayed only when your machine is equipped with the document feeder.

- 1** You can find a sticker (with  at the top), explaining how to remove the misfed paper, on the document feeder as shown in the illustration.



- 2** Remove the misfed paper following the instructions on the sticker.


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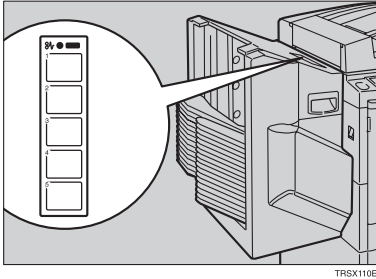
## When R is Displayed:

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If your machine is equipped with the 20-bin sorter stapler

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- 1 You can find a sticker (with  at the top) explaining how to remove misfed paper, on the cover of the sorter stapler as shown in the illustration.



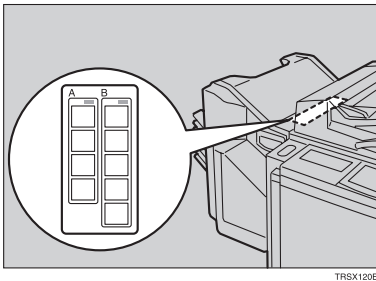
- 2 Remove the misfed paper following the instructions on the sticker.

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If your machine is equipped with the 10-bin sorter stapler

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- 1 You can find a sticker (with  at the top), explaining how to remove misfed paper, on the cover of the sorter stapler as shown in the illustration.



- 2 Remove the misfed paper following the instructions on the sticker.



# Adding Staples

**CAUTION:**

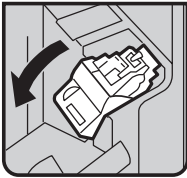
- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

**Note**

- If you use a staple cartridge other than that recommended, staple failure or staple jams might occur.

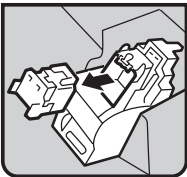
**1** Open the front cover of the sorter stapler.

**2** Raise the staple unit towards you.



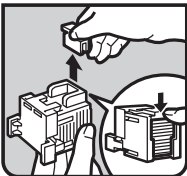
TRSP030E

**3** Remove the cartridge.



TRSP031E

**4** Hold the new cartridge as shown in the illustration, then pull out the stopper.

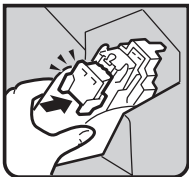


TRSP032E

**Note**

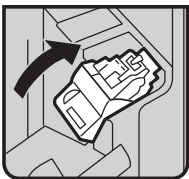
- If the staple is coming out, press it to the proper position.

**5** Reinstall the cartridge until it clicks.



TRSP033E

**6** Push the staple unit to the original position.



TRSP034E

**7** Close the front cover of the sorter stapler.

5

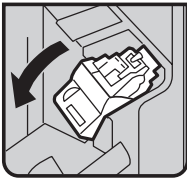
# Removing Jammed Staples

**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.

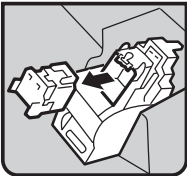
**1** Open the front cover of the sorter stapler.

**2** Raise the staple unit towards you.



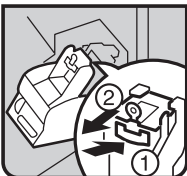
TRSP030E

**3** Remove the cartridge.



TRSP031E

**4** While pushing the lock, pull the top cover.



TRSP040E

**5** Remove the jammed staple.



TRSP041E

**6** Push the top cover until it clicks.

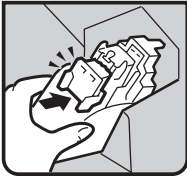


TRSP042E

**Note**

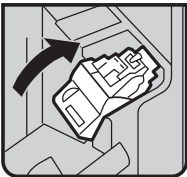
- If the staple is coming out, press it to the proper position.

**7** Reinstall the cartridge until it clicks.



TRSP033E

**8** Push the staple unit to the original position.



TRSP034E

**9** Close the front cover of the sorter stapler.

# 6. Changing the Machine's Settings

## Changing Paper Size

### Note

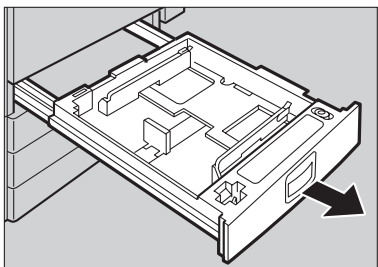
- Be sure to select the paper size with the user tools or misfeeds might occur.

### Reference

For the paper sizes, weight, and capacity that can be set in each tray, ⇒ P.159 "Mainframe".

**1** Make sure that the paper tray is not being used.

**2** Pull out the paper tray until it stops.

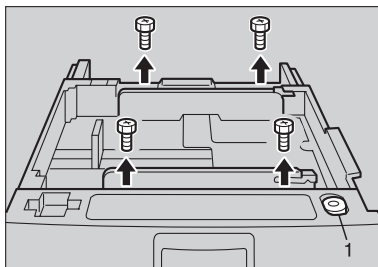


TRSY050E

### Note

- Remove any remaining copy paper.

**3** Remove the screws fastening the side fences using the screwdriver.



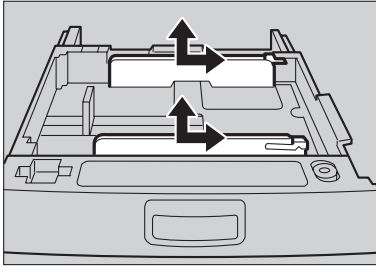
TRSY010E

1: Screwdriver

### Note

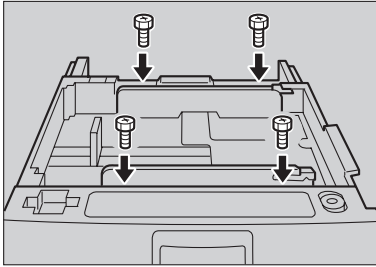
- A screwdriver is contained in the front area of the tray.

**4** Re-position the side fences to the paper size you want to use.



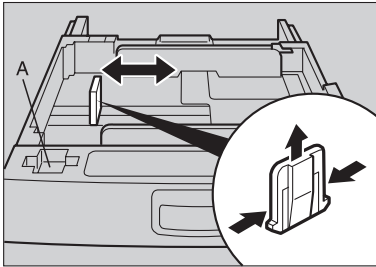
TRSY030E

**5** Fasten the fences with screws.



TRSY040E

**6** Adjust the back fence to the new paper size.

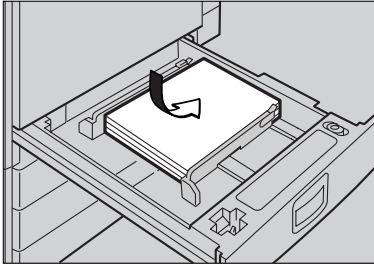


TRSY020E

**Note**

- For 11" × 17" paper, put the back fence inside A.

## 7 Square the paper and set it in the tray.



TRSY060E

### Note

- Shuffle the paper before setting it in the tray.
- Do not stack paper over the limit mark.
- Make sure the leading corners of the paper are under the corners.

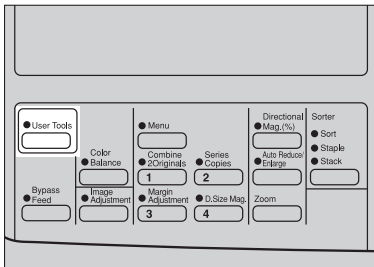
## 8 Push the paper tray in until it stops.

## 9 Select the paper size with the user tools.

6

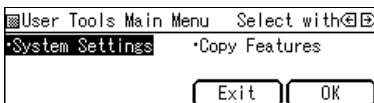
## To Adjust the Paper Size with the User Tools

### 1 Press the [User Tools] key.



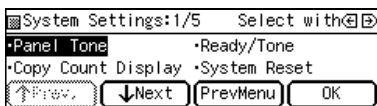
TRSS312N

### 2 Make sure that [System Settings] is selected, then press the [OK] key.

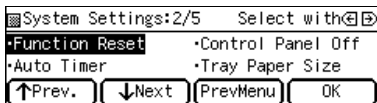


TRSS114E

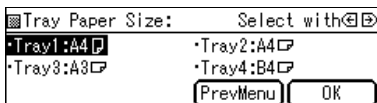
**3** Press the [↓Next] key until [Tray Paper Size] is displayed.



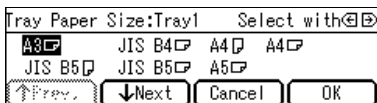
**4** Select [Tray Paper Size] with the ⏪ ⏩ keys, then press the [OK] key.



**5** Select the tray with the ⏪ ⏩ keys, then press the [OK] key.



**6** Select the size with the ⏪ ⏩ keys, then press the [OK] key.



**7** Press the [User Tools] key to exit from the user tools.



# User Tools

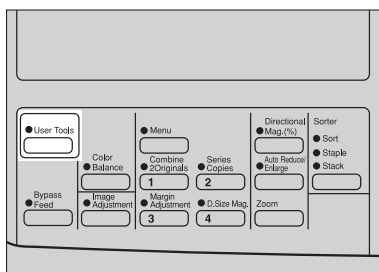
## Accessing the User Tools

This section is for the key operators in charge of this machine. You can change or set the machine's default settings.

### Note

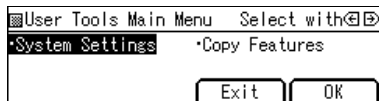
- Do not forget to exit the user tools menu after accessing it.

### 1 Press the [User Tools] key.



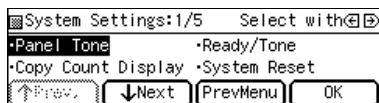
TRSS312N

### 2 Select [System Settings] or [Copy Features] with the $\leftarrow$ $\rightarrow$ keys, then press the [OK] key.



TRSS115E

### 3 Select the desired user tools menu with the $\leftarrow$ $\rightarrow$ keys, then press the [OK] key.

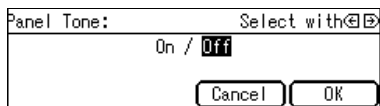


TRSS115E

### Note

- [ $\downarrow$ Next]: Press to go to the next page.
- [ $\uparrow$ Prev.]: Press to go back to the previous page.

- 4** Change the settings by following the instructions on the display. Then press the **[OK]** key.



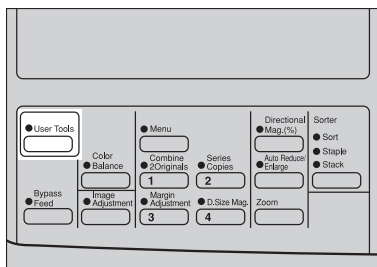
TRSS114E

**Note**

- [OK]** key: Press to set the new settings and return to the previous menu.
- [Cancel]** key: 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 **[User Tools]** key.



TRSS312N

**Note**






- The settings are not canceled even if the operation switch is turned off or the **[Clear Modes]** key is pressed.








## Settings You Can Change with the User Tools (System Settings)










### Reference

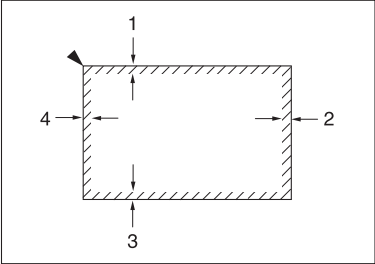
For how to access the user tools, ⇒ P.133 “Accessing the User Tools”.





### System settings

Menu	Description
Panel Tone	<p>The beeper (key tone) sounds when a key is pressed. This beeper can be turned on or off.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>On</i></p>
Ready/Tone	<p>Choose whether the machine beeps when it becomes ready for a copy run after power up.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>On</i></p> <p><input type="checkbox"/> When the “Panel Tone” is set to Off, the beeper does not sound even if the “Ready/Tone” is set to On.</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> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>Count Up</i></p>
System Reset	<p>You can set the reset time of the machine.</p> <p>After a copy job in Interrupt or Sort/Stack/Staple mode is completed, the mode will not be reset if there is still paper in the sorter or originals in the document feeder. A print job cannot be started in this condition. When the system is reset by this user tool, the machine can start printing.</p> <p>You can set this reset time from 10 to 990 seconds (in 10 seconds steps) or off.</p> <p>① Select <b>[On]</b> or <b>[Off]</b> with the  keys.</p> <p>② When you select <b>[On]</b>, enter the system reset time with the number keys. Then press the <b>[OK]</b> key.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>On (60 seconds)</i></p>

Menu	Description
Function Reset	<p>You can set the function switching time when "Interleave Print" is Off.</p> <p>When a print job comes while the machine is copying, after finishing the copy job the machine will wait for a specified time before starting the print job.</p> <p>You can set this time from 10 to 990 seconds (in 10 seconds steps) or off.</p> <ol style="list-style-type: none"> <li>① Select <b>[On]</b> or <b>[Off]</b> with the  keys.</li> <li>② When you select <b>[On]</b>, enter the time with the number keys. Then press the <b>[OK]</b> key.</li> </ol> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>On (60 seconds)</i></p>
Control Panel Off	<p>The machine enters Energy Saver mode automatically after your job is finished, after the selected time. The time can be set from 10 to 990 seconds (in 10 seconds steps), or off. In Energy Saver mode, the panel display turns off.</p> <ol style="list-style-type: none"> <li>① Select <b>[On]</b> or <b>[Off]</b> with the  keys.</li> <li>② When you select <b>[On]</b>, enter the time with the number keys. Then press the <b>[OK]</b> key.</li> </ol> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>On (60 seconds)</i></p>
Auto Timer	<p>The machine turns itself off automatically to conserve energy after your job is finished, after the selected time. This function called "Auto Off". The time can be set from 1 to 240 minutes.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>60 minutes</i></p>
Tray Paper Size	<p>Select the size of the copy paper set in the paper tray.</p> <p> <b>Note</b></p> <p><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.</p> <p> <b>Reference</b></p> <p>For details, ⇒ P.131 "To Adjust the Paper Size with the User Tools".</p>

Menu	Description
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"> <li>• When the main power switch or operation switch is turned on.</li> <li>• When System Reset or Auto Reset mode is turned on.</li> <li>• When the <b>[Clear Modes]</b> key is pressed.</li> </ul> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Tray 1</i></li> <li><input type="checkbox"/> Tray 2, Tray 3, and Tray 4 are options.</li> </ul>
Auto Tray Switch	<p>If you load paper of the same size in two or more trays, the machine automatically shifts another tray when the tray in use runs out of paper. You can set or cancel this setting.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Off</i></li> </ul>
Interleave Print	<p>In this settings On, a print job can interrupt a copy job and vice versa.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>On</i></li> </ul>
Output Tray Prio. (For 3-bin sorter only)	<p>You can specify a bin to which documents are delivered for each feature (copy and printer).</p> <ol style="list-style-type: none"> <li>① Select <b>[Copy]</b> or <b>[Printer]</b> with the   keys. Then press the <b>[OK]</b> key.</li> <li>② Select a bin with the   keys. Then press the <b>[OK]</b> key.</li> </ol> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <ul style="list-style-type: none"> <li>• Copy: <i>First bin</i></li> <li>• Printer: <i>First bin</i></li> </ul> </li> </ul>
Display Contrast	<p>You can adjust the brightness of the panel display.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>level 4</i></li> </ul>

Menu	Description
<p>3 Side Full Bleed</p>	<p>When this mode is off, narrow margins on all 4 sides of the original are not copied.</p>  <p>1: <math>2 \pm 2</math> mm, <math>0.08'' \pm 0.08''</math>                  2: <math>2 \pm 2 / -1.5</math> mm, <math>0.08'' + 0.08'' / -0.06''</math>                  3: <math>2 \pm 2</math> mm, <math>0.08'' \pm 0.08''</math>                  4: <math>5 \pm 2</math> mm, <math>0.2'' \pm 0.08''</math></p> <p>When you turn it on, margins 1, 2 and 3 are copied.</p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Off</i></li> <li><input type="checkbox"/> You cannot cancel the leading edge margin (margin 4).</li> </ul>
<p>Bypass Custom Size</p>	<p>You can register custom size paper when you make copies with the bypass tray.</p> <ol style="list-style-type: none"> <li>① Select <b>[Custom1]</b>, <b>[Custom2]</b>, or <b>[Custom3]</b> with the <b>◀▶</b> keys.</li> <li>② Press the <b>[OK]</b> key.</li> <li>③ Enter the vertical size with the number keys, then press the <b>[#]</b> key.</li> <li>④ Enter the horizontal size with the number keys, then press the <b>[OK]</b> key.</li> </ol> <p><b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Adjustment value:                         <ul style="list-style-type: none"> <li>• Metric version:                                 <ul style="list-style-type: none"> <li>Vertical: 100 - 305mm</li> <li>Horizontal: 140 - 457mm</li> </ul> </li> <li>• Inch version:                                 <ul style="list-style-type: none"> <li>Vertical: 3.9" - 12.0"</li> <li>Horizontal: 5.5" - 18.0"</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> To clear the custom paper size, select the <b>[Delete]</b> key.</li> </ul>







Menu	Description
Ctr. Panel Off Level	<p>The machine enters Energy Saver mode automatically after your job is finished.</p> <p>Three Energy Saver levels are available.</p> <ul style="list-style-type: none"> <li>• Level 1 The back light of the panel display goes off. Warm-up time: 0 seconds</li> <li>• Level 2 Power Consumption: Approximately A 25 % decrease compared to stand-by. Warm-up time: Approximately 80 seconds</li> <li>• Level 3 Power Consumption: Approximately A 50 % decrease compared to stand-by. Warm-up time: Approximately 140 seconds</li> </ul> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>Level 1</i></p>
<p>Key Operator Tools</p> <p>Use these tools to manage use of the machine.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Enter a previously registered key operator code with the number keys.</p>	
Key Op. Access	<p>If you select On, only operators who know the key operator code can access the “Key Operator Tools” in the System Settings and Copy Features.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>Off</i></p> <p><input type="checkbox"/> If you select On, you should register the key operator code.</p>
Program KeyOpCode	Use to register or change the key operator code (up to 8 digits).
AOF (Keep it on.)	<p> <b>Note</b></p> <p><input type="checkbox"/> For details about this function, contact your service representative.</p>

## Settings You Can Change with the User Tools (Copy Features)









### Reference










For how to access the user tools, ⇒ P.133 “Accessing the User Tools”.










### General features




Menu	Description
APS Priority	<p>As a default setting, the Auto Paper Select is selected just after the machine is turned on or when modes are cleared. You can cancel this setting.</p> <p> <b>Note</b>  <input type="checkbox"/> Default: <i>On</i></p>
ADS Priority (FC)	<p>By default Manual Image Density is selected in Full Color mode just after the machine is turned on or when modes are cleared. You can cancel this setting so that the Auto Image Density is selected.</p> <p> <b>Note</b>  <input type="checkbox"/> Default: <i>Off</i></p>
ADS Prio. (B&W/SC)	<p>As a default setting, Auto Image Density is selected in Black, Single Color, and Twin Color mode just after the machine is turned on or when modes are cleared. You can cancel this setting.</p> <p> <b>Note</b>  <input type="checkbox"/> Default: <i>On</i></p>
Orig. Mode Priority	<p>You can select the original image type (Auto Text/Photo mode, Text mode, Photo mode, or Special Original mode) that is selected automatically just after the machine is turned on or when modes are cleared.</p> <p> <b>Note</b>  <input type="checkbox"/> Default: <i>Auto Text/Photo mode</i></p>
Orig. Type Priority	<p>You can select the special original type (Highlight Pen, Inkjet, or Map) that is selected automatically just after the machine is turned on or when modes are cleared.</p> <p> <b>Note</b>  <input type="checkbox"/> Default: <i>Highlight Pen</i></p>
Col. Mode Priority	<p>You can select the color mode (Auto Color Selection mode, Full Color mode, or Black mode) that is selected automatically just after the machine is turned on or when modes are cleared.</p> <p> <b>Note</b>  <input type="checkbox"/> Default: <i>Auto Color Select</i></p>



Menu	Description
Photo Type (Auto)	<p>You can select the photo type (Press Print, Glossy Photo, or 2nd Generation) in Auto Text/Photo mode that is selected automatically just after the machine is turned on or when modes are cleared.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>Press Print</i></p>
Photo Type (Photo)	<p>You can select the photo type (Press Print, Glossy Photo, or 2nd Generation) in Photo mode that is selected automatically just after the machine is turned on or when modes are cleared.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>Press Print</i></p>
Copy Reset	<p>The machine returns to its initial condition automatically after your job is finished. The time can be set from 10 to 300 seconds, or off.</p> <p>① Select <b>[On]</b> or <b>[Off]</b> with the  keys.</p> <p>② When you select <b>[On]</b>, enter the time with the number keys. Then press the <b>[OK]</b> key.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>60 seconds</i></p>
Max. Copy Q'ty	<p>The maximum copy quantity can be set from 1 to 99.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>99</i></p>
Original Tone	<p>The beeper (key tone) sounds when you forgot to remove originals after copying.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>On</i></p> <p><input type="checkbox"/> When the "Panel Tone" is set to Off, the beeper does not sound even if the "Original Tone" is set to On.</p>
Margin Adjustment	<p>You can adjust the margin width that is selected as a default in Margin Adjust mode. You can change this setting as follows:</p> <p>① Select the margin direction with the  keys.</p> <p>② Enter the margin width with the number keys. Then press the <b>[OK]</b> key.</p> <p>Metric version: left/20mm - right/20mm in 1mm steps  Inch version: left/0.8" - right/0.8" in 0.1" steps</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> <li>• Metric version: left/10mm</li> <li>• Inch version: left/0.4"</li> </ul>




Menu	Description
Set User Ratio	<p>Up to 2 reproduction ratios which you frequently use can be registered.</p> <ol style="list-style-type: none"> <li>① Select <b>[Ratio1]</b> or <b>[Ratio 2]</b> with the   keys.</li> <li>② Enter the ratio with the number keys. Then press the <b>[OK]</b> key.</li> </ol> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: 100 %</li> </ul>
Initial Mode Set	<p>You can set the machine to recall program setting when the machine is turned on or when modes are cleared.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Normal</i></li> <li><input type="checkbox"/> Your service representative can store the program setting.</li> <li><input type="checkbox"/> Your service representative can select whether the program setting is recalled when the machine is turned on or when modes are cleared.</li> </ul>
<p><b>Key Operator Tools</b> Use these tools to manage use of the machine.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Enter a previously registered key operator code with the number keys.</li> </ul>	
Accessible Modes	<p>You can assign user codes to each color mode. Operators must input their user codes before using each color mode (Full Color, Black, Single Color, and Twin Color). The machine keeps count of the number of copies made under each user code.</p> <ol style="list-style-type: none"> <li>① Select the color mode with the   keys.</li> <li>② Press the <b>[Select]</b> key.</li> <li>③ Press the <b>[Exit]</b> key.</li> </ol> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Repeat steps ① and ② until you finished designating color modes.</li> </ul>
Counter Reset	<p>You can check the number of copies made using each user code. Also, you can clear each code's counter.</p> <ol style="list-style-type: none"> <li>① Input the user code with the number keys.</li> <li>② Press the <b>[OK]</b> key.</li> </ol> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> To clear the counter, press the <b>[Reset]</b> key. Then press the <b>[Yes]</b> key.</li> </ul> <ol style="list-style-type: none"> <li>③ Press the <b>[Exit]</b> key.</li> </ol>













Menu	Description
Clear Code & Counter	<p>You can reset the counters for all user codes and delete all user codes.</p> <ol style="list-style-type: none"> <li>① Select <b>[User Code]</b> to delete all user codes or <b>[Counter]</b> to reset the counter for all user codes with the   keys.</li> <li>② Press the <b>[Yes]</b> key.</li> <li>③ Press the <b>[Exit]</b> key.</li> </ol>
Program User Code	<p>You can register your user code (8 digits).</p> <ol style="list-style-type: none"> <li>① Input the user code with the number keys.</li> <li>② Press the <b>[OK]</b> key.</li> <li>③ Select the color mode you want to use with the new code with the   keys.</li> <li>④ Press the <b>[Select]</b> key.</li> <li>⑤ Press the <b>[Exit]</b> key.</li> </ol> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Repeat steps ③ and ④ until you finished designating color modes.</li> <li><input type="checkbox"/> Up to 50 user codes can be registered.</li> </ul>
Chg/Del User Code	<p>You can change or delete your user code or the color mode assigned to your user code.</p> <p>❖ <b>Changing your user code</b></p> <ol style="list-style-type: none"> <li>① Input the user code you want to change with the number keys. Then press the <b>[#]</b> key.</li> <li>② Press the <b>[Change]</b> key.</li> <li>③ Input the new user code with the number keys.</li> <li>④ Press the <b>[OK]</b> key.</li> <li>⑤ Select the color mode you want to use with the new code with the   keys.</li> <li>⑥ Press the <b>[Select]</b> key.</li> <li>⑦ Press the <b>[Exit]</b> key.</li> </ol> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Repeat steps ⑤ and ⑥ until you finished designating color modes.</li> </ul> <p>❖ <b>Deleting your user code</b></p> <ol style="list-style-type: none"> <li>① Input user code you want to delete with the number keys. Then press the <b>[#]</b> key.</li> <li>② Press the <b>[Delete]</b> key.</li> <li>③ Press the <b>[Yes]</b> key.</li> </ol> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The counter under the deleted code is also cleared.</li> </ul>
Counter List Print	You can print data for all user codes.

Menu	Description
Priority Tray FC	<p>When copying in Full Color mode, the paper in the selected paper tray can be used.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Off</i></li> <li><input type="checkbox"/> When you select Auto Paper Select mode with Full Color mode, the selected paper tray will be used.</li> </ul>
B&W Default: Text	<p>When you select Black copy mode, you can select Text mode regardless of the Orig. Mode Priority setting.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>On</i></li> </ul>
Image Rotation	<p>When copying onto copy paper of the same size but different direction in Auto Paper Select or Auto Reduce/Enlarge mode, rotate the image by 90 degrees.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>On</i></li> </ul>







6

**Image adjustment**

Menu	Description
A.D.S. (FC)	<p>The Auto Image Density levels in Full Color mode can be made lighter or darker (5 levels).</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>level 3</i></li> </ul>
A.D.S. (B&W/SC)	<p>The Auto Image Density levels in Black mode, Single Color mode, or Twin Color mode can be made lighter or darker (5 levels).</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>level 3</i></li> </ul>
A.C.S. Priority	<p>You can select color images or black &amp; white images that are priority detected in Auto Color Selection mode.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Full Color</i></li> </ul>

Menu	Description
Color Sensitivity	<p>When in Color Erase, Color Conversion or Twin Color (Red &amp; Black) mode, the function can be made more or less sensitive to the color to be erased or converted. It can be adjusted within 5 levels (“Narrow” to “Wide”).</p> <p>For example, if red is selected as the color to be erased or converted, “Narrow” will result in only red being erased or converted, and “Wide” will result in other colors close to red being erased or converted.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>level 3</i></p>
Auto Color Cal.	<p>When the tone of a specific color is strong or the color tone of copies is different from that of originals, perform this function. This function adjusts the balance of the 4 basic colors.</p> <p>① If your machine has the printer option installed, select <b>[Copy Mode]</b> or <b>[Printer Mode]</b> with the   keys. Then press the <b>[OK]</b> key.</p> <p>② Make sure that A4 , 8<sup>1</sup>/<sub>2</sub>" × 11" , B4 , A3 , or 11" × 17"  is set in trays. Then press the <b>[Print]</b> key.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> The test pattern is delivered to the copy tray.</p> <p>③ Set the test pattern on the exposure glass. Then press the <b>[Scan]</b> key.</p> <p> <b>Limitation</b></p> <p><input type="checkbox"/> You cannot set the test pattern in the document feeder.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> To return to the previous setting, repeat steps ① to ③ and press the <b>[Previous]</b> key.</p>
IJ Printer Select	<p>Specifies the type of image adjustment for IJ Printer Select mode.</p> <ul style="list-style-type: none"> <li>• 1 – emphasize yellow</li> <li>• 2 – emphasize red and yellow</li> <li>• 3 – emphasize red and blue</li> </ul> <p>If you want to emphasis yellow, select 1. If you want to emphasis red and yellow, select 2. If you want to emphasis red and blue, select 3.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>1</i></p>

## ADF/Sorter

Menu	Description
SADF Auto Reset	<p>When you set one original at a time in the document feeder, the <b>Auto Feed</b> indicator lights for a selected time after an original is fed to show that the document feeder is ready for another original. The time can be set from 1 second to 99 seconds.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>5 seconds</i></li> </ul>
Thin Paper Mode	<p>Use when changing the type of originals to be fed. Select this function to avoid damaging thin originals (40 - 52g/m<sup>2</sup>, 11-14 lb) set in the document feeder.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Off</i></li> </ul>
ADF Mixed Sizes	<p>By default, you cannot set originals of different sizes at one time in the document feeder. You can cancel this setting.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Off</i></li> <li><input type="checkbox"/> If you select <b>[On]</b>, the copying speed will be reduced.</li> <li><input type="checkbox"/> When setting different length originals, all originals must be flush with the back fence of the document feeder.</li> <li><input type="checkbox"/> Smaller size originals might be skewed a little.</li> </ul>
ADF Auto Paper Select	<p>By default, the Auto Paper Select is selected when you set originals in the document feeder. You can cancel this setting.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>On</i></li> </ul>
FC Copy Sorting	<p>You can disable sorting, stacking, or stapling in Full Color mode to maximize quality of full color copies.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Available (Sorting, stacking, or stapling can be used in Full Color mode.)</i></li> </ul>
Auto Sort Mode	<p>You can have the machine select Sort mode automatically when you insert two or more originals in the document feeder and make two or more copies from each original.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>On</i></li> </ul>

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## Set favorite keys

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You can register up to 4 frequently used functions in the **[Favorite]** keys.

- ① Press the **[Favorite]** key you want to store the function in.
- ② Select the function you want to store with the **◀▶** keys.
- ③ Press the **[OK]** key.

### **Note**

- Default:
  - ① Combine 2 Originals
  - ② Series Copies
  - ③ Margin Adjustment
  - ④ Directional Size Magnification (mm)
- You can check the functions that are registered in the **[Favorite]** keys with the **[Status]** key.

---

## Special modes

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Use to recall the special modes set by your service representative.

### **Note**

- Default: *Off*
- The special modes are set by your service representative. If you want to use this function, contact your service representative.





## Do's and Don'ts

### **CAUTION:**

- *Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.*
- When you use this equipment for a long time in a confined space without good ventilation, you may detect an odd smell. To keep the workplace comfortable, we recommend 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 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 there should occur condensation inside caused by temperature change.
- 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.

# Where to Put Your Machine

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## Machine Environment

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Your machine's location should be carefully chosen because environmental conditions greatly affect its performance.

---

### Optimum environmental conditions

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**⚠ CAUTION:**

- *Keep the equipment away from humidity and dust. Otherwise a fire or an electric shock might occur.*
- *Do not place the equipment on an unstable or tilted surface. If it topples over, it could cause injury.*

**⚠ CAUTION:**

- *If you use the equipment 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 5mm, 0.2" both front to rear and left to right.
- To avoid possible built-up ozone, make sure to locate this machine in a large well ventilated room that has an air turnover of more than 30m<sup>3</sup>/hr/person.

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### Environments to avoid

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- Locations exposed to direct sunlight or strong light (more than 2,000 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.)
- Places where the machine might be subjected to frequent strong vibration.
- Dusty areas.
- Areas with corrosive gases.

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## Power Connection

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**⚠ WARNING:**

- ***Only connect the machine 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 equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.*

**⚠ CAUTION:**

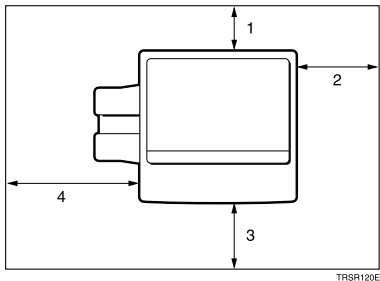
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- When the main power switch is in the Stand-by position, the optional anti-condensation heaters are on. In case of emergency, unplug the machine's power cord.
- When you unplug the power cord, the anti-condensation heaters turn off.
- Make sure the plug is firmly inserted in the outlet.
- Voltage must not fluctuate more than 10%.
- The socket-outlet shall be installed near the equipment and shall be easily accessible.

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## Access to Machine

---

Place the machine near the power source, providing clearance as shown.



**1. Rear: more than 10cm, 4.0"**

**2. Right: more than 37cm, 14.6"**

**3. Front: more than 70cm, 27.6"**

**4. Left: more than 40cm, 15.8"**

 **Note**

- For the required space when options are installed, please contact your service representative.

# Maintaining Your Machine

If the exposure glass, platen cover or document feeder belt is dirty, you might not be able to make copies as you want. Clean them if you find them dirty.

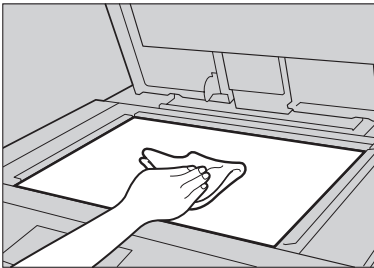
## Note

- Wipe the machine with a soft, damp cloth. Then wipe it with a dry cloth to remove water.
- 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.

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## Exposure Glass

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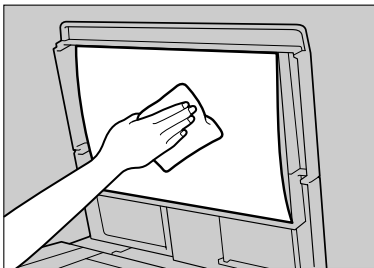


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## Platen Cover

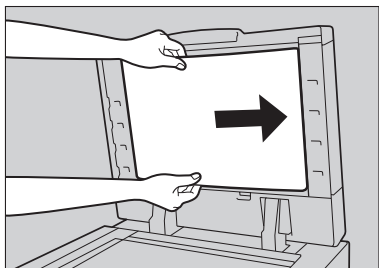
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## Document Feeder

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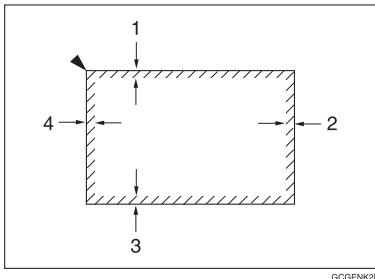


TBSR150E

# Remarks

## Copier

- When copying from a colored original, the copier will scan the original 4 times for one copy. Be careful not to move the original during the scanning process. If the original is moved slightly, the colors (Cyan, Magenta, Yellow, and Black) might not combine properly.
- To avoid problems caused by curled copies, try turning over the paper stack in the paper tray. If there is no improvement, change to copy paper with less curl.
- Load paper with the copy side down in the paper trays. If copies are curled, try turning the copy paper over in the tray. If there is no improvement, change to copy paper with less curl.
- As a default setting, narrow margins on all four sides will not be copied as shown in the illustration.



GGGENKGE

1.  $2 \pm 2\text{mm}$ ,  $0.08'' \pm 0.08''$
2.  $2 + 2 / -1.5\text{mm}$ ,  $0.08'' + 0.08'' / -0.06''$
3.  $2 \pm 2\text{mm}$ ,  $0.08'' \pm 0.08''$
4.  $5 \pm 2\text{mm}$ ,  $0.2'' \pm 0.08''$

# Use and Storage of Supplies

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
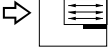


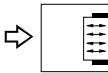

## Copy Paper

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- Copy paper of the types or in the conditions listed below are not recommended for this copier.
  - Folded, curled, creased, or damaged paper
  - Torn paper
  - Perforated paper
  - Paper with conductive or low electrical resistance coating such as carbon or silver coating
  - Thermal paper, art paper
  - Thin paper that has low stiffness
  - Damp paper
  - Wavy paper
  - Stapled paper
  - Translucent paper
- Do not use ink-jet printer paper because it may cause serious damage to the machine.
- Use a recommended OHP transparency and set it in correct direction to prevent failure.
- Fan copy paper and OHP transparencies to get air between the sheets before loading.
- Do not touch copy paper if your fingers are wet or oily; finger prints may appear on the copy.
- Load paper with the copy side down in the paper trays. If copies are curled, try turning the copy paper over in the tray. If there is no improvement, change to copy paper with less curl.
- When copying on rough surface paper, the copy image may be light.
- When making two-sided copies, do not load paper in the paper tray to copy the reverse side. Use the bypass tray. ⇒ P.42 “*Copying from the Bypass Tray*”.



- When setting paper thinner than  $64\text{g}/\text{m}^2$ , 17 lb or translucent paper in the paper trays or bypass trays, set it as shown in the figure below. The paper is divided into the vertical and horizontal types depending on the texture flow direction. If you set thin paper or translucent paper in the reverse direction, a paper jam might occur. Since A3, B4,  $11" \times 17"$ , and  $8\frac{1}{2}" \times 14"$  sizes of thin paper are set in the lengthwise direction in this machine, they must be of the vertical type.

	Texture flow	Setting paper in the paper trays	Setting paper in the bypass tray
Vertical type			
Horizontal type			

## Paper Storage

Paper should always be stored properly. Improperly stored paper might result in poor image reproduction, creased copies, and paper misfeeds. Generally, avoid curling and absorption of moisture.

- Avoid storing paper in humid areas. Under high temperature and high humidity, or low temperature and low humidity conditions, store paper in a vinyl bag.
- Do not store paper where it will be exposed to heat.
- Store on a flat surface.
- Use older stock first.
- Do not lay heavy objects on paper.
- Keep open reams of paper in the package, and store as you would unopened paper.

## Toner Storage

- Store in a cool, dark place.
- Never store toner where it will be exposed to heat.
- Do not lay heavy objects on toner container.



# 8. Specification

## Mainframe

❖ **Configuration:**

Desktop

❖ **Process:**

Dry electrostatic transfer system

❖ **Resolution:**

600 dpi

❖ **Gradations:**

256 gradations

❖ **Originals:**

Sheet, book, objects

❖ **Original size:**

Maximum: A3, 11" × 17"

❖ **Copy paper size:**

- Trays:  
A3, B4, A4, B5, A5, 11" × 17", 8<sup>1</sup>/<sub>2</sub>" × 14",  
8<sup>1</sup>/<sub>2</sub>" × 13", 8" × 13", 8<sup>1</sup>/<sub>2</sub>" × 11", 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"
- Bypass Tray:  
⇒ P.42 "Copying from the Bypass Tray".

❖ **Copy paper weight:**

- Trays:  
64 - 105g/m<sup>2</sup>, 17 - 28 lb
- Bypass tray (Simplex):  
52 - 160g/m<sup>2</sup>, 14 - 43 lb
- Bypass tray (Duplex):  
64 - 160g/m<sup>2</sup>, 17 - 43 lb (When you use paper heavier than 104.7g/m<sup>2</sup>,  
28 lb, use the bypass feed table and select Thick Paper mode.)

❖ **Copy paper capacity:**

- Tray:  
500 sheets
- Bypass Tray:  
50 sheets

◆ **Copying speed (Full size):**

◆ **Full color (4 colors):**

	Standard mode	OHP/Thick paper mode
(A4 □, 8 <sup>1</sup> / <sub>2</sub> " × 11" □)	6 copies/minute	3 copies/minute
(A3 □, 11" × 17" □)	3 copies/minute	1.5 copies/minute

◆ **Black, Yellow, Magenta, Cyan:**

	Standard mode	OHP/Thick paper mode
(A4 □, 8 <sup>1</sup> / <sub>2</sub> " × 11" □)	25 copies/minute	5 copies/minute
(A3 □, 11" × 17" □)	13 copies/minute	2.5 copies/minute

◆ **Blue (Magenta + Cyan), Green (Yellow + Cyan):**

	Standard mode	OHP/Thick paper mode
(A4 □, 8 <sup>1</sup> / <sub>2</sub> " × 11" □)	9 copies/minute	4 copies/minute
(A3 □, 11" × 17" □)	4.5 copies/minute	2 copies/minute

◆ **Red (Yellow + Magenta):**

	Standard mode	OHP/Thick paper mode
(A4 □, 8 <sup>1</sup> / <sub>2</sub> " × 11" □)	7 copies/minute	3.5 copies/minute
(A3 □, 11" × 17" □)	3.5 copies/minute	1.5 copies/minute

◆ **Black + Yellow, Black + Magenta, Black + Cyan:**

	Standard mode	OHP/Thick paper mode
(A4 □, 8 <sup>1</sup> / <sub>2</sub> " × 11" □)	7 copies/minute	3.5 copies/minute
(A3 □, 11" × 17" □)	3.5 copies/minute	1.5 copies/minute

◆ **First copy time:**

	Standard mode	OHP/Thick paper mode
Full color (4 colors)	22.4 seconds	35 seconds
Black, Yellow, Magenta, Cyan	8 seconds	23 seconds
Blue (Magenta + Cyan)	19 seconds	30 seconds
Green (Yellow + Cyan)	16 seconds	27 seconds
Red (Yellow + Magenta)	16 seconds	27 seconds
Black + Yellow, Black + Magenta, Black + Cyan	16 seconds	27 seconds

(A4 □, 8<sup>1</sup>/<sub>2</sub>" × 11" □, when setting an original on the exposure glass and full size copying)

❖ **Non-reproduction area:**

- Leading edge:  
5±2mm, 0.2"±0.08"
- Trailing edge:  
2+2/-1.5mm, 0.08"+0.08"/-0.06"
- Side:  
2±2mm, 0.08"±0.08" (Total 4mm, 0.16" or less)

❖ **Toner replenishment:**

Cartridge (220g/cartridge)

❖ **Warm-up time:**

Less than 270 seconds (20°C, 68°F)

❖ **Reproduction ratios:**

5 enlargement and 7 reduction

	<b>Metric version</b>	<b>Inch version</b>
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%
	25%	25%

❖ **Power consumption:**

	<b>Copier only</b>	<b>Full system <sup>*1</sup></b>
Warm up	1.3kW	1.3kW
Stand-by	0.4kW	0.4kW
During printing	1.1kW	1.1kW
Maximum	less than 1.5kW	less than 1.5kW

\*1 Full system: Mainframe with the document feeder, 20-bin sorter stapler and 1500-sheet tray unit.

❖ **Noise Emission** \*1:

❖ **Sound power level**

	<b>Mainframe only</b>	<b>Complete System</b> *3
Stand-by	less than 49.9 dB (A)	less than 50.1 dB(A)
During printing	less than 65.4 dB (A)	less than 65.9 dB(A)

❖ **Sound pressure level** \*2

	<b>Mainframe only</b>
Stand-by	less than 35.9 dB (A)
During printing	less than 51.4 dB (A)

\*1 The above measurements made in accordance with ISO 7779 are actual value.

\*2 It is measured at the position of the operator.

\*3 The Complete System consists of mainframe and sorter stapler.

❖ **Dimensions (W × D × H up to the exposure glass):**

620 × 680 × 620mm, 24.5" × 26.8" × 24.4"

❖ **Weight:**

Approximately 109kg, 238.1 lb

 **Note**

Specifications are subject to change without notice.

# Document Feeder (Option)

## ❖ Original feed:

Automatic reverse document feed - ARDF mode  
Automatic document feed - ADF mode  
Semi-automatic document feed - SADF mode

## ❖ Original size:

A3  - B6   (B6   cannot be used in ARDF mode)  
11" × 17"  - 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"  

## ❖ Original weight:

- SADF mode, ADF mode:  
40 - 128g/m<sup>2</sup>, 11 - 34 lb
- ARDF mode:  
52 - 105g/m<sup>2</sup>, 14 - 28 lb  
(For 40 - 52g/m<sup>2</sup>, 11 - 14 lb originals, use Thin Paper mode.)

## ❖ Maximum number of originals to be set:

50 sheets (80g/m<sup>2</sup>, 20 lb)

## ❖ Original set:

Face up, First sheet on top

## ❖ Original transport:

One flat belt

## ❖ Maximum power consumption:

45W (Power is supplied from the main frame.)

## ❖ Weight:

Less than 10.5kg, 23.2 lb

## ❖ Dimensions (W × D × H):

610 × 507 × 130mm, 24.1" × 20.0" × 5.2"

## Note




























- ❑ Specifications are subject to change without notice.

## 20-bin Sorter Stapler (Option)

### ◆ Number of bins:

20 bins + proof tray

### ◆ Paper size for bins (Normal paper mode):

- Sort/Stack:  
A3 , B4 , A4  , B5  , 11" × 17" , 10" × 14" , 8 1/2" × 14" ,  
8 1/2" × 13" , 8 1/4" × 13" , 8 1/2" × 11"  , 12" × 18" 
- Staple:  
A3 , B4 , A4  , B5  , 11" × 17" , 10" × 14" , 8 1/2" × 14" ,  
8 1/2" × 13" , 8 1/4" × 13" , 8 1/2" × 11"  

### ◆ Paper weight for bins:

52g/m<sup>2</sup> - 157g/m<sup>2</sup>, 14 - 42 lb

### ◆ Bin capacity (Normal paper mode):

- Sort:  
A4, 8 1/2" × 11" or smaller: 30 sheets (80g/m<sup>2</sup>, 20 lb)  
B4, 8 1/2" × 13" or larger: 25 sheets (80g/m<sup>2</sup>, 20 lb)
- Stack:  
A4, 8 1/2" × 11" or smaller: 25 sheets (80g/m<sup>2</sup>, 20 lb)  
B4, 8 1/2" × 13" or larger: 20 sheets (80g/m<sup>2</sup>, 20 lb)

### ◆ Stapler capacity (Normal paper mode):

30 sheets (80g/m<sup>2</sup>, 20 lb)

### ◆ Proof tray capacity:

100 sheets (80g/m<sup>2</sup>, 20 lb)

### ◆ Maximum power consumption:

35W (Power is supplied from the main frame.)

### ◆ Weight:

20.5kg, 45.2 lb

### ◆ Dimensions (W × D × H):

430 × 570 × 680mm, 17.0" × 22.5" × 26.8"

### Note

Specifications are subject to change without notice.
















# 10-bin Sorter Stapler (Option)

## ◆ Number of bins:














10 bins + proof tray

## ◆ Paper size for bins:

### • Sort/Stack:

A3 , B4 , A4  , B5  , 11" × 17" , 10" × 14" , 8 1/2" × 14" ,  
8 1/2" × 13" , 8 1/4" × 13" , 8 1/2" × 11"  

### • Staple:

A3 , B4 , A4  , B5  , 11" × 17" , 10" × 14" , 8 1/2" × 14" ,  
8 1/2" × 13" , 8 1/4" × 13" , 8 1/2" × 11"  

## ◆ Paper weight for bins:

52g/m<sup>2</sup> - 157g/m<sup>2</sup>, 14 - 42 lb

## ◆ Bin capacity:

### • Sort:

A4, 8 1/2" × 11" or smaller: 30 sheets (80g/m<sup>2</sup>, 20 lb)

B4, 8 1/2" × 13" or larger: 25 sheets (80g/m<sup>2</sup>, 20 lb)

### • Stack:

A4, 8 1/2" × 11" or smaller: 25 sheets (80g/m<sup>2</sup>, 20 lb)

B4, 8 1/2" × 13" or larger: 20 sheets (80g/m<sup>2</sup>, 20 lb)

## ◆ Stapler capacity:

20 sheets (80g/m<sup>2</sup>, 20 lb)

## ◆ Proof tray capacity:

100 sheets (80g/m<sup>2</sup>, 20 lb)

## ◆ Maximum power consumption:

33W (Power is supplied from the main frame.)

## ◆ Weight:

12.4kg, 27.4 lb

## ◆ Dimensions (W × D × H):

381 × 548 × 443mm, 15.0" × 21.6" × 17.5"

## Note

Specifications are subject to change without notice.

## 3-bin Sorter (Option)

### ◆ Number of bins:

3 bins

### ◆ Paper size for bins:

A3, B4, A4, B5, A5, B6, A6, 11" × 17", 10" × 14", 8<sup>1</sup>/<sub>2</sub>" × 14", 8<sup>1</sup>/<sub>2</sub>" × 13", 8<sup>1</sup>/<sub>4</sub>" × 13", 8<sup>1</sup>/<sub>2</sub>" × 11", 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>", 12" × 18"

### ◆ Paper weight for bins:

- Face-up:  
1<sup>st</sup> bin: 52 - 160g/m<sup>2</sup>, 14 - 42 lb  
2<sup>nd</sup> and 3<sup>rd</sup> bins: 52 - 105g/m<sup>2</sup>, 14 - 28 lb
- Face-down:  
64 - 105g/m<sup>2</sup>, 17 - 28 lb

### ◆ Bin capacity (Normal paper mode):

- 1<sup>st</sup> bin:  
A4, 8<sup>1</sup>/<sub>2</sub>" × 11" or smaller: 500 sheets (80g/m<sup>2</sup>, 20 lb)  
B4, 8<sup>1</sup>/<sub>2</sub>" × 13" or larger: 250 sheets (80g/m<sup>2</sup>, 20 lb)
- 2<sup>nd</sup> and 3<sup>rd</sup> bins:  
A4, 8<sup>1</sup>/<sub>2</sub>" × 11" or smaller: 250 sheets (80g/m<sup>2</sup>, 20 lb)  
B4, 8<sup>1</sup>/<sub>2</sub>" × 13" or larger: 125 sheets (80g/m<sup>2</sup>, 20 lb)

### ◆ Maximum power consumption:

30W (Power is supplied from the main frame.)

### ◆ Weight:

Less than 14kg, 30.9 lb

### ◆ Dimensions (W × D × H):

361 × 483 × 427mm, 14.3" × 19.1" × 16.9"

### 📌 Note

☐ Specifications are subject to change without notice.

# 1000-sheet Tray Unit (Option)

❖ **Copy paper weight:**

64 - 105g/m<sup>2</sup>, 17 - 28 lb

❖ **Available paper size:**

A3☐, B4☐, A4☐☐, B5☐☐, A5☐, 11"×17"☐, 8<sup>1</sup>/<sub>2</sub>"×14"☐, 8<sup>1</sup>/<sub>2</sub>"×13"☐,  
8"×13"☐, 8<sup>1</sup>/<sub>2</sub>"×11"☐☐, 5<sup>1</sup>/<sub>2</sub>"×8<sup>1</sup>/<sub>2</sub>"☐

❖ **Maximum power consumption:**

50W (Power is supplied from the main frame.)

❖ **Paper capacity:**

500 sheets × 2 trays

❖ **Dimensions (W × D × H):**

620 × 680 × 390mm, 24.5" × 26.8" × 15.4"

❖ **Weight:**

Approx. 32kg, 70.6 lb

 **Note**

☐ Specifications are subject to change without notice.

## 1500-sheet Tray Unit (Option)

❖ **Copy paper weight:**

- 64 - 105g/m<sup>2</sup>, 17 - 28 lb

❖ **Available paper size:**

A3☐, B4☐, A4☐☐, B5☐☐, A5☐, 11"×17"☐, 8<sup>1</sup>/<sub>2</sub>"×14"☐, 8<sup>1</sup>/<sub>2</sub>"×13"☐, 8"×13"☐, 8<sup>1</sup>/<sub>2</sub>"×11"☐☐, 5<sup>1</sup>/<sub>2</sub>"×8<sup>1</sup>/<sub>2</sub>"☐

❖ **Maximum power consumption:**

50W (Power is supplied from the main frame.)

❖ **Paper capacity:**

500 sheets × 3 trays

❖ **Dimensions (W × D × H):**

620 × 680 × 390mm, 24.5" × 26.8" × 15.4"

❖ **Weight:**

Approx. 37kg, 81.6 lb

 **Note**

- ☐ Specifications are subject to change without notice.

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