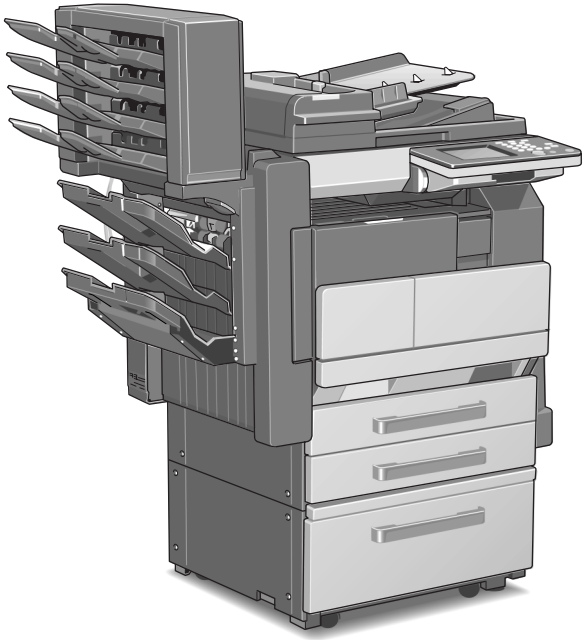
MINOLTA

User Manual

[Basic Operations]

The essentials of imaging

Di2010/Di2510/Di3010/Di3510



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Advanced Operations

Read the User Manual: Advanced Operations for the following items.

1 **Introduction**

2 **Safety Information**

3 **Precautions**

4 **Auxiliary Functions**

5 **Utility Mode Operations**

6 **Administrator Management Operations**

7 **Appendix**

8 **Index**

1 Introduction

1.1 Introduction

Structure of the Manual

This User Manual is divided into two parts: the Advanced Operations volume and the Basic Operations volume.

The Advanced Operations volume of this User Manual contains precautions on the use of this copier. Be sure to read this volume before using the machine.

The Basic Operations volume of the User Manual contains information on the many functions available. After reading the User Manual, be sure to store it in a safe place for future reference.

- Advanced Operations volume of the User Manual
  This volume provides precautions for using the machine, descriptions on the Auxiliary functions and the functions for use by the administrator (Utility Mode and Administrator Management operations) and machine specifications.
- Basic Operations volume of the User Manual
  This volume contains precautions for using the machine and descriptions of the procedures for basic operations, replacing parts and supplies, and trouble-shooting. The Basic Operations volume is a quick reference for immediate use of the copier.

1.2 Explanation of Manual Conventions

The marks and text formats used in this manual are described below.

WARNING

Failure to observe instructions highlighted in this manner may result in fatal or critical injuries.

➜ Observe all warnings in order to ensure safe use of the copier.

CAUTION

Failure to observe instructions highlighted in this manner may result in serious injuries or property damage.

➜ Observe all cautions in order to ensure safe use of the copier.

...

Note*

*(*May also appear as "Important" or "Tip")*

Text highlighted in this manner contains useful information and tips to ensure safe use of the copier.

1 The number 1 as formatted here indicates the first step of a sequence of actions.

2 Subsequent numbers as formatted here indicate subsequent steps of a sequence of actions.

? *Text formatted in this style provides additional assistance.*

➜ Text formatted in this style describes the action that will ensure the desired results are achieved.

An illustration inserted here shows what operations must be performed.

[Copy] key

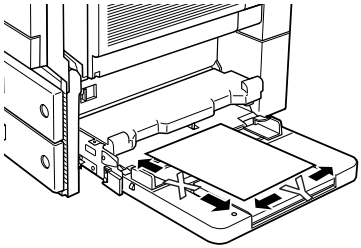
The names of keys on the control panel are written as shown above.

1.3 Explanation of Basic Concepts and Symbols

The use of words and symbols in this manual are explained below.

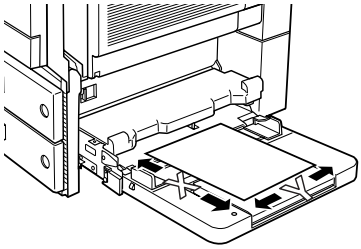
“Width” and “Length”

Whenever paper dimensions are mentioned in this manual, the first value always refers to the width of the paper (shown as “Y” in the illustration) and the second to the length (shown as “X”).



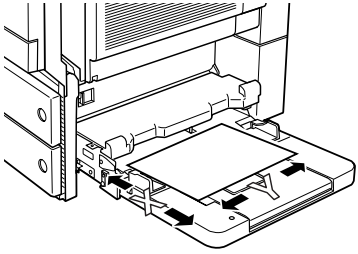
Lengthwise

If the width (Y) of the paper is shorter than the length (X), the paper has a vertical or portrait orientation, indicated by either “L” or .



Crosswise

If the width (Y) of the paper is longer than the length (X), the paper has a horizontal or landscape orientation, indicated by either “C” or .



Portrait and Landscape

Portrait

With the “portrait” orientation, the paper is vertical, like a portrait.

Landscape

With the “landscape” orientation, the paper is horizontal, like a landscape.

Display Icons

Plain paper

Thick paper

Overhead projector transparencies

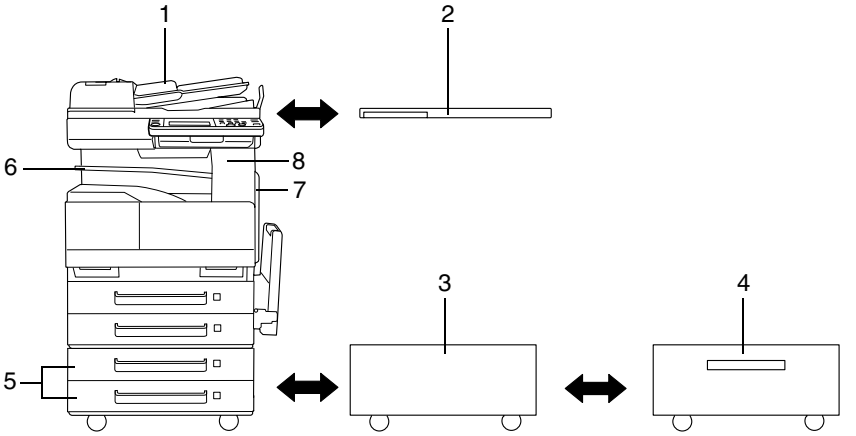
Envelope

Paper Supply Icons

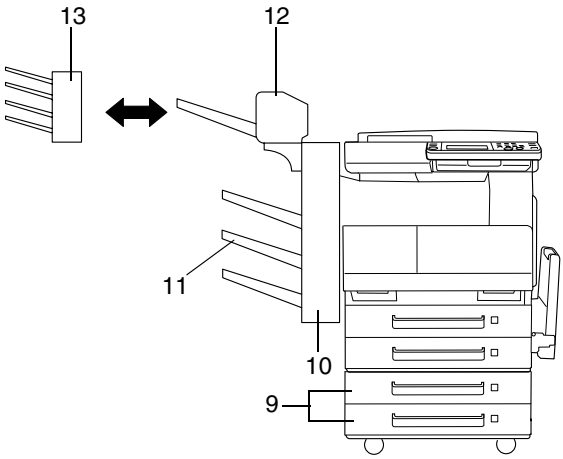
The icons shown below may appear, indicating that no more paper remains.

The paper is empty.

1.4 Components and Their Functions



No.	Part Name	Description
1	Duplexing Document Feeder AFR-19 (optional)	Automatically feeds one document sheet at a time for scanning, and automatically turns over double-sided documents for scanning. Referred to as the “duplexing document feeder” throughout the manual.
2	Original Cover Kit OC-6 (optional)	Presses down on the loaded document to keep it in place Referred to as the “original cover” throughout the manual.
3	Copy Desk CD-4M (optional)	The copier can be placed on the copy desk. Using the copy desk allows the copier to be set up on the floor. Referred to as the “copy desk” throughout the manual.
4	Large Capacity Cabinet PF-122 (optional)	A large-capacity paper supply cassette that can supply 2,500 sheets of paper. • Can only be used with the Di2510/Di3010/Di3510. Referred to as the “large capacity cabinet” throughout the manual.
5	2 Way Paper Feed Cabinet PF-210 (optional)	A two-level paper supply tray. Each paper supply tray can hold up to 500 sheets of paper. Referred to as the “paper feed cabinet” throughout the manual.
6	Job Separator JS-203 (optional)	Allows printed pages to be separated. Pull the lever when taking out the paper. • In order to use the job separator, the switchback unit must be installed.
7	Duplex Unit AD-16 (Option for the Di2010 only)	Automatically turns the pages over, and prints on both sides. Referred to as the “duplex unit” throughout the manual. When using the duplex unit, the switchback unit is required.
8	Switchback Unit SB-1 (Option for the Di2010 only)	When copying to both sides of a page, this turns over the paper. Required when using the duplex unit.

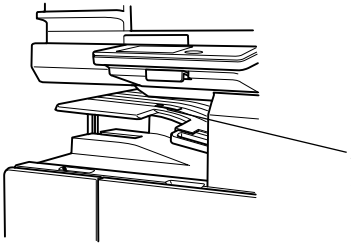


No.	Part Name	Description
9	Paper Feed Cabinet PF-124 (optional)	Equipped with a paper drawer that can supply 500 sheets of paper, for upper paper feed unit only. Referred to as the “paper feed cabinet” throughout the manual.
10	Built in Finisher FN-117 (optional)	Finishes printed pages according to the selected finishing mode (sorting or stapling), then feeds out the pages. Referred to as the “finisher” throughout the manual.
11	Additional Bin Kit AK-1 (optional)	If this option is attached to the finisher, the bins for separating printed pages increases. Referred to as the “3rd paper output tray” throughout the manual.
12	Saddle Kit SK-1 (optional)	If this option is attached to the finisher, stapling, hole-punching, creasing and booklet-printing are available as Finishing settings. Referred to as the “saddle kit” throughout the manual.
13	Mail Bin Kit MK-1 (optional)	If this option is attached to the finisher, the printed pages can be divided and fed into the appropriate bin assigned to a specific individual or group. • This option can only be used with computer printouts. Referred to as the “mail bin kit” throughout the manual.
14	Punch Kit PK-6 (optional)*	If this option is attached to the finisher, hole-punching is possible. Referred to as the “punch kit” throughout the manual.
15	32 MB/64 MB/128 MB Memory M32-4/M64-2/M128-3 (optional)*	Increases the memory of the copier to as much as 192 MB. (64 MB standard memory + 32/64/128 MB expanded memory) By expanding the memory, the number of pages that can be stored in the memory can be increased. Referred to as the “expansion memory” throughout the manual.

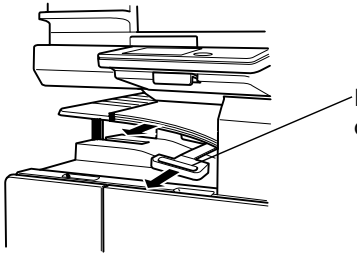
No.	Part Name	Description
16	Hard Disk Drive Kit HDD-6 (optional)*	Allows more pages to be stored. Increases the number of pages that can be scanned. Additionally, can scan multiple jobs. • To install the function expansion Hard Disk Drive Kit HDD-6, optional printer controllers Pi3505e or Pi3505e/PS are required. Referred to as the “hard disk” through out the manual.
17	Printer Controller Pi3505e, Pi3505e/PS (optional)*	An internal printer controller. This allows this copier to be used as a computer printer. For more details, refer to the manual of the printer controller.
18	Internet Fax & Network Scan Kit SU-3 (optional)*	An internal Internet Fax & Network Scan Kit. You can use this copier as a network scanner or as an Internet fax machine. For more details, refer to the Scanner Mode User Manual.
19	Network Scan Kit SU-2 (optional)*	An internal Network Scan Kit. You can use this copier as a network scanner. For more details, refer to the Scanner Mode User Manual.
20	Network Interface Card NC-4 (optional)*	Required when using this copier as a printer, scanner, or as an Internet fax machine. For more details, refer to the Scanner Mode User Manual or the Printer Controller Manual.

* The internal options are not shown.

How to use the Job Separator (JS-203)?



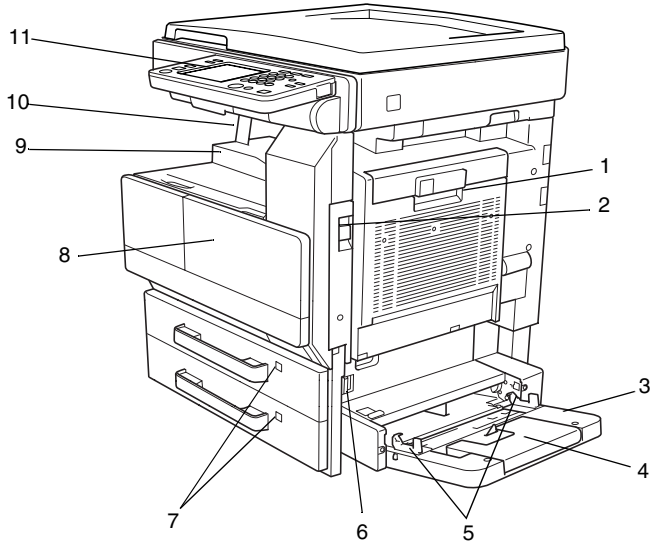
Allows printed pages to be separated.



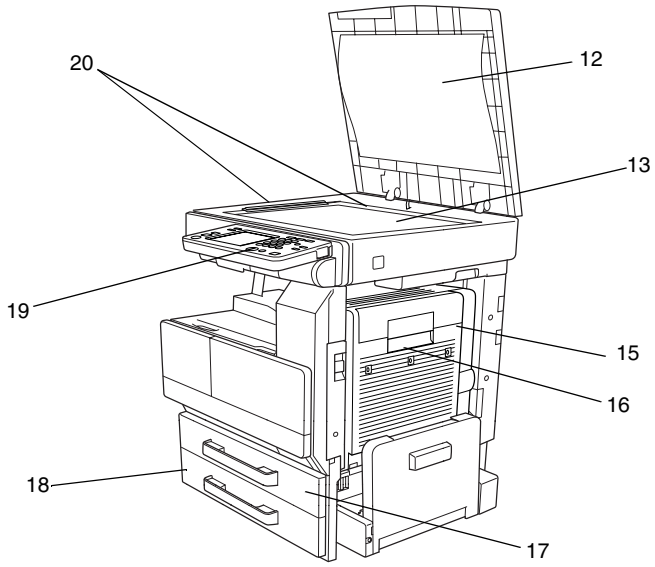
Pull the lever when taking out the paper.

1.5 Part Names and Their Functions

Copier

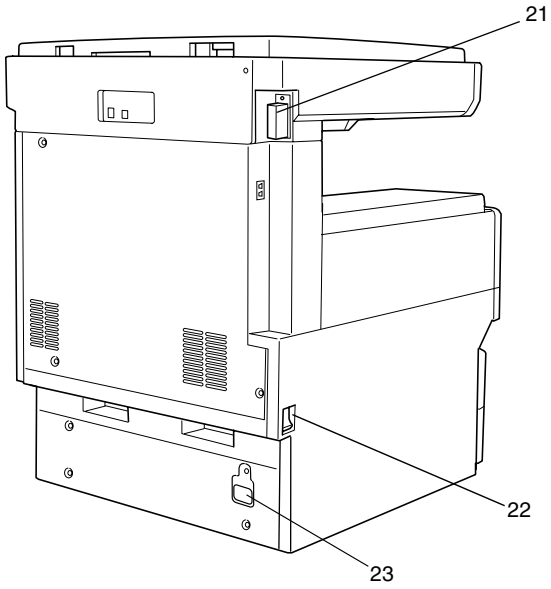


No.	Part Name	Description
1	Right-side door	Opened when clearing paper misfeeds.
2	Right-side door release lever	Used to open the right-side door.
3	Multiple bypass tray	Used for manual feeding paper for making copies and printouts. Can be loaded with 150 sheets of paper. Can be loaded with special paper. → page 5-12
4	Tray extension	Open the tray extension when loading large-sized paper.
5	Paper guide	Adjust to the width of the paper.
6	Release lever	Opened when clearing paper misfeeds.
7	Paper supply indicator	As the amount of paper in the paper drawer decreases, the area that appears in red increases.
8	Front door	Opened when replacing the toner bottle. → page 8-3
9	Paper output tray	Collects printed pages fed out of the copier facing down.
10	Paper stopper	Prevents printed pages from falling out of the paper output tray. Used when the optional sorter is installed.
11	Touch panel	Liquid crystal display in the control panel. Used to specify various copy settings and program or change functions.



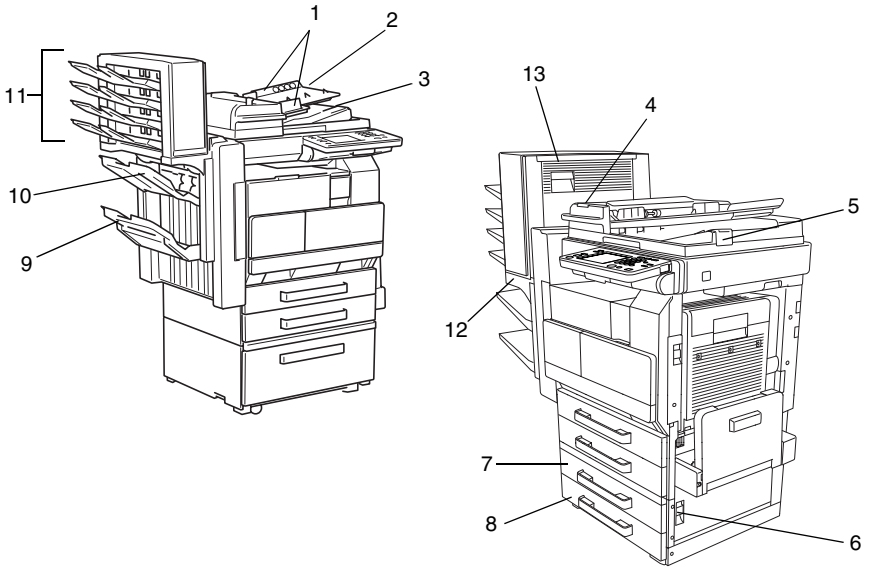
No.	Part Name	Description
12	Document pad	Presses down on the document positioned on the original glass.
13	Original glass	When manually feeding the document, place it on the glass so the document can be scanned. Place the document face down on the glass.
14	Switchback unit * (Option for the Di2010 only)	Built into the printer to turn over the paper when printing double-sided pages.
15	Duplex unit (Option for the Di2010 only)	Turns over printed pages, allowing double-sided pages to be printed automatically. When using the duplex unit, the switchback unit is required. Referred to as the “duplex unit” throughout the manual.
16	Duplex unit door	Opened when clearing a paper misfeed within the duplex unit.
17	1st paper drawer	Holds up to 500 sheets of paper. The paper size can be adjusted freely. → page 5-10
18	2nd paper drawer	Holds up to 500 sheets of paper. The paper size can be adjusted freely. → page 5-10
19	Control panel	Used to start copying or to specify various settings.
20	Document scales	Used to align the document.

* The internal options are not shown.



No.	Part Name	Description
21	Duplexing Document Feeder connector	Used for connecting the duplexing document feeder hookup cord.
22	Power switch	Used to turn the copier on and off. → page 3-10
23	Power cord socket	Used for connecting the printer's power cord.

Options



Duplexing Document Feeder

No.	Part Name	Description
1	Document guides	Adjust to the width of the document.
2	Document feed tray	Load the documents to be copied face up.
3	Document output tray	Collects documents that have been copied.
4	Print indicator	Lights up or flashes to indicate the status of the copier.
5	Paper stopper	Prevents the documents from falling out of the document output tray.

Paper Feed Cabinet (PF-124/PF-210)*

No.	Part Name	Description
6	Lower-right door release lever	Used to open the lower-right door.
7	3rd paper drawer	Each drawer can hold up to 500 sheets of paper The paper size can be adjusted freely.
8	4th paper drawer	

* PF-210: Equipped with a paper drawer that can supply 500 sheets of paper, for upper paper feed unit only.

Built in Finisher (FN-117)

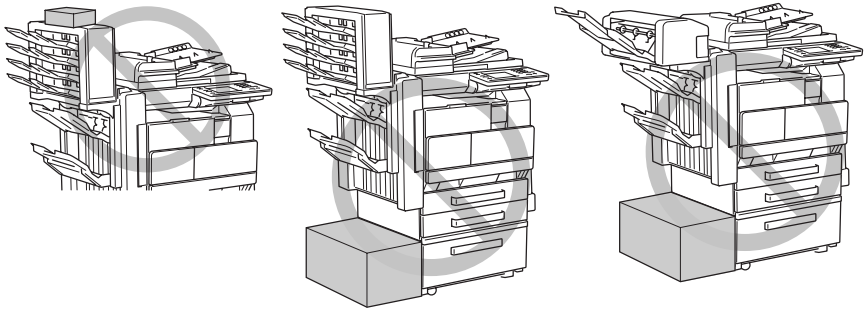
No.	Part Name	Description
9	2nd paper output tray (sorted copy tray)	Collects printed pages that are sorted.
10	1st paper output tray (non-sorted copy tray)	Collects printed pages that are not sorted (made with the “Non-Sort” setting).

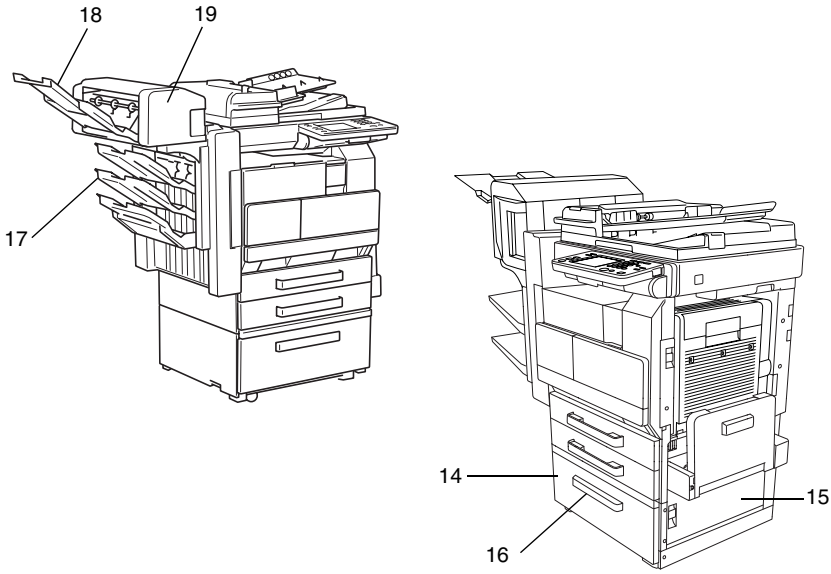
Mail Bin Kit (MK-1)

No.	Part Name	Description
11	Mail Bin	Collects copies that are sorted.
12	Output tray cover	Opened when clearing paper misfeeds.
13	Misfeed-clearing door	Opened when clearing paper misfeeds.

Precautions for using the finisher, saddle kit and mail bin kit

- Do not place objects on top of the saddle kit or mail bin kit.
- Do not place objects under the paper output trays of the finisher.





Large Capacity Cabinet (PF-122)

No.	Part Name	Description
14	3rd paper drawer (LCC)	Holds up to 2,500 sheets of paper.
15	Lower-right door	Opened when clearing paper misfeeds.
16	Drawer release button	Pressed when loading paper.

Additional Bin Kit (AK-1)

No.	Part Name	Description
17	3rd paper output tray	Collects printed pages.

Saddle Kit (SK-1)

No.	Part Name	Description
18	Paper output tray	Collects printed pages.
19	Misfeed-clearing door	Opened when clearing paper misfeeds that occurred in the finisher.

Available Features

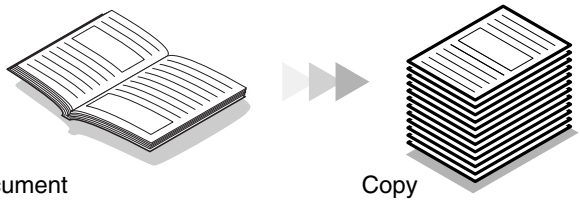
2

2.1 Useful Operations

Installing the optional accessories expands the functionality of this copier.

Copying a Book or Magazine

The individual pages of a book or magazine can be duplicated onto double-sided copies (one page per side) in the original page order.



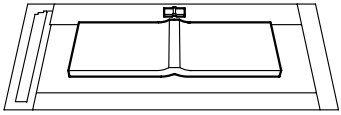
Original Document Copy

Note

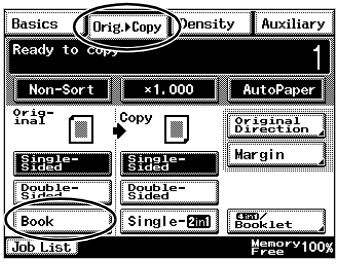
In order to perform the following procedure, the optional duplex unit and switch-back unit must be installed (for Di2010).

1 Position the document on the original glass with the center aligned with the book mark on the document scale.

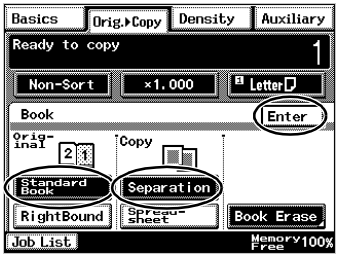
- Start copying from the lower numbered pages.



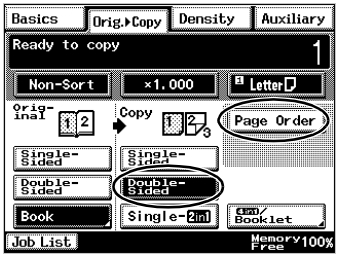
2 Touch [Orig. ►Copy], and then touch [Book].



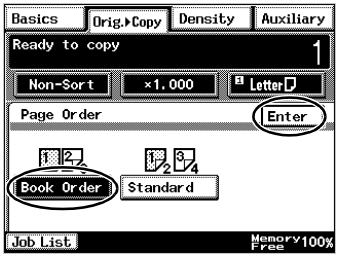
3 For book-binding, touch [Standard Book] or [RightBound], and then touch [Separation].
Next, touch [Enter].



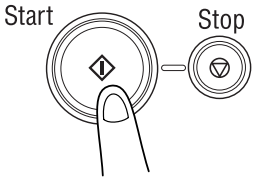
4 Touch [Double-Sided], and then touch [Page Order].



5 Touch [Book Order], and then touch [Enter].



6 Press the [Start] key.

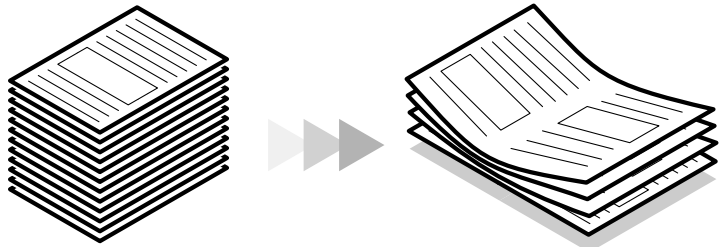


7 After the message shown at the right appears, turn the page of the book or magazine, re-position the document on the original glass, and then press the [Start] key.

8 Repeat step 7, and when the last page has been scanned, touch [Finish].
Next, press the [Start] key.

Copying to Form a Booklet

A document can be copied like a book so the pages can easily be put together to form a booklet.



Original Document

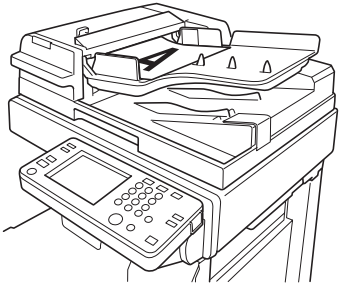
Copy

Note

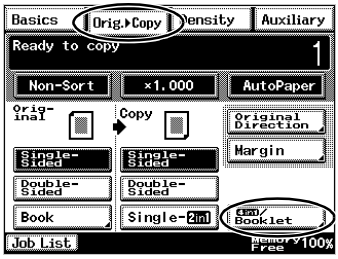
In order to perform the following procedure, the optional duplexing document feeder, duplex unit and switchback unit (for Di2010) must be installed.

1 Load the document into the duplexing document feeder.

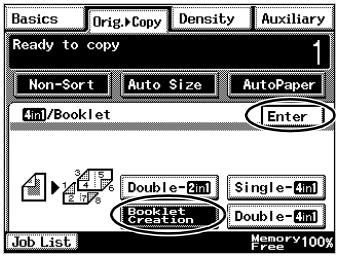
- The document can also be positioned on the original glass.



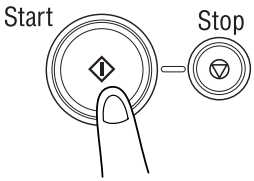
2 Touch [Orig. ►Copy], and then touch [4in1/Booklet].



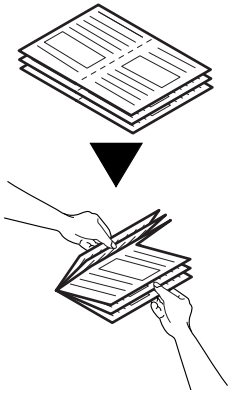
3 Touch [Booklet Creation], and then touch [Enter].



4 Press the [Start] key.



5 After all copies are printed, fold the pages in half to form a booklet.



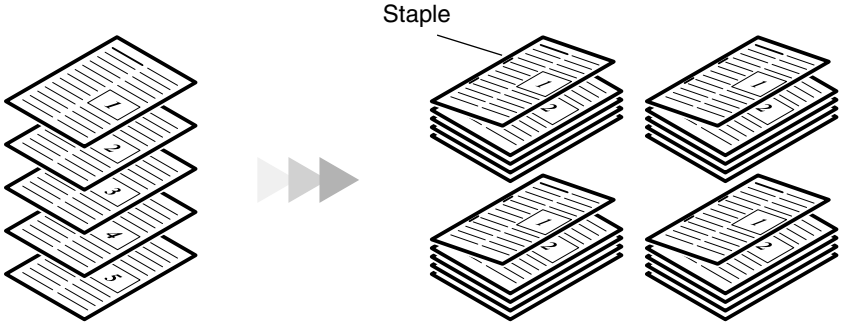
...

Tip

If the optional saddle kit is installed, creasing or folding can be set. For details, refer to "Creasing and Folding" on page 7-10.

Automatically Stapling Pages While Copying

Each set of copies can easily be stapled together.

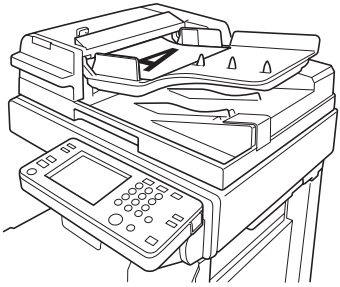


Note

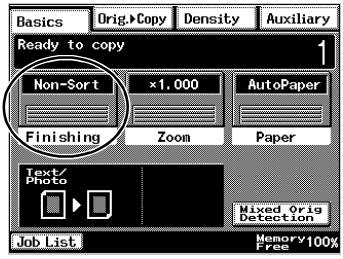
In order to perform the following procedure, the optional duplexing document feeder, finisher must be installed.

1 Load the document into the duplexing document feeder.

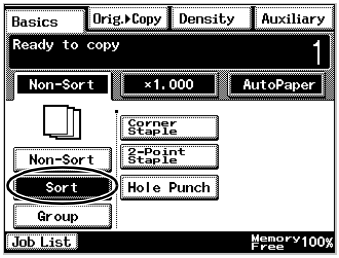
- The document can also be positioned on the original glass.



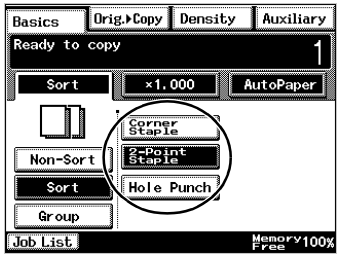
2 Touch [Finishing].



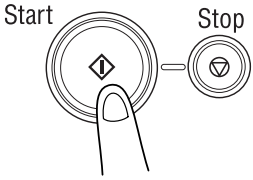
3 Touch [Sort].



4 Touch [2-Point Staple].



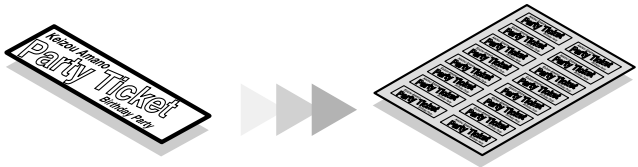
5 Press the [Start] key.



Printing Multiple Copies of Tickets

Tickets for a concert or some other event can easily be made.

As an example, the procedure for reducing an 8 in. × 2-3/4 in. document by 50% and copying it onto thick Letter-size paper is described below.



Original Document Copy

Important

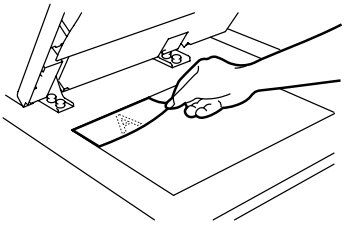
Copying certain type of documents is prohibited by law. Making copies of these documents may be punishable as a crime. (For more details, refer to Legal Restrictions on Copying of "Precautions" in the Advanced Operations volume.)

Note

If the document is placed directly on the original glass and the size is detected automatically, the document will be scanned with a standard size.

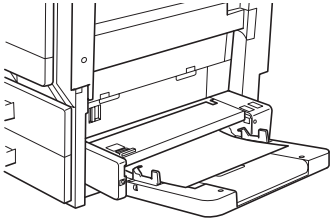
If the document has a non-standard size, first measure the size of the document.

1 Position the document to be copied.

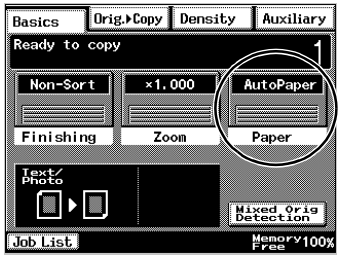


2 Open the multiple bypass tray and load it with paper.

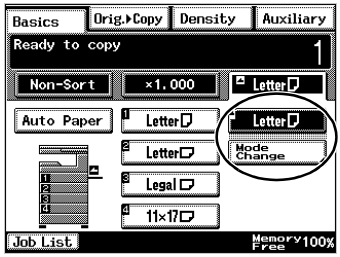
- A maximum of 50 sheets of thick paper can be loaded.



3 Touch [Paper].

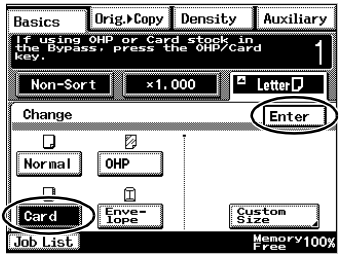


4 Touch the button for the multiple bypass tray, and then touch [Mode Change].

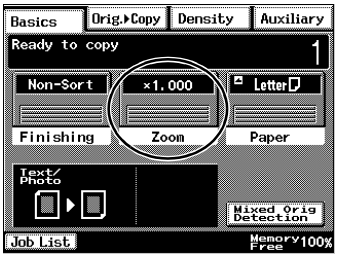


5 Touch [Card], and then touch [Enter].

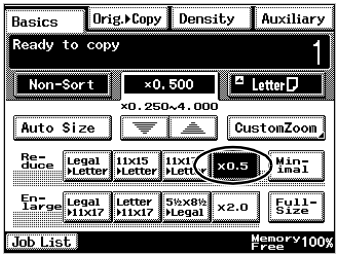
- If paper with a non-standard size is loaded, touch [Custom Size], and then specify the paper size. (For details, refer to page 5-16.)



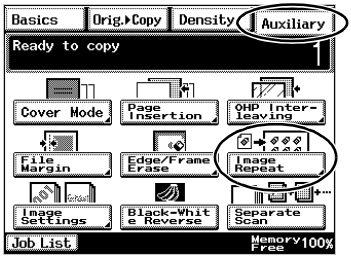
6 Touch [Zoom].



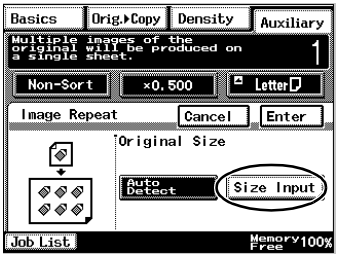
7 Touch [× 0.5].



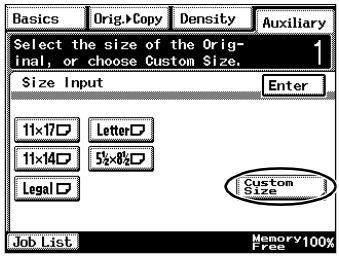
8 Touch [Auxiliary], and then touch [Image Repeat].



9 Touch [Size Input].

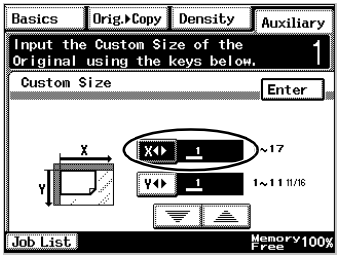


10 Touch [Custom Size].



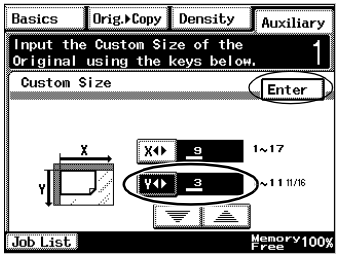
11 Touch [X ◆▸]. Then, touch [▼] and [▲] to select the length of side X for the document.

- Touch [X ◆▸] so that the cursor moves below the fraction that you wish to change.
- For this example, set the length of side X to “8”.

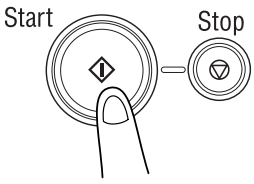


12 Touch [Y ◆▸]. Then, touch [▼] and [▲] to select the length of side Y for the document, and then touch [Enter].

- Touch [Y ◆▸] until the cursor moves below the fraction that you wish to change.
- For this example, set the length of side Y to “2 3/4”.

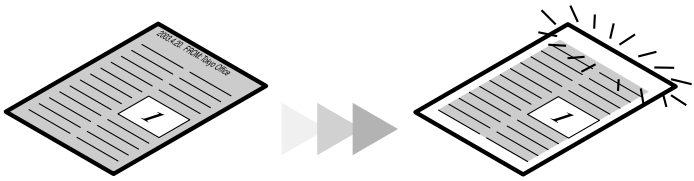


13 Press the [Start] key.
Sixteen 4 in. × 1-3/8 in. tickets are copied onto one sheet of paper.



Copying While Erasing an Area Around the Document

When copying documents with unwanted markings, headers or punch holes, the pages can be printed with a frame or one side of the document erased.



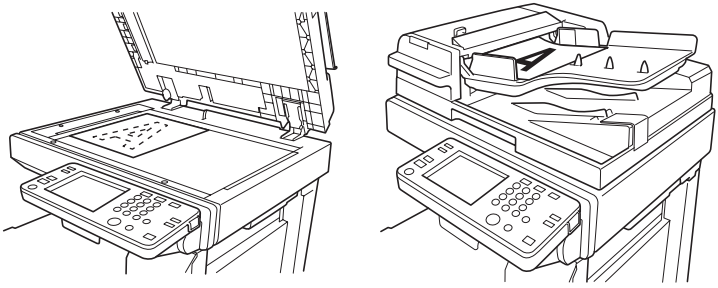
Original Document Copy

Note

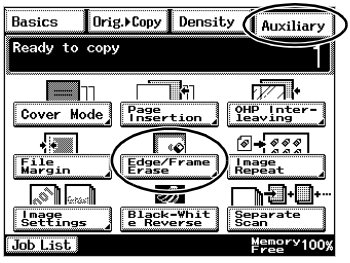
The position and width of the area to be erased can be set so that it is appropriate for the document being copied.

The width of the erased area refers to how much of the document will be erased. If enlarged or reduced copies are made, the same width is erased and an enlarged or reduced copy is printed.

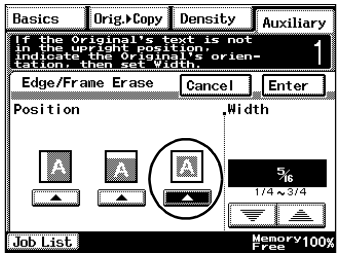
1 Position the document to be copied.



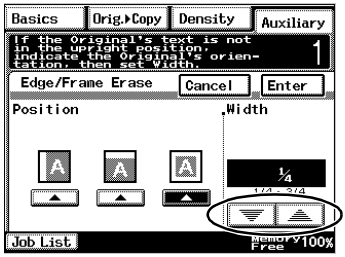
2 Touch [Auxiliary], and then touch [Edge/Frame Erase].



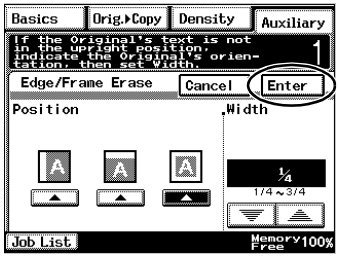
3 Select the desired position of the erased area.
(Example: Erasing a frame)



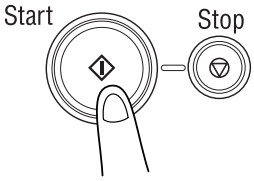
4 Touch [▼] and [▲] to specify the width of the erased area.



5 Touch [Enter].



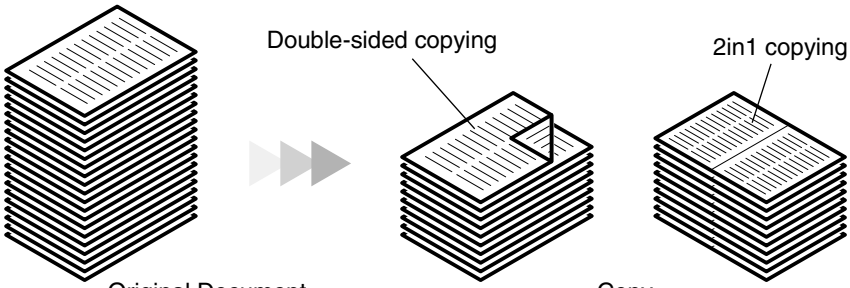
6 Press the [Start] key.



Reducing Paper Usage

Double-sided copying and 2in1 copying are useful in economizing on printed pages or reducing the size of a thick document.

As an example, the procedure for combining two single-sided document pages into a double-sided copy is described below.

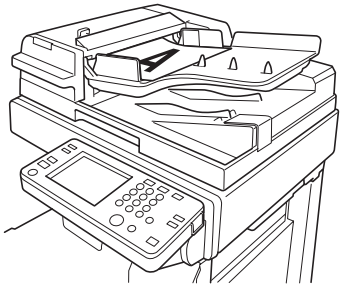


Note
In order to perform the following procedure, the optional duplexing document feeder, duplex unit and switchback unit (for Di2010) must be installed.

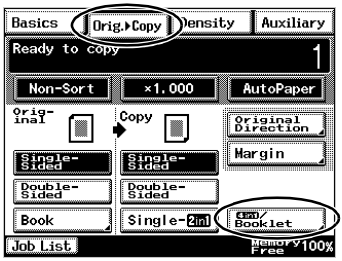
Tip
Double-sided 2in1 copying and single-sided 4in1 copying reduce the paper usage by one fourth, and double-sided 4in1 copying reduces paper usage by one eighth.

1 Load the document into the duplexing document feeder.

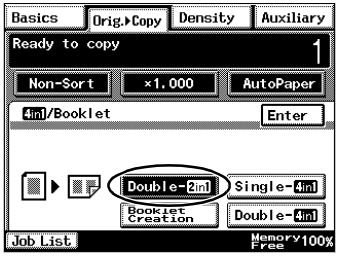
- The document can also be positioned on the original glass.



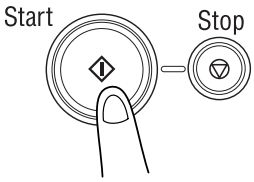
2 Touch [Orig. ▶Copy], and then touch [4in1/Booklet].



3 Touch [Double-2in1].



4 Press the [Start] key.



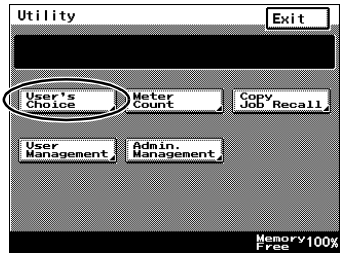
Reducing Electricity Usage

The copier can be set to a low power mode to conserve energy.

In order to perform these operations, the Energy Save mode and the Sleep mode can be used to automatically set the copier to an energy-saving mode when the copier is not used for a specified length of time.

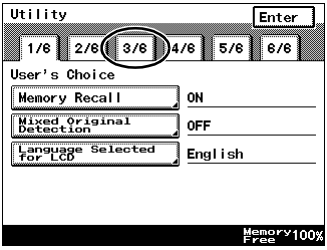
1 Press the [Utility] key.

2 Touch [User's Choice].

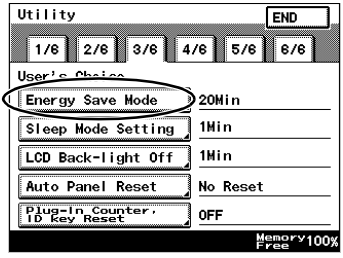


3 Touch [3/6].

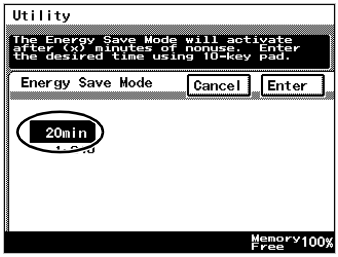
- To specify settings for the Energy Save mode, continue with step 4.
- To specify settings for the Sleep mode, skip to step 7.



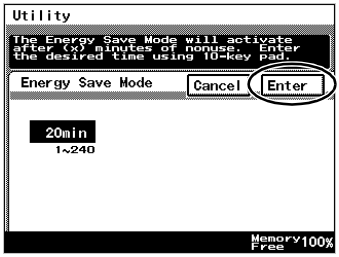
4 Touch [Energy Save Mode].



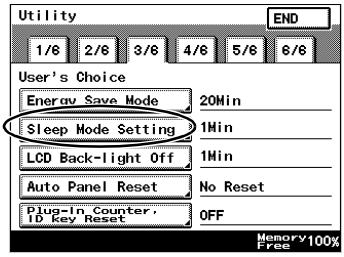
5 Press the [C] key to erase the current value, and then use the 10-Key Pad to specify the desired length of time until the copier enters Energy Save mode.



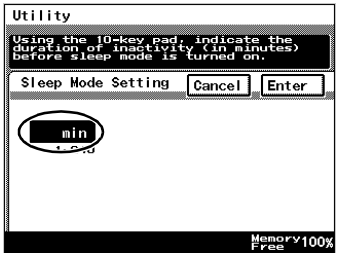
6 Touch [Enter].



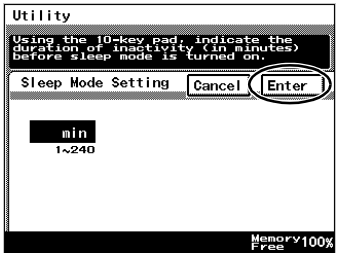
7 Touch [Sleep Mode Setting].



8 Use the 10-Key Pad to specify the desired length of time until the copier enters Sleep mode.



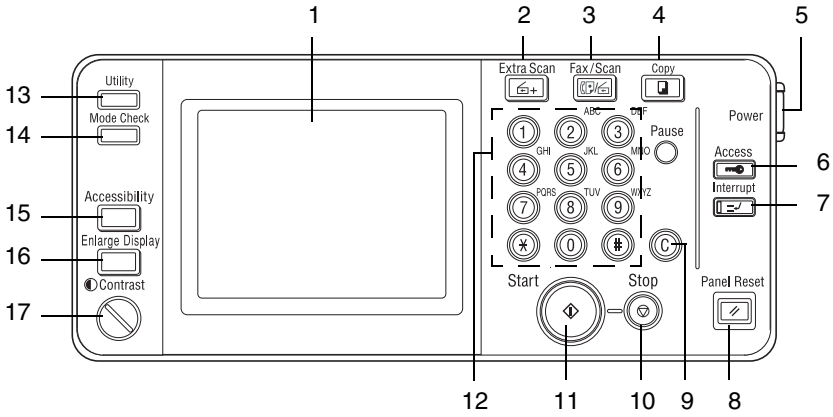
9 Touch [Enter].



Before Making Copies

3

3.1 Names of Control Panel Parts and Their Functions



No.	Part Name	Function
1	Touch panel	Displays various screens and messages. Touch items in the touch panel to select screens and specify settings.
2	[Extra Scan] key	Press to use the IP Scanner functions. (Internet Fax & Network Scan Kit and Network Interface Card must be installed.)
3	[Scan] key	Press to enter Scan mode. (Network Interface Card, and either Network Scan Kit or Internet Fax & Network Scan Kit must be installed.)
4	[Copy] key	Press to enter Copy mode.
5	Sub power switch	Use to turn the copier on and off.
6	[Access] key	Press when an access code must be entered. • If the “Copy Track Mode” parameter is set to “OFF”, nothing happens when this key is pressed.
7	[Interrupt] key	• Press to enter Interrupt mode. • To cancel Interrupt mode, press the [Interrupt] key again.
8	[Panel Reset] key	Press to reset all modes and functions to their default settings.
9	[C] (clear) key	• Press to reset the number of copies to “1”. • Press to erase a setting (such as the zoom ratio or size) selected using the 10-Key Pad.
10	[Stop] key	• Press to stop a copy operation. • Press to stop the scanning of a document.
11	[Start] key	Press to start a scanning or copy operation.
12	10-Key Pad	Use to enter a number, such as the number of copies.
13	[Utility] key	Used to display the Utility screen. For more details, refer to “Utility Mode Operations” in the Advanced Operations volume of the User Manual.

No.	Part Name	Function
14	[Mode Check] key	• Press to display a list of all specified settings. From this list, the screen to specify each setting can be displayed and the setting can be changed. • From this screen, the current settings can also be stored as a copy program.
15	[Accessibility] key	Press to activate or deactivate the user accessibility functions.
16	[Enlarge Display] key	Press to enlarge the screens that appear in the touch panel.
17	[Contrast] dial	Use to adjust the contrast of the touch panel.

3.2 Checking the Settings

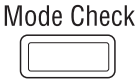
The currently selected settings can be reviewed. In addition, the specified settings can be changed or stored for later use.

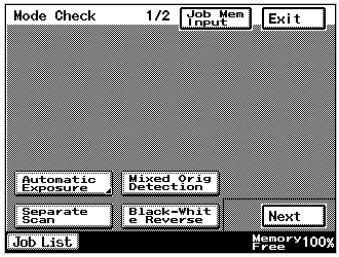
There are two screens that allow you to check the settings.

To check the settings

1 Press the [Mode Check] key in the control panel.

The first screen showing the current settings appears.





2 Touch [Next] to display the second screen of settings.

3 Touch [Exit] to return to the Basics screen.

...

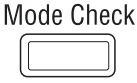
Tip

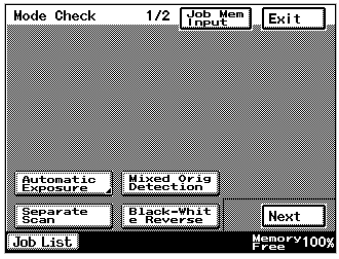
To change a setting, touch the button for the function that you wish to change. The screen to change the setting for the selected function appears. In the screen that appeared, change the setting as desired.

To change the settings

1 Press the [Mode Check] key in the control panel.

The first screen showing the current settings appears.





2 Touch [Next] or [Back] until the screen containing the setting that you wish to change is displayed.

3 Touch the button for the setting that you wish to change.

The screen for specifying the setting appears.

4 Change the setting according to the corresponding procedure.

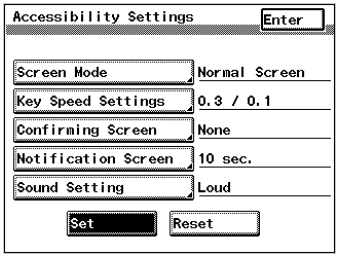
3.3 User Accessibility Operations

Various functions, such as the screen mode and the volume of alarms, can be specified, allowing the copier to be used more easily.

1 Press the [Accessibility] key in the control panel.

2 Touch either [Set] or [Reset].

- The user accessibility functions can be enabled or disabled.
- When the user accessibility functions are enabled, the [Accessibility] key lights up in green. When the user accessibility functions are disabled, the [Accessibility] key is not lit.



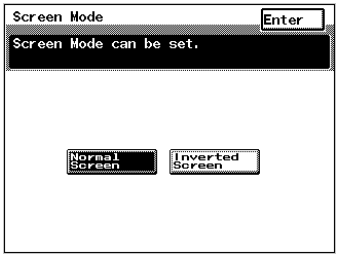
To change the screen display setting ("Screen Mode" function)

Select whether the screens appear in the touch panel in black on white or in white on black.

1 Press the [Accessibility] key in the control panel.

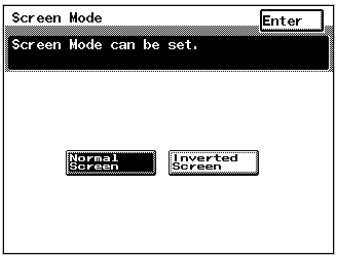
2 Touch [Screen Mode].

3 Touch [Inverted Screen] to display the screens in white on black. To return the screens to the normal display, touch [Normal Screen].

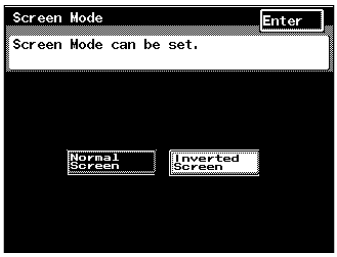


4 Touch [Enter].

Normal Screen



Inverted Screen



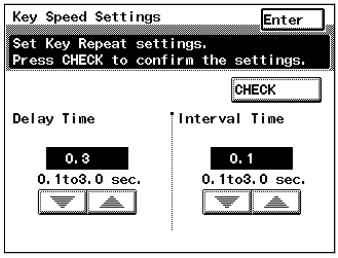
To change the key settings ("Key Speed Settings" function)

If the same key is held down, characters and number can be repeatedly entered.

1 Press the [Accessibility] key in the control panel.

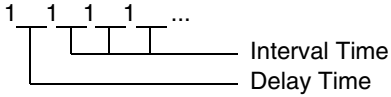
2 Touch [Key Speed Settings].

3 Touch [▼] and [▲] to adjust the time periods.



- Delay Time:
  Time until the repeat feature for a key begins after the key is held down
- Interval Time:
  Length of time (in seconds) that a key must be held down before repeatedly entering characters and numbers

Example) When the [1] key is held down:



Tip
Touch [CHECK] to check the specified settings.

4 Touch [Enter].

To change the auto panel reset time (“Confirming Screen” function)

If no operation is performed for a specified length of time, the touch panel display returns to the Basics screen. For details on specifying the default auto panel reset time, refer to “Auto Panel” of Utility Mode Operations in the Advanced Operations volume of the User Manual.

On the “Confirming Screen”, you can set whether or not to extend the display time of the Auto Panel extension confirmation screen that is displayed immediately before it is automatically cleared.

Note

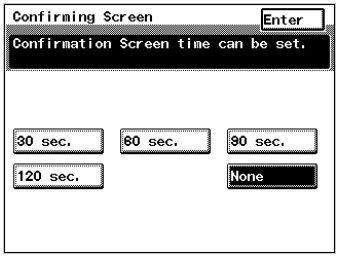
The Energy Save, Sleep, and LCD Back-light Off functions are still operable even when the Auto Panel Reset function is configured. When setting Auto Panel Reset, please set it to a shorter period than the Energy Save, Sleep, and LCD Back-light Off functions.

1 Press the [Accessibility] key in the control panel.

2 Touch [Confirming Screen].

3 Select the desired length of time for displaying the screen requesting confirmation to reset the copier.

- Touch [30 sec.], [60 sec.], [90 sec.] or [120 sec.].
- To immediately display the Basics screen without displaying a screen requesting confirmation to reset the copier, touch [None].



4 Touch [Enter].

To change the display time for the "The job is accepted." screen ("Notification Screen" function)

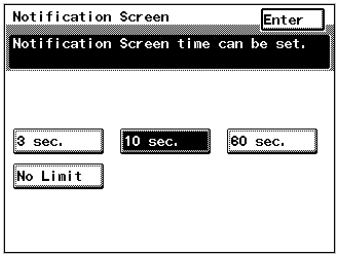
The length of time that the "The job is accepted." screen, which requests confirmation of a reception number or job No. after copying is finished, can be specified.

1 Press the [Accessibility] key in the control panel.

2 Touch [Notification Screen].

3 Select the desired time setting.

- Touch [3 sec.], [10 sec.] or [60 sec.].
- To leave the "The job is accepted." screen displayed until [Enter] is touched, touch [No Limit].



4 Touch [Enter].

To change the volume of touch panel beeps and alarms ("Sound Setting" function)

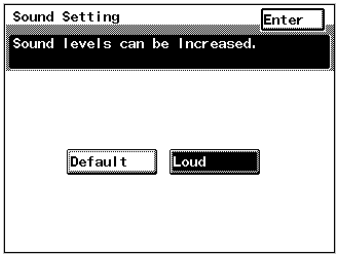
The volumes of the beep that is sounded when a touch panel button is touched and of the alarm that is sounded when a malfunction occurs can be specified. During normal usage, a low volume is specified, however this function is convenient when a temporary increase in volume is desired. Basic volume setting can be set in User Management. For details, refer to Utilities in the Advanced Operations volume.

1 Press the [Accessibility] key in the control panel.

2 Touch [Sound Setting].

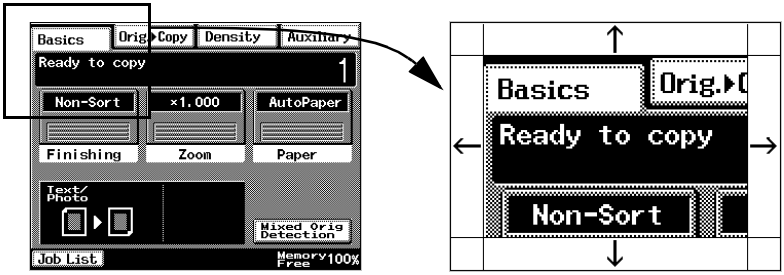
3 Select the desired volume setting.

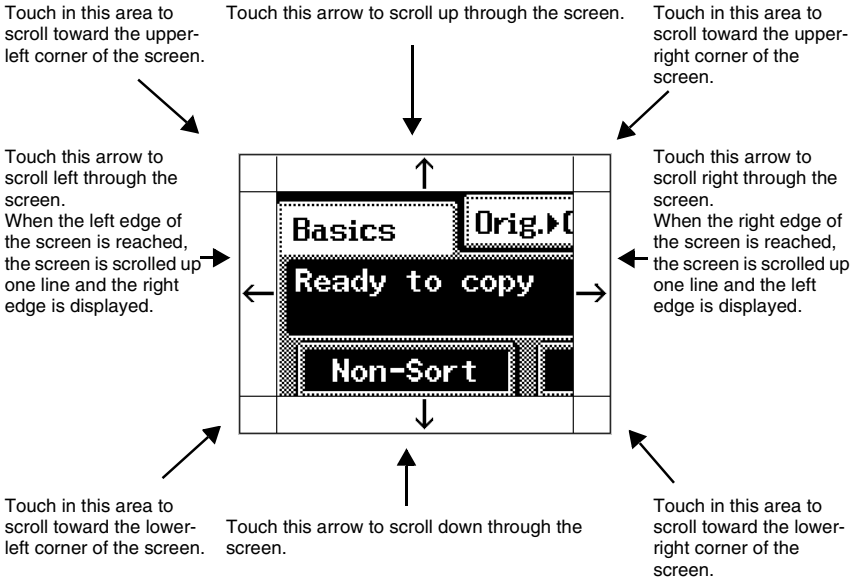
4 Touch [Enter].



3.4 Enlarging the Touch Panel Screens

Press the [Enlarge Display] key to enlarge the screens that appear in the touch panel. Press the [Enlarge Display] key again to return the screens to the standard size. The usual touch panel operations can be performed even when the screens are enlarged.

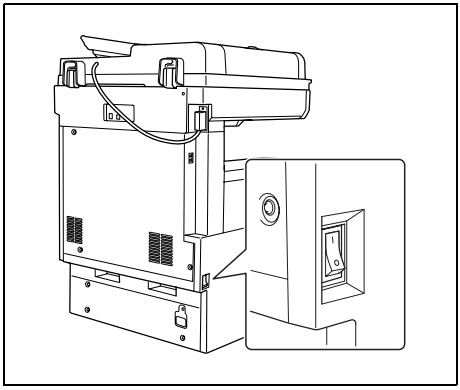




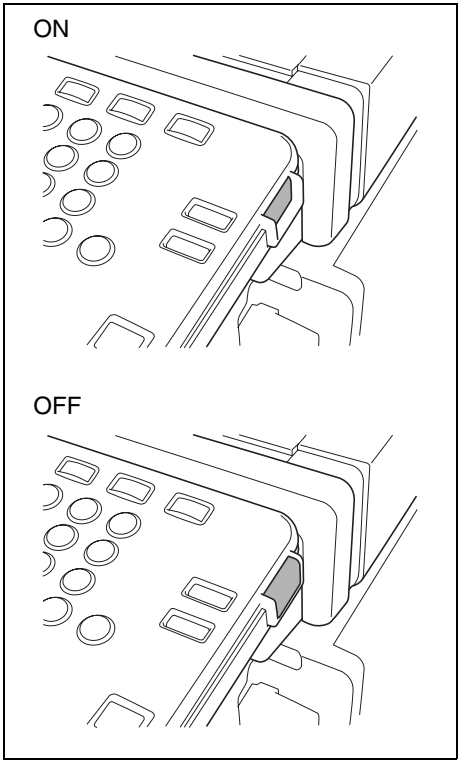
3.5 Turning the Copier On and Off

To turn on the copier

1 Set the power switch to “I”.



2 Make sure that the sub power switch has been pressed in.



When the copier is turned on

➔ A few seconds after the copier is turned on, the message “Now warming-up. Ready to scan.” appears in the touch panel and the indicator on the [Start] lights up in green. When the indicator on the [Start] key lights up in green, a job can be queued.

When the power switch is on, and the sub power switch is in the off position, copies can not be taken.

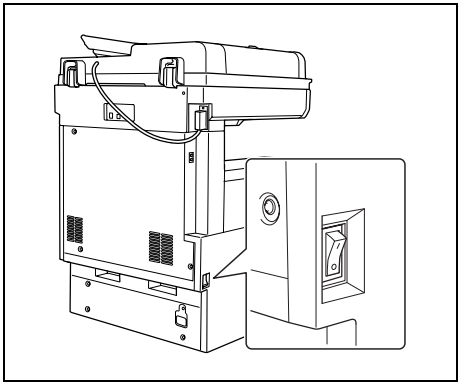
To turn off the copier

1 Touch [Activity List] to check that no jobs are queued.

2 If any printed pages remain in the paper output tray, remove them.

3 Press the sub power switch to turn off the copier.

4 Set the power switch to “O”.



Tip

Normally, it is not necessary to set the power switch to “O”.

Note

When turning the copier off, then on again, wait five seconds after turning it off before turning it on again. If no time passes between turning the copier off until turning on again, the copier may not operate correctly.

Do not turn off the copier while it is making copies or printing, otherwise a paper misfeed may occur.

Do not turn off the copier while it is scanning or sending or receiving data, otherwise all scanned data or transmission data will be deleted.

Do not turn off the copier while a queued job or stored data is waiting to be printed, otherwise the jobs will be deleted.

When the copier is turned off

- Settings that have not been programmed will be cleared.
- Jobs that are queued to be printed are deleted.
- Data scanned using the “Scan to Memory” function is deleted.
- Scanned data that could be printed using the “Memory Recall” function is deleted.

Auto Panel Reset

When a specified period has passed, these will reset to the default settings.

<Conditions for auto panel resetting>

- 1 minute, or a specified period after the copier is last used (factory default settings are 1 minute).
- The magnetic card is removed from the data controller or the key counter is removed.

Note

The settings specifying whether or not and the time until the auto panel reset operation is performed can be changed. For details, refer to "Changing Default Settings" of "Utility Mode Operations" in the Advanced Operations volume of the User Manual.

Energy Save Mode

In order to conserve energy, the copier will automatically enter a stand-by mode (Energy Save mode) if no operation is performed for a specified length of time. When the copier enters Energy Save mode, the indicator on the [Start] key remains lit in green, but the touch panel goes off.

At this time, the copier reduces the heat of the fusing section, and goes into Energy Save Mode.

<Conditions for entering Energy Save mode>

- 15 minute, or a specified period after the copier is last used (factory default settings are 15 minute).

Note

To recover from Energy Save mode, press any key in the control panel or touch the touch panel.

The copier will not enter Energy Save Mode while printing is paused.

The settings specifying whether or not and the time until the copier enters Energy Save mode can be changed. For details, refer to "Changing Default Settings" of "Utility Mode Operations" in the Advanced Operations volume of the User Manual.

Sleep Mode

In order to conserve energy, the copier's heater goes off and the copier automatically enters Sleep mode if no operation is performed for a specified length of time.

<Conditions for entering Sleep mode>

- No copier operation is performed for 1 minute.

Note

To recover from Sleep mode, press any key in the control panel or touch the touch panel.

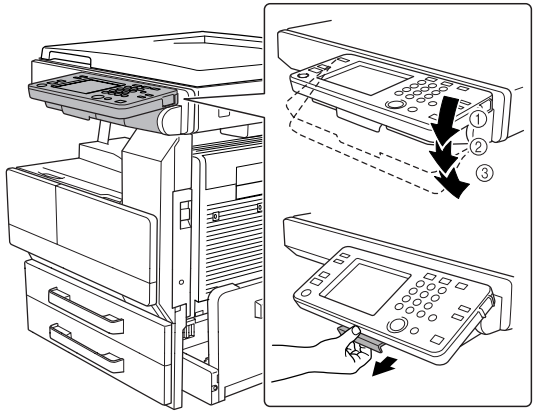
The settings specifying whether or not and the time until the copier enters Sleep mode can be changed. For details, refer to "Changing Default Settings" of "Utility Mode Operations" in the Advanced Operations volume of the User Manual.

3.6 Adjusting the Angle of the Control Panel

The control panel can be adjusted to any of three angles.

Adjust the control panel to the angle that allows for easy operation.

➔ Pull the control panel release lever, and then adjust the angle of the control panel.

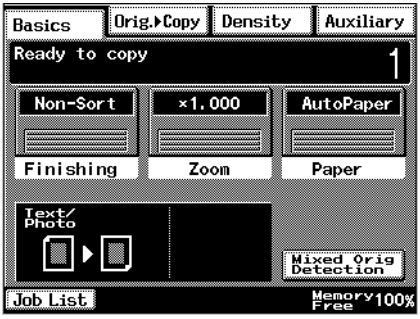


① Upper position (base position)
② Middle position
③ Lower position

3.7 Using the Touch Panel

Description of the Touch Panel

When the copier is turned on, the screen shown below appears in the touch panel.



This screen is the Basics screen.

The screen shows, with messages and graphics, the currently selected settings, the settings that are available, and the copier status.

Default Settings

The settings selected when the copier is turned on are called the default settings. The default settings serve as a reference for all settings that are to be specified.

To change the default settings, refer to “Changing Default Settings” in the Advanced Operations volume of the User Manual.

- Number of copies: 1
- Finishing: Non-Sort
- Zoom: 1.000 (Full Size)
- Paper: AutoPaper
- Density: Auto Exposure (Text/Photo mode)
- Orig. ▸Copy: Single-Sided ▸Single-Sided

Operating the Touch Panel

To activate a function or to select a setting, lightly touch the desired function or setting shown on the touch panel.

CAUTION

Be careful not to damage the touch panel.

➔ Never push down on the touch panel with force, and never use a hard or pointed object to make a selection in the touch panel.

Tip

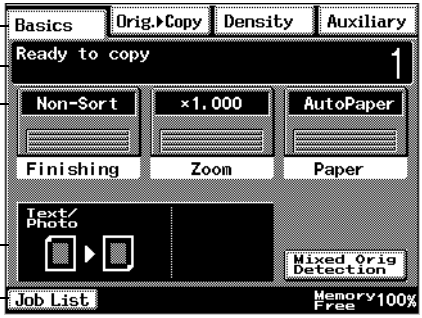
The language of the displays in the touch panel can be changed using the "Language Selected for LCD" function on the User's Choice screen. For details, refer to "Changing Default Settings" of "Utility Mode Operations" in the Advanced Operations volume of the User Manual.

The default settings can be changed using the various functions on the User's Choice screen. For details, refer to "Changing Default Settings" of "Utility Mode Operations" in the Advanced Operations volume of the User Manual.

Description of the Screens

Settings screen

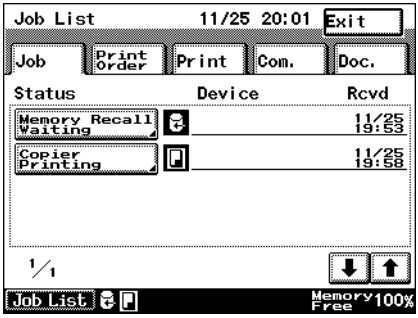
1. Screen tabs
2. Message display
3. Available functions and settings
4. Selected settings
5. Additional message display



No.	Item Name	Description
1	Screen tabs	Each screen contains various functions that can be specified. Touch a tab to display the corresponding screen.
2	Message display	The current copier status, operating instructions, warnings/ precautions, and other data including the number of copies selected are displayed here.
3	Available functions and settings	Selecting a screen displays various functions that can be specified. Touch the button for a function to display the corresponding settings.
4	Selected settings	The current settings are shown with graphics.
5	Additional message display	• The status of the job is shown with graphics. • The remaining amount of memory and graphics warning about empty toner or an empty paper drawer are displayed here.

Job List Screen

The operating status of the copier and the printing order of queued jobs can be viewed from this screen.



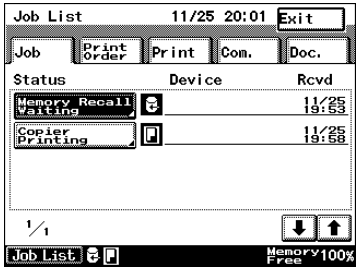
There are five tabs in the Job List screen.

- Job:
  Displays a list of operations that are being performed
- Print Order:
  Displays the order of documents that are being copied or printed or waiting to be copied or printed
- Print:
  Displays the print status of documents being copied or printed
- Com.:
  Not used
- Doc.:
  Not used

To check the status of a job

1 Touch [Job List].

2 Select the job whose status you wish to check.



Tip
The statuses of up to four jobs are displayed. Touch [↓] and [↑] to view the status of a job that is not displayed.

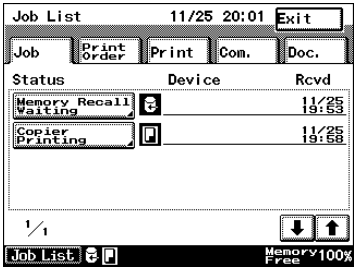
3 Check the details, and then touch [Enter].

- To delete the currently selected job, select that job and touch [Delete].

To check the printing order

1 Touch [Job List].

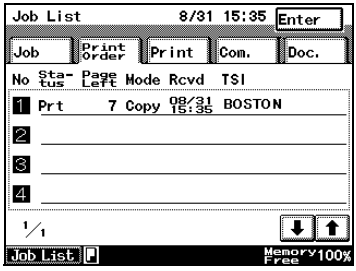
2 Touch [Print Order].



3 Check the printing order.

- Touch [↓] and [↑] to view other parts of the list. Up to 8 items in the printing order can be displayed.

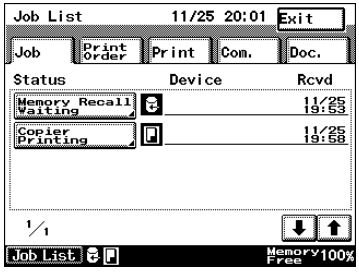
4 After checking the necessary information, touch [Enter].



To check/delete listed items from the Print screen

1 Touch [Job List].

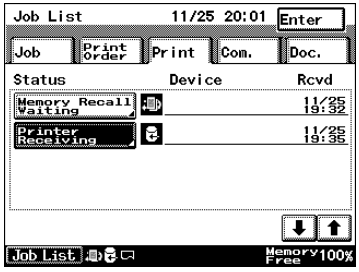
2 Touch [Print].



3 Select the job whose status you wish to check.

- Touch [↓] and [↑] to view other parts of the list.

4 After checking the necessary information, touch [Enter].



Note

To delete the job, select that job and touch [Delete].

Memory Recall

After printing of a copy job is finished, the image that was just copied can be printed again without the document being loaded.

Note

The memory recall feature is only available if the "Memory Recall" function (a User's Choice function in the Utility mode) is set to "ON". For details, refer to "Utility Mode Operations" in the Advanced Operations volume of the User Manual.

Tip

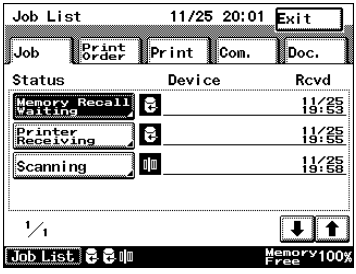
The memory recall feature cannot be used if any of the following have occurred.
- A new document has been scanned. (The [Start] key has been pressed.)
- The copier has been turned off.
- The [Panel Reset] key was pressed while printing was stopped.

To use the memory recall feature

1 After copying is finished, touch [Job List].

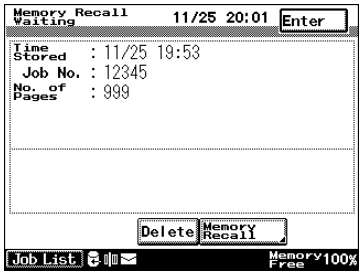
2 Touch [Memory Recall Waiting].

The information for the job still saved in the memory is displayed.



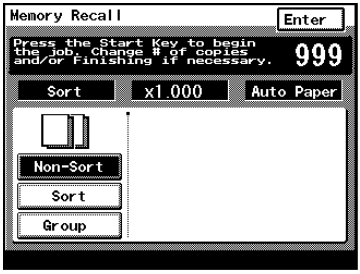
3 Touch [Memory Recall]

- To delete the job still saved in the memory, touch [Delete].



Tip

At this time, the Finishing setting and the number of copies can be changed.



4 Press the [Start] key.

The copies are printed.

Tip

After copying confidential documents, press the [Delete] key to erase the data from the memory.

Basic Copy Operations

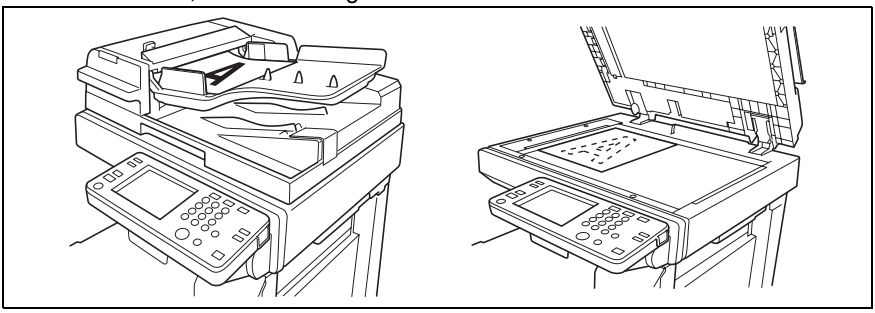
4

4.1 Making Basic Copies

The procedure for making basic copies is described below.

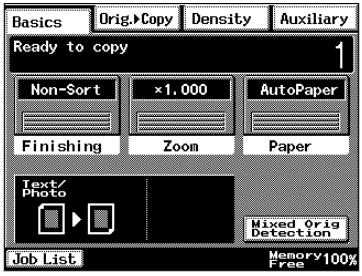
1 Position the document(s) to be copied.

- For details, refer to “6 Original Documents”.



2 Check that the [Copy] key indicator is lit in green and that the copier is in Copy mode.

- The Basics screen appears in the touch panel.

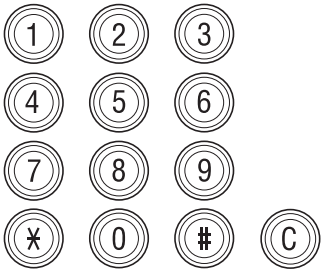


3 Specify any necessary copy settings.

- To change the paper size (paper drawer), touch [Paper].
  For details, refer to “Selecting the Paper Setting” (page 5-22).
- To change the zoom ratio, touch [Zoom].
  For details, refer to “Specifying a Zoom Setting” (page 7-14).
- To sort, staple or punch holes in the copies, touch [Finishing].
  For details, refer to “Specifying Finishing Settings” (page 7-2).
- To copy a book or copy while using less paper, touch [Orig. ▸Copy].
  For details, refer to “Selecting the Orig. ▸Copy Settings” (page 7-18).
- To change the density of the copy, touch [Density].
  For details, refer to “Selecting a Copy Density” (page 7-33).

- To erase a margin in the copy, to insert interleave while copying onto overhead projector transparencies, or to perform any other special operation, touch [Auxiliary].
  For details, refer to “Auxiliary Functions” in the Advanced Operations volume of the User Manual.

4 Use the 10-Key Pad to enter the desired number of copies.



- On the Di3510, up to 999 copies can be printed. On the Di3010, Di2510 or Di2010 up to 99 copies can be printed.
- To change the setting, press the [C] key, and then enter the correct setting.

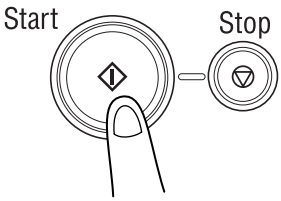
...

Tip

A limit on the number of copies can be specified from the Administrator Management screen of the Utility mode.
For details, refer to “Administrator Management Operations” in the Advanced Operations volume of the User Manual.

5 Press the [Start] key.

The copies are printed.



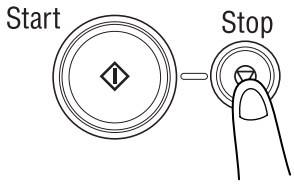
4.2 Stopping Copying

Follow the procedure described below to cancel a copy job.

To stop/restart/delete a copy job

1 Press the [Stop] key while the job is being printed.

Copying stops.



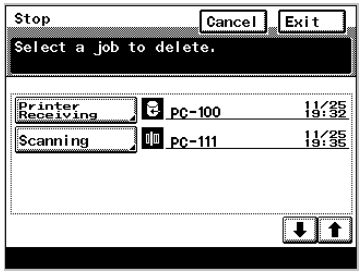
2 The message “Copy cycle temporarily suspended.” appears.

3 To restart a job that has been stopped, press the [Start] key.

Copying continues.

4 To delete the stopped copy job, select the button for the job that you wish to delete.

The job is deleted.



4.3 Interrupting a Copy Job

The current copy job can be paused so that a copy of a different document can be made.
This is convenient if you wish to quickly make copies of a short document while a large job is being printed.

Note

If certain functions are specified, it may not be possible to interrupt the copy job. In addition, some functions are not available while a copy job is interrupted.

The copier will not enter Interrupt mode (pause copying by pressing the [Interrupt] key) while a document is being scanned.

For details, refer to the "Function Combination Table" of "Appendix" in the Advanced Operations volume of the User Manual.

To interrupt copying

1 Press the [Interrupt] key while a job is being printed.

- The indicator on the [Interrupt] key lights up.
- The message "Now in the interrupt mode." appears.
- The copy settings return to their defaults.
  (The copy settings of the job before the interruption and the remaining number of copies are recorded.)
- If no operation is performed for one minute after the [Interrupt] key is pressed, the Interrupt mode is automatically cancelled.

2 Position the document(s) to be copied.

3 Select the desired copy settings.

4 Press the [Start] key.

- Scanning of the document begins.

5 When the interrupt mode copy has completed, press the [Interrupt] key.

The indicator on the [Interrupt] key goes off and the Interrupt mode is cancelled. The copy settings for the job before copying was interrupted appear, and copying of the job that was interrupted automatically continues.

4.4 Making Copies Using Accounts

Using the "Copy Track Mode" Parameter

The number of copies allowed for each registered account can be restricted.

The accounts can be managed by touching [Account management] on the Admin. 1 screen (displayed by touching [Admin. Management] on the Utility screen). The Administrator Management settings should be specified by the administrator.

Note

The Administrator Management parameters cannot be set by anyone without knowledge of the administrator access code.
For details on the administrator access code, contact your service representative.

To make copies when accounts are specified

When managing using [100 Account 1] and [100 Account 2].

1 If [100 Account 1] has been specified, the screen shown at right is displayed.

- If [100 Account 2] has been specified, pressing the [Access] key will display the screen shown at right.

2 Enter the 6-digit access code using the 10-Key Pad.

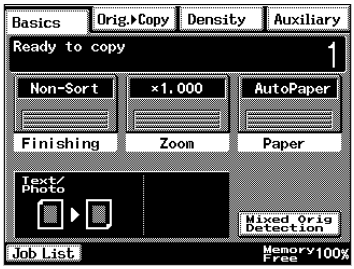
3 Press the [Access] key.

The Basics screen appears.

4 Make copies using the desired copy settings.

5 When you are finished making copies, press the [Access] key.

The access code input screen appears again.

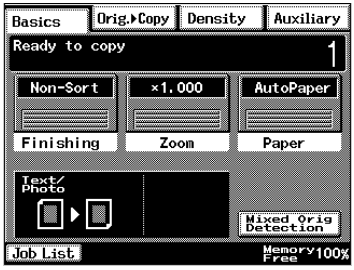


When managing using [1000 Account].

1 Where [1000 Account] is selected, the Account Number input screen is displayed.

2 Input the account number used (1 to 999) in the Account Number Input Screen, and press the [Access] key.

The Basics screen is displayed.



3 Copying will take place using the desired copy mode.

4 When copying has finished, press the [Access] key again.

The Settings Screen is displayed on the Account Number Input Screen.

Copy Paper 5

5.1 Paper Specifications

Use paper that meets the following specifications.

Paper Types

Paper Type / Weight (lbs.) / Paper Source, Etc.	Plain Paper	Special Media	Recycled Paper
	15 lbs. to 24 lbs.	24-1/4 lbs. to 55-3/4 lbs.	16 lbs. to 24 lbs.
Multiple bypass tray	○	○	○
1st paper drawer	○	—	○
2nd paper drawer	○	—	○
3rd paper drawer (LCC*)	○	—	○
3rd paper drawer	○	—	○
4th paper drawer	○	—	○
Double-sided copies	○	—	○

Paper Type / Paper Source, Etc.	Special Media			
	Overhead Projector Transparencies	Postcards	Label Sheets	Envelopes
Multiple bypass tray	○	○	○	○
1st paper drawer	—	—	—	—
2nd paper drawer	—	—	—	—
3rd paper drawer (LCC*)	—	—	—	—
3rd paper drawer	—	—	—	—
4th paper drawer	—	—	—	—
Double-sided copies	—	—	—	—

* LCC: Large capacity cabinet

○: Available —: Not available

Paper Sizes

Non-standard-sized paper

Paper Source	Paper Width	Paper Length
Multiple bypass tray	3-1/2 in. to 11-3/4 in.	5-1/2 in. to 17 in.
1st paper drawer	—	—
2nd paper drawer	—	—
3rd paper drawer (LCC*)	—	—
3rd paper drawer	—	—
4th paper drawer	—	—

* LCC: Large capacity cabinet

—: Not available

Standard-sized paper

Paper Size / Paper Source, Etc.	Ledger L (11 in. × 17 in. L)	11×14 L	Legal L	Letter C	Letter L	8 × 10-1/2 L	Invoice C (5-1/2 in. × 8-1/2 in. C)	Invoice L (5-1/2 in. × 8-1/2 in. L)
Multiple bypass tray	○	○	○	○	○	○	○	○
1st paper drawer	○	○	○	○	○	○	—	○
2nd paper drawer	○	○	○	○	○	○	—	○
3rd paper drawer (LCC*)	—	—	—	○	—	—	—	—
3rd paper drawer	○	○	○	○	○	○	—	○
4th paper drawer	○	○	○	○	○	○	—	○
Double-sided copies	○	○	○	○	○	○	—	○

Paper Size / Paper Source, Etc.	10 × 8 C	10 × 8 L	Executive C	Executive L
Multiple bypass tray	○	○	○	○
1st paper drawer	—	—	—	—
2nd paper drawer	—	—	—	—
3rd paper drawer (LCC*)	—	—	—	—
3rd paper drawer	—	—	—	—
4th paper drawer	—	—	—	—
Double-sided copies	—	—	—	—

* LCC: Large capacity cabinet

○: Available —: Not available

Paper Capacity

Paper Type / Weight (lbs.) / Paper Source, Etc.	Plain Paper	Special Media	Recycled Paper
	15 lbs. to 24 lbs.	24-1/4 lbs. to 55-3/4 lbs.	16 lbs. to 24 lbs.
Multiple bypass tray	150 sheets	100 sheets	150 sheets
1st paper drawer	500 sheets	—	500 sheets
2nd paper drawer	500 sheets	—	500 sheets
3rd paper drawer (LCC*)	2,500 sheets	—	2,500 sheets
3rd paper drawer	500 sheets	—	500 sheets
4th paper drawer	500 sheets	—	500 sheets

Paper Type / Paper Source, Etc.	Special Media			
	Overhead Projector Transparencies	Postcards	Label Sheets	Envelopes
Multiple bypass tray	50 sheets	50 sheets	50 sheets	10 sheets
1st paper drawer	—	—	—	—
2nd paper drawer	—	—	—	—
3rd paper drawer (LCC*)	—	—	—	—
3rd paper drawer	—	—	—	—
4th paper drawer	—	—	—	—

* LCC: Large capacity cabinet

—: Not available

Note

The 3rd paper drawer (large capacity cabinet), the 3rd paper drawer and the 4th paper drawer are optional.

If the optional duplex unit is used to make double-sided copies, only plain and recycled paper can be used.

If the optional finisher is used to sort/group, punch holes and staple, only plain paper can be used.

The paper size setting for the 3rd paper drawer (large capacity cabinet) can be changed in order to load A4-size paper. Contact your service representative to change the paper size setting.

5.2 Unsuitable Paper

The following types of paper should not be used, otherwise decreased print quality, paper misfeeds or damage to the machine may occur.

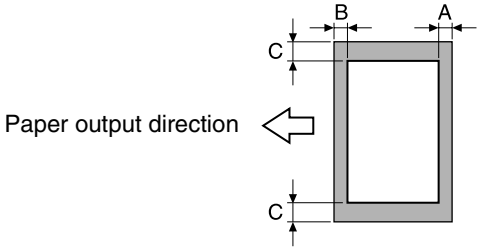
- Overhead projector transparencies that have already been fed through the machine
  Even if the transparency is still blank, do not reuse it.
- Paper that has been printed on by a heat-transfer printer or an inkjet printer
- Paper that is either extremely thick or extremely thin
- Folded, curled, wrinkled, or torn paper
- Paper that has been left unwrapped for a long period of time
- Damp paper
- Perforated paper or paper with punched holes
- Extremely smooth or extremely rough paper, or paper with an uneven surface
- Paper that has been treated, such as carbon-backed, heat-sensitive or pressure-sensitive paper
- Paper that has been decorated with foil or embossing
- Paper of various sizes
- Paper of a non-standard shape (not rectangular)
- Paper that is bound with glue, staples or paper clips
- Paper with labels attached
- Paper with ribbons, hooks, buttons, etc. attached
- Curled or wrinkled paper
- Art paper, coated paper or inkjet printer paper

5.3 Print Area

Any part of the image within the area indicated below is not copied.

- A margin 0.16 ± 0.08 in. (4 ± 2 mm) (at full size) from the leading edge of the paper (A)
- A margin 0.16 ± 0.08 in. (4 ± 2 mm) (at full size) from the trailing edge of the paper (B)
- A margin 0.16 ± 0.08 in. (4 ± 2 mm) (at full size) on both sides of the paper (C)

For details on using the copier to print from a computer when the printer controller is installed, refer to User Manual for the printer controller.



A: 0.16 ± 0.08 in. (4 ± 2 mm) (at full size)
B: 0.16 ± 0.08 in. (4 ± 2 mm) (at full size)
C: 0.16 ± 0.08 in. (4 ± 2 mm) (at full size)

5.4 Paper Storage

Observe the following precautions when storing the paper.

- Store the paper in a location that meets the following requirements.
  - Not exposed to direct sunlight
  - Not exposed to a flame
  - Not exposed to high humidity
  - Not extremely dusty
- Unwrapped paper should be placed in a plastic bag and stored in a cool, dark location.
- Keep paper out of the reach of children.

5.5 Automatically Selecting the Paper Source

If the selected paper drawer runs out of paper while a copy job is being printed and a different paper drawer is loaded with paper meeting the following conditions, the other paper drawer is automatically selected so printing can continue.

If the optional large capacity cabinet (LCC) is installed, a maximum of 3,650 copies (with Letter C paper) can be made continuously.

This feature is convenient when printing a large number of pages or making a large number of copies continuously.

Operating conditions

- The paper is the same size.
- The paper is the same type.
- The paper is positioned in the same orientation.

When making a large number of copies continuously, load all paper drawers with paper meeting the conditions listed above.

Order for Selecting Another Paper Drawer

When a different paper drawer is automatically selected, the next paper drawer in the following list is chosen.

1st paper drawer → 2nd paper drawer → 3rd paper drawer → 4th paper drawer → Multiple bypass tray

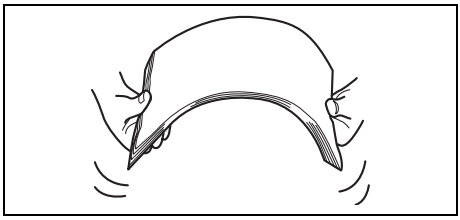
Note

When setting special media such as overhead projector transparencies or label sheets into the Multiple Bypass Tray, the auto tray change function may be started, and may supply the wrong paper.
We recommend that you make selections for special media in the User's Choice Special Settings. For details, refer to User's Choice Settings in the Advanced Operations volume of the User Manual.

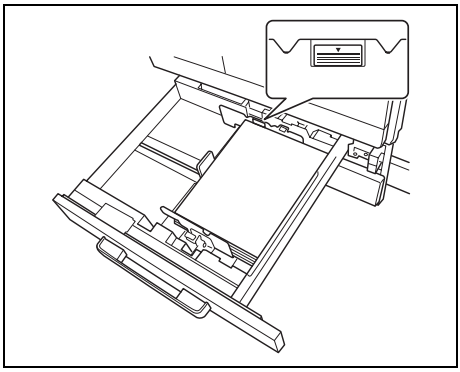
5.6 Loading Paper

While loading paper, be sure to observe the following precautions.

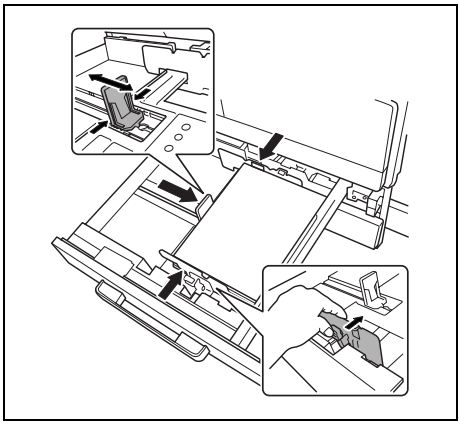
- If the paper is curled, flatten it before loading it.



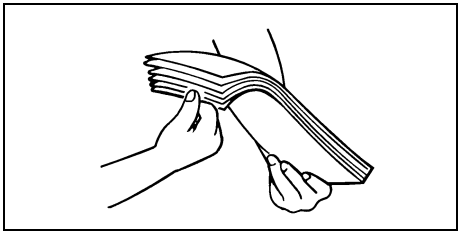
- Do not load so much paper that the top of the stack is higher than the ▼ mark or exceeds the specified number of sheets.



- Make sure that the paper guides are pushed up against the edges of the paper.



- When loading additional paper, remove any paper remaining in the drawer, place it on top of the new paper, and then align the paper in the stack well before loading it into the drawer.



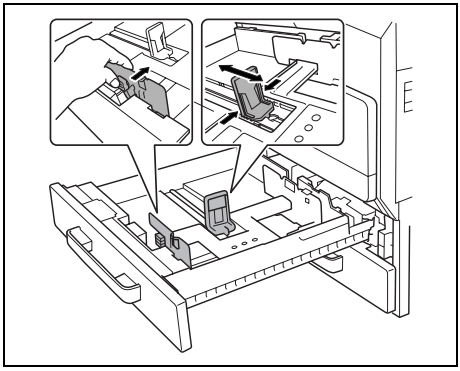
Tip
We recommend replenishing the paper only after all of the paper in the drawer has been used.

Loading Paper Into the 1st/2nd/3rd/4th Paper Drawer

Load paper into the 1st or 2nd paper drawer or the optional 2 way paper feed cabinet and paper feed cabinet, (3rd or 4th paper drawer) as described below.

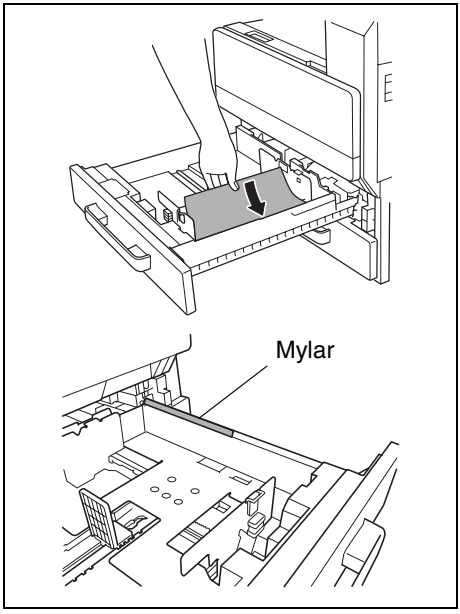
1 Pull out the paper drawer to be loaded with the paper.

2 Slide the paper guides to fit the size of the paper to be loaded.



Note
Make sure that the paper guides fit firmly in their slots.

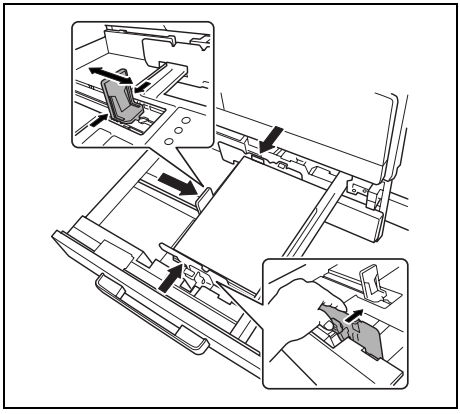
3 Load the paper into the drawer so that the front side of the paper (the side facing up when the package was unwrapped) faces up.



Note
Be careful not to touch the mylar.

4 Re-adjust the paper guides to fit the size of the paper.

5 Close the paper drawer.

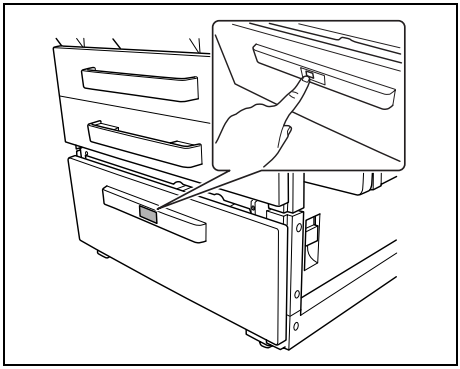


Loading Paper Into the Large Capacity Cabinet

Load paper into the large capacity cabinet as described below.

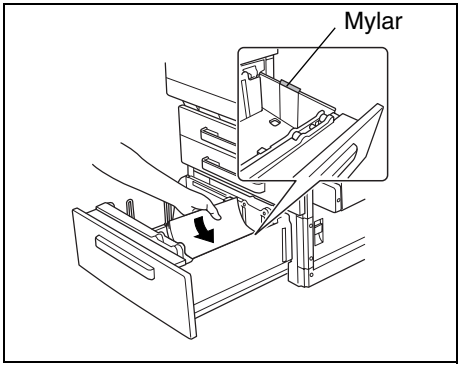
1 Press the drawer release button.

Note
When the power is turned off, the paper supply cassette can not be released, even by pushing the drawer release button.

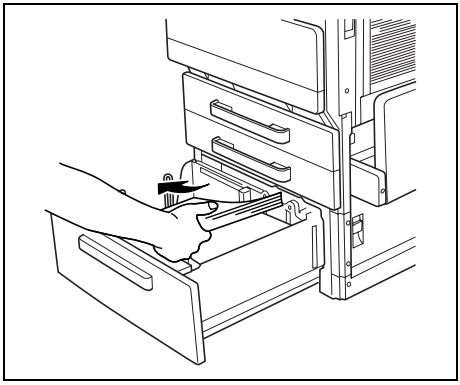


2 Load the paper into the right side of the drawer so that the front side of the paper (the side facing up when the package was unwrapped) faces up.

Note
Be careful not to touch the mylar.



3 Load the paper into the left side of the drawer so that the front side of the paper (the side facing up when the package was unwrapped) faces up.



Loading Paper Into the Multiple Bypass Tray

Use the multiple bypass tray when printing on plain paper, postcards, envelopes, overhead projector transparencies and label sheets.

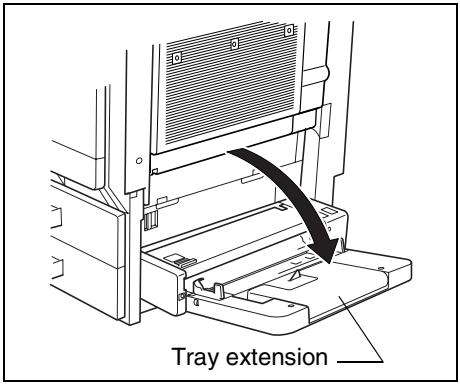
Copying onto the lower side of the set paper.

Note
To set paper other than plain paper, settings must be made in the panel.

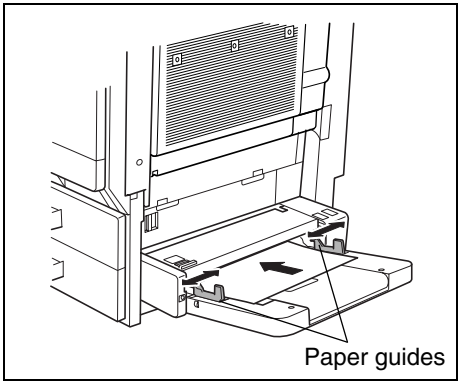
To load plain paper

1 Open the multiple bypass tray.

When loading large-sized paper, open the tray extension.



2 Adjust the paper guides to fit the size of the paper, and then insert the paper as much as possible into the feed slot.



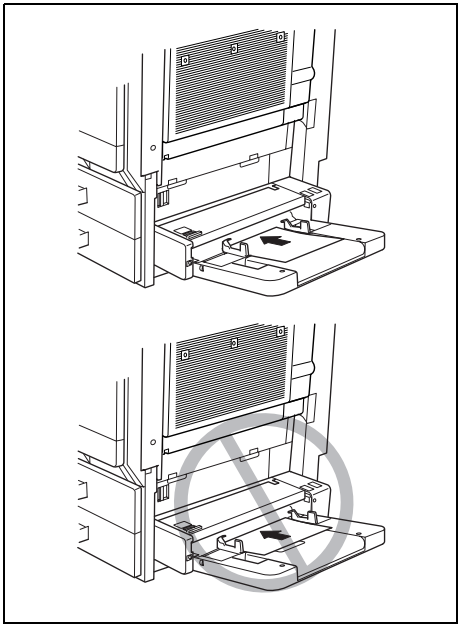
Note

Do not load so much paper that the top of the stack is higher than the ▼ mark.

Make sure that the paper guides are pushed up against the edges of the paper.

To load postcards

➜ When loading postcards, load them with the shorter side as the leading edge, as shown in the illustration, and with the side to be printed on facing down.



Note

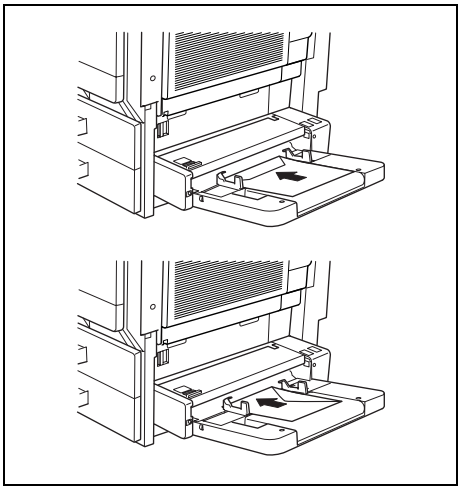
Do not load more than 50 postcards.

Do not load postcards crosswise.

After you have loaded the paper, set the paper type for the Multiple Bypass Tray in the touch panel.

To load envelopes

➔ When loading envelopes, load them with the flap facing up, as shown in the illustration.



Note

Before loading envelopes, press them down to make sure that all air is removed, and make sure that the folds of the flaps are firmly pressed, otherwise the envelopes may become wrinkled or a paper misfeed may occur.

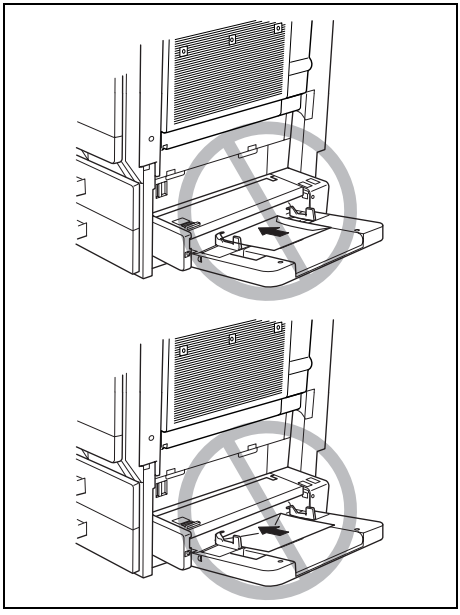
Do not load more than 10 envelopes.

After you have loaded the paper, set the paper type for the Multiple Bypass Tray in the touch panel.

Note

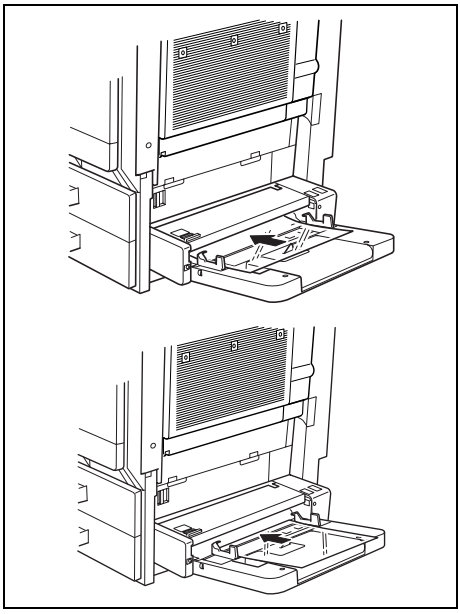
Do not load envelopes crosswise.

Do not place the flap of envelopes facing down.



To load overhead projector transparencies

➔ When loading overhead projector transparencies, load them in the same orientation as the document.



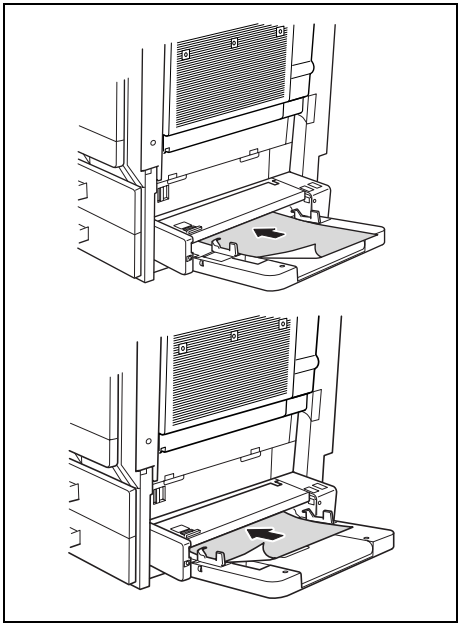
Note
Do not load more than 50 transparencies.

After you have loaded the paper, set the paper type for the Multiple Bypass Tray in the touch panel.

To load label sheets

1 When loading label sheets, load them in the same orientation as the document.

2 Place documents with the side to be printed facing down.



Note
Do not load more than 50 label sheets.

After you have loaded the paper, set the paper type for the Multiple Bypass Tray in the touch panel.

To set a non-standard (custom) paper size

If non-standard-sized paper is loaded, it will be necessary to enter the paper size.

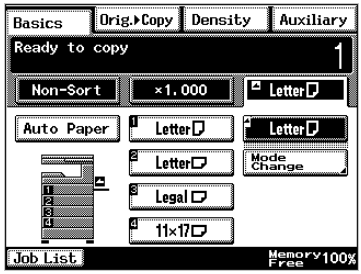
Two non-standard paper sizes can be stored for easy selection. For details, refer to the next section.

Note

Where you do not wish to set the custom size, press the [Panel Reset] key, or exceed the auto panel reset time, and this will reset to the default settings.

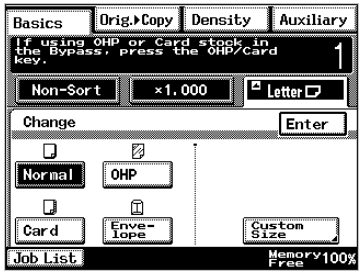
1 Touch [Paper].

2 Touch the button for the multiple bypass tray, and then touch [Mode Change].



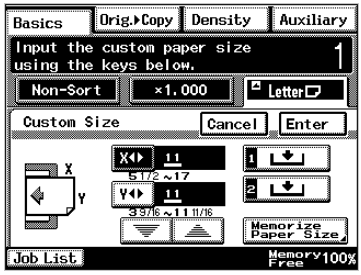
3 Touch [Custom Size].

The Custom Size screen appears.



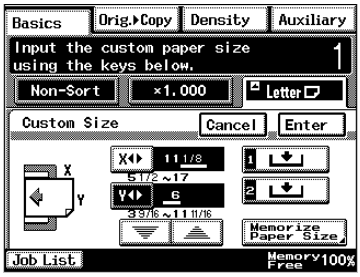
4 Touch [X ◂▸] and press the [C] key. Then, touch [▽] and [△] to select the length of side X for the paper that is loaded.

- Touch [X ◂▸] so that the cursor moves below the digit that you wish to change.



5 Touch [Y] and press the [C] key. Then, touch [▼] and [▲] to select the length of side Y for the paper that is loaded.

- Touch [Y] until the cursor moves below the digit that you wish to change.



6 Touch [Enter].

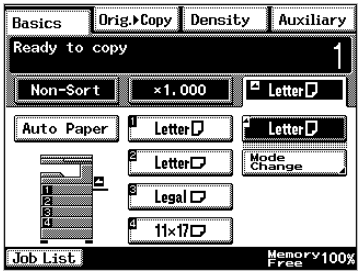
To store a non-standard (custom) paper size

Two non-standard paper sizes can be stored. Storing paper sizes that are used often enables the paper size to be selected quickly.

Note

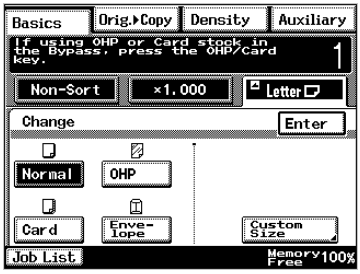
Where you do not wish to set the custom size, press the [Panel Reset] key, or exceed the auto panel reset time, and this will reset to the default settings.

1 Touch the button for the multiple bypass tray, and then touch [Mode Change].

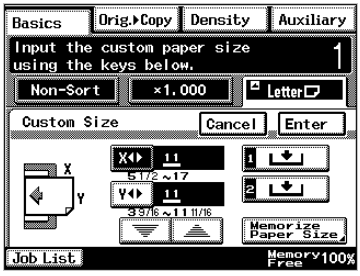


2 Touch [Custom Size].

The Custom Size screen appears.

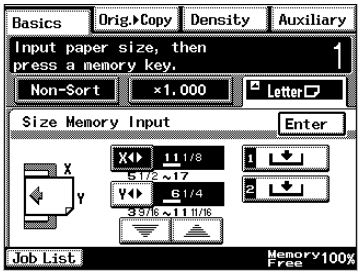


3 Touch [Memorize Paper Size].



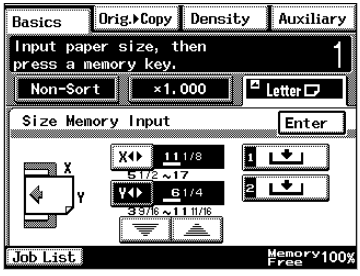
4 Touch [X] and press the [C] key. Then, touch [▼] and [▲] to select the length of side X for the paper that is loaded.

- Touch [X] until the cursor moves below the digit that you wish to change.



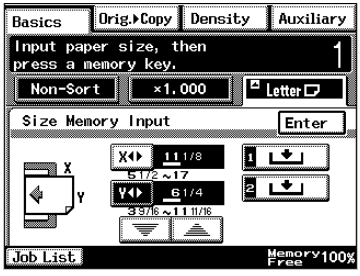
5 Touch [Y] and press the [C] key. Then, touch [▼] and [▲] to select the length of side Y for the paper that is loaded.

- Touch [Y] until the cursor moves below the digit that you wish to change.



6 Touch [1] or [2].

- If a paper size has already been stored at the selected button, the previously assigned paper size is deleted and the new paper size is stored.
- To store another custom paper size, repeat steps 4, 5 and 6.



7 Touch [Enter].

This completes the storing of custom paper sizes.

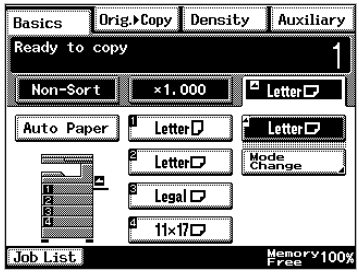
To select a stored non-standard (custom) paper size

Copies can be made using the stored custom paper size.

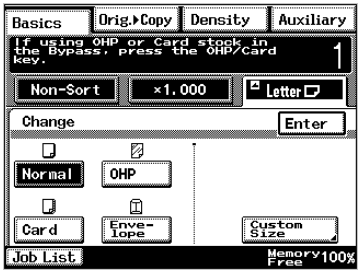
1 Position the document(s) to be copied.

2 Touch [Paper].

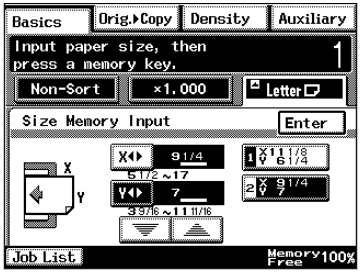
3 Touch the button for the multiple bypass tray, and then touch [Mode Change].



4 Touch [Custom Size].

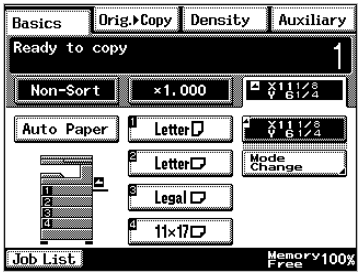


5 Touch either [1] or [2] to select the stored custom paper size, and then touch [Enter].



6 Press the [Start] key.

The copies are printed.



5.7 Selecting the Paper Setting

The paper loaded into a paper drawer or the multiple bypass tray can be selected for making copies.

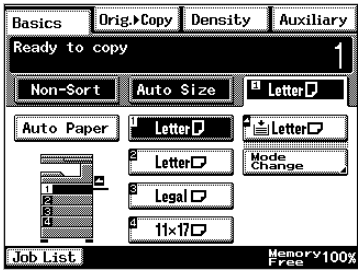
To select paper loaded into a paper drawer

1 Position the document(s) to be copied.

2 Touch [Paper].

3 Touch the button for the paper drawer loaded with the desired size of paper, and then press the [Start] key.

The copies are printed.

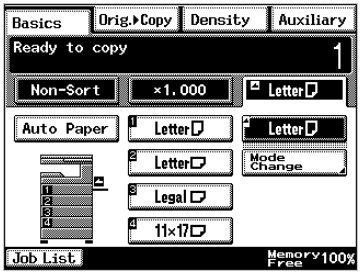


To select paper loaded into the multiple bypass tray

1 Position the document(s) to be copied.

2 Touch [Paper].

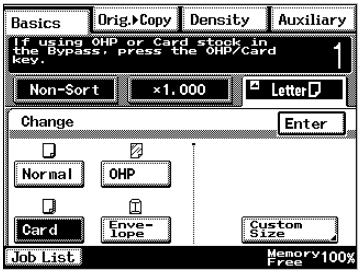
3 Touch the button for the multiple bypass tray, and then touch [Mode Change].



4 Touch the button for the type of paper loaded into the multiple bypass tray, and then touch [Enter].

5 Press the [Start] key.

The copies are printed.



Original Documents

6

6.1 Feeding the Document

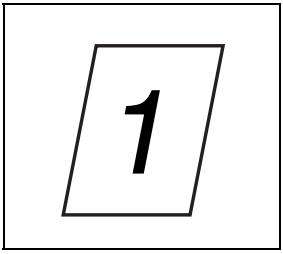
Using the Duplexing Document Feeder

The duplexing document feeder automatically feeds in, scans, then feeds out each page of a multi-page document, one page at a time. The correct type of document must be loaded in order for the duplexing document feeder to function properly.

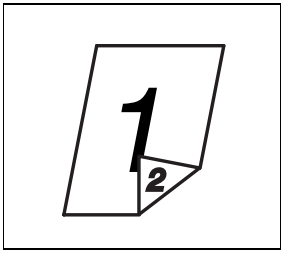
If the correct type of document is not used, this may cause in a misfeed or damage to the copier.

Document Types

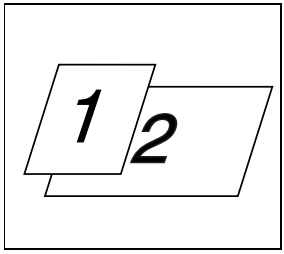
Single-sided documents



Double-sided documents



Documents of mixed sizes



Documents of Uniform Sizes

	Single-Sided Documents	Double-Sided Documents
Paper Type	Plain Paper (9-1/4 lbs. to 34 lbs.)	Plain Paper (13-1/4 lbs. to 34 lbs.)
Document Size	11 × 17 L, Legal L, Letter L, Letter C, Invoice L (5-1/2 in. × 8-1/2 in. L), Invoice C (5-1/2 in. × 8-1/2 in. C)	

Documents of Mixed Original Detection mode

	Single-Sided Documents	Double-Sided Documents
Paper Type	Plain Paper (13-1/4 lbs. to 34 lbs.)	
Document Size	Refer to "Mixed Width Document Sizes".	

Mixed Width Document Sizes

Maximum Document Width		11 in.		8-1/2 in.			5-1/2 in.
Mixed Width Document Detection		11 × 17 L	Letter C	Legal L	Letter L	8-1/2 × 5-1/2 C	8-1/2 × 5-1/2 L
11 in.	11 × 17 L	○	○	—	—	—	—
	Letter C	○	○	—	—	—	—
8-1/2 in.	Legal L	○	○	○	○	○	—
	Letter L	○	○	○	○	○	—
	8-1/2 × 5-1/2 C	—	—	○	○	○	—
5-1/2 in.	8-1/2 × 5-1/2 L	—	—	—	—	—	○

○: Copying possible

—: Copying not possible

Precautions Concerning the Documents

The following types of documents should not be loaded into the duplexing document feeder, otherwise paper misfeeds or damage to the document may occur. Instead, these types of documents should be positioned on the original glass.

Documents on special paper

- Folded documents (folded in half or fanned)
- Highly translucent or transparent documents, such as diazo photosensitive paper
- Documents with binder holes
- Documents with many binder holes, such as loose-leaf paper
- Coated documents, such as heat-sensitive or carbon-backed paper
- Inkjet printer paper
- Documents that have just been printed with this copier

Documents on paper that cannot be fed

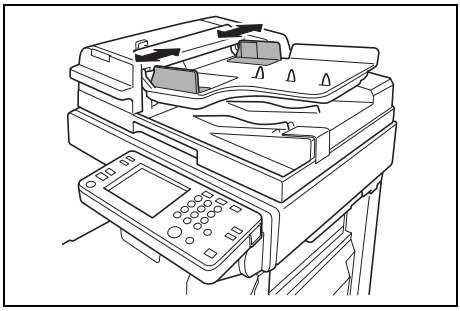
- Curled documents
- Wrinkled or torn documents
- Overhead transparencies

If non-standard-sized paper is determined to be close to a standard size, copying with the “Auto Paper” or “Auto Size” settings is possible.

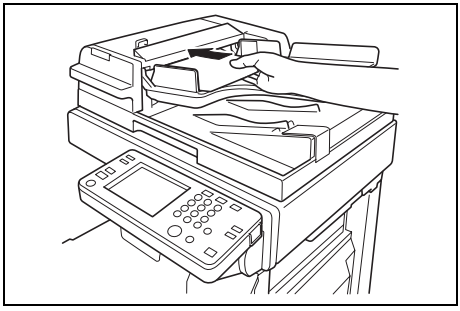
6.2 Feeding the Document Through the Duplexing Document Feeder

Loading the Document

1 Slide the adjustable document guides to fit the size of the document.

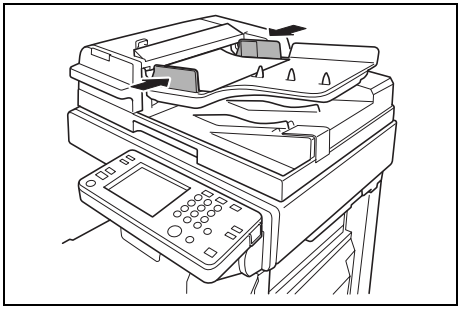


2 Load the documents to be faxed or copied face up.



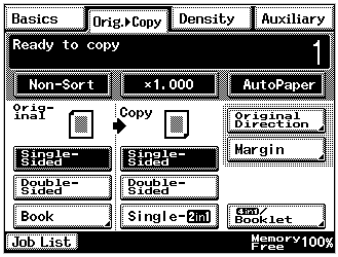
Note
A document consisting of up to 80 pages can be loaded. Do not load so many pages that the top of the stack is higher than the ▼ mark.

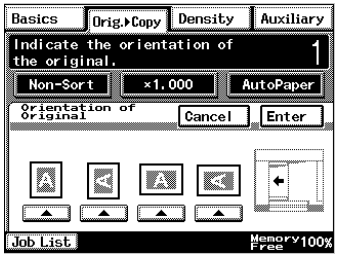
3 Adjust the document guides to the size of the document.



Note
Be sure to load the document correctly, otherwise the pages may not be fed in straight.

4 Touch [Original Direction], and then select the setting appropriate for your document.





Note

If the orientation of the document is different from that of the selected Original Direction setting, certain copy operations, such as 2in1 or 4in1 copying, will not be printed correctly.

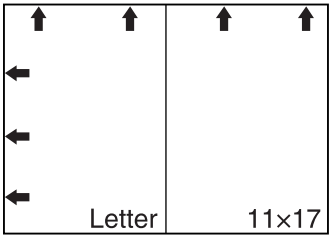
5 Press the [Start] key.

The pages of the document are fed in, starting with the topmost page.

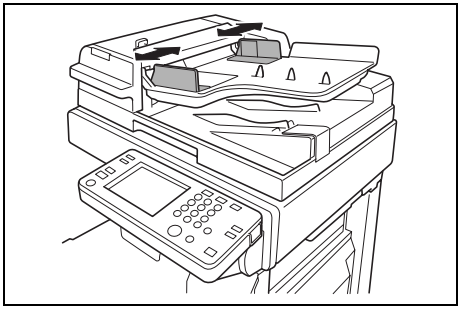
To load a document of mixed sizes ("Mixed Orig Detection" function)

With mixed width document detection, documents of various standard-sized pages can be scanned and copied as a set using the duplexing document feeder.

1 Stack the pages of the document face up as shown, making sure that all pages are aligned at the top edge and on the left side.



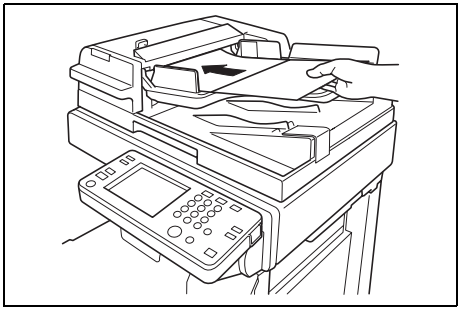
2 Slide the adjustable document guides to fit the size of the largest page.



3 Load the document so that all pages are aligned along the document guide toward the rear of the copier.

4 Adjust the document guides to the size of the document.

- Be sure to load the document correctly, otherwise the pages may not be fed in straight.

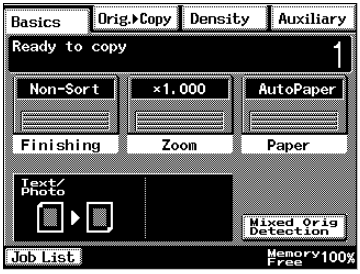


Note

Certain document size combinations are not possible with the "Mixed Orig Detection" function. For details, refer to page 6-3.

5 In the Basics screen, touch [Mixed Orig Detection].

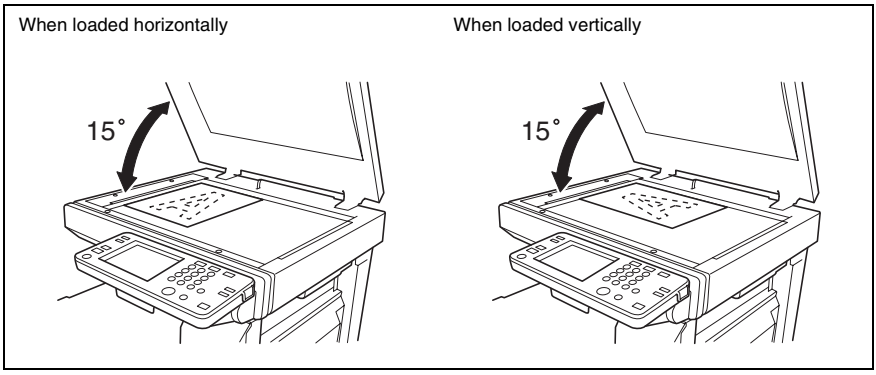
6 Select the desired copy settings, and then press the [Start] key.



6.3 Positioning Documents on the Original Glass

The procedure for positioning the document differs depending on the type of document being copied, therefore be sure the document is positioned correctly. For information on using the duplexing document feeder, refer to “Feeding the Document Through the Duplexing Document Feeder” (page 6-4).

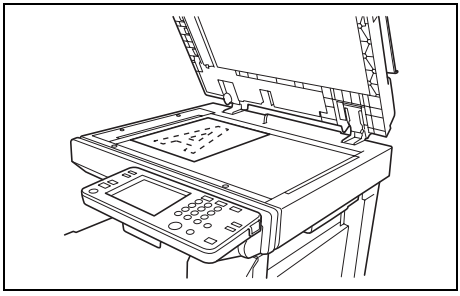
When placing the document directly on the original glass, position it after lifting the original cover or the duplexing document feeder 15° or more, as shown below.



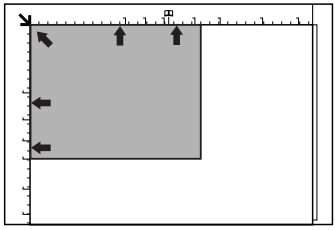
To position sheet documents

Follow the procedure described below when copying plain paper or documents that cannot be fed through the duplexing document feeder.

1 Lift open the original cover, or the duplexing document feeder if it is installed, and then position the document face down on the original glass.



2 Position the document so that it aligns with the arrow in the upper-left corner of the document scales.

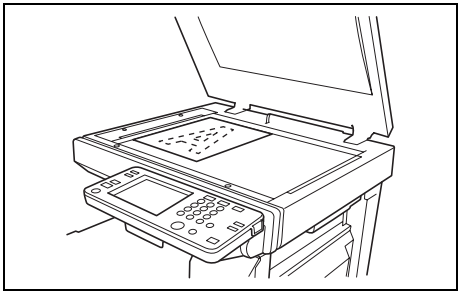


3 Carefully close the original cover, or the duplexing document feeder if it is installed.

To position transparent or translucent documents

Follow the procedure described below when copying documents, such as overhead transparencies, tracing paper or diazo photosensitive paper.

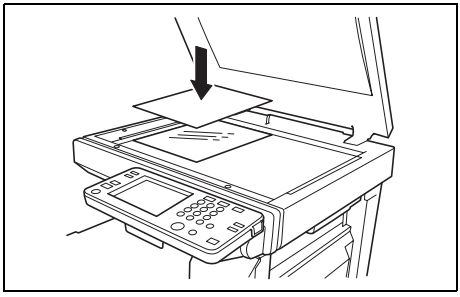
1 Lift open the original cover, or the duplexing document feeder if it is installed, and then position the document face down on the original glass.



2 Position the document so that it aligns with the arrow in the upper-left corner of the document scales.

3 Place a blank sheet of paper of the same size over the document.

4 Carefully close the original cover, or the duplexing document feeder if it is installed.



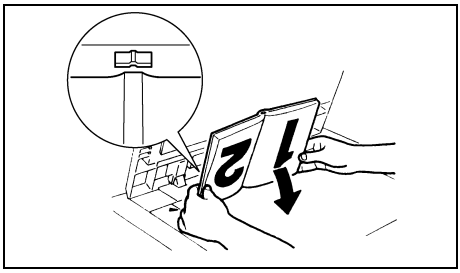
To position books or magazines

Follow the procedure described below when copying bound documents, such as books and magazines.

1 In the Basics screen, touch [Orig. ►Copy], and touch [Back]. Then, make other settings.

2 Lift open the original cover, or the duplexing document feeder if it is installed.

3 Position the document face down on the original glass, with the top of the book toward the rear of the copier and with the center of the book aligned with the book mark in the document scale.



4 Carefully close the original cover, or the duplexing document feeder if it is installed.

Note

For thick documents, make the copy without closing the original cover or duplexing document feeder.

While the document is being scanned with the original cover or duplexing document feeder open, do not look directly at the bright light that may shine through the original glass.

If the document is not positioned correctly, the copies will not be printed in the correct sequence.

Lift open the original cover, or the duplexing document feeder if it is installed, 15° or more.

Do not place objects exceeding 6-1/2 lbs. on the original glass.

If a book is placed on the original glass, do not press it down with extreme force, otherwise the original glass may be damaged.

Tip

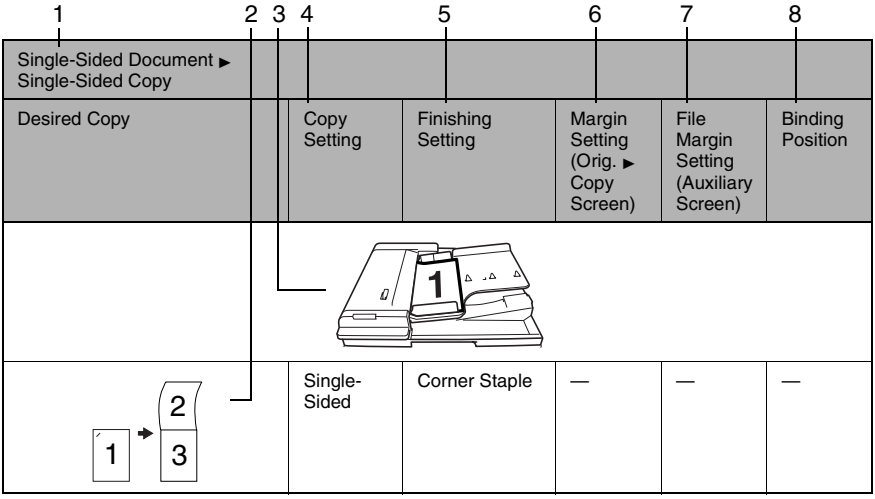
For details, refer to "Copying a Book" on page 7-27.

6.4 Loading Documents for Specific Applications

The most appropriate document feed method and copy settings for specific applications are described below.

For details on specifying the various copy settings, refer to “7 Specifying Copy Settings”.

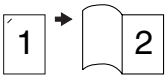
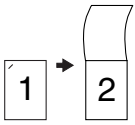
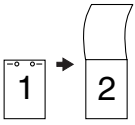
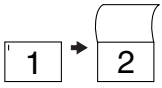
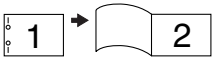
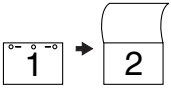
Description of the Table

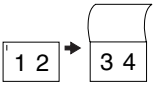
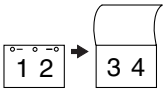
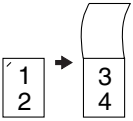
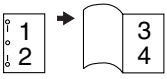
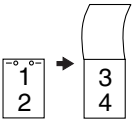


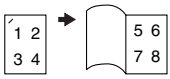
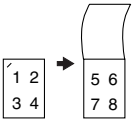
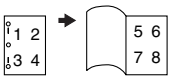
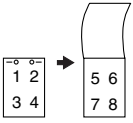
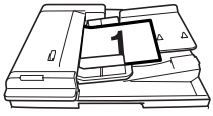
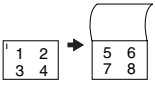
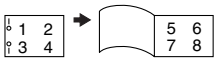
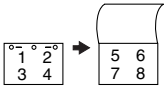
1. Shows whether the original document and the desired copy are single-sided or double-sided.
2. Shows how the copy will appear.
3. Shows how the document should be positioned. (page 6-4)
4. Shows the selected Copy setting. (Single-Sided, Double-Sided, 2in1 or 4in1) on the Orig. ►Copy screen (page 7-18)
5. Shows the selected Finishing setting. (Corner Staple, 2-Point Staple or Hole Punch) (page 7-2)
6. Shows the selected Margin setting from the Orig. ►Copy screen if a margin is specified for the document. (page 7-24)
7. Shows the selected File Margin setting from the Auxiliary screen if a binding margin is specified for the copy. (Advanced Operations volume)
8. Shows the stapling or hole-punching position that must be selected. (page 7-7 and page 7-9)

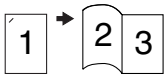
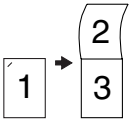
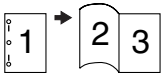
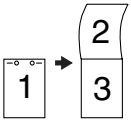
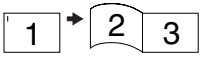
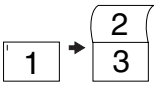
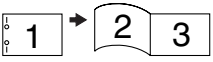
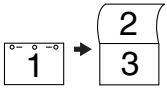
* A dash (—) indicates that no setting should be selected.

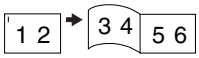
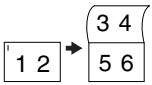
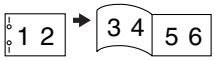
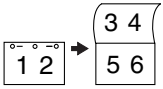
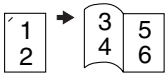
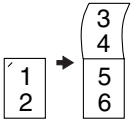
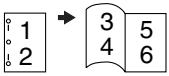
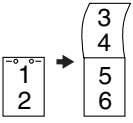
Single-Sided Documents

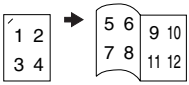
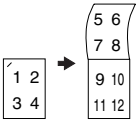
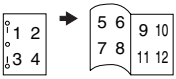
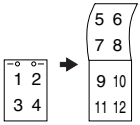
Single-Sided Document ▶ Single-Sided Copy					
Desired Copy	Copy Setting	Finishing Setting	Margin Setting (Orig. ▶ Copy Screen)	File Margin Setting (Auxiliary Screen)	Binding Position
			Document: Horizontal Paper		
	Single-Sided	Corner Staple	—	—	—
	Single-Sided	Corner Staple	—	—	—
	Single-Sided	Hole Punch 2-Point Staple	—	—	—
	Single-Sided	Hole Punch 2-Point Staple	—	—	
			Document: Vertical Paper		
	Single-Sided	Corner Staple	—	—	—
	Single-Sided	Corner Staple	—	—	—
	Single-Sided	Hole Punch 2-Point Staple	—	—	
	Single-Sided	Hole Punch 2-Point Staple	—	—	—

Single-Sided Document ▶ Single-Sided Copy					
Desired Copy	Copy Setting	Finishing Setting	Margin Setting (Orig. ▶ Copy Screen)	File Margin Setting (Auxiliary Screen)	Binding Position
			Document: Horizontal Paper		
	Single-2in1	Corner Staple	—	—	—
	Single-2in1	Corner Staple	—	—	—
	Single-2in1	Hole Punch 2-Point Staple	—	—	
	Single-2in1	Hole Punch 2-Point Staple	—	—	—
			Document: Vertical Paper		
	Single-2in1	Corner Staple	—	—	—
	Single-2in1	Corner Staple	—	—	—
	Single-2in1	Hole Punch 2-Point Staple	—	—	—
	Single-2in1	Hole Punch 2-Point Staple	—	—	

Single-Sided Document ▶ Single-Sided Copy					
Desired Copy	Copy Setting	Finishing Setting	Margin Setting (Orig. ▶ Copy Screen)	File Margin Setting (Auxiliary Screen)	Binding Position
			Document: Horizontal Paper		
	Single-4in1	Corner Staple	—	—	—
	Single-4in1	Corner Staple	—	—	—
	Single-4in1	Hole Punch 2-Point Staple	—	—	—
	Single-4in1	Hole Punch 2-Point Staple	—	—	
			Document: Vertical Paper		
	Single-4in1	Corner Staple	—	—	—
	Single-4in1	Corner Staple	—	—	—
	Single-4in1	Hole Punch 2-Point Staple	—	—	
	Single-4in1	Hole Punch 2-Point Staple	—	—	—

Single-Sided Document ▶ Double-Sided Copy					
Desired Copy	Copy Setting	Finishing Setting	Margin Setting (Orig. ▶ Copy Screen)	File Margin Setting (Auxiliary Screen)	Binding Position
			Document: Horizontal Paper		
	Double-Sided	Corner Staple	—	—	—
	Double-Sided	Corner Staple	—		—
	Double-Sided	Hole Punch 2-Point Staple	—	—	—
	Double-Sided	Hole Punch 2-Point Staple	—	—	
			Document: Vertical Paper		
	Double-Sided	Corner Staple	—		—
	Double-Sided	Corner Staple	—	—	—
	Double-Sided	Hole Punch 2-Point Staple	—	—	
	Double-Sided	Hole Punch 2-Point Staple	—	—	—

Single-Sided Document ▶ Double-Sided Copy					
Desired Copy	Copy Setting	Finishing Setting	Margin Setting (Orig. ▶ Copy Screen)	File Margin Setting (Auxiliary Screen)	Binding Position
			Document: Horizontal Paper		
	Double-2in1	Corner Staple	—		—
	Double-2in1	Corner Staple	—	—	—
	Double-2in1	Hole Punch 2-Point Staple	—	—	
	Double-2in1	Hole Punch 2-Point Staple	—	—	—
			Document: Vertical Paper		
	Double-2in1	Corner Staple	—	—	—
	Double-2in1	Corner Staple	—		—
	Double-2in1	Hole Punch 2-Point Staple	—	—	—
	Double-2in1	Hole Punch 2-Point Staple	—	—	

Single-Sided Document ▶ Double-Sided Copy					
Desired Copy	Copy Setting	Finishing Setting	Margin Setting (Orig. ▶ Copy Screen)	File Margin Setting (Auxiliary Screen)	Binding Position
			Document: Horizontal Paper		
	Double-4in1	Corner Staple	—	—	—
	Double-4in1	Corner Staple	—		—
	Double-4in1	Hole Punch 2-Point Staple	—	—	—
	Double-4in1	Hole Punch 2-Point Staple	—	—	
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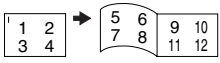
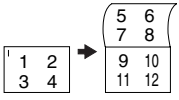
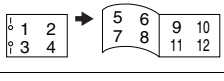
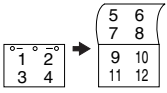
	Double-4in1	Corner Staple	—		—
	Double-4in1	Corner Staple	—	—	—
	Double-4in1	Hole Punch 2-Point Staple	—	—	
	Double-4in1	Hole Punch 2-Point Staple	—	—	—

Left-Bound Double-Sided Documents

Left-Bound Double-Sided Document ▶ Single-Sided Copy					
Desired Copy	Copy Setting	Finishing Setting	Margin Setting (Orig. ▶ Copy Screen)	File Margin Setting (Auxiliary Screen)	Binding Position
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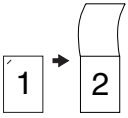
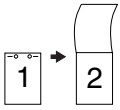
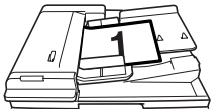
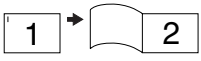
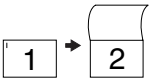
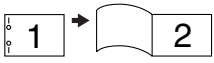
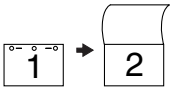
	Single-Sided	Corner Staple	—	—	—
	Single-Sided	Hole Punch 2-Point Staple	—	—	—
	Single-Sided	Hole Punch 2-Point Staple	—	—	
			Document: Vertical Paper		
	Single-Sided	Corner Staple		—	—
	Single-Sided	Corner Staple		—	—
	Single-Sided	Hole Punch 2-Point Staple		—	—
	Single-Sided	Hole Punch 2-Point Staple		—	

Left-Bound Double-Sided Document ►Single-Sided Copy					
Desired Copy	Copy Setting	Finishing Setting	Margin Setting (Orig. ► Copy Screen)	File Margin Setting (Auxiliary Screen)	Binding Position
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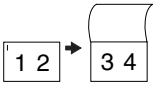
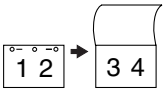
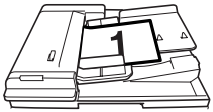
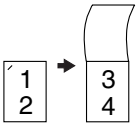
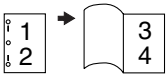
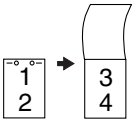
	Single-2in1	Corner Staple	—	—	—
	Single-2in1	Hole Punch 2-Point Staple	—	—	
	Single-2in1	Hole Punch 2-Point Staple	—	—	—
			Document: Vertical Paper		
	Single-2in1	Corner Staple		—	—
	Single-2in1	Corner Staple		—	—
	Single-2in1	Hole Punch 2-Point Staple		—	—
	Single-2in1	Hole Punch 2-Point Staple		—	

Left-Bound Double-Sided Document ▶ Single-Sided Copy					
Desired Copy	Copy Setting	Finishing Setting	Margin Setting (Orig. ▶ Copy Screen)	File Margin Setting (Auxiliary Screen)	Binding Position
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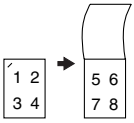
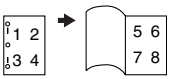
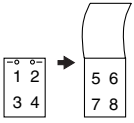
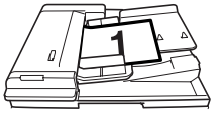
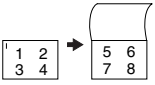
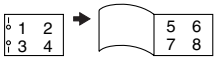
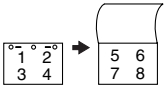
	Single-4in1	Corner Staple	—	—	—
	Single-4in1	Hole Punch 2-Point Staple	—	—	—
	Single-4in1	Hole Punch 2-Point Staple	—	—	
			Document: Vertical Paper		
	Single-4in1	Corner Staple		—	—
	Single-4in1	Corner Staple		—	—
	Single-4in1	Hole Punch 2-Point Staple		—	—
	Single-4in1	Hole Punch 2-Point Staple		—	

Left-Bound Double-Sided Document ►Double-Sided Copy					
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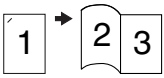
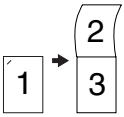
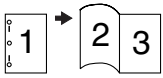
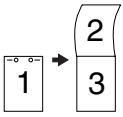
	Double-Sided	Corner Staple	—	—	—
	Double-Sided	Corner Staple	—		—
	Double-Sided	Hole Punch 2-Point Staple	—	—	—
	Double-Sided	Hole Punch 2-Point Staple	—	—	
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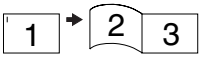
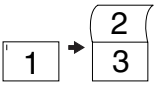
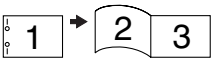
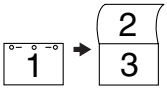
	Double-Sided	Corner Staple		—	—
	Double-Sided	Corner Staple			—
	Double-Sided	Hole Punch 2-Point Staple			—
	Double-Sided	Hole Punch 2-Point Staple		—	—

Left-Bound Double-Sided Document ▶ Double-Sided Copy					
Desired Copy	Copy Setting	Finishing Setting	Margin Setting (Orig. ▶ Copy Screen)	File Margin Setting (Auxiliary Screen)	Binding Position
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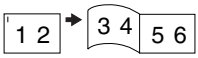
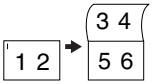
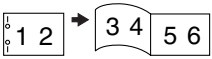
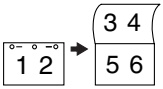
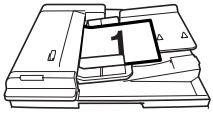
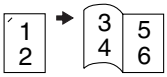
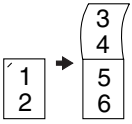
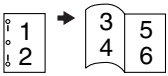
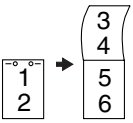
	Double-2in1	Corner Staple	—		—
	Double-2in1	Corner Staple	—	—	—
	Double-2in1	Hole Punch 2-Point Staple	—	—	
	Double-2in1	Hole Punch 2-Point Staple	—	—	—
			Document: Vertical Paper		
	Double-2in1	Corner Staple		—	—
	Double-2in1	Corner Staple			—
	Double-2in1	Hole Punch 2-Point Staple		—	—
	Double-2in1	Hole Punch 2-Point Staple		—	

Left-Bound Double-Sided Document ►Double-Sided Copy					
Desired Copy	Copy Setting	Finishing Setting	Margin Setting (Orig. ► Copy Screen)	File Margin Setting (Auxiliary Screen)	Binding Position
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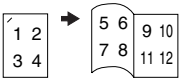
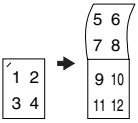
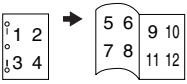
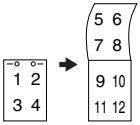
	Double-4in1	Corner Staple	—	—	—
	Double-4in1	Corner Staple	—		—
	Double-4in1	Hole Punch 2-Point Staple	—	—	—
	Double-4in1	Hole Punch 2-Point Staple	—	—	
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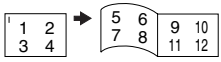
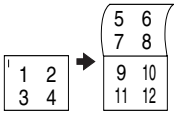
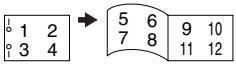
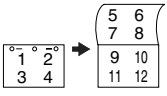
	Double-4in1	Corner Staple		—	—
	Double-4in1	Corner Staple			—
	Double-4in1	Hole Punch 2-Point Staple		—	
	Double-4in1	Hole Punch 2-Point Staple		—	—

Top-Bound Double-Sided Documents

Top-Bound Double-Sided Document ►Single-Sided Copy					
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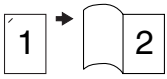
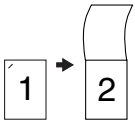
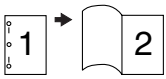
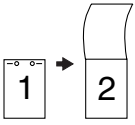
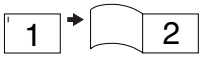
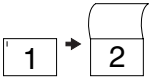
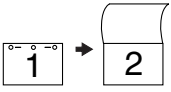
	Single-Sided	Corner Staple		—	—
	Single-Sided	Corner Staple		—	—
	Single-Sided	Hole Punch 2-Point Staple		—	
	Single-Sided	Hole Punch 2-Point Staple		—	—
			Document: Vertical Paper		
	Single-Sided	Corner Staple	—	—	—
	Single-Sided	Corner Staple	—	—	—
	Single-Sided	Hole Punch 2-Point Staple	—	—	
	Single-Sided	Hole Punch 2-Point Staple	—	—	—

Top-Bound Double-Sided Document ►Single-Sided Copy					
Desired Copy	Copy Setting	Finishing Setting	Margin Setting (Orig. ► Copy Screen)	File Margin Setting (Auxiliary Screen)	Binding Position
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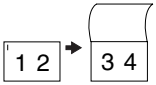
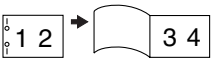
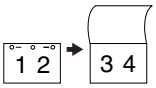
	Single-2in1	Corner Staple			—
	Single-2in1	Corner Staple		—	—
	Single-2in1	Hole Punch 2-Point Staple		—	
	Single-2in1	Hole Punch 2-Point Staple		—	—
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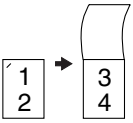
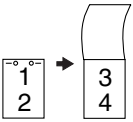
	Single-2in1	Corner Staple	—	—	—
	Single-2in1	Corner Staple	—		—
	Single-2in1	Hole Punch 2-Point Staple	—	—	—
	Single-2in1	Hole Punch 2-Point Staple	—	—	

Top-Bound Double-Sided Document ►Single-Sided Copy					
Desired Copy	Copy Setting	Finishing Setting	Margin Setting (Orig. ► Copy Screen)	File Margin Setting (Auxiliary Screen)	Binding Position
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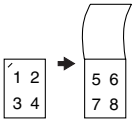
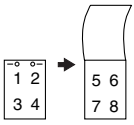
	Single-4in1	Corner Staple		—	—
	Single-4in1	Hole Punch 2-Point Staple		—	
	Single-4in1	Hole Punch 2-Point Staple		—	—
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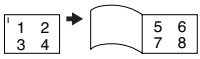
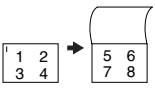
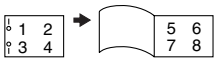
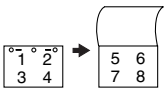
	Single-4in1	Corner Staple	—	—	—
	Single-4in1	Corner Staple	—	—	—
	Single-4in1	Hole Punch 2-Point Staple	—	—	
	Single-4in1	Hole Punch 2-Point Staple	—	—	—

Top-Bound Double-Sided Document ►Double-Sided Copy					
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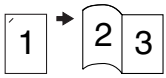
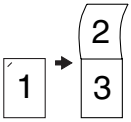
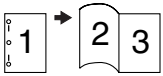
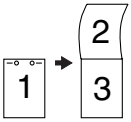
	Double-Sided	Corner Staple		—	—
	Double-Sided	Corner Staple			—
	Double-Sided	Hole Punch 2-Point Staple		—	
	Double-Sided	Hole Punch 2-Point Staple		—	—
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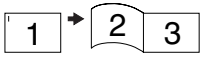
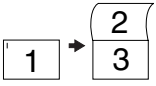
	Double-Sided	Corner Staple	—		—
	Double-Sided	Corner Staple	—	—	—
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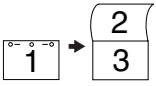	Double-Sided	Hole Punch 2-Point Staple	—	—	—

Top-Bound Double-Sided Document ▶Double-Sided Copy					
Desired Copy	Copy Setting	Finishing Setting	Margin Setting (Orig. ▶ Copy Screen)	File Margin Setting (Auxiliary Screen)	Binding Position
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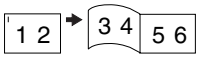
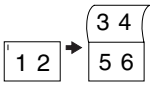
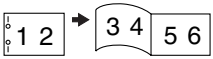
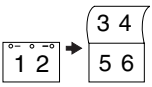
	Double-2in1	Corner Staple			—
	Double-2in1	Corner Staple		—	—
	Double-2in1	Hole Punch 2-Point Staple		—	
	Double-2in1	Hole Punch 2-Point Staple		—	—
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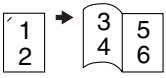
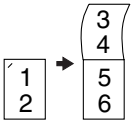
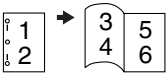
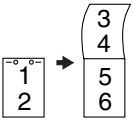
	Double-2in1	Corner Staple	—	—	—
	Double-2in1	Corner Staple	—		—
	Double-2in1	Hole Punch 2-Point Staple	—	—	—
	Double-2in1	Hole Punch 2-Point Staple	—	—	

Top-Bound Double-Sided Document ►Double-Sided Copy					
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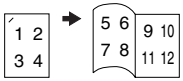
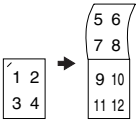
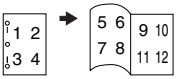
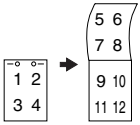
	Double-4in1	Corner Staple			—
	Double-4in1	Corner Staple		—	—
	Double-4in1	Hole Punch 2-Point Staple		—	
	Double-4in1	Hole Punch 2-Point Staple		—	—
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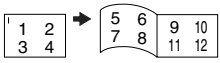
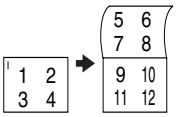
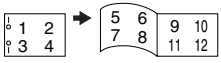
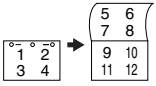
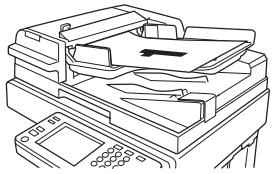
	Double-4in1	Corner Staple	—		—
	Double-4in1	Corner Staple	—	—	—
	Double-4in1	Hole Punch 2-Point Staple	—	—	
	Double-4in1	Hole Punch 2-Point Staple	—	—	—

6.5 Large Documents

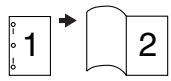
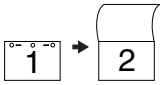
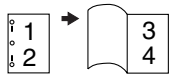
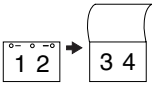
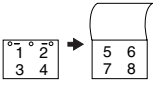
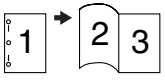
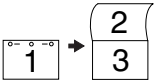
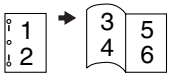
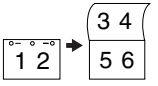
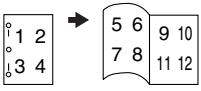
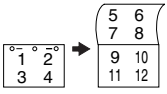
Precautions for 11 × 17 L/Legal L Copies

When making 11 × 17 L or Legal L copies, observe the following precautions concerning the orientation of the document and the positions of 2-point stapling or hole-punching.

If any of the following types of documents are loaded, select the Original Direction setting from the Orig. ▶Copy screen. → page 7-21



When making 11 × 17 L or Legal L copies, the “2-Point Staple” and “Hole Punch” settings are not available with the following positions.

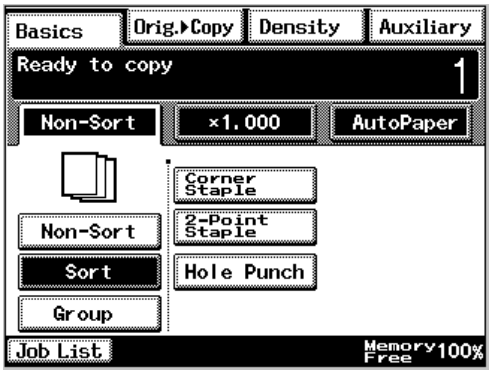
	
	
	
	
	
	

7 Specifying Copy Settings

7.1 Specifying Finishing Settings

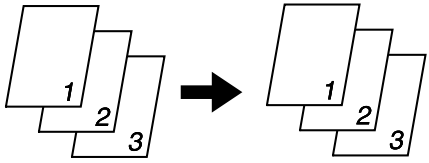
Various finishing settings for sorting or grouping, stapling or punching holes in copies are available.

In the touch panel, touch [Basics], and then touch [Finishing]. A screen appears, showing the available Finishing settings.

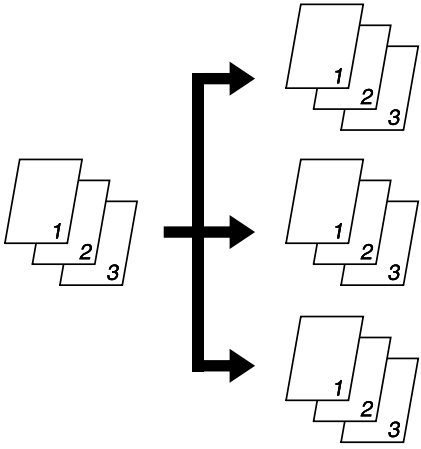


Available Finishing Settings

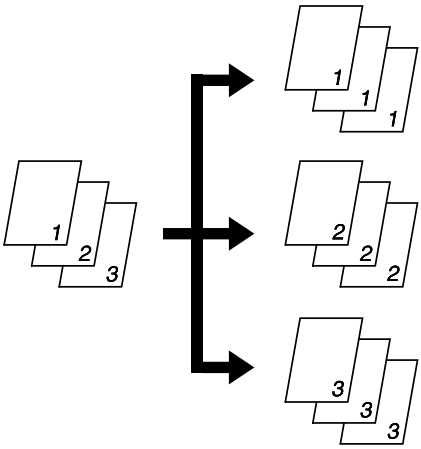
- Non-Sort
  The copies are fed out and stacked on top of each other as they are printed.



- Sort
  The copies are automatically divided into the specified number of sets with each set containing a copy of each page.



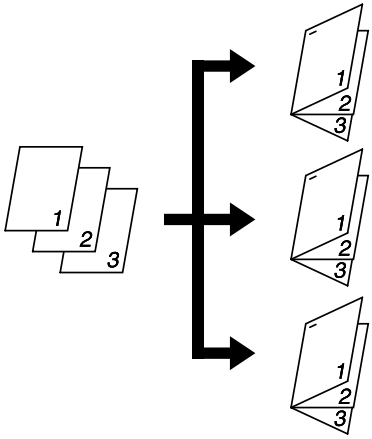
- Group
  The copies are automatically divided into stacks containing copies of the same page.



<Only when the finisher is installed>

- Corner Staple
  Copies printed with the “Sort” or “Group” setting are automatically stapled together in the upper-left corner.

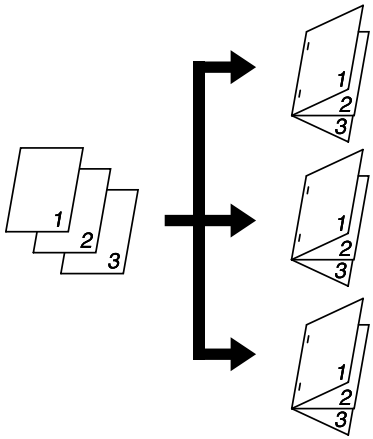
Note
Thick paper, envelopes and overhead projector transparencies cannot be stapled.



<Only when the finisher is installed>

- 2-Point Staple
  Copies printed with the “Sort” or “Group” setting are automatically stapled together at two points on the left edge.

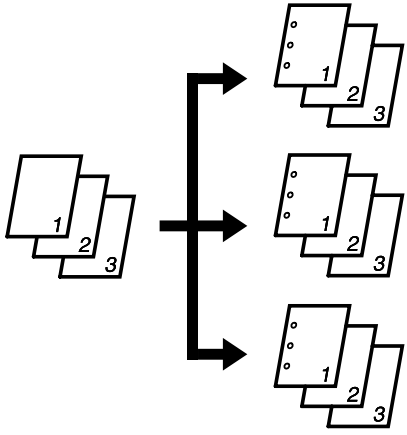
Note
Thick paper, envelopes and overhead projector transparencies cannot be stapled.



<Only when the finisher is installed>

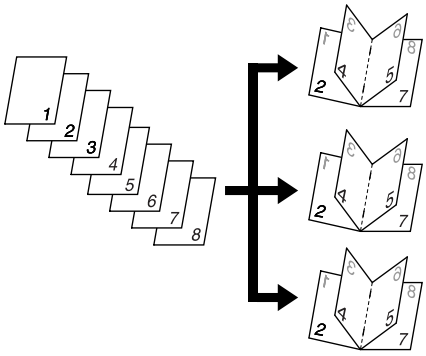
- Hole Punch
  Holes are punched in the copies so they can be filed.
  This setting can be combined with the “Non-Sort”, “Sort”, “Group” or a staple setting.

Note
Holes cannot be punched in envelopes and overhead projector transparencies.



<Only when the finisher and the saddle kit are installed>

- Creased and 2-Point Staple
  Automatically crease paper copied in booklet-printing mode, and stapled together at two points in the center.



Note
Thick paper, envelopes and overhead projector transparencies cannot be creased and 2-point stapled.

Tip
As a default, "Non-Sort" or "Sort" are automatically selected depending on the number of pages in the document. The default setting is "Non-Sort". The default setting can be changed using a function on the User's Choice screen. For details, refer to "Changing Default Settings" of "Utility Mode Operations" in the Advanced Operations volume of the User Manual.

Notes on Using the "Sort" and "Group" Settings

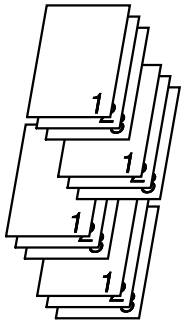
- If a document positioned on the original glass is copied using the "Sort" setting, copying is automatically performed using the "Separate Scan" function.
  For details, refer to "Auxiliary Functions" in the Advanced Operations volume of the User Manual.
- If the finisher or the mail bin kit is installed, each set of copies is fed out shifted to alternating sides.
- If the job tray is installed, but the finisher or the mail bin kit is not, each set of copies is fed out in an alternating crisscross pattern.

<Conditions for crisscross sorting>

- Paper of the same type must be loaded horizontally in one paper drawer and vertically in another drawer.
- The "Mixed Orig Detection" function must not be selected.
- None of the following can be selected: a stapling or the "Hole Punch" setting and the "Page Insertion", the "Cover Mode" and the "Image Repeat" functions.
- A paper drawer cannot be selected.
- Letter sized paper is set horizontally or vertically.
- If a finisher is installed, crisscross sorting can not be carried out.

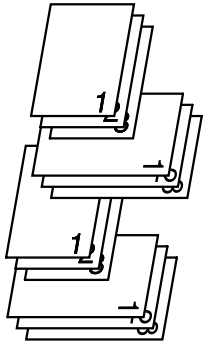
Shift Sorting

Each copy set is fed out shifted to alternating sides.



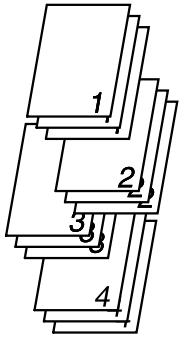
Crisscross Sorting

Each copy set is fed out in an alternating crisscross pattern.



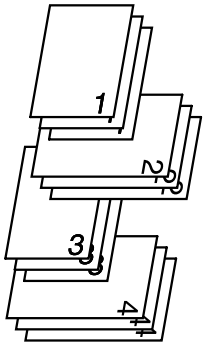
Shift Grouping

Each page set is fed out shifted to alternating sides.



Crisscross Grouping

Each page set is fed out in an alternating crisscross pattern.



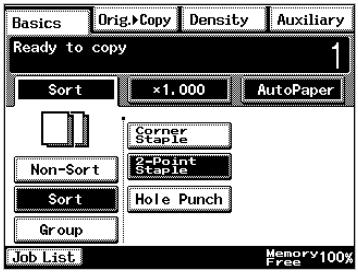
To make copies using a stapling setting

1 Position the document(s) to be copied.

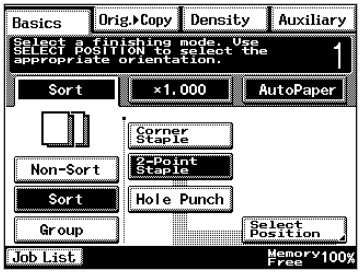
- ❍ For details, refer to “6 Original Documents”.

2 Touch [Sort], and after selecting your desired sorting mode, touch staple mode.

- ❍ If “Corner Staple” was selected, skip to step 6.
- ❍ If “2-Point Staple” was selected, continue with step 3.

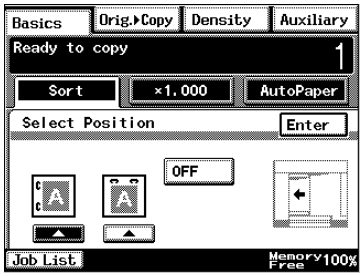


3 Touch [Select Position].



4 Touch the button for the desired stapling position.

5 Touch [Enter].



6 Press the [Start] key.

The copies are printed.

Note

A stapling setting cannot be selected if another job has been interrupted.

When making copies while using a staple setting, be careful of the selected stapling position.
For details, refer to page 7-11.

If "Corner Staple" was selected, the stapling position cannot be specified. However, if the "Corner Staple" setting is used together with the "Hole Punch" setting, the stapling position can be specified.

If a document positioned on the original glass is copied using a stapling setting, copying is automatically performed using the "Separate Scan" function.
For details, refer to "Auxiliary Functions" in the Advanced Operations volume of the User Manual.

When copying while using a stapling setting, be sure that the maximum number of pages that can be stapled together is not exceeded.

Where you do not set the position, the stapling position is automatically specified.

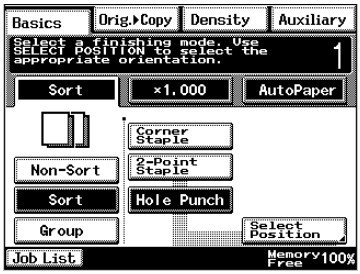
To make copies using the “Hole Punch” setting

1 Position the document(s) to be copied.

- For details, refer to “6 Original Documents”.

2 Select “Non-Sort”, “Sort” or “Group”, and then touch [Hole Punch].

3 Touch [Select Position].



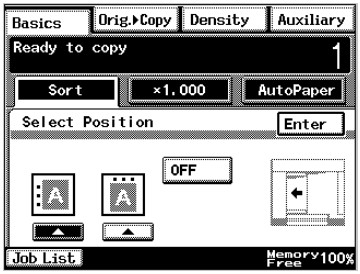
4 Touch the button for the desired hole punch positions.

- To allow the hole punch position to automatically be specified, touch [OFF].

5 Touch [Enter].

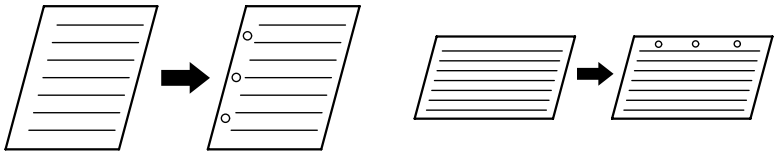
6 Press the [Start] key.

The copies are printed.



Tip

If copying is started without the hole punch position specified or if "OFF" was selected, the hole punch position is automatically specified according to the document orientation, as shown below.



To adjust the position of the punched holes, contact your service representative.

Creasing and Folding

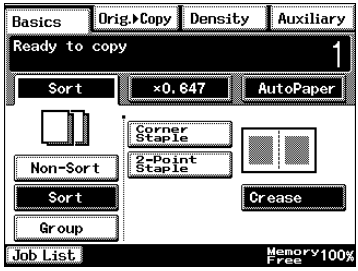
When the optional finisher or saddle kits are installed, you can set a crease to fold paper in two. Additionally, you can add two staples in the middle of the paper (center stapling).

Before selecting the “Crease” setting, be sure to select the “Booklet Creation” setting from the Orig. ►Copy screen. (Refer to page 7-21.)

1 Position the document(s) to be copied.

2 Select “Non-Sort”, “Sort” or “Group”, and then touch [Crease].

- When using Center staple, (folding), select the [2-Point Staple] key.



3 Press the [Start] key.

The copies are printed.

Note

Creased and 2-point staple can be applied to Letter to 11 × 17 L sized paper.

2 to 15 sheets of paper can be stabled.

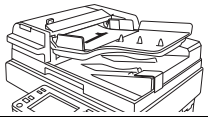
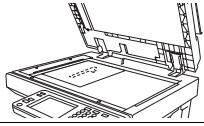
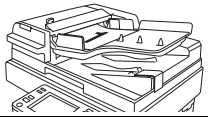
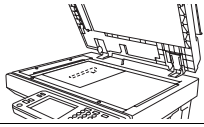
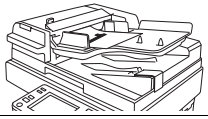
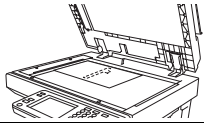
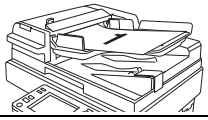
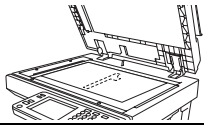
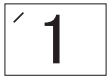
Only plain and recycled paper can be creased or 2-Point Stapled.

Notes on the Staple Position

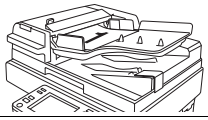
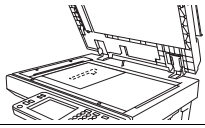
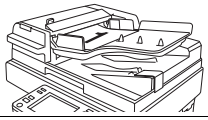
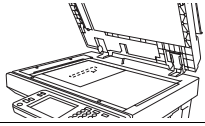
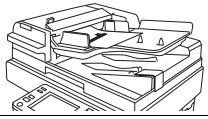
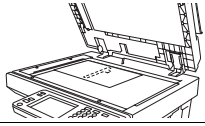
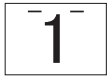
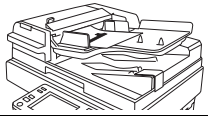
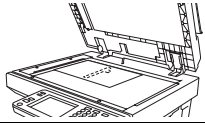
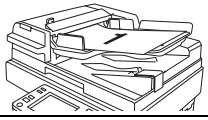
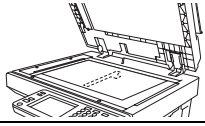
The location that can be stapled differs depending on the paper size and the paper orientation.

Refer to the following table when selecting the paper for copying.

<When the “Corner Staple” setting is selected>

When the finisher is installed			
Screen Icon	Document Orientation		Staple Position
	Feeding From the Duplexing Document Feeder	Scanning From the Original Glass	
—	Document size: Letter C 	Document size: Letter C 	Paper size: Letter C
—	Document size: 5-1/2 × 8-1/2C 	Document size: 5-1/2 × 8-1/2C 	Paper size: 5-1/2 × 8-1/2C
—	Document size: Letter or Legal L 	Document size: Letter or Legal L 	Paper size: Letter or Legal L
—	Document size: 11 × 17 L 	Document size: 11 × 17 L 	Paper size: 11 × 17 L 

<When the “2-Point Staple” setting is selected>

When the finisher is installed			
Screen Icon	Document Orientation		Staple Position
	Feeding From the Duplexing Document Feeder	Scanning From the Original Glass	
OFF	Document size: Letter C or 5-1/2 × 8-1/2C 	Document size: Letter C or 5-1/2 × 8-1/2C 	Paper size: Letter C or 5-1/2 × 8-1/2C
	Document size: Letter C or Legal C 	Document size: Letter C or Legal C 	Paper size: Letter L or Legal L
OFF	Document size: Letter L or 5-1/2 × 8-1/2C 	Document size: Letter L or 5-1/2 × 8-1/2C 	Paper size: Letter C or 5-1/2 × 8-1/2C 
	Document size: Letter L or Legal L 	Document size: Letter L or Legal L 	Paper size: Letter L or Legal L
OFF	Document size: 11 × 17 L 	Document size: 11 × 17 L 	Paper size: 11 × 17 L

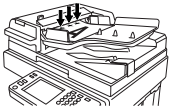
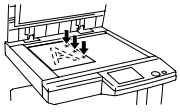
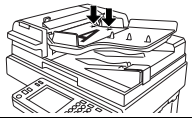
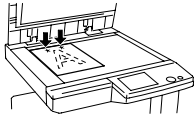
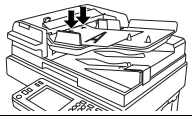
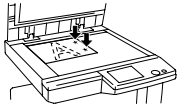
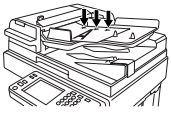
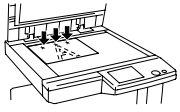
Notes on the Number of Possible Stapled Sets

While copying with a stapling setting, pages may become misaligned or fall. We recommend that no more than the number of sets listed below be stapled.

Maximum number of sets	
Number of bound pages	Finisher (11 × 17 L to 5.5 × 8.5 C)
2 sheets	100 sets
3 to 5 sheets	80 sets
6 to 10 sheets	60 sets
11 to 20 sheets	40 sets
21 to 30 sheets	33 sets
31 to 40 sheets	25 sets
41 to 50 sheets	20 sets

Notes on the Hole Punch Position

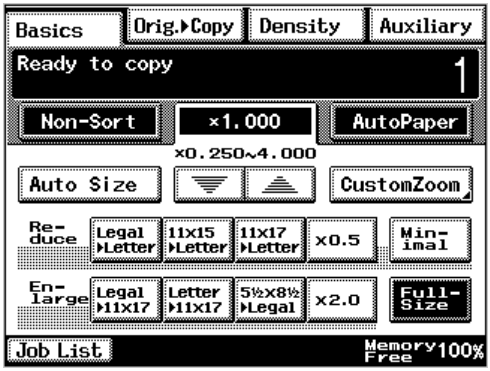
When copying with the "Hole Punch" setting selected, be careful of the orientation of the document.

When the finisher and punch kit are installed		
Screen Icon	Document Orientation	
	Feeding From the Duplexing Document Feeder	Scanning From the Original Glass
		
		
		
		

7.2 Specifying a Zoom Setting

Copies of documents can be enlarged or reduced.

In the touch panel, touch [Basics], and then touch [Zoom]. A screen appears, showing the available Zoom settings.



There are eight ways to change the zoom ratio.

- Auto Size
  The most appropriate zoom ratio based on the size of the document loaded and the specified paper size is automatically selected.
- Full-Size
  A copy that is the same size as the document (× 1.000) is selected.
- Enlarge
  Various zoom settings for making enlarged copies from common standard document sizes to standard paper sizes are available.
  For example:
  - ❍ A Letter-size document can be copied onto the larger 11 × 17-size paper.
  - ❍ A Legal-size document can be copied onto the larger 11 × 17-size paper.
- Reduce
  Various zoom settings for making reduced copies from common standard document sizes to standard paper sizes are available.
  For example:
  - ❍ An 11 × 17-size document can be copied onto the smaller Letter-size paper.
  - ❍ A Legal-size document can be copied onto the smaller Letter-size paper.
- Minimal
  The copy is slightly reduced (× 0.930).
  - ❍ Selecting the “Minimal” setting ensures that any part of the original positioned at the edge of the page will not be cut off in the copy.
  - ❍ The zoom ratio of the “Minimal” setting can be changed to any ratio between × 0.900 and × 0.999.

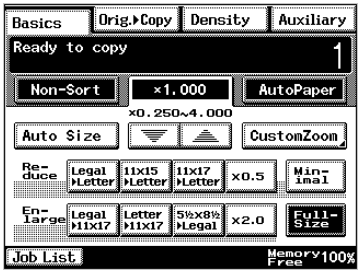
- Zooming
  Any zoom ratio (between × 0.250 and × 4.000) can be specified.
  - ❍ Touch [▼] and [▲] to select the desired zoom ratio. Each time [▼] or [▲] is touched, the zoom ratio is increased or decreased by an increment of 0.001.
- CustomZoom
  Any zoom ratio (between × 0.250 and × 4.000) can be specified.
  - ❍ Use the 10-Key Pad to enter the desired zoom ratio.
  - ❍ Up to two zoom ratios entered using the 10-Key Pad can be stored.
- X/Y Zoom
  The copy size can be changed by specifying different scaling proportions (between × 0.250 and × 4.000) for the vertical and the horizontal dimensions.

To select a Zoom setting

1 Touch [Zoom].

A screen appears, showing the available Zoom settings.

2 Select the desired Zoom setting.



Specifying a "Custom Zoom" Setting

To enter a custom zoom ratio

1 Touch [Zoom].

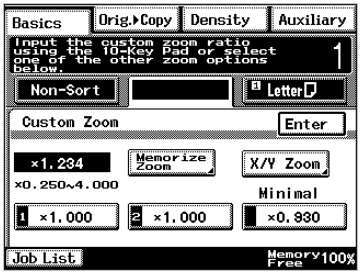
A screen appears, showing the available Zoom settings.

2 Touch [CustomZoom].

3 Use the 10-Key Pad to type in the desired zoom ratio (between × 0.250 and × 4.000).

4 Touch [Enter].

The entered zoom ratio is displayed and is specified as the custom Zoom setting.



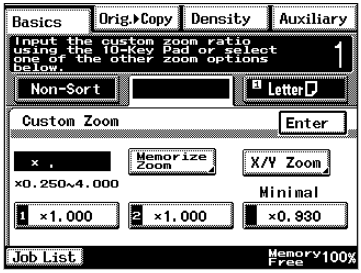
To store Custom Zoom and Minimal zoom ratios

1 Touch [Zoom].

A screen appears, showing the available Zoom settings.

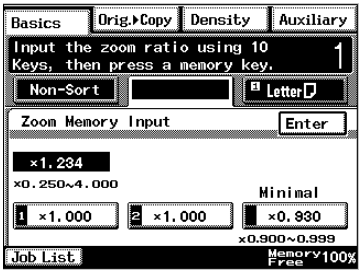
2 Touch [CustomZoom].

3 Touch [Memorize Zoom].



4 Use the 10-Key Pad to type in the desired zoom ratio (between × 0.250 and × 4.000).

- To store a Minimal zoom ratio, type in the desired zoom ratio between × 0.900 and × 0.999. The entered zoom ratio is displayed.



5 Touch [1], [2] or [Minimal].

6 Touch [Enter].

The entered zoom ratio is stored.

To recall a stored custom zoom ratio

1 Touch [Zoom].

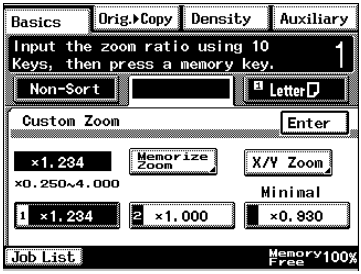
A screen appears, showing the available Zoom settings.

2 Touch [CustomZoom].

3 Touch [1], [2] or [Minimal].

4 Touch [Enter].

The entered zoom ratio is recalled.



To specify different vertical and horizontal scaling proportions ("X/Y Zoom" setting)

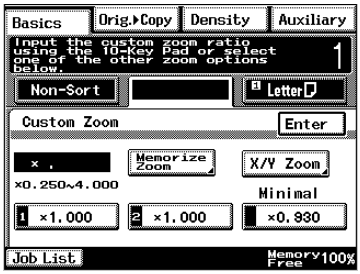
1 Touch [Zoom].

A screen appears, showing the available Zoom settings.

2 Touch [CustomZoom].

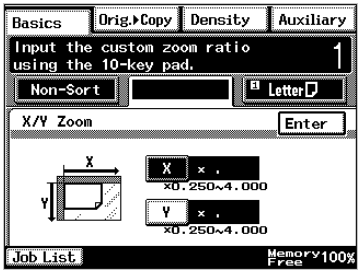
3 Touch [X/Y Zoom].

The X/Y Zoom screen appears.



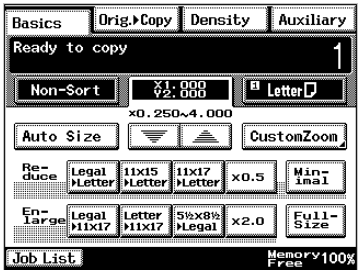
4 Use the 10-Key Pad to type in the desired length of side X (between × 0.250 and × 4.000).

5 Use the 10-Key Pad to type in the desired length of side Y (between × 0.250 and × 4.000).



6 Touch [Enter].

The entered zoom ratio is applied.

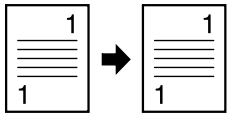


7.3 Selecting the Orig. > Copy Settings

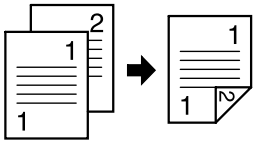
In the touch panel, touch [Orig. ▶Copy]. A screen appears, showing the available document and copy settings.

Orig. ▶Copy Settings

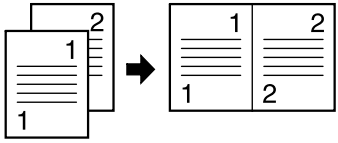
- Single-Sided ▶Single-Sided
  A single-sided copy is produced from a single-sided document.



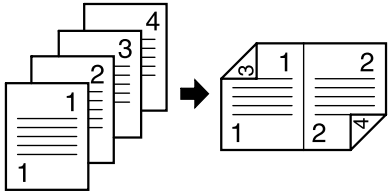
- Single-Sided ▶Double-Sided
  <For the Di2010, the duplex unit and switchback unit are required>
  A double-sided copy is produced from two single-sided documents.



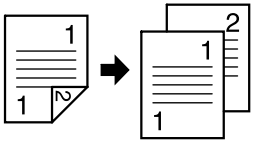
- Single-Sided ▶Single-2in1
  A single-sided copy is produced from two single-sided documents.



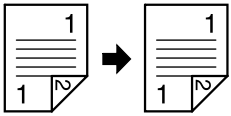
- Single-Sided ▶Double-2in1
  <For the Di2010, the duplex unit and switchback unit are required>
  A double-sided copy is produced from four single-sided documents.



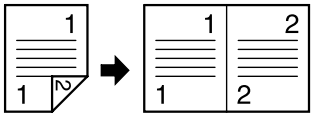
- Double-Sided ▶Single-Sided
  <Only if the duplexing document feeder is installed>
  Two single-sided copies are produced from a double-sided document.



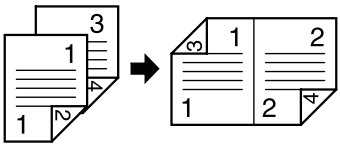
- Double-Sided ▶Double-Sided
  <Only if the duplexing document feeder, duplex unit and switchback unit (for Di2010) is installed>
  A double-sided copy is produced from a double-sided document.



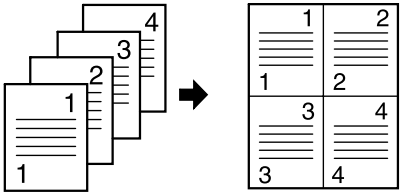
- Double-Sided ▶Single-2in1
  <Only if the duplexing document feeder is installed>
  A single-sided copy is produced from a double-sided document.



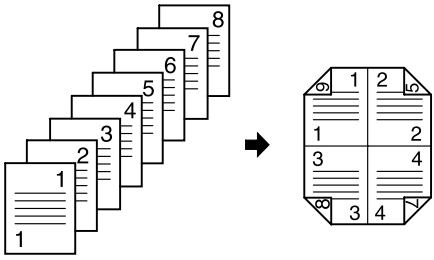
- Double-Sided ▶Double-2in1
  <Only if the duplexing document feeder, duplex unit and switchback unit (for Di2010) is installed>
  A double-sided copy is produced from two double-sided documents.



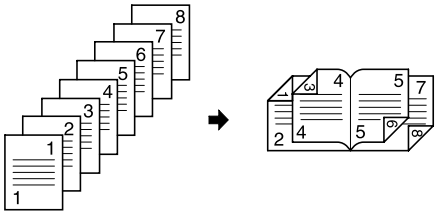
- Single-Sided ▶Single-4in1
  A single-sided copy is produced from four single-sided documents.



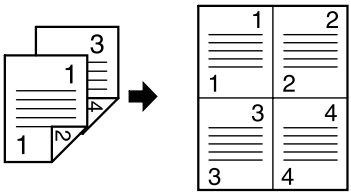
- Single-Sided ▶Double-4in1
  <For the Di2010, the duplex unit and switchback unit are required>
  A double-sided copy is produced from eight single-sided documents.



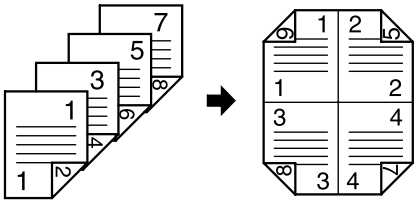
- Single-Sided ▶Booklet Creation
  <For the Di2010, the duplex unit and switchback unit are required>
  A double-sided copy is produced from four single-sided documents.



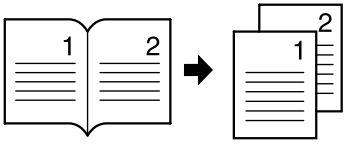
- Double-Sided ▶Single-4in1
  <Only if the duplexing document feeder is installed>
  A single-sided copy is produced from two double-sided documents.



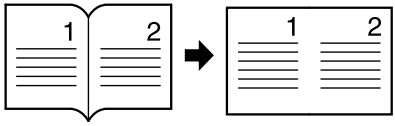
- Double-Sided ▶Double-4in1
  <Only if the duplexing document feeder, duplex unit and switchback unit (for Di2010) is installed>
  A double-sided copy is produced from four double-sided documents.



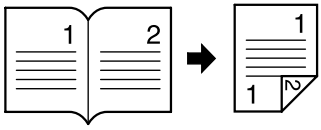
- Book (Separation) ▶Single-Sided
  Two single-sided copies are produced from a bound document.



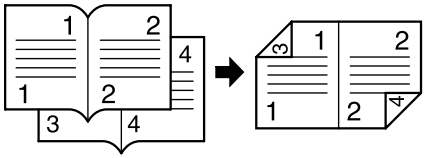
- Book (Spreadsheet) ▶Single-Sided
  A single-sided copy is produced from a bound document.



- Book (Separation) ▶Double-Sided
  <For the Di2010, the duplex unit and switchback unit are required>
  A double-sided copy is produced from a bound document.



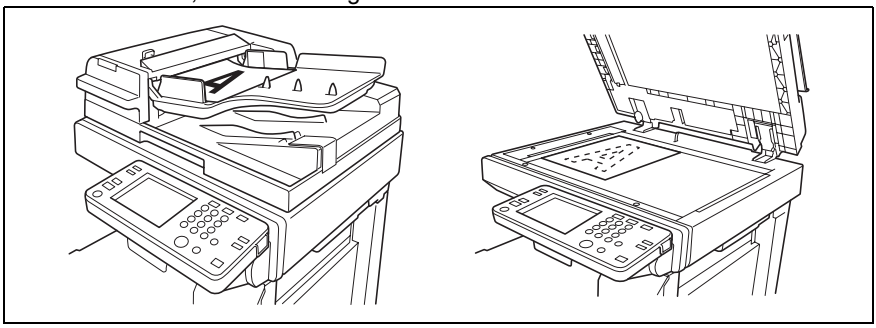
- Book (Spreadsheet) ▶Double-Sided
  <For the Di2010, the duplex unit and switchback unit are required>
  A double-sided copy is produced from a bound document.



To specify Orig. ▶Copy settings

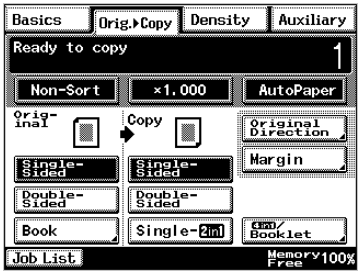
1 Position the document(s) to be copied.

❍ For details, refer to “6 Original Documents”.

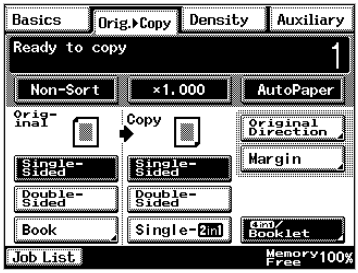


2 Touch [Orig. ▶Copy].

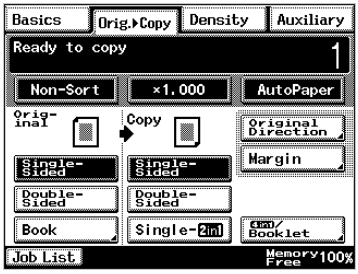
3 Select the setting for the type of document to be copied.
(For the example at the right, touch [Single-Sided].)



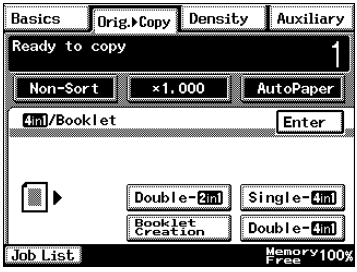
4 Select the setting for the desired type of copy.
(For the example at the right, touch [Double-Sided].)



❍ To select the “Double-2in1”, “Booklet Creation”, “Single-4in1” or “Double-4in1” settings, touch [4in1/Booklet].



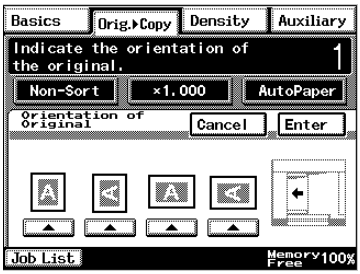
❍ Select the desired type of copy, and touch [Enter].



5 Touch [Original Direction].

❍ Select an Original Direction setting if the document is loaded in an orientation other than the standard.

6 Select the appropriate document orientation setting.



7 Touch [Enter].

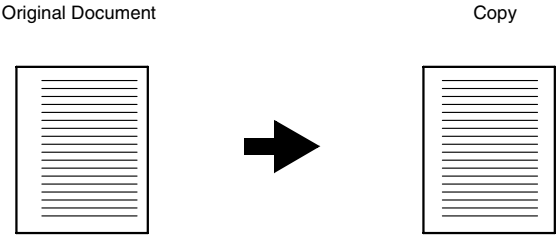
8 Press the [Start] key.

The copies are printed.

Copying a Bound Document

The scanning position for bound documents can be adjusted.

The binding width can be seen by making copies with the “Single-Sided ▶Double-Sided” or the “Double-Sided ▶Single-Sided” settings selected.

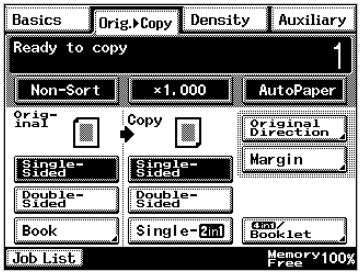


1 Position the document(s) to be copied.

- ❍ For details, refer to “6 Original Documents”.

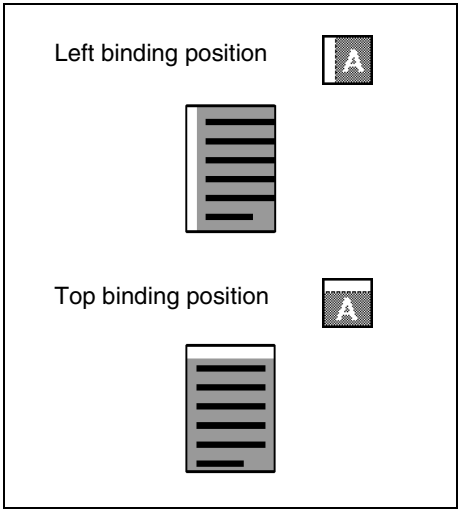
2 Touch [Orig. ▶Copy].

3 Touch [Margin].



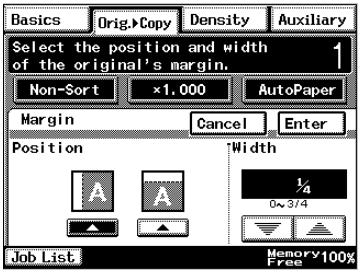
4 Select the appropriate binding margin position.

❍ There are two locations for the binding position, as shown in the illustrations at the right.



5 Touch [▼] and [▲] to select the desired binding margin width.

❍ The binding margin can be set between 0 in. and 3/4 in., in 1/16 in. increments.



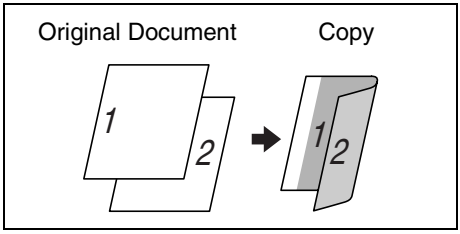
6 Touch [Enter].

7 Press the [Start] key.

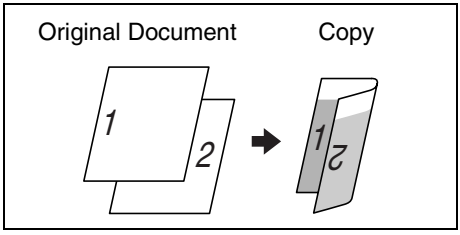
The copies are printed.

Tip

If the setting for the left binding position is selected for double-sided copying, the front and back sides of the page will be printed with the same orientation.

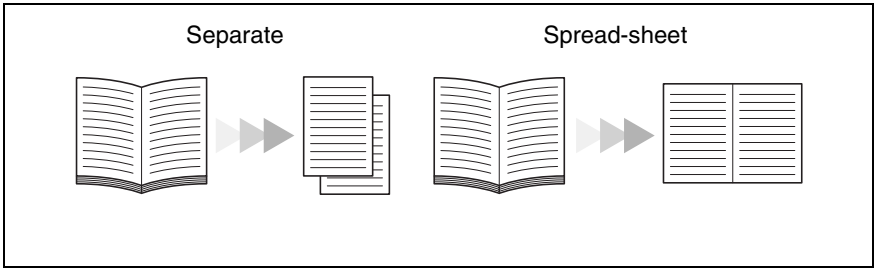


If the setting for the top binding position is selected for double-sided copying, the back side of the page is printed upside down.



To adjust the width of the area erased from the bottom of the back side of the page, contact your service representative.

Copying a Book

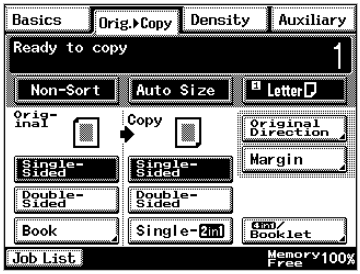


1 Position the document(s) to be copied.

- For details, refer to “6 Original Documents”.

2 Touch [Orig. ▶Copy].

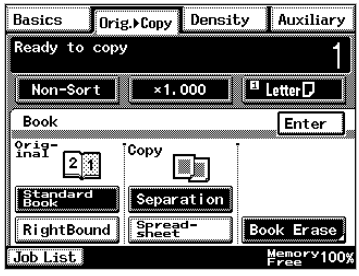
3 Touch [Book].



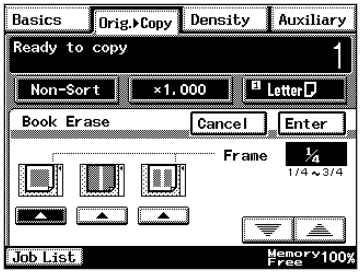
4 Select the appropriate setting for the binding position of the book (“Standard Book” or “RightBound”).

5 Select whether to copy both pages of the book onto one sheet (“Spreadsheet”) or onto two separate sheets (“Separation”).

6 To erase around the text or along the binding, touch [Book Erase].



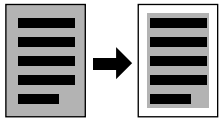
7 Select the desired Book Erase setting.



Tip

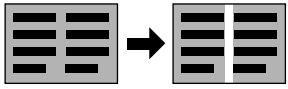
The pages can be copied with a blank area framing the text.

Frame-erasing



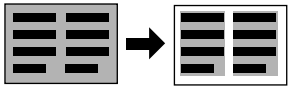
The pages can be copied with a blank area along the binding.

Center-erasing

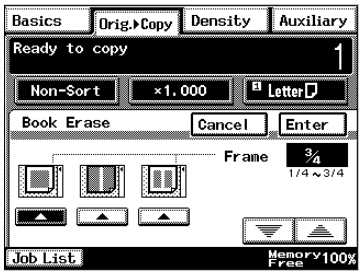


The pages can be copied with a blank area framing the text and along the binding.

Center- & frame-erasing



8 Touch [▼] and [▲] to specify the width of the erased area.



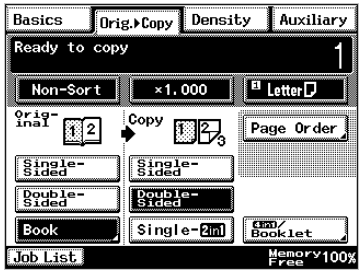
Tip

The erased area can be set between 1/4 in. and 3/4 in., in 1/16 in. increments.

As a default, the width of the area erased along the binding is 1/2 in. To change this default setting, consult your service representative.

9 Touch [Enter].

10 Select the desired copy settings.



Note

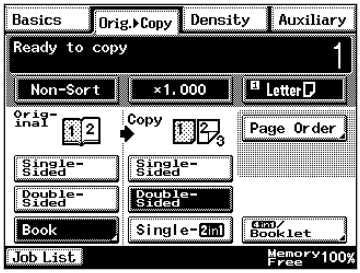
If you touch [Book], you can not select [Single-2in1] or [4in1 / Booklet].

11 Press the [Start] key.

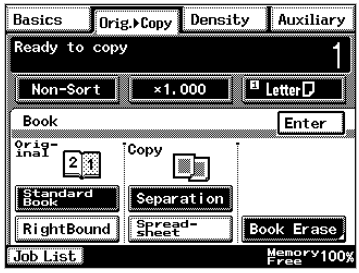
The copies are printed.

Copying Book Pages onto Separate Double-Sided Pages

1 In the Basics screen, touch [Orig. ► Copy], and then touch [Book].



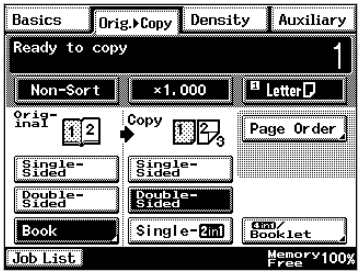
2 Select the appropriate setting for the binding position of the book (“Standard Book” or “RightBound”).



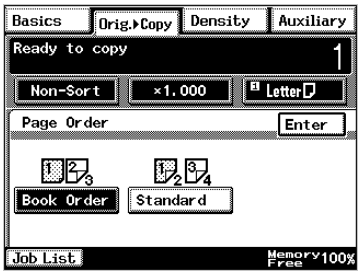
3 Touch [Separation], and then touch [Enter].

4 Touch [Double-Sided].

5 Touch [Page Order].



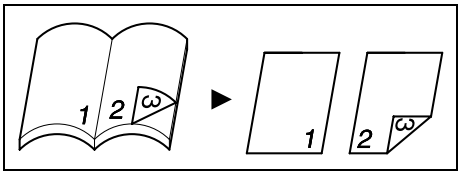
6 Select the setting for the desired page order, and then touch [Enter].



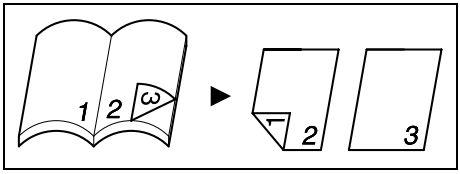
...

Tip

Book page order.



Both the left and the right sides are double-sided.

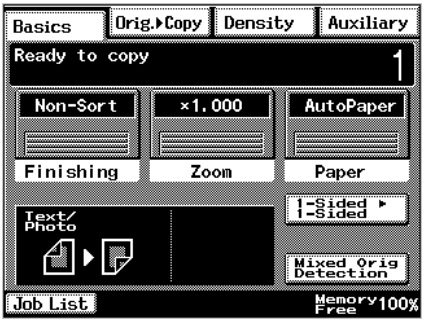


7 Press the [Start] key.

The copies are printed.

Quickly Selecting Default Settings

The default Orig. ▶Copy setting is “Single-Sided ▶Single-Sided”. The default setting can be changed to “Single-Sided ▶Double-Sided” or “Double-Sided ▶Double-Sided”.



Tip

The default settings can be changed using the various functions on the User’s Choice screen. For details, refer to “Changing Default Settings” of “Utility Mode Operations” in the Advanced Operations volume of the User Manual.

7.4 Specifying a Copy Density

Selecting a Density Setting

In the touch panel, touch [Density]. A screen appears, showing the available Density settings.

Select the appropriate setting for the document to be copied (“Text”, “Photo” or “Text/Photo”). Then, adjust the density as necessary.

Tip

The Density setting “Auto” is the default setting. The default Density setting can be changed using a function on the User’s Choice screen. For details, refer to “Changing Default Settings” of “Utility Mode Operations” in the Advanced Operations volume of the User Manual.

Selecting the “Text” Setting

Select the “Text” setting to emphasize contours and reproduce text documents with sharpness.

<“Auto” Density>

The density is automatically adjusted for the document.

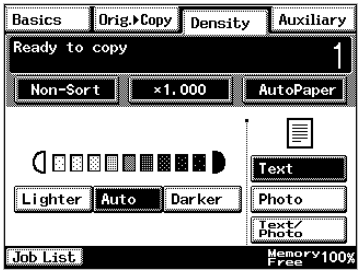
1 Position the document(s) to be copied.

- For details, refer to “6 Original Documents”.

2 Touch [Density].

3 Touch [Text].

4 Touch [Auto], or touch [Lighter] and [Darker] to select the desired Density setting.



Selecting the "Photo" Setting

Select the "Photo" setting when copying documents with halftones such as photographs.

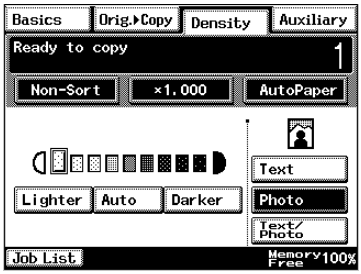
1 Position the document(s) to be copied.

- For details, refer to "6 Original Documents".

2 Touch [Density].

3 Touch [Photo].

4 Touch [Lighter] and [Darker] to select the desired Density setting.



Note

The "Auto" Density setting cannot be selected if the "Photo" setting is selected. Selecting the "Auto" setting automatically selects the "Text" setting.

Selecting the "Text/Photo" Setting

Select the "Text/Photo" setting when copying documents containing both text and photos.

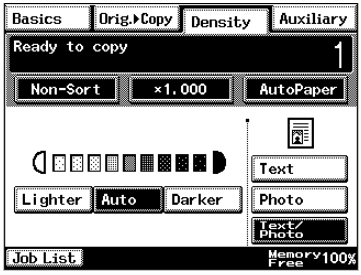
1 Position the document(s) to be copied.

- For details, refer to "6 Original Documents".

2 Touch [Density].

3 Touch [Text/Photo].

4 Touch [Auto], or touch [Lighter] and [Darker] to select the desired Density setting.



Tip

If the "Auto" Density setting is selected, the density of the copy is adjusted as necessary. However, the density can be made lighter or darker using a function on the User's Choice screen. For details, refer to "Changing Default Settings" of "Utility Mode Operations" in the Advanced Operations volume of the User Manual.

8 Touch Panel Messages

8.1 When the Message “Ready to copy Please add toner.” Appears

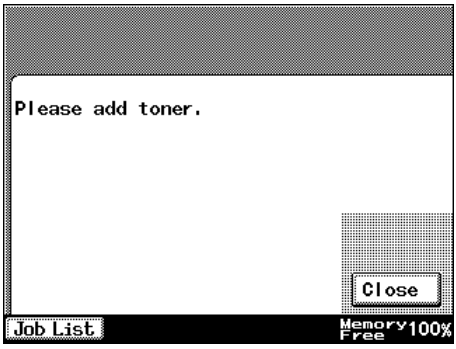
When the toner is nearly empty, the “Please add toner” message is displayed. After it is displayed, you can still print approximately 1000 pages, however please replace the bottle as soon as possible.

For details, refer to *“To replace the toner bottle” on page 8-3*.

8.2 When the Message “Please add toner.” Appears

When the toner is empty, the message shown below appears and printing can no longer be performed.

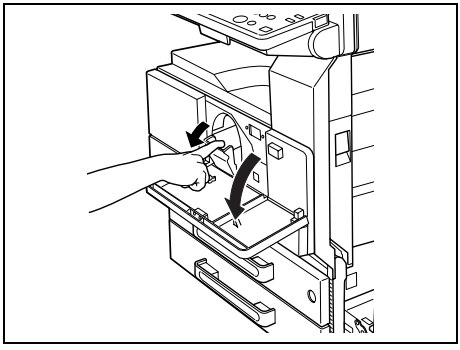
Follow the procedure described below to replace the toner bottle.



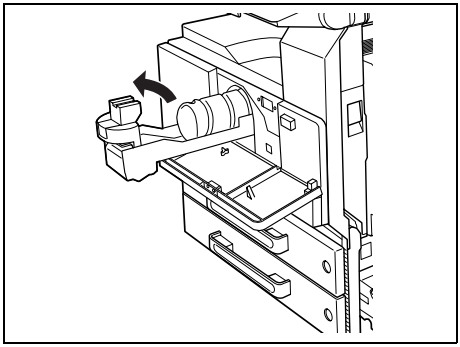
To replace the toner bottle

1 Open the front door.

2 Pull the toner hopper out as far as possible.

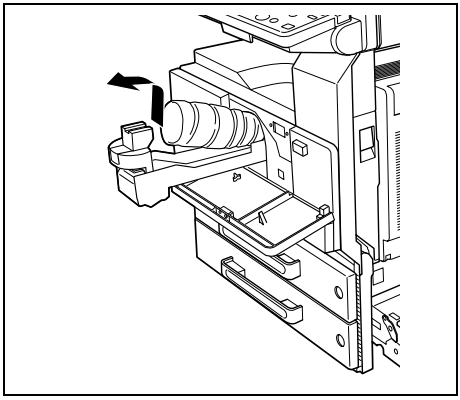


3 Flip up the toner bottle holder.



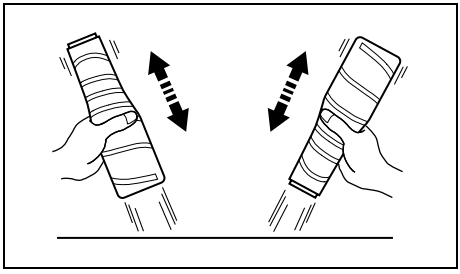
4 Carefully pull out the empty toner bottle.

- ❍ Do not throw away the empty toner bottle. Instead, keep it so that it can be collected by your service representative.

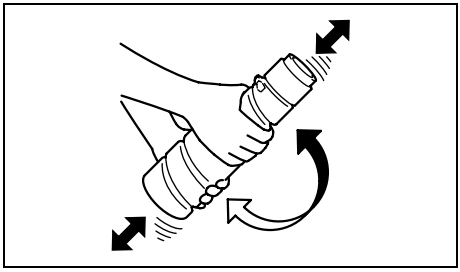


5 Hit one end of the new toner bottle against a hard surface, such as a desk or table, 4 or 5 times, and then hit the other end 4 or 5 times.

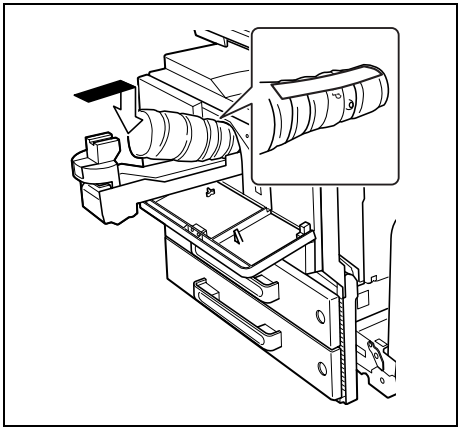
- ❍ Since the toner within the bottle may have become compacted, be sure to break it up by performing this step.



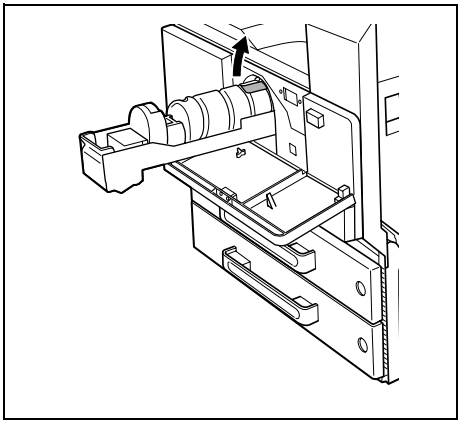
6 Shake the new toner bottle up and down about 5 times.



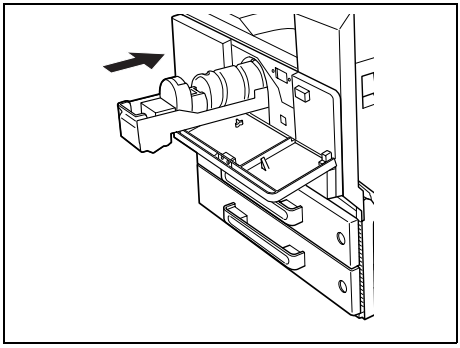
7 With the seal on the toner bottle facing upward, insert the bottle.



8 Flip down on the toner bottle holder until it locks into place. Grab the seal on the toner bottler, and then slowly pull it off toward you.



9 Fold down the toner bottle holder, and then push in the toner hopper.



10 Close the front door.

Note

When the front door is closed, the toner automatically begins refilling.

While toner is being refilled, do not turn off the copier or open any other doors.

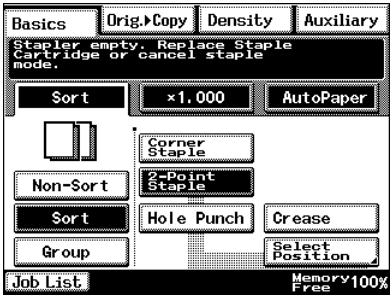
Tip

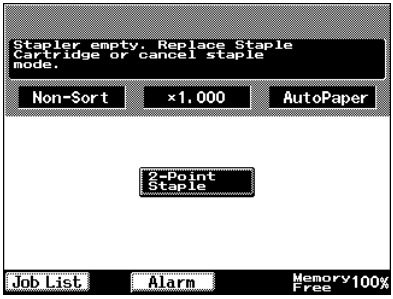
If the print is faint immediately after the toner bottle is replaced, replenish the toner. (For more details, refer to User Management Functions of “Utility Mode Operations” in the Advanced Operations volume.)

8.3 When the Message “Stapler empty.” Appears

When the staple cartridge is empty, the message shown below appears and stapling can no longer be performed.

Follow the procedure described below to replace the staple cartridge.





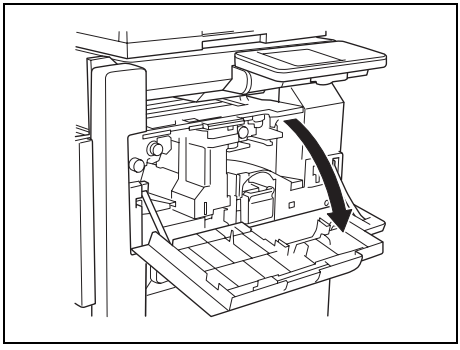
...

Note

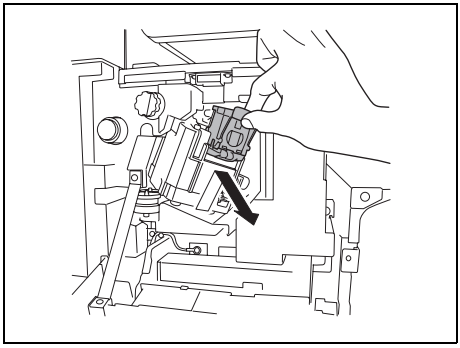
Be sure to replace the staple cartridge only after the message appears. The machine may be damaged if the staple cartridge is removed before the message appears.

To replace the staple cartridge for finisher

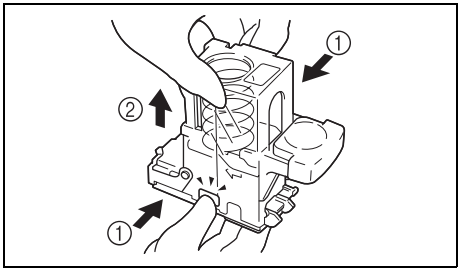
1 Open the front door.



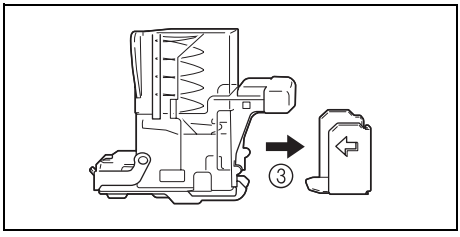
2 Pull the staple cartridge holder out toward you.



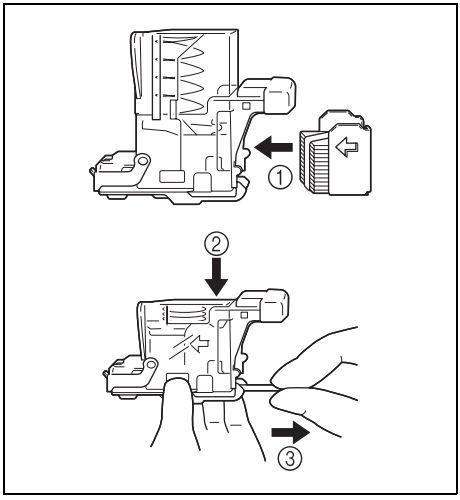
3 Press in the area marked “PUSH” to unlock the staple holder.



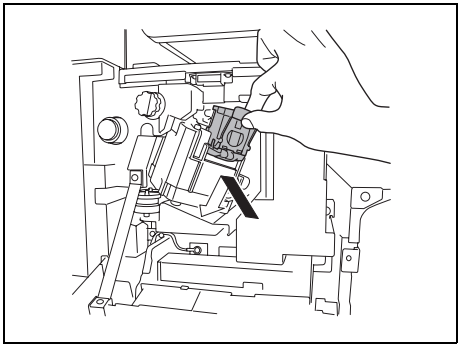
4 Remove the empty staple cartridge from the staple cartridge holder.



5 Insert the new staple cartridge into the staple cartridge holder, and then carefully remove the stopper.



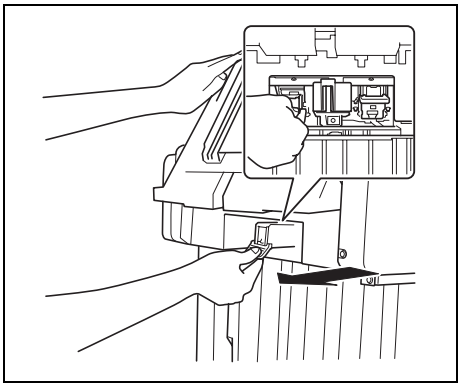
6 Insert the refilled staple cartridge holder until it locks into place.



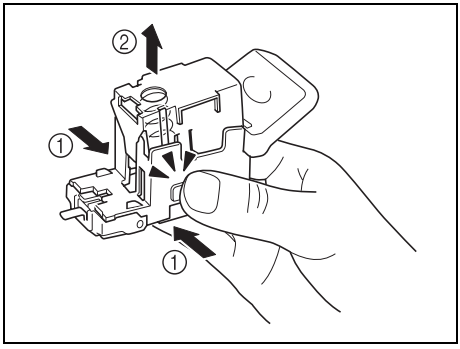
7 Close the front door.

To replace the staple cartridge for the saddle kit

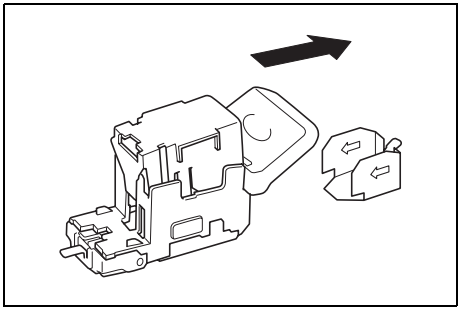
1 While holding up the paper output tray, remove the staple cartridge.



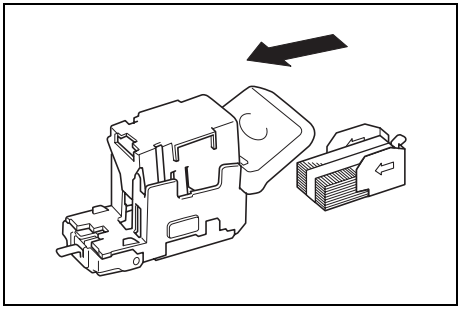
2 Press in the area marked “PUSH” to unlock the staple holder.



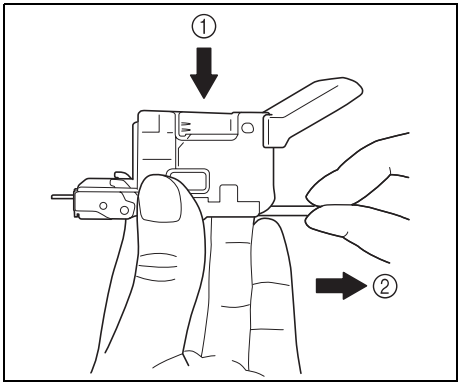
3 Remove the empty staple cartridge from the staple cartridge holder.



4 Insert the new staple cartridge into the staple cartridge holder.



5 Carefully remove the stopper.

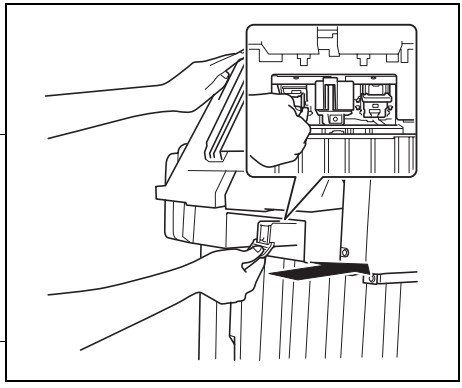


6 Insert the refilled staple cartridge holder until it locks into place.

CAUTION

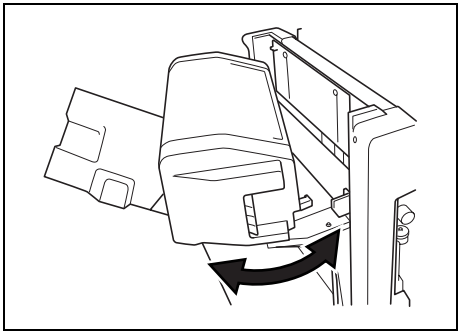
Be careful when installing the staple cartridge holder.

➔ Be sure that the staple cartridge holder is inserted facing the correct direction.



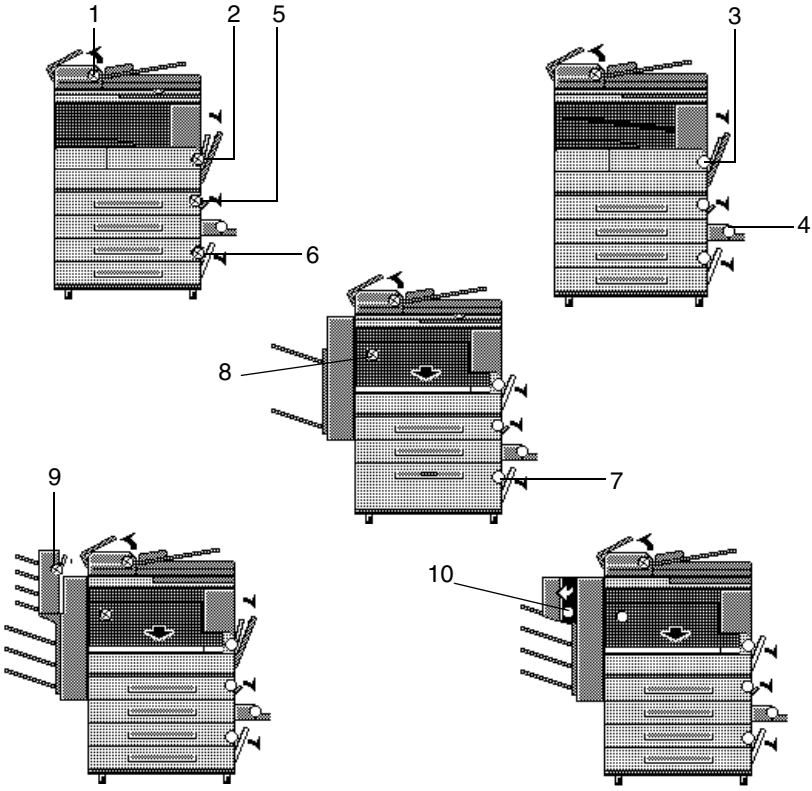
7 Lower the paper output tray.

8 Open then shut the misfeed-clearing door.



8.4 When a Paper Misfeed Occurs

Locations of Paper Misfeeds

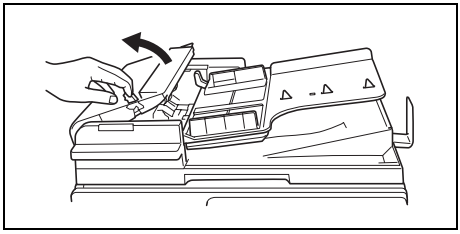


Message	Description	Message	Description
1	A paper misfeed in the duplexing document feeder (page 8-14)	6	A paper misfeed in the 3rd or 4th paper drawer (page 8-21)
2	A paper misfeed in the fusing section (page 8-15)	7	A paper misfeed in the large capacity cabinet (page 8-22)
3	A paper misfeed in the duplex unit (page 8-18)	8	A paper misfeed in the built in finisher (page 8-23)
4	A paper misfeed in the multiple bypass tray (page 8-19)	9	A paper misfeed in the mail bin kit (page 8-26)
5	A paper misfeed in the 1st or 2nd paper drawer (page 8-20)	10	A paper misfeed in the saddle kit (page 8-28)

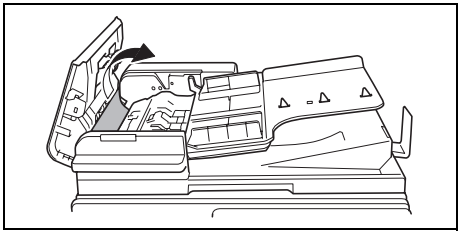
To clear a paper misfeed in the duplexing document feeder

Follow the instructions that appear in the touch panel to open the document guide and remove any misfed paper.

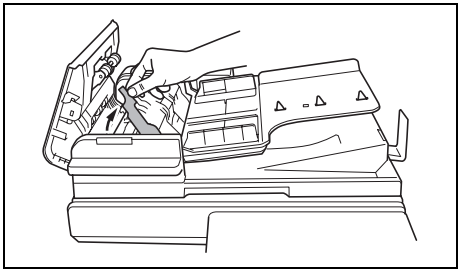
1 Pull up the lever for the misfeed-clearing cover, and then open the cover.



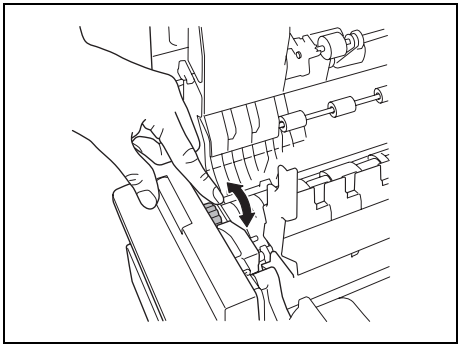
2 Carefully pull out any misfed documents.



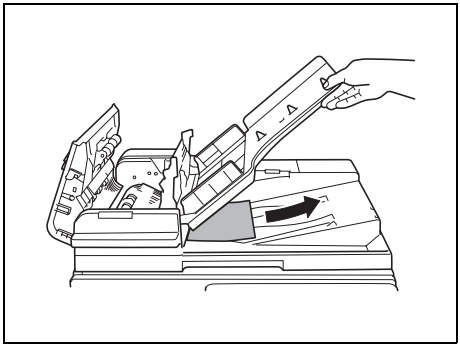
3 Swing up the document guide lever.



4 Turn the dial to feed out any misfed documents.



5 While supporting the document feed tray with your right hand, carefully pull out any misfed paper.



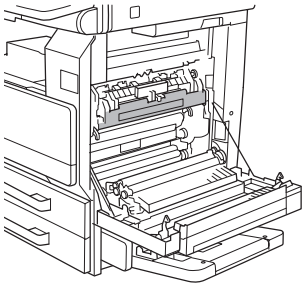
6 Return the document guide to its original position, and then close the misfeed-clearing cover.

To clear a paper misfeed in the fusing section

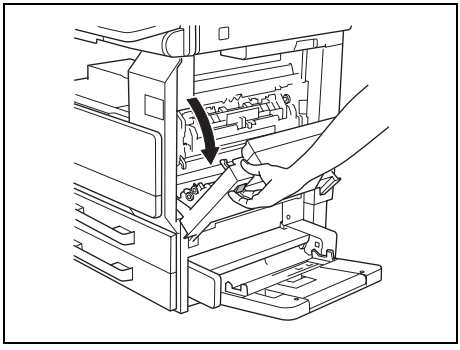
CAUTION

The area around the fusing unit is extremely hot.

➔Touching any part other those indicated may result in burns. If you get burnt, immediately cool the skin under cold water, and then seek professional medical attention.



1 Pull up the right-side door release lever, and then open the right-side door.



CAUTION

Decreased copy quality may result if the surface of the image transfer roller is touched.

➔Be careful not to touch the surface of the image transfer roller.

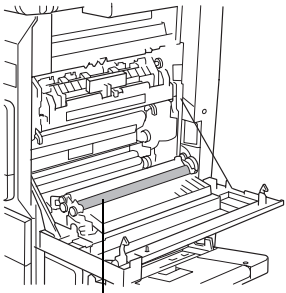
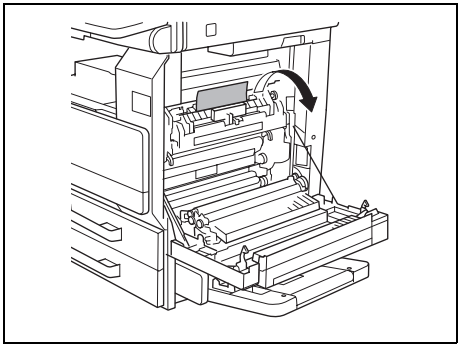
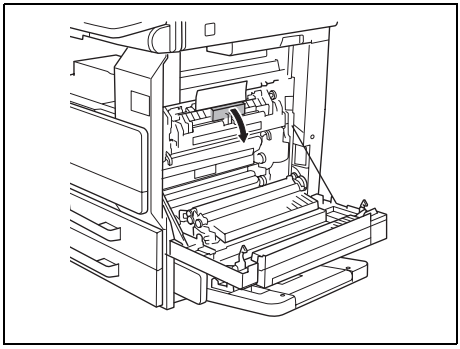


Image transfer roller

2 Carefully pull out any misfed paper.

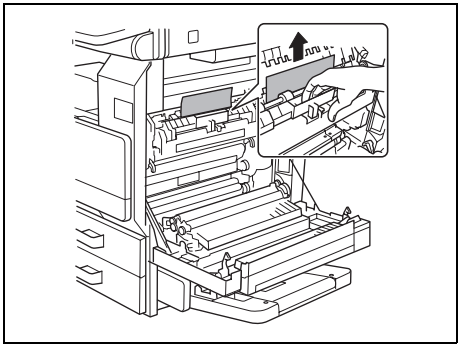


3 Open the fusing unit guide.

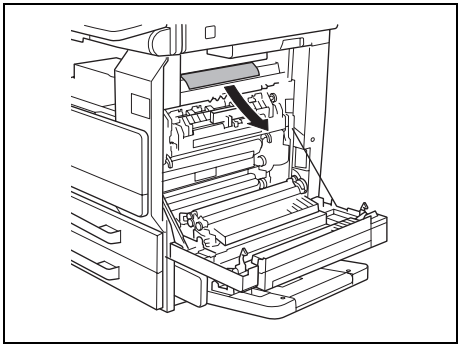


4 Carefully pull out any misfed paper.

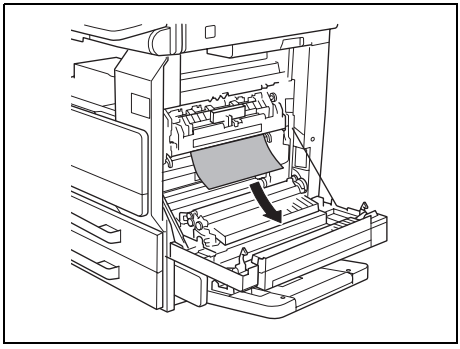
- ❍ Only when the duplex unit or switchback unit are installed.



5 Open the switching guide, and then carefully pull out any misfed paper in the switchback unit.



6 Carefully pull out any misfed paper in the fusing section.



Note

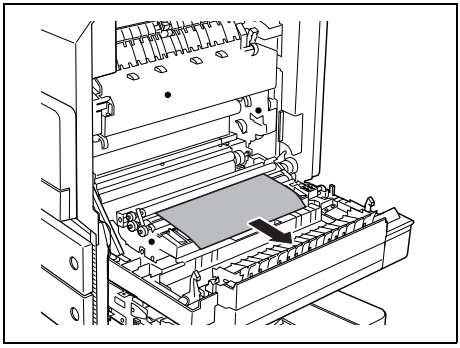
If the paper is misfed as described below, contact your service representative.

- The paper is wrapped around the image transfer roller.

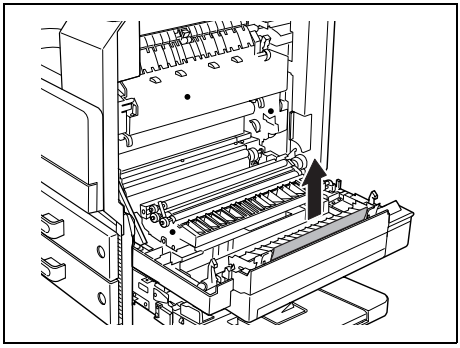
- The paper is folded or shredded by the image transfer roller.

- The paper that was removed tore and partly remains in the fusing unit.

7 Carefully pull out any misfed paper around the image transfer roller.



8 Carefully pull out any misfed paper.

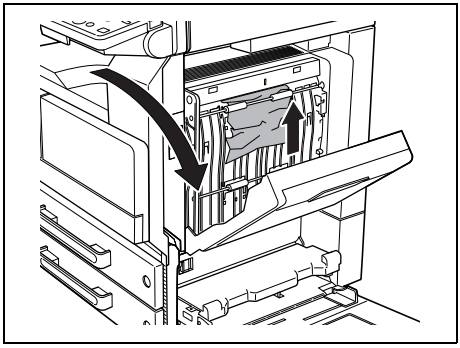


9 Close the right-side door.

To clear a paper misfeed in the duplex unit

1 Open the duplex unit door.

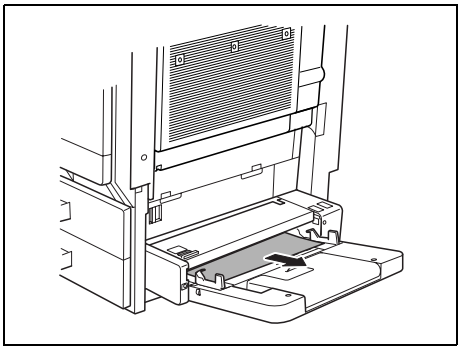
2 Carefully pull out any misfed paper.



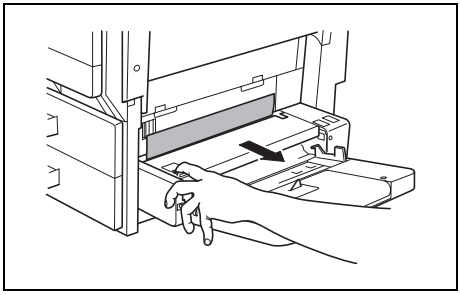
3 Close the duplex unit door.

To clear a paper misfeed in the multiple bypass tray

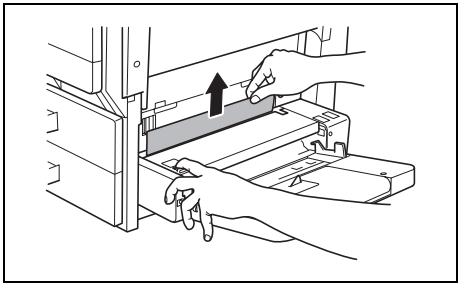
1 Pull out any misfed paper from the multiple bypass tray.



2 If the misfed paper cannot be pulled out, pull the lever for the sliding plate of the multiple bypass tray, and then pull the sliding plate toward you.



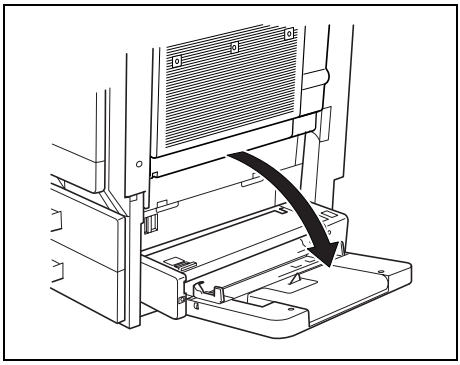
3 Press down on the sliding plate with your left hand and carefully pull out any misfed paper.



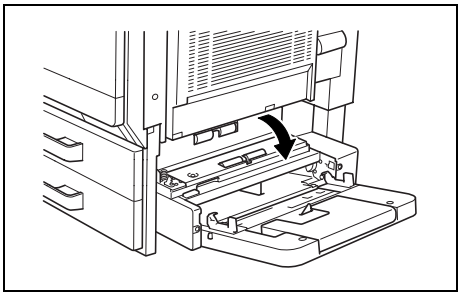
4 Return the multiple bypass tray to its original position.

To clear a paper misfeed in the 1st or 2nd paper drawer

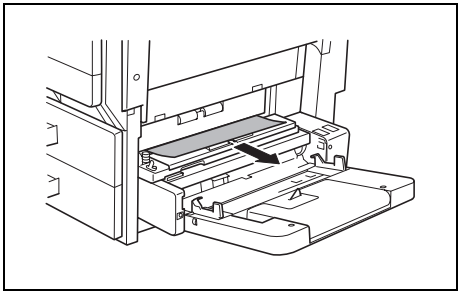
1 Open the multiple bypass tray.



2 Pull up the lower-right door release lever to open the lower-right door of the paper feed unit indicated in the touch panel message.



3 Carefully pull out any misfed paper.

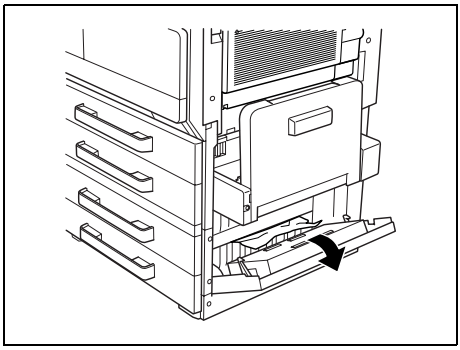


4 Close the lower-right door.

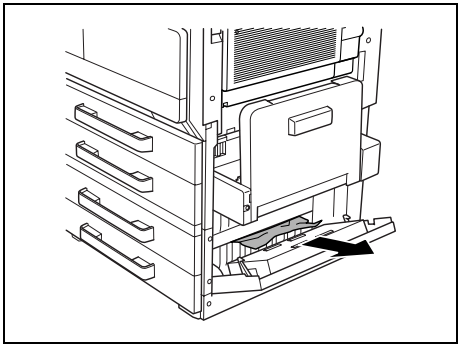
5 Close the multiple bypass tray.

To clear a paper misfeed in the 3rd or 4th paper drawer

1 Pull up the lower-right door release lever to open the lower-right door of the paper feed unit indicated in the touch panel message.



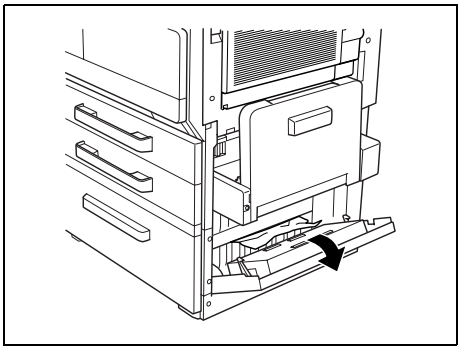
2 Carefully pull out any misfed paper.



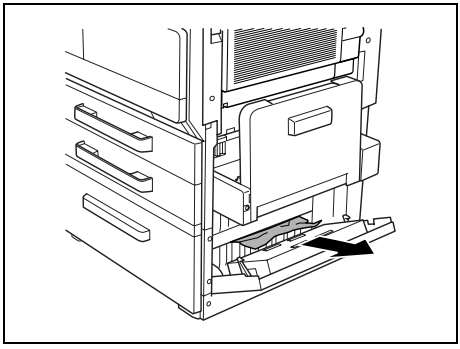
3 Close the lower-right door.

To clear a paper misfeed in the large capacity cabinet

1 Pull up the lower-right door release lever to open the lower-right door of the paper feed unit indicated in the touch panel message.



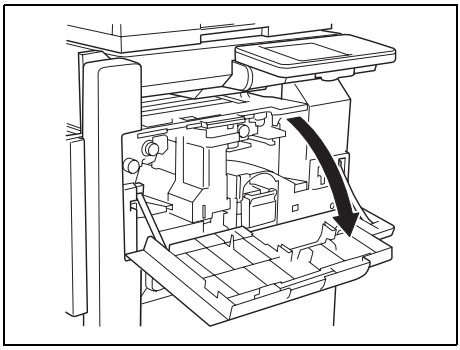
2 Carefully pull out any misfed paper.



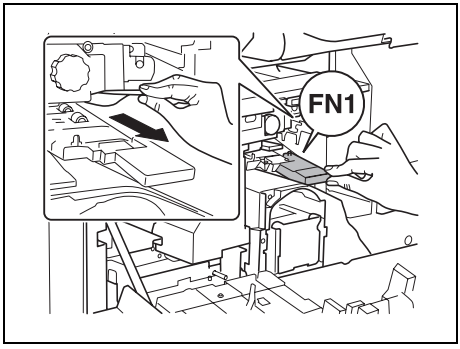
3 Close the lower-right door.

To clear a paper misfeed in the built in finisher

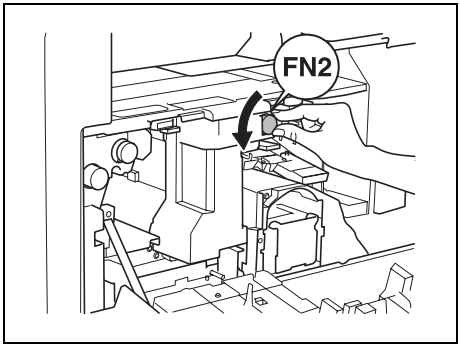
1 Open the front door.



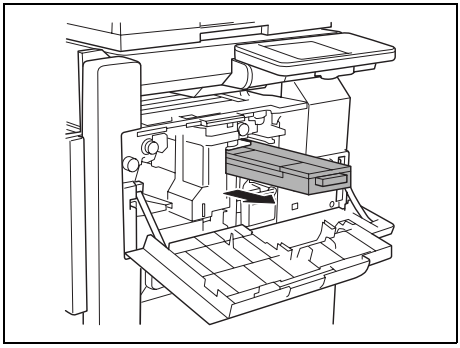
2 Lower lever “FN1”, and then pull out any misfed paper.



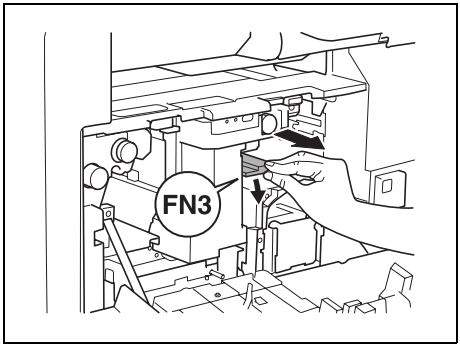
3 Turn knob “FN2”.



4 <If the punch kit is installed>
Pull out the punch box.



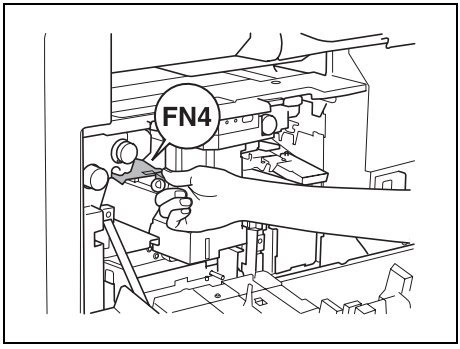
5 Lower lever “FN3”, and then pull out any misfed paper.



6 Return lever “FN1” and lever “FN3” to their original position.

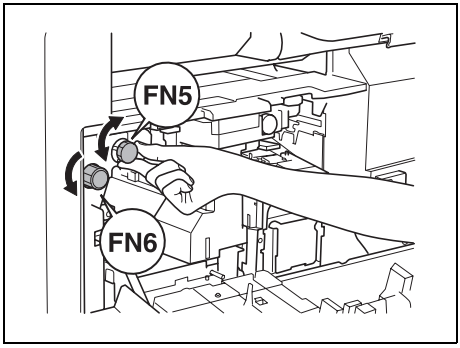
7 <If the punch kit is installed>
Insert the punch box into its original position.

8 Lower lever “FN4”.



9 Turn dial “FN5” or dial “FN6”, and then pull out any misfed paper.

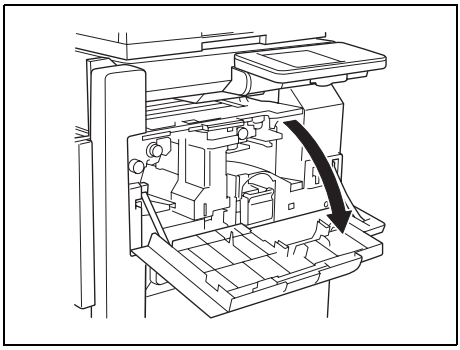
10 Return lever “FN4” to its original position.



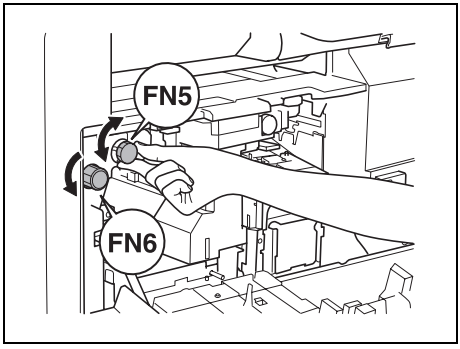
11 Close the front door.

To clear a paper misfeed in the mail bin kit

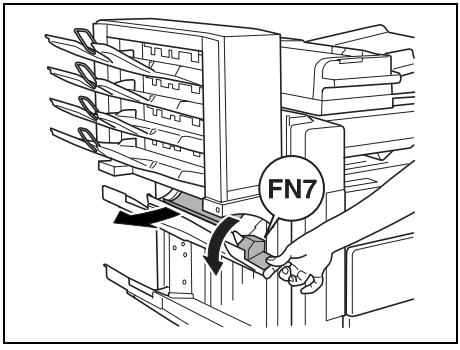
1 Open the front door.



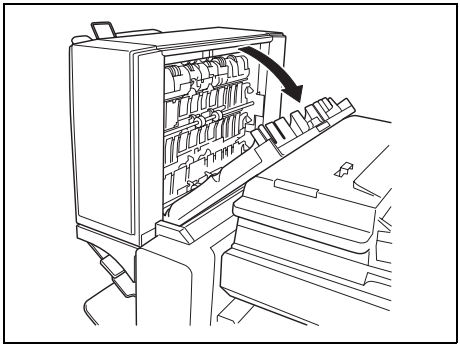
2 Turn dial “FN5” or dial “FN6”, and then pull out any misfed paper.



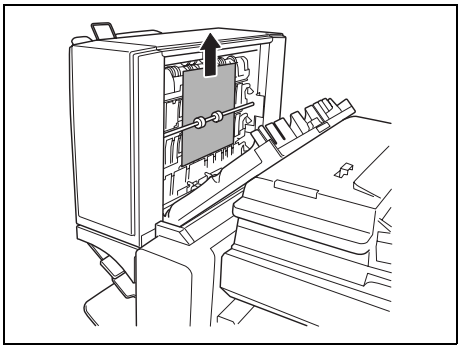
3 While pressing down lever “FN7”, pull out any misfed paper.



4 Pull handle “FN8” to open the misfeed-clearing door.



5 Pull out any misfed paper in the mail bin.

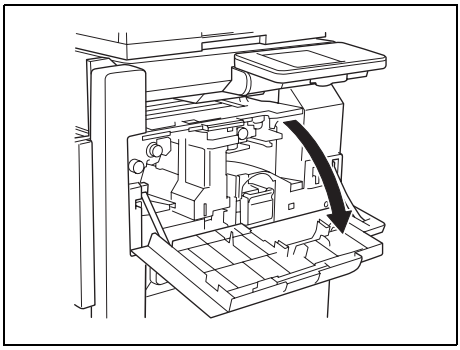


6 Close the misfeed-clearing door.

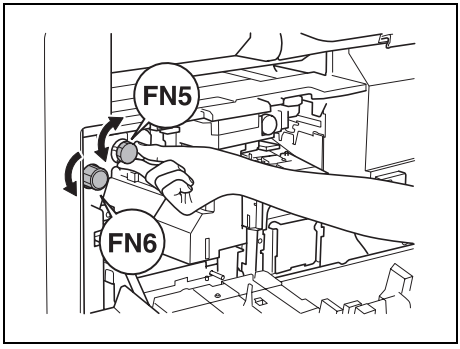
7 Close the front door.

To clear a paper misfeed in the saddle kit

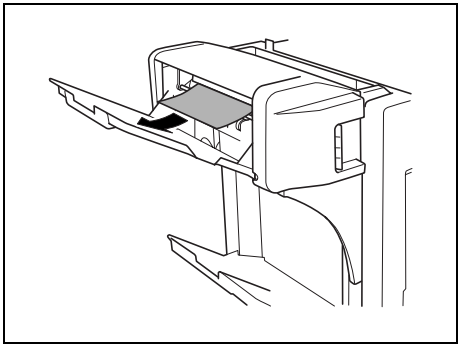
1 Open the front door.



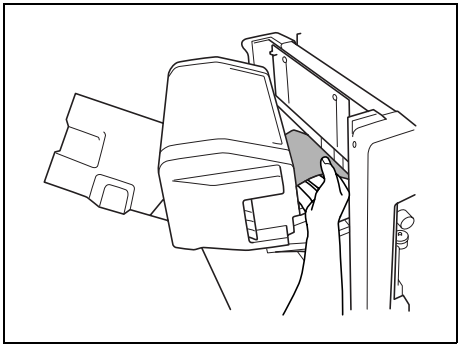
2 Turn dial “FN5” or dial “FN6”, and then pull out any misfed paper.



3 Remove all paper from the paper output tray.



4 Open the misfeed-clearing door, and then pull out any misfed paper.



5 Close the misfeed-clearing door.

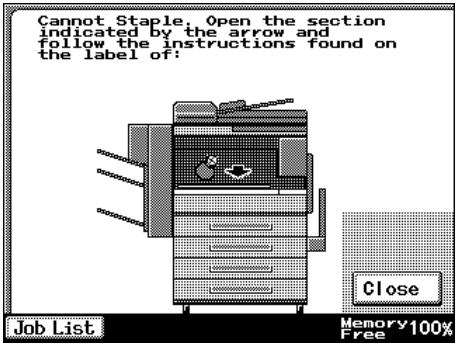
6 Close the front door.

8.5 When the Message “Cannot Staple.” Appears

To clear jammed staples

When a finisher is installed and the staples are jammed, the message shown below appears.

Follow the procedure described below to clear the jammed staples.



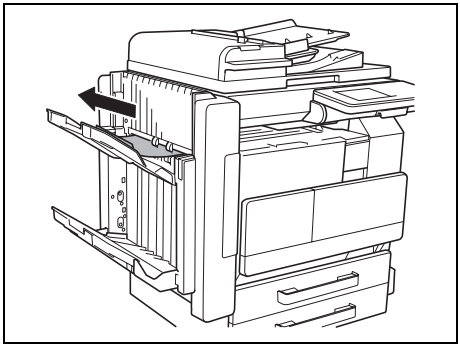
Follow the procedure described below to remove the paper and staples.

Note

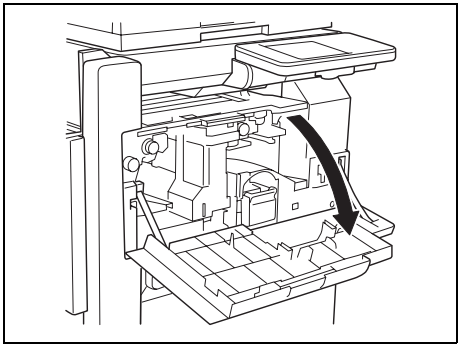
When the message “Cannot Staple.” appears, clear the jammed staples as described below.

Not following the following procedure and forcefully pulling out the paper may result in damage to the “Stapler Unit”.

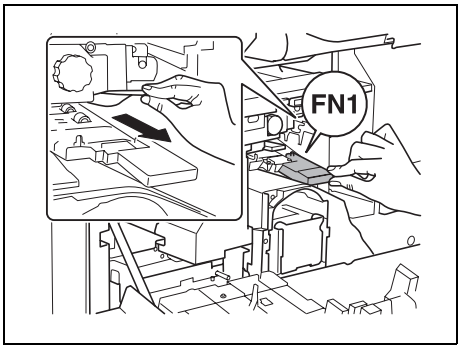
1 Remove all paper from the finisher.



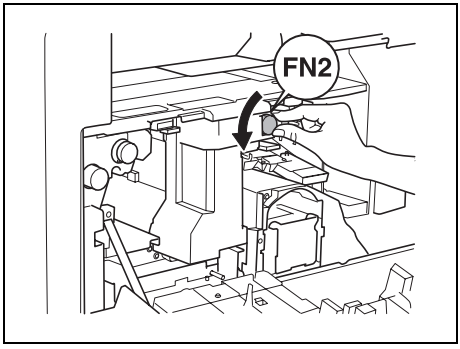
2 Open the front door.



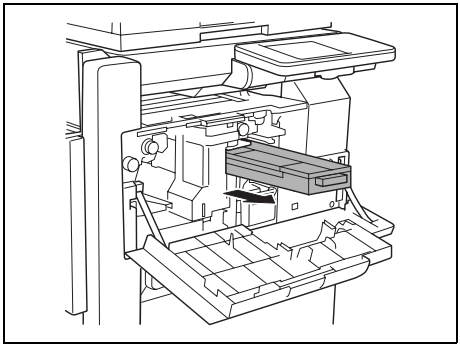
3 Lower lever “FN1”, and then pull out any misfed paper.



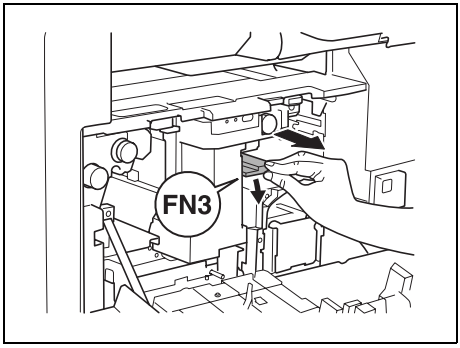
4 Turn dial “FN2”.



5 <If the punch kit is installed>
Pull out the punch box.



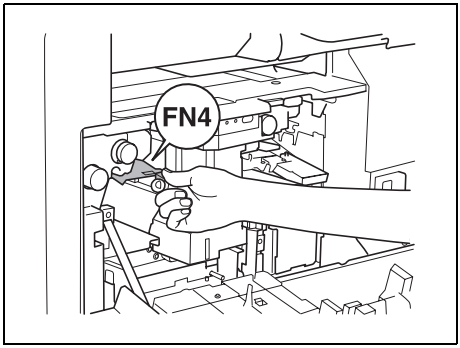
6 Lower lever “FN3”, and then pull out any misfed paper.



7 Return lever “FN1” and lever “FN3” to their original position.

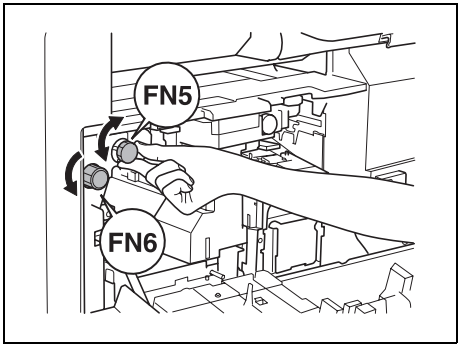
8 <If the punch kit is installed>
Insert the punch box into its original position.

9 Lower lever “FN4”.

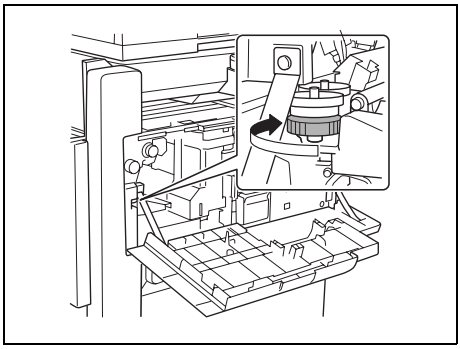


10 Turn dial “FN5” or dial “FN6”, and then pull out any misfed paper.

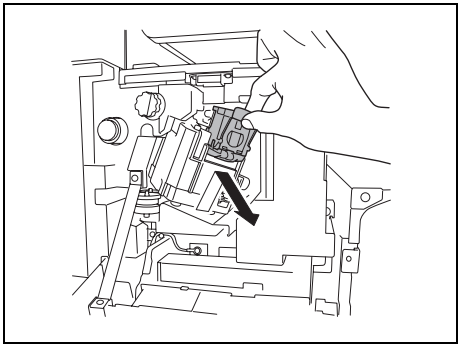
11 Return lever “FN4” to its original position.



12 Turn the dial to the left to move the stapler toward the front.

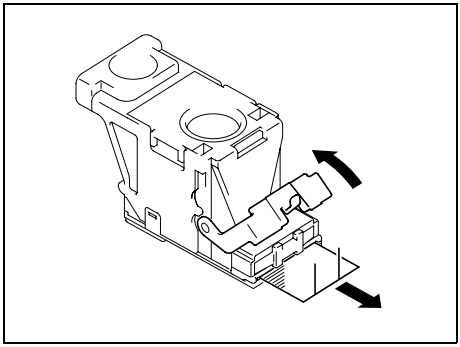


13 Pull the staple cartridge holder out toward you.

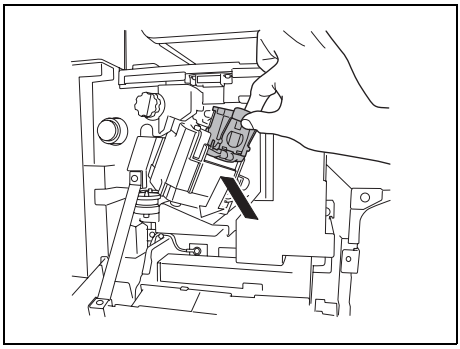


14 Push the staple holder guide up, and then pull out one sheet of staples.

15 Return the guide to its original position.



16 Insert the staple cartridge holder until it locks into place.



17 Close the front door.

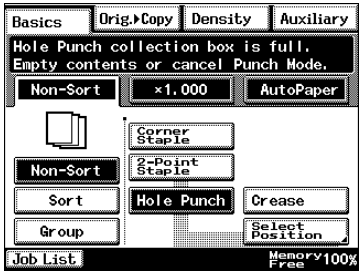
Note

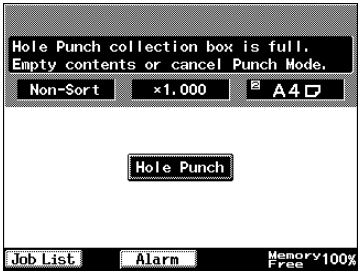
If stapling still cannot be performed, even after performing the above procedure, contact your service representative.

8.6 When the Message “Hole Punch collection box is full.” Appears

If the punch kit is attached to the finisher, the following message will appear when the punch box is full.

Follow the procedure described below to empty the punch box.

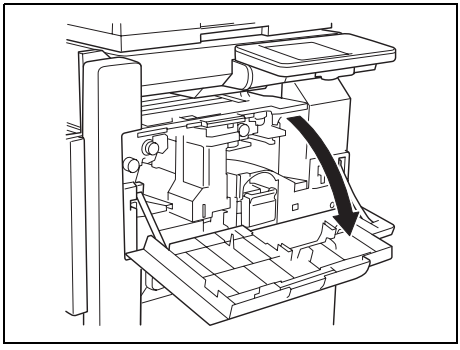




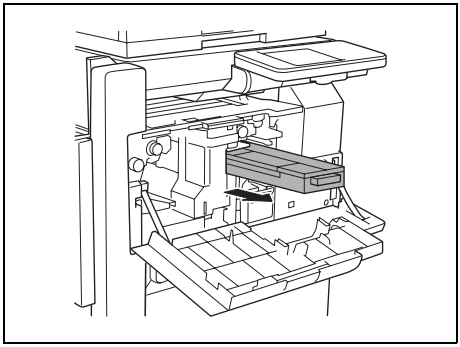
To empty the punch box

Empty and re-install the punch box as described below.

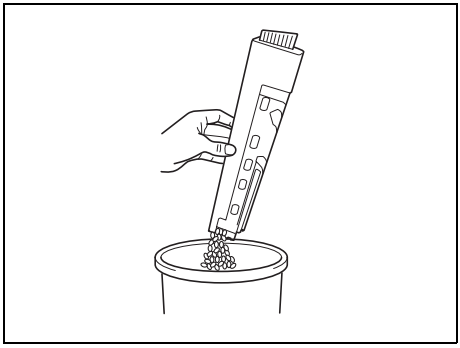
1 Open the front door.



2 Pull out the punch box.



3 Empty the punch box.

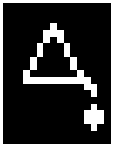


4 Insert the punch box into its original position.

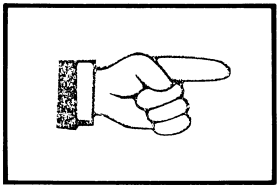
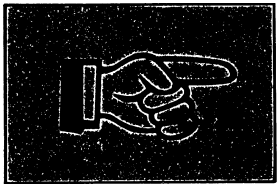
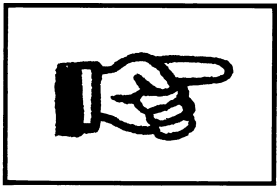
5 Close the front door.

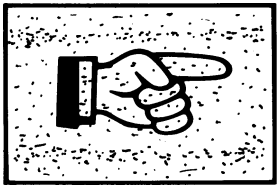
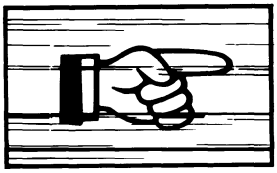
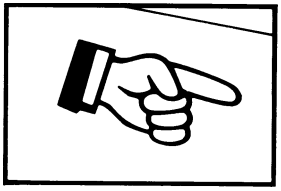
9 Troubleshooting

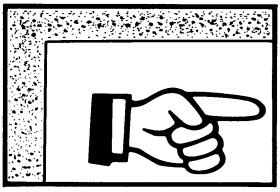
9.1 Main Messages and Their Remedies

Message	Cause	Remedy
A malfunction was detected. Please call your technical representative and provide the code listed below:	The copier malfunctioned and is unable to print.	Inform your service representative of the code displayed on the touch panel.
Please add toner.	Since the toner has run out, the copier is unable to make copies.	Replace the toner bottle. (*"When the Message "Please add toner." Appears"* → page 8-3)
The PC Drum needs to be replaced. Call your technical representative.	Since the drum unit has reached the end of its service life, the copier is unable to make copies.	Contact your service representative.
The Imaging Unit needs to be replaced. Call your technical representative.	Since the imaging unit has reached the end of its service life, the copier is unable to make copies.	Contact your service representative.
Stapler empty. Replace Staple Cartridge.	The staples ran out.	Replace the staple cartridge. (*"When the Message "Stapler empty." Appears"* → page 8-7)
	The time to perform a periodic inspection on the copier has arrived.	Contact your service representative. Touch to display the code. When contacting the service representative, inform them of the code.
Re-insert the following number of document pages: OO	After clearing a paper misfeed, it is necessary to reload certain pages of the document that have already been fed through the duplexing document feeder.	Load the indicated document pages into the duplexing document feeder.
Cannot XXXXXXXX (not enough free memory). Press Start to resume.	Since the memory is full, no more pages can be scanned.	Print pages or delete queued jobs to clear some of the memory.
This mode cannot be selected with XXXXXXXX.	Functions that cannot be used together are selected.	Make copies using only one of the functions.
Pause.	When making 2in1 copies, the second document page could not be scanned while scanning manually.	Position the second document page or touch [Finish].
Properly close the section(s) indicated by the arrow(s).	The door or cover indicated by the arrow is open.	Make sure that all doors and covers are properly closed.
The maximum number of copies allowed for this registered account has been reached. Please contact the administrator.	The total amount of copies as set by the administrator has been reached.	Ask the administrator to clear the number of copies.
The maximum number of jobs to be printed has been reached. Please contact the administrator.	The total amount of jobs to be printed as set by the administrator has been reached.	Ask the administrator to clear the number of jobs to be printed.

9.2 When Incorrect Copies Are Printed

Symptom	Possible Cause	Remedy
The printed output is too light. 	The “Auto” Density setting is set too light.	Adjust the “Default Copy Output Levels” function on the User's Choice screen. Otherwise, cancel the “Auto” Density setting, and then select the desired setting.
	A Density setting that is too light is selected.	Touch [Density], and then select a darker Density setting.
	Many documents containing photos or large printed areas were printed.	The print density was dark and reduced the toner supply. Use the “Toner Replenisher” function in the Utility mode to replenish the toner.
	The toner bottle was just replaced.	The toner supply was reduced. Use the “Toner Replenisher” function in the Utility mode to replenish the toner until the copy density is darker.
	The toner is empty and the message “Please add toner.” appears in the touch panel.	Replace the toner bottle with a new one.
	The paper is damp.	Replace the paper.
The printed output is too dark. 	The “Auto” Density setting is set too dark.	Adjust the “Default Copy Output Levels” function on the User’s Choice screen. Otherwise, cancel the “Auto” Density setting, and then select the desired setting.
	A Density setting that is too dark is selected.	Touch [Density], and then select a lighter Density setting.
	The original glass is dirty.	Wipe the glass with a dry soft cloth.
	The document was not pressed close enough against the original glass.	Position the document so that it is pressed closely against the original glass.
The printed output is blurry. 	The paper is damp.	Replace the paper.
	The document was not pressed close enough against the original glass.	Position the document so that it is pressed closely against the original glass.

Symptom	Possible Cause	Remedy
There are dark specks or spots throughout the printed output. 	The original glass is dirty.	Wipe the glass with a dry soft cloth.
	Either the document pad is dirty.	Clean the document pad with a soft cloth dampened with a mild detergent.
	The original document is printed on highly translucent material, such as diazo photosensitive paper or overhead projector transparencies.	Place a blank sheet of paper on top of the document.
There are streaks in the printed output. 	A double-sided document is being copied.	If a thin double-sided document is being copied, the information on the back side may be reproduced in the copy. Touch [Density], and then select a lighter density for the background.
The image is not aligned properly on the paper. 	The document is not positioned correctly.	Correctly position the document against the document scales. If the duplexing document feeder is installed, correctly adjust the document guides for the size of the document.
	The document is not positioned correctly in the duplexing document feeder.	Lift open the duplexing document feeder, and correctly position the document against the document scales.
	The original glass is dirty (while using the duplexing document feeder).	Wipe the glass with a dry soft cloth.
	The document guides are not slid up against the edges of the document.	Slide the document guides against the edges of the document.
	Curled paper was loaded into the paper drawer.	Flatten the paper before loading it.
The printed page is curled.	The paper that was used (as with recycled paper) curls easily.	Remove the paper from the paper drawer, turn it over, and then load it again.
		Replace the paper with paper that is not damp.

Symptom	Possible Cause	Remedy
The edge of the printed output is dirty. 	The document pad is dirty.	Clean the document pad with a soft cloth dampened with a mild detergent.
	The selected paper size is larger than the document (with Zoom set to “×1.000”).	Select a paper size that is the same size as the document. Otherwise, set Zoom to “Auto Size” to enlarge the copy to the selected paper size.
	The orientation of the document is different from the orientation of the copy (with Zoom set to “×1.000”).	Select a paper size that is the same size as the document. Otherwise, select a paper orientation that is the same as the that of the document.
	The copy was reduced to a size smaller than the paper (a Custom Zoom setting was selected).	Select a zoom ratio that adjusts the document size to the selected paper size. Otherwise, set Zoom to “Auto Size” to reduce the copy to the selected paper size.

* If the problem is not corrected even after the operations described above are performed, contact your service representative.

9.3 When the Copier Is Not Operating Correctly

Symptom	Possible Cause	Remedy
Nothing appears in the touch panel.	If only the indicator on the [Start] key is lit, the copier is in Energy Saver mode or Sleep mode.	Press any key in the operation panel to cancel Energy Saver mode.
	The copier has not been turned on.	Check that the copier's power switch has been set to "I" and that the sub power switch has been pressed in.
	The contrast control knob for the touch panel has been set either too light or too dark.	While looking at the touch panel, adjust the contrast control knob.
	Has the LCD back-light being set to off?	Please press a key on the control panel or touch panel.
		Please change the LCD back-light off settings. Refer to "LCD Back-light Off" in the Advanced Operations volume of the User Manual.
The indicator on the [Start] key does not light up in green.	An access code has not been entered.	Enter the access code according to the procedure described in "Making Copies Using Accounts".
Even though the [Start] key is pressed, no copies are made.	The copy/print job is queued and waiting to be printed.	Touch [Job List] to check the jobs that are queued. Wait until printing begins.
	The copier is still warming up after just being turned on.	The copier takes about 17 seconds to warm up after it is turned on. Wait until the copier has finished warming up.
	The copier is malfunctioning.	Follow any messages that appear on the touch panel.
The machine cannot be set to Copy mode.	The copier is in Interrupt mode (the "Interrupt" indicator is lit). Interrupt 	Press the [Interrupt] key to cancel Interrupt mode.
The machine cannot be turned on.	The power supply cord has been unplugged from the electrical outlet.	Plug the power supply cord into the electrical outlet.
	The breaker for the electrical circuit has been tripped.	Close the breaker for the electrical circuit.

* If the problem is not corrected even after the operations described are performed, turn off the copier,unplug its power supply cord, and the contact your service representative.

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