

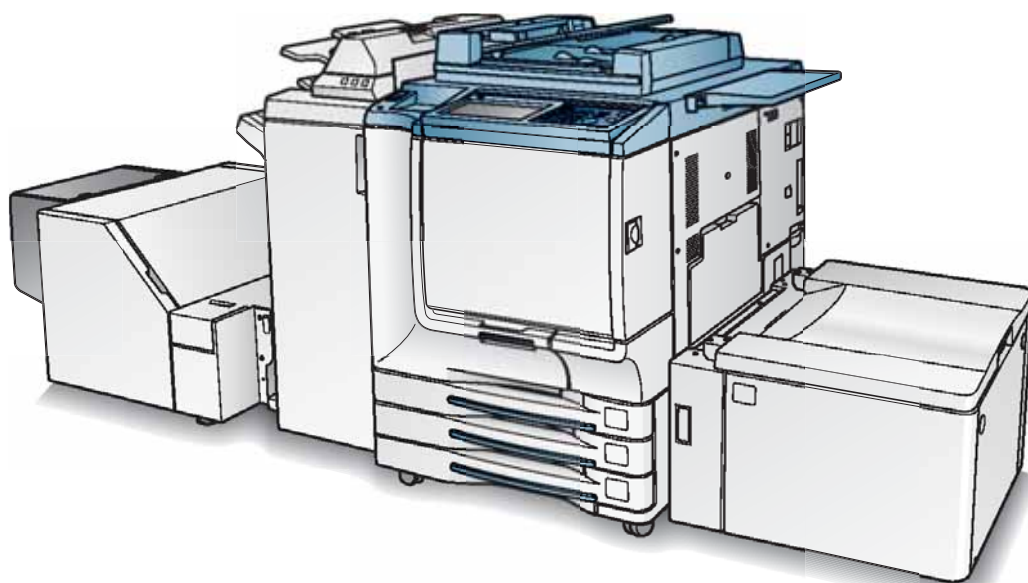


User Manual

The essentials of imaging

www.konicaminolta.net

CF5001



Recycled paper is used for the inside pages of this manual.

Thank you very much for your purchase of the CF5001.

This Manual deals with making copies, correct handling of the machine, and precautions for safety. Please read before copying.

In order to maintain a satisfactory copying performance, please keep this manual readily available for reference in the rear pocket of the machine.



ENERGY STAR® Program

The ENERGY STAR Program has been established to encourage the widespread and voluntary use of energy-efficient technologies that reduce energy consumption and prevent pollution. As an ENERGY STAR Partner, we have determined that this product meets the ENERGY STAR guidelines for energy efficiency, based on the following features.

Auto Low Power

This function conserves energy by lowering the set temperature of the fixing unit. In the standard setting, Auto Low Power operates automatically when 15 minutes have elapsed after completion of the last copy, with the copier remaining in the ready to copy state during that time.

The time period for the Auto Low Power function can be set for 5 minutes, 10 minutes, 15 minutes, 30 minutes, 60 minutes, 90 minutes, 120 minutes, or 240 minutes. See p. 2-19 for details.

Automatic Shut-Off

This function achieves further energy conservation by partially turning the power supply OFF, thereby reducing energy consumption to 20W or less. In the standard setting, Automatic Shut-Off follows Auto Low Power, operating automatically when 90 minutes have elapsed after completion of the last copy, with the copier remaining in the ready to copy state during that time.

The time period for the Automatic Shut-Off function can be set for 30 minutes, 60 minutes, 90 minutes, 120 minutes or 240 minutes. See p. 2-19 for details.

Automatic Duplex Copying

To reduce paper consumption, use this function to make double-sided (duplex) copies, automatically.

We recommend that you utilize the Auto Low Power function, the Automatic Shut-Off function, and the Automatic Duplex Copying function.

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Features of the CF5001

AES - Automatic Exposure Selection

Automatically adjusts exposure to compensate for quality of the original.

AMS - Automatic Magnification Selection

Automatically selects an appropriate magnification ratio when Copy Size is selected manually. Automatically selected when the AMS key is touched.

APS - Automatic Paper Selection

Automatically selects copy paper size to match the original documents.

ATS - Automatic Tray Switching

Automatically switches tray to allow copying to continue without interruption if the selected tray empties while copying is in progress.

Auto Layout

The original image on the platen glass or in the document feeder is copied and centered on a sheet.

Auto Low Power

Automatically lowers the power after a specified period of copier inactivity.

Auto Reset

Automatically resets to auto mode defaults after a specified period of copier inactivity.

Auto Shut-Off

Automatically shuts off the main power after a specified period of copier inactivity.

Book Copy

Copies both pages of an open book or book size sheet separately onto two letter sheets in 1►1 mode or separately onto each side of one letter sheet in 1►2 mode. You can use the Book Copy mode with the Front or Front/Back cover mode. The cover page(s) will be scanned and copied normally before image division is performed on the other pages.

Booklet

Creates a multiple page signature booklet copied on both sides of paper in 1►2 or 2►2 copy mode.

Chapter

Starts chapter pages on the right side (front pages) of the finished document. Only duplex mode (1►2) is compatible with this feature.

Color Mode

Copies full-colored originals or makes single-colored copies, and also adjusts image quality of the copies.

Combination

Copies a fixed number (2, 4, or 8) of pages onto one sheet of copy paper to create a draft copy of a multi-page report at the same time as saving paper.

Features of the CF5001 (continued)

Copy Density

Manually selects up to 9 density levels.

Copy Mode

Selects the desired simplex mode (1►1 or 2►1); or duplex mode (1►2 or 2►2).

Counter List

Displays on the screen and prints the following data: total counter of the machine, copier counter, print counter and the date when the counter started.

Density Shift

Shifts each of nine density levels in four density modes (Auto, Text, Photo, Map) to three levels lighter or three levels darker.

Frame/Fold Erasure

Erases border and/or fold image area using Frame (1 - 300 mm), Fold (1 - 99 mm), or Frame & Fold.

Image Insert

Stores pages in memory from the platen glass, and inserts the pages into a document copied from the document feeder.

Image Shift

Creates or removes a binding margin at the top, bottom, right and left edges (shift amount from 0 ~ 250 mm, in 1 mm increments); reduces image to prevent image loss (reduce & shift amount from 0 ~ 250 mm, in 1 mm increments).

Interrupt Copying

Interrupts copying-in-progress to perform an urgent copy, using any of the copier features for the interrupt job.

Job Memory

Programs up to 30 jobs and recalls each job by job number, as needed. All compatible platen glass functions can be programmed into Job Memory directly after they are selected.

Job Status

Displays the Job Status Screen to view the current machine status, changes the operation order of reserve jobs, deletes the unused reserve job, or displays the previous job list.

Lens Mode (Fixed, Zoom)

Selects fixed ratios, four reduction, four enlargement, and three user-set ratios. Zoom ratios can be selected from 25.0 % ~ 400.0 % in 0.1 % increments.

Machine Status Confirmation

Displays the current machine status on LCD for confirmation.

Features of the CF5001 (continued)

Manual Shut-off

Shuts off the machine power when pressing [**POWER SAVER ON/OFF**] on the control panel.

Mixed Original

Copies mixed size originals from the document feeder in APS or AMS mode. APS automatically selects the copy size of each original. AMS mode allows you to select one copy size for all originals.

Multi-Page Enlargement

Makes an enlarged copy, made up of several copied pages divided and enlarged from an original image.

Network Function by Web Browser

When the machine is connected to a PC over a network, uses a web browser on the PC to check the machine or job information, and to perform the Key Operator settings concerning the network environment.

Non-Image Area Erase

When copying from the platen glass when the original cover is open, copies only the image area and not the exposed area of glass, which would otherwise copy as black.

Non STD Size for Multi-Sheet Bypass Tray

Enters the special paper size to be loaded on the Multi-sheet bypass tray using the touch screen keypad in order to avoid paper misfeed.

Non STD Size for Original

Identifies the special original size which the CF5001 cannot detect, in order to select the optimal copy size for copying or printing.

Original Image

Enhances photo image in PHOTO mode, regular image in TEXT/PHOTO mode, text image in TEXT mode, colored image with small text in MAP mode.

Original Type

Improves the image quality by specifying the printed original type.

Output Mode for Machine with FN-120/FN-9 Finisher Installed:

Non-Sort, Sort, Staple-Sort, and Group modes using the primary (main) tray

Non-Sort Face Down exit, Non-Sort Face Up exit, Group Face Down exit, and Group Face Up exit modes using the secondary (sub) tray

Fold and Stapling & Folding modes using the booklet tray (FN-9 only)

Selects an output tray and output mode on the Output Mode popup menu.

Output for Machine with no Finisher Installed:

Non-sort, Rotation sort, Group, and Rotation group modes are available in combination with Face down or Face up exit.

Selects an output mode on the Output Mode popup menu.

Features of the CF5001 (continued)

Output for FN-120/FN-9 Finisher with Cover Inserter D Installed:

Cover Sheet mode

Off-Line Finishing mode

For details, see Section 8: Advanced Information.

Overlay

Scans an original image and overlays it on the pages of another document. For example, you may want to incorporate a page heading, graphic design or logo into the pages of your document.

Overlay Memory

Same as for Overlay except the overlay image is stored in memory.

Paper Capacity

Total 1,750 sheets, including three 500-sheet trays and a 250-sheet Multi-sheet bypass tray.

Total 4,250 sheets, including 2,500-sheet optional large capacity tray.

Platen Memory

Scans documents into memory from the platen glass and/or the document feeder and inserts the pages into another document copied from the document feeder. If an incompatible function is selected in this mode, the latter function will not be selected, and an Error message will be displayed.

Power Saver

Automatically turns off all but nominal power supply after a specified period of copier inactivity, for optimal efficiency. Power is returned after a brief warm up period by pressing [**POWER SAVER ON/OFF**] on the control panel.

Program Job

Scans documents into memory while designating different copy conditions for each original, then prints all the documents collectively.

Proof Copy

To ensure correct output before running multiple copies, run a proof copy by pressing [**PROOF COPY**] on the control panel or touching **PROOF COPY** on the Check Screen.

Punch Mode for FN-120/FN-9 Finisher with PK-5 Punch Kit Installed:

Punches three holes in output copies.

Repeat

Selects the horizontal image area across the page, and repeats it down the page as many times as the repeat width setting (10 ~ 150 mm) permits in manual or auto.

Reserve

Scans in subsequent copy jobs while the CF5001 is busy printing or copying.

Reverse Image

Reverses the positive image to negative image or vice versa in the selected color mode.

Features of the CF5001 (continued)

Rotation

Rotates the image before copying when the portrait/landscape orientation of the original is different from the orientation of the copy paper.

Rotation Exit (Rotation Sort / Rotation Group)

When no Finisher is installed, Rotation Exit alternately switches the horizontal and vertical orientation of each sorted set as it outputs to the exit tray. Be sure to load both 8.5"x11" and 8.5"x11"R in separate trays (including the Multi-sheet bypass tray) before selecting this feature.

Sheet/Cover Insertion

Insert up to 30 blank or copied sheets from any tray including the Multi-sheet bypass tray, or inserts blank or copied front and back covers from any tray including the Multi-sheet bypass tray to enhance the presentation of multi-page documents.

Stamp

Prints watermark, regular stamp, date/time, page number, and numbering onto the output copies to enhance the presentation and usefulness of the copies.

Staple

Selects the stapling position and number of staples.

STD Size (Special)

Detects the standard paper sizes which cannot normally be detected when loaded in a main body tray or Multi-sheet bypass tray.

Tab Paper

Copies onto tabbed sheets from tabbed originals, allowing the image on the tab part of the original to be printed on the same part of the tabbed copy paper.

Three-Fold Mode for Machine with FN-9 Finisher Installed:

Folds 8.5"x11"R or A4 output copies in three.

Trimming Mode for FN-9 Finisher with TMG-3 Trimming Unit Installed:

Trim the end of folded or stapled & folded booklets.

Weekly Timer

Can be set according to the needs of each work environment. Turns main body power Off/ On daily or weekly, during lunch time, on holidays, and also enables the Timer Interrupt mode, which allows temporary use of the machine even when the machine is in the daily, weekly, or holiday Off mode.

Wide Paper

Copies onto paper slightly larger than the specified regular size.

Z-Folded Original

This feature sets the RADF to accept Z-folded originals.

Legal Restrictions on Copying

Certain types of documents must never be copied with the purpose or intent to pass copies of such documents off as the originals.

The following is not a complete list, but is meant to be used as a guide to responsible copying.

<Financial Instruments>

- Personal checks
- Travelers checks
- Money orders
- Certificates of deposit
- Bonds or other certificates of indebtedness
- Stock certificates

<Legal Documents>

- Food stamps
- Postage stamps (canceled or uncanceled)
- Checks or drafts drawn by government agencies
- Internal revenue stamps (canceled or uncanceled)
- Passports
- Immigration papers
- Motor vehicle licenses and titles
- House and property titles and deeds

<General>

- Identification cards, badges, or insignias
- Copyrighted works without permission of the copyright owner

You are prohibited under any circumstances to copy domestic or foreign currencies, or works of art without permission of the copyright owner.

When in doubt about the nature of a document, consult with legal counsel.

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SECTION

1

Safety Information

Precautions for Installation and Use

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Caution Labels and Indicators

The caution labels and indicators are attached to the machine areas, as shown below, where you are advised to pay special attention to avoid any dangerous situations or serious injury.

(Right side of the fixing unit)



! CAUTION

DO NOT put your hand between the main body and developing fixing unit; otherwise you may be injured.



! CAUTION

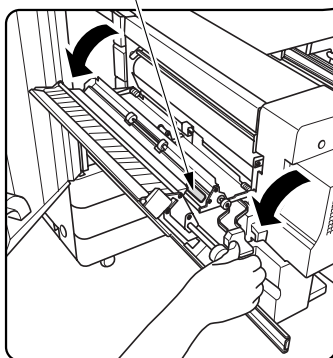
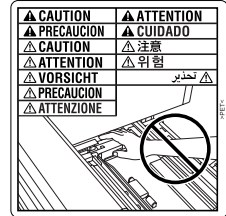
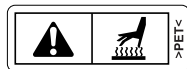
DO NOT put your hand between the main body and developing fixing unit; otherwise you may be injured.

! CAUTION

The fixing unit is very hot.
DO NOT TOUCH.



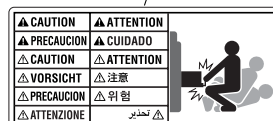
(Top surface of the fixing unit)



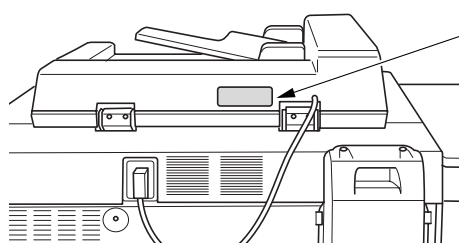
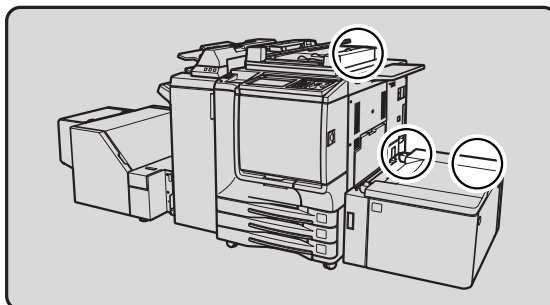
(Inside of the fixing unit)

! CAUTION

The conveyance fixing unit is heavy.
Use care and draw it out gently; otherwise you may be injured.



Caution Labels and Indicators (continued)

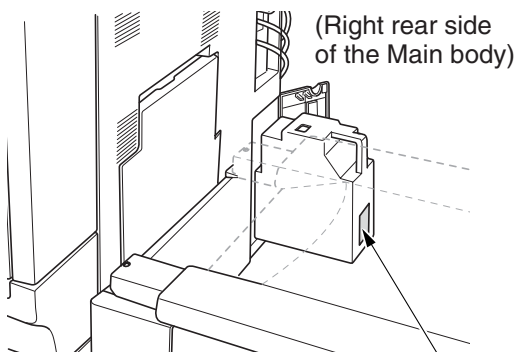


(Rear side of the RADF)

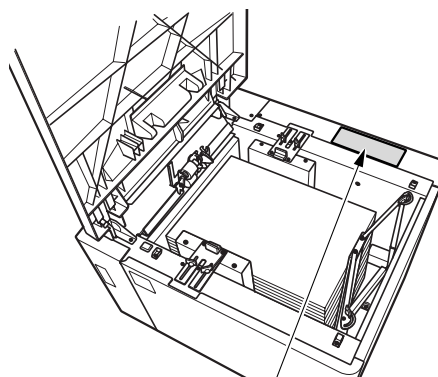
⚠ CAUTION	⚠ CAUTION	⚠ ATTENZIONE
⚠ ATTENTION	⚠ ATTENTION	⚠ 注意
⚠ PRECAUCION	⚠ VORSICHT	⚠ 위험
⚠ CUIDADO	⚠ PRECAUCION	⚠ التحذير

⚠ CAUTION

DO NOT INSERT your finger into the two RADF hinge portions; otherwise you may be injured.



(Right rear side of the Main body)



(Inside of the LCT)

⚠ CAUTION	⚠ ATTENTION
⚠ PRECAUCION	⚠ CUIDADO
⚠ CAUTION	⚠ ATTENTION
⚠ VORSICHT	⚠ 注意
⚠ PRECAUCION	⚠ 위험
⚠ ATTENZIONE	⚠ التحذير

⚠ WARNING

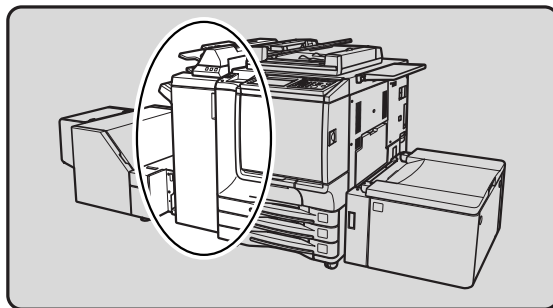
DO NOT throw the toner recovery box into a fire. If it is thrown into a fire, the toner may ignite and cause a dangerous situation.



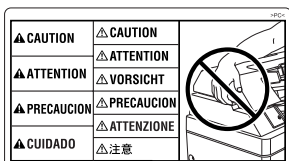
⚠ CAUTION

To avoid any unexpected injury, DO NOT put your hand into the holes (3 places) on the bottom plate of the LCT.

Caution Labels and Indicators (continued)

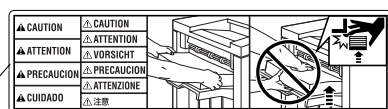


(Finisher with Cover inserter only)



! CAUTION

DO NOT insert your finger into the bottom of the upper part of the feeder when returning to its original position; otherwise you may be injured.



! CAUTION

To avoid injury, DO NOT put your hand on top of the printed sheets. Be sure to hold both sides of the printed sheets when removing them, and DO NOT leave your hand on the printed sheets while the primary (main) tray goes up.



! CAUTION

Use care after opening the paper exit outlet. DO NOT put your hand into it; otherwise you may be injured.



! CAUTION

Inside the lower paper exit outlet is the roller drive unit. DO NOT put your hand into it; otherwise you may be injured.

Caution Labels and Indicators (continued)



CAUTION

Burns or injury may occur from touching the areas detailed in the caution labels and caution indicators. Do not remove caution labels or indicators. If any caution label or caution indicator is soiled, please clean to make legible. If you cannot make them legible, or if the caution label or indicator is damaged, please contact your service representative for replacement labels.

The following indicators are used on the caution labels or in this manual to categorize the level of safety cautions.



DANGER:

Action highly liable to cause death or serious injury.



WARNING:

Action liable to cause death or serious injury.



CAUTION:

Action liable to cause minor injury, machine trouble or physical damage.

If you find any of these indicators when removing jammed paper, adding toner, or reading the manual, be sure to follow the information.



Reminder!

If the safety cautions in the manual become illegible due to soilage, etc., please procure a new copy from your service representative.

Requirements for Safe Use

To ensure your safe use of the machine, the following describes the precautions you are required to observe without fail for the power source of the machine and during installation and routine handling. Be sure to read and observe them.

Power Source



CAUTION: Plug Socket

- A plug socket is limited in capacity. Use only a power source with the correct rating for the machine; otherwise, hazardous situations such as smoking or overheating may occur.
- Avoid multiple connections in the same outlet. Do not use multiple outlet adaptors.



CAUTION: Power Plug and Cord

- Be sure to insert the power plug firmly into the power socket. Otherwise an accident may occur as a result of smoking or overheating. If the inserted power plug is loose in the socket, even after it has been positively inserted, disconnect the plug and contact your electrical contractor.
- For plug cable equipment, the socket-outlet shall be installed near the equipment and shall be easily accessible.
- Do not bend or crush the power cord. If your copier power cord is bent or damaged in any way, contact your service representative immediately. Do not attempt to repair it yourself, and do not continue to operate the copier. A damaged power cord may result in overheating, a short circuit, or fire.
- Do not bundle or coil the power cord of the copier. Otherwise an accident may occur as a result of overheating or fire.



CAUTION: Connecting Multiple Loads to One Socket Outlet Prohibited

Never connect multiple loads to one socket outlet using a multi-outlet extension cord or branched socket. Otherwise an accident may occur as a result of overheating or fire.



CAUTION: Extension Cord

An extension cord must never be used with this machine.

Environment



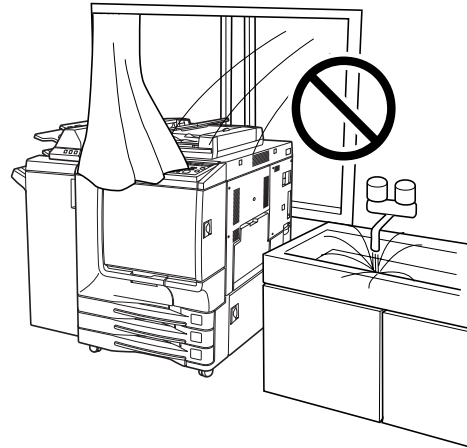
CAUTION: Prevention of Fire

Do not install near flammable materials, curtains and volatile combustibles, that can catch or cause fire.



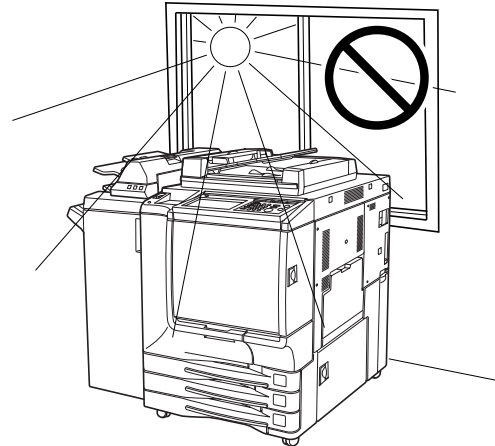
CAUTION: Prevention of Short Circuit

Do not install the copier where it could be splashed with rain water, or water from a tap, to avoid a short circuit.



CAUTION: Temperature and Humidity

- Keep away from direct sunlight, heat sources such as stoves, cool air from an air conditioner and hot air from a heater.
- Avoid any environment that is outside the range shown below:
 - 50 to 86°F (10 to 30°C) in temperature
 - 10 to 80% in humidity



CAUTION: Ventilation

- Keep the installation place well-ventilated.
- Keep away from dust or corrosive gases. These materials may cause poor image quality.
- During the use of machine, the machine generates ozone in an insufficient amount to cause any hazard to the human body. However, if the machine is used in a poorly ventilated room, many copies are made, or more than one copier is used at the same time, an odor may be detected. Ensure adequate ventilation for a comfortable working environment.



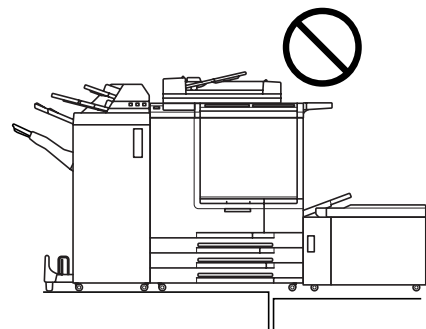
CAUTION: Vibration

Do not install on a floor which is subject to vibration or is not level.



CAUTION: Transportation

Be sure to contact your service representative when moving or transporting the machine. If you move the machine with the Hard disk drive or Memory unit installed, machine trouble may be caused by vibration.

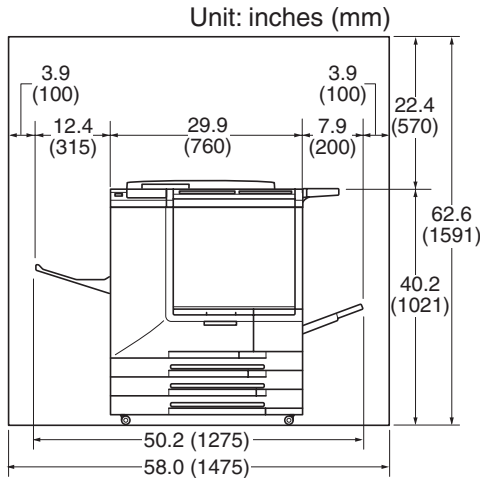


Requirements for Safe Use (continued)

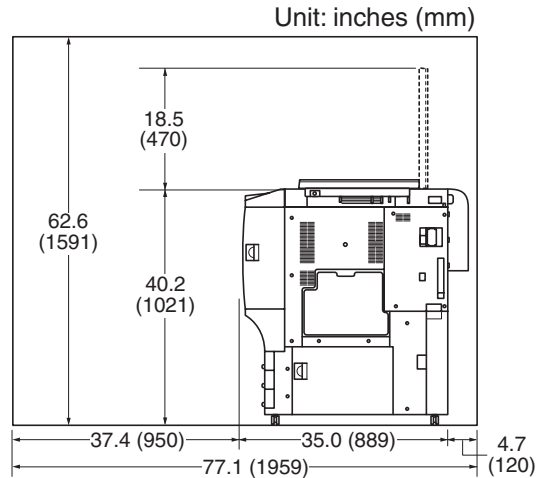


CAUTION: Installation Space

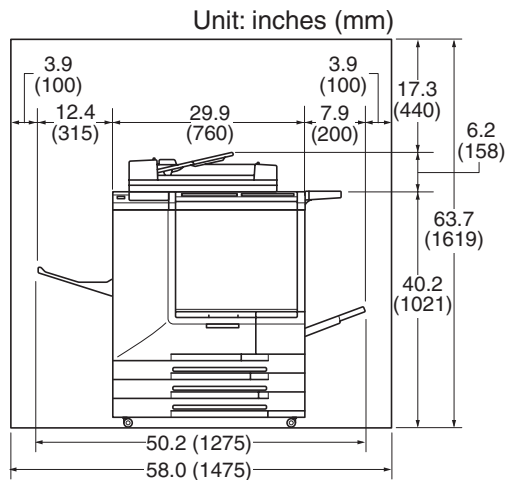
Allow sufficient space for facilitating copy operation, changing parts, and periodic inspection. Leave an adequate space behind the machine to let hot air out from the rear fan.



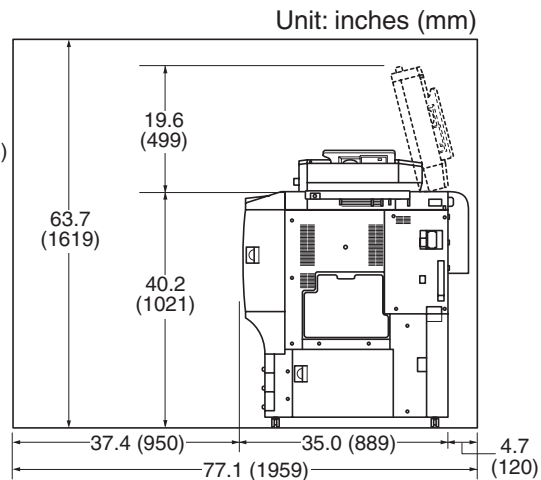
CF5001 + OC-2 (Front)



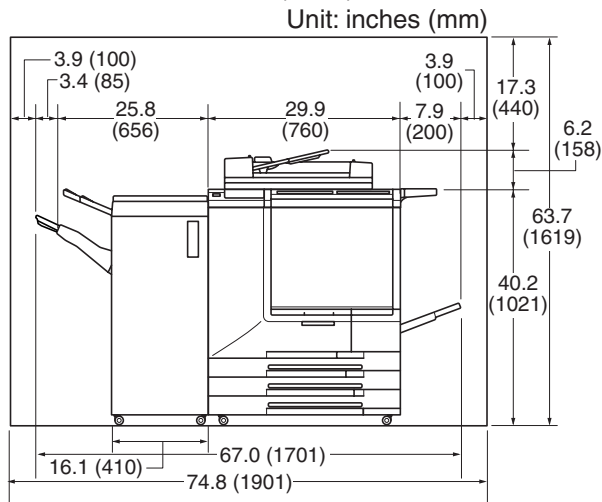
CF5001 + OC-2 (Right side)



CF5001 + AFR-20 (Front)

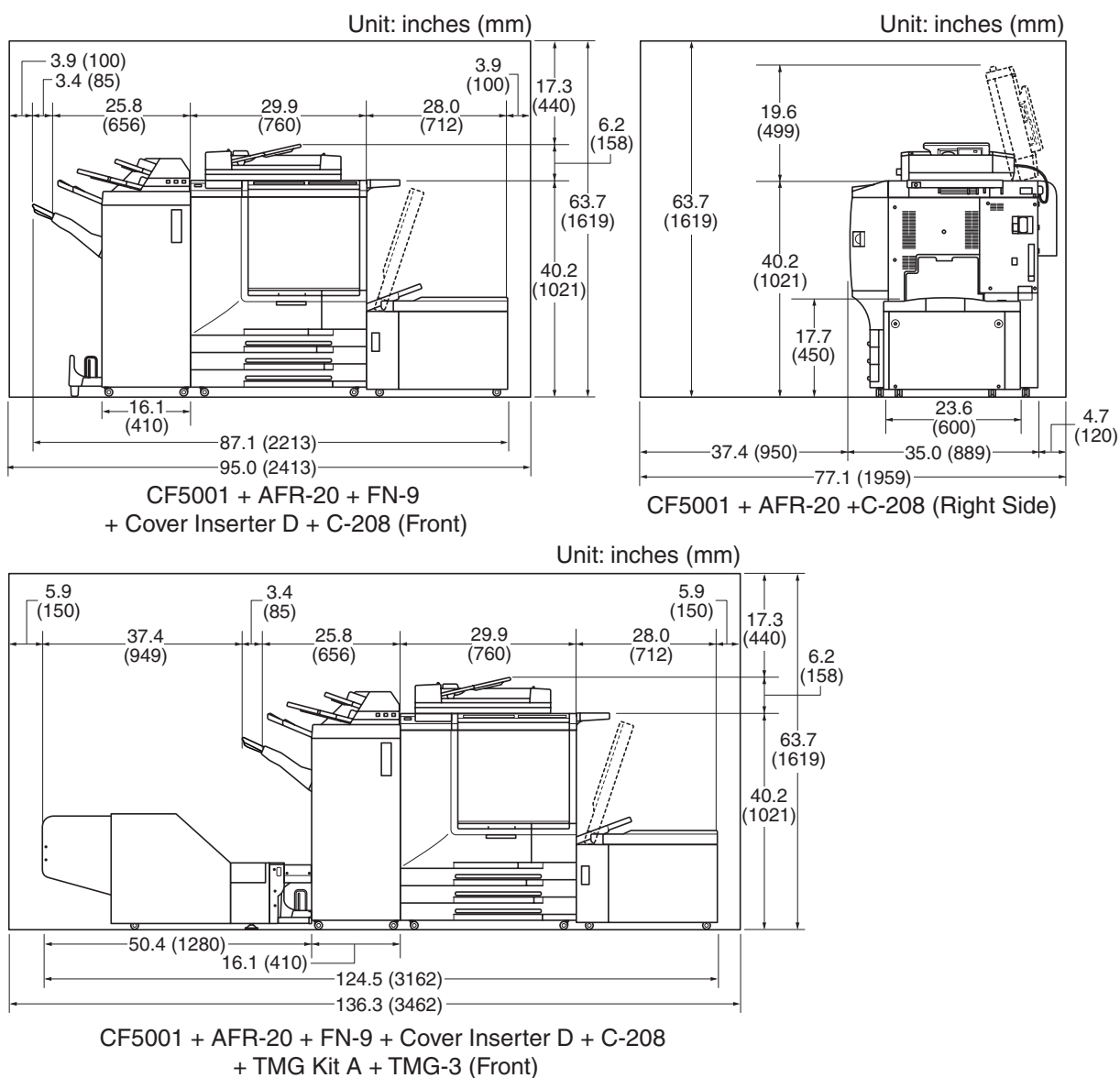


CF5001 + AFR-20 (Right side)



CF5001 + AFR-20 + FN-120 (Front)

Requirements for Safe Use (continued)



Reminder!

Finisher primary (main) tray of FN-120/FN-9 Finisher gradually goes down while printed materials output. **DO NOT** allow any object to interfere with the operation of the tray on the left side of the finisher, as any interference may cause damage to the finisher.

Requirements for Safe Use (continued)

Precautions for Routine Handling



WARNING: Toner Recovery Box

DO NOT THROW the toner recovery box into a fire. If it is thrown into a fire, the toner may ignite and cause a dangerous situation.



CAUTION: Actions in Response to Troubles

- If the Service Call screen is displayed and copier operations cannot be continued anymore, stop the operation to prevent any unexpected accident. Write down the report code as stated on the 2nd line of the message, then switch off the copier and disconnect from the power socket. Contact your service representative and inform them of the report code.
- Do not touch the high temperature parts indicated with CAUTION labels or described in the manual.
- Do not touch the inside of the machine for any other purpose than removing jammed paper or adding toner.
- If machine repair is necessary, be sure to contact your service representative. Never attempt to repair it by yourself.
- If any abnormal sound, smell or smoke comes from the machine, immediately stop using it, turn off the power switch, disconnect the power plug and contact your service representative.
- If the breaker trips or the fuse blows, turn off the power switch, reset the breaker or the fuse, and turn on the machine. If the same situation occurs again, contact your service representative.
- Ensure the replacement fuse conforms with the rating of the power source. Never use a fuse with an incorrect rating.



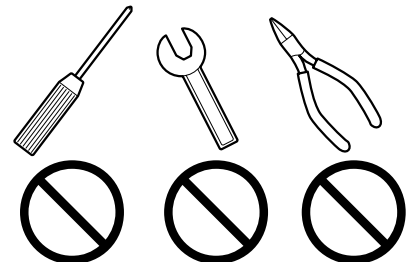
CAUTION: Prevention of Fire

Do not use volatile combustibles, such as thinner or alcohol, near the machine.



CAUTION: Prohibition of Machine Modification

Do not modify or remove any parts by yourself.

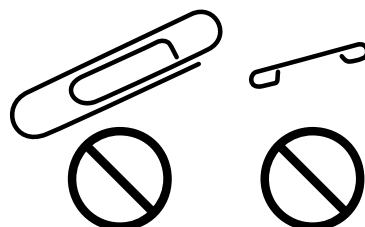


Requirements for Safe Use (continued)



CAUTION: Prevention of Machine Troubles

- Do not drop small metallic objects, such as paper clips or staples, inside the machine.
- Do not place any heavy or hard objects such as a vase, books or ornaments on the machine.



CAUTION: Recommendation of Periodic Check

Be sure to periodically check the following points:

- (1) The main cord or the power plug does not generate abnormal heat.
- (2) The power plug is not inserted loosely or the cord is not cut or scratched.
- (3) The grounding wire is correctly connected.
- (4) The power plug or the power outlet is not covered with dust.

If you find anything abnormal in the above items, stop using the machine and contact your service representative.



CAUTION: Toner

- Keep the toner cartridge away from children. The toner is nontoxic; however if you inhale or contact with eyes by accident, flush with water and seek medical advice.
- Do not throw the empty toner cartridge into a fire. If it is thrown into a fire the toner may ignite and cause a dangerous situation.



CAUTION: Paper

Check paper to be sure it conforms to the specifications outlined in Section 12.

- Do not use paper with staples or paper that conducts electricity (silver, carbon, etc.), otherwise an accident may occur as a result of fire.
- To avoid machine trouble, do not use heat-sensitive paper, colored transparency, or paper specifically designed for ink-jet printers, such as photo-paper.



CAUTION: Power Saver and Weekly Timer

- In Power Saver mode the copier is still connected to the main power supply and power is still applied to certain areas of the machine. To avoid any unexpected troubles turn the power OFF when not using the copier for long periods of time.
- When the Weekly Timer function is operating, turning power OFF will disable the function.

Requirements for Safe Use (continued)



CAUTION: Inside the Booklet Mode Outlet

Inside the Booklet mode outlet is the roller drive unit. DO NOT put your hand into it, when removing the folded or stapled & folded sheet; otherwise you may be injured.



CAUTION: Finisher Paper Exit Outlet

To avoid injury when stapling large size copies, DO NOT put your hand into the open Paper Exit Outlet.



CAUTION: Fixing Unit

The internal fixing unit is very hot. To avoid getting burned, DO NOT TOUCH. Be careful when withdrawing the fixing unit.



WARNING: Drum Unit

The internal drum unit generates a high voltage.
To avoid an electrical shock, DO NOT TOUCH.



CAUTION: LCT Bottom Plate

To avoid any unexpected injury, DO NOT put your hand into the holes (3 places) on the bottom plate of the LCT.



CAUTION: Disposal of Copier

Do not dispose of this copier yourself. Contact your service representative, who can arrange for its safe disposal.

If you change the place of installation, please contact your service representative.



CAUTION: Paper Capacity for the Exit Tray

The exit tray capacity is max. 120 sheets (28 lb paper). If a copy run of more than 120 is required, be sure to remove the copies from the exit tray before the maximum capacity is reached. Failure to do so will cause the copier to jam.



CAUTION: FN-120/FN-9 Finisher Paper Capacity

The FN-120 Finisher is equipped with two exit trays, and FN-9 Finisher is equipped with three exit trays.

Select an exit tray and output mode on the Output Mode popup menu.

To prevent paper misfeed, do not exceed the paper capacity of the Finisher.

When the total number of copies in the copy run exceeds the capacity stated in Section 12, be sure to unload the exit tray while the copier is still copying. Failure to do so will cause the copier to jam.



CAUTION: FN-120/FN-9 Finisher Primary (Main) Tray

When printed materials are removed from the primary (main) tray of the Finisher, the tray goes up automatically. To avoid injury, **DO NOT** put your hand on top of the printed sheets. Be sure to hold both sides of the printed sheets when removing them, and **DO NOT** leave your hand on the printed sheets while the primary tray goes up.

Regulations

FCC Regulations

WARNING

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

The design and production of this unit conform to FCC Regulations, and any changes or modifications must be registered with the FCC and are subject to FCC control. Any changes made by the purchaser or user without first contacting the manufacturer will be subject to penalty under FCC regulations.

This device must be used with shielded interface cables. The use of non-shielded cable is likely to result in interference with radio communications and is prohibited under FCC rules.

FCC-F01

ICES Regulations

This Class A digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

IC-F03

Laser Safety

This is a digital machine which operates by means of a laser. There is no possibility of danger from the laser, provided the machine is operated according to the instructions in this manual.

Since radiation emitted by the laser is completely confined within protective housing, the laser beam cannot escape from the machine during any phase of user operation.

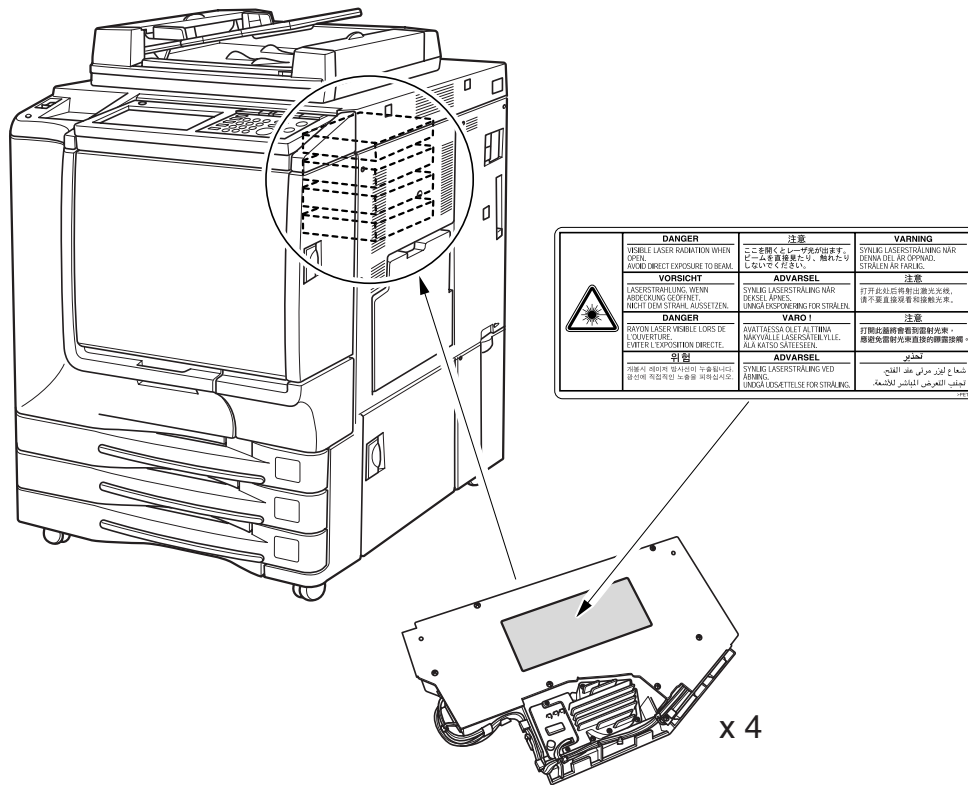
This machine is certified as a Class 1 laser product. This means the machine does not produce hazardous laser radiation.

Internal Laser Radiation

Maximum radiation power: 2.02 mW

Wavelength: 645-660 nm

This product employs a Class IIIb Laser Diode that emits an invisible laser beam. The Laser Diode and Scanning Polygon Mirror are incorporated in the print head unit. The print head unit is **NOT A FIELD SERVICE ITEM**. Therefore, the print head unit should not be opened under any circumstances.



For the United States

CDRH regulation

This machine is certified as a Class 1 Laser product under the Radiation Performance Standard according to the Food, Drug and Cosmetic Act of 1990. Compliance is mandatory for Laser products marketed in the United States and is reported to the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration of the U.S. Department of Health and Human Services (DHHS). This means that the device does not produce hazardous laser radiation.

The label shown on page 2-16 indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.

CAUTION:

Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This is a semiconductor laser. The maximum power of the laser diode is 7 mW and the wavelength is 645-660 nm.

For European Users

CAUTION:

Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This is a semiconductor laser. The maximum power of the laser diode is 7 mW and the wavelength is 645-660 nm.

For Denmark Users

ADVARSEL

Usynlig laserstråling ved åbning, når sikkerhedsafbrydere er ude af funktion. Undgå udsættelse for stråling. Klasse 1 laser produkt der opfylder IEC60825 sikkerheds kravene.

Dansk: Dette er en halvlederlaser. Laserdiodens højeste styrke er 7 mW og bølgelængden er 645-660 nm.

For Finland, Sweden Users

LOUKAN 1 LASERLAITE
KLASS 1 LASER APPARAT

VAROITUS!

Laitteen Käyttäminen muulla kuin tässä käyttöohjeessa mainitulla tavalla saattaa altistaa käyttäjän turvallisuusluokan 1 ylittävälle näkymättömälle lasersäteilylle.

Tämä on puolijohdelaser. Laserdiodin suurin teho on 7 mW ja aallonpituus on 645-660 nm.

WARNING!

Om apparaten används på annat sätt än i denna bruksanvisning specificerats, kan användaren utsättas för osynlig laserstrålning, som överskrider gränsen för laserklass 1.

Det här är en halvledarlasers. Den maximala effekten för laserdioden är 7 mW och våglängden är 645-660 nm.

VARO!

Avattaessa ja suojalukitus ohitettaessa olet alttiina näkymättömälle lasersäteilylle. Älä katso säteeseen.

WARNING!

Osynlig laserstrålning när denna del är öppnad och spärren är urkopplad. Betrakta ej strålen.

For Norway Users

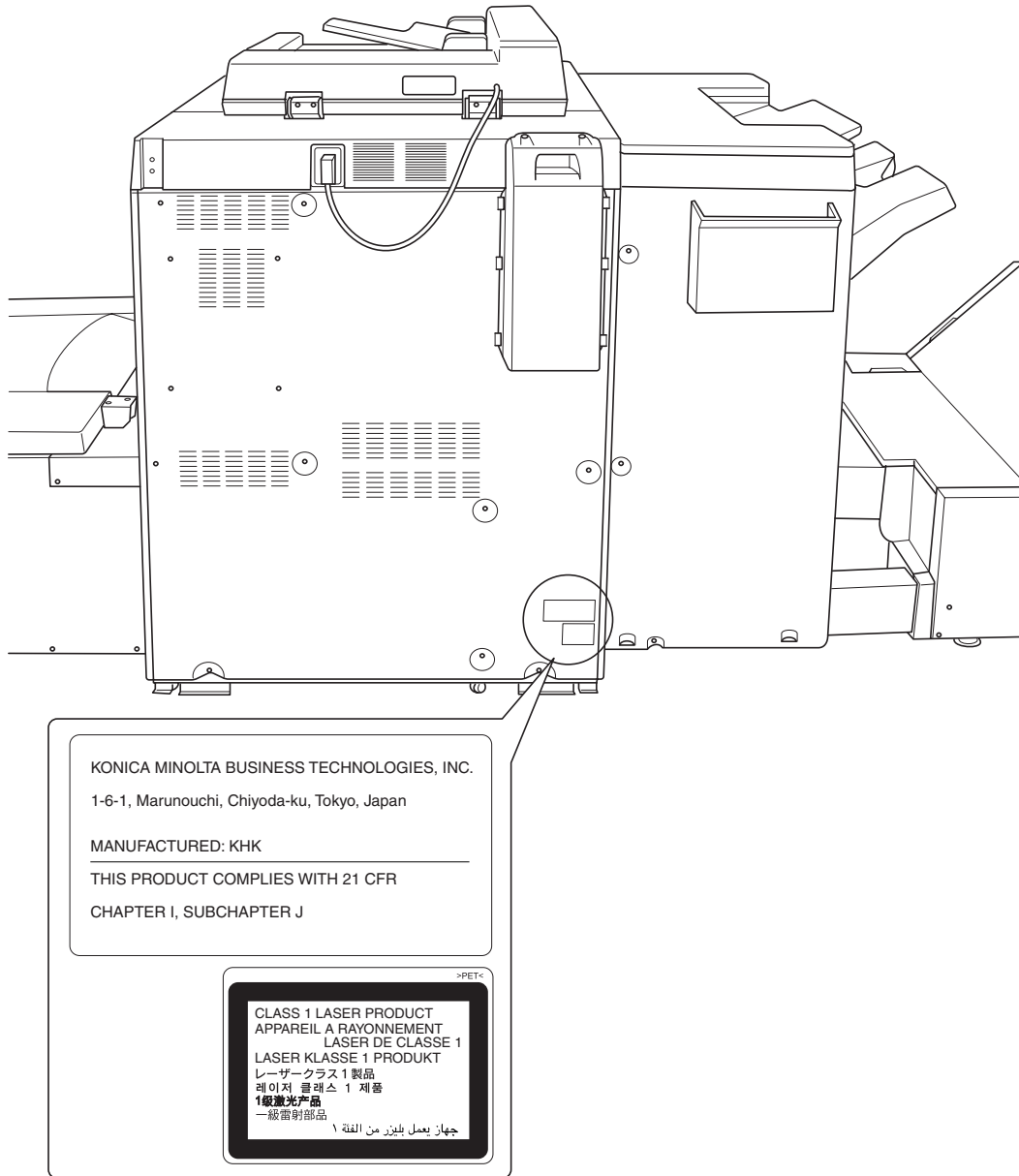
ADVERSEL

Dersom apparatet brukes på annen måte enn spesifisert i denne bruksanvisning, kan brukeren utsettes for usynlig laserstråling som overskrider grensen for laser klass 1.

Dette en halvleder laser. Maksimal effekt till laserdioder er 7 mW og bølgelengde er 645-660 nm.

Laser Safety Label

A laser safety label is attached to the outside of the machine as shown below.



Ozone Release

NOTE

= Locate the Machine in a Well Ventilated Room =

A negligible amount of ozone is generated during normal operation of this machine. An unpleasant odor may, however, be created in poorly ventilated rooms during extensive machine operations. For a comfortable, healthy, and safe operating environment, it is recommended that the room well ventilated.

REMARQUE

= Placer l'appareil dans une pièce largement ventilée =

Une quantité d'ozone négligable est dégagée pendant le fonctionnement de l'appareil quand celui-ci est utilisé normalement. Cependant, une odeur désagréable peut être ressentie dans les pièces dont l'aération est insuffisante et lorsque une utilisation prolongée de l'appareil est effectuée. Pour avoir la certitude de travailler dans un environnement réunissant des conditions de confort, santé et de sécurité, il est préférable de bien aérer la pièce où se trouve l'appareil.

SECTION

2

Machine Information

Machine Configuration, Turning On the
Power and Loading Paper

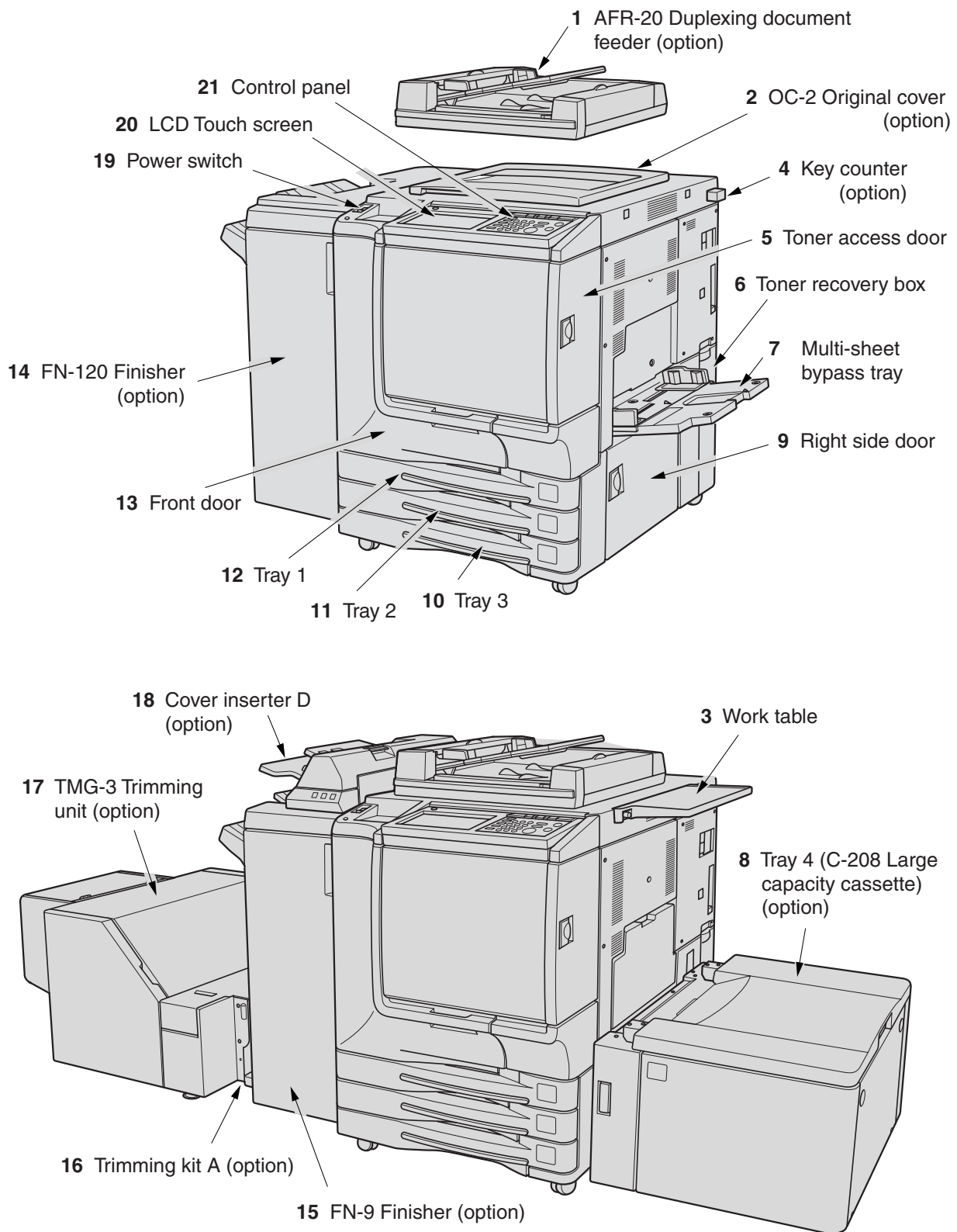
Machine Configuration 2-2

Turning On the Power Switch 2-16

Loading Paper 2-22

Machine Configuration

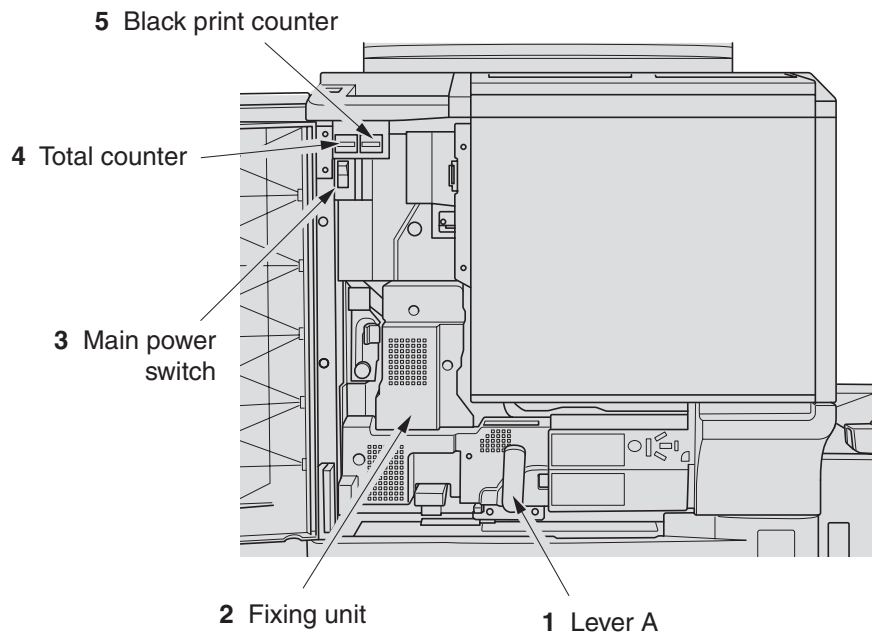
External Machine Items



Machine Configuration (continued)

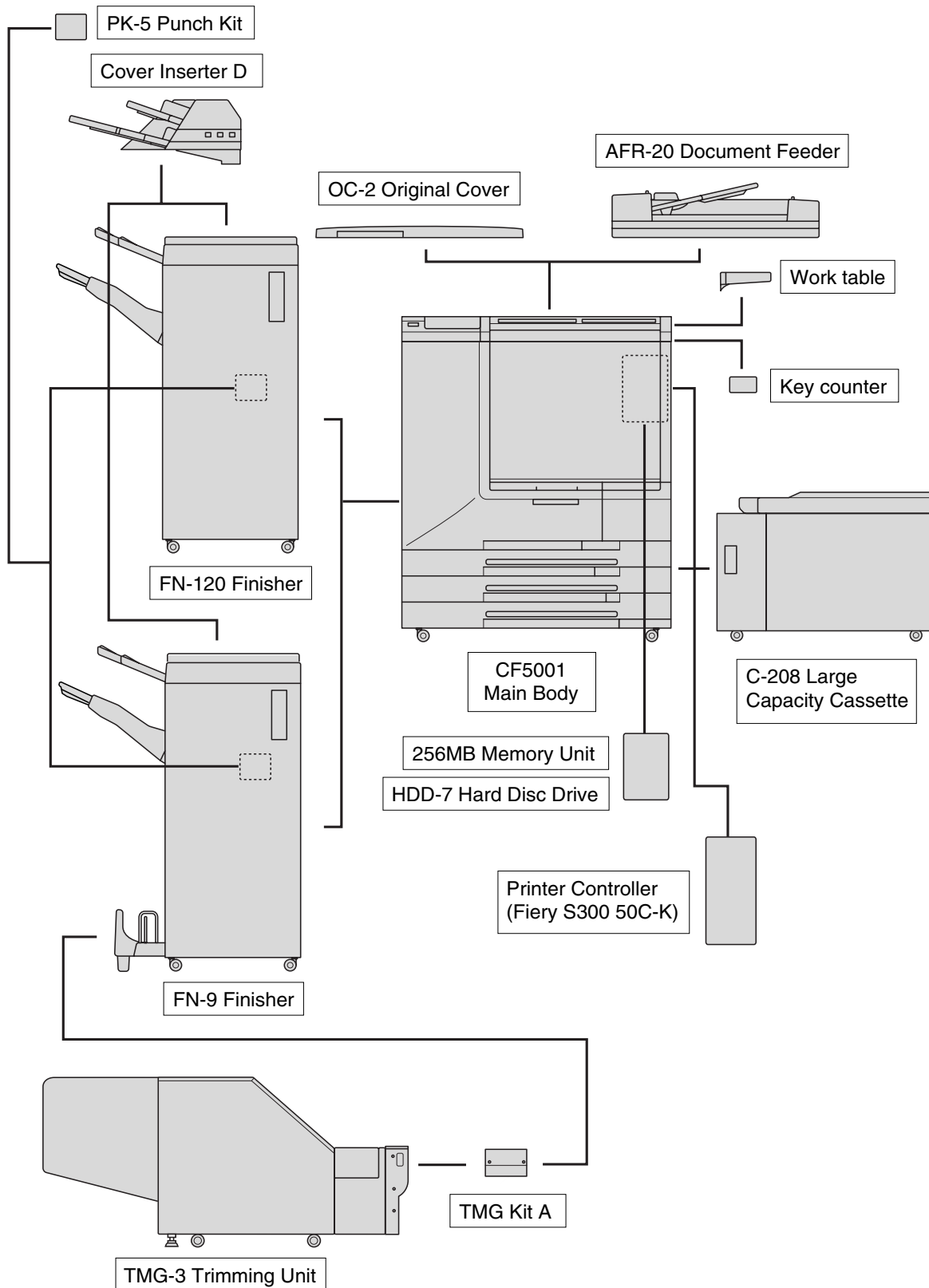
- 1 **RADF (AFR-20 Duplexing Document Feeder)** (option) automatically feeds multiple originals one at a time to the platen glass for copying. AFR-20 appears as RADF in the screen message.
- 2 **OC-2 Original cover** (option) covers documents to be copied and holds them in place.
- 3 **Work table** provides a convenient workspace for documents both before and after copying.
- 4 **Key counter** (option) manages the number of copies made on the machine.
- 5 **Toner access door** opens to replenish the black toner or color toner.
- 6 **Toner recovery box** opens to replace the filled toner box with new one.
- 7 **Multi-sheet bypass tray** opens to use copy paper of the other size or type than those loaded in the main body trays or LCT.
- 8 **Tray 4 (C-208 Large capacity cassette)** (option) holds 2,200 sheets (28 lb paper) from 13"x19" to 8.5"x11". C-208 appears as LCT in the screen message.
- 9 **Right side door** opens to allow removal of mishandled paper.
- 10 **Tray 3** (universal tray) is user-adjustable and holds 400 sheets (28 lb paper) from 13"x19" to 5.5"x8.5"R.
- 11 **Tray 2** (universal tray) is user-adjustable and holds 400 sheets (28 lb paper) from 13"x19" to 5.5"x8.5"R.
- 12 **Tray 1** (universal tray) is user-adjustable and holds 400 sheets (28 lb paper) from 13"x19" to 5.5"x8.5"R.
- 13 **Front door** opens to allow removal of mishandled paper.
- 14 **FN-120 Finisher** (option) sorts, staple-sorts, or groups copies into finished sets.
- 15 **FN-9 Finisher** (option) sorts, staple-sorts, or groups copies into finished sets. FN-9 also folds or staples & folds copies into booklet-styled sets, or folds max. 3 copies in three.
- 16 **Trimming kit A** (option) connects the finisher and trimming unit.
- 17 **TMG-3 Trimming unit** (option) trims the end of booklet.
- 18 **Cover inserter D** (option) loads cover sheet paper and feeds the sheet as cover to the sorted sets, used in combination with FN-120/FN-9 Finisher.
- 19 **Power switch** turns copier power On/Off when pressed.
- 20 **LCD Touch screen** displays interactive operation screens.
- 21 **Control panel** controls copier operations and displays messages as required.

Internal Machine Items



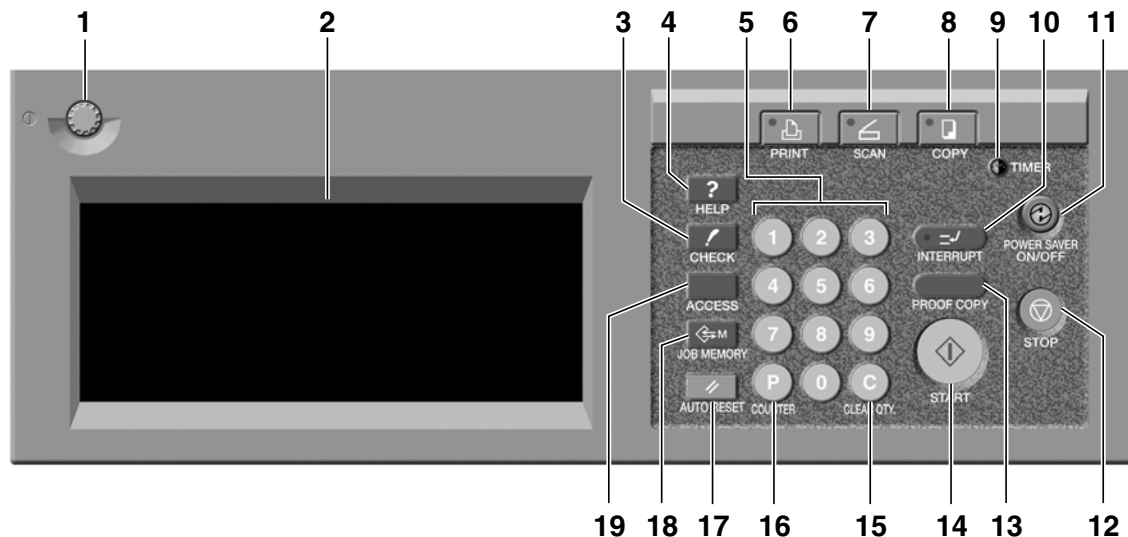
- 1 **Lever A** can be moved to withdraw the conveyance fixing unit for removal of mishandled paper.
- 2 **Fixing unit** fuses the toner onto the copy paper.
- 3 **Main power switch** used only by service representative turns machine power on/off when pressed.
- 4 **Total counter** indicates the total number of prints made.
- 5 **Black print counter** indicates the total number of the black prints made.

Standard/Optional Equipment



Machine Configuration (continued)

Control Panel Layout



- 1 **CONTRAST ADJUSTMENT DIAL** can be turned to adjust the touch panel contrast.
- 2 **LCD TOUCH SCREEN** displays machine and copying status, help information, interactive screens, and touch keys for selecting all functions.
- 3 **CHECK** displays a screen showing all settings that are selected for the current job.
- 4 **HELP** displays a screen with help for the currently selected function, or to access the Key Operator Mode Screen.
- 5 **KEYPAD** enters numeric values.
- 6 **PRINTER** switches the machine operation mode to printer. This key does not function at present.
- 7 **SCANNER** switches the machine operation mode to scanner.
- 8 **COPY** switches the machine operation mode to copy.
- 9 **TIMER** lights when the timer function is set.
- 10 **INTERRUPT** stops copying in progress to allow copying from the platen glass.
- 11 **POWER SAVER ON/OFF** activates power-saving mode for times when the copier is inactive, or activates Timer Interrupt mode when Weekly Timer function is active.
- 12 **STOP** stops the copying sequence; deletes the stored memory.
- 13 **PROOF COPY** outputs a single set of copies to confirm whether the current settings are selected properly.
- 14 **START** activates copying or scanning.
- 15 **[C] (CLEAR QTY.)** allows resetting of print quantity.
- 16 **[P] (COUNTER)** displays the Counter Screen or accesses programming modes for setting special functions.
- 17 **AUTO RESET** restores copier to automatic mode settings or to Key Operator settings.
- 18 **JOB MEMORY** displays screens for selecting job store/job recall functions.
- 19 **ACCESS** sets the machine to allow copying only when the ECM password is entered.

CAUTION

The touch screen of the control panel is covered with glass. Do not drop heavy objects on the glass or put excess weight or pressure on it, otherwise the glass may be scratched or break and cause injury.

CAUTION

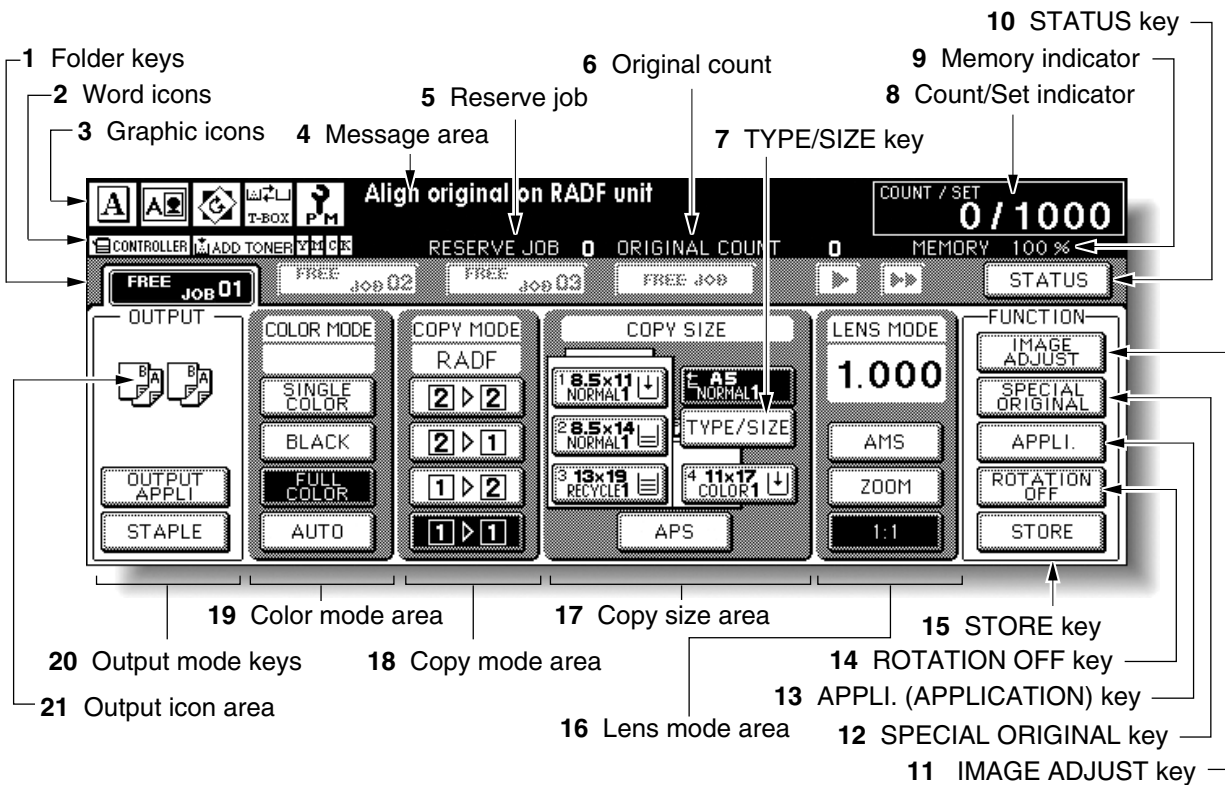
When the Call for Service Screen (p. 5-2) is displayed, be sure to contact your service representative immediately.

DETAILS

The control panel of this machine can be slightly lowered to three angled positions to ensure easy access by anyone, regardless of the physical or positional status of the operator. Your authorized service representative can make this setting for you.

Machine Configuration (continued)

Basic Screen



1 Folder keys:

FREE JOB is selected to specify a copy job conditions.

When scanning starts, **FREE JOB** changes to **SCAN JOB**, then changes to **PRINT JOB** when the machine starts printing.

FREE JOB at the right side of **SCAN JOB** or **PRINT JOB** can be touched to specify a reserve job conditions. Up to 9 reserve jobs can be set. The arrow keys at the right side of folder keys are used to scroll.

2 Word icons:

ADD TONER icon is displayed when toner supply becomes low. The toner color to be supplied is indicated by a letter; C (cyan), M (magenta), Y (yellow), or K (black).

Printer icon indicates the machine status when operating as a printer.

3 Graphic icons:

Original direction icon indicates the original direction specified on the Special Original popup menu.

Image adjust icon indicates the enhance mode specified on the Special Original popup menu.

Rotation icon is displayed when Rotation automatically functions.

Toner recovery box icon is displayed when replacement of the toner recovery box is due.

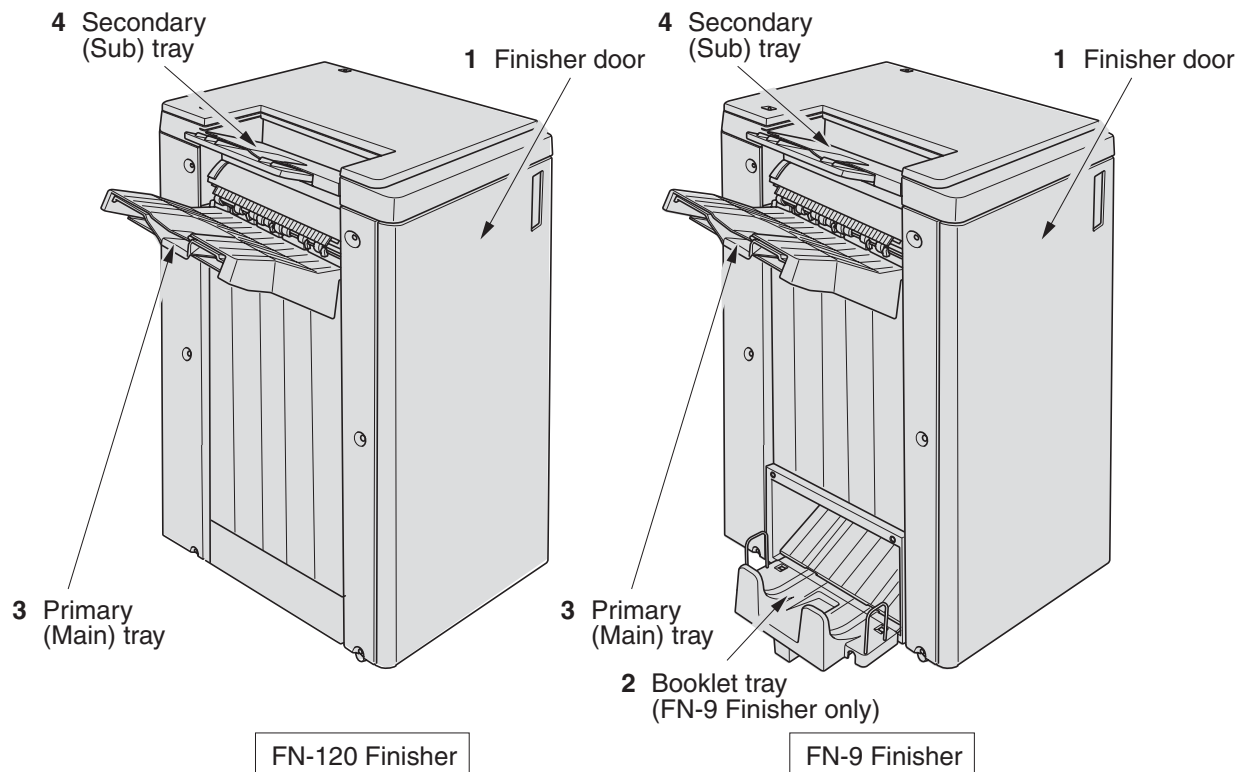
PM icon is displayed when preventive maintenance is due.

4 Message area displays the machine status and procedure required at that time.

Machine Configuration (continued)

- 5 **Reserve job** counts the reserve jobs already specified.
- 6 **Original count** counts the original pages placed in the document feeder as they are scanned.
- 7 **TYPE/SIZE key** appears when the Bypass key is selected, and is touched to specify the type and size of the paper loaded in the Multi-sheet bypass tray.
- 8 **Count/Set indicator** indicates the print quantity entered from the control panel keypad, and also indicates the print count on the left of the set count while printing.
- 9 **Memory indicator** indicates the remaining memory available for the next operation.
- 10 **STATUS key** is touched to view the current job status, to change the printing order of reserve jobs, or to cancel printing a reserve job.
- 11 **IMAGE ADJUST key** is touched to display five sorts of the Image Adjustment Setting Screens to adjust the image quality.
- 12 **SPECIAL ORIGINAL key** is touched to specify the condition of originals to be scanned.
- 13 **APPLI. (Application) key** is touched to select various application functions.
- 14 **ROTATION OFF key** is touched to release the Rotation function.
- 15 **STORE key** is touched to store scanned images into memory.
- 16 **Lens mode area** is used to select the desired magnification ratio.
- 17 **Copy size area** is used to select the desired copy size or APS.
- 18 **Copy mode area** is used to select the copy mode (1►1, 1►2, 2►1, or 2►2).
- 19 **Color mode area** is used to specify the desired color mode (single color, black, full color, or auto).
- 20 **Output mode keys** are used to specify the desired output mode.
- 21 **Output icon area** displays the appropriate output icon according to the selected output mode.

FN-120/FN-9 Finisher (with PK-5 Punch Kit)



- 1 Finisher door** opens to the internal Finisher to allow clearing mishandled paper, replenishing staples, and emptying trash basket of Punch kit.
- 2 Booklet tray** (FN-9 Finisher only) holds sets output in Folding mode, Stapling & Folding mode, or Three-folding mode.
- 3 Primary (Main) tray** holds sets output in Non-sort mode, Sort mode (offset), Staple-sort mode, or Group mode (offset).
- 4 Secondary (Sub) tray** holds sets output in Sort mode or Group mode with face down/up mode.

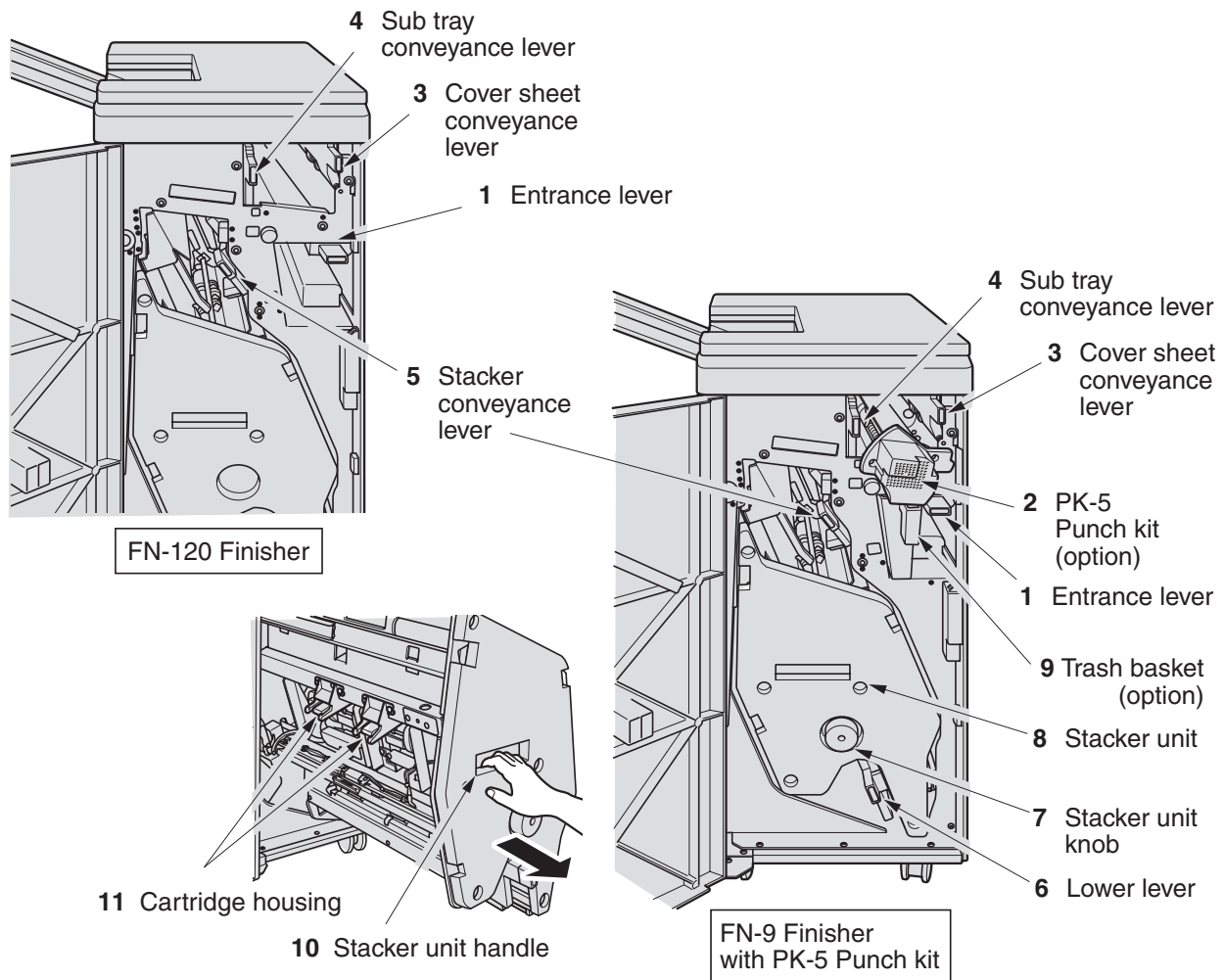
Machine Configuration (continued)

2 Machine Information

Machine
Configuration

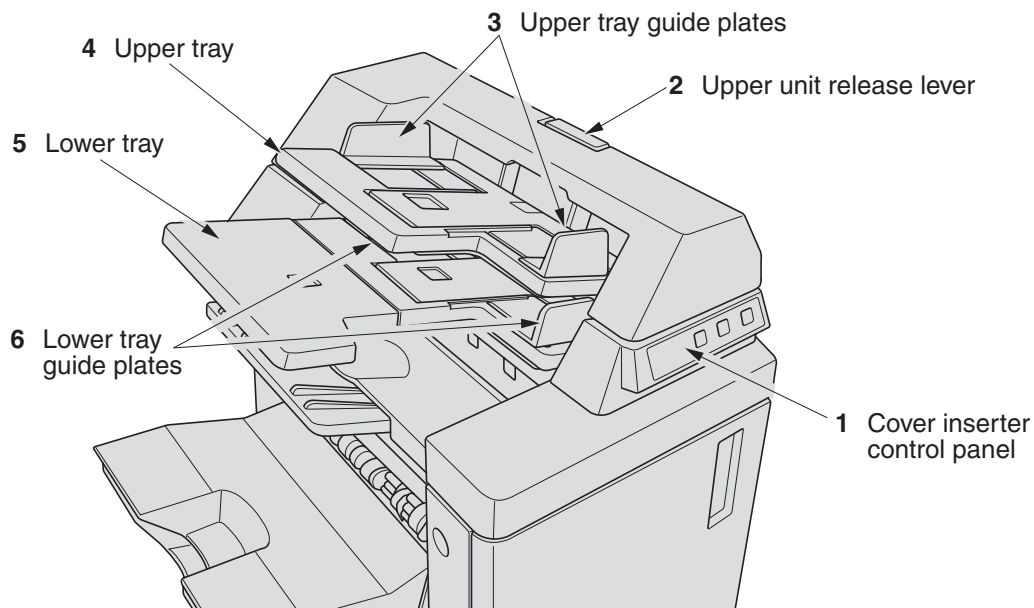
Turn On/Off
the Power

Loading
Paper



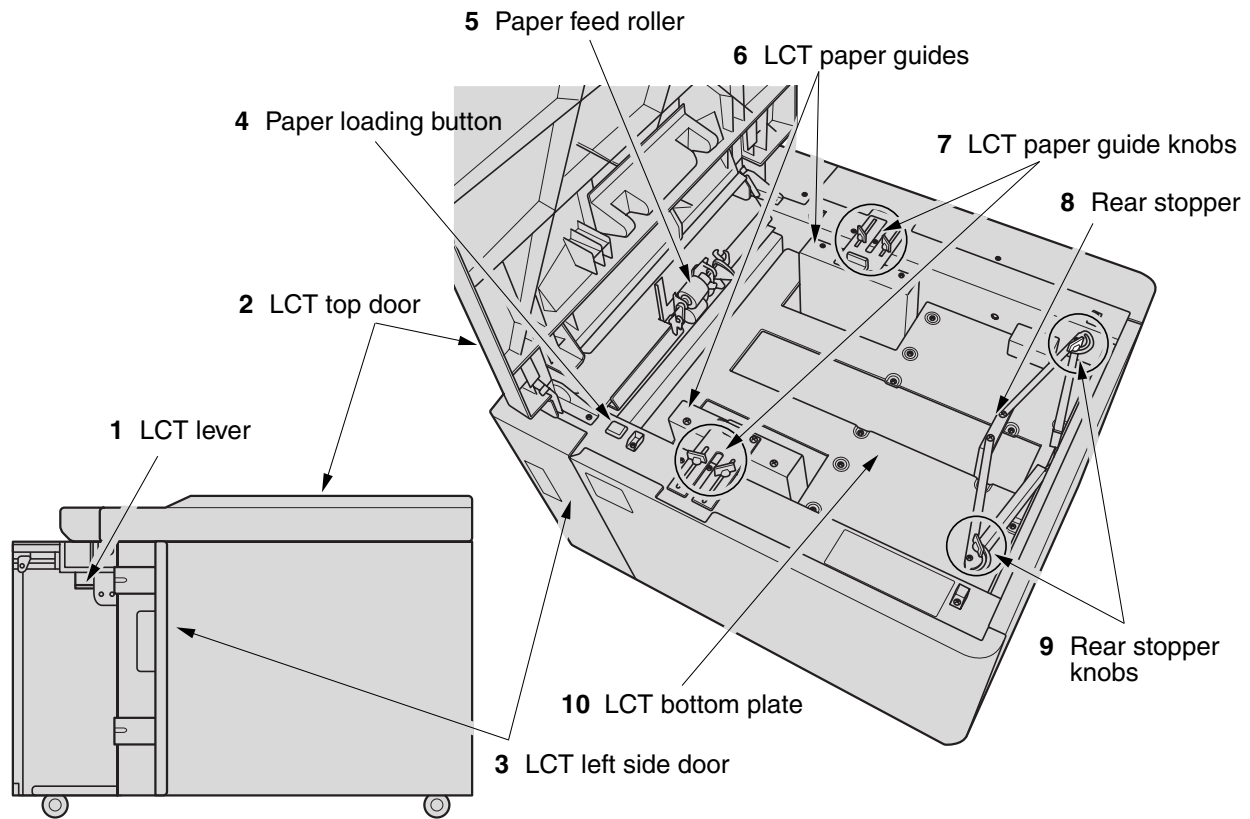
- 1 **Entrance lever** opens downward to remove mishandled paper.
- 2 **PK-5 Punch kit** (option) punches file holes in the output copies.
- 3 **Cover sheet conveyance lever** opens to remove mishandled paper.
- 4 **Sub tray conveyance lever** opens to remove mishandled paper.
- 5 **Stacker conveyance lever** opens to remove mishandled paper.
- 6 **Lower lever** opens to remove mishandled paper.
- 7 **Stacker unit knob** can be turned to ease removal of mishandled paper from the Stacker unit.
- 8 **Stacker unit** folds or staples & folds copies into booklet-styled sets, and also folds max. 3 copies in three.
- 9 **Trash basket** (option) holds waste paper punched out.
- 10 **Stacker unit handle** withdraws unit to allow removal of mishandled paper and replacement of staple cartridge.
- 11 **Cartridge housing** holds staple cartridge to be replaced when supplying staples.

Cover Inserter D



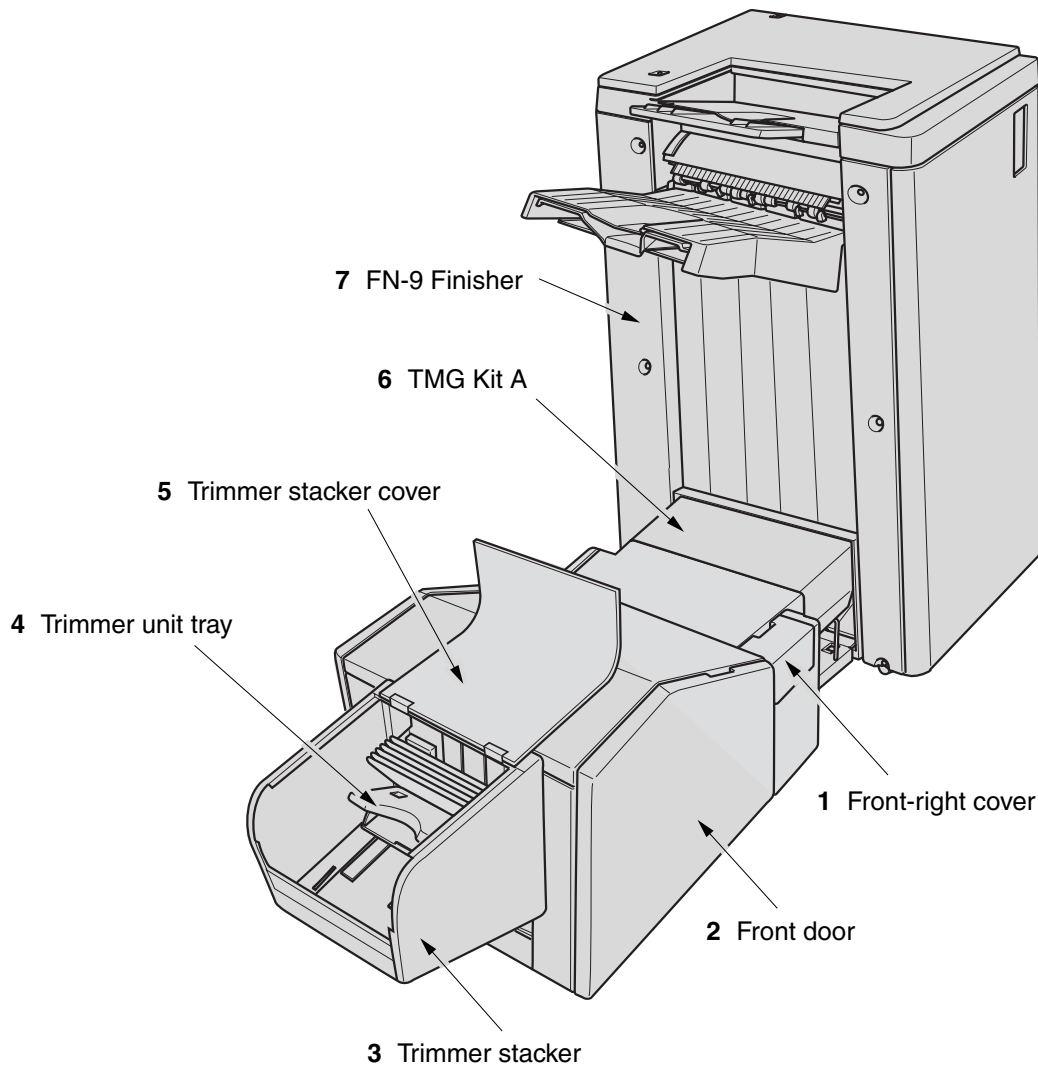
- 1 Cover inserter control panel** controls cover inserter operations.
- 2 Upper unit release lever** can be moved to slide the upper unit of cover inserter for removal of mishandled paper.
- 3 Upper tray guide plates** hold cover sheets to fix the position.
- 4 Upper tray** holds cover sheets for use in cover sheet output mode.
- 5 Lower tray** holds cover sheets for use in cover sheet output mode or a copied set in manual stapling/punching/three-folding mode.
- 6 Lower tray guide plates** hold cover sheets to fix the position.

C-208 Large Capacity Cassette



- 1 **LCT lever** can be moved downward to ease removal of mishandled paper.
- 2 **LCT top door** opens to allow paper loading or removal of mishandled paper.
- 3 **LCT left side door** opens to allow removal of mishandled paper.
- 4 **Paper loading button** is pressed to lower the bottom plate to allow loading paper.
- 5 **Paper feed roller** conveys the copy paper to the main body.
- 6 **LCT paper guides** hold copy paper to fix the position.
- 7 **LCT paper guide knobs** can be turned to move or fix the LCT paper guide.
- 8 **Rear stopper** fixes the rear end of copy paper.
- 9 **Rear stopper knobs** can be turned to move or fix the rear stopper.
- 10 **LCT bottom plate** goes up automatically when paper supply becomes low, and goes down when the paper loading button is pressed.

TMG-3 Trimming Unit



- 1 **Front-right cover** opens to allow removal of mishandled paper.
- 2 **Front door** opens to allow removal of mishandled paper or waste paper.
- 3 **Trimmer stacker** holds sets output in Trimming mode.
- 4 **Trimmer unit tray** slides to the left side each time a trimmed booklet is delivered.
- 5 **Trimmer stacker cover** opens to allow you to take out the finished sets.
- 6 **TMG Kit A** connects the Finisher and Trimming unit.
- 7 **FN-9 Finisher** allows the Trimming unit to be installed.



Reminder!

DO NOT place heavy objects on the trimmer stacker or apply any weight on it, and DO NOT use it for storage. Excessive weight applied to the inside or outside of the trimmer stacker will damage the equipment.

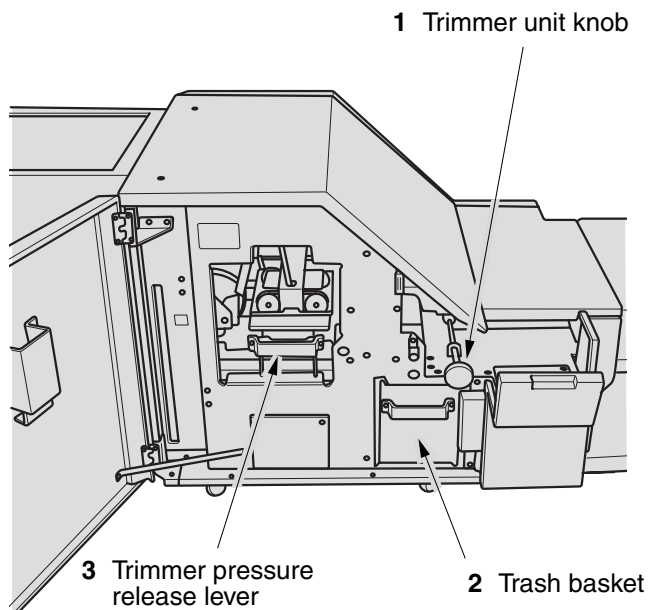
Machine Configuration (continued)

2 Machine Information

Machine
Configuration

Turn On/Off
the Power

Loading
Paper



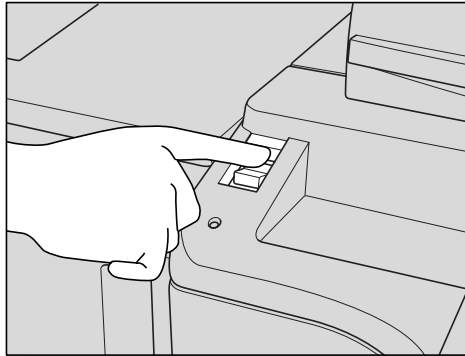
- 1 **Trimmer unit knob** can be turned to ease removal of mishandled paper.
- 2 **Trash basket** holds waste paper cut off from the booklets.
- 3 **Trimmer pressure release lever** opens to allow removal of mishandled paper.

Turning On the Power Switch

To Turn On the Power

1. Turn ON the power switch.

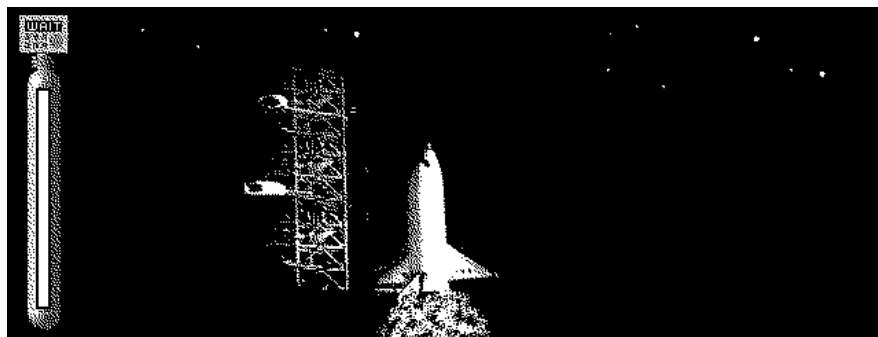
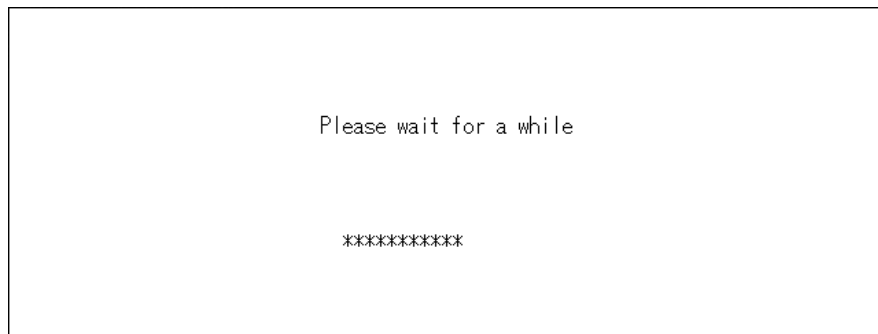
The power switch is located on the left side of the control panel.



DETAILS

The main power switch is located on the upper-left side of the internal main body. Be sure not to use the main power switch in usual operation.

2. The Wake-up Screen and Warm-up Screens will be displayed.



A few seconds after the Wake-up Screen appears in the LCD touch screen, seven types of Warm-up Screens will be displayed in succession for approx. 6.5 minutes.

Turning On the Power Switch (continued)

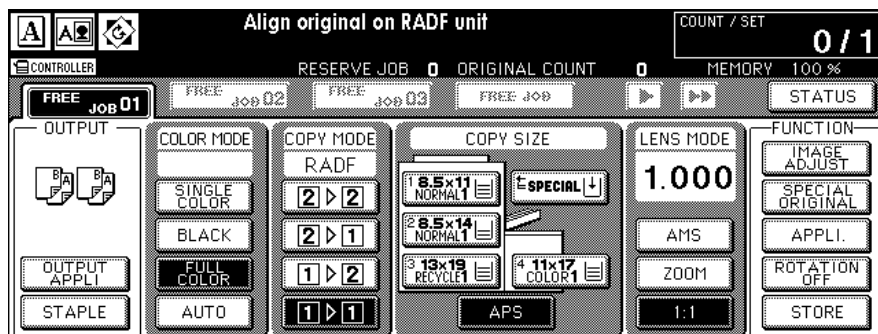


HINT

You can set reserve jobs while the machine is warming up. Touch the LCD screen to change the Warm-up Screen to the Basic Screen, then check that the message “Ready to copy reserve” is displayed on the Basic Screen. See p. 3-11 to p. 3-12.

3. The Basic Screen will be displayed.

The message on the Basic Screen will inform you that copying job is now available.



DETAILS

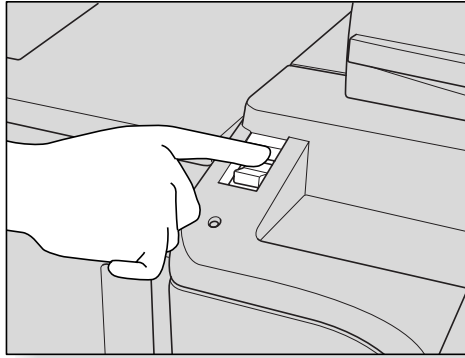
- When the initial settings are changed by the Key Operator, the modified conditions will be displayed on the Basic Screen.
- When “Enter E.C.M. password” is displayed, enter your password to use the machine.
- When “Set the key counter” is displayed, insert the key counter to its inlet on the right side of the main body.

Turning On the Power Switch (continued)

To Turn Off the Power

1. Turn OFF the power switch.

The power switch is located on the left side of the control panel.
The touch screen and all the LEDs on the control panel will go out.



Reminder!

Be sure not to use the main power switch in usual operation.



DETAILS

When the machine is under control of the Weekly Timer function, turning off the power switch will deactivate the function.

Turning On the Power Switch (continued)

Reducing the Power in Standby Mode (Auto Low Power)

This function automatically lowers the power after a specified period (initially 15 minutes) of copier inactivity. The LCD screen will go off.



HINT

The Auto Low Power function can be set to 5 minutes/ 10 minutes/ 15 minutes/ 30 minutes/ 60 minutes/ 90 minutes/ 120 minutes/ 240 minutes in the Key Operator mode. For information about the Key Operator setting, see p. 14-36.

To start a copying job, press any key on the control panel.

The Auto low power will be released and the LCD screen recovers usual brightness.



DETAILS

- If the Auto Shut-Off function activates at the same time, the power will be turned off without the LCD screen becoming dark.
- The LCD screen will not go off during a duplex copying job or when the Jam Position Screen is displayed.

Shutting Off Automatically (Auto Shut-Off)

This function automatically shuts off the power after a specified period (initially 90 minutes) of copier inactivity.

To start a copying job, press [**POWER SAVER ON/OFF**].

The copying operation will become available.



HINTS

- The Auto shut-off can be set for 30 minutes/ 60 minutes/ 90 minutes/ 120 minutes/ 240 minutes in the Key Operator mode. For information about the Key Operator setting, see p. 14-36.
- When “Timer interrupt mode / Enter password” is displayed after pressing [**POWER SAVER ON/OFF**], see p. 8-2 and follow the procedure to continue.

Turning On the Power Switch (continued)

Shutting Off / Reducing the Power Manually

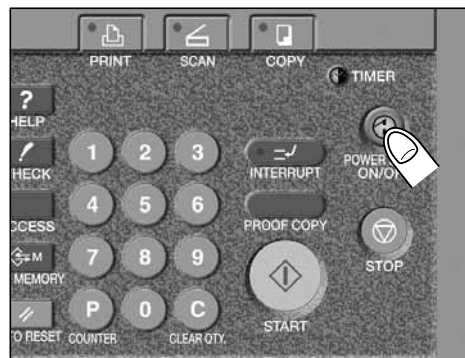
Follow the procedure below to shut off the power manually.



HINT

The machine is initially set to activate the Manual Shut-Off function. The Manual Low Power can be selected in the Key Operator setting. See p. 14-37 to p. 14-42.

1. Press [**POWER SAVER ON/OFF**] for one second or longer, then release it.



DETAILS

If Manual Low Power is selected in the Key Operator setting, the machine automatically activates the Low Power mode before releasing [**POWER SAVER ON/OFF**].

2. The Shut-Off mode will be activated.

The [**POWER SAVER ON/OFF**] LED will be lit and all other LEDs and the LCD screen will be turned off.



DETAILS

Be sure to press [**POWER SAVER ON/OFF**] for one second or longer, otherwise the following message will be displayed and the Shut-Off (Low Power) mode will not be activated.

Press POWER SAVER more than one second,
then release it for shut off mode

Press POWER SAVER continuously more
than one second for low power mode

To release the mode, press [**POWER SAVER ON/OFF**].
The machine will be available for copying operation.

Entering an ECM Password (ECM)

The Electronic Copy Monitor (ECM) allows the Key Operator to monitor all copying activities by controlling ECM password accounts. Copy quantity limits for specific accounts can be set.

The ECM is not factory-set. An ECM password is required only when the ECM is activated, a User Password is assigned, and “Enter E.C.M. password” is displayed on the touch screen.

Copying will be available by following procedure:



HINT

For details of the ECM setting, see p. 14-12 to p. 14-19.

1. Enter ECM password.

Enter your 8-digit ECM password, using the keypad.



HINT

To set an ECM password, see p. 14-14 to p. 14-16.



DETAILS

If an invalid ECM password is entered, continue by entering the correct password.

2. Press [START].

Your current copy count and copy limit will be displayed for 3 sec.

Current count / limit 018888/025000
--

3. Start a copying job.

When the message changes to “Ready to copy”, copying job is available on the machine.





DETAILS



When your copy count reaches the copy limit, the message “Copy limit reached” will be displayed. In that case, contact the Key Operator to reset your copy limit.

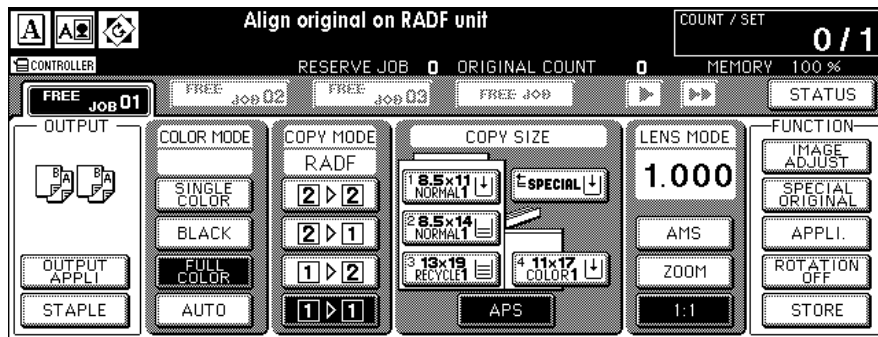
4. Press [ACCESS].

The initial state will be restored, with the message “Enter E.C.M. password” displayed on the screen.

Loading Paper

A paper indicator is shown on each tray key of the Basic Screen to indicate the paper level (six levels are provided: ) of the tray. (The Multi-sheet bypass tray displays only “” when paper in the tray becomes empty.)

When paper supply in a tray becomes low, the indicator “” appears on the tray key, and then it changes to “” when paper in that tray becomes empty and the tray key blinks on the screen.



Follow the procedure below to supply the empty tray with copy paper.

DETAILS

Each tray key displays a paper type and a number which indicates the paper weight to be loaded. The following paper types are provided:

Normal, Recycled, Colored, Fine, Coated, Color sp., Tab paper, Exclusive A to D

The numbers corresponding to the paper weight are:

- 1: 16 lb ~ 18 lb (64~74 g/m²)
- 2: 19 lb ~ 20 lb (75~80 g/m²)
- 3: 21 lb ~ 28 lb (81~105 g/m²)
- 4: 29 lb ~ 42 lb (106~162 g/m²)
- 5: 43 lb ~ 115 lb (163~209 g/m²)
- 6: 116 lb ~ 143 lb (210~256 g/m²) (for LCT and Multi-sheet bypass tray only)

Key Operator can change this setting. See p. 14-21 to p. 14-22 for the main body trays and the LCT. See p. 3-18 to p. 3-21 for the Multi-sheet bypass tray.

Reminder!

- Be sure to load only the paper type and weight set for the tray.
- Using paper with punch holes, copy result may not be satisfactory due to the hole positions.

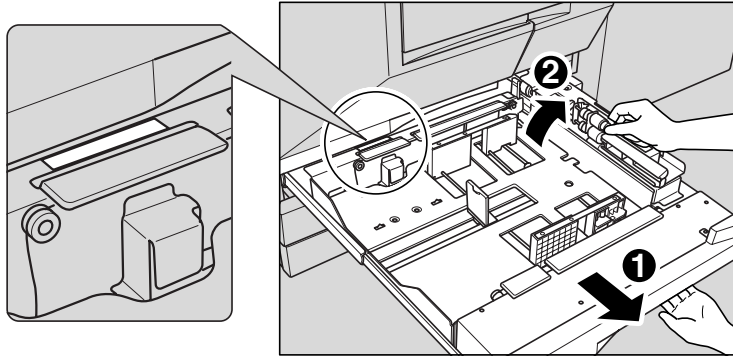
Loading Paper in Tray 1, 2, and 3

1. Withdraw tray 1, 2, or 3, and open the paper feed roller.



CAUTION

Do not withdraw the tray forcibly; otherwise you may be injured.



Reminder!

Withdraw the tray completely until the green line appears at the left rear side of the tray. Otherwise, the paper feed roller may not open or machine trouble may be caused.

To load the same size as loaded before, proceed to step 4.
If changing the paper size, proceed to the next step.

2. **Adjust the position of the side guide plate.**

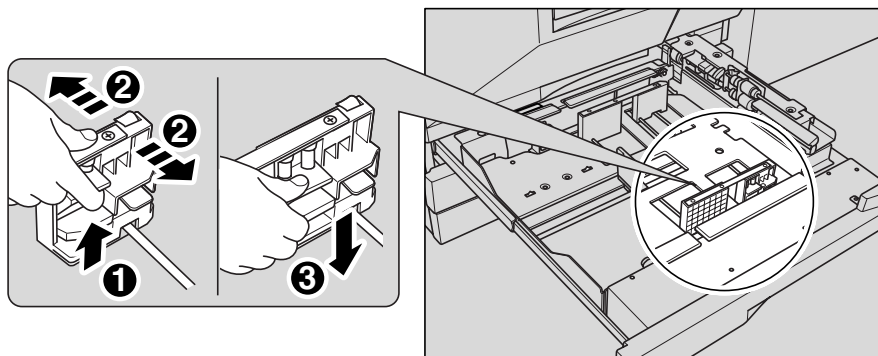
Pull up the lock lever at the front, then slide the side guide plate to the desired position.



DETAILS

See the size indication on the bottom plate of the tray to determine the position of the side guide plate.

Push down the lock lever firmly until it clicks in position in order to fix the side guide plate.





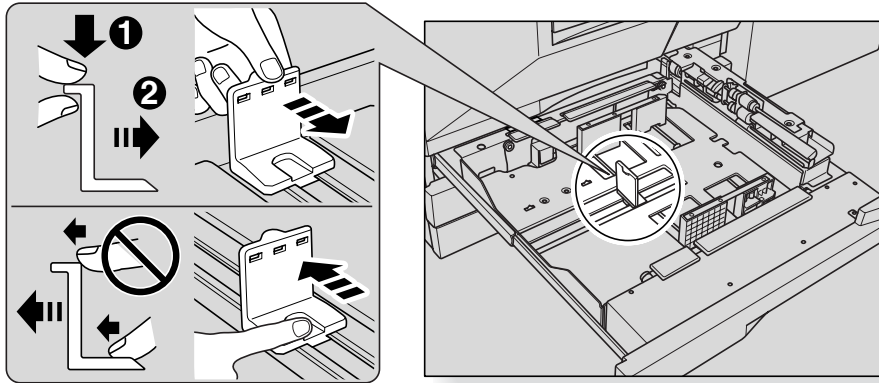
Reminder!

Be sure to fix the side guide plate in position according to the size indication on the tray bottom plate so that the machine can detect the correct paper size.

3. Adjust the position of the rear stopper.

To slide the rear stopper to the right, hold it at the upper part and slide it while pressing down slightly.

On the other hand, hold the rear stopper at the lower part to slide it to the left.

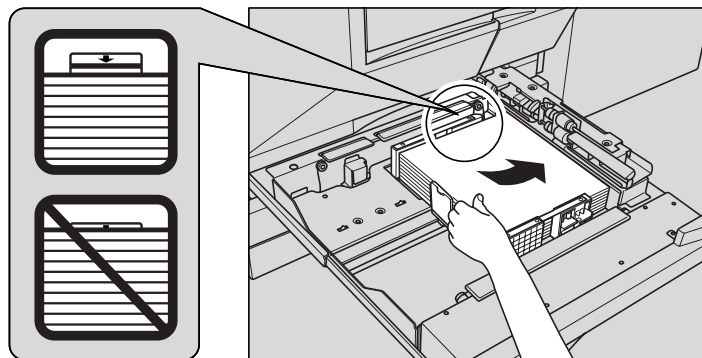


Reminder!

Be sure to press down the rear stopper when moving it to the right, and also be sure to hold it at the lower part when moving it to the left. Do not move the rear stopper forcibly, otherwise it may be damaged.

4. Place paper on the tray.

Load paper aligning it to the right side of the tray, then align the rear stopper to the paper.





Reminder!

- Be sure that the rear guide plate is securely aligned to the paper; otherwise machine trouble may occur.
- Do not load above the limit indicated on the side guide plate.

Loading Paper (continued)

5. When paper is seated properly, close the paper feed roller.

6. Gently push in the tray until it locks into place.

The indicator “” on the tray key will change to “”.



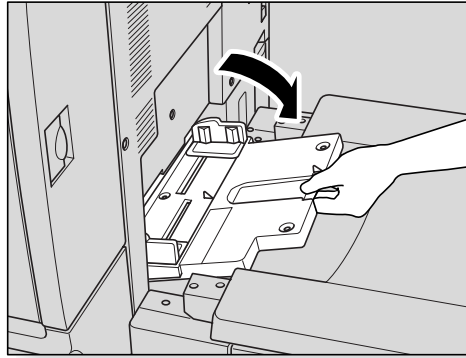
Reminder!

Do not clam the tray into the main body; otherwise machine trouble may be caused.

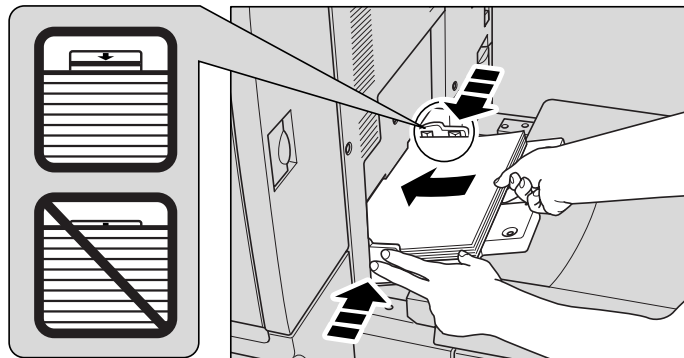
Loading Paper in Multi-Sheet Bypass Tray

When using the Multi-sheet bypass tray, specify the paper type to be loaded on the tray at the same time. See p. 3-18 to p. 3-21 for details.

- 1. Open the Multi-sheet bypass tray located on the right side of the copier.**



- 2. Load copy paper, and adjust the paper guides to the paper size.**



Reminder!

- Stack paper up to 200 sheets 28 lb. When loading special paper, do not exceed the limit indicated on the paper guides, otherwise paper misfeed may occur.
- Do not load paper of the weight less than 28 lb, otherwise paper misfeed may occur.
- The transparency film or ink-jet paper is not available on this machine. Do not load the transparency film or ink-jet paper on the Multi-sheet bypass tray.

- 3. When copying is completed, close the Multi-sheet bypass tray.**

Loading Paper in LCT (C-208)

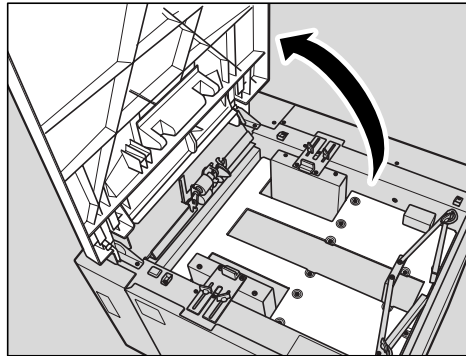


Reminder!

Be sure to load only the paper type and weight set for the LCT. Key Operator can change this setting. See p. 14-21 to p. 14-22.

1. Open the LCT top door.

The LCT bottom plate will go up.



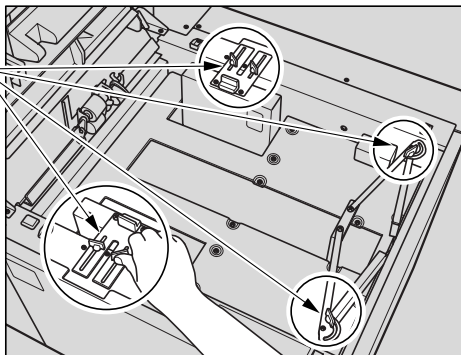
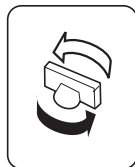
Reminder!

Without the power turned on, the LCT bottom plate will not function. Be sure to turn on the power switch before loading paper in the LCT.

To load the same size as loaded before, proceed to step 3.
If changing the paper size, proceed to the next step.

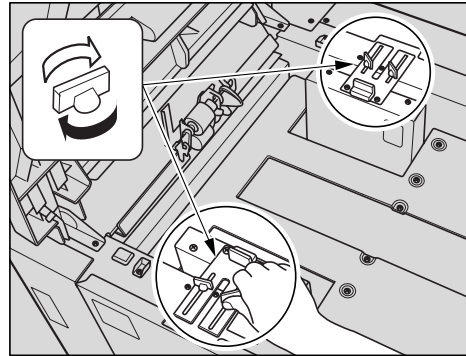
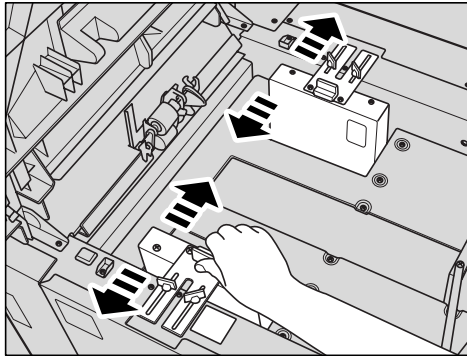
2. Adjust the position of the LCT paper guides and rear stopper.

- (1) Turn the four LCT paper guide knobs and two rear stopper knobs counterclockwise to loosen them.

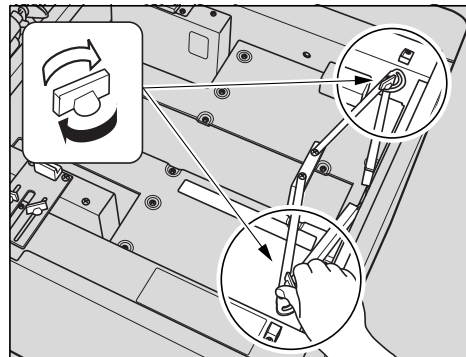
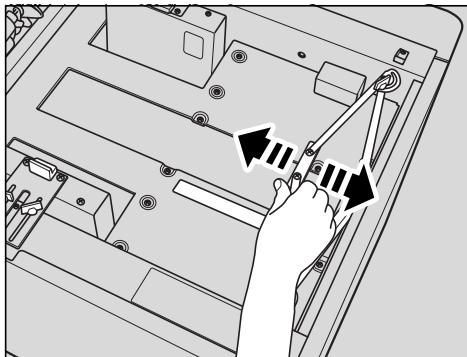


Loading Paper (continued)

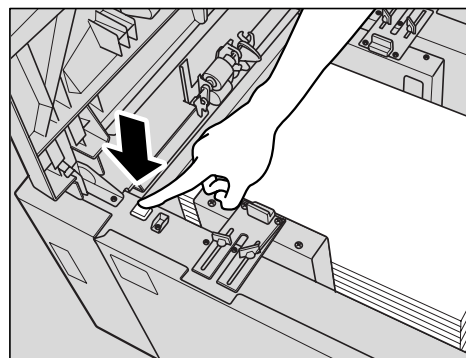
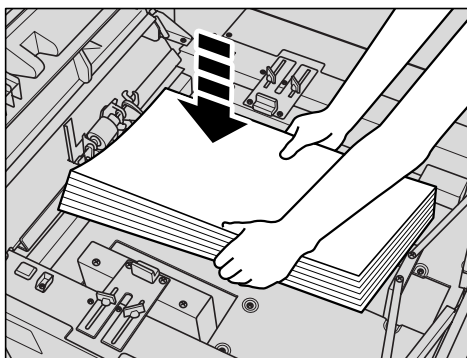
- (2) Move the upper part of the two LCT paper guides to the appropriate positions according to the size indication, then turn the LCT paper guide knobs (two for each) clockwise to fix the guides.



- (3) Move the position of the rear stopper to the appropriate positions according to the size indication on the bottom plate, then turn the two rear stopper knobs clockwise to fix the rear stopper.

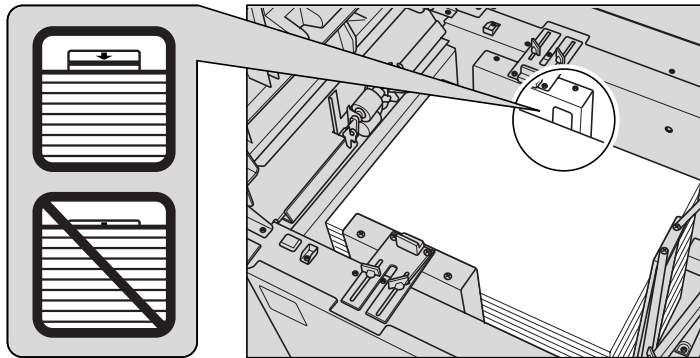


- 3. Press the paper loading button once, then load the paper into the LCT.**
The LCT bottom plate will go down.



Loading Paper (continued)

- 4.** Repeat the step 3 until the bottom plate will not go down any more.



Reminder!

- Do not load above the limit indicated on the LCT paper guides.
- Be sure that the rear stopper is correctly positioned according to the paper size to be loaded; otherwise machine trouble may occur.

- 5.** Close the LCT top door.

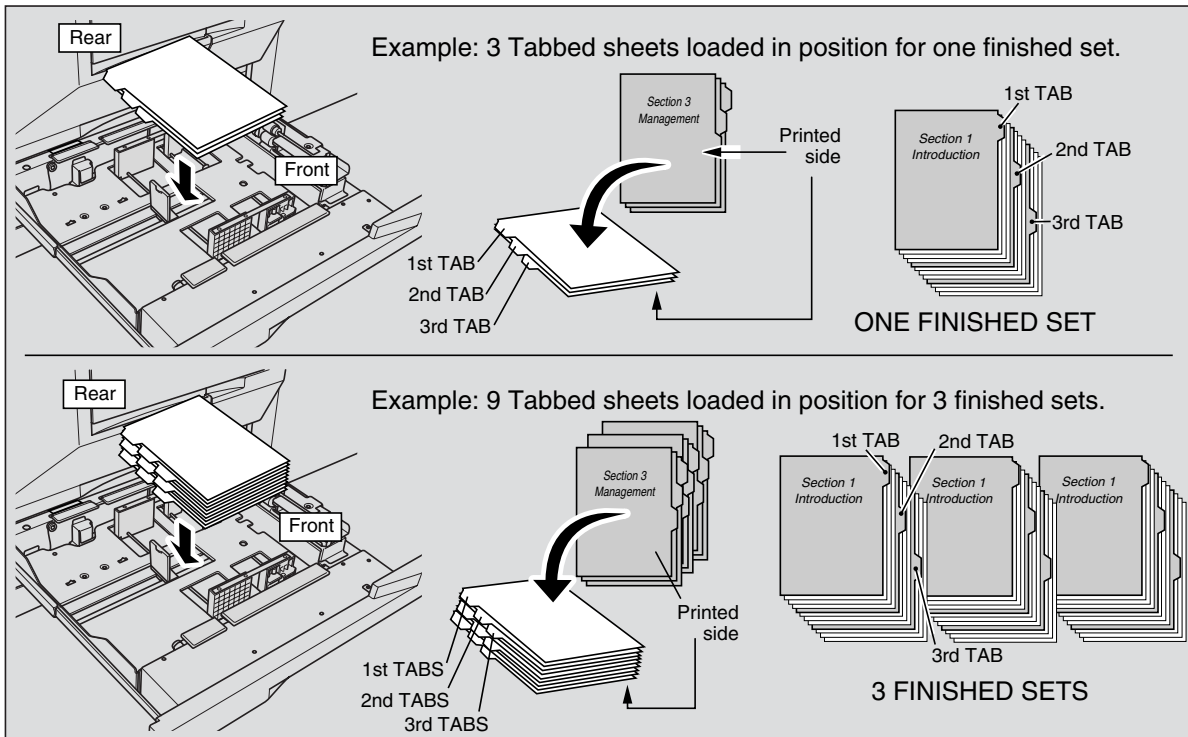
Loading Tabbed Sheets in Tray 1, 2, or 3

When TAB is displayed on the tray key of the Basic Screen, follow the procedure below to supply the tray with tabbed sheets.



HINT

The tray paper type can be specified in the Key Operator setting. For details, see p. 14-21 to p. 14-22.

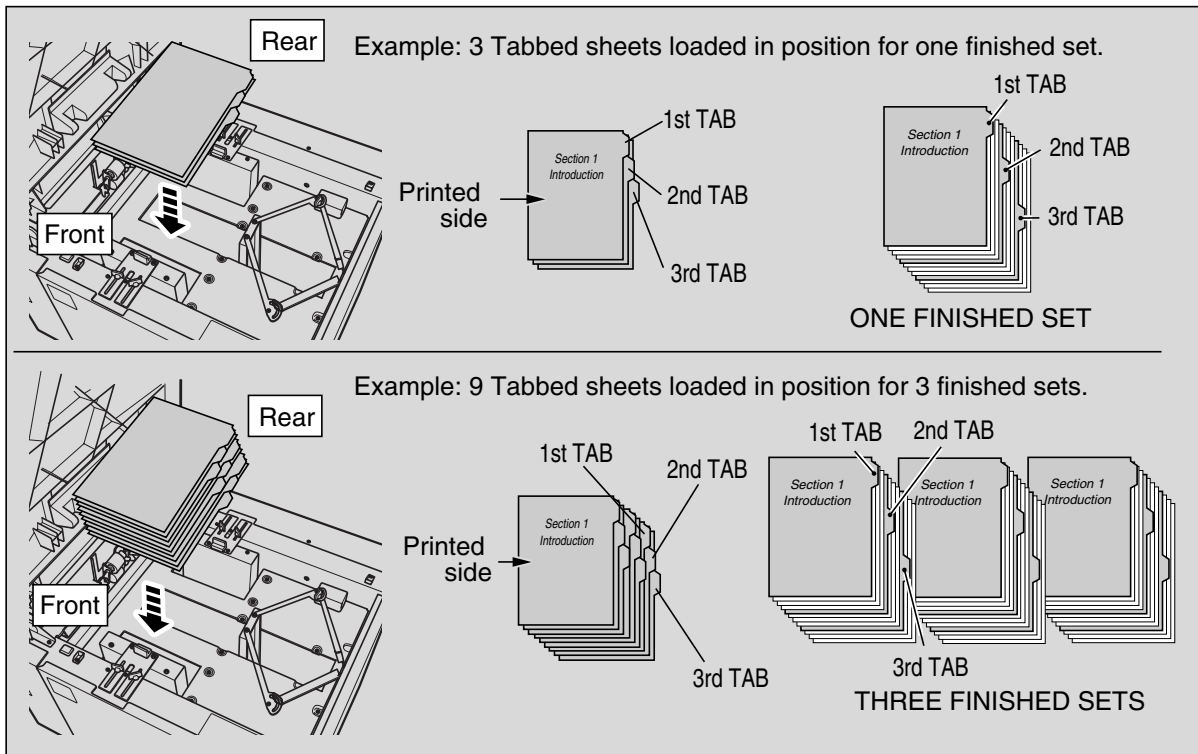


Reminder!

The tab extension width should be 12.5mm or less.

- 1. Withdraw tray 1, 2, or 3.**
- 2. Open the paper feed roller.**
- 3. Place the tabbed sheets on the tray as illustrated above.**
- 4. Move the green levers (located at the front and the left side) to the edge of the paper.**
- 5. Close the paper feed roller, then push in the tray until it locks into place.**

Loading Tabbed Sheets in LCT (C-208)

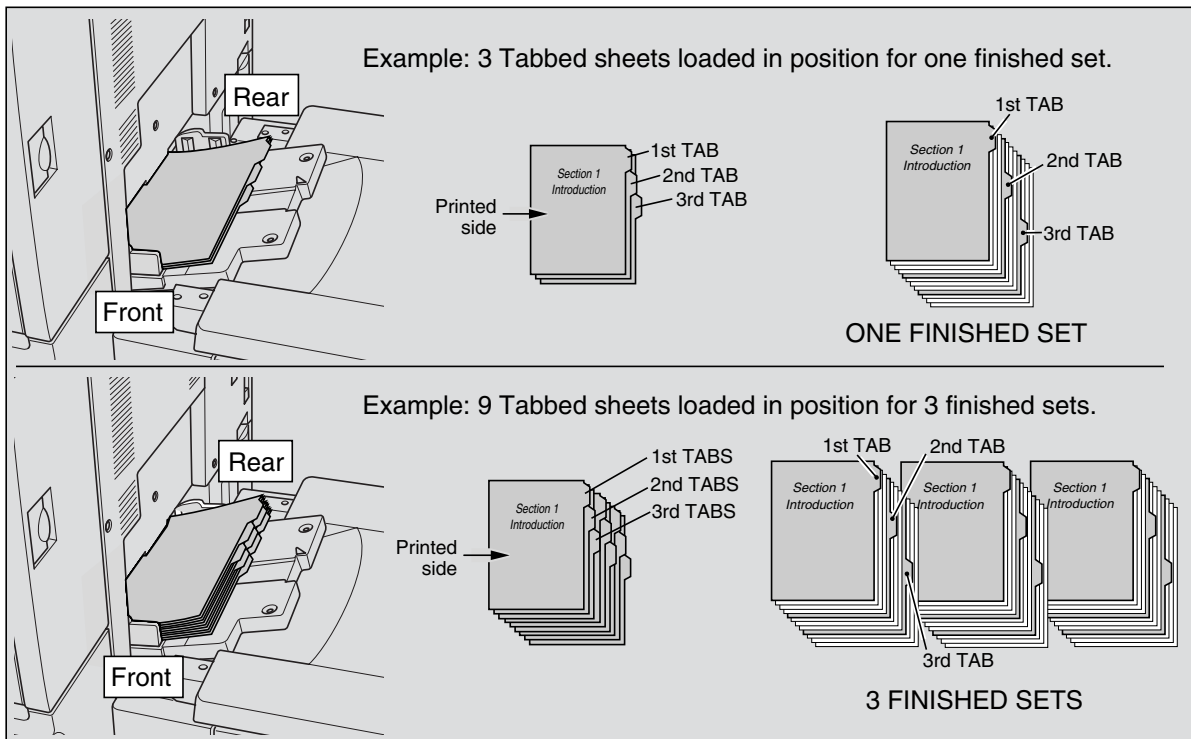


Reminder!

- The tab extension width must be 12.5 mm or less.
- To load the tabbed sheets into LCT, contact your service representative to position the rear stopper for the paper size to be loaded.

- 1. Open the LCT top door.**
- 2. Press the paper loading button to lower the LCT bottom plate.**
- 3. Load the tabbed sheets into the LCT as illustrated above.**
- 4. Close the LCT top door.**

Loading Tabbed Sheets in Multi-Sheet Bypass Tray



Reminder!

The tab extension width should be 12.5 mm or less.

1. Open the Multi-sheet bypass tray located on the right side of the copier.
2. Load tabbed sheets as illustrated above.
3. Adjust the paper guides to the paper size.
4. Specify the paper type as TAB for the Multi-sheet bypass tray.



HINT

See p. 3-18 to p. 3-21 for specifying the paper type of the Multi-sheet bypass tray.

SECTION

3

Copying Operations

How to Make a Basic Copy

Selecting Color Mode	3-2
Positioning Originals.....	3-4
Setting Print Quantity	3-10
Setting Job During Warm-up	3-11
To Stop Scanning/Printing	3-13
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Output Mode for Machine without Finisher.....	3-41
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3 Copying Operations

Selecting
Color Mode

Positioning
Originals

Setting Print
Quantity

Set Job During
Warmup

Stop
Scan/Print

Copy Size

Multi-Sheet
Bypass Tray

Lens Mode

1-2, 2-2

2-1

Store Mode

Reserve

Job Status
Screen

Output without
Finisher

FS-115/215
Output Modes

Binding
Mode

Selecting Color Mode

The following four color modes are available:

AUTO mode detects whether the scanned original is colored or black-and-white image, and automatically selects either FULL COLOR mode or BLACK mode for copying.

FULL COLOR mode makes full-colored copies whether the original image is colored or not.

BLACK mode makes black-and-white copies whether the original image is colored or not.

SINGLE COLOR mode copies in one color to be selected from red, green, blue, magenta, cyan, or yellow.

The FULL COLOR mode is initially selected. Follow the procedure below to change the Color mode.

Specification for Color Mode

- ☐ A color mode is incompatible with another color mode.
- ☐ Incompatible with AUTO: Tab paper, Folding/Stapling&Folding/Trimming(with Booklet selected), Combination, Booklet, Overlay, Overlay Memory
- ☐ Incompatible with FULL COLOR: Tab Paper
- ☐ Incompatible with SINGLE COLOR: Tab Paper



HINT

The color adjustment function is provided on this machine. See Section 7: Color Adjustment.



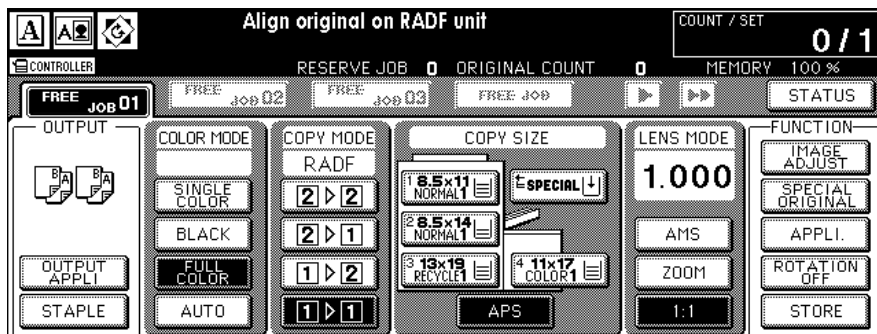
DETAILS

Some adjustments cannot be made in the BLACK mode and SINGLE COLOR mode.

Incompatible with BLACK: Hue/Saturation/Brightness in Color Adjust, Color Balance, Any function except Auto in Screen, Color/Text of Image Judge in Others, Original Type in Special Original

Incompatible with SINGLE COLOR: Hue/Saturation/Brightness in Color Adjust, Color Balance, Color/Text of Image Judge in Others, Original Type in Special Original

1. Touch a mode key under the **COLOR MODE** on the Basic Screen to select the desired Color mode.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

Selecting Color Mode (continued)

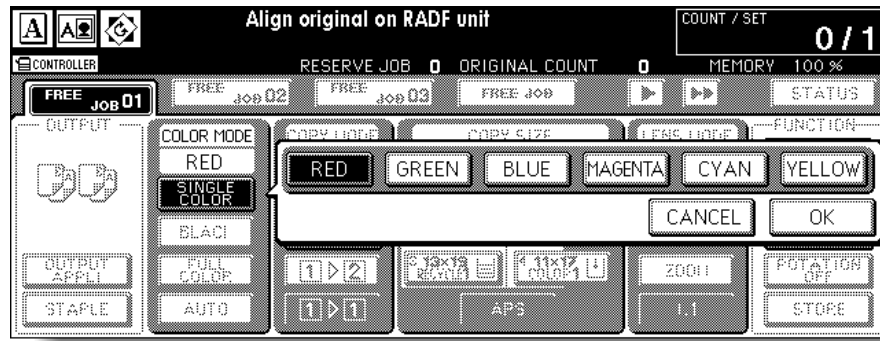
FULL COLOR is already highlighted when the initial settings are restored.



HINT

The initial settings may have been altered by Key Operator. See p. 14-10 for details.

Selecting **SINGLE COLOR** will display the popup menu to specify a color.



Touch the desired color key, then touch **OK**.

The selected color will be indicated under the **COLOR MODE** indication of the Basic Screen, with the **SINGLE COLOR** key highlighted.



DETAILS

Touch **CANCEL** to restore the previous setting.

2. Select additional copy conditions, as desired.



HINT

If the color adjustment is desired, see Section 7: Color Adjustment.

3. Enter the desired print quantity from the control panel keypad.



HINT

See p. 3-10 for details on setting print quantity.

4. Position original(s).



HINT

See p. 3-4 to p. 3-9 for details on positioning originals.

5. Press [START].

3 Copying Operations

Selecting Color Mode

Positioning Originals

Setting Print Quantity

Set Job During Warmup

Stop Scan/Print

Copy Size

Multi-Sheet Bypass Tray

Lens Mode

1-2, 2-2

2-1

Store Mode

Reserve

Job Status Screen

Output without Finisher

FS-115/215 Output Modes

Binding Mode

Positioning Originals

Set the originals in the RADF or on the platen glass to copy.

Positioning Originals in RADF

The document feeder (RADF) automatically feeds up to 100 originals directly to the platen area, starting with the top sheet. The RADF should only be used for unstapled, smooth, flat originals.



HINT

See p. 12-10 for details of the original sizes available in the RADF.

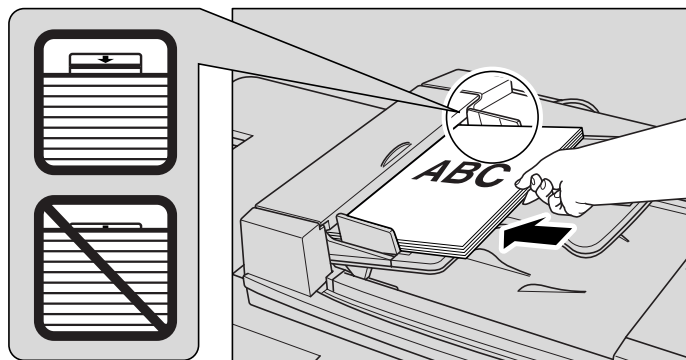
Positioning originals in Normal mode

- 1. Arrange originals in order.**
- 2. Position original(s) FACE UP in the document feeder tray.**

Place two-sided originals with page one FACE UP.

The direction of the originals should conform to the Original direction icon displayed at the upper left corner of the Basic Screen.

Up to 100 originals can be set at a time.



Reminder!

- The copy result may not be satisfactory if the originals are set in wrong direction. Be sure that the originals are set in the same direction as indicated by the Original direction icon, especially when making double-sided copies or using Staple, Stapling&Folding, Folding, or Booklet mode. See p. 9-2 to p. 9-3 for details.
- Be sure not to use unsuitable RADF originals. See p. 12-9 for details.
- Do not set more than 100 originals or over the limit indicated on the paper guides; otherwise a paper misfeed will occur to cause damage to the originals.

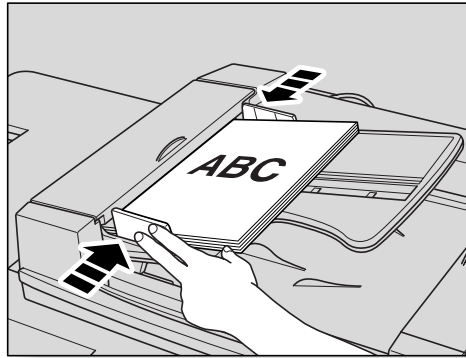


Reminder!

Before placing originals in the tray, be sure the document feeder is closed fully. Once closed, do not open the document feeder, otherwise the selected copy conditions may be altered automatically.

Positioning Originals (continued)

3. Adjust paper guides.



3 Copying Operations

Selecting Color Mode

Positioning Originals

Setting Print Quantity

Set Job During Warmup

Stop Scan/Print

Copy Size

Multi-Sheet Bypass Tray

Lens Mode

1-2, 2-2

2-1

Store Mode

Reserve

Job Status Screen

Output without Finisher

FS-115/215 Output Modes

Binding Mode

Positioning Originals (continued)

Positioning originals in Mixed original mode

Mixed size originals can be copied together from the document feeder.

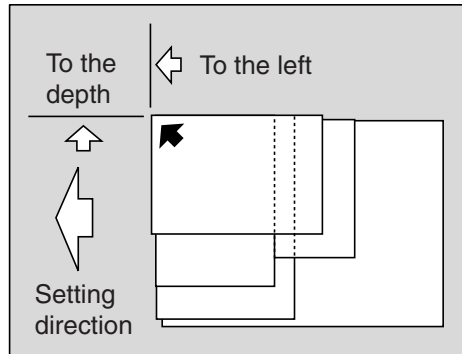


HINTS

- To use the Mixed original mode, see procedure on p. 9-6 to p. 9-7.
- See p. 12-10 for available combinations of mixed originals.

1. Arrange originals in order.

Arrange the mixed size originals as illustrated below.



2. Position mixed originals **FACE UP**, aligned with the left rear side of the document feeder tray.

Place two-sided originals with page one **FACE UP**.
Up to 100 originals can be set at a time.



Reminder!

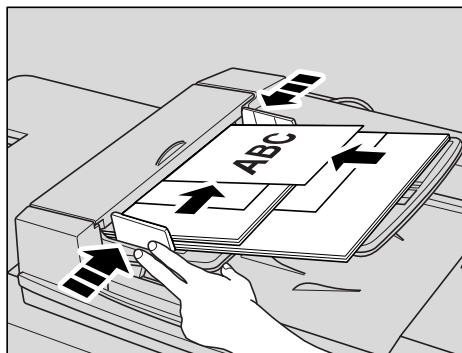
- Be sure not to use unsuitable RADF originals. See p. 12-9 for details.
- Do not set more than 100 originals or over the limit indicated on the paper guides; otherwise a paper misfeed will occur to cause damage to the originals.



Reminder!

Before placing originals in the tray, be sure the document feeder is closed fully. Once closed, do not open the document feeder, otherwise the selected copy conditions may be altered automatically.

3. Adjust paper guides.



Positioning Originals (continued)

Positioning originals in Z-Folded original mode

Z-Folded original mode detects the folded original size without using the size detection sensor of the RADF.



HINTS

- To use the Z-Folded original mode, see procedure on p. 9-8 to p. 9-9.
- See p. 12-11 for available sizes of folded originals.

- 1. Arrange originals in order.**
- 2. Position original(s) FACE UP in the document feeder tray.**

Place two-sided originals with page one FACE UP.
Up to 100 originals can be set at a time.



Reminder!

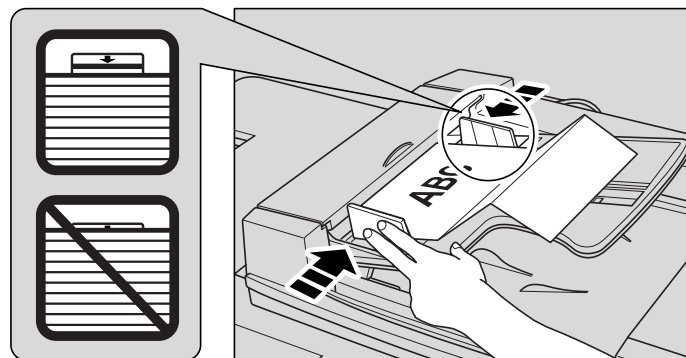
- Be sure not to use unsuitable RADF originals. See p. 12-9 for details.
- Do not set more than 100 originals or over the limit indicated on the paper guides; otherwise a paper misfeed will occur to cause damage to the originals.



Reminder!

Before placing originals in the tray, be sure the document feeder is closed fully. Once closed, do not open the document feeder, otherwise the selected copy conditions may be altered automatically.

- 3. Adjust paper guides.**



3 Copying Operations

Selecting
Color Mode

Positioning
Originals

Setting Print
Quantity

Set Job During
Warmup

Stop
Scan/Print

Copy Size

Multi-Sheet
Bypass Tray

Lens Mode

1-2, 2-2

2-1

Store Mode

Reserve

Job Status
Screen

Output without
Finisher

FS-115/215
Output Modes

Binding
Mode

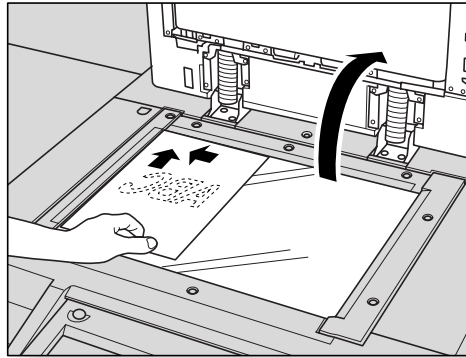
Positioning Originals (continued)

Positioning Original on Platen Glass

Use the platen glass when originals are not suitable for use with the document feeder, e.g., when size is incompatible, or when originals are folded, stapled, torn, or in generally poor condition.

- 1. Raise the document feeder or original cover.**
- 2. Place original **FACE DOWN** in the left rear corner.**

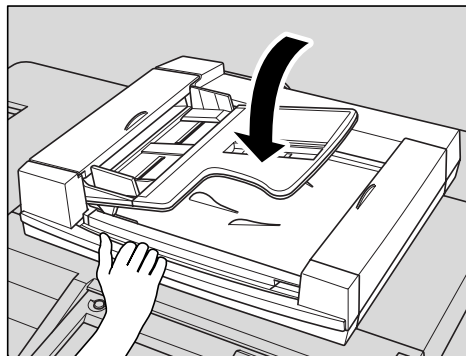
The direction of the original should conform to the Original direction icon displayed at the upper left corner of the Basic Screen.



Reminder!

The copy result may not be satisfactory if the original is set in wrong direction. Be sure that the original is set in the same direction as indicated by the Original direction icon, especially when making double-sided copies or using Staple, Stapling&Folding, Folding, or Booklet mode. See p. 9-2 to p. 9-3 for details.

- 3. Gently close the document feeder or original cover to prevent the original from shifting on the glass.**



Reminder!

When selecting Book Copy, Non-Image Area Erase, AUTO mode in Repeat, or AUTO Layout, **DO NOT CLOSE** the document feeder. For details on each function, see Section 10.

Positioning Originals (continued)



CAUTION

Do not place too heavy originals, or do not press strongly when thick original is placed and is under pressure of RADF; otherwise the glass may be broken and you may be injured.

3

Copying Operations

Selecting Color Mode

Positioning Originals

Setting Print Quantity

Set Job During Warmup

Stop Scan/Print

Copy Size

Multi-Sheet Bypass Tray

Lens Mode

1-2, 2-2

2-1

Store Mode

Reserve

Job Status Screen

Output without Finisher

FS-115/215 Output Modes

Binding Mode

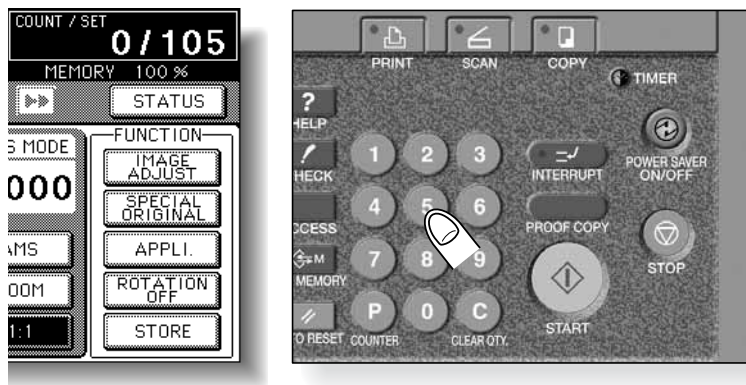
Setting Print Quantity

This section describes how to set or change print quantity.

To Set Print Quantity

The copier is initially set to copy the original set in amounts determined by the print quantity setting, then outputs sorted sets.

- 1. Enter the desired print quantity from the control panel keypad.**

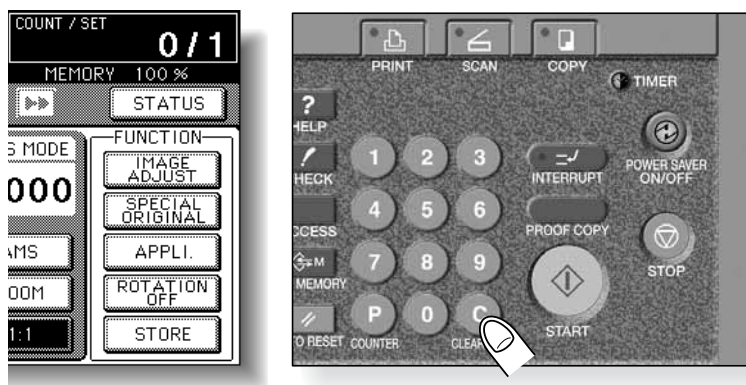


Entered quantity will be displayed on the touch panel.

To Change Print Quantity

Follow the procedure below to change the print quantity that has been already entered.

- 1. Press [C (CLEAR QTY.)].**



The quantity displayed on the touch panel will return to 1.

- 2. Enter the correct quantity.**

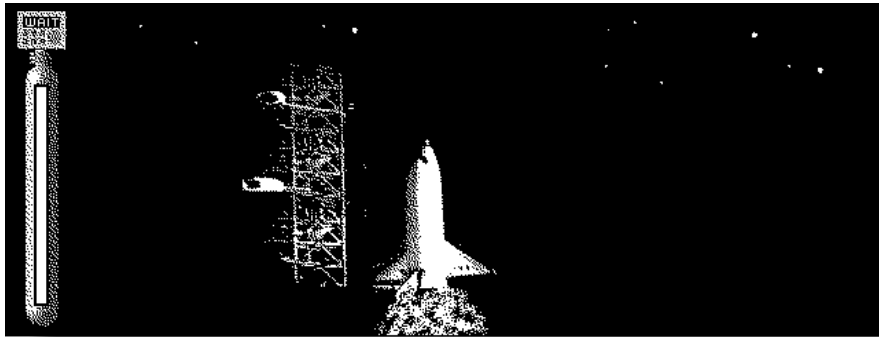
Entered quantity will be displayed on the touch panel.

Setting Job During Warm-up

While the copier is warming up after power is turned on, select copy conditions and start scanning so that the copier may start printing immediately when the copier engine is ready.

1. Turn on the power switch of the machine.

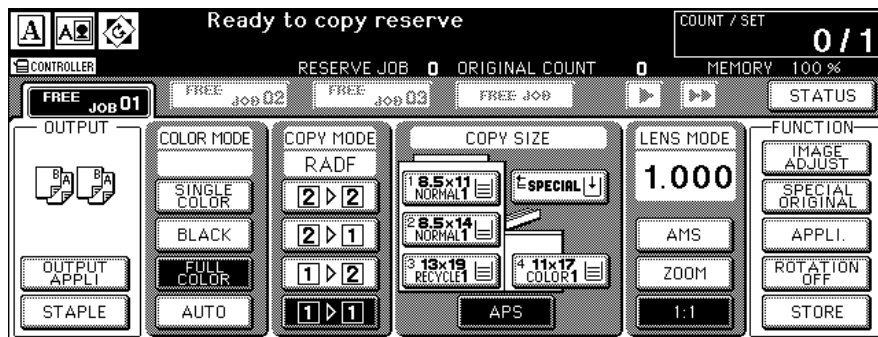
A few seconds after the Wake-up Screen appears in the LCD touch screen, seven types of Warm-up Screens display in succession.



HINT

See p. 2-16 to p. 2-17 for details on turning on the power switch.

2. Touch the LCD panel to change the Warm-up Screen to the Basic Screen.



Check that the message "Ready to copy reserve" is displayed on the Basic Screen.

3. Set the desired copying conditions, and enter the print quantity.



HINT

See p. 3-10 for details on setting print quantity.

4. Position original(s) FACE UP in the RADF or FACE DOWN on the platen glass.



HINT

See p. 3-4 to p. 3-9 for details on positioning originals.

3 Copying Operations

Selecting Color Mode

Positioning Originals

Setting Print Quantity

Set Job During Warmup

Stop Scan/Print

Copy Size

Multi-Sheet Bypass Tray

Lens Mode

1-2, 2-2

2-1

Store Mode

Reserve

Job Status Screen

Output without Finisher

FS-115/215 Output Modes

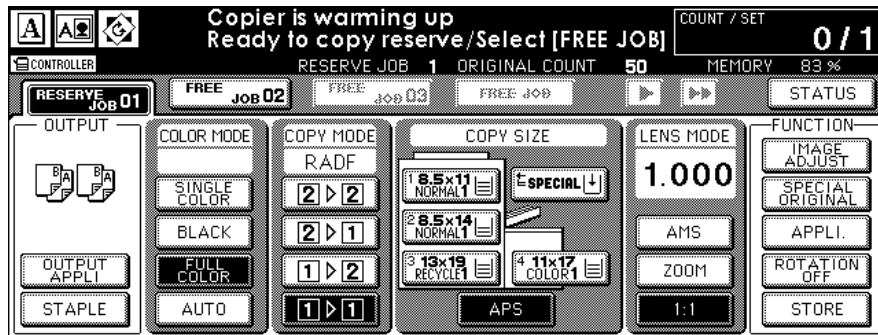
Binding Mode

Setting Job During Warm-up (continued)

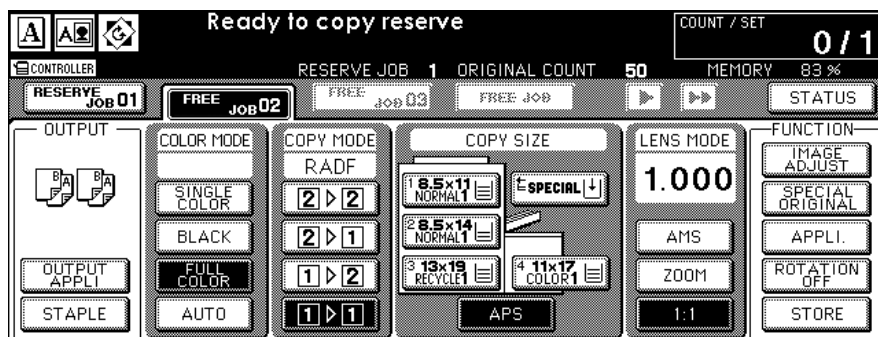
5. Press [START].

The original for the job will be scanned, and the highlighted **FREE JOB** folder key will change to **SCAN JOB**.

When scanning is completed, **SCAN JOB** will change to **RESERVE JOB**, and the next **FREE JOB** becomes active.



6. If setting more than one reserve job, touch the next **FREE JOB** to highlight it.



7. Set the desired copying conditions, enter the print quantity, position original(s), then press [START].

Up to 9 reserve jobs can be prepared.

Copying on the reserve job will start automatically after completing the warm-up.

DETAILS

- The Job Status Screen allows you to alter the output order of the reserve jobs or to delete the reserve job. See p. 3-38 ~ p. 3-40.
- If all three reserve job keys are used, touch the active **FREE JOB** key at the far right to scroll. See p. 3-35 ~ p. 3-37.

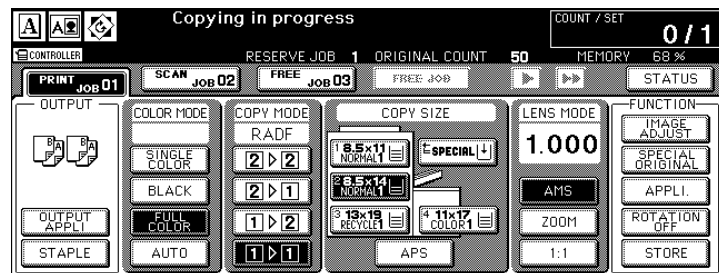
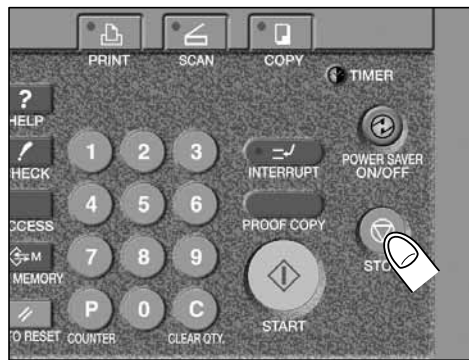
HINT

To stop printing, press [STOP]. See p. 3-13 for details.

To Stop Scanning/Printing

Follow the procedure below to stop scanning or printing.

1. Touch to highlight **SCAN JOB** or **PRINT JOB** to be suspended.
2. Press [**STOP**].



The current machine operation of the selected job will be suspended.



DETAILS

If wrong job is suspended, touch **CONTINUE** on the popup menu immediately, select the correct job, then press [**STOP**] to suspend it.

3. Touch **EXIT** to cancel the job.
All the data of the selected job will be deleted.



DETAILS

To restart the suspended job, touch **CONTINUE** on the popup menu.

3 Copying Operations

Selecting Color Mode

Positioning Originals

Setting Print Quantity

Set Job During Warmup

Stop Scan/Print

Copy Size

Multi-Sheet Bypass Tray

Lens Mode

1-2, 2-2

2-1

Store Mode

Reserve

Job Status Screen

Output without Finisher

FS-115/215 Output Modes

Binding Mode

Selecting Copy Size

To select an appropriate copy size for getting your desired copy result, use APS (Automatic Paper Selection), or select copy size manually on the touch screen, as required.

To Select Copy Size Automatically (APS)

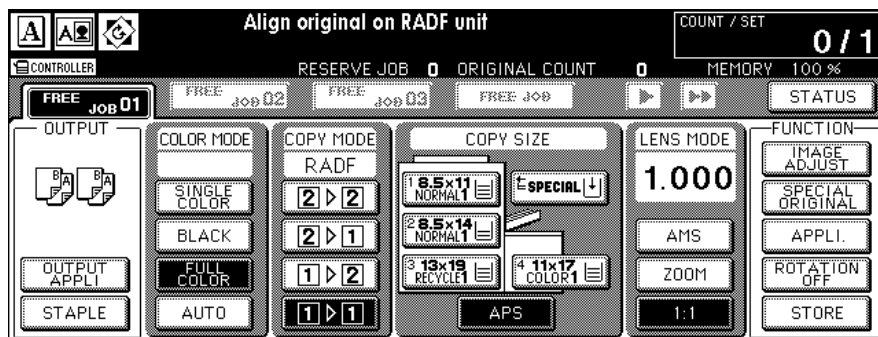
APS detects the size of originals placed on the RADF or platen glass and automatically selects and feeds copy paper of the same size, or selects an appropriate size according to the magnification ratio selected.



Reminder!

APS is not available when using non-standard size or wide paper.

1. Touch to highlight **APS** under the **COPY SIZE** on the Basic Screen.



2. Select additional copy conditions, as desired.

3. Enter the desired print quantity from the control panel keypad.



HINT

See p. 3-10 for details on setting print quantity.

4. Position original(s).



HINTS

- See p. 12-9 to p. 12-11 for the original sizes detectable from the RADF or on the platen glass.
- Detectable original sizes can be changed from inch sizes to AB sizes, only A sizes, or inch sizes and AB sizes mixed. See p. 14-37 to p. 14-42.
- See p. 3-4 to p. 3-9 for details on positioning originals.
- Key Operator can deactivate APS when the original is set in the RADF or on the platen glass. See p. 14-37 to p. 14-42.

5. Press [**START**].

Scanned image will be printed on the copy size automatically selected.

Selecting Copy Size (continued)

DETAILS

- If the appropriate copy paper is not loaded in any tray, no copying will be performed, and a message will prompt you to load the appropriate paper.
- Copy result may not be satisfactory due to the Rotation function. In this case, turn the function OFF manually. See. p. 8-4.

See the table below for the relation of original size, magnification ratio and copy paper size.

Copy size		Original size						Copy size	
		11x17	8.5x14	8.5x11	8.5x11R	5.5x8.5	5.5x8.5R		
Magnification ratio	0.250 - 0.500	5.5x8.5R (5.5x8.5)	5.5x8.5R (5.5x8.5)	5.5x8.5R (5.5x8.5)	5.5x8.5R (5.5x8.5)			0.250 - 0.500	Magnification ratio
	0.501 - 0.552	8.5x11R (8.5x11)						8.5x11R (8.5x11)	
	0.553 - 0.607		0.553 - 0.607						
	0.608 - 0.636		0.608 - 0.636						
	0.637 - 0.647		0.637 - 0.647						
	0.648 - 0.773	8.5x14	8.5x11R (8.5x11)	8.5x11 (8.5x11R)	8.5x11R (8.5x11)	0.648 - 0.773			
	0.774 - 0.779	11x17	11x17			11x17	0.774 - 0.779		
	0.780 - 0.786			0.780 - 0.786					
	0.787 - 0.900			0.787 - 0.900					
	0.901 - 1.000			0.901 - 1.000					
	1.001 - 1.103	11x17	11x17	11x17	8.5x11 (8.5x11R)	8.5x11R (8.5x11)	1.001 - 1.103		
	1.104 - 1.294	11x17	11x17	11x17	8.5x11 (8.5x11R)	8.5x11R (8.5x11)	1.104 - 1.294		
	1.295						1.295		
	1.296 - 1.545				11x17	8.5x14	1.296 - 1.545		
	1.546 - 4.000				11x17	1.546 - 4.000			

(): Rotation functions

3 Copying Operations

Selecting Color Mode

Positioning Originals

Setting Print Quantity

Set Job During Warmup

Stop Scan/Print

Copy Size

Multi-Sheet Bypass Tray

Lens Mode

1-2, 2-2

2-1

Store Mode

Reserve

Job Status Screen

Output without Finisher

FS-115/215 Output Modes

Binding Mode

To Specify Desired Copy Size (AMS)

When a copy size is specified on the touch screen, an appropriate reduction or enlargement ratio will be selected automatically according to the original size detected from the RADF or the platen glass.

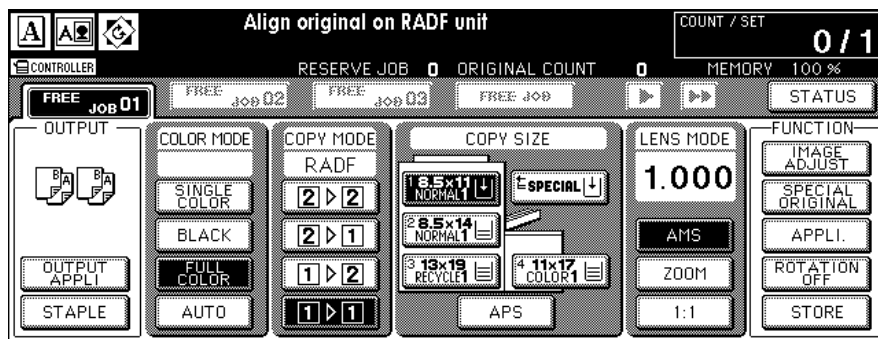


DETAILS

Wide paper size can be specified when AMS is in use.

In this case, the same magnification ratio as that of the standard size will be selected automatically.

1. Touch a tray key on the Basic Screen to select the desired copy size.



Selected tray key will be highlighted, and under the LENS MODE the **AMS** key will also be highlighted.



HINT

If copying in 1.000 (100%) magnification mode and specifying a copy size, see p. 3-22.

2. Select additional copy conditions, as desired.
3. Enter the desired print quantity from the control panel keypad.



HINT

See p. 3-10 for details on setting print quantity.

4. Position original(s).



HINTS

- See p. 12-9 to p. 12-11 for the original sizes detectable from the RADF or on the platen glass.
- See p. 3-4 to p. 3-9 for details on positioning originals.

5. Press [**START**].

Scanned image will be printed on the specified copy size in the magnification ratio automatically selected.

Selecting Copy Size (continued)

DETAILS

- Copy result may not be satisfactory due to the Rotation function. In this case, turn the function OFF manually. See. p. 8-4.
- See the table below for the relation of original size, copy paper size, and magnification ratio automatically selected.

AMS TABLE		ORIGINAL SIZE						
		11"x17"	8.5"x14"	8.5"x11"	8.5"x11"R	5.5"x8.5"	5.5"x8.5"R	A4
COPY SIZE	11"x17"/ 11"x17"W	1.000 (0.647)	1.214 (0.786)	1.000 (1.294)	1.294 (1.000)	1.294 (2.000)	2.000 (1.294)	0.941 (1.330)
	8.5"x14"	0.772 (0.500)	1.000 (0.607)	0.773 (1.000)	1.000 (0.773)	1.000 (1.545)	1.545 (1.000)	0.727 (1.028)
	8.5"x11"/ 8.5"x11"W	0.500 (0.647)	0.607 (0.786)	1.000 (0.773)	0.773 (1.000)	1.294 (1.000)	1.000 (1.294)	0.941 (0.727)
	8.5"x11"R/ 8.5"x11"WR	0.647 (0.500)	0.785 (0.607)	0.773 (1.000)	1.000 (0.773)	1.000 (1.294)	1.294 (1.000)	0.727 (0.941)
	5.5"x8.5"/ 5.5"x8.5"W	0.324 (0.500)	0.393 (0.607)	0.647 (0.500)	0.500 (0.647)	1.000 (0.647)	0.647 (1.000)	0.665 (0.470)
	5.5"x8.5"R/ 5.5"x8.5"WR	0.500 (0.324)	0.607 (0.393)	0.500 (0.647)	0.647 (0.500)	0.647 (1.000)	1.000 (0.647)	0.470 (0.665)
	A4/A4W	0.486 (0.688)	0.591 (0.835)	0.973 (0.752)	0.752 (0.973)	1.376 (0.973)	0.973 (1.376)	1.000 (0.707)

(): Rotation functions

3 Copying Operations

Selecting Color Mode

Positioning Originals

Setting Print Quantity

Set Job During Warmup

Stop Scan/Print

Copy Size

Multi-Sheet Bypass Tray

Lens Mode

1-2, 2-2

2-1

Store Mode

Reserve

Job Status Screen

Output without Finisher

FS-115/215 Output Modes

Binding Mode

Copying Using Special Paper (Multi-Sheet Bypass Tray)

Use the Multi-sheet bypass tray to copy using special (non-standard) paper. Select the special paper type and weight from the selections previously specified by the Key Operator, then select the size to be loaded on the Multi-sheet bypass tray, as described below.



Reminder!

Transparency film or ink-jet paper cannot be used on this machine. DO NOT load the transparency film or ink-jet paper into the Multi-sheet bypass tray.



DETAILS

8.5"x11"R and B6R sizes (unavailable in Tray 1 to 4) can be used in the Multi-sheet bypass tray. Also, over 116 lb paper (6: 210~256g/m²) can be used in the Multi-sheet bypass tray.



HINTS

- To specify the combinations of special paper type and weight to be selected for the Multi-sheet bypass tray, see p. 14-23.
- To specify the special paper type, weight and size in Tray 1 to 4 to be used on a regular basis, see p. 14-21 to p. 14-22.

1. Open the Multi-sheet bypass tray, and load the copy paper.

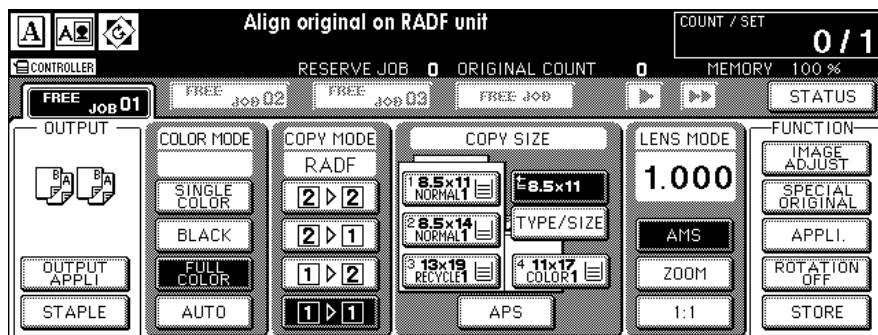


HINT

See p. 2-26 for further details of loading procedure.

For the specifications of paper in the Multi-sheet bypass tray, see p. 12-2 to p. 12-8.

2. Touch the Multi-sheet bypass tray key in the COPY SIZE area of the Basic Screen to highlight it.



The **TYPE/SIZE** key will appear under the bypass tray key, **APS** will be deselected, and **AMS** will be highlighted on the Basic Screen.

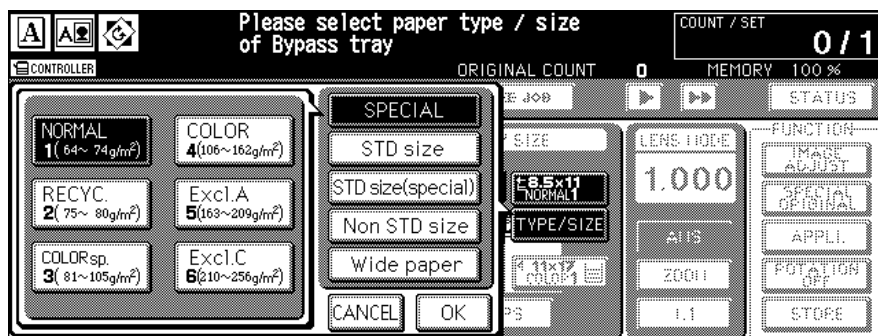
3. Touch **TYPE/SIZE**.

The Paper Type/Size popup menu will be displayed.

Copying Using Special Paper (Multi-Sheet Bypass Tray) (continued)

4. Select the paper type and weight.

To select the paper type and weight:



Select the desired one out of the six keys on the menu to highlight it.



HINTS

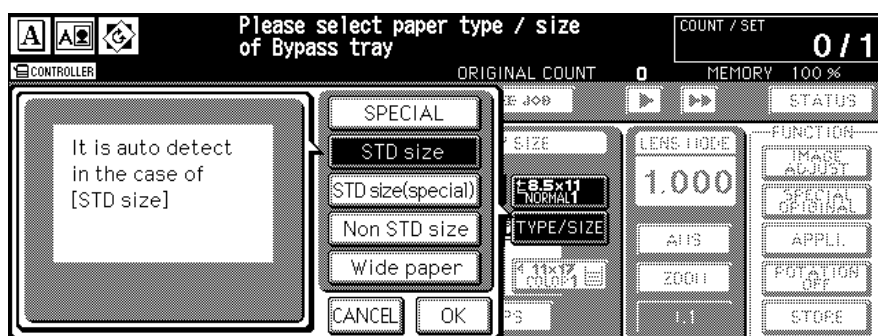
- If the desired paper type and weight cannot be found on the popup menu, specify it in the Key Operator mode. See p. 14-23 for details.
- When selecting Tab Paper as the special paper type to copy onto the tabbed paper including the tab part, specify the original paper type as Tab Paper on the Special Original popup menu. See p. 9-4 to p. 9-5.

If no paper type and weight indication is needed, touch the highlighted key to clear the selection of the six keys.

The selected paper type and number indicating the paper weight will appear on the bypass tray key of the Basic Screen.

5. Specify the paper size.

When using a standard size, touch STD size to highlight it.



When using a special size, specify the paper size as follows.

3 Copying Operations

Selecting Color Mode

Positioning Originals

Setting Print Quantity

Set Job During Warmup

Stop Scan/Print

Copy Size

Multi-Sheet Bypass Tray

Lens Mode

1-2, 2-2

2-1

Store Mode

Reserve

Job Status Screen

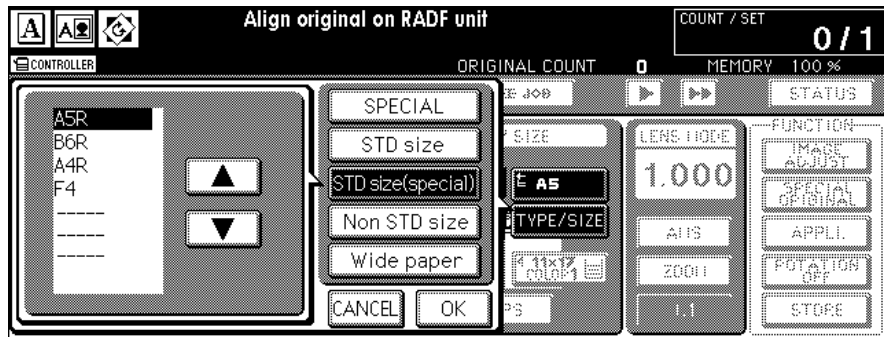
Output without Finisher

FS-115/215 Output Modes

Binding Mode

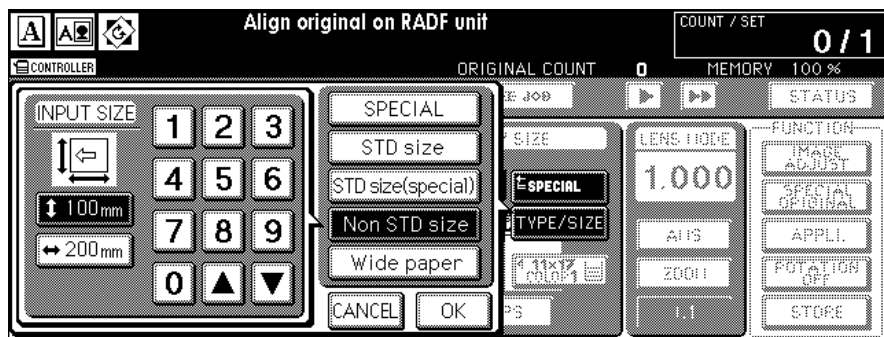
Copying Using Special Paper (Multi-Sheet Bypass Tray) (continued)

To select the STD size (special):



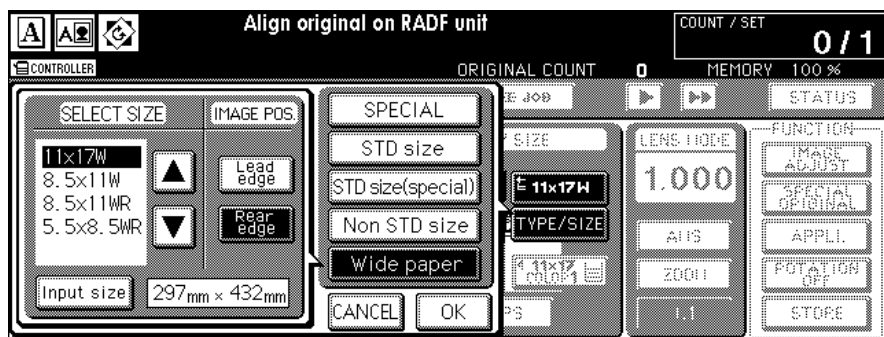
Touch **STD size (special)** to display the popup menu, then use arrow keys to scroll to the desired size.

To select the Non STD size



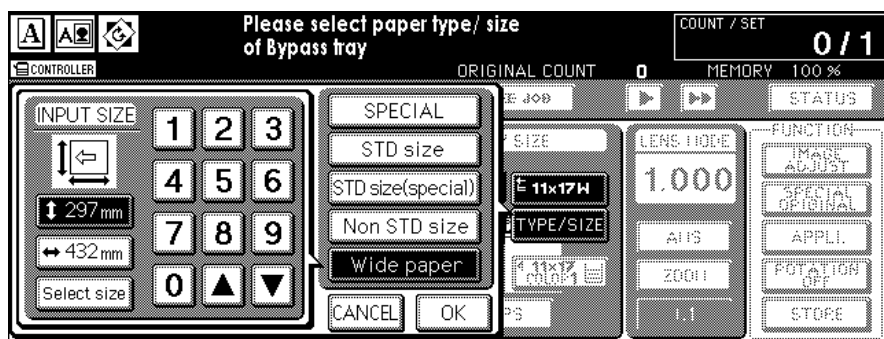
Touch **Non STD size** to display the popup menu, touch the vertical or horizontal size key to highlight it, then use the keypad on the popup menu to enter the vertical/horizontal size, or use arrows to scroll to that number.

To select the Wide paper:



Touch **Wide paper** to display the popup menu, use arrow keys to scroll to the desired wide size, then touch **Lead edge** or **Rear edge** to select the paper dimensions corresponding to the wide paper sizes entered.

Copying Using Special Paper (Multi-Sheet Bypass Tray) (continued)



Touch **Input size** to display the Input Size popup menu, touch the vertical or horizontal size key to highlight it, then use the keypad on the popup menu to enter the vertical/horizontal size, or use arrow keys to scroll to that number.

The entered number should fall within the range from the vertical/horizontal size of the standard size corresponding to the selected wide size, to a maximum of 13" (330 mm)/ 19.2" (487 mm).



Reminder!

When selecting Wide paper, be sure to specify the actual size of the wide paper to be loaded. Wide paper size information is not initially input in this machine.

6. Touch **OK**.

The Basic Screen will be restored. The bypass tray key shows the specified size, paper type and the number indicating paper weight, and is highlighted along with the **TYPE/ SIZE** key.



DETAILS

When the STD size (special) or Wide paper is selected, the size specified on the popup menu will be indicated on the bypass tray key.

When Non STD size is selected, the SPECIAL indication will appear instead.

7. Select additional copy conditions, as desired.

8. Enter the desired print quantity from the control panel keypad.



HINT

See p. 3-10 for details on setting print quantity.

9. Position original(s) **FACE UP** in the document feeder or **FACE DOWN** on the platen glass.



HINTS

- See p. 3-4 to p. 3-9 for details on positioning originals.
- See p. 9-4 to p. 9-5 for details on positioning non-standard size or tabbed paper originals.

10. Press [**START**].

3 Copying Operations

Selecting Color Mode

Positioning Originals

Setting Print Quantity

Set Job During Warmup

Stop Scan/Print

Copy Size

Multi-Sheet Bypass Tray

Lens Mode

1-2, 2-2

2-1

Store Mode

Reserve

Job Status Screen

Output without Finisher

FS-115/215 Output Modes

Binding Mode

Selecting Magnification Ratio (Lens Mode)

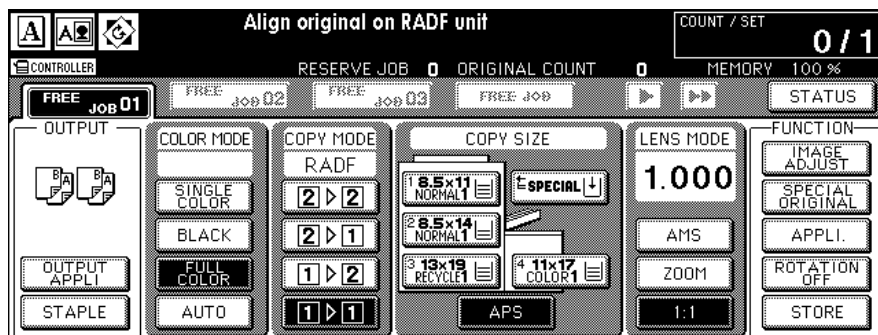
When the copier is turned ON, the magnification ratio is set to 1.000 (100%) automatically on the Basic Screen.

Follow each procedure described in this section to select the desired magnification ratio.

To Copy in 1.000 Magnification Mode

Follow this procedure to make a 100% copy of the original image.

1. Close the RADF securely, then press **[AUTO RESET]**.



The initial settings are restored. Check that **APS** is highlighted to indicate that the 1.000 magnification is selected.



HINT

The initial settings may be altered by the Key Operator. See p. 14-10.

2. Select additional copy conditions, as desired.



DETAILS

Specifying copy size will release 1.000 magnification and set AMS automatically. In this case, touch **1:1** to highlight it again.

3. Enter the desired print quantity from the control panel keypad.



HINT

See p. 3-10 for details on setting print quantity.

4. Position original(s).



HINT

See p. 3-4 to p. 3-9 for details on positioning originals.

5. Press **[START]**.

Selecting Magnification Ratio (Lens Mode) (continued)

To Change Magnification Ratio (Fixed Magnification / Zoom Mode)

Use the 8 preset ratios (0.500, 0.647, 0.772, 0.785, 1.214, 1.294, 1.545, 2.000) and 3 user preset ratios to increase or decrease magnification in fixed amounts, or use the Zoom mode to reduce or enlarge the copied original image in 0.1% (0.001) increments.

Specification for Fixed Magnification / Zoom Mode

- ❑ Incompatible Conditions: AMS, Repeat mode in Repeat, Reduce & Shift in Image Shift



HINT

See p. 8-5 to p. 8-7 for Vertical/Horizontal Zoom mode.

1. Touch **ZOOM** on the Basic Screen.

The popup menu for changing magnification ratio will be displayed.

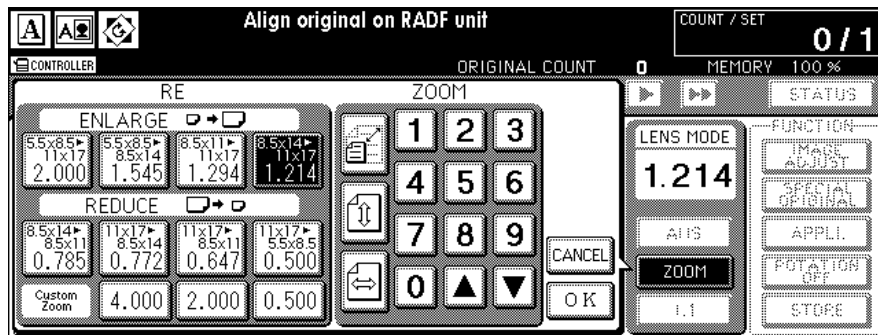


Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

2. Specify the desired magnification ratio.

To select a preset or user preset ratio:



Touch the desired preset or userset ratio key in the RE area to highlight it, then touch **OK**.



DETAILS

To restore the previous setting, touch **CANCEL**.

The selected ratio will be displayed on the Basic Screen.

3 Copying Operations

Selecting Color Mode

Positioning Originals

Setting Print Quantity

Set Job During Warmup

Stop Scan/Print

Copy Size

Multi-Sheet Bypass Tray

Lens Mode

1-2, 2-2

2-1

Store Mode

Reserve

Job Status Screen

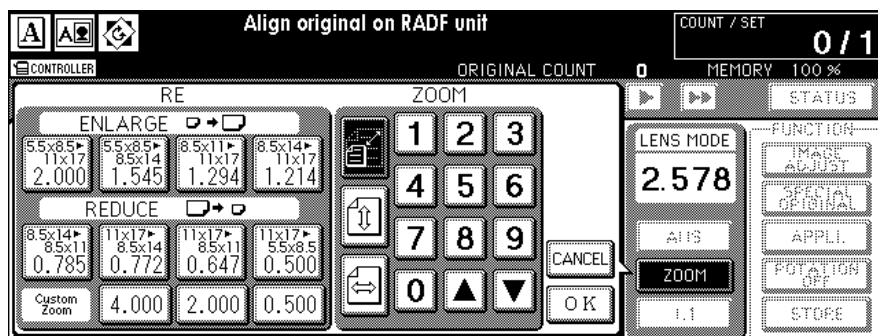
Output without Finisher

FS-115/215 Output Modes

Binding Mode

Selecting Magnification Ratio (Lens Mode) (continued)

To specify a zoom ratio:



Touch the Vertical/Horizontal zoom key in the ZOOM area to highlight it. Use the keypad on the popup menu to enter the desired magnification ratio, then touch **OK**.

The selected ratio will be displayed on the Basic Screen.

DETAILS

- The magnification ratio should be a 4-digit number. Start with 0 if the the magnification ratio is under 1.000.
If an incorrect ratio is entered, continue by entering the correct ratio.
- Use the upper arrow (▲) to enlarge, or the lower arrow (▼) to reduce the ratio in 0.1 % (0.001) increments.
- To restore the previous setting, touch **CANCEL**.

3. Select additional copy conditions, as desired.

4. Enter the desired print quantity from the control panel keypad.

HINT

See p. 3-10 for details on setting print quantity.

5. Position original(s).

HINT

See p. 3-4 to p. 3-9 for details on positioning originals.

6. Press [START].

Making Double-Sided Copies (1►2, 2►2)

The Basic Screen is initially set to 1-1 copy mode to make single-sided copies from single-sided originals.

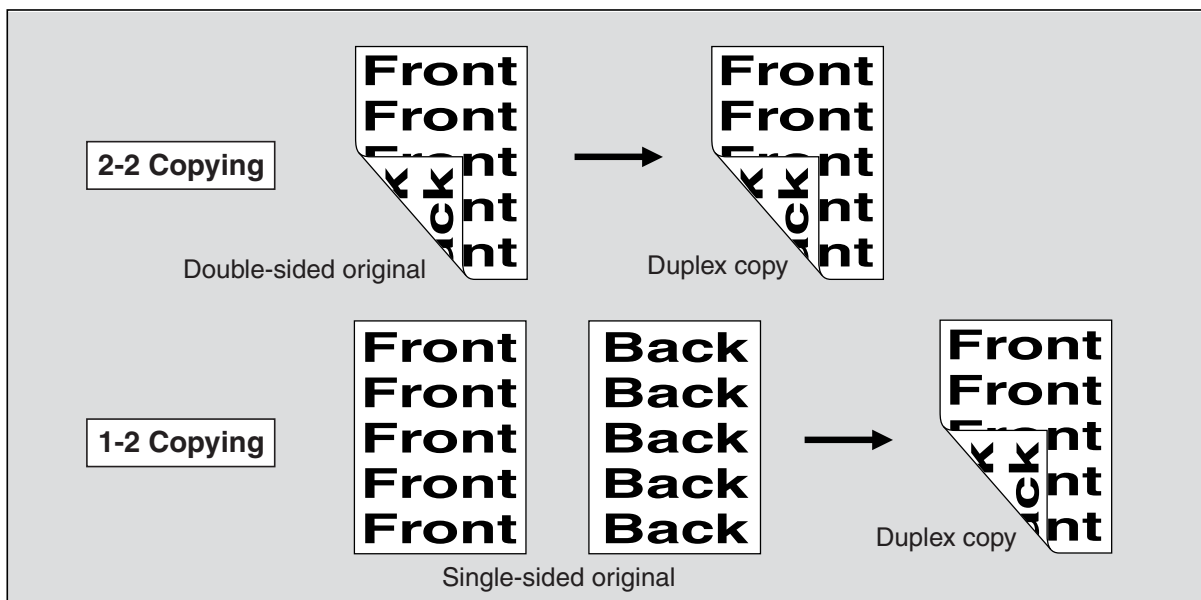
Follow the procedure below to make double-sided copies from the originals scanned from the document feeder or from the platen glass.

Using RADF

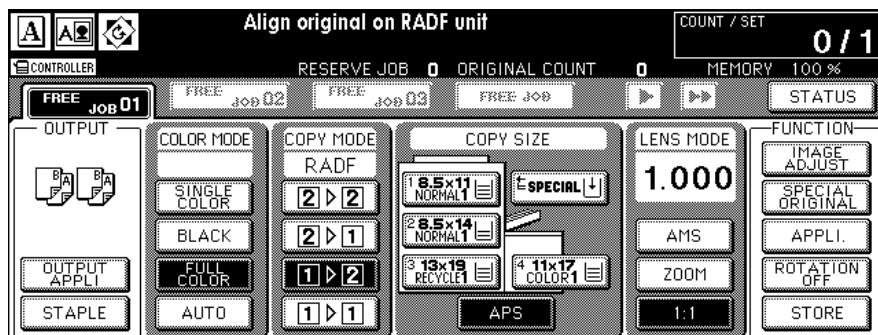
Select the copy mode according to the original type (single-sided or double-sided).

Specification for Double-Sided Copying Using RADF

- ☐ See p. 12-9 for the information on unsuitable RADF originals.
- ☐ Incompatible Conditions: Face Up, Multi-Page Enlargement, Non-Image Area Erase, Verti./Horiz. mode or Auto mode of Repeat, AUTO Layout, Storing Image in Overlay Memory



1. Touch 1►2 or 2►2 on the Basic Screen to highlight it.



Making Double-Sided Copies (1►2, 2►2) (continued)

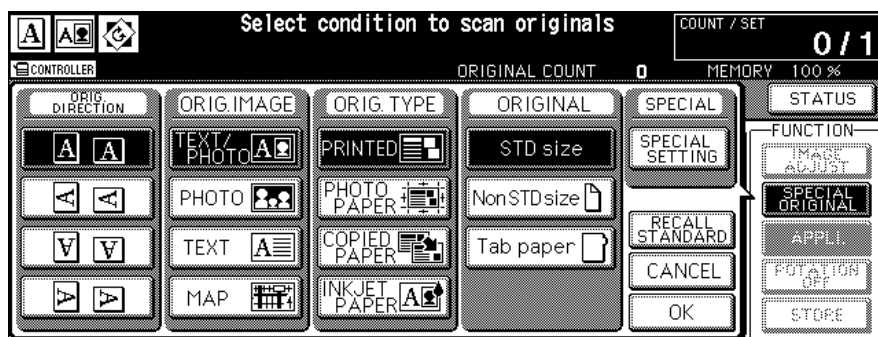


Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

2. Check the original set direction.

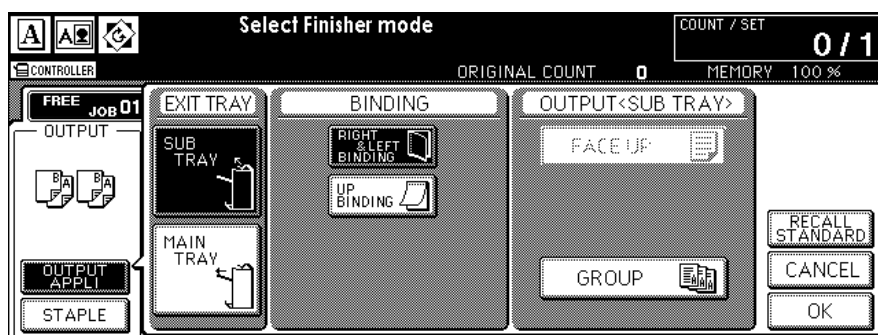
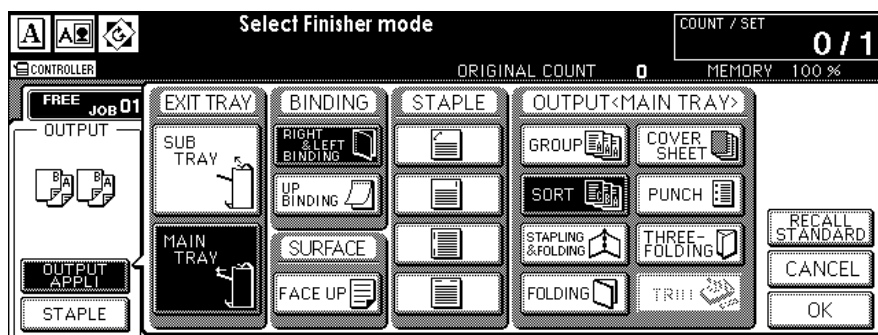
The Original direction icon is located at the upper left corner of the Basic Screen. To change the original set direction, touch **SPECIAL ORIGINAL** on the Basic Screen to display the Special Original popup menu, then touch the desired original direction key to highlight it.



Touch **OK** to return to the Basic Screen.

3. Select the binding mode.

Touch **OUTPUT APPLI.** on the Basic Screen to display the Output Mode popup menu, then touch the desired binding mode key to highlight it.



Making Double-Sided Copies (1►2, 2►2) (continued)



DETAILS

Selecting **UP BINDING** will make copies upside down on the reverse side, while **RIGHT&LEFT BINDING** copies normally.

Touch **OK** to return to the Basic Screen.

4. Select additional copy conditions, as desired.



DETAILS

Some incompatible conditions may automatically release the selected copy mode. In this case, arrange the settings so that they are compatible with the selected copy mode.

5. Enter the desired print quantity from the control panel keypad.



HINT

See p. 3-10 for details on setting print quantity.

6. Position originals **FACE UP** in the document feeder according to the original direction.



HINTS

- See p. 3-4 to p. 3-7 for details on positioning originals.
- Use RADF store mode (p. 3-33 to p. 3-34) when the original count exceeds 100.

7. Press [**START**].

The machine starts to scan originals, then prints duplex copies when ready for output.



DETAILS

Press [**STOP**] to suspend the scanning or printing job. See p. 3-13 for details.



CAUTION

When the finisher / trimmer unit / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

3 Copying Operations

Selecting Color Mode

Positioning Originals

Setting Print Quantity

Set Job During Warmup

Stop Scan/Print

Copy Size

Multi-Sheet Bypass Tray

Lens Mode

1-2, 2-2

2-1

Store Mode

Reserve

Job Status Screen

Output without Finisher

FS-115/215 Output Modes

Binding Mode

Making Double-Sided Copies (1►2, 2►2) (continued)

Using Platen Glass

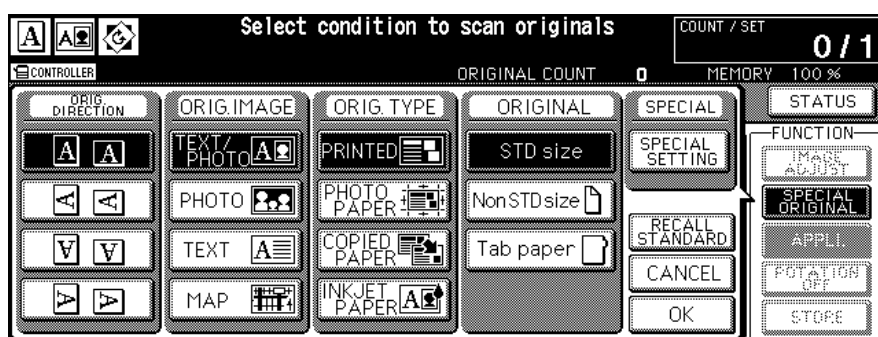
Use the platen glass to scan originals unsuitable for the document feeder.

Specification for Double-Sided Copying Using Platen Glass

- ☐ Use the Platen store mode.
- ☐ See p. 12-9 for the information on unsuitable RADF originals.
- ☐ Incompatible Conditions: Face Up, Image Insert, Multi-page Enlargement, Storing Image in Overlay Memory

1. Check the original set direction.

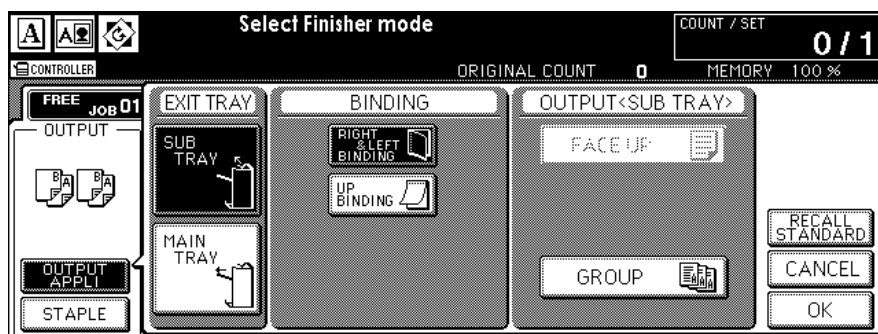
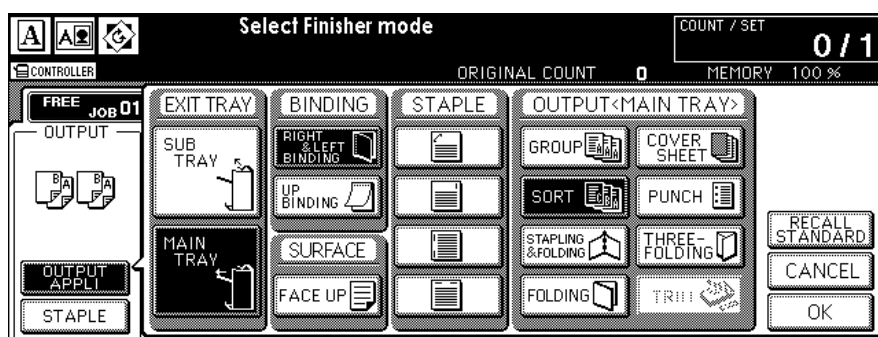
The Original direction icon is located at the upper left corner of the Basic Screen. To change the original set direction, touch **SPECIAL ORIGINAL** on the Basic Screen to display the Special Original popup menu, then touch the desired original direction key to highlight it.



Touch **OK** to return to the Basic Screen.

2. Select the binding mode.

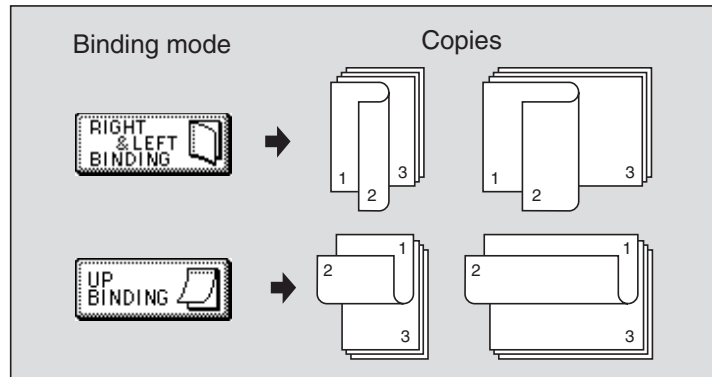
Touch **OUTPUT APPLI.** on the Basic Screen to display the Output Mode popup menu, then touch the desired binding mode key to highlight it.



Making Double-Sided Copies (1►2, 2►2) (continued)

DETAILS

Selecting **UP BINDING** will make copies upside down on the reverse side, while **RIGHT&LEFT BINDING** copies normally.



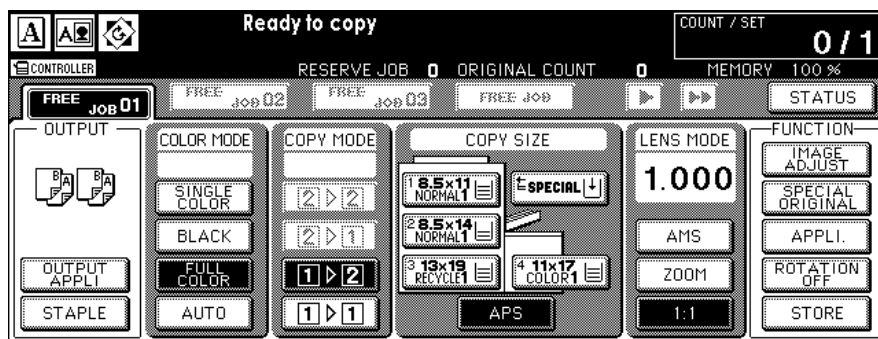
Touch **OK** to return to the Basic Screen.

3. Position original **FACE DOWN** on the platen glass according to the original direction, then close the document feeder or original cover. Be sure to start from the first page.

HINTS

- See p. 12-9 for paper sizes detectable on the platen glass.
- See p. 3-8 for details on positioning originals.
- Use Non-Image Area Erase to prevent the black copy marks to be produced when scanning the original with the document feeder or original cover open. See p. 10-30 to p. 10-31.

4. Touch 1►2 on the Basic Screen to highlight it.



The **STORE** key will be automatically highlighted on the screen.

Reminder!

DO NOT press [**AUTO RESET**] at this point, otherwise the platen mode will be released to disable the copier from scanning the original placed on the platen glass.

3 Copying Operations

Selecting Color Mode

Positioning Originals

Setting Print Quantity

Set Job During Warmup

Stop Scan/Print

Copy Size

Multi-Sheet Bypass Tray

Lens Mode

1-2, 2-2

2-1

Store Mode

Reserve

Job Status Screen

Output without Finisher

FS-115/215 Output Modes

Binding Mode

Making Double-Sided Copies (1►2, 2►2) (continued)

5. Select additional copy conditions, as desired.



Some incompatible conditions may automatically release the selected copy mode. In this case, arrange the settings so that they are compatible with the selected copy mode.

6. Enter the desired print quantity from the control panel keypad.



See p. 3-10 for details on setting print quantity.

7. Press [**START**] to scan.

The front side image of the double-sided copy will be scanned into memory.

8. Replace the original on the platen glass with the back side image original, then press [**START**].

Repeat this step until all originals are scanned.



- Memory indicator on the upper right of the Basic Screen allows you to check the remaining memory.
- To delete the scanned data without printing, press [**STOP**]. See p. 3-13 for details.

9. After all originals are scanned, touch **STORE** to exit the Store mode.

STORE will no longer be highlighted.

10. Press [**START**] to print.

All the data in memory will be output.



Press [**STOP**] to suspend the printing job. See p. 3-13 for details.



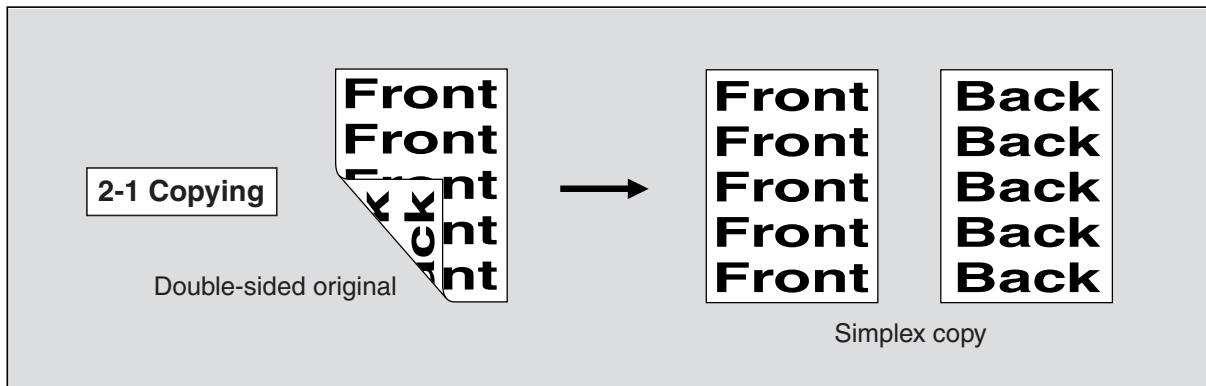
When the finisher / trimmer unit / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Making Single-Sided Copies from Double-Sided Originals (2►1)

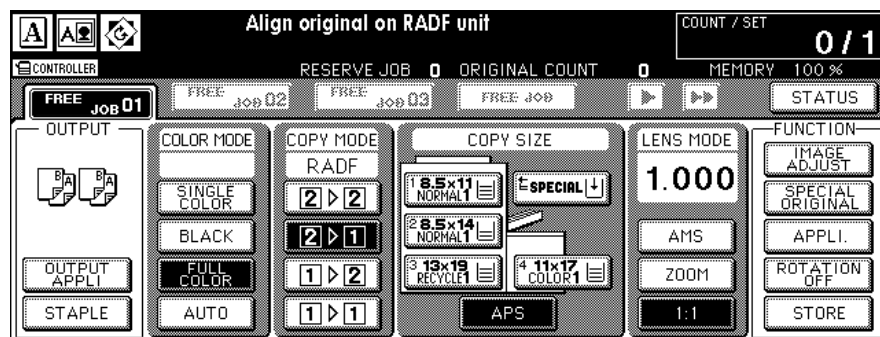
Use RADF and select 2-1 copy mode to make single-sided copies from double-sided originals.

Specification for Single-Sided Copying from Double-Sided Originals

- ☐ See p. 12-9 for the information on unsuitable RADF originals.
- ☐ Incompatible Conditions: Folding/Stapling&Folding/Trimming(with Booklet selected), Tab paper, Chapter, Booklet, Multi-Page Enlargement, Non-Image Area Erase, Repeat (except 2/4/8 Repeat), AUTO Layout, Storing Image in Overlay Memory



1. Touch 2►1 on the Basic Screen to highlight it.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [AUTO RESET].

2. Select additional copy conditions, as desired.
3. Enter the desired print quantity from the control panel keypad.



HINT

See p. 3-10 for details on setting print quantity.

4. Position originals **FACE UP** in the document feeder.



HINTS

- See p. 3-4 to p. 3-7 for details on positioning originals.
- Use RADF store mode (p. 3-33 to p. 3-34) when the original count exceeds 100.

3 Copying Operations

Selecting Color Mode

Positioning Originals

Setting Print Quantity

Set Job During Warmup

Stop Scan/Print

Copy Size

Multi-Sheet Bypass Tray

Lens Mode

1-2, 2-2

2-1

Store Mode

Reserve

Job Status Screen

Output without Finisher

FS-115/215 Output Modes

Binding Mode

Making Single-Sided Copies from Double-Sided Originals (2►1) (continued)

5. Press [**START**].

The machine starts to scan originals, then prints simplex copies when ready for output.



DETAILS

Press [**STOP**] to suspend the scanning or printing job. See p. 3-13 for details.



CAUTION

When the finisher / trimmer unit / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

To Scan Originals into Memory (Store Mode)

Store mode allows you to scan all the originals first, then to start a continuous printing job.

Use RADF store mode to scan a large amount of originals.

Use Platen store mode for originals that cannot be fed through the document feeder due to thickness, size or condition.

These two modes can be used in combination.



DETAILS

RADF tray capacity is 100; however, more than 100 originals can be scanned into memory using RADF store mode.

Specification for Store Mode

- ❑ Incompatible with RADF store mode: Image Insert, Storing image in Overlay Memory

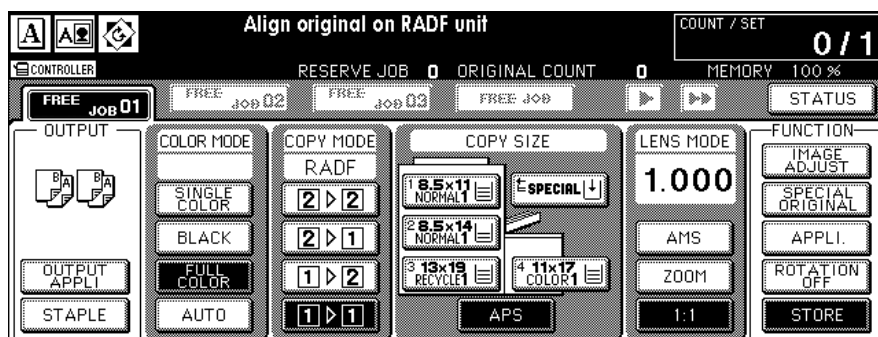
1. Make copying selections, as desired.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

2. Touch **STORE** on the Basic Screen to highlight it.



3. Enter the desired print quantity from the control panel keypad.



HINT

See p. 3-10 for details on setting print quantity.

4. Position original(s).

Using platen glass:

Place original **FACE DOWN**. Start scanning from the first page.



Reminder!

When Book Copy, Non-Image Area Erase, Auto detection mode of Repeat, or AUTO Layout is selected, keep the RADF open throughout the scanning procedure.

3 Copying Operations

Selecting Color Mode

Positioning Originals

Setting Print Quantity

Set Job During Warmup

Stop Scan/Print

Copy Size

Multi-Sheet Bypass Tray

Lens Mode

1-2, 2-2

2-1

Store Mode

Reserve

Job Status Screen

Output without Finisher

FS-115/215 Output Modes

Binding Mode

To Scan Originals into Memory (Store Mode) (continued)

Using RADE:

Position originals with page one FACE UP. Up to 100 originals can be loaded. If the number of originals exceeds 100, divide them into blocks not exceeding 100 sheets and load them beginning with the block with the first page.

Be sure to check the original direction according to the Original direction icon displayed at the upper left corner of the Basic Screen.



Reminder!

The copy result may not be satisfactory if the originals are set in wrong direction. Be sure that the originals are set in the same direction as indicated by the Original direction icon, especially when making double-sided copies or using Staple, Stapling&Folding, Folding, or Booklet mode. See p. 9-2 to p. 9-3 for details.



HINT

See p. 3-4 to p. 3-9 for details on positioning originals.

5. Press [START] to scan.



DETAILS

- Repeat steps **4** and **5** until all originals are scanned.
- Memory indicator on the upper right of the Basic Screen allows you to check the remaining memory.
- To delete the scanned data without printing, press [STOP]. See p. 3-13 for details.



HINT

See p. 5-9 to p. 5-10 if memory overflow occurs.

Should memory overflow occur frequently, it is recommended that you contact your service representative to expand the memory capacity in your machine.

6. Touch STORE to exit the Store mode.

STORE will no longer be highlighted.

7. Press [START].

All the data in memory will be output.



DETAILS

Press [STOP] to suspend the scanning or printing job. See p. 3-13 for details.



CAUTION

When the finisher / trimmer unit / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

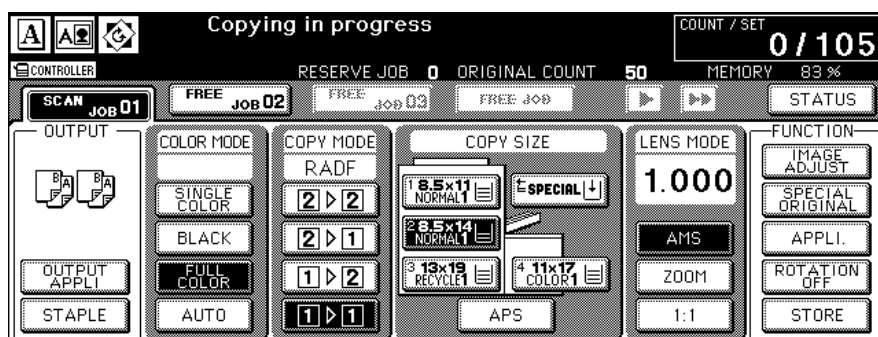
To Set Next Copying Job (Reserve)

The Reserve function allows you to set up a new job while a current job is in process. When the current job is finished, the Reserve job starts printing immediately.

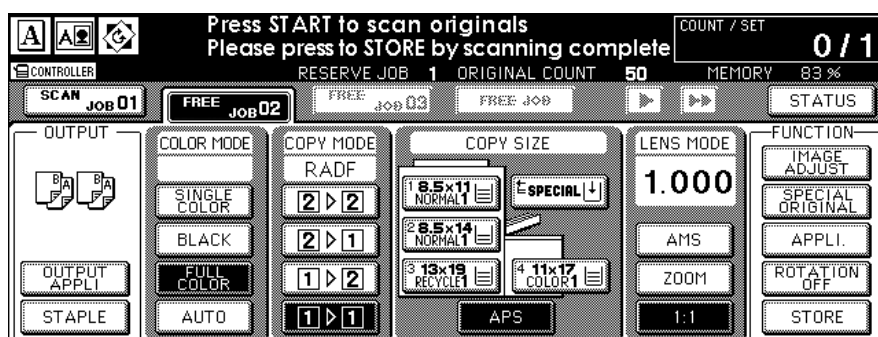
Specifications for Reserve

- ☐ Job settings: Max. 10 (current job plus 9 reserve jobs)
- ☐ When the current job is in Store mode, Image Insert, or Book Copy, the reserve job setting will be available after the copier starts to print the current job.
- ☐ Incompatible Conditions: Interrupt copying, Scanning in Store mode, Proof copy, Storing image in Overlay Memory

1. Press **[START]** to start scanning/printing for the current job.
FREE JOB will become active to show that the reserve job setting is now available.



2. Touch **FREE JOB** to highlight it.
The Reserve Job Setting Screen will be displayed.



On the Reserve Job Setting Screen, all keys on the LCD and control panel will function for the reserve job.

3. Select copy conditions for the reserve job, as desired.



HINT

When trouble occurs while setting the reserve job, the **PRINT** or **SCAN JOB** key on the Basic Screen will change to **JAM** or **ADD PAPER** key. See p. 5-6 to p. 5-8.

3 Copying Operations

Selecting Color Mode

Positioning Originals

Setting Print Quantity

Set Job During Warmup

Stop Scan/Print

Copy Size

Multi-Sheet Bypass Tray

Lens Mode

1-2, 2-2

2-1

Store Mode

Reserve

Job Status Screen

Output without Finisher

FS-115/215 Output Modes

Binding Mode

To Set Next Copying Job (Reserve) (continued)

4. Position original(s) after completing the scan for the current job.



HINT

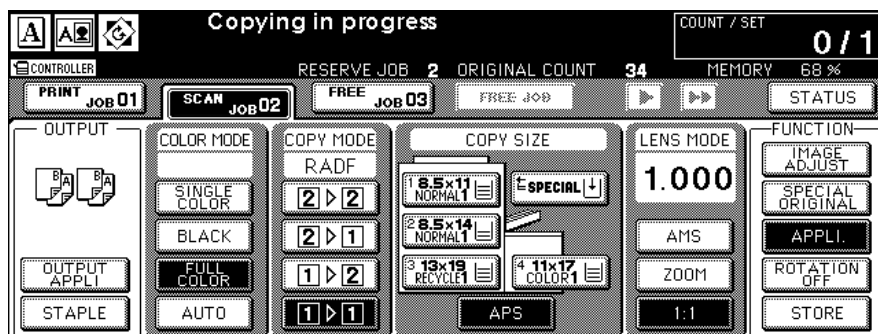
See p. 3-4 to p. 3-9 for details on positioning originals.



DETAILS

To cancel the reserve job, touch **STATUS** on the Basic Screen to display the Job Status Screen. See p. 3-38 to p. 3-40 for details.

5. Press [**START**] to start scanning for the reserve job.



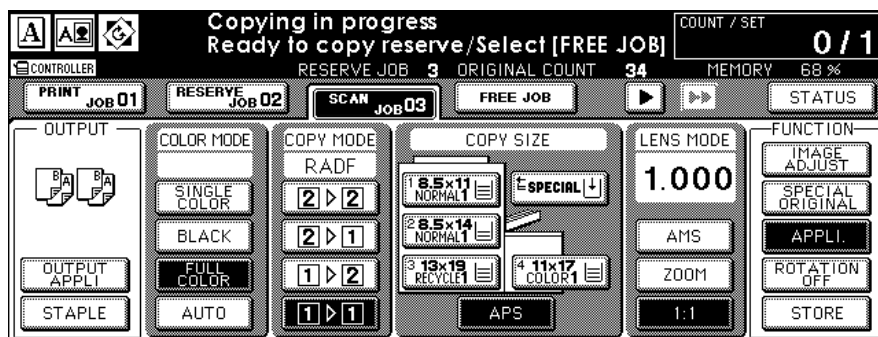
Up to 10 jobs (current job included) can be set.



DETAILS

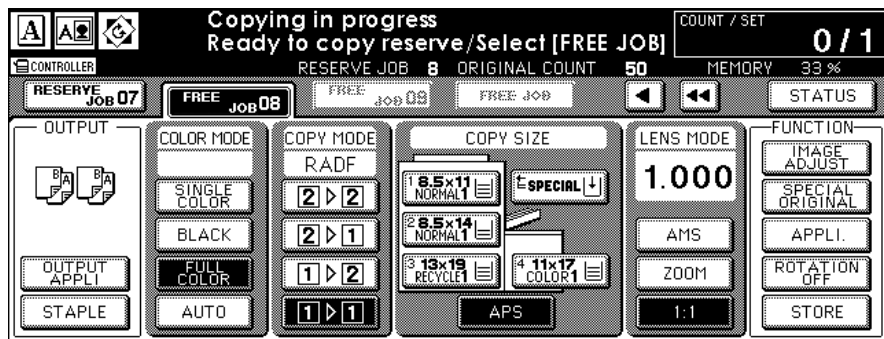
When setting more than one reserve job, the next reserve job setting will be available after the copier starts to scan for the previous reserve job.

To set the fourth copying job, touch the active **FREE JOB** key at the far right to scroll to the next reserve setting screen. Another three reserve job settings (04-06) will be available.



To Set Next Copying Job (Reserve) (continued)

To set the seventh copying job, touch the active **FREE JOB** key at the far right to scroll to the next reserve setting screen.



DETAILS

The number of reserve jobs including current job will be indicated in the middle of the message area.

When completed, the Basic Screen for the current printing job will be restored. To scroll to the next/previous screen, touch the arrow keys displayed at the right side of the folder keys.

HINT

When trouble occurs on a reserve job which is not currently displayed on the screen, the arrow key to scroll to that job will blink. See p. 5-6 to p. 5-8.

6. Copying of the reserve job will start automatically after completing the current job.

CAUTION

When the finisher / trimmer unit / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

3 Copying Operations

Selecting Color Mode

Positioning Originals

Setting Print Quantity

Set Job During Warmup

Stop Scan/Print

Copy Size

Multi-Sheet Bypass Tray

Lens Mode

1-2, 2-2

2-1

Store Mode

Reserve

Job Status Screen

Output without Finisher

FS-115/215 Output Modes

Binding Mode

To Check/Control Jobs in Progress (Job Status Screen)

The Job Status Screen allows you to perform the following functions.

- Confirm machine status
- Delete reserve job
- View noncomplete job list
- Change order of reserve job
- View previous job list



Not only the copy reserve jobs but the print jobs made in Printer mode can also be checked and controlled on this screen.

1. Touch **STATUS** on the Basic Screen.

The Job Status Screen will be displayed.
Check the current status of the machine.



See p. 3-40 for details of the screen.

2. Perform the desired setting on the screen.

NO.	MODE	STATUS	TOTAL PAGE(S)	PAGE(S) LEFT	MINUTE(S) TO GO
01	COPIER	PRINTING	2 0	1 0 0	2
02	PRINTER	RESERVE	1 0	----	----
03	COPIER	RESERVE	2 0	----	----
*** RESERVED JOB DOES NOT EXIST ***					
*** RESERVED JOB DOES NOT EXIST ***					

MEMORY 100 %

Buttons: JOB PRIORITY, JOB DELETE, PREVIOUS JOB LIST, USER NAME CHECK, NON COMPLETE JOB LIST, OK

To change the order of reserve job:

Touch to highlight the desired reserve job key, then touch **JOB PRIORITY**.

The highlighted reserve job is advanced by one in printing order unless the job preceding the selected one is already in progress.



If more than six jobs are entered, use the page down arrow key at the lower left corner of the screen to scroll to the desired job.

To clear reserve job:

Touch to highlight the desired reserve job key, then touch **JOB DELETE**.

Touch **YES** to clear the highlighted reserve job, or **NO** to cancel.

MEMORY 100 %

Dialog box: This JOB will be Cancelled/Deleted YES/NO ?

Buttons: YES, NO

Background table: Same as previous screenshot, with job 02 highlighted.

To Check/Control Jobs in Progress (Job Status Screen) (continued)

To check user name (print jobs only):

Touch **USER NAME CHECK** to display the User Name Check Screen. Check the user name indicated on the right side of the job number and operation mode.

Touch **OK** to return to the Job Status Screen.

NO.	MODE	USERNAME
01	COPIER	12345678
02	PRINTER	12345678
03	COPIER	12345678

*** RESERVED JOB DOES NOT EXIST ***

*** RESERVED JOB DOES NOT EXIST ***

OK

To display previous job list:

Touch **PREVIOUS JOB LIST** to display the Previous Job List Screen. Touch to scroll to the next page.

Up to 16 previous jobs (4 pages) can be displayed.

Touch to return to the previous page.

Touch **OK** to return to the Job Status Screen.

NO.	MODE	STATUS	TOTAL PAGE(S)	PAGE(S) COMPLETE
01	COPIER	CANCEL	20	100
02	PRINTER	COMPLETE	10	100
03	COPIER	COMPLETE	20	100

*** PREVIOUS JOB DOES NOT EXIST ***

OK

To display noncomplete job list:

Touch **NONCOMPLETE JOB LIST** to display the Noncomplete Job List Screen.

Touch to scroll to the next page.

Up to 16 noncomplete jobs (4 pages) can be displayed.

Touch to return to the previous page.

Touch **OK** to return to the Job Status Screen.

NO.	USER NAME	FILE NAME	FACTOR
***	NON COMPLETE JOB DOES NOT EXIST	***	***
***	NON COMPLETE JOB DOES NOT EXIST	***	***
***	NON COMPLETE JOB DOES NOT EXIST	***	***
***	NON COMPLETE JOB DOES NOT EXIST	***	***

OK

3. Touch **OK** on the Job Status Screen.

The Basic Screen will be restored.

3 Copying Operations

Selecting Color Mode

Positioning Originals

Setting Print Quantity

Set Job During Warmup

Stop Scan/Print

Copy Size

Multi-Sheet Bypass Tray

Lens Mode

1-2, 2-2

2-1

Store Mode

Reserve

Job Status Screen

Output without Finisher

FS-115/215 Output Modes

Binding Mode

To Check/Control Jobs in Progress (Job Status Screen) (continued)

Contents of Job Status Screen

- NO. : Displays the No. (01-99) for each job assigned to the machine.
- MODE: Displays the machine's current mode of operation. Three modes are listed below.
COPIER
PRINTER
SCANNER
- STATUS: Displays the current status of the machine for each job.
READY : Ready to use in each mode
INTERRUPT : Interrupting the previous job
ERROR : Error in each mode
PRINTING : Printing in each mode
NO PAPER : No paper in copy/print mode
STOP : Stop in each mode
RESERVE : Ready to reserve
JAM : Jam in each mode
- TOTAL PAGE(s): Displays the number of scanned pages for each job. (0 to 9999)
- PAGE(s) LEFT: Displays the remaining copy count of the job.
0 to 9999 (The number exceeding 9999 will be displayed as 9999^.)
Copy count = No. of scanned pages x Print quantity
- MINUTE(s) TO GO: Displays the time (in minutes) required for completing the job.
Exceeding 999 minutes: 999^
Shorter than 1 minute: <1
- Other: The following message will be displayed on the bar when the reserved job does not exist.

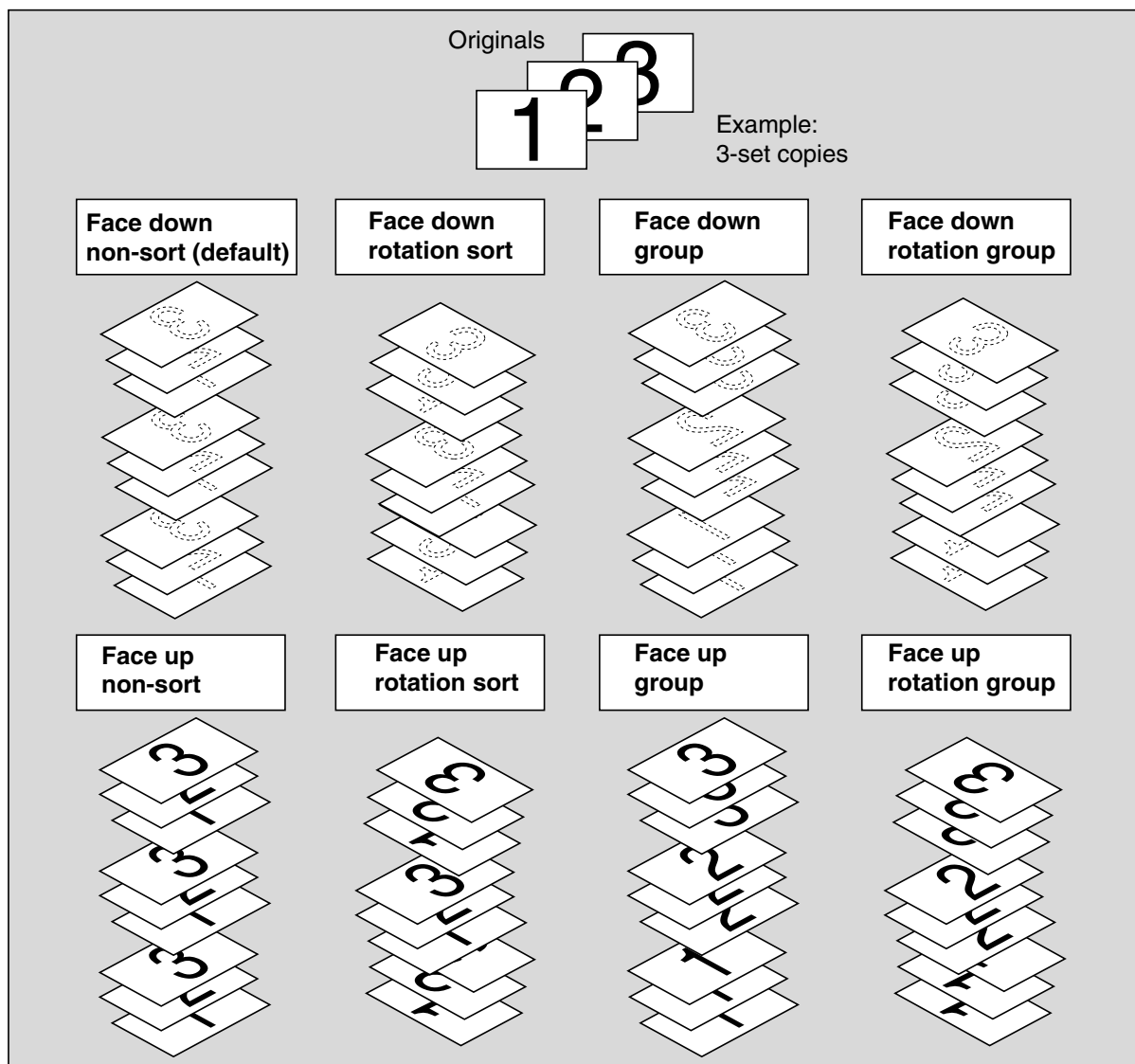
RESERVED JOB DOES NOT EXIST

Output Mode for Machine without Finisher

This section describes the output modes for a copier without the Finisher. The Non-sort mode is initially selected.

- 1 **Non-sort mode** copies the original set in amounts determined by the print quantity setting, then outputs sorted sets normally.
- 2 **Rotation sort mode** rotates every other sorted sets by 90° upon exit, provided the same paper size is loaded in two trays, one tray with paper loaded in portrait orientation and the other tray with paper loaded in landscape orientation, e.g., 8.5"x11" and 8.5"x11"R.
- 3 **Group mode** copies each original page in amounts determined by the print quantity setting, then outputs grouped sets normally.
- 4 **Rotation group mode** rotates every other grouped set by 90° upon exit, provided the same paper size is loaded in two trays, one tray with paper loaded in portrait orientation and the other tray with paper loaded in landscape orientation, e.g., 8.5"x11" and 8.5"x11"R.

Using **Face up mode** in combination with the above four modes, simplex copies exit face up on the exit tray.



Output Mode for Machine without Finisher (continued)

Specification for Output Modes without Finisher

- ❑ Incompatible with Group mode: Proof Copy, Sheet/Cover Insertion, Chapter, Combination, Booklet, Image Insert, Program Job, Repeat, AUTO Layout, Non-Image Area Erase, Stamp (Numbering)
- ❑ Incompatible with Rotation Group mode: Proof Copy, Mixed Original, Z-Folded Original, Non STD Size (WHOLE AREA), Sheet/Cover Insertion, Chapter, Combination, Booklet, Image Insert, Book Copy, Program Job, Repeat, AUTO Layout, Non-Image Area Erase, Stamp (Numbering), Overlay
- ❑ Incompatible with Rotation Sort mode: Mixed Original, Sheet/Cover Insertion, Booklet, Repeat, AUTO Layout, Non-Image Area Erase

1. Load copy paper.

When using Rotation sort or Rotation group mode, load the same paper size into two trays in different orientation.



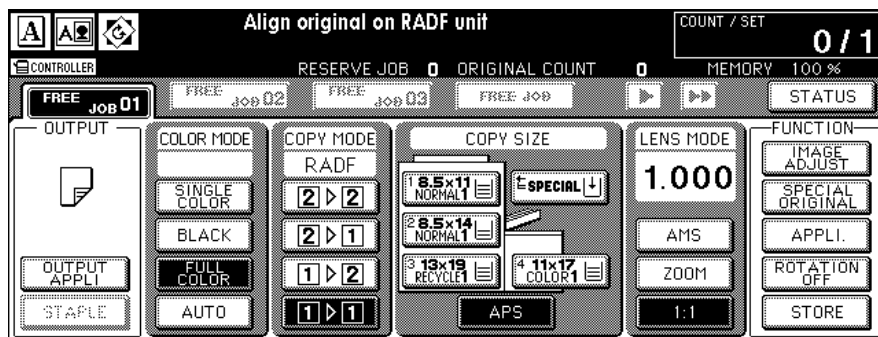
Reminder!

- Do not release the Rotation function.
- When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

2. Select the desired output mode.

To select Face down non-sort mode:

Confirm that **OUTPUT APPLI.** is not highlighted on the Basic Screen.



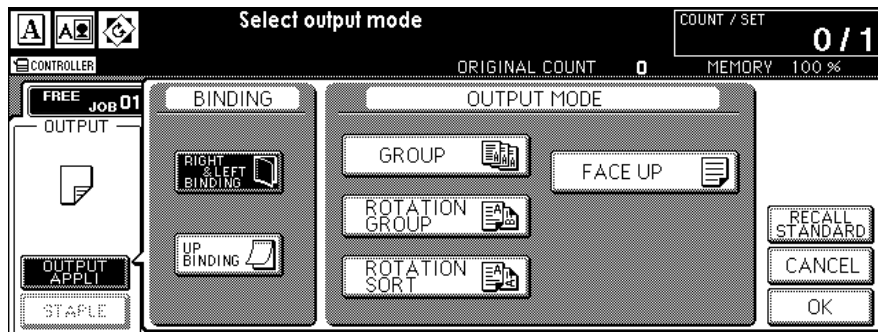
HINT

Face down non-sort mode is initially selected. Key Operator can change the initial output mode. See p. 14-10.

To select Group, Rotation group, Rotation sort or Face up mode:

Touch **OUTPUT APPLI.** on the Basic Screen to display the Output Mode popup menu, then touch the desired mode key to highlight it.

To use Face up mode in combination, simply touch **FACE UP** to highlight it.



Output Mode for Machine without Finisher (continued)

3. Touch **OK** on the Output Mode popup menu.

The Basic Screen will be restored with the output icon indicating the Output mode currently selected.



DETAILS

Touch **CANCEL** on the Output Mode popup menu to restore the previous setting.

Touch **RECALL STANDARD** to restore the initial setting.



HINT

See the next page for details of the output icons displayed on the Basic Screen.

4. Select additional copy conditions, as desired.

5. Enter the desired print quantity from the control panel keypad.



Reminder!

The exit tray capacity is 120 sheets (28 lb paper). Be sure that the capacity is not exceeded.



HINT

See p. 3-10 for details on setting print quantity.

6. Position original(s) **FACE UP** in the document feeder or **FACE DOWN** on the platen glass.



HINT

See p. 3-4 to p. 3-9 for details on positioning originals.

7. Press [**START**].



DETAILS

Press [**STOP**] to suspend the scanning or printing job. See p. 3-13 for details.



CAUTION

When the paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

3

Copying Operations

Selecting Color Mode

Positioning Originals

Setting Print Quantity

Set Job During Warmup

Stop Scan/Print

Copy Size

Multi-Sheet Bypass Tray

Lens Mode

1-2, 2-2

2-1

Store Mode

Reserve

Job Status Screen

Output without Finisher

FS-115/215 Output Modes

Binding Mode

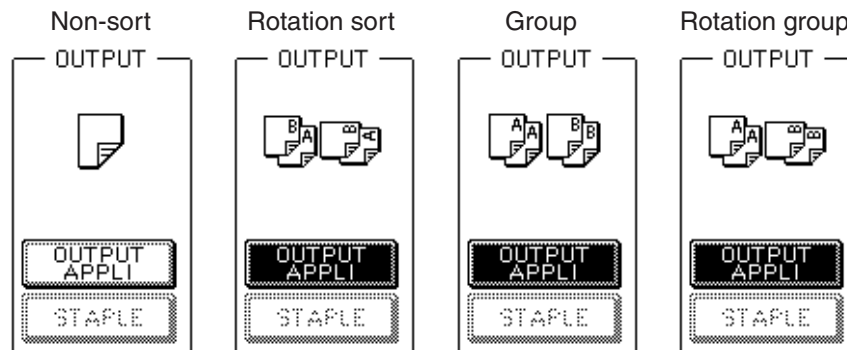
Output Mode for Machine without Finisher (continued)



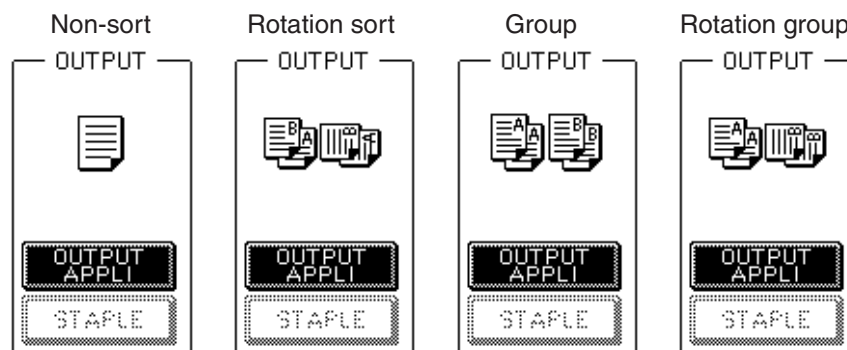
DETAILS

Output Icons on the Basic Screen

Face Down



Face Up



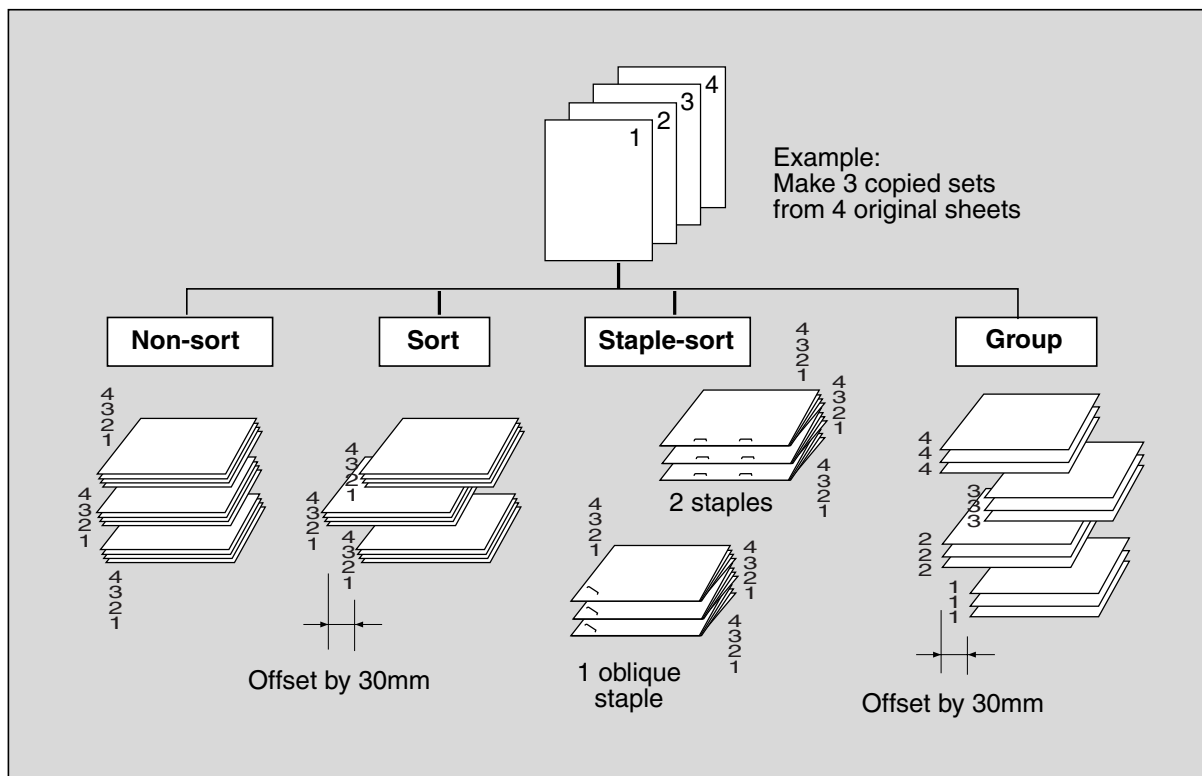
Output Mode for Machine with Finisher

Finisher FN-120/FN-9 is equipped with a primary (main) and a secondary (sub) exit trays. Without using any optional equipment, each exit tray provides the output modes as described below.

Primay (Main) Tray:

- 1 **Non-sort mode** simply means that the offset-stacker finisher modes are not selected. Copies will be stacked upon exit without being offset by sorted sets.
- 2 **Sort mode** outputs multiple copies of the original set, having each sorted set offset by 30mm upon exit.
- 3 **Staple mode** offsets and staples each sorted set. Up to 50 sheets (or within 5mm thick) can be stapled.
- 4 **Group mode** groups together multiple copies of each original and offsets the sets by 30mm upon exit.

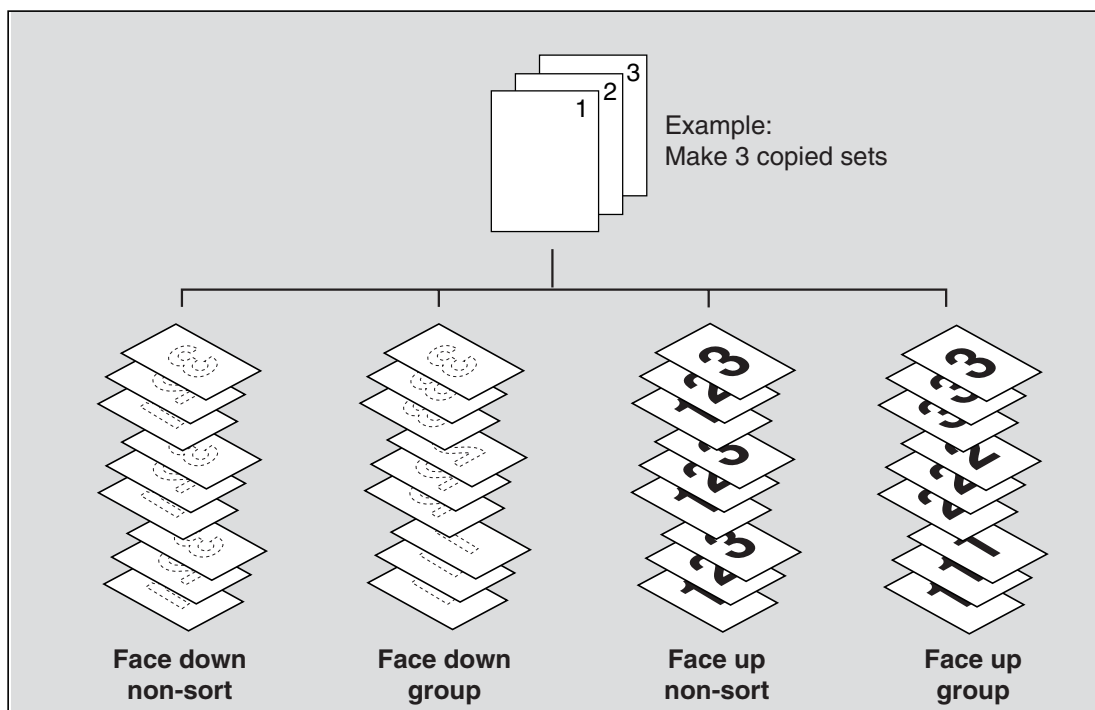
Using **Face up mode** in combination with the above four modes, simplex copies exit face up on the exit tray.



Output Mode for Machine with Finisher (continued)

Secondary (Sub) Tray:

- 1 **Face down non-sort exit** outputs simplex copies and odd numbered duplex copies face down, without offsetting the sorted sets.
- 2 **Face down group exit** outputs multiple copies of each original face down, without offsetting the grouped sets upon exit.
- 3 **Face up non-sort exit** outputs simplex copies and odd numbered duplex copies face up, without offsetting the sorted sets.
- 4 **Face up group exit** outputs multiple copies of each original face up, without offsetting the grouped sets upon exit.



The copier is initially set to output to Primary (main) tray in Sort mode.
Follow the procedure on the next page to change the output mode, as desired.



HINT

See Section 8 for the output modes using Finisher options.

Specification for Output Modes with Finisher

- ☐ Incompatible with Sort mode: Using platen glass (unless Image Insert, Book Copy, or Platen store mode is used), Folding, Stapling & Folding, Three-Folding, Trimming
- ☐ Incompatible with Staple mode: Using platen glass (unless Image Insert, Book Copy, or Platen store mode is used), Folding, Stapling & Folding, Three-Folding, Trimming



Reminder!

Using excessively curled paper or some types of thin paper in Staple mode may cause poor results in arrangement of the stapled sets.

Output Mode for Machine with Finisher (continued)

- ❑ Incompatible with Group mode: 1▶2 or 2▶2 mode using platen glass (unless Platen store mode is used), Proof Copy, Folding, Stapling & Folding, Three-Folding, Trimming, Sheet/Cover Insertion, Chapter, Combination, Booklet, Image Insert, Repeat
- ❑ Incompatible with Group using Secondary (sub) tray: 1▶2 or 2▶2 mode using platen glass (unless Platen store mode is used), Proof Copy, Folding, Stapling & Folding, Three-Folding, Trimming, Punch, Cover sheet feeding, Sheet/Cover Insertion, Chapter, Combination, Booklet, Image Insert, Repeat
- ❑ Incompatible with Face Up exit: 1▶2 or 2▶2 mode using platen glass, Folding, Stapling & Folding, Three-Folding, Trimming, Cover sheet feeding

1. Close the RADF securely, then press [AUTO RESET].

Check that the Sort mode icon is displayed and the **OUTPUT APPLI.** key is highlighted in the OUTPUT area.



HINT

Key Operator can change the initial output mode. See p. 14-10.

2. Select the desired output mode.

To set output to the Primary (main) tray (except Staple): proceed to the next step.

To set Staple mode: proceed to step 4.

To set output to the Secondary (sub) tray: proceed to step 5.

3. Touch **OUTPUT APPLI.** to display the Output Mode popup menu, then touch **MAIN TRAY** to highlight it.

To select Non-sort mode, deselect all the keys in the OUTPUT<MAIN TRAY> area.

To select Sort mode, touch **SORT** to highlight it.

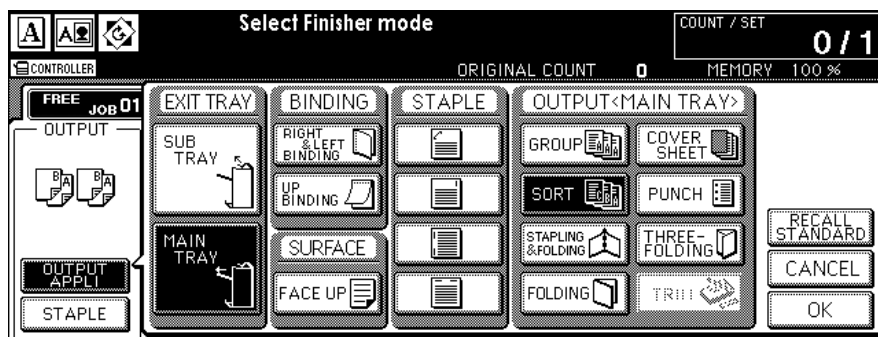
To select Group mode, touch **GROUP** to highlight it.

To select Face up mode, touch **FACE UP** in the SURFACE area to highlight it. The Face up mode is compatible with Non-sort, Sort and Group modes.



Reminder!

Using Face up mode and Non-sort or Sort mode in combination, the sorted copies will be output in the reverse order of the originals.



Touch **OK** on the Output Mode popup menu to return to the Basic Screen.

OUTPUT APPLI. will be highlighted, and the output icon of the selected output mode will be displayed in the OUTPUT area.

Proceed to step 6.



HINTS

See p. 3-50 for details of the output icons displayed on the Basic Screen.

4. To set Staple-sort mode:

3 Copying Operations

Selecting Color Mode

Positioning Originals

Setting Print Quantity

Set Job During Warmup

Stop Scan/Print

Copy Size

Multi-Sheet Bypass Tray

Lens Mode

1-2, 2-2

2-1

Store Mode

Reserve

Job Status Screen

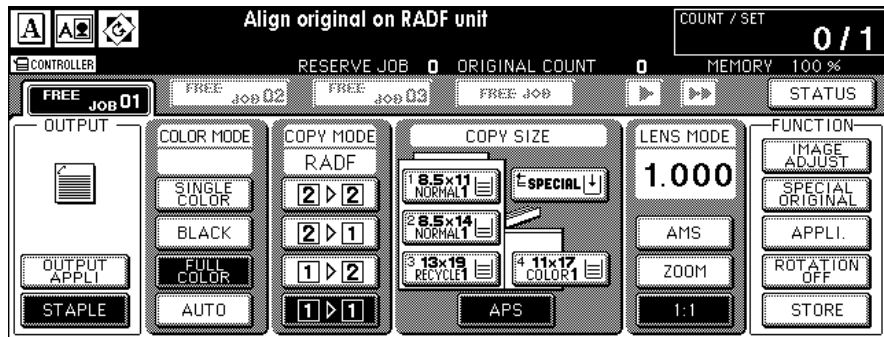
Output without Finisher

FS-115/215 Output Modes

Binding Mode

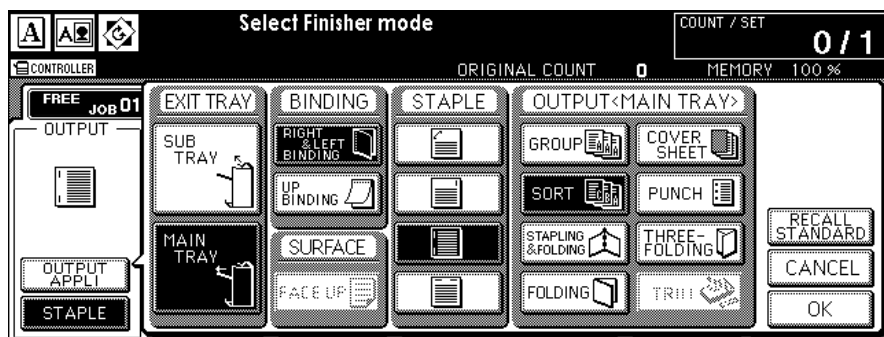
Output Mode for Machine with Finisher (continued)

- (1) Touch **STAPLE** on the Basic Screen to highlight it.



The staple position icon will be displayed in the output icon area.
To change the staple position, proceed to the next step.
Proceed to step (3), if the present setting is desired.

- (2) Touch **OUTPUT APPLI.** on the Basic Screen to display the Output Mode popup menu, touch the desired staple position key, then touch **OK**.



The Basic Screen will be restored, with the selected staple position icon displayed.

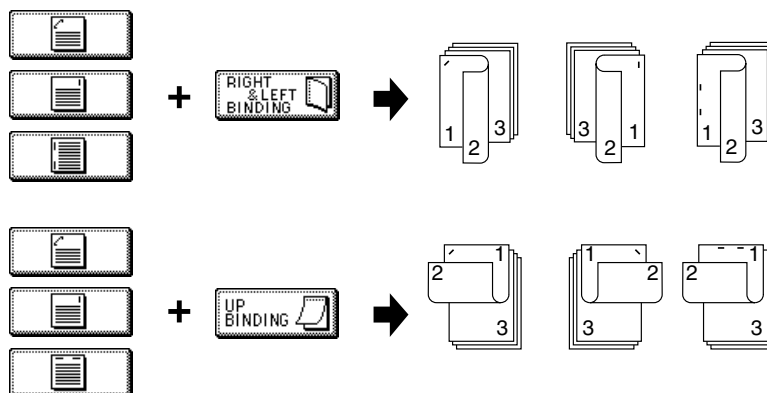


HINT

When making double-sided copies, select the desired binding mode on the Output Mode popup menu. See p. 3-52 for details of the binding mode.

Staple position

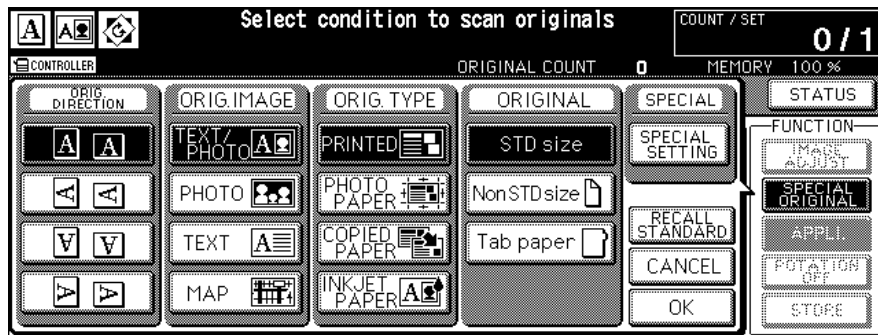
Binding mode



Output Mode for Machine with Finisher (continued)

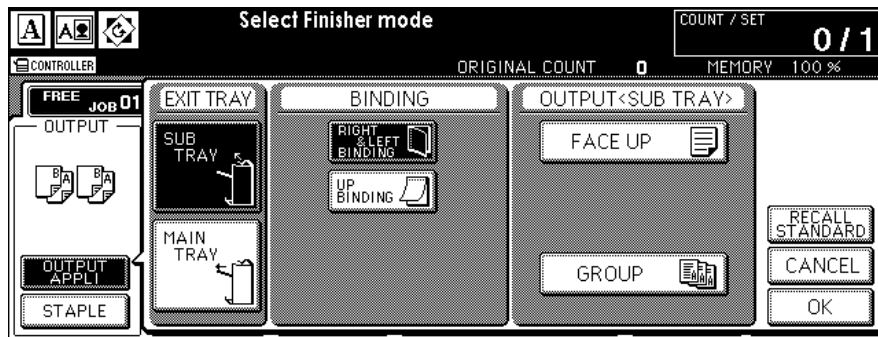
- (3) Check the original set direction with the Original direction icon at the upper left corner of the Basic Screen.

To change the original set direction, touch **SPECIAL ORIGINAL** on the Basic Screen to display the Special Original popup menu, touch the desired original set direction key, then touch **OK** to return to the Basic Screen.



Proceed to step 6.

5. Touch **OUTPUT APPLI.** to display the Output Mode popup menu, then touch **SUB TRAY** to highlight it.



To select Face down non-sort mode, deselect both **FACE UP** and **GROUP**.

To select Face up non-sort mode, touch **FACE UP** to highlight it.

To select Face down group mode, touch **GROUP** to highlight it.

To select Face up group mode, touch **FACE UP** and **GROUP** to highlight them.

Touch **OK** to restore the Basic Screen. **OUTPUT APPLI.** will be highlighted, and the output icon of the selected output mode will be displayed in the OUTPUT area.



HINT

See p. 3-50 to p. 3-51 for details of the output icons displayed on the Basic Screen.

6. Select additional copy conditions, as desired.
7. Enter the desired print quantity from the control panel keypad.



Reminder!

See p. 12-4 to p. 12-5 to be sure that the finisher capacity is not exceeded.



HINT

See p. 3-10 for details on setting print quantity.

3 Copying Operations

Selecting Color Mode

Positioning Originals

Setting Print Quantity

Set Job During Warmup

Stop Scan/Print

Copy Size

Multi-Sheet Bypass Tray

Lens Mode

1-2, 2-2

2-1

Store Mode

Reserve

Job Status Screen

Output without Finisher

FS-115/215 Output Modes

Binding Mode

Output Mode for Machine with Finisher (continued)

8. Position original(s).



HINT

See p. 3-4 to p. 3-9 for details on positioning originals.

9. Press [START].



DETAILS

Press [STOP] to suspend the scanning or printing job. See p. 3-13 for details.



Reminder!

Finisher primary (main) tray of Finisher FN-120/FN-9 gradually goes down while printed materials output. DO NOT allow any object to interfere with the operation of the tray on the left side of the finisher, as any interference may cause damage to the finisher.



CAUTION

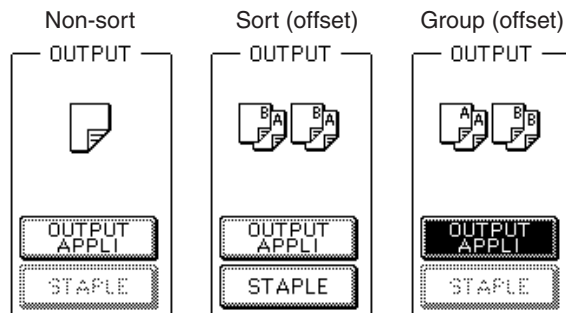
When the finisher exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.



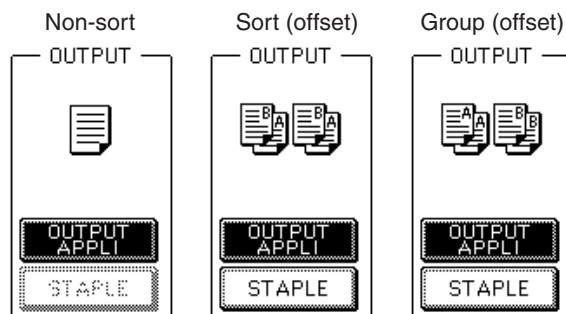
DETAILS

Output Icons on the Basic Screen

Primary (Main) tray: Face down

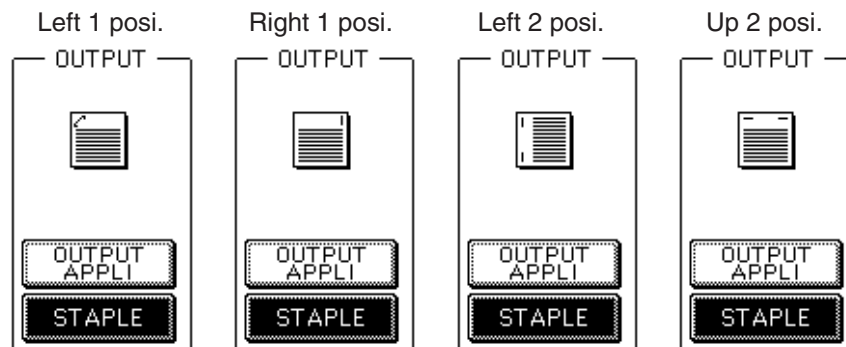


Primary (Main) tray: Face up

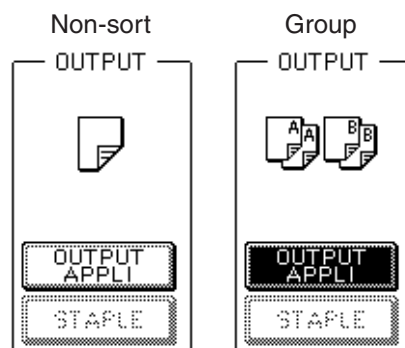


Output Mode for Machine with Finisher (continued)

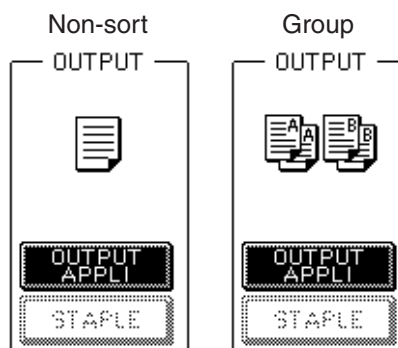
Primary (Main) tray: Staple-Sort



Secondary (Sub) tray: Face down



Secondary (Sub) tray: Face up



3 Copying Operations

Selecting Color Mode

Positioning Originals

Setting Print Quantity

Set Job During Warmup

Stop Scan/Print

Copy Size

Multi-Sheet Bypass Tray

Lens Mode

1-2, 2-2

2-1

Store Mode

Reserve

Job Status Screen

Output without Finisher

FS-115/215 Output Modes

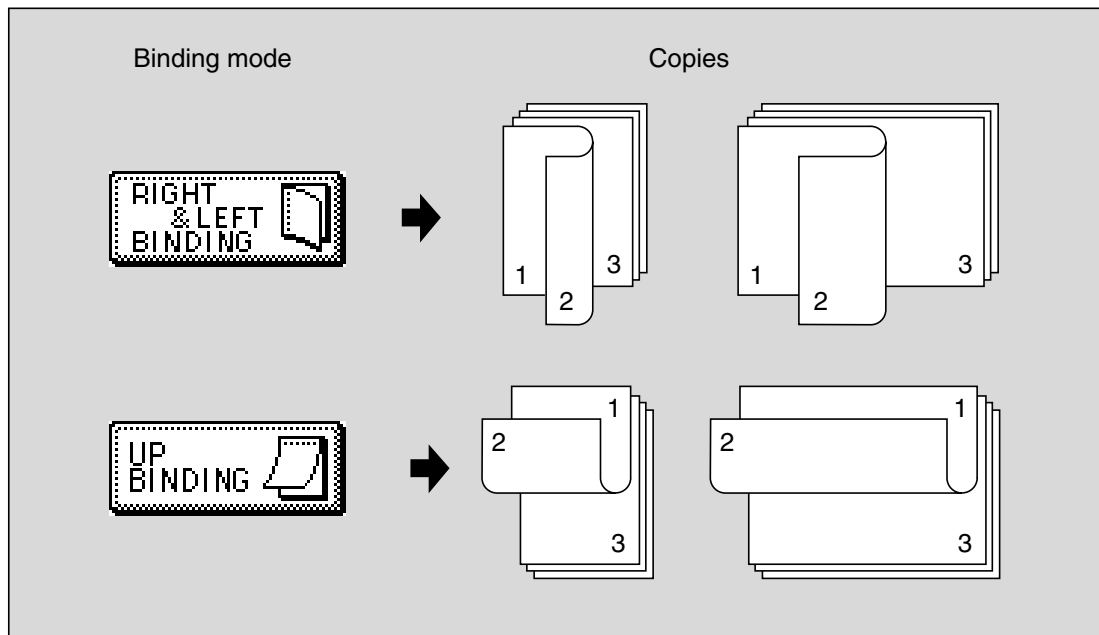
Binding Mode

Selecting Binding Mode

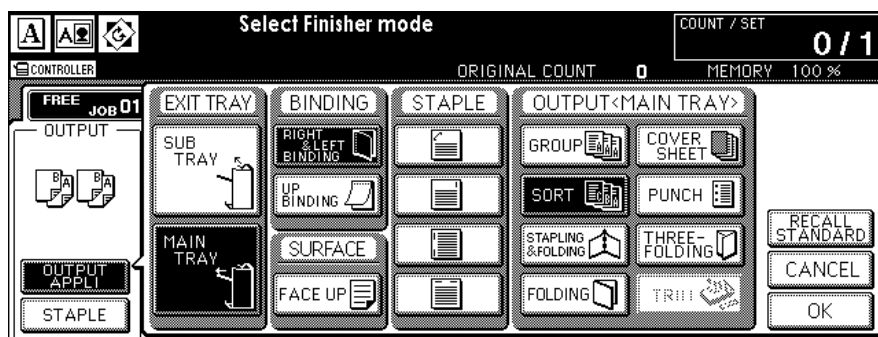
When copying in 1►2 or 2►2 mode, specify the binding mode on the Output Mode popup menu to obtain the desired copy result.

Right & Left binding: Normal duplex copies

Up binding: Duplex copies arranged upside down on the reverse side



1. Touch **OUTPUT APPLI.** to display the Output Mode popup menu.



2. Touch to highlight the desired binding mode key.
3. Touch **OK** to return to the Basic Screen.

SECTION

4

Helpful Functions

How to Use Helpful Functions

Making Sample Copy (Proof Copy)	4-2
Checking Feature Selections / Proof Copying (Check Mode)	4-4
Interrupt Copying	4-8
Storing Job Conditions (Job Memory: Job Store)	4-11
Recalling Stored Job Settings (Job Memory: Job Recall)	4-14
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Displaying Screen for Operation Guide (Help Mode)	4-16

4

Helpful Functions

Proof Copy

Check Mode

Interrupt
Mode

Job Memory

Recalling
Previous Settings

Help Mode

Making Sample Copy (Proof Copy)

Use Proof copy to produce a sample of the copied set before making multiple copies. This is a convenient and cost effective way of viewing the results of the following copying selections.

- Copying conditions using Store mode
- Sheet/Cover Insertion
- Chapter
- Combination
- Booklet
- Image Insert
- Book Copy
- Program Job

Specifications for Proof Copy

- ☐ Proof copy is available when using RADF or Platen store mode for multiple originals.
- ☐ Proof copy is not compatible with Group or Rotation group output mode.

1. Select the desired copy conditions and enter the desired print quantity.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

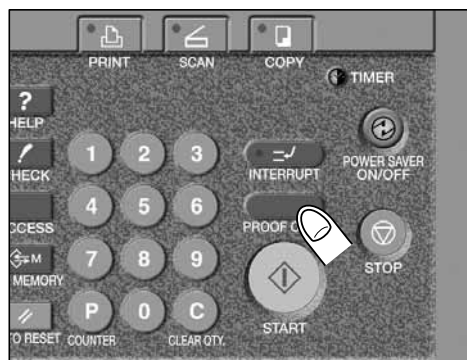
2. Position original(s).



HINT

See p. 3-4 to p. 3-9 for details on positioning originals.

3. Press [**PROOF COPY**] on the control panel.



A sample copy will be output, and the Check Screen will be displayed.



DETAILS

- Press [**STOP**] to suspend the proof copying. In this case, the scanned image data will not be deleted from memory.
- You cannot change or release selections that appeared dimmed after proof copying.

Making Sample Copy (Proof Copy) (continued)

CHECK MODE [BASIC MODE] <Setting change is available except screened items>

Copy Quantity	1	Exit Tray	Main tray
Duplex Mode	1-1	Output Mode	
Color Mode	MonoColor(Magenta)	Group(Face up)	
Lens Mode	1.000		
Copy Size	13x19		
Paper Type	Normal		
Paper Weight	-----		

TrayConfirm CHANGE SETTING RELEASE SETTING PROOF COPY EXIT

If the copy result is satisfactory, proceed to step 5.
If any setting changes are required, refer to p. 4-6 under the next heading.

4. Repeat proof copying until the copy result becomes satisfactory.
5. Change the print quantity, as required.

DETAILS

Proof copy can be performed as needed, until the print quantity amount on the Basic Screen reaches zero.
If required, change the print quantity on the Basic Screen.

6. Press [START].

If the print quantity is not changed, the copier will output the rest, minus the sample sets.

CAUTION

When the finisher / trimmer unit / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

4 Helpful Functions

Proof Copy

Check Mode

Interrupt
Mode

Job Memory

Recalling
Previous Settings

Help Mode

Checking Feature Selections / Proof Copying (Check Mode)

Use the Check mode to confirm copying selections before starting print operation. In this mode, use Proof copy to produce a sample of the copied set before making multiple copies. This is a convenient and cost effective way of viewing the results of the following copying selections.

- Copying conditions using Store mode
- Sheet/Cover insertion
- Chapter
- Combination
- Booklet
- Image insert
- Book Copy
- Program job

Specifications for Check Mode and Proof Copy

- ☐ Proof copy is available when using RADF, or Platen store mode for multiple originals.
- ☐ Proof copy cannot be used for testing the Userset density.
- ☐ Proof copy is unavailable with Group output mode.

1. Select the desired copy conditions and enter the desired print quantity.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

2. Position original(s).



HINT

See p. 3-4 to p. 3-9 for details on positioning originals.

3. Press [**CHECK**] on the control panel.



Checking Feature Selections / Proof Copying (Check Mode) (continued)

The Check Screen will be displayed.

CHECK MODE 【 BASIC MODE 】

Copy Quantity	1	Exit Tray	Main tray
Duplex Mode	1-1	Output Mode	
Color Mode	MonoColor(Magenta)	Group(Face up)	
Lens Mode	1.000		
Copy Size	13x19		
Paper Type	Normal		
Paper Weight	-----		

↓ TrayConfirm CHANGE SETTING RELEASE SETTING PROOF COPY EXIT

CHECK MODE 【 SPECIAL ORIGINAL MODE 】

Special Orig.	Normal Mode
Original	STD size
Thickness	Normal
Enhance Mode	Text/Photo
Original Type	Printed

↓ ↑ TrayConfirm CHANGE SETTING RELEASE SETTING PROOF COPY EXIT

CHECK MODE 【 IMAGE ADJUST MODE 】

Copy Density	+2	Brightness	+1
Back adjustment	+1		
Adj Red	-3		
Adj Green	+2		
Adj Blue	STD.		
HUE	-1		
Saturation	+4		

↓ ↑ TrayConfirm CHANGE SETTING RELEASE SETTING PROOF COPY EXIT

CHECK MODE 【 IMAGE ADJUST MODE 】

SHARPNESS	-1	ColorBalance	
CONTRAST	STD.		
GLOS MODE	STD.		
Screen Select	Prefer Resolution		
Image Judge			
Text/Phot STD.			
Color text STD.			

	CYAN	MAGENTA	YELLOW	BLACK
Shadow	0	-4	+4	0
MidTone	0	0	+4	-2
Highlight	+2	0	+4	0

↓ ↑ TrayConfirm CHANGE SETTING RELEASE SETTING PROOF COPY EXIT

CHECK MODE 【 APPLICATION MODE 】

Fm/Fld Erasure	<Frame> All sides 10mm
Image Shift	<Front> SHIFT [+] 10.0mm [-] 10.0mm [] 0.0mm [] 0.0mm
Stamp/Overlay	Page numbering MID

↑ TrayConfirm CHANGE SETTING RELEASE SETTING PROOF COPY EXIT

Tray Setting Check Screen

TRAY SETTING CHECK 【 SIZE 】 【 PAPER KINDS 】 【 PAPER WEIGHT 】

Tray 1	13x19	318x487mm	ExcLD	5(163~209g/m ²)
Tray 2	11x17M	297x432mm	COATED	3(81~105g/m ²)
Tray 3	13x19	318x487mm	HIGH Q	4(106~152g/m ²)
Bypass	SPECIAL	297x431mm	---	

EXIT

Touch the lower arrow key to scroll to the next screen in order as shown above. Touching the upper arrow key will resume the previous screen.

Touch **TrayConfirm** to display the Tray Setting Check Screen.

Verify all the settings made for the current job.

- If settings are OK, proceed to step 8.
- If a sample copy is needed, proceed to step 6.
- If making any setting change from the Check Screen, proceed to the next step.
- If releasing any setting from the Check Screen, proceed to step 5.

4 Helpful Functions

Proof Copy

Check Mode

Interrupt Mode

Job Memory

Recalling Previous Settings

Help Mode

Checking Feature Selections / Proof Copying (Check Mode) (continued)

4. To change the settings:

Touch the desired copying condition key on the Check Screen to highlight it.

Any key that cannot be highlighted indicates that the copying condition cannot be changed from the Check Screen.

Touch **CHANGE SETTING**.

The LCD will display an appropriate screen to change the copying condition selected.



DETAILS

- Selecting a basic copying condition key will display the Basic Screen.
- Selecting a Special Original Mode key will display the Special Original popup menu.
- Selecting an Image Adjust Mode key will display the Change Image Adjustment Setting Screen.
When **BOOK MARK** has been checked on a subsequent screen, selecting the mode key will jump to that screen.
- Selecting an Application Mode key will display the Change Application Selection Screen.
When **BOOK MARK** has been checked on a subsequent screen, selecting the application function key will jump to that screen. See p. 10-2 for details.
- **CHANGE SETTING** will not function for the following application functions, however they can be released by touching **RELEASE SETTING**: Program Job, Non-Image Area Erase, Reverse Image, AUTO Layout, Overlay.

Change the setting as desired, then restore the Check Screen to return to the checking steps.

From the Basic Screen, press [**CHECK**] to return to the Check Screen.

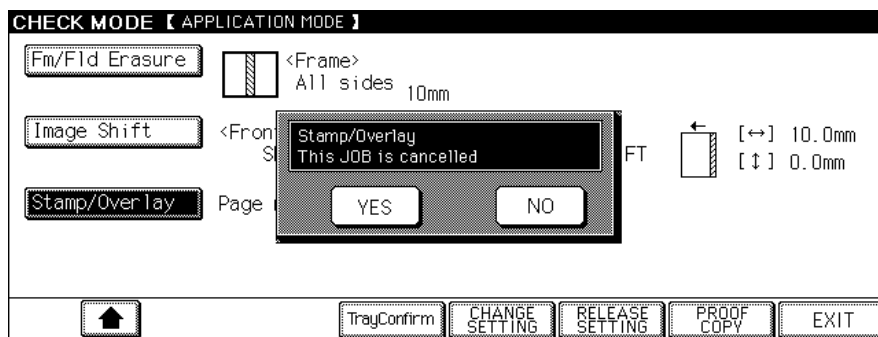
From the Special Original popup menu, Change Image Adjustment Setting Screen or Change Application Selection Screen, touch **OK** to return to the Check Screen.

- When making a set or sample copy, proceed to step 6.
- To start printing without proofcopying, proceed to step 8.

5. To release the settings:

Touch the desired copying condition key on the Check Screen to highlight it, then touch **RELEASE SETTING**.

The confirmation screen will appear on the Check Screen.



Touch **YES** to cancel the function, or **NO** to restore.

- If making a sample copy, proceed to the next step.
- To start printing, proceed to step 8.

Checking Feature Selections / Proof Copying (Check Mode) (continued)

6. Press [**PROOF COPY**] on the control panel or touch **PROOF COPY** on the Check Screen.

A sample copy will be output.



DETAILS

- Press [**STOP**] to suspend the proof copying. In this case, the scanned image data will not be deleted from memory.
- You cannot change or release selections that appeared dimmed after proof copying.

The screenshot shows the 'CHECK MODE' screen with the following settings and options:

CHECK MODE 【 BASIC MODE 】		<Setting change is available except screened items>	
Copy Quantity	1	Exit Tray	Main tray
Duplex Mode	1-1	Output Mode	
Color Mode	MonoColor(Magenta)	Group(Face up)	
Lens Mode	1.000		
Copy Size	13x19		
Paper Type	Normal		
Paper Weight	----		

At the bottom, there is a navigation bar with the following buttons: TrayConfirm, CHANGE SETTING, RELEASE SETTING, PROOF COPY, and EXIT.

- When the copy result is satisfactory, proceed to the next step.
- When any setting change is required, return to step 4, then repeat proof copying, as required.
If the desired selection cannot be changed, press [**STOP**] to delete all the data in memory, then press [**AUTO RESET**] to restart the job setting.

7. Change the copy quantity or other conditions, as required.



DETAILS

Proof copy can be performed as needed, until the print quantity amount on the Basic Screen reaches zero. (Note that the print quantity amount on the Check Screen does not change.)

If required, change the print quantity on the Basic Screen.

8. Press [**START**].

If the print quantity is not changed, the copier will output the rest, except the sample sets.



CAUTION

When the finisher / trimmer unit / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Interrupt Copying

Use the Interrupt mode to interrupt copying in progress to perform a simple job. When interrupt copying is completed, the settings for the initial job restore automatically and the Basic Screen displays.

Interrupt copying is available when the copier is performing the following operations:

- Continuously printing the image stored in memory
- Scanning the originals into memory
- Scanning the originals into memory in Reserve mode while printing



HINT

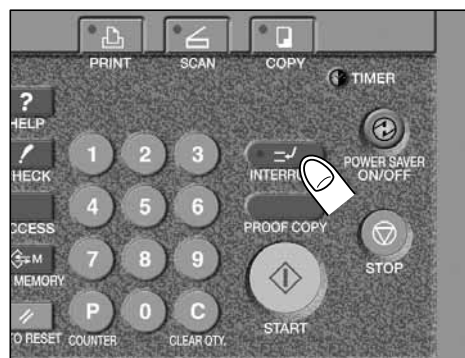
If desired, Key Operator can change the timing to stop current machine operation for interrupt copying.

Note that the compatible copying conditions vary according to the timing selected. See p. 14-37 to p. 14-42.

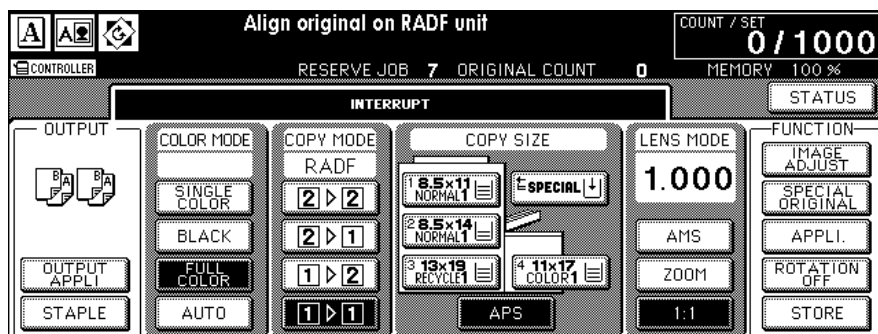
Specification for Interrupt Mode

- ☐ The Interrupt mode cannot be selected with the following copier conditions:
 - The Basic Screen is not displayed.
 - Overlay Memory is in use.
 - The Call for Service message displays or a paper misfeed occurs.
- ☐ Incompatible: 2►1, 2►2, Applications, Mixed Original, Z-Folded Original

1. Press [**INTERRUPT**] on the control panel.



The [**INTERRUPT**] LED turns on and all **JOB** indicators on the Basic Screen change to **INTERRUPT**.



HINT

The timing to enter the Interrupt mode varies according to the job in progress on the machine when [**INTERRUPT**] is pressed.

See the following page.



DETAILS

In Reserve mode, pressing [**INTERRUPT**] before the copier finishes scanning the reserve job originals clears the settings selected for the reserve job. For details of Reserve mode, see p. 3-35 to p. 3-37.

2. Set copy conditions, as desired.

The initial settings in Interrupt mode are as follows.

Color Mode	: Full Color
Copy Mode	: 1▶1
RADF	: ON
AES	: ON
Lens Mode	: 1.000 (100%)
APS	: ON
Print Quantity	: 1
Finisher	: Sub Tray



DETAILS

Remove any document from the platen glass or from the document feeder, if present.

3. Position original(s).



HINT

See p. 3-4 to p. 3-9 for details on positioning originals.

4. Press [**START**] to start the interrupt copying.



DETAILS

When [**CHECK**] is pressed during Interrupt copying, the information displayed reflects the initial copy job settings. Check mode will not display Interrupt copy job information.

5. When Interrupt copying is completed, press [**INTERRUPT**] again.

The [**INTERRUPT**] LED turns out and the **INTERRUPT** indicator on the Basic Screen returns to the **JOB** indicators.

The settings of the initial job will be restored on the Basic Screen.

6. Press [**START**] to resume copying.



CAUTION

When the finisher / trimmer unit / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

DETAILS

For particular jobs in progress, copying will cease only after certain phases of the immediate operation are completed, as indicated by the [**INTERRUPT**] LED conditions described below.

- Collectively printing image stored in memory
The LED blinks until one set of the current job is printed.
Then the LED remains steady for the temporary job performed in Interrupt mode.
- Scanning originals into memory
The LED blinks until scanning is completed for all originals placed in the document feeder.
Then, the LED remains steady for the temporary job performed in Interrupt mode.
- Scanning originals into memory while printing in Reserve mode
The LED blinks until the copier completes the current printing job, scans all originals placed on the document feeder, and prints one set of the Reserved job.
The LED remains steady for the temporary job performed in Interrupt mode.

Storing Job Conditions (Job Memory: Job Store)

Use Job Store to store up to 30 frequently used copy job settings, which can be recalled at any time. The stored jobs can be given alphabetical names.

Specifications for Job Memory

- ☐ All copying functions can be selected.
- ☐ Interrupt mode cannot be used while in Job Memory.

1. Make job selections from the Basic Screen and/or Application Selection Screen.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

2. Press [**JOB MEMORY**] on the control panel.



The Job No. Selection Screen will be displayed.

3. Touch **STORE**.

Job memory mode Select job number		
1 ABCD1234	6	11
2 COLOR1234	7 MAIL	12
3 TEST1234	8	13
4	9	14
5	10	15

↓ STORE PRE-JOB RECALL CANCEL OK

The Job Store Check Screen will be displayed.

4

Helpful Functions

Proof Copy

Check Mode

Interrupt Mode

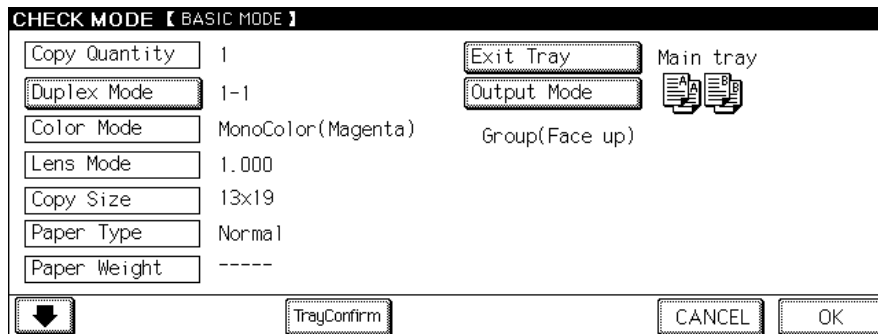
Job Memory

Recalling Previous Settings

Help Mode

Storing Job Conditions (Job Memory: Job Store) (continued)

4. Review the settings on the Job Store Check Screen.



The Job Store Check Screen displays various settings for the job store. The title bar reads "CHECK MODE [BASIC MODE]". The settings are as follows:

Setting	Value
Copy Quantity	1
Duplex Mode	1-1
Color Mode	MonoColor(Magenta)
Lens Mode	1.000
Copy Size	13x19
Paper Type	Normal
Paper Weight	----
Exit Tray	Main tray
Output Mode	Group(Face up)

At the bottom, there is a downward arrow button, a "TrayConfirm" button, and "CANCEL" and "OK" buttons.

Touch the lower arrow key to scroll to the following pages.
Check that the selections made in step 1 are correctly entered.



If any correction is required, touch **CANCEL** to return to the Basic Screen.
Make new selections, then restart the Job Store operation from step 2.

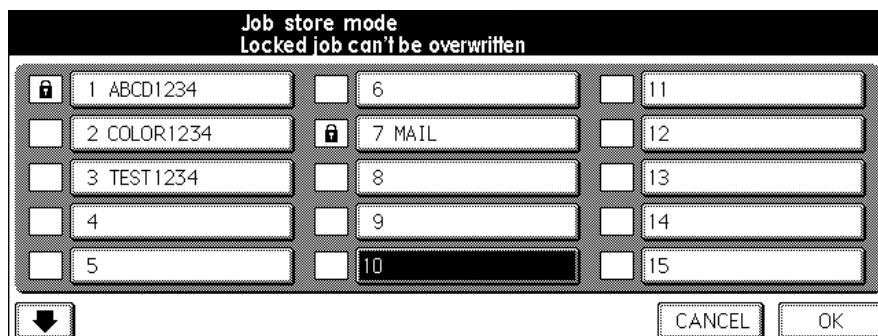
5. Touch **OK**.

The Job No. Selection Screen will be restored.



To suspend the storing job after step 6, press [**AUTO RESET**].
Job Memory mode will be cancelled, and the Basic Screen will return from any screen.

6. Touch to highlight one of the keys numbered from 1~30 to store the job under that number.



The Job store mode screen displays 15 job number keys. The title bar reads "Job store mode" and "Locked job can't be overwritten". The keys are arranged in a 3x5 grid:

Key	Job Name	Key	Job Name	Key	Job Name
1	ABCD1234	6		11	
2	COLOR1234	7	MAIL	12	
3	TEST1234	8		13	
4		9		14	
5		10		15	

At the bottom, there is a downward arrow button, a "CANCEL" button, and an "OK" button.

The screen displays 15 job number keys. The arrow key at the lower left corner can be used to scroll to the next/previous page.

A blank key indicates that no job is stored under that key, and a named job without a lock icon (🔒) displayed can be overwritten.

The key with a lock icon (🔒) displayed is locked and cannot be selected.



To lock or unlock a job, and to delete a locked job, see p. 14-20.

Storing Job Conditions (Job Memory: Job Store) (continued)



DETAILS

If you wish to cancel the job number selection, touch **CANCEL** to restore the Basic Screen, which displays the settings made in step 1.
If you wish to cancel the settings, press [**AUTO RESET**].

7. Touch **OK**.

The Job Name Registration Screen will be displayed.

Use max 16 characters to
name job

A	B	C	D	E	F	G	H	I	J
K	L	M	N	O	P	Q	R	S	T
U	V	W	X	Y	Z	()	-	/
0	1	2	3	4	5	6	7	8	9

1-CHARACTER DELETE CANCEL OK

8. Enter a job name.

Enter a job name in up to 16 characters, using the touch screen alphabet keypad.
To correct an entry, touch **1-CHARACTER DELETE** repeatedly to delete each character entered, then enter the correct job name.



DETAILS

If you do not wish to enter a name, simply touch **OK**. The key displays 16 asterisks (*) in place of a name.
When changing the name of a job previously stored, touch **1-CHARACTER DELETE** repeatedly to delete the previous name, then enter the new name.

9. Touch **OK**.

The Job No. Selection Screen will be restored.
Check that the job name has been correctly entered.

10. Touch **OK** to complete the setting and return to the Basic Screen.

4

Helpful
Functions

Proof Copy

Check Mode

Interrupt
Mode

Job Memory

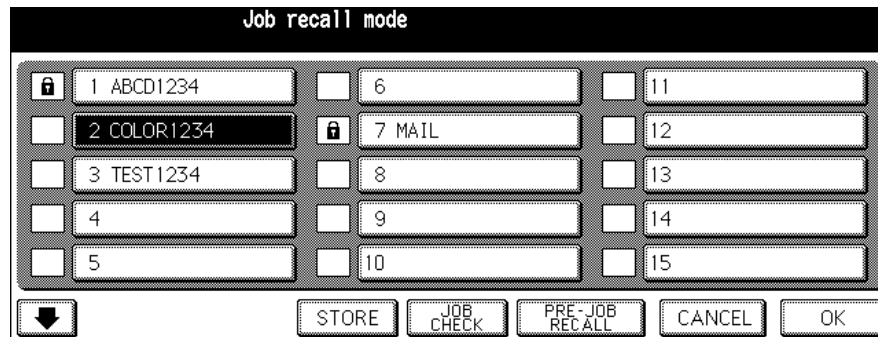
Recalling
Previous Settings

Help Mode

Recalling Stored Job Settings (Job Memory: Job Recall)

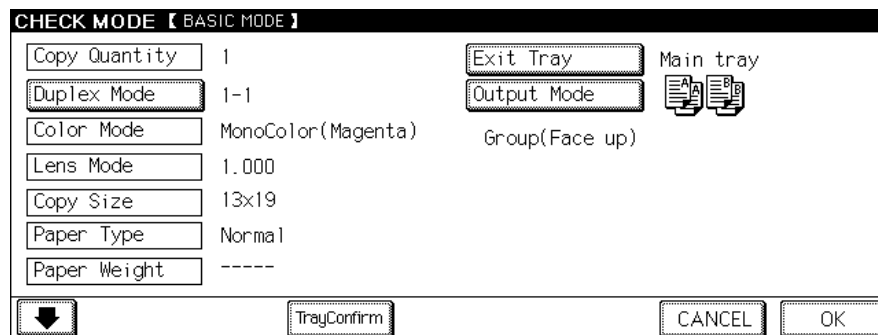
Use Job Recall to recall jobs that are already stored in Job Memory.

- 1. Press [JOB MEMORY] on the control panel.**
The Job No. Selection Screen will be displayed.
- 2. Touch to highlight a job number key to select a job you want to recall.**



The screen displays 15 job number keys. If required, scroll to the next page with the arrow key to reach the desired job number key (16~30).

- 3. If desired, touch *JOB CHECK*.**
The Job Recall Check Screen displays to enable you to review the settings.



- 4. Touch OK.**
The settings of the selected job will be recalled on the restored Basic Screen. To cancel the recall mode, touch **CANCEL** to return to the Basic Screen.
- 5. Position original(s), then press [START] to print.**

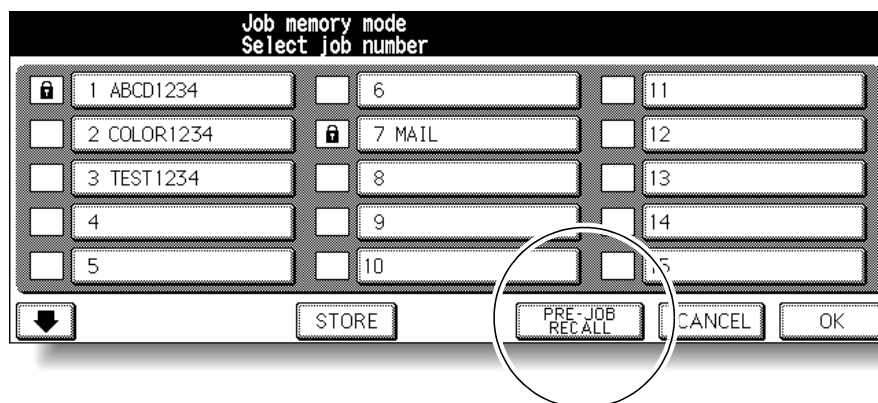
Recalling Previous Job Settings

Follow the procedure below to copy with a previous job's settings.

DETAILS

- Only the last-completed output job settings can be recalled as the previous job settings. Non-complete job or reserve job settings cannot be recalled, even if the setting operations have been made last.
- The previous job settings can be recalled, even after the machine power is turned off then on.

1. Press [**JOB MEMORY**] on the control panel.
The Job No. Selection Screen will be displayed.
2. Touch **PRE-JOB RECALL**.



The **JOB CHECK** key will be displayed between **STORE** and **PRE-JOB RECALL** on the screen.

3. Touch **JOB CHECK** to display the Job Check Screen.
Check the settings of the previous output job.
4. Touch **OK** to return to the Basic Screen.
The settings of the previous output job is recalled on the screen.
5. Change the settings recalled on the screen, if desired.
6. When all settings are acceptable, position original(s) in the document feeder or on the platen glass, then press [**START**].

Displaying Screen for Operation Guide (Help Mode)

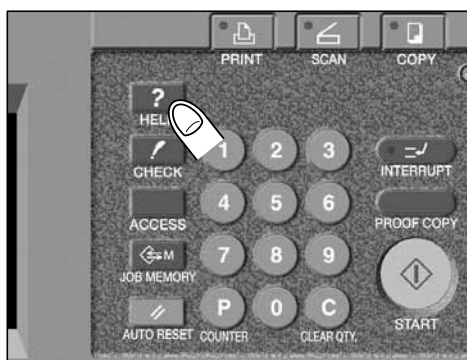
The Help Screen provides you with the information about the current screen mode and about setting procedures. Help mode can be accessed from any screen except Job Memory and Key Operator Screens.

Help mode provides two types of Help Screens according to the current screen mode:

- 1 Help Screen accessed from Basic Screen
- 2 Help Screen accessed from screens other than Basic Screen

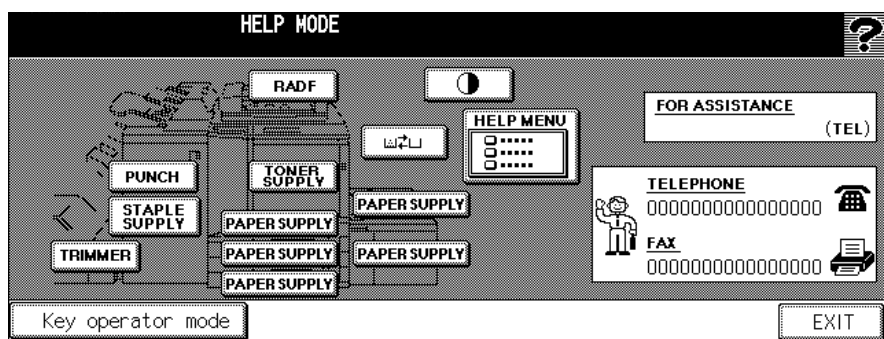
To Display Help Screen from Basic Screen


1. Return to the Basic Screen, then press [**HELP**].




The Help Screen will be displayed.

2. Touch the desired key to display specific information.





- **STAPLE SUPPLY** provides information on replacing staple cartridge.
- **PUNCH** provides information on emptying trash basket.
- **TRIMMER** provides information on emptying trash basket.
- **RADF** provides information on positioning originals in the document feeder.
- **TONER SUPPLY** provides information on adding toner.
- **PAPER SUPPLY** provides information on loading paper in each tray.
- **HELP MENU** displays the Help Menu Screen which provides a list of all of the copier functions. When a function item is touched, the Help Screen displays information specific to that topic.
- **PANEL CONTRAST**  displays the screen to adjust the contrast of the LCD panel.

Displaying Screen for Operation Guide (Help Mode) (continued)

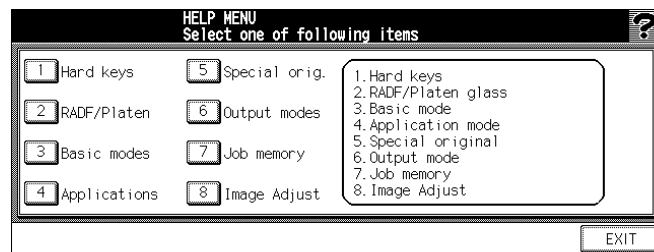
- **Toner Recovery box**  provides information on exchanging the toner recovery box.
- **FOR ASSISTANCE** displays the extension number of the Key Operator.
- **TELEPHONE/FAX** displays the phone/fax number of your service center.

DETAILS



- Touch  on the Help Screen, if provided, to scroll to the next page. Touch  to return to the previous page.
- Touch **KEY OPERATOR MODE** to enter the Key Operator mode. See p. 14-2.

3. Touch **EXIT** to return to the Basic Screen.

DETAILS: Help Menu Screen



Select one of the 8 help menu items on the Help Menu Screen to display subsequent Help Screens.

Touch  on the Help Screen, if provided, to scroll to the next page. Touch  to return to the previous page.

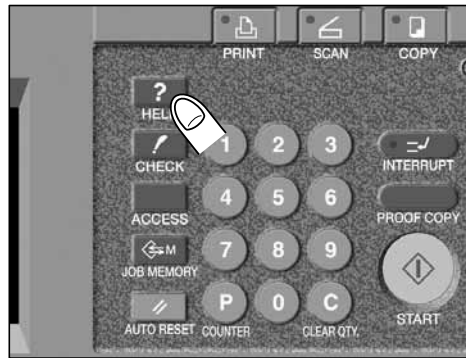
Touch **MENU** on the subsequent Help Screen to return to the Help Menu Screen, then touch **EXIT** to restore the Basic Screen.

- “1. Hard keys” displays the information on control panel buttons.
- “2. RADF/Platen” displays the information on unsuitable RADF originals and maintenance of the document feeder and platen glass.
- “3. Basic modes” displays the information on basic functions provided on the Basic Screen.
- “4. Applications” displays operational information on 16 application functions provided on the Application Selection Screen.
- “5. Special orig.” displays the information on functions provided on the Special Original popup menu.
- “6. Output modes” displays the information on Finisher functions.
- “7. Job memory” displays the information on Job Memory.
- “8. Image Adjust” displays the information on Color Image Adjustment.

Displaying Screen for Operation Guide (Help Mode) (continued)

To Display Help Screen from Other Screens

1. While in any screen other than the Basic Screen, press [**HELP**].



The Help Screen displays to provide the information about the current screen mode and setting procedures.

2. Touch **EXIT**.

The screen that was displayed before pressing [**HELP**] will be restored.

SECTION

5

Troubleshooting

How to Handle Machine Troubles

When “Call for Service” Message Is Displayed	5-2
Clearing Mishandled Paper	5-4
When “JAM” Appears on Folder Key (Or Arrow Key Flashes)	5-6
When “ADD PAPER” Appears on Folder Key (Or Arrow Key Flashes)	5-8
When “Memory Full” Message Is Displayed (Memory Overflow)	5-9
When Power OFF/ON Screen Is Displayed	5-11
Troubleshooting Tips	5-12

5

Troubleshooting

Call for
Service

Clearing
Mishandled
Paper

JAM Key

ADD PAPER
Key

Memory
Overflow

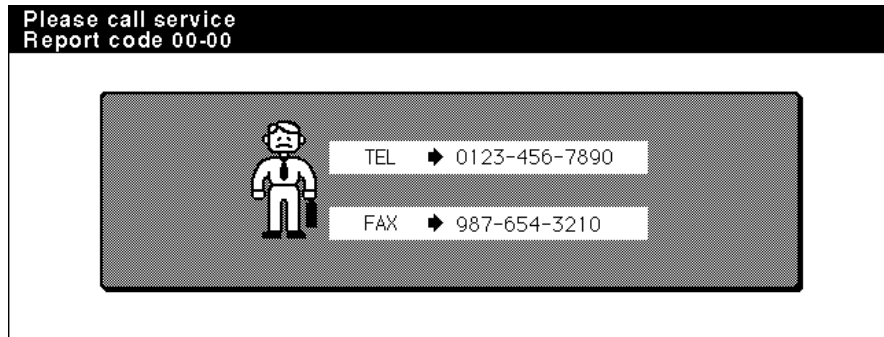
Power OFF/ON
Screen

Copying
Hints

When “Call for Service” Message Is Displayed

A “Call for Service” message indicates a machine condition that requires the attention of your service representative.

The Call for Service Screen usually displays the telephone and facsimile numbers of your service representative.



CAUTION

When the Call for Service Screen is displayed, be sure to contact your service representative immediately by following the procedure below.

1. **Make note of the Report code No. indicated in the second line of the message area.**



HINT

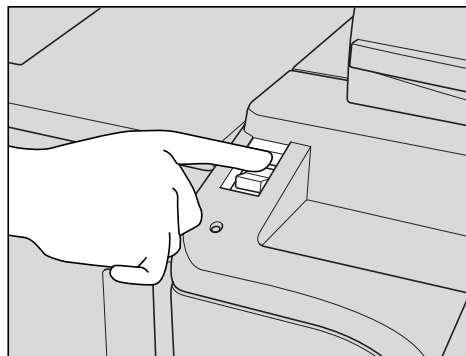
If your machine uses the Remote Diagnostics option and is automatically monitored by your service representative, the Key Operator can call for service using the Key Operator setting. See p. 14-44.



Reminder!

After calling for service using the Key Operator setting, be sure to turn OFF the power switch immediately, then unplug the machine as described here.

2. **Turn OFF the power switch.**



When “Call for Service” Message Is Displayed (continued)

3. Unplug the machine.
4. Contact your service representative and report the condition and code No.

Limited Use of the Copier in Trouble

If the message shown below is displayed on the Call for Service Screen, you may continue operating the copier on a limited function basis and utilize the trays and ADU that are not affected by the trouble. To obtain this limited functionality of the copier, consult your service representative. Be sure to utilize the limited function only temporarily, and arrange for machine repair immediately.

1. If the limited use of the copier is available, the following message is displayed in the message area instead of the Report code.

ex.

Tray 2 failure Press AUTO to select except this tray

2. Press [**AUTO RESET**].

Please switch ON/OFF E 18-2

Make note of the Report code No.

3. Turn OFF then ON the power switch.

A copying job can continue without using the troubled portion of the machine (ex. Tray 2).



CAUTION

EVEN IF THE COPYING JOB CAN BE CONTINUED WITH THE ABOVE OPERATION, BE SURE TO CONTACT YOUR SERVICE REPRESENTATIVE IMMEDIATELY WHEN THE CALL FOR SERVICE SCREEN IS DISPLAYED.

5 Troubleshooting

Call for Service

Clearing Mishandled Paper

JAM Key

ADD PAPER Key

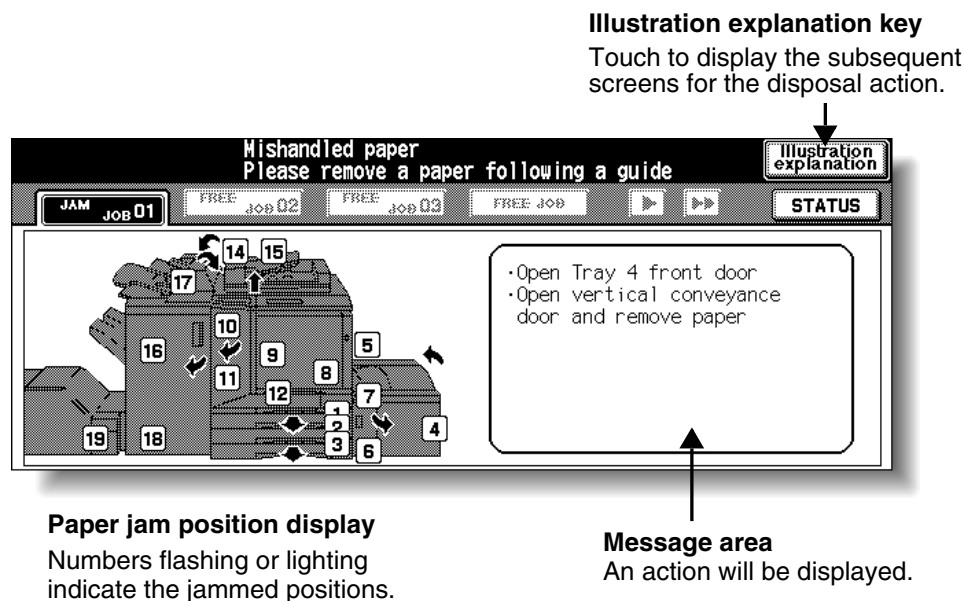
Memory Overflow

Power OFF/ON Screen

Copying Hints

Clearing Mishandled Paper

When a paper misfeed occurs, the copier stops making copies and mishandled paper codes display on the screen to indicate misfeed area(s). Copying operation cannot be continued until all the misfeed locations are cleared.



DETAILS

The above screen displays all the jam numbers for the sake of explanation. Actually a few numbers appear when a paper misfeed occurs.


1. Touch *Illustration explanation* on the screen.

The screen illustrating the method for the disposal action will be displayed.



Before performing the clearing procedure, see p. 1-2 for the caution label locations inside the machine.

2. Follow the procedure on the screen to remove misfed paper.

Touch  on the screen, if provided, to go to the next page of a series of illustrations.



When removing mishandled paper, be sure to leave no torn paper inside the machine.

3. When completed, the Basic Screen will be restored.

If any misfeed location is left, the screen displays the next disposal procedure in the message area and the location number in the jam position display. Repeat steps 1 to 2 until all the locations are cleared.

Clearing Mishandled Paper (continued)



WARNING

*The drum unit generates high voltage.
To avoid bodily electrical shock, NEVER TOUCH the area.*



CAUTION

*The internal fixing unit is very hot.
To avoid getting burned, DO NOT TOUCH.*



CAUTION

Be careful of removing staples stuck inside the machine so as not to get injured.



CAUTION

DO NOT INSERT your finger into the two RADF hinge portions, otherwise you may be injured.

5 Troubleshooting

Call for
Service

Clearing
Mishandled
Paper

JAM Key

ADD PAPER
Key

Memory
Overflow

Power OFF/ON
Screen

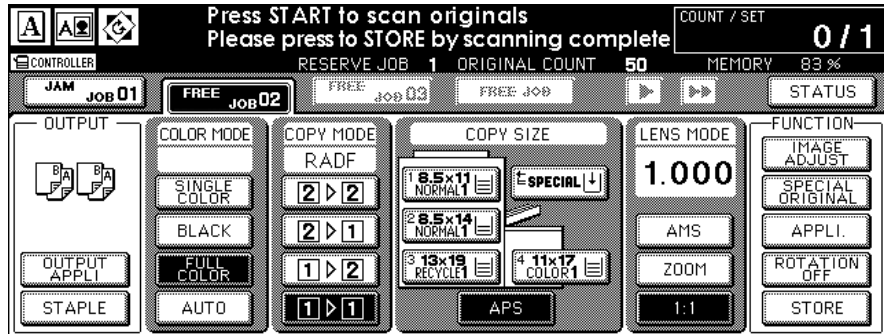
Copying
Hints

When “JAM” Appears on Folder Key (Or Arrow Key Flashes)

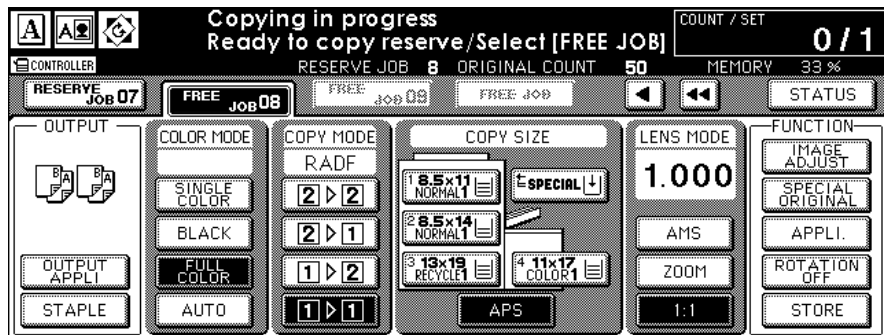
If a misfeed occurs with the print/scan job in progress while you are setting a reserve job, **SCAN** or **PRINT JOB** folder key on the Basic Screen will change to flashing **JAM JOB**. When more than four jobs have been specified and the folder key of the print/scan job in trouble is not currently displayed on the screen, the arrow key to scroll to that job will flash. Follow the procedure below to remove mishandled paper.

1. Display the Jam Position Screen.

Touch **JAM JOB**. The Jam Position Screen will be displayed.



When the arrow key flashes, touch the key to scroll to the **JAM JOB** folder key, then touch it to display the Jam Position Screen.

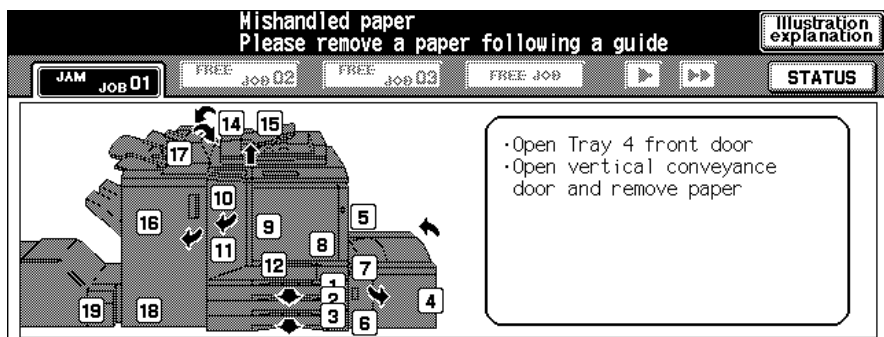


HINT

If **ADD PAPER** is displayed instead of **JAM JOB**, see p. 5-8.

When “JAM” Appears on Folder Key (Or Arrow Key Flashes) (continued)

2. Touch *Illustration explanation*.



The screen illustrating the method for the disposal action will be displayed.



HINT

See p. 5-4 to p. 5-5 for details on clearing procedure.

3. Follow the procedure on the screen to remove misfed paper.

When all procedures are completed, the Basic Screen will be restored.



DETAILS

JAM JOB has changed to **STOP**, and the settings for the current printing job are displayed on the screen.

4. Press [**START**].

The scan/print job will resume.

5. Touch **FREE JOB** to continue the reserve job setting.



WARNING

*The drum unit generates high voltage.
To avoid electrical shock, NEVER TOUCH the area.*



CAUTION

*The internal fixing unit is very hot.
To avoid getting burned, DO NOT TOUCH.*



CAUTION

Be careful of removing staples stuck inside the machine so as not to get injured.

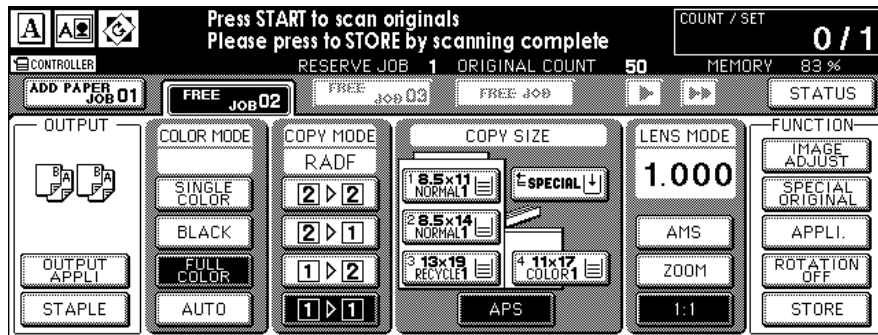


CAUTION

DO NOT INSERT your finger into the two RADF hinge portions, otherwise you may be injured.

When “ADD PAPER” Appears on Folder Key (Or Arrow Key Flashes)

If the paper supply for a print job in progress becomes depleted while you are setting a reserve job, **PRINT JOB** on the Basic Screen will change to flashing **ADD PAPER**. When more than four jobs have been specified and the folder key of the print job in trouble is not currently displayed on the screen, the arrow key to scroll to that job will flash.

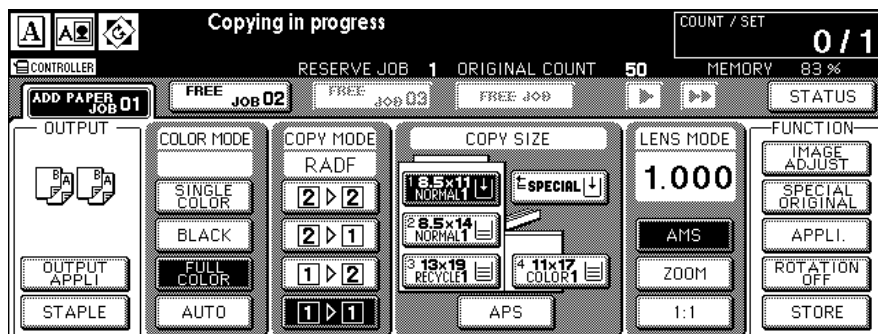


Follow the procedure below to continue the copying operation.

1. Display the Basic Screen for the print job in progress.

Touch **ADD PAPER**. The Basic Screen for the print job will be displayed.

When the arrow key flashes, touch the key to scroll to the **ADD PAPER** folder key, then touch it to display the Basic Screen for the print job.



2. Check the flashing tray key, then supply that empty tray with copy paper.

When paper supply is completed, **ADD PAPER** changes to **STOP**.



HINT

See p. 2-22 to p. 2-32 for details on loading paper.

3. Press [START].

The print job will resume.

4. Touch **FREE JOB** to continue the reserve job setting.

When “Memory Full” Message Is Displayed (Memory Overflow)

In certain modes, this printer/copier uses memory to make operations convenient and smooth flowing. Occasional memory overflow may occur if the installed memory is inadequate for the copy conditions selected.

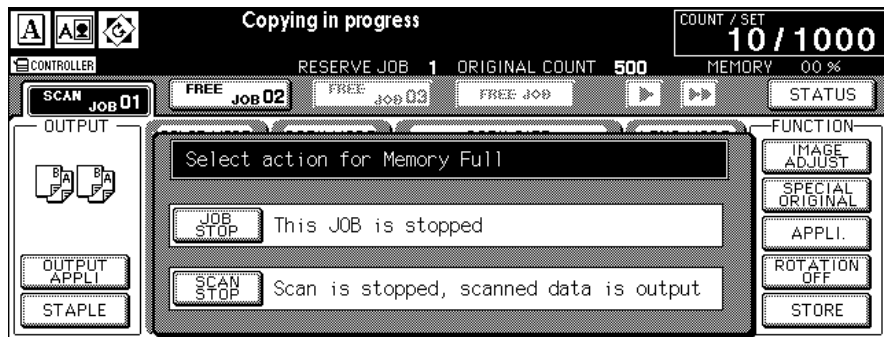
To handle the Memory overflow condition while performing a job, take the appropriate action described below. These actions enable you to continue the job or suspend the job.

DETAILS

Should memory overflow occur frequently, it is recommended that you contact your service representative to expand the memory capacity in your machine.

Memory Overflow in Current Job

When memory overflow occurs while scanning the first job, the machine stops immediately, and the screen provides **JOB STOP** and **SCAN STOP** as the only two available options.



DETAILS

If the job settings include Booklet mode, **SCAN STOP** will disappear.

- To delete all the scanned data and discontinue the job, touch **JOB STOP**.
- To give up further scanning but print out all the data already scanned into memory, touch **SCAN STOP**.

5 Troubleshooting

Call for Service

Clearing Mishandled Paper

JAM Key

ADD PAPER Key

Memory Overflow

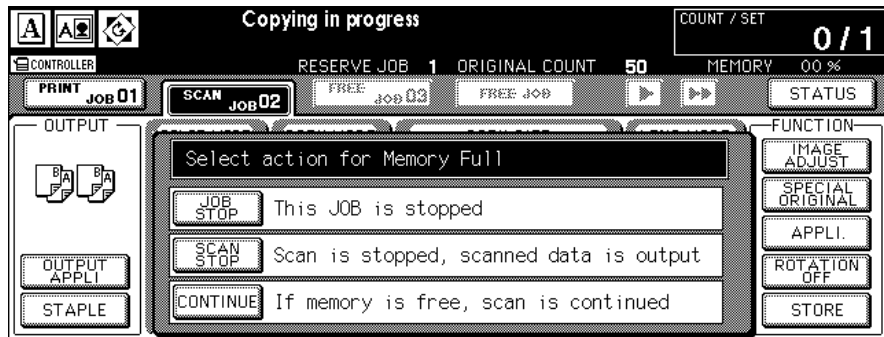
Power OFF/ON Screen

Copying Hints

When “Memory Full” Message Is Displayed (Memory Overflow) (continued)

Memory Overflow in Reserve Job

When memory overflow occurs during the reserve operation, **CONTINUE** also appears on the active screen. In this case, the machine will not stop until all the jobs on standby for printing are completed.



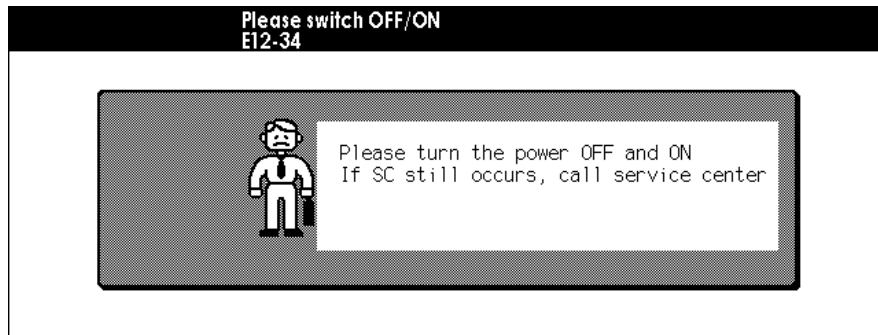
DETAILS

If the job settings include Booklet mode, **SCAN STOP** will disappear.

- To delete the scanned data and discontinue the last reserve job, touch **JOB STOP**.
- To give up further scanning but print out the data already scanned for the last reserve job, touch **SCAN STOP**.
- To continue scanning the last reserve job, touch **CONTINUE** as the current printing job gradually enables memory for new data.

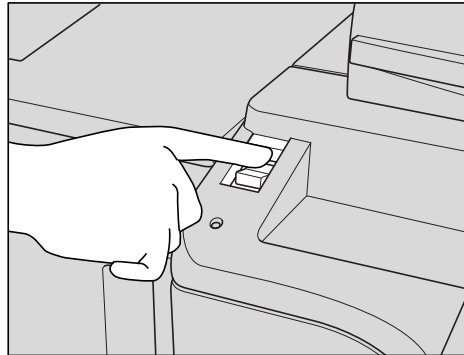
When Power OFF/ON Screen Is Displayed

When any trouble affects the electrical signal of the copier, the Power OFF/ON Screen will be displayed.



Follow the procedure below to turn the machine power off then on.

1. Turn OFF the power switch.



2. Wait about 10 seconds.

3. Turn ON the power switch.

5 Trouble- shooting

Call for
Service

Clearing
Mishandled
Paper

JAM Key

ADD PAPER
Key

Memory
Overflow

Power OFF/ON
Screen

Copying
Hints

Troubleshooting Tips

COPIER DOES NOT OPERATE WHEN POWER SWITCH IS ON

Fully insert paper trays.
Close RADF.
Close Front doors of main body.
Close Finisher door.
Check to be sure main power switch is ON.
Check to be sure power plug is firmly inserted in electrical socket.

COPY IMAGE IS TOO LIGHT

Manually adjust copy density to darker density.
Check toner indicator and add toner, if required.
Check paper for dampness. Do not leave paper in copier when humidity is high.
Check to see if Photo, Text, or Map mode is required.
Check the Density shift.

COPY IMAGE IS TOO DARK

Manually adjust copy density to lighter density.
Check to see if Photo, Text, or Map mode is required.
Check the Density shift.

COPY IMAGE IS NOT CLEAN OR SHOWS SPOTS

Use clean originals since dirt marks may be copied.
Keep platen glass and inner surface of original cover clean.
Call for service if "Call for service" is displayed in the message area.
Check density indicator and lighten if required.

COPY PAPER MISHANDLES DURING COPYING

Fan copy paper and load it with curl side in proper location. Do not exceed the tray capacity.

COPY IMAGE CAN BE RUBBED OFF

Check copy paper thickness. If required, specify the appropriate paper weight for the tray in the Key Operator setting.

MAGNIFICATION CANNOT BE CHANGED

Reduce & Shift is incompatible with magnification.
Press [**AUTO RESET**] and set desired copying conditions without using Reduce & Shift.

DUPLEX MODES CANNOT BE SELECTED

Fully close RADF, then select Duplex mode again.

COPYING DOES NOT BEGIN AFTER PRESSING [START**]**

Insert or adjust the appropriate paper tray for copy size selected.
Close original cover firmly.
Close Front doors and Toner access door of main body completely.
Close Finisher door completely.
Check to see if the message "Please close stacker cover of Trimmer" is displayed. Close Trimmer stacker cover or front door completely.

Troubleshooting Tips (continued)

COPYING DOES NOT RESUME AFTER MISHANDLED PAPER IS REMOVED

Check copier diagram on touch screen for additional indications of mishandled paper.

COPY QUALITY IS POOR

Check paper for dampness, and replace it if necessary.

THE ORIGINAL PAPER IS MISHANDLED OR SKEWED IN THE DOCUMENT FEEDER

Originals should conform to the recommended size and weight.

Be sure originals are not stapled.

Align originals evenly in the RADF.

Check to make sure paper guides meet the width of mixed size originals.

COPY IMAGE IS SKEWED WHEN BYPASS IS USED

Be sure copy paper is inserted straight.

USING ECM, COPIES CANNOT BE MADE AFTER PASSWORD IS ENTERED

Check to see if the message EXCEEDS LIMIT is displayed.

Contact Key Operator to reset limit.

FINISHER DOES NOT OPERATE

Touch **OUTPUT APPLI.**

Check for a paper misfeed and remove it, as required. Properly close finisher door.

RADF INDICATOR WILL NOT LIGHT AFTER [AUTO RESET] IS PRESSED

Fully close RADF.

RADF LIGHT IS FLASHING

The document feeder is ready to accept originals.

Insert originals on RADF tray, press [**AUTO RESET**], then [**START**].

ADD TONER MESSAGE IS DISPLAYED

New toner supply is needed. Follow instructions for adding toner.

CALL FOR PM IS DISPLAYED IN MESSAGE AREA

Contact your service representative for Preventive Maintenance.

APS SELECTS THE WRONG COPY SIZE

Paper guides must be adjusted exactly to the size of originals.

IN MIXED ORIGINAL MODE, A MESSAGE TO LOAD A REQUIRED PAPER SIZE DISPLAYS, EVEN THOUGH THAT SIZE IS LOADED IN ONE OF THE TRAYS

Paper sizes loaded in the trays must be consistent with the tray position size; otherwise, the tray key on the Basic Screen will blink.

THE BASIC SCREEN DOES NOT DISPLAY SETTINGS AS DESCRIBED IN USER'S MANUAL

Check with the Key Operator, as Initial Settings may have been changed.

5
Troubleshooting

Call for Service

Clearing Mishandled Paper

JAM Key

ADD PAPER Key

Memory Overflow

Power OFF/ON Screen

Copying Hints

Troubleshooting Tips (continued)

“PLEASE CHECK ORIGINAL”

This message displays when the copier detects a non-standard paper size on the platen glass.

Select copy size and press [**START**]. 1.000 magnification will be selected automatically. If this message continues to display after selecting copy size, select 1.000 magnification, even if it is already indicated, then press [**START**]. If desired, ask your service representative to enable the machine to default to 1.000 magnification in this situation.

SHEET INSERTION RESULT IS NOT AS EXPECTED

Blank insertion: Be sure manuscript originals do not already include blank sheets in the locations designated for sheet insertion.

Copy insertion: To ensure that chapter sheets in 1-2 mode always appear on the right hand side in the finished set, insertion sheets must be designated on the page setting screen with odd numbers, not even. If required, make an even numbered original page odd by inserting a blank sheet in front of that page, so that the blank sheet is even and the insertion sheet is odd.

FINISHER STAPLE RESULT IS NOT AS EXPECTED

The 2 staple position functions only on copy paper that is loaded vertically (portrait style).

COPIES SKEW IN THE STAPLED SETS

Check to see if copy paper is excessively curled in the tray.

Reload the copy paper upside down.

USING PUNCH, COPIES CANNOT BE PUNCHED

Check to see if the message “Trash basket of Punching kit is full” is displayed.

Empty the trash basket.

COPIES CANNOT BE STAPLED OR PUNCHED IN POSITION

Check to make sure the side guide plates are securely aligned to the copy paper in the paper tray to be used.

PAPER MISFEED OCCURS FREQUENTLY INSIDE FINISHER

Check to see if copy paper is excessively curled in the tray. Reload the copy paper upside down.

USING TRIMMER, COPIES CANNOT BE TRIMMED

Check to see if the message “Trash basket of Trimmer is full” is displayed.

Empty the trash basket.

SECTION

6

Machine Specifications

Main Body & Option Specifications

Main Body Specifications	6-2
Option Specifications.....	6-6



Main Body Specifications

Product Name	CF5001
Configuration	Console with stationary platen
Photoreceptor	OPC drum
Method	Laser Electrostatic
Toner	Cyan, Magenta, Yellow, Black, cartridge type
Recommended Operating Environment	64°~73°F (18°~23°C); 40~60% RH
Warm Up	Approx. 6.5 min. @68°(20°C); 50% RH, 230V
Auto Reset	Off/30 sec./1 min./1.5 min./2 min./2.5 min./3 min./3.5 min./4 min./4.5 min./5 min.
First Copy Out Time	From Platen Glass/Face Up Exit: 6.0 sec. for 8.5"x11" in Black mode 7.6 sec. for 8.5"x11" in Full color/Single color mode
Copy Rate	50 cpm: 8.5"x11", 5.5"x8.5" 40 cpm: 8.5"x11"R 32 cpm: 8.5"x14" 27 cpm: 11"x17" 23 cpm: 13"x19"
Continuous Copy	1~9,999 copies
Voltage	208~240V AC14 to 10.6%
Current	17.6A Dedicated line recommended
Frequency	60Hz
Grounding	Isolation recommended
Power Consumption	Max. 3,600 VA (full option)
Noise Level (full system)	Approx. 78 dB (A) or less, during copying
Automatic Modes	AMS; AES (plus 9-level manual density); APS detects 11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11", 5.5"x8.5"R, A3, B4, A4, B5, B5R

These specifications are subject to change without notice.

Main Body Specifications (continued)

Magnification	Preset: 0.500, 0.647, 0.772, 0.785, 1.214, 1.294, 1.545, 2.000 3 User Sets: 0.250~4.000, set by key operator Zoom range: 0.250~4.000 in 0.1% steps
Originals on Platen	Max. size: 11.9"x17.2" (303 mm x 438 mm)
Originals in Document Feeder	See "Document Feeder (AFR-20)" below
Paper Source	Main body trays 1/2/3; 400/400/400 sheets LCT tray 4; 2,200 sheets Multi-sheet bypass tray; 200 sheets Tray 1/2/3/4 user adjustable
Paper Exit Tray	120 sheets (28 lb)
Paper Weight	28 lb bond recommended Max. range of Tray 1/2/3: 16 lb ~ 115 lb (64 g/m ² ~ 209 g/m ²) Max. range of Tray 4 (LCT): 16 lb ~ 143 lb (64 g/m ² ~ 256 g/m ²) Max. range of Multi-sheet bypass tray: 16 lb ~ 143 lb (64 g/m ² ~ 256 g/m ²) Special Paper: Tab, 3-hole paper * Set Offset master, Intermediate paper, Coated paper, or Label 1 sheet each on Multi-sheet bypass tray. * Transparency film and ink-jet paper are unavailable.
Main Body Safety Standard	UL 60950; CAN-CSA C 22.2 No. 60950 -00
Radio Interference	FCC Rules part 15, sub-part B Class A
Options	Duplexing Document Feeder (AFR-20) Original Cover (OC-2) Finisher (FN-120/FN-9) Punch Kit (PK-5) Cover Inserter D Trimming Unit (TMG-3) Trimming Kit A (TMG Kit A) Large Capacity Cassette (LCT) (C-208) 256MB Memory Unit Printer Controller (Fiery S300 50C-K) Hard Disk Drive (HDD-7) Key Counter



These specifications are subject to change without notice.

Main Body Specifications (continued)

Machine Weight 690 lb (313 kg)
+3.5 lb (1.6 kg) w/Original cover (OC-2)
+32 lb (14.5 kg) w/Document feeder
+123 lb (56 kg) w/Finisher (FN-120)
+132 lb (66 kg) w/Finisher (FN-9)
+23 lb (10.5 kg) w/Cover Inserter D
+6.6 lb (3 kg) w/Punch kit (PK-5)
+88 lb (40 kg) w/LCT (C-208)
+150 lb (68 kg) w/Trimming unit (TMG-3)

Machine Dimensions Main Body w/Original cover (OC-2)
Width: 31.3 in. (794 mm)
Depth: 35.0 in. (889 mm)
Height: 41.6 in. (1056 mm)

Document Feeder (AFR-20)
Width: 23.1 in. (588 mm)
Depth: 20.4 in. (519 mm)
Height: 5.3 in. (135 mm) + 0.9 in. (23 mm)
w/original tray
Max. open angle: $70 \pm 5^\circ$ / $40 \pm 5^\circ$

Stapler-Finisher (FN-120/FN-9)
Width: 16.1 in. (410 mm) + 9.7 ~ 13.0 in.
(246 ~331 mm) w/paper tray
Depth: 25.8 in. (656 mm)
Height: 39.0 in. (990 mm)

Cover Inserter D
Width: 20.1 in. (511 mm)
Depth: 24.4 in. (620 mm)
Height: 8.7 in. (220 mm)

Trimming Unit (TMG-3)
Width: 50.4 in. (1280 mm)
Depth: 24.0 in. (610 mm)
Height: 22.1 in. (562 mm)

Large Capacity Cassette (C-208)
Width: 23.8 in. (719 mm)
Depth: 25.2 in. (639 mm)
Height: 19.1 in. (485 mm)

These specifications are subject to change without notice.

Main Body Specifications (continued)

Automatic Duplex Unit (ADU)	Paper size: 13"x19.2" (330 mm x 487 mm) ~ 5.5"x8.5"R Paper weight: 16 ~ 115 lb (64 ~ 209 g/m ²) (16 ~ 19 lb: printed area 20% or less only) Non-stack type Modes: 1-2, 2-2
-----------------------------	--

These specifications are subject to change without notice.

Option Specifications

Duplexing Document Feeder (AFR-20)

Power source: Main body

Original size:

Max. 11.7" x 17" (297 mm x 431.8 mm)

Min. 5.0" x 5.5" (128 mm x 139.7 mm)

1-1, 1-2, 2-2, 2-1 mode:

11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R,
5.5"x8.5", 5.5"x8.5"R, A3, B4, A4, B5, B5R

Mixed Original mode:

11"x17" + 8.5"x14" + 8.5"x11" + 8.5"x11"R +
5.5"x8.5", or 8.5"x14" + 8.5"x11"R + 5.5"x8.5"

Original feed/exit capacity:

Max. 100 sheets (20 lb) or less than the limit
indicated on the paper guide

Original weight: 10 lb ~ 110 lb bond

(10 lb ~ 12 lb available in Simplex mode only)

(10 lb ~ 12 lb available in Thin mode of
THICKNESS/SPECIAL ORIGINAL)

(35 lb ~ 110 lb available in Thick mode of
THICKNESS/SPECIAL ORIGINAL)

Curl max. 10 mm or less

(Transparency, Paste-up, Offset master,
Labels and Intermediate paper unavailable)

Stapling Finisher (FN-120/FN-9)

Power source: Main body

Non-sort mode using Primary (Main) tray

Paper size: 12"x18" ~ 5.5"x8.5"R

Tray capacity (28 lb paper):

400 sheets 5.5"x8.5"R

2,400 sheets 8.5"x11", 8.5"x11"R (FN-120)

2,000 sheets 8.5"x11", 8.5"x11"R (FN-9)

1,200 sheets 12"x18", 11"x17", 8.5"x14"

Paper weight: 13 lb ~ 143 lb

Sort/Group mode using Primary (Main) tray

Paper size: 12"x18" ~ 8.5"x11"R

Tray capacity (28 lb paper):

2,400 sheets 8.5"x11", 8.5"x11"R (FN-120)

2,000 sheets 8.5"x11", 8.5"x11"R (FN-9)

1,200 sheets 12"x18", 11"x17", 8.5"x14"

Paper weight: 13 lb ~ 143 lb

These specifications are subject to change without notice.

Option Specifications (continued)

Stapling Finisher (FN-120/FN-9) (continued)

Staple-sort mode

Paper size: 12"x18" ~ 8.5"x11"R

Tray capacity (28 lb paper): 800 sheets

(Variable according to the number of pages to be stapled. See p. 12-5 for details.)

Paper weight: 16 lb ~ 28 lb

(One 110 lb cover paper is available in Cover sheet mode.)

Folding/ Stapling&Folding mode (FN-9 only)

Paper size: 12"x18", 11"x17", 8.5"x14", 8.5"x11"R, A4R

Tray capacity (28 lb paper):

64 sheets (12"x18", 11"x17", 8.5"x14")

48 sheets (8.5"x11"R, A4R)

(The maximum number of sheets varies, depending on the number of pages in the booklet and whether Folding or Stapling&Folding is selected. See p. 8-8.)

Paper weight: 16 lb ~ 28 lb

(One 110 lb cover paper is available in Cover sheet mode.)

Three-Folding mode (FN-9 only)

Paper size: 8.5"x11"R, A4R

Tray capacity (28 lb paper):

40 sheets (1-sheet folded each)

Paper weight: 16 lb ~ 28 lb

Non-sort/Group mode using Secondary (Sub) tray

Paper size: 13"x19" ~ 4.1"x5.8" (105 mm x 148 mm)

Tray capacity (28 lb paper): Approx. 100 sheets
(More than 100 sheets available dependent on paper type or weight.)

Paper weight: 13 lb ~ 143 lb

Staple Cartridge

5000 staples/cartridge

Cover Inserter D

Power source: Finisher

Paper size (Upper tray): 8.5"x11", 8.5"x11"R, 5.5"x8.5", A4, A4R

Paper size (Lower tray): 12"x18", 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", A4, A4R

Paper weight in Cover sheet mode: 16 ~ 110 lb

Paper weight in Manual stapling: 16 ~ 28 lb

Paper weight in Manual punching: 13 ~ 34 lb

Paper weight in Manual stapling&folding: 16~28 lb

Paper weight in Manual three-folding: 16~28 lb

These specifications are subject to change without notice.

Option Specifications (continued)

Punch Kit (PK-5)	Power source: Finisher Paper size: 12"x18", 11"x17", 8.5"x11" Paper weight: 13 ~ 34 lb Number of holes: 3 holes Hole diameter: 0.315" ± 0.020" (8 mm ± 0.5 mm) Hole pitch: 4.253" ± 0.020 (108 mm ± 0.5 mm)
Trimming Unit (TMG-3)	Power source: supply from outlet Paper size: 11"x17", 8.5"x14", 8.5"x11"R, A4R Paper weight: 16 ~ 28 lb *One 110 lb cover paper is available. Number of trimmed sheets: 3 sheets max. with Folding mode 16 sheets max. (28 lb paper) with Stapling & Folding mode (15 sheets max. with a thick cover) 20 sheets max. (20 lb paper) with Stapling & Folding mode (19 sheets max. with a thick cover) Trimmed width: 10 mm max. Stack capacity: 410 sheets max. * The maximum number of sheets varies, depending on the number of pages in the booklet and whether Folding or Stapling&Folding is selected. See p. 8-16.
Large Capacity Cassette (C-208)	Power source: supply from main body Paper size: 13"x19.2" (330 mm x 487 mm), 13"x19", 12"x18", 11"x17", 8.5"x14", 8.5"x11", A3, B4, A4, B5 Tray capacity: 2,200 sheets (28 lb paper) Paper weight: 16 lb ~ 143 lb

These specifications are subject to change without notice.

Advanced

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Maintenance
& Supplies

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Key Operator
Mode

SECTION

7

Color Image Adjustment

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About Colors

Color Copy
Quality

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Color
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Original
Image/Type

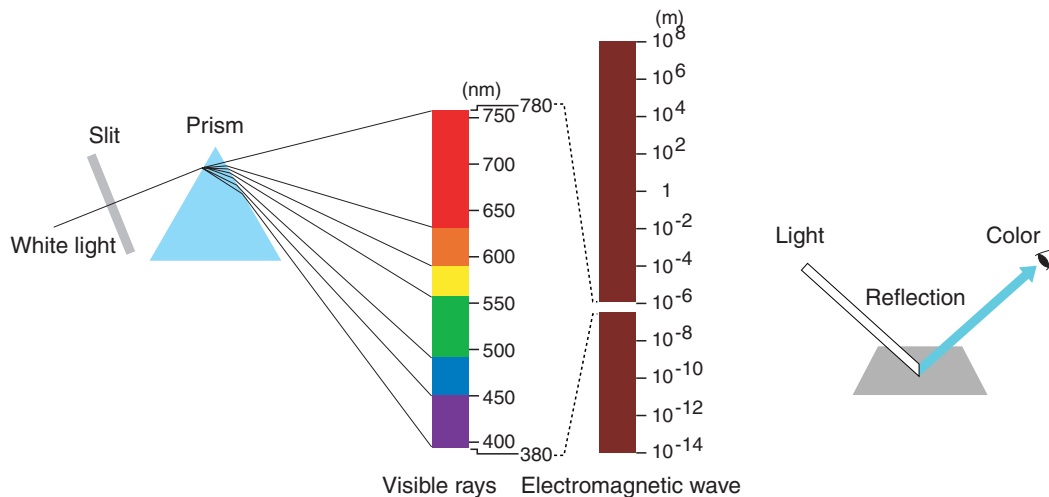
7
Color Image
Adjustment

About Colors

RGB and CMYK Models

Have you ever wondered why the world surrounding us appears colored to our eyes?

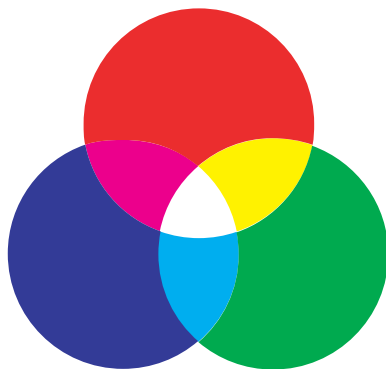
Light is electromagnetic waves with wavelengths between about 380 - 780 nm, also called visible rays. The wavelengths of visible rays can be separated into the rainbow colors violet, indigo, blue, green, yellow, orange, and red, from the shortest wavelength in order. When all the wavelengths of the visible rays strike your eye at the same time, white color is perceived. We see the objects in color because they reflect or transmit visible light of different wavelengths or frequencies.



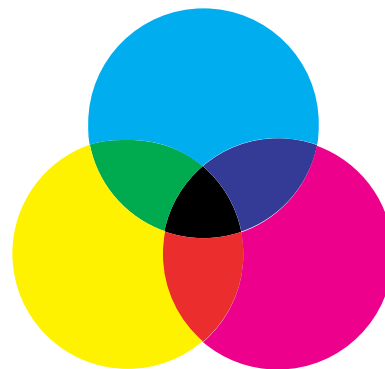
The colors separated from visible light are called primary colors. Primary colors cannot be produced from other colors. These colors, however, can be combined to make up any other color (color mixture).

The color mixture provides two different types, three primary colors of light and three primary colors of pigment. The three primary colors of light are called additive color mixture, and the more colors are added, the brighter it will be. Mixing red (R), green (G), and blue (B) colored lights, various colors can be created.

The three primary colors of pigment are called subtractive color mixture, and the more colors are added, the darker it will be. Various colors can be created by mixing cyan (C), magenta (M), and yellow (Y) pigments (such as ink or toner), however, black (K) is actually used as the fourth color in addition to the three primary pigments.



Three primary colors of light



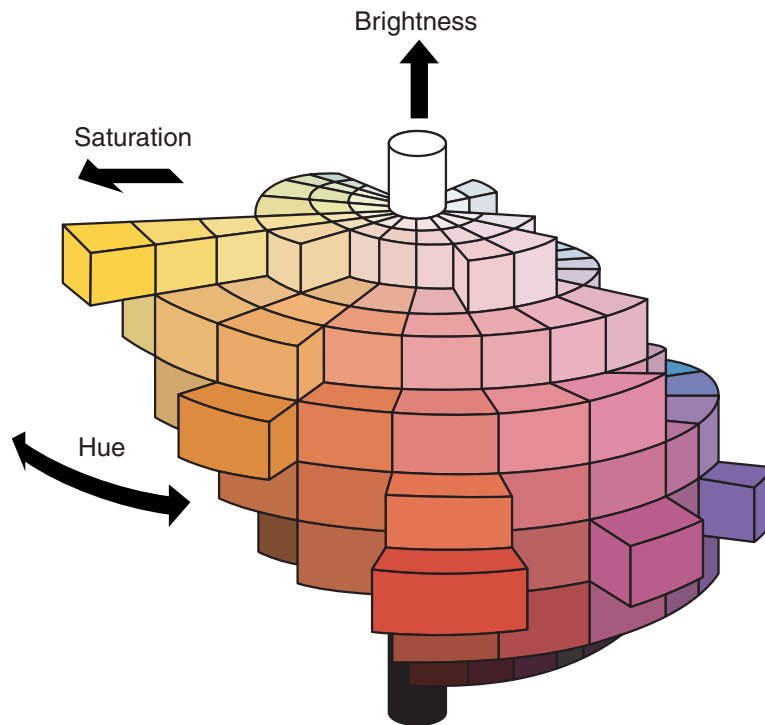
Three primary colors of pigment

HSB Model

This model is based on the human perception of color. When our eyes perceive colors in objects, we receive the information not only on the color itself (reddish, bluish, etc.) but the brightness (rather bright, dark, etc.) and the purity (vivid, dull, etc.) of the color.

The color perception (reddish, bluish, etc.) is defined as hue (H). The strength or purity of the color is defined as saturation (S), and the lightness or darkness of the color is defined as brightness (B).

The above three elements are called the three attributes of color. With these three attributes, the Munsell color system has been created to describe colors in a three-dimensional space.



About Colors

Color Copy
Quality

Copy Density

Color
Adjustment

Color Balance
Adjustment

Screen Setting

Sharpness
Contrast
Gloss Mode

Image Judge

Original
Image/Type

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Color Image
Adjustment

Color Copy Quality

Modifying Colors

As mentioned above, colors can be reproduced by mixing four pigments, the three primary colors cyan (C), magenta (M), yellow (Y), and black (K).

To enhance the copy quality, this machine allows you to modify colors by means of the three attributes of color based upon the human eye and perception.

The following methods are provided:

Adjust the density of the whole image.



Original

Density



-4

.....



+4

Color Copy Quality (continued)

Adjust the hue, saturation, and brightness.



Original

Hue



-4

.....



+4

Saturation



-4

.....



+4

About Colors

Color Copy Quality

Copy Density

Color Adjustment

Color Balance Adjustment

Screen Setting

Sharpness Contrast Gloss Mode

Image Judge

Original Image/Type

7
Color Image Adjustment

Brightness



-4

.....



+4

DETAILS

The hue adjustment leads the color of the image to another color adjacent in the color circle of red (R), yellow (Y), green (G), cyan (C), blue (B), and magenta (M).

Color Copy Quality (continued)

Change the hue by varying the image's red (R), green (G), and blue (B) individually or mutually.



Original

Red



-4

.....



+4

Green



-4

.....



+4

About Colors

Color Copy Quality

Copy Density

Color Adjustment

Color Balance Adjustment

Screen Setting

Sharpness Contrast Gloss Mode

Image Judge

Original Image/Type

7
Color Image Adjustment

Color Copy Quality (continued)

Blue



-4

.....



+4

Color Copy Quality (continued)

Change the hue by varying the image's cyan (C), magenta (M), yellow (Y), and black (K) individually or mutually.



Original

Cyan



-4

.....



+4

Magenta



-4

.....



+4

About Colors

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Adjustment

Color Balance
Adjustment

Screen Setting

Sharpness
Contrast
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Original
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7
Color Image
Adjustment

Color Copy Quality (continued)

Yellow



-4

.....



+4

Black



-4

.....



+4

Reproducing Images

This machine provides two methods for reproducing images.

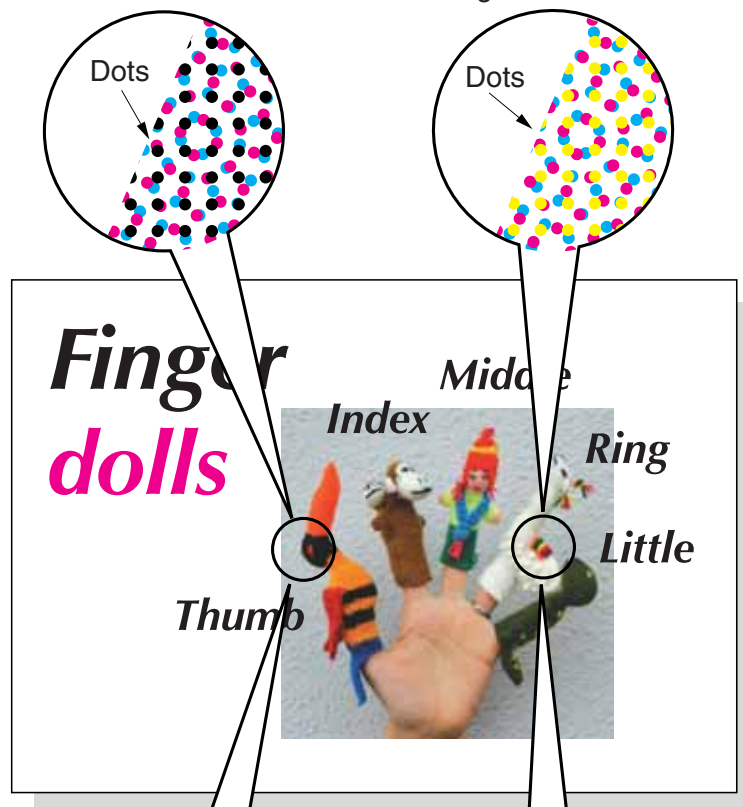
The Dither (Error Diffusion) method uses small dots (600 dpi) to reproduce the image. This method is appropriate for the text originals.

The Screen method also provides two methods, Line Screen and Dot Screen. The Line Screen uses many halftone lines, like scanning lines of a television, while Dot Screen uses small dots to reproduce the image. The Screen methods provide fine quality in reproducing the gradation in scanned photographic images, however, text originals may not be reproduced clearly by using the same method as photo originals.

Dot screen

Black images

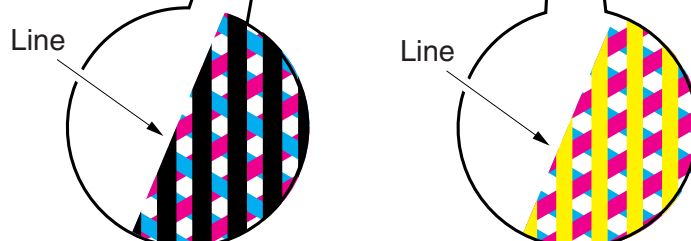
Color images



Line screen

Black images

Color images



About Colors

Color Copy
Quality

Copy Density

Color
Adjustment

Color Balance
Adjustment

Screen Setting

Sharpness
Contrast
Gloss Mode

Image Judge

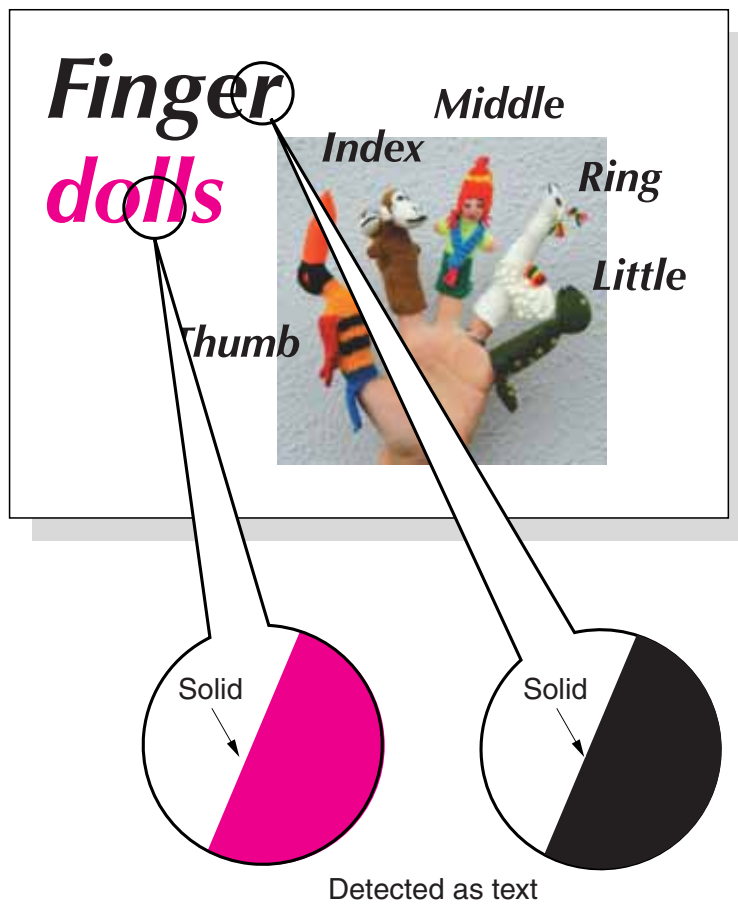
Original
Image/Type

7
Color Image
Adjustment

What Is Image Detection?

In many cases, originals include both photo and text. Although the text is normally printed in black, a color printer inevitably uses not only the black toner but cyan, magenta, and yellow in layers to reproduce the black text. Using the Screen method, the color printer may add colors in large or bold characters to reproduce the text in the same way as the photo.

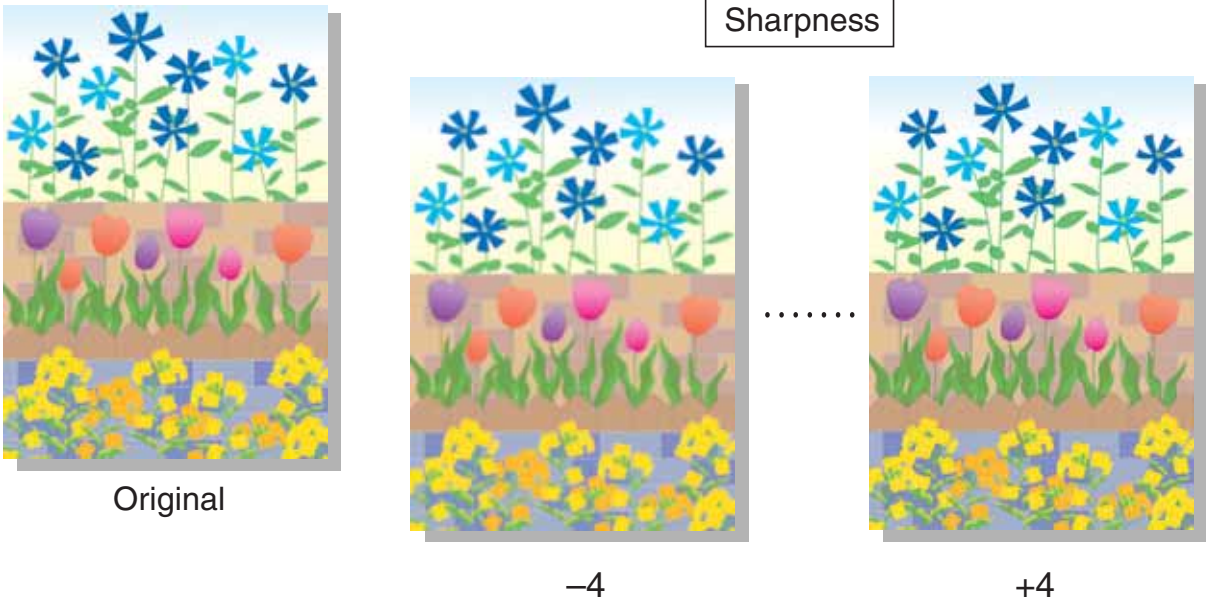
While scanning such originals, this machine detects and determines the photo portion and text area, so that the black text area should be reproduced in single color and the photo portion in full color. This function also allows you to obtain the optimum print results by modifying the standard for image detection according to the character size of the text or its proportion in the whole original.



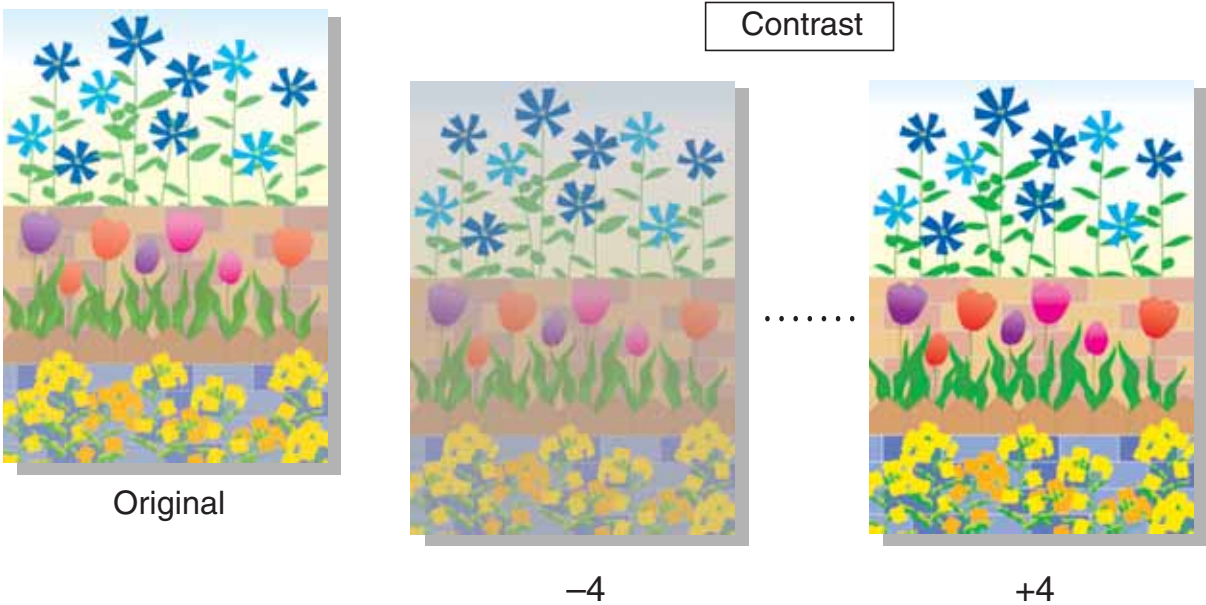
Applying Filters

In addition to the color adjustment and image reproduction methods, this machine allows you to apply the following filters to improve the copy image quality.

Sharpen the outline of the image. (Sharpness)



Increase the contrast of the image. (Contrast)



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Color Balance Adjustment

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Sharpness Contrast Gloss Mode

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7 Color Image Adjustment

Color Copy Quality (continued)

Increase shine on the image. (Gloss Mode)

Gloss mode



Original



Improving Color Copy Quality

To improve the color copy quality, this machine provides the three types of adjustment methods: Color adjustment, Selecting the image reproduction method and its adjustment, and other adjustments.

The color adjustment is performed by varying the level of pigments in RGB model or CMYK model, or by modifying the hue, saturation, and brightness of the image.

To reproduce the copy image, select one of the two methods, Dither (Error Diffusion) method and Screen method. The Image Detection function will help in selecting the most appropriate method for each part of the original to make the copies of scanned image.

For further improvement, use Copy Density or apply filters for Sharpness, Contrast, and Gloss Mode.

Selecting Density Level and Whitening the Background (Copy Density)

Automatic Exposure Selection (AES) operates to detect the density level of the original image while scanning, and automatically selects the appropriate density for the copy.



HINT

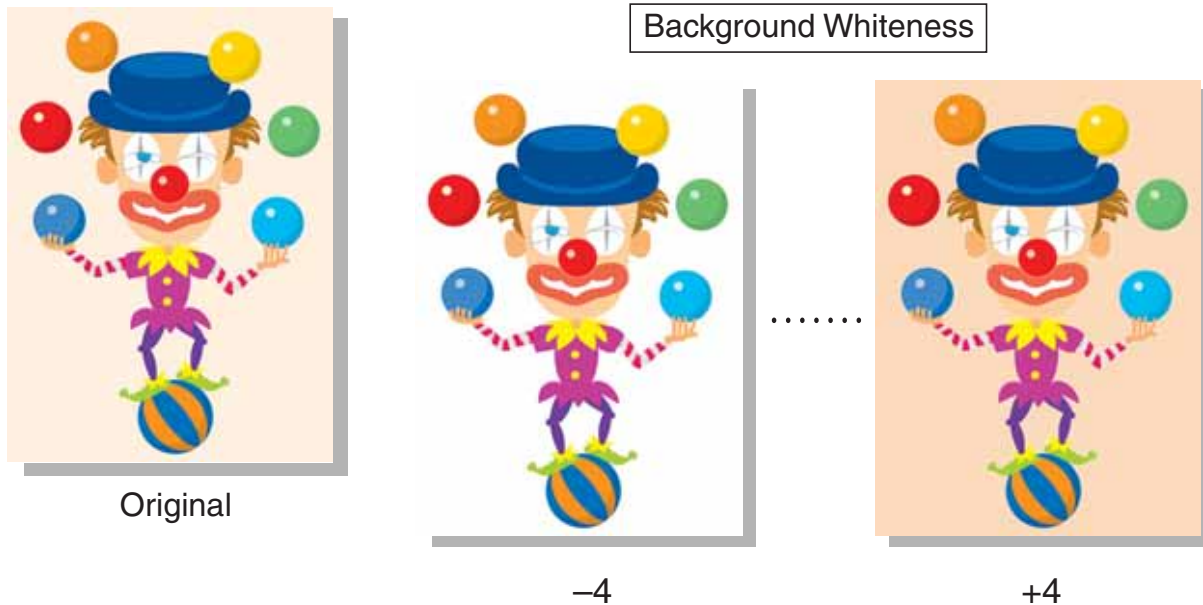
The density to be selected automatically using AES can be adjusted on the machine. See "[20] AES Adjustment" in the Key Operator mode, p. 14-51.

To Adjust Copy Density / Background Whiteness

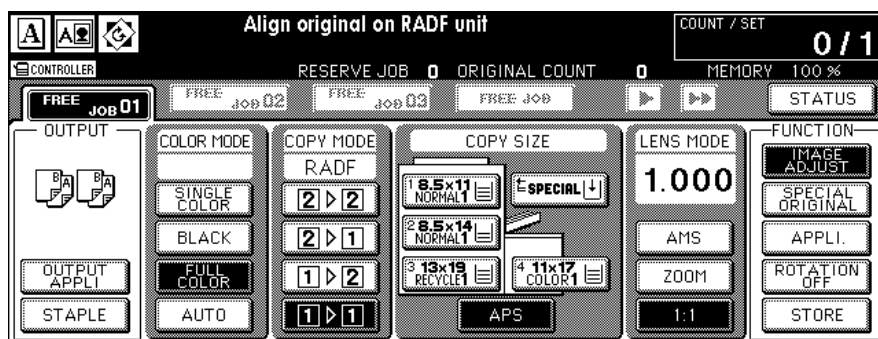
Follow the procedure below to select the exposure (density) manually to make darker or lighter copies.

Background Whiteness

Adjust the background whiteness when copying newspaper or recycled paper originals.



1. Touch **IMAGE ADJUST** on the Basic Screen.



The Image Adjustment Screen will be displayed.

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Color Copy Quality

Copy Density

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Color Balance Adjustment

Screen Setting

Sharpness Contrast Gloss Mode

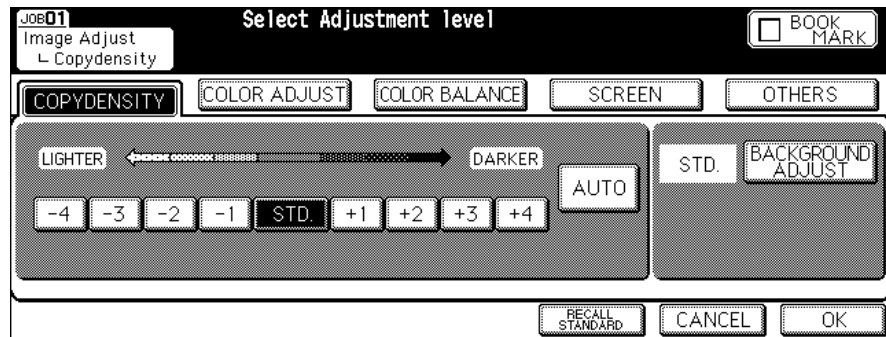
Image Judge

Original Image/Type

7
Color Image Adjustment

Selecting Density Level and Whitening the Background (Copy Density) (continued)

2. Touch **COPY DENSITY** to display the Copy Density Adjustment Screen.



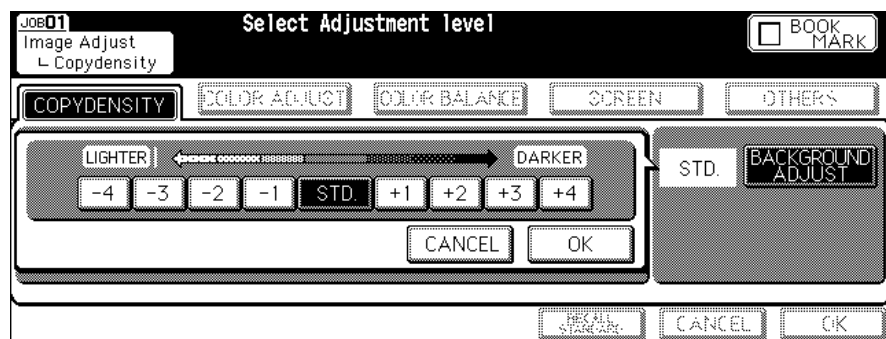
3. Touch the desired density level key from -1 to -4 to make the copy image lighter, or from +1 to +4 to make it darker.

DETAILS

- Touch **STD.** to select the middle density level.
- To resume the AES, touch **AUTO** to highlight it.

4. Touch **BACKGROUND ADJUST** to adjust the background whiteness, if necessary.

Touch the desired level key from -1 to -4 to make the background lighter, or from +1 to +4 to make it darker.



Touch **OK**. The Copy Density Adjustment Screen will be restored.

DETAILS

To resume the previous setting, touch **CANCEL**.

5. Touch **OK**.

The Basic Screen will be restored, with the **IMAGE ADJUST** key highlighted.

DETAILS

- To resume the previous setting, touch **CANCEL**.
- To restore the initial settings, touch **RECALL STANDARD**.

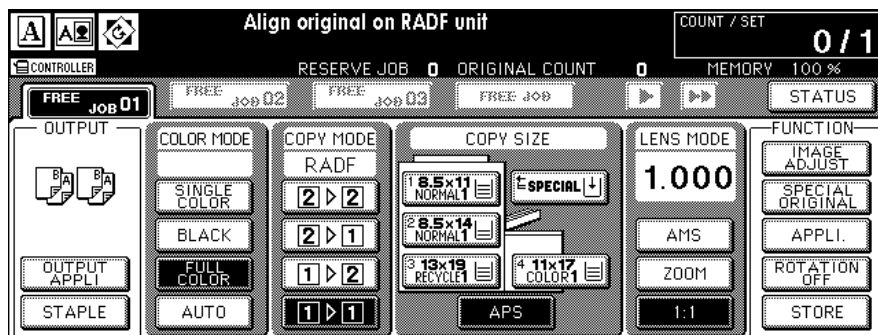
Selecting Density Level and Whitening the Background (Copy Density) (continued)

Setting Density Shift

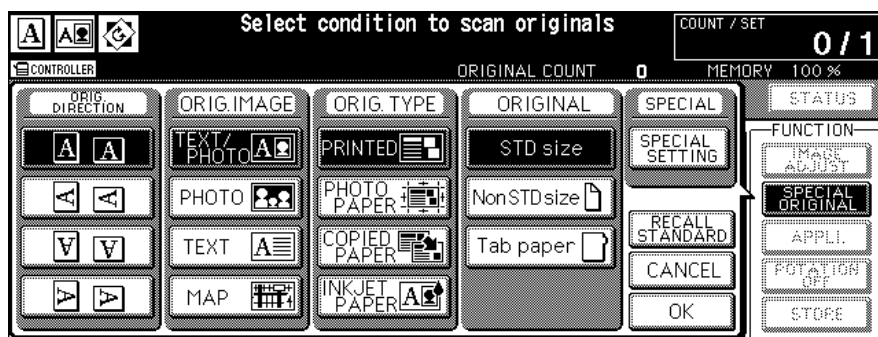
Use this function to shift each of nine density levels to three levels lighter or three levels darker.

This function can be set to use in combination with each of the four Original Image modes (Text/Photo, Photo, Text, and Map) in each of the three color modes (Full color, Black, and Single color), therefore twelve sorts of settings are available for the density adjustment.

1. Select the desired color mode from the Full color, Black, or Single color.



2. Touch **SPECIAL ORIGINAL** on the Basic Screen to display the Special Original popup menu.
3. Select the desired Original Image mode, then press **[P (COUNTER)]**.



(e.g.) Selected Original Image mode: TEXT/PHOTO, Color mode: BLACK

Density Shift (Text/Photo Black)
3 (0 - 6)

Selected Original image mode: PHOTO, Color mode: FULL COLOR

Density Shift (Photo Full color)
3 (0 - 6)

Selected Original image mode: TEXT, Color mode: SINGLE COLOR

Density Shift (Text Single color)
3 (0 - 6)

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Color Image
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Selecting Density Level and Whitening the Background (Copy Density) (continued)

Selected Original image mode: MAP, Color mode: FULL COLOR

Density Shift (Map Full color) 3 (0 - 6)



HINT

For details of the Original Image mode, see p. 7-34 to p. 7-35.

- 4. Press any key (from 0 to 6) using the keypad to determine the Density Shift.**



DETAILS

- Select smaller number for darker level, or larger number for lighter level.
- Entering 7 or above will be ignored.

- 5. Touch *OK* on the Special Original popup menu.**

Density Shift in the selected Original Image mode of the desired Color mode is determined.

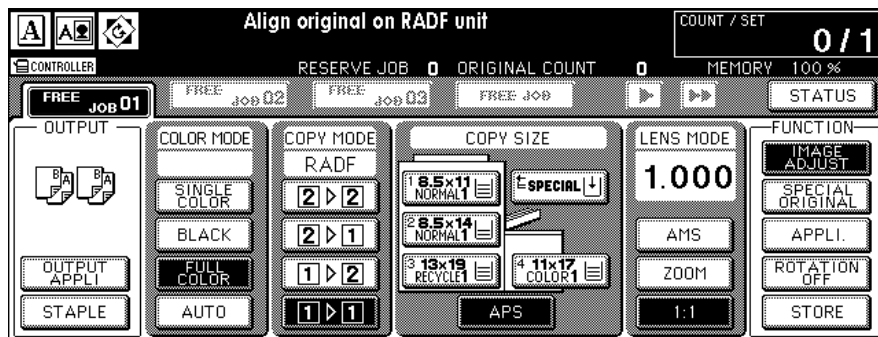
Changing Colors Using RGB and HSB Values (Color Adjustment)

Change color by modifying each value of red (R), green (G), and blue (B), and also adjust the value of hue, saturation, and brightness.

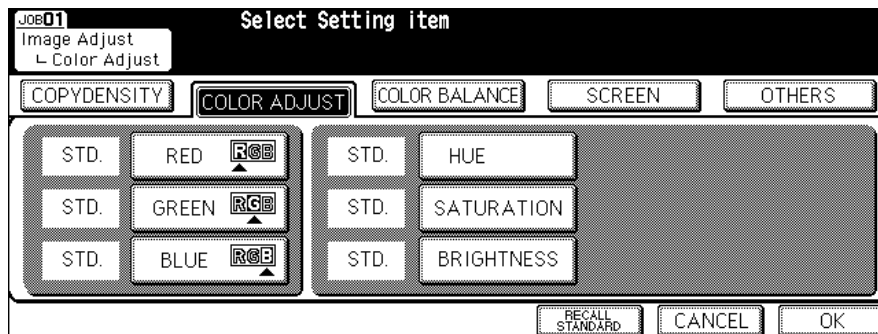
Modifying RGB Value

Change the color of the copy image by modifying each value of red (R), green (G), and blue (B).

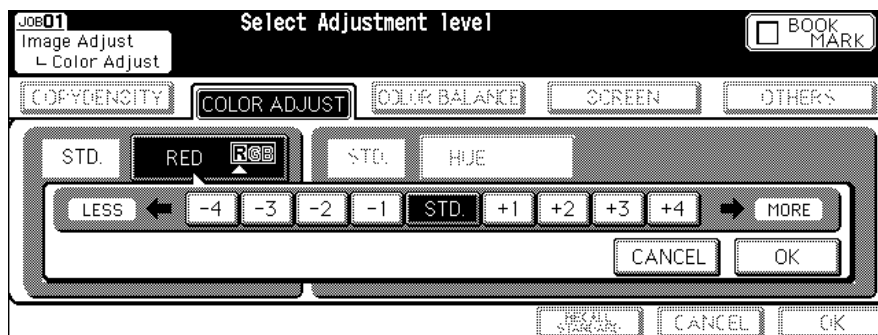
1. Touch **IMAGE ADJUST** on the Basic Screen.



2. Touch **COLOR ADJUST** to display the Color Adjustment Screen.



3. Touch the desired color key.



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Color Image Adjustment

Changing Colors Using RGB and HSB Values (Color Adjustment) (continued)

4. Touch the desired level key from -1 to -4 to make the color lighter, or from +1 to +4 to make it deeper.



DETAILS

Touch **STD.** to select the middle level.

5. Touch **OK.**

The Color Adjustment Screen will be restored.



DETAILS

To resume the previous setting, touch **CANCEL.**

6. Touch **OK.**

The Basic Screen will be restored, with the **IMAGE ADJUST** key highlighted.



DETAILS

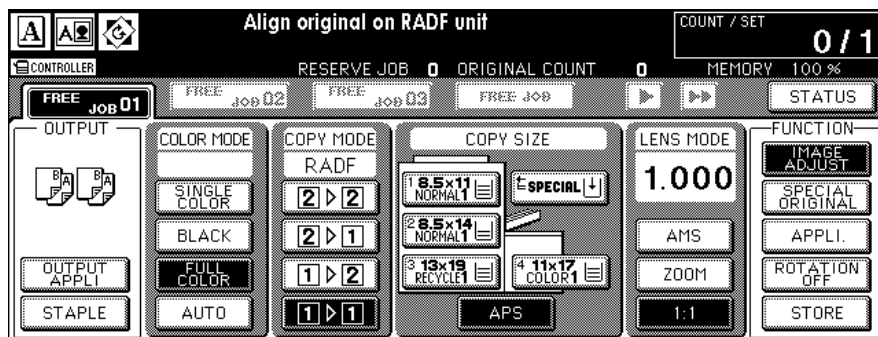
- To resume the previous setting, touch **CANCEL.**
- To restore the initial settings, touch **RECALL STANDARD.**

Changing Colors Using RGB and HSB Values (Color Adjustment) (continued)

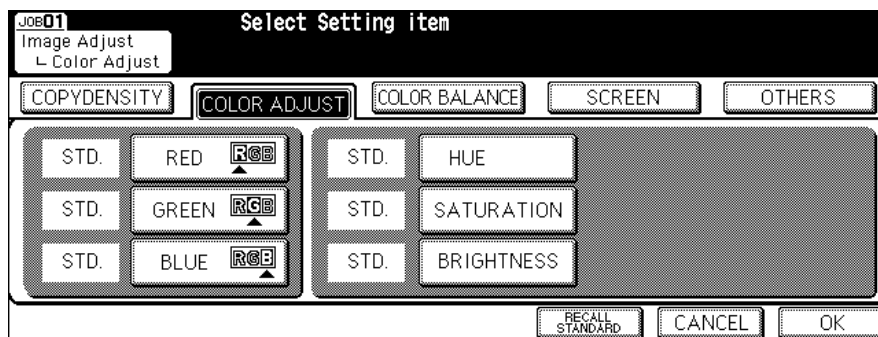
Modifying HSB Value

Change the color of the copy image by making adjustments to Hue, Saturation, and Brightness.

1. Touch **IMAGE ADJUST** on the Basic Screen.

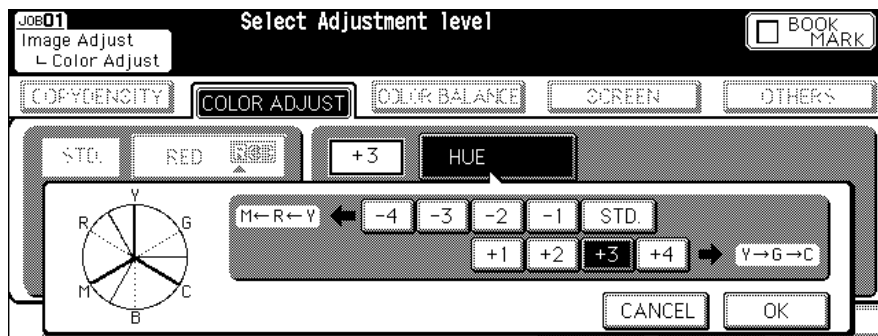


2. Touch **COLOR ADJUST** to display the Color Adjustment Screen.



3. Make an adjustment to Hue.

Touch **HUE**.



Touch the desired level key from -1 to -4 to make yellow closer to red, and red closer to magenta. (Adjustment goes counterclockwise in the color circle.)
Or, touch a key from +1 to +4 to make yellow closer to green, and green closer to cyan. (Adjustment goes clockwise in the color circle.)

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Changing Colors Using RGB and HSB Values (Color Adjustment) (continued)



Touch **STD.** to select the middle level.

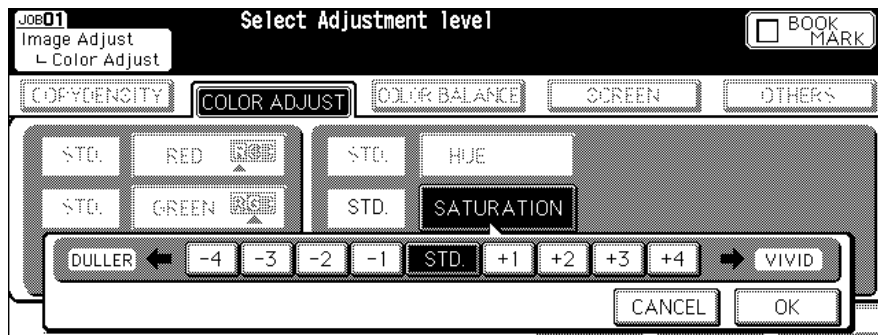
Touch **OK.** The Color Adjustment Screen will be restored.



To resume the previous setting, touch **CANCEL.**

4. Make an adjustment to Saturation.

Touch **SATURATION.**



Touch the desired level key from -1 to -4 to make the colors dull, or from +1 to +4 to make them vivid.



Touch **STD.** to select the middle level.

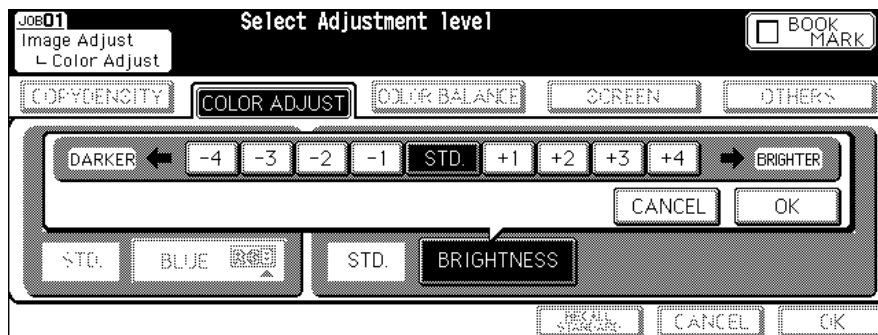
Touch **OK.** The Color Adjustment Screen will be restored.



To resume the previous setting, touch **CANCEL.**

5. Make an adjustment to Brightness.

Touch **BRIGHTNESS.**



Touch the desired level key from -1 to -4 to make the image darker, or from +1 to +4 to make it brighter.

Changing Colors Using RGB and HSB Values (Color Adjustment) (continued)



Touch **STD.** to select the middle level.

Touch **OK.** The Color Adjustment Screen will be restored.



To resume the previous setting, touch **CANCEL.**

6. Touch **OK.**

The Basic Screen will be restored, with the **IMAGE ADJUST** key highlighted.



- To resume the previous setting, touch **CANCEL.**
- To restore the initial settings, touch **RECALL STANDARD.**

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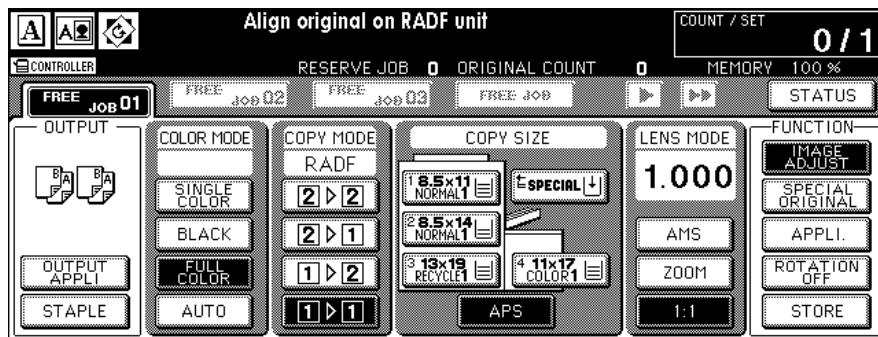
7
Color Image
Adjustment

Changing Colors Using CMYK Value (Color Balance Adjustment)

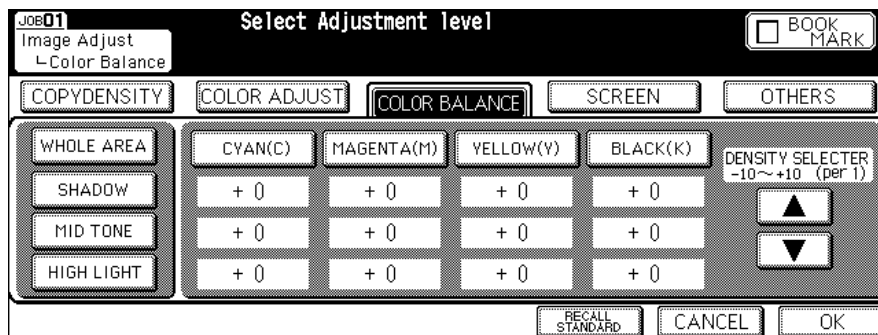
Change the hue by varying the image's cyan (C), magenta (M), yellow (Y), and black (K) individually or mutually.

This adjustment can be made in each density area (shadow, mid tone, or highlight) of the individual color, or in the whole density area of each color. The adjustment value ranges from -10 to +10.

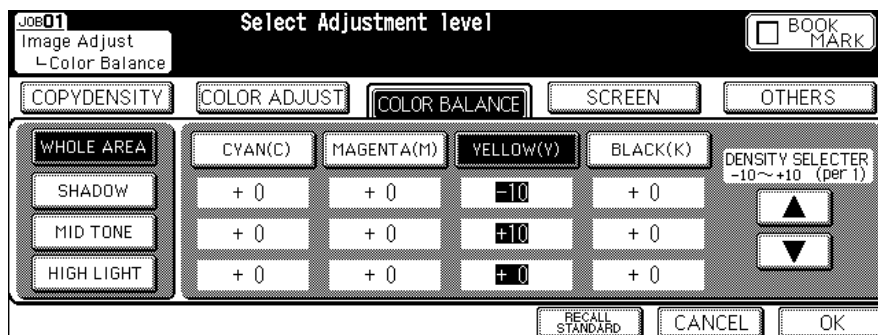
1. Touch **IMAGE ADJUST** on the Basic Screen.



2. Touch **COLOR BALANCE** to display the Color Balance Adjustment Screen.



3. Select the desired density area.



Check the shadow, mid tone, and highlight areas of the original, then select the desired density area to adjust the color balance. If the adjustment is necessary for the whole density area, touch **WHOLE AREA** to highlight it.

Changing Colors Using CMYK Value (Color Balance Adjustment) (continued)

4. Select the color and adjustment value.

Touch **CYAN(C)**, **MAGENTA(M)**, **YELLOW(Y)**, or **BLACK (K)** to highlight it.
Then, touch the ▲ or ▼ key to display the desired adjustment value from -10 to +10.



- The adjustment can be made for each density area. Repeat steps **3** and **4**, if desired.
- Select smaller number to make the color lighter, or larger number to make it darker.

5. Touch **OK**.

The Basic Screen will be restored, with the **IMAGE ADJUST** key highlighted.



- To resume the previous setting, touch **CANCEL**.
- To restore the initial settings, touch **RECALL STANDARD**.

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Selecting Line Screen, Dot Screen, or High Compression (Screen Setting)

This machine provides two methods to reproduce the print image; Line Screen and Dot Screen. The machine selects an appropriate method automatically according to the other copy conditions selected for the job.



HINT

See p. 7-11 “Reproducing Images” for details of Line Screen and Dot Screen.

Follow the procedure below to select the reproducing method manually.

HIGH RESOLUTION / SMOOTH TONE

Specify either High Resolution or Smooth Tone, when selecting the reproducing method manually. High Resolution improves the resolution by maximizing the number of lines drawn. Smooth Tone provides a high-performance color grading by lowering the drawing lines.

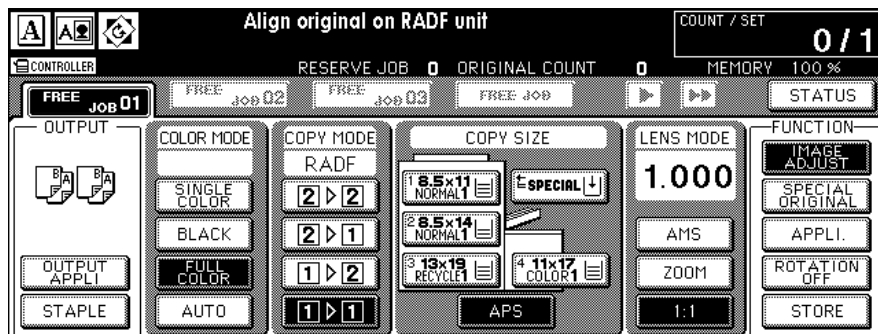
HIGH COMPRESSION

The desired copy result may not be obtained because the internal memory overflows when using the reproducing method selected manually or automatically according to the other copy conditions of the job. In this case, select High Compression to give priority to compressing the scanned data. The Dither method is used instead of Line Screen or Dot Screen.

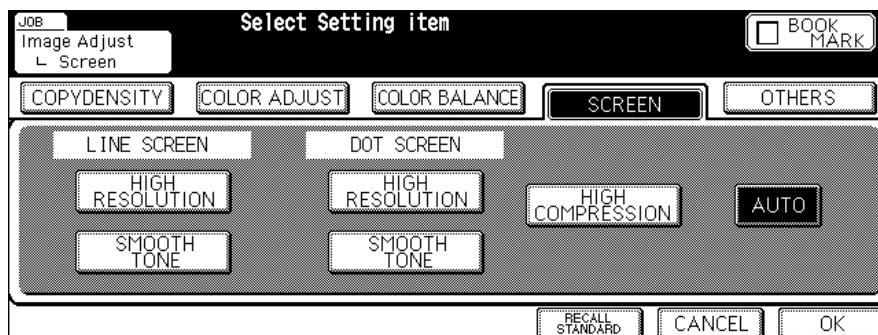
AUTO

Auto selects an appropriate reproducing method automatically according to the selected copy conditions. This mode is initially selected.

1. Touch **IMAGE ADJUST** on the Basic Screen.



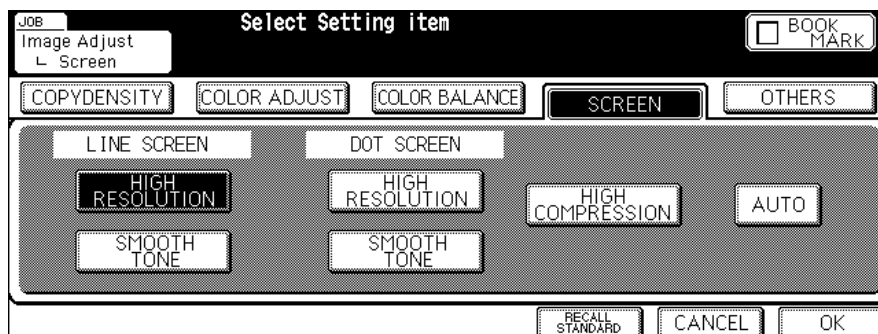
2. Touch **SCREEN** to display the Screen Setting Screen.



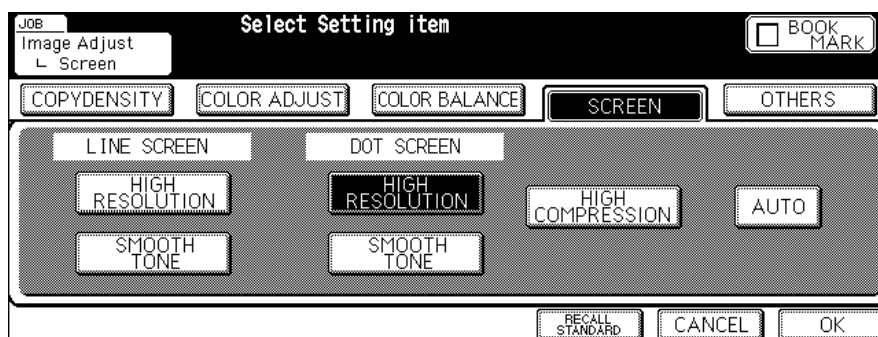
Selecting Line Screen, Dot Screen, or High Compression (Screen Setting) (continued)

3. Select the desired reproducing method.

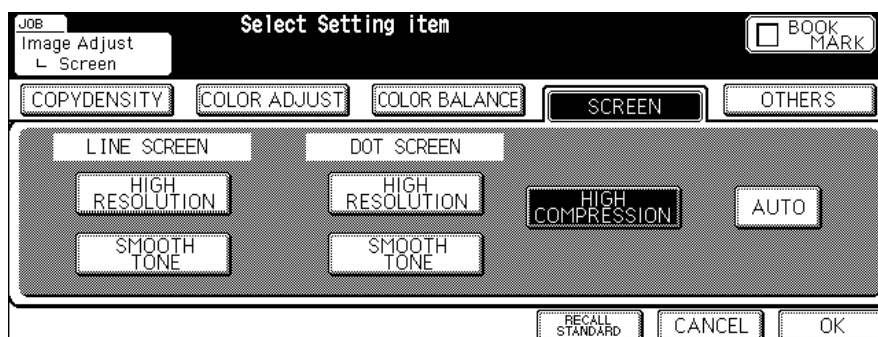
To select the Line Screen, touch **HIGH RESOLUTION** or **SMOOTH TONE** under the LINE SCREEN indication to highlight it.



To select the Dot Screen, touch **HIGH RESOLUTION** or **SMOOTH TONE** under the DOT SCREEN indication to highlight it.



To compress the scanned data, touch **HIGH COMPRESSION** to highlight it.



Touch **AUTO** to highlight it, if reproducing method should be selected automatically.

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Selecting Line Screen, Dot Screen, or High Compression (Screen Setting) (continued)

4. Touch **OK**.

The Basic Screen will be restored, with the **IMAGE ADJUST** key highlighted.



DETAILS

- To resume the previous setting, touch **CANCEL**.
- To restore the initial settings, touch **RECALL STANDARD**.

Adjusting Sharpness and Contrast / Selecting Gloss Mode

In addition to the color adjustment and reproducing method selection, this machine allows you to apply the following filters to improve the copy image quality.

Sharpen the outline of the image. (Sharpness)

Increase the contrast of the image. (Contrast)

Increase shine on the image. (Gloss Mode)

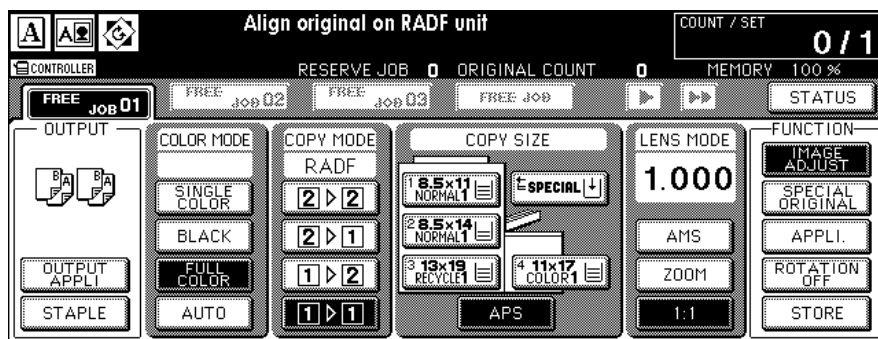
Follow the procedure below to make the adjustment.



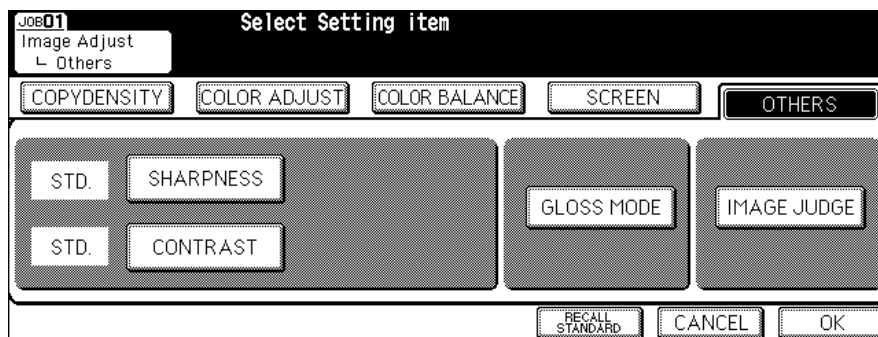
HINT

See p. 7-13 to p. 7-14 for details of the Sharpness, Contrast, and Gloss mode.

1. Touch **IMAGE ADJUST** on the Basic Screen.



2. Touch **OTHERS** to display the Other Adjustment Screen.



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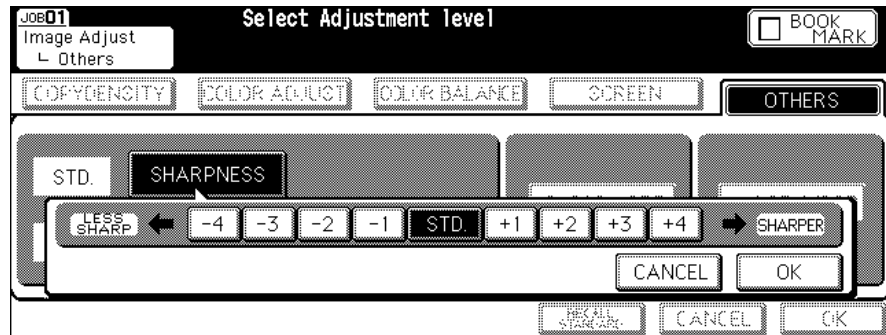
Original
Image/Type

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Color Image
Adjustment

Adjusting Sharpness and Contrast / Selecting Gloss Mode (continued)

3. Select the desired sharpness level.

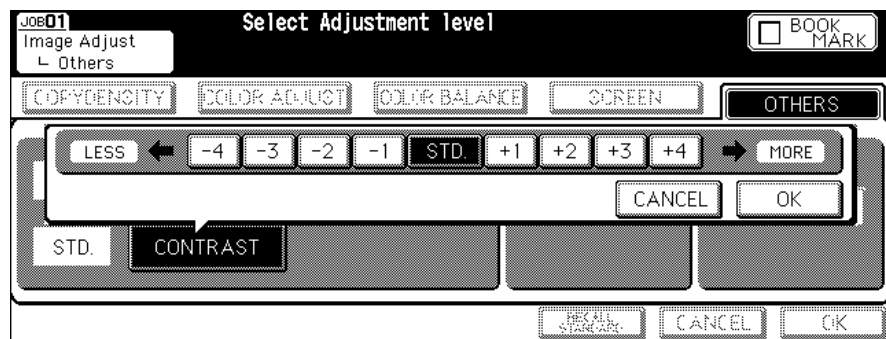
Touch **SHARPNESS**, then touch the desired level key from -1 to -4 to make the outline softer, or from +1 to +4 to make it sharper.
Touch **STD.** to select the middle level.
Touch **OK**.



To resume the previous setting, touch **CANCEL**.

4. Select the desired contrast level.

Touch **CONTRAST**, then touch the desired level key from -1 to -4 to decrease the contrast, or from +1 to +4 to increase the contrast.
Touch **STD.** to select the middle level.
Touch **OK**.

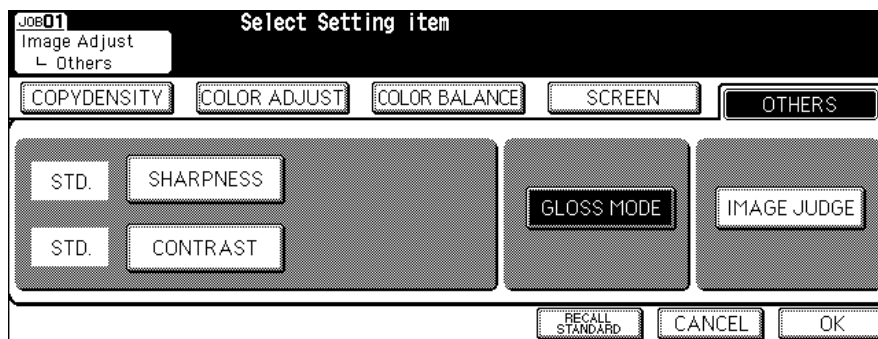


To resume the previous setting, touch **CANCEL**.

Adjusting Sharpness and Contrast / Selecting Gloss Mode (continued)

5. Select the Gloss Mode.

Touch **GLOSS MODE** to highlight it.



6. Touch **OK**.

The Basic Screen will be restored, with the **IMAGE ADJUST** key highlighted.

DETAILS

- To resume the previous setting, touch **CANCEL**.
- To restore the initial settings, touch **RECALL STANDARD**.

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Making Fine Adjustment in Image Detection (Image Judge)

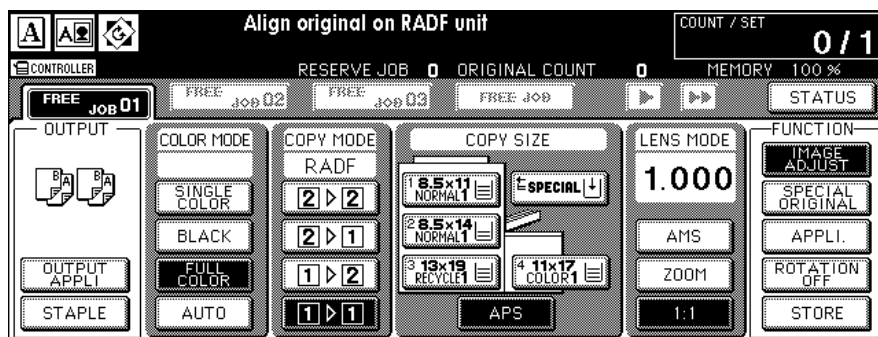
Image Detection detects and determines the photo portion and text area of the original when scanned, allowing you to obtain the optimum print result by modifying the standard for detection according to the character size of the text or its proportion in the whole original.

For this adjustment, two items are provided; Text/Photo proportion adjustment and Black/Color text proportion adjustment.

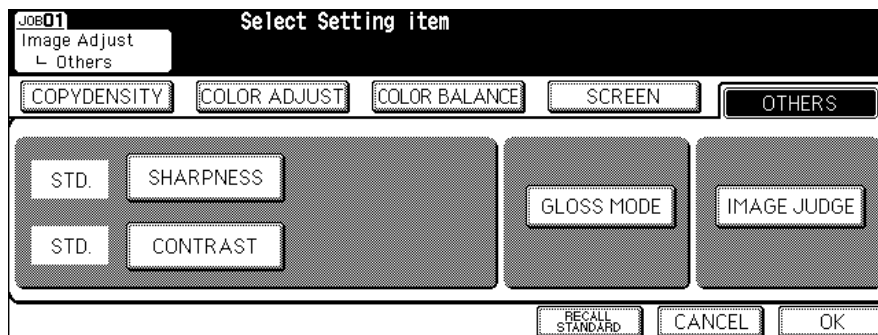
- TEXT/PHOTO changes the ratio of detecting the text area of the original.
- COLOR/TEXT changes the proportion in detecting that the original text is black or colored.

Follow the procedure below to make the adjustment.

1. Touch **IMAGE ADJUST** on the Basic Screen.

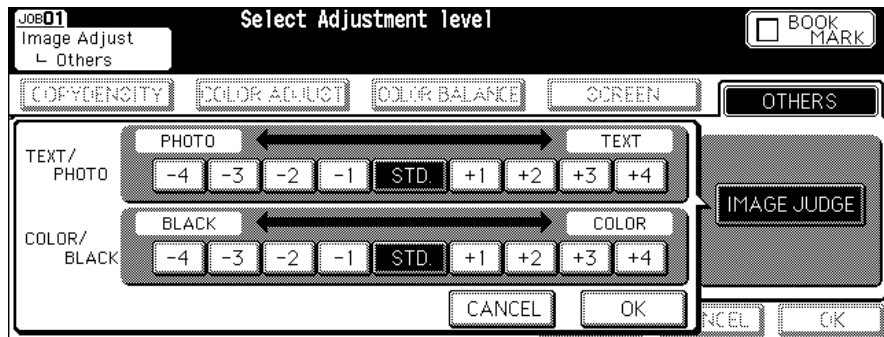


2. Touch **OTHERS** to display the Other Adjustment Screen.



Making Fine Adjustment in Image Detection (Image Judge) (continued)

3. Touch **IMAGE JUDGE**.



4. Make an adjustment to **TEXT/PHOTO**.

Touch the desired level key from -1 to -4 to increase the proportion of photo. Or, touch a key from +1 to +4 to increase the proportion of text.
Touch **STD.** to select the middle level.

5. Make an adjustment to **COLOR/BLACK**.

Touch the desired level key from -1 to -4 to increase the proportion of black text, or from +1 to +4 to increase the proportion of colored text.
Touch **STD.** to select the middle level.

6. Touch **OK**.

The Other Adjustment Screen will be restored.



To resume the previous setting, touch **CANCEL**.

7. Touch **OK**.

The Basic Screen will be restored, with the **IMAGE ADJUST** key highlighted.



- To resume the previous setting, touch **CANCEL**.
- To restore the initial settings, touch **RECALL STANDARD**.

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Specifying Original Type (Original Image/Type in Special Original)

The image quality or type of the original may affect the copy result.

Use Original Image to improve the image quality by specifying the original image type as follows.

- Originals including both text and photo (TEXT/PHOTO)
- Photo originals or originals mainly composed of photos (PHOTO)
- Text originals (TEXT)
- Colored original with small text such as a map (MAP)

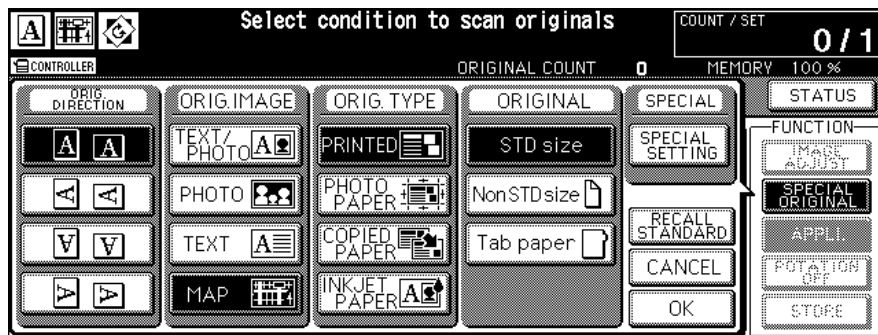
Use Original Type to improve the image quality by specifying the printed original type.

- Normal original (PRINTED)
- Photo-printed original (PHOTO PAPER)
- Copied original (COPIED PAPER)
- Original printed using Ink-jet printer (INKJET PAPER)

1. Touch **SPECIAL ORIGINAL** on the Basic Screen.

The Special Original popup menu will be displayed.

2. Touch the desired key in ORIG. IMAGE area and ORIG. TYPE area.



Only one selection can be made in each area.

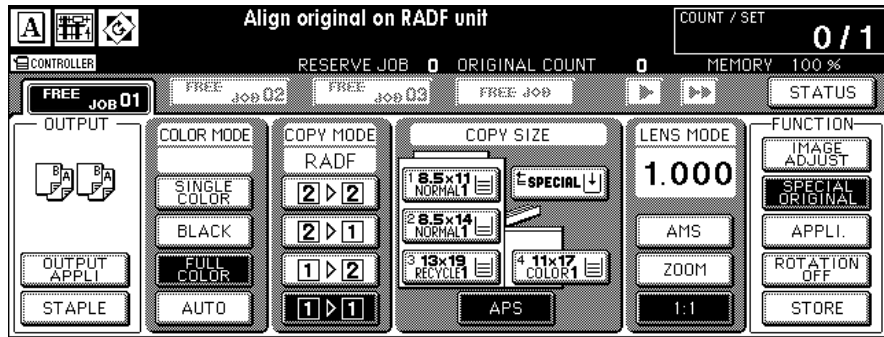


HINT

In each ORIG. IMAGE mode, the copy density level can be shifted three levels darker or three levels lighter (Density Shift). See p. 7-17 for details.

Specifying Original Type (Original Image/Type in Special Original) (continued)

3. Touch **OK**.



The Basic Screen will be restored, with the **SPECIAL ORIGINAL** key highlighted and the selected Original Image icon displayed.

DETAILS

- To resume the previous setting, touch **CANCEL**.
- To restore the initial settings, touch **RECALL STANDARD**.

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SECTION

8

Advanced Information

How to Use Advanced Functions

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Weekly
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Programmed Shut-Off (Weekly Timer)

The Weekly Timer function turns a copier on and off at the time specified by the Key Operator.

This function is not factory-set. When the copier is using the Weekly Timer function, the TIMER indicator on the right side of the control panel is lit.



Reminder!

IMPORTANT: WHEN THE TIMER INDICATOR IS LIT, THE COPIER WILL TURN OFF AUTOMATICALLY. DO NOT TURN IT OFF BY PRESSING POWER SWITCH.

When the TIMER indicator light is on and other indicators are off, copying is unavailable due to the Weekly Timer function.

However, copying can be available by using the following procedure.

- 1. Press [POWER SAVER ON/OFF] on the control panel.**



HINT

For details of the Weekly Timer function, see p. 14-26 to p. 14-33.

The Basic screen will be displayed along with the message shown below.

Timer interrupt mode
Enter password



DETAILS

The machine power will be turned off automatically 5 minutes after this message is shown if a password is not entered.

Programmed Shut-Off (Weekly Timer) (continued)

The Timer Interrupt password is not factory set and must be entered by the Key Operator. In the event the Timer Interrupt password has not been entered by the Key Operator, the following message will display instead.

Input copy time
0 hour(s) 05 minute(s)

When the above message displays, proceed to step 4.

2. Enter the password.

Enter a 4-digit number Timer Interrupt password using the keypad on the control panel.



HINT

For setting the Timer Interrupt password, see p. 14-33.



DETAILS

If an invalid password is entered, continue by entering the valid 4-digit password.

3. Press [START].

The following message will be displayed on the Basic Screen.

Input copy time
0 hour(s) 05 minute(s)

4. Set the hour for the interrupt use.

Enter a 1-digit hour (ex. 3 hours is 3) using the keypad on the control panel. (0 ~ 9)

5. Press [START].

6. Set the minute for the interrupt use.

Enter a 2-digit minute (ex. 7 minutes is 07) using the keypad on the control panel. (00 ~ 59)



DETAILS

Entering a number smaller than 5 will set the minute at 5.

7. Press [START].

Copying is available until the set time is up.

8. When Timer Interrupt of the copier is finished, press [POWER SAVER ON/OFF] for one second or longer, then release it.

The copier returns to the OFF condition and copying is again disabled.

Weekly
Timer

Rotation

Vertical/Hori-
zontal Zoom

Folding /
Stapling&Folding

Punch

Three-
Folding

Trimming

Cover Sheet
Feeding

Off-Line
Finishing

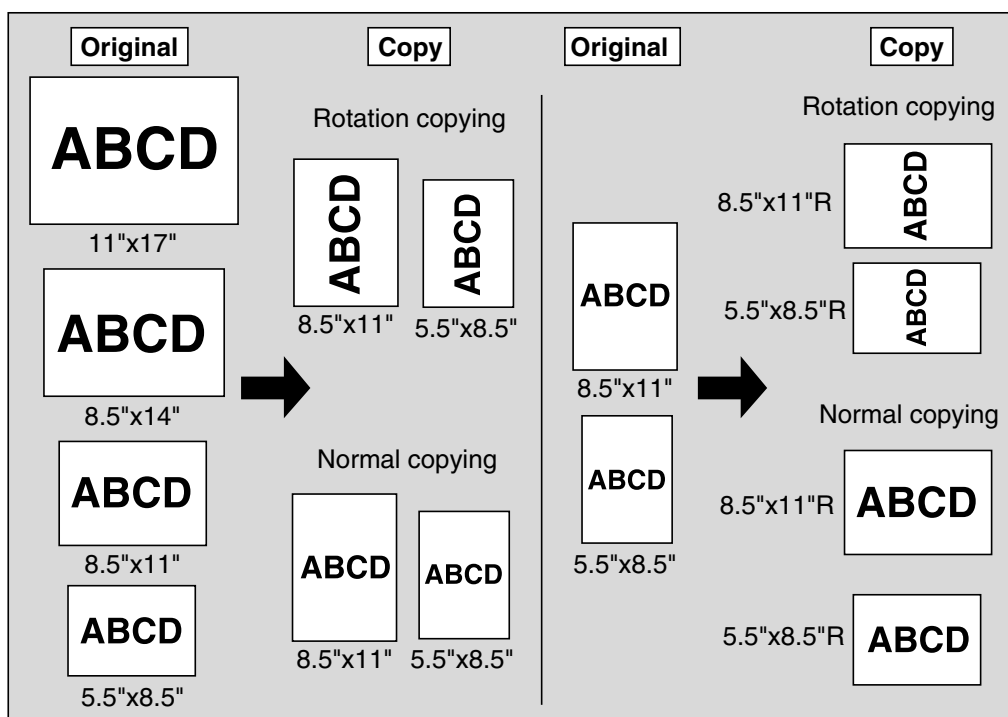
8
Advanced
Information

Rotation

This function allows you to utilize APS or AMS and copy the original documents onto size 8.5"x11" or 5.5"x8.5", irrespective of the copy paper feeding direction.

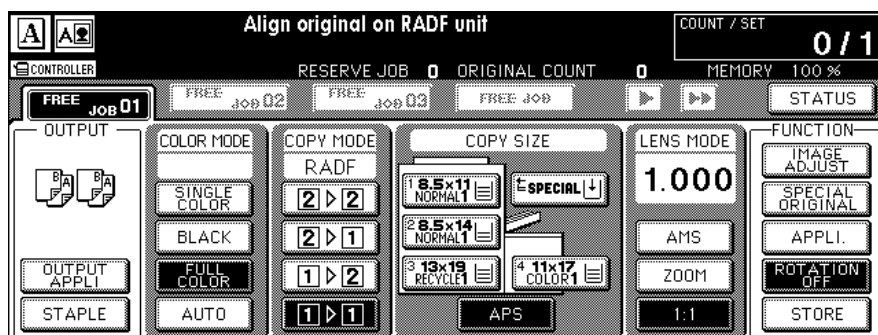


By default, Rotation requires APS or AMS to function. The Key Operator can set this function ON, or to operate when APS, AMS or reduce functions. See p. 14-37 to p. 14-42.



The copier is initially set to activate the Rotation function automatically. Follow the procedure below to release/resume this function.

1. Touch **ROTATION OFF** on the Basic Screen to highlight it.



When Rotation is released, the Rotation icon on the Basic Screen will disappear to indicate that this function is cancelled.

2. Touch to deselect **ROTATION OFF** to resume this function.

When Rotation is resumed, the Rotation icon will be displayed on the screen.

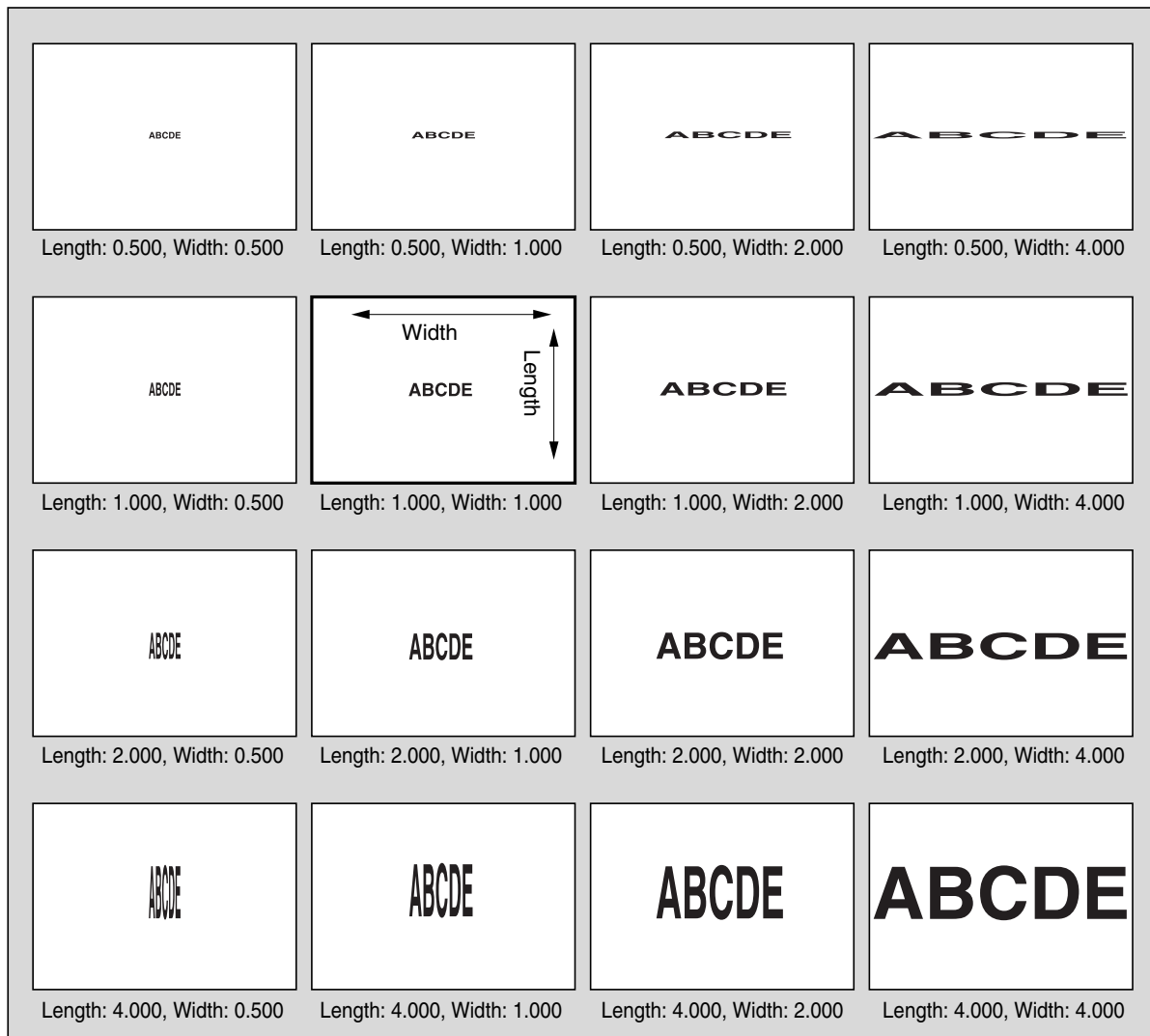
Vertical/Horizontal Zoom Mode

Use the Vertical/Horizontal zoom mode to reduce or enlarge vertical and horizontal dimensions, independently.

Vertical/Horizontal Zoom Mode Specifications

- ☐ Vertical/Horizontal zoom range: 0.250~4.000
- ☐ Incompatible Conditions: APS, AMS, Reduce & Shift in Image Shift, Overlay with Repeat

The figure shown below is the sample image using the Vertical/Horizontal zoom.



Weekly
Timer

Rotation

Vertical/Hori-
zontal Zoom

Folding /
Stapling&Folding

Punch

Three-
Folding

Trimming

Cover Sheet
Feeding

Off-Line
Finishing

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Advanced
Information

Vertical/Horizontal Zoom Mode (continued)

1. Touch **ZOOM** on the Basic Screen.

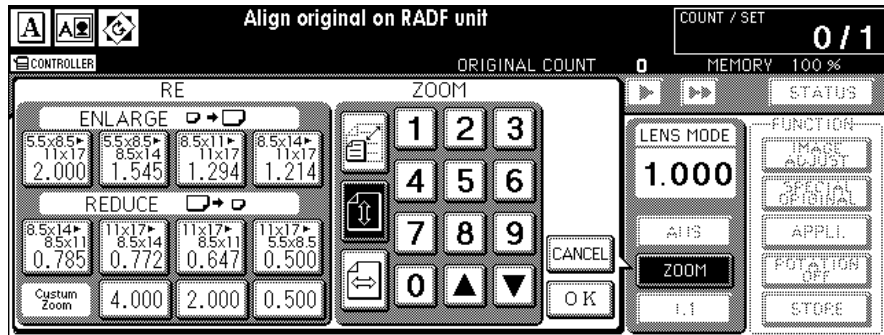
The popup menu for setting a zoom ratio will be displayed.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

2. Touch the vertical zoom key on the popup menu to highlight it, then set the vertical zoom ratio.

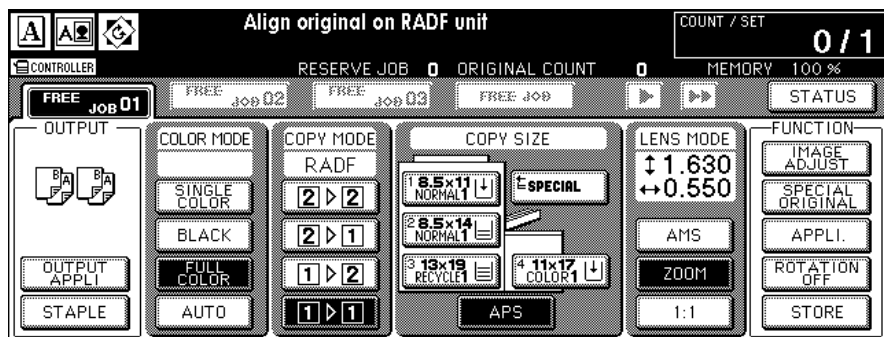


Use the keypad on the popup menu to enter a 3-digit vertical zoom ratio, or use arrow keys (▲/▼) to scroll to the desired ratio.

Similarly, touch the horizontal zoom key to highlight it, then set the horizontal zoom ratio.

3. Touch **OK**.

The popup menu disappears automatically and the specified zoom ratio will be displayed on the Basic Screen.



4. Select additional copy conditions, as desired.

5. Enter the desired print quantity from the control panel keypad.



HINT

See p. 3-10 for details on setting print quantity.

6. Position original(s).



HINT

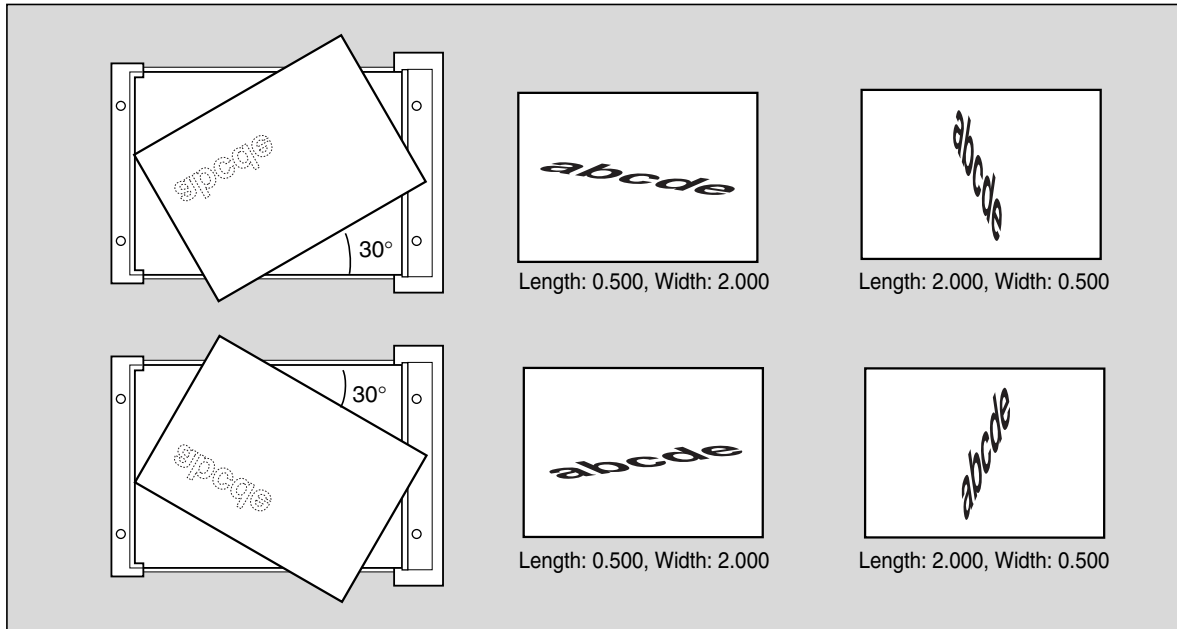
See p. 3-4 to p. 3-9 for details on positioning originals.

Vertical/Horizontal Zoom Mode (continued)

7. Press [START].



The figure shown below is the sample image using the Vertical/Horizontal zoom with an original placed slanted on the platén glass.



Weekly
Timer

Rotation

Vertical/Hori-
zontal Zoom

Folding /
Stapling&Folding

Punch

Three-
Folding

Trimming

Cover Sheet
Feeding

Off-Line
Finishing

8
Advanced
Information

Making Folded Booklet (Folding / Stapling & Folding)

The Folding and Stapling & Folding modes are available only when the FN-9 Finisher option is installed. When any of these modes is selected, the Booklet feature is automatically selected and indicated on the Application Selection Screen.

DETAILS

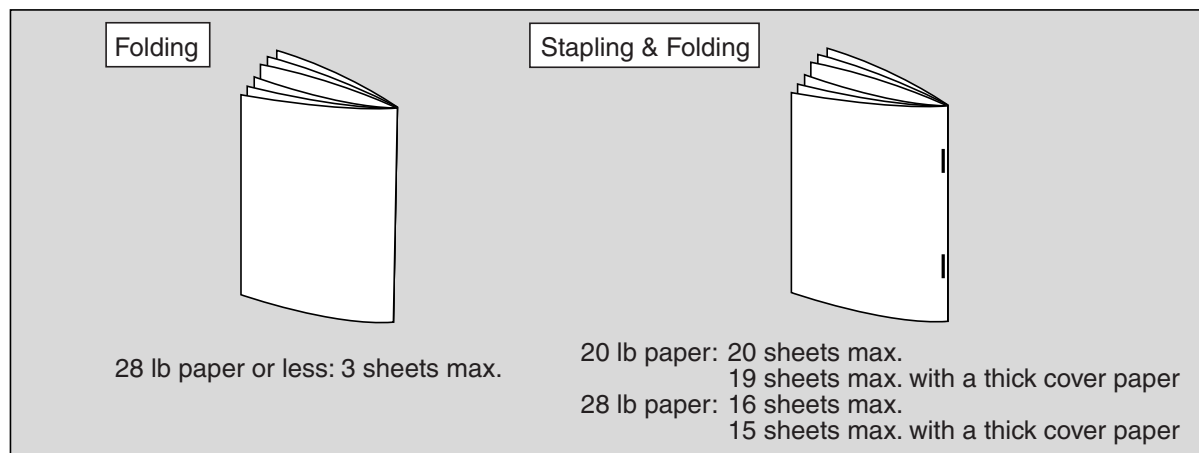
- When copying two-sided signature originals using the Folding or Stapling & Folding mode, release the automatically selected Booklet mode on the Application Selection Screen.
- When copying dark originals or using Reverse Image mode together with Folding or Stapling & Folding mode, the folded line of the output copies may be slightly shifted.

The following copy results may be expected when using Folding or Stapling & Folding mode: In the Folding mode, each copied set is folded and output to the Booklet tray of the finisher. In the Stapling & Folding mode, each copied set is stapled at two positions (saddle stitched), then folded and output to the Booklet tray of the finisher.

Specifications for Folding / Stapling & Folding Mode

- ☐ Use RADF.
- ☐ Max. number of folded sheets in Folding mode
 - 28 lb paper or less: 3 sheets (less than in Staple & Folding mode because they are not clinched first)
- ☐ Max. number of folded sheets in Stapling & Folding mode
 - 20 lb paper or less: 20 sheets
 - 19 sheets with a thick cover paper
 - 28 lb paper or less: 16 sheets
 - 15 sheets with a thick cover paper
- ☐ Paper size: 12"x18", 11"x17", 8.5"x14", 8.5"x11"R, A4R
- ☐ Paper weight: 16~28 lb; Special stock (20 lb paper is recommended)
- ☐ Booklet tray capacity:
 - When the Booklet tray capacity is exceeded, the finisher will stop operating. Select the appropriate print quantity by referring to the following capacities.
 - Using 20 lb paper:
 - Approx. 100 sheets max. (12"x18", 11"x17", 8.5"x14")
 - Folding: 33 sets max. of 3-sheet-folded booklet (33 x 3 = 99 sheets)
 - Stapling & Folding: 20 sets max. of 5-sheet-folded booklet (20 x 5 = 100 sheets)
 - 5 sets max. of 20-sheet-folded booklet (5 x 20 = 100 sheets)
 - Approx. 75 sheets max. (8.5"x11"R, A4R)
 - Folding: 25 sets max. of 3-sheet-folded booklet (25 x 3 = 75 sheets)
 - Stapling & Folding: 15 sets max. of 5-sheet-folded booklet (15 x 5 = 75 sheets)
 - Using 28 lb paper:
 - Approx. 80 sheets max. (12"x18", 11"x17", 8.5"x14")
 - Folding: 26 sets max. of 3-sheet-folded booklet (26 x 3 = 78 sheets)
 - Stapling & Folding: 16 sets max. of 5-sheet-folded booklet (16 x 5 = 80 sheets)
 - 5 sets max. of 15-sheet-folded booklet (5 x 15 = 75 sheets)
 - Approx. 60 sheets max. (8.5"x11"R, A4R)
 - Folding: 20 sets max. of 3-sheet-folded booklet (20 x 3 = 60 sheets)
 - Stapling & Folding: 12 sets max. of 5-sheet-folded booklet (12 x 5 = 60 sheets)
 - ☐ Incompatible conditions with Booklet selected: APS, 1-1, 2-1, ACS, Sort, Staple-sort, Group, Face Up, Three-Folding, Rotation Sort, Rotation Group, Punch, Back cover feeding, Mixed Original, Whole Area in Non STD size, Tab Paper, Sheet/Cover Insertion, Combination, Program Job, Multi-Page Enlargement, Non-Image Area Erase, Reverse Image, Repeat
 - ☐ Incompatible conditions without Booklet: Sort, Staple-sort, Group, Face Up, Rotation Sort, Rotation Group, Three-Folding, Punch, Back cover feeding, Mixed Original, Book Copy, Program Job, Multi-Page Enlargement, Reverse Image

Making Folded Booklet (Folding / Stapling & Folding) (continued)



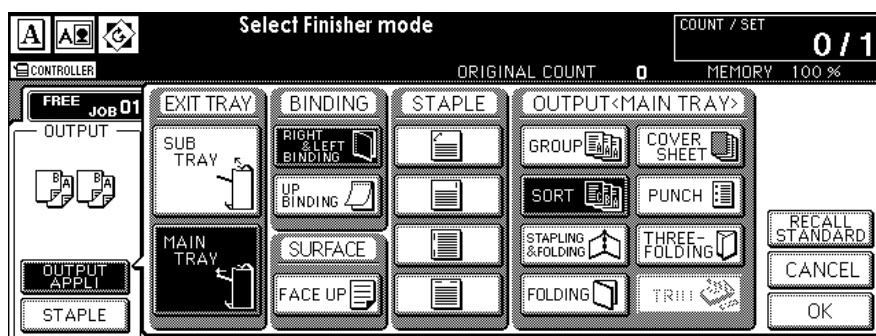
1. Touch **OUTPUT APPLI.** on the Basic Screen to display the Output Mode popup menu.



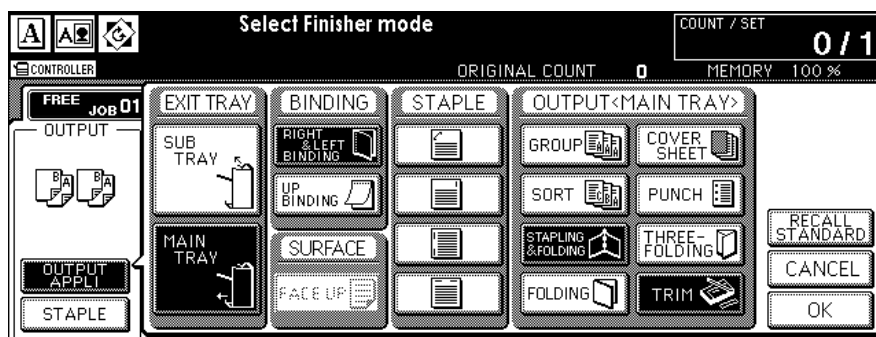
Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

2. Touch **MAIN TRAY**, if not highlighted.



3. Touch **STAPLING & FOLDING** or **FOLDING**, as desired.



Making Folded Booklet (Folding / Stapling & Folding) (continued)



Selecting **FOLDING** or **STAPLING & FOLDING** will automatically switch the output tray to Booklet tray. Notice that the arrow pointing from the Main tray shifts to the Booklet tray.

When selecting **STAPLING & FOLDING**, the machine with the trimmer unit installed selects **TRIM** automatically. To cancel the trimming mode, touch **TRIM** to deselect it.

4. Touch **OK** on the Output Mode popup menu.

The Basic Screen will be restored and the selection made in the output mode will be reflected in the OUTPUT icon area.

5. Select additional copying features, as required.



NO COVER SHEET of Booklet is automatically selected.

To change this selection, touch **APPLI.** on the Basic Screen to display the Application Selection Screen, then touch **Booklet** twice to display the Booklet Mode Selection Screen to make another selection or to release the setting.

6. Enter the desired print quantity from the control panel keypad.



See p. 3-10 for details on setting print quantity.

7. Position originals.



See p. 3-4 to p. 3-9 for details on positioning originals.



When loading originals, heed the following limits on capacity:

Folding mode:

12 pages or less for simplex copying

6 pages or less for duplex copying

Stapling & Folding mode:

80/64 pages or less for simplex copying (20/28 lb paper)

40/32 pages or less for duplex copying (20/28 lb paper)

Exceeding the above capacity limits may cause trouble in the finisher.

8. Press [**START**].



When the Booklet tray capacity is exceeded, the finisher will cease operating. To avoid this, select the appropriate print quantity from the specifications shown on p. 8-8.

Punching File Holes in Copies (Punch)

The Punch mode is available only when the PK-5 Punch kit option is installed on the FN-120/FN-9 finisher.

When the Punch mode is selected in combination with any of the Primary (Main) tray output modes, each copied sheet is punched and output to the Primary tray according to the selected output mode.



DETAILS

- Some staple positions previously selected may conflict with this function.
- Special size paper (STD size (special), Non STD size, Wide paper) cannot be punched.
- If the ATS (Automatic Tray Switching) functions while the machine uses the Punch mode, the punch holes may be slightly off the appropriate positions.

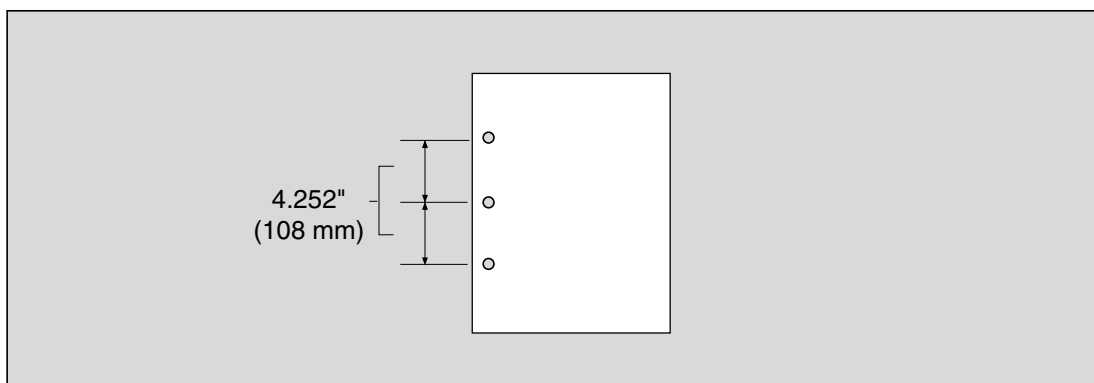


Reminder!

- Do not punch special paper type such as labels, tabbed sheets, etc. Otherwise, machine trouble may occur in Punching kit.
- Be sure that the paper guides of the paper tray are securely aligned to the paper; otherwise the copies may not be punched in position.

Specifications for Punch Mode

- ☐ Copy paper size: 12"x18", 11"x17", 8.5"x11" (20 lb paper recommended)
- ☐ Paper weight: 16 lb ~ 34 lb (64 g/m² ~128 g/m²) paper recommended
- ☐ Number of holes: 3 holes
- ☐ Hole diameter: 0.315" ± 0.020" (8 mm ± 0.5 mm)
- ☐ Hole pitch: 4.252" ± 0.020" (108 mm ± 0.5 mm)
- ☐ Incompatible Conditions: Using platen glass (available when using Platen store mode), Rotation Sort, Rotation Group, Folding, Stapling & Folding, Three-Folding, Cover Sheet mode, Output modes using secondary tray, Mixed Original (8.5"x11"R, 5.5"x8.5" mixed), Copy insertion mode in Chapter, Cover sheet mode in Booklet



Weekly
Timer

Rotation

Vertical/Hori-
zontal Zoom

Folding /
Stapling&Folding

Punch

Three-
Folding

Trimming

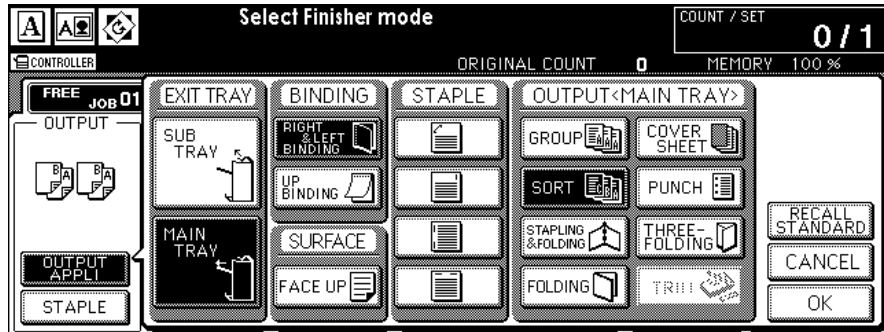
Cover Sheet
Feeding

Off-Line
Finishing

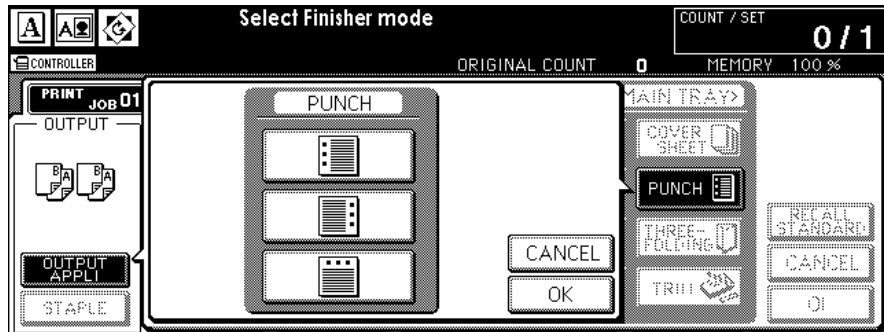
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Advanced
Information

Punching File Holes in Copies (Punch) (continued)

1. Touch **OUTPUT APPLI.** on the Basic Screen to display the Output Mode popup menu.
2. Touch **MAIN TRAY**, if not highlighted.



3. Touch **PUNCH** to display the Punch Position popup menu.

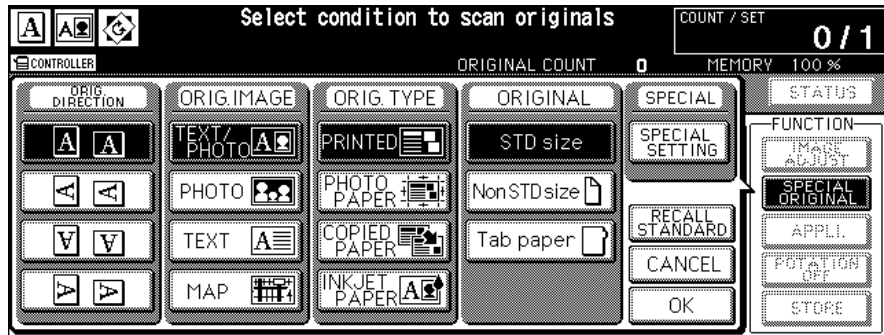


4. Touch the desired punch position key to highlight it.
5. Touch **OK** on the Punch Position popup menu to restore the Output Mode popup menu.
6. Touch **OK** on the Output Mode popup menu to complete the setting and return to the Basic Screen.

The selection made in punch position will be displayed in the OUTPUT icon area.

Punching File Holes in Copies (Punch) (continued)

7. Specify the original set direction.



Touch **SPECIAL ORIGINAL** on the Basic Screen to display the Special Original popup menu.

Touch to select the desired original set direction, then touch **OK** to return to the Basic Screen.

8. Select additional copying features, as required.

9. Enter the desired print quantity from the control panel keypad.



HINT

See p. 3-10 for details on setting print quantity.

10. Position originals in the document feeder.



HINT

See p. 3-4 to p. 3-7 for details on positioning originals.

11. Press [START].



CAUTION

When the finisher exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Weekly
Timer

Rotation

Vertical/Hori-
zontal Zoom

Folding /
Stapling&Folding

Punch

Three-
Folding

Trimming

Cover Sheet
Feeding

Off-Line
Finishing

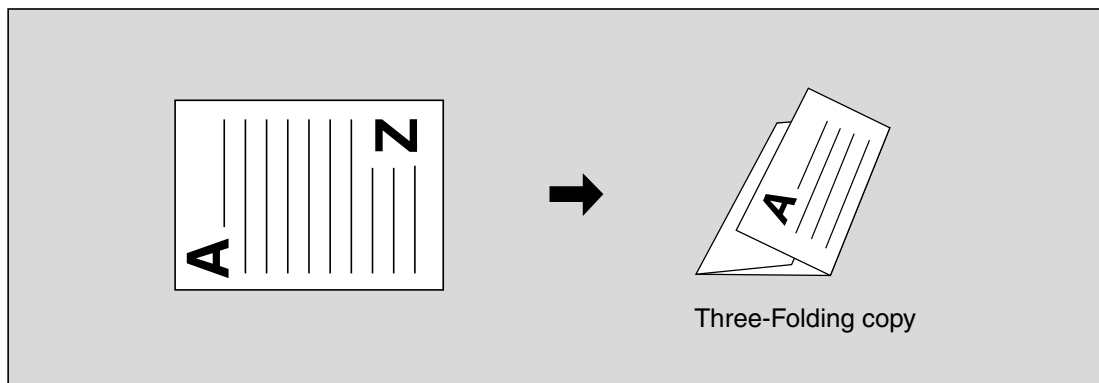
8
Advanced
Information

Output Three-Folded Copies (Three-Folding)

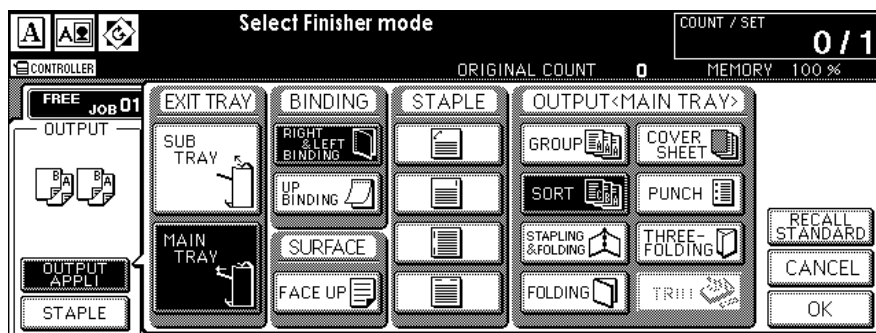
The Three-Folding mode is available only when the FN-9 Finisher option is installed. In this mode, the original image is copied on 8.5"x11"R copy paper and output to the Booklet tray of the finisher.

Specifications for Three-Folding Mode

- ☐ Copy paper size: 8.5"x11"R, A4R* (20 lb paper recommended)
* The service setting is required to use A4R paper in this mode. Please contact your service representative.
- ☐ Max. number of folded sheets (28 lb Bond): 3 sheets
- ☐ Paper weight: 16~28 lb; Special stock (20 lb paper is recommended)
- ☐ Booklet tray capacity: 50 sets max. of 1-sheet-folded set (50 sheets)
- ☐ Incompatible Conditions: Sort, Staple-sort, Group, Face Up, Rotation Sort, Rotation Group, Output modes using secondary tray, Folding, Stapling & Folding, Punch, Back cover feeding, Mixed Original, Book Copy, Program Job, Multi-Page Enlargement, Reverse Image

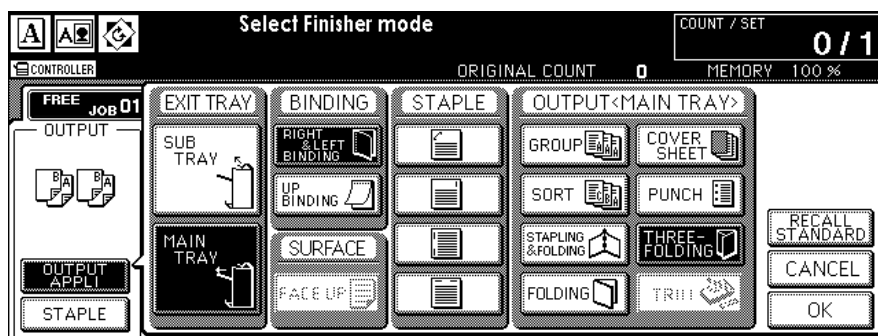


1. Load 8.5"x11"R or A4R copy paper in a tray.
2. Touch **OUTPUT APPLI.** on the Basic Screen to display the Output Mode popup menu.
3. Touch **MAIN TRAY**, if not highlighted.



Output Three-Folded Copies (Three-Folding) (continued)

4. Touch **THREE-FOLDING** to highlight it.



5. Touch **OK** on the popup menu to complete the setting and return to the Basic Screen.

The THREE-FOLDING icon will be displayed in the OUTPUT icon area.

6. Select additional copying features, as required.

Touch to highlight the 8.5"x11"R or A4R tray key, if not already highlighted.

7. Enter the desired print quantity from the control panel keypad.



HINT

See p. 3-10 for details on setting print quantity.

8. Position originals.



HINT

See p. 3-4 to p. 3-9 for details on positioning originals.



DETAILS

Up to 3 originals can be three-folded.

9. Press [**START**].



CAUTION

When the Booklet tray capacity is exceeded, the finisher will cease operating. To avoid this, select the appropriate print quantity from the specifications shown on p. 8-14.

Weekly
Timer

Rotation

Vertical/Hori-
zontal Zoom

Folding /
Stapling&Folding

Punch

Three-
Folding

Trimming

Cover Sheet
Feeding

Off-Line
Finishing

8
Advanced
Information

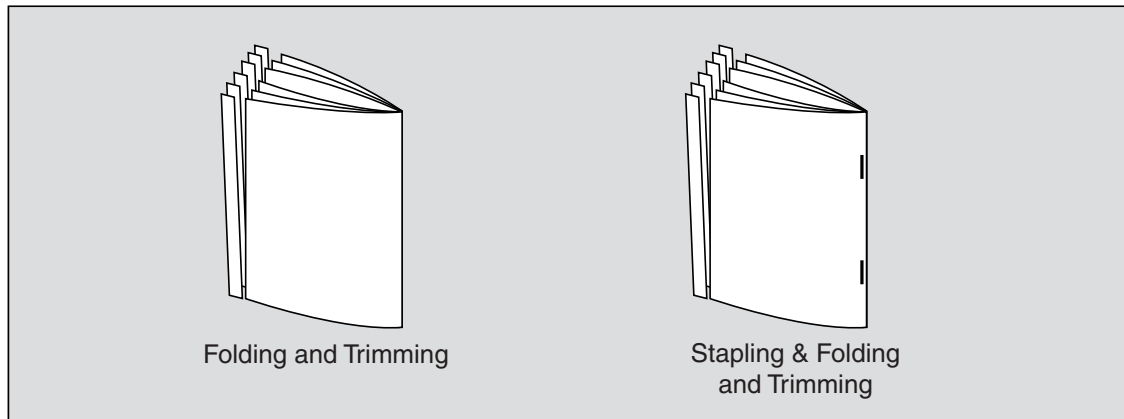
Making Trimmed Booklets (Trimming)

The Trimming mode is available only when the TMG-3 Trimming unit option is installed on the FN-9 Finisher. This function can be used with Folding or Stapling & Folding mode to make each copied set folded or stapled & folded, trimmed at the edge that opens the booklet, then output to the Trimmer unit tray.

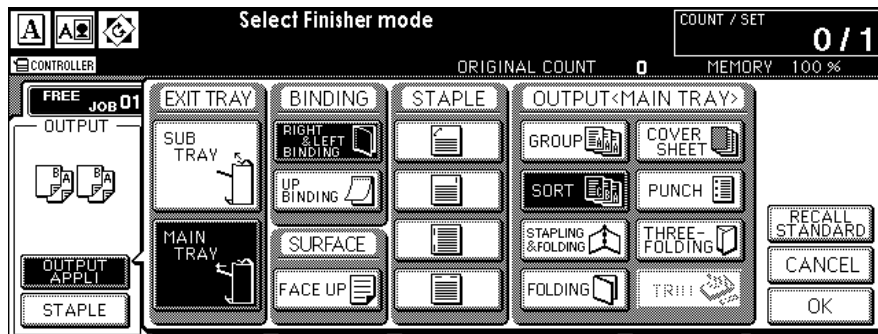
Specifications for Trimming Mode

- ☐ Max. number of folded sheets in Folding mode
28 lb paper or less: 3 sheets (less than in Staple & Folding mode because they are not clinched first)
- ☐ Max. number of folded sheets in Stapling & Folding mode
20 lb paper or less: 20 sheets
19 sheets with a thick cover paper
28 lb paper or less: 16 sheets
15 sheets with a thick cover paper
- ☐ Paper size: 12"x18", 11"x17", 8.5"x14", 8.5"x11"R, A4R
- ☐ Paper weight: 16 ~ 28 lb
- ☐ Trimmer unit tray capacity:
When the Trimmer unit tray capacity is exceeded, the Finisher and Trimming unit will stop operating. Select an appropriate print quantity by referring to the following capacities.
Approx. 512 sheets max. (20 lb paper)
Folding and Trimming: 100 sets max. of 3-sheet-folded booklet
(100 x 3 = 300 sheets max.)
Stapling & Folding and Trimming: 100 sets max. of 2~5-sheet-folded booklet
(100 x 5 = 500 sheets max.)
50 sets max. of 6~10-sheet-folded booklet
(50 x 10 = 500 sheets max.)
32 sets max. of 11~16-sheet-folded booklet
(32 x 16 = 512 sheets max.)
25 sets max. of 17~20-sheet-folded booklet
(25 x 20 = 500 sheets max.)
Approx. 410 sheets max. (28 lb paper)
Folding and Trimming: 100 sets max. of 3-sheet-folded booklet
(100 x 3 = 300 sheets max.)
Stapling & Folding and Trimming: 80 sets max. of 2~5-sheet-folded booklet
(80 x 5 = 400 sheets max.)
40 sets max. of 6~10-sheet-folded booklet
(40 x 10 = 400 sheets max.)
25 sets max. of 11~16-sheet-folded booklet
(25 x 16 = 400 sheets max.)
20 sets max. of 17~20-sheet-folded booklet
(20 x 20 = 400 sheets max.)
- ☐ Incompatible Conditions with Booklet selected: APS, 1-1, 2-1, ACS, Sort, Staple-sort, Group, Face Up, Rotation sort, Rotation group, Three-Folding, Punch, Back cover feeding, Mixed Original, Whole Area in Non STD size, Tab Paper, Sheet/Cover Insertion, Combination, Program Job, Multi-Page Enlargement, Non-Image Area Erase, Reverse Image, Repeat
- ☐ Incompatible conditions without Booklet: Sort, Staple-sort, Group, Face Up, Rotation Sort, Rotation Group, Three-Folding, Punch, Back cover feeding, Mixed Original, Book Copy, Program Job, Multi-Page Enlargement, Reverse Image

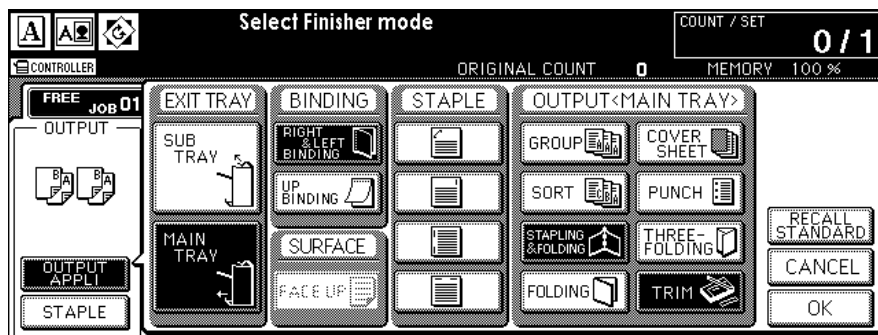
Making Trimmed Booklets (Trimming) (continued)



1. Touch **OUTPUT APPLI.** on the Basic Screen
The Output Mode popup menu will be displayed.
2. Touch **MAIN TRAY**, if not highlighted.



3. Select the desired trimming mode.
Touch **STAPLING & FOLDING** or **FOLDING**, as desired.
When selecting **FOLDING**, also touch **TRIM** to highlight it.
When selecting **STAPLING & FOLDING**, the machine with the trimmer unit installed selects **TRIM** automatically.



Weekly
Timer

Rotation

Vertical/Hori-
zontal Zoom

Folding /
Stapling&Folding

Punch

Three-
Folding

Trimming

Cover Sheet
Feeding

Off-Line
Finishing

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Advanced
Information

Making Trimmed Booklets (Trimming) (continued)



DETAILS

- When copying two-sided signature originals using the Folding or Stapling & Folding mode, release the automatically selected Booklet mode on the Application Selection Screen.
- When copying dark originals or using Reverse Image mode together with Folding or Stapling & Folding mode, the folded line of the output copies may be slightly shifted.

4. Touch **OK** on the Output Mode popup menu.

The Basic Screen will be restored and the selection made in the output mode will be reflected in the OUTPUT icon area.

5. Select additional copying features, as required.



DETAILS

NO COVER SHEET of Booklet is initially selected.

To change this selection, touch **APPLI.** on the Basic Screen to display the Application Selection Screen, then touch **Booklet** twice to display the Booklet Mode Selection Screen to make another selection or to release the setting.

6. Enter the desired print quantity from the control panel keypad.



HINT

See p. 3-10 for details on setting print quantity.

7. Position originals.



HINT

See p. 3-4 to p. 3-9 for details on positioning originals.



DETAILS

When loading originals, heed the following limits on capacity:

Folding mode:

12 pages or less for simplex copying

6 pages or less for duplex copying

Stapling & Folding mode:

80/64 pages or less for simplex copying (20/28 lb paper)

40/32 pages or less for duplex copying (20/28 lb paper)

Exceeding the above capacity limits may cause trouble in the Finisher.

8. Press [**START**].



CAUTION

When the Trimmer unit tray capacity is exceeded, the Finisher and Trimmer unit will cease operating. To avoid this, select the appropriate print quantity from the specifications shown on p. 8-16.

Cover Sheet Feeding

The Cover Inserter D is available as an option on the FN-120/FN-9 finisher.

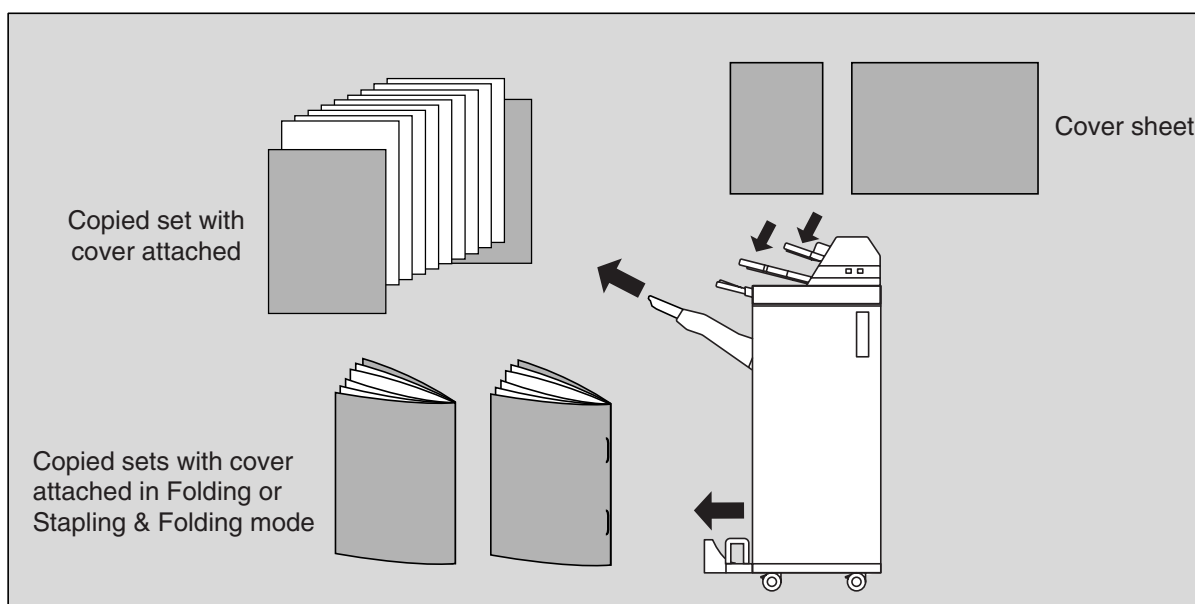
Load cover sheet paper into this device and use the sheets as front covers for copied sets output to the Main tray or use the sheets as booklet-type covers for copied sets output to the Booklet tray in the Folding or Stapling & Folding mode.

DETAILS

- Paper loaded into the cover sheet feeder cannot be copied.
- This function is incompatible with cover sheet mode (COVER WITH COPY SHEET and COVER WITH BLANK SHEET) in Booklet and cover mode in Sheet/Cover Insertion.

Specifications for Cover Sheet Feeding

- ☐ Cover paper size:
Upper tray; 8.5"x11", 8.5"x11"R, 5.5"x8.5"*
Lower tray; 12"x18", 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5" *
*5.5"x8.5" paper is available in portrait type feeding only.
- ☐ Cover paper weight: 13~110 lb (200g/m² cover paper)
- ☐ Tray capacity: 200 sheets (110 lb (200g/m² cover paper) or 30mm thick for both trays
- ☐ Incompatible Conditions: Group, Rotation Sort, Rotation Group, Output to Secondary (sub) tray, Punch, Cover mode in Sheet/Cover Insertion, Cover sheet mode in Booklet, Multi-Page Enlargement
- ☐ Incompatible with Back cover feeding: Folding, Stapling&Folding, Three-Folding



1. Touch **OUTPUT APPLI.** on the Basic Screen to display the Output Mode popup menu.

Weekly
Timer

Rotation

Vertical/Hori-
zontal Zoom

Folding /
Stapling&Folding

Punch

Three-
Folding

Trimming

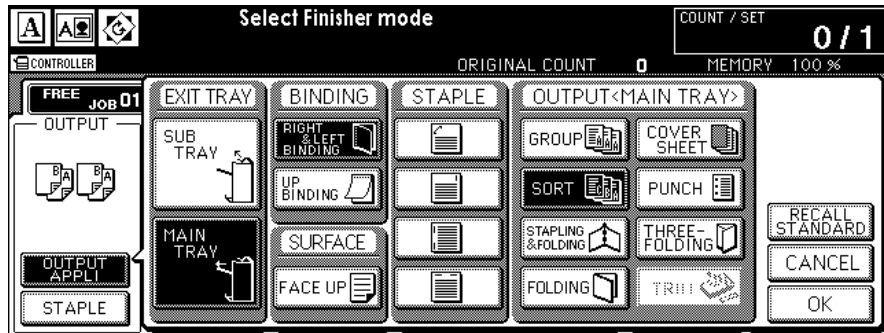
Cover Sheet
Feeding

Off-Line
Finishing

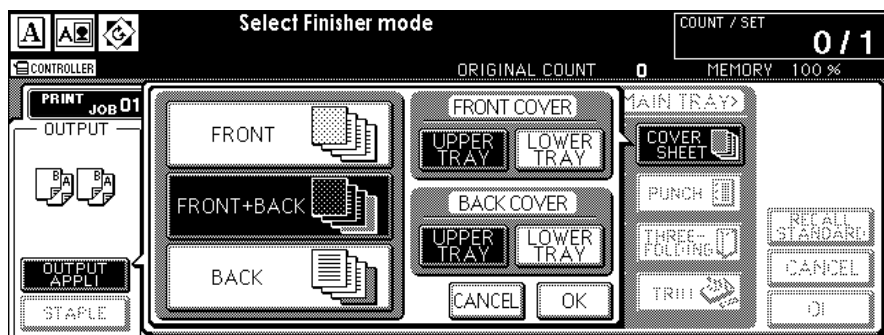
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Advanced
Information

Cover Sheet Feeding (continued)

2. Touch **MAIN TRAY**, if not highlighted.



3. Touch **COVER SHEET** to display the Cover Sheet Insert Selection Screen.
4. Touch **FRONT**, **FRONT+BACK**, or **BACK** to highlight it, then select the covers tray.



When selecting FRONT+BACK mode, different tray sources can be specified for each.



HINT

Copy paper sizes available to be loaded are different in each tray. See the specifications on p. 8-19.

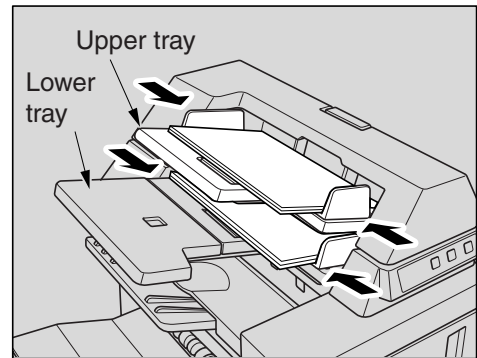
5. Touch **OK** to restore the Output Mode popup menu.
6. Touch **OK** on the Output Mode popup menu.
The Basic Screen will be restored.
7. Select additional copying features, as required.

8. Load the cover sheet paper into the optional cover inserter of the FN-120/ FN-9 finisher.

If the paper size loaded in the cover inserter is not suitable, the following messages will be displayed and copying will be unavailable till the correct size is loaded.

Please load cover sheet in
cover sheet feeder

Adapt paper size between
cover sheet and selected paper



9. Enter the desired print quantity from the control panel keypad.



HINT

See p. 3-10 for details on setting print quantity.

10. Position originals.



HINT

See p. 3-4 to p. 3-9 for details on positioning originals.

11. Press [START].



CAUTION

When the finisher exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Weekly
Timer

Rotation

Vertical/Hori-
zontal Zoom

Folding /
Stapling&Folding

Punch

Three-
Folding

Trimming

Cover Sheet
Feeding

Off-Line
Finishing

8
Advanced
Information

Off-Line Finishing

The Off-Line Finishing function enables you to finish documents independent of copier operation. The Off-Line Finishing function is available only with the Cover Inserter D option installed on the FN-120/FN-9 Finisher. To use this convenient function, simply place a set of paper into the lower tray of the cover sheet feeder, select the desired mode from the Off-Line Finishing operation panel located on the top of the finisher, then press the Start/Stop button.

Available finishing modes according to the optional configuration are described below.

FN-120 Finisher + Cover Inserter D

- 1 oblique staple: Primary (main) tray
- 2 parallel staples: Primary (main) tray

FN-120 Finisher + Cover Inserter D + PK-5 Punch Kit

- 1 oblique staple
- 2 parallel staples
- Punch

FN-9 Finisher + Cover Inserter D

- 1 oblique staple
- 2 parallel staples
- Stapling & Folding (2 staples in the center + Folding)
- Three-Folding

FN-9 Finisher + Cover Inserter D + PK-5 Punch Kit

- 1 oblique staple
- 2 parallel staples
- Stapling & Folding (2 staples in the center + Folding)
- Three-Folding
- Punch

Specifications for Manual Stapling 1 oblique staple and 2 parallel staples

- ☐ Paper size: 12"x18", 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", A4, A4R (8.27"x11.69", 210mm x 297mm)
- ☐ Paper weight: 16~28 lb (20 lb paper is recommended)
- ☐ Staple capacity: 50/40 sheets max. (20/28 lb paper)
- ☐ Output tray: Primary (main) tray

Specifications for Manual Punch

- ☐ Paper size: 12"x18", 11"x17", 8.5"x11", A4 (8.27"x11.69", 210mm x 297mm)
- ☐ Paper weight: 13~34 lb (20 lb paper is recommended)
- ☐ Tray capacity: Within 30mm thick
- ☐ Output tray: Primary (main) tray

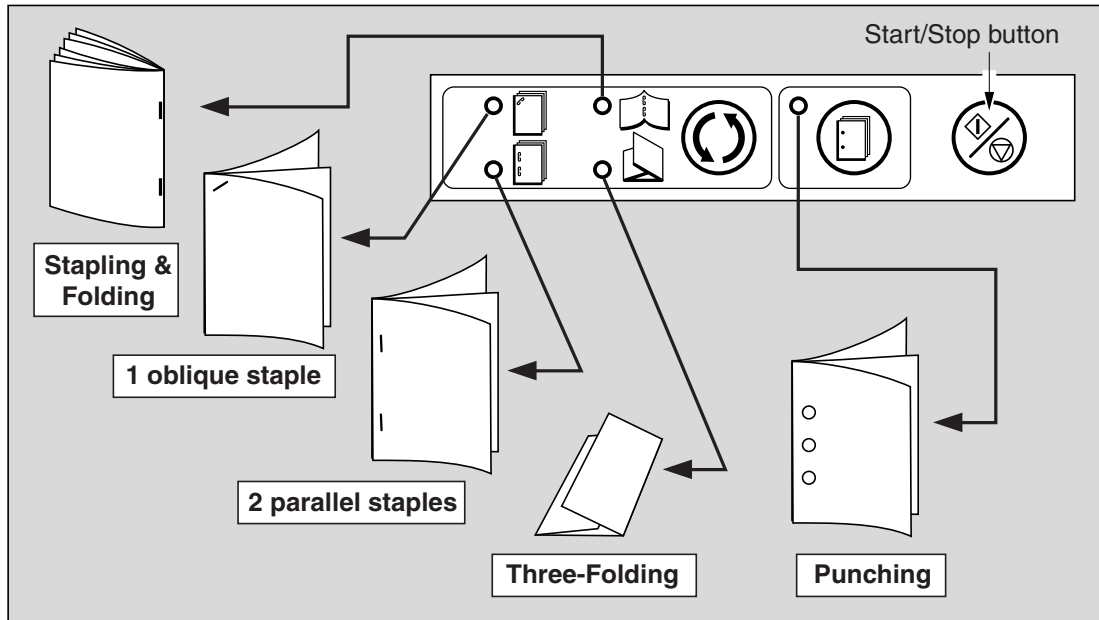
Specifications for Manual Stapling & Folding mode

- ☐ Paper size: 12"x18", 11"x17", 8.5"x14", 8.5"x11"R, A4, A4R (8.27"x11.69", 210mm x 297mm)
- ☐ Paper weight: 16~28 lb (20 lb paper is recommended)
- ☐ Staple capacity: 20/16 sheets max. (20/28 lb paper)
19/15 sheets max. (20/28 lb paper with a thick paper cover)
- ☐ Output tray: Booklet tray

Off-Line Finishing (continued)

Specifications for Manual Three-Folding mode

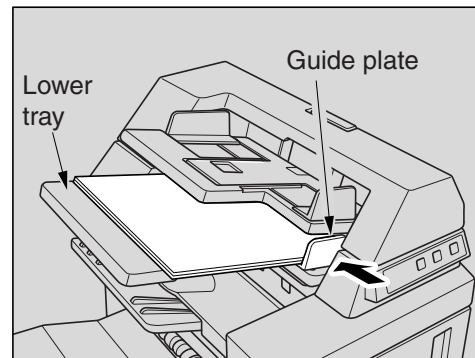
- ❑ Paper size: 8.5"x11"R, A4R (8.27"x11.69", 210mm x 297mm)
- ❑ Paper weight: 16~28 lb (20 lb paper is recommended)
- ❑ Folding capacity: 3 sheets max. (28 lb paper)
- ❑ Output tray: Booklet tray



1. Place a set of paper to be finished into the lower tray of the cover inserter, as described below for each mode.

- 1 oblique staple / 2 parallel staples: FACE UP
- Punch: FACE UP
- Stapling & Folding: FACE UP for the outside of the finished set
- Three-Folding: FACE UP for the outside of the folded set

Align the guide plate. The indicator light of Start/Stop button will turn green.



HINT

Refer to the specifications on previous page for available paper size and capacity in each mode.

2. Press Staple Mode Selection button and/or Punch button to select the desired mode.



DETAILS

Punch mode is compatible with 1 oblique staple, 2 parallel staples, or Stapling & Folding mode.

Weekly
Timer

Rotation

Vertical/Hori-
zontal Zoom

Folding /
Stapling&Folding

Punch

Three-
Folding

Trimming

Cover Sheet
Feeding

Off-Line
Finishing

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3. Press Start/Stop button.

Finished sheets will be delivered to the appropriate tray according to the selected mode.



DETAILS

If you want to stop the Off-Line Finishing operation, press the Start/Stop button again. The finisher will cease operating. When using Stapling & Folding mode, the unfinished set will be left in the stacker unit inside the finisher.



CAUTION

When the Booklet tray capacity is exceeded, the finisher will cease operating. To avoid this, select the appropriate print quantity from the specifications on p. 8-8 and p. 8-14.



CAUTION

When the finisher exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.