FT7650 OPERATOR'S MANUAL

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INTRODUCTION

This manual contains detailed instructions on the operation and maintenance of this copier. To get maximum versatility from this copier, all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the next section before using this copier. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

SAFETY INFORMATION

When using your copier, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

MARNING: Ignoring this warning could cause serious injury or even death.

or even death.

⚠ Caution: Ignoring this caution could cause injury or damage

to property.

Examples Of Indications

- riangle Symbol riangle means a situation that requires you take care.
- ⑤ Do NOT carry out the operation represented by the symbol ○. This example means "Do not take apart".
- Symbols means you MUST perform this operation. This example means "You must remove the wall plug".

↑ WARNINGS:

Only connect the copier to the power source described on the inside front cover of this manual. Avoid multi-wiring as it could cause an electric shock or a fire.

Avoid using an extension cord. Make sure the wall outlet is near the copier and freely accessible so that in event of an emergency it can be unplugged easily.

- On ot damage, break or make any modifications to the power cord. Do not place heavy objects on it, pull it hard or bend it more than necessary. These actions could cause an electric shock or fire.
- Do not remove any covers or screws other than those specified in this manual. Some parts of the copier are at a high voltage and could give you an electric shock. When the copier needs to be checked, adjusted or repaired, contact your service representative.

Do not take apart or attempt any modifications to this copier. There is a risk of fire, electric shock, explosion or loss of sight.

- If the copier looks damaged or breaks down, smoke is coming out, there is a strange smell or anything looks unusual, immediately turn off the main power switch then unplug the power code from the wall. Do not continue using the copier in this condition. Contact your service representative.
- O Do not put any metal objects or containers holding water (e.g. vases, flowerpots, glasses) on the copier. If the contents fall inside the copier a fire or electric shock could occur.
- Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of the used toner containers according to local regulations for plastics.

- If any metal, liquid or foreign matter falls into the copier, turn off the main switch and unplug the main power cord. Contact your service representative. Do not keep using the copier with a fault or defect.
- O Do not plug or unplug the power cord with wet hands or an electric shock might occur.

- When you move the copier, unplug the power cord from the wall outlet to avoid fire or electric shock.
- When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.
- Neep the copier away from humidity and dust. A fire or an electric shock might occur.
 - Do not place the copier on an unstable or tilted surface. If it topples over it could cause injury.
- When the copier will not be used for a long time, unplug the power cord.
- If you use this copier in a confined space, make sure there is a continuous air turnover.
- When removing misfed paper, do not touch the fusing section because it could be very hot.
- This copier has been tested for safety using this supplier's parts and consumable. We recommend you only use these specified supplies.

WHERE IT IS & WHAT IT IS

Models

There are three models of this copier. The main difference between them is copy speed. To make sure which model you have, contact your local dealer.

Model A

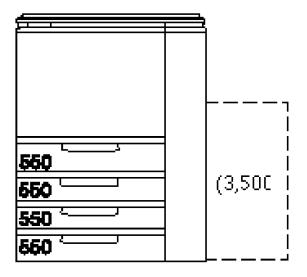
□ Copy speed: Metric version: 51 copies/minute (A4 □)

50 copies/minute in France (A4 □)

Inch version: 50 copies/minute (81/2" x 11" □)

☐ Paper trays: Four 550-sheet paper trays

Optional 3,500 sheet large capacity tray



Model B / Model C

□ Copy speed: Model B: 60 copies/minute

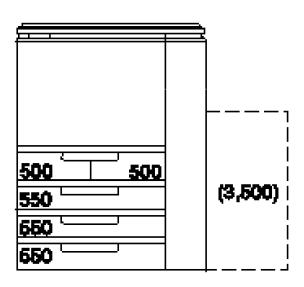
Model C: 70 copies/minute

☐ There are two types of paper trays for Model B and Model C.

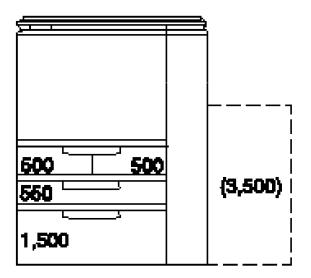
Type 1: Tandem paper tray (two 500-sheet paper trays)

Three 550-sheet paper trays

Optional 3,500 sheet large capacity tray

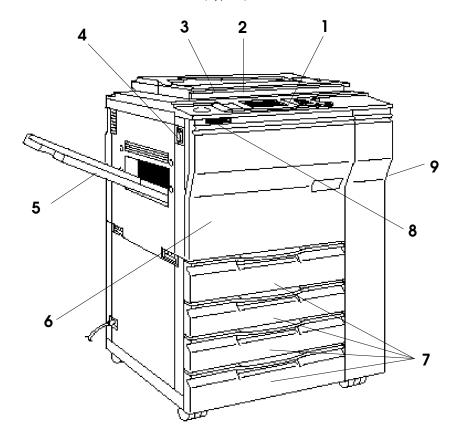


□ **Type 2:** Tandem paper tray (two 500-sheet paper trays)
One 550-sheet paper tray
1,500-sheet large capacity tray
Optional 3,500 sheet large capacity tray



Copier Exterior

☐ This illustration shows Model B (Type 1).

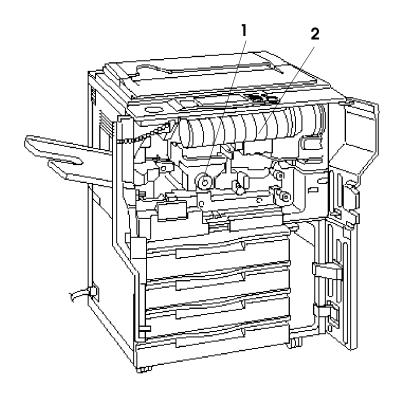


Operation unit	Operator controls and indicators are located here.
Platen cover (option)	Lower this cover over originals for copying.
Exposure glass	Position originals here face down for copying.
Main switch	Switches the copier between on and stand-by conditions ("stand-by" means that the anti-condensation heaters are on).
Copy tray (option)	Completed copies are delivered here.
Front door	Open to access the inside of the copier.
Paper trays	The number of trays and their capacities depend on which model you have. See page 1.
Auto response sensor	When the operator stands in front of this sensor, the copier automatically turns off the Screen Saver.
Bypass tray	Use this tray to copy onto paper that can not be set in the paper tray. Using this tray, you can copy onto OHP transparencies, adhesive labels, translucent paper, or post cards.
	Platen cover (option) Exposure glass Main switch Copy tray (option) Front door Paper trays Auto response sensor

□ Other options: key counter, key counter bracket set

Copier Interior

☐ This illustration shows Model A.



1.	Fusing Unit	Fuses the copy image to the paper. When accessing the inside of the copier, use caution. This unit may be very hot.
2	Topor bottle	Poplace the tener bettle when the conjer in

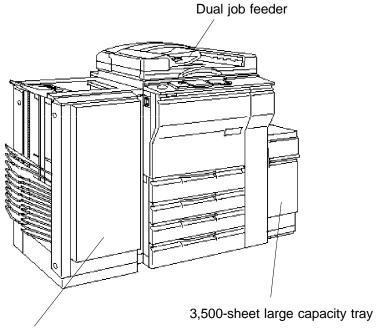
2. Toner bottle Replace the toner bottle when the copier instructs you to add toner.

Options

All models (Model A, B, and C) can be provided with the following options:

DJF + S/S DJF + S/S with Punch

□ DJF = Dual job feeder S/S = Sorter stapler

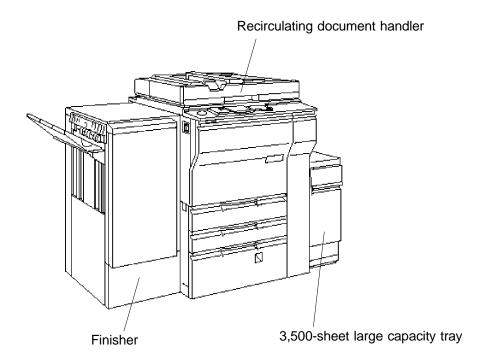


Sorter stapler

Sorter stapler with Punch

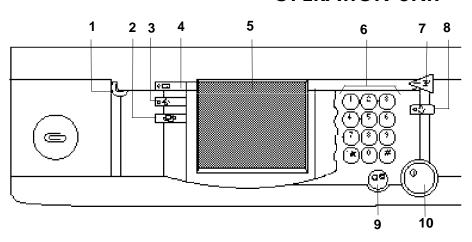
RDH + Finisher

☐ RDH = Recirculating document handler Finisher = Finisher



□ Other options: key counter, key counter bracket set

OPERATION UNIT



1. **Brightness knob** Turn to adjust the brightness of the display. 2. Change Screen key Press to select Regular Screen or Casual Screen. See page 32. 3. Program key Press to select the program mode. See pages 65. 4. Guidance key Press for help on functions. See page 33. 5. Touch panel display Operation status and messages appear here. See page 29. 6. Number keys Use to enter the desired number of copies or data for selected functions. Interrupt key 7. Press to make interrupt copies during a copy run. See page 67. **Clear Modes key** 8. Press to clear the copier of previously entered settings and functions. Clear/Stop key 9. Press to cancel the copy number entered. While

copying, press to stop copying.

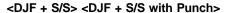
Press to start copying.

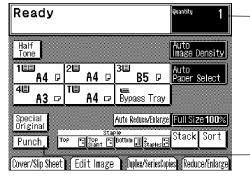
10. Start key

Touch Panel Display

Initial Display

Depending on the options that your machine is equipped with, the displays are different.



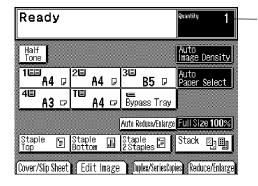


COPY COUNTER

Indicates the number of copies entered, and the number of copies made.

*If your machine is equipped with the sorter stapler, there is no [Punch] key on the display.

<RDH + Finisher>



COPY COUNTER

Indicates the number of copies entered, and the number of copies made.

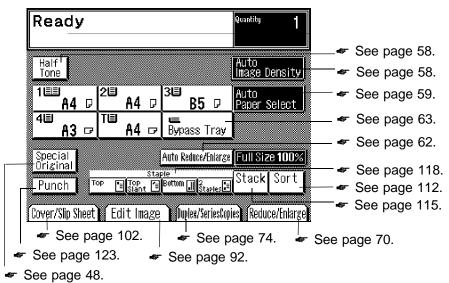
To operate the machine, touch the key you want to use. Instructions telling you what to do next will then appear.

- □ Regarding detailed information about each key and function, ***** see page 12.
- ☐ For how to use the touch panel display, see page 29.
- You can change the display from Regular Screen to Casual Screen. For details,
 see page 32.

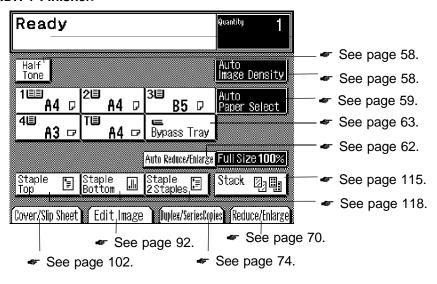
WHAT YOU CAN DO WITH THIS COPIER

Regular Screen

<DJF + S/S> <DJF + S/S with Punch>

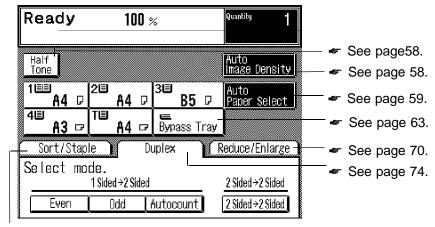


<RDH + Finisher>



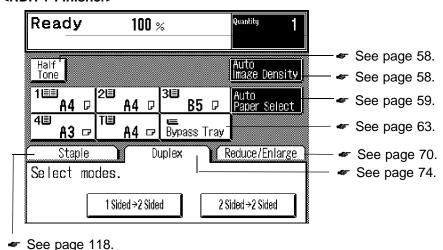
Casual Screen

<DJF + S/S> <DJF + S/S with Punch>



See page 112.

<RDH + Finisher>



□ Regular Screen and Casual Screen, See page 32.

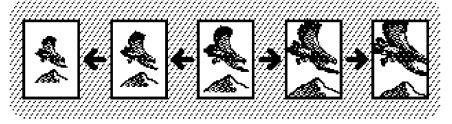
Reducing And Enlarging

See page 70.

Reducing and enlarging using preset ratios (Preset R/E)



Reducing and enlarging in 1% steps (Zoom)



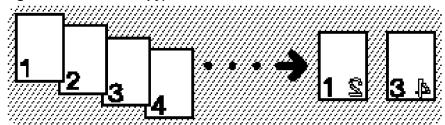
Fitting the original to a copy of a different size (Size Magnification)



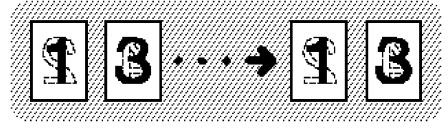
Working With Both Sides Of Originals And Copies

See page 74.

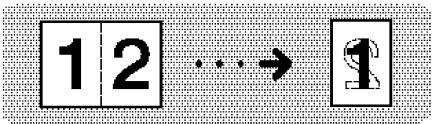
Making two-sided copies from one-sided originals (Duplex, 1 Sided Originals \rightarrow 2 Sided Copy)



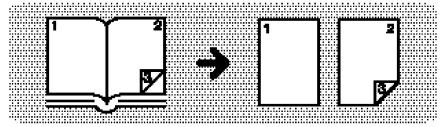
Making two-sided copies from two-sided originals (Duplex, 2 Sided Originals \rightarrow 2 Sided Copy)



Making two-sided copies from facing pages (Series Duplex, Single)



Making two-sided copies from a book (Series Duplex, Multi)



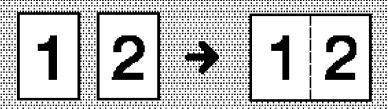
Making one-sided copies from facing pages (Series Copies, Book \rightarrow 1 Sided Copy)



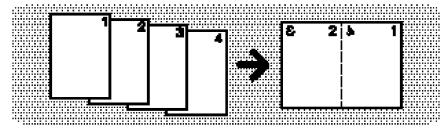
Making one-sided copies from two-sided originals (Series Copies, 2 Sided Originals \rightarrow 1 Sided Copy)



Combining two originals (Combine, Combine 2 Originals)



Combining four originals (Combine, Combine 4 Originals)

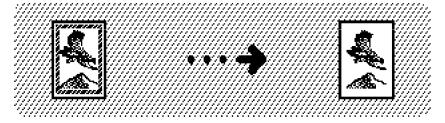


Editing The Copy Image

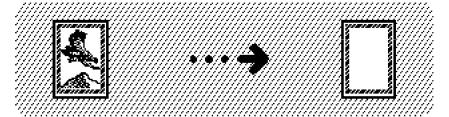
See page 92.

Erasing part of original image

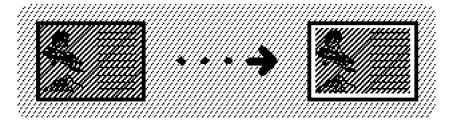
- Save Area



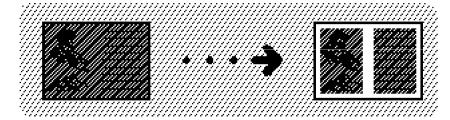
- Delete Area



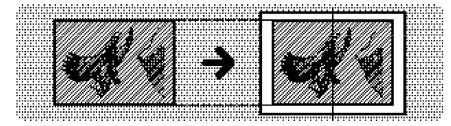
- Erase Border



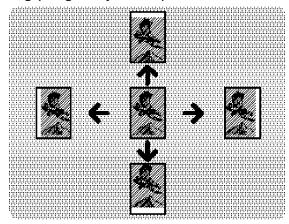
- Erase Center and Border



Centering the copy image (Centering)



Adding margins for binding (Margin Adjustment)

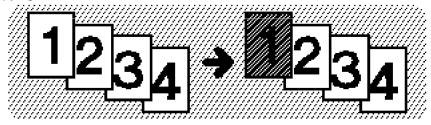


Adding Or Inserting Sheets

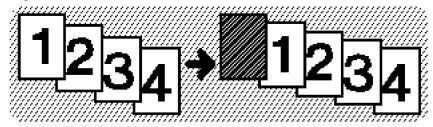
See page 102.

Copying or adding a front cover (Front Cover)

- Copying

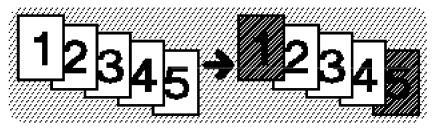


- Adding

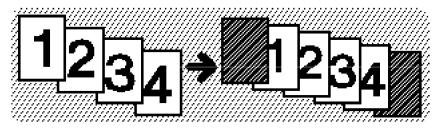


Copying or adding front and back covers (Front/Back)

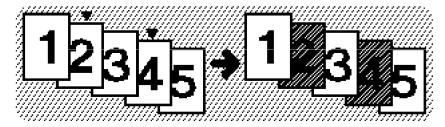
- Copying



- Adding

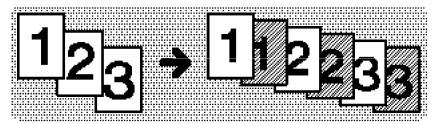


Copying designated pages of originals onto slip sheets (Paper Designate)

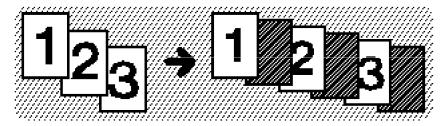


Copying or inserting slip sheets (OHP Slip Sheet)

- Copying



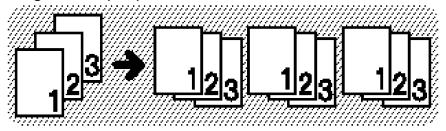
- Inserting



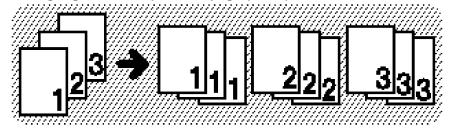
Finishing (Option)

See page 112.

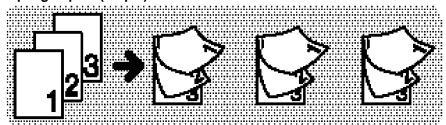
Sorting into sets (Sort)



Stacking together all copies of a page (Stack)

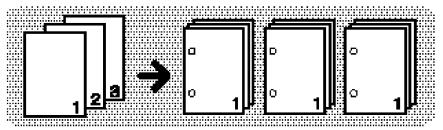


Stapling copies (Staple)

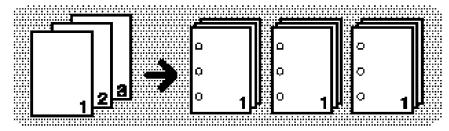


Punching copies (Punch)

- 2 holes version



- 3 holes version



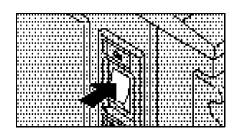
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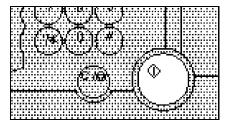
STARTING THE COPIER

When The Main Switch Is In The Stand-by Position

Turn on the main switch.



- Wait for the copier to warm-up. During the warm-up period, the **Start** key is red.
- ☐ The warm-up period:
 - Model A: less than 5 minutes
 - Models B and C: less than 5 minutes and 30 seconds
- After warm-up, the copier goes into the ready condition and the **Start** key lights green.



When The Touch Panel Display Is Off

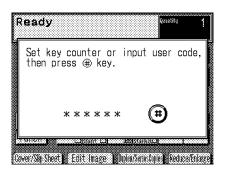
The copier is in Low Power mode. Stand in front of the auto-response sensor to return to the ready condition.

☐ For details about Low Power mode, see page 156.

When The Copier Is Set For User Codes

Input your user code (6 digits) using the **Number** keys. Then touch the **[#]** key.

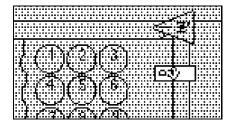
- To prevent others from making copies using your user code, press the Clear/Stop and Clear Modes key simultaneously after copying.
- □ The copier returns in User Code mode after your job is finished, after the selected time. This time can be changed with User Tools. see page 153.
- ☐ For details about user codes, **s** see page 158.
- If you input the wrong user code, press the Clear/Stop key and input the code again.



When The Copier Has Been Turned Off By The Weekly Timer

Press the **Clear Modes** key to turn the copier back on.

- ☐ For details about the weekly timer, see page 160.
- ☐ The copier will turn itself back off again 30 minutes later.

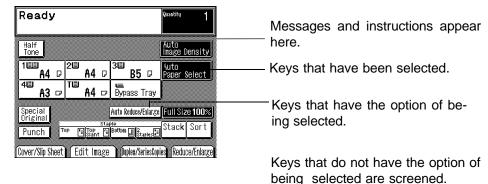


USING THE TOUCH PANEL DISPLAY

Selecting Functions

On the touch panel display, you can find keys, instructions and messages. By touching keys on the display, you can select or deselect functions and enter data for the selected modes. If you make a mistake and wish to clear the current settings, press the **Clear Modes** key.

☐ The following samples are the displays of the copier that is equipped with DJF + S/S with Punch.



In this manual, keys on the display are indicated as follows:

Example:

Key on the display:

Auto
Paper Select

In the manual: [Auto Paper Select] key

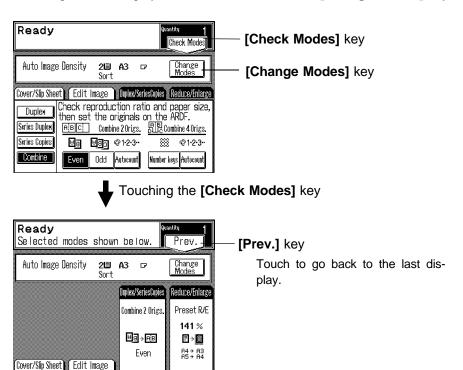
Note: Do not press the touch panel display with any hard or sharp object (pen, pencil, etc.) Always use your fingers or something with a soft tip.

Checking The Functions You Have Selected

When you choose one or more copy settings, the last item you selected will remain on the screen.

To check all the settings you have chosen so far, touch the **[Check Modes]** key.

To change the settings you have chosen, touch the [Change Modes] key.



Entering Numbers

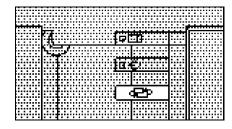
When the display prompts you to enter a number, type it in with the **Number** keys and touch the **[#]** key on the display to accept it.

Should you make a mistake:

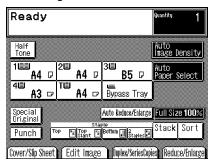
- If you have not touched the [#] key yet, touch the [Clear] key and then re-enter it. If the [Clear] key is not on the display, press the Clear/Stop key.
- If you have already touched the [#] key, touch the item you wish to change on the display and re-enter the number with the **Number** keys. Touch the [#] key on the display to accept it.

Regular Screen and Casual Screen

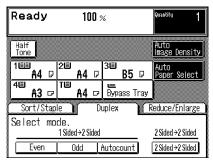
Press the **Change Screen** key to switch between Regular and Casual Screens.



Regular Screen



Casual Screen



- ☐ When you select Casual Screen, you cannot use the following functions:
 - Cover/Slip Sheet
 - Edit Image
 - Zoom, Size Magnification
 - Series Duplex (Single)
 - Series Copies (Book \rightarrow 1 Sided Copies, 2 Sided Original \rightarrow 1 Sided Copies)
 - Combine (Combine 2 Originals, Combine 4 Originals)
 - Preset
 - Stack (Option)
 - Special Original
- □ Regular Screen is selected by default. You can change this setting with User Tools. See page 155.
- □ Which folder (Sort/Staple, Duplex, or Reduce/Enlarge) is open on Casual Screen by default can be changed with the User Tools. ✓ See page 156.
- When you change from Casual Screen to Regular Screen, the copy settings on Casual Screen are reflected in Regular Screen. But you change from Regular Screen to Casual Screen, those on Regular Screen are <u>not</u> reflected in Casual Screen.

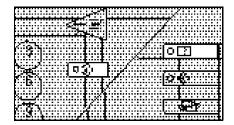
GETTING HELP ON THE DISPLAY

Press the **Guidance** key when you want to know detailed information about functions you use. You can use this key in the Stand-by condition or when entering settings for a copy job.

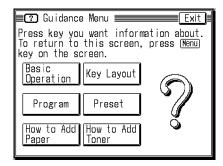
You cannot use this function with Casual Screen. If you want to use it, select Regular Screen by pressing the Change Screen key.

Seeking Guidance In The Stand-by Condition

Press the Clear Modes key then the Guidance key.

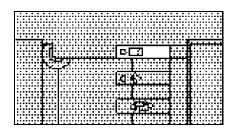


2 Touch the key you want to know about on the touch panel display.

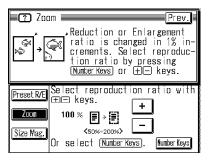


Seeking Guidance While Entering Copy Job Settings

Press the **Guidance** key.



☐ The information about functions you are trying to use will be displayed on the touch panel display.



COPY PAPER AND TONER

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COPY PAPER

Available Paper Sizes

Model A

- You can change the paper size of the 2nd feed station by yourself, * see page 148.
- ☐ If you want to change the paper size of 1st, 3rd, or 4th feed stations, contact your service representative.

Paper Feed Station	1st paper feed station (550 sheets)		2nd paper feed station (550 sheets)				4th paper feed station (550 sheets)		Bypass feed tray		Optional large capacity tray (3,500 sheets)	
		D-	□	J	₽	J	□	D-	₽	D-		□ Î
A3	0		О		0		О		0			
B4	0		0		0		0		0			
A4	0	0	0	0	0	О	0	О	0	О		0
B5	0	0	0	0	0	О	0	О	0	О		0
A5	0	0		O	0	О	0	О	0	О		
B6									0			
A6									0			
11" x 17"												
81/2" x 14"	•		•		•		•					
81/2" x 11"	•			0		•				•		0
81/2" x 13"(F4)			О		•		•					
8" x 101/2"										•		
8" x 10"			•		•		•					
8" x 13" (F)									0			
81/4" x 13"			O									
10" x 14"												
11" x 15"			•		•		•					
51/2" x 81/2"			器						•			0
Ba-Kai			*									
(267 x 390 mm)			*									
Shi-Liu-Kai (195 x 267 mm)			*	*								

- O: can be used for metric version machines.
- •: can be used for inch version machines.
- *: can be set by your service representative for metric version machines.
- : can be set by your service representative for inch version machines.
- *: can be set by your service representative.

Model B / Model C

Paper Feed Station	pape (500 s	Tandem paper tray 500 sheets x 2 sets) 2nd paper feed station (550 sheets)		station		<type 2=""> 3rd paper feed station (1,500 sheets)</type>		Bypass feed tray		Optional large capacity tray (3,500 sheets)		
	Ŀ	,		D-		,		,	D	,	D-	₽
A3			0		0				0			
B4			0		О		О		О			
A4		0	0	0	O	0	О	0	0	0		$\bigcirc \bullet$
B5		О	O	O	О	О	О	О	О	O		$\bigcirc \bullet$
A5			*	0	О	O			0	0		
B6									0			
A6									0			
11" x 17"			•						•			
81/2" x 14"			•						•			
81/2" x 11"		•	•	0	•	•	•		•	•		0
81/2" x 13"(F4)			0		•				•			
8" x 101/2"			•		•				•	•		
8" x 10"			•		•				•	•		
8" x 13" (F)			•		•				0			
81/4" x 13"			0		•				•			
10" x 14"			•		•				•			
11" x 15"			•		•				•			
51/2" x 81/2"			器	•	•				•	•		
Ba-Kai			*									
(267 x 390 mm)			*N:									
Shi-Liu-Kai (195 x 267 mm)			*	*								

- O: can be used for metric version machines.
- can be used for inch version machines.
- . can be set by your service representative for metric version machines.
- : can be set by your service representative for inch version machines.
- *: can be set by your service representative.

Non-recommended Copy Paper

Copy paper of the types or in the conditions listed below is not recommended for this copier.

- Folded, curled, creased, or damaged paper
- Torn paper
- Damp paper
- Perforated paper
- Paper with conductive or low electrical resistance such as carbon or silver coating.
- Wavy paper
- Thermal paper, art paper
- Thin paper that has low stiffness
- Adhesive labels
- Stapled paper

Notes For Copy Paper

- □ Load paper with the copy side <u>down</u> in the paper trays, and with the copy side <u>up</u> in the optional large capacity tray and the bypass feed table. If copies are curled, try turning the copy paper over in the tray. If there is no improvement, change to copy paper with less curl.
- Correct curls in copy paper before loading.
- ☐ Fan copy paper to get air between the sheets before loading.
- OHP transparencies, translucent paper, and adhesive labels should be set in the bypass feed table.
- OHP transparencies, translucent paper, and adhesive labels should be fanned to get air between the sheets before loading.
- Do not touch copy paper if your fingers are wet or oily; finger prints may appear on the copy.

Paper Storage

Paper should always be stored properly. Improperly stored paper might result in poor image reproduction, creased copies, and paper misfeeds. Generally, avoid curling and absorption of moisture.

- Avoid storing paper in humid areas. Under high temperature and high humidity, or low temperature and low humidity conditions, store paper in a vinyl bag.
- Do not store paper where it will be exposed to heat.
- Store on a flat surface.
- Use older stock first.
- Do not lay heavy objects on paper.
- Keep open reams of paper in the package, and store as you would unopened paper.

TONER

Note: If you want to add toner, see page 138.

Notes For Toner

MARNING: Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame.

Dispose of the used toner containers according to local regulations for plastics.

Note: Do not use used toner. This will damage the copier.

When adding toner, do not turn off the main switch. If you do, your copy settings are cleared.

Toner Storage

- ☐ Store toner bottles in a cool, dark place.
- □ Never store toner where it will be exposed to heat.
- Do not lay heavy objects on toner bottles.

ORIGINALS

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RECOMMENDED ORIGINALS AND NON-RECOMMENDED ORIGINALS

Recommended Originals

- □ Regarding originals that the dual job feeder can handle, **See** page 180.
- Regarding originals that the recirculating document handler can handle, See page 186.

Non-recommended Originals

Note: The following types of originals are not recommended for use with the dual job feeder and the recirculating document handler. Place them directly on the exposure glass.

- Dual job feeder and recirculating document handler

- □ Paper with any kind of coating (such as carbon) on the back
- □ Folded, curled, creased, or damaged originals
- ☐ Mailing labels, or perforated originals
- □ Bound, stapled, or clipped originals
- OHP transparencies
- □ Translucent paper
- Pasted originals
- ☐ Stapled originals
- Damp originals
- Sticky originals
- □ Wavy originals
- Originals that are not made from paper
- Originals written in pencil on both sides, or two-sided carbon originals
- ☐ Thermal fax paper, CRO (camera ready originals) or aluminum foil
- □ Books, pamphlets, and booklets

- Dual job feeder

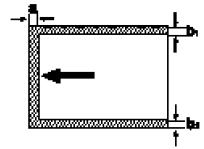
- ☐ Originals thicker than 128 g/m², 34 lb
- ☐ Originals thinner than 40 g/m², 11 lb
- ☐ Originals between 40 and 52 g/m², 11 and 14 lb, Thin Paper mode should be set. ► See page.
- ☐ Originals thicker than 105 g/m², 28 lb in Duplex mode
- ☐ Originals thinner than 52 g/m², 14 lb in Duplex mode
- ☐ Originals larger than A3, 11" x 17"
- □ Originals smaller than B6, 51/2" x 81/2"

- Recirculating document handler

- ☐ Originals thicker than 105 g/m², 28 lb
- ☐ Originals thinner than 52 g/m², 14 lb
- □ Originals larger than A3, 11" x 17"
- ☐ Originals smaller than A5 □, 51/2" x 81/2" □

Notes For Originals

Leading and side edges of originals are not copied as shown in the illustration.



1 sided copy

 $a = 3.5 \pm 2.5 \text{ mm}, b1 + b2 \le 3 \text{ mm}$

Back side of 2 sided copy

(in 1 sided originals to 2 sided copy mode) When full size copying:

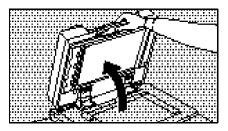
*a = 8.5 ± 3 mm, b1 + b2 ≤ 3 mm When reducing or enlarging:

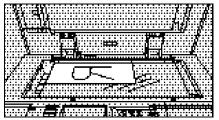
 $a \le 4$ mm, $b1 + b2 \le 3$ mm

* As a right margin of 5 mm, 0.2" is set on the back side automatically, the value "*a" is 8.5 \pm 3 mm. If you want to change this margin, touch the [Edit Image] key, then touch the [Margin Adj.] key. \clubsuit See page 92.

SETTING ORIGINALS ON THE EXPOSURE GLASS

- Confirm that no originals are set in the dual job feeder or the recirculating document handler.
- 2 Lift the platen cover, the dual job feeder, or the recirculating document handler.
- ☐ The illustration shows the dual job feeder.
- Set the original <u>face down</u> on the exposure glass. The original should be aligned to the rear left corner.
- Lower the platen cover, the dual job feeder, or the recirculating document handler.





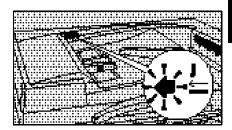
SETTING ORIGINALS IN THE DUAL JOB FEEDER

- While originals are fed from the original table to the exposure glass, do not pull them out.
- Do not lift the dual job feeder until the originals have been completely fed out.
- ☐ If you want to set originals of different sizes at the same time, set Mixed Sized mode. ➡ See page 49.
- ☐ If you set originals between 40 and 52 g/m², 11 and 14 lb, set Thin Paper mode. ► See page 52.
- ☐ Translucent paper should be used in Thin Paper mode.
- Do not press any parts of the dual job feeder strongly.

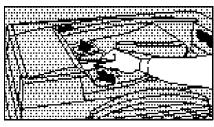
Setting A Stack Of Originals (ADF mode/ARDF mode)

You can insert a stack of originals (one-sided or two-sided) of the same size into the dual job feeder. These originals are individually fed onto and removed from the exposure glass.

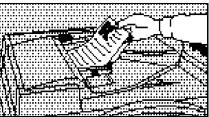
- ☐ You can still use originals that are not recommended for this mode. First make a set of copies of the originals by positioning them directly on the exposure glass, then use these copies as originals.
- Correct any curl, fold, or crease in the originals before setting the originals.
- 2 Confirm that the **Insert Original** indicator is lit and the exposure glass is clear of originals.



Adjust the original guide to the original size.



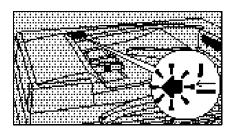
- Set the originals <u>face up</u> into the dual job feeder until the **Insert Original** indicator goes off.
- ☐ The last page should be on the bottom.
- ☐ The original guide should touch the front side of the originals.
- Do not stack originals above the limit mark.



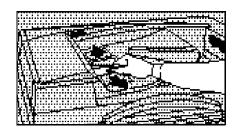
Setting One Original At A Time (SADF mode)

You can insert one original at a time in the dual job feeder. The original is automatically fed onto and removed from the exposure glass.

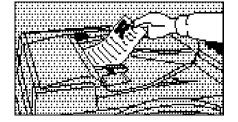
- Correct any curl, fold, or crease in the originals before setting.
- Confirm that the **Insert Original** indicator is lit and the exposure glass is clear of originals.



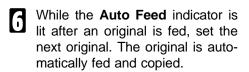
Adjust the original guide to the original size.

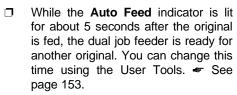


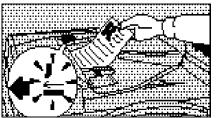
Set the original <u>face up</u> until the **Insert Original** indicator goes off.



- If you are copying a stack of originals one sheet at a time and you want to keep them in order, start with the last page of the originals.
- ☐ The original guide must touch the front side of the original.
- Press the **Start** key.







Setting Special Originals

By touching the [Special Original] key and selecting the following modes, you can set different sized originals, a pasted original, or thin originals into the dual job feeder.

Tone

| Half | Tone | Half | H

Ready

Mixed Sizes mode: You can set originals with different widths and lengths

together. See page 49.

Pasted Original mode: You can set a pasted original.

Thin Paper mode: You can set thin originals.

Quiet Feed mode: When you use Mixed Sized mode, Pasted Original

mode, or Thin Paper mode, you can reduce the noise

of feeding by setting Quiet Feed mode as well.

☐ You cannot use Mixed Sized mode and Pasted Original mode together.

☐ Translucent paper should be used in Thin Paper mode.

Setting different sized originals (Mixed Sizes mode)

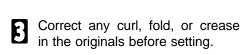
You can use the following sizes:

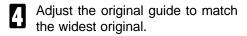
Metric version: A3 □, B4 □, A4 □ □, B5 □ □

Inch version: 11" x 17" □, 81/2" x 14" □, 81/2" x 11" □□

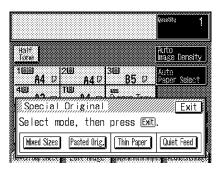
Touch the [Special Original] key.

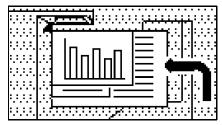
- Touch the [Mixed Sizes] key, then touch the [Exit] key.
- You can also set Quiet Feed mode.





- Set the originals <u>face up</u> until the **Insert Original** indicator goes off.
- Originals must be aligned to the rear left corner of the dual job feeder as shown in the illustration.
- Press the **Start** key.

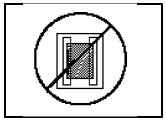




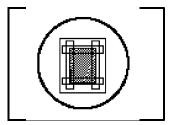
Setting a pasted original (Pasted Original mode)

In this mode, you can set a pasted original into the dual job feeder.

- ☐ In this mode, set one original at a time.
- By setting Quiet Feed mode, you can reduce the noise of feeding.
- ☐ Always paste or tape originals on all sides as shown in the illustration.

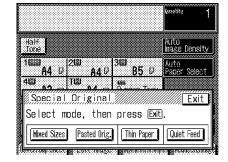


Non-recommended



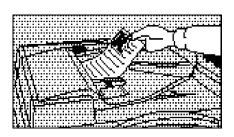
Recommended

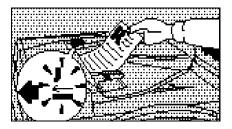
- Touch the [Special Original] key.
- Touch the [Pasted Orig.] key, then touch the [Exit] key.
- You can also set Quiet Feed mode.



- Correct any curl, fold, or crease in the originals before setting.
- Adjust the original guide to match the original size.

- Set one pasted original <u>face up</u> until the **Insert Original** indicator goes off.
- ☐ The original guide must touch the front side of the original.
- Press the **Start** key.
- While the **Auto Feed** indicator is lit after an original is fed, set the next original. The original is automatically fed and copied.
- □ While the Auto Feed indicator is lit for about 5 seconds after the original is fed, the dual job feeder is ready for another original. You can change this time using the User Tools. ► See page 153.



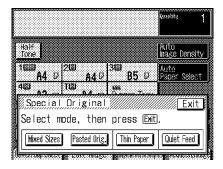


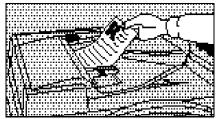
Setting thin originals (Thin Paper mode)

When you set thin originals (paper weight: $40 \sim 52$ g/m2, $11 \sim 14$ lb) in the dual job feeder, set Thin Paper mode.

- You can set Thin Paper mode with Mixed Size mode or Pasted Originals mode.
- ☐ In this mode, set one original at a time.
- Touch the [Special Original] key.
- Touch the [Thin Paper] key, then touch the [Exit] key.
- ☐ You can also set Quiet Feed mode.

- Set one original <u>face up</u> until the **Insert Original** indicator goes off.
- ☐ The original guide must touch the front side of the original.
- Press the **Start** key.

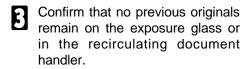


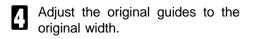


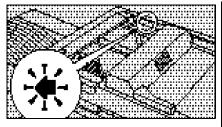
SETTING ORIGINALS IN THE RECIRCULATING DOCUMENT HANDLER

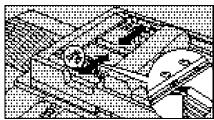
Setting Originals

- While originals are fed from the original table to the exposure glass, do not pull them out.
- Do not lift the recirculating document handler until the originals have been completely fed out.
- Do not move the original guide and the feed-out unit until the originals has been completely fed out.
- ☐ You cannot set originals with different widths and lengths together.
- You can still use originals that are not recommended for this mode. First make a set of copies of the originals by positioning them directly on the exposure glass, then use these copies as originals.
- Correct any curl, fold, or crease in the originals before setting.
- Confirm that the Set Original indicator is lit before setting the originals.
- If it is not lit, confirm that the feed-out unit and feed-in unit covers are closed properly.

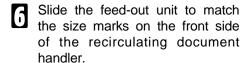


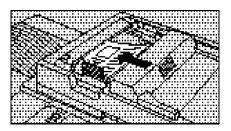


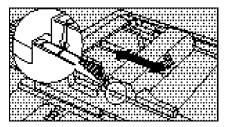




- Set the originals <u>face up</u> in the original stacker. The **Set Original** indicator should turn off.
- ☐ Originals should be the same size.





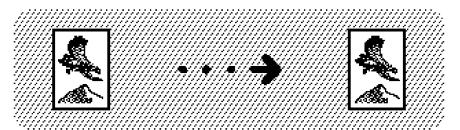


COPYING

COPYING

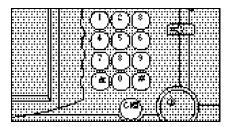
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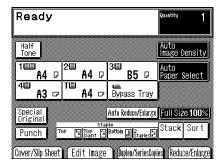
BASIC COPYING



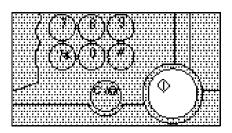
You can make copies that are the same size as your originals.

- ☐ If your copier is equipped with RDH + Finisher, Sort mode is the default setting. If you want to use Stack mode or Staple mode, touch the each key.
- Set your original on the exposure glass, in the dual job feeder, or in the recirculating document handler. See page 44 ~ 54.
- 2 Enter the number of copies required using the **Number** keys.
- To change the number entered, press the Clear/Stop key, then enter the new number.
- Confirm that the [Auto Paper Select] key is selected. If not, touch the [Auto Paper Select] key, or select the copy paper by touching the key for copy paper.
- ☐ Regarding Paper Selection, ***** see page 59.





- Make sure that the magnification ratio is set to 100%. If not, touch the **[Full Size]** key.
- Press the **Start** key.
- ☐ To stop the copier during a multicopy run, press the **Clear/Stop** key.
- Press the Start key to resume copying, or press the Clear/Stop key again to clear the entered copy number.



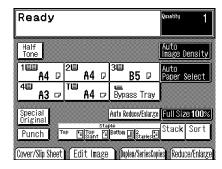
BASIC FUNCTIONS

Adjusting Copy Image Density

To match the originals, adjust the image density.

Auto image density

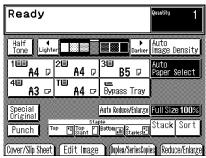
If you select the [Auto Image Density] key, the copier automatically controls the image density.



Manual image density

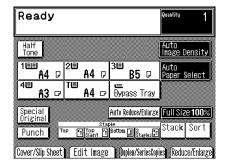
If you require darker or lighter copies, adjust the image density yourself.

If the [Auto Image Density] key is selected, touch it to cancel. Then, touch the [Lighter] (left) key to lower the image density. Touch the [Darker] (right) key to increase the image density.



Copying Half-tone Originals

Copy image from half-tone originals will be improved by selecting this mode.

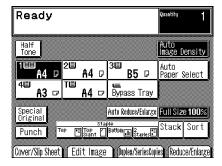


Selecting The Copy Paper Size

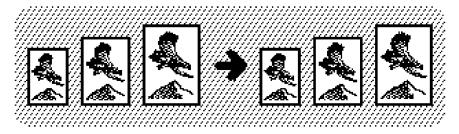
□ Copying from bypass tray, See page 63.

Selecting the copy paper size manually

If the [Auto Paper Select] key is selected, touch it to cancel. You will see the [Paper Selection] keys. Select the paper tray you want to use.



Having the copier choose the paper size (Auto paper select)

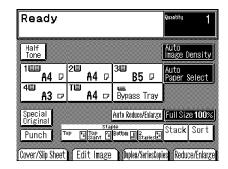


The copier selects a suitable size of copy paper based on the original size and the reproduction ratio.

- □ Regarding functions that cannot be used together with this function, see page 126.
- ☐ The special paper tray cannot be selected by Auto Paper Select. For more details, see see page 154.

- Example 1: When making full size copies

Make sure that the [Auto Paper Select] key is selected. If not, touch the [Auto Paper Select] key.



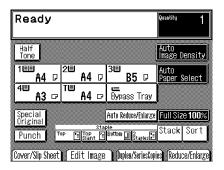
- Make sure that the magnification ratio is set to 100%. If not, touch the **[Full Size]** key.
- Set your originals.
- Press the **Start** key. Suitable copy paper will be selected.

- Example 2: When making reduced copies

Example:

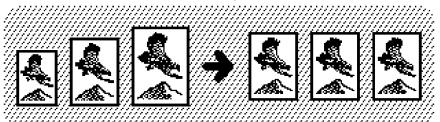
Metric version: original: A3, ratio: 71% Inch version: original: 11" x 17", ratio: 65%

Make sure that the [Auto Paper Select] key is selected. If not, touch the [Auto Paper Select] key.



- Touch the [Reduce/Enlarge] key. If your machine is a metric version, select 71%. If your machine is an inch version, select 65%.
- Set your originals.
- Press the **Start** key. Suitable copy paper will be selected.

Having The Copier Choose The Reproduction Ratios (Auto Reduce/Enlarge)



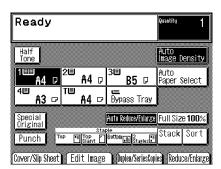
The copier can select the proper reproduction ratio based on the selected paper size and the original size.

□ Regarding functions that cannot be used together with this function, see page 126.

Example:

Metric version: original: A3 \square , copy paper: A4 \square Inch version: original: 11" x 17" \square , copy paper: 81/2" x 11" \square

Touch the [Auto/Reduce Enlarge] key.



- Set your originals.
- Choose your copy paper size (e.g. A4 □, 81/2" x 11" □).
- Press the **Start** key. The original image is enlarged or reduced to fit the selected copy paper.

COPYING

Copying From The Bypass Tray

Use the bypass tray to copy onto paper that is not set in the paper tray.

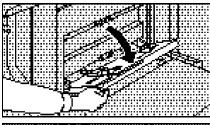
- OHP transparencies, adhesive labels, post cards, and translucent paper can be set into the bypass tray.
- Regarding the paper sizes and directions that can be set, See page 36 and 37.
- Number of sheets that can be set at one time:

Standard paper: 50 sheets (80 g/m₂, 20 lb)

OHP transparencies: 20 sheets
Adhesive labels: 1 sheet
Translucent paper: 1 sheet
Post card: 1 sheet

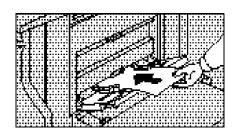
- ☐ OHP transparencies and translucent paper should be fanned to get air between the sheets before loading.
- ☐ When you set an original on the exposure glass, make sure the platen cover, the dual job feeder, or the recirculating document handler lowered. Or the back side of the next copy paper might be dirty.
- □ Regarding functions that cannot be used together with this function, See page 126.
- Open the bypass tray.

- Slide the paper guides to the paper width.
- ☐ If you use large size (more than A4 □, 11" x 81/2" □) copy paper, swing out the extender.





Insert the copy paper.



- Make sure the [Bypass tray] key is selected on the display. If not, touch it.
- Set your originals.
- Press the **Start** key.

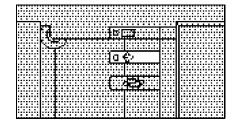
Storing Your Copy Settings In Memory (Program)

You can store up to five frequently used copy job settings in machine memory, and recall them for future use.

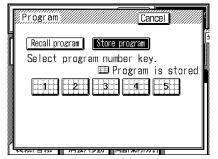
- The following functions can be stored:
 - Image Density
 - Paper size
 - Auto Reduce/Enlarge
 - Sort/Stack/Staple/Punch mode
 - Reducing and Enlarging mode
 - Duplex/Series Copies mode
 - Edit Image mode
 - Cover/Slip Sheet mode
 - Special Original mode
- ☐ You can set Program 5 is selected by default with the User Tools.
 ☐ see page
 155.

Storing Your Settings

- Set the copy settings you want to put into memory.
- Press the **Program** key.

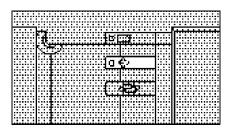


- Touch the [Store program] key.
- Select the program number you want to store the settings in.
- Already programmed keys are shown cross-hatched.

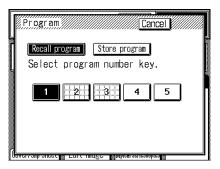


Recalling Your Settings

Press the **Program** key.



- Make sure that the [Recall program] key is selected.
- Select the program number you want to recall.
- Already programmed keys are shown cross-hatched.



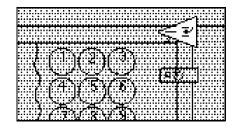
YING

Other Functions

Temporarily Stopping One Job To Copy Something Else (Interrupt Copying)

Use the **Interrupt** key to interrupt a multi-copy run to make urgently needed copies.

- □ Regarding functions that cannot be used together with this function, see page 126.
- Press the **Interrupt** key. The copier will stop the copy run and store the present settings in the memory. The copier will return to the ready condition.

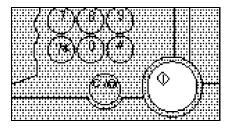


- Remove the previous original. Set your originals for interrupt copying.
- Make your copies.
- After interrupt copying is completed, press the **Interrupt** key again. The copier will recall the previous copy settings.
- Reset the previous original and press the **Start** key to resume the previous run.

Entering Copy Job Settings During The Warm-up Period (Auto Start)

If you press the **Start** key during the warm-up period, the **Start** key will blink, and your copies will be made as soon as warm-up finishes.

- Set your originals.
- 2 Set your copy settings during warm-up period.
- Press the **Start** key.
- ☐ To cancel Auto Start, press the Clear/Stop key.



Presetting copy jobs during the copy run (Preset)

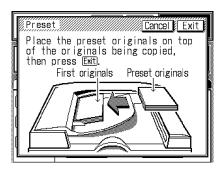
You can set the copy settings for your next job. The copier will start the next copy job after the current job is completed.

Note: This function can be used only when your machine is equipped with the optional dual job feeder.

- □ Regarding functions that cannot be used together with this function, see page 126.
- Touch the [Preset] key.



- 2 Set the copy job settings for your next job.
- Touch the [Exit] key.
- Set the originals for your next job on top of the originals being copied following the instructions on the display.
- ☐ Push in the originals completely, but do not insert too strongly.
- Touch the [Exit] key.
- ☐ After the first job is finished, the next job will start automatically.
- To change or cancel the preset copy jobs, touch the [Preset] key and follow the instructions on the display.



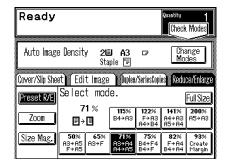
REDUCING AND ENLARGING



□ Regarding functions that cannot be used together with this function, see page 126.

Reducing And Enlarging Using Preset Ratios (Preset R/E)

- Touch the [Reduce/Enlarge] key.
- Make sure that the [Preset R/E] key is selected. Then, select the preset reducing ratios.



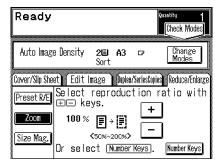
- Set your originals.
- Press the **Start** key.

Reducing And Enlarging In 1% Steps (Zoom)

You can change the reproduction ratio from 50% to 200% in 1% steps.

Using the (+) (-) key

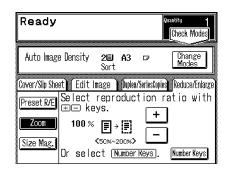
- Touch the [Reduce/Enlarge] key.
- 7 Touch the [Zoom] key.



- Make sure that the [+] key and [-] key are displayed. If not, touch the [+- key] key.
- Adjust the reproduction ratio following the instructions on the display.
- Set your originals.
- Press the Start key.

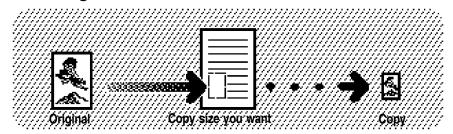
Using the Number keys

- Touch the [Reduce/Enlarge] key.
- Touch the [Zoom] key.



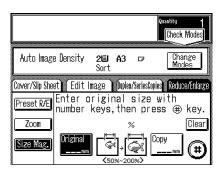
- Touch the [Number keys] key.
- Adjust the reproduction ratio following the instructions on the display.
- Set your originals.
- Press the Start key.

Fitting The Original To A Copy Of A Different Size (Size Magnification)



A suitable reproduction ratio will be automatically selected when you enter the lengths of the original and copy image you want.

- Touch the [Reduce/Enlarge] key.
- Touch the [Size Mag.] key.



- Enter the original size and copy paper size using the **Number** keys following the instructions on the display.
- □ Up to 999 mm (metric version), 99.99" (inch version) can be entered.
- □ For an explanation or entering numbers, ◆ see page 31
- Set your originals.
- Press the **Start** key.

WORKING WITH BOTH SIDES OF ORIGINALS AND COPIES (Duplex/Series Copies)

- □ Regarding functions that cannot be used together with this function, see page 126.
- ☐ You cannot make more than 50 sets of copies in Duplex mode.
- ☐ The following paper limitations apply:

Maximum size: Metric version: A3 □

Inch version: 11" x 17" □

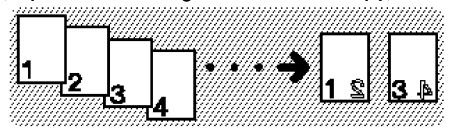
Minimum size: Metric version: A5 □

Inch version: 51/2" x 81/2" □

Weight: Metric version: $64 \sim 104 \text{ g/m}^2$ Inch version: $17 \sim 24 \text{ lb}$

 \square You can select "1 Sided \to 2 Sided" or "2 Sided \to 2 Sided" that is selected as a default when you select Duplex mode.

Making Two-sided Copies From One-sided Originals (Duplex, 1 Sided Originals \rightarrow 2 Sided Copy)



- □ A right margin of 5 mm, 0.2" is set on the back side automatically. If you want to change this margin, touch the **[Edit Image]** key, then touch the **[Margin Adj.]** key. ► See page 92.
- When you set an original on the exposure glass, start with the last page of the originals.

If your machine is equipped with DJF

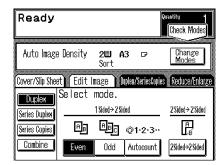
If your machine is equipped with the optional dual job feeder, you can select one of three keys (Even, Odd, or Autocount) depending on the number of your originals.

[Even]: Select this key if the number of originals is even.[Odd]: Select this key if the number of originals is odd.

[Autocount]: Select this key if you don't know the number of originals.

The machine automatically counts the number.

- Touch the [Duplex/Series Copies] key.
- Make sure that the [Duplex] key is selected.

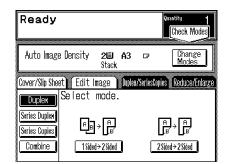


- Touch the [Even] key, the [Odd] key, or the [Autocount] key.
- ☐ When you touch the [Autocount] key, follow the instruction on the display to count the number of originals.
- Set your originals face up in the dual job feeder.
- ☐ The last page of the originals should be on the bottom.
- Press the **Start** key.

If your machine is equipped with RDH

If your machine is equipped with the optional recirculating document handler, the Autocount function is default.

- Touch the [Duplex/Series Copies] key.
- Make sure that the [Duplex] key is selected.

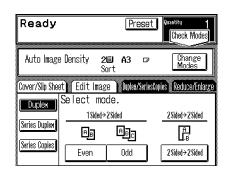


- Touch the [1 sided \rightarrow 2 sided] key.
- Set the stack of originals face up in the recirculating document handler.
- ☐ The last page of the originals should be on the bottom.
- Press the Start key.
- The machine starts counting originals. After counting is finished, copying will start automatically.

If your machine is not equipped with the optional dual job feeder or recirculating document handler, you can select one of two keys (Even or Odd) depending on the number of your originals.

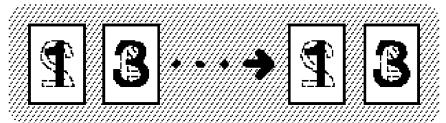
[Even]: Select this key if the number of originals is even. [Odd]: Select this key if the number of originals is odd.

- Touch the [Duplex/Series Copies] key.
- Make sure that the [Duplex] key is selected.



- Touch the [Even] key or [Odd] key.
- Set a page of your original on the exposure glass.
- ☐ Start with the last page of the originals.
- Press the **Start** key.

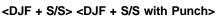
Making Two-sided Copies From Two-sided Originals (Duplex, 2 Sided Original \rightarrow 2 Sided Copy)

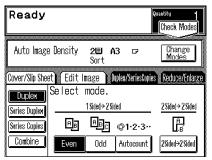


Note: It is recommended to set originals in the dual job feeder or the recirculating document handler in this function.

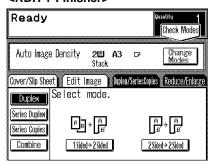
- Touch the [Duplex/Series Copies] key.
- Make sure the [Duplex] key is selected.
- Touch the [2 Sided \rightarrow 2 Sided] key.

- Set your originals in the dual job feeder or the recirculating document handler.
- ☐ The last page of the originals should be on the bottom.
- Press the Start key.

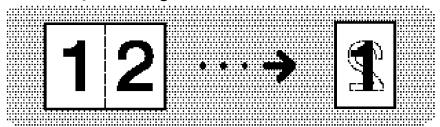




<RDH + Finisher>

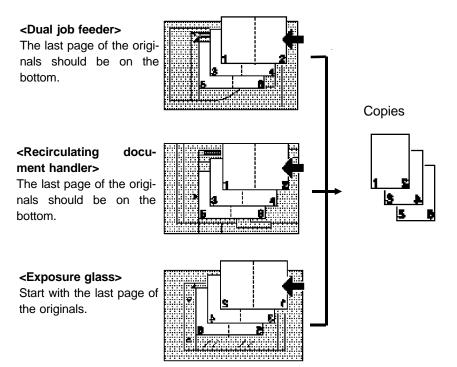


Making Two-sided Copies From Facing Pages (Series Duplex, Single)

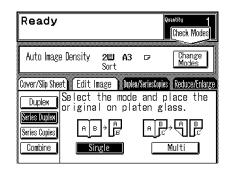


This function makes two-sided copies from two facing pages of a bound (book) original.

- □ This function cannot be used for copy paper larger than A4 \square , 81/2" x 11" \square .
- ☐ The center of an original is determined according to the selected copy paper and reproduction ratio. Make sure to select copy paper and reproduction ratio suitable for the original.
- Set the originals as shown below:

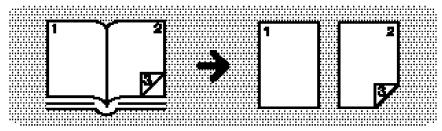


- Make sure that the original binding is centered with the book mark on the rear scale.
- Touch the [Duplex/Series Copies] key.
- Touch the [Series Duplex] key.



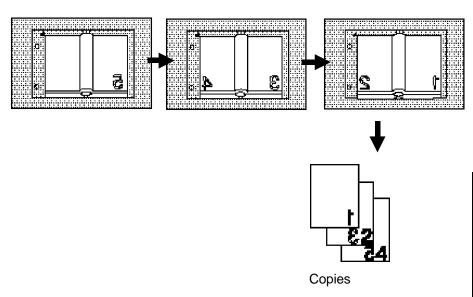
- Make sure the [Single] key is selected.
- Set your originals.
- Press the Start key.

Making Two-sided Copies From A Book (Series Duplex, Multi)

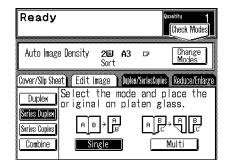


Use this function to have the copies face each other exactly as the bound (book) originals do.

- ☐ In this function, place the original on the exposure glass.
- ☐ The center of an original is determined according to the selected copy paper and reproduction ratio. Make sure to select copy paper and reproduction ratio suitable for the original.
- ☐ For bound originals read from left to right, place the original on the exposure glass with the cover right side up. You should start with the last page of the originals and the last page should be aligned to the left scale as shown below:

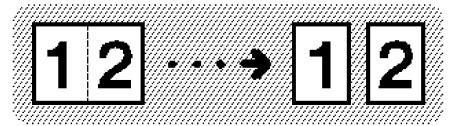


- Make sure that the original binding is centered with the book mark on the rear scale.
- For binding originals read <u>from right to left</u>, place the book with the cover upside down.
- You can also use this function with the dual job feeder or the recirculating document handler.
- Touch the [Duplex/Series Copies] key.
- Touch the [Series Duplex] key.



- Touch the [Multi] key.
- Set the originals.
- Press the Start key.

Making One-sided Copies From Facing Pages (Series Copies, Book \rightarrow 1 Sided Copies)



This function makes one-sided copies from two facing pages of bound (book) originals.

- This function cannot be used for copy paper larger than A4 \mathbb{D} , 81/2" x 11" \mathbb{D} .
- ☐ The center of an original is determined according to the selected copy paper and reproduction ratio. Make sure to select copy paper and reproduction ratio suitable for the original.
- Set the originals as shown below:

<Dual job feeder>

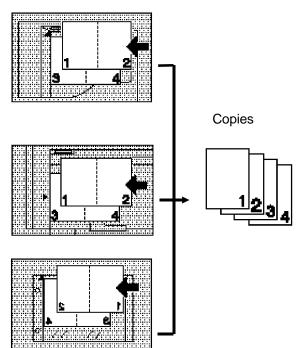
The last page of the originals should be on the bottom.

<Recirculating document handler>

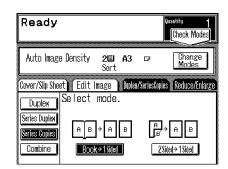
The last page of the originals should be on the bottom.

<Exposure glass>

Start with the last page of the originals.

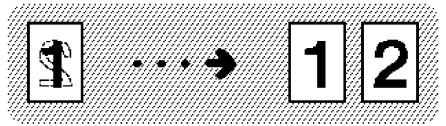


- Make sure that the original binding is centered with the book mark on the rear scale.
- Touch the [Duplex/Series Copies] key.
- Touch the [Series Copies] key.



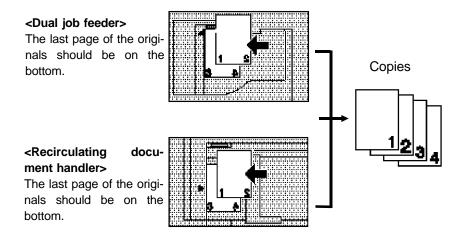
- Make sure the [Book → 1 Sided] key is selected.
- Set your originals.
- Press the **Start** key.

Making One-sided Copies From Two-sided Originals (Series Copies, 2 Sided Original \rightarrow 1 Sided Copies)

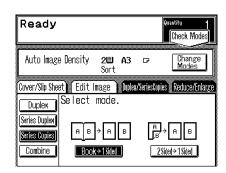


Note: It is recommended to set originals in the dual job feeder or the recirculating document handler in this function.

☐ Set the originals as shown below:



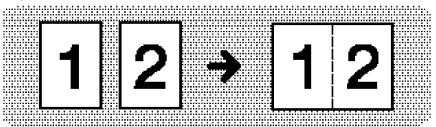
- Touch the [Duplex/Series Duplex] key.
- 7 Touch the [Series Copies] key.
- Touch the [2 Sided → 1 Sided] key.



- Set your originals in the dual job feeder or the recirculating document handler.
- ☐ The last page of the originals should be on the bottom.
- Press the Start key.

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Combining Two Originals (Combine, Combine 2 Originals)



This function automatically combines two 1-sided originals on one copy.

Note: This function can be used only when your machine is equipped with the dual job feeder.

☐ When using this function, select the copy paper size below.

Metric version: A4 □, B5 □, A5 □

Inch version: 81/2" x 11" □, 81/2" x 51/2" □

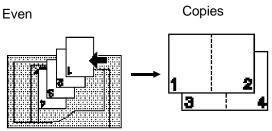
□ Select one of three keys (Even, Odd, or Autocount) depending on the number of your originals.

[Even]: Select this key if the number of originals is even. [Odd]: Select this key if the number of originals is odd.

[Autocount] : Select this key if you don't know the number of originals.

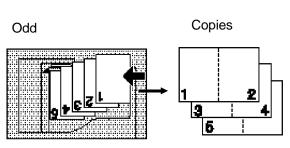
The machine automatically counts the number.

□ Set the originals as shown below:

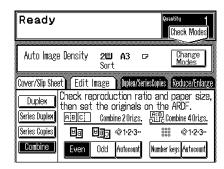


<Dual job feeder>

The last page of the originals should be on the bottom.

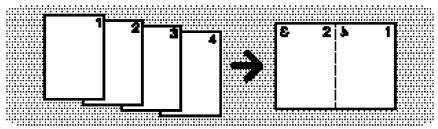


- Before using this function, select copy paper size. Auto Paper Select function cannot be used in this function.
- Before using this function, check the reproduction ratio. Auto Reduce/Enlarge function cannot be used in this function.
- Touch the [Duplex/Series Copies] key.
- Touch the [Combine] key.



- Touch the [Even] key, the [Odd] key, or the [Autocount] key.
- When you touch the [Autocount] key, follow the instruction on the display to count the number of originals.
- Set your originals in the dual job feeder.
- ☐ The last page of the originals should be on the bottom.
- Press the Start key.

Combining Four Originals (Combine, Combine 4 Originals)



This function makes one 2 sided copy from four 1 sided originals.

Note: This function can be used only when your machine is equipped with the dual job feeder.

☐ When using this function, select the copy paper size below.

Metric version: A4 □, B5 □, A5 □

Inch version: 81/2" x 11" □, 81/2" x 51/2" □

☐ After selecting the Combine 4 Originals function, select the [Number keys] key or the [Autocount] key to input the number of originals.

[Number keys]: Select this key if you want to input the number of originals

with the Number keys.

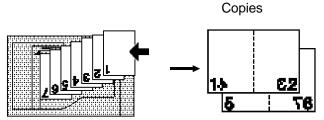
[Autocount]: Select this key if you don't know the number of originals.

The machine automatically counts the number.

- Before using this function, select copy paper size. Auto Paper Select function cannot be used in this function.
- Before using this function, check the reproduction ratio. Auto Reduce/Enlarge function cannot be used in this function.
- □ Set the originals as shown below:

<Dual job feeder>

The last page of the originals should be on the bottom.



When using the (Number keys) key

- Touch the [Duplex/Series Copies] key.
- Touch the [Combine] key.



- Touch the [Number keys] key.
- Enter the number of the originals with the **Number** keys. Then touch the **[#]** key.
- Touch the [Exit] key.
- Set the originals in the dual job feeder.
- ☐ The last page of the originals should be on the bottom.
- Press the **Start** key.

COPYING

When using the (Autocount) key

- Touch the [Duplex/Series Copies] key.
- Touch the [Combine] key.



- Touch the [Autocount] key.
- Follow the instructions on the display to count the number of originals.
- Set your originals in the dual job feeder.
- ☐ The last page of the originals should be on the bottom.
- Press the **Start** key.

ADDING MARGINS FOR BINDING (Margin Adjustment)

You can make margins by shifting the image. This function is convenient when you want to bind copies.

- □ Regarding functions that cannot be used together with this function, see page 126.
- ☐ The width can be set:

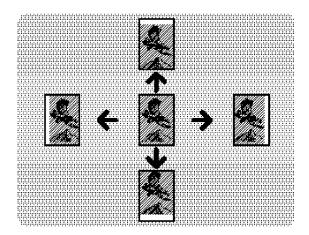
Metric version: Left and right: 0 ~ 16 mm (in 1 mm steps)

Top and bottom: $0 \sim 15$ mm (in 2.5 mm steps)

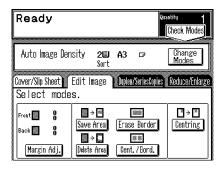
Inch version: Left and right: $0 \sim 0.6$ " (in 0.1" steps)

Top and bottom: $0 \sim 0.6$ " (in 0.1" steps)

Margins For One-sided Copying



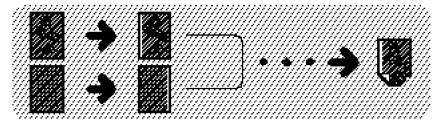
- Touch the [Edit Image] key.
- Touch the [Margin Adj.] key.



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- Touch the arrow keys repeatedly to size the margins.
- □ [→]: left margin
 [←]: right margin
 [↓]: top margin
 [↑]: bottom margin
 [Clear]: zero margins
- Set your originals.
- Press the **Start** key.

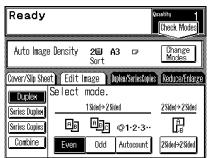
Margin For Two-sided Copying



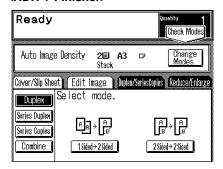
- ☐ For binding, set the left margin for the front side, and the right margin for the back side.
- ☐ As a default setting, a right margin of 5 mm, 0.2" is set on the back side automatically when you make 2 sided copies from 1 sided originals.

- Touch the [Duplex/Series Copies] key.
- Select the mode depending on what kind of copies you want to make.

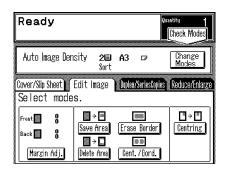
<DJF + S/S> <DJF + S/S with Punch>



<RDH + Finisher>



- Touch the [Edit Image] key.
- Touch the [Margin Adj.] key.



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- Touch the arrow keys repeatedly to size the margins.
- □ [→]: left margin
 [←]: right margin
 [↓]: top margin
 [↑]: bottom margin
 [Clear]: zero margins
- Set your originals.
- Press the Start key.

EDITING THE COPY IMAGE (Edit Image)

□ Regarding functions that cannot be used together with this function, see page 126.

Erasing Part Of Original Image

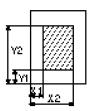
Maximum erase area:

Metric version: X1, X2: 45 cm

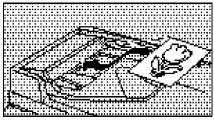
Y1, Y2: 30 cm

Inch version: X1, X2 : 17"

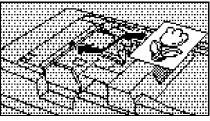
Y1, Y2:11"



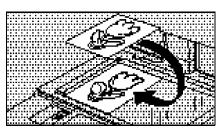
When making copies after designating the area, set the original in the dual job feeder, the recirculating document handler, or on the exposure glass as shown in the illustrations.



<Dual job feeder>

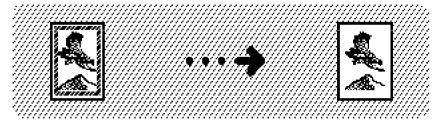


<Recirculating document handler>

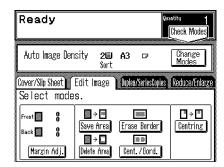


<Exposure glass>

Saving part of the original image (Save Area)

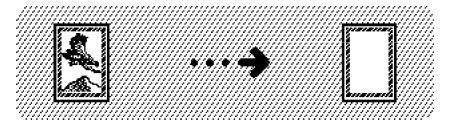


- The designated line will vary by \pm 5 mm or 0.2". Therefore, leave at least 5 mm or 0.2" between the designated line and the image. If this clearance is narrower than 5 mm or 0.2", an undesired area might be deleted or saved.
- Touch the [Edit Image] key.
- Touch the [Save Area] key.

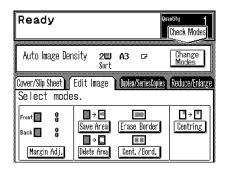


- Designate the area you want to save following the instructions on the display.
- ☐ For an explanation of entering numbers, see page 31.
- Set your originals.
- Press the **Start** key.

Erasing part of the original image (Delete Area)



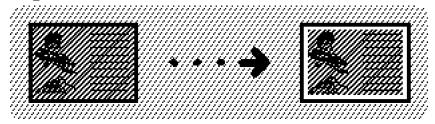
- \square The designated line will vary by \pm 5 mm or 0.2". Therefore, leave at least 5 mm or 0.2" between the designated line and the image. If this clearance is narrower than 5 mm or 0.2", an undesired area might be deleted or saved.
- Touch the [Edit Image] key.
- Touch the [Delete Area] key.



- Designate the area you want to delete following the instructions on the display.
- ☐ For an explanation of entering numbers, see page 31.
- Set your originals on the exposure glass or in the recirculating document handler.
- Press the **Start** key.

COPYING

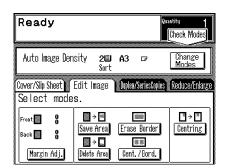
Erasing The Surrounding Area Of The Original Image (Erase Border)



- ☐ The width of the margin to be erased can be set as follows:

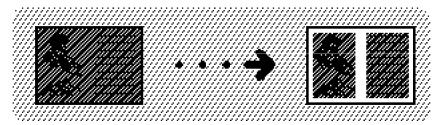
 Metric version: 0 ~ 20 mm in 2.5 mm steps (default: 5 mm)

 Inch version: 0 ~ 0.8" in 0.1" steps (default: 0.2")
- ☐ The position of the margin to be erased is determined according to the selected copy paper and reproduction ratio. Make sure to select copy paper suitable for your original.
- Touch the [Edit Image] key.
- Touch the [Erase Border] key.



- Set the width of the border to be erased by touching the [+] and [-] keys.
- Set your originals.
- Press the **Start** key.

Erasing The Center Margin And Surrounding Area Of The Original Image (Cent./Bord.)



☐ The width of the center margin to be erased can be set as follows:

Metric version: 0 ~ 40 mm in 5 mm steps (default: 10 mm)

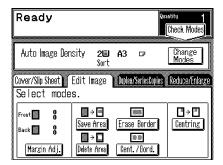
Inch version: $0 \sim 1.6$ " in 0.2" steps (default: 0.4")

☐ The width of the edge margin to be erased can be set as follows:

Metric version: 0 ~ 20 mm in 2.5 mm steps (default: 5 mm)

Inch version: $0 \sim 0.8$ " in 0.1" steps (default: 0.2")

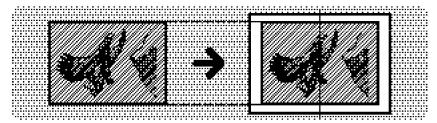
- The position of the margin that is to be erased is determined according to the selected copy paper and the reproduction ratio. Make sure to select copy paper suitable for your original.
- Touch the [Edit Image] key.
- Touch the [Cent./Bord.] key.



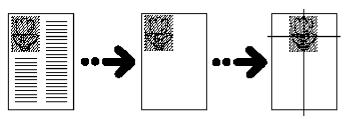
- Set the erase width of the center and edge margin following the instructions on the display.
- ☐ For an explanation of entering numbers, see page 31.
- Set your originals.
- Press the Start key.

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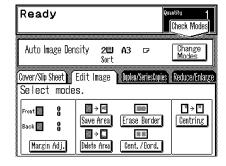
Centering The Copy Image (Centering)



- You cannot use this function when the sizes of originals and copy paper are the same.
- When you select Centering mode and Save Area mode together, the copy image becomes as shown below.



- Touch the [Edit Image] key.
- Touch the [Centering] key.



- Set your originals.
- Press the **Start** key.

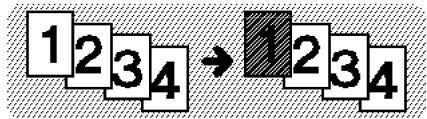
ADDING OR INSERTING SHEETS (Cover/Slip Sheet)

□ Regarding functions that cannot be used together with this function, see page 126.

Copying Or Adding A Front Cover (Front Cover)

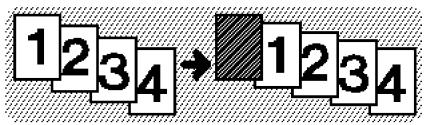
In this function, after selecting the **[Front Cover]** key, select the **[Copy]** or **[Don't copy]** key depending on the copy jobs that you want to do.

Copying: [Front Cover] + [Copy]



The original on the top of the stack will be copied on the front cover sheet.

Adding: [Front Cover] + [Don't copy]



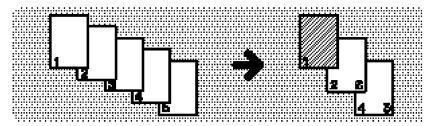
A blank front cover sheet is added as the first page of the copy set.

Note: This function can be used only when your machine is equipped with the dual job feeder or the recirculating document handler.

Note: Before using this function, set the special paper tray for cover sheets using the User Tools. See page 154.

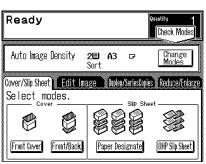
COPYING

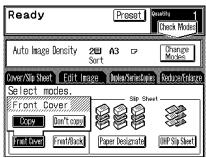
- A paper tray for normal paper and a paper tray for cover sheets of identical size and direction are required for this function.
- ☐ You can also select the bypass feed tray for cover sheets. In this case, make sure to set paper for cover sheets that are identical in size and direction with the paper which you are copying, because the machine cannot detect the length of paper set in the bypass feed tray.
- ☐ If your machine is equipped with the sorter stapler or sorter stapler with punch, Sort mode is selected automatically with this function.
- \square When you use this function (copying onto the cover sheet) with Duplex mode (1 sided originals \rightarrow 2 sided copy), you will get the following copies.



- Make sure that the cover sheets are set in the special paper tray for cover sheets.
- Touch the [Cover/Slip Sheet] key.
- Touch the [Front Cover] key.

Touch the [Copy] key or the [Don't copy] key.



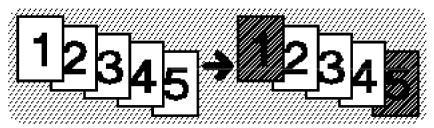


- Set your originals in the dual job feeder or the recirculating document handler.
- Press the **Start** key.

Copying Or Adding Front And Back Covers (Front/Back)

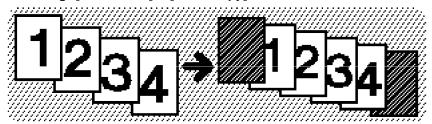
In this function, after selecting the **[Front/Back]** key, select the **[Copy]** or **[Don't copy]** key depending on the copy jobs that you want to do.

Copying: [Front/Back] + [Copy]



The originals on the top and bottom of the stack will be copied on cover sheets.

Adding: [Front/Back] + [Don't copy]

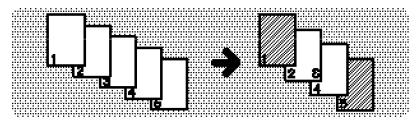


Blank front and back covers are added to the copy set.

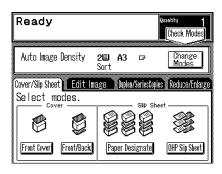
Note: This function can be used only when your machine is equipped with the dual job feeder or the recirculating document handler.

Note: Before using this function, set the special paper tray for cover sheets using the User Tools. * See page 154.

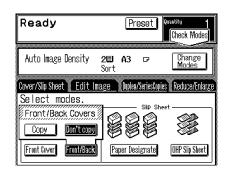
- ☐ A paper tray for normal paper and a paper tray for cover sheets of identical size and direction are required for this function.
- ☐ You can also select the bypass feed tray for cover sheets. In this case, make sure to set paper for cover sheets that are identical in size and direction with the paper which you are copying, because the machine cannot detect the length of paper set in the bypass feed tray.
- ☐ If your machine is equipped with the sorter stapler or sorter stapler with punch, Sort mode is selected automatically with this function.
- \square When you use this function (Copying onto the cover sheet) with the Duplex mode (1 sided originals \rightarrow 2 sided copy), you will get the following copies.



- Make sure that the cover sheets are set in the special paper tray for cover sheets.
- Touch the [Cover/Slip Sheet] key.
- Touch the [Front/Back] key.

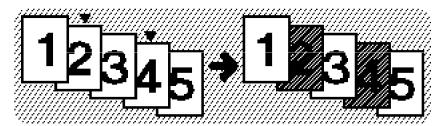


Touch the [Copy] key or the [Don't copy] key.



- Set your originals.
- Press the **Start** key.

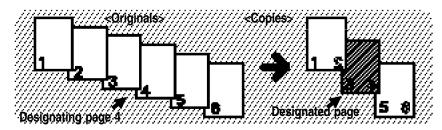
Copying Designated Pages Of Originals Onto Slip Sheets (Paper Designate)



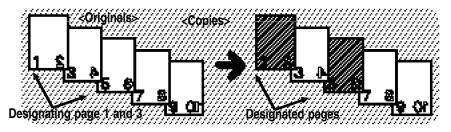
Note: This function can be used only when your copier is equipped with the dual job feeder or the recirculating document handler.

Note: Before using this function, set the special paper tray for slip sheets using the User Tools. * See page 154.

- A Paper tray for normal paper and a paper tray for slip sheets of identical size and direction are required for this function.
- ☐ You can also select the bypass feed tray for cover sheets. In this case, make sure to set paper for cover sheets that are identical in size and direction with the paper which you are copying, because the machine cannot detect the length of paper set in the bypass feed tray.
- ☐ If your machine is equipped with the sorter stapler or sorter stapler with punch, Sort mode is selected automatically with this function.
- □ When you use this function with 1 sided originals → 2 sided copy mode, you will get the following copies. If you designate page 4, you will also get copies as shown below.



 \square When you use this function with 2 sided original \rightarrow 2 sided copy mode, you will get the following copies.



If your machine is equipped with DJF

If your machine is equipped with the optional dual job feeder, to input the number of originals, you can select the **[Number keys]** key or the **[Autocount]** key.

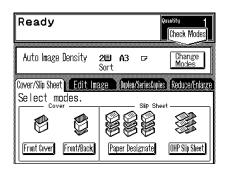
[Number keys]: Select this key if you want to input the number of originals

with the **Number** keys.

[Autocount]: Select this key if you don't know the number of originals.

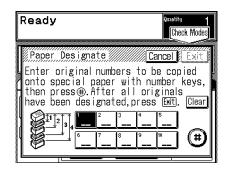
The machine automatically counts the number.

- Make sure that the slip sheets are set in the special paper tray for slip sheet.
- Touch the [Cover/Slip Sheet] key.
- Touch the [Paper Designate] key.



COPYING

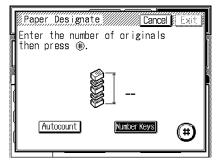
- Enter the number of originals you want to copy onto slip sheets using the **Number** keys following the instructions on the display.
- ☐ For an explanation of entering numbers, See page 31.
- ☐ Up to 10 originals can be designated.



- After designating, touch the **[Exit]** key.
- Touch the [Number keys] key. Enter the number of originals then press the [#] key.

Alternatively touch the [Auto-count] key, and follow the instructions on the display to count the number of originals.

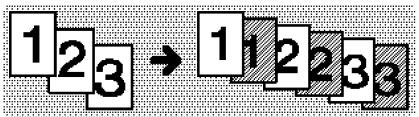
- 7 Touch the [Exit] key.
- Set your originals.
- Press the **Start** key.



Copying Or Inserting Slip Sheets (OHP Slip Sheet)

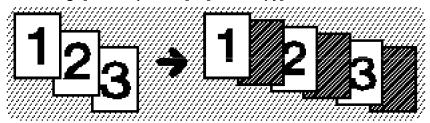
In this function, after selecting the **[OHP Slip Sheet]** key, select the **[Copy]** or **[Don't copy]** key depending on the copy jobs that you want to do.





Whenever a different original is copied, a slip sheet will be fed and the same original image is copied onto this slip sheet.

Inserting: [OHP Slip Sheet] + [Don't copy]

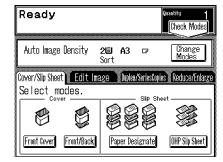


Whenever a different original is copied, a blank slip sheet is placed after each copy.

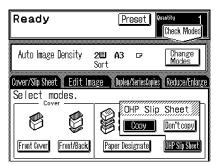
Note: Before using this function, set the special paper tray for slip sheets using the User Tools. See page 154.

- ☐ A paper tray for normal paper and a paper tray for slip sheets of identical size and direction are required for this function.
- ☐ You can also select the bypass feed tray for cover sheets. In this case, make sure to set paper for cover sheets that is identical in size and direction with the paper which you are copying, because the machine cannot detect the length of paper set in the bypass feed tray.

- Make sure that the slip sheets are set in the special paper tray for slip sheets.
- Touch the [Cover/Slip Sheet] key.
- Touch the [OHP Slip Sheet] key.



- Touch the [Copy] key or the [Don't copy] key.
- Set your originals.
- Press the Start key.

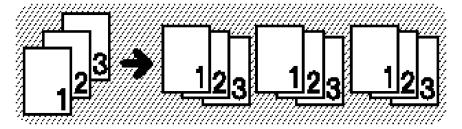


FINISHING

Note: This function can be used only when your machine is equipped with the sorter stapler, the sorter stapler with punch, or the finisher.

- ☐ To avoid problems caused by curled copies, try turning over the paper stack in the paper tray. If there is no improvement, change to copy paper with less curl.
- □ Regarding functions that cannot be used together with this function, see page 126.

Sorting Into Sets (123, 123, 123) (Sort)



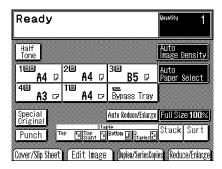
If your machine is equipped with S/S or S/S with Punch

If your machine is equipped with the optional sorter stapler or sorter stapler with punch, one copy of each original is delivered to each bin and copies are collated into sets.

For sorting, the following limitations apply:

		Metric version	Inch version				
Paper size	With no Punch mode	□ : A5 ~ A3 □ : A5 ~ A4	□: 51/2" x 81/2" ~ 11" x 17" □: 81/2" x 11"				
rapei size	With Punch mode	□ : A5 ~ A3 □ : A5 ~ A4	⊏: 11" x 17" ⊡: 81/2" x 11"				
Paper weight	With no Punch mode	52 ~ 157 g/m²	14 ~ 42 lb				
i apei weigiit	With Punch mode	52 ~ 128 g/m ²	14 ~ 28 lb				
Paper capacity	With no Punch mode	Simplex mode: 50 sheets/bin Duplex mode: 40 sheets/bin (80 g/m ² , 20 lb)					
гарен сарасну	With Punch mode	Simplex mode: 40 sheets/bin Duplex mode: 35 sheets/bin (80 g/m ² , 20 lb)					
Do not use)		esive labels, post cards, sparencies				

Touch the [Sort] key.



- **2** Set the originals in the dual job feeder.
- Press the **Start** key.

If your machine is equipped with the Finisher

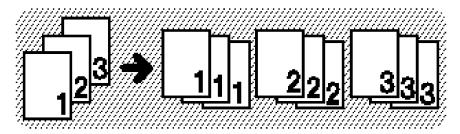
If your machine is equipped with the optional finisher, this mode is the default and there is no **[Sort]** key. Copies are assembled as sets in sequential order by sliding the shift tray from side to side.

☐ For sorting, the following limitations apply:

	Metric version	Inch version					
Paper size	□ : A5 ~ A3 □: A5 ~ A4	□: 51/2" x 81/2" ~ 11" x 17" □: 51/2" x 81/2" ~ 81/2" x 11"					
Paper weight	52 ~ 157 g/m²	14 lb ~ 42 lb					
Paper capacity		ller size : 1,500 sheets er size : 1,000 sheets (80 g/m ² , 20 lb)					
Do not use translucent paper, adhesive labels, post cards, OHP transparencies							

COPYING

Stacking Together All Copies Of A Page (111, 222, 333) (Stack)



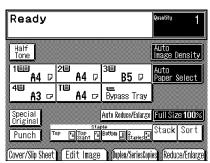
If your machine is equipped with S/S or S/S with Punch

If your machine is equipped with the optional sorter stapler or sorter stapler with punch, all copies of each original are delivered to the same bin.

☐ For Stacking, the following limitations apply:

		Metric version	Inch version				
Paper size	With no Punch mode	⊳ : A5 ~ A3 ⊳ : A5 ~ A4	□: 51/2" x 81/2" ~ 11" x 17" □: 81/2" x 11"				
i apei size	With Punch mode	□: A5 ~ A3 □: A5 ~ A4	□: 11" x 17" □: 81/2" x 11"				
Paper weight	With no Punch mode	52 ~ 157 g/m ²	14 ~ 42 lb				
i apei weigiit	With Punch mode	52 ~ 128 g/m ²	14 ~ 28 lb				
Paper capacity	With no Punch mode	Simplex mode Duplex mode:	: 50 sheets/bin 40 sheets/bin (80 g/m², 20 lb)				
гаре г сараску	With Punch mode	Simplex mode: 40 sheets/bin Duplex mode: 35 sheets/bin (80 g/m ² , 20 lb)					
Do not use)	translucent paper, adhe OHP trans	esive labels, post cards, sparencies				

Touch the [Stack] key.



- Set your originals in the dual job feeder.
- Press the **Start** key.

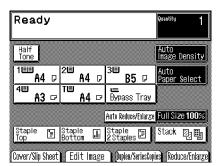
If your machine is equipped with the Finisher

If your machine is equipped with the optional finisher, this mode groups copies from different copy runs into individual stacks by sliding the shift tray from side to side.

□ For Stacking, the following limitations apply:

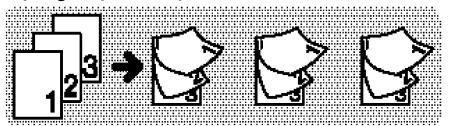
	Metric version	Inch version					
Paper size	□ : A5 ~ A3 □ : A5 ~ A4	□: 51/2" x 81/2" ~ 11" x 17" □: 51/2" x 81/2" ~ 81/2" x 11"					
Paper weight	52 ~ 157 g/m²	14 lb ~ 42 lb					
Paper capacity		ller size : 1,500 sheets er size : 1,000 sheets (80 g/m ² , 20 lb)					
Do not use translucent paper, adhesive labels, post cards, OHP transparencies							

Touch the [Stack] key.



- Set your originals in the recirculating document handler.
- Press the Start key.

Stapling Copies (Staple)



- ☐ If you select this function, Sort mode is automatically selected.
- ☐ You cannot use Stapling with Stacking.
- ☐ In staple mode, do not use paper that is curled or has low stiffness.

If your machine is equipped with S/S or S/S with Punch

☐ For Stapling, the following limitations apply:

	_	Metric version	Inch version				
Paper size	With no Punch mode	□ : B5 ~ A3 □: B5 ~ A4	□: 81/2" x 11" ~ 11" x 17" □: 81/2" x 11"				
rapei size	With Punch mode	□: A4 ~ A3 □: B5 ~ A4	⊡: 11" x 17" ⊡: 81/2" x 11"				
Paper weight	With no Punch mode	52 ~ 157 g/m ²	14 ~ 42 lb				
raper weight	With Punch mode	52 ~ 128 g/m ²	14 ~ 28 lb				
Paper capacity	With no Punch mode	2 ~ 50 sheets (80 g/m ² , 20 lb)					
Paper capacity	With Punch mode	2 ~ 40 sheets (80 g/m ² , 20 lb)					
Do not use	9	translucent paper, adhesive labels, post cards, OHP transparencies					

□ Stapling position and orientation of original:

Original setting on the exposure glass	Original setting in the dual job feeder	Key to select	Copies
	R	[Top]	R
	R	[Top Slant]	R
	4	[Bottom]	
	R	[2 Staples]	

If your machine is equipped with the Finisher

☐ For Stapling, the following limitations apply:

	Metric version	Inch version				
Paper size	□ : B5 ~ A3 □ : B5 ~ A4	□ : 81/2" x 11" ~ 11" x 17" □ : 81/2" x 11"				
Paper weight	64 ~ 157 g/m²	17 ~ 42 lb				
Stapler capacity		ler size : 2 ~ 50 copies er size : 2 ~ 30 copies (80 g/m², 20 lb)				
	Maximum combined thickness of pages in a stapled set : 5 mm, 0.2"					
Paper that cannot be used		er, OHP transparencies, and re labels				

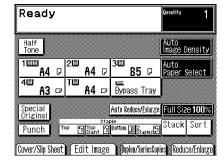
□ Stapling position and orientation of original:

Original setting on the exposure glass	Original setting in the recirculating document handler	Key to select	Copies
1	R	[Top]	
		[Bottom]	
	R	[2 Staples]	R

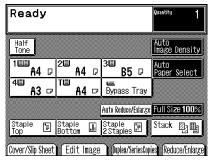
Setting stapling before copying (Auto Staple)

Machine with S/S or S/S with Punch>

Touch the [Top] key, the [Top Slant] key, the [Bottom] key, or the [2 Staples] key.



<Machine with Finisher>
Touch the [Top] key, the [Bottom] key, or the [2 Staples] key.

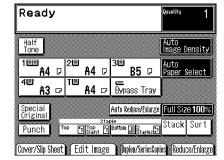


- Set your originals.
- Press the **Start** key.

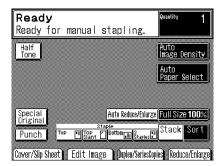
Setting stapling after copying (Manual Staple)

Note: This function can be used only when your copier is equipped with the sorter stapler, or sorter stapler with punch.

- Touch the [Sort] key.
- Set your originals.

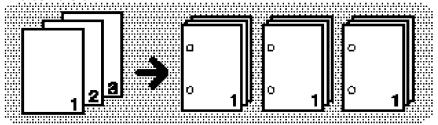


- Press the Start key.
- After copying is completed, touch Staple mode key.

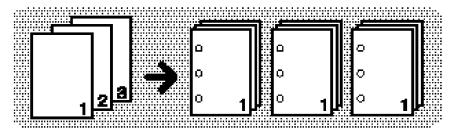


Punching Copies (Punch)

- 2 holes version



- 3 holes version



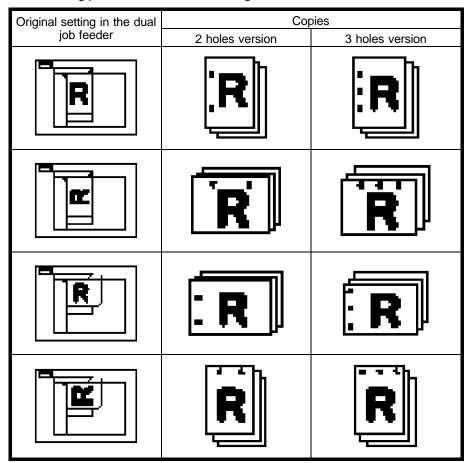
Note: This function can be used only when your machine is equipped with the sorter stapler with punch.

- If you select Punch mode, Sort mode is automatically selected. But if Stack mode is already selected, Sort mode is not selected.
- \square You cannot use Staple mode and Punch mode together for B5 \square .
- Even if copying is competed, Punch mode is not cleared. Make sure to cancel Punch mode when your copy jobs are finished.
- □ Punch mode is cleared under the following conditions:
 - When the **Clear Modes** key is pressed.
 - When the copier is auto reset.
 - When Sort mode or Stack mode is canceled.
 - When the previous copying is finished in Preset mode.
- The copier punches sheets one by one, so positions of punch holes might be slightly shifted.

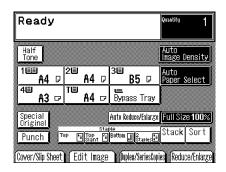
☐ For Punching, the following limitations apply:

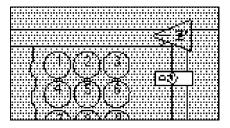
	Metric version	Inch version
Paper size	□ : A5 ~ A3 □: A5 ~ A4	⊡: 11" x 17" ⊡: 81/2" x 11"
Paper weight	52 ~ 128 g/m ²	14 lb ~ 28 lb
Punch capacity	Simplex mode Duplex mode:	: 40 sheets/bin 35 sheets/bin (80 g/m ² , 20 lb)
Do not use		esive labels, post cards, sparencies

□ Punching position and orientation of original:



- Touch the [Punch] key.
- If you want to use Staple mode together, select the key of Staple mode.
- Set your originals.
- Press the **Start** key.
- After copying, press the Clear Modes key to cancel Staple mode.





COMBINATION CHART

- ☆: These modes can be used together.
- →: The original mode is overridden and only the newly selected mode is active.
- X: These modes cannot be used together.

Newly selected mode Edit Image Reduce/Enlarge Duplex/S											/0-	O	:			
Origi	inal m		1	2	3	4	5	6	7	8	9	10	11	12	13	14
- 3	1	Save Area	_	<u>∠</u>	→	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	2	Delete Area	→		<u>,</u>	<u>,</u>	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Edit Image	3	Erase Border	<u>,</u>	→		→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
t m	4	Erase Center/Border	→	→	→		☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Edi	5	Centering	☆	☆	☆	☆	Ì	☆	☆	☆	☆	☆	☆	☆	X	X
	6	Margin Adjustment	☆	$\stackrel{\wedge}{\nabla}$	☆	☆	☆		☆	☆	$\stackrel{\wedge}{\nabla}$	☆	☆	☆	☆	☆
/	7	Preset R/E	☆	☆	☆	☆	☆	☆		→	→	→	☆	☆	☆	$\stackrel{\wedge}{\simeq}$
Reduce/ Enlarge	8	Zoom	$\stackrel{\wedge}{\simeq}$	¥	☆	$\stackrel{\wedge}{\sim}$	☆	$\stackrel{\wedge}{\simeq}$	→		*	→	☆	☆	☆	$\stackrel{\wedge}{\sim}$
Red Enla	9	Size Magnification	$\stackrel{\wedge}{\simeq}$	¥	☆	$\stackrel{\wedge}{\sim}$	☆	$\stackrel{\wedge}{\simeq}$	→	*		→	☆	☆	☆	$\stackrel{\wedge}{\sim}$
	10	Auto Reduce/Enlarge	☆	☆	☆	$\stackrel{\wedge}{\sim}$	☆	☆	*	*	*		☆	☆	Х	Х
တ္သ	11	1 sided \rightarrow 2 sided	☆	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\boxtimes}$		→	→	→
opie	12	2 sided \rightarrow 2 sided	☆	☆	☆	☆	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	☆	☆	$\stackrel{\wedge}{\sim}$	→		→	→
s C	13	Series Duplex (Single)	☆	☆	∜	☆	Х	$\stackrel{\wedge}{\boxtimes}$	☆	☆	☆	Х	→	→		→
erie	14	Series Duplex (Multi)	☆	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\boxtimes}$	Х	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	Х	→	→	→	
Duplex/ Series Copies	15	$Book \to 1 \ sided$	☆	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\sim}$	→	→	→	→
əldr	16	$2 \; \text{sided} \rightarrow 1 \; \text{sided}$	☆	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\boxtimes}$	Х	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\simeq}$	Х	→	→	→	→
٥	17	Combine 2 Originals	ネҳ	∜	∜≾	∜	Х	$\stackrel{\wedge}{\sim}$	☆	∜	∜	Х	→	→	→	→
	18	Combine 4 Originals	☆	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	Х	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\sim}$	Х	→	→	→	→
0	19	Sort	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\boxtimes}$	☆	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\bowtie}$	☆	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\boxtimes}$
Finishing	20	Stack	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\bowtie}$	☆	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\boxtimes}$	☆	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$
inis	21	Staple	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\boxtimes}$
_	22	Punch	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\mathbb{A}}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$
Ġ	23	Front Cover	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\square}$	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\square}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\simeq}$	☆	☆	$\stackrel{\wedge}{\sim}$	Х	Х
Cover/Slip	24	Front/Back (Covers)	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\square}$	$\stackrel{\wedge}{\mathbb{A}}$	Х	Х
Sove	25	Paper Designate	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\nabla}$	X	Х
)	26	OHP Slip Sheet	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\square}$	$\stackrel{\wedge}{\bowtie}$	Х	Х	Х	Х
	27	Auto Paper Select	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\sim}$	→	☆	$\stackrel{\wedge}{\bowtie}$	X	X
Others	28	Bypass Feed Copying	$\stackrel{\wedge}{\boxtimes}$	\Diamond	X	Х	Х	Х	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\simeq}$	Х			Х	X
₽	29	Interrupt Copying	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\sim}$	\Diamond	☆	Х	X	Х	X
	30	Auto Image Density	$\stackrel{\wedge}{\square}$	$\stackrel{\wedge}{\bowtie}$	☆	$\stackrel{\wedge}{\bowtie}$	☆	☆	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	☆	$\stackrel{\wedge}{\bowtie}$	☆	☆	☆	$\stackrel{\wedge}{\simeq}$
	31	Preset Mode	$\stackrel{\wedge}{\square}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\boxtimes}$	☆	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$
s	32	Mixed Sizes	$\stackrel{\wedge}{\sim}$	☆	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\boxtimes}$	☆	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\boxtimes}$
Special Original	33	Pasted Original	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\mathbb{A}}$	$\stackrel{\wedge}{\bowtie}$	☆	☆	☆	$\stackrel{\wedge}{\bowtie}$	☆	$\stackrel{\wedge}{\boxtimes}$	☆	X	☆	$\stackrel{\wedge}{\boxtimes}$
Special Originals	34	Thin Paper	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	☆	$\stackrel{\wedge}{\bowtie}$	☆	☆	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\approx}$	☆	☆	☆	☆	☆
Ľ	35	Quiet Feed	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\Box}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\Box}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$

♣: These modes cannot be used together by default. If you want to use them together, contact your service representative.

		Dubl	ex/Se	ries C	opies		Finis	shino	ו	Cov	/er/S	lip Sl	neet		С	the	rs		Spe	ecial	Origir	nals
		15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
	1	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	→	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$
	2	\searrow	攻	$\stackrel{\checkmark}{\sim}$	꺄	$\stackrel{\wedge}{\sim}$	$\stackrel{\checkmark}{\sim}$	$\stackrel{\checkmark}{\sim}$	$\stackrel{\checkmark}{\sim}$	☆	$\stackrel{\checkmark}{\sim}$	$\stackrel{\wedge}{\sim}$	꺄	☆	攻	*	☆	☆	☆	\$	攻	$\stackrel{\wedge}{\sim}$
age	3	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	Х	→	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$
Edit Image	4	☆	$\stackrel{\wedge}{\sim}$	☆	$\stackrel{\wedge}{\sim}$	☆	☆	☆	☆	☆	☆	☆	$\stackrel{\wedge}{\sim}$	☆	Х		$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\simeq}$	☆	☆	☆	$\stackrel{\wedge}{\simeq}$
낊	5	☆	Х	Х	X	☆	☆	☆	☆	< <! <! <! <! <! <! <! <! <! <! <!</th <th>☆</th> <th>☆</th> <th>☆</th> <th>∜</th> <th>Х</th> <th></th> <th>☆</th> <th>☆</th> <th>∜</th> <th>₹3</th> <th>☆</th> <th>$\stackrel{\wedge}{\simeq}$</th>	☆	☆	☆	∜	Х		☆	☆	∜	₹3	☆	$\stackrel{\wedge}{\simeq}$
	6	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	☆	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	☆	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	☆	Х	*	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	☆	☆	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$
- a	7	☆	$\stackrel{\wedge}{\sim}$	☆	$\stackrel{\wedge}{\sim}$	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆		$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	☆	☆	☆	$\stackrel{\wedge}{\sim}$
Reduce/ Fnlarge	8 °	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	\$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	☆	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\sim}$	∜	$\stackrel{\wedge}{\sim}$	*	$\stackrel{\wedge}{\swarrow}$	$\stackrel{\wedge}{\swarrow}$	∜	∜	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\simeq}$
Be	9	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\simeq}$	→	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\simeq}$
	10	☆	Х	Х	Х	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\boxtimes}$	→	Х	→	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\bowtie}$	☆	$\stackrel{\wedge}{\boxtimes}$
	11	→	→	→	→	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\simeq}$	☆	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\simeq}$	X	☆	春	*	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	☆	☆	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$
Copies	12	→	→	→	→	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	X	$\stackrel{\wedge}{\boxtimes}$		→	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	X	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\simeq}$
	13	→	→	→	→	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	X	Х	Х	X	X	Х	→	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\simeq}$
Series	14	→	→	→	→	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	Х	Х	Х	Х	Х	Х	→	$\stackrel{\wedge}{\square}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\square}$	$\stackrel{\wedge}{\boxtimes}$
Sel	15			→	→	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	X	Х	Х	X	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	→	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	X	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\simeq}$
Juplex	16	→		→	→	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	Х	Х	Х	$\stackrel{\wedge}{\boxtimes}$	Х	Х	→	$\stackrel{\wedge}{\square}$	$\stackrel{\wedge}{\square}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\simeq}$
	17	→	→		→	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	X	Х	Х	$\stackrel{\wedge}{\bowtie}$	X	$\stackrel{\wedge}{\boxtimes}$	→	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	X	X	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\sim}$
	18	→	→	→		$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	Х	Х	Х	Х	Х	Х	→	$\stackrel{\wedge}{\Box}$	$\stackrel{\wedge}{\bowtie}$	Х	Х	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\square}$
5	19	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\boxtimes}$		→	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\square}$	$\stackrel{\wedge}{\square}$	Х	$\stackrel{\wedge}{\bowtie}$		→	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\simeq}$
Finishing	20	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\boxtimes}$	→		→	$\stackrel{\wedge}{\bowtie}$	Х	Х	Х	Х	$\stackrel{\wedge}{\bowtie}$		→	$\stackrel{\wedge}{\square}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\simeq}$
ij	21	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\bowtie}$	→		$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\Box}$	$\stackrel{\wedge}{\Box}$	Х	$\stackrel{\wedge}{\boxtimes}$		→	$\stackrel{\wedge}{\square}$	$\stackrel{\wedge}{\square}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\simeq}$
	22	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$		$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\Box}$	Х	$\stackrel{\wedge}{\bowtie}$		→	$\stackrel{\wedge}{\square}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\square}$	\overleftrightarrow{a}
<u>م</u>	23	Х	Х	Х	Х	$\stackrel{\wedge}{\sim}$	Х	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$		→	$\stackrel{\wedge}{\sim}$	→	X	$\stackrel{\wedge}{\simeq}$	→	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\sim}$	X	X	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$
Į.	24	Х	Х	Х	Х	$\stackrel{\wedge}{\bowtie}$	Х	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	→		$\stackrel{\wedge}{\simeq}$	→	X	$\stackrel{\wedge}{\bowtie}$	→	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\simeq}$	X	X	$\stackrel{\wedge}{\boxtimes}$	\Diamond
Cover/Slip	25	Х	Х	Х	Х	$\stackrel{\wedge}{\boxtimes}$	Х	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\square}$		→	Х	$\stackrel{\wedge}{\bowtie}$	→	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	Х	Х	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\boxtimes}$
Ľ	26	Х	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	Х	Х	Х	Х	Х	→	→	→		Х	$\stackrel{\wedge}{\bowtie}$	→	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	Х	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\square}$
	27	$\stackrel{\wedge}{\bowtie}$	Х	Х	Х	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	→	→	→	→		→	→	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\square}$	$\stackrel{\wedge}{\bowtie}$
2	28	$\stackrel{\wedge}{\bowtie}$	Х	$\stackrel{\wedge}{\bowtie}$	Х					$\stackrel{\wedge}{\boxtimes}$	☆	☆	$\stackrel{\wedge}{\bowtie}$	→		→	☆	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\boxtimes}$
Others	29	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	Х	Х	Х	Х	Х	X	Х	Х	Х	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\bowtie}$		☆	Х	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\simeq}$
ľ	30	☆	$\stackrel{\wedge}{\bowtie}$	☆	$\stackrel{\wedge}{\boxtimes}$	☆	☆	☆	☆	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\square}$	☆	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	→		☆	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\sim}$	☆	$\stackrel{\wedge}{\boxtimes}$
	31	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\square}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\square}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\bowtie}$	Х	$\stackrel{\wedge}{\square}$		Х	Х	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$
	32	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\bowtie}$	Х	Х	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\sim}$	Х	Х	Х	X	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\bowtie}$	→	$\stackrel{\wedge}{\boxtimes}$	Х		•	☆	$\stackrel{\wedge}{\boxtimes}$
Special Original	33	X	$\stackrel{\wedge}{\boxtimes}$	X	X	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\boxtimes}$	☆	$\stackrel{\wedge}{\boxtimes}$	X	X	X	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	☆	→	$\stackrel{\wedge}{\boxtimes}$	X	→		☆	$\stackrel{\wedge}{\boxtimes}$
Sp. Orio		☆	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\approx}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\approx}$	☆	$\stackrel{\wedge}{\approx}$	$\stackrel{\wedge}{\sim}$	☆	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	☆	$\stackrel{\wedge}{\boxtimes}$	→	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	☆	☆		☆
	35	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\nabla}$	$\stackrel{\wedge}{\nabla}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\boxtimes}$	→	$\stackrel{\wedge}{\simeq}$	$\stackrel{\wedge}{\sim}$	$\stackrel{\wedge}{\boxtimes}$	$\stackrel{\wedge}{\bowtie}$	\Diamond	

WHAT TO DO IF SOMETHING GOES WRONG WANTED TO BOOK SHOWN SHOW

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IF YOUR COPIER DOES NOT OPERATE AS YOU WANT

Check the following:

Copier's condition	Action	
Nothing happens when the main switch is turned on.	Check the power cord. Is it properly plugged into the outlet?	
	Plug it in firmly.	
🛓 Paper tray is empty.	Load paper. See page 133.	
Toner cartridge is almost empty or empty.	Add toner. See page 138.	
The display instructs you to add staples.	Add staples. See page 139.	
☐- Doors/covers are open.	Close the indicated doors/covers following the instructions on the display.	
⁸ Misfeed occurs.	Remove misfed paper. See page 140.	
The display instructs you to call your service representative.	Call your service representative.	
©+ The fusing unit is not set correctly. The toner cartridge is not set correctly. The staple unit is not set correctly.	Set them correctly.	
An original has been left on the exposure glass.	Remove the original from the exposure glass.	
Staples do not come out at all.	After loading a new staple cartridge, staples might not be ejected the first few times you try to use the stapler.	
	There are jammed staples in the stapler.	
	Remove the jammed staples. See page 144.	
	A few sheets might not be stapled. To correct this, try turning over the paper stack in the paper tray, or large capacity tray. If there is no improvement, change to copy paper with less curl.	

Copier's condition	Action	
There are jammed staples in the stapler.	Remove the jammed staple. See page 144.	
The punch rubbish box is full.	Remove punch rubbish. See page 145.	
The display is off.	Your machine is in Screen Saver mode. ■ Stand in front of the machine. ■ See page 156.	
The Start key does not change from red to green after the main switch is turned on or the machine stops during a copy run.	Check the touch panel display, and follow the instructions.	
The display instructs you to set the key counter.	Set the key counter.	
The display instructs you to enter your user code.	The copier is set for User Code mode. Enter your user code. ⇐ See page 158.	
and messages are displayed.	Follow the instructions on the display.	
Misfeeds occur frequently.	Is the right kind of paper in the paper tray?	
	Paper size and weight must be within the specifications for this copier.	
	Is folded, wrinkled, damp, or curled paper in the paper tray?	
	Always use dry, undamaged paper.	
	Is the paper properly set in the paper tray?	
	Always load paper correctly.	
	Are there any pieces of misfed paper or other materials objects in the machine?	
	Make sure that the paper path is completely clear of paper and other material after a misfeed.	

[☐] If you cannot correct the problem by taking the above actions, please contact your service representative.

IF YOU CANNOT MAKE COPIES AS YOU WANT

Problem	Cause	Action	
Copies appear dirty.	The original has a gray or colored background.	Adjust the image density. See page 58.	
	The image density is too dark.		
	The exposure glass, dual job feeder belt, or recirculating document handler belt is dirty.	Clean them. See pages 164 ~ 166.	
The reverse side of an original image is copied.	The image density is too dark.	Adjust the image density. See page 58.	
Copies are too light.	The original has a low contrast image.	Adjust the image density. See page 58.	
	The image density is too light.		
	Damp or rough grain paper is used.	Use dry paper without rough grain.	
The same copy area is dirty whenever making copies.	The exposure glass, dual job feeder belt, or recirculating document handler belt is dirty.	Clean them. See pages 164 ~ 166.	
Copies are blank or parts of the image are not copied.	The original is not set correctly.	Set originals correctly. See page 41.	
	An improper paper size is selected.	Select the proper paper size.	

[☐] If you cannot correct the problem by taking the above actions, please contact your service representative.

LOADING PAPER

NOTE: Regarding paper sizes that can be set, * see pages 36 and 37.

NOTE: If you want to change the paper size of the 2nd feed station, see page 148.

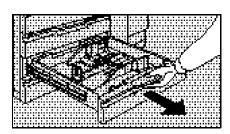
NOTE: For details about non-recommended copy paper, notes for copy paper, or paper storage, see page 36.

Loading Paper In The 550-sheet Paper Tray

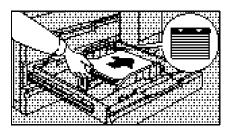
For model A:
 1st, 2nd, 3rd, and 4th feed stations
 For model B and C:
 Type 1: 2nd, 3rd, and 4th feed stations

Type 2: 2nd feed station

Pull out the paper tray until it stops.



- Load paper into the tray.
- ☐ Load paper with the copy side down.
- ☐ The paper stack must be flush with the right side fence.
- Do not stack paper over the limit mark.
- Push the tray in gently until it stops.
- ☐ Make sure that the **Start** key turns green.



Loading Paper In The Tandem Paper Tray

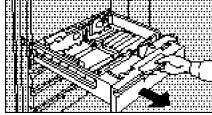
☐ For model B and C: Type 1: 1st feed station

Type 2: 1st feed station

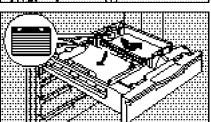
While copying onto copy paper in the tandem paper tray, you can load copy paper in the tray. In this case, the left part of the tray is pulled out.

If the whole tray is pulled out

Pull out the paper tray until it stops.

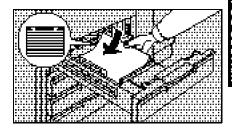


- 2 Load paper in the left and right part of the paper tray.
- ☐ Load paper with the copy side down.
- The paper stack in the left part must be flush with the left side fence. The paper stack in the right part must be flush with the right side fence.
- Do not stack paper over the limit mark.
- Push the tray in gently until it stops.
- ☐ Make sure that the **Start** key turns green.



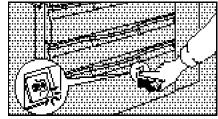
If the left part of the tray is pulled out

- Pull out the paper tray until it stops.
- 2 Load paper in the left part of the paper tray.
- ☐ Load paper with the copy side down.
- ☐ The paper stack must be flush with the left side fence.
- Do not stack paper over the limit mark.
- Push the tray in gently until it stops.
- ☐ Make sure that the **Start** key turns green.

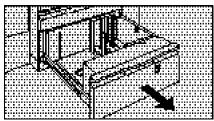


Loading Paper In The 1,500-sheet Large Capacity Tray

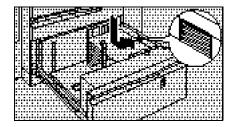
- ☐ For model B and C: Type 2: 3rd feed station
- If the **Down** key is not lit, press it to lower the bottom plate. The key will blink while the bottom plate is moving down.



After the **Down** key stops blinking and lights, pull the tray all the way out.



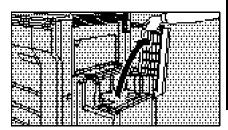
- Load paper into the tray.
- ☐ Load paper with the copy side down.
- ☐ The paper stack must be flush with the right side fence.
- Do not stack paper over the limit mark.



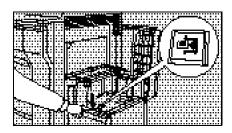
- Push the tray in gently until it stops.
- ☐ Make sure that the **Down** key goes off and the **Start** key turns green.

Loading Paper In The Optional 3,500-sheet Large Capacity Tray

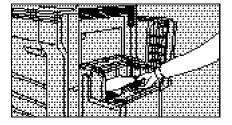
Open the cover of the large capacity tray.



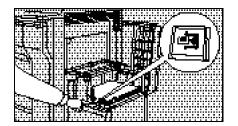
If the **Down** key is not lit, press it to lower the bottom plate. The key will blink while the bottom plate is moving down.



- After the **Down** key stops blinking and lights, load paper into the tray (not more than 500 sheets at a time).
- ☐ Load paper with the copy side up.
- ☐ The paper stack must be flush with the left side of the tray.



Press the **Down** key. The key will blink while the bottom plate is moving down.



- Repeat steps **3** and **4** until you have finished.
- Close the cover.

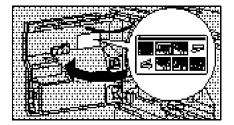
ADDING TONER

⚠ WARNING: Do not incinerate used toner or toner containers. Toner
dust might ignite when exposed to an open flame.
Dispose of the used toner containers according to local
regulations for plastics.

NOTE: Do not use used toner. This will damage the copier.

NOTE: When adding toner, do not turn off the main switch. If you do, your copy settings are cleared.

- Open the copier's front doors.
- You can find a sticker explaining how to add toner, as shown in the illustration.

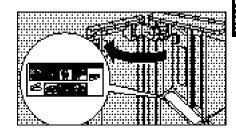


Load the new toner bottle following the instructions on the sticker.

ADDING STAPLES

<If your machine is equipped with S/S or S/S with Punch>

- Open the front door of the sorter stapler.



Add the new staple cartridge following the instructions on the sticker.

<If your machine is equipped with the finisher>

- Open the front door of the finisher.



Add the new staple cartridge following the instructions on the sticker.

CLEARING MISFEEDS

⚠ Caution: When removing misfed paper, do not touch the fusing section because it could be very hot.

NOTE: Since some parts of the copier are supplied with high electrical voltage, touch only the parts specified in the instructions on the stickers inside the machine's cover.

NOTE: Do not leave any torn scraps of paper in the machine.

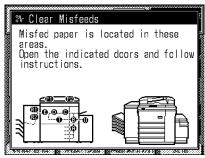
NOTE: When clearing misfeeds, do not turn off the main switch. If you do, your copy settings will be cleared.

NOTE: After clearing misfeeds, make sure that all units and levers are returned to their original positions and all covers are closed.

NOTE: Do not touch originals in the dual job feeder of the recirculating document handler when a paper misfeed occurs in the copier. If you do, the copier cannot determine which originals have been copied, and which haven't.

Check The Misfeed Location Display

The display shows the location of misfed paper.



<Machine with DJF + S/S>
<Machine with DJF + S/S with Punch>

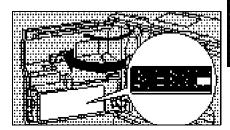


<Machine with RDH + Finisher>

Clearing Paper Misfeeds

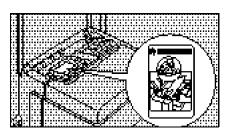
When A, B, C, D, E, or T is Lit:

- Open the front cover of the copier.
- You can find a sticker (with % at the top) explaining how to remove misfed paper, inside the right front door as shown in the illustration.
- Remove misfed paper following the instructions on the sticker.



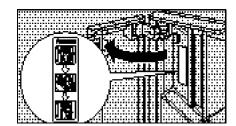
When U is Lit:

- This indicator is lit only when your copier is equipped with the optional 3,500sheet large capacity tray.
- Open the cover of the large capacity tray.
- 2 Open the top left cover of the large capacity tray.
- You can find a sticker (with % at the top) explaining how to remove misfed paper.
- Remove the misfed paper following the instructions on the sticker.



When R1 or R2 Is Lit (Misfeed in the sorter stapler):

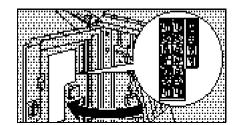
- This indicator is lit only when your copier is equipped with the optional sorter stapler or the optional sorter stapler with punch.
- You can find a sticker (with % at the top) explaining how to remove misfed paper, inside the front door of the sorter stapler.



Remove the misfed paper following the instructions on the sticker.

When R1 or R2 Is Lit (Misfeed in the finisher):

- This indicator is lit only when your copier is equipped with the optional finisher.
- You can find a sticker (with st/_r at the top) explaining how to remove misfed paper, inside the front door of the finisher.

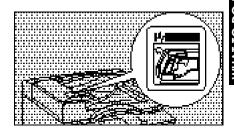


Remove the misfed paper following the instructions on the sticker.

Clearing Original Misfeeds

When P1 or P2 Is Lit (Misfeed in the dual job feeder):

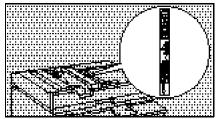
You can find a sticker (with % at the top), explaining how to remove the misfed paper, on the dual job feeder as shown in the illustration.



- **n** Remove the misfed original referring to the sticker.
- The number of originals that should be reset is displayed. Reset the originals in the dual job feeder.

When P1 or P2 Is Lit (Misfeed in the recirculating document handler):

You can find a sticker (with % at the top), explaining how to remove the misfed paper, on the recirculating document handler as shown in the illustration.

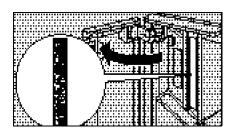


- Remove the misfed original referring to the sticker.
- After removing misfed originals, lift and lower the recirculating document handler to reset the misfeed condition.
- Rearrange the originals in order from the first page and set them face down in the recirculating document handler.

REMOVING JAMMED STAPLES

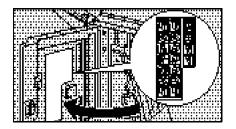
<If your machine is equipped with S/S or S/S with Punch>

- Open the front door of the sorter stapler.
- You can find a sticker (with on the tab) explaining how to remove jammed staples, inside the front door as shown in the illustration.
- Remove the jammed staples following the instructions on the sticker.



<If your machine is equipped with the finisher>

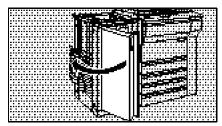
- Open the front door of the finisher.
- You can find a sticker (with so on the tab) explaining how to remove jammed staples, inside the front door as shown in the illustration.
- Remove the jammed staples following the instructions on the sticker.



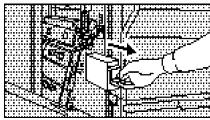
REMOVING PUNCH RUBBISH

NOTE: While the indicator is lit, you cannot use the punch function.

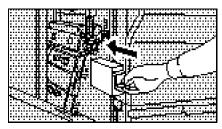
Open the front door of the sorter stapler.



Pull out the punch rubbish box and remove punch rubbish.



Reinstall the punch rubbish box.



Close the front door of the sorter stapler.

CHANGING THE COPIER'S SETTINGS

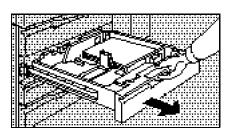
CHANGING PAPER SIZE	148
USER TOOLS	150
How To Access User Tools	
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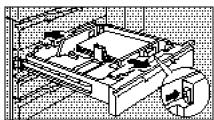
CHANGING PAPER SIZE

You can change the paper size of the 2nd feed station.

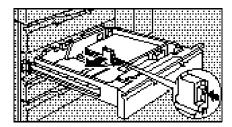
NOTE: Regarding paper sizes that can be set, see page 36 and 37.

- If you want to change the paper size of other trays, contact your service representative.
- Pull out the 2nd paper tray until it stops.
- **9** Remove paper from the tray.
- While pressing the release lever on the front side guide, slide the front and rear guides to the paper size you want to use.

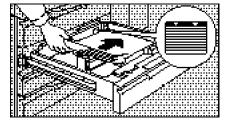




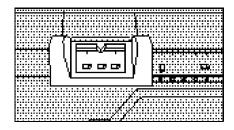
While pressing the left guide release lever, slide the left guide to the paper size you want to use.



- Load paper in the tray.
- Load paper with the copy side down.
- ☐ Do not stack paper over the limit mark.
- ☐ The paper stack must be flush with the right side fence.



Select the paper size by adjusting the paper size selector on the rear side of the tray.



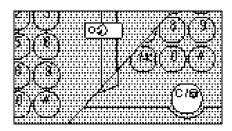
- Reinsert the tray gently until it stops.
- ☐ Make sure that the **Start** key turns green.

USER TOOLS

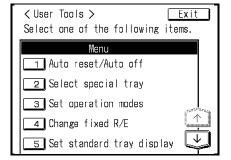
This section is for the key operators in charge of this copier. You can change or set the copier's default setting using the User Tools.

How To Access User Tools

- Press the Clear Modes key.
- Hold down the Clear/Stop key more than 3 seconds.
- □ The menu display appears.

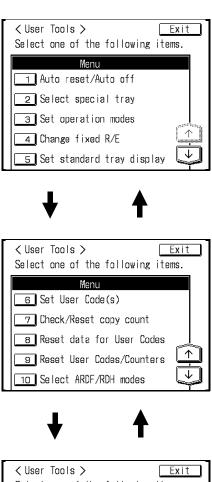


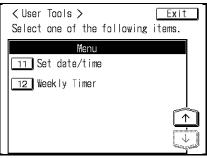
- Select the user tool number you want to use by touching the touch panel display.
- To return to the User Tools menu display after changing the desired default settings, touch the [Menu] key.
- ☐ To exit the User Tools menu display, touch the **[Exit]** key.



User Tool Menu

Touch the $[\uparrow]$ key to go back a menu and the $[\downarrow]$ key to move on.





1. Auto reset/Auto off

	The copier returns to its initial condition automatically after your job is finished after the selected time. The auto reset time can be set from 1 to 999 seconds, or no auto reset.
Auto reset	 □ default: 60 seconds □ Auto reset is not in effect in the following conditions. • When the Start key is red. • There are copies in the bins when using Sort or Stack mode. • When the copier is set for Auto Start. • When the copier detects anyone operating it. • There are copies in the unit for two-sided copying. • There are originals in the dual job feeder. • While the copier is stapling copies.
	The copier enters Low Power mode automatically after your job is finished, after the selected time. The time can be set from 1 to 999 minutes or no reset.
	□ default: 1 minutes
	In Low Power mode, there may be some delay before the copier will be capable of making next copies.
Low Power Timer	□ Power consumption in Low Power mode, see page 176.
	□ Recovery time from Low Power mode, see page 175.
	 Low Power Timer is not in effect in the following conditions. When the Start key is red. While the copier is stapling copies. When the copier detects anyone operating it. When the copier is set for Auto Start.
	When the copier is in the Guidance mode.

Auto off	You can set the copier to turn off after the selected time to conserve energy. This time can be set from 1 to 999 minutes or no auto off. □ default: off □ To exit the Auto off mode, press the Clear Modes key. □ Auto off is not in effect in the following conditions. • When the Start key is red.
	 While the copier is stapling copies. When the copier detects anyone operating it. When the copier is set for Auto Start. While accessing the User Tools.
User Code Mode Set	When the copier is set for User Codes (see page 158), the copier returns to User Code mode after your job is finished, after the selected time. The time can be set from 1 to 999 seconds or no User Code mode set.
	□ default: 60 seconds
	☐ This menu is displayed only when the copier is set for User Codes.
SADF Auto reset	When you set one original at a time in the dual job feeder (SADF mode), the Auto Feed indicator lights for a selected time after an original is fed to show that the dual job feeder is ready for another original. You can adjust this time from 0 to 99 seconds.
	□ default: 5 seconds
□ For an explanation of entering numbers, see page 31.	

2. Select special tray

Tray for Cover Sheet		Select the tray for the Cover function. Paper for cover sheets will be fed from the selected tray.
		□ default: No select
Tray Display for Cover Sheet		You can see which tray is set for cover sheets. If you want to see the tray display only in the Cover mode, select "Mode selected". If you want to always see the tray display, select "Full time".
		□ default: Full time
	Tray for Slip Sheet	Select the tray for the Slip Sheet functions (Paper Designate and OHP Slip Sheet). Paper for slip sheets will be fed from the selected tray.
		□ default: No select
Tray Display for Slip Sheet		You can see which tray is set for slip sheets. If you want to see the tray display only in the Slip Sheet mode, select "Mode selected". If you want to always see the tray display, select "Full time".
		□ default: Full time
Т	ray for Recycle	Select the tray for the recycled paper.
	Paper	□ default: No select
	Tray for	Select the tray for the translucent paper.
Tra	anslucent paper	□ default: No select
т	ray for Special Paper	Select the tray for the special paper (color paper, paper that has already been copied on, etc.).
Тарсі		□ default: No select
o	☐ The special trays (cover sheets, slip sheets, translucent paper, and special paper) cannot be used for Auto Paper Select and Auto tray switching.	
□	The tray set for translucent paper cannot be used for Duplex copying modes.	
0	□ If you select the same tray for two or more modes, one mode is displayed on that tray key with the following priority. Cover sheet, Slip sheet → Translucent paper → Special paper → Recycled paper	

3. Set operation modes

Maximum copy	The maximum copy quantity can be set from 1 to 999.		
input number	□ default: 999		
Daniel haanen	The beeper (key tone) can be set to on or off.		
Panel beeper	□ default: ON		
Job End Call	The beeper (job end call) sounds when your copying job is finished, supplies (toner, paper) run out, or if a problem occurs in the machine. The Job End Call can be turned on or off.		
	default: ON		
Image Density Level	Auto and Manual Image Density levels can be adjusted lighter or darker.		
	□ default: level 3 (center)		
Default Setting	You can select Program 5 as a default mode. Use it to store job settings you frequently use.		
	□ default: Normal		
Side Edges	If you want to erase side edges, select "Set".		
	Feed direction		
Erase	No side side edge edge edges erase		
	□ default: Reset (no side edges erase)		
Touch Panel in Waiting Mode	You can select the animation display during the warm-up period and copying run. During the warm-up period, the remaining warm-up time is displayed. During copying, you can see how long it takes to finish copying by entering the number of originals with the Number keys and # key. To exit from the animation display, touch the [Exit] key on the touch panel display.		
	□ default: Reset (no animation display)		
Regular/Casual Screen Priority	You can select Regular Screen or Casual Screen (see page 32) as a default display.		
	□ default: Regular Screen		

Duplex Mode Priority in	You can select "1 sided \to 2 sided" or "2 sided \to 2 sided" that is selected as a default when you select Duplex/Series Copies mode.
Regular Screen	\square default: 1 sided \rightarrow 2 sided
	This setting is effective when you select Regular Screen as a default display.
Priority Selection in	You can select Sort/Staple, Duplex, or Reduce/Enlarge to be displayed as a default when you select Casual Screen.
Casual Screen	□ default: Sort/Staple
	The touch panel display turns off automatically after your job is finished, after the selected time. The time can be set from 1 to 999 minutes.
	□ default: 60 minutes
Screen Saver	 □ The Screen Saver is not in effect in the following conditions. • When the Start key is red. • While the copier is stapling copies. • When the copier detects anyone operating it. • When the copier is set for Auto Start. • When the copier is in the Guidance mode.
Staple Mode Off	As a default setting, Staple mode is canceled after stapling is finished. You can make Staple mode remain on even if stapling is finished.
	□ default: Set (Staple mode is canceled.)

4. Change fixed R/E

This copier has 10 fixed ratios (4 enlargements and 6 reductions). You can change these fixed reproduction ratios.

5. Set standard tray display

Paper Tray Priority	You can select the paper tray that is selected as a default when Auto Paper Select is canceled.		
	□ default: OFF		
Auto Paper	You can select whether Auto Paper Select is selected by default.		
Select Priority	□ default: Yes (Auto Paper Select is selected.)		
Paper Tray Display in APS mode	By default, the tray display is shown always. You can cancel this setting and have the tray display shown only when Auto Paper Select is canceled.		
	□ default: Yes		
Auto Tray	If you load paper of identical size and direction in two or more trays, the machine shifts to another tray when the tray in use runs out of paper.		
Switching	□ default: Yes		
	☐ The bypass feed tray, and the paper tray for cover sheets, slip sheets, translucent paper, recycled paper, or special paper set using the User Tools is not selected by Auto Tray Switching.		

User Tools for User Code Mode

If the copier is set to use the User Code function, operators must input their user codes before the copier can be operated. The copier keeps count of the number of copies made under each user code.

User Tools 6, 7, 8, and 9 are for the User Code mode. When you want to use these User Tools, you should enter the key operator access code first. Please ask your service representative for the key operator access code.

6. Set User Code(s)

	Use to register your user code (maximum: 6 digits).
Register	□ Up to 500 user codes can be registered.
	☐ Registered codes will be sorted in numerical order.
	Use to change your present user code to a new one.
Change	☐ The number of copies made under the old code is added to that made under the new user code.
	Use to delete your user code.
Delete	☐ The number of copies made under the deleted code is also deleted.

7. Check/Reset copy count

You can check the number of copies made using each user code. Also, you can clear each code's counter.

8. Reset data for all User Codes

Use to reset counter data for all user codes.

9. Reset User Codes/Counters

Use to reset all user codes and counters.

10. Select ARDF/RDH modes

☐ This user tool can be used only when your machine is equipped with the dual job feeder or the recirculating document handler.

Original Count Display (for machine with the dual job feeder only)	In a default setting, you can see the entered copy quantity on the upper part of the copy counter and the number of copies made on the lower part. You can cancel this setting and see the number of originals to be fed on the lower part of the copy counter. On the upper part, you can see the number of copies made. To cancel the default setting, select "Yes".
Auto Paper Select	You can have Auto Paper Select selected as a default when you set originals in the dual job feeder or the recirculating document handler.
	□ default: No
	□ The bypass feed tray, and the paper tray for cover sheets, slip sheets, translucent paper, or special paper set using the User Tools are not selected by Auto Paper Select.

11. Set date/time

Use to set the copier's internal clock before setting the weekly timer. Set the clock following the touch panel display instructions.

- The clock must be adjusted if you change the clock to daylight saving time/summer time, or return it to standard time.
- □ For an explanation of entering numbers, see page 31.

12. Weekly Timer

Use to set the weekly timer. If you set the timer, the copier turns on and off at the selected time each day.

- If you want to turn on the machine for an entire day, input "000" for the ON time and do not input the OFF time.
- ☐ If you want to turn off the machine for and entire day (ex.: Saturday, Sunday), do not input the ON time and input "000" for the OFF time.
- ☐ You should input time in 24 hour time cycles (ex.: not 8:00 pm but 20:00)
- □ For an explanation of entering numbers, see page 31.
- If you turn off the main switch or unplug the power cord, the weekly timer does not come effect.
- ☐ Press the **Clear Modes** key to operate the copier in the Weekly Timer off mode.
- When the copier is used after the weekly timer has turned it off, the copier will turn itself back off again 30 minutes later.

SERVICE REPRESENTATIVE SETTING

Some features can be adjusted by your service representative to suit your needs. This section gives a brief description of these features. For more information, contact your service representative.

Tray Paper Size

If you want to change the paper size of paper trays except 2nd feed station, contact your service representative.

□ Regarding paper sizes that can be set, **s** see page 36 and 37.

Copy Counter Up/Down

You can select whether the copy counter counts up (counter up) or counts down (counter down.)

A3, 11" x 17" Double Count

When you use A3, 11" x 17" paper, your service representative can set the copier to count each A3, 11" x 17" sheet as two copies.

Back Side Margin

With a default, a right margin of 5 mm, 1/4" is set on the back side of paper automatically when making 2 sided copies from 1 sided originals. Your service representative can cancel this setting.

☐ If you use the Margin Adjustment function, this setting does not come in effect.

Edge Erase In Book Mode

Your service representative can set the copier to erase border of 10 mm, 1/2" width when using Series Duplex (Single/Multi) or Series Copies (Book \rightarrow 1 Sided Copies) mode.

Auto Sort Select With DJF

When you insert two or more originals in the optional dual job feeder and make from 2 to 10 sets of copies from each original, the copier selects Sort mode.

User Code Mode

Your service representative can set up the copier for User Code mode.

User Codes, see page.

Service Telephone Number set

Your service representative can set up the copier to display a service telephone number on the guidance display when an Error message appears.

MAINTAINING YOUR COPIER

WHERE TO PUT YOUR COPIER

DO'S AND DON'TS

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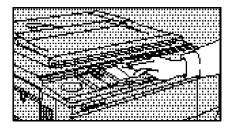
MAINTAINING YOUR COPIER

To maintain high copy quality, clean the following parts and units regularly.

Copier

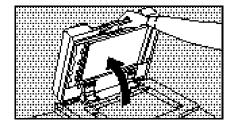
Touch Panel Display

Clean the touch panel display with a dry soft cloth.

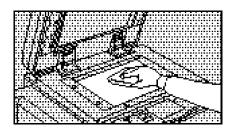


Exposure glass

Lift the platen cover, dual job feeder, or recirculating document handler.

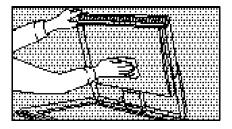


2 Clean the exposure glass with a damp cloth and wipe it with a dry cloth.



Platen Cover

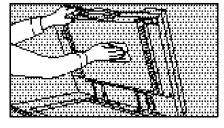
- Lift the platen cover.
- Clean the platen cover with a damp cloth and wipe it with a dry cloth.



Dual job feeder

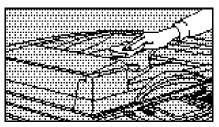
Belt

- Lift the dual job feeder.
- Clean the belt with a damp cloth and wipe it with a dry cloth.



Feed-in Unit

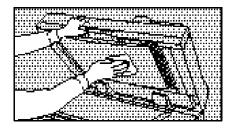
Clean the original table and original guide with a damp cloth and wipe them with a dry cloth.



Recirculating Document Handler

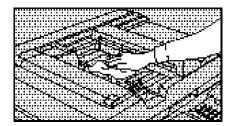
Belt

- Lift the recirculating document handler.
- Clean the belt with a damp cloth and wipe it with a dry cloth.
- ☐ If stains do not come off, use alcohol.



Feed-in Unit

Clean the original table and original guide with a damp cloth and wipe it with a dry cloth.



WHERE TO PUT YOUR COPIER

Copier Environment

Your copier's location should be carefully chosen because environmental conditions greatly affect its performance.

Optimum environmental conditions

- ☐ Temperature: 10 30°C (50 86°F)
- ☐ Humidity: 15 90%
- A strong and level base.
- ☐ The copier must be level within 5 mm, 0.2" both front to rear and left to right.
- ☐ To avoid possible build-up of ozone, make sure to locate this copier in a large well ventilated room that has an air turnover of more than 30 m³/hr/person.

Environments to avoid

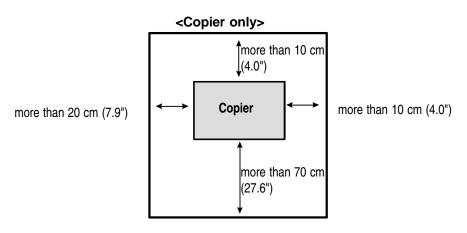
- ☐ Locations exposed to direct sunlight or strong light (more than 1,500 lux.)
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes might cause condensation within the copier.)
- □ Places where the copier might be subjected to frequent strong vibration.
- Dusty areas.
- ☐ Areas with corrosive gases.
- □ Places higher than 2,000 m, 6,500 ft above sea level.

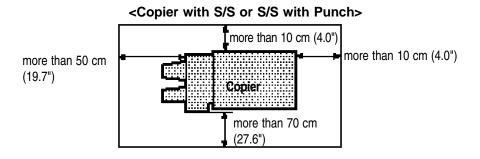
Power Connection

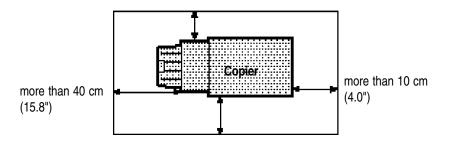
- Connect the copier to a power source meeting the specifications given on the inside front cover of this manual.
- Avoid multiwiring.
- □ Make sure that the wall outlet is near the copier and easily accessible.
- ☐ Make sure the plug is firmly inserted in the outlet.
- □ Voltage must not fluctuate more than 10%.
- □ Do not set anything on the power cord.
- ☐ Always turn the copier off when you have finished copying for the day, but leave it plugged in.

Access To Copier

Place the copier near the power source, providing clearance as shown.







DO'S AND DON'TS

Copier

When removing misfed paper

⚠ Caution: When removing misfed paper, do not touch the fusing section because it could be very hot.

- Do not leave any torn scraps of paper in the machine.
- □ When clearing misfeeds, do not turn off the main switch. If you do, your copy settings will be cleared.
- After clearing misfeeds, make sure that all units and levers are returned to their original positions and all covers are closed.
- Do not touch originals in the dual job feeder of the recirculating document handler when a paper misfeed occurs in the copier. If you do, the copier cannot determine which originals have been copied, and which haven't.

Dual Job Feeder (Option)

- Correct any curl, fold, or crease in the originals before setting.
- While originals are fed from the original table to the exposure glass, do not pull out the originals.
- Do not lift the dual job feeder until the originals have been completely fed out.
- Before setting the originals, confirm that no previous originals remain on the exposure glass.
- ☐ If you want to set originals of different sizes at the same time, set Mixed Sized mode. ➡ See page 49.
- ☐ If you set originals between 40 and 52 g/m², 11 and 14 lb, set Thin Paper mode. ► See page 52.
- ☐ Translucent paper should be used in Thin Paper mode.
- Do not press any parts of the dual job feeder strongly.

Recirculating Document Handler (Option)

- ☐ Correct any curl, fold, or crease in the originals before setting.
- While originals are fed from the original table to the exposure glass, do not pull out the originals.
- Do not lift the recirculating document handler until the originals have been completely fed out.
- ☐ Before setting the originals, confirm that no previous originals remain on the exposure glass or in the recirculating document handler.
- Do not move the original guide and the feed-out unit until the originals have been completely fed out. While originals are fed from the original table to the exposure glass, do not pull out the originals.
- ☐ Do not press any parts of the recirculating document handler strongly.

Sorter Stapler (Option) Sorter Stapler With Punch (Option) Finisher (Option)

- Do not open the front door until copied paper has been completely fed out to the proof tray or bins.
- □ While stapling, do not pull the stack of paper from the bins.

REMARKS

Copier

- □ To avoid problems caused by curled copies, try turning over the paper stack in the paper, or optional large capacity tray. If there is no improvement, change to copy paper with less curl.
- Load paper with the copy side <u>down</u> in the paper trays, and with the copy side <u>up</u> in the optional large capacity tray. If copies are curled, try turning the copy paper over in the tray. If there is no improvement, change to copy paper with less curl.
- ☐ If you want to copy onto OHP transparencies, adhesive labels, post cards, and translucent paper, set them into the bypass tray.
- When you use the bypass tray, make sure the platen cover, dual job feeder, or recirculating document handler is lowered. If not, the back side of the next copy paper might be dirty.

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COPIER

Configuration: Console

Process: Dry electrostatic transfer system

Originals: Sheet, Book

Original size: Maximum: A3, 11" x 17"

Copy paper size: See page 36 and 37.

Copy paper weight: Paper tray:

 $\begin{array}{l} 52 \sim 128 \text{ g/m}^2, \ 14 \sim 34 \text{ lb} \\ 52 \sim 157 \text{ g/m}^2, \ 14 \sim 42 \text{ lb} \\ 64 \sim 104 \text{ g/m}^2, \ 17 \sim 24 \text{ lb} \\ 52 \sim 128 \text{ g/m}^2, \ 14 \sim 34 \text{ lb} \end{array}$ Bypass feed tray: Duplex copying: 1,500-sheet tray:

Copy paper capacity:

Model A: Four 550-sheet trays (Trays 1, 2, 3, and 4)

 $(80 \text{ g/m}^2, 20 \text{ lb})$

Model B / Model C:

Type 1: Two 500-sheet trays (Tandem paper tray)

Three 550-sheet trays (Trays 2, 3, and 4)

Type 2: Two 500-sheet trays (Tandem paper tray)

One 550-sheet tray (Tray 2)

1,500-sheet large capacity tray (Tray 3)

 $(80 \text{ g/m}^2, 20 \text{ lb})$

Copying speed:

Model A: Metric version: 51 copies/minute (A4 □)

50 copies/minute in France (A4 □)

26 copies/minute (A3)

Inch version: 50 copies/minute (81/2" x 11" □)

26 copies/minute (11" x 17")

Model B: 60 copies/minute (A4 □, 81/2" x 11" □)

31 copies/minute (A3, 11" x 17")

Model C: 70 copies/minute (A4 □, 81/2" x 11" □)

36 copies/minute (A3, 11" x 17")

First copy time:

Model A: less than 3.1 seconds

(A4 \square or 81/2" x 11" \square , from 1st feed station)

Model B: less than 2.6 seconds

(A4 \square or 81/2" x 11" \square , from 1st feed station)

Model C: less than 2.6 seconds

(A4 \square or 81/2" x 11" \square , from 1st feed station)

Toner replenishment: Bottle exchange (1,140 g/bottle)

Power source: See the inside front cover of this manual.

Warm-up time: Model A: less than 5 minutes

> Model B: less than 5 minutes and 30 seconds Model C: less than 5 minutes and 30 seconds

> > (20°C, 68°F)

Recovery time from

Model A: Model B: 0 seconds (no recovery time) Low Power mode:

Model C: 0 seconds (no recovery time)

less than 25 seconds

(20°C, 68°F)

Reproduction ratios: 4 enlargement and 6 reduction

	Metric version	Inch version
	200%	200%
Enlargement	141%	155%
Lillargement	122%	129%
	115%	121%
Full size	100%	100%
Reduction	93%	93%
	82%	85%
	75%	77%
	71%	74%
	65%	65%
	50%	50%

Power consumption:

- Model A (average)

	Copier only	Full system*
Warm up	1.20 kW	1.22 kW
Stand-by	0.22 kW	0.24 kW
Low Power mode	0.19 kW	0.20 kW
Copying	1.40 kW	1.40 kW
Maximum	1.70 kW	1.75 kW

^{*} Full system: Copier with dual job feeder and sorter stapler

Copier with recirculating document handler and finisher

- Model B (average)

	Copier only Full system*	
Warm up	1.20 kW	1.22 kW
Stand-by	0.22 kW	0.24 kW
Low Power mode	0.20 kW	0.22 kW
Copying	1.50 kW	1.50 kW
Maximum	1.70 kW	1.75 kW

^{*} Full system: Copier with dual job feeder and sorter stapler

Copier with recirculating document handler and finisher

-Model C (average)

	Copier only	Full system*	
Warm up	1.20 kW	1.22 kW	
Stand-by	0.22 kW	0.24 kW	
Low Power mode	0.21 kW	0.22 kW	
Copying	1.60 kW	1.60 kW	
Maximum	1.70 kW	1.75 kW	

^{*} Full system: Copier with dual job feeder and sorter stapler

Copier with recirculating document handler and finisher

Noise Emission:

Sound power level (The measurements are made according to ISO 7779.)

- Model A

	Copier only
Stand-by	48 dB (A)
Copying	70 dB (A)

- Model B

	Copier only
Stand-by	48 dB (A)
Copying	73 dB (A)

- Model C

	Copier only
Stand-by	50 dB (A)
Copying	73 dB (A)

Sound pressure level (The measurements are made according to ISO 7779 at the operator position.)

- Model A

	Copier only
Stand-by	34 dB (A)
Copying	57 dB (A)

- Model B

	Copier only
Stand-by	34 dB (A)
Copying	59 dB (A)

- Model C

	Copier only
Stand-by	36 dB (A)
Copying	59 dB (A)

Dimensions:

	Width	Depth	Height
Copier only	690 mm	690 mm	980 mm
	27.2"	27.2"	38.6"
Copier with dual job feeder, sorter stapler, and 3,500-sheet large capacity tray	1,659 mm	690 mm	1,113 mm
	65.4"	27.2"	43.9"
Copier with dual job feeder, sorter stapler with punch, and 3,500-sheet large capacity tray	1,659 mm	690 mm	1,113 mm
	65.4"	27.2"	43.9"
Copier with recirculating document handler, finisher, and 3,500-sheet large capacity tray	1,764 mm	690 mm	1,112 mm
	69.5"	27.2"	43.8"

Weight:

- Model A

	Weight
Copier only	161 kg 354.7 lb
Copier with dual job feeder, sorter stapler, and 3,500-sheet large capacity tray	243.3 kg 536.0 lb
Copier with dual job feeder, sorter stapler with punch, and 3,500-sheet large capacity tray	246.3 kg 542.6 lb
Copier with recirculating document handler, finisher, and 3,500-sheet large capacity tray	233.8 kg 515.0 lb

- Model B / Model C

- Model B / Model C		
	Type	Weight
Copier only	Type 1	164 kg 361.3 lb
Copiel Ully	Type 2	167 kg 367.9
Copier with dual job feeder, sorter stapler, and 3,500-sheet large capacity tray	Type 1	246.3 kg 542.6 lb
	Type 2	249.3 kg 549.2 lb
Copier with dual job feeder, sorter stapler with punch,	Type 1	249.3 kg 549.2 lb
and 3,500-sheet large capacity tray	Type 2	252.3 kg 555.8 lb
Copier with recirculating document handler, finisher,	Type 1	236.8 kg 521.6 lb
and 3,500-sheet large capacity tray	Type 2	239.8 kg 528.2 lb

Optional equipment:

Dual job feeder

Sorter stapler Sorter stapler with punch

Recirculating document handler

Finisher

3,500-sheet large capacity tray

Platen cover Copy tray Key counter

Key counter bracket set

SPECIFICATIONS

DUAL JOB FEEDER (Option)

Original feed: Automatic document feed (ADF) mode

Automatic reverse document feed (ARDF) mode Semi-automatic document feed (SADF) mode

Original size and weight:

Paper weight		40.7	46.5	52.8	64.0	81.4	105	128
		g/m2	g/m2	g/m2	g/m2	g/m2	g/m2	g/m2
		11 lb	12.5 lb	14 lb	17 lb	22 lb	28 lb	34 lb
Maximum nu	umber of	50	50	50	50	50	30	25
originals to	be set	sheets	sheets	sheets	sheets	sheets	sheets	sheets
A3	□	*	*				0	*
A4 🕝	□	4	4	•	•	•	О	4
		*	*	•	•	•	0	4
۸.	□	*	49	О	0	O	0	4
A5		*	*	0	0	0	0	4
B4	□	*	*	•	•	•	O	4
D.F.	₽	*	*	•	•	•	0	4
B5		*	*	•	•	•	0	49
DC	□	*	*	0	0	O	0	4
B6	J.	*	*	*	*	*	*	*
11" x 17"	D	*	*	•	•	•	0	4
81/2" x 14"	□	*	*	•	•	•	0	4
	□	*	*	•	•	•	0	4
81/2" x 11"	₽	*	*	•	•	•	0	4
5 . /=" O . /="	□	*	*	0	0	O	0	*
51/2" x 81/2"	J.	*	*	*	*	*	*	4
0" 10" (E)	₽	*	*	•	•	•	0	4
8" x 13" (F)	P	*	*	•	•	•	О	*
Ba-Kai	_	*	*				0	*
(267 x 390 mm)	□	***	7,7	•	•	•	9	3,8
Shi-Liu-Kai	┏	*	*			•	0	*
(195 x 267 mm)	₽	春	*	•	•	•	0	*

- ARDF (2 sided originals), ADF (1 sided originals), SADF, Mixed sized original mode
- O: ARDF, ADF, SADF mode
- : ADF, SADF mode
- □ When you set originals between 40 ~ 52 g/m2, 11 ~ 14 lb in the dual job feeder, select Thin Paper mode. ► See page 52.
- □ Ba-Kai (267 x 390 mm) and Shi-Lui-Kai (195 x 267 mm) can bet by your service representative.

DUAL JOB FEEDER (Option)

Original orientation: Face up, first sheet on top

Original transport: One flat belt

Power source: From copier

Power consumption: 0.07 kW

Weight: Less than 14.5 kg, 32.0 lb

Dimensions (W x D x H): 680 x 522 x 133 mm

26.8" x 20.6" x 5.3"

SPECIFICATIONS

SORTER STAPLER (Option)

Number of bins: 20 bins + Proof tray

Paper size for bins: Sorting: See page 113.

Stacking: See page 115. Stapling: See page 118.

Paper weight for bins: Sorting: See page 113.

Stacking: See page 115. Stapling: See page 118.

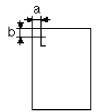
Bin capacity: Sorting: See page 113.

Stacking: See page 115.

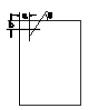
Stapler capacity: See page 118.

Proof tray capacity: 250 sheets (80 g/m², 20 lb)

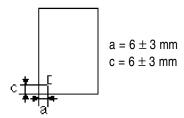
Stapling position:

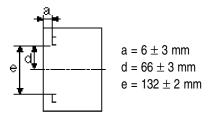


 $a = 6 \pm 3 \text{ mm}$ $b = 6 \pm 3 \text{ mm}$



 $a = 6 \pm 3 \text{ mm}$ $b = 6 \pm 3 \text{ mm}$ $\theta = 45 \pm 5^{\circ}$





SORTER STAPLER (Option)

Staple replenishment: Cartridge exchange (5,000 pcs/cartridge)

Power source: From copier

Power consumption: Less than 0.06 kW

Weight: 48 kg, 105.8 lb

Dimensions (W x D x H): 566 x 583 x 978 mm

22.3" x 23.0" x 38.6"

SPECIFICATIONS

SORTER STAPLER WITH PUNCH (Option)

Number of bins: 20 bins + Proof tray

Paper size for bins: Sorting: See page 113.

Stacking: See page 115.
Stapling: See page 118.
Punching: See page 124.

Paper weight for bins: Sorting: See page 113.

Stacking: See page 115. Stapling: See page 118. Punching: See page 124.

Bin capacity: Sorting: See page 113.

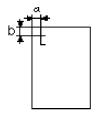
Stacking: See page 115.

Stapler capacity: See page 118.

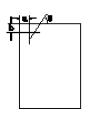
Punch capacity: See page 124.

Proof tray capacity: 250 sheets (80 g/m², 20 lb)

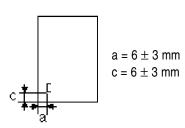
Stapling position:

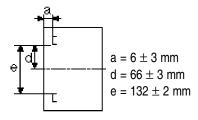


 $a = 6 \pm 3 \text{ mm}$ $b = 6 \pm 3 \text{ mm}$



 $a = 6 \pm 3 \text{ mm}$ $b = 6 \pm 3 \text{ mm}$ $\theta = 45 \pm 5^{\circ}$

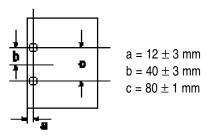




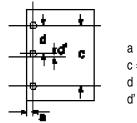
Staple replenishment: Cartridge exchange (5,000 pcs/cartridge)

Punching position:

2 holes version



3 holes version



$$a = 9.5 \text{ mm } (3/8") \pm 3 \text{ mm}$$

 $c = 216 \text{ mm } (81/2") \pm 1 \text{ mm}$
 $d = 108 \text{ mm } (41/4") \pm 1 \text{ mm}$
 $d' = \pm 3 \text{ mm}$

Punch diameter: 2 holes version: 6.5 ± 0.5 mm

3 holes version: $8.0 \pm 0.5 \text{ mm}$

Punch rubbish box capacity: More than 7,000 sheets (2 holes/sheet)

More than 5,000 sheets (3 holes/sheet)

Power source: From copier

Power consumption: Less than 0.07 kW

Weight: 51 kg, 112.4 lb

Dimensions (W x D x H): 566 x 583 x 978 mm

22.3" x 23.0" x 38.6"

RECIRCULATING DOCUMENT HANDLER (Option)

Automatic recirculating document feed **Original Feed:**

- RDH mode (2 sided original mode)

Automatic document feed

- ADF mode (1 sided original mode)

A5 \square ~ A3, 51/2" x 81/2" \square ~ 11" x 17" 52 g/m² ~ 105 g/m², 14 lb ~ 28 lb Original size and weight: Size:

Weight:

Paper weight		52.8 g/m2 14 lb	64.0 g/m2 17 lb	81.4 g/m2 22 lb	105 g/m2 28 lb	128 g/m2 34 lb
Maximum number of originals to be set	A4, 81/2" x 11" or smaller size	50 sheets	50 sheets	50 sheets	40 sheets	30 sheets
	B4, 81/2" x 14" or larger size	25 sheets	25 sheets	25 sheets	20 sheets	20 sheets
A3	₽	•	•	•	•	O
A4	₽	•	•	•	•	0
	₽	•	•	•	•	0
A5	┏	•	•	•	•	0
	₽	Х	Х	Х	Х	X
B4	┏	•	•	•	•	0
סר	₽	•	•	•	•	0
B5	₽	•	•	•		0
11" x 17"	₽	•	•	•		0
81/2" x 14"	₽	•	•	•	•	O
81/2" x 11"	₽	•	•	•	•	0
	□	•	•	•	•	0
51/2" x 81/2"	┏	•	•	•	•	0
		X	X	X	Х	Х

- RDH (2 sided originals), ADF (1 sided originals) mode
- ADF mode \bigcirc :
- X: You cannot use this type of paper.

RECIRCULATING DOCUMENT HANDLER (Option)

Original set: Face up, first sheet on top

Number of recirculations: 30 times

Original transport: One flat belt

Power source: From copier

Power consumption: 0.07 kW

Weight: 18 kg, 39.7 lb

Dimensions (W x D x H): 685 x 516 x 132 mm 27.0" x 20.4" x 5.2"

FINISHER (Option)

Paper size: Sorting: See page 114.

Stacking: See page 117. Stapling: See page 120.

Paper weight: Sorting: See page 114.

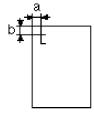
Stacking: See page 117. Stapling: See page 120.

Paper capacity: Sorting: See page 114.

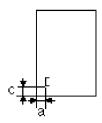
Stacking: See page 117. Stapling: See page 120.

Stapler capacity: See page 120.

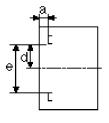
Stapling position:



 $a = 6 \pm 3 \text{ mm}$ $b = 6 \pm 3 \text{ mm}$



 $a = 6 \pm 3 \text{ mm}$ $c = 6 \pm 3 \text{ mm}$



 $a = 6 \pm 3 \text{ mm}$ $d = 66 \pm 3 \text{ mm}$ $e = 132 \pm 2 \text{ mm}$

Staple replenishment: Cartridge exchange (5,000 pcs/cartridge)

Power source: From copier

Power consumption: 0.048 kW

Weight: 35 kg, 77.1 lb

Dimensions (W x D x H): 671 x 514 x 950 mm

26.5" x 20.3" x 37.5"

3,500-SHEET LARGE CAPACITY TRAY (Option)

Paper size: Metric version: A4 □, B5 □ Inch version: 81/2" x 11" □

IIICII VEISIOII. 01/2 X I I

Paper weight: $64 \sim 105 \text{ g/m}^2$, $16 \sim 24 \text{ lb}$

Paper capacity: 3,500 sheets (80 g/m², 20 lb)

Power source: From copier

Power consumption: 0.048 kW

Weight: 19.8 kg, 43.7 lb

Dimensions (W x D x H): 403 x 529 x 608 mm

15.9" x 20.9" x 24.0"

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