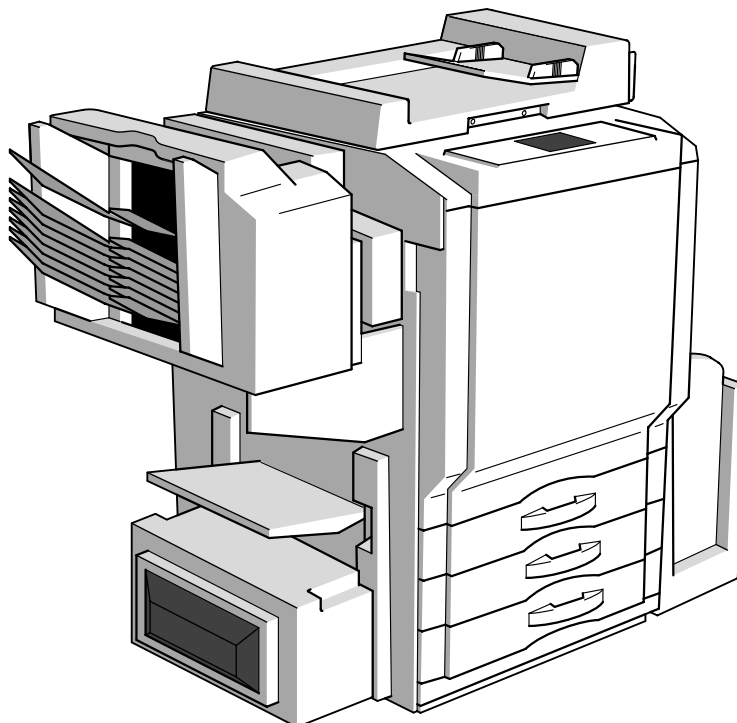




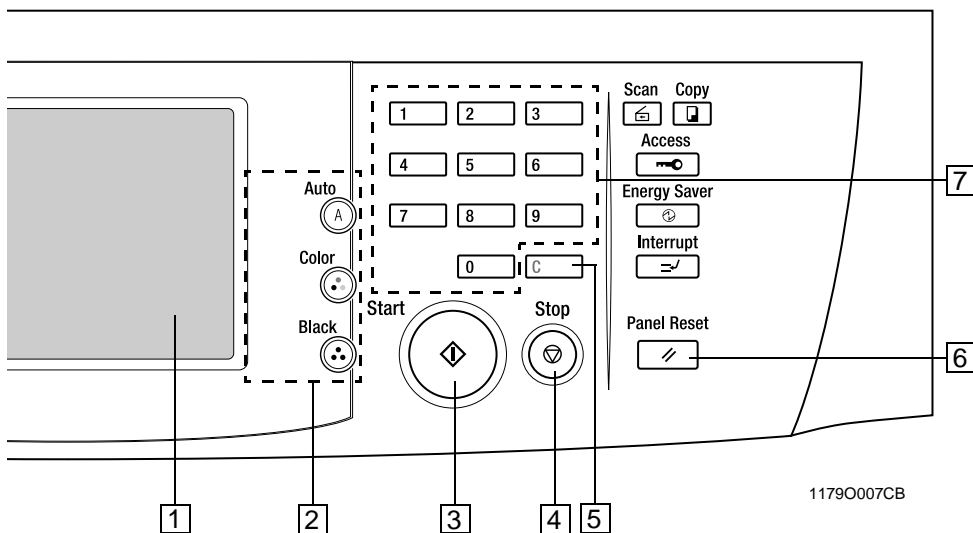
# CF9001

## Quick Guide





# Using Control Panel Keys



1179O007CB

## 1 Touch Panel

- Shows various screens and messages.

## 2 Auto Color/Full Color/Black Keys

- When **Auto Color** is selected, the copier automatically checks and determines whether the original is in color or black-and-white and makes a full-color or black-and-white copy according to the original.
- When **Full Color** is selected, the copier makes a full-color copy even if the original is in black-and-white.
- When **Black** is selected, the copier makes a black-and-white copy even if the original is in color.

## 3 Start Key

- Press to start a copy cycle.
- If pressed while the copier is warming up, it enables the Auto Copy Start Function.

## 4 Stop Key

- Press to stop a multi-copy cycle.

## 5 Clear Key

Press to:

- Reset the multi-copy entry to 1.
- Clear a zoom ratio entered when setting one using the 10-Key Pad.

## 6 Panel Reset Key

- Press to set the copier into the initial mode, clearing all settings made previously on the control panel.

## 7 10-Key Pad

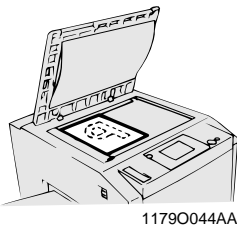
Use to:

- Enter the number of copies to be made.
- Enter the zoom ratio to be used.
- Enter the number of originals.

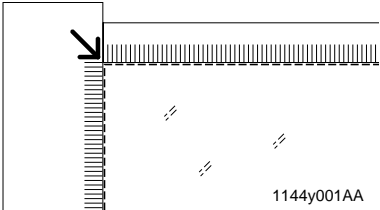
# Making Copies

## Placing Originals on the Glass

**1** Raise the Original Cover or Duplexing Document Feeder and place the original face down on the Glass.



**2** Align the rear left corner of the original with the ↘ marker on the Width Scale of the copier glass and gently lower the Original Cover or Duplexing Document Feeder.

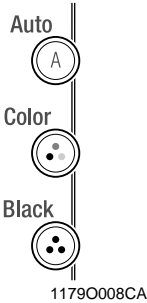


**3** Press either Auto Color, Full Color, or the Black Key on the Control Panel.

**Auto Color :** The copier automatically determines whether the original is in color or black-and-white and makes a full-color or black-and-white copy according to the original.

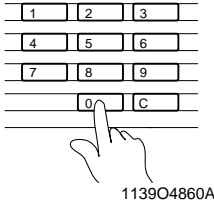
**Full Color :** The copier makes a full-color copy regardless of the type of original.

**Black :** The copier makes a black-and-white copy regardless of the type of original.

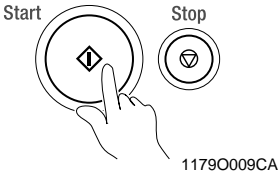


**4** From the 10-Key Pad, set the desired number of copies to be made.

*If you want to use the auxiliary functions, touch Digital Art , Color Adjust , or the Input ► Output Key and set the appropriate functions.*



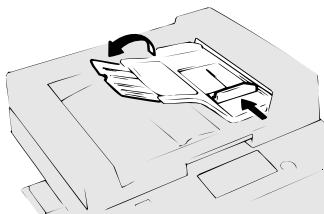
**5** Press the Start Key.



## Using the Duplexing Document Feeder

- 1 Slide the Document Guide Plate to the size of the originals.

*When using large size originals, flip up the Document Feed Tray Extender.*



1151O015AA

- 2 Load a neat stack of originals face up on the Document Feed Tray.

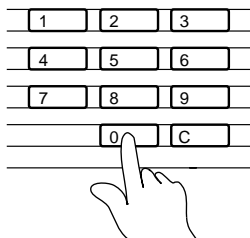
*Make sure that the top level of the original stack does not exceed the ▼ marking.*



1151O016AA

- 3 From the 10-Key Pad, set the desired number of copies to be made and press the Start Key.

*If you want to use the auxiliary functions, touch **Digital Art**, **Color Adjust**, or the **Input ► Output** Key and set the appropriate functions.*

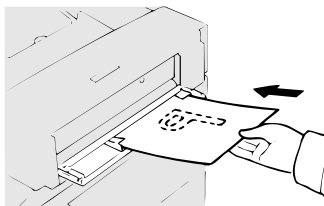


1139O4860A

### <Using the Single Automatic Document Feeding Mode (SADF Mode)>

Open the Document Feed Tray and insert the original face down into the Tray.

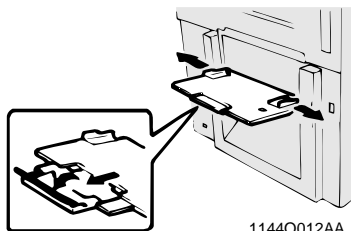
*The original is automatically taken up and the copy cycle is started.*



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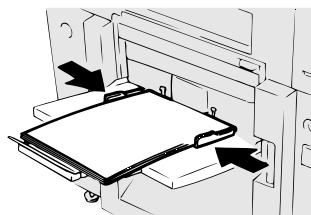
## Using the Manual Bypass Tray (For Metric Area)

- 1 Swing down the Manual Bypass Tray.



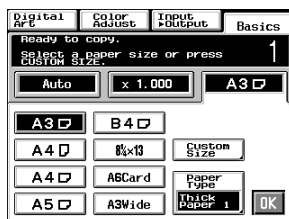
- 2 Insert a neat stack of copy paper into the Manual Bypass Tray until it stops and slide the Paper Guide Plates to the size of the copy paper.

*When inserting paper with one side previously printed, load the paper stack so that the blank side faces down. Make sure that the top level of the original stack does not exceed the ▼ marking.*



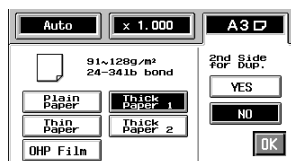
- 3 Select a copy paper size.

*If the copy paper is a non-standard size, touch **Custom Size**.*

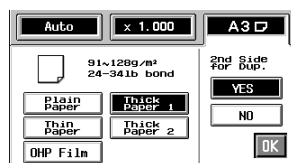


- 4 Touch **Paper Type** and select the type of copy paper.

*Only CF Paper can be used for 2-sided copies.*

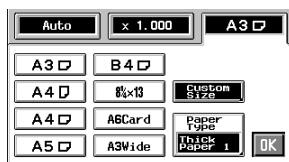


- 5 If this is going to be the copy cycle for making the first side of the copy, select **No** for 2nd Side for Dup. If this is going to be the copy cycle for making the second side of the copy, select **Yes**.



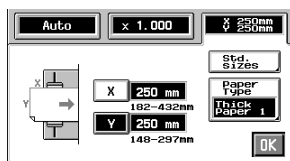
<If the original is a non-standard size>

- 1 Touch **Custom Size** on the screen given in step 3.



1179P413DA

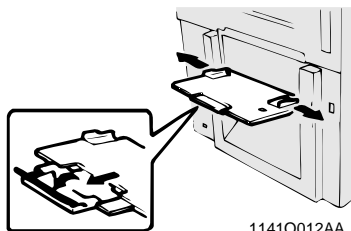
- 2 Touch **X** and enter the length of the copy paper from the 10-Key Pad. Then touch **Y** and enter the width of the copy paper from the 10-Key Pad.



1179P414DA

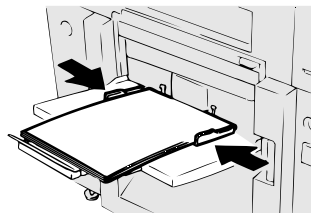
## Using the Manual Bypass Tray (For Inch Area)

- 1 Swing down the Manual Bypass Tray.



- 2 Insert a neat stack of copy paper into the Manual Bypass Tray until it stops and slide the Paper Guide Plates to the size of the copy paper.

*When inserting paper with one side previously printed, load the paper stack so that the blank side faces down. Make sure that the top level of the original stack does not exceed the ▼ marking.*

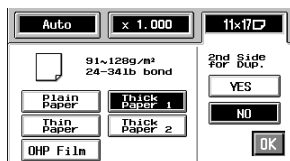


- 3 Select a copy paper size.

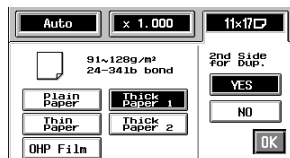
*If the copy paper is a non-standard size, touch Custom Size .*



- 4 Touch **Paper Type** and select the type of copy paper.



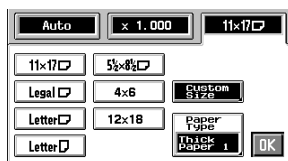
- 5 If this is going to be the copy cycle for making the first side of the copy, select **No** for 2nd Side for Dup. If this is going to be the copy cycle for making the second side of the copy, select **Yes** .





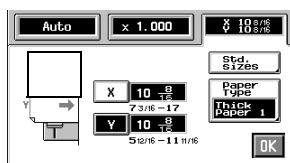
<If the original is a non-standard size>

- 1 Touch **Custom Size** on the screen given in step 3.



1179P415EA

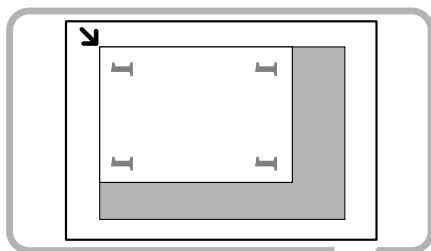
- 2 Touch **X** and enter the length of the copy paper from the 10-Key Pad. Then touch **Y** and enter the width of the copy paper from the 10-Key Pad.



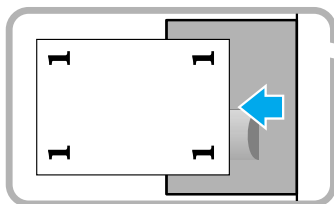
1179P416CA

## Making 2-Sided Copies Though Manual Bypass 1

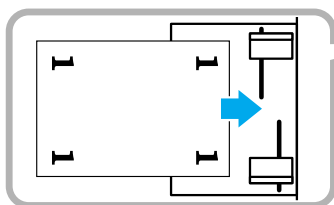
- 1 Place the first original face down on the Original Glass and press the Start key.



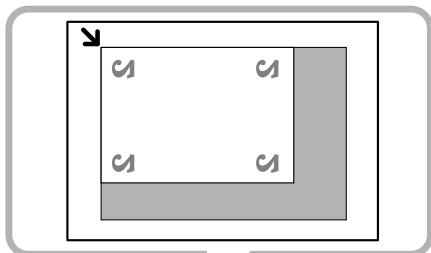
- 2 A copy of the first original is fed out of the copier.



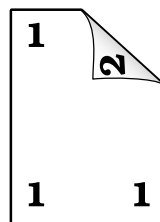
- 3 Place this copy on the Manual Bypass Tray in the direction shown below.



- 4 Place the second original face down on the Original Glass in the direction shown below. Then, select **2nd Side for Dup.** for Paper Type.



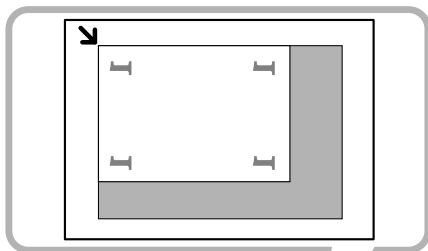
- 5 Press the Start key. This produces a 2-sided copy that looks like this one.



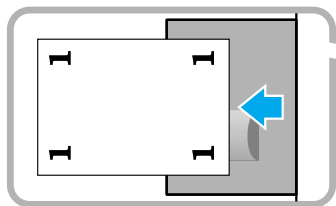
*See the Operator's Manual for the procedures to be followed when making 2-sided copies using a Duplex Unit.*

## Making 2-Sided Copies Though Manual Bypass 2

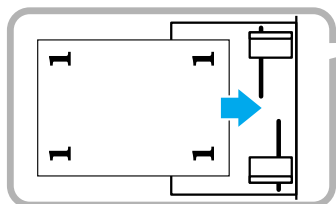
- 1 Place the first original face down on the Original Glass and press the Start key.



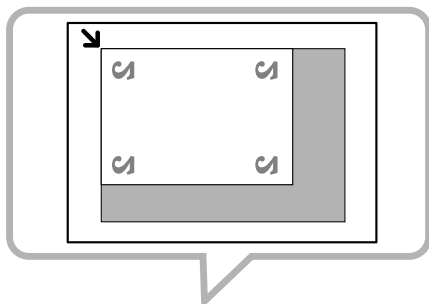
- 2 A copy of the first original is fed out of the copier.



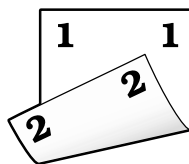
- 3 Place this copy on the Manual Bypass Tray in the direction shown below.



- 4 Place the second original face down on the Original Glass in the direction shown below. Then, select **2nd Side for Dup.** for Paper Type.



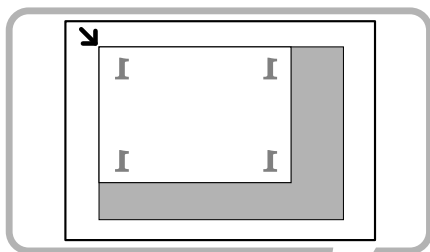
- 5 Press the Start key. This produces a 2-sided copy that looks like this one.



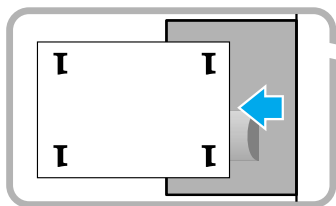
*See the Operator's Manual for the procedures to be followed when making 2-sided copies using a Duplex Unit.*

## Making 2-Sided Copies Though Manual Bypass 3

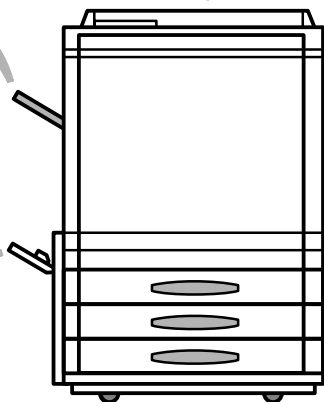
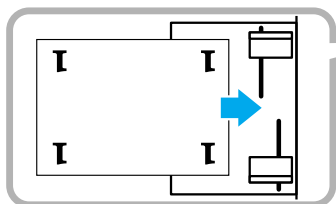
- 1 Place the first original face down on the Original Glass and press the Start key.



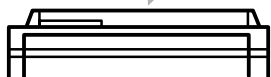
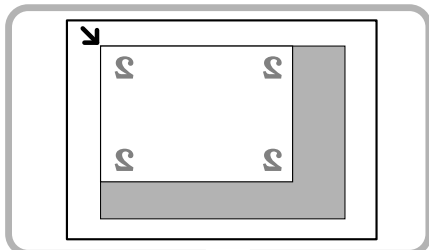
- 2 A copy of the first original is fed out of the copier.



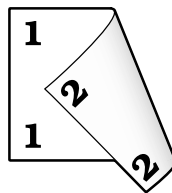
- 3 Place this copy on the Manual Bypass Tray in the direction shown below.



- 4 Place the second original face down on the Original Glass in the direction shown below. Then, select **2nd Side for Dup.** for Paper Type.



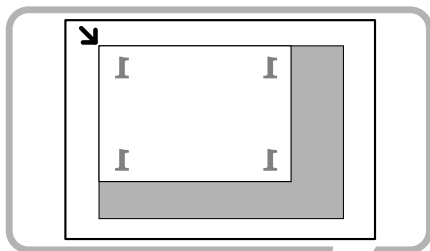
- 5 Press the Start key. This produces a 2-sided copy that looks like this one.



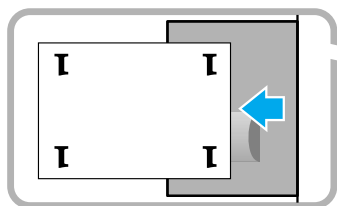
*See the Operator's Manual for the procedures to be followed when making 2-sided copies using a Duplex Unit.*

## Making 2-Sided Copies Though Manual Bypass 4

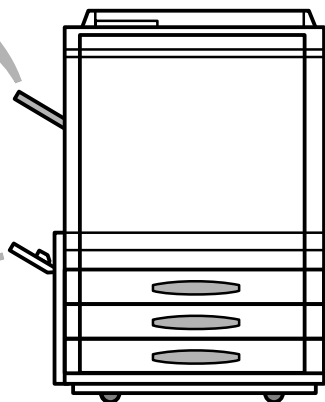
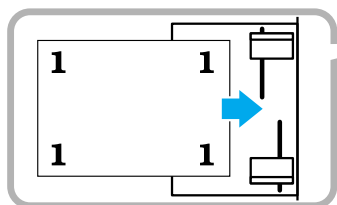
- 1** Place the first original face down on the Original Glass and press the Start key.



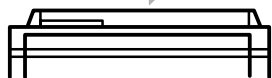
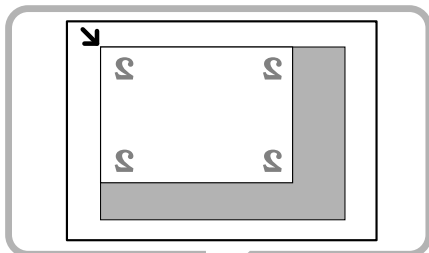
- 2** A copy of the first original is fed out of the copier.



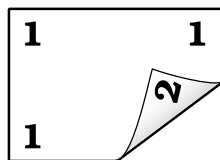
- 3** Place this copy on the Manual Bypass Tray in the direction shown below.



- 4** Place the second original face down on the Original Glass in the direction shown below. Then, select **2nd Side for Dup.** for Paper Type.



- 5** Press the Start key. This produces a 2-sided copy that looks like this one.

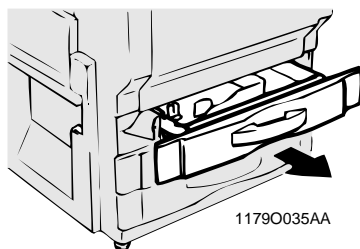


*See the Operator's Manual for the procedures to be followed when making 2-sided copies using a Duplex Unit.*

# Loading Paper

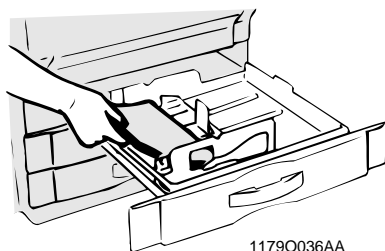
## Loading Paper in the Trays

- 1 Slide the Tray out.



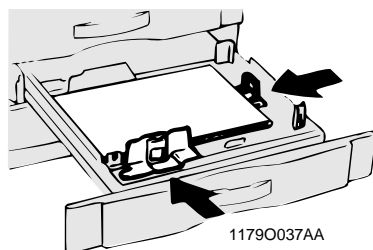
- 2 Load the paper stack into the Tray so that its front side (the side facing up when the package was unwrapped) **faces down**. Then, slide the Tray back in.

*The paper should be loaded no higher than the ▼ (Max. Level Indicator).*



## Changing the Paper Size for the Middle Tray (Universal Tray)

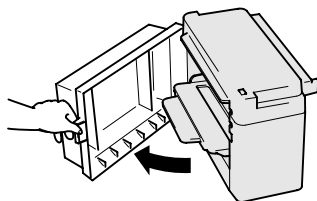
Grasp the tab of the Edge Guide and slide it to the size of the paper to be loaded. Pressing the plastic part of the Trailing Edge Stop, slide it to the size of the paper to be loaded.



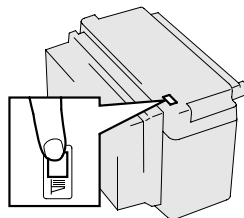
## Large Capacity Cassette

- 1 Grasping the Door Lock Release Lever, open the Cassette Door.

*When adding paper to a partially loaded Cassette, press the Paper Plate Descent Key to lower the Paper Plate before opening the Cassette Door.*



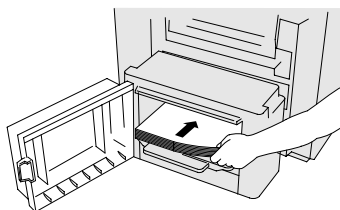
1154O030AA



1154O031AA

- 2 Place the paper stack onto the Paper Plate so that its front side **faces up** and close the Cassette Door.

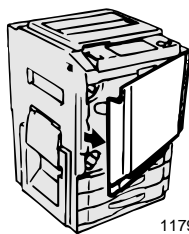
*The paper should be loaded no higher than the ▼ (Max. Level Indicator).*



1154O032AA

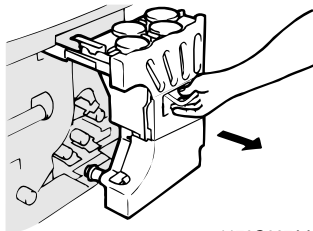
# Replenishing Toner

**1** Open the Front Door.



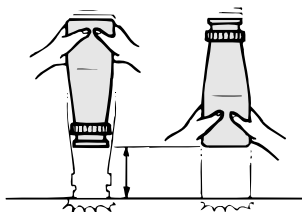
1179O038AA

**2** Slide out the Toner Hopper Unit.



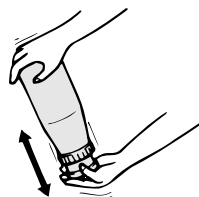
1179O067AA

**3** Sharply tap the new Toner Bottle against a desk or other hard object four to five times. Then turn the Toner Bottle upside down and tap it the same way again.



1144L079AB

**4** Shake the Toner Bottle well.



1144L078AB

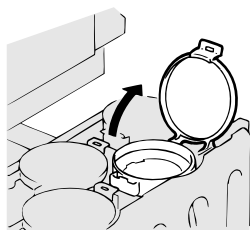
**5** Remove the bottle cap.



1179O066AA

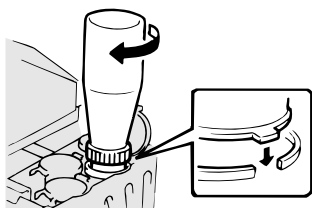


**6** Open the Toner Hopper Lid.



1144L014AA

**7** Align the tab on the Bottle with the cutout on the Toner Receptacle and turn the Bottle clockwise until it stops.



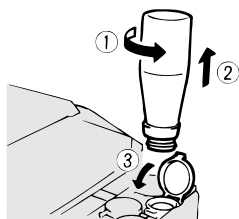
1144L017AA

**8** Wait until the toner stops falling in (approx. 60 seconds), then tap the Bottle a few times to ensure that all the toner falls into the Hopper.



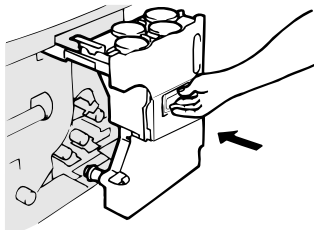
1144L018AA

**9** Making sure that the toner has emptied completely, turn the Bottle counterclockwise and lift it out from the Receptacle. Close the Toner Hopper Lid.



1144L019AA

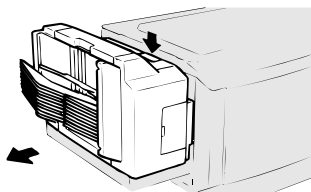
**10** Slide the Toner Hopper Unit back in and close the Front Door.



1179O068AB

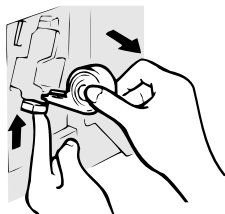
# Replacing the Staple Cartridge

- 1 Grasping the Lock Release Lever, slide the Staple Sorter away from the copier.



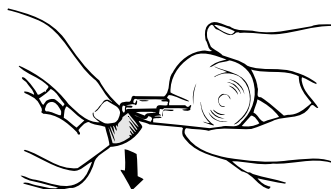
1144O252AA

- 2 Open the Stapler Door and, while pushing up the Staple Cartridge Release Lever, pull the Staple Cartridge out of its port.



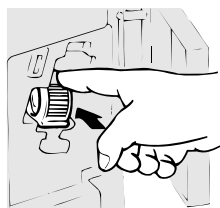
1136O003AA

- 3 Pull the staple sheet about 3 cm out of the new Staple Cartridge and break off that portion.



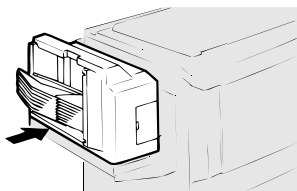
1139O0970A

- 4 Insert the new Staple Cartridge until a click is heard.



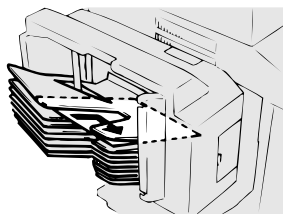
1139O1440A

- 5 Close the Stapler Door and slide the Staple Sorter back against the copier

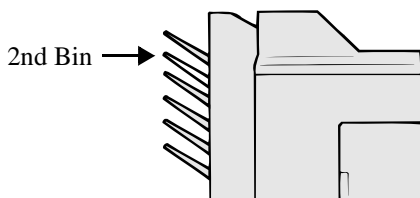


1144O253AA

- 6 Place a sheet of paper into the 2nd Bin of the Staple Sorter.



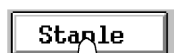
1144O488AA



1136O009AA

- 7 Touch **Staple** on the Touch Panel.

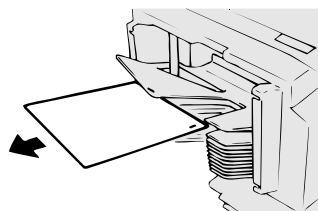
*Then, the Staple Sorter test-staples the paper several times automatically.*



1154O015CA

- 8 Remove the sheet of paper from the 2nd Bin and check that it has been stapled.

*\*If no staples are evident, place another sheet of paper into the 2nd Bin and repeat steps 6, 7, and 8.*

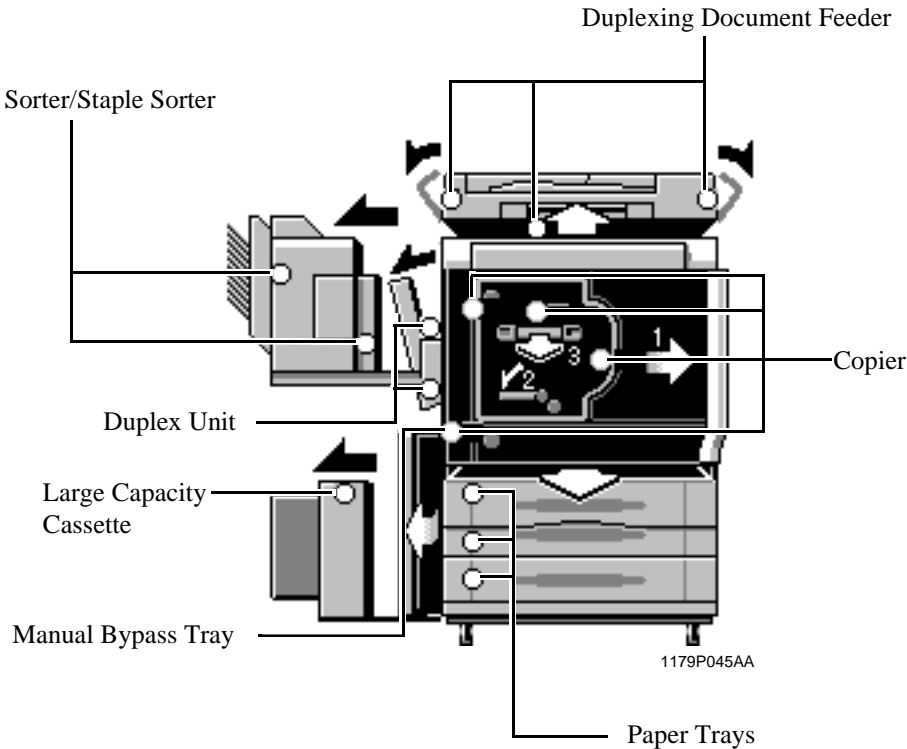


1144O489AA

# Clearing Misfed Paper

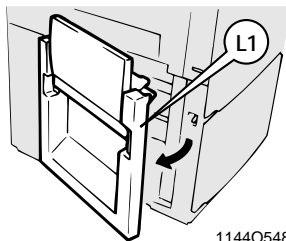
## Misfeed Location Displays

Different procedures are used to clear a misfed sheet of paper depending on the location. First, isolate the location, then clear the misfeed following the procedure applicable to where the misfeed occurred.



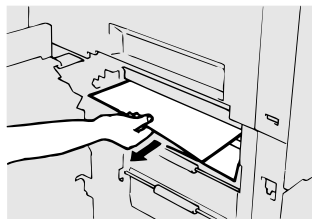
## Copier

**1** Open the Left Door (L1).



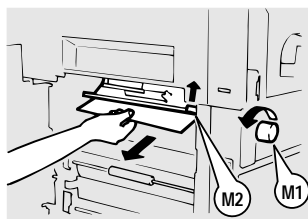
1144O548AA

**2** Pull out the sheet of paper from the Transport Section.



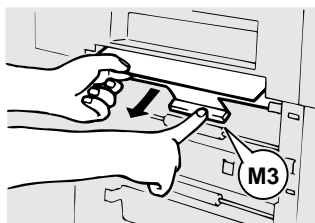
1144L022AA

**3** Raise Guide Plate (M2) and, turning Knob (M1), pull out the sheet of paper.



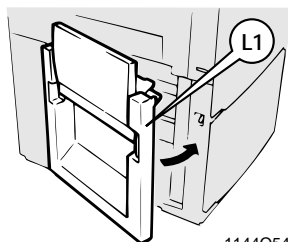
1144L023AA

**4** Press down Guide Plate (M3) and pull out the sheet of paper.



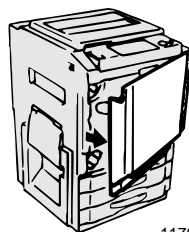
1144L024AA

**5** Close the Left Door (L1).



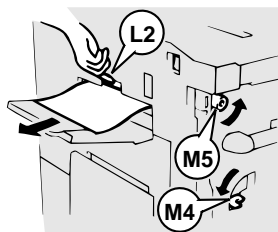
1144O549AA

**6** Open the Front Door.



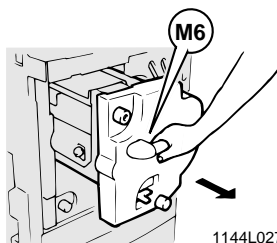
1179O038AA

**7** Turn the Lever (M4) to the left.  
Press Guide Plate (L2) and, turning Knob (M5), pull out the sheet of paper.



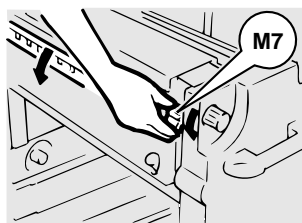
1144L026AB

**8** Grasp Lever (M6) and slide out the Transfer/Fusing Unit.



1144L027AB

**9** Grasp the Fusing Unit Lever (M7) and open the Fusing Unit.

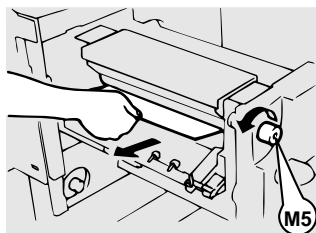


1144L028AB

**⚠ CAUTION**

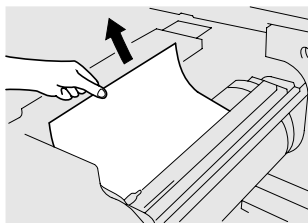
DO NOT touch any parts except paper as the Fusing Unit and its surrounding areas are extremely hot.

**10** Turning Knob (M5), pull out the sheet of paper and close the Fusing Unit.



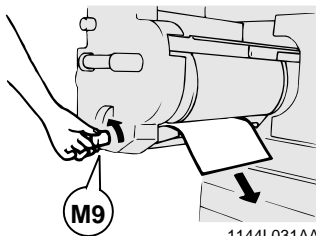
1144L029AB

- 11** Pull out the sheet of paper from the Upper Area of the Transfer/Fusing Unit.



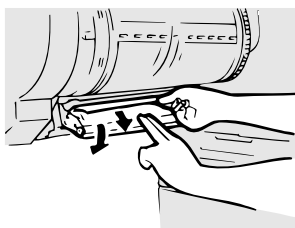
1154O016AA

- 12** Turning Knob (M9), remove the sheet of paper. If paper is stuck to the Transfer Film, carefully disengage the leading edge of the paper and remove it with care not to damage the Transfer Film.



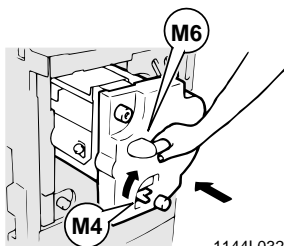
1144L031AA

- 13** Press down the Roller as shown and remove the sheet of paper if present inside.



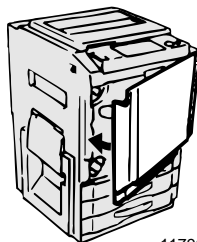
1144L069AA

- 14** Slide the Transfer/Fusing Unit back into the copier and turn the Release Lever (M4) to the right.



1144L032AB

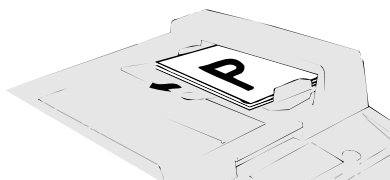
- 15** Close the Front Door.



1179O039AA

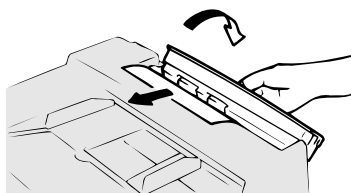
## Duplexing Document Feeder

- 1 Remove the original stack from the Document Feed Tray.



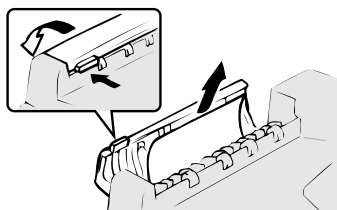
1151O097AA

- 2 Swing open Document Feed Unit Door (F1) and gently pull out the original.



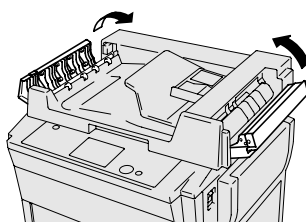
1151O031AA

- 3 Holding down the Lock Release Button, swing open Document Turnover/Exit Unit Door (F2) and carefully pull out the original from the Exit Unit.



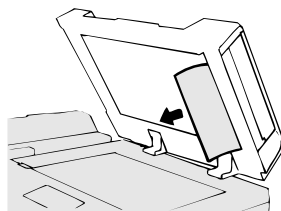
1151O032AB

- 4 Close (F1) and (F2).



1154O039AA

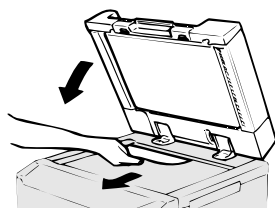
- 5 Raise the Duplexing Document Feeder. Opening the Document Turnover/Feed Unit Guide Plate, gently pull out the original from the Unit.



1151O033AA

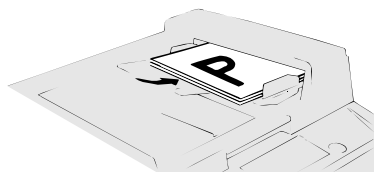


- 6** Remove the original from the Original Glass and lower the Duplexing Document Feeder.



1139O0840A

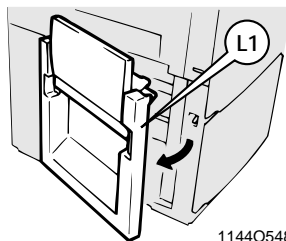
- 7** When the message “Re-insert the following # of originals” is shown on the Display, return the number of originals indicated on the Display to the bottom of the original stack removed in step 1 and reload it onto the Document Feed Tray.



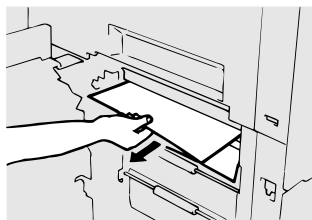
1151O098AA

## Paper Trays

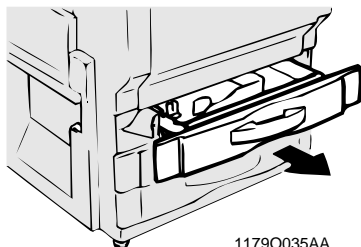
- 1** Open the Left Door (L1) .
- 2** Pull out the sheet of paper from the Transport Section and close the Left Door (L1) .
- 3** Slide the Tray out and unload the paper stack from the Tray.
- 4** Fan the paper thoroughly, reload it in the Tray, and slide the Tray back in.
- 5** Open the Front Door and then close it to reset the misfeed indication/message on the Touch Panel.



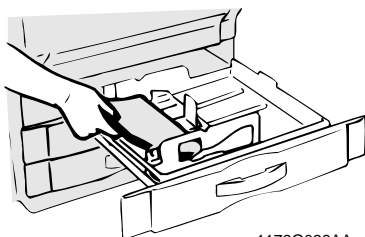
1144O548AA



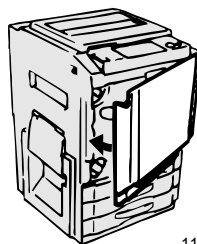
1144L022AA



1179O035AA



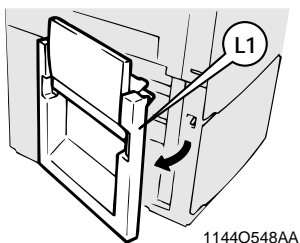
1179O036AA



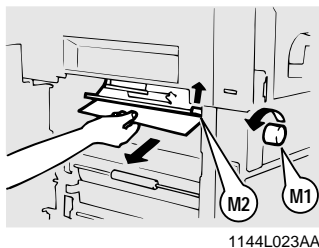
1179O039AA

## Manual Bypass Tray

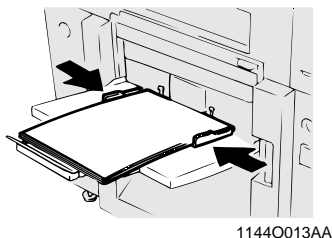
- 1 Unload the paper stack from the Manual Bypass Tray. Then open the Left Door (L1).



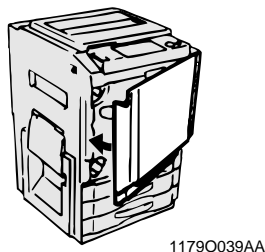
- 2 Raise Guide Plate (M2) and, turning Knob (M1), pull out the sheet of paper. Then, close the Left Door.



- 3 Fan the paper stack thoroughly and place it back on the Tray.

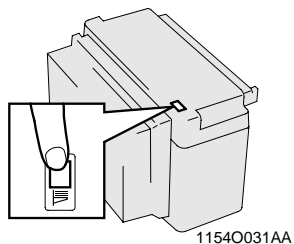


- 4 Open the Front Door and then close it to reset the misfeed indication/message on the Touch Panel.

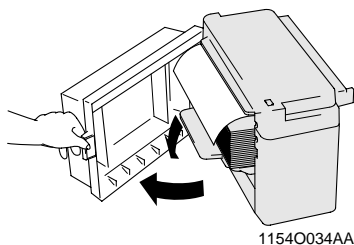


## Large Capacity Cassette

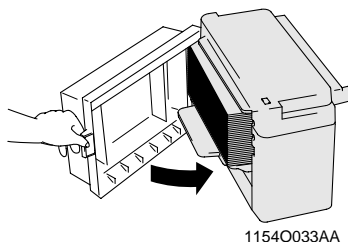
**1** Press the Paper Descent Key.



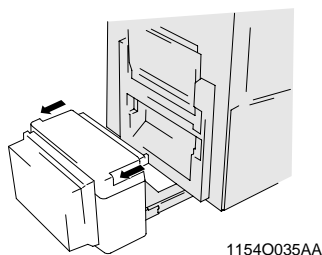
**2** Grasping the Door Lock Release Lever, open the Cassette Door and remove the sheet of paper.



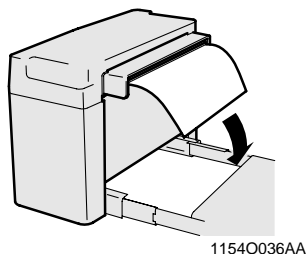
**3** Close the Cassette Door.



**4** Grasp the Cassette Release Lever and slide the Cassette away from the copier.

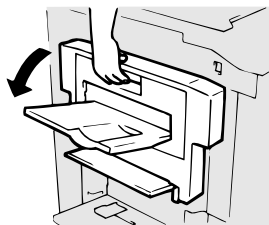


**5** Remove the sheet of paper and slide the Cassette back against the copier.



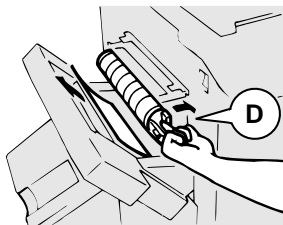
## Duplex Unit

- 1 Grasping the Lock Release Lever, open the Duplex Unit.



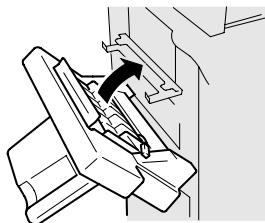
1144L034AA

- 2 Open the Misfeed Removal Guide (D) and pull out the sheet of paper.



1144L035AA

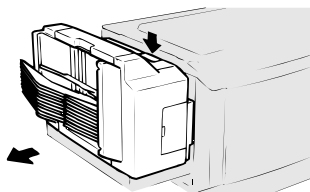
- 3 Close the Duplex Unit.



1154O040AA

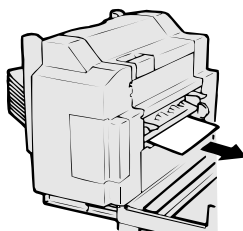
## Sorter/Staple Sorter

- 1 Grasping the Lock Release Lever, slide the Sorter away from the copier.



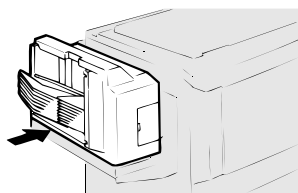
1144O252AA

- 2 Pull out the copy from the Transport Section.



1139O0870A

- 3 Slide the Sorter back against the copier.



1144O253AA



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