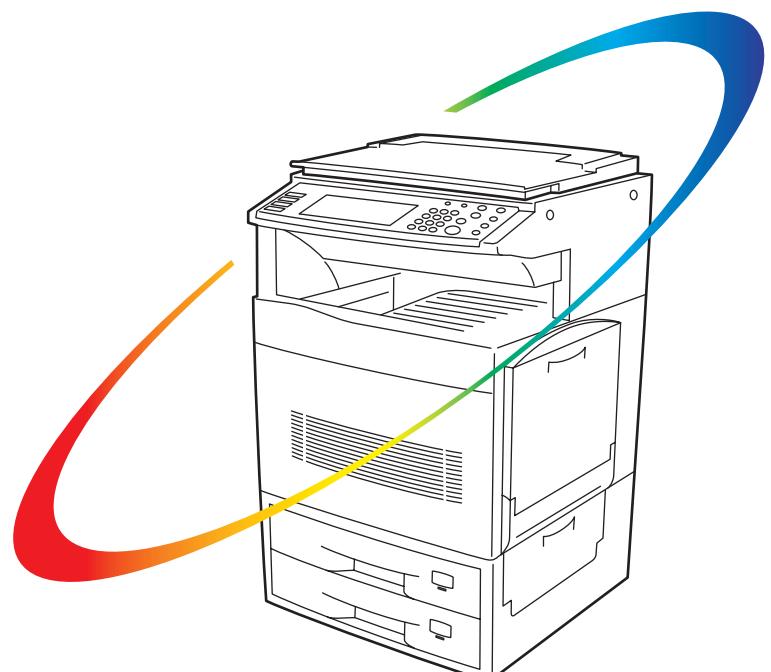




Operation Guide



KM-C850
KM-C850D

Please read the Operation Guide before using the copier
Keep it close to the copier for easy reference

<IMPORTANT>

This Operation Guide is for the KM-C850 and KM-C850D copiers.

The instructions contained herein are based on the KM-C850 **standard copier (for 1-sided copies only)** and KM-C850D **duplex copier (for 2-sided copies)**.

- Standard equipment

KM-C850: Two 500-sheet capacity drawers[cassettes]

KM-C850D: Duplex Unit and one 500-sheet capacity drawer[cassette]

NOTE:

This Operation Guide contains information that corresponds to using both the inch and metric versions of this copier.

When the difference in a message is only one of upper- and lower-case spelling, we have listed the information as it specifically pertains to the inch version of this machine.

When there is even a slight difference in the message, we have listed the information for the inch version followed, in brackets, by the corresponding information for the metric version.

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Legal Restriction On Copying

- It may be prohibited to copy copyrighted material without permission of the copyright owner.
- It is prohibited under any circumstances to copy domestic or foreign currencies.
- Copying other items may be prohibited.

Image quality adjustment samples

One-touch selection of the image quality, for example “Vivid” or “Dull” [“Calm”], is possible according to the type of copy image you want. (See “One-touch image quality adjustment” on page 5-5 for the actual setting procedure.)

“Sharper” [“Modulation”] setting selected



Original



“Smooth” setting selected



“Dull” [“Calm”] setting selected



Original



“Vivid” setting selected



“Light” setting selected



Original



“Dark” [“Heavy”] setting selected



NOTE:

Samples in this operation guide were created in order simply to indicate the different effects of each function, and the resulting colors will, therefore, differ somewhat from the actual copies made with this copier.

Samples of color setting adjustments

Color balance adjustment samples

If the overall color of the copies appears reddish or yellowish, etc., the overall color balance can be fine-adjusted by increasing or decreasing the intensity of each of the colors: cyan, magenta, yellow or black. (See “**Adjusting the color balance**” on page 5-1 for the actual setting procedure.)

Original



Yellow intensity increased



Magenta intensity increased



Cyan intensity increased



Black intensity increased



Yellow intensity decreased



Magenta intensity decreased



Cyan intensity decreased



Black intensity decreased



NOTE:

Samples in this operation guide were created in order simply to indicate the different effects of each function, and the resulting colors will, therefore, differ somewhat from the actual copies made with this copier.

Gloss mode samples

Select the gloss mode when you want to make high-gloss copies. (See “**Gloss mode ON/OFF**” on page 5-7 for the actual setting procedure.)

Original



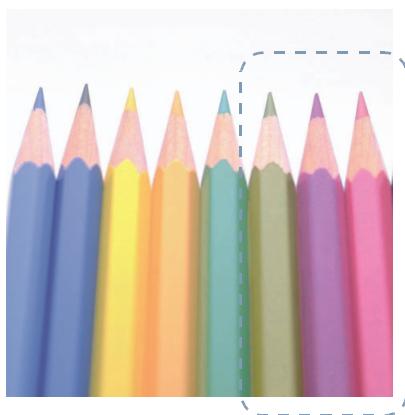
Gloss mode selected



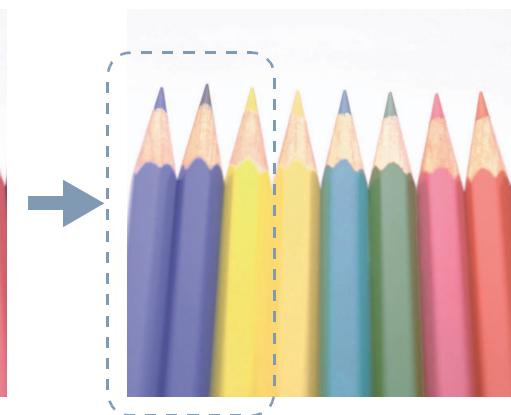
Color hue adjustment samples

It is possible for you to change the color hue and create copies of interesting colors. For example, turns reds into reddish-yellows or yellows into yellow-greens. (See “**Adjusting the color hue**” on page 5-3 for the actual setting procedure.)

Original



“Y-B” and a minus value selected...
Greens near yellow are intensified towards yellow, and magentas near blue intensified towards blue. ... (1)



“Y-B” and a plus value selected...
Reds near yellow are intensified towards yellow, and cyans near blue intensified towards blue. ... (2)

NOTE:

Samples in this operation guide were created in order simply to indicate the different effects of each function, and the resulting colors will, therefore, differ somewhat from the actual copies made with this copier.

Samples of color setting adjustments

Sharpness adjustment samples

Adjusting the sharpness setting makes the contours of the image softer or sharper, as appropriate. (See “**Adjusting the sharpness**” on page 6-29 for the actual setting procedure.)

Original



Sharpness setting increased



Original



Sharpness setting decreased



NOTE:

Samples in this operation guide were created in order simply to indicate the different effects of each function, and the resulting colors will, therefore, differ somewhat from the actual copies made with this copier.

Introduction to this Operation Guide

The explanations contained in this Operation Guide have been separated into different sections in order to allow even those using a copier for the first time to use this machine efficiently, properly and with relative ease.

A basic introduction to each section can be found below for reference. Refer to the related section when using this copier.

Section 1 IMPORTANT! PLEASE READ FIRST.

This section contains explanations on information that is necessary for you to know prior to using this copier for the first time after purchase.

For example, it contains notes and cautions on installation and operation that should be strictly obeyed in order to ensure its safe and proper operation.

Section 2 NAMES OF PARTS

This section contains explanations on the names and functions of the parts of the copier and its operation panel.

Section 3 PREPARATIONS

This section contains explanations on procedures for loading copy paper.

Section 4 BASIC OPERATION

This section contains explanations on the basic procedures required to make simple copies.

Section 5 COLOR COPY SETTINGS

This section contains explanations on the procedures for adjusting the various settings related to making color copies.

Section 6 OTHER CONVENIENT FUNCTIONS

This section contains explanations on using the various convenient functions of this copier.

Section 7 COPIER MANAGEMENT

This section contains explanations on the procedures for changing the various default settings available for adjusting the copier to fit your copy needs and on the procedures for managing copy us.

Section 8 TROUBLESHOOTING

This section contains explanations on handling problems that may occur during operation of this copier, such as when an error indication appears or if a paper jam occurs.

Section 9 MAINTENANCE AND OPERATION

INFORMATION

This section contains explanations on maintaining the copier in proper condition and on replacing the toner container, as well as information on the specifications for this copier.

Symbols in this guide

This Operation Guide contains certain symbols to indicate points of caution and additional information that is important for you to know.

The symbols and their meanings are indicated below.

IMPORTANT!



This symbol indicates information on procedures that should or should not be performed in order to avoid trouble.



NOTE(S)

This symbol indicates information on additional explanations or procedures for your reference.

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We have determined as a participating company in the International Energy Star Program that this product is compliant with the standards laid out in the International Energy Star Program.

About the International Energy Star Program

International Energy Star Program has as its basic goals the promotion of efficient energy use and the reduction of the environmental pollution that accompanies energy consumption by promoting the manufacture and sale of products that fulfill program standards.

International Energy Star Program standards require that copies come equipped with a "Low Power Mode" where energy consumption is reduced after a certain amount of time elapses since the device was last used, as well as an "Off Mode" where the device automatically turns itself off after there is no activity within a set amount of time. When the copier includes printer and fax functions, the printer and fax must enter a "Low Power Mode" where power consumption is automatically reduced after a certain amount of time elapses since they were last used, and they must also support a "Sleep Mode" where power consumption is reduced to a minimum when there is no activity within a set amount of time.

This product is equipped with the following features as a result of its compliance with International Energy Star Program standards.

Low Power Mode

The device automatically enters "Low Power Mode" when 15 minutes have passed since the device was last used. The amount of time of no activity that must pass before "Low Power Mode" is activated may be lengthened.

Off Mode

The device automatically enters "Off Mode" when 60 minutes have passed since the device was last used. The amount of time of no activity that must pass before "Off Mode" is activated may be lengthened.

Sleep Mode (If the copier has printer and/or facsimile function)

The device automatically enters "Sleep Mode" when 60 minutes have passed since the device was last used. The amount of time of no activity that must pass before "Sleep Mode" is activated may be lengthened.

Automatic 2-Sided Copy Function (Only in duplex copiers)

The Energy Star Program encourages the use of 2-sided copying which reduces the load on the environment and this device includes 2-sided copying as a standard function. For example, by copying two 1-sided originals onto a single sheet of paper as a 2-sided copy, it is possible to lower the amount of paper used.

For more information see "**Making 2-sided copies from various types of originals [2-sided copy modes]** (Only available in duplex copiers)".

Paper Recycling

The Energy Star Program encourages the use of environmentally friendly recycled paper. Your sales or service representative can provide information about recommended paper types.

Please read this Operation Guide before using the copier. Keep it close to the copier for easy reference.

The sections of this guide and parts of the copier marked with symbols are safety warnings meant to protect the user, other individuals and surrounding objects, and ensure correct and safe usage of the copier. The symbols and their meanings are indicated below.



DANGER: Indicates that serious injury or even death will very possibly result from insufficient attention to or incorrect compliance with the related points.



WARNING: Indicates that serious injury or even death may result from insufficient attention to or incorrect compliance with the related points.



CAUTION: Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

Symbols

The \triangle symbol indicates that the related section includes safety warnings. Specific points of attention are indicated inside the symbol.



.....[General warning]



.....[Warning of danger of electrical shock]



.....[Warning of high temperature]

The \odot symbol indicates that the related section includes information on prohibited actions. Specifics of the prohibited action are indicated inside the symbol.



.....[Warning of prohibited action]



.....[Disassembly prohibited]

The \bullet symbol indicates that the related section includes information on actions which must be performed. Specifics of the required action are indicated inside the symbol.



.....[Alert of required action]



.....[Remove the power plug from the outlet]



.....[Always connect the copier to an outlet with a ground connection]

Please contact your service representative to order a replacement if the safety warnings in this Operation Guide are illegible or if the guide itself is missing. (fee required)

<Note>

An original which resembles a bank note closely may not be copied properly in some rare cases because this copier is equipped with a counterfeiting prevention function.

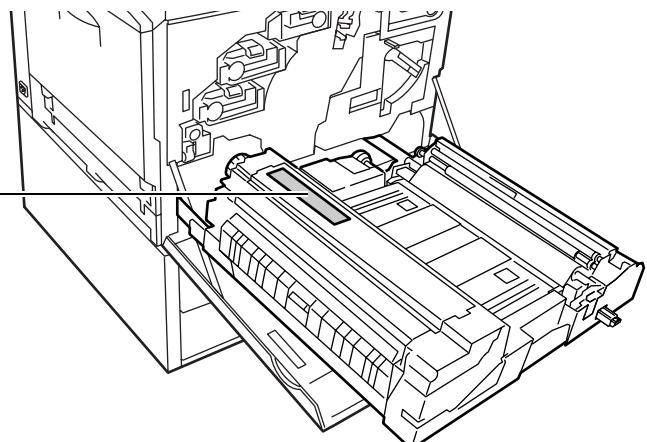
Section 1 **IMPORTANT! PLEASE READ FIRST.**

! CAUTION LABELS

Caution labels have been attached to the copier at the following locations for safety purposes.
BE SUFFICIENTLY CAREFUL to avoid fire or electric shock when removing a paper jam or when replacing toner.

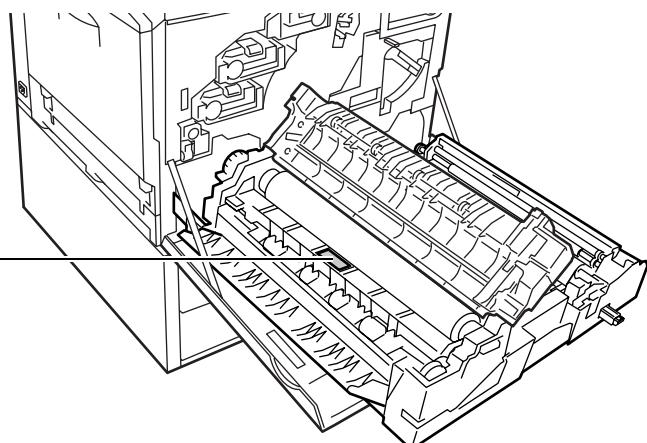
Label 1

High temperature inside.
Do not touch parts in this area,
because there is a danger of getting
burned.



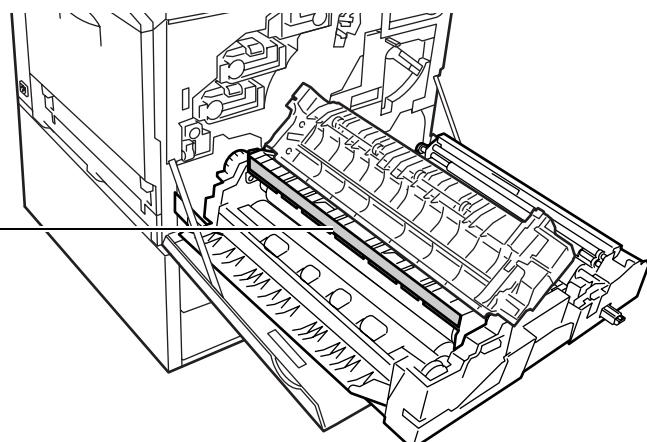
Label 2

High temperature inside.
Do not touch parts in this area,
because there is a danger of getting
burned.



Label 3

High temperature inside.
Do not touch parts in this area,
because there is a danger of getting
burned.



NOTE: DO NOT remove these labels.



INSTALLATION PRECAUTIONS

Environment

CAUTION

Avoid placing the copier on or in locations which are unstable or not level. Such locations may cause the copier to fall down or fall over. This type of situation presents a danger of personal injury or damage to the copier.



Avoid locations with humidity or dust and dirt. If dust or dirt become attached to the power plug, clean the plug to avoid the danger of fire or electrical shock.



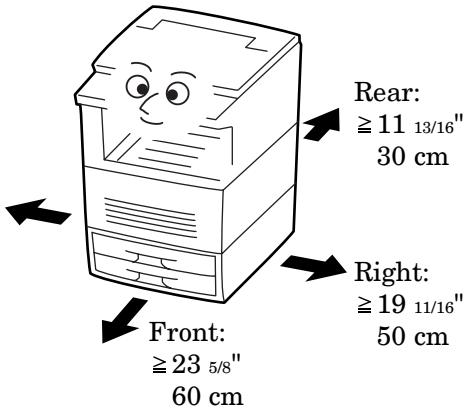
Avoid locations near radiators, heaters, or other heat sources, or locations near flammable items, to avoid the danger of fire.



To keep the copier cool and facilitate changing of parts and maintenance, allow access space as shown below. Leave adequate space, especially around the vents, to allow air to be properly ventilated out of the copier.



Left:
≥ 19 11/16"
50 cm



Other precautions

Adverse environmental conditions may affect the safe operation and performance of the copier. Install in an air-conditioned room (recommended room temperature: around 68°F (20°C), humidity: around 65%) and avoid the following locations when selecting a site for the copier.

- Avoid locations near a window or with exposure to direct sunlight.
- Avoid locations with vibrations.
- Avoid locations with drastic temperature fluctuations.
- Avoid locations with direct exposure to hot or cold air.
- Avoid poorly ventilated locations.

If the floor is delicate against casters, when this product is moved after installation, the floor material may be damaged.

To prevent the possibility of accidents due to tilting the copier body, always turn the desk's stopper bolts until they make firm contact with the floor during initial installation or whenever the machine is moved.

To prevent the copier from tipping over, the optional caster kit must be installed when the copier is installed with an optional Paper Feeder.

During copying, some ozone is released, but the amount does not cause any ill effect to one's health. If, however, the copier is used over a long period of time in a poorly ventilated room or when making an extremely large number of copies, the smell may become unpleasant. To maintain the appropriate environment for copy work, it is suggested that the room be properly ventilated.

Power supply/Grounding the copier



WARNING

DO NOT use a power supply with a voltage other than that specified. Avoid multiple connections in the same outlet. These types of situations present a danger of fire or electrical shock.



Plug the power cord securely into the outlet. If metallic objects come in contact with the prongs on the plug, it may cause a fire or electric shock.



Always connect the copier to an outlet with a ground connection to avoid the danger of fire or electrical shock in case of an electric short. If an earth connection is not possible, contact your service representative.



Other precautions

Connect the power plug to the closest outlet possible to the copier.

The power supply cord is used as the main disconnect device. Ensure that the socket/outlet is located/installed near the equipment and is easily accessible.

Handling of plastic bags



WARNING

Keep the plastic bags that are used with the copier away from children. The plastic may cling to their nose and mouth causing suffocation.





PRECAUTIONS FOR USE

Cautions when using the copier

! WARNING

DO NOT place metallic objects or containers with water (flower vases, flower pots, cups, etc.) on or near the copier. This of situation presents a danger of fire or electrical shock should they fall inside.



DO NOT remove any of the covers from the copier as there is a danger of electrical shock from high voltage parts inside the copier.....



DO NOT damage, break or attempt to repair the power cord. DO NOT place heavy objects on the cord, pull it, bend it unnecessarily or cause any other type of damage.

These types of situations present a danger of fire or electrical shock.



NEVER attempt to repair or disassemble the copier or its parts as there is a danger of fire, electrical shock or damage to the laser. If the laser beam escapes, there is a danger of it causing blindness.



If the copier becomes excessively hot, smoke appears from the copier, there is an odd smell, or any other abnormal situation occurs, there is a danger of fire or electrical shock. Turn the power switch OFF (O) immediately, BE ABSOLUTELY CERTAIN to remove the power plug from the outlet and then contact your service representative.



If anything harmful (paper clips, water, other fluids, etc.) falls into the copier, turn the power switch OFF (O) immediately. Next, BE ABSOLUTELY CERTAIN to remove the power plug from the outlet to avoid the danger of fire or electrical shock. Then contact your service representative. ...



DO NOT remove or connect the power plug with wet hands, as there is a danger of electrical shock.....



ALWAYS contact your service representative for maintenance or repair of internal parts.



! CAUTION

DO NOT pull the power cord when removing it from the outlet. If the power cord is pulled, the wires may become broken and there is a danger of fire or electrical shock. (ALWAYS grasp the power plug when removing the power cord from the outlet.)



ALWAYS remove the power plug from the outlet when moving the copier. If the power cord is damaged, there is a danger of fire or electrical shock.



If the copier will not be used for a short period of time (overnight, etc.), turn the power switch OFF (O).

If it will not be used for an extended period of time (vacations, etc.), remove the power plug from the outlet for safety purposes during the time the copier is not in use.



ALWAYS hold the designated parts only when lifting or moving the copier.....



For safety purposes, ALWAYS remove the power plug from the outlet when performing cleaning operations.



If dust accumulates within the copier, there is a danger of fire or other trouble. It is therefore recommended that you consult with your service representative in regard to cleaning of internal parts. This is particularly effective if accomplished prior to seasons of high humidity. Consult with your service representative in regard to the cost of cleaning the internal parts of the copier.....



Other precautions

DO NOT place heavy objects on the copier or cause other damage to the copier.

DO NOT open the front cover, turn off the power switch, or pull out the power plug during copying.

When lifting or moving the copier, contact your service representative.

Do not touch electrical parts, such as connectors or printed circuit boards. They could be damaged by static electricity.

DO NOT attempt to perform any operations not explained in this handbook.

Do not open any cover or turn the power off while the motor inside can be heard regardless of the condition of the copier.

CAUTION: Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Do not look directly at the light from the scanning lamp as it may cause your eyes to feel tired or painful.

This product engages a cooling fan in order to cool off internal parts even after the power switch is turned OFF. In order to maintain its cooling effect, do not remove the power plug from the outlet or disconnect the power to the outlet itself.

* Removing the power plug from the outlet will cause the cooling fan to stop and may result in internal damage to the machine due to heat.

* If you are not going to use this product for a prolonged period of time, turn the power switch OFF and then wait about 30 minutes before removing the power plug from the outlet.

Duplex copiers come equipped with an HDD (hard disk).

DO NOT attempt to move the copier while the power is still ON; Since any resulting shock or vibration may cause damage to the hard disk, be sure to turn off the power BEFORE attempting to move the copier.

If you will not be using the copier for a prolonged period of time, remove all paper from the drawer(s)[cassette(s)] and the multi-bypass tray and seal in its original packaging.

Cautions when handling consumables

⚠ CAUTION

DO NOT attempt to incinerate the toner containers or the waste toner box.

Dangerous sparks may cause burns.



Keep the toner containers and the waste toner box out of the reach of children.



If toner happens to spill from the toner containers or the waste toner box, avoid inhalation and ingestion, as well as contact with your eyes and skin.....



- If you do happen to inhale toner, move to a place with fresh air and gargle thoroughly with a large amount of water. If coughing develops, contact a physician.
- If you do happen to ingest toner, rinse your mouth out with water and drink 1 or 2 cups of water to dilute the contents of your stomach. If necessary, contact a physician.
- If you do happen to get toner in your eyes, flush them thoroughly with water. If there is any remaining tenderness, contact a physician.
- If toner does happen to get on your skin, wash with soap and water.

DO NOT attempt to force open or destroy the toner containers or the waste toner box.



Other precautions

After use, ALWAYS dispose of the toner containers and the waste toner box in accordance with Federal, State and Local rules and regulations.

Store all consumables in a cool, dark location.

Laser Safety

Laser radiation could be hazardous to the human body. For this reason, laser radiation emitted inside this machine is hermetically sealed within the protective housing and external cover. In the normal operation of the product by user, no radiation can leak from the machine.

This machine is classified as Class 1 laser product under IEC 60825.

CAUTION

Performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This label is attached to the laser scanner unit inside the machine and is not in a user access area.



The label shown below is attached to the right side of the machine.



CAUTION!

The power plug is the main isolation device! Other switches on the equipment are only functional switches and are not suitable for isolating the equipment from the power source.

VORSICHT!

Der Netzstecker ist die Hauptisoliervorrichtung! Die anderen Schalter auf dem Gerät sind nur Funktionsschalter und können nicht verwendet werden, um den Stromfluß im Gerät zu unterbrechen.



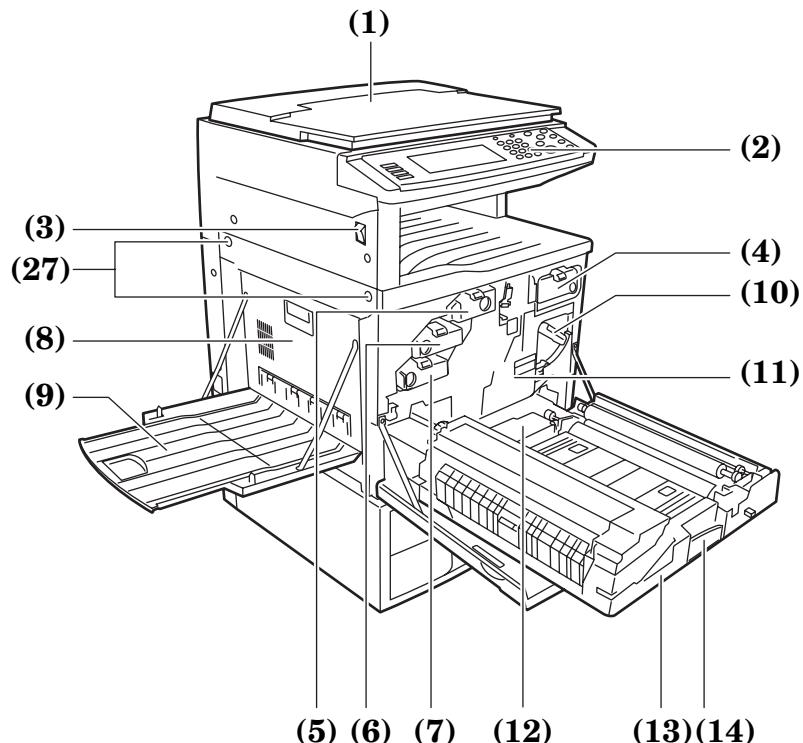
DECLARATION OF CONFORMITY
TO
89/336/EEC, 73/23/EEC and 93/68/EEC

We declare under our sole responsibility that the product to which this declaration relates is in conformity with the following specifications.

Limits and methods of measurement for immunity characteristics of information technology equipment	<u>EN55024</u>
Limits and methods of measurement for radio interference characteristics of information technology equipment	<u>EN55022 Class B</u>
Limits for harmonic currents emissions for equipment input current $\leq 16A$ per phase	<u>EN61000-3-2</u>
Limitation of voltage fluctuations and flicker in low-voltage supply systems for equipment with rated current $\leq 16A$	<u>EN61000-3-3</u>
Safety of information technology equipment, including electrical equipment	<u>EN60950</u>
Radiation Safety of laser products, equipment classification, requirements and user's guide	<u>EN60825-1</u>

Section 2 NAMES OF PARTS

Main body



(1) Original cover <optional>

Open/close this cover when you are setting the original on the platen.

(2) Operation panel

Perform copy operations here.

(3) Power switch

Turn this switch ON (|) before copying.

(4) Toner container (black)

(5) Toner container (yellow)

(6) Toner container (magenta)

(7) Toner container (cyan)

(8) Left cover

Open this cover if a paper misfeed occurs inside the copier.

(9) Left tray

Finished copies can be ejected and stored on this tray.

(10) Transfer unit release lever

Operate this lever if a paper misfeed occurs inside the copier.

(11) Transfer unit

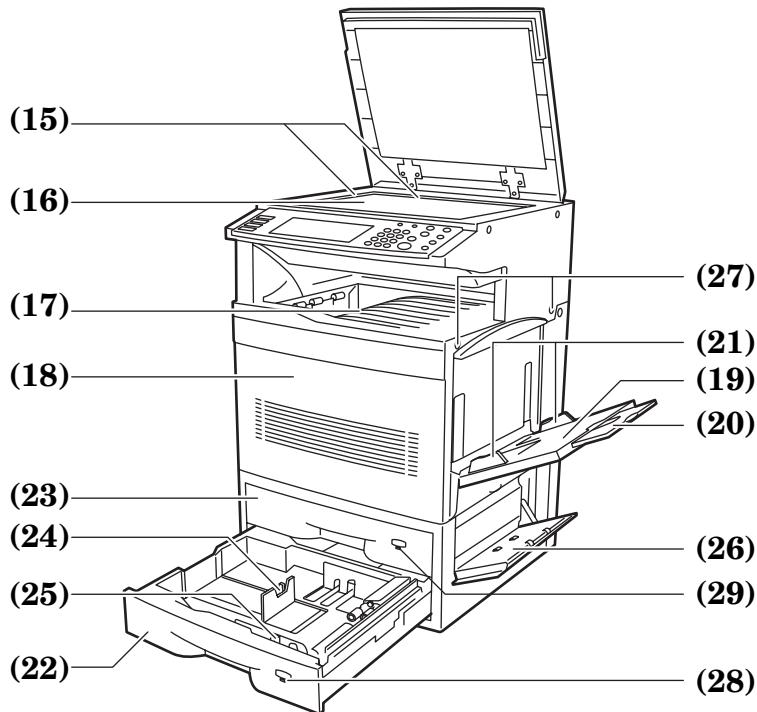
(12) Waste toner box

(13) Paper conveyor

(14) Paper conveyor release lever

Operate this lever if a paper misfeed occurs inside the copier.

Section 2 NAMES OF PARTS



(15) Original size indicator plate

Be sure to align the original with this plate when setting an original on the platen.

(16) Platen

Set originals here for copying. Lay originals face-down and align them with the upper left corner of the platen (towards the left-rear portion of the copier).

(17) Top tray

Finished copies can be ejected and stored on this tray.

(18) Front cover

Open this cover if a paper misfeed occurs inside the copier, when you need to replace a toner container, the waste toner box, as well as during cleaning operations.

(19) Multi-bypass tray

(20) Multi-bypass extension

Pull out this extension when copying onto 8 1/2" x 11" [A4R] size paper or larger.

(21) Insert guides

Align these guides to fit the width of the paper that is to be set on the multi-bypass tray.

(22) Drawer[Cassette] No.2

This drawer[cassette] has a storage capacity of 500 sheets of copy paper.

(23) Drawer[Cassette] No.1 (in standard copiers [for 1-sided copies only])

This drawer[cassette] has a storage capacity of 500 sheets of copy paper.

Duplex Unit (in duplex copiers [for 2-sided copies])

This unit allows you to make duplex [2-sided] copies.

(24) Paper length guide release levers

Pinch these levers and adjust the guide plate to fit the length of the paper that is to be loaded in that drawer[cassette].

(25) Paper width guide release levers

Pinch these levers and adjust the guide plates to fit the width of the paper that is to be loaded in that drawer[cassette].

(26) Right side drawer[cassette] cover

Open this cover if a paper misfeed occurs inside the copier.

(27) Handles for transport

Pull these bars out - there are two on both the left and right sides of the copier - in order to use them as handles.

(28) Paper size indicator

This indicator will remain out until the corresponding drawer[cassette] has been selected. Once the drawer[cassette] is selected, the indicator will light when there is paper loaded in that drawer[cassette], and it will blink when the drawer[cassette] is empty or when a paper jam has occurred in that drawer[cassette].

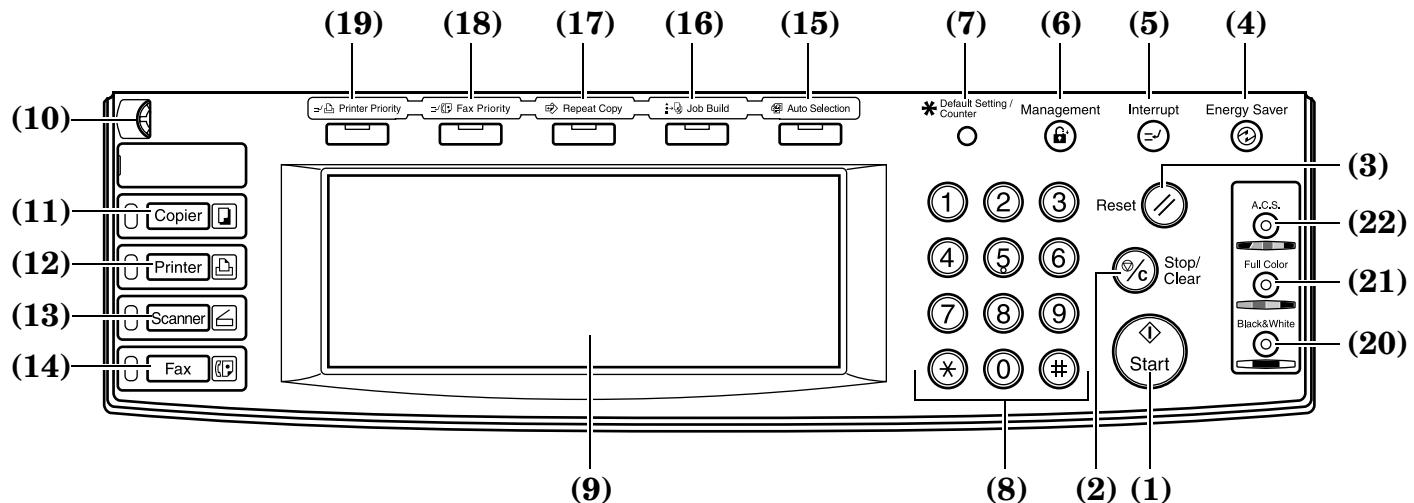
(29) Paper size indicator (in standard copiers [for 1-sided copies only])

This indicator will remain out until the corresponding drawer[cassette] has been selected. Once the drawer[cassette] is selected, the indicator will light when there is paper loaded in that drawer[cassette], and it will blink when the drawer[cassette] is empty or if a paper jam has occurred in that drawer[cassette].

Duplex Unit indicator (in duplex copiers [for 2-sided copies])

This indicator will light when any one of the 2-sided copy modes is selected, and it will blink if a paper jam has occurred in the Duplex Unit. The indicator will remain out as long as the 2-sided copy modes are not in use.

Operation panel



(1) [Start] key & indicator lamp

Press this key when the lamp in that key is lit green and you want to start copying.

(2) [Stop/Clear] key

Press this key when you want to stop copying or change the number of copies to be made.

(3) [Reset] key

Press this key to reset all functions to their initial mode settings. (See “**Initial mode (at the end of warm-up or when the [Reset] key is pressed)**” on page 2-5.)

(4) [Energy Saver] key & indicator lamp

Press this key when you want to turn the energy-saving Low power mode ON. Press the same key again to turn the Low power mode OFF.

(5) [Interrupt] key & indicator lamp

Press this key to light the lamp in that key when you want to perform interrupt copying. (See page 6-4.)

(6) [Management] key

When copy management is turned ON, press this key after copying in order to return to the department ID-code entry display. (See page 7-1.)

(7) [Default Setting/Counter] key

Press this key when you want to perform default settings as well as those related to copy management, etc.

(8) Keypad

Use these keys when you want to set the number of copies to be made or enter other values.

(9) Touch panel

This panel displays such information as operation procedures, machine status, and the various function keys.

(10) Brightness adjustment control dial

Turn this dial when you want to adjust the brightness of the touch panel.

(11) [Copier] key, lamp & indicator

Press this key to light the indicator to the right of the key when you want to use the copier functions of this machine.

(12) [Printer] key, lamp & indicator

Press this key when you want to use the optional printer functions of this machine. The indicator to the right of the key will light when the machine is in the printer operation mode. The lamp to the left of the key will either light green or orange, or will flash one of those colors, depending upon the status of the machine.

(See page 8-4.)

(13) [Scanner] key, lamp & indicator

Press this key when you want to use the optional scanner functions of this machine. The indicator to the right of the key will light when the machine is in the scanner operation mode. The lamp to the left of the key will either light green or orange, or will flash one of those colors, depending upon the status of the machine.

(See page 8-4.)

(14) [Fax] key, lamp & indicator

Press this key when you want to use the optional fax functions of this machine. The indicator to the right of the key will light when the machine is in the fax operation mode. The lamp to the left of the key will either light or flash green, depending upon the status of the machine.

(15) [Auto Selection] key & indicator lamp

Press this key to light the lamp in that key when you want to use the auto selection mode. The optional Document Processor must be installed in your copier in order to use this mode.

(16) [Job Build] key & indicator lamp

Press this key to light the lamp in that key when you want to use the job build mode. The optional Memory Copy Board must be installed in your copier in order to use this mode.

(17) [Repeat Copy] key & indicator lamp

Press this key to light the lamp in that key when you want to use the repeat copy mode. The optional Memory Copy Board must be installed in your copier in order to use this mode.

(See page 6-24.)

(18) [Fax Priority] key & indicator lamp

Press this key when you want to use the fax priority printout function. The lamp in that key will light when fax priority printout is selected. The optional Fax Kit must be installed in your copier in order to use this mode. Refer to the Operation Guide for the optional Fax Kit for more detailed information.

(19) [Printer Priority] key & indicator lamp

Press this key when you want to use the printer priority printout function. The lamp in that key will light when printer priority printout is selected. The optional Printer Kit must be installed in your copier in order to use this mode. Refer to the Operation Guide for the optional Printer Kit for more detailed information.

(20) [Black & White] key & indicator lamp

Press this key when you want to make monochrome [B/W] copies. (See page 4-1.)

(21) [Full Color] key & indicator lamp

Press this key when you want to make full color copies. (See page 4-1.)

(22) [A.C.S.] key & indicator lamp

Press this key when you want the copier to automatically make full color copies from color originals, and black and white copies from monochrome [B/W] originals. (See page 4-1.)

Initial mode (at the end of warm-up or when the [Reset] key is pressed)

In the default settings prepared at the factory, paper of the same size as the original is selected automatically and the copy magnification ratio is set to “100%” [1:1] (under the auto paper selection mode), the number of copies to be made is set to “1” and the image quality is set to the text+photo mode.

**NOTES**

- The default settings for the initial mode can be changed using the corresponding “copy default settings” procedure.
- It is possible for you to change the default setting for the copy exposure in the initial mode from the “manual exposure mode” to the “auto exposure mode”.

Auto clear function

Once a designated amount of time has passed after copying stops (between 10 and 270 seconds), the auto clear function will automatically engage and the copier will return to the same settings as those after warm up (initial mode settings). (However, the copy exposure mode and the image quality mode will not change.) Copies can continually be made using the same settings (copy mode, number of copies and exposure mode) if the next batch of copying is started before the auto clear function engages.

Automatic drawer[cassette] switching function

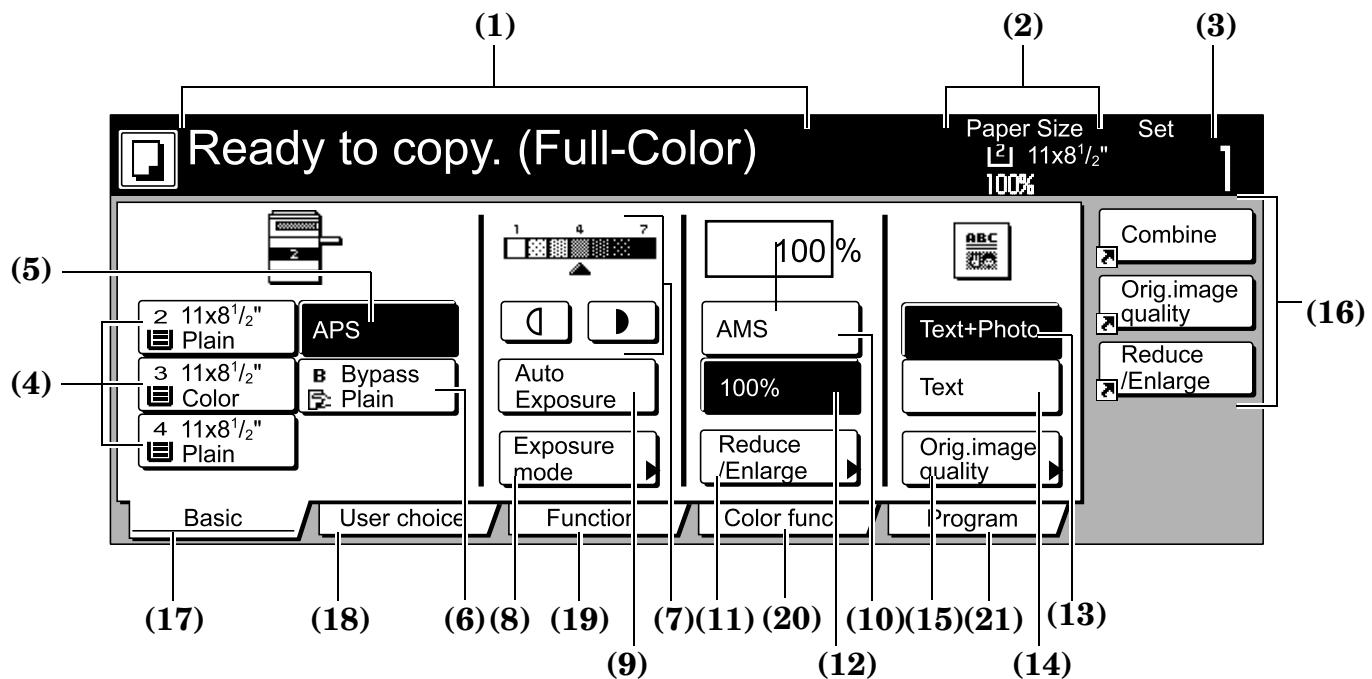
If two drawers[cassettes] contain the same size of paper in the same orientation and the paper in one drawer[cassette] runs out during copying, the automatic drawer[cassette] switching function will switch paper feed from the empty drawer[cassette] to the other drawer[cassette] that still contains paper.

It is also possible to designate which drawers[cassettes] will hold the same size and type of paper for automatic switching.

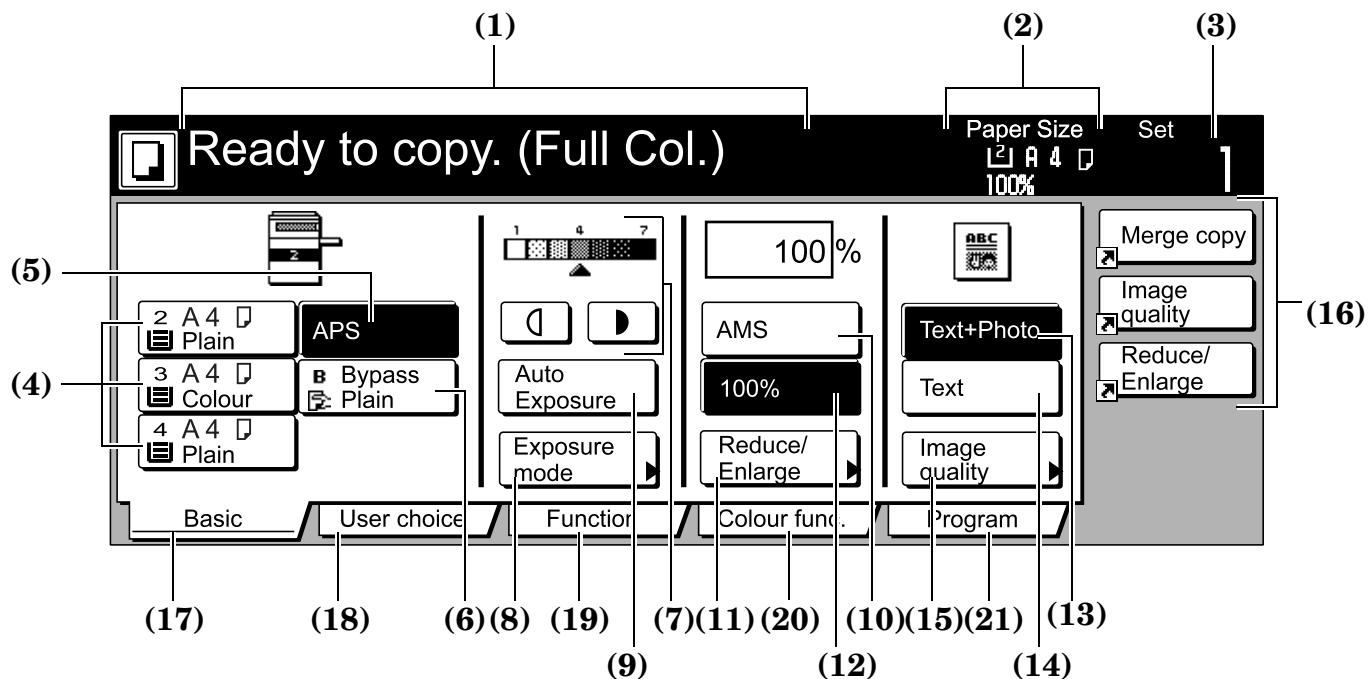
Section 2 NAMES OF PARTS

Touch panel

Inch specifications



Metric specifications



**NOTE**

Keys related to operational procedures which appear on the touch panel with their name displayed are indicated in this Operation Guide within double quotation marks. (Ex.: Press the “xxx” key.)

- (1) **This area displays messages on the machine's status and on operational procedures.**
- (2) **This area displays information on the size of paper in the drawer[cassette] and the current copy magnification ratio.**
- (3) **This area displays the current number of copies to be made.**
- (4) **Paper size keys (Remaining paper volume icons)**
Press these keys when you want to change the currently selected drawer[cassette] in order to change the size of paper that will be used. The drawer[cassette] that holds the currently selected paper size and type of paper will be highlighted.
Drawer[Cassette] No. 1 will not be displayed on duplex copiers. Drawer[Cassette] No. 3 and drawer[cassette] No. 4 will be displayed when the optional Paper Feeder is installed on your copier.
- (5) **“APS” key**
Press this key until it is highlighted when you want to have the paper size selected automatically. (See page 4-2.)
- (6) **“Bypass” key**
Press this key when you want to copy onto paper that is set on the multi-bypass tray. The type of paper registered for use on the multi-bypass tray will be indicated in the key.
- (7) **Copy exposure adjustment keys / Copy exposure scale**
Press the appropriate key when you want to manually adjust the copy exposure. The copy exposure scale will indicate the currently selected setting. (See page 4-3.)
- (8) **“Exposure mode” key**
Press this key when you want to access the “Exposure mode” screen.
- (9) **“Auto Exposure” key**
Press this key until it is highlighted when you want to select the auto exposure mode. When making monochrome [B/W] copies in the auto exposure mode, the contrast of the original will be detected and the most suitable exposure level selected automatically. When making full color copies in this mode, the copier will automatically perform the corresponding background exposure adjustment. (See page 4-3.)
- (10) **“AMS” key**
Press this key until it is highlighted when you want to have the copy magnification ratio selected automatically. (See page 6-1.)
- (11) **“Reduce/Enlarge” key**
Press this key when you want to manually change the copy magnification ratio. (See page 6-2.)
- (12) **“100%” (same size) key**
Press this key when you want to copy the original image at its actual size “100%”.
- (13) **“Text+Photo” key**
Press this key when you want to copy originals that contain a mixture of both text and photographs.
- (14) **“Text” key**
Press this key when you want to copy originals that contain large amounts of text, such as documents, etc.
- (15) **“Orig.image quality” [“Image quality”] key**
Press this key when you want to access the “Orig.image quality” [“Image quality orig.”] screen. (See page 4-4.)

(16) Registration keys

Press the appropriate key when you want to access the corresponding function or mode. Any function or mode in the “Function” tab can be registered to be displayed as one of the registration key.

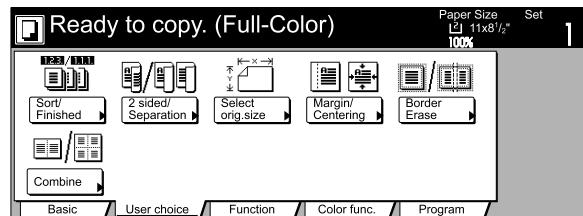
(17) “Basic” tab

Press this tab when you want to return the display to the contents of the “Basic” tab.

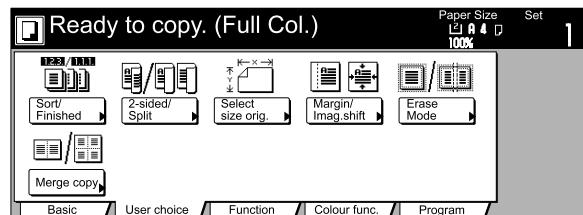
(18) “User choice” tab

Press this tab when you want to display the contents of the “User choice” tab.

Inch specifications



Metric specifications

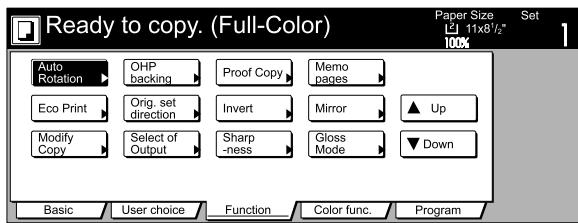
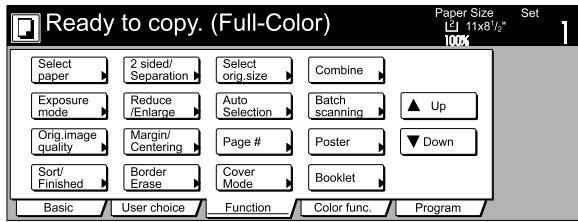


Section 2 NAMES OF PARTS

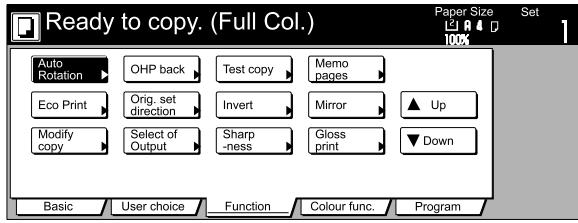
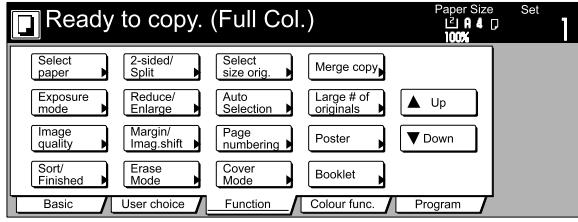
(19) "Function" tab

Press this tab when you want to display the contents of the "Function" tab.

Inch specifications



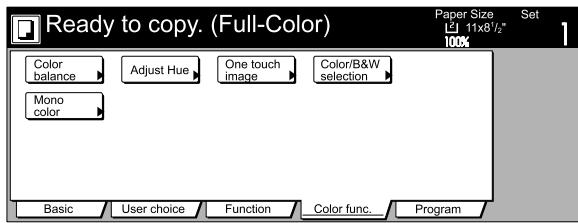
Metric specifications



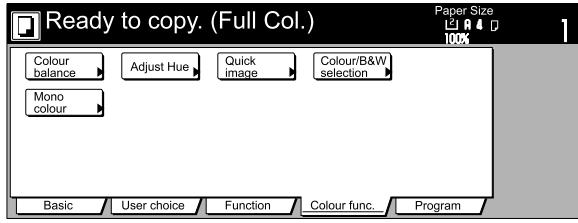
(20) "Color func." ["Colour func."] tab

Press this tab when you want to display the contents of the "Color func." ["Colour func."] tab.

Inch specifications



Metric specifications



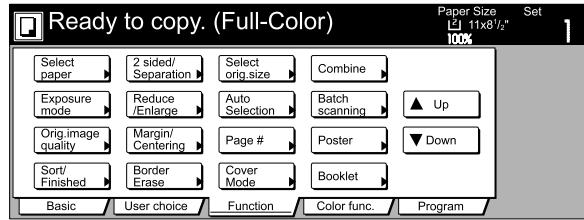
(21) "Program" tab

Press this tab when you want to register the currently selected settings as a program, or to delete a previously registered program.

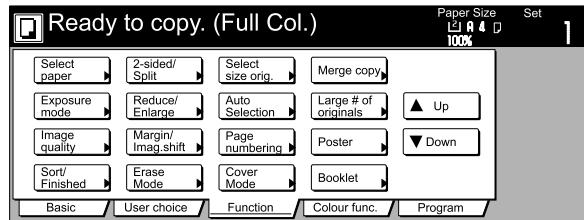
NOTE

If you press any key that has an arrow "►" in its bottom right corner, the corresponding setting screen will be displayed.

Inch specifications



Metric specifications



"Register" key

Press this key when you want to register the currently selected function or mode under a registration key.

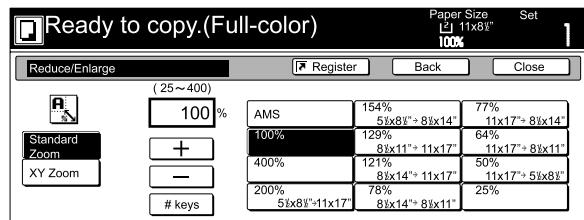
"Back" key

Press this key when you want to return the settings for the currently selected mode back to their previous values.

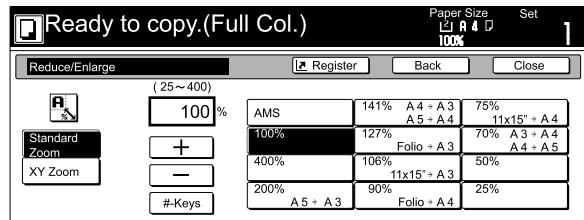
"Close" key

Press this key when you want to return to the previous screen.

Inch specifications



Metric specifications



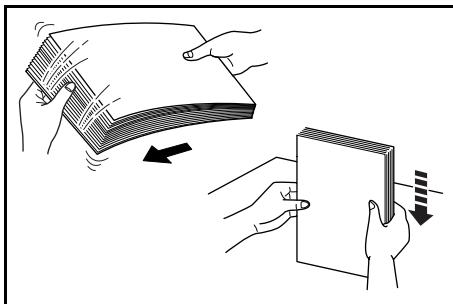
Section 3 PREPARATIONS

Loading paper

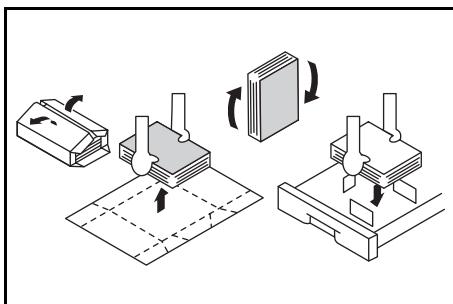
Copy paper can either be loaded into the drawer(s)[cassette(s)] or set on the multi-bypass tray.

Note when adding paper

After taking new paper out of its packaging, be sure to fan through them a few times to separate the sheets and use a flat surface to align the leading edges of the paper before loading that paper into a drawer[cassette] or setting it on the multi-bypass tray.



Set the paper in the drawer[cassette] with the side that was facing upward when you opened the package facing downward.



IMPORTANT!

- When copying onto used paper (paper which has already been copied onto at least one side), DO NOT use paper that is stapled or clipped together as this can be the cause of damage to the copier and/or create problems in the copy image.
- If you use paper that is curled at all, straighten the paper out before loading it into a drawer[cassette] or setting it on the multi-bypass tray, or it can cause a paper jam.

IMPORTANT!

Using special paper

In this copier, the type of paper loaded in each drawer[cassette] and on the multi-bypass tray can be specified under “**Paper size and type**” on page 7-47, respectively.

Among the special paper that can be used with this copier, there is a wide range in paper quality and construction, especially in those types of paper noted below. For that reason, there is a greater possibility of problems occurring during copying with these types of paper. Whenever you do use such special paper as noted here, it is recommended that you first make a test copy and verify the results.

<Special paper for which extra caution is recommended>

- Preprinted
- Labels^{*1}
- Prepunched
- Envelopes^{*2}

*1 When using label sheets, be absolutely certain that there is no possibility that the backing glue will come into contact with any part of the copier, and that none of the labels will come off the sheet during copying. If glue does happen to come into contact with the drum or rollers, or one of the labels comes off inside the copier, it can be the cause of major damage.

*2 The following types of envelopes should never be used:

- Those on which the glue is exposed.
- Those whereby glue will be exposed if the protective paper is removed. (If the paper protecting the glue comes off inside the copier it can be the cause of major damage.)
- Those of special construction.
- Those which have a round tab on the back and are closed with string.
- Those which have an open window.
- Those which have a transparent film window.

Section 3 PREPARATIONS

Loading paper into drawer[cassette]

Up to 500 sheets of standard paper (60 g/m² – 90 g/m²) or color paper can be loaded into the drawer[cassette] that is included with your copier. Up to 250 sheets of paper can be loaded into each drawer[cassette] of the optional Paper Feeder.

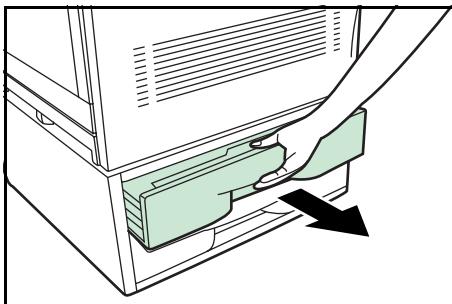
- Standard accessory drawer(s)[cassette(s)]
Standard copier (for 1-sided copies only): Two 500-sheet capacity drawers[cassettes]
Duplex copier (for 2-sided copies): One 500-sheet capacity drawer[cassette]
- Acceptable sizes of paper
500-sheet capacity drawers[cassettes]: 11" × 8 1/2", 8 1/2" × 14", 11" × 17", A5R, B5R, A4, B4 and A3
250-sheet capacity drawers[cassettes]: 8 1/2" × 11", 11" × 8 1/2", 8 1/2" × 14", 11" × 17", A5R, B5R, A4R, A4, B4 and A3
- The 500-sheet capacity drawers[cassettes] will not accept 8 1/2" × 11" [A4R] size paper.
- Neither type of drawer[cassette] will accept 5 1/2" × 8 1/2" or 8 1/2" × 5 1/2" size paper.



IMPORTANT!

- BE SURE to use paper that is specified for color copy use in order to make clear color copies.
- DO NOT use paper such as that designated for inkjet printers or any paper treated with special coating.

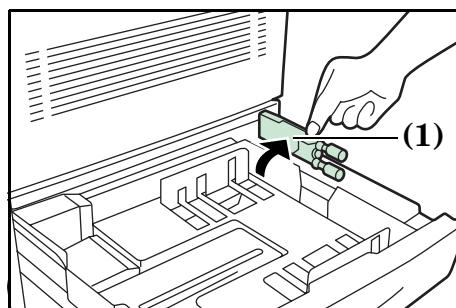
1 Pull the drawer[cassette] out toward you as far as it will go.



NOTE

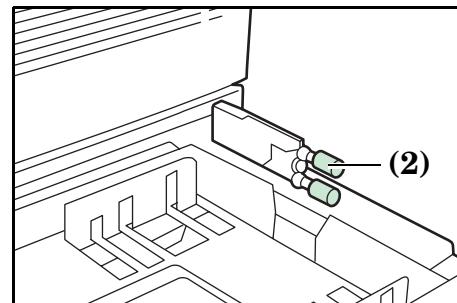
DO NOT pull more than one drawer[cassette] out at a time.

2 Open the paper feed unit (1).



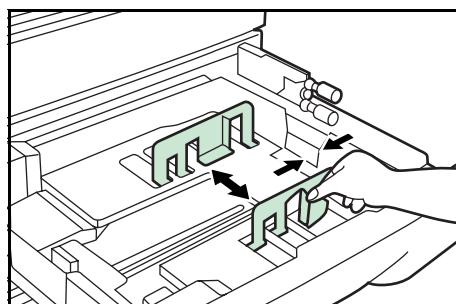
NOTE

DO NOT touch the rollers (2).



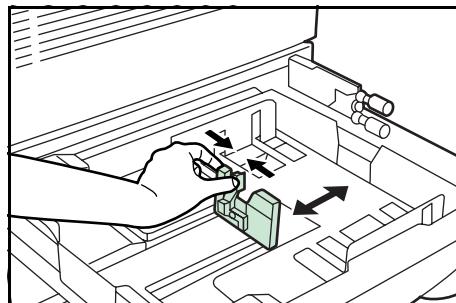
3 Pinch the levers for the paper width guide plates and move the plates to fit the width of the paper that is to be loaded in that drawer[cassette].

The paper sizes are marked on the bottom of the drawer[cassette].

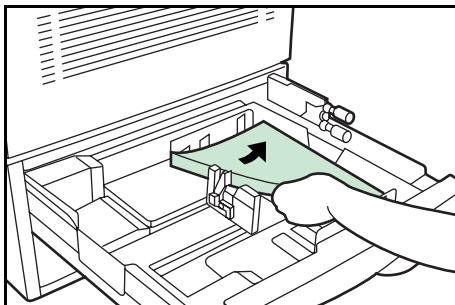


4 Pinch the levers for the paper length guide plate and move the plate to fit the length of the paper that is to be loaded in that drawer[cassette].

The paper sizes are marked on the bottom of the drawer[cassette].

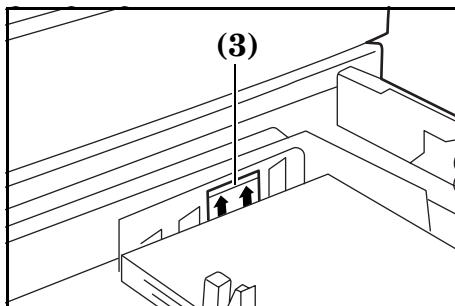


5 Align the paper flush against the right side of the drawer[cassette], and then set the paper in the drawer[cassette].

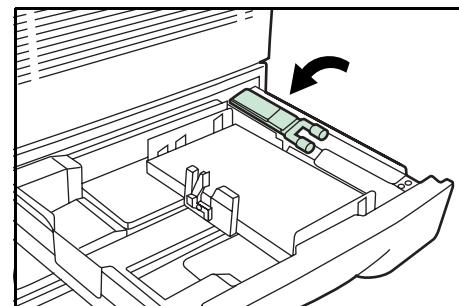


IMPORTANT!

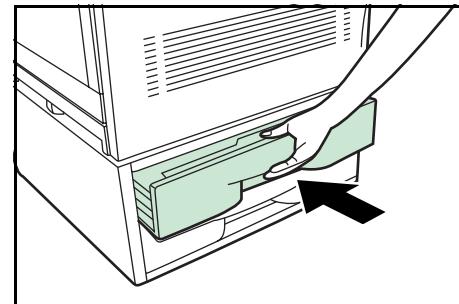
- Make sure that there are no folds, etc., in the paper when it is set in a drawer[cassette]. Such paper may be the cause of paper jams.
- DO NOT load more paper than indicated by the sticker located on the inside of the drawer[cassette] (3).
- When you are loading paper into a drawer[cassette], make sure that the side facing downward when the package is opened is the side that is facing upward in the drawer[cassette] as well.
- Make sure to adjust the paper length and width guide plates to the size of the paper before setting the paper. Misaligned paper may be the cause of paper jams.
- Make sure that the paper is set securely against the paper length and width guide plates. If there is a gap between the paper and any guide plate, readjust the guide plates to fit the paper snugly. Anytime paper does not fit snugly against the guide plates, the message display may not indicate the correct size of paper for that drawer[cassette].



6 Close the paper feed unit.



7 Gently push the drawer[cassette] back in.



8 Insert the appropriate paper size label into the front of the drawer[cassette] to indicate the size of paper that is loaded into that drawer[cassette].



NOTE

If you will not be using the copier for a prolonged period of time, remove all paper from the drawer(s)[cassette(s)] and seal in its original packaging in order to protect it against moisture.



NOTE

When you are loading paper into a drawer[cassette], make sure that the side to be copied onto is facing downward.

Section 3 PREPARATIONS

Setting paper on the multi-bypass tray

Up to 150 sheets of standard paper (60 g/m² - 90 g/m²) can be set on the multi-bypass tray.

- Acceptable sizes of paper

Inch specifications

5 1/2" x 8 1/2", 8 1/2" x 11", 11" x 8 1/2", 8 1/2" x 13", 8 1/2" x 14", 11" x 17", 12" x 18", A6R, B6R, A5R, B5R, B5, A4R, A4, B4 and A3

Metric specifications

A6R, B6R, A5R, B5R, B5, A4R, A4, B4, A3, A3 wide (305 mm x 457 mm), Folio, 5 1/2" x 8 1/2", 8 1/2" x 11", 11" x 8 1/2", 8 1/2" x 13", 8 1/2" x 14", 11" x 17" and 12" x 18"

When copying onto special paper, be sure to use the multi-bypass tray.



NOTES

- The following types of special paper and the number of sheets that can be set on the multi-bypass tray at one time are as follows:
OHP transparencies: 25 sheets (BE SURE to use only 11" x 8 1/2" [A4] size OHP transparencies and ALWAYS fan through transparencies before setting them on the multi-bypass tray.)
Thick paper (91 g/m² - 220 g/m²): 30 - 100 sheets (Depending on the paper size and weight)
- The acceptable paper weight for thick paper actually differs depending upon the size of the paper:
Under 11" x 8 1/2" [A4]: 91 g/m² - 220 g/m²
Over 11" x 8 1/2" [A4]: 91 g/m² - 135 g/m²
- When the optional Document Finisher is installed on your copier, paper of the following weights can be used:
When ejecting onto the sub tray: 60 g/m² - 200 g/m²
When ejecting onto the main tray: 60 g/m² - 160 g/m²
When stapling or hole punching: 60 g/m² - 160 g/m²

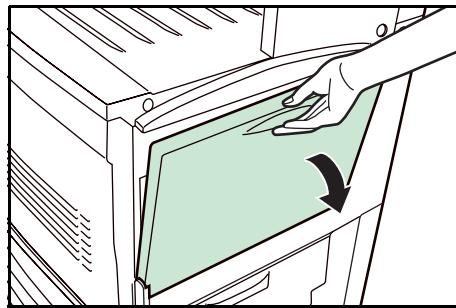


IMPORTANT

- BE SURE to use paper that is specified for color copy use in order to make clear color copies.
- DO NOT use paper such as that designated for inkjet printers or any paper treated with special coating.
- When you press the "Bypass" key in the "Basic" tab on the touch panel, the "Bypass setting" screen will be displayed. In this case, you should refer to **"Multi-bypass tray paper settings"** on page 7-47 and follow the procedure, starting from step 3, to specify the size and type of paper to be used.

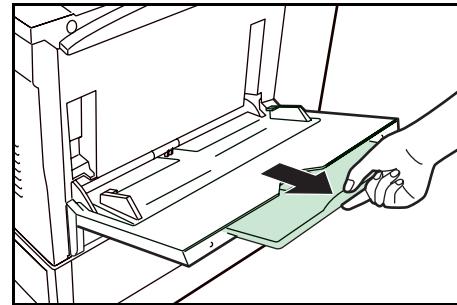
1

Open the multi-bypass tray.



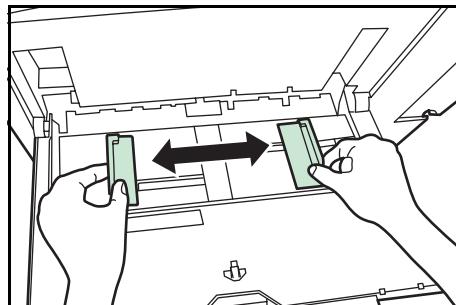
NOTE

When copying onto 8 1/2" x 11" [A4R] size paper or larger, be sure to pull out the multi-bypass extension.

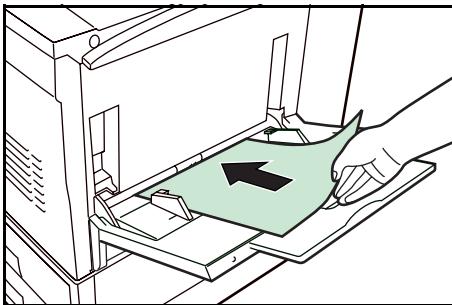


2

Adjust the insert guides to fit the width of the paper that is to be set on the multi-bypass tray.

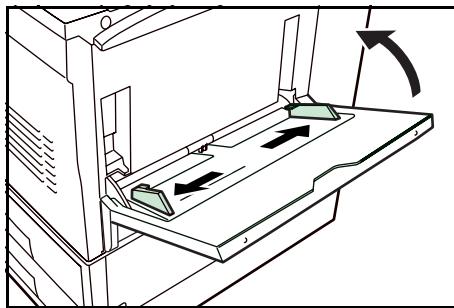


3 Slide the paper all the way in, along the insert guides, as far as it will go.



IMPORTANT!

- When you are setting paper onto the multi-bypass tray, make sure that the side facing upward when the package is opened is the side that is facing upward on the multi-bypass tray as well. In addition, if the leading edge of the paper is curled at all, straighten it out before setting it on the multi-bypass tray.
- ALWAYS straighten out curled paper before setting it on the multi-bypass tray (Amount of curl: Copy paper – under 10 mm, Envelopes – under 5 mm)
- If you are copying onto special paper, be sure to have finished copies ejected onto the left tray.
- Be sure to push the multi-bypass extension back in, and open the insert guides as far as they will go BEFORE closing the multi-bypass tray.



NOTE

When you are loading paper onto the multi-bypass tray, make sure that the side to be copied onto is facing upward.

When printing onto envelopes

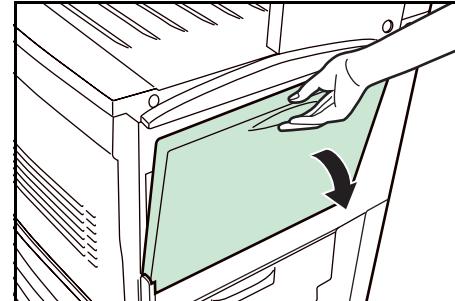
When you are using the optional printer functions of this machine, envelopes can be set in the multi-bypass tray for printing. Up to 10 envelopes can be set on the multi-bypass tray at a time. For more details, refer to the Operation Guide for the Printer Kit. Refer to the following table for the types and sizes of envelopes that can be used in this machine.

Acceptable envelope types	Size
Monarch	3 1/8" x 7 1/2"
Comm. #10	3 3/8" x 9 1/2"
Envelope DL	110 x 220 (mm)
Envelope C5	162 x 229 (mm)
Executive	7 1/4" x 10 1/2"
Comm. #9	3 7/8" x 8 7/8"
Comm. #6-3/4	3 5/8" x 6 1/2"
ISO B5	176 x 250 (mm)
Envelope C4	229 x 324 (mm)
Oufuku Hagaki	200 x 148 (mm)
YOUKEI 2	162 x 114 (mm)
YOUKEI 4	234 x 105 (mm)

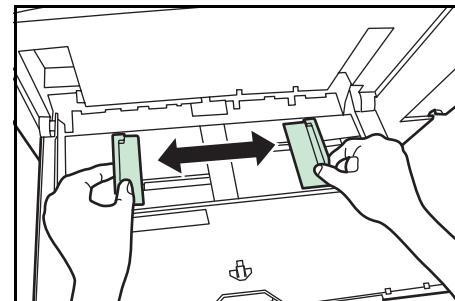
Setting the envelopes on the multi-bypass tray

Perform the following procedure and set the envelopes on the multi-bypass tray.

1 Open the multi-bypass tray.

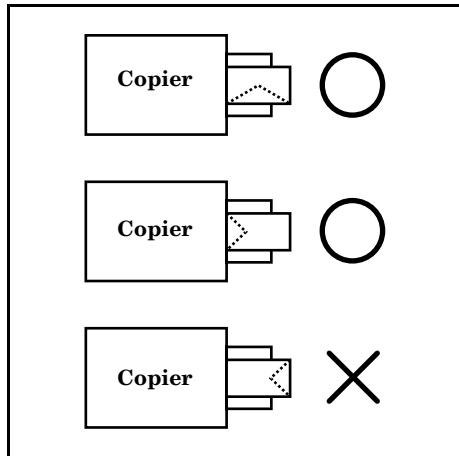


2 Adjust the insert guides to fit the width of the envelopes that are to be set on the multi-bypass tray.



Section 3 PREPARATIONS

3 Keeping the flap closed, situate envelopes with the print side face-up and the flap side towards the front of the copier or towards the leading edge of insertion. Then slide them all the way into the multi-bypass tray, along the insert guides, as far as they will go.



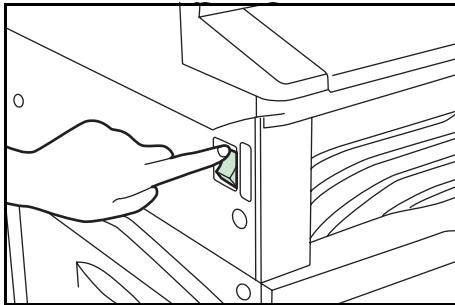
NOTES

- The proper orientation will actually depend upon the type of envelope being used.
- DO NOT set the flap towards the trailing edge of insertion as there is a danger of it jamming.
- When setting envelopes on the multi-bypass tray, BE SURE to specify the type of envelopes that will be used under “**Multi-bypass tray paper settings**” on page 7-47.

Section 4 BASIC OPERATION

Basic copying procedure

1 Warm-up

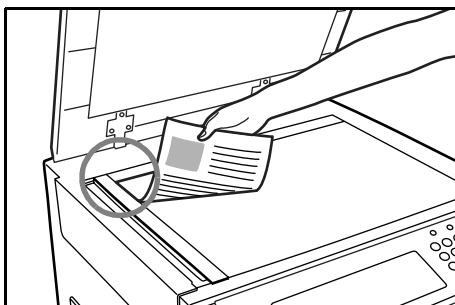


Turn the power switch ON (|). At the end of warm-up, "Ready to copy." will be displayed in the message area of the touch panel.

NOTE

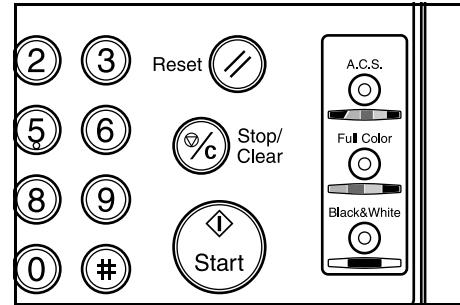
If a Memory Copy Board is installed in your copier, and you set the original that you want to copy and press the [Start] key while the copier is still warming up, copying will begin as soon as warm-up is completed.

2 Setting an original



Open the original cover and set the original that you want to copy face-down on the platen. Be sure to align originals with the upper left corner of the platen (towards the left-rear portion of the copier).

3 Selecting the color mode



Press the [Full Color] key, the [A.C.S.] key or the [Black & White] key, as desired, to light the lamp in that key.

Full color copy mode: Press the [Full Color] key to light the lamp in that key. Select this mode when you want to make full color copies.

Auto Color Selection mode: Press the [A.C.S.] key to light the lamp in that key. The copier will automatically detect the difference between color and monochrome (B/W) originals, and will select the full color copy mode full color copies for color originals and the black and white copy mode for monochrome (B/W) originals.

Black and white copy mode: Press the [Black & White] key to light the lamp in that key. Select this mode when you want to make black and white copies.



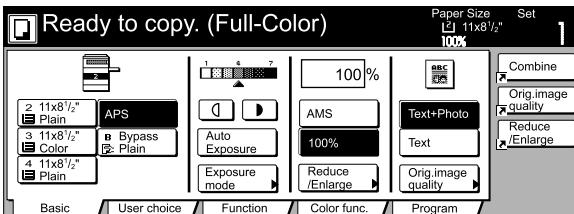
NOTES

- If the mono-color mode is selected, the currently selected color for that mode will be displayed: "CYAN", "MAGENTA", "YELLOW", "RED", "GREEN" or "BLUE". (See "**Mono-color mode**" on page 5-6.)
- It is also possible for you to make other adjustments to color copying.
Adjusting the color balance (Page 5-1.)
Adjusting the color hue (Page 5-3.)
One-touch image quality adjustment (Page 5-5.)
Gloss mode ON/OFF (Page 5-7.)

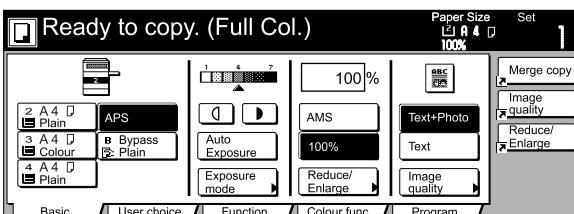
Section 4 BASIC OPERATION

4 Selecting functions

Inch specifications



Metric specifications



Select from the copier's various functions.

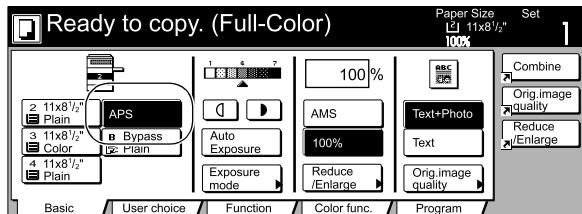
- Enlarging/reducing the copy image (Page 6-1)
- Interrupt copying (Page 6-4)
- Adjusting the color balance (Page 5-1)
- Adjusting the color hue (Page 5-3)
- One-touch image quality adjustment (Page 5-5)
- Mono-color mode (Page 5-6)
- Gloss mode ON/OFF (Page 5-7)
- Making 2-sided copies from various types of originals (Page 6-5)^{*1}
- Copying two-page originals onto separate sheets (Page 6-8)
- Fitting the image of either two or four originals onto a single copy page (Page 6-11)^{*1}
- Making booklets from sheet originals (Page 6-13)^{*1}
- Making booklets from book originals (Page 6-16)^{*1}
- Automatic sorting of copy sets without the Document Finisher (Page 6-19)^{*2}
- Adding a front and/or back cover to your copy sets (Page 6-21)^{*2}
- Making more of the same copies after a copy job is finished (Page 6-24)^{*2}
- Copying a large volume of originals in one operation (Page 6-28)^{*2}
- Adjusting the sharpness (Page 6-29)

*1 Only available in duplex copiers.

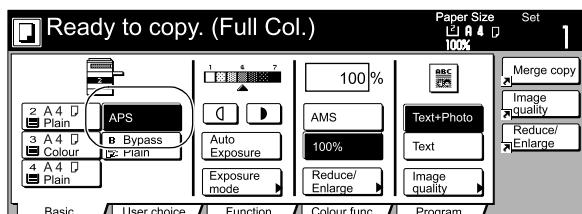
*2 The optional Memory Copy Board must be installed in order to use this mode or function in standard copiers.

5 Selecting the paper size

Inch specifications



Metric specifications

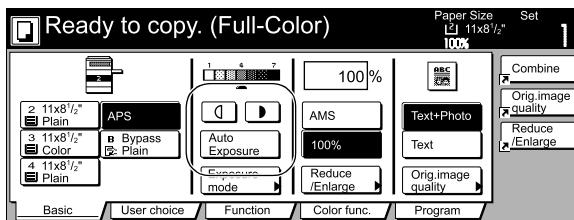


When the "APS" key is highlighted on the touch panel, copy paper of the same size as the original will be automatically selected. In order to copy the original image onto a different size of paper without changing the size of the image, press the paper size key that corresponds to the paper size that you want to use.

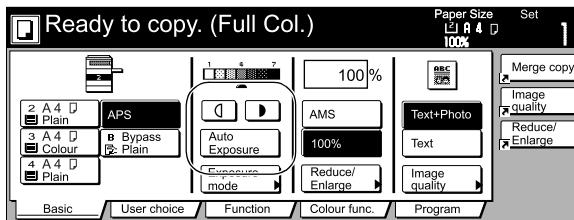
6

Adjusting the copy exposure

Inch specifications



Metric specifications

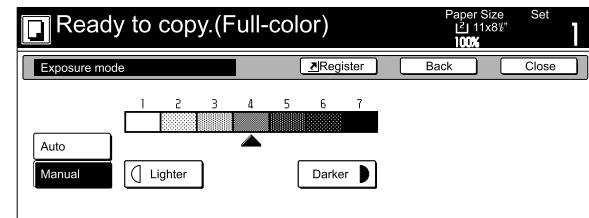


The copy exposure can be adjusted manually. If you want to make the exposure darker, press the right exposure adjustment key to move the arrow under the copy exposure scale to the right. If you want to make the exposure lighter, press the left exposure adjustment key to move the arrow under the copy exposure scale to the left.

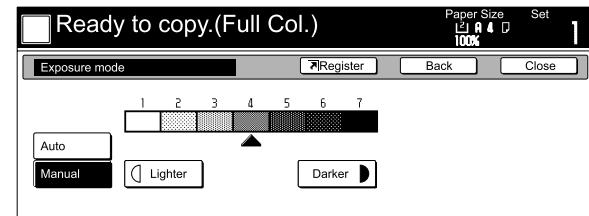
If you want the copy exposure to be adjusted automatically, press the "Auto Exposure" key. When making black and white copies in the auto exposure mode, the contrast of the original will be detected and the most suitable exposure level selected automatically. When making full color copies in this mode, the copier will automatically perform the corresponding background exposure adjustment.

The copy exposure can also be adjusted by pressing the "Exposure mode" key to access the "Exposure mode" screen and performing the same exposure adjustment procedure there.

Inch specifications



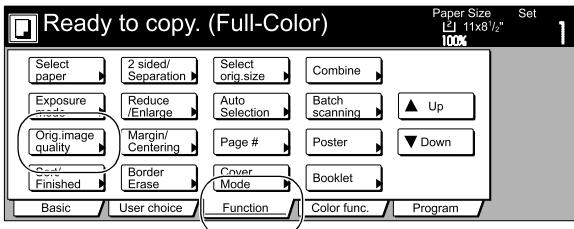
Metric specifications



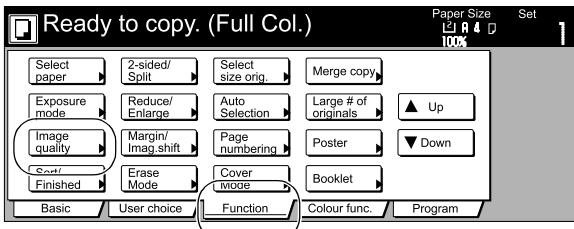
Section 4 BASIC OPERATION

7 Selecting the image quality

Inch specifications

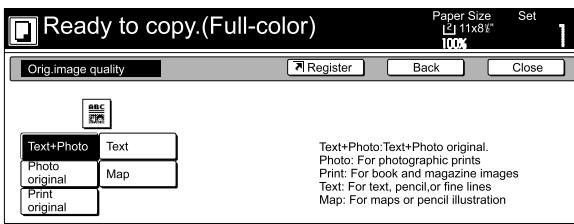


Metric specifications

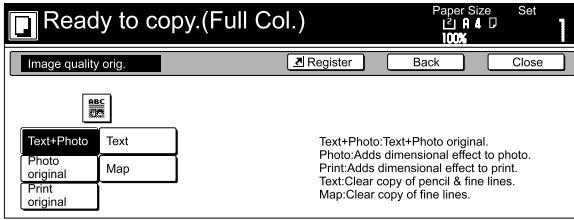


The image quality is selected according to the type of original. Press the “Function” tab and then the “Orig.image quality” [“Image quality”] key. The “Orig.image quality” [“Image quality orig.”] screen will be displayed.

Inch specifications



Metric specifications



Text+Photo (text&photo mode): Select this mode when the original contains a mixture of both text and photographs.

Text (text mode): Select this mode when the original contains both mostly text.

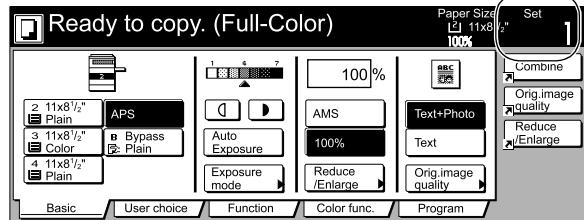
Photo original (photo mode): Select this mode when the original contains both mostly photographs taken by camera.

Print original (printed photo mode): Select this mode when you are copying a magazine, etc., that contains printed photographs.

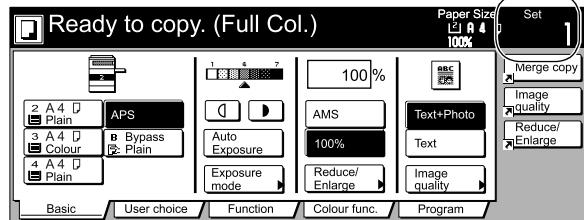
Map (map mode): Select this mode when you are copying a map.

8 Setting the number of copies to be made

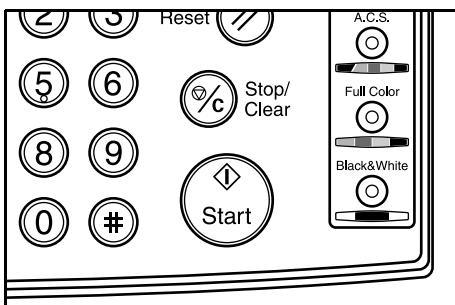
Inch specifications



Metric specifications



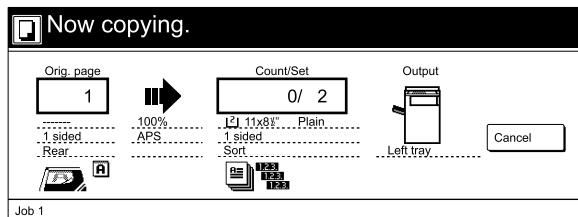
Use the numeric keys on the keypad to change the touch panel to indicate the desired number of copies to be made. Up to 999 copies (or copy sets) can be made at one time.

9 Start copying

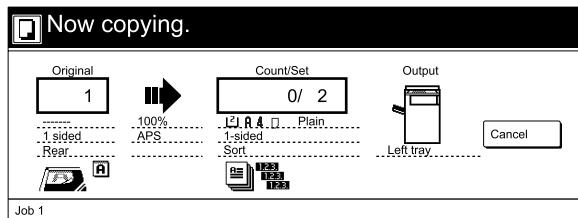
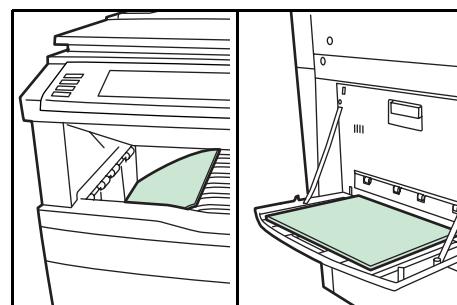
Press the [Start] key.

- * Copying is possible once the lamp in the [Start] key is lit green and "Ready to copy" is displayed.

Inch specifications



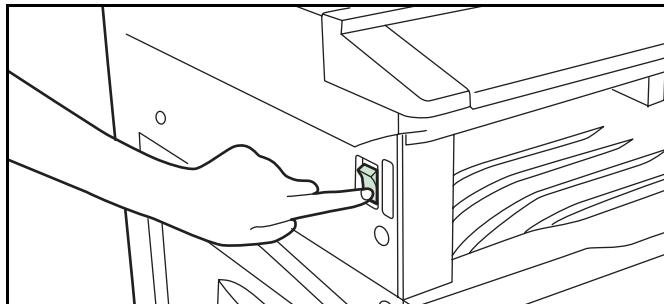
Metric specifications

**10** At the end of copying

Finished copies will be ejected onto the top tray or the left tray, as selected.

IMPORTANT!

- Up to 500 copies (standard copy paper: 60 g/m² – 90 g/m²) can be stored on the top tray, and up to 150 copies can be stored on the left tray. However, this limit may differ depending upon the type and conditions of the paper being used.
- If "The top tray exceeds capacity. Remove the paper." ["Too much paper in top tray. Remove paper."] is displayed, there are too many copies on the top tray. Remove the copies from the top tray and then press the [Start] key to resume copying.
- If ejected copies come out curled, or are otherwise not stored cleanly, remove the paper from the drawer[cassette] or the multi-bypass tray (whichever is currently being used), turn the paper over, set it again in that location and try to copy again.



CAUTION

If the copier will not be used for a short period of time (overnight, etc.), turn the power switch OFF (O).

If it will not be used for an extended period of time (vacations, etc.), remove the power plug from the outlet for safety purposes during the time the copier is not in use.



NOTES

- About 30 minutes of fan cooling is required after the power switch is turned OFF. Thus, even after turning OFF the power switch, DO NOT immediately remove the power plug from the outlet.
- This product engages a cooling fan in order to cool off internal parts even after the power switch is turned OFF. In order to maintain its cooling effect, do not remove the power plug from the outlet or disconnect the power to the outlet itself.
- Removing the power plug from the outlet will cause the cooling fan to stop and may result in internal damage to the machine due to heat.
- If you are not going to use this product for a prolonged period of time, turn the power switch OFF and then wait about 30 minutes before removing the power plug from the outlet.

Section 5 COLOR COPY SETTINGS

Adjusting the color balance

The color balance can be fine-adjusted by increasing or decreasing the intensity of each of the colors: cyan, magenta, yellow or black.



IMPORTANT!

- These adjustments are only available with full color and A.C.S. copying.
- These adjustments are NOT available in the auto exposure mode.
- These adjustments are NOT available in combination with one-touch image quality adjustment.
- For a sample of copies made with an adjusted color balance, see “**Color balance adjustment samples**” on page ii.

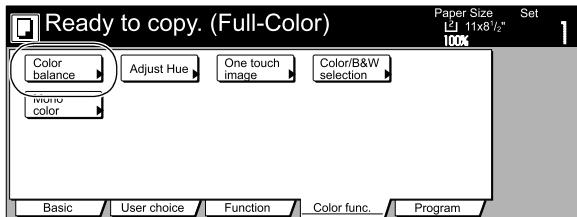
1 Press the “Color func.” [“Colour func.”] tab.

The “Color func.” [“Colour func.”] tab will be displayed.

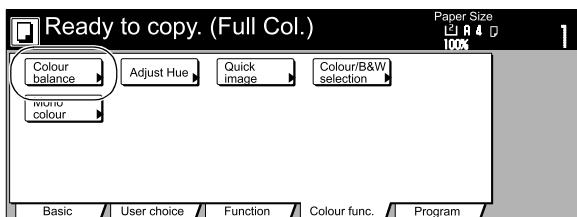
2 Press the “Color balance” [“Colour balance”] key.

The “Color balance” [“Colour balance”] screen will be displayed.

Inch specifications



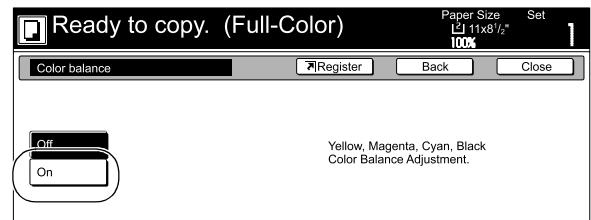
Metric specifications



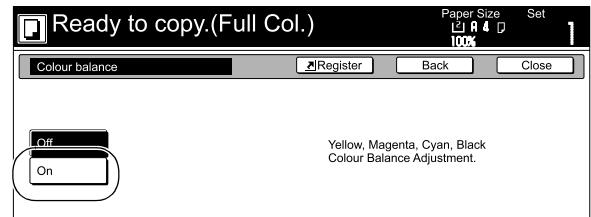
3

Press the “On” key.

Inch specifications



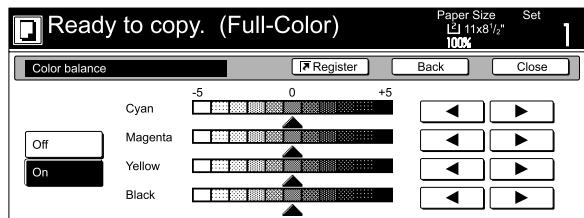
Metric specifications



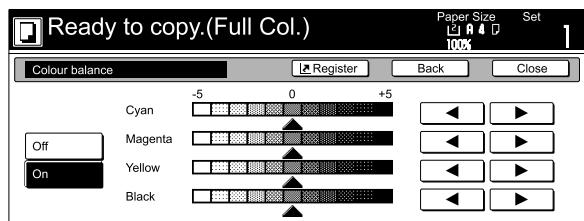
Section 5 COLOR COPY SETTINGS

4 Use the “◀” cursor or the “▶” key located to the right of each color scale (Cyan, Magenta, Yellow and Black) to adjust the value for that color, as desired.

Inch specifications



Metric specifications



5 Press the “Close” key.
The touch panel will return to the screen in step 2.

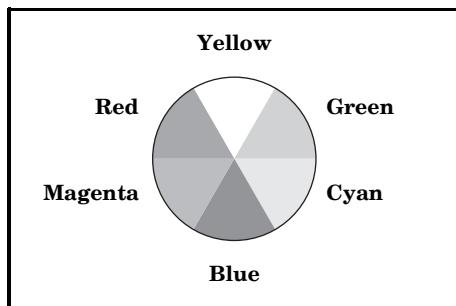
Adjusting the color hue

It is possible for you to change the color hue and create copies of interesting colors. For example, you can turn reds into reddish-yellows or yellows into yellow-greens.



NOTES

- These adjustments are only available with full color and A.C.S. copying.
- These adjustments are NOT available in the auto exposure mode.
- These adjustments are NOT available in combination with one-touch image quality adjustment.
- Selection is possible from among the following settings:
 - All: Makes adjustment to the overall color wheel.
 - Yellow-Green & Blue-Magenta: Makes adjustment to the yellow-green and blue-magenta portions of the color wheel.
 - Green-Cyan & Magenta-Red: Makes adjustment to the green-cyan and magenta-red portions of the color wheel.
 - Cyan-Blue & Red-Yellow: Makes adjustment to the cyan-blue and red-yellow portions of the color wheel.



- These adjustments are especially effective for images with clear colors.

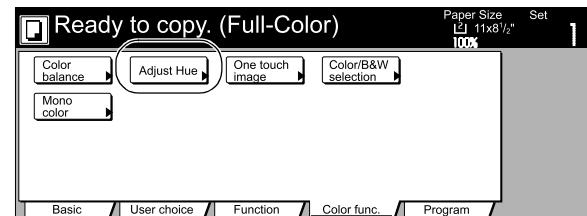
1

Press the “Color func.” [“Colour func.”] tab.
The “Color func.” [“Colour func.”] tab will be displayed.

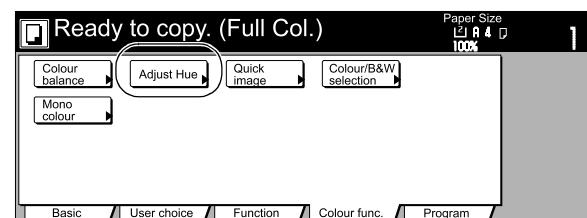
2

Press the “Adjust Hue” key.
The “Adjust Hue” screen will be displayed.

Inch specifications



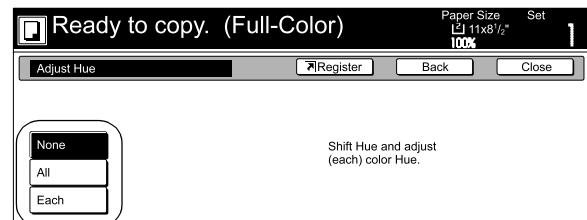
Metric specifications



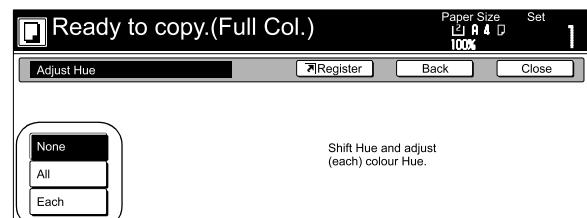
3

Press the “All” key or the “Each” key, as desired.
If you selected the “All” key, go to the next step.
If you selected the “Each” key, go directly to step 6.

Inch specifications



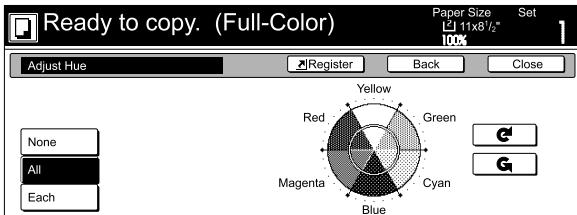
Metric specifications



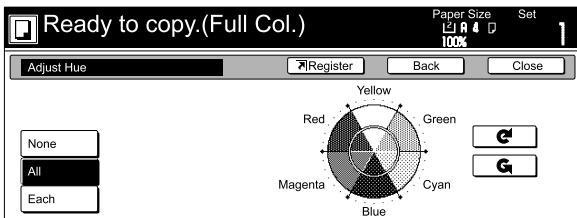
Section 5 COLOR COPY SETTINGS

4 Use the “C” key or the “G” key to adjust the hue of the overall color wheel.

Inch specifications



Metric specifications

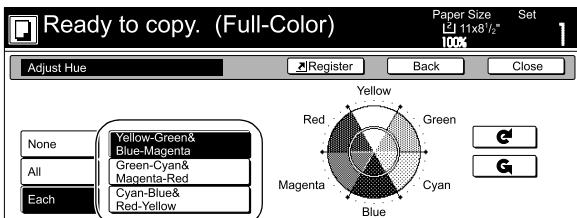


5 Press the “Close” key.

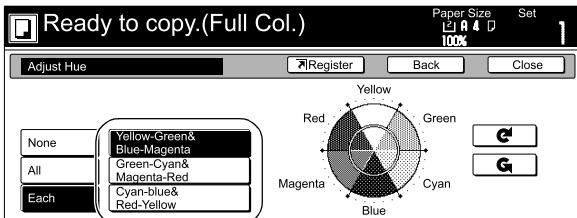
The touch panel will return to the screen in step 2.

6 Select the portions of the color wheel to be adjusted.

Inch specifications



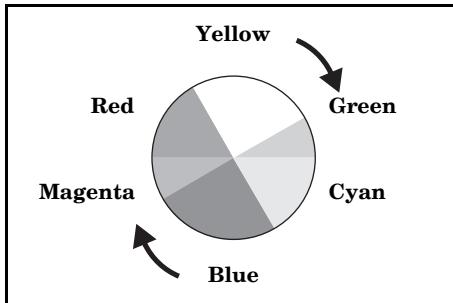
Metric specifications



7 Use the “C” key or the “G” key to adjust the hue for the selected color range, as desired.

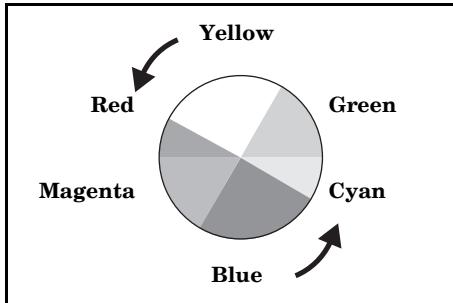
[Example 1]

If you select “Yellow-Green & Blue-Magenta” and then press the “C” key, greens near yellow will be intensified towards yellow and magentas near blue towards blue. (See sample (1) on page iii.)



[Example 2]

If you select “Cyan-Blue & Red-Yellow” and then press the “G” key, reds near yellow will be intensified towards yellow and cyans near blue towards blue. (See sample (2) on page iii.)



8

Press the “Close” key.

The touch panel will return to the screen in step 2.

One-touch image quality adjustment

Select the image quality, for example “Vivid” or “Dull” [“Calm”], according to the type of copy image you want.



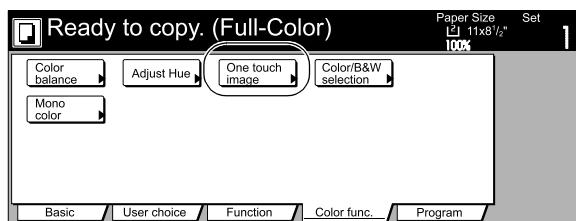
NOTES

- These adjustments are only available with full color and A.C.S. copying.
- These adjustments are NOT available in the auto exposure mode.
- This setting is NOT available for use together with the color balance adjustment.
- Select one of the 6 available image quality settings. Multiple selections are NOT possible.
- Selection is possible between 6 settings: “Vivid”, “Dull” [“Calm”], “Sharper” [“Modulation”], “Smooth”, “Light” and “Dark” [“Heavy”]. For a sample of copies made under each setting, see **“Image quality adjustment samples”** on page i.

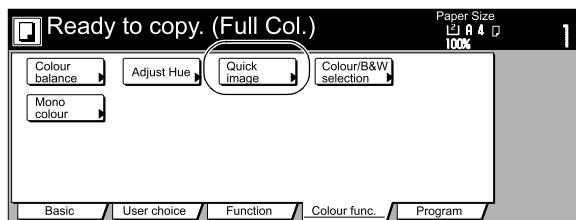
1 Press the “Color func.” [“Colour func.”] tab.
The “Color func.” [“Colour func.”] tab will be displayed.

2 Press the “One touch image” [“Quick image”] key.
The “One touch image” [“Quick image”] screen will be displayed.

Inch specifications

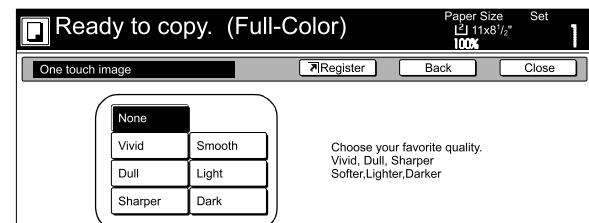


Metric specifications

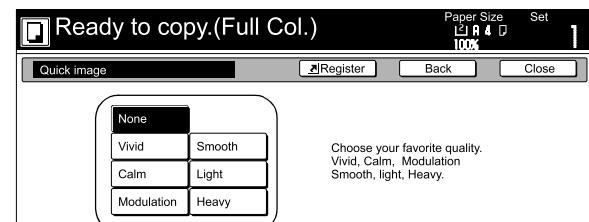


3

Select the image quality setting that you want to use.
Inch specifications



Metric specifications



4

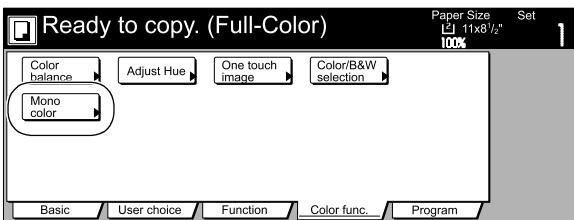
Press the “Close” key.
The touch panel will return to the screen in step 2.

Mono-color mode

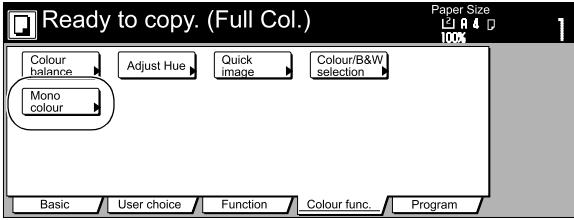
By selecting one color between cyan, magenta, yellow, red, green and blue, it is possible for you to make copies of that color, regardless of the type of original being copied.

- 1** Press the “Color func.” [“Colour func.”] tab.
The “Color func.” [“Colour func.”] tab will be displayed.
- 2** Press the “Mono color” [“Mono colour”] key.
The “Mono color” [“Mono colour”] screen will be displayed.

Inch specifications



Metric specifications



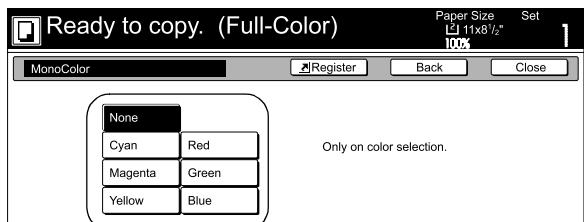
- 3** Select the desired color.



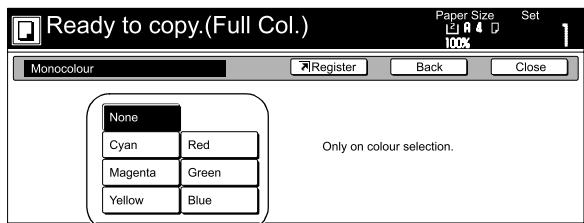
NOTE

Selection is possible between 6 colors: cyan, magenta, yellow, red, green and blue.

Inch specifications



Metric specifications



- 4** Press the “Close” key.
The touch panel will return to the screen in step 2.

Gloss mode ON/OFF

Select the gloss mode when you want to make high-gloss copies.



NOTES

- Copying will take more time than usual when the gloss mode is selected.
- The effect from the gloss mode may not be evident with some types of originals.
- Depending upon the type of paper and the ambient conditions, paper may become wrinkled during printing with the gloss mode selected. If this does occur, use slightly thicker paper that doesn't wrinkle so easily or copy in a normal copy mode (cancel the gloss mode).
- For a sample of copies made under the gloss mode, see "Gloss mode samples" on page iii.

1 Press the "Function" tab.

The "Function" tab will be displayed.

2 Press the "▼ Down" key.

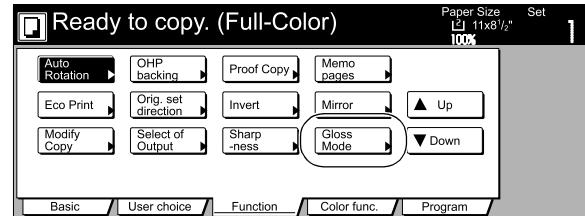
The content of the next portion of the "Function" tab will be displayed.

3

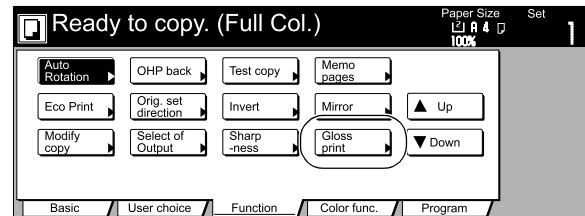
Press the "Gloss Mode" ["Gloss print"] key.

The "Gloss Mode" ["Gloss Print"] screen will be displayed.

Inch specifications



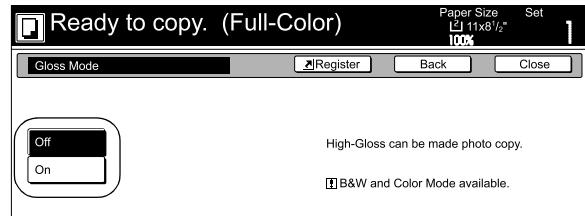
Metric specifications



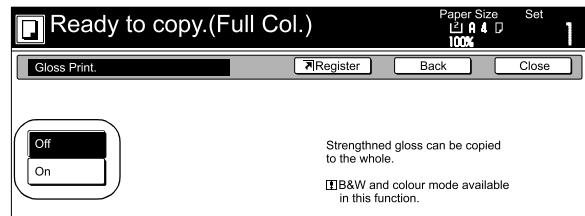
4

Press the "On" key or the "Off" key, as appropriate.

Inch specifications



Metric specifications



5

Press the "Close" key.

The touch panel will return to the screen in step 2.

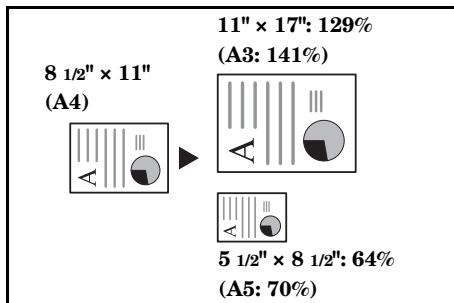
Section 5 COLOR COPY SETTINGS

Section 6 OTHER CONVENIENT FUNCTIONS

Enlarging/reducing the copy image

Auto magnification selection mode

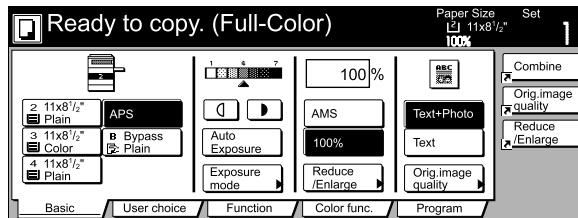
With this mode, the original image is enlarged/reduced automatically according to the selected paper size.



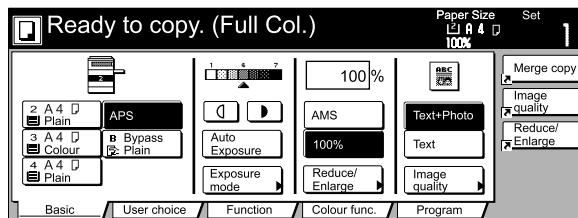
1 Set the original to be copied.

The copier will automatically detect the size of the originals and select copy paper of that same size.

Inch specifications



Metric specifications



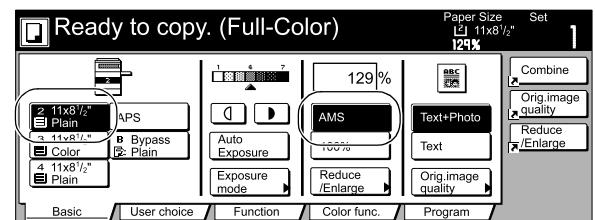
2

Select the size of paper that you want to copy onto by pressing the appropriate paper size key.

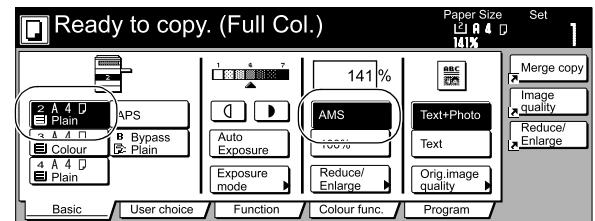
Press the "AMS" key.

The corresponding magnification ratio will be displayed.

Inch specifications



Metric specifications



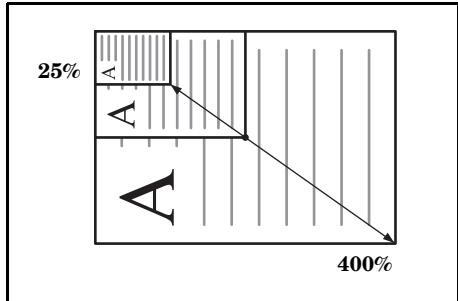
3

Press the [Start] key to begin the copying procedure.

Section 6 OTHER CONVENIENT FUNCTIONS

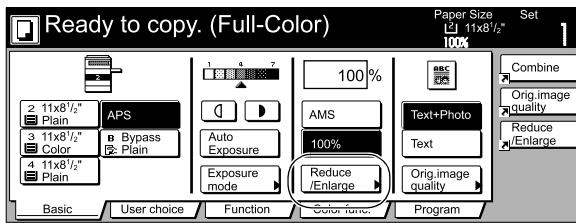
Zoom mode

With this mode, the magnification ratio can be set to any 1% increment between 25% and 400%.

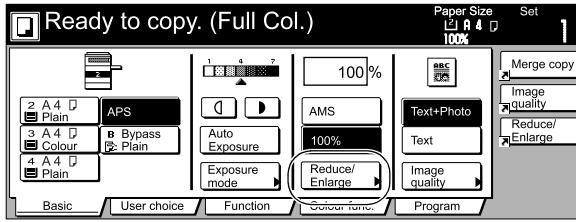


- 1 Set the original to be copied.
- 2 Press the “Reduce/Enlarge” key.
The “Reduce/Enlarge” screen will be displayed.

Inch specifications

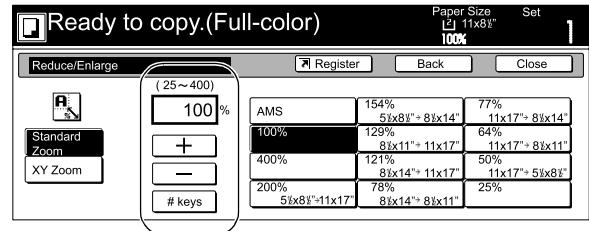


Metric specifications

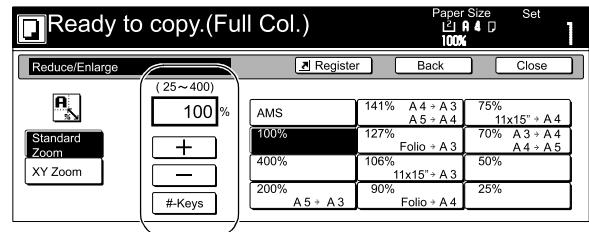


- 3 Press the “+” key or the “-” key to change the displayed magnification ratio to the desired setting.
The desired magnification ratio can also be entered directly by pressing the “# keys” [“#-Keys”] key and then using the keypad.

Inch specifications



Metric specifications



- 4 Press the [Start] key to begin the copying procedure.

Preset zoom mode

With this mode, the magnification ratio can be set to one of the pre-set ratios:

Inch specifications

[Available magnification ratios]

Reduction	25%
	50%: 11" x 17" → 5 1/2" x 8 1/2"
	64%: 11" x 17" → 5 1/2" x 11"
	77%: 11" x 17" → 8 1/2" x 14"
	78%: 8 1/2" x 14" → 8 1/2" x 11"
Enlargement	121%: 8 1/2" x 14" → 11" x 17"
	129%: 8 1/2" x 11" → 11" x 17"
	154%: 5 1/2" x 8 1/2" → 8 1/2" x 14"
	200%: 5 1/2" x 8 1/2" → 11" x 17"
	400%

Metric specifications

[Available magnification ratios]

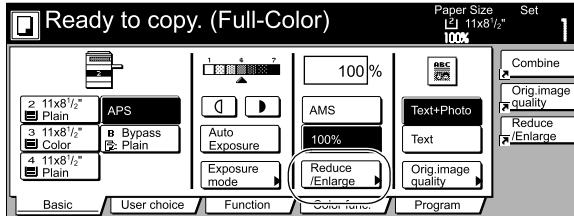
Reduction	25%
	50%
	70%: A3 → A4, A4 → A5
	75%: 11" x 15" → A4
	90%: Folio → A4
Enlargement	106%: 11" x 15" → A3
	127%: Folio → A3
	141%: A4 → A3, A5 → A4
	200%: A5 → A3
	400%

1 Set the original to be copied.

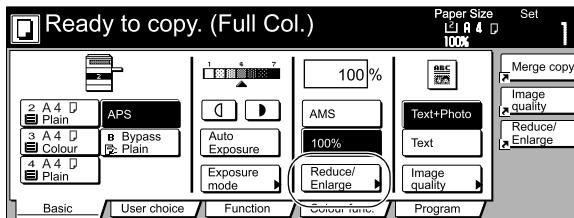
2 Press the “Reduce/Enlarge” key.

The “Reduce/Enlarge” screen will be displayed.

Inch specifications



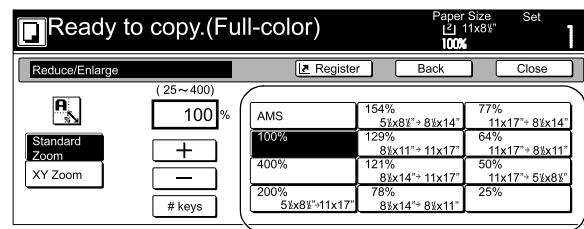
Metric specifications



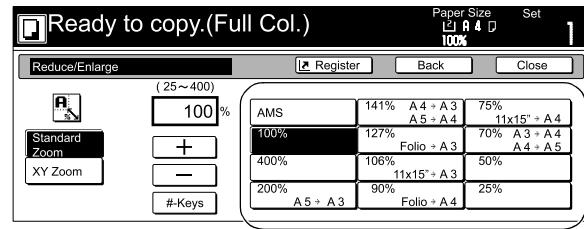
3

Press the preset zoom key that corresponds to the magnification ratio that you want to use.

Inch specifications



Metric specifications



NOTES

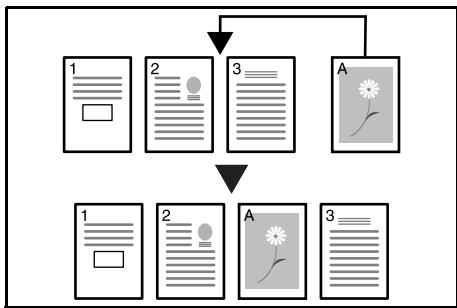
- You can also change the magnification ratio in 1% increments by pressing the “+” key or the “-” key, as appropriate.
- The desired magnification ratio can also be entered directly by pressing the corresponding “# keys” [“#-Keys”] key and then using the keypad.

4

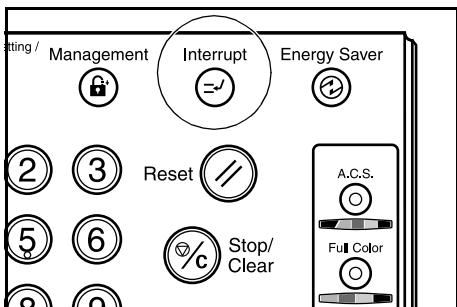
Press the [Start] key to begin the copying procedure.

Interrupt copying

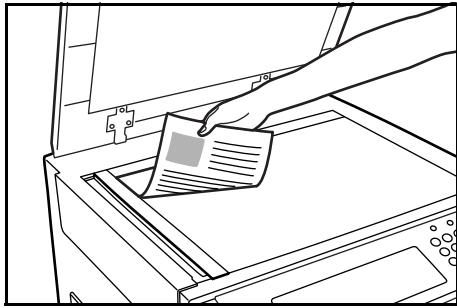
Interrupt copying is useful if, during one copy job, you want to copy other originals at different settings. Once the rush job is completed, the interrupted copy job can be resumed at the same settings as before.



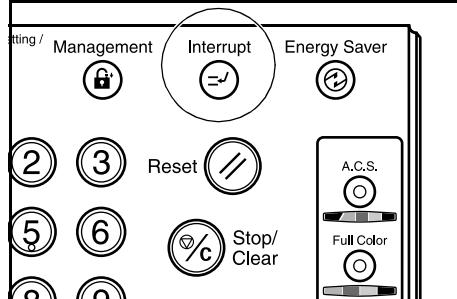
1 Press the [Interrupt] key to light the lamp in the [Interrupt] key.
“Interrupt mode OK” will be displayed.



2 Remove the originals that were currently being copied and put them aside.
3 Set the new originals and perform the desired copy procedure.



4 When copying is completed, press the [Interrupt] key once again, and replace the newly copied originals with the ones removed before.
Then, press the [Start] key. The interrupted copy job will be resumed.



NOTE

When the Memory Copy Board is installed on your copier, or when you are using a duplex copier, copy will be resumed using the data that was scanned into the hard disk. There is no need to rescan the same original data.

Making 2-sided copies from various types of originals [2-sided copy modes] (Only available in duplex copiers)

With these modes, 2-sided copies can be made from a variety of originals including open-faced (books, etc.) or 2-sided originals.

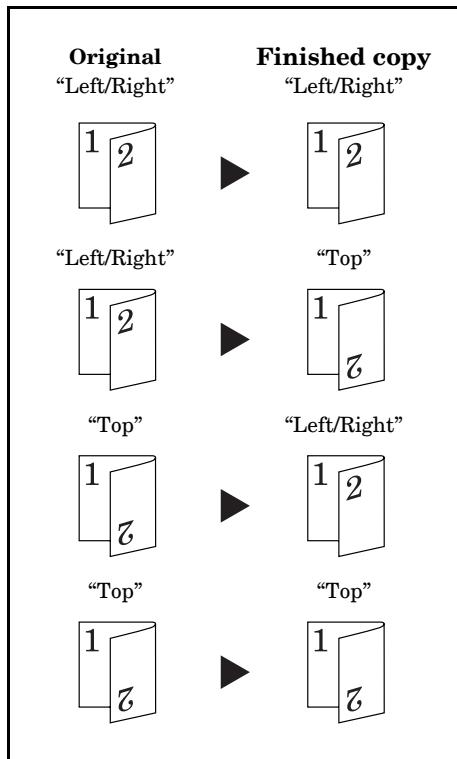


NOTES

- These modes are only available in duplex copiers.
- 2-sided copying is not possible from the multi-bypass tray.

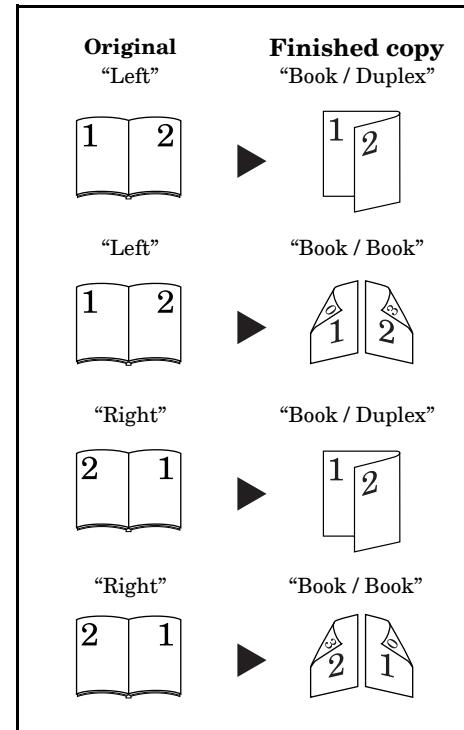
Making 2-sided copies from a 2-sided original

With this mode, a 2-sided original is copied and the front and back sides of the copy paper are used so that the copy looks just like the original.



Making 2-sided copies from an open-faced (books, etc.) original

With this mode, the two facing pages of a book or magazine are copied separately onto the front and back sides of the copy paper by simply pressing the [Start] key.



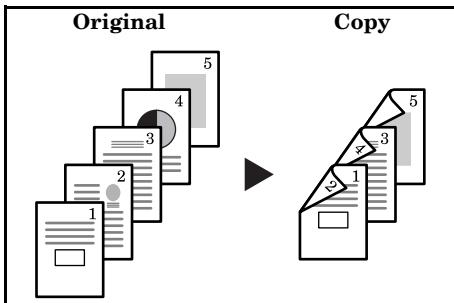
NOTE

Only 8 1/2" x 11", 11" x 17", A5R, B5R, A4R, B4 and A3 size originals can be used in this mode.

Section 6 OTHER CONVENIENT FUNCTIONS

Making 2-sided copies from one-sided originals

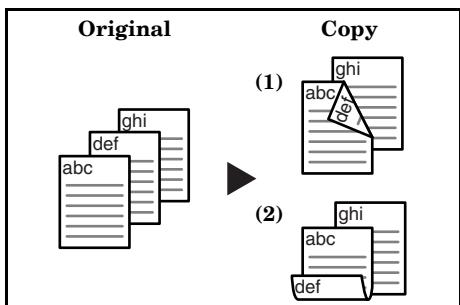
With this mode, multiple one-sided originals are copied onto the front and back sides of the copy paper. If you are copying an odd number of originals, the back side of the last copy page will be blank.



NOTE

The image that is copied onto the back side of the copies can also be rotated 180 degrees.

- (1) If you chose the “Open from left/right” [“Left/Right binding”] setting for finished copies:
The back side of the copies will be created with the same orientation as the originals.
- (2) If you chose the “Open from top” [“Top binding”] setting for finished copies:
The image that is copied onto the back side of the copies will be rotated 180 degrees. If you then bind the copy set at the top, the images will be oriented in the same direction when flipped up like a calendar, etc.



1 Set the originals to be copied.

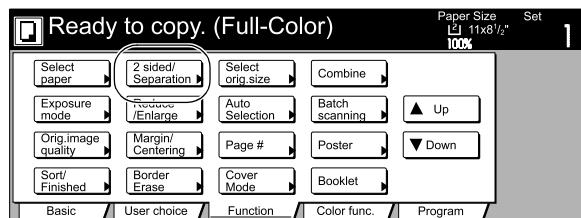
2 Press the “Function” tab.

The content of the “Function” tab will be displayed.

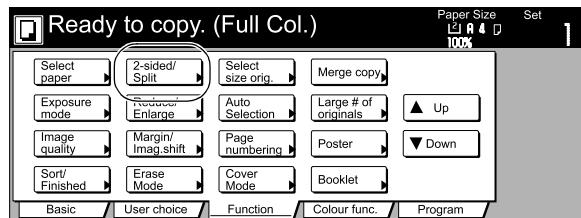
3

Press the “2 sided/Separation” [“2-sided/Split”] key. The “2 sided/Separation” [“2-sided/Split”] screen will be displayed.

Inch specifications



Metric specifications



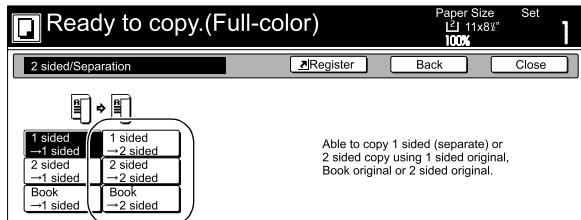
4

If you are copying from 2-sided originals, press the “2 sided→2 sided” [“2-sided→2-sided”] key. If you are copying from open-faced originals, press the “Book→2 sided” [“Book→2-sided”] key. If you are copying from 1-sided originals, press the “1 sided→2 sided” [“1-sided→2-sided”] key.

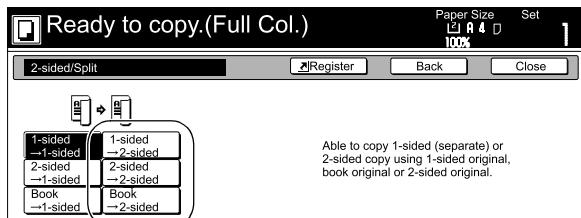
If you selected “2 sided→2 sided” [“2-sided→2-sided”] or “Book→2 sided” [“Book→2-sided”], go to the next step.

If you selected “1 sided→2 sided” [“1-sided→2-sided”], go directly to step 6.

Inch specifications



Metric specifications

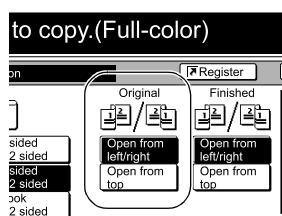


5

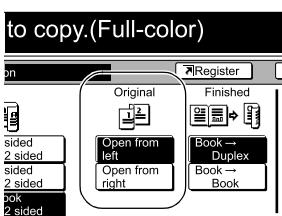
Specify the binding direction of the originals.

Inch specifications

for 2-sided originals

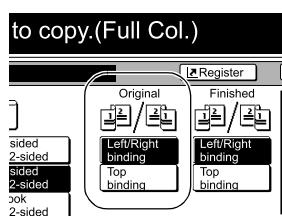


for open-faced originals

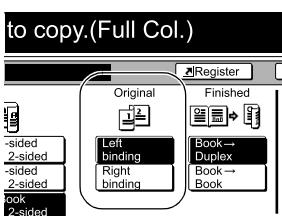


Metric specifications

for 2-sided originals



for open-faced originals

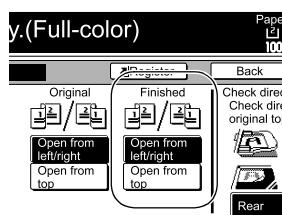


6

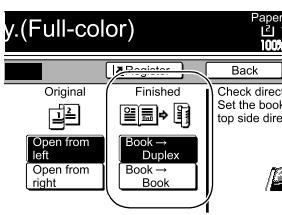
Select the binding direction you want for the finished copies.

Inch specifications

for 1-sided or 2-sided originals

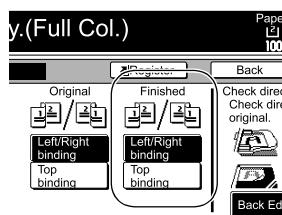


for open-faced originals

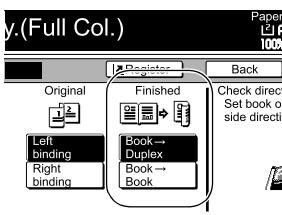


Metric specifications

for 1-sided or 2-sided originals



for open-faced originals



7

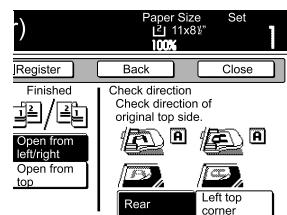
Follow the instructions on the right side of the touch panel and verify the direction in which the originals were set.

IMPORTANT!

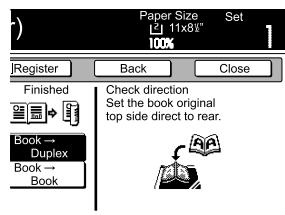
If the designation for the direction that the originals are set is not correct, copying may be accomplished incorrectly.

Inch specifications

for 1-sided or 2-sided originals

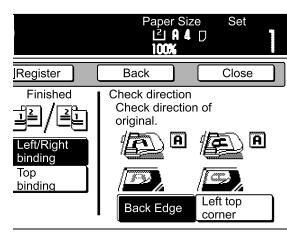


for open-faced originals

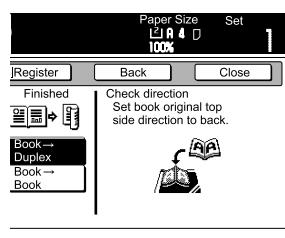


Metric specifications

for 1-sided or 2-sided originals



for open-faced originals



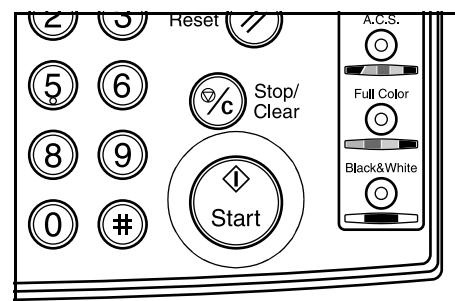
8

Press the [Start] key.

Scanning of the originals will start.

If you set the originals in the optional Document Processor, copying will start automatically.

If you set an original on the platen, a message will be displayed telling you to set the next original. In this case, go to the next step.



9

Replace the first original with the next one and press the [Start] key.

Scanning of that next original will start.

10

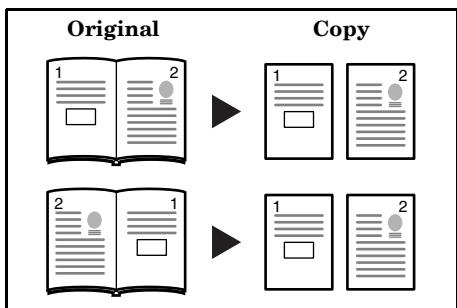
Once you have finished scanning all of the originals, press the "Scanning finished" key.

Copying will start.

Copying two-page originals onto separate sheets [Page separation/Split copy modes]

Page separation/Split copy from book originals

With this mode, the two facing pages of an open-faced original such as a book, a magazine, and the like are each copied onto a separate sheet of paper.



NOTE

Inch specifications

Only 8 1/2" x 11", 11" x 17", A5, B5R, A4R, B4 and A3 size originals and 11" x 8 1/2" or 8 1/2" x 11" size copy paper can be used in this mode. Depending upon the size of the originals, the image will be enlarged or reduced to fit the size of the copy paper.

Metric specifications

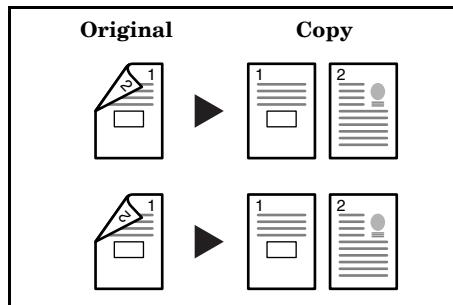
Only 8 1/2" x 11", 11" x 17", A5, B5R, A4R, B4 and A3 size originals and A4R and A4 (B5R or B5 for B4 originals) size copy paper can be used in this mode. Depending upon the size of the originals, the image will be enlarged or reduced to fit the size of the copy paper.

Metric specifications (Asia Pacific)

Only 8 1/2" x 11", 11" x 17", A5, B5R, A4R, B4 and A3 size originals and B5R, B5, A4R or A4 size copy paper can be used in this mode. Depending upon the size of the originals, the image will be enlarged or reduced to fit the size of the copy paper.

Page separation/Split copy from 2-sided originals

With this mode, the two sides of a 2-sided original are each copied onto a separate sheet of paper.

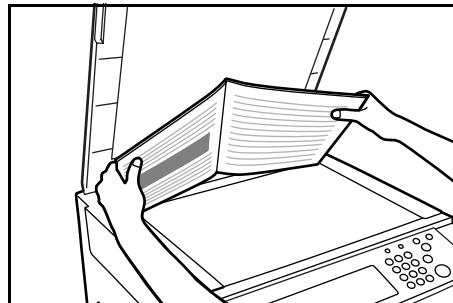


NOTE

The Document Processor (option) must be installed on your copier in order to use this mode.

1

Set the originals to be copied.



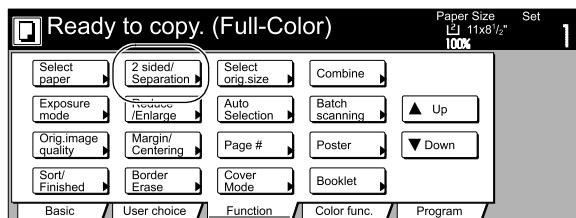
2

Press the "Function" tab.

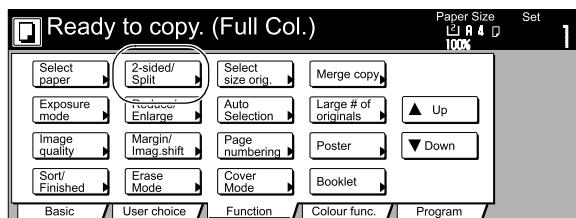
The content of the "Function" tab will be displayed.

3 Press the “2 sided/Separation” [“2-sided/Split”] key. The “2 sided/Separation” [“2-sided/Split”] screen will be displayed.

Inch specifications

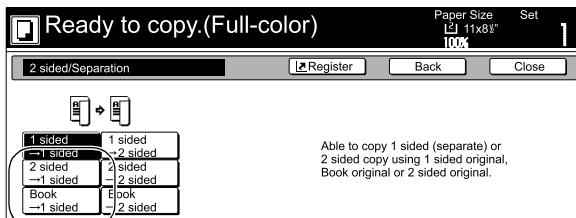


Metric specifications

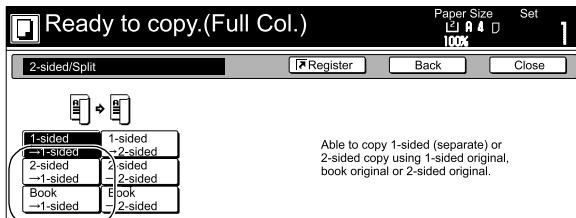


4 Press the “Book→1 sided” [“Book→1-sided”] key or the “2 sided→1 sided” [“2-sided→1-sided”] key, as appropriate to the type of originals being copied and the type of finished copies to be made.

Inch specifications



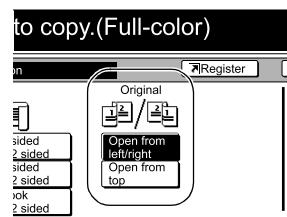
Metric specifications



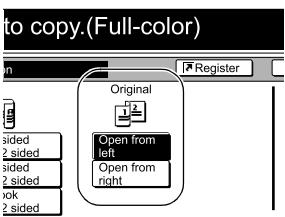
5 Specify the binding direction of the originals.

Inch specifications

for 2-sided originals

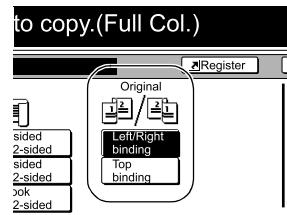


for open-faced originals

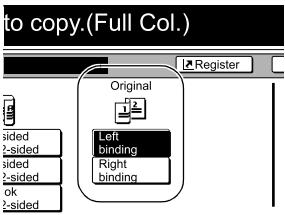


Metric specifications

for 2-sided originals



for open-faced originals



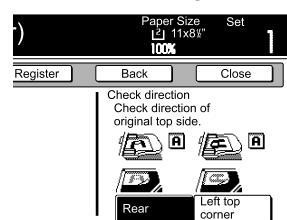
6 Follow the instructions on the right side of the touch panel and verify the direction in which the originals were set.

IMPORTANT!

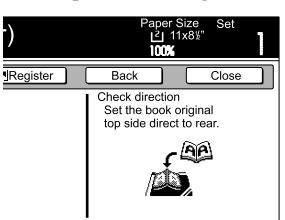
If the designation for the direction that the originals are set is not correct, copying may be accomplished incorrectly.

Inch specifications

for 2-sided originals

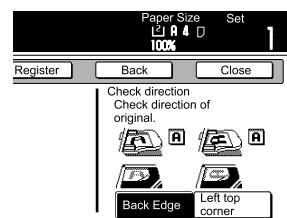


for open-faced originals

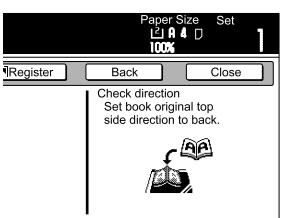


Metric specifications

for 2-sided originals



for open-faced originals



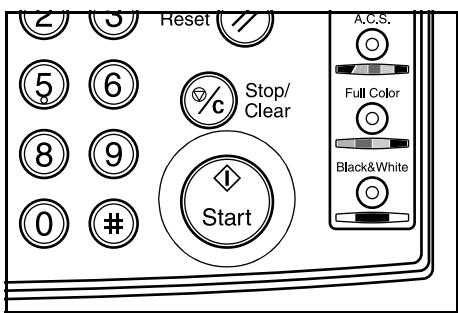
Section 6 OTHER CONVENIENT FUNCTIONS

7 Press the [Start] key.

Scanning of the originals will start.

If you set the originals in the optional Document Processor, copying will start automatically.

If you set an original on the platen, a message will be displayed telling you to set the next original. In this case, go to the next step.



8 Replace the first original with the next one and press the [Start] key.

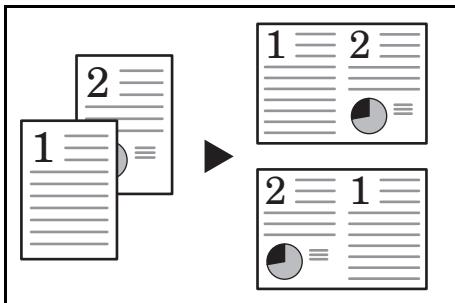
Scanning of that next original will start.

9 Once you have finished scanning all of the originals, press the "Scanning finished" key.

Copying will start.

Fitting the image of either two or four originals onto a single copy page [Combine/Merge Copy modes]

With this mode, the images from either 2 or 4 originals can be reduced and then combined onto a single copy. The borderline of each original can also be marked with either a solid line or a dotted line.

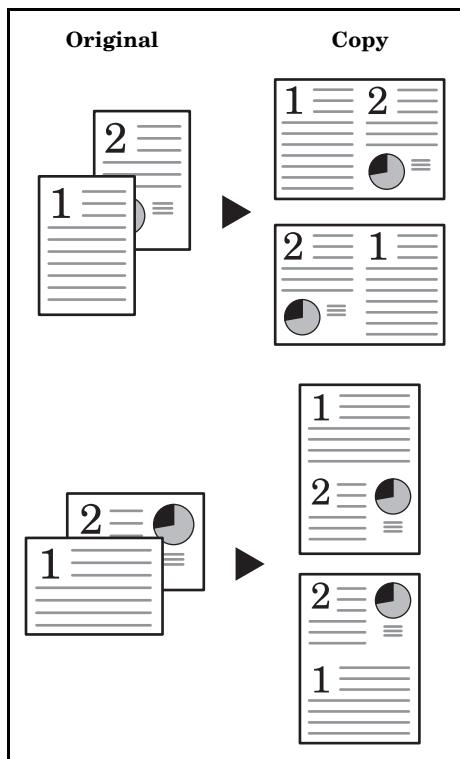


NOTES

- Only originals and copy paper of standard sizes can be used in this mode.
- The optional Memory Copy Board must be installed in order to use this mode or function in standard copiers.

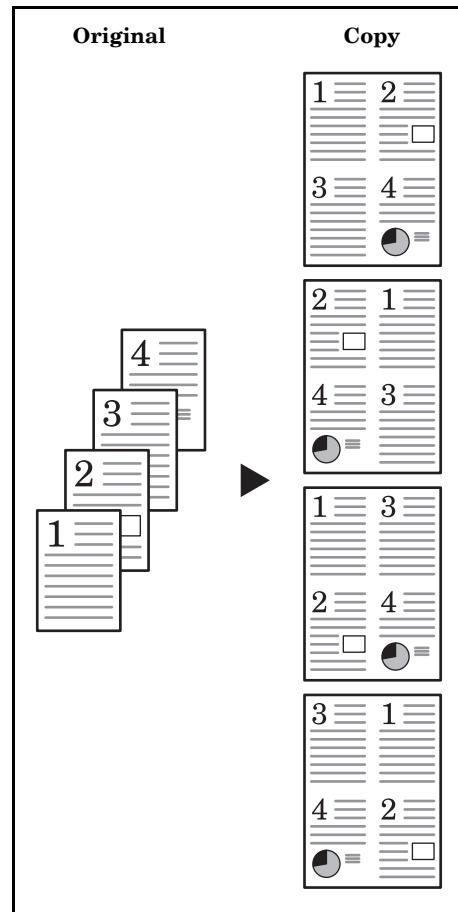
2 in 1

Use this mode when you want to copy two originals onto one sheet. This mode can also be used in conjunction with the 2-sided copy modes in order to copy four originals onto one sheet.
(When setting the originals on the platen, be sure to set the originals in the correct order: 1 and then 2.)



4 in 1

Use this mode when you want to copy four originals onto one sheet. This mode can also be used in conjunction with the 2-sided copy modes in order to copy eight originals onto one sheet.
(When setting the originals on the platen, be sure to set the originals in the correct order: 1, 2, 3 and then 4.)



1 Set the originals to be copied.

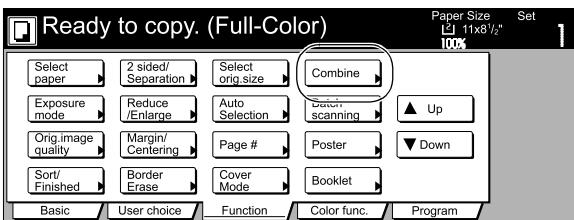
2 Press the “Function” tab.
The content of the “Function” tab will be displayed.

Section 6 OTHER CONVENIENT FUNCTIONS

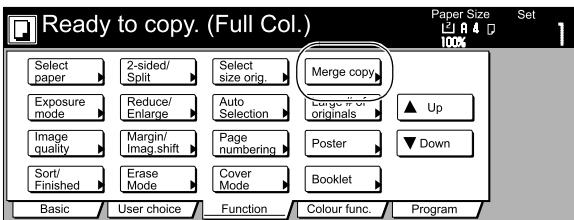
3 Press the “Combine” [“Merge copy”] key.

The “Combine” [“Merge copy”] screen will be displayed.

Inch specifications



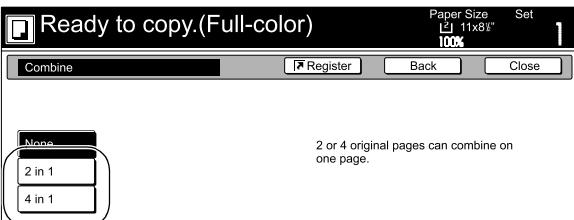
Metric specifications



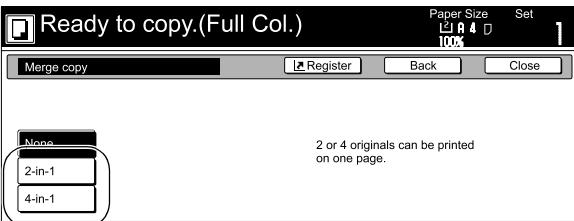
4 Press the “2 in 1” [“2-in-1”] key or the “4 in 1” [“4-in-1”] key, as appropriate.

The screen to make the layout settings will be displayed.

Inch specifications

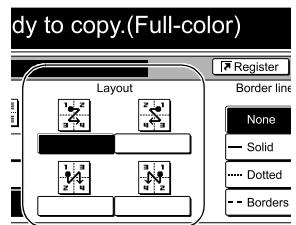
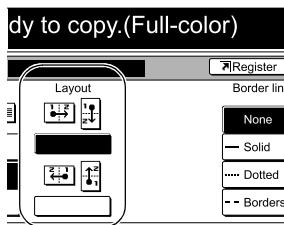


Metric specifications

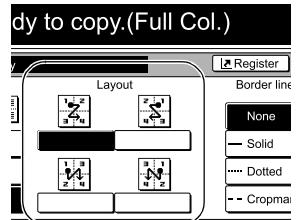
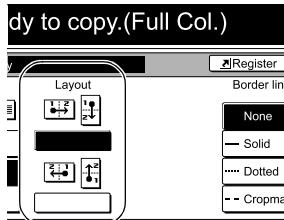


5 Select the desired direction of the layout.

Inch specifications



Metric specifications



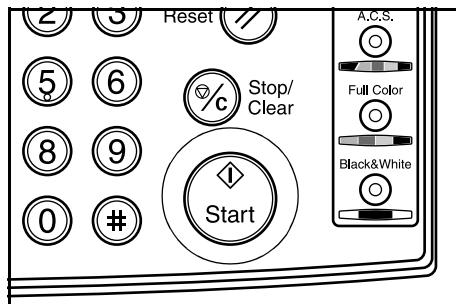
6 Select the type of the borderline that you want to use to separate the images.

7 Press the [Start] key.

Scanning of the originals will start.

If you set the originals in the optional Document Processor, copying will start automatically.

If you set an original on the platen, a message will be displayed telling you to set the next original. In this case, go to the next step.



8 Replace the first original with the next one and press the [Start] key.

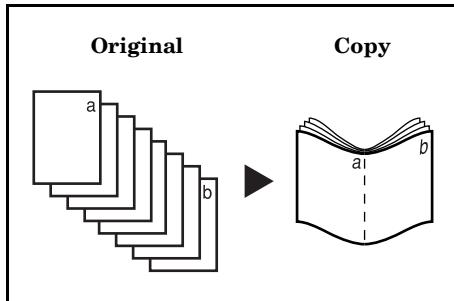
Scanning of that next original will start.

9 Once you have finished scanning all of the originals, press the “Scanning finished” key.

Copying will start.

Making booklets from sheet originals [Booklet/Stitching mode] (Only available in duplex copiers)

With this mode, you can use 1-sided or 2-sided originals to make open-faced, two-sided copies in such a way that the finished copies can be stacked and folded into a booklet format. You can also select to have color paper or relatively thick paper fed as front and/or back covers to the copy sets.



NOTES

- This mode is only available in duplex copiers.
- 2-sided copying is not possible from the multi-bypass tray.

Inch specifications

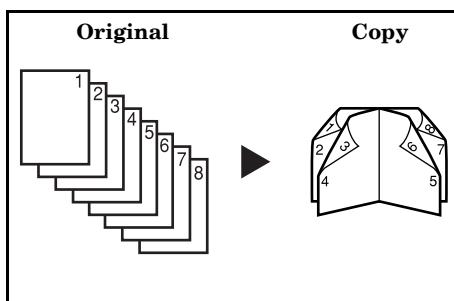
- Only 8 1/2" x 11", 11" x 8 1/2", 11" x 17", B5R, A4, B4 or A3 size copy paper can be used in this mode.

Metric specifications

- Only B5R, A4R, A4, B4, A3, 11" x 8 1/2" or 11" x 17" size copy paper can be used in this mode.

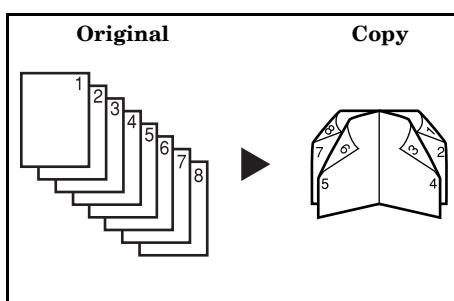
If "Left" is selected as the binding direction...

Copying will be performed so that the stacked and folded pages of the finished copies read from left to right.



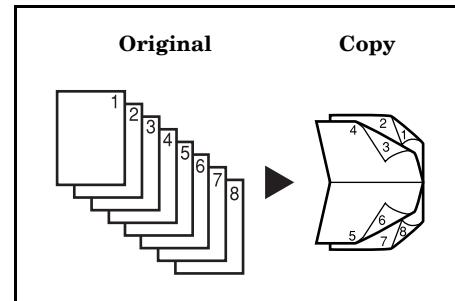
If "Right" is selected as the binding direction...

Copying will be performed so that the stacked and folded pages of the finished copies read from right to left.



If "Top" is selected as the binding direction...

Copying will be performed so that the stacked and folded pages of the finished copies read from top to bottom.



If you choose to add covers to your copy set(s)

It is possible for you to select whether or not to copy onto the front and/or back cover sheets.

	Front cover	Back cover
Do NOT copy		
Copy on outside		
Copy on inside		
Copy on both sides		

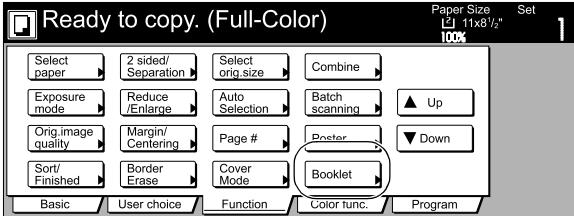
NOTES

- The asterisk “★” indicates the side of the cover on which copying will be accomplished.
- The illustrations above are an example of when “Left” is selected as the binding direction.

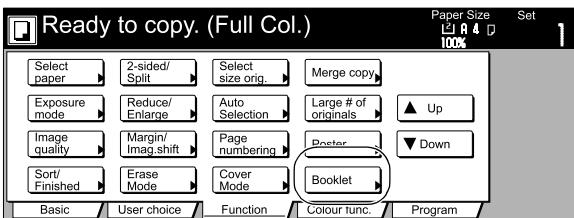
Section 6 OTHER CONVENIENT FUNCTIONS

- 1 Set the first original to be copied.
- 2 Press the “Function” tab.
The content of the “Function” tab will be displayed.
- 3 Press the “Booklet” key.
The “Booklet” screen will be displayed.

Inch specifications

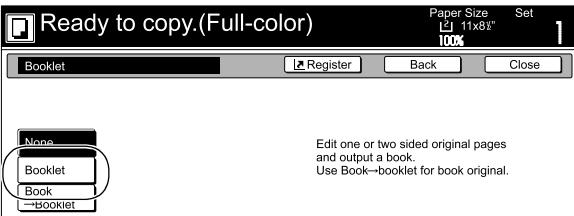


Metric specifications

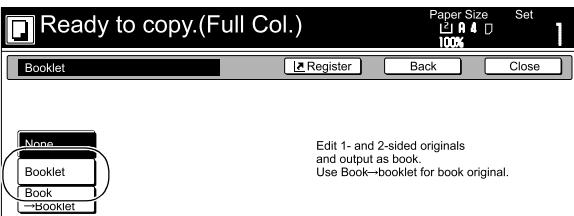


- 4 Press the “Booklet” key.
The screen to specify the binding direction of the originals and the finished copies will be displayed.

Inch specifications

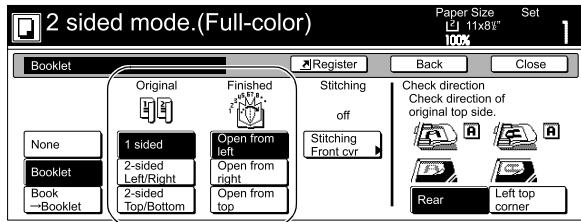


Metric specifications

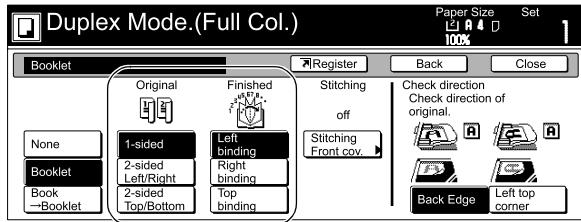


- 5 Specify the binding direction of both the originals and the finished copies.

Inch specifications

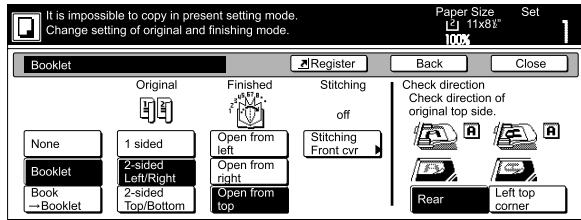


Metric specifications

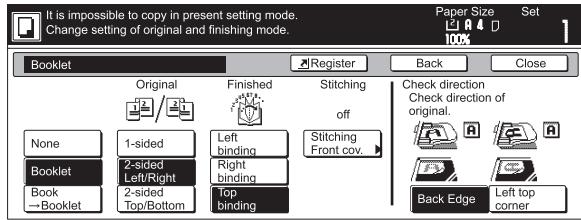


- 6 If “It is impossible to copy in present setting mode. Change setting of original and finishing mode.” appears, check (on the right side of the touch panel) whether both the orientation of the originals and the finish mode setting are correct or not.

Inch specifications

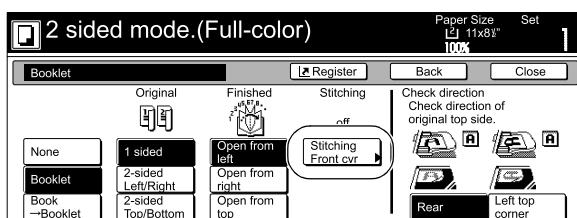


Metric specifications

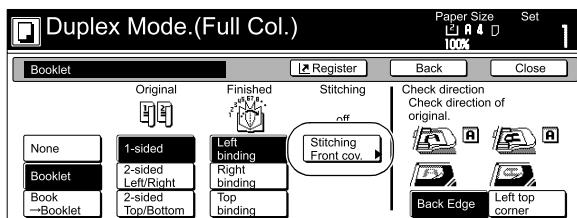


7 If you want to add covers, press the “Stitching Front cvr” [“Stitching Front cov.”] key and go to the next step.
If you do NOT want to add covers, go directly to step 9.

Inch specifications

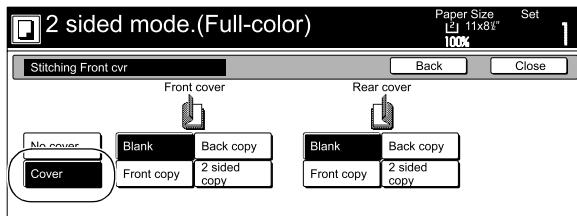


Metric specifications

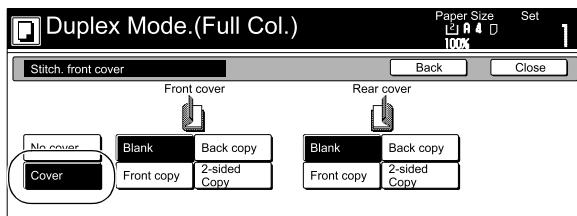


8 Press the “Cover” key and select whether or not (and where) to copy on each of the front and back covers.

Inch specifications



Metric specifications

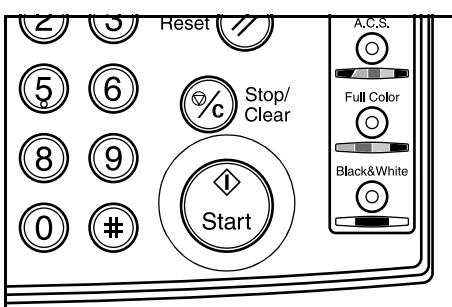


9 Press the [Start] key.

Scanning of the originals will start.

If you set the originals in the optional Document Processor, copying will start automatically.

If you set an original on the platen, a message will be displayed telling you to set the next original. In this case, go to the next step.

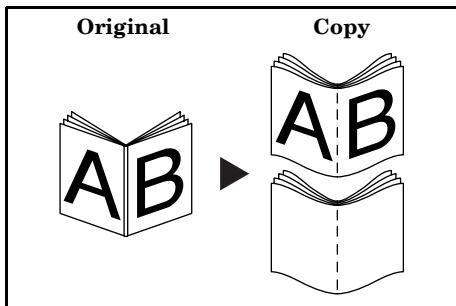


10 Replace the first original with the next one and press the [Start] key.
Scanning of that next original will start.

11 Once you have finished scanning all of the originals, press the “Scanning finished” key.
Copying will start.

Making booklets from book originals [Book to Booklet mode] (Only available in duplex copiers)

With this mode, you can add covers, and either copy onto them or not, so that the finished copy sets will be displayed like a magazine, etc.



NOTES

- This mode is only available in duplex copiers.
- 2-sided copying is not possible from the multi-bypass tray.

Inch specifications

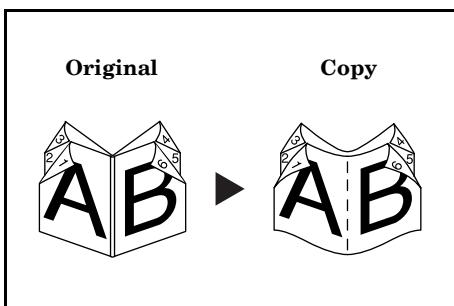
- Only 8 1/2" x 11", 11" x 17", A5R, B5R, A4R, B4 and A3 size originals and 8 1/2" x 11", 11" x 8 1/2", 11" x 17", B5R, A4, B4 or A3 size copy paper can be used in this mode.

Metric specifications

- Only A5R, B5R, A4R, B4, A3, 8 1/2" x 11" and 11" x 17" size originals and B5R, A4R, A4, B4, A3, 11" x 8 1/2" or 11" x 17" size copy paper can be used in this mode.

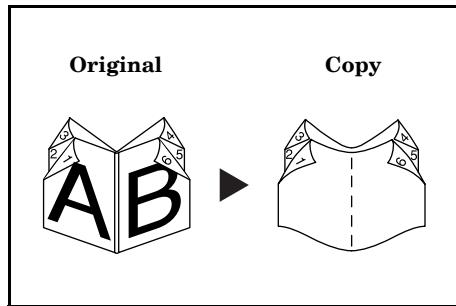
With a cover

The original that will be used as the cover will be scanned first so that, when the finished copies are folded, that page will act as the front and back cover to the copy set.

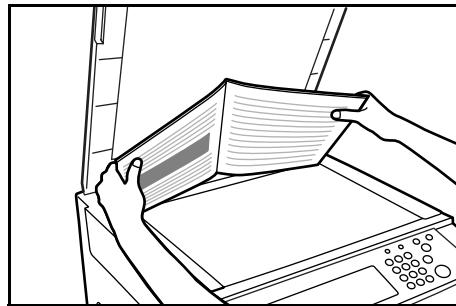


Without a cover

When the finished copies are folded, the front and back of the copy set will be blank.



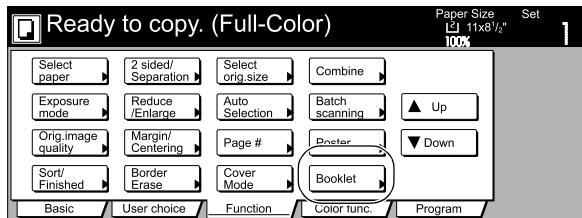
1 Set the open-faced (book, etc.) original to be copied.



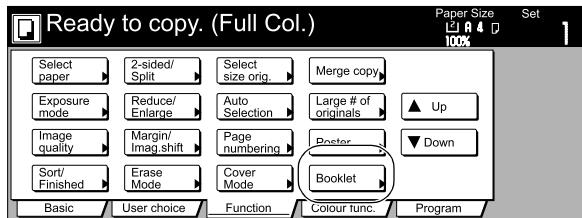
2 Press the "Function" tab.
The content of the "Function" tab will be displayed.

3 Press the "Booklet" key.
The "Booklet" screen will be displayed.

Inch specifications



Metric specifications



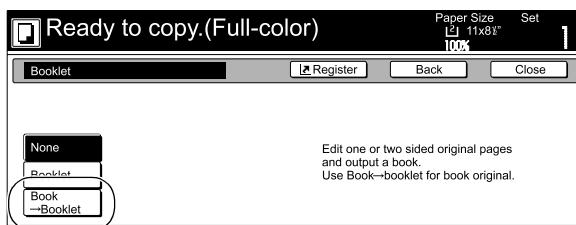
Section 6 OTHER CONVENIENT FUNCTIONS

4

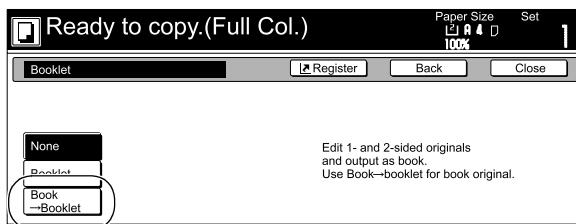
Press the “Book→Booklet” key.

The screen to specify the binding direction of the originals and the finished copies will be displayed.

Inch specifications



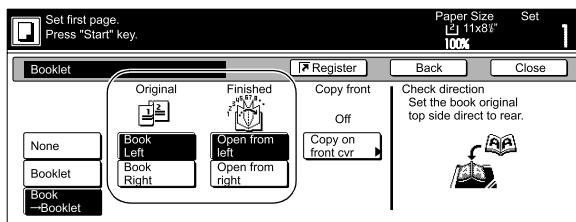
Metric specifications



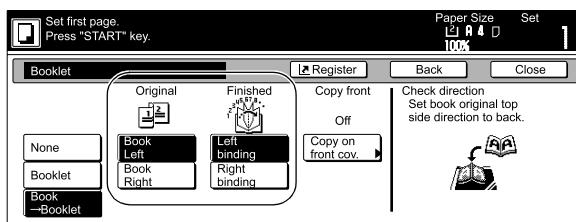
5

Specify the binding direction of both the originals and the finished copies.

Inch specifications



Metric specifications



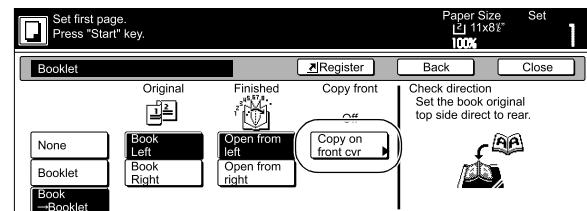
6

If you want to add covers, press the “Copy on front cvr” [“Copy on front cov.”] key.

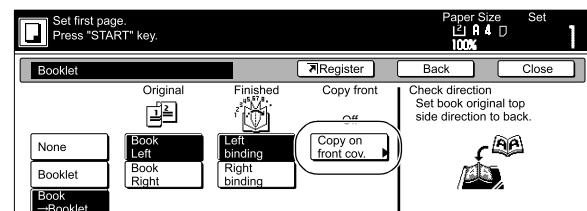
The “Copy on front cover” screen will be displayed.

At this point, if you do NOT want to copy onto the covers, go directly to step 8.

Inch specifications



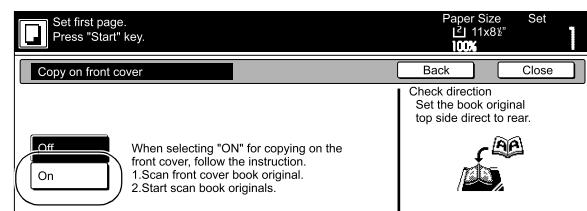
Metric specifications



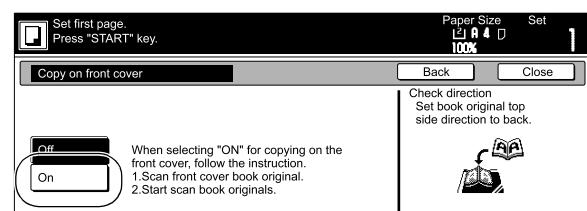
7

Press the “On” key.

Inch specifications



Metric specifications



IMPORTANT!

If you DO want to copy onto the covers, be absolutely certain to set the original that you want to have copied onto the cover first.

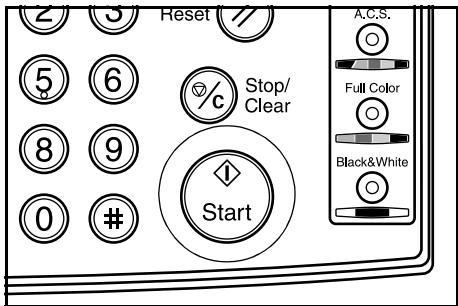
Section 6 OTHER CONVENIENT FUNCTIONS

8

Press the [Start] key.

Scanning of the originals will start.

When a message appears telling you to set the next original, go to the next step.



9

Replace the first original with the next one and press the [Start] key.

Scanning of that next original will start.

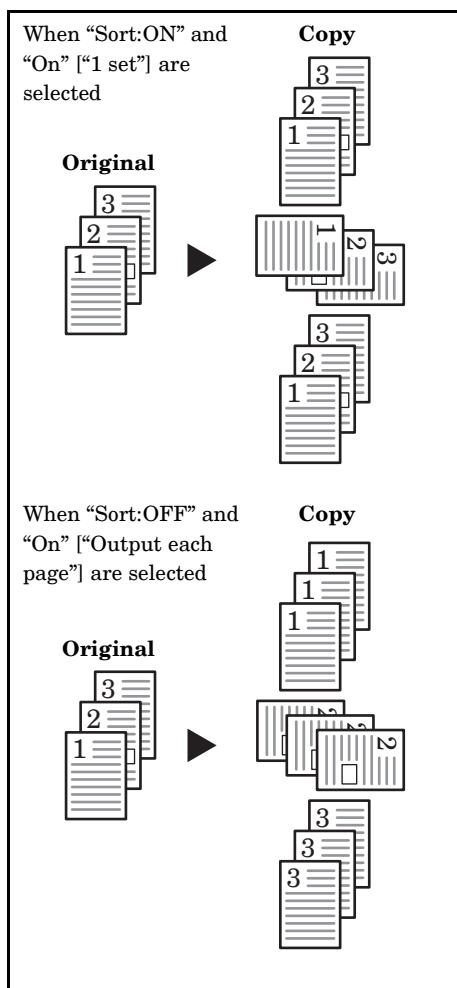
10

Once you have finished scanning all of the originals, press the "Scanning finished" key.

Copying will start.

Automatic sorting of copy sets without the Document Finisher [Sort/Finished mode]

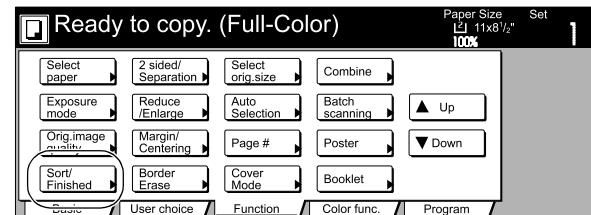
Since copying in this mode is performed after multiple originals are scanned and memorized, copies can be sorted into the required number of sets even without the optional Document Finisher.



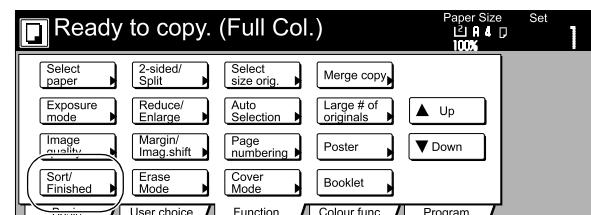
3

Press the "Sort/Finished" key.
The "Sort/Finished" screen will be displayed.

Inch specifications



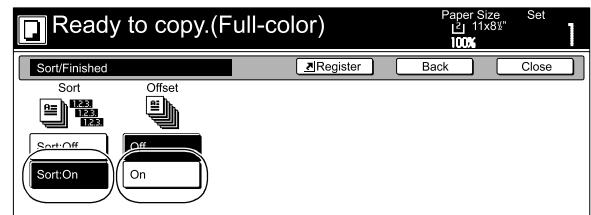
Metric specifications



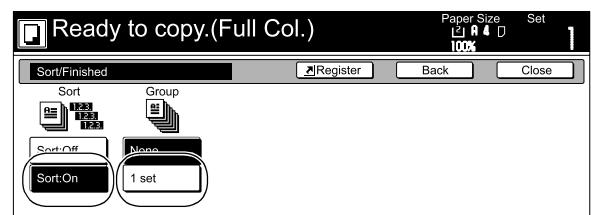
4

Press the "Sort:ON" key.

Inch specifications



Metric specifications



NOTES

- The optional Memory Copy Board must be installed in order to use this mode or function in standard copiers.
- If you do not have paper of the same size but different orientations available for paper feed, copies will be ejected without being "sorted" in this way.

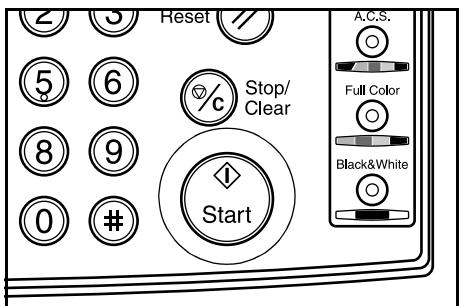
1 Set the originals to be copied.

2 Press the "Function" tab.

The content of the "Function" tab will be displayed.

Section 6 OTHER CONVENIENT FUNCTIONS

- 5** Press the “On” [“1 set”] key.
- 6** Use the keypad to set the number of copies to be made.
- 7** Press the [Start] key.
Copying will start.



Adding a front and/or back cover to your copy sets [Cover mode]

With this mode, you can select to have color paper or relatively thick paper fed as front and/or back covers to your copy sets.



NOTES

- The optional Memory Copy Board must be installed in order to use this mode or function in standard copiers.
- The 2-sided copy [Duplex Copy] and Back copy settings are only available in duplex copiers.
- 2-sided copying is not possible from the multi-bypass tray.

You can select separately whether you want both sides or only one side of both the front and back covers to be copied onto, or to have either or both of them left completely blank. Select also whether or not you even want to include a back cover at all.

	Front cover	Back cover
2 sided copy [Duplex Copy]*		
Front copy		
Back copy*		
Blank		
No back cover	—	

* The illustrations above show the result when sets of 2-sided copies are being made.
If you are making sets of 1-sided copies, copying will not be performed on the rear side of the covers even if the 2-sided copy [Duplex Copy] or Back copy settings are selected.

1 Set the originals to be copied.

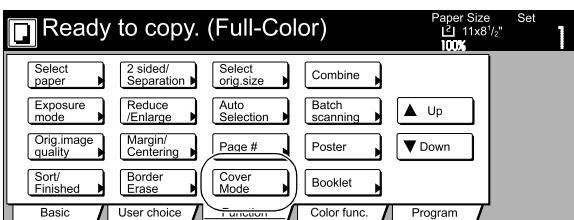
2 Press the “Function” tab.
The content of the “Function” tab will be displayed.

Section 6 OTHER CONVENIENT FUNCTIONS

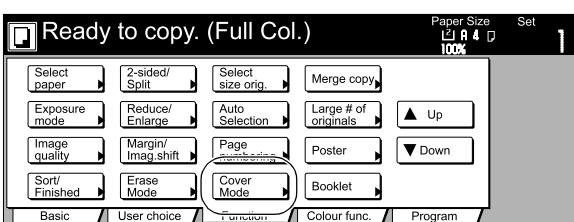
3 Press the “Cover Mode” key.

The “Cover Mode” screen will be displayed.

Inch specifications



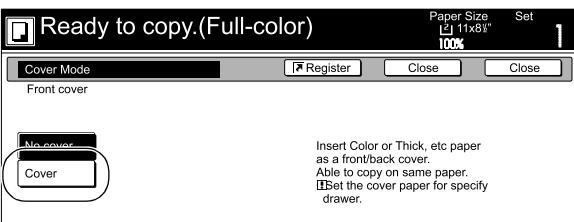
Metric specifications



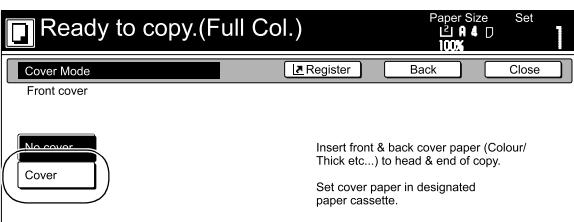
4 Press the “Cover” key.

The screen to make the front cover settings will be displayed.

Inch specifications

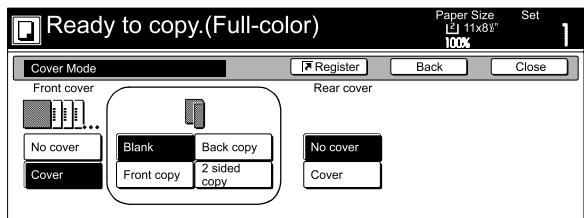


Metric specifications

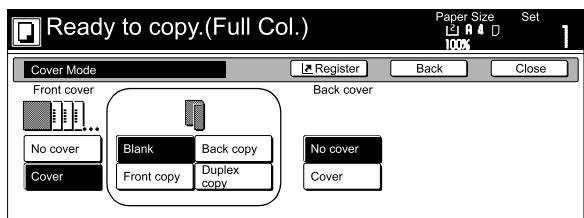


5 Select the desired settings for the front cover.

Inch specifications



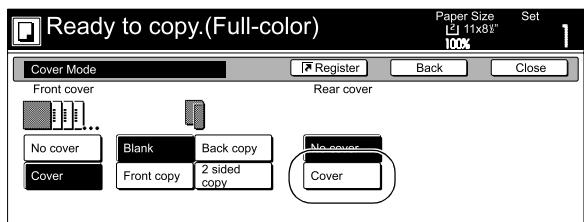
Metric specifications



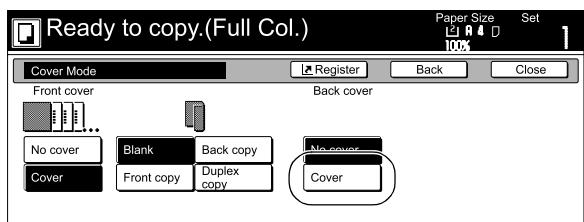
6 Press the “Cover” key or the “No cover” key, as appropriate, to select whether or not you want to include a back cover.

If you selected “Cover”, the screen to make the back cover settings will be displayed.

Inch specifications

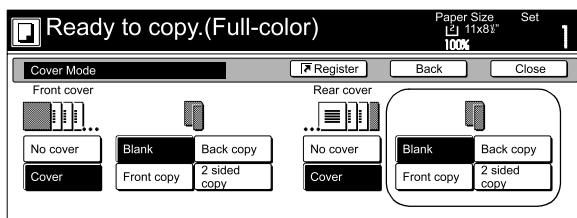


Metric specifications

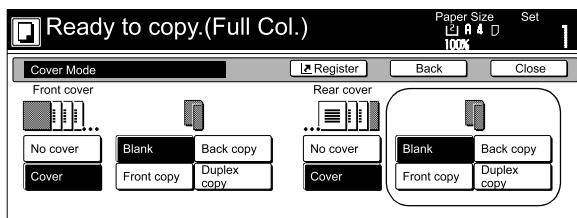


7 Select the desired settings for the back cover.

Inch specifications



Metric specifications

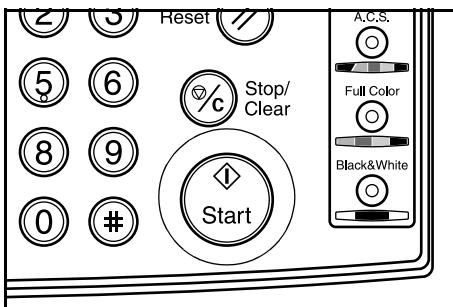


8 Press the [Start] key.

Scanning of the originals will start.

If you set the originals in the optional Document Processor, copying will start automatically.

If you set an original on the platen, a message will be displayed telling you to set the next original. In this case, go to the next step.



9 Replace the first original with the next one and press the [Start] key.

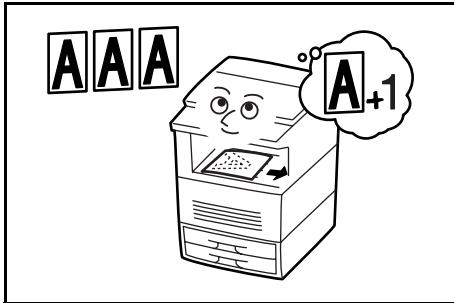
Scanning of that next original will start.

10 Once you have finished scanning all of the originals, press the "Scanning finished" key.

Copying will start.

Making more of the same copies after a copy job is finished [Repeat copy mode]

With this mode, if you think you might want to make another set of the same copies even after the initial copy job is finished, simply turn the repeat copy mode ON and you can make the necessary number of additional copies later. In order to maintain privacy, you can make it necessary to enter a security code in order to use the repeat copy mode so that, if the entered code doesn't match the registered security code, it will not be possible to use the repeat copy mode.



NOTES

- Only one set of originals can be saved at one time for repeat copying. Once you scan in new originals for repeat copying, the data for the old originals will be deleted.
- All data for repeat copying will be deleted in cases such as when the power switch is turned OFF or the optional scanner functions of the copier are used.
- The optional Memory Copy Board must be installed in order to use this mode or function in standard copiers.

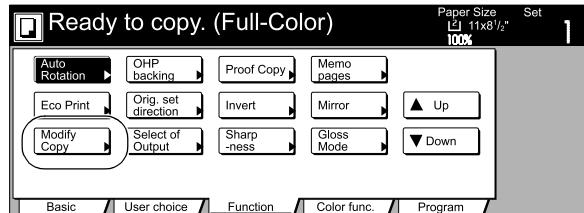
Registering a copy job for repeat copying

- Set the originals to be copied.
- Press the "Function" tab.
The content of the "Function" tab will be displayed.
- Press the "▼ Down" key.
The content of the next portion of the "Function" tab will be displayed.

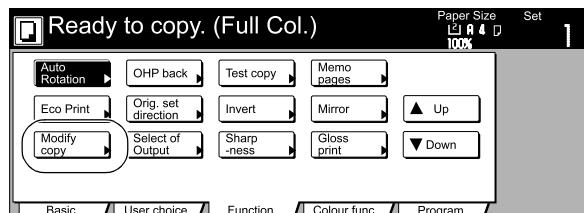
4 Press the "Modify Copy" key.

The "Modify Copy" screen will be displayed.

Inch specifications

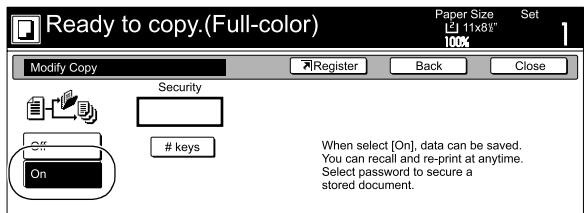


Metric specifications

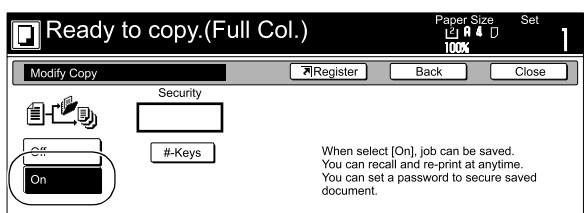


5 Press the "On" key.

Inch specifications



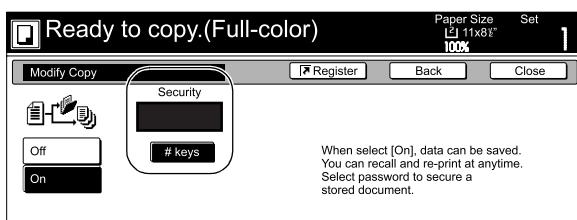
Metric specifications



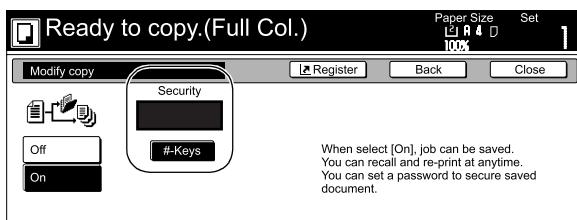
If you want to register a security code, go to the next step.
If you do NOT want to register a security code, go directly to step 7.

6 Press the “# keys” [“#-Keys”] key to highlight that key and then enter the security code that will enable repeat copying for these originals.

Inch specifications



Metric specifications

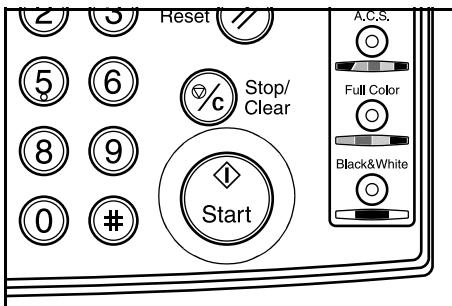


NOTES

- The security code can be between 1 and 8 digits long.
- If you forget the security code that you enter here, repeat copying will not be possible for these originals. Be sure to keep some sort of record of the security code.

7 Press the [Start] key.
Copying will start.

If a message appears telling you to set the next original, go to the next step.



8 Replace the first original with the next one and press the [Start] key.
Scanning of that next original will start.

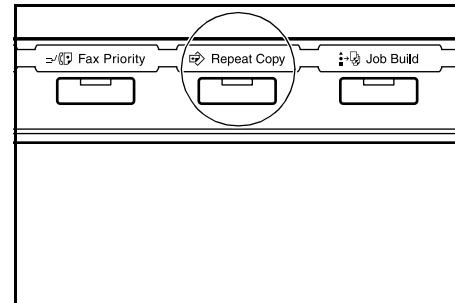
9 Once you have finished scanning all of the originals, press the “Scanning finished” key.
Copying will start.

Printing out with the repeat copy mode

By pressing the [Repeat Copy] key you can access the “Modify copy” screen and verify the content of the registered copy job. You can print out the first page of that copy job, reprint the full job or delete the data for that job.

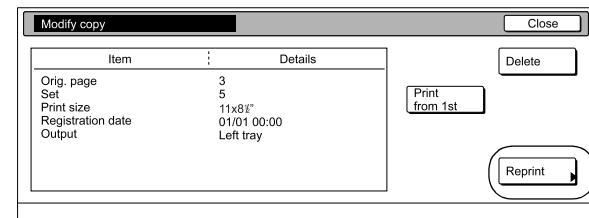
Reprinting a registered copy job

1 Press the [Repeat Copy] key.
The “Modify copy” screen will be displayed.

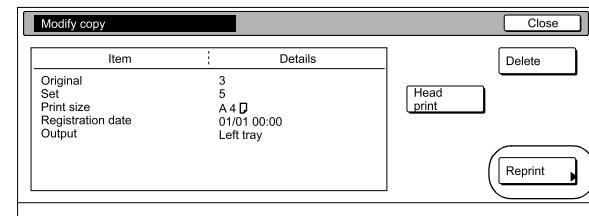


2 Press the “Reprint” key.

Inch specifications



Metric specifications



If you designated a security code when you registered the copy job for repeat copying, the code input screen will be displayed. In this case, go to the next step.

If you did NOT designate a security code when you registered the copy job for repeat copying, the screen to select the number of copies or copy sets to be made will be displayed. In this case, go directly to step 4.

Section 6 OTHER CONVENIENT FUNCTIONS

3 Use the keypad to enter the appropriate security code and the press the “Enter” key. If the entered code matches the registered one, the screen to select the number of copies or copy sets to be made will be displayed.

Inch specifications

Enter the re-print code.

(Enter by #key)

Clear

Enter

Stop

Metric specifications

Enter the re-print code.

(Enter #key)

Clear

Enter

Stop

NOTES

- To reenter a mistaken security code, press the “Clear” key.
- If you press the “Stop” key, the touch panel will return to the screen in step 2.

4 Press the “+” key or the “-” key to set the number of copies or copy sets to be made.

Inch specifications

Reprint

Stop

1 Set

+

-

Printing

Metric specifications

Reprint

Stop

1 Set

+

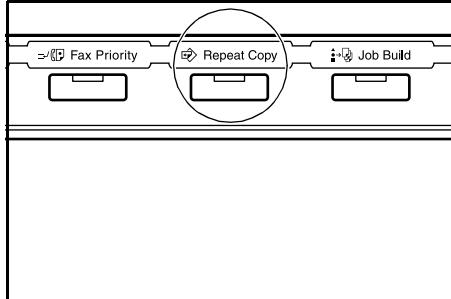
-

Printing

5 Press the “Printing” key.
Print out will start.

Printing out the first page of a registered copy job

1 Press the [Repeat Copy] key.
The “Modify copy” screen will be displayed.



2 Press the “Print from 1st” [“Head print”] key.
Inch specifications

Modify copy

Item : Details

Orig. page	3
Set	5
Print size	11x8½"
Registration date	01/01 00:00
Output	Left tray

Print from 1st

Reprint

Close

Delete

Metric specifications

Modify copy

Item : Details

Original	3
Set	5
Print size	A4 D
Registration date	01/01 00:00
Output	Left tray

Head print

Reprint

Close

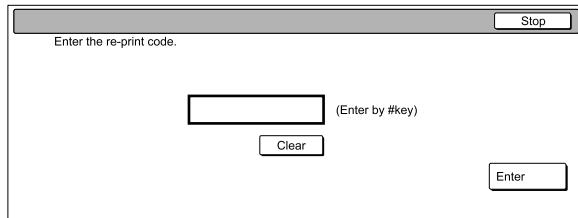
Delete

If you designated a security code when you registered the copy job for repeat copying, the code input screen will be displayed. In this case, go to the next step.

If you did NOT designate a security code when you registered the copy job for repeat copying, print out of the first page of that job will start.

3 Use the keypad to enter the appropriate security code and then press the “Enter” key. If the entered code matches the registered one, print out of the first page of the registered copy job will start.

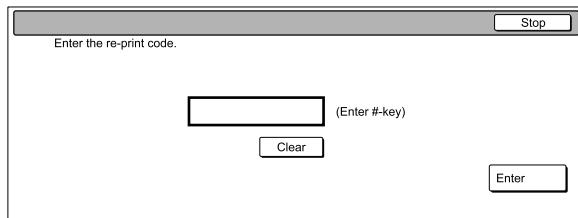
Inch specifications



Enter the re-print code.

(Enter by #key)

Metric specifications

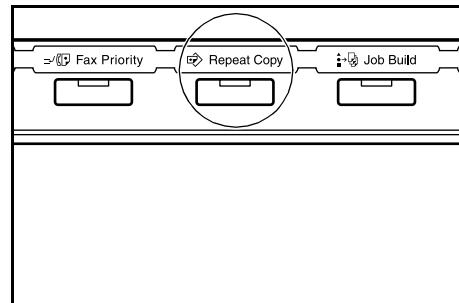


Enter the re-print code.

(Enter #key)

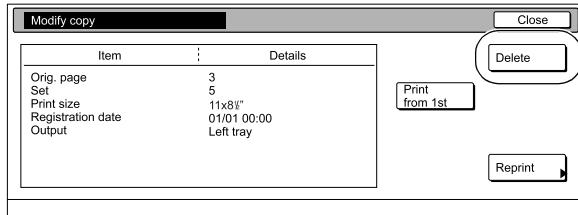
Deleting a registered copy job

1 Press the [Repeat Copy] key.
The “Modify copy” screen will be displayed.



2 Press the “Delete” key.
A verification screen will be displayed.

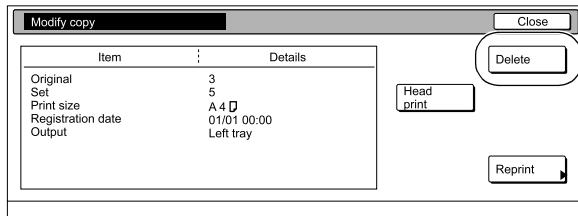
Inch specifications



Modify copy

Item	Details
Orig. page	3
Set	5
Print size	11x8 1/2"
Registration date	01/01 00:00
Output	Left tray

Metric specifications

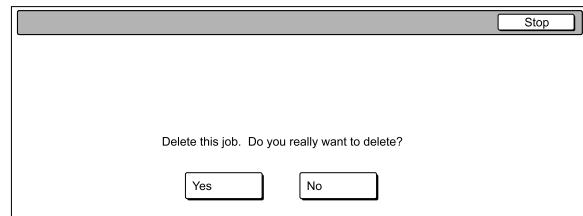


Modify copy

Item	Details
Original	3
Set	5
Print size	A4
Registration date	01/01 00:00
Output	Left tray

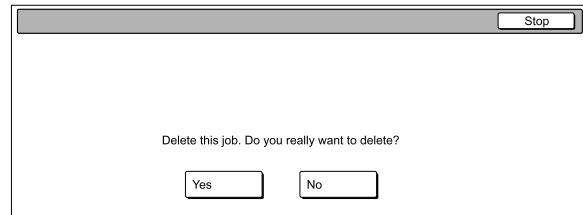
3 Press the “Yes” key or the “No” key, as appropriate.

Inch specifications



Delete this job. Do you really want to delete?

Metric specifications



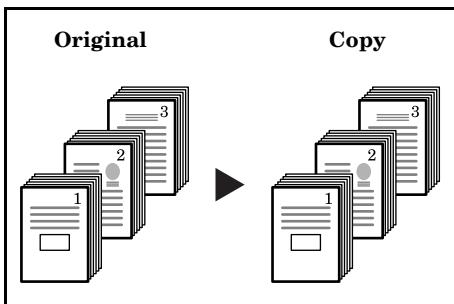
Delete this job. Do you really want to delete?

If you selected “Yes”, the job data will be deleted and the touch panel will return to the contents of the “Basic” tab.

If you selected “No”, the touch panel will return to the screen in step 2 without canceling the selected job.

Copying a large volume of originals in one operation [Batch scanning mode]

With this mode, you can scan multiple sets of originals and then have them all copied at the same time. Scan one set of originals of the same type and then register that as a single step in the copy job, and you can copy an extremely large volume of originals in one batch.



NOTE

The optional Memory Copy Board must be installed in order to use this mode or function in standard copiers.

1 Set the originals to be copied.

2 Press the “Function” tab.

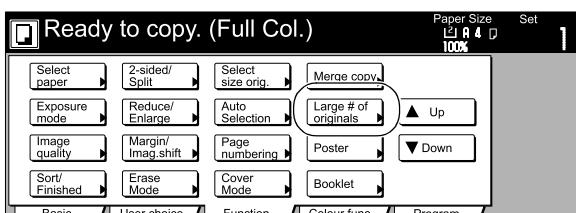
The content of the “Function” tab will be displayed.

3 Press the “Batch scanning” [“Large # of originals”] key. The “Continuous scanning” [“Multiple scanning”] screen will be displayed.

Inch specifications

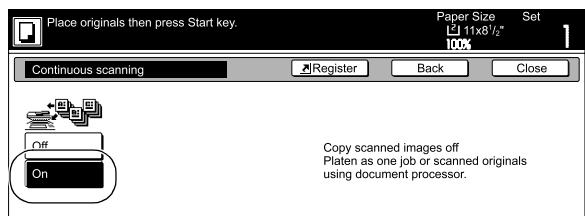


Metric specifications

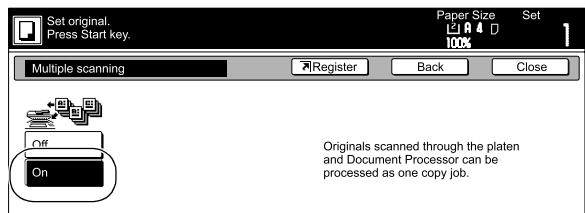


4 Press the “On” key.

Inch specifications

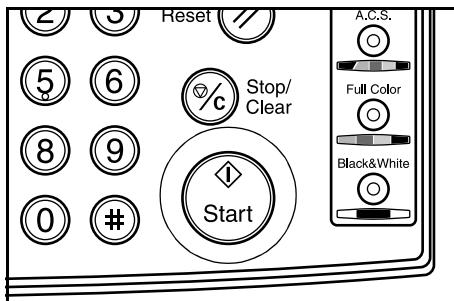


Metric specifications



5 Press the [Start] key.

Scanning of the originals will start.



6 Replace the first original with the next one and press the [Start] key.

Scanning of those next originals (the next step in the copy job) will start.

7 Once you have finished scanning all of the originals, press the “Scanning finished” key.

Copying will start.

Adjusting the sharpness

This setting adjusts the contours of the image. When, for example, copying originals that were written in pencil, if the text or lines are blurred or broken, increase the sharpness setting (select a plus value) and the text and lines should be copied more clearly. When copying pictures from magazines and the like where the dots in the photograph are evident and a moiré effect occurs (the phenomenon where the dots do not appear to be lined up properly but seem to be grouped together in patterns), decrease the sharpness (select a minus value) to lighten the contours and reduce the moiré effect.



NOTE

For a sample of copies made with an adjusted sharpness, see "Sharpness adjustment samples" on page iv.

1 Set the originals to be copied.

2 Press the "Function" tab.

The content of the "Function" tab will be displayed.

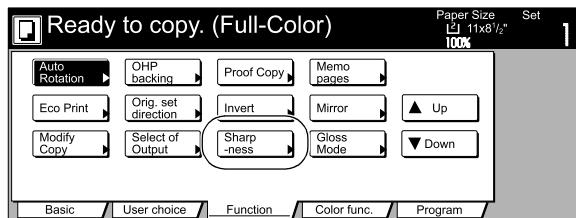
3 Press the "▼ Down" key.

The content of the next portion of the "Function" tab will be displayed.

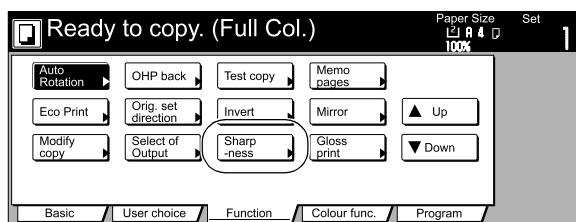
4 Press the "Sharpness" key.

The "Sharpness" screen will be displayed.

Inch specifications



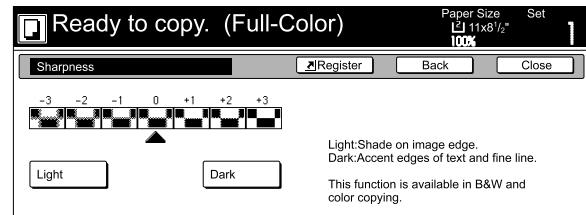
Metric specifications



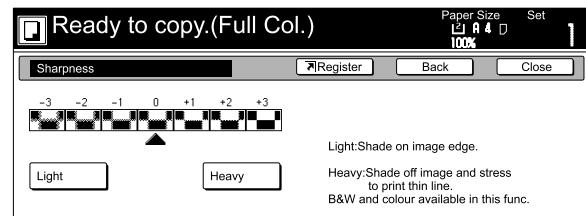
5

Use the "Dark" ["Heavy"] key or the "Light" key to adjust the sharpness as desired.

Inch specifications

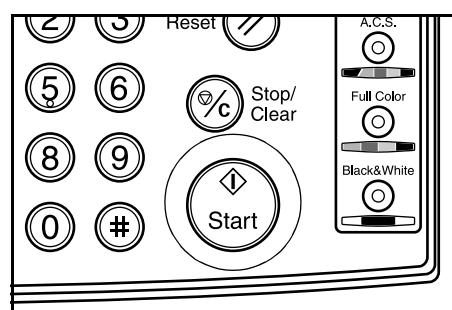


Metric specifications



6

Press the [Start] key.
Copying will start.



Section 7 COPIER MANAGEMENT

Copy management function

By registering a different department ID-code for each individual department that uses the copier, the copy management function will help you manage the overall number of copies made by each department.

The copy management function in this copier offers the following features.

- Manage use of all optional functions (printer, scanner and fax) utilized by the same department ID-code.
- Manage up to 500 individual departments.
- Register department ID-codes of up to 8 digits (between 0 and 99999999).
- Check the total number of copies made under all department ID-codes as a whole or by each individual department.
- Set copy limits to any 1-page increment up to 999,999.
- Clear the copy counts for all department ID-codes at one time or for each individual department.
- Check copy counts for your own department without the need to enter the management code. Just enter the corresponding department ID-code.

IMPORTANT!

In order to access the “Change restrictions for use” procedure under “Editing copy management information”, it is necessary to select “On” under “Copier function management ON/OFF”. When the optional Printer Kit, Network Scanner Kit or Fax Kit are installed in your copier, it is necessary to select “On” under the corresponding “Printer function management ON/OFF”, “Scanner function management ON/OFF” or “Fax function management ON/OFF” procedure. (See “**Changing the copy management default settings**” on page 7-28.)

NOTE

 The optional Memory Copy Board must be installed in order to use the copy management function in standard copiers.

Section 7 COPIER MANAGEMENT

Copy management procedures

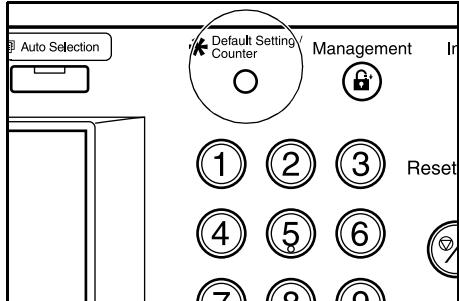
Procedure	Description	Reference page
Editing copy management information	<ul style="list-style-type: none">• Register new department ID-codes Perform this procedure when you want to register a new department ID-code and set the restrictions for using the copier under that ID-code. Up to 500 department ID-codes can be registered.	7-4
	<ul style="list-style-type: none">• Delete department ID-codes Perform this procedure when you want to delete registered department ID-codes.	7-19
	<ul style="list-style-type: none">• Change registered information Perform this procedure when you want to change a department name or the corresponding ID-code.	7-20
	<ul style="list-style-type: none">• Change restrictions for use Perform this procedure when you want to change the restrictions for using the copier under each department ID-code.	7-23
Checking the copy management counts	<ul style="list-style-type: none">• Check all departments Perform this procedure when you want to check the total number of copies made under all department ID-codes as a whole, print out a copy management report and clear the copy counts for all of the registered department ID-codes.	7-24
	<ul style="list-style-type: none">• Check individual departments Perform this procedure when you want to check the total number of copies made under each individual department ID-code and/or clear the copy counts for individual departments as well.	7-26
Turning the copy management function ON/OFF	Perform this procedure and press the “On” key when you want to turn the copy management function ON, or press the “Off” key to turn the copy management function OFF.	7-28
Changing the copy management default settings	Perform this procedure when you want to change the default settings for the copy management function.	7-28

Accessing the copy management menu screen

Perform the following procedure in order to access the copy management menu screen.

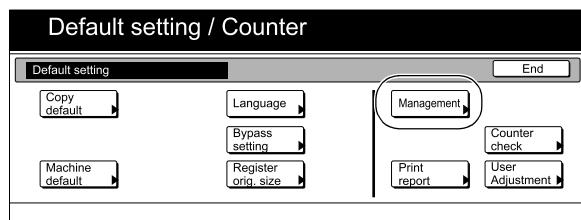
1 With the content of the “Basic” tab displayed, press the [Default Setting/Counter] key.

The “Default setting” screen will be displayed.

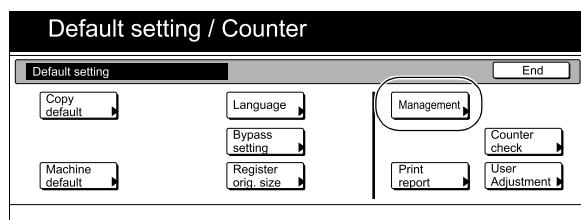


2 Press the “Management” key on the right side of the touch panel.

Inch specifications



Metric specifications



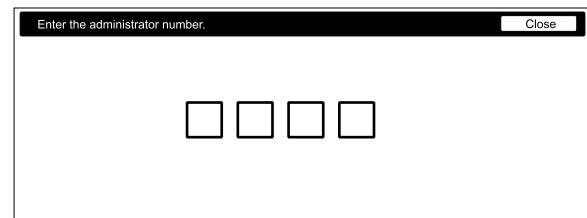
3

Use the numeric keys on the keypad to enter the 4-digit management code.

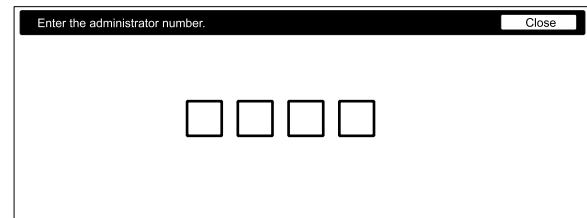
The factory default management code is “3100”.

If the entered management code matches the currently registered one, the copy management menu screen will be displayed.

Inch specifications



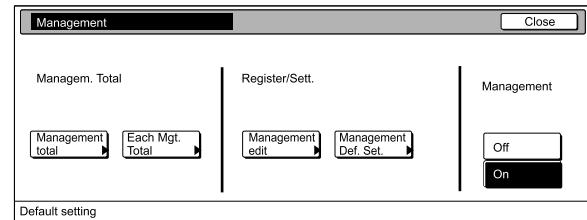
Metric specifications



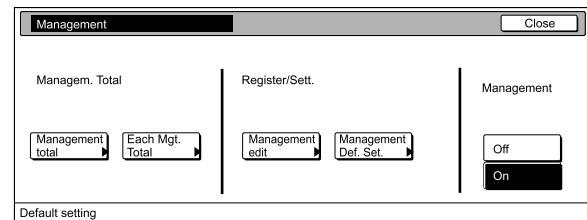
4

Press the key that corresponds to the desired procedure. The setting screen for that procedure will be displayed.

Inch specifications



Metric specifications



NOTE

Perform the following procedure that corresponds to the desired setting.

Section 7 COPIER MANAGEMENT

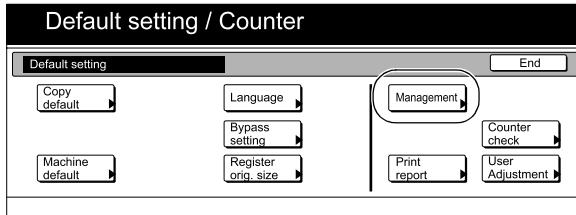
Editing copy management information

Register new department ID-codes

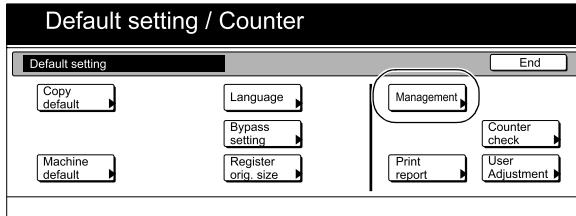
Perform the following procedure when you want to register department ID-codes (up to 8-digits per ID-code) and the corresponding department name, and set certain restrictions for using the copier under that ID-code.

1 Access the copy management menu screen.
(See “Accessing the copy management menu screen”.)

Inch specifications

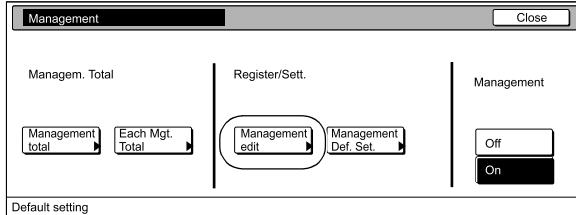


Metric specifications

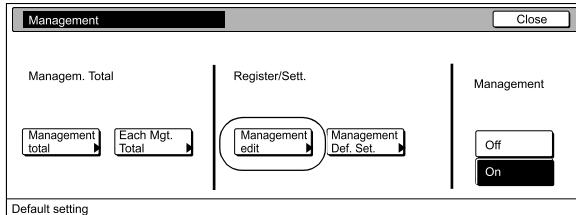


2 Press the “Management edit” key.
The “Management edit” screen will be displayed.

Inch specifications

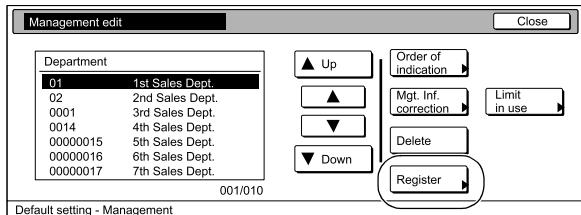


Metric specifications

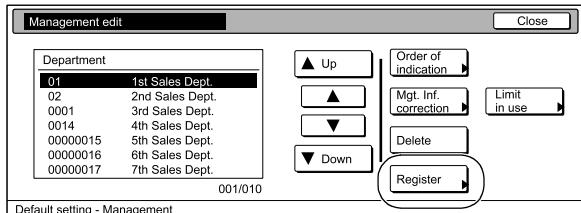


3 Press the “Register” key.
The “New register” screen will be displayed.

Inch specifications

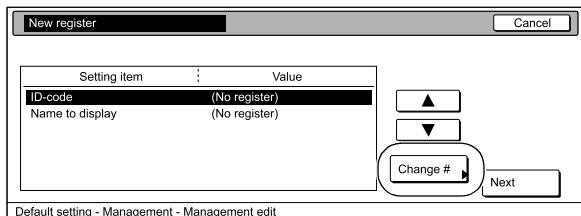


Metric specifications

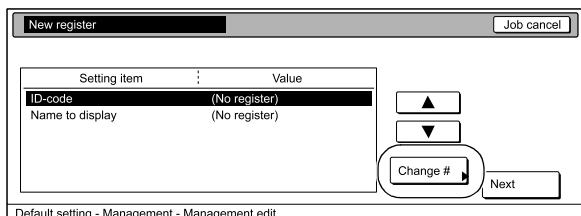


4 Select “ID-code” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key. The “ID-code” screen will be displayed.

Inch specifications



Metric specifications



5 Use the numeric keys on the keypad to enter the department ID-code that you want to register (up to 8 digits).
You can enter any number between "0" and "99999999".

Inch specifications

Management - Management edit - New register

Metric specifications

Management - Management edit - New register

6 Press the "Close" key.
The touch panel will return to the screen in step 4.

7 Select "Name to display" under the "Setting item" column on the left side of the touch panel and then press the "Change #" key.
The "Name to display" screen will be displayed.

Inch specifications

Default setting - Management - Management edit

Metric specifications

Default setting - Management - Management edit

8 Enter the name for that department, and then press the "End" key.
The touch panel will return to the screen in step 4.

Inch specifications

Metric specifications

9 Once you are finished registering that department's ID-code and name, press the "Next" key.

Inch specifications

Default setting - Management - Management edit

Metric specifications

Default setting - Management - Management edit



NOTES

- Be sure to register both of the setting items above, If you do not, an error will occur and you will be unable to continue to the next step.
- If you attempt to register a department ID-code or a department name that is already registered, an error will occur and you will be unable to continue to the next step. In this case, select a different ID-code and/or name, as appropriate.

Section 7 COPIER MANAGEMENT

10 Set the restrictions for using the copier under that department ID-code.

Inch specifications

New register

0007 1st Sales Dept.

Setting item	Value
Copy limitation	On
Printer limitation	On
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

Cancel

▲ ▼ Change # Registr.

Default setting - Management - Management edit

Metric specifications

New register

0007 1st Sales Dept.

Setting item	Value
Copy limitation	On
Printer limitation	On
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

Job cancel

▲ ▼ Change # Registr.

Default setting - Management - Management edit

12 Press the “Close” key.
The touch panel will return to the screen in step 2.

Inch specifications

Management edit

Department

01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

▲ Up Order of indication
▼ Down Mgt. Inf. correction
Delete Limit in use
Register

001/010

Default setting - Management

Metric specifications

Management edit

Department

01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

▲ Up Order of indication
▼ Down Mgt. Inf. correction
Delete Limit in use
Register

001/010

Default setting - Management

NOTE

For information on how to set restrictions, refer to “Setting the restrictions for use” on page 7-7.

11 Once you are finished setting the restrictions for that department ID-code, press the “Registr.” key.

The touch panel will return to the screen in step 3.

Inch specifications

New register

0007 1st Sales Dept.

Setting item	Value
Copy limitation	On
Printer limitation	On
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

Cancel

▲ ▼ Change # Registr.

Default setting - Management - Management edit

Metric specifications

New register

0007 1st Sales Dept.

Setting item	Value
Copy limitation	On
Printer limitation	On
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

Job cancel

▲ ▼ Change # Registr.

Default setting - Management - Management edit

NOTE

If you want to register an ID-code for a new department, press the “Register” key and repeat steps 4 through 12.

13 Press the “Close” key.

Setting the restrictions for use

Perform the following procedure when you want to set certain restrictions for using the copier under each department ID-code. The setting items available for restriction will differ depending upon whether you have selected “All” or “Each” as the “Copy/Printer output management” setting. (See “Copy/Printer output management” on page 7-33.) The following settings are available.

If “All” is selected as the “Copy/Printer output management” setting (“All” is the factory default setting)

	Copier		Printer		Scanner	Fax	Reference page
	B/W	F/C	B/W	F/C	Scanning	Fax transmission	
Copying privileges ON/OFF	●	●					7-8
Printing privileges ON/OFF			●	●			7-9
Restrictions (All)	△	△	△	△			7-10
Restrictions (Full color)		○		○			7-11
Scanning restrictions					○		7-12
Fax transmission restrictions						○	7-13

○: The available settings are “No limit”, “Counter limit” and “Is not permitted”

△: The available settings are “No limit” and “Counter limit”

●: The available settings are “Can use” and “Is not permitted”

B/W: Black and white copying or printing

F/C: Full color copying or printing

If “Each” is selected as the “Copy/Printer output management” setting

	Copier		Printer		Scanner	Fax	Reference page
	B/W	F/C	B/W	F/C	Scanning	Fax transmission	
Copying restrictions (All)	○	○					7-14
Copying restrictions (Full color)		○					7-15
Printing restrictions (All)			○	○			7-16
Printing restrictions (Full color)				○			7-18
Scanning restrictions					○		7-12
Fax transmission restrictions						○	7-13

○: The available settings are “No limit”, “Counter limit” and “Is not permitted”

B/W: Black and white copying or printing

F/C: Full color copying or printing

Section 7 COPIER MANAGEMENT

Copying privileges ON/OFF

Perform the following procedure when you want to turn copying privileges ON or OFF for the corresponding department ID-code.



NOTE

This setting will only be available when "On" is selected as the **"Copier function management ON/OFF"** setting.

1 Access the screen that contains the copy restriction setting items. (See **"Accessing the copy management menu screen"** on page 7-3 or **"Change restrictions for use"** on page 7-23.)

Inch specifications

Metric specifications

2 Select "Copy limitation" under the "Setting item" column on the left side of the touch panel and then press the "Change #" key.

The "Copy limitation" screen will be displayed.

Inch specifications

Metric specifications

3

To allow copying privileges for this ID-code, press the "Can use" key. To cancel copying privileges completely, press the "Is not permitted" key.

Inch specifications

Metric specifications

NOTE

If you want to quit the displayed setting without changing it, press the "Back" key. The touch panel will return to the screen in step 2.

4

Press the "Close" key.

The touch panel will return to the screen in step 2.

Printing privileges ON/OFF

Perform the following procedure when the optional Printer Kit is installed in your copier and you want to turn printing privileges ON or OFF for the corresponding department ID-code.

**NOTE**

This setting will only be available when "On" is selected as the **"Printer function management ON/OFF"** setting.

1 Access the screen that contains the copy restriction setting items.

(See **"Accessing the copy management menu screen"** on page 7-3 or **"Change restrictions for use"** on page 7-23.)

Inch specifications

Metric specifications

2 Select "Printer limitation" under the "Setting item" column on the left side of the touch panel and then press the "Change #" key.

The "Printer limitation" screen will be displayed.

Inch specifications

Metric specifications

3

To allow printing privileges for this ID-code, press the "Can use" key. To cancel printing privileges completely, press the "Is not permitted" key.

Inch specifications

Metric specifications

NOTE

If you want to quit the displayed setting without changing it, press the "Back" key. The touch panel will return to the screen in step 2.

4

Press the "Close" key.

The touch panel will return to the screen in step 2.

Section 7 COPIER MANAGEMENT

Restrictions (All)

Perform the following procedure when you want to set the maximum number of copies and printouts that can be made under the corresponding department ID-code. If the optional Printer Kit is installed in your copier, this limit will apply to the number of copies AND printouts that can be made in total.



NOTES

- This setting limits the maximum number of copies and printouts that can be made in all copy modes (full color and black and white).
- This setting will not be available when “Is not permitted” is selected for both the “**Copying privileges ON/OFF**” and the “**Printing privileges ON/OFF**” settings, or when “Is not permitted” is selected as the “**Copying privileges ON/OFF**” setting and the optional Printer Kit is NOT installed in your copier.

1 Access the screen that contains the copy restriction setting items.

(See “**Accessing the copy management menu screen**” on page 7-3 or “**Change restrictions for use**” on page 7-23.)

Inch specifications

Metric specifications

2

Select “Limitation (All)” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.

The “Limitation (All)” screen will be displayed.

Inch specifications

Metric specifications

3

To set the maximum limit for copying and printing under this ID-code, press the “Counter limit” key and proceed to the next step.

To allow unlimited copying and printing, press the “No limit” key and then proceed to step 5.

Inch specifications

Metric specifications



NOTE

If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

4 Use the numeric keys on the keypad to enter the maximum number of copies and printouts that can be made in total under this ID-code. The limit can be set to any 1-page increment up to 999,999.

Inch specifications

Limitation (All) Back Close

(1-999,999)
Limited value: 999,999
No limit Counter limit
clear

Management - Management edit - New register

Metric specifications

Limitation (All) Back Close

(1-999,999)
Limited value: 999,999
No limit Counter limit
clear

Management - Management edit - New register

5 Press the “Close” key.

The touch panel will return to the screen in step 2.

Restrictions (Full color)

Perform the following procedure when you want to set the maximum number of full color copies and printouts that can be made under the corresponding department ID-code.



NOTE

This setting will not be available when “Is not permitted” is selected for both the “**Copying privileges ON/OFF**” and the “**Printing privileges ON/OFF**” settings, or when “Is not permitted” is selected as the “**Copying privileges ON/OFF**” setting and the optional Printer Kit is NOT installed in your copier.

1 Access the screen that contains the copy restriction setting items.

(See “**Accessing the copy management menu screen**” on page 7-3 or “**Change restrictions for use**” on page 7-23.)

Inch specifications

Management edit Close

Department
01 1st Sales Dept.
02 2nd Sales Dept.
0001 3rd Sales Dept.
0014 4th Sales Dept.
00000015 5th Sales Dept.
00000016 6th Sales Dept.
00000017 7th Sales Dept.

▲ Up Order of indication
▲ Mgt. Inf. correction
▼ Down Limit in use
Delete
Register

001/010
Default setting - Management

Metric specifications

Management edit Close

Department
01 1st Sales Dept.
02 2nd Sales Dept.
0001 3rd Sales Dept.
0014 4th Sales Dept.
00000015 5th Sales Dept.
00000016 6th Sales Dept.
00000017 7th Sales Dept.

▲ Up Order of indication
▲ Mgt. Inf. correction
▼ Down Limit in use
Delete
Register

001/010
Default setting - Management

2 Select “Limitation (Full-Color)” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.

The “Limitation (Full-Color)” screen will be displayed.

Inch specifications

Limit in use Close

0007 1st Sales Dept.

Setting item	:	Value
Copy limitation	On	
Printer limitation	On	
Limitation (All)	No limit	
Limitation (Full-Color)	No limit	
Scanner limitation	No limit	
Fax Transm. Limitation	No limit	

▲ Up
▼ Down
Change #

Default setting - Management - Management edit

Metric specifications

Limit in use Close

0007 1st Sales Dept.

Setting item	:	Value
Copy limitation	On	
Printer limitation	On	
Limitation (All)	No limit	
Limitation (Full-Color)	No limit	
Scanner limitation	No limit	
Fax Transm. Limitation	No limit	

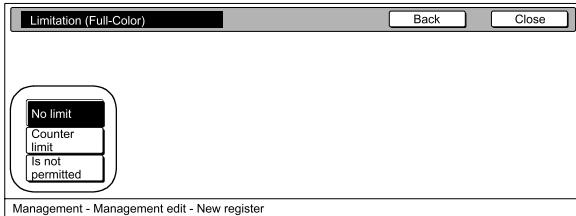
▲ Up
▼ Down
Change #

Default setting - Management - Management edit

Section 7 COPIER MANAGEMENT

3 To set the maximum number of full color copies and printouts that can be made in total under this ID-code, press the “Counter limit” key and proceed to the next step. To allow unlimited full color copying and printing, press the “No limit” key, and to cancel full color copying and printing privileges completely, press the “Is not permitted” key. Then proceed to step 5.

Inch specifications



Limitation (Full-Color) Back Close

No limit
Counter limit
Is not permitted

Management - Management edit - New register

Metric specifications



Limitation (Full-Color) Back Close

No limit
Counter limit
Is not permitted

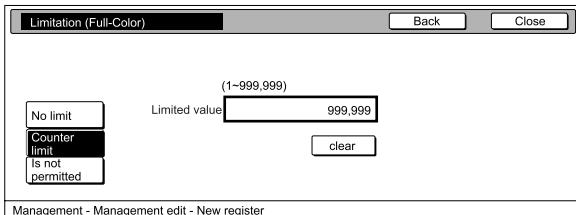
Management - Management edit - New register

NOTE

If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

4 Use the numeric keys on the keypad to enter the maximum number of full color copies and printouts that can be made in total under this ID-code. The limit can be set to any 1-page increment up to 999,999.

Inch specifications

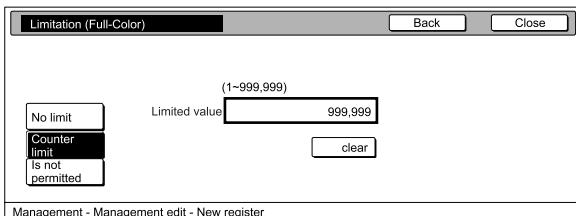


Limitation (Full-Color) Back Close

(1~999,999)
Limited value 999,999
No limit
Counter limit
Is not permitted
clear

Management - Management edit - New register

Metric specifications



Limitation (Full-Color) Back Close

(1~999,999)
Limited value 999,999
No limit
Counter limit
Is not permitted
clear

Management - Management edit - New register

5 Press the “Close” key.
The touch panel will return to the screen in step 2.

Scanning restrictions

Perform the following procedure when you want to set the maximum number of originals that can be scanned under the corresponding department ID-code when the optional Network Scanner Kit is installed in your copier.

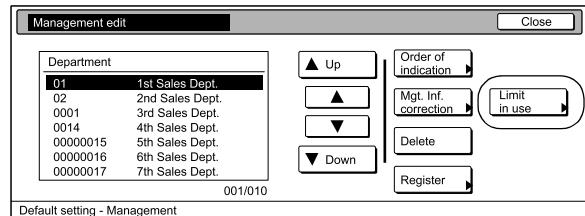
NOTE

This setting will only be available when “On” is selected as the **“Scanner function management ON/OFF”** setting.

1 Access the screen that contains the copy restriction setting items.

(See **“Accessing the copy management menu screen”** on page 7-3 or **“Change restrictions for use”** on page 7-23.)

Inch specifications



Management edit Back Close

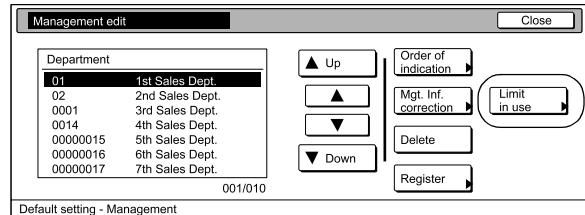
Department
01 1st Sales Dept.
02 2nd Sales Dept.
0001 3rd Sales Dept.
0014 4th Sales Dept.
00000015 5th Sales Dept.
00000016 6th Sales Dept.
00000017 7th Sales Dept.

Up Order of indication
Mgt. Inf. correction
Delete
Register
Down
Limit in use

001/010

Default setting - Management

Metric specifications



Management edit Back Close

Department
01 1st Sales Dept.
02 2nd Sales Dept.
0001 3rd Sales Dept.
0014 4th Sales Dept.
00000015 5th Sales Dept.
00000016 6th Sales Dept.
00000017 7th Sales Dept.

Up Order of indication
Mgt. Inf. correction
Delete
Register
Down
Limit in use

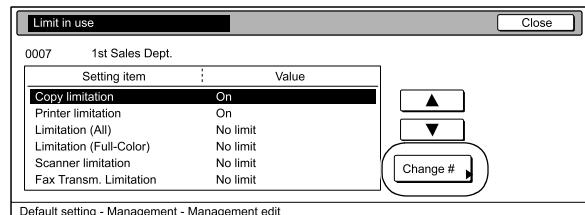
001/010

Default setting - Management

2 Select “Scanner limitation” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.

The “Scanner limitation” screen will be displayed.

Inch specifications



Limit in use Back Close

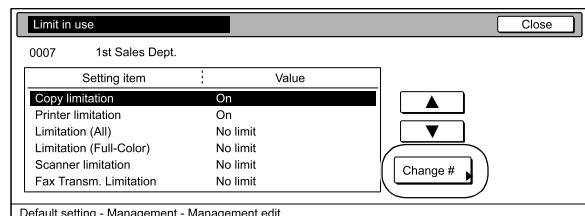
Setting item	:	Value
Copy limitation	:	On
Printer limitation	:	On
Limitation (All)	:	No limit
Limitation (Full-Color)	:	No limit
Scanner limitation	:	No limit
Fax Transm. Limitation	:	No limit

Change #

0007 1st Sales Dept.

Default setting - Management - Management edit

Metric specifications



Limit in use Back Close

Setting item	:	Value
Copy limitation	:	On
Printer limitation	:	On
Limitation (All)	:	No limit
Limitation (Full-Color)	:	No limit
Scanner limitation	:	No limit
Fax Transm. Limitation	:	No limit

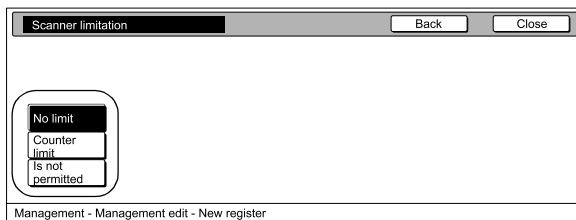
Change #

0007 1st Sales Dept.

Default setting - Management - Management edit

3 To set the maximum number of originals that can be scanned under this ID-code, press the “Counter limit” key and proceed to the next step.
To allow unlimited scanning, press the “No limit” key, and to cancel scanning privileges completely, press the “Is not permitted” key and proceed to step 5.

Inch specifications



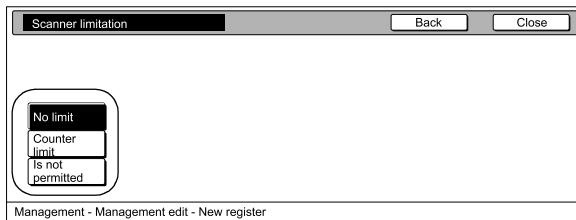
Scanner limitation

Back Close

No limit
Counter limit
Is not permitted

Management - Management edit - New register

Metric specifications



Scanner limitation

Back Close

No limit
Counter limit
Is not permitted

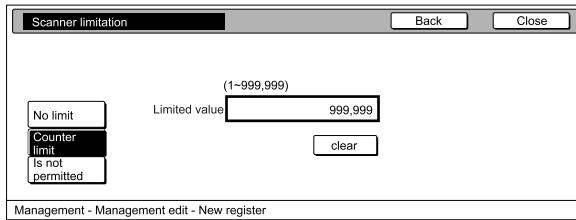
Management - Management edit - New register

NOTE

If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

4 Use the numeric keys on the keypad to enter the maximum number of originals that can be scanned under this ID-code. The scanning limit can be set to any 1-page increment up to 999,999.

Inch specifications



Scanner limitation

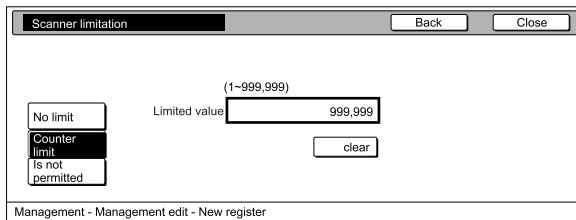
Back Close

(1~999,999)
Limited value 999,999
clear

No limit
Counter limit
Is not permitted

Management - Management edit - New register

Metric specifications



Scanner limitation

Back Close

(1~999,999)
Limited value 999,999
clear

No limit
Counter limit
Is not permitted

Management - Management edit - New register

5 Press the “Close” key.
The touch panel will return to the screen in step 2.

Fax transmission restrictions

Perform the following procedure when you want to set the maximum number of documents that can be transmitted under the corresponding department ID-code when the optional Fax Kit is installed in your copier.

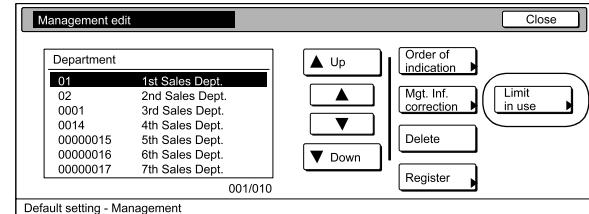


NOTE

This setting will only be available when “On” is selected as the “Fax function management ON/OFF” setting.

1 Access the screen that contains the copy restriction setting items.
(See “Accessing the copy management menu screen” on page 7-3 or “Change restrictions for use” on page 7-23.)

Inch specifications



Management edit

Close

Department

01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

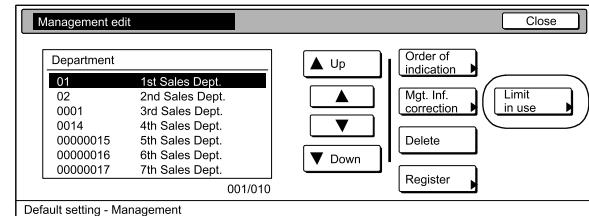
001/010

Order of indication
Mgt. Inf. correction
Delete
Register

▲ Up
▼ Down

Default setting - Management

Metric specifications



Management edit

Close

Department

01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

001/010

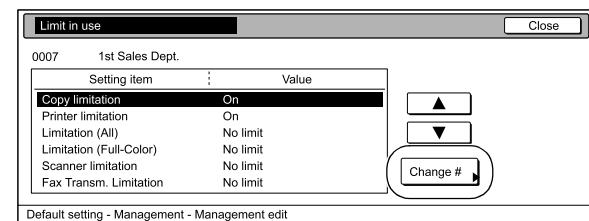
Order of indication
Mgt. Inf. correction
Delete
Register

▲ Up
▼ Down

Default setting - Management

2 Select “Fax Transm. Limitation” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.
The “Fax Transm. Limitation” screen will be displayed.

Inch specifications



Limit in use

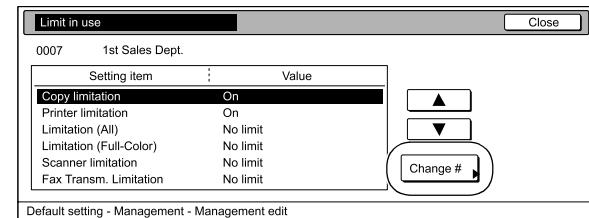
Close

0007 1st Sales Dept.

Setting item	:	Value
Copy limitation	On	▲
Printer limitation	On	▼
Limitation (All)	No limit	Change #
Limitation (Full-Color)	No limit	
Scanner limitation	No limit	
Fax Transm. Limitation	No limit	

Default setting - Management - Management edit

Metric specifications



Limit in use

Close

0007 1st Sales Dept.

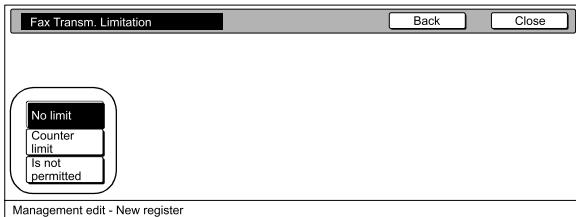
Setting item	:	Value
Copy limitation	On	▲
Printer limitation	On	▼
Limitation (All)	No limit	Change #
Limitation (Full-Color)	No limit	
Scanner limitation	No limit	
Fax Transm. Limitation	No limit	

Default setting - Management - Management edit

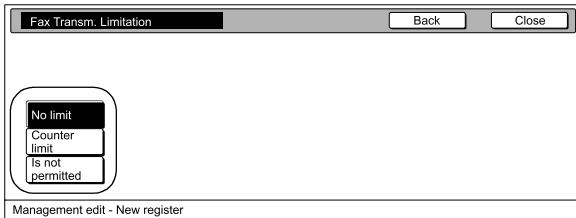
Section 7 COPIER MANAGEMENT

3 To set the maximum number of documents that can be transmitted under this ID-code, press the “Counter limit” key and proceed to the next step.
To allow unlimited fax transmission, press the “No limit” key, and to cancel fax transmission privileges completely, press the “Is not permitted” key and proceed to step 5.

Inch specifications



Metric specifications

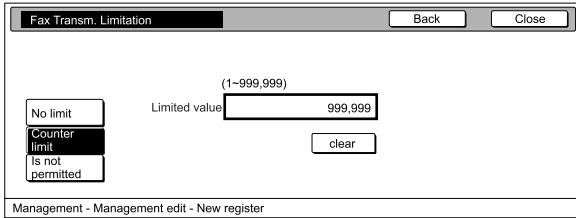


NOTE

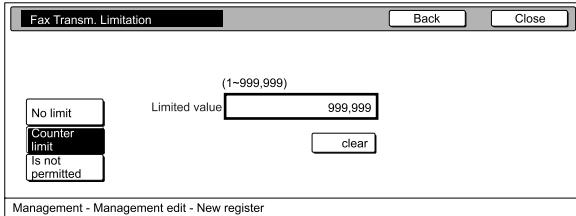
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

4 Use the numeric keys on the keypad to enter the maximum number of documents that can be transmitted under this ID-code. The document limit can be set to any 1-page increment up to 999,999.

Inch specifications



Metric specifications



5 Press the “Close” key.
The touch panel will return to the screen in step 2.

Copying restrictions (All)

Perform the following procedure when you want to set the maximum number of copies that can be made under the corresponding department ID-code.

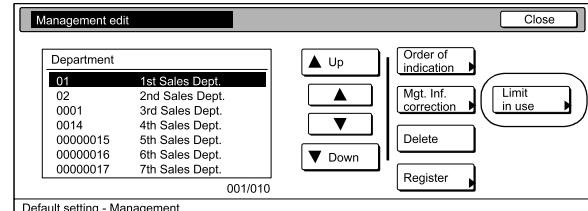
NOTES

- This setting limits the maximum number of copies that can be made in all copy modes (full color and black and white).
- This setting will only be available when “On” is selected as the “Copier function management ON/OFF” setting.

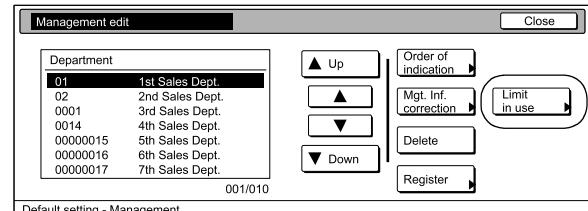
1 Access the screen that contains the copy restriction setting items.

(See “Accessing the copy management menu screen” on page 7-3 or “Change restrictions for use” on page 7-23.)

Inch specifications



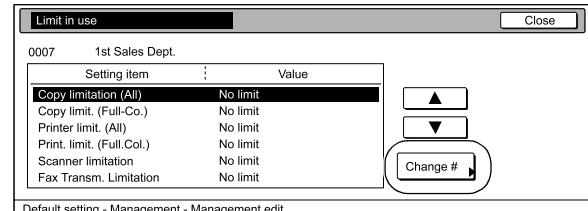
Metric specifications



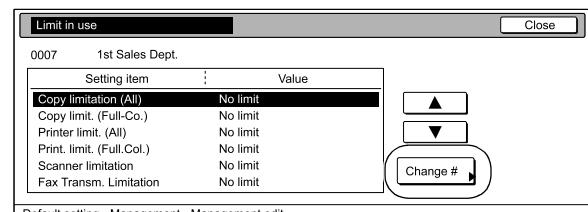
2 Select “Copy limitation (All)” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.

The “Copy limitation (All)” screen will be displayed.

Inch specifications



Metric specifications



3 To set the maximum number of copies that can be made under this ID-code, press the “Counter limit” key and proceed to the next step.
To allow unlimited copies, press the “No limit” key, and to cancel copying privileges completely, press the “Is not permitted” key and proceed to step 5.

Inch specifications

Metric specifications

NOTE

If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

4 Use the numeric keys on the keypad to enter the maximum number of copies that can be made under this ID-code. The copy limit can be set to any 1-page increment up to 999,999.

Inch specifications

Metric specifications

5 Press the “Close” key.
The touch panel will return to the screen in step 2.

Copying restrictions (Full color)

Perform the following procedure when you want to set the maximum number of full color copies that can be made under the corresponding department ID-code.



NOTE

This setting will not be available when “Is not permitted” is selected as the “Copying restrictions (All)” setting.

1 Access the screen that contains the copy restriction setting items.
(See “Accessing the copy management menu screen” on page 7-3 or “Change restrictions for use” on page 7-23.)

Inch specifications

Metric specifications

2 Select “Copy limit. (Full-Co.)” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.
The “Copy limit. (Full-Co.)” screen will be displayed.

Inch specifications

Metric specifications

Section 7 COPIER MANAGEMENT

3 To set the maximum number of full color copies that can be made under this ID-code, press the “Counter limit” key and proceed to the next step.
To allow unlimited full color copies, press the “No limit” key, and to cancel full color copying privileges completely, press the “Is not permitted” key. Then proceed to step 5.

Inch specifications

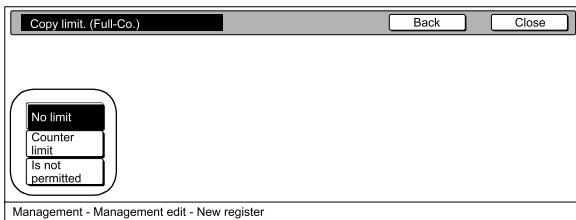


Copy limit. (Full-Co.)

No limit
Counter limit
Is not permitted

Management - Management edit - New register

Metric specifications



Copy limit. (Full-Co.)

No limit
Counter limit
Is not permitted

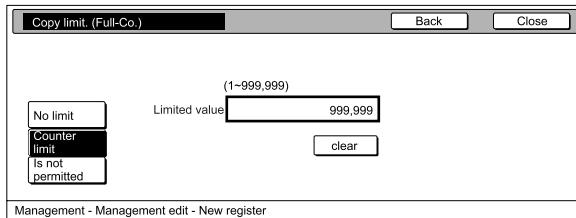
Management - Management edit - New register

NOTE

If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

4 Use the numeric keys on the keypad to enter the maximum number of full color copies that can be made under this ID-code. The copy limit can be set to any 1-page increment up to 999,999.

Inch specifications



Copy limit. (Full-Co.)

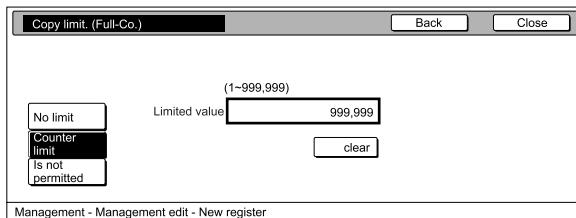
No limit
Counter limit
Is not permitted

Limited value 999,999

clear

Management - Management edit - New register

Metric specifications



Copy limit. (Full-Co.)

No limit
Counter limit
Is not permitted

Limited value 999,999

clear

Management - Management edit - New register

5 Press the “Close” key.

The touch panel will return to the screen in step 2.

Printing restrictions (All)

Perform the following procedure when the optional Printer Kit is installed in your copier and you want to set the maximum number of printouts that can be made under the corresponding department ID-code.

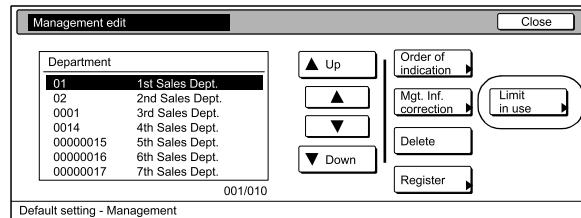
NOTES

- This setting limits the maximum number of full-color and black and white printouts that can be made in total.
- This setting will only be available when “On” is selected as the “**Printer function management ON/OFF**” setting.

1 Access the screen that contains the copy restriction setting items.

(See “**Accessing the copy management menu screen**” on page 7-3 or “**Change restrictions for use**” on page 7-23.)

Inch specifications



Management edit

Department

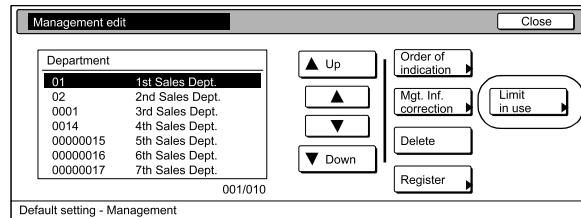
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

Up
Down
Order of indication
Mgt. Inf. correction
Limit in use
Delete
Register

001/010

Default setting - Management

Metric specifications



Management edit

Department

01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

Up
Down
Order of indication
Mgt. Inf. correction
Limit in use
Delete
Register

001/010

Default setting - Management

2 Select “Printer limit. (All)” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.
The “Printer limit. (All)” screen will be displayed.

Inch specifications

Limit in use

0007	1st Sales Dept.	Close
Setting item :		Value
Copy limitation (All)	No limit	
Copy limit. (Full-Co.)	No limit	
Printer limit. (All)	No limit	
Print. limit. (Full Col.)	No limit	
Scanner limitation	No limit	
Fax Transm. Limitation	No limit	

Change #

Default setting - Management - Management edit

Metric specifications

Limit in use

0007	1st Sales Dept.	Close
Setting item :		Value
Copy limitation (All)	No limit	
Copy limit. (Full-Co.)	No limit	
Printer limit. (All)	No limit	
Print. limit. (Full Col.)	No limit	
Scanner limitation	No limit	
Fax Transm. Limitation	No limit	

Change #

Default setting - Management - Management edit

3 To set the maximum number of printouts that can be made under this ID-code, press the “Counter limit” key and proceed to the next step.
To allow unlimited printing, press the “No limit” key, and to cancel printing privileges completely, press the “Is not permitted” key and proceed to step 5.

Inch specifications

Printer limit. (All)

No limit
Counter limit
Is not permitted

Management - Management edit - New register

Metric specifications

Printer limit. (All)

No limit
Counter limit
Is not permitted

Management - Management edit - New register

4 Use the numeric keys on the keypad to enter the maximum number of printouts that can be made under this ID-code. The printing limit can be set to any 1-page increment up to 999,999.

Inch specifications

Printer limit. (All)

(1-999,999)	
No limit	Limited value 999,999
Counter limit	clear

Management - Management edit - New register

Metric specifications

Printer limit. (All)

(1-999,999)	
No limit	Limited value 999,999
Counter limit	clear

Management - Management edit - New register

5 Press the “Close” key.
The touch panel will return to the screen in step 2.



NOTE

If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

Section 7 COPIER MANAGEMENT

Printing restrictions (Full color)

Perform the following procedure when the optional Printer Kit is installed in your copier and you want to set the maximum number of full color printouts that can be made under the corresponding department ID-code.



NOTE

This setting will not be available when “Is not permitted” is selected as the “**Printing restrictions (All)**” setting.

1 Access the screen that contains the copy restriction setting items.

(See “**Accessing the copy management menu screen**” on page 7-3 or “**Change restrictions for use**” on page 7-23.)

Inch specifications

Management edit

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

001/010

Default setting - Management

Metric specifications

Management edit

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

001/010

Default setting - Management

2 Select “Print. limit. (Full.Col.)” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.

The “Print. limit. (Full.Col.)” screen will be displayed.

Inch specifications

Limit in use

Setting item	Value
Copy limitation (All)	No limit
Copy limit. (Full-Co.)	No limit
Printer limit. (All)	No limit
Print. limit. (Full.Col.)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

0007 1st Sales Dept.

Change #

Default setting - Management - Management edit

Metric specifications

Limit in use

Setting item	Value
Copy limitation (All)	No limit
Copy limit. (Full-Co.)	No limit
Printer limit. (All)	No limit
Print. limit. (Full.Col.)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

0007 1st Sales Dept.

Change #

Default setting - Management - Management edit

3

To set the maximum number of full color printouts that can be made under this ID-code, press the “Counter limit” key and proceed to the next step.

To allow unlimited full color printing, press the “No limit” key, and to cancel full color printing privileges completely, press the “Is not permitted” key and proceed to step 5.

Inch specifications

Print. limit. (Full.Col.)

No limit
Counter limit
Is not permitted

Management - Management edit - New register

Metric specifications

Print. limit. (Full.Col.)

No limit
Counter limit
Is not permitted

Management - Management edit - New register

NOTE

If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

4

Use the numeric keys on the keypad to enter the maximum number of full color printouts that can be made under this ID-code. The printing limit can be set to any 1-page increment up to 999,999.

Inch specifications

Print. limit. (Full.Col.)

(1~999,999)

No limit
Counter limit
Is not permitted

Limited value: 999,999

clear

Management - Management edit - New register

Metric specifications

Print. limit. (Full.Col.)

(1~999,999)

No limit
Counter limit
Is not permitted

Limited value: 999,999

clear

Management - Management edit - New register

5

Press the “Close” key.

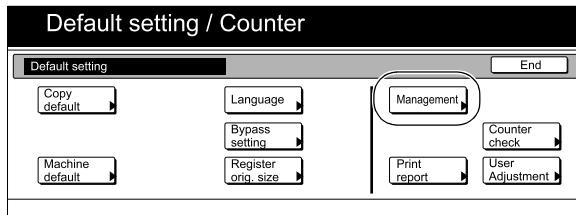
The touch panel will return to the screen in step 2.

Delete department ID-codes

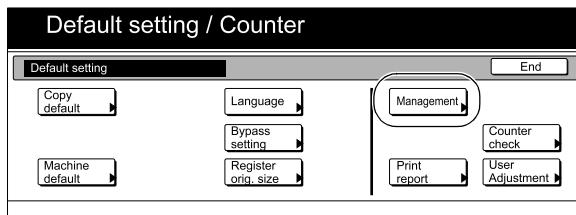
Perform the following procedure when you want to delete registered department ID-codes.

1 Access the copy management menu screen.
(See “**Accessing the copy management menu screen**” on page 7-3.)

Inch specifications



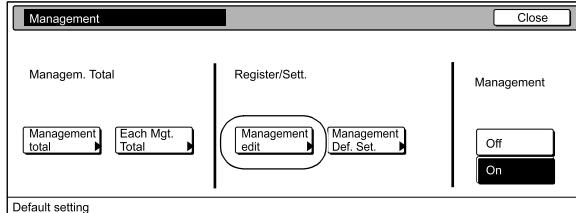
Metric specifications



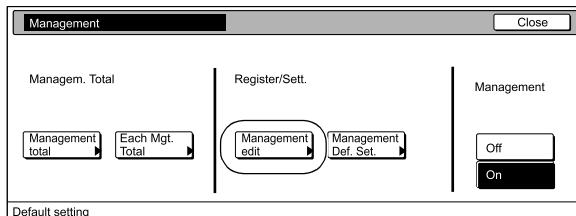
2 Press the “Management edit” key.

The “Management edit” screen will be displayed.

Inch specifications



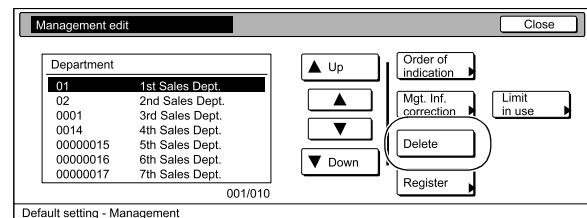
Metric specifications



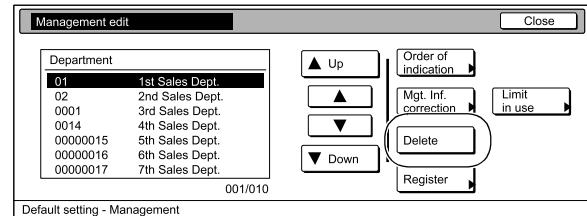
3

Select the department ID-code that you want to delete, and then press the “Delete” key.

Inch specifications



Metric specifications



NOTE

It is possible for you to change the order of how the list of ID-codes is displayed.

To do so, press the “Order of indication” key and then press the “Sort by code” key or the “Sort by Name” key, as appropriate.

Section 7 COPIER MANAGEMENT

4 Verify that this is the ID-code that you want to delete, and press the “Yes” key.
The touch panel will return to the screen in step 3.

Inch specifications

Stop

ID-code: 01

Name to display: 1st Sales Dept.

Are you sure you want to delete this ID-code?

Yes No

Metric specifications

Stop

ID-code: 01

Name to display: 1st Sales Dept.

Are you sure you want to delete this ID-code?

Yes No



NOTE

If you want to delete another ID-code, repeat steps 3 and 4.

5 Press the “Close” key.

The touch panel will return to the screen in step 2.

Change registered information

Perform the following procedure when you want to change a previously registered department name or the corresponding ID-code.

1 Access the copy management menu screen.
(See “Accessing the copy management menu screen” on page 7-3.)

Inch specifications

Default setting / Counter

Default setting

Management

Copy default Language Counter check

Bypass setting Register orig. size Print report

Machine default User Adjustment

Metric specifications

Default setting / Counter

Default setting

Management

Copy default Language Counter check

Bypass setting Register orig. size Print report

Machine default User Adjustment

2 Press the “Management edit” key.

The “Management edit” screen will be displayed.

Inch specifications

Management

Close

Managem. Total Register/Seft. Management

Management total Each Mgt. Total Management edit Management Def. Set.

Off On

Default setting

Metric specifications

Management

Close

Managem. Total Register/Seft. Management

Management total Each Mgt. Total Management edit Management Def. Set.

Off On

Default setting

3 Select the department ID-code for which you want to change the registered information, and then press the “Mgt. Inf. Correction” key.
The “Department inform. edit” [“Department info. Editing”] screen will be displayed.

Inch specifications

Management edit

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

001/010

Default setting - Management

Metric specifications

Management edit

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

001/010

Default setting - Management

To change the registered ID-code, proceed to the next step.
To change the registered department name, proceed to step 7.

NOTE

It is possible for you to change the order of how the list of ID-codes is displayed. To so, press the “Order of indication” key and then press the “Sort by code” key or the “Sort by Name” key, as appropriate.

4 Select “ID-code” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key. The “ID-code” screen will be displayed.

Inch specifications

Department inform. edit

Setting item	:	Value
ID-code	:	01
Name to display		1st Sales Dept.

Default setting - Management - Management edit

Metric specifications

Department info. Editing

Setting item	:	Value
ID-code	:	01
Name to display		1st Sales Dept.

Default setting - Management - Management edit

5 Press the “Clear” key to delete the old ID-code. Use the numeric keys on the keypad to enter the new ID-code (up to 8 digits).

Inch specifications

ID-code

(0 ~ 99999999)

ID-code 01

Clear

Management - Management edit

Metric specifications

ID-code

(0 ~ 99999999)

ID-code 01

Clear

Management - Management edit

6

Press the “Close” key.

The touch panel will return to the screen in step 4. Proceed to step 10.

Inch specifications

ID-code

(0 ~ 99999999)

ID-code 01

Close

Clear

Management - Management edit

Metric specifications

ID-code

(0 ~ 99999999)

ID-code 01

Close

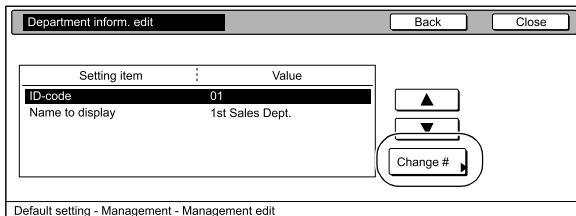
Clear

Management - Management edit

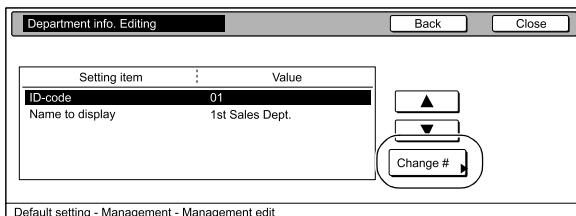
Section 7 COPIER MANAGEMENT

7 Select “Name to display” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.
The “Name to display” screen will be displayed.

Inch specifications

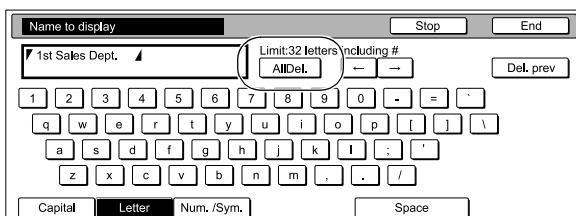


Metric specifications

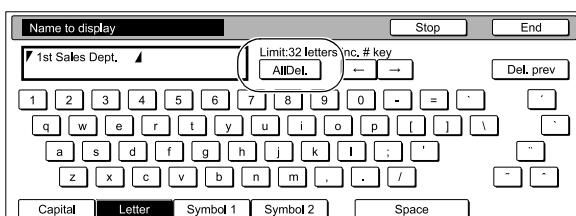


8 Press the “AllDel.” key to delete the old department name, then enter the new name.

Inch specifications



Metric specifications



9 Press the “End” key.
The touch panel will return to the screen in step 7.

10 Press the “Close” key.
The touch panel will return to the screen in step 3.

11 Press the “Close” key.
The touch panel will return to the screen in step 2.

12 Press the “Close” key.

Change restrictions for use

Perform the following procedure when you want to change the restrictions for using the copier under each department ID-code.



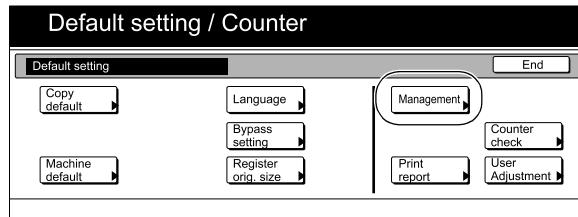
IMPORTANT!

In order to access the “Change restrictions for use” procedure under “Editing copy management information”, it is necessary to select “On” under “Copier function management ON/OFF”. When the optional Printer Kit, Network Scanner Kit or Fax Kit are installed in your copier, it is necessary to select “On” under the corresponding “Printer function management ON/OFF”, “Scanner function management ON/OFF” or “Fax function management ON/OFF” procedure.

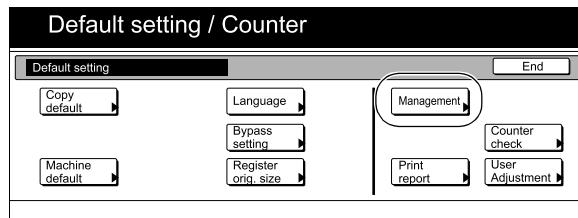
(See “**Changing the copy management default settings**” on page 7-28.)

1 Access the copy management menu screen.
(See “**Accessing the copy management menu screen**” on page 7-3.)

Inch specifications



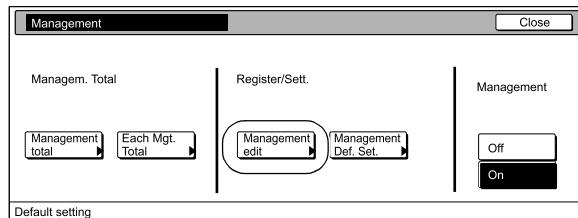
Metric specifications



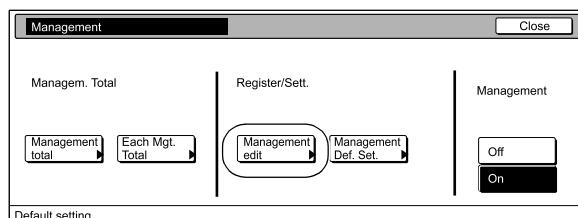
2 Press the “Management edit” key.

The “Management edit” screen will be displayed.

Inch specifications



Metric specifications

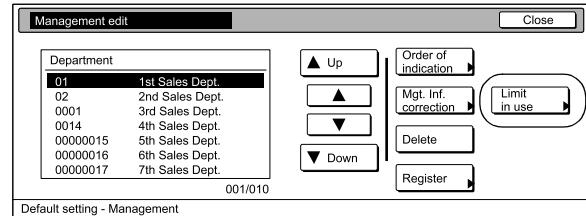


3

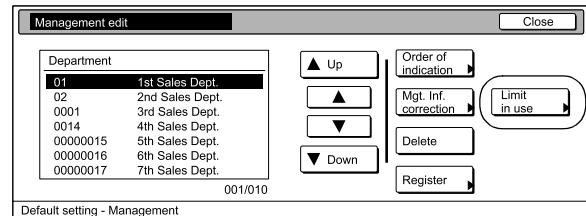
Select the department ID-code for which you want to change the restrictions, and then press the “Limit in use” key.

The “Limit in use” screen will be displayed.

Inch specifications



Metric specifications



NOTE

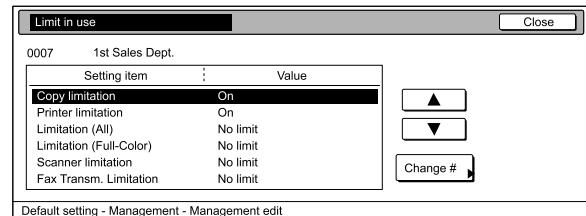
It is possible for you to change the order of how the list of ID-codes is displayed.

To so, press the “Order of indication” key and then press the “Sort by code” key or the “Sort by Name” key, as appropriate.

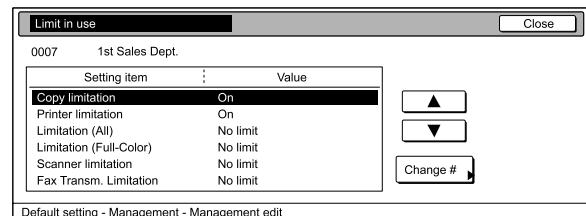
4

Change the restrictions for using the copier under that department ID-code as desired.

Inch specifications



Metric specifications



NOTE

For information on how to change restrictions, refer to “**Setting the restrictions for use**” on page 7-7.

Section 7 COPIER MANAGEMENT

5 Press the “Close” key.

The touch panel will return to the screen in step 3.

Inch specifications

0007 1st Sales Dept.

Setting item	Value
Copy limitation	On
Printer limitation	On
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

Default setting - Management - Management edit

Metric specifications

0007 1st Sales Dept.

Setting item	Value
Copy limitation	On
Printer limitation	On
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

Default setting - Management - Management edit

6 Press the “Close” key.

The touch panel will return to the screen in step 2.

7 Press the “Close” key.

Checking the copy management counts

Check all departments

Perform the following procedure when you want to check the total number of copies made under all department ID-codes as a whole, print out a copy management report and clear the copy counts for all of the registered department ID-codes.

1 Access the copy management menu screen.

(See “Accessing the copy management menu screen” on page 7-3.)

Inch specifications

Default setting / Counter

Default setting	Copy default	Language	Management	Counter check
	Bypass setting			
	Machine default	Register orig. size	Print report	User Adjustment

Metric specifications

Default setting / Counter

Default setting	Copy	Language	Management	Counter check
	Bypass setting			
	Machine	Register orig. size	Print report	User Adjustment

2 Press the “Management total” key.

The “Management total” screen will be displayed.

Inch specifications

Management

Manag. Total	Register/Seft.	Management
Management total	Each Mgt. Total	Management edit
		Management Def. Set.
		Off
		On

Metric specifications

Management

Manag. Total	Register/Seft.	Management
Management total	Each Mgt. Total	Management edit
		Management Def. Set.
		Off
		On

3 The total number of copies made under all department ID-codes as a whole will be displayed. If you want to print out a copy management report, press the “Print report” key.

Inch specifications

Management Total				
Number print.	Copy	Printer	Fax	Total
Black & White:	300	100	50	450
Monocolor:	0	-----	-----	0
Full-color:	80	10	-----	90
Total:	380	110	-----	490
Scan.Transm.	Scanner	Fax transm.	FAX	
Scan # pages:	100	Trsm. # pages:	100	
		Commun.Time:	1Hrs. 10Min.	
Default setting - Management				

Metric specifications

Management Total				
Number print.	Copy	Printer	Fax	Total
Black & White:	300	100	50	450
Monocolor:	0	-----	-----	0
Full-colour:	80	10	-----	90
Total:	380	110	-----	490
Scan.Transm.	Scanner	Fax transm.	FAX	
Scan # pages:	100	Trsm. # pages:	100	
		Commun.Time:	1Hrs. 10Min.	
Default setting - Management				

Sample copy management report (for all departments)

06/25/03 DEPT. COUNT REPORT (COPY+PRINT) (1) LIMIT P. 1

DEPT ID	TOTAL	FULL COLOR	MONO COLOR	BW (COPY)	SCANNER	FAX TX	TIME	FAX RX
1	0	0	0	0	0	0	0	0
4	0	0	0	0	0	0	0	0
ETC	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0

Sample copy management report (for an individual department)

06/25/03 DEPT. COUNT REPORT (1) LIMIT P. 1

DEPT ID	TOTAL (COPY)	FULL (COPY)	MONO (COPY)	BW (COPY)	SCANNER	FAX TX	TIME	FAX RX
1	0	0	0	0	0	0	0	0
4	0	0	0	0	0	0	0	0
ETC	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0



NOTES

- The type of report printed out will vary according the setting selected for “**Copy/Printer output management**” under the copy management default settings.
- If any of the “Total size 1” through “Total size 5” settings is selected under the copy management default settings, the total size report will also be printed out.

4 To clear all of the copy counts, press the “Counter clear” key.

Inch specifications

Management Total				
Number print.	Copy	Printer	Fax	Total
Black & White:	300	100	50	450
Monocolor:	0	-----	-----	0
Full-color:	80	10	-----	90
Total:	380	110	-----	490
Scan.Transm.	Scanner	Fax transm.	FAX	
Scan # pages:	100	Trsm. # pages:	100	
		Commun.Time:	1Hrs. 10Min.	
Default setting - Management				

Metric specifications

Management Total				
Number print.	Copy	Printer	Fax	Total
Black & White:	300	100	50	450
Monocolor:	0	-----	-----	0
Full-colour:	80	10	-----	90
Total:	380	110	-----	490
Scan.Transm.	Scanner	Fax transm.	FAX	
Scan # pages:	100	Trsm. # pages:	100	
		Commun.Time:	1Hrs. 10Min.	
Default setting - Management				

5 When the confirmation message appears, press the “Yes” key.

Inch specifications

Stop

The counted number for this ID-code will be deleted
Are you sure?

Metric specifications

Stop

The counted number for this ID-code will be deleted
Are you sure?

6 Press the “Close” key.
The touch panel will return to the screen in step 2.

7 Press the “Close” key.

Section 7 COPIER MANAGEMENT

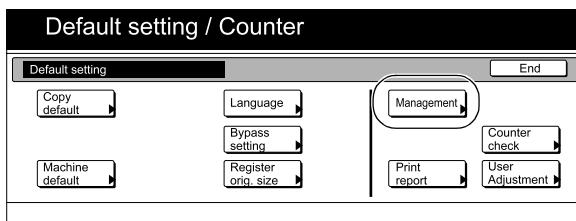
Check individual departments

Perform the following procedure when you want to check the total number of copies made under each individual department ID-code and/or clear the copy counts for individual departments as well.

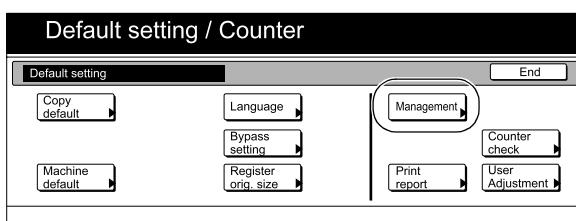
1 Access the copy management menu screen.

(See “Accessing the copy management menu screen” on page 7-3.)

Inch specifications



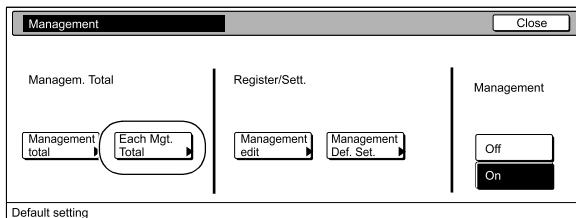
Metric specifications



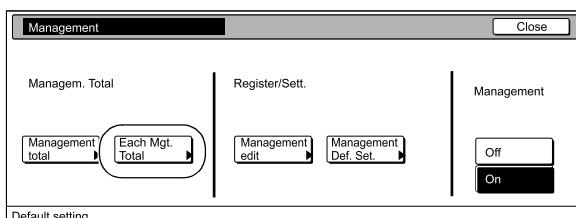
2 Press the “Each Mgt. Total” key.

The “Each Management Total” screen will be displayed.

Inch specifications



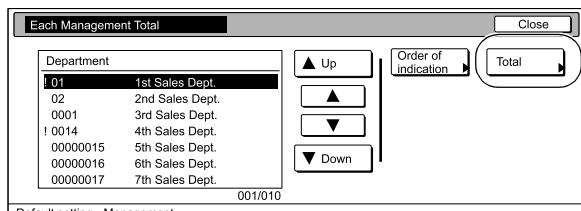
Metric specifications



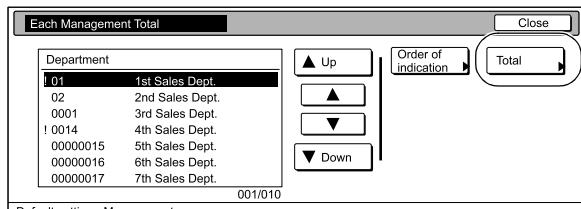
3

Select the department ID-code for which you want to check the copy counts, and then press the “Total” key.

Inch specifications



Metric specifications



NOTES

- The “---ETC” displayed in the list indicates the number of printouts that were made without entering an ID-code.

The printouts included under “---ETC” are as follows:

- Report print out
- Printer error report print out
- Print out from a computer for which an ID-code is not set (When the “**Non-standard printer driver printout (Printer)**” is set to “ON” under the copy management default settings.)
- Fax reception print out
- Fax report print out
- It is possible for you to change the order of how the list of ID-codes is displayed. To do so, press the “Order of indication” key and then press the “Sort by code” key or the “Sort by Name” key, as appropriate

4 The total number of copies made under that department ID-code will be displayed.

Inch specifications

Each Management Total				<input type="button" value="Close"/>
Number print.	Copy	Printer	Total	Number in() is limit value.
Black & White:	50	30	80	
Monocolor:	0	-----	0	
Full-color:	13	5	18 (1,000)	
Total:	63	35	98 (5,000)	
Scan. Transm.	Scanner	Fax transm.	FAX	
Scan # pages:	100	Trsm. # pages:	100	
		Commun. Time:	1Hrs. 10Min.	
Default setting - Management				01 1st Sales Dept.

Metric specifications

Each Management Total				<input type="button" value="Close"/>
Number print.	Copy	Printer	Total	Number in() is limit value.
Black & White:	50	30	80	
Monocolor:	0	-----	0	
Full-color:	13	5	18 (1,000)	
Total:	63	35	98 (5,000)	
Scan. Transm.	Scanner	Fax transm.	FAX	
Scan # pages:	100	Trsm. # pages:	100	
		Commun. Time:	1Hrs. 10Min.	
Default setting - Management				01 1st Sales Dept.

NOTE

On the “Each Management Total” screen, the number in the brackets following the number of copies made indicates the maximum number of copies that can be made.

5 To clear all of the copy counts for that ID-code, press the “Counter clear” key.

Inch specifications

Each Management Total				<input type="button" value="Close"/>
Number print.	Copy	Printer	Total	Number in() is limit value.
Black & White:	50	30	80	
Monocolor:	0	-----	0	
Full-color:	13	5	18 (1,000)	
Total:	63	35	98 (5,000)	
Scan. Transm.	Scanner	Fax transm.	FAX	
Scan # pages:	100	Trsm. # pages:	100	
		Commun. Time:	1Hrs. 10Min.	
Default setting - Management				01 1st Sales Dept.

Metric specifications

Each Management Total				<input type="button" value="Close"/>
Number print.	Copy	Printer	Total	Number in() is limit value.
Black & White:	50	30	80	
Monocolor:	0	-----	0	
Full-color:	13	5	18 (1,000)	
Total:	63	35	98 (5,000)	
Scan. Transm.	Scanner	Fax transm.	FAX	
Scan # pages:	100	Trsm. # pages:	100	
		Commun. Time:	1Hrs. 10Min.	
Default setting - Management				01 1st Sales Dept.

6 When the confirmation message appears, press the “Yes” key.

Inch specifications

Stop	
The count value of this ID-code will be deleted	
<input type="button" value="Are you sure?"/>	<input type="button" value="Yes"/>
<input type="button" value="No"/>	

Metric specifications

Stop	
The count value of this ID-code will be deleted	
<input type="button" value="Are you sure?"/>	<input type="button" value="Yes"/>
<input type="button" value="No"/>	

7 Press the “Close” key.

The touch panel will return to the screen in step 3.

8 Press the “Close” key.

The touch panel will return to the screen in step 2.

9 Press the “Close” key.

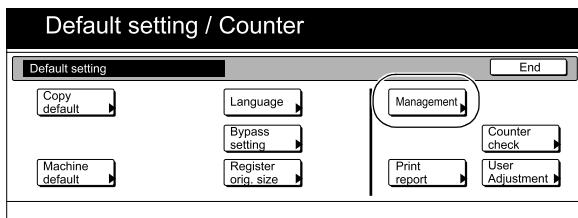
Section 7 COPIER MANAGEMENT

Turning the copy management function ON/OFF

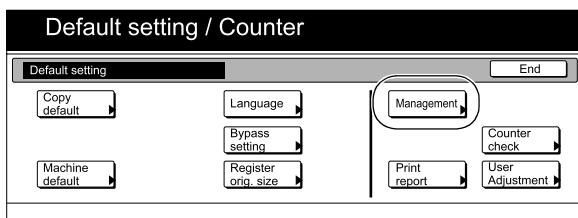
Perform the following procedure when you want to turn copy management ON or OFF.

1 Access the copy management menu screen.
(See “**Accessing the copy management menu screen**” on page 7-3.)

Inch specifications

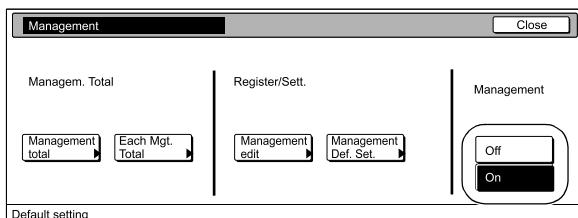


Metric specifications

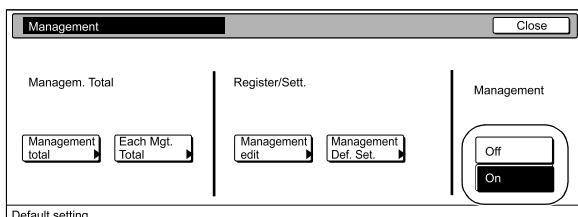


2 To turn copy management ON, press the “On” key. To turn copy management OFF, press the “Off” key.

Inch specifications



Metric specifications



3 Press the “Close” key.

Changing the copy management default settings

Perform the following procedure when you want to change the default settings for the copy management function.

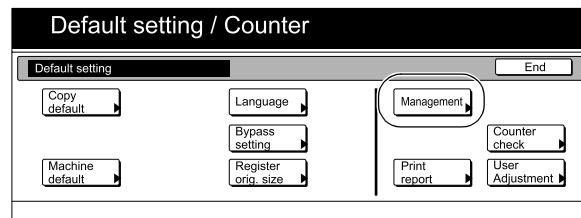
The following default settings are available.

- Copier function management ON/OFF (Page 7-29.)
- Printer function management ON/OFF (Page 7-30.)
- Printer error report (Page 7-31.)
- Non-standard printer driver printout (Printer) (Page 7-32.)
- Copy/Printer output management (Page 7-33.)
- Scanner function management ON/OFF (Page 7-34.)
- Fax function management ON/OFF (Page 7-35.)
- Response to exceeded restriction (Page 7-36.)
- Default copy limit (Page 7-37.)
- Total count for specified paper size (1 to 5) (Page 7-38)

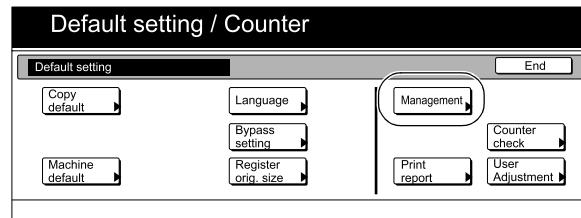
Accessing the copy management default settings

1 Access the copy management menu screen.
(See “**Accessing the copy management menu screen**” on page 7-3.)

Inch specifications

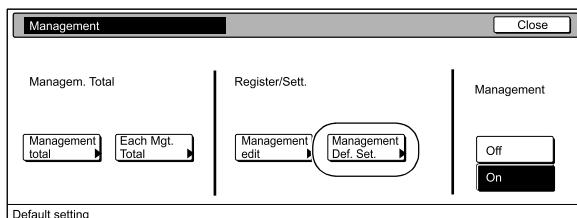


Metric specifications

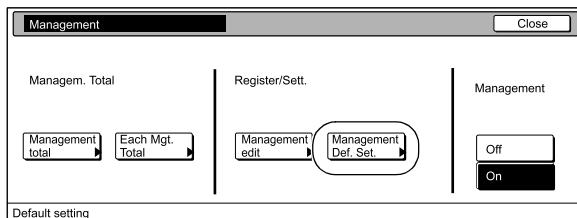


2 Press the “Management Def. Set.” key.
The “Managem. Def. Set.” screen will be displayed.

Inch specifications

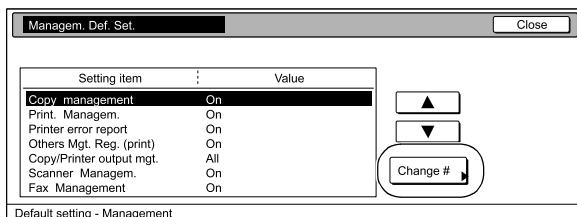


Metric specifications

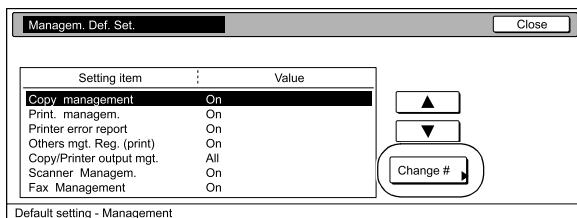


3 Select the default setting that you want to change and then press the “Change #” key.

Inch specifications



Metric specifications



NOTE

Perform the following procedure that corresponds to the desired setting.

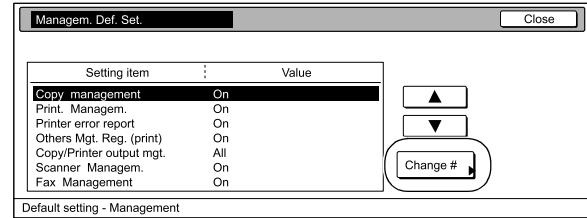
Copier function management ON/OFF

Perform the following procedure when you want to turn copy management ON or OFF for the copier functions of this machine.

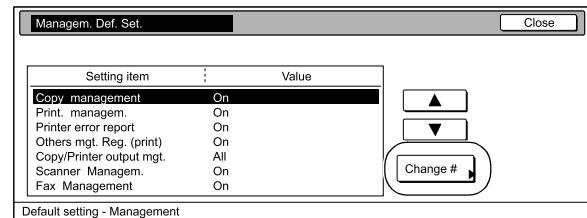
1 Select “Copy management” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.

The “Copy management” screen will be displayed.

Inch specifications

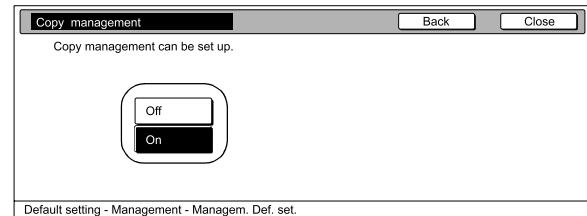


Metric specifications

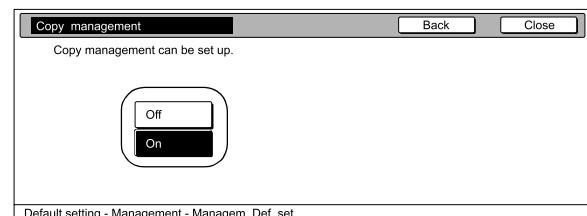


2 To turn copy management ON for the copier functions of this machine, press the “On” key.

Inch specifications



Metric specifications



NOTE

If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 1.

3

Press the “Close” key.

The touch panel will return to the screen in step 1.

Section 7 COPIER MANAGEMENT

Printer function management ON/OFF

Perform the following procedure when you want to turn copy management ON or OFF for the printer functions of this machine.



NOTE

This setting is only available when the optional Printer Kit is installed in your copier.

1 Select “Print. Managem.” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.

The “Print. Managem.” screen will be displayed.

Inch specifications

Setting item	Value
Copy management	On
Print. Managem.	On
Printer error report	On
Others Mgt. Reg. (print)	On
Copy/Printer output mgt.	All
Scanner Managem.	On
Fax Management	On

Metric specifications

Setting item	Value
Copy management	On
Print. managem.	On
Printer error report	On
Others mgt. Reg. (print)	On
Copy/Printer output mgt.	All
Scanner Managem.	On
Fax Management	On

2

To turn copy management ON for the printer functions of this machine, press the “On” key.

Inch specifications

Print. Managem. Back Close

Printer management can be set up.

Off
On

Default setting - Management - Managem. Def. set.

Metric specifications

Print. managem. Back Close

Printer management can be set up.

Off
On

Default setting - Management - Managem. Def. set.

NOTE

If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 1.

3

Press the “Close” key.

The touch panel will return to the screen in step 1.

Printer error report

Perform the following procedure if you want an error report printed anytime “On” is selected as the **“Printer function management ON/OFF”** setting and printing is attempted with an invalid department ID-code.



NOTE

This setting will only be available when “On” is selected as the **“Printer function management ON/OFF”** setting.

1 Select “Printer error report” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.

The “Printer error report” screen will be displayed.

Inch specifications

Managem. Def. Set.		Close
Setting item	:	Value
Copy management	On	
Print. Managem.	On	
Printer error report	On	
Others Mgt. Reg. (print)	On	
Copy/Printer output mgt.	All	
Scanner Managem.	On	
Fax Management	On	

Default setting - Management

Metric specifications

Managem. Def. Set.		Close
Setting item	:	Value
Copy management	On	
Print. managem.	On	
Printer error report	On	
Others mgt. Reg. (print)	On	
Copy/Printer output mgt.	All	
Scanner Managem.	On	
Fax Management	On	

Default setting - Management

2

To have a printer error report printed out, press the “On” key. If you do not want the printer error report printed out, press the “Off” key.

Inch specifications

Printer error report		Back	Close
Error report is output. at the time of Mgt. code mismatch.			
<input checked="" type="radio"/> Off <input type="radio"/> On			
Default setting - Management - Managem. Def. set.			

Metric specifications

Printer error report		Back	Close
Error report is output. at the time of Mgt. code mismatch.			
<input checked="" type="radio"/> Off <input type="radio"/> On			
Default setting - Management - Managem. Def. set.			



NOTE

If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 1.

3

Press the “Close” key.

The touch panel will return to the screen in step 1.



NOTE

If anyone attempts to print using an invalid department ID-code, an error will occur under the printing functions and printout will not be possible. When the [Printer] key is pressed, “Department ID-code mismatch.” will be displayed. Press the “GO” key to print out an error report. If you want to cancel printing, press the “Cancel” key. For more details, refer to the Operation Guide for the Printer Kit.

Inch specifications

Department code mismatch. Off line		Cancel	GO

Metric specifications

Department code mismatch. Off line		Cancel	GO

Section 7 COPIER MANAGEMENT

Non-standard printer driver printout (Printer)

Perform the following procedure when “On” is selected as the “**Printer function management ON/OFF**” setting and you want to want to allow the use of printer drivers other than those available under copy management.



NOTE

This setting will only be available when “On” is selected as the “**Printer function management ON/OFF**” setting.

1 Select “Others Mgt. Reg. (print)” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.

The “Others Mgt. Reg. (print)” screen will be displayed.

Inch specifications

Setting item	:	Value
Copy management	On	
Print. Managem.	On	
Printer error report	On	
Others Mgt. Reg. (print)	On	
Copy/Printer output mgt.	All	
Scanner Managem.	On	
Fax Management	On	

Metric specifications

Setting item	:	Value
Copy management	On	
Print. managem.	On	
Printer error report	On	
Others mgt. Reg. (print)	On	
Copy/Printer output mgt.	All	
Scanner Managem.	On	
Fax Management	On	

2 To allow the use of printer drivers other than those available under copy management, press the “On” key.

Inch specifications

Off
On

Default setting - Management - Managem. Def. set.

Metric specifications

Off
On

Default setting - Management - Managem. Def. set.

NOTE

If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 1.

3

Press the “Close” key.

The touch panel will return to the screen in step 1.

Copy/Printer output management

Perform the following procedure to determine whether management of copier and printer functions will be handled together or separately.



NOTE

If this setting is changed, it will affect which setting items are available for restriction under the copy management function. (See “**Setting the restrictions for use**” on page 7-7.)

1 Select “Copy/Printer output mgt.” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.

The “Copy/Printer output mgt.” screen will be displayed.

Inch specifications

Managem. Def. Set.		Close
Setting item	:	Value
Copy management	On	
Print. Managem.	On	
Printer error report	On	
Others Mgt. Reg. (print)	On	
Copy/Printer output mgt.	All	
Scanner Managem.	On	
Fax Management	On	

Default setting - Management

Metric specifications

Managem. Def. Set.		Close
Setting item	:	Value
Copy management	On	
Print. managem.	On	
Printer error report	On	
Others mgt. Reg. (print)	On	
Copy/Printer output mgt.	All	
Scanner Managem.	On	
Fax Management	On	

Default setting - Management

2

To have copier and printer functions both handled together, press the “All” key. To have copier and printer functions each handled separately, press the “Each” key.

Inch specifications

Copy/Printer output mgt.		Back	Close
Copy/Printer output management method setting.			
<input checked="" type="button"/> All <input type="button"/> Each			
Default setting - Copy default - Managem. Def. set.			

Metric specifications

Copy/Printer output mgt.		Back	Close
Copy/Printer output management method setting.			
<input checked="" type="button"/> All <input type="button"/> Each			
Default setting - Copy default - Managem. Def. set.			



NOTE

If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 1.

3

Press the “Close” key.

The touch panel will return to the screen in step 1.

Section 7 COPIER MANAGEMENT

Scanner function management ON/OFF

Perform the following procedure when you want to turn copy management ON or OFF for the scanner functions of this machine.



NOTE

This setting is only available when the optional Network Scanner Kit is installed in your copier.

1 Select “Scanner Managem.” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.

The “Scanner Managem.” screen will be displayed.

Inch specifications

Setting item	Value
Copy management	On
Print. Managem.	On
Printer error report	On
Others Mgt. Reg. (print)	On
Copy/Printer output mgt.	All
Scanner Managem.	On
Fax Management	On

Metric specifications

Setting item	Value
Copy management	On
Print. managem.	On
Printer error report	On
Others mgt. Reg. (print)	On
Copy/Printer output mgt.	All
Scanner Managem.	On
Fax Management	On

2

To turn copy management ON for the scanner functions of this machine, press the “On” key.

Inch specifications

Scanner Managem.

Scanner management can be set up.

Off
On

Default setting - Management - Managem. Def. set.

Metric specifications

Scanner managem.

Scanner management can be set up.

Off
On

Default setting - Management - Managem. Def. set.

NOTE

If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 1.

3

Press the “Close” key.

The touch panel will return to the screen in step 1.

Fax function management ON/OFF

Perform the following procedure when you want to turn copy management ON or OFF for the fax functions of this machine.



NOTE

This setting is only available when the optional Fax Kit is installed in your copier.

1 Select “Fax Management” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.

The “Fax Management” screen will be displayed.

Inch specifications

Setting item	:	Value
Scanner Management	On	
Fax Management	On	
Excess of limit Setting	Unable to use	
Def. Val. of coun. limit	999999	
Total size 1	8½" x 11" No specif.	
Total size 2	11" x 17" No specif.	
Total size 3	8½" x 11" No specif.	

Change #

Default setting - Management - Managem. Def. set.

Metric specifications

Setting item	:	Value
Scanner Management	On	
Fax Management	On	
Excess of limit Setting	You cannot use	
Def. Val. of coun. Limit	999999	
Total size 1	A3 No specif.	
Total size 2	A4 No specif.	
Total size 3	B4 No specif.	

Change #

Default setting - Management - Managem. Def. set.

2

To turn copy management ON for the fax functions of this machine, press the “On” key.

Inch specifications

Fax Management

Fax management can be set up.

Off
On

Default setting - Management - Managem. Def. set.

Metric specifications

Fax Management

Fax management can be set up.

Off
On

Default setting - Management - Managem. Def. set.



NOTE

If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 1.

3

Press the “Close” key.

The touch panel will return to the screen in step 1.

Section 7 COPIER MANAGEMENT

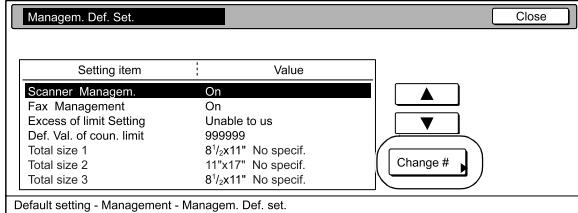
Response to exceeded restriction

Perform the following procedure to determine whether further use of the machine will be canceled or an error message will be generated when a department ID-code has exceeded its set limit.

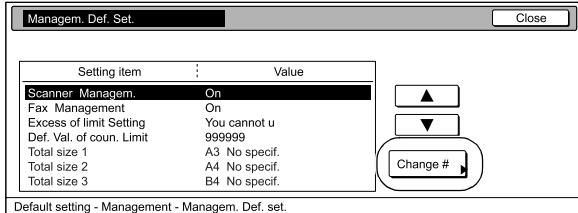
1 Select “Excess of limit Setting” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.

The “Excess of limit Setting” screen will be displayed.

Inch specifications



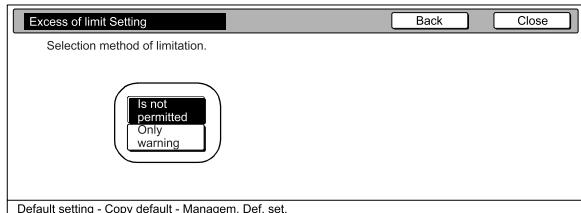
Metric specifications



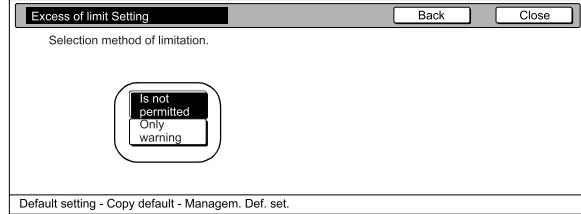
2

To cancel further use of the machine, press the “Is not permitted” key. To have an error message generated, press the “Only warning” key.

Inch specifications



Metric specifications



NOTE

If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 1.

3

Press the “Close” key.

The touch panel will return to the screen in step 1.

Default copy limit

Perform the following procedure when you want to change the default copy limit for new department ID-codes.

1 Select “Def. Val. of coun. limit” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.
The “Def. Val. of coun. limit” screen will be displayed.

Inch specifications

Metric specifications

2

Use the numeric keys on the keypad to enter the default copy limit. The limit can be set to any 1-page increment up to 999,999.

Inch specifications

Metric specifications



NOTE

If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 1.

3

Press the “Close” key.

The touch panel will return to the screen in step 1.

Section 7 COPIER MANAGEMENT

Total count for specified paper size (1 to 5)

Perform the following procedure when you want to register a specific paper size in order to calculate and check the copy counts for that particular size of paper. It is also possible to register a paper size AND type.



NOTES

- You can register up to 5 different paper sizes for this function.
- If the type of paper is not registered in any of the settings, the corresponding copy counts for that size of paper will be calculated regardless of the type of paper that is used. However, if the same size of paper is registered in another setting along with a paper type, the counts for the first setting will NOT include copies made with the type of paper that is registered in the second setting.

1 Select one of the “Total size 1” through “Total size 5” settings under the “Setting item” column on the left side of the touch panel and then press the “Change #” key. The corresponding setting screen will be displayed.

Inch specifications

Metric specifications

2 Press the “On” key.

Inch specifications

Metric specifications

3 Press the “Select size” key.

Inch specifications

Metric specifications



NOTE

If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 1.

4 Press the key that corresponds to the desired paper size, and then press the “Close” key.

Inch specifications

Management - Managem. Def. set. - Total size 1

Metric specifications

Management - Managem. Def. set. - Total size 1

5 To specify a paper type as well, press the “Select paper type” key and proceed to the next step. If you do not want to specify a paper type, proceed to step 7.

Inch specifications

Default setting - Management - Managem. Def. set.

Metric specifications

Default setting - Management - Managem. Def. set.

6 Press the key that corresponds to the desired paper type, and then press the “Close” key.

Inch specifications

Management - Managem. Def. Set. - Total size 1

Metric specifications

Management - Managem. Def. Set. - Total size 1

7 Press the “Close” key.
The touch panel will return to the screen in step 1.



NOTE

You can check the copy counts for the paper sizes registered under the “Total size 1” through “Total size 5” settings on the total size report that is printed together with the copy management report. For information on how to print out a copy management report, refer to “**Checking the copy management counts**” on page 7-24.

Sample: Total size report

01/01/00 DEPT. SIZE REPORT P.						
DEPT. ID	A3	B4	A4	B5	A5	ETC
0000	1	2	1	3	1	0
1000	1	0	1	0	1	0
1111	1	0	1	3	1	0
2000	1	0	1	0	1	0
ETC	1	0	1	3	1	0
TOTAL	1	0	1	7	1	0

Section 7 COPIER MANAGEMENT

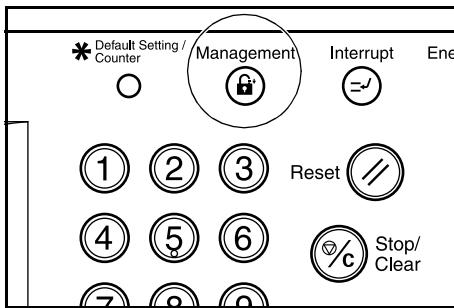
Making copies when copy management is turned ON

When copy management is turned ON, copying will only be possible when a valid department ID-code is entered.



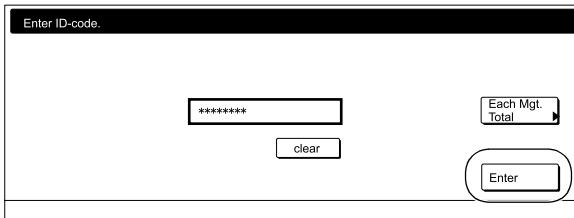
IMPORTANT!

Once you are finished copying, BE SURE to press the [Management] key so that the "Enter ID-code" screen is displayed again.

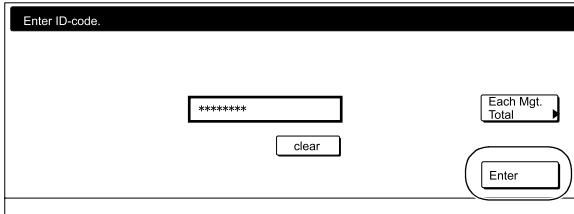


1 Use the numeric keys on the keypad to enter your department ID-code, and then press the "Enter" key. The "Basic" screen will be displayed.

Inch specifications



Metric specifications



NOTES

- If you enter the wrong ID-code, press the "clear" key and reenter the correct ID-code.
- If an invalid (unregistered) department ID-code is entered, an error alarm will sound. Enter the correct ID-code.
- If you enter your department ID-code and press the "Each Mgt. Total" key, you can check the copy counts for your own department.

Inch specifications

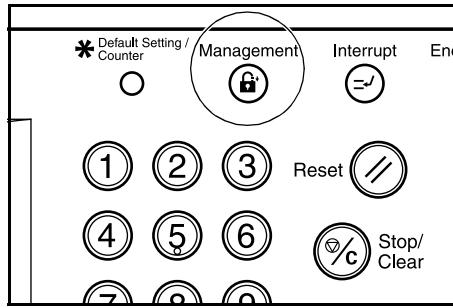
Each Management Total				Close
Number print.	Copy	Printer	Total	Number in() is limit value
Black & White:	50	30	80	
Monocolour:	0	0	0	
Full-colour:	13	5	18 (1,000)	
Total:	63	35	98 (5,000)	
Scan.Transm.		Fax transm.		FAX
Scanner				
Scan # pages:	100	Trsm. # pages:	100	
		Commun.Time:	10hrs. 10min.	
Default setting - Management				01 1st Sales Dept.

Metric specifications

Each Management Total				Close
Number print.	Copy	Printer	Total	Number in() is limit value
Black & White:	50	30	80	
Monocolour:	0	0	0	
Full-colour:	13	5	18 (1,000)	
Total:	63	35	98 (5,000)	
Scan.Transm.		Fax transm.		FAX
Scanner				
Scan # pages:	100	Trsm. # pages:	100	
		Commun.Time:	10hrs. 10min.	
Default setting - Management				01 1st Sales Dept.

2 Perform the desired copy operation as usual.

3 Once you are finished copying, press the [Management] key.



Default settings

The state that the copier enters at the end of warm-up or when the [Reset] key is pressed is called the “initial mode”. The modes, functions and other settings that are automatically pre-set for the initial mode are called “default settings”. These default settings are separated into two categories: “Copy defaults” and “Machine defaults” and can be changed as desired to suit your copying needs.

Machine default settings

The following table indicates the machine default settings available in this copier. Change any or all of the settings as desired in order to make the most effective use of your copier.

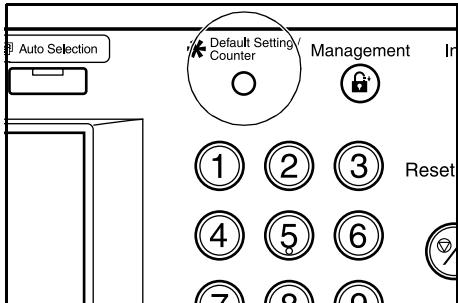
Default setting	Description	Available settings	Factory setting	Reference page
Paper size (drawer[cassette] No.3 & No.4)	Sets the size of paper that is loaded in drawers[cassettes] No.3 and No.4. If you want the size to be detected automatically, select “Auto Detection” (Automatic size detection). If you want to manually set the size of paper, select “Standard sizes”. * This setting is only available when the optional Paper Feeder is installed on your copier.	Auto Detection / Standard sizes	Auto Detection	7-43
	<If you select “Standard sizes”> You can then select the paper size.	A3 A4 A4R A5R B4 B5R 11" x 17" 8 1/2" x 14" 11" x 8 1/2" 8 1/2" x 11"	---	
Day & time	Sets the current date and time.	Year: 2001 – 2049 Month: 1 – 12 Day: 1 – 31 Time: 00:00 – 23:59	The time is set at the factory	7-44
Time difference	Sets the time difference from the world standard time (GMT).	+12:00 – -12:00	00:00	7-45
Auto sleep ON/OFF	Sets whether or not to have the auto sleep function automatically turn the power switch OFF a certain amount of time after copying, or if no operation has been performed on the copier during that time. * If auto sleep interferes with your copying operations, turn this function OFF. However, it is recommended that you try to set a longer time interval until auto sleep engages before you actually turn it OFF.	On / Off	On	7-46

Section 7 COPIER MANAGEMENT

Accessing the machine default settings

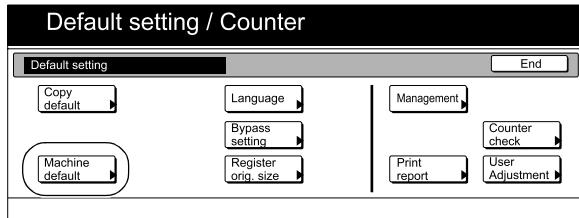
Perform the following procedure when you want to access the screens for each of the various machine default settings.

1 With the content of the “Basic” tab displayed, press the [Default Setting/Counter] key.
The “Default setting” screen will be displayed.

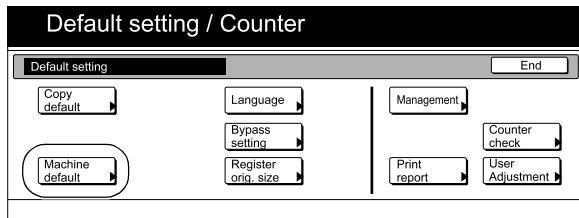


2 Press the “Machine default” key on the left side of the touch panel.

Inch specifications

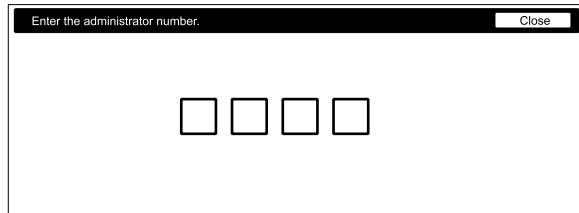


Metric specifications

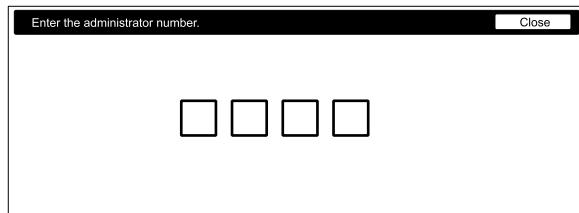


3 Use the keypad to enter the 4-digit management code.
The factory default setting is “3100”.

Inch specifications

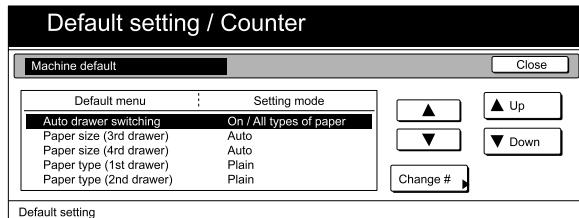


Metric specifications

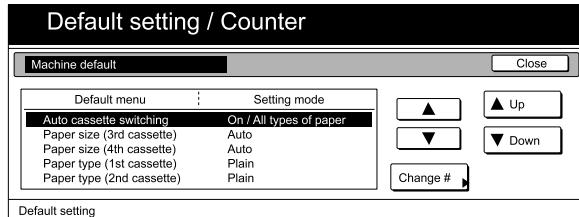


4 If the entered code matches the registered one, the “Machine default” screen will be displayed.

Inch specifications



Metric specifications



NOTE

Refer to the desired procedure(s) explained under “**Making machine default settings**” and perform the corresponding setting(s).

Making machine default settings

Perform the following procedure that corresponds to the desired setting.

Paper size (drawer[cassette] No.3 & No.4)

Perform the following procedure to set the size of paper that is loaded in drawer[cassette] No.3 and No.4.

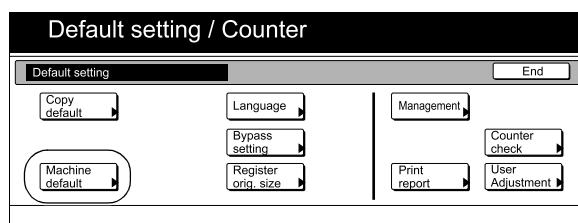


NOTE

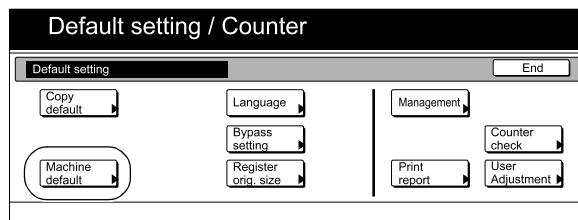
This setting is only available when the optional Paper Feeder is installed on your copier.

1 Display the “Machine default” screen.
(See “Accessing the machine default settings” on page 7-42.)

Inch specifications

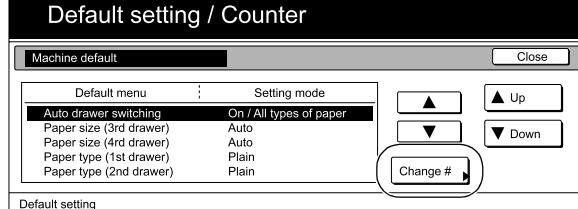


Metric specifications

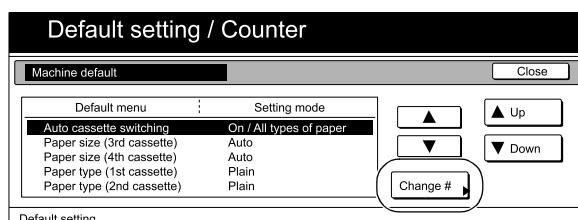


2 Select one of the “Paper size” settings (“3rd drawer[cassette]” or “4th drawer[cassette]”) under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.
The screen to set the paper size for that drawer[cassette] will be displayed.

Inch specifications



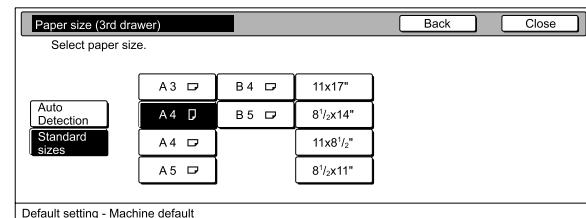
Metric specifications



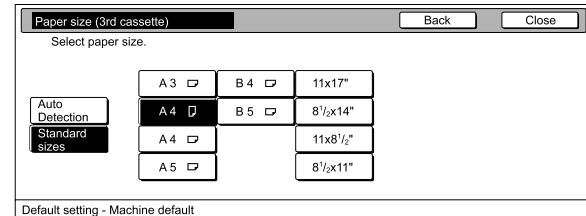
3

If you select “Standard sizes” (standard paper size) here, simply press the key that corresponds to the size of paper that is loaded in that drawer[cassette].

Inch specifications



Metric specifications



NOTE

If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

4 Press the “Close” key.
The touch panel will return to the screen in step 2.

5 Press the “Close” key once again.
The touch panel will return to the “Default setting” screen.

6 Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

Section 7 COPIER MANAGEMENT

Day & time

Perform the following procedure to set the current date and time.



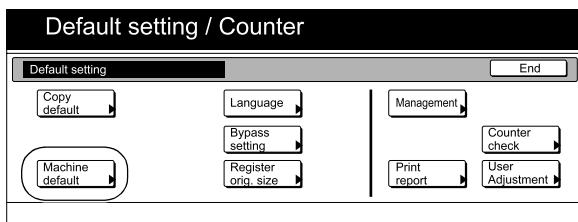
NOTE

BE SURE to perform the “Time difference” setting prior to setting the day and time.

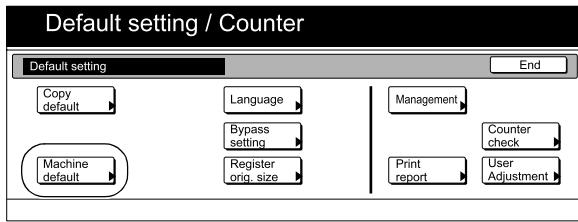
1

Display the “Machine default” screen.
(See “Accessing the machine default settings” on page 7-42.)

Inch specifications



Metric specifications

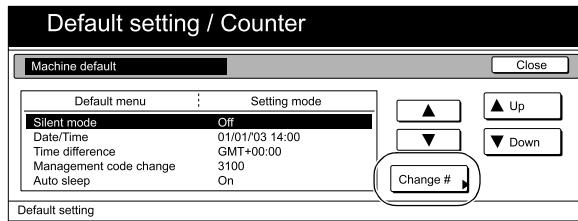


2

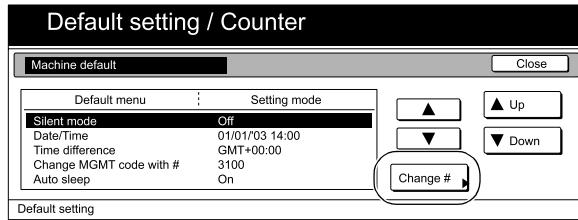
Select “Date/Time” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.

The “Date/Time” screen will be displayed.

Inch specifications



Metric specifications

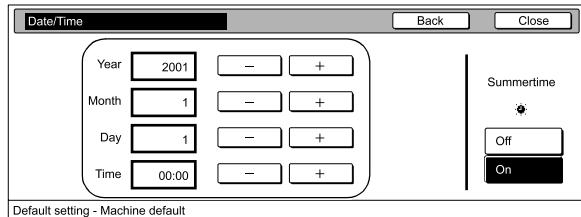


3

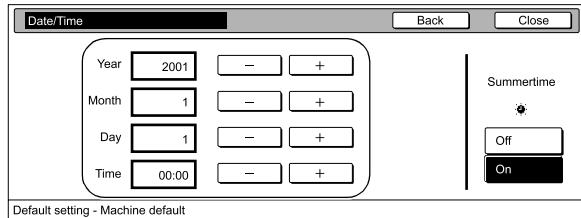
Press the “+” key or the “-” key to change the displayed information for each field (“Year”, “Month”, “Day” and “Time”) to the current time and date.

If you want the time to be automatically calculated for daylight savings time, press the “On” key under “Summertime”.

Inch specifications



Metric specifications



NOTE

If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

4

Press the “Close” key.

The touch panel will return to the screen in step 2.

5

Press the “Close” key once again.

The touch panel will return to the “Default setting” screen.

6

Press the “End” key.

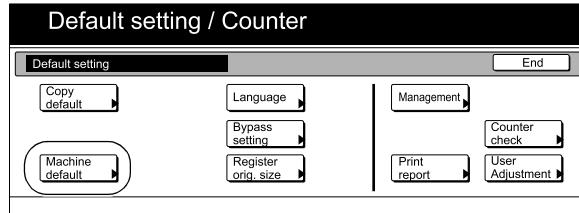
The touch panel will return to the contents of the “Basic” tab.

Time difference

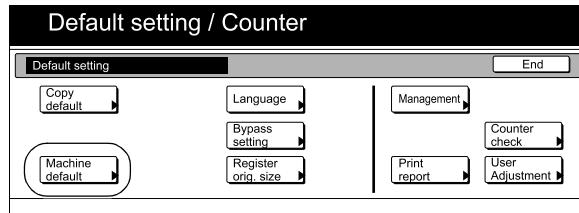
Sets the time difference from the world standard time (GMT).

1 Display the “Machine default” screen.
(See “**Accessing the machine default settings**” on page 7-42.)

Inch specifications



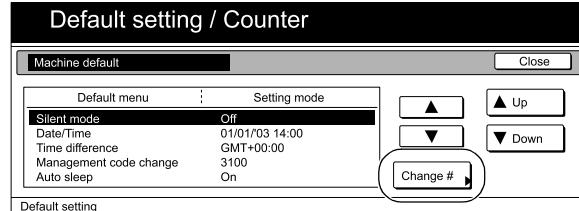
Metric specifications



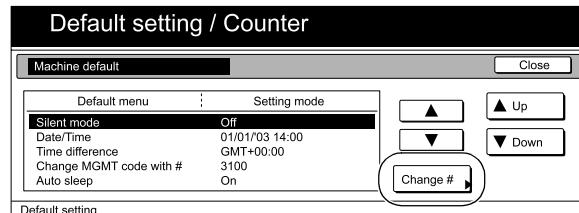
2 Select “Time difference” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.

The “Time difference” screen will be displayed.

Inch specifications



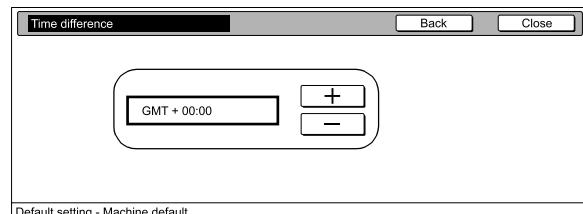
Metric specifications



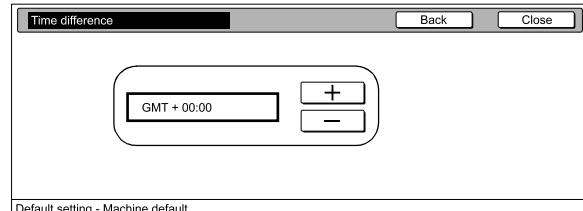
3

Press the “+” key or the “-” key to change the displayed time difference to the desired setting.

Inch specifications



Metric specifications

**NOTE**

If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

4

Press the “Close” key.

The touch panel will return to the screen in step 2.

5

Press the “Close” key once again.

The touch panel will return to the “Default setting” screen.

6

Press the “End” key.

The touch panel will return to the contents of the “Basic” tab.

Section 7 COPIER MANAGEMENT

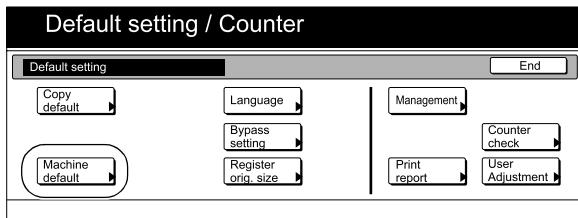
Auto sleep ON/OFF

Perform the following procedure to set whether or not to have the auto sleep function automatically turn the power switch OFF a certain amount of time after copying, or if no operation has been performed on the copier during that time.

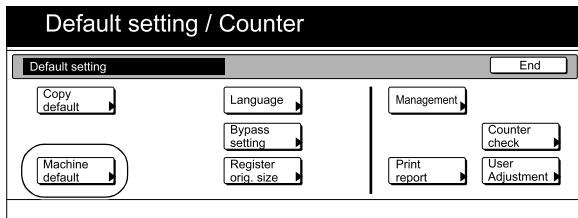
1 Display the “Machine default” screen.

(See “**Accessing the machine default settings**” on page 7-42.)

Inch specifications



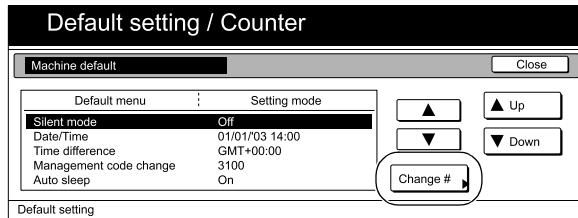
Metric specifications



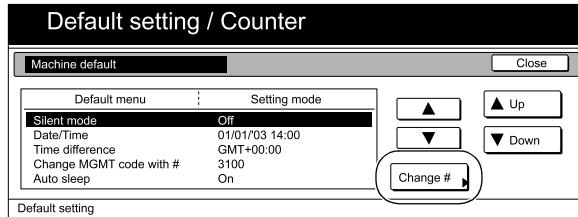
2 Select “Auto sleep” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.

The “Auto sleep” screen will be displayed.

Inch specifications



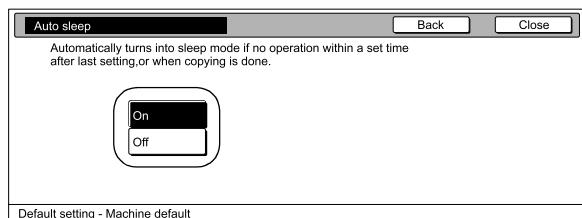
Metric specifications



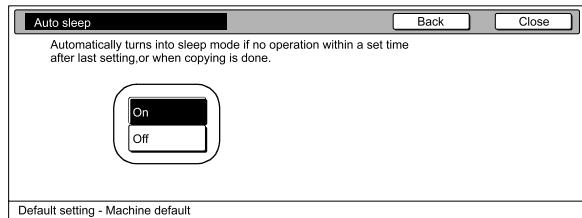
3

Press the “On” key if you want to use the auto sleep function.

Inch specifications



Metric specifications



NOTES

- If auto sleep interferes with your copying operations, turn this function OFF. However, it is recommended that you try to set a longer time interval until auto sleep engages before you actually turn it OFF.
- If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

4

Press the “Close” key.

The touch panel will return to the screen in step 2.

5

Press the “Close” key once again.

The touch panel will return to the “Default setting” screen.

6

Press the “End” key.

The touch panel will return to the contents of the “Basic” tab.

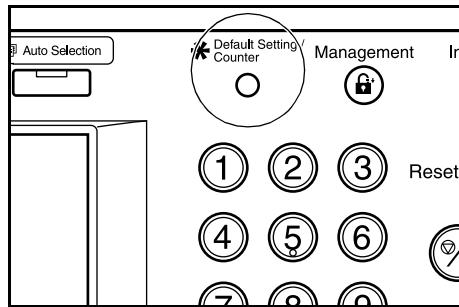
Multi-bypass tray paper settings

Paper size and type

Perform the following procedure in order to use the multi-bypass tray to feed copy paper.

1 With the content of the “Basic” tab displayed, press the [Default Setting/Counter] key.

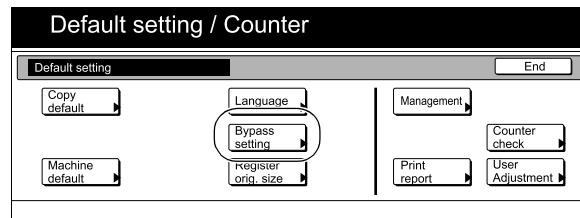
The “Default setting” screen will be displayed.



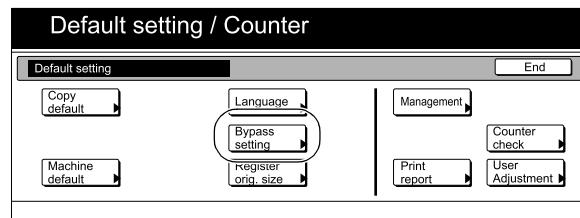
2 Press the “Bypass setting” key.

The “Bypass setting” screen will be displayed.

Inch specifications



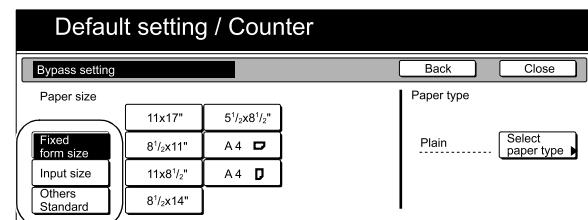
Metric specifications



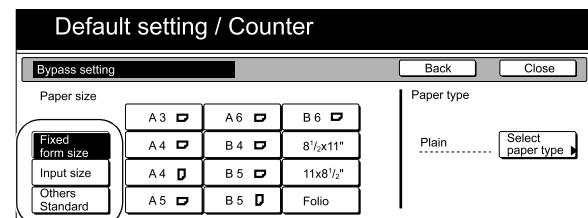
3

Press the key that corresponds to the size of paper to be used, and then proceed to step 5. If you want to enter a custom size, press the “Input size” key and then proceed to the next step.

Inch specifications



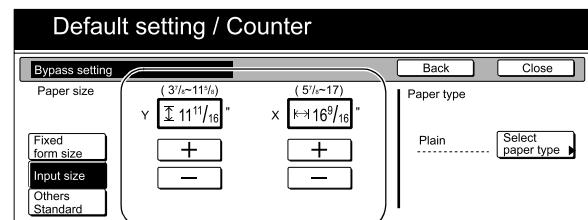
Metric specifications



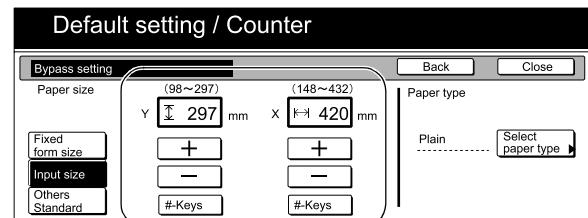
4

Press the “+” key or the “-” key to change each of the displayed sizes (length and width) to the desired settings. In metric specification copiers, the desired sizes can also be entered directly by pressing the corresponding “#-Keys” key and then using the keypad.

Inch specifications



Metric specifications



Section 7 COPIER MANAGEMENT

5 Press the “Select paper type” key.
The “Select paper type” screen will be displayed.

6 Press the key that corresponds to the type of paper to be used, and then press the “Close” key. The touch panel will return to the screen in step 4.

Inch specifications

Default setting / Counter

Select paper type					
When using an OHP sheet, please set the paper size 11x8½".					
Plain	Labels	Cardstock	Custom 1	Custom 5	
Transparency	Recycled	Color	Envelope	Custom 2	Custom 6
Rough	Preprinted	Prepunched	Coated	Custom 3	Custom 7
Vellum	Bond	Letterhead	High quality	Custom 4	Custom 8

Metric specifications

Default setting / Counter

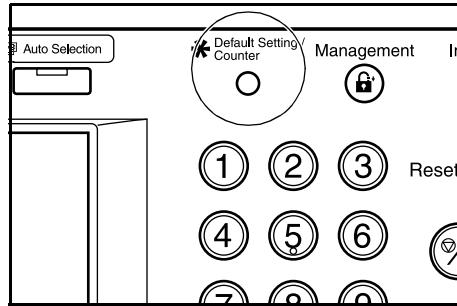
Select paper type					
Set paper size A4. When you use an OHP sheet.					
Plain	Labels	Cardstock	Custom 1	Custom 5	
Transparency	Recycled	Colour	Envelope	Custom 2	Custom 6
Rough	Preprinted	Prepunched	Coated	Custom 3	Custom 7
Vellum	Bond	Letterhead	High quality	Custom 4	Custom 8

7 Press the “Close” key once again.
The touch panel will return to the screen in step 2.
Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

Selecting other standard sizes

Perform the following procedure when you want to print out onto other standard sizes of special paper.

1 With the content of the “Basic” tab displayed, press the [Default Setting/Counter] key.
The “Default setting” screen will be displayed.



2 Press the “Bypass setting” key.
The “Bypass setting” screen will be displayed.

Inch specifications

Default setting / Counter

Default setting					
Copy default	Language	Management			
Machine default	Bypass setting	Counter check			
Register orig. size	Print report	User Adjustment			

Metric specifications

Default setting / Counter

Default setting					
Copy default	Language	Management			
Machine default	Bypass setting	Counter check			
Register orig. size	Print report	User Adjustment			

3 Press the “Others Standard” key.
Inch specifications

Default setting / Counter

Bypass setting					
Paper size			Paper type		
11x17"	5½x8½"		Plain	Select paper type	
8½x11"	A 4				
11x8½"	A 4				
8½x14"					

Metric specifications

Default setting / Counter

Bypass setting					
Paper size			Paper type		
A 3	A 6	B 6	Plain	Select paper type	
A 4	B 4	8½x11"			
A 4	B 5	11x8½"			
A 5	B 5	Folio			

4 Press the “Select size” key.

The “Select size” screen will be displayed.

Inch specifications

Default setting / Counter

Metric specifications

Default setting / Counter

5 Press the key that corresponds to the size of paper you want to use, and then press the “Close” key. The touch panel will return to the screen in step 4.

Inch specifications

Default setting / Counter

Metric specifications

Default setting / Counter

6 Press the “Select paper type” key. The “Select paper type” screen will be displayed.

Press the key that corresponds to the type of paper you want to use, and then press the “Close” key. The touch panel will return to the screen in step 4.

Inch specifications

Default setting / Counter

Metric specifications

Default setting / Counter

7 Press the “Close” key.

The touch panel will return to the screen in step 2.

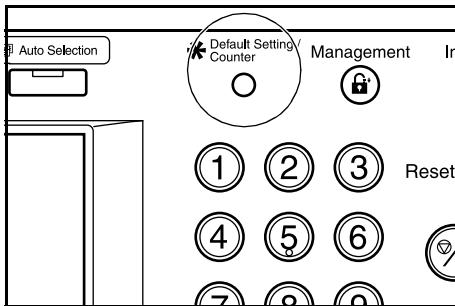
Press the “End” key.

The touch panel will return to the contents of the “Basic” tab.

Auto color adjustment

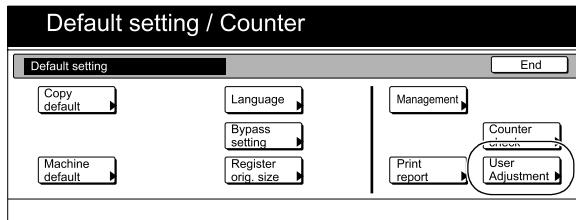
Slight changes in color copying may take place if your color copier is used over a long period of time. If the color of the originals and that which appears on the copies begins to differ greatly, use this procedure to adjust the color.

1 With the content of the “Basic” tab displayed, press the [Default Setting/Counter] key.
The “Default setting” screen will be displayed.

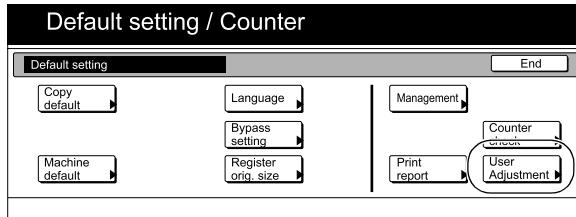


2 Press the “User adjustment” key.

Inch specifications

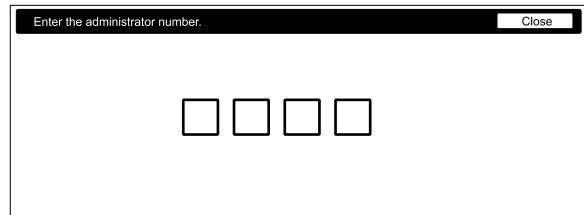


Metric specifications

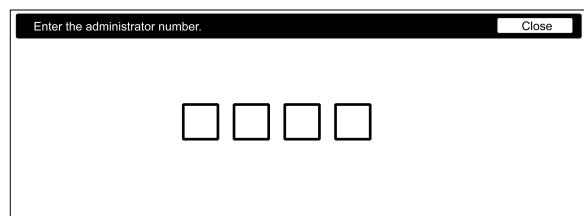


3 Use the keypad to enter the 4-digit management code.
The factory default setting is “3100”.
If the entered code matches the registered one, the “User adjustment” screen will be displayed.

Inch specifications



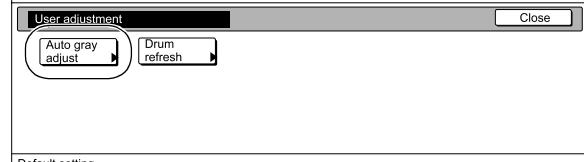
Metric specifications



4 Press the “Auto gray adjust” key. The “Auto gray adjust” screen will be displayed.

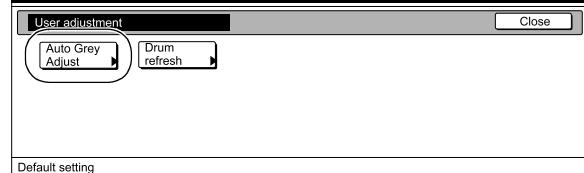
Inch specifications

Default setting / Counter



Metric specifications

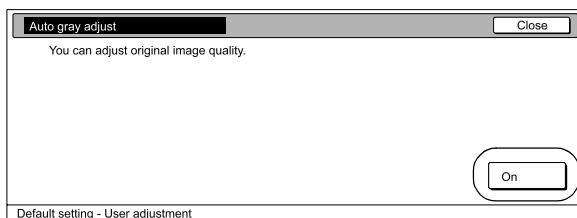
Default setting / Counter



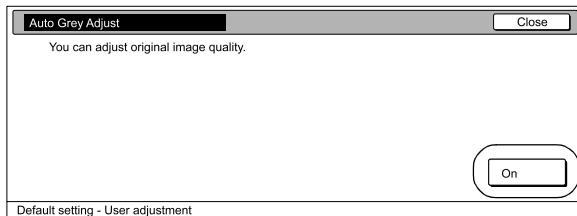
5 Press the “On” key.

A corresponding color pattern will be printed out.

Inch specifications



Metric specifications



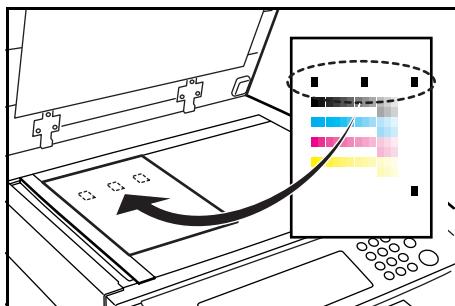
NOTE

Make sure there 11" x 8 1/2" [A4] size paper loaded in one of the drawers[cassettes].

6 Once that pattern has been printed out, set it on the platen.

NOTES

- Set the color pattern on the platen so that the 3 squares are located towards the rear of the platen as shown in the illustration.



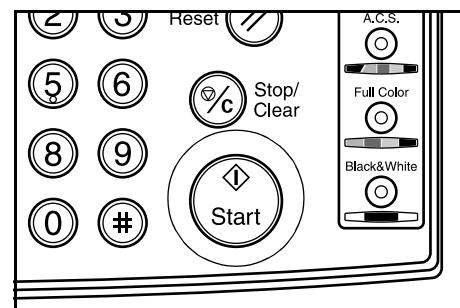
- BE SURE to place the color pattern face-down on the platen.
- To cancel the auto color adjustment procedure, simply press the “Cancel” key.

7 Close the original cover.

8

Press the [Start] key.

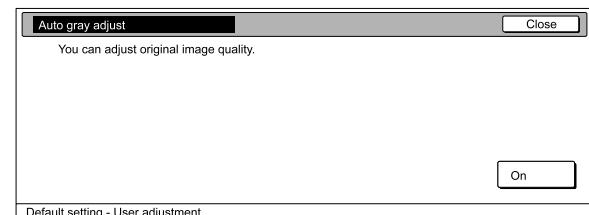
The color pattern will be scanned and auto color adjustment performed automatically.



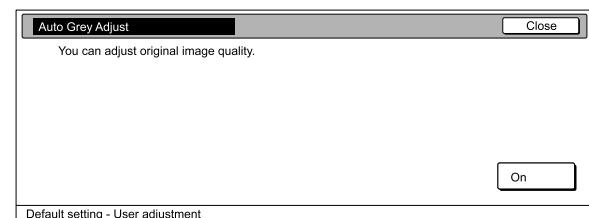
9

Once adjustment is completed, the touch panel will return to the screen in step 5.

Inch specifications



Metric specifications



10

Press the “Close” key.

The touch panel will return to the screen in step 4.

11

Press the “Close” key.

The touch panel will return to the screen in step 2.

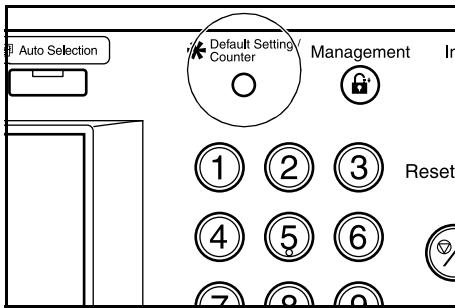
Press the “End” key.

The touch panel will return to the contents of the “Basic” tab.

Drum refresh

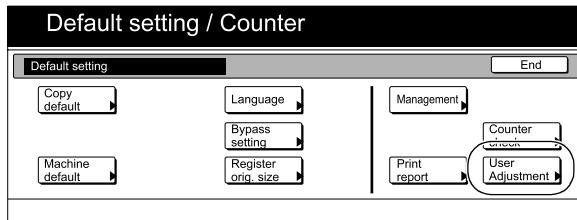
Perform the following procedure if it seems like the printed image is blurred or running, or if there are unprinted white areas on the page. The drum refreshing operation will take approximately 5 minutes.

- With the content of the “Basic” tab displayed, press the [Default Setting/Counter] key.
The “Default setting” screen will be displayed.

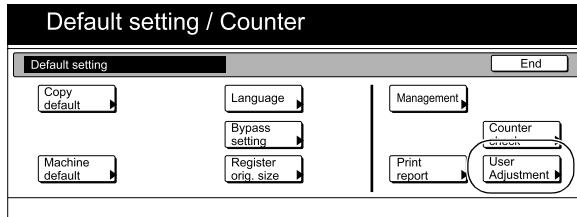


- Press the “User adjustment” key.

Inch specifications

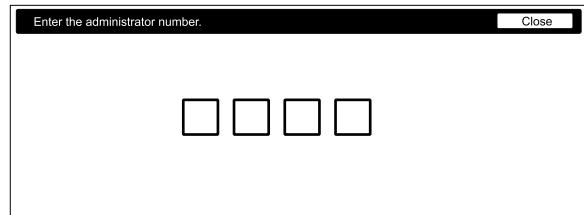


Metric specifications

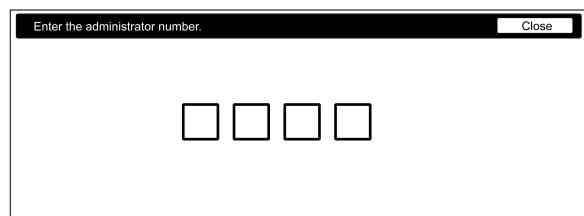


- Use the keypad to enter the 4-digit management code. The factory default setting is “3100”. If the entered code matches the registered one, the “User adjustment” screen will be displayed.

Inch specifications

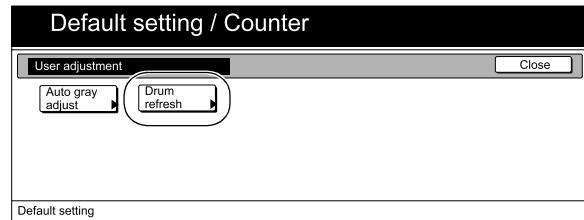


Metric specifications

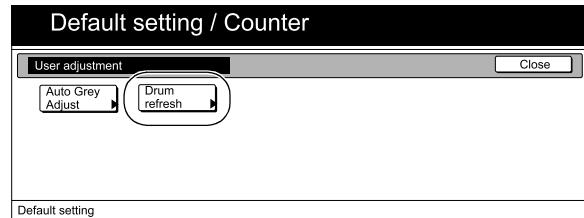


- Press the “Drum refresh” key. The “Drum refresh” screen will be displayed.

Inch specifications

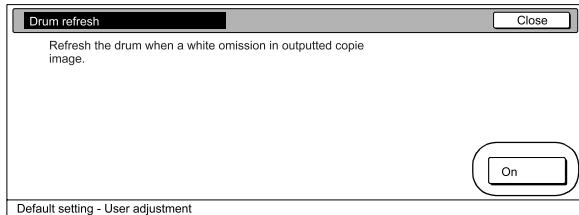


Metric specifications

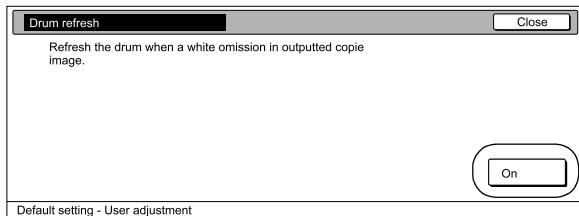


5 Press the “On” key. The drum refreshing process will begin.
This operation will take approximately 5 minutes.

Inch specifications

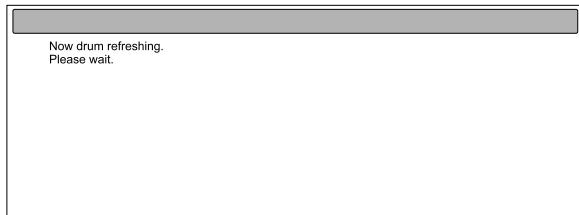


Metric specifications



6 Once the operation is completed, press the “Close” key.
The touch panel will return to the screen in step 4.

Inch specifications



Metric specifications



7 Press the “Close” key.
The touch panel will return to the screen in step 2.
Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

Checking the total counter and printing out the counter report

Perform this procedure when you want to check, on the touch panel, the total count of copies, etc., made on this machine as a whole. You can also print out the information as a counter report.



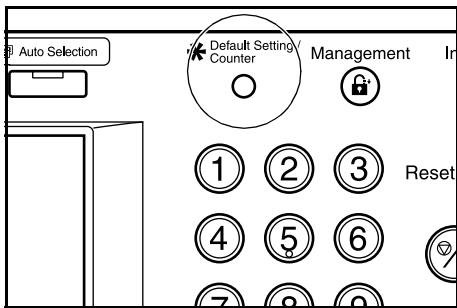
NOTES

- This procedure lets you individually check the total number of full color and black and white copies made on this machine as a whole.
- You can also check the total number of printouts made under each of the optional printer, scanner a fax functions.
- You can additionally check the number of originals scanned on this machine.

1

With the content of the “Basic” tab displayed, press the [Default Setting/Counter] key.

The “Default setting” screen will be displayed.

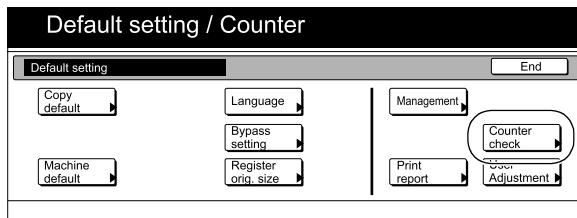


2

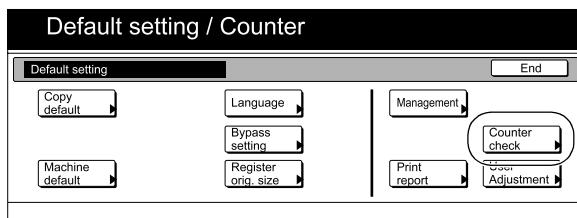
Press the “Counter check” key.

The “Counter check” screen will be displayed.

Inch specifications



Metric specifications



3

The total number of copies and printouts made will be displayed.

If you want to print out a counter report, press the “Print report” key.

Inch specifications

Counter check				
Number print.	Copy	Printer	Fax	Total
Black & White:	1,072	0	1	1,073
Monocolour:	0	0	0	0
Full-colour:	601	1	0	602
Total:	1,673	1	1	1,675
Num. of pages	Copy	scanner	Fax	Total
Original:	774	2,194	1	2,969
Default setting				
Print report				

Metric specifications

Counter check				
Number print.	Copy	Printer	Fax	Total
Black & White:	1,072	0	1	1,073
Monocolour:	0	0	0	0
Full-colour:	601	1	0	602
Total:	1,673	1	1	1,675
Num. of pages	Copy	scanner	Fax	Total
Original:	774	2,194	1	2,969
Default setting				
Print report				

NOTE

Make sure there is 11" x 8 1/2" [A4] size paper loaded in one of the drawers[cassettes] when you print out the counter report.

4 Once you are finished checking the counts, press the “Close” key.

The touch panel will return to the screen in step 2.

Inch specifications

Counter check				
Number print.	Copy	Printer	Fax	Total
Black & White:	1,072	0	1	1,073
Monocolor:	0	0	0	0
Full-color:	601	1	1	602
Total:	1,673	1	1	1,675
Num. of pages	Copy	scanner	Fax	Total
Original:	774	2,194	1	2,969

Default setting

Print report

Close

Metric specifications

Counter check				
Number print.	Copy	Printer	Fax	Total
Black & White:	1,072	0	1	1,073
Monocolour:	0	0	0	0
Full-colour:	601	1	1	602
Total:	1,673	1	1	1,675
Num. of pages	Copy	scanner	Fax	Total
Original:	774	2,194	1	2,969

Default setting

Print report

Close

5 Press the “End” key.

The touch panel will return to the contents of the “Basic” tab.

Sample counter report

===== COUNT REPORT =====

Machine No.: AGG3000000 Date: 01/01/00

<Output Count>

	Copy	Printer	Fax	Total
B/W	40	0	0	40
Mono Color	0	0	0	0
Full Color	1	0	1	1
Total	41	0	0	41

<Scan Count>

	Copy	Scanner	Fax	Total
Document	3	0	0	3

Section 7 COPIER MANAGEMENT

Status report print out

Perform the following procedure to print out one of the status report.



NOTE

Make sure there 11" x 8 1/2" [A4] size paper loaded in one of the drawers[cassettes].

<Copy status report>

===== USER COPY SETTING LIST =====

Manual	Exposure mode
1 step	Exposure steps
Text+Photo	Original image quality
Full Color	Auto Color/Full Color/B&W
3	Auto Color Correction
Off	Eco Print
APS	Select paper
Off	Pap. Type(Auto col. pap.)
Off	Paper Type(Auto BW Paper)
2nd paper	Default drawer
Bypass	Drawer for cover paper
Manual	Default magnification
Standard	Adjust auto expo. (color)
Standard	Adjust auto exposure(B&W)
Standard	Adjust auto exposure(OCR)
Standard	Adj. manual expo. (Mixed)
Standard	Adj. manual expo. (photo)
Standard	Adj. manual expo. (print)
Standard	Adj. manual expo. (Text)
Standard	Adj. manual expo. (map)
Sort On	Sort
Rotate	Auto Rotation
Left 6 0	Default margin width
Border 6 Center 12	Default erase width
+999	Preset limit
On Default Off	Modify Copy
On	Display register key

<Machine status report>

===== USER MACHINE SETTING LIST =====

On All types of paper	Auto drawer switching
Auto Inch	Paper size(1st drawer)
Auto Inch	Paper size(2nd drawer)
Auto Inch	Paper size(3rd drawer)
Auto Inch	Paper size(4th drawer)
Plain	Paper type(1st drawer)
Plain	Paper type(2nd drawer)
Plain	Paper type(3rd drawer)
Plain	Paper type(4th drawer)
Off	Check bypass sizing
On	Select paper type(2sided)(Custom 1)
On	Select paper type(2sided)(Custom 2)
On	Select paper type(2sided)(Custom 3)
On	Select paper type(2sided)(Custom 4)
On	Select paper type(2sided)(Custom 5)
On	Select paper type(2sided)(Custom 6)
On	Select paper type(2sided)(Custom 7)
On	Select paper type(2sided)(Custom 8)
60	Auto shut-off time
15	Auto preheat time
Upper Tray	Select Copy output mode
Upper Tray	Select FAX output mode
Copy mode	Select the main mode
On	Key sound ON/OFF
Off	Silent mode
01/01/00 00:00	Date/Time
GMT +0:00	Time difference
3100	Management code change
On	Auto shut-off

<Toner coverage report>

01/01/00	TONER COVERAGE REPORT (FAX COVERAGE)	P.1/1
01/01/00	TONER COVERAGE REPORT (PRINTER COVERAGE)	P.1/1
01/01/00	TONER COVERAGE REPORT (COPY COVERAGE)	P.1/1
01/01/00	TONER COVERAGE REPORT (TOTAL COVERAGE)	P.1/1
PRINT TOTAL:	173 (COPY+PRINTER+FAX): 155+ 18+ 0) SCAN TOTAL: 0	
< B/W BLACK >	TOTAL	
PAGE SIZE	COUNT	COVERAGE(%)
A3	1	0.75
B4	0	0.00
A4	66	1.85
B5	0	0.00
A5	0	0.00
B6	0	0.00
POST	0	0.00
OTHER	14	4.37
	81	2.26
< 4-COL. BLACK >	TOTAL	< 4-COL. CYAN >
PAGE SIZE	COUNT	COVERAGE(%)
A3	0	0.00
B4	0	0.00
A4	20	3.20
B5	0	0.00
A5	0	0.00
B6	0	0.00
POST	0	0.00
OTHER	3	4.63
	23	3.39
	23	6.18
< 4-COL. MAGENTA >	TOTAL	< 4-COL. YELLOW >
PAGE SIZE	COUNT	COVERAGE(%)
A3	0	0.00
B4	0	0.00
A4	20	6.29
B5	0	0.00
A5	0	0.00
B6	0	0.00
POST	0	0.00
OTHER	3	11.00
	23	6.91
	23	6.48



NOTE

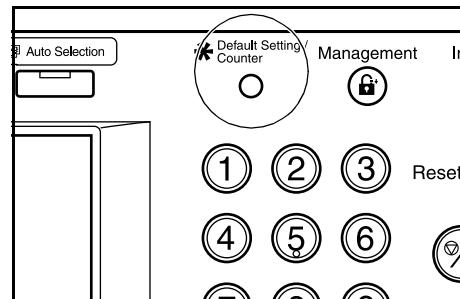
The toner coverage report indicates the number of copies and the average black ratio for each copy paper size. The following 4 different toner coverage reports can be printed out:

- Total toner coverage report
- Copy toner coverage report
- Printer toner coverage report
- Fax toner coverage report

1

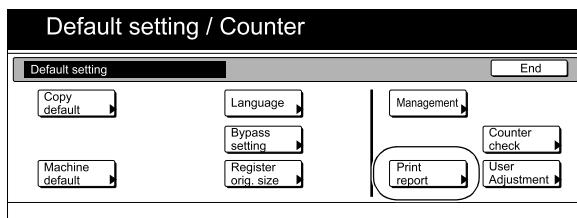
With the content of the "Basic" tab displayed, press the [Default Setting/Counter] key.

The "Default setting" screen will be displayed.

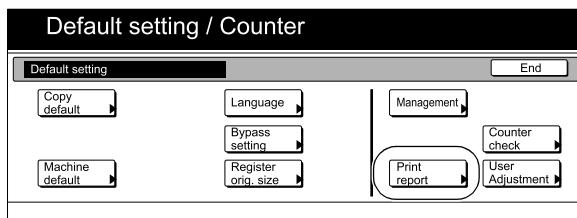


2 Press the “Print report” key.

Inch specifications



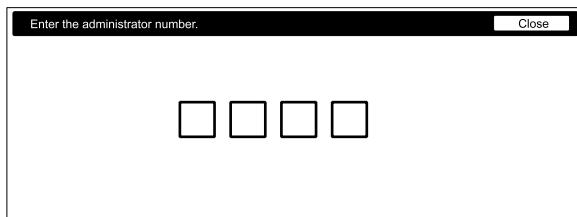
Metric specifications



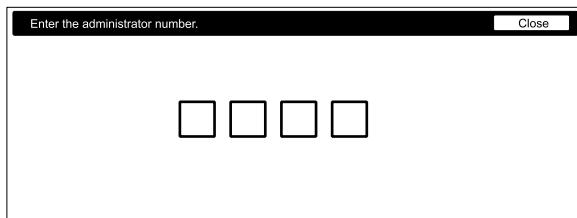
3 Use the keypad to enter the 4-digit management code.

The factory default setting is “3100”.

Inch specifications



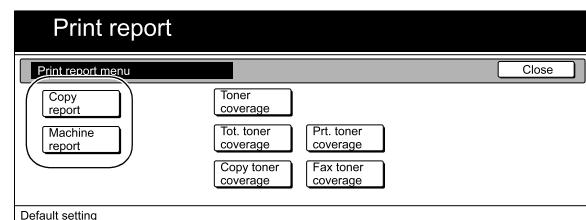
Metric specifications



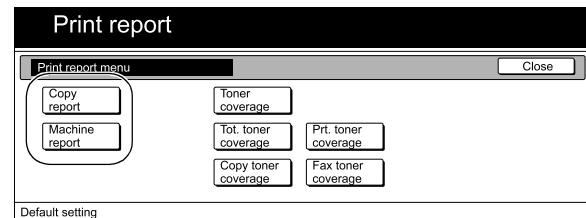
4

Once the “Print report menu” screen is displayed, press the key of the report that you want to print out.

Inch specifications



Metric specifications



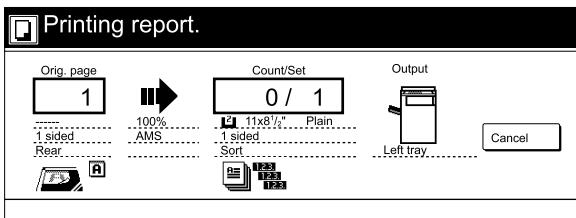
NOTES

- Make sure there is 11" x 8 1/2" [A4] size paper loaded in one of the drawers[cassettes] when you print out a status report.
- If you press the “Toner coverage” key, the 4 different toner coverage reports will be printed out together.

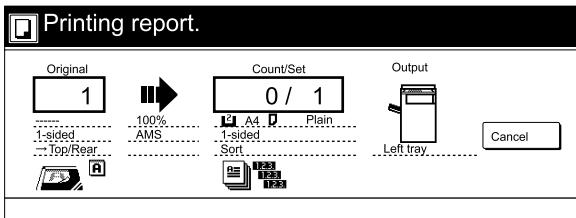
Section 7 COPIER MANAGEMENT

5 The “Printing report” screen will be displayed and the selected status report will be printed out.

Inch specifications



Metric specifications



NOTE

To cancel print out of the report, simply press the “Cancel” key.

Once the report is printed out, the touch panel will return to the screen in step 4.

6 Press the “Close” key.
The touch panel will return to the screen in step 2.

7 Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

Language selection function

You can select the language that will be used in the touch panel.
Available languages:

Inch specifications

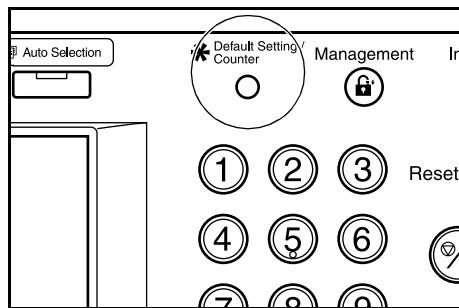
English, French (Français) and Spanish (Español),
Japanese (日本語)

Metric specifications

English, German (Deutsch), French (Français), Spanish (Español)
and Italian (Italiano)

1 With the content of the “Basic” tab displayed, press the [Default Setting/Counter] key.

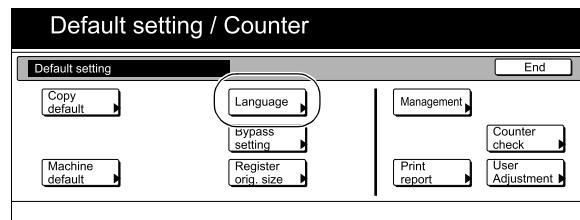
The “Default setting” screen will be displayed.



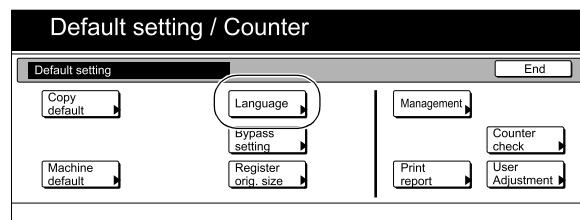
2 Press the “Language” key.

The “Language” screen will be displayed.

Inch specifications

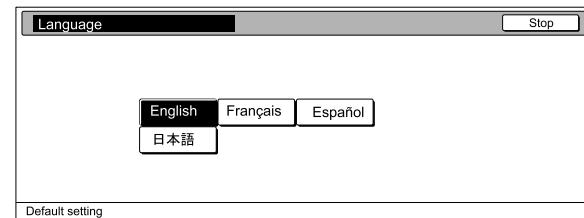


Metric specifications

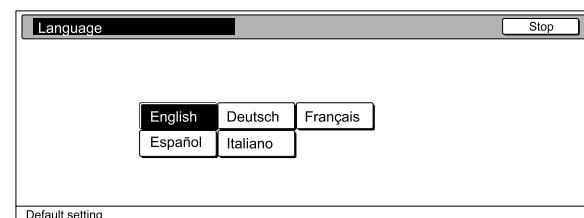


3 Press the key that corresponds to the language that you want to use.

Inch specifications



Metric specifications



Section 8 TROUBLESHOOTING

If one of the following messages is displayed

When any of the following messages appears in the message area of the touch panel, take the indicated action.

Message	Procedure	Reference page
“Close xxx cover.”	The indicated cover is open. Close all covers securely.	---
“Add paper in drawer x.” [“Add paper cassette x.”]	There is no paper in the indicated drawer[cassette]. Load paper of the indicated size.	3-1
“Set drawer.”[“Close paper cassette.”]	One of the drawers[cassettes] is not closed properly. First pull it out, and then push it all the way back in.	---
“Install duplex unit.”	(Only in duplex copiers) The Duplex Unit is not inserted properly. First pull it out, and then push it all the way back in.	---
“Please open left tray. Unable to copy.” [“Please open left tray. Cannot copy.”]	“Left tray” is selected under copy default setting “ Copy eject location ”, or the “Transparency” or “Rough” setting is selected under the paper size and type setting (page 7-47) but the left tray is closed. Open the left tray.	---
“Paper drawer is out of order. Select another paper drawer.” [“Paper cassette is out of order. Select other paper cassette.”]	The drawer[cassette] currently in use is out of order and cannot be used for the moment. Contact your service representative or authorized service center immediately. If you want to continue copying, use another drawer[cassette].	---
“Check paper size.”	There is no paper loaded of a size that can be used in the currently selected mode. Check the paper.	---
“Reposition original or change drawer.” [“Reset original or select another paper cassette.”]	The orientation of the original and the selected paper are different. Change the orientation of the original. If you press the [Start] key without changing the original, copying will be performed at a 100% (1:1) magnification ratio.	---
“Check paper size. Copy paper is not the same size as original.” [“Paper size in cassette differs from actual size. Check paper size in cassette.”]	The size of the paper set on the multi-bypass tray and that size selected in the paper size setting are different. Press the [Stop/Clear] key to delete the error message. Make sure the size of paper on the multi-bypass tray and that size selected in the paper size setting are the same and restart the copy operation from the beginning.	3-4 7-47
“Check original size. Original size:11 × 17”,8 1/2 × 11” [“Check original size. Original size:A3R,A4R”]	Originals of a size other than 8 1/2" × 11" or 11" × 17" [A4R or A3] have been set. The sizes of originals that can be used in the poster mode is limited to 8 1/2" × 11" and 11" × 17" [A4R and A3].	---
“Change original destination. Original size:8 1/2 × 11” [“Change original destination. Original size:A4R”]	The current orientation of the originals is not appropriate for the poster mode. When using 11" × 8 1/2" [A4] size originals, set them length-wise.	---
“Cannot duplex copy on this size. B5,B4”	It is not possible to make both B5 and B4 size copies in the auto selection mode under duplex copying.	---
“Modify the size of bypass.”	Copying is not possible at the paper size selected for the multi-bypass tray. Change the paper size setting.	7-47
“Cannot duplex with bypass.”	Duplex copying is not possible from the multi-bypass tray. Change to paper feed from the drawer[cassette] or cancel duplex copying.	---

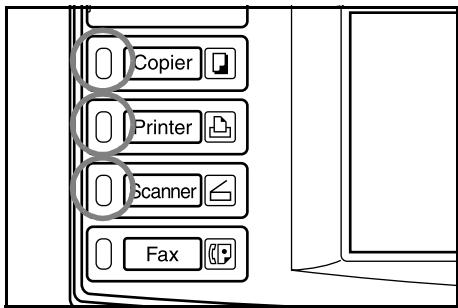
Section 8 TROUBLESHOOTING

Message	Procedure	Reference page
“Exceeds pre registered copying quantity.” [“Copy limit for this ID-code has been reached. No copying possible.”]	The number of copies made under your department code has reached the limit that was set under the copy management mode and copying is no longer possible with that code. Use the copy management mode to clear the copy count.	7-1
“Unable to copy.(Full-color) Exceeded the limitation of management” [“You cannot copy.(Full Colour) Exceeded the limitation of management”]	Full color copying is not available as you have reached the limit that was set under the copy management function for that type of copying. To continue making full color copies, use the copy management function to clear the corresponding copy count.	7-1
“Unable to copy.(Full-color) ID-code capacity has limit.” [“You cannot copy.(Full Colour) ID-code capacity has limit.”]	Full color copying is not available because it has been restricted. To make full color copies, use the copy management function to change the corresponding restriction.	7-1
“Paper capacity is over limited unable to copy. Change preset of color or B&W selection.” [“Limit of set was exceeded, can not copy. Change preset of colour or B&W selection.”]	You are attempting use the Color/BW selection mode to make a number of copies that will exceed the designated copy limit. Change the total number of copies to be made (both color AND black and white) to a lesser number that will not exceed that copy limit.	---
“The ID-Code is checked. Remote edit.” [“The ID-Code is checked. Remote editing.”]	A computer on your network is currently performing one of the “Editing copy management information” procedures. Copying will not be possible until that operation is completed.	---
“Set toner container.”	One or more of the toner containers is not set at all or is not set properly. Set the toner containers properly. There is insufficient toner left in the indicated toner container.	9-4
“Ready to copy. Toner will be empty soon.(K,C,M,Y)”	You will soon need to replace the indicated toner container (C = cyan, M = magenta, Y = yellow and K = black). Make sure you have the appropriate replacement toner container ready.	9-4
“Add toner.(K,C,M,Y)”	The copier has run out of toner of the color indicated. Replace the corresponding toner cartridge immediately (C = cyan, M = magenta, Y = yellow and K = black).	9-4
“Check waste toner box.”	<ul style="list-style-type: none"> • The waste toner box is full of toner. Replace the waste toner box immediately. • The waste toner box is not set properly. Set the waste toner box properly. 	9-6
“Call service.”	Open and then close the front cover. If this message still remains, make a note of the number that is displayed together with the letter “C”. Then, turn the power switch OFF (O), and contact your service representative or authorized service center.	---
“System error. Main switch off / on.” [“System error. Main switch Off / On.”]	An error has occurred. Turn the power switch OFF (O) and then back ON () again.	---
“System error. Disconnect power plug from the socket.”	An error has occurred. Remove the power plug from the wall outlet.	---
“Time for maintenance.(ABC)”	Periodic maintenance is required to keep your copier in good condition. Contact your service representative or authorized service center immediately. The type of maintenance kit required (from A to C) will be displayed in the message area of the touch panel.	---
“Memory full.”	Operation has been stopped because the copier’s memory is full. Press the “OK” key. If the error occurred during scanning of originals, press either the “Continue” key or the “Cancel” key, as appropriate. “Continue”: Copies will be made for those originals that have already been scanned. “Cancel”: Delete all of the scanned data.	---

Message	Procedure	Reference page
“Paper misfeed.”	If paper misfeeds, the copier will stop, and the location of the misfeed will be indicated in the touch panel. Leave the power switch ON () and follow the appropriate procedure to remove the jammed paper.	8-5
“Remove paper from duplex unit.”	There is paper remaining inside the Duplex Unit. Remove that paper.	---
“Duplex tray inoperable, call service.” [“Duplex unit is out of order. Call service.”]	The Duplex Unit is out of order and 2-sided copying is not possible. Contact your service representative or authorized service center immediately.	---
“The top tray exceeds capacity. Remove the paper.” [“Too much paper in top tray. Remove paper.”]	There are already 500 sheets of paper stored on the top tray. Remove the paper and resume copying.	---
“Paper capacity exceeded. Remove paper from Finisher.”	There are already 250 sheets of paper stored in the optional Document Finisher. Remove the paper and resume copying.	---
“Out of staples. Add staples.” [“Stapler empty. Add staples.”]	There are no staples left in the optional Document Finisher. Refer to the Operation Guide for the Document Finisher and load staples.	---
“Check the waste punch box.” [“Check Punch Hole box.”]	<ul style="list-style-type: none"> The hole punch chad container in the optional Document Finisher is full. Refer to the Operation Guide for your Document Finisher and dispose of the waste hole punch chads. The hole punch chad container in the optional Document Finisher is not set properly. Refer to the Operation Guide for your Document Finisher and set the hole punch chad container properly. 	---
“Cannot staple this size.” [“Cannot staple this paper size.”]	Stapling of small size paper, such as 5 1/2" × 8 1/2" [A5R and B5R], is not possible. Refer to the Operation Guide for the Document Finisher.	---
“Cannot offset this paper size.” [“Cannot group this paper size.”]	Small sizes such as 5 1/2" × 8 1/2" [A5R and B5R] cannot be used in the Document Finisher under the sort mode. Use the top tray or the left tray when copying onto such paper.	---

If one of the following indications lights

If the lamp in either the [Copier], [Printer] or [Scanner] key lights or blinks orange, take the appropriate action to resolve that error.

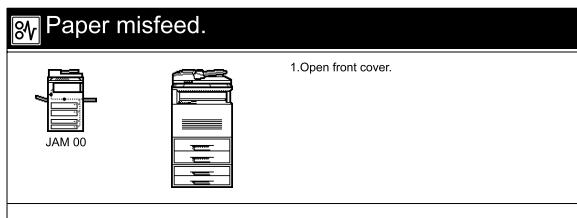


Indication	Procedure	Reference page
Lit or blinking orange	Check the appropriate response to that indication, and perform the corresponding procedure.	---

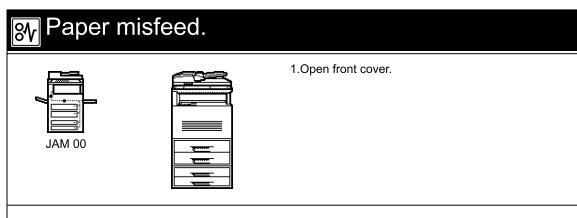
If paper jams

If a paper misfeed occurs, a message will be displayed in the touch panel about the misfeed and copying will stop. Leave the power switch ON (|) and refer to “**Removal procedures**” on page 8-6 to remove the jammed paper.

Inch specifications



Metric specifications



Cautions



WARNING

High voltage is present in the charger section. Take sufficient care when working in this area, as there is a danger of electrical shock.



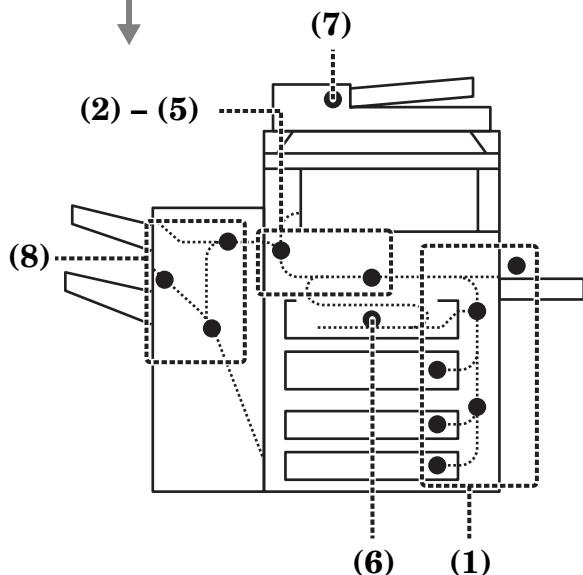
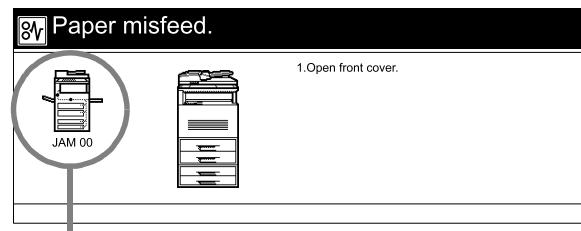
CAUTION

The copier's fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

- * Do not reuse misfed paper.
- * If paper is torn during removal, be sure to remove any loose scraps of paper from inside the copier. Loose scraps inside the copier could cause another misfeed later.
- * Once misfed paper has been removed, warm-up will begin. The misfeed indications will disappear, and the copier will return to the same settings prior to the misfeed.
- * If a misfeed occurs in the optional Document Finisher, do not add the misfed copy to the other copies in the Document Finisher tray, as that copy will be automatically made again.
- * When a misfeed occurs, if the power switch is turned OFF (O) without removing the jammed paper, a message about the misfeed and “J00” will be displayed the next time the power switch is turned ON (|) again.

In such a case, follow the procedure displayed on the touch panel to remove the jammed paper.

Misfeed location indicators



- (1) Misfeed in the paper feed section (Page 8-6.)
- (2) Misfeed in the paper conveyor unit (Page 8-9.)
- (3) Misfeed in the transfer unit (Page 8-10.)
- (4) Misfeed in the fixing section (Page 8-12.)
- (5) Misfeed inside the left cover or near the copy storage table (Page 8-14.)
- (6) Misfeed in the Duplex Unit (Only in duplex copiers) (Page 8-15.)
- (7) Misfeed in the optional Document Processor (Page 8-16.)
- (8) Misfeed in the optional Document Finisher (Page 8-17.)

Section 8 TROUBLESHOOTING

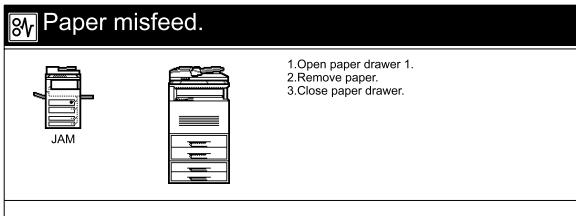
Removal procedures

Misfeed in the paper feed section

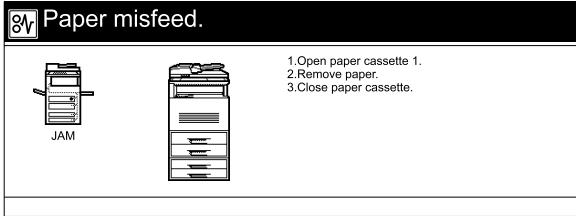
Misfeed in one of the drawers[cassettes] No.1 through No.4

If the following display appears, a misfeed has occurred in one of the drawers[cassettes] No.1 through No.4. Perform the following procedure to remove the jammed paper.

Inch specifications

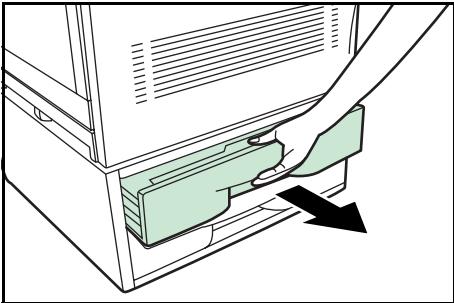


Metric specifications

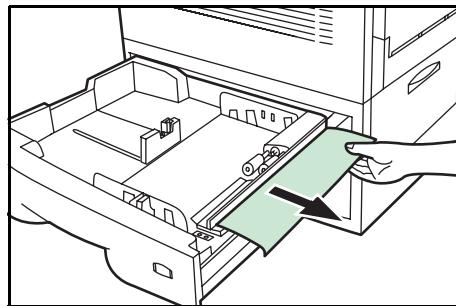


* Drawers[cassettes] No.3 and No.4 refer to the optional Paper Feeder.

1 Pull out the drawer[cassette] currently being used.



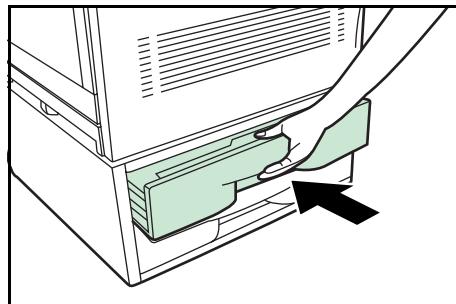
2 Remove the jammed paper without tearing it.



NOTE

If the paper does happen to tear, remove any loose scraps from inside the copier.

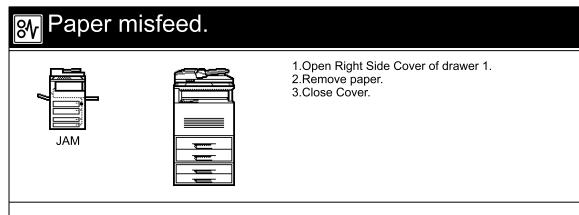
3 Push the drawer[cassette] back in firmly.



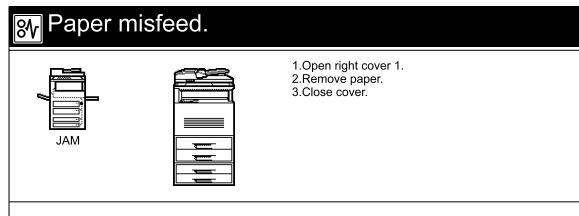
Misfeed inside the right side drawer[cassette] cover No.1 or No.2

If the following display appears, a misfeed has occurred inside the right side drawer[cassette] cover No.1 or No.2. Perform the following procedure to remove the jammed paper.

Inch specifications

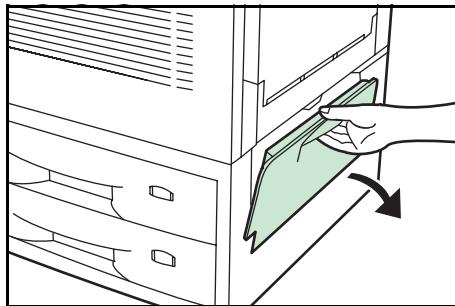


Metric specifications

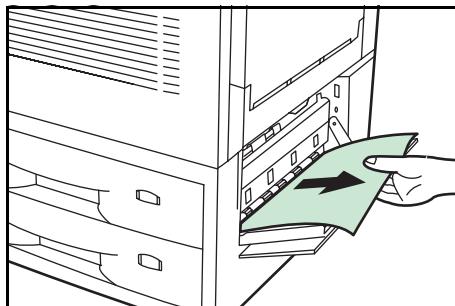


* The right side drawer[cassette] cover No.2 is part of the optional Paper Feeder.

1 Open the right cover to the drawer[cassette] being used.

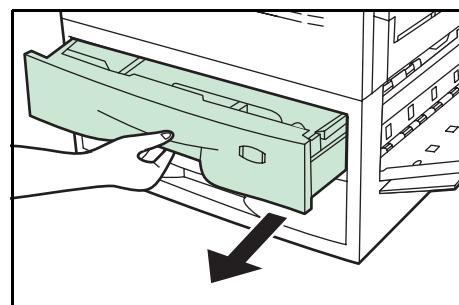


2 Remove the jammed paper without tearing it.



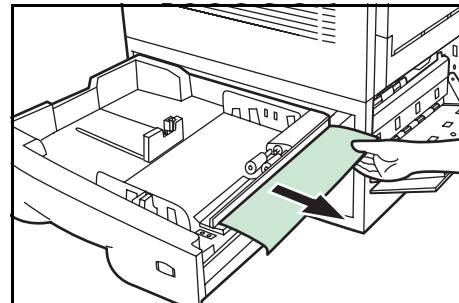
3

Pull out the indicated drawer[cassette].



4

If there is any jammed paper inside that drawer[cassette], remove it without tearing it.



NOTE

If the paper does happen to tear, remove any loose scraps from inside the copier.

5

Push the drawer[cassette] back in firmly. Close the right cover.



NOTE

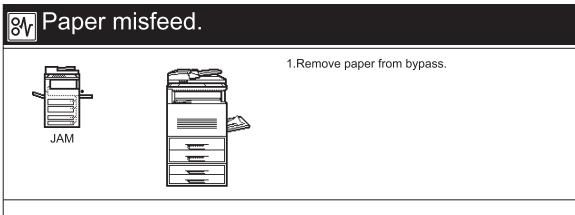
If the paper does happen to tear, remove any loose scraps from inside the copier.

Section 8 TROUBLESHOOTING

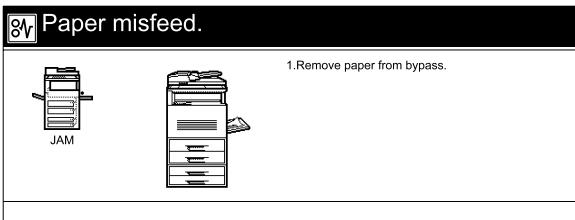
Misfeed in the multi-bypass tray

If the following display appears, a misfeed has occurred in the multi-bypass tray. Perform the following procedure to remove the jammed paper.

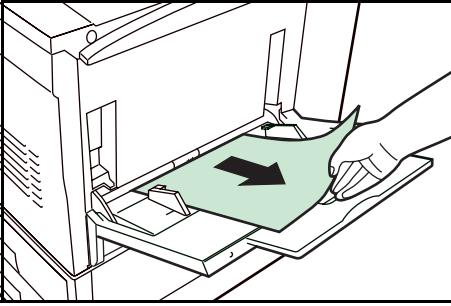
Inch specifications



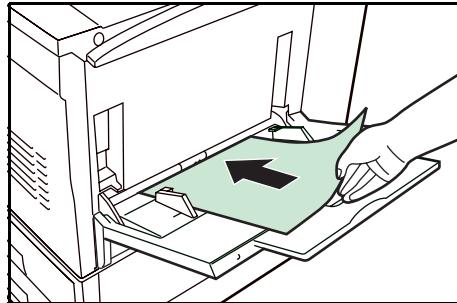
Metric specifications



1 Remove all of the paper remaining in the multi-bypass tray.



2 Reset the paper in the multi-bypass tray.



3 Open and then close the front cover. The misfeed indications will disappear. You can now resume copying.



NOTE

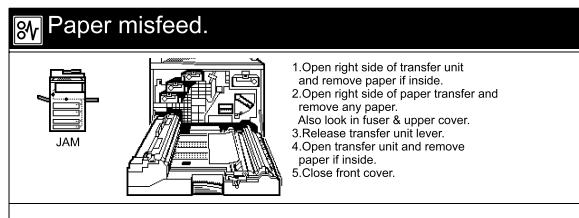
Be sure to hold both the left and right sides of the front cover and close it securely.

Misfeed in the paper conveyor unit

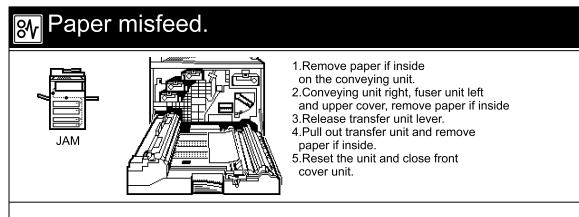
If a misfeed has occurred in the paper conveyor unit, perform the following procedure to remove the jammed paper.

- * The following display will be displayed after you pull out the paper conveyor unit in step 2.

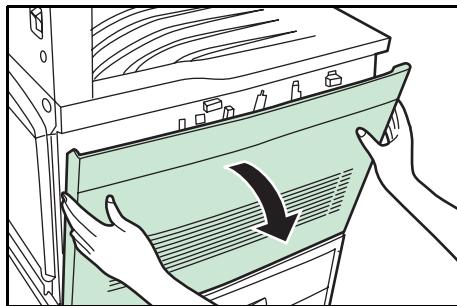
Inch specifications



Metric specifications

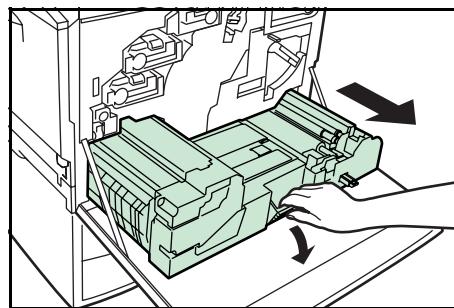


1 Open the front cover.



2

Operate the paper conveyor release lever and pull the paper conveyor unit out towards you as far as it will go.



WARNING

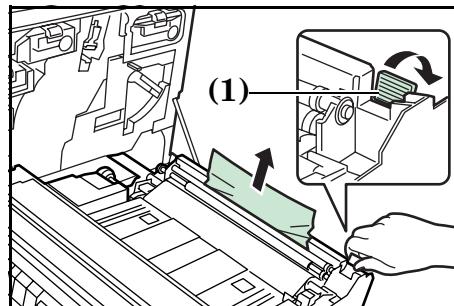
High voltage is present in the charger section. Take sufficient care when working in this area, as there is a danger of electrical shock.

CAUTION

The copier's fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

3

Push the green release lever (shown as (1) in the illustration) down to the right, and remove the jammed paper without tearing it.

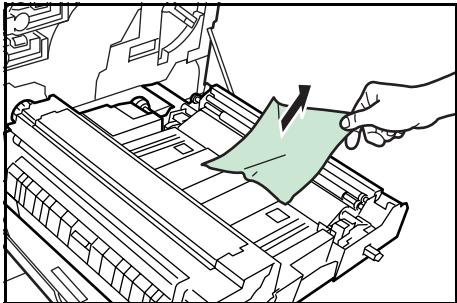


NOTE

If the paper does happen to tear, remove any loose scraps from inside the copier.

Section 8 TROUBLESHOOTING

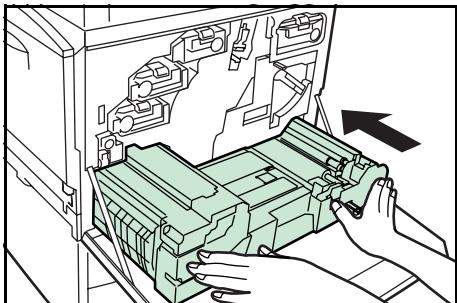
4 If paper can be seen on top of the conveyor unit as well, remove the paper without tearing it.



NOTE

If the paper does happen to tear, remove any loose scraps from inside the copier.

5 Replace the paper conveyor unit in its original position in the copier.



6 Close the front cover.



NOTE

Be sure to hold both the left and right sides of the front cover and close it securely.

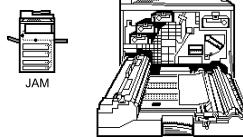
Misfeed in the transfer unit

If a misfeed has occurred in the transfer unit, perform the following procedure to remove the jammed paper.

* The following display will be displayed after you pull out the paper conveyor unit in step 2.

Inch specifications

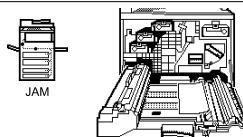
 Paper misfeed.



1. Open right side of transfer unit and remove paper if inside.
2. Open right side of paper transfer and remove any paper. Also look in fuser & upper cover.
3. Release transfer unit lever.
4. Open transfer unit and remove paper if inside.
5. Close front cover.

Metric specifications

 Paper misfeed.

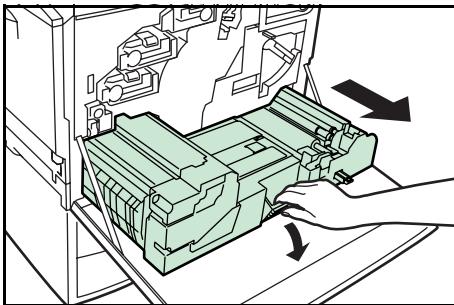


1. Remove paper if inside on the conveying unit.
2. Conveying unit right, fuser unit left and upper cover, remove paper if inside.
3. Release transfer unit lever.
4. Pull out transfer unit and remove paper if inside.
5. Reset the unit and close front cover unit.

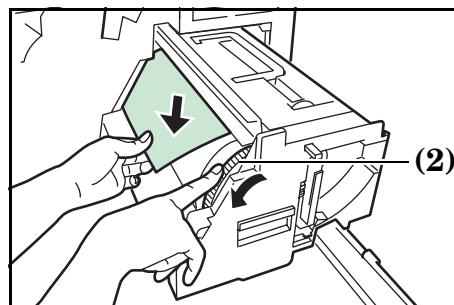
1 Open the front cover.



2 Operate the paper conveyor release lever and pull the paper conveyor unit out towards you as far as it will go.



5 Remove the jammed paper without tearing it. If the paper is difficult to remove at all, turn the black transfer drum dial (shown as (2) in the illustration) towards you. The misfed paper will be fed out to a location that makes it easier to remove.



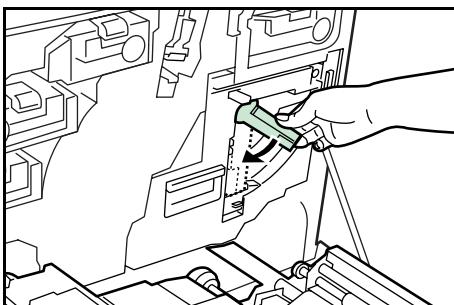
⚠ WARNING

High voltage is present in the charger section. Take sufficient care when working in this area, as there is a danger of electrical shock.

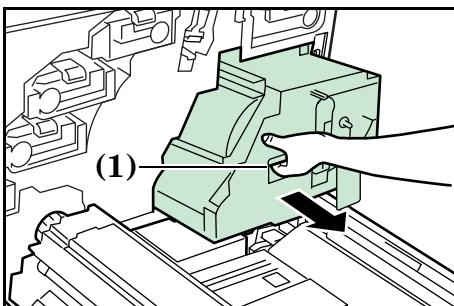
⚠ CAUTION

The copier's fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

3 Turn the green transfer unit release lever to the left until it reaches a vertical position.

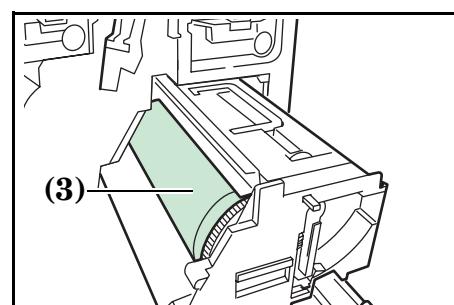


4 Grasp the transfer unit handle (shown as (1) in the illustration) and pull the transfer unit out towards you as far as it will go.

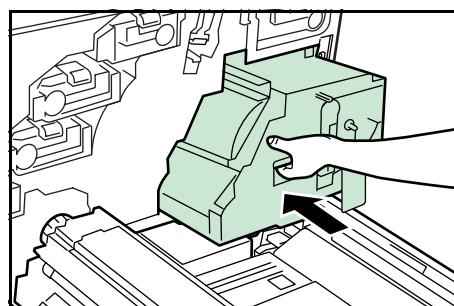


IMPORTANT!

The transfer drum (shown as (3) in the illustration) is extremely sensitive to dirt. Do not touch the drum with your hands.

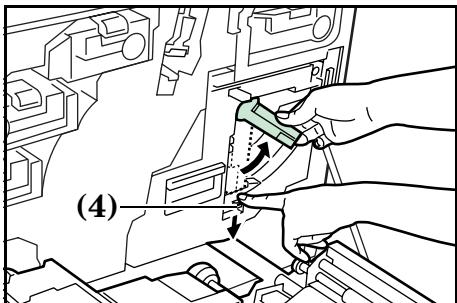


6 Replace the transfer unit in its original position in the copier.

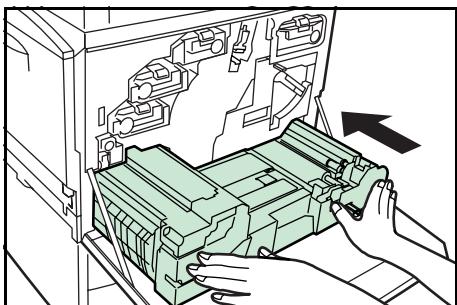


Section 8 TROUBLESHOOTING

7 Push down on the release lock (shown as (4) in the illustration) and replace the transfer unit release lever into its original position in the copier.



8 Replace the paper conveyor unit in its original position in the copier.



9 Close the front cover.



NOTE

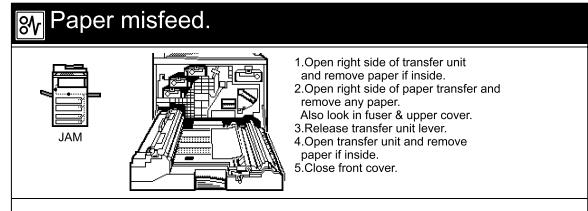
Be sure to hold both the left and right sides of the front cover and close it securely.

Misfeed in the fixing section

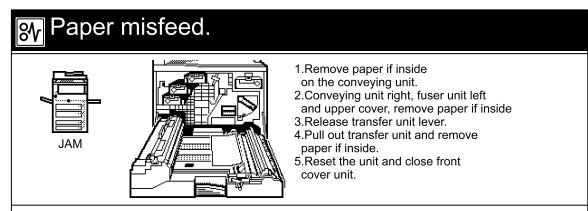
If a misfeed has occurred in the fixing section, perform the following procedure to remove the jammed paper.

* The following display will be displayed after you pull out the paper conveyor unit in step 2.

Inch specifications



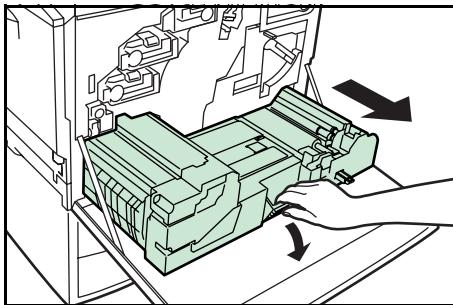
Metric specifications



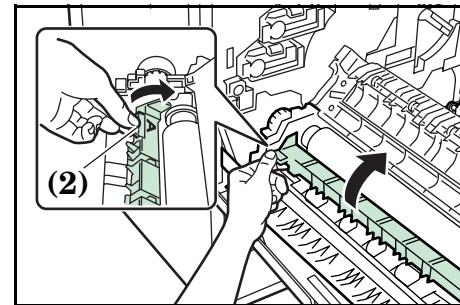
1 Open the front cover.



2 Operate the paper conveyor release lever and pull the paper conveyor unit out towards you as far as it will go.



5 Grasp the handle (marked with an "A" and shown as (2) in the illustration) to the inner cover and open that cover.



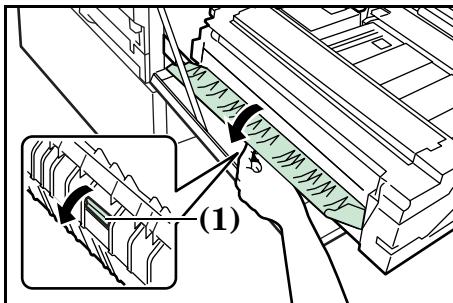
⚠ WARNING

High voltage is present in the charger section. Take sufficient care when working in this area, as there is a danger of electrical shock.

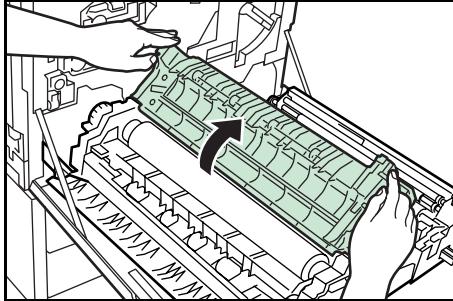
⚠ CAUTION

The copier's fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

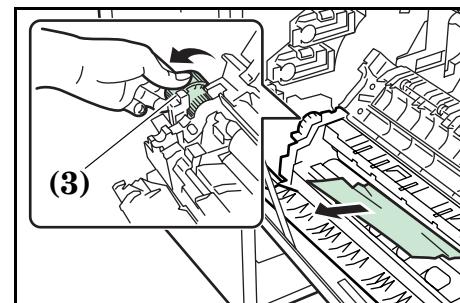
3 Grasp the green handle (shown as (1) in the illustration) on the left cover to the fixing section and open that cover.



4 Open the upper cover to the fixing section.



6 Remove the jammed paper without tearing it. If the paper is difficult to remove at all, turn the green fixing gear (shown as (3) in the illustration) to the left. The misfed paper will be fed out to a location that makes it easier to remove.



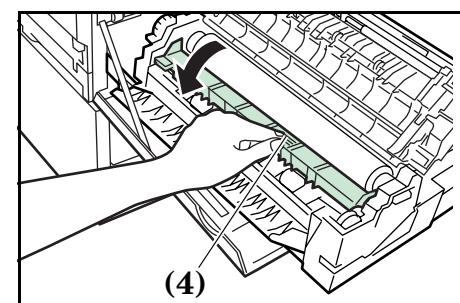
NOTES

- The fixing gear will only turn in the direction indicated in the illustration.
- If the paper does happen to tear, remove any loose scraps from inside the copier.

7 Close all open covers.

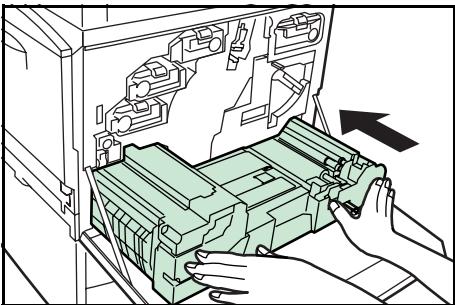
NOTE

Be sure to hold the middle handle (marked with a "B" and shown as (4) in the illustration) when you close the inner cover to the fixing unit.

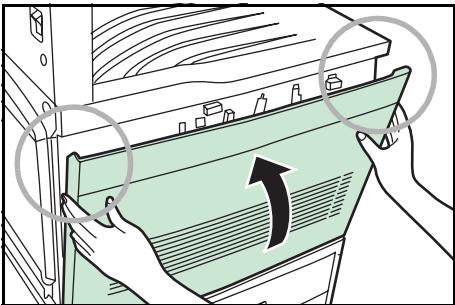


Section 8 TROUBLESHOOTING

8 Replace the paper conveyor unit in its original position in the copier.



9 Close the front cover.



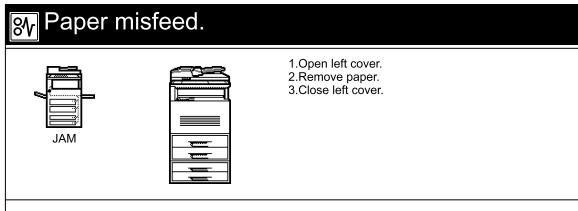
NOTE

Be sure to hold both the left and right sides of the front cover and close it securely.

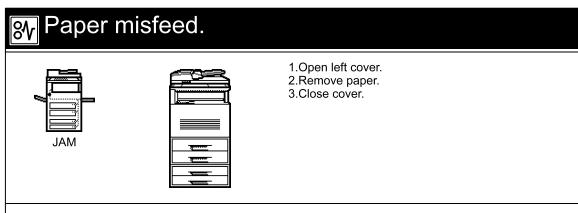
Misfeed inside the left cover or near the copy storage table

If the following display appears, a misfeed has occurred inside the left cover or near the copy storage table. Perform the following procedure to remove the jammed paper.

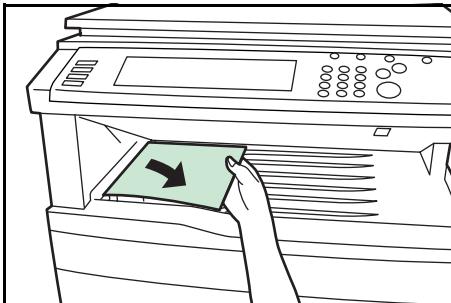
Inch specifications



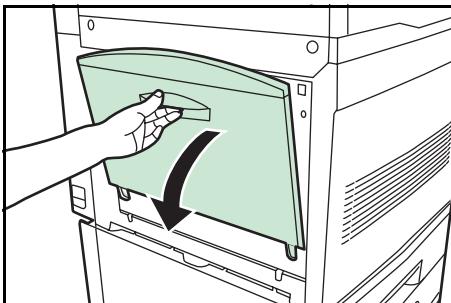
Metric specifications



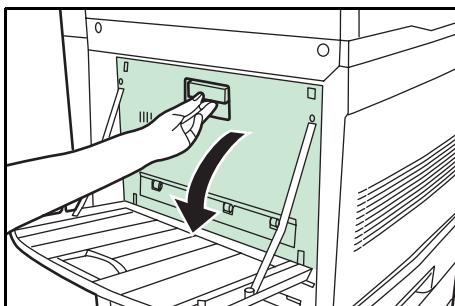
1 Remove all of the copies from the copy storage table.



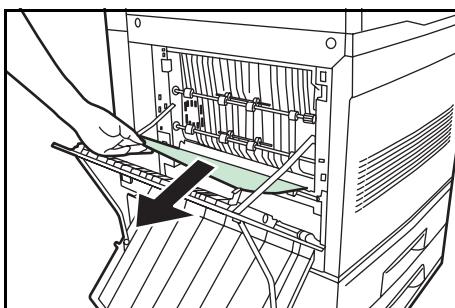
2 Open the left tray.



3 Open the left cover.

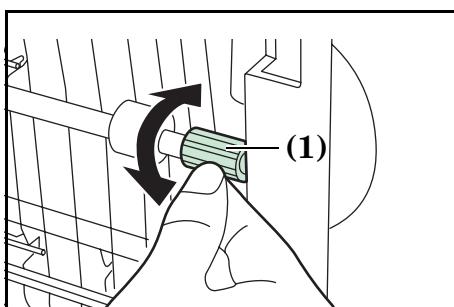


4 Remove the jammed paper without tearing it.



NOTES

- If the paper does happen to tear, remove any loose scraps from inside the copier.
- If the paper is difficult to remove at all, turn the green paper feed dial (shown as (1) in the illustration). The misfed paper will be fed out to a location that makes it easier to remove.

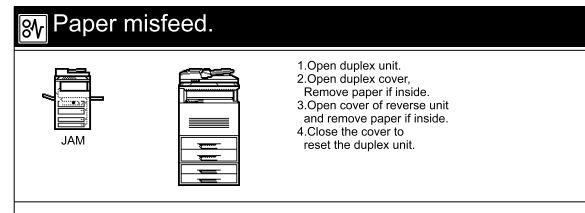


5 Close the left cover.
Close the left tray.

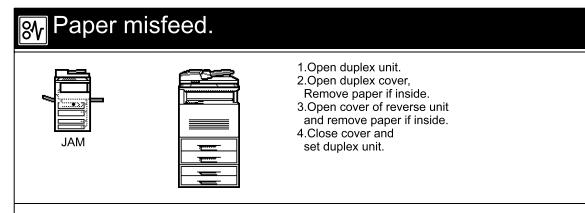
Misfeed in the Duplex Unit (Only in duplex copiers)

If the following display appears, a misfeed has occurred in the Duplex Unit. Perform the following procedure to remove the jammed paper.

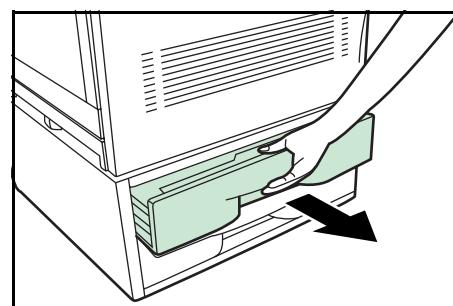
Inch specifications



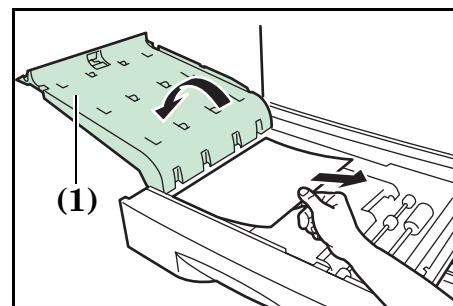
Metric specifications



1 Pull out the Duplex Unit.



2 Open the Duplex Unit cover (shown as (1) in the illustration) and remove the jammed paper without tearing it.

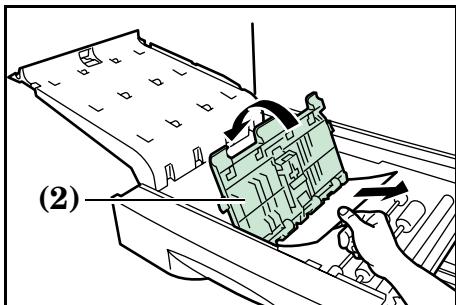


NOTE

If the paper does happen to tear, remove any loose scraps from inside the copier.

Section 8 TROUBLESHOOTING

3 Open the reversing section cover (shown as (2) in the illustration) and remove the jammed paper without tearing it.



NOTE

If the paper does happen to tear, remove any loose scraps from inside the copier.

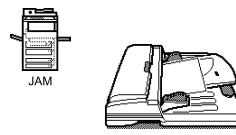
4 Close all open covers and replace the Duplex Unit in its original position in the copier.

Misfeed in the optional Document Processor

If the following display appears, an original has misfed in the Document Processor. In this case, the original set indicator will blink red. Perform the following procedure to remove the jammed original.

Inch specifications

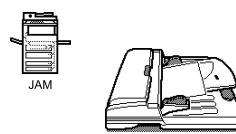
8W Paper misfeed.



1. Open document processor cover.
2. Lift up reversing unit.
3. Turn dial to left.
4. Remove original paper.
5. Close document processor cover.

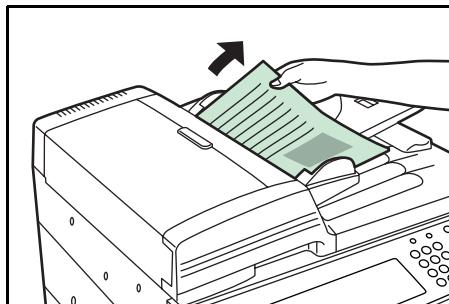
Metric specifications

8W Paper misfeed.

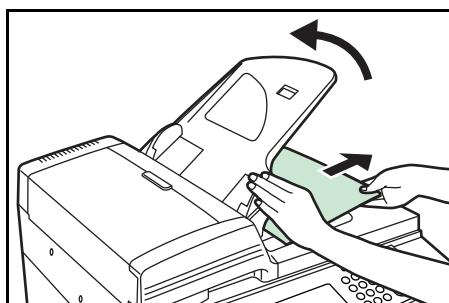


1. Open cover of document processor.
2. Lift reversing unit up.
3. Turn left dial.
4. Remove original paper.
5. Close cover of document processor.

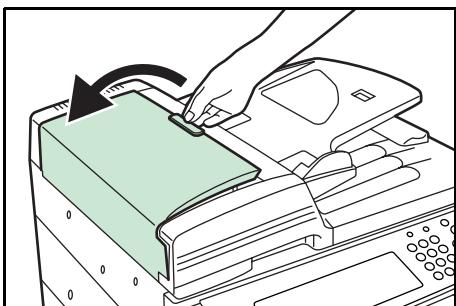
1 Remove all of the originals remaining in the original table.



2 Remove all of the originals that have been ejected onto the original eject.



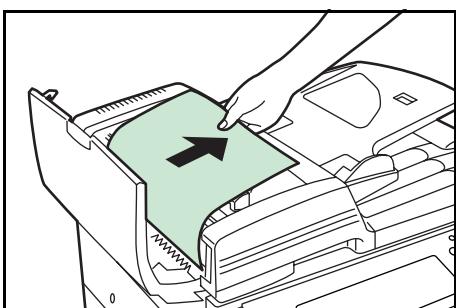
3 Open the left cover to the Document Processor.



NOTE

Be sure to hold the handle in the middle of the cover when opening it.

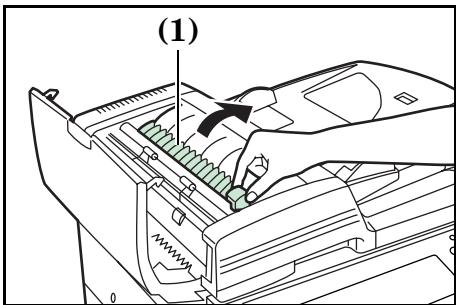
4 If there are any originals there, remove the jammed original without tearing it.



NOTE

If the original does happen to tear, remove any loose scraps from inside the Document Processor.

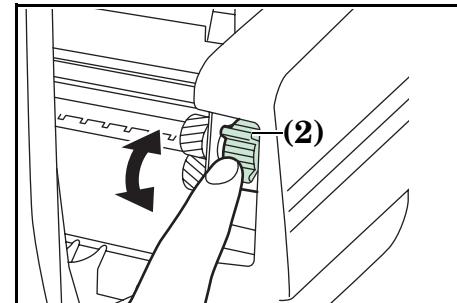
5 Open the paper conveyor cover (shown as (1) in the illustration).



6 If there are any originals there, remove the jammed original without tearing it.

NOTES

- If the original does happen to tear, remove any loose scraps from inside the Document Processor.
- If the original is difficult to remove at all, turn the green original feed dial (shown as (2) in the illustration). The misfed original will be fed out to a location that makes it easier to remove.



7 Close the paper conveyor cover.

8 Close the left cover. The original set indicator should go out. Reset the originals and start copying again.

NOTE

Be sure to hold the handle in the middle of the cover when closing it.

Misfeed in the optional Document Finisher

If a misfeed occurs in the Document Finisher, refer to the Operation Guide for the Document Finisher and remove the jammed paper.

If other trouble occurs

If trouble occurs with your copier, carry out the applicable checkpoints and procedures indicated on the following pages. If the trouble persists, contact your service representative or authorized service center.

Trouble	Checkpoint	Procedure	Reference page
Nothing lights on the operation panel when the power switch is turned ON.	Is the power plug connected to an AC outlet?	Connect the plug to an AC outlet.	---
No copies come out when the [Start] key is pressed.	Is there an error message in the message area of the touch panel?	Check the appropriate response to that message, and perform the corresponding procedure.	8-1
The copies come out blank.	Were the originals set correctly?	When setting originals on the platen, set them face-down and align them with original size indicators. When setting originals in the optional Document Processor, set them face-up	4-1
The copies come out too light.	Is the copier in the auto exposure mode?	In order to adjust the overall exposure level, perform the “Auto exposure adjustment” procedure.	---
	Is the copier in the manual exposure mode?	Adjust the exposure to the correct level using the copy exposure adjustment keys.	4-3
	Is a message that tells you to add toner displayed?	To adjust the overall exposure, change the default value for manual exposure in each image quality mode.	---
	Is the copy paper wet?	Replace the corresponding toner container(s).	9-4
The copies come out too dark.	Is the copier in the auto exposure mode?	In order to adjust the overall exposure level, perform the “Auto exposure adjustment” procedure.	---
	Is the copier in the manual exposure mode?	Adjust the exposure to the correct level using the copy exposure adjustment keys.	4-3

Trouble	Checkpoint	Procedure	Reference page
A moiré pattern (the phenomenon where the dots do not appear to be lined up properly but seem to be grouped together in patterns) appears on the copies.	Is the original that you are copying a printed photograph?	Set the image quality to the printed photo mode.	4-4
The color of the originals and the copies seem different.	Are the color adjustment settings correct?	Perform the "Adjusting the color balance" color copy setting.	5-1
		Perform the auto color adjustment procedure.	7-50
The copies are not clear.	Did you select an image quality mode that was appropriate to the original being copied?	Select an appropriate image quality mode.	4-4
The copies are dirty.	Is the platen or the original cover dirty?	Clean the platen and/or the original cover.	9-1
The copies are blurred or faded.	Is the copier being used in an environment of high humidity?	Perform the drum refresh procedure.	7-52
The copy image is skewed.	Were the originals set correctly?	When setting originals on the platen, align them securely with the original size indicator plate. When setting originals in the optional Document Processor, align the original insert guides securely before setting the originals.	4-1
	Was the paper set correctly?	Set paper securely against the guide plates.	3-1
Paper jams occur often.	Is the copy paper loaded properly in the drawer[cassette]?	Load the paper properly.	3-1
		Depending upon the type and condition of the copy paper, finished copies can curl and may be the cause of paper jams. Remove the paper from the drawer[cassette], turn it over, and set it in the drawer[cassette] again.	3-1
	Is the copy paper curled, folded over or wrinkled?	Replace the copy paper with new paper.	---
	Is there any jammed paper or loose scraps of paper remaining inside the copier?	Carry out the appropriate procedure to remove the paper.	8-5
	Does the size of the paper actually set in the multi-bypass match the size you selected in the touch panel?	Make sure the size of the paper set in the multi-bypass matches the size you select in the touch panel.	7-47
Black lines appear on copies when copying from the optional Document Processor.	Is the slit glass dirty?	Clean the slit glass.	9-1

Section 9 MAINTENANCE AND OPERATION INFORMATION

Cleaning the copier



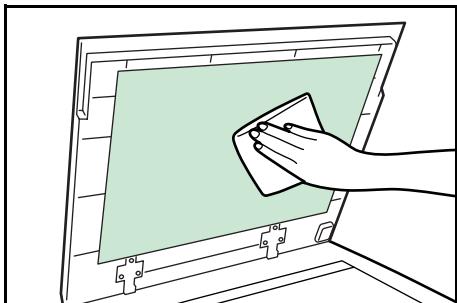
CAUTION

For safety purposes, **ALWAYS** remove the power plug from the outlet when performing cleaning operations.

Cleaning the original cover

Lift open the original cover. Wipe the back side of the original cover with a soft cloth dampened with alcohol or mild detergent.

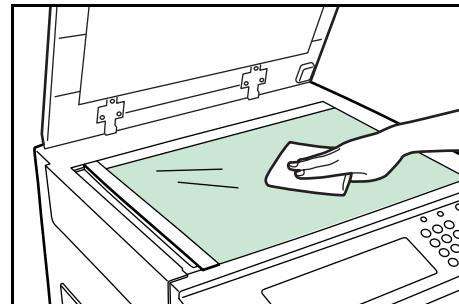
* Never use thinner or other organic solvents to clean the original cover.



Cleaning the platen

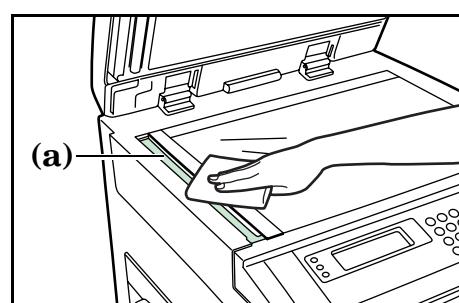
Lift open the original cover. Wipe the platen with a soft cloth dampened with alcohol or mild detergent.

* Never use thinner or other organic solvents to clean the platen.



* If copies appear soiled, such as black lines appearing on the copy image, while using the optional Document Processor, the slit glass (a) is dirty. Wipe the slit glass with a dry cloth or a soft cloth dampened with alcohol.

* Never use water, thinner or organic solvents.

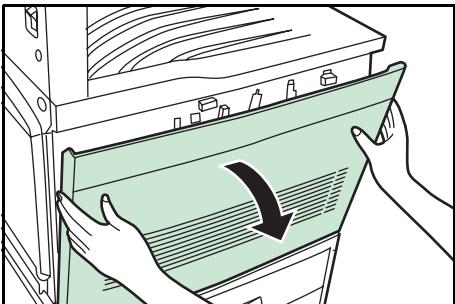


Section 9 MAINTENANCE AND OPERATION INFORMATION

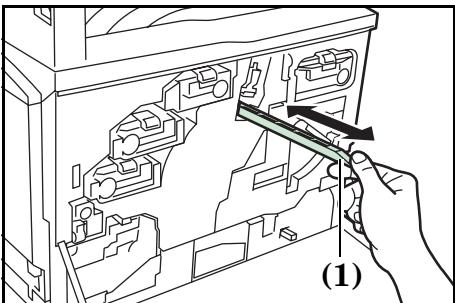
Cleaning the charger

Perform the following cleaning operation on the charger if black lines appear on the copy image.

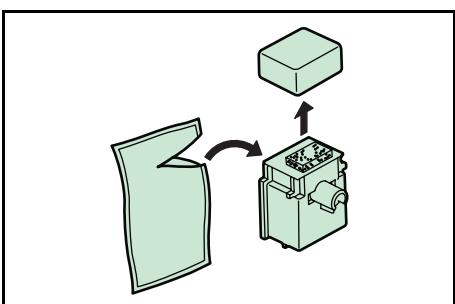
1 Open the front cover.



2 Grasp the green cleaning shaft (1), pull it out slowly as far as it will go and then push it back in all the way. Repeat this step 3 to 5 times.

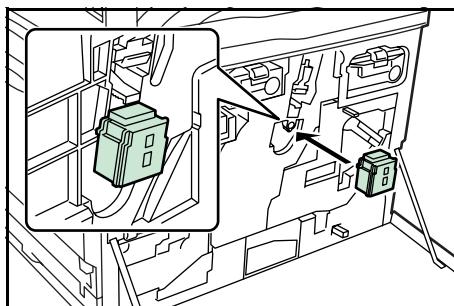


3 Take the supplied grid cleaner out of its package and remove the cap.



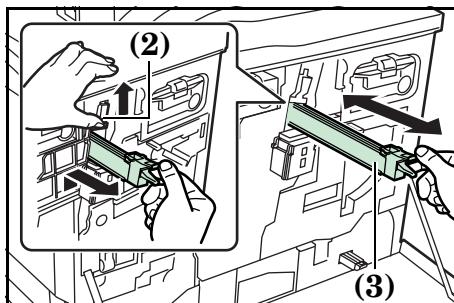
4

With the sponge portion of the grid cleaner up, attach it to the copier as shown in the illustration.



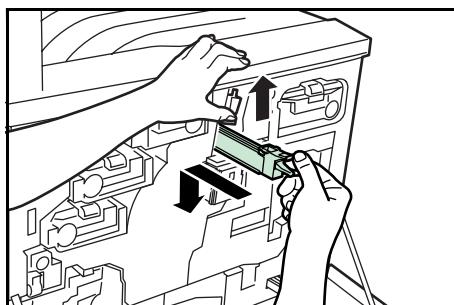
5

Push up on the main charger release lever (2). Lift up slightly on the main charger (3), slowly pull out the main charger as far as it will go and then push it back in all the way. Repeat this step 2 to 3 times.



6

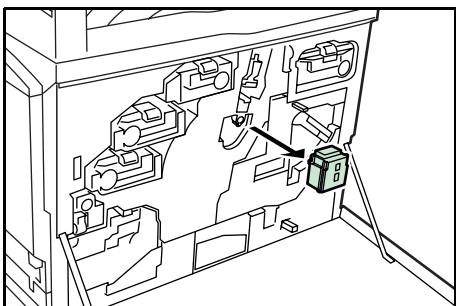
Lift up on the main charger release lever and push the main charger back into its original position in the copier.



NOTE

The sponge portion of the grid cleaner contains fluid. Perform the cleaning operation as quickly as possible to prevent it from drying out.

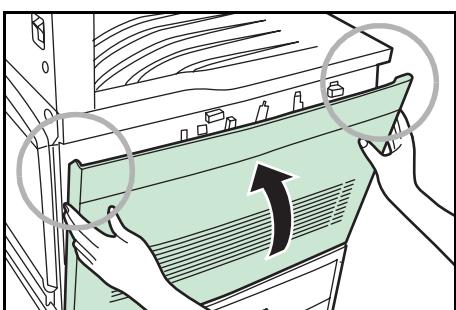
7 Remove the grid cleaner.



NOTE

DO NOT attempt to reuse the grid cleaner after it is used once.

8 Close the front cover.



NOTE

Be sure to hold both the left and right sides of the front cover and close it securely.

Replacing the toner containers

This copier uses 4 colors of toner (yellow, cyan, magenta and black).

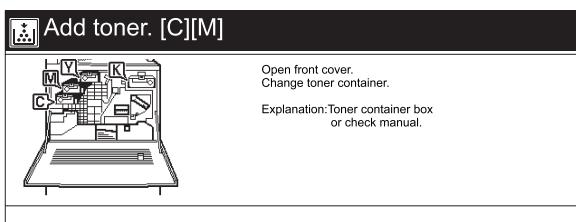
When "Toner will be empty soon." appears in the message area of the touch panel, you will soon need to replace the indicated toner container. Make sure you have the appropriate replacement toner container ready. Once "Add toner" appears, the machine will stop operation. Replace the indicated toner container at this time.



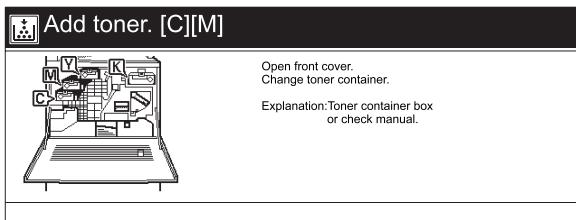
IMPORTANT!

- Only replace the toner containers when "Add toner" appears in the message area of the touch panel.
- A waste toner box is included with each Toner Kit. These boxes should be saved so they can be used when the message appears telling you to change the box.
- When replacing a toner container, do not leave any items such as floppy disks, etc., nearby.

Inch specifications



Metric specifications



! CAUTION

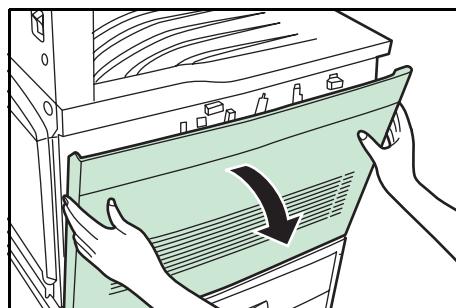
DO NOT attempt to incinerate the toner containers or the waste toner box. Dangerous sparks may cause burns.

! CAUTION

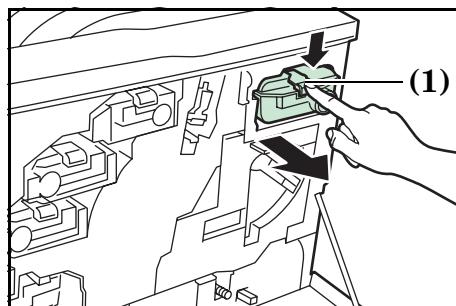
DO NOT attempt to force open or destroy the toner containers or the waste toner box.

The illustrations in the following procedure will show replacement of the black toner container.

- 1 Open the front cover.



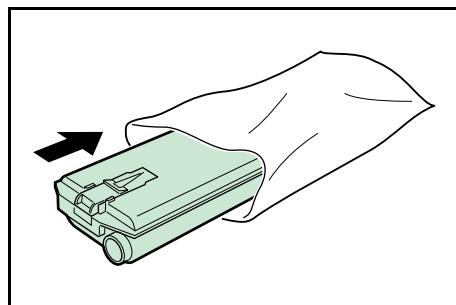
- 2 Hold the toner container release lever (1) down and pull the old container out.



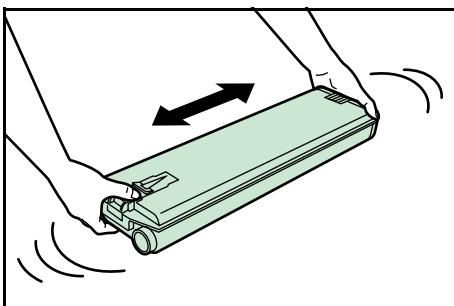
IMPORTANT!

Do not tilt the old container.

- 3 Insert the old container into the supplied disposable plastic bag.



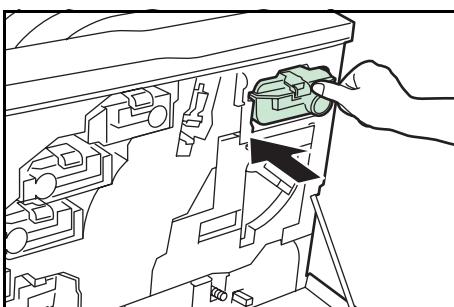
4 Shake the new toner container 5 times or more from side to side.



IMPORTANT!

 If you install the toner container in the copier without shaking it sufficiently, an error may occur due to incomplete toner replenishment.

5 Insert the new container into the copier.
Once it is inserted properly, the new container will lock into place.



Follow this same procedure and replace the other toner containers, as necessary.

6 Close the front cover.



NOTE

 Be sure to hold both the left and right sides of the front cover and close it securely.

After use, **ALWAYS** dispose of the toner containers and the waste toner box in accordance with Federal, State and Local rules and regulations.

Replacing the waste toner box

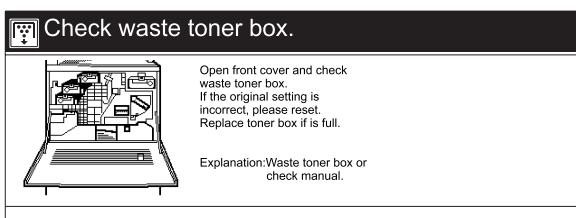
When "Check waste toner box." appears in the message area of the touch panel, replace the waste toner box.



IMPORTANT!

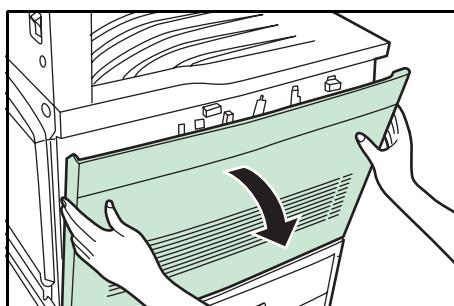
Only replace the waste toner box when the message appears telling you to do so.

Inch specifications



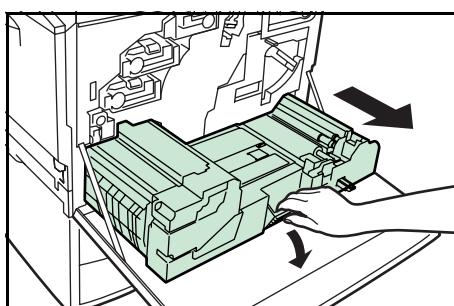
1

Open the front cover.

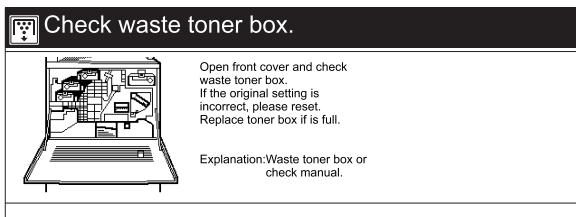


2

Operate the paper conveyor release lever and pull the paper conveyor out towards you as far as it will go.



Metric specifications



! CAUTION

DO NOT attempt to incinerate the toner containers or the waste toner box. Dangerous sparks may cause burns.

! CAUTION

DO NOT attempt to force open or destroy the toner containers or the waste toner box.

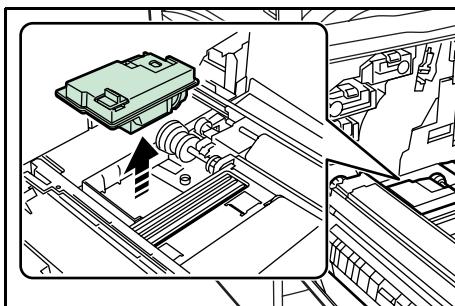
! WARNING

High voltage is present in the charger section. Take sufficient care when working in this area, as there is a danger of electrical shock.

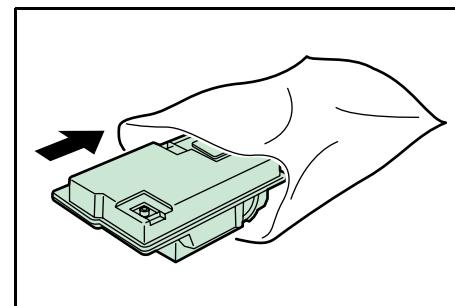
! CAUTION

The copier's fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

3 Remove the waste toner box from the copier.



5 Insert the old box into the supplied disposable plastic bag.



IMPORTANT!

DO NOT turn the waste toner box upside down after you remove it from the copier.



CAUTION

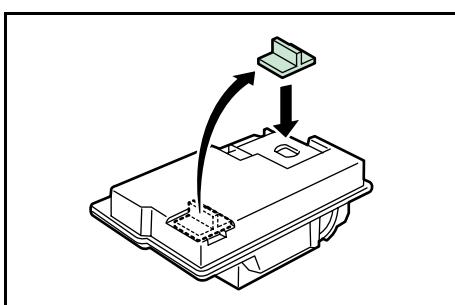
DO NOT attempt to incinerate the toner containers or the waste toner box. Dangerous sparks may cause burns.



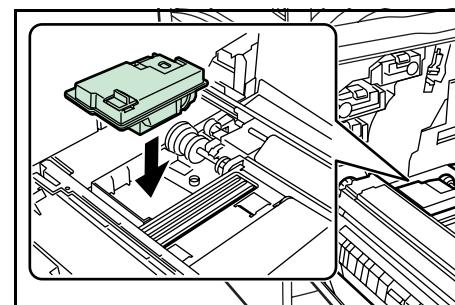
CAUTION

DO NOT attempt to force open or destroy the toner containers or the waste toner box.

4 Use the cap that is located on top of the waste toner box to seal to the opening in the box.

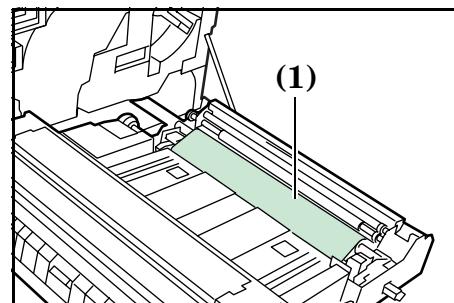


6 Set the new waste toner box into the copier.



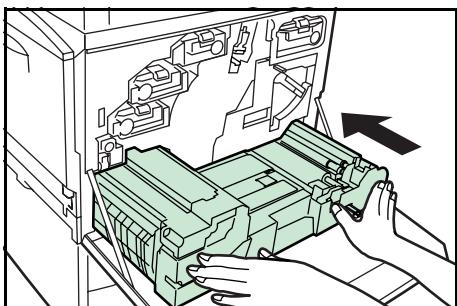
IMPORTANT!

- Do not close the cap to the opening of the new waste toner box. This may cause mechanical trouble in the copier.
- DO NOT touch the transfer roller (1) that is located to the right of the paper conveyor section. Touching it may cause subsequent copies to come out dirty.



Section 9 MAINTENANCE AND OPERATION INFORMATION

7 Check that the waste toner box is set properly in the copier and push the paper conveyor back into the copier.



8 Close the front cover.



NOTE

Be sure to hold both the left and right sides of the front cover and close it securely.

After use, **ALWAYS** dispose of the toner containers and the waste toner box in accordance with Federal, State and Local rules and regulations.

Specifications

Main Body

Type	Desktop
Original table	Fixed type
Copying system	Indirect electrostatic, internal transference drum
Acceptable originals	Sheets of paper, books and 3-dimensional objects (Maximum size: 11" x 17" [A3])
Acceptable copy paper sizes	Drawers[cassettes]: 11" x 8 1/2", 8 1/2" x 14", 11" x 17", A5R, B5R, A4, B4 (257 mm x 364 mm) and A3 Multi-bypass tray: 5 1/2" x 8 1/2", 8 1/2" x 11", 11" x 8 1/2", 8 1/2" x 13", 8 1/2" x 14", 11" x 17", 12" x 18", A6R, B6R, A5R, B5, A4R, A4, B4 (257 mm x 364 mm), A3, A3 wide (305 mm x 457 mm, metric specification copiers) and Folio (metric specification copiers) During 2-sided copying: 11" x 17" [A3] - 11" x 8 1/2" [A5R] Print margin loss: 0. 5 mm - 5.5 mm
Copying speed	11" x 8 1/2" [A4] size original at 100% (1:1) magnification ratio: 8 copies/min. (full color); 31 copies/min. (monochrome) 11" x 8 1/2" [A4] size original during 2-sided copying: 8 copies/ min. (full color); 21 copies/ min. (monochrome) 11" x 17" [A3] size original during 2-sided copying: 4 copies/ min. (full color); 7.5 copies/ min. (monochrome)
Warm-up time	Within 180 secs. (at room temperature of 73.4°F/23°C, humidity 60%)
First copy speed	Full color: Within 24.5 secs. Monochrome or monocolor: Within 10.8 secs.
Available magnification ratios	Any 1% increment between 25% and 400% or standard pre-set ratios
Memory	Standard copiers: 256 MB of Bitmapping memory Duplex copiers: 256 MB of Bitmapping memory and 20 GB of image storage memory
Resolution	Reading: 600 x 600 dpi Writing: 600 x 600 dpi
Paper feed system	<Automatic feeding from drawers[cassettes]> Standard copiers: Two 500-sheet capacity drawers[cassettes] [60 g/m ² - 90 g/m ²] Duplex copiers: One 500-sheet capacity drawer[cassette] [60 g/m ² - 90 g/m ²] <Manual feed from the multi-bypass tray> 150-sheet capacity [60 g/m ² - 90 g/m ²]
Acceptable copy paper	<Weight> Drawers[cassettes]: 60 g/m ² - 90 g/m ² Duplex Unit: 60 g/m ² - 90 g/m ² Multi-bypass tray: 60 g/m ² - 220 g/m ² <Types> Drawers[cassettes]: Standard copy paper, color paper Duplex Unit: Standard copy paper, color paper Multi-bypass tray: Standard copy paper, special paper (Color paper, OHP transparencies, etc.) and envelopes [only available when the optional printer functions are used]
Continuous copying	1 - 999 sheets
Light source	Rare gas lamp
Developing system	Dry dual-element process
Fixing system	Heat roller
Cleaning system	Blade and fur brush
Photoconductor	a-Si (amorphous silicon)

Section 9 MAINTENANCE AND OPERATION INFORMATION

Standard functions and modes	Color balance adjustment, Color hue adjustment, One-touch image quality adjustment, Mono-color mode, Gloss mode, Auto paper selection mode, Image quality selection, Auto magnification selection mode, Zoom mode, Preset zoom mode, XY zoom mode, 2-sided copy modes ^{*1} , Page separation/Split copy modes, Margin mode, Centering/Image shift mode, Memo mode ^{*2} , Border erase modes, Combine/Merge Copy modes, Print page numbers mode ^{*2} , Poster mode ^{*2} , Booklet/Stitching mode ^{*1} , Book to Booklet mode ^{*1} , Sort/Finished mode ^{*2} , Auto rotation function, Cover mode ^{*2} , Transparency + backing sheet mode ^{*2} , Invert mode, Mirror image mode, Proof mode ^{*2} , Repeat copy mode ^{*2} , Batch scanning mode ^{*2} , Color/BW selection mode ^{*2} , Eco print mode, Program function, Job build mode ^{*2} , Copy management mode ^{*2} , Language selection function
	^{*1} : Only available in duplex copiers
	^{*2} : Requires the optional Memory Copy Board in standard copiers
Power source.....	120V AC, 60 Hz, 12 A 220V – 240V AC, 50/60 Hz, 6 A
Dimensions (W) × (D) × (H)	23 1/4" × 23 1/16" × 34 5/16" 590 mm × 585 mm × 870 mm
Weight.....	Approx. 253 lbs. / Approx. 115 kg (standard copiers) Approx. 261.8 lbs. / Approx. 119 kg (duplex copiers)
Noise emission.....	≤ 70 dB(A)
Required space (W) × (D)	50 3/4" × 23 1/16" 1288 mm × 585 mm
Optional equipment	Document Processor, Paper Feeder, Document Finisher, Memory Copy Board ^{*3} , Key Counter, Printer Kit, Fax Kit and Network Scanner Kit
	^{*3} : Standard equipment in duplex copiers

(Specifications are subject to change without notice.)

Document Processor (option)

Original feed system	Automatic feeding
Acceptable originals	Sheets of paper
Original sizes	Max.: 11" × 17" / A3 Min.: 5 1/2" × 8 1/2" / A5R
Original paper weight	One-sided originals: 35 g/m ² – 160 g/m ² Two-sided originals: 50 g/m ² – 120 g/m ²
Acceptable number of originals	100 sheets (smaller than 11" × 8 1/2" [A4] size, between 50 g/m ² and 80 g/m ²) 70 sheets (larger than 8 1/2" × 14" [B4] size, between 50 g/m ² and 80 g/m ²)
Power source	Via electrical connection to the copier
Dimensions (W) × (D) × (H)	21 13/16" × 18 13/16" × 5 7/16" 553 mm × 478 mm × 137 mm
Weight	Approx. 23.1 lbs. / Approx. 10.5 kg

(Specifications are subject to change without notice.)

Document Finisher (option)

Number of trays

Sort tray: 1, Non-sort tray: 1

Tray capacity

Inch specifications

Sort tray (75 g/m² weight paper)

- When NOT stapling — 11" × 17", 8 1/2" × 14": 1500 sheets / 8 1/2" × 11", 11" × 8 1/2": 3000 sheets
- When stapling 2 copies — 11" × 17": 450 sheets / 8 1/2" × 14": 600 sheets / 8 1/2" × 11": 700 sheets / 11" × 8 1/2": 850 sheets
- When stapling 3 – 4 copies — 11" × 17": 400 sheets / 8 1/2" × 14": 700 sheets / 8 1/2" × 11": 750 sheets / 11" × 8 1/2": 800 sheets
- When stapling 5 – 10 copies — 11" × 17": 500 sheets / 8 1/2" × 14": 800 sheets / 8 1/2" × 11", 11" × 8 1/2": 900 sheets
- When stapling 11 – 20 copies — 11" × 17": 950 sheets / 8 1/2" × 14": 1000 sheets / 8 1/2" × 11", 11" × 8 1/2": 1200 sheets
- When stapling 21 – 29 copies — 11" × 17": 1400 sheets / 8 1/2" × 14": 1500 sheets
- When stapling 21 – 50 copies — 8 1/2" × 11", 11" × 8 1/2": 3000 sheets
- When stapling 30 copies — 11" × 17", 8 1/2" × 14": 1500 sheets

Non-sort tray: 11" × 17", 8 1/2" × 14": 150 sheets / 11" × 8 1/2", 8 1/2" × 11": 250 sheets

* When using 75 g/m² weight paper

Metric specifications

Sort tray (80 g/m² weight paper)

- When NOT stapling — A3, B4 (257mm × 364mm): 1500 sheets / A4R, A4: 3000 sheets
- When stapling 2 copies — A3, B4 (257mm × 364mm): 300 sheets / A4R, A4: 750 sheets
- When stapling 3 – 4 copies — A3, B4 (257mm × 364mm): 300 sheets / A4R, A4: 700 sheets
- When stapling 5 – 10 copies — A3, B4 (257mm × 364mm): 500 sheets / A4R, A4: 850 sheets
- When stapling 11 – 20 copies — A3, B4 (257mm × 364mm): 800 sheets / A4R, A4: 1100 sheets
- When stapling 21 – 29 copies — A3, B4 (257mm × 364mm): 1300 sheets
- When stapling 21 – 49 copies — A4R: 2700 sheets / A4: 3000 sheets
- When stapling 30 copies — A3, B4 (257mm × 364mm): 1500 sheets
- When stapling 50 copies — A4R, A4: 3000 sheets

Non-sort tray: A3, B4 (257 mm × 364 mm), Folio: 150 sheets / A4, A4R, A5R, A6R: 250 sheets

* When using 80 g/m² weight paper

Paper weight

When ejected onto the subtray: 60 g/m² - 200 g/m²

When ejected onto the main tray: 60 g/m² - 160 g/m²

When stapling or punching: 60 g/m² - 160 g/m²

Stapling capacity

A3, B4 (257 mm × 364 mm), 11" × 17", 8 1/2" × 14": 30 sheets /

A4, A4R, 11" × 8 1/2", 8 1/2" × 11": 50 sheets

* When using 75 g/m² – 80 g/m² weight paper

* When the color copy or color copy paper is selected, the stapling capacity may be reduced.

Power source

Via electrical connection to the copier

Dimensions (W) × (D) × (H)

27 1/8" × 23 9/16" × 39 7/8"

688 mm × 1010 mm × 598 mm

Weight

Approx. 110 lbs. / Approx. 50 kg

(Specifications are subject to change without notice.)

Section 9 MAINTENANCE AND OPERATION INFORMATION

Paper Feeder (option)

Paper feed system	Automatic feeding from 2 drawers[cassettes] (250-sheet [60 g/m ² – 90 g/m ²] capacity each)
Acceptable copy paper sizes	11" × 17" [A3], 11" × 14" [B4] (257 mm × 364 mm), 11" × 8 1/2" [A4], 8 1/2" × 11" [A4R], B5R and A5R
Acceptable copy paper	<Weight> 60 g/m ² – 90 g/m ² <Types> Standard copy paper and color paper
Power source	Via electrical connection to the copier
Dimensions (W) × (D) × (H)	22 1/16" × 22 3/8" × 7 3/4" 560 mm × 567 mm × 197 mm
Weight	Approx. 33 lbs. / Approx. 15 kg

(Specifications are subject to change without notice.)

Environmental specifications

- Recovery time from the Low Power mode.....30 Sec.
- Transition time from the Low Power mode
(at time of purchase).....15 min.
- Transition time from the Off and Sleep modes
(at time of purchase).....60 min.

2-sided copy function

- Standard in duplex copiers. Not available in standard copiers.

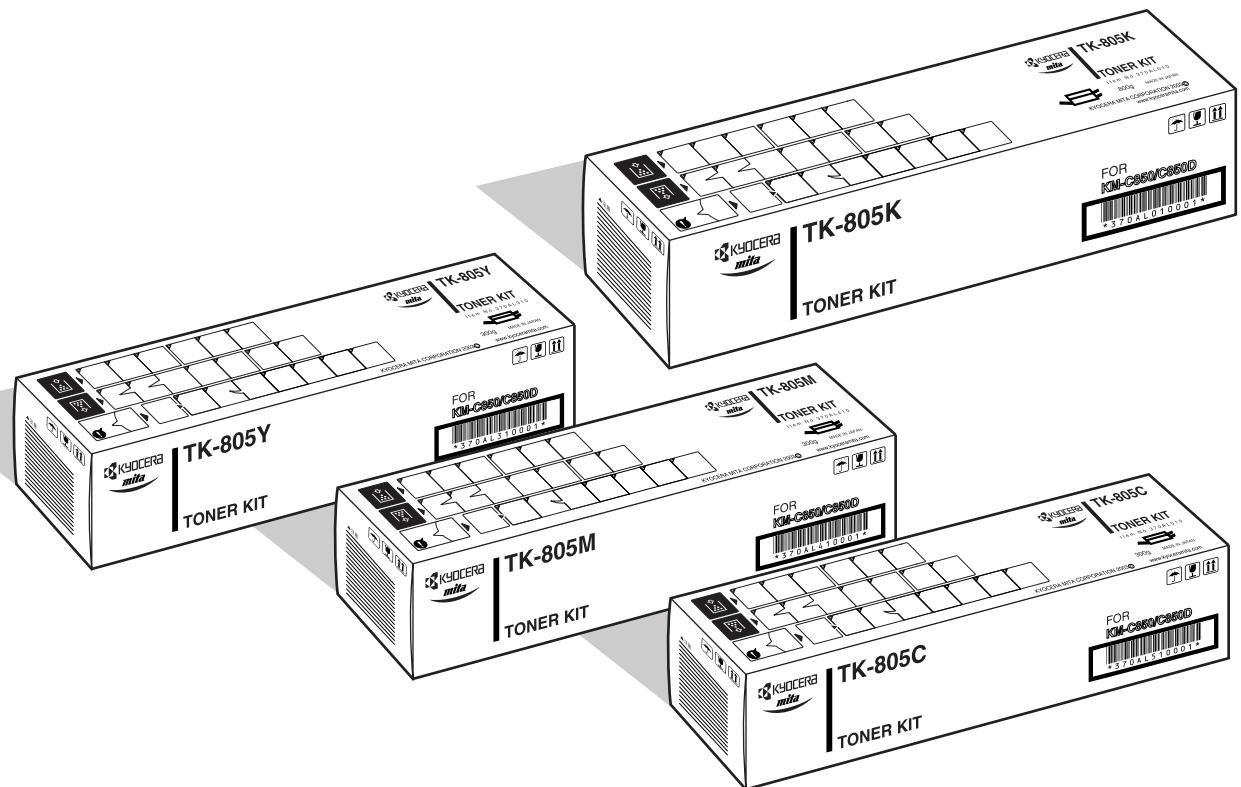
Paper feed

- Recycled paper made from 100% recycled pulp may be used with this product.

MEMO

MEMO

For best copy results and machine performance, we recommend that you use only KYOCERA MITA original supplies for your KYOCERA MITA copier.



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