Aficio MP01

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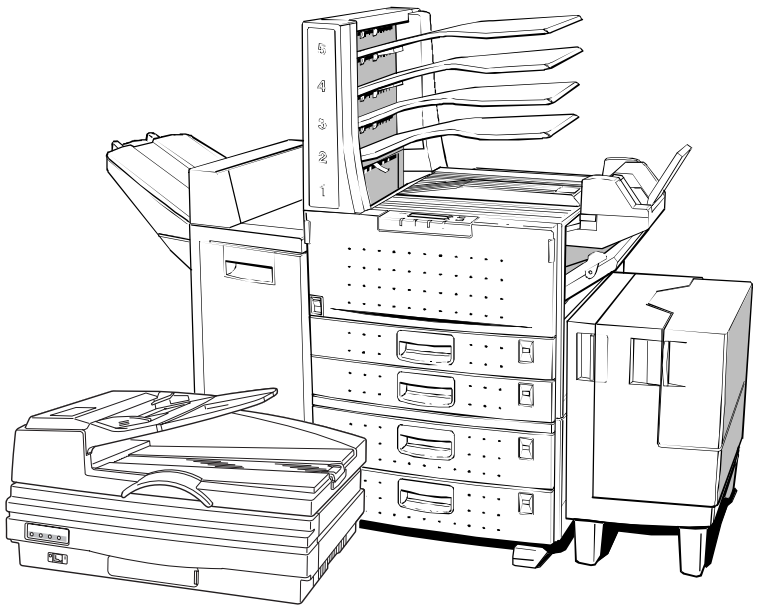
Copy Application Reference



Operating Instructions

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.

Important

Parts of this manual are subject to change without prior notice.
In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

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1. SETTING UP THE COPY APPLICATION

OVERVIEW

Before installing this Copy Application, you must install the following drivers to control the Printer and the Scanner.

- ❒ TIFF driver (version 1.03 or later)
- ❒ CFM TWAIN driver (version 5.00.0118 or later)

After installing this Copy Application, you can connect specified printer, scanner, and PC to make copies. The system requirements for setting up the Copy Application are outlined below.

Personal Computer

A personal computer with the following configuration is required to run the Copy Application.

Personal Computer	PC AT Compatible
Operating System	Microsoft Windows 95
Interface	SCSI device and ASPI compatible host adapter (for connection of scanner) Unused COM port (for connection of scanner when optional Copy Panel is used) Unused parallel port (for connection of printer)
RAM	16 MB or more
Hard Disk Free Space	240 MB or more

Printer

The printer included with the Copy Application

Scanner

Aficio IS01

SETTING UP THE COPY APPLICATION

Installing the Copy Application

1 After starting Microsoft Windows 95, insert the disk labeled “Copy Application set up program disk” into the computer’s disk drive.

2 Run “\Setup.exe” from the disk.
When the setup screen is displayed, click the **[Next]** button.

3 Next, the “Choose destination location” screen is displayed.
If the directory in which you want to install the program is correct, click the **[Next]** botton, and skip step 4.

Note: *Install the Copy Application on to a disk with 200 MB or more free disk space available.*

If you want to select another directory, click the **[Browse]** button.

4 If the **[Browse]** button is clicked, the “Choose directory” screen is displayed. Select the directory in which you want to install the program and click the **[OK]** button. If the **[Cancel]** button is clicked, the directory selection is stopped.
If the set directory name is new, a message is displayed. If this is OK, click the **[OK]** button.

5 The “Setup option” screen is displayed.
After setting the following items, click the **[Next]** button. The installation is started.

Language:

Select from English (US), English (UK), French, German, and Italian.

Operation panel selection:

Click the check box if an external operation panel is to be used.

Operation panel port number selection:

If the operation panel check box has been clicked, select a port number from 1 to 4.

Note *: When installing an additional external operation panel after the installation is completed, uninstall the program and install it again.*

☛ Refer to “Uninstall the Copy Application” in this chapter.

6 A message is displayed just before the installation is completed.
If the **[Yes]** button is clicked, a shortcut for the Copy Application is created in the Startup folder.
If the **[No]** button is clicked, it is not created.

7 When the installation is completed, the completion screen is displayed. Click the **[OK]** button.

Changing the Printer Configuration

If your printer is set for bi-directional communication, it is not necessary to perform the printer settings again.
If it is not set for bi-directional communication, before using the copy application for the first time, you must specify the size of the paper loaded in each paper tray and any options that are installed. Once these settings are made, it is not necessary to change them unless the configuration (paper trays and options) of the machine itself is changed.

☛ Refer to “CHANGING THE PRINTER CONFIGURATION” chapter.

Uninstalling the Copy Application

1 The copy application can be uninstalled with either of the following methods.

- ❒ Select the name of the copy application from the “Add/remove application” function in the “Control panel”.
- ❒ Select “Uninstall copy application” from the “Copy application” item in the program menu.

2 The uninstall confirmation message is displayed. If this is OK, click the **[Yes]** button.
The uninstallation is started.

3 When the uninstallation is completed, click the **[OK]** button.

ACCESSING THE COPY APPLICATION

Starting Up the Copy Application

While Microsoft Windows 95 is running, click “Start”, “Program” and then select the name of the Copy Application. The Copy Application is started.

Exiting the Copy Application

Click the copy application icon which is displayed in the task bar indicator area and select “Exit”.

2. OPERATION SCREEN AND OPERATION PANEL

OVERVIEW

The Copy function is controlled from the Operation Screen on your PC or the optional external Operation Panel, after starting the Copy Application.

Note *: When installing an optional external operation panel after the Copy Application is installed, uninstall the Copy Application and install it again.*

☛ Refer to “SETTING UP THE COPY APPLICATION” chapter.

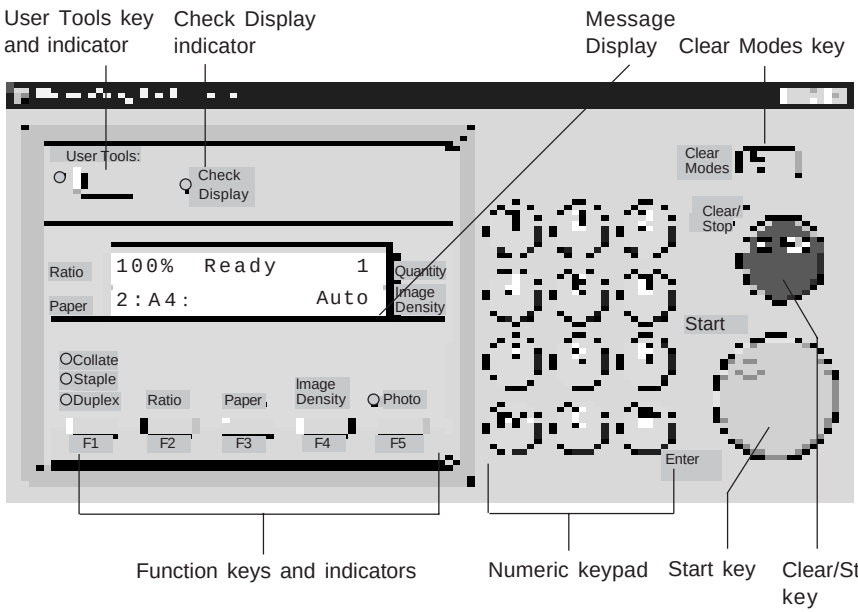
OPERATION SCREEN

The screen that appears immediately after the Copy Application starts up is called the “Operation Screen”. Copy machine functions can be performed using the mouse to click the buttons in the Operation Screen.

Note : *Whenever you see an expression like “press a key” in this manual, it means that you should click an on-screen button with the mouse.*

- The Message Display shows the operational status of the machine and error messages.
- All functions and controls are identical for both the Operation Panel and the Operation Screen.

Figure 1-1. Operation Screen



OPERATION PANEL(Option)

If you are using the optional Operation Panel, all instructions in this manual for the Operation Panel apply to the Operation Screen.

Note *: In this case, an expression like "press a key" means that you should actually press the corresponding button with your finger.*

- ❒ The Message Display shows the operational status of the machine and error messages.

- ❒ All functions and controls are identical for both the optional Operation Panel and the Operation Screen.

Figure 1-2. Operation Panel: Inch Version

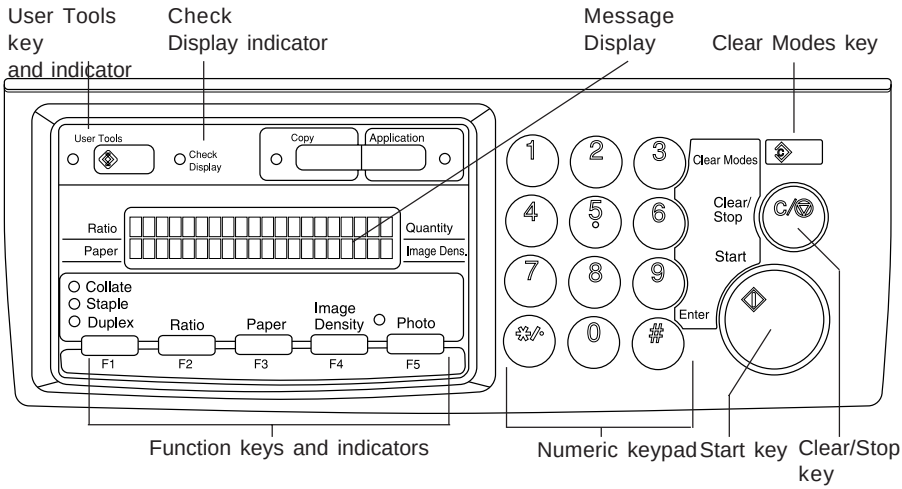
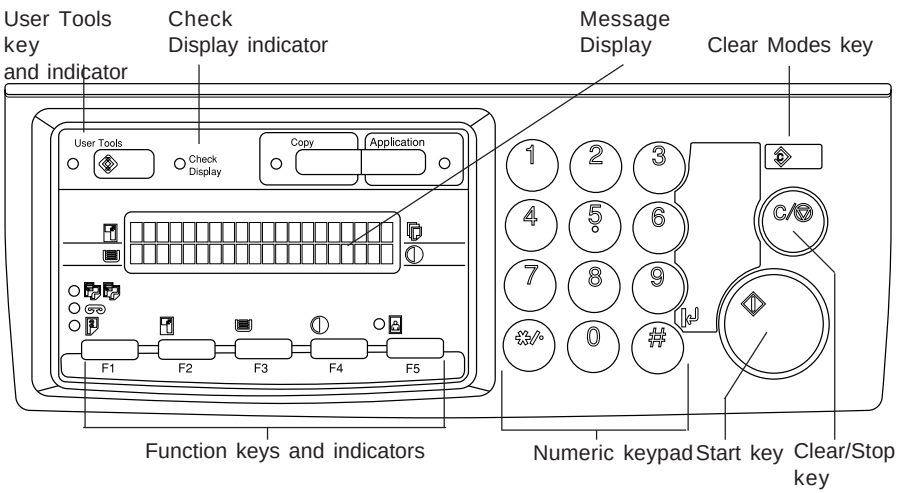


Figure 1-3. Operation Panel: Metric Version



3. ORIGINALS

ORIGINALS

Recommended Originals

Table 3-1. Sizes and Weights

Metric Version

	Size	Weight
Exposure glass	Up to A3 (297 × 420 mm) Maximum : 297 × 432 mm	_
Auto document feeder	A3 - A5 Maximum : 297 × 432 mm	52 - 105 g/m² (14 - 28 lb)

Inch Version

	Size	Weight
Exposure glass	Up to 11" × 17" (279 × 432 mm) Maximum : 11.7" × 17"	_
Auto document feeder	11" × 17" - 5½" × 8½" Maximum : 11.7" × 17"	52 - 105 g/m² (14 - 28 lb)

❒ You can place up to about 50 originals (80 g/m², 20 lb) in the document feeder.

❒ If you use sizes other than those above, you must specify the vertical and horizontal dimensions.

⚠ Avoid the following

❒ Placing the following types of originals into the Auto-Document Feeder can cause feeding problems or damage to the originals. Place the following types of originals directly on the exposure glass.

- Originals of sizes other than those shown above
- Originals with staples or paper clips attached
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermosensitive paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper

- Thin and soft originals
- Originals of inappropriate weight (See the above table.)
- Originals in bound form such as books
- Transparent originals such as OHP transparencies or translucent paper

Sizes and Scanning Area

Figure 3-1. Exposure glass

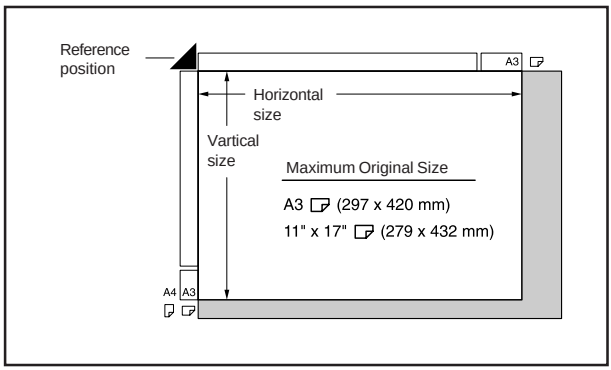
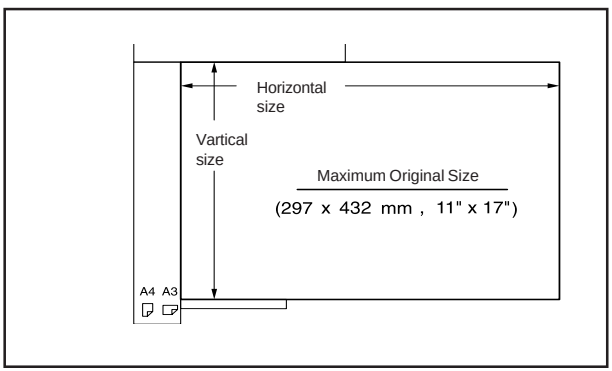


Figure 3-2. Auto Document Feeder



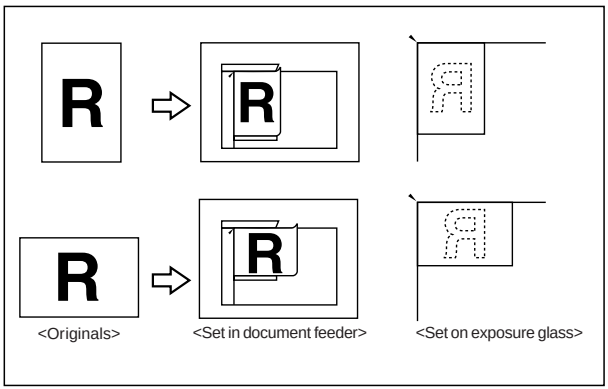
Note : *When an original is placed on the exposure glass or in the Auto Document Feeder correctly, anything within the margins (4.2 mm or 1/6 inch from each edge) will not be copied.*

SETTING ORIGINALS

Place one original on the exposure glass or multiple originals into the Auto Document Feeder as shown. The correct procedure to use depends on the type of original you are copying and the copying method.

❒ Align the original with the rear left corner. Copying results may vary depending on how the original is set into place. See the detailed explanations of each function for further details.

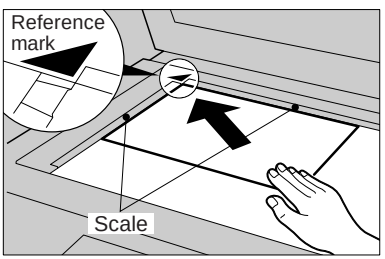
Figure 3-3. How to set the original



❒ Before copying an original that includes corrections with correction fluid or writing with ink, make sure that the original is completely dry. Moist fluid or ink can stain the glass and cause blotches or spots.

Setting an Original on the Exposure Glass

1 Lift the Auto Document Feeder and set the original on the exposure glass with the copying side face down. The corner of the original should be aligned with the reference mark as shown.



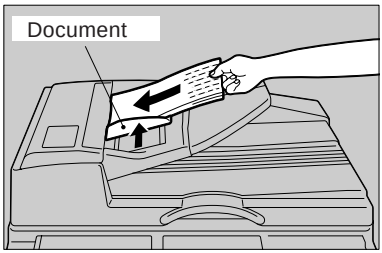
2 Lower the Auto Document Feeder, taking care that the original does not move.

Using the Auto Document Feeder (ADF)

- ❒ Originals of different sizes cannot be copied at the same time.
- ❒ If your originals are very thin, copy them one-by-one by setting them on the exposure glass (do not use the ADF). Attempting to copy several sheets of thin originals using the ADF may cause multiple feeding.

Setting Originals in the ADF

1 Adjust the document guide to match the size of the originals. Straighten up the edges of the originals and set them in the ADF with the copying side face up.



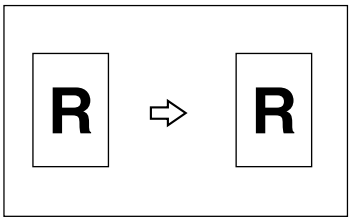
***Note 1**: When copying in **Duplex**, **Collate** or **Staple**, set the originals in page order in the ADF.*

***Note 2**: **Duplex**, **Collate** and **Staple** can be copied only from the ADF. **Duplex**, **Collate** and **Staple** are options.*

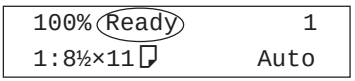
4. COPYING

ORIGINAL SIZE COPYING

Use the following procedure to produce a copy that is the same size as the original.



1 Make sure that “Ready” is shown in the Message Display.



2 To clear all previously set parameters and initialize all settings to their default values, press the **[Clear Modes]** button.

3 Set the originals in the ADF or on the exposure glass.

☛Refer to “ORIGINALS” chapter.

❒ If you want to leave the default values as they are, skip steps 4 and 5.

4 Make settings as described in the appropriate chapters of this manual.

5 Use the numeric keypad to input the number of copies you want.
If you make a mistake while inputting the number of copies, press the **[Clear/Stop]** button to clear the entry and re-input the correct number.

6 Press the **[Start]** button to start the copying job.

❒ Press the **[Clear/Stop]** button to interrupt the copying job.

❒ Press the **[Clear Modes]** button to initialize the machine to its default values after the copying job is completed.

- ♦ You can redefine the default values that are shown when the **[Clear Modes]** button is pressed.

☛Refer to “CHANGING THE DEFAULT SETTINGS” chapter.

❒ The machine automatically returns to its default settings if the machine is not operated for a specific amount of time following a copying job.

- The **Auto Reset** can be set in 10 seconds increments between 0 and 180.

☛Refer to "CHANGING THE DEFAULT SETTINGS" chapter.

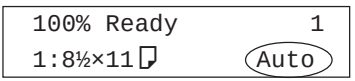
ADJUSTING IMAGE DENSITY

There are two methods that can be used to adjust the density of the copied image, automatic and manual.

Automatic Image Density Control

With this method, the machine automatically adjusts the image density. This function works well when contrast of the original is good.

1 Make sure that the “Auto” is shown for the **Image Density** setting in the Message Display.



❒ If it isn’t, press the **[Image Density]** button until “Auto” appears.
☛Refer to “Manual Image Density Control” in this chapter.

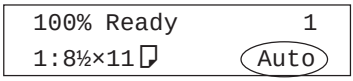
❒ Choose any other settings and make your copies.

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

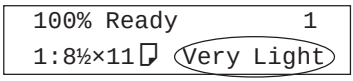
Manual Image Density Control

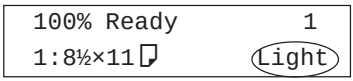
You can also adjust the image density manually.
Use this function to obtain a clear copy when the contrast of the original is poor, or at any other time you want to adjust the image density.

1 Press the **[Image Density]** button to select the desired density.

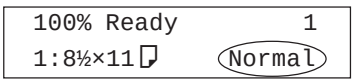


❒ Each press of **[Image Density]** causes the **Density** setting on the Message Display to change in the following sequence:

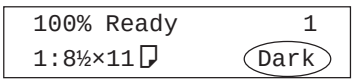


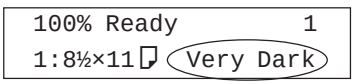


Auto→Very Light→Light→Nomal→
←Very Dark←Dark←



❒ Choose any other settings and make your copies.

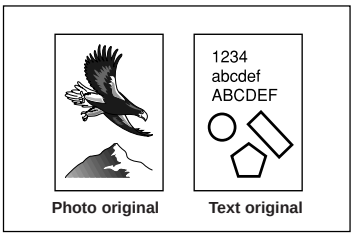




2 Press the **[Start]** button.

SPECIFYING THE ORIGINAL TYPE

The original type can be specified as **Text** or **Photo** to help produce clearer copies based on the characteristics of the original.



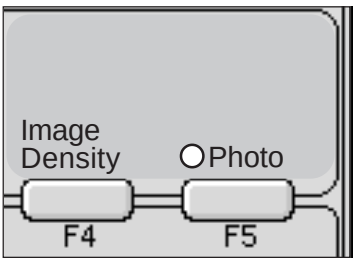
Text
Use this setting when copying text, tables and/or line drawings.

Photo
Use this setting when copying photographs or drawings.

1 Press the **[Photo]** button once to select **Photo** or **Text**.

Photo indicator **Lit:** **Photo**

Photo indicator **Off:** **Text**



❒ The default value is **Text**. You can change the default value.

☛Refer to "CHANGING THE DEFAULT SETTINGS" chapter.

indicator Lit
indicator off

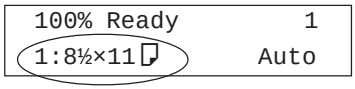
❒ Choose any other settings and make your copies.

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

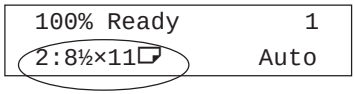
SELECTING A PAPER SOURCE

Any of the machine's paper trays can be specified as the paper source for the copying job.

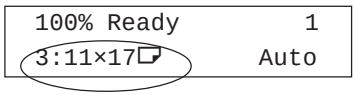
1 Press the **[Paper]** button until the paper size you want is shown on the Message Display.



❒ Press the **[Clear Modes]** button to select the default paper tray.



❒ You can use paper other than that available in the machine's paper trays, using the Bypass Tray.



☛Refer to "SELECTING PAPER FROM THE BYPASS TRAY" in this chapter.

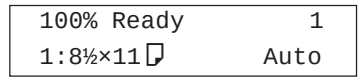
❒ Choose any other settings and make your copies.

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

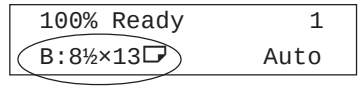
SELECTING FROM THE BYPASS TRAY

When using the default paper size

1 Press the **[Paper]** button until "B:<paper size>" appears in the Message Display.



❒ Choose any other settings and make your copies.



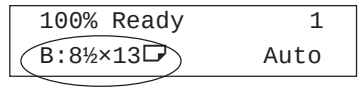
2 Press the **[Start]** button.

❒ The size of paper in the Bypass tray can be specified as a default value.

☛Refer to "CHANGING THE DEFAULT SETTINGS" chapter.

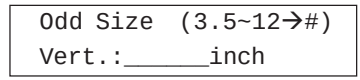
When using the special paper size

1 Press the **[Paper]** button until "B:<paper size>" appears in the Message Display.



2 Press the numeric keypad's **[#]** key.

3 Use the numeric keypad to input the vertical dimension (length across feeding direction) of the paper in the Bypass Tray. Use **[*/.]** to input a decimal point.



❒ The vertical dimension of the paper can be specified to any value in the following range.

Inch Version	3.5" to 12" (in 0.01inch increments)
Metric Version	90mm to 297mm (in 1mm increments)

Example: To set a vertical dimension of 11.5.

```
Odd Size (3.5~12→#)
Vert.:__11.5inch
```

Press **[1]**, **[1]**, **[*/.]** and then **[5]**.

4 Press **[#]**.

5 Use the numeric keypad to input the horizontal dimension (length along feeding direction) of the paper in the Bypass Tray. Use **[*/.]** to enter a decimal point.

```
Odd Size (5.8~17→#)
Horiz.:_____inch
```

❒ The horizontal dimension of the copying paper can be specified to any value in the following range.

Inch Version	5.8" to 17" (in 0.01inch increments)
Metric version	148mm to 432mm (in 1mm increments)

Example: To set a horizontal dimension of 14.5.

```
Odd Size (5.8~17→#)
Horiz.:__14.5inch
```

Press **[1]**, **[4]**, **[*/.]** and then **[5]**.

6 Press **[#],** and the dimensions you input appears.

```
 Vert.:__11.5inch
Horiz.:__14.5inch
```

7 Press **[#]**.

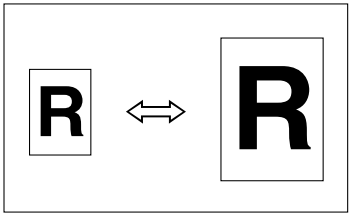
```
100% Ready          1
Bypass*          Auto
```

❒ Choose any other settings and make your copies.

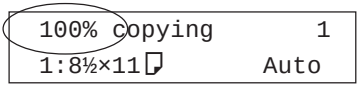
8 Press the **[Start]** button.

REDUCED/ENLARGED COPYING

You can also produce an enlarged or reduced version of the original.



1 Press the **[Ratio]** button until the ratio you want appears in the Message Display.



❒ Pressing **[Ratio]** steps through the available ratio settings. The following are the ratio values that are preset when the Copy Application is installed.

Inch Version 100% →93% →77% →65% →129% →

Metric Version 100% →93% →82% →71% →141% →

❒ Choose any other settings and make your copies.

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

❒ Ratio vs. Sizes of original and copy paper.

Table 4-1. Inch Version

Ratio	Size of original → Size of copy paper
93%	(For providing a margin on four sides of an original.)
77%	8 $^1/_2$" × 14" → 8 $^1/_2$" × 11"
65%	11" × 17" → 8 $^1/_2$" × 11"
129%	8 $^1/_2$" × 11" → 11" × 17"

Table 4-2. Metric Version

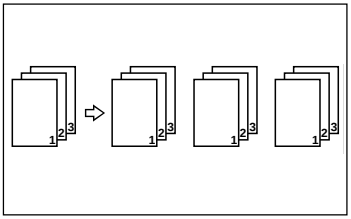
Ratio	Size of original → Size of copy paper				
93%	(For providing a margin on four sides of an original.) 11" × 14" → B4 (11" × 14" is computer paper size.)				
82%	B4 → A4	B5 → A5	B6 → A6		
71%	A3 → A4	A4 → A5	A5 → A6	B4 → B5	B5 → B6
141%	A4 → A3	A5 → A4	A6 → A5	B5 → B4	B6 → B5

❒ Use **Ratio** to select the reduction/enlargement ratio from among values in the range between 37% to 150%.

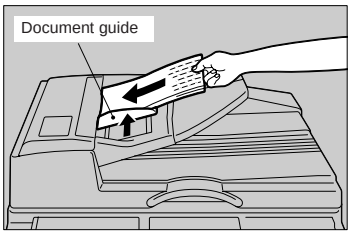
☛ Refer to “CHANGING THE DEFAULT SETTINGS” chapter.

COLLATING

Use **Collate** when making more than one copy of a set of originals. An optional Printer Hard Disk is necessary to collating.



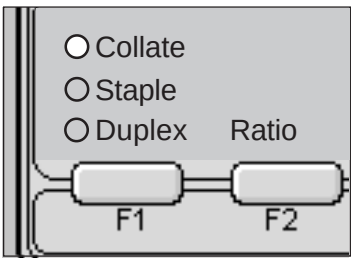
1 Set the originals in the ADF.



☛Refer to “ORIGINALS” chapter.

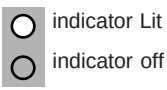
Note : ***Duplex***, ***Collate*** *and* ***Staple*** *can be copied only from the ADF.*

2 If the “Collate” indicator is not already on, press the **[Collate/Staple/Duplex]** button until it lights.



3 Use the numeric keypad to input the number of copies you want.

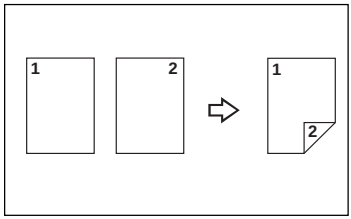
❒ Press **[Clear/Stop]** if you need to clear this setting.
❒ Choose any other settings and make your copies.



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

Note : *The machine scans the originals and then starts collating copies.*

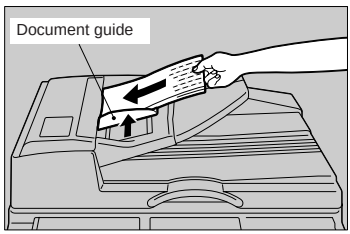
TWO-SIDED COPYING



An optional Duplex Unit is required for two-sided copying.
One-sided originals can be copied onto both sides of the paper.

Note : *Both sides of two-sided originals can not be copied.*

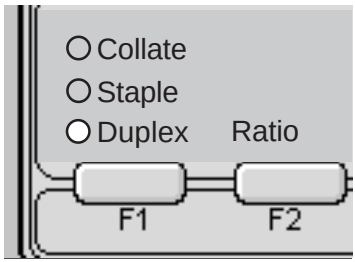
1 Set the originals in the ADF.



☛Refer to "ORIGINALS" chapter.

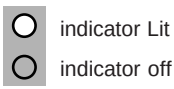
Note : ***Duplex***, ***Collate*** *and* ***Staple*** *can be copied only from the ADF.*

2 If the "Duplex" indicators is not on, press the **[Collate/Staple/Duplex]** button until it lights.

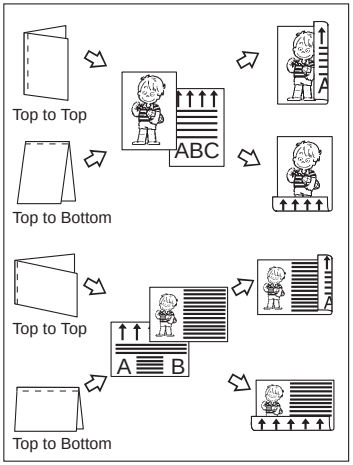


3 Press the **[Start]** button.

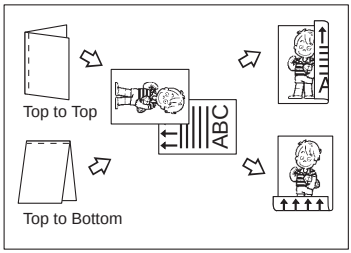
Note : *The machine scans the originals and then starts collating copies.*



❒ You can select an original direction (Top to Top/Top to Bottom). Align the top and bottom edges of originals when setting, as shown in the illustration.

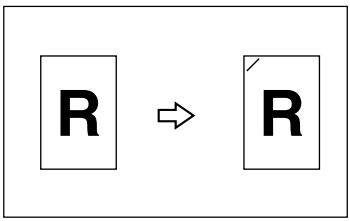


❒ Set A3□, B4□, 11" × 17"□ or 8 1/2" × 14"□ originals as shown in the illustration.



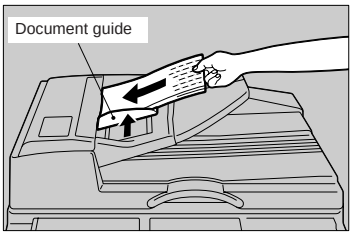
STAPLING

Use **Staple** when making copies stapled as shown. Stapling is made one by one.
An optional Finisher and a Printer Hard Disk are required for stapling.

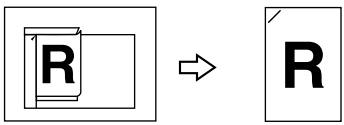


1 Set the originals in the ADF.

☛Refer to "ORIGINALS" chapter.



❒ The relationship between the position of the staple and the set direction of the original is as follows.

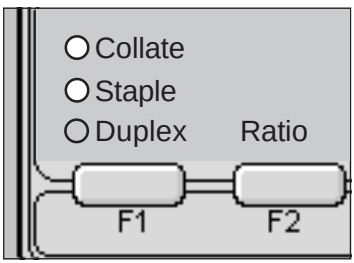


<Set in the document feeder> <Copy>

Note *: **Duplex**, **Collate** and **Staple** can be copied only from the ADF.*

2 Press the **[Collate/Staple/Duplex]** button until "Staple" indicator lights.

Note *: When "Staple" is selected, "Collate" is automatically selected at the same time.*



❒ Choose any other settings and make your copies.

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

indicator Lit
indicator off

Note *: The machine scans the originals and then starts stapling copies.*

❒ For this mode, the following limitations apply:

Table 4-3. Metric version

Paper Size	Paper weight		Stapler Capacity	Shift tray capacity
A4 ▯	Maximum	Minimum	from 2 to 20 sheets	30 sets (80 g/m^2)
	80 g/m^2	64 g/m^2		

Table 4-4. Inch Version

Paper Size	Paper weight		Stapler Capacity	Shift tray capacity
1:8½×11 ▯	Maximum	Minimum	from 2 to 20 sheets	30 sets (20 lb)
	20 lb	17 lb		

❒ Post cards, translucent paper, OHP transparencies, and adhesive labels, and paper that is curled or low stiffness cannot be used.

❒ Copy paper with different sizes and directions cannot be stapled.

❒ If the number of copies is over the Stapler capacity, the copies will be delivered to the shift tray without stapling.

❒ To avoid problems caused by curled copies, load paper with the copying side face down in the paper tray. 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.

5. CHANGING THE DEFAULT SETTINGS

OVERVIEW

All of the machine settings are returned to their defaults whenever Auto Reset is performed, or you press the **[Clear Modes]** button.

❒ You can change the default values of the following parameters.

- IMAGE DENSITY ..... (see page 5-4)
- ORIGINAL TYPE ..... (see page 5-5)
- AUTO RESET TIME ..... (see page 5-6)
- REDUCTION/ENLARGEMENT RATIO ..... (see page 5-7)
- COPY RATIO RESET ..... (see page 5-9)
- PAPER TRAY PRIORITY ..... (see page 5-11)
- OUTPUT TRAY PRIORITY ..... (see page 5-13)
- AUTO TRAY SWITCH ..... (see page 5-15)

Table 5-1. shows the operation flow and the available selections in changing default settings.

Table 5-1.

Note 1*: Shading indicates the factory default values.*
Note 2*: (FD) shows that copies are delivered with copying side face down.*
(FU) shows that copies are delivered with copying side face up.

IMAGE DENSITY

The default image density can be set to **Auto**, **Very Light**, **Light**, **Normal**, **Dark** or **Very Dark**.

1 Press the **[User Tools]** button, then "1: Copy setting" appears.

```
User Tools   (1~2 #)
1:Copy Setting
```

Press **[#]**, then "Copy" appears.

2 Press **[0]**, **[6]**, then "06: Image Density" appears.

```
Copy       (00~11 #)
06:Image Density
```

3 Press **[#]**, then the current default setting appears.

```
Image Density(1~6 #)
1:Auto
```

4 Enter one of the numbers of the following selections using the numeric keypad to set the default image density to the level you want.

No.	Selected item	No.	Selected item
1	Auto	**4**	Normal
2	Very Light	**5**	Dark
3	Light	**6**	Very Dark

Example : To specify "3: Light".

Press **[3]**.

```
Image Density(1~6 #)
3:Light
```

Press **[#]**.

```
Image Density
*Light
```

The displayed default value is renewed after about three seconds.

```
Copy       (00~11 #)
06:Image Density
```

5 Press the **[UserTools]** button to complete the operation.

```
100% Ready          1
1:8½×11        Light
```

ORIGINAL TYPE

The default original type can be set to **Photo** or **Text**.

1 Press the **[User Tools]** button, then "1: Copy setting" appears.

```
User Tools   (1~2 #)
1:Copy Setting
```

Press **[#]**, then "Copy" appears.

2 Press **[0]**, **[7]**, then "07: Photo Original" appears.

```
Copy       (00~11 #)
07:Photo Original
```

3 Press **[#]**, then the current default setting appears.

```
Photo Orig.  (1~2 #)
1:Off (Text Orig.)
```

4 Enter **[1]** or **[2]** using the numeric keypad to set the default original type you want.

No.	Selected item	Note
1	Off (Text orig.)	Text mode
2	On	Photo mode

Example : To specify "2: On".

Press **[2]**.

```
Photo Original
2:On
```

Press **[#]**.

```
Photo Original
*On
```

The displayed default value is renewed after about three seconds.

```
Copy       (00~11 #)
07:Photo Original
```

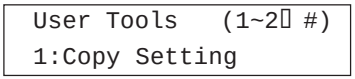
5 Press the **[User Tools]** button to complete the operation.

```
100% Ready          1
1:8½×11        Auto
```

AUTO RESET TIME

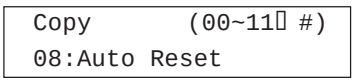
The default auto-reset time can be specified in 10-second increments within the range between 0 and 180.

1 Press the **[User Tools]** button, then "1: Copy setting" appears.

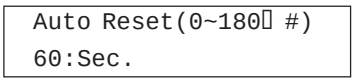


Press **[#]**, then "Copy" appears.

2 Press **[0]**, **[8]**, then "08: Auto Reset" appears.

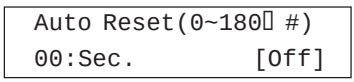


3 Press **[#]**, then the current default setting appears.



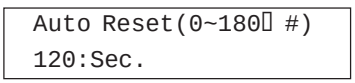
4 Enter the leading two digits of the time you want to set as the default using the numeric keypad.

Note : *Entering "0 (zero)" disables Auto Reset.*

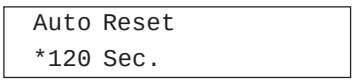


Example : To specify 120 seconds.

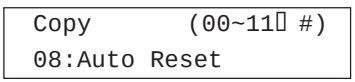
Press **[1]** and then **[2]**.



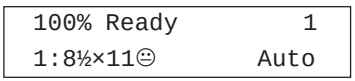
Press **[#]**.



The displayed default value is renewed after about three seconds.



5 Press the **[User Tools]** button to complete the operation.



REDUCTION/ENLARGEMENT RATIO

This software is provided with five default reduction/enlargement ratios each for the Inch Version and Metric Version .The default ratios are named copy ratio A, B, C, D and E, each of which can be changed in 1% increments within the range between 37 % to 150 %.

1 Press the **[User Tools]** button, then "1: Copy Setting" appears.

```
User Tools    (1~2 #)
1:Copy Setting
```

Press **[#]**, then "Copy" appears.

2 Select one of the five copy ratios.

```
Copy          (00~11 #)
01:Ratio A
```

Enter one of the numbers of the following selections using the numeric keypad to select the ratio.

No.	Selected item	No.	Selected item
01	Ratio A	**04**	Ratio D
02	Ratio B	**05**	Ratio E
03	Ratio C		

Example : To select "01:Ratio A".

Press **[0]**, **[1]**, then "01: Ratio A" appears.

```
Copy          (01~11 #)
01:Ratio A
```

Press **[#]**, then current default setting appears.

```
Ratio A    (37~150 #)
100%
```

3 Enter the ratio you want to assign as the copy ratio's default using the numeric keypad.

Example: To specify the default ratio as 120%.

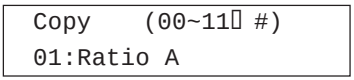
Press **[1]**, **[2]** and then **[0]**.

```
Ratio A    (37~150 #)
120%
```

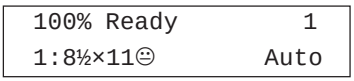
Press **[#]**.

```
Copy Ratio A
*120%
```

The displayed default value is renewed after about three seconds.



4 Press the **[User Tools]** button to complete the operation.



COPY RATIO RESET

All the ratios (Ratio A~E) can be returned to its default settings, set when the Copy Application is installed.

1 Press the **[User Tools]** button, then "Copy Setting" appears.

```
User Tools   (1~2 #)
1:Copy Setting
```

Press **[#]**, then "Copy" appears.

2 Press **[0]**, **[0]**, then "00: Copy Ratio Reset" appears.

```
Copy        (00~11 #)
00:Copy Ratio Reset
```

3 Enter **[2]** using the numeric keypad to reset ratio. If you don't want to reset time, press **[1]**, **[#]**.

No.	Selected item
1	No
2	Yes

Example : To specify "2: Yes".

Press **[2]**.

```
Reset Ratio (1~2 #)
2:Yes
```

Press **[#]**.

```
Reset Ratio
*Yes
```

The displayed default value is renewed after about three seconds.

```
Copy       (00~11 #)
00:Copy Ratio Reset
```

4 Press the **[User Tools]** button to complete the operation.

```
100% Ready          1
1:8½×11☹         Auto
```

❒ The default values are as follows.

Table 5-2. Inch Version

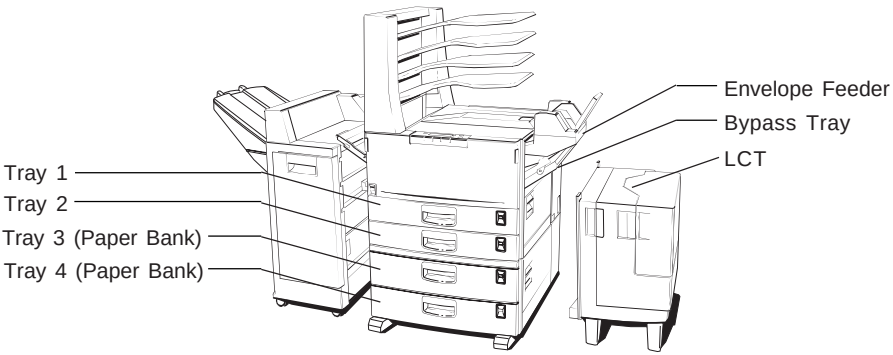
	%	Size of original → Size of copy paper
Ratio A	100	Original size coping
Ratio B	93	(For providing a margin on four sides of an original.)
Ratio C	77	8½"x14" → 8½"x11"
Ratio D	65	11"x17" → 8½"x11"
Ratio E	129	8½"x11" → 11"x17"

Table 5-3. Metric Version

	%	Size of original → Size of copy paper
Ratio A	100	Original size coping
Ratio B	93	(For providing a margin on four sides of an original.) 11" × 14" → B4 (11" × 14" is computer paper size.)
Ratio C	82	B4 → A4 B5 → A5 B6 → A6
Ratio D	71	A3 → A4 A4 → A5 A5 → A6 B4 → B5 B5 → B6
Ratio E	141	A4 → A3 A5 → A4 A6 → A5 B5 → B4 B6 → B5

PAPER TRAY PRIORITY

You can specify default paper saurce which is automatically selected when the Copy Application is started, the Auto Reset is performed or you press the **[Clear Modes]** button.



1 Press the **[User Tools]** button, then "1: Copy Setting" appears.

```
User Tools    (1~2 #)
1:Copy Setting
```

Press **[#]**, then "Copy" appears.

2 Press **[0]**, **[9]**, then "09: Paper Tray Prio." appears.

```
Copy          (01~11 #)
09:Paper Tray Prio.
```

3 Press **[#]**, then the current default setting appears.

```
Tray Priority(0~6 #)
1:Tray 1
```

4 Enter one of the numbers of the following selections using the numeric keypad to select paper tray you want.

No.	Standard	+Duplex Unit	+Paper Bank
1	Tray 1	Not selectable	Tray 1
2	Tray 2	Tray 2	Tray 2
3	Bypass Tray *1	Bypass Tray *1	Tray 3
4			Tray 4
5			Bypass Tray *1
6			

No.	+Duplex Unit +Paper Bank	+Paper Bank +LCT	+Duplex Unit +Paper Bank +LCT
1	Not selectable	Tray 1	Not selectable
2	Tray 2	Tray 2	Tray 2
3	Tray 3	Tray 3	Tray 3
4	Tray 4	Tray 4	Tray 4
5	Bypass Tray *1	LCT	LCT
6		Bypass Tray *1	Bypass Tray *1

Note : **1 The Envelope Feeder can be installed at the location specified for the Bypass Tray.*

Example: To specify “2: Tray 2”.

Press **[2]**.

```
Paper Tray   (1~2 #)
2:Tray 2
```

Press **[#]**.

```
Paper Tray
*Tray 2
```

The displayed default value is renewed after about three seconds.

```
Copy        (01~11 #)
09:Paper Tray Prio.
```

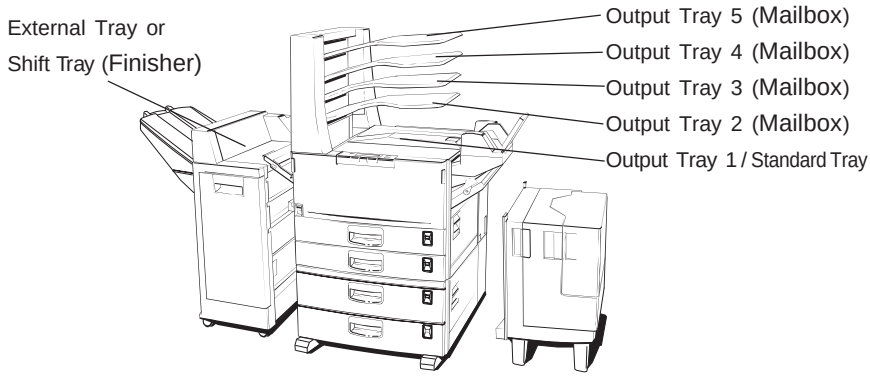
5 Press the **[User Tools]** button to complete the operation.

```
100% Ready          1
2:8½×11          Auto
```

OUTPUT TRAY PRIORITY

You can specify default output tray which is automatically selected whenever the Copy Application is started or the Auto Reset is performed or you press the **[Clear Modes]** button.

Figure 5-2. Output Tray



1 Press the **[User Tools]** button, then "1: Copy Setting" appears.

```
User Tools    (1~2 #)
1:Copy Setting
```

Press **[#]**, then "Copy" appears.

2 Press **[1]**, **[1]**, then "11: Output Tray Prio." appears.

```
Copy          (01~11 #)
11:Output Tray Prio.
```

3 Press **[#]**, then current default setting appears.

```
Tray Prio.    (1~7 #)
1:Output Tray 1
```

4 Enter one of the numbers of the following selections using the numeric keypad to select output tray you want.

No.	Standard	+Mailbox	+Finisher	+Mailbox +FInisher
1	Standard Tray(FD)	Output Tray1(FD)	Standard Tray1(FD)	Output Tray1 (FD)
2	External Tray (FU)	Output Tray2(FD)	Shift Tray1(FU)	Output Tray2 (FD)
3		Output Tray3(FD)	Shift Tray1(FU)	Output Tray3 (FD)
4		Output Tray4(FD)		Output Tray4 (FD)
5		Output Tray5(FD)		Output Tray5 (FD)
6		External Tray(FU)		Shift Tray1(FU)
7				Shift Tray1(FD)

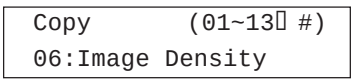
(FD): Copies are delivered with copying side face down.
(FU): Copies are delivered with copying side face up.

Example : To specify “2: External Tray (FD)”. (For standard machines.)

Press **[2]**.

Press **[#]**.

The displayed default value is renewed after about three seconds.

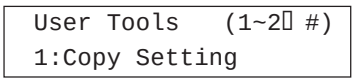


5 Press the **[User Tools]** button to complete the operation.

AUTO TRAY SWITCH

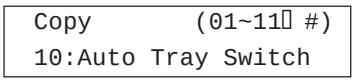
You can specify whether or not Auto Tray Switch is enabled.
If it is enabled, the paper supply is automatically switched to another tray which has the same size in the same direction when the paper in a tray runs out in the middle of a copy job.

1 Press the **[User Tools]** button, then "1: Copy Setting" appears.



Press **[#]**, then "Copy" appears.

2 Press **[1]**, **[0]**, then "10: Auto Tray Switch" appears.



3 Press **[#]**, then the current default setting appears.

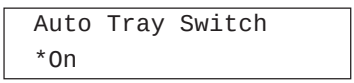
4 Enter **[1]** or **[2]** using the numeric keypad to set the default you want.

No.	Selected item
1	Off
2	On

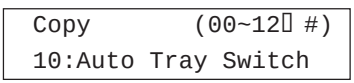
Example : To specify "2: On".

Press **[2]**.

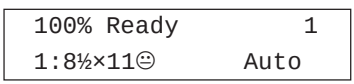
Press **[#]**.



The displayed default value is renewed after about three seconds.



5 Press the **[User Tools]** button to complete the operation.



6. CHANGING THE PRINTER CONFIGURATION

OVERVIEW

The printer configuration settings are different depending on whether or not your printer is set for bi-directional communication.

Note: *It is not necessary to perform these settings again so long as the machine's configuration is not changed.*

If your printer is set for bi-directional communication:

Since the information already set on the printer side for the printer peripheral equipment options and paper size can be communicated, it is not necessary to perform the settings again from the copy application side.

❒ You can change the default settings of the following parameter.

- TIFF ..... (see page 6-4)

If your printer is not set for bi-directional communication:

It is necessary to set the options settings and paper size settings before using the Copy Application for the first time.

❒ You can change the default settings of the following parameters.

- OPTIONS ..... (see page 6-5)
- SPECIFYING THE PAPER SIZE ..... (see page 6-7)

Table 6-1 shows the operation flow and available selections in changing printer configuration.

Table 6-1

Note: *Shading indicates the factory default values.*

TIFF (Bi-directional Communication)

This section provides information on making settings for TIFF.

1 Press **[User Tools]**, **[2]**, then "2: Printer Config" appears.

```
User Tools   (1~2 #)
2:Printer Config
```

2 Press **[#]**, then "TIFF" appears.

```
TIFF         (0~2 #)
1:Hi-Speed(300dpi)
```

3 Enter one of the numbers of the following selections using the numeric keypad to set the default you want.

No.	Selected item
0	Off
1	Hi-Speed (300dpi)
2	Hi-Quality (400dpi)

Example : To specify "2: Hi-Quality (400 dpi)".

Press **[2]**.

```
TIFF         (0~2 #)
1:Hi-Quality(400dpi)
```

Press **[#]**.

```
User tool    (0~2 #)
2:Printer Config
```

4 Press the **[User Tools]** button to complete the operation.

```
100% Ready          1
1:8½×11☺       Auto
```

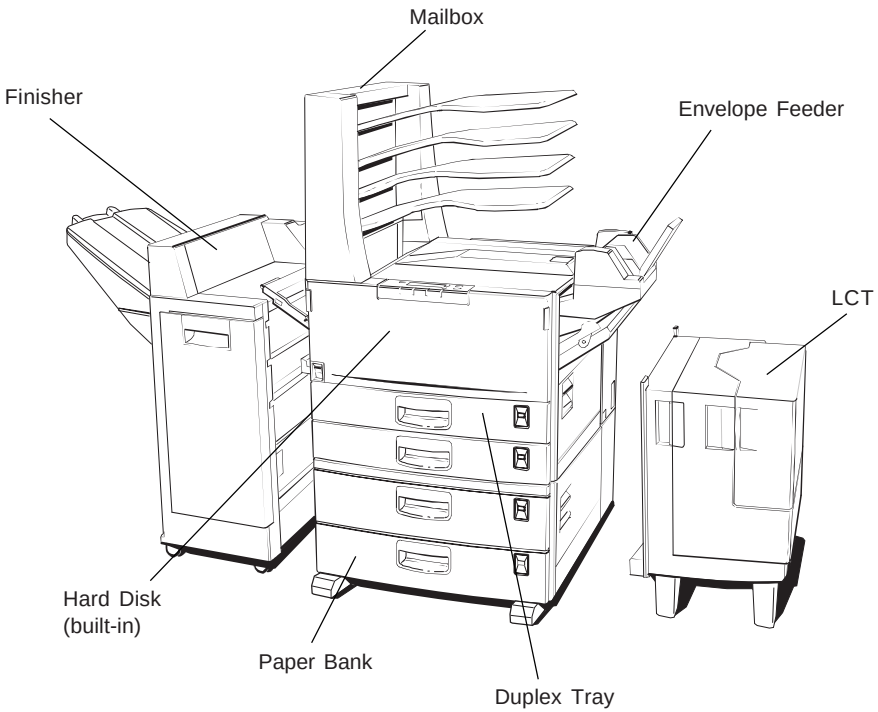
Note: *When TIFF is turned off and the default printer is not TIFF, it becomes default printer. If PCL is used, the following restrictions are established.*

- 400dpi output is not possible.
- The printing speed becomes slow.
- Set the output option settings from the printer driver.

OPTIONS (Non Bi-directional Communication)

This section provides information on making settings for installed options.

Figure 6-1. Options



1 Press **[User Tools]**,**[2]**, then "2: Printer Config" appears.

```
User Tools  (1~2 #)
2:Printer Config
```

2 Press **[#]**, **[1]**, then "1: Option" appears.

```
Printer     (1~2 #)
1:Option
```

3 Use the numeric keypad to input the number that corresponds to the installed option you want to set. After inputting the number, press **[#]**.

```
Option Set  (1~8 #)
1:Paper Bank
```

No.	Selected item	No.	Selected item
1	Paper Bank	**5**	Finisher
2	LCT	**6**	Duplex Tray
3	Envelope Feeder	**7**	Hard Disk
4	Mailbox	**8**	TIFF

Example : To select "2:LCT".

Press **[2]**.

Press **[#]**.

```
Option      (1~8 #)
2:LCT
```

4 Enter **[2]** using the numeric keypad to set the option.
If you don't want to set the option, press **[1]**.

No.	Selected item
1	Not installed
2	Installed

Example : To select "2: Installed".

Press **[2]**.

```
LCT         (1~2 #)
2:Installed
```

Press **[#]**.

Options (1~8 #)
2:LCT

5 Press the **[User Tools]** button to complete the operation.

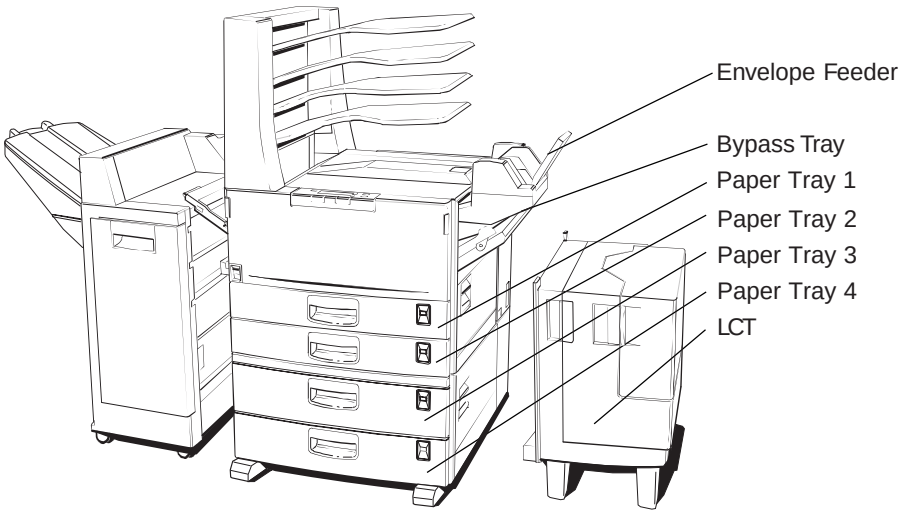
100% Ready 1
1:8½×11 Auto

Repeat the above procedure to select a different installed option.

SPECIFYING THE PAPER SIZE (Non Bi-directional Communication)

This section provides information on specifying the paper size.

Figure6-2. Printer paper tray



1 Press **[User Tools]**, **[2]**, then "2: Printer Config" appears.

User Tools (1~2 #)
2:Printer Config

2 Press **[#]**,**[2]**, then "2: Paper Size" appears.

Printer (1~2 #)
2:Paper Size

3 Press **[#]**, then "Paper Size" appears. Use the numeric keypad to input the number that corresponds to the paper tray you want to select. After inputting the number, press **[#]**.

```
Paper Size  (0~6 #)
0:Bypass Tray
```

Note : *The paper trays you can select here depend on the options installed on your machine.*

No.	Selected item	No.	Selected item
0	Bypass Tray	**4**	Tray 4
1	Tray 1	**5**	LCT
2	Tray 2	**6**	Envelope Feeder
3	Tray 3		

Example : To select "2: Tray 2".

Press **[2]**.

```
Paper Size  (0~6 #)
2: Tray 2
```

Press **[#]**.

```
Tray 2      (1~7 #)
2:A4
```

4 Specify the paper size for the selected paper tray. The paper size you can set is different for the Inch Version and Metric Version different.

Table 6-2. Inch Version

No.	Bypass Tray	Tray1~Tray4	LCT	Envelope Feeder
1	8½ × 13	8½ × 13	11×8½	4⅛× 9½
2	A4	A4	A4	3⅞× 7½
3	A4	A4		C5 Env.
4	11 × 17	11 × 17		C6 Env.
5	8½ × 14	8½ × 14		DL Env.
6	8½ × 11	8½ × 11		
7	11 × 8½	11 × 8½		
8	Special Paper Size			

Table 6-3. Metric Version

No.	Bypass Tray	Tray1~Tray4	LCT	Envelope Feeder
1	A3 ☹	A3 ☹	A4 😐	4⅛× 9½ ☹
2	A4😐	A4 😐	11 × 8½ 😐	4⅞× 7½ ☹
3	A4 ☹	A4 ☹		C5 Env. ☹
4	A5 😐	A5 😐		C6 Env. ☹
5	8 × 13 ☹	8 × 13 ☹		DL Env. ☹
6	8½ × 11 ☹	8½ × 11 ☹		
7	11 × 8½ 😐	11 × 8½ 😐		
8	Special Paper Size			

Example : To select the paper size “4: 11 x 17 ☹ ”.

Press **[4]**.

```
Tray 2       (1~7 #)
4:11x17☹
```

Press **[#]**.

```
Paper Size   (0~6 #)
2:Tray 2
```

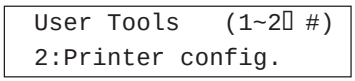
5 Press the **[User Tools]** button to complete the operation.

```
100% Ready          1
1:8½×11😐        Auto
```

Special Paper Size Setting

A paper size other than that selected can be set in the Bypass Tray.

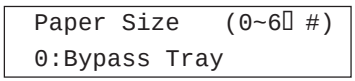
1 Press **[User Tools]**, **[2]**, then “2: Printer Config” appears.



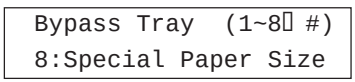
2 Press **[#]**, **[2]**, then “2: Paper Size” appears.

3 Press **[#]**, then “Paper Size” appears.

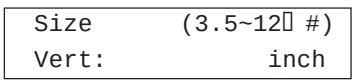
Press **[0]**, then “0: Bypass Tray” appears.



4 Press **[#]**, **[8]**, then “Special Paper Size” appears.



5 Press **[#]**, then “Size” appears. Use the numeric keypad to input the vertical dimention (Length across feeding direction) of the paper in the Bypass Tray. Use **[*/.]** to input a desimel point.



❒ The vertical dimention of the paper can be specified to any value in the following range.

Inch Version 3.5" to 12" (in 0.01 inch increments)
Meteric Version 90mm to 297mm (in 1mm increments)

Example: To set a vertical dimention of 11.5.

Press **[1]**, **[1]**, **[*/.]** and then **[5]**.

```
Size       (3.5~12□ #)
Vert:        11.5inch
```

6 Press **[#]**.

```
Size       (5.8~17□ #)
Horiz:  _____ inch
```

7 Use the numeric keypad to input the holizontal dimention (Length along feeding direction) of the paper in the Bypass Tray. Use **[*/.]** to enter a decimal point.

❒ The holizontal dimention of the paper can be specified to any value in the following range.

Inch Version 5.8" to 17" (in 0.01 inch increments)
Meteric Version 148mm to 432mm (in 1mm increments)

Example: To set a holizontal dimention of 14.5.

Press **[1]**, **[4]**, **[*/.]**, and then **[5]**.

```
Size       (5.8~17□ #)
Horiz:       14.5inch
```

8 Press **[#]**, and the dimentions you input to appears.

```
Vert:    11.5inch(#)
Horiz:   14.5inch
```

9 Press **[#]**.

```
Paper Size   (0~6□ #)
0:Bypass Tray
```

A Press the **[User Tools]** button to Complete the opration.

```
100% Ready          1
1:8½×11☺         Auto
```

7. ERROR MESSAGES

ERROR MESSAGES IN THE MESSAGE BOX

Inifile or Copy Application Failure. Please reinstall Copy Application.

Uninstall the Copy Application, and then, install it again.
Press **[OK]** to close the message box.

Copy Application is busy.

The Copy Application can't be closed, as it is processing the copying job.
Wait until "Ready" appears in the message display on the Control Panel, then exit the Copy Application.
Press **[OK]** to close the message box.

Application Duplicate or Failure. Please close af01prin, af01scan, af01opep and af01aplm by Ctrl+Alt+Del.

Press **[OK]** to close the message box.
Press **[Ctrl] + [Alt] + [Del]** to open the message box.
Press the **[End task]** button in the message box to complete the sub process, and then restart the Copy Application or reinstall it.

Aficio IS01 is not installed. Please install TWAIN driver.

Install the TWAIN driver (version 5.00.0118 or later).
Press **[OK]** to close the message box.

Aficio MP01 TIFF driver is not installed. Please install TIFF driver.

Install the TIFF driver (version 1.03 or later).
Press **[Yes]** to exit the Copy Application.
Press **[No]** to start the Copy Application.

An old version of TWAIN driver is installed. Please re-install CFM TWAIN driver version 5.00.0118 or later.

Install the TWAIN driver version 5.00.0118 or later.
Press **[OK]** to close the message box.

CONTROL PANEL MESSAGES

Printer Error See printer display

Problem with the Printer. Check the Printer display.

File I/O Error Check PC disk

File access operation has failed. Try again. If access fails again, quit the Copy Application, restart Windows 95, and then restart the Copy Application.

Insufficient PC disk Space

Quit the Copy Application, and then restart it. If this message appears again, it means there is not enough space available on the computer's hard disk.

PC Memory is not sufficient

Try again. If access fails again, quit the Copy Application, restart Windows 95, and then restart the Copy Application.
If this message appears again even if another application is not running, it means that available computer RAM is insufficient.

Copy application Error (Check Printer)

Printer problem due to an unknown cause during execution of the Copy Application. Quit the Copy Application and then restart it.

Remove misfed Orig from ADF

ADF (Auto Document Feeder) is misfed. Remove the misfed document and repeat the operation.

Note: *This message will change to "Ready" in a few seconds. Even if "Ready" displays, check the Error indicator on the Scanner.*

Close Document Feeder cover

Upper ADF (Auto Document Feeder) cover is open. Close the cover.

Scanner not connect Check Scanner

No response from Scanner. Quit the Copy Application, restart the Windows 95 and then restart the Copy Application.
If this message appears again, turn off the Scanner and the Computer, and then check the connection between them.

Printer not connect Check Printer

No response from Printer. Quit the Copy Application, restart the Windows 95 and then restart the Copy Application.
If this message appears again, turn off the Printer and the Computer, and then check the connection between them.

Max copy entry Press start to copy

A maximum of 100 pages of original can be set on the ADF.
Although the copying is temporarily stopped, if the **[Start]** button is pressed, the copying is continued.

Note: *If the Staple mode has been set, the staples are automatically released. If the Collate mode has been set, the copy block up to page 100 and the copy block from page 101 and collated separately.*

TWAIN Used by Other Application

Press the **[Clear Modes]** button to clear the error, then close the other application that is using the Scanner.

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