

SECTION

9

Special Original

How to Make a Copy of Special Original

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Original
Direction

Original
Form

Mixed
Original

Z-Folded
Original

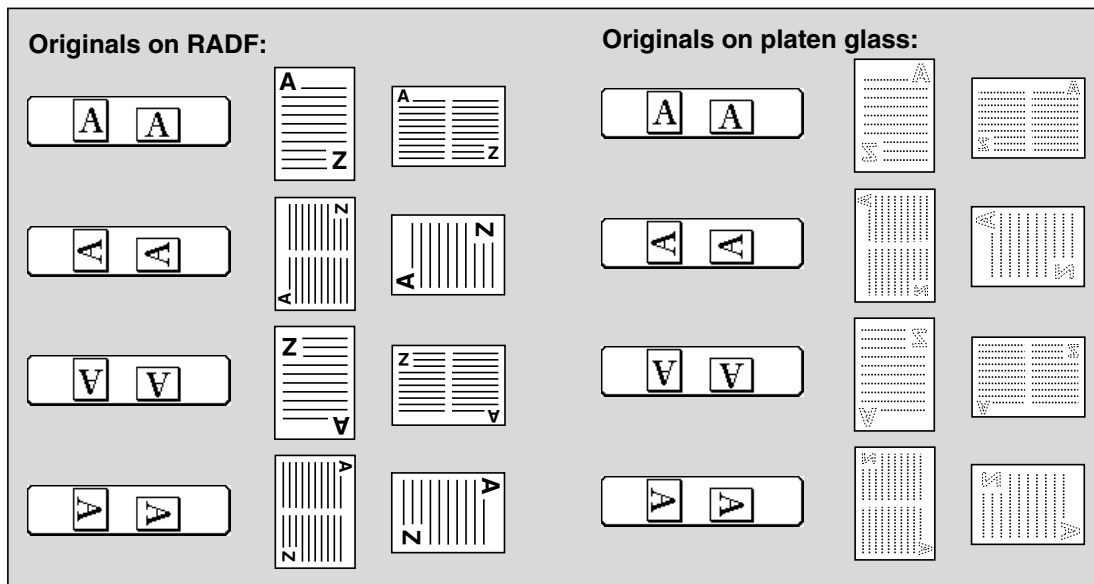
Original
Thickness

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Special
Original

Specifying Original Direction

Specify the direction of the originals placed on RADF or platen glass.

This setting is required to obtain copy results as expected when making double-sided copies with binding position specified or when staple position is specified.



1. Touch **SPECIAL ORIGINAL** on the Basic Screen.

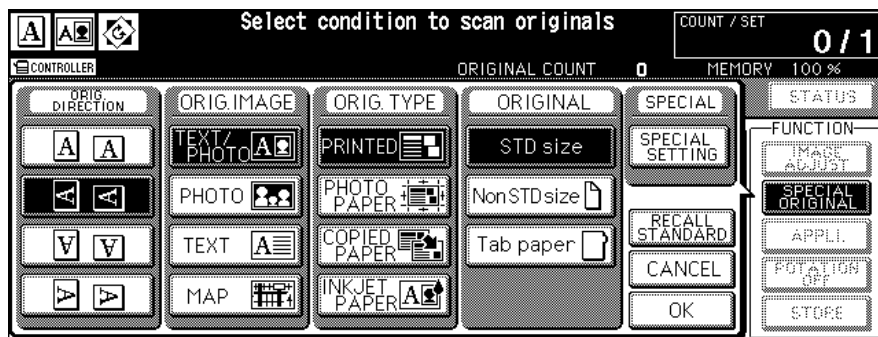
The Special Original popup menu will be displayed.



Reminder!

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

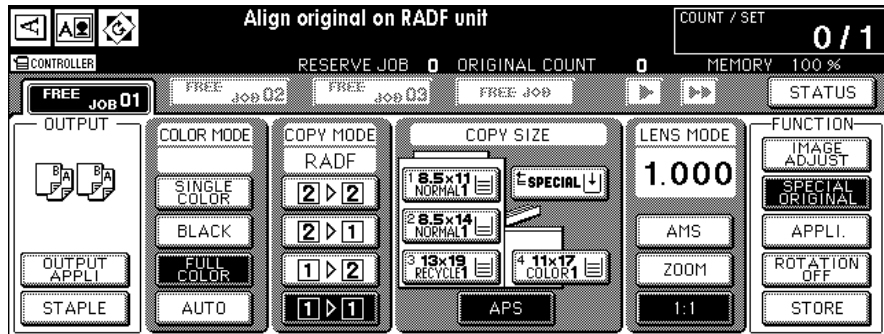
2. Touch to highlight the desired original direction key.



Specifying Original Direction (continued)

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

The **SPECIAL ORIGINAL** key on the Basic Screen is highlighted, and the icon in the message area indicates the selected original direction.



4. Make other compatible selections.

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 or **FACE DOWN** on the platen glass according to the original direction specified in step 2.



HINT

See the illustration on previous page, and p. 3-4 to p. 3-9 for details on positioning originals.

7. Press [**START**].



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.

Original
Direction

Original
Form

Mixed
Original

Z-Folded
Original

Original
Thickness

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Special
Original

Copying Non-Standard Size Originals (Original Form)

The copier usually detects the standard size of originals fed through RADF or positioned on the platen glass (STD size mode).

Use Non STD size mode to specify the scanning area manually for copying or printing special size originals. Use Tab paper mode to copy a tabbed original, including the image of the tab part, onto tabbed copy paper.

Specifications for Original Form

- ☐ Tab extension width: 12.5 mm or less
- ☐ Incompatible with Non STD Size: Mixed Original, Z-Folded Original, Tab Paper, Storing image in Overlay Memory
- ☐ Incompatible with WHOLE AREA: APS, AMS, Rotation Sort, Rotation Group, Mixed Original, Z-Folded Original, Tab Paper, Combination, Booklet, Book Copy, Non-Image Area Erase, Image Shift
- ☐ Incompatible with Tab Paper: 2▶2, 2▶1, APS, AMS, Mixed Original, Z-Folded Original, Non STD Size, Sheet/Cover Insertion, Chapter, Combination, Booklet, Image Insert, Book Copy, Multi-Page Enlargement, Storing image in Overlay Memory

1. Touch **SPECIAL ORIGINAL** on the Basic Screen.

The Special Original popup menu will be displayed.

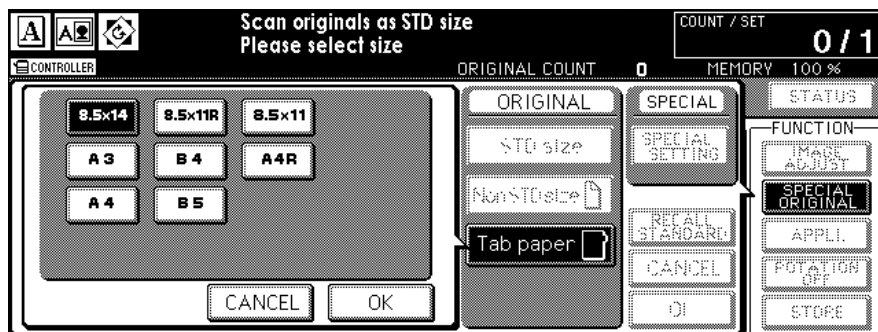
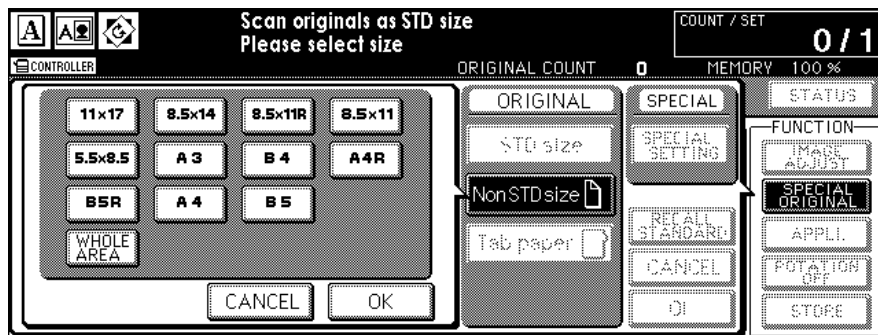


Reminder!

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

2. Touch **Non STD size** or **Tab paper**.

The popup menu will appear for Non STD size or Tab paper size setting.



Copying Non-Standard Size Originals (Original Form) (continued)

3. Touch the desired size key.



DETAILS

When selecting **WHOLE AREA** on the Non STD size mode menu, the copier scans the whole area of the platen glass and copies with the paper size or magnification ratio currently selected.

4. Touch **OK** on the popup menu to complete the setting.

The popup menu will disappear.

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

6. Load copy paper.



HINTS

- To load tabbed copy paper in the Multi-sheet bypass tray, specify the paper type as Tab paper. See p. 3-18 to p. 3-21.
To load tabbed copy paper in any other tray, specify the paper type as Tab paper in the Key Operator mode. See p. 14-21 to p. 14-22.
- For the procedure of tabbed copy paper supply, see p. 2-30 to p. 2-32.

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



HINT

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

8. 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.
- Use RADF store mode (p. 3-33 to p. 3-34) when the original count exceeds 100.

9. Press [**START**].



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.

Original
Direction

Original
Form

Mixed
Original

Z-Folded
Original

Original
Thickness

9
Special
Original

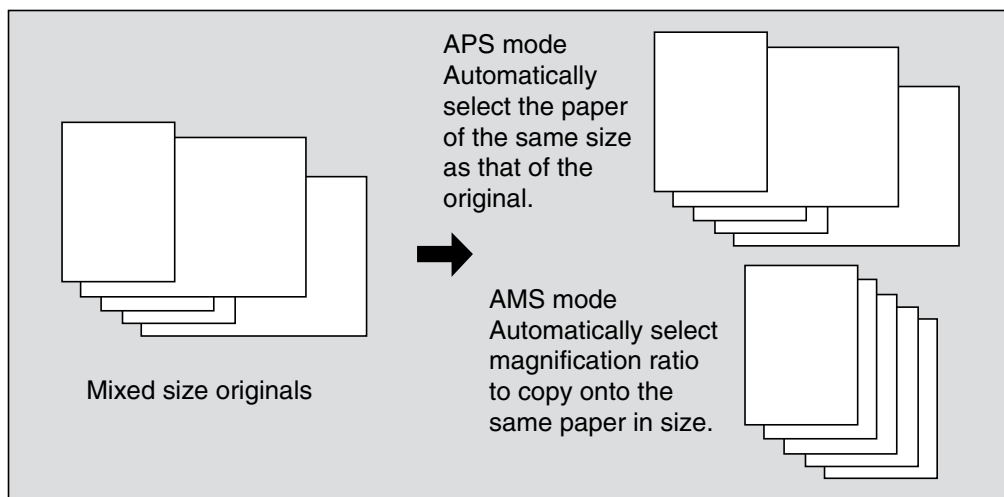
Copying Mixed Size Originals (Mixed Original)

Use the Mixed original mode with the document feeder or with Store mode to copy mixed size originals.

Each original in the mixed set will be copied to paper of the same size (APS mode) or to paper of desired size with appropriate ratio automatically selected (AMS mode).

Specifications for Mixed Original

- ☐ Use RADF.
- ☐ Combination of original sizes to be mixed depends on the width of the RADF original guides. See p. 12-10 for details.
- ☐ Incompatible Conditions: Rotation Sort, Rotation Group, Folding, Stapling & Folding, Trimming, Three-Folding, Punch (B6R mixed), Z-Folded Original, Non STD Size, Tab Paper, Sheet/Cover Insertion, Chapter, Combination, Booklet, Image Insert, Book Copy, Program Job, Multi-Page Enlargement, Non-Image Area Erase, Repeat, AUTO Layout, Reduce&Shift in Image Shift, Overlay, Storing image in Overlay Memory



1. Touch **SPECIAL ORIGINAL** on the Basic Screen.

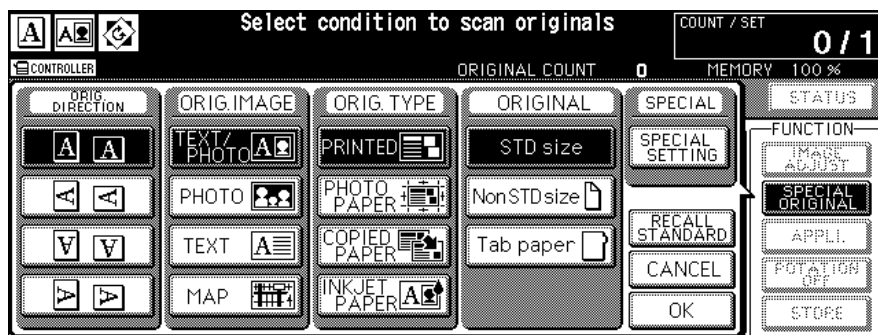
The Special Original popup menu will be displayed.



Reminder!

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

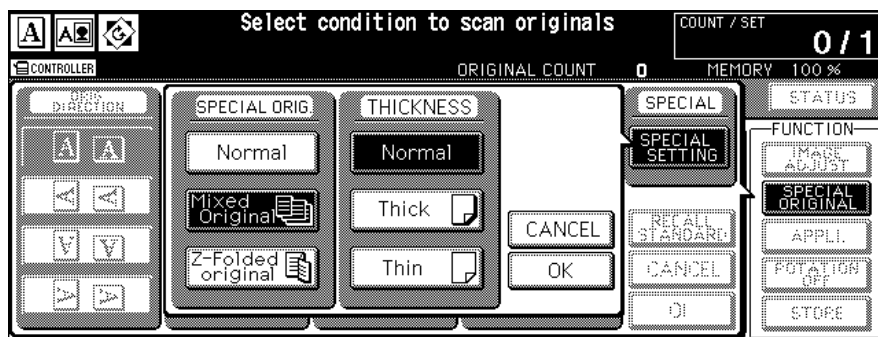
2. Touch **SPECIAL SETTING**.



The Special Setting popup menu will be displayed.

Copying Mixed Size Originals (Mixed Original) (continued)

3. Touch *Mixed Original*, then touch *OK*.



The Special Original popup menu will be restored.

4. Touch *OK* to return to the Basic Screen.
5. Select additional copying features, as desired.

DETAILS

APS is automatically selected on the Basic Screen.

To select AMS, touch the tray key on the Basic Screen to select the desired paper size.

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

HINT

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

7. Position mixed original(s) **FACE UP** in the document feeder.

HINTS

- See p. 3-6 for details on positioning originals.
- Use RADF store mode (p. 3-33 to p. 3-34) when the original count exceeds 100.

8. Press [*START*].

CAUTION

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

Original
Direction

Original
Form

Mixed
Original

Z-Folded
Original

Original
Thickness

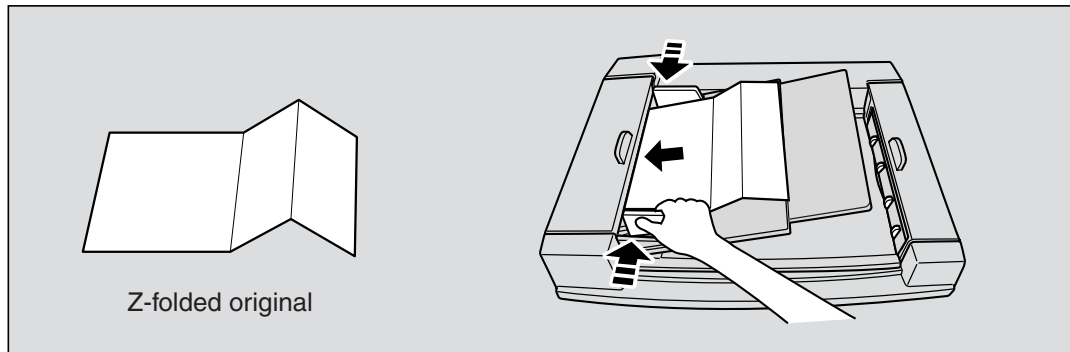
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Special
Original

Copying Z-Folded Originals (Z-Folded Original)

Use the Z-folded original mode with the document feeder to copy Z-folded originals. Otherwise, the size detection sensor of the RADF may function incorrectly. This mode requires more scanning time to detect the original size.

Specifications for Z-Folded Original

- ☐ Use RADF.
- ☐ Incompatible Conditions: Using platen glass, Rotation Sort, Rotation Group, Mixed Original, Non STD Size, Tab Paper, Multi-Page Enlargement, Non-Image Area Erase, Repeat, AUTO Layout, Storing image in Overlay Memory



1. Touch **SPECIAL ORIGINAL** on the Basic Screen.

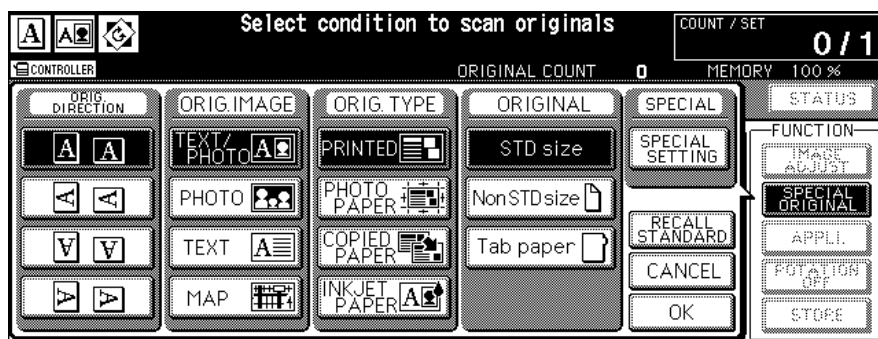
The Special Original popup menu will be displayed.



Reminder!

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

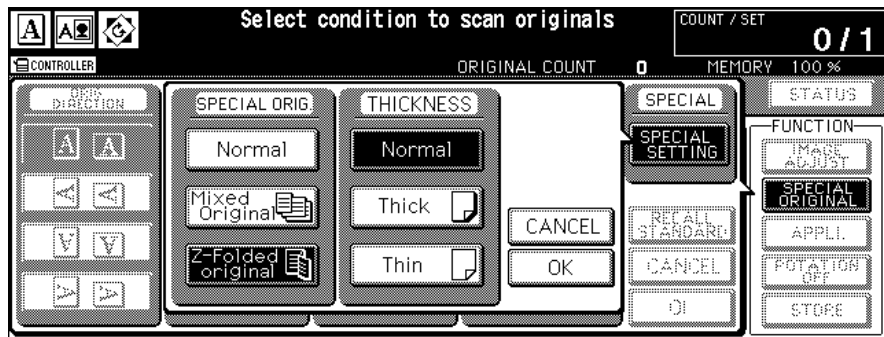
2. Touch **SPECIAL SETTING**.



The Special Setting popup menu will be displayed.

Copying Z-Folded Originals (Z-Folded Original) (continued)

3. Touch *Z-Folded original*, then touch *OK*.



The Special Original popup menu will be restored.

4. Touch *OK* to return to the Basic Screen.
5. Select additional copying features, as desired.
6. Enter the desired print quantity from the control panel keypad.



HINT

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

7. Position Z-folded original(s) **FACE UP** in the document feeder.



HINTS

- See 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.

8. Press [*START*].



CAUTION

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

Original
Direction

Original
Form

Mixed
Original

Z-Folded
Original

Original
Thickness

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Special
Original

Scanning Thin/Thick Originals in RADF (Original Thickness)

Use the Thin or Thick original mode with the document feeder to copy thin or thick originals. Otherwise, the originals may be misfed in the document feeder.

Specifications for Original Thickness

- ☐ Use RADF.
- ☐ Original weight: Thin mode* 10 lb ~ 12 lb (35 g/m² ~ 49 g/m²)
Thick mode 29 lb ~ 110 lb (129 g/m² ~ 200 g/m²)
 - * Avoid using Thin mode for double-sided originals, or the originals may be damaged.
- ☐ Incompatible Copying Conditions: None

1. Touch **SPECIAL ORIGINAL** on the Basic Screen.

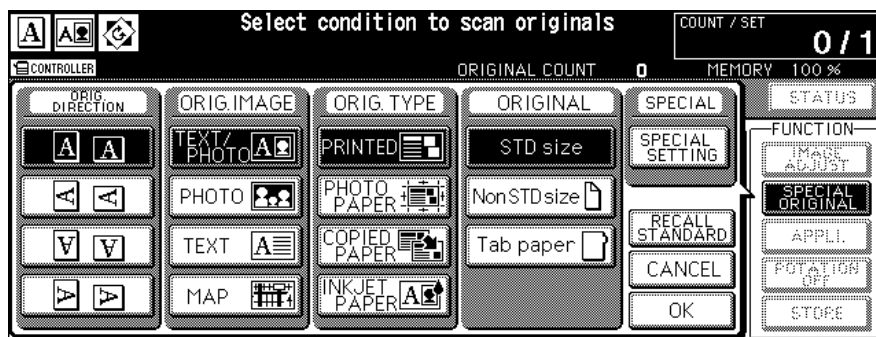
The Special Original popup menu will be displayed.



Reminder!

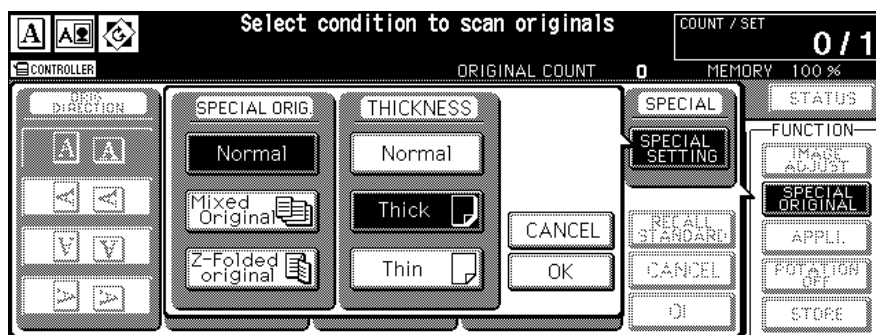
When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

2. Touch **SPECIAL SETTING**.



The Special Setting popup menu will be displayed.

3. Touch **Thick** or **Thin** as required, then touch **OK**.



The Special Original popup menu will be restored.

Scanning Thin/Thick Originals in RADF (Original Thickness)

4. Touch **OK** to return to the Basic Screen.
5. Select additional copying features, as desired.
6. Enter the desired print quantity from the control panel keypad.



HINT

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

7. Position original(s) **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.

8. Press [**START**].



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.

Original
Direction

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Form

Mixed
Original

Z-Folded
Original

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SECTION

10

Applications

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Non-Image
Area Erase

Reverse
Image

Repeat

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Frame/Fold
Erasure

AUTO
Layout

Image Shift

Reduce &
Shift

Stamp

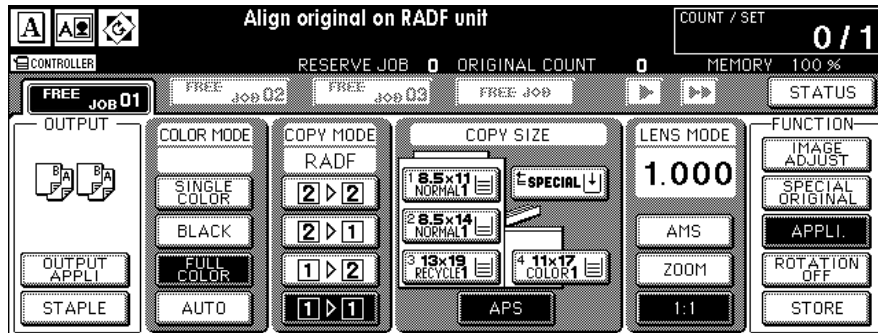
Overlay

Overlay
Memory

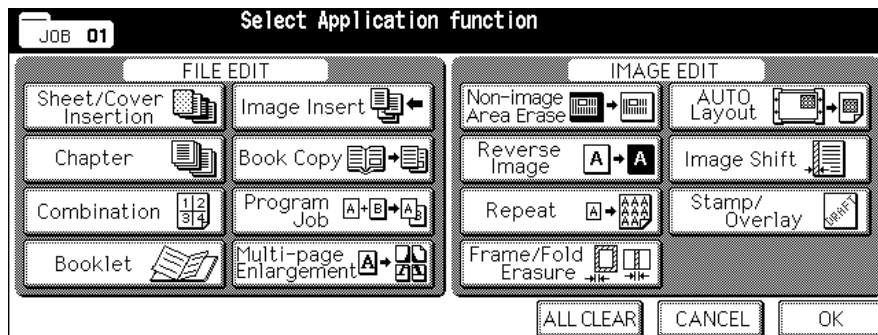
To Display Application Selection Screen

Follow the procedure below to display the Application Selection Screen and select the desired copying features.

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



The Application Selection Screen will be displayed on the touch panel.



DETAILS

- When a function key is touched, it becomes highlighted. If you touch a function key, another screen or two will display to enable you to enter the appropriate settings.
- Check **BOOK MARK** in the message area of the subsequent screen, if desired, so that the screen may be directly accessed from the Check Screen to change the setting you made.
- If one function on the menu is incompatible with another, it will appear dimmed.
- The **APPLI.** key on the Basic Screen will be highlighted when application selections have been made.

To restore the original copying conditions, touch **CANCEL**.
To clear all Application settings, touch **ALL CLEAR**.

2. Touch **OK** on the Application Selection Screen.

Selections will be completed and the Basic Screen will be restored.

Reminder!

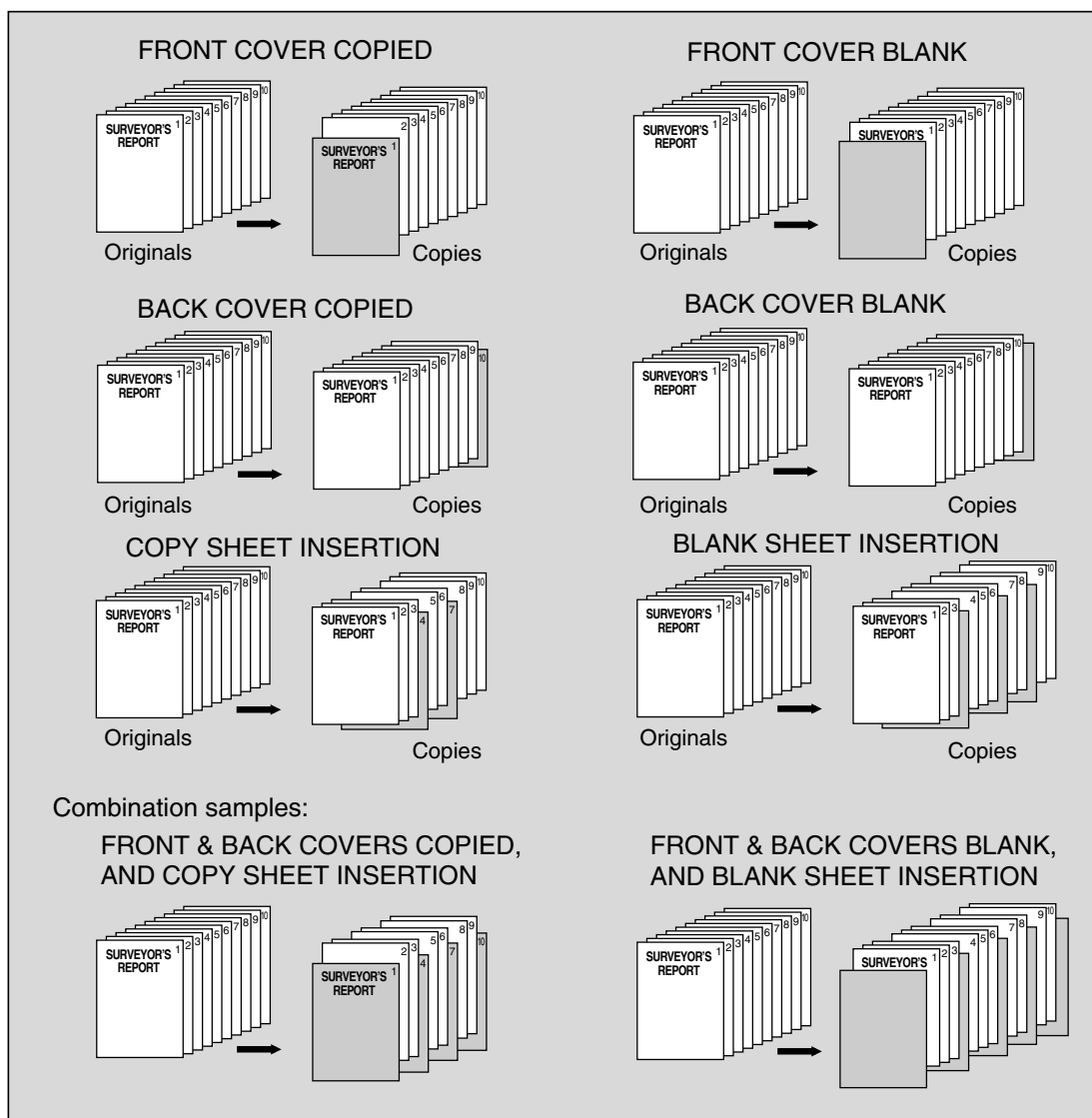
With the Basic Screen displayed, you can press [**START**] to perform the operation.

Inserting Sheets and Covers (Sheet/Cover Insertion)

Use Sheet/Cover Insertion in copy mode or blank mode to insert chapter sheets or separator sheets into the finished set, as well as front and back covers.

Specifications for Sheet/Cover Insertion

- ☐ Use RADF.
- ☐ Trays for copy paper, front/back covers, and insertions should have the same paper size loaded. AMS (Automatic Magnification Selection) is automatically selected.
- ☐ Max. insert sheets: 30 locations, from 1~999, including front and back covers
- ☐ The LCT cannot be selected as tray source if specified as Thick 3.
- ☐ Incompatible Conditions: APS, Group, Rotation Sort, Rotation Group, Folding/Stapling&Folding/ Trimming (with Booklet selected), Mixed Original, Tab Paper, Combination, Booklet, Image Insert, Book Copy, Program Job, Multi-Page Enlargement, Non-image Area Erase, Repeat (except 2/4/8 Repeat), AUTO Layout, Overlay, Storing Image in Overlay Memory



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Reverse
Image

Repeat

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Applications

Frame/Fold
Erasure

AUTO
Layout

Image Shift

Reduce &
Shift

Stamp

Overlay

Overlay
Memory

Inserting Sheets and Covers (Sheet/Cover Insertion) (continued)

1. Load regular sheets into any tray, and insertion sheets and covers into each tray source to be designated on the Sheet/Cover Insertion Screen.

DETAILS

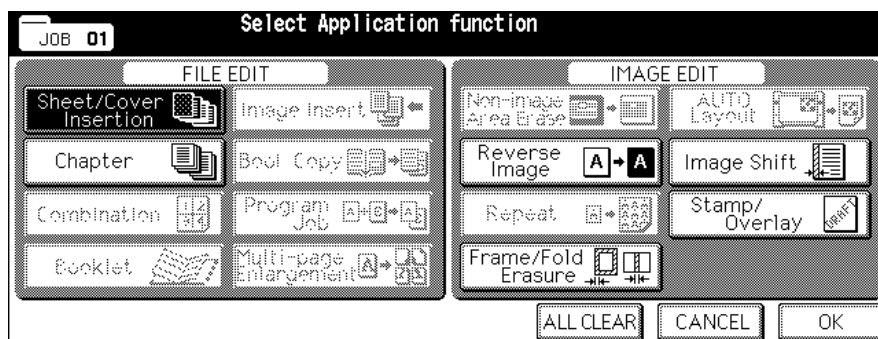
- When using thick paper or tabbed paper for covers or insertions, load them in the Multi-sheet bypass tray, unless previously specified and loaded in any other tray.
- Be sure that the trays for copy paper, front/back covers, and insertions have the same paper size loaded.

2. Touch **APPLI.** on the Basic Screen.

Reminder!

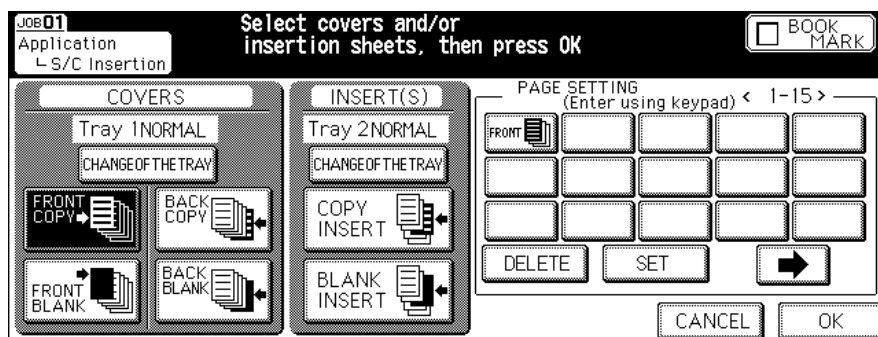
When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

3. Touch **Sheet/Cover Insertion** on the Application Selection Screen.



The Sheet/Cover Insertion Screen will be displayed.

4. Select the desired cover mode.



Example: Touch **FRONT COPY** to insert a copied front cover.

Inserting Sheets and Covers (Sheet/Cover Insertion) (continued)

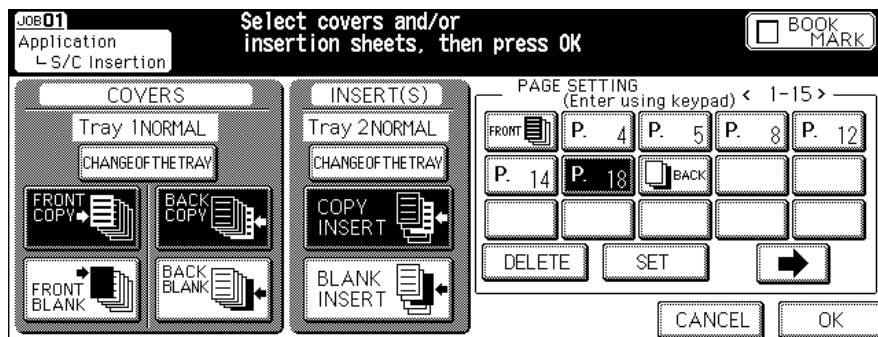
5. Touch **CHANGE OF THE TRAY** to select the cover sheet tray source.

The tray source for covers currently selected is displayed on the Sheet/Cover Insertion Screen.

Every touch of the key shifts the selection in the display that includes paper type as specified in Key Operator mode.

If no insertion is desired, proceed to step 8.

6. When selecting Insertion mode: Enter the page number.



Touch to select the desired insertion mode, then use the control panel keypad to enter the page number of insertion location.

Touch **SET** after each entry to move to the next key.

To clear an incorrect entry, touch **DELETE**. The insertion location will be deleted.

DETAILS

Fifteen keys are displayed on the screen to designate each insertion location. When setting more than 15 locations, touch the arrow key to move to the next page.

The first (upper left) key displays the Front Cover icon if selected. The Back Cover icon appears, if selected, as the last (fixed) key, with one active blank key preceding it.

Example: If p. 4 is entered in blank mode, a blank sheet will be inserted between p. 4 and p. 5; in copy mode, a copied sheet is inserted at p. 4.

NOTES:

- The page numbers entered at random will be sorted automatically.
- Entering "0" or the same page number twice will be ignored on the screen.
- When a page number entered is larger than the total original page count, it will be ignored.

7. Touch **CHANGE OF THE TRAY** to select the insertion tray source.

The tray source for covers currently selected is displayed on the Sheet/Cover Insertion Screen.

Every touch of the key shifts the selection in the display that includes paper type as specified in Key Operator mode.

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Non-Image
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Reverse
Image

Repeat

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Erasure

AUTO
Layout

Image Shift

Reduce &
Shift

Stamp

Overlay

Overlay
Memory

Inserting Sheets and Covers (Sheet/Cover Insertion) (continued)

- 8.** When all settings are completed, touch **OK** to return to the Application Selection Screen.

The Basic Screen will be restored.

- 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 **FACE UP** in the document feeder.



HINTS

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

- 11.** Press [**START**].



CAUTION

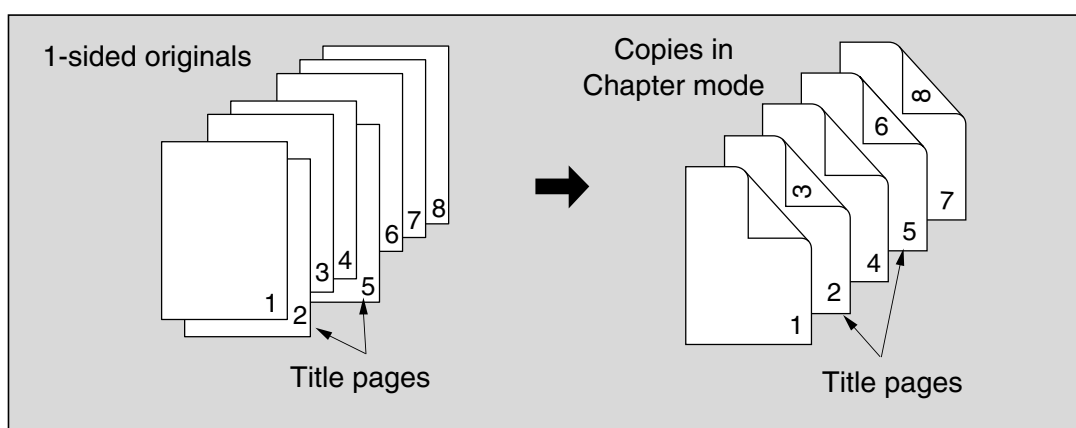
When the finisher / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Locating Title Pages on the Right Side (Chapter)

Chapter is used with RADF in 1-2 mode for the purpose of locating title pages on the right side, rather than reverse side, of a duplex copy to improve the presentation of double-sided copies. To effectively locate the title page on the right, a blank sheet will be automatically created on the reverse side of a sheet, if required.

Specifications for Chapter

- ☐ Use RADF.
- ☐ Max. title pages: 30 sheets, from 1 ~ 999
- ☐ Use STAMP together with this function to print chapter number onto chapter page in addition to page number, numbering, or watermark numbering. See p. 10-51 to p. 10-61.
- ☐ Incompatible Conditions: 1▶1, 2▶1, Group, Rotation Sort, Rotation Group, Face Up, Mixed Original, Tab Paper, Combination, Image Insert, Program Job, Multi-Page Enlargement, Non-Image Area Erase, Repeat, Storing Image in Overlay Memory



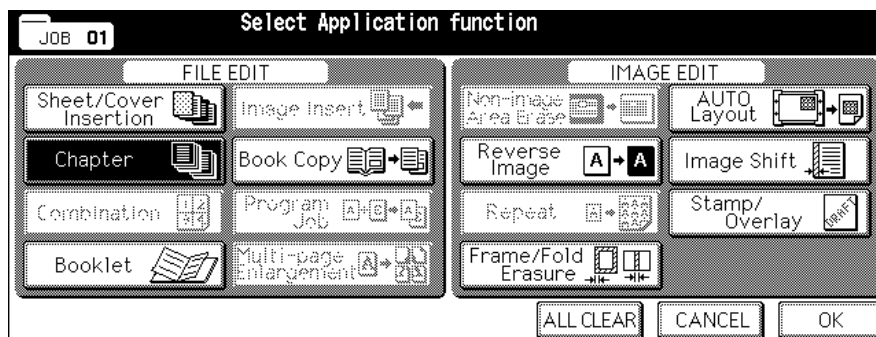
1. Touch **APPLI.** on the Basic Screen.



Reminder!

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

2. Touch **Chapter** on the Application Selection Screen.



The Chapter Insertion Setting No. Screen will be displayed.

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Shift

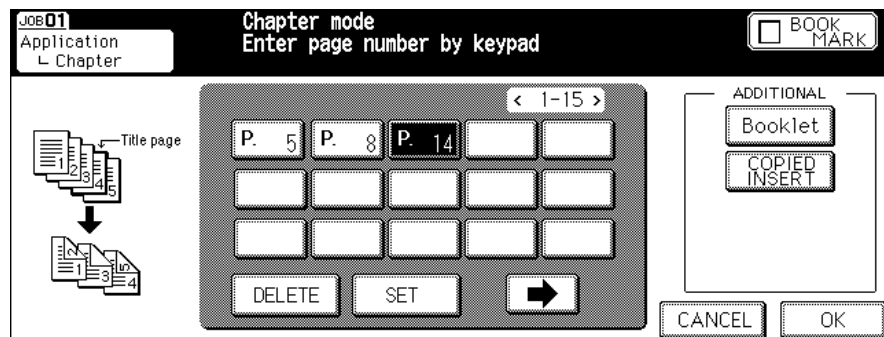
Stamp

Overlay

Overlay
Memory

Locating Title Pages on the Right Side (Chapter) (continued)

3. Use the control panel keypad to enter the page number of each title page.



Touch **SET** after each entry to move to the next key.
When setting more than 15 locations, touch the arrow key to move to the next page.
To clear an incorrect entry, touch **DELETE**. The entered number will be deleted.

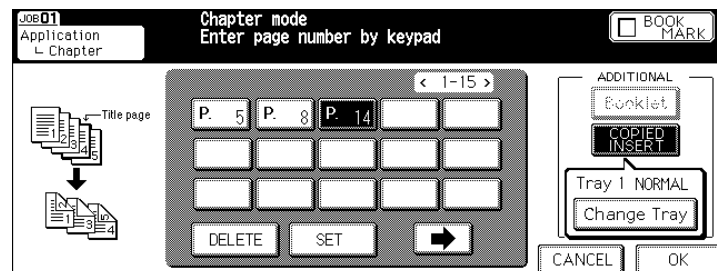
DETAILS

- Entering "0" or the same page number twice will be ignored on the screen.
- Chapter insertions occur in sequence even if original page numbers are entered out of sequence.
- When a page number is larger than the total original page count, insertion occurs as the last page of the document.

OPTION

Touch **Booklet** on the Chapter Insertion Setting No. Screen to use this function.

To change the selection of paper tray for copying title pages, touch **COPIED INSERT** on the screen. In this case, you can touch **Change Tray** to change the currently selected paper tray displayed on the screen.



4. When all entries are made, touch **OK**.
The Application Selection Screen will be restored.
5. Touch **OK** on the Application Selection Screen.
The Basic Screen will be restored.

Locating Title Pages on the Right Side (Chapter) (continued)

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 **FACE UP** in the document feeder.



HINTS

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

8. Press [**START**].



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.

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Reverse
Image

Repeat

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AUTO
Layout

Image Shift

Reduce &
Shift

Stamp

Overlay

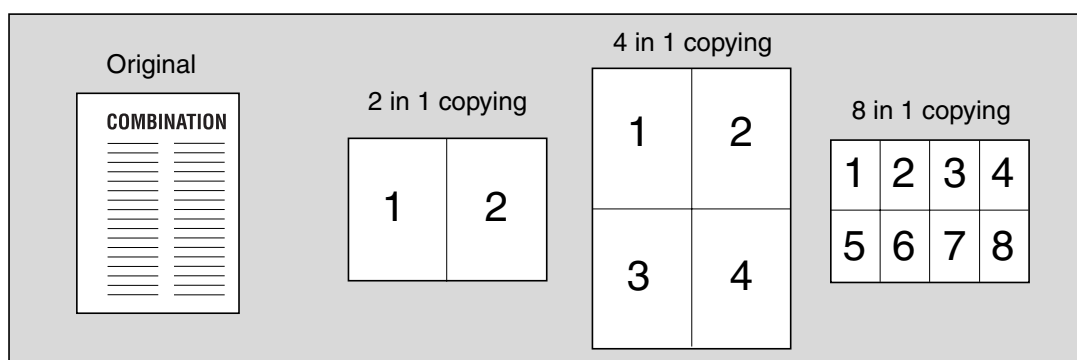
Overlay
Memory

Lay Out Several Pages onto One Sheet (Combination)

Use this function to lay out and copy a fixed number (2, 4, or 8) of pages onto one sheet of copy paper (2 in 1, 4 in 1, or 8 in 1).

Specifications for Combination

- ☐ Use RADF.
- ☐ AMS is automatically selected. (Normally the fixed size of Tray 1 will be selected.)
- ☐ Incompatible Conditions: ACS, APS, Group, Rotation Sort, Rotation Group, Folding/ Stapling&Folding/ Trimming (with Booklet selected), Mixed Original, Tab Paper, Sheet/ Cover Insertion, Chapter, Booklet, Image Insert, Book copy, Program Job, Multi-Page Enlargement, Non-Image Area Erase, Repeat, Overlay, Storing Image in Overlay Memory



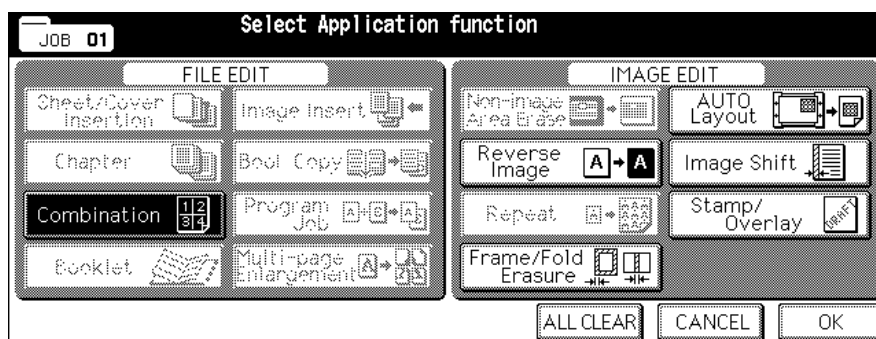
1. Touch **APPLI.** on the Basic Screen.



Reminder!

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

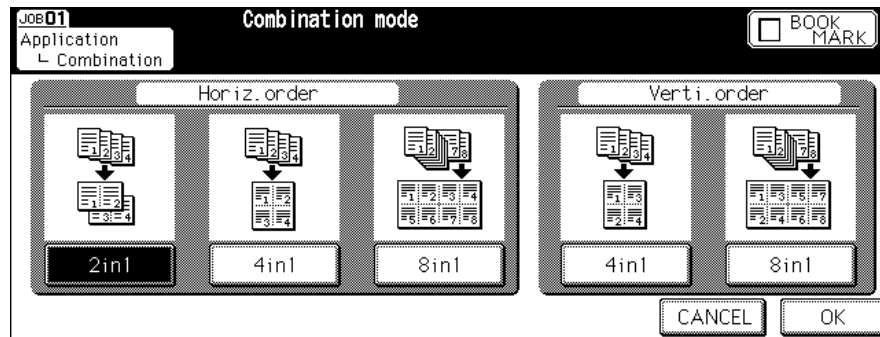
2. Touch **Combination** on the Application Selection Screen.



The Combination Mode Selection Screen will be displayed.

Lay Out Several Pages onto One Sheet (Combination) (continued)

3. Select the desired Combination mode.



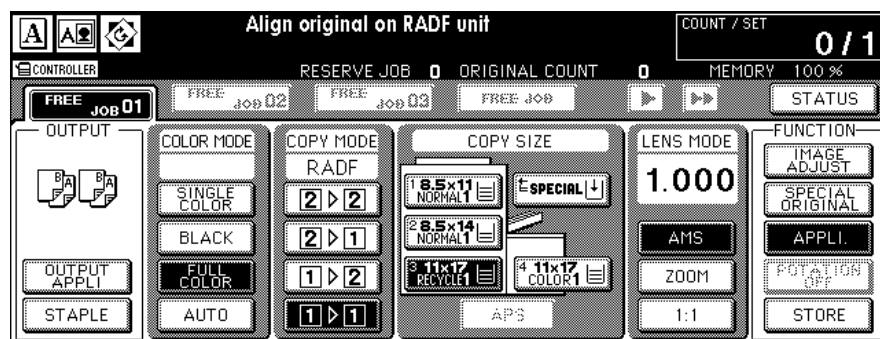
Touch **2 in 1**, **4 in 1** or **8 in 1** in the desired order area, referring to the illustration on the following page.

4. Touch **OK**.

The Application Selection Screen will be restored.

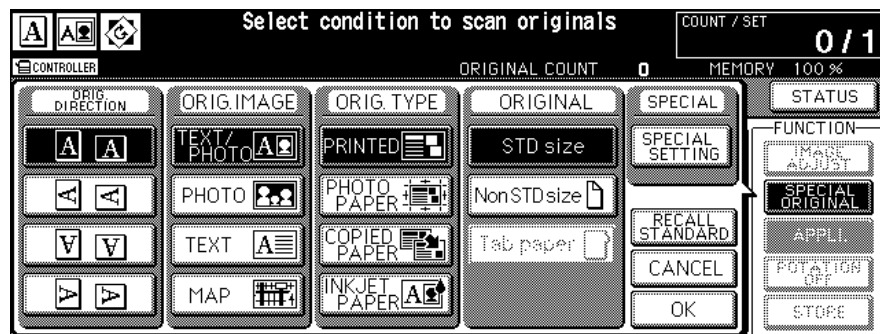
5. Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.



AMS is automatically selected. When selecting any tray other than the one that is set and displayed on the Basic Screen, touch the desired tray key.

6. Select the desired original direction.



Touch **SPECIAL ORIGINAL** on the Basic Screen to display the Special Original popup menu. Touch to select the desired original direction, then touch **OK** to return to the Basic Screen.

Lay Out Several Pages onto One Sheet (Combination) (continued)

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 **FACE UP** in the document feeder.



HINTS

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

9. Press [**START**].



CAUTION

When the finisher / 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: Original Type and Layout Order

Refer to the table below to select the desired Combination mode.

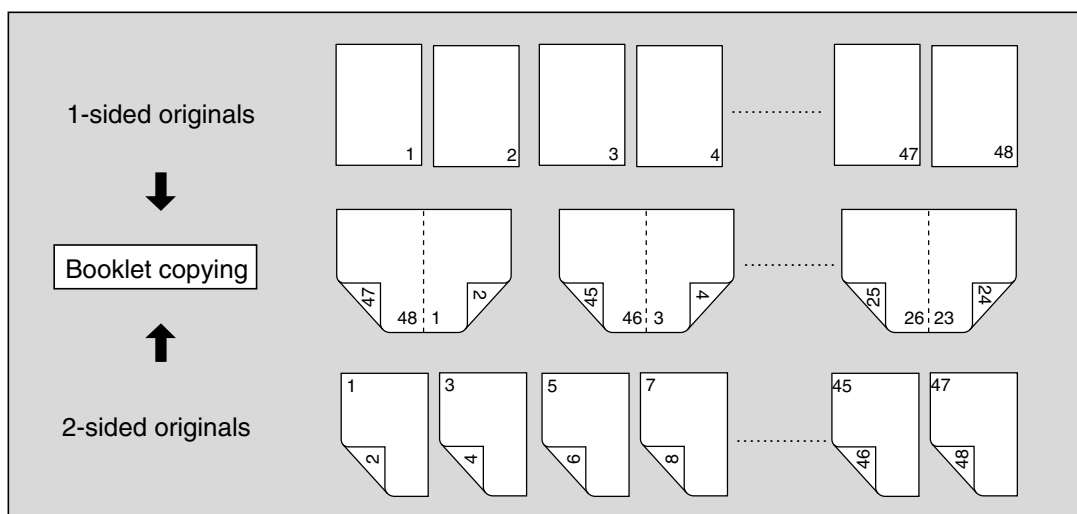
Original \ Layout	Horizontal order			Vertical order	
	2 in 1	4 in 1	8 in 1	4 in 1	8 in 1
Portrait type 					
Landscape type 					

Making a Multiple Page Signature Booklet (Booklet)

Use the Booklet to make a multiple page signature booklet on both sides of paper from any tray unless it is specified as Thick (116 lb ~ 143 lb) or Tab paper of the paper type in the Key Operator mode. Original images are scanned into memory and automatically arranged in booklet format in correct order.

Specifications for Booklet

- ☐ Use RADF.
- ☐ Original pages should be a multiple of 4 in 1-2 mode or a multiple of 2 in 2-2 mode; otherwise blank pages are automatically inserted to the last.
- ☐ AMS is automatically selected. Select the desired paper size.
- ☐ Incompatible Conditions: ACS, APS, 1►1, 2►1, Group, Rotation Sort, Rotation Group, Face Up, Cover sheet feeder with Cover mode in Booklet, Mixed Original, Tab Paper, Sheet/Cover Insertion, Combination, Program Job, Multi-Page Enlargement, Non-Image Area Erase, Repeat, Storing Image in Overlay Memory



1. Load Copy Paper.

Load the desired copy paper size in a tray.

When selecting cover sheet mode (**Cover sheet (Copy sheet)** or **Cover sheet (Blank sheet)**), load the same size paper in any other tray unless it is specified as Thick (116 lb ~ 143 lb) or Tab paper of the paper type in the Key Operator mode.

2. Touch **APPLI.** on the Basic Screen.



Reminder!

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

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Shift

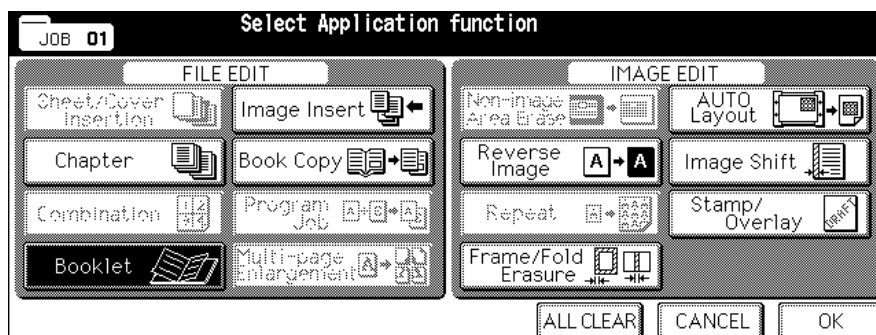
Stamp

Overlay

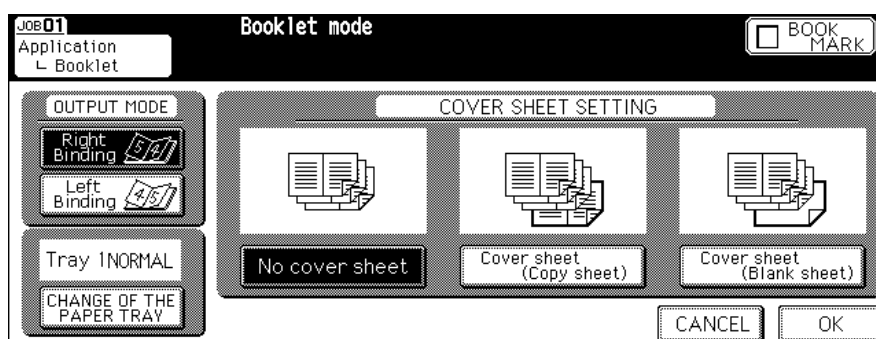
Overlay
Memory

Making a Multiple Page Signature Booklet (Booklet) (continued)

3. Touch **Booklet** on the Application Selection Screen.



4. Touch to highlight the desired Booklet mode key.



When a cover sheet is required, touch **CHANGE OF THE PAPER TRAY** to select the cover sheet tray source.

Touch the desired output order key if you want to change the output order.

5. Touch **OK**.

The Application Selection Screen will be restored.

Select additional Applications, as desired.



HINT

Key Operator can set the machine to position the page numbers automatically on the outside edges of the copy when using Booklet with Page Numbering in Stamp. See p. 14-37 to p. 14-42.

6. Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.

AMS is selected automatically.

7. Select the tray in which you loaded copy paper in step 1.

To release AMS, select the desired magnification, then select paper size.

8. Select the 1▶2 or 2▶2 copy mode.



DETAILS

If the copier is equipped with FN-9 Finisher, Folding or Stapling & Folding output mode is available. Follow the procedure on p. 8-8 to use the function.

Making a Multiple Page Signature Booklet (Booklet) (continued)

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 **FACE UP** in the document feeder.



HINTS

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



Reminder!

Original pages should be a multiple of 4 in 1-2 mode or a multiple of 2 in 2-2 mode; otherwise blank pages are automatically inserted to the last.



Reminder!

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 limits on capacity may cause misfeeds in the finisher.

11. Press [START].



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.



CAUTION

When the Booklet / Trimmer unit tray capacity is exceeded, the finisher / trimmer unit will cease operating. To avoid such trouble, select an appropriate print quantity from the specifications on p. 12-4.



CAUTION

The roller drive unit is located inside the Booklet tray of the finisher. DO NOT put your hand into the roller drive unit when removing folded or stapled & folded sheets; otherwise, you may be injured.

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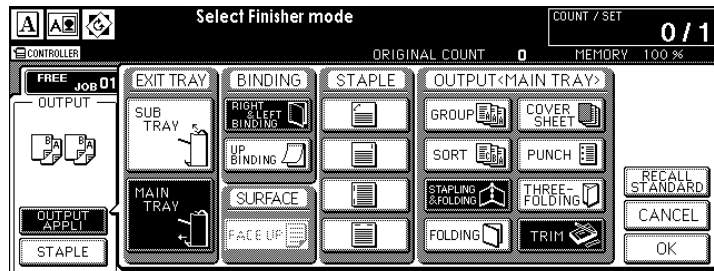
Overlay
Memory

Making a Multiple Page Signature Booklet (Booklet) (continued)



DETAILS: Selecting Folding / Stapling & Folding Mode

- 1 Touch **OUTPUT APPLI.** on the Basic Screen to display the Output Mode popup menu, then touch **MAIN TRAY** to highlight it.
- 2 Touch **STAPLING & FOLDING** or **FOLDING**, as desired.



NOTE:

Selecting **FOLDING** or **STAPLING & FOLDING** will automatically switch the output tray to Booklet tray. Notice that the arrow shown beside the Main tray shifts to the Booklet tray.

- 3 Touch **OK** on the Output Mode popup menu. The Basic Screen will be restored with the **OUTPUT APPLI.** highlighted.

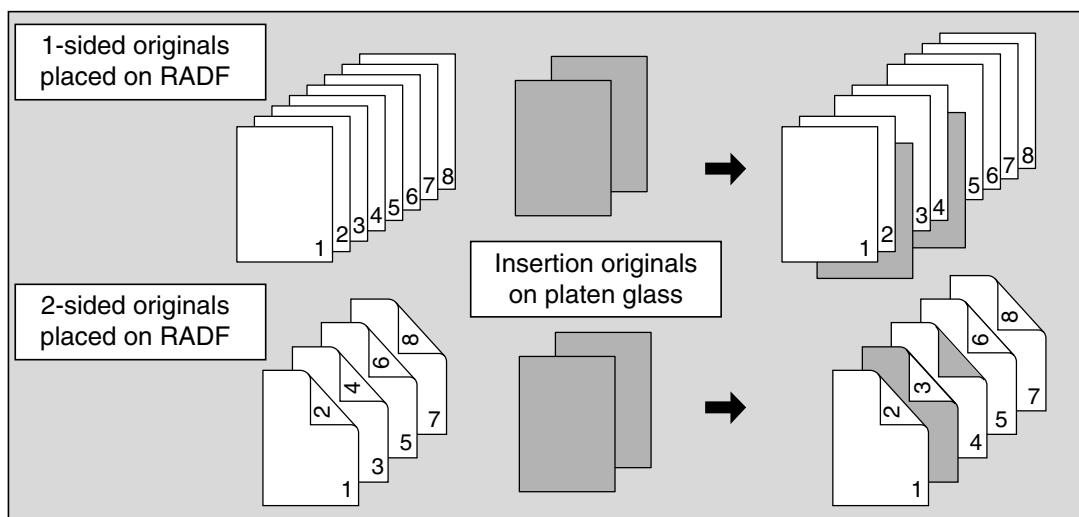
Inserting Images into Printed Sets (Image Insert)

Use the Image insert mode to combine images scanned from the platen glass, such as photos, paste-ups, newspaper articles, graphs, etc., with images scanned from the document feeder. Then, output the combined images as a finished set.

The selected copy paper size is determined by the size of originals loaded in the document feeder.

Specifications for Image Insert

- ☐ Use RADF and platen glass.
- ☐ Max. image insert: 30 locations, from p. 1 to p. 999
- ☐ Incompatible Conditions: Group, Rotation Sort, Rotation Group, Mixed Original, Tab Paper, Sheet/Cover Insertion, Chapter, Combination, Book Copy, Program Job, Multi-Page Enlargement, Non-Image Area Erase, Repeat, AUTO Layout, Overlay, Storing Image in Overlay Memory



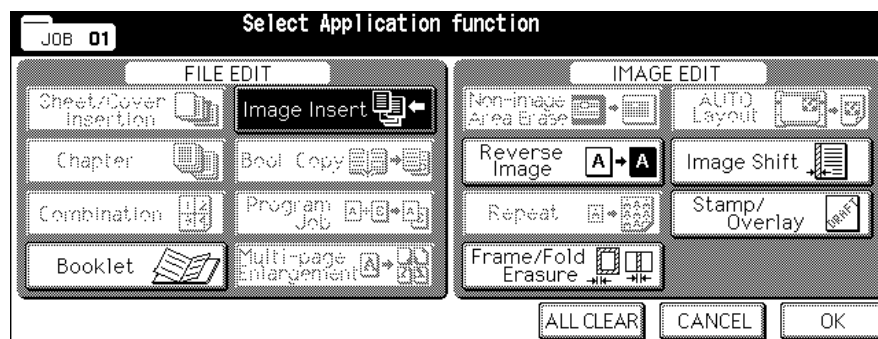
1. Touch **APPLI.** on the Basic Screen.



Reminder!

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

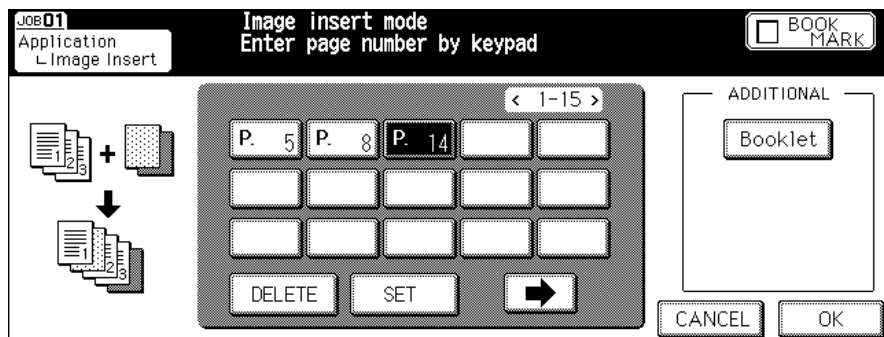
2. Touch **Image Insert** on the Application Selection Screen.



The Image Insertion No. Setting Screen will be displayed.

Inserting Images into Printed Sets (Image Insert) (continued)

3. Use the control panel keypad to enter the page number.



Touch **SET** after each entry to move to the next key.

When setting more than 15 locations, touch the arrow key to move to the next page.

To clear an incorrect entry, touch **DELETE**. The entered page number will be deleted.

DETAILS

For example, if insertion locations are [2/2/6], scanned platen images will be inserted as follows:

The first scanned platen image will be inserted after page 2.

The second scanned platen image will be inserted directly after the first scanned Image insertion.

The third scanned platen image will be inserted after page 6.

NOTES:

- When a page number is larger than the total original count, a sheet is inserted as the last page.
- Insertions occur in sequence, even if page numbers are entered out of sequence.
- Entering the same page number twice will insert two sheets at that location.

OPTION

Touch **Booklet** on the Image Insertion No. Setting Screen to use this function.

4. When all page number entries are made, touch **OK**.

The Application Selection Screen will be restored.

5. Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.

The **STORE** key on the Basic Screen appears highlighted to show that the Store mode is automatically selected.

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

HINT

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

Inserting Images into Printed Sets (Image Insert) (continued)

7. Scan the document feeder images:

Position originals FACE UP in the document feeder.

If the number of originals exceeds 100, divide them into blocks not exceeding 100 sheets and load them from the block with the first page.

8. Press [START].

The originals positioned in the document feeder will be scanned into memory.

9. Scan the platen glass images.

Open the document feeder.

Position an original FACE DOWN on the platen glass, then close the document feeder.



Reminder!

PLACE AND SCAN THE ORIGINALS IN ORDER.

10. Press [START].

11. Repeat steps 9 and 10 for all originals.



HINTS

- Memory overflow may occur during scanning. See p. 5-9 to p. 5-10.
- Should memory overflow occur frequently, it is recommended that you contact your service representative to extend the memory capacity in your machine.

12. Touch **STORE** to exit the Store mode.

13. Press [START].

The copier will start printing when ready for output.



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.

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Dividing an Image into Right and Left Pages (Book Copy)

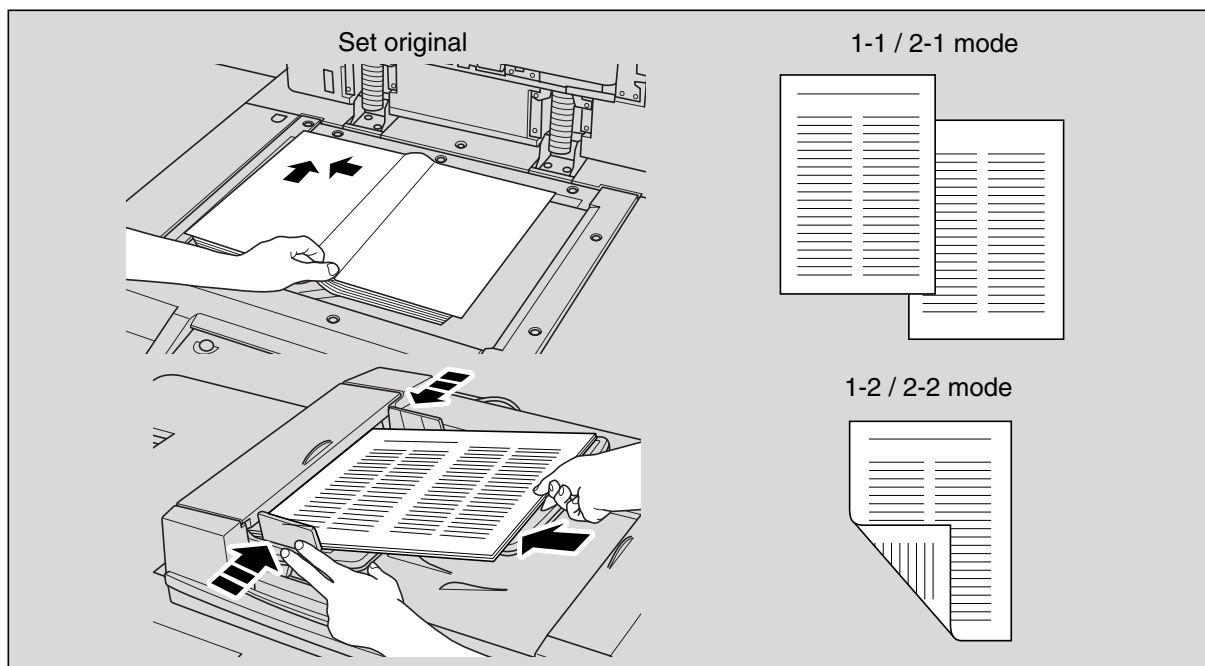
The Book Copy mode performs image division on the original image. Use this function to copy an open book or a ledger sheet onto two 8.5"x11" sheets in 1-1 or 2-1 mode, or onto the front and back sides of one 8.5"x11" sheet in 1-2 or 2-2 mode.

The following three modes can be selected from the Book Copy Screen.

- **Full Scan mode:** Image division starts from the first scan.
- **Front Cover+Full Scan mode:** Image division starts from the second scan, after the first scan copies normally.
- **Front/Back Cover+Full Scan mode:** Image division starts from the third scan, after the first and second scan copy normally.

Specifications for Book Copy

- ☐ Store mode is automatically selected.
- ☐ Copy size: 8.5"x11"
- ☐ Incompatible Conditions: APS, AMS, Rotation Sort, Rotation Group, Folding/Stapling&Folding/Trimming (available with Booklet selected), Mixed Original, Tab Paper, Sheet/Cover Insertion, Combination, Image Insert, Program Job, Multi-Page Enlargement, Repeat, Reduce & Shift in Image Shift, Overlay, Storing Image in Overlay Memory



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

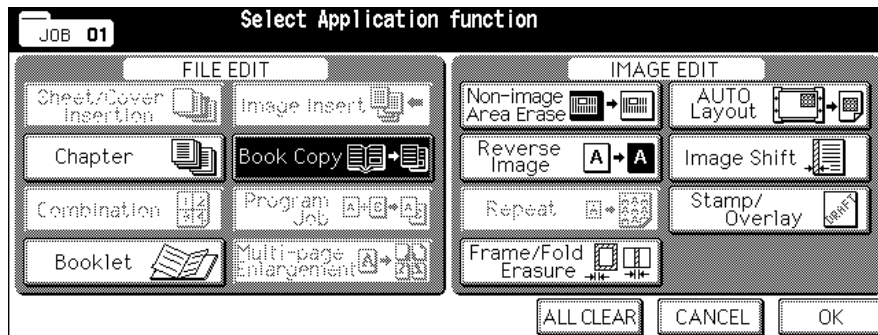


Reminder!

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

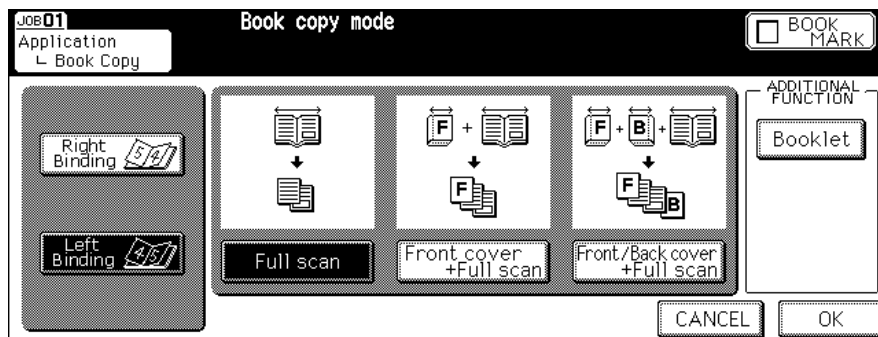
Dividing an Image into Right and Left Pages (Book Copy) (continued)

2. Touch **Book Copy** on the Application Selection Screen.



The Book Copy Screen will be displayed.

3. Select the desired Book Copy mode.



Touch to highlight the desired mode key.

4. Touch **Right Binding** or **Left Binding** to select the output order according to the original pagination.



Touch **Booklet** on the Book Copy Screen to use this function.

5. Touch **OK**.

The Application Selection Screen will be restored.

6. Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.

APS and AMS are automatically released, and the **STORE** key appears highlighted to show that the Store mode is automatically selected.

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Dividing an Image into Right and Left Pages (Book Copy) (continued)

7. Select the desired copy mode and magnification.



DETAILS

- Available copy size is 8.5"x11".
- When selecting Full scan mode and scanning from the platen glass, select 1-1 or 1-2 copy mode.
- APS and AMS are released and 1.000 magnification is selected automatically. Change the magnification manually, if 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).

When using platen glass to scan, position the first page FACE DOWN with document feeder kept open.

When using document feeder, position original(s) FACE UP.

For details on scanning originals in Front cover + Full scan and Front/Back Cover + Full scan mode, see the description on the following page.

10. Press [START] to scan.

11. Repeat steps 9 and 10 for all originals.



Reminder!

When using platen glass, Non-Image Area Erase and AUTO Layout are automatically selected.

DO NOT CLOSE the document feeder throughout the scanning job.

12. Touch STORE to exit the Store mode.

13. Press [START].

The copier will start printing when ready for output.



CAUTION

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

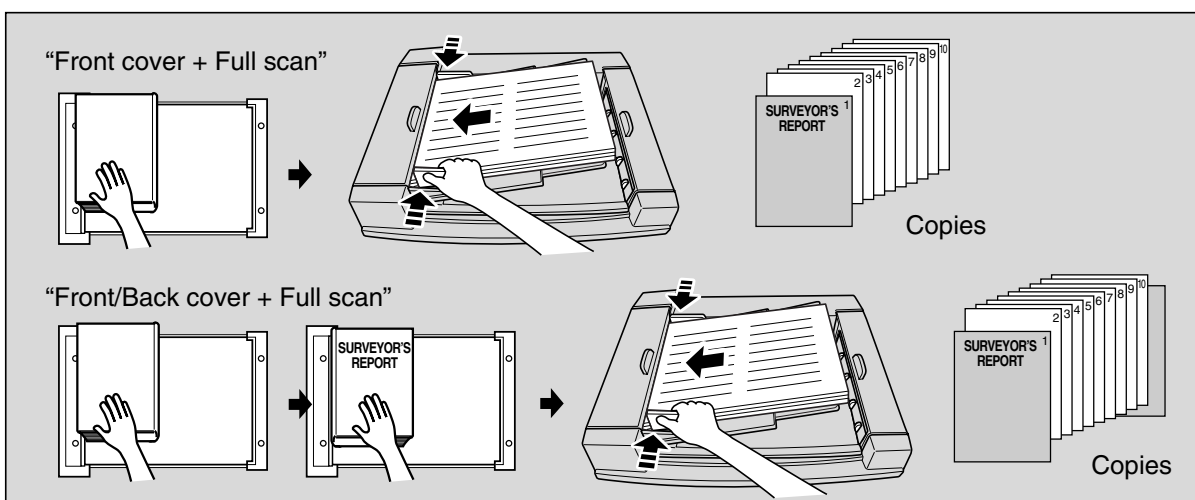
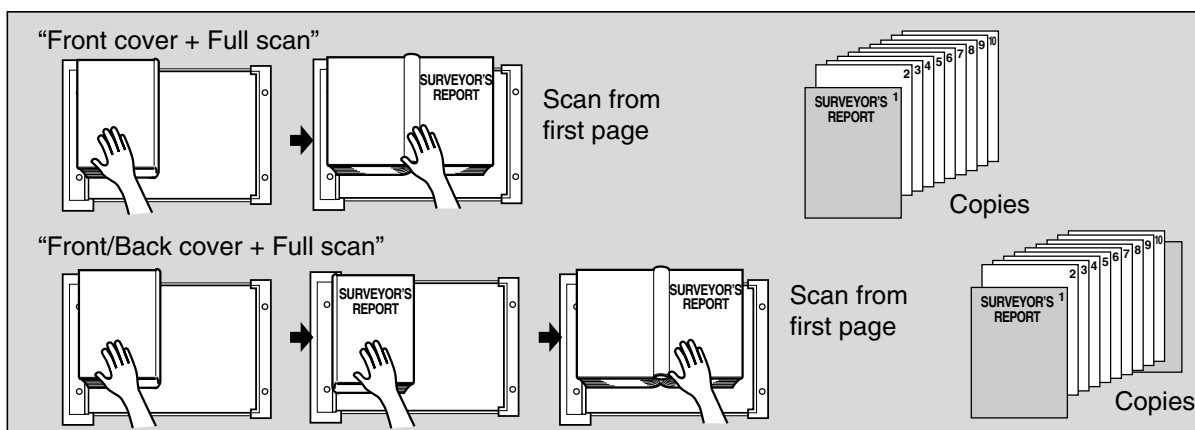
Dividing an Image into Right and Left Pages (Book Copy) (continued)



Scanning Original for Cover

Use platen glass for scanning original for cover.

- 1 Open the document feeder.
- 2 Position original for front cover FACE DOWN on the platen glass.
- 3 Press [**START**] to start scanning.
- 4 When Front/Back Cover + Full scan is selected, scan original for back cover according to the above steps 2 and 3.
- 5 Use platen glass or document feeder, as required, for scanning body text originals.
To output the set in the same order as the originals, start scanning from the first page.
- 6 Press [**START**] to start scanning.
- 7 Repeat steps 5 and 6 for subsequent originals.



NOTES:

- Memory overflow may occur during scanning. See p. 5-9 to p. 5-10.
- When using platen glass, Non-Image Area Erase and AUTO Layout are automatically selected.
DO NOT CLOSE the document feeder throughout the scanning job.

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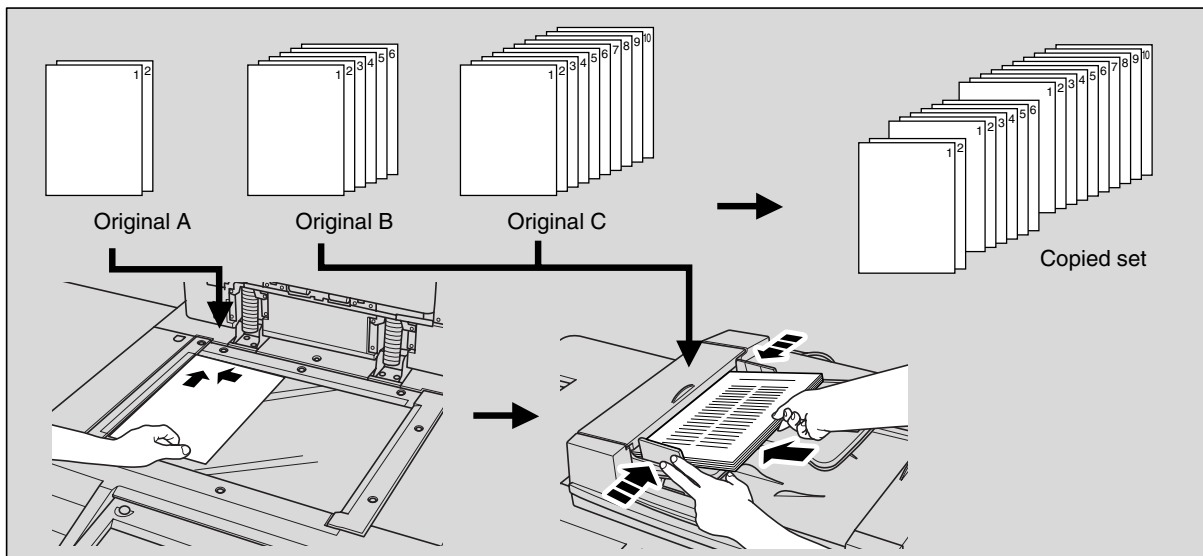
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Programming Different Settings for an Output Job (Program Job)

In the ordinary Store mode, the combined features selected for the job are applied to all originals to be scanned. In the Program Job mode, you may scan multiple sets of originals and apply different settings on each set (referred to as JOB), then output them all as a complete set.

Specifications for Program Job

- ☐ Max. 100 JOBS can be programmed for an output job.
- ☐ Once specified, copy size and the paper type/size setting for Multi-sheet bypass tray cannot be changed for another JOB.
- ☐ Output mode and print quantity setting cannot be specified for each JOB. The last setting made will be applied to all JOBS.
- ☐ Program Job settings cannot be stored in Job Memory.
- ☐ Incompatible Conditions: APS, Change copy size, Group, Rotation Sort, Rotation Group, Folding, Stapling & Folding, Trimming, Mixed Original, Sheet/Cover Insertion, Chapter, Combination, Booklet, Image Insert, Book Copy, Multi-Page Enlargement, 2/4/8 Repeat in Repeat, Overlay, Storing Image in Overlay Memory



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

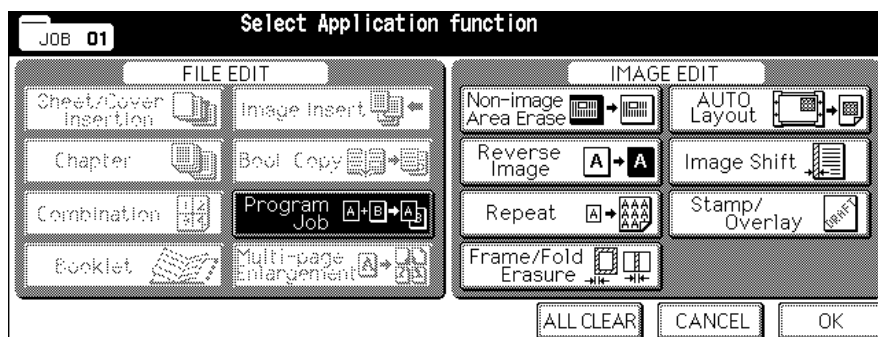


Reminder!

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

Programming Different Settings for an Output Job (Program Job) (continued)

2. Touch *Program Job* on the Application Selection Screen.



The incompatible function keys will be dimmed to show inactivity.

3. Touch *OK* on the Application Selection Screen.

The Basic Screen will be restored.

The **STORE** key on the Basic Screen appears highlighted to show that the Store mode is automatically selected.

4. Select the desired copy conditions.

5. Position originals **FACE UP** in the document feeder or **FACE DOWN** on the platen glass.

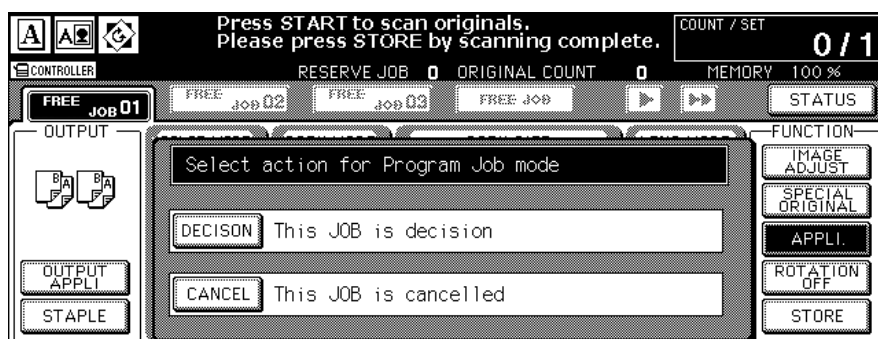
If the number of document feeder originals exceeds 100, divide them into blocks not exceeding 100 sheets and load them from the block with the first page.

6. Press [*START*].

The copy size determined at this time will be applied to all subsequent JOBS.

When scanning for the current JOB is completed, the popup menu will be displayed in the Basic Screen.

7. Touch *DECISION*.



The current JOB images will be stored.
To delete the images, touch **CANCEL**.

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Programming Different Settings for an Output Job (Program Job) (continued)

8. Repeat steps 4 to 7 until all JOB originals are scanned.



Reminder!

PLACE AND SCAN EACH ORIGINAL SET IN THE CORRECT ORDER OF PAGINATION.



HINTS

- Memory overflow may occur during scanning. See p. 5-9 to p. 5-10.
- Should memory overflow occur frequently, it is recommended that you contact your service representative to extend the memory capacity in your machine.

9. Select the desired output mode and enter the print quantity from the control panel keypad.



HINT

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

10. Touch **STORE** to exit the Store mode.

11. Press [**START**].



CAUTION

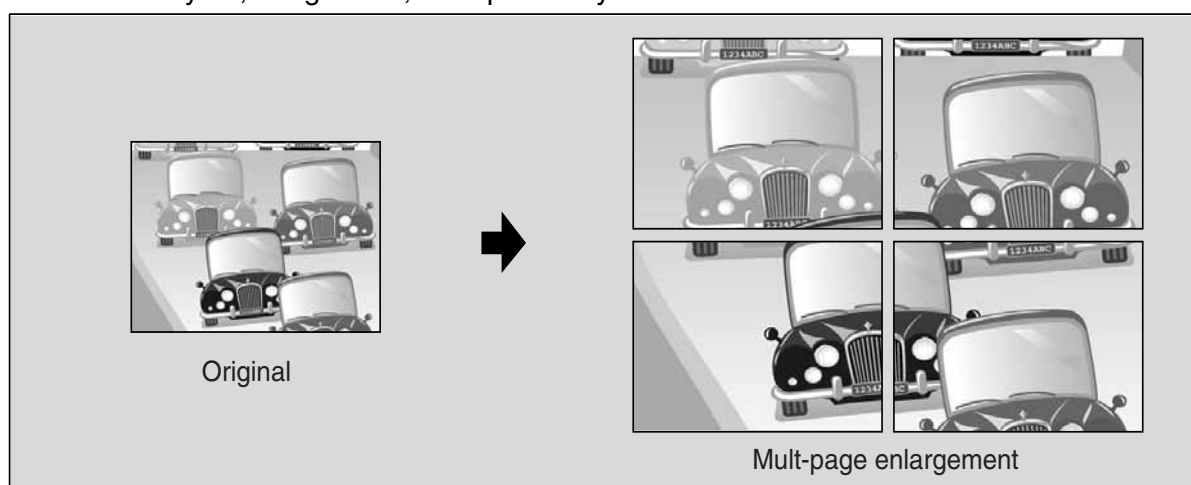
When the finisher / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Dividing an Image for Enlarged Copy (Multi-Page Enlargement)

Use this function to make an enlarged copy, made up of several copied pages divided and enlarged from an original image.

Specifications for Multi-Page Enlargement

- ☐ Use the platen glass only.
- ☐ Use APS, or select the desired copy size on the Basic Screen. If APS is used, the largest copy size will be selected automatically.
- ☐ The output size can be selected (standard size) or determined when a magnification ratio is entered on the screen.
- ☐ Incompatible Conditions: Using RADF, 1▶2, 2▶2, 2▶1, AMS, 1:1, Staple, Group, Rotation, Rotation Sort, Rotation Group, Folding, Stapling&Folding, Three-Folding, Trimming, Cover Sheet Feeding, Mixed Original, Z-Folded Original, Non STD Size (WHOLE AREA), Sheet/Cover Insertion, Chapter, Combination, Booklet, Image Insert, Book Copy, Program Job, Non-Image Area Erase, Repeat, Frame/Fold Erasure, AUTO Layout, Image Shift, Stamp/Overlay



1. Position original FACE DOWN on the platen glass.

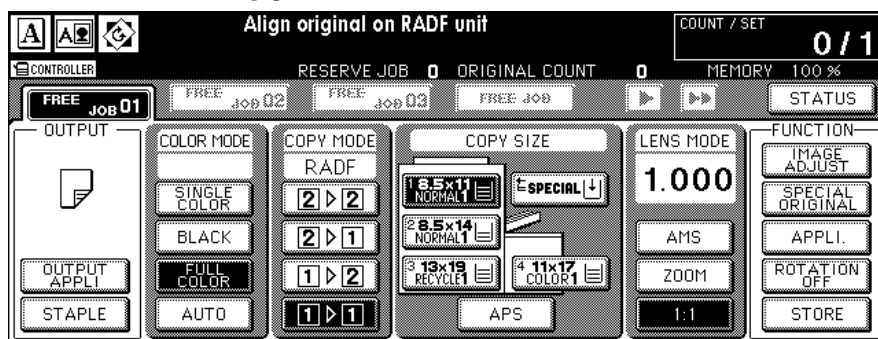
The machine will detect the original size.



Reminder!

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

2. Select the desired copy size on the Basic Screen.

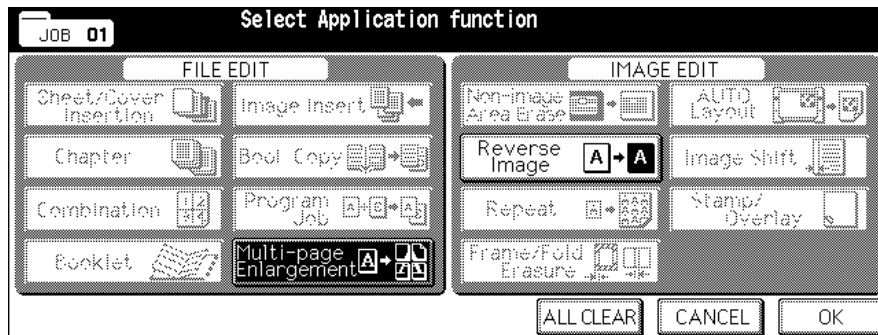


Touch the desired tray key to highlight it.

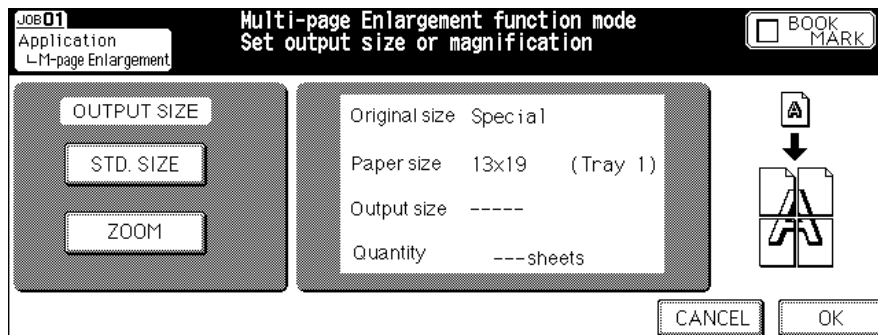
If APS is selected (initial setting), the largest copy size loaded in a tray will be selected automatically.

Dividing an Image for Enlarged Copy (Multi-Page Enlargement) (continued)

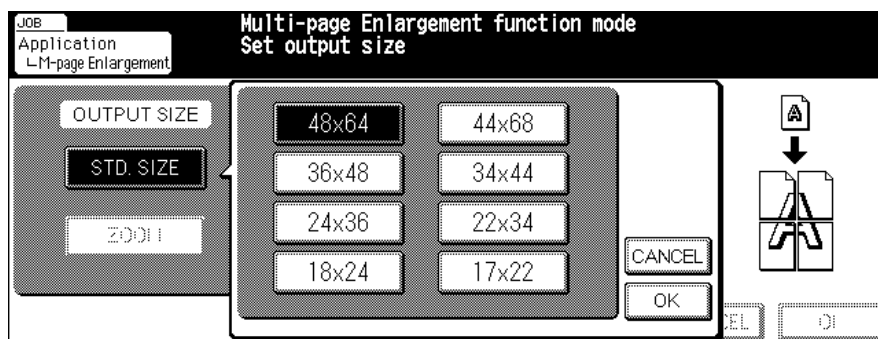
3. Touch **APPLI.** on the Basic Screen.
4. Touch **Multi-page Enlargement** on the Application Selection Screen.



The Multi-Page Enlargement Setting Screen will be displayed, with the original size and paper size (tray number) indicated.



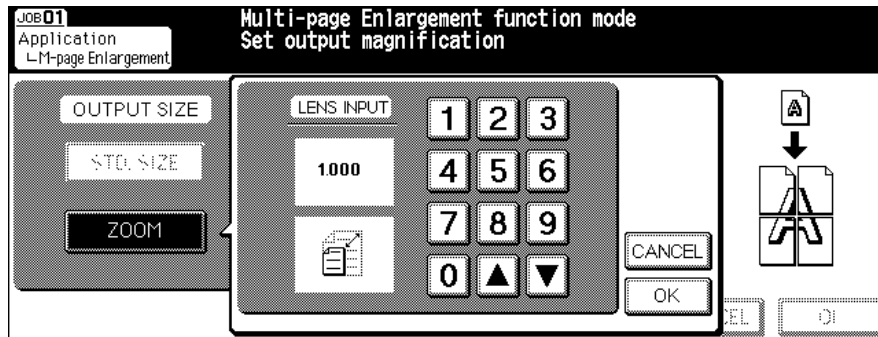
5. Select an output size or magnification, as desired.
To select an output size:



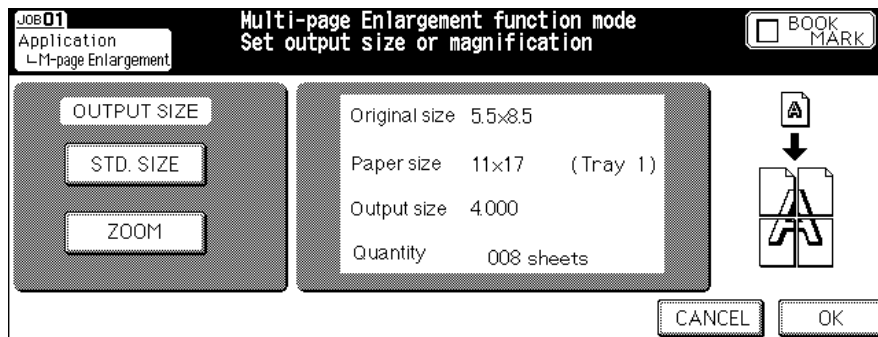
Touch **STD. SIZE** to display the popup menu, touch the desired size key to highlight it, then touch **OK**.

Dividing an Image for Enlarged Copy (Multi-Page Enlargement) (continued)

To select a magnification ratio:



Touch **ZOOM**, enter the desired magnification ratio using the screen keypad or up/down arrow key on the popup menu, then touch **OK**.



The output size or magnification specified on the popup menu and output quantity to make up a whole image will be displayed on the Multi-Sheet Enlargement Setting Screen.

6. Touch **OK**.

The Application Selection Screen will be restored.

7. Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.

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

The actual number of copies will be the product of output quantity multiplied by print quantity.



HINT

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

9. Press [**START**].



CAUTION

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

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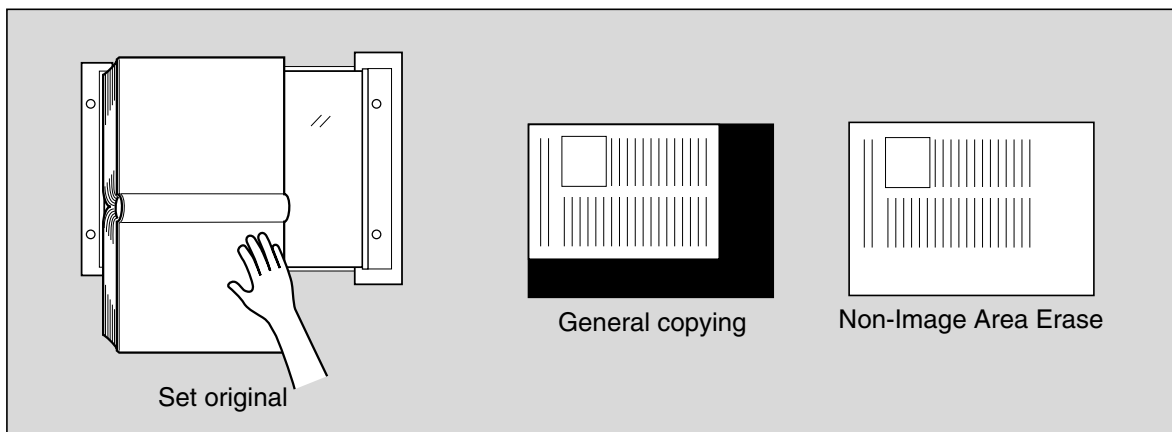
Overlay
Memory

Erasing Outside of the Original (Non-Image Area Erase)

The Non-image area erase mode is used to copy non standard or special originals, such as books, magazines, paste-ups, graphs, thick or thin materials, etc. from the platen glass. The exposed glass area outside the borders of the original will not be copied.

Specifications for Non-Image Area Erase

- ❑ Use the platen glass only. Keep RADF open throughout the procedure.
- ❑ Incompatible Conditions: Using RADF, 2▶2, 2▶1, APS, AMS, Rotation, Rotation Sort, Rotation Group, Folding/Stapling&Folding/Trimming (with Booklet selected), Mixed Original, Z-Folded Original, Tab Paper, Sheet/Cover Insertion, Chapter, Combination, Booklet, Image Insert, Book Copy in RADF Store mode, Multi-Page Enlargement, Reverse Image, Reduce & Shift in Image Shift, Storing Image in Overlay Memory



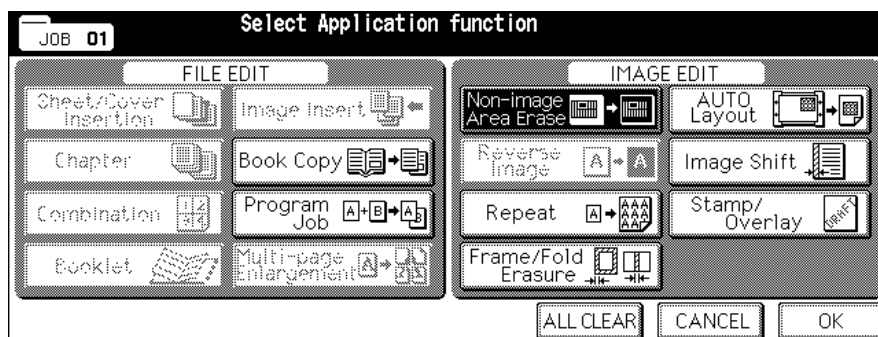
1. Touch **APPLI.** on the Basic Screen.



Reminder!

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

2. Touch **Non-image Area Erase** on the Application Selection Screen.



The incompatible function keys will be dimmed to show inactivity.

3. Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.

Erasing Outside of the Original (Non-Image Area Erase) (continued)

4. Select magnification and copy size, as desired.



DETAILS

- APS and AMS are automatically released.
- Copy mode is automatically set to 1►1. If 1►2 is selected, Platen store mode will function automatically.

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 **FACE DOWN** on the platen glass.



Reminder!

DO NOT CLOSE THE DOCUMENT FEEDER.
Original size should be larger than 10mm x 10mm.

7. Press [**START**].

Having Any Problem?

This function may perform incorrectly if the lighting in the work place is directly over the platen glass. In this case, consult your service representative about an appropriate place for installation.

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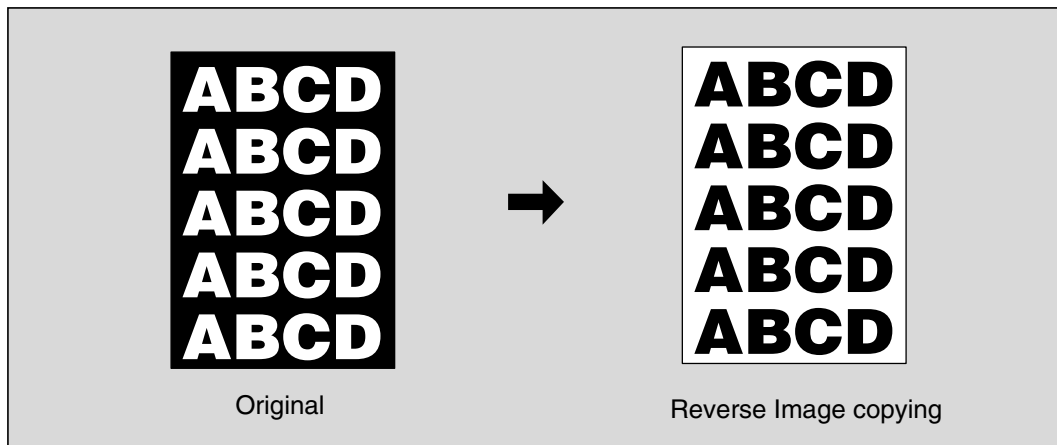
Reversing Color in Image (Reverse Image)

Use Reverse image to reverse the positive image to the negative image and vice versa in the selected color mode.

- Single Color: Makes a reversed image in the selected single color.
- Black: Reverses the image from black-on-white to white-on-black, and vice versa.
- Full Color: Copies in complementary colors of the four colors.
- Auto: Makes a reversed image according to the original image (detected as Full Color or Black).

Specifications for Reverse Image

- ☐ Incompatible Conditions: Folding, Stapling & Folding, Trimming, Non-Image Area Erase, Repeat, Stamp, Overlay



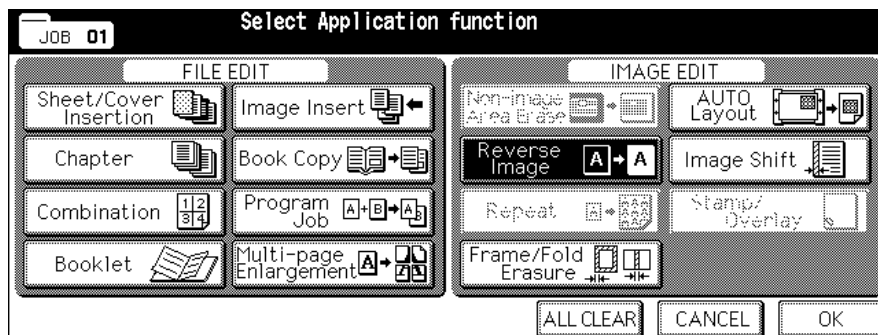
1. Touch **APPLI.** on the Basic Screen.



Reminder!

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

2. Touch **Reverse Image** on the Application Selection Screen.



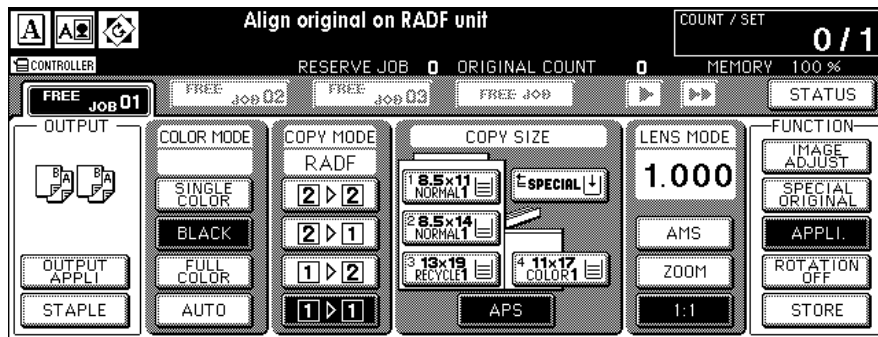
The incompatible function keys will be dimmed to show inactivity.

3. Touch **OK** on the Application Selection Screen.

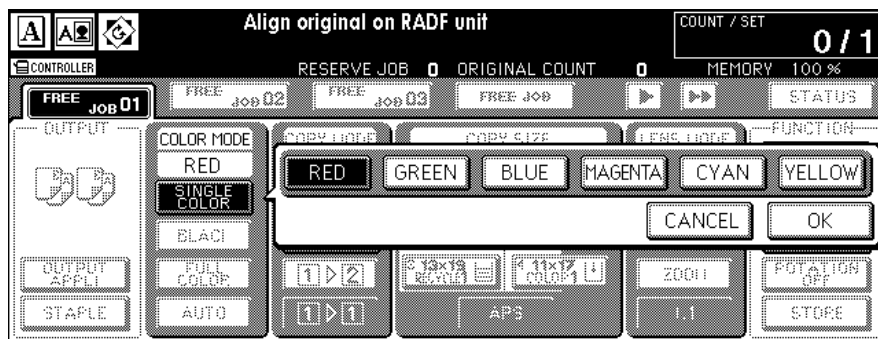
The Basic Screen will be restored.

Reversing Color in Image (Reverse Image) (continued)

4. Touch a mode key under the **COLOR MODE** on the Basic Screen.



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.

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) **FACE UP** in the document feeder or **FACE DOWN** on the platen glass.



HINT

For details on positioning originals, see p. 3-4 to p. 3-9.

7. Press [**START**].



CAUTION

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

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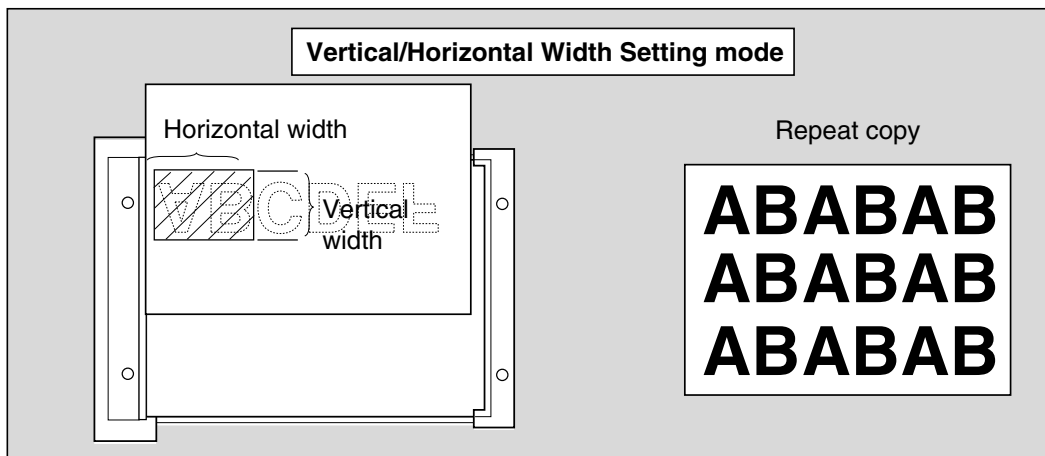
Overlay
Memory

Repeating Selected Image Area (Repeat: Vert./Horiz. Mode)

Use this function to repeat the selected image area of 10 mm ~ 150 mm in both vertical and horizontal widths measured from the rear left corner of the 11"x17" original area indicated on the left edge of the platen glass.

Vertical/Horizontal Width Setting Mode Specifications

- ☐ Use the platen glass. (Document feeder cannot be used.)
- ☐ Incompatible Conditions: Using RADF, 2►2, 2►1, APS, AMS, Group, Rotation, Rotation Sort, Rotation Group, Mixed Original, Z-Folded Original, Sheet/Cover Insertion, Chapter, Combination, Booklet, Image Insert, Book Copy, Multi-Page Enlargement, Non-Image Area Erase, Reverse Image, Frame/Fold Erasure, AUTO Layout, Reduce&Shift in Image Shift, Stamp/Overlay



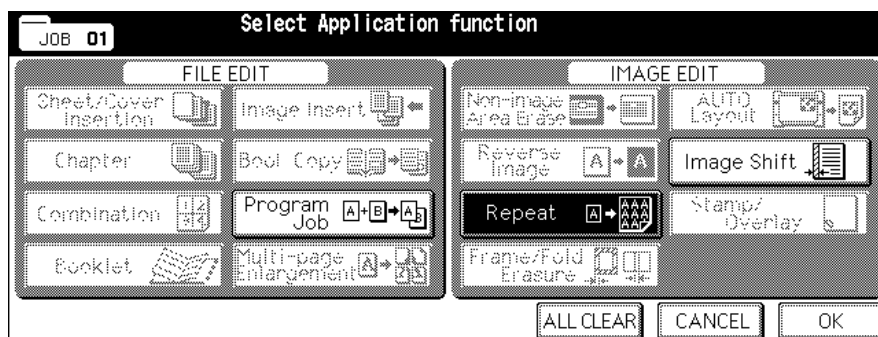
1. Touch **APPLI.** on the Basic Screen.



Reminder!

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

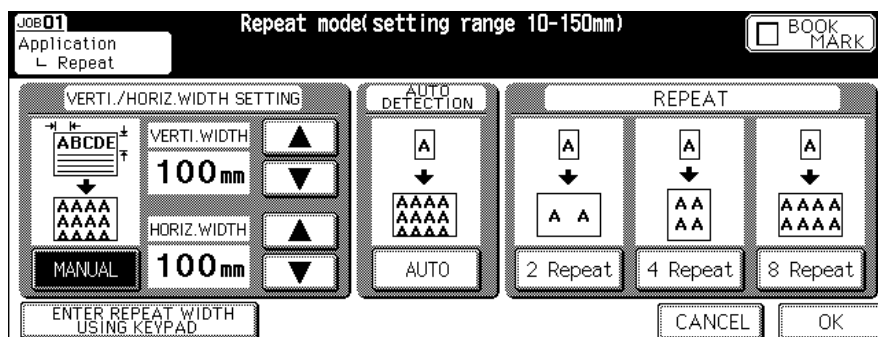
2. Touch **Repeat** on the Application Selection Screen.



The Repeat Mode Selection Screen will be displayed.

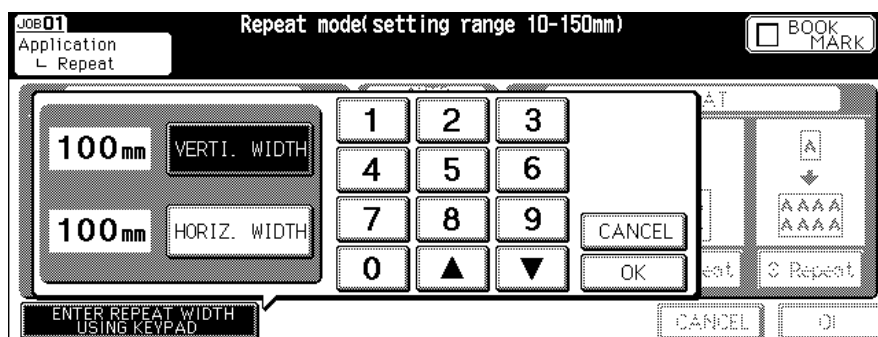
Repeating Selected Image Area (Repeat: Vert./Horiz. Mode) (continued)

3. Touch **MANUAL**, then specify the vertical and horizontal widths of the scanning area.



Use up/down arrow key to enter the width from 10 to 150 mm in 1 mm increments. Keep touching the key to increase/decrease the value continuously.

Or, touch **ENTER REPEAT WIDTH USING KEYPAD** to display the popup menu to enter the value from the touch screen keypad.



Touch **VERTI. WIDTH** or **HORIZ. WIDTH**, enter the value for each, then touch **OK** to restore the Repeat Mode Selection Screen.

4. Touch **OK**.
The Application Selection Screen will be restored.
5. Touch **OK** on the Application Selection Screen.
The Basic Screen will be restored.
6. Select the desired magnification and copy size.

DETAILS

- APS and AMS are automatically released, and 1.000 (100%) is selected as a magnification ratio.
- Copy mode is automatically set to 1►1. If 1►2 is selected, Platen store mode will function automatically.

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Repeating Selected Image Area (Repeat: Vert./Horiz. Mode) (continued)

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



HINT

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

8. Position original **FACE DOWN** on the platen glass.



HINT

See the illustration on p. 10-34 for details.

9. Press [**START**].



CAUTION

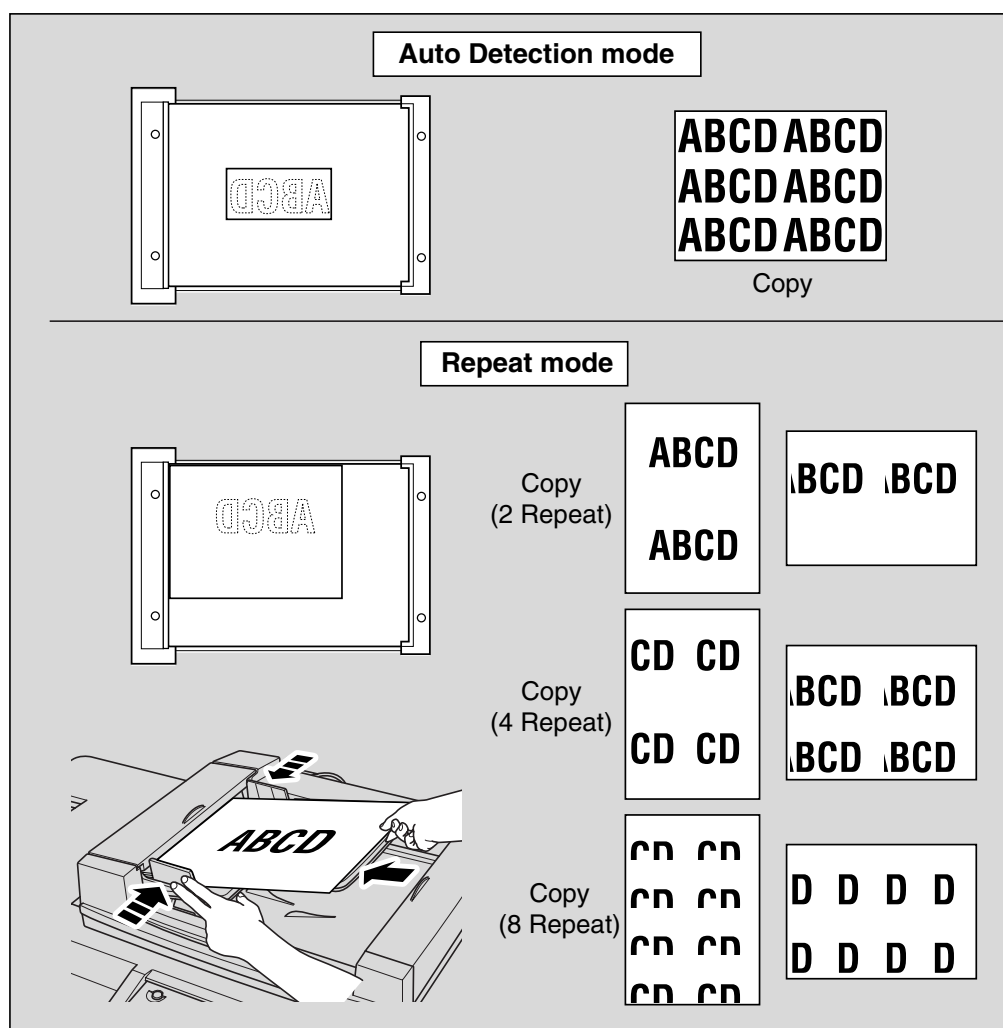
When the finisher / trimmer unit / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Repeating Automatically or Selecting Repeating Times (Repeat: AUTO/ Repeat Mode)

Auto Detection mode will automatically set the equal repeat area to the size of the original placed onto the platen glass by activating Non-image area erase. Repeat mode will scan the image area specified by the selected copy size and mode (2 Repeat, 4 Repeat, or 8 Repeat), then arrange the image by specified times in one copy sheet.

Auto Detection/ Repeat Mode Specifications

- ☐ Auto Detection Mode: Use the platen glass. RADF cannot be used.
- ☐ Repeat Mode Magnification ratio: 1.000 (100%) fixed
- ☐ Incompatible Conditions with Auto Detection Mode
Using RADF, 2▶2, 2▶1, APS, AMS, Rotation, Group, Rotation Sort, Rotation Group, Mixed Original, Z-Folded Original, Tab Paper, Sheet/Cover Insertion, Chapter, Combination, Booklet, Image Insert, Book Copy, Multi-Page Enlargement, Reverse Image, Frame/Fold Erasure, AUTO Layout, Reduce & Shift in Image Shift, Stamp/Overlay
- ☐ Incompatible Conditions with Repeat Mode
APS, AMS, Rotation (if magnification is changed from 1.000), Group, Rotation Sort, Rotation Group, Mixed Original, Z-Folded Original, Chapter, Combination, Booklet, Image Insert, Book Copy, Program Job, Multi-Page Enlargement, Non-Image Area Erase, Reverse Image, Frame/Fold Erasure, AUTO Layout, Reduce&Shift in Image Shift, Overlay, Overlay Memory



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Repeating Automatically or Selecting Repeating Times (Repeat: AUTO/ Repeat Mode) (continued)

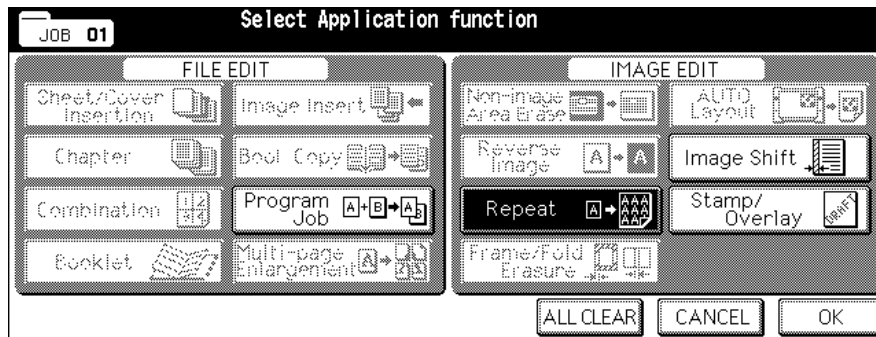
1. Touch **APPLI.** on the Basic Screen



Reminder!

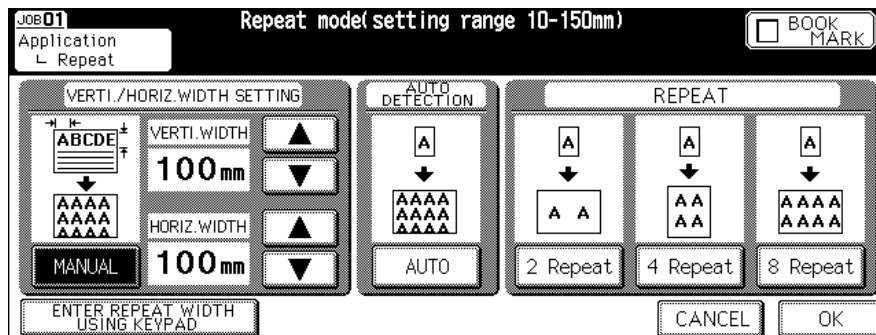
When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

2. Touch **Repeat** on the Application Selection Screen.



The Repeat Mode Selection Screen will be displayed.

3. Touch to highlight the desired mode key.



Touch **AUTO** to select the Auto Detection mode.

Touch **2 Repeat**, **4 Repeat**, or **8 Repeat** to select the desired Repeat mode.

4. Touch **OK**.

The Application Selection Screen will be restored.



DETAILS

Non-Image Area Erase is automatically selected on the Application Selection Screen when AUTO mode is selected.



HINT

When 2 Repeat mode is selected, Page space function of Image Shift can be used to make the desired amount of blank space between the two images on a page. See p. 10-45 to p. 10-47.

5. Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.

Repeating Automatically or Selecting Repeating Times (Repeat: AUTO/ Repeat Mode) (continued)

6. Select the desired magnification and copy size.



DETAILS

- APS and AMS are automatically released, and 1.000 (100%) is selected as a magnification ratio.
- When 2 Repeat, 4 Repeat, or 8 Repeat is selected, the scanning area will be a portion of the selected paper size equally divided according to the selected mode.
In this case, magnification ratio will be fixed to 1.000 (100%).
- Copy mode is automatically set to 1▶1. If 1▶2 is selected, Platen store mode will function automatically.

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



HINT

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

8. Position original.

For AUTO mode original, open the document feeder, then position the original FACE DOWN on the platen glass.

For 2 Repeat, 4 Repeat or 8 Repeat mode original, RADF is also available.



HINT

See the illustration on p. 10-37 for details.



Reminder!

When AUTO mode is selected, Non-Image Area Erase functions automatically. DO NOT close the document feeder.

9. Press [START].



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

The AUTO mode may not operate properly if the lighting in the work place is directly over the platen glass. In this case, consult your service representative about an appropriate place for installation.

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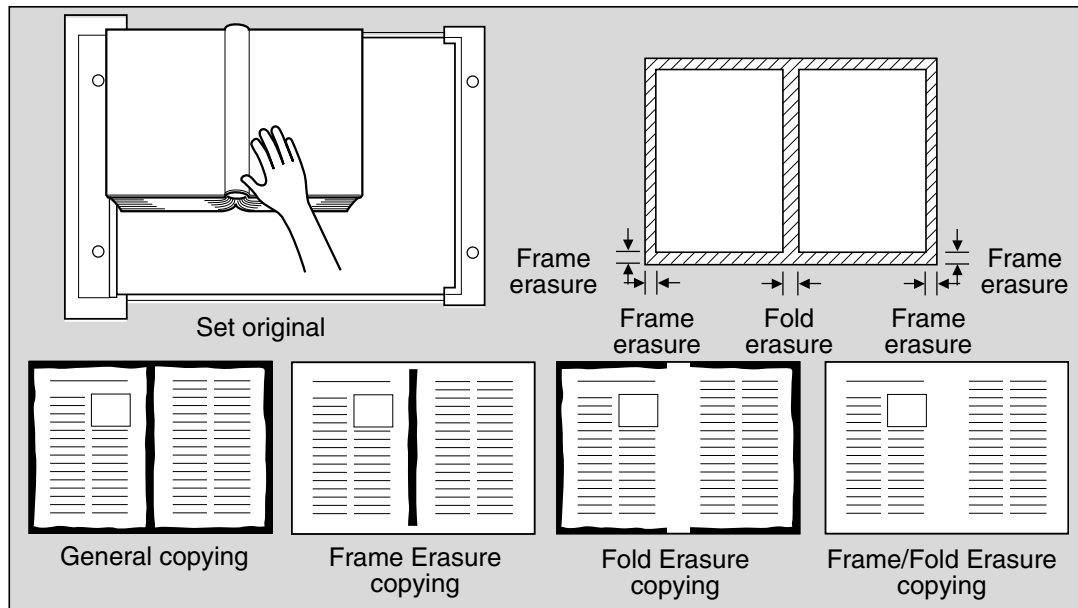
Overlay
Memory

Eliminating Copy Marks Along Borders (Frame/Fold Erasure)

Use Frame/Fold Erasure to eliminate black copy marks along borders to clean up and improve the presentation of the copy.

Specifications for Frame/Fold Erasure

- ☐ Incompatible Conditions: Multi-Page Enlargement, Repeat



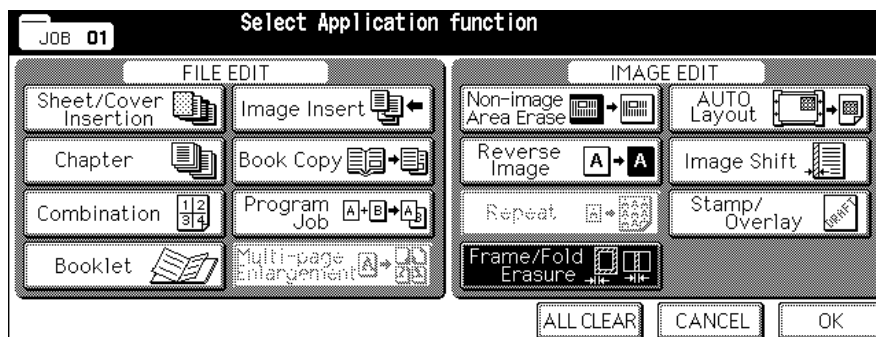
1. Touch **APPLI.** on the Basic Screen.



Reminder!

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

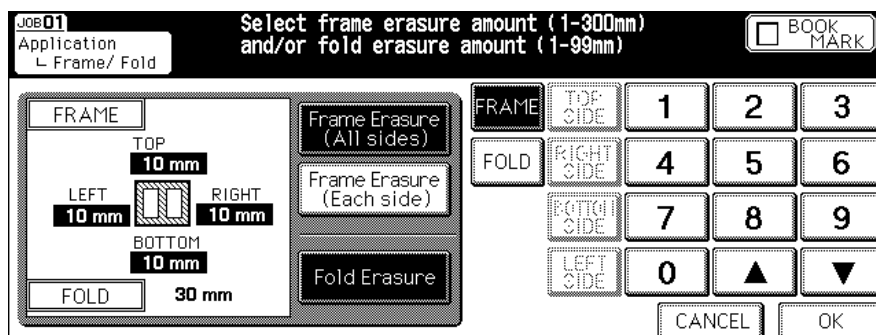
2. Touch **Frame/Fold Erasure** on the Application Selection Screen.



The Frame/Fold Erasure Selection Screen will be displayed.

Eliminating Copy Marks Along Borders (Frame/Fold Erasure) (continued)

3. Touch to highlight the desired mode key.

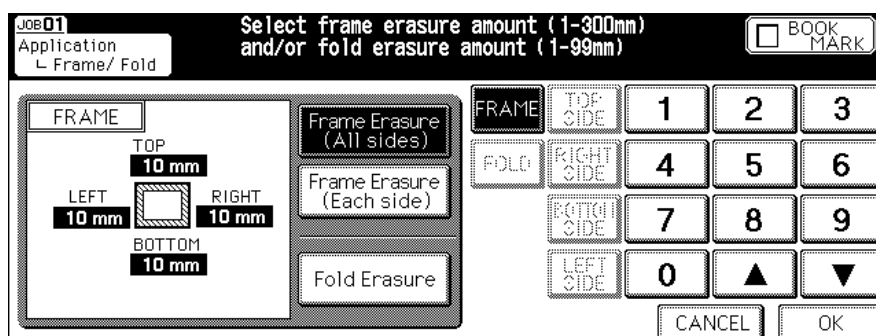


Touch **Frame Erasure (All sides)**, **Frame Erasure (Each side)**, or **Fold Erasure** to highlight it.

Either Frame erasure mode and Fold erasure can be selected in combination.

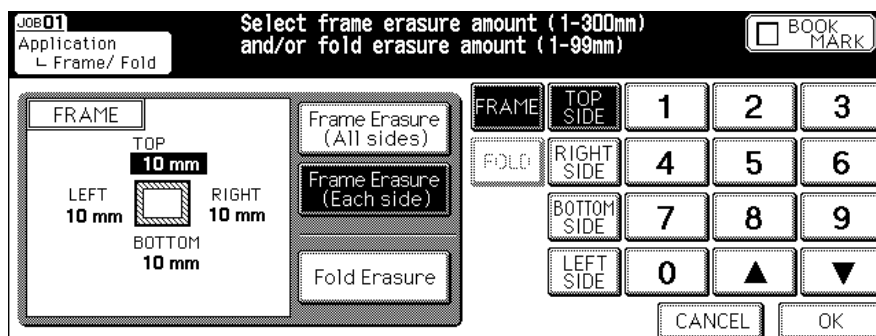
4. Specify the erasure amount in the selected mode.

To specify **Frame Erasure (All sides)** amount:



- Touch to highlight **FRAME**, if not highlighted, then use the touch screen keypad or up/down arrow key to enter the desired erasure amount of the TOP, BOTTOM, LEFT, and RIGHT sides collectively, from 1 to 300 mm in 1 mm increments.

To specify **Frame Erasure (Each side)** amount:

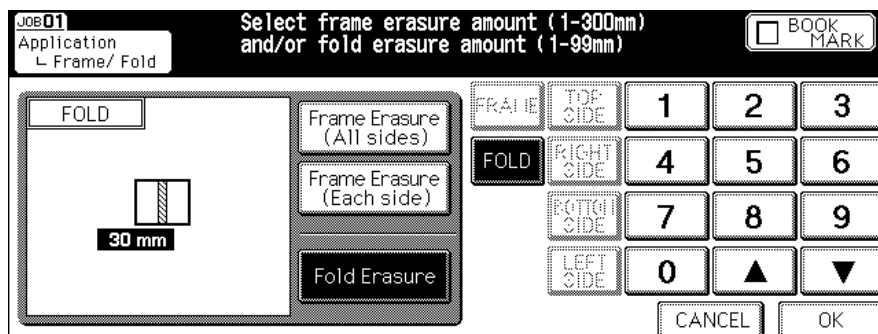


- Touch to highlight **FRAME**, if not highlighted, then touch **TOP SIDE**, **RIGHT SIDE**, **BOTTOM SIDE**, or **LEFT SIDE**. The selected side amount will be highlighted in the left illustration area of the screen.

Eliminating Copy Marks Along Borders (Frame/Fold Erasure) (continued)

Use the touch screen keypad or up/down arrow key to enter the desired erasure amount, from 1 to 300 mm in 1 mm increments.

To specify Fold Erasure amount:



- Touch to highlight **FOLD**, if not highlighted, then use the touch screen keypad or up/down arrow key to enter the desired erasure amount, from 1 to 99 mm in 1 mm increments.

5. Touch **OK**.

The Application Selection Screen will be restored.

6. Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.

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



HINT

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

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



HINT

For details on positioning originals, see p. 3-4 to p. 3-9.



DETAILS

When lowering the document feeder onto thick original (e.g. open book), do not press it down too hard. Keep the document feeder open, if required.

9. Press [**START**].



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.

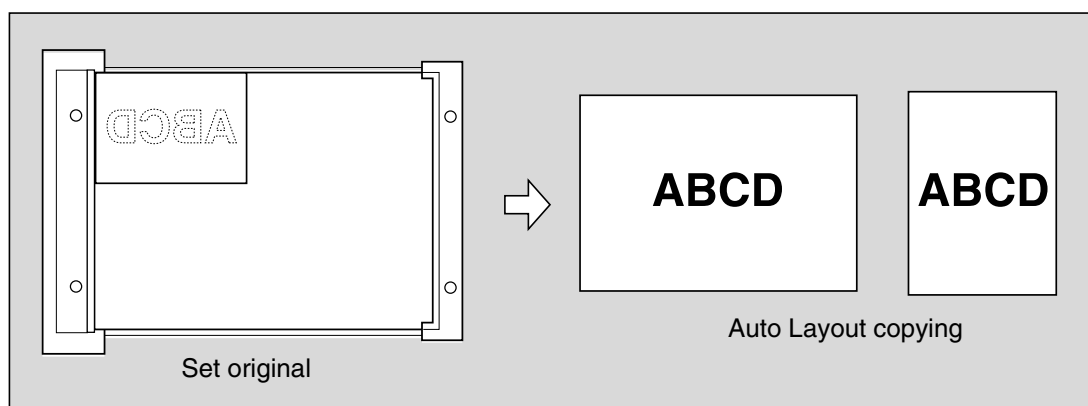
Copying Image in the Center of Copy Paper (AUTO Layout)

Use this function to detect the image area of the original and center the whole image on the copy paper making it easy to copy small pieces of paper.

Specifications for AUTO Layout

- ❑ Non-Image Area Erase is automatically selected. Release it manually when using RADF to scan originals.
- ❑ Incompatible Conditions: 2▶2, 2▶1, APS, AMS, Rotation, Rotation Sort, Rotation Group, Mixed Original, Z-Folded Original, Tab Paper, Sheet/Cover Insertion, Chapter (available when Non-Image Area Erase is released manually), Combination*, Booklet*, Image Insert, Multi-Page Enlargement, Reverse Image*, Repeat, Image Shift, Overlay, Storing Image in Overlay Memory

* Combination, Booklet and Reverse Image are available when Non-Image Area Erase is released manually.



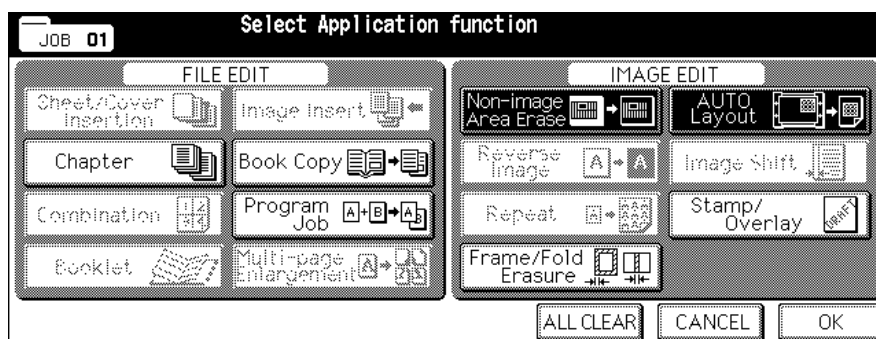
1. Touch **APPLI.** on the Basic Screen.



Reminder!

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

2. Touch **AUTO Layout** on the Application Selection Screen.



The incompatible function keys will be dimmed to show inactivity.



DETAILS

- Non-Image Area Erase will be selected automatically. When using RADF to scan the original, touch to deselect this function.
- If Book Copy is used with this function, the original smaller than the selected copy size will be printed in the center of the copy paper without image division performed.

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Copying Image in the Center of Copy Paper (AUTO Layout) (continued)

3. Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.

4. Select the desired magnification and copy size on the Basic Screen.



DETAILS

- APS and AMS are automatically released, and 1.000 (100%) is selected as a magnification ratio.
- Copy mode is automatically set to 1►1. If 1►2 is selected, Platen store mode will function automatically.

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) **FACE UP** in the document feeder or **FACE DOWN** on the platen glass.



HINT

For details on positioning originals, see p. 3-4 to p. 3-9.



Reminder!

DO NOT close the RADF when Non-Image Area Erase is selected.
Placing original obliquely on the platen glass may cause black copy marks.

7. Press [**START**].



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.



Having Any Problem?

The AUTO layout function may not operate properly if the lighting in the work place is directly over the platen glass. In this case, consult your service representative about an appropriate place for installation.

Adjusting Position of Copy Image (Image Shift)

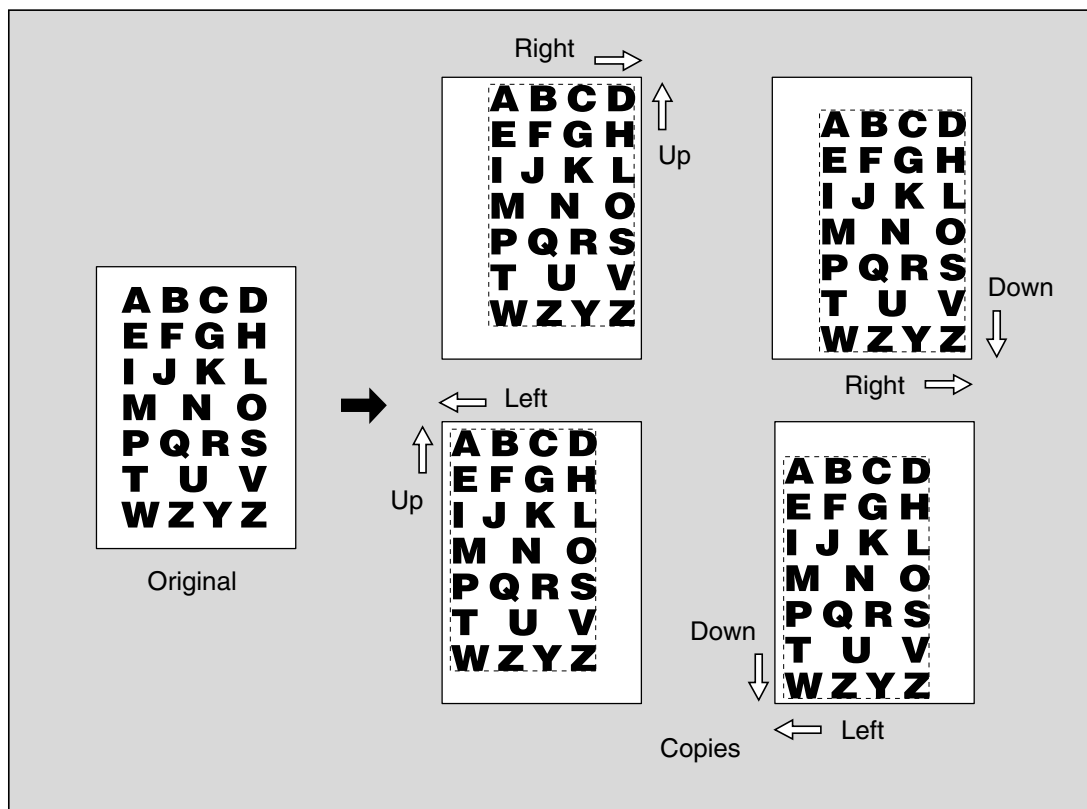
Use Image Shift to adjust the position of copy images, e.g. for the purpose of creating a new binding margin on originals to make it easier for filing purposes.

Page Space function is available only when Booklet or 2 Repeat mode of Repeat has been already selected. Use this function to make the desired amount of blank space between the two images on a page. See the illustration on p. 10-47 for details.

If image loss is likely, select the Reduce & Shift mode instead of regular Image shift. See p.10-48.

Specifications for Image Shift

- ☐ Shift amount: 0 to 250 mm in 1 mm increments
Setting in 0.1 mm increments using up/down arrow key is also available by Key Operator setting. See p. 14-37 to 14-42.
- ☐ Incompatible Conditions: Multi-Page Enlargement, AUTO Layout, Storing images in Overlay Memory



1. Select the copy mode and paper size from the Basic Screen, as required.
2. Touch **APPLI.** on the Basic Screen.



Reminder!

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

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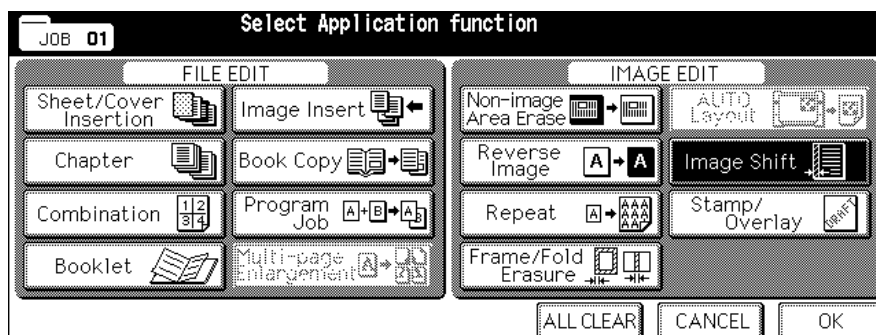
Stamp

Overlay

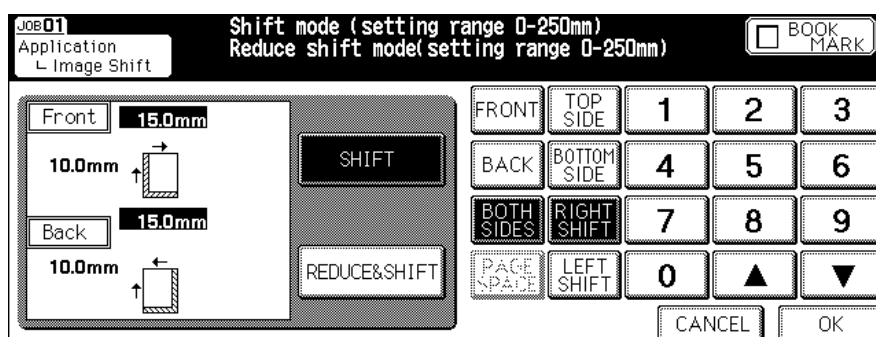
Overlay
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Adjusting Position of Copy Image (Image Shift) (continued)

3. Touch **Image Shift** on the Application Selection Screen.



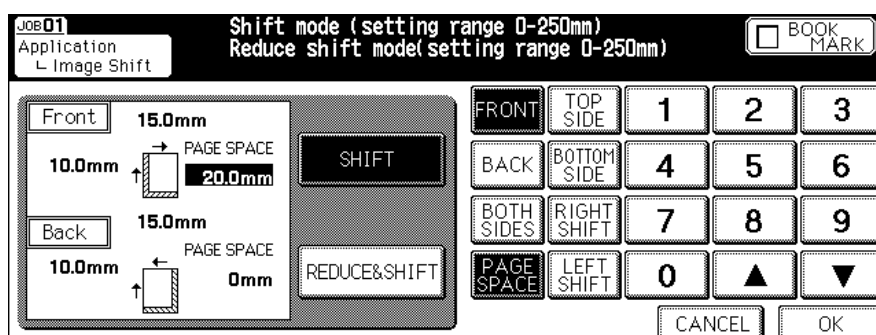
4. Touch **SHIFT** on the Image Shift Setting Screen, then specify the shift direction and amount.



Touch **FRONT** or **BACK** to specify the shift direction and amount individually; or touch **BOTH SIDES** to specify collectively. The **BACK** and **BOTH SIDES** keys function only for duplex copying.

Touch to highlight the desired shift direction key, then use the touch screen keypad or up/down arrow key to enter the desired shift amount, from 0 to 250 mm in 1 mm increments. The image display on the screen allows you to view the shift direction and amount to be created on the printed sheets.

When Booklet or 2 Repeat mode of Repeat has been already selected, the **PAGE SPACE** key appears clear on the screen to show its availability.



If desired, touch **PAGE SPACE** to highlight it, then enter the desired amount using the touch screen keypad or up/down arrow key.

Adjusting Position of Copy Image (Image Shift) (continued)

5. Touch **OK**.

The Application Selection Screen will be restored.

6. Touch **OK** on the **Application Selection Screen**.

The Basic Screen will be restored.

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



HINT

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

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



HINT

For details on positioning originals, see p. 3-4 to p. 3-9.

9. Press [**START**].

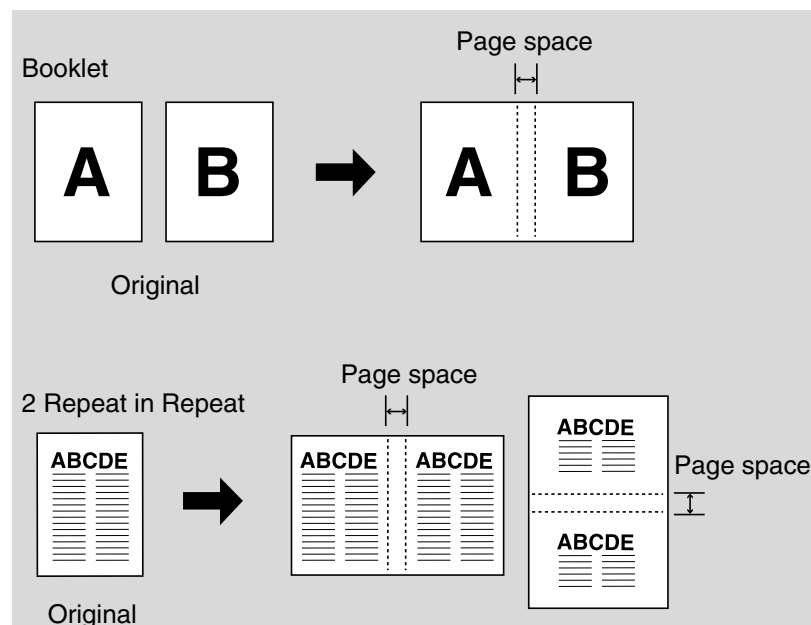


CAUTION

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: Page Space Function



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Image Shift

Reduce &
Shift

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Overlay

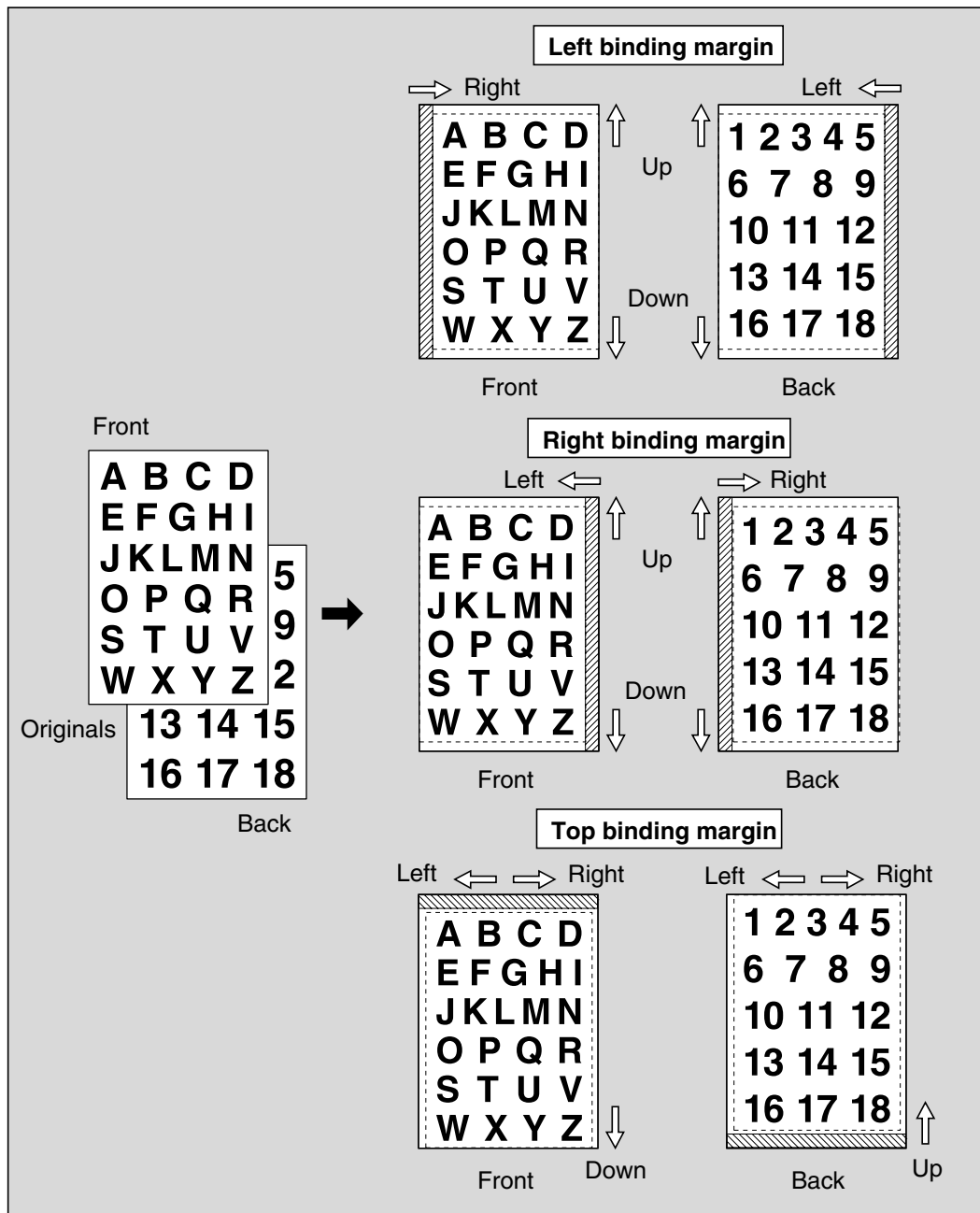
Overlay
Memory

Reducing Images to Create Binding Margin (Reduce&Shift)

Use Reduce & Shift instead of regular Image Shift to prevent image loss when creating a binding margin.

Specifications for Reduce & Shift

- ☐ AMS is automatically selected and cannot be released.
- ☐ Shift amount: 0 to 250 mm in 1 mm increments
Setting in 0.1 mm increments using up/down arrow key is also available by Key Operator setting. See p. 14-37 to 14-42.
- ☐ Incompatible Conditions: Change magnification, V/H zoom, APS, Mixed Original, Book Copy, Multi-Page Enlargement, Non-Image Area Erase, Repeat, AUTO Layout, Overlay, Storing Image in Overlay Memory



Reducing Images to Create Binding Margin (Reduce&Shift) (continued)

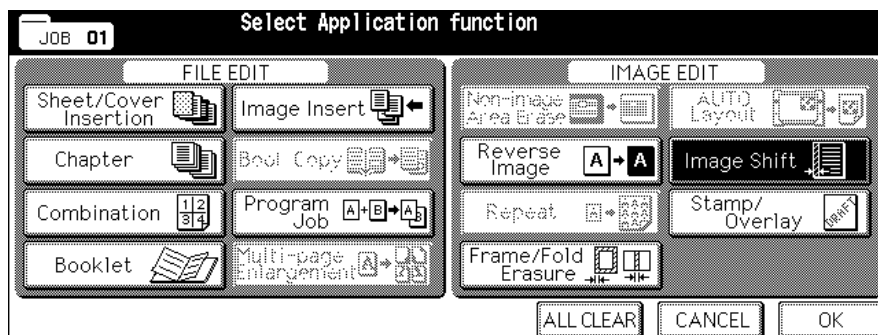
1. Select the copy mode and copy size, as required.
2. Touch **APPLI.** on the Basic Screen.



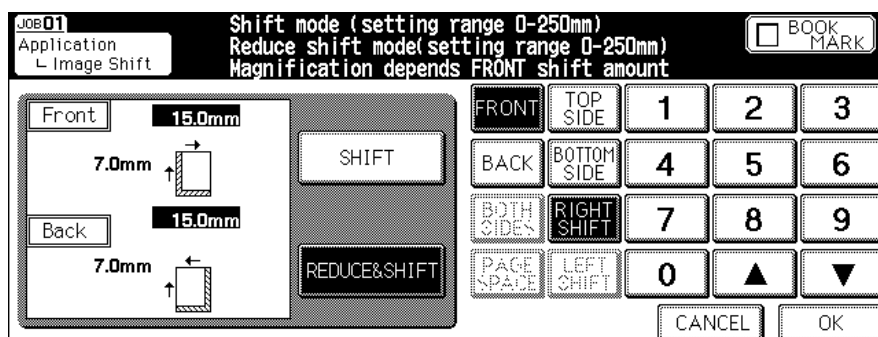
Reminder!

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

3. Touch **Image Shift** on the Application Selection Screen.



4. Touch **REDUCE&SHIFT** on the Image Shift Setting Screen, then specify the shift direction and amount.



Touch **FRONT** or **BACK**. In Reduce & Shift mode, the **BOTH SIDES** key appears dimmed to show inactivity.

Touch to highlight the desired shift direction key, then use the touch screen keypad or up/down arrow key to enter the desired shift amount, from 0 to 250mm in 1mm increments. The image display on the screen allows you to view the shift direction and amount to be printed on the printed sheets.



DETAILS

The AMS will automatically determine the magnification ratio according to the shift amount specified for the front page. The shift amount and magnification ratio determined for the front page will be automatically applied to the back page. If any positioning adjustment is required, touch **BACK** and make direction and amount change.

Reducing Images to Create Binding Margin (Reduce&Shift) (continued)

5. Touch *OK*.

The Application Selection Screen will be restored.

6. Touch *OK* on the Application Selection Screen.

The Basic Screen will be restored.

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



HINT

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

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



HINT

For details on positioning originals, see p. 3-4 to p. 3-9.

9. Press [*START*].



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.

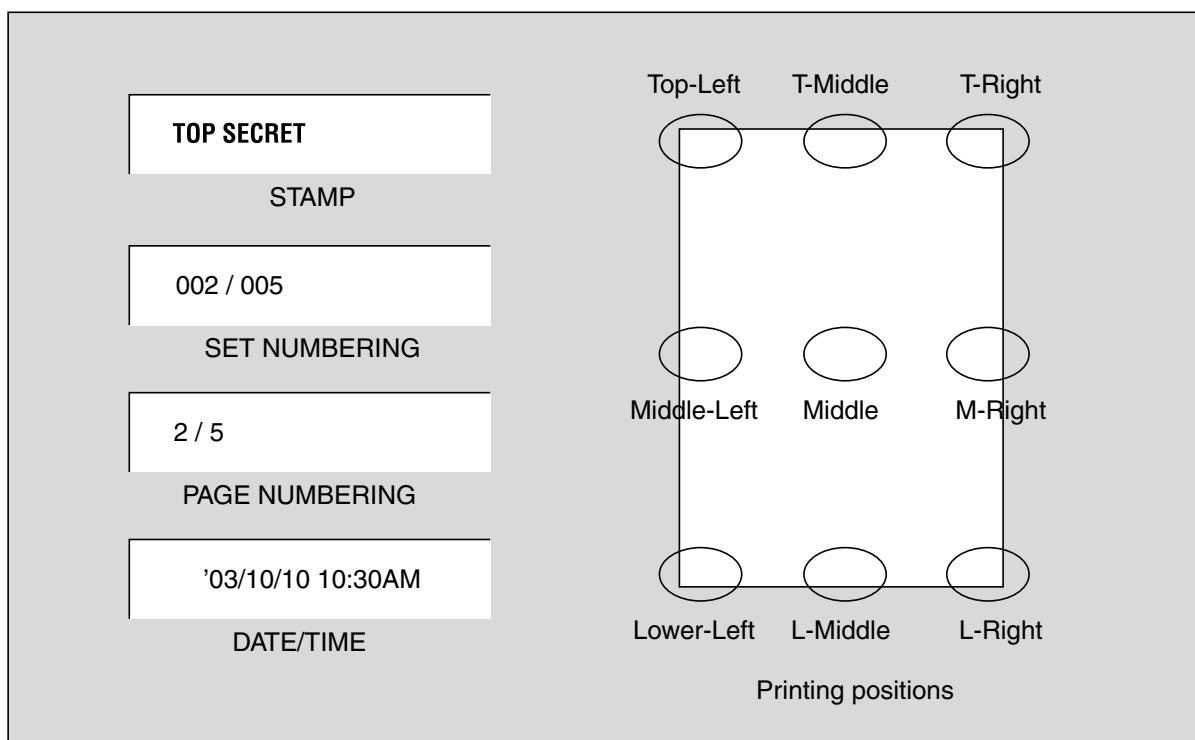
Printing Stamp, Page, Date/Time onto Copies (Stamp)

This function allows you to print onto output copies the desired type of stamp, page number, numbering, and date/time at the location designated on the screen.

The four stamp types and watermark (described in the next subsection) provided on the Stamp/Overlay Selection Screen can be used individually or in multiple combinations.

Specification for STAMP, SET NUMBERING, PAGE NUMBERING, DATE/TIME

- ☐ To use the STAMP function, the optional HDD (HD-106) is required to be installed in the machine.
- ☐ Incompatible Conditions: Multi-Page Enlargement, Reverse Image, Repeat except 2/4/8 Repeat, Overlay (with STAMP and SET NUMBERING), Overlay Memory



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



Reminder!

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

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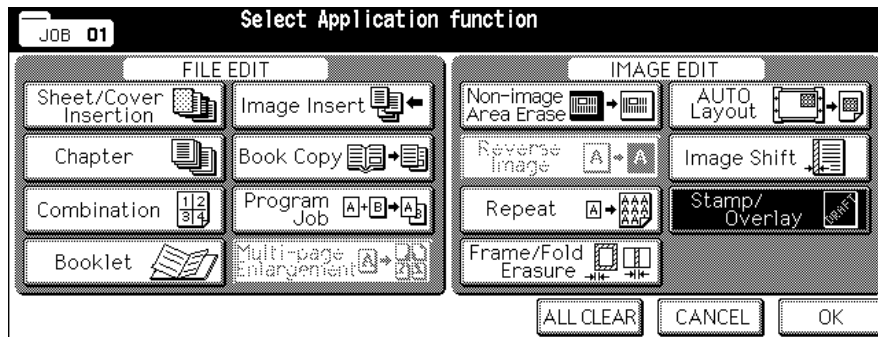
Stamp

Overlay

Overlay
Memory

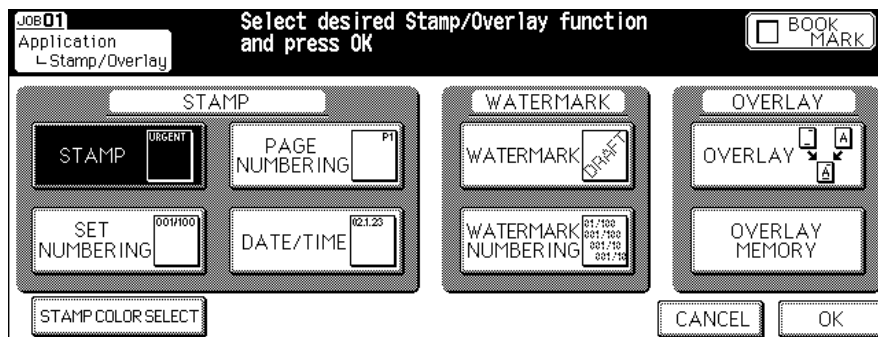
Printing Stamp, Page, Date/Time onto Copies (Stamp) (continued)

2. Touch *Stamp/Overlay* on the Application Selection Screen.



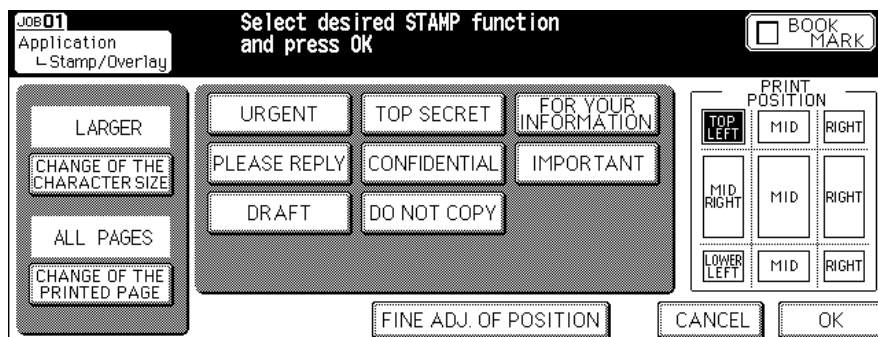
The Stamp/Overlay Selection Screen will be displayed.

3. Touch to select the desired key in the **STAMP** area.



The subsequent screen will be displayed to allow you to specify the selected stamp type.

4. When selecting **STAMP**: Specify the stamp type, printing position, character size and printed page.



Touch to highlight the desired stamp key and printing position key on the screen. If fine adjustment is required, touch **FINE ADJ. OF POSITION** to display the Fine Adjustment Setting Screen. See p. 10-55 for details.

Touch **CHANGE OF THE CHARACTER SIZE** to select LARGER or SMALLER.

Touch **CHANGE OF THE PRINTED PAGE** to designate whether to print the selected stamp on the cover only or on all pages.

Printing Stamp, Page, Date/Time onto Copies (Stamp) (continued)

When selecting **SET NUMBERING**: Specify the numbering type, printing position, character size, printed page and starting No.

JOB01
Application
L Stamp/Overlay

Select desired NUMBERING function and press OK

☐ BOOK MARK

20 pt

CHANGE OF THE CHARACTER SIZE

ALL PAGES

CHANGE OF THE PRINTED PAGE

1

STARTING No.

0001,0002,0003

0001/1000,0002/1000

1,2,3

1/1000,2/1000,3/1000

FINE ADJ. OF POSITION

CANCEL

OK

PRINT POSITION

TOP LEFT	MID	RIGHT
MID RIGHT	MID	RIGHT
LOWER LEFT	MID	RIGHT

Touch to highlight the desired numbering type key and printing position key on the screen. If fine adjustment is required, touch **FINE ADJ. OF POSITION** to display the Fine Adjustment Setting Screen. See p. 10-55 for details.

Touch **CHANGE OF THE CHARACTER SIZE** to select 20 pt or 36 pt.

Touch **CHANGE OF THE PRINTED PAGE** to designate whether to print the selected stamp on the cover only or on all pages.

Touch **STARTING No.** to designate the starting number, if required. See p. 10-55 for details.

When selecting **PAGE NUMBERING**: Specify the page numbering type, printing position, character size, printed page and starting No.

JOB01
Application
L Stamp/Overlay

Select desired PAGE NUMBERING function and press OK

☐ BOOK MARK

COVER

Print ON

COPYINSERT SHEET

Print OFF

BLANKINSERT SHEET

Print OFF

CHANGE OF THE PRINTED PAGE

SIZE 8 pt

FONT GOTHIC

CHANGE OF THE CHARACTER

PAGE 1

CHAPTER 1

STARTING No.

P1,P2,P3

1/5,2/5,3/5

1,2,3

-1,-2,-3-

1-1,1-2,1-3

FINE ADJ. OF POSITION

CANCEL

OK

PRINT POSITION

TOP LEFT	MID	RIGHT
MID RIGHT	MID	RIGHT
LOWER LEFT	MID	RIGHT

Touch to highlight the desired page numbering type key and printing position key on the screen. If fine adjustment is required, touch **FINE ADJ. OF POSITION** to display the Fine Adjustment Setting Screen. See p. 10-55 for details.

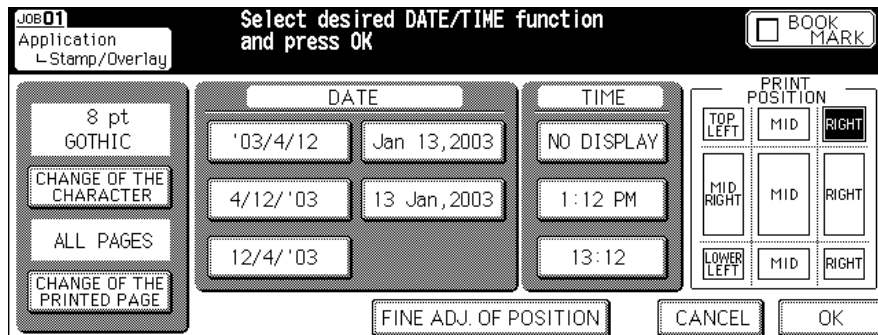
Touch **CHANGE OF THE CHARACTER** to select the character size (8 pt, 10 pt, 12 pt or 14 pt) and type (GOTHIC or MING). See p. 10-56 for details.

Touch **CHANGE OF THE PRINTED PAGE** to designate whether to print the selected stamp on the front/back cover or insertions. See p. 10-57 for details.

Touch **STARTING No.** to designate the starting number, if required. See p. 10-56 for details.

Printing Stamp, Page, Date/Time onto Copies (Stamp) (continued)

When selecting **DATE/TIME**: Specify the date/time type, printing position, character size and printed page.



Touch to highlight the desired date, time, and printing position keys on the screen. If fine adjustment is required, touch **FINE ADJ. OF POSITION** to display the Fine Adjustment Setting Screen. See p. 10-55 for details.

Touch **CHANGE OF THE CHARACTER** to select the character size (8 pt, 10 pt, 12 pt or 14 pt) and type (GOTHIC or MING). See p. 10-56 for details.

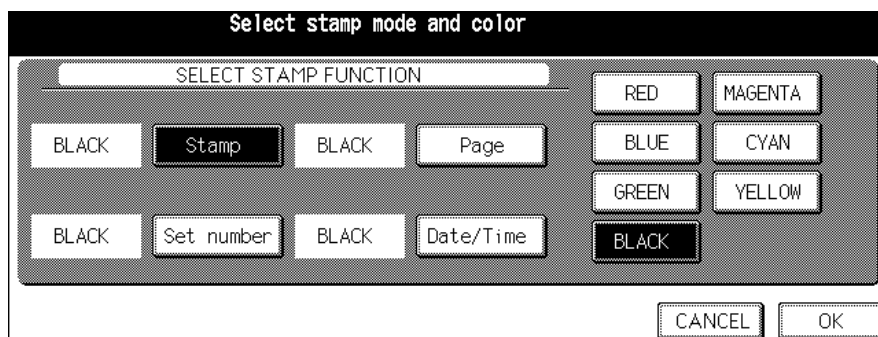
Touch **CHANGE OF THE PRINTED PAGE** to designate whether to print the selected stamp on the cover only or on all pages.

5. Touch **OK**.

The Stamp/Overlay Selection Screen will be restored.

Touch to select another stamp function key to use in combination, if desired.

6. Select the stamp color.



Touch **STAMP COLOR SELECT** to display the Stamp Color Selection Screen.

Touch the desired stamp type key to highlight it, then select the stamp color from the right side portion of the screen.

Touch **OK** to return to the Stamp/Overlay Selection Screen.

7. Touch **OK** on the Stamp/Overlay Selection Screen.

The Application Selection Screen will be restored.

8. Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.

Printing Stamp, Page, Date/Time onto Copies (Stamp) (continued)

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



HINT

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

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



HINT

For details on positioning originals, see p. 3-4 to p. 3-9.

11. Press [**START**].



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: Fine Adjustment Setting Screen

When **FINE ADJ. OF POSITION** is touched, the Fine Adjustment Setting Screen will be displayed.

Touch **TOP SIDE**, **BOTTOM SIDE**, **RIGHT SIDE**, or **LEFT SIDE** to specify the direction, then use the touch screen keypad or up/down arrow key to enter the desired amount, from 0 to 50 mm. Touch **OK** to return to the previous screen.

Starting No. Setting Screen: Available from SET NUMBERING or WATERMARK NUMBERING

Use the touch screen keypad or up/down arrow key to enter the desired starting number, then touch **OK** to return to the previous screen.

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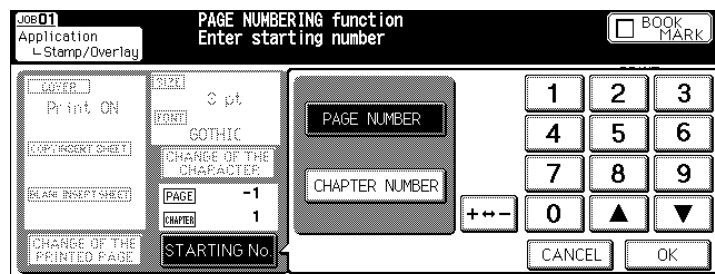
Overlay

Overlay
Memory

Printing Stamp, Page, Date/Time onto Copies (Stamp) (continued)

Starting No. Setting Screen: Available from PAGE NUMBERING

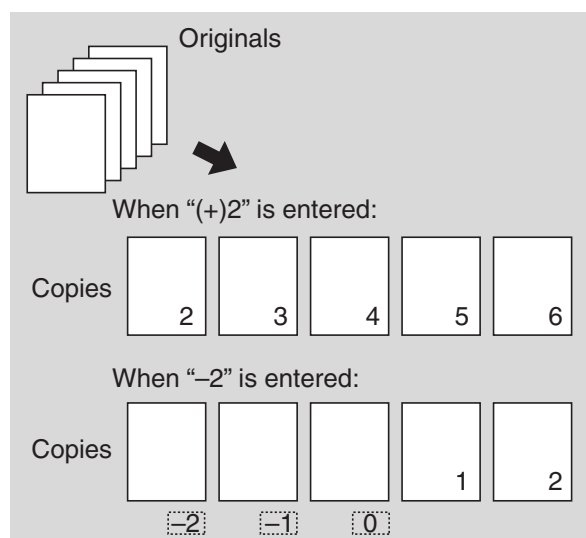
When Chapter is already selected, the chapter starting number can also be specified on the Starting No. Setting Screen.



Touch **PAGE NUMBER** or **CHAPTER NUMBER** to highlight it, then use the touch screen keypad or up/down arrow key to enter the desired starting number for each.

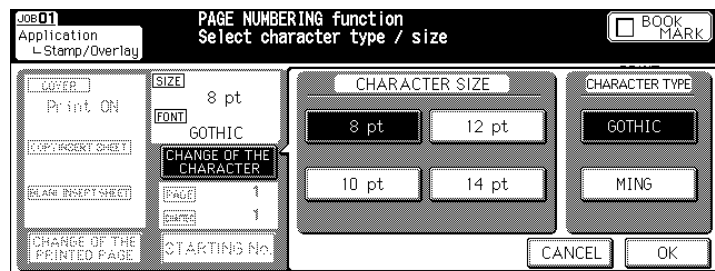
Use **+<->-** to enter a minus number to print from halfway through, e.g. -2 to print "1" from page 4.

Touch **OK** to return to the previous screen.



Character Size/Type Selection Screen: from PAGE NUMBERING or DATE/TIME

When **CHANGE OF THE CHARACTER** is touched, the Character Size/Type Selection Screen will be displayed.

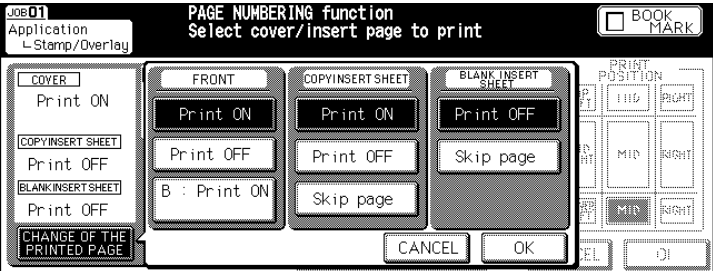


Touch to select the desired key, then touch **OK** to return to the previous screen.

Printing Stamp, Page, Date/Time onto Copies (Stamp) (continued)

Cover/Insert Print Setting Selection Screen: from PAGE NUMBERING

When copied/blank insertion mode of Sheet/Cover Insertion has been already selected, this screen allows you to specify whether to print the page number on insertions, or skip them from the page count.



Touch to select the desired key, then touch **OK** to return to the Page Numbering Type Selection Screen.

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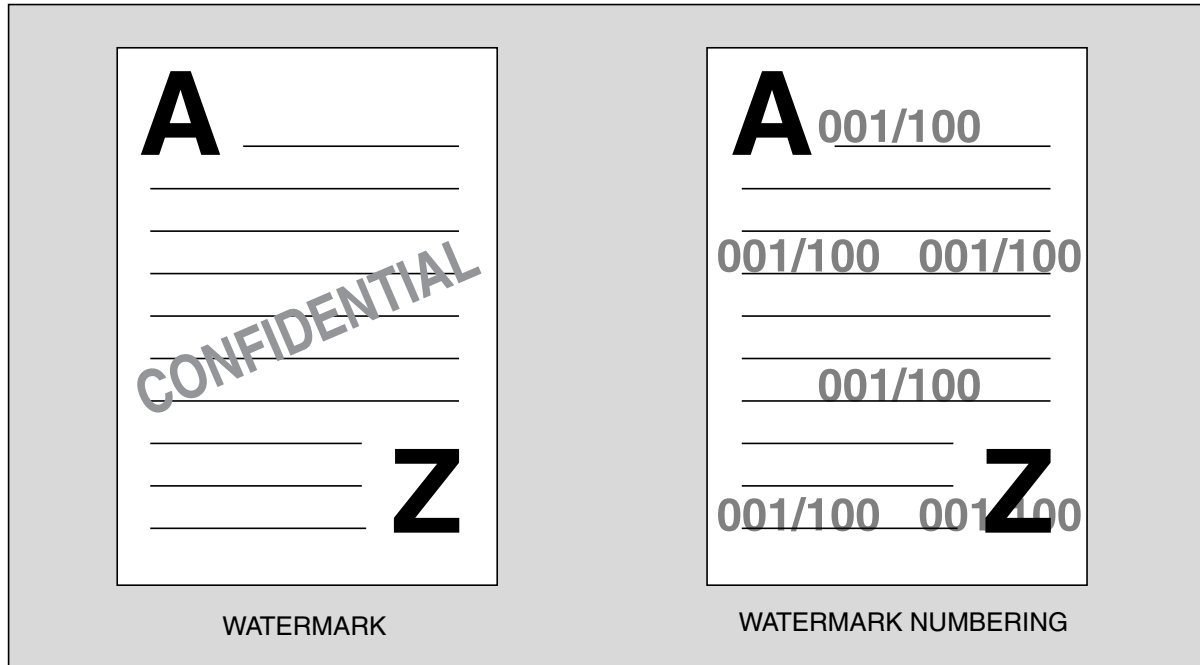
Overlay
Memory

Printing Watermark onto Copies (Stamp)

Use this function to print the desired letter type obliquely in the center of the page (WATERMARK), or the numbers in the specified form repeatedly over the scanned image (WATERMARK NUMBERING).

Specification for WATERMARK and WATERMARK NUMBERING

- ☐ To use WATERMARK, the optional HDD (HD-106) is required to be installed in the machine.
- ☐ Incompatible Conditions: Rotation Group, Rotation Sort, Multi-Page Enlargement, Reverse Image, Repeat except 2/4/8 Repeat, Overlay, Overlay Memory



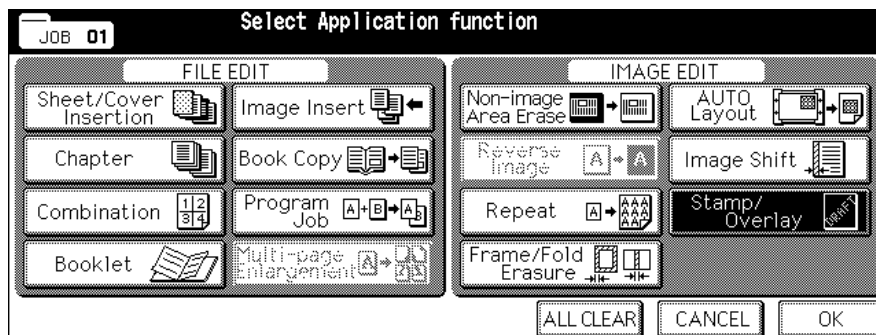
1. Touch **APPLI.** on the Basic Screen.



Reminder!

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

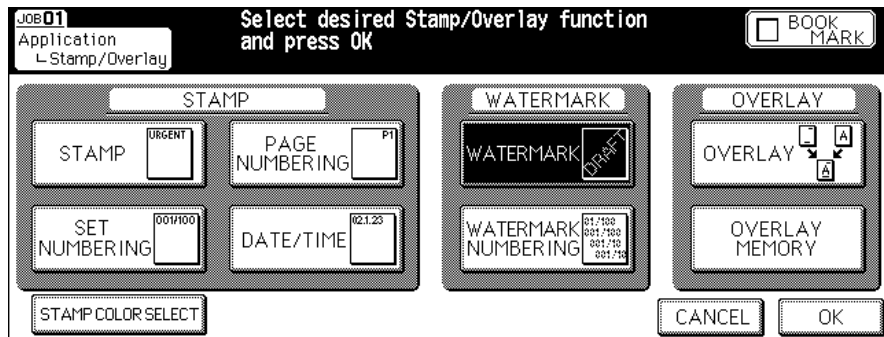
2. Touch **Stamp/Overlay** on the Application Selection Screen.



The Stamp/Overlay Selection Screen will be displayed.

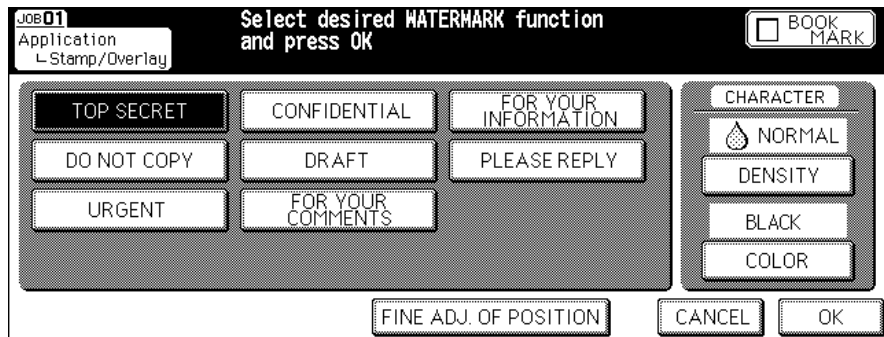
Printing Watermark onto Copies (Stamp) (continued)

3. Touch **WATERMARK** or **WATERMARK NUMBERING**, as desired.



The subsequent screen will be displayed to allow you to specify the selected watermark type.

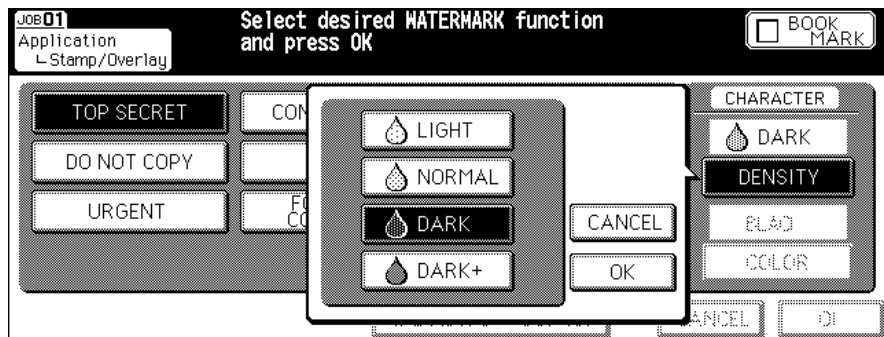
4. When selecting **WATERMARK**: Specify the desired watermark type, density, and color.



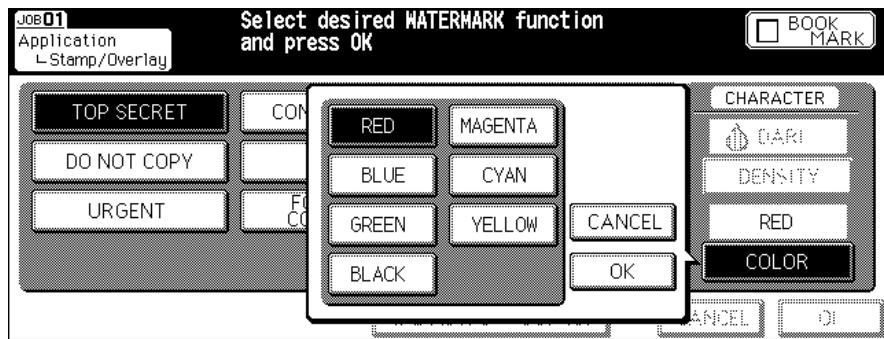
Touch to highlight the desired watermark key.

If fine adjustment of the centered watermark position is required, touch **FINE ADJ. OF POSITION** to display the Fine Adjustment Setting Screen. See p. 10-55 for details.

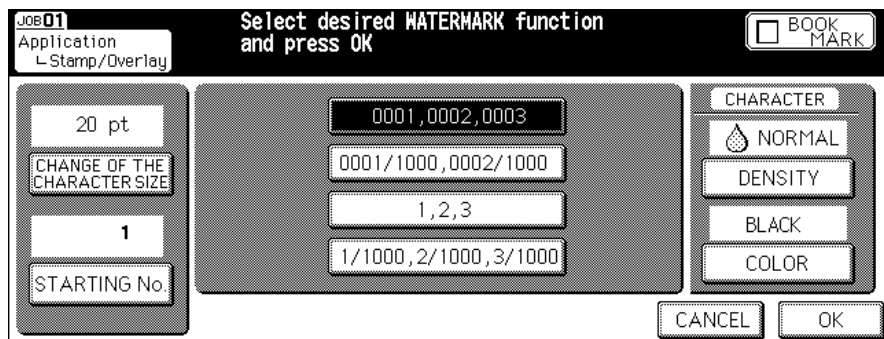
To select the density and color of the watermark, touch **DENSITY** or **COLOR** to display the popup menu, touch the desired density/color key to highlight it, then touch **OK**.



Printing Watermark onto Copies (Stamp) (continued)



When selecting **WATERMARK NUMBERING**: Specify the desired watermark numbering type, density, color, character size and starting No.

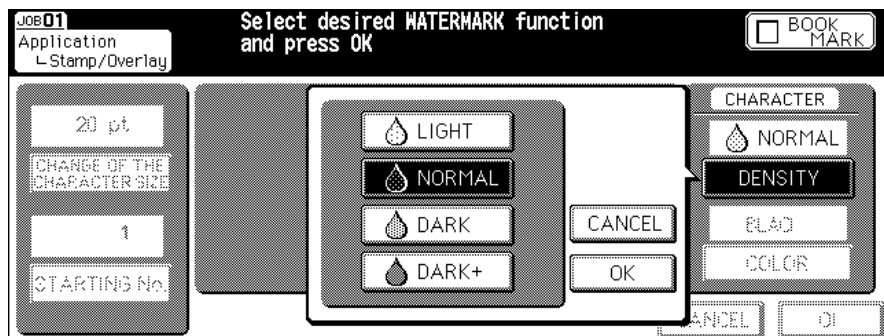


Touch to highlight the desired watermark key.

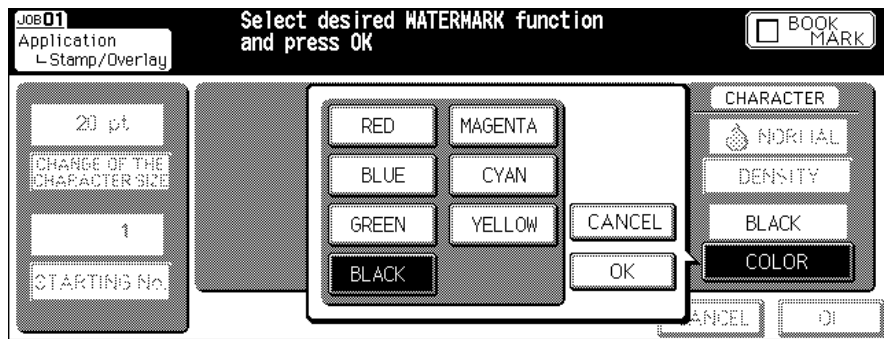
Touch **CHANGE OF THE CHARACTER SIZE** to select 20 pt or 36 pt.

Touch **STARTING No.** to designate the starting number, if required. See p. 10-55 for details.

To select the density and color of the watermark numbering, touch **DENSITY** or **COLOR** to display the popup menu, touch the desired density/color key to highlight it, then touch **OK**.



Printing Watermark onto Copies (Stamp) (continued)



5. Touch **OK**.

The Stamp/Overlay Selection Screen will be restored.
Touch to select another stamp function key to use in combination, if desired.

6. Touch **OK** on the Stamp/Overlay Selection Screen.

The Application Selection Screen will be restored.

7. Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.

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.



HINT

For details on positioning originals, see p. 3-4 to p. 3-9.

10. Press [**START**].



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.

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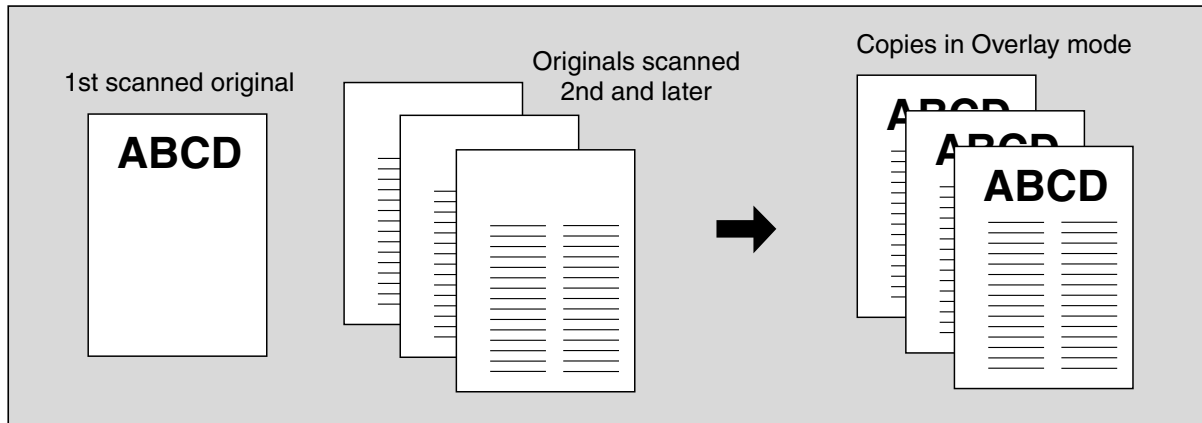
Overlay
Memory

Overlaying an Image onto Each Page Copied in the Job (Overlay)

Use this function to scan an image, then overlay the image onto each page copied in the job.

Specification for Overlay

- ☐ Store mode is automatically selected.
- ☐ Incompatible Conditions: ACS, Rotation, Rotation Sort, Rotation Group, Mixed Original, Sheet/Cover Insertion, Combination, Image Insert, Book copy, Program Job, Multi-Page Enlargement, Reverse Image, Repeat, AUTO Layout, Reduce & Shift in Image Shift, STAMP, SET NUMBERING, WATERMARK, WATERMARK NUMBERING



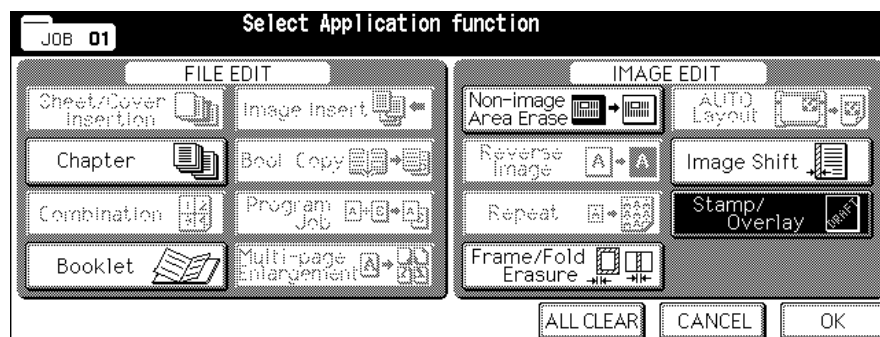
1. Touch **APPLI.** on the Basic Screen.



Reminder!

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

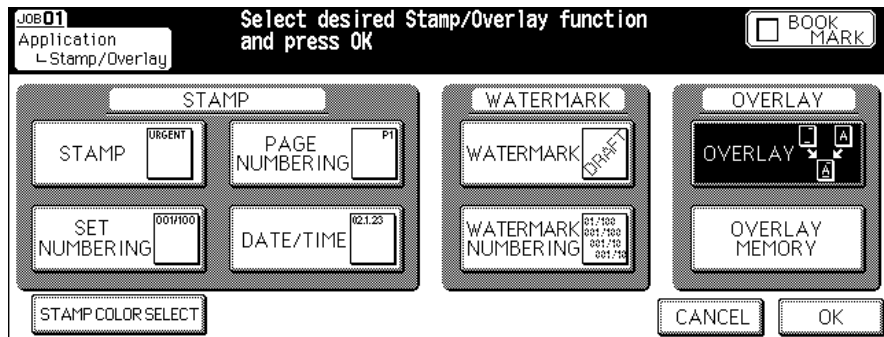
2. Touch **Stamp/Overlay** on the Application Selection Screen.



The Stamp/Overlay Selection Screen will be displayed.

Overlaying an Image onto Each Page Copied in the Job (Overlay) (continued)

3. Touch **OVERLAY**.



4. Touch **OK** on the Stamp/Overlay Selection Screen.

The Application Selection Screen will be restored.

5. Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.

The Store mode is automatically selected.

6. Select the desired paper size and magnification on the Basic Screen.

APS and AMS are automatically released, and 1.000 (100%) is selected as a magnification ratio.

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



HINT

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

8. Position the overlaying original.

Position the original FACE UP in the document feeder or FACE DOWN on the platen glass.



HINT

For details on positioning originals, see p. 3-4 to p. 3-9.

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

The original image will be scanned into memory.

10. Position the original(s) to be overlaid.

Position the original FACE UP in the document feeder or FACE DOWN on the platen glass.

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

12. Repeat steps 10 and 11 for all originals.

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Overlaying an Image onto Each Page Copied in the Job (Overlay) (continued)

13. Touch *STORE* to exit the Store mode, then press [*START*] to print.



CAUTION

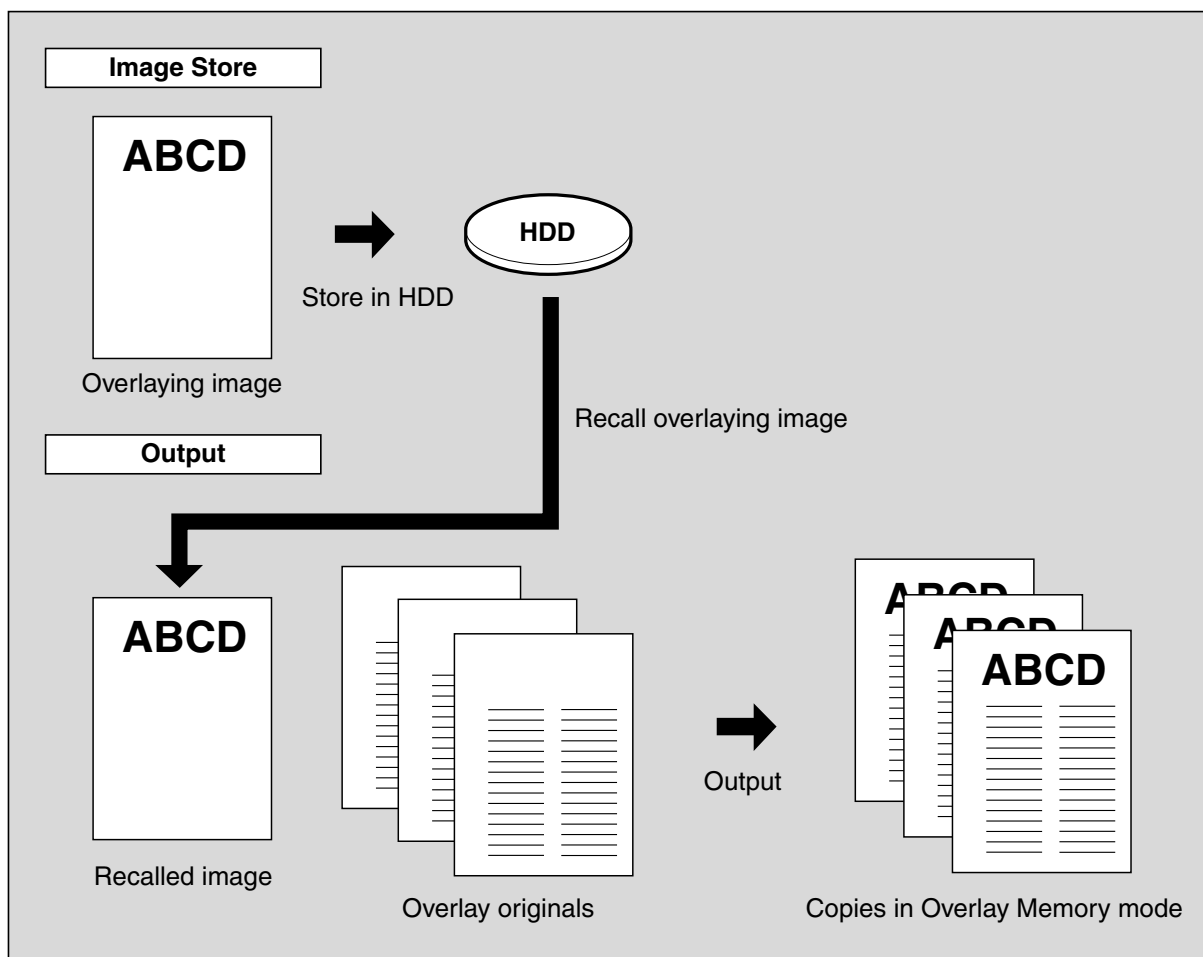
When the finisher / trimmer unit / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Storing an Overlay Image in HDD / Overlaying Image Stored in HDD (Overlay Memory)

Use Overlay Memory to scan and store several images in HDD, then recall the desired image from the HDD to overlay onto each page copied in the job.

Specification for Overlay Memory

- ❑ To use this function, the optional HDD (HD-106) is required to be installed in the machine.
- ❑ Incompatible Conditions with Image Store: Using RADF, ACS, 1▶2, 2▶2, 2▶1, AMS, Reserve Mode, Interrupt Mode, Selecting Output Mode, Mixed Original, Z-Folded Original, Tab Paper, Sheet/Cover Insertion, Chapter, Combination, Booklet, Image Insert, Book Copy, Program Job, Multi-Page Enlargement, Non-Image Area Erase, Reverse Image, Repeat, AUTO Layout, Image Shift, Stamp, Overlay
- ❑ Incompatible Conditions with Output: Rotation Group, Rotation Sort, Face Up, Multi-Page Enlargement, Reverse Image, Repeat (except 2/4/8 Repeat), STAMP, SET NUMBERING, WATERMARK, WATERMARK NUMBERING in Stamp, Overlay



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



Reminder!

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

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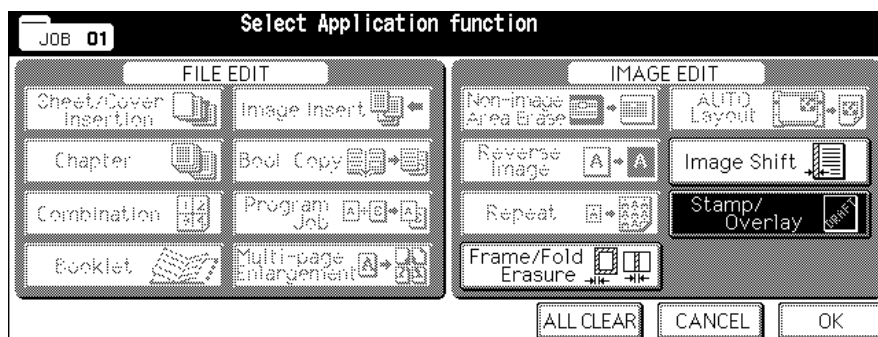
Stamp

Overlay

Overlay
Memory

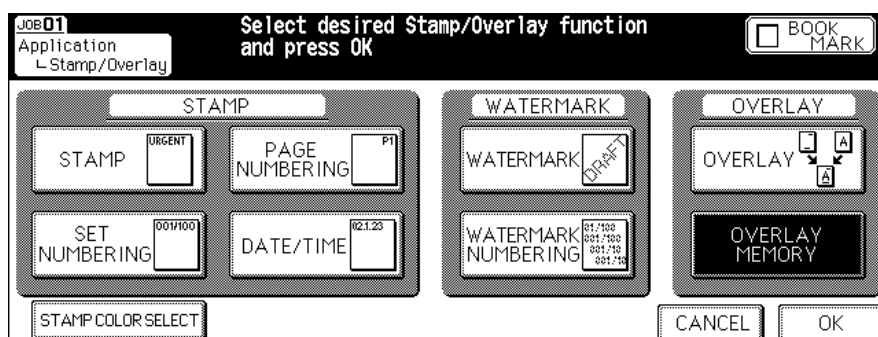
Storing an Overlay Image in HDD / Overlaying Image Stored in HDD (Overlay Memory) (continued)

2. Touch *Stamp/Overlay* on the Application Selection Screen.



The Stamp/Overlay Selection Screen will be displayed.

3. Touch *OVERLAY MEMORY*.



The Overlaying Image Selection Screen will be displayed.
Proceed to step 9, when recalling only the stored image.

4. Touch *IMAGE STORE* to display the Image Name Entry Screen.



Storing an Overlay Image in HDD / Overlaying Image Stored in HDD (Overlay Memory) (continued)

5. Enter the desired image name.



Use the touch screen keypad to enter the desired name up to 8 characters. The date when you made this entry will be stored automatically.
To correct an entry, touch **1-CHARACTER DELETE** repeatedly to delete each character, then enter the correct name.

6. If the image name is correct, touch **OK**.

The Basic Screen to store the overlaying image will be displayed.
Select the desired copy conditions.



The popup menu may be displayed to prompt you that the entered image name has been already used. See p. 10-69 for details.

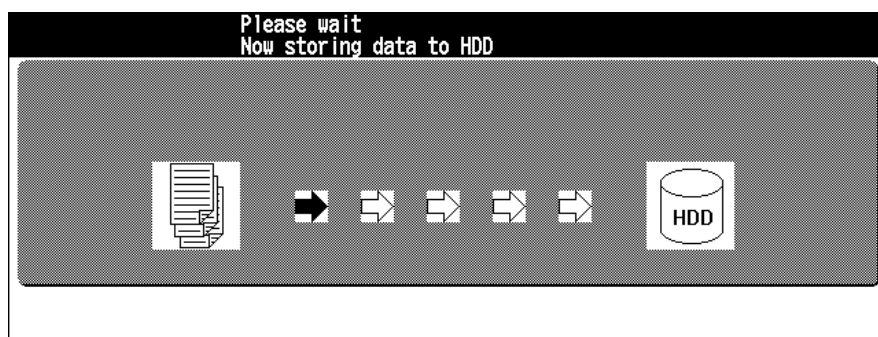
7. Position the overlaying original on the platen glass.



The document feeder cannot be used for storing the overlaying image.

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

The Overlaying Image Data Storing Screen will be displayed.



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Layout

Image Shift

Reduce &
Shift

Stamp

Overlay

Overlay
Memory

Storing an Overlay Image in HDD / Overlaying Image Stored in HDD (Overlay Memory) (continued)



DETAILS

To stop scanning, press [**STOP**].

The machine automatically starts to store the overlaying image data in the HDD. The Overlaying Image Selection Screen will resume when the storing function is completed. To continue to store the overlaying image data, return to step 4.

9. Touch to select the desired overlaying image data, then touch **OK**.



The Stamp/Overlay Selection Screen will be restored.



DETAILS: Image Delete Key on the Overlay Image Selection Screen

If the **IMAGE DELETE** key is displayed on the Overlay Image Selection Screen, you can delete the stored image and name. Select the image name using up/down arrow key to scroll, then touch **IMAGE DELETE**.

10. Touch **OK** to return to the Application Selection Screen.

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

The Store mode is automatically selected, and APS and AMS are released. Set the desired conditions on the Basic Screen.

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



HINT

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

13. Position the original(s) to be overlaid.

Position the original FACE UP in the document feeder or FACE DOWN on the platen glass.

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

15. Repeat steps 13 and 14 for all originals.

16. Touch **STORE** to exit the Store mode, then press [**START**] to print.

Storing an Overlay Image in HDD / Overlaying Image Stored in HDD (Overlay Memory) (continued)

CAUTION

When the finisher / 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: Popup Menu for Name Duplication

If the popup menu with **YES** and **NO** keys is displayed instead of the Basic Screen, the entered name is duplicated. Touch **YES** to enter a new name, or **NO** to create a duplicate name.



If the popup menu with **OK** key is displayed, the entered name is duplicated. Touch **OK**, then enter a new name.



Changing the popup menu for duplicate name and displaying the **IMAGE DELETE** key is available in the Memory switch No. 38 of the Key Operator setting. See p. 14-37 ~ p. 14-42.

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SECTION

11

Network Function

How to Use Web Utilities

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To Display Current Machine Status (Job Status)	11-5
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To Use Web Utilities

When the machine is connected to a PC over a network, a web browser on the PC provides the following functions.

- 1 Main Page
Displays the job in progress, service call, and machine information.
- 2 Job Status
Displays the current and previous job status.
- 3 Environment Setup
Makes the Key Operator setting concerning network environment and E.C.M. function.

Browser: Internet Explorer 5.5 SP2 / Netscape Navigator 4.7 or later

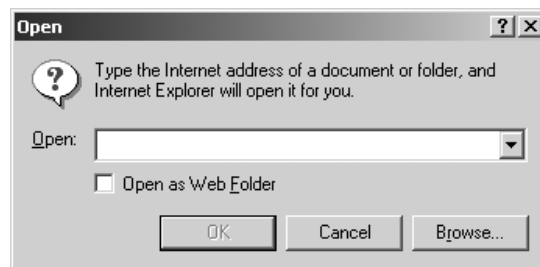
Follow the procedure below to access the Web Utilities of the machine using the web browser.

1. Turn on the power to the PC connected with the machine over a network.



Contact your network manager for details on the network system.

2. Activate the web browser, then select [**Open**] from the File menu.



3. Enter the URL (http:// [IP address or host name of the machine]), then click on [**OK**].



Ask your network manager for the IP address or host name of the machine.

To Use Web Utilities (continued)

The Main Page of the Web Utilities will be displayed.



The Main Page informs you of the current job status of the machine and the maintenance item, if required.

- Service call
- JAM
- Paper supply
- Toner supply
- Staple cartridge supply
- Complete Job
- Non Complete Job
- Finisher tray full
- Dispose of Trimmer trash basket
- Dispose of Punch trash basket
- PM call

DETAILS

- Click on [**REFRESH**] in the Web Utilities window to update the information.
- The Web Utilities window is subject to change without notice.

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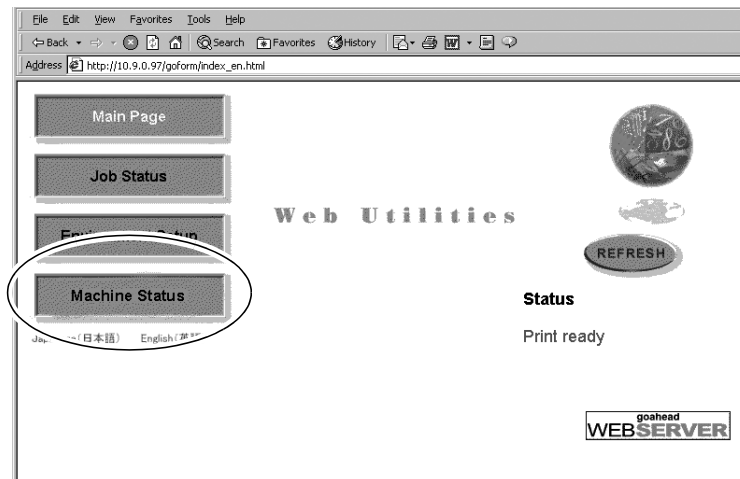
Environment
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To Display Information on Machine

Follow the procedure below to display the machine information using the web browser.

1. Open the Web Utilities window.
2. Click on the [Machine Status].



The window now provides the paper tray configuration, engine configuration, and option information.

DETAILS

The same information will be provided also in the Job Status window. See p. 11-5.

Paper Tray Configuration

Paper Tray	Size	Type	Status
Manual Tray	11x17	Normal	No Paper In Tray
Tray1	A4		No Paper In Tray
Tray2	A3		Paper In Tray
Tray3	A4	Normal	Paper In Tray

Engine Configuration

Machine Type	5001
Country Code	USA
Display Language	English(USA)
ERDH Capacity(MB)	64
ERDH Available(%)	100
Total Count	8543
Copy Count	7300
Printer Count	1243
Monochrome Count	1315
Monocolor Count	219
Color Count	7006
Total PM Count	13713
Developer Count	13729
Drum Count	13729

Option Information

Finisher Type	FN-9
Trimmer Type	TMG -3
Sheet Feeder	Not Mount
Punch	Not Mount
ADU	Mount
DF Type	AFR-20
HDD Capacity(GB)	19
HDD Available(%)	0
LCT Type	C-208

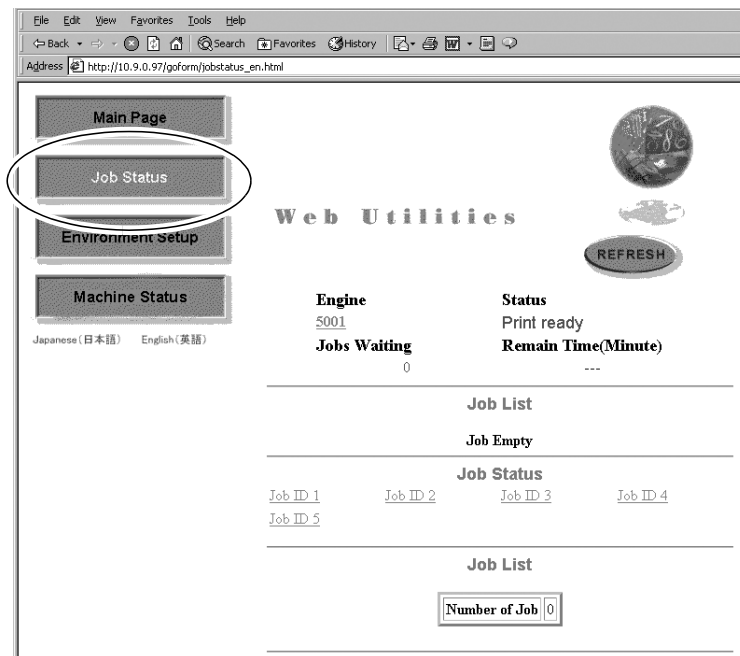
DETAILS

Click on [**REFRESH**] in the window to update the information.

To Display Current Machine Status (Job Status)

Follow the procedure below to display the current job status, job list including reserved jobs and job information, and information on up to 16 previous jobs.

1. Open the Web Utilities window.
2. Click on [**Job Status**].



The current job status, number of jobs in waiting, and remaining time before the print job is completed.



Click on [**REFRESH**] to update the information.

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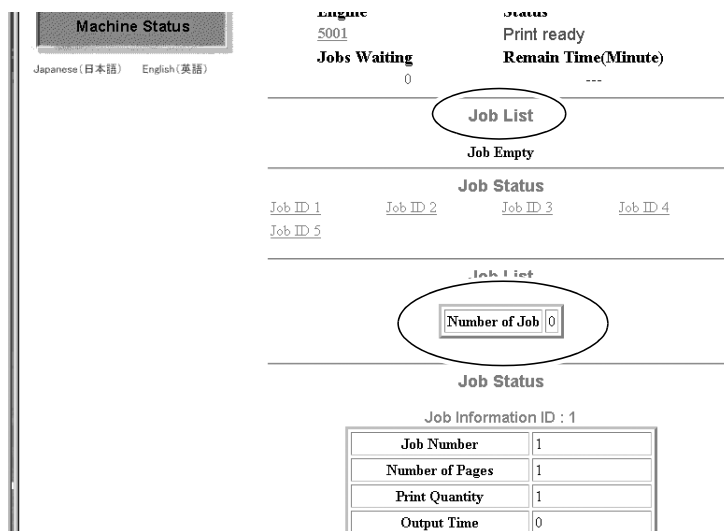
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To Display Current Machine Status (Job Status) (continued)

3. Display the current job or reserved job information.

Click on the desired [Job Priority No.] under the “Job List”.

The information on the specified job will appear in the second “Job List” area.



Machine Status

Language: 5001 status: Print ready

Jobs Waiting: 0 Remain Time(Minute): ---

Job List

Job Empty

Job Status

Job ID 1 Job ID 2 Job ID 3 Job ID 4
Job ID 5

Job List

Number of Job 0

Job Status

Job Information ID : 1

Job Number	1
Number of Pages	1
Print Quantity	1
Output Time	0

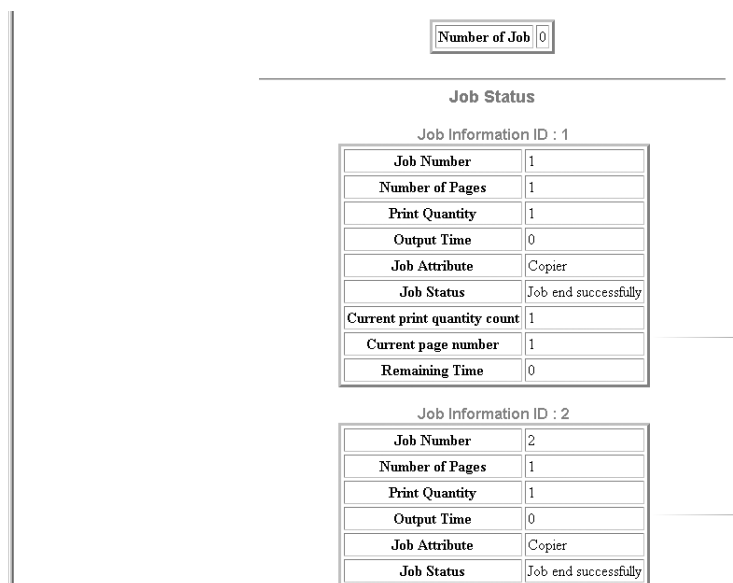
DETAILS

If no print job or reserved job exists, “Job Empty” will be displayed in the first “Job List” area.

4. Display the previous job information.

Click on the desired [Job ID No.] under the “Job Status”.

The information on the specified previous job will appear in the second “Job Status” area.



Number of Job 0

Job Status

Job Information ID : 1

Job Number	1
Number of Pages	1
Print Quantity	1
Output Time	0
Job Attribute	Copier
Job Status	Job end successfully
Current print quantity count	1
Current page number	1
Remaining Time	0

Job Information ID : 2

Job Number	2
Number of Pages	1
Print Quantity	1
Output Time	0
Job Attribute	Copier
Job Status	Job end successfully

DETAILS

If no job has been printed after the machine has been powered on, “Jobs don’t exist” will be displayed in the first “Job Status” area.

Setting E-Mail Transmission Function

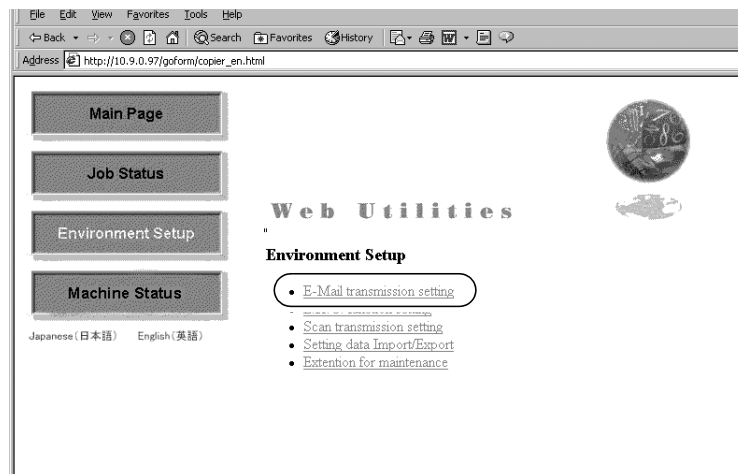
Make the Key Operator setting concerning the network environment using the web browser.

For details of the E-Mail Transmission Setting, refer to p. 14-8.

1. Open the Web Utilities window.
2. Click on [Environment Setup].
3. Display the E-Mail Transmission Setting window.
Enter the 4-digit Key Operator password, then click on [**Apply**].



Click on [**E-Mail transmission setting**].



The E-Mail Transmission Setting window will be displayed.



DETAILS

The Extension for maintenance option will be exclusively used by your service representative.

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Setting E-Mail Transmission Function (continued)

4. Make the setting.

Enter the IP address of the mail server, IP address of the DNS server (if needed), time difference, and E-mail address to be informed of the machine status. Click on the check box of the desired transmission item.

The screenshot shows a web browser window with the address bar displaying `http://10.9.0.97/goform/mset_en.html`. The page title is "E-Mail transmission setting". Below the title, there is a section labeled "(E-Mail Transmission)". Under this, there is a "Sending Setting" section. This section contains a table with the following fields:

Manager Address	yzu@k	(Maximum: 64 Characters)
DNS Server IP Address	10 . 9 . 0 . 111	(option)
Time difference	900	(Minimum: -1200, Maximum: 1200)
Sending mail (SMTP) server	10 . 9 . 0 . 239	
SMTP port number	25	(Default: 25, Minimum: 1, Maximum: 99999)
Sending mail (SMTP) server Time out	5 minute 0 second	(Minimum: 30 seconds, Maximum: 5 minutes)
Condition Informing Address	yzu@k	(Maximum: 64 Characters)

Below the table, there is a section labeled "E-Mail transmission" with a list of checkboxes:

- ☐ Service call
- ☐ JAM
- ☐ Paper supply
- ☒ Toner supply
- ☐ PM call
- ☐ Complete Job
- ☐ Non Complete Job

At the bottom of the form, there are three buttons: "Apply", "Reset", and "Sending test". Below the "Sending test" button, there is a text label "Sending test mail to Manager". At the very bottom of the page, there are two buttons: "Back" and "Main Page".

Click on [**Apply**] to complete the setting and return to the Web Utilities window. Clicking on [**Reset**] will void the setting and restore the Web Utilities window. Clicking on [**Sending test**] will send a test mail to the manager.

Setting E.C.M. Function

Make the following Key Operator settings concerning the E.C.M. function using the web browser on a PC.

- E.C.M. Data Add (see step 4.)
Add a new E.C.M. data (password, name, and copy limit) to the E.C.M. list.
- E.C.M. Data List (see step 5.)
Change or delete the E.C.M. data (password, name, or copy limit) in the list, or reset the counters.
- E.C.M. Function Setting (see step 6.)
Specify the following E.C.M. function settings.
Switching the E.C.M.: ON/OFF
Effect when the copy limit is reached: Immediately / After job / Warning
E.C.M. password: 8 digits / under 8 digits
E.C.M. password input timing: Auto reset timer/ complete job
Wrong E.C.M. password (from printer): Accept / Reject

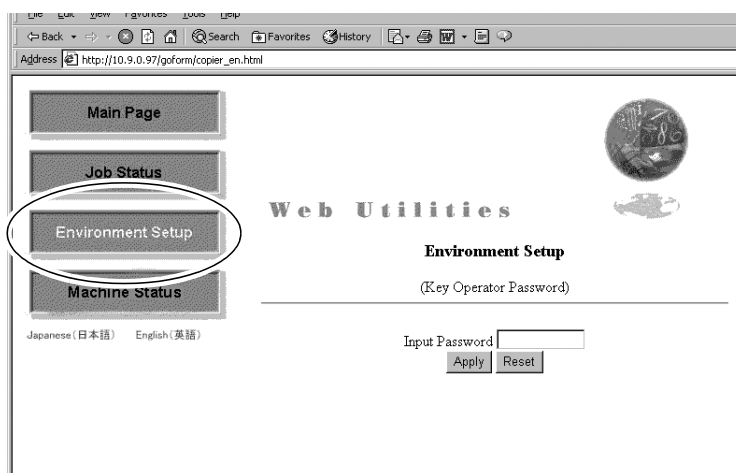
DETAILS

The above settings can also be made on the machine itself, except for the Wrong E.C.M. password (from printer) setting. Some settings may require operations on the machine. Refer to pages 14-12 and 14-37.

HINT

The E.C.M. (Electronic Copy Monitor) appears as E.K.C. (Electronic Key Counter) in the Web Utilities windows.

1. Open the Web Utilities window.
2. Click on [*Environment Setup*].
3. Display the E.C.M. Function Setting window.
Enter the 4-digit Key Operator password, then click on [*Apply*].



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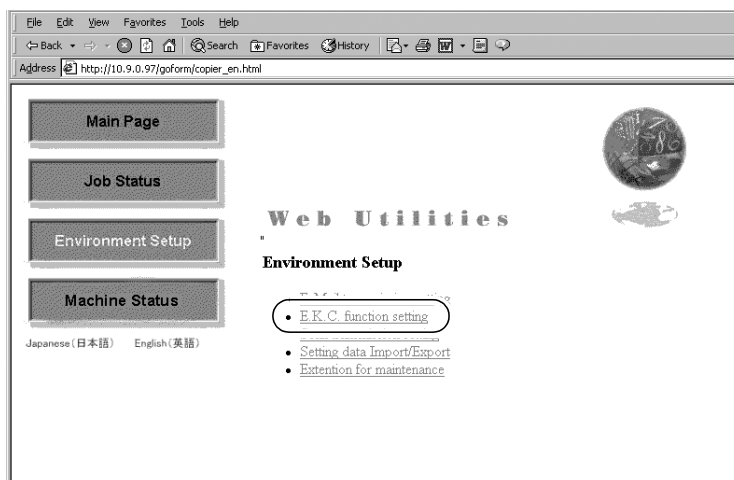
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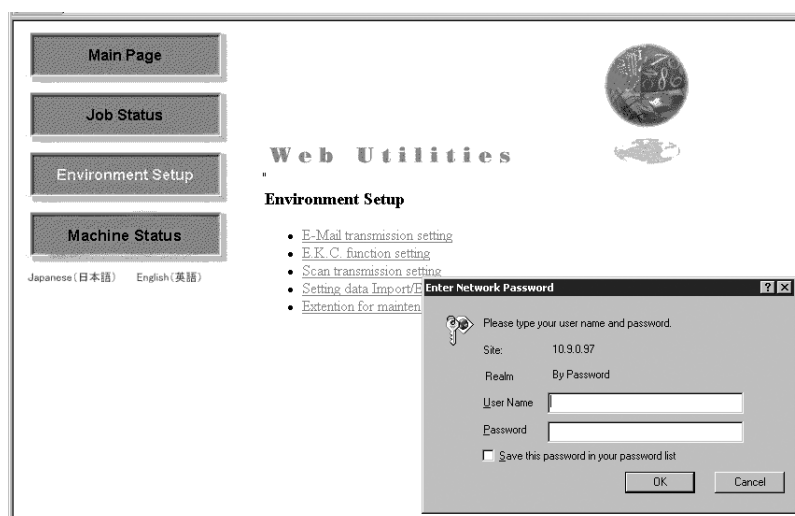
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Setting E.C.M. Function (continued)

The Environment Setup menu window will be displayed.
Click on [**E.K.C. function setting**].



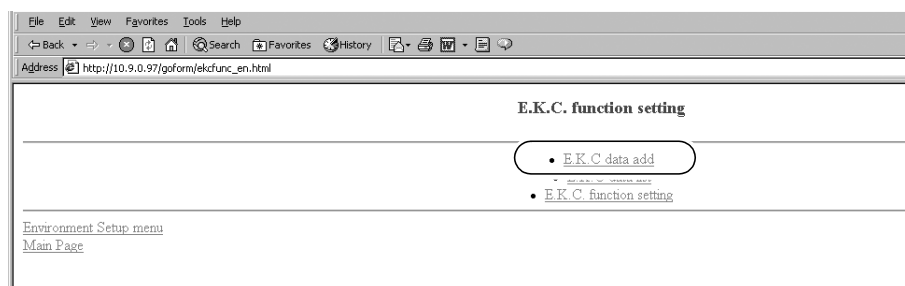
The Enter Network Password dialog box will be displayed.
Enter “ekc” in the User Name text box, and an 8-digit master key code in the Password text box, then click on [**OK**].



The E.C.M. Function Setting menu window will be displayed.

4. Add an E.C.M. data.

Click on [**E.K.C. data add**] in the E.C.M. Function Setting menu window.



Setting E.C.M. Function (continued)

The E.C.M. Data Setting window will be displayed.

E.K.C add data

Number		Auto	
Password		(Up to 8 digit)	
Name		(Up to 8 characters [012.9 ABC..Z()-/])	
Limit	Copy	ColorLimit	0 (Max 999999)
		MonoLimit	0 (Max 999999) Only effect Separate set
	Printer	ColorLimit	0 (Max 999999)
		MonoLimit	0 (Max 999999) Only effect Separate set
Limit target		<input checked="" type="radio"/> Common set <input type="radio"/> Separate set	
Permission for use		<input type="checkbox"/> Prohibit color job <input type="checkbox"/> Prohibit monochrome job	

Registration Reset

E.K.C. function setting menu
[E.K.C data add](#)
[E.K.C data list](#)
[E.K.C function setting](#)

Environment Setup menu
[Main Page](#)

Enter the following items to register a new E.C.M. data, then click on [**Registration**].

Number: Automatically assigned

Password: 8 digits max.

Name: 8 characters max.

Limit: 999,999 copies max.

DETAILS

To clear the text boxes, click on [**Reset**].

To cancel adding a new E.C.M. data, click on any E.C.M. Function Setting menu item to jump to the desired window.

DETAILS: Error Message

- A duplicate password or name will be rejected with an error message. However, duplicating a password is possible using the Key Operator setting. Refer to p. 14-15.
- The Name entry box accepts letters (capital letters only), numbers, and four symbols: (,), -, and /. Any other symbols will be rejected with an error message displayed in the window.
- Max. 1,000 E.C.M. entries can be registered. An error message will be displayed if the above limit is exceeded.
- An error message may be displayed when the data entry has not been completed due to the machine operation in progress. Please click on [**Registration**] while the machine is in an idle state.

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Setting E.C.M. Function (continued)

The registered content will be displayed in the window.
The new E.C.M. data will be transmitted to the machine immediately so that is valid for the user operations.

Registered as follows

Number		0005	
Password		00000120	
Name		-----AAA	
Limit	Copy	ColorLimit	000000
		MonoLimit	000000
	Printer	ColorLimit	000000
		MonoLimit	000000
Limit target		Common set	
Permission for use			

[E.K.C. function setting menu](#)
[E.K.C. data add](#)
[E.K.C. data list](#)
[E.K.C. function setting](#)

[Environment Setup menu](#)
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Click on any menu item to jump to the desired window.

5. Edit the E.C.M. data.

Click on [**E.K.C. data list**] in the E.C.M. Function Setting menu window (see p. 11-10) or from the menu in any subsequent window.
The E.C.M. Data List window will be displayed.

E.K.C. data list

Select	Number	Name	Copy				Printer				Scanner	Limit Target	Permission for use	
			FullColor Large Total	Monochrome Large Total	Monochrome Large Total	UserTotal	FullColor Large Total	Monochrome Large Total	Monochrome Large Total	UserTotal				
<input type="checkbox"/>	0001	---KITA	0 0	0 0	0 0	0	0 0	0 0	0	0 0	0 0	0 0	Common set	
<input type="checkbox"/>	0002	-YOSHIDA	1 2	0 0	0 2	4	0 0	0 0	0	0 0	0 0	0 0	Common set	
<input type="checkbox"/>	0003	-BBBBBB	0 0	0 0	0 0	0	0 0	0 0	0	0 0	0 0	0 0	Common set	
<input type="checkbox"/>	0004	-AAAAAAA	0 0	0 0	0 0	0	0 0	0 0	0	0 0	0 0	0 0	Common set	
<input type="checkbox"/>	0005	-----AAA	0 0	0 0	0 0	0	0 0	0 0	0	0 0	0 0	0 0	Common set	
<input type="checkbox"/>	----	Another user count (Count of print with wrong E.K.C. password (from printer))	- -	- -	- -	-	0 0	0 0	0	0 0	0 0	- -	--	--

☒ Count reset selected item(s)
☐ Delete selected item(s) (Except for Another user count)

[E.K.C. function setting menu](#)
[E.K.C. data add](#)
[E.K.C. data list](#)
[E.K.C. function setting](#)

[Environment Setup menu](#)
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HINT

The "Another user count" in the list indicates the count accumulated for the jobs performed by non-registered users. This data cannot be edited other than resetting the counter.

Setting E.C.M. Function (continued)

To change Password, Name, or Limit:

(1) Click on the number of the data to be edited.

Address http://10.9.0.97/goform/ekcfunc_en.html?PageType=list

E.K.C data list

Select SelectAll	Number	Name	Copy				Printer				Scanner Large Total	Limit Target	Permission for use
			FullColor Large Total	Monochrome Large Total Limit	Monochrome Large Total Limit	UserTotal	FullColor Large Total	Monochrome Large Total Limit	UserTotal				
<input type="checkbox"/>	0001	---KITA	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	Common set	
<input type="checkbox"/>	0002	YOSHIDA	1 2	0 0	0 0	4 0	0 0	0 0	0 0	0 0	0 0	Common set	
<input type="checkbox"/>	0003	BBBBBBB	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	Common set	
<input type="checkbox"/>	0004	AAAAAAA	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	Common set	
<input type="checkbox"/>	0005	----AAA	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	Common set	
<input type="checkbox"/>	----	mother user count Count of print with wrong E.K.C. password (from printer)	- -	- -	- -	- -	0 0	0 0	0 0	0 0	- -	-- --	-- --

The E.C.M. Edit Setting window will be displayed.

E.K.C add change

Number		0005	
Password		00000120	(Up to 8 digit)
Name		----AAA	(Up to 8 characters [012..9 ABC...Z()-/])
Limit	Copy	ColorLimit	0 (Max 999999)
		MonoLimit	0 (Max 999999) Only effect Separate set
	Printer	ColorLimit	0 (Max 999999)
		MonoLimit	0 (Max 999999) Only effect Separate set
Limit target		<input checked="" type="radio"/> Common set <input type="radio"/> Separate set	
Permission for use		<input type="checkbox"/> Prohibit color job <input type="checkbox"/> Prohibit monochrome job	

Registration Reset

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[E.K.C data add](#)
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[E.K.C function setting](#)

(2) Change the password, name, or limit, as desired. For details in entering procedure, refer to p. 11-11.

(3) Click on [**Registration**].



DETAILS

To clear the text boxes, click on [**Reset**].

To cancel editing the E.C.M. data, click on any E.C.M. Function Setting menu item to jump to the desired window.



DETAILS: Error Message

See “Details” on p. 11-11 if an error message is displayed after clicking on [**Registration**].

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Setting E.C.M. Function (continued)

The edited content will be displayed in the window.

The edited data will be transmitted to the machine immediately so that is valid for the user operations.

Address http://10.9.0.97/goform/ekcfunc_en.html

Registered as follows

Number		0005	
Password		0000120	
Name		----AAA	
Limit	Copy	ColorLimit	000000
		MonoLimit	000000
	Printer	ColorLimit	000000
		MonoLimit	000000
Limit target		Common set	
Permission for use			

[E.K.C. function setting menu](#)
[E.K.C. data add](#)
[E.K.C. data list](#)
[E.K.C. function setting](#)

[Environment Setup menu](#)
[Main Page](#)

Click on any E.C.M. Function Setting menu item to jump to the desired window.

To reset E.C.M. count:

- (1) Click on the check box(es) to select the E.C.M. data of the counter to be cleared. If all the counters are to be cleared, click on [**SelectAll**].
- (2) Click on the radio button (a white circle) heading the "Count reset selected item(s)."
- (3) Click on [**Apply**].

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address http://10.9.0.97/goform/ekcfunc_en.html?PageType=list

E.K.C. data list

Select	Number	Name	Copy			UserTotal	Printer			Scanner	Limit Target	Permission for use
			FullColor	Monocolor	Monochrome		FullColor	Monochrome				
			Large Total	Large Total Limit	Large Total Limit		Large Total	Large Total Limit	Large Total Limit			
<input type="checkbox"/>	0001	----KITA	0	0	0	0	0	0	0	0	Common set	
<input type="checkbox"/>	0002	-YOSHIDA	1	0	2	4	0	0	0	0	Common set	
<input type="checkbox"/>	0003	-BBBBBB	0	0	0	0	0	0	0	0	Common set	
<input type="checkbox"/>	0004	-AAAAAAA	0	0	0	0	0	0	0	0	Common set	
<input checked="" type="checkbox"/>	0005	----AAA	0	0	10	0	0	0	0	0	Common set	
<input type="checkbox"/>	----	Another user count (Count of print with wrong E.K.C. password (from printer))	-	-	-	-	0	0	0	0	-	--

☒ Count reset selected item(s)
☐ Delete selected item(s) (Count for Another user count)

The Count Reset Confirmation window will be displayed.



To cancel resetting the E.C.M. data, click on any E.C.M. Function Setting menu item to jump to the desired window.

Setting E.C.M. Function (continued)

E.K.C data list

These counters will be reset

Number	Name
0005	-----AAA

[Apply](#)

[Back](#)

E.K.C. function setting menu

[E.K.C data add](#)

[E.K.C data list](#)

[E.K.C. function setting](#)

[Environment Setup menu](#)

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- (4) Click on [**Apply**] to immediately reset the counters to zero.
The message “Setting was changed” will be displayed.

E.K.C data list

Setting was changed

[Back](#)

E.K.C. function setting menu

[E.K.C data add](#)

[E.K.C data list](#)

[E.K.C. function setting](#)

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DETAILS: Error Message

If an error message is displayed after clicking on [**Apply**], a counter has not been reset due to a machine operation in progress. The machine must be in an idle state when you click on [**Apply**].

Click on [**Back**] to return to the E.C.M. Data List window.

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Setting E.C.M. Function (continued)

To delete E.C.M. data:

- (1) Click on the check box(es) to select the E.C.M. data to be deleted. If all the data are to be cleared, click on [**SelectAll**].
- (2) Click on the radio button (a white circle) heading the “Delete selected item(s) (Except for Another user count).”
- (3) Click on [**Apply**].

E.K.C data list

Select SelectAll	Number	Name	Copy				Printer				Scanner		Limit Target	Permission for use
			FullColor Large Total	Monochrome Large Total Limit	Monochrome Large Total Limit	UserTotal	FullColor Large Total	Monochrome Large Total Limit	UserTotal	Large Total	Limit			
<input type="checkbox"/>	0001	---KITA	0 0	0 0	0 0	0	0 0	0 0	0	0 0	0	Common set		
<input type="checkbox"/>	0002	-YOSHIDA	1 2	0 0	0 0	4	0 0	0 0	0	0 0	0	Common set		
<input type="checkbox"/>	0003	-BBBBBB	0 0	0 0	0 0	0	0 0	0 0	0	0 0	0	Common set		
<input type="checkbox"/>	0004	-AAAAAA	0 0	0 0	0 0	0	0 0	0 0	0	0 0	0	Common set		
<input checked="" type="checkbox"/>	0005	----AAA	0 0	0 10	0 10	0	0 0	0 0	0	0 0	0	Common set		
<input type="checkbox"/>	----	Another user count (Count of print with wrong E.K.C. password (from printer))	-	-	-	-	0 0	0 0	0	0 0	0	--	--	

☐ Delete selected item(s) (Except for Another user count)

The Delete Confirmation window will be displayed.



To cancel deleting the E.C.M. data, click on any E.C.M. Function Setting menu item to jump to the desired window.

E.K.C data list

These entries will be deleted.

Number	Name
0005	----AAA

[Apply](#)

[Back](#)

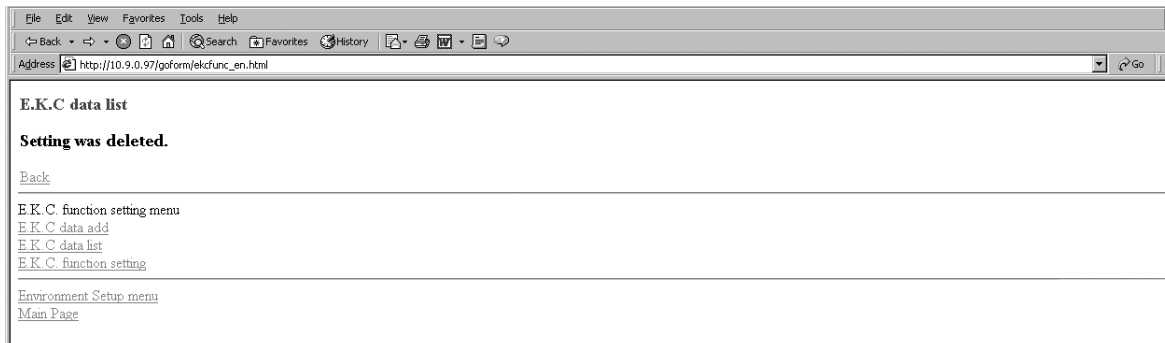
[E.K.C. function setting menu](#)
[E.K.C data add](#)
[E.K.C data list](#)
[E.K.C function setting](#)

[Environment Setup menu](#)
[Main Page](#)

- (4) Click on [**Apply**] to immediately delete the data.

Setting E.C.M. Function (continued)

The message “Setting was deleted” will be displayed.



DETAILS: Error Message

If an error message is displayed after clicking on [**Apply**], data has not been deleted due to a machine operation in progress. The machine must be in an idle state when you click on [**Apply**].

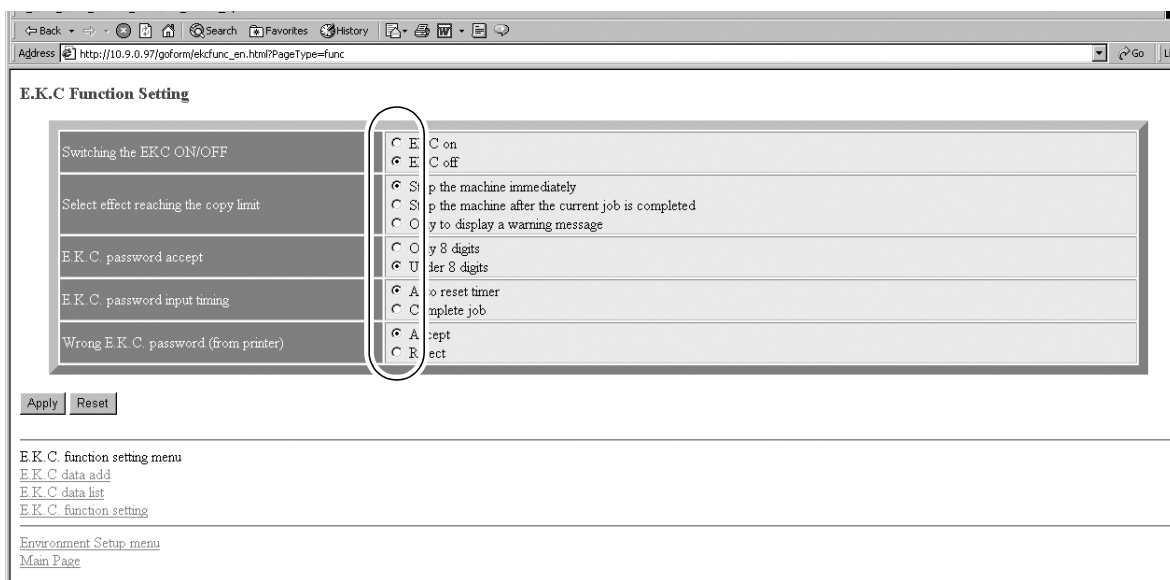
Click on [**Back**] to return to the E.C.M. Data List window or any menu item to jump to the desired window.

6. Set the E.C.M. function.

Click on [**E.K.C. function setting**] in the E.C.M. Function Setting menu window (see p. 11-10) or from the menu in any subsequent window.

The E.C.M. Function Setting window will be displayed.

Click on the radio button (white circle) of the desired selection item(s) so that a black dot appears in it.



Click on [**Apply**]. The change made in the settings will be transmitted immediately for the user operations.



DETAILS

To restore the previous setting, click on [**Reset**].

To cancel the E.C.M. function setting, click on any E.C.M. Function Setting menu item.

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Setting E.C.M. Function (continued)



DETAILS: Error Message

If an error message is displayed after clicking on [**Apply**], a setting has not been completed due to a machine operation in progress. The machine must be in an idle state when you click on [**Apply**].

E.K.C Function Setting

Setting was changed as follows

Switching the E.K.C ON/OFF	E.K.C on
Select effect reaching the copy limit	Stop the machine immediately
E.K.C. password accept	Under 8 digits
E.K.C. password input timing	Auto reset timer
Wrong E.K.C. password (from printer)	Accept

[Back](#)

[E.K.C. function setting menu](#)
[E.K.C data add](#)
[E.K.C data list](#)
[E.K.C. function setting](#)

[Environment Setup menu](#)
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Click on [**Back**] to return to the E.C.M. Function Setting menu window or any menu item to jump to the desired window.

Setting Scan Transmission Function

Make the Key Operator setting concerning the transmission of the scanned image data using the web browser.

For details of the Scan Transmission Setting, contact your service representative.

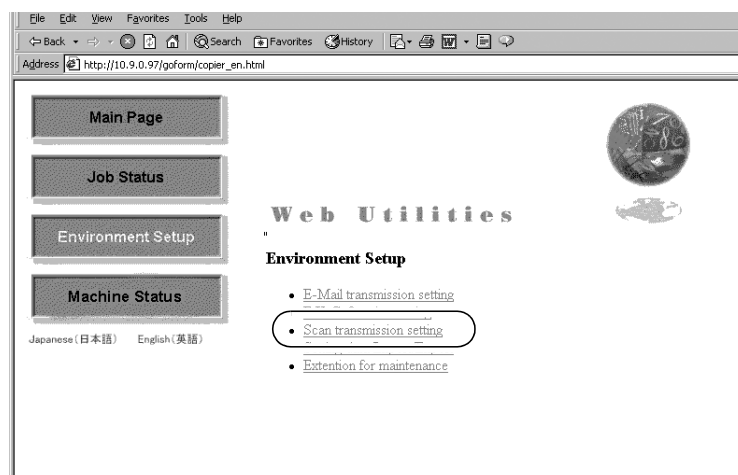
Specifications for Scan Transmission Setting

- The Scan Transmission Setting is available only when the Printer Controller is installed in the machine.

1. Open the Web Utilities window.
2. Click on [**Environment Setup**].
3. Display the Scan Transmission Setting window.
Enter the 4-digit Key Operator password, then click on [**Apply**].



The Environment Setup menu window will be displayed.
Click on [**Scan transmission setting**].



The Scan Transmission Setting window will be displayed.



The [**Scan transmission setting**] key appears in the window only when the Printer Controller is connected to the machine.

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Setting Scan Transmission Function (continued)

4. Register the E-Mail, HDD, and FTP, as required.



HINT

For details of this setting, refer to the instruction manual of the printer controller.

Scan transmission setting

Email Registration (Japanese is not available)

Entry Name		(Maximum: 18 Characters)
Email Address		(Maximum: 64 Characters)

Registration Entry List

HDD Registration (Japanese is not available)

Entry Name		(Maximum: 18 Characters)
Box Number		(4-digit [0001-0009])

Registration Entry List

FTP Registration (Japanese is not available)

Profile Name		(Maximum: 18 Characters)
Host Address		(Maximum: 63 Characters)
File Path		(Maximum: 127 Characters)
Login Name		(Maximum: 47 Characters)
Password		(Maximum: 31 Characters)
Port Number	21	(Minimum: 1, Maximum: 99999)
Firewall	<input type="checkbox"/> (On/Off)	

Registration Entry List

Back



DETAILS

- The symbols that cannot be displayed in the entry box will be ignored, if entered.
- The HDD Box No. will be registered as a 4-digit number.
For example, entering [1] will be registered as [0001].

Click on [**Registration**] to complete the entry.
The registered content will be displayed.

Registered as follows

Entry Name	AAA
Email Address	A@konica.co.jp

Back

Click on [**Back**] to return to the Scan Transmission Setting window.

Setting Scan Transmission Function (continued)

5. Display the Entry List.

Click on [**Entry List**] of the desired item under the entry box to display the Entry List.

Delete	Entry Name	Email Address
<input type="checkbox"/>	aaaa	bbbb
<input type="checkbox"/>	chun	toshi.nakazawa@konica.co.jp
<input type="checkbox"/>	AABB	aabb@konica.co.jp
<input type="checkbox"/>	AAA	A@konica.co.jp

Delete Reset

Back

Click on [**Back**] to return to the Scan Transmission Setting window.

6. Change the registered contents.

Display the Entry List of the desired item as described in step 5.

Click on the entry name to be changed.

The window for changing the selected item will be displayed.

Entry Name: AAA (Maximum: 18 Characters)

Email Address: A@konica.co.jp (Maximum: 64 Characters)

Registration Reset

Back

Change the contents as desired, then click on [**Registration**].

The registered content will be displayed.

Entry Name: AAA

Email Address: A@konica.co.jp

Back

Click on [**Back**] to return to the Entry List window.

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Setting Scan Transmission Function (continued)

7. Delete the registered contents.

Display the Entry List of the desired item as described in step 5.

Click on the check box in the "Delete" column of the item to be deleted, then click on [**Delete**].

If all the items are to be deleted, click on [**SelectAll**], then click on [**Delete**].

The window for deleting the selected item will be displayed.



Click on the check box again to release the selection.

The screenshot shows a web browser window with the address bar displaying "http://10.9.0.97/goform/pscan_en.html". The main content area is titled "Email Delete". It contains a text input field labeled "Entry Name" with the text "AAA" entered. Below the input field, there is a line of text that reads "These entries will be removed" followed by a "Yes" button.

Confirm the registered name to be deleted, then click on [**Yes**].

Click on [**Back**] on the web browser to return to the Entry List window.

Transmitting/Editing Machine Setting File

Follow the procedure below to transmit the following setting file from the machine to a PC (export) using the web browser, edit the setting data on the PC, then return the file to the machine (import).

- E.C.M. data (max. 1,000 files)
- Three Scan Transmission Setting data
 - E-mail data (max. 450 files)
 - HDD (Box No.) (max. 150 files)
 - FTP (FTP server address) (max. 30 files)

DETAILS

- The machine setting file can be stored in a PC so that it may be returned to the machine at any time, and is available for common use if you have two or more machines.
The file transmitted to a PC, being converted to a file type for batch processing, can be edited efficiently and returned to the machine.
- The file transmitted to a PC normally contains the four data types mentioned above, however, each data type can be made into a file and transmitted separately.
- For details of E.C.M. data, see p. 14-14.
- For details of Scan Transmission Setting data, see p. 14-48.

HINT

The E.C.M. (Electronic Copy Monitor) appears as E.K.C. (Electronic Key Counter) in the Web Utilities windows.

1. Open the Web Utilities window.
2. Click on [*Environment Setup*].
3. Display the Setting File Import/Export window.
Enter the 4-digit Key Operator password, then click on [*Apply*].



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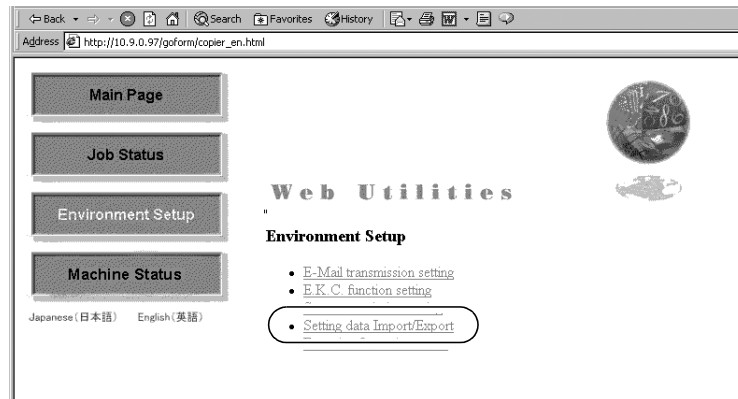
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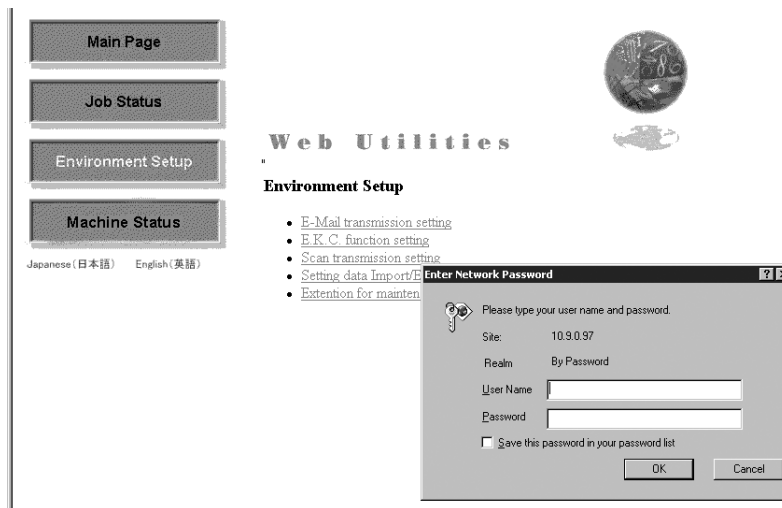
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Transmitting/Editing Machine Setting File (continued)

The Environment Setup menu window will be displayed.
Click on [**Setting data Import/Export**].



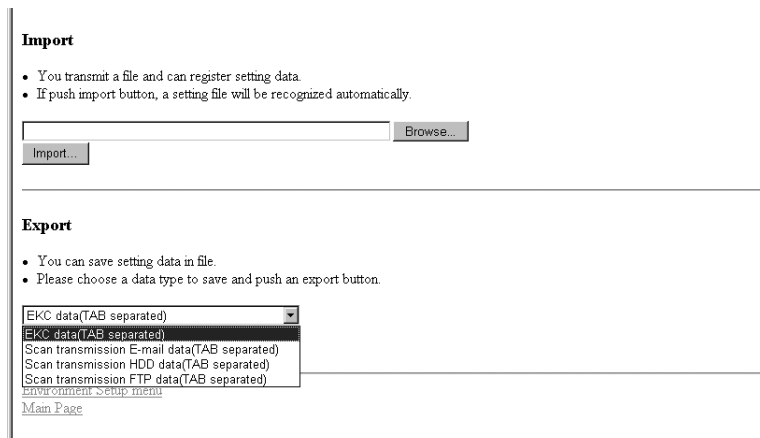
The Enter Network Password dialog box will be displayed.
Enter “ekc” in the User Name text box, and an 8-digit master key code in the Password text box, then click on [**OK**].



The Setting File Import/Export window will be displayed.

4. Export the machine setting file.

Select the desired file type from the pull-down menu, then click on [**Export**].

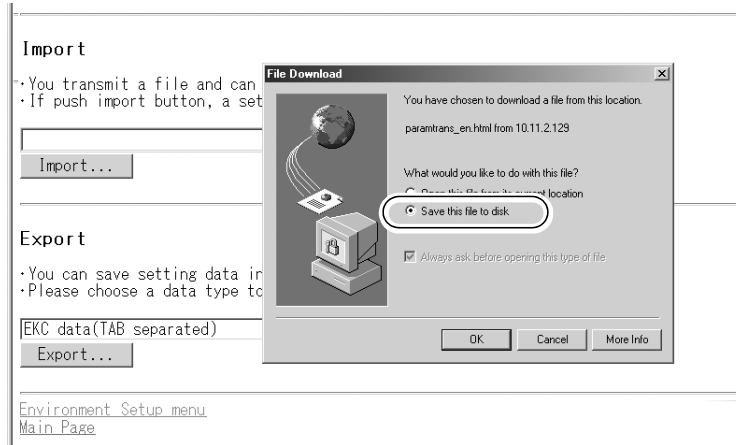


Transmitting/Editing Machine Setting File (continued)

DETAILS

The data format cannot be changed from “TAB separated.”

Confirm that the radio button heading “Save this file to disk” is marked in the File Download dialog box, then click on [**OK**].

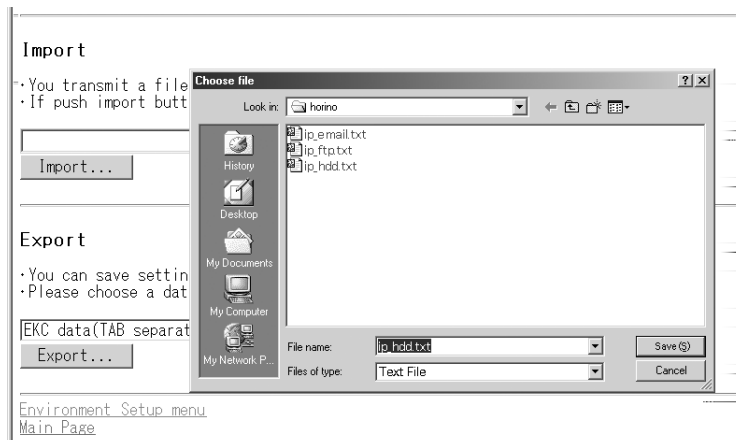


In the dialog box, designate the folder for saving the machine setting file, then click on [**Save**].

DETAILS

The file name is automatically assigned as described below. Select the data to be exported, changing the name if desired.

- ekc_tab.txt (E.C.M. data)
- ip_email.txt (E-mail data of Scan Transmission Setting data)
- ip_hdd.txt (HDD data of Scan Transmission Setting data)
- ip_ftp.txt (FTP data of Scan Transmission Setting data)



DETAILS: Error Message

The file cannot be accessed when the machine is operating. If an error message is displayed, try again to save the file after the current machine operation is completed.

A dialog box will be displayed when the saving operation is completed. Click on [**Close**].

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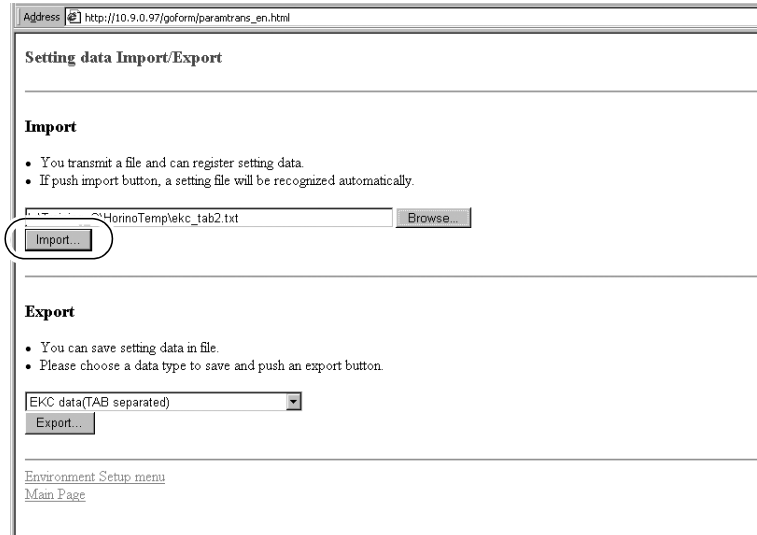
Transmitting/Editing Machine Setting File (continued)

5. Edit the machine setting file.

The machine setting file transmitted to a PC is a TAB separated text file which can be edited using an application software such as Text Editor or Table Editor. A new setting file can also be created according to the specifications for each file type. See p. 11-27 for details.

6. Import the machine setting file.

Click on [**Browse**] to designate the machine setting file to be imported, then click on [**Import**].



The result message will be displayed when the registration is completed.



DETAILS: Error Message

If the registration cannot be completed successfully, error messages will be displayed as follows.

- Can't transfer data (The machine is busy)
Try again to import the data after the machine operation in progress is completed.
- The data cannot be recognized
Confirm that the data is the machine setting file.
- Data size is too large
Confirm that the data is the machine setting file.
Check if the file size exceeds 100,000 bytes.
- The data cannot be registered
Check if inappropriate description is made in the machine setting file. See p. 11-27 for details.
Check if the file entries are already over the limit.

Transmitting/Editing Machine Setting File (continued)



DETAILS: To Edit the Machine Setting File

- Save the file as a text.
- Begin the file with a specified tag. (ex. #EKC_TAB)
- A line should be 300 bytes or less.
- The file size should be 100,000 bytes or less.
- The line that begins with “#” is a comment.

ex. Machine setting file of an E.C.M. data

```
#EKC_TAB
#PASSWORDNAME      COPY COLOR LIMIT
00003636    ---ADMIN 100000
00000001    -----1  100000
00008156    -----KEN 000010
00000123    -----AAA 100000
12345678    -----A   001000
00000120    ----AAAA  010000
00003636    -----    000000
36363636    -ADADMIN  100000
12341234    ----HOHO  100000
```



DETAILS: Specifications for Each Machine Setting File Type

E.C.M. data setting file:

- Begin the file with #EKC_TAB.
- Max. 1,000 files can be edited.
- A line should include PASSWORD, NAME, COPY COLOR LIMIT, COPY MONO LIMIT, PRINT COLOR LIMIT, PRINT MONO LIMIT, LIMIT TARGET, COLOR PERMISSION, and MONO PERMISSION, separated by a tab.
- Use up to 8 digits numbers (0 - 9) only to specify PASSWORD.
- Use numbers, alphabets (capital letters only), and four symbols: (,), -, and / only to specify NAME.
- Use up to 6 digits numbers (0 - 9) only to specify LIMIT (0 - 999,999).
- Specify 0 for Common set, or 1 for Separate set in LIMIT TARGET.
- Specify 0 for permission, of 1 for prohibition in “COLOR PERMISSION” and “MONO PERMISSION.”

E-mail data setting file:

- Begin the file with #IP_EMAIL.
- Max. 450 files can be edited.
- A line should include ENTRY NAME and E-MAIL ADDRESS, being separated by a tab.
- ENTRY NAME should be 18 bytes or less.
- E-MAIL ADDRESS should be 64 bytes or less.

HDD data setting file:

- Begin the file name with #IP_HDD.
- Max. 150 files can be edited.
- A line should include ENTRY NAME and BOX NUMBER, being separated by a tab.
- ENTRY NAME should be 18 bytes or less.
- Use up to 4 digits numbers (0 - 9) only to specify a BOX NUMBER.

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Transmitting/Editing Machine Setting File (continued)

FTP data setting file:

- Begin the file name with #IP_FTP.
- Max. 30 files can be edited.
- A line should include PROFILE NAME, HOST ADDRESS, FILE PATH, LOGIN, PASSWORD, PORT No. and FIREWALL, being separated by a tab.
- PROFILE NAME should be 18 bytes or less.
- HOST ADDRESS should be 63 bytes or less.
- FILE PATH should be 127 bytes or less.
- LOGIN should be 47 bytes or less.
- PASSWORD should be 31 bytes or less.
- PORT No. should be 0 to 65535.
- FIREWALL should be 0 or 1.

SECTION

12

Paper and Original Information

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Paper Information

This machine is equipped with the following trays for loading copy paper.

- Tray 1, 2 and 3 (Main body tray)
- LCT (C-208 Large Capacity Cassette)
- Multi-sheet bypass tray

Also, the following equipment is provided for conveying/delivering copies.

- ADU (Automatic Duplex Unit)
- Finisher (FN-120/FN-9)
- Cover Inserter D
- Punch Kit (PK-5)
- Trimming Unit (TMG-3)
- Exit tray (for the machine without Finisher)

Refer to the following information on paper capacity for each.

Paper Weight

Paper Trays	Weight
Tray 1, 2, and 3 (Main body tray)	16 lb ~ 115 lb (64 g/m ² ~ 209 g/m ²) The tray number for paper weight is specified in the Key Operator mode. 1: 16 lb ~ 18 lb (64 g/m ² ~ 74 g/m ²) 2: 19 lb ~ 20 lb (75 g/m ² ~ 80 g/m ²) 3: 21 lb ~ 28 lb (81 g/m ² ~ 105 g/m ²) 4: 29 lb ~ 42 lb (106 g/m ² ~ 162 g/m ²) 5: 43 lb ~ 115 lb (163 g/m ² ~ 209 g/m ²)
LCT (C-208)	16 lb ~ 143 lb (64 g/m ² ~ 256 g/m ²) The tray number for paper weight is specified in the Key Operator mode. 1: 16 lb ~ 18 lb (64 g/m ² ~ 74 g/m ²) 2: 19 lb ~ 20 lb (75 g/m ² ~ 80 g/m ²) 3: 21 lb ~ 28 lb (81 g/m ² ~ 105 g/m ²) 4: 29 lb ~ 42 lb (106 g/m ² ~ 162 g/m ²) 5: 43 lb ~ 115 lb (163 g/m ² ~ 209 g/m ²) 6: 116 lb ~ 143 lb (210 g/m ² ~ 256 g/m ²)
Multi-sheet bypass tray	16 lb ~ 143 lb (64 g/m ² ~ 256 g/m ²) The tray number for paper weight can be selected on the Type/Size popup menu of Basic Screen, and the popup menu is specified in the Key Operator mode. 1: 16 lb ~ 18 lb (64 g/m ² ~ 74 g/m ²) 2: 19 lb ~ 20 lb (75 g/m ² ~ 80 g/m ²) 3: 21 lb ~ 28 lb (81 g/m ² ~ 105 g/m ²) 4: 29 lb ~ 42 lb (106 g/m ² ~ 162 g/m ²) 5: 43 lb ~ 115 lb (163 g/m ² ~ 209 g/m ²) 6: 116 lb ~ 143 lb (210 g/m ² ~ 256 g/m ²)

Paper Information (continued)

Paper Trays	Weight
ADU	16 lb ~ 115 lb (64 g/m ² ~ 209 g/m ²)
Finisher (FN-120/FN-9)	13 lb ~ 143 lb (50 g/m ² ~ 256 g/m ²) 16 lb ~ 28 lb (60 g/m ² ~ 105 g/m ²) for Staple-sort/Stapling & Folding/Three Folding mode
Cover Inserter D	13 lb ~ 110 lb (50 g/m ² ~ 200 g/m ²) 13 lb ~ 34 lb (50 g/m ² ~ 128 g/m ²) for Manual punching 16 lb ~ 28 lb (60 g/m ² ~ 105 g/m ²) for Manual three folding
Punch Kit (PK-5)	13 lb ~ 34 lb (50 g/m ² ~ 128 g/m ²)
Trimming Unit (TMG-3)	16 lb ~ 28 lb (64 g/m ² ~ 105 g/m ²)
Exit tray	13 lb ~ 143 lb (50 g/m ² ~ 256 g/m ²)



DETAILS

Some paper types may not be punched easily.



HINTS

- See p. 14-21 for Paper Type setting of Tray 1, 2, 3 or LCT.
- See p. 3-18 for Paper Type setting of Multi-sheet bypass tray.

Tray/ Exit Tray Capacity

Paper Trays		Capacity
Tray 1, 2, and 3 (Main body tray)		400 sheets (28 lb paper)
LCT (C-208)		2,200 sheets (28 lb paper)
Multi-sheet bypass tray		200 sheets (28 lb paper) 1 sheet each for offset master or Label. Transparency film or ink-jet paper is unavailable.
Equipments		Capacity
ADU		Unlimited
Finisher (FN-120/ FN-9)	Secondary (sub) tray	Approx. 100 sheets (More than 100 sheets available dependent on paper type or weight.)
	Primary (main) tray	<p>20 lb paper:</p> <p><u>Non-sort mode</u> 500 sheets (5.5"x8.5", A5R) 3,000 sheets (8.5"x11", 8.5"x11"R, A4, A4R, B5, B5R) (FN-120) 2,500 sheets (8.5"x11", 8.5"x11"R, A4, A4R, B5, B5R) (FN-9) 1,500 sheets (12"x18", 11"x17", 8.5"x14", A3, B4)</p> <p><u>Sort/Group mode</u> 3,000 sheets (8.5"x11", 8.5"x11"R, A4, A4R, B5, B5R) (FN-120) 2,500 sheets (8.5"x11", 8.5"x11"R, A4, A4R, B5, B5R) (FN-9) 1,500 sheets (12"x18", 11"x17", 8.5"x14", A3, B4)</p> <p><u>Staple-sort mode</u> 1,000 sheets (Variable according to the number of pages to be stapled. See p. 12-5 for details)</p> <p>28 lb paper:</p> <p><u>Non-sort mode</u> 400 sheets (5.5"x8.5", A5R) 2,400 sheets (8.5"x11", 8.5"x11"R, A4, A4R, B5, B5R) (FN-120) 2,000 sheets (8.5"x11", 8.5"x11"R, A4, A4R, B5, B5R) (FN-9) 1,200 sheets (12"x18", 11"x17", 8.5"x14", A3, B4)</p> <p><u>Sort/Group mode</u> 2,400 sheets (8.5"x11", 8.5"x11"R, A4, A4R, B5, B5R) (FN-120) 2,000 sheets (8.5"x11", 8.5"x11"R, A4, A4R, B5, B5R) (FN-9) 1,200 sheets (12"x18", 11"x17", 8.5"x14", A3, B4)</p> <p><u>Staple-sort mode</u> 800 sheets (Variable according to the number of pages to be stapled. See p. 12-5 for details)</p>

Paper Information (continued)

Equipments		Capacity
Finisher (FN-9)	Booklet tray	<p>20 lb paper: 100 sheets (12"x18", 11"x17", 8.5"x14") Folding: 33 sets for 3-sheet-folded booklet (33 x 3 = 99 sheets, 396 pages) Stapling&Folding: 20 sets for 5-sheet-folded booklet (20 x 5 = 100 sheets, 400 pages) 5 sets for 20-sheet-folded booklet (5 x 20 = 100 sheets, 400 pages)</p> <p>75 sheets (8.5"x11"R, A4R) Folding: 25 sets for 3-sheet-folded booklet (25 x 3 = 75 sheets, 300 pages) Stapling&Folding: 15 sets for 5-sheet-folded booklet (15 x 5 = 75 sheets, 300 pages) 3 sets for 25-sheet-folded booklet (3 x 25 = 75 sheets, 300 pages)</p> <p>* Maximum number of folded sheet is 3 for Folding mode, and 25 for Stapling&Folding mode.</p> <p>28 lb paper: 80 sheets (12"x18", 11"x17", 8.5"x14") Folding: 26 sets for 3-sheet-folded booklet (26 x 3 = 78 sheets, 312 pages) Stapling&Folding: 16 sets for 5-sheet-folded booklet (16 x 5 = 80 sheets, 320 pages) 4 sets for 20-sheet-folded booklet (4 x 20 = 80 sheets, 320 pages)</p> <p>60 sheets (8.5"x11"R, A4R) Folding: 20 sets for 3-sheet-folded booklet (20 x 3 = 60 sheets, 240 pages) Stapling&Folding: 12 sets for 5-sheet-folded booklet (12 x 5 = 60 sheets, 240 pages) 3 sets for 20-sheet-folded booklet (3 x 20 = 60 sheets, 240 pages)</p> <p>* Maximum number of folded sheet is 3 for Folding mode, and 20 for Stapling&Folding mode.</p>
Cover Inserter D		200 sheets (13 lb ~ 110 lb) or 30mm thick for Upper/lower tray
Punch Kit (PK-5)		Unlimited
Trimming Unit (TMG-3)		410 sheets (28 lb paper) (See p. 8-16 for details)
Exit tray		120 sheets (28 lb paper)

Paper Capacity for Staple-sort mode of FN-120/FN-9 Finisher

Paper size	12"x18"/11"x17"/ 11"x17"W (A3/A3W)	8.5"x14", 8.5"x11"/8.5"x11"W, 8.5"x11"R/8.5"x11"WR (B4/B4R, A4/A4W, A4R/A4WR, B5/B5W, A5/A5W)
No. of copies		
2~9	50 sets	100 sets
10~20	50	50
21~30	30	30
31~40	25	25
41~50	20	20

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Paper Size

Paper Trays	Available Sizes
Tray 1, 2, and 3 (Main body tray)	<p><u>STD size:</u> 13"x19", 12"x18", 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"R, A3, B4, A4, B5, B5R</p> <p><u>STD (special):</u> Detects A4R instead of 8.5"x11"R, A5R instead of 5.5"x8.5"R.</p> <p><u>Non STD size:</u> Max. 13" x 19.2" (330 mm x 487 mm) ~ Min. 5.51" x 8.27" (140 mm x 210 mm)</p> <p><u>Wide size:</u> 11"x17"W, 8.5"x11"W, 8.5"x11"RW, 5.5"x8.5"RW, A3W, B4W, A4W, A4RW, B5W, B5RW</p>
LCT (C-208)	<p><u>STD size:</u> 13"x19", 12"x18", 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, A3, B4, A4, B5</p> <p><u>Non STD size:</u> Max. 13" x 19.2" (330 mm x 487 mm) ~ Min. 7.17" x 8.27" (182 mm x 210 mm)</p> <p><u>Wide size:</u> 11"x17"W, 8.5"x14"W, 8.5"x11"W, 8.5"x11"RW, A3W, B4W, A4W, A4RW</p>



HINT

- A3; 11.69" x 16.54" (297 mm x 420 mm)
B4; 10.12" x 14.33" (257 mm x 364 mm)
A4; 8.27" x 11.69" (210 mm x 297 mm)
B5; 7.17" x 10.12" (182 mm x 257 mm)
A5; 5.83" x 8.27" (148 mm x 210 mm)
- For special size setting of main body trays (Tray 1, 2, and 3), see p. 14-21 to p. 14-22.

Paper Information (continued)

Paper Trays	Available Sizes
Multi-sheet bypass tray	<p><u>STD size:</u> 13"x19", 12"x18", 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"R, A3, B4, A4, B5, B5R</p> <p><u>STD (special):</u> Detects A5R or B6R instead of 5.5"x8.5"R, or A4R instead of 8.5"x14".</p> <p><u>Non STD size:</u> Max. 13" x 19.2" (330 mm x 487 mm) ~ Min. 3.94" x 5.83" (100 mm x 148 mm)</p> <p><u>Wide size:</u> 11"x17"W, 8.5"x14"W, 8.5"x11"W, 8.5"x11"WR, 5.5"x8.5"WR, A3W, B4W, A4W, B5W, B5WR</p>
Equipments	Available Sizes
ADU	<p><u>STD size / STD (special):</u> 13"x19" to 5.5"x8.5"R</p> <p><u>Non STD size:</u> 13"x19.2" (330 mm x 487 mm) ~ 5.5"x8.5"R</p> <p><u>Wide size:</u> 11"x17"W to 5.5"x8.5"RW</p>
Finisher (FN-120/FN-9)	<p>Primary (main) tray 12.4"x18" (314 mm x 458 mm) ~ 3.9"x5.8" (100 mm x 148 mm) 12"x18" ~ 8.5"x11"R in Sort/Group/Staple-sort mode</p> <p>Secondary (sub) tray 13"x19.2" (330 mm x 487 mm) ~ 3.9"x5.8" (100 mm x 148 mm)</p> <p>Booklet tray 12"x18" ~ 8.5"x11"R/A4R in Folding/Stapling & Folding mode 8.5"x11"R/A4R only in Three-Folding mode</p>
Cover Inserter D	<p>Upper tray: 8.5"x11", 8.5"x11"R, 5.5"x8.5", A4, A4R</p> <p>Lower tray: 12.36"x18.1" (314 mm x 459 mm) ~ 5.5"x8.5"</p>
Punch Kit (PK-5)	12"x18", 11"x17", 8.5"x11"
Trimming Unit (TMG-3)	12"x18", 11"x17", 8.5"x14", 8.5"x11"R, A4R and those wide sizes
Exit tray	Max. 13"x19.2" (330 mm x 487 mm) ~ Min. 3.9" x 5.8" (100 mm x 148 mm)



HINT

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

Paper
Information

Original
Information

12
Paper &
Original Info

Special Paper in Multi-Sheet Bypass Tray

Multi-sheet bypass tray accepts the following special paper type that cannot be loaded in the main body trays.

Labels



DETAILS

When using special paper type other than the above mentioned, select Excl. A to D as the paper type in Paper type/size setting for the Multi-sheet bypass tray.

To Store Copy Paper

- Store paper in a cool, dry area. Using damp copy paper may cause a paper misfeed. Keep partially used packages tightly wrapped during storage.
- Do not place paper packages vertically to store. Paper curl due to the vertical storage may cause a paper misfeed.

Original Information

Use the platen glass or document feeder to position originals to copy.

Platen Glass Originals


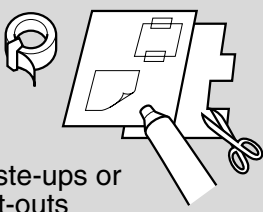
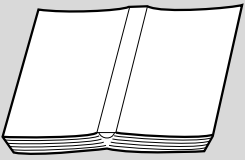
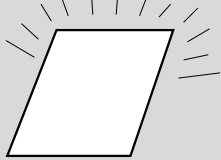
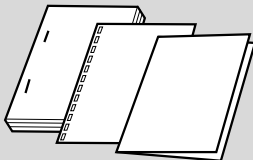
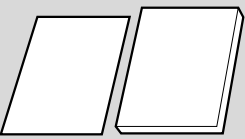
Use the platen glass when originals are not suitable for use with the document feeder, e.g., when size is incompatible, or when originals are folded, stapled, torn, or in generally poor condition.



HINT

See each description in this manual for copy conditions which cannot use the document feeder to scan.

Unsuitable RADF Originals

1  Curled, creased or folded originals	2  Paste-ups or cut-outs	3  Books
4  Glossy or transparent originals, OHP film, art paper, cellophane	5  Doubled, punched or stapled originals	6  Thin or thick originals

Platen Glass Original Specifications

- ☐ Max. original size: 11.9"x17.2" (303 mm x 438 mm), sheet or book
- ☐ Max. book weight/thickness: 15 lb [6.8 kg] / 1.2" [30 mm]
- ☐ Original placement: Face down on left depth side of glass



HINT

Detectable paper size can be changed from only A series to Inch series, AB series, or AB series and Inch series mixed by Key Operator. See p. 14-37 to p. 14-42.



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.

RADF Originals

Following three modes are provided when using the document feeder (RADF) to scan originals.

- Normal mode
- Mixed Original mode
- Z-Folded Original mode

Specifications for each mode are described as follows.



HINT

Detectable paper size can be changed from only A series to Inch series, AB series, or AB series and Inch series mixed by Key Operator. See p. 14-37 to p. 14-42.

Normal mode

- ☐ Detectable original size: 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
- ☐ Original weight: Simplex: 10 lb ~ 110 lb (35 g/m² ~ 200 g/m²)
Dulpex: 13 lb ~ 110 lb (50 g/m² ~ 200 g/m²)
* Use Thin mode for 10 lb ~ 12 lb (35 g/m² ~ 49 g/m²) paper, or Thick mode for 29 lb ~ 110 lb (129 g/m² ~ 200 g/m²) paper.
- ☐ Max. feeder capacity: 100 sheets (20 lb paper)
- ☐ Curling tolerance: 10 mm or less
- ☐ Original placement: Face up

Mixed Original mode

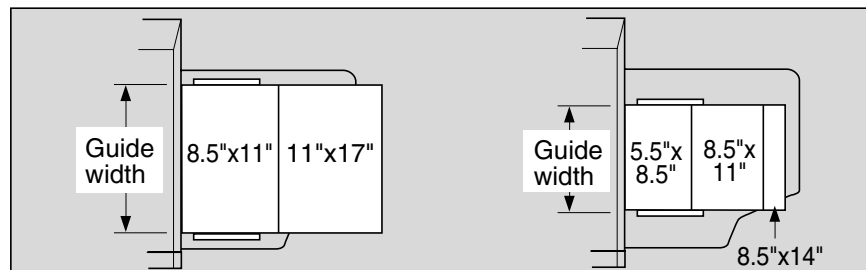
Use Mixed Original mode to copy mixed size originals. See p. 9-6 for details.

- ☐ Original size: Three types of size combination are determined by the RADF guide width.
11"x17", 8.5"x14", 8.5"x11", and 5.5"x8.5"* mixed
8.5"x14", 8.5"x11"R, 8.5"x11", and 5.5"x8.5"* mixed
* 5.5"x8.5" original is available in portrait type feeding only.
- ☐ Original weight: Simplex: 10 lb ~ 110 lb (35 g/m² ~ 200 g/m²)
Dulpex: 13 lb ~ 110 lb (50 g/m² ~ 200 g/m²)
* Use Thin mode for 10 lb ~ 12 lb (35 g/m² ~ 49 g/m²) paper, or Thick mode for 29 lb ~ 110 lb (129 g/m² ~ 200 g/m²) paper.
- ☐ Max. feeder capacity: 100 sheets (20 lb paper)
- ☐ Curling tolerance: 10 mm or less
- ☐ Original placement: Face up (see p. 3-6 for details.)



DETAILS

See below for the guide width of each combination.



Z-Folded Original mode

Use Z-Folded Original mode to scan folded originals without using the size detection sensor of the RADF. See p. 9-8 for details.

- ☐ Detectable original size: 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
- ☐ Original weight: Simplex: 10 lb ~ 110 lb (35 g/m² ~ 200 g/m²)
Dulpex: 13 lb ~ 110 lb (50 g/m² ~ 200 g/m²)
* Use Thin mode for 10 lb ~ 12 lb (35 g/m² ~ 49 g/m²) paper, or Thick mode for 29 lb ~ 110 lb (129 g/m² ~ 200 g/m²) paper.
- ☐ Max. feeder capacity: 100 sheets (20 lb paper)
- ☐ Curling tolerance: 10 mm or less
- ☐ Original placement: Face up (see p. 3-7 for details.); orientation same as copy paper

SECTION

13

Maintenance & Supplies

How to Maintain the Copier

Adding Toner	13-2
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Empty Trash Basket of PK-5 Punch Kit	13-10
Empty Trash Basket of TMG-3 Trimming Unit	13-12
Exchanging Toner Recovery Box	13-14
Cleaning Image Scanning Section	13-16
Checking Copy Count.....	13-18
Periodic Maintenance	13-20

Adding Toner

Inserting New
Staple Cartridge

Empty Trash
Basket

Toner
Recovery Box

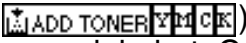
Cleaning
Scanning
Section

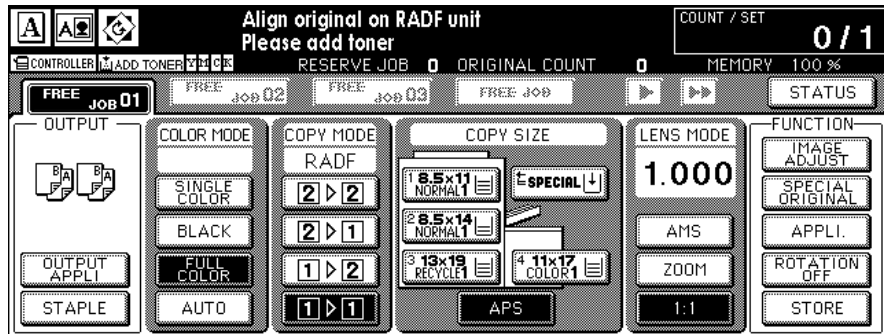
Checking
Copy Count

Periodic
Maintenance

13
Maintenance
& Supplies

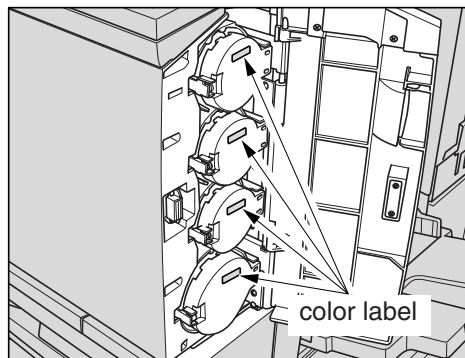
Adding Toner

When toner supply is low, the message “Please add toner” and the ADD TONER icon () display on the touch screen. The toner color to be supplied is indicated by an alphabet: C (cyan), M (magenta), Y (yellow), or K (black).



Reminder!

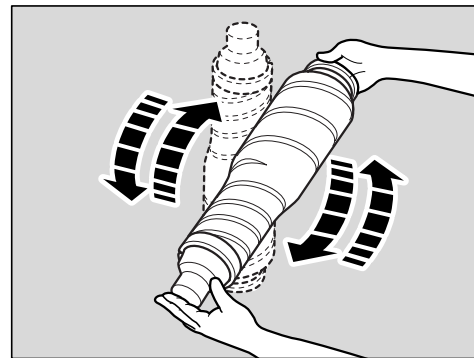
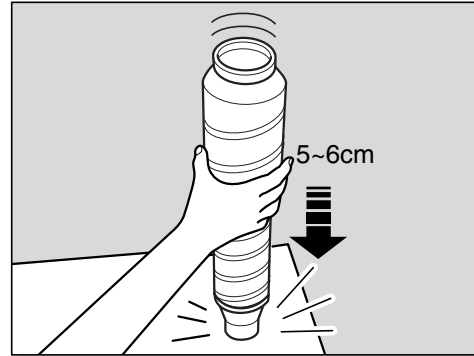
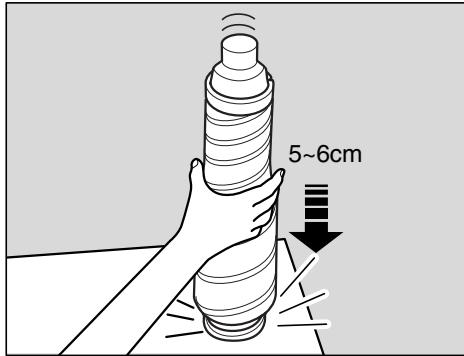
Use the toner bottle with the same color label as the one on the toner bottle cover. Otherwise, machine trouble may occur.



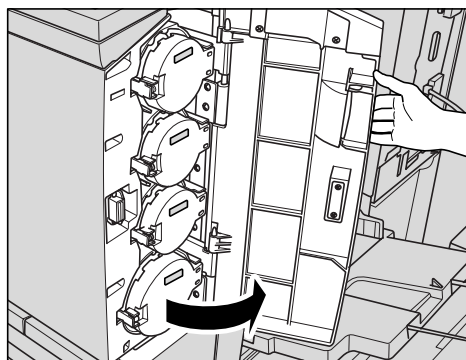
Add toner according to the procedure as follows.

Adding Toner (continued)

1. Loosen toner by tapping both top and bottom of the new toner bottle on a solid surface at least five times, then shake the bottle at least five times.



2. Open the toner access door.



Adding Toner

Inserting New
Staple Cartridge

Empty Trash
Basket

Toner
Recovery Box

Cleaning
Scanning
Section

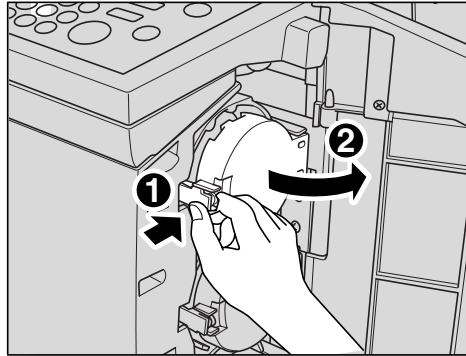
Checking
Copy Count

Periodic
Maintenance

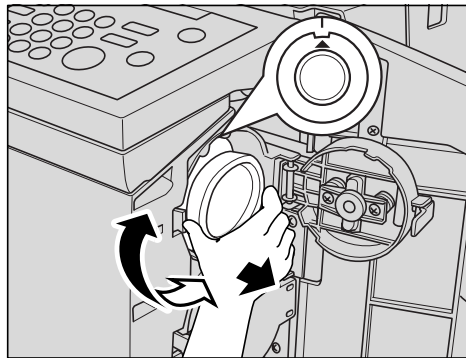
13
Maintenance
& Supplies

Adding Toner (continued)

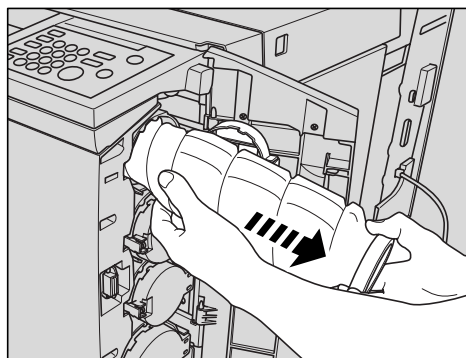
3. Unlock and open the toner bottle cover of the empty toner bottle.



4. Partially withdraw the toner bottle, then turn it to set the “Up arrow” mark at the top.

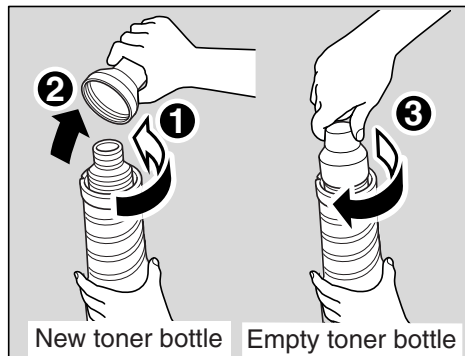


5. Fully withdraw the toner bottle straightforward to remove the bottle.

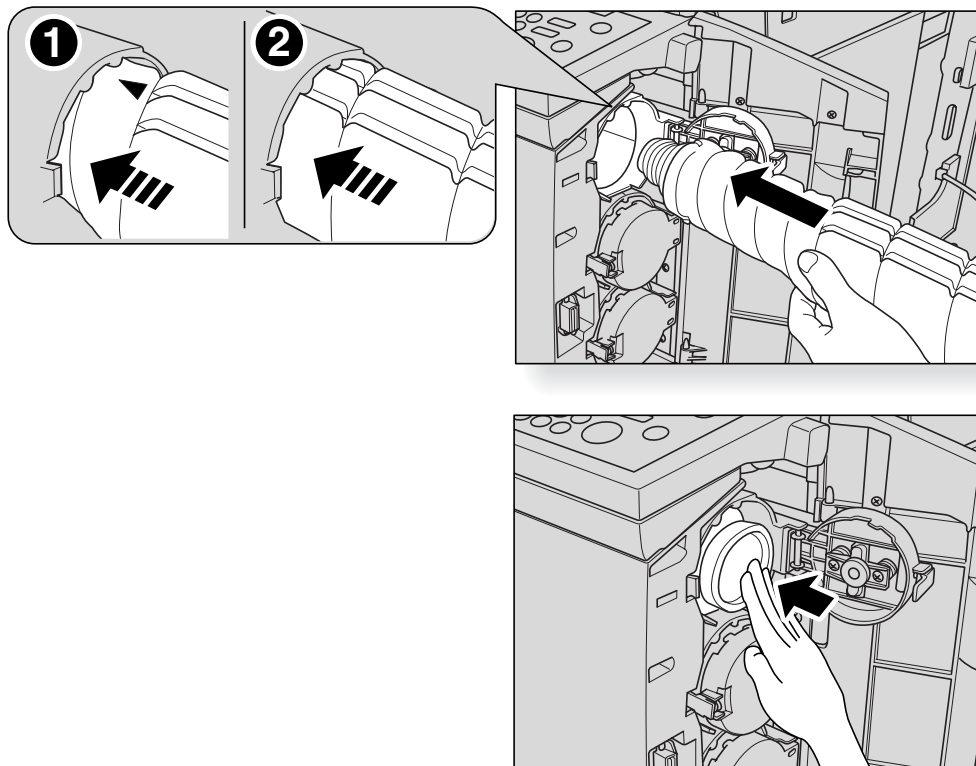


Adding Toner (continued)

6. Remove the cap of the new toner bottle, then set the same cap to the removed bottle.



7. While positioning the “Up arrow” mark at the top and aligning the two hollow parts of the toner bottle with the salients on the bottle entrance, fully insert the new toner bottle until it locks in place.



Adding Toner

Inserting New
Staple Cartridge

Empty Trash
Basket

Toner
Recovery Box

Cleaning
Scanning
Section

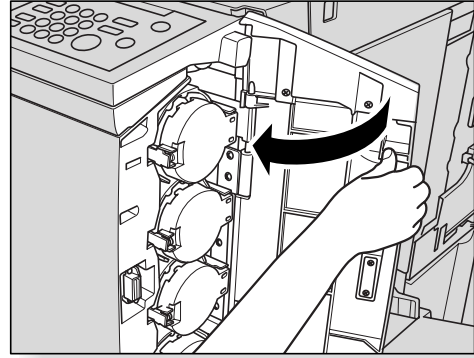
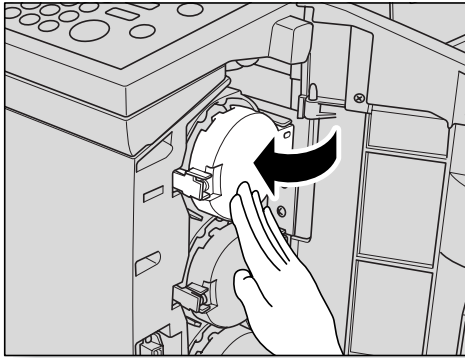
Checking
Copy Count

Periodic
Maintenance

13
Maintenance
& Supplies

Adding Toner (continued)

8. Close and lock the toner bottle cover, then close the toner access door.



DETAILS

The toner bottle cover cannot be locked if the toner bottle is not set in place.

WARNING

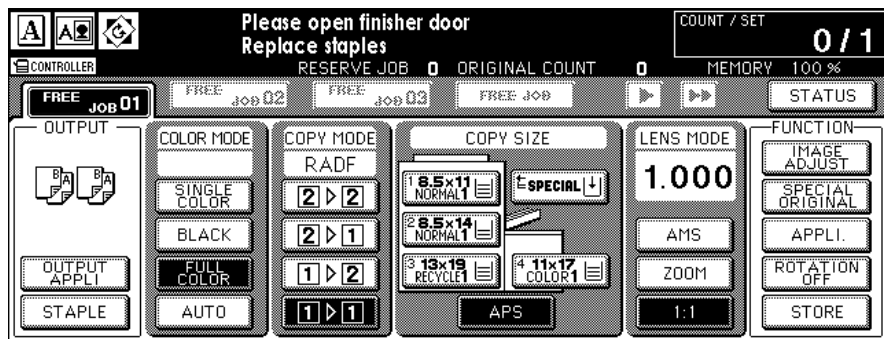
Do not throw the empty toner bottle into a fire. If it is thrown into a fire, the toner may ignite and cause a dangerous situation.

CAUTION

Keep the toner bottle away from children. The toner is non-toxic; however if you inhale or contact with eyes by accident, flush with water and seek medical advice.

Inserting a New Staple Cartridge into FN-120/FN-9 Finisher

When the staple cartridge of the Finisher is empty, the Basic Screen displays the following message in the message area.



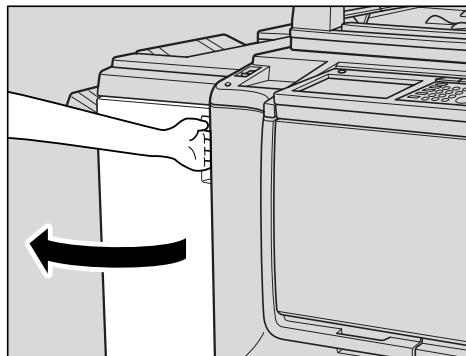
Follow the procedure below to replace the staple cartridge.



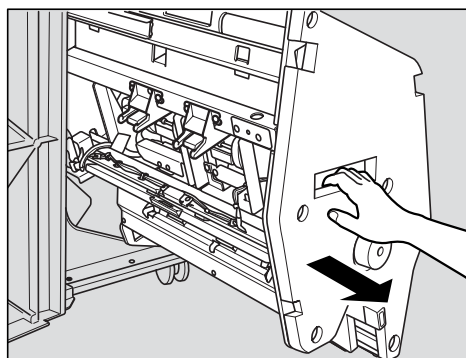
Reminder!

Use only the staples supplied by us. Please contact your service representative to purchase.

1. Open the Finisher door.



2. Pull out the stacker unit by holding the stacker unit handle.



Adding Toner

Inserting New
Staple Cartridge

Empty Trash
Basket

Toner
Recovery Box

Cleaning
Scanning
Section

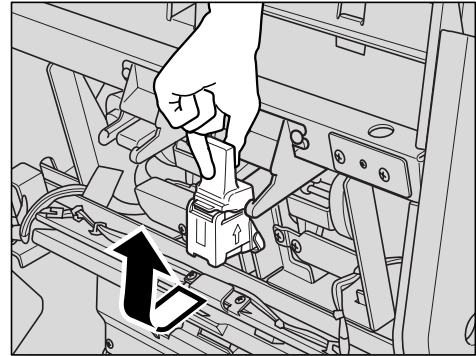
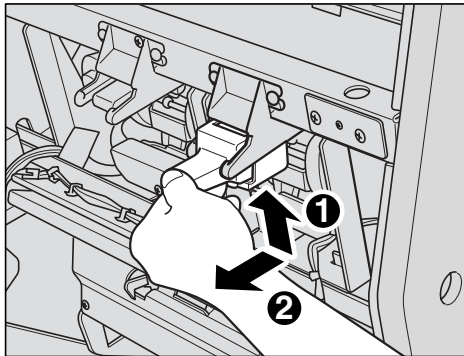
Checking
Copy Count

Periodic
Maintenance

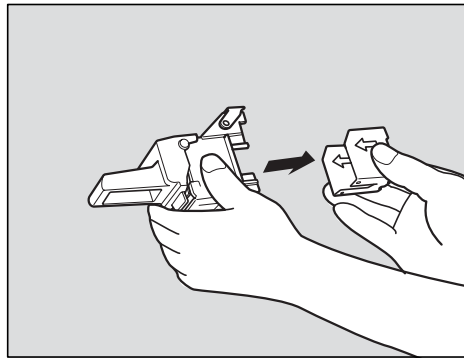
13
Maintenance
& Supplies

Inserting a New Staple Cartridge into FN-120/FN-9 Finisher (continued)

- 3.** Pull up the cartridge housing, then remove it while sliding it along the stapler rail.

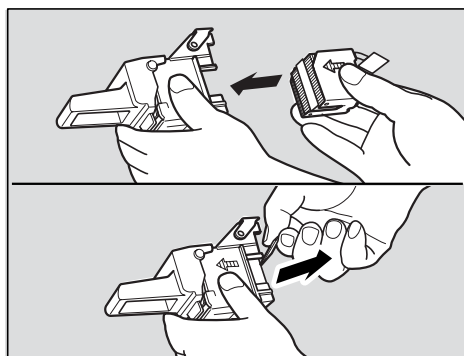


- 4.** Remove the empty cartridge from the cartridge housing.



- 5.** Insert the new cartridge into the housing.

Firmly insert the cartridge into the housing while aligning the arrow sides of both case and housing, then remove the lock tape from the cartridge.

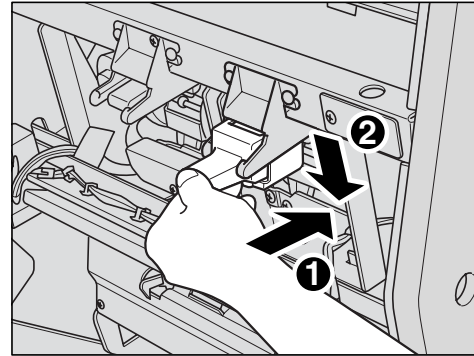
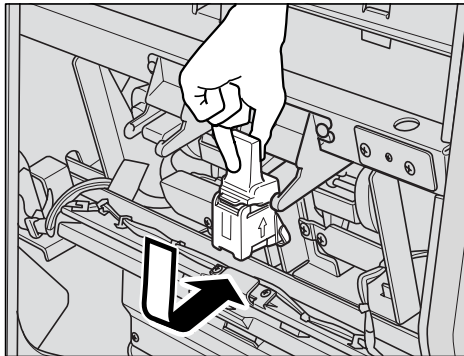


Reminder!

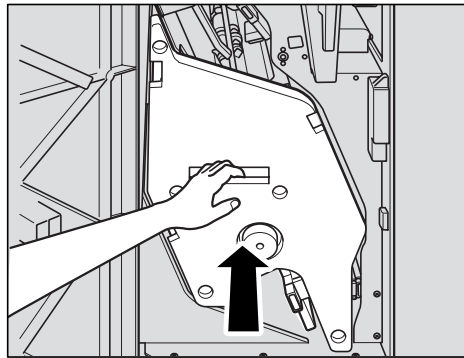
Do not remove the staples remaining inside the housing; otherwise, the first sheet output after the replenishment will not be stapled.

Inserting a New Staple Cartridge into FN-120/FN-9 Finisher (continued)

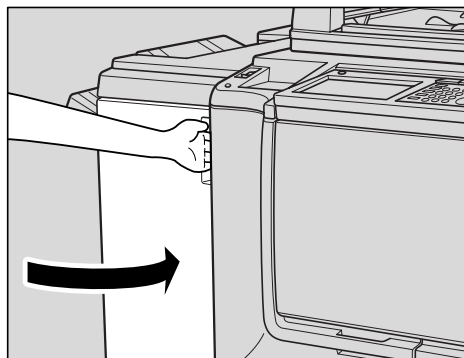
- 6.** Insert the cartridge housing while sliding it along the stapler rail, then push down and in to secure it in place.



- 7.** Return the stacker unit to its original position.



- 8.** Close the Finisher door.



Adding Toner

Inserting New
Staple Cartridge

Empty Trash
Basket

Toner
Recovery Box

Cleaning
Scanning
Section

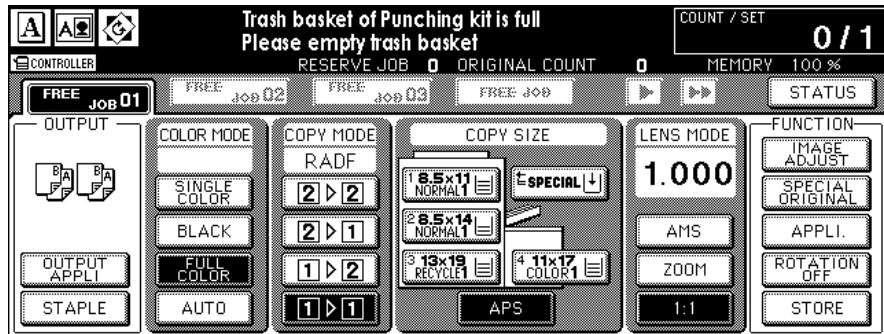
Checking
Copy Count

Periodic
Maintenance

13
Maintenance
& Supplies

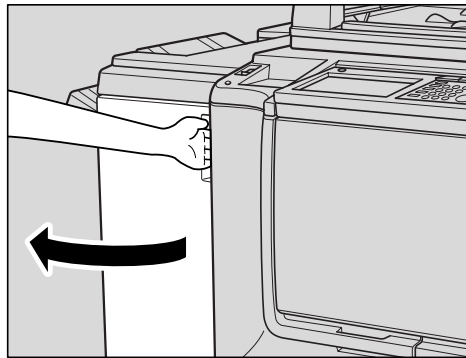
Empty Trash Basket of PK-5 Punch Kit

When the trash basket becomes full, “Trash basket of Punching kit is full / Please empty trash basket” message will be displayed on the touch screen, and the finished set will be output without being punched even if Punch mode is selected.

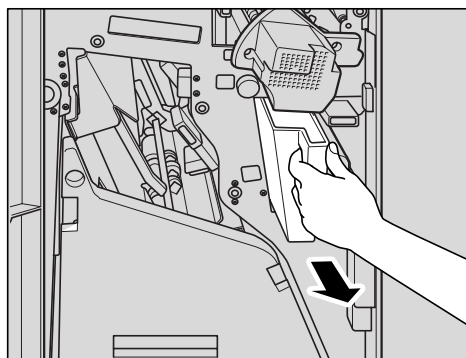


Follow the procedure below to empty the trash basket.

1. Open the Finisher door.

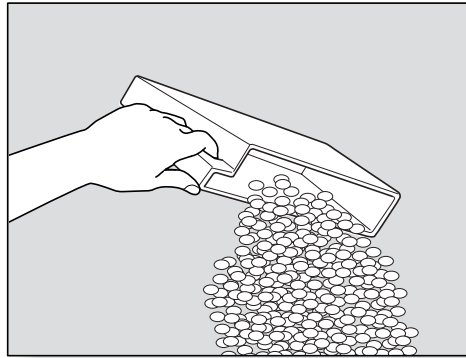


2. Withdraw the trash basket.

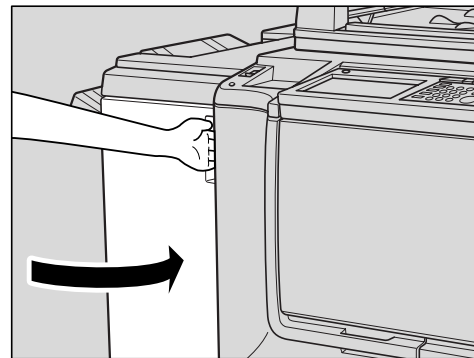
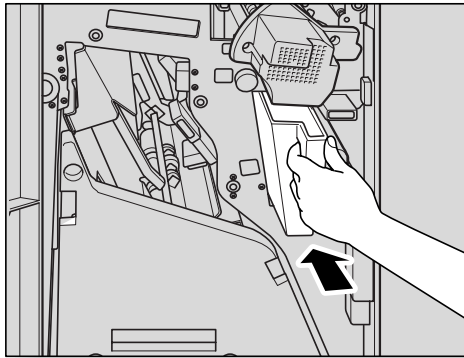


Empty Trash Basket of PK-5 Punch Kit (continued)

3. Empty the trash basket.



4. Return the trash basket to its original position, then close the Finisher door securely.



Adding Toner

Inserting New
Staple Cartridge

**Empty Trash
Basket**

Toner
Recovery Box

Cleaning
Scanning
Section

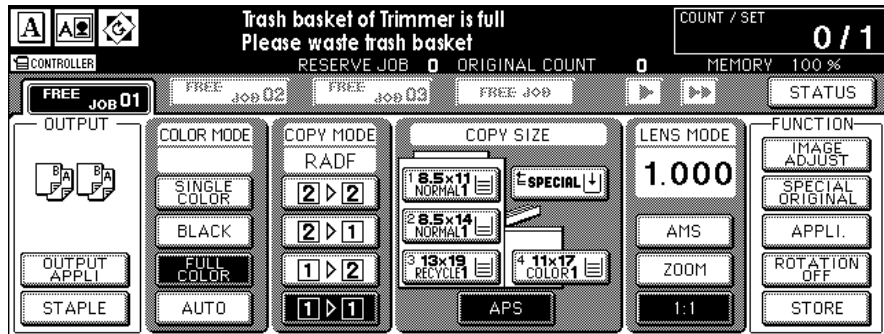
Checking
Copy Count

Periodic
Maintenance

13
Maintenance
& Supplies

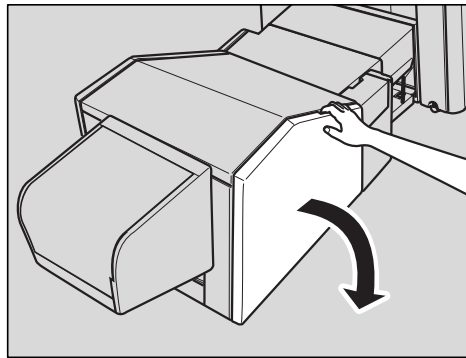
Empty Trash Basket of TMG-3 Trimming Unit

When the trash basket becomes full, “Trash basket of Trimmer is full / Please empty trash basket” message will be displayed on the touch screen, and the finished set will be output without being trimmed even if Trimming mode is selected.

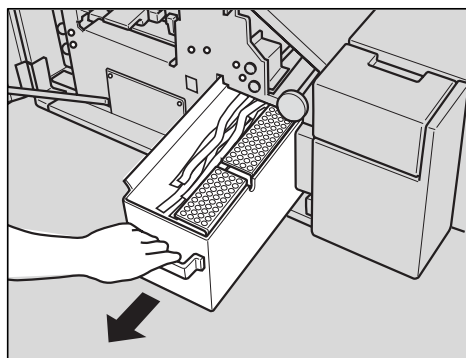


Follow the procedure below to empty the trash basket.

1. Open the trimmer front door.

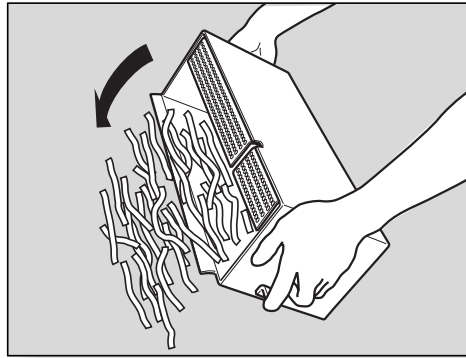


2. Withdraw the trash basket.

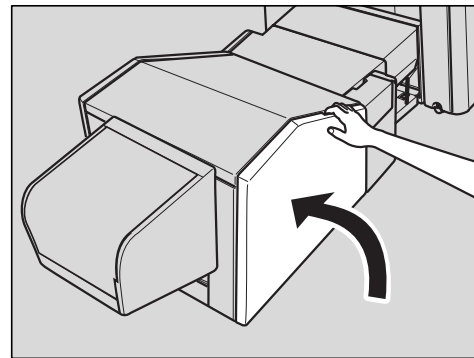
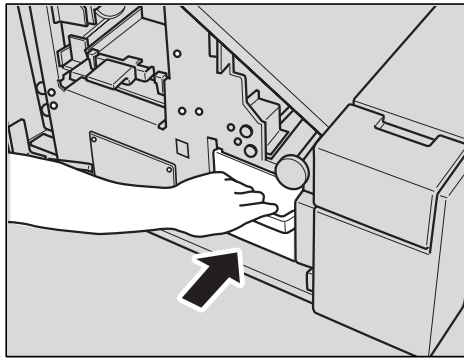


Empty Trash Basket of TMG-3 Trimming Unit (continued)

3. Empty the trash basket.



4. Return the trash basket to its original position, then close the trimmer front door securely.



Adding Toner

Inserting New
Staple Cartridge

Empty Trash
Basket

Toner
Recovery Box


Cleaning
Scanning
Section

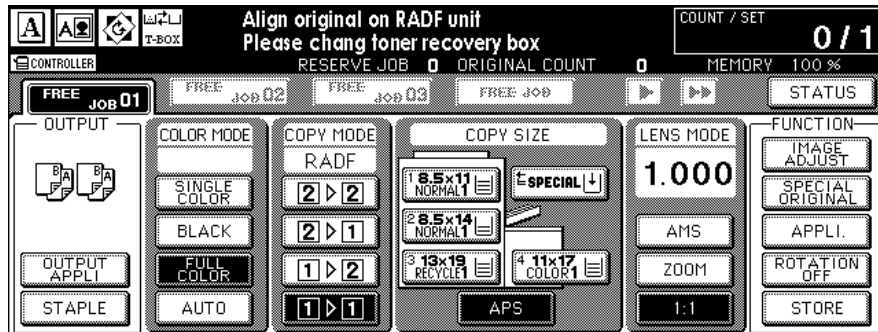
Checking
Copy Count

Periodic
Maintenance

13
Maintenance
& Supplies

Exchanging Toner Recovery Box

When the toner recovery box becomes full with the used toner, “Please change toner recovery box” message and an icon () will be displayed on the touch screen.



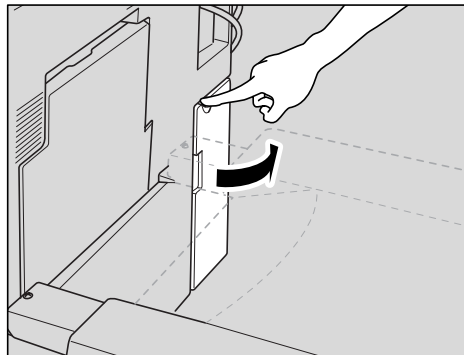
Follow the procedure below to exchange the toner recovery box.



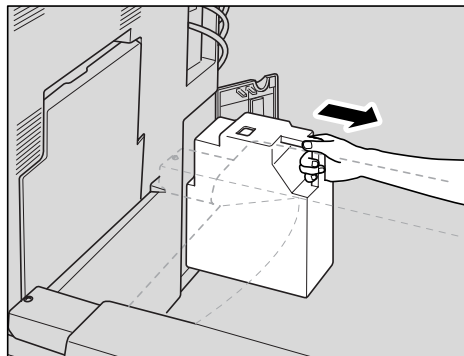
WARNING

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.

1. Open the toner recovery box door on the rear-right side of the machine.

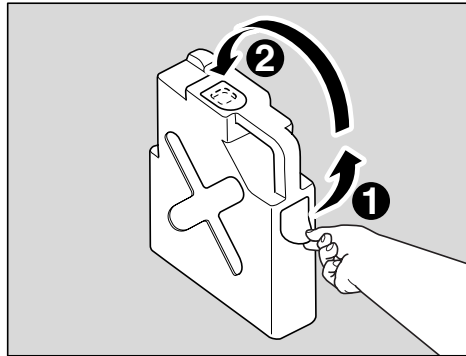


2. Withdraw the toner recovery box.

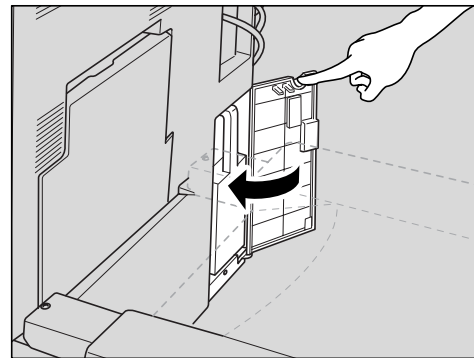
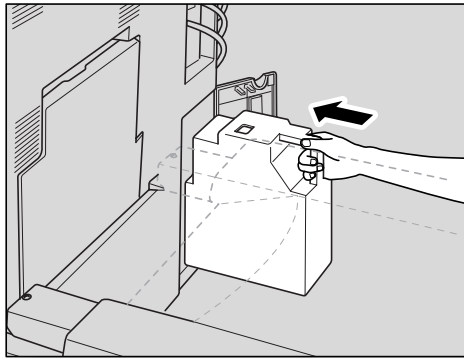


Exchanging Toner Recovery Box (continued)

3. Remove the sticker on the toner recovery box, then put it on the inlet of the used toner.



4. Set the new toner recovery box, then close the toner recover box door.



Adding Toner

Inserting New
Staple Cartridge

Empty Trash
Basket

Toner
Recovery Box

Cleaning
Scanning
Section

Checking
Copy Count

Periodic
Maintenance

13
Maintenance
& Supplies

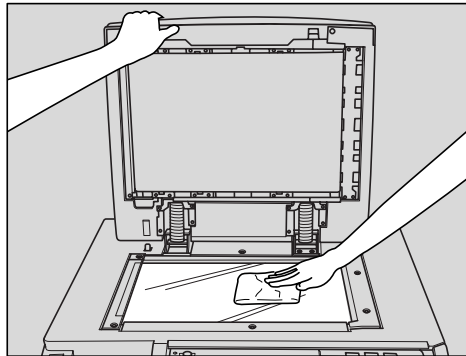
Cleaning Image Scanning Section

In order to maintain optimum copy quality, always keep the following areas clean.

Cleaning the Platen Glass

Raise the original cover, and clean the glass with a clean soft cloth.

The glass may also be cleaned with a soft cloth dampened slightly with water, if it is difficult to clean.



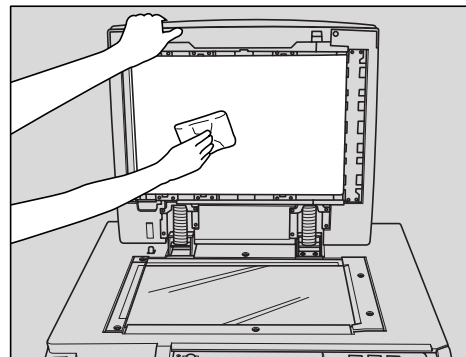
Reminder!

Never use paint solvents, such as benzene or thinners, to clean the platen glass.

Cleaning the RADF Platen Guide Cover

The RADF platen guide cover should be kept clean; otherwise soil marks may be copied or the original size cannot be detected correctly.

Raise the document feeder, and clean the RADF platen guide cover with a clean soft cloth.



Reminder!

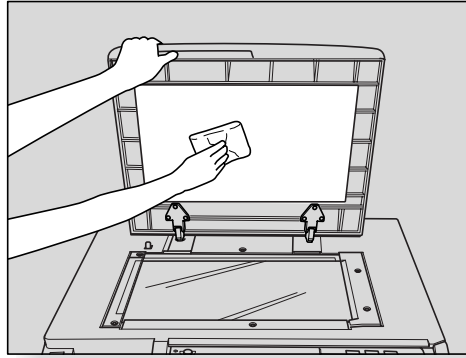
Never use paint solvents, such as benzene or thinners, to clean the RADF platen guide cover.

Cleaning Image Scanning Section (continued)

Cleaning the Platen Cover

Keep the platen cover clean; otherwise soil marks may be copied, resulting in dark lines on the copies.

Raise the original cover, and clean the platen cover with a clean soft cloth.



Reminder!

Never use paint solvents, such as benzene or thinners, to clean the platen cover.

Adding Toner

Inserting New
Staple Cartridge

Empty Trash
Basket

Toner
Recovery Box

**Cleaning
Scanning
Section**

Checking
Copy Count

Periodic
Maintenance

13
**Maintenance
& Supplies**

Checking Copy Count

This function allows you to view the current indication of the following items as a list on the touch panel: Total counter, Full color counter, Mono color counter, Monochrome counter, Copier counter, Printer counter, Counter start date.

Check the list, then print it from the Counter List Screen, if desired.

To Display the Counter List Screen

1. Press [**P (COUNTER)**] on the control panel.



The Counter List Screen will be displayed.

A screenshot of the 'Counter list' screen. It displays a table with three columns: 'ITEM', 'COUNT/CYCLE(sheets)', and 'START DATE'. The table lists six items: Total counter, Full color counter, Mono color counter, Monochrome counter, Copier counter, and Printer counter, all with counts of 00000000. The start date for the total counter is 20/09/03. To the right of the table, the 'Serial Number' is displayed as 65AE00001. Below the table is a 'Counter list output' button, and at the bottom right is an 'EXIT' button.

ITEM	COUNT/CYCLE(sheets)	START DATE
Total counter	00000000	20/09/03
Full color counter	00000000	
Mono color counter	00000000	
Monochrome counter	00000000	
Copier counter	00000000	
Printer counter	00000000	

Serial Number : 65AE00001

Counter list output

EXIT

DETAILS

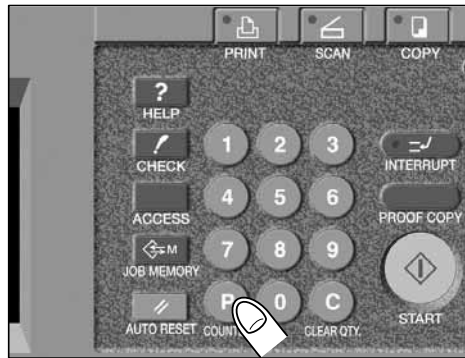
The Counter List Screen can be displayed even when the copying job is in progress.

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

Checking Copy Count (continued)

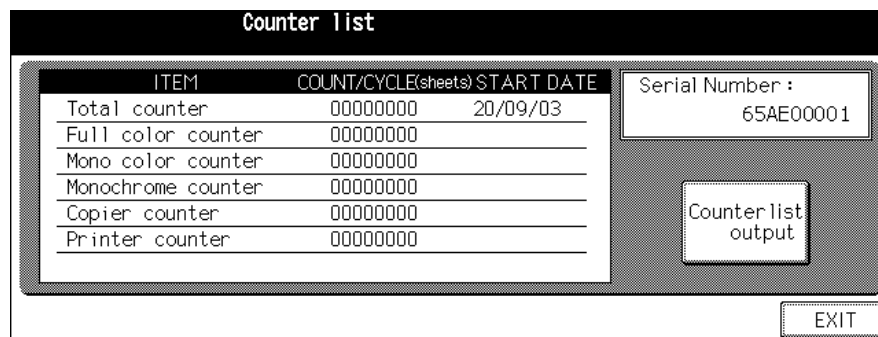
To Print the Counter List

1. Press [**P (COUNTER)**] on the control panel.



The Counter List Screen will be displayed.

2. Touch **Counter list output**.



The Basic Screen will be displayed.

3. Touch the desired tray key to select the copy size.

4. Press [**START**].

The Counter list will be printed out, and the Management list mode will be released automatically.



Adding Toner

Inserting New
Staple Cartridge

Empty Trash
Basket

Toner
Recovery Box

Cleaning
Scanning
Section


Checking
Copy Count

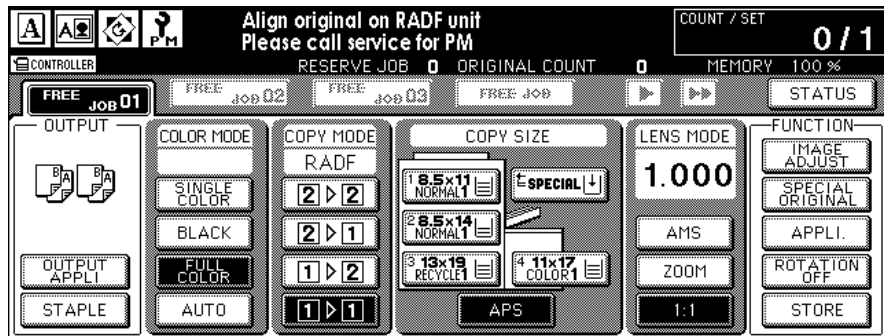
Periodic
Maintenance

13
Maintenance
& Supplies

Periodic Maintenance

After a set number of copies have been made on your copier, Periodic Maintenance (PM) will be required for maintaining optimal performance.

When preventive maintenance is due, a message and the icon () will prompt you to contact your service representative for maintenance.



To Check the PM Counter

Follow the procedure below to check the PM counter to estimate the time when Periodic Maintenance is due.

1. Press [**P(COUNTER)**] on the control panel.



The Counter List Screen will be displayed.

2. Press [*CHECK*].



The PM counter will appear under the Printer counter on the screen.

Counter list		
ITEM	COUNT/CYCLE(sheets)	START DATE
Total counter	00000000	20/09/03
Full color counter	00000000	
Mono color counter	00000000	
Monochrome counter	00000000	
Copier counter	00000000	
Printer counter	00000000	
PM counter	010000/100000	20/08/03

Serial Number :
65AE00001

Counter list
output

EXIT



HINT

To print the Counter list including the PM counter, see p. 13-19.

3. Touch *EXIT*.

The Basic Screen will be restored.

Adding Toner

Inserting New
Staple Cartridge

Empty Trash
Basket

Toner
Recovery Box

Cleaning
Scanning
Section

Checking
Copy Count

Periodic
Maintenance

SECTION

14

Key Operator Mode

How to Monitor Copier Activity and Modify Machine Settings

An Outline of the Key Operator Mode	14-2
[1] System Initial Setting	14-4
[2] Copier Initial Setting	14-10
[3] User Setting Mode.....	14-11
[4] ECM (Electronic Copy Monitor) Function Setting	14-12
[5] Lock/Delete Job Memory.....	14-20
[6] Paper Type / Special Size Set	14-21
[7] Panel Contrast / Key Sound Adjustment	14-24
[8] Key Operator Data Setting	14-25
[9] Weekly Timer.....	14-26
[10] Control Panel Adjustment.....	14-34
[11] Tray Auto Select Setting	14-35
[12] Power Save Setting	14-36
[13] Memory Switch Setting.....	14-37
[14] Machine Management List Print.....	14-43
[15] Call Remote Center.....	14-44
[16] Finisher Adjustment.....	14-45
[17] Front & Back Density Setting.....	14-47
[18] Scan Transmission Setting	14-48
[19] Non-Image Area Erase Setting	14-50
[20] AES Adjustment	14-51
[21] Execute Adjustment Operation.....	14-52
[22] Magnification Adjustment	14-53
[23] Timing Adjustment.....	14-54
[24] Centering Adjustment.....	14-56
[25] Printer Gamma Sensor Adjustment.....	14-57

Key Operator
Mode

System Initial
Setting

Copier Initial
Setting

User Setting
Mode

E.C.M.

Lock/Delete
Job Memory

Paper Type/
Special Size

Panel Contrast/
Key Sound

Key Operator
Data Setting

Weekly
Timer

Control Panel
Adjustment

Tray Auto
Select Setting

Power Save
Setting

Memory
Switch

Machine
Management
List Print

Call Remote
Center

Finisher
Adjustment

Front & Back
Density

Scan
Transmission

Non-Image
Area Erase

AES
Adjustment

Execute
Adjustment
Operation

Magnification
Adjustment

Timing
Adjustment

Centering
Adjustment

Printer
Gamma Sensor
Adjustment

14
Key Operator
Mode

An Outline of the Key Operator Mode

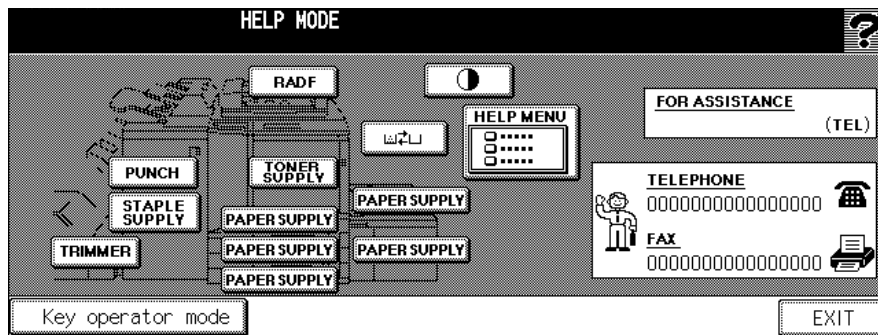
The Key Operator is trained to handle all special Key Operator functions that are not accessible to the general user, such as monitoring overall copier activity, machine performance, and service information, modifying machine settings as well as controlling user activity for billing purposes.

A unique 4-digit Key Operator password is normally set by your service representative at installation. If the unique code is not set by your service representative, the copier will not display Key Operator Password Entry Screen when the Key Operator mode is being accessed; a Key Operator password will not be required.

To ensure the security of Key Operator mode, it is recommended that you establish a unique Key Operator password, and keep it in a confidential file.

How to Access the Key Operator Mode

1. Press [HELP] on the control panel to display the Help Screen.
2. Touch **KEY OPERATOR MODE** on the Help Screen.



3. Enter the Key Operator Password, then touch **OK**.

Use the keypad on the touch screen to enter your 4-digit Key Operator password. Touch **OK** to display the Key Operator Mode Screen.



DETAILS

The entered Key Operator password will not be displayed on the screen. If an invalid password is entered, continue by entering the valid 4-digit password. If the Key Operator password is not valid, check with your service representative.

An Outline of the Key Operator Mode (continued)

4. Make setting changes from the Key Operator Mode Screen, as described on the following pages.

Key operator mode menu
Select one of following items

1 System initial setting	6 Paper type / Special size set
2 Copier initial setting	7 Panel contrast/Key sound adj.
3 User setting mode	8 Key operator data setting
4 E.C.M. function setting	9 Weekly timer
5 Lock/delete job memory	10 Control panel adjustment

↓ PREVIOUS SCREEN

Key operator mode menu
Select one of following items

11 Tray auto select setting	16 Finisher adjustment
12 Power save setting	17 Front & Back Density setting
13 Memory switch setting	18 Scan transmission setting
14 Machine management list print	19 Non-image area erase setting
15 Call remote center	20 AES adjustment

↓ ↑ PREVIOUS SCREEN

Key operator mode menu
Select one of following items

21 Execute adjust operation
22 Magnification adjustment
23 Timing adjustment
24 Centering adjustment
25 Printer gamma sensor adj.

↑ PREVIOUS SCREEN

DETAILS

- To display menus [11] to [20] of the Key Operator Mode Screen, touch the lower arrow key to scroll.
- To return the previous menu, touch the upper arrow key.
- The menus [21] to [25] will be displayed and available by service setting. Contact your service representative, if desired.

5. Touch **PREVIOUS SCREEN** to exit the Key Operator Mode. The Basic Screen will be restored.

Key Operator Mode

System Initial Setting

Copier Initial Setting

User Setting Mode

E.C.M.

Lock/Delete Job Memory

Paper Type/ Special Size

Panel Contrast/ Key Sound

Key Operator Data Setting

Weekly Timer

Control Panel Adjustment

Tray Auto Select Setting

Power Save Setting

Memory Switch

Machine Management List Print

Call Remote Center

Finisher Adjustment

Front & Back Density

Scan Transmission

Non-Image Area Erase

AES Adjustment

Execute Adjustment Operation

Magnification Adjustment

Timing Adjustment

Centering Adjustment

Printer Gamma Sensor Adjustment

14
Key Operator Mode

[1] System Initial Setting

Set the following initial conditions of the copier.

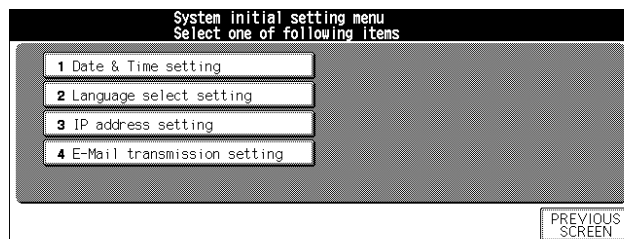
- Date & Time setting: Current date and time, Summer time, Time difference
- Language select setting: Language used in LCD
- IP address setting: IP address to be accessed from PC, Line speed setting
- E-mail transmission setting: E-mail address to be informed of machine trouble or request for supplies.

[1] Date & Time Setting

Set the current date and time, the summer time, and also the time difference.

- ☐ Default setting: Summer time off

System Initial Setting Menu Screen

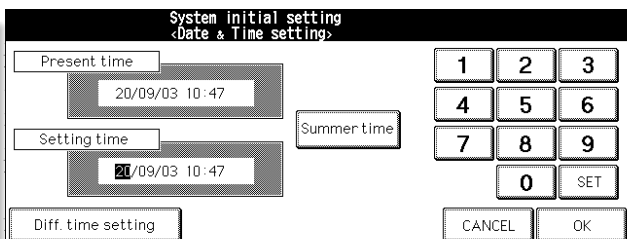


System initial setting menu
Select one of following items

1 Date & Time setting
2 Language select setting
3 IP address setting
4 E-Mail transmission setting

PREVIOUS SCREEN

Date & Time Setting Screen



System initial setting
<Date & Time setting>

Present time
20/09/03 10:47

Setting time
20/09/03 10:47

Summer time

Diff. time setting

1 2 3
4 5 6
7 8 9
0 SET
CANCEL OK

Difference in Time Setting Screen



System initial setting
<Difference in time setting>

Diff. in time
+0000

1 2 3
4 5 6
7 8 9
+- 0
CANCEL OK

Procedure

- 1 Touch **[1] System initial setting** to display the System Initial Setting Menu Screen.
- 2 Touch **[1] Date & Time setting** to display the Date & Time Setting Screen.
- 3 Adjust the time.
The time indicated by the copier is displayed in the upper line and ordered by date, month, year, and time (in 24-hour expression).
(1) In the lower line, the highlighted section can be changed by using the keypad on the screen.
(2) Touch **SET** to move the highlighted section to the number to be changed.
- 4 Set the Summer time.
The Summer time is initially deactivated.
To activate the summer time (Daylight Savings Time) function, touch **Summer time** to highlight it. The Present time will gain an hour.

[1] System Initial Setting (continued)

- 5 The Difference in time setting is provided in order to give the time difference information at the same time when E-mail is received.
To set this function, follow the procedure below.
 - (1) Touch **Diff. time setting** to display the Difference in Time Setting Screen.
 - (2) Touch **+<->-** to display “+” when the local time is earlier than the Universal time, or “-” when the local time is later.
 - (3) Use the keypad on the screen to enter the time difference between the Universal time and the local time in the machine setting area. (e.g. Enter “-0600” for 6 hours later than the Universal time.)
 - (4) Touch **OK** to return to the Date & Time Setting Screen.
- 6 Touch **OK** to update the Present time by the Setting time and return to the System Initial Setting Menu Screen. To restore the previous setting, touch **CANCEL**.
- 7 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.

Key Operator
Mode

System Initial
Setting

Copier Initial
Setting

User Setting
Mode

E.C.M.

Lock/Delete
Job Memory

Paper Type/
Special Size

Panel Contrast/
Key Sound

Key Operator
Data Setting

Weekly
Timer

Control Panel
Adjustment

Tray Auto
Select Setting

Power Save
Setting

Memory
Switch

Machine
Management
List Print

Call Remote
Center

Finisher
Adjustment

Front & Back
Density

Scan
Transmission

Non-Image
Area Erase

AES
Adjustment

Execute
Adjustment
Operation

Magnification
Adjustment

Timing
Adjustment

Centering
Adjustment

Printer
Gamma Sensor
Adjustment

14
Key Operator
Mode

[1] System Initial Setting (continued)

[2] Language Select Setting

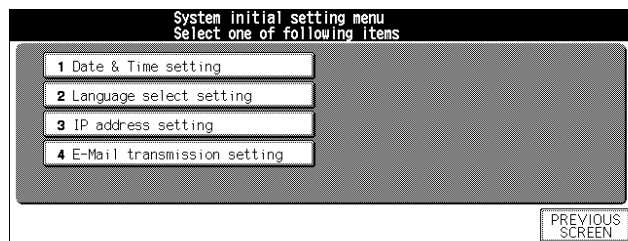
Select the language used in the LCD.

- ☐ Default setting: American English

NOTE:

This setting is not necessary because American English is the only option provided on the screen.

System Initial Setting Menu Screen



Language Selection Screen



Procedure

- 1 Touch **[1] System initial setting** to display the System Initial Setting Menu Screen.
- 2 Touch **[2] Language select setting** to display the Language Selection Screen.
- 3 Select the desired English mode.
- 4 Touch **OK** to complete the setting and return to the System Initial Setting Menu Screen, or touch **CANCEL** to restore the previous setting.
- 5 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.

[1] System Initial Setting (continued)

[3] IP Address Setting

When using the server function, this setting is required to enable a PC to gain access to this machine. Set the line speed, if required.

NOTE:

Consult your network manager to perform this setting. Incorrect setting may cause a trouble with other network systems.

System Initial Setting Menu Screen

The screen displays a menu titled "System initial setting menu" with the instruction "Select one of following items". There are four options: "1 Date & Time setting", "2 Language select setting", "3 IP address setting", and "4 E-Mail transmission setting". A "PREVIOUS SCREEN" button is located at the bottom right.

IP Address Setting Screen

The screen displays "IP address setting" with the instruction "Enter the value for each item". It has four input fields: "IP address" (192.168.3.151), "Subnetmask" (.), "Gateway address" (.), and "IP address(TANDEM)" (10.10.10.10). A numeric keypad (0-9) is on the right, along with "RESET", "SET", "Line speed setting", "CANCEL", and "OK" buttons. A downward arrow button is at the bottom left.

IP Address Setting Screen (next page)

The screen displays "IP address setting" with the instruction "Enter the value for each item". It has one input field: "IP add.(Server PC)" (10.10.1.10). A numeric keypad (0-9) is on the right, along with "RESET", "SET", "CANCEL", and "OK" buttons. An upward arrow button is at the bottom left.

Line Speed Setting Screen

The screen displays "IP address setting" with the instruction "Select one of following items". It has four options: "10M Half Duplex", "100M Half Duplex", "10M Full Duplex", and "100M Full Duplex". An "Auto Negotiation" button is at the bottom. "CANCEL" and "OK" buttons are at the bottom right.

Procedure

- 1 Touch **[1] System initial setting** to display the System Initial Setting Menu Screen.
- 2 Touch **[3] IP address setting** to display the IP Address Setting Screen.
- 3 Make the required setting.
 - (1) Touch to highlight the address key on the left. To scroll to the next page, touch the arrow key at the lower left corner on the screen.
 - (2) Enter the address numbers using the screen keypad.
 - (3) Touch **SET** to fix the numbers, or touch **RESET** to clear. Touching **SET** shifts the cursor to the right.
- 4 Customize the line speed.
 - (1) Touch **Line speed setting** to display the Line Speed Setting Screen.
 - (2) Touch the desired key to highlight it.
 - (3) Touch **OK** to restore the IP Address Setting Screen.
- 5 Touch **OK** to complete the setting and return to the System Initial Setting Menu Screen, or touch **CANCEL** to restore the previous setting.
- 6 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.

Key Operator Mode

System Initial Setting

Copier Initial Setting

User Setting Mode

E.C.M.

Lock/Delete Job Memory

Paper Type/Special Size

Panel Contrast/Key Sound

Key Operator Data Setting

Weekly Timer

Control Panel Adjustment

Tray Auto Select Setting

Power Save Setting

Memory Switch

Machine Management List Print

Call Remote Center

Finisher Adjustment

Front & Back Density

Scan Transmission

Non-Image Area Erase

AES Adjustment

Execute Adjustment Operation

Magnification Adjustment

Timing Adjustment

Centering Adjustment

Printer Gamma Sensor Adjustment

14
Key Operator Mode

[1] System Initial Setting (continued)

[4] E-Mail Transmission Setting

When the machine requires troubleshooting or maintenance such as paper or toner supply, this setting allows several network PCs to be informed of the current machine status by E-mail. The IP address of the mail server of the local network, E-mail address of the machine manager and of others to be informed can be set.

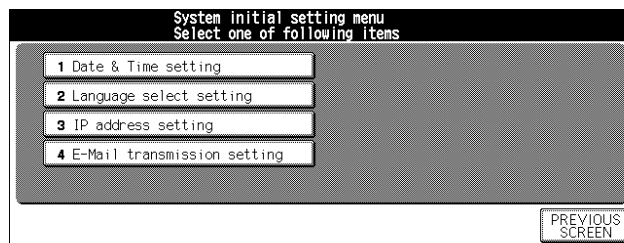
The following information items are provided.

- Service call
- JAM
- Paper supply
- Toner supply
- PM call
- Complete job
- Non complete job
- Staple cartridge supply
- Finisher tray full
- Dispose of waste basket

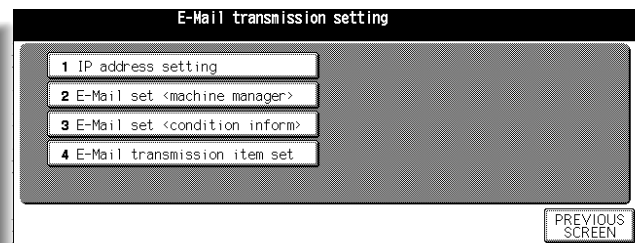
NOTE:

Consult your network manager to perform this setting. Incorrect setting may cause a trouble with other network systems.

System Initial Setting Menu Screen



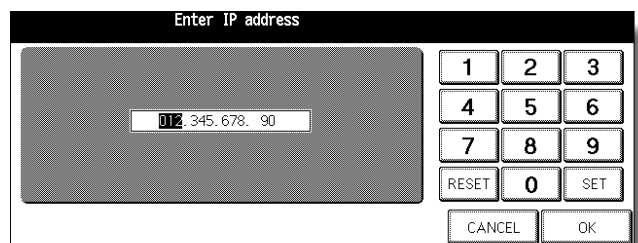
E-Mail Transmission Setting Screen



Procedure

- 1 Touch **[1] System initial setting** to display the System Initial Setting Menu Screen.
- 2 Touch **[4] E-Mail Transmission Setting** to display the E-Mail Transmission Setting Screen.
- 3 Specify the IP address of the mail server.
 - (1) Touch **[1] IP address setting** to display the IP Address Setting Screen.
 - (2) Enter the IP address of the mail address in your network using screen keypad.
Touch **SET** to fix the numbers, or touch **RESET** to clear. Touching **SET** shifts the cursor to the right.
 - (3) Touch **OK** to restore the E-Mail Transmission Setting Screen.

IP Address Setting Screen



[1] System Initial Setting (continued)

4 Specify the E-mail address of the network manager.

E-Mail Set (Machine Manager) Screen

E-Mail Address Input Screen

- (1) Touch **[2] E-Mail set <machine manager>**.
- (2) Touch **Input key indicate**, then enter the E-mail address of the network manager using screen keypad.
Touch **OK** to restore the E-Mail Set (Machine Manager) Screen.
- (3) Touch **OK** to restore the E-Mail Transmission Setting Screen.

5 Specify the E-mail address of the network PC(s).

- (1) Touch **[3] E-Mail set <condition inform>**.
- (2) Touch **Input key indicate**, then enter the E-mail address of the network PC using screen keypad.
Touch **OK** to restore the E-Mail Set (Condition Inform) Screen.
- (3) Touch **OK** to restore the E-Mail Transmission Setting Screen.

E-Mail Set (Condition Inform) Screen

6 Select the information items.

- (1) Touch **[4] E-Mail transmission item set** to display the Information Setting Screen.
- (2) Touch the desired item key to highlight it. More than one item can be selected. Touching **ALL CLEAR** will release all the selections.
- (3) Touch **OK** to restore the E-Mail Transmission Setting Screen.

Transmission Item Setting Screen

- 7 Touch **PREVIOUS SCREEN** to complete the setting and return to the System Initial Setting Menu Screen.
- 8 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.

Key Operator Mode

System Initial Setting

Copier Initial Setting

User Setting Mode

E.C.M.

Lock/Delete Job Memory

Paper Type/Special Size

Panel Contrast/Key Sound

Key Operator Data Setting

Weekly Timer

Control Panel Adjustment

Tray Auto Select Setting

Power Save Setting

Memory Switch

Machine Management List Print

Call Remote Center

Finisher Adjustment

Front & Back Density

Scan Transmission

Non-Image Area Erase

AES Adjustment

Execute Adjustment Operation

Magnification Adjustment

Timing Adjustment

Centering Adjustment

Printer Gamma Sensor Adjustment

14
Key Operator Mode

[2] Copier Initial Setting

Initial settings are the settings that display automatically when the copier is powered on, when Auto Reset timer or Power Saver is operated, when the ECM password is entered, when the key counter is set, or when [**AUTO RESET**] key is pressed.

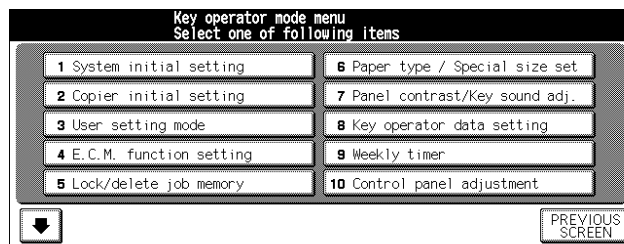
Initially, i.e., at installation, the Basic Screen displays the following condition to meet Energy Star requirements:

Color Mode: Full color
Copy Mode: 1-1
Paper Size: APS
Lens Mode: 1.000
Output Mode: Offset sort

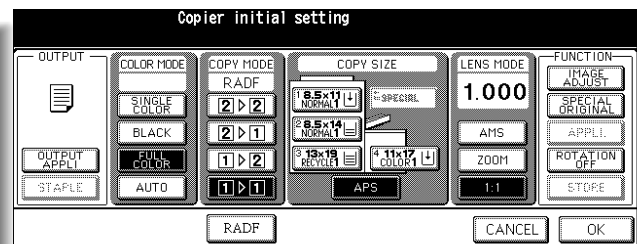
NOTE:

The most commonly-used settings are established at installation. Before changing any of the copier settings, be sure that you understand the overall and long-range effect of the change.

Key Operator Mode Screen



Copier Initial Setting Screen



Procedure

- 1 Touch **[2] Copier initial setting** to display the Copier Initial Setting Screen.
- 2 Make a selection for each mode as initial settings.
Touch **RADF** to select or deselect it.

NOTE:

The machine will restore the initial settings specified as above unless the Memory switch No. 4 “Job memory (30) auto recall” is turned ON with the Job memory No. 30 registered.

- 3 Touch **OK** to complete the setting and return to the Key Operator Mode Screen, or touch **CANCEL** to restore the previous setting.

[3] User Setting Mode

Set the user-set magnification ratio.

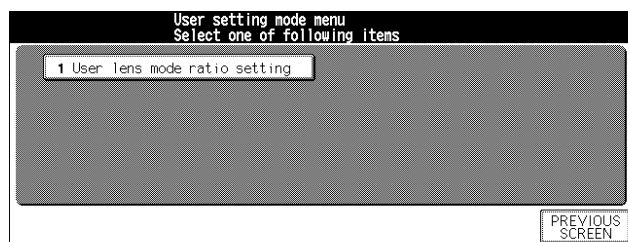
[1] User Lens Mode Ratio Setting

The preset and userset ratios available on the Basic Screen are used to reduce and enlarge the original image to accommodate copy paper size.

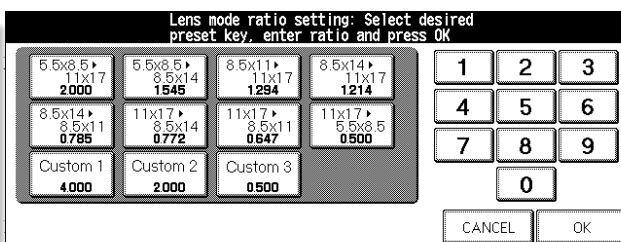
Normally, users are allowed to change the three Customs in the bottom line on the User Lens Mode Ratio Setting Screen. The preset keys in the top and middle lines can be programmed in 2-5 DIP SW mode for special purposes, but ordinarily, it is recommended that they remain unchanged.

Default setting: Custom 1: 4.000
Custom 2: 2.000
Custom 3: 0.500

User Setting Mode Menu Screen



User Lens Mode Ratio Setting Screen



Procedure

- 1 Touch **[3] User setting mode** to display the User Setting Mode Menu Screen.
- 2 Touch **[1] User lens mode ratio setting** to display the User Lens Mode Ratio Setting Screen.
- 3 Touch the **Custom** key you want to change, then enter a ratio from 0.250 ~ 4.000, using the keypad.
If a ratio under 0.250 is entered, 0.250 will be displayed.
If a ratio over 4.000 is entered, 4.000 will be displayed.
- 4 Touch **OK** to complete the setting and return to the User Setting Mode Menu Screen, or touch **CANCEL** to restore the previous setting.
- 5 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.

Key Operator Mode

System Initial Setting

Copier Initial Setting

User Setting Mode

E.C.M.

Lock/Delete Job Memory

Paper Type/Special Size

Panel Contrast/Key Sound

Key Operator Data Setting

Weekly Timer

Control Panel Adjustment

Tray Auto Select Setting

Power Save Setting

Memory Switch

Machine Management List Print

Call Remote Center

Finisher Adjustment

Front & Back Density

Scan Transmission

Non-Image Area Erase

AES Adjustment

Execute Adjustment Operation

Magnification Adjustment

Timing Adjustment

Centering Adjustment

Printer Gamma Sensor Adjustment

14
Key Operator Mode

[4] ECM (Electronic Copy Monitor) Function Setting

The Electronic Copy Monitor allows you to monitor all copying activity by controlling ECM password accounts. When the ECM is activated, copying can be performed only after a valid ECM password is entered.

This feature can track copier usage for individual users and/or accounts as well as limit copier access to only authorized users. Copy quantity limits for specific accounts can also be set.

Copy quantity and copy limits for each account can be visually confirmed on the screen.

If ECM needs to be activated on your machine, contact your service representative.

The following ECM settings can be made by the Key Operator:

[1] E.C.M. data edit:

Assign an account number to an individual user or a group, and specify an ECM password, name, and copy limit for each. The registered ECM data will be listed on the screen, allowing you to change the data, reset the copy count, or even delete the individual account.

[2] E.C.M. all count reset:

Clear the copy count for all accounts.

[3] E.C.M. function setting:

Turn the ECM function on or off, and set conditions to stop immediately, stop after job is completed or display a warning message when copy limit is reached.

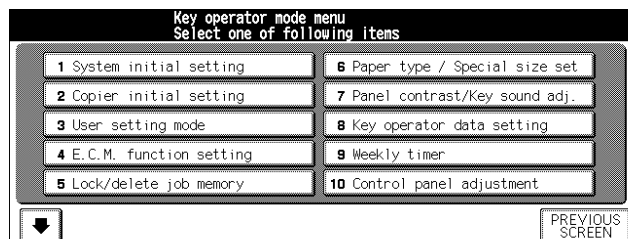
[4] Scanner function setting:

Turn the ECM function on or off while the machine is in Scanner mode. This setting is available even if the print controller is not installed in the machine.

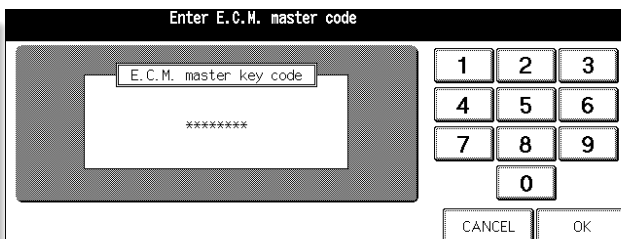
[4] ECM (Electronic Copy Monitor) Function Setting (continued)

How to Access the ECM Setting Mode

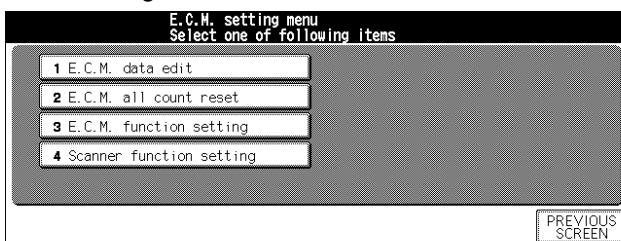
Key Operator Mode Screen



ECM Master Key Code Screen



ECM Setting Menu Screen



Procedure

- 1 Touch **[4] E.C.M. function setting**. The ECM Master Key Code Screen displays if a code is required.
- 2 Use the keypad on the touch screen to enter your 8-digit ECM master key code, then touch **OK** to display the ECM Setting Menu Screen.

NOTES:

- 1 The ECM master key code will be specified by your service representative and should be kept secret by the Key Operator.
 - 2 If an invalid ECM master key code is entered, continue by entering the valid 8-digit code.
 - 3 Touch **CANCEL** on the ECM Master Key Code Screen to return to the Key Operator Mode Screen.
- 3 Select the desired ECM function, and make settings as required.
 - 4 To exit the ECM mode, touch **PREVIOUS SCREEN** on ECM Setting Menu Screen. The Key Operator Mode Screen will be restored.

Key Operator
Mode

System Initial
Setting

Copier Initial
Setting

User Setting
Mode

E.C.M.

Lock/Delete
Job Memory

Paper Type/
Special Size

Panel Contrast/
Key Sound

Key Operator
Data Setting

Weekly
Timer

Control Panel
Adjustment

Tray Auto
Select Setting

Power Save
Setting

Memory
Switch

Machine
Management
List Print

Call Remote
Center

Finisher
Adjustment

Front & Back
Density

Scan
Transmission

Non-Image
Area Erase

AES
Adjustment

Execute
Adjustment
Operation

Magnification
Adjustment

Timing
Adjustment

Centering
Adjustment

Printer
Gamma Sensor
Adjustment

14
Key Operator
Mode

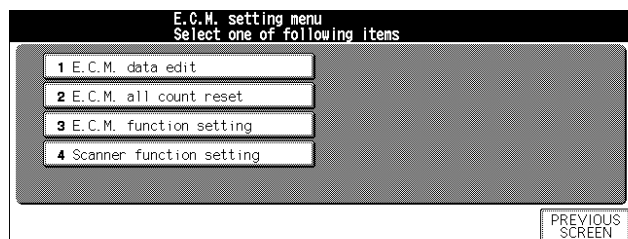
[4] ECM (Electronic Copy Monitor) Function Setting (continued)

[1] E.C.M. Data Edit

Use this setting to display the list of copy, printer, or scanner count and limit for each account, to change, add, or delete the ECM data, and to reset the copy count of the individual account.

- ☐ ECM No.: Designated by Key Operator
- ☐ ECM Password: Unique 8-digit numeric code programmed by Key Operator for user
- ☐ User Name: Max. 8 characters
- ☐ Limit: Limit target, Count 0 to 999,999, Permission for use

ECM Setting Menu Screen

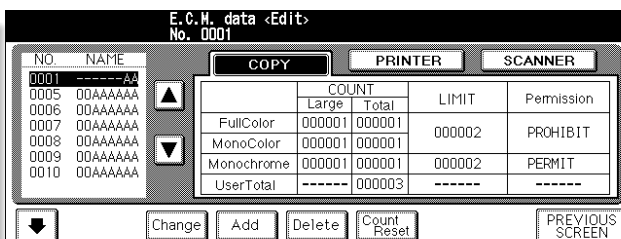


E.C.M. setting menu
Select one of following items

- 1 E.C.M. data edit
- 2 E.C.M. all count reset
- 3 E.C.M. function setting
- 4 Scanner function setting

PREVIOUS SCREEN

ECM Data Edit Screen

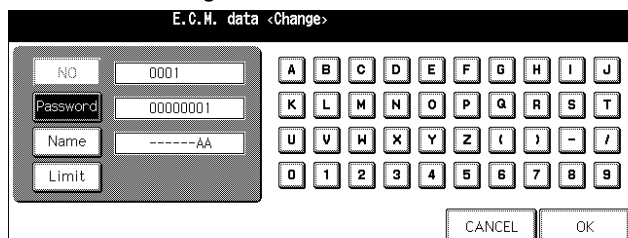


E.C.M. data <Edit>
No. 0001

NO.	NAME	COUNT		LIMIT	Permission
		Large	Total		
0001	-----AA				
0005	00AAAAAA				
0006	00AAAAAA				
0007	00AAAAAA				
0008	00AAAAAA				
0009	00AAAAAA				
0010	00AAAAAA				
UserTotal		-----	000003	-----	-----

Change Add Delete Count Reset PREVIOUS SCREEN

ECM Data Change Screen



E.C.M. data <Change>

NO: 0001

Password: 00000001

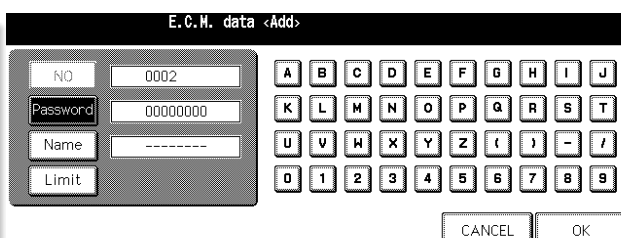
Name: -----AA

Limit:

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

CANCEL OK

ECM Data Add Screen



E.C.M. data <Add>

NO: 0002

Password: 00000000

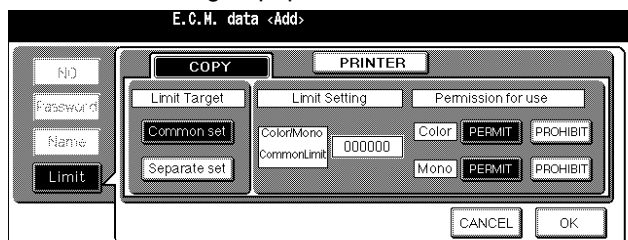
Name: -----

Limit:

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

CANCEL OK

ECM Limit Setting Popup Menu



E.C.M. data <Add>

NO: Password: Name: Limit:

COPY PRINTER

Limit Target Limit Setting Permission for use

Common set ColorMono CommonLimit 000000 Color PERMIT PROHIBIT
Separate set Mono PERMIT PROHIBIT

CANCEL OK

Password Duplication Screen



E.C.M. data <Change>

NO: 0001

Password: 0000

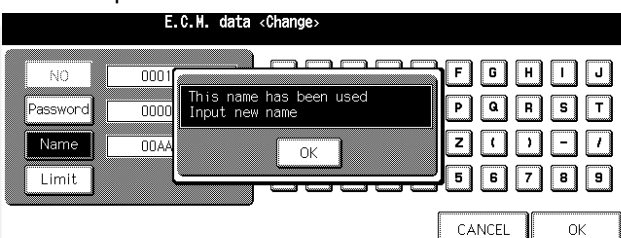
Name: -----

Limit:

YES NO

CANCEL OK

Name Duplication Screen



E.C.M. data <Change>

NO: 0001

Password: 0000

Name: 00AA

Limit:

OK

CANCEL OK

[4] ECM (Electronic Copy Monitor) Function Setting (continued)

Procedure

- 1 Display the ECM Setting Menu Screen, referring to p. 14-13.
- 2 Touch **[1] E.C.M. data edit**. The ECM Data Edit Screen will be displayed.

NOTE:

The ECM Data Edit Screen provides three sorts of ECM data; copier, printer, and scanner.

Touch **COPY**, **PRINTER**, or **SCANNER** to display the desired screen.

To change, add, or delete the ECM data, and to reset the copy count of an individual account, follow the procedure for each as described below.

To Add ECM Data:

- (1) Select the desired machine mode, then touch **Add** on the ECM Data Edit Screen. The ECM Data Add Screen will be displayed.
- (2) Note that the Password key is highlighted on the screen. Enter the password by using the touch screen keypad. Max. 8 digits can be specified.
- (3) Touch **Name** to highlight it, then enter the desired name using the touch screen keypad. Max. 8 characters can be specified.
- (4) Touch **Limit** to display the ECM Limit Setting popup menu. Select **COPY** or **PRINTER**, then select **Common set** or **Separate set**, as desired.
Select Common set to specify a common limit for all copying jobs.
Select Separate set to specify a limit separately for color copies and monochrome copies.
- (5) Specify the desired limit using the control panel keypad. Max. 6 digits (999,999 copies) can be specified.
- (6) Select **PERMIT** or **PROHIBIT** to enable or disable copying jobs in each mode.
If PROHIBIT is selected, copying job cannot be made in that mode.
- (7) Touch **OK** to return to the ECM Data Add Screen.

NOTES:

- 1 We recommend that you make a list of all ECM passwords and account numbers.
- 2 If an invalid user name or numeric value is entered, continue by entering the valid one.

- (8) Touch **OK** to complete the setting and to verify whether the same password or name has been already used for another account number.

When a password is duplicated:

The Password Duplication Screen will be displayed. Touch **YES** to re-enter new password, or **NO** to create duplicate password.

NOTE:

If duplicate password is created, the number of copies will be counted only for the ECM password with the smallest number. We recommend you do not use duplicate ECM passwords.

When a name is duplicated:

The Name Duplication Screen will be displayed. Touch **OK** to re-enter new name.

- (9) If any duplication has not occur, the ECM Data Edit Screen will be restored.

To Change ECM Data:

- (1) Touch ▲ or ▼ key on the right side of the list to highlight the ECM data to be changed, then touch **Change**. The ECM Data Change Screen will be displayed.
- (2) Touch the desired item key to highlight it, then enter new data by referring to the procedure above.

Password: 8 digits max. (See note 1.)

Name: 8 characters max. (See note 2.)

Limit: 999,999 copies max. / Limit Target / Permission for use

Key Operator
Mode

System Initial
Setting

Copier Initial
Setting

User Setting
Mode

E.C.M.

Lock/Delete
Job Memory

Paper Type/
Special Size

Panel Contrast/
Key Sound

Key Operator
Data Setting

Weekly
Timer

Control Panel
Adjustment

Tray Auto
Select Setting

Power Save
Setting

Memory
Switch

Machine
Management
List Print

Call Remote
Center

Finisher
Adjustment

Front & Back
Density

Scan
Transmission

Non-Image
Area Erase

AES
Adjustment

Execute
Adjustment
Operation

Magnification
Adjustment

Timing
Adjustment

Centering
Adjustment

Printer
Gamma Sensor
Adjustment

14
Key Operator
Mode

[4] ECM (Electronic Copy Monitor) Function Setting (continued)

NOTES:

- 1 We recommend that you make a list of all ECM passwords and account numbers.
- 2 If an invalid user name or numeric value is entered, continue by entering the valid one.

- (3) Touch **OK** to complete the setting and to verify whether the same password or name has been already used for another account number.

When a password is duplicated:

The Password Duplication Screen will be displayed. Touch **YES** to re-enter new password, or **NO** to create duplicate password.

NOTE:

If duplicate password is created, the number of copies will be counted only for the ECM password with the smallest number. We recommend you do not use duplicate ECM passwords.

When a name is duplicated:

The Name Duplication Screen will be displayed. Touch **OK** to re-enter new name.

- (4) If any duplication has not occur, the ECM Data Edit Screen will be restored.

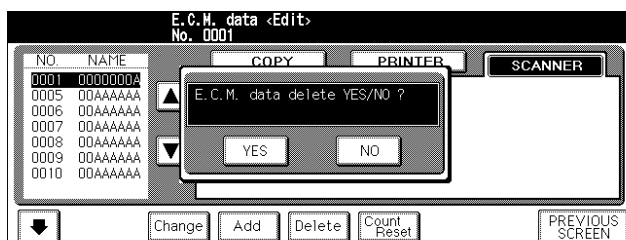
To Delete ECM Data:

- (1) Touch **▲** or **▼** key on the right side of the list to highlight the ECM data to be deleted, then touch **Delete**. The Delete Confirmation Screen will be displayed.
- (2) Touch **YES** to delete, or **NO** to cancel.

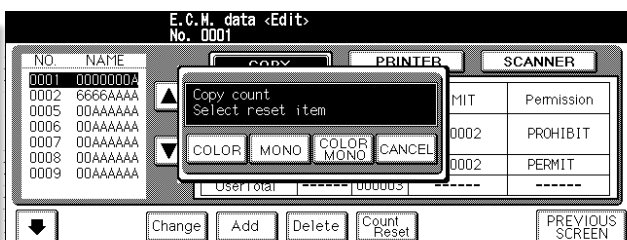
To Clear ECM Count:

- (1) Touch **▲** or **▼** key on the right side of the list to highlight the desired ECM data, then touch **Count Reset**. The Reset Confirmation Screen will be displayed.
- (2) Touch the desired color mode key to clear the copy count of the selected mode.

Delete Confirmation Screen



Reset Confirmation Screen



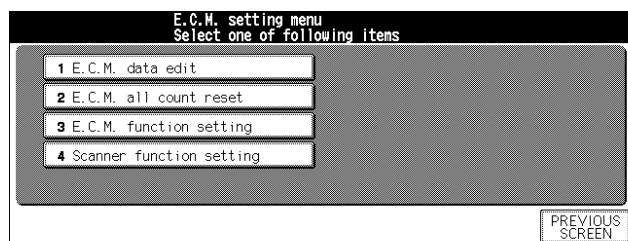
- 3 Touch **PREVIOUS SCREEN** on the ECM Data Edit Screen to return to the ECM Setting Menu Screen.
- 4 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.

[4] ECM (Electronic Copy Monitor) Function Setting (continued)

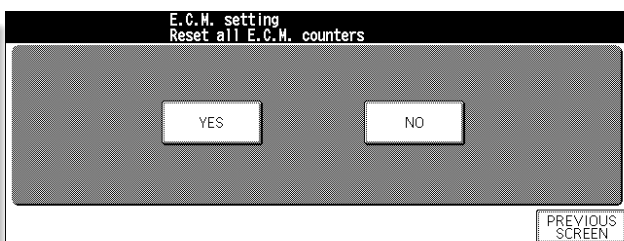
[2] E.C.M. All Count Reset

Reset the count for all ECM accounts.

ECM Setting Menu Screen



ECM All Count Reset Screen



Procedure

- 1 Display the ECM Setting Menu Screen, referring to p. 14-13.
- 2 Touch **[2] E.C.M. all count reset**. The ECM All Count Reset Screen will be displayed.
- 3 Touch **YES** to reset all counters to zero and to return to the ECM Setting Menu Screen, or touch **NO** to cancel.
Touching **PREVIOUS SCREEN** will also cancel this function and return to the ECM Setting Menu Screen.
- 4 Touch **PREVIOUS SCREEN** on the ECM Setting Menu Screen to restore the Key Operator Mode Screen.

Key Operator
Mode

System Initial
Setting

Copier Initial
Setting

User Setting
Mode

E.C.M.

Lock/Delete
Job Memory

Paper Type/
Special Size

Panel Contrast/
Key Sound

Key Operator
Data Setting

Weekly
Timer

Control Panel
Adjustment

Tray Auto
Select Setting

Power Save
Setting

Memory
Switch

Machine
Management
List Print

Call Remote
Center

Finisher
Adjustment

Front & Back
Density

Scan
Transmission

Non-Image
Area Erase

AES
Adjustment

Execute
Adjustment
Operation

Magnification
Adjustment

Timing
Adjustment

Centering
Adjustment

Printer
Gamma Sensor
Adjustment

14
Key Operator
Mode

[4] ECM (Electronic Copy Monitor) Function Setting (continued)

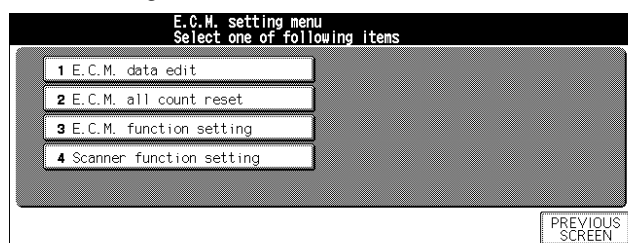
[3] E.C.M. Function Setting

Use this function to turn ECM On or Off and to select whether the copier will stop at the time the count limit is reached, or after the current copy job is completed.

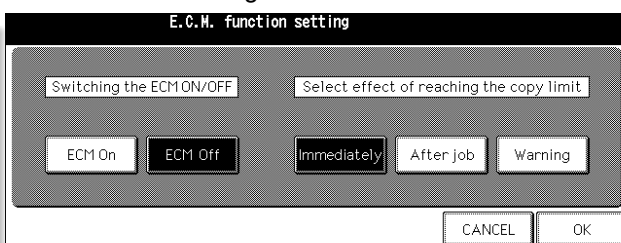
NOTE:

If ECM Off is selected on the machine with this function previously activated, copying operation will become available without entering an ECM password, while the counting function will be suspended.

ECM Setting Menu Screen



ECM Function Setting Screen



Procedure

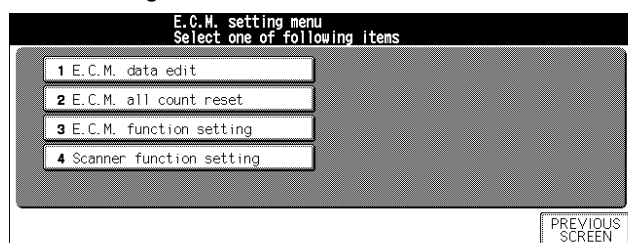
- 1 Display the ECM Setting Menu Screen, referring to p. 14-13.
- 2 Touch **[3] E.C.M. function setting**. The ECM Function Setting Screen will be displayed.
- 3 Touch **ECM On** to activate ECM or touch **ECM Off** to de-activate ECM.
The selected key will be highlighted.
- 4 Select the desired machine condition when the count limit is reached. The selected key will be highlighted.
Touch **Immediately** to stop the machine at once when the copy limit is reached.
In this case, copy conditions selected for the current job will be cleared. To continue the job using the same user password, change the copy limit of the password or clear the copy count.
Touch **After job** to stop the machine after the current job is completed, when copy limit is reached. Copying job will be unavailable with the message "Copy limit reached" displayed on the screen.
Touch **Warning** only to display a warning message when copy limit is reached. The message "Copy limit reached" will be displayed on the screen, while copying job can be continued.
- 5 Touch **OK** to complete the setting and return to the ECM Setting Menu Screen, or touch **CANCEL** to cancel.
- 6 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.

[4] ECM (Electronic Copy Monitor) Function Setting (continued)

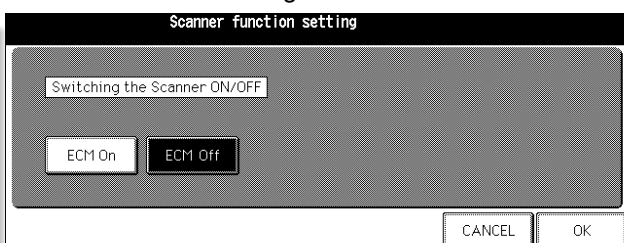
[4] Scanner Function Setting

Use this function to turn ECM On or Off while the machine is in Scanner mode. This setting is available even if the machine is not equipped with the optional IP-901 Print Controller.

ECM Setting Menu Screen



Scanner Function Setting Screen



Procedure

- 1 Display the ECM Setting Menu Screen, referring to p. 14-13.
- 2 Touch **[4] Scanner function setting**. The Scanner Function Setting Screen will be displayed.
- 3 Touch **ECM On** to activate ECM or touch **ECM Off** to de-activate ECM. The selected key will be highlighted.
- 4 Touch **OK** to complete the setting and return to the ECM Setting Menu Screen, or touch **CANCEL** to cancel.
- 5 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.

Key Operator
Mode

System Initial
Setting

Copier Initial
Setting

User Setting
Mode

E.C.M.

Lock/Delete
Job Memory

Paper Type/
Special Size

Panel Contrast/
Key Sound

Key Operator
Data Setting

Weekly
Timer

Control Panel
Adjustment

Tray Auto
Select Setting

Power Save
Setting

Memory
Switch

Machine
Management
List Print

Call Remote
Center

Finisher
Adjustment

Front & Back
Density

Scan
Transmission

Non-Image
Area Erase

AES
Adjustment

Execute
Adjustment
Operation

Magnification
Adjustment

Timing
Adjustment

Centering
Adjustment

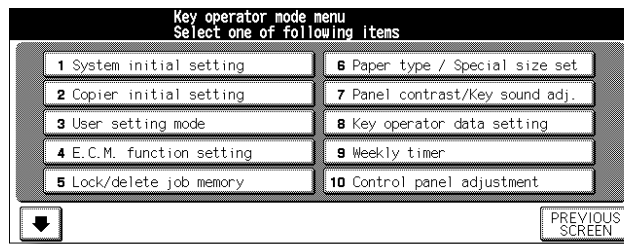
Printer
Gamma Sensor
Adjustment

14
Key Operator
Mode

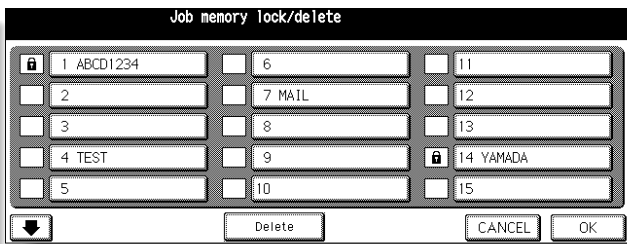
[5] Lock/Delete Job Memory

Use this function to lock/unlock or delete a Job that has been programmed using Job Memory function.

Key Operator Mode Screen



Lock/Delete Job Memory Screen



Procedure

- 1 Touch **[5] Lock/delete job memory** to display the Lock/Delete Job Memory Screen.
- 2 To lock/unlock a Job memory:
 - (1) Touch the key on the left side of the desired Job number. Use arrow keys to scroll to the desired Job number, if required.
 - (2) The lock icon will appear on the touched key to show that the selected job is locked. The previously locked Job will be unlocked when selected, and the lock icon on the touched key will disappear.

NOTE:

The settings of a locked Job cannot be changed.

To delete a Job memory:

- (1) Touch the Job number key you want to delete. The selected key will be highlighted.
- (2) Touch **Delete**. Selected programs and the name will be deleted from the Job memory.

NOTE:

A locked job can also be deleted, with the lock on it released at the same time. Once deleted, the programs cannot be restored.

- 3 Touch **OK** to complete the setting and return to the Key Operator Mode Screen, or touch **CANCEL** to restore the previous setting.

[6] Paper Type / Special Size Set

[1] Paper Type / Special Size Set

Use this function to indicate a specific paper type and weight, or to specify a special paper size for main body tray and Tray 4 (LCT) keys on the Basic Screen. This is especially useful when special paper is used on a regular basis and is always placed in a specific paper tray.

NOTE:

Service setting is required to use the paper types Excel. A to D. Contact your service representative, if desired.

Key Operator Mode Screen

Key operator mode menu
Select one of following items

1 System initial setting	6 Paper type / Special size set
2 Copier initial setting	7 Panel contrast/Key sound adj.
3 User setting mode	8 Key operator data setting
4 E.C.M. function setting	9 Weekly timer
5 Lock/delete job memory	10 Control panel adjustment

PREVIOUS SCREEN

Paper Type / Special Size Setting Menu Screen

Paper type / Special size setting
Select paper type each tray

1 Paper type / Special size set
2 Paper type set(Bypass)

PREVIOUS SCREEN

Paper Type Setting Screen (Main Body Trays)

Paper type / Special size setting
Select paper type each tray

1 Excel.D 5	2 COATED 3	3 FINE 4	4 NORMAL 3
5	6	7	8

PaperType: NORMAL, COATED, RECYC., COLOR, COLORsp., TAB PAPER, FINE, EXCL.A, EXCL.B, EXCL.C, EXCL.D

PaperWeight (Units g/m²): 1 (64~74), 2 (75~80), 3 (81~105), 4 (106~162), 5 (163~209), 6 (210~254)

Special size setting

CANCEL OK

Special Size Setting Screen (STD size)

Paper type / Special size setting
Select paper type each tray

1 STD size	2 STD size	3 STD size	4 STD size
------------	------------	------------	------------

STD size, STDsize(special), Non STD size, Wide paper

Paper type setting

CANCEL OK

Special Size Setting Screen (STD size (special))

Paper type / Special size setting
Select paper type each tray

1 5.5x8.5	2 STD size	3 STD size	4 STD size
-----------	------------	------------	------------

STD size, STDsize(special), Non STD size, Wide paper

A5R, A4R

Paper type setting

CANCEL OK

Special Size Setting Screen (Non STD size)

Paper type / Special size setting
Select paper type each tray

1 NonSTD size	2 STD size	3 STD size	4 STD size
---------------	------------	------------	------------

STD size, STDsize(special), Non STD size, Wide paper

INPUT SIZE: 296 mm, 426 mm

Paper type setting

CANCEL OK

Special Size Setting Screen (Wide size (select))

Paper type / Special size setting
Select paper type each tray

1 A3W	2 STD size	3 STD size	4 STD size
-------	------------	------------	------------

STD size, STDsize(special), Non STD size, Wide paper

SELECT SIZE: 11x17W, 8.5x11W, 8.5x11WR, 5.5x8.5WR, A3W, Input size: 297 mm x 426 mm

IMAGE POS.: Lead edge, Rear edge

Paper type setting

CANCEL OK

Special Size Setting Screen (Wide size (input))

Paper type / Special size setting
Select paper type each tray

1 A3W	2 STD size	3 STD size	4 STD size
-------	------------	------------	------------

STD size, STDsize(special), Non STD size, Wide paper

INPUT SIZE: 297 mm, 426 mm

Paper type setting

CANCEL OK

Key Operator Mode

System Initial Setting

Copier Initial Setting

User Setting Mode

E.C.M.

Lock/Delete Job Memory

Paper Type/Special Size

Panel Contrast/Key Sound

Key Operator Data Setting

Weekly Timer

Control Panel Adjustment

Tray Auto Select Setting

Power Save Setting

Memory Switch

Machine Management List Print

Call Remote Center

Finisher Adjustment

Front & Back Density

Scan Transmission

Non-Image Area Erase

AES Adjustment

Execute Adjustment Operation

Magnification Adjustment

Timing Adjustment

Centering Adjustment

Printer Gamma Sensor Adjustment

14 Key Operator Mode

[6] Paper Type / Special Size Set (continued)

Procedure

- 1 Touch **[6] Paper type / Special size set** to display the Paper Type / Special Size Setting Menu Screen.
 - 2 Touch **[1] Paper type / Special size set**. The Paper Type Setting Screen will be displayed.
 - 3 Specify paper type and weight.
 - (1) Touch the desired tray key to highlight it.
 - (2) Touch the desired paper type and weight keys to highlight them. The selected paper type and number indicating the paper weight will appear on the tray key.
 - 4 Specify special size.
 - (1) Touch **Special size setting** on the Paper Type Setting Screen to display the Special Size Setting Screen.
 - (2) Touch the desired tray key to highlight it.
 - (3) Touch a paper size key to specify a paper size for the selected tray.
 - If tray 1, 2, or 3 is selected in step (2), select **STD size** to allow the machine to automatically detect the size of paper loaded in the tray and indicate it on the tray key. If tray 4 is selected in step (2), selecting **STD size** will display the popup menu to show available paper sizes to be specified. Use arrow keys on the popup menu to select the desired size.
 - Select **STD size (special)** to display the popup menu to show available paper sizes to be specified. Use arrow keys on the popup menu to select the desired size.
 - Select **Non STD size** to display the popup menu to enter the paper size by using arrow keys or touch screen keypad. The selected tray key will indicate "SPECIAL" instead of the entered numeric value.
 - Select **Wide paper** to display the popup menu to show available wide paper sizes to be specified. Use arrow keys on the popup menu to select the desired wide size. Touch **Lead edge** or **Rear edge** to select the image starting position. Then, touch **Input size** to display the popup menu to enter the actual paper size using arrow keys or touch screen keypad. The entered number should fall within the range from the standard size of the selected wide size, to a maximum of 330 mm x 487 mm.
- NOTE:**
When selecting Wide paper, be sure to input the actual paper size to be used.
- 5 Touch **OK** on the Special Size Setting Screen to complete the setting and return to the Paper Type / Special Size Setting Menu Screen, or touch **CANCEL** to restore the previous setting.
 - 6 Touch **PREVIOUS SCREEN** to return to the Key Operator Mode Screen.

[6] Paper Type / Special Size Set (continued)

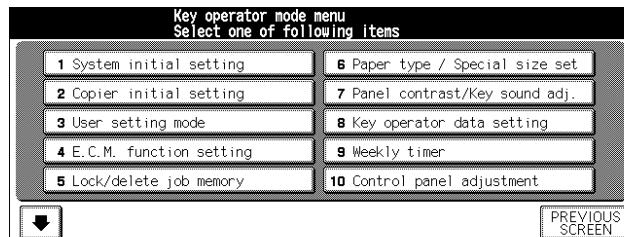
[2] Paper Type Set (Bypass)

Use this function to specify six combinations of paper type and weight for the Multi-sheet bypass tray. Specified combinations will be used when selecting Bypass on the Basic Screen.

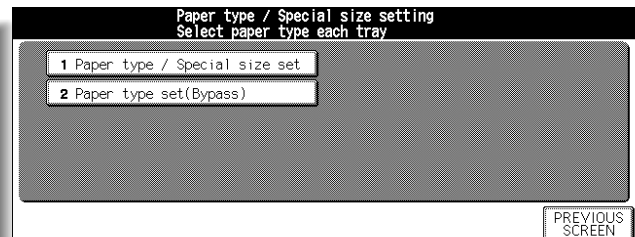
NOTE:

Service setting is required to use the paper types Excl. A to D. Contact your service representative, if desired.

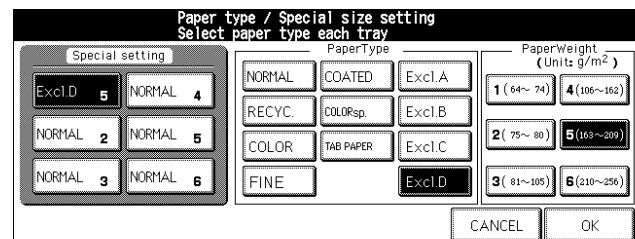
Key Operator Mode Screen



Paper Type / Special Size Setting Menu Screen



Paper Type Setting Screen (Multi-Sheet Bypass Tray)



Procedure

- 1 Touch **[6] Paper type / Special size set** to display the Paper Type / Special Size Setting Menu Screen.
- 2 Touch **[2] Paper type set (Bypass)**. The Paper Type Setting Screen will be displayed.
- 3 Select the paper type and weight in combination to be loaded in the Multi-sheet bypass tray.
 - (1) Touch the desired key in the Special setting section to highlight it.
 - (2) Touch the desired paper type and weight keys to highlight them.

The selected paper type and number indicating the paper weight will appear on the tray key.
- 4 Repeat steps (1) and (2) for all the six keys.
- 4 Touch **OK** on the Paper Type Setting Screen to complete the setting and return to the Paper Type / Special Size Setting Menu Screen, or touch **CANCEL** to restore the previous setting.
- 5 Touch **PREVIOUS SCREEN** to return to the Key Operator Mode Screen.

Key Operator Mode

System Initial Setting

Copier Initial Setting

User Setting Mode

E.C.M.

Lock/Delete Job Memory

Paper Type/ Special Size

Panel Contrast/ Key Sound

Key Operator Data Setting

Weekly Timer

Control Panel Adjustment

Tray Auto Select Setting

Power Save Setting

Memory Switch

Machine Management List Print

Call Remote Center

Finisher Adjustment

Front & Back Density

Scan Transmission

Non-Image Area Erase

AES Adjustment

Execute Adjustment Operation

Magnification Adjustment

Timing Adjustment

Centering Adjustment

Printer Gamma Sensor Adjustment

14
Key Operator Mode

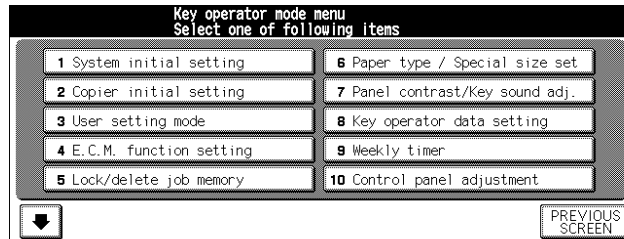
[7] Panel Contrast / Key Sound Adjustment

Use this feature to adjust the level of brightness of the touch screen portion of the control panel, and also the volume of the touch key.

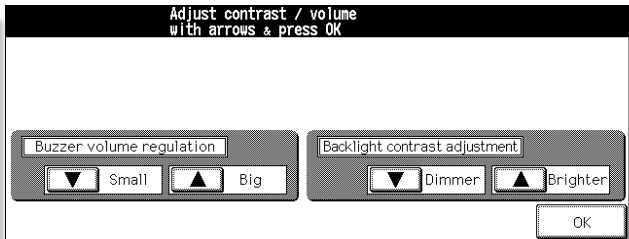
NOTE:

The control panel contrast feature can be adjusted from the Help screen.

Key Operator Mode Screen



Panel Contrast / Key Sound Adjustment Screen



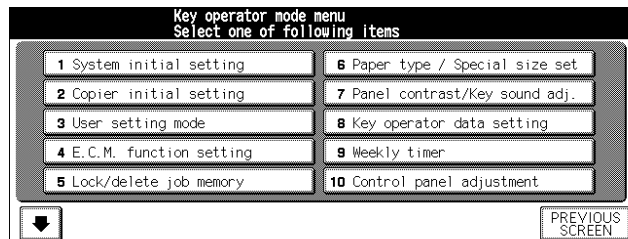
Procedure

- 1 Touch **[7] Panel contrast/Key sound adj.** to display the Panel Contrast / Key Sound Adjustment Screen.
- 2 Adjust the Backlight contrast or Buzzer volume, as desired.
Touch the Dimmer arrow key to make the backlight contrast dimmer than currently displayed, or touch the Brighter arrow key to make the panel or backlight contrast brighter than currently displayed.
Touch the Small or Big arrow key to regulate the buzzer volume of the touch keys.
- 3 Touch **OK** to complete the setting and return to the Key Operator Mode Screen.

[8] Key Operator Data Setting

Use this screen to enter the name and extension number of the Key Operator indicated on the Help Screen that develops from the Basic Screen.

Key Operator Mode Screen

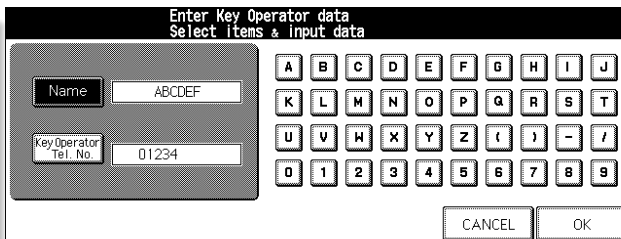


Key operator mode menu
Select one of following items

1 System initial setting	6 Paper type / Special size set
2 Copier initial setting	7 Panel contrast/Key sound adj.
3 User setting mode	8 Key operator data setting
4 E.C.M. function setting	9 Weekly timer
5 Lock/delete job memory	10 Control panel adjustment

↓ PREVIOUS SCREEN

Key Operator Data Setting Screen



Enter Key Operator data
Select items & input data

Name: ABCDEF

Key Operator Tel. No.: 01234

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

CANCEL OK

Procedure

- 1 Touch **[8] Key operator data setting** to display the Key Operator Data Setting Screen.
- 2 Touch **Name** to highlight it, then enter the key operator name up to 8 characters from the touch screen keypad.
- 3 Touch **Key Operator Tel. No.** to highlight it, then enter a 5-digit extension number from the touch screen keypad. If the extension number is less than 5 digits, use a hyphen [-] to make it five. The hyphen added in the beginning will be indicated as a space on the Help Screen.
- 4 Touch **OK** to complete the setting and return to the Key Operator Mode Screen, or touch **CANCEL** to restore the previous setting.

Key Operator Mode

System Initial Setting

Copier Initial Setting

User Setting Mode

E.C.M.

Lock/Delete Job Memory

Paper Type/Special Size

Panel Contrast/Key Sound

Key Operator Data Setting

Weekly Timer

Control Panel Adjustment

Tray Auto Select Setting

Power Save Setting

Memory Switch

Machine Management List Print

Call Remote Center

Finisher Adjustment

Front & Back Density

Scan Transmission

Non-Image Area Erase

AES Adjustment

Execute Adjustment Operation

Magnification Adjustment

Timing Adjustment

Centering Adjustment

Printer Gamma Sensor Adjustment

14
Key Operator Mode

[9] Weekly Timer

The Weekly Timer is a copier management function that shuts down power to the machine on a daily or hourly basis, and can be programmed specifically for lunch breaks, weekends and holidays, or any time the copier is not required.

In addition, Timer Interrupt can be enabled (with or without a password requirement) to allow temporary use of the machine during periods when power is shut down by the Timer function.

This function can be accessed only by the Key Operator after a unique 4-digit Weekly Timer password is entered.

To ensure the security of this management function, it is recommended that you establish a unique password, and keep it in a confidential file.

The Weekly Timer is not initially activated. If this function needs to be activated on your machine, contact your service representative.

Conditions required to use the Weekly Timer

- The power plug is inserted into the socket. The Weekly Timer will not function with the machine being unplugged, while the setting data will remain.
- The power switch is turned on.
- The current date and time are correctly set.

The following Weekly Timer settings can be made.

[1] Weekly timer ON/OFF setting

Enable and disable the Timer function.

[2] Timer Setting

Specify the times that the copier will turn ON and OFF for each day of the week or the entire week.

[3] Timer action ON/OFF Setting

Specify the working days of the machine by the Timer, for all Mondays through Sundays, and/or individually for each day of the specified month.

[4] Lunch hour off setting

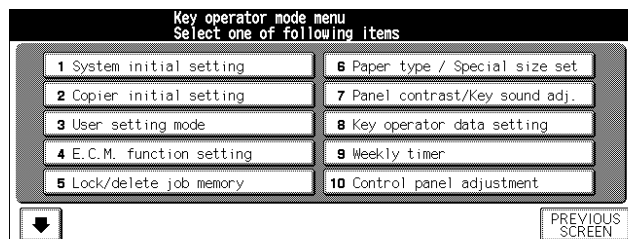
Specify the lunch time interval during which the copier will turn off and on.

[5] Timer interrupt password set

Require password entry for the Timer off function and establish the amount of usage time.

How to Access the Weekly Timer Setting Mode

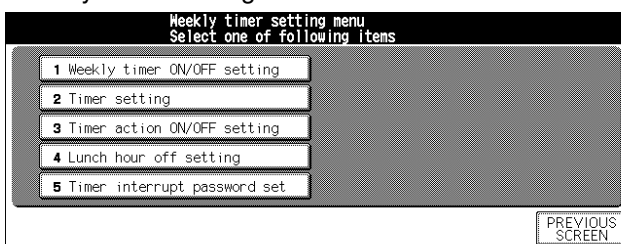
Key Operator Mode Screen



Weekly Timer Master Key Code Screen



Weekly Timer Setting Menu Screen



Procedure

- 1 Touch **[9] Weekly timer** on the Key Operator Mode Screen.
The Weekly Timer Password Setting Screen displays, if a password is required. Otherwise, the Weekly Timer Setting Menu Screen displays without the password requirement.

NOTE:

The Weekly Timer does not initially require the password setting. To ensure the security of this management function, it is recommended that you establish a unique password

- 2 If the Weekly Timer Password Setting Screen is displayed, use the keypad on the touch screen to enter your 4-digit Weekly Timer password, then touch **OK** to display the Weekly Timer Setting Menu Screen.

NOTE:

If an invalid Weekly Timer password is entered, continue by entering the valid 4-digit password.

- 3 Select the desired Weekly Timer function, and make settings, as required.
- 4 To exit the Weekly Timer mode, touch **PREVIOUS SCREEN** on the Weekly Timer Setting Menu Screen to return to the Key Operator Mode Screen.

Key Operator Mode

System Initial Setting

Copier Initial Setting

User Setting Mode

E.C.M.

Lock/Delete Job Memory

Paper Type/ Special Size

Panel Contrast/ Key Sound

Key Operator Data Setting

Weekly Timer

Control Panel Adjustment

Tray Auto Select Setting

Power Save Setting

Memory Switch

Machine Management List Print

Call Remote Center

Finisher Adjustment

Front & Back Density

Scan Transmission

Non-Image Area Erase

AES Adjustment

Execute Adjustment Operation

Magnification Adjustment

Timing Adjustment

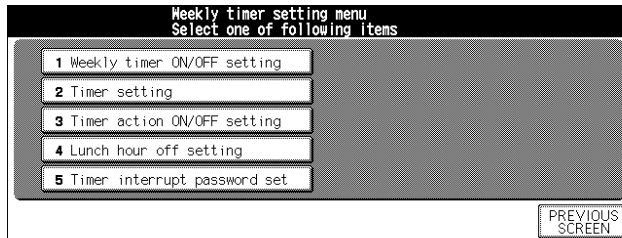
Centering Adjustment

Printer Gamma Sensor Adjustment

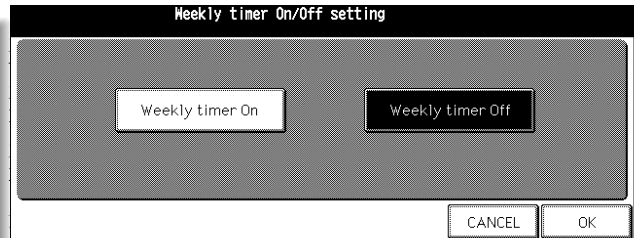
[1] Weekly Timer On/Off Setting

Select to activate or deactivate the Weekly Timer function.

Weekly Timer Setting Menu Screen



Weekly Timer On/Off Setting Screen



Procedure

- 1 Touch **[1] Weekly timer ON/OFF setting** on the Weekly Timer Setting Menu Screen to display the Weekly Timer On/Off Setting Screen.
- 2 Touch **Weekly timer On** to activate Weekly Timer, or touch **Weekly timer Off** to deactivate Weekly Timer. The selected key will be highlighted.
The default setting is Weekly Timer Off.

NOTE:

If you select **Weekly timer On** to activate this function, be sure to keep the power switch turned on.

- 3 Touch **OK** to complete the setting and return to the Weekly Timer Setting Menu Screen, or touch **CANCEL** to restore the previous setting.
- 4 Touch **PREVIOUS SCREEN** on the Weekly Timer Setting Menu Screen to restore the Key Operator Mode Screen.

[2] Timer Setting

Use this function to set the On/Off times in hours and minutes for each day of the week or set the collective time for the entire week, i.e., the same On/Off time for each day.

Weekly Timer Setting Menu Screen

Weekly Timer On/Off Time Setting Screen

WEEK	ON	OFF
Mon.	00:00	23:59
Tue.	00:00	23:59
Wed.	00:00	23:59
Thu.	00:00	23:59
Fri.	00:00	23:59
Sat.	00:00	00:00
Sun.	00:00	00:00

Weekly Timer On/Off Time Collective Setting Screen

Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
ON OFF	ON OFF	ON OFF	ON OFF	ON OFF	ON OFF	ON OFF

Procedure

- 1 Touch **[2] Timer setting** on the Weekly Timer Setting Menu Screen to display the Weekly Timer On/Off Time Setting Screen.
- 2 When the screen is displayed, the ON-time of Monday is always highlighted. Enter a 2-digit ON-hour and a 2-digit ON-minute using the touch screen keypad, and then touch **SET**. Monday OFF-time will be highlighted. Repeat this procedure to set all the On/Off times from Monday through Sunday.

NOTES:

- The time is set in terms of the 24 hour clock, where hour [01] is the first hour after midnight; and hour [24] is midnight. For example, 6 a.m. is 06:00 hours; 6 p.m. is 18:00 hours.
 - If wrong number is entered, continue by entering the correct time.
 - Touching **SET** repeatedly will shift the input section from Monday ON, Monday OFF, Tuesday ON, Tuesday OFF. When setting Sunday OFF-time, Monday ON-time is highlighted again.
 - If ON-time and OFF-time are the same, power will not go on.
 - If the setting is 00:00~00:00, you will not be able to set the copiers off/on condition for specific days.
 - Be sure to enter the ON/OFF-time for a day off also, so that you can specify the machine working days on the Weekly Timer Working Day Individual/Collective Setting Screen.
- 3 To set the ON/OFF time collectively for more than one day of the week, touch **Collectively timer setting** to display the Weekly Timer On/Off Time Collective Setting Screen. When you open this screen, the ON and OFF times are always set at 00:00~00:00. Touch to highlight the day(s) of the week to be set. More than one can be selected at a time. Enter the ON-time and OFF-time using the touch screen keypad, and then touch **SET** after each entry. See step 2 for details in entering the time.

[9] Weekly Timer (continued)

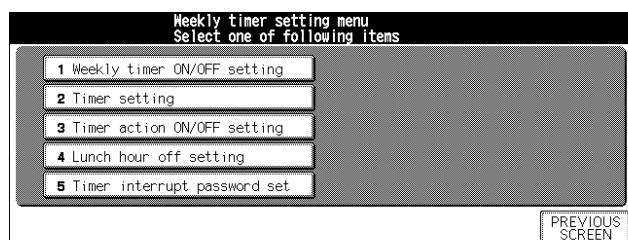
- 4 Touch **OK** on the Weekly Timer On/Off Time Setting Screen or on the Weekly Timer On/Off Time Collective Setting Screen to complete the setting, and return to the Weekly Timer Setting Menu Screen.
Touching **CANCEL** will restore the previous setting, and return to the Weekly Timer Setting Menu Screen.
- 5 Touch **PREVIOUS SCREEN** on the Weekly Timer Setting Menu Screen to restore the Key Operator Mode Screen.

[3] Timer Action On/Off Setting

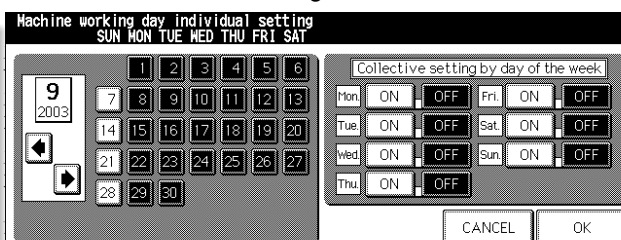
Use this function to set the On/Off condition of the copier for a given month. Set the On-Off condition for specific days or collectively, for all Mondays through Sundays of the given month.

The default setting is collective: On for Mondays through Saturdays, and Off for Sundays.

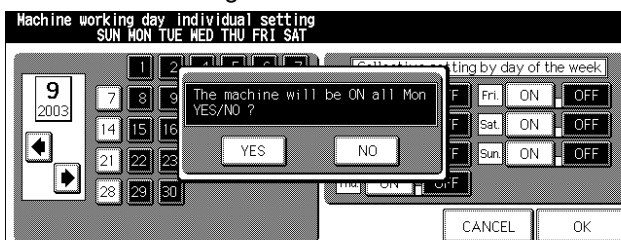
Weekly Timer Setting Menu Screen



Timer Action On/Off Setting Screen



Timer Action Change Confirmation Screen



Procedure

- 1 Touch **[3] Timer action ON/OFF setting** on the Weekly Timer Setting Menu Screen to display the Timer Action On/Off Setting Screen.
- 2 The days of the current month are displayed on the left half of the screen, with timer-active days highlighted.
To activate or deactivate the Timer for any individual day, touch the key for that day to change its indication.
To change the month, use arrows to scroll to the desired month.
- 3 To collectively set the on/off data for the entire month by the day of the week, touch the **ON** or **OFF** key for the desired day on the right half of the screen to highlight it.
- 4 If any change is made in the collective setting area, the Timer Action Change Confirmation Screen will be displayed.
Touch **YES** to change the timer action, or touch **NO** to cancel.
- 5 Touch **OK** on the Timer Action On/Off Setting Screen to complete the setting and return to the Weekly Timer Setting Menu Screen, or touch **CANCEL** to restore the previous setting.
- 6 Touch **PREVIOUS SCREEN** on the Weekly Timer Setting Menu Screen to restore the Key Operator Mode Screen.

Key Operator Mode

System Initial Setting

Copier Initial Setting

User Setting Mode

E.C.M.

Lock/Delete Job Memory

Paper Type/Special Size

Panel Contrast/Key Sound

Key Operator Data Setting

Weekly Timer

Control Panel Adjustment

Tray Auto Select Setting

Power Save Setting

Memory Switch

Machine Management List Print

Call Remote Center

Finisher Adjustment

Front & Back Density

Scan Transmission

Non-Image Area Erase

AES Adjustment

Execute Adjustment Operation

Magnification Adjustment

Timing Adjustment

Centering Adjustment

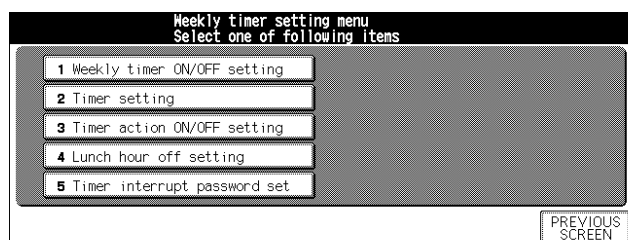
Printer Gamma Sensor Adjustment

[4] Lunch Hour Off Setting

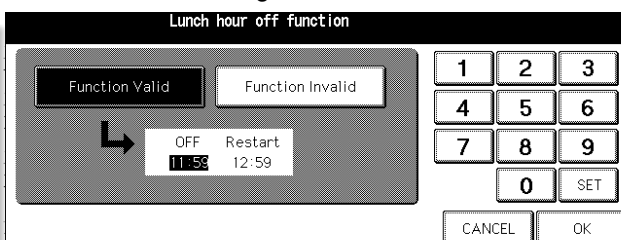
The Weekly Timer function turns the copier ON and OFF once a day.

Use the Lunch hour off function to shut down power during the lunch break and then turn it on again according to the Weekly Timer function setting. Only one off-time interval can be programmed.

Weekly Timer Setting Menu Screen



Lunch Hour Off Setting Screen



Procedure

- 1 Touch **[4] Lunch hour off setting** on the Weekly Timer Setting Menu Screen to display the Lunch Hour Off Setting Screen.
- 2 Touch **Function Valid** to activate the Lunch hour off function. Set OFF-time and Restart-time using the touch screen keypad, and then touch **SET** after each entry.
- 3 Touch **Function Invalid** to de-activate the Lunch hour off function. The time setting area will appear grayed out and cannot be selected.
The Function Invalid setting is the factory default setting.
- 4 Touch **OK** to complete the setting and return to the Weekly Timer Setting Menu Screen. If other Weekly Timer setting changes are required, select the desired menu item, from [1]~[5].
- 5 Touch **PREVIOUS SCREEN** on the Weekly Timer Setting Menu Screen to restore the Key Operator Mode Screen.

[5] Timer Interrupt Password Setting

Use this password setting mode to establish a 4-digit password requirement for using Timer Interrupt function. The default password of 0000 allows the timer function to be interrupted without the requirement for password entry.

Weekly Timer Setting Menu Screen

Weekly timer setting menu
Select one of following items

- 1 Weekly timer ON/OFF setting
- 2 Timer setting
- 3 Timer action ON/OFF setting
- 4 Lunch hour off setting
- 5 Timer interrupt password set

PREVIOUS SCREEN

Timer Interrupt Password Setting Screen

Timer interrupt password setting

Timer interrupt password setting(4 digit)
0000

1 2 3
4 5 6
7 8 9
0

CANCEL OK

Procedure

- 1 Touch **[5] Timer interrupt password set** on the Weekly Timer Setting Menu Screen to display the Timer Interrupt Password Setting Screen.
- 2 Use the touch screen keypad to enter a 4-digit password, and then touch **OK** to complete the setting and return to the Weekly Timer Setting Menu Screen.

NOTE:

When the password setting is 0000, Timer Interrupt can be used simply by turning the copier OFF, then ON. In this case, you will be asked to enter the duration of use (a period of time to turn the copier power on).

- 3 If other Weekly Timer setting changes are required, select the desired menu item, from [1]~[5].
- 4 Touch **PREVIOUS SCREEN** on the Weekly Timer Setting Menu Screen to restore the Key Operator Mode Screen.

Key Operator Mode

System Initial Setting

Copier Initial Setting

User Setting Mode

E.C.M.

Lock/Delete Job Memory

Paper Type/Special Size

Panel Contrast/Key Sound

Key Operator Data Setting

Weekly Timer

Control Panel Adjustment

Tray Auto Select Setting

Power Save Setting

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Scan Transmission

Non-Image Area Erase

AES Adjustment

Execute Adjustment Operation

Magnification Adjustment

Timing Adjustment

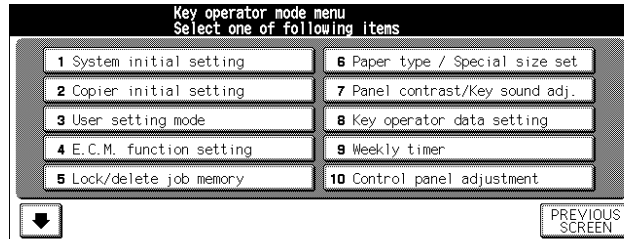
Centering Adjustment

Printer Gamma Sensor Adjustment

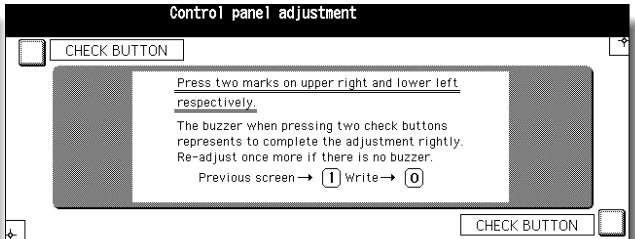
[10] Control Panel Adjustment

Use this feature to check the LCD touch screen and realign the position of the touch sensor that may have shifted.

Key Operator Mode Screen



Control Panel Adjustment Screen



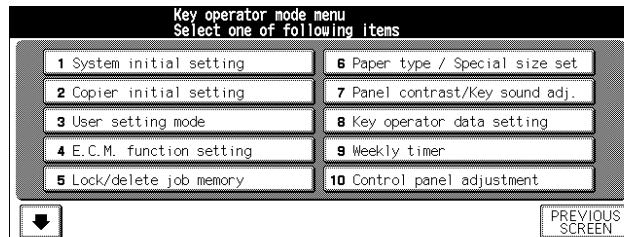
Procedure

- 1 Touch **[10] Control panel adjustment** on the Key Operator Mode Screen to display the Control Panel Adjustment Screen.
- 2 Touch the “✚” symbol at the upper right corner, then lower left corner on the screen. The present coordinates will be displayed in the message area of the screen.
- 3 Check that the X coordinate and Y coordinate displayed in the first line of the message area fall within the standard value displayed in the second line.
- 4 Touch the **CHECK BUTTONs** at the upper left and lower right corners on the screen to check if the buzzer tone functions normally.
- 5 If the coordinates fall out of the range of the standard value in step 3, or the buzzer tone does not sound in step 4, repeat the adjustment procedure from 2 to 4 or contact your service representative.
- 6 Press [1] of the control panel keypad to restore the Key Operator Mode Screen.

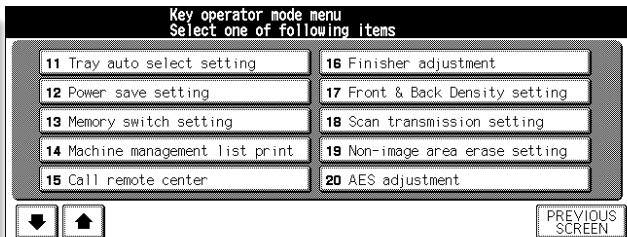
[11] Tray Auto Select Setting

Select whether the tray size setting will be detected or not detected when ATS/APS functions. If you select it to be detected, you may also select the priority of the detection for each tray.

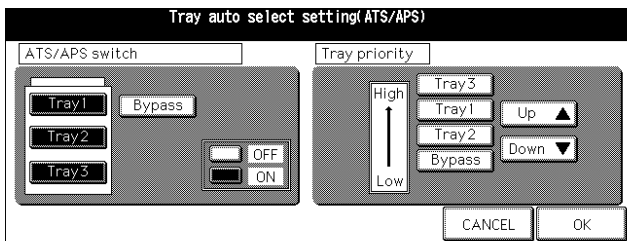
Key Operator Mode Screen 1



Key Operator Mode Screen 2



Tray Auto Select Setting Screen



Procedure

- 1 Touch **[11] Tray auto select setting** to display the Tray Auto Select Setting Screen.
- 2 On the left half of the screen, touch to highlight each tray key, then select **OFF** or **ON** to specify whether the selected tray is to be automatically detected or not when ATS/APS functions.
Tray keys specified as ATS/APS ON will appear on the right half of the screen.
- 3 Specify the priority of the trays. Touch to highlight the desired tray key, then change its priority by using Up ▲ and Down ▼ arrow keys.
- 4 Touch **OK** to complete the setting and restore the Key Operator Mode Screen, or touch **CANCEL** to restore the previous setting.

Key Operator Mode

System Initial Setting

Copier Initial Setting

User Setting Mode

E.C.M.

Lock/Delete Job Memory

Paper Type/Special Size

Panel Contrast/Key Sound

Key Operator Data Setting

Weekly Timer

Control Panel Adjustment

Tray Auto Select Setting

Power Save Setting

Memory Switch

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Non-Image Area Erase

AES Adjustment

Execute Adjustment Operation

Magnification Adjustment

Timing Adjustment

Centering Adjustment

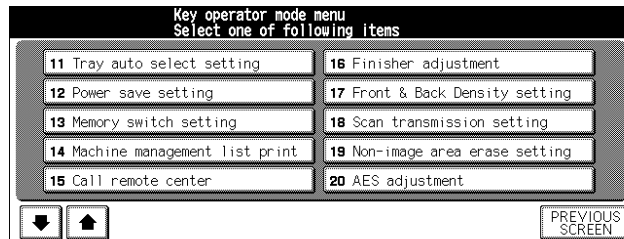
Printer Gamma Sensor Adjustment

14
Key Operator Mode

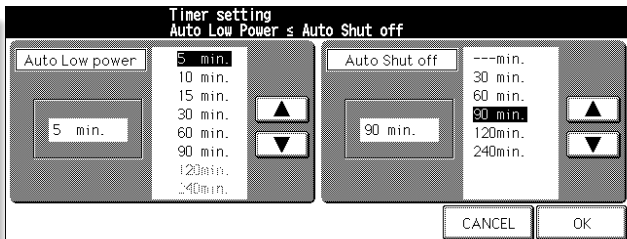
[12] Power Save Setting

Select the interval of time that must elapse before Auto Low Power and Auto Shut Off become activated.

Key Operator Mode Screen



Power Save Setting Screen



Procedure

- 1 Touch **[12] Power save setting** on the Key Operator Mode Screen to display the Timer Setting Screen.
- 2 The periods of time currently selected for each power save function are located on the Timer Setting Screen below the Auto Low Power and Auto Shut Off indicators. Touch the arrow keys (▲) and (▼) in each area to select a specific waiting period before activating the Auto Low Power or Auto Shut Off.

NOTES:

- The period of time selected for Auto Low Power cannot exceed the Auto Shut Off setting.
 - If the same period of time as Auto Shut Off is selected for Auto Low Power, the Auto Shut Off will function instead of Auto Low Power.
- 3 Touch **OK** on the Timer Setting Screen to complete the setting and restore the Key Operator Mode screen, or touch **CANCEL** to restore the previous setting.

[13] Memory Switch Setting

This function allows you to change the Memory Settings listed below. See pp. 14-39~14-42 for details of Memory Settings.

SW No.	Item	Setting (default is underlined)
No. 01:	Auto reset timer	OFF / 30 sec. / <u>60 sec.</u> / 90 sec. / 120 sec. / 150 sec. / 180 sec. / 210 sec. / 240 sec. / 270 sec. / 300 sec.
No. 02:	AUTO RESET key function	<u>Full-Auto</u> / Initial Setting
No. 03:	RADF-Original effect	RADF+AUTO RESET key selected / <u>RADF selected</u>
No. 04:	Job memory auto recall (30)	<u>OFF</u> / ON
No. 05:	Finisher mode by Full-auto	Face down (Sub tray) / Non-sort / <u>Sort</u> / Staple sort / Stapling&Folding / Folding / Face up (Sub tray)
No. 06:	Initial by Key counter insert	<u>OFF</u> / ON
No. 07:	Erasure outside area of orig.	Erased for except Platen (1:1) / <u>Area outside of orig. erased</u> / Erased for APS/AMS only
No. 08:	RADF frame erasure selection	None / 1mm frame / 2mm frame / <u>3mm frame</u> / 4mm frame / 5mm frame
No. 09:	Automatic tray switching	<u>OFF</u> / ON
No. 10:	Platen APS	OFF / <u>ON</u>
No. 11:	RADF APS	OFF / <u>ON</u>
No. 12:	Platen AMS	OFF / <u>ON</u>
No. 13:	RADF AMS	OFF / <u>ON</u>
No. 14:	Select tray when APS cancel	<u>APS preferential tray</u> / Tray 1 / Tray 2 / Tray 3 / Tray 4 / Bypass tray
No. 15:	Platen original size detect	Only A series / Full size / AB series / <u>Inch series</u>
No. 16:	RADF original size detect	Only A series / Full size / AB series / <u>Inch series</u>
No. 17:	Platen orig. size detect (SMALL)	A5R / B6R / <u>5.5"x8.5"R</u> / B5 / A4 / 8.5x11 / A6R
No. 18:	Rotation	<u>ON-APS/AMS only</u> / ON-APS/AMS/Reduce only / ON-Always
No. 19:	Staple mode reset-function	<u>OFF</u> / ON
No. 20:	Job offset operating	<u>OFF</u> / ON
No. 21:	Continuation print	Copier:OFF/Printer:OFF / Copier:ON/Printer:ON / Copier:ON/Printer:OFF / <u>Copier:OFF/Printer:ON</u>
No. 22:	Key click sound	OFF / <u>ON</u>
No. 23:	1 SHOT indication time	<u>3 seconds</u> / 5 seconds
No. 24:	Power save screen	<u>Shut off mode</u> / Low power mode
No. 25:	START key latch function	OFF / ON
No. 26:	STOP key function	<u>JOB momentary stop</u> / JOB cancel
No. 27:	Auto select of Booklet copy	<u>Automatic selection</u> / Non Automatic selection
No. 28:	E.C.M. password	Under 8 digits / <u>8 digits</u>
No. 29:	Arrow key change (Image Shift)	<u>Decimal point off (1 STEP 1mm)</u> / Decimal point on (1 STEP 0.1mm)
No. 30:	An interruption suspended way	<u>Division of a number of copies</u> / During of a number of copies
No. 31:	E.C.M. password input timing	<u>Auto reset timer</u> / complete job

Key Operator Mode

System Initial Setting

Copier Initial Setting

User Setting Mode

E.C.M.

Lock/Delete Job Memory

Paper Type/Special Size

Panel Contrast/Key Sound

Key Operator Data Setting

Weekly Timer

Control Panel Adjustment

Tray Auto Select Setting

Power Save Setting

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Finisher Adjustment

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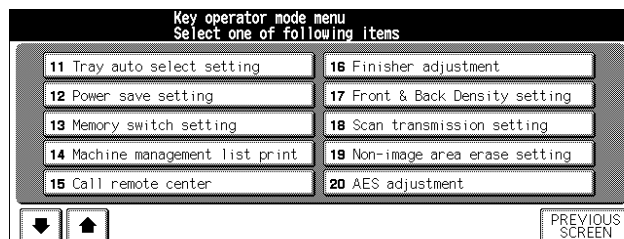
Printer Gamma Sensor Adjustment

14
Key Operator Mode

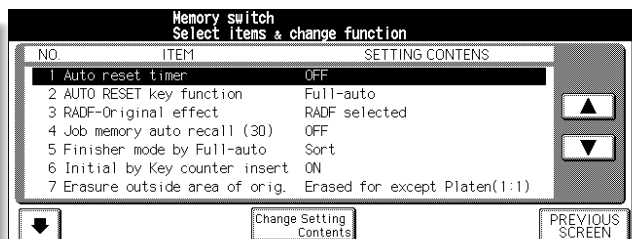
[13] Memory Switch Setting (continued)

No. 32: Sound (No paper, toner/JAM)	OFF / 3 seconds / 5 seconds / 10 seconds
No. 33: Reserve copy function	<u>Reserve copy by folder select</u> / Reserve copy by original set
No. 34: Change page no. pos. (booklet)	OFF / ON (Outside page numbering)
No. 35: Trimmer (STD/Non STD size)	STD size / Non STD size
No. 36: Timer which prohibits Print	OFF / 15 seconds / <u>30 seconds</u> / 60 seconds / 90 seconds
No. 37: Bookmark function	<u>ON (It is cancel every JOB)</u> / ON (It is not cancel every JOB) / OFF
No. 38: Delete of overlay image	Permission (Delete/Overwrite) / <u>Prohibition (Delete/Overwrite)</u>
No. 39: Orig. direction/Binding mode	<u>It is cancel every JOB</u> / It is not cancel
No. 40: SCREEN (Line Screen)	OFF / <u>HighReso:Use SmoothTone:Use</u> / HighReso:Use SmoothTone/NoUse / HighReso:NoUse SmoothTone:Use
No. 41: SCREEN (Dot Screen)	<u>OFF</u> / HighReso:Use SmoothTone:Use / HighReso:Use SmoothTone/NoUse / HighReso:NoUse SmoothTone:Use
No. 42: Side 2 drum clock adjust mode	OFF / ON
No. 43: Screen (FullColor - Text/Photo)	HighCompression / <u>LineScreen-HighResolution</u> / LineScreen-SmoothTone / DotScreen-High Resolution / DotScreen-SmoothTone
No. 44: Screen (FullColor - Photo)	HighCompression / <u>LineScreen-HighResolution</u> / LineScreen-SmoothTone / DotScreen-High Resolution / DotScreen-SmoothTone
No. 45: Screen (Monochrome - Text/Photo)	<u>HighCompression</u> / LineScreen-HighResolution / LineScreen-SmoothTone / DotScreen-HighResolution / DotScreen-SmoothTone
No. 46: Screen (Monochrome - Photo)	HighCompression / <u>LineScreen-HighResolution</u> / LineScreen-SmoothTone / DotScreen-High Resolution / DotScreen-SmoothTone
No. 47: Screen (MonoColor - Text/Photo)	HighCompression / <u>LineScreen-HighResolution</u> / LineScreen-SmoothTone / DotScreen-High Resolution / DotScreen-SmoothTone
No. 48: Screen (MonoColor - Photo)	HighCompression / <u>LineScreen-HighResolution</u> / LineScreen-SmoothTone / DotScreen-High Resolution / DotScreen-SmoothTone
No. 49: Color gamut	<u>Normal</u> / Wide

Key Operator Mode Screen



Memory Switch Setting Screen



[13] Memory Switch Setting (continued)

Procedure

- 1 Touch **[13] Memory switch setting** to display the Memory Switch Setting Screen.
- 2 To select the desired item, touch the arrow keys (▲) and (▼) at the right of the Memory Switch Setting Screen to highlight it.
To scroll, touch the arrow keys at the lower left corner of the screen.
- 3 To change the setting of the highlighted item, touch **Change Setting Contents** repeatedly till the desired setting is displayed.
Repeat above steps **2** to **3** to make several changes in succession.
- 4 Touch **PREVIOUS SCREEN** on the Memory Switch Setting Screen to restore the Key Operator Mode Screen.

The following functions can be provided by the Memory Switch settings.

[1] Auto reset timer

Set the reset interval starting from the completion of a copying job until the machine returns to the initial condition.

[2] AUTO RESET key function

Set the condition of the following modes when [**AUTO RESET**] is pressed: Copy mode, Copy density, Magnification, Tray selection.

[3] RADF-Original effect

Set the machine condition when original is set on RADF in non-RADF mode with RADF unit closed.

[4] Job memory auto recall (30)

Job memory number 30 is automatically recalled when power is turned on or when Auto-reset is restored. This job recall function works only when Job number 30 is registered.

[5] Finisher mode by Full-auto

Set the Output Mode to be recalled when [**AUTO RESET**] is pressed.

[6] Initial by Key counter insert

Set the machine to return to the initial state when Key counter is inserted.

[7] Erasure outside area of original

Set the machine to delete the outside area of originals.

[8] RADF frame erasure selection

Set Frame erasure to function anytime in RADF mode.

[9] Automatic tray switching

When paper is depleted during a copying job, the copier continues copying by switching to another tray that contains the same size paper.

[10] Platen APS

The copier automatically selects the same size copy paper as the original placed on the platen glass. (In reduction or enlargement mode, an appropriate paper size is selected according to the ratio selected.)

Key Operator
Mode

System Initial
Setting

Copier Initial
Setting

User Setting
Mode

E.C.M.

Lock/Delete
Job Memory

Paper Type/
Special Size

Panel Contrast/
Key Sound

Key Operator
Data Setting

Weekly
Timer

Control Panel
Adjustment

Tray Auto
Select Setting

Power Save
Setting

Memory
Switch

Machine
Management
List Print

Call Remote
Center

Finisher
Adjustment

Front & Back
Density

Scan
Transmission

Non-Image
Area Erase

AES
Adjustment

Execute
Adjustment
Operation

Magnification
Adjustment

Timing
Adjustment

Centering
Adjustment

Printer
Gamma Sensor
Adjustment

14
Key Operator
Mode

[13] Memory Switch Setting (continued)

[11] RADF APS

The copier automatically selects the same size copy paper as the original placed on the RADF. (In reduction/enlargement mode, an appropriate paper size is selected according to the ratio.)

[12] Platen AMS

The copier detects the size of the platen original and selects the appropriate magnification ratio to correspond to the selected paper size.

[13] RADF AMS

After detecting the original size placed on the RADF the copier automatically selects an appropriate ratio for the copy when copy size is selected manually.

[14] Select tray when APS cancel

Select the tray to be automatically selected when APS is released.

[15] Platen original size detect

Select the series of the original paper size detected from the platen glass.

[16] RADF original size detect

Select the series of the original paper size detected from the RADF.

[17] Platen orig. size detect (SMALL)

Select the minimum original size detected from the platen glass.

[18] Rotation

Select to activate the Rotation function, activate Rotation only when APS/AMS functions, or activate Rotation only when APS/AMS/Reduce functions.

[19] Staple mode reset-function

Staple mode is automatically canceled after a job is completed with Staple sort mode ON. (Sort mode is selected.)

[20] Job offset operating

Set the copier/printer to offset the copies/printouts of different jobs.

[21] Continuation print

Set the copier/printer to output multiple reserve jobs in succession.

[22] Key click sound

Activate or deactivate the sound each time a key is pressed on the touch panel .

[23] 1 SHOT indication time

Select the SHOT indication time function.

[24] Power save screen

Select the screen to display when pressing the [**POWER SAVER ON/OFF**] key .

[13] Memory Switch Setting (continued)

[25] START key latch function

Activate or deactivate the latch function.

[26] STOP key function

Select to display or not to display the confirmation message when [**STOP**] key is pressed.

[27] Auto select of Booklet copy

Set the copier with FS-215 mounted to automatically select the Booklet mode when Stapling&Folding or Folding output mode is selected.

[28] E.C.M. password

Select the acceptable number of digits for the ECM master key code.

[29] Arrow key change (Image Shift)

Select the 1 step unit of the touch key to specify the shift amount in Image shift.

[30] An interruption suspend way

Select the timing to stop the job in progress when [**INTERRUPT**] is pressed.

[31] E.C.M. password input timing

Set the input timing for the ECM password.

[32] Key click sound (No paper, toner/JAM)

Select the duration of the buzzer that alerts when the machine is out of paper or when paper has misfed.

[33] Reserve copy function

Set the timing for the reserve job setting.

[34] Change page no. pos. (booklet)

Set the machine to position the page numbers automatically on the outside edges of the copy when using Booklet with Page Numbering in Stamp.

[35] Trimmer (STD / Non STD size)

Set the machine to allow trimming the folded or stapled & folded sheets in non-standard size (or wide size).

[36] Timer which prohibits Print

Set the timer to allow the printing job after operating the copying job.

[37] Bookmark function

Select to set the Bookmark function only for the current job, set for all the following jobs, or deactivate the function.

[38] Delete of overlay image

When selecting (or storing) overlaying image data in HDD using Overlay Memory, select to permit or prohibit deleting the selected data (or overwriting the data of the same name previously stored in HDD).

Key Operator
Mode

System Initial
Setting

Copier Initial
Setting

User Setting
Mode

E.C.M.

Lock/Delete
Job Memory

Paper Type/
Special Size

Panel Contrast/
Key Sound

Key Operator
Data Setting

Weekly
Timer

Control Panel
Adjustment

Tray Auto
Select Setting

Power Save
Setting

Memory
Switch

Machine
Management
List Print

Call Remote
Center

Finisher
Adjustment

Front & Back
Density

Scan
Transmission

Non-Image
Area Erase

AES
Adjustment

Execute
Adjustment
Operation

Magnification
Adjustment

Timing
Adjustment

Centering
Adjustment

Printer
Gamma Sensor
Adjustment

14
Key Operator
Mode

[13] Memory Switch Setting (continued)

[39] Orig. direction/Binding mode

Select to reset or save the original direction and bind position settings made on the Special Original popup menu and Output Mode popup menu after completion of each copying job.

[40] SCREEN (Line Screen)

Specify the initial state of the Line Screen setting in SCREEN setting of IMAGE ADJUST.

[41] SCREEN (Dot Screen)

Specify the initial state of the Dot Screen setting in SCREEN setting of IMAGE ADJUST.

[42] Side 2 drum clock adjust mode

Set the same magnification ratio for the reverse side as that of the front side in double-sided copying.

[43] Screen (FullColor - Text/Photo)

Specify the initial state of the SCREEN setting in Full Color mode with Text/Photo specified in Special Original setting.

[44] Screen (FullColor - Photo)

Specify the initial state of the SCREEN setting in Full Color mode with Photo specified in Special Original setting.

[45] Screen (Monochrome - Text/Photo)

Specify the initial state of the SCREEN setting in Black mode with Text/Photo specified in Special Original setting.

[46] Screen (Monochrome - Photo)

Specify the initial state of the SCREEN setting in Black mode with Photo specified in Special Original setting.

[47] Screen (MonoColor - Text/Photo)

Specify the initial state of the SCREEN setting in Single Color mode with Text/Photo specified in Special Original setting.

[48] Screen (MonoColor - Photo)

Specify the initial state of the SCREEN setting in Single Color mode with Photo specified in Special Original setting.

[49] Color gamut

Specify the latitude of the color in printing images.

NOTE:

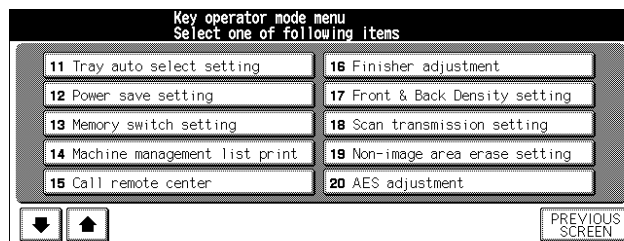
- If **Wide** is selected, a blur may appear in high density area of the printed image.
- Be sure to select **Wide** before making calibration on the printer controller. When the calibration is completed, be sure to resume the previous setting.

[14] Machine Management List Print

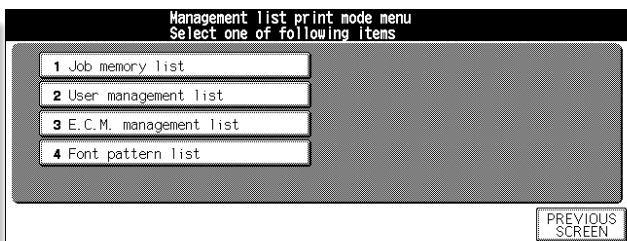
Use this function to print out the list selected from the following items.

- Job memory list: Programmed contents of Job memory
- User management list: Home position settings selected by user
- E.C.M. management list: Machine information managed by ECM
- Font pattern list: Font patterns used in the machine

Key Operator Mode Screen



Management List Print Menu Screen



Procedure

- 1 Touch **[14] Machine management list print** on the Key Operator Mode Screen to display the Management List Print Menu Screen.
- 2 Touch the desired item on the screen. The Basic Screen will resume automatically.
- 3 Press **[START]** to start printing the selected list.
To suspend printing, press **[STOP]**.
Press **[P]** and **[C]** in order to return to the Management List Print Menu Screen.
- 4 Touch **PREVIOUS SCREEN** on the Management List Print Menu Screen to restore the Key Operator Mode Screen.

Key Operator Mode

System Initial Setting

Copier Initial Setting

User Setting Mode

E.C.M.

Lock/Delete Job Memory

Paper Type/Special Size

Panel Contrast/Key Sound

Key Operator Data Setting

Weekly Timer

Control Panel Adjustment

Tray Auto Select Setting

Power Save Setting

Memory Switch

Machine Management List Print

Call Remote Center

Finisher Adjustment

Front & Back Density

Scan Transmission

Non-Image Area Erase

AES Adjustment

Execute Adjustment Operation

Magnification Adjustment

Timing Adjustment

Centering Adjustment

Printer Gamma Sensor Adjustment

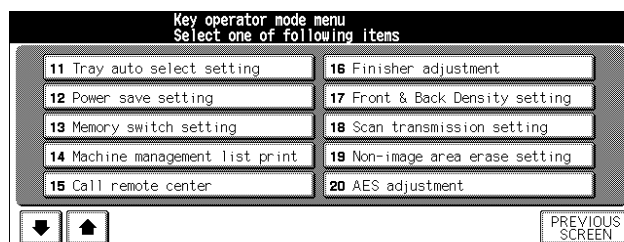
14
Key Operator Mode

[15] Call Remote Center

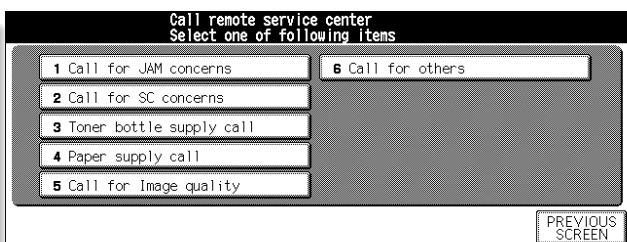
When activated, the Remote Diagnostics option is automatically monitored by your service representative. In case of the following machine trouble, select the Call Remote Center option. Your service representative will contact you to determine the appropriate means for resolving the problem.

- Call for JAM concerns
- Call for SC concerns
- Toner bottle supply call
- Paper supply call
- Call for Image quality
- Call for others

Key Operator Mode Screen



Call Remote Service Center Screen



Start Call Screen



Procedure

- 1 Touch **[15] Call remote center** on the Key Operator Mode Screen to display the Call Remote Service Center Screen.
- 2 Touch the desired item key.
The Start Call Screen will be displayed.
- 3 Touch **Start** to call.
- 4 Touch **PREVIOUS SCREEN** on the Start Call Screen to restore the Key Operator Mode Screen.

[16] Finisher Adjustment

Use this mode to make fine adjustments to each function of the finisher.

Key Operator Mode Screen

Key operator mode menu
Select one of following items

11 Tray auto select setting	16 Finisher adjustment
12 Power save setting	17 Front & Back Density setting
13 Memory switch setting	18 Scan transmission setting
14 Machine management list print	19 Non-image area erase setting
15 Call remote center	20 AES adjustment

↓ ↑ PREVIOUS SCREEN

Finisher Adjustment Menu Screen

Finisher adjustment mode menu
Select one of following items

1 Stapling&Folding stopper adj.	6 2 positions staple pitch adj.
2 Folding stopper adjustment	7 Finisher output limit
3 Trimming stopper adjustment	
4 Punch adjustment	
5 Three-Folding position adj.	

PREVIOUS SCREEN

Stapling&Folding Stopper Position Adjustment Screen

Staple and Fold stopper adj. < A3 >
+0 +0 (-128 ~ +127) 1step = 0.1mm

1	2	3
4	5	6
7	8	9
+--	0	SET

NEXT ADJUSTMENT PREVIOUS ADJUSTMENT PREVIOUS SCREEN

Folding Stopper Position Adjustment Screen

Folding stopper adjustment < A3 >
+0 +0 (-128 ~ +127) 1step = 0.1mm

1	2	3
4	5	6
7	8	9
+--	0	SET

NEXT ADJUSTMENT PREVIOUS ADJUSTMENT PREVIOUS SCREEN

Trimming Stopper Position Adjustment Screen

Trimming stopper adjustment < A3 >
+0 +0 (-128 ~ +127) 1step = 0.1mm

1	2	3
4	5	6
7	8	9
+--	0	SET

NEXT ADJUSTMENT PREVIOUS ADJUSTMENT PREVIOUS SCREEN

Punch Adjustment Menu Screen

Punch adjustment mode menu
Select one of following items

1 Punch kit vertical pos. adj.
2 Punch kit horiz. pos. adj.

PREVIOUS SCREEN

Punch Kit Vertical Position Adjustment Screen

Punch kit verti. pos. adj. < A3 >
+0 +0 (-50 ~ +50) 1step = 0.1mm

1	2	3
4	5	6
7	8	9
+--	0	SET

NEXT ADJUSTMENT PREVIOUS ADJUSTMENT PREVIOUS SCREEN

Punch Kit Horizontal Position Adjustment Screen

Punch kit horizontal position adj. < A3 >
+0 +0 (-50 ~ +50) 1step = 0.1mm

1	2	3
4	5	6
7	8	9
+--	0	SET

PREVIOUS SCREEN

Three-Folding Position Adjustment Screen

Three-Folding adjustment < A4R >
+0 +0 (-128 ~ +127) 1step = 0.1mm

1	2	3
4	5	6
7	8	9
+--	0	SET

NEXT ADJUSTMENT PREVIOUS ADJUSTMENT PREVIOUS SCREEN

2 Positions Staple Pitch Adjustment Screen

2 positions staple pitch adjustment
120 120 (120 ~ 160) 1step = 1mm

1	2	3
4	5	6
7	8	9
	0	SET

PREVIOUS SCREEN

Key Operator Mode

System Initial Setting

Copier Initial Setting

User Setting Mode

E.C.M.

Lock/Delete Job Memory

Paper Type/Special Size

Panel Contrast/Key Sound

Key Operator Data Setting

Weekly Timer

Control Panel Adjustment

Tray Auto Select Setting

Power Save Setting

Memory Switch

Machine Management List Print

Call Remote Center

Finisher Adjustment

Front & Back Density

Scan Transmission

Non-Image Area Erase

AES Adjustment

Execute Adjustment Operation

Magnification Adjustment

Timing Adjustment

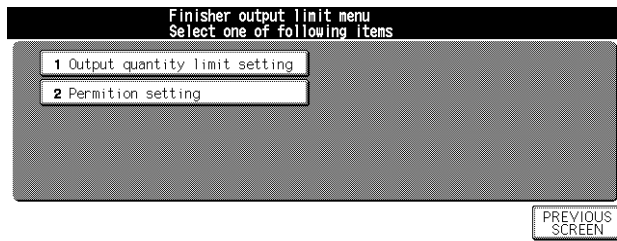
Centering Adjustment

Printer Gamma Sensor Adjustment

14
Key Operator Mode

[16] Finisher Adjustment (continued)

Finisher Output Limit Menu Screen

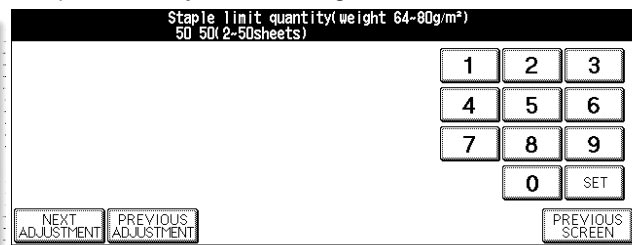


Finisher output limit menu
Select one of following items

1 Output quantity limit setting
2 Permission setting

PREVIOUS SCREEN

Output Quantity Limit Setting Screen

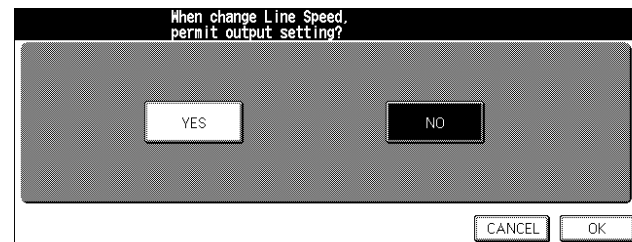


Staple limit quantity (weight 64-80g/m²)
50 50 (2-50 sheets)

1	2	3
4	5	6
7	8	9
0	SET	

NEXT ADJUSTMENT PREVIOUS ADJUSTMENT PREVIOUS SCREEN

Permission Setting Screen



When change Line Speed,
permit output setting?

YES NO

CANCEL OK

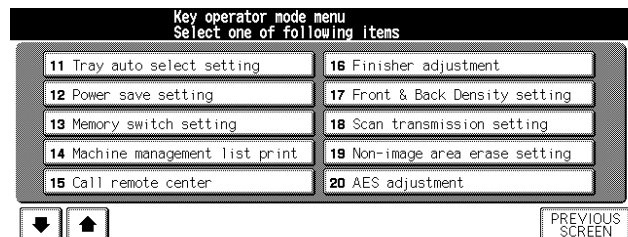
Procedure

- 1 Touch **[16] Finisher adjustment** on the Key Operator Mode Screen to display the Finisher Adjustment Menu Screen.
- 2 Touch the desired menu key to display the adjustment screen for each function.
- 3 Make fine adjustment on the screen.
Touch **+<->-** to select “+” or “-” as desired, enter the value, then touch **SET**.
Check the entered value on the left side of the second line in the message area.
If provided, touch **NEXT ADJUSTMENT** or **PREVIOUS ADJUSTMENT** to move to the next or previous adjustment item.
Touch **PREVIOUS SCREEN** to restore the Finisher Adjustment Menu Screen.
- 4 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.

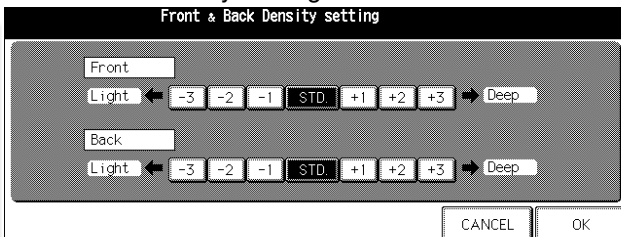
[17] Front & Back Density Setting

Use this function to make fine adjustments to the copy density of the front and back sides individually.

Key Operator Mode Screen



Front&Back Density Setting Screen



Procedure

- 1 Touch **[17] Front & Back Density setting** to display the Front & Back Density Setting Screen.
- 2 Touch the desired adjustment key to make an adjustment for each side.
- 3 Touch **OK** to complete the setting and restore the Key Operator Mode Screen, or touch **CANCEL** to restore the previous setting.

Key Operator Mode

System Initial Setting

Copier Initial Setting

User Setting Mode

E.C.M.

Lock/Delete Job Memory

Paper Type/Special Size

Panel Contrast/Key Sound

Key Operator Data Setting

Weekly Timer

Control Panel Adjustment

Tray Auto Select Setting

Power Save Setting

Memory Switch

Machine Management List Print

Call Remote Center

Finisher Adjustment

Front & Back Density

Scan Transmission

Non-Image Area Erase

AES Adjustment

Execute Adjustment Operation

Magnification Adjustment

Timing Adjustment

Centering Adjustment

Printer Gamma Sensor Adjustment

14
Key Operator Mode

[18] Scan Transmission Setting

Use this function to change or delete the address registered for transmitting the image data scanned on the machine.

The following three address types can be registered.

- E-mail (entry name, e-mail address)
- HDD (entry name, box No.)
- FTP (profile name, host address, file path, login, password)

NOTE:

The [18] Scan Transmission Setting key will function only when Printer Controller is installed in the machine.

Key Operator Mode Screen

Key operator mode menu
Select one of following items

11 Tray auto select setting	16 Finisher adjustment
12 Power save setting	17 Front & Back Density setting
13 Memory switch setting	18 Scan transmission setting
14 Machine management list print	19 Non-image area erase setting
15 Call remote center	20 AES adjustment

↓ ↑ PREVIOUS SCREEN

Scan Transmission Setting Screen

Scan transmission object change/del. [E-Mail]

E-Mail HDD FTP

555			
YAMADA			CHANGE
ABCD2222			DELETE

↓ CANCEL OK

Change E-Mail Address Screen

Please enter transmission object [E-Mail]

Entry Name []

E-Mail Address []

Input key indicate

CANCEL OK

Change Box No. Screen

Please enter Box No. [HDD]

Entry Name [aaa]

Box No. [0001]

Input key indicate

CANCEL OK

Change FTP Address Screen

Please enter transmission object [FTP]

Profile Name []

Host Address []

File Path []

Login []

Password []

Input key indicate

PORT NO. FIREWALL CANCEL OK

Input Key Screen

Please enter Box No.

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 / @ .

._ - Delete Capital/Small Sign

← → CANCEL OK

Procedure

- 1 Touch **[18] Scan transmission setting** on the Key Operator Mode Screen to display the Scan Transmission Setting Screen.
- 2 Select the desired address type.
Touch **E-Mail**, **HDD**, or **FTP** to display the registered name keys on each page.
- 3 Select the name key to be changed or deleted.
Touch the Lower arrow key to scroll, or Upper arrow key to return.

[18] Scan Transmission Setting (continued)

To delete the address:

Touch to highlight the desired name key, then touch **DELETE**.

The selected key will be deleted from the screen.

To change the address:

- (1) Touch to highlight the desired name key, then touch **CHANGE**.
The subsequent screen according to the address type will be displayed.
 - (2) Touch to highlight the registered item key on the left, touch **Input key indicate** to display the Input Key Screen, then change the information under the registered item key using the alphabet keys on the screen. Touch **OK** to return to the previous screen.
 - (3) Touch **OK** on each screen to complete the setting and restore the Scan Transmission Setting Screen.
- 4 Touch **OK** on the Scan Transmission Setting Screen to restore the Key Operator Mode Screen, or touch **CANCEL** to restore the previous setting.

Key Operator
Mode

System Initial
Setting

Copier Initial
Setting

User Setting
Mode

E.C.M.

Lock/Delete
Job Memory

Paper Type/
Special Size

Panel Contrast/
Key Sound

Key Operator
Data Setting

Weekly
Timer

Control Panel
Adjustment

Tray Auto
Select Setting

Power Save
Setting

Memory
Switch

Machine
Management
List Print

Call Remote
Center

Finisher
Adjustment

Front & Back
Density

**Scan
Transmission**

Non-Image
Area Erase

AES
Adjustment

Execute
Adjustment
Operation

Magnification
Adjustment

Timing
Adjustment

Centering
Adjustment

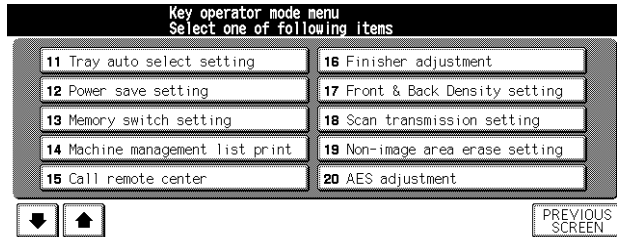
Printer
Gamma Sensor
Adjustment

14
Key Operator
Mode

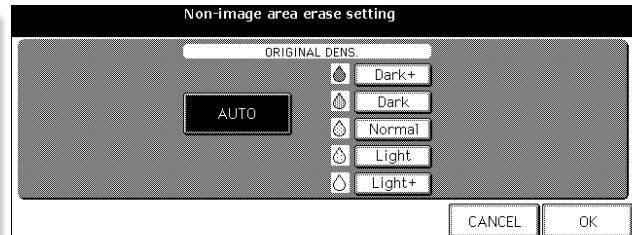
[19] Non-Image Area Erase Setting

Select the original density level of Non-Image Area Erase function to be in effect when this feature is selected on the Application Selection Screen after power is turned on or after Auto Reset occurs.

Key Operator Mode Screen



Non-Image Area Erase Setting Screen



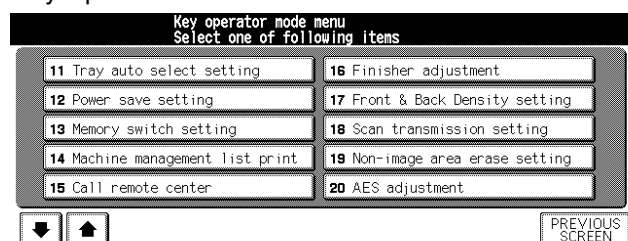
Procedure

- 1 Touch **[19] Non-image area erase setting** on the Key Operator Mode Screen to display the Non-Image Area Erase Setting Screen.
- 2 Touch **AUTO** to let the machine select the density level automatically, or manually select the density level from the five exposure levels provided on the screen.
- 3 Touch **OK** to complete the setting and restore the Key Operator Mode Screen, or touch **CANCEL** to restore the previous setting.

[20] AES Adjustment

Use this function to set the adjustment level of the automatic exposure selection (AES) suitable for either text originals or photo originals. Different setting is available for each of the color mode and monochrome mode.

Key Operator Mode Screen



AES Adjustment Screen



Procedure

- 1 Touch **[20] AES adjustment** on the Key Operator Mode Screen to display the AES Adjustment Screen.
- 2 Touch **NEXT ADJUSTMENT** or **PREVIOUS ADJUSTMENT** to select the mode to be adjusted. The selected mode will be displayed in the message area.
- 3 Specify the adjustment level.
Touch **+<->** to select "+" or "-" as desired, enter the value, then touch **SET**.
Check the entered value on the left side of the second line in the message area.
The AES will function suitable for text originals if specified value is positive, or for photo originals if negative value is entered.
- 4 Touch **PREVIOUS SCREEN** to complete the setting and return to the Key Operator Mode Screen.

Key Operator Mode
System Initial Setting
Copier Initial Setting
User Setting Mode
E.C.M.
Lock/Delete Job Memory
Paper Type/Special Size
Panel Contrast/Key Sound
Key Operator Data Setting
Weekly Timer
Control Panel Adjustment
Tray Auto Select Setting
Power Save Setting
Memory Switch
Machine Management List Print
Call Remote Center
Finisher Adjustment
Front & Back Density
Scan Transmission
Non-Image Area Erase
AES Adjustment
Execute Adjustment Operation
Magnification Adjustment
Timing Adjustment
Centering Adjustment
Printer Gamma Sensor Adjustment
14 Key Operator Mode

[21] Execute Adjustment Operation

Select the desired item to execute an adjustment operation.

Auto gamma adjustment should be performed if reproducibility of the whole image is not satisfactory.

Color Regist auto adjustment should be performed if CMY color layers show any gap compared with the original during successive copying.

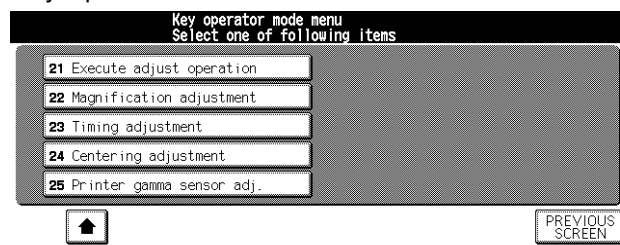
Toner refresh mode should be performed if you find the following conditions:

- Printed image shows a rough texture.
- White lines appear along with the paper feeding direction.
- Small dots appear randomly on the print paper.
- Small white spot appears in the printed image.

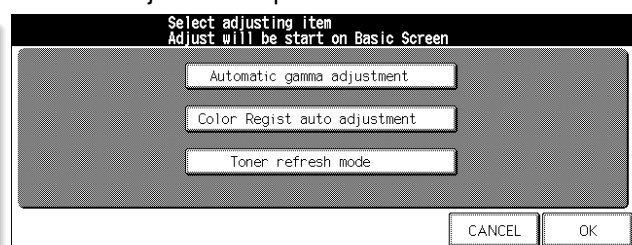
NOTE:

The Toner refresh mode is effective only when the above conditions appear in cyan or magenta color layer. If you find them in yellow or black layer, please contact your service representative to change the setting of this function.

Key Operator Mode Screen



Execute Adjustment Operation Screen



Procedure

- 1 Touch **[21] Execute adjust operation** on the Key Operator Mode Screen to display the Execute Adjustment Operation Screen.
- 2 Touch the desired item key to highlight it.
- 3 Touch **OK** to complete the setting and restore the Key Operator Mode Screen.
- 4 Touch **PREVIOUS SCREEN** to restore the Basic Screen. The machine will execute the adjustment operation of the selected item automatically, with the executing adjustment message displayed in the message area (approx. 2' 30").
- 5 When the adjustment is completed, "Align original on RADF unit" message will be displayed on the Basic Screen.

[22] Magnification Adjustment

Use this mode to make various adjustments concerning the magnification function.

- Printer vertical mag. adj.: adjusts the vertical magnification of the printer system.
- Printer horizontal mag. adj.: adjusts the horizontal magnification of the printer system.
- Scanner vertical mag. adj.: adjusts the vertical magnification of the scanner system.

Key Operator Mode Screen

Key operator mode menu
Select one of following items

21 Execute adjust operation
22 Magnification adjustment
23 Timing adjustment
24 Centering adjustment
25 Printer gamma sensor adj.

PREVIOUS SCREEN

Magnification Adjustment Menu Screen

Magnification adjustment mode menu
Select one of following items

1 Printer vertical mag. adj.
2 Printer horizontal mag. adj.
3 Scanner vertical mag. adj.
4 Belt line speed adjustment
5 Fixing line speed adjustment

PREVIOUS SCREEN

Printer Vertical Magnification Adjustment Screen

Printer vertical mag. adjustment 1/6
+ 0 - 0 (-300 ~ +300) 1step = 0.01%

1	2	3
4	5	6
7	8	9
+<->	0	SET

NEXT ADJUSTMENT PREVIOUS ADJUSTMENT PREVIOUS SCREEN

Printer Horizontal Magnification Adjustment Screen

Printer horizontal mag. adjustment 1/6
+ 15 + 15 (-100 ~ +100) 1step = 0.01%

1	2	3
4	5	6
7	8	9
+<->	0	SET

NEXT ADJUSTMENT PREVIOUS ADJUSTMENT PREVIOUS SCREEN

Scanner Vertical Magnification Adjustment Screen

Scanner vertical mag. adjustment
+ 6 - 6 (-40 ~ +40) 1step = 0.05%

1	2	3
4	5	6
7	8	9
+<->	0	SET

PREVIOUS SCREEN

Procedure

- 1 Touch **[22] Magnification adjustment** on the Key Operator Mode Screen to display the Magnification Adjustment Menu Screen.
- 2 Touch the desired menu key to display the adjustment screen for each function.
- 3 Make fine adjustment on the screen.
Touch **+<->** to select "+" or "-" as desired, enter the value, then touch **SET**.
Check the entered value on the left side of the second line in the message area.
If provided, touch **NEXT ADJUSTMENT** or **PREVIOUS ADJUSTMENT** to move to the next or previous adjustment item.
Touch **PREVIOUS SCREEN** to restore the Magnification Adjustment Menu Screen.
- 4 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.

Key Operator Mode

System Initial Setting

Copier Initial Setting

User Setting Mode

E.C.M.

Lock/Delete Job Memory

Paper Type/Special Size

Panel Contrast/Key Sound

Key Operator Data Setting

Weekly Timer

Control Panel Adjustment

Tray Auto Select Setting

Power Save Setting

Memory Switch

Machine Management List Print

Call Remote Center

Finisher Adjustment

Front & Back Density

Scan Transmission

Non-Image Area Erase

AES Adjustment

Execute Adjustment Operation

Magnification Adjustment

Timing Adjustment

Centering Adjustment

Printer Gamma Sensor Adjustment

14 Key Operator Mode

[23] Timing Adjustment

Use this mode to make fine adjustments of the timing for printing or scanning function.

- Printer lead edge timing adj.: adjusts the lead edge timing.
- Printer registration loop adj.: adjusts the paper loop amount in the registration roller section.
- Printer pre-registration adj.: adjusts the paper loop amount in each tray and ADU pre-registration roller section.
- Printer erasure amount adj.: conducts a leading edge erasure amount adjustment.
- Scanner re-start timing adj.: adjusts re-start timing for original scanning.
- RADF registration loop adj.: adjusts the original loop amount in the RADF registration roller section.

Key Operator Mode Screen

Key operator mode menu
Select one of following items

21 Execute adjust operation
22 Magnification adjustment
23 Timing adjustment
24 Centering adjustment
25 Printer gamma sensor adj.

↑ PREVIOUS SCREEN

Timing Adjustment Menu Screen

Timing adjustment mode menu
Select one of following items

1 Printer lead edge timing adj.	6 RADF registration loop adj.
2 Printer registration loop adj.	7 Writing unit skew initial adj.
3 Printer pre-registration adj.	8 Auto. color registration adj.
4 Printer erasure amount adj.	9 Color registration manual adj.
5 Scanner re-start timing adj.	

PREVIOUS SCREEN

Printer Lead Edge Timing Adjustment Screen

Printer Lead edge timing(Tray1) 1/18
+10 -10 (-60 ~ +60) 1step = 0.1mm

1	2	3
4	5	6
7	8	9
+-	0	SET

NEXT ADJUSTMENT PREVIOUS ADJUSTMENT PREVIOUS SCREEN

Printer Registration Loop Adjustment Screen

Printer regist loop adj.(Tray1L) 1/13
-20 +20 (-99 ~ +99) 1step = 0.1mm

1	2	3
4	5	6
7	8	9
+-	0	SET

NEXT ADJUSTMENT PREVIOUS ADJUSTMENT PREVIOUS SCREEN

Printer Pre-registration Adjustment Screen

Printer pre-regist adj.(Tray 1) 1/5
+ 0 - 0 (-99 ~ +99) 1step = 0.1mm

1	2	3
4	5	6
7	8	9
+-	0	SET

NEXT ADJUSTMENT PREVIOUS ADJUSTMENT PREVIOUS SCREEN

Printer Erasure Amount Adjustment Screen

Printer erasure amount adjustment
+ 0 + 0 (-20 ~ +40) 1step = 0.1mm

1	2	3
4	5	6
7	8	9
+-	0	SET

PREVIOUS SCREEN

Scanner Re-start Timing Adjustment Screen

Scanner re-start timing adjustment
+ 0 + 0 (-10 ~ +20) 1step = 0.1mm

1	2	3
4	5	6
7	8	9
+-	0	SET

PREVIOUS SCREEN

RADF Registration Loop Adjustment Screen

RADF registration loop adjustment
+ 0 - 0 (-7 ~ +7) 1step = 0.5mm

1	2	3
4	5	6
7	8	9
+-	0	SET

PREVIOUS SCREEN

[23] Timing Adjustment (continued)

Procedure

- 1 Touch **[23] Timing adjustment** on the Key Operator Mode Screen to display the Timing Adjustment Menu Screen.
- 2 Touch the desired menu key to display the adjustment screen for each function.
- 3 Make fine adjustment on the screen.
Touch **+<->-** to select “+” or “-” as desired, enter the value, then touch **SET**.
Check the entered value on the left side of the second line in the message area.
If provided, touch **NEXT ADJUSTMENT** or **PREVIOUS ADJUSTMENT** to move to the next or previous adjustment item.
Touch **PREVIOUS SCREEN** to restore the Timing Adjustment Menu Screen.
- 4 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.

Key Operator
Mode

System Initial
Setting

Copier Initial
Setting

User Setting
Mode

E.C.M.

Lock/Delete
Job Memory

Paper Type/
Special Size

Panel Contrast/
Key Sound

Key Operator
Data Setting

Weekly
Timer

Control Panel
Adjustment

Tray Auto
Select Setting

Power Save
Setting

Memory
Switch

Machine
Management
List Print

Call Remote
Center

Finisher
Adjustment

Front & Back
Density

Scan
Transmission

Non-Image
Area Erase

AES
Adjustment

Execute
Adjustment
Operation

Magnification
Adjustment

Timing
Adjustment

Centering
Adjustment

Printer
Gamma Sensor
Adjustment

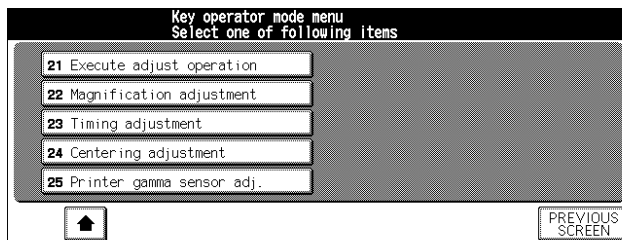
14
Key Operator
Mode

[24] Centering Adjustment

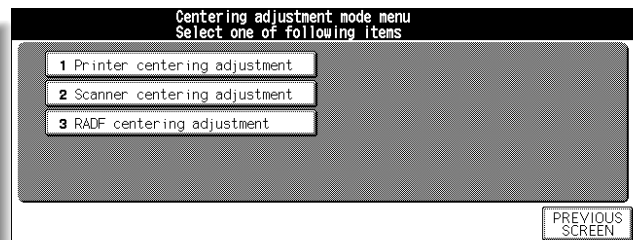
Use this mode to make various adjustments concerning the image centering function.

- Printer centering adjustment: adjusts the mis-centering of images vertical to paper feed direction.
- Scanner centering adjustment: adjusts the centering when scanning the platen original.
- RADF centering adjustment: adjusts the centering when scanning the RADF original.

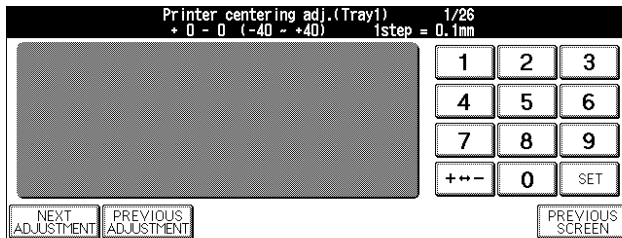
Key Operator Mode Screen



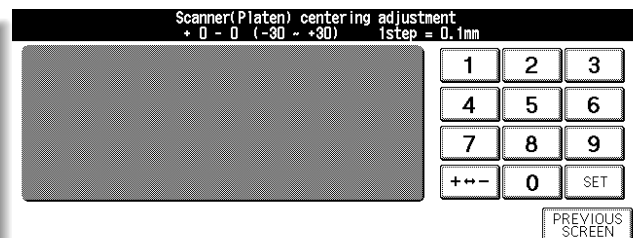
Centering Adjustment Menu Screen



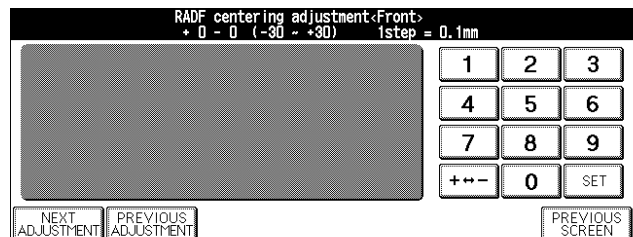
Printer Centering Adjustment Screen



Scanner (Platen) Centering Adjustment Screen



RADF Centering Adjustment Screen



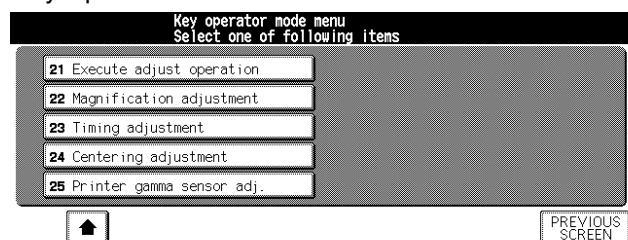
Procedure

- 1 Touch **[24] Centering adjustment** on the Key Operator Mode Screen to display the Centering Adjustment Menu Screen.
- 2 Touch the desired menu key to display the adjustment screen for each function.
- 3 Make fine adjustment on the screen.
Touch **+<->** to select "+" or "-" as desired, enter the value, then touch **SET**.
Check the entered value on the left side of the second line in the message area.
If provided, touch **NEXT ADJUSTMENT** or **PREVIOUS ADJUSTMENT** to move to the next or previous adjustment item.
Touch **PREVIOUS SCREEN** to restore the Centering Adjustment Menu Screen.
- 4 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.

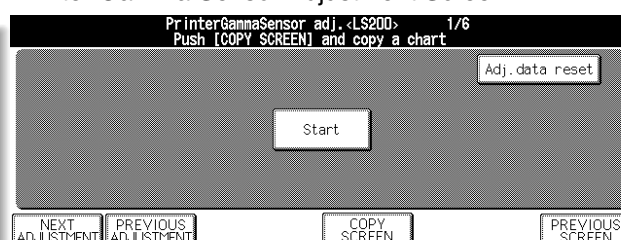
[25] Printer Gamma Sensor Adjustment

Use this function to make various adjustments concerning the gamma sensor.

Key Operator Mode Screen



Printer Gamma Sensor Adjustment Screen



Procedure

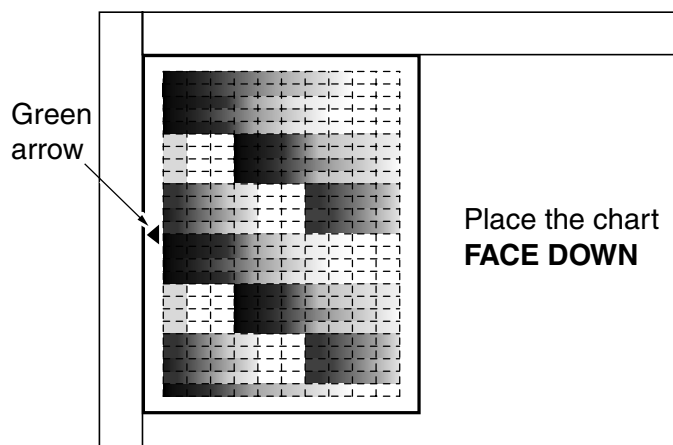
- 1 Touch **[25] Printer Gamma Sensor adjustment** on the Key Operator Mode Screen to display the Printer Gamma Sensor Adjustment Screen.
- 2 Select the desired adjustment item on the screen. Six items are provided: LS200, LS150, DS200, DS150, CONTONE, and ED.
Touch **NEXT ADJUSTMENT** or **PREVIOUS ADJUSTMENT** to move to the next or previous adjustment item.

NOTE:

Some adjustment items cannot be displayed if the screen is specified as OFF state in the Memory Switch setting.

Touching **Adj.data reset** will display the Reset Confirmation Screen. Touch **YES** to reset the adjustment value to the initial state, or touch **NO** to cancel.

- 3 Touch **COPY SCREEN** to move to the Basic Screen to print a chart.
Load several sheets of 8.5"x11" paper on the Multi-sheet bypass tray, then press **[START]** to output the test chart.
When output is completed, the Printer Gamma Sensor Adjustment Screen will be restored, with the message "Please load output paper in Platen and push [START] button" displayed.
- 4 Place the test chart face down on the platen glass with green arrow "◀" pointing at the left side as shown below, and put about 10 sheets of blank copy paper on top of the chart.



[25] Printer Gamma Sensor Adjustment (continued)

- 5 Touch the **Start** key on the screen. The machine starts the adjustment automatically.

NOTE:

If no paper is left in the Multi-sheet bypass tray, the adjustment will not start even if the **Start** key is touched.

The message "Completed" will be displayed when the adjustment is completed normally.

NOTE:

If an error code (Error 1, 2, or 10) is displayed, check that the test chart is placed properly.

If any other error code is displayed, please contact your service representative.

- 6 Repeat the steps 2 to 5 as desired.
- 7 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.

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